



# **Quick Reference Guide: Sourcing Events for Suppliers**

# Quick Reference Guide

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## Sourcing Events for Supplier

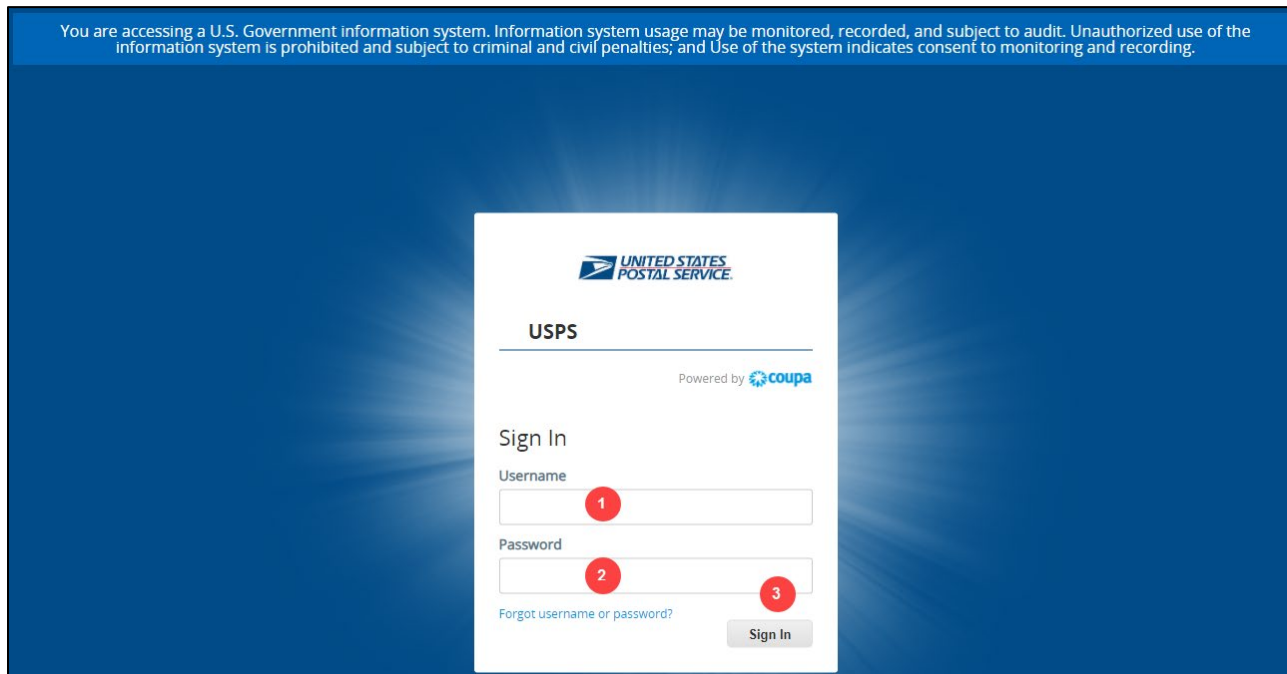
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### Sourcing Overview

The Coupa Sourcing Response Portal is a free tool for suppliers to access and manage USPS sourcing events. This guide will help walk through how to use, manage, and respond to an event. Please note that the information in this guide starts *after* access to the system has been established and user has a username and has created a password. Please note that there is an additional QRG explaining how to access the Sourcing Response Portal.

## Logging in to the Sourcing Response Portal

From an invitation email, or directly using the URL: [https://ebuyplus.coupa.com/sessions/supplier\\_login](https://ebuyplus.coupa.com/sessions/supplier_login) log in to the Sourcing Response Portal



Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

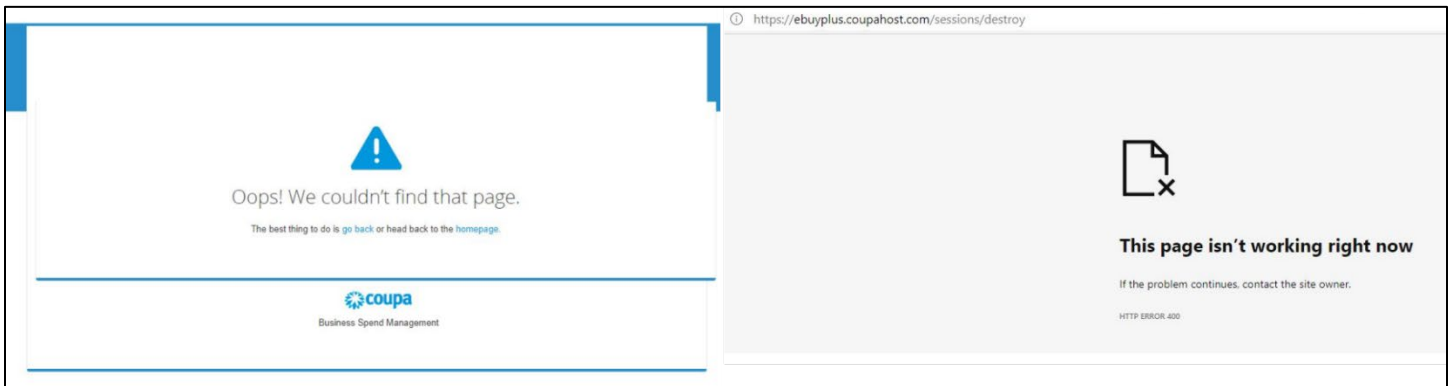
NOTE: You can access events in two ways:

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## Sourcing Events for Supplier

1. Directly from invitation emails where you will be taken directly into the Event Info page for that event.
2. By logging in through the URL: [https://ebuyplus.coupa.com/sessions/supplier\\_login](https://ebuyplus.coupa.com/sessions/supplier_login) where you will be taken to the Supplier Response Portal home page.

If you are able to successfully log on but receive errors similar to the below:



Sometimes browsers can retain login information that can cause issues logging into the portal.

Please attempt to log in using a new incognito window (if using Chrome) – just right click on the View Event button and the option will appear.

Or open it in a private (for IE) or different browser than being used for CSP, that should correct this issue.

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## Sourcing Events for Supplier

### Sourcing Response Portal

After logging in successfully, you will be routed to the Sourcing Response Portal home page or directly into the Event Info page.

Welcome to your Sourcing Response Portal!

USPS has invited you to the sourcing event: **RFx Sample Event 2**. 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.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
<a href="#">103</a>	RFx Sample Event 2	12/01/20	12/14/20	Prod	RFQ	0
<a href="#">102</a>	RFx Sample Event 1	12/01/20	12/14/20	Prod	RFQ	0
<a href="#">98</a>	RFx Sample Event 1	11/30/20	12/14/20	Prod	RFQ	0

The home page will contain high level information on all events you've been invited to. This include if you have submitted one or multiple responses.

1. **Home Page Icon:** This will return you to the Response Portal overview page.
2. **Username:** The username in the invitation email will appear in the upper right-hand corner.
3. **All Sourcing Events:** You will be able to view all events you have been invited to.
4. **Event #:** Click the blue hyperlink event number to access event information.

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## Sourcing Events for Supplier

### Sourcing Event Info

#### Event Info

When you access an event, certain information will be visible to you before you agree to participate in the event.

The screenshot displays the 'RFX Sample Event 2 - Event #103 Active' page. It features an 'Event Ends' countdown timer showing 13:04. Below this is the 'Event Info' section where USPS has invited the user to participate. A question asks 'Do you intend to participate in this event?' with a checked 'I intend to participate in this event' option. The 'Accept Terms and Conditions' section includes a 'Do you accept these Terms and Conditions?' question with 'Yes' and 'No' radio buttons. The 'Event Information & Bidding Rules' section states that responses are viewable by the buyer and that the buyer may choose to award individual line items. The 'Buyer Attachments' section includes a text box for describing attachments and a PDF attachment named 'Sourcing\_Event\_QRG\_(For\_Suppliers).pdf'. The 'Timeline' section shows an event start on Dec 1 at 12:17 PM and an event end on Dec 14 at 05:00 PM. A 'Send to Event Owner' button is located below the terms and conditions, and an 'Enter Response' button is at the bottom right.

Review these key areas:

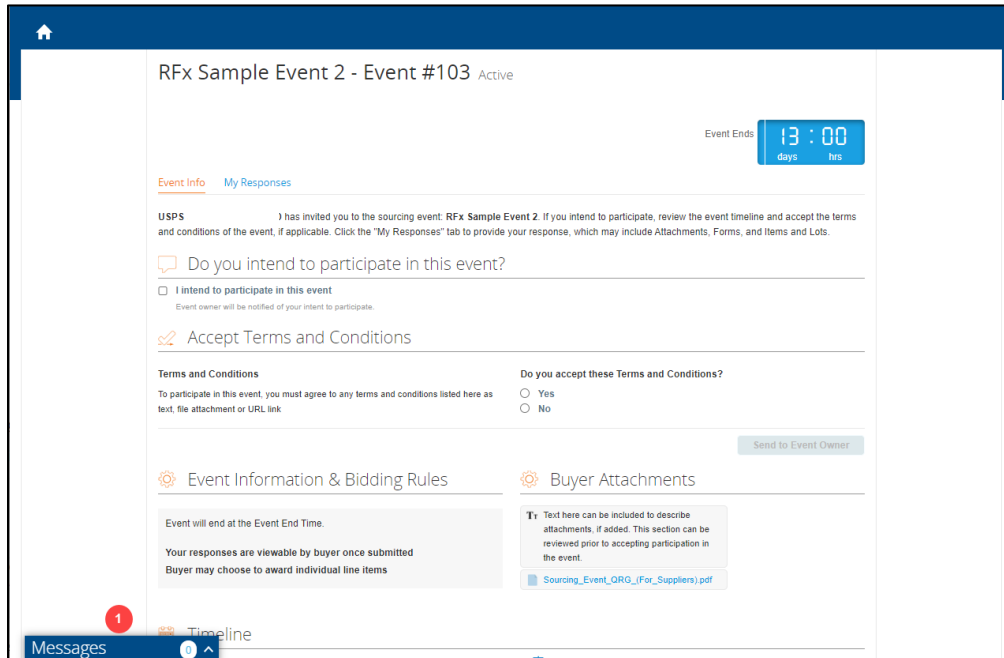
1. **Event Countdown timer:** This will provide a countdown for time left in the event.
2. **Do you intend to participate in this event?** If you choose to participate, ticking this box will notify USPS of your intention.
3. **Terms and Conditions:** Event Terms and Conditions must be accepted before you are able to participate in the event.
4. **Send to Event Owner:** Once you click the radio button to Accept T&C, or Decline with comments, the Send to Event Owner button will activate. You must click this button before you can proceed into the event.
5. **Event Information & Bidding Rules:** Information for the event
6. **Buyer Attachments:** Information on the event (for example, a QRG), can be included to provide additional information on the event or how to navigate the platform.
7. **Timeline:** Indicates the timeline for the event.
8. **Enter Response:** When T&Cs are accepted and sent to event owner, the Enter Response button will activate.

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## Sourcing Events for Supplier

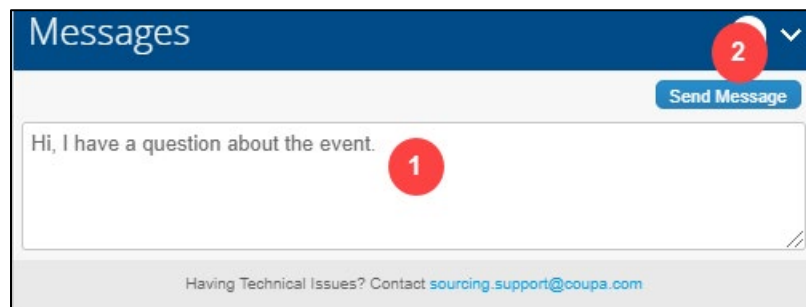
### Message Center

Once you access an event, the Message Center will appear in the lower left-hand corner on each tab.



1. **Message Center:** The Message Center is a chat feature you can use within each event to communicate with the Event Owner.

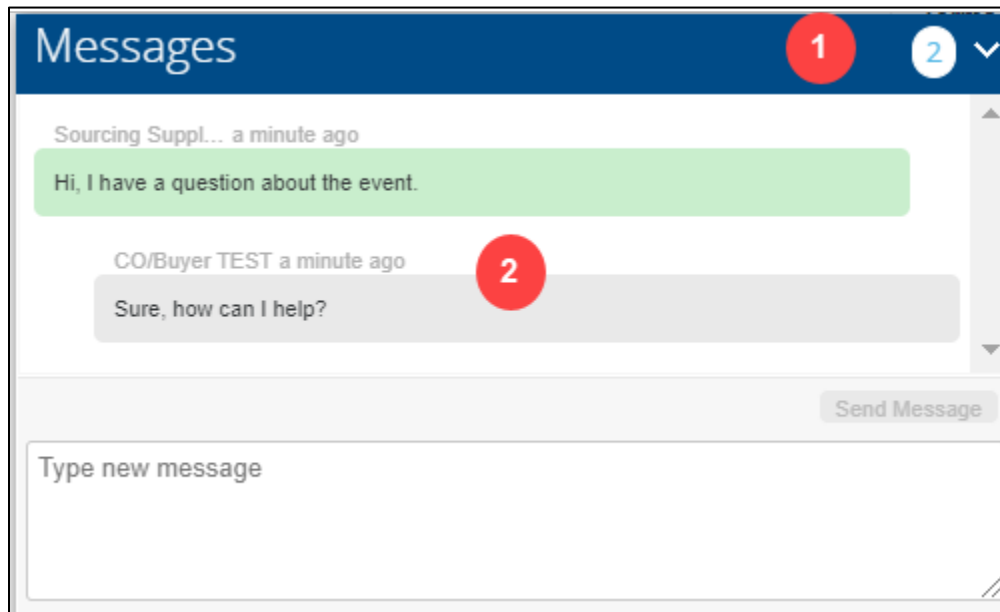
Expand the Message Center to type a message.



1. **Message Center Text Box:** Compose your message or question here.
2. **Send Message:** Click to submit the message.

Responses to the chat will update the Message Center.

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1. **Message Center Count:** A count of messages sent and received.
2. **Chat History:** Messages sent and received will be tracked.

Note: You will receive notifications of updates in the Message Center via email. Messages you send will be sent only to the Event Owner, however the Event Owner can choose if they respond only to you or multiple/all suppliers.



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## Event Info – I intend to Participate in this event

RFx Sample Event 2 - Event #103 Active

Intend to respond is saved.

Event Ends 13 03 days hrs

**Event Info**

USPS has invited you to the sourcing event: **RFx Sample Event 2**. 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.

Do you intend to participate in this event? 2

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

Accept Terms and Conditions

**Terms and Conditions**  
To participate in this event, you must agree to any terms and conditions listed here as text, file attachment or URL link

**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**  
Text here can be included to describe attachments, if added. This section can be reviewed prior to accepting participation in the event.  
Sourcing\_Event\_ORG\_(For\_Suppliers).pdf

**Timeline**

Date	Time	Location
Dec 1	12:17 PM	America/New_York
13d : 4h : 42min		
Dec 14	05:00 PM	America/New_York
00:00		

Enter Response

To let the Event Owner know you are going to participate in the event.

2. **Do you intend to participate in this event?** If you choose to participate, ticking this box will notify USPS of your intention. Note that a green banner at the top will notify you that this response is saved. You can untick the box if you decide to not participate.

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## Event Info – Accepting Event Terms and Conditions

The screenshot displays the 'RFX Sample Event 2 - Event #103' interface. At the top right, a blue box indicates 'Event Ends 13:02' with 'days' and 'hrs' labels. Below this is the 'Event Info' section, which includes a message from 'USPS' inviting the user to participate. A question asks 'Do you intend to participate in this event?' with a checked checkbox for 'I intend to participate in this event'. The 'Accept Terms and Conditions' section is highlighted with a red circle '3'. It contains a 'Terms and Conditions' section with a note that participation requires agreement to the terms. Below this, there are radio buttons for 'Yes' (selected) and 'No'. A red circle '4' is placed over the 'Yes' radio button. At the bottom right, a blue button labeled 'Send to Event Owner' is visible.

Ensure that you have read and agree to all event Terms & Conditions.

