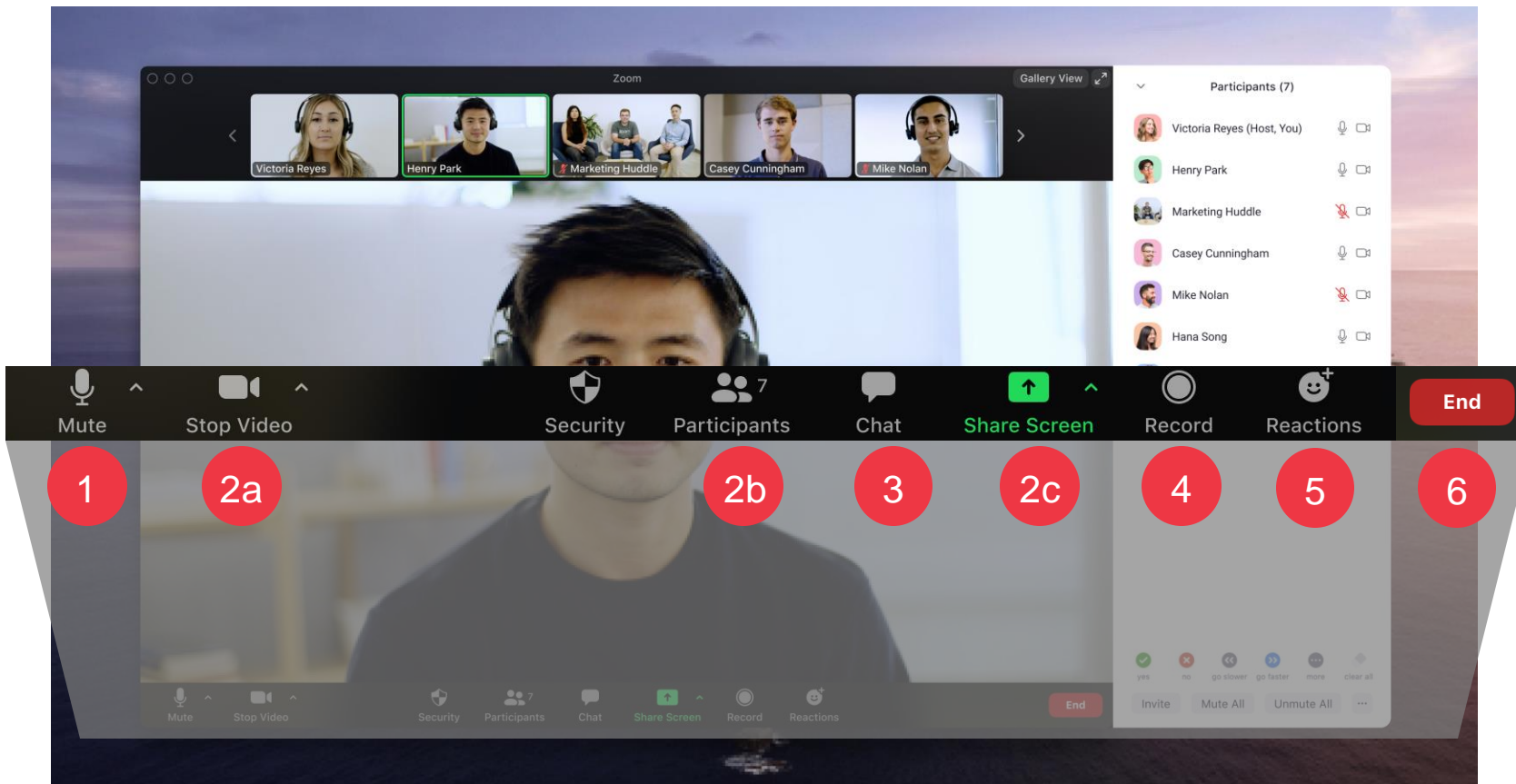


Zoom Features



- 1 All participants will be kept on mute for the duration of the call
- 2 These settings will be unavailable during the call
- 3 Click the **Chat** button to ask questions or share comments. Look out for messages from the instructor here.
- 4 The session will be recorded for future reference
- 5 Click the **Reactions** button to show engagement.
- 6 Click **End** to leave the meeting

Session Agenda

Coupa Supplier Training

Introduction to the Coupa Supplier Portal (CSP)	10 mins	
Demo: Getting Started with the CSP	10 mins	
Demo: Administering your Account in the CSP	15 mins	
Knowledge Resources: Working within the CSP	10 mins	
Knowledge Resources: Interacting with KC	10 mins	
Conclusion	5 mins	
Q&A	10 mins	

K-C is Transforming for the Future

To align K-C with recognized best practices, we have partnered with Coupa to leverage their industry-leading solution for procurement.

