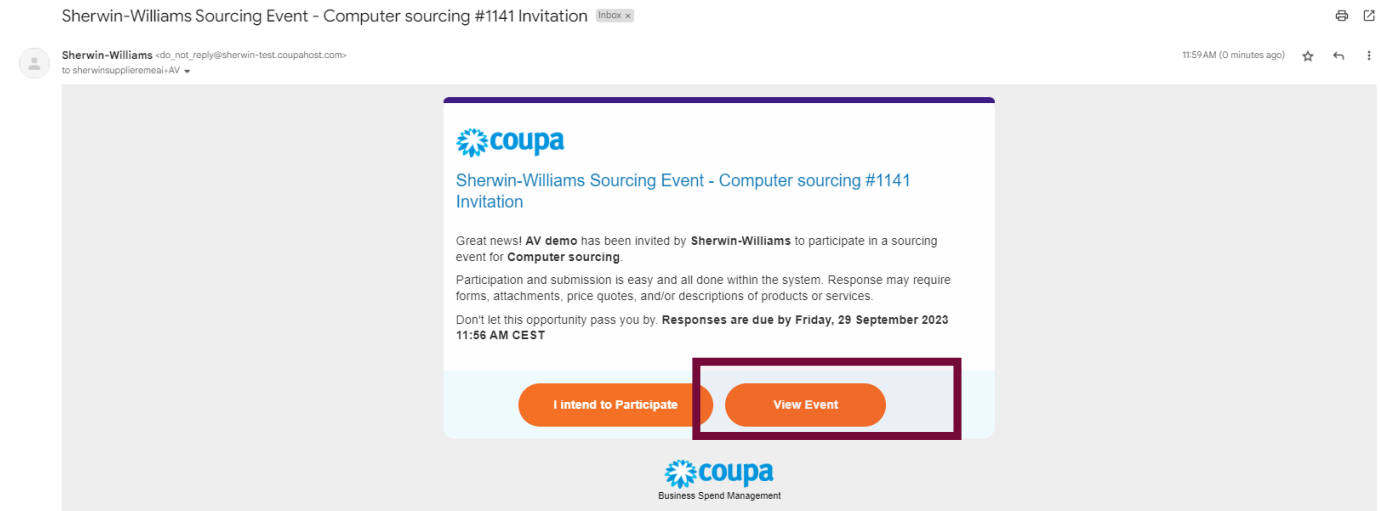# Suppliers guide to sourcing

Coupa Supplier Guide
Suppliers guide to 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 center at the bottom left on the platform to post a question to the Event team.

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. The Event organizer may send a reminder email.

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, 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.

Computer sourcing - Event #1141 Active

Event Ends 14 : 23
days   hrs

Event Info

Great news! Supplier has been invited by Sherwin-Williams to participate in a sourcing event for Computer sourcing. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services.

Do you intend to participate in this event?

☐ I intend to participate in this event
Buyer will be notified of your intent to participate.

Accept Terms and Conditions 🚩

Terms and Conditions   Do you accept these Terms and Conditions?
https://sherwin-test.coupahost.com/   ○ Yes
                                          ○ No
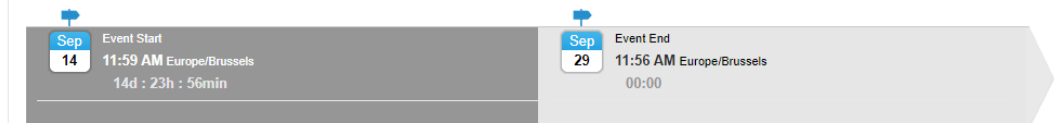
Send to Event Owner

⚙ Event Information & Bidding Rules   ⚙ Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

📅 Timeline

Sep 14	Event Start	Sep 29	Event End
	11:59 AM Europe/Brussels		11:56 AM Europe/Brussels
	14d : 23h : 56min		00:00

Enter Response   nfidential

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.

Coupa Supplier Guide
Suppliers guide to sourcing

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.

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.

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.

Computer sourcing - Event #1141 Active

Event Ends 14 : 22
            days hrs

Event Info   My Responses   AV demo - #4245

* Name [   ]

📎 Attachments   ⌃

Ann Vandekerckhove has not provided any Attachments for this event

📄 Forms   ⌃

Ann Vandekerckhove has not provided any Forms for this event

☰ Items and Services   ⌃

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty ❯
Items Not In Lots (1 items)				**0.0000 EUR**
🛒 Computer		6.00000 (Each) x	* Equipment Cost [ ]	= 0.00 EUR
			* Tax (%) [ ]	
			Total Cost per Unit = Equipment Cost + Tax (%)	

Total **0.00** EUR

☐ I have reviewed the changes to this event

| Export to Excel | Import from Excel | Load History | Save | Submit Response |

Instead of entering the fields on the Sourcing website, you can also fill in the data in an excel file. This file can be downloaded by clicking on **Export to Excel** and after filling in the file **import from Excel**. Below you can see an extract from the excel file. The white cells should be filled in before uploading the file to the sourcing portal.

