Your reliable partner.

BOCAR



Training
Coupa – Sourcing
Bocar Suppliers

Session objectives

Understand what changes

How Bocar's requests for quotation will reach you starting October 7, and what stays the same.



Know how to respond to an event

Log in to Coupa, accept the terms, complete the questionnaire and pricing, and submit your response.



Know who to contact

What to do in the most common situations, and who to contact if something doesn't work.

Your Bocar buyer is still your point of contact

How we will work today



First, we'll walk through the process at a high level. Then we'll show it live in Coupa, so you can see how events are received and displayed in the Coupa Supplier Portal (CSP).



Submit your questions through the QR code at any time: we'll answer them at the end of each section.

If you have any questions during the session, scan this QR code to submit them.

BOCAR | SOURCING TRAINING – SUPPLIERS: Rellenar formulario

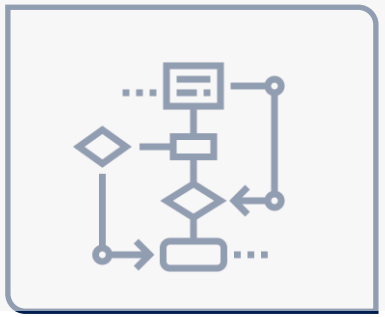
Agenda



What changes



Your access



How to respond to an event



Common situations



Wrap-up

What changes and what doesn't



What changes

- Bocar's requests for quotation (RFQs) reach you through Coupa, not by email from your buyer.
- You **respond inside the platform**: questionnaire, pricing, and documents, all in one place.
- You need a username and password; you create them the first time you log in to Coupa.
- You m**ust accept the event Terms and Conditions** before you can see the event details.
- Questions and clarifications about the RFQ are handled through messages inside the event.

What DOESN'T change

- Your Bocar buyer is still your point of contact.
- Policies and approval levels continue to follow Bocar's guidelines.
- Purchase orders will continue to be issued and sent as they are today
- Information you share with Bocar remains subject to the same confidentiality and security standards.

A Bocar sourcing event in Coupa

1

Receive the invitation

Coupa sends you an email in English with a link to the event.

2

Log in and accept

Create your account or log in and accept the Terms and Conditions.

3

Respond

Complete the questionnaire, documents, line-item pricing, and submit before the event closes.

4

Get the result

Bocar evaluates responses and notifies you through Coupa if you were awarded, fully or partially.

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Logging in to Coupa for the first time

EMAIL	• Sent by **Coupa on behalf of Bocar: "Coupa Sourcing Notifications (sourcing@bocargroup.coupahost.com)"** • Please also check your spam or junk folder.
YOUR ACCOUNT	• The first time, you create your password. • Every invited supplier needs a username and password.
TERMS AND CONDITIONS	• You must accept them to see the event. Until you do, you can't view the event details or submit a response.
THE EVENT	• Check the closing date and time, attachments, any forms to complete, and the line items Bocar is requesting.
IF YOU CAN'T LOG IN	• Coupa Support handles access and password issues within 24 to 48 hours. • Please also let your buyer know.

Before you respond, keep in mind

Language

Coupa emails and screens are in English.

Closing date

Each event has a deadline (date and time). Once it closes, no more responses are accepted.

Messages

Send your questions through the event Message Center. It stays open for 15 days after the event closes.

Multiple responses

If you have an alternative offer, you can submit more than one response to the same event.

Limit

Each attachment can be up to 250 MB.

If you need to share or view large files, such as 3D models, drawings, or other heavy documentation, upload them to **the SharePoint link** provided by your buyer, either in the event invitation or in the Attachments section.

Agenda

- What changes
- Your access
- **How to respond to an event**
- Common situations
- Wrap-up

Your response has four parts

Each event only includes the information that applies to that purchase. Not every purchase requires the same data or level of detail.



Event information

What Bocar shares with you: scope, dates, contact, and documents.



Questionnaire

The questions Bocar needs answered to evaluate your response.



Items and pricing

Price and terms for each requested item.



Submission

Submit your response. You can update it while the event is still open.

What Bocar shares and asks for

Each type of purchase requires specific information, so not every event will ask for the same data.

Per item: what Bocar requests (please review)

Identifies what is being quoted on each line.

- Bocar Part Number
- Incoterms
- Supplier Part Number
- Machine Number
- Mold Number
- Machine Model
- Item / Drawing No.
- Base Quantity
- Transportation Method
- Payment Terms
- Volume

Per item: what you respond

Depending on the event

- Permitted Equivalent Material
- Tiered Price
- Index Reference
- Discount / Premium
- Freight Price
- Packaging Price
- Productivity
- MOQ
- Standard Quantity
- Tooling Cost
- Prototype Price
- CAS Number

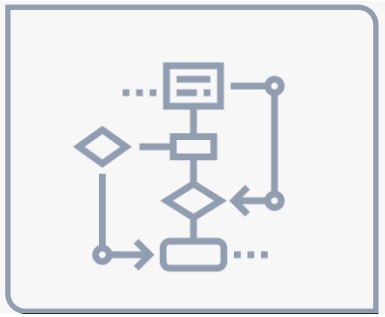
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Common situations



Wrap-up

What do I do if...?

...I want to offer an alternative?

Submit more than one response to the same event. Bocar evaluates each one.

...I won't participate?

Decline the invitation in Coupa; you can add a reason. Your buyer sees it right away.

...Bocar changes the event?

If lines are added or terms change, Coupa will notify you by email. Log in to review and update your response.

...I have a question?

Post it in the event messages (Message Center). The conversation is recorded.



BEFORE THE EVENT CLOSES

...I need to correct my response?

While the event is open, you can update your response and submit it again.



AFTER THE EVENT CLOSES

...I'm awarded only part of it?

Bocar can award by line to more than one supplier. Coupa notifies you of what you were awarded.

What happens after you submit?

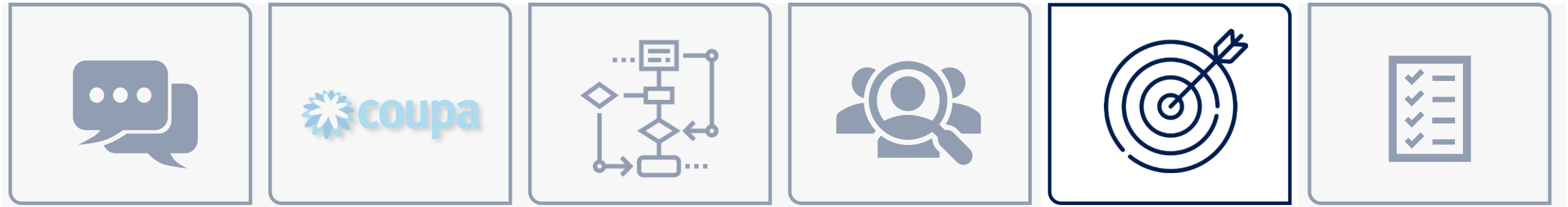
What Bocar does

- Evaluates responses with its technical and commercial teams.
- May ask you for clarifications through messages.
- May open a new round of negotiation.
- Notifies you of the result through Coupa.
- If you are awarded, **this message is for information only**. The award becomes official once Bocar issues the corresponding **Purchase Order, Nomination Letter** and/or **Contract**.

