

Responding to Information Requests on the Coupa Supplier Portal (CSP)

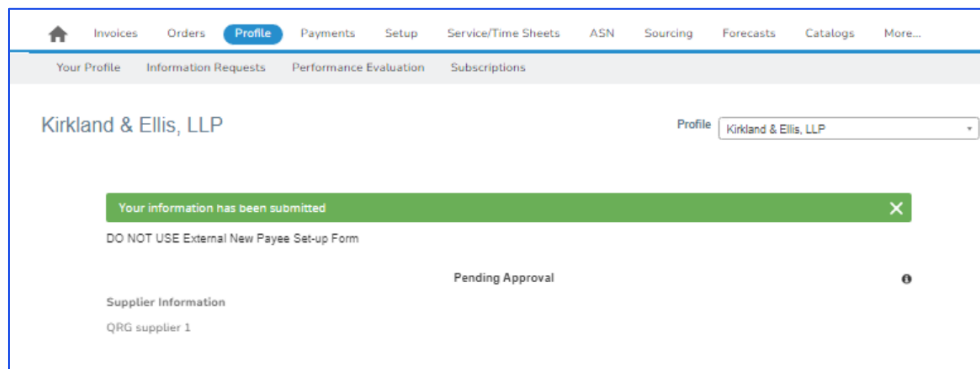
If Kirkland sends you a request for information, you will receive a notification email containing a link. This link will guide you through the process of submitting your company details, such as your business address, payment information, W-9, and other required documents. This process will allow you to provide information about your company to Kirkland, including your payment information.

Responding to Information Requests

1. From the email notification, click **Update Profile** to launch the Coupa Supplier Portal (CSP) Information Form.

Note: You can find all information requests on the CSP in the “Information Requests” subtab as part of your Profile. You can also initiate updates yourself from this page in case you have changes to your information such as new payment details or updated insurance information.

2. Complete the form with all information that you have available. Fields marked with a red asterisk are required. Click **Submit for Approval** at the bottom of the page once complete.
3. A pop-up message will appear noting that ‘Your information has been submitted’ and status will show as ‘Pending Approval’. Kirkland will then review your information.



The screenshot shows the Coupa Supplier Portal (CSP) interface. At the top, there is a navigation bar with tabs: Invoices, Orders, Profile (selected), Payments, Setup, Service/Time Sheets, ASN, Sourcing, Forecasts, Catalogs, and More... Below the navigation bar, there is a sub-tab bar with: Your Profile, Information Requests (selected), Performance Evaluation, and Subscriptions. The main content area shows the profile for 'Kirkland & Ellis, LLP'. A green notification bar at the top of the main content area states 'Your information has been submitted'. Below this, it says 'DO NOT USE External New Payee Set-up Form'. The status is 'Pending Approval'. The page also shows 'Supplier Information' and 'QRG supplier 1'.

Tip: If there are any additional questions or information required, you will receive an email notification.

Still need help? Visit our [Kirkland & Ellis Suppliers](#) site, the [Coupa Compass](#) site, or contact SupplierManagement@kirkland.com.