

# 回應採購事件（供應商）

庫帕



為了獲得最佳的學習體驗，請按下「**編輯**」按鈕，然後選擇「**在桌面中打開**」，以在 Microsoft Word 的桌面應用程式中查看此文件。在 SharePoint 中或瀏覽器中查看此文件可能會扭曲圖像和文本的位置。

## 目錄

目的 .....	2
回應採購事件.....	2
更改版本.....	12

您在 **Coupa** 中的螢幕可能與此培訓略有不同，但完成活動的步驟將是相同的。

## 目的

此快速參考卡 (QRC) 解釋了如何在 **Coupa** 中**回應採購事件**。它旨在為現有或潛在的 **Kimberly-Clark** 供應商提供支援，同時在 **Coupa** 中執行以下任務：

- **任務 1**：回應採購事件

如果您有任何本文檔無法回答的問題，請聯繫活動經理 (買方) 或 **Kimberly-Clark** 的供應商支持團隊。

## 回應採購事件

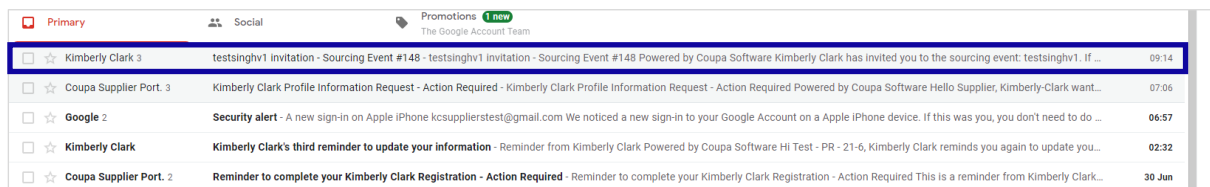


**注意：** 在回應採購事件之前，請確保在瀏覽器中啟用了彈出視窗。如果您阻止或禁用了彈出視窗，您將無法下載與活動相關的任何文檔、附件或範本。

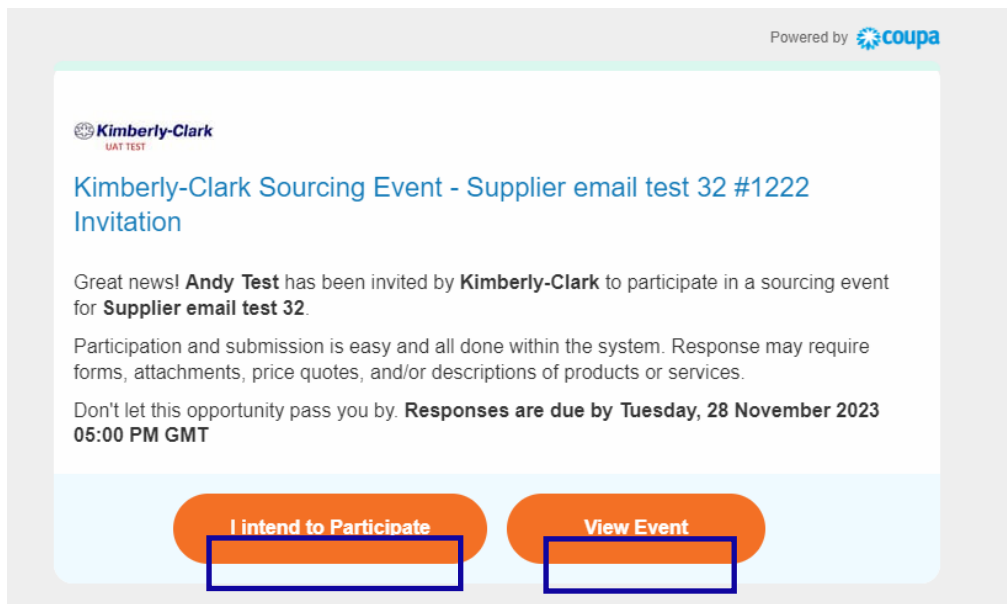
當 **Kimberly-Clark**

安排了採購活動，並且您已被確定為應做出回應的供應商時，您將收到一封電子郵件邀請，其中包含有關如何訪問即將舉行的活動的說明。

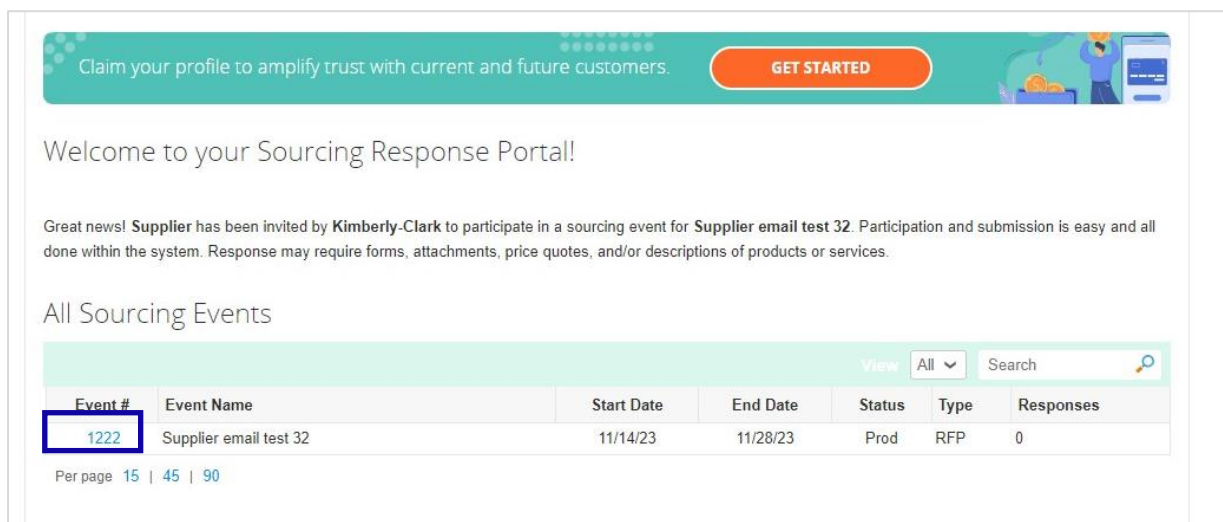
- 一. 瀏覽到您的公司電子郵件帳戶，然後搜索並選擇相應的 **收件匣** 專案。



- 二. 查看 **Kimberly-Clark** 的活動邀請函。
  - 三. 查看您為活動分配的**使用者名**。
  - 四. 查看 **參與說明**，然後選擇適當的參與選項。在此示例中，我們將選擇“查看事件”。
- 一. *如果您想確認邀請並通知買家您打算參與，但將在稍後提交您的回復，則應選擇“我打算參與”按鈕。*
