ComPASS

ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

Guiding you through your purchases

Powered by **coupa**

How to Participate in Tenders

Updated on 26 August 2022

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Topics

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Steps to Submit Pre-requisite Questions

Step 1: Retrieve the sourcing event invitation from your email. Click on "I intend to Participate"

Step 2: Read the details and check "I intend to Participate"
Step 3: Review the terms and conditions attached and click "Yes" and click "Send to the Event Owner"

TQ20A7002 - Supply of ... - Event #315 Active

Event Ends **07 : 22**
days   hrs

Event Info

Shanley Ong made the following changes to this event

ComfortDelGro ComPASS made the following changes to the sourcing event: TQ20A7002 - Supply of Automotive Filters -1.

Event timeline

Set "Start on submit" to "true"
Updated "Start time" from "11/5/20 10:00 AM" to "7/5/20 6:23 PM"

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.

Do you intend to participate in this event?

☐ I intend to participate in this event
Event owner will be notified of your intent to participate.

Accept Terms and Conditions

Terms and Conditions   Do you accept these Terms and Conditions?
NDA_(CDG-tender)-081014.pdf   ○ Yes
                                      ○ No

Tips:
After you send to event owner, you will see a green bar stating that Terms and Conditions have been accepted and the "Send to Event Owner" button will grey out

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Steps to Submit Response

Step 1: Click "Enter Response"

Step 2: Enter a name for your submission (e.g Offer 1)
Step 3: Read instructions (if any)

Step 4: Answer and save each of the forms

Step 5: Click on Items and Lots to start updating information

Step 6a: Complete all mandatory fields marked with red asterisk (*) and click "Save Item". Alternatively, you can export to excel to complete the information (see step 6b).

Step 7 : For submission, click "Submit Response to Buyer"

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Step 6b: Click "Export to Excel" and complete the information in the excel file and submit the response by clicking "import from Excel"

Step 7 : For submission, click "Submit Response to Buyer"

Step 8: Click "My Response" to check that the date of submission is captured

Status "Submitted" means you have successfully submitted your response. If you would like to submit multiple responses, refer to the guide in the next few slides.

Steps to Submit Multiple Response

Step 1: In "My Responses" tab, click "Enter Response"

Step 2: Enter a name for your second response, e.g (Offer 2)

Step 3: Repeat step 3 to 7 of "Steps to Submit Response"

Step 4: If your submission is successful, you will be able to see both submissions under "My Responses"

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More Resources

For FAQ on Sourcing Supplier in Coupa, please refer to this article in Coupa website:
https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/Sourcing

For support, please contact the designated Category Owner of the sourcing event.