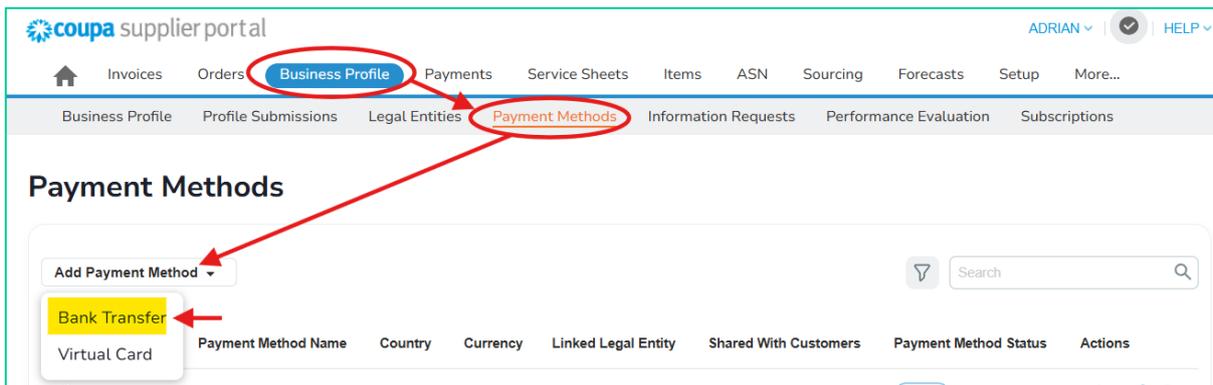# For Suppliers – How to Fix the Remit-To Error in the SC2 Form

1. In your **Coupa Supplier Portal**, navigate to **Business Profile**, then click **Payment Methods** → **Add Payment Method** → **Bank Transfer**.
   Complete all required information and **Save**.
   (You may be prompted to authenticate via Multi-Factor Authentication (MFA) before continuing.)
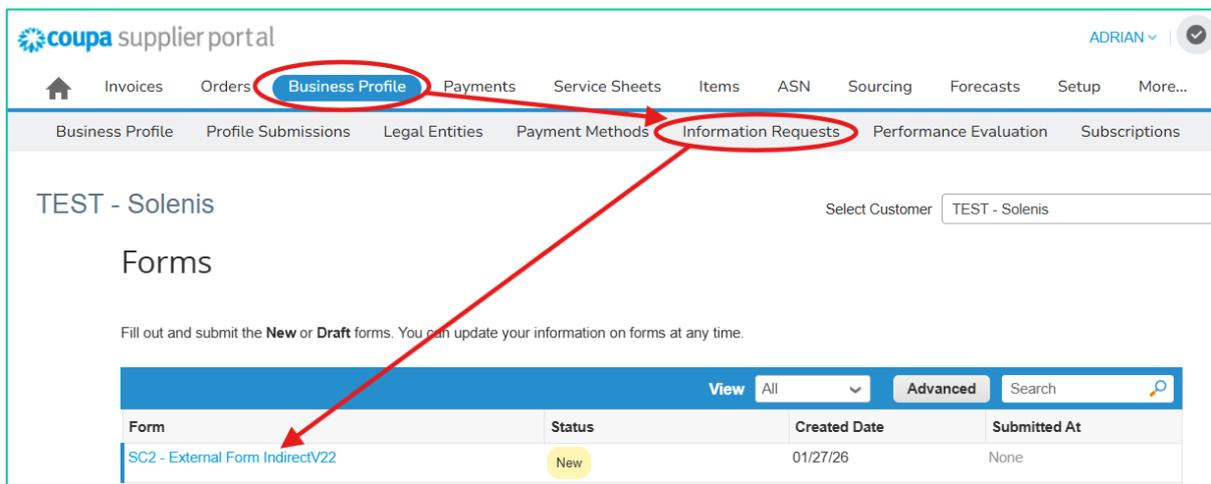

