

# Menanggapi Acara Pengadaan (Pemasok)

Kudeta



*Untuk pengalaman belajar terbaik, silakan klik **tombol Pengeditan** dan pilih **Buka di Desktop** untuk melihat dokumen ini di aplikasi desktop Microsoft Word Anda. Menampilkan dokumen ini di SharePoint atau di-browser dapat mendistorsi penempatan gambar dan teks.*

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**Layar Anda di Coupa mungkin sedikit berbeda dari pelatihan ini, tetapi langkah-langkah untuk menyelesaikan aktivitas akan sama.**

## Maksud

Kartu Referensi Cepat (QRC) ini menjelaskan cara **Merespon Sourcing Event** di Coupa. Hal ini dimaksudkan untuk mendukung pemasok Kimberly-Clark saat melakukan tugas-tugas berikut di Coupa:

- **Tugas 1:** Merespon Sourcing Event

Jika Anda memiliki pertanyaan yang tidak dapat dijawab oleh dokumen ini, silakan hubungi Event Manager (Pembeli) atau Supplier Enablement Team di Kimberly-Clark.

## Menanggapi Acara Sourcing



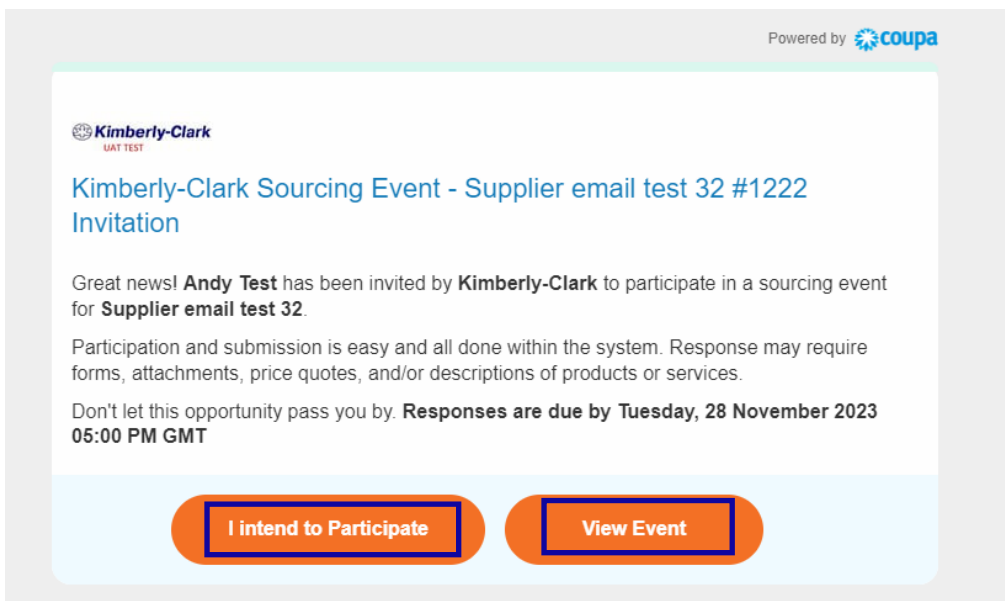
**Catatan:** Sebelum menanggapi sourcing event, **pastikan jendela pop-up diaktifkan di browser Anda**. Jika pop-up Anda diblokir atau dinonaktifkan, Anda tidak akan dapat mengunduh dokumen, lampiran, atau template apa pun yang terkait dengan acara tersebut.

Ketika Acara Pengadaan telah dijadwalkan di Kimberly-Clark dan Anda telah diidentifikasi sebagai Pemasok yang harus merespons, Anda akan menerima undangan email dengan instruksi tentang cara mengakses acara mendatang.

