

Coupa Indirect Procure to Pay

Supplier Training

How to Submit a Quotation



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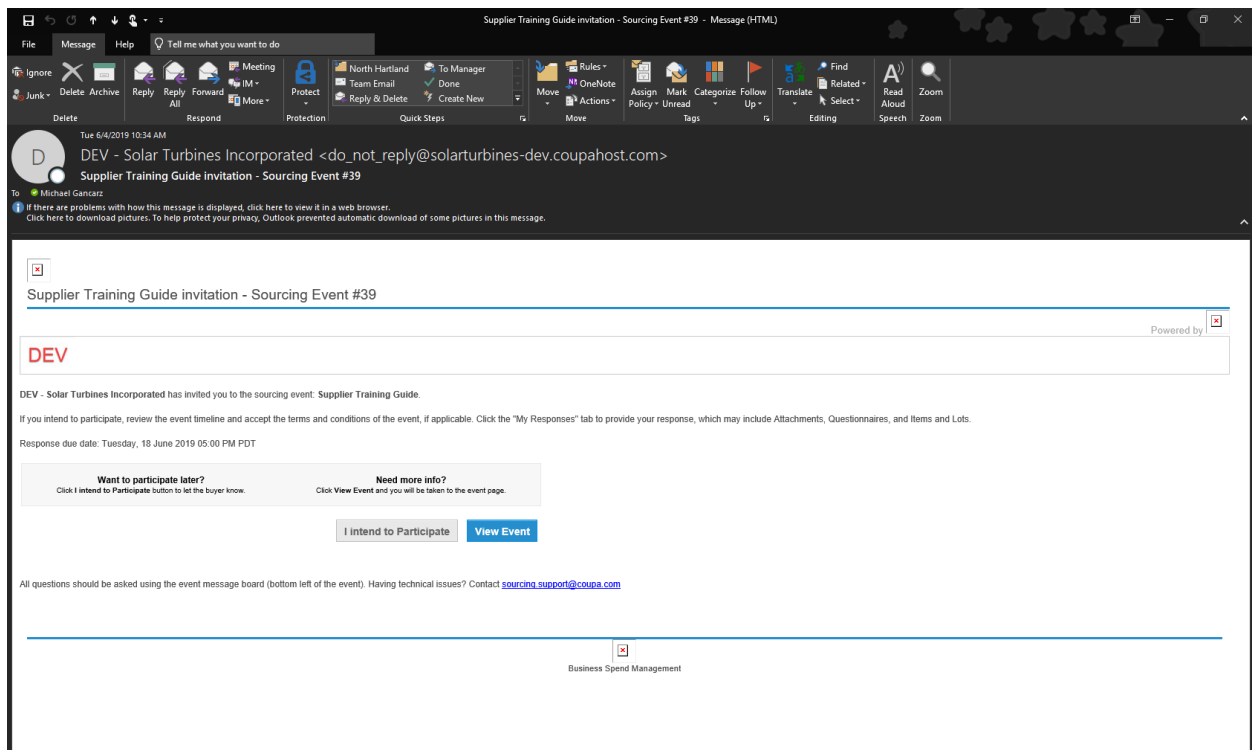
Introduction

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.

