

COUPA SUPPLIER GUIDE

Sourcing



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¿WHAT IS COUPA?



It is the world-class solution selected to standardize the purchasing process of GRUPO MÉXICO and, through this technological platform, gain visibility, control, and efficiency in decision-making.

4.000+
Customers

10M+
Suppliers

125+
Countries

Multi
Currency

Multi
Language

Over 6 trillion in accumulated spending under management

Rated #1 by top analysts








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.

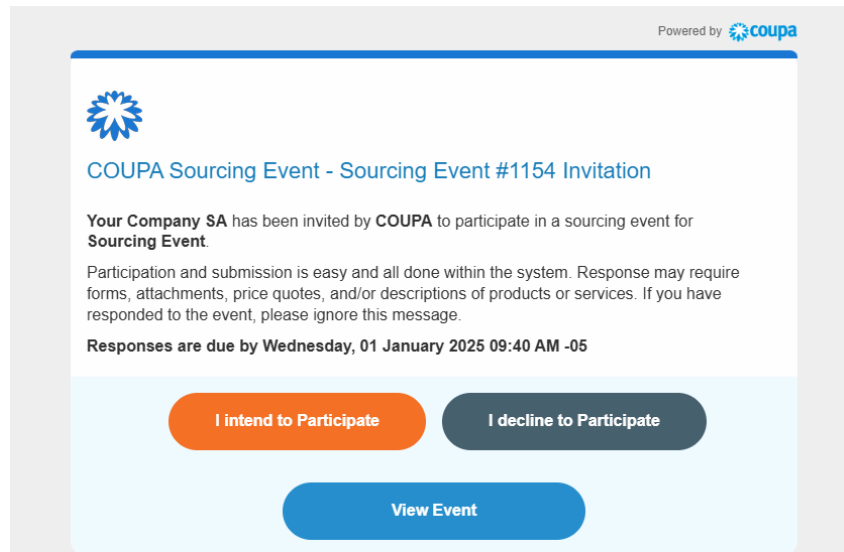


Invitation

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.

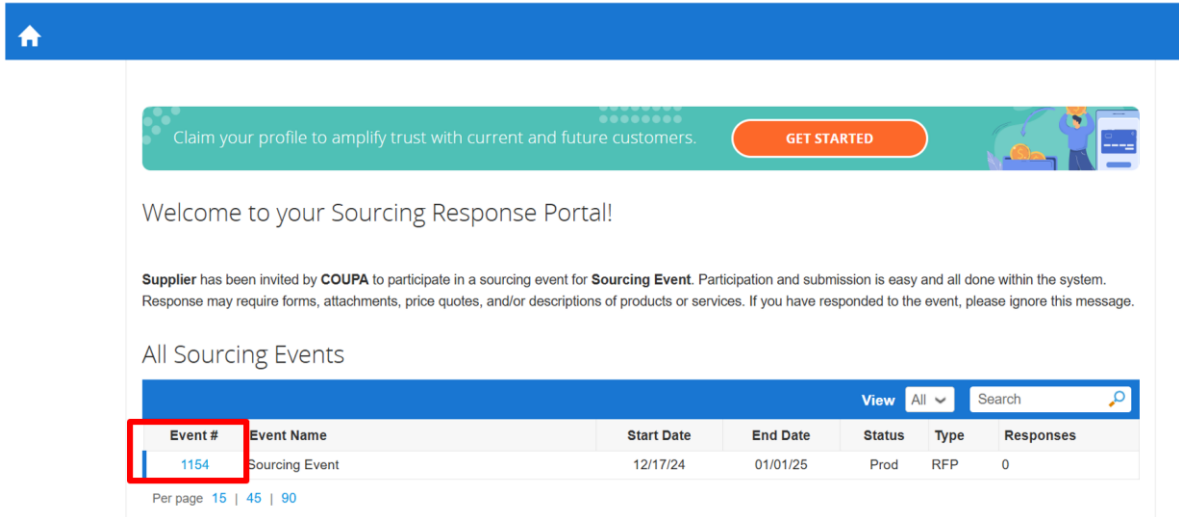


Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

View Event: By clicking this button, the supplier will be redirected to the Coupa portal to enter their login details. Once logged in, they will see the home screen and will need to indicate whether they wish to participate and accept the terms and conditions.

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!

