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How to Participate in Request for Proposal (RFP) Event

Updated on 5 March 2023

Topics

Slide

1. Steps to Submit Pre-requisite Questions
2. Steps to Submit Response
3. Steps to Submit Multiple Response
4. More Resources

3-5

6-12

13-15


16-17


Steps to Submit Pre-requisite Questions


Steps to Submit Pre-requisite Questions (1/2)

Step 1: Retrieve the sourcing event invitation from your email. Click on “I intend to Participate”

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

 **ComfortDelGro ComPASS** <do_not_reply@comfortdelgro-test.coupahost.com> 18:23 (2 minutes ago)
to me ▾

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

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ComfortDelGro ComPASS 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**

Steps to Submit Pre-requisite Questions (2/2)

Step 2: Read the details and check “I intend to Participate”

Step 3: Review the terms and conditions attached and click “Yes” and click “Send to the Event Owner”

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

Steps to Submit Response

Steps to Submit Response (1/6)

Step 1: Click “Enter Response”

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

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](#)

Steps to Submit Response (2/6)

Step 2: Enter a name for your submission (e.g Offer 1)

Step 3: Read instructions (if any)

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' input field contains 'Offer 1'. The 'Attachments' section is expanded, showing a table with two columns: 'Provided by Shanley Ong' and 'Your response'. The 'Provided by Shanley Ong' column contains an 'Instructions' field (highlighted with a yellow box) with the text 'Refer to the pdf file attached here for instructions' and an 'Attachment' section showing a file named 'blank.docx'. The 'Your response' column contains a 'Response to Instructions' text area and an 'Attachment' section with an 'Add File' button. At the bottom, a 'Forms' section is partially visible.

Steps to Submit Response (3/6)

Step 4: Answer and save each of the forms

Forms

Event Ends **07 : 18**
days hrs

1. Safety Rules

Please answer the questions below.

Safety Rules

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

SBST's Safety Rules No file chosen

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

CDGE's Safety Rules

2. Commercial Terms References

Please answer the questions below.

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

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

Steps to Submit Response (4/6)

Step 5: Click on Items and Lots to start updating information

The screenshot shows the 'Items and Lots' interface. At the top, there is a header 'Items and Lots' with a dropdown arrow. Below it is a table with 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)'. The 'My Price' field is empty, and the 'Price x Expected Qty' is '0.00 SGD'. A red banner at the top of the table indicates 'Items Not In Lots (1 items)' with a total of '0.0000 SGD'. Below the table, there is a 'Total 0.00 SGD' label and a row of buttons: 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'.

Step 6a: Complete all mandatory fields marked with red asterisk (*) and click “Save Item”. Alternatively, you can export to excel to complete the information (see step 6b).

Step 7 : For submission, click “Submit Response to Buyer”

The screenshot shows the detailed form for 'Orange'. The form is divided into several sections: 'Item Requested' (Orange), 'Ship To', 'Item Details', and 'Need By Date' (06/01/20). The 'Expected Quantity' is '1 Each' and the 'My Price' is '5.00', resulting in a 'Line Total' of '5.00 SGD'. The form includes several mandatory fields marked with a red asterisk (*): 'Your Item Name *' (Delicious Orange), 'Lead Time *' (3 Days), 'ID/Part Number *' (12345678), and 'Description *' (This is a delicious orange). There is also an 'Attachments *' section with a 'Click to view' link. At the bottom right, there is a 'Save Item' button highlighted with a yellow box, and a 'Cancel' button.

Steps to Submit Response (5/6)

Step 6b: Click “Export to Excel” and complete the information in the excel file and submit the response by clicking “import from Excel”

Step 7 : For submission, click “Submit Response to Buyer”

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. A red banner at the top indicates "Items Not In Lots (1 items)" with a total of "5.0000 SGD". Below this, a table entry for "Orange" shows a quantity of "1 (Each)" and a price of "5.00", resulting in a total of "5.00 SGD". At the bottom of the interface, there are five buttons: "Export to Excel" (highlighted with a yellow box), "Import from Excel" (highlighted with a yellow box), "Load History", "Save", and "Submit Response to Buyer".

From: ComfortDelGro ComPASS Event: TQ20A7002 - Supply of Automotive Filters -1

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!

| 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* | <input type="text"/> | 1 | Each | |
| Your Item's File: | Y* | <input type="text" value="blank.docx"/> | | | Item Attachments cannot be added or edited in Excel and must be edited in the application. |
| Currency: | Y* | <input type="text" value="SGD"/> | | | |
| Your Item Name: | Y* | <input type="text"/> | | | |
| Your ID/Part Number: | Y* | <input type="text"/> | | | |
| Your Description: | Y* | <input type="text"/> | | | |
| Your Lead Time: | Y* | <input type="text"/> | | | |

Steps to Submit Response (6/6)

Step 8: Click “My Response” to check that the date of submission is captured



The screenshot displays a web application interface for an event. At the top, the event title is "TQ20A7002 - Supply of ... - Event #315 Active". To the right, there is a blue digital clock showing "Event Ends 07:18" with "days" and "hrs" labels below it. Below the event title, there are two tabs: "Event Info" and "My Responses", with "My Responses" highlighted by a yellow box. Below the tabs is a red navigation bar containing "View All", "Advanced", and "Search" options. Underneath is a table with the following data:

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

At the bottom left of the table area, it says "Per page 15 | 45 | 90".



Status “Submitted” means you have successfully submitted your response. If you would like to submit multiple responses, refer to the guide in the next few slides.

Steps to Submit Multiple Response

Steps to Submit Multiple Response (1/2)

Step 1: In “My Responses” tab, click “Enter Response”

The screenshot displays the 'My Responses' tab of a web application. At the top right, there is a blue box indicating 'Event Ends' in 07 days and 18 hours. Below this, there are two tabs: 'Event Info' and 'My Responses', with the latter being selected. A red header bar contains a 'View' dropdown menu set to 'All', an 'Advanced' button, and a search field. Below the header 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, it says 'Per page 15 | 45 | 90'. At the bottom right, a blue button labeled 'Enter Response' is highlighted with a yellow border.

Steps to Submit Multiple Response (2/2)

Step 2: Enter a name for your second response, e.g (Offer 2)

Step 3: Repeat step 3 to 7 of “Steps to Submit Response”

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

Instructions
Instructions
Refer to the pdf file attached here for instructions

Attachment
blank.docx

Response to Instructions
Attachment
Add File

Step 4: If your submission is successful, you will be able to see both submissions under “My Responses”

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 | 90

Enter Response

More Resources

For FAQ on Sourcing Supplier in Coupa, please refer to this article in Coupa website:

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/Sourcing

For support, please contact the designated Category Owner of the sourcing event.

thank you!