

Coupa Sourcing for Suppliers

Welcome to Coupa Sourcing!

From 8 April 2024 onwards, this will be Barry Callebaut's preferred way of collaborating with you on sourcing events.



In this document:

- Invitation for Participation
- Login and Event Access
- Event Responses
- Competitive Bidding (Auctions)
- Event Changes, Timeline Updates, and History
- Contacting Our Buyer

Invitation for Participation


You will receive an invitation to the sourcing event through an email similar to the one on this page. The invitation is sent out from Coupa and contains the Event Name, additional details, and the submission deadline.


Click **I intend to Participate** to let us know that you will be submitting a bid for this tender.

Click the **View Event** button to access the event before deciding on your participation.

Barry Callebaut Sourcing Event - Software Licenses H2 FY2024 #195
Invitation Inbox x

Barry Callebaut <do_not_reply@barrycallebaut.coupa.com>
to YOUR_EMAIL_ADDRESS ▾

Powered by 



Barry Callebaut Sourcing Event - Software Licenses H2 FY2024 #195
Invitation

YOUR COMPANY has been invited by **Barry Callebaut** to participate in a sourcing event for **Software Licenses H2 FY2024**.

Our company, Barry Callebaut, is the world's leading manufacturer of high-quality chocolate and cocoa products, with sales of more than CHF 8 billion (EUR 7.8 billion / USD 8.6 billion). Our organization is headquartered in Zürich (Switzerland), runs about 65 production facilities in more than 40 countries worldwide and employs a diverse and dedicated global workforce of more than 13,000 people.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Follow the below link for guided steps on how to participate in a Sourcing event.
<https://compass.coupa.com/en-us/products/product-documentation/supplier-resources/for-suppliers/coupa-supplier-portal/set-up-the-csp/sourcing/participate-in-a-sourcing-event>

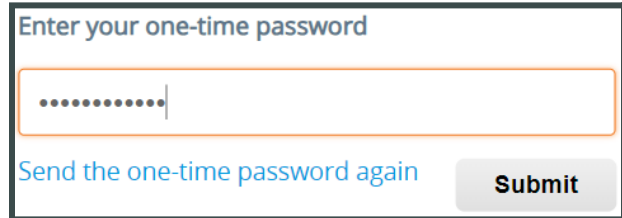
Responses are due by Friday, 26 April 2024 06:00 PM CEST

I intend to Participate **View Event**

Login and Event Access

Once you click either of the buttons in the invitation email, Coupa will load the event login page and send you a **One-Time Password** in a separate email.

It may take a few minutes for the email to arrive, and the received password is valid for 15 minutes. To **finish authenticating** click the button in the email or enter the code into the field on the login screen.



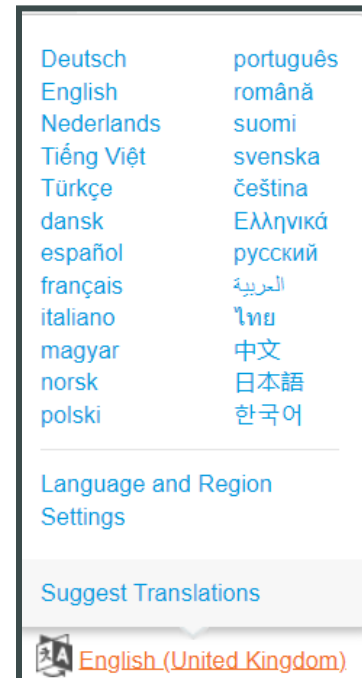
Enter your one-time password

.....|

[Send the one-time password again](#)

Once you log in, you can **change the language** of the Sourcing Portal. At the bottom of every page, you will find the currently selected language and region.


- Hover over the name and select your preferred language.
- In the pop-up window, select your preferred region. Check how dates and numbers are visualized before saving the changes.
- This will translate all standard information on the page.
- The tender details, provided by your buyer, will still be available in English.




