

Respond to a Forward Auction Event (Suppliers)

Coupa Sourcing Optimization



*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.*

Table of Contents

Purpose	2
Respond to a CSO Event.....	2

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

Purpose

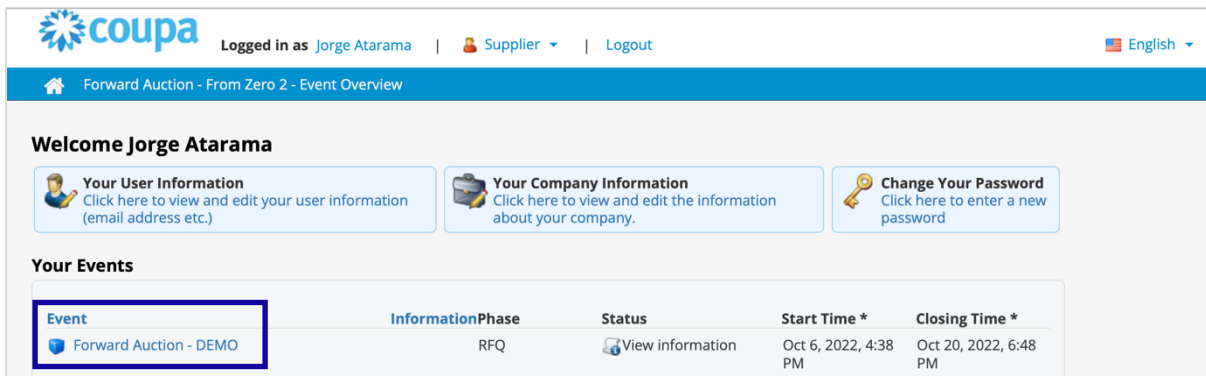
This Quick Reference Card (QRC) explains how to **Respond to Forward Auction Event (Suppliers)**. It is intended to support incumbent and prospective Kimberly-Clark Suppliers while performing the following tasks in CSO:

- **Task 1:** Access the Coupa Sourcing Optimization tool
- **Task 2:** Update your Account Information
- **Task 3:** Respond to a Sourcing Event

This QRC focuses on specific call outs to complete to **Respond to Forward Auction Event (Suppliers)**. Please reference the **Respond to a CSO Event (Suppliers) QRC** to follow the log in steps and how to update your account information to properly sign in.

Respond to a CSO Event

1. After logging in successfully, review the list of **Your Events**.
 - a. *Your Events* contains a list of all open events that you have access to in the portal.
 - b. If this is your first time responding to a sourcing event with Kimberly-Clark in CSO, you will only have one event available.
2. Click the appropriate **Sourcing Event**.
 - a. The most recent event will be displayed at the top.



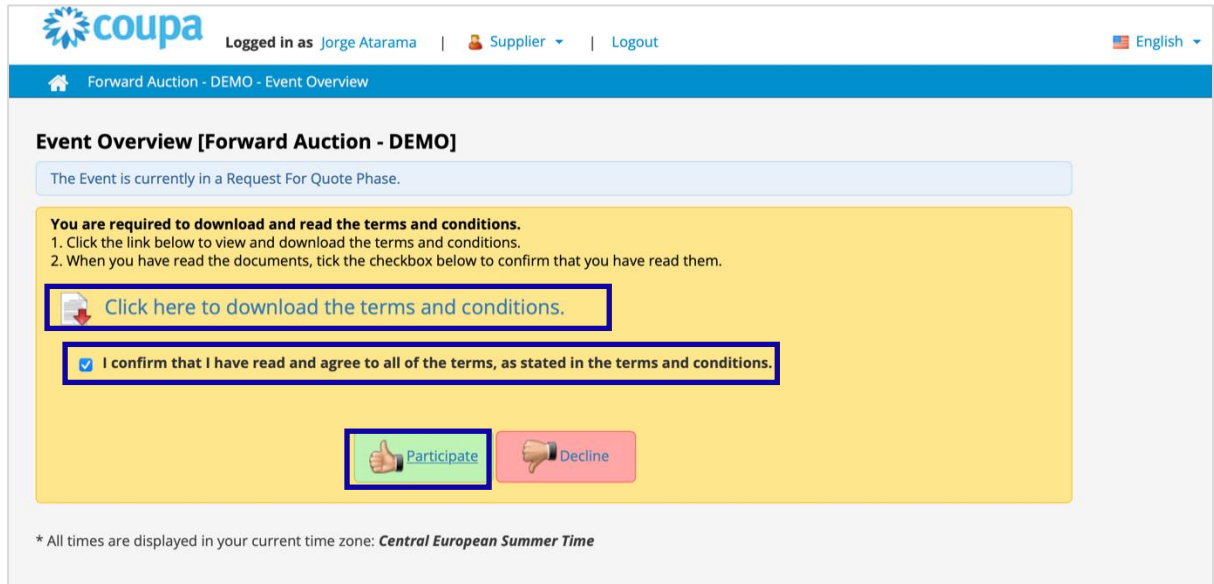
The screenshot shows the Coupa portal interface. At the top, it says "Logged in as Jorge Atarama" with a "Supplier" dropdown and a "Logout" link. Below that is a navigation bar with "Forward Auction - From Zero 2 - Event Overview". The main content area has a "Welcome Jorge Atarama" message and three action buttons: "Your User Information", "Your Company Information", and "Change Your Password". Below these is the "Your Events" section, which contains a table with one event listed: "Forward Auction - DEMO". The event details are as follows:

Event	InformationPhase	Status	Start Time *	Closing Time *
Forward Auction - DEMO	RFQ	View information	Oct 6, 2022, 4:38 PM	Oct 20, 2022, 6:48 PM

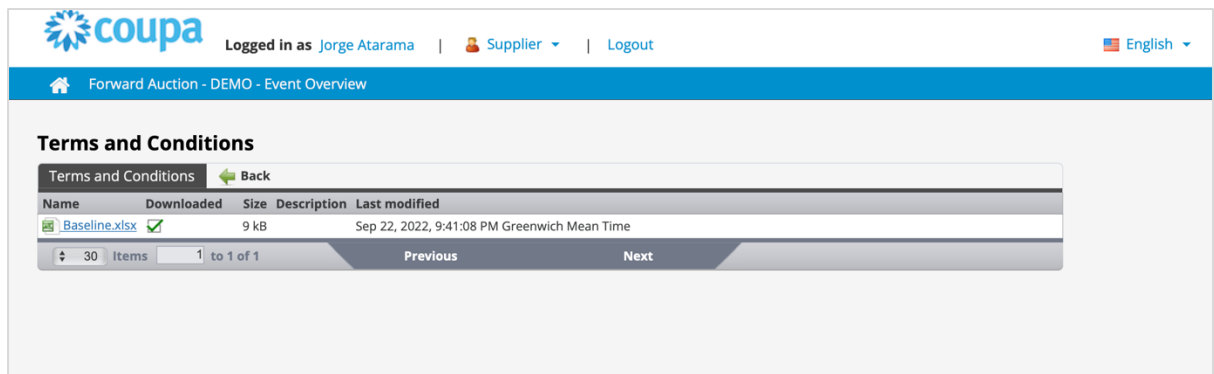
3. If the event was created with any gating functionality, you may be required to complete an action item before being allowed into the event. An example of a gating step would be to download, review, and agree to event terms before participating.
 - a. **Tip:** If there are no gating requirements for the event, you will be directly routed to the **Event Overview** page.

4. If applicable, download and review the **Agreement Documents**.
5. If applicable, select the **Confirmation** checkbox if you have read and agree to all terms as stated in the Agreement Documents.

- 6. If applicable, click **Participate**.
 - a. If you choose not to participate in the event, you will be required to submit a reason for declining.



- 7. Once the document has been downloaded, the **Downloaded** checkbox will be marked automatically.



8. Once you go back to the previous page, mark the check box and click the **Participate** button.
 - a. **Note:** Repeat the process with any additional documents you need to download.



coupa Logged in as Jorge Atarama | Supplier | Logout English

Forward Auction - DEMO - Event Overview

Event Overview [Forward Auction - DEMO]

The Event is currently in a Request For Quote Phase.

You are required to download and read the terms and conditions.

