



How To Respond To RFQ (Sourcing Event)

April 2024

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01

Course Outline

Description

This course explains the Coupa supplier sourcing event (RFQ) process

Objectives

After completing this course, you will be able to:

1. Respond to an invitation for an RFQ/bidding event
2. Edit an event response and import event response from Excel
3. Manage event updates and notifications
4. Upload information from an Excel file
5. Be notified of event sourcing results

02

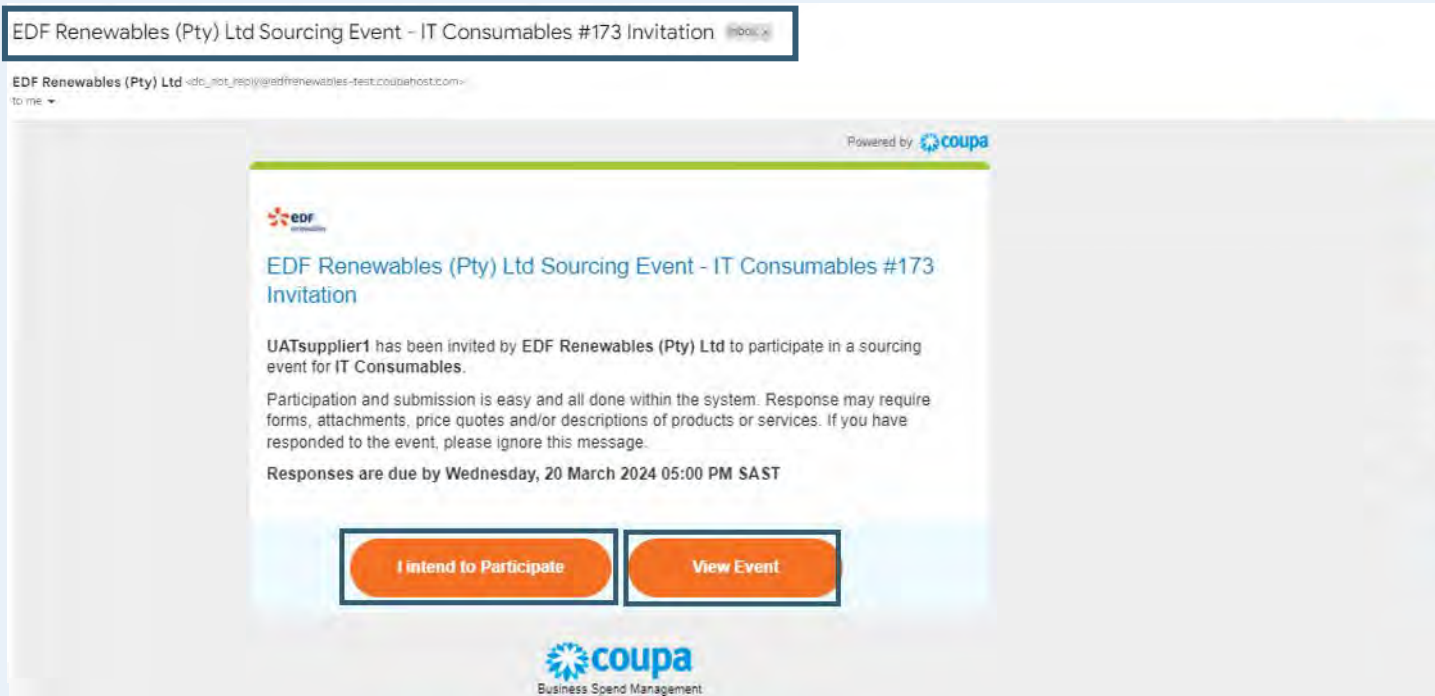
Responding to an RFQ

Responding to an RFQ

Throughout this section, you will learn how to respond to an RFQ from EDF Renewables.

Process Steps:

- 1 You will receive an invitation via email from EDF Renewables to a tender or RFQ (Request for Quotation) notification in your email inbox.
- 2 Select the “**View Event**” option to access the event.
- 3 Select “**I intend to Participate**” to notify EDF Renewables you will participate later in the event.



Responding to an RFQ

Throughout this section, you will learn how to respond to an RFQ from EDF Renewables.

Process Steps:

4

In the event information and bidding bases section you will find basic information and event details.

5

Check the box in the “I intend to participate in this event” to intend to participate in the event you should .

6

In the Terms and Conditions section you will find the corresponding information. Check the box as “Yes” to continue and “Send to Event Owner” to access the RFQ.

