TOGETHER TOWARDS TOMORROW

HOW TO RESPOND TO A SOURCING EVENT

DISTELL

Course outline

Description

This course explains how to respond to a sourcing event

Objectives

After completing this course, you will be able to:

1. View a sourcing event
2. Attach files to a sourcing event
3. Respond to a sourcing event
4. Submit a bid to a sourcing event
5. Edit your response to a sourcing event
6. Message the buyer

How to View a Sourcing Event

RAINMAKER POWERED BY coupa

You will receive a notification email that you have been invited to participate in a sourcing event

Process:

1. **Join Coupa**
   Click on '**View Event**' to open the event and respond

Distell <do_not_reply@distell-test.coupahost.com> 10:38 AM (0 minutes ago)
to distellcoupatesting+flora

DISTELL Consulting Services invitation - Sourcing Event #305

Powered by coupa

Distell has invited you to the sourcing event: **Consulting Services** .

DISTELL

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, 22 May 2020 10:26 AM SAST

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

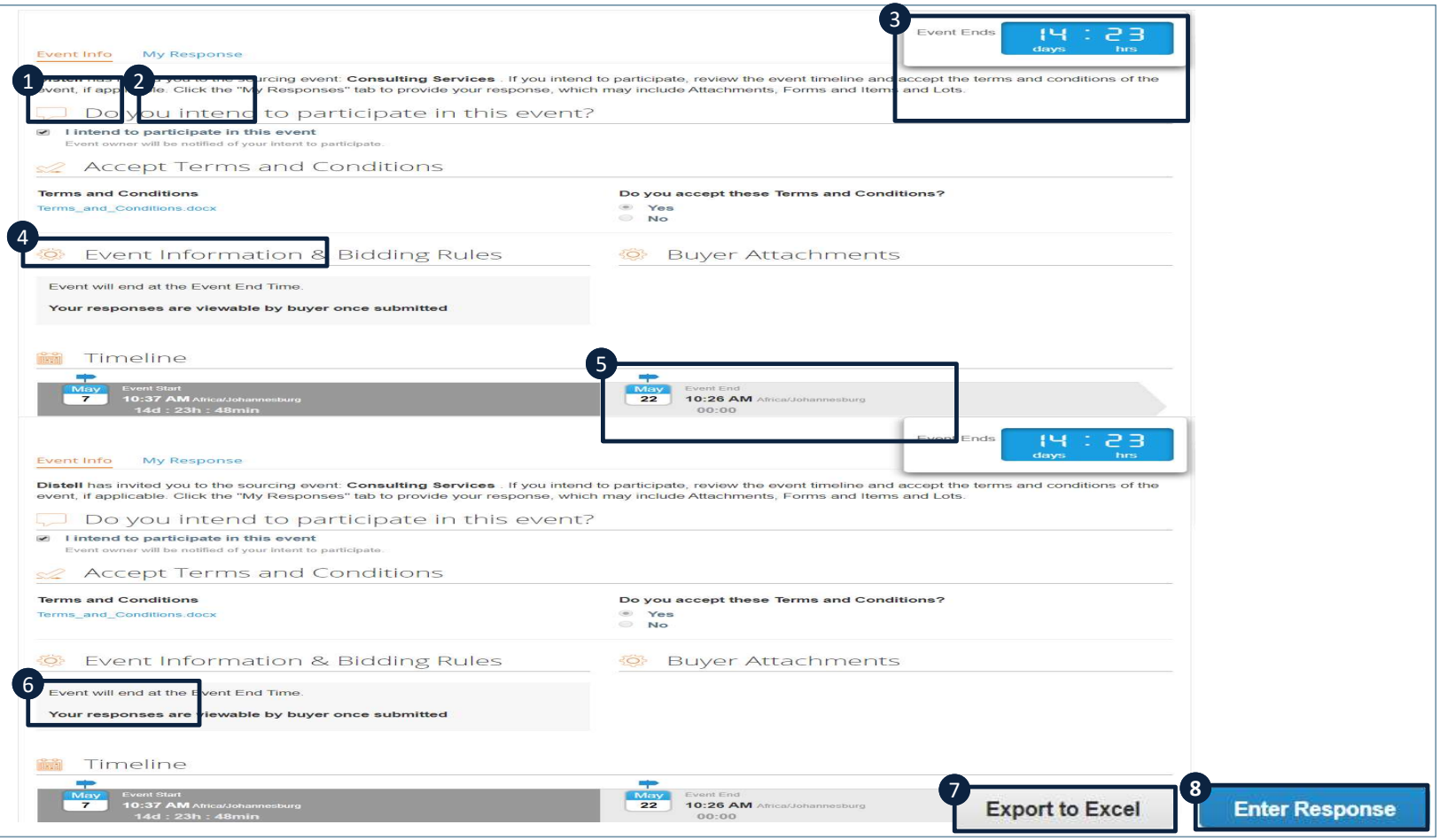
1 **View Event**

The Sourcing Page

RAINMAKER POWERED BY coupa

Navigation:

