

Coupa Supplier Guide for e-Auction

LOGIN

You should have received an e-mail similar to the below snapshot. Click on the [link](#) which you will find in your e-mail (**Red box 1 below**). The user id shown in your email will be used when logging on to the system in the future, so please don't forget your user id.

Please use the below credentials to access the event for **1**

-----SAMPLE LOGON DETAILS (Valid for 48 hours) -----

Username: **sample_abc.com**

One-Time Logon Ticket: **123ABC0**

Coupa Link: maersk.tradeext.com

The screenshot shows the Coupa login interface. At the top, the Coupa logo and 'COUPA SOURCING OPTIMIZATION' are displayed. Below the logo are two input fields: 'Username' (with placeholder text 'Username or email') and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the 'Login' button are two links: 'Forgot password?' and 'Log in with One-Time Ticket'. At the bottom of the page, there is a row of small flags representing different languages. Annotations include: a red dashed box labeled '1' around the 'Log in with One-Time Ticket' link; a yellow dashed box labeled '1' pointing to the 'Log in with One-Time Ticket' link with the text '1. Click here to logon using One-Time Ticket OR continue with password if you are an existing user'; a yellow dashed box labeled '2' pointing to the flags with the text '2. Click on the flags if you wish to change language'; and a red dashed box labeled '2' around the flags themselves.

The image shows the Coupa Sourcing Optimization login page. At the top is the Coupa logo and the text "COUPA SOURCING OPTIMIZATION". Below this are two input fields: "Username" with the placeholder "Username or email" and "One-Time Ticket" with the placeholder "One-Time Ticket". A blue "Login" button is positioned below the "One-Time Ticket" field, with a "Back" link underneath it. At the bottom of the page, there is a row of small flags representing various countries. Red dashed boxes highlight the "Username" and "One-Time Ticket" input fields, and the "Login" button. Red arrows point from yellow callout boxes to these fields. The "Username" callout says "Enter your username from mail. Eg. - sample_abc.com". The "One-Time Ticket" callout says "Enter your one time password from mail. Eg. - 123ABC0".

First time users will be asked to change their password

The image shows a message box titled "You Have Logged in Using a One-time Ticket". The text inside reads: "A One-time ticket is only valid for a single login. If you have a password it will still be valid and you can use it the next time you log in. If you have forgotten your password, follow the link below to choose a new one." Below the text are two buttons: "Change Your Password" (with a key icon and the text "Click here to enter a new password") and "Continue" (with a green checkmark icon and the text "Click to continue without changing password."). A red dashed box highlights the "Change Your Password" button, and a red arrow points from a yellow callout box to it. The callout box says "Click on 'Change Your Password'".

NOTE: One time Log On ticket password from mail can only be used once, It is recommended you change password for future system access

Change Password

Hemant-Test (hbrd)

New password: *****

Confirm password: *****

Save Log out

1. Read 'Password Requirements' carefully before creating your password

2. Fill-in new password in both boxes

3. Click on Save

1. Password must fulfill the following requirements:
The length of the password must be at least 8 characters.
Contain at least one digit.
Contain at least one lower case letter.
Contain at least one upper case letter.

SUPPLIER HOME PAGE

Events can be found under 'Your Project' along with its Status, Start date/time and End date/time

coupa Logged in as Sharad STY | Supplier | Logout

Welcome Sharad STY

1. You can manage your account from here

1. Your User Information
Click here to view and edit your user information (email address etc.)

Your Company Information
Click here to view and edit the information about your company.

Change Your Password
Click here to enter a new password

2. Your Events

2 Event	InformationPhase	Status	3 Start Time *	Closing Time *
Demo project for Supplier Guide Manual	RFI	View information	Sep 11, 2018, 2:10 PM	Sep 11, 2018, 5:00 PM
DAMCO - Qingdao FCL trucking tender 2018	DAMCO - RFI -...ng tender 2018	View information	Sep 10, 2018, 11:49 AM	Sep 17, 2018, 5:30 PM
RFI - Planning and Book...Platform Maersk Training	Request for Information	Done	Sep 7, 2018, 1:42 PM	Sep 17, 2018, 7:30 PM
Maersk Line NEU - Respon...nt Compliance - Trucking	RFQ		Sep 30, 2018, 11:59 PM	Aug 1, 2020, 8:52 PM
Maersk Line NEU - Respo...urement compliance - EMR	Responsible Procurement	View information	Sep 3, 2018, 5:05 PM	Sep 30, 2018, 11:30 PM

2. Event Timeline

3. Click on Project name to open

3. Check the Project status here

* All times are displayed in your current time zone: **India Standard Time**

EVENT HOME PAGE/PHASES

On Project Overview page, you need to complete required action

Example: -

1) Downloading & accepting Terms or Conditions (if applicable):

You are required to download and read the terms and conditions.
1. Click the link below to view and download the terms and conditions.
2. When you have read the documents, tick the checkbox below to confirm that you have read them.

[Click here to download the terms and conditions.](#)

I confirm that I have read [Click here to download the terms and conditions.](#) terms and conditions.