K-C is taking a phased approach to adoption – our North American and global suppliers were onboarded first followed by sequential regional rollouts through 2024.

EMEA region will go live in Q1 2024.



Introduction to the Coupa Supplier Portal (CSP)

The screenshot displays the Coupa Supplier Portal (CSP) interface. At the top, the logo reads "coupa supplier portal" and the user name "JOHN" is visible, along with a notification count of "53" and a "HELP" link. A blue navigation bar contains the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, and Sourcing. Below this, "Add-ons" and "Setup" are also listed. The main content area features a search bar, a "Profile Progress" section showing "12% Complete" with a progress bar and a "Last Updated" timestamp of "about 4 hours ago", and an "Improve Your Profile" button. A "Profile Summary" section includes three cards: "3 Legal Entities" (with a "View" link), "1 Registered User" (with a "View" link), and "1 Connected Customer". To the right, there are sections for "Announcements" (with a "View All (0)" link), "One-Click Savings" (with a "View All" link), and "Merge Accounts", which includes a "Request Merge" button and a "Start saving today!" promotional message.

The **Coupa Supplier Portal (CSP)** is a free web portal designed to assist suppliers in managing their business transactions with Kimberly-Clark (K-C).

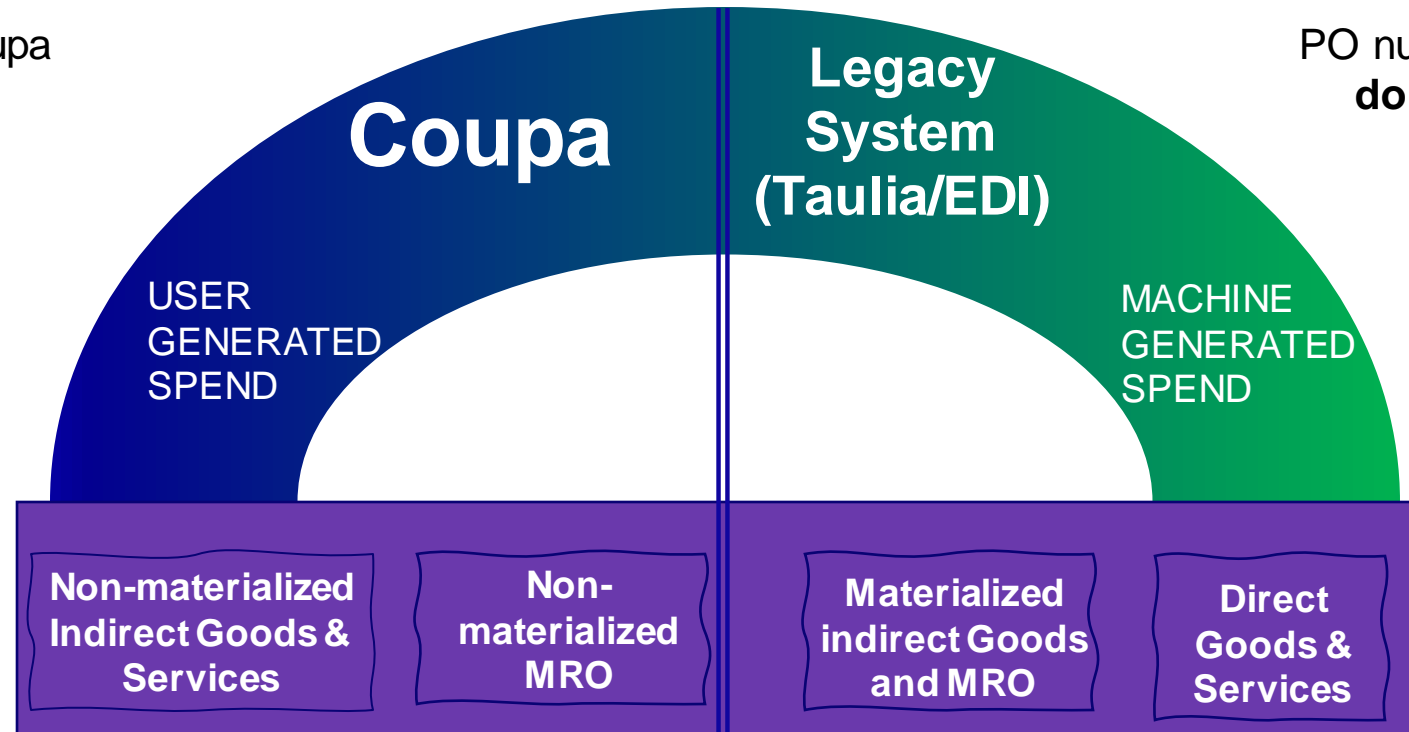
Some suppliers may already use the Coupa Supplier Portal today.

