



KANTAR

Providing your ESG information

Coupa Supplier Portal (CSP)
Training

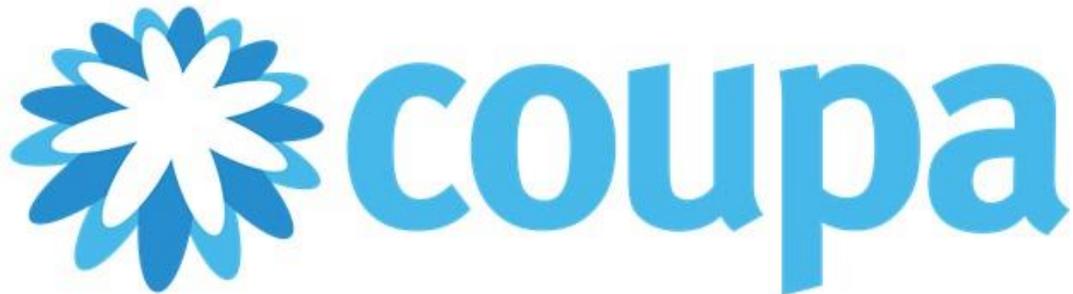
Kantar 2024

Background

ESG is at the heart of everything we do.

We aim to **increase our spend with diverse suppliers** by monitoring, reporting, and refining our sourcing strategies.

Our **carbon reduction programme** involves Scope 3 emissions tracking and reporting, top supplier carbon reduction plans and social audits and building SBTi into supplier reviews & sourcing decisions.



Coupa allows us to visualise our transactions in the context of ESG.

You can add your ESG information by **updating your supplier record in Coupa**. See the following slides for more details on this process.

If you have questions throughout this process, please contact the supplier master data team at

Vendors@kantar.com.

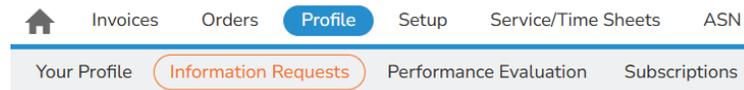
Updating your information

To make an update to your supplier record moving forward, you can access the Supplier Information Form from the homepage:

1. Go to the profile tab at the top of the page.
2. Select Information Requests

Select “Update info” and then “Update Request”. Your SIM form will be available for updating.

If the option doesn't appear to you or you need support, please reach out to Vendors@kantar.com.

A screenshot of the 'Update Info' form. At the top right is an 'Update Info' button. Below it is a section for 'External Approvals' with a 'Choose File' button and 'No file chosen' text. A note below reads: 'For internal Kantar use only. This is the attachment field for approvals external to the system when required.' Below this is a section for '* Type' with two radio buttons: 'New Request' (unselected) and 'Update Request' (selected). Below that is a 'Request Number' field with the value 'FIN1234' and a note: 'The SNOW request number for internal Kantar use only.'

Updating your information

Environmental, Social and Governance

Please share your ESG information here.

Environmental

Does your company hold a Ecovadis certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold a CDP certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold a SBTi certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold a Bcorp certification?

- Yes
 No

If yes, please attach the certificate on the following field.

Does your company hold any additional ESG certification/accreditation?

- Yes
 No

If yes, please attach the certificate on the following field.

Do you produce a sustainability/ESG report?

- Yes
 No

Supplier Diversity

If you are a small or diverse business, add the categories that apply to you.

[Add Diversity](#)

Supplier Diversity

Country
United States

Diversity Category
Select

Diversity Certificate

Agency
Select

Effective Date
mm/dd/yyyy

Expiration Date
mm/dd/yyyy

Attachments
[Add File](#)

Description

Governance

* Is your company using AI?

- Yes
 No

By “AI”, we mean any machine-based system that: (i) operates with a degree of autonomy; (ii) can generate data, identify patterns in data, produce insights, or make predictions, recommendations, or decisions to achieve a given objective; and (iii) operates using machine learning or other approaches designed to approximate cognitive abilities.

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

Form Approval

Whether it is the first time submitting the SIM form or you are updating your information, once you have submitted the form and Kantar has approved it, you will receive an email and a notification on the Coupa Supplier Portal!

Profile Info submitted to Kantar was Approved Inbox x



Kantar <do_not_reply@kantar-test2.coupahost.com>
to me ▾

KANTAR Profile Info submitted to Kantar was Approved

Powered by Coupa

Hi sim test ,

The company profile information that you submitted to your customer, Kantar was recently approved.

This usually means that the information was correct and they will activate your new information so you can start transacting soon (or continue transacting with the new information).

No further action is required but you can click below to view additional details.