What you see

- The status of your response in the event.
- Messages and clarifications from your buyer.
- If there is a new round, a new invitation with the same information.
- The result notification: awarded, partially awarded, or not awarded.

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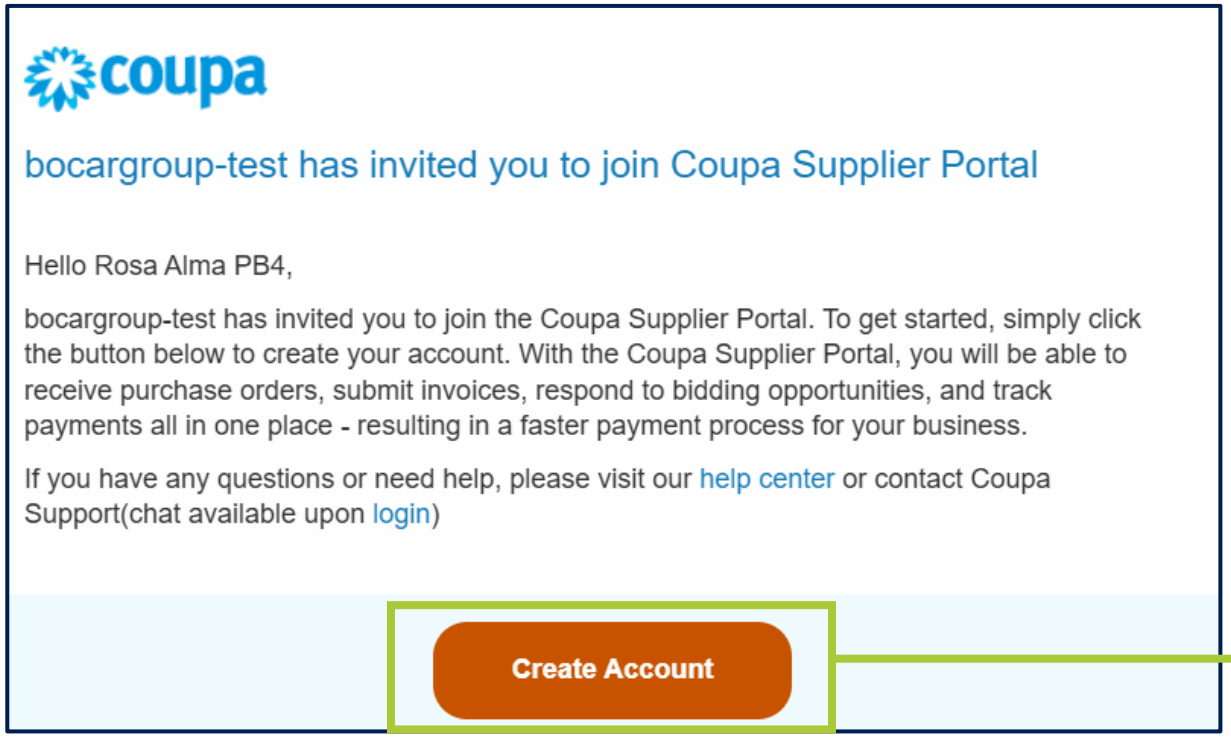
Live walkthrough in Coupa

Email	Your account	Terms	The event	Questionnaire	Pricing	Submit
Sender, subject line, and login button.	Sign-up, password, and first login.	Accept them to view the event details.	Closing date, documents, and line items.	The questions Bocar needs answered.	Line-by-line pricing and file uploads.	Submit, confirm, and use messages.

COMMON SCENARIOS

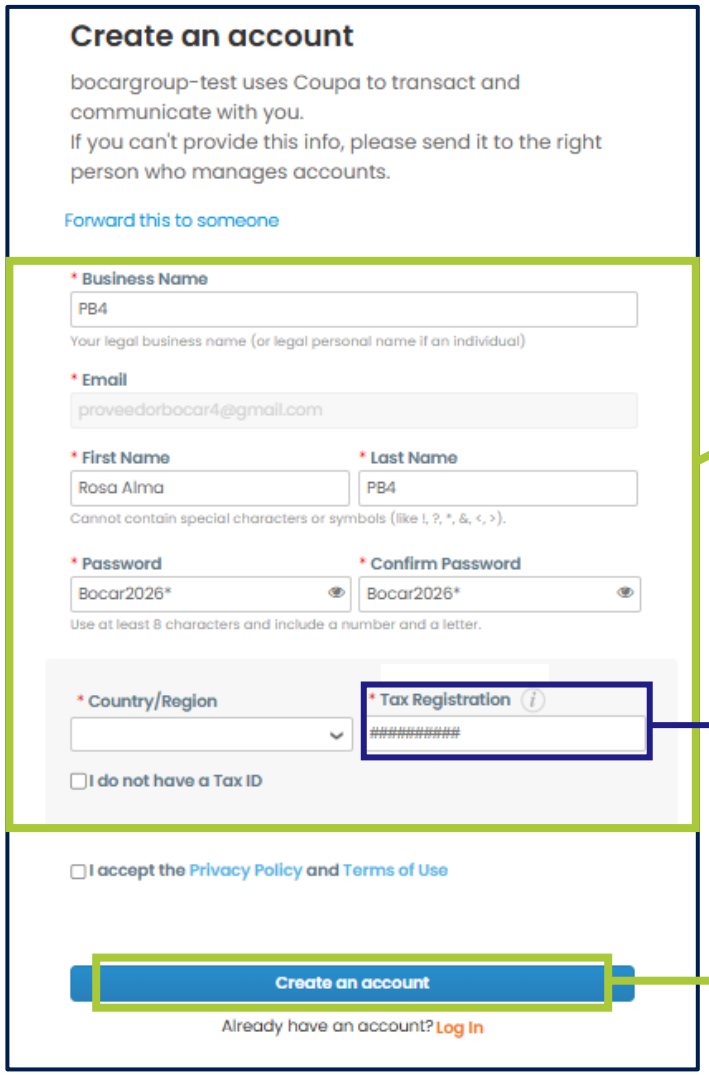
1. Submit two responses
2. Decline an invitation
3. Update after a change

Registering on the Coupa Supplier Portal (CSP)



Click **"Create Account"** to start setting up your account on the Supplier Portal.

