

## EUROPE, MIDDLE EAST AND AFRICA INVOICING

### REGION SPECIFIC SUBMISSION

#### Invoicing methods:

PO	Invoicing method	Italian supplier invoicing Kimberly – Clark s.r.l.	Italian supplier invoicing Kimberly – Clark Europe	Ukrainian suppliers invoicing Kimberly-Clark Ukraine LLC	Ukrainian suppliers invoicing Kimberly – Clark Europe
40 41 43 45	Taulia or PDF sent to <a href="mailto:Invoice.AP@kcc.com">Invoice.AP@kcc.com</a> or <a href="mailto:AP.SouthAfrica@kcc.com">AP.SouthAfrica@kcc.com</a> (for South Africa only)	Sistema di Interscambio or Taulia	Taulia or PDF sent to <a href="mailto:Invoice.AP@kcc.com">Invoice.AP@kcc.com</a>	Existing portals	PDF sent to <a href="mailto:Invoice.AP@kcc.com">Invoice.AP@kcc.com</a>
E	Coupa	Sistema di Interscambio	Coupa	Existing portals	Coupa

#### Out of scope

Suppliers providing goods/services for Kimberly – Clark located in Russia, Turkey, Israel, and Kazakhstan are requested to use current invoicing methods.


#### Proforma

Please don't submit proforma through Coupa. Proforma must be sent directly to your Kimberly – Clark contact person.

# COUPA

Please make sure that you set up you **Legal Entity in Coupa** correctly. For more information, please refer to:

[How to Navigate and Use the Coupa Supplier Portal](#)

If you do not have a legal entity, you won't be able to submit invoice, you need to add one by clicking on the Add New link or on the add/plus  icon.

Choose Invoicing Details

\*

Legal Entity

Select

▼

+

Add New

\*

Remit-To

Select

▼

\*

Ship-From Address

Select

▼

When invoicing please make sure that Invoice From Address, Remit To Address, Ship From Address are populated. Missing information won't allow you to submit invoice. For instructions please visit: [How to Navigate and Use the Coupa Supplier Portal](#)

From

\*

Supplier

SUPPLIERNAME

Supplier Tax ID

None

\*

Invoice From Address

ABCD  
123 Success Ave  
Results City, XY 99999  
United States

\*

Remit-To Address

ABCD  
123 Success Ave  
Results City, XY 99999  
United States

\*

Ship From Address

ABCD  
123 Success Ave  
Results City, XY 99999  
United States

Before invoicing please **verify Purchase Order** you wish to invoice. In case of any discrepancy request change or leave comment. For more information visit page 31

#### [How to Navigate and Use the Coupa Supplier Portal](#)

Per page 15 | 45 | 90

Total USD 3,000.00

Create Invoice

Request Change

Save

Print View

0 Comments

Mute Comments

Enter Comment

Add File | URL


Send comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

### Invoice requirements:


- **Invoicing method:** Invoice for Coupa PO must be submitted through Coupa.
- **PO on the document:** mandatory.
- **WHT invoice:** Invoice must be submitted through Coupa.
- **Submission time:** The system allows 7 calendar days for submission, calculated back from the invoice date.
- **Shipping/ Handling/Misc:** can be used for goods PO only.
- **Only one PO allowed per invoice.**
- **Invoice number:** Invoice number must be unique and no more than 16 characters long. No special characters are supported in the invoice reference field.

- **Service PO:** multiply PO lines can be used for service invoice submission. For PO amount discrepancies, please contact Kimberly – Clark. Please don't use Shipping/ Handling/Misc option to cover PO amount discrepancies.
- **Kimberly – Clark vat registration number:** in some cases, during invoicing Coupa will require you to select Kimberly – Clark vat registration number, to provide the correct one check the PO first:

Attachments  Add [File](#) | [URL](#) | [Text](#)

Cash Accounting Scheme

Margin Scheme

To 

Customer Kimberly-Clark

\* Bill-To Address Kimberly-Clark S.L.  
c/ Quintanavides 17 Edif 3 Planta 1  
28050 Madrid  
Spain

\* Buyer VAT IDVAT

Ship to Address KM 3.8 Crta Florida de Liebana  
37120 Doñinos- Salamanca  
Spain  
Location Code: 0799~4105~9000~EN

Transaction UUID

Order Reference Number None

Invoice view

[General Info](#) [Lines](#) [Comments \(1\)](#) [History](#)

Header Text None

\* Coupa Order Type Standard Order

Trial (RSR) Purchases No

SAP Sync created

Freight cost included Yes  
in the PR value?


