

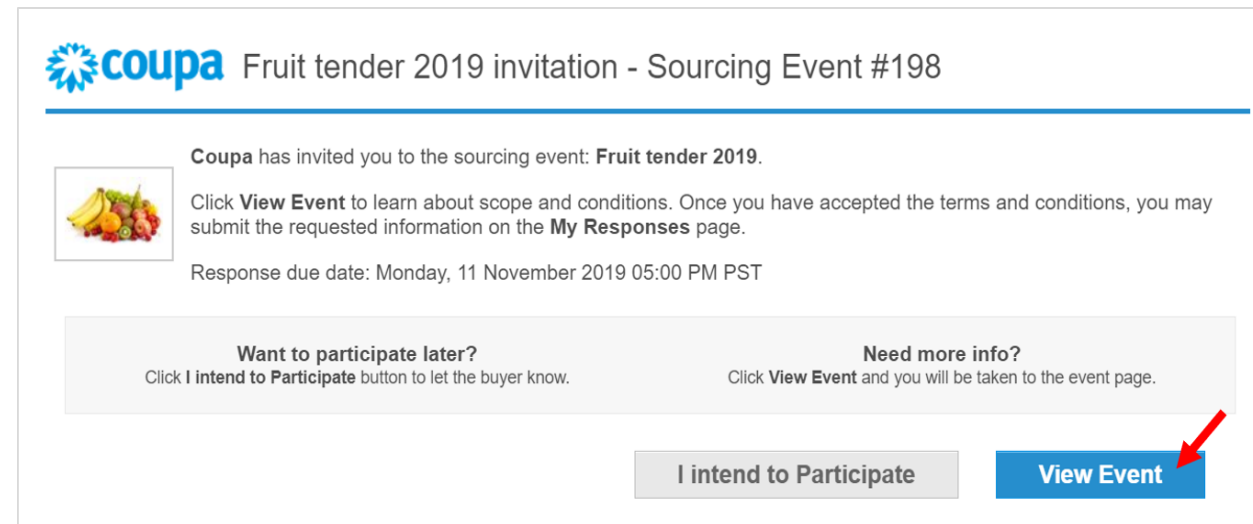
A Supplier's Guide to Coupa Sourcing

Invitation and access to the event

You will receive an invitation to the sourcing event through an email from Coupa Sourcing.

Click **View Event** in the email to access the event. Access using login credentials is described in a later section.

If the event has not yet started, you will be taken to a page with a countdown timer indicating the time to opening. You will not get any notification when the event opens.



The screenshot shows an email invitation from Coupa for a sourcing event titled "Fruit tender 2019 invitation - Sourcing Event #198". The email content includes the Coupa logo, a small image of fruit, and text stating: "Coupa has invited you to the sourcing event: Fruit tender 2019. Click **View Event** to learn about scope and conditions. Once you have accepted the terms and conditions, you may submit the requested information on the **My Responses** page. Response due date: Monday, 11 November 2019 05:00 PM PST". At the bottom, there are two call-to-action boxes: "Want to participate later? Click I intend to Participate button to let the buyer know." and "Need more info? Click **View Event** and you will be taken to the event page." Below these are two buttons: a grey "I intend to Participate" button and a blue "View Event" button. A red arrow points to the "View Event" button.

Event Information

When the event is open, clicking **View Event** in the invitation mail will bring you to the **Event Info** page in the event. Bookmark the page and/or save the invitation email so you can get back to the event for updates if needed.

The setup may differ between events and Buying companies, so all sections and fields described below may not be shown in all events.

The countdown timer at the top right shows the time to closing, or to the opening of an auction step, if the event setup is an RFX – auction.

If you have not indicated your intent to participate, you have a new chance here to let the Buyer know you are interested. A green receipt will be shown at the top of the page to confirm successful submission.

You have to accept all **Terms and Conditions** to gain access to the event details. If you are not able to accept one or more of the conditions, click 'No' and give a brief explanation in the mandatory comment field to help the Buyer understand your choice. Click **Send to Event Owner** to submit. Should you change your mind, you may change your 'No' into a 'Yes' and re-submit. **Note** that acceptance is binding, i.e. it is not possible to change a 'Yes' into a 'No' once it is submitted.