  - 二. 如果您想查看事件詳細資訊和/或在那一刻啟動回應，則應選擇“查看事件”按鈕。



- 五. 將在您首選的互聯網瀏覽器上打開一個新標籤頁，並將您帶到 Kimberly-Clark 採購回應門戶。



六. 查看**採購事件清單**。

- 一. 如果這是您第一次回應 Kimberly-Clark 的採購活動，則門戶中將只有一個活動可用。

七. 按兩下相應的 **採購事件**。

- 一. 最新的事件將顯示在頂部。
- 二. **提示：**  
如果需要，您可以使用排序、過濾或搜索功能來查找特定事件。

八. 檢視「**活動資訊**」消息和「**活動結束**」倒計時。

- 一. **重要：** 在活動結束日期之後，參與的回復將不被接受。

九. 如果您選擇參加，請選擇「**我打算參加此活動**」複選框。

十. 如果適用，請查看

**活動條款和條件**。在此示例中，未向事件添加任何條款或條件，因此沒有任何內容可供查看或需要查看。

- 一. 如果有任何條款和條件可用，您需要使用單選按鈕來接受或拒絕 所提供的條款和條件。

十一. 檢視 **活動資訊與投標規則**。

十二. 如果適用，請查看 **買家附件**。在此示例中，沒有包含事件的其他要求或說明的附件。

十三. 檢視事件的**時間線**。

十四. 按兩下 **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;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Jun</span> </div> Event Start 04:24 PM Greenwich 14d : 17h : 0min	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Jun</span> </div> Event End 09:24 AM Greenwich 00:00
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Enter Response

