



Coupa Supplier Sourcing – Training Guide




Introduction


Coupa Supplier Sourcing is a module within the Coupa platform designed to help organizations manage the sourcing process with their suppliers efficiently. Here are the steps that the supplier needs to follow to submit their sourcing event responses to QNB.

- 1. Login to Coupa:** Access the Coupa platform using your login credentials or use the Invitation Link received in email.
- 2. Participate in Sourcing Events:** Choose the sourcing event you want to participate in. Review the details of the event, including the requirements, timeline and any documentation provided by QNB.
- 3. Submit Responses:** Prepare and submit your responses to the sourcing event. This may involve providing information, pricing, terms and other details requested by QNB.
- 4. Communicate with QNB:** Utilize the communication features (Message Option) within Coupa to interact with QNB during the sourcing process. This could include asking questions, seeking clarification or addressing any concerns.

Invitation to Participate – Sourcing Event

1. Click the “I intend to Participate” button as shown to enter the Coupa Supplier Portal.

Powered by 

 QNB


Qatar National Bank Sourcing Event - Spot Bid from Req #260 #76 Invitation

Great news! **Supplier - IT** has been invited by **Qatar National Bank** to participate in a sourcing event for **Spot Bid from Req #260**.

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.

This event is a follow-on of [Event #71](#).
Don't let this opportunity pass you by. **Responses are due by Saturday, 27 January 2024 11:30 AM +05**

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

 **coupa**
Business Spend Management

The Supplier will receive an email notification to participate in the Sourcing event



Terms and Conditions

2. Supplier will accept the terms and conditions and click “Send to Event Owner”.

3. Click “Enter Response”.

Terms and Conditions have been accepted.

Event Ends **14 : 02**
days hrs

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
[Terms__Condition.docx](#)

Do you accept these Terms and Conditions?
 Yes
 No

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

Event Follow-On Information
This event is a [Event #382](#) follow-on of

Timeline

Oct 19	Event Start 18:13 Asia/Dubai 14d : 23h : 59min
Nov 3	Event End 18:13 Asia/Dubai 00:00


Enter Response

Forms - Questionnaire


4. In "My Response section" – Fill in the required fields in the Forms.

Event Ends **14:02**
days hrs

[Event Info](#) [My Response](#)

 Attachments ^

BCT Admin Admin has not provided any Attachments for this event

 Forms ^

IT Services ^

Please answer the questions below.

1. Company Experience

* Please provide details of your agency network and experience for providing media planning and buying services in the GCC

* "What is the sales structure of your organization? For a company of the size (or business unit) of QNB, is there a dedicated Account Manager (a single point of contact for all purchase and

Forms - Questionnaire

5. Fill in the appropriate information for each section.

3.Termination

*** Please describe the process of terminating a contract from the client side? Please indicate if there are any cancellation penalties involved.**

What would be the impact on other existing support contracts? What would be the impact on a consolidated support contract if any?

4.Delivery and Assurance

What are your defined SLAs for addressing bug-fixes and patch updates?

Are version updates mandatory? In case support for a particular version is being discontinued, what level of support is

Forms - Questionnaire

6. Attach the company related documents by clicking “Choose File”.

7. Click “Save”.

5. Performance and Reporting

*** Please provide a sample report for similar services delivered in the past**

Choose File Performanc...Reports.docx

Please explain how those KPIs shall be measured to ensure tracking of performance

6. Financial Statement

Please provide 3 years Audited accounts.

Choose File Financial Documents.docx

Please Zip all the 3 years audited files and upload

Save

Submit Response

8. Items & Services section – Enter the Pricing details.

9. Click “Submit Response” once all the mandatory fields are filled.

☰ Items and Services ^

Items Not In Lots (1 items)

🛒 QNB - Desktop 90,000.00 QAR
Expected Quantity x Price per Unit

Expected Quantity 2 Each	Capacity <input type="text" value="2"/>	* Price per Unit <input type="text" value="45,000"/>	* Currency <input type="text" value="QAR"/>
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* Required field

Total 90,000.00 QAR

🕒 History >

Options	Description
Export to Excel	Exports excel file where supplier can add the details and import back
Import from excel	Imports the excel file with details
Load history	Provides history on the event
Save	Saves the details in order to submit later

Communicate with QNB Buyer

10. If the Supplier has any doubts or queries, they can use message feature to get clarity from QNB. Also, the Supplier has the option to add attachments if required.

The screenshot displays the Coupa QNB Buyer interface. At the top, there is a navigation menu with 'Items and Services' selected. Below this, a table lists items not in lots. The table has columns for 'Expected Quantity', 'Capacity', '* Price per Unit', and '* Currency'. A 'Messages' modal is open, showing a text input field and a 'Send Message' button. The footer contains the Coupa logo and navigation links.

Items Not In Lots (1 items)			
QNB - Desktop		45,000	QAR
Expected Quantity	Capacity	* Price per Unit	* Currency
2 Each	2	45,000	QAR

Total 90,000.00 QAR

Messages 0

Type new message

Send Message

Import from Excel Save Submit response

coupa

Business Spend Management • English (United Kingdom) • Accessibility • Coupa Cares

Thank you