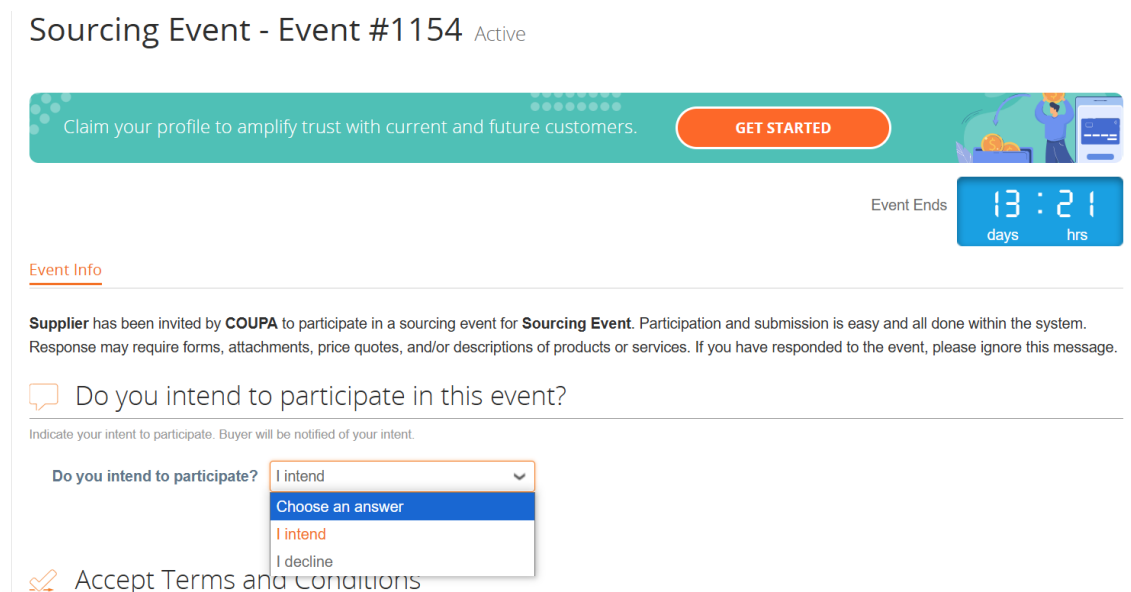
Supplier has been invited by **COUPA** to participate in a sourcing event for **Sourcing Event**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, 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?

- 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

Submit


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

Send to Event Owner

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



Home icon

Sourcing Event - Event #1154 Active

Terms and Conditions have been accepted. [X]

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 days hrs

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



T 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](#)



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

 Timeline

 Dec 17	Event Start 04:40 PM America/Bogota 14d : 17h : 0min	 Jan 1	Event End 09:40 AM America/Bogota 00:00
--	--	---	---

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.**

 Timeline

 Dec 17	Event Start 04:40 PM America/Bogota 14d : 17h : 0min	 Jan 1	Event End 09:40 AM America/Bogota 00:00
--	--	---	---

[Enter Response](#)

My response tab:

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

 Attachments

days hrs

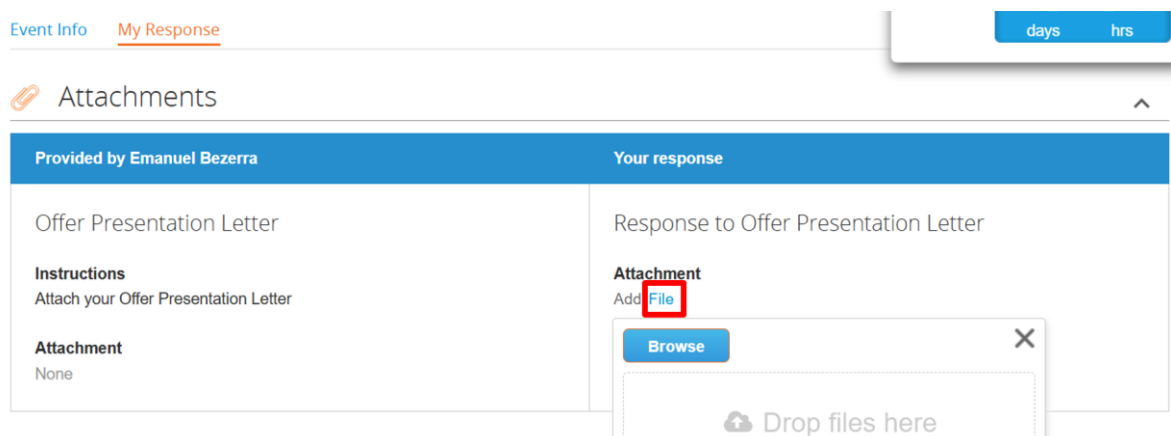
Language Change

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



Attachments

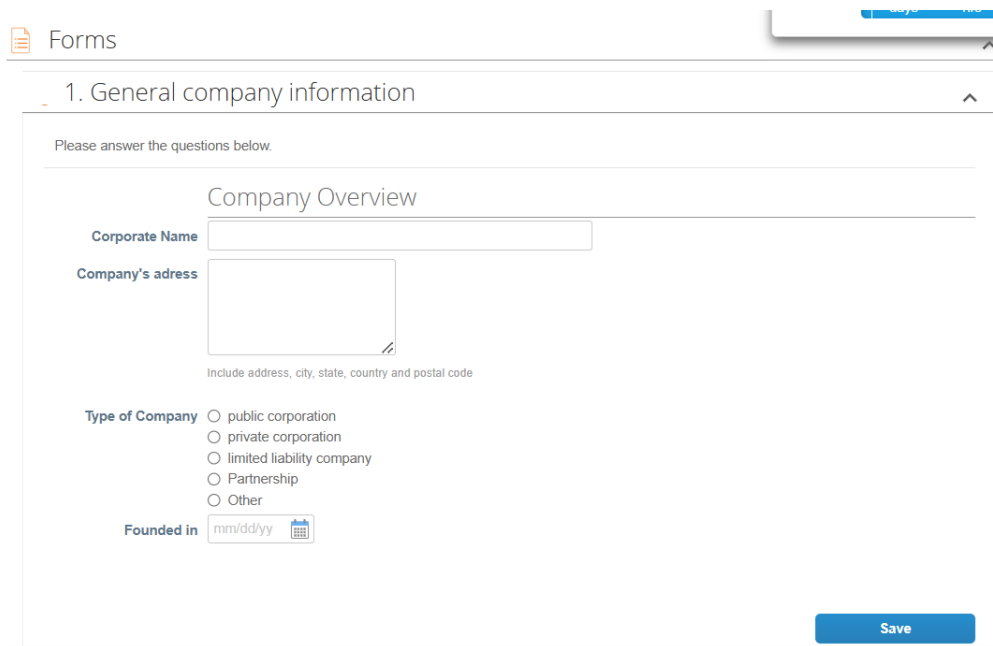
Upon accessing the response tab, the supplier will first be able to view the Attachments section from the buyer. The requested documents by the buyer will be visible, along with the response area for the supplier, where the requested document must be uploaded. Coupa allows the supplier to identify which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



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 

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	Expected Quantity	Capacity	* Price per Unit	* Currency	Total
Item A	150 Unidad	150	<input type="text"/>	USD	4,500.00 USD
Item B	200 Unidad	200		USD	16,000.00 USD
Item C	80 Unidad	80	<input type="text"/>	USD	1,600.00 USD

* 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 <input type="text"/> 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 configured 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:

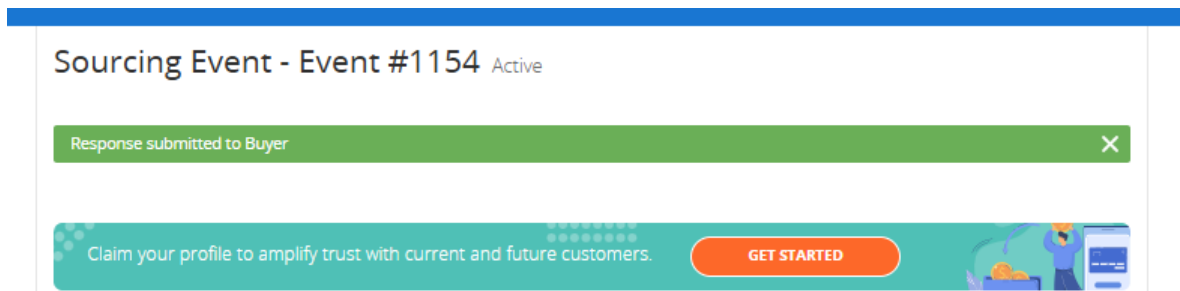


Import Excel: Data from the response template, which can be downloaded, can be attached. More information on this option will follow.

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.



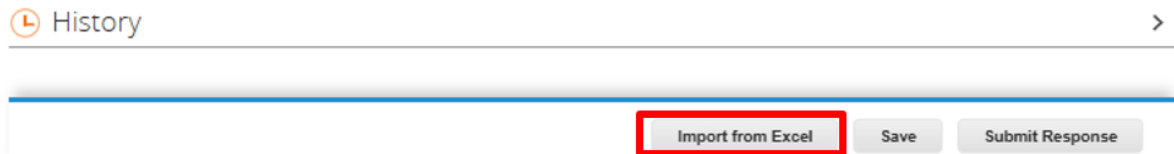
Items and Services with Total Cost Formulas

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:

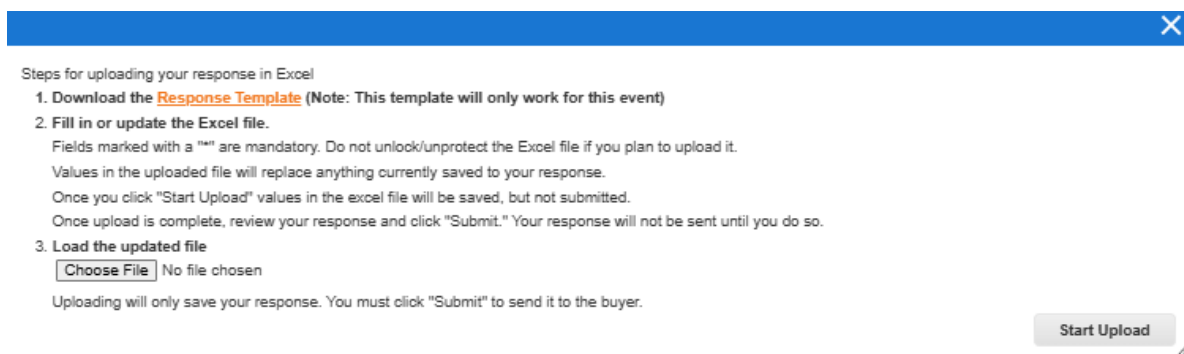


Mass upload for responses

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.



