KPMG

Coupa sourcing – Supplier guide
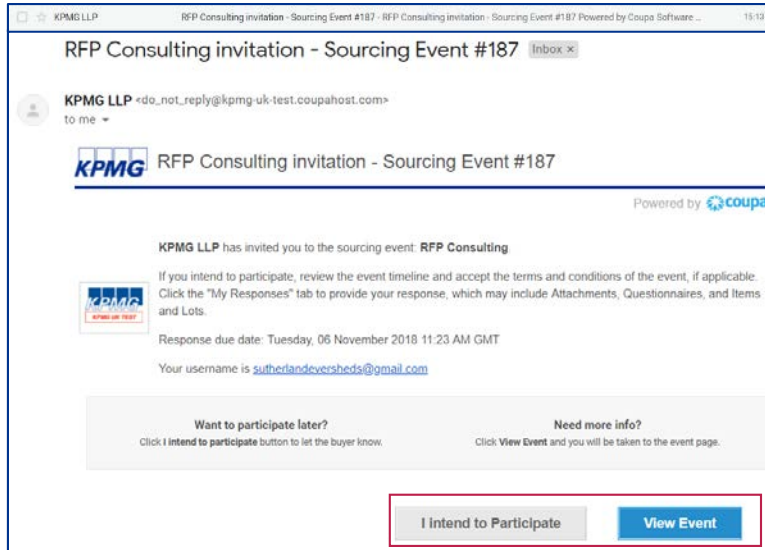
coupa

Supplier CLM guide and FAQ

Powered procurement

Table of contents – Coupa CLM– Supplier guide

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Supplier invitation – Notification of RFP

— All invitations to participate in an RFQ/I/P or Auction will be delivered via an email from the Coupa Domain – Update once the prod site is active

— Suppliers can either notify their intention to participate directly from the email, or click 'View Event' to read through further information before signalling their intention

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Logging in to respond

— All suppliers will be required to log in to Coupa to respond to an RFP. When responding to your **first** RFP, you will be required to enter the username shown and select a password

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Finding your RFP

Welcome to your Sourcing Response Portal!

KPMG LLP has invited you to the sourcing event: RFP Consulting
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, Questionnaires, and Items and Lots.

All Sourcing Events

View [All ▾] [Advanced] [Search 🔍]

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
187	RFP Consulting	22/10/2018	06/11/2018	Prod	RFP	0

— Once logged in, Suppliers can view a list of all Events which they have been invited to respond to. Clicking on the **Event Number** will open the event

Note: Any event email invite which you receive (Slide 3) will take you directly to the event itself

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Intention to respond and terms and conditions

— Before viewing the details of any event, suppliers **must** notify KPMG of their intention to respond, and accept the Terms and Conditions and any other documentation provided

— If a supplier does not wish to respond, they should use the messaging tool to notify KPMG that they decline to participate

— Once these terms are accepted, the 'Enter Response' button is available at the bottom of the page, allowing access to the event

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Creating your response
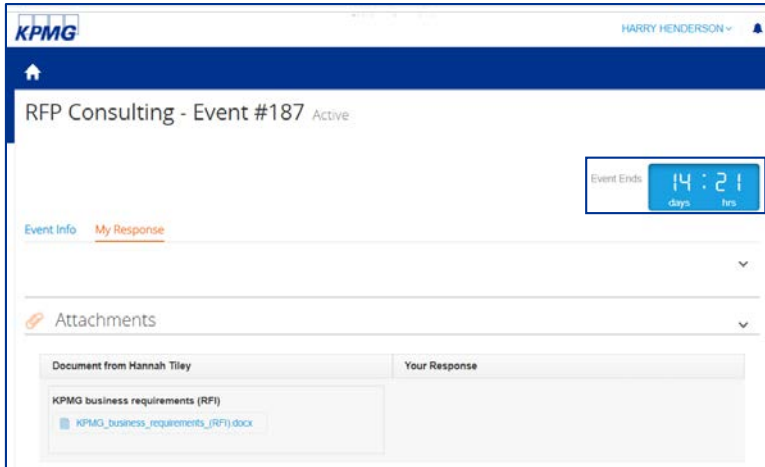
— The Event Countdown clock will also inform you of how long is to respond

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Creating your response (cont.)