The conditions for the event are listed in the **Event Information & Bidding Rules** section. Additional information about the process and scope may be provided for download in the **Buyer Attachments** section. Read all information carefully.

The **Timeline** shows the start of each of the phases with the duration of the phase displayed underneath.

Only once you have submitted your acceptance of all **Terms and Conditions**, the **Enter Response** button at the bottom of the page becomes available to you. Click it to get to the **My Responses** page where you find the event details.

Event Info [My Response](#)

Coupa has invited you to the sourcing event: **Fruit tender 2019**. Click **View Event** to learn about scope and conditions. Once you have accepted the terms and conditions, you may submit the requested information on the **My Responses** page.

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

[Non-Disclosure_Agreement.pdf](#)

Do you accept these Terms and Conditions?

- Yes
- No

Terms and Conditions

[Event_scope_and_conditions.pdf](#)

Do you accept these Terms and Conditions?

- Yes
- No

Rejection Comment *

Quote is valid only 30 days after end of event

Submit responses

Send to Event Owner

Countdown timer

Event Ends

13 : 11
days hrs

Invitation and notifications of possible changes

Accept all T&C to gain access to event details

Comment mandatory if condition can not be accepted

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 'You are ranked 3 of 7'.

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
- Items — 1.00%

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Available Bid Currencies

CAD EUR GBP USD

Buyer Attachments

[www.fruitbuyers.com](#)

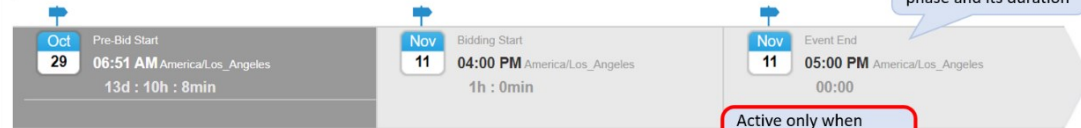
[Code_of_Conduct.docx](#)

[Sustainability_Policy.docx](#)

