

A person is walking on a light-colored stone path. They are wearing a grey blazer, white socks, and teal sneakers. The text "SUPPLIER TRAINING GUIDE" is overlaid in large, bold, purple letters. Below it, the text "Coupa: Responding to Sourcing Events" is overlaid in a smaller, yellow-green font. In the bottom left corner, there is a partial view of a green and purple circular graphic.

# SUPPLIER TRAINING GUIDE

Coupa: Responding to  
Sourcing Events

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## NAVIGATION

Click on the section name to navigate to the topic



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# **Responding to Sourcing Events**

TF  
G



# Terms

Acronym	Description
RFI	Request for <b>Information</b> : RFI responses explore how a vendor might solve a problem or fill a need
RFQ	Request for <b>Quotation</b> : RFQ responses provide the cost of meeting a specific need
RFP	Request for <b>Proposal</b> : RFP responses evaluate the merits of each vendor compared to others
RFx	RFx is a catch all term that refers to requests for quotations and proposals.

THE FOSCHINI GROUP LIMITED has invited you to the sourcing event: **RFx Template review 23/07**.



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, Forms and Items and Lots.

Response due date: Monday, 31 August 2020 05:00 PM CEST

**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](mailto:sourcing.support@coupa.com)

1

1

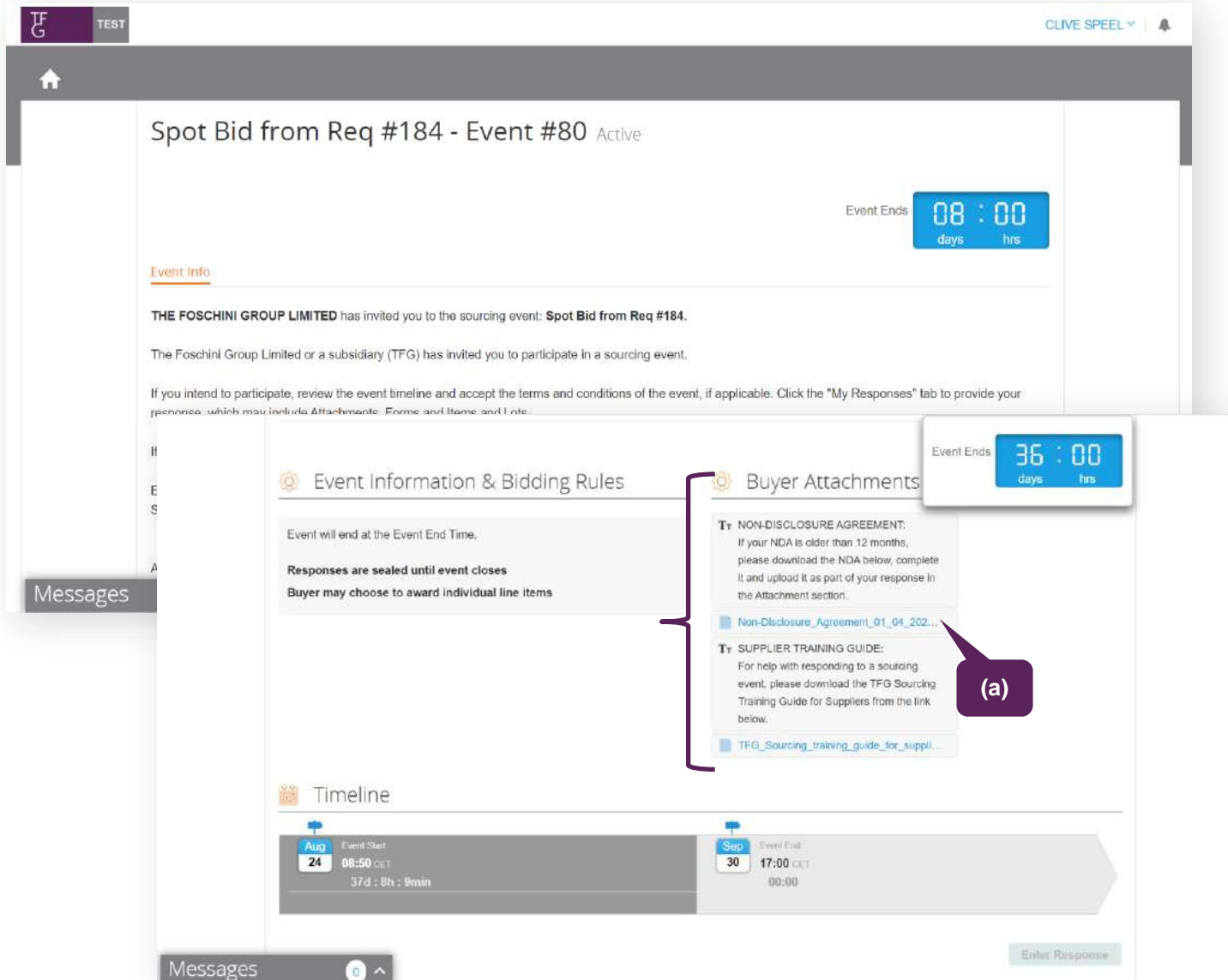
View event

From your sourcing event email invitation;

1.

Click on the '**View Event**' button to view the event information details.

**Note:** Clicking on this button will open the event in a web browser.



The screenshot shows the TFG Sourcing event interface. At the top, there's a header with the TFG logo, a 'TEST' button, and a user profile 'CLIVE SPEEL'. Below the header, the event title 'Spot Bid from Req #184 - Event #80' is displayed with an 'Active' status. A blue timer indicates 'Event Ends 08 : 00 days hrs'. The 'Event Info' section states that THE FOSCHINI GROUP LIMITED has invited the user to the sourcing event. Below this, there's a section for 'Event Information & Bidding Rules' and 'Buyer Attachments'. The 'Event Information & Bidding Rules' section includes the text: 'Event will end at the Event End Time.', 'Responses are sealed until event closes', and 'Buyer may choose to award individual line items'. The 'Buyer Attachments' section lists two items: 'NON-DISCLOSURE AGREEMENT: If your NDA is older than 12 months, please download the NDA below, complete it and upload it as part of your response in the Attachment section.' and 'SUPPLIER TRAINING GUIDE: For help with responding to a sourcing event, please download the TFG Sourcing Training Guide for Suppliers from the link below.' A purple bracket groups these two items, and a purple callout bubble with the letter '(a)' points to the 'SUPPLIER TRAINING GUIDE' item. At the bottom, there's a 'Timeline' section showing the event start on Aug 24 at 08:50 CET and the event end on Sep 30 at 17:00 CET. A 'Messages' button is visible in the bottom left corner, and an 'Enter Response' button is in the bottom right corner.

