



Coupa Sourcing- Supplier Guide

Supplier Response Guide and FAQ

April 2023

Contents

	Section	Pages
01	Accessing a sourcing event <ul style="list-style-type: none">➤ Supplier Invitation➤ Supplier First Time Log-in	4-6
02	Participate in a sourcing event <ul style="list-style-type: none">➤ Finding the Sourcing event➤ Intention of Participation➤ Accepting T&C's➤ Creating a response➤ Response Submission➤ Supplier/Buyer Communications	7-20
03	Sourcing FAQ's	21-27

Participate in Babcock Sourcing events with Coupa

Babcock is now using Coupa to host all sourcing events. You will be receiving an email from Coupa inviting you to participate in an event. You do not need to have an existing Coupa account or access to the Coupa Supplier Portal (CSP) to take part in sourcing events. You can access an event directly from your sourcing event email invite.

Coupa Sourcing brings to you several benefits including:

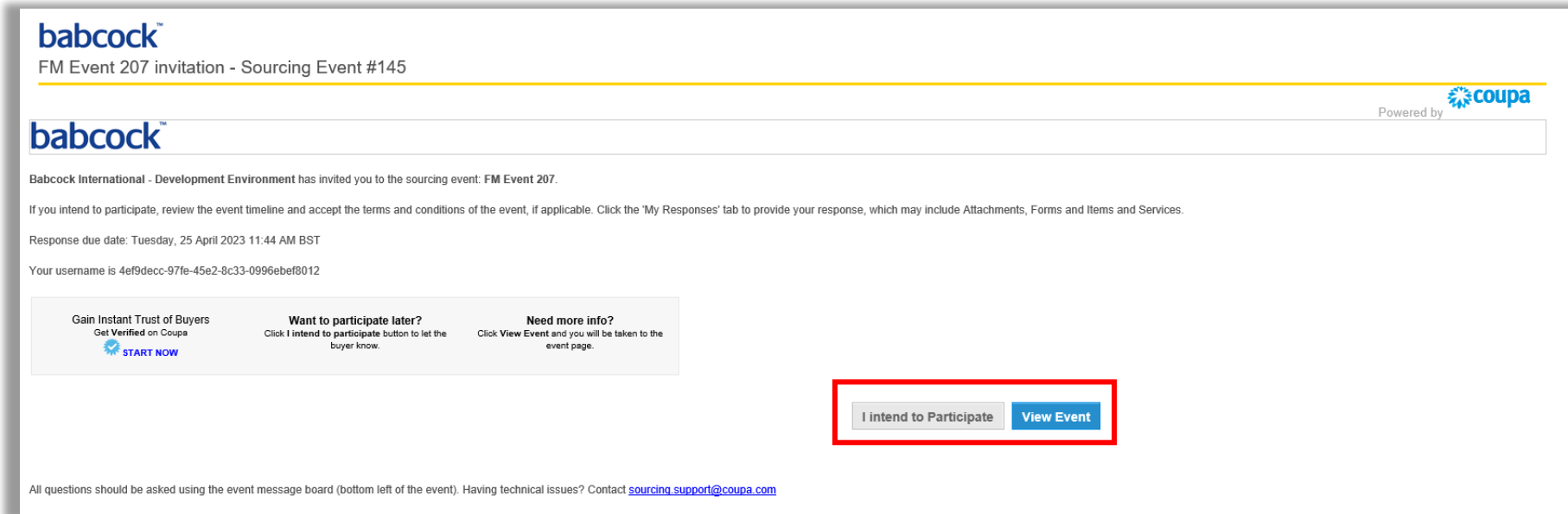
- **Increased visibility:** get easier access to more sourcing events
- **Improved efficiency:** update your bids with only a few streamlined actions
- **Better communication:** have a direct and open communication line with buyers through a message centre and email support
- **Data driven insights:** see how your current bids compared to previous bids made



