



XOOMWORKS
PROCUREMENT

Supplier Sourcing Guide



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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"**

GIE ATR Profile Information Request - Action Required

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com> 09:46 (il y a 0 minute)
À mihaela.costinas.xoomworks+6554

anglais français Traduire le message Désactiver

Powered by COUPA

ATR
TEST

GIE ATR Profile Information Request - Action Required

Cher Fournisseur,

Dans le cadre de son processus de référencement fournisseur, Le GIE ATR vous demande de fournir des informations sur votre entreprise **au format électronique**. La collecte de ces informations et leur validation sont désormais uniquement gérées avec **Coupa la plate-forme en ligne choisie par ATR pour la gestion du référencement, des commandes, contrats et RFP**.

Merci de respecter un délai de 48 heures maximum pour fournir ces informations. Passé ce délai, une nouvelle demande de référencement devra être initiée par le GIE ATR et ralentira donc le processus pouvant ainsi impacter votre capacité à répondre aux besoins du GIE ATR.

Un manuel utilisateur est à votre disposition via un lien EURL pour vous aider à compléter les éléments demandés : <https://www.atr-aircraft.com/suppliers-partners/>

Si ce n'est déjà fait vous serez amenés à créer un compte sur le portail fournisseur COUPA qui vous permettra non seulement de soumettre vos données, de suivre le processus de validation, de...

welcome to Coupa.

Note: If you have any problems to transmit the requested information, please do not hesitate to contact the focal point that initiated the listing process.

Join and Respond **Respond Without Joining**

Create an Account

GIE ATR is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with GIE ATR so you're ready to do business together.

* Business Name
DEMOSUPP
Your legal business name (or legal personal name if an individual)

* Email
mihaela.costinas.xoomworks+6554@gmail.com

* First Name
DEMO

* Last Name
SUPP

* Password
[]

* Confirm Password
[]
Use at least 8 characters and include a number and a letter.

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)

ATR
TEST

Powered By **coupa**

Basics Profile

Tell us about your business

* Company Name
DEMOSUPP
Your official registered company name

Website

* Country/Region

* Address Line 1

Address Line 2

* City

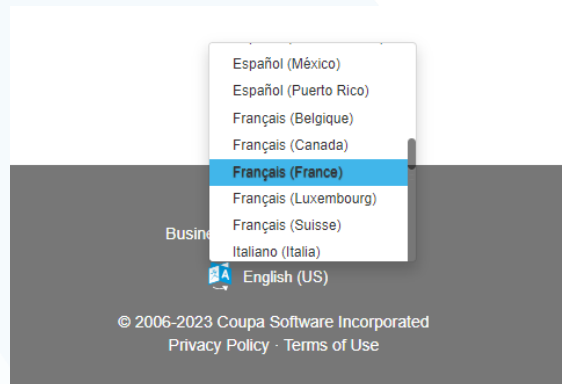
State
Example: CA

* Postal Code

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.



receives and in review

1. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

1.1 Informations générales/ General Information

* Dénomination Sociale / Company Name:

* Forme juridique * / Legal Form * :

* DUNS N° : ⓘ

Numéro de TVA / VAT Number - For European countries only

1.2 Adresse Siège Social / Registered office address

* Adresse Siège Social / Registered office address

Objets de l'adresse : ⓘ

* Région : ▼

Pays/Région

État, région :

Nom de l'adresse : Alimenter, MA, et utiliser le nom de l'État ou de région

* Adresse postale :

Adresse postale 2 :

* Ville :

* Code postal :

Code de l'emplacement :

Le "Nom de l'Adresse" est optionnel. Merci de ne pas remplir le champ "Code d'emplacement" / The "Address Name" is optional. Please do not fill in the field "Location Code"

1.3 Lieu d'activité effectif - si différent / Actual place of business - if different

For more information on the processing of your personal data, please see our Privacy Policy.

