

Respond to a Sourcing Event (Suppliers)

Coupa



*For the best learning experience, please click the **Editing** button and select **Open in Desktop** to view this document in your desktop application of Microsoft Word. Viewing this document in SharePoint or in-browser may distort the placement of images and text.*

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Your screen in Coupa may differ slightly from this training, but the steps to complete the activity will be the same.

Purpose

This Quick Reference Card (QRC) explains how to **Respond to a Sourcing Event** in Coupa. It is intended to support incumbent or prospective Kimberly-Clark Suppliers while performing the following tasks in Coupa:

- **Task 1:** Respond to a Sourcing Event

If you have any questions that cannot be answered by this document, please contact the Event Manager (Buyer) or the Supplier Enablement Team at Kimberly-Clark.

Respond to a Sourcing Event



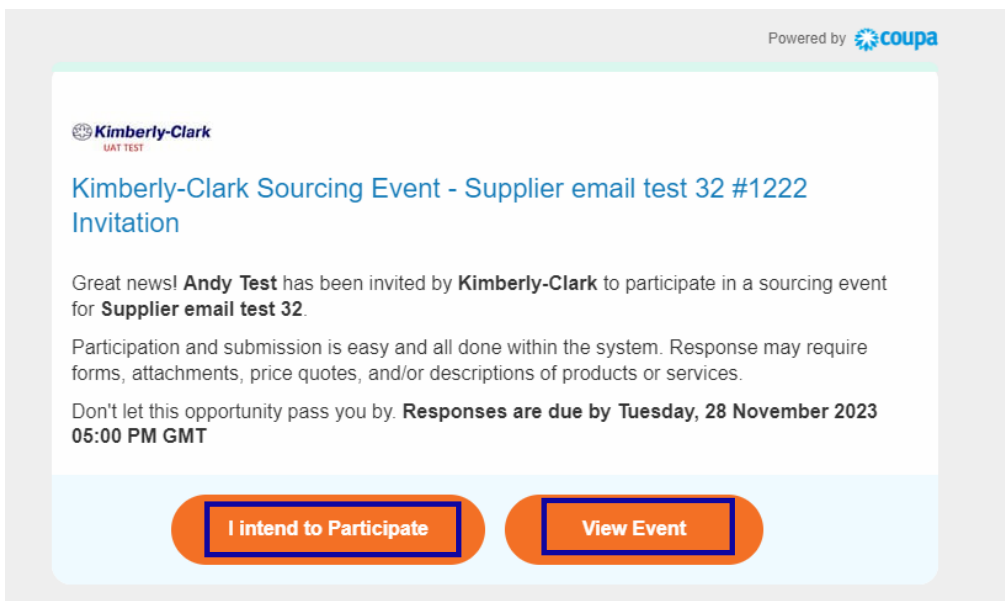
Note: Before responding to a sourcing event, **ensure that pop-up windows are enabled in your browser.** If you have pop-ups blocked or disabled, you will not be able to download any documents, attachments, or templates related to the event.

When a Sourcing Event has been scheduled at Kimberly-Clark and you have been identified as a Supplier that should respond, you will receive an email invitation with instructions on how to access the upcoming event.