Is this a purchase for Leases? None

Purchasing 3100~4100

Organization (Supplier)

K-C VAT/Tax ID


Change Type Revision

Attachments  [Sample\\_e\\_invoice\\_PDF.pdf](#)

Email Opened No

Acknowledged No [\(Change\)](#)

Transmission Method Supplier default (Email)

 Shipment Tracking

No shipment tracking.

PO view

- **Commodity/Import/HS/TARIC Code** – if applicable, mandatory to provide on the invoice.

## Common errors/warnings during invoice submission and how to solve them:

- **Warning: You may not add unbacked lined to a backed invoice:** it is not allowed to add additional line. If there is line missing on PO, please contact Kimberly – Clark. If this is not the case, please use Shipping/ Handling/Misc fields.
- **Invoice Number can only contain 'A-Z' and '0-9' characters:** No special characters are supported in the invoice reference field.
- **Invoice must not be backdated more than 7 calendar days – Please update Invoice Date accordingly and resubmit:** The system allows 7 calendar days for submission, calculated back from the invoice date.
- **This invoice cannot be submitted. Linked billing account on the order is inactive:** Please contact Kimberly – Clark.
- **Please attach an image scan of the legal invoice:** please attach your original invoice in Image scan field.
- **Please create tax line for each invoice line even if the tax amount is zero. Please populate Tax Rate, Tax Amount and Tax Reference fields for each invoice line:** Selecting the Line Level Taxation checkbox, allows you to enter tax information for each invoice line.

Lines			<input checked="" type="checkbox"/> Line Level Taxation
Type	Description	Price	
	Print Services	225.00	225.00

Once selected please use drop – down list to select proper tax description and add tax reference:

### Taxes


Tax Description	Tax Rate	Tax Amount	Tax Reference
SA: O - Services or su	0.0	0.00	

## Invoice attachments:

Compliant template doesn't require a supplier to upload original invoice. Supplier can attach the original invoice using Attachment feature. Attachment maximum size is 20 MB.

Non - compliant template requires a supplier to upload original invoice using Image scan feature. Attachment maximum size is 20 MB.


### Create Invoice Create

 General Info

\* Invoice #

\* Invoice Date

21/11/24




\* Payment Term

G120~net 120 days (EMEA)


Date of Supply

21/11/24



\* Currency

USD



Delivery Number

Status

Draft

Shipping Term

DAP~Delivered at Place





Image Scan

Choose File

no file chosen

Supplier Note



Attachments

Add

File

URL

|

Text

Exchange Rate

If you will decide to use both feature (attachments and image scan, please name the attachments differently).

## Compliant countries – COUPA

<b><u>COMPLIANT COUPA COUNTRIES</u></b>		<b>NOTE: Suppliers located outside the countries below are called non - compliant in Coupa</b>
<b>EMEA</b>	<b>EMEA</b>	<b>EMEA</b>
Austria	Germany	Slovenia
Bahrain	Greece	South Africa
Belgium	Ireland	Spain
Bulgaria	Latvia	Sweden
Canary Islands	Lithuania	Switzerland
Croatia	Luxembourg	The Netherlands
Czech Republic	Norway	United Arab Emirates
Denmark	Poland	United Kingdom
Finland	Romania	
France	Slovakia	

## Additional information for the following countries:

Please click the link of your respective countries:

[ITALY](#)

[UKRAINE](#)

[SAUDI ARABIA](#)

[POLAND](#)

[KENYA](#)

[CZECH REPUBLIC](#)

[SLOVAKIA](#)

### **Italy – invoicing**

Italian supplier invoicing Kimberly – Clark Europe with vat registration number IT08077390014 or GB445809527 should use Coupa for invoicing Coupa PO.

Italian supplier invoicing Kimberly – Clark srl with vat registration number IT07629150017 should use Sistema di Interscambio for invoicing Coupa PO.

### **Ukraine – invoicing**

Ukrainian supplier invoicing Kimberly – Clark Ukraine should use existing portals for invoicing Coupa PO.

Ukrainian supplier invoicing other Kimberly – Clark entities should use Coupa for invoicing Coupa PO.

