

ComPASS

ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

Guiding you through your purchases

Powered by  **coupa**

Participating in Tenders



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Step 1 – Find sourcing event invitation from your email. Click on “I intend to Participate”

Answering and submitting pre-requisite questions

TQ20A7002 - Supply of Automotive Filters -1 invitation - Sourcing Event #315 Inbox x



ComfortDelGro CompPASS <do_not_reply@comfortdelgro-test.coupa.com>
to me ▾

18:23 (2 minutes ago)

COMFORTDELGRO TQ20A7002 - Supply of Automotive Filters -1 invitation -
Sourcing Event #315

Powered by coupa

ComfortDelGro CompPASS has invited you to the sourcing event: TQ20A7002 - Supply of Automotive Filters -1.

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.

Response due date: Friday, 15 May 2020 05:00 PM +08

Want to participate later?
Click [I intend to participate](#) button to let the buyer know.

Need more info?
Click [View Event](#) and you will be taken to the event page.

[I intend to Participate](#)

[View Event](#)

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Step 2 – Tick “I intend to Participate”

Step 3 – Accept all terms and conditions

Answering and submitting pre-requisite questions

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends **07 : 22**
days hrs

[Event Info](#)

Shanley Ong made the following changes to this event

ComfortDelGro ComPASS made the following changes to the sourcing event: TQ20A7002 - Supply of Automotive Filters -1.

Event timeline

Set "Start on submit" to "true"
Updated "Start time" from "11/5/20 10:00 AM" to "7/5/20 6:23 PM"

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.

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
[NDA_\(CDG-tender\)-081014.pdf](#)

Do you accept these Terms and Conditions?

Yes
 No

Step 4 – Click “Send to Event Owner”

Answering and submitting pre-requisite questions

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends **07:22**
days hrs

Event Info

Shanley Ong made the following changes to this event

ComfortDelGro ComPASS made the following changes to the sourcing event: TQ20A7002 - Supply of Automotive Filters -1.

Event timeline

Set "Start on submit" to "true"
Updated "Start time" from "11/5/20 10:00 AM" to "7/5/20 6:23 PM"

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.

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
[NDA_\(CDG-tender\)-081014.pdf](#)

Do you accept these Terms and Conditions?

Yes
 No



*Tips:
After you send to event owner, you will see a green bar stating that Terms and Conditions have been accepted and the “Send to Event Owner” button will grey out*

Step 5 – Click “Enter Response”

Answering and submitting pre-requisite questions

ii. By participating in the Tender, you agree to the attached Event Terms and agree to provide your personal data for the purpose of the Tender.

[Send to Event Owner](#)

Event Information & Bidding Rules

Event will end at the Event End Time.

Responses are sealed until event closes

Buyer may choose to award individual line items

Buyer Attachments

T This is an example

Timeline

May 7	Event Start 06:23 PM Asia/Singapore 7d : 22h : 36min
May 15	Event End 05:00 PM Asia/Singapore 00:00

[Enter Response](#)

Step 6 – Enter a name for your submission, e.g. Offer 1
Step 7 – Read instructions, if any

How to submit a response

The screenshot shows a web interface for submitting a response. At the top, there are navigation tabs: 'Event Info', 'My Responses', and 'AOCOUPA PTE LTD - #283'. On the right, a blue box indicates 'Event Ends' in 07 days and 18 hours. A yellow notification bar states 'Shanley Ong made the following changes to this event'. Below this, a 'Name' field contains 'Offer 1'. The main content area is divided into two columns: 'Provided by Shanley Ong' and 'Your response'. The left column contains 'Instructions' (refer to the pdf file attached here for instructions) and an 'Attachment' section with a file named 'blank.docx'. The right column contains 'Response to Instructions' and an 'Attachment' section with an 'Add File' link. At the bottom, there is a 'Forms' section.

Step 8 – Answer and save each of the forms

How to submit a response

Forms Event Ends **07:18**
days hrs

1. Safety Rules

Please answer the questions below.

Safety Rules

* I fully comply with Yes
SBST's Safety Rules No

SBST's Safety Rules No file chosen

* I fully comply with Yes
CDGE's Safety Rules No

CDGE's Safety Rules

2. Commercial Terms References >

Please answer the questions below.