Computer sourcing - Event #1141 Active

Event Ends **14 : 22** days hrs

Event Info   My Responses   AV demo - #4245

* Name

Attachments

Ann Vandekerckhove has not provided any Attachments for this event

Forms

Ann Vandekerckhove has not provided any Forms for this event

Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty

Items Not In Lots (1 items)   0.0000 EUR

Computer   6.00000 (Each) x   * Equipment Cost   = 0.00 EUR

* Tax (%)

Total Cost per Unit = Equipment Cost + Tax (%)

Total **0.00** EUR

I have reviewed the changes to this event

Export to Excel   Import from Excel   Load History   Save   Submit Response

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.

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.

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.

Import from Excel: Enter responses offline and submit in bulk

Load History: Log of submissions and activities

Save: Save entries to continue working

Submit Response to Buyer: Submit completed offer

| Export to Excel | Import from Excel | Load History | Save | Submit Response |

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.

Computer sourcing - Excel Upload

Steps for uploading your response in Excel

1. Download the **Response Template** (Note: This template will only work for this event)

2. **Fill in or update the Excel file.**
- Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
- Values in the uploaded file will replace anything currently saved to your response.
- Once you click "Start Upload" values in the excel file will be saved, but not submitted.
- Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.

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.

Start Upload

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.

Computer sourcing - Event #1150 Bidding in Progress

Bidding Countdown 23 : 37 hrs mins

Event Info   My Response

Edit Response

☰ Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty	
Items Not In Lots (1 items)					
🛒 Computer		6.00000 (Each)	10,000.00	60,000.00 EUR	Your Rank Is 1 of 1
			Total	60,000.00 EUR	Your Rank Is 1 of 1

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.

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.

Computer sourcing - Event #1152 Bidding in Progress

Time left in the current step 01:22 mins secs

Step 1

Event Info   My Response

≡ Items and Services

Click the Accept bid button to accept the current dutch auction total.

Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price	

⊞ Items Not In Lots (1 items)

| 🛒 Computer | | 6.00000 (Each) | 5,000.00 EUR | 30,000.00 EUR | |

| | | | Total | 30,000.00 EUR | Accept bid |

You will confirm bid on the next page

🖉 Attachments

Ann Vandekerckhove has not provided any Attachments for this event

📄 Forms

Ann Vandekerckhove has not provided any Forms for this event
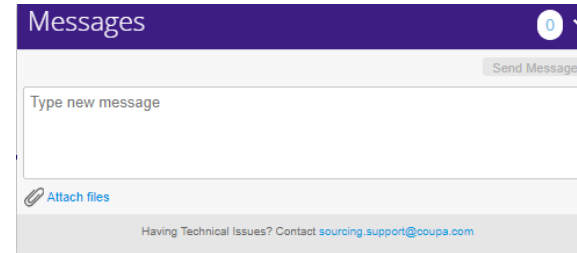
Load History

Click Load History at the bottom of the My Responses page to expand the log where you can see your submissions and other activities.

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 center 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.

Messages

Send Message

Type new message

Attach files

Having Technical Issues? Contact sourcing.support@coupa.com

Deutsch   português
English   română
Nederlands   suomi
Tiếng Việt   svenska
Türkçe   čeština
dansk   Ελληνικά
español   русский
français   ไทย
italiano   中文
magyar   日本語
norsk   한국어
polski

Language and Region Settings
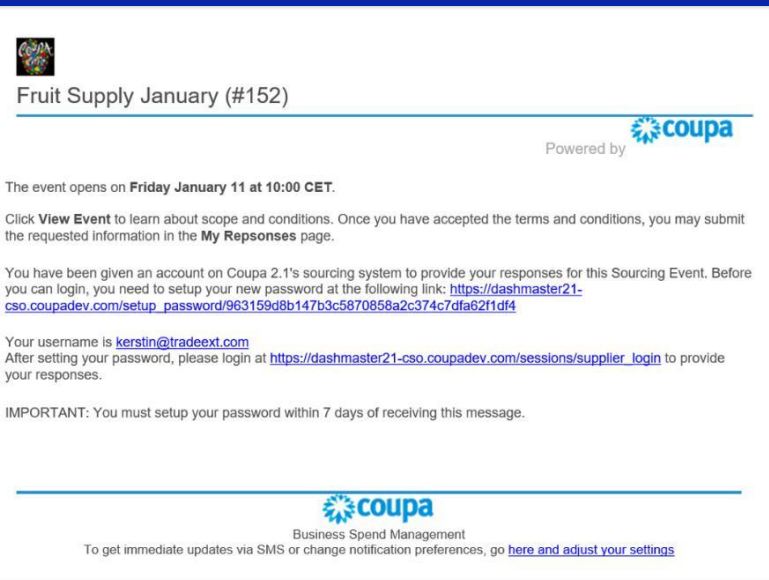
Suggest Translations

· English (United States) ·

The Buyer may request you to log in to 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.

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.