



### How to Participate in Request for Proposal (RFP) Event

Updated on 24 March 2025



# **Topics**

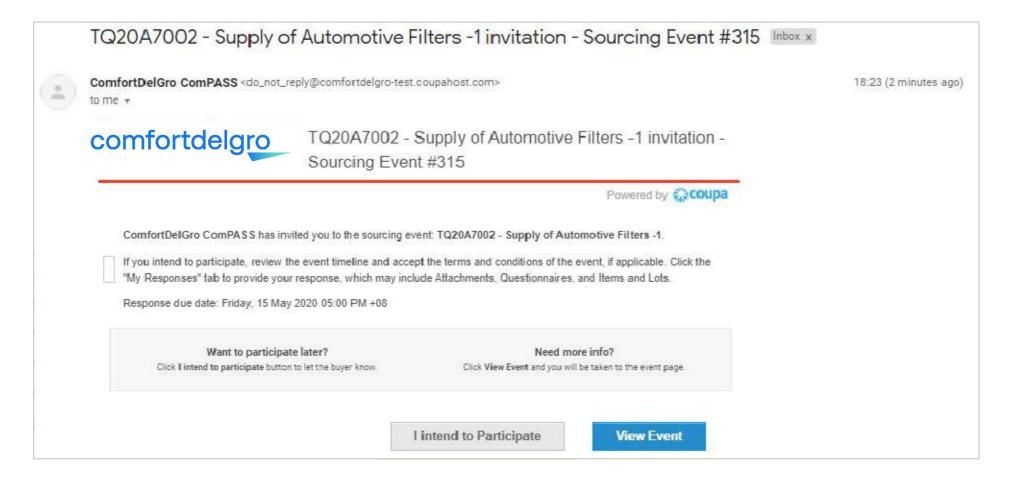
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# **Steps to Submit Pre-requisite Questions**



#### **Steps to Submit Pre-requisite Questions (1/2)**

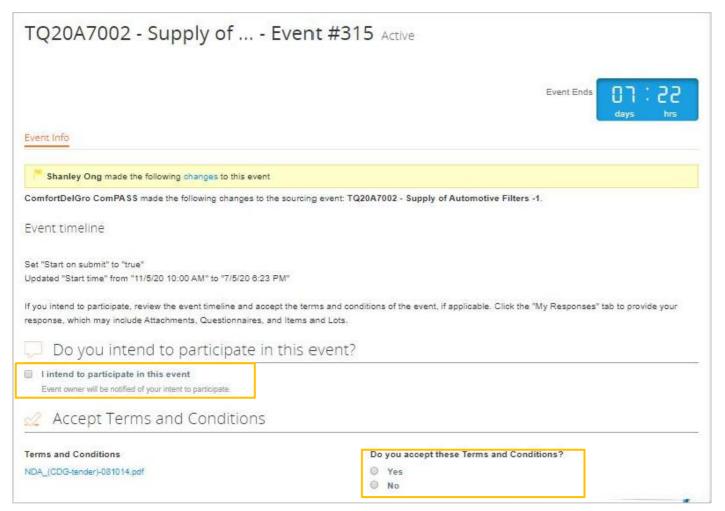
Step 1: Retrieve the sourcing event invitation from your email. Click on "I intend to Participate"





#### Steps to Submit Pre-requisite Questions (2/2)

- Step 2: Read the details and check "I intend to Participate"
- Step 3: Review the terms and conditions attached and click "Yes" and click "Send to the Event Owner"



#### Tips:

After you send to event owner, you will see a green bar stating that Terms and Conditions have been accepted and the "Send to Event Owner" button will grey out



