

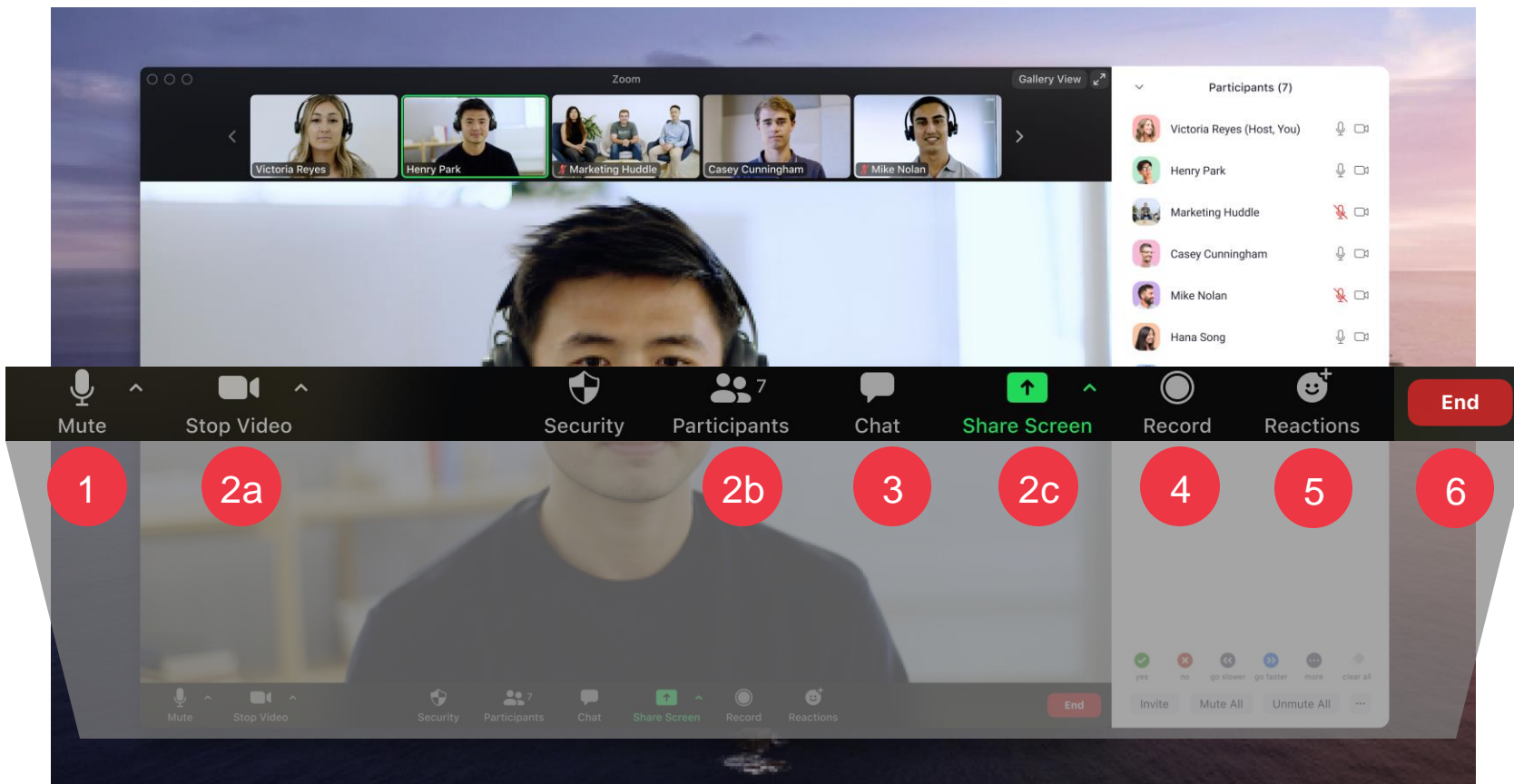


Coupa Supplier Portal (CSP) Webinar for Suppliers



Duration: 2.5 Hours

Zoom Features

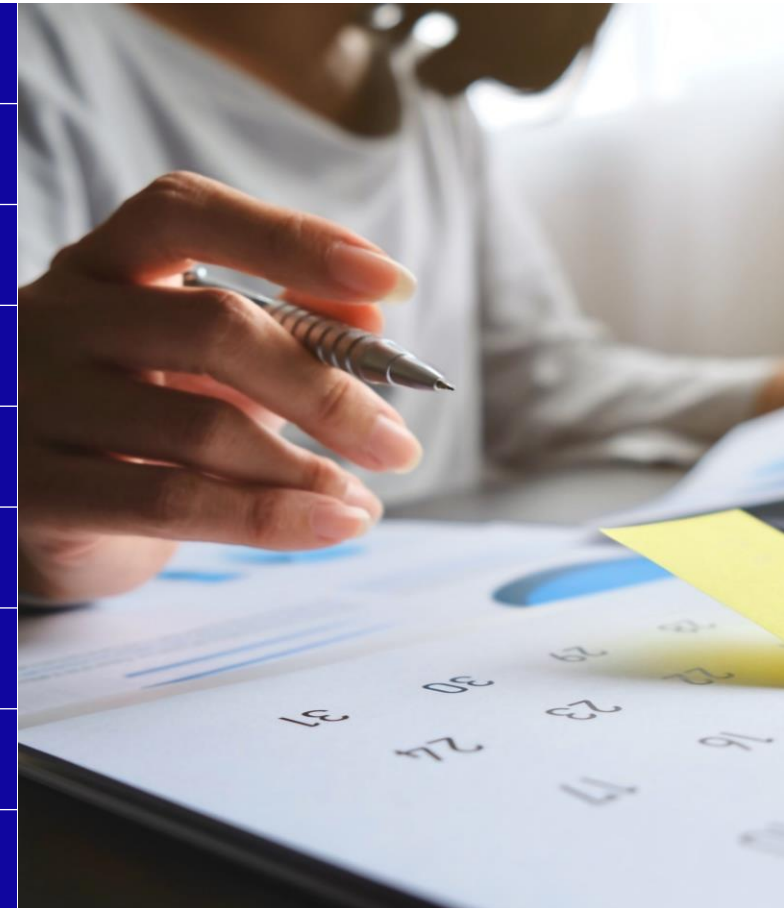


- 1 All participants will be kept on mute for the duration of the call
- 2 These settings will be unavailable during the call
- 3 Click the **Chat** button to ask questions or share comments. Look out for messages from the instructor here.
- 4 The session will be recorded for future reference
- 5 Click 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	15 mins
Demo: Administering your Account in the CSP	15 mins
Demo: Coupa PO Review and Search	15 mins
Demo: Coupa Invoice/Credit Note Submission	15 mins
Knowledge Resources: Working within the CSP	10 mins
Demo: Interacting with KC (Procuree Bot)	10 mins
Q&A	5 mins
Conclusion	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 EMEA suppliers' rollout in early 2024.

APAC region will go live in Q4 2024. Followed by LAO in 2025.



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 shown with a dropdown arrow. To the right, there are "NOTIFICATIONS 53" and a "HELP" dropdown. A blue navigation bar contains the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, and Sourcing. Below this bar, "Add-ons" and "Setup" are also visible. The main content area features a search bar, a "Profile Progress" section with a 12% complete indicator and a "Last Updated" timestamp of "about 4 hours ago", and a prominent "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).