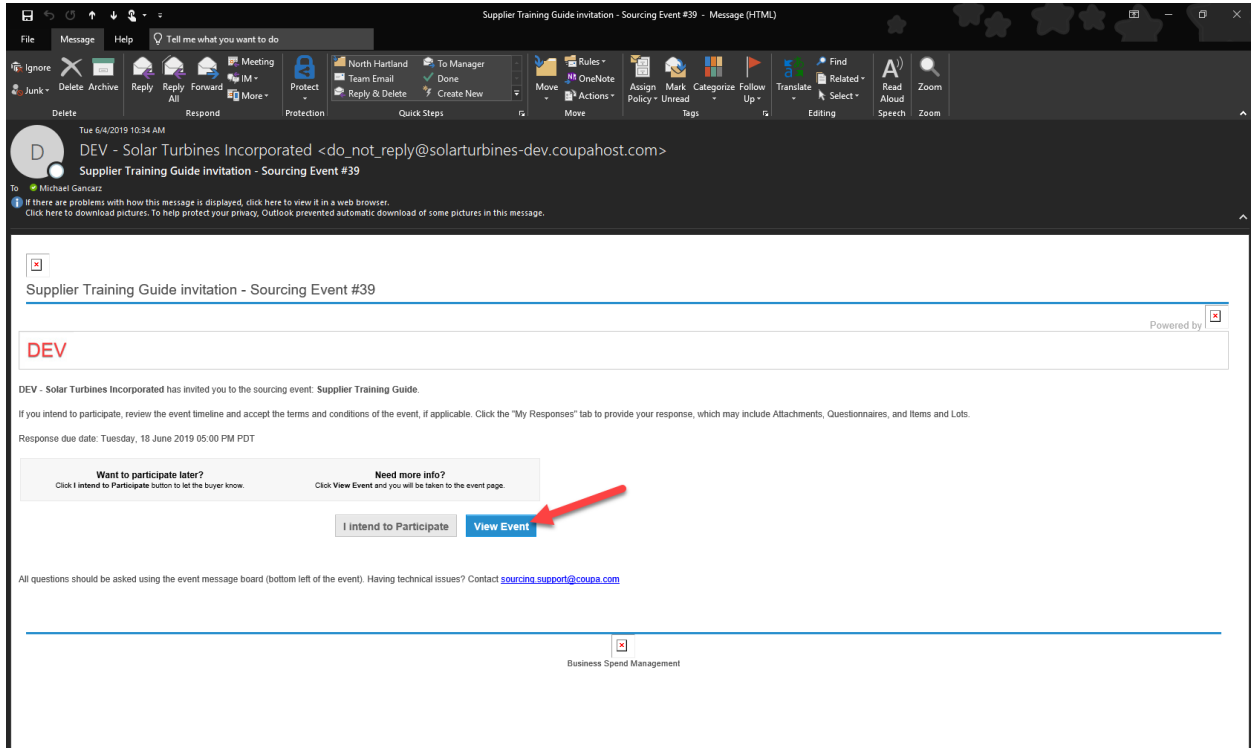
How to Access The Sourcing Event

I. Accessing the Sourcing Event:

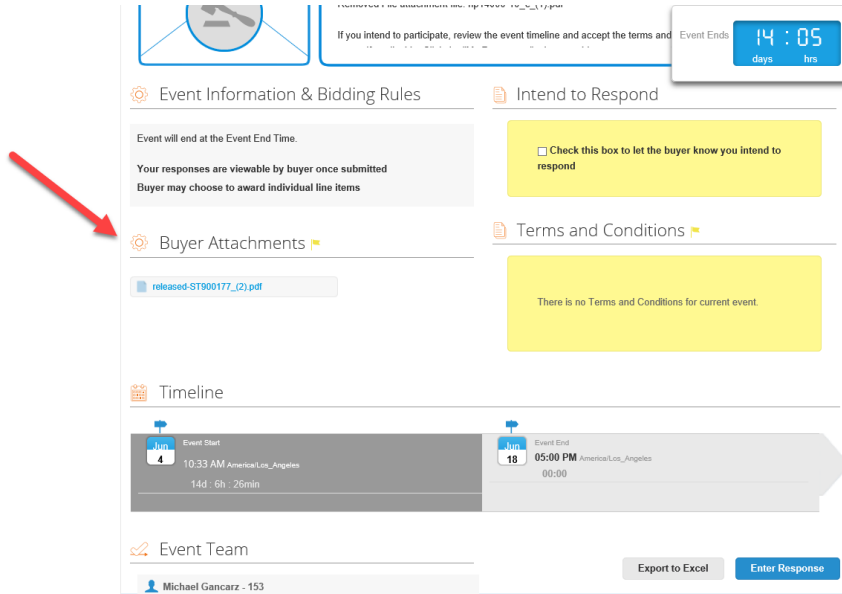
1. Accessing the quoting event: Supplier will receive an email invitation to the sourcing event.



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



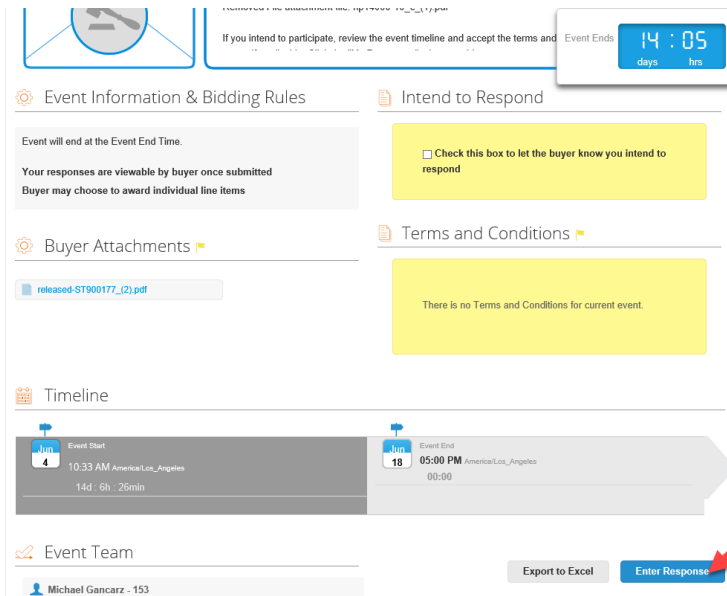
- 3. How to View Event Information:
 - a. Attachments may be listed under “Buyer Attachments.”



