



COUPA USER GUIDE

**SOURCING
SUPPLIER**

BE DIGITAL
IT HELPS YOU

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What is Coupa?



Coupa Software is a holistic spend management solution that enables the entire purchasing process to be managed automatically, centrally, and in connection with the organization's systems. Additionally, it serves as the solution for managing negotiations of goods and services with suppliers and handling procurement contracts across the region.

5.000+
Customers

10M+
Supplier

125+
Countries

Multi
Currency

Multi
Language

Rated #1 by top analysts

Gartner **Spend Matters** **PayStream**
ADVISORS

FORRESTER **IDC**

RESPONSE TO A SOURCING EVENT - RFx

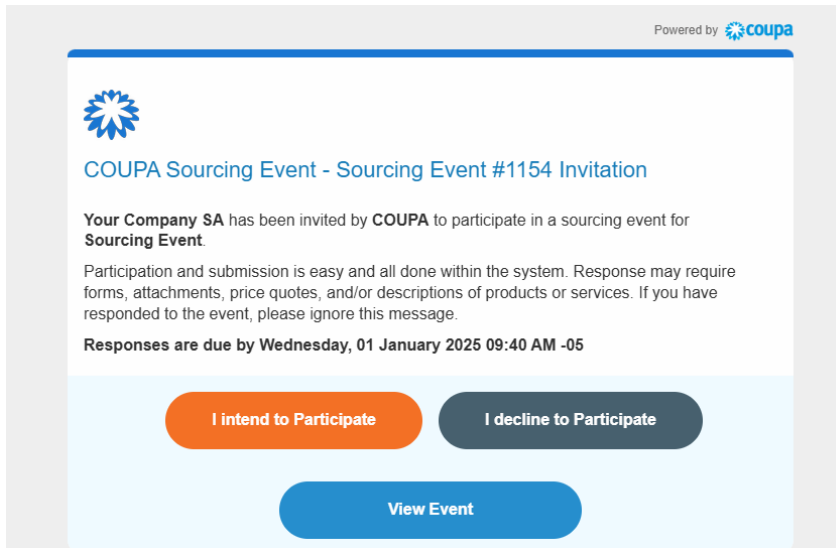
Sourcing is the module used by COUPA customers to conduct bidding events. Therefore, COUPA customers can invite suppliers to participate in RFI, RFQ, and RFP processes.



Invitation

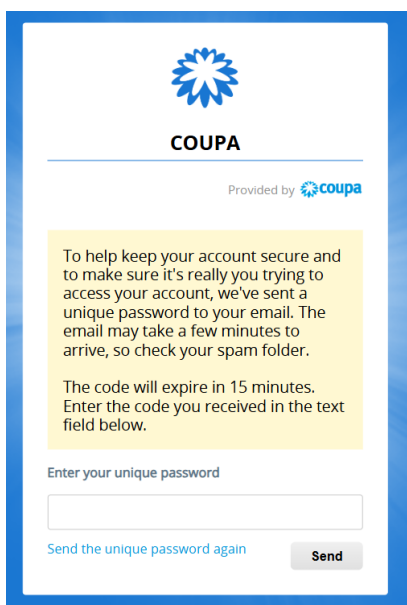
When a bidding event is launched, suppliers receive an email containing the invitation to the event along with the response deadline. Additionally, the invitation includes the message sent by the event creator. In the event invitation, we find 3 buttons:

I intend to participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier intends to participate in the event and will also direct them to the event.

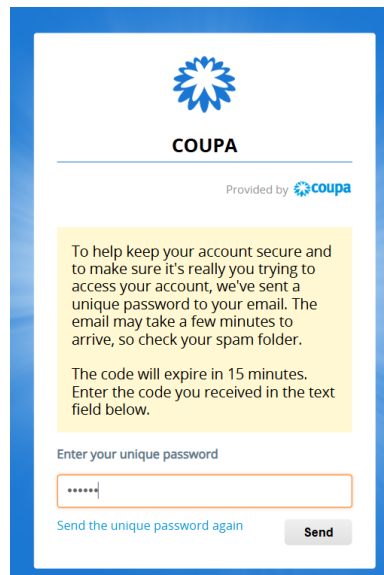
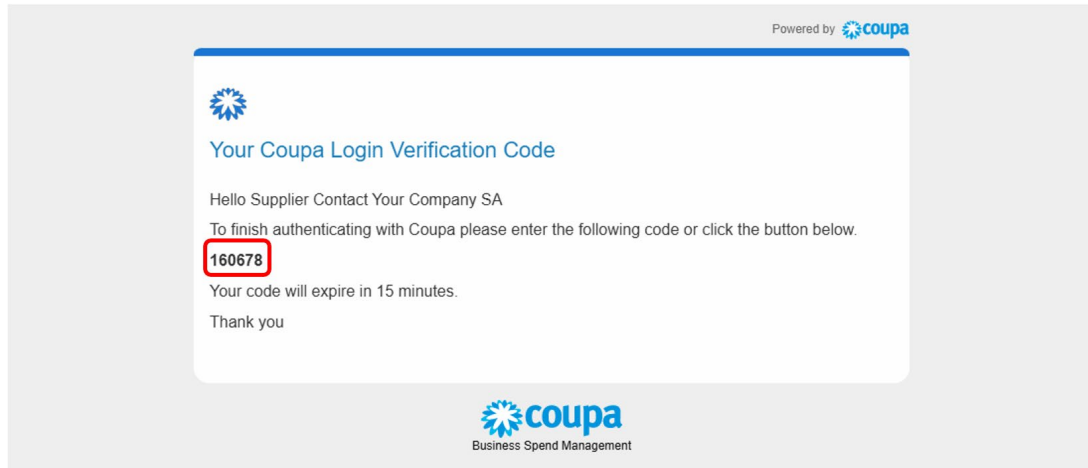


Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

View Event: By clicking this button, the supplier will be directed to a page where they must enter an OTP (One-Time Password) to access the event view, where they can find information related to the event.




The supplier will receive this one-time password at the same email address and must copy and use it to access the event by clicking on Submit



Event Information

The supplier will be directed to a sourcing response portal where they can view all the events they have been invited to. To enter the event, click on the event number:



Claim your profile to amplify trust with current and future customers.

GET STARTED

Welcome to your Sourcing Response Portal!

Supplier has been invited by **COUPA** to participate in a sourcing event for **Sourcing Event**. 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. If you have responded to the event, please ignore this message.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
1154	Sourcing Event	12/17/24	01/01/25	Prod	RFP	0

Per page 15 | 45 | 90

Intention to Participate: By clicking any of the buttons mentioned above, the supplier will be directed to the event information. If the first button is clicked, the "Do you intend to participate?" checkbox will already be checked, and the event creator will have been notified of the intention to participate. If the **"View event"** button is clicked, there will be the option to view the basic event information before confirming participation in the event.

Sourcing Event - Event #1154 *Active*

Claim your profile to amplify trust with current and future customers.

GET STARTED

Event Ends

13:21
days hrs

Event Info

Supplier has been invited by **COUPA** to participate in a sourcing event for **Sourcing Event**. 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. If you have responded to the event, please ignore this message.

Do you intend to participate in this event?


Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? I intend


Choose an answer

I intend

I decline

 Accept Terms and Conditions

If **'Decline'** is selected, it will be necessary to provide a **'reason'**:

 Do you intend to participate in this event?


Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

* Reason


Select the corresponding option and click **Submit**.

Acceptance of Terms and Conditions: This section contains the terms and conditions set for this event. These terms must be read carefully, and the 'Yes' box must be checked to proceed with submitting the response to the event creator. If the terms are accepted, the option to **Submit to the event owner** is automatically enabled. If the terms are not accepted, Coupa provides a box to leave a comment explaining the reason for not accepting the event's terms and conditions.

 Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

 Accept Terms and Conditions

Terms and Conditions

[Terms_and_Conditions.pdf](#)


Do you accept these Terms and Conditions?

☒ Yes


☐ No

Event Ends **13:21**
days hrs

- COUPA will confirm with a green message that the terms have been accepted and the event owner has been notified.




Sourcing Event - Event #1154 Active

Terms and Conditions have been accepted. 

Claim your profile to amplify trust with current and future customers.

GET STARTED



Event Ends

13:21

days hrs


- After accepting the terms and conditions and selecting '**Submit to event owner,**' the option to enter the response is enabled.

Enter Response



Note: If the terms and conditions are not accepted, the 'Submit response' button will not be enabled, and the proposal cannot be submitted.

- In the Event **Information**, **Bidding Guidelines**, and **Buyer Attachments** section, the supplier will be able to view additional information about the event:"



Accept Terms and Conditions


Terms and Conditions

[Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

☒ Yes
 ☐ No

Send to Event Owner



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

Available Bid Currencies

BRL COP USD




Buyer Attachments




Dear Supplier, Below you can find important information regarding this invitation to quote.

