SUPPLIER GUIDE

Coupa - Sourcing



Introduction

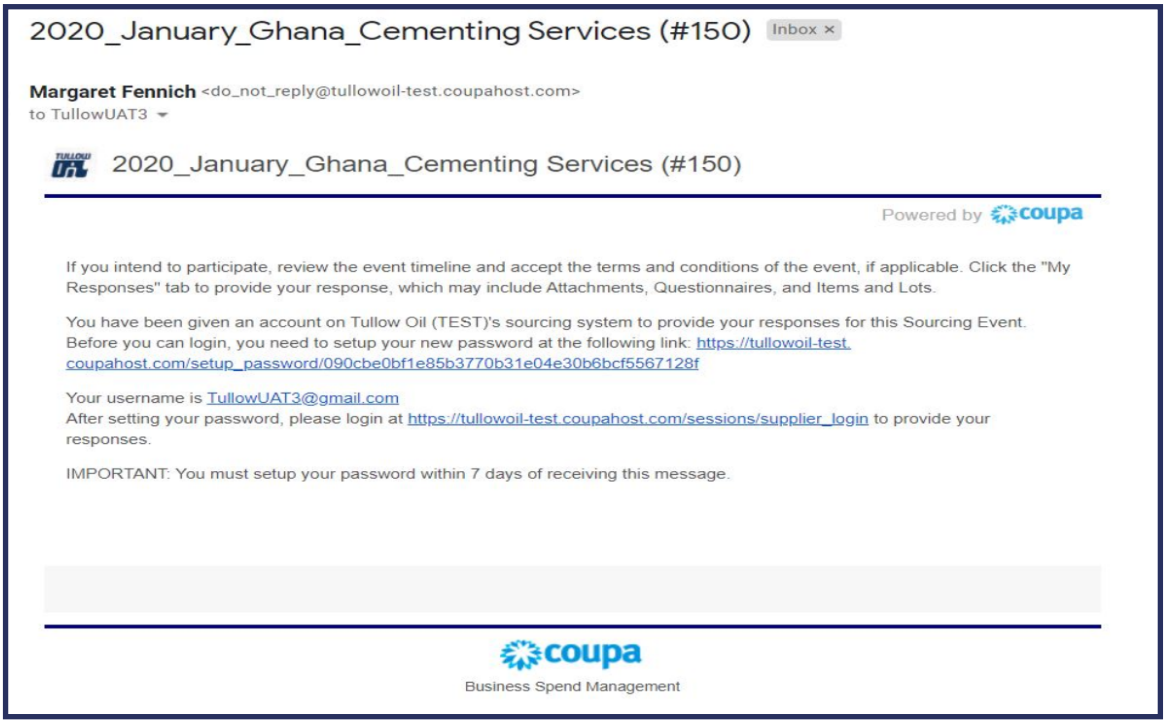
The purpose of this guide is to explain how to use Tullow Oil's - Sourcing Module - Coupa. It highlights what actions you need to take as a supplier to ensure that interacting with us will be faster, easier and, provide you with more information within a single system.

This guide covers:

- Supplier Invitation
- Logging In to respond
- Subsequent Invitations
- Finding your Request For Proposal (RFP) Request For Quotation (RFQ) Request For Information (RFI)
- Intention to respond
- Completing your response
- Submitting your response
- Additional Invitations
- Supplier/buyer communication
- Frequently Asked Questions

Supplier Invitation

All invitations to participate in a sourcing event will be delivered via an email from Tullow as follows: do_not_reply@tullowoil.coupahost.com



2020_January_Ghana_Cementing Services (#150) Inbox ×

Margaret Fennich <do_not_reply@tullowoil-test.coupahost.com>
to TullowUAT3

2020_January_Ghana_Cementing Services (#150)

Powered by coupa

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, Questionnaires, and Items and Lots.

You have been given an account on Tullow Oil (TEST)'s sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password at the following link: https://tullowoil-test.coupahost.com/setup_password/090cbe0bf1e85b3770b31e04e30b6bcf5567128f