2. Enter all required bank details and click **Save** to create the new Payment Method.
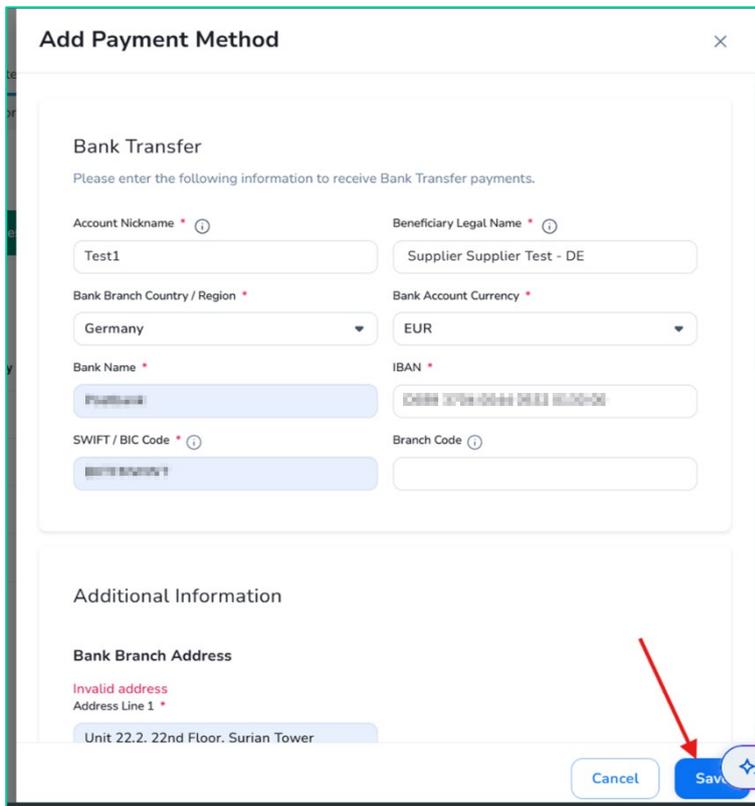
3. **Link** the newly created Payment Method to **Solenis**, then click **Save**.
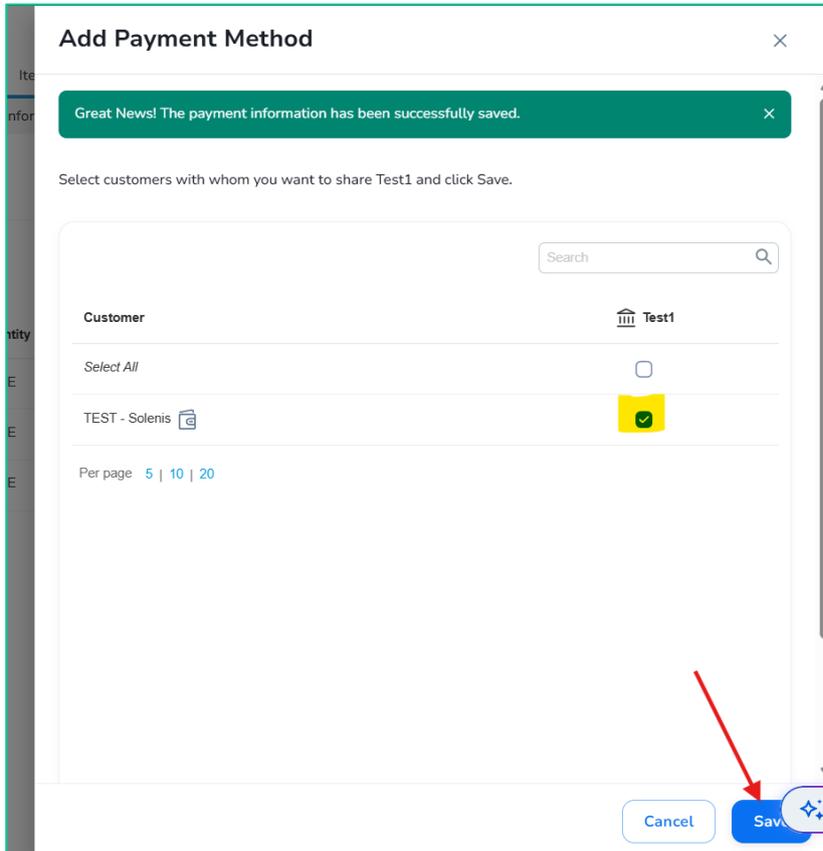
4. Go to **Information Requests**, then open the **SC2 Form**.