1.1 INSTRUCTIONS FOR SUPPLIERS

Download and review the sourcing instructions for suppliers, which contain details on how to send offers through COUPA.

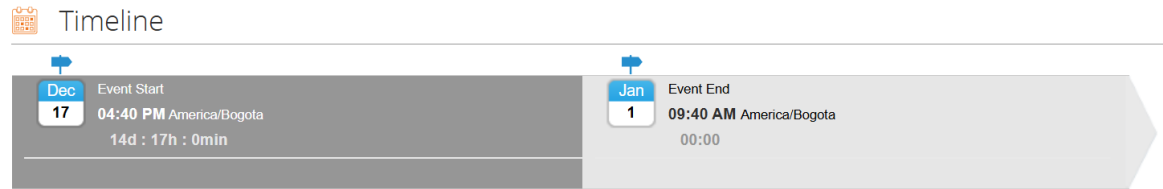


[Sourcing_-_Suppliers_Guide.pdf](#)

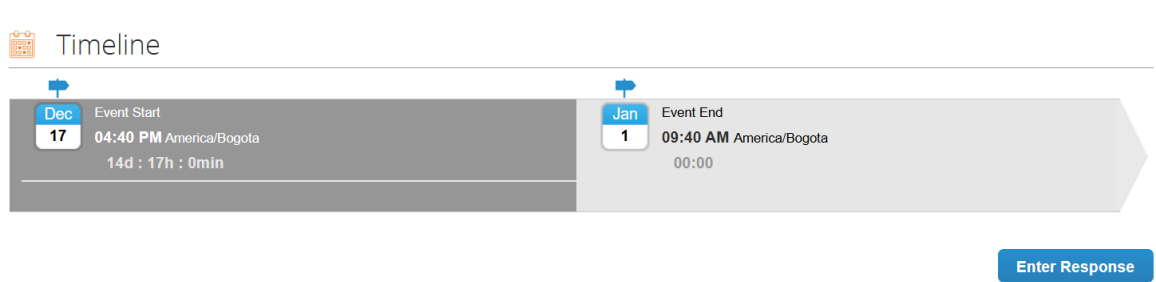


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- In the timeline section, the event's start date and time, as well as the event's end date, can be found.

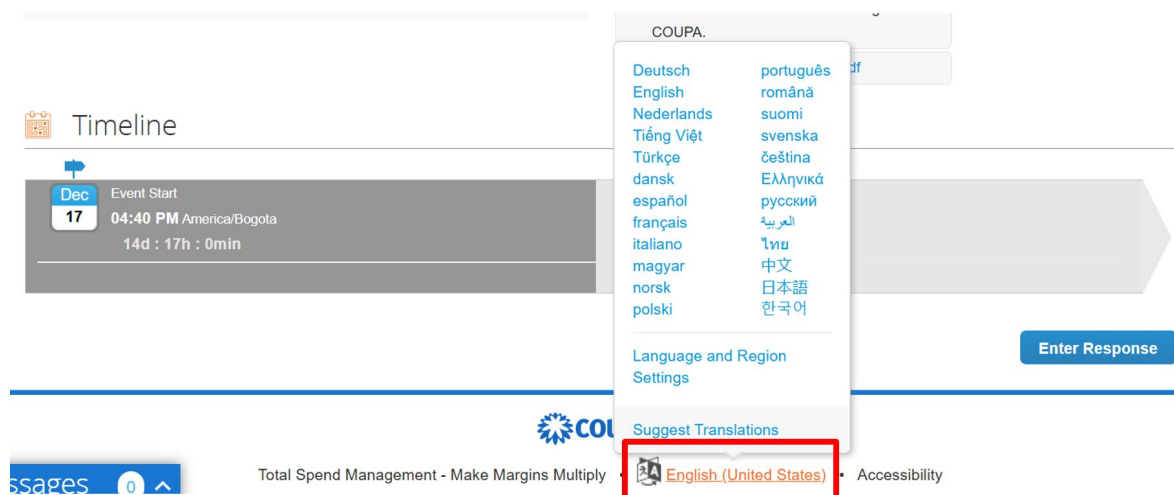


By clicking the **'Enter response'** button, COUPA will take you to a tab called 'My Response' where you will find 3 sections: **Attachments, Forms, and Items and Services.**



Change language

The supplier can change the interface language at the bottom center of the page:



Attachments

Upon accessing the response tab, the supplier will first be able to view the Attachments section from the buyer. The requested documents by the buyer will be visible, along with the response area for the supplier, where the requested document must be uploaded. Coupa allows the supplier to identify which documents are mandatory and which are not, indicated by a '*' next to the 'Attachment' field."

The screenshot shows the 'Attachments' section of a Coupa interface. At the top, there are tabs for 'Event Info' and 'My Response'. Below the tabs, there's a header for 'Attachments'. The main content area is a table with two columns: 'Provided by Emanuel Bezerra' and 'Your response'. The table has one row titled 'Offer Presentation Letter'. In the 'Your response' column, there's a section for 'Response to Offer Presentation Letter'. Under this, there's an 'Attachment' section with an 'Add File' button (highlighted with a red box) and a 'Browse' button. Below these buttons is a 'Drop files here' area with a cloud icon.

Forms

After completing the Attachments section, the next section is the Forms section.

The purpose of the forms is to collect more information from the supplier by asking specific questions. Some forms contain mandatory fields, while others do not. All mandatory fields must be filled out to submit the response. Additionally, the answers must be saved in each form to ensure a record is created, and the buyer can access them.

Forms

1. General company information

Please answer the questions below.

Company Overview

Corporate Name

Company's address

Include address, city, state, country and postal code

Type of Company

☐ public corporation
☐ private corporation
☐ limited liability company
☐ Partnership
☐ Other

Founded in

mm/dd/yy

Save

Items and Services

After completing the Attachments and Forms sections, the next section is **Items and Services**, where the amount to be offered to the buyer and the capacity of items that can be supplied are specified.

Items and Services

Items Not In Lots (3 Items)

Item A

4,500.00 USD

Expected Quantity x Price per Unit

Expected Quantity

150 Unidad

Capacidad

150

* Price per Unit

* Currency

USD

Required field

Required fields are missing

Item B

16,000.00 USD

Expected Quantity x Total Cost per Unit

Expected Quantity

200 Unidad

Capacidad

200

* Currency

USD

* Labor Cost

20

* Manufacturing Cost

30

* Material Cost

30

Total Cost per Unit = Manufacturing Cost + Material Cost + Labor Cost

Item C

1,600.00 USD

Expected Quantity x Price per Unit

Expected Quantity

80 Unidad

Capacidad

80

* Price per Unit

* Currency

USD

Required field

Required fields are missing

* Required field

Total 22,100.00 USD

To enter the information for each item or service requested by the buyer, you must click on the arrow over the box to the right of the item or service to expand the window that allows you to add detailed information. Coupa allows the supplier to add, in addition to the offer price, more information about the item or service being offered and an estimated delivery time. Some of these fields may be mandatory, depending on the buyer's requirements.

Items and Services

Items Not In Lots (3 items)

Item A

Need By Date

Ship To Address

No address selected

Details

Request Details

No Request Details Present

Capacidad

150

Expected Quantity

150 Unidad

* Price per Unit

Required field

* Currency

USD

Supplier Item Name

Item Description

ID/Part Number

Lead Time (days)

Attachments

Add [File](#) | [URL](#) | [Text](#)

Cancel

Save

In the Item Settings button, the supplier can choose the currency in which they want to submit their offer. This option only applies if the buyer has confirmed the possibility of receiving offers in more than one currency.

Items and Services

Items Not In Lots (3 items)

Item A

Need By Date

Ship To Address

No address selected

Details

Request Details

No Request Details Present

Capacidad

150

Expected Quantity

150 Unidad

* Price per Unit

30

* Currency

USD

USD

BRL

COP

Supplier Item Name

Item Description

ID/Part Number

Attachments

Add [File](#) | [URL](#) | [Text](#)

Cancel

Save

At the bottom of the page, the supplier will find some available buttons:

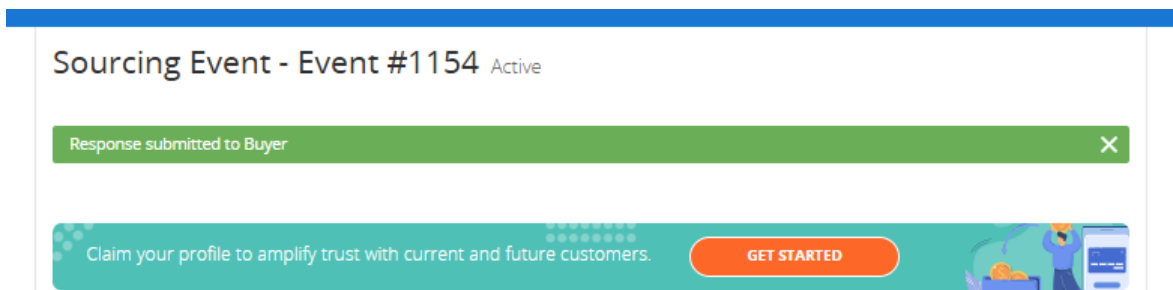


Import Excel: Data from the response template, which can be downloaded, can be attached. More information on this option will follow.

