Purchase to Pay

Sourcing Event (Spot Bid) – Supplier View

As of MARCH 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open Email</td>
</tr>
<tr>
<td></td>
<td>Open email client, i.e., Outlook, GMAIL etc.</td>
</tr>
<tr>
<td></td>
<td><img src="https://mail.google.com/mail/u/0" alt="Image" /></td>
</tr>
<tr>
<td>2</td>
<td>Search for the sourcing invitation from Coupa. The email tile may contain <strong>Spot Bid from Req# XXXX</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Sourcing Invitation Email</td>
</tr>
<tr>
<td></td>
<td>Open the email invitation. Click the link after this text: <strong>Before you can login, you need to setup your new password at the following link:</strong></td>
</tr>
<tr>
<td></td>
<td><img src="https://mail.google.com/mail/u/0" alt="Image" /></td>
</tr>
</tbody>
</table>
Welcome to Coupa!

4. Setup your login details in Coupa sourcing portal. Input your password and confirm it. Then click Change Password.

5. Input your Login details. Reference the email invitation for your Username details. Then click Sign In button.

**Sourcing Response Portal**

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

1. Click the **Event#** link to provide response to the event.

2. Tick "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.

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

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.

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.