NORTH AMERICA PAYMENTS

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.