History: By clicking this button, the supplier can view the entire event history from their perspective, including notifications of event status changes, such as pauses or completion.

Save: Allows the supplier to save the offer information to continue editing it later. It is not sent to the event owner.

Submit Response: By clicking this button, the response is sent to the event owner/buyer.



Items and Services with Total Cost Formulas

If the buyer has configured a total cost formula for the item/service, the supplier must complete the cost according to each cost element configured:

Items and Services

Items Not In Lots (3 items)

Item A 4,500.00 USD
Expected Quantity x Price per Unit

Expected Quantity: 150 Unidad
Capacidad: 150
* Price per Unit: 30
* Currency: USD

Item B 16,000.00 USD
Expected Quantity x Total Cost per Unit

Expected Quantity: 200 Unidad
Capacidad: 200
* Currency: USD

* Labor Cost: 20
* Manufacturing Cost: 30
* Material Cost: 30

Total Cost per Unit = Manufacturing Cost + Material Cost + Labor Cost

Mass upload for responses

After completing the event, suppliers will find the **'Import Excel'** button, which will allow them to download the template to work on and then upload it.

History

Import from Excel Save Submit Response

Se desplegará una Ventana con instrucciones de como descargar la plantilla para llenarla y posterior cargarla desde esa misma ventana adjuntando el.

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
 No file chosen
Uploading will only save your response. You must click "Submit" to send it to the buyer.

Start Upload

The template may have three sheets to work with: Forms, Items and Services, and Batches. If there are forms to complete in the event, the template will contain all the

fields to be filled out and the space for suppliers to include their responses (Your Responses). For each question, the template will indicate if it is mandatory and provide any suggestions or additional information provided by the event organizer.

All the fields to be filled out are set up by columns, and the information must be entered by rows, as shown in the following image.

The yellow cells below are your input fields. You can upload this file to save the information you entered in the editable cells to your response.
NOTE: This Excel file is locked to ensure it uploads correctly, and you must still click "submit" after uploading to submit!

Form	Question Fields			Answer Fields
Form Name (Text)	Label (Text)	Type (Text)	Required (Text)	Answer
General company information	Corporate Name	Text Field	No	Test2
General company information	Company's adress	Text Area	No	
General company information	Type of Company	Radio Buttons	No	public corporation
General company information	Founded in	Date	No	08/06/24

For the items and/or services of the event, they will be listed on the **Items and Services** sheet. Some fields will be visible that cannot be modified, as they are the requirements.

Item / Service	Item / Service Fields			Supplier Response Fields			
Item Description (Text)	Expected Quantity	Unit of Measurement	Need by Date (Date)	Capacity (Number)	Unit Bid Price (Number)	Bid Price Currency (Text)	Cost Formula (Text)

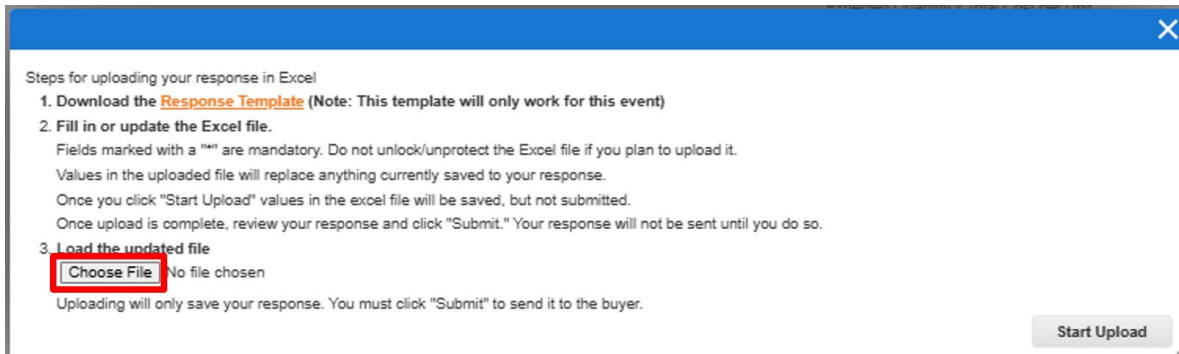
And other fields where information must be filled in order to submit the response.

Supplier Response Fields							
Capacity (Number)	Unit Bid Price (Number)	Bid Price Currency (Text)	Cost Formula (Text)	Labor Cost (Number)	Manufacturing Cost (Number)	Material Cost (Number)	Lead Time (Integer)
150	30	USD					
200	80	USD	Total Cost per Unit = Manufacturing Cost + Material Cost + Labor Cost	20	30	30	
80	30	USD					

Once the file is complete, with at least the mandatory information, suppliers must save the changes and return to the internet browser (Chrome, Edge, Safari, etc.) where the event is open. Suppliers must use the **'Import from Excel'** button.

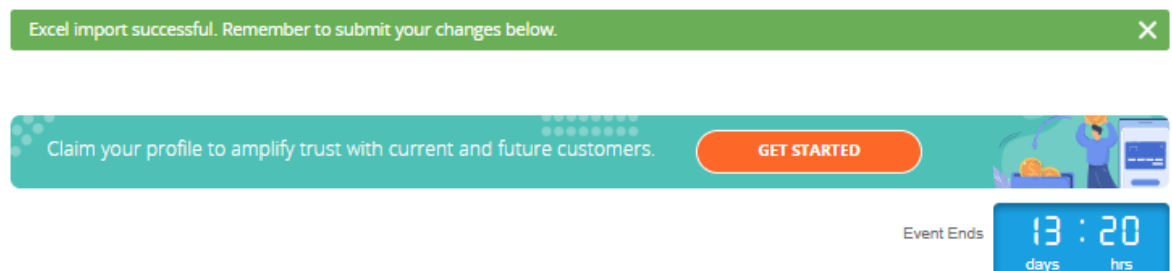


This will take the supplier to the window where they must first select the file and then proceed to upload it.



By clicking '**Start Upload,**' the data from the file will be processed and incorporated into the responses within the event.

Sourcing Event - Event #1154 Active



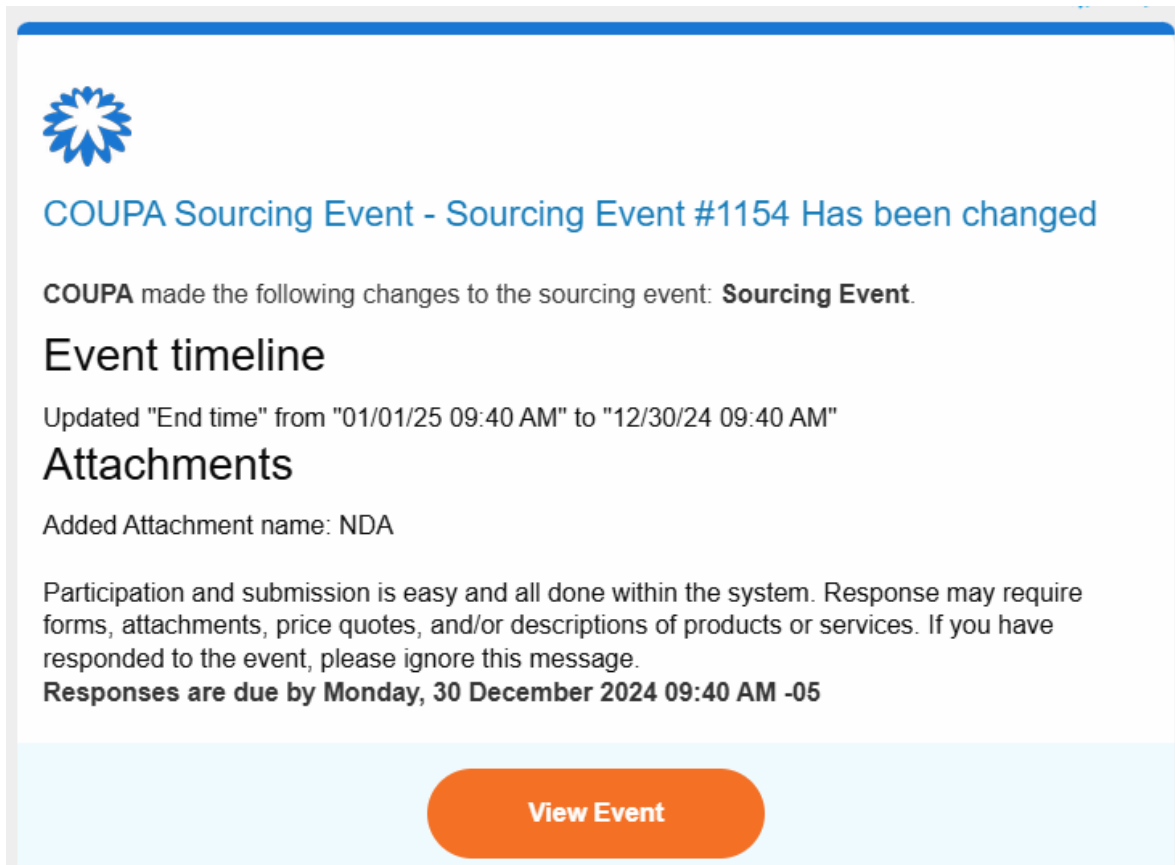
In the window, suppliers can confirm when the data has been updated, and as indicated in the message, they must ensure that all required information is completed, including the attachments. Once everything is ready, suppliers will be able to submit their response.

