

Hello Supplier,

[Please scroll down to find a link to Coupa portal]

As part of our supplier onboarding process, Kimberly-Clark (K-C) asks you to read and become familiar with our Supplier Code of Conduct and Supplier Handbook, which can be found at K-C [SupplierLINK](#) .

K-C needs you to provide information about your company electronically via Coupa, our chosen platform for spend management.

Please complete your company profile and provide all required information and supporting documents by clicking on the 'Join and Respond' button at the bottom of this email. This includes general company information, company contacts, bank and tax information and supplier diversity.

Training materials and Chat Bot support can be found by clicking this link [Procure-to-Pay link](#).

Note: Not providing this information may impact your ability to do business with K-C. Let us know immediately if you are unable to access Coupa and provide this information.

We appreciate your attention to this important requirement for establishing a supplier partnership with Kimberly-Clark Corporation.

For further support:

- **Between October 14, 2024 and October 27, 2024, Kimberly-Clark suppliers can request assistance via KCAPAC.supplierlink@kcc.com.**
- **Starting October 28, Kimberly-Clark suppliers can request assistance via our ChatBot Procuree, [linked here](#).**

Thank you and Welcome!

Kimberly-Clark Corporation