A pop-up window will provide instructions on how to fill out the file and subsequently upload it within the same interface.



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 out 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.

History >

Import from Excel

Save

Submit Response

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



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.

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

Excel import successful. Remember to submit your changes below.

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

Event Ends **13 : 20**
days hrs

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.



COUPA Sourcing Event - Sourcing Event #1154 Has been changed

COUPA made the following changes to the sourcing event: **Sourcing Event.**

Event timeline

Updated "End time" from "01/01/25 09:40 AM" to "12/30/24 09:40 AM"

Attachments

Added Attachment name: NDA

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.

Responses are due by Monday, 30 December 2024 09:40 AM -05

[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.

Event Ends

11 : 18
days hrs

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

Emanuel Bezerra made the following [changes](#) to this event

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 150 Unidad	Capacity 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				
Item C				2,400.00 USD
Expected Quantity x Price per Unit				
Expected Quantity 80 Unidad	Capacidad 80	* Price per Unit 30	* Currency USD	>

* Required field

Total 22,900.00 USD

Instant Messages 1

Search

Emanuel Bezerra an hour ago

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

[read more](#)

Type new message

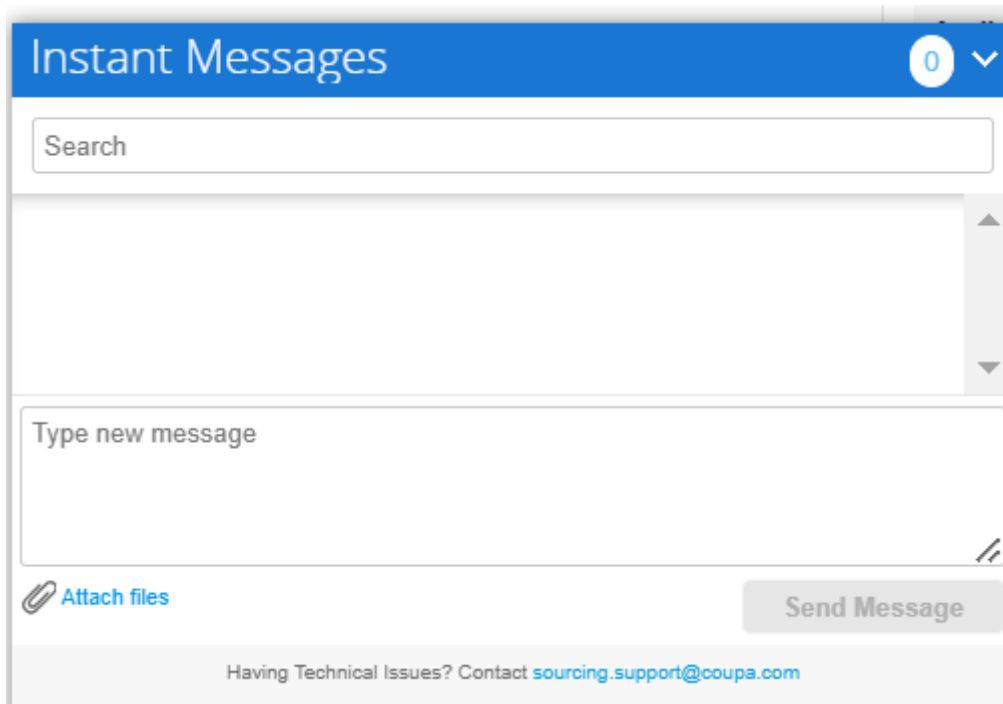
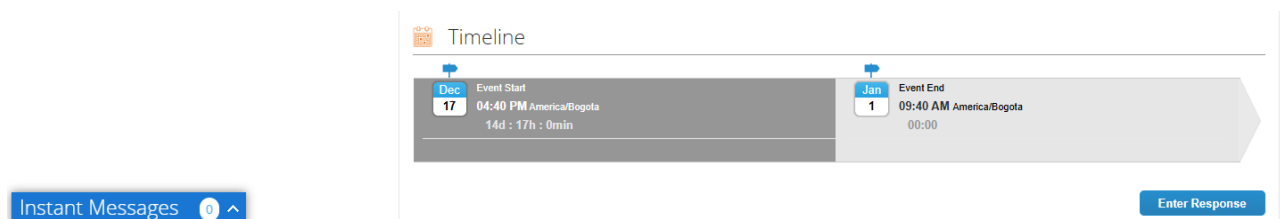
Attach files

[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 the possibility for 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](#)

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

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) ☆ ↶ ⋮

Powered by

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](#)

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?