They can verify the data in the different sections or load the history to view the details of the changes made, based on the file or any other method.

Notification and Acceptance of changes

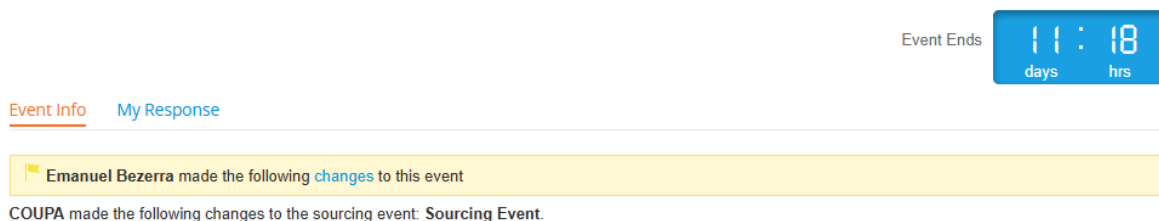
When the event owner/buyer makes changes to the event, Coupa will notify the supplier as follows:

1. Initially, the supplier will be notified by email.



The screenshot shows an email notification from Coupa. It features the Coupa logo (a blue flower-like icon) at the top left. The subject line is "COUPA Sourcing Event - Sourcing Event #1154 Has been changed". The body text states: "COUPA made the following changes to the sourcing event: **Sourcing Event**." Below this is a section titled "Event timeline" with the text: "Updated 'End time' from '01/01/25 09:40 AM' to '12/30/24 09:40 AM'". Another section titled "Attachments" lists: "Added Attachment name: NDA". A paragraph follows: "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. If you have responded to the event, please ignore this message." Below that, it says: "Responses are due by Monday, 30 December 2024 09:40 AM -05". At the bottom, there is a large orange button labeled "View Event".

2. In the response section, a yellow flag will indicate the changes made, and Coupa will also display a summary of these changes.



The screenshot shows the Coupa interface. At the top right, there is a blue box labeled "Event Ends" with a digital clock showing "11:18" and "days hrs" below it. Below this, there are two tabs: "Event Info" (highlighted in red) and "My Response" (in blue). A yellow banner with a flag icon on the left contains the text: "Emanuel Bezerra made the following changes to this event". Below the banner, it says: "COUPA made the following changes to the sourcing event: **Sourcing Event**."

Items and Services

Event Ends

11:18
days hrs

Items Not In Lots (3 items)

Item A				4,500.00 USD
Expected Quantity x Price per Unit				
Expected Quantity	Capacidad	* Price per Unit	* Currency	
150 Unidad	150	30	USD	
Item B				16,000.00 USD
Expected Quantity x Total Cost per Unit				
Expected Quantity	Capacidad	* Currency		
200 Unidad	200	USD		
* Labor Cost	* Manufacturing Cost	* Material Cost		
20	30	30		
Total Cost per Unit = Manufacturing Cost + Material Cost + Labor Cost				
Item C				2,400.00 USD
Expected Quantity x Price per Unit				
Expected Quantity	Capacidad	* Price per Unit	* Currency	
80 Unidad	80	30	USD	
				Total 22,900.00 USD

* Required field

Instant Messages

1

Search

Emanuel Bezerra an hour ago

COUPA made the following changes to the sourcing event: Sourcing Event.
Event timelineUpdated "End time" from "01/01/25 09:40 AM" to "..."

[read more](#)

Type new message

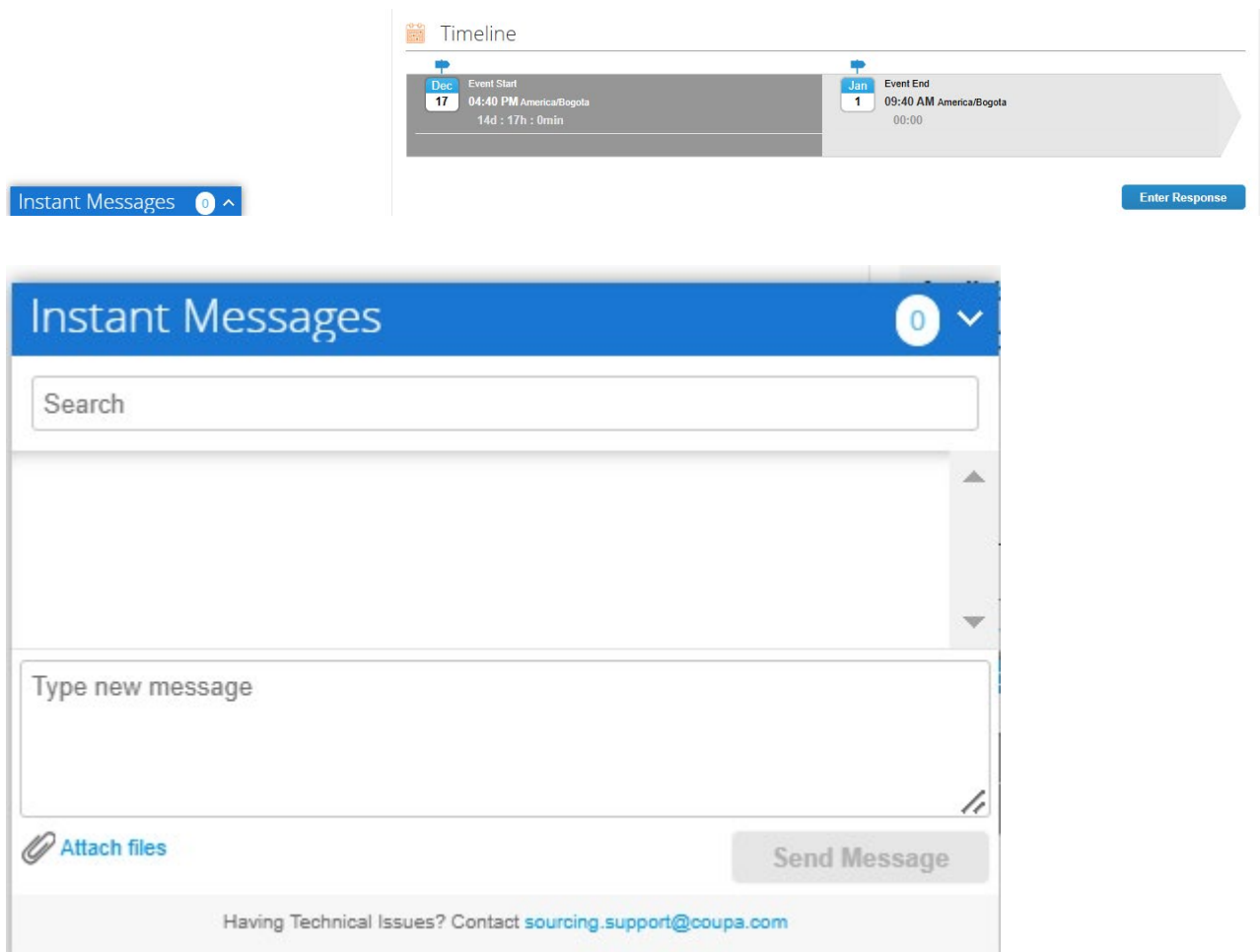
 Attach files

Send Message

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

MESSAGE CENTER

To facilitate communication between suppliers and buyers in a sourcing event, Coupa offers a Message Center located at the bottom left, with the ability to attach documents. This allows you to share, for example, frequently asked questions with participating suppliers or additional event information without creating a new event revision. You can also allow suppliers to respond with attachments.



The Message Center is an exclusive communication channel between the buyer and the supplier; other suppliers do not have access to messages sent by other suppliers.

To attach files, click on the '**Attach Files**' link at the bottom of the Message Board and browse for the document to upload. Until the message is sent, you can delete the attachment by hovering over it to display the delete icon. Attachments can be up

to 250 MB each, and you can attach a maximum of 20 documents per message. All common file types are accepted, but zip files cannot be processed. You can send an attachment without any additional text.

Recipients receive an email notification about the new message. The notification does not contain the attachments, but the recipient must enter the event, open the Message Board, and click on the attachment to download it.