3. **Terms and Conditions:** If you agree to the Terms and Conditions, please check the Yes radio button. Event Terms and Conditions must be accepted before you are able to participate in the event.
4. **Send to Event Owner:** Once you click the radio button to accept T&C, the Send to Event Owner will become active.

# Quick Reference Guide

## Sourcing Events for Supplier

### Event Info – Submitting Response to Event Owner

RFx Sample Event 2 - Event #103 Active

Terms and Conditions have been accepted.

Event Ends 13 : 02  
days hrs

[Event Info](#)

USPS has invited you to the sourcing event: **RFx Sample Event 2**. 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.

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 Do you accept these Terms and Conditions?

To participate in this event, you must agree to any terms and conditions listed here as text, file attachment or URL link

Yes  No

4

Send to Event Owner

Event Information & Bidding Rules Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted  
Buyer may choose to award Individual line items

Text here can be included to describe attachments, if added. This section can be reviewed prior to accepting participation in the event.

Sourcing\_Event\_ORG\_(For\_Suppliers).pdf

Timeline

Event Start Dec 1 12:17 PM America/New\_York  
13d : 4h : 42min

Event End Dec 14 05:00 PM America/New\_York  
00:00


8

Enter Response

4. **Send to Event Owner:** When accepting T&Cs, click the Send to Event Owner button. You will see a green banner at the top notifying you the Terms and Conditions have been accepted. Please note that you cannot change your answer to the T&Cs to No once submitted.
8. **Enter Response:** When T&Cs are accepted and sent to event owner, the Enter Response button will activate. When you click this button, you will be taken to the Event Responses Page.

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## Event Info – Declining Event Terms and Conditions

 Accept Terms and Conditions 3

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**Terms and Conditions**

To participate in this event, you must agree to any terms and conditions listed here as text, file attachment or URL link

**Do you accept these Terms and Conditions?**

Yes

No

**Rejection Comment \***

I do not accept the terms for this event

4 [Send to Event Owner](#)

Ensure that you have read and agree to all event Terms & Conditions.

- Terms and Conditions:** If you do not agree to the Terms and Conditions, please check the No radio button. You will need to include a rejection button.
- Send to Event Owner:** One you click the radio button to not accept T&C, the Send to Event Owner will become active.

# Quick Reference Guide

## Sourcing Events for Supplier

### Event Info – Submitting Response to Event Owner

Terms and Conditions response has been submitted.

Event Ends 13 : 00  
days hrs

[Event Info](#) [My Responses](#)

**USPS** has invited you to the sourcing event: **RFX Sample Event 2**. 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.

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**  
To participate in this event, you must agree to any terms and conditions listed here as text, file attachment or URL link.

Do you accept these Terms and Conditions?

Yes  
 No

Rejection Comment\*  
I do not accept the terms for this event

4

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

Text here can be included to describe attachments, if added. This section can be reviewed prior to accepting participation in the event.  
Sourcing\_Event\_ORG\_(For\_Suppliers).pdf

Timeline

Event Start  
Dec 1 12:17 PM America/New\_York  
13d : 4h : 42min

Event End  
Dec 14 05:00 PM America/New\_York  
00:00

8

Enter Response

4. **Send to Event Owner:** After completing the required field to not accept the T&Cs, click the Send to Event Owner button. You will see a green banner at the top notifying you the Terms and Conditions have been submitted. Please note that you can change your answer to the T&Cs to Yes, if desired, once submitted.
8. **Enter Response:** When T&Cs are not accepted and sent to event owner, the Enter Response button will remain inactive and you will not be able to participate in the event.

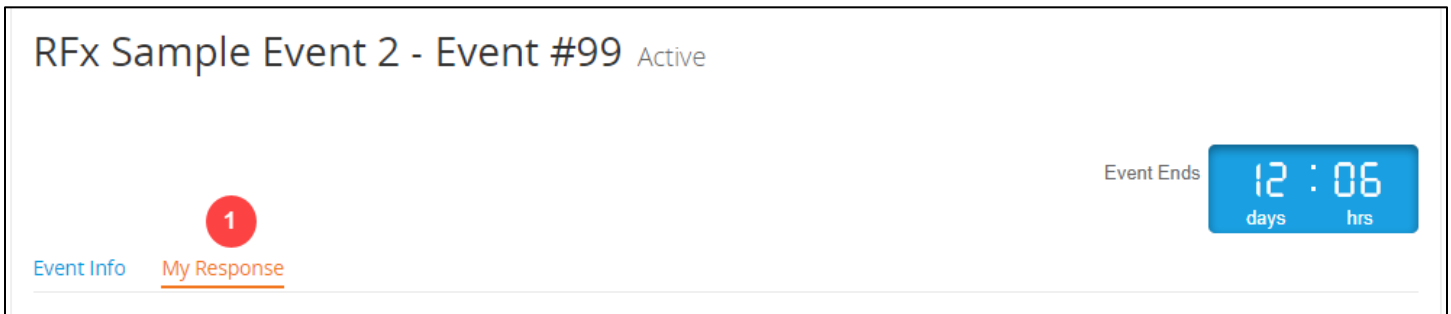
# Quick Reference Guide

## Sourcing Events for Supplier

### Entering Event Responses

#### Event Details When Multiple Responses are Not Allowed

After clicking the Enter Response button, you will be routed to the details for your event. If you are allowed to submit only one response the details page will look like this:



RFX Sample Event 2 - Event #99 Active

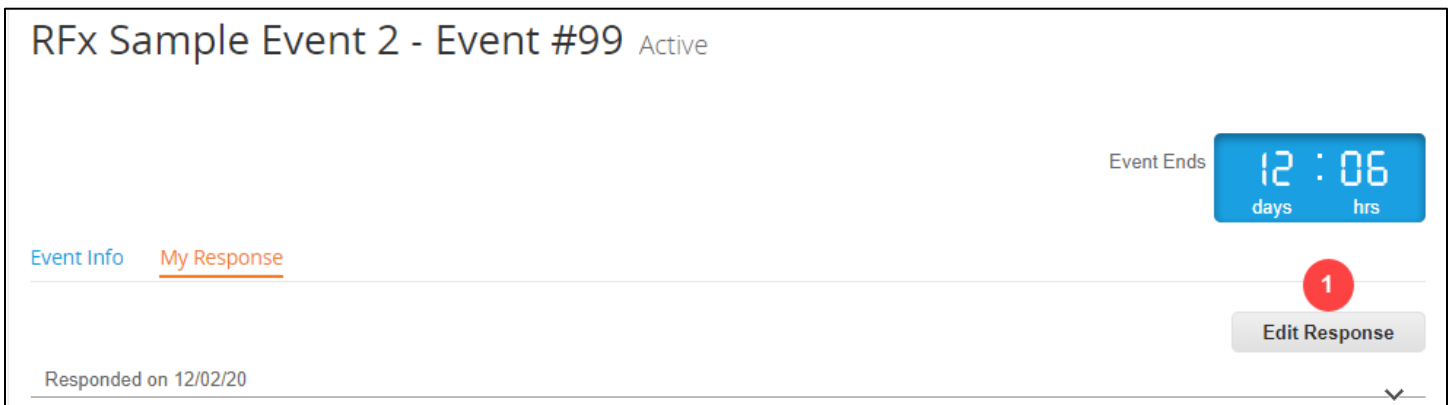
Event Ends 12 : 06  
days hrs

Event Info **My Response**

1. **My Response:** Your response to the event.

#### Event Details My Response tab

This tab will contain your response submitted for the event.



RFX Sample Event 2 - Event #99 Active

Event Ends 12 : 06  
days hrs

Event Info **My Response**

Responded on 12/02/20

**Edit Response**

1. **Edit Response:** Your Response can be edited until the event ends.

# Quick Reference Guide

## Sourcing Events for Supplier

### Event Details When Multiple Responses are allowed

After clicking the Enter Response button, you will be routed to the details for your event. If you are allowed to submit multiple responses the details page will look like this

RFX Sample Event 2 - Event #103 Active

Event Ends **13:01**  
days hrs

[Event Info](#) **1** [My Responses](#) **2** [Sourcing Supplier2 - #53](#)

Name  **3**

1. **My Responses:** Clicking this tab will route you to an overview of all responses you've submitted for this event.
2. **Response tab:** The tab for your current response will contain your company's name and a tracking number.
3. **Name:** Populate this field with your name or unique identifier for this specific response. If you are editing an existing response, this field will populate with the existing name. If you are creating a new response, you will need to create a unique version of your name for tracking purposes.