## View event information

Details of the event are listed below;

- **Event timer:** When the event will come to an end.
- **Intention to respond:** Confirmation of your intent to take part in the event.
- **Event information and bidding rules:** Information on the event as well as rules for bidding and quoting.
- **Terms and conditions:** TFG's terms and conditions for participating in a sourcing event.

## Buyer Attachments

Attachments for your read-through from the buyer.

**(a) For suppliers participating in an RFx:** If your NDA is older than 12 months, please download the NDA by clicking on the hyperlink, complete it and upload it as part of your response in the '**Attachments**' section.



# 'Accept Terms and Conditions (RFQ Only)

Intend to respond is saved.  
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.

2.1

2.2

### Accept Terms and Conditions

**Terms and Conditions**

1. Agree to keep this sourcing event, all TFG information and requirements, my / our participation and the outcome confidential, and to not disclose it to or discuss it with any 3rd party without TFG's prior written consent.

2. Agree to only provide information that is accurate and complete in all respects.

3. Agree to disclose all relevant information regarding the goods or services that a customer like TFG cannot reasonably learn for themselves.

4. Consent to TFG processing my / our personal information (as contemplated and defined in the Protection of Personal Information Act, 2013) for management and record purpose

5. Are you a member of TFG?

6. Do you agree to the terms and conditions of TFG?

7. Do you agree to the terms and conditions of TFG?

12. Confirm that if you are the successful participant, the goods or services which you will supply have been obtained, manufactured and / or distributed by you, lawfully and in strict compliance with all applicable legislation, regulations, directives, guidelines, standards and the like issued by any governmental or regulatory authority and international laws, principles or recommendations governing human rights, the environment, labour and corruption such as the United Nations Global Compact principles.

13. Agree to undergo and cooperate with any TFG vendor verification or security, including IT security, assessment or check.

14. Agree that my / our participation does not guarantee that we will receive a contract or any orders from TFG.

15. Agree that if I am / we are chosen to supply the goods or services required by this sourcing event, our current contract if applicable, TFG's general terms and conditions or TFG's terms for the supply of these goods or services will apply.

If your response to any of the above questions is "No", please indicate "No" where you are required to accept these terms and in the Rejection Comment box provided, refer to the term number and supply a reason for each "No".

Event Ends 08 : 00 days hrs

Event Ends 08 : 00 days hrs

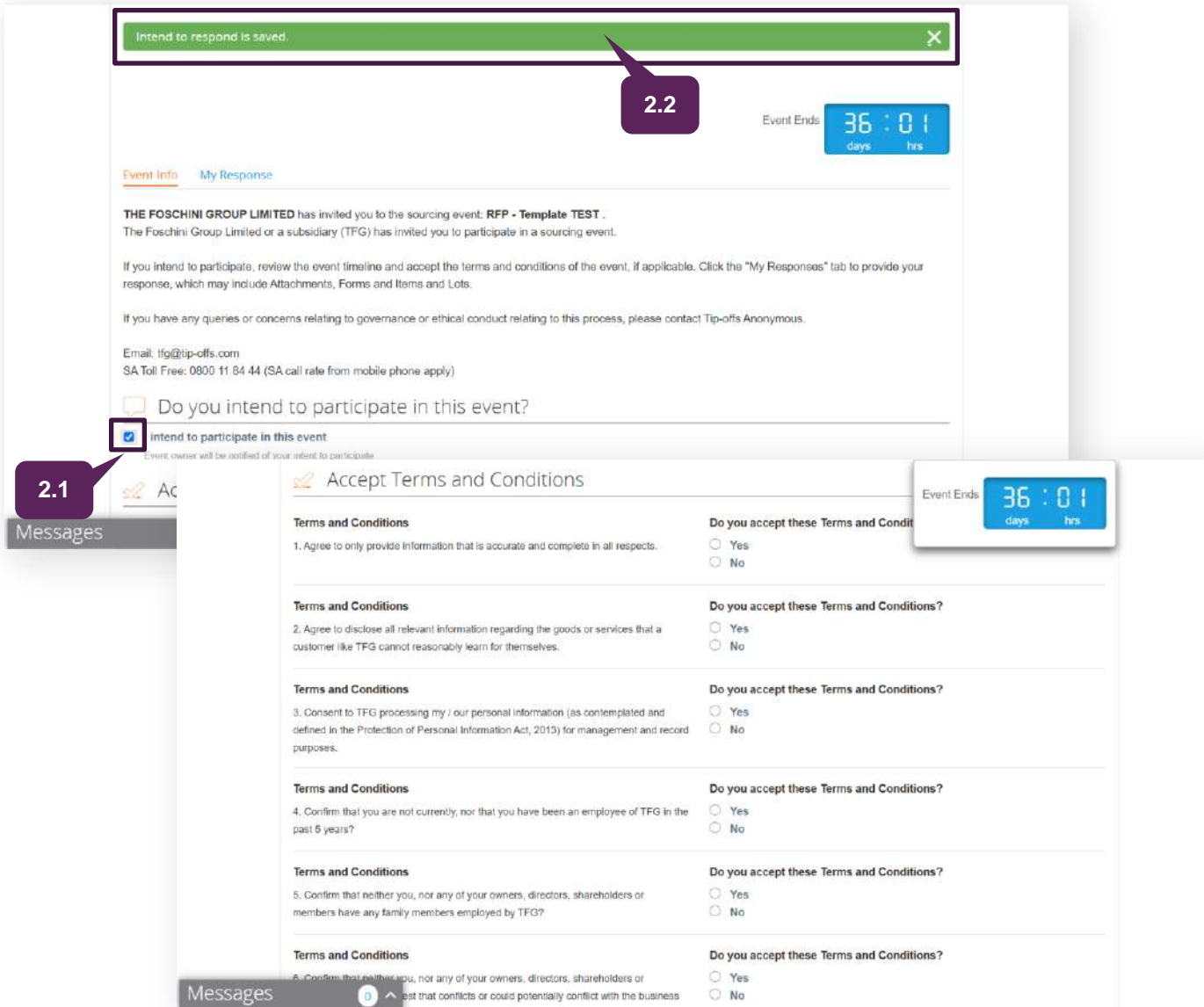
Send to Event Owner

Messages

2	I intend to participate in this event
Indicate your intention to participate in the event by:	
2.1	Clicking on the check box.
2.2	Upon clicking on the check box, a message will display at the top of the page that reads ' <b>I intend to respond is saved</b> '. In addition, the buyer will be notified of your intention to participate in the sourcing event.

