

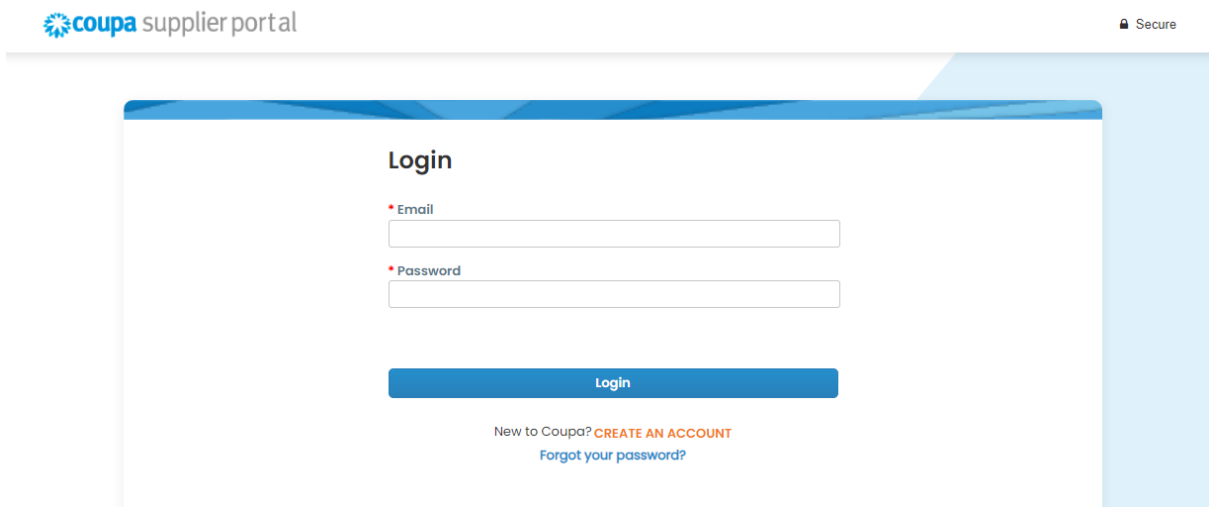


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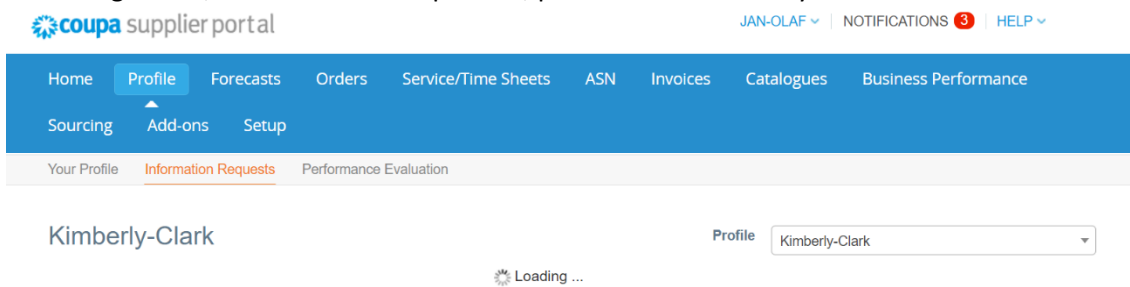
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Instruction

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

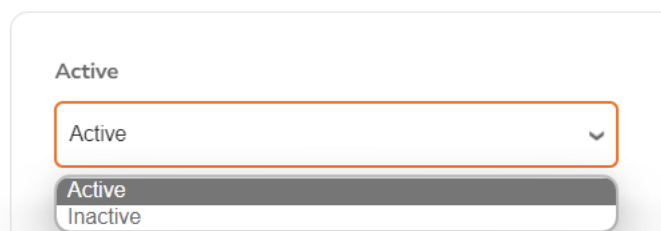


2. After logging in, go to Profile then Information Requests. On the right side, in the 'Profile' drop-down, please select 'Kimberly-Clark'



3. In section 8.0 Current Remit To/Banking Details, mark the record as 'Inactive' if the details are no longer valid.

8.0 Current Remit To/Banking Details



4. In section 8.1 select 'Yes', to load section 8.2 where new bank details are entered:

* 8.1 Do you need to add a Remit To/Bank Details?

- Yes
- No

* 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

* 8.2 New Remit To/Banking Details

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

Add Remit-To

* 8.2 New Remit To/Banking Details

Active ✕

Active ▼

* Remit To Contact Email

5. Select the appropriate region

* 9.0 Select Region associated with Supplier Remit To/Banking Details

Select ▼

APAC: All Asia Pacific countries, including Australia and New Zealand

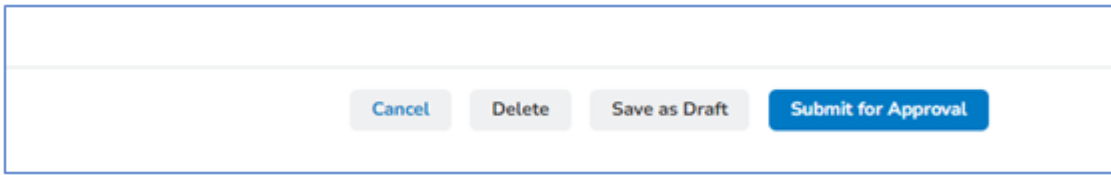
EMEA: All European, Middle East, and Africa countries

LAO: All Central America and South America Countries

NAM: Canada, Mexico, United States

6. In section 10, please add the relevant attachments to confirm the change, per the documentation requirements shown. Requirements shown are conditional, based on Region and Country (if applicable) and Vendor Type (applicable for APAC)

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.