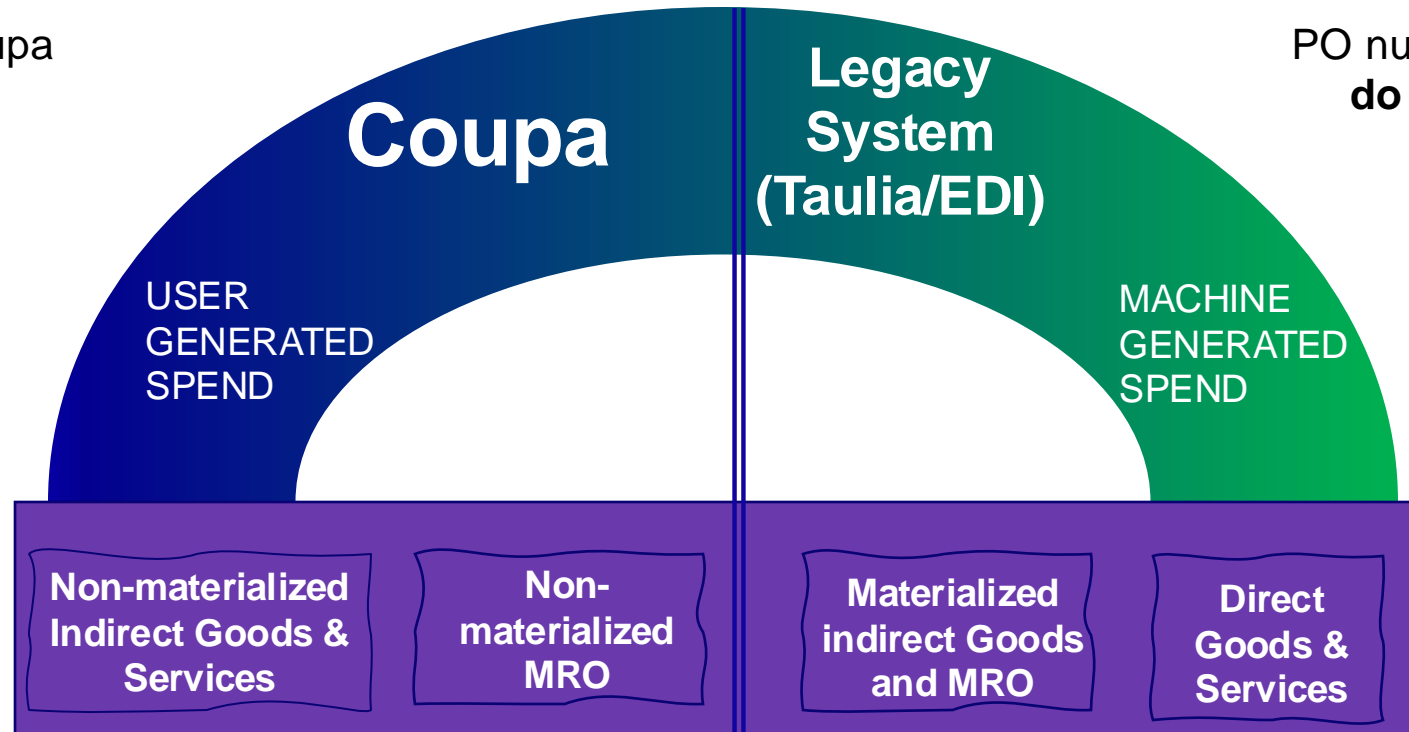
Some suppliers may already use the Coupa Supplier Portal today.

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 "P" prefix (for APAC)

