

Quick guide: How to respond to a sourcing event in Coupa
Module: Sourcing
Role: Suppliers

Dear supplier,

- This guide is for you if you are new to Coupa, that is, if you **have never used the platform with Bocar or any other customer.**

- **If you already have a Coupa username and password with another customer, you do not need to create a new one for Bocar.** In that case, **skip step 0 "Registration in the Coupa Supplier Portal (CSP)"** and start from step 1 "Invitation email".

What is coupa?

It is the platform we use to manage purchases, suppliers and related processes in an **agile, digital and centralized way.**

Although it has several modules, **this guide covers Sourcing,** the module where suppliers receive invitations to sourcing events, submit their quotes and take part in negotiations in an **easy, secure and transparent way.**

Before responding to your event, keep in mind

Language

Coupa emails and screens are **in English.**

Closing date

Each event has a deadline date and time. **No bids are accepted after closing.** Create your account and accept the terms in advance.

Messages

Send your questions through the **event message center.** It stays active 15 days after closing and the conversation is recorded.

Multiple bids

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

Files larger than 250 MB

3D models, drawings and other large files are uploaded to the **SharePoint link** your buyer shares in the invitation or in “Attachments”.

What does not change

Your Bocar buyer **is still your contact.** Purchase orders are still issued and sent as they are today.

How you will receive your invitation to bid in Coupa

These are the steps to receive and respond to an invitation to bid in Coupa

0	1	2	3	4	5	6
CSP account creation	**Invitation email**	**Terms**	**The event**	**Attachments and questionnaire**	**Prices**	**Submit**
Registration in the **Coupa Supplier Portal - CSP**, password and first login. *New Coupa suppliers only*	Invitation to participate and button to enter.	Review, sign and accept them to see the event details.	Closing date, documents and lines.	Attachments and Forms with the questions Bocar needs to evaluate.	Line-by-line entry and file upload.	Submit, confirm and use messages.

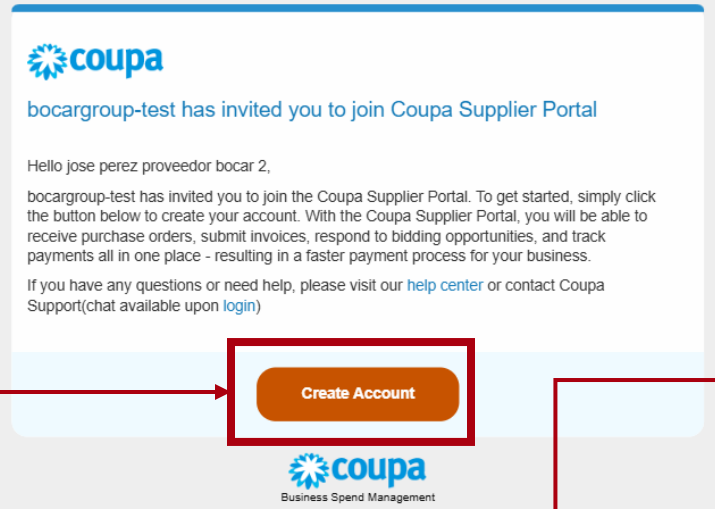
Registration in the Coupa Supplier Portal (CSP)

CSP account creation

Registration in the **Coupa Supplier Portal - CSP**, password and first login.

New Coupa suppliers only

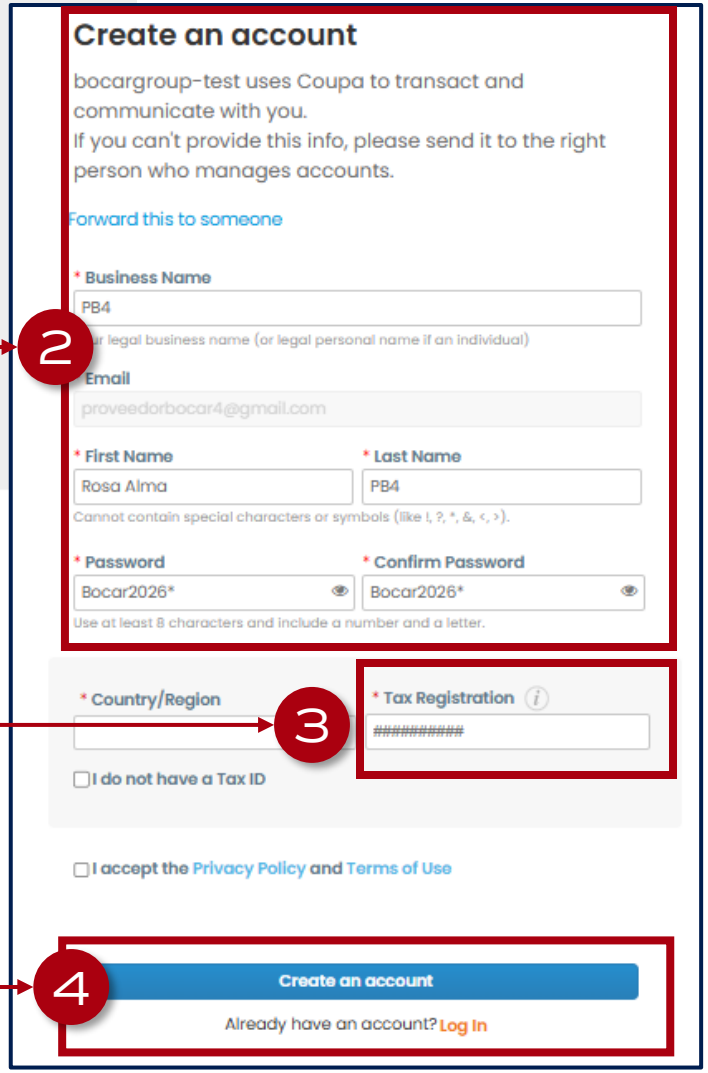
1. You will receive an email from the Coupa Supplier Portal (CSP) asking you to create your account. **Click "Create Account".**



2. Fill out your company information and create a password: you will use it every time you take part in our events.

3. In the "Tax Registration" field, enter your RFC if you are a Mexican supplier, or your tax ID number if you are a foreign supplier.