### Event Details My Responses tab

This tab will contain a list of all responses submitted for the event.

[Event Info](#) **My Responses**

View All **Advanced** Search

Response Name	State	Submitted At	Total	Actions <b>1</b>
Supplier Name	submitted	12/01/20	401.00	
Supplier Name	working	12/01/20	401.00	

Per page 15 | 45 | 90

**2** Enter Response

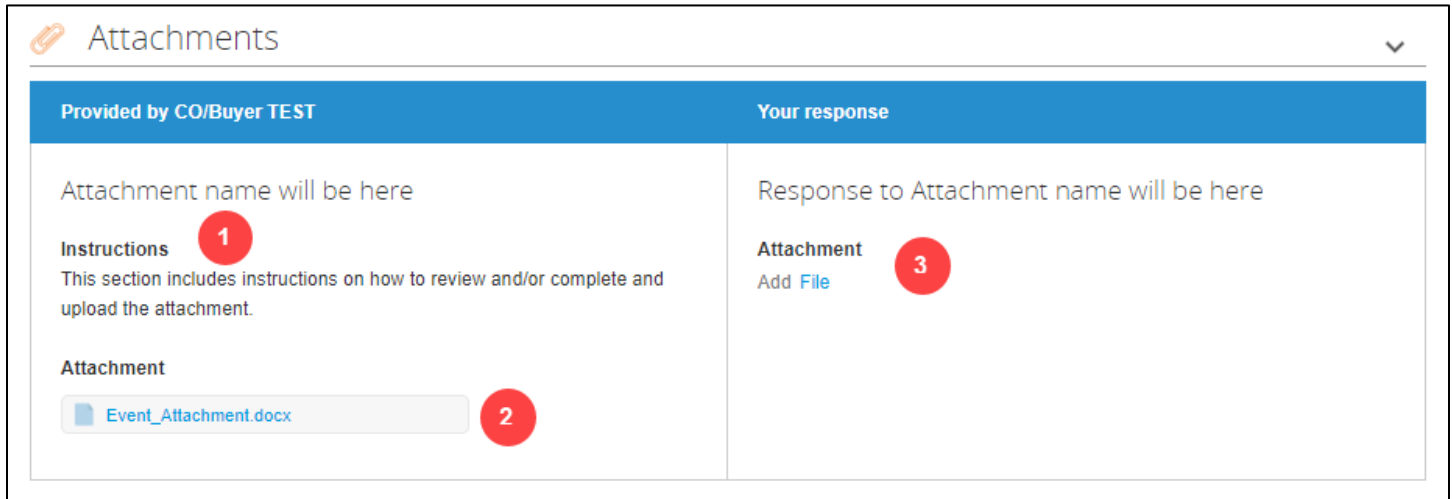
Your Response can be edited, and new responses created until the event ends.

1. **Actions:** You can view or edit existing responses. Edited responses will be listed as working copies of original response until submitted.
2. **Enter Response:** If an entirely new response to the event is desired, click the Enter Response button to create a new response.

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## Submitting a Response to Attachments

If your event has attachments, they will be included here.



The screenshot shows a user interface for managing attachments. It is divided into two main columns: 'Provided by CO/Buyer TEST' and 'Your response'. The 'Provided by' column contains a header 'Attachment name will be here', a section titled 'Instructions' with a red circle '1' next to it, and a sub-section 'Attachment' containing a file named 'Event\_Attachment.docx' with a red circle '2' next to it. The 'Your response' column contains a header 'Response to Attachment name will be here' and a sub-section 'Attachment' with a blue 'Add File' link and a red circle '3' next to it.

Attachments can be included to inform or gather additional information from you. Informational attachments can be downloaded and reviewed. If the attachment is to be completed, you will download, complete, then upload under Your response in the Attachments section.

1. **Instructions:** Any instructions regarding the attachment will be listed
2. **Attachment:** Download the attachment from here.
3. **Your response Attachment:** Upload attachment responses (if needed) here. Note that if a response is required, a red asterisk (\*) will appear in the section.

To upload attachments:

Click the blue File hyperlink under Attachment

Click browse

Locate the file to upload and click to populate the File Name field in the popup

Click Open

Continue to perform these steps to add additional documents and always confirm attachments are correct before submitting response.



# Quick Reference Guide

## Submitting a Response to Forms

The forms section may include additional questions for you to complete

The screenshot shows a web form titled "Forms" with a sub-header "1. Form for event 98 - 1". Below the header, it says "Please answer the questions below." The form contains three main sections:

- Supplier check box question:** A checkbox labeled "Supplier check box question" is checked. A red circle with the number "1" is placed next to it.
- Supplier Drop Down example:** A dropdown menu labeled "Supplier Drop Down example" shows "Option 2". A red asterisk (\*) is next to the label, and a red circle with the number "2" is placed next to the dropdown. Below the dropdown, it says "This is a required field as indicated by the red asterisk".
- Supplier Conditional field:** A text input field labeled "Supplier Conditional field" contains the text "text". A red asterisk (\*) is next to the label, and a red circle with the number "2" is placed next to the field. The entire section is highlighted in green. Below the field, it says "will only appear if certain answers are given".

At the bottom right of the form, there is a blue "Save" button with a red circle with the number "3" next to it.

Forms can contain many different response options (Check box, drop downs, attachments, text field) and some can be conditional. Note that if a response is required, a red asterisk (\*) will appear next to the field.

1. **Form Fields:** A collection of additional information being collected.
2. **Conditional Form fields:** Conditional fields will not appear unless a preceding question is answered in a way that requires more information. A conditional field will highlight in green when it is triggered.
3. **Save:** Save updates to your form when completed.

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## Sourcing Events for Supplier

### Submitting a Response to Items and Lots

All Items, lots, and services will be listed here.

Items and Lots					
Name	Expected Qty		3 My Price		Price x Expected Qty >
Lot: Lot of items grouped together	1 Lots	x	=		0.0000 USD
Items grouped into a lot	100.0000 per Lot (EACH/PIECE)	x	*	<input type="text"/>	0.00 USD
Second item grouped into a lot	1.0000 per Lot (EACH/PIECE)	x	*	<input type="text"/>	0.00 USD
Items Not In Lots (2 items)					0.0000 USD
Items and lots are here	100.0000 (EACH/PIECE)	x	*	<input type="text"/>	0.00 USD
Services are also listed here	1.0000 (EACH/PIECE)	x	*	<input type="text"/>	0.00 USD
					4 Total 0.00 USD

1. **Lots:** Items and services that must be bid on together as a lot are grouped together under the Lot name and identified by the header grouping.
2. **Items and Services Not in Lots:** Items and services that can be bid on individually.
3. **My Price:** Your bid for item or service.
  - Please ensure item (quantity-based lines) bids are for each unit. The system will calculate the total for you.
  - For service (amount-based lines) bids are for the entire value of the service (not hourly values).
  - For items you do not want to bid on, please put a zero in the bid or you will not be able to submit your response:

* Item price is required.					
Second item grouped into a lot	1.0000 per Lot (EACH/PIECE)	x	*	<input type="text"/>	0.00 USD



4. **Total:** The total amount of your response is calculated at the bottom of the screen.

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## Sourcing Events for Supplier

### Items and Lots Required Fields

Your event can have different required fields to be populated for each item, lot and service. To view which fields are required on screen, hover over any line and you will see a pencil icon

Items Not In Lots (2 items)		0.0000 USD	
 Items and lots are here	100.0000 (EACH/PIECE)	x 	<input type="text"/> * = 0.00 USD

Clicking on the item will expand it and show all available fields.

Items Not In Lots (2 items)		0.0000 USD	
<b>Item Requested</b>	<b>Ship To</b>	<b>Item Details</b>	
 Items and lots are here			
<b>Manufacturer Name</b>	<b>Manufacturer Part Number</b>	<b>Item Description</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Expected Quantity</b>	<b>My Price *</b>	<b>Line Total</b>	
100.0000 EACH/PIECE	x <input type="text"/>	= 0.00 USD	
<b>Your Item Name</b>	<b>Lead Time</b>		
<input type="text"/>	<input type="text"/> Days		
<b>ID/Part Number</b>	<b>Description</b>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>			
<a href="#">Add Image</a>			
Add image in GIF, JPEG, or PNG formats			
<b>Attachments</b>			
<a href="#">Click to view</a>			
<b>Form</b>			
	<a href="#">Cancel</a>	<a href="#">Save Item</a>	

Information that you can add will be in a text box.

