FUSION

Coupa

GLENCORE

10

Sourcing events (RFQ, RFP)

- ✓ Response to an invitation for a quotation or bidding event
- ✓ Using the message option to communicate with Glencore
- ✓ Uploading information from an Excel file
- ✓ Notification of event results if selected

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Throughout this section, you will learn how you will receive an invitation to participate in an event

1 You will receive an invitation from Glencore to participate in an RFQ, RFI or RPF in your e-mail inbox.

2 To enter the event, select the View Event option.

a Select "I intend to participate" if you do not yet wish to enter the event but want to participate in the event at some point.
Glencore will be notified that you will participate.

NOTE: The invitation will arrive from Glencore for sourcing events.

1 Spot Bid from Req #395720 invitation - Sourcing Event #75432

Glencore Dev <do_not_reply@glencore-dev.coupahost.com>
to me

GLENCORE   Spot Bid from Req #395720 invitation - Sourcing Event #75432

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Glencore Dev has invited you to the sourcing event: **Spot Bid from Req #395720**.

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 Lots.
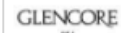
Response due date: Friday, 20 August 2021 07:57 AM SAST

Your username is khullar.sonal21@gmail.com

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.

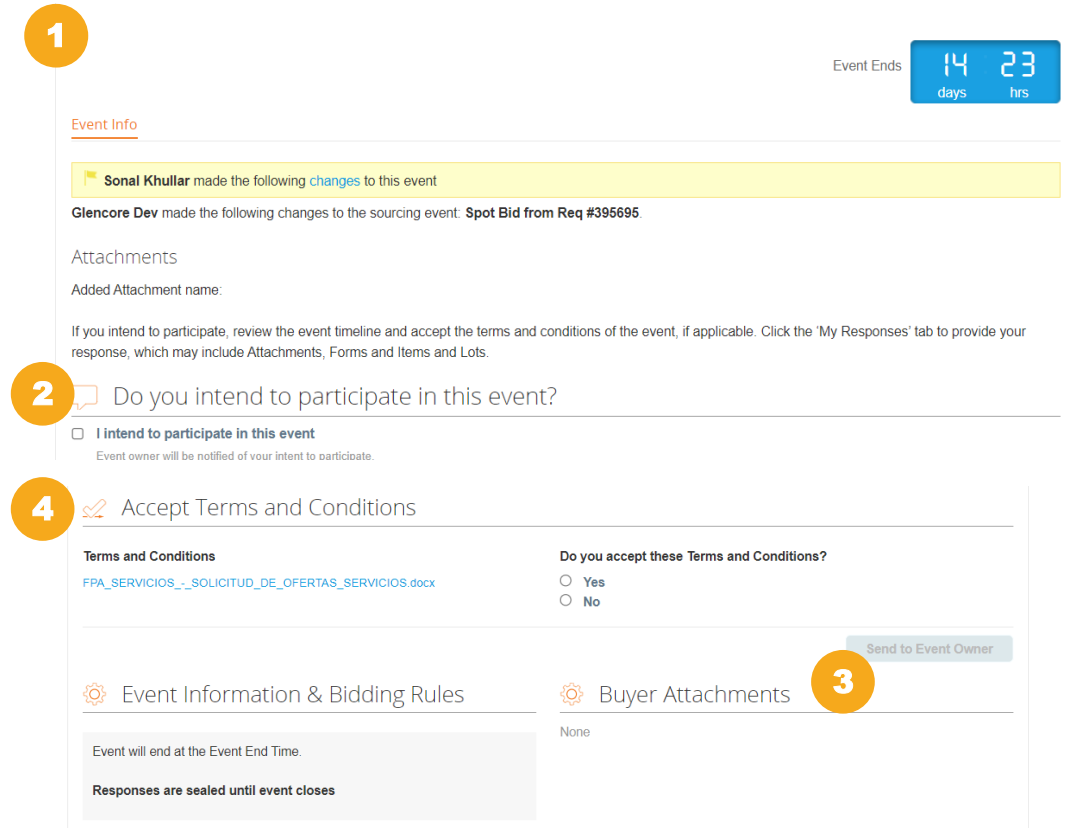**a** I intend to Participate   **2** View Event

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For this section we will learn how to participate in the event

1 In the event information section you will find basic information and event details.

2 If you intend to participate you should check the box in the Intent to Respond section.

3 In the Attachments section you will find relevant attachments for the event information.

4 In the terms and conditions section you will find the corresponding information. You must accept the terms and conditions to continue

NOTE: The time of the event can be seen in the upper right-hand side in a blue box.