Deutsch português
English română
Nederlands suomi
Tiếng Việt svenska
Türkçe čeština
dansk Ελληνικά
español русский
français العربية
italiano ไทย
magyar 中文
norsk 日本語
polski 한국어

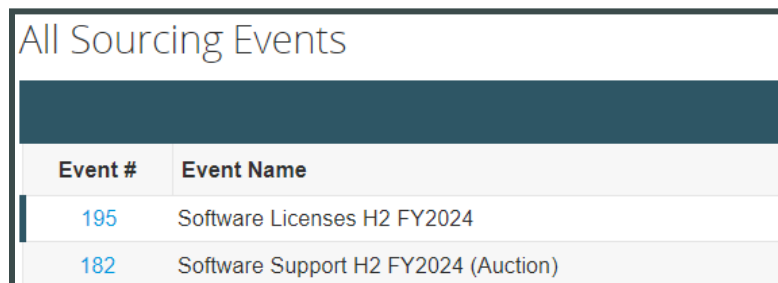
[Language and Region Settings](#)

[Suggest Translations](#)

 English (United Kingdom)

You can see **all events** to which we have invited you by clicking the Home icon  in the upper left corner.

To **access a specific event** click the hyperlinked Event number.



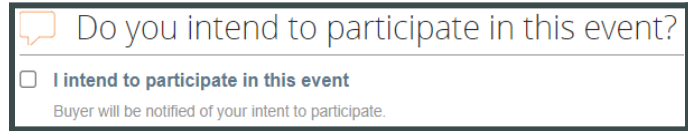
Event #	Event Name
195	Software Licenses H2 FY2024
182	Software Support H2 FY2024 (Auction)

On the Event Info page **you can:**

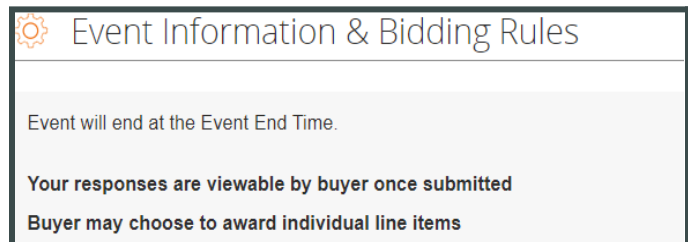
- See the time that is left until the submission deadline.



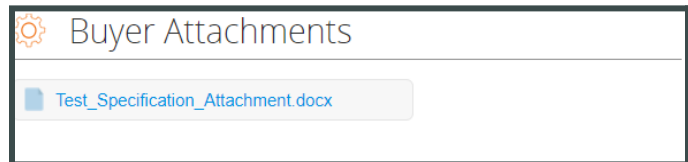
- Advise if you intend to participate in the event (Optional). This will be a hint for our buyer to expect a response from you.

A form with a speech bubble icon on the left. The text reads "Do you intend to participate in this event?". Below this is a checkbox labeled "I intend to participate in this event". Underneath the checkbox, it says "Buyer will be notified of your intent to participate."

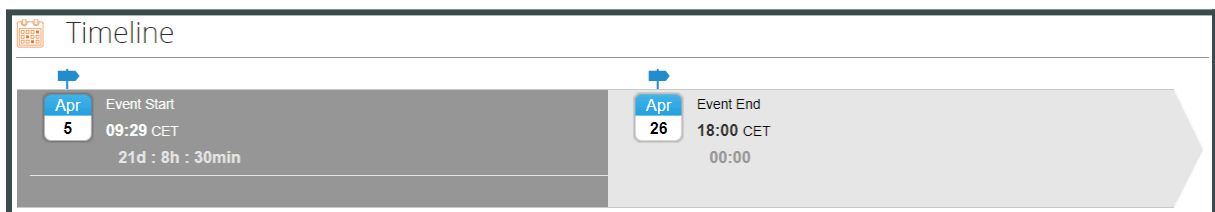
- Review the Information and Rules of the event (if available). This is usually more relevant for Auctions.



- Check additional information provided by our Buyer if such is added in the Buyer Attachments section.

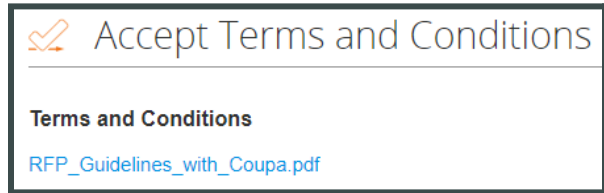


- Review the Event Timeline. It will show the start time, the duration, and the end time of each event phase.