1. **Event info**
   The '**Event**' tab shows a summary of the event information such as terms and conditions, bidding rules and the timeline of the event
2. **My Response**
   This tab will allow you to populate a response to the event/tender, such as uploading attachments and responding to items and lots
   NOTE: You need to click enter response to access this tab
3. **Event Ends**
   The clock shows you the remaining time for the event to close.
4. **Intend to participate**
   Tick on this option to let the buyer know that you intend to respond to the event
5. **Terms and conditions**
   Accept or decline the terms and condition
   If you select no you will not be able to respond to the event/tender
6. **Timeline**
   Timeline shows when the event started and when the event will end
7. **Export to Excel**
   Exports the event to an excel sheet
8. **Enter Response**
   Navigates you to the response tab to populate a response to the event

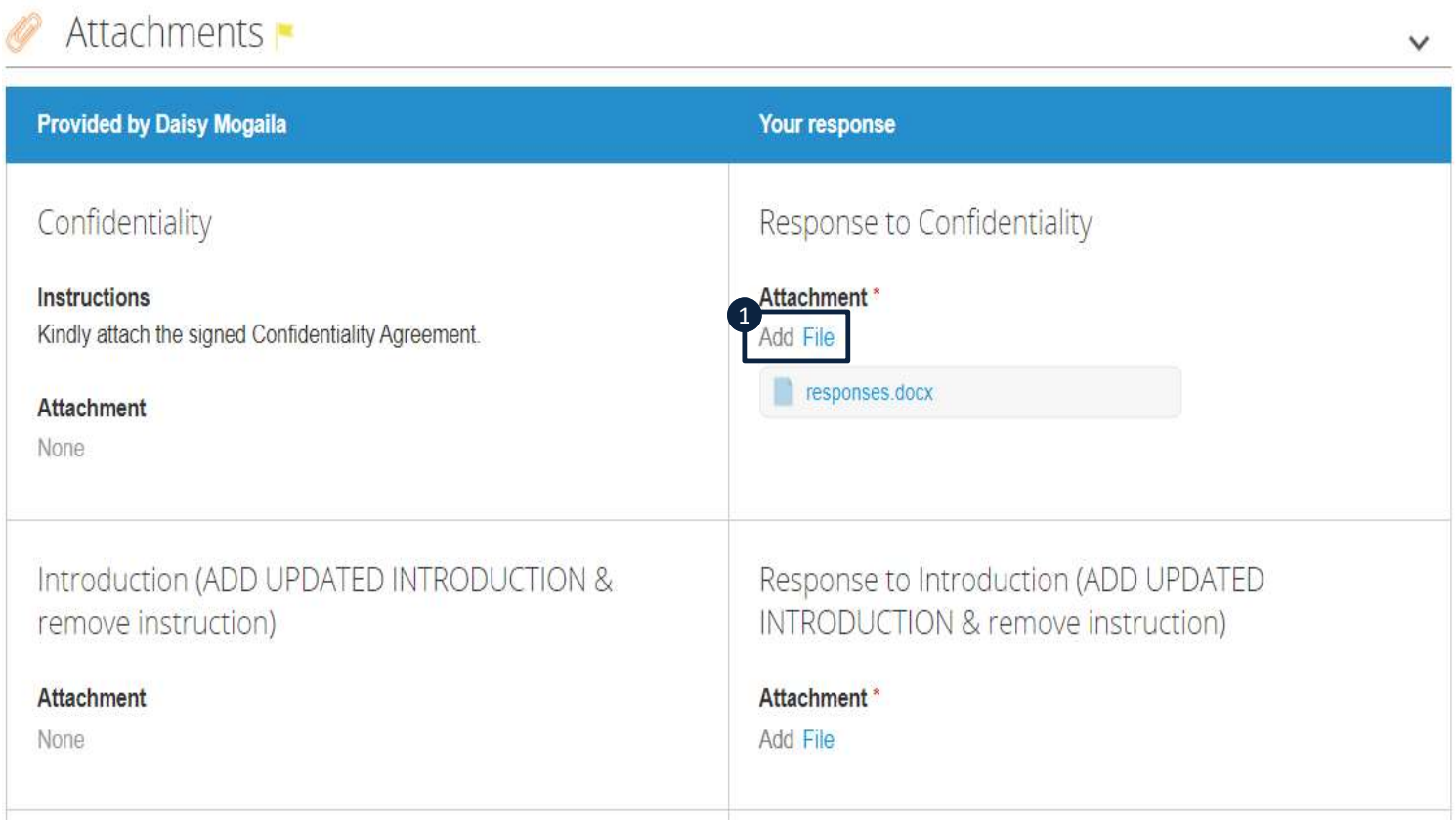


How to Respond to a Sourcing Event

RAINMAKER POWERED BY coupa

Navigation:

1. **Add file**
   Select '**Add File**' to replace the buyer's document with your response document from your pc



How to respond to a sourcing event

RAINMAKER POWERED BY coupa

Navigation:

1 **Forms**
Populate the information in the form

1

Forms

1. Supplier Diversity

Please answer the questions below.

