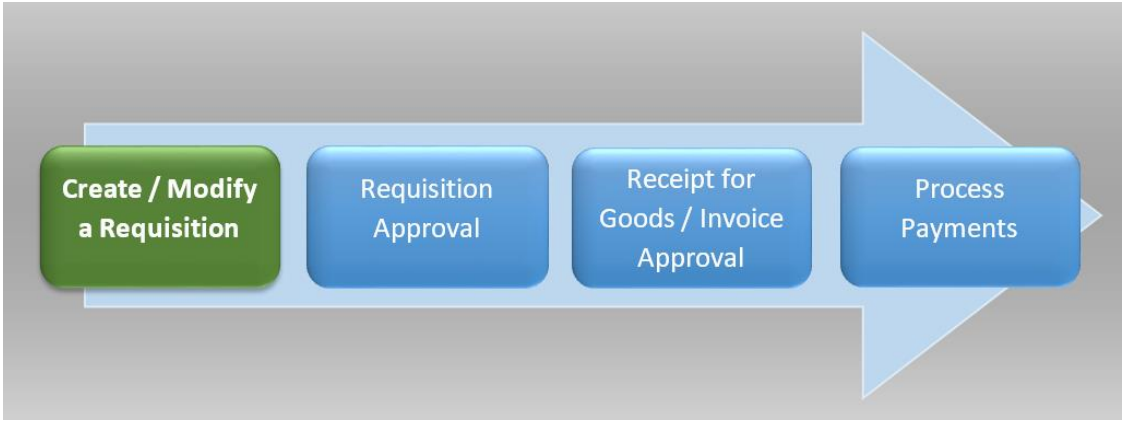
Coupa Indirect Procure to Pay

Supplier Training

How to Submit a Quotation



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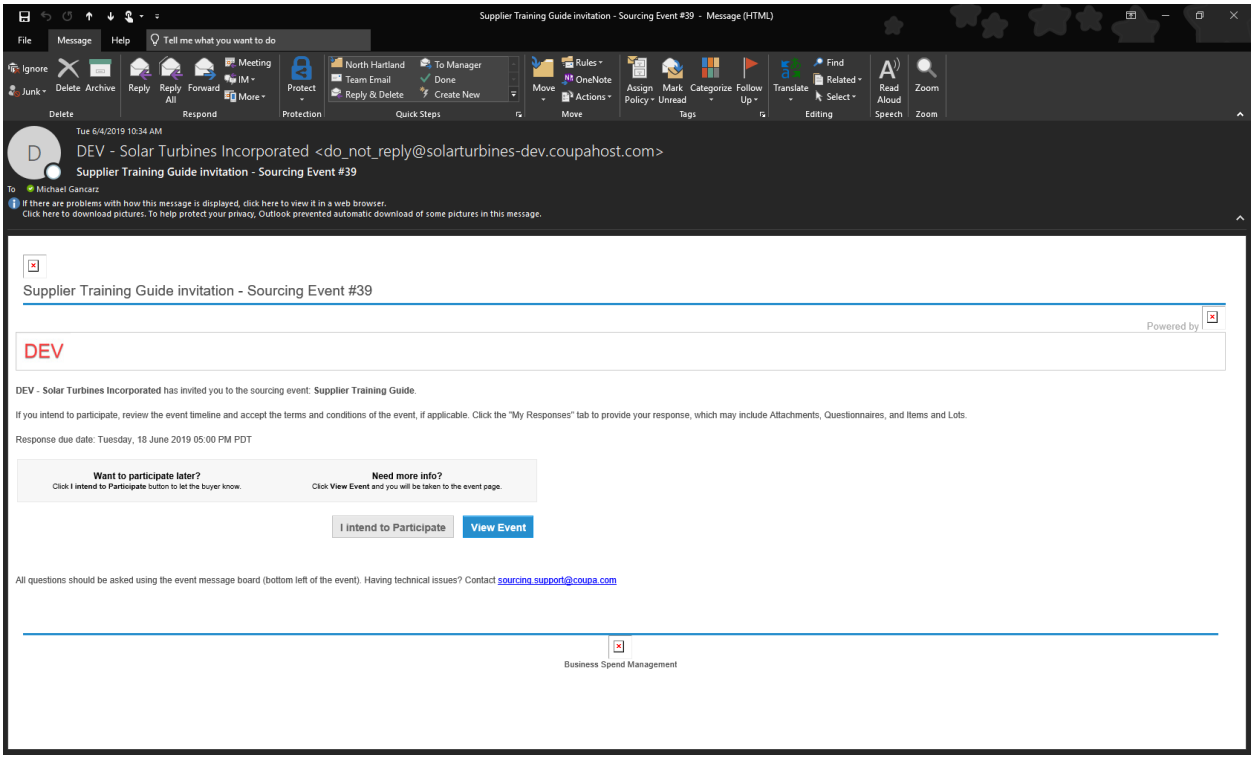
Introduction

This is a Coupa Indirect Procure to Pay process guide to support the **Supplier Quoting**. Any additional processes or questions that may need to be added to this document can be sent to Nicole Glaeser for updating.

