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

Updated on 24 March 2025

## Topics

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2. Steps to Submit Response
3. Steps to Submit Multiple Response
4. More Resources

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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”

TQ20A7002 - Supply of Automotive Filters -1 invitation - Sourcing Event #315 Inbox x

 **ComfortDelGro ComPASS** <do\_not\_reply@comfortdelgro-test.coupahost.com> 18:23 (2 minutes ago)  
to me ▾

 TQ20A7002 - Supply of Automotive Filters -1 invitation - Sourcing Event #315

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ComfortDelGro ComPASS has invited you to the sourcing event: TQ20A7002 - Supply of Automotive Filters -1.

If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Questionnaires, and Items and Lots.

Response due date: Friday, 15 May 2020 05:00 PM +08

**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.

# 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”

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends **07:22**  
days hrs

Event Info

Shanley Ong made the following changes to this event

ComfortDelGro ComPASS made the following changes to the sourcing event: TQ20A7002 - Supply of Automotive Filters -1.

Event timeline

Set "Start on submit" to "true"  
Updated "Start time" from "11/5/20 10:00 AM" to "7/5/20 6:23 PM"

If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Questionnaires, and Items and Lots.

Do you intend to participate in this event?

I intend to participate in this event  
Event owner will be notified of your intent to participate.

Accept Terms and Conditions

Terms and Conditions  
NDA\_(CDG-tender)-081014.pdf

Do you accept these Terms and Conditions?

Yes  
 No

**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”

ii. By participating in the Tender, you agree to the attached Event Terms and agree to provide your personal data for the purpose of the Tender

[Send to Event Owner](#)

### Event Information & Bidding Rules

Event will end at the Event End Time.

Responses are sealed until event closes

Buyer may choose to award individual line items

### Buyer Attachments

**T** This is an example

### Timeline

<b>May 7</b> Event Start 06:23 PM Asia/Singapore 7d : 22h : 36min	<b>May 15</b> Event End 05:00 PM Asia/Singapore 00:00
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[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)

The screenshot shows a web interface for submitting a response. At the top, there are tabs for 'Event Info', 'My Responses', and 'AOCOUPA PTE LTD - #283'. On the right, a blue box indicates 'Event Ends' in 07 days and 18 hours. A yellow notification bar states 'Shanley Ong made the following changes to this event'. Below this, a 'Name' input field contains 'Offer 1'. The 'Attachments' section is expanded, showing a table with two columns: 'Provided by Shanley Ong' and 'Your response'. The 'Provided by Shanley Ong' column contains an 'Instructions' field with a placeholder 'Instructions' and a description 'Refer to the pdf file attached here for instructions', and an 'Attachment' section with a file named 'blank.docx'. The 'Your response' column contains a 'Response to Instructions' field and an 'Attachment' section with an 'Add File' link. At the bottom, a 'Forms' section is partially visible.

Event Info My Responses **AOCOUPA PTE LTD - #283** Event Ends 07 days 18 hrs

Shanley Ong made the following changes to this event

Name Offer 1

Attachments

Provided by Shanley Ong	Your response
<p>Instructions</p> <p>Instructions</p> <p>Refer to the pdf file attached here for instructions</p> <p>Attachment</p> <p>blank.docx</p>	<p>Response to Instructions</p> <p>Attachment</p> <p>Add File</p>

Forms



# Steps to Submit Response (3/6)

## Step 4: Answer and save each of the forms

Forms Event Ends **07 : 18**  
days hrs

### 1. Safety Rules

Please answer the questions below.

**Safety Rules**

\* I fully comply with SBST's Safety Rules  Yes  No

SBST's Safety Rules  No file chosen

\* I fully comply with CDGE's Safety Rules  Yes  No

CDGE's Safety Rules

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### 2. Commercial Terms References

Please answer the questions below.

\* Incoterms: Delivered Duty Paid (DDP) to Client's Place(s)  Yes  No

\* Payment Term: 30 days upon receipt of Invoice  Yes  No

# Steps to Submit Response (4/6)

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

The screenshot shows the 'Items and Lots' interface. At the top, there is a header 'Items and Lots' with a dropdown arrow. Below it, there is a table with columns: Name, Expected Qty, My Price, and Price x Expected Qty. The table contains one row for 'Orange' with an expected quantity of 1 (Each) and a price of 0.00 SGD. A red banner above the table indicates 'Items Not In Lots (1 items)' with a total of 0.0000 SGD. Below the table, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'. The 'Submit Response to Buyer' button is highlighted in blue.

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”

The screenshot shows the detailed form for 'Orange'. The form includes fields for 'Item Requested', 'Ship To', 'Item Details', and 'Need By Date'. The 'Item Details' section has fields for 'Expected Quantity', 'My Price \*', and 'Line Total'. The 'Your Item Name \*' field contains 'Delicious Orange'. The 'Lead Time \*' field contains '3' Days. The 'ID/Part Number \*' field contains '12345678' with a red asterisk and a red 'x' icon. The 'Description \*' field contains 'This is a delicious orange'. There is an 'Attachments \*' section with a 'Click to view' link. At the bottom right, there is a 'Save Item' button highlighted in blue, and a 'Cancel' button.

# 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”

Field Name	Required:	Your Responses	Quantity	UOM	Information / Hints
Items Not in Lots (Below)	N	Nothing Required	N/A	N/A	
<b>Your Unit Price for "Orange":</b>	Y*	<input type="text" value="5.00"/>	1	Each	
Your Item's File:	Y*	<input type="text" value="blank.docx"/>			Item Attachments cannot be added or edited in Excel and must be edited in the application.
Currency:	Y*	<input type="text" value="SGD"/>			
Your Item Name:	Y*	<input type="text"/>			
Your ID/Part Number:	Y*	<input type="text"/>			
Your Description:	Y*	<input type="text"/>			
Your Lead Time:	Y*	<input type="text"/>			

## Steps to Submit Response (6/6)

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

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends 07:18  
days hrs

Event Info **My Responses**

View All Advanced Search

Response Name	State	Submitted At	Total	Actions
Offer 1	submitted	05/07/20	5.00	

Per page 15 | 45 | 90



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”

The screenshot displays the 'My Responses' tab of a web application. At the top right, there is a blue box indicating 'Event Ends 07:18' with 'days' and 'hrs' labels. Below this, there are two tabs: 'Event Info' and 'My Responses', with the latter being selected. A red header bar contains a 'View' dropdown menu set to 'All', an 'Advanced' button, and a search field. Below the header is a table with the following data:

Response Name	State	Submitted At	Total	Actions
Offer 1	submitted	05/07/20	5.00	 

Below the table, there is a pagination control showing 'Per page 15 | 45 | 90'. At the bottom right, a blue button labeled 'Enter Response' is highlighted with a yellow border.

## 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”

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends 07 : 18  
days hrs

Event Info My Responses AOCOUPA PTE LTD - #284

Name Offer 2

Attachments

Provided by Shanley Ong Your response

Instructions  
Instructions  
Refer to the pdf file attached here for instructions

Attachment  
blank.docx

Response to Instructions  
Attachment  
Add File

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

Event Info My Responses

View All Advanced Search

Response Name	State	Submitted At	Total	Actions
Offer 1	submitted	05/07/20	5.00	
Offer 2	submitted	05/07/20	3.00	

Per page 15 | 45 | 90

Enter Response



## More Resources



For FAQ on Sourcing Supplier in Coupa, please refer to this article in Coupa website:

[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)

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

thank you!