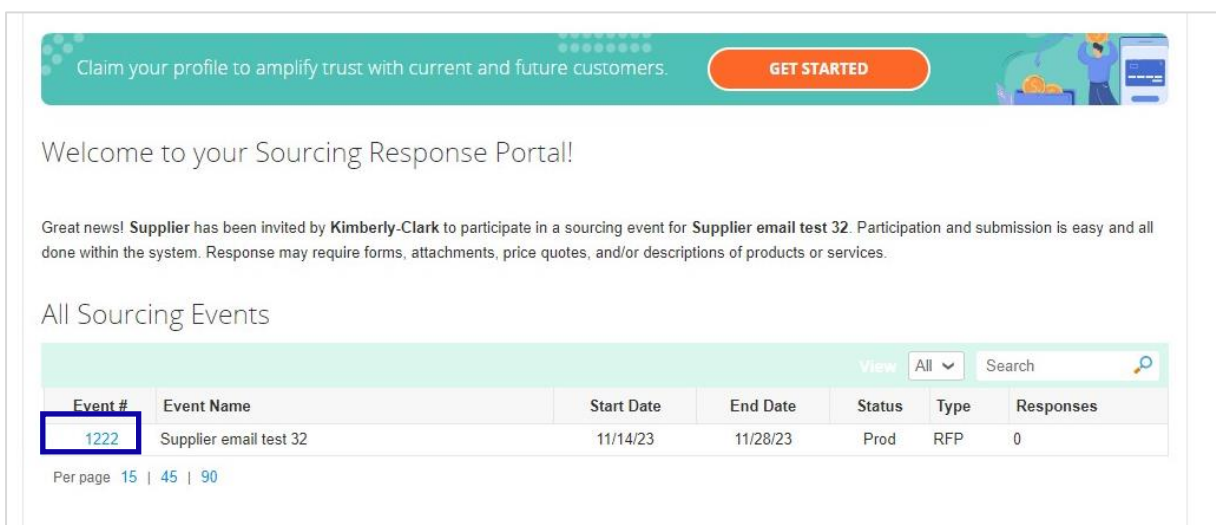
1. Navigasikan ke akun email perusahaan Anda, lalu cari dan pilih item Kotak Masuk yang sesuai .

Primary	Social	Promotions <span>1 new</span> The Google Account Team
<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 ...	09:14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Tinjau **Event Invitation Message** dari Kimberly-Clark.
3. Tinjau Username **yang ditetapkan** untuk acara tersebut.
4. Tinjau **Participation Instructions**, lalu pilih opsi Partisipasi yang sesuai. Dalam contoh ini, kita akan memilih **View Event**.
  - a. Tombol *I intend to Participate* harus dipilih jika Anda ingin mengakui undangan dan memberi tahu Pembeli bahwa Anda bermaksud untuk berpartisipasi tetapi akan mengirimkan tanggapan Anda di kemudian hari.
  - b. Tombol *View Event* harus dipilih jika Anda ingin melihat detail acara dan/atau memulai respons Anda pada saat itu.



5. Tab baru akan terbuka di browser internet pilihan Anda dan akan membawa Anda ke Kimberly-Clark **Sourcing Response Portal**.



6. Tinjau daftar **Sourcing Events**.
  - a. Jika ini adalah pertama kalinya Anda menanggapi sourcing event dengan Kimberly-Clark, Anda hanya akan memiliki satu acara yang tersedia di portal.
7. Klik **Sourcing Event yang sesuai**.
  - a. Event terbaru akan ditampilkan di bagian atas.
  - b. **Tips:** Jika diinginkan, Anda dapat menggunakan fungsi urutkan, filter, atau penelusuran untuk menemukan peristiwa tertentu.
8. Tinjau pesan **Event info** dan **hitungan mundur** Event Berakhir.
  - a. **Penting:** Respon untuk berpartisipasi tidak akan diterima setelah Tanggal Akhir Acara.
9. Jika Anda memilih untuk berpartisipasi, pilih kotak centang "**I intend to participate in this event**".
10. Jika berlaku, tinjau **Event Terms and Condition**. Dalam contoh ini, tidak ada syarat atau ketentuan yang ditambahkan ke event sehingga tidak ada yang tersedia atau diperlukan untuk ditinjau.
  - a. Jika ada Syarat dan Ketentuan yang tersedia, Anda perlu menggunakan tombol radio untuk menerima atau menolak Syarat dan Ketentuan yang diberikan.
11. Tinjau **Event Information dan Bidding Rules**.
12. Jika berlaku, tinjau **Buyer Attachments**. Dalam contoh ini, tidak ada lampiran dengan persyaratan atau petunjuk tambahan untuk acara tersebut.
13. Tinjau **Timeline** untuk acara tersebut.
14. Klik **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
--	---

Enter Response

15. Masukkan Nama respons yang sesuai.

16. Jika berlaku, tinjau atau unggah lampiran **yang sesuai** sebagai dokumentasi pendukung.

- a. Lampiran dapat disertakan untuk memberikan instruksi tambahan atau untuk mengumpulkan informasi tambahan dari Anda dan tanggapan Anda.
- b. Jika tersedia, Lampiran dapat diunduh dan ditinjau.

17. Tinjau bagian **Formulir** untuk melihat apakah ada Formulir atau Kuesioner tambahan yang perlu diisi untuk acara tersebut.

- a. Formulir dapat memiliki banyak opsi respons yang berbeda.
- b. Jika ada, lengkapi Formulir atau Kuesioner.