01: Accessing a Sourcing Event

Supplier Invitation

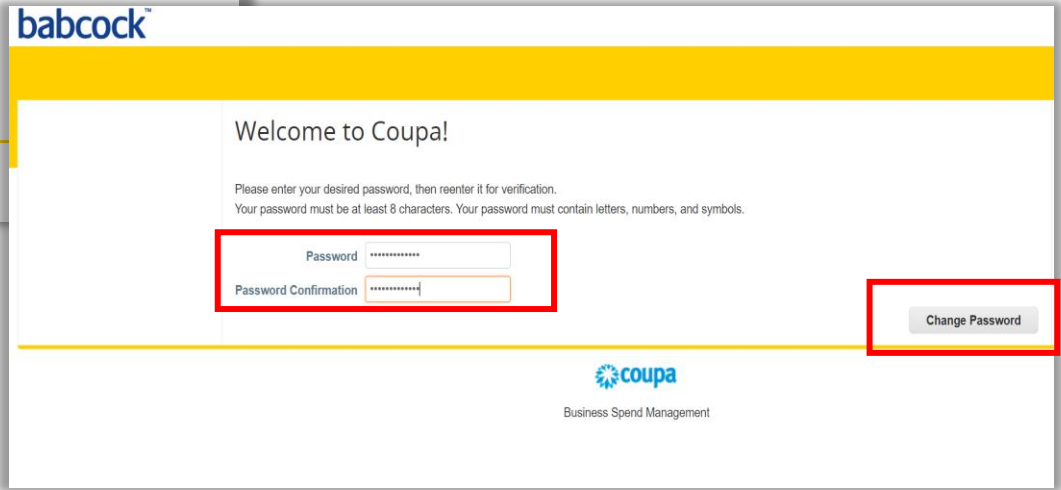
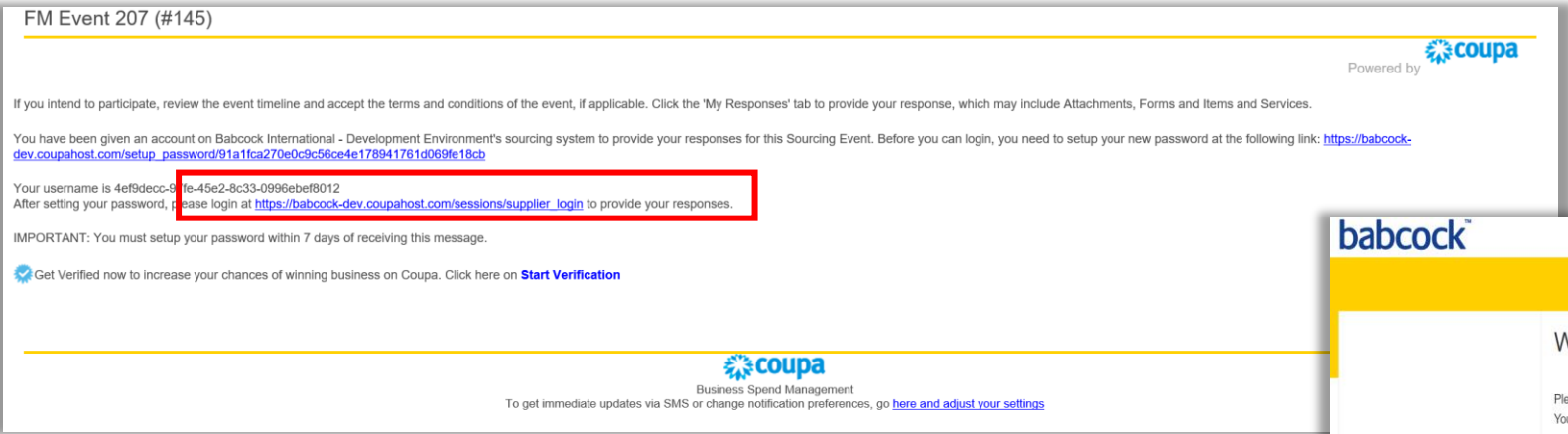
- When Babcock has invited you to participate, you will receive an email as seen below
- All invitations will be sent from the Coupa domain



- You can either notify your intention to participate **“I intend to Participate”** directly from the email or click **“View Event”** to view further information about the event

Supplier First Time Log-in

As a supplier, you will have to log in to Coupa to respond to Sourcing events. When responding to the first sourcing event, you will be required to enter a password and then click **“Change Password”** as indicated below.