* Does your company fall within the generic codes or the construction sector codes? Select

* What is your company's BBBEE rating?

* What is your company's black ownership percentage?

* What is your company's black women ownership percentage?

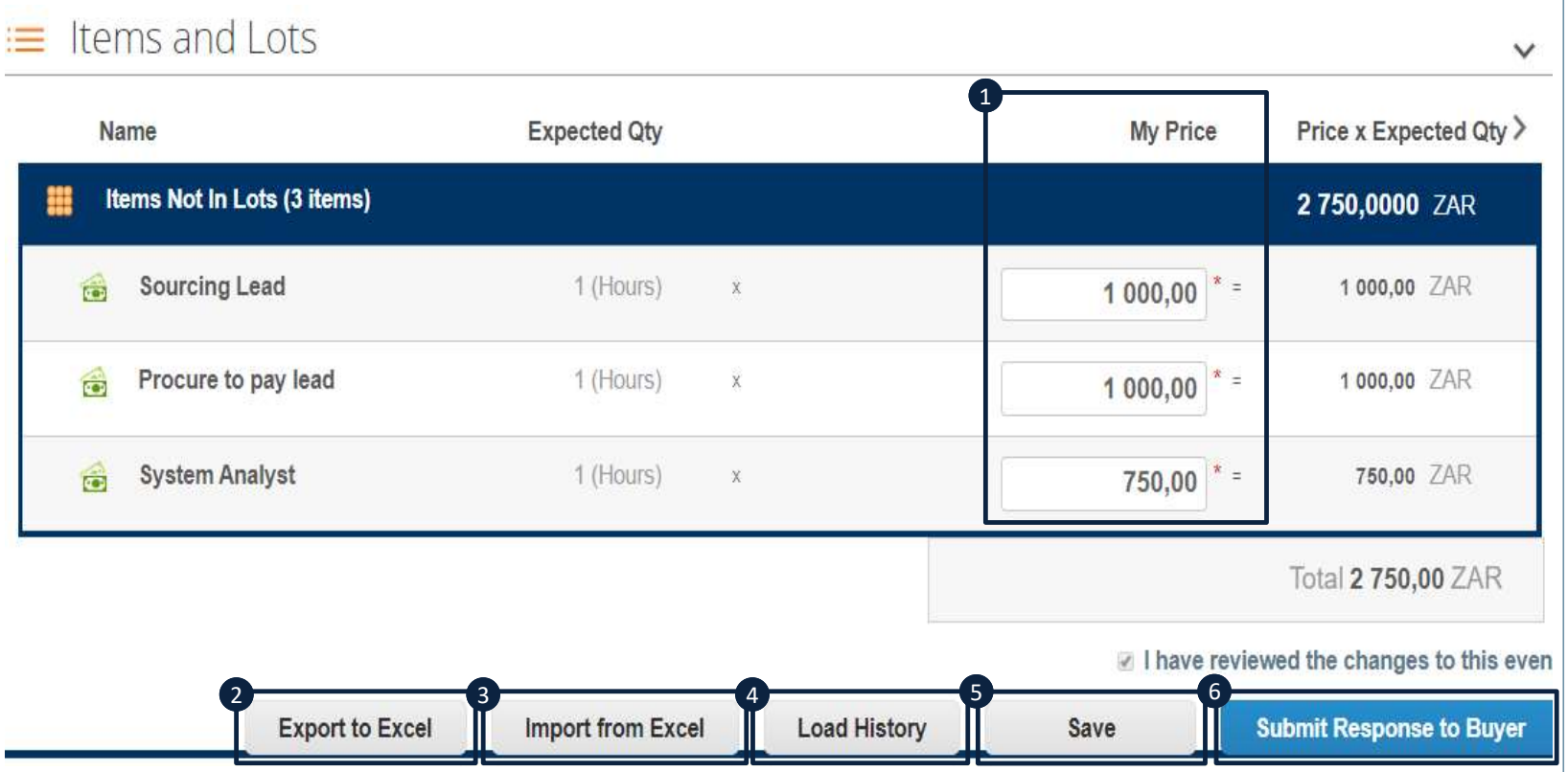
* Please attach your company's B-BBEE certificate or sworn affidavit. Choose File No file chosen

