

# Respond to a Sourcing Event (Suppliers)

Coupa



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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:** 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.

Sender	Subject	Time
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 ...	09:14
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...	07:06
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 ...	06:57
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...	02:32
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...	30 Jun

2. Review the **Event Invitation Message** from Kimberly-Clark.
3. Click the appropriate **hyperlink** to set up a new **Password**.
  - a. **Critical:** You must set up your password within 7 days of receiving the invitation.
  - b. If you do not have an existing account in Coupa (Kimberly-Clark's Sourcing System), you will be required to create a new password in order to access the Supplier Portal and respond to the event.
  - c. Account creation is a one-time setup activity. All future event invitations will be linked to your account and will not require you to update a password.
4. Review your assigned **Username** for the event.
5. 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.

Kimberly-Clark <do\_not\_reply@kimberlyclark-test.coupahost.com>  
to kcsupplierstest+2

**Kimberly-Clark** Test Event (#149)

Powered by **coupa**

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.

You have been given an account on Kimberly Clark's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password at the following link: [https://kimberlyclark-test.coupahost.com/setup\\_password/1c5bdfe1c2aa71a0bad5dce1e26412cb3789b20](https://kimberlyclark-test.coupahost.com/setup_password/1c5bdfe1c2aa71a0bad5dce1e26412cb3789b20)

Your username is [kcsupplierstest+102@gmail.com](mailto:kcsupplierstest+102@gmail.com)  
After setting your password, please login at [https://kimberlyclark-test.coupahost.com/sessions/supplier\\_login](https://kimberlyclark-test.coupahost.com/sessions/supplier_login) to provide your responses

**IMPORTANT:** You must setup your password within 7 days of receiving this message.

**Want to participate later?**  
Click I intend to Participate button to let the buyer know.

**Need more info?**  
Click View Event and you will be taken to the event page.

I intend to Participate      View Event

6. A new tab will open on your preferred internet browser and will take you to the Kimberly-Clark Supplier Portal.
7. Enter your **login credentials** to sign in to Coupa.
  - a. **Reminder:** Your username was provided in the event invitation email. Copy and paste the provided username into the Username field, then enter your password.
  - b. If this is your first time responding to an event through Coupa and you did not create a new password before attempting to log in, you will be prompted to create a new password.
8. Click **Sign In**.
  - a. If you have trouble signing in, please contact the Event Manager (Buyer) or the Supplier Enablement Team at Kimberly-Clark.
  - b. If you forget your password, click the *Forgot username or password?* link, enter your username or email associated with the account, select the *I'm not a robot* checkbox, then click submit to request a new one-time ticket. The ticket is sent to your registered e-mail address and is valid for 24 hours. You will be requested to change the temporary password once you log in.



 **Kimberly-Clark**

Kimberly Clark

Powered by 

Sign In

Username or Email Address

4764f2ee-139b-4cf0-852c-8811efdc393

Password

[Forgot username or password?](#)

Sign In

9. After logging in successfully, you will be routed to the **Sourcing Response Portal**.
10. 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.
11. 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.

Welcome to your Sourcing Response Portal!

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.

### All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
125	DemoEventv1	06/07/22	06/22/22	Prod	RFP	0
116	Test RFI	06/06/22	06/15/22	Prod	RFQ	0
113	Test RFI	05/31/22	05/31/22	Complete	RFI	0
108	Test Auction v1	05/31/22	05/31/22	Complete	Auction	1
93	RFQ Template for Goods	06/06/22	06/06/22	Complete	RFP	0
86	RFQ Template for Goods	05/23/22	05/23/22	Complete	RFP	1
68	Event for Pulp	05/04/22	05/04/22	Complete	RFQ	1
67	Event for Pulp	05/04/22	05/04/22	Complete	RFQ	1
66	Event for Pulp	05/02/22	05/02/22	Complete	RFQ	1
61	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/27/22	04/27/22	Evaluation pending	RFQ	1
60	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	05/04/22	05/04/22	Complete	RFP	1
57	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	04/27/22	Complete	RFQ	1
56	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	04/27/22	Evaluation complete	RFQ	1
55	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	05/11/22	Complete	RFQ	0
52	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	05/11/22	Complete	RFQ	0