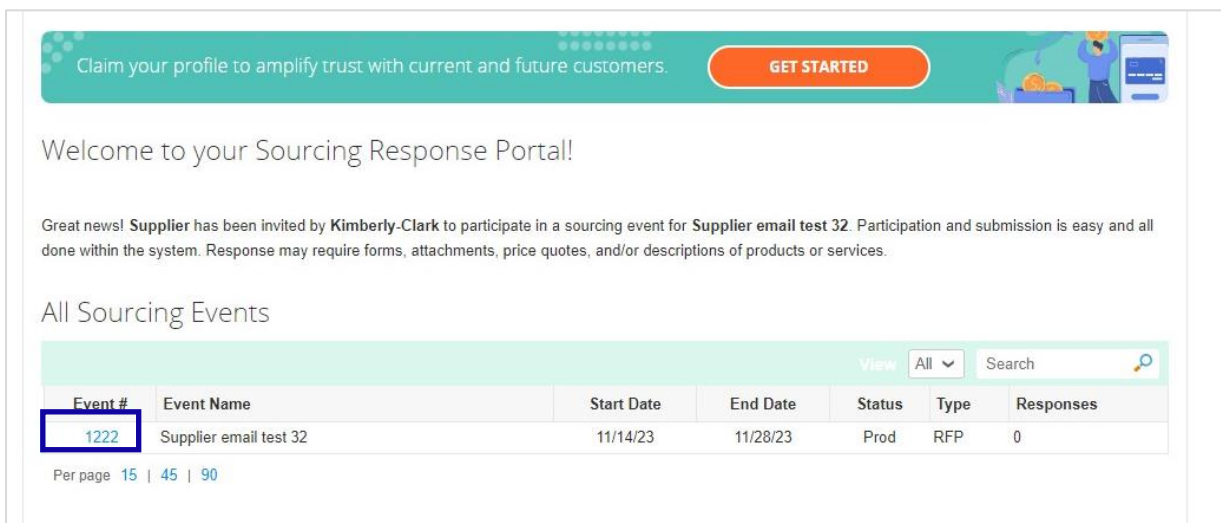
1. Navigate to your company email account, then search for and select the appropriate **Inbox** item.

Primary	Social	Promotions 1 new
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kimberly Clark 3	testsinghv1 invitation - Sourcing Event #148 - testsinghv1 invitation - Sourcing Event #148	Powered by Coupa Software Kimberly Clark has invited you to the sourcing event: testsinghv1. If ...
Coupa Supplier Port. 3	Kimberly Clark Profile Information Request - Action Required - Kimberly Clark Profile Information Request - Action Required	Powered by Coupa Software Hello Supplier, Kimberly-Clark want...
Google 2	Security alert - A new sign-in on Apple iPhone kcsupplierstest@gmail.com	We noticed a new sign-in to your Google Account on a Apple iPhone device. If this was you, you don't need to do ...
Kimberly Clark	Kimberly Clark's third reminder to update your information - Reminder from Kimberly Clark	Powered by Coupa Software Hi Test - PR - 21-6, Kimberly Clark reminds you again to update you...
Coupa Supplier Port. 2	Reminder to complete your Kimberly Clark Registration - Action Required - Reminder to complete your Kimberly Clark Registration - Action Required	This is a reminder from Kimberly Clark...

2. Review the **Event Invitation Message** from Kimberly-Clark.
3. Review your assigned **Username** for the event.
4. Review the **Participation Instructions**, then select the appropriate Participation option. In this example, we will select **View Event**.
 - a. The *I intend to Participate* button should be selected if you want to acknowledge the invitation and inform the Buyer that you intend to participate but will be submitting your response at a later date.
 - b. The *View Event* button should be selected if you want to view the event details and/or initiate your response at that moment.



5. A new tab will open on your preferred internet browser and will take you to the Kimberly-Clark **Sourcing Response Portal**.



6. Review the list of **Sourcing Events**.
 - a. If this is your first time responding to a sourcing event with Kimberly-Clark, you will only have one event available in the portal.
7. Click the appropriate **Sourcing Event**.
 - a. The most recent event will be displayed at the top.
 - b. **Tip:** If desired, you can use the sort, filter, or search functionalities to find a specific event.
8. Review the **Event Info** message and the **Event Ends** countdown.
 - a. **Critical:** Participating responses will not be accepted past the Event End Date.
9. If you choose to participate, select the “**I intend to participate in this event**” checkbox.
10. If applicable, review the **Event Terms and Conditions**. In this example, no terms or conditions were added to the event so nothing is available or required for review.
 - a. If any Terms and Conditions were available, you would need to use the radio button to accept or decline the provided Terms and Conditions.
11. Review the **Event Information and Bidding Rules**.
12. If applicable, review the **Buyer Attachments**. In this example, there are no attachments with additional requirements or instructions for the event.
13. Review the **Timeline** for the event.
14. Click **Enter Response**.