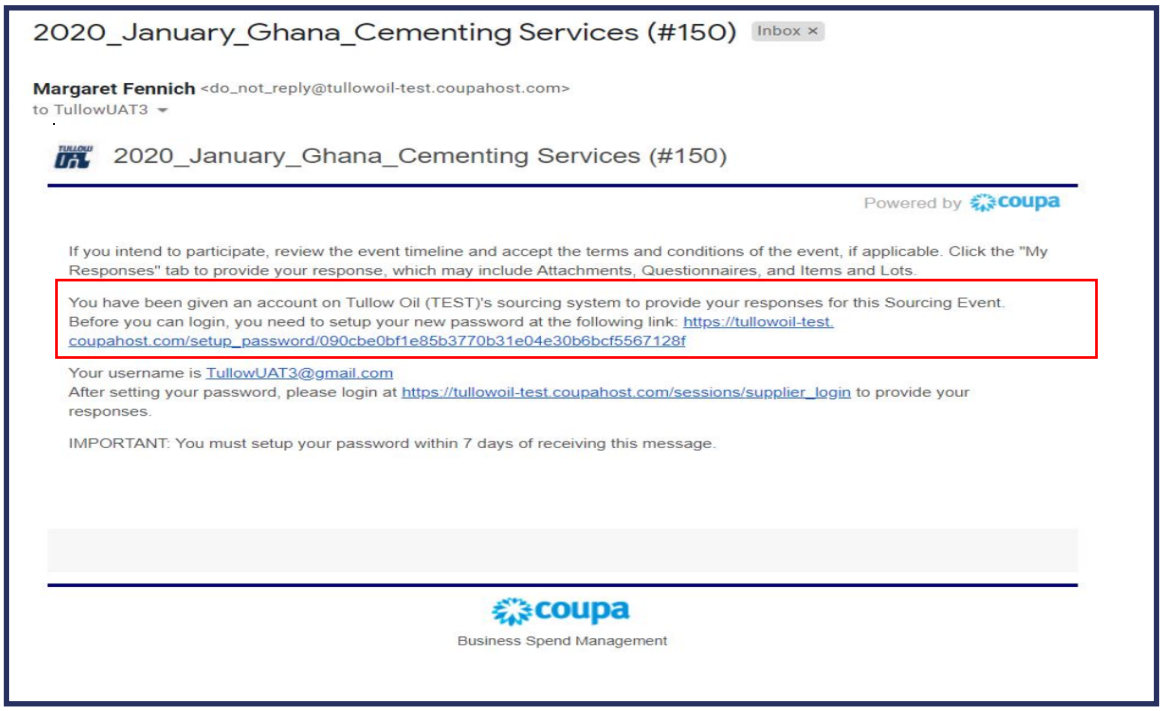
Your username is TullowUAT3@gmail.com
After setting your password, please login at https://tullowoil-test.coupahost.com/sessions/supplier_login to provide your responses.

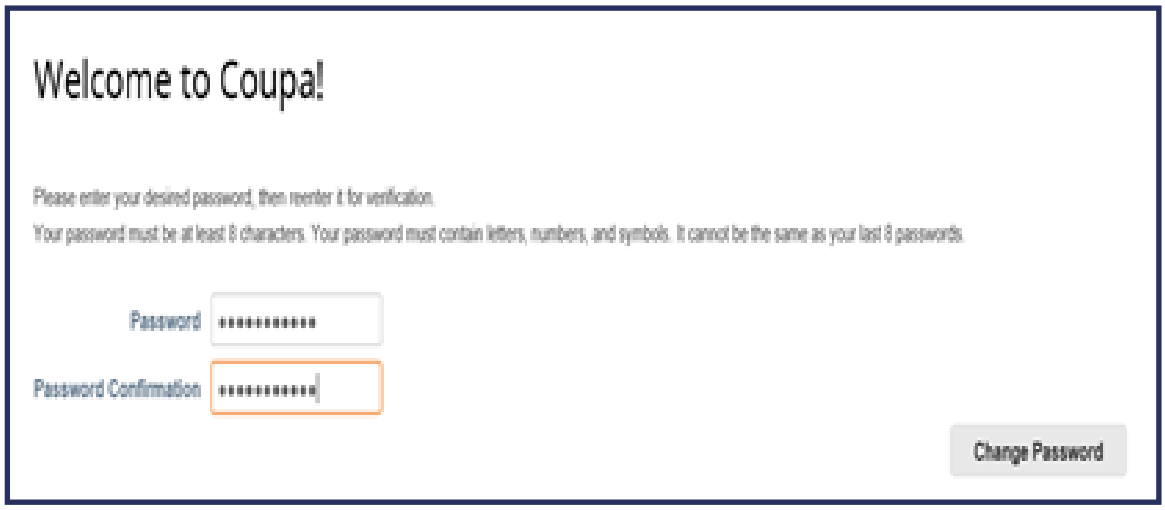
IMPORTANT: You must setup your password within 7 days of receiving this message.