- 十五. 輸入適當的回應 **名稱**。
- 十六. 如果適用，請**查看**或上傳任何適當的 **附件** 作為支持檔。
  - 一. 可以包含附件以提供額外的**說明**或從您和您的回復中收集更多資訊。
  - 二. 如果可用，可以下載和查看附件。
- 十七. 查看 **「表單」** 部分，查看是否需要為活動填寫任何其他表單或調查問卷。
  - 一. **表單** 可以有許多不同的回應選項。
  - 二. 如果適用，請填寫 **表格** 或調查問卷。

The screenshot shows a web interface for responding to a procurement event. At the top right, a blue timer indicates 'Event Ends 14:16' (14 days, 16 hours). Below this, there are tabs for 'Event Info', 'My Responses', and 'CCC CONSTRUCTION CO - #81'. A red asterisk indicates a required field for '\* Name'. Below that, there are sections for 'Attachments' and 'Forms'. The 'Attachments' section contains a message: 'Shiva Singh has not provided any Attachments for this event'. The 'Forms' section is currently empty.

十八. 向下滾動到“**物料和服務**”部分。

十九. 查看活動中包含的所有可用物品、批次或服務。在此範例中，事件中包含一個專案。

二十. 輸入所有 **必填欄位**的出價，在此示例中，您需要輸入闊葉木漿物料的**製造成本**、**人工成本**和**運輸成本**。

一. 所有必填欄位都用紅色星號 \* 表示。

二十一. 檢查您的回復詳情以確保準確性，然後點擊【**向買家提交回復**】。

一. 如果需要，可以使用其他選項使用 Excel 工作表提供回應，具體步驟如下：

- 一. 匯出到 Excel：將事件的回應要求匯出為 Microsoft Excel 格式。
- 二. 使用您的回應（bid）完成導出的 Microsoft Excel 工作表。
- 三. 從 Excel 導入：以 Microsoft Excel 格式載入對事件的回應。
- 四. 保存：保存您的進度。

二. 提交出價后，屏幕頂部將顯示「**已提交買家的回應**」消息，作為您成功參與活動的確認。

The screenshot shows a procurement portal interface. At the top, there's a header 'Items and Services'. Below it, a table lists items with columns for Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. One item, 'Hardwood Pulp', is highlighted. A pop-up window shows a cost breakdown for this item: Manufacturing Cost (300.00), Labor Cost (100.00), and Shipping Cost (100.00). The total cost is 500.00 USD. At the bottom, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'.

二十二. 如果需要，您可以隨時重新登錄採購響應門戶，以查看事件的狀態。

The screenshot shows the 'Sourcing Response Portal' interface. At the top, there's a banner with the text 'Claim your profile to amplify trust with current and future customers.' and a 'GET STARTED' button. Below the banner, there's a welcome message: 'Welcome to your Sourcing Response Portal!'. A notification states: '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.' Below the notification, there's a section titled 'All Sourcing Events' with a table. The table has columns for Event #, Event Name, Start Date, End Date, Status, Type, and Responses. One event is listed: Event # 1222, Event Name 'Supplier email test 32', Start Date 11/14/23, End Date 11/28/23, Status 'Prod', Type 'RFP', and Responses '0'. The 'Status' column is highlighted with a blue box. At the bottom, there's a pagination link: 'Per page 15 | 45 | 90'.



