

# How Suppliers Can Participate in a Reverse Auction

## Background:

When Kaiser Permanente's (KP) Sourcing Team initiates a Reverse Auction for procuring goods and services, suppliers can participate in multiple bid rounds to be awarded with KP's business.

This guide will provide an overview of how to participate in a reverse auction, including:

- Accepting a reverse auction invitation
- Responding to bid round(s) in Coupa
- Using the Coupa messaging board



# Types of Reverse Auctions

Coupa offers three types of Reverse Auctions: **English Reverse Auction**, **Dutch Reverse Auction**, and **Japanese Reverse Auction**:

## English Reverse Auction

Sellers offer the lowest bid (price) for the goods and services being procured. The supplier with the lowest bid will receive the best ranking.

## Dutch Reverse Auction

The buyer controls the process by setting an initial bid (price willing to pay) for goods and services being procured. The buyer can increase the price until a supplier accepts the price. That supplier is ranked best in the reverse auction.

## Japanese Reverse Auction

The buyer sets an opening price and participants must accept that price level or withdraw from the auction. When all participants reply, the seller lowers the price and again ask participants to accept or decline. The supplier(s) remaining at the lowest price point win the reverse auction.

For questions email [S2P-Transformation-Info@kp.org](mailto:S2P-Transformation-Info@kp.org)

# Accept a Reverse Auction Invitation

To participate in a reverse auction, suppliers must (1) receive and accept an invitation to participate from KP and (2) respond to bid rounds. To accept an invitation, you will receive an email from: **do\_not\_reply@kp.coupahost.com**. Follow the instructions in the email to login and access the event:

1. Click the link provided in the email, copy the username in the email to login and create a password
2. Enter the **Password** and confirm password in the **Password Confirmation** field
3. Click the **Change Password** button
4. To sign in enter your username and new password
5. Click the **Sign In** button to sign in

KP English Reverse Auction\_Samriddhi invitation - Sourcing Event #80

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 Kaiser Permanente Coupa UAT system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password. Please click the following link: [https://kp.coupahost.com/setup\\_password/9a97086932e7614ea6a11e022a3a3bb880529b3](https://kp.coupahost.com/setup_password/9a97086932e7614ea6a11e022a3a3bb880529b3)

Your username is kpsourcing1+OCM@gmail.com\_4f

After setting your password, please login at [https://kp.coupahost.com/sessions/supplier\\_login](https://kp.coupahost.com/sessions/supplier_login) to provide your responses.

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

Get Verified now to increase your chances to win business on Coupa. Click here on [Start Verification](#)

Welcome to Coupa!

Please enter your desired password, then reenter it for verification.  
Your password must be at least 8 characters.

Password:

Password Confirmation:

[Change Password](#)

Kaiser Permanente Coupa

Powered by Coupa

Sign In

Username or Email Address

Password

[Forgot username or password?](#)

[Sign In](#)

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# Respond to Bid Rounds (English Reverse Auction)

- Click the **event** you want to access. The Event Info page will display
- Check the **I intend to participate in this event** box
- Review the terms and conditions, select the **Yes** button, and then click the **Send to Event Owner** button
- Go through the **Event Information & Bidding Rules**
- Review the Timeline and click the **Enter Response** button

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
126	Sourcing Event_OCM_Test	04/11/23	04/28/23	Prod	RFQ	0

Per page: 15 | 45 | 90

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

Terms and Conditions  
[Test.docx](#)

Do you accept these Terms and Conditions?  
 Yes  
 No

**Send to Event Owner**

### Event Information & Bidding Rules

**Automatic Bid Extensions**  
You will have at least 5 minutes to respond after a new best price is submitted.

**Competitive Ranking**  
During competitive bidding, you will see your 'Competitive Ranking' only.  
Example 'Your rank is 3'.