Event Ends **14 : 16**
days hrs

Event Info

Kimberly-Clark has invited you to the sourcing event: DemoEventv1. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable.
Click the "My Responses" tab to provide your response, which may include Attachments, Forms, and Items and Services.

Do you intend to participate in this event?

I intend to participate in this event
Event owner will be notified of your intent to participate.

Accept Terms and Conditions

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Buyer Attachments

Timeline

<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Jun 7 Event Start 04:24 PM Greenwich 14d : 17h : 0min </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Jun 22 Event End 09:24 AM Greenwich 00:00 </div>
---	---

Enter Response

15. Enter an appropriate response **Name**.

16. If applicable, review or upload any appropriate **Attachments** as supporting documentation.

- a. Attachments can be included to provide additional instruction or to gather additional information from you and your response.
- b. If available, Attachments can be downloaded and reviewed.

17. Review the **Forms** section to see if there are any additional Forms or Questionnaires that need to be completed for the event.

- a. Forms can have many different response options.
- b. If applicable, complete the Form or Questionnaire.

Event Ends 14:16
days hrs

Event Info My Responses CCC CONSTRUCTION CO - #81

* Name

Attachments
Shiva Singh has not provided any Attachments for this event

Forms

18. Scroll down to the **Items and Services** section.
19. Review all available Items, Lots, or Services that are included in the event. In this example, there is a single item included in the event.
20. Enter your **bid** for all required fields, In this example, you are required to enter a **Manufacturing Cost**, **Labor Cost**, and **Shipping Cost** for the Hardwood Pulp item.
 - a. All required fields are notated by a red asterisk *****.
21. Review your response details for accuracy, then click **Submit Response to Buyer**.
 - a. If desired, you have additional options to provide the response using an excel sheet using the following steps:
 - i. Export to Excel: Export the response requirements of the event into a Microsoft Excel format.
 - ii. Complete the exported Microsoft Excel worksheet with your response (bid).
 - iii. Import from Excel: Load your response to the event in its Microsoft Excel format.
 - iv. Save: Save your progress.
 - b. After submitting your bid, a *Response submitted to Buyer* message will appear on top of the screen as confirmation of your successful participation in the event.

Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 Items)				500.0000 USD
Hardwood Pulp		1 (Box) x	* Manufacturing Cost <input type="text" value="300.00"/> * Labor Cost <input type="text" value="100.00"/> * Shipping Cost <input type="text" value="100.00"/> <small>Total cost = Manufacturing Cost + Labor Cost + Shipping Cost</small>	= 500.00 USD
				Total 500.00 USD

Export to Excel | Import from Excel | Load History | Save | **Submit Response to Buyer**

22. If desired, you can log back into the **Sourcing Response Portal** at any time in order to view the status of the event.

Claim your profile to amplify trust with current and future customers. [GET STARTED](#)

Welcome to your Sourcing Response Portal!

Great news! **Supplier** has been invited by **Kimberly-Clark** to participate in a sourcing event for **Supplier email test 32**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
1222	Supplier email test 32	11/14/23	11/28/23	Prod	RFP	0

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- 23. If applicable, you can enter a new bid (response) as long as the event is still open and the event was set up to allow for response updates. In this example, we will not enter a new bid.
 - a. **Reminder:** Participating responses will not be accepted after the Event End Date has passed.
 - b. Please contact the Event Owner (Buyer at Kimberly-Clark) if you are having trouble making updates to a bid.