1

Event Ends **14 23** days hrs

Event Info

🏴 **Sonal Khullar** made the following changes to this event

Glencore Dev made the following changes to the sourcing event: **Spot Bid from Req #395695**.

Attachments

Added Attachment name:

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 Lots.

2 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.

4 ✍ Accept Terms and Conditions

Terms and Conditions | Do you accept these Terms and Conditions?
FPA_SERVICIOS_-_SOLICITUD_DE_OFERTAS_SERVICIOS.docx | ○ Yes
 | ○ No

Send to Event Owner

⚙ Event Information & Bidding Rules | ⚙ Buyer Attachments | **3**
 | None

Event will end at the Event End Time.

Responses are sealed until event closes

5 In the deadline section you will find the time of the event.

6 The message section is available to communicate with Glencore. It is the authorized channel

7 To continue with the process and see the details of the event, select the option to enter the answer.

NOTE: The message option will be enabled during the time the event is active.

5 Timeline

5 Aug 19 Event Start 08:00 AM Africa/Johannesburg 23h : 56min

Aug 20 Event End 07:57 AM Africa/Johannesburg 00:00

7 Enter Response

6 Messages 0
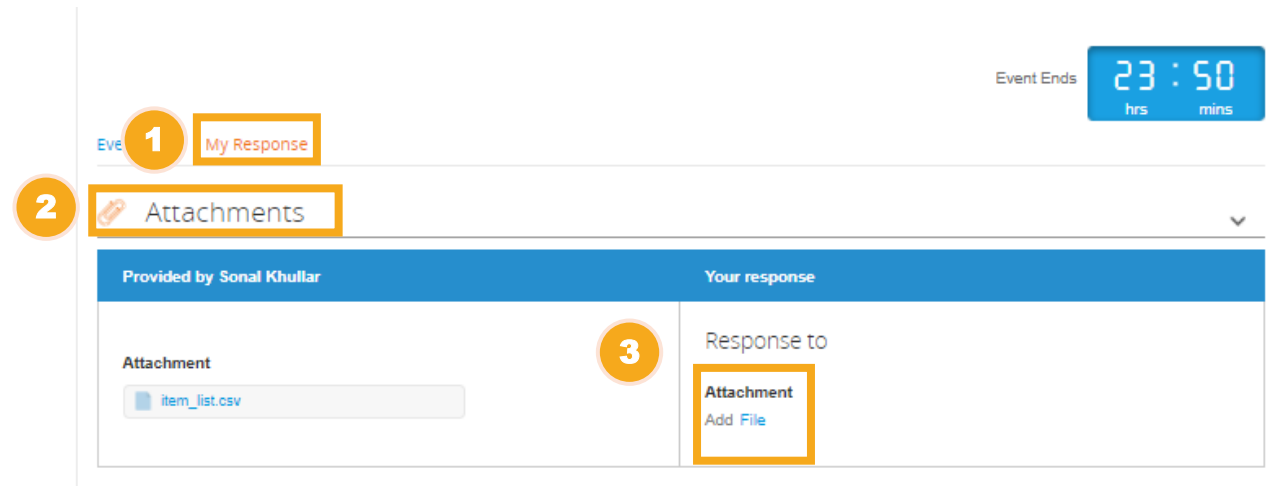
Send Message

Type new message

Having Technical Issues? Contact sourcing.support@coupa.com

Entering the event, here you will find all the information related to the event and where you will have to provide your response

1 The orange color in the My Response tab refers to the field of work as a supplier.

2 In the attachments section you will find the files sent by Glencore which you must provide your response for. Some of them are mandatory

