



Sourcing - Supplier Guide_R1

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Welcome to Coupa e-Sourcing!

This guide describes how to access a sourcing event hosted on Coupa and how to submit the information requested by the Buyer. The fields and settings may differ between events depending on the scope. If something is not clear, please use the Messaging center at the bottom left on the platform to post a question to the Event team.

Invitation and access to the event

Suppliers do not need to have a Coupa account or access to the Coupa Supplier Portal (CSP) to take part in sourcing events.

You will receive an invitation to the sourcing event through an email from Coupa Sourcing. Click **View Event** or **I intend to participate** in the email to access the event. If the event has not yet started, you will be taken to a page with a countdown timer indicating the time open for enter update. Take note that, you will not get any additional notification when the event opens.

Below is the sample of email invitation for the new sourcing event:

[RFQ] - 0606 MV Model Arm Bearing EZO invitation - Sourcing Event #4444 Inbox x

JABIL/STG-UAT <do_not_reply@jabil-stg.coupahost.com>
to me ▾

JABILSTG/UAT [RFQ] - 0606 MV Model Arm Bearing EZO invitation - Sourcing Event #4444

Powered by 

JABIL/STG-UAT has invited you to the sourcing event: [RFQ] - 0606 MV Model Arm Bearing EZO.

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.



Please submit your best price with Tax-excluded, Jabil will not accept supplier to reduce price off-line after the event end. Jabil may reserve the right to invite the qualified supplier for further negotiation via a follow-on event.

Response due date: Friday, 24 July 2020 02:29 PM CST

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.

I intend to Participate

View Event

Coupa will send you notification for the new event invitation, revision changed by buyer, and reminder about event due one day prior to event end. You may react accordingly.

<input type="checkbox"/> ☆	JABIL/STG-UAT	Inbox	Reminder, [RFQ] - 0606 MV Model Arm... #4444, ends in less than 1 day - . #4444, ends in less than 1 day Powered by http://www.coupa.com JABIL/STG-...	Jun 30
<input type="checkbox"/> ☆	JABIL/STG-UAT 2	Inbox	[RFQ] - 0606 MV Model Arm Bearing EZO has been changed - Sourcing Event #4444 - Event #4444 Powered by http://www.coupa.com JABIL/STG-UAT mad...	Jun 30
<input checked="" type="checkbox"/> ☆	JABIL/STG-UAT	Inbox	[RFQ] - 0606 MV Model Arm Bearing EZO has been changed - Sourcing Event #4444 - Event #4444 Powered by http://www.coupa.com JABIL/STG-UAT mad...	Jun 22
<input type="checkbox"/> ☆	JABIL/STG-UAT	Inbox	[RFQ] - 0606 MV Model Arm Bearing EZO invitation - Sourcing Event #4444 - Event #4444 Powered by http://www.coupa.com JABIL/STG-UAT has invited yo...	Jun 22

Event information

When the event is open, clicking **View Event** in the invitation mail will bring you to the **Event Info** page in the event. Bookmark the page and/or save the invitation email so you can get back to the event for updates if needed. The setup may differ between events and Buying companies, so all sections and fields described below may not be shown in all events. The countdown timer at the top right shows the time to closing, or to the opening of an auction step, if the event setup is an RFx – auction.

If you have not indicated your intent to participate, you have a new chance here to let the Buyer know you are interested. A green receipt will be shown at the top of the page to confirm successful submission.

[RFQ] - nCoV Mask - Event #341 Active

Countdown timer
Event Ends 14 : 19
days hrs

Event Info My Responses

JABIL/STG-UAT has invited you to the sourcing event: [RFQ] - nCoV Mask. 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.

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
2019.11.26_BC_Jabil_Event_Terms_Coupa_CB-Draft.docx

Do you accept these Terms and Conditions?

Yes
 No

Send to Event Owner

You have to accept all Terms and Conditions to gain access to the event details. If you are not accept one or more of the conditions, click 'No' and give a brief explanation in the mandatory comment field to help the Buyer understand your choice. Click **Send to Event Owner** to submit. Should you change your mind, you may change your 'No' into a 'Yes' and re-submit. However, it is not possible to change a 'Yes' into a 'No' once it is submitted, as the acceptance is binding.