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12. Review the **Event Info** message and the **Event Ends** countdown.
  - a. **Critical:** Participating responses will not be accepted past the Event End Date.
13. If you choose to participate, select the **“I intend to participate in this event”** checkbox.
14. 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.
15. Review the **Event Information and Bidding Rules**.
16. If applicable, review the **Buyer Attachments**. In this example, there are no attachments with additional requirements or instructions for the event.
17. Review the **Timeline** for the event.
18. Click **Enter Response**.

The screenshot shows a web interface for responding to a sourcing event. At the top right, a blue box highlights the 'Event Ends' countdown showing '14 : 16' days and 'hrs'. Below this, the 'Event Info' section contains a message from Kimberly-Clark inviting participation, with a blue box around the text. A question 'Do you intend to participate in this event?' is followed by a checkbox labeled 'I intend to participate in this event', which is highlighted with a blue box. Below that, the 'Accept Terms and Conditions' section shows a message 'There are no Terms and Conditions for the current event.' with a blue box. The 'Event Information & Bidding Rules' section contains two paragraphs of text, both highlighted with blue boxes. The 'Buyer Attachments' section is empty and highlighted with a blue box. The 'Timeline' section shows two event markers: '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), both highlighted with blue boxes. At the bottom right, a blue 'Enter Response' button is highlighted with a blue box.

- 19. Enter an appropriate response **Name**.
- 20. 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.
- 21. 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.

The screenshot displays a web interface for responding to a sourcing event. At the top right, a blue box indicates 'Event Ends 14:16' with 'days' and 'hrs' labels. Below this, navigation tabs include 'Event Info', 'My Responses', and 'CCC CONSTRUCTION CO - #81'. A required field labeled '\* Name' is present. The 'Attachments' section shows a message: 'Shiva Singh has not provided any Attachments for this event'. The 'Forms' section is also visible at the bottom.



22. Scroll down to the **Items and Services** section.
23. 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.
24. 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 **\***.
25. 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.

The screenshot displays the 'Items and Services' section of a procurement system. It features a table with columns for Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. A single item, 'Hardwood Pulp', is listed with an expected quantity of 1 (Box). A modal window is open for this item, allowing the user to enter costs. The modal includes three required fields: Manufacturing Cost (300.00), Labor Cost (100.00), and Shipping Cost (100.00). Below these fields, a calculation shows the total cost: Total cost = Manufacturing Cost + Labor Cost + Shipping Cost. The total cost is displayed as 500.00 USD. At the bottom of the interface, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
Hardwood Pulp		1 (Box)		500.00 USD

Items Not In Lots (1 items) 500.0000 USD

\* Manufacturing Cost  
 300.00  
 \* Labor Cost  
 100.00  
 \* Shipping Cost  
 100.00  
 Total cost = Manufacturing Cost + Labor Cost + Shipping Cost  
 Total 500.00 USD

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



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

Welcome to your Sourcing Response Portal!

Kimberly Clark made the following changes to the sourcing event: **testsinghv3**.

Event information

Set "Description" to "testsinghv3"

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.

All Sourcing Events

View All [Advanced] Search						
Event #	Event Name	Start Date	End Date	Status	Type	Responses
162	testsinghv3	07/14/22	07/14/22	Complete	RFP	1
149	testsinghv2	07/01/22	07/31/22	Prod	RFP	0
148	testsinghv1	07/01/22	07/01/22	Complete	RFP	1
136	Items Test	06/14/22	06/14/22	Complete	RFP	1
125	DemoEventv1	06/07/22	06/07/22	Complete	RFP	0
108	Test Auction v1	05/31/22	05/31/22	Complete	Auction	1
93	RFQ Template for Goods	06/06/22	06/06/22	Complete	RFP	1
86	RFQ Template for Goods	05/23/22	05/23/22	Complete	RFP	1
68	Event for Pulp	05/04/22	05/04/22	Complete	RFQ	1
67	Event for Pulp	05/04/22	05/04/22	Complete	RFQ	1
66	Event for Pulp	05/02/22	05/02/22	Complete	RFQ	1
61	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/27/22	04/27/22	Evaluation pending	RFQ	1
60	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	05/04/22	05/04/22	Complete	RFP	1
57	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	04/27/22	Complete	RFQ	1
56	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	04/27/22	Evaluation complete	RFQ	1

