Supplier Sourcing Guide

XOOMWORKS
PROCUREMENT

Index

1. How to start working with your client in Coupa

1. How to start working with your client in Coupa

Coupa gives businesses around the world the visibility and control they need to make smarter spending decisions. The core of the Coupa platform consists of purchasing, invoicing, expense management and payment applications.

If you are a new supplier in your client's database you will need to fill in a form with 'basic' information so that your client can create your supplier profile in their database.

1. How to start working with your client in Coupa

1. Check the notification email received "Request for profile information - Action required".

2. Right-click on **"Join and Respond"** and choose the link opened in the private browser window

3. Fill in a password in the **"Create an Account"** window, accept the terms and conditions and click on **"Create an Account".**

4. Fill in the mandatory fields (marked with an asterisk) and click on **"Next"**

1. How to start working with your client in Coupa

5. Scroll down to the bottom of the page, into the grey section and choose 'English' instead of 'French' from the drop-down list

6. Fill in all **relevant information**

7. Add a comment and click on **and click on "Send".**

8. From this point on, your client will review your file to decide whether or not you will be added to their database.

2. How to respond to a call for tenders

2. How to respond to a call for tenders

1. You will receive an email notification inviting you to participate in the tender. Click on **"I intend to participate"** to provide your answer.

2. Go to the bottom of the page and click on **"Enter response"**.

NOTE: At the top of the page you will see the duration of the tender.

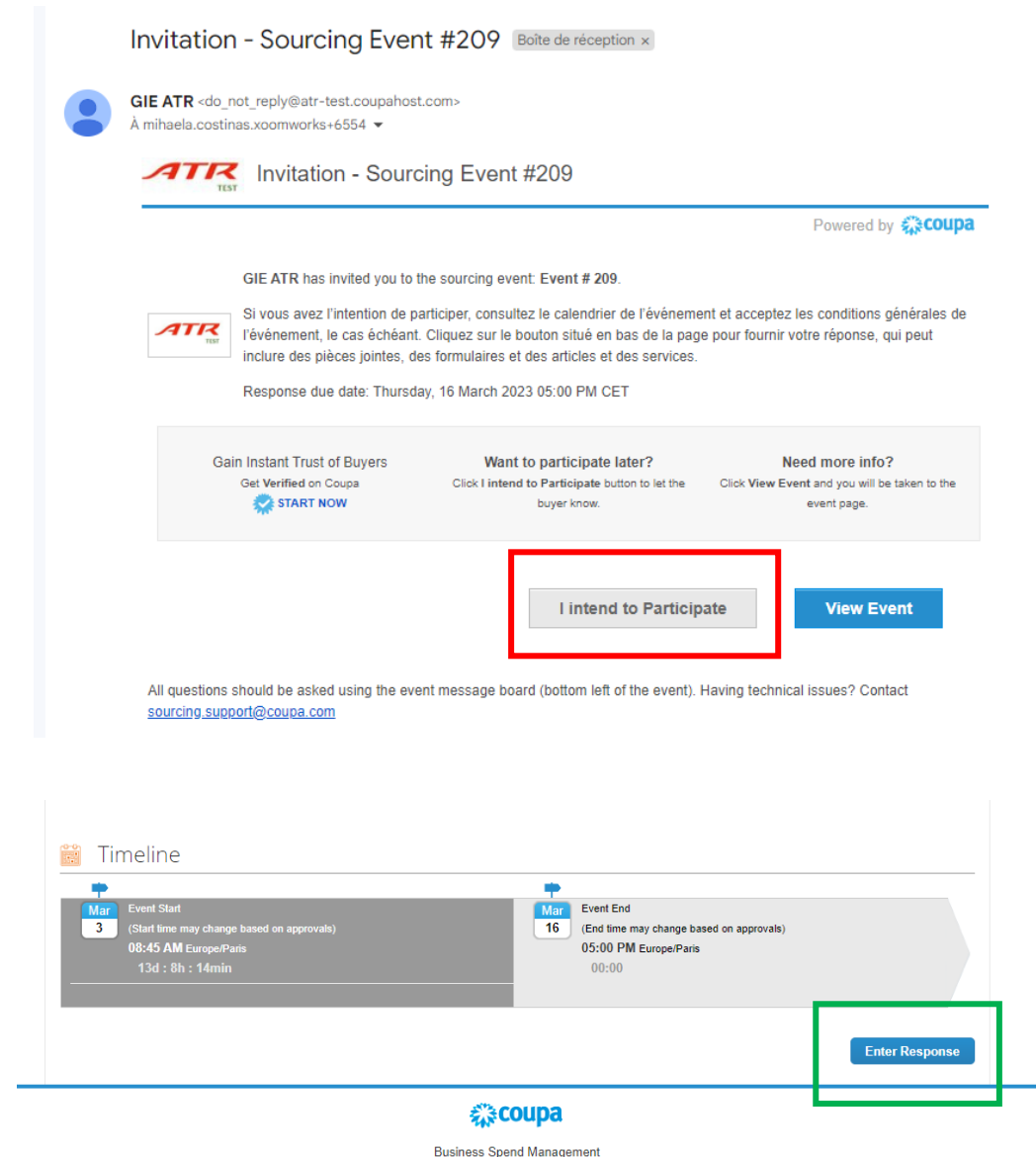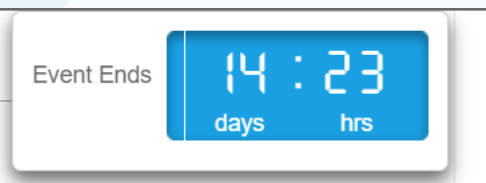# 2. How to respond to a call for tenders

