

供应商响应寻源事件

Coupa



为了优化您的学习体验，请点击“**编辑 (Editing)**”按钮，并选择“**在桌面上打开 (Open in Desktop)**”，即可在桌面应用程序中查看此文档。在 SharePoint 或浏览器中查看此文档，可能会出现图像扭曲和文本位置偏移问题。

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您在 **Coupa** 中的实际屏幕布局可能与本培训演示的略有差异，但完成相关事件的步骤是一致的。

目的

本《速查手册》(QRC) 详尽阐述了如何在 **Coupa** 中响应寻源事件。本手册旨在为现有或潜在的金佰利供应商提供支持，助力他们在 **Coupa** 中执行以下任务：

- **任务 1：** 响应寻源事件

如果您在浏览本文档后仍有任何未解之感，请联系金佰利事件经理（采购员）或供应商赋能团队。

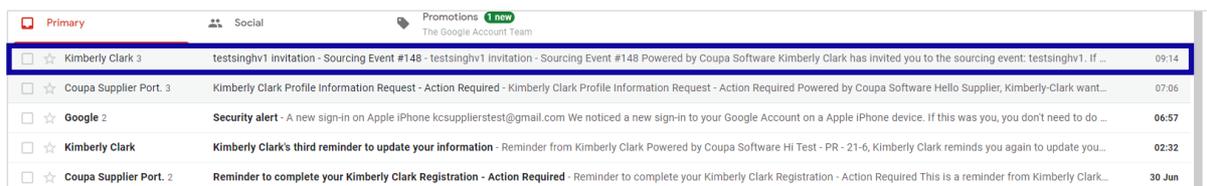
响应寻源事件



注： 在响应寻源事件之前，请**确保您的浏览器已启用了弹窗功能**。如果您阻止或禁用了弹窗功能，将无法下载与事件相关的任何文档、附件及模板。

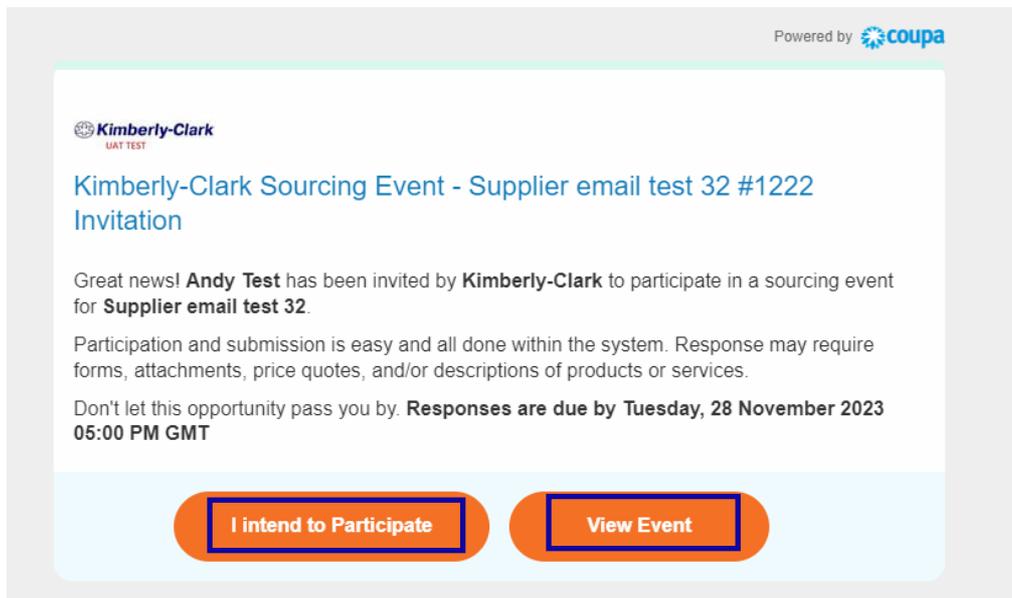
当金佰利安排了寻源事件，且将您确定为需响应的供应商时，您将收到一封电子邮件邀请，内含详尽指南，指导您如何参与即将实施的事件。