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. Gulir ke bawah ke **bagian Items and Services**.
19. Tinjau semua Item, Lot, atau Services yang tersedia yang termasuk dalam event tersebut. Dalam contoh ini, ada satu item yang disertakan dalam event.
20. Masukkan **tawaran Anda** untuk semua bidang yang wajib diisi, Dalam contoh ini, Anda diminta untuk memasukkan **Biaya Produksi, Biaya Tenaga Kerja, dan Biaya Pengiriman** untuk item Pulp Kayu Keras.
  - a. Semua bidang yang wajib diisi diberi tanda bintang **merah \***.
21. Tinjau keakuratan detail respons Anda, lalu klik **Submit Response to Buyer..**
  - a. Jika diinginkan, Anda memiliki opsi tambahan untuk memberikan respons menggunakan lembar excel menggunakan langkah-langkah berikut:
    - i. Ekspor ke Excel: Ekspor persyaratan respons acara ke dalam format Microsoft Excel.
    - ii. Lengkapi lembar kerja Microsoft Excel yang diekspor dengan respons Anda (tawaran).
    - iii. Impor dari Excel: Muat respons Anda ke acara dalam format Microsoft Excel.
    - iv. Simpan: Simpan kemajuan Anda.
  - b. Setelah mengirimkan tawaran Anda, pesan *Response submitted to Buyer* akan muncul di bagian atas layar sebagai konfirmasi keberhasilan partisipasi Anda dalam acara tersebut.

Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (1 Items)</b>				<b>500.0000 USD</b>
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"/> Total cost = Manufacturing Cost + Labor Cost + Shipping Cost	= 500.00 USD
				Total 500.00 USD

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

22. Jika diinginkan, Anda dapat masuk kembali ke **Sourcing Response Portal** kapan saja untuk melihat status 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. Jika berlaku, Anda dapat memasukkan bid (respons) baru selama event masih terbuka dan event disiapkan untuk memungkinkan pembaruan respons. Dalam contoh ini, kami tidak akan memasukkan tawaran baru.
- a. **Pengingat:** Jawaban yang berpartisipasi tidak akan diterima setelah Tanggal Akhir Event berlalu.
  - b. Silakan hubungi Pemilik Event (Pembeli di Kimberly-Clark) jika Anda mengalami masalah saat memperbarui penawaran.

The screenshot shows a procurement event interface. At the top right, a blue box displays 'Event Ends 14 : 16' with 'days' and 'hrs' below it. Below this is a navigation bar with three tabs: 'Event Info', 'My Responses', and 'CCC CONSTRUCTION CO - #81'. The main content area contains the following elements:

- A welcome message: "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."
- A question: "Do you intend to participate in this event?"
- A checkbox: "I intend to participate in this event" with a sub-note: "Event owner will be notified of your intent to participate."
- A section for "Accept Terms and Conditions" with a note: "There are no Terms and Conditions for the current event."
- Two side-by-side sections: "Event Information & Bidding Rules" and "Buyer Attachments".
- A grey box containing 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"
- A "Timeline" section showing two event markers:
  - Event Start: Jun 7, 04:24 PM Greenwich, 14d : 17h : 0min
  - Event End: Jun 22, 09:24 AM Greenwich, 00:00
- An "Enter Response" button at the bottom right.



- 24. Ketika timeline event akan kedaluwarsa, Anda akan menerima pemberitahuan dari Coupa di alamat email yang terdaftar untuk event tersebut.
- 25. Jika diinginkan, tinjau pesan atau navigasikan ke event di Sourcing Response Portal untuk melihat peristiwa. Dalam contoh ini, kami tidak akan mengambil tindakan lebih lanjut.

<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=AVEIOvh40IFKo...		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. Jika Anda memenangkan salah satu item, lot, atau layanan event, Manajer Event akan mengirim pesan untuk mengomunikasikan award tersebut.
- 27. Klik item Inbox yang sesuai untuk melihat pesan award.

- a. Subjek Item Inbox akan berbunyi, *Pesan Baru Diterima untuk [Nama Event] – Event#.*

<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...	09:52
<input type="checkbox"/>	☆	Kimberly Clark		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		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		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		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		Reset Password - Forwarded message	From: Kimberly Clark <do_not_reply@kimberlyclark-test.couphost.com> Date: Friday, 15 July 2022 Subject: Reset Password	06:32
<input type="checkbox"/>	☆	Kimberly, me 4		Auction Template for Services invitation - Sourcing Event #172 - Forwarded message	From: Kimberly Clark <do_not_reply@kimberlyclark-test.couphost.com> Date: Friday, 1...	06:27

28. Tinjau Award Message.

29. Jika diinginkan, klik tautan **Lihat Online** untuk masuk ke **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. Klik Event yang sesuai.

