

# E-Sourcing Supplier Training

Indirect Purchasing



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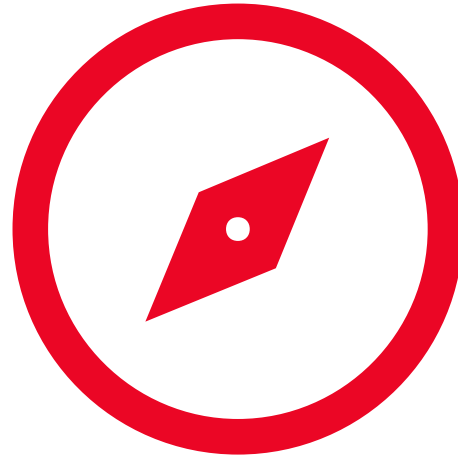
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# Things to take note before starting

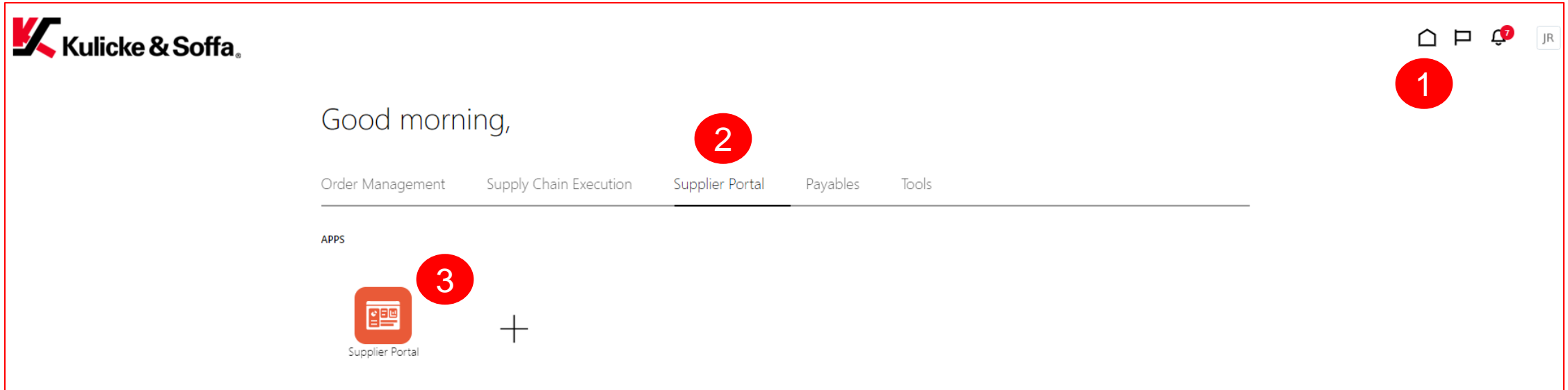
1. You should have received a total of 3 emails from K&S (if not, please double check your spam/junk mailbox, before reach out to K&S buyer)
  - “K&S Supplier Portal-Welcome Email” – welcome to Oracle Fusion Supplier Portal
  - “Supplier Contact User Account for Kulicke & Soffa was Created” – user account has been created for you
  - “Oracle Fusion Applications-Welcome Email” – request you to reset password
2. Please reset your password within the next 7 days
3. As per K&S IT Security Policy, you are required to setup your login credential with MFA (Multi-Factor Authentication)
4. Please refer to this guide to setup MFA  
<https://www.kns.com/KnS/assets/vid/eSourcing/KNSeSourcingUserLoginGuide.pdf>