二十三. 如果適用，只要活動仍處於開放狀態，並且活動已設置為允許更新回應，您就可以輸入新的出價（回應）。在此示例中，我們不會輸入新的出價。

- 一. **提醒**：活動結束日期過後，將不接受參與的回復。
- 二. 如果您在更新出價時遇到問題，請聯繫活動擁有者（Kimberly-Clark 的買家）。

The screenshot displays a procurement event page for 'CCC CONSTRUCTION CO - #81'. At the top right, a blue box indicates 'Event Ends 14:16' (14 days, 16 hours). The navigation bar includes 'Event Info', 'My Responses', and the event title. 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 radio button option 'I intend to participate in this event' (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:** A grey box contains the text: '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:** A section for reviewing attachments.
- Timeline:** A horizontal timeline 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).
- Enter Response:** A blue button at the bottom right.



二十四. 當啟用時間線即將到期時，您將在註冊活動的電子郵件位址收到來自 Coupa 的通知。

二十五. 如果需要，請查看消息或導航到採購響應門戶中的事件以查看事件。在此示例中，我們將不會採取任何進一步的行動。

<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... 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

二十六. 如果您獲得了活動的任何物品、拍品或服務，活動經理將發送一條消息以傳達獎勵。

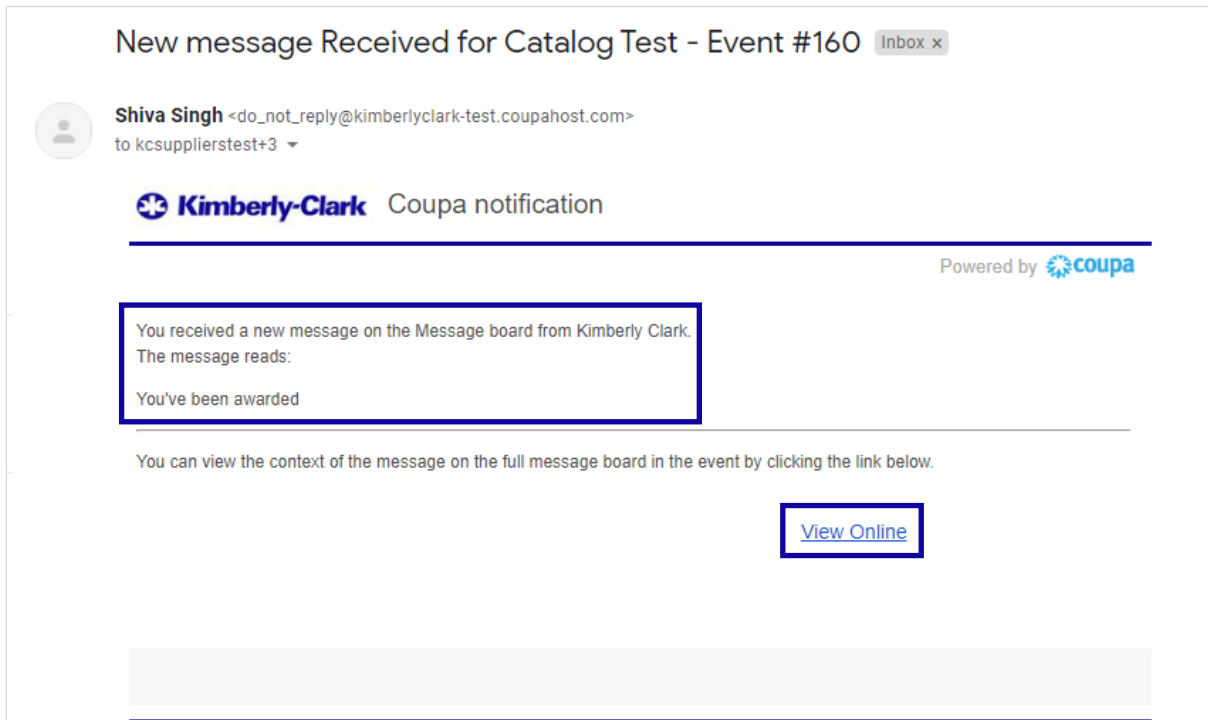
二十七. 按兩下相應的「收件匣」項以查看獎勵消息。

一. 收件匣項目的主題將顯示為“已收到 [事件名稱] – 事件 #的新郵件”。

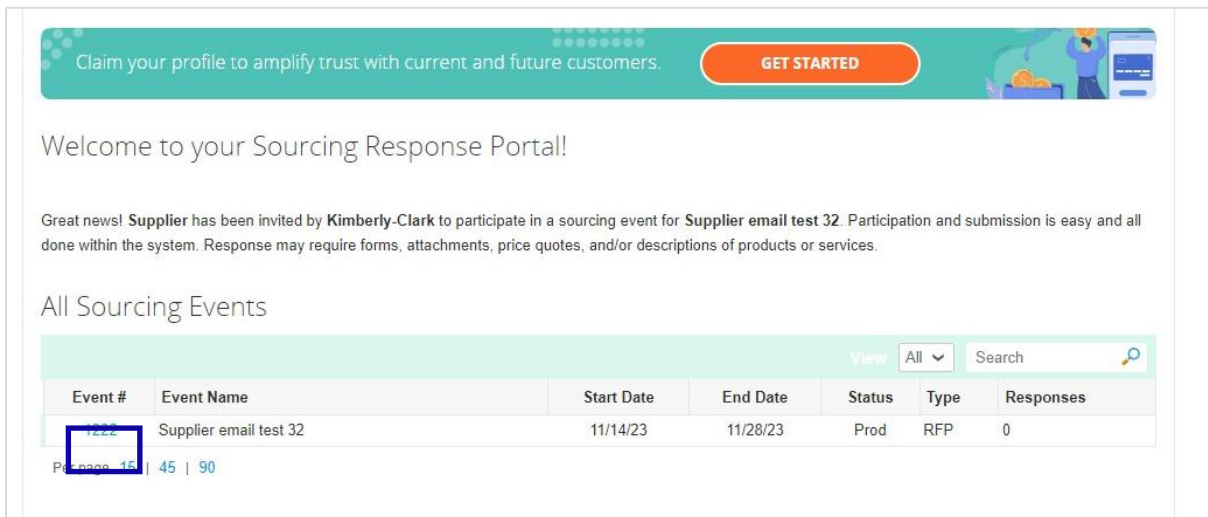
<input type="checkbox"/>	☆	Shiva, me, Shiva 3	Primary	New message Received for Catalog Test - Event #160 - Coupa notification Powered by Coupa Software You received a new message on the Message board from Kimberly Clark. The mess...	10:39
<input type="checkbox"/>	☆	Kimberly Clark 3	Social	UAT Test S2C1 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	Promotions	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... purchase_order...	09:52
<input type="checkbox"/>	☆	Kimberly Clark	Primary	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	Primary	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	Primary	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	Primary	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	Primary	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	Primary	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