Accept Terms and Conditions

Terms and Conditions
2019.11.26_BC_Jabil_Event_Terms_Coupa_CB-Draft.docx

Do you accept these Terms and Conditions?

Yes
 No

Rejection Comment *
Comment to be added...]

Submit Send to Event Owner

The conditions for the event are listed in the Event Information & Bidding Rules section. Additional information about the process and scope may be provided for download in the Buyer Attachments section. Read all information carefully. The Timeline shows the start of each of the phases with the duration of the phase displayed underneath. Only once you have submitted your acceptance of all Terms and Conditions, the **Enter Response** button at the bottom of the page becomes available to you. Click it to get to the My Responses page where you find the event details.

The screenshot displays the 'Event Information & Bidding Rules' and 'Buyer Attachments' sections. The 'Event Information & Bidding Rules' section includes text about event end time, response visibility, and available bid currencies (CNY, EUR, USD). The 'Buyer Attachments' section lists a URL and a document 'SOW_(Sample).docx'. A callout points to these attachments, stating 'Additional information from buyer'. Below these is a 'Timeline' section showing 'Event Start' on Feb 20 at 02:36 PM Asia/Shanghai and 'Event End' on Mar 6 at 10:22 AM Asia/Shanghai, with a duration of 14d : 19h : 45min. A callout points to this timeline, stating 'Event Start/ Bid Start/ Event End time phase and it's duration'. At the bottom right, there is an 'Enter Response' button and a 'Submit' button, with a callout pointing to the 'Submit' button.

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Available Bid Currencies

CNY EUR USD

Buyer Attachments

<https://www.jabil.com/about-us/supplier.h...>

SOW_(Sample).docx

T You are encouraged to read Jabil Supplier Requirements via the linking provided and review/sign SOW attached.

Additional information from buyer

Timeline

Feb 20 Event Start
02:36 PM Asia/Shanghai
14d : 19h : 45min

Mar 6 Event End
10:22 AM Asia/Shanghai
00:00

Event Start/ Bid Start/ Event End time phase and it's duration

Enter Response

Submit

Responses

Click **Enter Responses** at the bottom of the Event Info page to open the My Responses page where you submit the requested information. You can hide sections by clicking the arrows in the right margin.

1. Attachments

The Buyer may provide you with further information about the items in attached files. You may also be requested to respond by submission of a file. Click the File link in the Your Response part to the right and browse for the file. It is submitted once you click it. Should you wish to remove it, put the marker over the attachment and click the red icon . If you have several files, you may attach them one by one or as a zip archive.