# Navigation

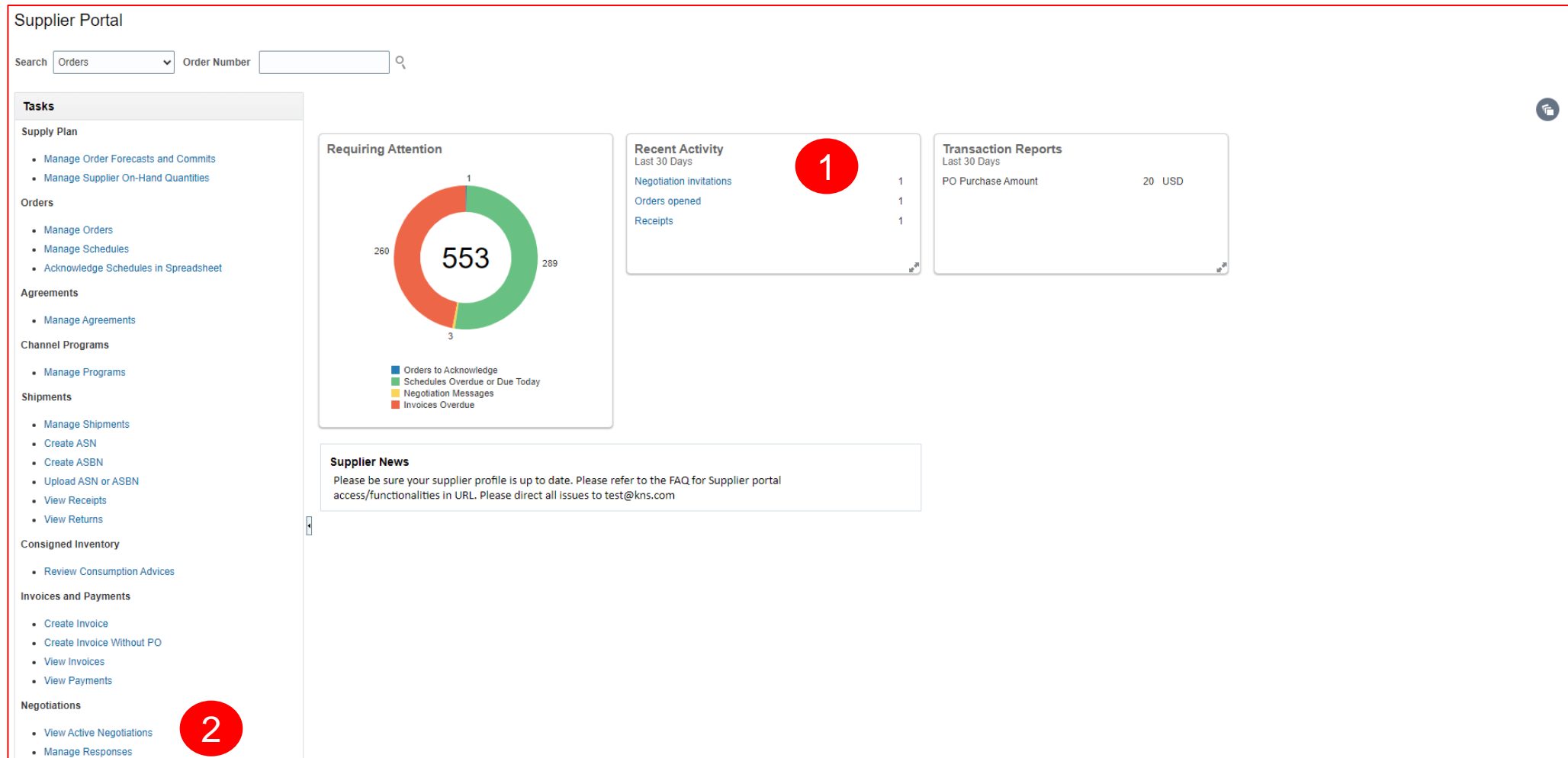


# Dashboard



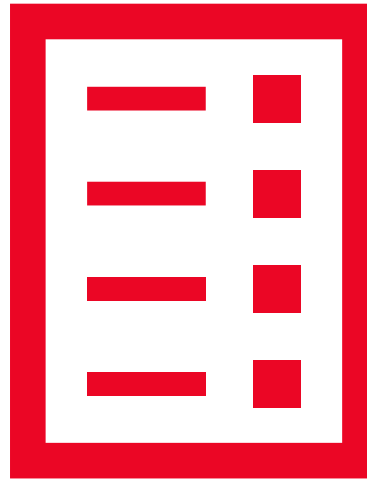
1. After login with your credential, click “Home” button will bring you to the dashboard
2. Click on “Supplier Portal” tab
3. Click on the icon to launch “Supplier Portal” application

