

# PROCURE-TO-PAY SUPPLIER PORTAL

## PROCUREMENT POLICY

### TERMS AND CONDITIONS OF USE

- (A) Kimberly-Clark Suppliers are required to maintain an active supplier account for the use of the Procure-to-Pay (P2P) Supplier Portal. There are no fees for use of the P2P Supplier Portal.
- (B) Upon vendor record set up, the Supplier will be sent an email notification with the information needed to activate the account. Account activation is required within ten business days of receiving the enrollment email.
- (C) Vendor will designate at least one Administrator User for its account on the network platform. Additional Administrators can be added through the User Management function on the P2P Supplier Portal upon enrollment completion.
- (D) All business document exchange and interactions are conducted via the P2P Supplier Portal to the extent possible, including status updates and communications.
- (E) Purchase Orders will be submitted through the P2P Supplier Portal, and require confirmation from Supplier to enable payment against the purchase order.