Coupa

S2C (Sourcing) – Suppliers

Version 1.01

BRENNTAG

Version History

Version	Date	Author	Description
1.0	May 2022	BRENNTAG	Document creation
1.01	June 2022	BRENNTAG	Document refinement

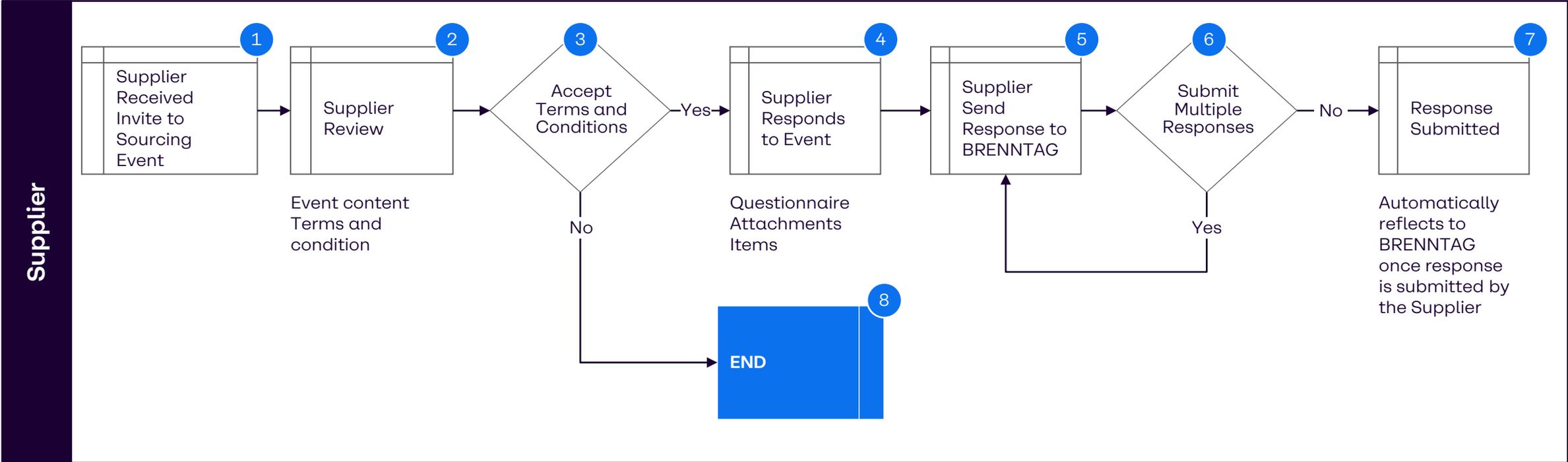# Training content

01
Introduction

Coupa sourcing for suppliers

These training materials will enable you to …

- Respond to the Brenntag sourcing event via Coupa Sourcing Response Portal

Please keep in mind …

- Sourcing Events by BRENNTAG will be received by you via E-Mail and answered directly from this E-Mail
- No additional accounts will need to be created
- Sourcing Events cannot be seen in the CSP (Coupa Supplier Portal)

Sourcing event – supplier response process

Supplier

(1) Supplier Received Invite to Sourcing Event

→ **(2)** Supplier Review

Event content
Terms and condition

→ **(3)** Accept Terms and Conditions

—Yes→ **(4)** Supplier Responds to Event

Questionnaire
Attachments
Items

→ **(5)** Supplier Send Response to BRENNTAG

→ **(6)** Submit Multiple Responses

—No→ **(7)** Response Submitted

Automatically reflects to BRENNTAG once response is submitted by the Supplier

No↓

(8) END

Yes↑

Supported browsers for Coupa

Browsers

The latest Coupa Release (R33) supports the latest versions of these web browsers. Please make sure to open your events in one of the following three browsers:

- Google Chrome 99.0
- Mozilla Firefox 98.0
- Microsoft Edge 99.0

Coupa support contact details

All questions regarding any running event should be asked using the event message board (bottom left of the event within Coupa Sourcing Portal):
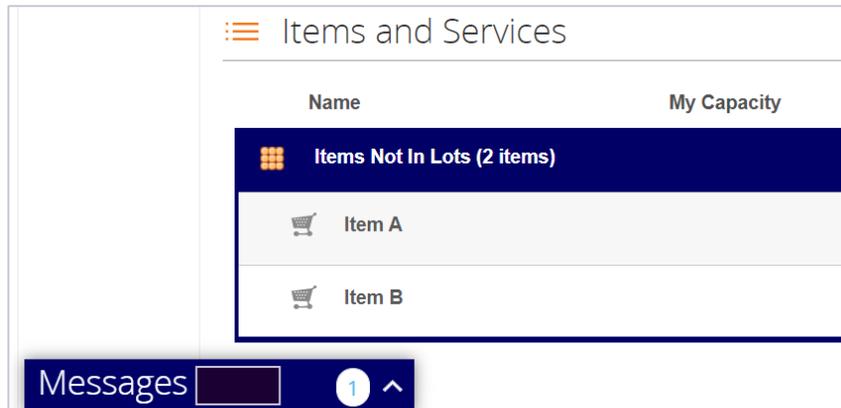
Having technical issues?
Contact sourcing.support@coupa.com

Also, see Coupa's list of local phone numbers: https://success.coupa.com/Support/Contact_Us

02
Accessing a Coupa Event

Responding to a sourcing event: Logging In

1 Click **"I intend to participate"** button if you want to participate in a sourcing event.

Click **"view event"** button if you wants to view the sourcing event.