3. Give your tender response a name, for example **"Supplier Response SUPPLIER NAME"**.

4. Then go through the attachments and forms sections to answer with respect to the information requested by your client.

You can add files as well.

Nom TEST Evenement - Event #163 Active

Event Ends
14 : 23
days   hrs

Event Info   My Responses   Supplier 4 UAT - #92

* Name [   ]

jours   hrs

📎 Pièces jointes

Fourni par Alfredo Perez Palomo	Votre réponse
nom de la pèce joine	Réponse à nom de la pèce joine
Pièce jointe	**Pièce jointe**
📄 Insurance_certificate_form.csv	Ajouter Fichier

📄 Formulaires   ⌄

1. TEST COPY OF Commercial analysis   ⌄

Veuillez répondre aux questions ci-dessous.

Financial elements

OEM price/shipset	4000
Repair price	3600
Spare price	3400

2. How to respond to a call for tenders

5. After filling in the forms you can give your answer to each line of the call for tender.

2. How to respond to a call for tenders

6. If you see the "Item settings" button you can specify/modify some elements of a standard response such as the currency.

Paramètres des articles

Paramètres des articles

La devise par défaut va être appliquée à tous les éléments.

Devise par défaut

EUR
USD

2. How to respond to a call for tenders

7. Fill in each line with the proposed price and other information if requested. Then click on "Submit response to buyer".

Nom	Ma capacité	Quantité attendue	Mon prix	Prix x quantité attendue ⟩
Articles non disponibles en lots (2 articles)				**800,0000** EUR
🛒 article test		1,000 (Each) x	500,00	* = 500,00 EUR
🛒 article test 2		1,000 (Each) x	300,00	* = 300,00 EUR
				Total **800,00** EUR

Importer depuis Excel	Charger l'historique	Enregistrer	**Soumettre la réponse à l'acheteur**

2. How to respond to a call for tenders

8. If your response to the call for tenders has been successful you will receive a green message confirming that the response has been sent to the buyer.

Nom TEST Evenement - Appel d'offre n° 163 Actif

Réponse soumise à l'acheteur

3. How to refuse to participate in a tender

3. How to refuse to participate in a tender

1. Open the notification email received for the new "Sourcing Event #" created

2. Click on **"View Event"**

GIE ATR has invited you to the sourcing event: **Nom TEST Evenement**.

Si vous avez l'intention de participer, consultez le calendrier de l'événement et acceptez les conditions générales de l'événement, le cas échéant. Cliquez sur l'onglet "Mes Réponses" pour fournir votre réponse, qui peut inclure des pièces jointes, des formulaires et des articles et des services.