# Supplier Portal



1. Click on “Negotiation Invitations” to participate in RFQ/RFI
2. Manage all negotiations

# Participate in RFQ/RFI



# Review RFQ/RFI (part 1)

**Kulicke & Soffa.**

RFQ: SS\_SU\_00021

Currency = US Dollar

**Title** RFQ for Waste Disposal

**Status** Active (Locked)

**Time Remaining** 6 Days 23 Hours

**Open Date** 08-Jun-2023 12.10

**Close Date** 15-Jun-2023 11.27

Time Zone Coordinated Universal Time

**Table of Contents**

- Cover Page
- Overview
- Lines

**Cover Page**

**Request for Proposal (RFP) for K&S RFQ for Waste Disposal.**

Dear Sir/ Madam,

You are hereby requested to submit a proposal for the provision of services for RFQ for Waste Disposal for SS KULICKE SOFFA (SUZHOU) LIMITED.

1. Your proposal could form the basis for a contract between your firm and K&S. Should your proposal be selected, your firm will be required to sign a contract. Kindly submit your proposed terms and conditions.
2. To enable you to submit a proposal, refer to the details provided in the requirements and the lines section as well as any document attachment provided
3. This RFP is not to be construed in any way as an offer to contract with your firm.

1 RFP SUBMISSION

1. Review the details of RFQ/RFI by clicking different links
2. Click on “Create Response” to participate in the RFQ/RFI



# Review RFQ/RFI (part 2)

The screenshot displays the RFQ/RFI review interface. At the top left, the RFQ ID is "RFQ: SS\_SG\_". Below it, the currency is "US Dollar". The title is "Title", status is "Active (Locked)", and time remaining is "4 Days 20 Hours". The open date is "09-Jul-2025 9.56" and the close date is "20-Jul-2025 23.59". The time zone is "Coordinated Universal Time".

On the left, the "Table of Contents" lists "Cover Page", "Overview" (highlighted with a red circle and the number 1), "Lines", and "Suppliers".

The main content area shows the "Overview" section. It includes fields for "Title", "Synopsis", "Negotiation Style", "K&S Negotiation Style", "Unlocked By", and "Unlocked Date".

On the right, the "Buyer" is "SS SINGAPORE BG", the "Outcome" is "Blanket Purchase Agreement", and the "Unsealed By" is "Unsealed Date". The "Attachments" section shows "SOW.xlsx" (highlighted with a red circle and the number 2).

1. Under “Overview”, you may find more details about the RFQ/RFI
2. Example, MS Excel/Word attachment with important information

# Create Response

The screenshot shows the 'Create Response (Quote 5008): Overview' page. At the top, a progress bar has four steps: 1. Overview (highlighted with a blue box and a red circle with '1'), 2. Requirements, 3. Lines, and 4. Review. Below the progress bar is a toolbar with buttons: Messages, Respond by Spreadsheet (dropdown), Actions (dropdown), Back, Next (highlighted with a red circle with '4'), Save (dropdown), Submit, and Cancel. The main content area displays details for 'RFQ for Renovation 2 Stage', including a close date of '08-Jun-2023 4:39' and a time remaining of '7 Days 20 Hours'. A 'General' section contains fields for 'Supplier', 'Negotiation Currency' (USD), 'Response Currency' (USD), 'Price Precision' (2 Decimals Maximum), and 'Response Valid Until' (28-Jun-2023 4:40, highlighted with a blue box and a red circle with '2'). On the right, the 'Response Type' is set to 'Primary' (radio button selected). Below this, a 'Reference Number' field contains 'Q001' (highlighted with a blue box and a red circle with '3'). A 'Note to Buyer' text area is also present. At the bottom right, an 'Attachments' section shows 'None' with a plus icon. The top right corner indicates 'Last Saved 31-May-2023 7:4' and 'Time Zone Coordinated Universal Time'.