### **Saudi Arabia – invoicing**

To ensure compliance with Saudi regulations when submitting invoices via the Coupa platform, please follow the instructions below:

1. **For Suppliers Who Have Implemented E-Invoicing (ZATCA Compliant):**
  - Submit a ZATCA – approved invoice in PDF format with the embedded XML file. Ensure it meets the requirements of the ZATCA platform.
  - Attach the approved invoice in the “Image Scan” field in Coupa.
2. **For Suppliers Who Have Not Yet Implemented E-Invoicing:**
  - Submit a VAT law-compliant invoice in the standard format until E-invoice is implemented.
  - Attach the VAT-compliant invoice in the “Image Scan” field in Coupa.

For domestic transaction related to exempt goods and services please check ZATCA mandate and input the correct VAT exemption reason. Mark Line Level Taxation box. If exempt tax rate should be used, please type vatex in Tax Reference field and choose proper code from drop – down list.



## Lines

☒ Line Level Taxation

Type 	Description Test Service 15.11	Price 3,000.00	3,000.00	
PO Line E000018230-1	Service/Time Sheet Line None	Contract 	Supplier part number <input type="text"/>	
Inco Terms 2 DAMMAM	Self Billed by KC? <input type="checkbox"/>	UNSPSC <input type="text"/>	Withholding Tax <input type="text"/>	
Taxable None	Net/Gross Weight <input type="text"/>	Commodity/Import/HS/TARIC Code Select	Unit of Measure Select	
Billing 1-0071430002~001-0004680072~0468				
Taxes				
Tax Description SA: E - Exempt from T	Tax Rate 0.000	Tax Amount 0.00	Tax Reference vatex	
			VATEX-SA-29	
			VATEX-SA-29-7	
			VATEX-SA-30	

## Poland – invoicing

If Split Payment Mechanism is applicable – please select Yes, if not – select No.

Amount of advance payment received

\* Split Payment Mechanism

Exchange Rate Yes No

## Kenya – invoicing

For tax rate 16% please chose Tax Rate: 16, manually calculate 14% of the PO line and input this in tax amount field (manually overwriting autofill amount):

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	16.000	3,751.2	VAT <input type="text"/>

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	16.000	3,282.30	VAT <input type="text"/>

## Czech Republic – invoicing

If you are using Coupa in English: Please indicate tax reporting date in the field Date of Supply (do not indicate future date). Coupa will map this field and shown it as Datum uskutečnění zdanitelného plnění on legal invoice.

If you are using Coupa in Czech: Please indicate tax reporting date in the field Datum uskutečnění zdanitelného plnění.

### Create Invoice Create

#### General Info

\* Invoice #

\* Invoice Date 2024-01-18

\* Payment Term G120~Net 120

Date of Supply 2023-09-27

### Vytvořit fakturu Vytvořit

#### Obecné informace

\* Číslo Faktury

\* Datum Faktury 18. 01. 24

\* Platební podmínka G120~Net 120

Datum uskutečnění zdanitelného plnění 27. 09. 23

Final invoice view:

Detaily			
Číslo dokladu demo CZ2	Datum vystavení daňového dokladu 27. září 2023	Platební podmínky	Datum splatnosti
Měna EUR	Číslo smlouvy	Datum uskutečnění zdanitelného plnění 27. září 2023	

### Slovakia – invoicing

Please indicate tax reporting date (datum dodania) in the field Date of Supply (do not indicate future date). Coupa will map this field and shown it as Datum dodania on legal invoice.

## Create Invoice Create



### General Info

* Invoice #	<input type="text"/>
* Invoice Date	01/18/24
* Payment Term	G120~Net 120
Date of Supply	09/14/23

Final invoice view:

### Údaje faktúry

Faktúra č. demo SK invoice	Dátum vystavenia 14. September 2023	Platobné podmienky	Dátum splatnosti
Mena EUR	Číslo zmluvy	Dátum dodania 14. September 2023	

## Additional information:

### cXML supplier

For a cXML supplier, invoices cannot be backdated or sent with a future date as this may cause delay with payments due to KC having to further analyze the root cause.

Unit of measure must match the PO.

### Non-complaint template countries

Resolutions not applicable for EMEA where Supplier needs to issue credit note to cancel the invoice:

Please review the invoice and determine the resolution option:



#### Void

If this invoice was issued in duplicate or has been already paid for, you can Void this invoice from here.