Response due date: Wednesday, 23 November 2022 04:40 PM CET

Gain Instant Trust of Buyers	Want to participate later?	Need more info?
Get **Verified** on Coupa	Click **I intend to Participate** button to let the buyer know.	Click **View Event** and you will be taken to the event page.
✓ **START NOW**		

I intend to Participate   **View Event**

3. How to refuse to participate in a tender

3. In the 'Accept Terms and Conditions' section, under 'Do you accept these Terms and Conditions?' select **"NO".**

4. Fill in the **"Rejection Comment"** field.

5. Click on the button **"Send to Event Owner".**

Do you accept these Terms and Conditions?
○ Yes
◉ No

Rejection Comment *

Je ne souhaite pas participer

Send to Event Owner

4. How to communicate with your client via the tender message centre

4. How to communicate with your client via the tender message centre

1. Enter the desired call for tenders and find the **"Messages"** section at the bottom left.

2. Click on messages to start **writing your message**.
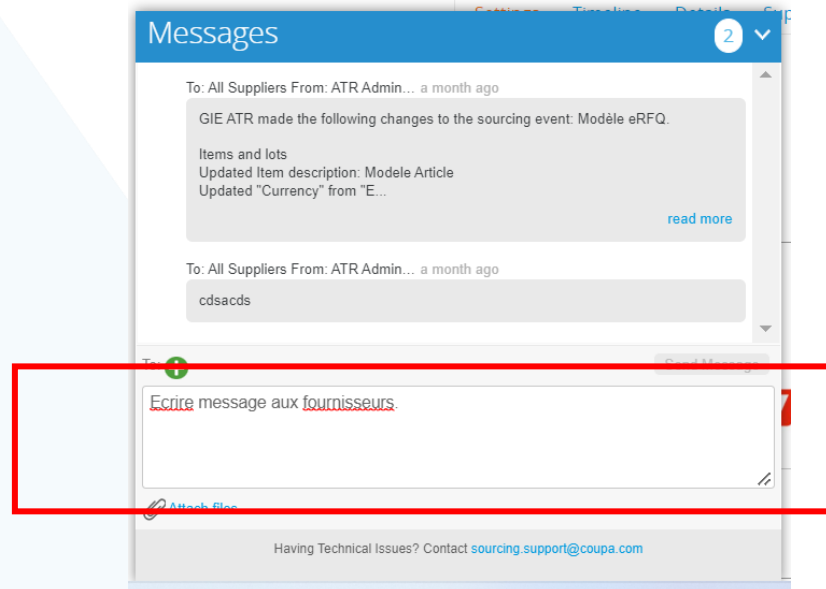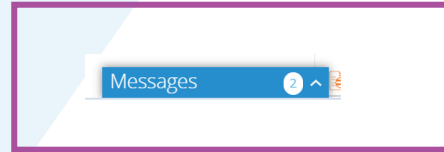
4. How to communicate with your client via the tender message centre

3. Your client and his teams will be able to **answer** all your questions through the message centre.

4. Your client will have the opportunity to answer your question and those of **of other invited suppliers** via this message centre.