4. Click the "Create an account" button.



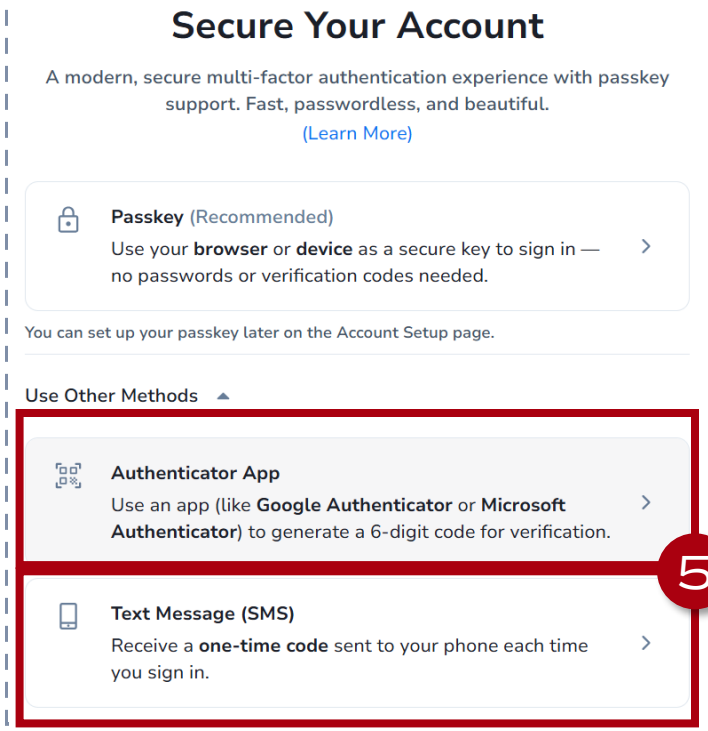
Registration in the Coupa Supplier Portal (CSP)

O

CSP account creation

Registration in the **Coupa Supplier Portal - CSP**, password and first login.

New Coupa suppliers only



There are three methods to secure your account. Click the one you prefer:

- **Passkey:** uses your browser or device as a secure key, with no passwords or codes. Depending on your computer settings and your company's security filters, you may be able to use this method; if not, use one of the other methods.
- **Authenticator App:** an app that generates temporary codes to verify your identity each time you log in.
- **Text message (SMS):** a verification code is sent to your mobile phone.

Note: if you have questions about the step-by-step for each method, see the “Sourcing Supplier Training” presentation.

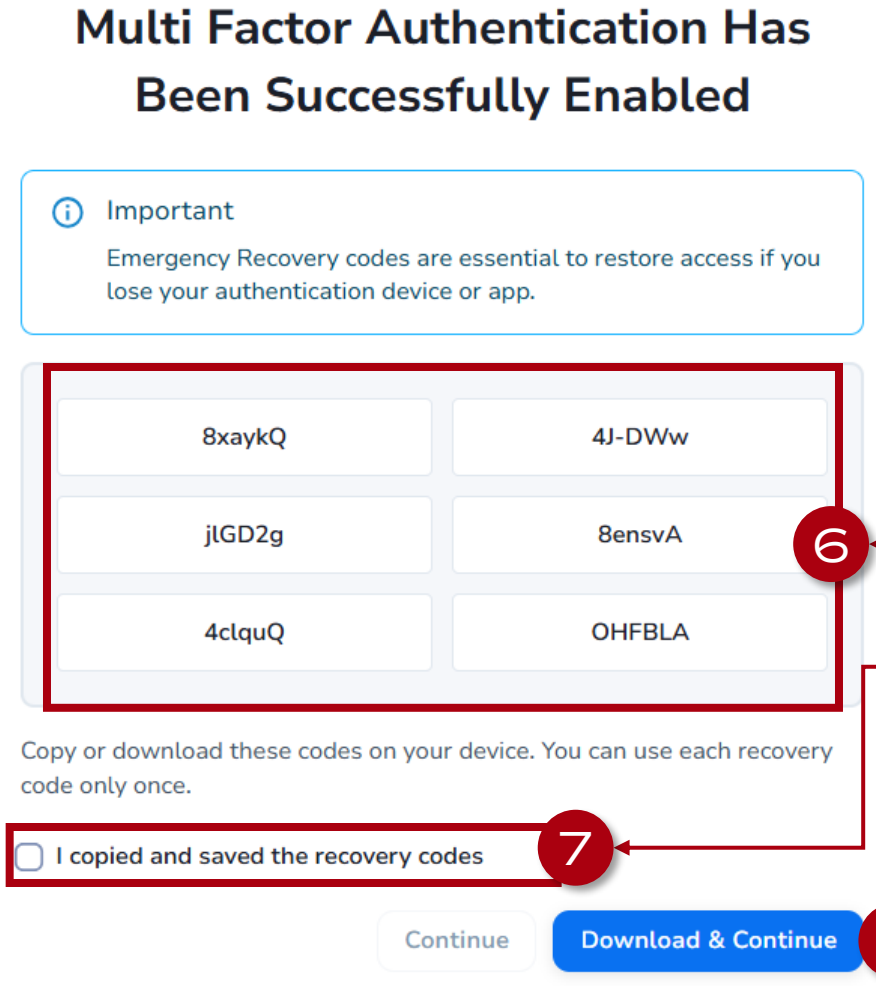
Registration in the Coupa Supplier Portal (CSP)

O

CSP account creation

Registration in the **Coupa Supplier Portal - CSP**, password and first login.

New Coupa suppliers only



6. After adding the authentication code, you will see this screen. **Copy and save the recovery codes, or download them:** they are your backup key if you lose access to your account.

7. Check **"I copied and saved the recovery codes"** to confirm you did it.

8. Click **"Download & Continue"**: an Excel file with the codes will be downloaded. Keep it in a safe place. **Your CSP account is now created.**