二十八. 查看 **得標訊息**。

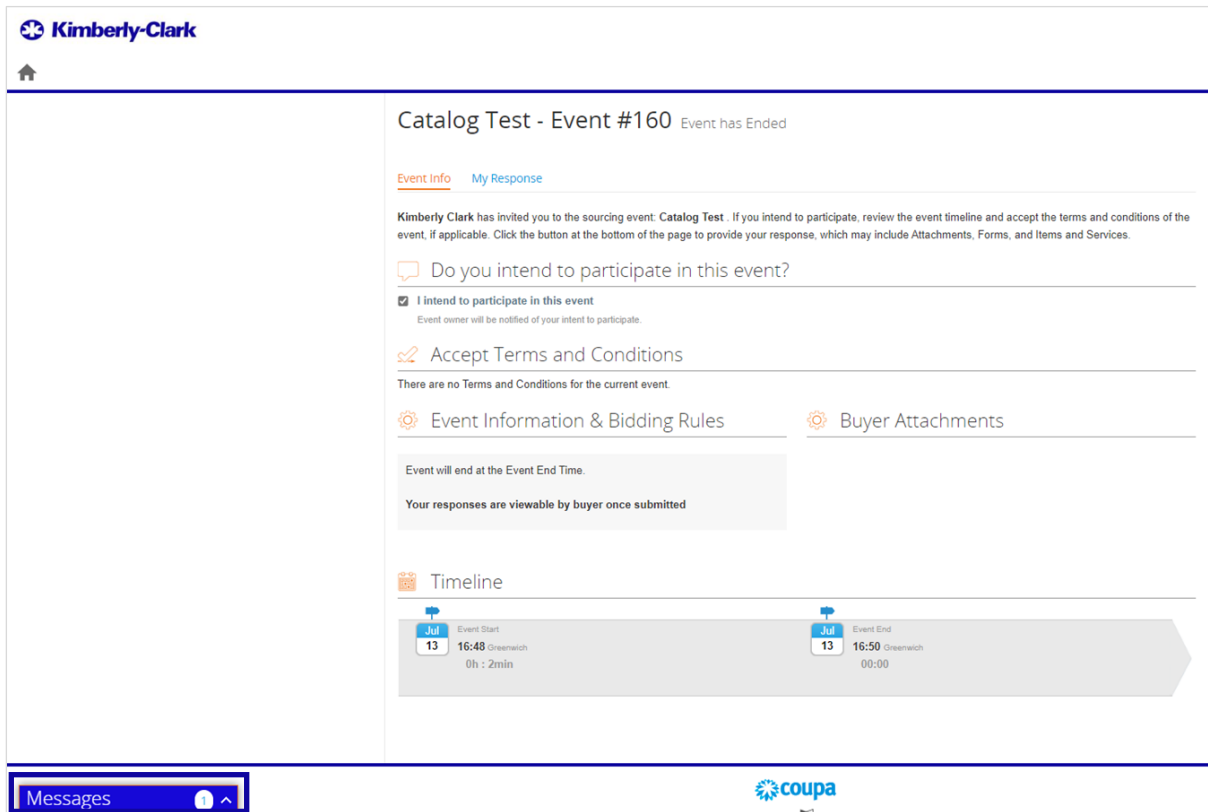
二十九. 如果需要, 請按兩下「**在線查看**」連結以登錄到採購回應門戶。



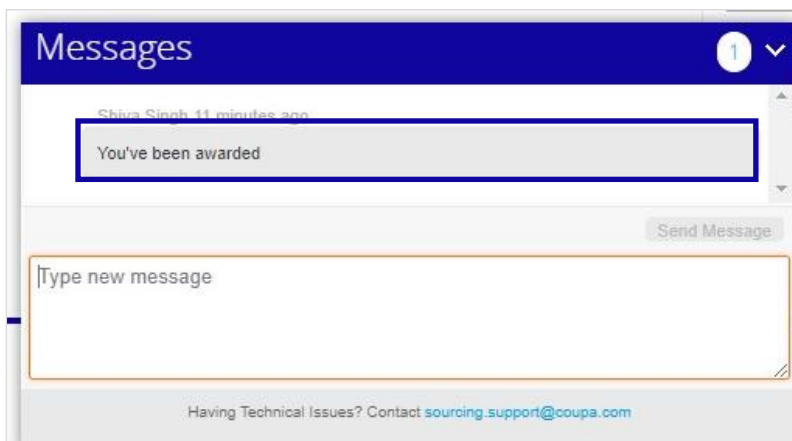
三十. 按兩下相應的 **事件**。



三十一. 點擊消息。



三十二. 查看得標訊息的詳細資訊以及活動經理 (Kimberly-Clark 的採購員) 關於後續步驟的任何指示。



## 更改版本

版本歷史記錄			
版本	日期	更改說明	作者
0.1	26-6月, 2022	源語言	Park, Sarah (KPMG)
0.2	27-6月, 2022		Kallenberg, Danny (KPMG)
0.3	28-6月, 2022		Park, Sarah (KPMG)
0.4	2022年7月13日	納入GPL / SME反饋。	Kallenberg, Danny (KPMG)
0.5	14 11月, 2023	供應商事件訪問流程的變更	Shelley van den berg (K-C)