Additional information from the Buyer

Rules for pricing and award

Timeline



The start of each phase and its duration

Active only when acceptance of all T&C has been submitted


Enter Response

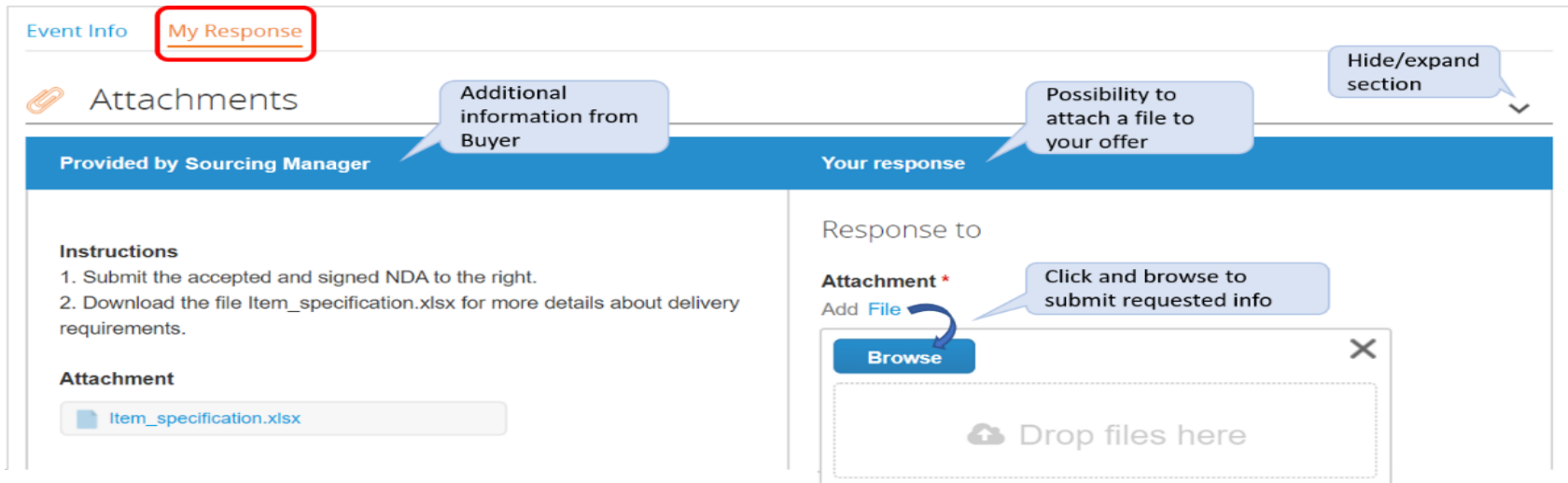
Responses

Click **Enter Responses** at the bottom of the Event Info page to open the **My Responses** page where you submit the requested information. You can hide sections by clicking the arrows in the right margin. All mandatory information is marked by a red asterisk. If you have forgotten to complete some of the mandatory parts, your submission will not be accepted and you will receive an error message at the top of the page.

Attachments

The Buyer may provide you with further information about the items in attached files.

You may also be requested to respond by submission of a file. Click the **File** link in the **Your Response** part to the right and browse for the file. It is submitted once you click it. Should you wish to remove it, put the marker over the attachment and click the red icon . If you have several files, you may attach them one by one or as a zip archive.



The screenshot shows the 'My Response' page layout. At the top, there are two tabs: 'Event Info' and 'My Response', with 'My Response' selected and highlighted by a red box. Below the tabs is a navigation bar with 'Attachments' and 'Your response'. The 'Attachments' section is titled 'Provided by Sourcing Manager' and contains 'Instructions' (submit NDA, download Item_specification.xlsx) and an attachment 'Item_specification.xlsx'. The 'Your response' section is titled 'Response to' and contains an 'Attachment *' field with an 'Add File' link and a 'Browse' button. A callout points to the 'Browse' button, stating 'Click and browse to submit requested info'. Below the 'Browse' button is a 'Drop files here' area. A 'Hide/expand section' arrow is visible in the top right corner. Other callouts include 'Additional information from Buyer' pointing to the 'Attachments' section and 'Possibility to attach a file to your offer' pointing to the 'Attachment *' field.

Questionnaires

Questionnaires are sometimes used to collect additional information that the Buyer needs for the award decision. There can be several questionnaires in an event, use the **Hide/Expand** arrows in the right margin to facilitate overview. Submit your answers by clicking **Save** at the bottom right of each of the questionnaires.

The screenshot shows a web-based questionnaire interface. At the top, there is a header 'Forms' with a document icon and a 'Hide/expand section' button with a downward arrow. Below this, there are two main sections: '1. General capabilities' and '2. Quality Management Assessment'. The second section is expanded, showing a text prompt 'Please answer the questions below.' followed by a mandatory question: '* Do you have a Quality System implemented?' with radio buttons for 'Yes' (selected) and 'No'. A callout bubble points to the asterisk, stating 'Mandatory questions are marked by red asterisk'. Below this is a green-shaded area for a conditional question: 'Which one(s)? Please describe if not one of the major standards.' with a text input field. A callout bubble points to this area, stating 'Conditional questions are marked by fading green'. At the bottom of the form, there is a file upload section: 'Please submit a copy of your certification(s), if any.' with a 'Choose File' button and the text 'No file chosen'. A red box highlights the 'Save' button at the bottom right, with a callout bubble stating 'Submit answers by clicking Save'. Another callout bubble points to the 'Hide/expand this questionnaire' button on the right side of the section.

Items and Lots

This is the section where you specify and price your offers. Click an item to open it. The required input may vary depending on what is sourced. There may also be additional item-specific questions from the buyer.

Items in Lots are always awarded together.