1. “Overview” tab
2. RFQ/RFI validity (optional)
3. Optional fields
4. Click on “Next” once you are ready to proceed

# Requirements

The screenshot shows a web form titled "Create Response (Quote 5008): Requirements". At the top, there is a progress bar with four steps: 1. Overview, 2. Requirements (highlighted with a blue box and a red circle with the number 1), 3. Lines, and 4. Review. Below the progress bar, there are buttons: "Messages", "Respond by Spreadsheet" (with a dropdown arrow), "Actions" (with a dropdown arrow), "Back", "Next" (highlighted with a blue box and a red circle with the number 4), "Save" (with a dropdown arrow), "Submit", and "Cancel".

On the right side, there is a "Last Saved" timestamp: "31-May-2023 7.50" and "Time Zone Coordinated Universal Time". Below this, the "Close Date" is "08-Jun-2023 4.39".

On the left, under "Section 1. General-1", there is a question: "\* 1. Does the company quote for all items as per SOW?". It has two radio button options: "a. Yes" (selected) and "b. No". Below the question, there is a "Response Attachments" section showing "None" with a plus icon. A "Comments" text area is also present.

On the right, there is a dropdown menu for "Section 1. General-1" (highlighted with a blue box and a red circle with the number 3). The dropdown list shows: "Section 1. General-1", "Section 2. General-2", "Section 3. General-3", and "Section 4. Commercial".

1. "Requirements" tab
2. Provide answer(s) to the questionnaire(s). Question with asterisk is mandatory
3. Navigate thru all the Section(s) & response accordingly
4. Click on "Next" once you are ready to proceed

# Lines

1 2 3 4  
Overview Requirements **Lines** Review

Create Response (Quote 5008): Lines ?

Currency = US Dollar

Last Saved 31-May-2023 7:5  
Time Zone Coordinated Universal Time

Time Remaining 7 Days 20 Hours

Close Date 08-Jun-2023 4:39

Actions View Format + - Freeze Detach

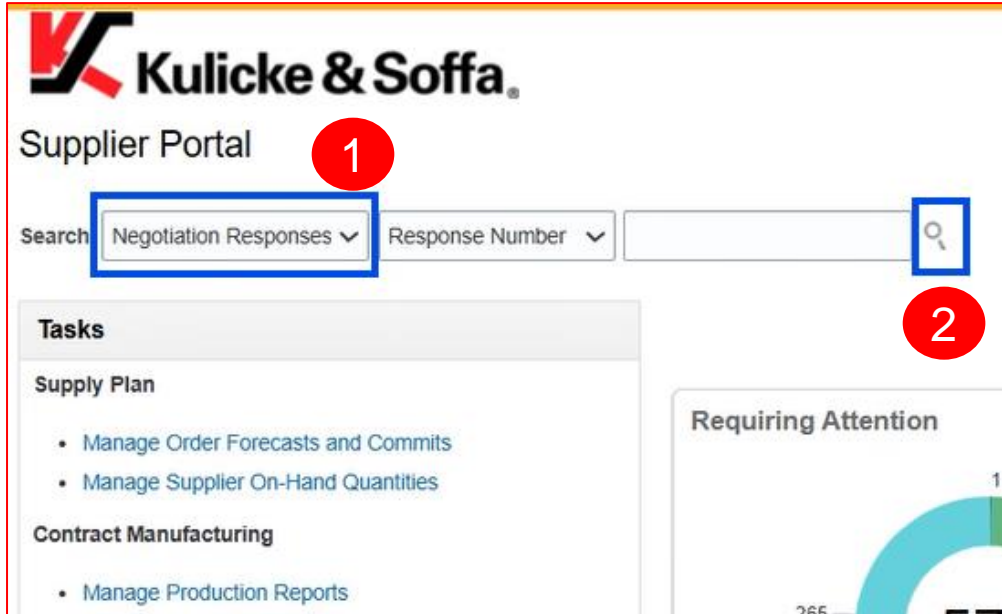
Line	Description	* Alternate Line Description	Cri Alt	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Res
1	Building Renovation		+	1BAE-Building Main		12,000.00				12,000.00	120,000.00	