3 In the your response section, you can attach the corresponding files.

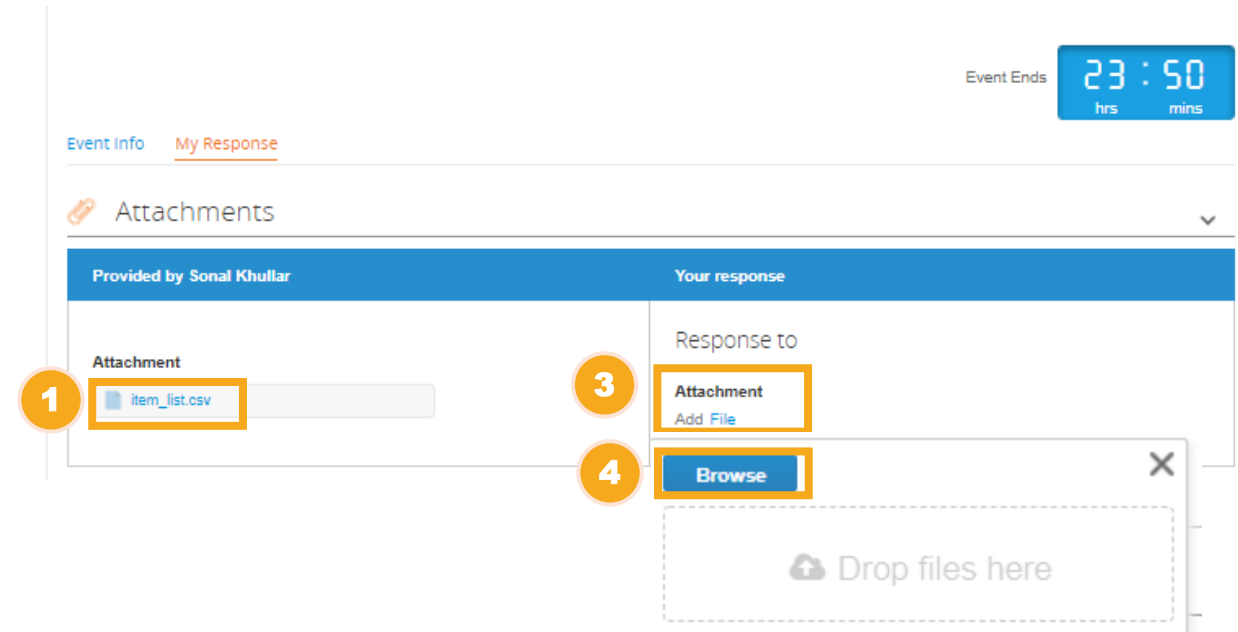**NOTE:** Attachments can be multiple, some of them are mandatory and others are optional

Event Ends **23 : 50**
hrs mins

1 My Response

2 Attachments

Provided by Sonal Khullar	Your response
	3 Response to
Attachment	
item_list.csv	Attachment Add File

4a. Attachment management, In this section you will see how to download and upload attachments

1 In the information section provided by the buyer, select the attached files to download them.

2 You will need to complete the requirements and save them to your computer.

3 To upload your files in the section of your response, select add files.

4 **Attach the files that are part of the response. Verify that they are uploaded correctly**

