



# 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)	Coppe
The event opens on Friday January 11 at 10:00 CET. Cilck 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 Repsonses 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: <u>https://dashmaster21-</u> cso.coupadev.com/setup_password/963159d8b147b3c5870858a2c374c7dfa2211df4 Your username is <u>kerstin@tradeext.com</u> After setting your password, please login at <u>https://dashmaster21-cso.coupadev.com/sessions/supplier_login</u> to provide your responses. IMPORTANT: You must setup your password within 7 days of receiving this message.	Coupa 2.1 Powered by <b>&amp; coupa</b> Sign In Username
Eusiness Spend Management To get immediate updates via SMS or change notification preferences, go here and adjust your settings	Password Forgot username or password? Sign In

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.





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# 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.

₹ <b>Ç</b> eou	<b>pa</b> Fruit tender 2019 invitation	- Sourcing Event #198	
	Coupa has invited you to the sourcing event: Fri Click View Event to learn about scope and cond submit the requested information on the My Res Response due date: Monday, 11 November 2015	itions. Once you have accepted the terr <b>ponses</b> page.	ns and conditions, you may
Clie	Want to participate later? ck I intend to Participate button to let the buyer know.	Need more Click View Event and you will be	
		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.

# AIRBUS



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 Reponses** page where you find the event details.

Fruit tender 2019 - Event #198 Active	
	Countdown timer
Event Info My Response	Event Ends
Coupa has invited you to the sourcing event: Fruit tender 2019. Click View Event 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	Accept all T&C to gain access
Terms and Conditions	Do you accept these Terms and Conditions?
Non-Disclosure_Agreement.pdf	● Yes ● No
Terms and Conditions	Do you accept these Terms and Conditions?
Event_scope_and_conditions.pdf	<ul> <li>Yes</li> <li>No</li> <li>Comment mandatory if condition can not be accepted</li> </ul>
	Rejection Comment * De accepted Quote is valid only 30 days after end of event
	Submit responses Send to Event Owner





Rules for princing and award     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' nny, Example You are ranked 3 of 7:   neremental Bidding (Auction) Rules   Tes for 1st place are allowed for:   • Event Total   • Lotis   • Individual-items   During competitive bidding, you must improve your bid by:   • Event Total   • Lotis   • Individual-items   During competitive bidding, you must improve your bid by:   • Event Total   • Lotis   • Items - 1.00%   Corr responses are viewable by buyer once submitted   Bayer   Available Bid Currencies   DAD EUR GBP USD   Timeline  The start of each phase and its duration of 10 00 PM Americation Angeles Th : Omin     Active only when	Event Information & Bidding F		🔅 Buyer	Attachments	Additional information from
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Active only when acceptance of all T&C			rica/Los_Angeles		rica/Los_Angeles
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				has been submitted	

# 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 <sup>S</sup>. If you have several files, you may attach them one by one or as a zip archive.





Attachments Provided by Sourcing Manager	Additional information from Buyer	Possibility to attach a file to your offer	Hide/expand section
Instructions 1. Submit the accepted and signe 2. Download the file Item_specific requirements.	d NDA to the right. ation.xlsx for more details about delivery	Response to Attachment * Add File Click and browse to submit requested info	
Attachment		Browse	×

## 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.

Forms		Hide/expand section
1. General capabilities		;
2. Quality Management Assessment		· ·
Please answer the questions below. Mandatory questions are marked by red asterisk		Hide/expand this questionnaire
* Do you have a Quality  Yes System implemented?  No	Conditional questions are marked by fading green	
Which one(s)? Please describe if not one of the major standards.	marked by lading green	
Please submit a copy Choose File No file chosen of your certification(s), if any.		Submit answers by clicking Save
		Save

#### 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.



# **從coupa**

■ Items and Lots					~
Name	Expected Qty			My Price	Price x Expected Qty >
🖶 Lot: Stockholm site	1 Lots	x	Click to edit specifications	÷	0.00 EUR
Apple Granny Smith grade 1	500 per Lot (kilo)	х		=	0.00 EUR
Apple Granny Smith grade 2	500 per Lot (kilo)	x		* =	0.00 EUR
🗁 Pear Conference grade 1	600 per Lot (kilo)	x		=	0.00 EUR
计 Banana Cavendish	800 per Lot (kilo)	x		=	0.00 EUR
Items Not In Lots (1 items)					0.00 EUR
Apple Aroma grade 1	1000 (kilo)	х		*=	0.00 EUR

