BUSINESS REQUIREMENT DOCUMENT

SOURCING MANAGEMENT

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1 DOCUMENT MANAGEMENT AND APPROVAL

DOCUMENT DETAILS

Document Title	Business Requirement Document – Sourcing Management		
Department:			
	Name	**Date**	**Signature**
Prepared by:	Joyce Kuppekar	05/01/2026	
Reviewed by:	Sushil Yerunkar		
Document status	Draft ☐ Reviewing ☐ Approved ☒		

REVISION HISTORY

Version	Revision Date	Revised By	Description of Revision
1.0	29/11/2025	Joyce Kuppekar	Version 1
2.0	15/12/2025	Joyce Kuppekar	Version 2
3.0	05/01/2025	Joyce Kuppekar	Version 3

DOCUMENT REVIEWERS

No.	Author/ Owner	Division	Signature
1.	Nguyen Phuong Thuy		
2.	Teh Zer Pei		
3.			
4.			

PROCESS OWNERS

No.	Author/Owner	Version	Email
1.	Nguyen Phuong Thuy		
2.	Teh Zer Pei		
3.	Procurement team		

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ABBREVIATIONS USED IN THE DOCUMENT

Abbreviations	Full Form
API	Application Programming Interface
CSP	Coupa Supplier Portal
CSV	Comma-Separated Values
LOA	Level of Authority
OTP	One Time Password
PR	Purchase Requisition
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quotation
T&C	Terms and Conditions

LEGEND/KEY TO INTERPRET THE PROCESS FLOWCHARTS

Colour	Meaning
Black	General process flow: Represents the standard or main steps in the process.
Green	Logically correct flow/next step: Indicates the correct or intended progression in the process. Do not assume green always means "yes".
Red	Logically incorrect flow/next step: Identifies incorrect, non-compliant, or exception flows. Do not assume red always means "no".

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2 SOURCING PROCESS OVERVIEW

Coupa Sourcing is a powerful, cloud-based solution designed to streamline, automate, and optimize the end-to-end sourcing process. It enables organizations to manage sourcing events more efficiently, drive cost savings, improve supplier collaboration, and enhance overall transparency and compliance. The platform supports strategic sourcing initiatives by offering a structured and user-friendly interface for managing bids, evaluating suppliers, and awarding contracts.
Below are the key features and capabilities of Coupa Sourcing that contribute to a more effective procurement strategy.

Key Features

Event Management:
Coupa Sourcing enables the creation and efficient management of various sourcing events such as RFIs, RFQs, and RFPs. It offers customizable templates tailored to several types of sourcing activities, promoting consistency, and reducing setup time. Automated workflows and real-time notifications ensure that all stakeholders remain informed and engaged throughout the sourcing event lifecycle, improving overall coordination and accountability.

Supplier Collaboration:
The platform provides robust tools for real-time communication and seamless collaboration with suppliers. A dedicated supplier self-service portal allows for easy submission of bids and responses, simplifying participation. Additionally, Coupa supports automated scoring and evaluation of supplier responses, enabling the sourcing team to identify the best value proposals based on pre-defined criteria.

Reporting:
Advanced reporting capabilities offer actionable insights into sourcing events, supplier performance, and spend data. These analytics help organizations make informed decisions, monitor sourcing effectiveness, and continuously improve sourcing strategies.

Responsible Roles

Below are details description of the steps carried out by responsible actors:

S. No.	Activity	Roles
1	Business/Procurement reaches out to Suppliers via email	Procurement Buyer
2	Supplier Participates and responds via email	Supplier (External)
3	Business manually collates and evaluates all the responses in a spreadsheet	Evaluators
4	Procurement reviews and approves the Comparative schedule	Procurement Buyer
5	Supplier Onboarded if New Supplier	Procurement Buyer
6	Award Approval	LOA
7	Supplier Awarded	Procurement Buyer

In Coupa sourcing module, users can conduct two types of events –

- **RFx** (RFI, RFP, RFQ)
- **Auctions** (English reverse auction, Dutch reverse auction, Japanese reverse auction)

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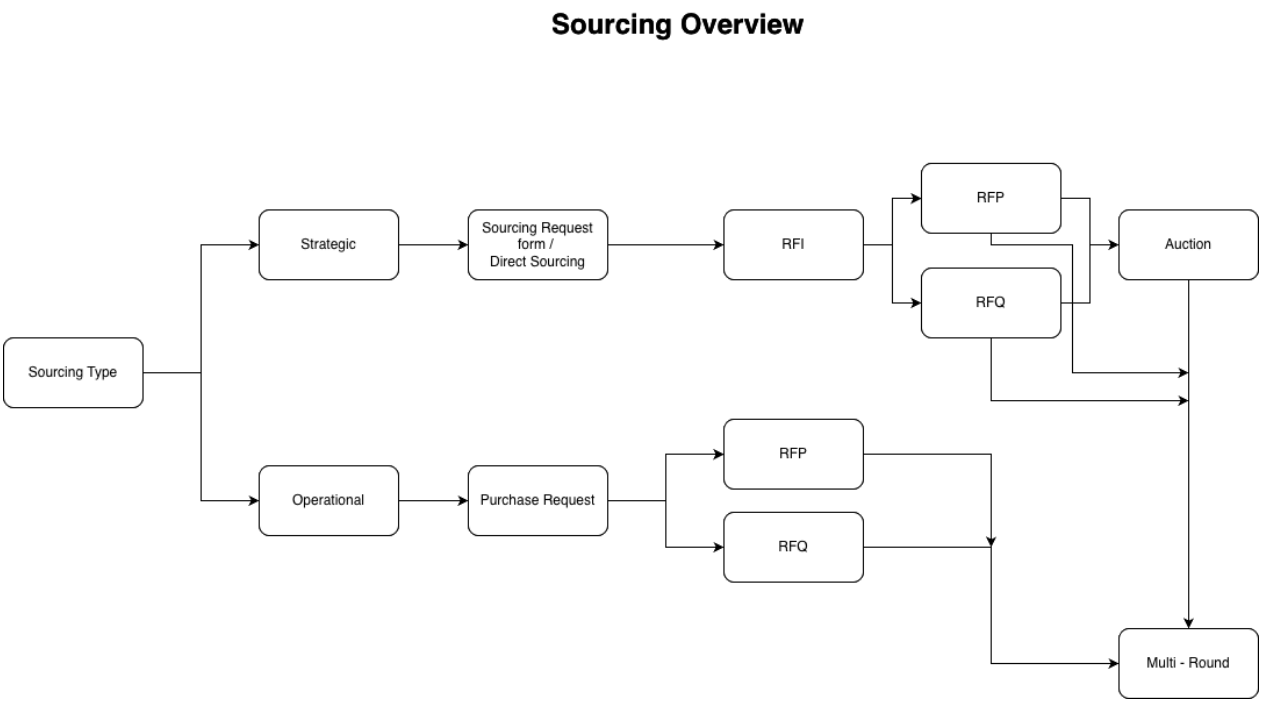
3 SOURCING PROCESS DESIGN



Sourcing Overview.pdf

Coupa Sourcing offers two main types of events that may be run separately to collect information and prices, and auction type events for competitive bidding.

The process below covers two different types of sourcing process to be performed by Carsome Procurement:

1. Strategic Sourcing
2. Operational Sourcing

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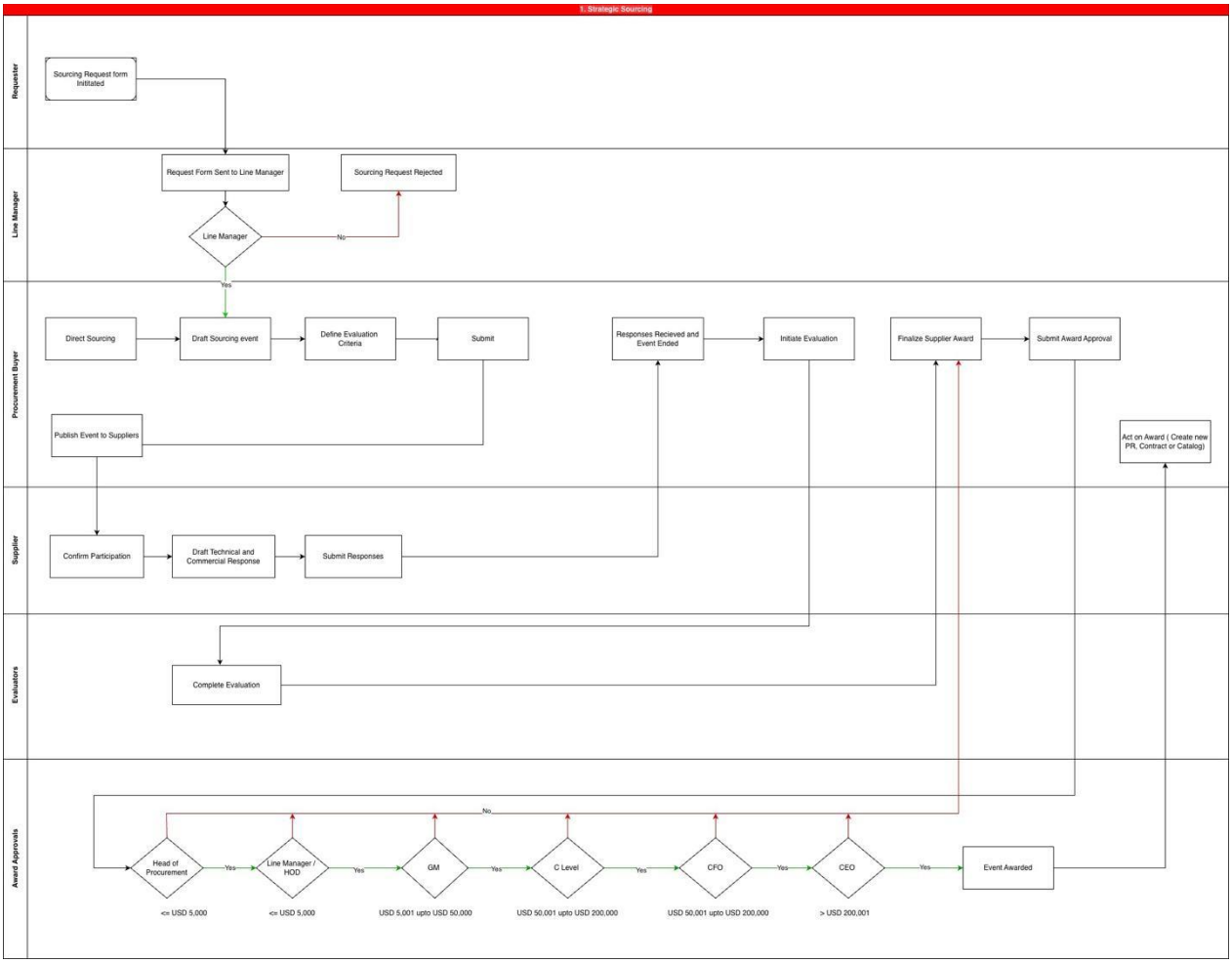
3.2 STRATEGIC SOURCING

Process Design Steps

The following section provides a comprehensive and detailed explanation of each step illustrated in the corresponding process diagram on every page. This structured approach is intended to enhance clarity, support better understanding of the workflow, and offer meaningful context to stakeholders reviewing the process design. Each description aligns with the visual representation to ensure consistency and facilitate informed decision-making.



3. 1 Strategic Workflow
Link: https://drive.google.com/file/d/19i_pc4lpb2_jtIXwmJ8Dvx49LynVkP3q/view?usp=drive_link

(Reference to the Raid Log S.No: 208)

Activity ID	Activity Description	Detailed Activity Description
3.1.1	Create Sourcing Request form	The Requester must initiate a Sourcing Request Form from home screen. All required information must be accurately completed in the form before submitting it to Buyer in accordance with the defined sourcing process. *(Reference to the Raid Log S.No: 58)*

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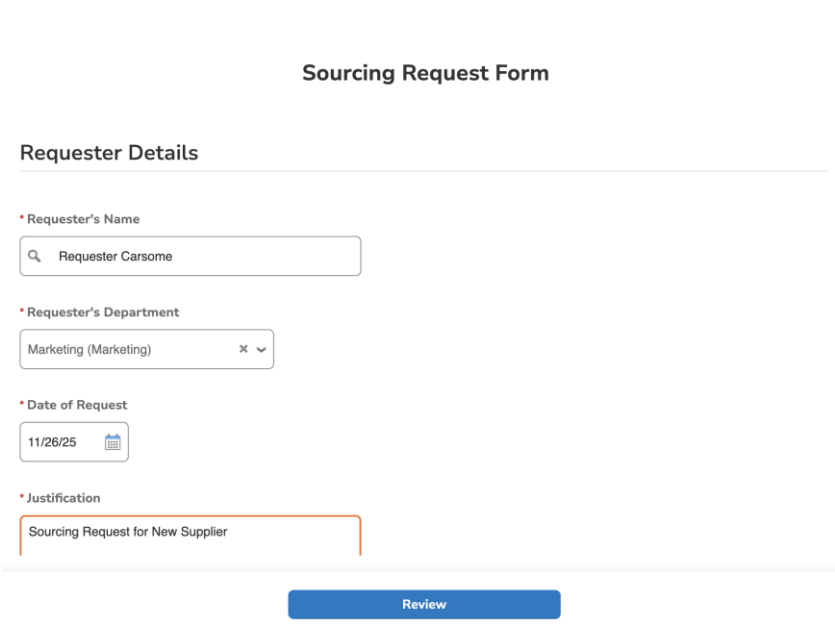
Activity ID	Activity Description	Detailed Activity Description
		 **The additional fields include:** *(Reference to the Raid Log S.No :21 and 28) (Reference to the Raid Log S.No :124, 125,126,128,131)* ● Requester Details ○ Requester's Name (*Mandatory)* ○ Requester's Department (*Mandatory)* ○ Date of Request (*Mandatory)* ○ Justification ○ Country (*Mandatory)* ○ Content group (Entity) (*Mandatory)* ○ Commodity (*Mandatory)* ○ Budgeted Value (*Mandatory)* ○ Quotation Available (*Mandatory)* - Yes - No ○ Attach Quotation (*Mandatory) (If Quotation Available is Yes)* ● Sourcing Request Form ○ Sourcing Event Type (*Mandatory)* ○ Currency (*Mandatory)* ○ Event Name (*Mandatory)*

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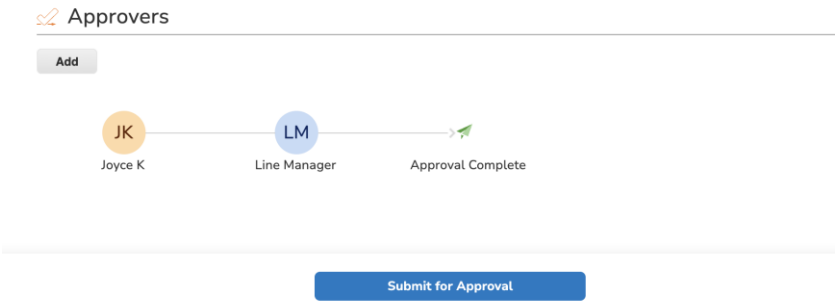
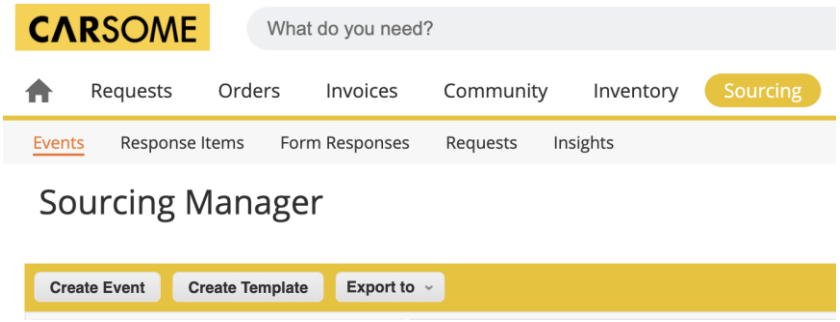
Activity ID	Activity Description	Detailed Activity Description
		○ Template ● Sourcing Request Line ○ Items and Services ▪ Request Line Details ● Event Team Members ○ Event Team Member ● Sourcing Request Supplier ○ Sourcing Request Supplier ▪ Supplier Details
3.1.2	Sourcing Request Form Approval	Once the sourcing request form is completed by the Requester, the form will be submitted to the line manager for Approval. *(Reference to the raid log S.No :19)*  Once approval is received from the line manager, the sourcing event is created in draft status. The sourcing owner can then select the draft event and complete the necessary details to finalize the drafting process. If the Sourcing Request is rejected by the line manager, the sourcing event will not be created.
3.1.3	Create Direct Sourcing event	Procurement Owner navigates to Sourcing module and selects “Create Event” to create a Sourcing Event. 
3.1.4	Decision	Decision point on how to create the event.