Event Info **My Response**

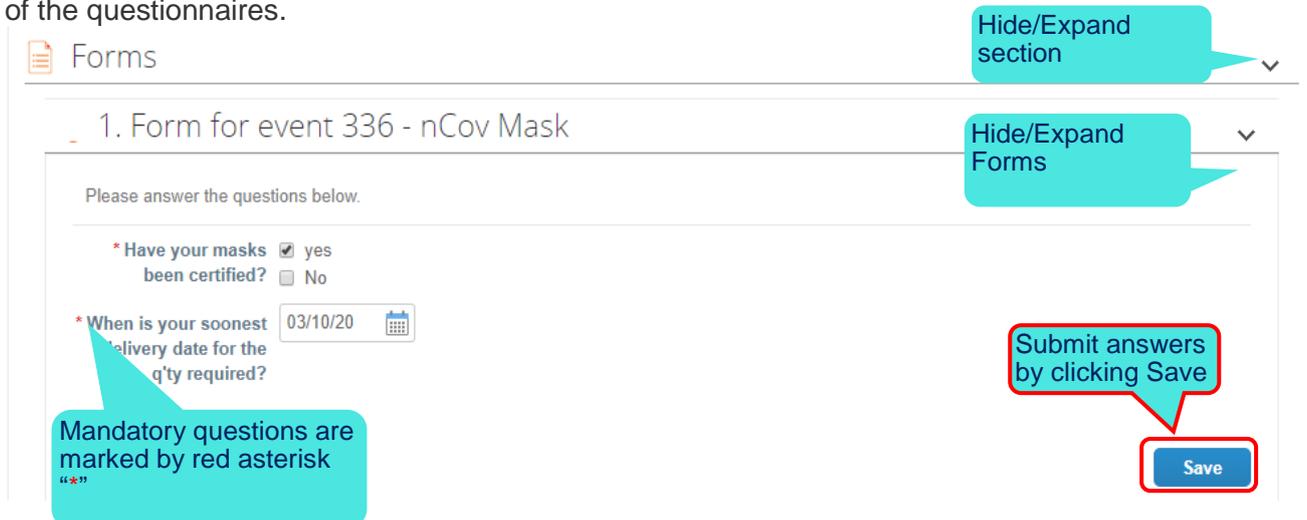
Event Ends 03:04 days hrs

Attachments

Provided by Michelle Chang	Your response
<p>SOW agreement</p> <p>Instructions Please review all the terms and sign back and attach to Jabil.</p> <p>Attachment</p> <p>SOW_(Sample).docx</p>	<p>Response to SOW agreement</p> <p>Attachment Add File</p> <p>SOW_(Sample).docx</p>

2. Forms (Questionnaires)

Forms (Questionnaires) is used to collect additional information that the Buyer needs for the award consideration. There can be several questionnaires in an event, use the **Hide/Expand** arrows in the right margin to facilitate overview. Submit your answers by clicking **Save** at the bottom right of each of the questionnaires.



Forms

1. Form for event 336 - nCov Mask

Please answer the questions below.

* Have your masks been certified? yes No

* When is your soonest delivery date for the q'ty required? 03/10/20

Save

All mandatory information indicated by red asterisk (*). If you overlook the mandatory field, your submission will be rejected and you will receive an error message as below.

[RFQ] - Office Furniture - Event #5836 Active

Some of the required forms are empty, please fix the validation before proceeding



Event Ends

03 : 08
days hrs

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

Attachments

Sh Ooi has not provided any Attachments for this event

Forms

1. office furniture- Chair

Please answer the questions below.

* Pls provide Ergo
Chair catalog

No file chosen

3. Items and Lots

This is the section where you specify and price your offers. Click an item to open it. The requested input may vary depending on what is sourced. There may also be additional item-specific questions from the buyer. Items in Lots are always awarded together. Make sure to complete all mandatory information and click **Save** Item.

Items and Lots

Can select price currency Item Settings

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (2 items) 0.0000 CNY			
N95 face mask	50,000.0000 (Each (SAP))	<input type="text"/>	0.00 CNY
3-ply ployester earloop face mask	50,000.0000 (Each (SAP))	<input type="text"/>	0.00 CNY
			Total 0.00 CNY

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

Items Not In Lots (2 items) 525,000.0000 CNY

Name	Expected Qty	My Price	Price x Expected Qty >
N95 face mask	50,000.0000 (Each (SAP))	6.50	325,000.00 CNY

3-ply ployester earloop face mask

Item Requested: 3-ply ployester earloop face mask | Ship To: | Price per UoM for expected qty

Expected Quantity	My Price *	Currency	Line Total
50,000.0000 (Each (SAP))	4.00	CNY	200,000.00 CNY

Your Item Name: Surgical Procedure Mask | Supplier Item Name

ID/Part Number: Enter an ID or part number | Lead Time: 7 Days

Description: 99% BFE Filtration, 50/box

Attachments: Click to view | Attach Items or Services additional specs or reference

Form: | Supplier can add Item image

Cancel | **Save Item** | Click to save quote for this item

4. Submission of responses

When you have completed all requested information in the three sections, click **Submit Response** to Buyer at the bottom of the page. You will get a green receipt of successful submission at the top of the page. During pre-bidding phase (submission of information without feedback), you can update your information as many times as needed. Bidding rules do not apply to pricing in pre-bidding phases (for auction event).

