

CSOB Manual for sourcing events in Coupa application

Supplier view



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Invitation to a sourcing event in the Coupa application

- After the Buyer announces a sourcing event, you will receive an invitation to your e-mail from an address: sourcing@csob.coupahost.com
- You can open the invitation by the following methods:
 - **I intend to participate:** by opening the sourcing event this way, an information that you want to participate is automatically checked. The buyer is informed about this intent.
 - **View event:** opens the same screen as the previous option. You can manually check the confirmation of your intention to participate.
- By replying to this email, you will send a message directly to the tender event. The Buyer can subsequently reply to your message.
- The creation of a profile in the Coupa Supplier Portal at the bottom of the invitation has no connection to CSOB tenders.

Powered by  coupa

 CSOB

CSOB - TEST Sourcing Event - RFP for manual purposes #112 Invitation

Testovací dodavatel, spol. s r.o. has been invited by CSOB - TEST to participate in a sourcing event for RFP for manual purposes.

Responses are due by Saturday, 01 June 2024 03:07 PM CEST

[I intend to Participate](#) [View Event](#)

Save Time Creating Sourcing Event Responses

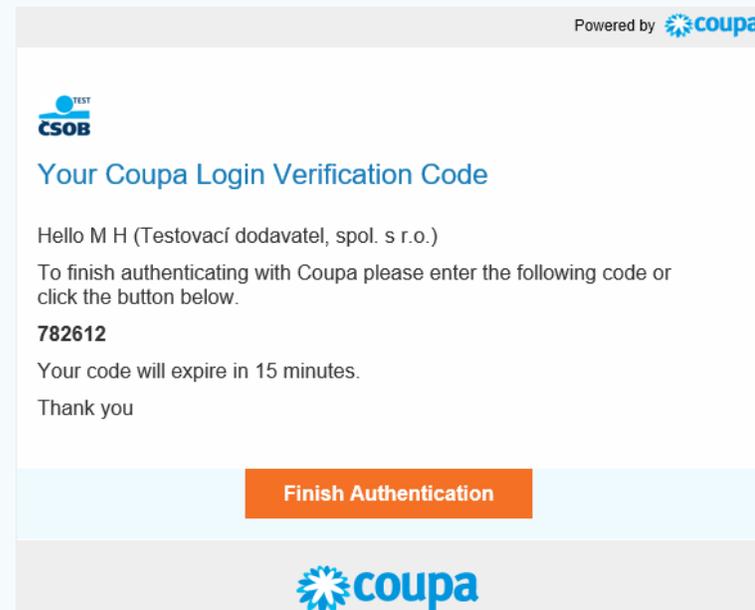
Suppliers with Coupa community profiles automatically populate their information in sourcing events like these.

[Create Profile](#)

 coupa

Login (via code)

- After clicking on the link in the e-mail invitation, you will be asked to fill-in a one-time code. Unfortunately it is in czech language and it cannot be changed. Email with a code will arrive to your e-mail box from the address: do_not_reply@csob.coupahost.com



- You can then login using these options:
 - A) Copy the code into the open window from the previous email communication and click on „Odeslat“, or;
 - B) Click on the „Finish authentication“ button in the email containing the code


CSOB - TEST

Sponzorovano 

V zájmu udržení vašeho účtu v bezpečí a zajištění, že se k němu pokoušíte získat přístup skutečně vy, zaslali jsme vám na e-mail jednorázové heslo. E-mail může dorazit i za několik minut, zkontrolujte prosím složku se spamem..

Platnost kódu vyprší za 15 minut. Obdržený kód prosím zadejte do textového pole níže.