A person wearing a full-body yellow protective suit, a white hood, and gloves is working in a laboratory or industrial setting. They are leaning over a desk with a computer monitor and keyboard. The background is filled with complex machinery, pipes, and equipment. A large grey cylindrical component is prominent on the right side of the frame. The overall lighting is somewhat dim, with a greenish tint in some areas.

02: Participating in a Sourcing Event

Finding the Sourcing Event

Once logged in, you can view a list of all events which you have been invited to respond to. Clicking on the event number under the “**Event #**” heading will open the event.

Welcome to your Sourcing Response Portal!

Babcock International - Development Environment has invited you to the sourcing event: **FM Event 207**. 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 Services.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
145	FM Event 207	11/04/2023	25/04/2023	Prod	RFP	0

View: All | Advanced | Search

Per page: 15 | 45 | 90

Intention of Participation

- The initial “**Event Info**” page consists of a simple intention to participate checkbox
- You will be required to click the checkbox “**I intend to participate in this event**”

FM Event 207 - Event #145 Active

Intend to respond is saved. X

Event Ends 13 : 20
days hrs

Event Info

Babcock International - Development Environment has invited you to the sourcing event: FM Event 207. 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 Services.

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.

- Upon checking the box, a temporary (5-10 seconds) green banner should appear indicating the response has been saved

Accepting Terms and Conditions (1/2)

- Before viewing the details of any event, you must notify Babcock of your intention to respond, and accept the Terms & Conditions for participating in the event (these are not the T&Cs of the actual RFX) as well as any other documents provided
- Once clicking “**Yes**” the “**Send to Event Owner**” button will be enabled

Accept Terms and Conditions

Terms and Conditions
[Terms__Conditions.docx](#)

Do you accept these Terms and Conditions?

Yes

No

Send to Event Owner

Event Information & Bidding Rules

Buyer Attachments

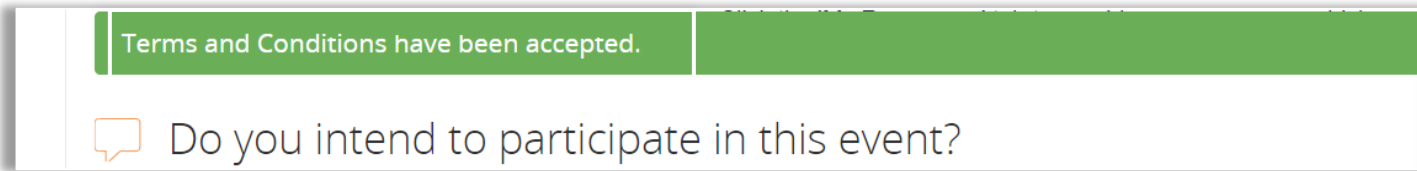
Event will end at the Event End Time.

Responses are sealed until event closes

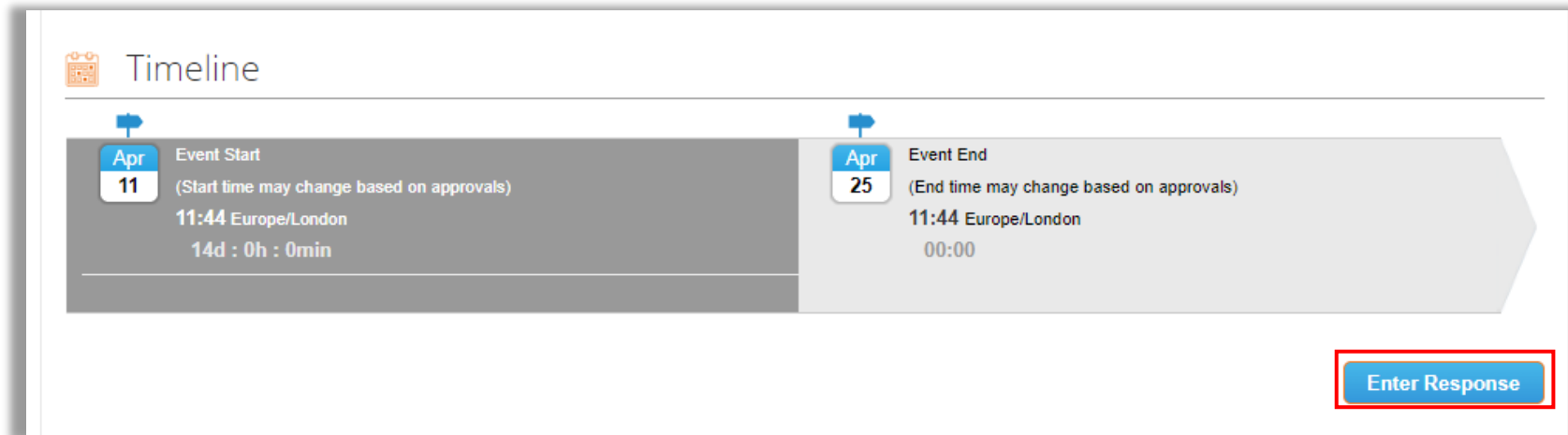
Buyer may choose to award individual line items