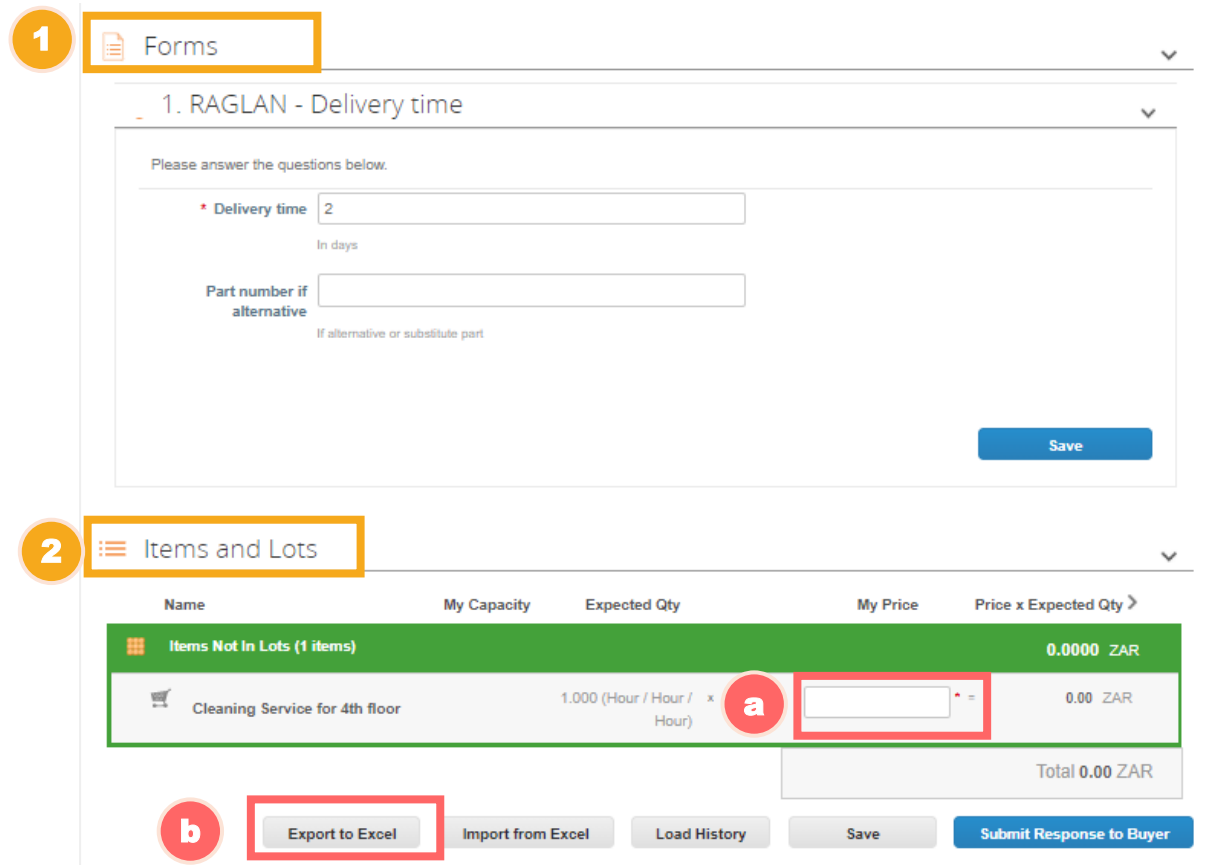**NOTE:** It is recommended to save the file with the same name it was sent under.

4b. Management of questionnaires, articles and batches, in this section we will see how to respond to the questionnaires, items and batches

1 In the questionnaires section you will find questions associated with the event. It is optional for Glencore to add them. You will be able to find:

a Question with Text field , True and false questions

b Annexure of additional documents

c Open and multiple choice questions

2 In the items and lots section you will find the fields to add prices, descriptions and related information.

a You can populate the fields directly in the event

b You can export the information to Excel to complete it and import in bulk.
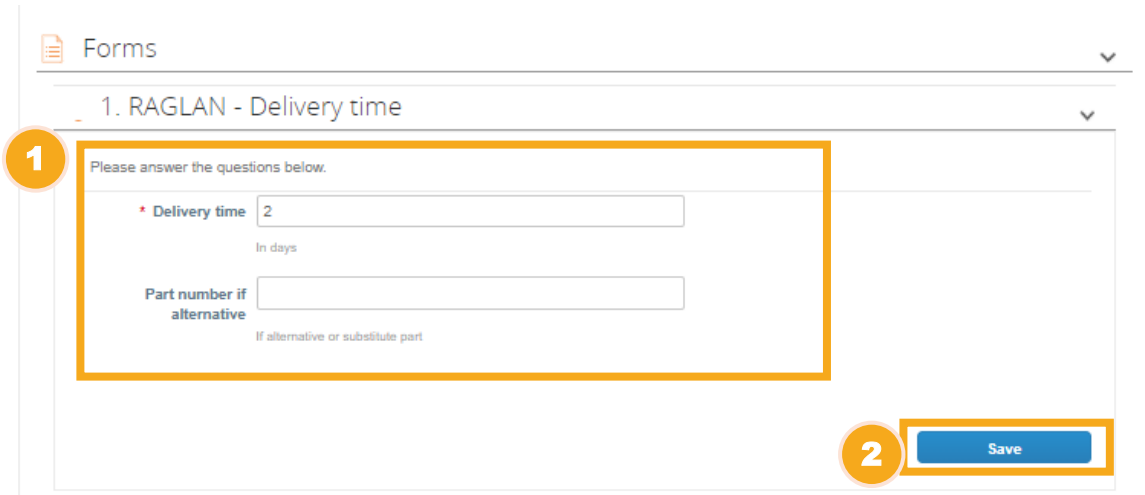
4b. Management of questionnaires, articles and batches- how to respond to the form that is exported with the detail of the items & batches