 Accept Terms and Conditions

Terms and Conditions


[Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

- Yes
- No

[Send to Event Owner](#)

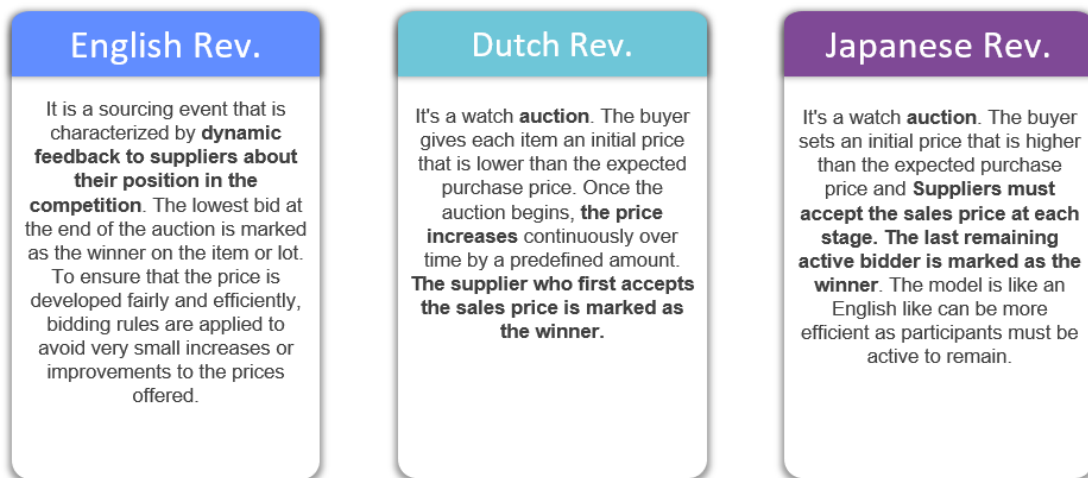
To confirm that this is a follow-up event, you can check the 'Follow-up Event Information' section:

 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 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 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**

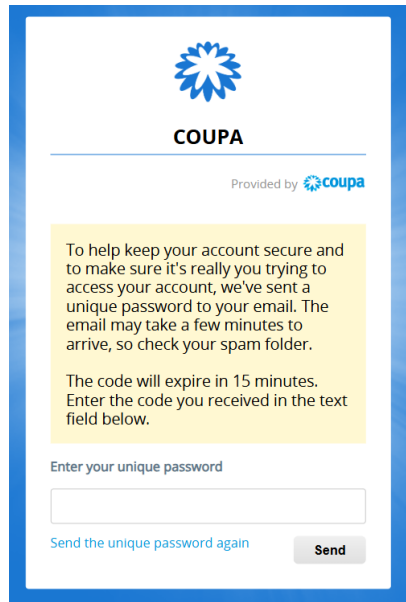
Responses must be submitted by Thursday, December 19, 2024 11:25 AM -05

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

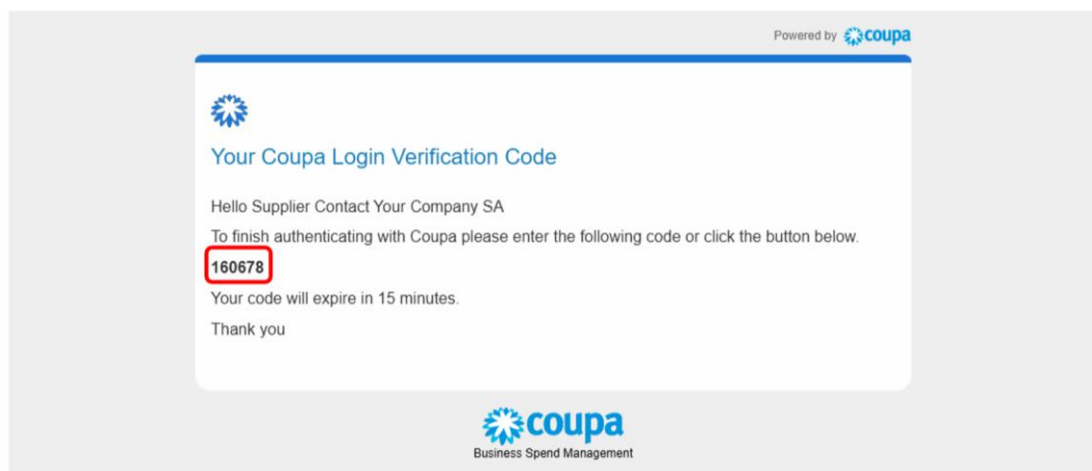
[View Event](#)

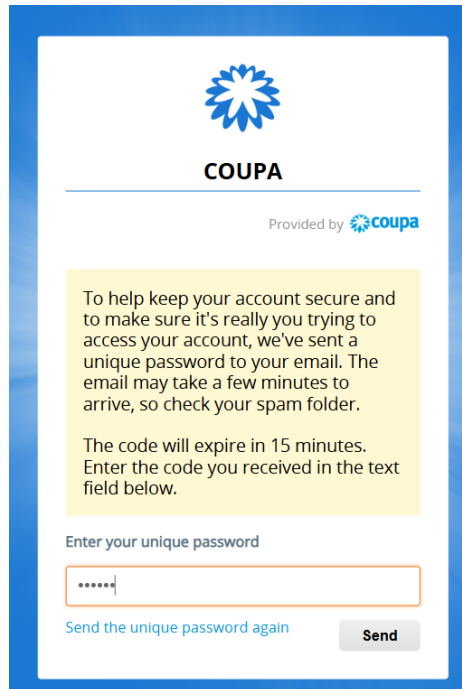
Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

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.