Registering on the Coupa Supplier Portal (CSP)



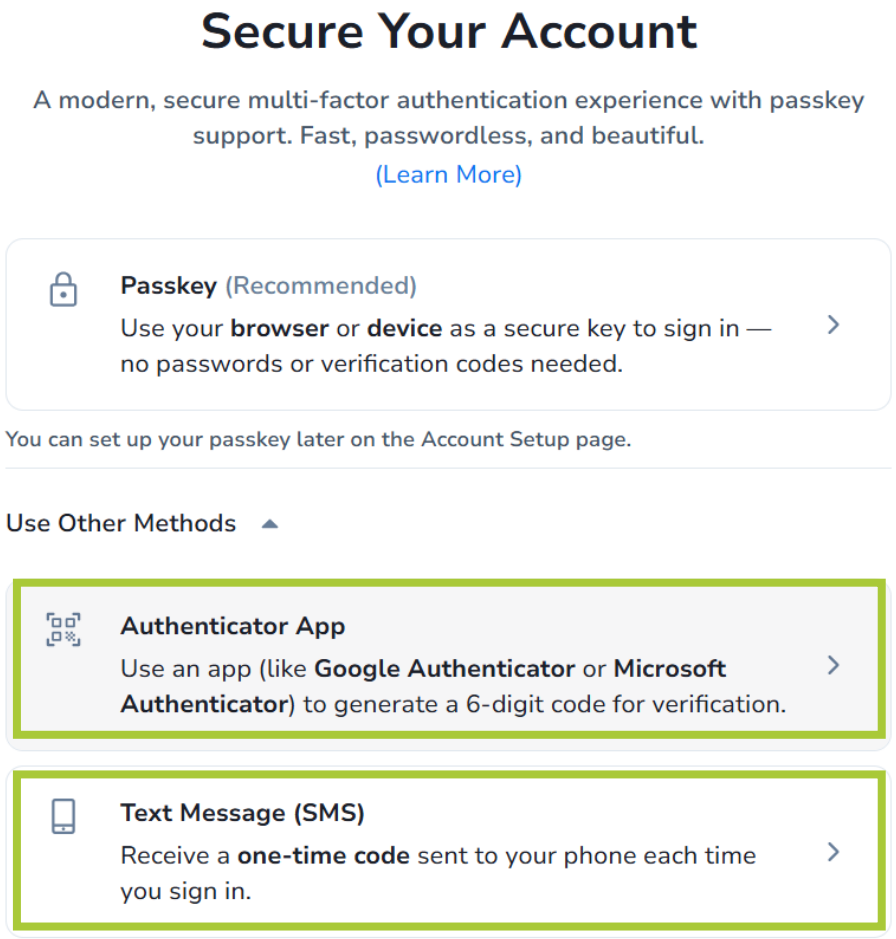
This section is where you enter your company and contact details to create your account and access Coupa. **Fill in each requested field and check the box to accept the Privacy Policy and Terms of Use.**

Tax Registration: this is your company's Federal Taxpayer Registry number in Mexico (RFC).

To continue to the next step, click **"Create an account"**.

Note: Fields marked with a red asterisk * are required. You won't be able to move on to the next step until they are completed.

Registering on the Coupa Supplier Portal (CSP)



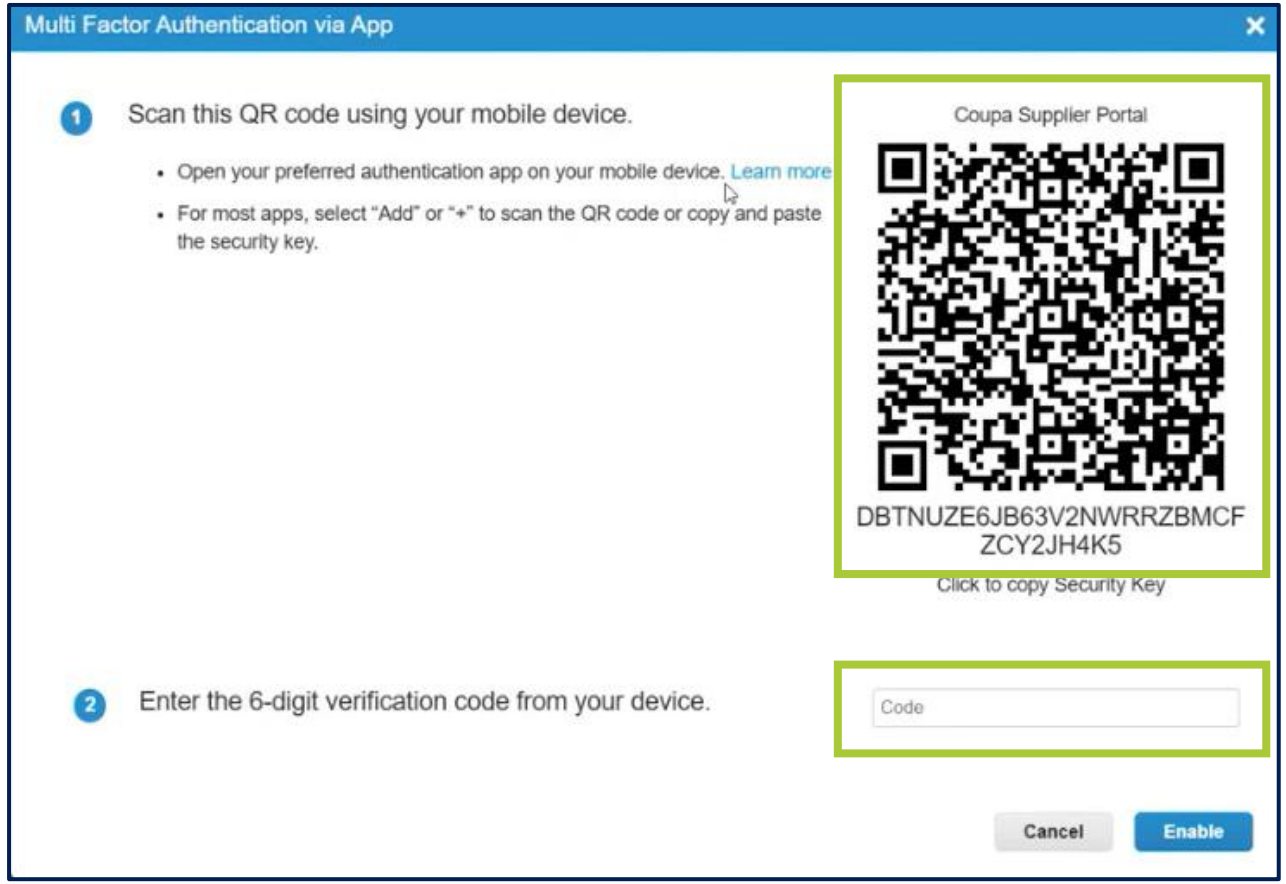
There are three ways to secure your account:

Authenticator app: generates temporary codes to verify your identity each time you sign in.

Text message (SMS): sends a verification code to your registered mobile number.