NOTE: If you do not accept the Terms and Conditions, you will not be able to access the RFQ

The screenshot shows the Coupa RFQ response interface. At the top, a green banner states "Intend to respond is saved." with a close button. Below this, a blue box indicates "Event Ends 01:05" in days and hours. The "Event Info" section contains a message from EDF Renewables (Pty) Ltd inviting participation in a sourcing event for IT Consumables. Below the event info, a question asks "Do you intend to participate in this event?" with a checkbox. The checkbox is checked, and a sub-message says "I intend to participate in this event" and "Buyer will be notified of your intent to participate." Below this is a section for "Accept Terms and Conditions". The "Terms and Conditions" section has a "Terms & Conditions" label and a "Do you accept these Terms and Conditions?" question with radio buttons for "Yes" (selected) and "No". A "Send to Event Owner" button is present. Below the terms section are two sections: "Event Information & Bidding Rules" and "Buyer Attachments". The "Event Information & Bidding Rules" section includes the text "Event will end at the Event End Time." and "Your responses are viewable by buyer once submitted". The "Buyer Attachments" section shows "None".

Intend to respond is saved.

Event Ends 01:05
days hrs

Event Info

Supplier has been invited by EDF Renewables (Pty) Ltd to participate in a sourcing event for IT Consumables . Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Do you intend to participate in this event?

☒ I intend to participate in this event
Buyer will be notified of your intent to participate.

Accept Terms and Conditions

Terms and Conditions
Terms & Conditions

Do you accept these Terms and Conditions?
☒ Yes
☐ No

Send to Event Owner

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Buyer Attachments
None

Responding to an RFQ

Throughout this section, you will learn how to respond to an RFQ from EDF Renewables.

Process Steps:

7

In the timeline section you will find the Event Start and Event End

NOTE: Response need to be submitted before the event end. Once the event end you will not be able to submit the response for the event.

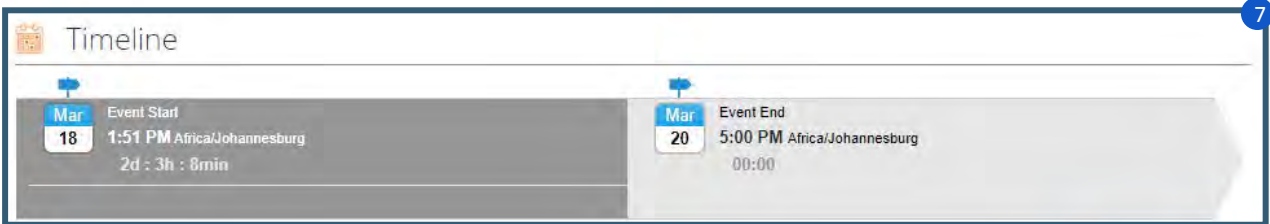
8

If you have any questions about the event, the “Message” section is available to communicate with EDF Renewables.

9

To continue with the process and see the details of the event, select “Enter Response” the option to enter the answer

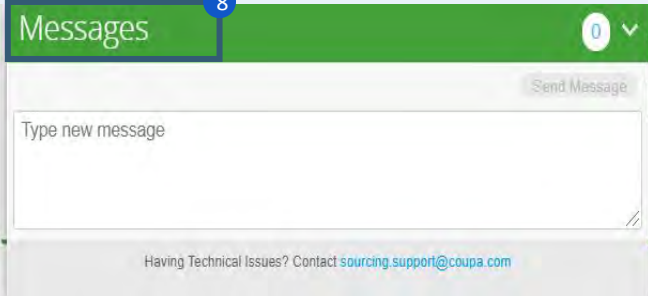
NOTE: The messages option will be enabled during the time the event is active.



The screenshot shows a 'Timeline' section with two events: 'Event Start' on Mar 18 at 1:51 PM Africa/Johannesburg and 'Event End' on Mar 20 at 5:00 PM Africa/Johannesburg. A blue arrow points to the 'Enter Response' button in the bottom right corner.

Event	Date	Time	Location
Event Start	Mar 18	1:51 PM	Africa/Johannesburg
Event End	Mar 20	5:00 PM	Africa/Johannesburg

Enter Response



The screenshot shows a 'Messages' section with a green header, a 'Send Message' button, and a text input field labeled 'Type new message'. A blue arrow points to the 'Send Message' button.

Messages

Send Message

Type new message

Having Technical Issues? Contact sourcing.support@coupa.com

Responding to an RFQ

Throughout this section, you will learn how to respond to an RFQ from EDF Renewables.

Process Steps:

Please note that once the event expires you will not be able to send any more responses.