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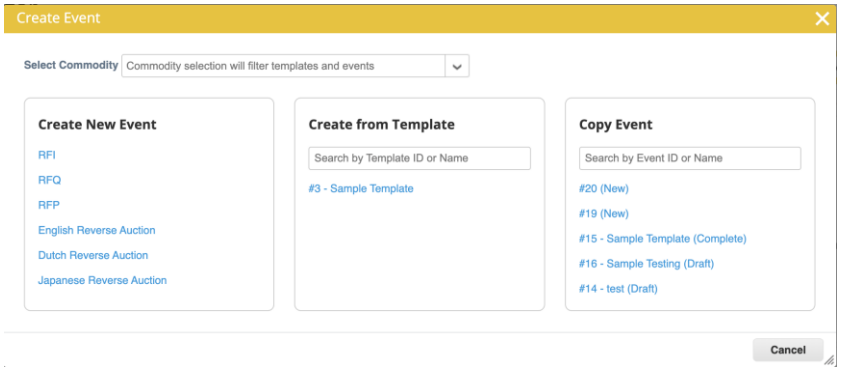
Activity ID	Activity Description	Detailed Activity Description
		There are 3 ways in which a sourcing event can be initiated. Procurement Buyer can also filter specific templates/events by selecting a specific commodity to be procured/sourced. Create new event – 1) From scratch, with no prior information. 2) From an existing template 3) Copying from a previously conducted event.  In all the above cases, Procurement Buyer must either fill/validate information such as basic settings, timelines, supplier information etc in order to complete creating the sourcing event.
3.1.4 A	Create New Event	In case, Procurement Buyer selects 'Create New Event.' Herein, Procurement Buyer has to fill in information on conducting a sourcing event.
3.1.4 B	Create From Template	Select 'Create from Template' to use a predefined template.
3.1.4 C	Copy from Event	Select 'Copy from Event' to duplicate an existing event.
3.1.5	Configure - Event Setting, Event Timelines, Event Details, Add Suppliers, Set Evaluations	Procurement Buyer will be able to view multiple sections in order to fill in sourcing information. **Configure event settings.** The Settings page is where Procurement Buyer can give the sourcing event a name and specify basic information, like event currency, event information, terms and conditions, sourcing team, etc. **<u>Basic Settings</u>** Under the Basic Settings section, the Procurement Buyer is required to fill in the Event Name and Currency. **<u>Internal Event Info</u>** Event Commodity: This would be prefilled as per Carsome commodity tree. Fields Included : Evaluation Template Bidding Strategy Attachment

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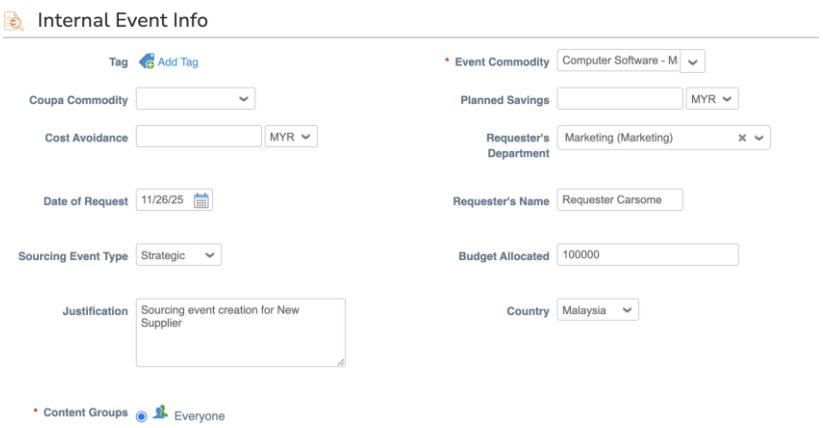
Activity ID	Activity Description	Detailed Activity Description
		 **<u>Optional</u>** Cost Avoidance: Cost avoidance value on the event. This is entered manually to help track the benefits accrued by the sourcing event. Planned Savings: This would be the target savings that would be manually added here. There is an internal attachment field here in case any supporting documents need to be attached. **<u>Event Type</u>** Under the Event Type section, there is a provision for the Procurement buyer to manually select from a variety of options such as: RFx stage – In this section Procurement Buyer can define the type of sourcing event being created. (RFI, RFQ, RFP, Auction) Allow multiple responses – This will allow the supplier to add multiple responses for the same item. Hide Supplier responses – This will allow the Procurement Buyer to either allow or hide the responses from the procurement team. This option would be OFF by default. This setting is also known as sealed bid in Coupa. Allow suppliers to respond with attachments in Message Centre: This will allow the suppliers to add an attachment while communication on message centre. Event currencies and exchange rates – The Suppliers can bid in different currencies, once you evaluate, you will see the responses in the event currency. Optional Note: Once the sourcing event is initiated, by default it will be a standard sourcing event. The Procurement Buyer however has an option to convert the event into 1 Envelope or 2 Envelope by selecting Unseal manually option. **<u>Terms & Conditions</u>** Terms and Conditions: The Procurement Buyer will have the option to attach terms and conditions or any other relevant document that supplier will have to accept to participate in the event. **<u>Event team</u>** Event Team: Under this section Procurement buyer will have an option to add event owner, watcher, and evaluator. **<u>Configure Timelines</u>** Under the Timeline section, the Procurement Buyer can define their timelines specific to the event and consist of fields such as: Event Time Zone – This will be set to user's default time zone. Event Start - This will be when the event starts.

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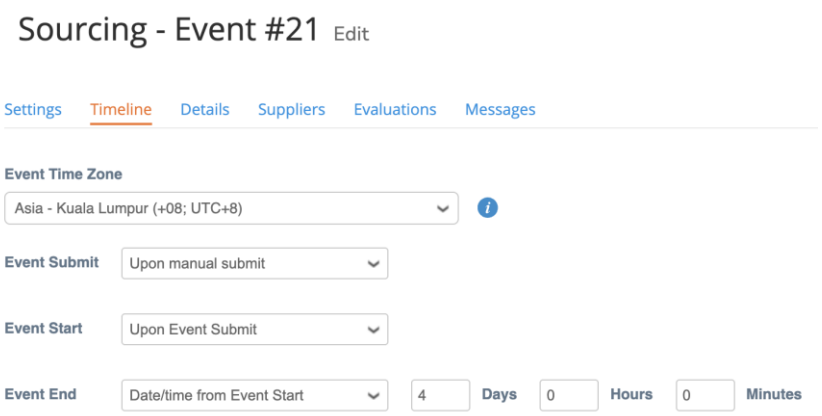
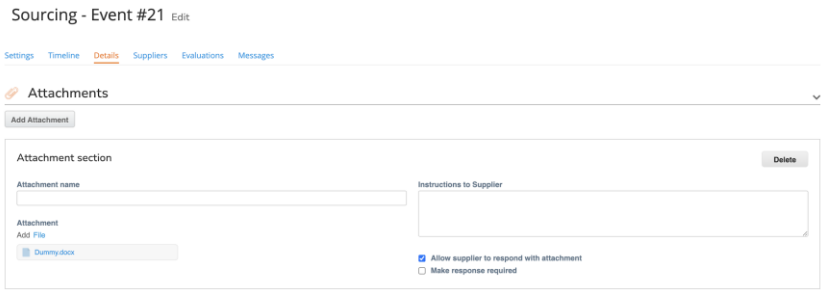
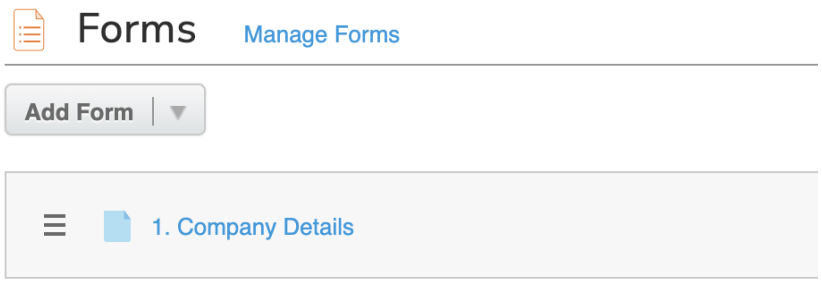
Activity ID	Activity Description	Detailed Activity Description
		Event End - This is when the event ends. Event Timeline – Under this the Procurement Buyer has an option to invite internal team members using “add task” option for conducting specific tasks such as review the quotation, provide an approval, complete evaluation etc. throughout various stages of the sourcing process. The team members invited will get email and system notifications of the assignment.  **<u>Configure Event Details</u>** This section consists of the event details such as: Attachments – This consists of the attachments required to be attached by the Procurement Buyer for the Supplier to refer to or fill in such as the technical details. This can be done by clicking on the Add Attachment button. There is also a provision for the Procurement Buyer to add in instructions to the Supplier.  Forms – These are forms which the Procurement Buyer shares with the supplier for filling. There are preloaded forms in the System which the Procurement Buyer can use. The preloaded forms can be accessed by the Procurement Buyer by clicking on Add Form and selecting Add Existing. 

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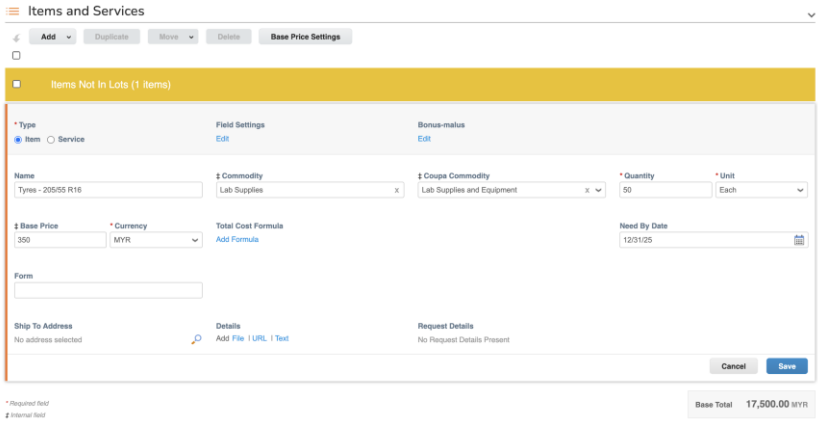
Activity ID	Activity Description	Detailed Activity Description
		Procurement Buyer can modify the existing form and add form which is used for any previous event. For Carsome Department-based forms can be created and Procurement Buyer can choose from the list and add applicable form on sourcing event. Items: The Procurement Buyer can add the items individually in this section by clicking on Add New and selecting New Item. The item search has existing preloaded choices for the Procurement Buyer to select from. The price of the items can either be manually added or can be auto calculated by the system by clicking on Base Price Settings. The Procurement Buyer can also upload data from CSV (excel) by clicking on Add New and subsequently selecting Add from CSV (excel) Other details which need to be filled include: Quantity – This is the total quantity of the items. Add Form – This is a form with additional information required from the supplier at item level. Need by Date – This is the date when the item/s are required. Total Cost Formula – This will segregate the price offered by the supplier into specific costs such as Manufacturing, Labour Cost, Material Cost, Shipping Cost etc. The Procurement Buyer can also add specifications with respect to items in the item details field on the same page.  Note: Maximum number of items are 500 on Google Chrome while the maximum number of suppliers that can be invited per RFX are 300 and 50 for auctions. **<u>Add Suppliers</u>** In this step Procurement Buyer will have to add/invite suppliers to the sourcing event. The Procurement Buyer will also find the following options under the Add New section: 1. Copy All/Select from previous event 2. Select from Supplier table. (Coupa Supplier List) 3. Copy All from Template 4. Load from CSV

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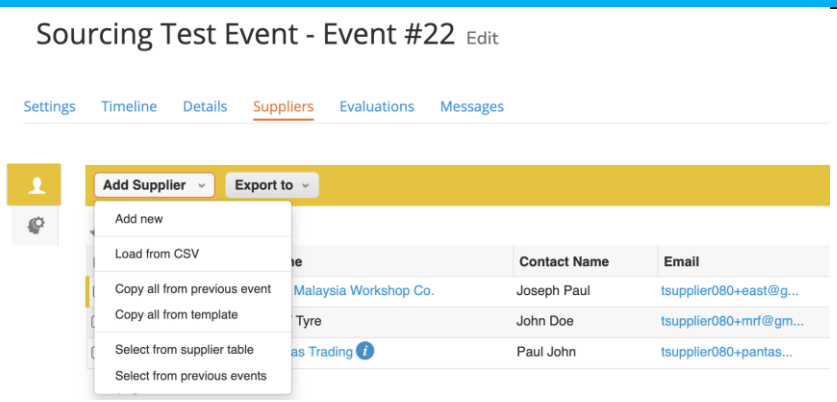
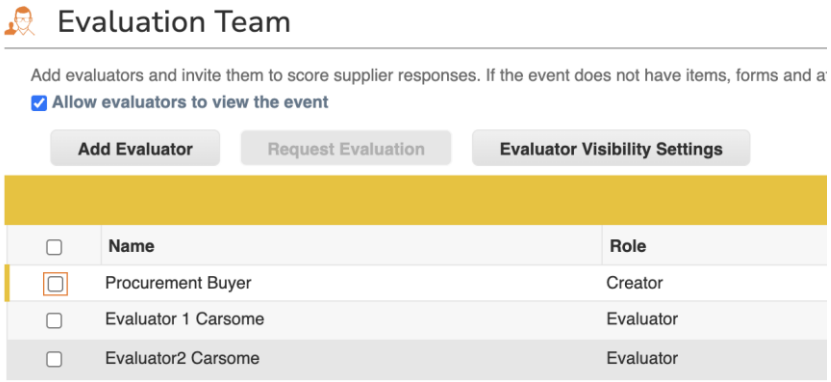
Activity ID	Activity Description	Detailed Activity Description
		 Note: Procurement Buyer can also add a supplier who is not part of the Coupa supplier list by selecting "Add New" and provide extremely basic details such as Company Name, Contact Name and Email. The system does not restrict Procurement Buyer from awarding non-onboarded suppliers. **<u>Add Evaluators</u>** The Procurement Buyer can manually add evaluators for the sourcing event. This can be done by selecting the Add Evaluator option within the Evaluation Team sub-section under the Evaluation section.  Under the option Evaluation Weights, the Procurement Buyer can add weights to specific categories of the sourcing event which will be calculated in percentages that will eventually round up to a total of 100%. The evaluations can be assigned to all the events (RFP, RFI, RFQ) except auctions. The evaluation criteria can also be edited before the evaluation phase.

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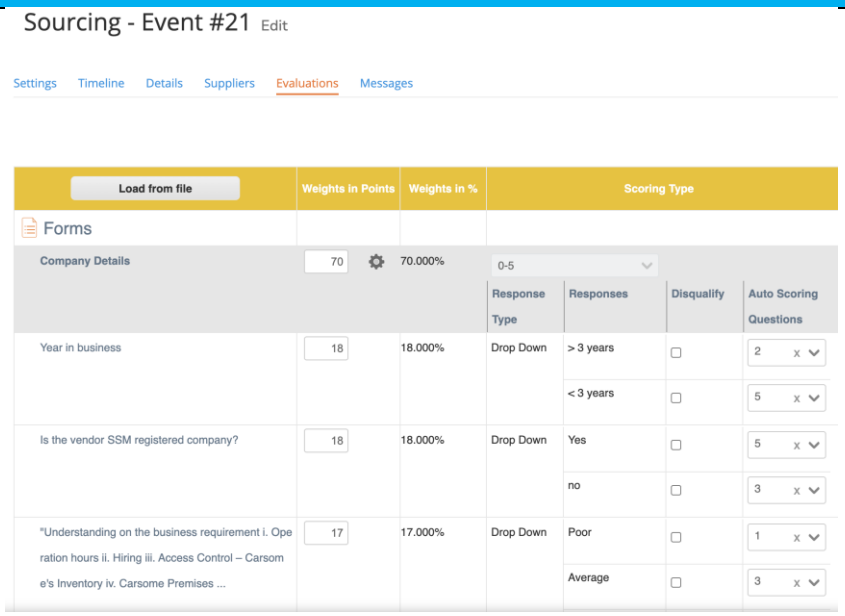
Activity ID	Activity Description	Detailed Activity Description
		 Sourcing - Event #21 Edit Settings Timeline Details Suppliers Evaluations Messages Load from file | Weights in Points | Weights in % | Scoring Type Forms Company Details 70 70.000% 0-5 Response Type | Responses | Disqualify | Auto Scoring Questions Year in business 18 18.000% Drop Down > 3 years 2 < 3 years 5 Is the vendor SSM registered company? 18 18.000% Drop Down Yes 5 no 3 "Understanding on the business requirement i. Operation hours ii. Hiring iii. Access Control – Carsome's Inventory iv. Carsome Premises ... 17 17.000% Drop Down Poor 1 Average 3 The Procurement Buyer can choose specific evaluators for technical and commercial evaluations. These evaluators would only have access to their specific evaluation section (Either Technical or Commercial). Event Evaluator Visibility Evaluator 1 Carsome | Evaluator2 Carsome Forms Company Details Certification section Attachments Company Section Items and Services Once all the sections are filled in, the Procurement Buyer can proceed to the next stage which is launching the event.
3.1.6	Publish Event	Publish the event to make it visible to suppliers. Once all the details are filled, the Procurement Buyer can launch the event. There are 2 options on the bottom of the screen which are: Create Test Event – This is when the Procurement Buyer wants to see the Supplier view, but internally. This can be done to evaluate the event from the Supplier's perspective by entering a dummy email ID. Preview Event (Submit Production Event) – This is the actual creation of the event wherein the event gets activated, and an email is sent to the Supplier .

