



# Coupa

S2C (Sourcing) – Suppliers

Version 1.01

# Version History

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

# Training content

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**03 Responding to RfQ-type Events**

**04 Submit Responses via Excel**

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# 01 Introduction

# Coupa sourcing for suppliers

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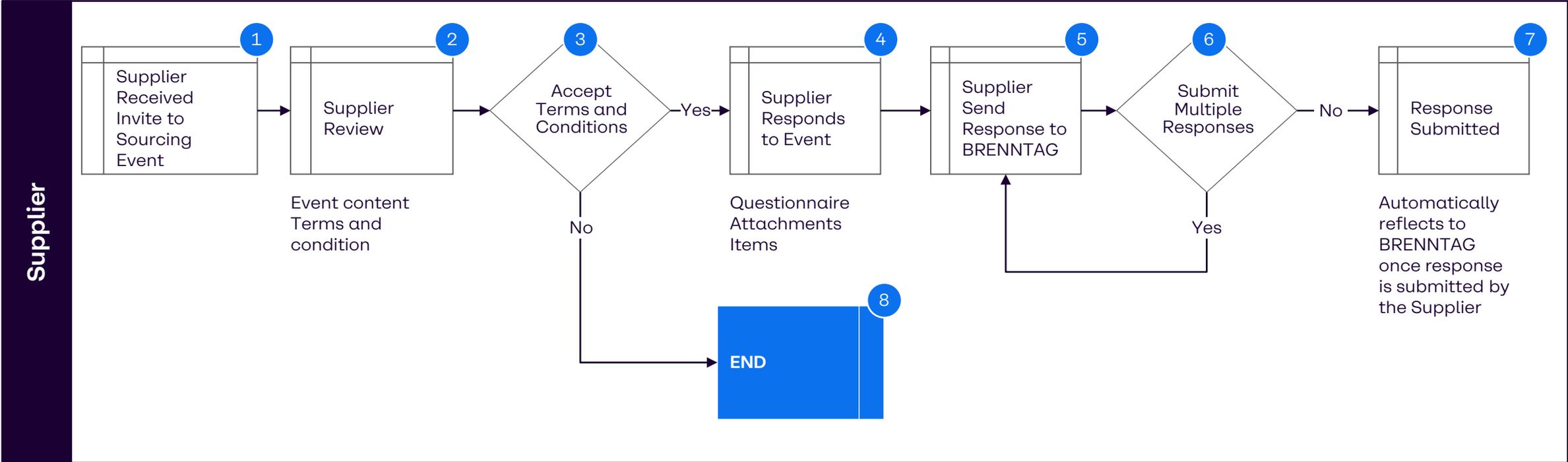
## **These training materials will enable you to ...**

- 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



# Supported browsers for Coupa

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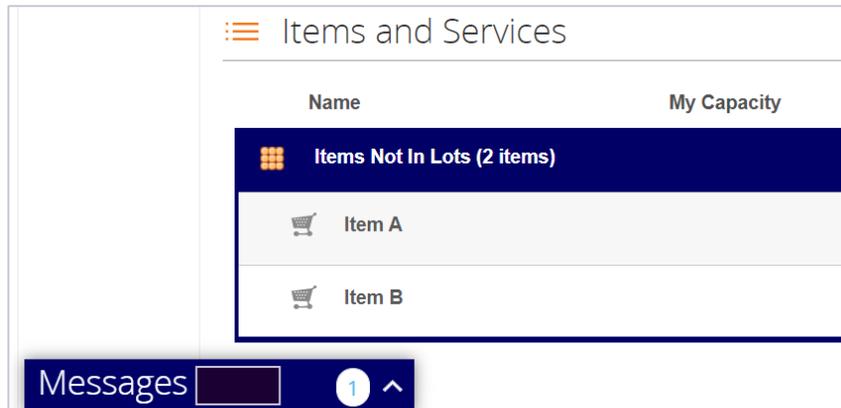
## Browsers

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](mailto:sourcing.support@coupa.com)

Also, see Coupa's list of local phone numbers: [https://success.coupa.com/Support/Contact\\_Us](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.

