

Updating Bank Details in the Coupa Portal



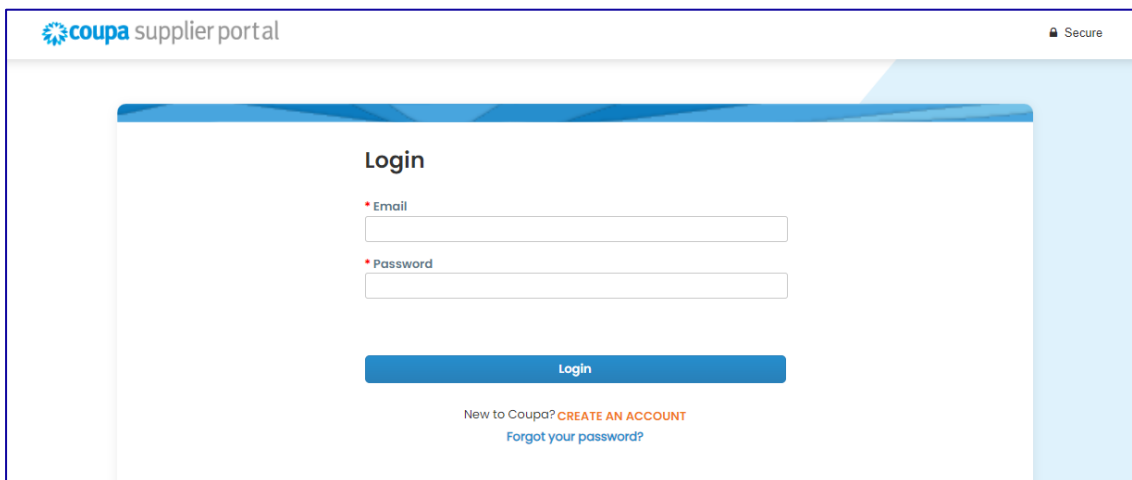
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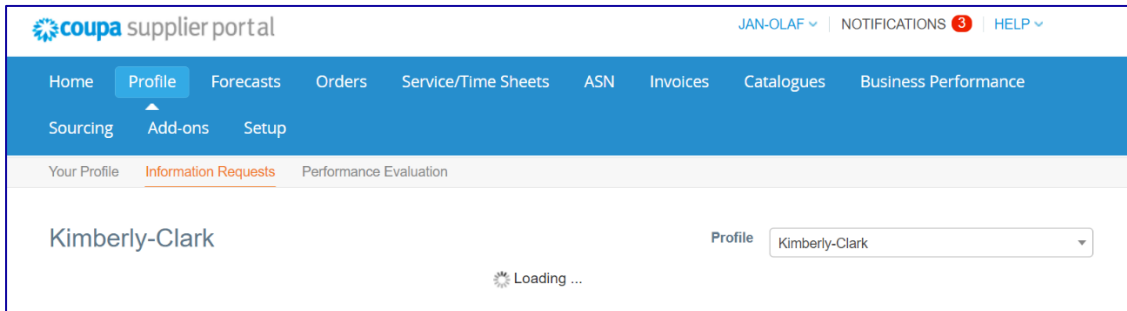
Instruction