#### Correct Invoice

If the disputed invoice has some incorrect detail, please choose this option to allow for an in place correction to the invoice.

### Cash Accounting Scheme Reference

If applicable, please check the box by choosing yes:

Cash Accounting Scheme	<input type="checkbox"/>
Margin Scheme	<input type="checkbox"/>

### Commodity/Import/HS/TARIC Code – IF APPLICABLE, MANDATORY STEP

In Commodity/Import/HS/TARIC Code section choose your country first and then proper HS code. If you are not able to find proper HS code, please contact AP or Procurement. After Procuree go – live suppliers are requested to use Procuree for this kind of requests.

Commodity/Import/HS/TARIC Code

Select

Italy (IT)

Commodity/Import/HS/TARIC Code

Unit of Measure

Select

Italy (IT) >

25262000 (IT~25262000)

27101985 (IT~27101985)

27121090 (IT~27121090)

27129099 (IT~27129099)

29051700 (IT~29051700)

### Exchange rate

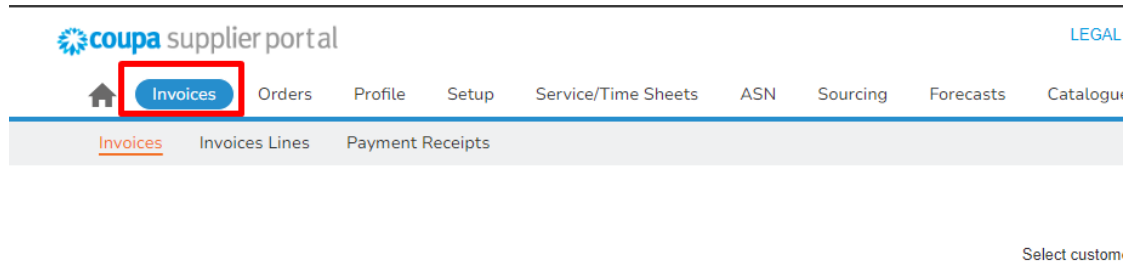
If this is not a domestic transaction, please provide Exchange Rate.

\* Exchange Rate 

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.

## Credit notes:

To submit credit note, please go to tab Invoices and select Create Credit Note:



### Invoices

#### Instructions From Customer

Please check SupplierLink (by clicking on Source-to-Pay) for Invoicing requirements, delivery instructions and Supplier training materials. be accessed through the Procuree Chatbot.

Create Invoices 

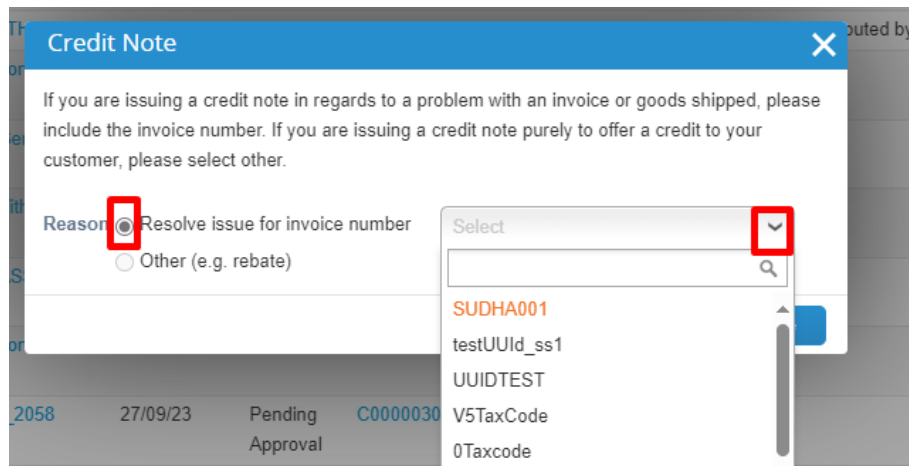
Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Select Resolve issue for invoice number, locate invoice under drop – down list and click Continue:



13/08/24 Draft C000017423 10,000.00 No

27/06/2

27/06/2

20/03/2

09/10/2

27/09/23 Pending C000003076 -2,308.00 No

MAN

### Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer, please select other.

Reason ☒ Resolve issue for invoice number ☐ Other (e.g. rebate)

UUID2

Cancel Continue

Select the proper scenario and click Create:

06/2

06/2

03/2

10/2

### Credit Note

How do you want to correct invoice "UUID2" ?