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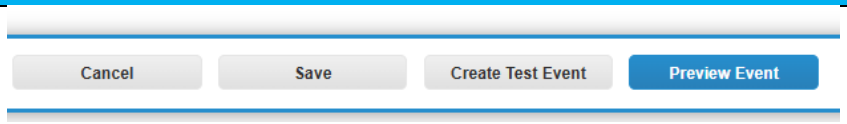
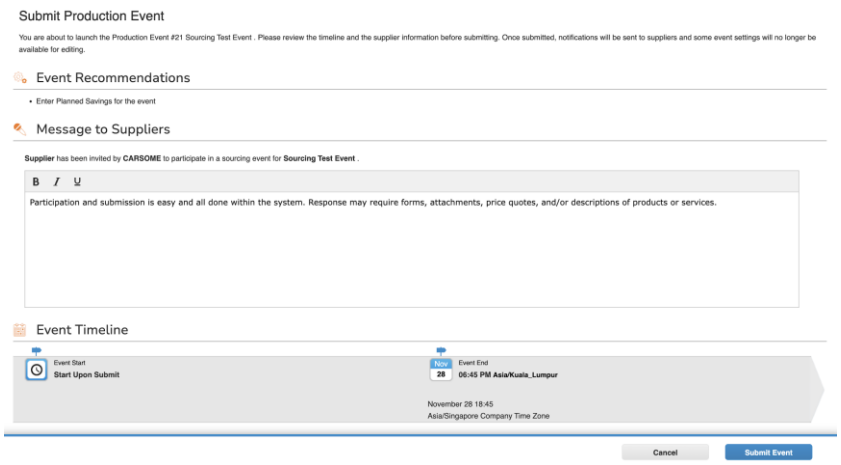
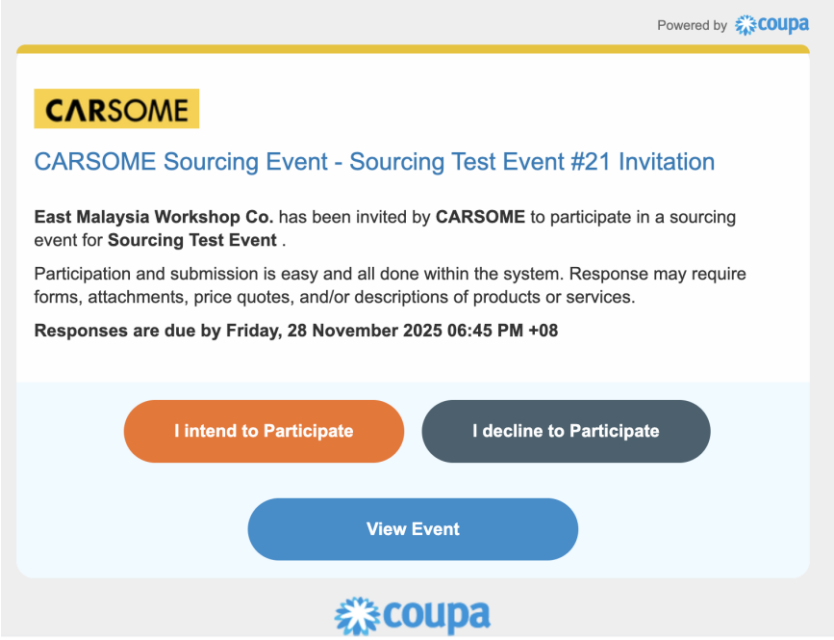
Activity ID	Activity Description	Detailed Activity Description
		 After clicking on the Preview Event, the Procurement Buyer will see a brief view of the event along with a message that will be sent to the supplier.  When you click Submit Event, the suppliers will get an email with a link to the login page. Once launched, you may still edit the event, for instance enter weights for scoring, planned savings etc. However, change of currency and changes in the Terms and Conditions and the Event Type Settings sections will create a new revised event.
3.1.7	Publish Event	This step triggers the Publish event to the Suppliers.
3.1.8	Supplier to receive invitation via email	The Supplier receives an invitation email for participating in the event and viewing the event details. The email includes system generated OTP for accessing the event 

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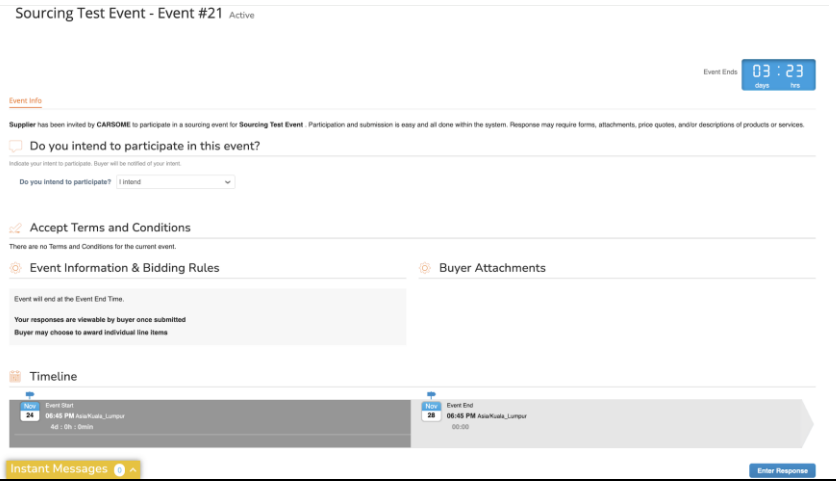
Activity ID	Activity Description	Detailed Activity Description
3.1.9	T&C accepted?	In this step supplier will have to accept T&C before participating in the event. Unless the Supplier accepts the T&C, they will not be able to enter the responses. The timeline for the event gets flashed on the upper right corner for the Supplier to see the time remaining for the sourcing event to close. This page also consists of an Event Information & Bidding Rules for the Supplier to refer to along with a User Attachments section which consists of attachments added by the Procurement Buyer (if any). On entering the Enter Response button the supplier is navigated to the next stage wherein they can view all the questions posted by the Procurement Buyer and can answer each of these. The Procurement Buyer can use the Messages Centre to communicate with the supplier. However, in case of change in items, quantity etc., the event needs to be updated. 
3.1.9A	Event Ends	If T&C is not accepted, the event ends for that supplier.
3.1.9B	Access & participate in the event	If T&C accepted, suppliers could access and participate in the event.
3.1.10	Query resolution via chat window	Suppliers can resolve queries via the chat window. There is a Live communication channel between the Procurement Buyer and the Supplier. This can be accessed by the Supplier by maximizing the Messages dialog box on the bottom left of the screen. The Procurement Buyer can access this message by going to the event in their system. Procurement Buyer can send messages to all the supplier who are part of the event, or they can also select individual supplier for private messaging. The suppliers which are added at the later stage of the event will not be able to access the message that have been sent by the Procurement Buyer prior adding a new supplier.
3.1.11	Submit the response	Suppliers submit their responses to the event. “My Response” consists of the questions and requirements posted by the Procurement Buyer for the Supplier to fill in. Mandatory information is labelled by a red asterisk. If not completed, the supplier will receive an error message upon submission, and the response is not accepted.

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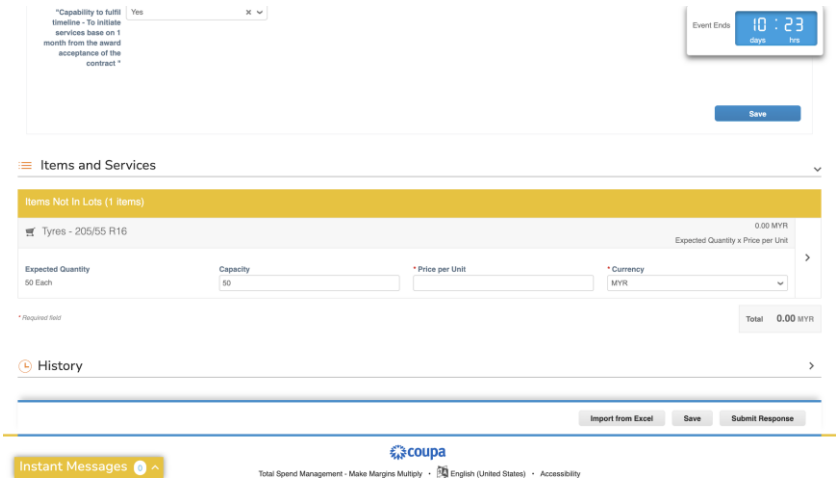
Activity ID	Activity Description	Detailed Activity Description
		The Supplier also has provisions to Export the questionnaire to Excel and thereby fill it by clicking on the Export to Excel button. They can also load responses in an Excel file into Coupa by selecting the Import from Excel button. They can also view the History of the changes made to the form by clicking on the Load History button. The Supplier can also Save their responses and fill them up later by clicking on Save. Lastly, once the Supplier is done filling up their response, they can submit the responses back to the Procurement Buyer by clicking on Submit Responses to Procurement Buyer.  Once the Supplier fills up all the information, they submit the Bid back to the Procurement Buyer for evaluation. Under the event details, the Procurement Buyer can view the list of suppliers who were invited to the event and the ones who have responded. The Procurement Buyer can also see the number of responses received alongside the event without going into the details. This is visible under the Sourcing section besides the event under the Responses column. **<u>Extensions and reminders</u>** The Procurement Buyer can also send email reminders to the suppliers. The Procurement Buyer has the authority to extend the timeline of the bid if they wish to extend the date by selecting the option Edit Event under the event and resubmitting the production event. The Supplier can submit and edit their responses until the event ends. **<u>Event closure</u>** Once the event expires, it gets auto closed or the Procurement Buyer can manually end the event by clicking on “End Event” after which the bidding closes and the event gets sealed.

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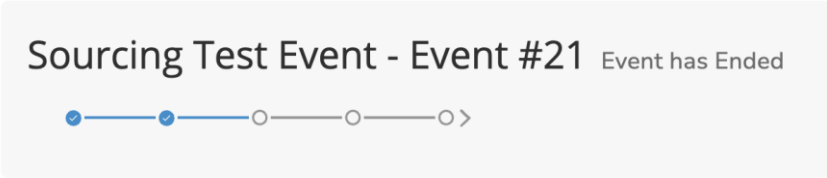
Activity ID	Activity Description	Detailed Activity Description
		 In case of a 2 envelope Bid both technical and commercial evaluations would be done sequentially while in case of a single envelope bid only the commercials would be considered.
3.1.12	Follow On Event	In case of further negotiations with the supplier, the Procurement Buyer can create a follow up event by clicking on the **Create Follow-on Event** button with the final shortlisted suppliers. The information from the first response is prepopulated post which the Buyer can carry out further negotiations with the supplier. The Procurement Buyer can also raise a follow-on event for RFP or RFQ or Auction. In the same way multiple Follow-on events can be raised. **<u>Note: The process for a follow-on event will be exactly the same as the original event.</u>** **<u>For Auction: The process for Auctions is described in detail in section 3.3</u>**
3.1.13	Evaluation process starts	The evaluation process starts once responses are submitted. The Procurement Buyer can view the responses received by selecting the event and navigating to the Responses Section. If evaluations are not needed Procurement Buyer will finalize the supplier to be awarded based on the supplier responses.
3.1.14	Review the responses & evaluate accordingly.	Once the responses are received, the Procurement Buyer can request internal users for evaluation (technical and commercial). Evaluators can be added in case not added earlier during sourcing creation event . Under the Evaluators section within the sub section Evaluation Team, the Event owner selects the evaluator who would be evaluating the technical responses of the bid. The Procurement Buyer can do so by selecting the checkbox beside the evaluator's name and selecting the Evaluator Visibility Setting and only checking the relevant options applicable, in this case, Technical Qualifications. The Procurement Buyer can also send a message requesting an evaluation from the evaluator by clicking on Request Evaluation.

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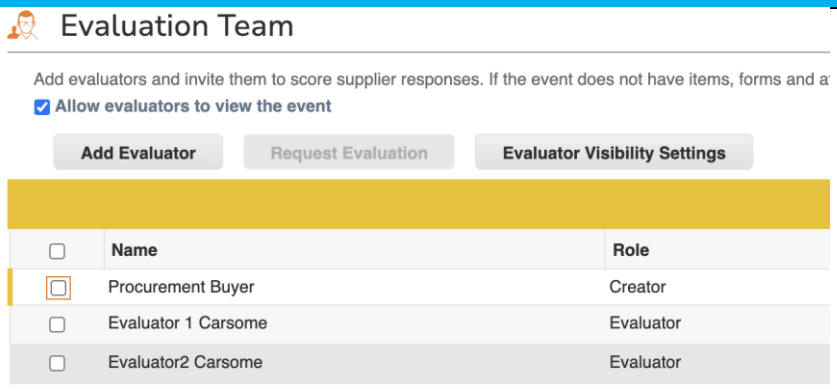
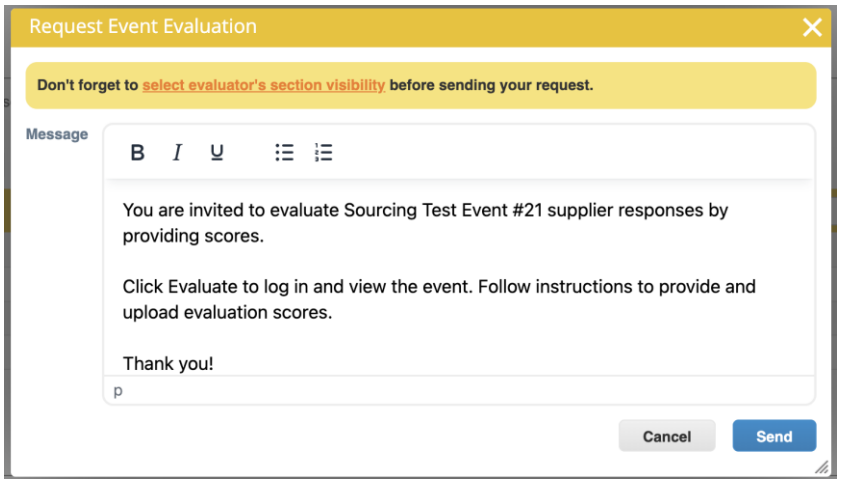
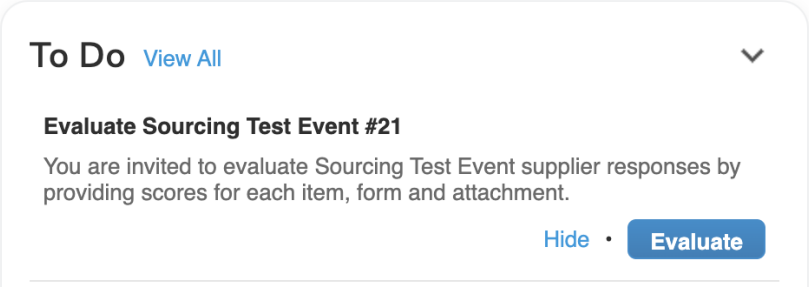
Activity ID	Activity Description	Detailed Activity Description
		  The evaluator will get a notification to Evaluate the event. After clicking on the link, the Evaluator can add their scores. The Evaluator can download the template and add the scores. Once scores added, the file has to be uploaded in the system.  After clicking on the link, the Evaluator can add their scores. The Evaluator can download the template and add the scores.

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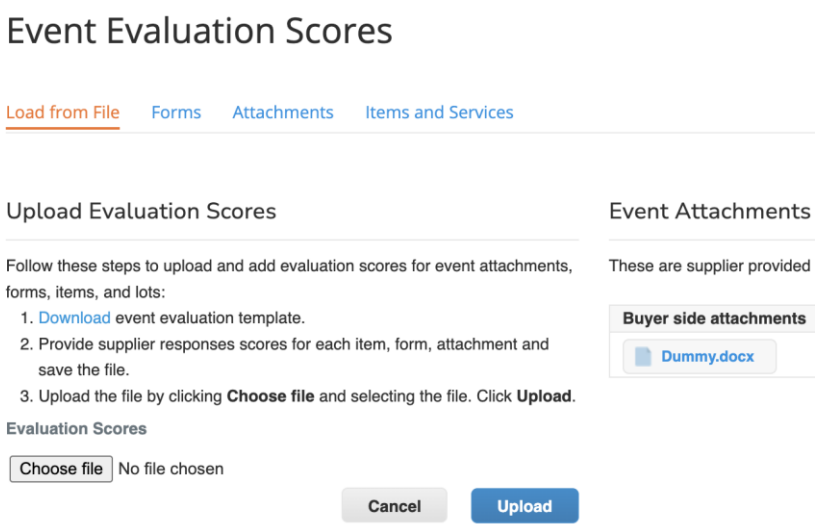
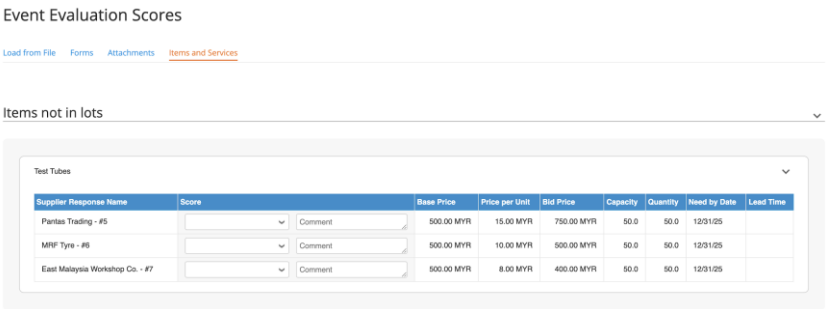
Activity ID	Activity Description	Detailed Activity Description
		 Once scores added, the file has to be uploaded in the system. In case further clarifications are needed after the supplier responses are received, the Procurement Buyer can do this by using the Message Centre. However, in case they require more details from the supplier, a new follow-on event needs to be created. The follow-on event will create a new version of the original event. Evaluate supplier responses. Go to the Event Evaluation Scores page. The Event Evaluation Scores page contains the following tabs: Load from File: evaluate supplier's responses in the evaluation file. Forms: contains the forms with suppliers' responses. Attachments: contains attachments uploaded by suppliers. Items and Services contain the responses given by suppliers for items and services. For evaluating supplier responses in Coupa, go to the Forms, Attachment, and Items and Services tabs, respectively. Evaluators enter scores, evaluations, and comments. Clicks Submit.  The event status will remain as Pending Evaluation until all invited Evaluators have submitted their evaluations, or the evaluation process has ended.