Accepting Terms and Conditions (2/2)

- Once the button has been clicked the following green temporary (5-10 seconds) banner should appear at the top of the page



- This will then allow you to participate in the sourcing event as the **“Enter Response”** button will be enabled at the bottom of the page



Creating a Response (1/6)

At the top of the page, you must enter your response name in the “**Name**” field. This field can be used to simply provide your entity name, or when submitting multiple responses, can be used to identify each specific response. For example, if you are responding to a sourcing event for laptops, after your entity name, you may add the type/model of laptop if you are offering more than one type/model of laptop. Additionally, the Event Countdown clock will also inform you of how long is left to respond.

FM Event 207 - Event #145 Active

Event Ends 13 : 19
days hrs

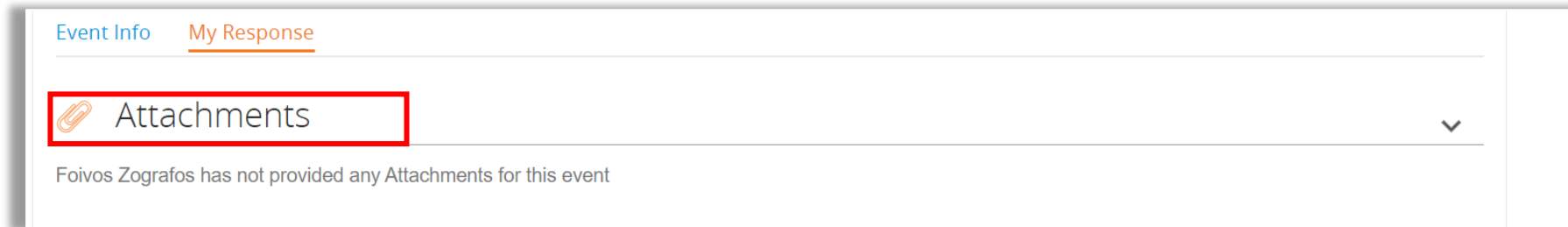
Event Info My Responses FZtest - #43

* Name

Creating a Response (2/6)

The response is broken down into 3 sections:

1) **Attachments** – should an attachment be required, a hyperlink will denote where documents should be attached. If a red asterisk * denoting an attachment is present, a document must be attached in order for the response to be submitted.



Creating a Response (3/6)

2) **Forms** – any required forms must be completed to submit your response. You can click the “**Save**” button to save any progress and come back to complete the latter fields at a later time. A temporary (5-10 seconds) green banner appears to show the save was successful.

Forms

1. Declarations v1

Please answer the questions below.

Has your company or any director of your company been declared bankrupt or insolvent in the past 3 years?

Has your company been convicted of money laundering practices in the past 3 years?

Has your company been convicted of bribery or corrupt practices in the past 3 years?

Has your company had any reportable Health & Safety accidents, incidents or fatalities in the past 3 years?

Save successful

Has your company or any of its directors been the subject of any criminal or civil court action in respect of your company's business activities in the past 3 years?

