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**PROJECT PRISM
S2P Transformation
Glencore Canada**

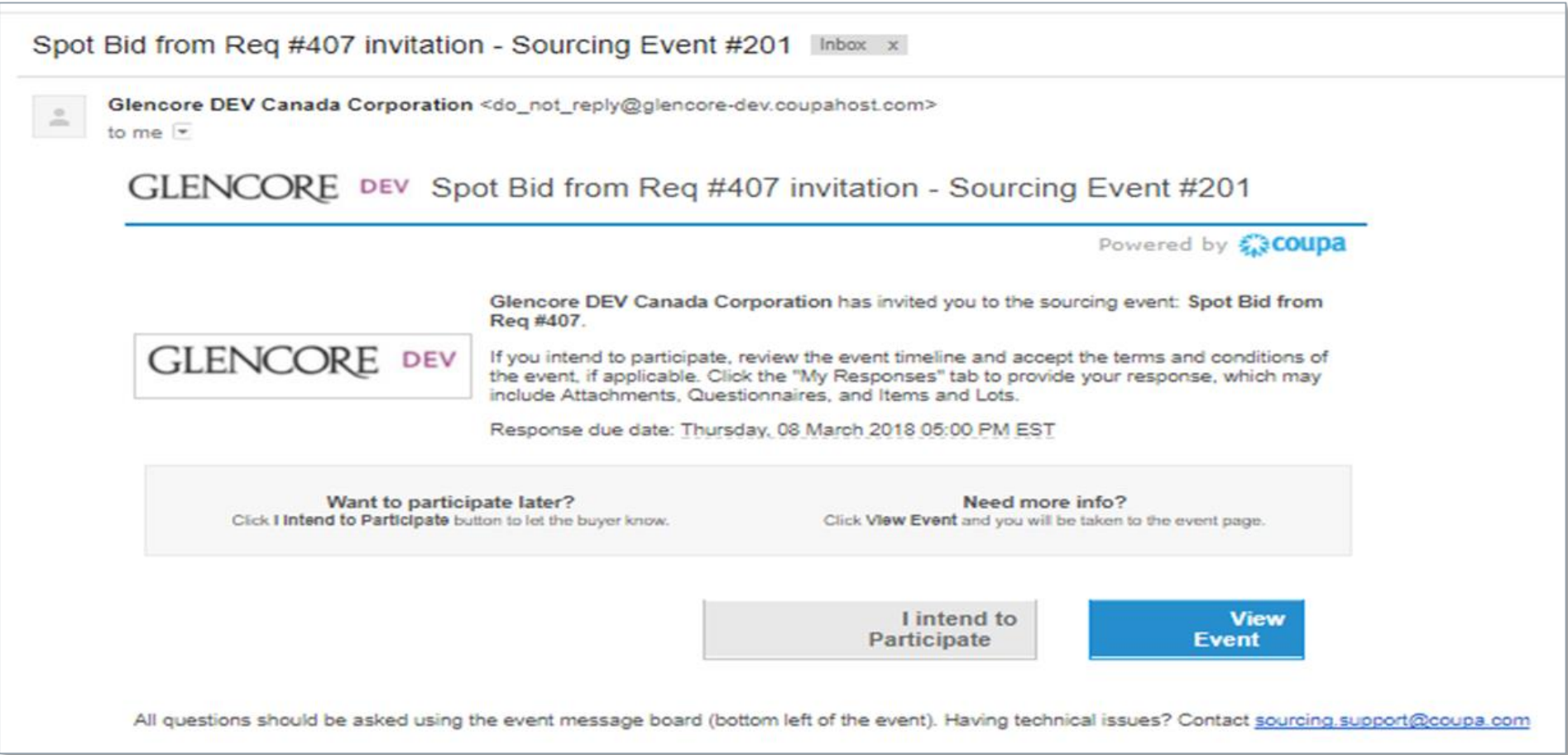
RFQ Support Document

In this document you will find:

- **A user guide for receiving, and replying to RFQs using Coupa**

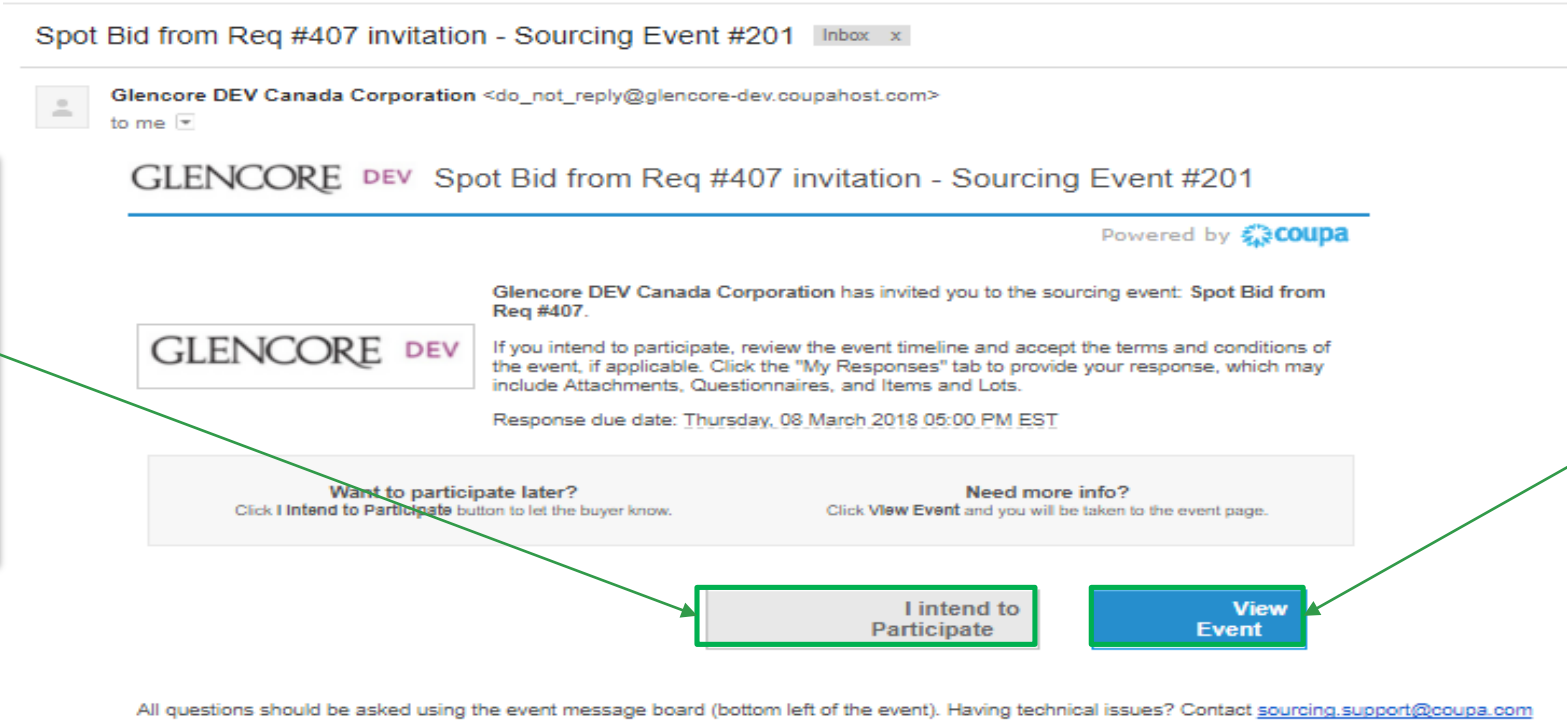
How Can I Access an RFQ?

Going forward, RFQ's for spot buys will be managed electronically through Coupa. Suppliers that are selected to participate in an RFQ will receive an email notification advising them that they have been invited to participate in a sourcing event. The email will look similar to the example below. (NOTE: some small changes to wording may be present but the overall look/feel will be similar)



How Can I Access an RFQ?