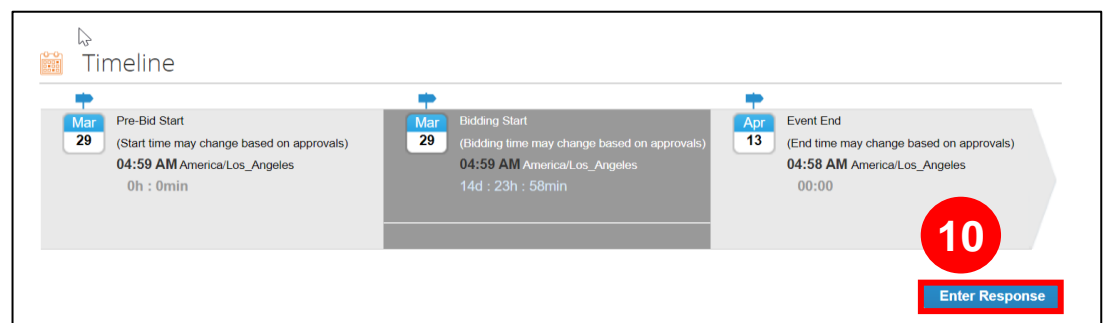
**Incremental Bidding (Auction) Rules**  
Ties for 1st place are allowed for:

- Event Total
- Lots
- Individual Items

During competitive bidding, you must improve your bid by:

- Event Total — 1.00%
- Lots — 1.00%
- Items — 1.00%

Your responses are viewable by buyer once submitted  
Buyer may choose to award individual line items



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# Respond to Bid Rounds (English Reverse Auction)

For English Reverse Auction event, after clicking the **Enter Response** button, suppliers are directed to the **My Responses** tab to respond to bid rounds:

11. Navigate to the **Items and Services** section. Add prices for items in the **My Price** field

The screenshot shows the 'My Response' tab with a table of items. A red box highlights the 'Items and Services' dropdown menu (11) and the 'My Price' input fields (12). The table has columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The items listed are 'New style reception desk', 'Desk', and 'Monitor'. The 'My Price' field for 'Desk' is highlighted with a red box and the number 12. The 'Price x Expected Qty' column shows values like 20,000.00 USD, 30.00 USD, and 90,000.00 USD. A total row at the bottom shows 'Total 110,030.00 USD' and 'Your Rank Is 1 of 2'.

12. In case the price needs to be revised, reduce the price by respective percentage/amount and enter the revised amount

The screenshot shows a table of items with a pencil icon highlighted next to the 'My Price' field. The table has columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The item listed is 'Unnamed Item'. The 'My Price' field is highlighted with a red box and the number 12. The 'Price x Expected Qty' column shows '100.00 USD'. A red box highlights the pencil icon next to the 'My Price' field.

13. Click on the pencil icon on the respective item to add part numbers or additional information

The screenshot shows the 'Edit Item' form. A red box highlights the pencil icon next to the 'My Price' field (13). The form has fields for 'My Capacity', 'Expected Quantity', 'My Price', and 'Line Total'. The 'My Price' field is highlighted with a red box and the number 13. The form also has fields for 'Your Item Name', 'Lead Time', 'ID/Part Number', and 'Description'. The 'My Price' field is highlighted with a red box and the number 13.

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# Respond to Bid Rounds (English Reverse Auction)

For English Reverse Auction event, after clicking the **Enter Response** button, suppliers are directed to the **My Responses** tab to respond to bid rounds:

14. The price will have to be reduced by respective percentage/ amount, if ties are not allowed by the Sourcing Managers

KP English Reverse Auc... - Event #380 Bidding in Progress

Response Not Submitted! Please fix validation errors and re-submit.