coupa
Business Spend Management

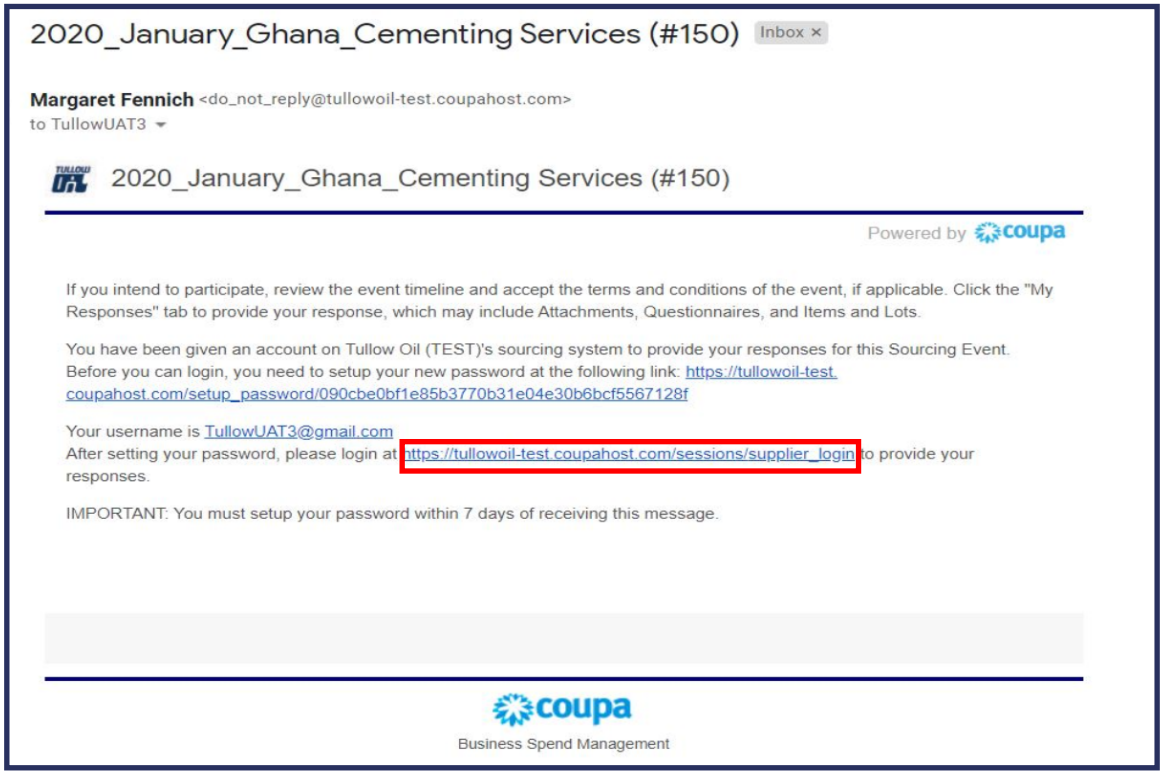
Logging in to respond

All suppliers will be required to have an account and sign in to view sourcing events. You will receive an email the first time you are invited to an event. The email contains your username (your email) and a link to set up your password to log in to Coupa via the Sourcing Response Portal to respond to an RFP/RFQ/RFI. When responding to your first request, you will be required to select a password, as shown below.





After setting your password please sign in using the link included in the email, see below.