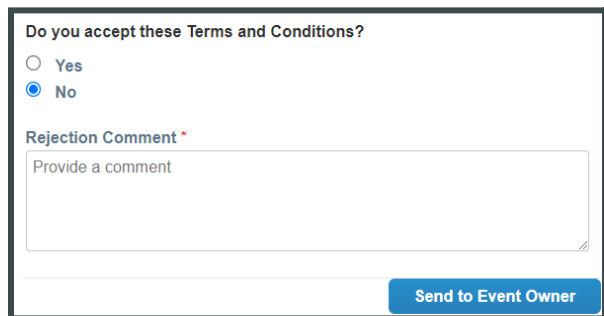
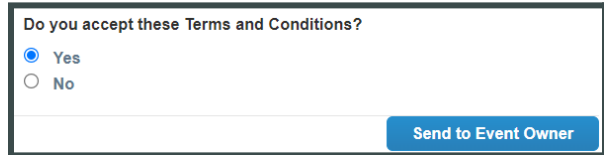


Before you can continue with entering your response to the tender, **you must:**

- Review the Terms and Conditions that govern the participation in the event.
- You can click on hyperlinks to download the documents.
- Accept all Terms and Conditions.
- Click Send to Event Owner to save.



- If you do not agree with any of these terms, you will not be able to participate in the event.
- By selecting No, you will be able to provide your reasons in a Rejection Comment.
- Do not forget to click Send to Event Owner to save your answer.



Event Responses

The Enter Response button will become active once you have accepted the terms and conditions.

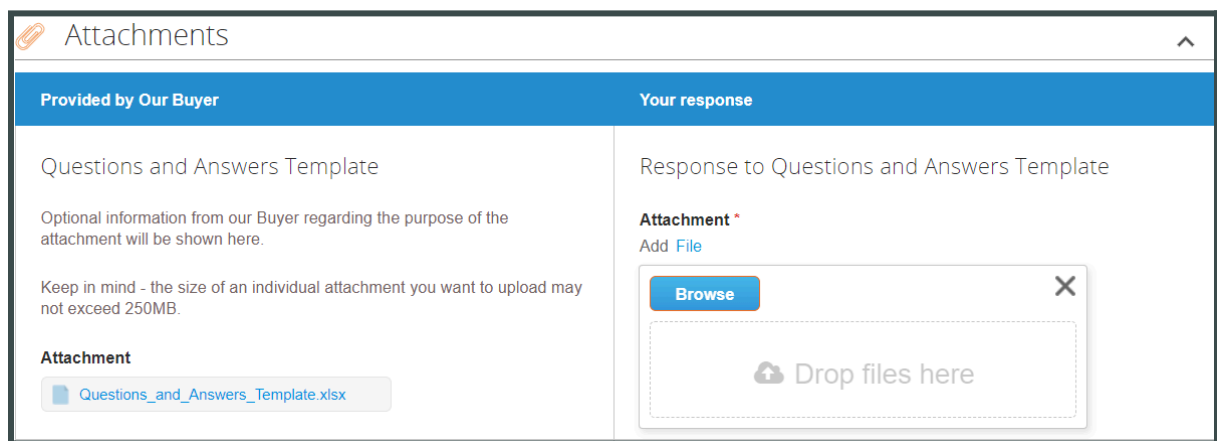
Enter Response

The Responses page consists of 3 sections:

1. Attachments
2. Forms (Questionnaires)
3. Items and Services

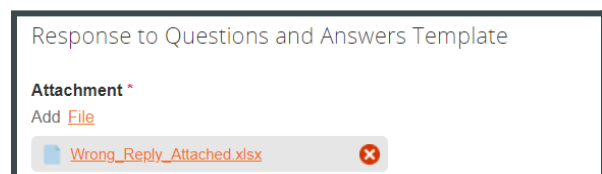
The **Attachments** provided by our buyer will contain either

- Additional information that will help you submit your bid or
- Templates that you need to fill out as part of your submission.



- On the left side:
 - Read the instructions for every attachment, if such are available.
 - Download every attachment as provided by our buyer by clicking the corresponding hyperlink.
- Fill out all necessary fields inside and save the attachment.
- On the right side:
 - Upload your response by clicking File, browsing, and selecting the attachment.

If you upload the wrong file, you can remove it by hovering over the filename and clicking the red **(X)** icon.