How to Access The Souring Event

I. Accessing the Sourcing Event:

1. Accessing the quoting event: Supplier will receive an email invitation to the sourcing event.



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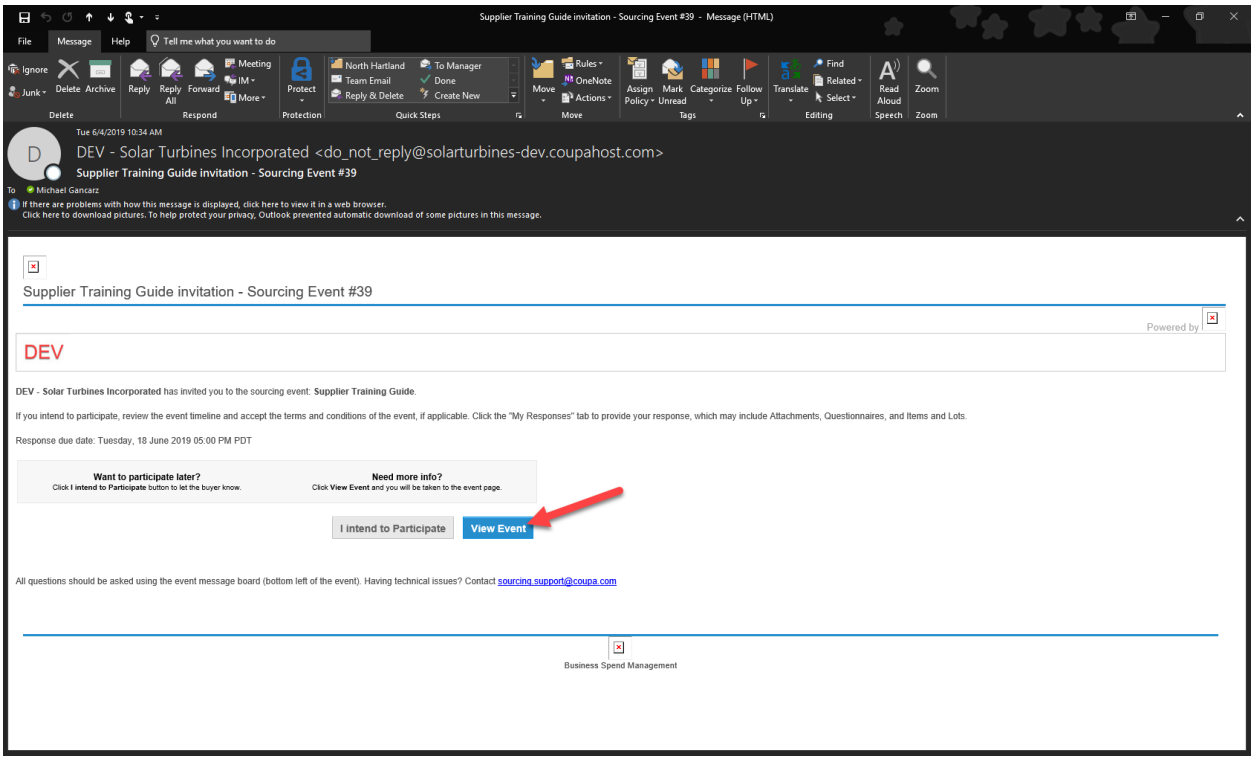
2. Click on the “View Event,” link to access the Sourcing Event.