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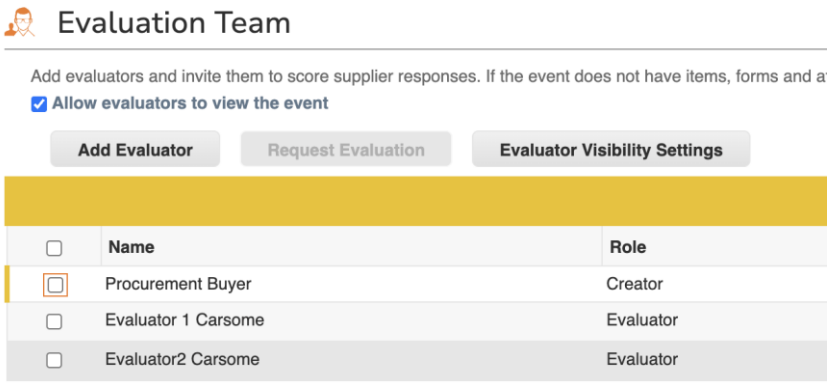
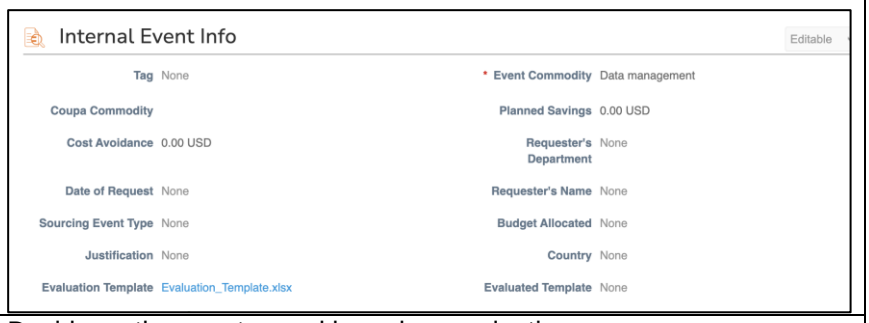
Activity ID	Activity Description	Detailed Activity Description
3.1.15	Review the evaluation results	The Procurement Team can review evaluator's evaluations.  The evaluators will complete the evaluation sheet and attach to the sourcing evaluation after the sourcing event is completed. 
3.1.16	Award Event	Decide on the event award based on evaluations. The Sourcing owner will update the award summary field and attach the summary for awarding before proceeding with award approvals. *(Reference to the Raid Log S.No: 85)* Go to the Responses page in the sourcing event and open one of the responses you wish to award by clicking it in the Responses table. The Procurement Buyer can award the selected winner(s) in the Sourcing event using award option.

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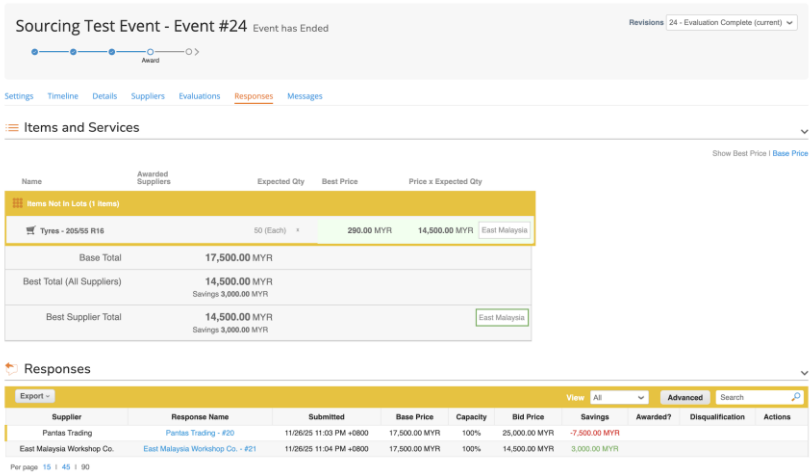
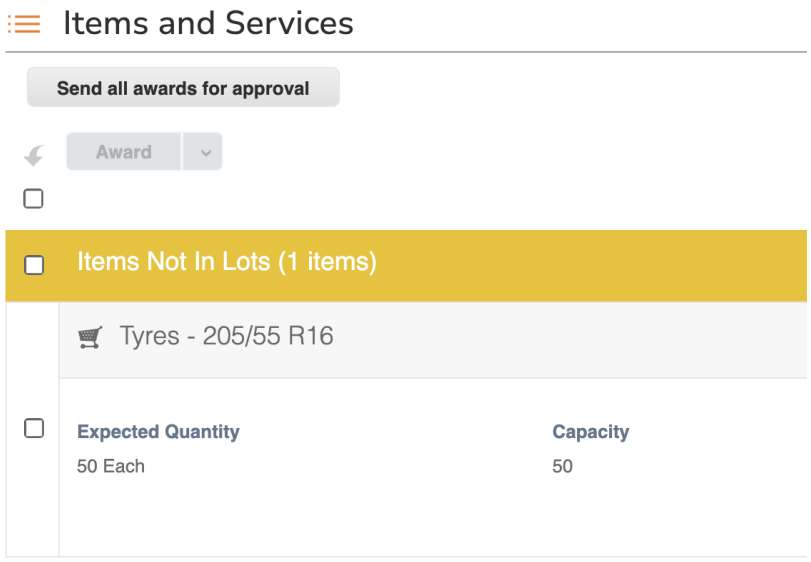
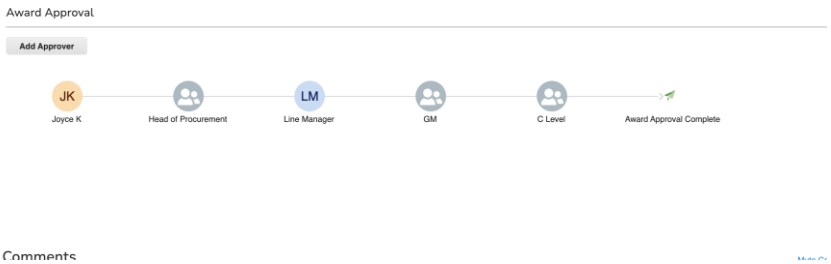
Activity ID	Activity Description	Detailed Activity Description
		
3.1.17	Award Approvals	This step triggers the award approval process based on LOA and workflow configuration. *(Reference to the Raid Log S.No :24)*  
3.1.18	Approvals completed	Once approvals are completed, the event is marked as awarded. Once the approver approves the event, the supplier will then be awarded the event.

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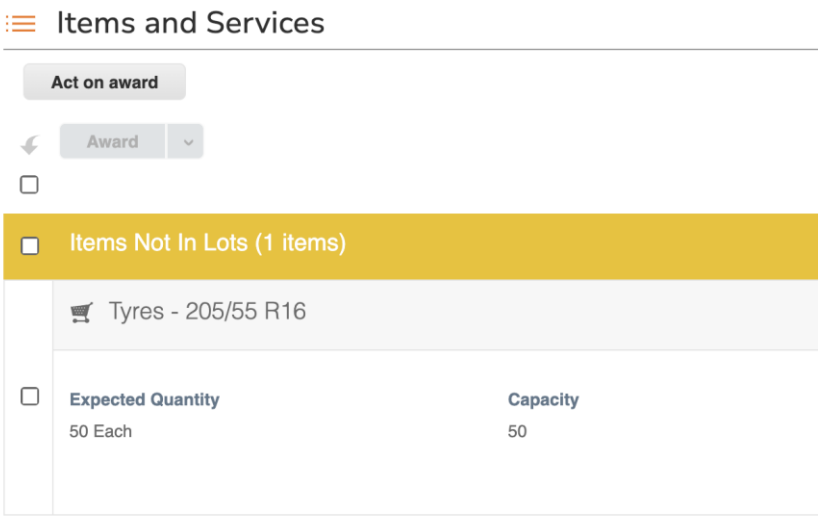
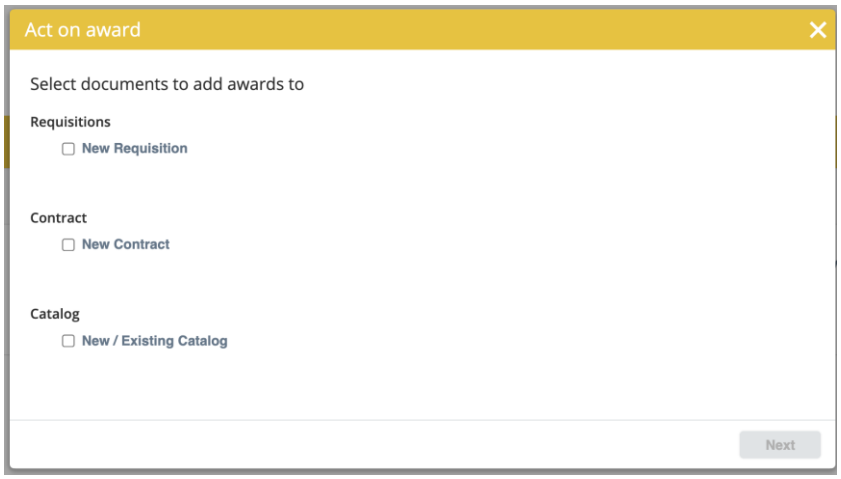
Activity ID	Activity Description	Detailed Activity Description
3.1.19	Act on award	Procurement Buyer can flip the Sourcing event into a new Requisition or new Catalog Items or to a new Contract.   Once the sourcing event is converted into a new requisition by the Procurement Buyer, the Procurement Buyer will become the Requester. The Procurement Buyer will then select the checkbox on the requisition to skip the DOA approval workflow, since the DOA has already approved the sourcing award. *(Reference to the Raid Log S.No :31)* *Note: The Process of Approval on Requisition for Skipping the DoA if Sourcing Event, will be explained in detail in P2P BRD.*

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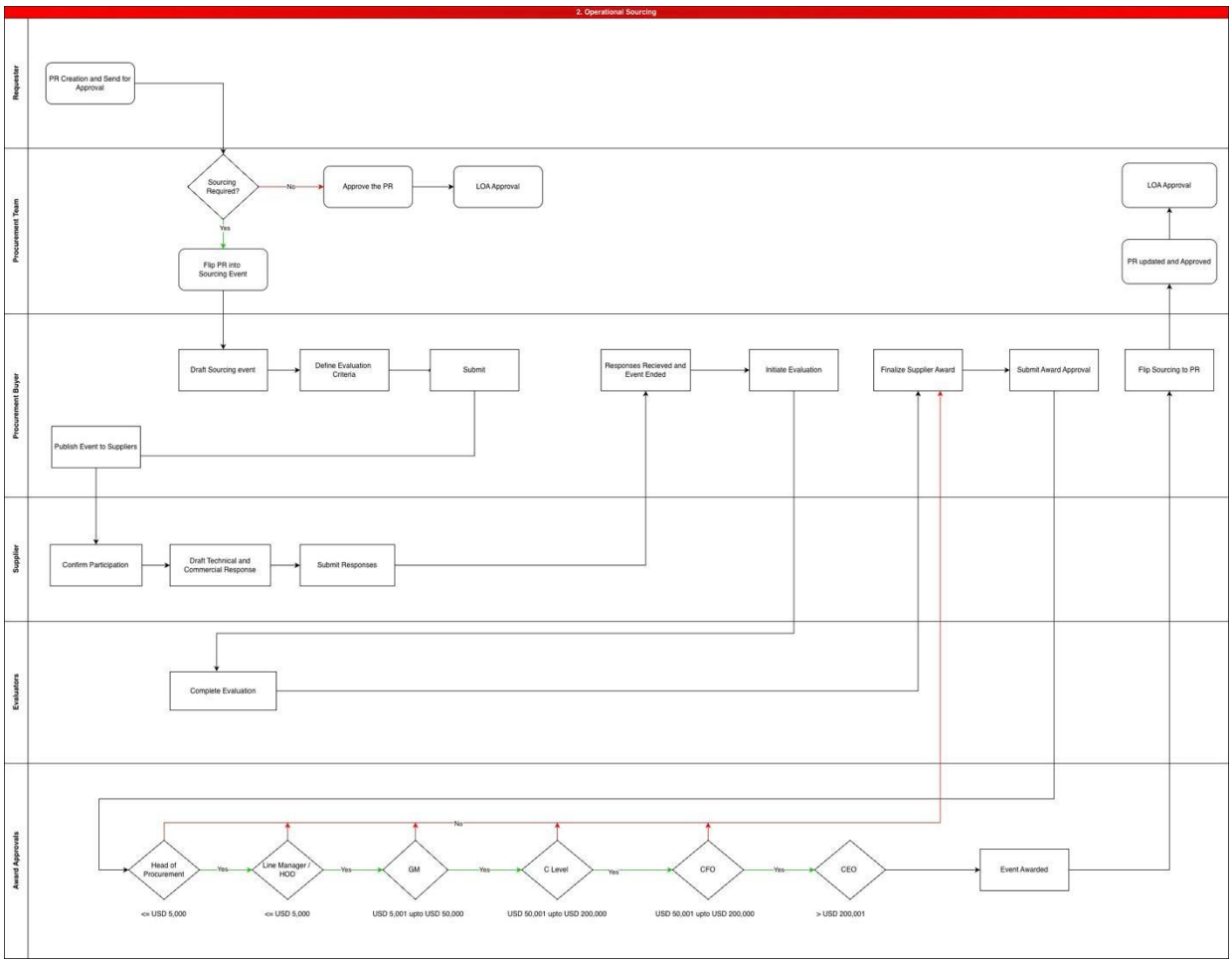
3.3 OPERATIONAL SOURCING

Process Design Steps

The following section provides a comprehensive and detailed explanation of each step illustrated in the corresponding process diagram on every page. This structured approach is intended to enhance clarity, support better understanding of the workflow, and offer meaningful context to stakeholders reviewing the process design. Each description aligns with the visual representation to ensure consistency and facilitate informed decision-making.