Make sure to complete all mandatory information and click **Save Item**

Name	Expected Qty	My Price	Price x Expected Qty >
Lot: Stockholm site	1 Lots x		= 0.00 EUR
Apple Granny Smith grade 1	500 per Lot (kilo) x	<input type="text"/>	= 0.00 EUR
Apple Granny Smith grade 2	500 per Lot (kilo) x	<input type="text"/>	= 0.00 EUR
Pear Conference grade 1	600 per Lot (kilo) x	<input type="text"/>	= 0.00 EUR
Banana Cavendish	800 per Lot (kilo) x	<input type="text"/>	= 0.00 EUR
Items Not In Lots (1 items)			0.00 EUR
Apple Aroma grade 1	1000 (kilo) x	<input type="text"/>	= 0.00 EUR

Name	Expected Qty	My Price	Price x Expected Qty >
Lot: Stockholm site	1 Lots x	750.00 EUR	= 750.00 EUR

Item Requested	Ship To	Item Details	Need By Date
Apple Granny Smith grade 1		Specification_Apples.xlsx	01/31/19

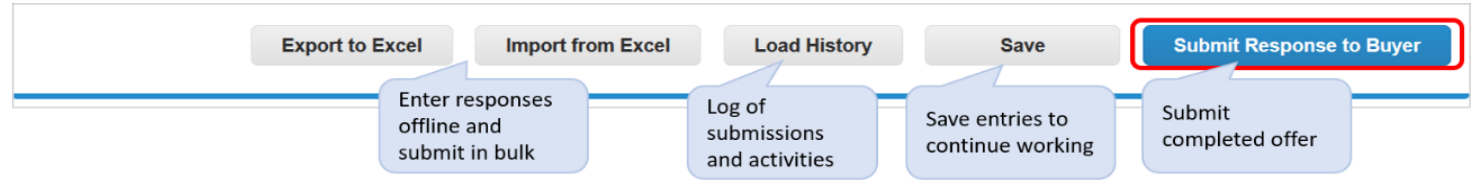
Expected Quantity	My Price *	Price per UoM for expected quantity	Line Total
500 kilo x	<input type="text" value="1.50"/>	=	750.00 EUR

Your Item Name <input type="text" value="Enter your item or service name"/>	Lead Time * <input type="text" value="3"/> Days
ID/Part Number <input type="text" value="Enter an ID or part number"/>	Description * <input type="text" value="Granny Smith according to attached specifications, 20 kg/case"/>
Add Image Add image in GIF, JPEG, or PNG formats	
Attachments Click to view <input type="text" value="Add File URL Text"/> Greens_Veggies_-_Delivery_For_You...	
* Form <input type="text" value="Additional specifications"/> Request for additional info	

January 14, 2021

Submit responses

When you have completed all requested information in the three sections, click **Submit Response to Buyer** at the bottom of the page. You will get a green receipt of successful submission at the top of the page. During pre-bidding phase (submission of information without feedback), you can update your information as many times as needed. Bidding rules do not apply to pricing in pre-bidding phases.



Bulk submissions

For multiple items, it might be easier to enter prices and specifications offline in an Excel form and submit the offers in bulk.

Click **Edit response** and **Export to Excel**. Open the file and enter your data. The first tab is for the item pricing, the second one contains the Questionnaires, if any. Mandatory information is marked by a "Y".

Save the file on your computer. Make sure the name is *exactly* the same as that of the original downloaded file. Click **Import from Excel**, browse for the file and click **Start Upload**. You will get a green receipt for the successful upload. Verify that the updates are as intended and click **Submit Response to Buyer**.

Fruit tender 2019 - Excel Upload

Steps for uploading your response in Excel

1. Download the [Response Template](#) (Note: This template will only work for this event)
2. Fill in or update the Excel file.
 - Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
 - Values in the uploaded file will replace anything currently saved to your response.
 - Once you click "Start Upload" values in the excel file will be saved, but not submitted.
 - Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
3. Load the updated file
 No file chosen

Uploading will only save your response. You must click "Submit" to send it to the buyer.

Export completed successfully.

Competitive bidding – English auction

During competitive bidding of an English auction type you will get feedback on your prices. The **Attachments** and **Forms** sections are still available, although at the bottom of the page, and may be updated as well.

You will see feedback on your pricing expressed as a rank or as a difference to best bid, depending on the Buyer's choice. All items in a lot are ranked together but may be awarded individually if the Buyer has allowed that, see the **Bidding rules** section in the **Event Info** page. Items not included in lots are ranked separately. The total cost is also ranked.

Click **Edit response** to update your offers. Enter the new prices for each of the items and click **Submit**. You will see your new rank once you get the receipt for the submission. Beware the recalculation may take some time.

The items will remain open should you wish to update again. You can update your offers as many times as you wish until the auction closes to improve your position.