You do not need to have a Coupa account or access to the Coupa Supplier Portal (CSP) to take part in RFQs issued using Coupa. You can access an event directly from your RFQ event email invite.



I intend to Participate: This button will bring you to the Event Details Coupa web page and will automatically confirm your participation. Check this box to let the buyer know you intend to respond in the Event Info tab.

View Event: This button will bring you to the Event Info Coupa web page and allow you to see further detail on the items being requested, the timeline for submissions and any supporting documents the buyer has attached. Selecting this button will NOT automatically confirm your participation.


View RFQ Information and Agree to Participate

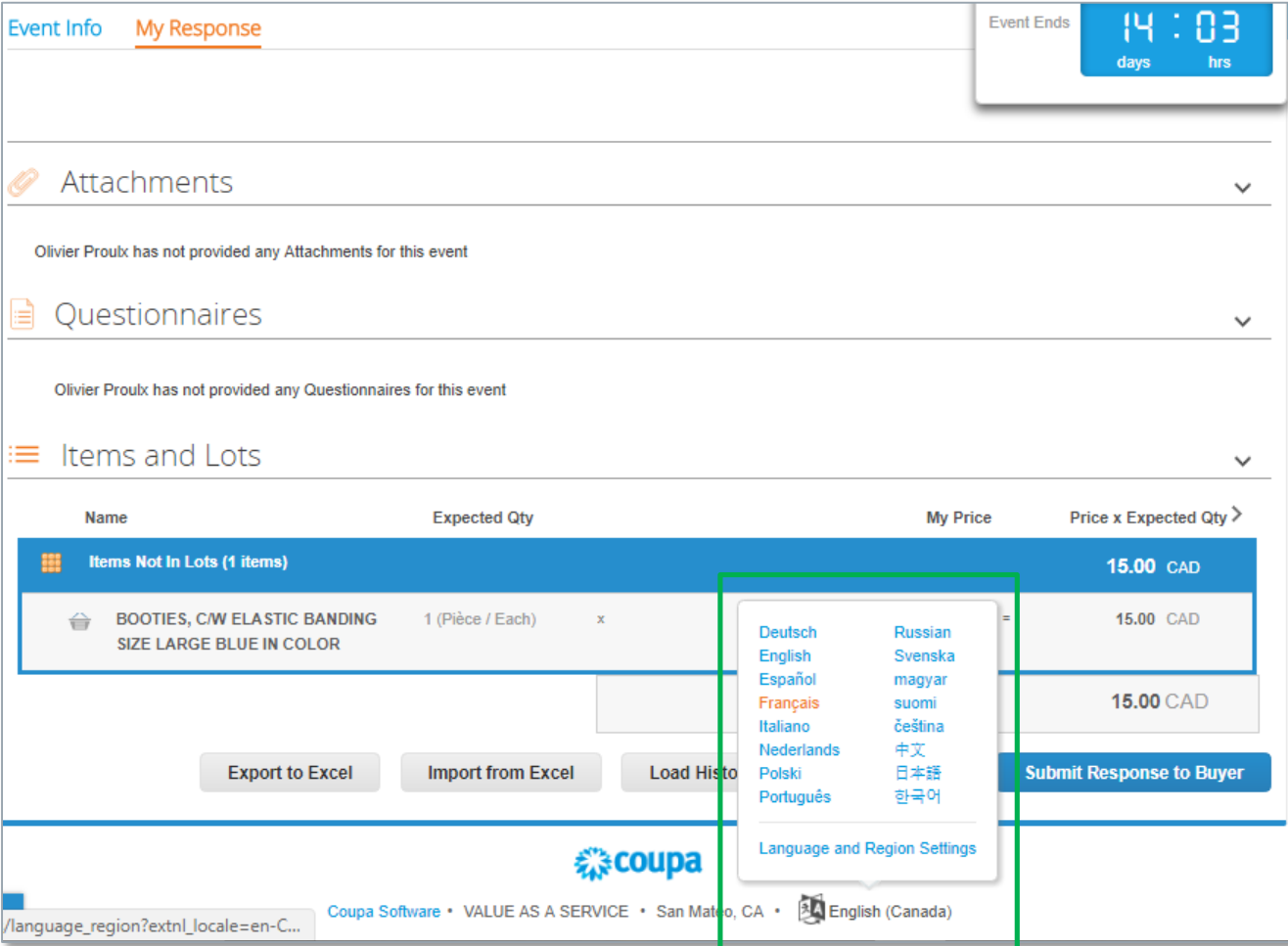
By clicking on the “I intend to Participate” or “View Event” buttons, you will have access to the event details page. After you have reviewed the information, you will have to confirm your intent to respond before being allowed to submit your response. Reminder: If you clicked the “I intend to Participate” button from the invitation email, the Intend to Respond box will automatically be selected. NOTE:

The screenshot shows the 'Event Info' and 'My Response' tabs at the top. A green box highlights these tabs with the text: "There are two separate tabs in every spot RFQ event. The 'event info' tab outlines the details of the RFQ. The 'My Response' tab outlines the items requested to be bid, and allows you to input your quote." Below this, a green box points to the 'Intend to Respond' section, stating: "You need to check this box to let the buyer know your intention of participating in the RFQ. You cannot submit your response if the Intend to Respond box is not checked." The 'Intend to Respond' section contains a checkbox labeled "Check this box to let the buyer know you intend to respond". Other sections include 'Event Information & Bidding Rules', 'Buyer Attachments', and 'Terms and Conditions'.

The screenshot shows the 'Timeline' section with an event start on Feb 22 at 10:33 AM and an event end on Mar 8 at 5:00 PM. Below the timeline is the 'Event Team' section, which lists 'Olivier Proulx'. A green box highlights the 'Event Team' section with the text: "Event Team: This section displays the buyer that launched the RFQ. All questions should be directed to the buyer that initiated the RFQ." At the bottom right, a green box points to the 'Enter Response' button, stating: "To start submitting your response, click the Enter Response button." The 'Enter Response' button is highlighted with a green box.

Change the Language of the Coupa Interface in a RFQ

It is possible to change the language of the RFQ by going at the bottom of the web page and selecting your preferred language. Click on the text next to the  icon and select the desired language.



The screenshot shows the Coupa RFQ interface. At the top right, there is a timer for 'Event Ends' showing 14:03. Below this are sections for 'Attachments' and 'Questionnaires', both indicating that no items have been provided. The main section is 'Items and Lots', which contains a table with one item: 'BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR'. The table has columns for 'Name', 'Expected Qty', 'My Price', and 'Price x Expected Qty'. A dropdown menu is open over the 'My Price' column, listing various languages: Deutsch, English, Español, Français, Italiano, Nederlands, Polski, Português, Russian, Svenska, magyar, suomi, čeština, 中文, 日本語, and 한국어. The 'Français' option is highlighted. At the bottom of the page, there is a footer with the Coupa logo and text: 'Coupa Software • VALUE AS A SERVICE • San Mateo, CA • English (Canada)'. A 'Submit Response to Buyer' button is also visible.

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			15.00 CAD
BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR	1 (Pièce / Each) x		15.00 CAD

How Do I Enter my Response? (1/3)

To view the items, and submit your response to the RFQ, you will need to go to the “My Response” tab and populate the required information.

On the “My Response” tab, you can see the items that are part of the RFQ, submit your response.

Event Ends 14 : 06
days hrs

Indicate the time left to submit a response for the RFQ.

Attachments

Buyers can attached RFQ supporting documents such as drawings, specifications, etc. Any attachments, will be located in the “Attachments” section.

Questionnaires

Items that the buyer would like a quote for will be displayed in this section.

Items and Lots

By clicking on a unique item, you will be able to see more information, as well as submitting your bid for that specific item.