☰ Items and Lots ▼

Name	Expected Qty		My Price	Price x Expected Qty >
Items Not In Lots (2 items)				525,000.0000 CNY
 N95 face mask	50,000.0000 (Each (SAP))	x	<input type="text" value="6.50"/> * =	325,000.00 CNY
 3-ply ployester earloop face mask	50,000.0000 (Each (SAP))	x	<input type="text" value="4.00"/> * =	200,000.00 CNY
Total				525,000.00 CNY

[Export to Excel](#) [Import from Excel](#) [Load History](#) [Save](#) [Submit Response to Buyer](#)

Export and enter offers offline and save your own

Import from your excel in bulk

Log of submissions and activities

Save entries to continue later

Submit completed offer

5. Bulk Submission

For multiple items, Coupa allow bulk upload by enter prices and specifications offline in an Excel form and submit. Click “Export to Excel” and download the “Response template”, enter your data into template. The first tab is for the item pricing, the second one contains the Questionnaires, if any. Mandatory information is marked as “Y”. Save the file on your computer. Make sure the name is exactly same as the original downloaded file. Go “Import from Excel”, “Choose file” by browsing the files in your computer, select the one and click “Start Upload”. You will get a green receipt for the successful upload. Verify that the updates are as intended and click “Submit Response” to Buyer.

✕

[RFQ] - Demo 0622 (Sea... - 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

 No file chosen

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

Export completed successfully.
✕

Start Upload

Field Name	Required	Your Responses	Quantity	UOM	Information / Hints	Field Type	Need by date
Items Not in Lots (Below)							
Your Unit Price for "N95 face mask":	Y*	6.5	50000	Each (SAP)		Unit Price (amount)	03/30/20
Currency:	Y*	CNY				Currency (currency code)	
Your Item Name:	N					Item Name (text)	
Your ID/Part Number:	N					Item Part Number (text)	
Your Description:	N					Item Description (long text)	
Your Lead Time:	N					Lead Time (number)	
Your Unit Price for "3-ply ployester earloop face mask":	Y*	4	50000	Each (SAP)		Unit Price (amount)	03/30/20
Currency:	Y*	CNY				Currency (currency code)	
Your Item Name:	N					Item Name (text)	
Your ID/Part Number:	N					Item Part Number (text)	
Your Description:	N					Item Description (long text)	
Your Lead Time:	N					Lead Time (number)	

All the mandatory info is marked by a "Y".

6. "Submit Response to buyer" button is gray off.

There could be 2 scenarios that "Submit to buyer" button is gray off.

- a) When event creator pause the event for editing, the event will temporary close for supplier to update. You will see Event Status as Paused at top right. Supplier need to wait for notification for the update.

2. Other certificate

Please answer the questions below.

ISO140001

Event Ends **Paused**

Buyer paused the event

Save

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)			12.0000 USD
Label 11	1.0000 (Each (SAP))	<input type="text" value="12.00"/> *	= 12.00 USD
			Total 12.00 USD

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

Gray-off due to the event has paused

- b) After event creator complete the changes to the event, it will notify supplier to make acknowledgement that "I have reviewed the changes to this event". Once it's check and submit, you will able to submit your bid.

Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)			0.0000 CNY
jig	1.0000 (Each (SAP))	<input type="text"/>	= 0.00 CNY
			Total 0.00 CNY

I have reviewed the changes to this event

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

Gray off due to require for acknowledgement on the event changes. Just check it and will able to submit response to buyer.

Competitive bidding - English auction

For English auction event, you are required to feedback your bidding prices. The Attachments and Forms sections are available at the bottom of the page.

There are 2 tabs in your invitation: Event Info and My Response, as shown as below:

Event Info My Response

Event Info:

Please spend time to read the event information and bidding rules that been pre-defined by event creator, and understand the rules apply in this English Auction.

The image shows a screenshot of a web interface with two main sections: 'Event Information & Bidding Rules' and 'Buyer Attachments'. The 'Event Information & Bidding Rules' section contains several sub-sections: 'Automatic Bid Extentions', 'Competitive Ranking', 'Incremental Bidding (Auction) Rules', and 'During competitive bidding, you must improve your bid by:'. The 'Buyer Attachments' section includes a URL and a document titled 'Sourcing_Supplier_GuideR0.docx'. Red boxes highlight specific text in the 'Event Information & Bidding Rules' section, and blue callout boxes provide additional context for these highlighted items.

Rules for pricing and award

Event Information & Bidding Rules

Automatic Bid Extentions This bid extension time is to give opportunity to react after a new best bid submitted.

You will have at least 5 minutes to respond after a new best price is submitted.

Competitive Ranking This ranking info to help you understand your current position in bidding price or ranking.

During competitive bidding, you will see your 'Competitive Ranking' only.
Example 'Your rank is 3'.