You will receive an email to participate

1

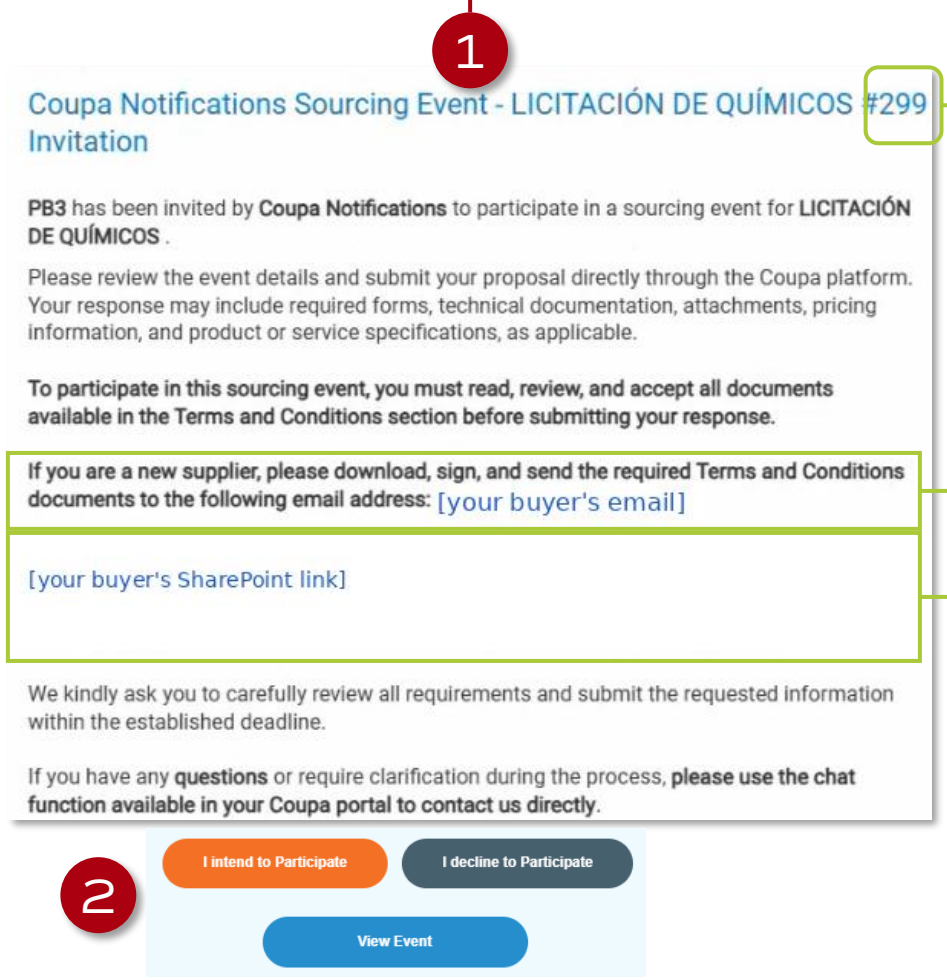
Invitation email

Invitation to participate and button to enter.

1. You will receive an email from **“Coupa Sourcing Notifications”** sourcing@bocargroup.coupahost.com on behalf of Bocar.

Also check your spam folder.

Read the instructions carefully: they contain all the event details.



Event number

Email address where you must send the signed Terms and Conditions. It changes depending on the assigned buyer. We will cover this later.

Link to upload proposal documents larger than 250 MB. We will cover this later.

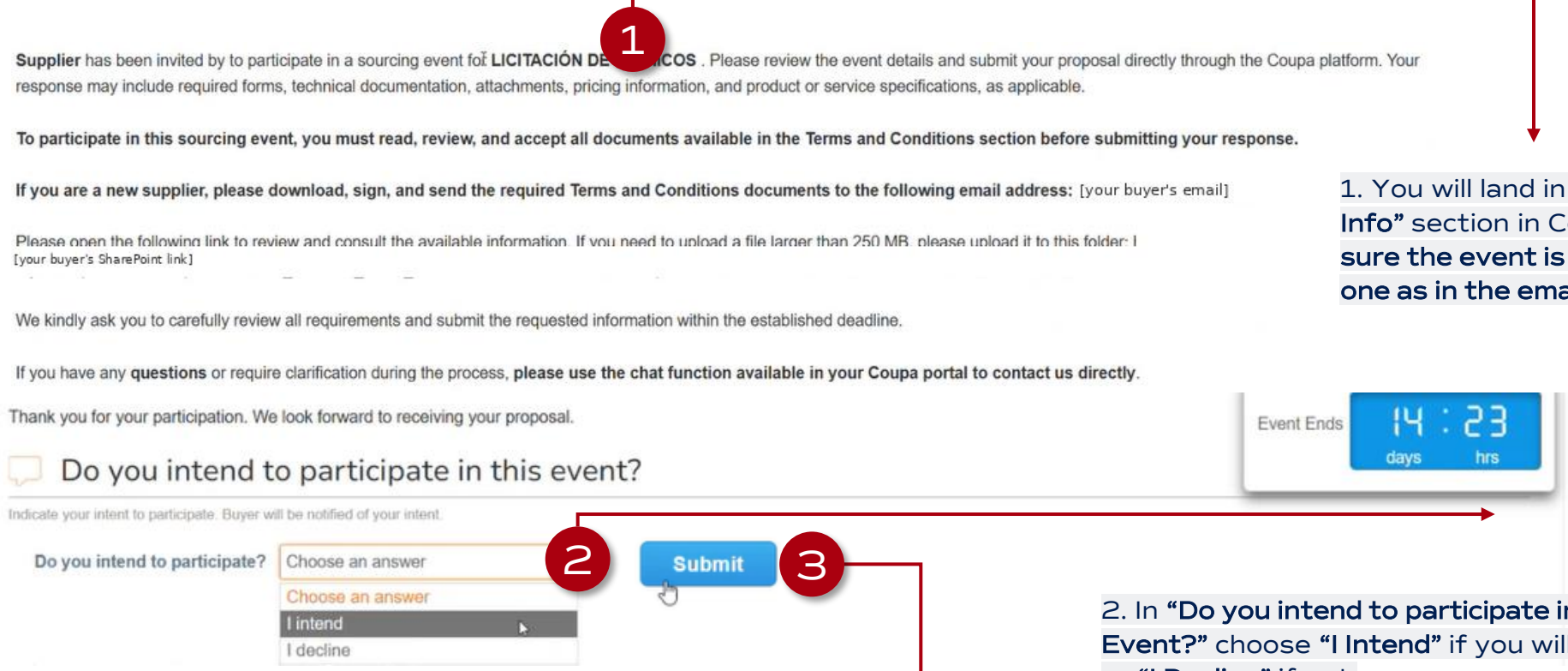
2. Click **“View Event”** or **“I intend to Participate”**. You will be redirected to the Coupa Supplier Portal (CSP). If you will not participate, use **“I decline to Participate”**.

“Event Info” section

2

Terms

Review, sign and accept them to see the event details.



1. You will land in the **“Event Info”** section in Coupa. **Make sure the event is the same one as in the email.**

2. In **“Do you intend to participate in this Event?”** choose **“I Intend”** if you will participate, or **“I Decline”** if not.

3. Click **“Submit”** to continue.

“Accept Terms and Conditions” section

2

Terms

Review, sign and accept them to see the event details.



1. Download and read the **PDF** documents (in the example, A, B and D) and accept them with **“Yes”**. These are not signed.

2. **Important:**
The **Word and Excel** documents (C, E and F) **must be downloaded, printed and signed**.
Send them to the **buyer's email** shown in the invitation and in the “Event Info” section.