5. Review the form, verify all pre-filled details, and enter any missing required information. When you reach the **Remit-To Addresses** section, click **Add Remit-To**.

To add new banking information click on **'Add Remit To'**

To amend existing banking information, in the **'Active'** field, select **'Inactive'** to deactivate the current bank data. Click on **'Add Remit-To'** and enter the updated banking details as required

*Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

6. Select the newly created Payment Method, then click **Add Selected**.
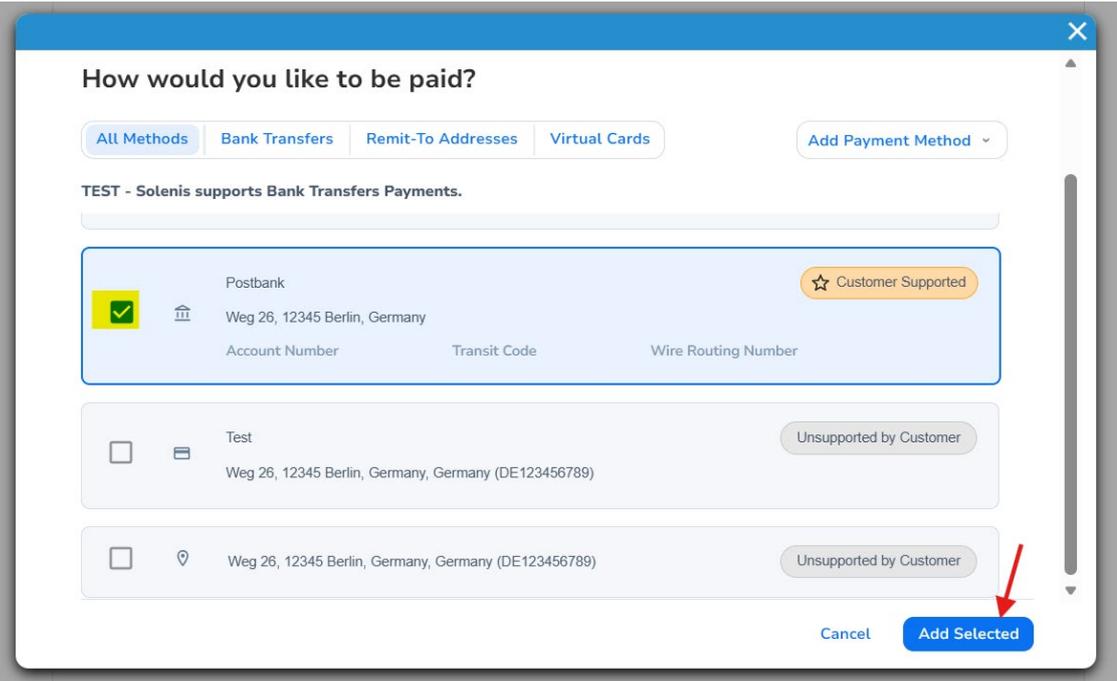
How would you like to be paid?

All Methods Bank Transfers Remit-To Addresses Virtual Cards   Add Payment Method ⌄

TEST - Solenis supports Bank Transfers Payments.