1. 打开您公司的电子邮件账户，然后搜索并选择适当的**收件箱**项目。

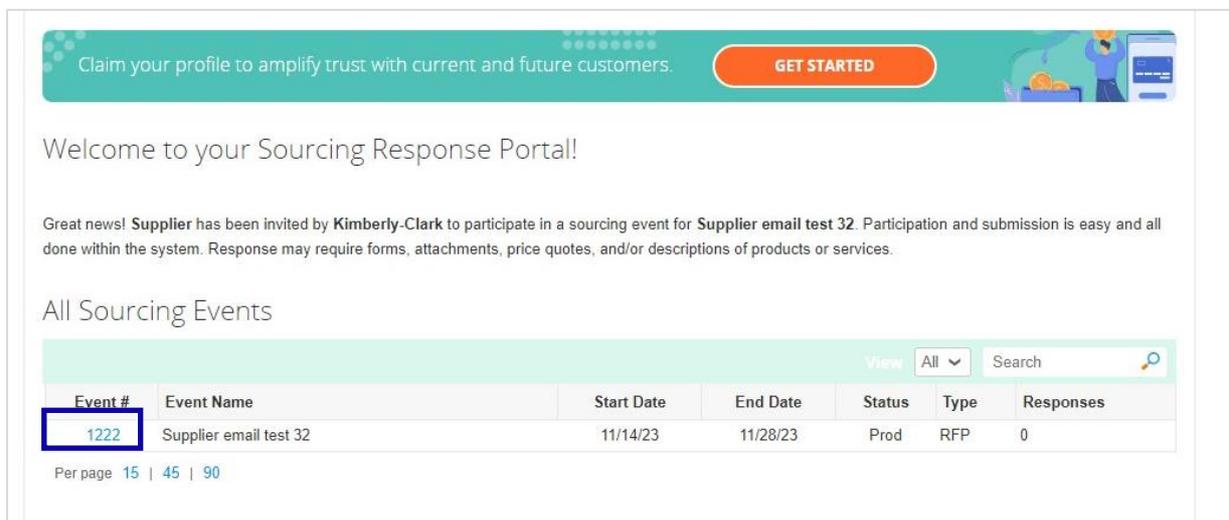


2. 查看金佰利的事件邀请消息。
3. 查看分配给您的事件用户名。
4. 查看参与说明，然后选择合适的参与选项。在本例中，我们将选择“查看事件 (View Event)”。

 - a. 如果您决定接受邀请并向采购员表达您的参与意见，但计划稍后再提交响应，则应选择“我有意参与 (I intend to Participate)”按钮。
 - b. 如果您需要立即查看事件详情和/或立即着手准备响应，则应选择“查看事件 (View Event)”按钮。



5. 您的首选互联网浏览器将自动打开一个新选项卡，直接带您进入金佰利“寻源响应门户 (Sourcing Response Portal)”。



6. 查看**寻源事件**列表。
 - a. 如果您是首次响应金佰利的寻源事件，则门户中只会显示一个可用的事件。
7. 点击相应的“**寻源事件 (Sourcing Event)**”。
 - a. 最新创建的事件将在列表中置顶显示。
 - b. **注：**如有需要，您可以使用排序、筛选或搜索功能来查找特定的事件。
8. 查看“**事件信息 (Event Info)**”消息和“**事件结束 (Event Ends)**”倒计时。
 - a. **重要说明：**超过事件截止日期后，我们将不会接受参与事件的响应。
9. 如果您决定参与，请勾选“**我有意参与本事件 (I intend to participate in this event)**”复选框。
10. 如适用，请查看“**事件条款与条件 (Event Terms and Conditions)**”。在本例中，事件中附带任何条款或条件，因此暂无内容可供查看。
 - a. 如果事件中设有任何条款与条件，您需要通过单选按钮以接受或拒绝这些提供的条款与条件。
11. 查看“**事件信息与竞价规则 (Event Information & Bidding Rules)**”。
12. 如适用，请查看“**采购员附件 (Buyer Attachments)**”。在本例中，事件并未附带任何额外的要求或说明性附件。
13. 查看事件“**时间表 (Timeline)**”。
14. 点击“**输入响应 (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>
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15. 输入适当的响应“名称 (Name)”。
16. 如适用，查看或上传任何适当的“附件 (Attachments)”作为支持文档。
 - a. 附件可提供进一步的说明或从您处和您的响应中收集额外的信息。
 - b. 如可用，您可下载并查看附件。
17. 查看“表单 (Forms)”部分，检查是否需要为事件填写任何额外的表单或问卷。
 - a. 表单可能包含多样化的响应选项。
 - b. 如适用，请填写表格或问卷。