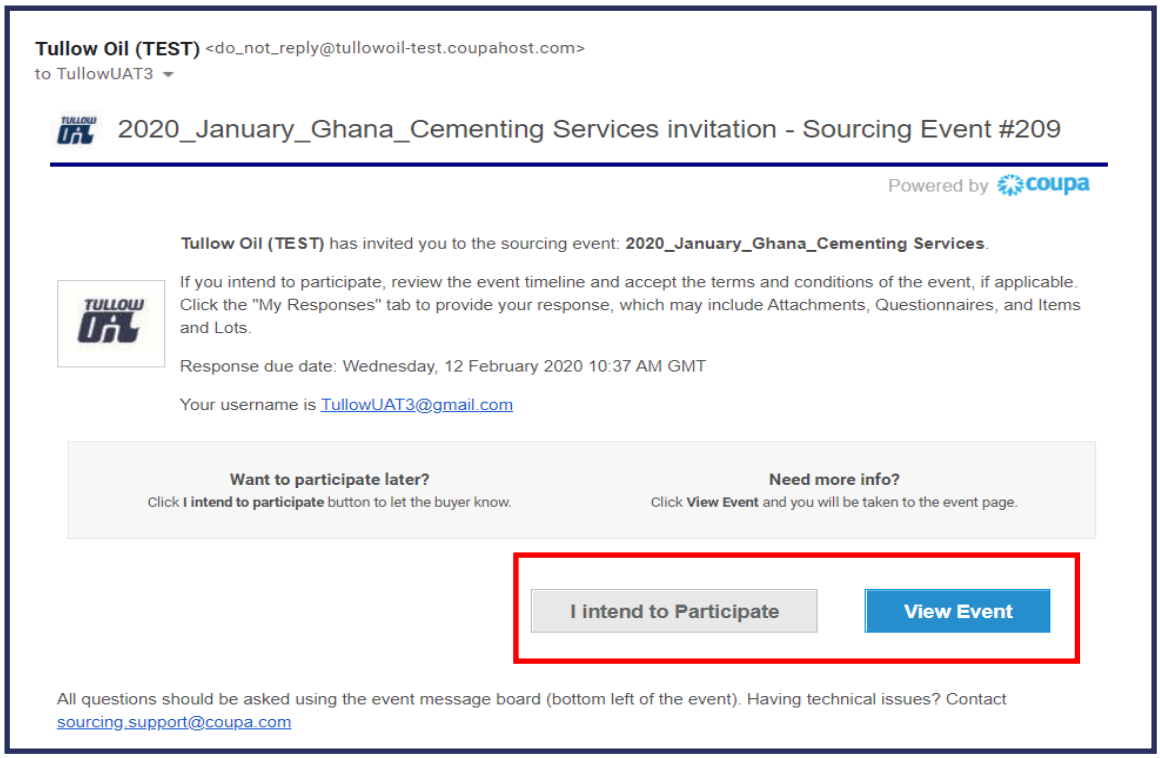


The Link will take you to the log in screen, example shown below.



Subsequent Invitations

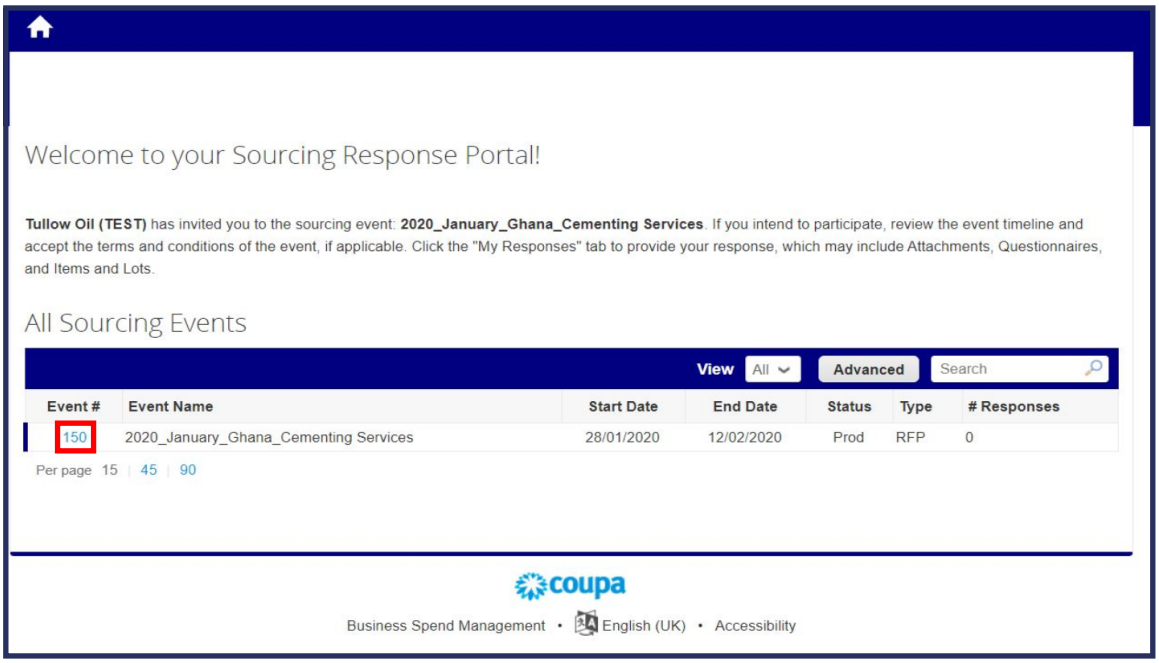
Suppliers will receive the following email notification for any further RFP/RFQ/RFI's after receiving their first invitation from Tullow.



Suppliers can either notify their intention to participate directly from the email, or click 'View Event' to read through further information before signalling their intention, as indicated above.