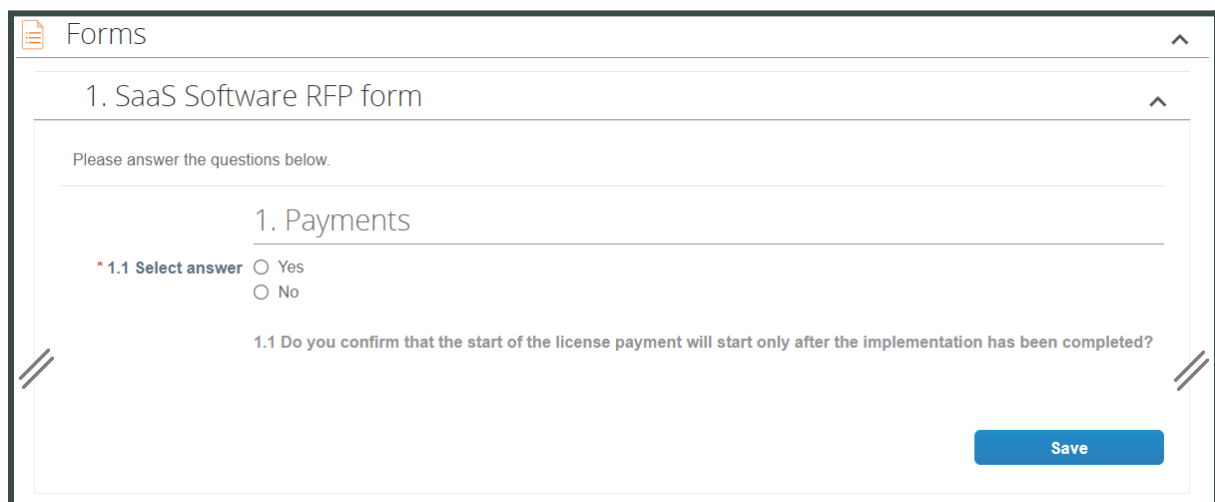


Keep in mind that:

- All mandatory fields are marked with a red asterisk (*).
- All mandatory fields must be filled before you can submit your bid.
- Coupa will accept most attachment types (incl. Pdf, Xlsx, Docx).
- The maximal size of an attached file is 250MB.

Forms (Questionnaires) could be used to collect further information that is required for the bid evaluation and award consideration. An event can contain multiple forms that can be hidden/expanded for a better overview by clicking the hide/expand button in the top right corner of the form.

Save your answers by clicking the Save button at the end of each form.



The screenshot shows a web interface for a form titled "1. SaaS Software RFP form". The form is displayed in a window with a title bar that says "Forms". Inside the window, the form content includes a heading "1. Payments" and a question "1.1 Select answer" with two radio button options: "Yes" and "No". Below this, there is another question: "1.1 Do you confirm that the start of the license payment will start only after the implementation has been completed?". A blue "Save" button is located at the bottom right of the form area.

Keep in mind that:

- All mandatory fields are marked with a red asterisk (*). You can submit your response only after all mandatory fields have been filled.
- Some questions trigger conditional fields. If you change a response when reviewing a form, make sure that no newly emerged mandatory fields are left empty.
- Some forms might require you to upload attachments.

In the **Items and Services** section, you will need to provide capacity and price for all items from the item list.

The mandatory fields will be visualized in the standard view of the item list. These are usually capacity, price per unit and currency.

If the requested items/services are arranged in lots, you are bidding for the whole lot, and capacity is provided for the whole lot.

TRAINING AND DOCUMENTATION		Capacity	Expected Quantity	0.00 EUR
		<input type="text" value="1"/>	1 lot	Expected Quantity x Price per Lot
🛒 Access to online training				0.00 EUR
				Expected Quantity x Price per Unit
Expected Quantity	* Price per Unit	* Currency		
100 Hour	<input type="text" value="0"/>	EUR		

The requested input may vary depending on the sourced items/services. You might also need to provide additional item-specific details requested from the buyer.

If you want/need to provide additional details, click the expand arrow on the right side of the row. All available fields for a given item will be visualized here.

TRAINING AND DOCUMENTATION		Capacity	Expected Quantity	0.00 EUR
		<input type="text" value="1"/>	1 lot	Expected Quantity x Price per Lot
🛒 Access to online training				
Need By Date	Ship To Address	Details	Request Details	
	No address selected	<input type="text" value="Tr Is online training available?"/>	No Request Details Present	
Expected Quantity	* Price per Unit	* Currency		
100 Hour	<input type="text" value="0"/>	EUR		
Supplier Item Name	Item Description	Shipping Term	Attachments	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add File URL Text	
			<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

The Attachments section allows you to upload specifications, add URLs, or additional details in the form of plain text.

