Coupa Sourcing- Supplier Guide

Supplier Response Guide and FAQ

April 2023

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Participate in Babcock Souring 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

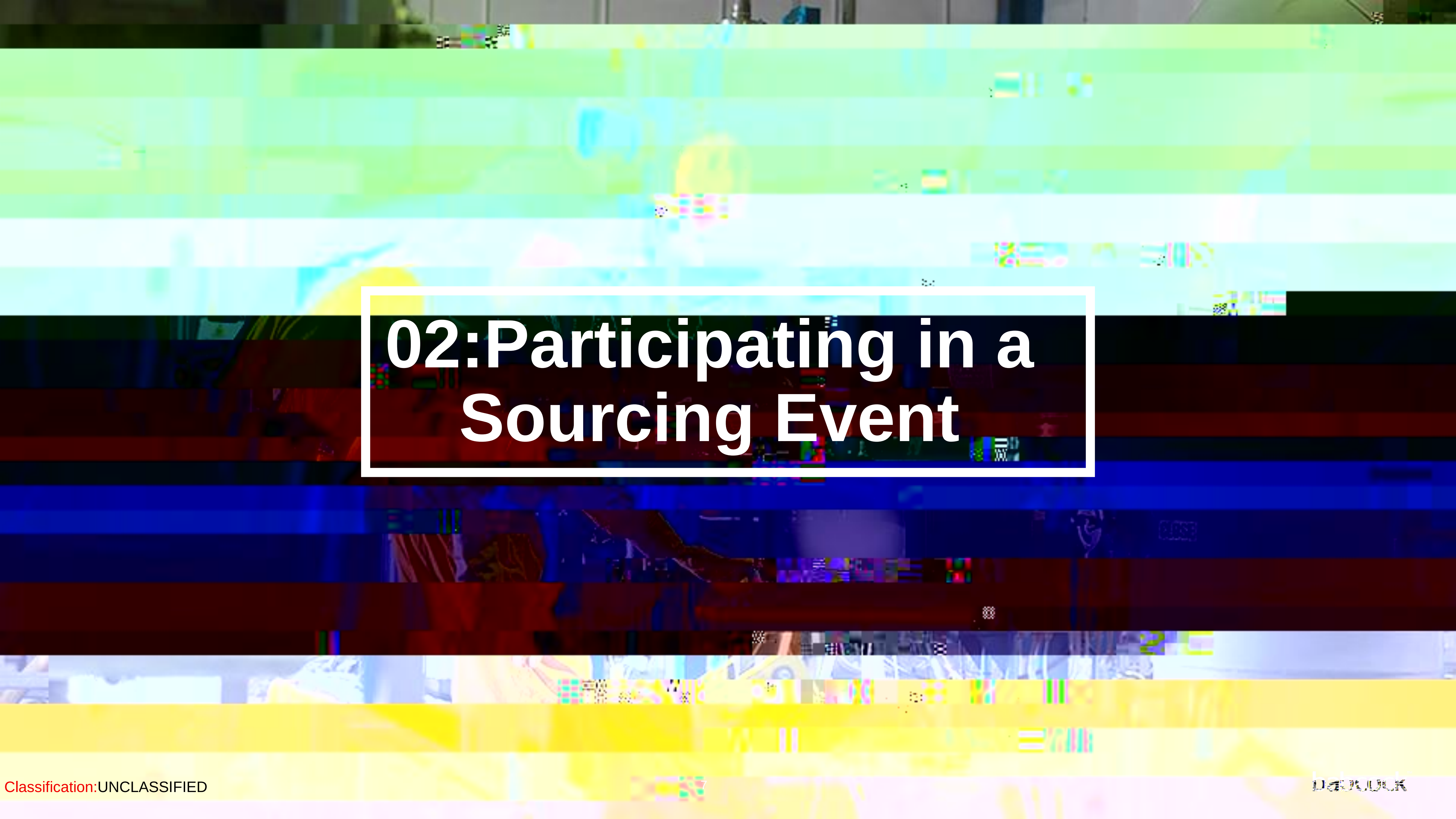
Supplier Invitation

- 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.