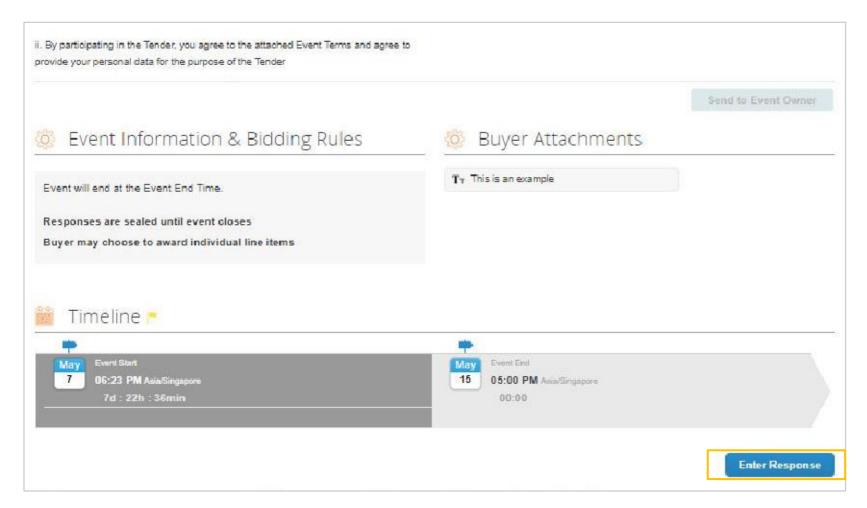


# **Steps to Submit Response**



#### Steps to Submit Response (1/6)

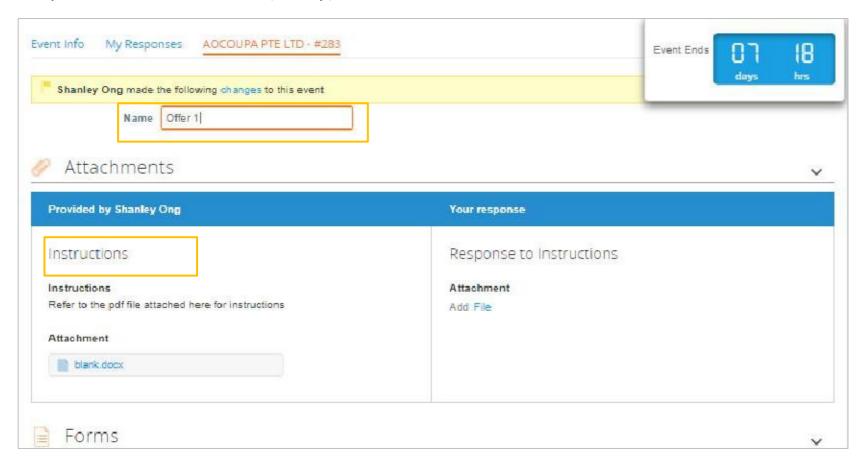
Step 1: Click "Enter Response"





#### **Steps to Submit Response (2/6)**

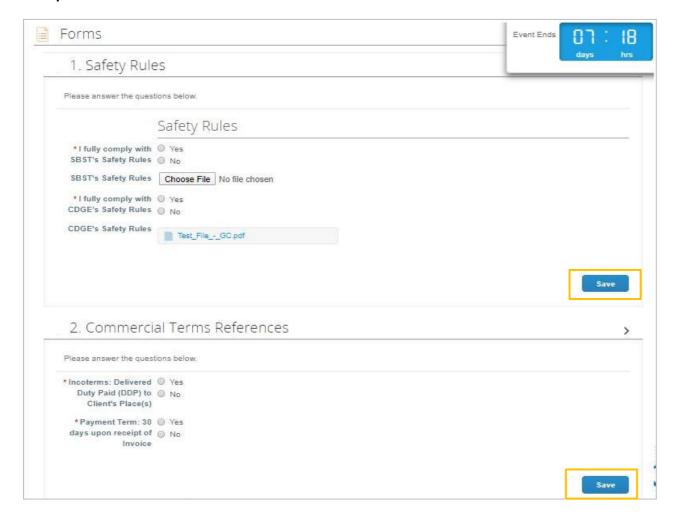
- Step 2: Enter a name for your submission (e.g Offer 1)
- Step 3: Read instructions (if any)





### Steps to Submit Response (3/6)

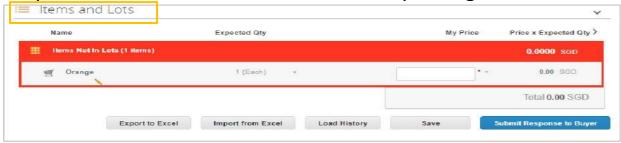
Step 4: Answer and save each of the forms





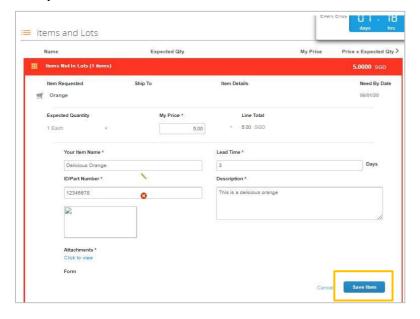
#### Steps to Submit Response (4/6)

Step 5: Click on Items and Lots to start updating information



Step 6a: Complete all mandatory fields marked with red asterisk (\*) and click "Save Item". Alternatively, you can export to excel to complete the information (see step 6b).

