

How Suppliers Can Respond to a KP Sourcing Event

Background:

Kaiser Permanente (KP) suppliers will need to register in and use Coupa when invited to participate in a sourcing event.

An email invitation will be sent to suppliers with instructions on how to accept relevant Non-Disclosure Agreements and / or Terms & Conditions, submit required information, and provide additional documentation and adjust responses as needed in Coupa. This guide will walk through all required activities for suppliers in Coupa.

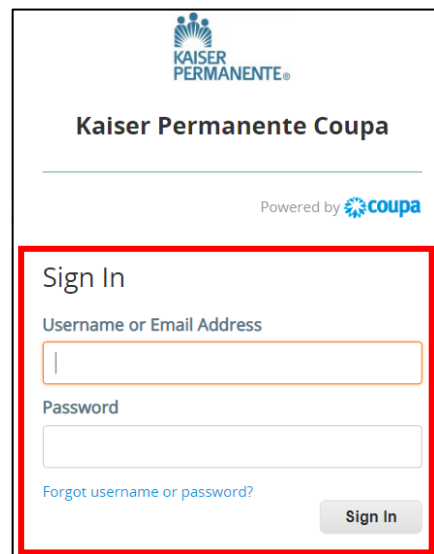
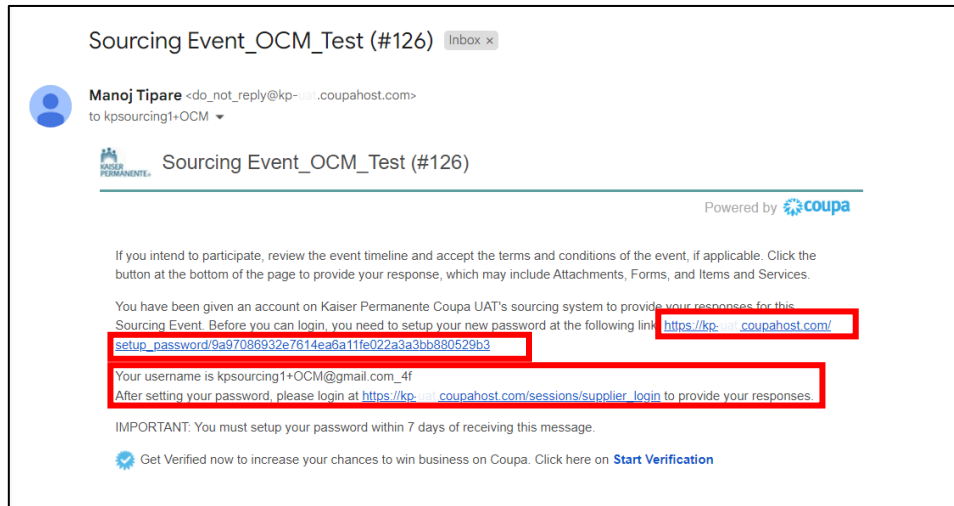


Login to Coupa

Upon request to participate in a sourcing event, suppliers will receive an email from: do_not_reply@kp.coupahost.com. Follow the instructions in the email to login and access the event:

- Click the link provided in the email to login and create a password.
- Enter the **Password** and confirm password in the **Password Confirmation** field
- Click the **Change Password** button
- To sign in enter your username and new password
- Click the **Sign In*** button to sign in

*Once registered, you can also use the <https://supplier.coupahost.com> link to access a sourcing event



Refer to KP's [Supply Chain Services Supplier Portal](#) and the [Coupa Compass Portal](#) for additional information and FAQs on using Coupa for Sourcing.

This is a one-time registration process that is required to be performed when you are signing in for the first time.

Contact Sourcing.support@coupa.com for any technical issues or support required.

For questions email S2P-Transformation-Info@kp.org

View Event Information

Once a supplier logs in, they can view the sourcing event information by following the steps below:

- Click the event you want to access. The **Event Info** page will display
- Select the **I intend to participate in this event** box
- Accept the **Terms and Conditions**
- Click **Send to Event Owner** to submit the response
- View bidding rules and conditions for the event in the **Event Information & Bidding Rules** section
- Access additional information about the process and scope in the **Buyer Attachments** section
- Click **Enter Response** at the bottom of the page

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
126	Sourcing Event_OCM_Test	04/11/23	04/26/23	Prod	RFQ	0

Per page: 15 | 45 | 90

Event Ends **24 : 12**
days hrs

Event Info My Responses

Kaiser Permanente Coupa UAT has invited you to the sourcing event: **KP IT Services 2023_RFP_Manaj Tipare**. 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.

Do you intend to participate in this event?

I intend to participate in this event
Buyer will be notified if your intent to participate.

Accept Terms and Conditions

Terms and Conditions
[KP_Standard_Terms_Conditions.docx](#)

Do you accept these Terms and Conditions?

