

# How to link to Coupa Supplier Portal (CSP) and respond to Information Request

## Coupa



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**Note:** This icon indicates there are further policy or business process details relating to a step. Click on the provided link(s) placed throughout the QRC for more information.



Your screen in the Coupa Supply Portal may differ slightly from this training, but the steps to complete the activity will be the same.

### Purpose

This Quick Reference Card (QRC) explains the process for how Suppliers link their account to Kimberly-Clark in Coupa Supplier Portal (CSP) and how Suppliers can respond to Supplier External Update Form in Coupa Supplier Portal (CSP).

### Key Terms

- **Supplier External Update Form** is a form submitted by the supplier to update their existing information in the Coupa Supplier Portal.

- Once this form has been approved, the supplier record information will integrate to other systems for set up. After that set up is complete, transactions can be conducted between Kimberly-Clark and the supplier.
- **Coupa Supplier Portal (CSP)** is a web portal to assist suppliers in managing their transactions with Kimberly-Clark.
  - Once this form has been approved, the supplier record information will integrate to other systems for set up. After that set up is complete, transactions can be conducted between Kimberly-Clark and the supplier.
- **DUNS number** is a unique nine-digit identifier assigned by Dun & Bradstreet, one of the three major business credit bureaus. It is sometimes styled as a “D-U-N-S” number, which refers to its formal name: Data Universal Numbering System number. DUNS numbers are used by creditors, vendors and suppliers worldwide to check your business credit history and assess your company’s financial health.


## How to Register for the CSP

Registering with Coupa Supplier Portal (CSP) will connect you to transacting with Kimberly-Clark. The steps below outline the preferred and only process K-C accepts to onboard suppliers through CSP.

1. You will receive an email invitation from K-C with the subject line: **Kimberly-Clark Registration Instructions – Action Required**
2. Click the **Join Coupa** button from the invitation email or Forward this invitation if you are not the right contact within your company

Kimberly-Clark Registration Instructions - Action Required Inbox x

Coupa Supplier Portal <do\_not\_reply@supplier-test.coupahost.com>  
to kctrainer2+120 ▾

 **Kimberly-Clark** UAT TEST Kimberly-Clark Registration Instructions - Action Required

Powered by 

Hello K-C Training #1,

Kimberly-Clark handles all business spend electronically in order to reduce the risk of lost documents and to ensure faster processing time. Within the next 48 hours, please click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Contact us immediately at [Vendor.Setup@kcc.com](mailto:Vendor.Setup@kcc.com) if you are unable to register for any reason.

Andrew Olson  
Kimberly-Clark

[Join Coupa](#)

[Forward this invitation](#)

*\*Please note that the message you receive may be slightly different from the above screenshot*

*Please continue to the next page.*

3. You will need to go through 2 factor authentication:

## Email Verification

We sent a one time verification code to  
kcemeatrainereenglish+123@gmail.com



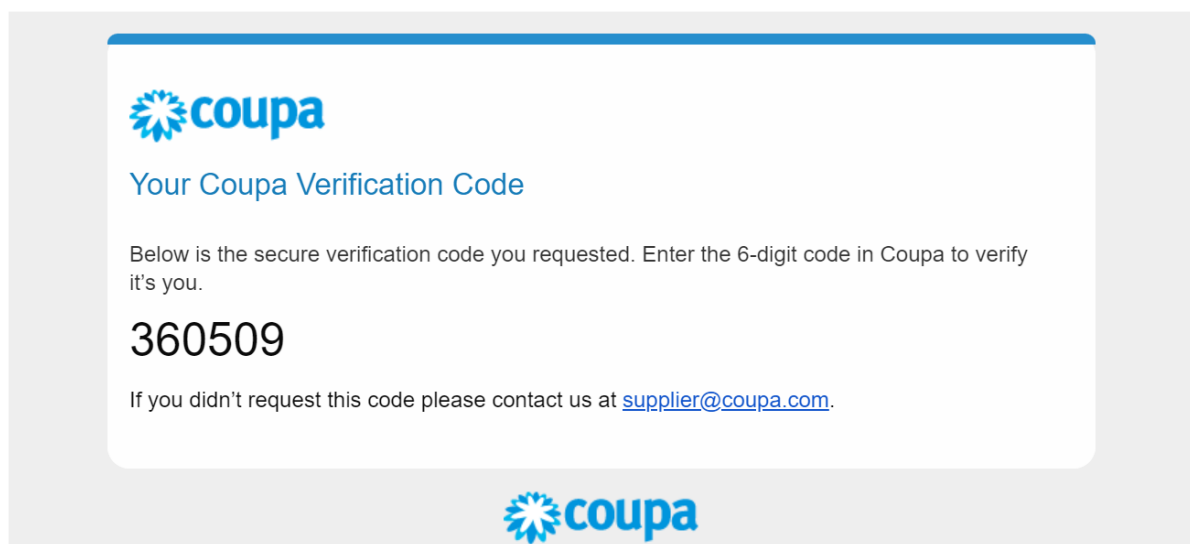
Didn't receive the Verification Code? [Request a New Code](#)