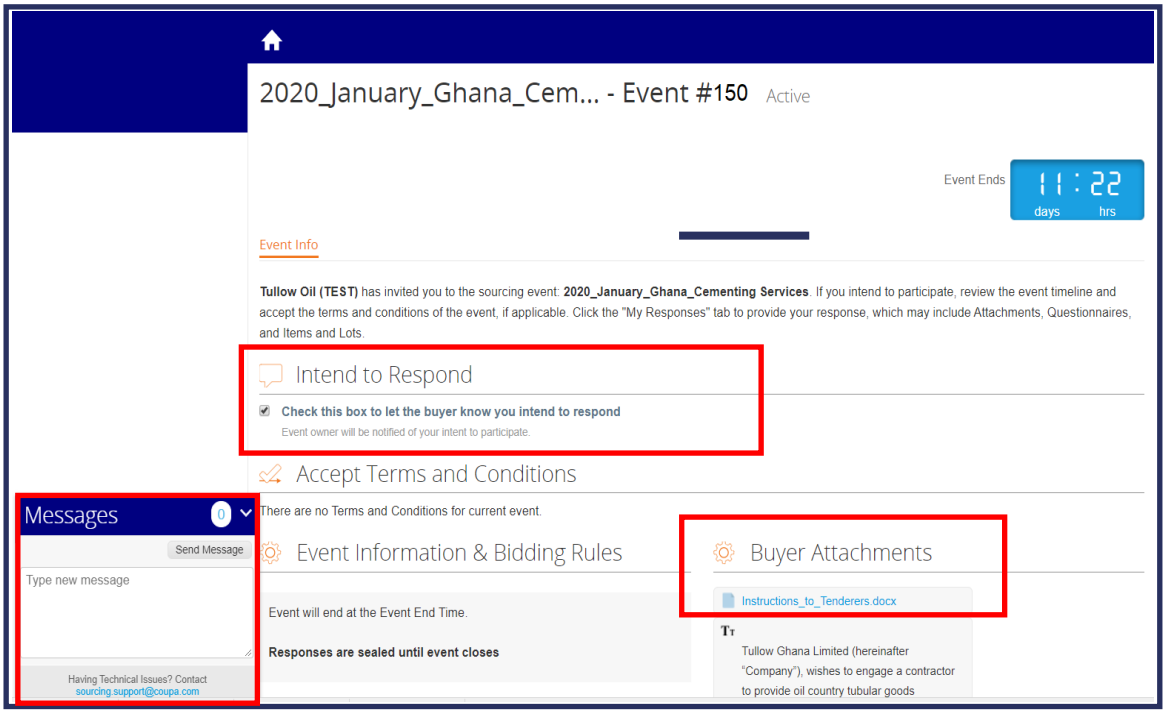
Finding Your RFP/RFQ/RFI

Once logged in, Suppliers can view a list of all Events which they have been invited to respond to. Clicking on the Event Number will open the event



Intention to respond

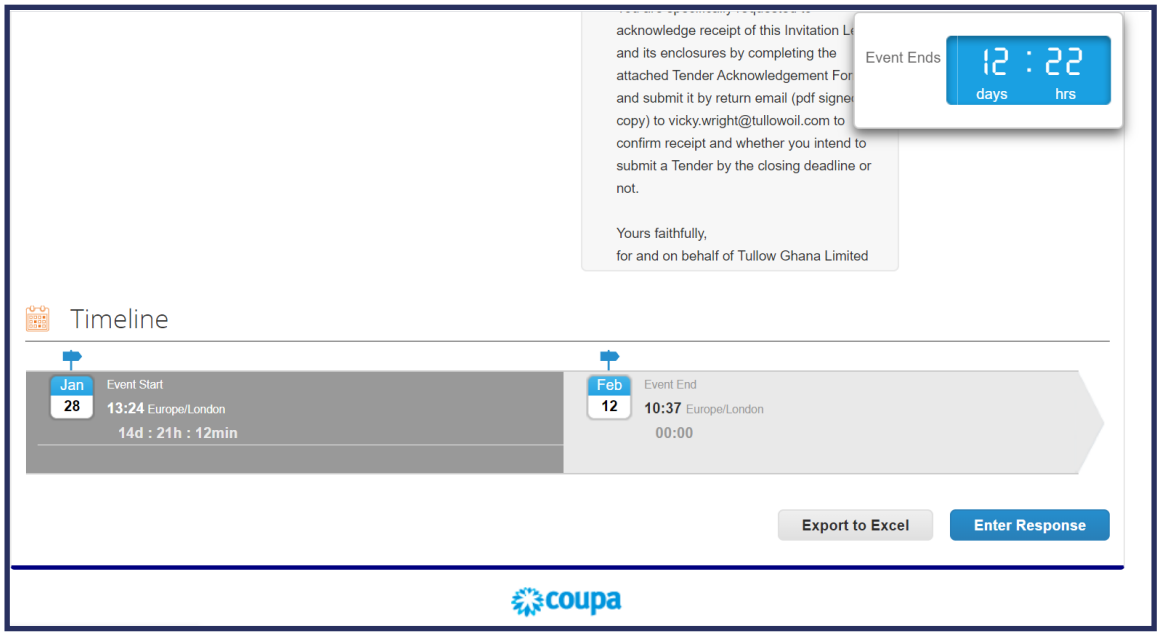
Before viewing the details of any event suppliers should open and review all Buyer attachments, for example: Letter of Invitation; Instructions to Tenderer; Scope of Work; and Confidentiality agreement, in order to inform your desision regarding your intention to respond. After reviewing the documents, Suppliers must notify Tullow of their intention to respond. As shown below.



If a supplier does not wish to respond, they should use the message board, indicated above, to notify Tullow that they decline to participate. If you notify Tullow that you are not responding, you will be unable to progress any further to view the event.

Once the Supplier has indicated their intention to respond, the ‘Enter Response’ button is available at the bottom of the page, allowing access to the event.

The Event Countdown clock will also inform you of how long you have to respond.