Internet www.cnil.fr :

Refuser

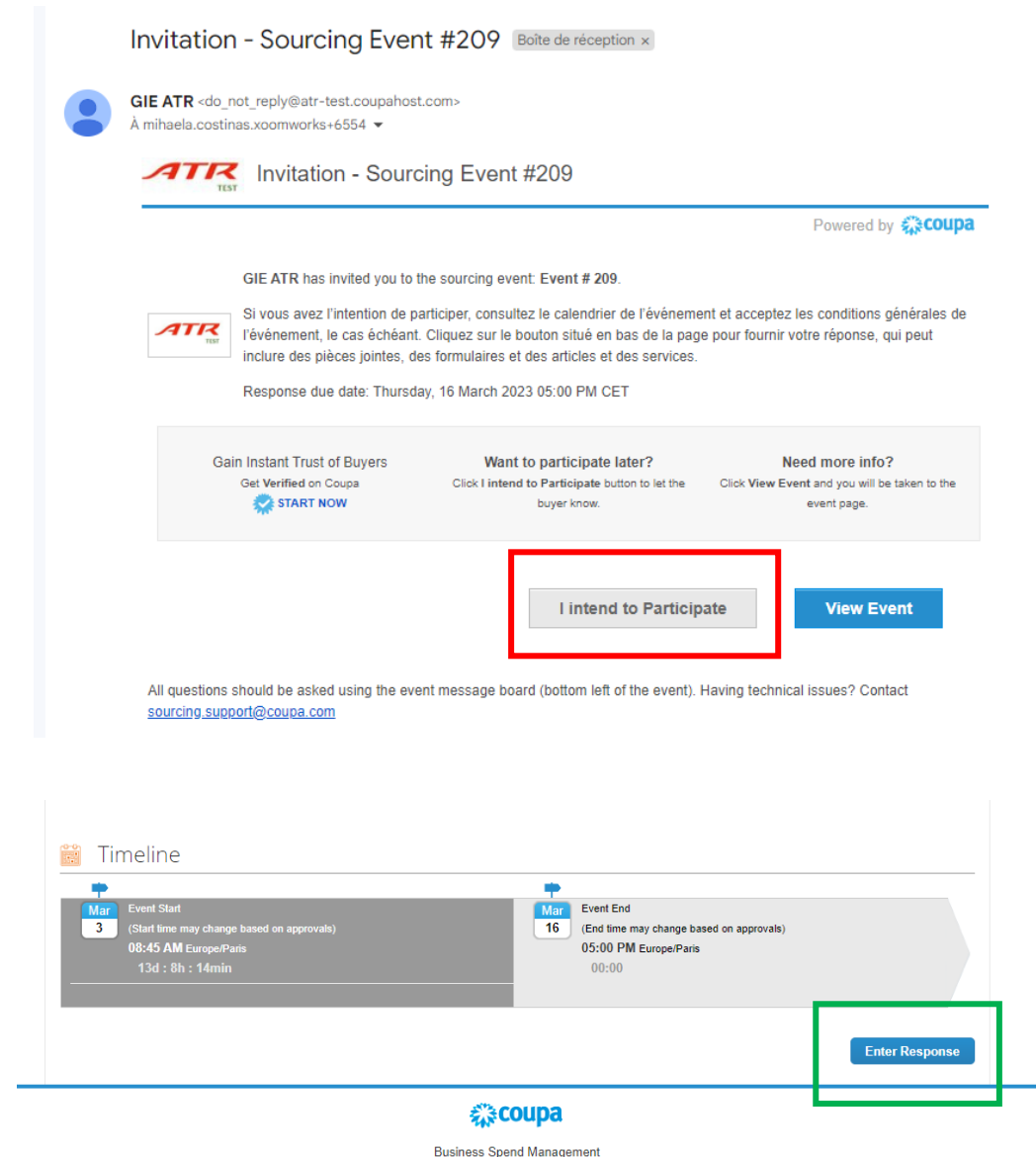
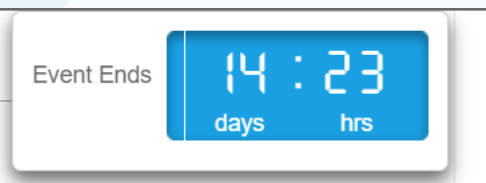
2. How to respond to a call for tenders




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.