Next

4. You will receive an email with a 6-digit code that should be copied and past into Coupa Supplier Portal

Coupa Supplier Portal <do\_not\_reply@supplier-test.coupahost.com>  
to kcemeatrainereenglish+123

2:51PM (2 minutes ago) ☆ 😊 ↶ ⋮



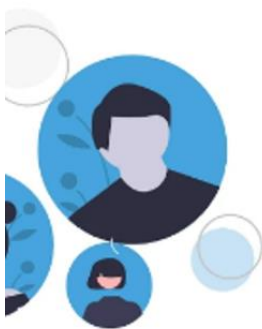
5. Enter the following information for the following fields (required fields are indicated by a red asterisk \*). Provide your, **Business Name**, **Email address**, **First Name** (primary contact), **Last Name** (primary contact), and **Password** (alphanumeric, minimum 8 characters)

6. Select the **Privacy Policy and the Terms of Use** checkbox (this is a requirement).



**Note:** The legal terms of use list the terms and conditions for using e-invoicing through Coupa and the CSP. You as a supplier, especially if you are responsible for managing legal tax invoices, are required to have read, assessed and agreed to these terms of use and to be aware of your responsibilities towards the content and handling of these invoices.

7. Click the Create an Account button when complete.
  - a. Click the **LOG IN** link (if you have an existing CSP account).
  - b. Review pre-populated information, create your own password, accept Privacy and Terms of Use and click on “Create Account” button.



The screenshot shows a registration form with the following fields and elements:

- Business Name:** Text input field containing "Test supplier". Below it is the text "Your legal business name (or legal personal name if an individual)".
- Email:** Text input field containing "kcsupplierstest+1051@gmail.com".
- First Name:** Text input field containing "John".
- Last Name:** Text input field containing "Doe".
- Password:** Password input field with a strength indicator icon.
- Confirm Password:** Password input field with a strength indicator icon.
- Below the password fields is the text: "Use at least 8 characters and include a number and a letter."
- Acceptance:** A checkbox labeled "I accept the [Privacy Policy](#) and the [Terms of Use](#)".
- Buttons:** A large blue "Create an Account" button, a "LOG IN" link, and a "Forward this to someone" link.



By performing all above steps, you will successfully register your account in Coupa and link it to Kimberly-Clark.

After logging in to Coupa you will be asked to provide information about your business. This step is not mandatory to link your account, as by this point you are already linked to Kimberly-Clark in Coupa. You may click “Skip for now” button or provide additional information about your business.



**Note:** If you decided to provide information about you business after logging in, review the following step by step guidance [How to Navigate and Use CSP](#), pp 6-9