Authenticator App

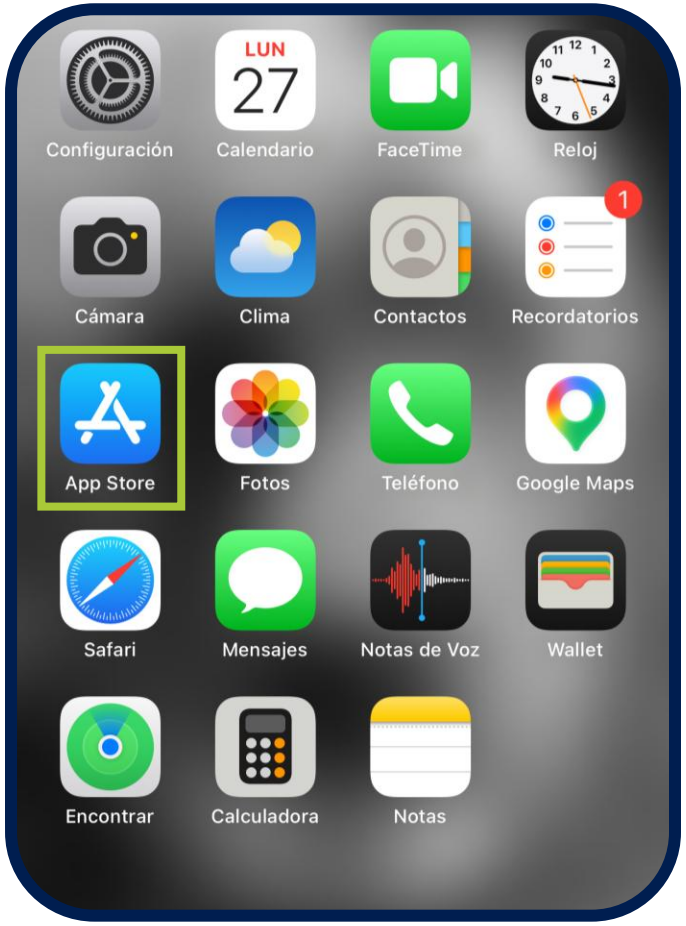
Authenticator App

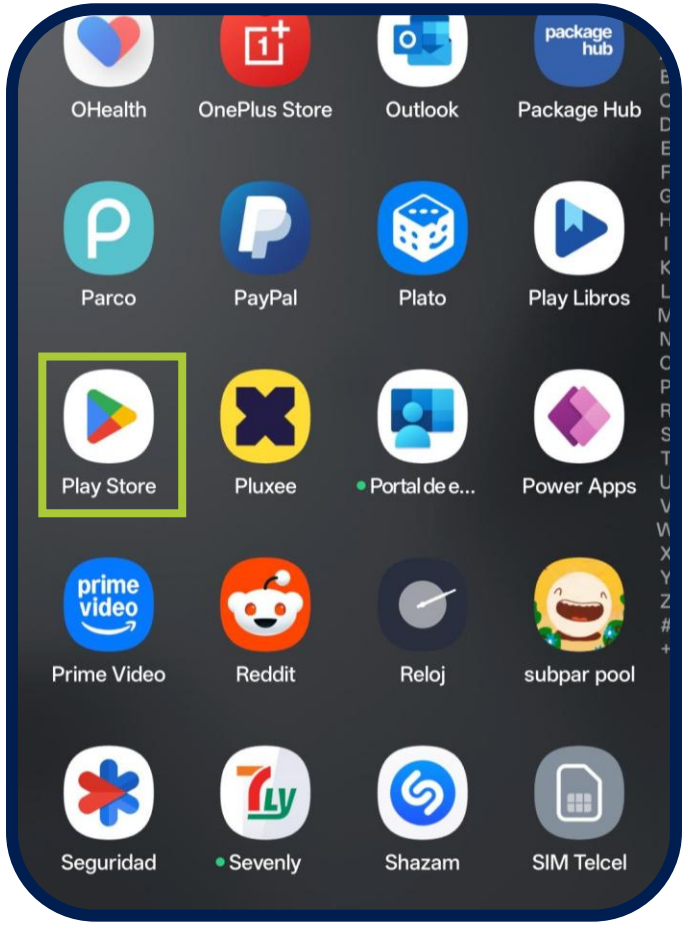


A screen will appear asking you to scan the QR code and enter the corresponding code.

Before you can scan it, though, you'll need to complete a few setup steps.