1. Log in to the CSP(<https://supplier.coupahost.com/sessions/new>):

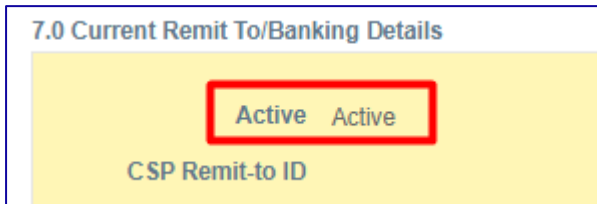


2. After logging in, go to Profile then Information Requests.

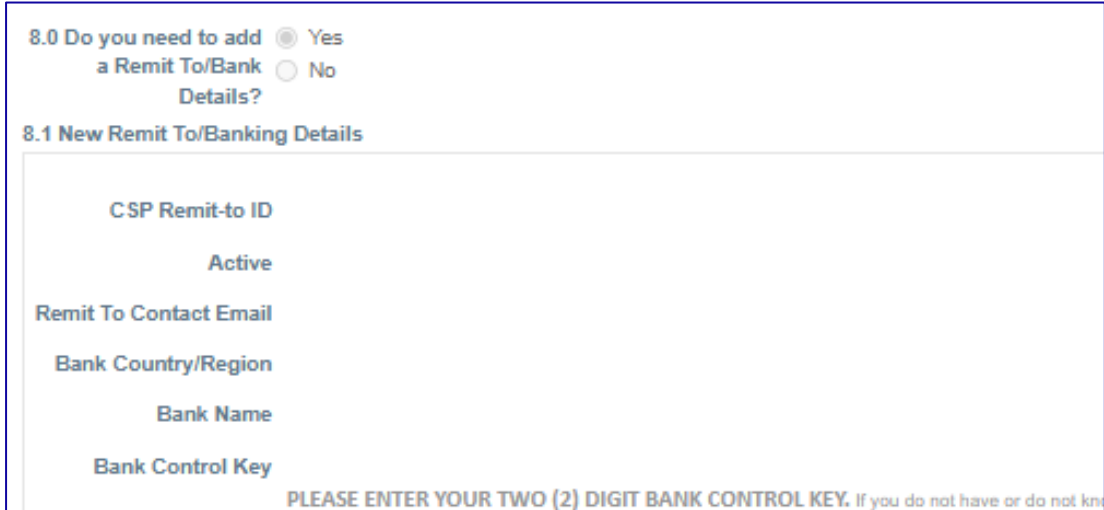
On the right side, in the 'Profile' drop-down, please select 'Kimberly-Clark'



3. In section 7.0 Current Remit To/Banking Details, mark the record as 'Inactive' if the details are no longer valid.



4. In section 8.0 select 'Yes', to load section 8.1 where new bank details are entered:



*If the section has loaded with the old data, please delete the section and click on 'Add Remit To' again.

***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

***8.1 New Remit To/Banking Details**

Active ✕

Active

5. Region in section 9.0 must be EMEA.

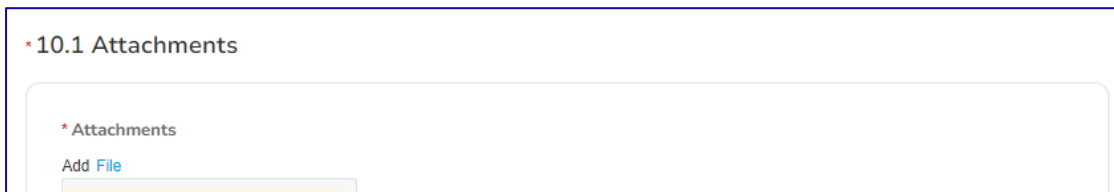
***9.0 Select region requiring updated company information**

EMEA ✕

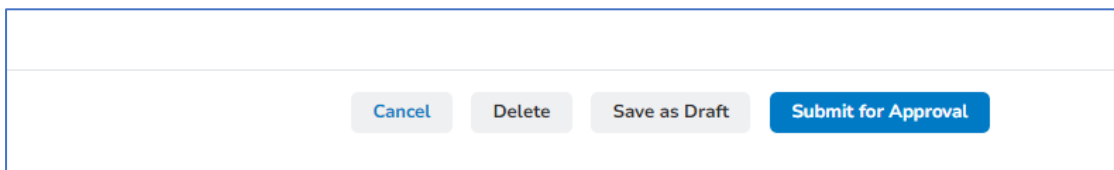
6. In section 10.1, please add attachments to confirm the change:
 1. Bank Account Confirmation (official bank letter, stamped, no older than 3 months)
 2. Bank Change Verification form (attached below, signed, stamped and attached as a pdf file)

<https://www.kimberly-clark.com/-/media/kimberly/pdf/coupa-training-pdf-file-for-en-us/bank-account-verification-kimberly.pdf?la=en-us>

To add an additional bank account, the bank change form is not required.



7. Please click 'Submit for Approval' to submit the form to the Supplier Onboarding Admin Team who will review the form to process the changes.



8. If you require further support, kindly review the [Suppliers Link](#) site with available training materials on how to use Coupa along with access to [Procuree](#), where you can ask a question or raise a ticket to our Knowledge Center Team.