18. 向下滚动到“项目与服务 (Items and Services)”部分。
19. 查看事件中涵盖的所有可用项目、批次或服务。在本例中，事件中仅包含一个项目。
20. 在所有必填字段中输入您的出价。在本例中，您需要为阔叶木浆项目输入“制造成本 (Manufacturing Cost)”、“人工成本 (Labor Cost)”及“运输成本 (Shipping Cost)” 。
 - a. 所有必填字段均已用红色星号 * 标识。
21. 复核您的响应详情，确保准确无误后，点击“向采购员提交响应 (Submit Response to Buyer)” 。
 - a. 如有需要，您还可以使用 excel 表格提交响应，步骤如下：
 - i. 导出到 Excel：将事件所需的响应需求导出为 Microsoft Excel 格式。
 - ii. 在已导出的 Microsoft Excel 工作表中填写您的响应内容（竞价）。
 - iii. 从 Excel 导入：以 Microsoft Excel 格式上传对事件的响应。
 - iv. 保存：保存您的进度。
 - b. 您提交竞价后，屏幕顶部将显示“已成功将响应提交给采购员 (Submit Response to Buyer)” 的消息，作为您成功参与事件的确认。

Items and Services
▼

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 Items)				500.0000 USD
<div style="display: flex; align-items: center;"> 🛒 <div> <p>Hardwood Pulp</p> <p>1 (Box) x</p> </div> </div>			<div style="margin-bottom: 5px;"> <p>• Manufacturing Cost</p> <input style="width: 100%;" type="text" value="300.00"/> </div> <div style="margin-bottom: 5px;"> <p>• Labor Cost</p> <input style="width: 100%;" type="text" value="100.00"/> </div> <div style="margin-bottom: 5px;"> <p>• Shipping Cost</p> <input style="width: 100%; border: 1px solid #f96;" type="text" value="100.00"/> </div> <p style="font-size: 0.8em; margin-top: 5px;">Total cost = Manufacturing Cost + Labor Cost + Shipping Cost</p>	= 500.00 USD
				Total 500.00 USD

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

22. 如有需要，您可以随时登录“寻源响应门户 (Sourcing Response Portal)”，以查看当前的事件状态。

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. 如适用，只要事件仍处于开放阶段且系统设置允许对响应进行更新，您就可以输入新的竞价（响应）。在本例中，我们不会输入新的竞价。
- a. **提示：** 超过事件截止日期后，我们不会在接受参与事件的响应。
 - b. 如果您在更新竞价时遇到困难，请与事件负责人（金佰利采购员）联系。

Event Ends **14 : 16**
days hrs

Event Info My Responses **CCC CONSTRUCTION CO - #81**

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 **Buyer Attachments**

Event will end at the Event End Time.
Your responses are viewable by buyer once submitted
Buyer may choose to award individual line items

Timeline

Event Start	Event End
Jun 7 04:24 PM Greenwich 14d : 17h : 0min	Jun 22 09:24 AM Greenwich 00:00

Enter Response

24. 事件截止日期临近时，Coupa 系统将向您注册该事件时所使用的电子邮件地址发送邮件通知。
25. 如有需要，请查看邮件消息或访问“寻源响应门户 (Sourcing Response Portal)”以查看事件。在本例中，我们不会开展进一步的行动。

<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.docu	TestContractv2...	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

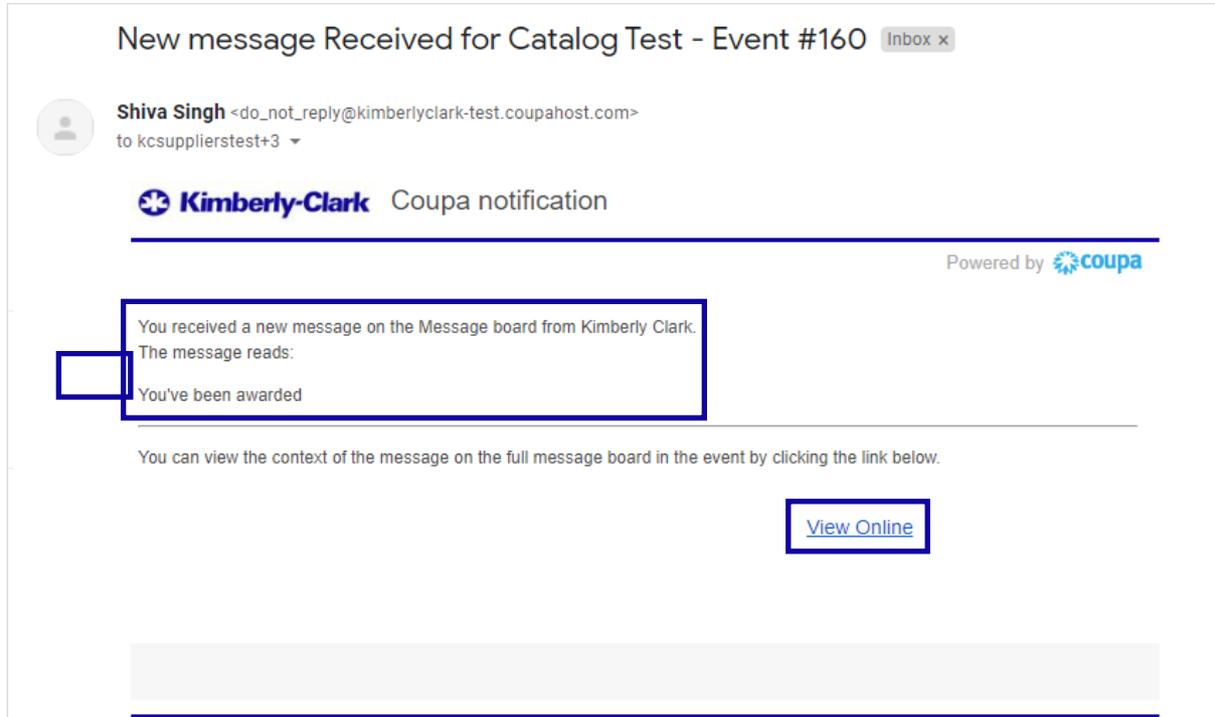
26. 一旦您在事件中成功获得任何项目、批次或服务的授标，事件经理将发送一条授标通知消息给您。
27. 点击对应的收件箱项目以查看授标消息。