3.2 Operational Sourcing
Link: https://drive.google.com/file/d/1x7xQx8yMc6u9ThojKs3VzvvpSOB_jnnM/view?usp=drive_link

Activity ID	Activity Description	Detailed Activity Description
3.2.1	Flip PR to Sourcing Event	The Requester creates the Purchase Requisition and Submits the Purchase requisition for Approval. The Procurement Team reviews the request and decides if Sourcing is required. If sourcing is required, the Procurement Buyer from the Procurement Team initiates the Sourcing process by flipping a PR (Purchase Requisition) to Sourcing event. The Procurement Buyer being a part of Approval workflow on the PR (Purchase Requisition) selects the option (sent to RFQ) to initiate this process. If Sourcing is Not required, the procurement team will approve the Purchase Requisition and the Requisition will further flow to the LOA approval. *(Reference to the Raid Log S.No :209)*

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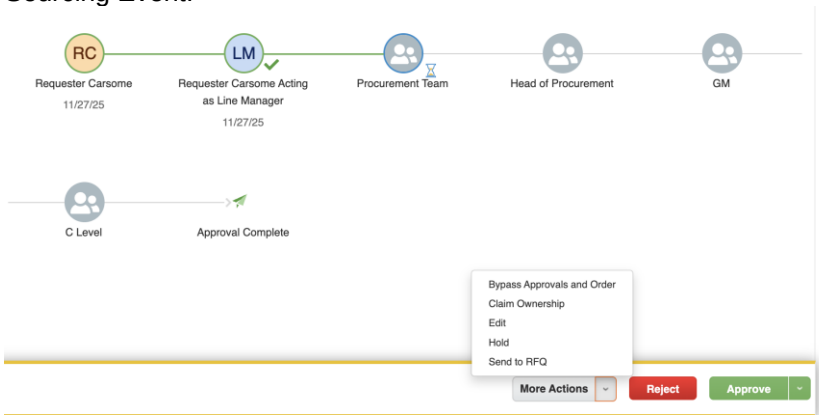
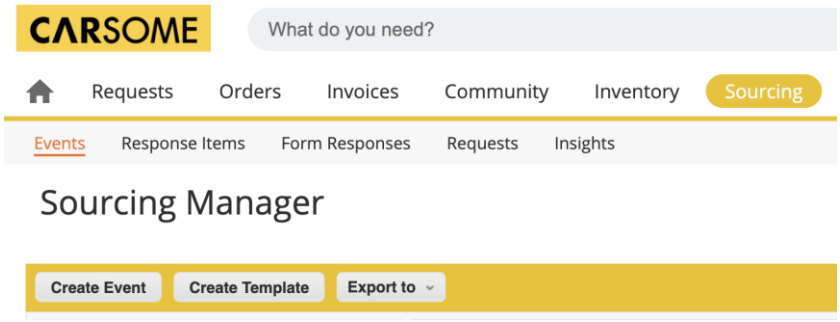
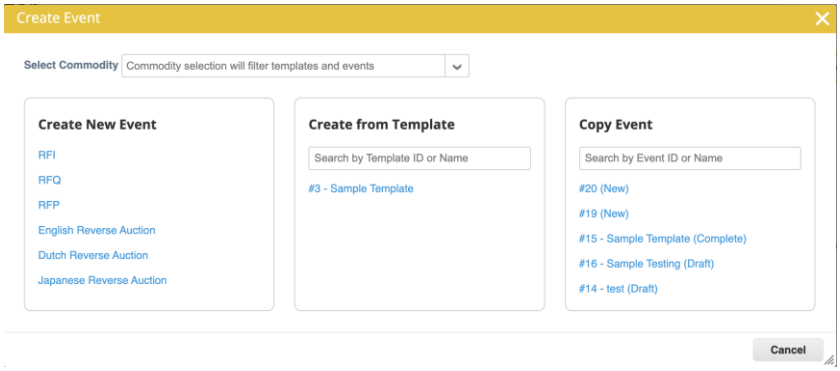
Activity ID	Activity Description	Detailed Activity Description
		All required information must be accurately flow in the Sourcing Event when the Procurement Buyer flips the PR (Purchase Requisition) to the Sourcing Event. 
3.2.2	Create Sourcing event	Procurement Buyer navigates to Sourcing module and selects “Create Event” to create a Sourcing Event. 
3.2.3	Decision	Decision point on how to create the event. There are 3 ways in which a sourcing event can be initiated. Procurement Buyer can also filter specific templates/events by selecting a specific commodity to be procured/sourced. Create new event – 1. From scratch, with no prior information. 2. From an existing template 3. Copying from a previously conducted event.  In all the above cases, Procurement Buyer has to either fill/validate information such as basic settings, timelines, supplier information etc to complete creating the sourcing event.

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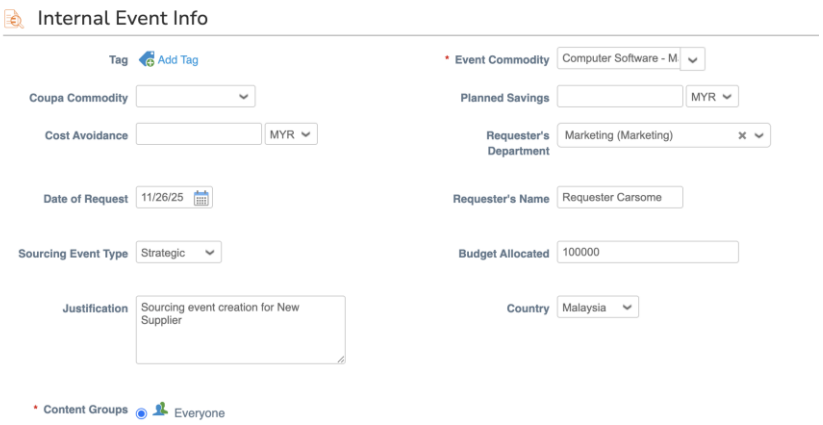
Activity ID	Activity Description	Detailed Activity Description
3.2.3 A	Create New Event	In case, Procurement Buyer selects 'Create New Event.' Herein, Procurement Buyer has to fill in information on conducting a sourcing event.
3.2.3 B	Create From Template	Select 'Create from Template' to use a predefined template.
3.2.3 C	Copy from Event	Select 'Copy from Event' to duplicate an existing event.
3.2.4	Configure - Event Setting, Event Timelines, Event Details, Add Suppliers, Set Evaluations	Procurement Buyer will be able to view multiple sections in order to fill in sourcing information. **<u>Configure event settings</u>.** The Settings page is where Procurement Buyer can give the sourcing event a name and specify basic information, like event currency, event information, terms and conditions, sourcing team/stakeholders, etc. **<u>Basic Settings</u>** Under the Basic Settings section, the Procurement Buyer is required to fill in the Event Name and Currency. By flipping a PR to Sourcing Event the event name will default to the Requisition Number and if required the Procurement Buyer can amend the event name. The currency will default the requisition currency. **<u>Internal Event Info</u>** Event Commodity: This would be filled as per the commodity selected on the PR.  ***Optional*** Cost Avoidance: Cost avoidance value on the event. This is entered manually to help track the benefits accrued by the sourcing event. Planned Savings: This would be the target savings that would be manually added here. There is an internal attachment field here in case any supporting documents need to be attached. **<u>Event Type</u>** Under the Event Type section, there is a provision for the Procurement Buyer to manually select from a variety of options such as: RFx stage – In this section Procurement Buyer can define the type of sourcing event being created. (RFI, RFQ, RFP, Auction)

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Activity ID	Activity Description	Detailed Activity Description
		Allow multiple responses – This will allow the supplier to add multiple responses for the same item. Hide Supplier responses – This will allow the Procurement Buyer to either allow or hide the responses from the procurement team. This option would be OFF by default. This setting is also known as sealed bid in Coupa. Allow suppliers to respond with attachments in Message Centre: This will allow the suppliers to add an attachment while communication on message centre. Event currencies and exchange rates – The Suppliers can bid in different currencies, once you evaluate, you will see the responses in the event currency. Optional Note: Once the sourcing event is initiated, by default it will be a standard sourcing event. The Procurement Buyer however has an option to convert the event into 1 Envelope or 2 Envelope by selecting Unseal manually option. **Terms & Condition** Terms and Conditions: The Procurement Buyer will have the option to attach terms and condition or any other relevant document that supplier will have to accept to participate in the event. **Event team** Event Team: Under this section Procurement Buyer will have an option to add event owner, watcher, and evaluator. **Configure Timelines** Under the Timeline section, the Procurement Buyer can define their timelines specific to the event and consist of fields such as: Event Time Zone – This will be set to user's default time zone. Event Start - This will be when the event starts. Event End - This is when the event ends. Event Timeline – Under this the Procurement Buyer has an option to invite internal team members using "add task" option for conducting specific tasks such as review the quotation, provide an approval, complete evaluation etc. throughout various stages of the sourcing process. The team members invited will get email and system notifications of the assignment.

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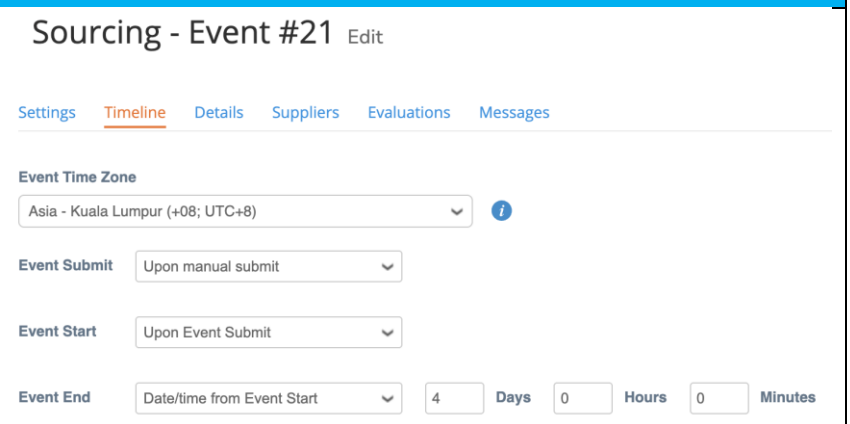
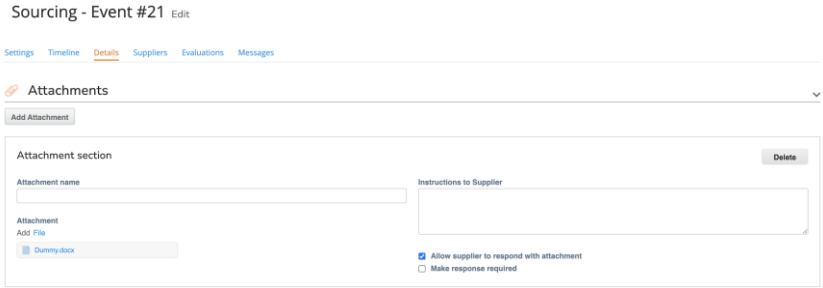
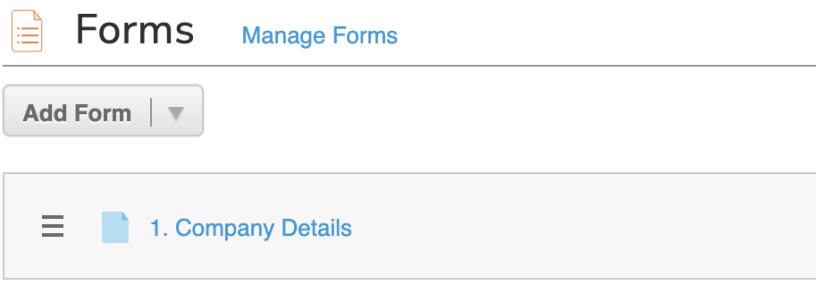
Activity ID	Activity Description	Detailed Activity Description
		 **<u>Configure Event Details</u>** This section consists of the event details such as Attachments – This consists of the attachments required to be attached by the Procurement Buyer for the Supplier to refer to or fill in such as the technical details. This can be done by clicking on the Add Attachment button. There is also a provision for the Procurement Buyer to add in instructions to the Supplier.  Forms: These are forms which the Procurement Buyer shares with the supplier for filling. There are preloaded forms in the System which the Procurement Buyer can use. The preloaded forms can be accessed by the Procurement Buyer by clicking on Add Form and selecting Add Existing.  Procurement Buyer can modify the existing form and add form which is used for any previous event. Items:

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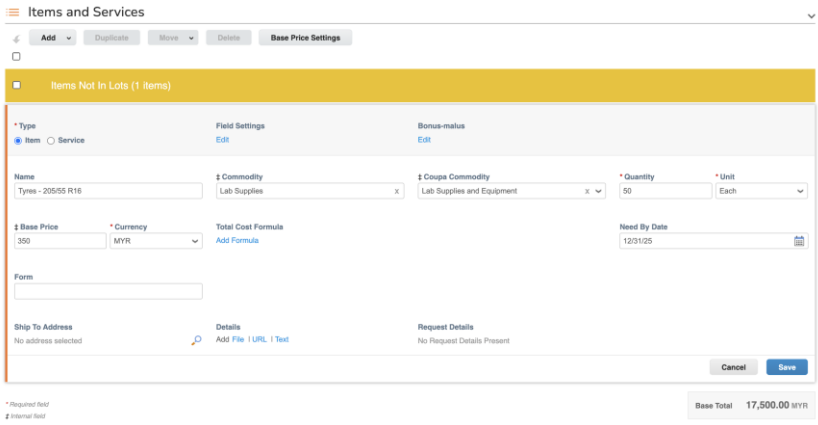
Activity ID	Activity Description	Detailed Activity Description
		The items in this section will be auto populated based on those listed in the Purchase Requisition (PR). If needed, the Procurement Buyer has the option to add additional items by clicking on “Add New” and selecting “New Item.” The item search function includes a list of preloaded options for easy selection. Item prices will be pulled directly from the PR; however, the Procurement Buyer can manually enter or adjust the prices as necessary. Quantity – This is the total quantity of the items. Add Form – This is a form with additional information required from the supplier at item level. Need by Date – This is the date when the item/s are required. Total Cost Formula – This will segregate the price offered by the supplier into specific costs such as Manufacturing, Labour Cost, Material Cost, Shipping Cost etc. The Procurement Buyer can also add specification with respect to items in the item details field on the same page.  Note: Maximum number of items are 500 on Google Chrome while the maximum number of suppliers that can be invited per RFX are 300 and 50 for auctions. **<u>Add Suppliers</u>** In this step Procurement Buyer will have to add/invite suppliers to the sourcing event. The Procurement Buyer will also find the following options under the Add New section: 1. Copy All/Select from previous event 2. Select from Supplier table. (Coupa Supplier List) 3. Copy All from Template 4. Load from CSV

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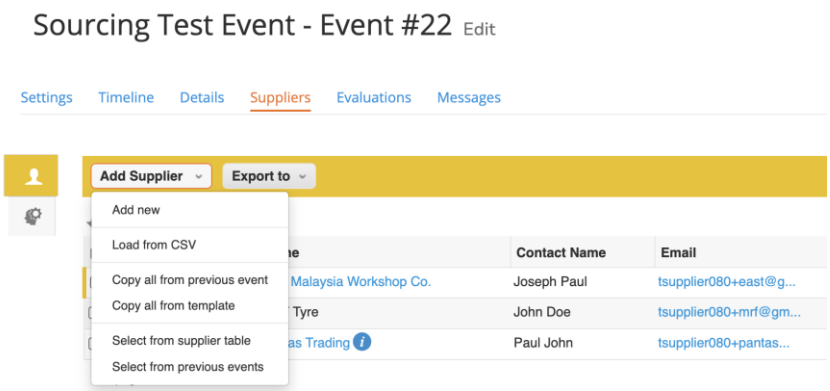
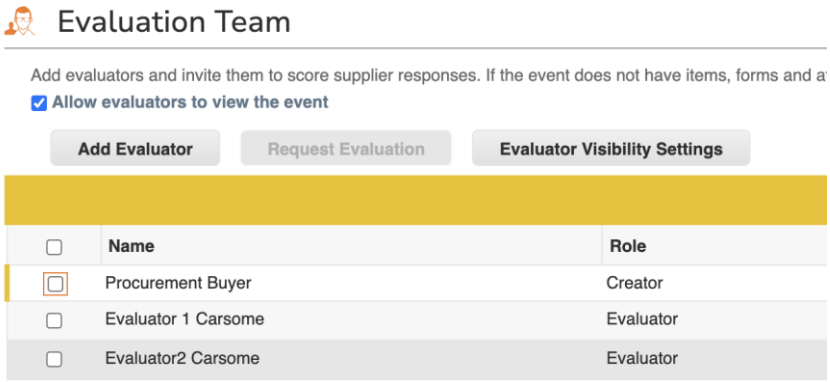
		 Note: Procurement Buyer can also add a supplier who is not part of the Coupa supplier list by selecting "Add New" and provide extremely basic detail such as Company Name, Contact Name and Email. The system does not restrict Procurement Buyer from awarding non onboarded suppliers. **<u>Add Evaluators</u>** The Procurement Buyer can manually add evaluators for the sourcing event. This can be done by selecting the Add Evaluator option within the Evaluation Team sub-section under the Evaluation section.  Under the option Evaluation Weights, the Procurement Buyer can add weights to specific categories of the sourcing event which will be calculated in percentages that will eventually round up to a total of 100%. The evaluations can be assigned to all the events (RFP, RFI, RFQ) except auctions. The evaluation criteria can also be edited before the evaluation phase.