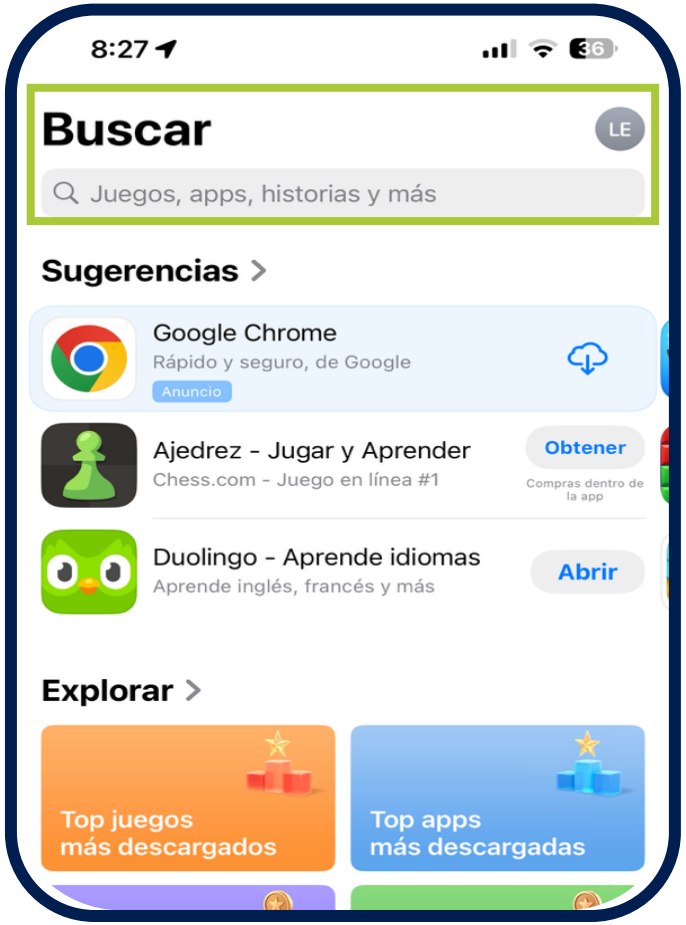
Authenticator App

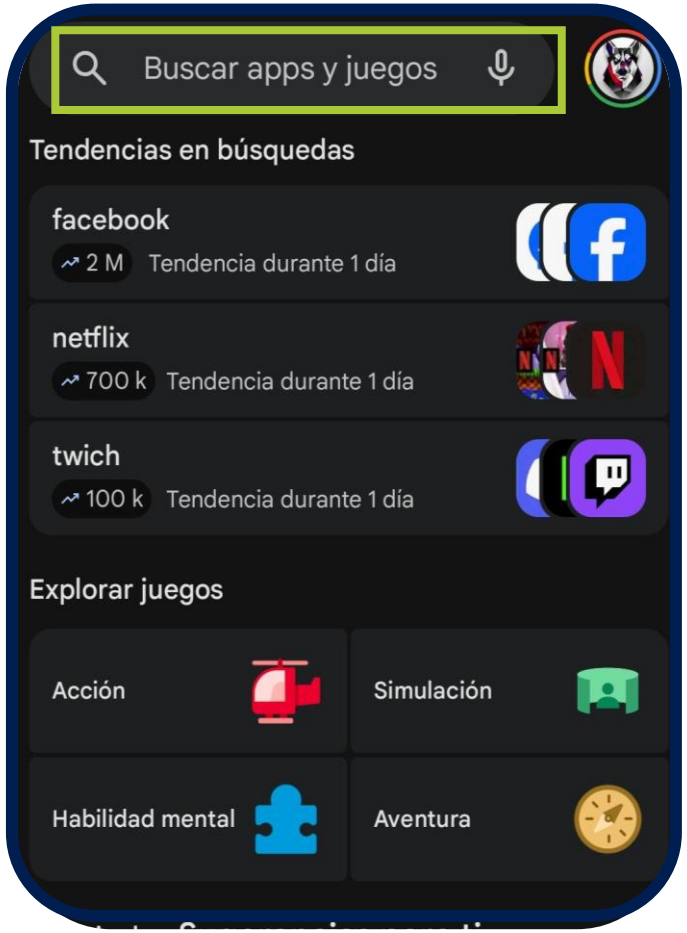




Open the App Store (Apple) o Play Store (Android).

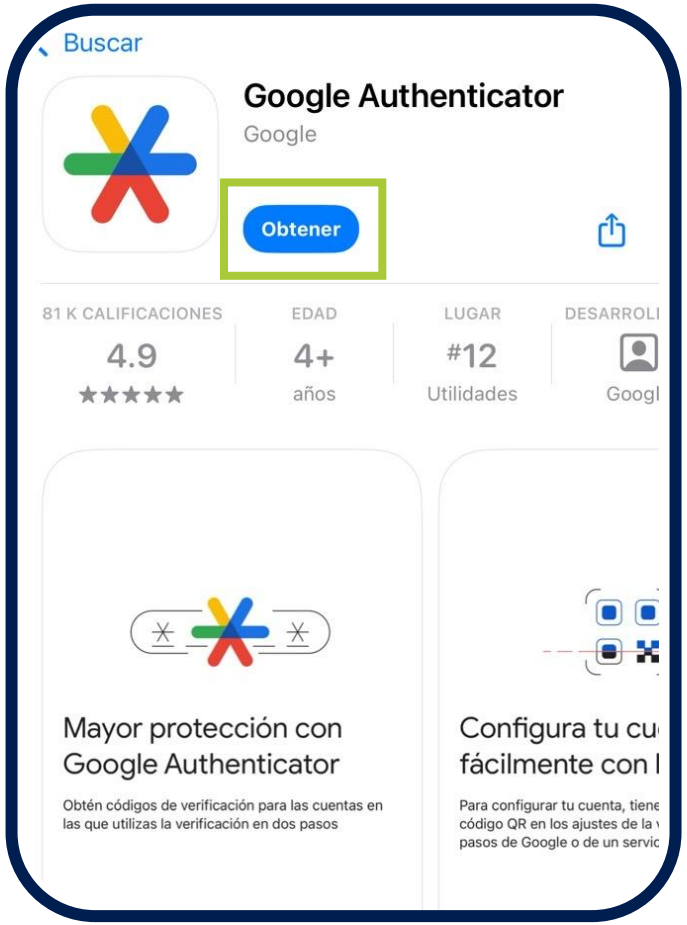
Authenticator App

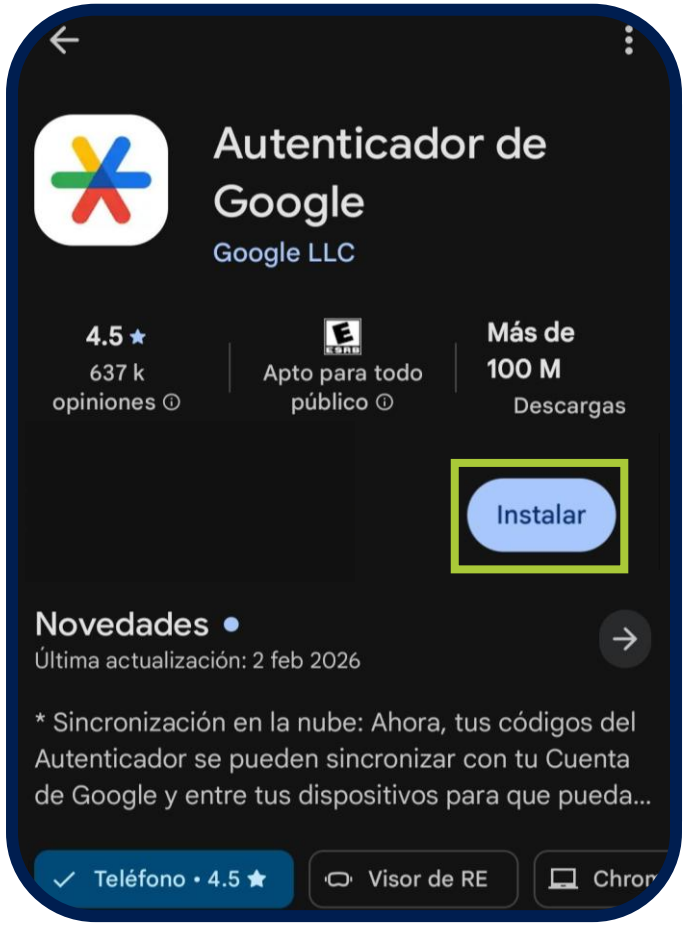




In the search bar, type “Google Authenticator”.

Authenticator App



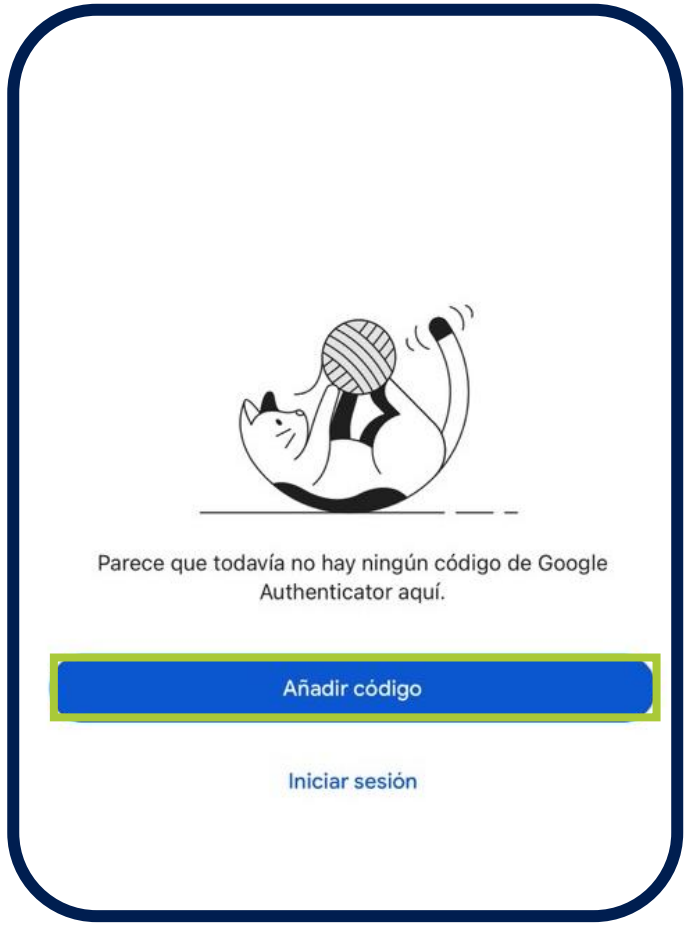


Download and install the app. .

