

ASIA PACIFIC INVOICING

GLOBAL SUBMISSION REQUIREMENTS

All invoices must include:

- A valid Kimberly-Clark PO number - non-inclusion of PO number may lead to delay in payment.
- Invoice date - do not invoice prior to goods being shipped or services performed
- Quantity, currency, price per unit, and Unit of Measure (UOM) – must match the PO
- Supplier's company name and remit-to address - must match the PO
- Material or Service description
- Kimberly-Clark material number as shown on the PO - should also be shown on the packing list and Bills of Lading, along with a description of the product
- If applicable, service or shipping date and Bill of Lading number
- Agreeable payment terms as per contract/PO.

Other requirements:

- Only one PO allowed per invoice - invoices with more than one PO referenced will be rejected
- PO line number on the invoice must match the line number on the PO
- All invoices must be billed to the Kimberly-Clark entity as specifically stated on the PO
- Invoice numbers must be unique and no more than 16 characters long
- All Services invoices are required to include supporting details and documentation relating to the services performed


Freight requirements:

- If prepaid and billed back to Kimberly-Clark, backup documentation must accompany the invoice
- Freight charges must be billed on a separate line

P2P Supplier Portal:

- Please click [Supplier Portals \(kimberly-clark.com\)](https://kimberly-clark.com) to submit the invoice using the Supplier Portal
- Quick reference on how to create the invoice in Coupa Supplier Portal - [How to Navigate and Use the Coupa Supplier Portal](#)
- Quick reference on how to create the invoice in Taulia - [Taulia QRC](#)

Self Service Helpdesk & queries:

- For all suppliers registered on P2P supplier portal of Kimberly-Clark, please use the portal's self-service feature for any information/help. Through the self-service feature, you will be able to review invoice and payment status, purchase orders and master data information.
- For any further queries, please utilize the 'Send Message' feature available on any purchase order, invoice, or payment document to contact the relevant Kimberly Clark team. In case you are unable to utilize the 'Send Message' feature, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)

APAC COUNTRIES REQUIREMENTS

Please click the link of your respective countries:

[Malaysia](#)

[Australia](#)

[India](#)

[Vietnam](#)

[Singapore](#)

[New Zealand](#)

[China](#)

[Thailand](#)

[Philippine](#)


[Taiwan](#)

[Korea](#)

[Indonesia](#)

[Hong Kong](#)

MALAYSIA INVOICING

- Please use [Supplier Portals \(kimberly-clark.com\)](https://kimberly-clark.com) to submit the invoices to Kimberly-Clark.
- Need help to use the Supplier Portal? Please go to [Coupa](#) quick reference or [Taulia](#) quick reference.
- PO based invoices: PO number mandatory, failing which invoice will be rejected.
- Non-PO based invoices: Requestor email address must be indicated.
- For Non-supplier portal invoice (e.g. freight invoice) and Non PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kcmv.invoices@kcc.com
- Share Statement of Account APReporting-Malaysia.SSTAP@kcc.com
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)


Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

- Invoice for Coupa PO (Pxxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Format allowed for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers that is located in Malaysia, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.

SINGAPORE INVOICING

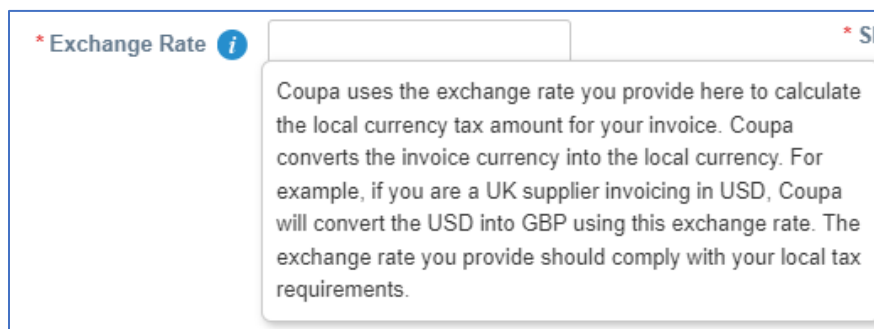
- Please use [Supplier Portals \(kimberly-clark.com\)](http://kimberly-clark.com) to submit the invoices to Kimberly-Clark.
- Need help to use the Supplier Portal? Please go to [Coupa](#) quick reference or [Taulia](#) quick reference.
- PO based invoices: PO number mandatory, failing which invoice will be rejected.
- Non-PO based invoices: Requestor email address must be indicated.
- For Non-supplier portal invoice (e.g. freight invoice) and Non PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kcsq.invoices@kcc.com
- Share Statement of Account APReporting-Singapore.SSTAP@kcc.com
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](http://kimberly-clark.com)


Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

- For Singapore based suppliers that creates invoices in foreign currency, please provide Exchange Rate for local currency.