MULTIPLE RESPONSES

In some cases, the buyer may enable a supplier to offer alternative solutions: similar products or services at better prices, or the same product or service with different specifications, such as a better price due to a longer delivery time. If that is the case, the event may be open to multiple responses, meaning each supplier can submit more than one permanent offer.

When the supplier clicks the 'Enter response' button, a separate page for the response opens. The supplier will be able to enter a name at the top to distinguish possible alternative offers. After completing all mandatory information and clicking 'Submit response to buyer,' the supplier is taken to the 'My Responses' page, where the submission appears along with other alternatives. The supplier can add more responses or edit the ones already submitted until the event ends.

Sourcing Event - Event #1154 Active

Claim your profile to amplify trust with current and future customers.
GET STARTED

Event Ends

11
18

days

hrs

Event Info

My Responses

View All

Advanced

Search

Response Name	State	Submitted At	Total	Actions
Your Company SA - #1190	working	12/18/24	22,900.00	<div> <div></div> <div></div> </div>

Per page
15
45
90

Enter Response

FOLLOW-UP EVENTS

In some cases, the buyer may conduct a follow-up event (additional rounds of negotiation). This event can be configured by the buyer with new information and the ability to renegotiate. Suppliers from the original event will receive notifications with a link to the new event.

COUPA Sourcing Event - Sourcing Event - Round 2 #1157 Invitation

Externo

Recibidos x

Coupa Sourcing Notifications
<sourcing@parameta2-demo.coupacloud.com>
para jforero+company

18 dic 2024, 15:52 (hace 18 horas)

COUPA Sourcing Event - Sourcing Event - Round 2 #1157 Invitation

Your Company SA has been invited by COUPA to participate in a sourcing event for **Sourcing Event - Round 2**.
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. If you have responded to the event, please ignore this message.
This event is a follow-on of [Event #1154b](#).
Responses are due by Thursday, 02 January 2025 03:50 PM -05

I intend to Participate

I decline to Participate

View Event

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Then, they can indicate whether they intend to participate in the next event, accept the Terms and Conditions, view the link to the original event, and review the rest of the event information.

Once the Terms and Conditions are accepted, they can submit their responses for Items and Lots. The supplier's original responses are transferred to the new event as drafts visible only to the supplier.

Event Info

Supplier has been invited by **COUPA** to participate in a sourcing event for **Sourcing Event - Round 2**. 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. If you have responded to the event, please ignore this message.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

Choose an answer

Accept Terms and Conditions

Terms and Conditions

[Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

☐ Yes
 ☐ No

Send to Event Owner

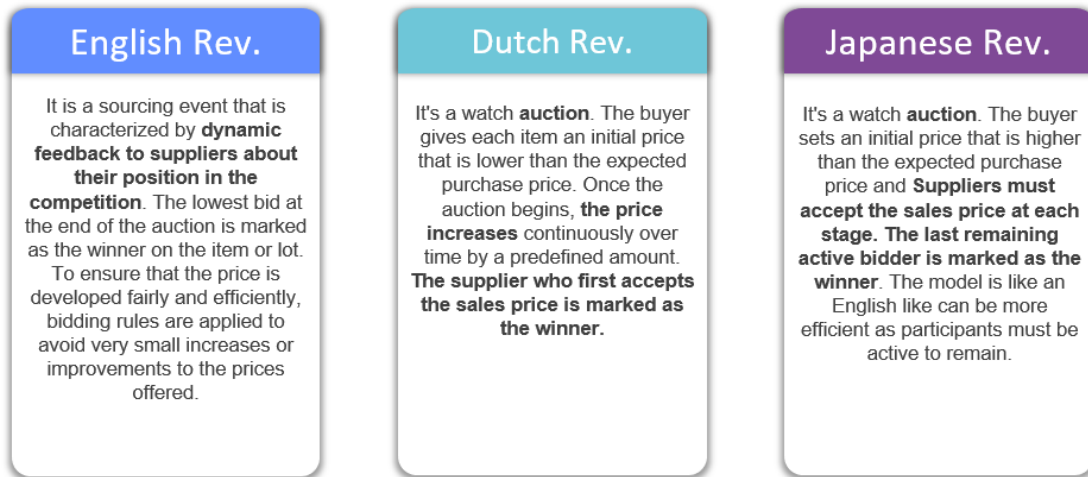
To confirm that this is a follow-up event, you can check the **'Follow-up Event Information'** section:

Event Follow-On Information

This event is a [Event #1154b](#) follow-on of

RESPONSE TO A SOURCING EVENT – AUCTION

Sourcing is the module used by COUPA clients to conduct bidding events. Therefore, COUPA clients can invite suppliers to participate in 3 different types of auctions.





Reverse English Auction

As in RFx events, in auction events, an email notification is made to the suppliers, where an invitation message is presented by the event organizer, accompanied by the competitive listing start date, this date It is key to start the bid, as well as the expiration date to deposit the responses, since once the event is over, the event is considered finished to receive responses from the suppliers.

Additionally, the invitation includes the message sent by the event creator. In the event invitation, we find 3 buttons:

I intend to participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier intends to participate in the event and will also direct them to the event.

Provided by  coupa



COUPA Sourcing Event - Reverse English Auction - Laptops #1158 Invitation

Your Company SA has received an invitation from **COUPA** to participate in a sourcing event for **Reverse English Auction - Laptops** .

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. If you have responded to the event, please ignore this message.

Public bidding begins on **Thursday, December 19, 2024 11:20 AM -05**

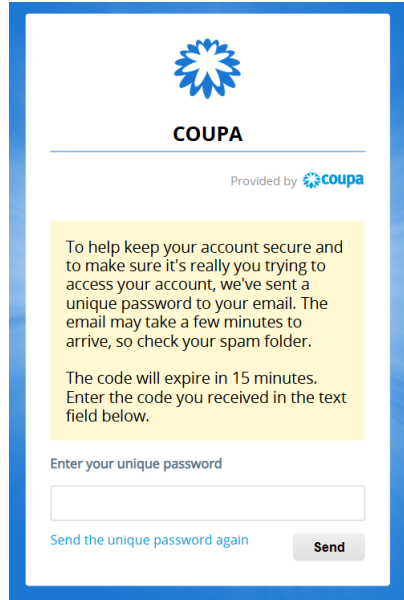
Responses must be submitted by Thursday, December 19, 2024 11:25 AM -05


[I intend to participate](#) [I decline to participate](#)


[View Event](#)

Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

View Event: By clicking this button, the supplier will be directed to a page where they must enter an OTP (One-Time Password) to access the event view, where they can find information related to the event.




COUPA

Provided by 

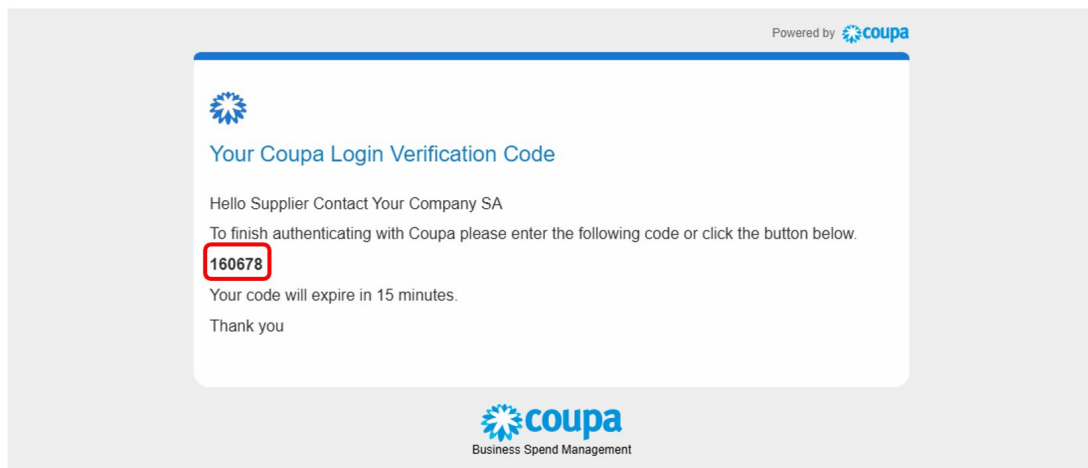
To help keep your account secure and to make sure it's really you trying to access your account, we've sent a unique password to your email. The email may take a few minutes to arrive, so check your spam folder.


The code will expire in 15 minutes.
Enter the code you received in the text field below.


Enter your unique password

[Send the unique password again](#)

The supplier will receive this one-time password at the same email address and must copy and use it to access the event by clicking on Submit



Powered by 


Your Coupa Login Verification Code


Hello Supplier Contact Your Company SA

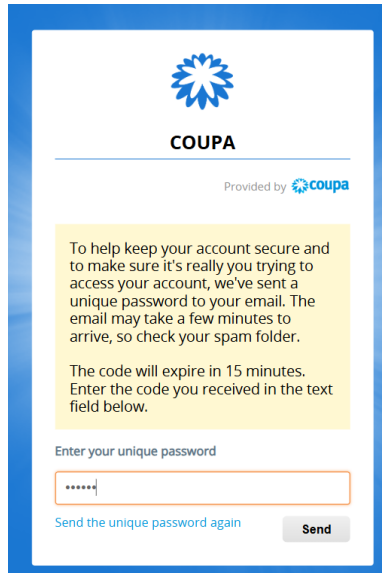
To finish authenticating with Coupa please enter the following code or click the button below.