Has your company ever been found to have entered into formal or informal anti-competitive arrangements?

Save

Creating a Response (4/6)

Questions marked with a red asterisk * indicate mandatory fields. Additionally it may be required for you to upload a file using the “**Choose File**” field for the completion of certain forms.

Please answer the questions below.

Event Ends **13 : 19**
days hrs

Software

* Does your company have a valid complete JOSCAR record? If 'Yes' you do not need to complete this questionnaire Yes No

Please upload your financial sanctions policy and process. No file chosen

Save

Creating a Response (5/6)

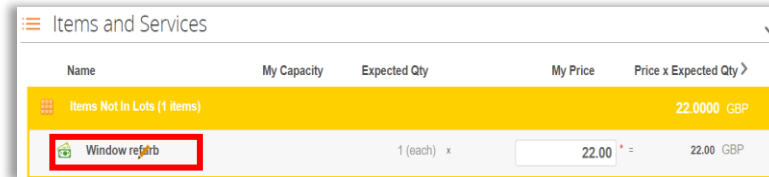
3) **Items and Services** – provide the commercial/financial information required. You can provide pricing information within the system, allowing Babcock the ability to easily compare pricing at evaluation. Prices will be calculated automatically (Price x Expected Qty).

The screenshot shows the 'Items and Services' section of a software interface. At the top, there is a header 'Items and Services' with a red box around it. Below the header is a table with the following columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The table contains one item: 'Window refurb' with an expected quantity of '1 (each) x' and a price of '22.00'. The calculated price x expected quantity is '22.00 GBP'. A summary row at the bottom right shows 'Total 22.00 GBP'. At the bottom of the interface, there are five buttons: 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)				22.0000 GBP
Window refurb		1 (each) x	22.00 *	22.00 GBP
				Total 22.00 GBP

Creating a Response (6/6)

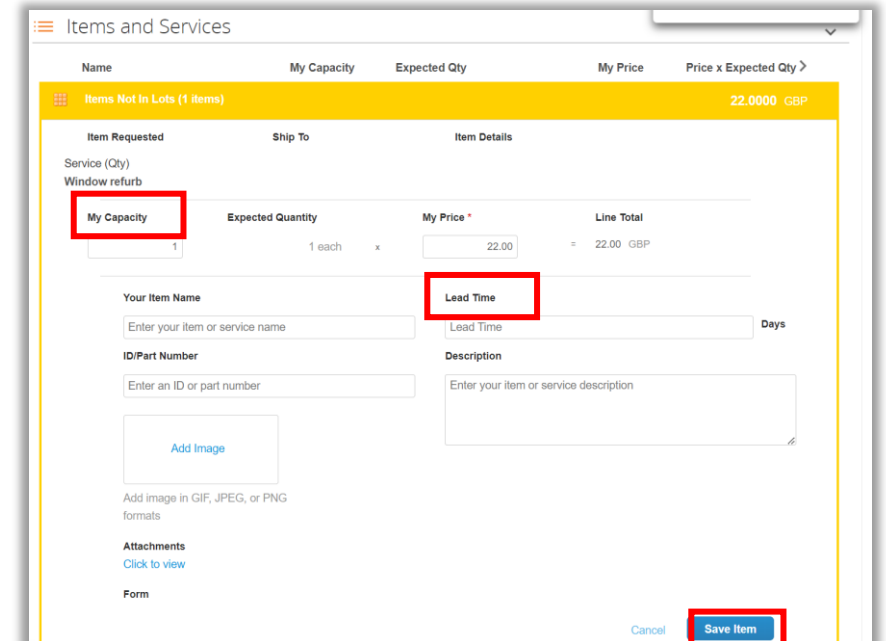
- You can add details other than the price by hovering over the item, in this case **“Window refurb”** and clicking on it



The screenshot shows a table titled "Items and Services" with columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. A row for "Window refurb" is highlighted in yellow and has a red box around the item name. The table shows 1 (each) x 22.00 = 22.00 GBP.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)				22.0000 GBP
Window refurb		1 (each) x	22.00 *	22.00 GBP

- The table will expand and you will be able to edit other fields such as **“My Capacity”**, **“Lead time”** and many more as shown here
- Click **“Save Item”** when done
- Other fields which are mandatory are denoted by a red asterisk *



The screenshot shows the expanded form for "Window refurb". The "My Capacity" field is highlighted with a red box. The "Lead Time" field is also highlighted with a red box. The form includes fields for "Your Item Name", "ID/Part Number", "Add Image", "Attachments", and "Form". The "Save Item" button is highlighted with a red box.

