

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

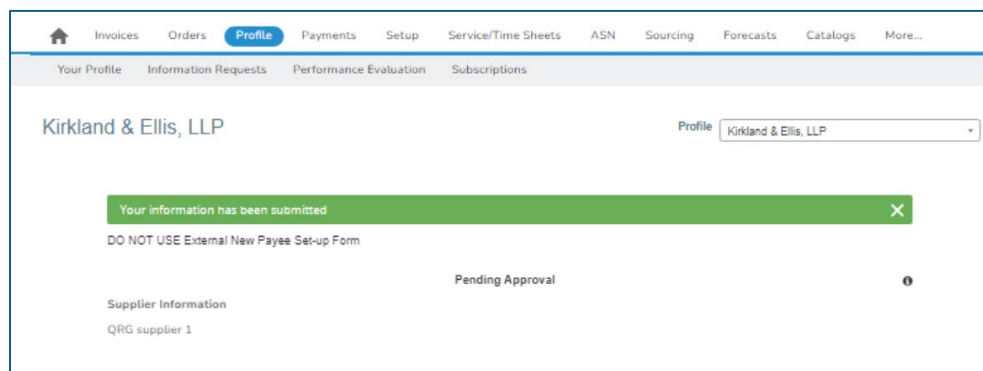
If Kirkland sends you a request for information, you will receive an email notifying you of the request. This process will allow you to provide information about your company to Kirkland, including your payment information.

Responding to Information Requests

1. From the email notification, click **Update Profile** to launch the Coupa Supplier Platform (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.



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