**BRENNTAG** 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?**  
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.

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

Indicates interest to participate

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

Timeline

May 4 Event Start 07:47 AM CET 2d : 0h : 0min

May 6 Event End 07:47 AM CET 00:00

Activates when T&C acceptance is sent to BRENNTAG

Enter Response

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\_I. Please review the details of the event, including the Terms and Conditions, 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 RX 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

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/
- TIS\_Onepager\_2021.pdf
- RX\_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



# 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).

<p>Can Tender Questionnaire</p> <p><b>Instructions</b> Please complete and upload here [THIS IS AN ALTERNATIVE TO THE BELOW CAPACITY FORM]</p> <p><b>Attachment</b> None</p>	<p>Response to Can Tender Questionnaire</p> <p><b>Attachment *</b> Add File</p>
<p>Brenntag Purchase T&amp;Cs / Contract Template</p> <p><b>Instructions</b> Note: Only minor changes will be accepted</p> <p><b>Attachment</b> BRENNTAG_CONTRACT_TEMPLATE_...</p>	<p>Response to Brenntag Purchase T&amp;Cs / Contract Template</p> <p><b>Attachment</b> Add File</p> <p>Browse</p> <p>Drop files here</p>
<p>Can Tender Questionnaire</p>	

Event Info **My Response** **3** Event Ends 14 : 16 days hrs

Provided by Calvin Nobleza	Your response
<p>Functional / Technical Specification</p> <p><b>Attachment</b> None</p>	<p>Response to Functional / Technical Specification</p>
<p>Scope of Tender</p> <p><b>Instructions</b> Please read carefully</p> <p><b>Attachment</b> None</p>	<p>Response to Scope of Tender</p>
<p>Brenntag Purchase T&amp;Cs / Contract Template</p> <p><b>Instructions</b> Note: Only minor changes will be accepted</p> <p><b>Attachment</b> None</p>	<p>Response to Brenntag Purchase T&amp;Cs / Contract Template</p> <p><b>Attachment</b> Add File</p>
<p>Others</p> <p><b>Instructions</b> Please upload any other document</p> <p><b>Attachment</b> None</p>	<p>Response to Others</p> <p><b>Attachment</b> Add File</p>



# Responding to a sourcing event: potential Error Messages

Error Notification

<b>Please add required attachments</b>	
<b>Brenntag Purchase T&amp;Cs / Contract Template</b> <b>Instructions</b> Note: Only minor changes will be accepted <b>Attachment</b> BRENNTAG_CONTRACT_TEMPLATE_...	<b>Response to Brenntag Purchase T&amp;Cs / Contract Template</b> <b>Attachment</b> Add File Test_document.docx
<b>Can Tender Questionnaire</b> <b>Instructions</b> Please complete and upload here [THIS IS AN ALTERNATIVE TO THE BELOW CAPACITY FORM] <b>Attachment</b> None	<b>Response to Can Tender Questionnaire</b> <b>Attachment *</b> Add File
<b>Other</b> <b>Instructions</b> Please upload any other document <b>Attachment</b> None	<b>Response to Other</b> <b>Attachment *</b> Add File

Event Ends 01:23 days hrs

\* 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

Forms

Event Ends 01:23  
days hrs

1. Generic Supplier Questionnaire\_v2

Please answer the questions below.

4 SUPPLIER QUESTIONNAIRE  
Please fill in the questionnaire below

CONTACT INFORMATION

Company Name

Legal Entity

Address

Company Website

Name of contact person and position

Phone number

Email address

INFORMATION ABOUT YOUR BUSINESS AND OPERATIONS

Ownership  Public  
 Private

DUNS number

Parent/Holding Company

A brief overview of your company

# Responding to a sourcing event

5 Click **save item** button

The screenshot shows a web interface for a sourcing event. At the top right, there is a timer labeled 'Event Ends' showing 01:23. Below the timer, the page title is 'Items and Services'. A table lists items with columns for Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. A summary row shows 'Items Not In Lots (2 items)' with a total value of 526.0000 EUR. Below this, 'TEST ITEM A' is listed with a quantity of 1 (Each) and a price of 120.00 EUR. Further down, 'TEST ITEM B' is shown with a quantity of 2, a price of 203.00, and a line total of 406.00 EUR. The form includes fields for 'Your Item Name', 'ID/Part Number' (containing 'XYZ-002'), 'Lead Time', and 'Description' (containing 'ITEM 2'). There is an 'Add Image' button and a note about image formats. At the bottom, there are 'Cancel' and 'Save Item' buttons. A callout box with the text 'Click save item' points to the 'Save Item' button, which is also marked with a blue circle containing the number '5'.