Bidding Countdown 05 : 05  
days hrs

Event Info My Response

Items and Services

Cancel Submit Bids

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)				
Tie for the first place is not allowed for any individual item				
Unnamed Item		1 (Each)	100.00 *	100.00 USD
Tie for the first place is not allowed for total event				
Total				100.00 USD

Enter Your Price

Suppliers can check:

- The ranking of their response in comparison to other suppliers, or
- The best price in the bid round as per the bidding improvement rules

Rankings are displayed for both:

- Individual line items
- an aggregate of all items submitted

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# Respond to Bid Rounds (English Reverse Auction)

For English Reverse Auction event, after clicking the **Enter Response** button, suppliers are directed to the **My Responses** tab to respond to bid rounds:

15. Add the required **Attachments**. Attachments added by the Sourcing Managers can also be downloaded
16. Upload response to Attachment under **Your Response** section (This is an optional field)
17. Enter required details under the **Forms** section
18. Scroll down to the bottom of the page and click the **Submit Response** button

The screenshot displays the 'My Responses' interface. At the top, there is an 'Attachments' section (15) with a table showing 'Provided by Manoj Tipare' and 'Your response' (16). The 'Your response' section includes a 'Response to' field. Below this is the 'Forms' section (17), which contains a form titled '1. RFP\_Sustainability' with various questions and text boxes. At the bottom, there is a navigation bar (18) with buttons for 'Export to Excel', 'Import from Excel', 'Load History', and 'Submit Response'.

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# Respond to Bid Rounds (Dutch Reverse Auction)

For a Dutch Reverse Auction event, after clicking the **Enter Response** button, suppliers are directed to the **My Responses** tab to respond to bid rounds:

## Perform these steps after step 10:

11. Scroll up and go to the **Items and Services** section
12. Scroll down to the bottom of the page and click the **Accept bid** button

The screenshot shows a web interface for a Dutch Reverse Auction. At the top right, a timer indicates 'Time left in the current step' as 00:07 (00 mins, 07 secs). Below the timer is a 'Step 1' navigation button. The main content area has two tabs: 'Event Info' and 'My Response'. The 'My Response' tab is active, and a red box highlights the 'Items and Services' section header, with a red circle containing the number '11' next to it. Below this header, a message says 'Click the Accept bid button to accept the current dutch auction total.' A table lists items with columns for Name, My Capacity, Expected Qty, Current Bid Price, and Current Total Price. The table shows one item: 'New style reception desk' with a quantity of 200 (Each) and a price of 100.00 USD, resulting in a total price of 20,000.00 USD. At the bottom right of the table, a red box highlights the 'Accept bid' button, with a red circle containing the number '12' next to it.

Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price
<b>Items Not In Lots (1 items)</b>				
New style reception desk		200 (Each)	100.00 USD	20,000.00 USD
			<b>Total</b>	<b>20,000.00 USD</b>

The price will increase after the set time until the set number of bids. The last bidder will be the winner.



# Respond to Bid Rounds (Japanese Reverse Auction)

For Japanese Reverse Auction event, after clicking the **Enter Response** button, suppliers are directed to the **My Responses** tab to respond to bid rounds:

## Perform these steps after step 10:

11. Scroll up and go to the **Items and Services** section
12. Scroll down to the bottom of the page and click the **Agree to Price** button

The screenshot shows the 'My Response' tab in the auction interface. At the top right, a timer indicates 'Time left in the current step' as 01:37 (1 minute and 37 seconds). Below the timer, there are navigation tabs for 'Event Info' and 'My Response'. A red box highlights the 'Items and Services' section header, with a red circle containing the number '11' next to it. Below this header, a message says 'Click Agree to Price button to accept the current price and stay in auction.' A table lists items with columns for Name, My Capacity, Expected Qty, Current Bid Price, and Current Total Price. The table shows one item: 'New style reception desk' with a quantity of 200 (Each) and a current bid price of 90.00 USD, resulting in a total price of 18,000.00 USD. At the bottom right of the table, there is a red box around the 'Agree to Price' button, with a red circle containing the number '12' next to it.