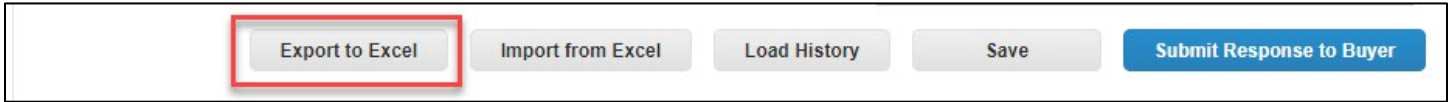
Note that if a response is required, a red asterisk (\*) will appear next to the field. You can refine responses multiple times prior to submission.

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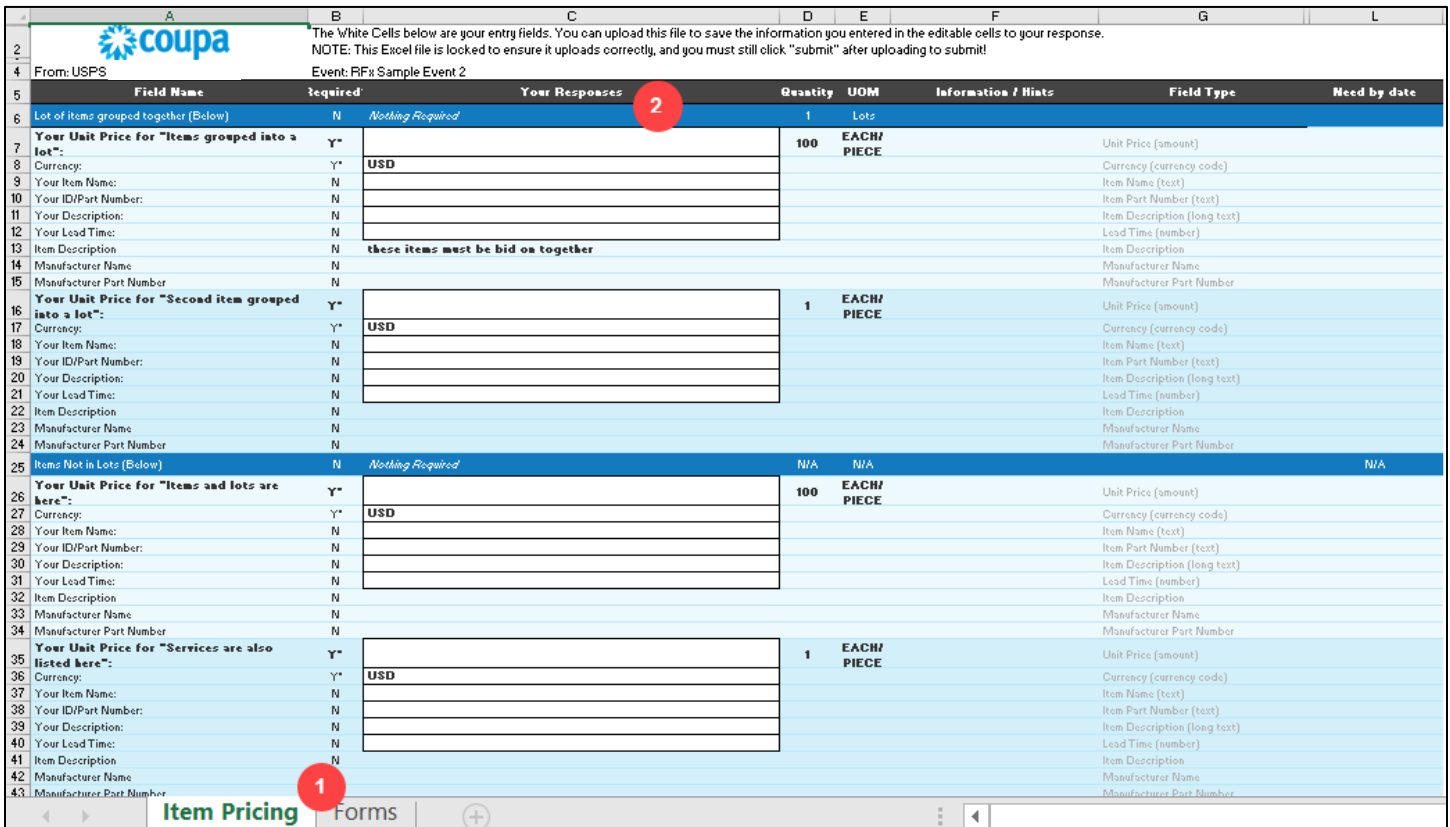
## Sourcing Events for Supplier

### Export Items and Forms to Excel

If you prefer to manage your responses to forms and items offline, you can download an excel template.



A template will open, and you can input all required and any additional information into the Excel file



The image shows an Excel spreadsheet template. At the top left is the Coupa logo. Below it, there are instructions: 'The White Cells below are your entry fields. You can upload this file to save the information you entered in the editable cells to your response. NOTE: This Excel file is locked to ensure it uploads correctly, and you must still click "submit" after uploading to submit!'. The spreadsheet has columns for 'Field Name', 'required', 'Your Responses', 'Quantity', 'UOM', 'Information / Hints', 'Field Type', and 'Need by date'. It contains several sections for 'Lot' and 'Items Not in Lots' with various input fields like 'Your Unit Price', 'Currency', 'Your Item Name', 'Your ID/Part Number', 'Your Description', 'Your Lead Time', 'Item Description', 'Manufacturer Name', and 'Manufacturer Part Number'. A red circle with the number '2' is placed over the 'Your Responses' column header, and another red circle with the number '1' is placed over the 'Manufacturer Part Number' field in the first lot section.

The template will have read only sections in blue and editable white sections for you to provide your response. Ensure that you have clicked Enable Editing in you Excel file. Altering any part of the template structure will result in upload failures.

1. **Tags:** You can enter information for both items and tabs in the Excel file.
2. **Your Responses:** This is where you'll enter your response information. if a response is required, a Y with an asterisk (\*) will appear in the Required column next to the field. Please note that if you have already entered responses in the system, they will be included here.

Note: before attempting to utilize the upload, it's recommended to complete one item update on screen to ensure you know what data is required for the field.

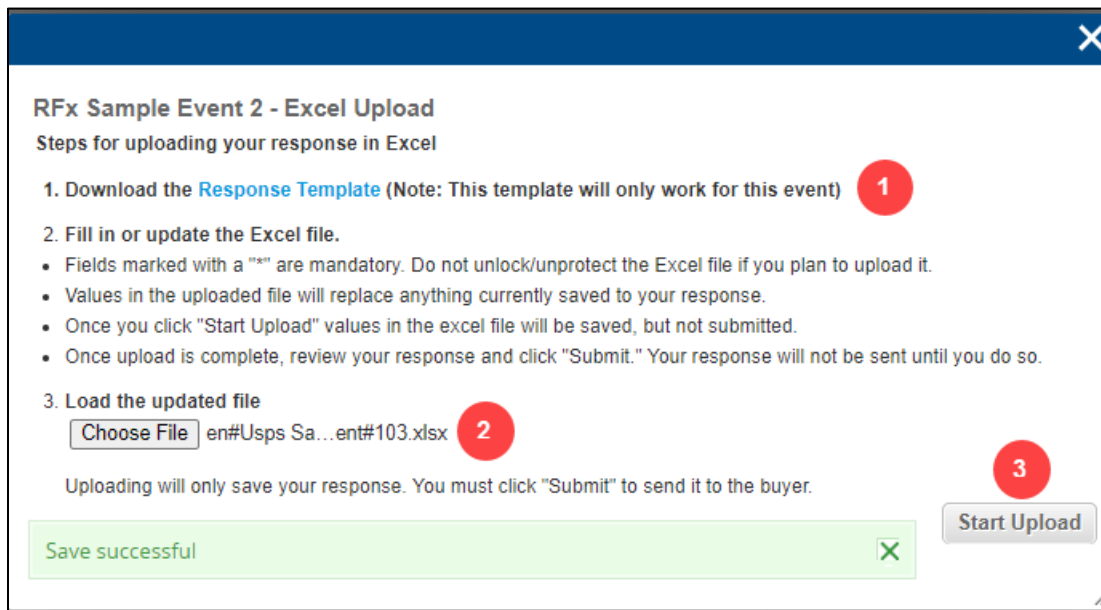
# Quick Reference Guide

## Uploading the Item and Form Template

Once the Excel template has been completed, you can upload to the event.