1 **Fill in the required information in the cells indicated in white color.**

2 Once the form is complete, you must save it

3 To download the response template & upload your files, in the section of your answer, click on import from Excel
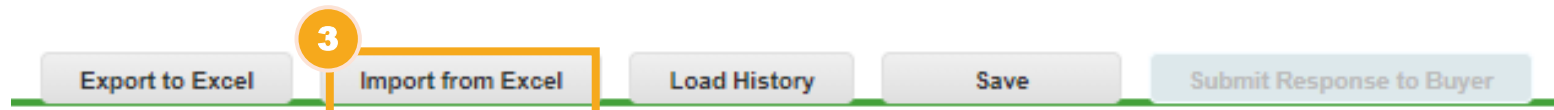
NOTE: The space for your answer is the blank cells.
Remember that the file must be saved with the name that is downloaded.

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4b. Management of questionnaires, articles and batches- how to respond to the form that is exported with the detail of the items & batches

4 A notification box will appear with information related to the file. Click on Download the Response template

Once the file is complete, you must save it in the computer with the same name with which it was downloaded.

5 Click on choose file to upload the file

6 Click on Start Upload

7 A green box will appear with a notification that the file upload was successful. Verify the data in the items and batches section.

NOTE: The template uploaded will only work for this event.

Spot Bid from Req #395720 - Excel Upload

Steps for ...ding your response in Excel

4 1. Down... ... ... 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.

5 Load the updated file

Choose File No file chosen

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

6 Start Upload

4 ❄ **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: Glencore Dev   Event: Spot Bid from Req #395720

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 "Cleaning Service for 4th floor":	Y*		1	Heure / Hour / Horas	
Your Capacity:	N	1			
Currency:	Y*	ZAR			
Your Item Name:	N				
Your ID/Part Number:	N				
Your Description:	N				
Your Lead Time:	N				
Item Description	N				
Manufacturer Name	N				
Manufacturer Part Number	N				

7 ✕ Successfully uploaded

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4c. Changes in bidding and quoting events

1 An email will arrive in your inbox with the notification of what was changed.

2 The change in the event is displayed

You must enter the event, complete the additional information and send it to Glencore.

NOTE: You will receive notifications when the event has been changed as well as when the time is about to expire. If the event changes you will have to adjust your responses accordingly.

1 Spot Bid from Req #395720 has been changed - Sourcing Event #75432

Glencore Dev <do_not_reply@glencore-dev.coupahost.com>
to me

GLENCORE DEV   Spot Bid from Req #395720 has been changed - Sourcing Event #75432

Powered by coupa

2 Glencore Dev made the following changes to the sourcing event: **Spot Bid from Req #395720.**

GLENCORE DEV

Forms

Added Form name: Copy 2 of RAGLAN - Délai de livraison
Removed Form name: RAGLAN - Délai de livraison

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 Lots.

Response due date: Friday, 20 August 2021 07:57 AM SAST

Your username is khullar.sonal21@gmail.com

Need more info?
Click **View Event** and you will be taken to the event page.