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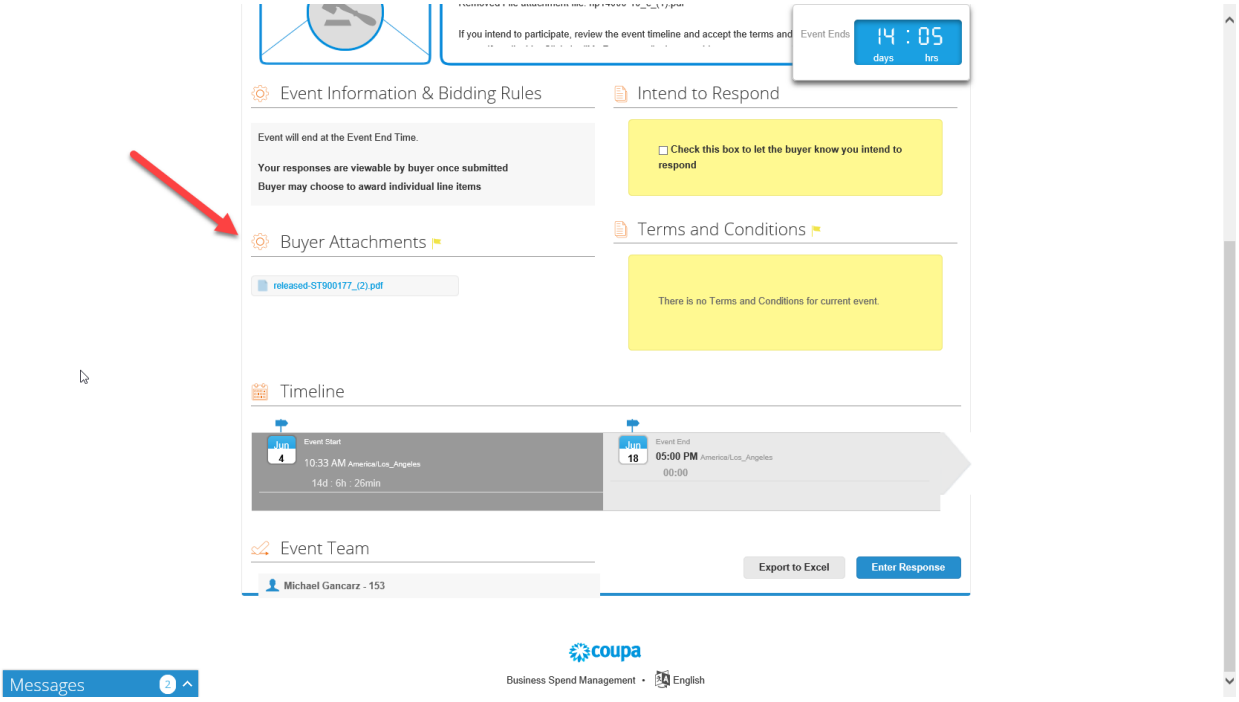
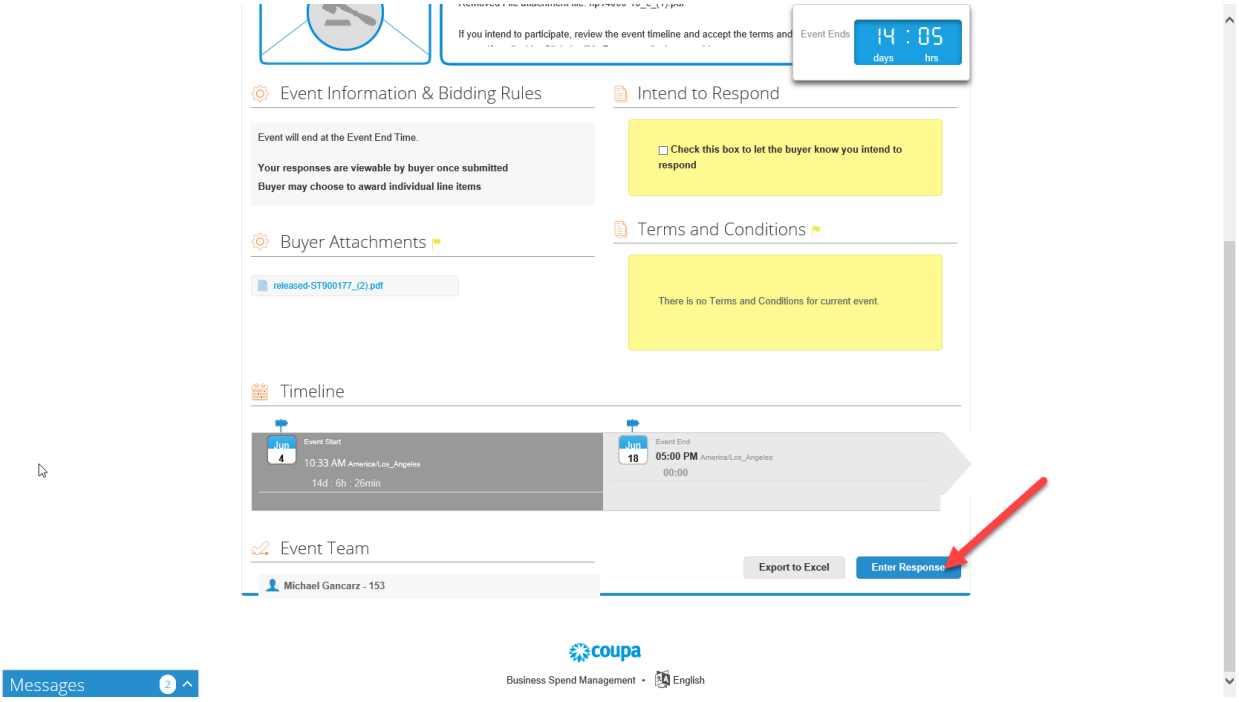
3. How to View Event Information:
    a. Attachments may be listed under “Buyer Attachments.”



    b. Attachments may be under the item description.