Once you click the Import from Excel button you will be routed to an upload popup screen.



1. **Download Response Template:** This will download the same template as the Export to Excel button in case you are attempting to upload without using the formatted template.
2. **Choose File:** Click the button to upload your completed template.
  - o Click Choose File
  - o Locate the file to upload and click to populate the File Name field in the popup
  - o Click Open
3. **Start Upload:** Click load the template to your event response page.

Note: You can upload multiple times if needed.

Note: If you experience issues uploading ensure that you have downloaded the template for the event (they will be unique), that all required information is included, and that values of the fields are correct.

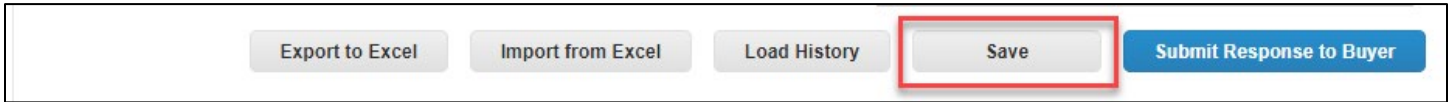
# Quick Reference Guide

## Sourcing Events for Supplier

### Submitting a Response – Additional Functions

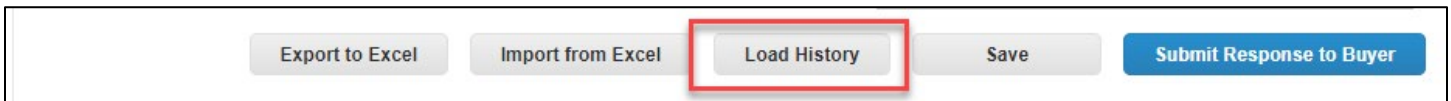
You can save partially completed responses and access history of the event.

To save your progress, click the Save button.

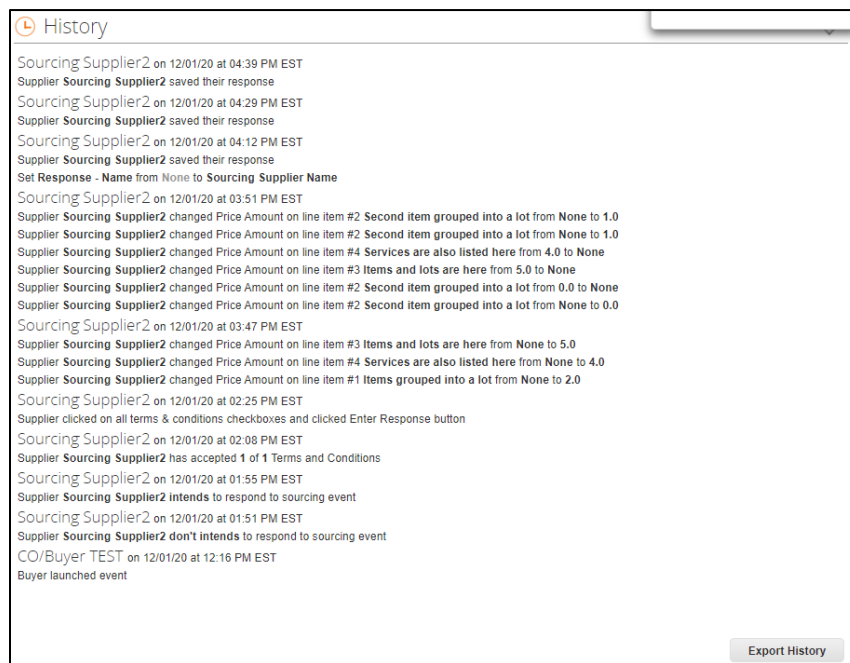


You will continue to stay on the response page after clicking.

If you want to review the event history, click the Load History button



The History section will expand for you to review.

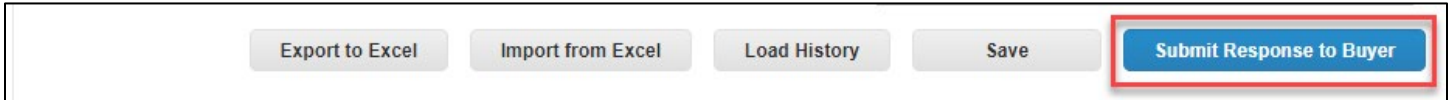


To export the history to an Excel file, click the Export History button at the bottom of the page.

# Quick Reference Guide

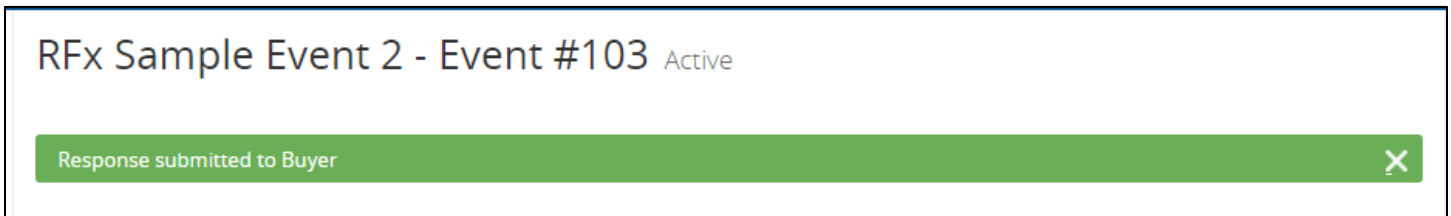
## Submit Response to Buyer

Once all required information has been completed, you can submit your response.



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

If all required information is included, a green banner will notify you the response was submitted.



RFx Sample Event 2 - Event #103 *Active*

Response submitted to Buyer X

If response was not able to be submitted, a red banner will notify you of errors:

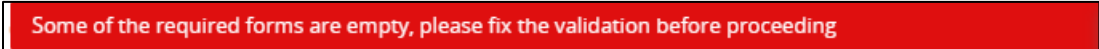


**X** Please fix the errors below

- can't be blank

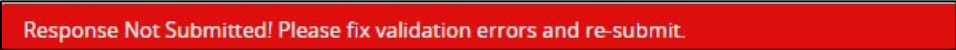
Name

Please add a Name to your response.



Some of the required forms are empty, please fix the validation before proceeding

One or more required fields in the form is not filled out.



Response Not Submitted! Please fix validation errors and re-submit.

One or more required fields on the items is not filled out or the My Price field on the item is blank.

# Quick Reference Guide

## Sourcing Events for Supplier

### Editing Your Response

Clicking into an event response from the Sourcing Response Portal Home page will show the Edit Response button. You can edit your responses up until the event has ended.

#### RFX Sample Event 2 - Event #99 Active

Event Ends **12 : 06**  
days hrs

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

Responded on 12/02/20

**1**  
Edit Response

#### RFX Sample Event 2 - Event #103 Active

Event Ends **13 : 00**  
days hrs

[Event Info](#) [My Responses](#) [Supplier Name](#)

Responded on 12/01/20

**1**  
Edit Response

**Name** Supplier Name

1. **Edit Response:** Clicking the Edit Response button will take you to the response and you can modify the information in it as needed and Submit Response to Buyer. You can edit your response as many times as needed until the event ends.