160678

Your code will expire in 15 minutes.

Thank you


Business Spend Management



Acceptance of Terms and Conditions: In this section you will find the terms and conditions established for this event. These terms must be read carefully and the "Yes/" field must be marked to proceed to send the response to the creator of the event. If the terms are accepted, the option to enter the response is automatically enabled. If the terms are not accepted, Coupa provides a box to leave a comment about the reason why the terms and conditions of the event are not accepted.

Prebidding Countdown

05 : 15
mins secs

Event Info

Supplier has been invited by **COUPA** to participate in a sourcing event for **Reverse English Auction - Laptops**. 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. If you have responded to the event, please ignore this message.

 Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

Event information and Bases for bidding: From there you can view all the

parameters that the organizer proposes for the English Reverse Auction listing scenario, where the supplier is informed:

Event Information & Bidding Rules

Buyer Attachments

Automatic Bid Extensions

You will have at least 2 minutes to respond after a new best price is submitted.

Competitive Ranking

During competitive bidding, you will see your 'Competitive Ranking' only.

Example 'Rank 3 of 7'.

Incremental Bidding (Auction) Rules

Ties for 1st place are allowed for:

- Event-Total
- Lots
- Individual-Items

During competitive bidding, you must improve **your bid** by:

- Event Total — 1.00%
- Lots — 1.00%
- Items — 1.00%

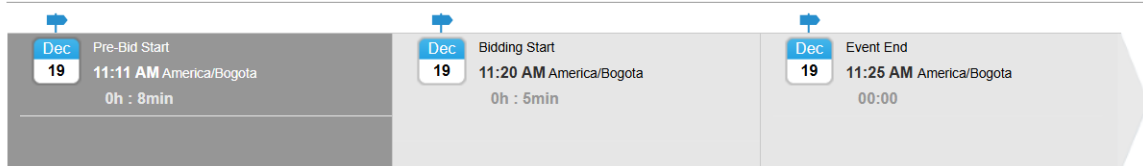
Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

- **Automatic quote extensions:** Referring to the time limit you will have to respond, after a new best price is sent.
- **Competitive ranking:** Referring to the type of feedback you will receive during the auction.
- **Gradual Increasing Bid Rules (Auction):** The degree of increase to which your bid must decrease.

Term: As the last section before entering the response, there are the deadlines for the auction scenario, where it marks the three moments in which the start prior to the quote is given, Start of the submission of quotes and the end of the event.

Timeline



[Enter Response](#)

Enter the response: We proceed to enter the response to the buyer where the completion time and the competition status of the quote are taken into account.

At the same time, it again discriminates against the items and lots required in this auction scenario, where the lowest price x the expected quantity will be the winner of the bid before the price countdown ends.

Items and Services

Items Not In Lots (1 items)

Laptop Gama Ejecutiva

5,000,000.00 USD

Expected Quantity x Price per Unit

Expected Quantity

1,000 Unidade

Capacidad

1,000

* Price per Unit

5,000

* Currency

USD

Rank 3 of 3

Total

5,000,000.00 USD

Rank 3 of 3

History

Import from Excel

Submit Response

Once the auction starts, submit your first bid by clicking the **Submit Quotes** button.

New Bid has been submitted.

Claim your profile to amplify trust with current and future customers.
GET STARTED

Bidding Countdown
03:11
mins
secs

Current status of the supplier's position : While the suppliers register their responses, the supplier's classification may vary, so the dynamics of this auction scenario is to decrease the base price, adjusting it little by little in order to be able to compete with the proposed prices and reduce the base price to what is allowed by

the abilities and interests in the negotiation, and in this way be the winner in this type of auction.

In this case there are 3 providers competing, where in the image it can be seen how it is lagging behind in the bid, so this provider will make a counteroffer.

Items and Services

Items Not In Lots (1 items)

Laptop Gama Ejecutiva

5,000,000.00 USD

Expected Quantity x Price per Unit

Expected Quantity	Capacidad	* Price per Unit	* Currency
1,000 Unidade	1,000	5,000	USD

Rank 3 of 3

* Required field

Total 5,000,000.00 USD Rank 3 of 3

History

Import from Excel

Submit Response

In the following image you can see how the supplier makes the counter offer by editing the prices and pressing the send response button again, and immediately and giving feedback on the scenario, Coupa notifies the classification of this supplier, remember that Coupa will only notify on the screen the positions if the buyer has it configured initially, it can happen that only the best anonymous price is seen on the screen, or only the classification without denoting the number of participants.

Items and Services

Items Not In Lots (1 items)

Laptop Gama Ejecutiva

4,500,000.00 USD

Expected Quantity x Price per Unit

Expected Quantity

1,000 Unidade

Capacidad

1,000

* Price per Unit

4,500

* Currency

USD

Rank 1 of 3

* Required field

Total

4,500,000.00 USD

Rank 1 of 3

History

Import from Excel

Submit Response

Event Concluded : Upon entering this event conclusion state, the ranking will be notified, as it appears on the green and red banner, respectively, the first announcing the auction winner and the red announcing a non-victorious ranking, the time counter will disappear , and in turn the buyer will be able to notify in the message center if the supplier was awarded in the auction or not.

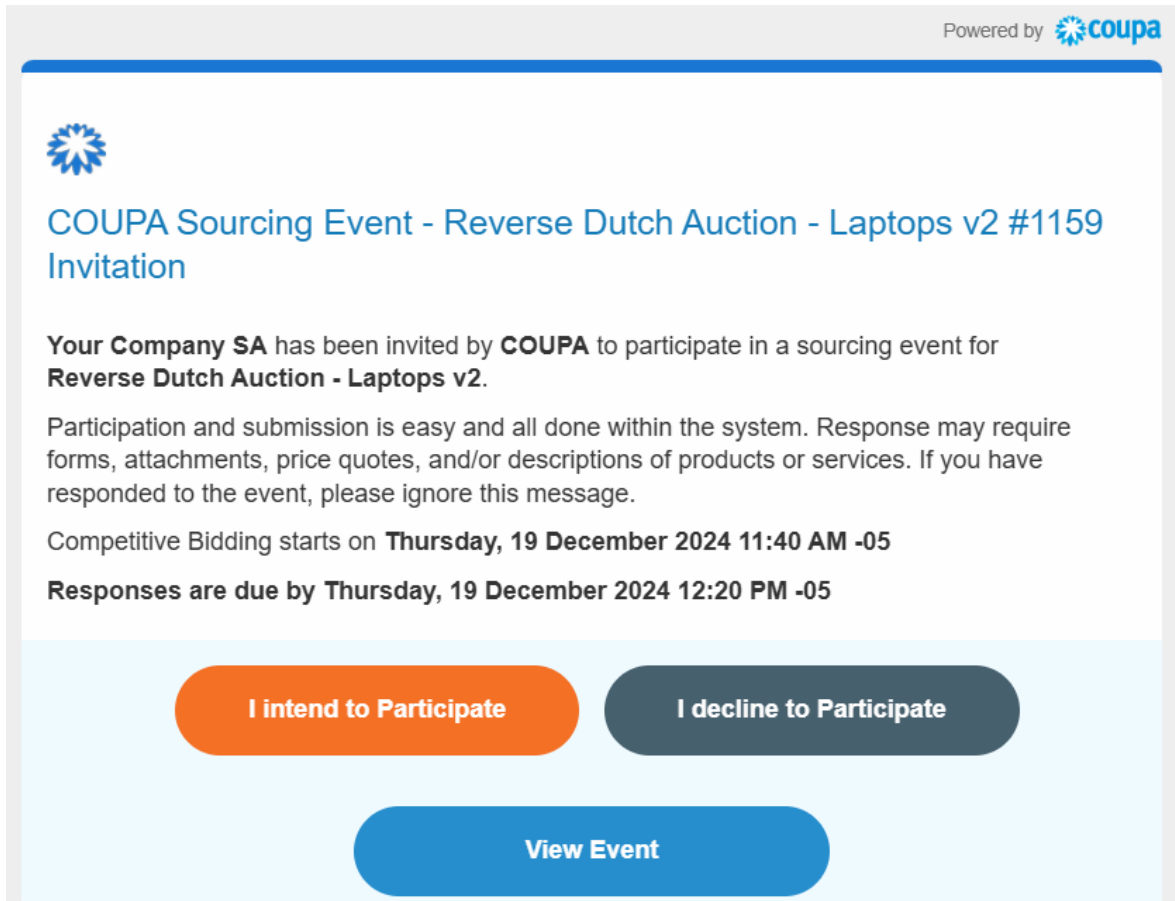
Reverse English Auction... - Event #1158 Event has Ended


Reverse Dutch Auction


As in the previous event, an invitation message is received with the same characteristics, but this time the number of steps and the response time for each step are considered.