3. After sending the signed documents, click **“Yes”** to accept all the Terms & Conditions.

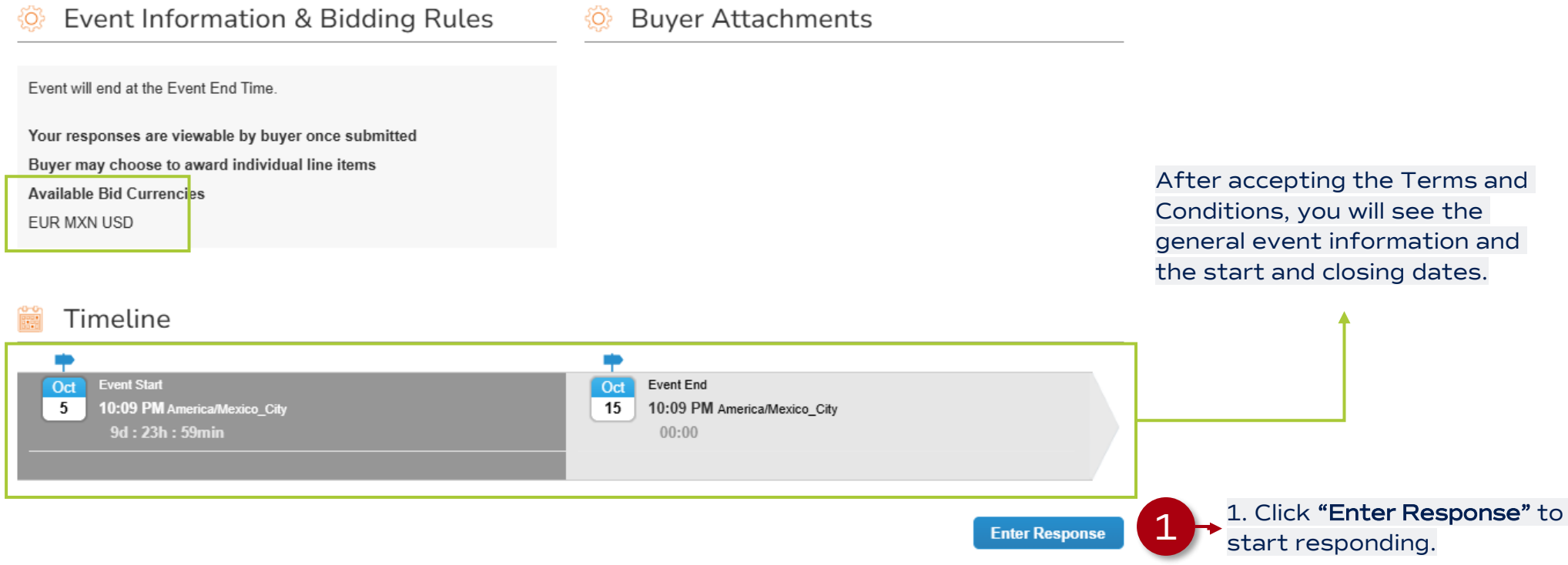
Note: *if you reject any of them, a window will open so you can explain the reason to your buyer.*

“Event Information & Bidding Rules” section

3

The event

Closing date, documents and lines.



After accepting the Terms and Conditions, you will see the general event information and the start and closing dates.

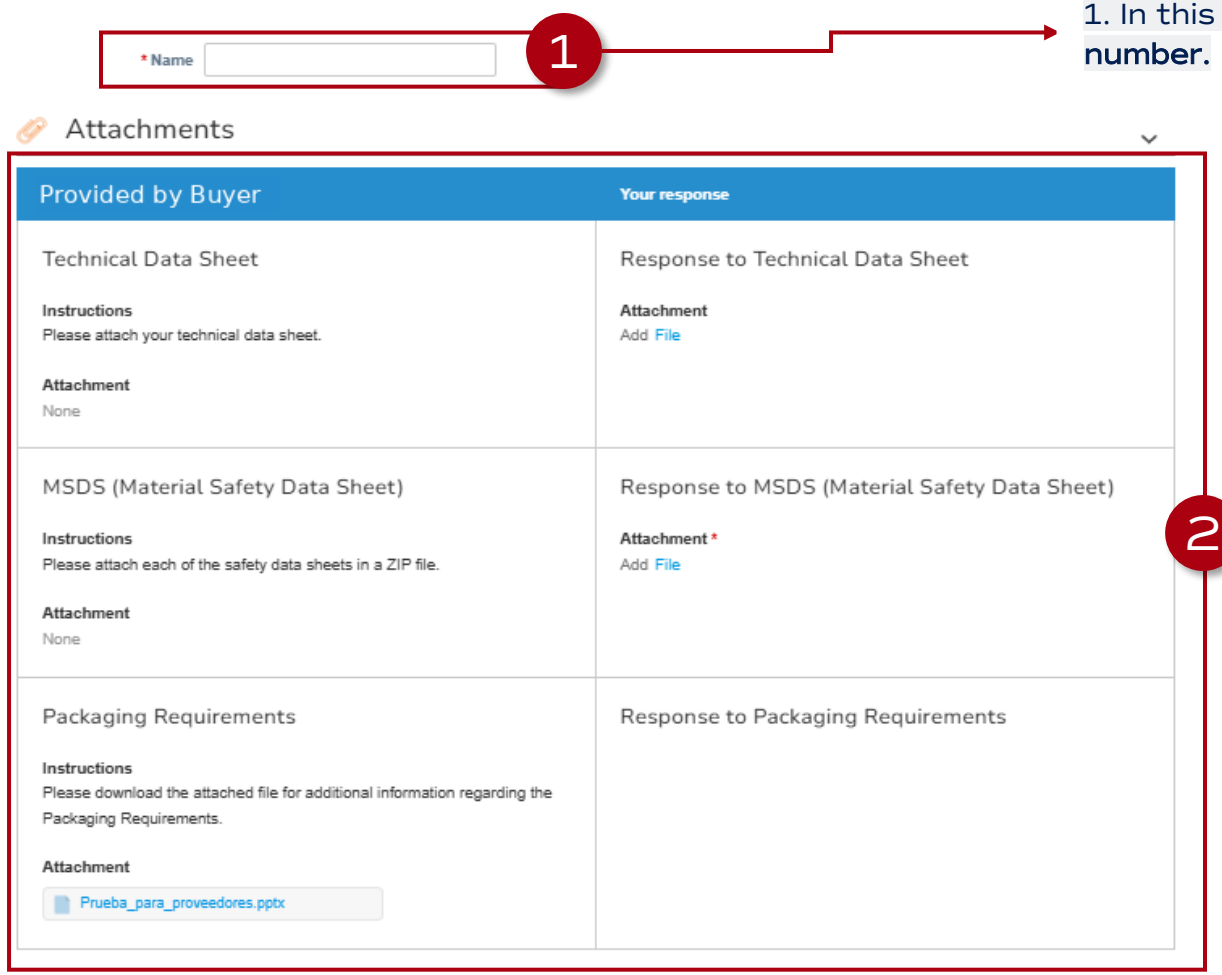
1. Click **“Enter Response”** to start responding.

“Attachments” section

4

Attachments and questionnaire

Attachments and Forms with the questions Bocar needs to evaluate.



