

# 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@tulloil.coupahost.com

2020\_January\_Ghana\_Cementing Services (#150) Inbox x

**Margaret Fennich** <do\_not\_reply@tulloil-test.coupahost.com>  
to TullowUAT3

 2020\_January\_Ghana\_Cementing Services (#150)

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Powered by 


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://tulloil-test.coupahost.com/setup\\_password/090cbe0bf1e85b3770b31e04e30b6bcf5567128f](https://tulloil-test.coupahost.com/setup_password/090cbe0bf1e85b3770b31e04e30b6bcf5567128f)

Your username is [TullowUAT3@gmail.com](mailto:TullowUAT3@gmail.com)  
After setting your password, please login at [https://tulloil-test.coupahost.com/sessions/supplier\\_login](https://tulloil-test.coupahost.com/sessions/supplier_login) to provide your responses.

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

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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.

2020\_January\_Ghana\_Cementing Services (#150) Inbox x

**Margaret Fennich** <do\_not\_reply@tulloil-test.coupahost.com>  
to TullowUAT3

 2020\_January\_Ghana\_Cementing Services (#150)

Powered by 


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.

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Your username is [TullowUAT3@gmail.com](mailto:TullowUAT3@gmail.com)  
After setting your password, please login at [https://tulloil-test.coupahost.com/sessions/supplier\\_login](https://tulloil-test.coupahost.com/sessions/supplier_login) to provide your responses.

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

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Business Spend Management

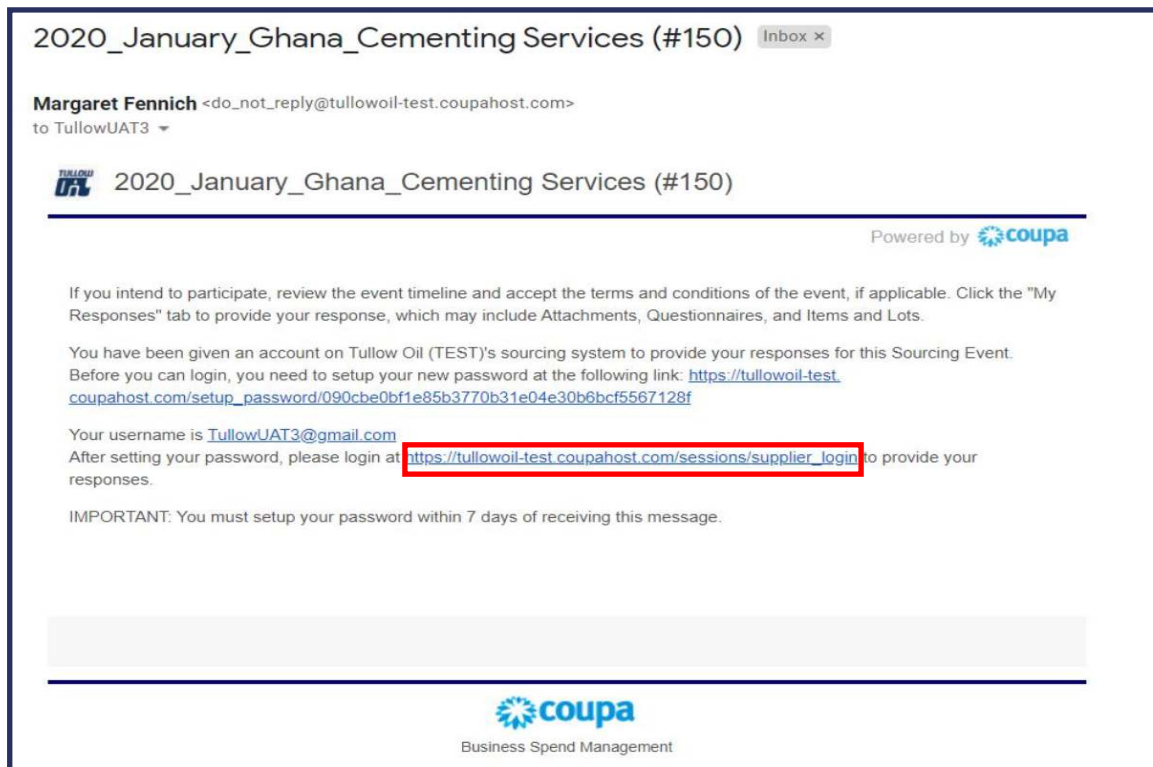
## Welcome to Coupa!