Items and Lots

Click to update offers from pre-bidding

Edit Response

Name	Expected Qty	My Price	Price x Expected Qty	Rank on the lot
Lot: Stockholm site	1 Lots		4,760.00 = 4,760.00 EUR	Your Rank Is 2
Apple Granny Smith grade 1	500 per Lot (kilo)	1.45	725.00 EUR	
Apple Granny Smith grade 2	500 per Lot (kilo)	1.25	625.00 EUR	
Pear Conference grade 1	600 per Lot (kilo)	1.75	1,050.00 EUR	
Banana Cavendish	800 per Lot (kilo)	2.95	2,360.00 EUR	
Items Not In Lots (1 items)				Rank on the separate item
Apple Aroma grade 1	1000 (kilo)	1.00	1,000.00 EUR	Your Rank Is 2
Total			5,760.00 EUR	Your Rank Is 3

Rank on the total offered cost

Items and Lots

Cancel Submit Bids

Update and submit during competitive bidding

Name	Expected Qty	My Price	Price x Expected Qty	
Lot: Stockholm site	1 Lots		4,735.00 = 4,735.00 EUR	Your Rank Is 3
Apple Granny Smith grade 1	500 per Lot (kilo)	1.40	700.00 EUR	
Apple Granny Smith grade 2	500 per Lot (kilo)	1.25	625.00 EUR	
Pear Conference grade 1	600 per Lot (kilo)	1.75	1,050.00 EUR	
Banana Cavendish	800 per Lot (kilo)	2.95	2,360.00 EUR	
Items Not In Lots (1 items)				
Apple Aroma grade 1	1000 (kilo)	0.90	900.00 EUR	Your Rank Is 1
Total			5,635.00 EUR	Your Rank Is 3

Competitive bidding – Dutch auction

If the competitive bidding phase is set as a Dutch auction, the **Items and Lots** section will look and behave a bit different from that in an English auction. You may be asked to enter prices before the auction opens, but these prices are replaced by the start prices set by the Buyer for the actual auction.

As soon as the Dutch auction opens, the countdown timer at the top right corner starts ticking. The tick interval is shown in the **Event Information & Bidding Rules** section in the **Event Info** page.

The start prices shown in the **Items and Lots** section will increase with every tick. If you wish to accept the call-out prices, click the **Accept bid** button to the lower right. As soon as you have confirmed your response, the auction ends and you are marked as the winner.

Note that your bid is for the total cost, i.e. all items are awarded together, irrespective of in a lot or not.

Fruit Supply February - Event #164 Bidding in Progress

Countdown timer for Dutch auction

Time left in increment **00:31**
mins secs

[Event Info](#) [My Response](#)

☰ Items and Lots

Click the Accept bid button to accept the current dutch auction total.

Name	Expected Qty		Current Bid Price	Current Total Price	>
Lot: Stockhom site	1 Lots	x	9,900.00 =	9,900.00 EUR	
Apple Granny Smith grade 1	500 per Lot (kilo)	x	3.50 EUR	1,750.00 EUR	
Apple Granny Smith grade 2	500 per Lot (kilo)	x	3.50 EUR	1,750.00 EUR	
Pear Conference grade 1	600 per Lot (kilo)	x	4.00 EUR	2,400.00 EUR	
Banana Cavendish	800 per Lot (kilo)	x	5.00 EUR	4,000.00 EUR	
Items Not In Lots (1 items)					
Apple Aroma grade 1	1000 (kilo)	x	3.50 EUR	3,500.00 EUR	
			Total	13,400.00 EUR	

