



Coupa

Respond to a Sourcing Event (Suppliers)

As of August 2020



Overview

There are different types of Sourcing Events that a Supplier can be invited to:

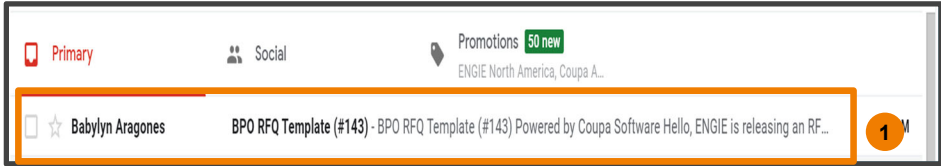
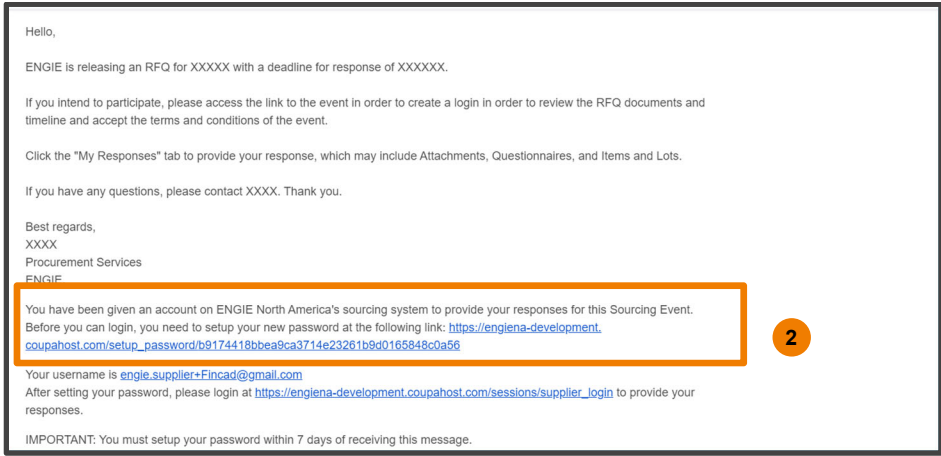
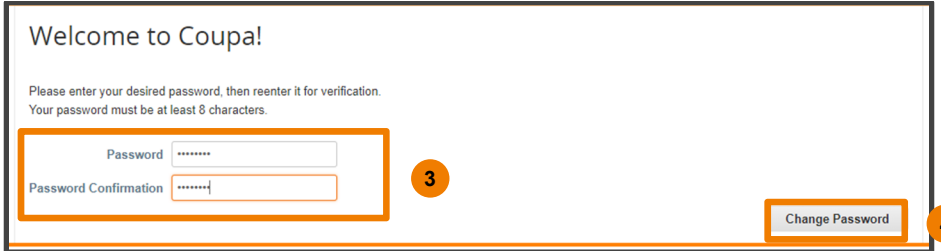
- Request for Proposal
- Request for Quotation
- Request for Information

Once invited, the supplier will have an ability to respond or decline to participate in the event.

Objective

This job aid describes the process on how to respond to a Sourcing Event.

Steps to Respond to an Event:

<p>1 Supplier will receive an email notification from Coupa.</p>	
<p>2 Supplier to setup the password by clicking the link provided in the email notification</p> <p>Note: If you already have an account registered on the on the Coupa Sourcing Portal, click the link to view the event and skip to step 5.</p>	
<p>3 Supplier will be redirected to Welcome to Coupa Create Password Page.</p> <p>Populate Password and Password Confirmation</p> <p>4 Click Change Password</p>	

5 Click **I Intend to participate in this event.**

6 **Review and Accept the Terms and Conditions**

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.

5

Accept Terms and Conditions

Terms and Conditions

Do you accept these Terms and Conditions?

Yes
 No

6

Send to Event Owner

7 Click **Enter Response Button**

Timeline

Aug 6 Event Start 07:34 AM America/Chicago
14d : 23h : 57min

Aug 21 Event End 07:32 AM America/Chicago
00:00

7

Enter Response

8 Go to **Attachment Section Download Attachment:**

- Open Attachment
- **Reattach Attachment (if required):**
- Go to Response
- Click add File

Event Info My Response

Attachments

Provided by Babylyn Aragones	Your response
Engie Sourcing Event	Response to Engie Sourcing Event
Attachment Engie_Sourcing_Event.docx	Attachment Add File
Attachment None	Response to Attachment Add File

8

9 If the event contains **Items and Lots**, enter the Bid. Populate the following mandatory fields:

- My Price**
- Your Item Name**
- Lead Time**
- Description**
- Attachments**

- Click to View
- Click Add file

10 Click **Save Item**

Items and Lots

Event Ends 14:23 days hrs

Name Expected Qty My Price

Items Not in Lots (1 items) 2,200,000 USD

Item Requested	Ship To	Item Details
Laptop		
Manufacturer Name	Manufacturer Part Number	
Expected Quantity 11 Each x	My Price * 200.00	Line Total = 2,200.00 USD
Your Item Name * Laptop	Lead Time * Lead Time Days	Description * Enter your item or service description
ID/Part Number Enter an ID or part number		
Add Image Add image in GIF, JPEG, or PNG formats		
Attachments * Click to view		
Form		

9

10

Cancel Save Item

11

Click **Submit Response to Buyer**

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)			2,200.0000 USD
Laptop	11 (Each) x	200.00 *	2,200.00 USD

Total 2,200.00 USD

I have reviewed the changes to this event

Export to Excel Import from Excel Load History Save **11** Submit Response to Buyer

12

Confirmation message appears **“Response submitted to Buyer”**

BPO RFQ Template - Event #143 Active

Response submitted to Buyer **12** X