Rows Selected 1 Columns Hidden 6

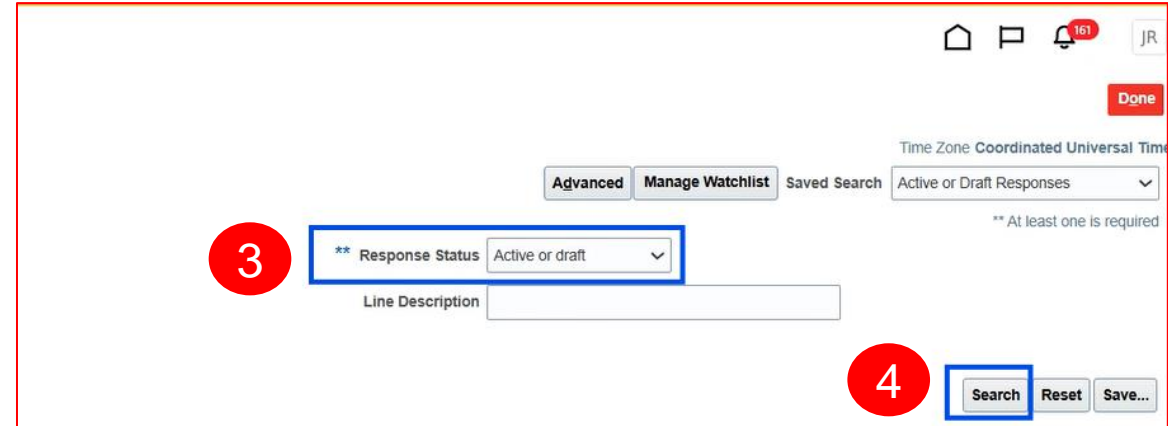
1 2 3  
Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

1. "Lines" tab
2. Enter quote price into "Response Price"
3. Click on "Submit" once you are ready to proceed

# Submission Status



The image shows the 'Supplier Portal' search interface. At the top left is the Kulicke & Soffa logo. Below it, the text 'Supplier Portal' is followed by a red circle with the number '1' pointing to a dropdown menu labeled 'Negotiation Responses'. To the right of this dropdown is a 'Response Number' dropdown and a search input field with a magnifying glass icon, which is highlighted by a red circle with the number '2'. Below the search area is a 'Tasks' sidebar with links for 'Supply Plan' and 'Contract Manufacturing'. On the right, a 'Requiring Attention' section shows a partial donut chart.



This image shows the advanced search filters. At the top right are icons for home, list, notifications (161), and user profile (JR). Below these are buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. A dropdown menu is set to 'Active or Draft Responses'. A red circle with the number '3' points to a dropdown menu labeled '\*\* Response Status' with 'Active or draft' selected. Below this is a 'Line Description' input field. At the bottom right, a red circle with the number '4' points to a 'Search' button, with 'Reset' and 'Save...' buttons next to it. A 'Done' button is at the top right.