3	Accept Terms and Conditions
Read TFG's terms and conditions for participating in the sourcing event.	

# 'Accept Terms and Conditions (RFX Only)



Intend to respond is saved. X

2.2

Event Ends 36 : 01 days hrs

Event Info My Response

THE FOSCHINI GROUP LIMITED has invited you to the sourcing event: **RFP - Template TEST**.  
The Foschini Group Limited or a subsidiary (TFG) has invited you to participate in a sourcing event.

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, Forms and Items and Lots.

If you have any queries or concerns relating to governance or ethical conduct relating to this process, please contact Tip-offs Anonymous.

Email: tfg@tip-offs.com  
SA Toll Free: 0800 11 84 44 (SA call rate from mobile phone apply)

☐ Do you intend to participate in this event?

☒ Intend to participate in this event  
Event owner will be notified of your intent to participate

2.1

Messages

Accept Terms and Conditions

Event Ends 36 : 01 days hrs

Terms and Conditions

1. Agree to only provide information that is accurate and complete in all respects.

Do you accept these Terms and Conditions?

☐ Yes  
☐ No

Terms and Conditions

2. Agree to disclose all relevant information regarding the goods or services that a customer like TFG cannot reasonably learn for themselves.

Do you accept these Terms and Conditions?

☐ Yes  
☐ No

Terms and Conditions

3. Consent to TFG processing my / our personal information (as contemplated and defined in the Protection of Personal Information Act, 2013) for management and record purposes.

Do you accept these Terms and Conditions?

☐ Yes  
☐ No

Terms and Conditions

4. Confirm that you are not currently, nor that you have been an employee of TFG in the past 5 years?

Do you accept these Terms and Conditions?

☐ Yes  
☐ No

Terms and Conditions

5. Confirm that neither you, nor any of your owners, directors, shareholders or members have any family members employed by TFG?

Do you accept these Terms and Conditions?

☐ Yes  
☐ No

Terms and Conditions

6. Confirm that neither you, nor any of your owners, directors, shareholders or members have any family members employed by TFG?

Do you accept these Terms and Conditions?

☐ Yes  
☐ No

Messages

2

**I intend to participate in this event**

Indicate your intention to participate in the event by:

2.1

**Clicking on the check box.**

2.2

Upon clicking on the check box, a message will display at the top of the page that reads '**I intend to respond is saved**'. In addition, the buyer will be notified of your intention to participate in the sourcing event.

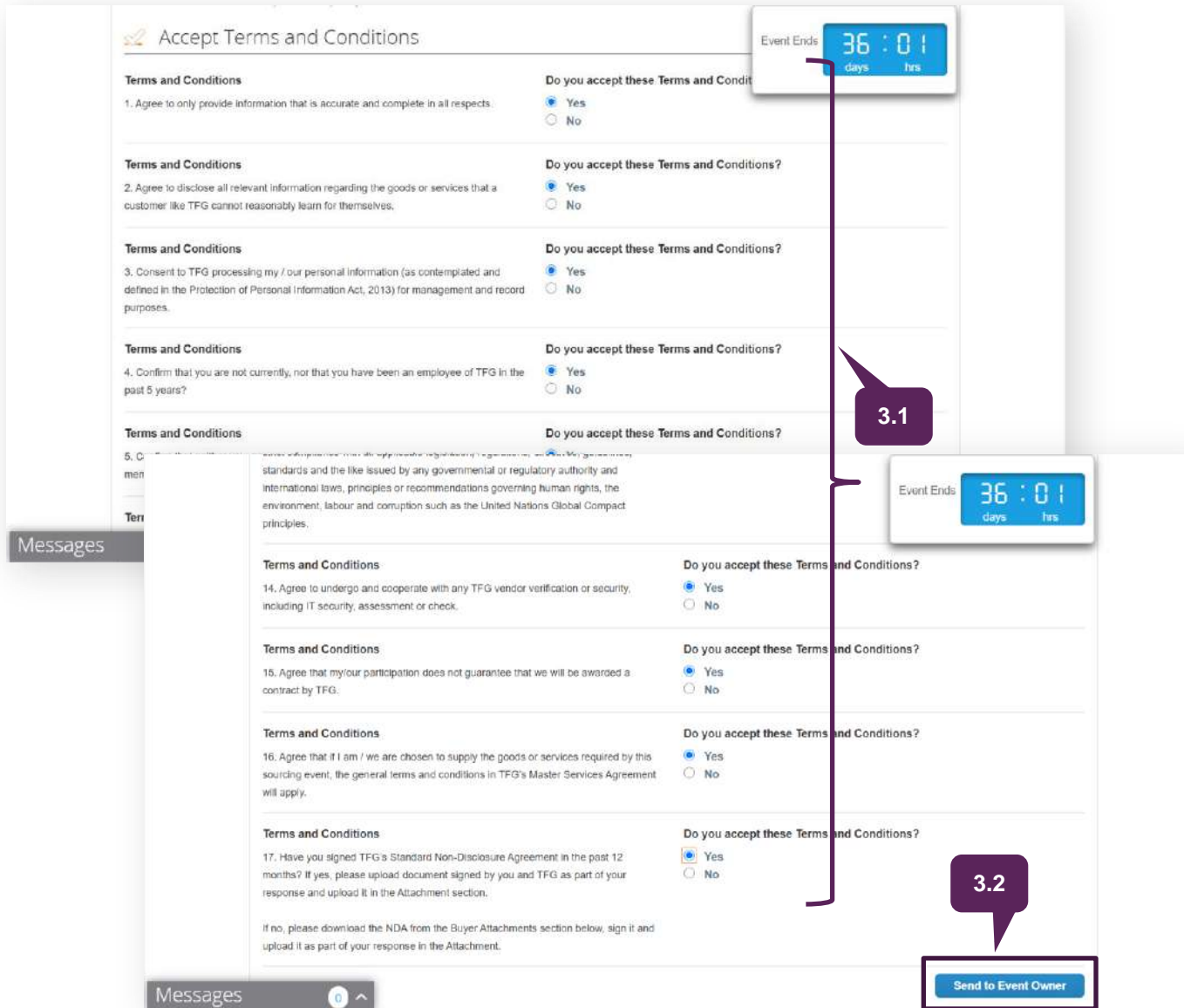
3

**Accept Terms and Conditions**

Read TFG's terms and conditions for participating in the sourcing event.



