

NORTH AMERICA INVOICING

GLOBAL SUBMISSION REQUIREMENTS

All invoices must include:

- A valid Kimberly-Clark PO number
- Invoice date - do not invoice prior to goods being shipped or services performed
- Quantity, currency, price per unit, and Unit of Measure (UOM) – matching the PO
- Supplier's company name and remit-to address - matching the PO
- Material or Service description
- Kimberly-Clark material number as shown on the PO - should also be shown on the packing list and Bills of Lading, along with a description of the product
- If applicable, service or shipping date and Bill of Lading number

Other requirements:

- One PO allowed per invoice – invoices with more than one PO referenced will be rejected
- PO line number on the invoice must match the line number on the PO
- All invoices must be billed to the Kimberly-Clark entity as specifically stated on the PO
- Invoice numbers must be unique and no more than 16 characters long
- All Services invoices are required to include supporting details and documentation relating to the services performed

Freight requirements:

- If prepaid and billed back to Kimberly-Clark, backup documentation must accompany the invoice
- Freight charges must be billed on a separate line

ADDITIONAL REGION-SPECIFIC SUBMISSION REQUIREMENTS – NORTH AMERICA

- For service and blanket Purchase Order (PO) invoices submitted through the Procure-to-Pay (P2P) Supplier Portal, invoices require:
 - Quantity of (1)
 - If freight charges apply, may be added to the Additional Items section
- Non PO invoices, Freight and Telecom suppliers are not required to invoice via our P2P Supplier Portal; contact your regional Accounts Payable team for proper invoice submission methods
 - Out of scope for invoicing via our P2P Supplier Portal include:
 - HR/Garnishments, Legal, Utilities, Taxes
 - Any vendors located in Mexico who bill AFC Mexico (US vendors who bill AFC Mexico are in scope)
 - Vendors transacting through EDI Direct