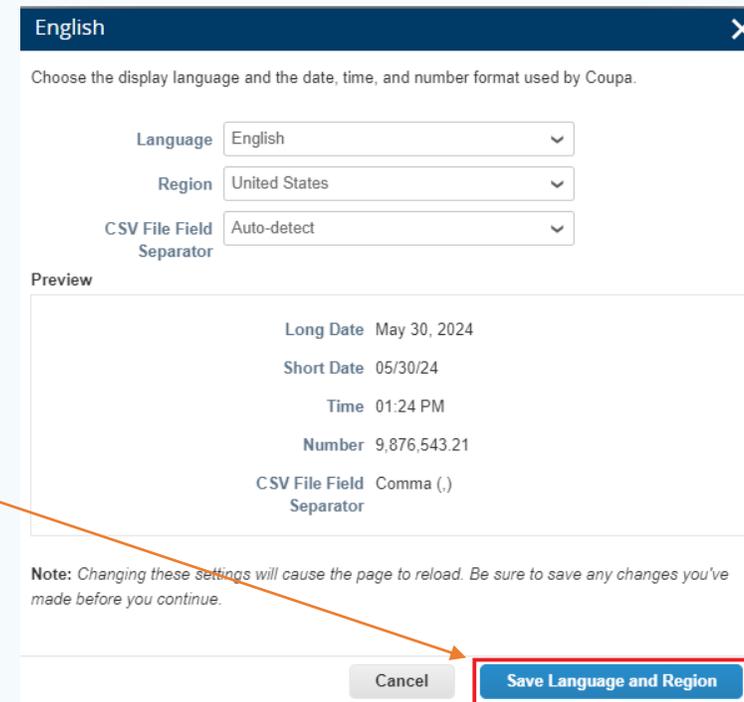
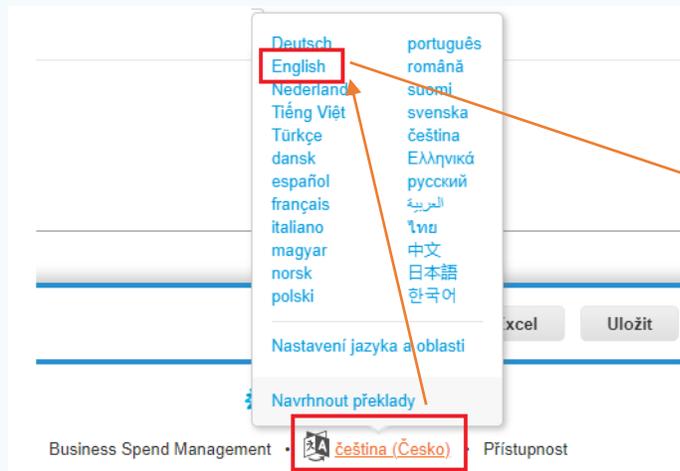
Zadejte své jednorázové heslo

[Zadejte své jednorázové heslo znovu](#)

[Odeslat](#)

Language settings

- In case you need to change a language proceed by the steps in the screenshots below. The language button can be found at the bottom of the page.



Entering the event

- On the first screen of the event, you have the option to confirm your intention to participate in the sourcing event.
- First you must accept the terms and conditions, which can be viewed by clicking on the attached .pdf file.
- Confirm the terms and conditions by selecting the "Yes" button and then click on the "Send to event owner" button.
- After that you can enter the sourcing event by clicking on the "Enter response" button in the lower right corner
- Sourcing event may contain up to three different parts:
 - 1) Attachments
 - 2) Forms
 - 3) Items and prices

Event Info

Supplier has been invited by CSOB - TEST to participate in a sourcing event for RFP for manual purposes. 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

[Souhlas_Uchazeče_The_Bidders_consent.pdf](#)

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

 Timeline



Enter Response

Attachments

- The attachments area can be configured as follows:
 - 1) Contains attachments that can only be downloaded
 - 2) Contains attachments and it is possible to reply with an attachment.
 - 3) Contains attachments and it is necessary to reply with an attachment

Event Info My Response

📎 Attachments

Provided by	Your response
<p>Technical information - for download only</p> <p>Instructions It is not possible to reply with an attachment.</p> <p>Attachment</p> <p>Technical_information_1.xlsx</p> <p>Technical_information_2.xlsx</p>	<p>Response to Technical information - for download only</p>
<p>Technical parameters - optional</p> <p>Instructions It is possible to reply with an attachment</p> <p>Attachment</p> <p>Optional_parameters.xlsx</p>	<p>Response to Technical parameters - optional</p> <p>Attachment Add File</p>
<p>Technical specification</p> <p>Instructions It is mandatory to reply with filled-in attachment</p> <p>Attachment</p> <p>Technical_specification.xlsx</p>	<p>Response to Technical specification</p> <p>Attachment * Add File</p>

Forms

- A form area can consist of several themed forms. For better orientation, individual forms can be closed and expanded using the symbol „>“ in the right part of the form.
- At the end of each form there is a "save" button to ensure that the answers you fill in are not lost when you close your browser.
- The form can for example contain further response lines types: selection of values, check boxes, verbal responses or uploading attachments.
- If any form already has pre-filled values, it means that this particular form was filled in by your account in another tender.