# 'Accept Terms and Conditions' (RFx only)



The screenshot shows a web form titled 'Accept Terms and Conditions' with a timer in the top right corner indicating 'Event Ends 36 : 01' (36 days, 01 hrs). The form contains several sections, each with a 'Terms and Conditions' heading and a 'Do you accept these Terms and Conditions?' question. A purple line with callout boxes 3.1 and 3.2 highlights the 'Yes' radio button and the 'Send to Event Owner' button, respectively.

**Terms and Conditions**  
1. Agree to only provide information that is accurate and complete in all respects.  
☒ Yes  
☐ No

**Terms and Conditions**  
2. Agree to disclose all relevant information regarding the goods or services that a customer like TFG cannot reasonably learn for themselves.  
☒ Yes  
☐ No

**Terms and Conditions**  
3. Consent to TFG processing my / our personal information (as contemplated and defined in the Protection of Personal Information Act, 2013) for management and record purposes.  
☒ Yes  
☐ No

**Terms and Conditions**  
4. Confirm that you are not currently, nor that you have been an employee of TFG in the past 5 years?  
☒ Yes  
☐ No

**Terms and Conditions**  
5. I agree to comply with all applicable laws, regulations, standards and the like issued by any governmental or regulatory authority and international laws, principles or recommendations governing human rights, the environment, labour and corruption such as the United Nations Global Compact principles.  
☒ Yes  
☐ No

**Terms and Conditions**  
14. Agree to undergo and cooperate with any TFG vendor verification or security, including IT security, assessment or check.  
☒ Yes  
☐ No

**Terms and Conditions**  
15. Agree that my/our participation does not guarantee that we will be awarded a contract by TFG.  
☒ Yes  
☐ No

**Terms and Conditions**  
16. Agree that if I am / we are chosen to supply the goods or services required by this sourcing event, the general terms and conditions in TFG's Master Services Agreement will apply.  
☒ Yes  
☐ No

**Terms and Conditions**  
17. Have you signed TFG's Standard Non-Disclosure Agreement in the past 12 months? If yes, please upload document signed by you and TFG as part of your response and upload it in the Attachment section.  
☒ Yes  
☐ No

If no, please download the NDA from the Buyer Attachments section below, sign it and upload it as part of your response in the Attachment.

**Send to Event Owner**

3	Accept the terms and Conditions
To accept TFG's Terms and Conditions to participate in the sourcing event:	
3.2	Click on the 'Yes' radio button to accept ALL the terms and conditions.
3.2	Then click on 'Send to Event Owner'. The event owner will be notified that you have accepted the 'Terms and Conditions'.

# 'Accept Terms and Conditions' (RFx only)

**Terms and Conditions**

9. Confirm that neither you nor your company has incurred any fines or settlements related to anti-competitive business practices in the last 2 years?

Do you accept these Terms and Conditions?

☐ Yes

☒ No

**3.3**

**Rejection Comment \***


Provide a comment

**3.4**


Step 3	Accept the terms and Conditions
Should you not agree to the Terms and conditions	
3.3	Click on the ' <b>No</b> ' radio button to reject the Terms and Conditions.
3.4	In the ' <b>Rejection Comment</b> ' field provided, provide the reason for rejecting the Terms and Conditions. <b>Note:</b> Should you not accept the Terms and Conditions, you will not be permitted to participate in the event.

are required to accept these terms and in the Rejection Comment box provided, refer to the term number and supply a reason for each "No".


Event Ends  
07 : 23  
days hrs


 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

**Tr** SUPPLIER TRAINING GUIDE:  
For help with responding to a sourcing event, please download the TFG Sourcing Training Guide for Suppliers from the link below.  
[TFG\\_Sourcing\\_training\\_guide\\_for\\_suppli...](#)


 Timeline

 Aug 19  
Event Start  
11:12 AM CET  
9d : 5h : 47min

 Aug 28  
Event End  
5:00 PM CET  
00:00

4.1

Enter Response

  
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Messages 0

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## Enter Response

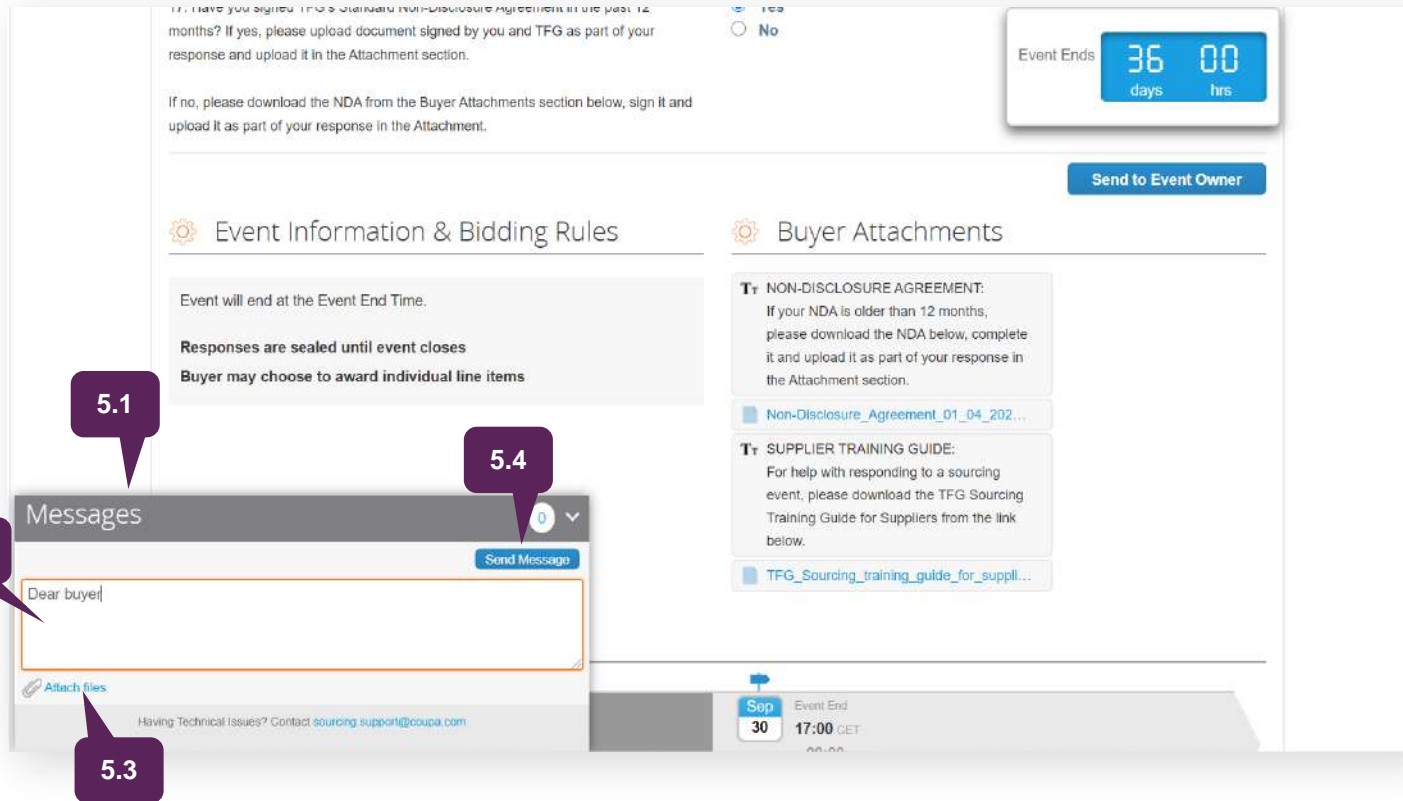
Proceed to respond to the sourcing event by clicking on the;