When to use Coupa versus other systems

If the PO was generated from Coupa, then it must be invoiced in Coupa. If the PO was received from legacy systems, then it must be invoiced in legacy systems.

PO numbers from Coupa have a "E" prefix.

E00000851

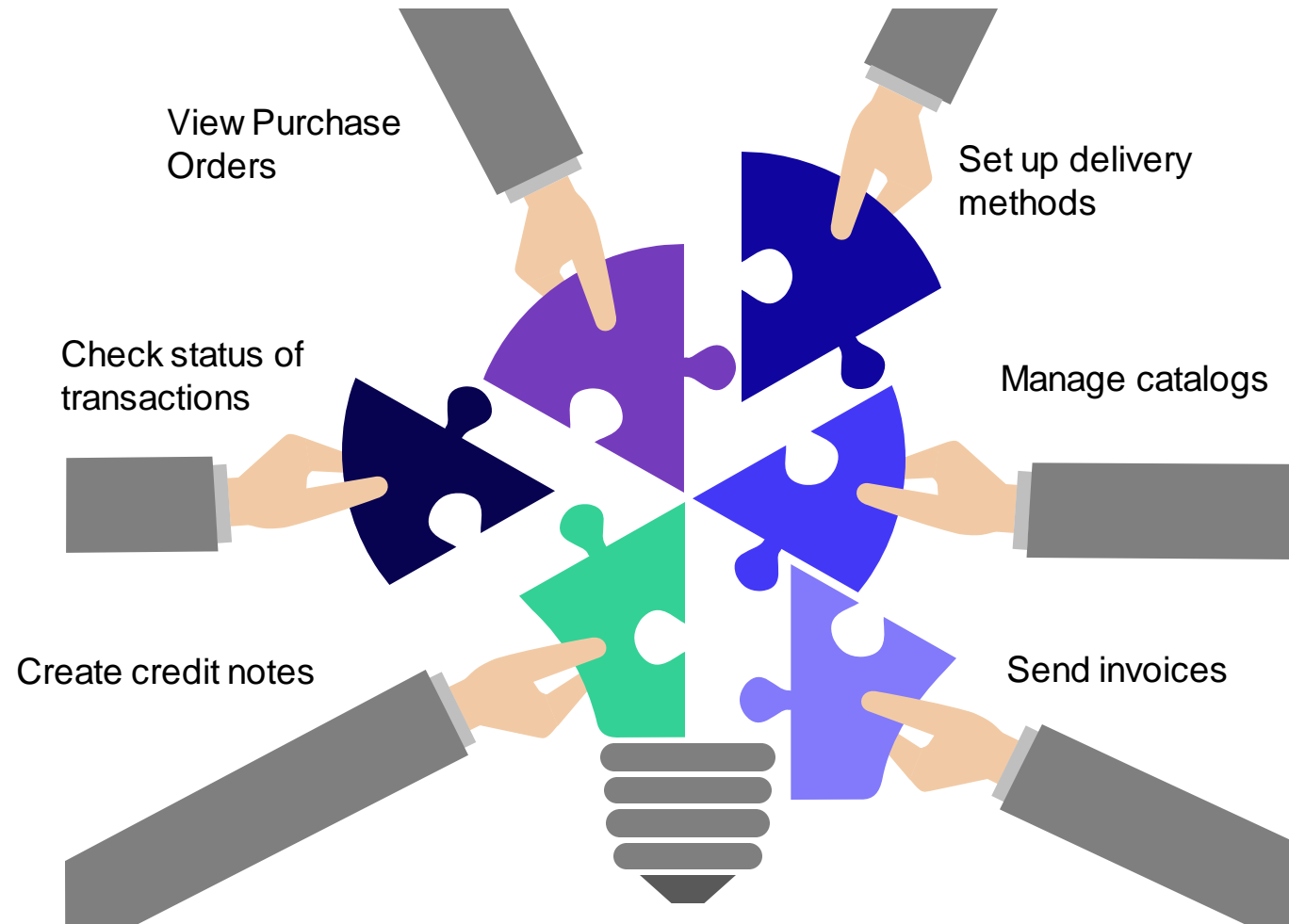


PO numbers outside Coupa **do not** have a "E" prefix.