BRENNTAG Packaging_EMEA_RfQ_Plastic Can invitation - Sourcing Event #111

Powered by 🔆coupa

Brenntag has invited you to the sourcing event: **Packaging_EMEA_RfQ_Plastic Can**.

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, Forms, and Items and Services.

Response due date: Friday, 06 May 2022 07:47 AM CEST

Want to participate later?	Need more info?
Click **I intend to Participate** button to let the buyer know.	Click **View Event** and you will be taken to the event page.

1 I intend to Participate   View Event

03
Responding to
RfQ-type Events

Responding to a sourcing event: Event Info Page

When you click the event link, you are taken to the login page. After logging in and opening the event, suppliers will see the event page where they can see the following:

EVENT INFO TAB
- Terms and Condition
- Brenntag Attachments-Bidding Rules
- Event Timeline

MY RESPONSE TAB
- Attachments
- Forms
- Items and Lots

2 Accept Brenntag Terms and Conditions under the Event Info tab.

Indicates interest to participate

Activates when T&C acceptance is sent to BRENNTAG

Terms and Conditions have been accepted.

Packaging_EMEA_I

Terms and Conditions have been accepted.

Event Ends **01:23** days hrs

Event Info | My Response

Countdown Timer

Brenntag has invited you to the sourcing event: Packaging_EMEA_R ... line and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Forms, and Items and Services.

💬 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
I agree to the Brenntag RfX Legal Terms

Do you accept these Terms and Conditions?
○ Yes
○ No

Terms and Conditions
I agree to the Brenntag Code of Conduct

Do you accept these Terms and Conditions?
○ Yes
○ No

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Terms and Conditions
I agree to the Brenntag Confidentiality of Data and Trade Secret covenant

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

Rules for pricing and award

📎 Buyer Attachments
- 📄 About_Brenntag.pdf
- 🔗 https://www.brenntag.com/
- 📄 TfS_Onepager_2021.pdf
- 📄 RfX_Legal_Terms.pdf
- 📄 2021-Brenntag_code-of-conduct_en.pdf
- 📄 Confidentiality_of_Data_and_Trade_Sec...

📅 Timeline

| May 4 | Event Start 07:47 AM CET 2d : 0h : 0min | | May 6 | Event End 07:47 AM CET 00:00 |

Timeline

| May 4 | Event Start 07:47 AM CET 2d : 0h : 0min | | May 6 | Event End 07:47 AM CET 00:00 |

Enter Response

Responding to a sourcing event: my Response Page

3 Go to **"My Responses tab"** and populate the mandatory fields from Attachments, Forms and Lot/Items (only visible after the Terms & Conditions have been accepted previously).

Responding to a sourcing event: potential Error Messages

Error Notification

Please add required attachments

Event Ends **01 : 23** days hrs

Brenntag Purchase T&Cs / Contract Template

Instructions
Note: Only minor changes will be accepted

Attachment

📄 BRENNTAG_CONTRACT_TEMPLATE_...

Response to Brenntag Purch...
Template

Attachment
Add File

📄 Test_document.docx

Can Tender Questionnaire

Instructions
Please complete and upload here
[THIS IS AN ALTERNATIVE TO THE BELOW CAPACITY FORM]

Attachment
None

Response to Can Tender Questionnaire

Attachment *
Add File

Other

Instructions
Please upload any other document

Attachment
None

Response to Other

Attachment
Add File

* is a mandatory field and must therefore be populated

Responding to a sourcing event: Forms

4 In case the buyer added forms to the event, an answer needs to be provided by typing in the text in the respective fields.

Example of Sourcing Form

Responding to a sourcing event

5 Click **save item** button

Responding to a sourcing event

6 Click **submit response to buyer** button to send your quotes to BRENNTAG.

Responding to a sourcing event

This notification informs you that your quote is now visible to Brenntag.

Packaging_EMEA_RfQ_Pla... - Event #111 Active

Response submitted to Buyer ✕

Event Ends **01 : 23**
days hrs

Event Info   My Response

Edit Response

Responded on 05/04/22 ⌄

✎ Attachments ⌄

Provided by Almira Sacriz	Your response
Functional / Technical Specification	Response to Functional / Technical Specification
Instructions Please read carefully	
Attachment 📄 Can_Tender_RFQ_Spreadsheet.xlsx	

Pausing of events

BRENNTAG can pause an active sourcing event. When the event is paused ...