4.1

### 'Enter Response' button

**Note:** The enter response button will be greyed out restricting your ability to participate in the event if you did not accept the 'Terms and Conditions'

# Messages to the buyer



5.1

5.2

5.3

5.4

Event Ends 36 00 days hrs

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

NON-DISCLOSURE AGREEMENT:  
If your NDA is older than 12 months, please download the NDA below, complete it and upload it as part of your response in the Attachment section.

Non-Disclosure\_Agreement\_01\_04\_202...

SUPPLIER TRAINING GUIDE:  
For help with responding to a sourcing event, please download the TFG Sourcing Training Guide for Suppliers from the link below.

TFG\_Sourcing\_training\_guide\_for\_suppli...

Messages

Send Message

Dear buyer

Attach files

Having Technical Issues? Contact [sourcing.support@coupa.com](mailto:sourcing.support@coupa.com)

Sep 30 Event End 17:00 GET

5	Messages to the buyer
	Located at the bottom left corner of your sourcing event screen is the ' <b>Messages</b> ' box.
5.1	Click on the ' <b>Messages</b> ' box to expand it.
5.2	Proceed to type in your message to the buyer in the box provided.
5.3	Attach documents by clicking on the ' <b>Attach files</b> ' hyperlink.
5.4	Send message to buyer by clicking on the ' <b>Send message</b> ' button at the top right corner of the message box.



HOME

# **My Response**

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RFP - Template TEST - Event #106 Active

Event Ends **36 : 00**  
days hrs

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

(a) Attachments >


(b) Forms >

(c) Items and Lots v

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)			0.0000 ZAR
Whatchmacallit	1 (each) x	<input type="text"/>	0.00 ZAR
			Total 0.00 ZAR

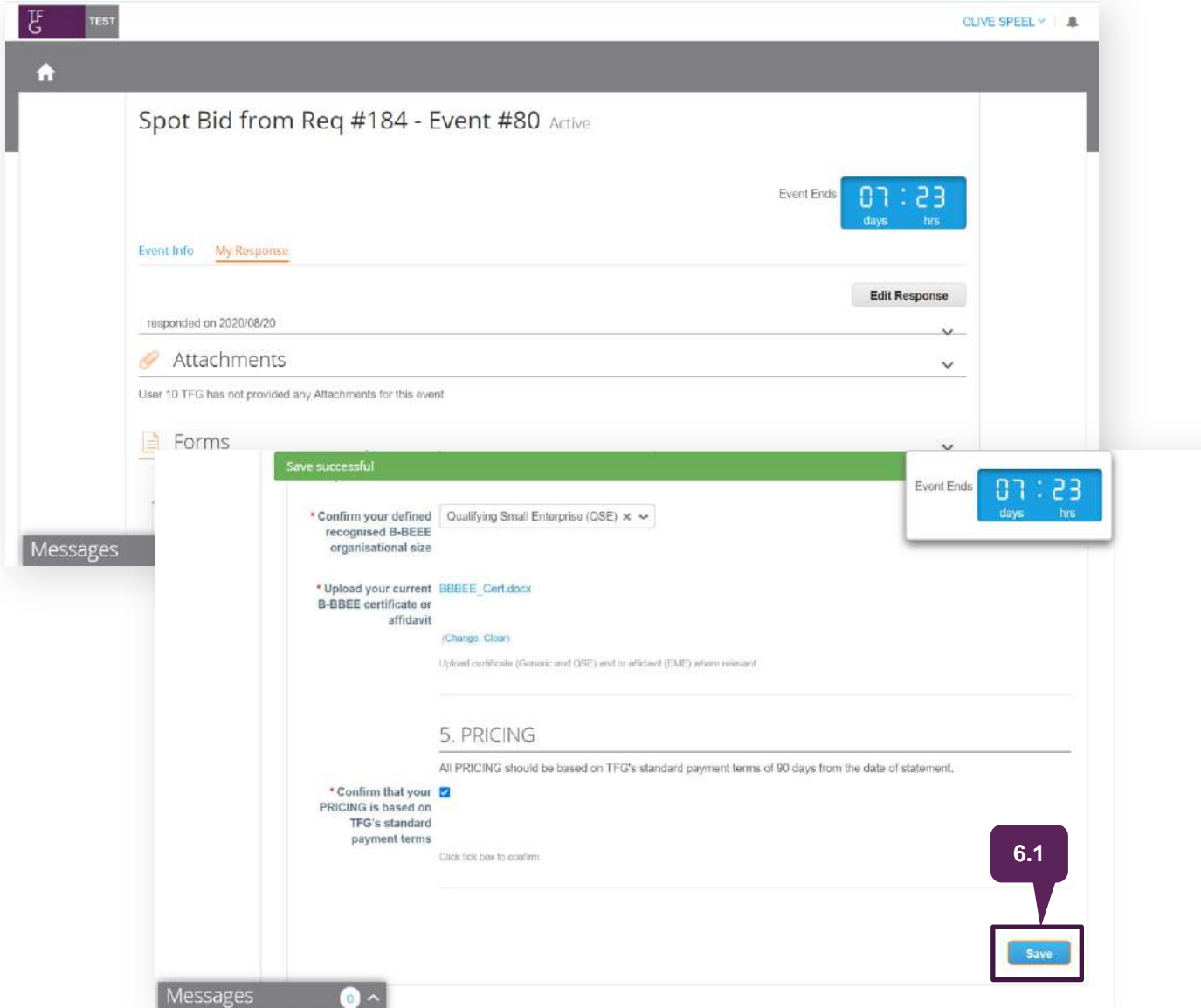
[Export to Excel](#) [Import from Excel](#) [Load History](#) [Save](#) [Submit Response to Buyer](#)

Messages 1 ^



Section	Description
(a) Attachments	Files/documents that you receive from the buyer or files/documents that you complete and send back to the buyer. <b>Note:</b> Coupa Sourcing does not support .zip or .exe files for security reasons.
(b) Forms or Questionnaires	Questions that the buyer needs you to answer.
(c) Items and Lots	Pricing section.