Invitation - Sourcing Event #209 Boîte de réception x

 **GIE ATR** <do_not_reply@atr-test.coupahost.com>
À mihaela.costinas.xoomworks+6554 ▾


 Invitation - Sourcing Event #209

Powered by 

GIE ATR has invited you to the sourcing event: Event # 209.

 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 le bouton situé en bas de la page pour fournir votre réponse, qui peut inclure des pièces jointes, des formulaires et des articles et des services.

Response due date: Thursday, 16 March 2023 05:00 PM CET


Gain Instant Trust of Buyers
Get Verified on Coupa


Want to participate later?
Click I intend to Participate button to let the buyer know.

Need more info?
Click View Event and you will be taken to the event page.


I intend to Participate **View Event**

All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact sourcing.support@coupa.com

 Timeline

Mar 3 Event Start (Start time may change based on approvals) 08:45 AM Europe/Paris 13d : 8h : 14min	Mar 16 Event End (End time may change based on approvals) 05:00 PM Europe/Paris 00:00
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Enter Response


Business Spend Management

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

 Pièces jointes

jours hrs

Fourni par Alfredo Perez Palomo

Votre réponse

nom de la pièce jointe


Réponse à nom de la pièce jointe

Pièce jointe

 Insurance_certificate_form.csv

Pièce jointe

Ajouter [Fichier](#)

 Formulaires

1. TEST COPY OF Commercial analysis

Veillez 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.

Articles et services ▼

Paramètres des articles

Nom	Ma capacité	Quantité attendue	Mon prix	Prix x quantité attendue >
Articles non disponibles en lots (2 articles)				0,000 EUR
 article test		1,000 (Each) ×	<input type="text"/> * =	0,00 EUR
 article test 2		1,000 (Each) ×	<input type="text"/> * =	0,00 EUR
Total				0,00 EUR

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

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)				800,000 EUR
 article test		1,000 (Each) ×	<input type="text" value="500,00"/> * =	500,00 EUR
 article test 2		1,000 (Each) ×	<input type="text" value="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

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

[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"**.

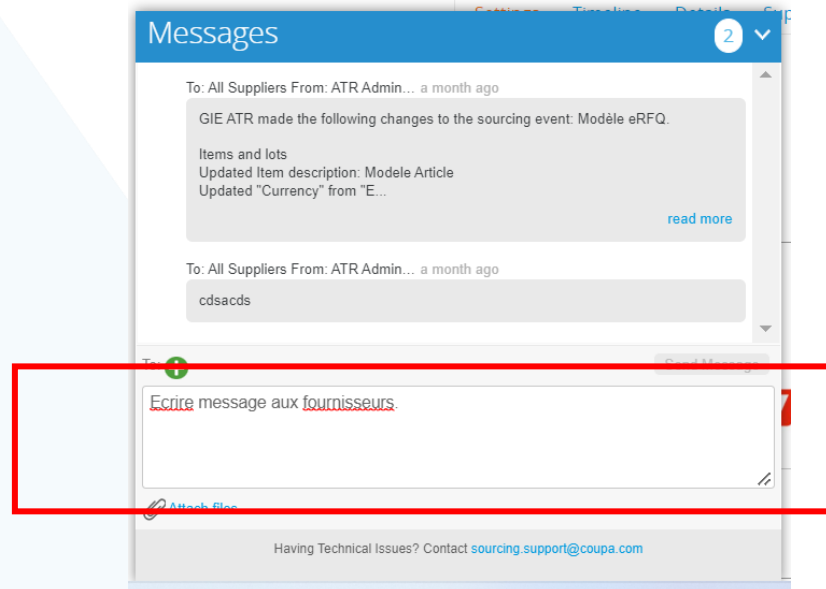
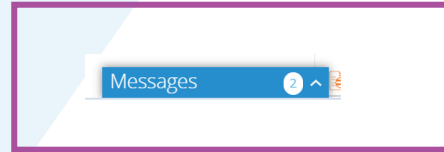
The screenshot shows a web form with the following elements:

- A question: "Do you accept these Terms and Conditions?"
- Two radio button options: "Yes" and "No". The "No" option is selected and highlighted with a red rectangular box.
- A text input field labeled "Rejection Comment *". The field contains the text "Je ne souhaite pas participer" and is highlighted with a purple rectangular box.
- A blue button labeled "Send to Event Owner" located at the bottom right of the form, highlighted with a green rectangular box.