5. Do not hesitate to ask any question you think is relevant to the tender process.
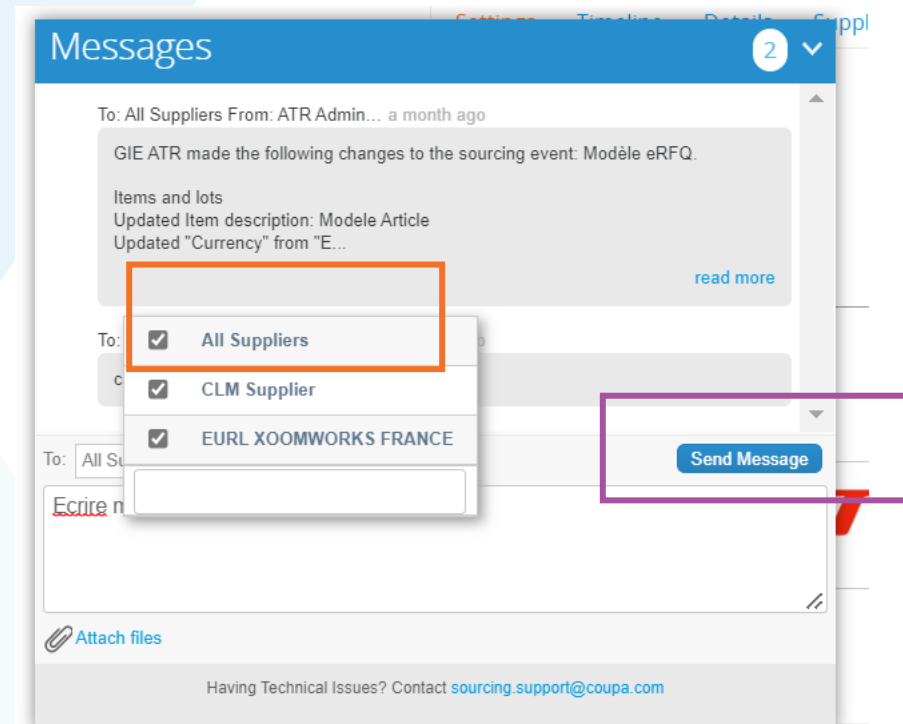
5. How to modify the tender after an initial response has been sent

5. How to modify the tender after an initial response has been sent

1. If you would like to change a response you have sent, simply find the original invitation sent by email and click again on 'I intend to participate'.

2. Click on Edit Response and change the information you wish to update.

Nom TEST Evenement - Appel d'offre n° 163 Actif

L'appel d'offre se termine   14 : 23   jours   hrs

nfos sur l'appel d'offre   Mes réponses   Supplier 4

Éditer la réponse

Répondu le 03/01/23

* Nom   Supplier 4

5. How to modify the tender after an initial response has been sent

3. Click on "Submit Response".

4. You will need to see the same notification in green to confirm that the new response has been sent.

Nom	Ma capacité	Quantité attendue	Mon prix	Prix x quantité attendue >
Articles non disponibles en lots (2 articles)				700,0000 EUR
🛒 article test		1,000 (Each) x	500,00 * =	500,00 EUR
🛒 article test 2		1,000 (Each) x	200,00 * =	200,00 EUR
				Total 700,00 EUR

Importer depuis Excel	Charger l'historique	Enregistrer	**Soumettre la réponse à l'acheteur**
			Exporter vers Excel

Nom TEST Evenement - Appel d'offre n° 163 Actif

Réponse soumise à l'acheteur

6. How do you know if your tender has been successful?

6. How do you know if your tender has been successful or not?

1.Your client's team will be able to analyse the information submitted once your client has received the responses from the suppliers invited to the tender.

2. If your response to the call for tenders has not been successful, you will receive a notification by e-mail.

3. If your response to the tender has been successful you will receive a notification as to whether the tender has been completed or whether there will be a second round to award the tender lines to a supplier.

7. Accepting your client's terms and conditions

7. Accepting your client's terms and conditions

1. If your client sends you specific terms and conditions for the tender you should read and accept them before you respond.

2. You will find the conditions to accept after clicking on the link to participate in the event.

7. Accepting your client's terms and conditions

3. If you accept the terms and conditions you must then click on "Send to Event Owner" and you will receive a green notification confirming that the terms and conditions have been accepted.

4. You cannot refuse them once you have accepted them.

7. Accepting your client's terms and conditions

3. If you accept the terms and conditions you must then click on "Send to Event Owner" and you will receive a green notification confirming that the terms and conditions have been accepted.

4. You cannot refuse them once you have accepted them.

7. Accepting your client's terms and conditions

5. If you do not accept the terms of the tender you will need to provide a response in the 'Rejection Comment' section.

6. Then click on "Send to event owner".

7. A green notification will confirm that your response has been sent to the buyer.

7. Partial or total award of the tender

7. Partial or total award of the tender

1. Your client may award you the entire tender or just a few lines of the tender.

2. You may therefore start receiving purchase orders from your client if your response is successful.