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			
BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR	1 (Pièce / Each)	<input type="text"/>	0.00 CAD
Total			0.00 CAD

If you want to complete your RFQ response later, you click on Save and come back to finish it later. All information inputted up to that point will be saved for when you return. To go back on the RFQ, you will have to go back to the initial invite email.

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

Once your response is fully completed, you can click on *Submit Response to Buyer* to complete the RFQ process. Remember, a response can only be submitted if the Intend to Respond box is checked.

How Do I Enter my Response? (2/3)

When you click on an item, you will have access to the detailed item information which will help you to fully understand what is being requested, and allow you to accurately submit pricing.

The screenshot shows a form for entering item details. At the top, there's a blue header with 'Items Not In Lots (1 items)' and a clock showing '14:05'. The form is organized into several sections:

- Item Requested:** Includes a trash icon and the text 'BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR'.
- Ship To:** Lists the address: '1100 - Up- Raglan, 120 Ave Aéroport, Rouyn Noranda, QC, J9Y 0G1'.
- Item Details:** A large text area containing the description 'BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR'.
- Expected Quantity:** '1 Pièce / Each'.
- My Price:** A text input field containing '15.00'.
- Line Total:** '15.00 CAD'.
- Your Item Name:** A text input field containing 'BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE'.
- ID/Part Number:** A text input field containing 'SPN1-12345'.
- Add Image:** A button with a plus sign and the text 'Add Image'.
- Attachments:** A section with a 'Click to view' link.
- Questionnaire:** A section below the attachments.
- Buttons:** 'Cancel' and 'Save Item' buttons at the bottom right.

This section will outline the item information provided by the Buyer.

- **Item Requested** – Description of the item to quote.
- **Ship To** – Delivery address for the items.
- **Item Details** – Any additional information required to be able to quote.
- **Expected Quantity** – Number of the specific item requested.

This is the information that you need to provide:

- **My Price** – This is the unit price for the item.
- **Line Total** – This field will be auto-generated by multiplying the *Expected Quantity* times *My Price*.
- **Your Item Name** – This is the short description of the item.
- **Description** – This is the long description of the item.
- **ID/Part Number** – This is your part number (Supplier Part Number).
- **Add Image** – You can include an image of the item. This field is not mandatory.

To attached a document, such as a copy of your internal quote document, which is highly recommended, click on the “click to view” text and attach the document(s).

Once you have populated all the required fields, click on *Save Item*.

How Do I Enter my Response? (3/3)

If you need to communicate with the Buyer for any reason, please use the *Messages* box.

The screenshot shows the 'My Response' tab in the Coupa RFQ interface. It includes sections for Attachments and Questionnaires, both indicating that no items have been provided. Below these is the 'Items and Lots' section, which contains a table with one item: 'BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR' with an expected quantity of 1 and a price of 15.00. A 'Messages' pop-up window is overlaid on the left, containing a text input field with the text 'Please clarify Line Item 1.' and a 'Send Message' button. A green arrow points from the text box in the pop-up to the 'Items and Lots' table.

Name	Expected Qty	My Price	Price x
Items Not In Lots (1 items)			
BOOTIES, C/W ELASTIC BANDING SIZE LARGE BLUE IN COLOR	1 (Pièce / Each)	x	15.00 =

The *Messages* box is used to communicate back and forth with the Buyer regarding an RFQ.

When the Buyer replies, you will receive an email on the same email address that received the initial RFQ invite.

At all times, you will be able to review the full conversation history specific to an RFQ.

How Do I Know if my Response Was Submitted Successfully?

As a supplier, you can find out if your response was successfully submitted from:

- 1. The flash message that indicates if the response went through after clicking *Submit Response to Buyer*.
- 2. The history at the bottom of the event page that indicates the total amount, response name, and the time the response was submitted.

1

125 - EVENT #050 Active

Response submitted to Buyer✕

2

🕒 History ▼

new_email
Response : new_email - #1277, Total amount: 499.00 USD [more details](#)On 04/13/17 at 11:53 pm