Incremental Bidding (Auction) Rules Tie for first place means it allow 2nd bid can be same price as current best price. If it's not allow, you must bid another new lower price.

Ties for 1st place are allowed for:

- Event-Total
- Lots
- Individual-Items

During competitive bidding, you must improve your bid by: Bid improvement rule required by certain amount or %. If less than it, submission will be reiected with error message.

- Event Total — 5.00 EUR
- Lots — 5.00 EUR
- Items — 5.00 EUR

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Buyer Attachments

<https://www.jabil.com/about-us/supplier.h...>

T As an items or services provider, you are encouraged to read and understand about Jabil expectations through Supplier Portal link, also the attached Sourcing Supplier Guide describes how to access a sourcing event hosted on Coupa and how to submit the information requested by the Buyer.

[Sourcing_Supplier_GuideR0.docx](#)

Sourcing supplier guide is available for self-reading.

My Response

You need to “submit bids” in this English Auction, only then you will see more information

Your ranking won't update while you're editing your bid.

Bidding Countdown

46 : 30
mins secs

Event Info My Response

☰ Items and Lots

Cancel

Submit Bids

After submit bids, you will see few information below:

- a) Ranking or informed about the best bid, depending on the rules set by event creator (may refer to Event Info).

Total 3 types: i) Competitive ranking, showing total supplier responses ii) Competitive ranking, hiding total number of supplier responses. iii) Anonymous Best Price

Name	Expected Qty	My Price	Price x Expected Qty	
Lot: Chair	1 Lots	200.00	200.00 CNY	Your Rank Is 1 of 2
Ergonomic Chair	1.0000 per Lot (Each (SAP))	140.00	140.00 CNY	i) This show the ranking and total supplier responses
Normal Chair	1.0000 per Lot (Each (SAP))	60.00	60.00 CNY	

☰ Items and Lots

Make me Best Price

Cancel

Submit Bids

Name	Expected Qty	My Price	Price x Expected Qty	
Lot: Custom Label	1 Lots	20.00	20.00 EUR	Your Price Is The Best
Label B	1.0000 per Lot (Each (SAP))	10.00	10.00 EUR	iii) This show the best price instead of rank.
Label C	1.0000 per Lot (Each (SAP))	10.00	10.00 EUR	

- b) The ranking could be calculated in total cost, or by lot or by items. You will see your new rank once you get the receipt for the submission. Beware the recalculation may take some time. The items will remain open should you wish to update again. You can update your offers as many times as you wish until the auction closes to improve your price

Cancel Submit Bids

Name	Expected Qty	My Price	Price x Expected Qty	
Lot: Custom Label	1 Lots	6,400.00	6,400.00 USD	Your Rank Is 2 of 3
Label 1	500.0000 per Lot (Each (SAP))	10.00	5,000.00 USD	
Label 2	200.0000 per Lot (Each (SAP))	7.00	1,400.00 USD	
Items Not In Lots (2 items)				
Label 3	500.0000 (Each (SAP))	9.50	4,750.00 USD	Your Rank Is 2 of 3
Label 4	200.0000 (Each (SAP))	8.50	1,700.00 USD	Your Rank Is 1 of 3
Total			12,850.00 USD	Your Rank Is 2 of 3

The ranking show against Lot.

The ranking show against item.

The ranking show against total cost.

- c) All items in a lot are ranked together but may be awarded individually if the Buyer has allowed that, see the Bidding rules section in the Event Info page with statement: **Buyer may choose to award individual line items.**
- d) There is one type of English event name “Anonymous Best Price”, it enable system help supplier to propose a new best price.

Anonymous Best Price
 During competitive bidding, you will see your Price in comparison to the ‘Best Price’.
 Example ‘The Best price for this item is \$352.00’.

When supplier click on **Make Me Best Price** button, system will propose the best bid among the supplier on specific items to make them the best price. Coupa keeps the price as high as possible for the supplier, while obeying the event bidding increment rules, including whether or not ties are allowed, all while ensuring that they have the best price necessary. Coupa applies these rules to each biddable item, service, and lot to lower prices individually, as needed.

You can click on “Make me Best Price”, system will propose a new best price into “My Price” column. You may review and submit if you agree.