- a. 收件箱项目的主题将为“已收到【事件名称】（事件编号）的新消息 (New Message Received for [Event Name] - Event #)”

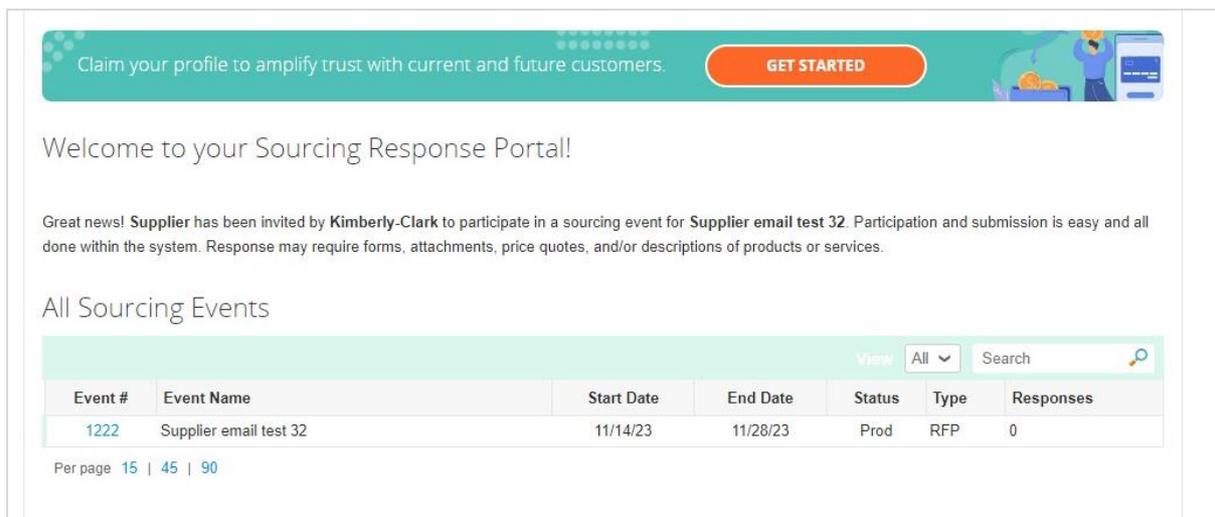
<input type="checkbox"/>	☆	Shiva, me, Shiva 3	Inbox	New message Received for Catalog Test - Event #160 - Coupa notification Powered by Coupa Software	You received a new message on the Message board from Kimberly Clark. The mess...	10:39
<input type="checkbox"/>	☆	Kimberly Clark 3	Inbox	UAT Test S2C1 Invitation - Sourcing Event #173 - Your username is 714e67c4-dccc-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 Daija	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. 查看**授标消息**。