Item Requested	Ship To	Item Details
Service (Qty) Window refurb		
My Capacity	Expected Quantity	My Price * Line Total
1	1 each x	22.00 = 22.00 GBP

Your Item Name:

ID/Part Number:

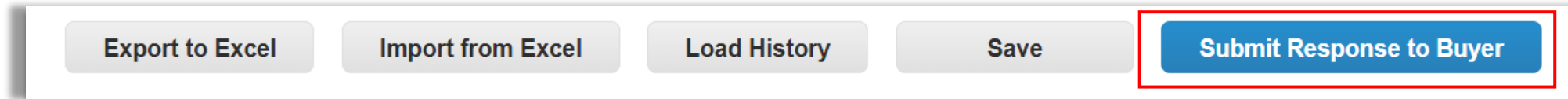
Add Image:

Attachments: [Click to view](#)

Form:

Response Submission (1/2)

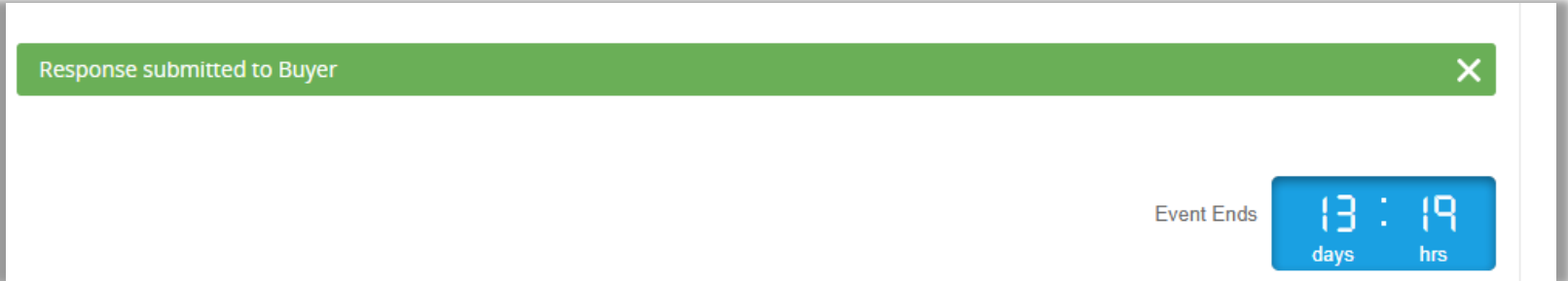
- Once you are ready to submit your response to Babcock, click “**Submit Response to Buyer**”, under the Items and Services section