Please enter your desired password, then reenter it for verification.  
Your password must be at least 8 characters. Your password must contain letters, numbers, and symbols. It cannot be the same as your last 8 passwords.

Password

Password Confirmation

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.

**Tullow Oil (TEST)** <do\_not\_reply@tullowoil-test.coupahost.com>  
to TullowUAT3

**2020\_January\_Ghana\_Cementing Services invitation - Sourcing Event #209**

Powered by **coupa**

**Tullow Oil (TEST)** has invited you to the sourcing event: **2020\_January\_Ghana\_Cementing Services**.

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.

Response due date: Wednesday, 12 February 2020 10:37 AM GMT

Your username is [TullowUAT3@gmail.com](mailto:TullowUAT3@gmail.com)

**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**      **View Event**

All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact [sourcing.support@coupa.com](mailto:sourcing.support@coupa.com)

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

Welcome to your Sourcing Response Portal!

**Tullow Oil (TEST)** has invited you to the sourcing event: **2020\_January\_Ghana\_Cementing Services**. 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.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
<b>150</b>	2020_January_Ghana_Cementing Services	28/01/2020	12/02/2020	Prod	RFP	0

Per page: 15 | 45 | 90

**coupa**  
Business Spend Management • English (UK) • Accessibility

## 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 decision regarding your intention to respond. After reviewing the documents, Suppliers must notify Tullow of their intention to respond. As shown below.

The screenshot displays the Coupa event interface. At the top, the event title is "2020\_January\_Ghana\_Cem... - Event #150" with a status of "Active". A blue countdown clock shows "Event Ends" at 11:22. Below this, the "Event Info" section contains an invitation from Tullow Oil (TEST) to participate in the "2020\_January\_Ghana\_Cementing Services" event. A red box highlights the "Intend to Respond" section, which includes a checked checkbox labeled "Check this box to let the buyer know you intend to respond". To the left, a "Messages" sidebar is visible. Below the invitation, there are sections for "Accept Terms and Conditions", "Event Information & Bidding Rules", and "Buyer Attachments", with a red box highlighting the "Buyer Attachments" section which contains a link to "Instructions\_to\_Tenderers.docx".

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.

This screenshot shows a different view of the event page. It features a "Timeline" section with two key events: "Event Start" on Jan 28 at 13:24 (Europe/London) and "Event End" on Feb 12 at 10:37 (Europe/London). A "Buyer Attachments" section is visible, containing a document titled "Instructions to Tenderers.docx". A blue countdown clock at the top right shows "Event Ends" at 12:22. At the bottom of the page, there are two buttons: "Export to Excel" and "Enter Response".