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





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 deadlines for the auction scenario, where it marks the three moments in which the start prior to the quote is given, the start of the submission of quotes, and the end of the event.


 Timeline

Dec 19 Pre-Bid Start 11:11 AM America/Bogota 0h : 8min	Dec 19 Bidding Start 11:20 AM America/Bogota 0h : 5min	Dec 19 Event End 11:25 AM America/Bogota 00:00
--	--	--


[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 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	Capacity 1,000	* Price per Unit 5,000
		* Currency USD
Rank 3 of 3		

* Required field

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 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, 3 providers are competing, where in the image, it can be seen how it is lagging 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
<small>Expected Quantity x Price per Unit</small>			
Expected Quantity 1,000 Unidade	Capacity 1,000	* Price per Unit 5,000	* Currency 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, only the best anonymous price may be 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
<small>Expected Quantity x Price per Unit</small>			
Expected Quantity 1,000 Unidade	Capacity 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.

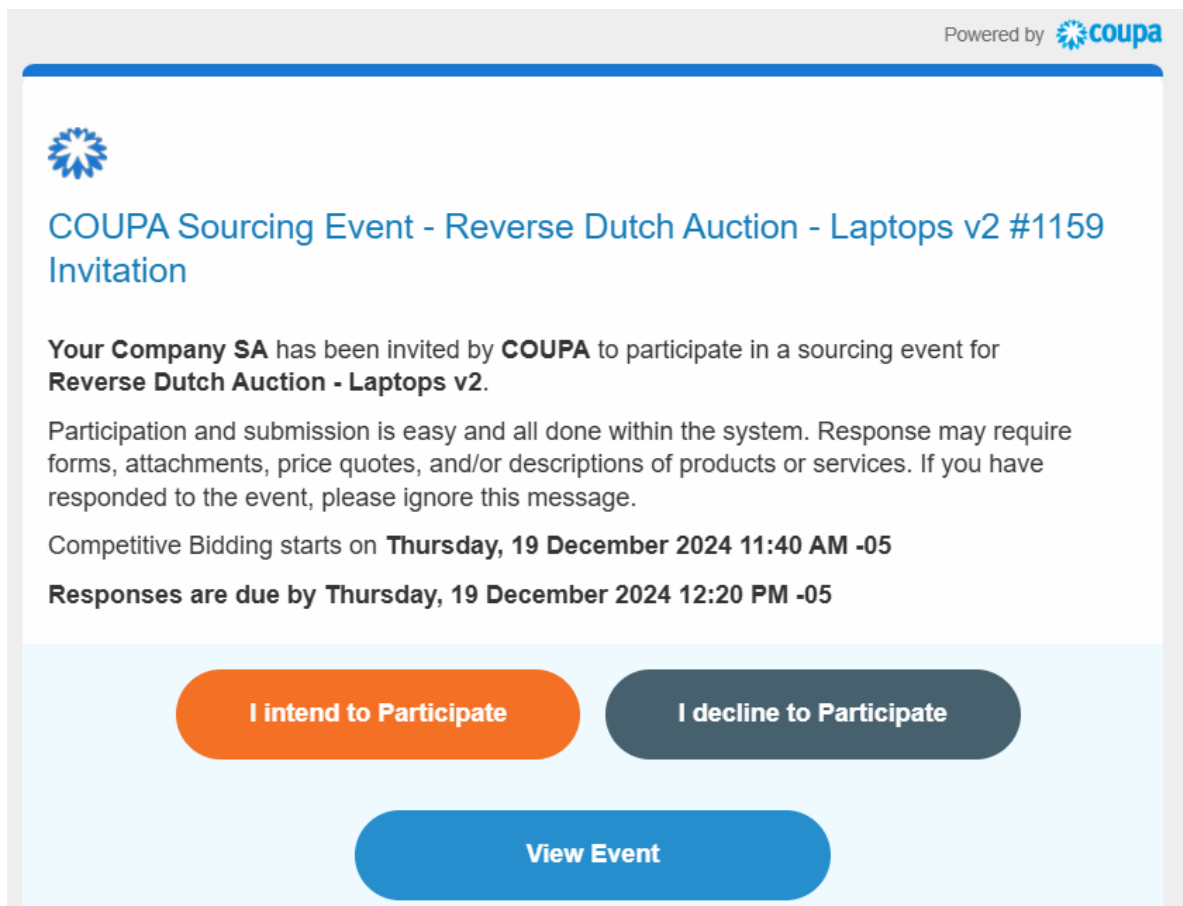
Reverse English Auctio... - Event #1158 Event has Ended


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 taken into account.

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.