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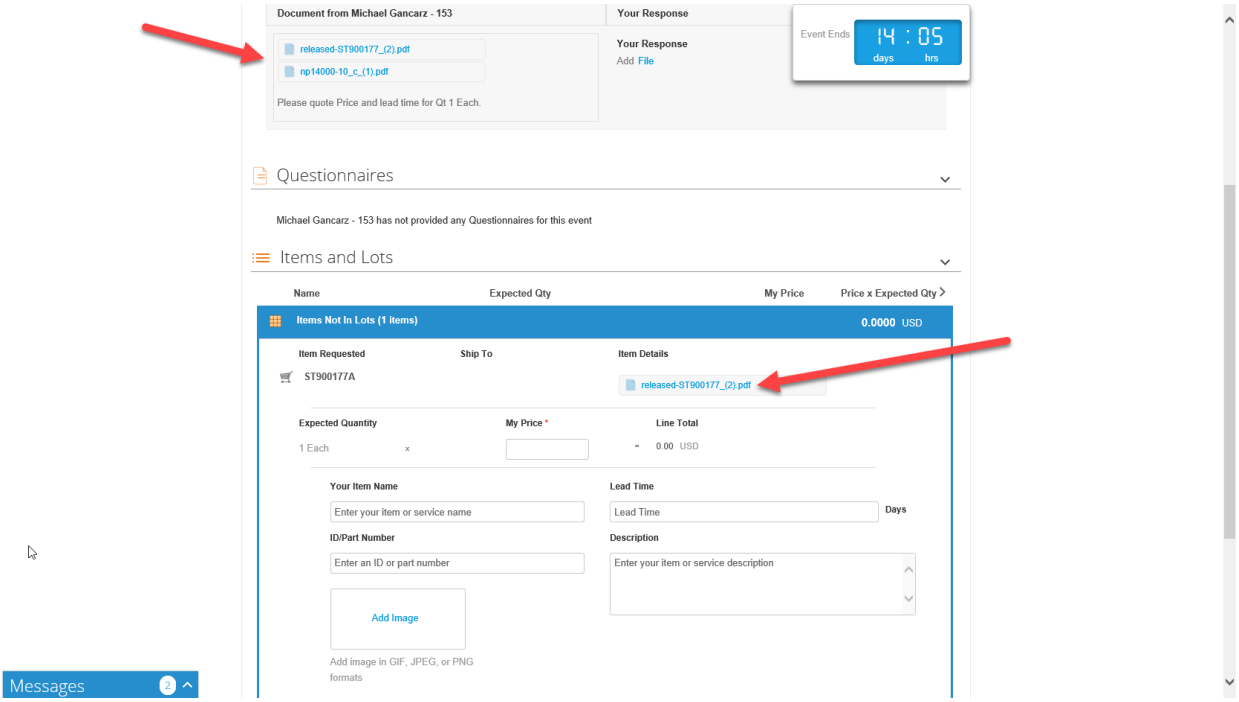
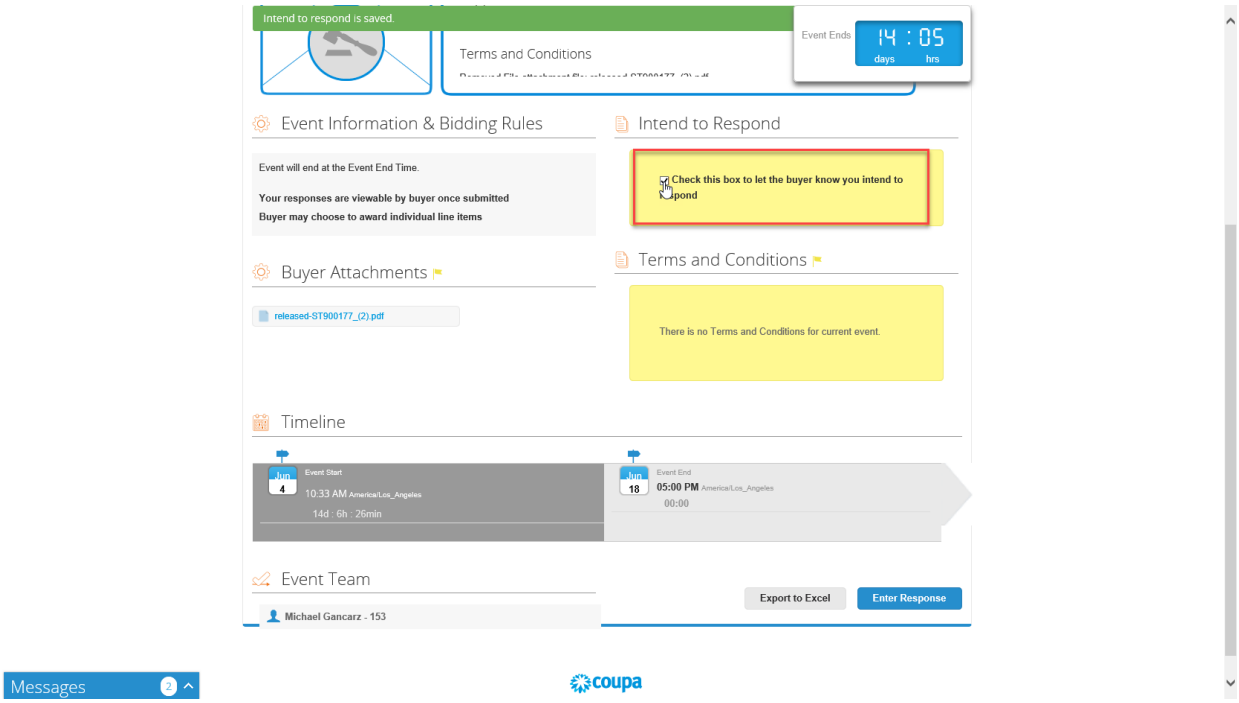


4. If you intend to participate, but will submit a quote later, please check the box, this will tell the buyer that they are expecting a response from you and they can contact you before closing the event to check on quote status.