The screenshot shows a web interface for a sourcing event. At the top right, a blue box displays 'Event Ends 14 : 16 days hrs'. Below this is a navigation bar with 'Event Info', 'My Responses', and 'CCC CONSTRUCTION CO - #81'. The main content area includes a message from Kimberly-Clark inviting participation, a question 'Do you intend to participate in this event?' with an unchecked checkbox, and a section for 'Accept Terms and Conditions' which states there are no terms for this event. Below are two tabs: 'Event Information & Bidding Rules' and 'Buyer Attachments'. The 'Event Information & Bidding Rules' tab is active, showing a grey box with text: 'Event will end at the Event End Time.', 'Your responses are viewable by buyer once submitted', and 'Buyer may choose to award individual line items'. At the bottom, a 'Timeline' section shows two events: 'Event Start' on Jun 7 at 04:24 PM Greenwich (14d : 17h : 0min) and 'Event End' on Jun 22 at 09:24 AM Greenwich (00:00). A blue 'Enter Response' button is located at the bottom right.

- 24. When the event timeline is about to expire, you will receive a notification from Coupa at the email address that was registered for the event.
- 25. If desired, review the message or navigate to the event in the Sourcing Response Portal to view the event. In this example, we will not take any further action.

<input type="checkbox"/>	☆	Coupa Notifications 3	Inbox	Reminder, Test RFI #114, ends in less than 1 day - 114, ends in less than 1 day Powered by http://www.coupa.com	Coupa Notifications has invited you, 24 SEVEN TOPCO LLC to sou...	14 Jun
<input type="checkbox"/>	☆	Coupa Notifications 3	Inbox	Reminder, Spot Bid from Req #194 #102, ends in less than 1 day - 102, ends in less than 1 day Powered by http://www.coupa.com	Coupa Notifications has invited you, Tech Mahind...	10 Jun
<input type="checkbox"/>	☆	Coupa Notifications 3	Inbox	Reminder, Spot Bid from Req #192 #99, ends in less than 1 day - 99, ends in less than 1 day Powered by http://www.coupa.com	Coupa Notifications has invited you, Tech Mahindra L...	10 Jun
<input type="checkbox"/>	☆	Coupa Notifications 2	Inbox	Reminder, Spot Bid from Req #189 #98, ends in less than 1 day - 98, ends in less than 1 day Powered by http://www.coupa.com	Coupa Notifications has invited you, TCS to sourcin...	10 Jun
<input type="checkbox"/>	☆	Coupa Notifications 3	Inbox	Reminder, Spot Bid from Req #193 #100, ends in less than 1 day - 100, ends in less than 1 day Powered by http://www.coupa.com	Coupa Notifications has invited you, Tech Mahind...	9 Jun
<input type="checkbox"/>	☆	Kimberly-Clark 3	Inbox	Reminder, Spot Bid from Req #187 #96, ends in less than 1 day - 96, ends in less than 1 day Powered by http://www.coupa.com	Kimberly-Clark has invited you, TCS to sourcing eve...	6 Jun
<input type="checkbox"/>	☆	Kimberly-Clark 3	Inbox	Test Auction v1 has been changed - Sourcing Event #108 -- Sourcing Event #108 Powered by http://www.coupa.com	Kimberly-Clark made the following changes to the sourcing event	31 May
<input type="checkbox"/>	☆	Shiva Singh 3	Inbox	New message Received for Test Auction v1 - Event #108 - the sourcing event: Test Auction v1. Event timeline Updated 'Bidding time' from '06/14/22 04:00 PM'		31 May
<input type="checkbox"/>	☆	DocuSign via DocuSi.	Inbox	Completed: Contract 102 'TestContractv2' requires your action - directly. Stop receiving this email Report this email https://protect-d.docusign.net/report-abuse?e=AVEIOvh4OIFKo...		24 May
<input type="checkbox"/>	☆	Kimberly-Clark 8	Inbox	Reminder, Test Event - PR-05May #72, ends in less than 1 day - Test Event - PR-05May #72, ends in less than 1 day Powered by http://www.coupa.com	Kimberly-Clark has invited y...	19 May

26. If you were awarded any of the items, lots, or services of the event, the Event Manager will send a message to communicate the award.