The image shows two screenshots of a web form interface. The top screenshot displays a list of forms under the heading "Forms". The first form is "1. CSR ENG", which is expanded to show its content. The content includes the instruction "Please answer the questions below." followed by a section titled "1. Human rights". Below this is a question: "* 1.1. Is your company involved in slavery, illegal deprivation of personal liberty, human trafficking, torture, inhumane treatment or theft of property?". To the right of the question is a dropdown menu with the word "Select" and a downward arrow. A red box highlights a small upward-pointing arrow (^) in the top right corner of the expanded form. An orange arrow points from this box to the right, and another orange arrow points from the box down to the bottom screenshot. The bottom screenshot shows the same "Forms" list, but the "1. CSR ENG" form is collapsed, and a right-pointing arrow (>) is visible in its top right corner. The "2. GDPR CZ/ENG" form is also collapsed with a right-pointing arrow (>).

Items and services

- In this section you may be required to:
 - 1) fill-in in the price (Price per unit)
 - 2) uploading an attachment
- Attachments, if there are any, can be found by clicking on the „>“ in the right part.

Items and Services

Items Not In Lots (1 items)

Enter total price offer in EUR without VAT and insert a filled-in attachment, which can be found by clicking on this section. 0.00 EUR
Price per Unit

* Price per Unit * Currency EUR

* Required field

Total 0.00 EUR

Items and Services

Items Not In Lots (1 items)

Enter total price offer in EUR without VAT and insert a filled-in attachment, which can be found by clicking on this section.

Details

Price_specification.xlsx

* Price per Unit * Currency EUR

Název položky dodavatele Attachments
Add File | URL | Text

Cancel Save

Import from MS Excel

- The Coupa application allows you to export the forms to Excel and then upload the answers with a filled-in excel.
- By clicking on the "import from Excel" button in the lower right corner a window with instructions will appear.
- This option does not allow to upload attachments.



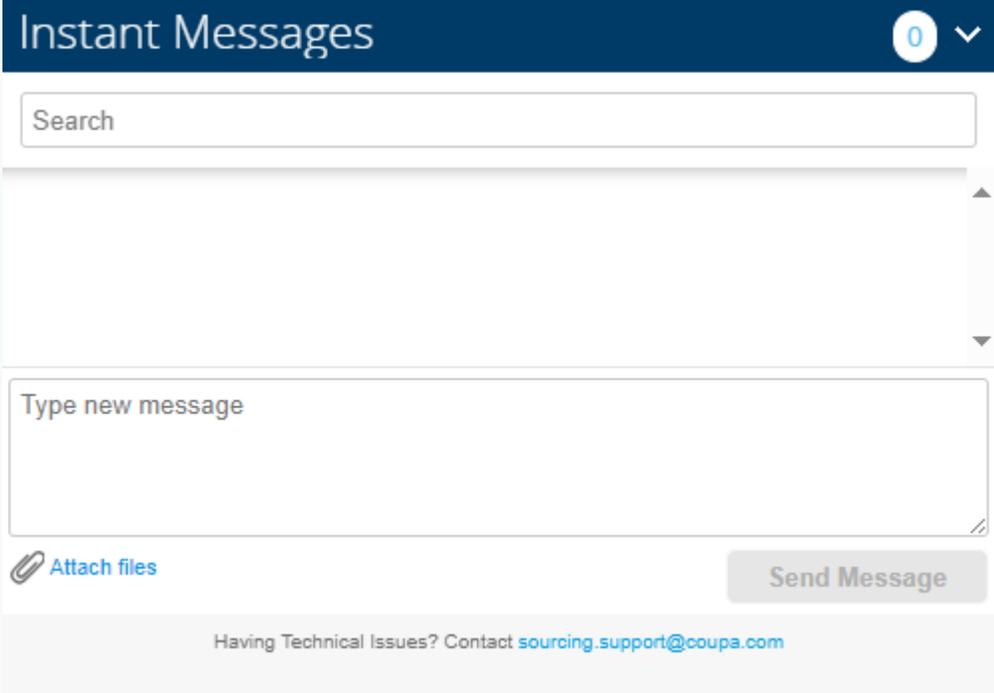
✕

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. Load the updated file
 Nevybrán žádný soubor
Uploading will only save your response. You must click "Submit" to send it to the buyer.