02:Participating in a Sourcing Event

Accepting Terms and Conditions (2/2)

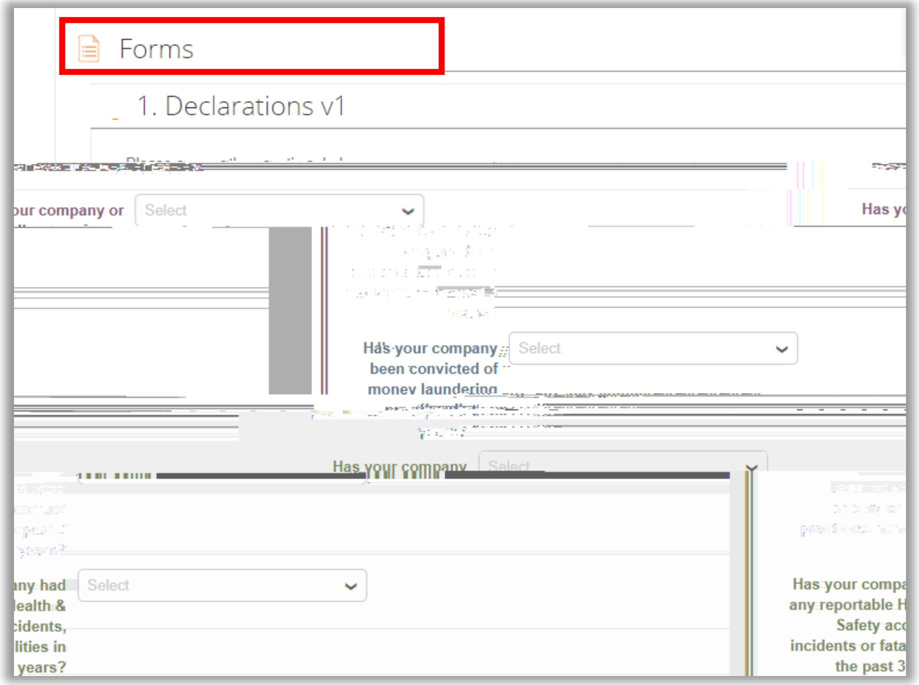
- Once the button has been clicked the following green temporary (5-10 seconds) banner should appear at the top of the page
-

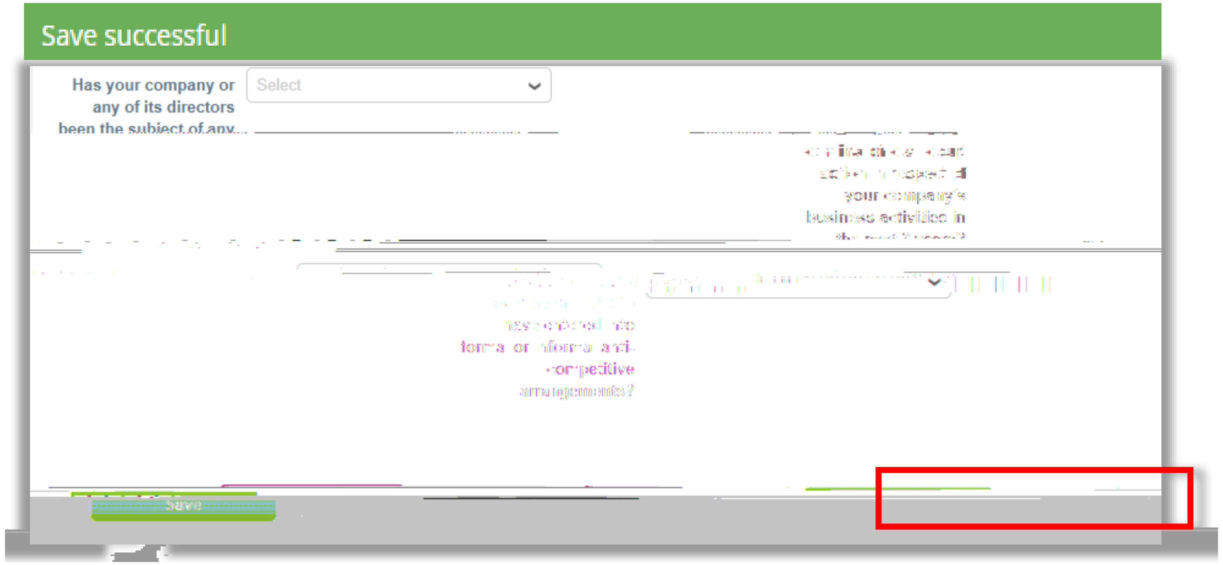
Creating a Response (1/6)