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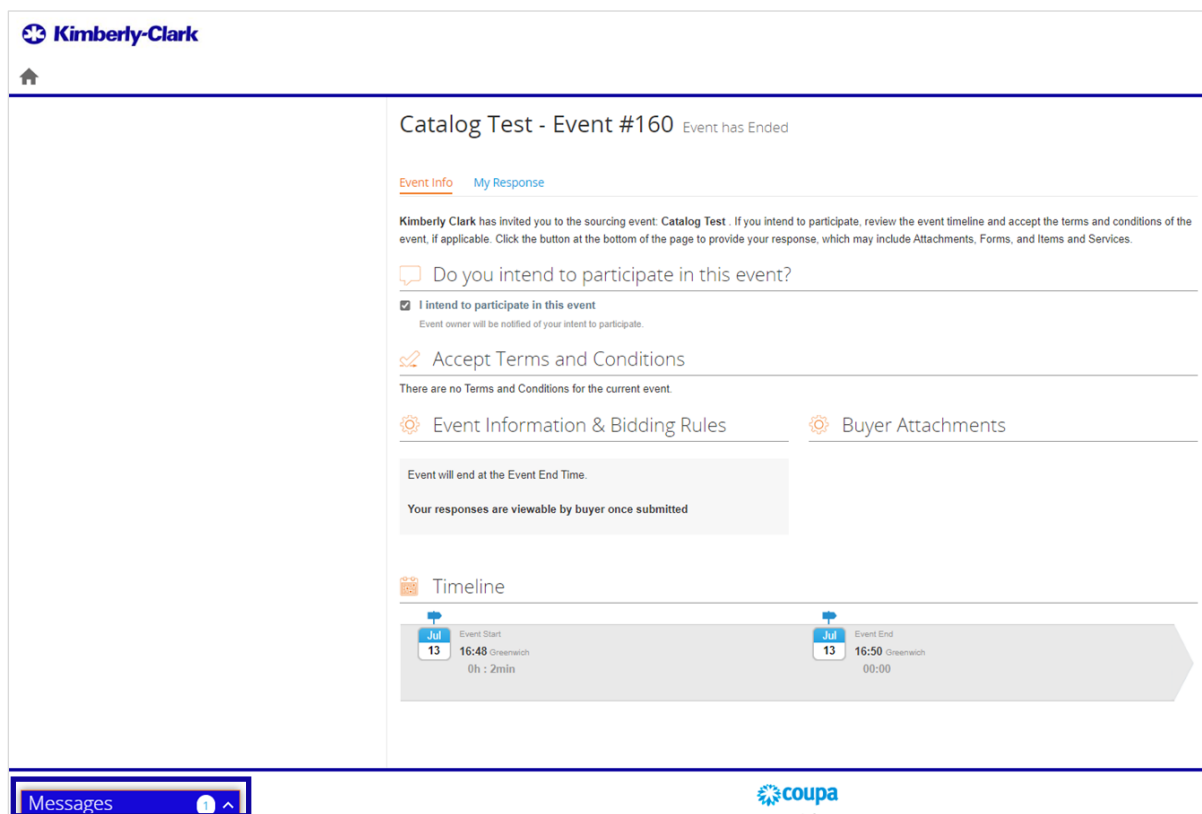
All Sourcing Events

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

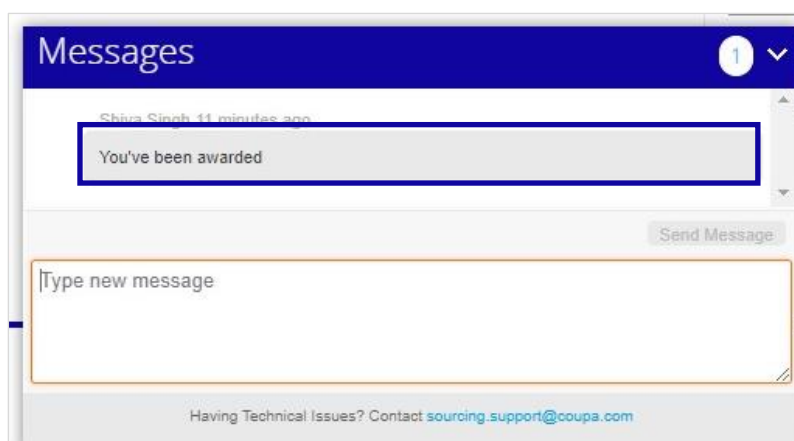
View: All ▾ Search

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31. Klik **Message**.



32. Tinjau detail **Award Message** dan instruksi apa pun dari Manajer Event (Pembeli di Kimberly-Clark) mengenai langkah selanjutnya.



## Ubah Versi

Riwayat versi			
Versi	Tanggal	Ubah Deskripsi	Pengarang
0.1	26-Juni, 2022	Asli	Taman, Sarah (KPMG)
0.2	27-Juni, 2022		Kallenberg, Danny (KPMG)
0.3	28 Juni 2022		Taman, Sarah (KPMG)
0.4	13-Juli, 2022	Umpan balik GPL / UKM yang dimasukkan.	Kallenberg, Danny (KPMG)
0.5	Jakarta, 14 November 2023.	Perubahan ke proses akses acara pemasok	Shelley van den berg (K-C)