Authenticator App

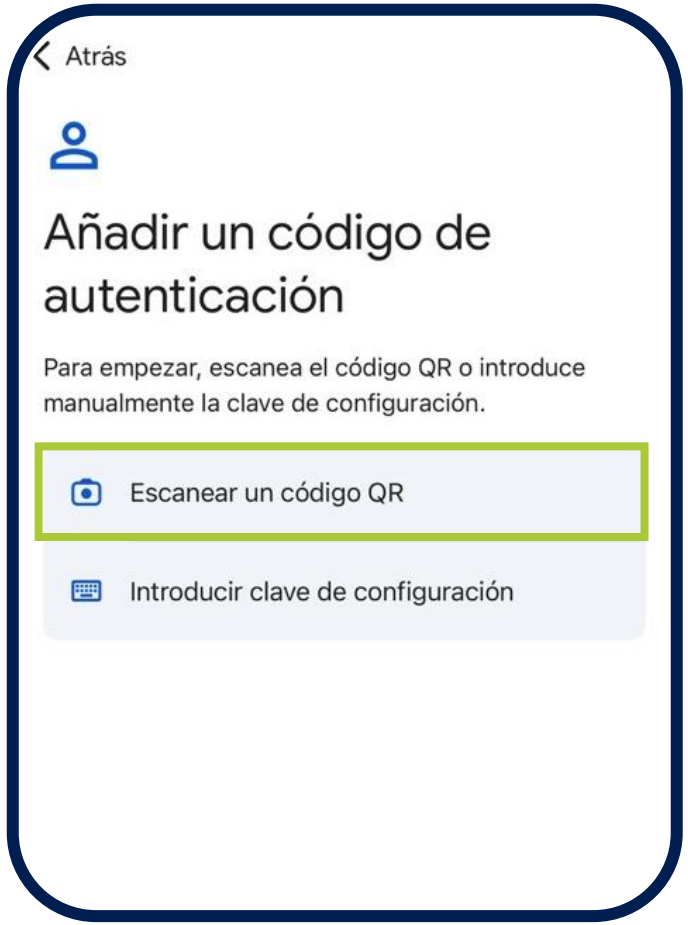


Tap **"Use Authenticator without an account"** to get started quickly.

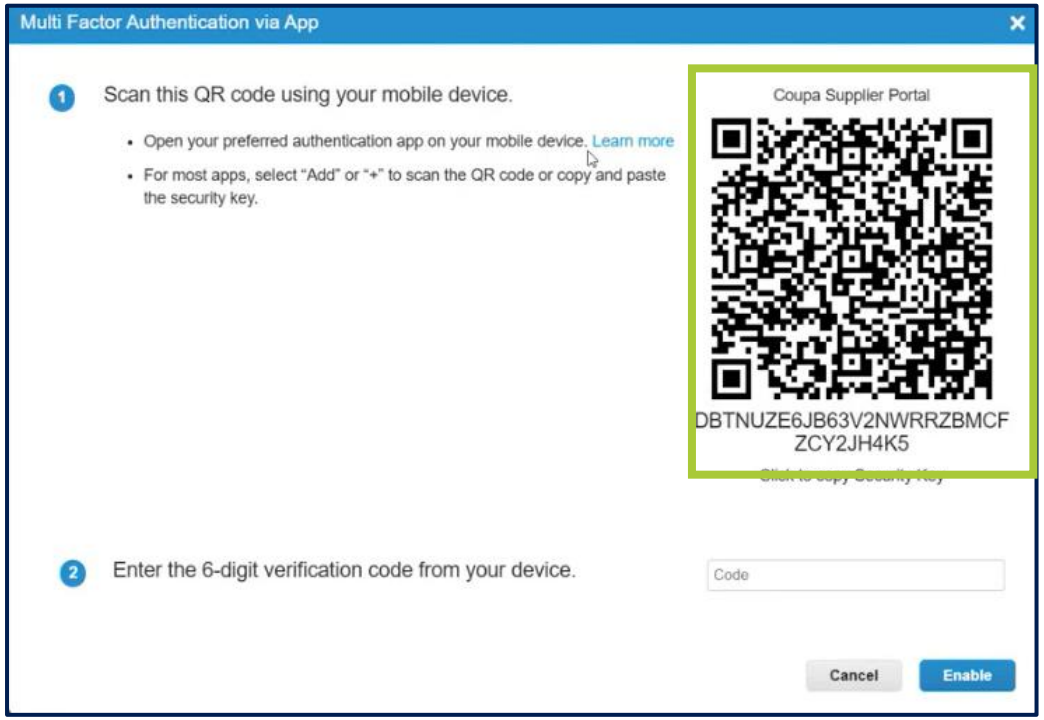


Then tap “Add a code”.

Authenticator App

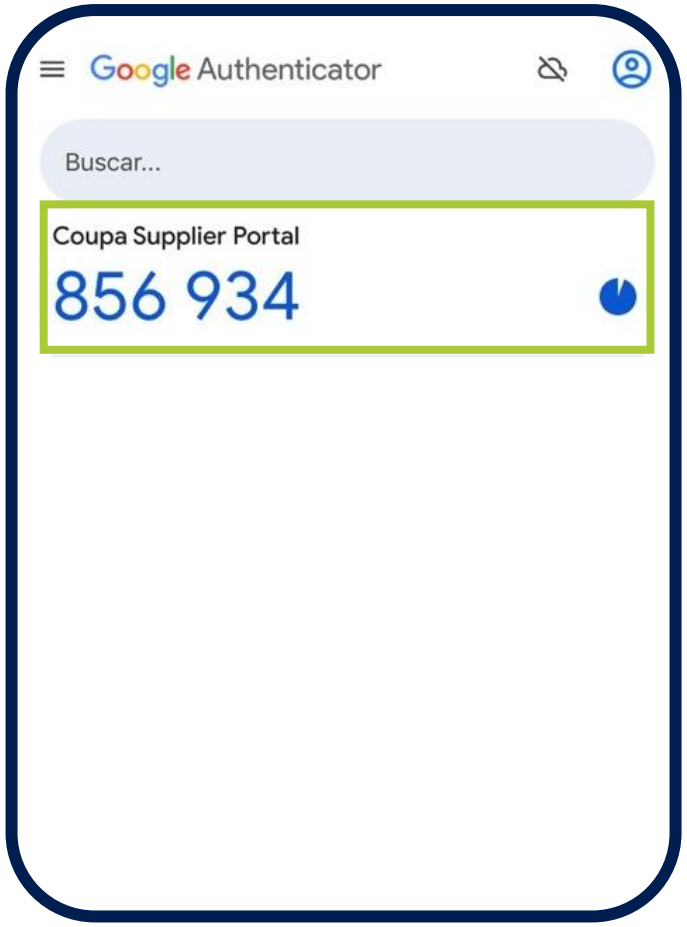


Tap **"Scan a QR code"** to open your camera and scan the code.