Name	Expected Qty	My Price	Price x Expected Qty	
Lot: Custom Label	1 Lots ^x	11.50 =	11.50 EUR	Best Price Is 16.5000 EUR
Label B	1.0000 per Lot (Each (SAP)) ^x	<input type="text" value="5.75"/> * =	5.75 EUR	
Label C	1.0000 per Lot (Each (SAP)) ^x	<input type="text" value="5.75"/> * =	5.75 EUR	
Items Not In Lots (1 items)				
Label A	1.0000 (Each (SAP)) ^x	<input type="text" value="4.00"/> * =	4.00 EUR	Best Price Is 9.00 EUR
Total			15.50 EUR	Best Price Is 25.5000 EUR

Error Message

Please always read the bidding rule in the “event info” and understand the rules.

When you submit bid which not align to the bidding rules, there will be error messages prompted that “Please fix validation errors and re-submit”.

2 common error messages are:

- 1) “Tie for the first place is not allowed for total event” refer to your total price is same with your competitor, you need to revise the price to a better price.
- 2) “Please improve your price by at least \$X” refer to your new submitted price is less than the “X” amount that required

Response Not Submitted! Please fix validation errors and re-submit.✕

Bidding Countdown 01:09
hrs mins

Event Info My Response

☰ Items and Lots ▼

Cancel Submit Bids

Name	Expected Qty		My Price	Price x Expected Qty	
✕ Please improve your price by at least 2.00 CNY					
Lot: Chair	1 Lots	x	224.00	= 224.00 CNY	Your Rank Is 2 of 2
Ergonomic Chair	1.0000 per Lot (Each (SAP))	x	164.00	= 164.00 CNY	
Normal Chair	1.0000 per Lot (Each (SAP))	x	60.00	= 60.00 CNY	
☰ Items Not In Lots (1 items)					
✕ Tie for the first place is not allowed for any individual item					
Office table	1.0000 (Each (SAP))	x	98.00	= 98.00 CNY	Your Rank Is 1 of 2
Total				322.00 CNY	Your Rank Is 1 of 2

Competitive bidding - Dutch auction

Dutch auction behave different from English auction. The first participant to accept the call out price (current bid price) will become the winner, and the event will end.

Event info

Please always read and understand the rules stated for Dutch event, usually it is very simple and only involved the bid increase time interval.



Event Information & Bidding Rules

Automatic bid time interval

Bids will increase price every 3 min

My Response

The supplier will see below:

- a) The status of the event, when it show “bidding in progress”, mean the event is currently active.
- b) A clock indicating time to next change of the price. Please don’t misunderstand this is count down for event end time. This is time between price changes which pre-defined by event creator and stated in the **Event Information & Bidding Rules** section. However, the change in the price will not show to the suppliers. Thus, you need to watch out and standby for “accept” action when the price is acceptable.
- c) The changing call-out price (current bid price) for the item and quantity, and the resulting total cost for each item as well as the total cost of all items at the current interval. You are not required to update price as other event, but current bid price will keep changing, please watch out which price is your acceptable price.
- d) “Accept bid” button, if you wish to accept the call out price (current bid price).

[Dutch] - Air Compres... - Event #5845 Bidding in Progress

b) Countdown timer for time left till next price increment. The setting of "x" minutes can be refer at Event Info.

a) Event status is active when seeing "Bidding in progress")

Time left in increment **02 : 14**
mins secs

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

Items and Lots

Click the Accept bid button to accept the current dutch auction total.

c) Current bid price for the item will keep changing according to the predefine time interval.

Name	Expected Qty	Current Bid Price	Current Total Price
Items Not In Lots (1 items)			
Air compressor cooling system maintenance	1.0000 (Each (SAP)) ^x	250.00 CNY	250.00 CNY
		Total	250.00 CNY

You will confirm bid on the next page

d) If "current bid price" is acceptable, click Accept bid.

As soon as you have confirmed your response, the auction ends and you are marked as the winner. But, please be reminded, "You won" does not necessarily mean that you will get the business, it still subject to final decision from event organizer.

Note that your bid is for the total cost, all items are awarded together.

Submit bid [X]

Are you sure you want to submit bid? This will make you a winner and end the auction. This can not be undone.

