## C Kimberty-Clark

## C Kimberly-Clark

Powering K-C's digital future



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## **Table of Contents**

Updating Bank Details in the Coupa Portal -instruction......2

## Instruction

1. Log in to the CSP <u>Coupa Supplier Portal (coupahost.com)</u>:

🗱 coupa supplier portal		Secure
	Login	
	• Email	
	* Password	
	Login	
	New to Coupa? CREATE AN ACCOUNT Forgot your password?	

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

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

acoupa	supplie	erportal					JAN-OLAF 🗸	NOTIFICATIONS 3 HELP -	
Home	Profile	Forecasts	Orders	Service/Time Sheets	ASN	Invoices	Catalogues	Business Performance	
Sourcing	Add-o	ns Setup							
Your Profile	e Informa	tion Requests	Performance	Evaluation					
Kimbe	erly-Cla	rk				Pr	ofile Kimberly-	Clark	v
				n Loading	]				

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 In section 7.0 Current Remit To/Banking Details, mark the record as 'Inactive' if the details are no longer valid.

7.0 Current Remit To/Banking Details						
Active Active						
CSP Remit-to ID						

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

8.0 Do you need to add a Remit To/Bank Details?	Yes No
8.1 New Remit To/Bankin	g Details
CSP Remit-to ID	
Active	
Remit To Contact Email	
Bank Country/Region	
Bank Name	
Bank Control Key	PLEASE ENTER YOUR TWO (2) DIGIT BANK CONTROL KEY. If you do not have or do not known

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

<ul> <li>Remit-To Addresses</li> </ul>	
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	0
Active	

5. Region in section 9.0 must be EMEA.

*9.0 Select region re	quiring 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)



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

*10.1 Att	achments		
* Attach	ments		
Add File			

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

Cancel	Delete	Save as Draft	Submit for Approval

 If you require further support, kindly review the <u>Suppliers Link</u> site with available training materials on how to use Coupa along with access to <u>Procuree</u>, where you can ask a question or raise a ticket to our Knowledge Center Team.

