

NORTH AMERICA PAYMENTS

REGION-SPECIFIC PAYMENT RECEIPT INFORMATION

To receive electronic payments, Kimberly-Clark requires the following items:

- EFT Request Form received during supplier onboarding and found on our P2P Supplier Portal.

For Vendors with US Bank Accounts:

- [ACH Enrollment Form H - U.S. \(kcsupplierlink.com\)](#)
- Current W-9

For Non-US Bank Account Changes (Including Canada and Mexico)

- [ACH Enrollment Form H - Canada \(kcsupplierlink.com\)](#)
- Required Documents:
 - ✓ Documents from the vendor must show the full Vendor Name, Bank Name, and required information for the country in question.
 - ✓ Below documents are required to validate a Foreign Vendor's wire information:
 - ❖ Bank letter no older than 3 months
 - ❖ Company letterhead
 - ❖ Invoice
- All required documents uploaded in P2P Supplier Portal, per instructions during the onboarding process.
- Current organization contacts, banking and tax information submitted via the P2P Supplier Portal
 - ➔ View this link to Coupa video to learn more about this feature.

https://www.kimberly-clark.com/-/media/kimberly/videos/company/coupa-training-materials/stp_bsl_how-to-manage-a-legal-entity-in-csp_coupa_na_en_new.mp4