1. In this field, **enter your quote number.**

2. Attach the applicable documents. You will find three types of attachments:

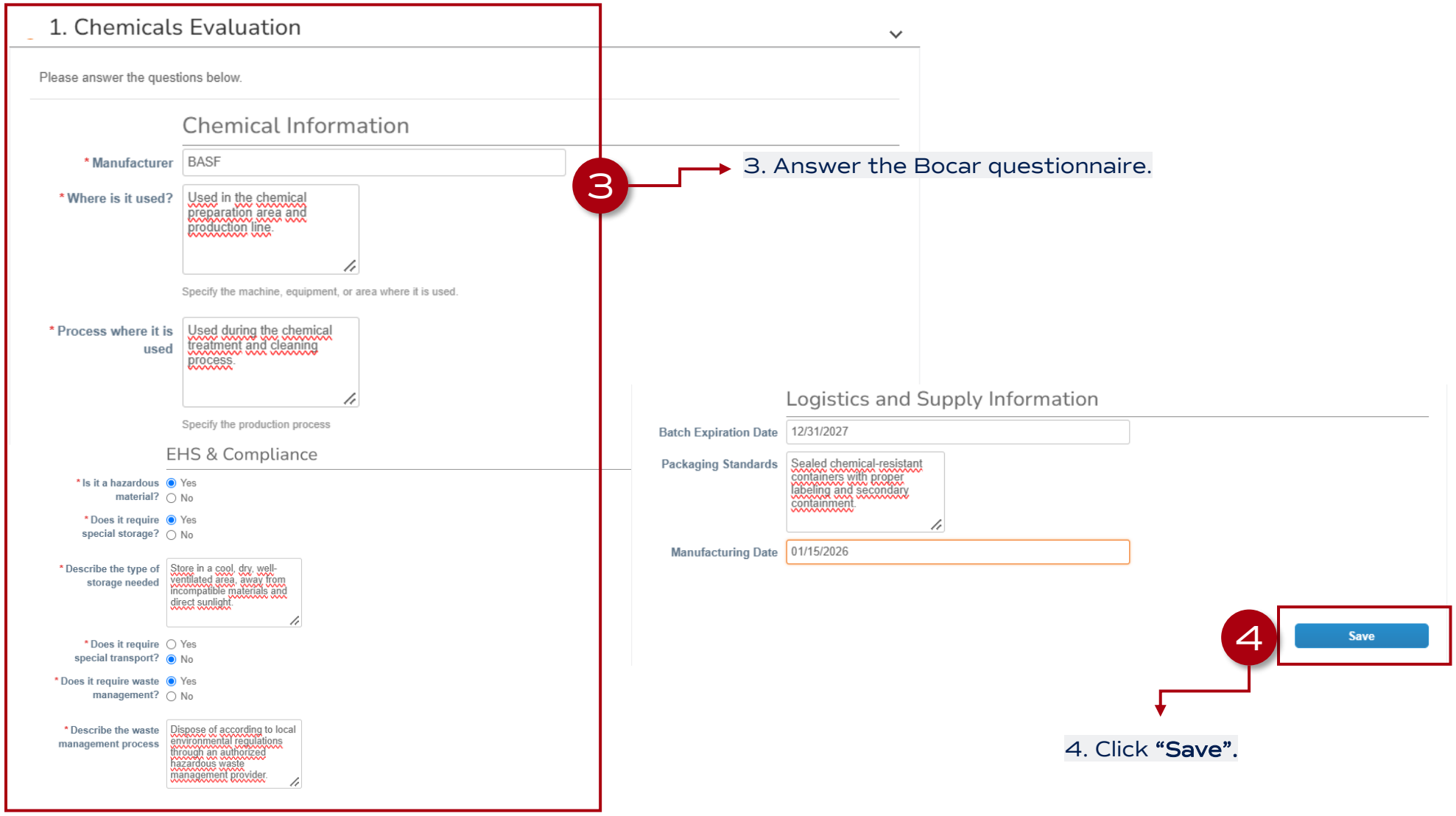
- **Optional:** you can add additional documents if you wish.
- **Required:** you must upload the file to submit your response. ZIP files up to 250 MB are accepted.
- **Reference only:** reference information that does not require a response.

“Forms” section

4

Attachments and questionnaire

Attachments and Forms with the questions Bocar needs to evaluate.



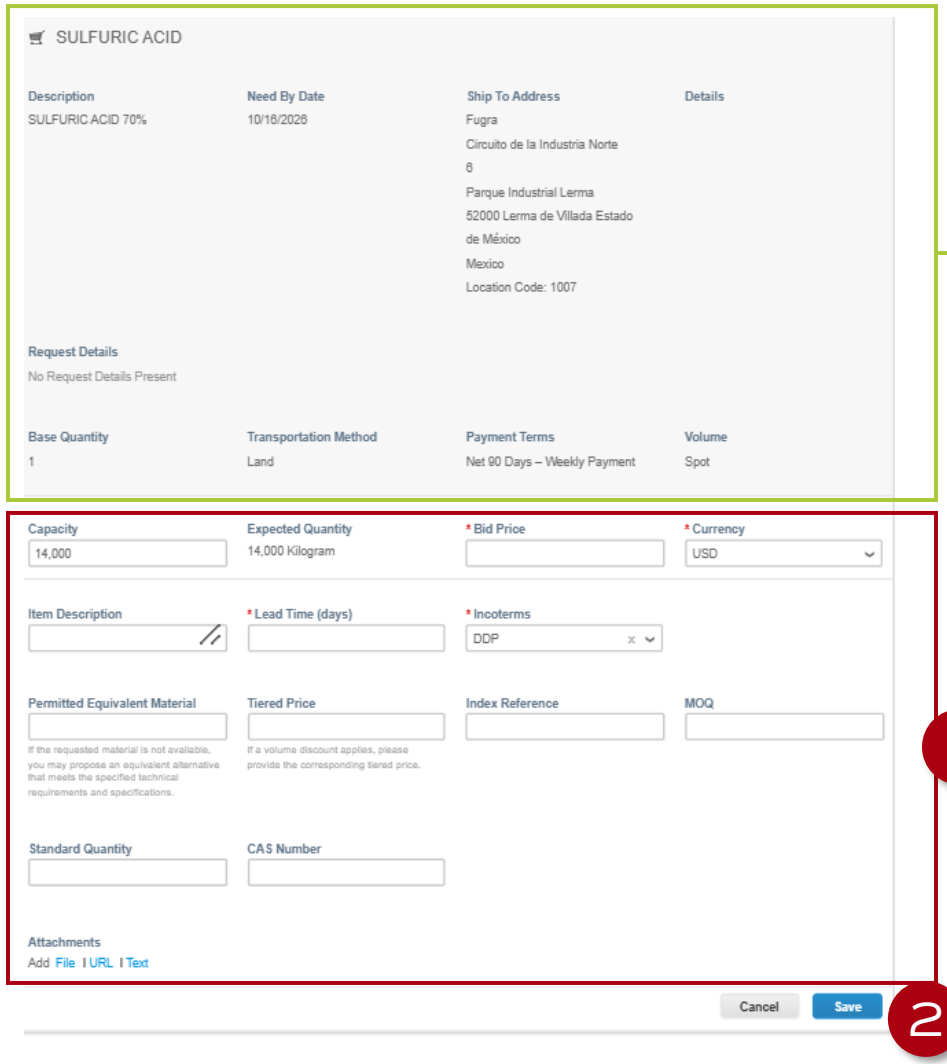
BOCAR

“Items and Services” section

5

Prices

Line-by-line entry and file upload.