P00000851

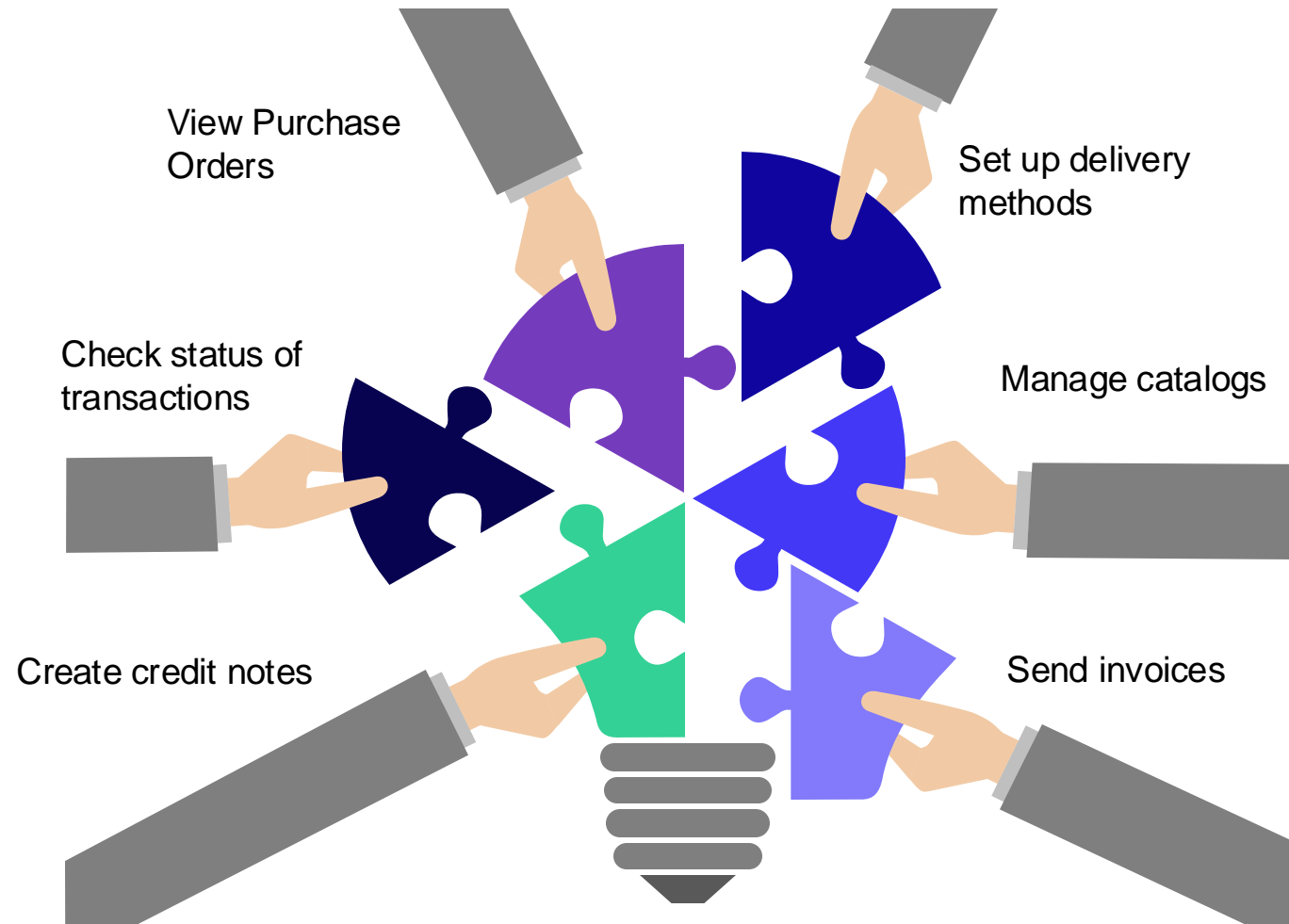


PO numbers outside Coupa **do not** have a "P" prefix.