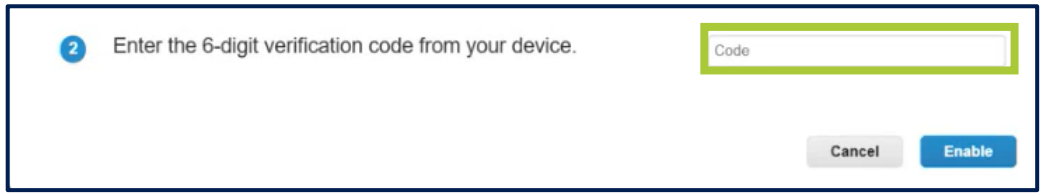


Scan the QR code with your phone.

Authenticator App



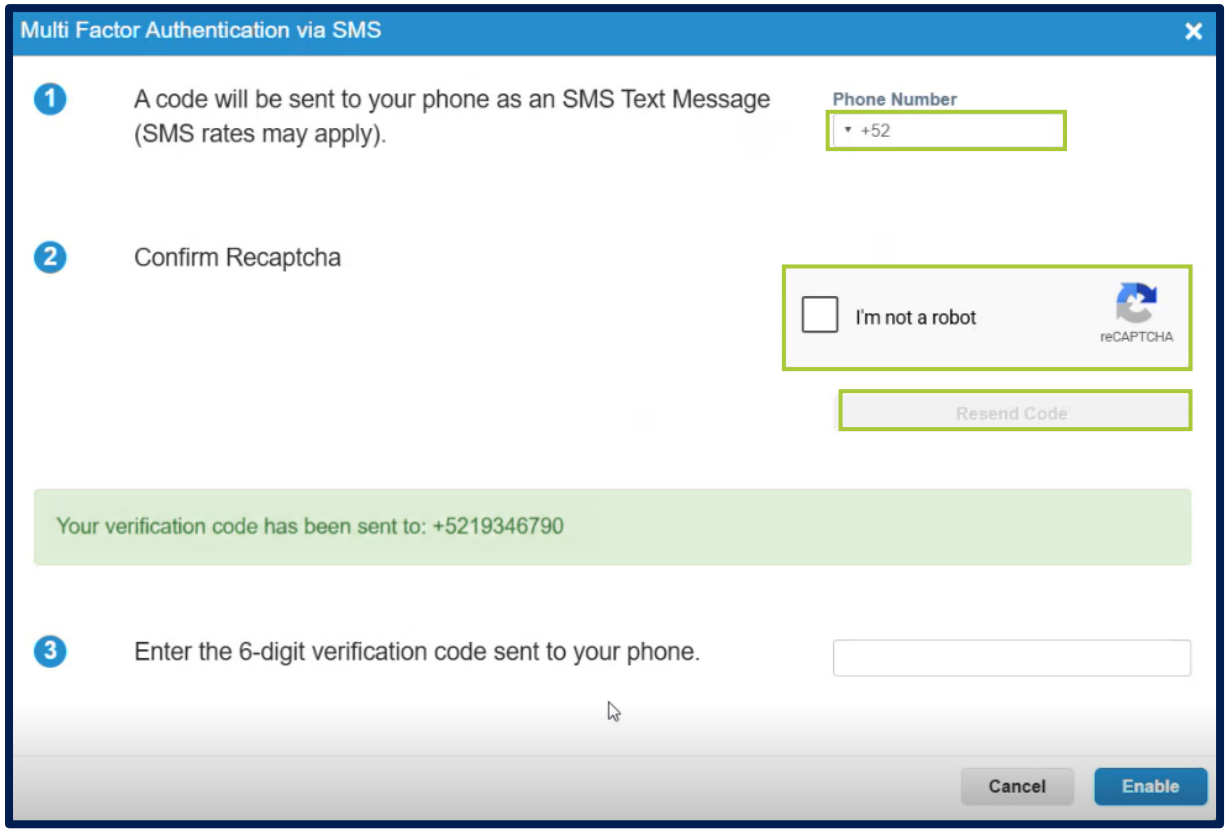
A 6-digit code for your Coupa Supplier Portal account will appear in the app. You'll use it to complete the setup in Coupa.



Enter the 6-digit verification code and click **"Enable."**

TEXT MESSAGE

Text Message



Enter the phone number where you want to receive the verification code.

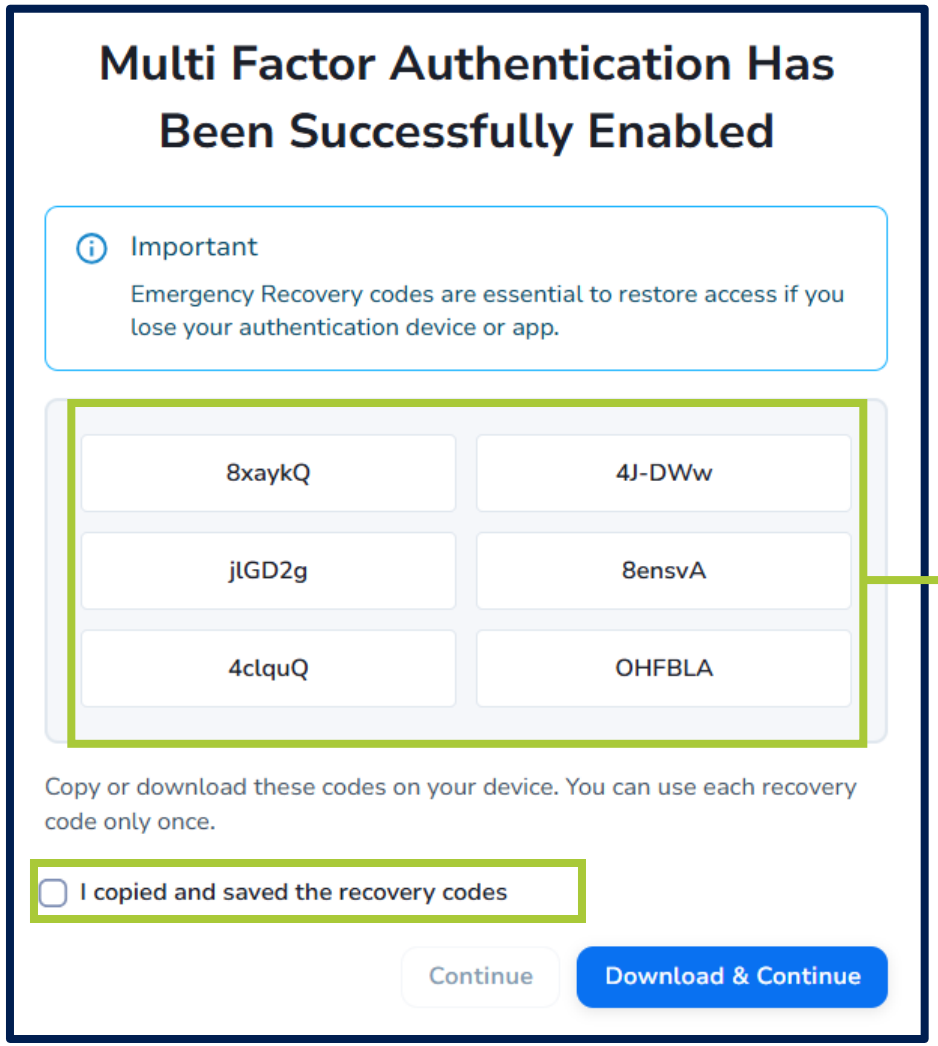
Click "I'm not a robot" and complete the check by selecting the images as instructed. Then **click "Send Code."**

A green confirmation message will appear showing that the code was sent to the number you entered.

