EUROPE, MIDDLE EAST AND AFRICA INVOICING

REGION SPECIFIC SUBMISSION REQUIREMENTS

For specific requirements please check information below.

**Invoicing methods:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PO | Invoicing method\* | Italian supplier invoicing KC s.r.l. | Italian supplier invoicing KC Europe | Ukrainian suppliers |
| 40  41  43  45 | Taulia or PDF sent to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) or [AP.SouthAfrica@kcc.com](mailto:AP.SouthAfrica@kcc.com)(for South Africa only) | Sistema di Interscambio or Taulia | Taulia or PDF sent to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) | Existing portals |
| E | Coupa | Sistema di Interscambio | Coupa | Existing portals |

\*Saudi Arabia – to use Coupa for Coupa PO type until further notice

**COUPA**

**Invoicing method**

Invoice for Coupa PO must be submitted through Coupa.

**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.

**Out of scope**

PO to Pay process for Suppliers providing goods/services for K-C located in Russia, Turkey, and Kazakhstan.

**PO on the document**

Mandatory

**WHT invoice**

Invoice must be submitted through Coupa.

**Invoices for service PO**

For service PO you can invoice more than 1 PO item.

**Submission time**

The system allows 7 calendar days for submission, calculated back from the invoice date.

**Attachments requirements**

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.



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 | Slovakia |
| Bahrain | Greece | Slovenia |
| Belgium | Ireland | South Africa |
| Bulgaria | Latvia | Spain |
| Canary Islands | Lithuania | Sweden |
| Croatia | Luxembourg | Switzerland |
| Czech Republic | Norway | The Netherlands |
| Denmark | Poland | United Arab Emirates |
| Finland | Romania | United Kingdom |
| France | Saudi Arabia |  |

**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.

**Special characters**

No special characters are supported in the invoice reference field.

**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:



**Poland – Split payment mechanism**

If applicable, check the box with yes, if not please check the box with no:



**Slovakia – datum dodania (tax reporting date)**

Please indicate tax reporting date in the field Date of Supply. Coupa will map this field and shown it as Datum dodania on legal invoice.



Final invoice view:



**Czech Republic - Datum uskutečnění zdanitelného plnění (tax reporting date)**

If you are using Coupa in English: Please indicate tax reporting date in the field Date of Supply. Coupa will map this field and shown it as Datum uskutečnění zdanitelného plněníon legal invoice.

If you are using Coupa in Czech: Please indicate tax reporting date in the field Datum uskutečnění zdanitelného plnění.



Final invoice view:



**Commodity/Import/HS/TARIC Code**

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.



**Saudi Arabia – exempt reason**

For domestic transaction related to exempt goods and services please check ZATCA mandate and input the correct VAT exemption reason.



**Kenya – Tax rate 16%**

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):





**Proforma**

Please don’t submit proforma through Coupa. Proforma must be sent directly to your Kimberly – Clark contact person.

**Document status**

Approved – invoice was received, registered, and awaits due date.

Pending Approval – invoice was received, awaits registration or approval.

Abandoned – cXML invoice was submitted for example with incorrect UOM, initial status will be disputed. Later, status will change to abandoned and you will be asked to submit new invoice once new PO will be created.

Disputed – Disputed reason can contain the action items where K-C will request that the supplier sends additional documentation via Comment section.

The following dispute reasons require a credit note to be submitted by the Supplier: Price Issue, Quantity Issue, Tax Issue, Duplicate invoice, for Incorrect KC VAT registration number, for invoices with 2 PO types (service + goods).

Voided – no action is required from supplier side.

**Training materials**

[Coupa Training Materials (kimberly-clark.com)](https://www.kimberly-clark.com/en-us/company/supplier-link/coupa-training-materials)

**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)](https://www.kimberly-clark.com/en-us/company/supplier-link/source-to-pay)



**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](mailto: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)](https://vimeopro.com/taulia/kimberly-clark-emea-english?mkt_tok=eyjpijoiwkrka09xwtnzvfpst0rrmsisinqioijyenzzzfbpz2r0mvfsk1wvadzvcdjlrlhsz05sxc9mrwrkte5ceu5wohpwczhuduzprwdmneu4d1kxte1ecxpure1cl0u5otzusuzdwkdtbvduxc9rk0k2q1e9psj9)

**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](mailto: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)](https://www.kimberly-clark.com/en-us/company/supplier-link/source-to-pay)



**SAP PO**

**Invoicing method**

Invoice must be issued internally by supplier and send in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com)

**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](mailto:Invoice.AP@kcc.com)

**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](mailto:Invoice.AP@kcc.com)

**Ukraine – invoicing**

Invoice must be submitted through existing portals.

**Attachments requirements**

Sending invoices to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) 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)](https://www.kimberly-clark.com/en-us/company/supplier-link/source-to-pay)



**Freight Suppliers**

**Invoicing method**

Invoice must be issued internally by supplier and send in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) or [AP.SouthAfrica@kcc.com](mailto:AP.SouthAfrica@kcc.com) (for South Africa only).

**Italy – invoicing**

Italian supplier invoicing Kimberly - Clark Europe with vat registration number IT08077390014 or GB445809527 should send invoice in PDF form to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com)

Italian supplier invoicing Kimberly - Clark srl with vat registration number IT07629150017 should send invoice through Sistema di Interscambio.

**Ukraine – invoicing**

Invoice must be submitted through existing portals.

**Attachments requirements**

Sending invoices to [Invoice.AP@kcc.com](mailto:Invoice.AP@kcc.com) 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)](https://www.kimberly-clark.com/en-us/company/supplier-link/source-to-pay)



**Requirements summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **Invoice ingestion channel** | **Original invoice attachment** | **Submission time** | **Special characters in the reference field** |
| Ukraine | existing portals | N/A | local regulations | local regulations |
| Italy (invoicing Kimberly - Clark s.r.l. vat registration number IT07629150017) | Sistema di Interscambio | N/A | local regulations | local regulations |
| Italy (invoicing Kimberly - Clark Europe vat registration number IT08077390014 or GB445809527) | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Nigeria | COUPA | mandatory | 7 calendar days, calculated back from the invoice date | not allowed |
| Kenya | COUPA | mandatory | 7 calendar days, calculated back from the invoice date | not allowed |
| Portugal | COUPA | mandatory | 7 calendar days, calculated back from the invoice date | not allowed |
| Austria | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Bahrain | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Belgium | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Bulgaria | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Canary Island | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Croatia | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Czech Republic | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Denmark | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Finland | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| France | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Germany | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Greece | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Hungary | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Ireland | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Latvia | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Lithuania | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Luxembourg | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Norway | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Poland | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Romania | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Saudi Arabia | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Serbia | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Slovakia | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Slovenia | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| South Africa | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Spain | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Sweden | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| Switzerland | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| The Netherlands | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| United Arab Emirates | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |
| United Kingdom | COUPA | optional | 7 calendar days, calculated back from the invoice date | not allowed |