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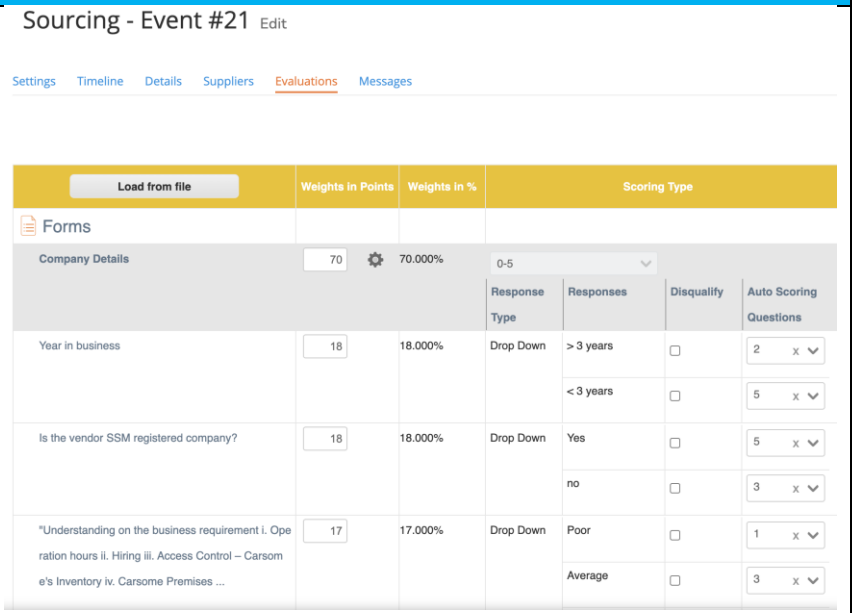
Activity ID	Activity Description	Detailed Activity Description
		 Sourcing - Event #21 Edit Settings Timeline Details Suppliers Evaluations Messages Load from file | Weights in Points | Weights in % | Scoring Type Forms Company Details 70 70.000% 0-5 Response Type | Responses | Disqualify | Auto Scoring Questions Year in business 18 18.000% Drop Down > 3 years 2 < 3 years 5 Is the vendor SSM registered company? 18 18.000% Drop Down Yes 5 no 3 "Understanding on the business requirement i. Operation hours ii. Hiring iii. Access Control – Carsome's Inventory iv. Carsome Premises ... 17 17.000% Drop Down Poor 1 Average 3 The Procurement Buyer can choose specific evaluators for technical and commercial evaluations. These evaluators would only have access to their specific evaluation section (Either Technical or Commercial). Event Evaluator Visibility Evaluator 1 Carsome | Evaluator2 Carsome Forms Company Details Certification section Attachments Company Section Items and Services Once all the sections are filled in, the Procurement Buyer can proceed to the next stage which is launching the event.
3.2.5	Publish Event	Publish the event to make it visible to suppliers. Once all the details are filled, the Procurement Buyer can launch the event. There are 2 options on the bottom of the screen which are: Create Test Event – This is when the Procurement Buyer wants to see the Supplier view, but internally. This can be done to evaluate the event from the Supplier's perspective by entering a dummy email ID. Preview Event (Submit Production Event) – This is the actual creation of the event wherein the event gets activated, and an email is sent to the Supplier.

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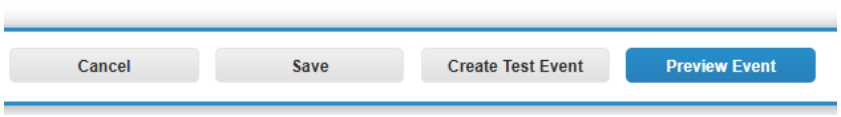
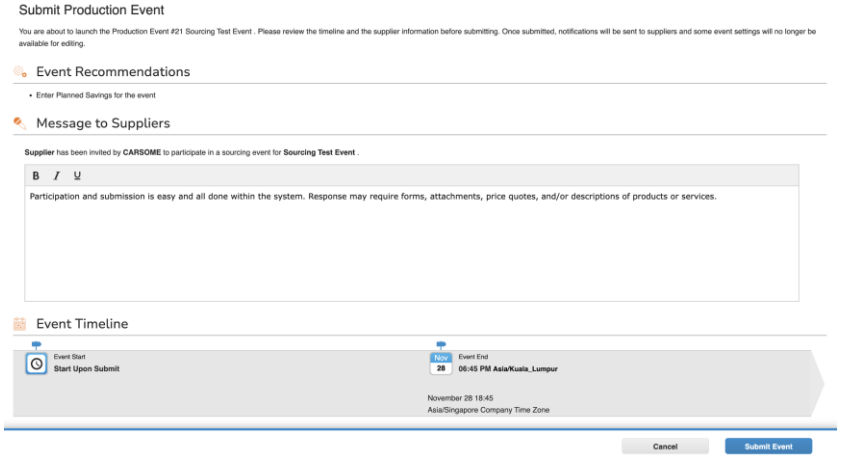
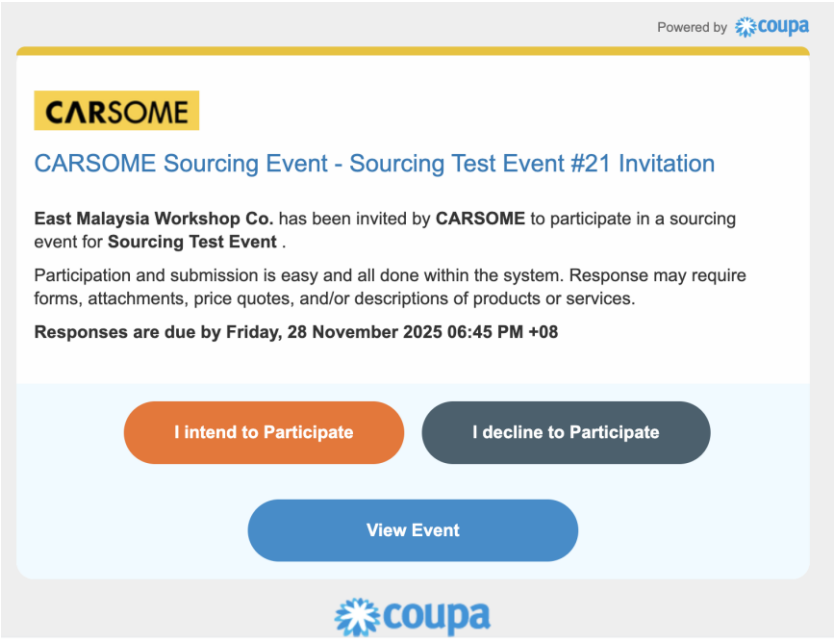
Activity ID	Activity Description	Detailed Activity Description
		 After clicking on the Preview Event, the Procurement Buyer will see a brief view of the event along with a message that will be sent to the supplier.  When you click Submit Event, the suppliers will get an email with a link to the login page. Once launched, you may still edit the event, for instance enter weights for scoring, planned savings etc. However, change of currency and changes in the Terms and Conditions and the Event Type Settings sections will create a new revised event.
3.2.6	Publish Event	This step triggers the Publish of the Sourcing event to the Suppliers.
3.2.7	Supplier to receive invitation via email	The Supplier receives an invitation email for participating in the event and viewing the event details. The email includes system generated OTP for accessing the event. 

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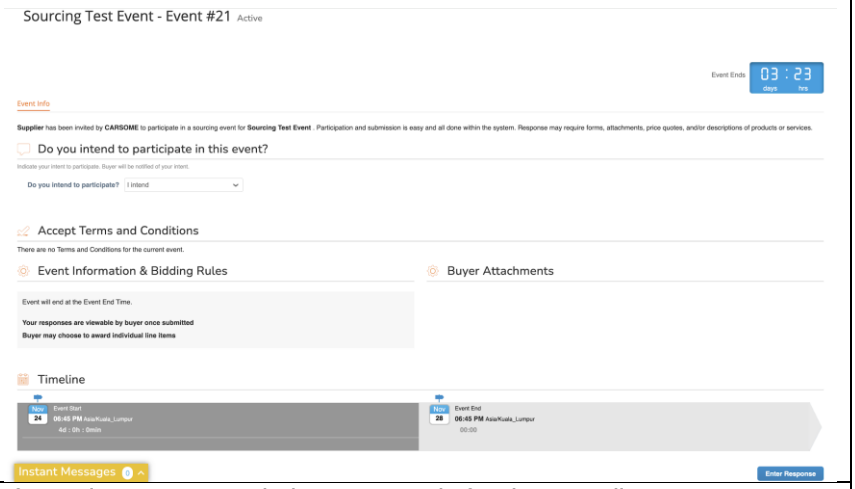
Activity ID	Activity Description	Detailed Activity Description
3.2.8	T&C accepted?	In this step supplier will have to accept T&C before participating in the event. Unless the Supplier accepts the T&C, they will not be able to enter the responses. The timeline for the event gets flashed on the upper right corner for the Supplier to see the time remaining for the sourcing event to close. This page also consists of an Event Information & Bidding Rules for the Supplier to refer to along with a Procurement Buyer Attachments section which consists of attachments added by the Procurement Buyer (if any). On entering the Enter Response button the supplier is navigated to the next stage wherein they can view all the questions posted by the Procurement Buyer and can answer each of these. The Procurement Buyer can use the Messages Centre to communicate with the supplier. However, in case of change in items, quantity etc., the event needs to be updated. 
3.2.8A	Event Ends	If T&C is not accepted, the event ends for that supplier.
3.2.8B	Access & participate in the event	If T&C accepted, suppliers could access and participate in the event.
3.2.9	Query resolution via chat window	Suppliers can resolve queries via the chat window. There is a Live communication channel between the Procurement Buyer and the Supplier. This can be accessed by the Supplier by maximizing the Messages dialog box on the bottom left of the screen. The Procurement Buyer can access this message by going to the event in their system. Procurement Buyer can send messages to all the supplier who are part of the event, or they can also select individual supplier for private messaging. The suppliers which are added at the later stage of the event will not be able to access the message that have been sent by the Procurement Buyer prior adding a new supplier.
3.2.10	Submit the response	Suppliers submit their responses to the event. “My Response” consists of the questions and requirements posted by the Procurement Buyer for the Supplier to fill in.

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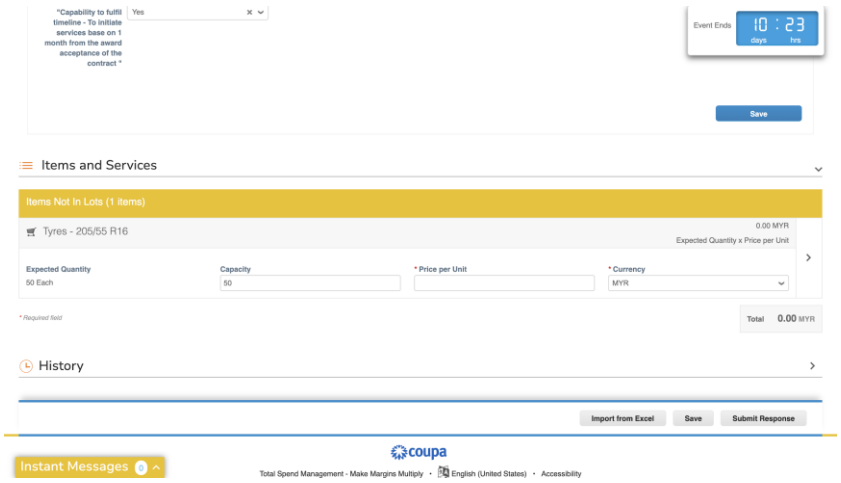
Activity ID	Activity Description	Detailed Activity Description
		Mandatory information is labelled by a red asterisk. If not completed, the supplier will receive an error message upon submission, and the response is not accepted. The Supplier also has provisions to Export the questionnaire to Excel and thereby fill it by clicking on the Export to Excel button. They can also load responses in an Excel file into Coupa by selecting the Import from Excel button. They can also view the History of the changes made to the form by clicking on the Load History button. The Supplier can also Save their responses and fill them up later by clicking on Save. Lastly, once the Supplier is done filling up their response, they can submit the responses back to the Procurement Buyer by clicking on Submit Responses to Procurement Buyer.  Once the Supplier fills up all the information, they submit the Bid back to the Procurement Buyer for evaluation. Under the event details, the Procurement Buyer can view the list of suppliers who were invited to the event and the ones who have responded. The Procurement Buyer can also see the number of responses received alongside the event without going into the details. This is visible under the Sourcing section besides the event under the Responses column. **<u>Extensions and reminders</u>** The Procurement Buyer can also send email reminders to the suppliers. The Procurement Buyer has the authority to extend the timeline of the bid if they wish to extend the date by selecting the option Edit Event under the event and resubmitting the production event. The Supplier can submit and edit their responses until the event ends. **<u>Event closure</u>** Once the event expires, it gets auto closed or the Procurement Buyer can manually end the event by clicking on “End Event” after which the bidding closes and the event gets sealed.

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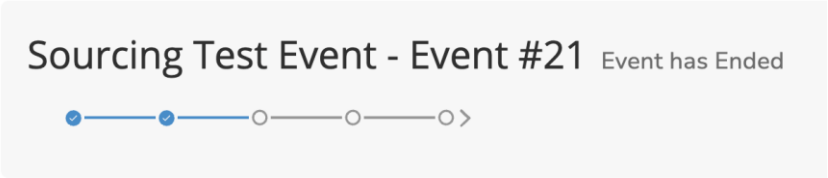
Activity ID	Activity Description	Detailed Activity Description
		 In case of a 2 envelope Bid both technical and commercial evaluations would be done sequentially while in case of a single envelope bid only the commercials would be considered.
3.2.11	Follow-on Event	In case of further negotiations with the supplier, the Procurement Buyer can create a follow up event by clicking on the **Create Follow-on Event** button with the final shortlisted suppliers. The information from the first response is prepopulated post which the Buyer can carry out further negotiations with the supplier. The Procurement Buyer can also raise a follow-on event for RFP or RFQ or Auction. In the same way multiple Follow-on events can be raised. **<u>Note: The process for a follow-on event will be exactly the same as the original event.</u>** **<u>For Auctions: The process in described in Section 3.3 below.</u>**
3.2.12	Evaluation process starts	The evaluation process starts once responses are submitted. The Procurement Buyer can view the responses received by selecting the event and navigating to the Responses Section. If evaluations are not needed Procurement Buyer will finalize the supplier to be awarded based on the supplier responses.
3.2.13	Review the responses & evaluate accordingly.	Once the responses are received, the Procurement Buyer can request internal users for evaluation (technical and commercial). Evaluators can be added in case not added earlier during sourcing creation event . Under the Evaluators section within the sub section Evaluation Team, the Event owner selects the evaluator who would be evaluating the technical responses of the bid. The Procurement Buyer can do so by selecting the checkbox beside the evaluator's name and selecting the Evaluator Visibility Setting and only checking the relevant options applicable, in this case, Technical Qualifications. The Procurement Buyer can also send a message requesting an evaluation from the evaluator by clicking on Request Evaluation.

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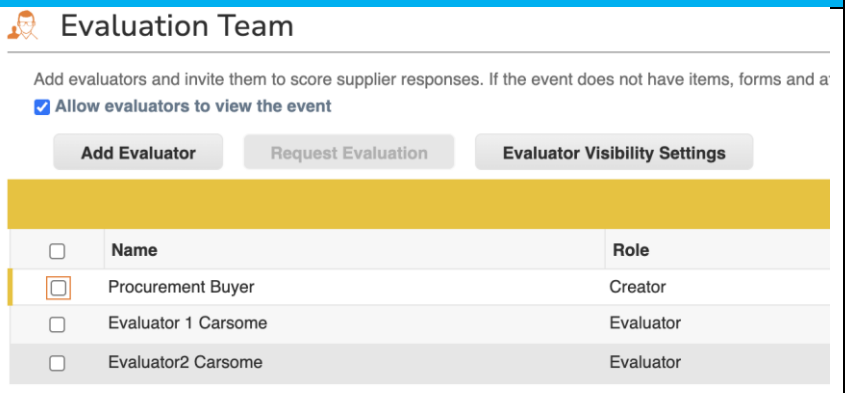
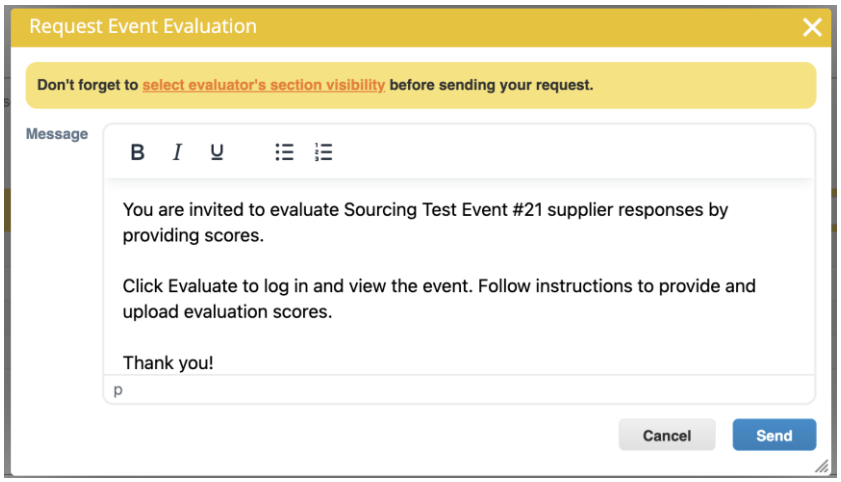
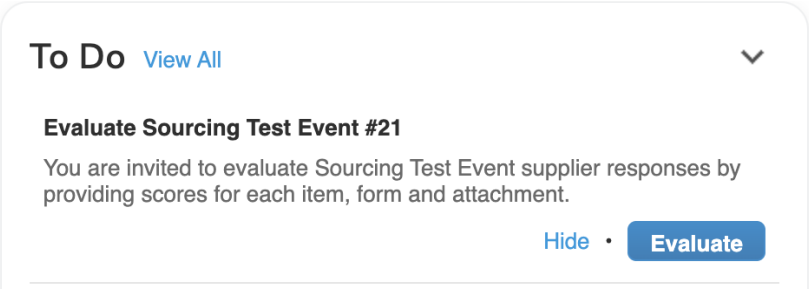
Activity ID	Activity Description	Detailed Activity Description
		  The evaluator will get a notification to Evaluate the event. After clicking on the link, the Evaluator can add their scores. The Evaluator can download the template and add the scores. Once scores added, the file has to be uploaded in the system.  After clicking on the link, the Evaluator can add their scores. The Evaluator can download the template and add the scores.