# Responding to a sourcing event

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

☰ Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (2 items)</b>				<b>0.0000 EUR</b>
🛒 TEST ITEM A		1 (Each) x	<input type="text"/>	* = 0.00 EUR
🛒 TEST ITEM B		2 (Each) x	<input type="text"/>	* = 0.00 EUR
Total				0.00 EUR

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

☰ Items and Services

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (2 items)</b>				<b>526.0000 EUR</b>
🛒 TEST ITEM A		1 (Each) x	<input type="text" value="120.00"/>	* = 120.00 EUR
🛒 TEST ITEM B		2 (Each) x	<input type="text" value="203.00"/>	* = 406.00 EUR
Total				526.00 EUR

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

6



# 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
<b>Instructions</b> Please read carefully	
<b>Attachment</b>  Can_Tender_RFQ_Spreadsheet.xlsx	



# Pausing of events

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**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.

The screenshot shows a web interface titled "Items and Services". It features a table with the following columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The table contains two items: "TEST ITEM A" and "TEST ITEM B". A dark blue header row indicates "Items Not In Lots (2 items)" with a total value of "526.0000 EUR". A callout box with the word "Click" points to the "Export to Excel" button, which is highlighted with a blue circle and the number "1". Other buttons include "Import from Excel", "Load History", "Save", and "Submit Response to Buyer".

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
<b>Items Not In Lots (2 items)</b>				<b>526.0000 EUR</b>
TEST ITEM A		1 (Each) x	120.00 *	120.00 EUR
TEST ITEM B		2 (Each) x	203.00 *	406.00 EUR
Total				526.00 EUR

**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.

 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!

From: Brenntag      Event: RFX Template – Event Type – Category Name – Region

Field name	required	Your Responses	Quantity	UOM	Start date	End date	Information / Hints	Field Type	Need by date
<b>Items Not in Lots (Below)</b>									
	N	<i>Nothing Required</i>	N/A	N/A	N/A	N/A			N/A
<b>Your Unit Price for "B":</b>	Y*	1	1	Each				Unit Price (amount)	
Your Item's File:	Y*	Test_document.docx					Item Attachments cannot be added or edited in Excel and must be edited in the application. File in Attachment section		1050
Your Capacity:	N	1						Item Capacity (number)	
Currency:	Y*	EUR						Currency (currency code)	
Your Item Name:	Y*	AA						Item Name (text)	
Your ID/Part Number:	Y*	AA						Item Part Number (text)	
Your Description:	Y*	AA						Item Description (long text)	
Your Lead Time:	N	5						Lead Time (number)	
<b>Your Unit Price for "A":</b>	Y*	2	1	Each				Unit Price (amount)	
Your Item's File:	Y*	Test_document.docx					Item Attachments cannot be added or edited in Excel and must be edited in the application. File in Attachment section		1051
Your Capacity:	N	1						Item Capacity (number)	
Currency:	Y*	EUR						Currency (currency code)	
Your Item Name:	Y*	AA						Item Name (text)	
Your ID/Part Number:	Y*	AA						Item Part Number (text)	
Your Description:	Y*							Item Description	

Item Pricing Forms (+)



# 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.

Error message notification

The screenshot shows a web interface for uploading an Excel file. The title is "RFX Template – Event T... - Excel Upload". Below the title, it says "Steps for uploading your response in Excel". There are three numbered steps: 1. Download the Response Template (Note: This template will only work for this event); 2. Fill in or update the Excel file. (This step includes a list of instructions: 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 "Submit" until you do so.); 3. Load the updated file. (This step is highlighted with a blue box and includes a "Choose File" button next to the filename "en-GB#Bre...vent#211.xlsx"). Below the filename, there is a callout box with two file icons: "Sample file" and "#Brenntag-Event#211". At the bottom of the interface, there is a "Start Upload" button. A yellow error message box at the bottom of the screenshot reads: "Excel file could not be imported. Please validate the file format (xls or xlsx) and name."

