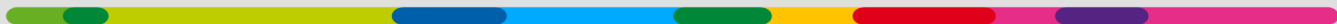




Purchase to Pay

Respond to a Sourcing Event (Spot Bid)

As of MAY 2019




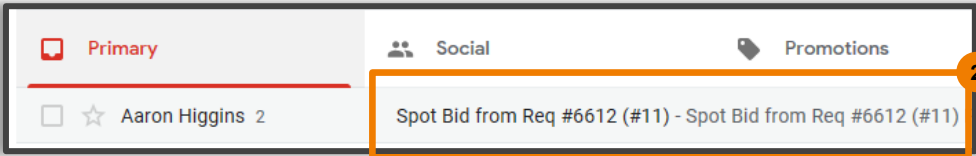

Overview

When a supplier receives a sourcing event email invitation, they need to create their login in the Coupa Sourcing Portal. After doing so, they can see all their sourcing events from Engie in the portal and start responding to each sourcing event (spot bids).

Objective

Supplier to respond to a sourcing event (spot bid)

Steps for supplier to respond in a Sourcing Event:

<p>Open Email</p> <p>1 Open email client, i.e., Outlook, GMAIL etc.</p>	
<p>2 Search for the sourcing invitation from Coupa. The email tile may contain Spot Bid from Req# XXXX.</p>	
<p>Sourcing Invitation Email</p> <p>3 Open the email invitation.</p> <p>Click the link after this text: Before you can login, you need to setup your new password at the following link:</p>	

Welcome to Coupa!

- 4 Setup your login details in Coupa sourcing portal. Input your password and confirm it.

Then click **Change Password**.

Welcome to Coupa!

Please enter your desired password, then reenter it for verification.
Your password must be at least 8 characters. Your password must contain both letters and numbers.

Password

Password Confirmation

Change Password 4

- 5 Input your Login details.

Reference the email invitation for your Username details.

- 6 Then click **Sign In** button

Password was successfully updated. Please log in.

TEST ENGIE North America

Powered by

Sign In

Username

Password

[Forgot username or password?](#)

Sign In 6

5

Your username is 13a7b2c2-30e7-42d5-b202-2ed3369e2599 5

After setting your password, please login at <https://engiena-test.coupa.com> responses.

Sourcing Response Portal

In the Sourcing response Portal, the supplier can see all their sourcing events.

- 7 Click the **Event#** link to provide response to the event.

Welcome to your Sourcing Response Portal!

TEST ENGIE North America has invited you to the sourcing event: Spot Bid from Req #6612. 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.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
11	Spot Bid from Req #6612	03/05/19	03/19/19	Prod	RFQ	0
9	Spot Bid from Req #6596	03/05/19	03/19/19	Prod	RFQ	0

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- 8 Tick "Check this box to let the buyer know you intend to respond"

Spot Bid from Req #6612 - Event #11 Active

Event Ends 14:05 days hrs

Event Info

TEST ENGIE North America has invited you to the sourcing event: Spot Bid from Req #6612. 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.