* Incoterms: Delivered Yes
Duty Paid (DDP) to No
Client's Place(s)

* Payment Term: 30 Yes
days upon receipt of No
Invoice

Step 9 – Click on the item to start updating information

How to submit a response

The screenshot shows a web interface for managing procurement items. At the top, there is a header 'Items and Lots' with a dropdown arrow. Below this is a table with the following columns: 'Name', 'Expected Qty', 'My Price', and 'Price x Expected Qty'. A red banner highlights the first row: 'Items Not In Lots (1 items)' with a total price of '0.0000 SGD'. The second row, 'Orange', is highlighted with a red border and contains a shopping cart icon, the name 'Orange', a quantity of '1 (Each)', a unit 'x', an empty price input field, and a calculated price of '0.00 SGD'. Below the table, a 'Total 0.00 SGD' is displayed. At the bottom, there are five buttons: 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'.

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			0.0000 SGD
Orange	1 (Each)	x	0.00 SGD
Total			0.00 SGD

Buttons: Export to Excel, Import from Excel, Load History, Save, Submit Response to Buyer

Step 10 – Fill up all compulsory fields marked with a red asterisk and click “Save Item”

How to submit a response

The screenshot shows a web interface for 'Items and Lots'. At the top right, there is a timer showing '01:18' with 'days' and 'hrs' labels. Below the header, there is a table with columns: Name, Expected Qty, My Price, and Price x Expected Qty. A red-bordered box highlights a section titled 'Items Not In Lots (1 items)' with a total value of '5.0000 SGD'. Inside this box, there is a table with columns: Item Requested, Ship To, Item Details, and Need By Date. The 'Item Requested' is 'Orange' and the 'Need By Date' is '06/01/20'. Below this, there is a summary row: 'Expected Quantity' (1 Each), 'My Price *' (5.00), and 'Line Total' (5.00 SGD). The main form area contains several fields marked with a red asterisk: 'Your Item Name *' (filled with 'Delicious Orange'), 'ID/Part Number *' (filled with '12345678'), 'Lead Time *' (filled with '3' and 'Days'), and 'Description *' (filled with 'This is a delicious orange'). There is also an 'Attachments *' section with a 'Click to view' link and a 'Form' label. At the bottom right of the form, there are 'Cancel' and 'Save Item' buttons.

Step 11 – Supplier can choose to “Export to Excel” and fill up the information via excel file and “import from Excel” to the system

How to submit a response

Name	Expected Qty	My Price	Price x Expected Qty
Items Not in Lots (1 items)			5.0000 SGD
Orange	1 (Each)	5.00	5.00 SGD
			Total 5.00 SGD

Field Name	required:	Your Responses	Quantity	UOM	Information / Hints
Items Not in Lots (Below)	N	Nothing Required	N/A	N/A	
Your Unit Price for "Orange":	Y*		1	Each	
Your Item's File:	Y*	blank.docx			Item Attachments cannot be added or edited in Excel and must be edited in the application.
Currency:	Y*	SGD			
Your Item Name:	Y*				
Your ID/Part Number:	Y*				
Your Description:	Y*				
Your Lead Time:	Y*				

Step 12 – Click “Submit Response to Buyer”

How to submit a response

The screenshot shows a web interface titled "Items and Lots". It features a table with the following columns: "Name", "Expected Qty", "My Price", and "Price x Expected Qty". The table contains one row for "Orange" with an expected quantity of "1 (Each)" and a price of "5.00", resulting in a total of "5.00 SGD". A red bar above the table indicates "Items Not In Lots (1 items)" with a total of "5.0000 SGD". Below the table, there are buttons for "Export to Excel", "Import from Excel", "Load History", "Save", and "Submit Response to Buyer".

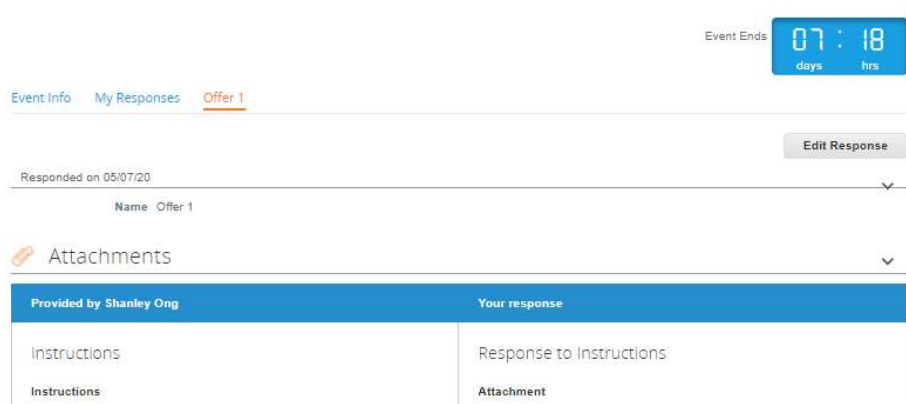
Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			
Orange	1 (Each)	5.00	5.00 SGD
			Total 5.00 SGD