TFG TEST CLIVE SPEEL

Home

Spot Bid from Req #184 - Event #80 Active

Event Ends 07:23  
days hrs

Event Info My Response

responded on 2020/08/20

Edit Response

Attachments

User 10 TFG has not provided any Attachments for this event

Forms

Save successful

\* Confirm your defined recognised B-BBEE organisational size Qualifying Small Enterprise (QSE) x

\* Upload your current B-BBEE certificate or affidavit BBBEE\_Cert.docx  
(Change, Clear)  
Uploaded certificate (Generic and QSE) and or affidavit (EME) where relevant

5. PRICING

All PRICING should be based on TFG's standard payment terms of 90 days from the date of statement.

\* Confirm that your PRICING is based on TFG's standard payment terms ☒  
Click tick box to confirm

6.1

Save

Messages

6

## Attachments and Forms

Complete the attachments and forms section, then proceed to the **'Items and Lots'** section to enter your price quotation.

6.1



Click on the **'Save'** button before proceeding to the next section.

\* Confirm that your PRICING is based on TFG's standard payment terms ☒  
Click tick box to confirm


Event Ends **07:23**  
days hrs

**Save**

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			0,0000 ZAR
 TFG Coffee Mug	2 001 (each)	 <input type="text"/>	= 0,00 ZAR
		Total 0,00 ZAR	

**Export to Excel** **Import from Excel** **Load History** **Save** **Submit Response to Buyer**

 Messages 0 ^ Business Spend Management • English (South Africa) • Accessibility

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## Items and Lots

In the items and lots section, you can enter you pricing for the items and lots in question.

7.1

Hover over the line item with your cursor to display the '**pencil icon**'. Then proceed to click on the line item to display the details of the line item.

Items and Lots

Event Ends 07:23 days hrs

Name Expected Qty My Price

Items Not In Lots (1 items) 0,0000 ZAR

Item Requested	Ship To	Item Details
TFG Coffee Mug	The Fuse/ Rock Building 36 Jenkinson Street Parow East Cape Town 7501	

Manufacturer Name	Manufacturer Part Number	Item Description

Expected Quantity	My Price *	Line Total
2 001 each x		= 0,00 ZAR

Manufacturer Name Cape Town 7501

Manufacturer Name	Manufacturer Part Number	Item Description

Expected Quantity	My Price *	Line Total
2 001 each x	15,00	= 30 015,00 ZAR

Your Item Name  
My item name

Lead Time  
10 Days

ID/Part Number  
753548

Description  
Enter your item or service description

Attachments  
Add File | URL | Text

Form

Cancel Save Item

Messages

Messages

Total 30 015,00 ZAR

7

## Items and Lots

Proceed to quote on the all the line items in the sourcing event.

7.2

Enter all the required fields; marked with a red Asterix (\*)

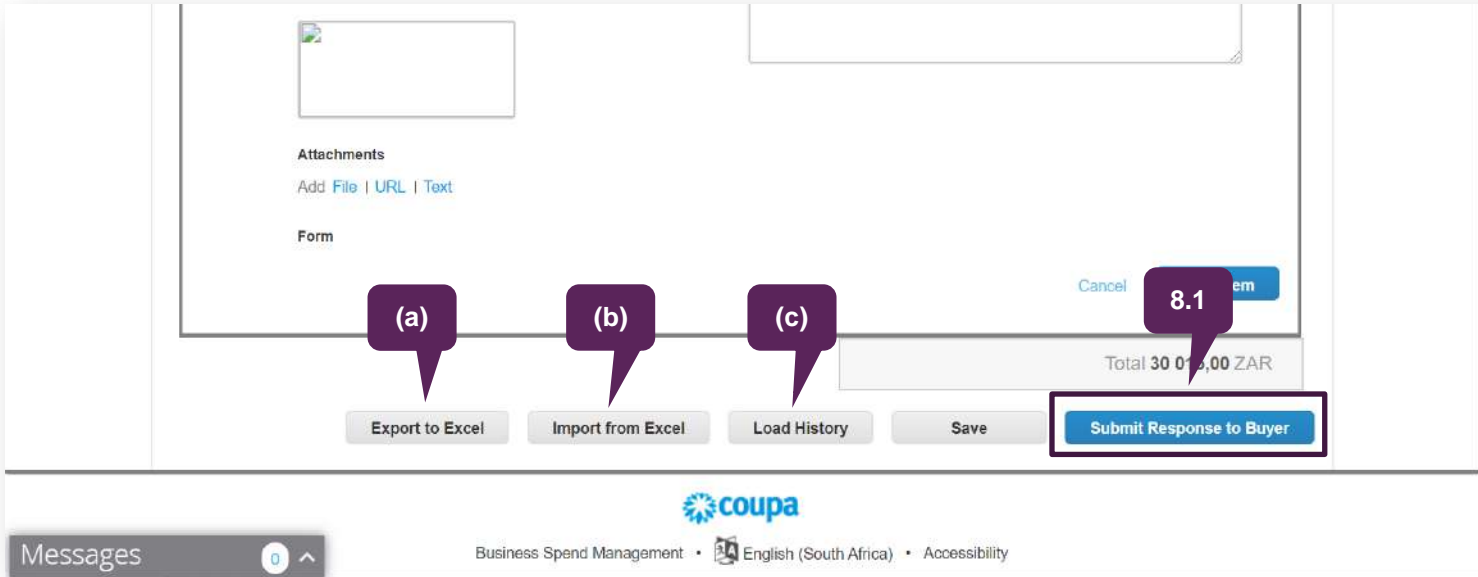
Entering all the other fields is at the supplier's discretion;

- (a) Your Item Name
- (b) Lead time
- (c) ID Part Number
- (d) Description
- (e) Attachments

7.3

Click on the '**Save Item**' button, then proceed to the next line item until you have quoted on all the line items in the sourcing event.