[View Profile Info](#)

My Notifications

[Notification Preferences](#)

View All ▾

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	The Supplier Information you submitted was approved by Kantar.	14/07/2022 10:47

[Delete](#)

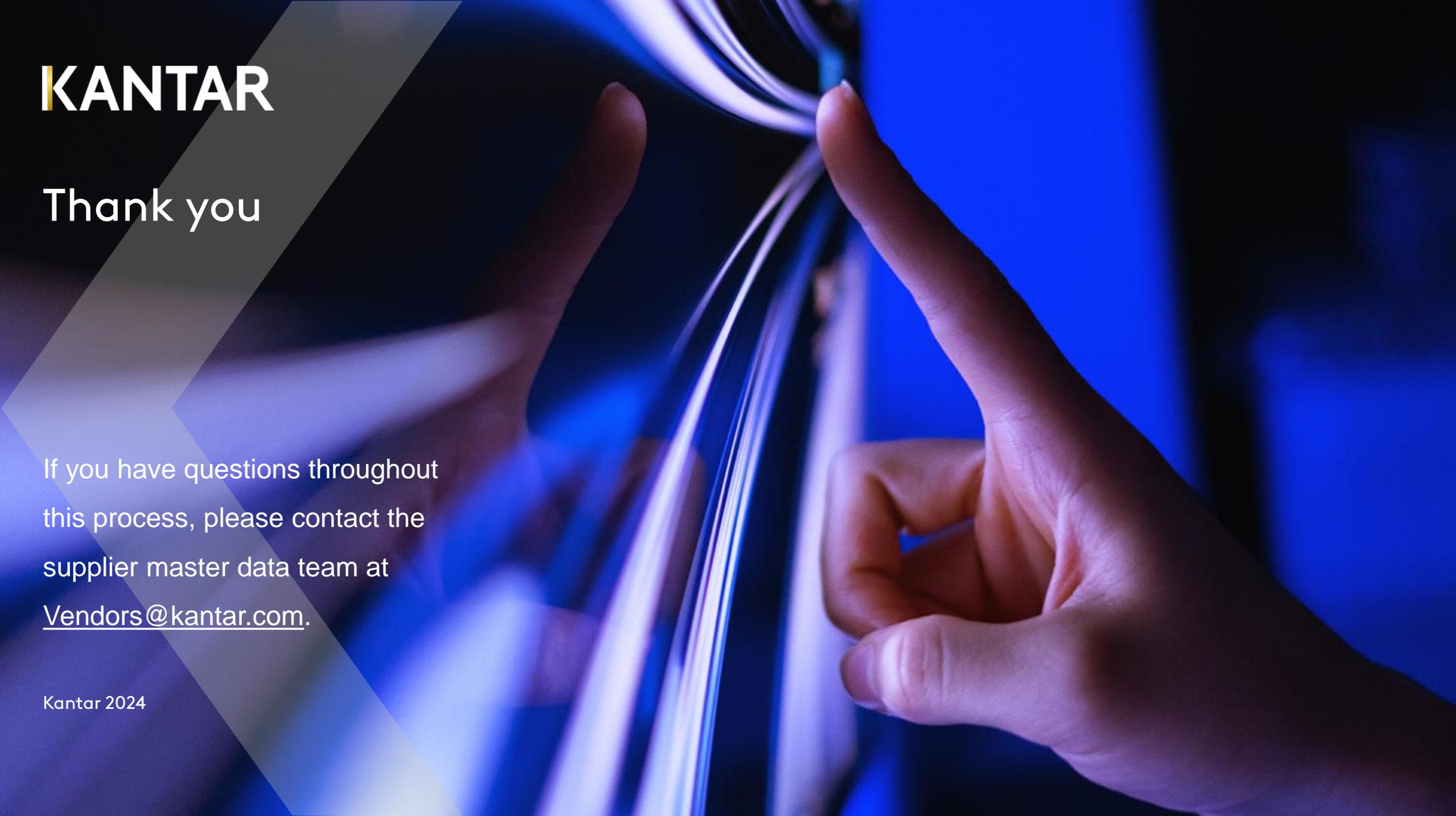
[Mark as Read](#)



Business Spend Management

To get immediate updates via SMS or change notification preferences, go [here](#) and [adjust your settings](#)

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantar.com.

A close-up photograph of two hands holding a glowing blue fiber optic cable. The hands are positioned on either side of the cable, with fingers gently gripping it. The background is a deep blue, and the overall lighting is dramatic, highlighting the texture of the hands and the bright, multi-colored light emanating from the fiber optic strands.

KANTAR

Thank you

If you have questions throughout this process, please contact the supplier master data team at Vendors@kantat.com.

Kantar 2024