Accept bid

You will confirm bid on the next page

You won

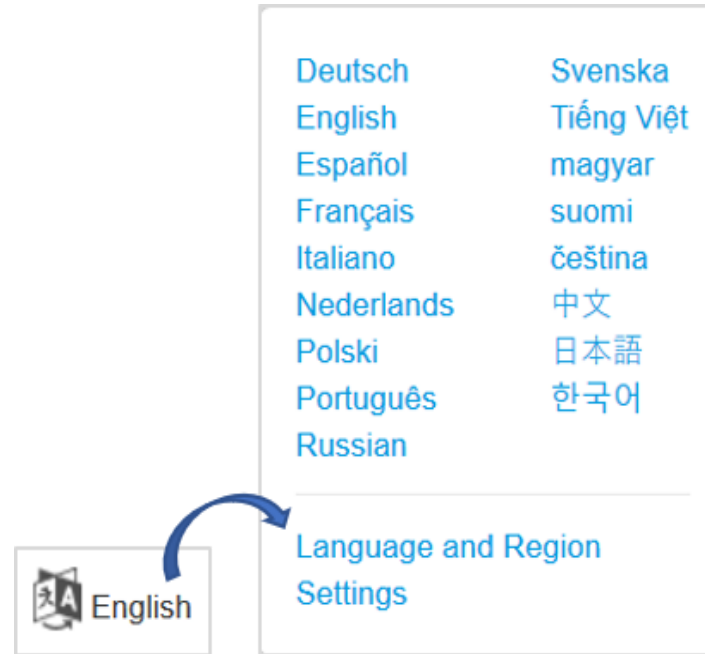
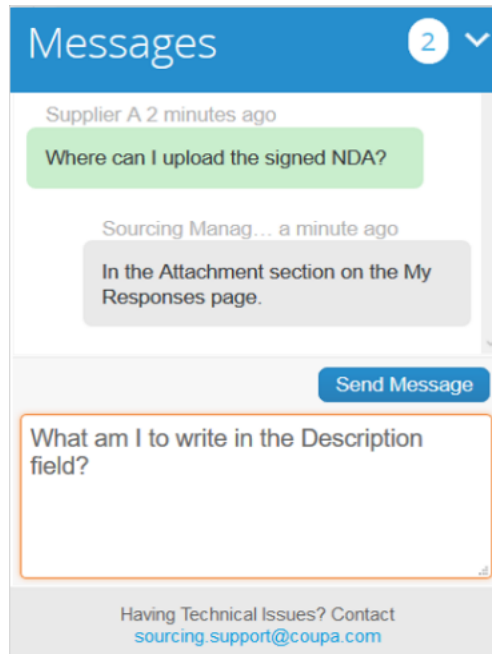
Activity log

Click **Load History** at the bottom of the **My Responses** page to expand the log where you can see your submissions and other activities.

Message centre and language settings

Post all questions regarding the event in the **Messages centre** at the bottom of the event pages. The questions are relayed to the Event Team and you will get an email notification when they have posted the answers for you. The answer is also shown in the Messages centre as are possible updates to the event information.

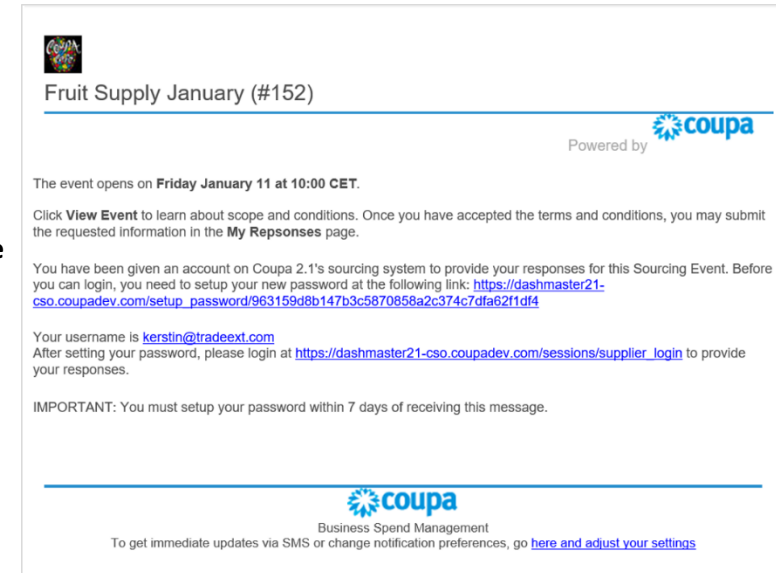
At the bottom of the page, you can select your preferred **language settings** for the online view and email notifications.




Login with password

The Buyer may request you to log in to Coupa. Your invitation mail will then contain a link to set a password of your own choice. Click the link and follow the instructions.