View Event

10.4 SEND BID TO QUOTATION

This section will explain how to send your response and the different options you have

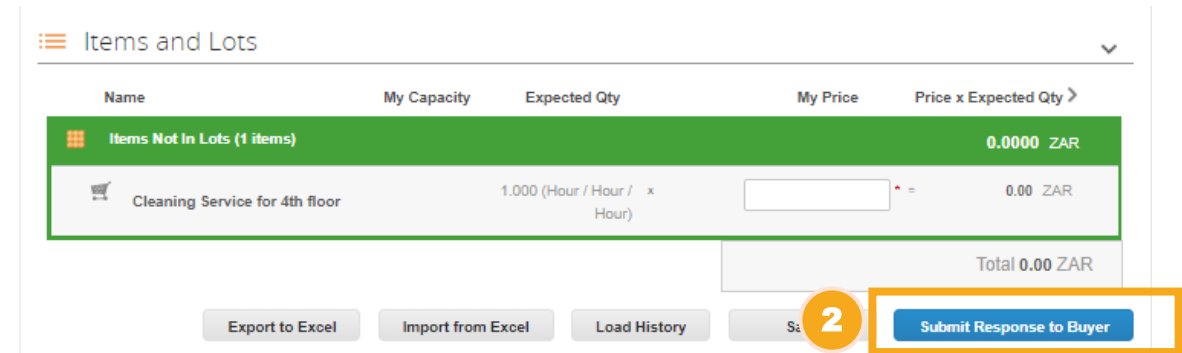**1** Once the time limit expires you will not be able to send any more response.

2 Click submit response to buyer to send your response to Glencore

NOTE: Glencore will only be able to visualize the answers once the time has expired, that is why you can send your answer more than once, the last one you send is the one that Glencore will be able to visualize.

10.5 NOTIFICATION OF RESULTS

This section will explain how you will be notified if you have been selected as a winner of the even

1 An email from Glencore will be sent to you with the respective notification. This email will be sent by the buyer

2 The communication will continue by this means, if the result is a contract, see the contracts module.

NOTE: If you have any questions or comments, you should contact the buyer indicated in the event.

Additional support

- ✓ Coupa Guides
- ✓ Glossary

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SUPPLIER PORTAL GUIDES

Dedicated to suppliers on success portal and available directly on CSP

Coupa Success Portal Information

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

Purchase Orders

https://www.coupa.com/success/purchase-orders

Invoices

https://www.coupa.com/success/suppliers-invoices

Glossary

- **CSP:** Coupa Supplier Portal means suppliers will be able to make inquiries and upload information related to their invoices. The CSP also allows monitoring the invoice payment status, including payment problems. In addition, all related notifications will be sent to the registered email account.

- **Change request**: Make change requests on a purchase order, it can be for example price or quantity.

- **Credit note**: Document through which you can cancel invoices previously made.

- **Invoice:** Through Coupa you will have the possibility to generate an invoice against a purchase order (PO) and be able to follow it up

- **Sourcing Event:** RFx Events consist of Request for Information, Request for Quotation, and Request for Proposal defined by one buyer and many sellers.

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Glossary

RFX: RFI, RFQ or RFP

- **RFI:** Request for Information. Type of sourcing event used to collect qualitative information about suppliers or initiatives.

- **RFQ:** Request for quotation. Type of sourcing event that is used to obtain specific prices for products or services

- **RFP:** Proposal request. Type of sourcing event used when the product or service you obtain is complex in nature and requires a qualitative and quantitative assessment of the suppliers.

- **Lots:** Group of Items/Services That Need to Be Purchased Together from the Same Provider.

- **Items:** Lists of items to be procured. These can be set-up to be purchased together or from multiple suppliers if needed.

- **GC/GA/GZ - _____:** Taxonomy that users must follow for the names of sourcing events (GC _Glencore Coal /GA Glencore Alloys/ GZ Glencore Zinc)

- **Questionnaire:** Form that the supplier must complete with the options indicated (checkbox, text, attachments, or radio buttons) for further evaluation in the event evaluation process.

QUESTIONS?

We are here to support you every step of the way.

**Project "Fusion"
Key Contact**

ZincFusionSupplier@glencore.ca

GLENCORE