How to Complete Bidding Information

RAINMAKER POWERED BY coupa

Navigation:

1. **My Price**
   Populate the price of the items
2. **Export to Excel**
   Exports the response to an excel sheet
3. **Import from Excel**
   Allows the import of the response on an excel sheet
4. **Load History**
   Shows the history of the event
5. **Save**
   Allows you to save the response to access later
6. **Submit Response to Buyer**
   Submits the response to the buyer

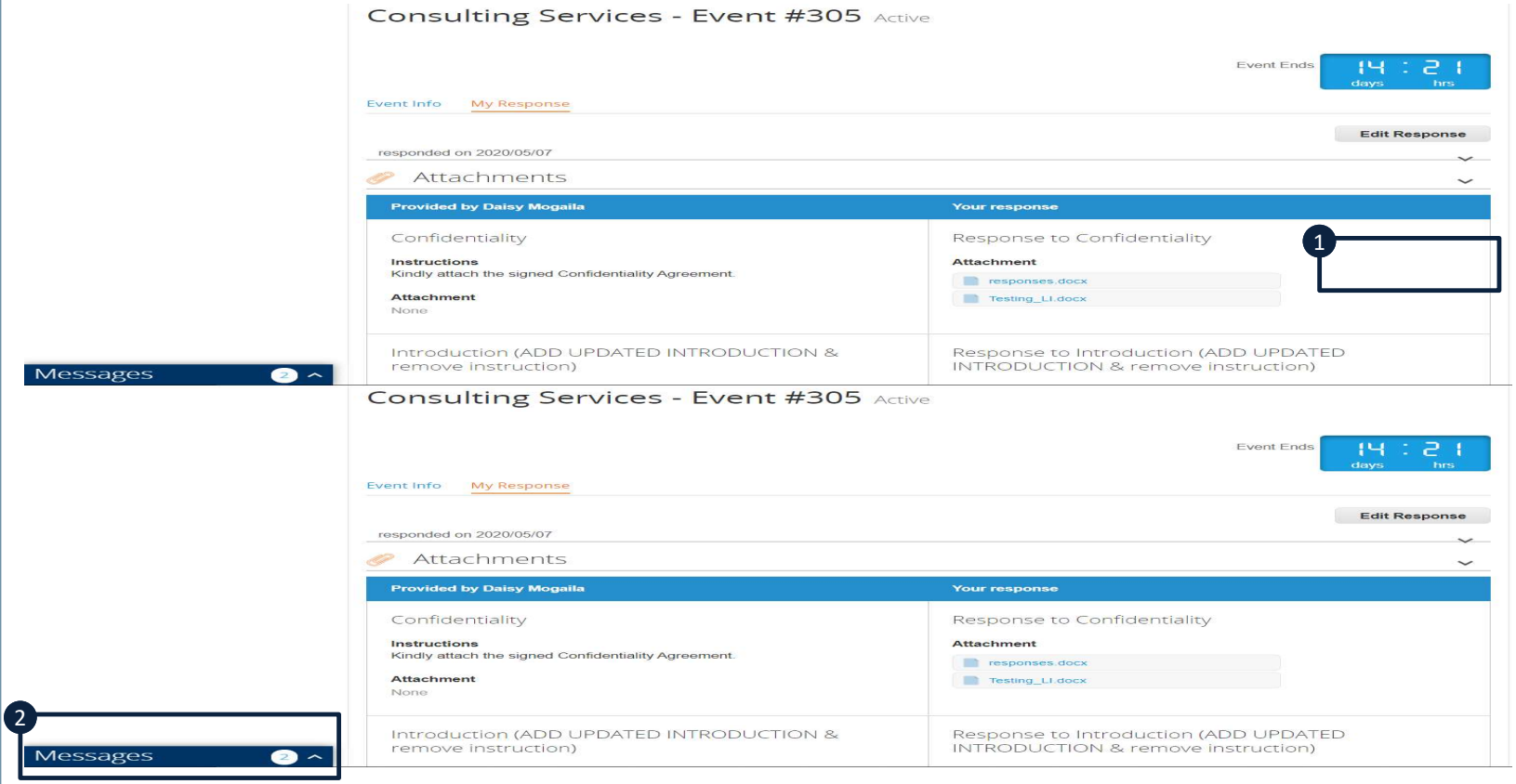


Sourcing Event Editing and Messaging

RAINMAKER POWERED BY coupa

Navigation:

1. **Edit Response**
   Allows you to edit the response if there is still time until the event ends
2. **Messages**
   Allows you to receive messages from the buyer and send messages to the buyer



END- THANK YOU

DISTELL