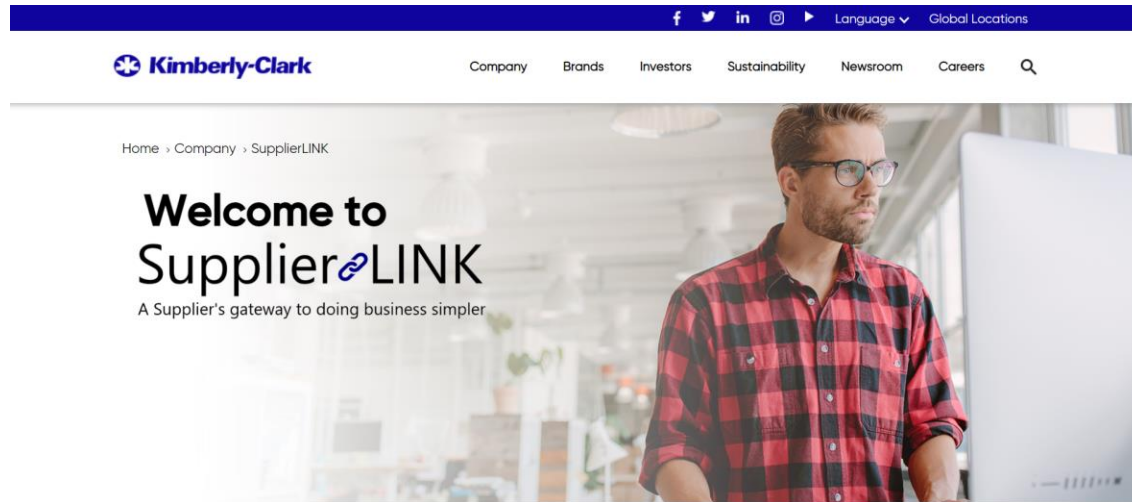
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Benefits of the Coupa Supplier Portal (CSP)

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
- How to fill in Supplier Questionnaire form



Demo: Coupa PO Review and Search

Key Tasks:

- How to View and Search Purchase Orders
- How to Submit Vendor Acknowledgment of Purchase Orders
- How to Request a Change Order for a Purchase Order



Demo: Coupa Invoice/Credit Note Submission

Key Tasks:

- Invoice Submission
- Credit Note Submission
- Document Status in Coupa



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 – Procuree Bot

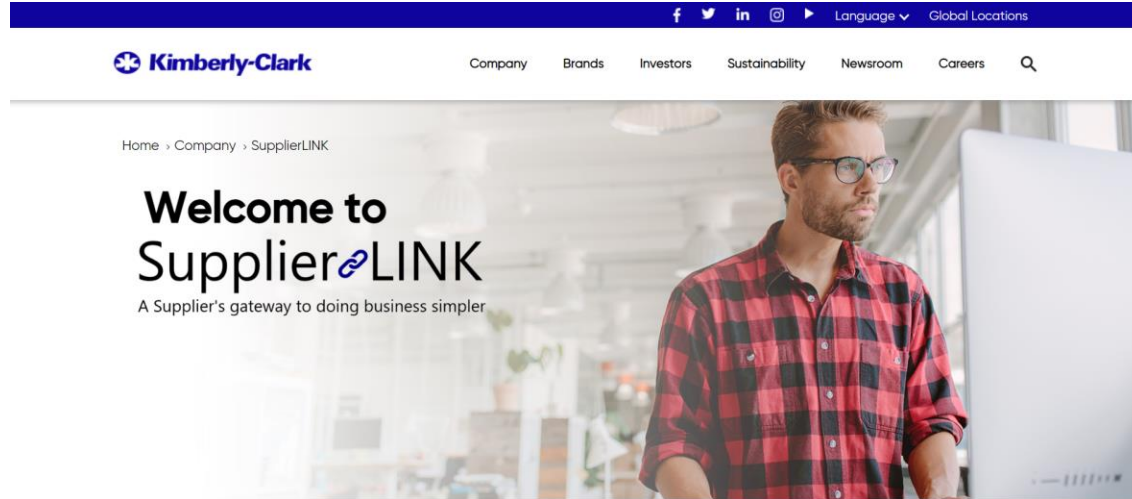
Key Tasks:

- Submit an inquiry to KC



Conclusion

Reminder: Access SupplierLINK for Coupa Training Resources



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Questions



Thank you!



Coupa Supplier Portal (CSP) Webinar



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