# Submit response to Buyer



Attachments  
Add [File](#) | [URL](#) | [Text](#)

Form

(a) (b) (c)

Cancel 8.1 Submit Response to Buyer

Total 30 013,00 ZAR

Export to Excel Import from Excel Load History Save Submit Response to Buyer

coupa

Messages 0

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## Submit Response to Buyer

Once you have quoted on all the line items and are satisfied with your response;

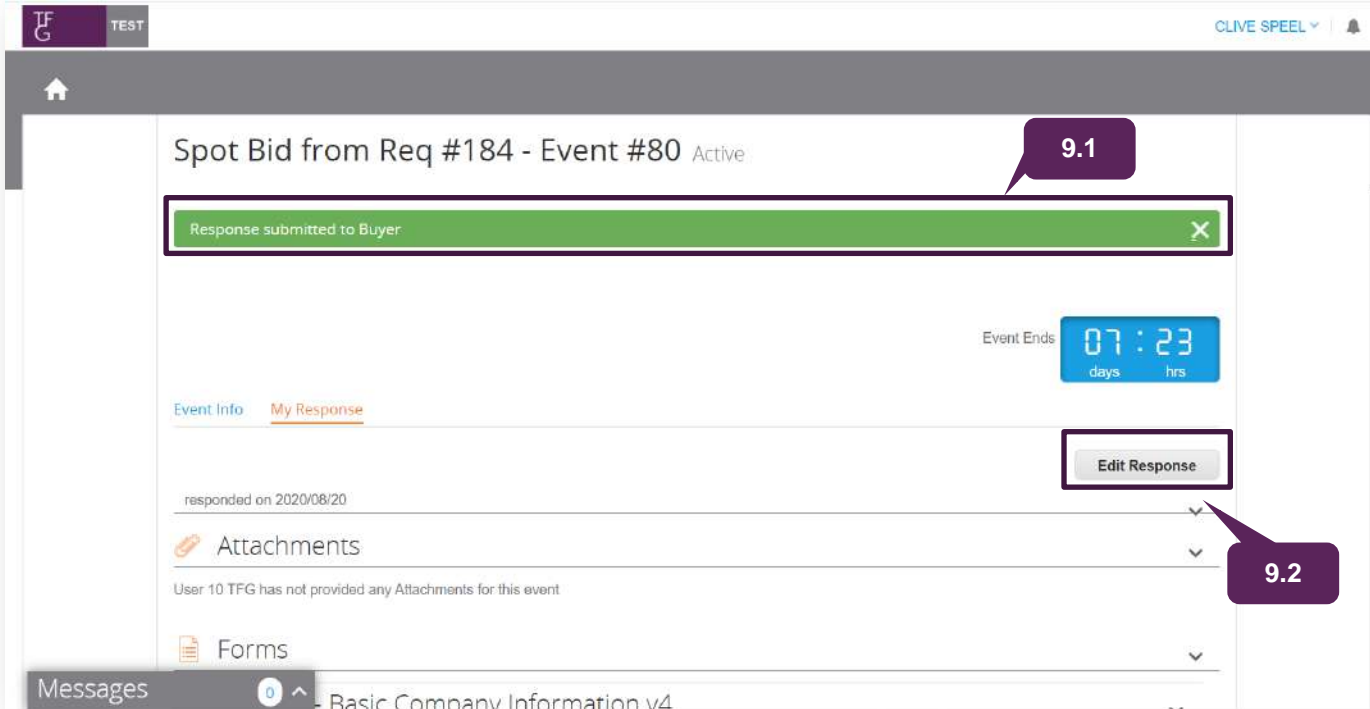
8.1

Click on the '**Submit Response to Buyer**' button.

You can change your response before the event has been timed out and resubmit.

Section	Description
(a) Export to excel	Exports the questionnaires and the items and lots into Excel where you can fill in your response. <b>NOTE:</b> DO NOT CHANGE THE FORMAT OF THE QUESTIONNAIRE WHILE COMPLETING. DOING SO WILL RESULT IN FAILURE TO UPLOAD!
(b) Import from excel	Uploads your response to Excel.
(c) Save	Saves your response, but it does not submit it to the buyer.

# Edit & re-submit response to buyer



TFG TEST CLIVE SPEEL

Spot Bid from Req #184 - Event #80 Active

9.1

Response submitted to Buyer

Event Ends 07:23 days hrs

Event Info My Response

responded on 2020/08/20

Attachments

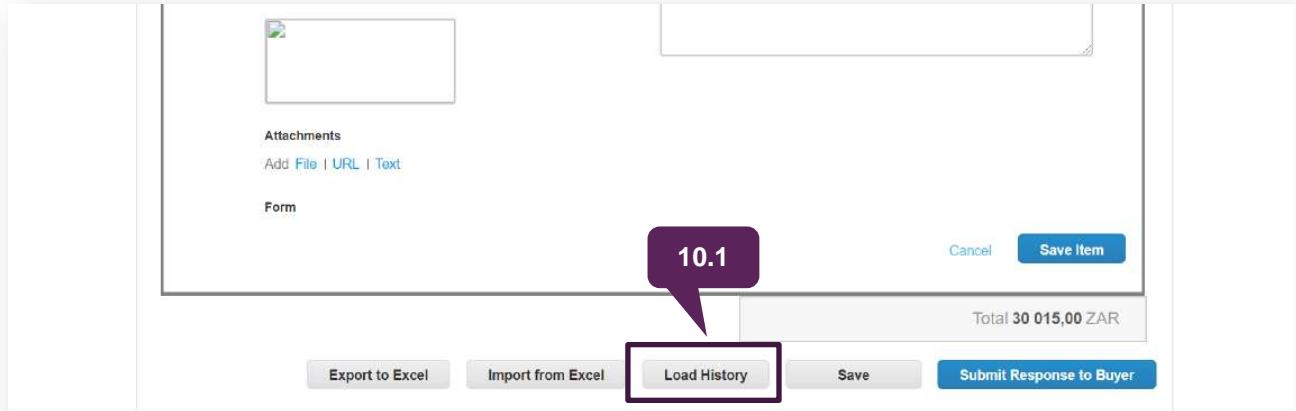
User 10 TFG has not provided any Attachments for this event

Forms

Messages 0 Basic Company Information v4

9.2

9	Edit Response
You can edit and resubmit your response to TFG provided there is still time remaining in the event.	
9.1	After submitting your response, the <b>'Response submitted to Buyer'</b> notification is displayed on a green bar for approximately 5-10 seconds
9.2	Click on <b>'Edit Response'</b> to edit and resubmit your response.