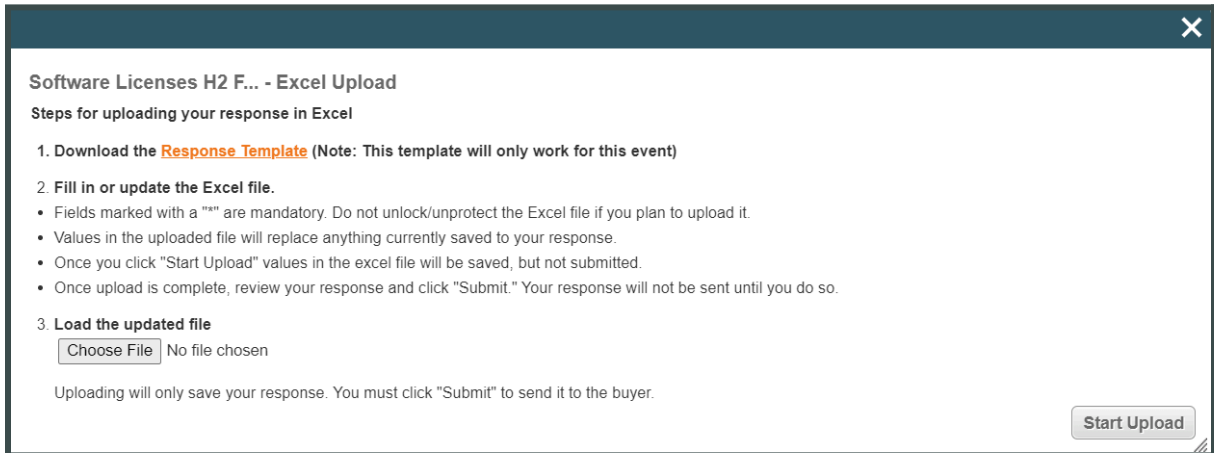
Make sure to complete all mandatory information and click **Save**.

You can also download an (event specific) **Excel template** that can be filled out offline, e.g., if the items and services list is long, or if you want to discuss pricing internally.

- Click the **Import from Excel** button at the bottom of the screen.



- Follow the instructions in the pop-up window
 - Download the template from the hyperlink



- Fill out details only in fields with a yellow background.

Item / Service Fields		Supplier Response Fields				
Expected Quantity (Number)	Need by Date (Date)	Unit Bid Price (Number)	Bid Price Currency (Text)	Cost Formula (Text)	Yearly fee (Number)	Out of Office Support Charge (Number)
1		200	EUR	Total Cost per Unit = Yearly fee + Out of Office Support Charge	100	100
1			EUR			
1			EUR			
1			EUR			
100		0	EUR			

- You will see that for some of the fields, you don't need to provide unit price, but instead have a custom Cost Formula that requires you to provide alternative details.

Item / Service Fields		Supplier Response Fields				
Expected Quantity (Number)	Need by Date (Date)	Unit Bid Price (Number)	Bid Price Currency (Text)	Cost Formula (Text)	Yearly fee (Number)	Out of Office Support Charge (Number)
1		200	EUR	Total Cost per Unit = Yearly fee + Out of Office Support Charge	100	100
1		1500	EUR			
1		1500	EUR			
1		250	EUR			
100		119.93	EUR			

- Once done, save the file and upload it in the pop-up window.



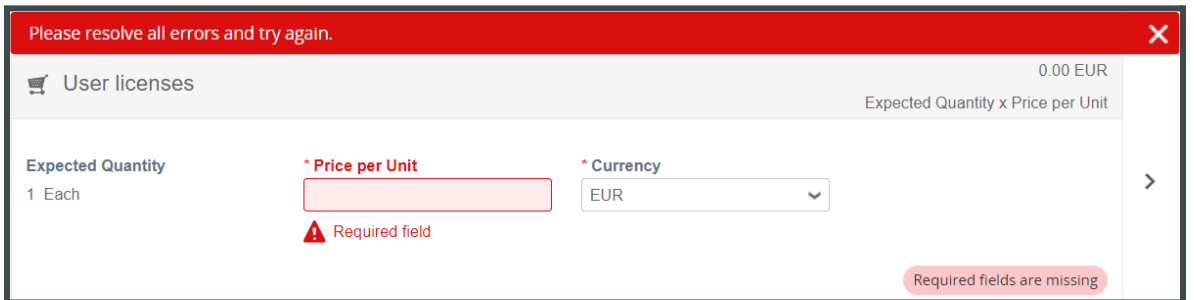
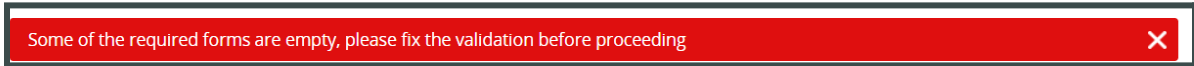
- Coupa will confirm that the upload was successful.