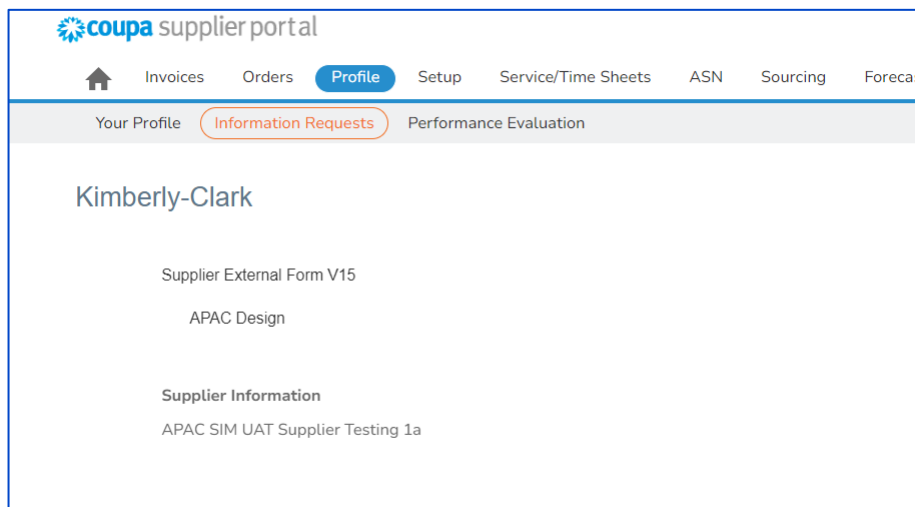
After a successful registration, you will be directed to the **Coupa Supplier Portal (CSP) homepage**.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and the text 'supplier portal'. To the right of the logo, there are user options: 'JOHN' with a dropdown arrow, 'NOTIFICATIONS' with a red badge containing the number '53', and 'HELP' with a dropdown arrow. Below the navigation bar is a menu with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the menu, there is a red banner with the text 'Action needed: Complete your profile to get paid faster and get discovered' and a 'Learn More' link. Below the banner, there are two sections: 'Profile Progress' showing a progress bar at 12% Complete and 'Last Updated' showing 'about 4 hours ago' with a clock icon and an 'Improve Your Profile' button. Below these sections is the 'Profile Summary' section, which contains three cards: '3 Legal Entities' with a globe icon and a 'View' link, '1 Registered User' with a person icon and a 'View' link, and '1 Connected Customer' with a group of people icon. To the right of the Profile Summary, there are three sections: 'Announcements' with a 'View All (0)' link, 'One-Click Savings' with a 'View All' link and a 'Start saving today!' call to action, and 'Merge Accounts' with a 'Request Merge' button and a 'Learn more' link.

## Respond to a Supplier External Update Form

Once your account is set up in the Coupa Supplier Portal, please review the additional information provided by Kimberly-Clark to complete your profile. If you notice any discrepancies in the data provided by Kimberly-Clark while reviewing the form, you have the option to correct the data and submit your information. If all the information is accurate, there is no need to submit the form.

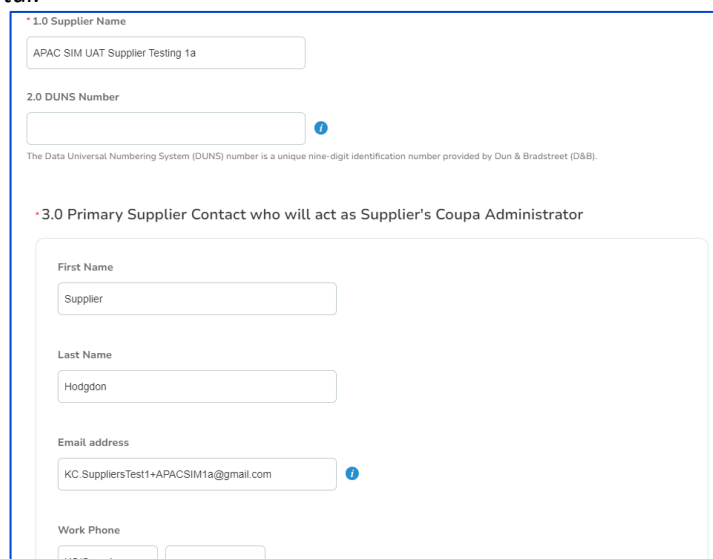
1. From within Coupa Supplier Portal, click on “Profile” tab, then “Information Requests”.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with a home icon and links for Invoices, Orders, Profile (highlighted in blue), Setup, Service/Time Sheets, ASN, Sourcing, and Forecast. Below this is a sub-navigation bar with 'Your Profile', 'Information Requests' (highlighted in orange), and 'Performance Evaluation'. The main content area displays 'Kimberly-Clark' and lists two 'Supplier External Form V15' items: 'APAC Design' and 'APAC SIM UAT Supplier Testing 1a'. Under the heading 'Supplier Information', there is one item: 'APAC SIM UAT Supplier Testing 1a'.

Most of these fields will already be populated, based on your existing Kimberly-Clark supplier record. Please review all fields for accuracy, and update if needed. Fields marked with an asterisk are mandatory, please be sure to fill out those fields and buttons, as required.

2. **Supplier Name** – please ensure this matches your legal company name.
3. **DUNS Number** – not required, but this is a preferred field which assists with verification and future risk management.
4. **Primary Supplier contact** – **IMPORTANT**: this person will be your **Administrator** for Coupa Supplier Portal.