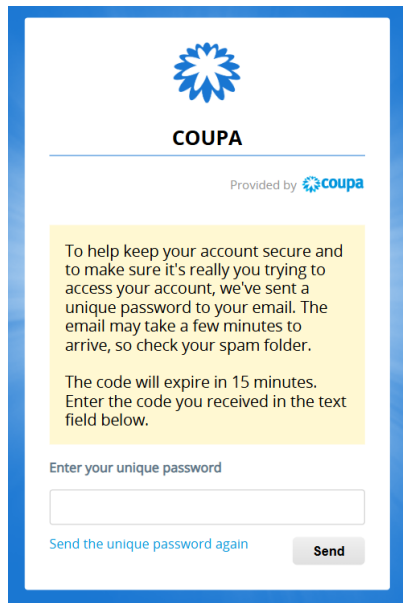
Competitive Bidding starts on **Thursday, 19 December 2024 11:40 AM -05**
Responses are due by Thursday, 19 December 2024 12:20 PM -05

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

View Event

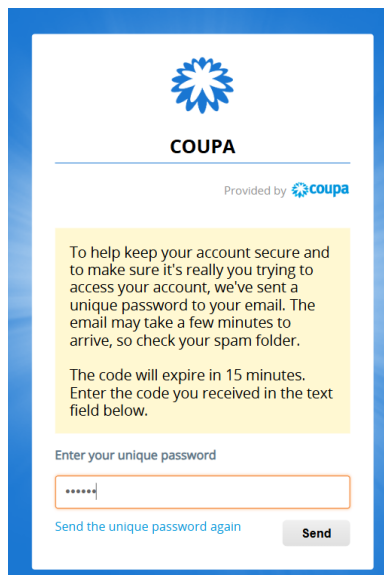
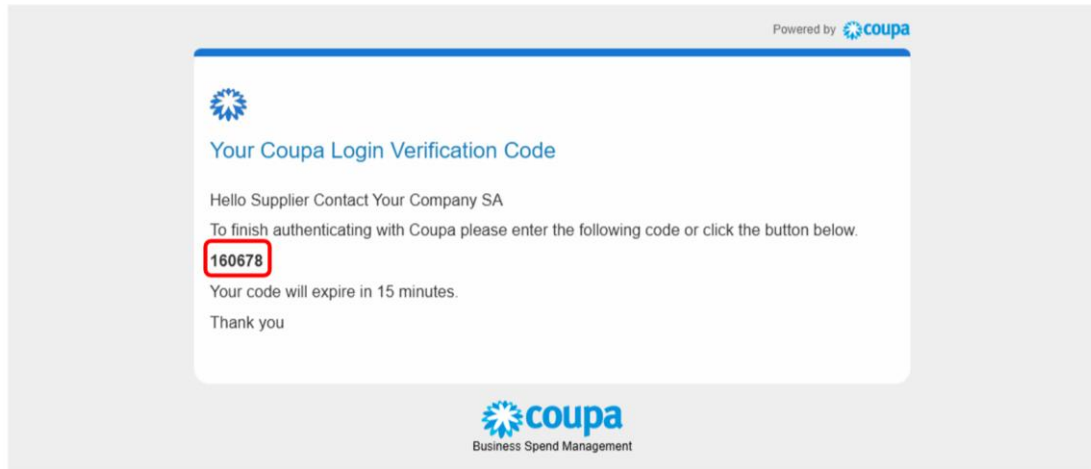
Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

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.



The screenshot shows a web interface for COUPA. At the top is the COUPA logo, a blue starburst. Below it is the text "COUPA" and "Provided by" followed by the COUPA logo. A yellow box contains the following text: "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." Below this is a text input field with the placeholder "Enter your unique password". At the bottom left is a link "Send the unique password again" and at the bottom right is a "Send" button.

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**



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

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

 Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

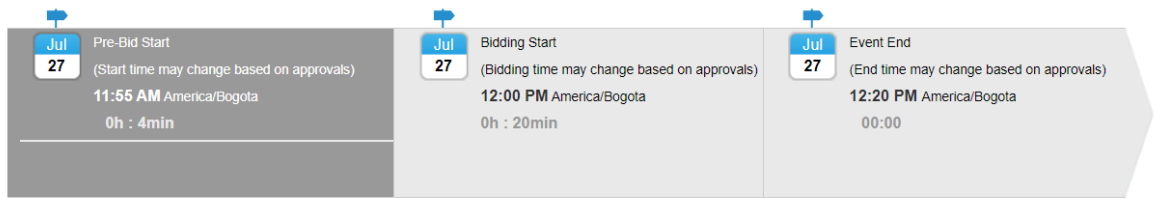
Available Bid Currencies

EUR PEN USD

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

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


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	Capacity	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 a winner.

Time left in the current step 01:45 mins secs Step 2	Time left in the current step 01:50 mins secs Step 3
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">2,625,000.00 USD</div> <div style="text-align: center;">Expected Quantity x Price per Unit</div> <div style="text-align: center;">Currency USD</div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px; text-align: center;">2,750,000.00 USD</div> <div style="text-align: center;">Expected Quantity x Price per Unit</div> <div style="text-align: center;">Currency USD</div> </div>
I confirm your bid on the next page. Accept Bid	I 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.

Submit bid
✕

Are you sure you want to submit bid? This will make you a winner and end the auction. This can not be undone.

Cancel
Submit

☰ 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	Capacity	Price per Unit	Currency
1,000 Unidade	1,000	2,750.00	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.