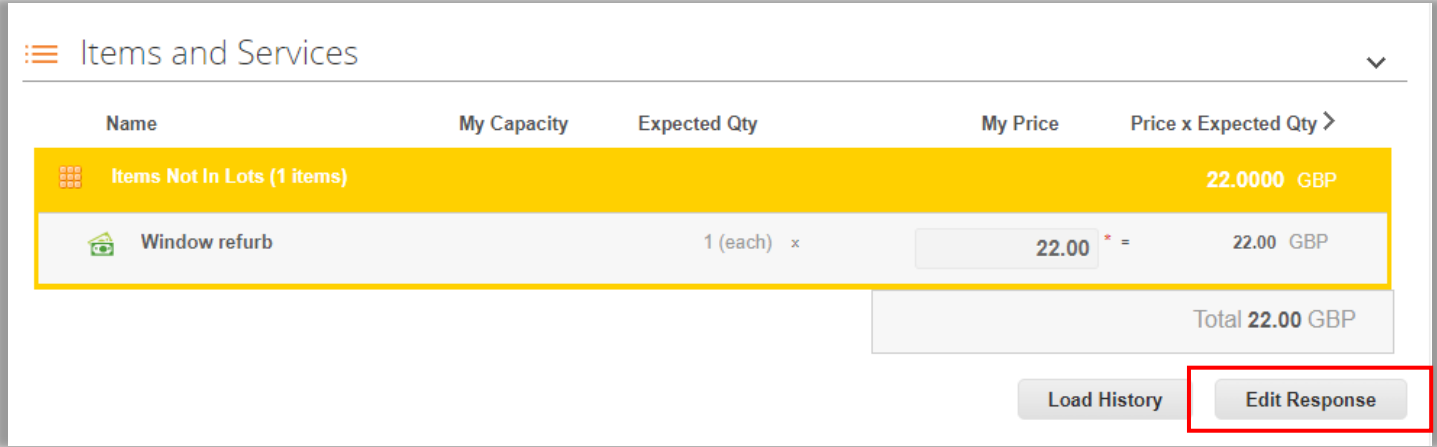
- Functionality of the other options:
 - Export to Excel: Exports the forms and the Items and Services into Excel where you can fill in your response
 - Import from Excel: Uploads your response from Excel
 - Save: Saves your response, but it does not submit it to the buyer
 - Submit Response to Buyer: Submits your response. You can change your response before the event ends and re-submit if needed

Response Submission (2/2)

- Upon submission, you should receive the following confirmation on the temporary (5-10 seconds) green banner



- Should you need to make amendments to your response, there is an **“Edit Response”** button available



Supplier/Buyer Communication

Within each event, a “**Messages**” box is available for communications relating to the event e.g. technical queries that will be sent to the Babcock buyer. The tab is located in the bottom left hand corner, clicking on the white arrow will expand the box to allow to type your message and attach a file if required. When complete, click “**Send Message**”.

The screenshot displays the Coupa 'Items and Services' interface. At the top, there is a table with columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The table contains one item: 'Window refurb' with an expected quantity of 1 (each) and a price of 22.00 GBP. A total of 22.00 GBP is shown at the bottom right of the table. Below the table, there are buttons for 'Load History' and 'Edit Response'. In the bottom left corner, a 'Messages' tab is highlighted with a red box. Below this tab, a messages box is expanded, showing a text input field with the message 'Can you please confirm you have received my response?', a 'Send Message' button (highlighted with a red box), and an 'Attach files' link.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)				22.0000 GBP
Window refurb		1 (each) x	22.00 * =	22.00 GBP
				Total 22.00 GBP

A black submarine is shown from a low angle, partially submerged in blue water. Several crew members in red and yellow survival suits are visible on the deck. The background features a coastal town and large, rugged mountains with patches of snow under a clear blue sky.

03:Sourcing FAQ's

Frequently asked questions (1/6)

What do I do if I have a sourcing issue?

- In the first instance please contact the Babcock buyer for any issues specific to the Event
- For technical issues relating to Coupa that can not be resolved by the Buyer, contact sourcing.support@coupa.com

How can I add details other than the price for each item?

Hover over the items and click to expand the item to see additional fields (for example, description) to enter details.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not in Lots (1 items)				22.0000 GBP
Window refurb		1 (each) x	<input type="text" value="22.00"/> * =	22.00 GBP

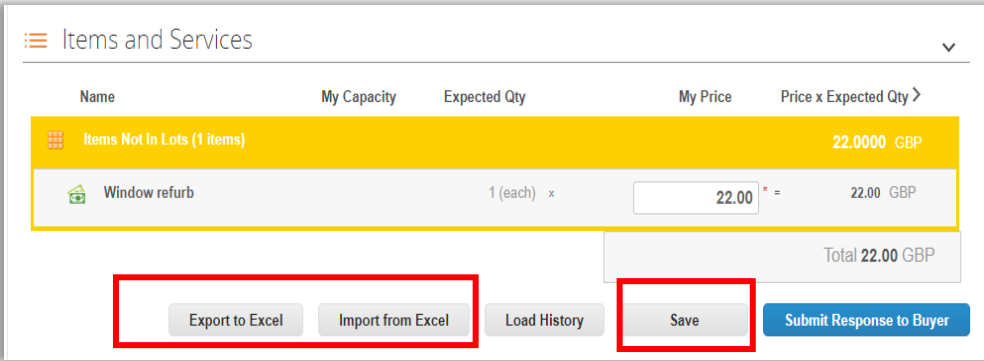
Frequently asked questions (2/6)

Which browsers are supported?