- Please remember to save your progress once you upload the template by clicking the **Save** button at the bottom of the screen.
- Click on the **Submit response** button when you are ready to submit your bid.



- If mandatory information was missing, you will receive an error message:



- If the bid was submitted successfully, you will receive a confirmation:



Should you need to edit your response, you can do so by clicking on the button **Edit response** at the bottom of your screen.

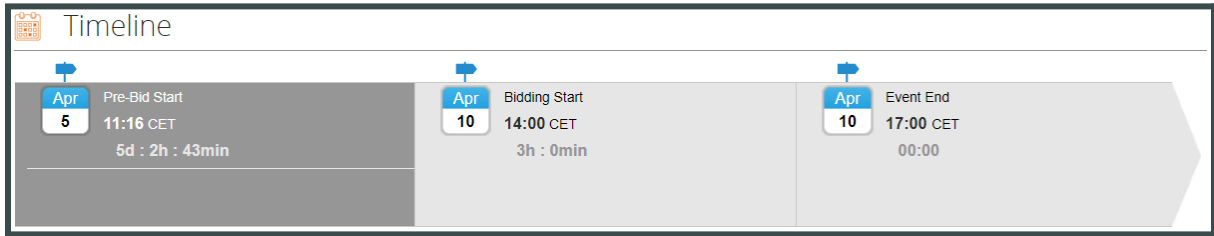


Do not forget to re-submit your bid after you apply the changes.

Competitive Bidding (Auctions)

In auctions, you will usually see a **Pre-Bid** phase added to your event timeline. This phase starts upon the event going live (and you receiving a notification from our Buyer) and ends with the start of bidding.

It gives you the opportunity to get acquainted with the terms of participation in the auction, and, once these are accepted - with the item list.



During the pre-bidding phase, you will see the pre-bidding countdown that shows you the time until the bidding starts.

Prebidding Countdown



Coupa supports **3 types of Auctions**: English Reverse, Dutch Reverse, and Japanese Reverse.

Pay special attention to the **Event Information and Bidding Rules** section. This will look a little different for the different types of auctions.

For the English Reverse Auction, it contains details about the length of each bidding phase, the feedback that will be provided by the system, the improvements that you can make in your bids.

In an English Reverse auction, you will be submitting your own prices for every item.

After a competitor has made an improved bid, you will be able to submit your own improved bid, taking into account the improvement minimums.

The screenshot shows a page titled "Event Information & Bidding Rules" with a gear icon. It contains the following sections: 1. "Automatic Bid Extensions" with text: "You will have at least 5 minutes to respond after a new best price is submitted." 2. "Competitive Ranking" with text: "During competitive bidding, you will see your 'Competitive Ranking' only. Example 'You are ranked 3 of 7'." 3. "Incremental Bidding (Auction) Rules" with text: "Ties for 1st place are allowed for:" followed by a bulleted list: "Event Total", "Lots", and "Individual Items". 4. "During competitive bidding, you must improve your bid by:" followed by a bulleted list: "Event Total — 1,00 %", "Lots — 1,00 %", and "Items — 1,00 %". 5. "Your responses are viewable by buyer once submitted" 6. "Buyer may choose to award individual line items"

For the Dutch Reverse Auction, you will see the interval length between price increases.

In a Dutch Reverse Auction, you will be accepting pre-defined prices.

Event Information & Bidding Rules

Automatic bid time interval
Bids will increase price every 5 min
Buyer may choose to award individual line items

Submit bid

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

The first bidder to accept the bid is flagged as the winner of the event. Our Buyer still needs to evaluate the results prior to deciding if the auction will be awarded.

For the Japanese Reverse Auction, you will see the interval length between price decreases.

In a Japanese Reverse Auction, you will be accepting pre-defined prices.

Event Information & Bidding Rules

Automatic bid time interval
Bids will decrease price every 5 minutes
Buyer may choose to award individual line items

Accept Price

Are you sure you want to accept 32,900.00 EUR price? You will stay in auction.