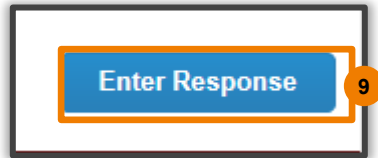
Event Information & Bidding Rules

Event will end at the Event End Time.
Responses are sealed until event closes

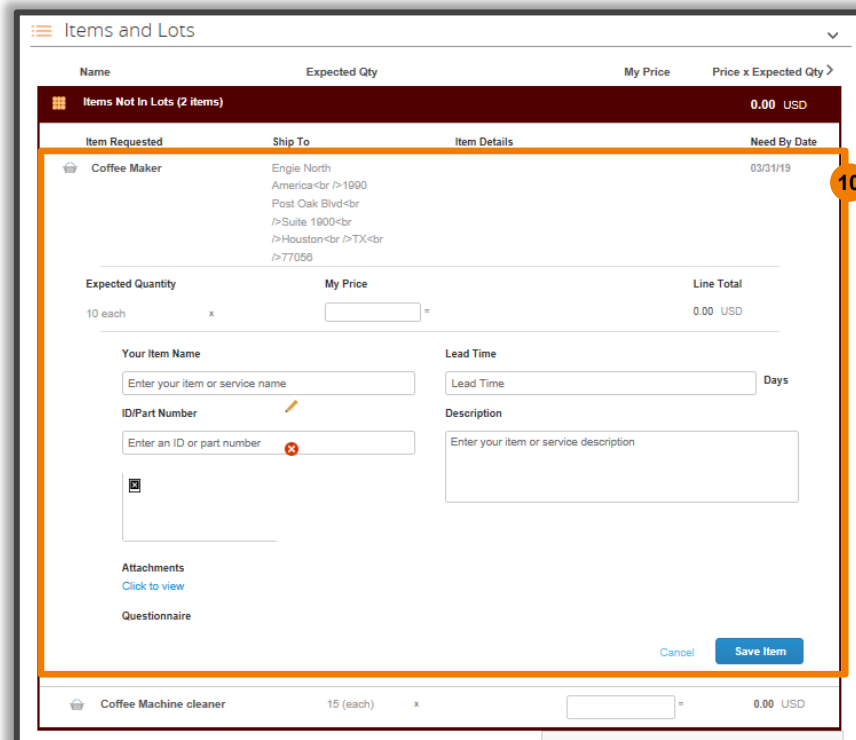
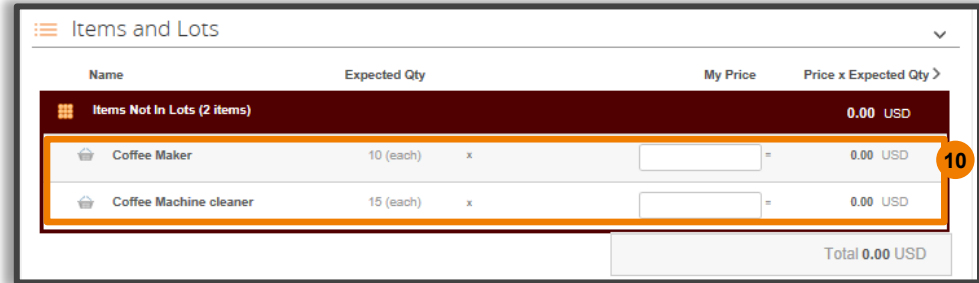
Intend to Respond

Check this box to let the buyer know you intend to respond

9 Click Enter Response



10 Click the Item to see more details. Supplier can add additional information for the item, i.e Your Item Name, Part number, Lead time, Description and Attachments. Under Attachments, click "Click to view" to add attachments.



11 Provide your price and all the information required or necessary. Click **Save Item**.

Do the same for the succeeding items.

Item Requested	Ship To	Item Details	Need By Date
Coffee Maker	Engie North America Post Oak Blvd Suite 1900 Houston TX 77058		03/31/19

Expected Quantity	My Price	Line Total
10 each x	25.99 =	0.00 USD

Your Item Name: My Coffee, 20-cup Coffee Maker, Black

Lead Time: 3 Days

ID/Part Number: Enter an ID or part number

Description: Grab-A-Cup Auto Pause stops cycle if you need a cup before brewing is finished. Dual water window allows visibility as you fill—no more overflows. Lift and Clean Filter Basket for fast and easy clean up. Easy cord storage eliminates counter clutter.

Attachments: Add File | URL | Text

Questionnaire

Buttons: Cancel, Save Item

12 Review all responses. If satisfied, click **Submit Response to Buyer**

Supplier can also do the following:

Export to Excel
-To export responses

Import from Excel – to upload responses using Response template

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (2 items)			
Coffee Maker	10 (each) x	25.99 =	259.90 USD
Coffee Machine cleaner	15 (each) x	11.99 =	179.85 USD
			Total 439.75 USD

Buttons: Export to Excel, Import from Excel, Load History, Save, Submit Response to Buyer

13 If the event is still active, supplier can still edit their response by clicking **Edit**

Response button.

After editing the responses, click **Submit Response to Buyer** button again.

The screenshot shows a table titled "Items and Lots" with columns: Name, Expected Qty, My Price, and Price x Expected Qty. The table lists two items: "Coffee Maker" and "Coffee Machine cleaner". The total price is 439.75 USD. The "Edit Response" button is highlighted with an orange box and a circled "13".

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (2 items)			439.75 USD
Coffee Maker	10 (each) x	25.99 =	259.90 USD
Coffee Machine cleaner	15 (each) x	11.99 =	179.85 USD
Total			439.75 USD

The screenshot shows the same "Items and Lots" table, but the prices have been updated. The "Coffee Maker" price is now 25.99 and the "Coffee Machine cleaner" price is now \$12.99. The total price is 454.75 USD. The "Submit Response to Buyer" button is highlighted with an orange box and a circled "13".

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (2 items)			454.75 USD
Coffee Maker	10 (each) x	25.99 =	259.90 USD
Coffee Machine cleaner	15 (each) x	\$12.99 =	194.85 USD
Total			454.75 USD

Spot Bid event response is completed

The confirmation message stating that the **Response submitted to Buyer** is displayed.

The next step is to wait for the event to end and for a notification if the supplier response won the bidding.

