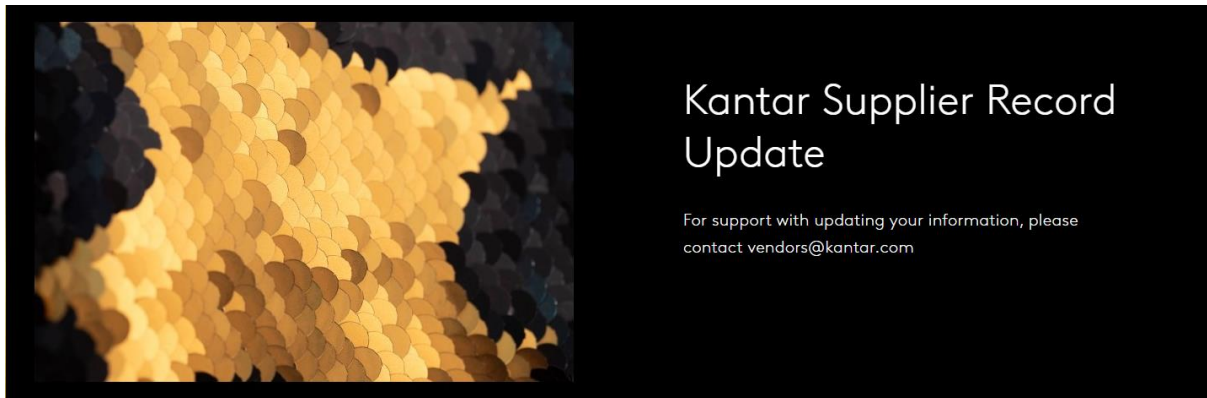


Existing Kantar supplier?

[Existing Kantar supplier?](#)



1. Remove the **For support with updating your information, please contact vendors@kantar.com** and add the “Click here” button

Update the instructions under PDF

How to update your account details

Kantar stores your supplier record on Coupa as well as in our back-end financial management system. This information is independent of your Coupa Supplier Platform (CSP) profile.

Steps to update your account details:

- Update your details directly on the [Coupa Supplier Platform](#)¹ under Profile>Information request and select 'Kantar'. Please make sure that you are entering in CSP with an account linked to the Kantar profile.
- As an alternative, email vendors@kantar.com to trigger a Coupa Supplier details update email. Please follow the email instructions and provide all information requested on the form.

Please keep in mind

We cannot get these details from your Coupa Supplier Portal (CSP) profile. Please ensure that both steps are followed and that you complete a new “supplier information form” (SIM) which you will receive after emailing vendors@kantar.com. [\(PDF¹/Video¹\)](#)

Failure to inform us of the updates to your details may result in delayed payments or hinder our ability to contact you.

2. Remove the video option
3. Remove option stating **“Invoice against a legacy PO: Blank invoice creation”**

Kantar Guides to Coupa

- [Setting up your entity on CSP \(PDF¹/Video¹\)](#)
- [The basics: Navigating the CSP & creating reports and notifications \(PDF¹/Video¹\)](#)
- [Interacting with, and getting paid by, Kantar: View & Acknowledge PO, Invoicing & Credit notes \(PDF¹\)](#)
- [Invoicing against a legacy PO: Blank Invoice Creation \(PDF¹\)](#)
- [Selling your services to Kantar: Hosting your catalogue \(PDF¹/Video¹\)](#)