Buttons: Export to Excel, Import from Excel, Load History, Save, Submit Response to Buyer

Step 13 – Click on “My Responses”

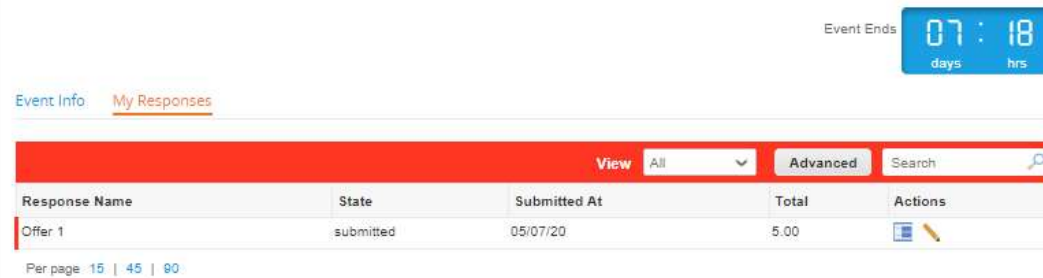
Step 14 – Check that the date of submission is captured

How to submit a response





This screenshot shows the 'My Responses' page for an offer. At the top right, there is a blue timer box labeled 'Event Ends' showing '07 : 18' with 'days' and 'hrs' below it. Below the timer are navigation tabs: 'Event Info', 'My Responses', and 'Offer 1'. An 'Edit Response' button is located to the right of the 'My Responses' tab. The page shows 'Responded on 05/07/20' and 'Name Offer 1'. There is an 'Attachments' section with a plus icon. Below this is a table with two columns: 'Provided by Shanley Ong' and 'Your response'. The 'Your response' column contains 'Response to Instructions' and 'Attachment'.

TQ20A7002 - Supply of ... - Event #315 Active



This screenshot shows the 'My Responses' table for event TQ20A7002. At the top right, there is a blue timer box labeled 'Event Ends' showing '07 : 18' with 'days' and 'hrs' below it. Below the timer are navigation tabs: 'Event Info' and 'My Responses'. The table has a red header bar with 'View All' and 'Advanced' buttons, and a search box. The table columns are 'Response Name', 'State', 'Submitted At', 'Total', and 'Actions'. There is one row with 'Offer 1', 'submitted', '05/07/20', and '5.00'. Below the table, it says 'Per page 15 | 45 | 90'.

Response Name	State	Submitted At	Total	Actions
Offer 1	submitted	05/07/20	5.00	 

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Step 15 – In My Responses tab, click on “Enter Response”

How to submit multiple responses

The screenshot displays the 'My Responses' section of a web application. At the top right, there is a blue box indicating 'Event Ends' with a digital clock showing '07:18' (07 days, 18 hrs). Below this, there are two tabs: 'Event Info' and 'My Responses', with 'My Responses' being the active tab. A red header bar contains a 'View' dropdown menu set to 'All', an 'Advanced' button, and a search input field. The main content is a table with the following data:

Response Name	State	Submitted At	Total	Actions
Offer 1	submitted	05/07/20	5.00	 

Below the table, there is a pagination control showing 'Per page 15 | 45 | 90'. At the bottom right of the interface, there is a blue button labeled 'Enter Response'.

Step 16 – Enter a name for your second response, e.g. Offer 2. Then repeat steps 7 to 14

How to submit multiple responses

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends 07 : 18
days hrs

Event Info My Responses **AOCOUPA PTE LTD - #284**

Name Offer 2

Attachments

Provided by Shanley Ong	Your response
<p>Instructions</p> <p>Instructions Refer to the pdf file attached here for instructions</p> <p>Attachment</p> <p>blank.docx</p>	<p>Response to Instructions</p> <p>Attachment Add File</p>

If your second submission is successful, you will be able to see both the submissions under “My Responses”

How to submit multiple responses

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends 07 18
days hrs

Event Info My Responses

View All Advanced Search

Response Name	State	Submitted At	Total	Actions
Offer 1	submitted	05/07/20	5.00	
Offer 2	submitted	05/07/20	3.00	

Per page 15 | 45 | 80

Enter Response

Repeat the process if you have multiple responses to offer

Thank You

A series of thin, curved lines in shades of brown and grey that originate from the left side of the page and converge towards the right, framing the company logo.

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