

ASIA PACIFIC INVOICING

GLOBAL SUBMISSION REQUIREMENTS

All invoices must include:

- A valid Kimberly-Clark PO number - non-inclusion of PO number may lead to delay in payment.
- 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
- Agreeable payment terms as per contract/PO.

Other requirements:

- Only 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

ASIA PACIFIC COUNTRIES

Vendors submitting invoices using:

P2P supplier portal - Please [click](#) here

Physical or Softcopy Invoices - Please [click](#) here

P2P SUPPLIER PORTAL

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details for Asia Pacific suppliers using P2P supplier portal.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount
- For service and blanket Purchase Order (PO) invoices submitted through the Procure-to-Pay (P2P) Supplier Portal, invoices require:
 - Quantity of (1) should be used
 - If freight charges apply, may be added to the Additional Items section
- Non-PO suppliers in Asia Pacific are not required to invoice via our P2P Supplier Portal; contact your regional Kimberly-Clark Accounts Payable team for proper invoice submission methods.

SELF SERVICE HELPDESK & QUERIES

For all suppliers registered on P2P supplier portal of Kimberly-Clark, please use the portal's self-service feature for any information/help.

Through the self-service feature, you will be able to review invoice and payment status, purchase orders and master data information. For any further queries, please utilize the '**Send Message**' feature available on any purchase order, invoice, or payment document to contact the relevant Kimberly Clark team.

In case you are unable to utilize the '**Send Message**' feature, please contact helpdesk at KC.P2Pportal_AsiaPacific@kcc.com

Please note Kimberly-Clark will not be able to respond to email queries to Accounts payable teams. The self-service feature should be able to provide you with complete information.

PHYSICAL OR SOFTCOPY INVOICING

Please click on the link of your respective counties below –

[Malaysia](#)

[Australia](#)

[India](#)

[Vietnam](#)

[Singapore](#)

[New Zealand](#)

[China](#)

[Thailand](#)

[Phillipines](#)

[Taiwan](#)

[Korea](#)

[Indonesia](#)

[Hongkong](#)

MALAYSIA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details for Asia Pacific suppliers.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY-SPECIFIC SUBMISSION REQUIREMENTS AND CONTACTS

- PO based invoices: PO number mandatory, failing which invoice will be rejected.
- Non-PO based invoices: Requestor email address to be indicated
- One invoice per attachment and only in PDF format
- For any supporting documents, attach the supporting document separator sheet (PDF format along with the documents.



SAMPLE.pdf

To view example, click on sample invoice attachment.



Invoice separator
(1).pdf

- For soft copy PO and Non-PO based invoices, vendor needs to submit invoices by sending an email to the generic outlook email ID: kcmv.invoices@kcc.com
- Email AP Helpdesk for inquiries: SSTAP.Malaysia.AccountPayable@kcc.com
- Share Statement of Account: APReporting-Malaysia.SSTAP@kcc.com

SINGAPORE INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY-SPECIFIC SUBMISSION REQUIREMENTS AND CONTACTS

- PO based invoices: PO number mandatory, failing which invoice will be rejected.
- Non-PO based invoices: Requestor email address to be indicated
- One invoice per attachment and only in PDF format
- For any supporting documents, attach the supporting document separator sheet (PDF format along with the documents.



SAMPLE.pdf

To view example, click on sample invoice attachment below



Invoice separator
(1).pdf

- For soft copy PO and Non-PO based invoices, vendor needs to submit invoices by sending an email to the generic outlook email ID: kcsq.invoices@kcc.com
- Email AP Helpdesk for inquiries: SSTAP-Singapore.AccountPayable@kcc.com
- Share Statement of Account: APReporting-Singapore.SSTAP@kcc.com

THAILAND INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY-SPECIFIC SUBMISSION REQUIREMENTS AND CONTACTS

- PO based invoices: PO number mandatory, failing which invoice will be rejected.
- Non-PO based invoices: Requestor email address to be indicated
- One invoice per attachment and only in PDF format
- For any supporting documents, attach the supporting document separator sheet (PDF format along with the documents.



To view example, click on sample invoice attachment below



- For soft copy (PO and Non-PO) invoices, all vendors (local and foreign) needs to submit invoices by sending an email to the generic outlook email ID: kcth.invoices@kcc.com
- In addition, local vendors to send hard copies for retention purposes as per country regulatory requirements.
- Email AP Helpdesk for inquiries in English/Thai: Bangkok.AccountPayableSSC@kcc.com

KOREA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- Email AP Helpdesk for inquiries: [KR. Apinquiry@kcc.com](mailto:KR_Apinquiry@kcc.com)

AUSTRALIA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- For soft copy PO and Non-PO based invoices, vendor needs to submit invoices by sending an email to the generic outlook email ID: kcau.invoices@kcc.com
- Email AP Helpdesk for inquiries: SSTAP.Accountpayable@kcc.com
- Share Statement of Account to: APReporting-ANZ.SSTAP@kcc.com

NEW ZEALAND INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- For soft copy PO and Non-PO based invoices, vendor needs to submit invoices by sending an email to the generic outlook email ID: kcnz.invoices@kcc.com
- Email AP Helpdesk for inquiries: SSTAP.Accountpayable@kcc.com
- Share Statement of Account to: APReporting-ANZ.SSTAP@kcc.com

PHILLIPINES INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY-SPECIFIC SUBMISSION REQUIREMENTS

- Email AP Helpdesk for inquiries: Philippine.AccountPayableSSC@kcc.com

INDONESIA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- Email AP Helpdesk for inquiries: SSTAP-Indonesia.AccountPayable@kcc.com

INDIA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- Email AP Helpdesk for inquiries: SSSTAP-India.AccountPayable@kcc.com

CHINA INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- For soft copy PO and Non-PO based invoices, vendor needs to submit invoices by sending an email to the generic outlook email ID: APChina.Scan@kcc.com
- Email AP Helpdesk for inquiries: SSTAP-China.AccountPayable@kcc.com

TAIWAN INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- Email AP Helpdesk for inquiries: SSTAP-Taiwan.AccountPayable@kcc.com

HONGKONG INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- Email AP Helpdesk for inquiries: HK.APInquiry@kcc.com
- Share Statement of Account: APReporting-HongKong.SSTAP@kcc.com

VIETNAM INVOICING

REGION-SPECIFIC SUBMISSION REQUIREMENTS

Suppliers operating in Asia Pacific countries often have additional requirements for creating and submitting invoices to Kimberly-Clark. Refer to the following details.

Other requirements when applicable:

- Banking Details to remit-to
- Vendor Tax Registration number
- Kimberly-Clark Tax Registration number
- Relevant tax percentage and amount

COUNTRY CONTACTS

- Email AP Helpdesk for inquiries: Vietnam.AccountPayableSSC@kcc.com