Attachments  
Add [File](#) | [URL](#) | [Text](#)

Form

Cancel [Save Item](#)

Total 30 015,00 ZAR

[Export to Excel](#) [Import from Excel](#) [Load History](#) [Save](#) [Submit Response to Buyer](#)

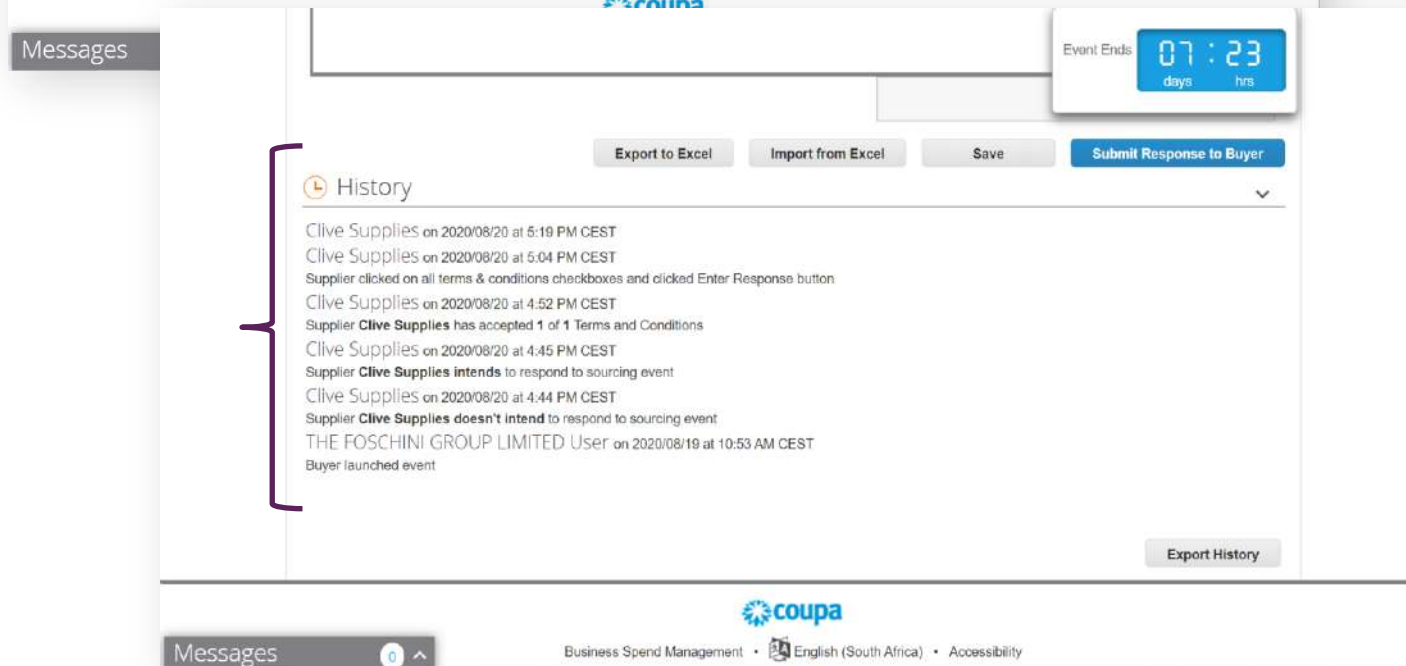
10

**Check event history**

To double-check if your response was received and to check your actions against the event, check the History at the bottom of the page.

10.1

Click on the '**Load History**' button to expand on the history of the event.



Messages

Event Ends 07:23 days hrs

[Export to Excel](#) [Import from Excel](#) [Save](#) [Submit Response to Buyer](#)

**History**

- Clive Supplies on 2020/08/20 at 5:19 PM CEST
- Clive Supplies on 2020/08/20 at 5:04 PM CEST
- Supplier clicked on all terms & conditions checkboxes and clicked Enter Response button
- Clive Supplies on 2020/08/20 at 4:52 PM CEST
- Supplier **Clive Supplies** has accepted 1 of 1 Terms and Conditions
- Clive Supplies on 2020/08/20 at 4:45 PM CEST
- Supplier **Clive Supplies** intends to respond to sourcing event
- Clive Supplies on 2020/08/20 at 4:44 PM CEST
- Supplier **Clive Supplies** doesn't intend to respond to sourcing event
- THE FOSCHINI GROUP LIMITED User on 2020/08/19 at 10:53 AM CEST
- Buyer launched event

[Export History](#)

Messages 0

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HOME

**FAQ's**

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### 1. How do I access a sourcing event/RFQ?

You can access an event directly from your sourcing event email invite. You do not need to have a Coupa account or access to the Coupa Supplier Portal (CSP) to take part in sourcing events.

### 2. How can I avoid losing my data if the browser times out?

Depending on the time you need to fill in your responses, your browser might time out. To avoid losing your responses, enter them offline by using the exported csv file and import the file back into the event. If you decide to fill in your responses online, make sure you save your changes frequently.

### 3. How do I know if my response was submitted?

You can find out if your response was submitted from:

- The flash message that indicates if the response went through.
- The '**History**' button at the bottom of the event page that indicates the total amount, response name, and the time the response was submitted.

### 4. What is the best practice for entering responses?

Export to Excel, enter your response, and import the file. This helps you enter your responses offline. Do not change the format of the file nor the name of the file to ensure that you can upload it back with no problems encountered.

**Note:** If the event is closed for editing, the originally downloaded file cannot be uploaded and you have to download the file from the revised event.

### 5. How can I contact an event organiser?

You can communicate with the event organiser through the Message Centre on the bottom left corner of the sourcing event browser.

## 6. Why do I keep getting reminder emails?

You receive emails periodically reminding you that an event is about to end. If you haven't submitted your response, you need to respond within the last day of the event. If you have responded, ignore the reminder emails.

## 7. How can I add details to my line item other than the price field for each item?

Click on the line item to expand it and to see additional fields (for example, description), proceed to enter details.

## 8. What do I do when the 'Submit' button is greyed out?

If the event owner/creator has made changes to the event the submit button will be greyed out, you need to accept changes before you can submit your quote. The checkbox to accept changes is above the **'Submit Response to Buyer'** button.

## 9. What happens when an event is being edited?

If a buyer is changing an event, the event closes for editing. If you want to view the event, you can see the following notifications *'Event is being edited, you will receive a notification when the event opens again'*

When the buyer finishes making changes and submits the event, a new revision of the event is created, and you receive an email notification.

Clicking on the **'View Event'** button directs you to the revised event.

When you access the event, you have to accept the changes made by the buyer while entering your response.

## 10. What is the size limit when uploading files?

The file size limit is 100 MB per upload. The maximum number of attachments is 20 - 40.



HOME

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G

THANK YOU