- 27. 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 tabs for 'Event Info', 'My Responses', and 'CCC CONSTRUCTION CO - #81'. The main content area contains the following sections:

- Introduction:** '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.'
- Participation Question:** 'Do you intend to participate in this event?' with a checkbox option 'I intend to participate in this event' and a note: 'Event owner will be notified of your intent to participate.'
- Terms and Conditions:** 'Accept Terms and Conditions' with a note: 'There are no Terms and Conditions for the current event.'
- Event Information & Bidding Rules** and **Buyer Attachments** sections.
- Timeline:** A horizontal bar showing '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).

An 'Enter Response' button is located at the bottom right of the interface.

- 28. 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.
- 29. 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=AWEIOvh4OIFKo...	24 May
<input type="checkbox"/>	☆	Kimberly-Clark 3	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

- 30. 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.
- 31. 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 #.*


<div style="display: flex; justify-content: space-between;"> <span>Primary</span> <span>Social</span> <span>Promotions</span> </div>					
<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 Dalja	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.coupahost.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.coupahost.com> Date: Friday, 1...	06:27

32. Review the **Award Message**.


33. 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

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Powered by  Coupa

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

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

[View Online](#)

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34. Enter your **log in credentials**, then click **Sign In**.

35. Click the appropriate **Event**.

Welcome to your Sourcing Response Portal!

Kimberly Clark made the following changes to the sourcing event: **testsinghv3**.

Event information

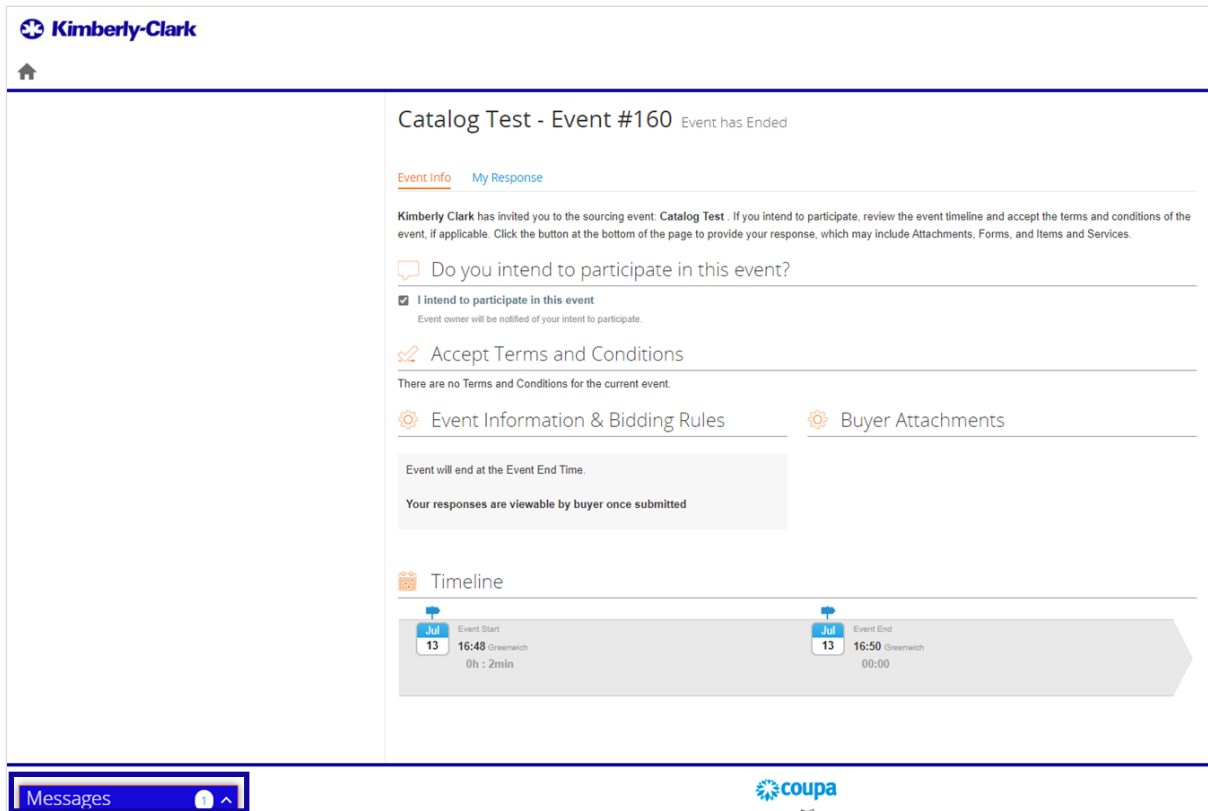
Set "Description" to "testsinghv3"