* Exchange Rate  * Sh

Coupa uses the exchange rate you provide here to calculate the local currency tax amount for your invoice. Coupa converts the invoice currency into the local currency. For example, if you are a UK supplier invoicing in USD, Coupa will convert the USD into GBP using this exchange rate. The exchange rate you provide should comply with your local tax requirements.

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.

- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

AUSTRALIA INVOICING

- Please use [Supplier Portals \(kimberly-clark.com\)](http://kimberly-clark.com) to submit the invoices to Kimberly-Clark.
- Need help to use the Supplier Portal? Please go to [Coupa](#) quick reference or [Taulia](#) quick reference.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For Non-supplier portal invoice (e.g. freight invoice) and Non-PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kca.invoices@kcc.com

One invoice per attachment and only in PDF format

- Share Statement of Account SSTAP.Accountpayable@kcc.com


- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](http://kimberly-clark.com)

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount


Coupa Specific Requirements

For Australia based suppliers that creates invoices in foreign currency, please provide Exchange Rate for local currency.

* Exchange Rate 	<input type="text"/>	* Sh
<p>Coupa uses the exchange rate you provide here to calculate the local currency tax amount for your invoice. Coupa converts the invoice currency into the local currency. For example, if you are a UK supplier invoicing in USD, Coupa will convert the USD into GBP using this exchange rate. The exchange rate you provide should comply with your local tax requirements.</p>		

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods being shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

HONG KONG INVOICING

- Please use [Supplier Portals \(kimberly-clark.com\)](https://kimberly-clark.com) to submit the invoices to Kimberly-Clark.
- Need help to use the Supplier Portal? Please go to [Coupa](#) quick reference or [Taulia](#) quick reference.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For Non-supplier portal invoice (e.g. freight invoice) and Non-PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kchk.invoices@kcc.com
- Share Statement of Account HongKong.SSTAP@kcc.com
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)


Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number (where relevant)
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount (where relevant)

Coupa Specific Requirements

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

VIETNAM INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupa.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- For SAP PO (45XXXXXXXX/7XXXXXXXX), please submit the invoices as per current method.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)


Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

Vietnam local supplier to provide Tax verification code number (where relevant).

Vendor Tax Details	<input type="text"/>
	Tax verification code number (VN) Faktur Pajak (ID), Vendor Tax ID Number (TW)

Create Invoice Create
 General Info
* Invoice # <input type="text" value="1C42TFW-000013"/>

Sample

The Invoice Number Format to be:

Invoice series-Invoice Number

Kí hiệu (Code)

Số (No)

Create Invoice Create

General Info

* Invoice #

* Invoice Date

* Payment Term

Date of Supply

* Currency

Delivery Number

Status

Shipping Term

Image Scan Sample e invoice PDF.pdf

Supplier Note

Attachments

- Sample_e_invoice_PDF.pdf
- SAMPLE_XML_FILE.xml

Exchange Rate

Supplier to attach of PDF format & Xml format invoice in attachments, on top of original invoice to Image Scan field.

Failure to attach PDF format & Xml format invoice in attachments will result in disputed invoice. Suppliers must correct the invoice, otherwise the invoice payment will be delayed.


Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="N/A or VAT or GST"/>

Supplier to fill in Tax reference field: Not Applicable/ VAT / GST

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods being shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Format allowed for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers located in Vietnam, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

THAILAND INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- For SAP PO (45XXXXXXXX & 7XXXXXXXX) Invoice, Freight invoice and Non-PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kcth.invoices@kcc.com
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- In addition, local suppliers to send hard copies for retention purposes as per country regulatory requirements.
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](http://kimberly-clark.com)

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements


Taxes			
Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text"/>	0	<input type="text" value="N/A or VAT or GST"/>

Supplier to fill in Tax reference field:
Not Applicable/ VAT / GST

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.

- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Format allowed for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers located in Thailand, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

NEW ZEALAND INVOICING

- Please use [Supplier Portals \(kimberly-clark.com\)](https://kimberly-clark.com) to submit the invoices to Kimberly-Clark.
- Need help to use the Supplier Portal? Please go to [Coupa](#) quick reference or [Taulia](#) quick reference.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For NON-supplier portal invoice (e.g. freight invoice) and Non-PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kcnz.invoices@kcc.com
- Share Statement of Account APReporting-ANZ.SSTAP@kcc.com
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)


Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods being shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

PHILIPPINE INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- For SAP PO (45XXXXXXXX & 7XXXXXXXX) Invoices, Freight invoice and NON PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kcph.invoices@kcc.com
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- In addition, local suppliers to send hard copies for retention purposes as per country regulatory requirements.
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](http://Source-to-Pay Process (kimberly-clark.com))

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements


Taxes			
Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text"/>	0	<input type="text" value="N/A or VAT or GST"/>

Supplier to fill in Tax reference field:
Not Applicable/ VAT / GST

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.

- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Format allowed for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers located in Philippines, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

INDONESIA INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- For SAP PO(45XXXXXXX & 7XXXXXXX) Invoices, Freight and Non-PO based invoices, supplier to submit one invoice per attachment and only in PDF format to kcid.invoices@kcc.com
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- In addition, local suppliers to send hard copies for retention purposes as per country regulatory requirements.
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](http://Source-to-Pay Process (kimberly-clark.com))

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

Taxes			
Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text"/>	0	<input type="text" value="N/A or VAT or GST"/>

Supplier to fill in Tax reference field:
Not Applicable/ VAT / GST

To

Customer Kimberly-Clark

Buyer Tax ID 01.071.306-052.000

Transaction UUID

Type of Receipt and Payment Method Select

Order Reference Number None

Vendor Tax Details 010.002.413517540
Tax verification code number (VN), Faktur Pajak (ID), Vendor Tax ID Number (TW)


Letra / GUI Select

GUI For Taiwan Suppliers

Indonesia local supplier to provide Faktur Pajak Number

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Format allowed for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers located in Indonesia, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

TAIWAN INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- In addition, local suppliers to send hard copies for retention purposes as per country regulatory requirements.
- For SAP PO (45XXXXXXXX & 7XXXXXXXX), please submit the invoices as per current method.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

Taiwan Domestic supplier to provide Tax ID Number & Invoice GUI Code:

Vendor Tax Details

Tax verification code number (VN), Faktur Pajak (ID) **Vendor Tax ID Number (TW)**

Letra **GUI**

Select

TW (TW) > |

21 - Handwritten (21)

25 - Digital (25)


Exempt (Exempt)

Tax Description	Tax Rate	Tax Amount	Tax Reference
		0	N/A or VAT or GST

Supplier to fill in Tax reference field:
Not Applicable/ VAT / GST

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Allowed format for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers located in Taiwan, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

CHINA INVOICING

- Please use Coupa <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark affiliates other than Kimberly-Clark China for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- Domestic supplier to please submit the invoices to Kimberly-Clark China for Coupa PO (Pxxxxxxx) as per current method.
- For SAP PO (45XXXXXXX & 7XXXXXXX), please submit the invoices as per current method.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For soft copy of PO invoice from foreign supplier, to submit one invoice per attachment and only in PDF format to kccn.invoices@kcc.com
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](http://kimberly-clark.com)

Other information to be added in the invoice to submit to Kimberly-Clark


- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements (Only applicable for invoicing to Kimberly-Clark affiliates other than Kimberly-Clark China)

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.

- Allowed format for Invoice Image attachments: PNG, GIF, JPG, JPEG, PJPEG, or PDF.
- For suppliers located in China, it is mandatory to attach the original softcopy invoice to Image Scan field during invoice creation in CSP.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

INDIA INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- For SAP PO (45XXXXXXXX & 7XXXXXXXX), please submit the invoices as per current method.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](#)

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

India Domestic supplier to choose one of these options - use Coupa India presentation template & attach original invoice or to upload JSON file.