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**

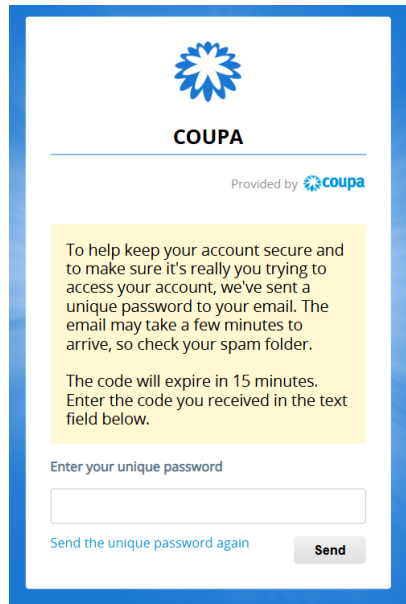
I intend to Participate

I decline to Participate

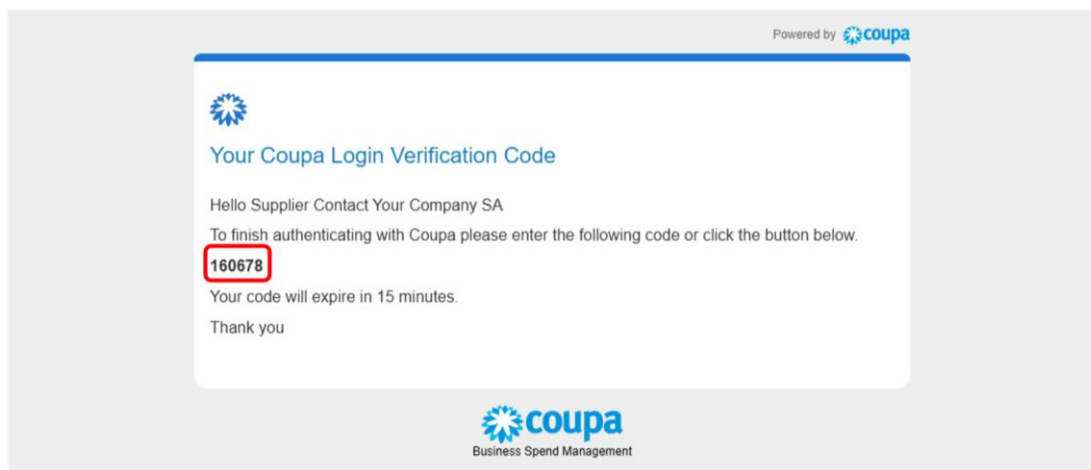
View Event

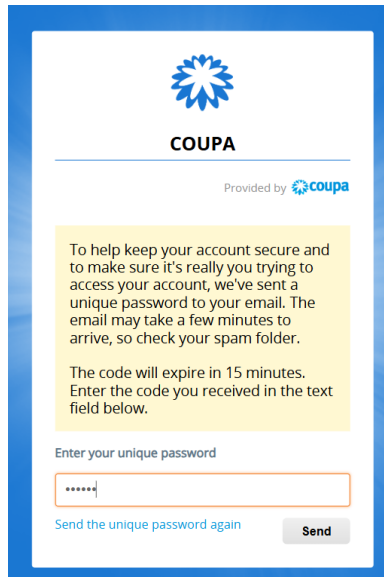
Decline to Participate: By clicking this button, COUPA will immediately notify the event organizer that the supplier does NOT intend to participate in the event.

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.




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






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 during which prices will decrease.

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

 Timeline

<p> Jul 27 Pre-Bid Start (Start time may change based on approvals) 12:13 PM America/Bogota 0h : 3min</p>	<p> Jul 27 Bidding Start (Bidding time may change based on approvals) 12:17 PM America/Bogota 0h : 10min</p>	<p> Jul 27 Event End (End time may change based on approvals) 12:27 PM America/Bogota 00:00</p>
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[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](#)

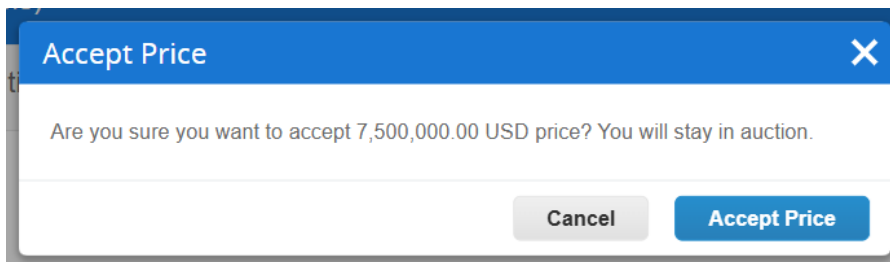
☰ Items and Services ^

Items Not In Lots (1 items)			
Laptop Gama Ejecutiva		7,500,000.00 USD	Expected Quantity x Price per Unit
Expected Quantity 1,000 Unidade	Capacity 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.



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.

☰ Items and Services

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 only one supplier is accepting the steps of the scenario, the event will continue until the steps configured by the buyer are finished; however, in the vast majority of Japanese auctions, the bid ends from the moment that a single supplier accepts 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.



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