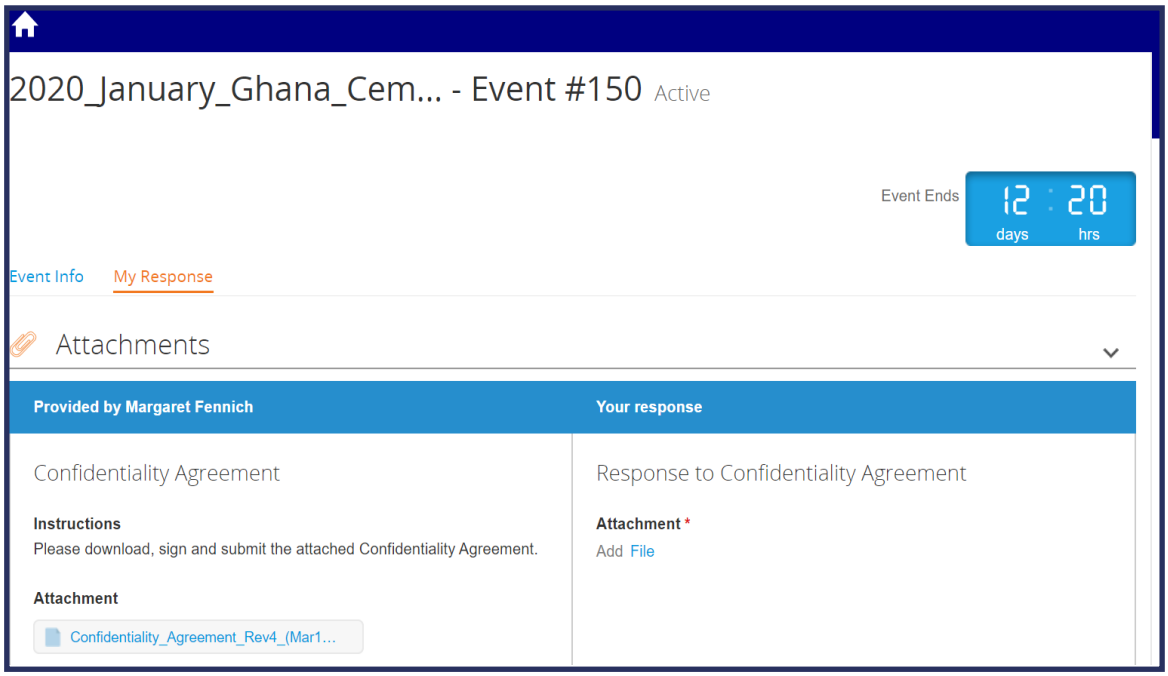


Completing Your Response

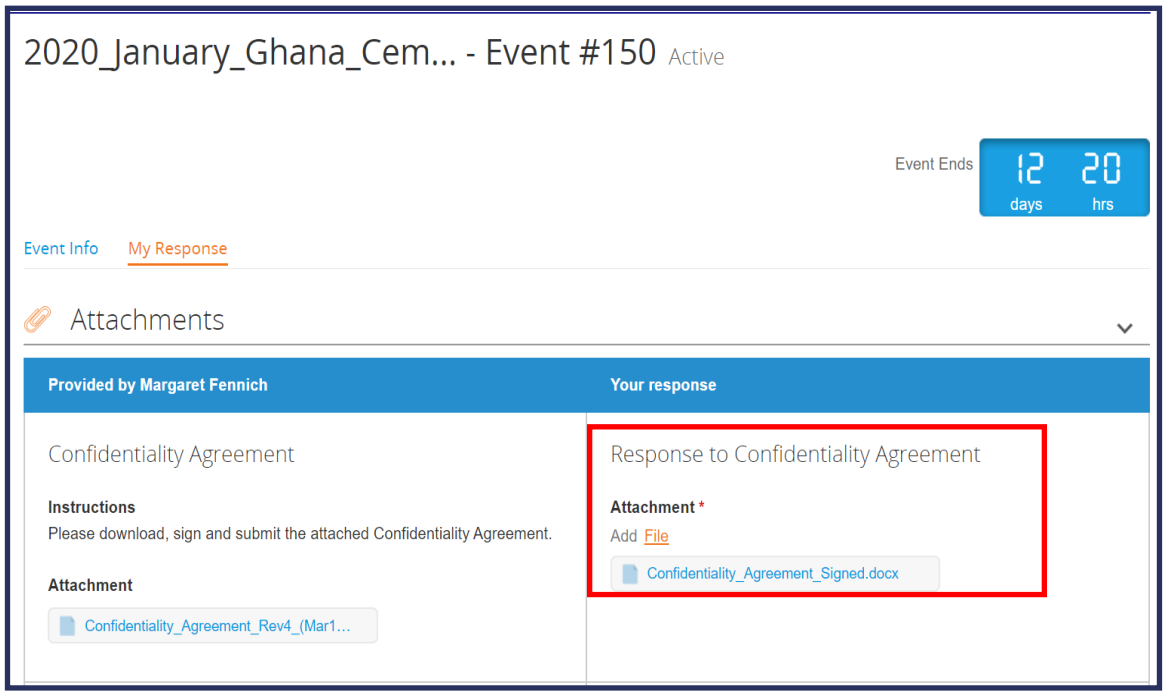
All RFP/RFQ/RFIs are organised into three sections:

- **Attachments;**
- **Questionnaires; and,**
- **Items and Lots**

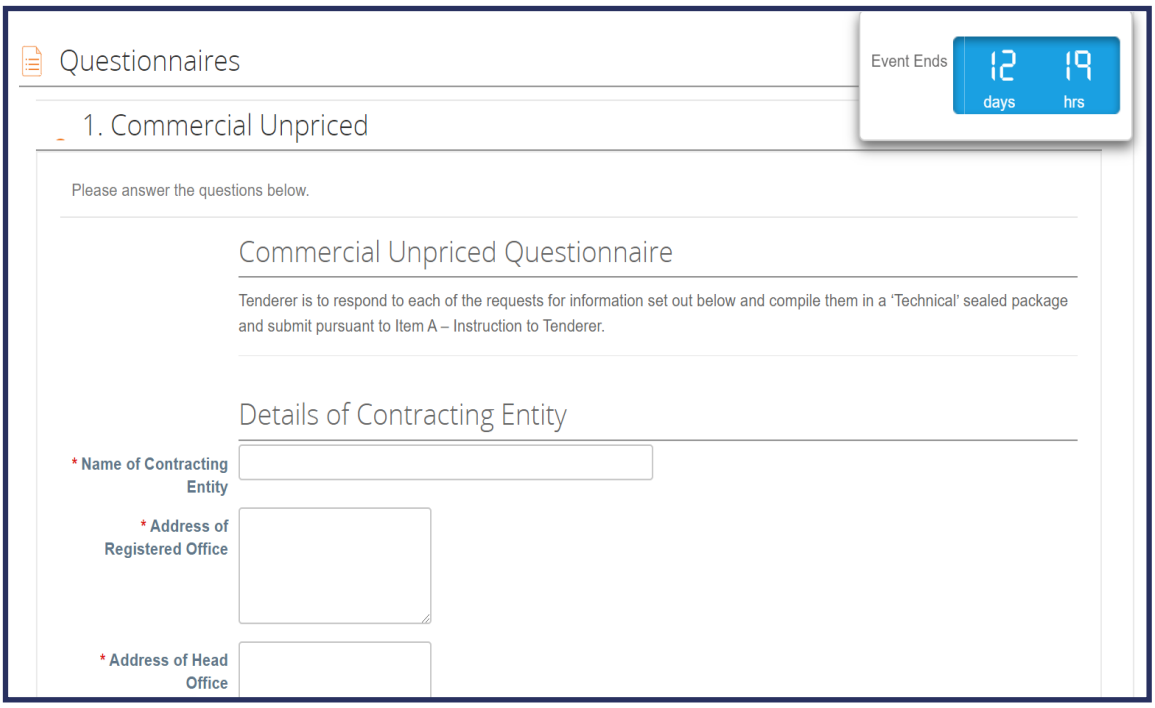
Attachments - the 'File' hyperlink denotes where documents should be attached. If a * denoting an attachment is mandatory is present, a document must be attached in order for the response to be submitted



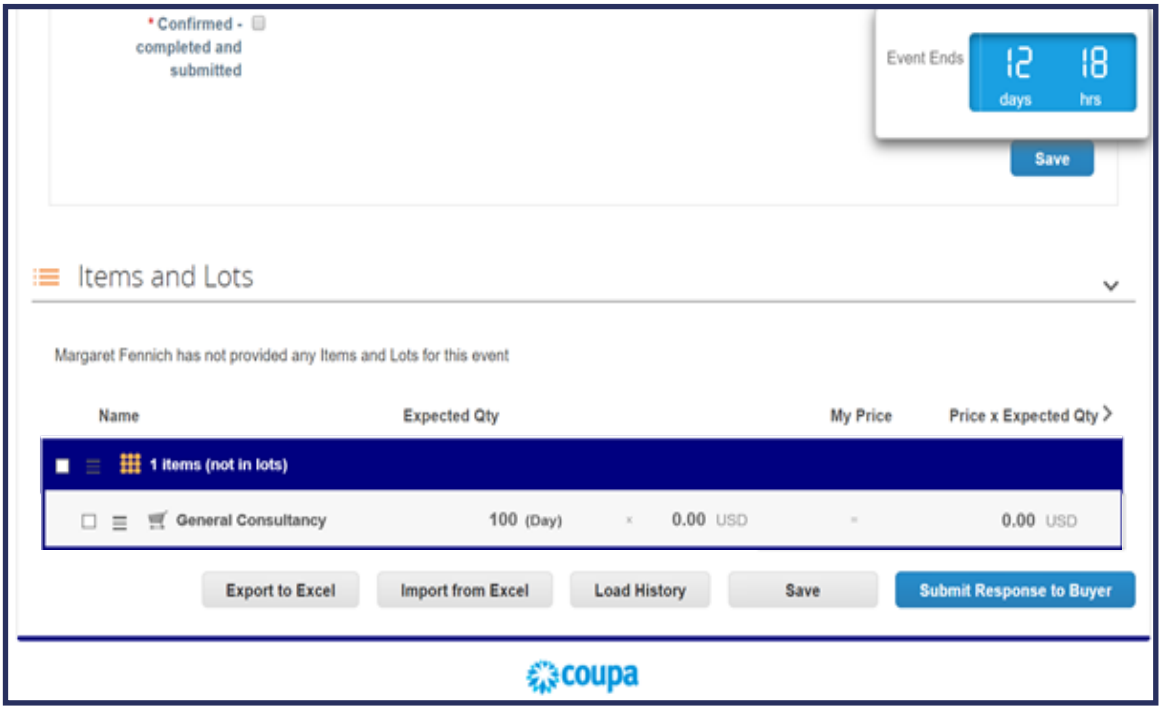
Once uploaded the attachment will appear, example below.



