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 Invoice.AP@kcc.com or AP.SouthAfrica@kcc.com (for South Africa only)	Sistema di Interscambio or Taulia	Taulia or PDF sent to Invoice.AP@kcc.com	Existing portals	PDF sent to Invoice.AP@kcc.com
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.

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](#)

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

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:

Invoice view

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.

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

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

COMPLIANT COUPA COUNTRIES		NOTE: Suppliers located outside the countries below are called non - compliant in Coupa
EMEA	**EMEA**	**EMEA**
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.

Poland – invoicing

If Split Payment Mechanism is applicable – please select Yes, if not – select 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):

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.

Final invoice view:

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.

Final invoice view:

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:

Cash Accounting Scheme Reference

If applicable, please check the box by choosing yes:

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.

Exchange rate

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

Credit notes:

To submit credit note, please go to tab Invoices and select Create Credit Note:
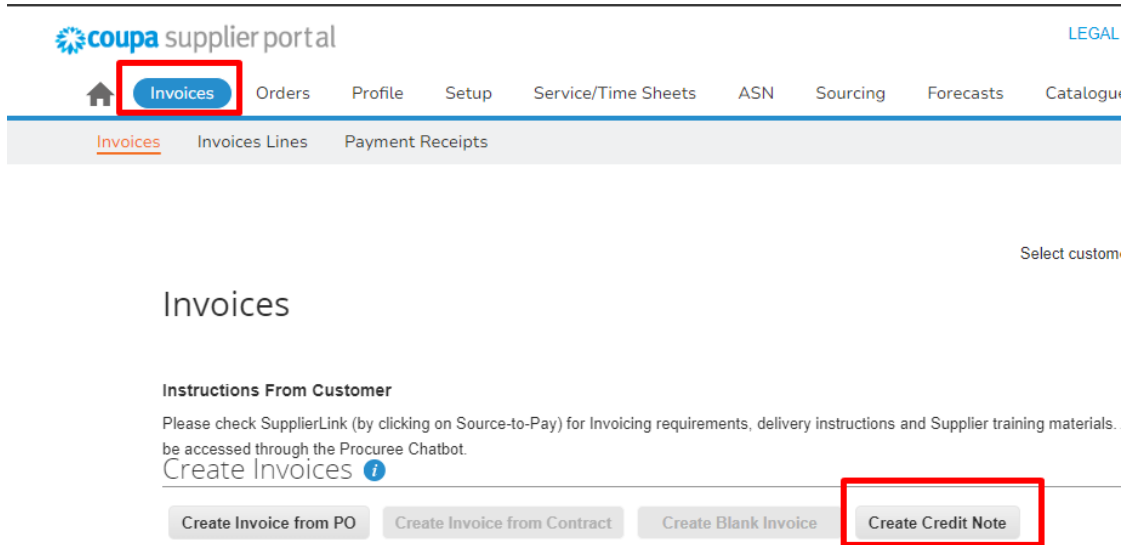
Select Resolve issue for invoice number, locate invoice under drop – down list and click Continue:

Select the proper scenario and click Create:

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

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
TESTPP2	11/07/24	E000017010	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	**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 ... View More	

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)

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)](#)

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 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](#)

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)](#)

SAP PO AND FREIGHT SUPPLIERS

Invoicing method

Invoice must be issued internally by supplier and send in PDF form to Invoice.AP@kcc.com or 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 or 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

Ukraine – invoicing

Invoice must be submitted through existing portals.

Attachments requirements

Sending invoices to Invoice.AP@kcc.com or 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)