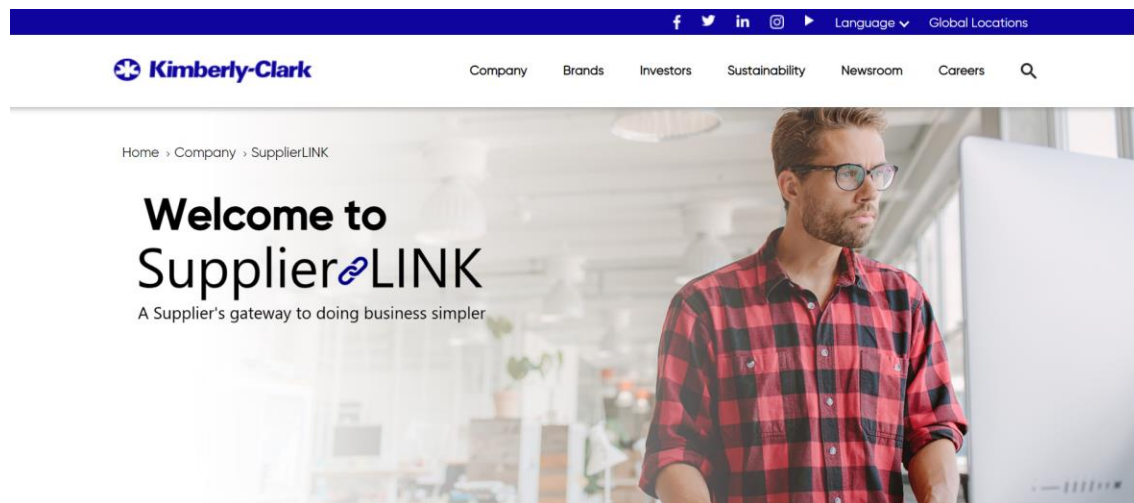
00000851

Benefits of the Coupa Supplier Portal (CSP)

The Coupa Supplier Portal is your one-stop-shop to...



Access SupplierLINK for Coupa Training Resources



<https://www.kimberly-clark.com/en-us/company/supplier-link>

Supplier Training Materials	Learning Delivery Method
Coupa Supplier Portal	
How to Navigate and Use the Coupa Supplier Portal	Quick Reference Card (QRC)
How to Manage Supplier Hosted Catalogs in Coupa Supplier Portal (CSP)	Quick Reference Card (QRC)
How to Navigate and Use the Coupa Supplier Portal	Bite-Sized Learning
How to Provide Vendor acknowledgement	Quick Reference Card (QRC)
How to Submit Help Tickets (for Suppliers)	Quick Reference Card (QRC)
Onboarding and Risk Management	
How to Onboard as a New Supplier in Coupa (for Suppliers)	Quick Reference Card (QRC)
How to Complete an Annual Recertification Request as a Supplier	Quick Reference Card (QRC)
How to Respond to Risk Action Plans for Suppliers	Quick Reference Card (QRC)
Source to Contract	
How to Respond to a Sourcing Event in Coupa (Suppliers)	Bite-Sized Learning
How to Respond to a Sourcing Event in Coupa (Suppliers)	Quick Reference Card (QRC)
How to Respond to a CSO Event in Coupa (Suppliers)	Bite-Sized Learning
How to Respond to a CSO Event in Coupa (Suppliers)	Quick Reference Card (QRC)
How to Respond to a Forward Auction in CSO (Suppliers)	Quick Reference Card (QRC)
How to Review and Redline Contracts in Coupa (Suppliers)	Quick Reference Card (QRC)
How to Sign a Legal Agreement	Quick Reference Card (QRC)



Demo: Getting Started with the CSP

Key Tasks:

- How to Register for the CSP



Demo: Administering your account in the CSP

Key Tasks:

- How to invite users
- How to manage notification preferences



Knowledge Resources: Working within the CSP

Key Tasks:

- How to set up the legal entity
- How to manage the legal entity
- How to View and Search Purchase Orders in the CSP
- How to View and Search Invoices in the CSP
- How to Submit Vendor Acknowledgment of Purchase Orders in the CSP
- How to Request a Change Order for a Purchase Order in the CSP
- How to Create Invoices in the CSP (Flipping a PO)
- How to Track Invoices in the CSP
- How to Create a Credit Note in the CSP
- How to View Payment Confirmation Details in the CSP



Interacting with KC

Key Tasks:

- Submit an inquiry to KC

For questions related to:

- Accessing Coupa or the Coupa Supplier Portal (CSP)
- Purchase requisition creation or purchase order submission
- Approving in Coupa
- Creation or review of sourcing events
- Creation or review of contracts