Questionnaires – questions which must be completed in order to submit your response. As with attachments, any question which has a * is mandatory and must be answered before submission.



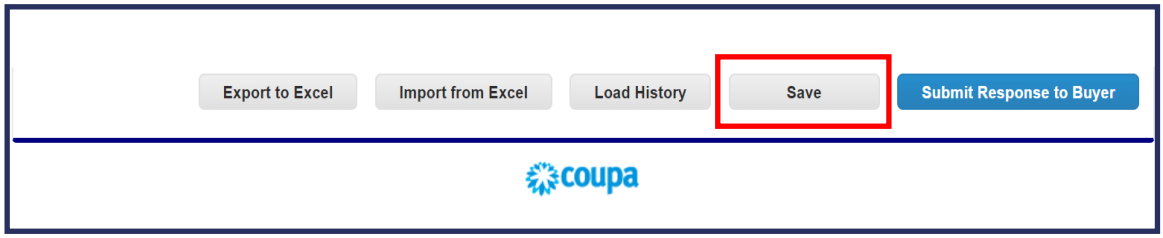
Items and Lots – provide the commercial/pricing information required from Tullow. Suppliers can provide pricing information within the system, allowing Buyers the ability to easily compare pricing at evaluation. Prices will calculate automatically (Price x Expected Qty)



Suppliers should note that events with larger commercial/pricing sections may be uploaded as an attachment within the Attachments section.

Submitting Your Reponse

Suppliers are not required to complete their response in one attempt. Each section has a Save button at the bottom, as well as a Save option at the foot of the page.



Once you are ready to submit your response to Tullow, click Submit Response to Buyer, under the Items and Lots section.



Supplier/buyer communication

Ensure that you read the Instruction to Tenderers to understand how to communicate with Tullow for the specific event. In addition within each event, a message board is available for basic communications to the Tullow buyer involved.

The message board tab is located in the bottom left hand corner, clicking on the white arrow will expand the box to allow you to type your message.





Once your message has been typed, click Send Message. The buyer will be alerted via email to your message. Any return messages will trigger an email to your inbox.

Frequently Asked Questions

How can I avoid losing my data if the browser times out?

Depending on the time you need to fill in your responses, your browser might time out. To avoid losing your responses, enter them offline by using the exported .csv file and import the file back into the event

If you decide to fill in your responses online, make sure you save your changes frequently

How do I know if my response was submitted?

1. The flash message that indicates if the response went through
2. The history at the bottom of the event page that indicates the total amount, response name, and the time the response was submitted

What browsers are supported?

For supported browsers, see the documentation for the relevant Coupa release

https://success.coupa.com/Support/Releases/26

Coupa Sourcing works best with Chrome

How can I add details other than the price for each item?

Expand the item to see additional fields (for example, description) to enter details.

How can I contact an event organiser?

When an event organiser invites you to participate in an event, you receive an email that contains a link to the event and contact information for questions about the event or technical issues. The Instructions to Tenderers will include details of how to communicate with the event owner for the specific event. After accessing the event, you can communicate with the event organiser through the Message Centre on the bottom left.

Also, if you reply to the original email invite, your email is sent to the event organiser

What do I do when the Submit button is greyed out?

If the event owner/creator has made changes to the event, you need to accept changes before you can submit your bid. The checkbox to accept changes is above the Submit button.

What is the size limit when uploading files?

- The file size limit is 100 MB per upload
- The recommended number of attachments is 20-40

Additional FAQs for Suppliers from Coupa can be found through this link:

https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ

For all queries please get in touch
with your local Tullow Oil contact.

www.tullowoil.com/supplier_centre