# 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.

The screenshot shows the 'Items and Services' page in Coupa. It features a table with the following columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The table contains two rows: 'TEST ITEM A' with a quantity of 1 and a price of 120.00 EUR, and 'TEST ITEM B' with a quantity of 2 and a price of 203.00 EUR. A total of 526.00 EUR is shown at the bottom right. The 'Import from Excel' button is highlighted with a blue circle and a 'Klick' callout.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (2 items)</b>				<b>526.0000 EUR</b>
TEST ITEM A		1 (Each) x	120.00 * =	120.00 EUR
TEST ITEM B		2 (Each) x	203.00 * =	406.00 EUR
				Total 526.00 EUR

Export to Excel **3** Import from Excel Load History Save Submit Response to Buyer

# Importing quotes from Excel to Coupa (2/2)

- 4 Click **“Choose File”** then upload the excel file and click **“start upload”** button

**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 "Submit." Your response will not be sent until you do so.
3. Load the updated file

Choose File en-GB#Bre...vent#211.xlsx

en-GB#Brenntag-Event#211

You must click "Submit" to send it to the buyer.

Start Upload

Annotations: A blue circle with the number '4' highlights the 'Choose File' button and the file name 'en-GB#Brenntag-Event#211.xlsx'. A dark purple callout bubble with the text 'Click' points to the 'Start Upload' button. A dark purple callout bubble with the text 'Correct message notification' points to the green success message bar at the bottom of the screenshot.

Correct message notification

Click

Excel-Import erfolgreich. Vergessen Sie nicht, Ihre Änderungen unten zu senden.

# Edit Response and Load History Button

**NOTE:**  
you can update bids  
until the event ends.

Items and Services				
Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (2 items)</b>				<b>328.0000 EUR</b>
TEST ITEM A		1 (Each) ×	<input type="text" value="98.00"/> * =	98.00 EUR
TEST ITEM B		2 (Each) ×	<input type="text" value="115.00"/> * =	230.00 EUR
				Total <b>328.00 EUR</b>

[Load History](#) [Edit Response](#)

**Load History button**  
Visibility on changes in  
the event response

**Edit Response button**  
Allows to edit/change  
responses



# Responding to a sourcing event

**BRENNTAG TEST** What do you need?

Home Requests Orders Invoices Community Inventory Sourcing Suppliers Contracts Reports B-Buy guide Setup

### Packaging\_EMEA\_RfQ\_Pla... - Event #131 Prebid In Progress

Prebidding Countdown **12 : 12**  
days hrs

Event Info My Response

responded on 10/05/2022

Attachments

Provided by Buyer Test User 1	Your response
<p>Functional / Technical Specification</p> <p><b>Instructions</b> Please read carefully</p> <p><b>Attachment</b> Can_Tender_RFQ_Spreadsheet.xlsx</p>	Response to Functional / Technical Specification
<p>Scope of Tender</p> <p><b>Instructions</b> Please read carefully</p> <p><b>Attachment</b> Scope_of_Tender.docx 2021_Can_Tender_RFI_Instruction.docx</p>	Response to Scope of Tender

Messages

Type new message

Attach files

Send Message

Having Technical Issues? Contact sourcing\_support@coupa.com

Use message board to ask questions

Attach file



**05**

# **Responding to Auctions**

# eAuction types in Coupa

## English 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 Reverse Auction

- 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.

## Japanese Reverse Auction

- 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 <input type="text" value="199.00"/>	= 199.00 USD	Your Rank Is 1 of 1
Total				199.00 USD	Your Rank Is 1 of 1



# Removal of bids on behalf of suppliers (reverse auction)

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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!**