This screenshot shows the 'Event Information & Bidding Rules' section of a Coupa event page. A red arrow points to the 'Buyer Attachments' section, which contains a single attachment: 'released-ST900177_(2).pdf'. Other sections include 'Event Information & Bidding Rules', 'Intend to Respond', 'Terms and Conditions', 'Timeline', and 'Event Team'. The 'Event Team' section lists 'Michael Gancarz - 153'. At the bottom right, there are buttons for 'Export to Excel' and 'Enter Response'.

Messages 2

- b. Attachments may be under the item description.



This screenshot shows the same Coupa event page as above. A red arrow points to the 'Enter Response' button at the bottom right of the page. The 'Buyer Attachments' section is visible but not highlighted. The 'Event Team' section lists 'Michael Gancarz - 153'. The 'Event Information & Bidding Rules' section contains the text: 'Event will end at the Event End Time. Your responses are viewable by buyer once submitted. Buyer may choose to award individual line items.' The 'Intend to Respond' section has a checkbox: 'Check this box to let the buyer know you intend to respond'. The 'Terms and Conditions' section states: 'There is no Terms and Conditions for current event.' The 'Timeline' section shows an event start on Sun 4 at 10:33 AM and an event end on Sun 18 at 05:00 PM. The 'Event Team' section lists 'Michael Gancarz - 153'. At the bottom right, there are buttons for 'Export to Excel' and 'Enter Response'.

Messages 2

Document from Michael Gancarz - 153

Your Response

Event Ends 14:05 days hrs

released-ST900177_2.pdf
np14000-10_c_1(1).pdf

Please quote Price and lead time for Q1 1 Each.

Questionnaires

Michael Gancarz - 153 has not provided any Questionnaires for this event

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 Items)			0.0000 USD

Item Requested: ST900177A

Ship To:

Item Details: released-ST900177_2.pdf

Expected Quantity: 1 Each

My Price: [input field]

Line Total: 0.00 USD

Your Item Name: [input field]

ID/Part Number: [input field]

Lead Time: [input field] Days

Description: [input field]

Add Image

Add image in GIF, JPEG, or PNG formats

Messages 2

- 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.

Intend to respond is saved.

Event Ends 14:05 days hrs

Terms and Conditions

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Intend to Respond

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

Buyer Attachments

released-ST900177_2.pdf

Terms and Conditions

There is no Terms and Conditions for current event.

Timeline

Event Start: 10:33 AM AmericanLos_Angeles

Event End: 05:00 PM AmericanLos_Angeles

Event Team

Michael Gancarz - 153

Export to Excel

Enter Response

Messages 2

coupa

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.

The screenshot displays the 'My Response' tab of a sourcing event. At the top right, a timer indicates 'Event Ends 14:05' in 14 days and 05 hours. A yellow notification banner states: 'Michael Gancarz - 153 made the following changes to this event'. Below this, the 'Attachments' section shows documents from Michael Gancarz - 153: 'released-ST900177_(2).pdf' and 'np14000-10_c_(1).pdf'. A note asks to quote Price and lead time for Q1 Each. The 'Your Response' section has an 'Add File' link. The 'Questionnaires' section shows no questionnaires provided. The 'Items and Lots' section contains a table with one item:

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 Items)			
ST900177A	1 (Each) x	<input type="text"/>	0.00 USD
			Total 0.00 USD

At the bottom, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'. A checkbox for 'I have reviewed the changes to this event' is present. The footer includes the Coupa logo, 'Business Spend Management', and 'English'.

Messages 2 ^

This screenshot shows the 'Items Not in Lots' form in Coupa. The form is for item ST900177A. The 'My Price' field is currently empty. The 'Line Total' is 0.00 USD. The 'Your Item Name' field is empty. The 'Lead Time' is 45 days. The 'Description' field is empty. The 'Attachments' section is empty. The 'Questionnaire' section is empty. The 'Event Ends' timer shows 14:05 days and 05 hrs.

Messages 2 ^

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

This screenshot shows the 'Items and Lots' form in Coupa with the quote information entered. The 'My Price' field is now 4,526.00. The 'Line Total' is 4,526.00 USD. The 'Your Item Name' field is 'Manufacture ST900177 Per Print'. The 'Lead Time' is 45 days. The 'Description' field is empty. The 'Attachments' section now contains a PDF file named '2014_001.pdf'. The 'Event Ends' timer shows 14:05 days and 05 hrs.