In the gray section you will find the information defined by Bocar:

- Product
- Receipt date
- Delivery location
- Transportation method
- Payment terms
- Volume unit

1. Enter the information for the lines you are quoting. Some events ask for additional fields, for example:
   - **For chemicals:** the **CAS number**, and any additional documents must be uploaded in the attachments.

2. Click **“Save”** and the line will be saved.

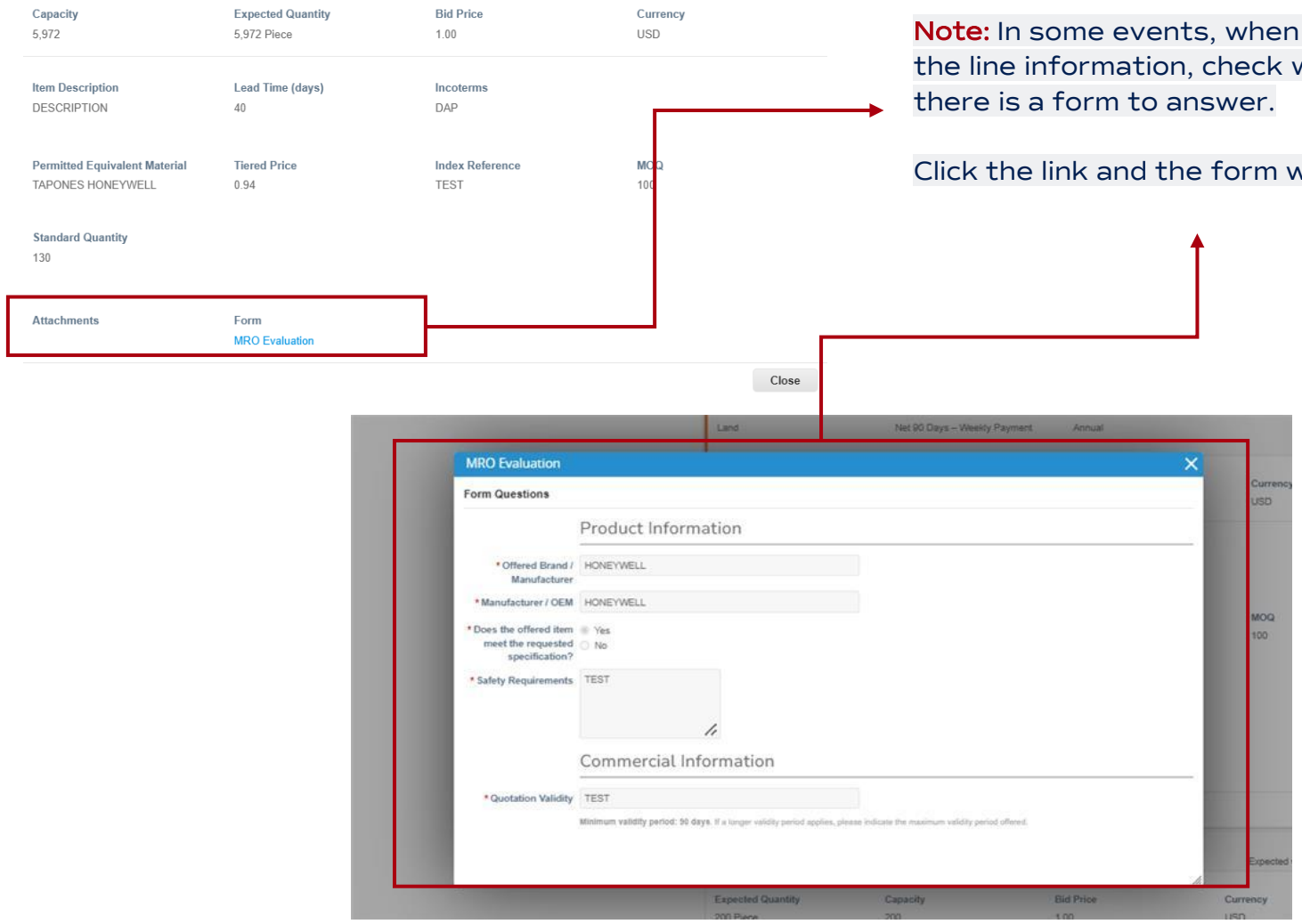
BOCAR

“Items and Services” section

5

Prices

Line-by-line entry and file upload.



Note: In some events, when you enter the line information, check whether there is a form to answer.