☒ Completely cancel the invoice with a credit note *i*

☐ Adjust invoice with a credit note *i*

Cancel Create

You will be transferred to next window, where data will be populated already. Add missing information, document (if required) and click submit:

## Create Credit Note Create

This credit note applies to invoice **UUID2**. When approved, the

**General Info**

\* Credit Note #

\* Credit Note Date

\* Payment Term

Original Date of Supply

\* Currency

Delivery Number

Status

Shipping Term

Original Invoice Number

Original Invoice Date

## Document status:

**Approved** – invoice was received, registered, and awaits due date.

**Pending Approval** – invoice was received, awaits registration or approval.

**Disputed** – invoice was disputed, Kimberly – Clark will provide you instructions on next steps. The following dispute reasons require a credit note to be submitted by the Supplier: Price Issue, Quantity Issue, Tax Issue, Duplicate invoice, Incorrect KC VAT registration number, Wrong PO line. To check the reason please go to Invoice tab and verify disputed reason and action to be taken.




# Invoices


## Instructions From Customer


Please check SupplierLink (by clicking on Source-to-Pay) for Invoicing requirements, delivery instructions and Supplier training materials. Any further assistance can be accessed through the Procuree Chatbot.


Create Invoices 


[Create Invoice from PO](#) [Create Invoice from Contract](#) [Create Blank Invoice](#) [Create Credit Note](#)

Export to 

[View](#)  Disputed

TESTPP2 

Showing results for [TESTPP2](#) 

Invoice #	Invoice Date	PO #	Gross Total	Disputed Date	Commented	Dispute reason	Comments	Actions
<a href="#">TESTPP2</a>	11/07/24	<a href="#">E000017010</a>	580.80 EUR	13/08/24	21/11/24	Wrong PO line item. Invoice payment on hold. SUPPLIER ACTION NEEDED. Credit Note to be submitted to KC. Please re-submit the invoice with the correct PO line item	<div>Marta Bitner-Kulaga (@E37729) on 21/11/24 at 10:54 am Please submit credit note and new invoice. New invoice should be submitted to PO line 2.  CPI User (@CPIUser) on 13/08/24 at 12:24 pm Línea de Orden de Compra errónea. Pago de la factura bloqueado temporalmente. ACCIÓN NECESARIA DEL ... <a href="#">View More</a></div>	

Per page [15](#) | [45](#) | [90](#)

**Abandoned** – invoice was abandoned, you may receive additional information from Kimberly – Clark

**Voided** – invoice was voided, you may receive additional information from Kimberly – Clark

## Requirements summary:

Supplier's country	Invoice ingestion channel	Original invoice attachment	Submission time
Ukraine invoicing Kimberly – Clark Ukraine	existing portals	local regulations	local regulations
Ukraine (invoicing Kimberly - Clark outside of Ukraine)	COUPA	mandatory	7 calendar days, calculated back from the invoice date
Italy (invoicing Kimberly - Clark s.r.l. vat registration number IT07629150017)	Sistema di Interscambio	local regulations	local regulations
Italy (invoicing Kimberly - Clark Europe vat registration number IT08077390014 or GB445809527)	COUPA	mandatory	7 calendar days, calculated back from the invoice date
Nigeria, Kenya, Portugal, Saudi Arabia, Serbia, Hungary, Romania	COUPA	mandatory	7 calendar days, calculated back from the invoice date
Austria, Bahrain, Belgium, Bulgaria, Canary Island, Croatia, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Norway, Poland, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, The Netherlands, United Arab Emirates, United Kingdom	COUPA	optional	7 calendar days, calculated back from the invoice date


## Training materials

[Coupa Training Materials \(kimberly-clark.com\)](https://kimberly-clark.com)

## How to contact Kimberly - Clark with a Supplier Query

From April 2024 - Submit a query/message through Procuree - link in the Supplier support section of KC Supplier Link Web page.

[Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)



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Source-to-Pay Portal

Coupa Training Materials

## Source-to-Pay


Kimberly-Clark is committed to providing simple and standardized transactional processes for our suppliers around the world. We value our supplier relationships and strive to be easy to do business with in all facets.







Kimberly-Clark Procurement teams leverage global sourcing and category strategies to drive best-in-class procurement performance and deliver the competitive advantage Kimberly-Clark needs to win in the marketplace.