System will trigger message to get supplier to reconfirm prior to submit bid, as it cannot be undone once submit.



Name	Expected Qty	My Price	Price x Expected Qty	>
Items Not In Lots (1 items)				
Air compressor cooling system maintenance	1.0000 (Each (SAP)) ^x	550.00 CNY	550.00 CNY	
Total			550.00 CNY	You won

Once Accept, You Won!

You won

History log

Click **Load History** at the bottom of the My Responses page to expand the log where you can see your submissions and other activities. There is “Export History” button available if you like to export it out for reference.

The screenshot shows a navigation bar with four buttons: "Export to Excel", "Import from Excel", "Load History" (highlighted with a red box), and "Submit Response". Below the buttons is a "History" section with a clock icon. A callout bubble points to the "Load History" button, stating: "Supplier can load history and export history for reference." The history log contains several entries for "Magic World Corp. (Demo Sourcing)" with details like order numbers, dates, and amounts. At the bottom right, there is an "Export History" button.

Messages Center

Messages center at the bottom of the event pages allow you to send question to event organizer for all questions related to the Event. Send attachment feature via message center is available.

When event organizer response to supplier, the message will appear in both message board and also email to supplier. Thus, supplier can view the reply without login back to the event.

The screenshot shows the "Messages" section with a notification badge showing "2". It displays two messages: one from "Gravity AA" asking about price updates, and one from "Sh Ooi" addressing all suppliers. Below the messages is a "Send Message" button (highlighted with a red box) and a text input field labeled "Type new message". At the bottom left, there is an "Attach files" button (highlighted with a red box). Callout bubbles provide instructions: "Event creator and owner can communicate with supplier via this message board" points to the messages; "Supplier input" points to the text input field; "Event creation/ Buyer input" points to the "Send Message" button; "Once text input then click 'Send Message' to Buyer" points to the "Send Message" button; and "Allow supplier to attach files here even event has ended." points to the "Attach files" button.



Sh Ooi <do_not_reply@jabil-stg.coupa.com>
to me ▾

2:47 PM (24 minutes ago) ☆ ↶ ⋮

JABIL^{STG/UAT} Coupa notification

Powered by coupa

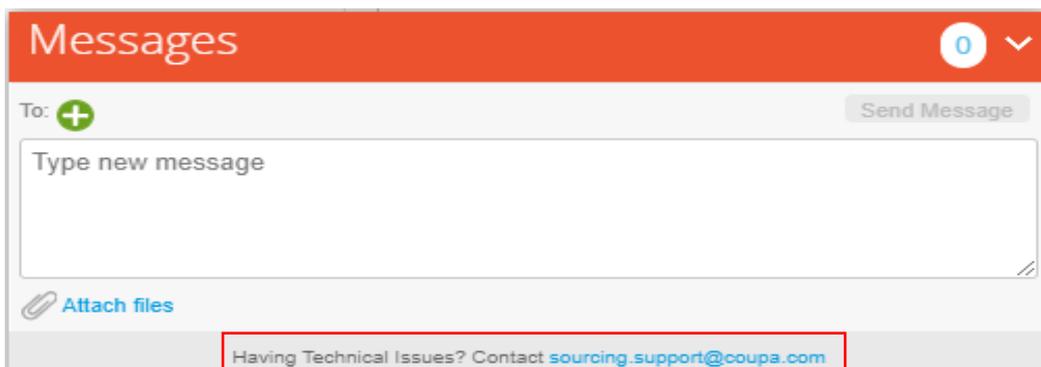
You received a new message on the Message board from JABIL/STG-UAT.
The message reads:

Hi All Suppliers,
Please take note that you are not required to update price in this Dutch event, just click "accept" if you agree with the price. First acceptance will become the winner.

You can view the context of the message on the full message board in the event by clicking the link below.

Technical Support

If you have any technical issues, please contact sourcing.support@coupa.com.



The technical issue coverage as below:

- 1) Not able to login to the system
- 2) Problems attaching a file
- 3) Error submitting a bid

Following information is required for Coupa technical support:

- 1) Customer name-Jabil
- 2) Event #
- 3) Problem description
- 4) A copy of the original invitation email that supplier received.

Language Settings

At the bottom of the page, you can select your preferred language settings for the online view and email notifications.