# Quick Reference Guide

## Bidding on an Auction Event

An Auction Event will contain bidding rules in the Event Info page:

English Reverse Auction	Dutch Reverse Auction
<p> Event Information &amp; Bidding Rules</p> <p><b>Automatic Bid Extensions</b> You will have at least 5 minutes to respond after a new best price is submitted.</p> <p><b>Competitive Ranking</b> During competitive bidding, you will see your 'Competitive Ranking' only. Example 'Your rank is 3'.</p> <p><b>Incremental Bidding (Auction) Rules</b> Ties for 1st place are allowed for:</p> <ul style="list-style-type: none"> <li>Event-Total</li> <li>Lots</li> <li>Individual-Items</li> </ul> <p>During competitive bidding, you must improve your bid by:</p> <ul style="list-style-type: none"> <li>Event Total — 1.00%</li> <li>Lots — 1.00%</li> <li>Items — 1.00%</li> </ul> <p>Your responses are viewable by buyer once submitted Buyer may choose to award individual line items</p>	<p> Event Information &amp; Bidding Rules</p> <p><b>Automatic bid time interval</b> Bids will increase price every 3 min</p>

If applicable, you will have a countdown timer to submit bids during a pre-bidding period

Prebidding Countdown **12:04**  
days hrs

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

---

Attachments ▼

CO/Buyer TEST has not provided any Attachments for this event

---

Forms ▼

CO/Buyer TEST has not provided any Forms for this event

---

Items and Lots ▼

Name	Expected Qty		My Price	Price x Expected Qty >
<b>Items Not in Lots (4 Items) 0.0000 USD</b>				
Items and lots are here	100.0000 (EACH/PIECE)	x	<input type="text"/> * =	0.00 USD
Services are also listed here	1.0000 (EACH/PIECE)	x	<input type="text"/> * =	0.00 USD
Items grouped into a lot	100.0000 (EACH/PIECE)	x	<input type="text"/> * =	0.00 USD
Second item grouped into a lot	1.0000 (EACH/PIECE)	x	<input type="text"/> * =	0.00 USD
				Total <b>0.00 USD</b>

# Quick Reference Guide

## Sourcing Events for Supplier

English Reverse Auction bidding. When the auction starts, you will be able to bid and track your ranking during the bidding. The improvement criteria for your bids will be listed on the Event Info page.

English Reverse Auction... - Event #105 Bidding in Progress

Bidding Countdown: 12:04 (1 day, 0 hours)

Event Info | My Response

Items and Lots

Cancel | Submit Bids

Name	Expected Qty	My Price	Price x Expected Qty	
<b>Items Not In Lots (4 items)</b>				
Items and lots are here	100.0000 (EACH/PIECE)	10.00	1,000.00 USD	Your Rank Is 2
Services are also listed here	1.0000 (EACH/PIECE)	9.00	9.00 USD	Your Rank Is 2
Items grouped into a lot	100.0000 (EACH/PIECE)	8.00	800.00 USD	Your Rank Is 1
Second item grouped into a lot	1.0000 (EACH/PIECE)	7.00	7.00 USD	Your Rank Is 2
Total			<b>1,816.00 USD</b>	Your Rank Is 1

1. **Bidding Countdown:** Countdown timer showing time left in event.
2. **Ranking:** Shows you how you rank versus other supplier responses.
3. **Submit Bids:** Click Submit Bids to send your prices for items

# Quick Reference Guide

## Sourcing Events for Supplier

Dutch Reverse Auction bidding. When the auction starts, you will be given a time frame to submit your bid on the current prices.

Dutch Reverse Auction ... - Event #106 Bidding in Progress

Time left in increment **02 : 16**  
mins secs

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

☰ Items and Lots

Click the Accept bid button to accept the current dutch auction total.

Name	Expected Qty		Current Bid Price	Current Total Price
<b>Items Not In Lots (4 items)</b>				
🛒 Items and lots are here	100.0000 (EACH/PIECE)	x	10.00 USD	1,000.00 USD
🏠 Services are also listed here	1.0000 (EACH/PIECE)	x	10.00 USD	10.00 USD
🛒 Item 3	100.0000 (EACH/PIECE)	x	10.00 USD	1,000.00 USD
🛒 Item 4	1.0000 (EACH/PIECE)	x	10.00 USD	10.00 USD
			Total	<b>2,020.00 USD</b>

**Accept bid**

1. **Time left in increment:** A countdown timer for time left to accept prices shown.
2. **Accept Bid:** Click to submit your bid for the items and prices shown.

# Quick Reference Guide

### Managing Your Events

## Managing Events

The Sourcing Response Portal home page will allow you to see the information on all events you've been invited to. You can track your responses and see the state of the event.

Welcome to your Sourcing Response Portal!

USPS has invited you to the sourcing event: **Dutch Reverse Auction Sample 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.

All Sourcing Events **1**

Event #	Event Name	Start Date	End Date	Status	Type	# Responses <b>2</b>
<a href="#">106</a>	Dutch Reverse Auction Sample Event	12/02/20	12/02/20	Complete	Dutch auction	0
<a href="#">105</a>	English Reverse Auction Sample Event	12/02/20	12/14/20	Auction	Auction	1
<a href="#">103</a>	RFx Sample Event 2	12/01/20	12/14/20	Prod	RFQ	1
<a href="#">102</a>	RFx Sample Event 1	12/01/20	12/14/20	Prod	RFQ	0
<a href="#">99</a>	RFx Sample Event 2	12/02/20	12/14/20	Prod	RFQ	1
<a href="#">98</a>	RFx Sample Event 1	11/30/20	12/14/20	Prod	RFQ	0

View **3** Advanced Search

Per page 15 | 45 | 90

1. **All Sourcing Events:** A list of all events you've been invited to. Clicking the blue hyperlink for the event number will allow you to access the event info and details/responses.
2. **# of Responses:** Tracks which events have a submitted response.
3. **Status:** Shows you which events are active (Prod or Auction).

# Quick Reference Guide

## Sourcing Events for Supplier


### Revised Events


### Responding to a Revised Event

If the Event Owner has revised an event, an email will be sent to you to notify you of changes to the event.

**RFx Sample Event 2 has been changed - Sourcing Event #103** Inbox x


**USPS** <do\_not\_reply@ebuyplus- .coupahost.com>  
to newdemo1

 **RFx Sample Event 2 has been changed - Sourcing Event #103**

Powered by 

**USPS** made the following changes to the sourcing event: **RFx Sample Event 2.**

**Items and lots**

 Added Service description: New Service Added to 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.

Response due date: Monday, 14 December 2020 05:00 PM EST

Your username is [ebuysourcingsim+newdemo1@gmail.com](mailto:ebuysourcingsim+newdemo1@gmail.com)

Information in the email will notify you of changes to the event:

1. **Subject Line:** Email subject line will indicate that the event has been changed.
2. **Changes:** The email will contain each section that contains a change, and details on what changes have occurred.

# Quick Reference Guide

## Sourcing Events for Supplier

### Notifications Within the Event

Any changes to the event will be listed at the top of the Event Info and Responses tabs. Yellow flag icons will also direct you to changes.

Sourcing Response Portal home page

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
103	Fx Sample Event 2	12/01/20	12/14/20	Prod	RFQ	0
106	Dutch Reverse Auction Sample Event	12/02/20	12/02/20	Complete	Dutch auction	0
105	English Reverse Auction Sample Event	12/02/20	12/14/20	Auction	Auction	1

The Sourcing Response Portal home page will show a yellow flag next to the changed event.

1. **Event #:** Yellow flag indicates this event has changed.

Event Info tab

[Event Info](#) [My Responses](#)

CO/Buyer TEST made the following changes to this event

USPS made the following changes to the sourcing event: RFX Sample Event 2.

Items and lots

Added Service description: New Service Added to Event

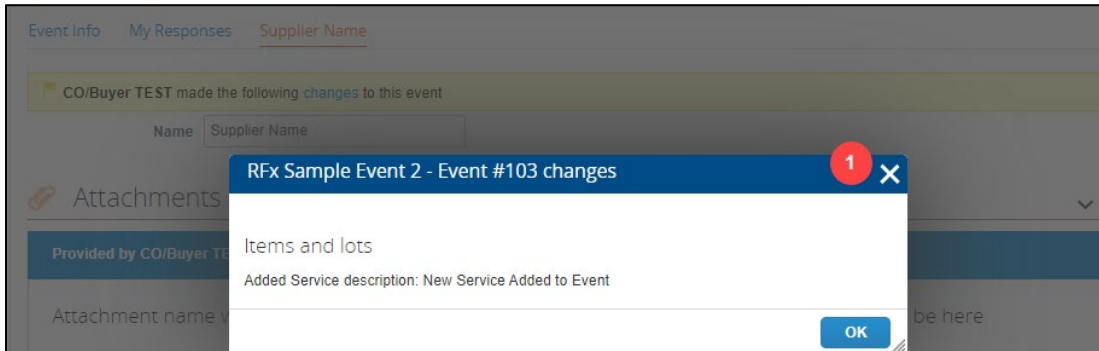
After clicking the blue hyperlink for the event from the Sourcing Response Portal home page, the Event Info tab will contain information on the event changes.