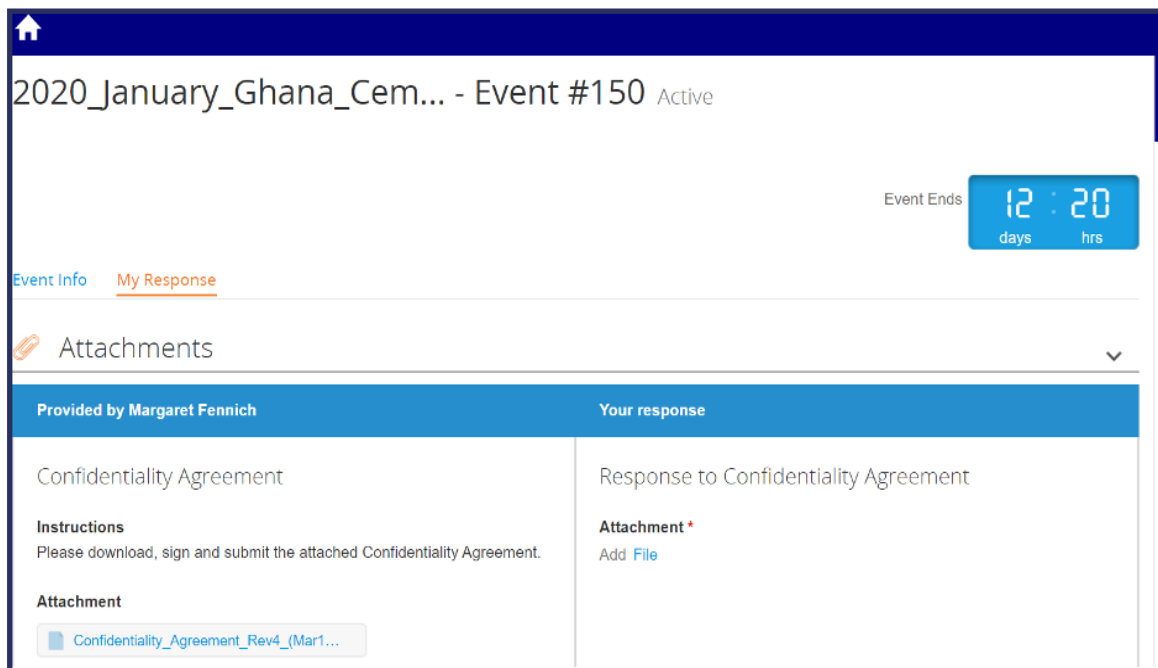


## Completing Your Response

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



2020\_January\_Ghana\_Cem... - Event #150 Active

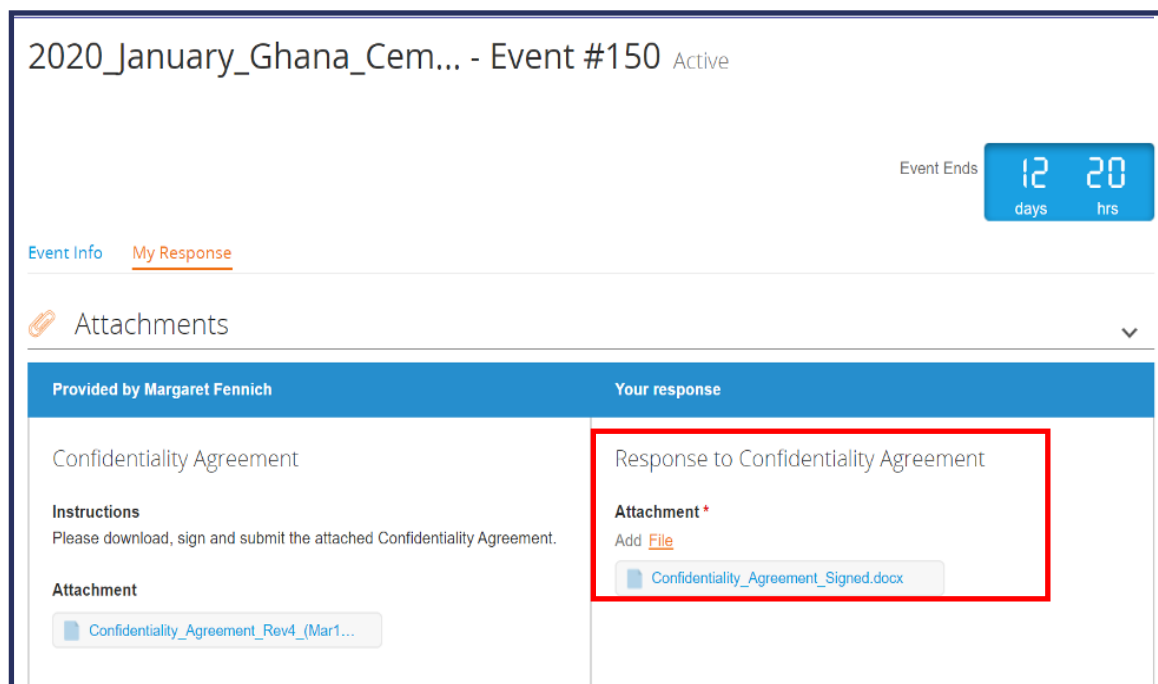
Event Ends 12 : 20 days hrs

Event Info My Response

Attachments

Provided by Margaret Fennich	Your response
<p>Confidentiality Agreement</p> <p><b>Instructions</b> Please download, sign and submit the attached Confidentiality Agreement.</p> <p><b>Attachment</b></p> <p>Confidentiality_Agreement_Rev4_(Mar1...</p>	<p>Response to Confidentiality Agreement</p> <p><b>Attachment *</b> Add <a href="#">File</a></p>

Once uploaded the attachment will appear, example below.