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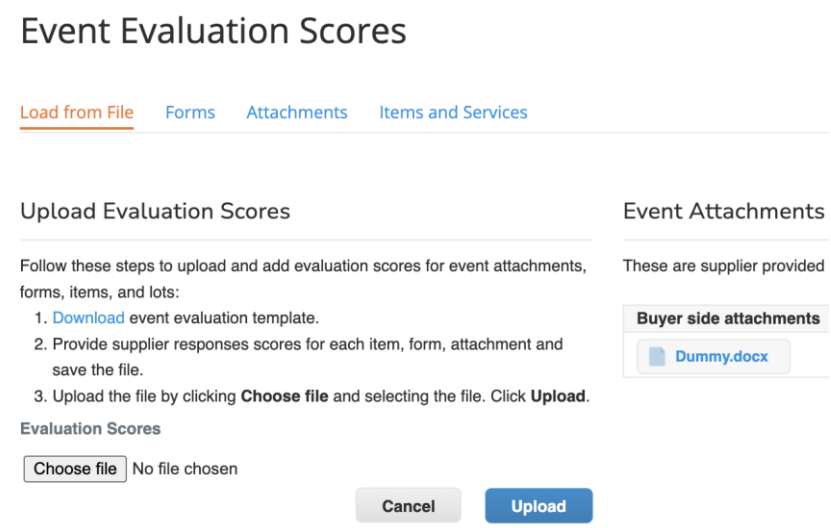
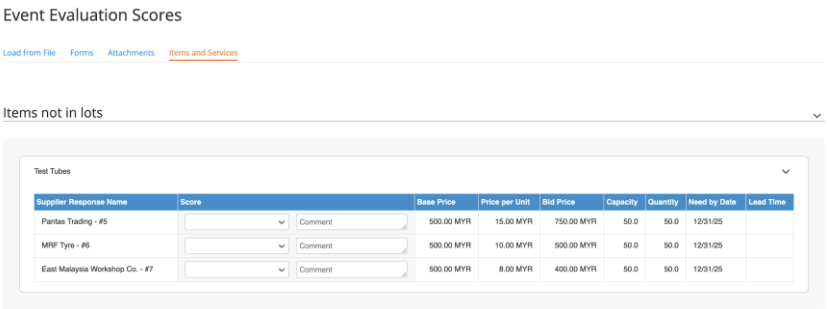
Activity ID	Activity Description	Detailed Activity Description
		 Once scores added, the file has to be uploaded in the system. In case further clarifications are needed after the supplier responses are received, the Procurement Buyer can do this by using the Message Centre. However, in case they require more details from the supplier, a new follow-on event needs to be created. The follow-on event will create a new version of the original event. Evaluate supplier responses. Go to the Event Evaluation Scores page. The Event Evaluation Scores page contains the following tabs: Load from File: evaluate supplier's responses in the evaluation file. Forms: contains the forms with suppliers' responses. Attachments: contains attachments uploaded by suppliers. Items and Services contains the responses given by suppliers for items and services. For evaluating supplier responses in Coupa, go to the Forms, Attachment, and Items and Services tabs, respectively. Evaluators enter scores, evaluations, and comments. Clicks Submit.  The event status will remain as Pending Evaluation until all invited Evaluators have submitted their evaluations, or the evaluation process has ended.

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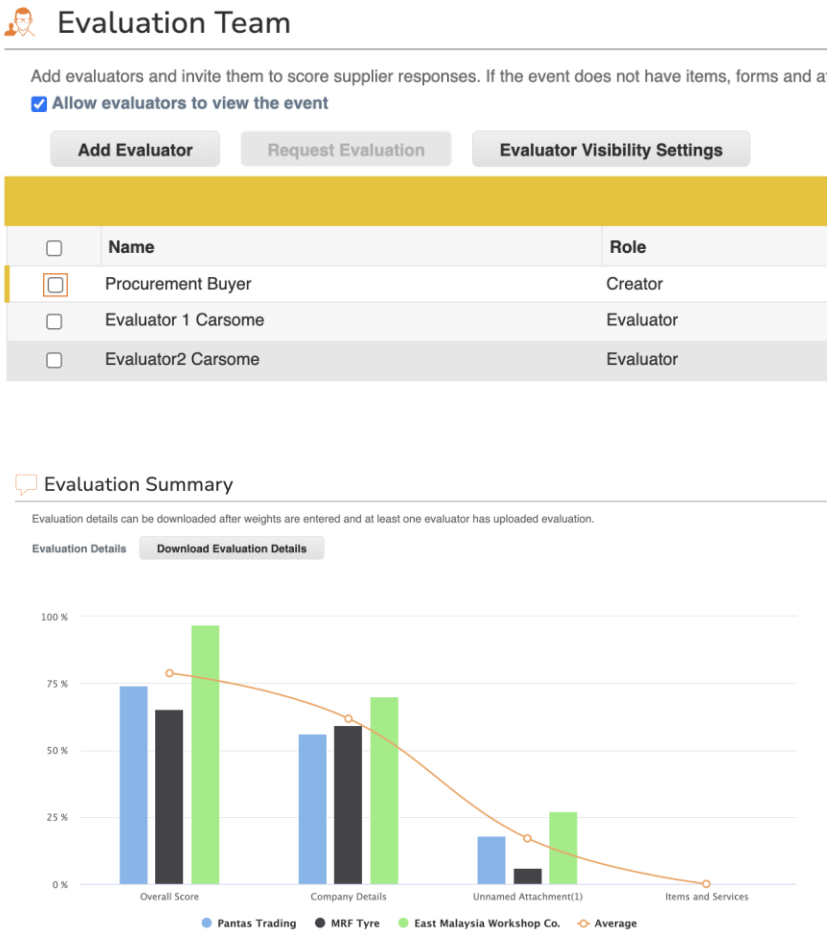
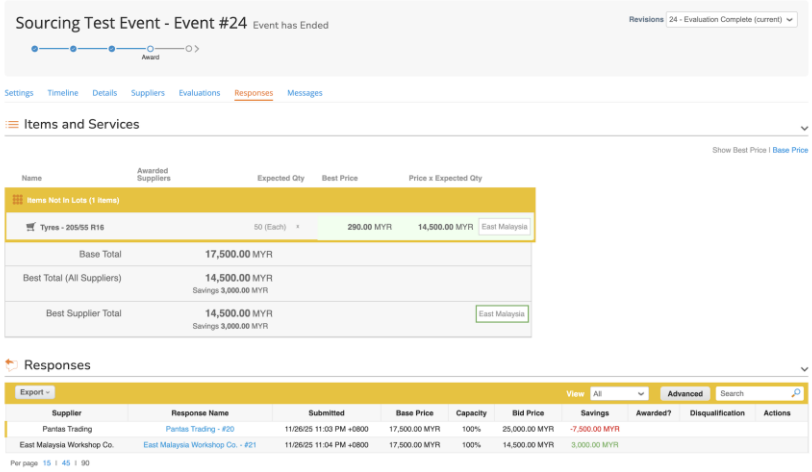
Activity ID	Activity Description	Detailed Activity Description
3.2.14	Review the evaluation results	The Procurement Team can review evaluator's evaluations. 
3.2.15	Award Event	Decide on the event award based on evaluations. The Sourcing owner will update the award summary field and attach the summary for awarding before proceeding with award approvals. *(Reference to the Raid Log S.No: 85)* Go to the Responses page in the sourcing event and open one of the responses you wish to award by clicking it in the Responses table. The Procurement Buyer can award the selected winner(s) in the Sourcing event using award option. 

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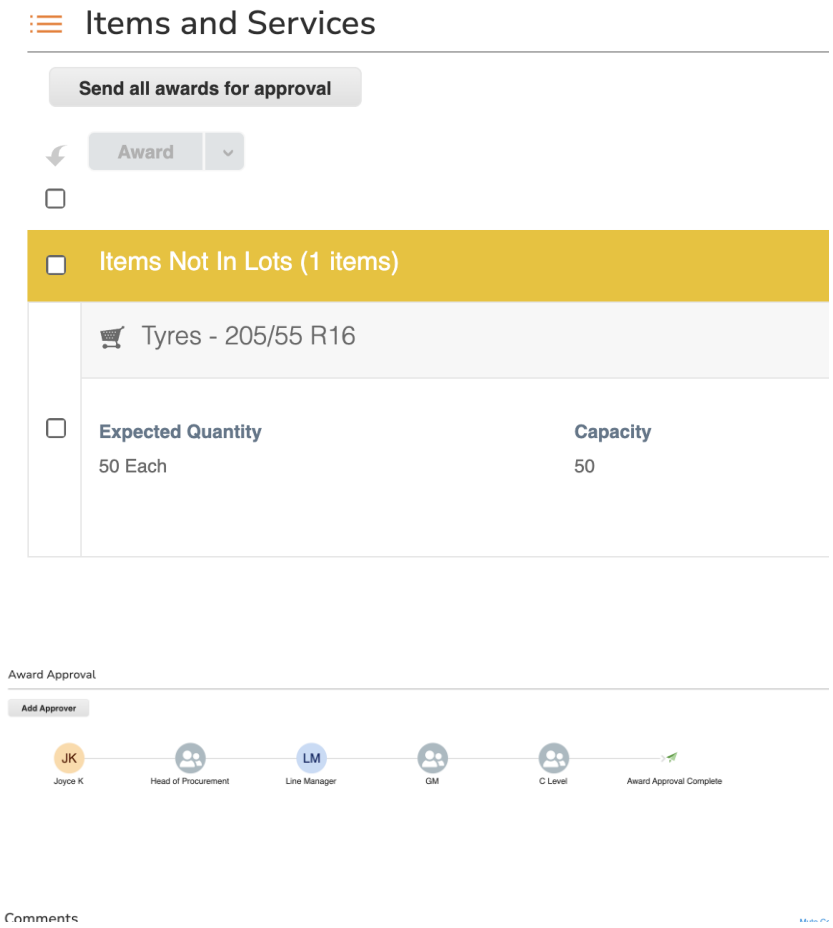
Activity ID	Activity Description	Detailed Activity Description
3.2.16	Award Approvals	Once approvals are completed, mark the event as awarded. *(Reference to the Raid Log S.No :24)* 
3.2.17	Approvals completed	Once the approver approves the event, the supplier will then be awarded the event.
3.2.18	Act on award (Optional)	The Procurement Buyer will flip the awarded vendor from the Sourcing event back to the originating PR. The Procurement Buyer can also initiate a new Contract or new Catalog Item for the awarded Supplier.

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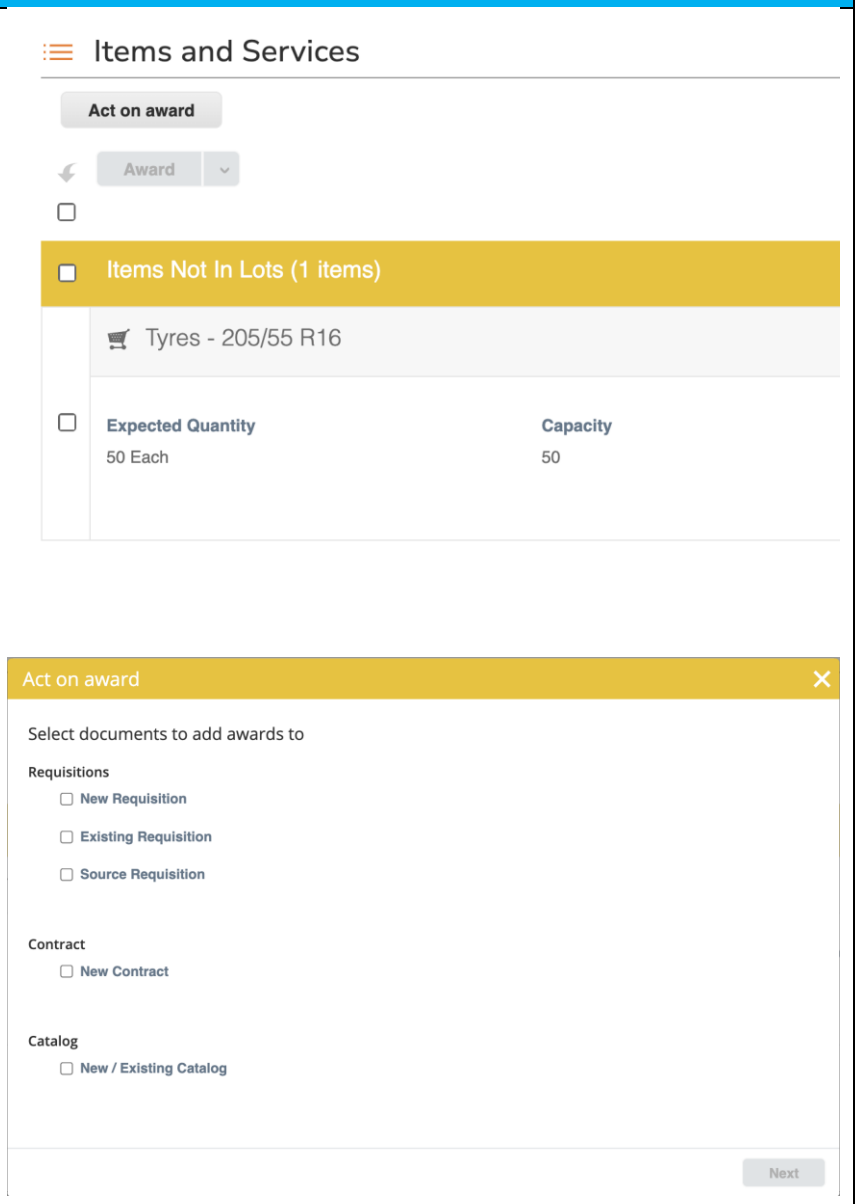
Activity ID	Activity Description	Detailed Activity Description
		

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3.4 AUCTION PROCESS

Auctions provide a streamlined approach to direct negotiations—particularly effective when suppliers are well-known, the award decision can be made swiftly without extensive evaluation, or when the sourcing event involves a limited number of items without complex pricing structures. In such cases, awarding the business to the lowest bidder becomes a practical strategy. Additionally, auctions serve as a powerful final stage in a broader sourcing initiative, where all key parameters have already been defined and locked during earlier RFx rounds.

Within Coupa, users can leverage three distinct types of reverse auctions—each designed to align with specific sourcing objectives and supplier engagement models. These auction formats promote competitive bidding, unlock cost-saving opportunities, and foster transparency throughout the supplier selection process.

1. **English Reverse Auction**
   This is the most widely used auction type, where suppliers submit successively lower bids in response to competitors. The auction remains active for a set duration, allowing suppliers to view (anonymously) the leading bid and attempt to beat it. This dynamic environment encourages intense competition, often leading to optimal market-based pricing.
2. **Dutch Reverse Auction**
   In this format, the auction opens at a high starting price, which automatically decreases at scheduled intervals. The first supplier to accept the current price wins the auction. This model instils urgency and is particularly suited for time-critical sourcing scenarios or when buyer control over pricing is paramount.
3. **Japanese Reverse Auction**
   Beginning at a low price point, this auction format increases incrementally. Suppliers must continually affirm their willingness to accept the rising price. Once a supplier exits, they cannot rejoin. The last remaining supplier wins the contract. This format is ideal for identifying the vendor most committed to sustaining aggressive pricing throughout the auction duration.

An English reverse auction is characterized by the direct feedback on a submitted quote. In a true English auction, the best (lowest) quote at the end of the event is the awarded one. An auction is not by necessity very quick, but the timeline should be adjusted to the complexity of the event to allow the suppliers enough time for proper quoting.
Together, these auction types empower procurement professionals with adaptable tools to design sourcing strategies that reflect market realities, category-specific needs, and negotiation goals—ultimately driving greater efficiency and value across the sourcing lifecycle.

Please Note: An auction event is implemented in the same way as any event in Coupa Sourcing. The entire process is explained in the process diagram above, however only the steps which have to be specifically carried out for an English Reverse Auction event are mentioned below.

Activity ID	Activity Description	Detailed Activity Description
3.3.1	Create the Auction event	Create the event from scratch, an event template, or by copying a previous event. Give the event a name, select the event currency, and provide the information to share with the suppliers about event conditions and scope (More Event Info) The auction-specific settings are done in the Event Type section. When English Reverse Auction is selected.