Our Source-to-Pay process starts with requisitioners in our plants or offices, and is facilitated by Purchase Orders being approved and delivered to our Suppliers. Once a Purchase Order has been fulfilled, Kimberly-Clark validates receipt and upon receipt of a valid invoice, initiates a timely payment.

### Our Source-to-Pay Process

Kimberly-Clark Requisition	Approval	Purchase Order Creation	Supplier Invoice	Kimberly-Clark Validation	Payment
Purchase from catalog or contracts	Per established controls	PO sent to supplier for fulfillment	Fulfill goods or services Submit invoice	Acknowledge goods and/or services	Payment processing applying internal controls

 Ask Procuree

  
  
© KCWW.

# **TAULIA**

## **Invoicing method**

Invoice must be submitted through Taulia.

## **WHT invoice**

Invoice must be issued by supplier and sent in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) as withholding tax is not supported by the system.

## **Italy – invoicing**

Invoice must be submitted through Taulia or through Sistema di Interscambio – please choose one method only.

## **Out of scope**

PO to Pay process for Suppliers providing goods/services for K-C located in Russia, Ukraine, Turkey, and Kazakhstan

## **Attachments requirements**

Invoice against a service PO requires supplier to upload a PDF copy of the original invoice using Upload Attachment feature.

## **Submission time**

The system allows 5 calendar days for submission, calculated back from the invoice date.

## **Special characters**

No special characters are supported in the invoice reference field.

## **Invoices for service PO**

For service PO you cannot invoice more than 1 PO item

## **Document status**

Submitting, Incomplete, Rejected, In Process, Approved, Voided, Paid

## Training materials

[Kimberly-Clark EMEA - English on Vimeo \(vimeopro.com\)](#)

## How to contact Kimberly - Clark with a Supplier Query

Supplier will submit the message through Taulia message board using the "Send message" option or use the following email address

[KC.P2PPortal\\_EMEA@kcc.com](mailto:KC.P2PPortal_EMEA@kcc.com)

From April 2024 - Submit a query/message through Procuree - link in the Supplier support section of KC Supplier Link Web page:

[Source-to-Pay Process \(kimberly-clark.com\)](#)

**Kimberly-Clark**

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Requisition	Approval	Purchase Order	Supplier Invoice	Invoice Validation	Payment
Purchase from catalog or contract	Per established controls	PO sent to supplier for fulfillment	Fulfill goods or services Submit invoice	Acknowledge goods and services	Payment processing applying internal controls

**Ask Procuree**

**Kimberly-Clark**

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Limit the Use of My Sensitive Personal Information

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# **SAP PO AND FREIGHT SUPPLIERS**

## **Invoicing method**

Invoice must be issued internally by supplier and send in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) or [AP.SouthAfrica@kcc.com](mailto:AP.SouthAfrica@kcc.com) (for South Africa only).

## **PO on the document**

PO number must be stated on invoice to avoid possible processing and payment delays.

## **WHT invoice**

Invoice must be issued internally by supplier and send in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) or [AP.SouthAfrica@kcc.com](mailto:AP.SouthAfrica@kcc.com) (for South Africa only).

## **Italy – invoicing**

Invoice must be submitted through Sistema di Interscambio only.

Exception: regime forfettario – invoice must be issued internally by supplier and send in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com)

## **Ukraine – invoicing**

Invoice must be submitted through existing portals.

## **Attachments requirements**


Sending invoices to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) or [AP.SouthAfrica@kcc.com](mailto:AP.SouthAfrica@kcc.com) (for South Africa only) please make sure that file formats must either be .PDF or .TIFF. Any other file format will be rejected. Each file / attachment must contain only one invoice along with any supporting

documentation. If a single invoice is sent in separate files, they will not be merged into one. If a file contains more than one invoice it will not be split but treated as one invoice.

### How to contact Kimberly - Clark with a Supplier Query

From April 2024 - Submit a query/message through Procuree - link in the Supplier support section of KC Supplier Link Web page.

[Source-to-Pay Process \(kimberly-clark.com\)](https://kimberly-clark.com)



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### Our Source-to-Pay Process



Ask Procuree



Connect With Us  
Consumers  
Gift Box  
Investors  
Site Map

Statements & Disclosures  
Privacy Policy  
Do Not Sell or Share My Personal Information  
Limit the Use of My Sensitive Personal Information

Join the Conversation  
f  
t  
in  
▶  
ig  
sn  
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