



SUPPLIER PROFILE FORM

H&R Block aligns itself with best-in-class organizations to help drive the success of our sourcing needs through dynamic partnerships that focus on driving process and cost excellence while delivering flawless service and performance. To successfully align partners with the right need, H&R Block utilizes the Coupa Supplier Portal for all Procurement and Invoicing activities.

Form Instructions: To be considered as part of a future H&R Block supplier RFP, you must complete all three sections of the form below. Send completed form to Sourcing@hrblock.com

SECTION ONE: SUPPLIER CLASSIFICATION AND CONTACT INFORMATION
SECTION TWO: INVOICE AND PO TRANSMISSION METHOD
SECTION THREE: DESCRIPTION OF PRODUCT/SERVICE

SECTION ONE: SUPPLIER CLASSIFICATION AND CONTACT INFORMATION

Choose from the Commodity which best categorized your business			
<input type="checkbox"/> Technology: Hardware/Software	<input type="checkbox"/> Technology: Consulting/Services	<input type="checkbox"/> Technology: Information Security	
<input type="checkbox"/> HR – Learning and Development	<input type="checkbox"/> Facilities Management/Real Estate	<input type="checkbox"/> Marketing/Advertise: Product/Services	
<input type="checkbox"/> Financial: Reporting/Services	<input type="checkbox"/> Legal Service	<input type="checkbox"/> Compliance: Products/Services	
<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Printing Service/Stationary	<input type="checkbox"/> Other: Specify in Section 3	
Company Name as Displayed on Invoices:		Tax ID:	
CONTACT INFORMATION			
Address:	City:	State:	Zip:
Primary Contact Name:	Email Address:		
Telephone:	Website:		

SECTION TWO: INVOICE AND PURCHASE ORDER (PO) TRANSMISSION METHOD

If your organization is selected to become a supplier for H&R Block, Purchase Orders (POs) and Invoice payment is facilitated using Coupa. Suppliers obtain POs and flip invoices via the Coupa Supplier Portal (CSP). Suppliers who do not require/use POs, may submit Invoices electronically through the CSP. This is a completely free network with no contracts required to join.

1. Is your organization currently a Coupa Supplier Portal (CSP) user?
YES NO
2. Is your organization able to comply with H&R Block's requirements to join the CSP?
YES NO
3. What is your current PO and Invoice transmission method?
[Large empty box for answer]



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SECTION THREE: DESCRIPTION OF PRODUCT AND/OR SERVICES YOU OFFER

Please provide a description of products and/or services your organization can provide:

ACKNOWLEDGEMENT

Name of person completing this form:	Title:
Authorization Signature:	Date: