

A Supplier's Guide to Coupa Sourcing

Welcome to Coupa Sourcing!


This guide describes how to access a sourcing event hosted on Coupa and how to submit the information requested by the Buyer.


The fields and settings may differ between events depending on the scope. If something is not clear, please use the Messaging centre at the bottom left on the platform to post a question to the Event team.

Login with password

The Buyer may request you to log into 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/963159d8b147b3c5870858a2c374c7dfa6211df4

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

Advanced search Free text search Expand table

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

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.

Fruit tender 2019 invitation - Sourcing Event #198

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

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.

I intend to Participate **View Event**

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.

Fruit tender 2019 - Event #198 *Active*

Countdown timer
Event Ends **13 : 11**
days hrs

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

Invitation and notifications of possible changes

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.

Indicate interest to participate

[Accept Terms and Conditions](#)

Terms and Conditions
[Non-Disclosure_Agreement.pdf](#)

Do you accept these Terms and Conditions?
 Yes
 No

Accept all T&C to gain access to event details

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

Comment mandatory if condition can not be accepted

Submit responses

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 '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

Additional information from the Buyer

- www.fruitbuyers.com
- Code_of_Conduct.docx
- Sustainability_Policy.docx

Timeline

<p>Oct 29 Pre-Bid Start 06:51 AM America/Los_Angeles 13d : 10h : 8min</p>	<p>Nov 11 Bidding Start 04:00 PM America/Los_Angeles 1h : 0min</p>	<p>Nov 11 Event End 05:00 PM America/Los_Angeles 00:00</p>
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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.

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.

Items and Lots

This is the section where you specify and price your offers. Click an item to open it. The requested 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**.

Items and Lots

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"/>

Attachments
 Click to view Add File | URL | Text

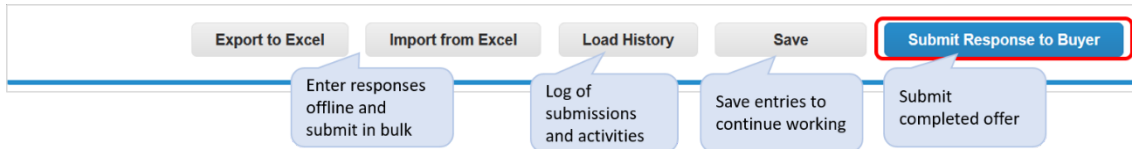
Greens - Veggies - Delivery For You...

Additional specifications
Request for additional info

Click to save quote for this item
Cancel Save Item

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.

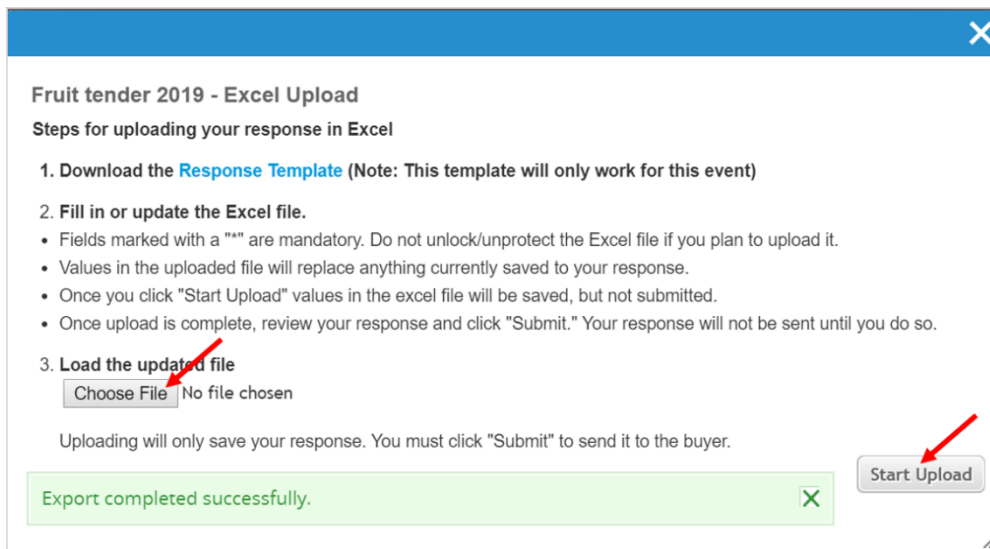


Bulk submissions

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**.



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.

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)				
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

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.

Name	Expected Qty	My Price	Price x Expected Qty	Rank
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	9,900.00	9,900.00 EUR
Apple Granny Smith grade 1	500 per Lot (kilo)	3.50 EUR	1,750.00 EUR
Apple Granny Smith grade 2	500 per Lot (kilo)	3.50 EUR	1,750.00 EUR
Pear Conference grade 1	600 per Lot (kilo)	4.00 EUR	2,400.00 EUR
Banana Cavendish	800 per Lot (kilo)	5.00 EUR	4,000.00 EUR
Items Not In Lots (1 items)			
Apple Aroma grade 1	1000 (kilo)	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.