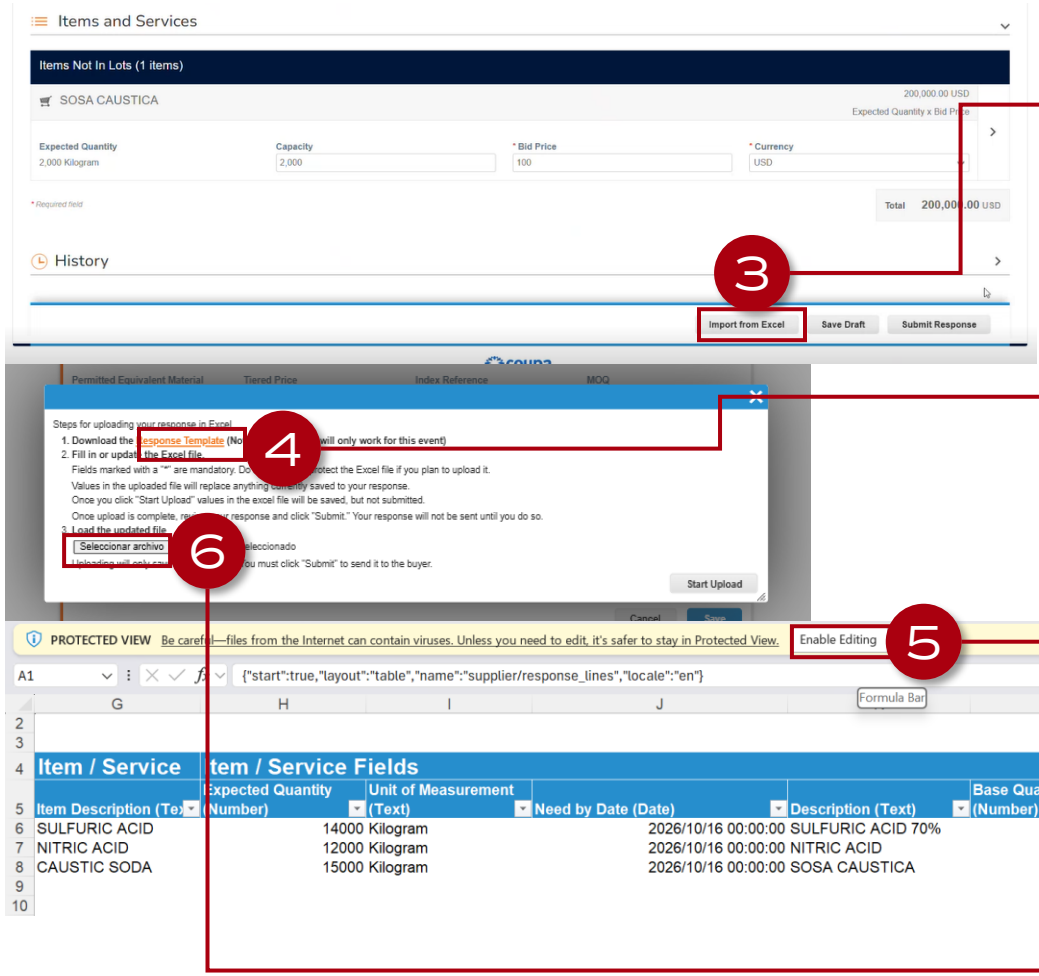
Click the link and the form will open.

“Items and Services” section: bulk upload

5

Prices

Line-by-line entry and file upload.



3. If you are quoting several lines, you can do a bulk upload. Click **“Import from Excel”.**

4. A window will open. Click **“Response template”.**

5. Download and save the Excel file, click **“Enable Editing”** and fill in the blank cells with the information for all lines.

6. Save the file and upload it with the **“Seleccionar archivo” (Choose file)** button. Check that the lines were loaded and click **“Save”.**

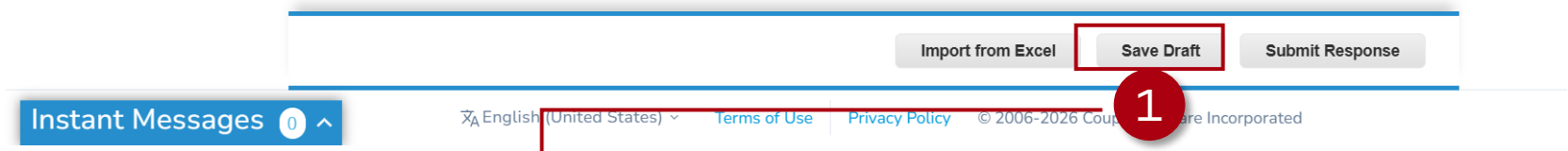
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Submit your response

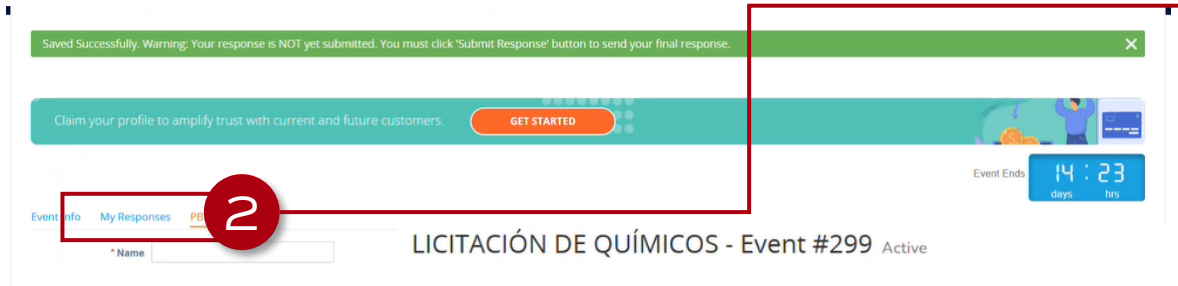
6

Submit

Submit, confirm and use messages.

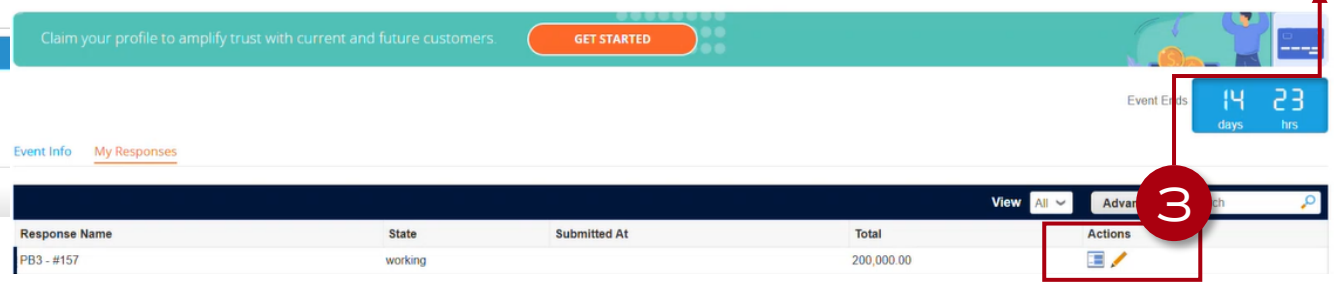


1. Before submitting, click **“Save Draft”.**

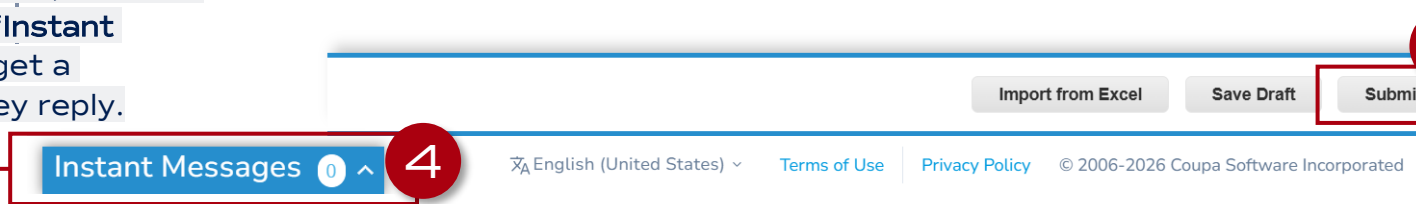


2. At the top, click **“My Responses”** and check that everything is correct.

3. If you want to edit something, click the pencil icon.



4. If you have questions, write to your buyer through **“Instant Messages”**. You will get a notification when they reply.