Click “Submit Response” to submit your quote to EDF Renewables

NOTE: You can edit the response to increase or decrease the price if the event is still active. The system will automatically update the price to EDF Renewables

A screenshot of the 'Items and Services' form in the Coupa system. The form is titled 'Items and Services' and has a green header bar that says 'Items Not In Lots (2 items)'. Below this, there are two sections for items: 'Projectors' and 'Wireless Mouse'. Each section has a table with columns for 'Expected Quantity', '* Price per Unit', and '* Currency'. The 'Projectors' section shows '3 Each' for quantity and '0,00 ZAR' for the total. The 'Wireless Mouse' section shows '10 Each' for quantity and '0,00 ZAR' for the total. At the bottom right, there is a 'Total' field showing '0,00 ZAR'. Below the items section, there is a 'History' section. At the bottom of the form, there are three buttons: 'Import from Excel', 'Save', and 'Submit response'. The 'Submit response' button is highlighted with a blue circle and a white '1'.

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Editing an RFQ Response

Editing an Event Response

In this section you will learn how to edit an event response while the event is still active.

Process Steps:

- 1 To edit a response, click “My Response”
- 2 Click on the “Edit Response” to update on Items and Services.

The screenshot displays the Coupa Event Response interface. At the top right, a blue box indicates 'Event Ends 01:03' with 'days' and 'hrs' labels. Below this, the 'Event Info' tab is active, and the 'My Response' link is highlighted with a red box and a blue circle containing the number '1'. The interface shows a response status of 'responded on 2024/03/19'. Below this are sections for 'Attachments' and 'Forms', both indicating that 'Siphehile Mthanti' has not provided any for this event. The 'Items and Services' section is expanded, showing a green header for 'Items Not In Lots (3 items)'. Under this, a row for 'Projectors' is visible, with a total value of '12 000.00 ZAR' and a label 'Expected Quantity x Price per Unit'. Below this is a table with columns for 'Expected Quantity', 'Price per Unit', and 'Currency'. At the bottom right, the 'Edit response' button is highlighted with a red box and a blue circle containing the number '2'.

04

Import Event Response from Excel

Import Event Response from Excel

In this section you will learn how import a response for an event from Excel.

Process Steps:

- 1 To download the response template, upload your files, in the section of your answer, click on "Import from Excel"
- 2 A notification box will appear with information related to the file. Click on "Response Template" to download it.

Once the file is populated, you must save it on your computer.
- 3 Click on "Choose File" to upload the saved file
- 4 Click on "Start Upload"
- 5 A green bar will appear with a notification that the file upload was successful.

The screenshot displays the 'IT Consumables - Excel Upload' dialog box. At the top, there are three buttons: 'Import from Excel' (highlighted with a blue circle 1), 'Save', and 'Submit response'. Below the dialog box, a green notification bar at the bottom of the page states 'Excel import successful. Remember to submit your changes below.' (highlighted with a blue circle 5).

IT Consumables - Excel Upload

Steps for uploading your response in Excel

1. Download the **Response Template**. Note: This template will only work for this event.
2. Fill in or update the Excel file.
 - Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
 - Values in the uploaded file will replace anything currently saved to your response.
 - Once you click "Start Upload" values in the excel file will be saved, but not submitted.
 - Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
3. Upload the updated file.
 No file chosen

Uploading will only save your response. You must click "Submit" to send it to the buyer.

IT Consumables - Event #173 Active

Excel import successful. Remember to submit your changes below.

05

Managing Event Updates


Managing Event Updates


In this section you will learn how to manage update and changes in an RFQ.

Process Steps:

- 1 You will receive an email notification in your inbox that the sourcing event has been changed
- 2 The RFQ updates will be displayed on the email notification
- 3 To access the event and complete the additional information click "View Event"

EDF Renewables (Pty) Ltd Sourcing Event - IT Consumables #173 Has been changed

Powered by 

 EDF Renewables (Pty) Ltd Sourcing Event - IT Consumables #173
Has been changed


EDF Renewables (Pty) Ltd made the following changes to the sourcing event: IT Consumables.

Items and lots

Added Service description: Maintenance for Printers

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.
Responses are due by Wednesday, 20 March 2024 05:00 PM SAST

[View Event](#)

 **coupa**
Business Spend Management

06


Notification of Results


Notification of Results

This section will explain how you will be notified if you have awarded the sourcing event based on your quote.

Process Steps:

- 1 You will receive a notification of a Purchase Order from EDF Renewables if your quote was chosen

Powered by 

 EDF Renewables

EDF Renewables (Pty) Ltd Purchase Order #EDF000455

Order Summary

Date 2024/04/22


PO Total 1 000,00 ZAR


Payment Terms 30 DAYS


Contact Daisy Mogaila
dmogaila@deloitte.co.za

[Manage Order](#) [Create Invoice](#)

Orders details below


Acknowledge PO


Add Delivery Tracking


Add Comment



Thank You!