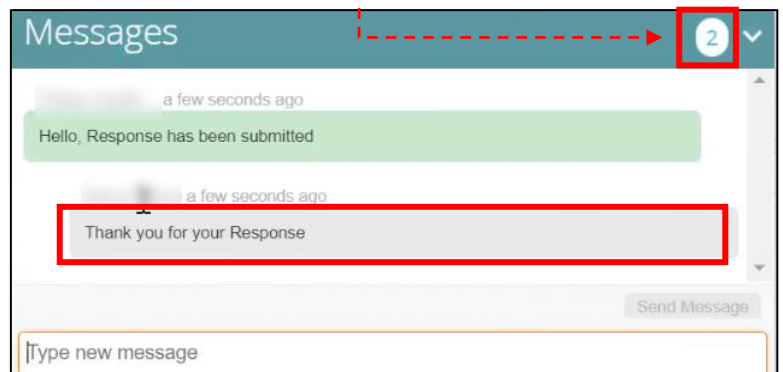
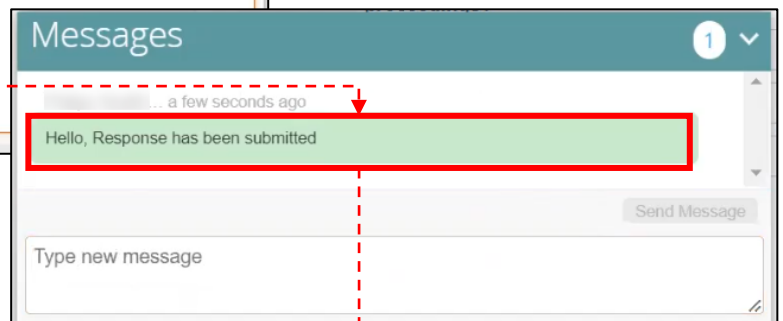
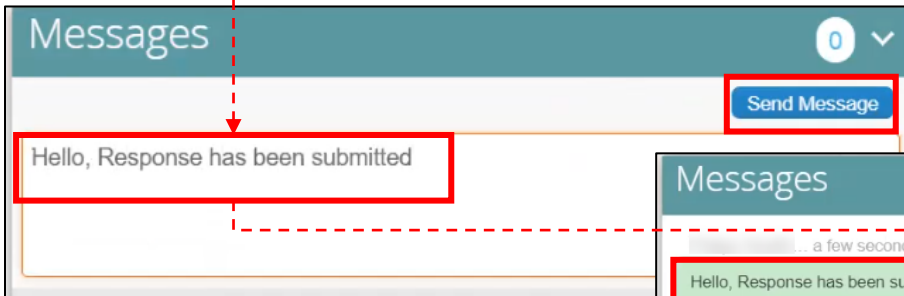
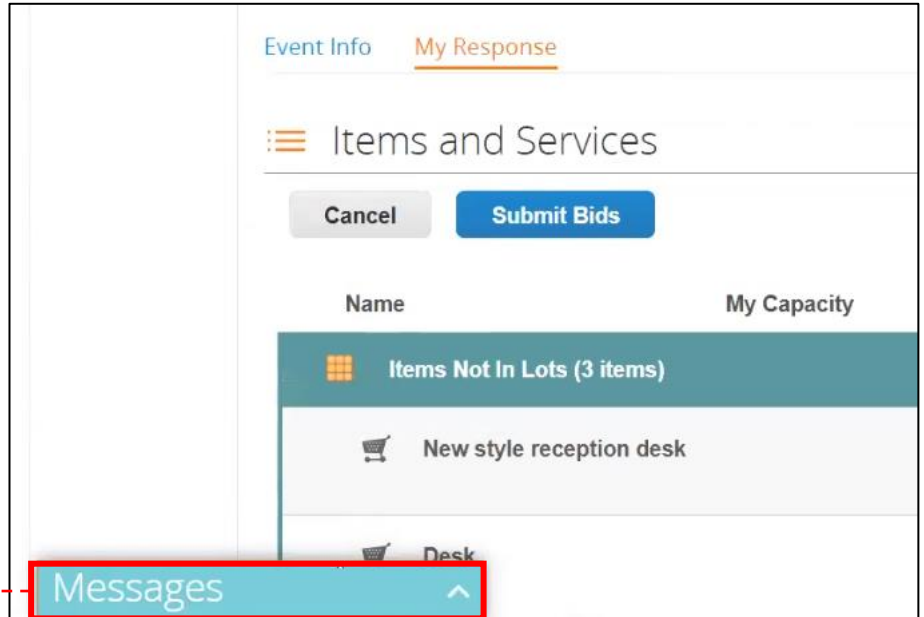
Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price
<b>Items Not In Lots (1 items)</b>				
New style reception desk		200 (Each) x	90.00 USD	18,000.00 USD
Total			18,000.00 USD	