Upload authorized file or use template

The Indian GST Council has rolled out the GST e-Invoice System for taxpayers to generate e-invoices and register them on the system. If your organization falls under this mandate, please follow the prescribed invoice registration process and upload the decrypted response JSON as received from the GST e-Invoice System below. Otherwise, create an invoice using the Coupa India presentation template.

Use Coupa India presentation template

Upload response JSON file

No file chosen

Supplier must also fill in Place of Supplier & to select KC GSTIN Number

The screenshot shows a form with the following fields and values:

- Place Of Supply:** Mumbai
- * Buyer GSTIN:** A dropdown menu with a list of GSTIN numbers: 27AACA8432H1ZQ, 27470368823V, 03AAACK4647E1ZX, 06AAACK4647E1ZR, 08AAACK4647E1ZN, 09AAACK4647E1ZL, 10AAACK4647E1Z2, 18AAACK4647E1ZM.
- Address:** GAT No 934-937 Village Sanaswadi Taluka- Shirur Pune 412208 Maharashtra India
- Ship to Address:** 27AACA8432H1ZQ, 27470368823V, 03AAACK4647E1ZX, 06AAACK4647E1ZR, 08AAACK4647E1ZN, 09AAACK4647E1ZL, 10AAACK4647E1Z2, 18AAACK4647E1ZM
- Transaction UUID:** 06AAACK4647E1ZR, 08AAACK4647E1ZN, 09AAACK4647E1ZL, 10AAACK4647E1Z2, 18AAACK4647E1ZM
- Vendor Tax Details:** 10AAACK4647E1Z2, 18AAACK4647E1ZM

To provide HSN code


The screenshot shows a table with the following data:

Type	Description
Service For India	Service For India

Below the table, there is a field for *** HSN/SAC** with the value **998311** and a **PO Line** field with the value **P000017720-1**. A red 'Sample' watermark is overlaid on the HSN/SAC field.

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.
- Please do not submit proforma through CSP. Proforma must be sent directly to the requestor.

KOREA INVOICING

- Please use Coupa Supplier Portal <https://supplier.coupahost.com/sessions/new> to submit the invoices to Kimberly-Clark for Coupa PO (PO Number Pxxxxxxx).
- Need help to use the Coupa Supplier Portal? Please go to [Coupa](#) quick reference.
- For SAP PO (45XXXXXXXX & 7XXXXXXXX), please submit the invoices as per current method.
- PO based invoices: PO number is mandatory, failing to provide will cause the invoice to be rejected.
- Non-PO based invoices: Requestor email address must be indicated
- For enquiries, please  via [Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)

Other information to be added in the invoice to submit to Kimberly-Clark

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

Coupa Specific Requirements

- Korea Domestic supplier to click below link to obtain the API credentials of SOVOS ID. This is to enable Coupa Supplier Portal (CSP) to generate e-invoice on behalf of the supplier:

http://www.smartbill.co.kr/xMain/mb/mb_join/sovos_Join/comregno_input.aspx

Supplier to log in to Coupa Supplier Portal to create invoice, then Coupa will generate e-invoice on behalf of the supplier.

Below error message for supplier that did not provide the required ID during onboarding to CSP.

Please fix the errors below

- Missing prerequisite information required for onboarding for Compliance-as-a-service Invoicing in Korea, Republic Of. Please provide the required information via the 'Additional CaaS Information' section on the Setup page.

- Invoice for Coupa PO (Pxxxxxxx) must be submitted through Coupa Supplier Portal (CSP).
- For service Coupa PO invoice related to Self-billing supplier, please send invoice to kckr.invoices@kcc.com
- For Import and Sample related, please send invoice to kckr.invoices@kcc.com
- Please send Tax exempted Coupa PO invoice to kckr.invoices@kcc.com

- Please create the invoice in CSP after the goods have been shipped or services performed.
- Supplier can create multiple invoices for 1 service PO & multiple invoices for 1 goods PO based on the delivery.
- No special characters are supported in the invoice reference field.
- The Invoice Date must be within 7 calendar days of the current date.
- Attachment maximum size is 20 MB. If the file size is more than 20MB, the invoice will be disputed. Once invoice is disputed due to attachment size, please void the disputed invoice, and resubmit invoice with resized attachment.