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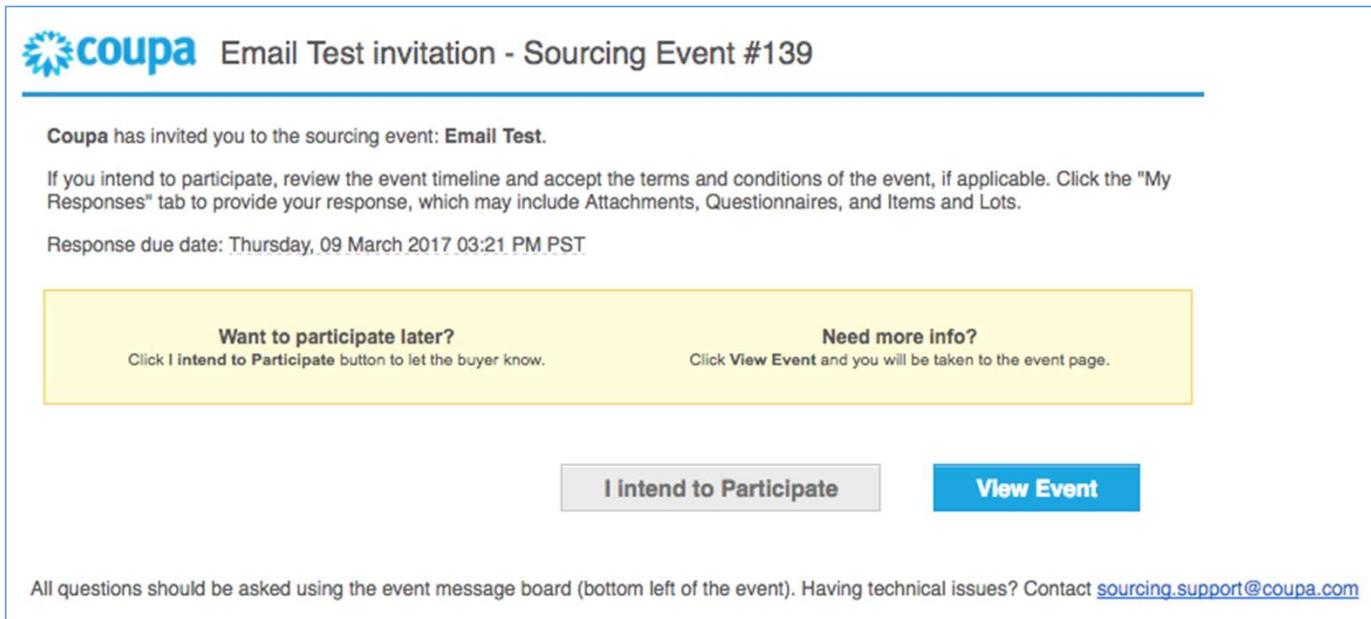
Coupa Sourcing - Supplier Guide

April 2024
Version 3

GUARDIAN 
INDUSTRIES

Participate in a Sourcing event

The supplier receives an email from Guardian inviting to participate in a sourcing event:



The screenshot shows an email from Coupa titled "Email Test invitation - Sourcing Event #139". The email content includes:

- Coupa logo and title: **coupa** Email Test invitation - Sourcing Event #139
- Invitation text: **Coupa** has invited you to the sourcing event: **Email Test**.
- Instructions: If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Questionnaires, and Items and Lots.
- Response due date: Thursday, 09 March 2017 03:21 PM PST
- Two yellow callout boxes:
 - Want to participate later?**
Click **I intend to Participate** button to let the buyer know.
 - Need more info?**
Click **View Event** and you will be taken to the event page.
- Two buttons: **I intend to Participate** (grey) and **View Event** (blue).
- Footer: All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact sourcing.support@coupa.com

Click **View Event** in the email to access the event.

Participate in a Sourcing event

On the event page, the supplier can review the event information.

To participate in the event, select “**I intend to participate in this event**” and accept the Terms and Conditions.

Once you select **Send to Event Owner**, you can select **Enter Response** below the Timeline section to view the Buyer Attachments, Forms, and Items and Lots for the event.

Note that acceptance is binding: it is not possible to change a ‘Yes’ into a ‘No’ once it is submitted.