Finally, enter the code you received and click **"Enable."**

AUTHENTICATION SUCCESSFULLY

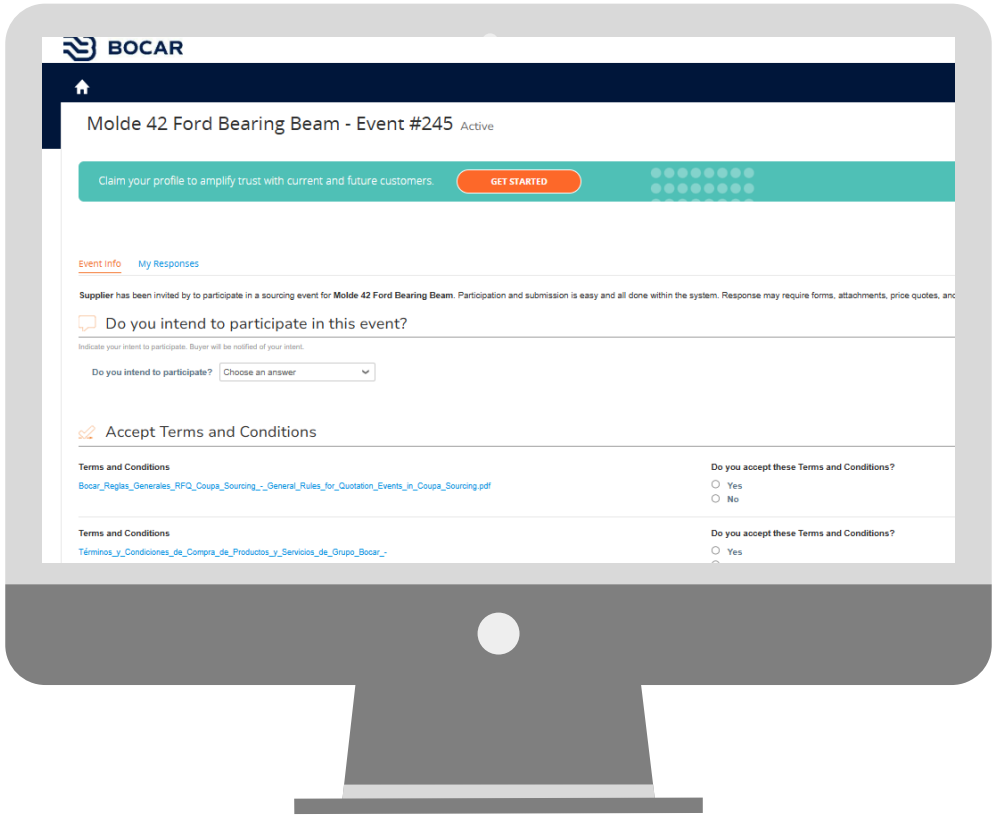
Authentication Successful



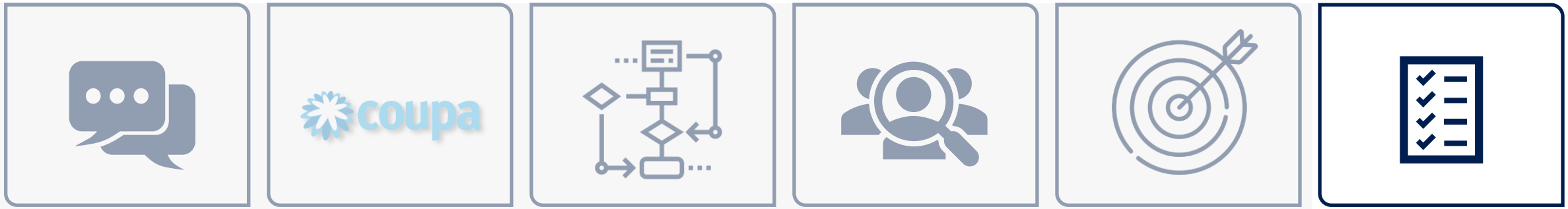
Check the box **"I copied and saved the recovery codes."** These codes work as backup keys if you ever lose access to your account.

Then click **"Download & Continue"** to move on. An Excel file containing your recovery codes will be downloaded. Keep it somewhere safe so it doesn't get lost and you can use it if needed.

DEMO


BOCAR
Molde 42 Ford Bearing Beam - Event #245 Active
Claim your profile to amplify trust with current and future customers.
GET STARTED
Event Info
My Responses
Supplier has been invited by to participate in a sourcing event for Molde 42 Ford Bearing Beam. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and
Do you intend to participate in this event?
Indicate your intent to participate. Buyer will be notified of your intent.
Do you intend to participate?
Choose an answer
Accept Terms and Conditions
Terms and Conditions
Bocar_Reglas_Generales_RFQ_Coupa_Sourcing_-_General_Rules_for_Quotation_Events_in_Coupa_Sourcing.pdf
Do you accept these Terms and Conditions?
Yes
No
Terms and Conditions
Términos_y_Condiciones_de_Compra_de_Productos_y_Servicios_de_Grupo_Bocar_-
Do you accept these Terms and Conditions?
Yes

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Key dates and what we ask of you

Starting October 7, every request for quotation from Bocar will reach you through Coupa.

Today	• See the full process and get your questions answered.
October 7	• Bocar starts sending its sourcing events through Coupa.
Your first event	• Log in early: create your account and accept the terms before the closing date.
Before every deadline	• Submit a complete response; don’t leave it to the last minute.
Always	• Keep your buyer informed of the email address where you receive invitations.

Who to contact if you need help

Your Bocar buyer is still your first point of contact. If something isn't working, there are two paths:

PATH 1

Coupa Support

- Access and passwords: I can't log in, I forgot my password, I didn't get the email to create my account.
- Responds within 24 to 48 hours.
- *How to reach them? Click this icon*  *at the bottom of the Coupa screen to get in touch:*

PATH 2

Your Bocar buyer

Everything else: questions about the event, dates, documents, or how to complete your response.

Support material

- This presentation
- Session recording
- Supplier quick guide

Thank you.