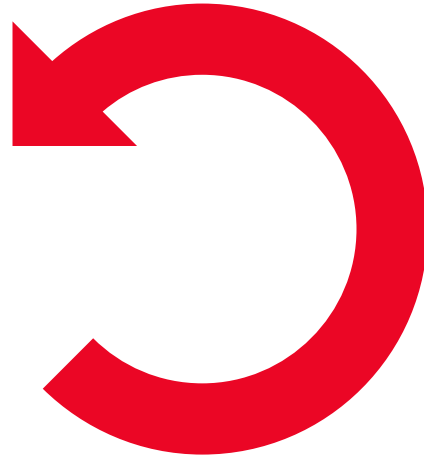


The image shows the 'Search Results' table. Above the table is a toolbar with buttons for 'Actions', 'View', 'Format', 'Freeze', 'Detach', 'Wrap', 'Accept Terms', and 'Revise'. A note states: 'Revising a draft response automatically locks it.' The table has columns: 'Response', 'Response Status', 'Negotiation', and 'Negotiation Title'. A red circle with the number '5' points to the 'Response Status' column.

Response	Response Status	Negotiation	Negotiation Title
87068	Active	SS_SG_	
87066	Draft	SS_SG_	

1. Select "Negotiation Responses"
2. Search
3. Select "Active or draft"
4. Search
5. "Active" means submission completed;  
"Draft" means WIP

# Revise Submission (if applicable)



# View Active Negotiations

The screenshot displays the Supplier Portal interface. On the left, under the 'Tasks' section, the 'Negotiations' category is expanded, and the 'View Active Negotiations' link is highlighted with a red circle and the number 1. The main area, titled 'Active Negotiations', contains a search form with fields for 'Negotiation', 'Title', and 'Negotiation Close By'. To the right of the search form are filters for 'Invitation Received', 'Response Submitted', and 'Negotiation Open Since'. Below the search form, the 'Search Results' section shows a table of active negotiations. The first row is highlighted with a red circle and the number 2. The 'Create Response' button in the table's action column is highlighted with a red circle and the number 3.

**Supplier Portal**

Search

**Tasks**

**Negotiations**

- [View Active Negotiations](#)
- [Manage Responses](#)

**Auctions from Seller**

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

**Active Negotiations**

Time Zone **Coordinated Universal Time**

**Search**

**\*\* Negotiation**

**\*\* Title**

**\*\* Negotiation Close By**

**\*\* Invitation Received**

**Response Submitted**

**Negotiation Open Since**

**Manage Watchlist** **Saved Search** **Open Invitations**

**Search** **Reset** **Save...**

**Search Results**

**Actions** **View** **Format** **Freeze** **Detach** **Wrap** **Accept Terms** **Acknowledge Participation** **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
SS_SG_00039-2	RFQ for Renovation 2nd round	RFQ	6 Days 23 Hours	15-Jun-2023 14...	0		0	<a href="#">PDF</a>	<a href="#">Spreadsheet</a>

1. “Supplier Portal” > “Negotiations” > “View Active Negotiations”
2. Search for the RFQ and select the row by clicking
3. Click on “Create Response”