The screenshot shows the Guardian DEV interface for a sourcing event. At the top, the event title is "[SRG Production Materi... - Event #2387] Active". A digital clock indicates the event ends in 14 days and 23 hours. The "Event info" section contains a message: "Great news! Supplier has been invited by Guardian Industries to participate in a sourcing event for [SRG Production Materials - Components] - 2022 - P42R - Felt Tape - NA. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services." Below this is a question: "Do you intend to participate in this event?" with a radio button selected for "I intend to participate in this event" (with a sub-note: "Buyer will be notified of your intent to participate."). There is also a link for "Accept Terms and Conditions" and a section for "Terms and Conditions" with a PDF link "SRG_General_Terms_and_Conditions_01012020.pdf" and radio buttons for "Do you accept these Terms and Conditions?" (Yes/No). A "Send to Event Owner" button is visible. The "Event Information & Bidding Rules" section states: "Event will end at the Event End Time. Your responses are viewable by buyer once submitted. Buyer may choose to award individual line items." The "Timeline" section shows a start time of "Sep 14 12:04 PM US/Michigan" and an end time of "Sep 29 11:58 AM US/Michigan". An "Enter Response" button is at the bottom right.

Participate in a Sourcing event

The **Buyer Attachments** section contains downloadable information and instructions about the event and scope.

The **Event Information** section contains additional rules for quotation and award.

Buyer Attachments

Please complete and attach this form.

Quote Breakdown Form

Attachment

Add File

 Supplier_Quote_Breakdown_Form.xlsx

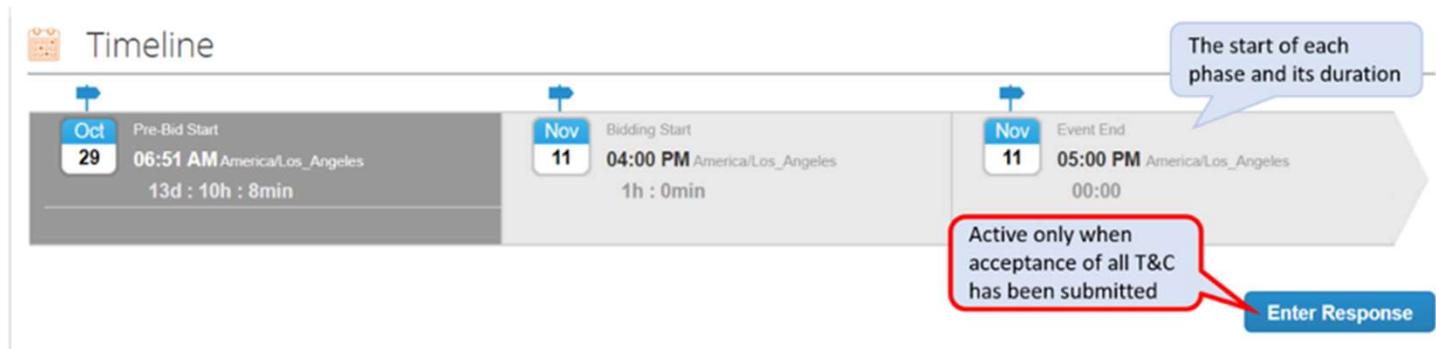
Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Participate in a Sourcing event



By clicking **Enter Responses** at the bottom of the Event page, the supplier opens the **My Responses** page, where the supplier submits the item quotation and additional requested information.

Participate in a Sourcing event

Guardian provides with further information about the items to quote in attached files.

Supplier may 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.

To remove the file, put the marker over the attachment and click the red icon 

The screenshot shows the 'My Response' tab selected. Under 'Attachments', a file 'Item_specification.xlsx' is listed. In the 'Your response' section, the 'Attachment *' area contains an 'Add File' link and a 'Browse' button. A 'Drop files here' area is also present. Callout boxes highlight key features: 'Additional information from Buyer' points to the attachments; 'Possibility to attach a file to your offer' points to the 'Add File' link; 'Click and browse to submit requested info' points to the 'Browse' button; and 'Hide/expand section' points to a dropdown arrow.

Participate in a Sourcing event

Questionnaires are sometimes used to collect additional information Guardian needs for the award decision.