Instant Messages

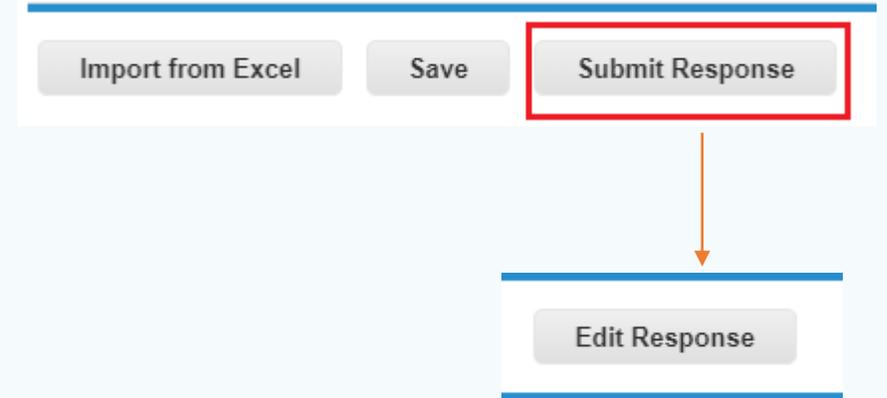
- You have an option to send messages to the Buyer who manages the event
- By clicking on the „Instant messages" button in the lower left corner, a chat window will pop up where you can send your message.
- This is not a real time chat. The buyer will be notified by your message and will respond to you according to his own capacity.
- Questions that have an impact on the whole tender will be communicated to all participants.



The screenshot shows a chat window titled "Instant Messages" with a dark blue header. In the top right corner of the header, there is a white circle containing the number "0" and a downward-pointing chevron icon. Below the header is a search bar with the placeholder text "Search". The main area of the chat window is a large, empty white box with a vertical scrollbar on the right side. At the bottom of the chat window, there is a text input field with the placeholder text "Type new message". To the left of the input field is a paperclip icon followed by the text "Attach files". To the right of the input field is a grey button with the text "Send Message". At the very bottom of the chat window, there is a light grey footer with the text "Having Technical Issues? Contact sourcing.support@coupa.com".

Response submitting

- The proposal is finalized by being submitted by clicking on the „Submit response" button in the lower right corner.
- You can still edit the proposal after you submit it. A new button „Edit response“ will appear. You can edit until the event time expires.



Tender history

- By clicking on the house icon in the upper left corner, it is possible to view all your proposals from previous tenders that are linked to your e-mail address



All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
122	RFP for manual purposes	05/30/24	06/14/24	Prod	RFP	1

Password settings

- You can change your password by clicking on the circular icon in the upper right corner. To change the password, you first need to have it generated - follow the instructions in the [next slide](#).



Settings

[General](#) [Notifications](#)

Password

Please enter your desired password, then reenter it for verification.
Your password must be at least 8 characters. Your password must contain letters, numbers, and symbols. It cannot be the same as your last 8 passwords.

* Current Password

New Password

Re-enter New Password

[Cancel](#) [Change Password](#)

Login and creating/resetting a password

- You can log into your profile using:
 - 1) a still valid link to a sourcing event from invitation e-mail
 - 2) via the website:
https://csob.coupahost.com/sessions/supplier_login
 - It is also possible to request a new password. Unfortunately it is displayed in czech language and it cannot be changed.
 - Click on „Zapomněli jste uživatelské jméno nebo heslo“, then fill-in you e-mail address and click on „obnovit heslo“ button.

CSOB

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Sponzorováno coupa

Přihlásit se

Uživatelské jméno nebo e-mailová adresa

Heslo

Zapomněli jste uživatelské jméno nebo heslo?

Přihlásit se

Is it possible to access the same sourcing event with multiple users?

- Unfortunately, it is not possible to set up access for multiple e-mail addresses to submit one offer for the entire company in the sourcing event. For this reason, we recommend using one internally shared mailbox, or designate the main contact person for your company. If you want to change your email address, don't hesitate to contact us.
- Consistently using the same e-mail address has the history advantage of previously submitted proposals.

Thank you for your participation in the sourcing event.

If you have any further questions about a specific event, contact the Buyer who manages the event.

In case you have a technical issue, contact us at coupa@csob.cz