		Name		Exp	ected Qty		My Price	Price x Expected Qty >
		Lot: St	tockholm site		1 Lots ×		<b>750.00</b> EUR <sup>=</sup>	750.00 EUR
		Item R	equested	Ship To		Item Details		Need By Date
Item specification	Û	Apple	e Granny Smith gra	ade 1		Specification_	Apples.xisx	01/31/19
Item sr		Expect	ted Quantity		My Price *	Price per UoM for expected quantity		Line Total
		500 kil	0 x		1.50 =			750.00 EUR
			Your Item Name			Lead Time *		
			Enter your item or	service name		3		Days
			ID/Part Number			Description *		
uote			Enter an ID or par	t number		Granny Smith acco	rding to attached specification	s, 20 kg/case
Specification of your guote			Add Imag	e				
ficat			Add image in GIF,	JPEG, or PNG				
Speci			formats Attachments	Add File   URL   Tex	from	dditional specs you		
			Click to view		es - Delivery For You		Click to save for this item	
			* Form	ifications	Request for a	dditional info	Cancel	$\checkmark$

## 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.





Export to Ex	cel Import from Excel	Load History	Save	Submit Response to Buyer
	Enter responses offline and submit in bulk	Log of submissions and activities	Save entries to continue working	Submit completed offer

#### **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**.

<ul> <li>Fruit tender 2019 - Excel Upload</li> <li>Steps for uploading your response in Excel</li> <li>1. Download the Response Template (Note: This template will only work for this event)</li> <li>2. Fill in or update the Excel file.</li> <li>Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.</li> <li>Values in the uploaded file will replace anything currently saved to your response.</li> <li>Once you click "Start Upload" values in the excel file will be saved, but not submitted.</li> <li>Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.</li> </ul>
<ol> <li>Fill in or update the Excel file.</li> <li>Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.</li> <li>Values in the uploaded file will replace anything currently saved to your response.</li> <li>Once you click "Start Upload" values in the excel file will be saved, but not submitted.</li> </ol>
<ul> <li>Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.</li> <li>Values in the uploaded file will replace anything currently saved to your response.</li> <li>Once you click "Start Upload" values in the excel file will be saved, but not submitted.</li> </ul>
3. Load the updated file Choose 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.

Item	is and Lots					k to update offers m pre-bidding	Edit Response
Name		Expected Qty		My Price		Price x Expected Qty	Rank o the lot
🖶 Lo	ot: Stockholm site	1 Lots		4,760.00		4,760.00 EUR	Your Rank Is 2
÷	Apple Granny Smith grade 1	500 per Lot (kilo)	х	1.45	* =	725.00 EUR	
	Apple Granny Smith grade 2	500 per Lot (kilo)	x	1.25	* =	625.00 EUR	
	Pear Conference grade 1	600 per Lot (kilo)	х	1.75	* =	1,050.00 EUR	
÷	Banana Cavendish	800 per Lot (kilo)	x	2.95	* =	2,360.00 EUR	
ite	ems Not In Lots (1 items)						Rank on the separate ite
ŵ	Apple Aroma grade 1	1000 (kilo)	x	1.00	• =	1,000.00 EUR	Your Rank Is 2
				Total	5	,760.00 EUR Y	our Rank Is 3
							Rank on the to offered cost

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.

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 g	rade 1 500 per Lot (kilo)	х	1.40 * =	700.00 EUR	
🗁 Apple Granny Smith g	rade 2 500 per Lot (kilo)	x	1.25 * =	625.00 EUR	
Pear Conference grade	e 1 600 per Lot (kilo)	х	1.75 * =	1,050.00 EUR	
Banana Cavendish	800 per Lot (kilo)	х	2.95 * =	2,360.00 EUR	
Items Not In Lots (1 items	5)				
Apple Aroma grade 1	1000 (kilo)	x	0.90 * =	900.00 EUR	Your Rank Is 1
			Total 5,	635.00 EUR	our Rank Is 3





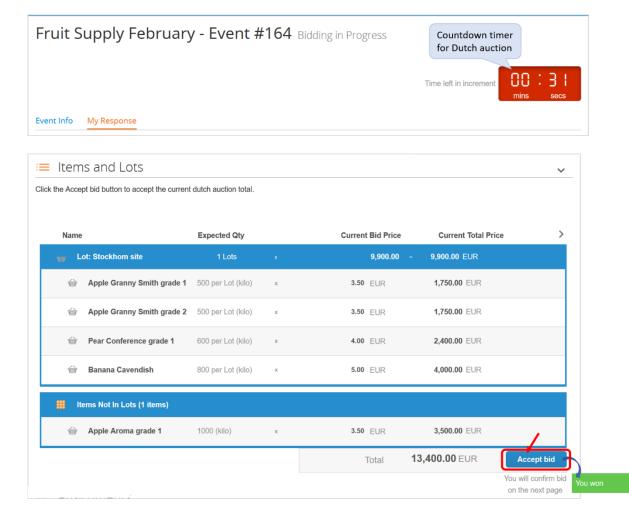
## Competitive bidding – Dutch auction

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.







### 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.