Once you accept the bid, you remain in the auction. Our Buyer still needs to evaluate the results prior to deciding if the auction will be awarded.



Event Changes and Timeline Updates

During Sourcing events, you will see the remaining time for your bid submission in the clock pop-up.

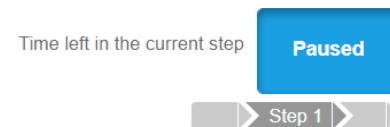
If you are participating in an RFX type of event, you will see the event end time.



For Auctions, you will see the remaining time within the current step of the auction.



If there is an issue with the event setup, the Buyer might put it on Pause. You will be able to recognize this in the clock.



Usually, upon resuming an event, the Buyer would have submitted changes. If this is the case, you will see a summary of the changes in:

- An Email notification (if enabled by you),
- The Event Info page.

You will be able to review the updated timeline for response submissions in both places.

Barry Callebaut Sourcing Event - Software Licenses H2 FY2024 #166 Has been changed

Barry Callebaut made the following changes to the sourcing event: **Software Licenses H2 FY2024**.

Forms

Added Form name: Payment Terms

Items and lots

Removed Item description: Cost element 1
Removed Item description: Cost element 2
Removed Item description: Cost element 3
Removed Item description: Cost element 4
Removed Item description: Cost element 5
Removed Item description: Cost element 6
Removed Item description: Cost element 7
Removed Lot name: OTHER COSTS

Attachments

Updated Attachment name: **Genreal Questionnaire**
Set "Instruction" to "Attachment size limit is 250MB. "

If changes are applied while you are in the event, Coupa will inform you and will try to redirect you to the revised version automatically:

Barry Callebaut made changes to the event. You will be redirected shortly. [Click here](#) if you were not redirected automatically.

If you are participating in a revised event, make sure to review all changes that were submitted by the buyer.

If necessary, provide additional information that was requested or update your pricing.

If required fields are missing, you will receive immediate response, as well as an error message upon trying to submit your bid. If you do not see an empty field, expand the item details by clicking on the arrow in the right hand side of the row and fill out the information in the missing fields.

Please resolve all errors and try again. ✕

Items Not In Lots (28 items)

Detail d=0.05m 0.00 EUR

Expected Quantity x Price per Unit

Expected Quantity	Capacity	* Price per Unit	* Currency	>
100 Each	<input type="text" value="100"/>	<input type="text" value="3.47"/>	<input type="text" value="EUR"/>	

Required fields are missing

Before submitting your updated bid, you will need to confirm that you have reviewed and are accepting the changes to the event.

I have reviewed the changes to this event. Accept the current price to stay in the auction. Accept price

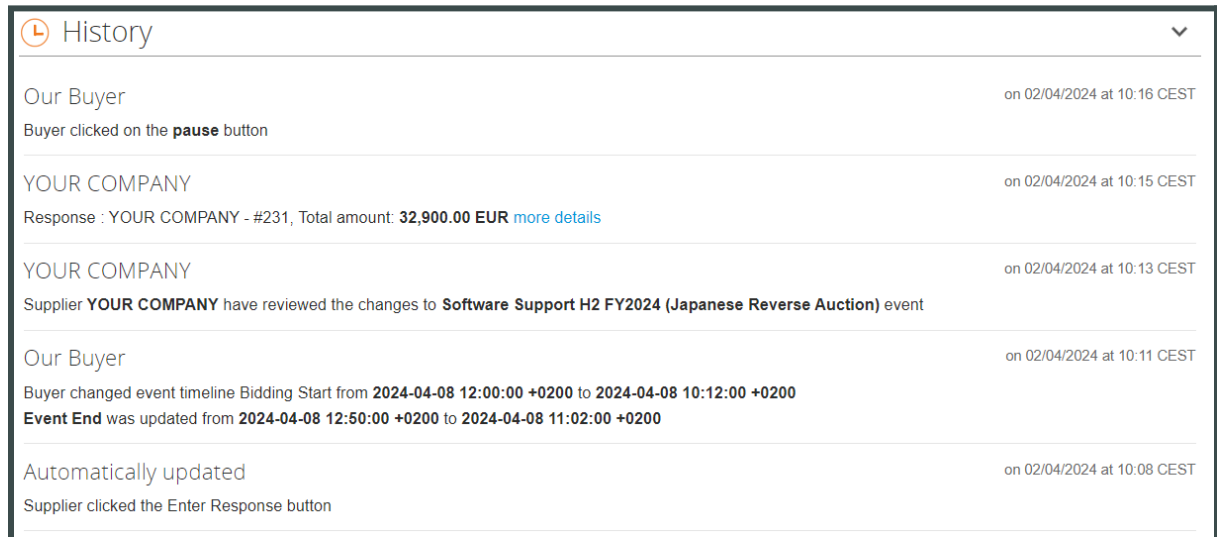
I have reviewed the changes to this event. Accept the current price to stay in the auction. Accept price



History

At the bottom of the My Response page you will find a History section.