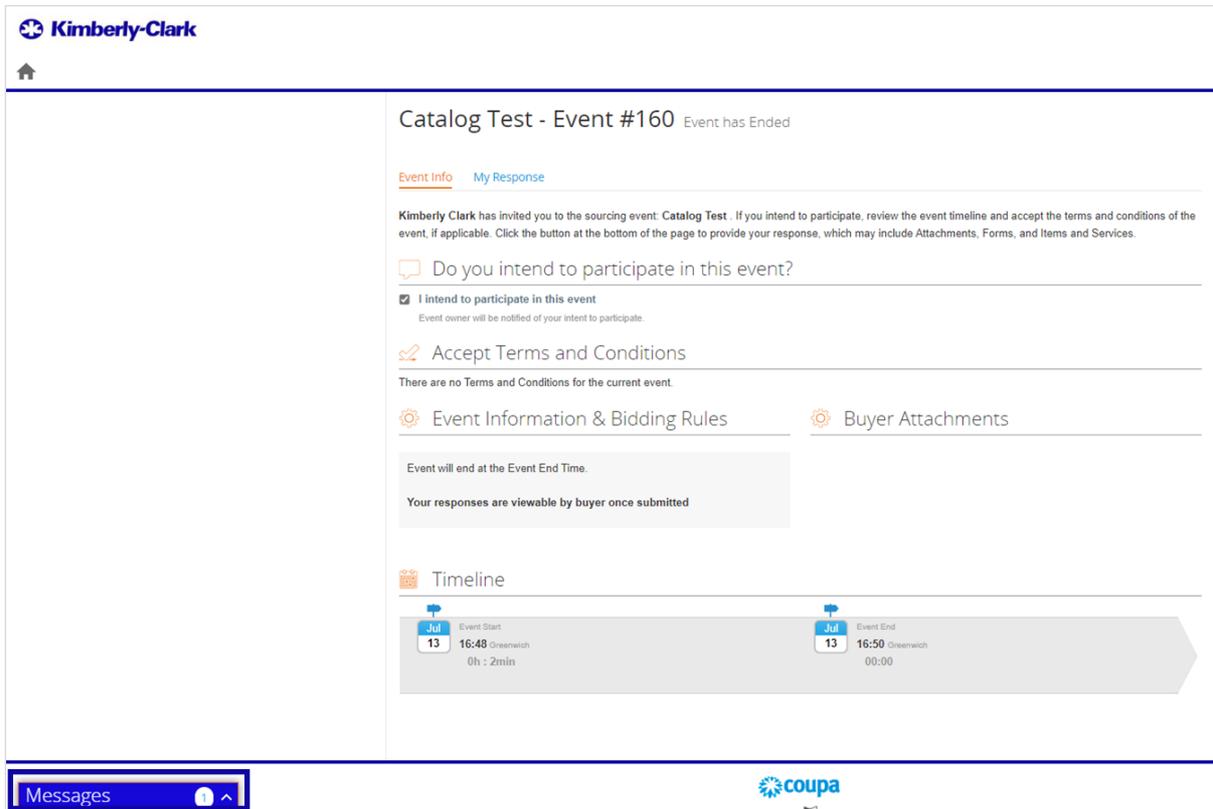
29. 如有需要，点击“**在线查看 (View Online)**”链接，登录到“**寻源响应门户 (Sourcing Response Portal)**”。



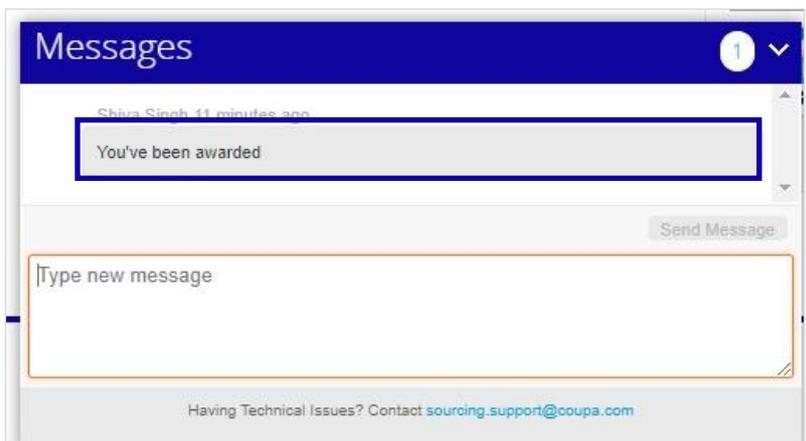
30. 点击对应的“**事件 (Event)**”。



31. 点击“消息 (Messages)”。



32. 查看“授标消息 (Award Message)”的详情内容以及事件经理（金佰利采购员）就后续步骤的说明。



版本变更记录

版本历史			
版本号	日期	变更说明	编制人
0.1	2022 年 6 月 26 日	初稿	Park, Sarah (毕马威)
0.2	2022 年 6 月 27 日		Kallenberg, Danny (毕马威)
0.3	2022 年 6 月 28 日		Park, Sarah (毕马威)
0.4	2022 年 7 月 13 日	整合了 GPL / SME 的反馈意见	Kallenberg, Danny (毕马威)
0.5	2023 年 11 月 14 日	改为供应商事件访问流程	Shelley van den berg (金佰利)