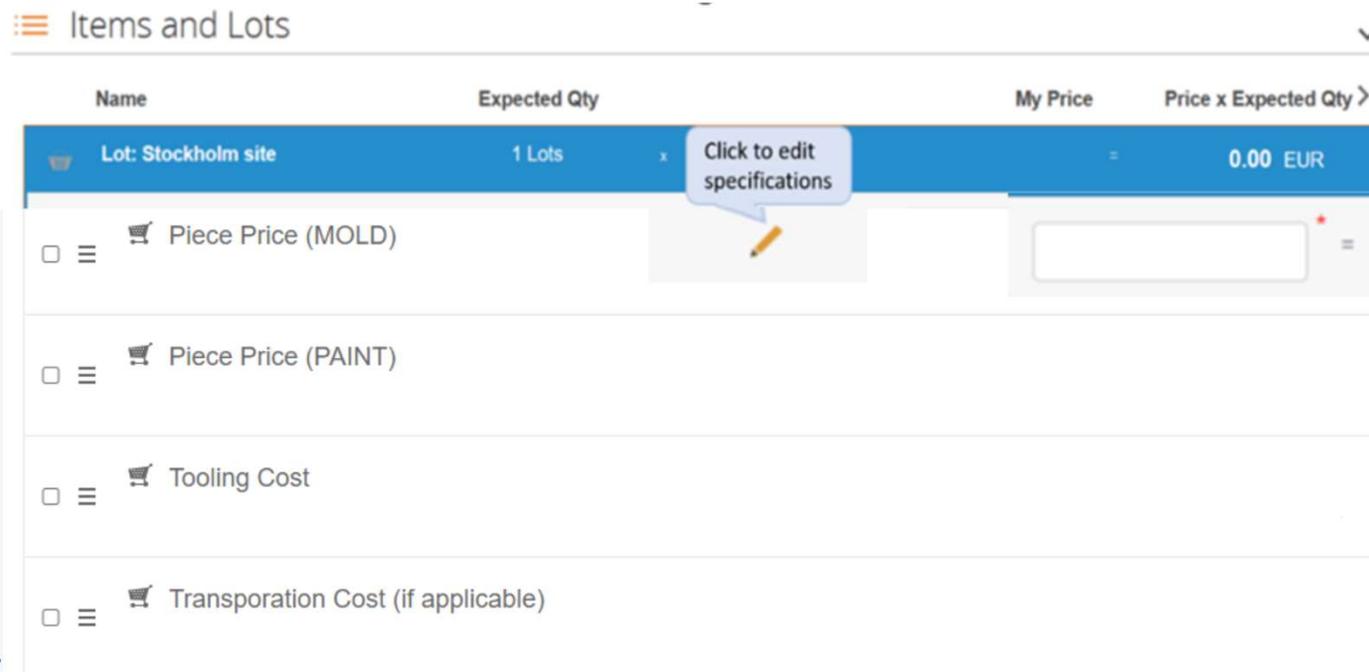
Answers are submitted by clicking **Save** at the bottom right of each of the questionnaires.

The screenshot shows a web-based questionnaire interface. At the top, there is a 'Forms' header with a 'Hide/expand section' button. Below this, there are two main sections: '1. General capabilities' and '2. Quality Management Assessment'. Section 2 is expanded, showing a 'Please answer the questions below.' instruction. A callout points to a red asterisk on the question 'Do you have a Quality System implemented?' with radio buttons for 'Yes' and 'No', stating 'Mandatory questions are marked by red asterisk'. Another callout points to a green background for a text input field asking 'Which one(s)? Please describe if not one of the major standards.', stating 'Conditional questions are marked by fading green'. At the bottom, there is a file upload section with a 'Choose File' button and the text 'No file chosen'. A callout points to a blue 'Save' button, stating 'Submit answers by clicking Save'.

Participate in a Sourcing event

“Items and Lots” is the section where the supplier specifies its quotations.

Click an item to open it. 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	=	0.00 EUR
<input type="checkbox"/>   Piece Price (MOLD)			<input type="text"/>
<input type="checkbox"/>   Piece Price (PAINT)			
<input type="checkbox"/>   Tooling Cost			
<input type="checkbox"/>   Transporation Cost (if applicable)			

Participate in a Sourcing event

When the supplier has completed all requested information, click **Submit Response to Buyer** at the bottom of the page.

A green receipt of successful submission is displayed at the top of the page.



Participate in a Sourcing event

Any question regarding the event can be posted in the **Messages centre**, at the bottom of the event pages. The questions are relayed to the Event Team and the supplier will get an email notification when Guardian buyer has posted the answers. Answers are also shown in the Messages centre, as updates to the event information are possible