Coupa Sourcing works best with Chrome v106.0. Other supporting browsers include Mozilla Firefox v106.0 and Microsoft Edge v106.0.

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 “**Export to Excel**” (CSV file) and import the file back into the event, “**Import to Excel**”, if you decide to fill in your responses online, make sure you “**Save**” your changes frequently.



Frequently asked questions (3/6)

What is the attachment size limit when uploading files?

The recommended size limit per file is 16MB per upload.

The recommended number of attachments is up to 40 as long as they do not exceed a total of 250 MB.

How can I contact an event organiser?

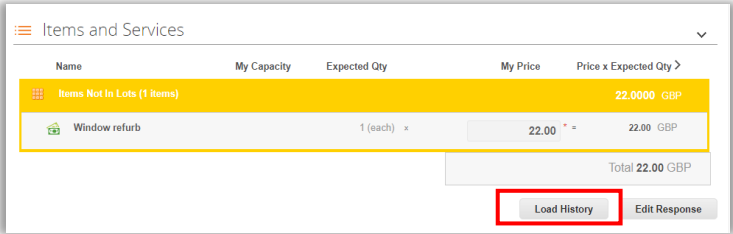
When an event organiser invites you to participate in an event, you receive an email that contains a link to the event and contact information for questions about the event or technical issues. After accessing the event, you can communicate with the event organiser through the Message Centre on the bottom left.

Frequently asked questions (4/6)

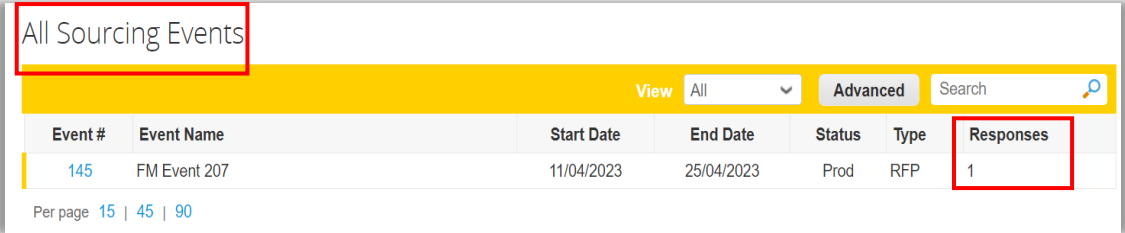
How do I know if my response was submitted?

As a supplier, you can find out if your response was submitted from the flash message that indicates if the response went through- the temporary (5-10 seconds) green banners that appear throughout the sourcing event.

The **“Load History”** icon at the bottom of the event page that indicates the total amount, response name, and the time the response was submitted.



On your homepage under the **“All Sourcing events table”** and under **“Responses”** you can also see if a response has been submitted.



Frequently asked questions (5/6)

How do I participate partially in an event?

You can not partially participate in an event all mandatory fields marked with a red asterisk * must be answered before submitting a response.

What can I do if I submitted an incorrect bid in a reverse auction?

Ask the buyer to disqualify your incorrect bid via the message centre, for accessing message centre refer to slide 20. When the buyer disqualifies your bid, you can see a notification dialog.

If your new bid is less than 50% of your previous bid, you receive a warning dialog: 'Your current bid is 50% or less than your previous bid. Are you sure you want to submit this bid?'

What do I do when the Submit button is greyed out?

If the event owner/creator has made changes to the event, you need to accept changes before you can submit your bid. The checkbox to accept changes is above the submit button.

Frequently asked questions (6/6)

What happens when an event is being edited?

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

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.

What is the best practice for entering responses?

Export to Excel (CSV file), enter your response, and import the file. This helps you enter your responses offline.

babcockTM