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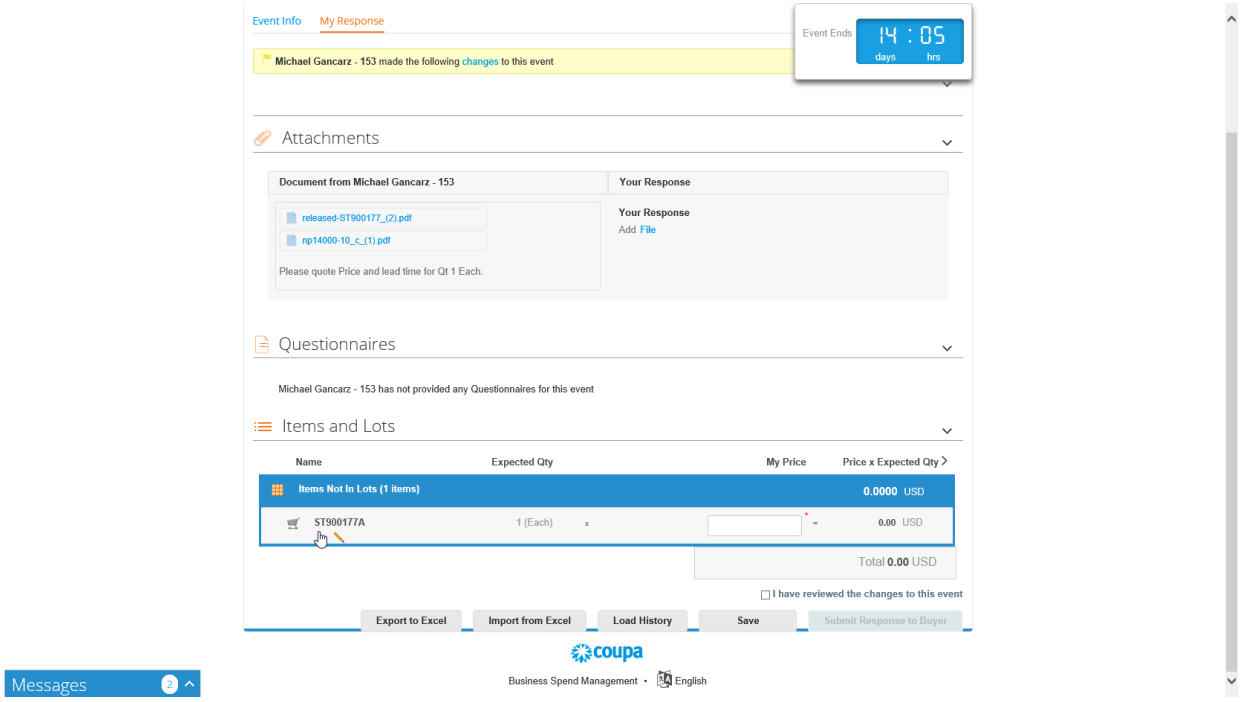
How to Submit Your Bid

II. Submitting a bid through the Sourcing Event (the original link in the email provided must be used to access the event, so be sure to retain this email).