The invitation includes the message sent by the event creator. In the event invitation, we find 3 buttons:

I intend to participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier intends to participate in the event and will also direct them to the event.



Powered by 



COUPA Sourcing Event - Reverse Dutch Auction - Laptops v2 #1159
Invitation

Your Company SA has been invited by **COUPA** to participate in a sourcing event for **Reverse Dutch Auction - Laptops v2**.

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. If you have responded to the event, please ignore this message.

Competitive Bidding starts on **Thursday, 19 December 2024 11:40 AM -05**

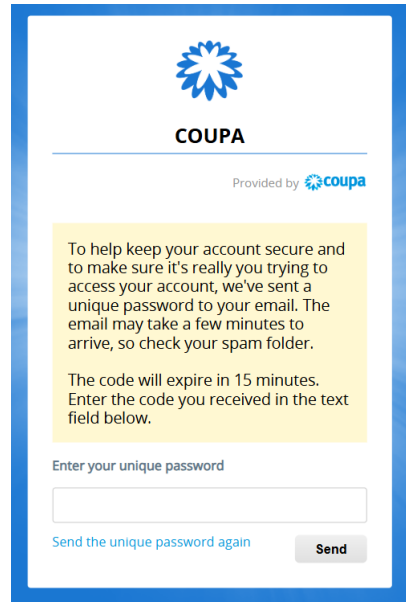
Responses are due by Thursday, 19 December 2024 12:20 PM -05


I intend to Participate **I decline to Participate**


View Event

Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

View Event: By clicking this button, the supplier will be directed to a page where they must enter an OTP (One-Time Password) to access the event view, where they can find information related to the event.




COUPA

Provided by 

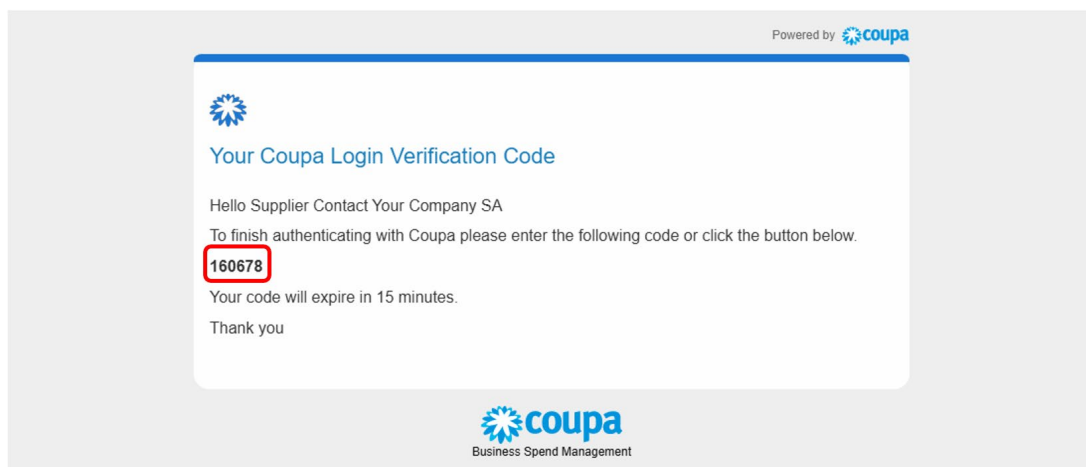
To help keep your account secure and to make sure it's really you trying to access your account, we've sent a unique password to your email. The email may take a few minutes to arrive, so check your spam folder.


The code will expire in 15 minutes.
Enter the code you received in the text field below.


Enter your unique password

[Send the unique password again](#)

The supplier will receive this one-time password at the same email address and must copy and use it to access the event by clicking on Submit



Powered by 


Your Coupa Login Verification Code


Hello Supplier Contact Your Company SA


To finish authenticating with Coupa please enter the following code or click the button below.

160678


Your code will expire in 15 minutes.

Thank you


Business Spend Management



COUPA

Provided by 

To help keep your account secure and to make sure it's really you trying to access your account, we've sent a unique password to your email. The email may take a few minutes to arrive, so check your spam folder.

The code will expire in 15 minutes. Enter the code you received in the text field below.

Enter your unique password

[Send the unique password again](#)

Acceptance of Terms and Conditions: In this section you will find the terms and conditions established for this event. These terms must be read carefully and the "Yes/" field must be marked to proceed to send the response to the creator of the event. If the terms are accepted, the option to enter the response is automatically enabled. If the terms are not accepted, Coupa provides a box to leave a comment about the reason why the terms and conditions of the event are not accepted.

Time left in the current step


00 : 28

mins secs

Step 1


Event Info

Supplier has been invited by COUPA to participate in a sourcing event for **Reverse Dutch Auction - Laptops v2**. 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. If you have responded to the event, please ignore this message.


Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?


Accept Terms and Conditions


Terms and Conditions


Terms_and_Conditions.pdf

Do you accept these Terms and Conditions?

☒ Yes
☐ No

Event information and Bases for bidding: From there you can view all the parameters that the organizer proposes for the English Reverse Auction listing scenario, where the supplier is informed:


Event Information & Bidding Rules


Buyer Attachments

Automatic bid time interval

Bids will increase price every 1 min


Buyer may choose to award individual line items


Tt Estimado proveedor, si necesario descargue el siguiente instructivo de uso COUPA:

[Instructivo_de_Sourcing_Coupa_para_P...](#)


- **Automatic bidding time interval:** Referring to the time interval in which prices will increase.

Term: As the last section before entering the response, there are the deadlines for the auction scenario, where it marks the three moments in which the start prior to the quote is given, Start of the submission of quotes and the end of the event.



Timeline


Jul 27

Pre-Bid Start
(Start time may change based on approvals)
11:55 AM America/Bogota
0h : 4min


Jul 27

Bidding Start
(Bidding time may change based on approvals)
12:00 PM America/Bogota
0h : 20min


Jul 27

Event End
(End time may change based on approvals)
12:20 PM America/Bogota
00:00

Enter Response

Enter the response: We proceed to enter the response to the buyer where the completion time of each step is taken into account.

Time left in the current step 00:01
mins secs

Step 1

[Event Info](#) [My Response](#)

Items and Services ^

Items Not In Lots (1 items)

Laptop Gama Ejecutiva			2,500,000.00 USD	>
Expected Quantity x Price per Unit				
Expected Quantity	Capacidad	Price per Unit	Currency	
1,000 Unidade	1,000	2,500.00	USD	

Total 2,500,000.00 USD

History >

You will confirm your bid on the next page.
 Accept Bid

Once the auction starts, **the supplier who first accepts the bid is the winner.**

In the following image you can see how the total price of the offer increases by each step, due to the settings that the organizer of the event configured, since no provider accepts, it will simply notify the provider that the event is concluded without bringing no winner.

Time left in the current step 01:45
mins secs

Time left in the current step 01:50
mins secs

Step 2
Step 3

Items Not In Lots (1 items)

Laptop Gama Ejecutiva			2,625,000.00 USD	>
Expected Quantity x Price per Unit				
Expected Quantity	Capacidad	Price per Unit	Currency	
1,000 Unidade	1,000	2,500.00	USD	

Total 2,625,000.00 USD

You will confirm your bid on the next page.
 Accept Bid

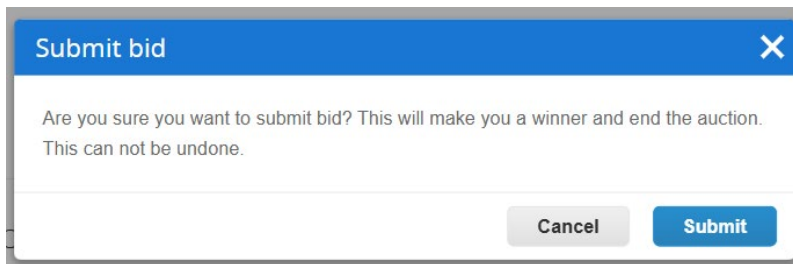
Items Not In Lots (1 items)

Laptop Gama Ejecutiva			2,750,000.00 USD	>
Expected Quantity x Price per Unit				
Expected Quantity	Capacidad	Price per Unit	Currency	
1,000 Unidade	1,000	2,500.00	USD	

Total 2,750,000.00 USD

You will confirm your bid on the next page.
 Accept Bid

In case of clicking on the button, " **Accept bidding** ", this will immediately notify if the supplier wishes to send, after that and if no competitor does so before, this supplier will be given as the winner of the auction, in turn as in the Previous events can be notified about it by the message center.