Yes
 No

Event Information & Bidding Rules Buyer Attachments

Event will end at the Event End Time. [Sourcing_FAQ.pdf](#)

Your responses are viewable by buyer once submitted

Send to Event Owner

Event Information & Bidding Rules Buyer Attachments

Event will end at the Event End Time. [Sourcing_FAQ.pdf](#)

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

Timeline

Apr 4 Event Start
(Start time may change based on approvals)
06:44 AM America/Los_Angeles
14d : 23h : 59min

Apr 19 Event End
(End time may change based on approvals)
06:44 AM America/Los_Angeles
00:00

Enter Response



Note: If the Terms and Conditions are not accepted, you will not be able to access the sourcing event.

Submit Information and Documentation in Coupa

To participate in a sourcing event, you will need to complete the steps outlined in the **Attachment, Forms** and **Items and Services** tabs:

- Select the **My Responses** tab attach your response
- Click the **File** link under **Your response** to upload a file. You can attach a file two ways:
 - Click the **Browse** button to browse and select the file that is to be uploaded
 - Drag and drop files to the **Drop files here** section to upload them

The screenshot shows the Coupa interface for submitting a response. The 'My Responses' tab is selected. The 'Your response' section is active, showing a 'Response to' field and an 'Attachment' section with a 'Browse' button. Below the 'Attachments' section, there is a 'Forms' section with a 'Drop files here' area.



Note: Response attachments are not mandatory in Coupa. Please refer to the **Event Info** tab to determine if attachments are required.



Note: The **Name** field must include the company name and event name/type. For example: `CompanyName_RFxEvent_#386`

For questions email S2P-Transformation-Info@kp.org

Submit Information and Documentation in Coupa (Cont'd.)

Questionnaires are used to collect additional information related to the sourcing event. To complete a questionnaire:

- Scroll down to the **Forms** section, open the questionnaire, and submit your answers by clicking **Save** at the bottom right the questionnaire.

Event Ends 14:04 days hrs

Forms

1. RFI-Bidder and Product/Service Information

Please answer the questions below.

* Does your company offer products and/or services sought by Kaiser? Yes

* What is your company's roadmap, if any, for such product(s) and service(s)? Test

Who does your company compete with where the subject product(s) and/or service(s) are concerned? NA

Save

Suppliers will be prompted to enter additional information about the products and services related to this event under **Items and Services**. Click an item to open the details. The requested input will vary depending on what is being sourced.

Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
Lot: Services	1	1 Lots	200.0000 USD	200.0000 USD
			100.00 *	100.00 USD
		1 per Lot (Hour)	100.00 *	100.00 USD
Lot: Goods	1	1 Lots	500.0000 USD	500.0000 USD
MONITOR,		5 per Lot (Each)	100.00 *	500.00 USD
PAPER		100 per Lot (Each)	100 *	0.00 USD
Items Not In Lots (0 items)				
				Total 700.00 USD

Export to Excel Import from Excel Load History Save Submit Response

For questions email S2P-Transformation-Info@kp.org

Submit Information and Documentation in Coupa (Cont'd.)

To submit additional details in the Items and Services section:

- Click the Item or service to add the details
- Click the attachment under **Item Details** to download the attachment
- Add capacity, expected quantity and price
- Add **Your Item Name, Lead Time, ID/Part Number and Description**, as required
- Add **Attachments** as needed
- Click **Save Item** and **Submit Response**

Item	Quantity	Unit	Price	Total
MONITOR,	5 per Lot (Each)	x	100.00	500.00 USD
PAPER	100 per Lot (Each)	x	100	0.00 USD

Item Requested: Laptop
Manufacturer Name: Lenovo
SKU Part Number: Probook
Item Description: Please share pricing and details of any recommended laptop.

My Capacity	Expected Quantity	My Price *	Line Total
1	1 Each x	Equipment Cost : 10,000.00 Software Cost : 2,000.00 Total cost = Equipment Cost + Software Cost	12,000.00 USD

Your Item Name: Lenovo
ID/Part Number: Probook
Lead Time: 60 Days
Description: Enter your item or service description

Attachments
 Add File | URL | Text
 TEST.docx

Form

Cancel **Save Item**

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

For questions email S2P-Transformation-Info@kp.org

Access Supplier Responses



You can also access your responses by clicking the **My Responses** tab. Here, you can change your response or add multiple responses. Multiple responses can be entered, if the **Enter Response** button is displayed on the screen. If this button is not displayed, KP has restricted submission of multiple bids for the event.

- Click the **Enter Response** button to enter multiple responses for the event

KP Consulting Services... - Event #38 Active


Event Ends **11:05**
days hrs

Event Info My Responses

Response Name	State	Submitted At	Total	Actions
Response#1_Lead Time 30 Days	submitted	04/11/23	7,000.00	
Response #2 Lead Time 60 Days	submitted	04/11/23	810.00	

Per page 15 | 45 | 90

Enter Response

 **Note:** You will be able to edit your response using the pencil icon until the event ends.