5. Click on the item to expand the text boxes.



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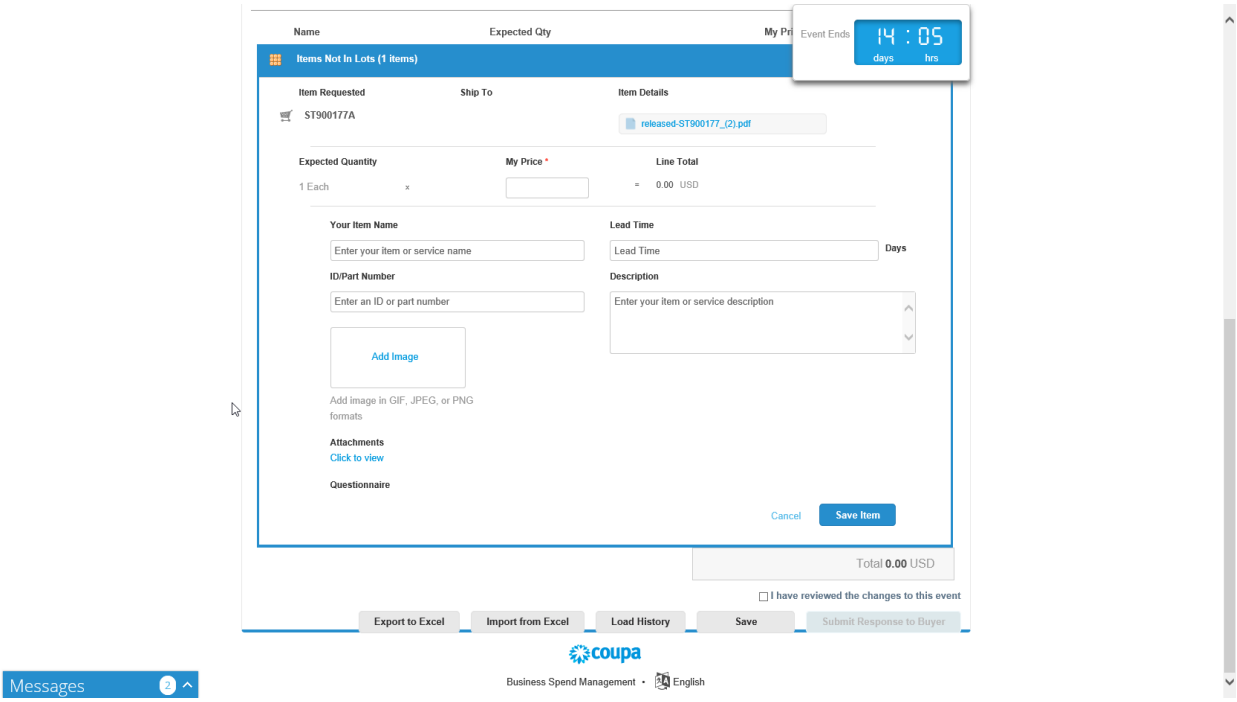
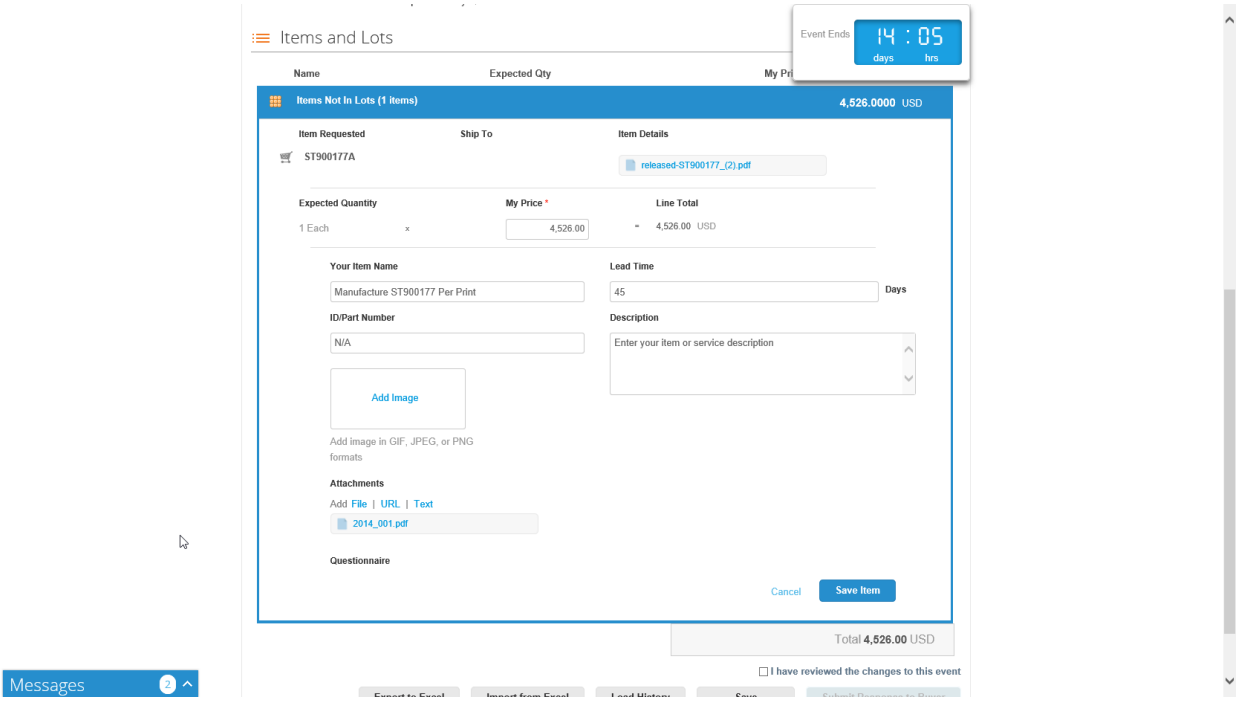


6. Follow the box titles to input the quote information.



7. PDF or Word copies of formal quote can be attached as shown below.

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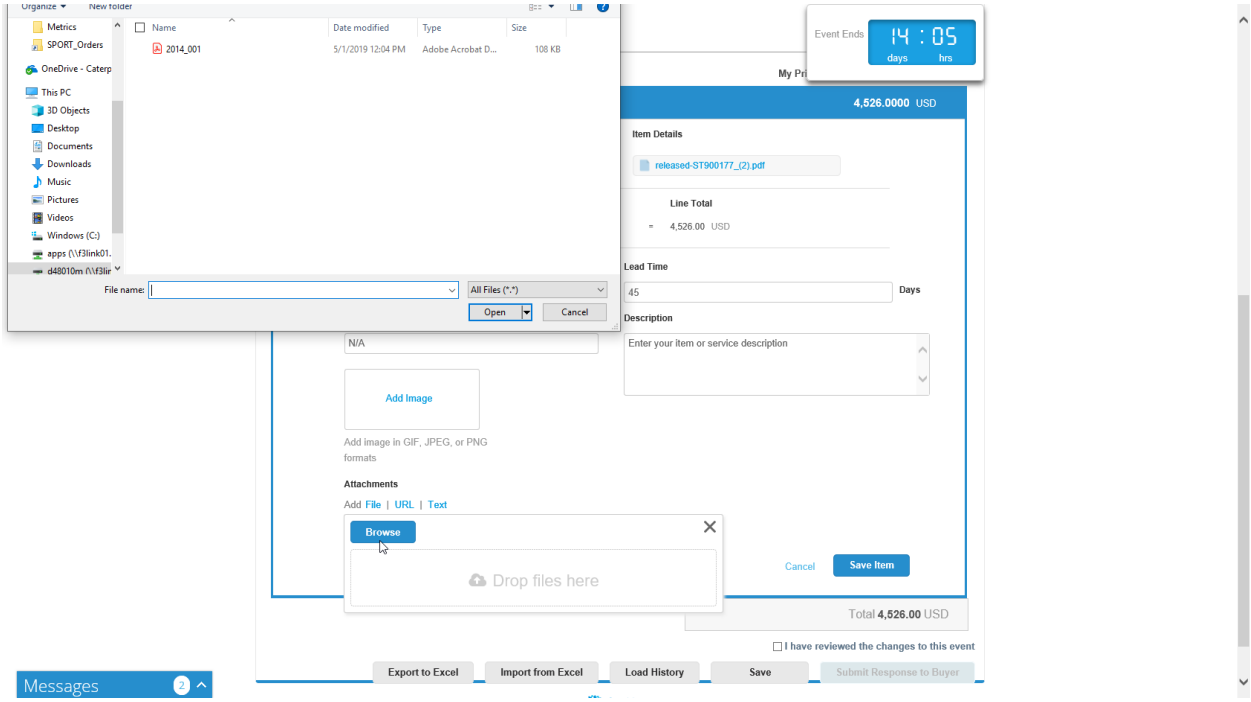