1. **Event Info:** A yellow banner will indicate that there are changes and the section(s) and detail(s) of changes are listed below.

# Quick Reference Guide

## Sourcing Events for Supplier

### Response/Response Name tab



After clicking the blue hyperlink for the event from the Sourcing Response Portal home page, the Response/Response Name tab will contain information on the event changes.

1. **Response/Response Name Tab:** A yellow banner will indicate that there are changes to the event. Clicking on the blue changes hyperlink will route to a popup message containing the section(s) and detail(s) of changes.

### Event Details

A screenshot of the 'Items and Lots' table in the Sourcing Response Portal. The table has four columns: 'Name', 'Expected Qty', 'My Price', and 'Price x Expected Qty'. The table is divided into sections: 'Lot: Lot of items grouped together', 'Items grouped into a lot', 'Second item grouped into a lot', 'Items Not in Lots (3 items)', 'Items and lots are here', 'Services are also listed here', and 'New Service Added to Event'. A yellow flag with the number '1' is present next to the 'New Service Added to Event' row. The table shows a total price of 201,000 USD for the lot and 200,000 USD for items not in lots.

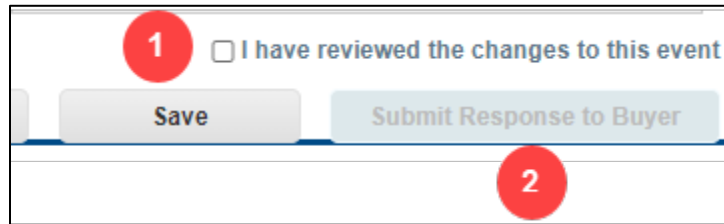
Name	Expected Qty	My Price	Price x Expected Qty
<b>Lot: Lot of items grouped together</b>	1 Lots	201.0000 USD	201.0000 USD
Items grouped into a lot	100.0000 per Lot (EACH/PIECE)	2.00	200.00 USD
Second item grouped into a lot	1.0000 per Lot (EACH/PIECE)	1.00	1.00 USD
<b>Items Not in Lots (3 items)</b>			200.0000 USD
Items and lots are here	100.0000 (EACH/PIECE)	1.00	100.00 USD
Services are also listed here	1.0000 (EACH/PIECE)	100.00	100.00 USD
New Service Added to Event	1.0000 (EACH/PIECE)		0.00 USD

Within the event both the section(s) and specific change(s) are indicated by a yellow flag

1. **Yellow Flags:** Identify changes to an event.

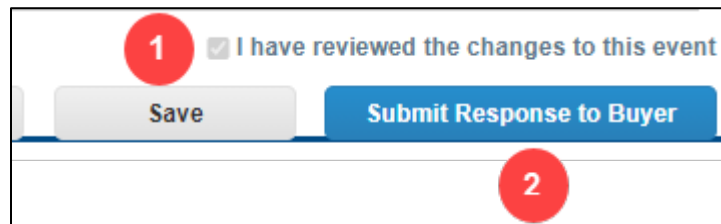
# Quick Reference Guide

## Submitting Response to Buyer



When submitting a response for an edited event, you must confirm you've reviewed changes before you can submit.

1. **I have reviewed the changes to this event:** When unticked (by default), the response cannot be submitted
2. **Submit Response to Buyer:** This button will remain inactive until the box for reviewing changes is ticked.



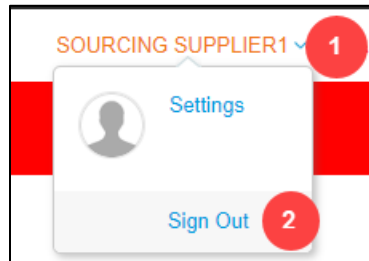
Once you've confirmed you've reviewed changes, you are able to submit.

1. **I have reviewed the changes to this event:** When ticked, the response can be submitted
2. **Submit Response to Buyer:** This button will activate once the box for reviewing changes is ticked.



# Quick Reference Guide

## Signing Out



When all activities are completed, you can Sign Out of the portal.

3. **Name:** On the upper right-hand side of any screen, you will see your name as a blue hyperlink. Hover over it to expand a drop-down.
4. **Sign Out:** Click Sign Out to exit the portal.

Permission warning: You are not authorized for the requested action.

Permission needed: User Account

Allowed Roles: User, Buyer, Accounts Payable, Central Receiving, Accounting Supervisor, Custom - User Role, IT System Administrator, Analyzer, Requisitioner, Budget Reviewer, Finance Number Custodian, Contracting Officer, Approver, Excess Item Catalog Administrator (EICA), Helpdesk, System Administrator, Accounting Analyzer.old, Accounting Analyzer, CO/Buyer, eSourcing Helpdesk. User 'ebuysourcingsim+newdemo1@gmail.com' has only the following: Quote Supplier.

If you see the Permission Error above, it means you clicked on the blue hyperlink instead of hovering to expand the drop—down. This does not affect your response submission and just means you don't have access to other areas of the User Record within the application. Hover over your name in the upper right to expand the drop down and Sign Out.

### FAQ's

**1. Why doesn't this QRG go through how to access the new platform or reset my password?**

For ease of use. We wanted to have smaller, focused guides for specific issues. This guide has details on how to use the platform after you've successfully logged in, the other QRG will help with any access issues. The Accessing Sourcing Events (for Suppliers) QRG is embedded below for reference.

**2. I have filled in all my responses but the Submit Response to Buyer button is grayed out.**

Please check directly above that button to see if there is a tick box next to I have reviewed the changes to this event. If there, this indicates that the event has been edited. If not ticked, tick that box and the button will activate. Please refer to the Revised Event section for more detail.

**3. I have been invited to a new event but responses I made to a previous event are already populated.**

This is a normal function of a Follow-on event. These events are linked to the original event and thus inherit original responses. Your responses can be retained or modified as needed.

**4. Why am I not able to submit my response?**

Please check for the following common issues:

1. Confirm that all required fields are filled out – they will have a red asterisk (\*) next to each required field.
2. Ensure you scroll to the top of your event to see if there is a red banner with a notification of something required that is not included.
3. If the red banner appears but is non-specific stating there was a validation error, please expand the items in the UI or export to Excel. There is a missing required field in the items.

**5. I keep getting a Validation Error that says I can only enter integers for a field.**

For some fields, like Lead Time, you can only enter number values. You may need to ensure that no alphanumeric or spaces are in your response. It may be helpful to download to Excel and review the required fields to ensure that your responses contain only numbers

**6. Why is my Upload from Excel failing?**

Double check that all required fields are filled in. Please note that some fields require only integer values. You can always test one item in the UI.

**7. What happens if I begin responding in the UI and then decide to complete in the Excel download?**

The download will contain all the information you've already input. If you leave those sections blank and only update additional information, whatever you put in the UI will be retained. I

**8. Why can't I see my events in the Sourcing tab in CSP?**

That tab in CSP is for *public* sourcing events. USPS does not participate in public events. The Coupa Supplier Portal is used to manage Orders and Invoicing. The Sourcing Response Portal is used only for events and is more tightly protected than CSP.

**9. Why do I get a Permission Error when trying to log out?**

That means you clicked on your name instead of hovering over it to get the drop down. This means you don't have access to some features in the system and is normal behavior. This does not affect your response in any way.

# Quick Reference Guide

## Sourcing Events for Supplier

### Additional Coupa Resources

#### **Coupa Sourcing Supplier FAQ:**

[https://success.coupa.com/Suppliers/For\\_Suppliers/Sourcing\\_Supplier\\_FAQ](https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ)

#### **USPS Accessing Sourcing Event (for Suppliers) QRG:**

Please see attachments in pdf



Accessing Sourcing  
Events QRG (For Supp