# Create Response

## Create Response

1

☒ Copy from an existing response

Existing Response5008 Active Primary

CreateCancel

1Overview2Lines3Review

Create Response (Quote 6008): Lines

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency = US Dollar

Last Saved 08-Jun-2023 14:1Time Zone Coordinated Universal Tim

Time Remaining 6 Days 23 Hours

Close Date 15-Jun-2023 14:02

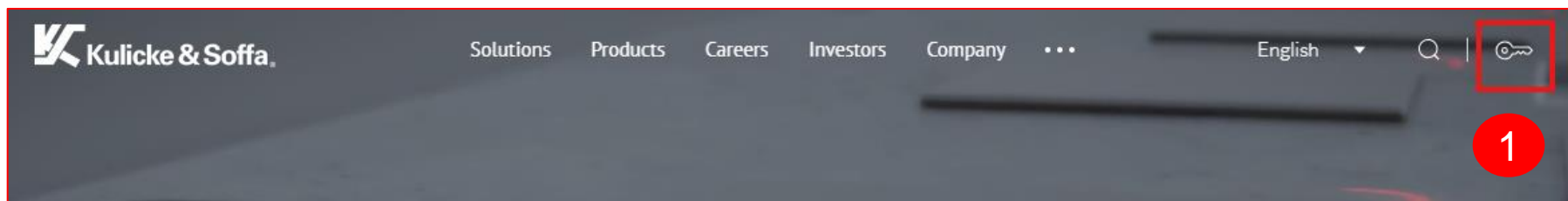
2

Line	Description	* Alternate Line Description	Cr Alt	Category Name	Start Price	Response Price	Total Score	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Res
1	Building Renovation		+	1BAE-Building Main	12,000.00	11,900.00	100			11,900.00	120,000.00	

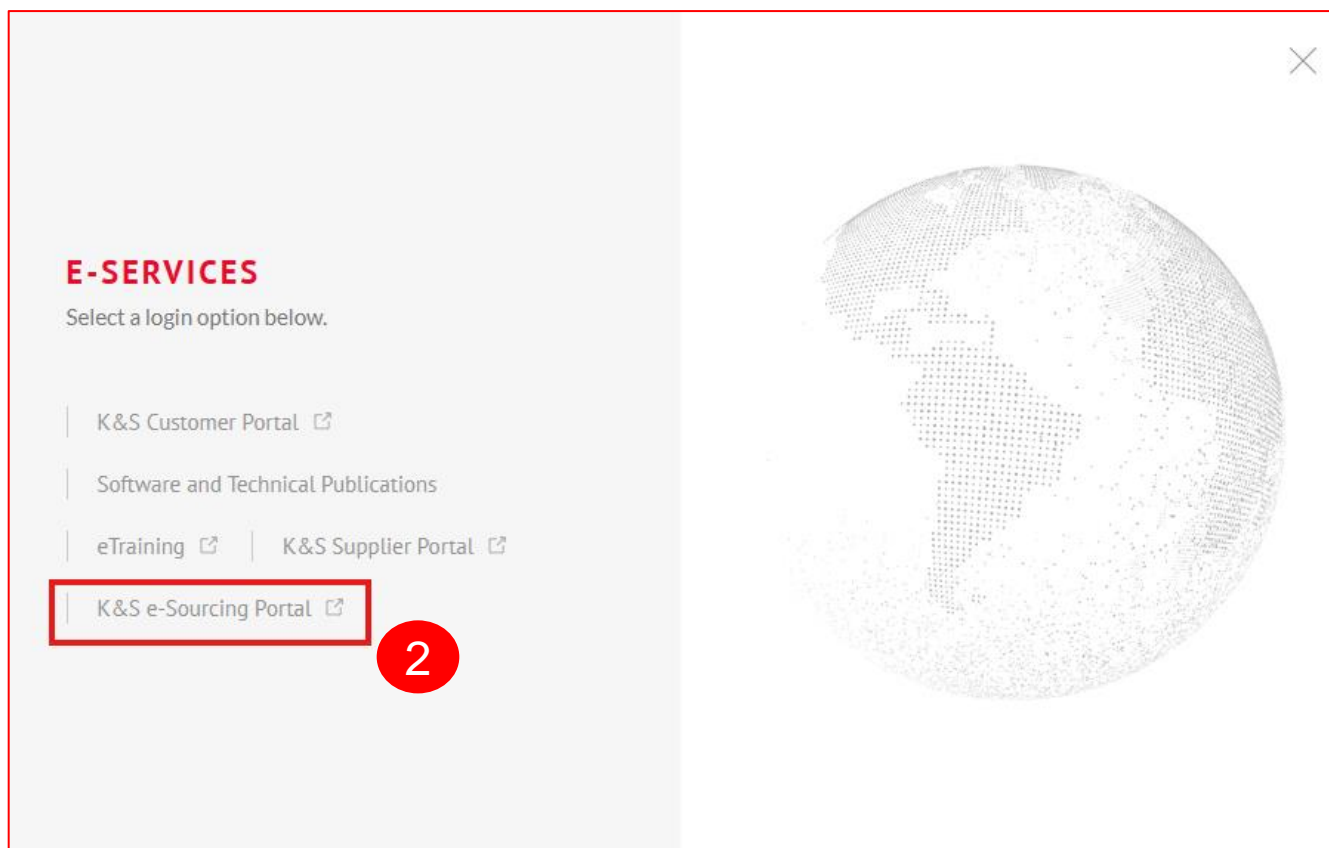
1. You may reuse the previous submission
2. Enter new quote price into “Response Price”
3. Click on “Submit” once you are ready to proceed