☑ 🏛 Postbank   ☆ Customer Supported
        Weg 26, 12345 Berlin, Germany
        Account Number   Transit Code   Wire Routing Number

☐ ▭ Test   Unsupported by Customer
        Weg 26, 12345 Berlin, Germany, Germany (DE123456789)

☐ ⦾ Weg 26, 12345 Berlin, Germany, Germany (DE123456789)   Unsupported by Customer

                                                    Cancel   Add Selected

7. You will return to the SC2 form. Scroll down again to the **Remit-To** section, which should now be populated.
Enter the additional required information.
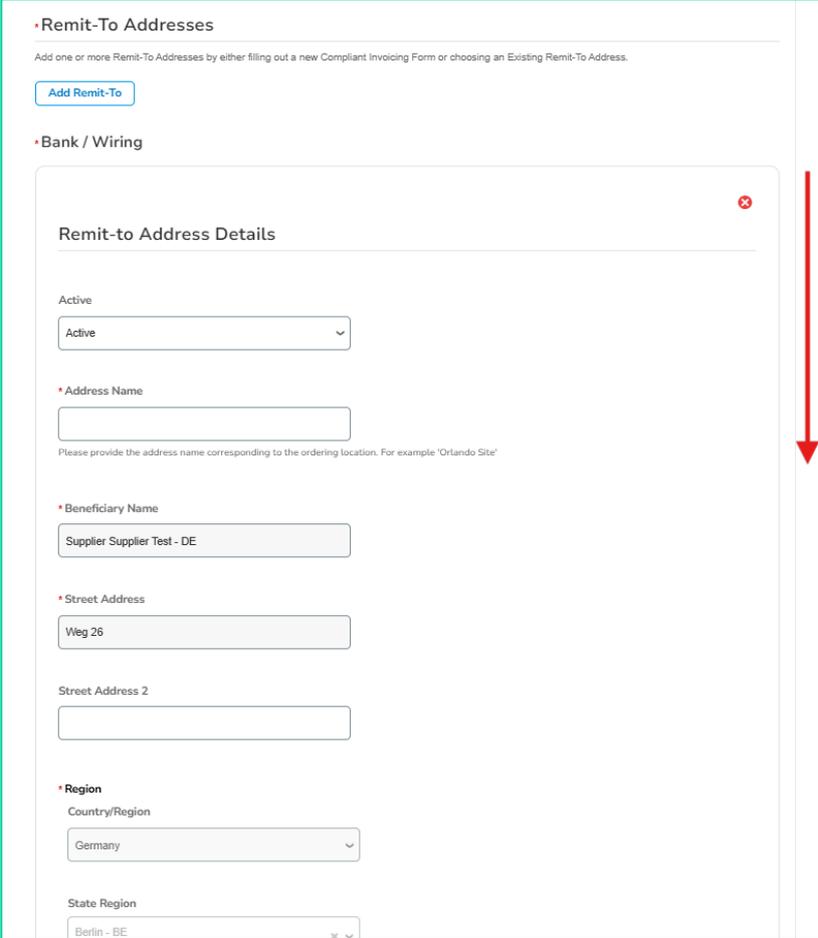
8. Continue completing the remaining required fields in the form and then **Submit for Approval**.
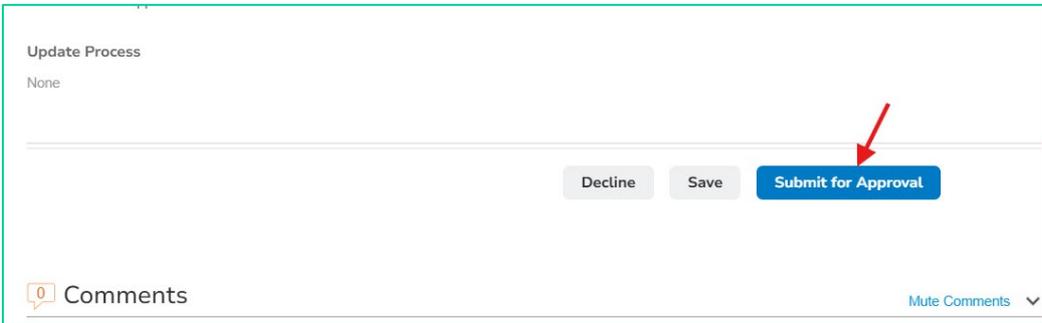
Rev.	Author	Description of change	Date	Training required	
0	Adrian Craiu	Document creation	Feb. 27, 2026	Yes	xx No
1					
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