The RFP is broken down into three sections;

— **Attachments** – the 'File' hyperlink denotes where documents should be attached. If a * denoting an attachment is mandatory is present, a document must be attached in order for the response to be submitted
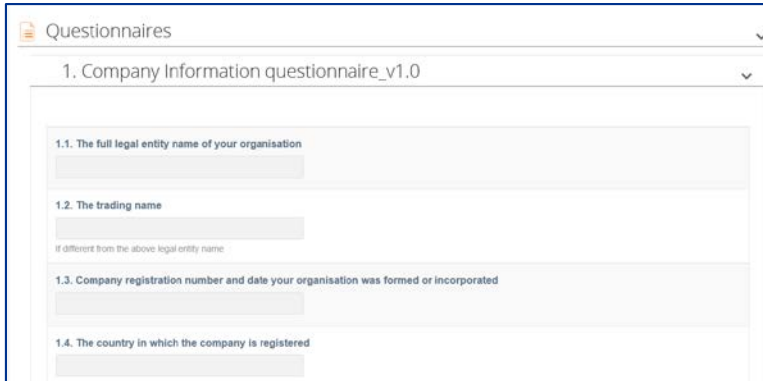
— Once uploaded the attachment will appear

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Creating your response (cont.)

The RFP is broken down into three sections;

— **Questionnaires** – question which must be completed in order to submit your response. As with attachments, any questions which has a * is mandatory and must be answered before submission to KPMG

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Creating your response (cont.)

The RFP is broken down into three sections;

— **Items and Lots** – provide the commercial/financial information required from KPMG. Suppliers can provide pricing information within the system, allowing Buyers the ability to easily compare pricing at evaluation. Prices will calculate automatically (Price x Expected Qty)

— Suppliers should note that events with larger financial sections may be uploaded as an attachment within the **Attachments** section. These should be uploaded at the question point

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Response submission
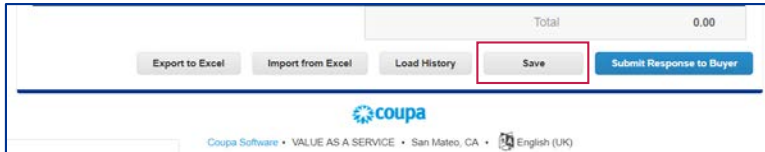
— Suppliers are not required to complete their response in one attempt. Each section has a Save button at the bottom, as well as a Save option at the foot of the page


— Once you are ready to submit your response to KPMG, click Submit Response to Buyer, under the Items and Lots section

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Supplier/buyer communication

— Within each event, a message box is available for basic communications to a KPMG buyer involved. The tab is located in the bottom left hand corner, click on the white arrow will expand the box to allow you to type your message
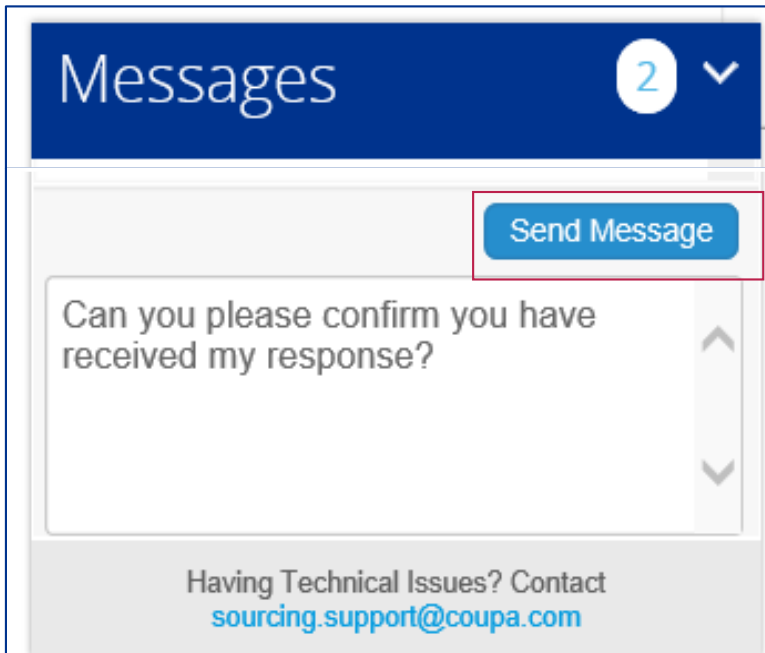
— Once your message has been typed, click Send Message. The buyer will be alerted via email to your message. Any return messages will trigger an email to your inbox

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Supplier FAQ's

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 exported .csv file and import the file back into the event If you decide to fill in your responses online, make sure you save your changes frequently

How do I know if my response was submitted?
1. The flash message that indicates if the response went through 2. The history at the bottom of the event page that indicates the total amount, response name, and the time the response was submitted

What browsers are supported?
For supported browsers, see the documentation for the relevant Coupa release Coupa Sourcing works best with Chrome

Supplier FAQ's (cont.)

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

Expand the item to see additional fields (for example, description) to enter details.

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

Also, if you reply to the original email invite, your email is sent to the event organiser

What do I do when the Submit button is grayed 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

What is the size limit when uploading files?

— The file size limit is 100 MB per upload

— The recommended number of attachments is 20-40

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Thank you

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