# Navigation to video training guide



URL: <https://www.kns.com>



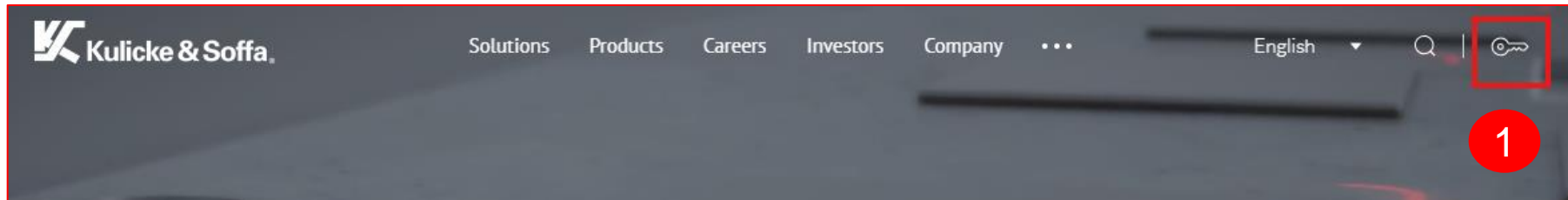
## Latest Updates

- ❖ Kulicke & Soffa Pte Ltd ("K&S") will be implementing K&S e-Sourcing Portal for all supplier user accounts in our Oracle Fusion System, effective from 2nd-Jan-2025.

## User Guide

- ❖ **Supplier Portal Training Video InDirect**
- ❖ Supplier Portal Training Video Direct
- ❖ Supplier Portal Training Video Suzhou
- ❖ K&S e-Sourcing User Login Guide Rev1.0
- ❖ K&S e-Sourcing Supplier Training – Indirect Purchasing Rev1.0
- ❖ K&S e-Sourcing Supplier Training – Direct Purchasing Rev1.0
- ❖ K&S e-Sourcing Supplier Training – SZ Indirect Purchasing Rev1.0
- ❖ Section 232 Data Form - Input Training

# Login to Oracle Fusion Supplier Portal



URL: <https://www.kns.com>

## E-SERVICES

Select a login option below.

[K&S Customer Portal](#)

[Software and Technical Publications](#)

[eTraining](#)

[K&S Supplier Portal](#)

[K&S e-Sourcing Portal](#)

2

## Latest Updates

- Kulicke & Soffa Pte Ltd ("K&S") will be implementing K&S e-Sourcing Portal for all supplier user accounts in our Oracle Fusion System, effective from 2nd-Jan-2025.

## User Guide

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- [Supplier Portal Training Video Direct](#)
- [Supplier Portal Training Video Suzhou](#)
- [K&S e-Sourcing User Login Guide Rev1.0](#)
- [K&S e-Sourcing Supplier Training – Indirect Purchasing Rev1.0](#)
- [K&S e-Sourcing Supplier Training – Direct Purchasing Rev1.0](#)
- [K&S e-Sourcing Supplier Training – SZ Indirect Purchasing Rev1.0](#)
- [Section 232 Data Form - Input Training](#)



I have read and agreed to [K&S' Privacy Policy](#).

3

Accept



User Name

Password

[Forgot Password?](#)

Sign In

4

Or sign in with



K&S Employees Login

[Need help signing in?](#)

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