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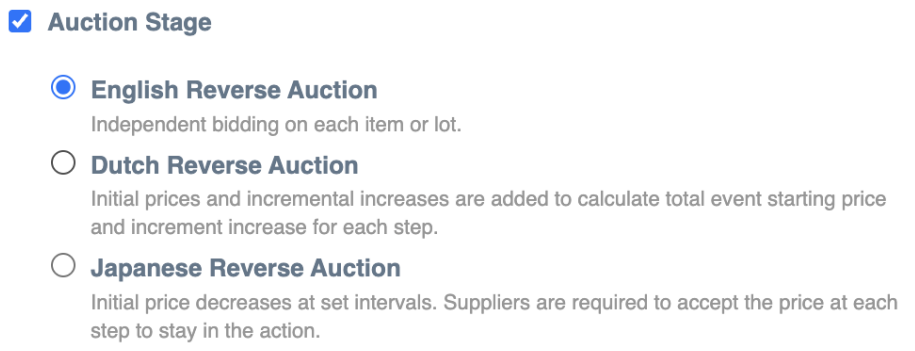
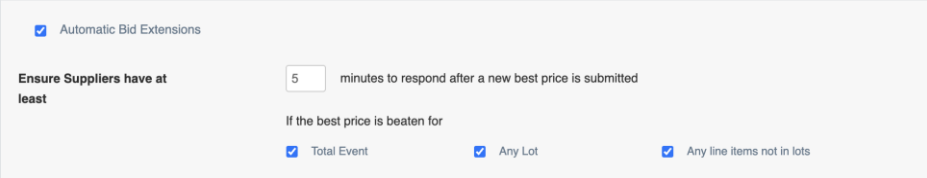
		
3.3.2	Bid Extension	Select Automatic Bid Extensions to give the suppliers time to react on a new best bid placed just before closing time. The auction will be kept open for the number of minutes you set if the new quote is better than the currently best one. Bid extensions is strongly recommended in online auctions to avoid stressful situations at the end of the event. Check the box and set a number of minutes that may be reasonable to extend the timeline by upon arrival of a new best bid. If the event is only for one or a few items, a few minutes may be enough. When the event comprises a larger number of items, the suppliers may need more time to reconsider their quotes. Remember to allow ample time for the system and browser to refresh. Note that the system tracks relative time (not absolute time) to the minute, and so an event configured to auto-extend by five minutes will extend between five and six minutes to the next whole-minute mark. For example, if the time is 12:30:30 and the event is extended by five minutes, the system will extend the time to 12:36:00. You also need to select which cost to compare the new quote to. This depends on how you plan to award the items. If you are running an all-to-one event, the total cost for the total event, the Best Supplier Total in the Responses page, should be beaten by the new quote to get a bid extension. If you are awarding items in lots, the total cost on a lot should be beaten, and if you are awarding individual items, a new better price on an individual item will trigger a bid extension. If you select more than one option, the most detailed level will dictate the timeline. 
3.3.3	What do Suppliers see?	Direct dynamic feedback is the characteristics of an English auction. The purpose of feedback is to help the supplier understand how to improve, and on which items they may have a chance. The best option for feedback is hence to show the currently best price per item or lot, as seen in the screenshots below. Rank is a blunter tool, which does not give the suppliers the same support in their decisions as the best price. Include the number of responses only if there is a large number of bids. Note that as items included in a lot are always awarded together, feedback on lots relates to the total offered cost (unit price * quantity) on the items included.

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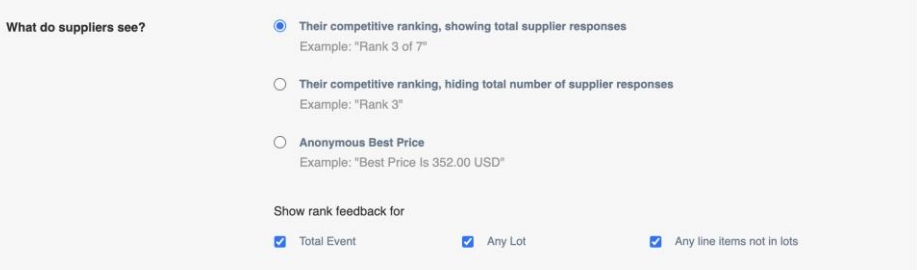
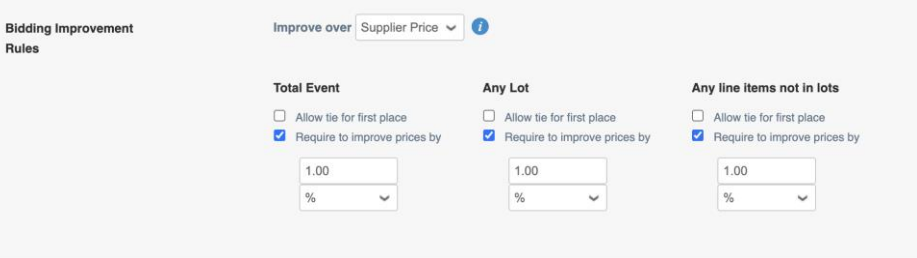
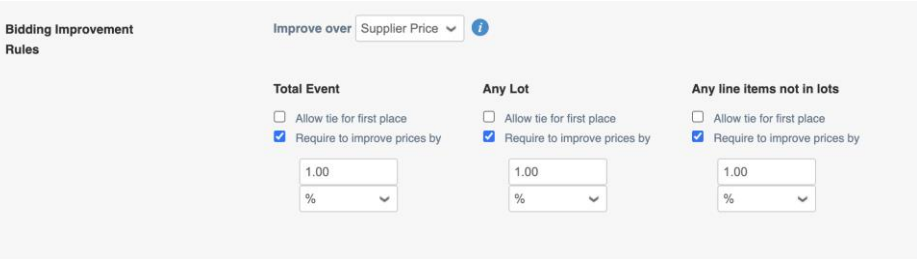
		
3.3.4	Bidding improvement rules	The suppliers may change their quotes as many times they wish depending on the feedback, until the end of the auction phase. To ensure that the price develops in a fair and efficient way, you need to apply bidding rules. The bidding rules force the suppliers to improve their bids by at least the specified change, i.e. they cannot increase their prices, and they cannot take the lead by just an insignificantly better quote. Coupa Sourcing makes sure a supplier cannot increase their prices even if you forget to add a bidding rule. The rule, i.e. the required change, should be set on the level you plan to award on, just as the bid extension. As items included in lots are awarded as a unit, a bidding rule on the item level does not apply to the individual items in the lot. The required improvement can be expressed as percent of the best bid, or as a monetary amount. Unless all items are of approximately the same value, or you are awarding on the total event level, the percentage change is recommended. Additionally, you have to decide if you wish to allow ties, i.e. two identical best bids. In a true English auction, the best price wins, i.e. ties are not allowed. A supplier who places a tie bid (a bid which results in the same cost as the currently best one on the level at hand) will receive an error message, and the submission is not accepted. Note that ties are controlled for on each level, unless you allow them. If you are planning to award all to one, it does not matter if two suppliers offer the same prices for a particular item or for a lot, as long as there is a clear winner on the total cost. In this case you can allow ties for individual line items and for lots, but not for the total event. 
3.3.5	Timeline	Coupa Sourcing automatically adds a period of time between Event Start, i.e., when the suppliers can access the event, and Bidding Start, i.e., when the auction opens. This allows the suppliers to take part of the event information you have provided and orient themselves in the interface. You may include an RFx phase to collect additional information through questionnaires or attachments, or to invite the suppliers to place start bids. These sections are available to the suppliers as soon as the event starts, as usual. 
3.3.6	Monitoring the Auction	You can follow the bidding process in the competitive chart in the Responses page. The x-axis shows the time and the y-axis the total bid cost for all suppliers. Drag the cursor across the chart to see more details about the changes during the auction.

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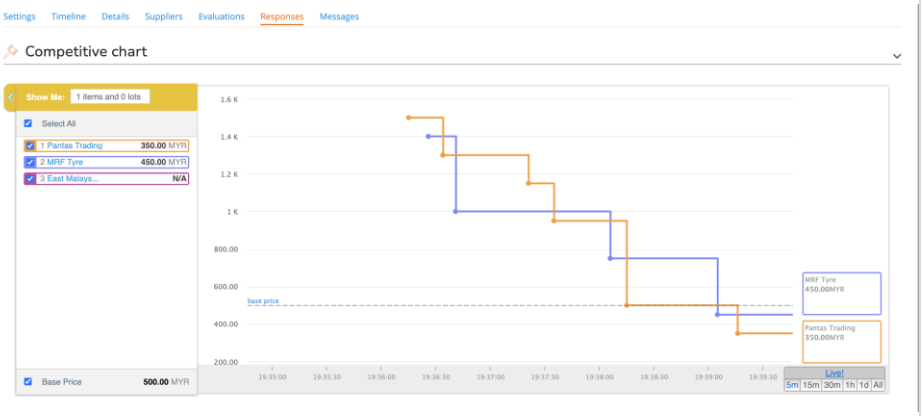
		The panel to the left allows you to select which items/lots and suppliers to show, and if you wish to display the Baseline or not. The panel can be hidden by clicking the left arrow (<) at the top left.  Make sure to keep the Messaging centre open for communication with the participants throughout the event. Removal of bids on behalf of suppliers: A supplier who has accidentally submitted an incorrect quote can send you a notification, asking for it to be removed. Delete the latest submission on behalf of the supplier in the Responses section on the Responses page. The supplier can also edit this at their end. The removal of the submission is recorded in the event history on both sides. When you delete the latest submission for a particular supplier, the previous one becomes the standing one. This quote cannot be deleted. However, if the supplier submits a new quote, you may again delete the latest one. To prevent inadvertently incorrect submissions Coupa Sourcing will show a warning message when a supplier attempts to submit a quote which is more than 50% lower than the previous one.
3.3.7	Awarding the Auction	After Monitoring the event the buyer will send the event for evaluations and once that is completed, the Buyer will proceed to the next process which is Award Approvals. The details of the Approval chain have been captured in the workflow section of this document. Once the approver approves the Award form, the Procurement Buyer proceed ahead to award the selected supplier. An auction event is awarded, and the awards are implemented in the same way as any event in Coupa Sourcing which is already covered in the Sourcing Process above.

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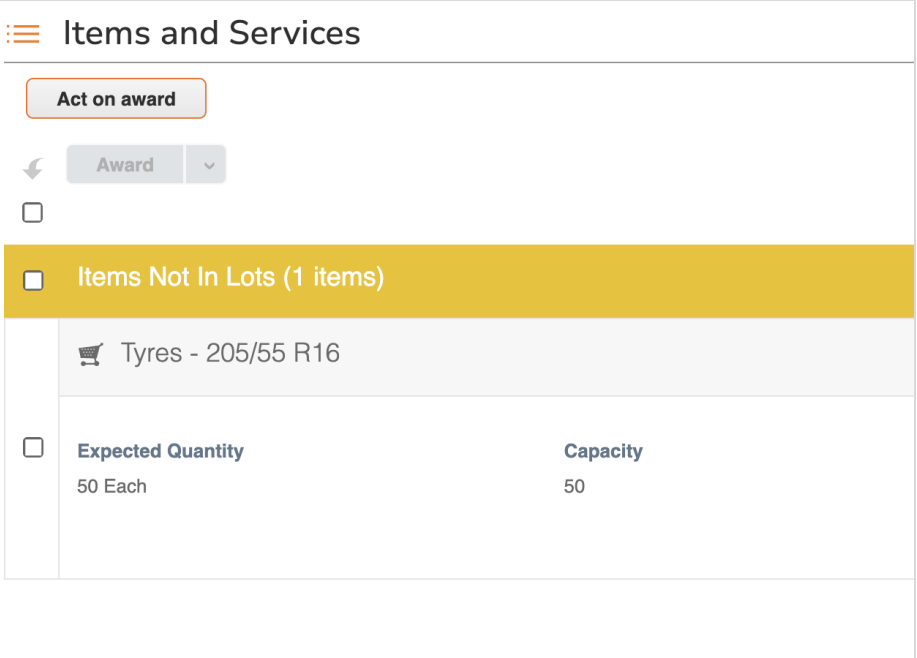

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3.4 SAVINGS DEFINITION SOURCING

Type	Definitions
Cost Avoidance	Avoidance savings are computed by the value of each requisition that has been rejected during the approval process. If it was resubmitted and is pending approval or approved, then it is not counted. This is a manual input by the Procurement Buyer
Planned Savings	This would be the target savings that would be manually added here. There is an internal attachment field here in case any supporting documents need to be attached.
Base Price	This would be the last purchase price. This is added manually.
Negotiated Savings	The formula for this would be - Base price - Bid price x Quantity and would be auto calculated in the system. This value is automatically calculated and entered into the Negotiated Savings field in the Settings page by Coupa when the event was awarded. However, if items and lots are awarded individually, you need to do the calculation and enter it manually.

Sourcing Settings and Configurations (COUPA ADMIN TASKS)

Coupa allows certain settings to be customizable such as the ones mentioned below to enable certain controls at the Procurement Buyer side. These settings can be found in *Setup > Sourcing > Sourcing Settings*.

Setting	Description	Setting for Carsome
Require suppliers to login	The invitation mail will contain a username and a link to set up a password for log in. If login is not required, the invitation mail contains a link for direct access into the event. This setting is on by default for new customers to support information security management.	Disabled
Allow suppliers to provide multiple responses	Suppliers may submit multiple responses on the same item during a pre-bidding phase. The option may be revoked in the individual sourcing event.	Enabled
Seal responses	All new events will be run as sealed events, i.e., the Procurement Buyer is not able to see the result until the end of the event.	Enabled
Allow editing of sealed bids setting on the event level	Sealed bidding mode may be selected on the event level.	Enabled
Allow sealed bids to be accessed by the API	Sealed bids can be edited through the API.	Disabled
Turn on Source This feature	Requisitions, requisition lines, order lines, invoice lines, and items may be sent directly to a sourcing event.	Disabled
Allow hidden events	Sometimes you need to restrict visibility into Sourcing events that deal with sensitive categories. You can now choose to hide such events. Hidden events are	Enabled

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Setting	Description	Setting for Carsome
	visible only to administrators and Event Team members.	
Number of days to keep messaging open after event end	Sets the number of days for which the message centre remains open after an event end.	30
Show Sourcing Advantage events based on Commodity	Coupa Sourcing Advantage is an open forum where users can collaborate to initiate and run sourcing events together with their peers in the Coupa Community. They can also participate in events hosted by Coupa or other partner organizations. The collective buying power and commodity expertise opens opportunities to maximize value and conditions in situations where an individual company's negotiating powers or resources are not sufficient.	Enabled
Enable Supplier Community Search	The Community setting displays suppliers used by the Coupa Community that match users search terms. You can see these suppliers in the Community Suppliers section that appear below Carsome' s local suppliers. You can select a supplier to see the supplier's Coupa Supplier Portal (CSP) profile, and you can select Search All Community Suppliers to see Coupa Community supplier suggestions.	Enabled
Allow public events	A flag field 'Public event' is shown and can be used for sorting and searching in the Sourcing data table.	Disabled
Maximum number of line items	Sets the maximum number of line items in a sourcing event to avoid impaired performance. Setting applies to all events on the instance. The default value is 500.	500
Maximum number of line items for Internet Explorer	Sets the maximum number of line items in a sourcing event when IE is used to avoid impaired performance. Setting applies to all events on the instance. The default value is 200.	200
Maximum number of suppliers for RFx	Sets the max number of suppliers that can be added in an RFx type event to avoid impaired performance. Setting applies to all events on the instance. The default value is 300.	300
Maximum number of suppliers for Auctions	Sets the max number of suppliers that can be added in an auction type event to avoid impaired performance. Setting applies to all events on the instance. The default value is 50.	50
Enable auto-population of supplier responses in sourcing questionnaire	Supplier response forms are automatically populated with data in the sourcing questionnaire.	Enabled

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Setting	Description	Setting for Carsome
Enable Award Scenarios	Coupa Sourcing offers the possibility to run 'what if' scenarios to support the award decision.	Disabled
Publish public sourcing events on CSP	Suppliers can access and participate in public sourcing events created by you and all the other customers that use Coupa.	Disabled
Automatically approve supplier participation requests for public sourcing events	Suppliers will not need approval to participate in public events	Disabled

Sourcing Configuration (COUPA ADMIN TASKS)

Setting	Description	Setting for Carsome
Content Group	Content groups are subgroups of users within a department and provide a way to manage individual users' access to content at the department level.	Enabled
Community Matchmaker	Coupa helps you to find and connect with fellow users in the Coupa Community to share experiences of sourcing for a particular commodity allows you to further strengthen the sourcing opportunities.	Enabled

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4 KEY DECISIONS MADE AND EXCEPTIONS

Sourcing Management		
All the key decisions made by Carsome team during the Requirement Gathering workshops and the sessions help offline thereafter are covered below with their status.		
S. No.	Key decisions	Status
1	Forward Reverse Auctions *(Reference to the Raid Log S.No :130)*	Not Supported by Coupa

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5 ACKNOWLEDGEMENT AND SIGNATURE

The undersigned do hereby agree to the information mentioned in the above pages of this document.

Carsome	Carsome
Signature: Nguyen Phuong Thuy **Name** : Nguyen Phuong Thuy **Title** : Head of Procurement **Date** : 1/26/2026	**Signature**: Moon Nguyet Tm Vu **Name** : Moon Nguyet Tm Vu **Title** : Group Accounting Director **Date** : 1/26/2026
Carsome	**Carsome**
Signature: Wong Wai Kit **Name** : Wong Wai Kit **Title** : Chief Financial Officer **Date** : 2/3/2026	**Signature**: **Name** : **Title** : **Date** :

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