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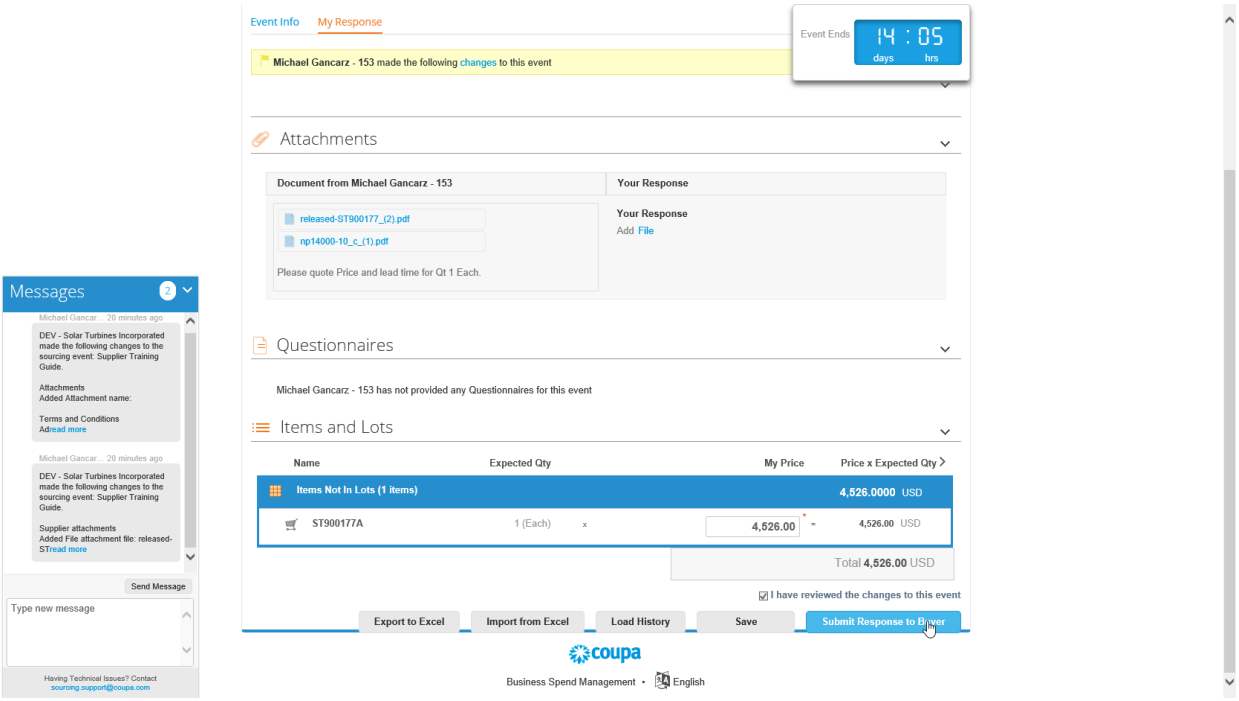
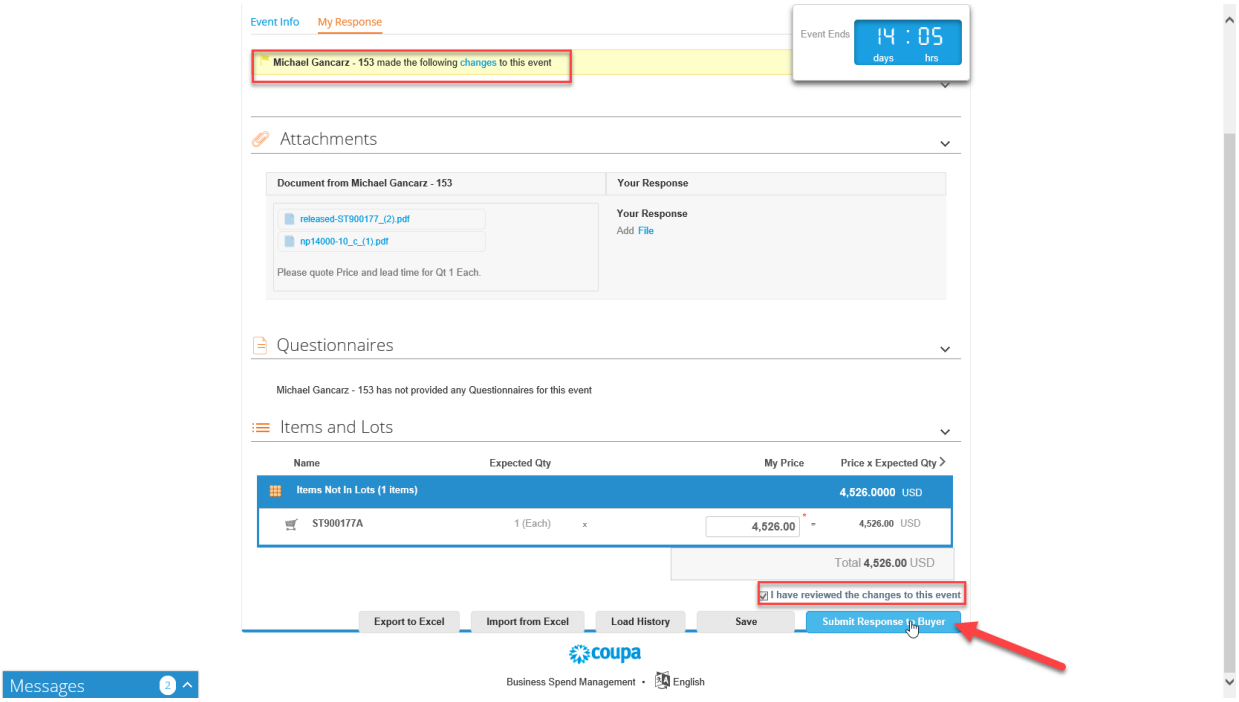
8. Submitting the bid:



If the Sourcing Event has been Edited:

Check the "I have reviewed the changes to this event," if present. This will populate if any changes were made after the original invite. Then "Submit Response to Buyer."



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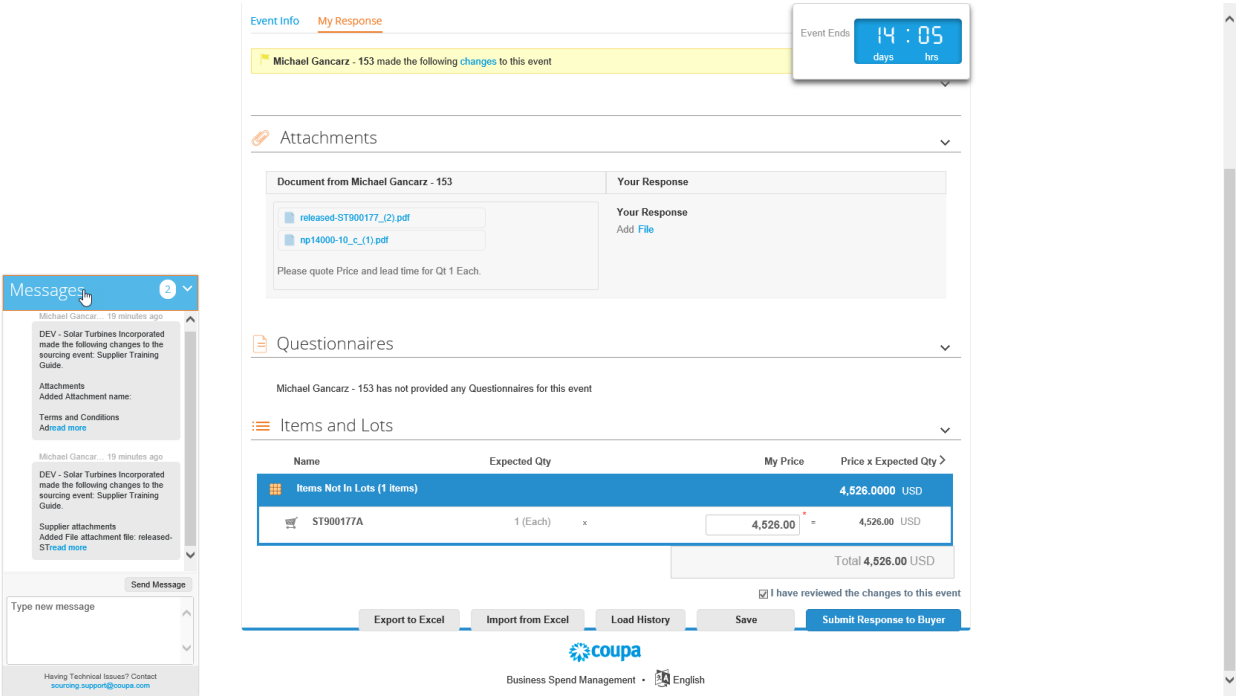
Communicating with the Buyer

If you require additional files or information, messages can be sent directly through the Sourcing event to the buyer.



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