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.

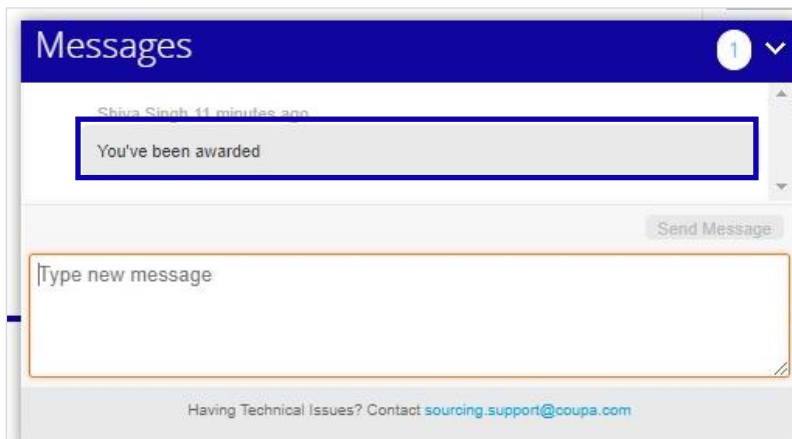
All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
162	testsinghv3	07/14/22	07/14/22	Complete	RFP	1
149	testsinghv2	07/01/22	07/31/22	Prod	RFP	0
148	testsinghv1	07/01/22	07/01/22	Complete	RFP	1
136	Items Test	06/14/22	06/14/22	Complete	RFP	1
125	DemoEventv1	06/07/22	06/07/22	Complete	RFP	0
108	Test Auction v1	05/31/22	05/31/22	Complete	Auction	1
93	RFQ Template for Goods	06/06/22	06/06/22	Complete	RFP	1
86	RFQ Template for Goods	05/23/22	05/23/22	Complete	RFP	1
68	Event for Pulp	05/04/22	05/04/22	Complete	RFQ	1
67	Event for Pulp	05/04/22	05/04/22	Complete	RFQ	1
66	Event for Pulp	05/02/22	05/02/22	Complete	RFQ	1
61	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/27/22	04/27/22	Evaluation pending	RFQ	1
60	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	05/04/22	05/04/22	Complete	RFP	1
57	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	04/27/22	Complete	RFQ	1
56	USA_OPERATIONS_OFFICE_EQUIPMENTS_RFQ TEMPLATE v1	04/26/22	04/27/22	Evaluation complete	RFQ	1

36. Click **Messages**.



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



## Change Version

Version History			
Version	Date	Change Description	Author
0.1	26-Jun, 2022	Original	Park, Sarah (KPMG)
0.2	27-Jun, 2022		Kallenberg, Danny (KPMG)
0.3	28-Jun, 2022		Park, Sarah (KPMG)
0.4	13-July, 2022	Incorporated GPL / SME feedback.	Kallenberg, Danny (KPMG)