2020\_January\_Ghana\_Cem... - Event #150 Active

Event Ends 12 : 20 days hrs

Event Info My Response

Attachments


Provided by Margaret Fennich	Your response
<p>Confidentiality Agreement</p> <p><b>Instructions</b> Please download, sign and submit the attached Confidentiality Agreement.</p> <p><b>Attachment</b></p> <p>Confidentiality_Agreement_Rev4_(Mar1...</p>	<p>Response to Confidentiality Agreement</p> <p><b>Attachment *</b> Add <a href="#">File</a></p> <p>Confidentiality_Agreement_Signed.docx</p>



**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.**

Item Requested	Ship To	Item Details		
 Item 1				
<b>My Capacity</b> <input type="text" value="4"/>	<b>Expected Quantity</b> 5 Each	<b>My Price *</b> × <input type="text" value="1,500.00"/>	<b>Currency</b> <input type="text" value="USD"/>	<b>Line Total</b> = 7,500.00 USD

Please note that when completing Items and Lots you can bid for a portion of what is required, if you cannot supply 100% of the requirement, using the My Capacity field, which is available at line level and at lot level. The capacity is initially defaulted to the full requested quantity but can be overwritten.

## 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.



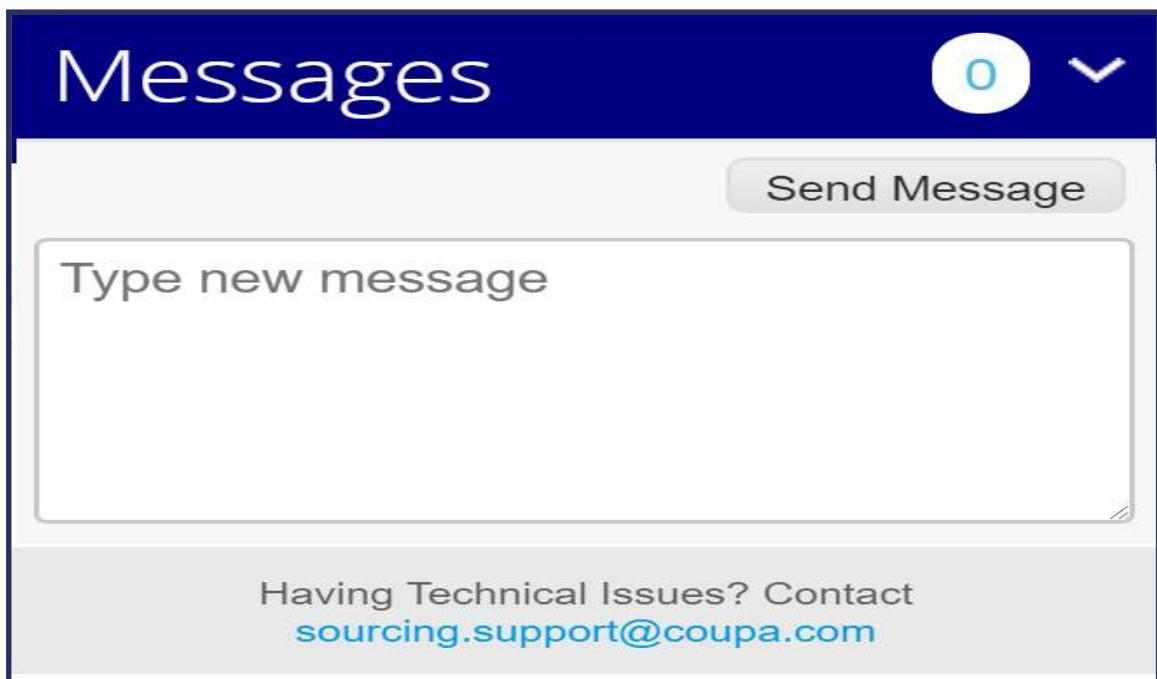
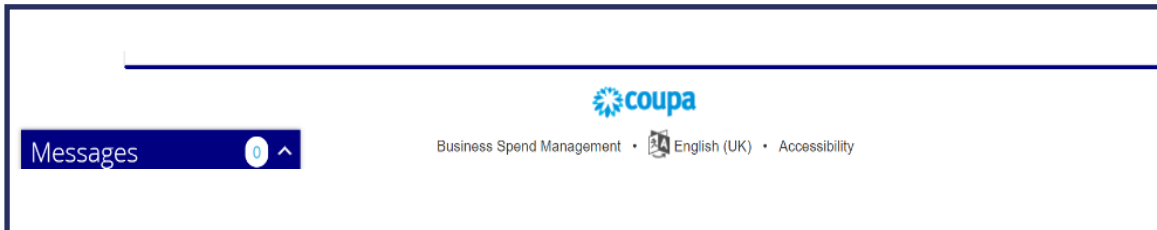
Once you are ready to submit your response to Tullow, click Submit Response to Buyer, under the Items and Lots section.



## 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 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](https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ)



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

[www.tulloil.com/supplier\\_centre](http://www.tulloil.com/supplier_centre)