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

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
ur company or
Select
Has y
Has your company been convicted of money laundering
Select
Has your company
Select
ny had ealth & cidents, lities in years?
Select
Has your compa any reportable H Safety acc incidents or fata the past 3


Save successful
Has your company or any of its directors been the subject of any...
Select
Save

Creating a Response (5/6)

3) **Items and Services** – provide the commercial/financial information required. You can provide pricing

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 table will expand and you will be able to edit other fields such as **“My Capacity”**, **“Lead time”** and many more as shown here

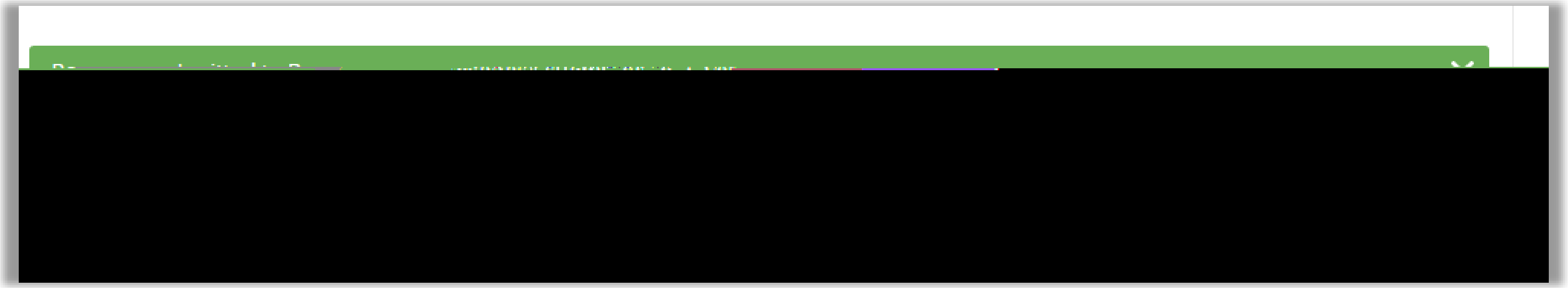
Response Submission (1/2)

- 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

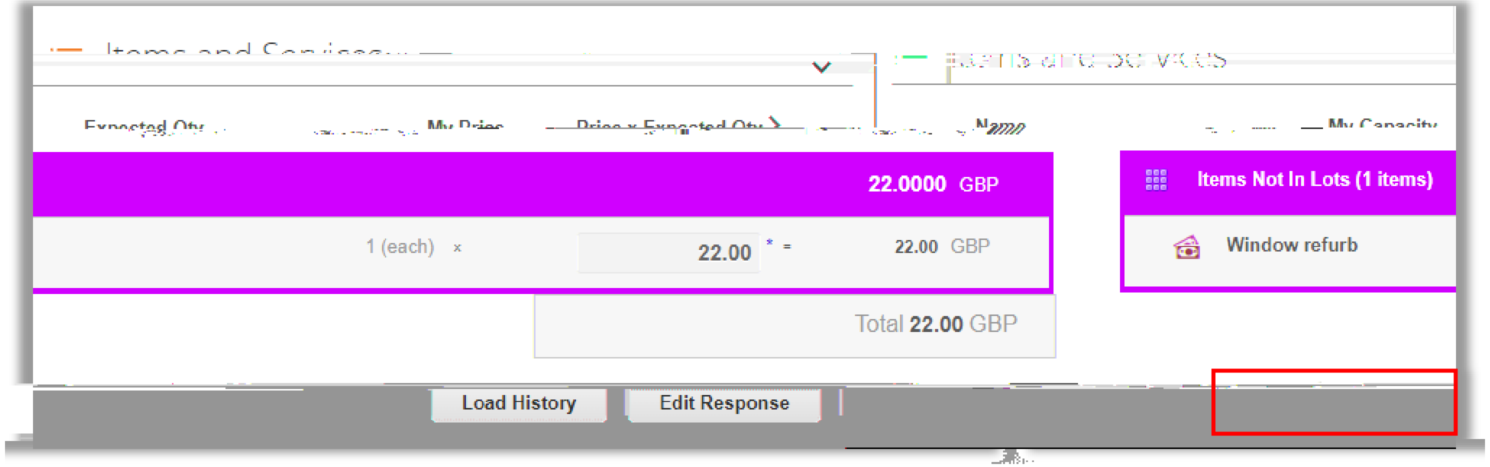
Response Submission (2/2)