1. Click the link below to view and download the terms and conditions.
2. When you have read the documents, tick the checkbox below to confirm that you have read them.

[Click here to download the terms and conditions.](#)

I confirm that I have read and agree to all of the terms, as stated in the terms and conditions.

Participate **Decline**

* All times are displayed in your current time zone: *Central European Summer Time*

9. Once you reach the **Event Overview** page, review the current **Event Phase**.
 - a. The phase of the event will determine what you can see and do. In this example, the event is in a Request for Quote Phase so we will be able to submit a response. Once an event reaches the evaluation phase, you will no longer be able to submit a response of any kind.
10. Review the **Mandatory Actions** message, including the **submission deadline date**.
 - a. **Critical:** Any new or updated responses will not be accepted after the date and time of the deadline.
11. Review the **Required Actions** and **Completion Status**.

12. Review the **Options** menu.
13. If applicable, click **Decline to Participate** if you no longer wish to participate in the sourcing event. In this example, we will not decline to participate.
 - a. **Reminder:** You will be required to enter a reason or justification for declining to participate in an event.
14. If desired, click **View Documents**.
 - a. View Documents provides quick access to all documents provided by the event to be downloaded as well as all the completed forms that you have submitted in the current phase.
15. Once in the event, click on **Place Bid**.

16. On the **Place Bid** screen, select **Go to Online Bidding**.

17. The **bid sheet** will appear. Open **item** per item as you wish to bid.
 - a. **Note:** Once you bid, the rank and optional feedback fields will appear.

The screenshot shows the 'Your Bidding in Phase [RFQ]' section. It includes a 'Time to Next Closing (1 Item): 2 weeks 2 hours' notification and 'Bidding Rules for Placing New Bids' with a 10% improvement rule. Below is a table with columns: Allocation (Unit), Item (Bids), Time Left, Quantity, Desire price, Price Numeric, Desire total, Rank Bid, and Feedback Rank - Tiers. Two items are listed: 'Lot of Laptops' (4 units, 5,000 price, 20,000.00 total) and 'Lot of Monitors' (5 units, 5,000 price, 25,000.00 total). A tooltip for the 'Improve Bid' button states: 'There has to be a bid on the item in order to use the Improve Bid function'.

18. If another supplier bids a better price, then you will see that in the column **Rank Bid**.
 - a. **Note:** The name of the column might change, but you will know which is your rank.

This screenshot shows the same bidding interface as above, but with an update. The 'Rank Bid' column for 'Lot of Laptops' now displays '1.00'. A tooltip for the 'Submit' button is visible, stating: 'Close items to enable buttons.' The 'Rank Bid' column header is highlighted with a blue box.

19. Once you submitted at least 1 item per item, if another supplier bids a better price, then you will be allowed to click **Improve Bid**, which will apply the rules of the auction.
 - a. **Example:** If the minimum improvement is 10%, you will get the +10% automatically.

The screenshot shows the Coupa Forward Auction interface. At the top, it says "Logged in as Jorge Atarama | Supplier | Logout" and "English". The main heading is "Forward Auction - DEMO - Event Overview".

Your Bidding in Phase [RFQ]

- Time to Next Closing (1 Item): 2 weeks 2 hours**
(All bidding ends Oct 20, 2022, 6:48:32 PM Central European Summer Time)
- Bidding Rules for Placing New Bids**
Min improvement (best prices) on field **Price: 10%**
- Note that when items are open for editing, page flipping is not possible.

Navigation: Place Bids | Bid History | Documents | Latest bid submission receipt | Back

Buttons: Open | Cancel | Submit

Options: Select Columns | Hide Items without bids from your company | Collapse Empty Columns

Close items to enable buttons.

	Allocation (Unit)	Item (Bids)	Time Left	Quantity	Desire price	Price Numeric	Desire total	Rank Bid	Feedback Rank - T
1		Lot of Laptops 1 27%	02w 02h	4	5,000	21,000.00	20,000.00	1.00	Within 5% of highte
2		Lot of Monitors	02w 02h	5	5,000	25000	25,000.00		

Items 1 to 2 of 2

20. Once the auction is closed, the ranking will be final.