You can expand the section to see the changes made to the event and your submission with timestamps.



The screenshot shows a 'History' section with a dropdown arrow in the top right. It contains five entries, each with a timestamp on the right and a description on the left:

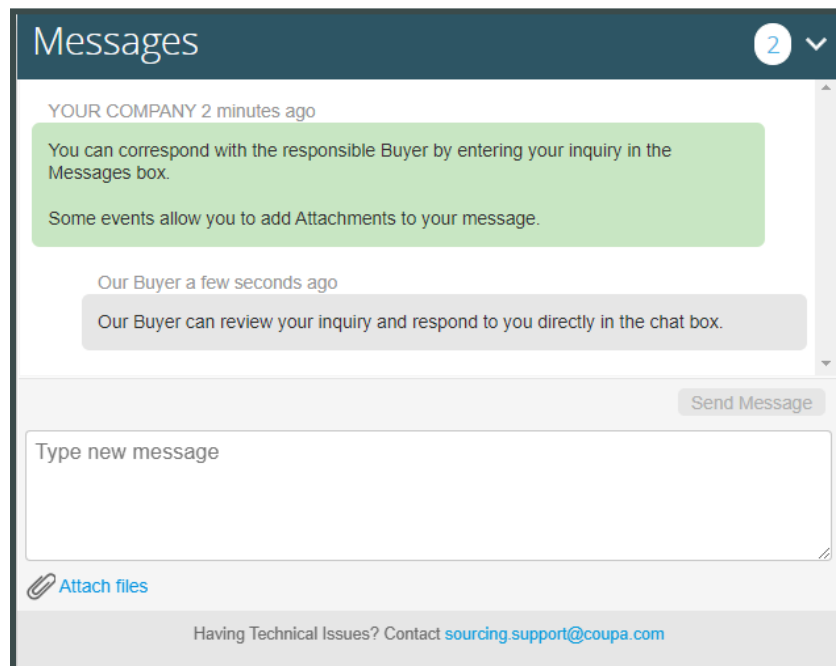
- Our Buyer** on 02/04/2024 at 10:16 CEST
Buyer clicked on the **pause** button
- YOUR COMPANY** on 02/04/2024 at 10:15 CEST
Response : YOUR COMPANY - #231, Total amount: **32,900.00 EUR** [more details](#)
- YOUR COMPANY** on 02/04/2024 at 10:13 CEST
Supplier **YOUR COMPANY** have reviewed the changes to **Software Support H2 FY2024 (Japanese Reverse Auction)** event
- Our Buyer** on 02/04/2024 at 10:11 CEST
Buyer changed event timeline Bidding Start from **2024-04-08 12:00:00 +0200** to **2024-04-08 10:12:00 +0200**
Event End was updated from **2024-04-08 12:50:00 +0200** to **2024-04-08 11:02:00 +0200**
- Automatically updated** on 02/04/2024 at 10:08 CEST
Supplier clicked the Enter Response button

Contacting Our Buyer

You will find the Messages Chat Box in the lower left corner of every event page. Click on the header to expand the chatbox and ask your questions.

Some events will allow you to attach files to your inquiry.

You will receive a notification via email once a response is received (unless the notification is disabled by you).



The screenshot shows a 'Messages' chat box with a header containing a '2' and a dropdown arrow. The chat history includes:

- YOUR COMPANY 2 minutes ago** (green bubble): You can correspond with the responsible Buyer by entering your inquiry in the Messages box. Some events allow you to add Attachments to your message.
- Our Buyer a few seconds ago** (grey bubble): Our Buyer can review your inquiry and respond to you directly in the chat box.

At the bottom, there is a 'Send Message' button, a text input field with the placeholder 'Type new message', and an 'Attach files' button. A footer note reads: 'Having Technical Issues? Contact sourcing.support@coupa.com'