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



[redacted]

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



Items and Services

Expected Qty | My Price | Price x Expected Qty | Name | My Capacity

22.0000 GBP

1 (each) × 22.00 * = 22.00 GBP

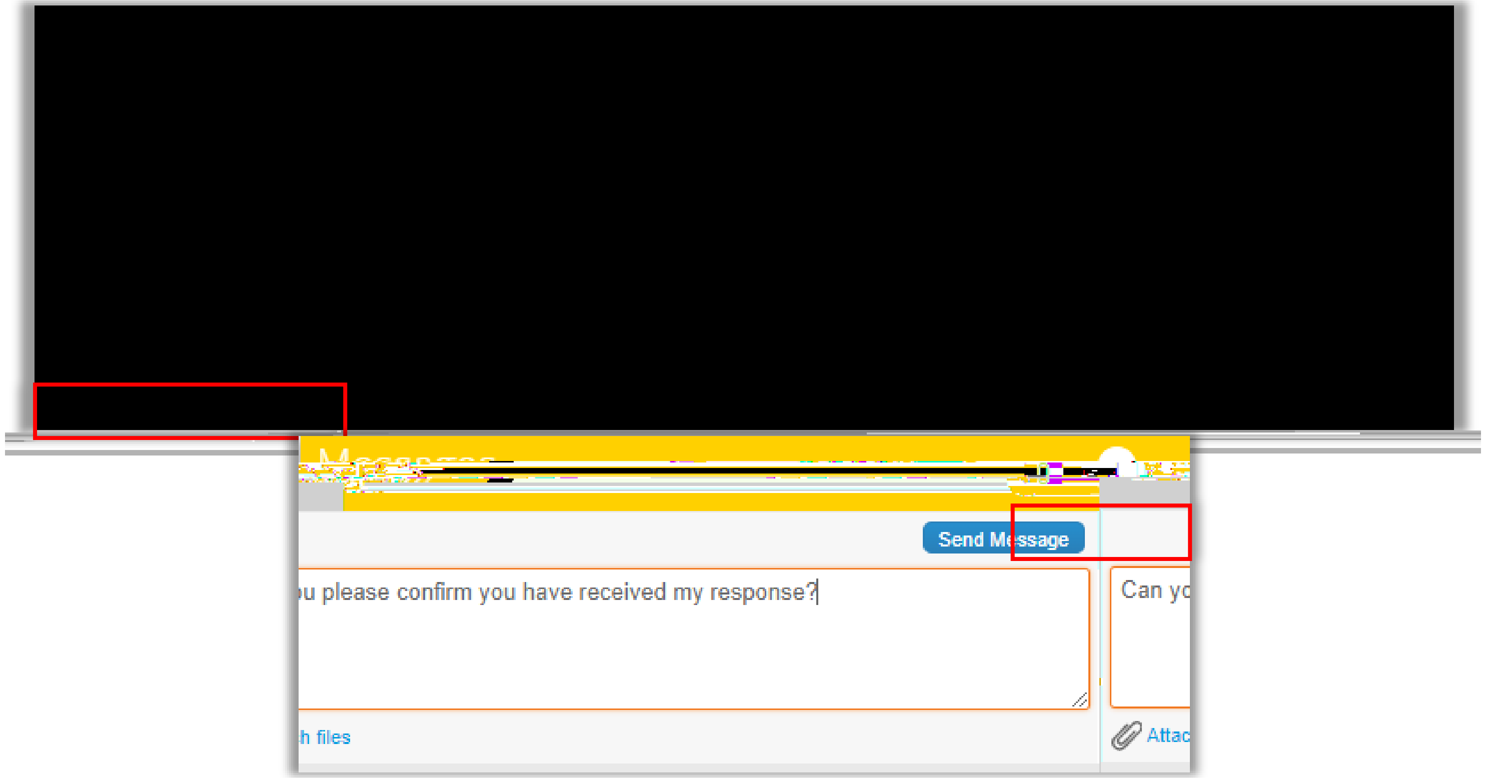
Total 22.00 GBP

Items Not In Lots (1 items)

Window refurb

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”**.



u please confirm you have received my response?

Can yo

03:Sourcing FAQ’s

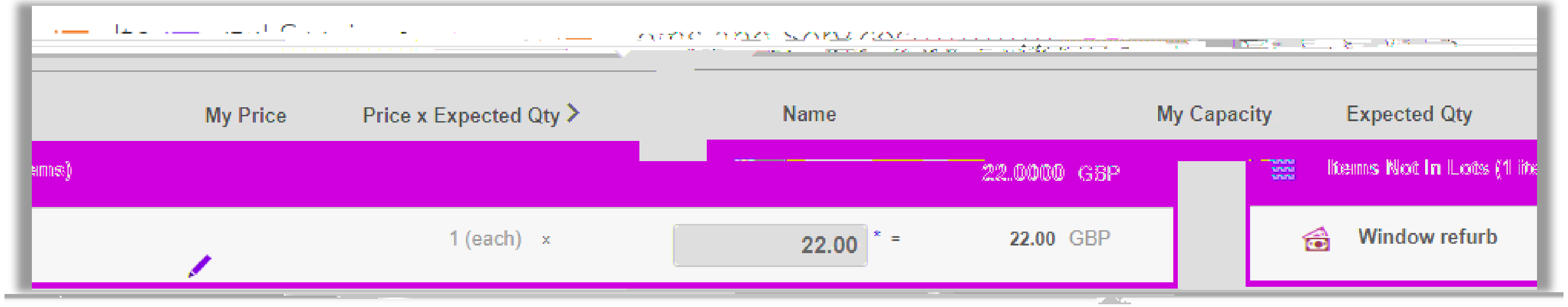
Frequently asked questions (1/6)

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.


My Price
Price x Expected Qty
Name
My Capacity
Expected Qty
ems)
22.0000 GBP
Items Not In Lots (1 ite
1 (each) x
22.00
=
22.00 GBP
Window refurb

Frequently asked questions (3/6)

What is the attachment size limit when uploading files?

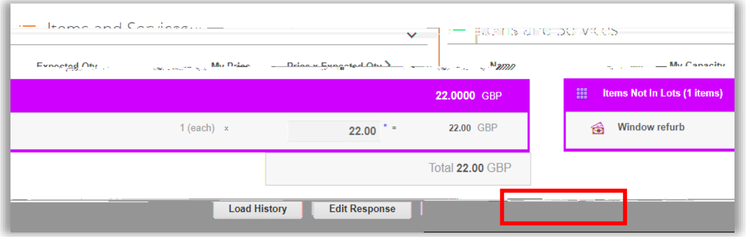
The recommended size limit per file is 16MB per upload.

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.


22.0000 GBP
Items Not In Lots (1 items)
1 (each) x
22.00
22.00 GBP
Window refurb
Total 22.00 GBP
Load History
Edit Response

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

[redacted]

Frequently asked questions (5/6)

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.