Suppliers can:

✓ Log in to Coupa

✓ Accept BRENNTAG Terms and Conditions

✓ Add Attachments

✓ Answer Questionnaires

✓ Enter quotes

✓ Save response (but not submit the responses to BRENNTAG)

Suppliers cannot:

✕ Submit responses to BRENNTAG

04
Submit Responses
via Excel

Exporting Items/ Lots into Excel

1 Below the **My response** tab Click **"Export to Excel"**.

This will automatically export all items and lots to a standardized Excel sheet so that you can populate the values offline.

Note: This is recommended by Brenntag so that you can easily capture item price and form questions for large events in one go.

Populating Quotes in Excel

2 Populate the Item pricing and the questionnaires/ forms in the excel file downloaded.

You can edit all the white cells. Be aware of the **decimal rules** on your local Laptop and set in Coupa.

Considerations for working with Excel

Please be aware that within the downloaded Excel sheet you **CANNOT**

1. Change the file name prior to loading it

2. Add columns

3. Change the sequence of columns

4. Change the lines.

5. Change the sequence of lines

Otherwise, you may encounter issues with re-uploading the file into Coupa.

RFX Template – Event T... - Excel Upload

Steps for uploading your response in Excel

1. Download the Response Template (Note: This template will only work for this event)

2. **Fill in or update the Excel file.**
   - Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
   - Values in the uploaded file will replace anything currently saved to your response.
   - Once you click "Start Upload" values in the excel file will be saved, but not submitted
   - Once upload is complete, review your response and click "   til you do so.

       Sample file

3. **Load the updated file**   #Brenntag-Event#211
   Choose File   en-GB#Bre...vent#211.xlsx

Uploading will only save your response. You must click "Submit" to send it to the buyer.

Start Upload

Error message notification

Excel file could not be imported. Please validate the file format (xls or xlsx) and name.

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Importing quotes from Excel to Coupa (1/2)

3 After saving the Excel sheet locally, click **"Import to Excel"**.

This re-uploads your response into Coupa.

Importing quotes from Excel to Coupa (2/2)

4 Click **"Choose File"** then upload the excel file and click **"start upload"** button

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Edit Response and Load History Button

NOTE:
you can update bids until the event ends.

Load History button
Visibility on changes in the event response

Edit Response button
Allows to edit/change responses

Responding to a sourcing event

Use message board to ask questions

Attach file

05
Responding to Auctions

eAuction types in Coupa

English Reverse Auction	Dutch Reverse Auction	Japanese Reverse Auction
▪ An English reverse auction is characterized by the direct feedback on a submitted quote. ▪ Your Rank is dynamically displayed in Coupa. ▪ The best (lowest) quote at the end of the event is the awarded one. ▪ Based on bid status, the bid time may be extended.	▪ Dutch auction is a type of clock auction where the price is changing with time by a preset amount or percentage. ▪ The price starts low and is increased step-by-step over time. ▪ The first participant to accept the call-out price wins the item.	▪ A Japanese auction is a type of clock auction where the price is decreasing over time. ▪ The price starts higher and is decreased step-by-step over time. ▪ Each participant has to accept the total cost at each step. If not, the event is closed for them. Prices are decreased until there is only one active participant left, or until the auction ends after the preset number of steps.

Responding to a sourcing event (Auction)

During the **Pre-Bid phase** of an auction, you can already send a pre-bid response to Brenntag. At this point, no ranking will be displayed and other Auction-related functionalities also won't be in place.

For English Auctions, during the **Bidding**, suppliers will see their **ranks** if they submitted a pre bid response. Otherwise, they will see their ranks once they submit a new bid response to Brenntag.

During the competitive Bidding, you can update the responses and resubmit to Brenntag.

For Dutch Auctions, there only is the possibility to accept the current price which will lead to a direct end of the auction (since there can be only one winner).

For Japanese Auctions, you also see the current price/ steps and can then either accept it – or refrain from doing so (which means you will not be considered for the Auction anymore).

Sourcing - Event #127 Bidding in Progress

Bidding Countdown 11:05 days hrs

Event Info   My Response

Items and Services

Cancel   Submit Bids

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty	
Items Not In Lots (1 items)					
🛒		1 (Each) x	199.00 * =	199.00 USD	Your Rank Is 1 of 1
			Total	199.00 USD	Your Rank Is 1 of 1

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Removal of bids on behalf of suppliers (reverse auction)

When suppliers accidentally submitted an incorrect quote, they can send a message to the Brenntag buyer to remove the quote.

The Brenntag buyer can delete the latest submission on behalf of the supplier.

Removal of the submission is recorded in the event history on both sides.

Thank you!