You will be taken to the Coupa supplier login page where you enter your user name (given in the invitation mail) and your new password. Should you forget the password, click the **Forgot username of password?** link in the login page to get a reset link.



Fruit Supply January (#152)

Powered by 


The event opens on **Friday January 11 at 10:00 CET.**

Click **View Event** to learn about scope and conditions. Once you have accepted the terms and conditions, you may submit the requested information in the **My Responses** page.

You have been given an account on Coupa 2.1's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password at the following link: https://dashmaster21-cso.coupadev.com/setup_password/963159d8b147b3c5870858a2c374c7dfa621df4


Your username is kerstin@tradeext.com
After setting your password, please login at https://dashmaster21-cso.coupadev.com/sessions/supplier_login to provide your responses.

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

 Business Spend Management
To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)



Coupa 2.1

Powered by 

Sign In

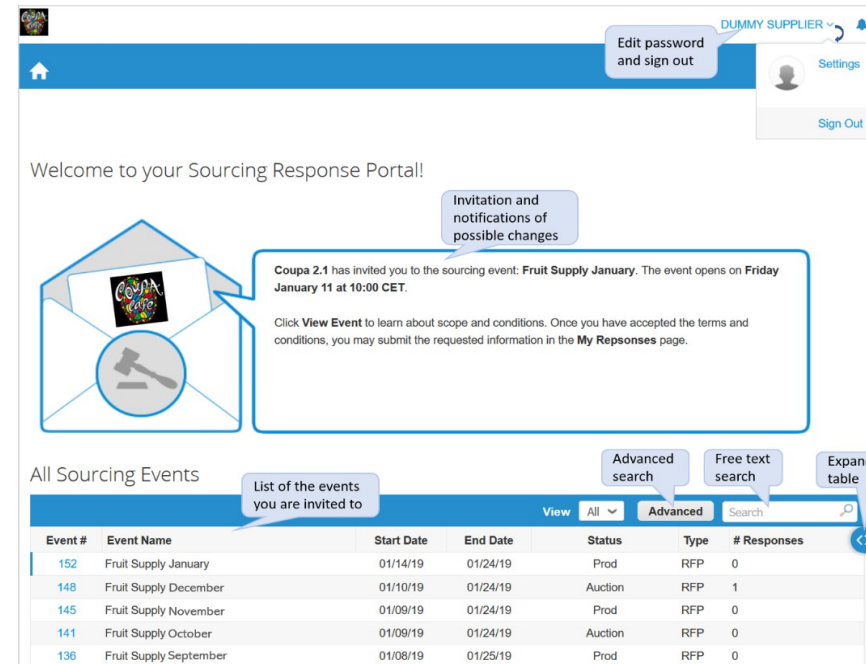
Username

Password

[Forgot username or password?](#)

The landing page shows a list of all the events that you are invited to with the most recent notifications from the Buyer teams at the top. Use the search functions at the top of the table to find the event you are looking for. At the top right of the page, you can edit your password.

Click the event number of an event to open it.



Welcome to your Sourcing Response Portal!

Invitation and notifications of possible changes

Coupa 2.1 has invited you to the sourcing event: **Fruit Supply January**. The event opens on **Friday January 11 at 10:00 CET.**

Click **View Event** to learn about scope and conditions. Once you have accepted the terms and conditions, you may submit the requested information in the **My Responses** page.

All Sourcing Events

List of the events you are invited to

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
152	Fruit Supply January	01/14/19	01/24/19	Prod	RFP	0
148	Fruit Supply December	01/10/19	01/24/19	Auction	RFP	1
145	Fruit Supply November	01/09/19	01/24/19	Prod	RFP	0
141	Fruit Supply October	01/09/19	01/24/19	Auction	RFP	0
136	Fruit Supply September	01/08/19	01/25/19	Prod	RFP	0

Knowledge through Coupa	Link
How do I participate in a sourcing event?	https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ/How_do_I_participate_in_a_sourcing_event%3F
How can I access a sourcing event ?	https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ/How_can_I_access_a_sourcing_event%3F
How do I know if my response was submitted?	https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ/How_do_I_know_if_my_response_was_submitted%3F
More supplier related FAQ	https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