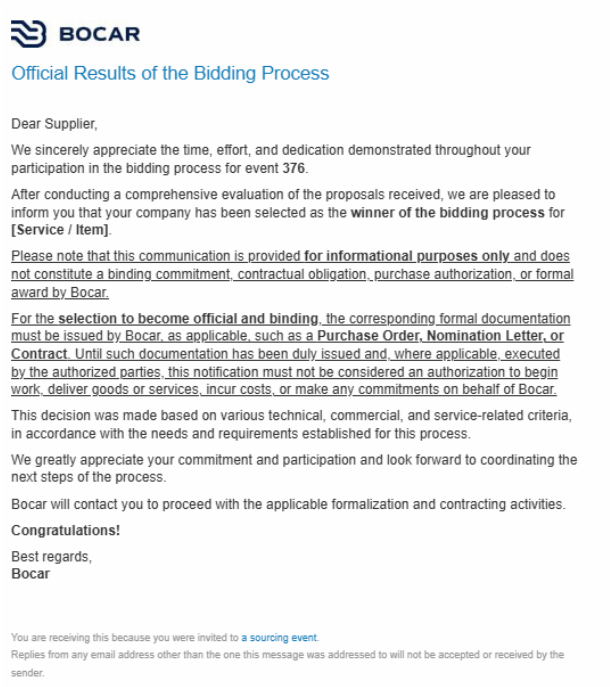


5. When you are ready, click **“Submit Response”**. Your quote will be submitted.

BOCAR

Frequently asked questions

1. What happens after I submit?



BOCAR

Official Results of the Bidding Process

Dear Supplier,

We sincerely appreciate the time, effort, and dedication demonstrated throughout your participation in the bidding process for event 376.

After conducting a comprehensive evaluation of the proposals received, we are pleased to inform you that your company has been selected as the **winner of the bidding process** for **[Service / Item]**.

Please note that this communication is provided **for informational purposes only** and does not constitute a binding commitment, contractual obligation, purchase authorization, or formal award by Bocar.

For the **selection to become official and binding**, the corresponding formal documentation must be issued by Bocar, as applicable, such as a **Purchase Order, Nomination Letter, or Contract**. Until such documentation has been duly issued and, where applicable, executed by the authorized parties, this notification must not be considered an authorization to begin work, deliver goods or services, incur costs, or make any commitments on behalf of Bocar.

This decision was made based on various technical, commercial, and service-related criteria, in accordance with the needs and requirements established for this process.

We greatly appreciate your commitment and participation and look forward to coordinating the next steps of the process.

Bocar will contact you to proceed with the applicable formalization and contracting activities.

Congratulations!

Best regards,
Bocar

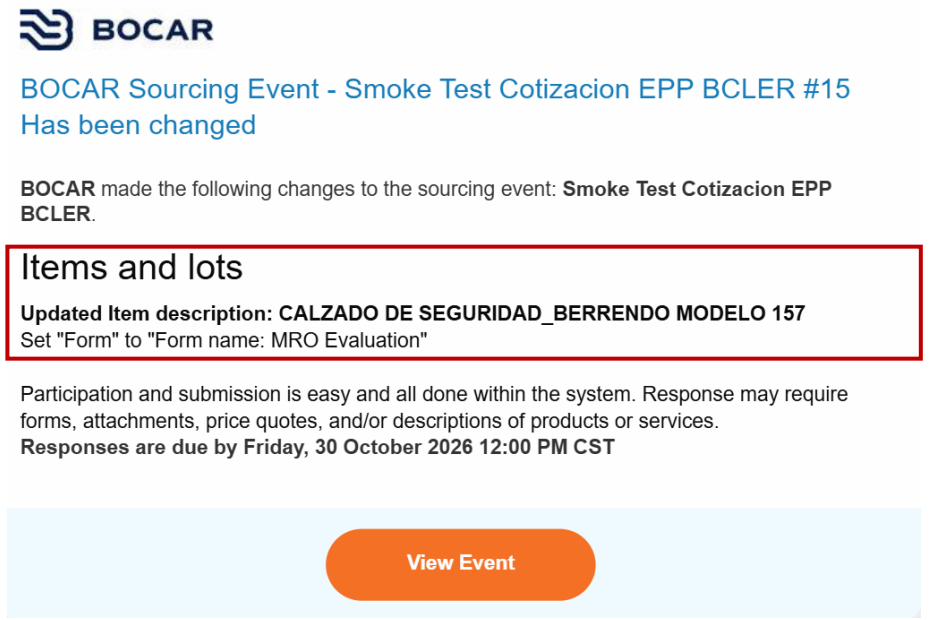
You are receiving this because you were invited to a sourcing event.
Replies from any email address other than the one this message was addressed to will not be accepted or received by the sender.

You will receive a Coupa Sourcing notification telling you whether you **were awarded or not** in this sourcing event.

If you are awarded, keep in mind:

- This message is **for information only.**
- The award becomes official when Bocar issues the corresponding **Purchase Order, Nomination Letter or Contract**.
- Your **buyer** will tell you the next steps.

2. What happens if Bocar changes the event?



BOCAR

BOCAR Sourcing Event - Smoke Test Cotizacion EPP BCLER #15
Has been changed

BOCAR made the following changes to the sourcing event: **Smoke Test Cotizacion EPP BCLER**.

Items and lots

Updated Item description: CALZADO DE SEGURIDAD_BERRENDO MODELO 157
Set "Form" to "Form name: MRO Evaluation"

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.
Responses are due by Friday, 30 October 2026 12:00 PM CST

View Event

You will receive a Coupa Sourcing notification with the lines that changed and a button to open the event. **Review the changes and update your response.**

3. Who can you contact if you have questions?

Access and passwords: Coupa Support, **sourcing.support@coupa.com** (replies within 24 to 48 hours).

Everything else: your buyer. Their contact details are in the invitation email.

What do I do if...?

...I can't log in or didn't receive the email?

Write to **Coupa Support: sourcing.support@coupa.com.** They handle access and passwords within 24 to 48 hours. Let your buyer know too.

...I want to offer an alternative?

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

...I will not participate?

Decline the invitation in Coupa with **"I decline to Participate"**. You can give the reason, and your buyer sees it immediately.

...I need to correct my bid?

While the event is open, **you can update your response and submit it again.** Not after closing.

...I have a question about the event?

Write it in the **event messages** ("Instant Messages"). The conversation is recorded.

...I am awarded only part of it?

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