Messages 2 ^

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

The screenshot shows a web application interface for managing items. A Windows File Explorer window is open in the top-left corner, displaying a folder named '2014_001' containing a file '2014_001' of type 'Adobe Acrobat D...' and size '108 KB'. The file name is entered in the 'File name' field, and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted.

The main application interface includes a clock in the top-right corner showing '14:05' (2:05 PM) in 'days' and 'hrs'. Below the clock, the text 'My Pri' is visible. The main content area is titled '4,526.0000 USD' and contains an 'Item Details' section. This section includes a file upload area with a button 'released-ST900177_(2).pdf'. Below this is a 'Line Total' section showing '4,526.00 USD'. The 'Load Time' is set to '45 Days'. A 'Description' field is present with the placeholder text 'Enter your Item or service description'. There is an 'Add Image' button and a note: 'Add image in GIF, JPEG, or PNG formats'. An 'Attachments' section has a 'Browse' button and a 'Drop files here' area. At the bottom of the item details, there is a 'Total 4,526.00 USD' and a checkbox 'I have reviewed the changes to this event'. At the very bottom of the application, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'. A 'Messages' notification is visible in the bottom-left corner.

8. Submitting the bid:

The screenshot displays the 'My Response' page for a sourcing event. At the top right, a timer indicates 'Event Ends 14:05 days hrs'. A yellow notification bar states: 'Michael Gancarz - 153 made the following changes to this event'. The 'Attachments' section shows documents from Michael Gancarz - 153, including 'released-ST900177_2).pdf' and 'np14000-10_c_1).pdf'. The 'Questionnaires' section indicates that Michael Gancarz - 153 has not provided any questionnaires. The 'Items and Lots' section contains a table with the following data:

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			
ST900177A	1 (Each) x	4,526.00	4,526.00 USD
			Total 4,526.00 USD

Below the table, there is a checkbox labeled 'I have reviewed the changes to this event' which is checked. At the bottom right, the 'Submit Response to Buyer' button is highlighted with a red circle. The footer includes the Coupa logo and 'Business Spend Management'.

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."

This screenshot is identical to the one above, but with additional annotations. A red box highlights the notification bar: 'Michael Gancarz - 153 made the following changes to this event'. Another red box highlights the checked checkbox: 'I have reviewed the changes to this event'. A red arrow points to the 'Submit Response to Buyer' button. The 'Messages' sidebar is visible on the left side of the page.

Communicating with the Buyer

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

The screenshot displays the Coupa Sourcing event interface. On the left, a 'Messages' panel shows a message from Michael Gancarz, 19 minutes ago, regarding changes to a sourcing event. The main interface shows the 'My Response' section for the event. A yellow banner indicates that Michael Gancarz - 153 made changes to the event. A timer shows the event ends in 14:05. The 'Attachments' section shows a document from Michael Gancarz - 153 with two PDF files: 'released-ST900177_(2).pdf' and 'np14000-10_c_(1).pdf'. The 'Your Response' section has an 'Add File' button. The 'Questionnaires' section shows that Michael Gancarz - 153 has not provided any questionnaires. The 'Items and Lots' section displays a table with one item: 'ST900177A' with an expected quantity of 1 (Each) and a price of 4,526.00 USD. The total price is 4,526.00 USD. At the bottom, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'. The footer includes the Coupa logo and 'Business Spend Management'.

Event Info My Response

Event Ends 14:05 days hrs

Michael Gancarz - 153 made the following changes to this event

Attachments

Document from Michael Gancarz - 153

released-ST900177_(2).pdf
np14000-10_c_(1).pdf

Your Response

Your Response
Add File

Please quote Price and lead time for Qt 1 Each.

Questionnaires

Michael Gancarz - 153 has not provided any Questionnaires for this event

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not in Lots (1 Items)			
ST900177A	1 (Each) x	4,526.00	4,526.00 USD
			Total 4,526.00 USD

I have reviewed the changes to this event

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

coupa
Business Spend Management English

Messages

Michael Gancarz - 19 minutes ago

DEV - Solar Turbines Incorporated made the following changes to the sourcing event: Supplier Training Guide.

Attachments
Added Attachment name:
Terms and Conditions
Adread more

Michael Gancarz - 19 minutes ago

DEV - Solar Turbines Incorporated made the following changes to the sourcing event: Supplier Training Guide.

Supplier attachments
Added File attachment file: released-STread more

Send Message

Type new message

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