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**.

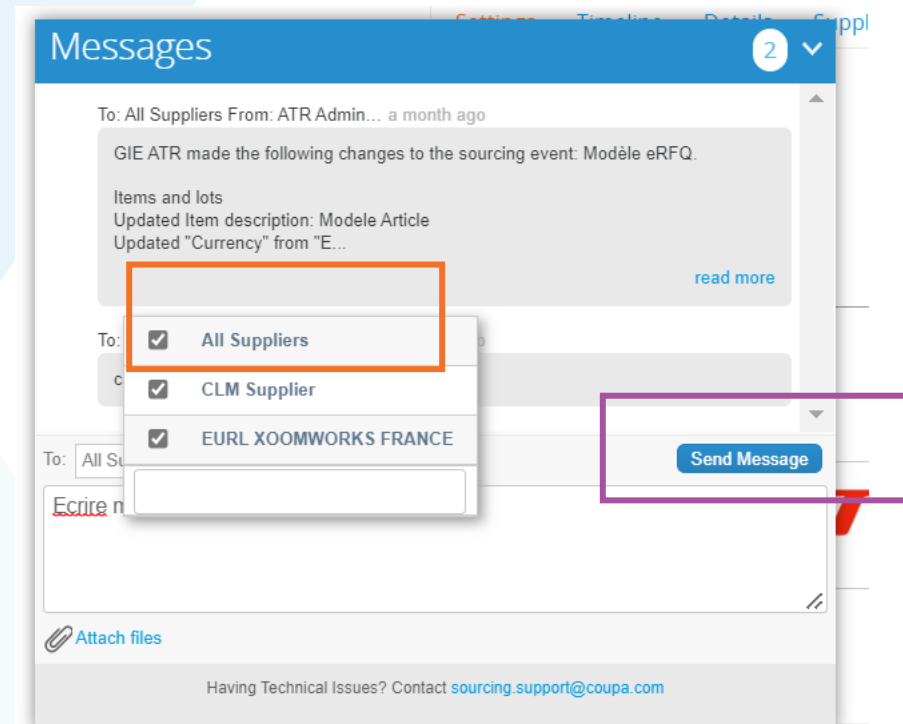


4. How to communicate with your client via the tender message centre

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

[Infos 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)				700,000 EUR
 article test		1,000 (Each) ×	<input type="text" value="500,00"/> * =	500,00 EUR
 article test 2		1,000 (Each) ×	<input type="text" value="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.

Accepter les conditions générales

Conditions générales

Ici les conditions de cet événement :

Acceptez-vous ces conditions générales ?

- Oui
 Non

Envoyer au propriétaire de l'événement

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.

Les conditions générales ont été acceptées.

GIE ATR vous a invité à l'événement d'approvisionnement : **Nom TEST Evenement**. Si vous avez l'intention de accepter les conditions générales de l'événement, le cas échéant. Cliquez sur l'onglet "Mes Réponses" pour fou

L'appel d'offre se termine

14 : 23
jours hrs

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.

Les conditions générales ont été acceptées.

GIE ATR vous a invité à l'événement d'approvisionnement : **Nom TEST Evenement**. Si vous avez l'intention de accepter les conditions générales de l'événement, le cas échéant. Cliquez sur l'onglet "Mes Réponses" pour fou

L'appel d'offre se termine

14 : 23
jours hrs

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.

 Envisagez-vous de participer à cet événement ?

J'envisage de participer à cet événement
Le propriétaire de l'événement sera notifié de votre intention de participation.

 **Accepter les conditions générales**

Conditions générales
Vous trouverez ici les conditions générales pour cet appel d'offre.

Acceptez-vous ces conditions générales ?

Oui
 Non

Commentaire concernant le rejet *

Ma société ne peut pas accepter ces T&Cs.

Envoyer au propriétaire de l'événement

La réponse aux conditions générales a été envoyée.

 Envisagez-vous de participer à cet événement ?

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.