Country	Buying Support Email Address
Germany	DE.IndirectsBuyingSupport@kcc.com
Switzerland, Austria	CH.IndirectsBuyingSupport@kcc.com
Benelux (Netherlands, Belgium, Denmark, Sweden)	BE.IndirectsBuyingSupport@kcc.com
United Kingdom	UKOffices.IndirectsBuyingSupport@kcc.com , UKMills.IndirectsBuyingSupport@kcc.com
Spain, Portugal, Canary Islands	IB.IndirectsBuyingSupport@kcc.com
Czech Republic, Poland, Slovenia, Hungary, Slovakia, Lithuania, Croatia	CE.IndirectsBuyingSupport@kcc.com
Italy	IT.IndirectsBuyingSupport@kcc.com
France	FR.IndirectsBuyingSupport@kcc.com
South Africa	SA.IndirectsBuyingSupport@kcc.com
Nigeria, Kenya	WECA.IndirectsBuyingSupport@kcc.com
Bahrain, Saudi Arabia, United Arab Emirates	GCC.IndirectsBuyingSupport@kcc.com
Ukraine	EE.IndirectsBuyingSupport@kcc.com

For questions related to:

- Submitting an invoice via the Coupa Supplier Portal (CSP)
- Payment dates
- Approving invoices

Country	Invoice or Payment Support Email Address
Belgium, Netherlands, Nordic	AP.BE.HO.NO@kcc.com
Germany, Austria, Switzerland	AP.GR.SW.AU@kcc.com
United Kingdom	APUK@kcc.com
Spain, Portugal	AP.Spain.Portugal@kcc.com
Czech Republic, Poland, Hungary	AP.Czech@kcc.com
Italy	AP.Italy@kcc.com
France	APFrance@kcc.com
South Africa	SouthAfrica_Enquiries@kcc.com
Nigeria, Kenya	WECA.APEnquiries@kcc.com
Dubai	Dubai.Ap@kcc.com
Saudi Arabia	APSaudi.Rtc@kcc.com
Bahrain	APBahrain.Rtc@kcc.com
Ukraine	GBSCEE.Accountspayable@kcc.com

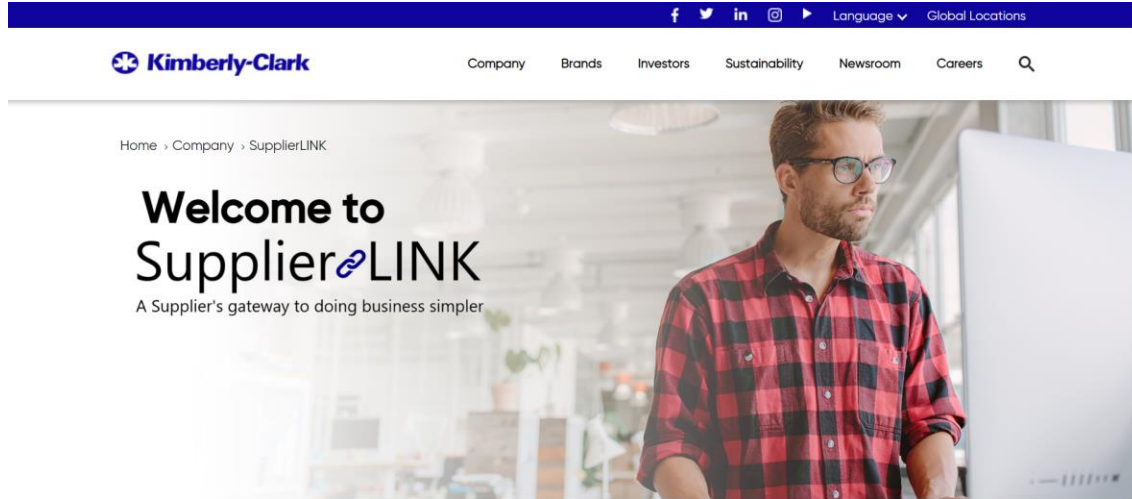
For questions related to Supplier Onboarding or Vendor Due Diligence:

Country	Supplier Onboarding or VDD Email Address
All	KCEMEA.SupplierLink@kcc.com



Conclusion

Reminder: Access SupplierLINK for Coupa Training Resources



<https://www.kimberly-clark.com/en-us/company/supplier-link>

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How to Review and Redline Contracts in Coupa (Suppliers)	Quick Reference Card (QRC)
How to Sign a Legal Agreement	Quick Reference Card (QRC)

Where to reach out with questions





Questions



Thank you!



Coupa Supplier Portal (CSP) Webinar



Duration: 2 Hours