27. Click the appropriate **Inbox item** to view the award message.

- a. The Subject of the Inbox Item will read, *New Message Received for [Event Name] – Event #.*

Primary		Social		Promotions	
<input type="checkbox"/>	☆	Shiva, me, Shiva 3	Inbox	New message Received for Catalog Test - Event #160 - Coupa notification Powered by Coupa Software You received a new message on the Message board from Kimberly Clark. The mess...	10:39
<input type="checkbox"/>	☆	Kimberly Clark 3	Inbox	UAT Test S2C1 invitation - Sourcing Event #173 - Your username is 714e67c4-dcec-44ef-a638-55c12f31fab8 Want to participate later? Click I intend to participate button to let the buyer kn...	10:04
<input type="checkbox"/>	☆	Kimberly Clark	Inbox	Kimberly Clark Purchase Order #C000000061 - Powered by Kimberly Clark Purchase Order #C000000061 Order Summary Date 07/15/22 PO Total 300.00 USD Payment Terms G175: Net 1...	09:52
<input type="checkbox"/>	☆	Kimberly Clark	Inbox	New PO - Kimberly Clark Purchase Order #C000000061 Powered by Hi John, You have received a new purchase order #C000000061 from Kimberly Clark Company. Submitted by Dajja	09:52
<input type="checkbox"/>	☆	Kimberly Clark	Inbox	Expired: Kimberly Clark canceled their request - Reminder from Kimberly Clark Powered by Hi John Doe, Unfortunately, due to inactivity, Kimberly Clark has automatically canceled the requ...	07:36
<input type="checkbox"/>	☆	Kimberly Clark	Inbox	Reset Password - Reset Password Powered by You are receiving this email because your password has recently been reset. If you believe there may be some error or unauthorized use	07:00
<input type="checkbox"/>	☆	Kimberly Clark	Inbox	Forgot password - Forgot password Powered by Dear Natarajan Chandrashekar (TCS), To reset your Coupa password, please click on the link below or copy and paste the address onto	06:58
<input type="checkbox"/>	☆	Kimberly, me 2	Inbox	Reset Password - ----- Forwarded message ----- From: Kimberly Clark <do_not_reply@kimberlyclark-test.coupa.com> Date: Friday, 15 July 2022 Subject: Reset Password	06:32
<input type="checkbox"/>	☆	Kimberly, me 4	Inbox	Auction Template for Services invitation - Sourcing Event #172 - ----- Forwarded message ----- From: Kimberly Clark <do_not_reply@kimberlyclark-test.coupa.com> Date: Friday, 1...	06:27

28. Review the **Award Message**.

29. If desired, click the **View Online** link to log in to the **Sourcing Response Portal**.

New message Received for Catalog Test - Event #160 Inbox x

Shiva Singh <do_not_reply@kimberlyclark-test.coupa.com>
to kcsupplierstest+3

Kimberly-Clark Coupa notification

Powered by Coupa

You received a new message on the Message board from Kimberly Clark.
The message reads:

You've been awarded

You can view the context of the message on the full message board in the event by clicking the link below.

[View Online](#)

30. Click the appropriate **Event**.

Claim your profile to amplify trust with current and future customers. [GET STARTED](#)

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All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
1222	Supplier email test 32	11/14/23	11/28/23	Prod	RFP	0

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31. Click **Messages**.

Catalog Test - Event #160 Event has Ended

[Event Info](#) [My Response](#)

Kimberly Clark has invited you to the sourcing event: **Catalog Test**. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the button at the bottom of the page to provide your response, which may include Attachments, Forms, and Items and Services.

Do you intend to participate in this event?

I intend to participate in this event
Event owner will be notified of your intent to participate.

Accept Terms and Conditions
There are no Terms and Conditions for the current event.

[Event Information & Bidding Rules](#) [Buyer Attachments](#)

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Timeline

Jul 13	Event Start	16:48 Greenwich	0h : 2min
Jul 13	Event End	16:50 Greenwich	00:00

Messages

32. Review the details of the **Award Message** and any instructions from the Event Manager (Buyer at Kimberly-Clark) regarding next steps.

Messages 1

Shira Singh 11 minutes ago

You've been awarded

Send Message

Type new message

Having Technical Issues? Contact sourcing.support@coupa.com