Items and Services

Items Not In Lots (1 items)

Laptop Gama Ejecutiva

2,750,000.00 USD

Expected Quantity x Price per Unit

Expected Quantity

1,000 Unidade

Capacidad

1,000

Price per Unit

2,750.00

Currency

USD

Total

2,750,000.00 USD


You won


Japanese Reverse Auction

In the same way, the invitation to the reverse auction scenario is also received.

The invitation includes the message sent by the event creator. In the event invitation, we find 3 buttons:

I intend to participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier intends to participate in the event and will also direct them to the event.

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COUPA Sourcing Event - Japanese Reverse Auction - Laptops #1160 Invitation

Your Company **SA** has been invited by **COUPA** to participate in a sourcing event for **Japanese Reverse Auction - Laptops**.

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. If you have responded to the event, please ignore this message.

Competitive Bidding starts on **Thursday, 19 December 2024 11:52 AM -05**

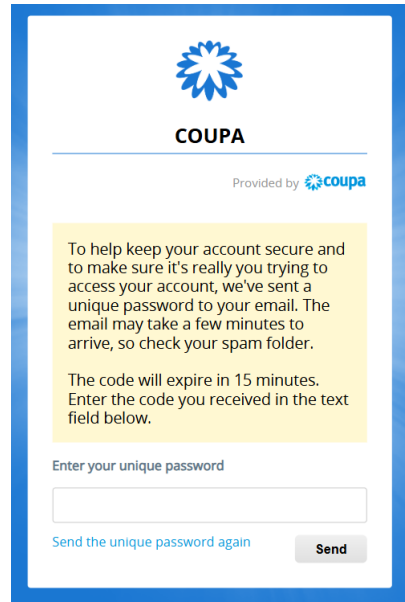
Responses are due by Thursday, 19 December 2024 12:12 PM -05


[I intend to Participate](#) [I decline to Participate](#)

[View Event](#)


Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

View Event: By clicking this button, the supplier will be directed to a page where they must enter an OTP (One-Time Password) to access the event view, where they can find information related to the event.





COUPA

Provided by 

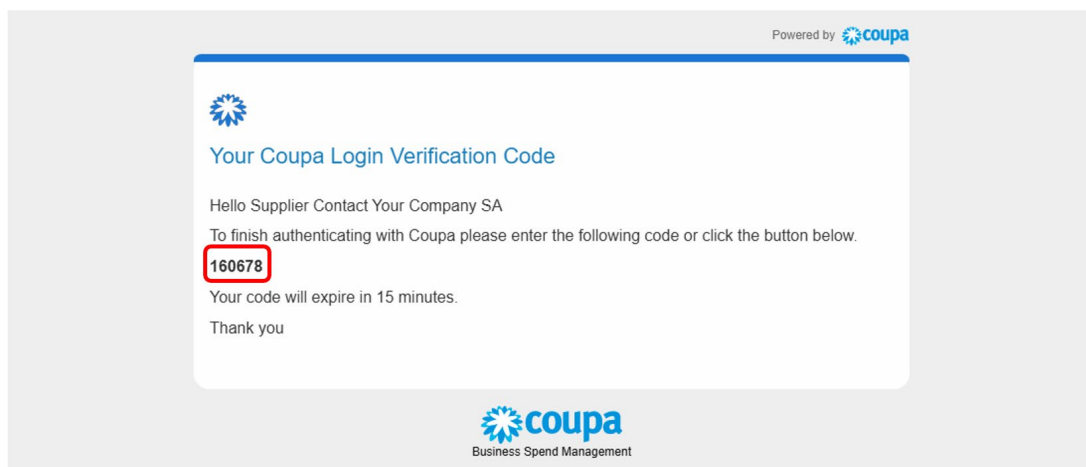
To help keep your account secure and to make sure it's really you trying to access your account, we've sent a unique password to your email. The email may take a few minutes to arrive, so check your spam folder.


The code will expire in 15 minutes.
Enter the code you received in the text field below.


Enter your unique password

[Send the unique password again](#)

The supplier will receive this one-time password at the same email address and must copy and use it to access the event by clicking on Submit



Powered by 



Your Coupa Login Verification Code


Hello Supplier Contact Your Company SA

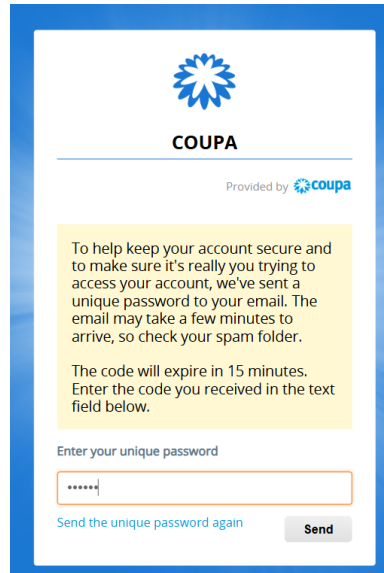
To finish authenticating with Coupa please enter the following code or click the button below.

160678


Your code will expire in 15 minutes.

Thank you


 **coupa**
Business Spend Management



Acceptance of Terms and Conditions: In this section you will find the terms and conditions established for this event. These terms must be read carefully and the "Yes/" field must be marked to proceed to send the response to the creator of the event. If the terms are accepted, the option to enter the response is automatically enabled. If the terms are not accepted, Coupa provides a box to leave a comment about the reason why the terms and conditions of the event are not accepted.

 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
[Termos_e_Condições.pdf](#)

Do you accept these Terms and Conditions?
☒ Yes
☐ No

[Send to Event Owner](#)

Event information and Bases for bidding: From there you can view all the parameters that the organizer proposes for the English Reverse Auction listing scenario, where the supplier is informed:

Event Information & Bidding Rules

Automatic bid time interval

Bids will decrease price every 1 minute

Buyer may choose to award individual line items

Available Bid Currencies

BRL COP USD

Buyer Attachments

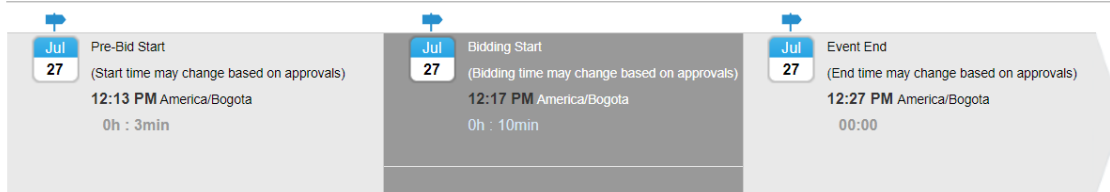
T Estimado proveedor, si necesario descargue el siguiente instructivo de uso COUPA:

[Instructivo_de_Sourcing_Coupa_para_P...](#)

- **Automatic bidding time interval:** Referring to the time interval in which prices will decrease.

Term: As the last section before entering the response, there are the deadlines for the auction scenario, where it marks the three moments in which the start prior to the quote is given, Start of the submission of quotes and the end of the event.

Timeline



[Enter Response](#)

Enter the response: We proceed to enter the response to the buyer where the completion time of each step is taken into account.

There is not much difference between the Dutch auction, on this occasion the dynamic consists of maintaining it until all the steps configured by the buyer are finished in the stipulated time, this gives an initial price which gradually decreases as configured, and in turn all competitors are accepting at every step.

Time left in the current step 01:49
mins secs

Step 1

[Event Info](#) [My Response](#)

☰ Items and Services
^

Items Not In Lots (1 items)

<div style="display: flex; align-items: center;"> 🛒 Laptop Gama Ejecutiva </div>			7,500,000.00 USD	>
<small>Expected Quantity x Price per Unit</small>				
Expected Quantity 1,000 Unidade	Capacidad 1,000	Price per Unit 7,500.00	Currency USD	

Total 7,500,000.00 USD

🕒
History
>

Accept the current price to stay in the auction.
Accept Price


It is important to make it known that at each step the portal must be notified that the offer is accepted and that you want to stay in the bid, otherwise it means that the supplier does not want to stay in the bid, and the auction will end.

Accept Price ✕

Are you sure you want to accept 7,500,000.00 USD price? You will stay in auction.

Cancel
Accept Price

Otherwise, if you do not want to accept the offer, simply let the bidding time expire and it will notify you that your last accepted offer will be your final offer as a supplier, it will also inform you when the event will end.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty	>
Items Not In Lots (1 items)					
 Laptop Gama Ejecutiva		1,000 (Unidade)	x 6,975,000.00 COP	6,975,000,000.00 COP	
			Total	6,975,000,000.00 COP	You did not agree to the price

It must be remembered that in a true Japanese auction, even if there is only one supplier accepting the steps of the scenario, the event will continue until the steps configured by the buyer are finished, however, in most Japanese auctions the bid ends at from the moment that a single supplier accepted the offer. Coupa will not notify you as in the previous auction that it was won automatically.

Since the system does not automatically notify the buyer, he can do it manually through the message center, as evidenced in previous quote scenarios, in turn it must be remembered that this same message will reach the email managed by the creator of the event.

Kao



*A new beginning,
leading to the
transformation*