Step 7: For submission, click "Submit Response to Buyer"

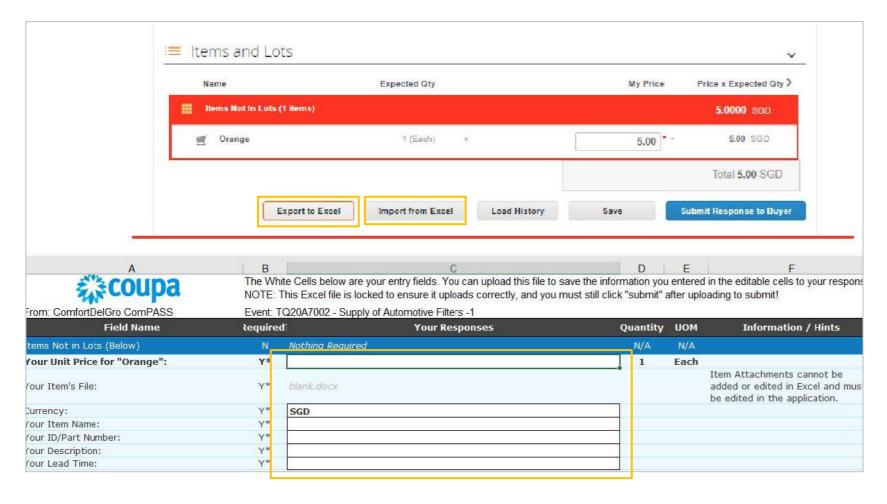




#### Steps to Submit Response (5/6)

Step 6b: Click "Export to Excel" and complete the information in the excel file and submit the response by clicking "import from Excel"

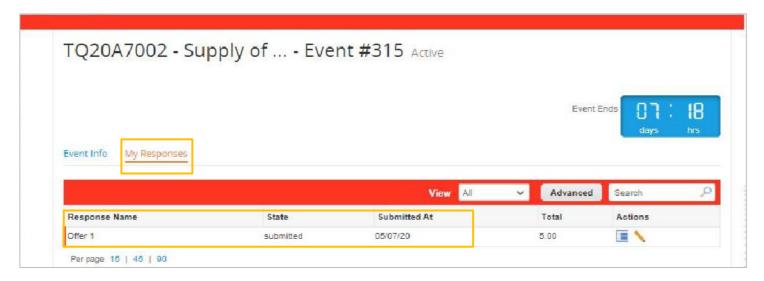
Step 7: For submission, click "Submit Response to Buyer"





#### **Steps to Submit Response (6/6)**

Step 8: Click "My Response" to check that the date of submission is captured



Status "Submitted" means you have successfully submitted your response. If you would like to submit multiple responses, refer to the guide in the next few slides.

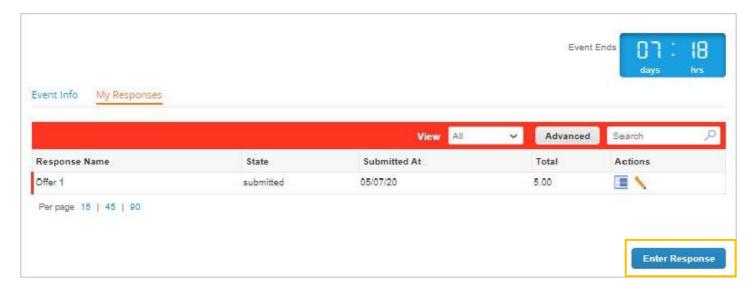


# **Steps to Submit Multiple Response**



### Steps to Submit Multiple Response (1/2)

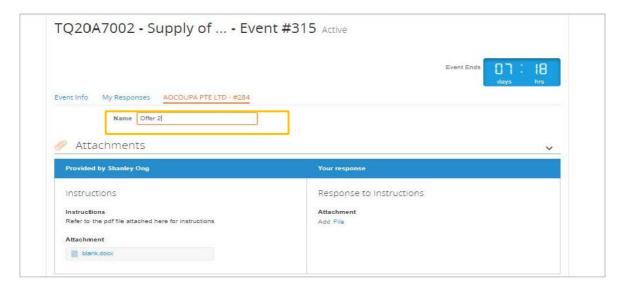
Step 1: In "My Responses" tab, click "Enter Response"





#### Steps to Submit Multiple Response (2/2)

- Step 2: Enter a name for your second response, e.g (Offer 2)
- Step 3: Repeat step 3 to 7 of "Steps to Submit Response"



Step 4: If your submission is successful, you will be able to see both submissions under "My Responses"







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# **More Resources**



#### **More Resources**

For FAQ on Sourcing Supplier in Coupa, please refer to this article in Coupa website: <a href="https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/Work with the CSP/Sourcing">https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/Work with the CSP/Sourcing</a>

For support, please contact the designated Category Owner of the sourcing event.



thank you!