The price will decrease after the set time until a set number of bid rounds.

# Use the Message Board & Notification

Coupa allows suppliers to interact with the Sourcing Manager via the Message Board.

- Click the **Messages** panel to open it
- Enter the required message and click the **Send Message** button to send messages to Sourcing Managers
- Suppliers will receive a notification once the Sourcing Manager responds

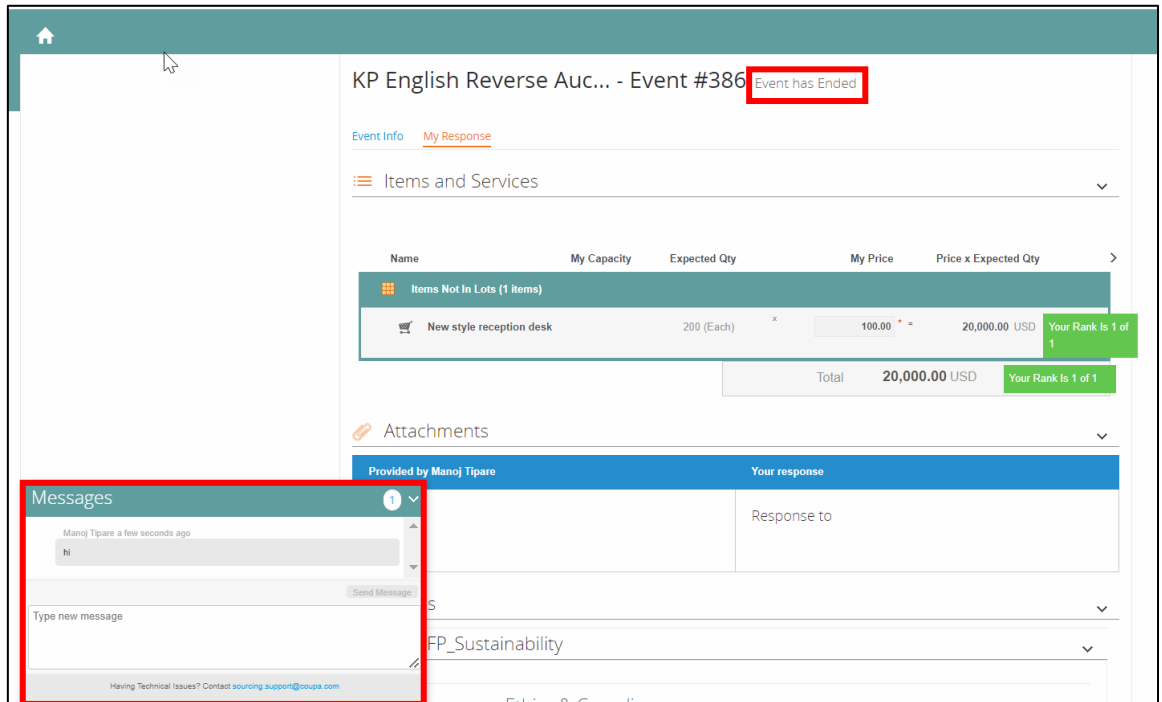


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# Use the Message Board & Notification (Cont'd)

Coupa allows suppliers to interact with the Sourcing Manager via the Message Board.

- Chat feature is available for 60 days even after the event is ended. Suppliers can view any messages shared from the Sourcing Managers in the messaging window.



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