The screenshot shows a form titled 'Supplier Information' with the following fields:

- \*1.0 Supplier Name**: A text box containing 'APAC SIM UAT Supplier Testing 1a'.
- 2.0 DUNS Number**: An empty text box with a blue information icon to its right. Below it is a small note: 'The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).'.
- \*3.0 Primary Supplier Contact who will act as Supplier's Coupa Administrator**: A section containing:
  - First Name**: A text box containing 'Supplier'.
  - Last Name**: A text box containing 'Hodgdon'.
  - Email address**: A text box containing 'KC.SuppliersTest1+APACSIM1a@gmail.com' with a blue information icon to its right.
  - Work Phone**: A text box with a dropdown menu set to 'US/Canada' and an empty input field.

5. **Company Legal Address** - Correct any address fields, as needed. Additional information may be entered, if needed, in the optional fields.
6. **Personally Identifiable Information** - If you are a Chinese based supplier, select "Yes" to question "Are you a China based supplier?" and click the Personally Identifiable Information (PII) checkbox. If No, continue to next section.

### 5.0 Personally Identifiable Information (PII) acknowledgement and Consent

\* 5.1 Are you a China based supplier?

Yes

No

7. If **Yes**, additional content and checkbox will pop-up. Please review and check the box regarding control of PII consent. This is the same form we use in our current vendor onboarding processes. Additional information can be found on Kimberly-Clark's Supplier Link site, [China Consent form for Processing of Personal Information of Partners](#).

### Personally Identifiable Information (PII) acknowledgement and Consent

\* Are you a China based supplier?

Yes

No

\* By marking this box, I affirm that I have the authority to and do hereby make the following representation:

My company has obtained prior consent from all employees and/or agents of my company whose personal data will be provided to Kimberly-Clark Corporation or its affiliates (Kimberly-Clark) (including through a cross-border transfer of personal data) via the "Consent Form for Processing of Personal Information of Partners." The personal data to be transferred is only that which is necessary to provide Kimberly-Clark with the goods and/or services to be procured. My company agrees that Kimberly-Clark may process the personal data in accordance with the "Consent Form for Processing of Personal Information of Partners" and for general procurement purposes between our companies, and that a separate, signed consent form will be provided to Kimberly-Clark for each person whose personal data is to be transferred. If additional consent forms are necessary to ensure compliance with law as to the transfer of personal data, such completed forms will be provided to Kimberly-Clark by my company prior to the transfer of such additional personal data.

8. **Banned Country Validation** – please review and acknowledge by checking the box. Kimberly-Clark does not allow sourcing from certain countries that we deem high risk.

### 6.0 Banned Country Validation

6.1 In accordance with Kimberly-Clark policy, please verify that you have identified all manufacturing locations, including suppliers of this supplier, that will supply Kimberly-Clark are not located in any of the below banned sourcing countries: Afghanistan, Burundi, Central African Republic, Chad, Congo, Dem. Rep., Congo, Rep., Cuba, Equatorial Guinea, Eritrea, Guinea-Bissau, Iran, Iraq, Korea Dem. Rep., Libya, Pakistan, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tajikistan, Turkmenistan, Venezuela RB, Western Sahara, Yemen Rep., Zimbabwe.

\* 6.2 By checking this box, I acknowledge that the requested supplier DOES NOT operate or manufacture in any of the above countries or regions

9. **Tax Registration** – review for accuracy, update if needed.
10. **Remit-to Addresses** – review banking information for accuracy, update if needed.



- 11. Additional Supplier Contacts** – *IMPORTANT: Please review PO email contact for accuracy. Other contacts are optional*
- 12. Certificates for Supplier Onboarding** – *optional. Add certificate files if applicable, refer to help text. For example, if you are a Micro, Small, or Medium Enterprise (MSMED). Effective date range of certificates may be required.*

**12.0 Certificates for Supplier Onboarding**

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Please complete the below information and attach any certificate(s) required by local authorities or Kimberly-Clark for suppliers. (e.g., CIN, GST, MENA, MSMED, SEAL, etc.)

**12.1 Enter Certificate Type**

- 13. Diverse Supplier** - *If you are classified as a Diverse supplier, choose Yes to the question, and choose from drop-down any diversity designations which apply. Diversity certificates may be required – please attach as applicable.*

If you are a small or diverse business, click "Add Diversity" Button to add any designations that apply to you. If Diversity Certificate Number applies to you, please populate in field below.

\* **13.0 Are you a diverse supplier?**

- 14. Once reviewed and updated as necessary, scroll down and select the Submit for Approval button. Please note, at any time you can also Save a profile that is in progress, for example if you need to gather documents, determine who appropriate contact are, or have other questions before submitting.**