Click on download required documents

2)

coupa Logged in as Sharad STY | Supplier

DAMCO - Qingdao FCL trucking tender 2018 - Event Overview

Terms and Conditions

Terms and Conditions [← Back](#)

Name	Downloaded	Size
Transport and General Service Agreement_Simplified Chinese.doc	<input type="checkbox"/>	314 kB

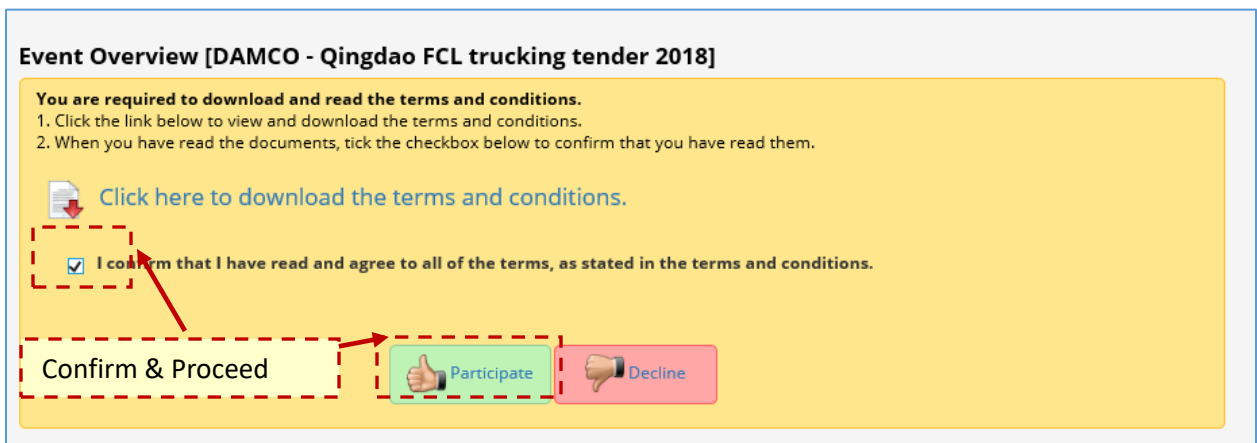
30 Items 1 to 1 of 1 Previous

Do you want to open or save Transport+and+General+Service+Agreement_Simplified+Chinese.doc from maersk.tradeext.com?

Save the document & read the same



3) If you are aligned with business requirements & terms kindly confirm and participate



4) All the required phases are listed here, please proceed with every phase one by one. (One or multiple phase may be present in single project)

✔ The mandatory action is fulfilled.

You have completed the mandatory actions but may update your input until closing time.
Closing Time: **Sep 17, 2018, 3:30:00 PM**

Completed Action	Status	Completed on
Place Bid (required) 	OK	Click on the Place Bid

You confirmed that you accepted the terms for this event. Confirmation date: **Sep 11, 2018, 4:07:03 PM**

AUCTION PAGE

Your Bidding in Phase [Live Auction]

Time to Next Closing (20 Items): 2 minutes 5 seconds
(All bidding ends Sep 17, 2018, 3:00:00 PM India Standard Time)

Bidding Rules for Placing New Bids
Min improvement (own prices) on field Unit Price: 0.25%

Place Bids Documents Back

Submit

Select Columns Hide items without bids from your company

Bid input boxes

To Submit revised bids

	Origin	Bid Currency	Unit Price	Bid Rank on each lot	Bid Rank on Total cost		
1	DummyA01-DummyB01	DummyA01	DummyB01	80 USD	780.00	3	4
2	DummyA02-DummyB02	DummyA02	DummyB02	60 USD	950.00	4	4
3	DummyA03-DummyB03	DummyA03	DummyB03	70 USD	1,030.00	4	5
4	DummyA04-DummyB04	DummyA04	DummyB04	70 USD	450.00	1	3
5	DummyA05-DummyB05	DummyA05	DummyB05	60 USD	940.00	3	3
6	DummyA06-DummyB06	DummyA06	DummyB06	90 USD	1,070.00	3	3
7	DummyA07-DummyB07	DummyA07	DummyB07	80 USD	620.00	3	3
8	DummyB11	80 USD	880.00	1	3	3	3
9	DummyB12	80	600.00	3	3	3	3
10	DummyB13	710.00	710.00	3	3	3	3
11	DummyB11	80 USD	710.00	4	4	4	4
12	DummyB12	80					
13	DummyA13-DummyB13	DummyA13	DummyB13	20			
14	DummyA14-DummyB14	DummyA14	DummyB14	90			

To decrease your bid by minimum decrement value

Your bid rank for each lot

Your bid rank for bundled

1. Countdown clock showing Auction Closing Time
2. Bidding Rule – minimum improvement is 0.25% of your previous bid
3. Unit Price column – your RFQ prices will be your starting price for the auction
4. Bid Rank on each lot - will show your position in the bidding
5. Bid Rank on Total Cost – Rank on total cost of bundled lots
 - a. Rank Total cost will appear on the first row only
 - b. Rank-1 will be green and Rank 2 onwards in yellow
6. Improve Bid – use this if you want to improve your offer by minimum decrement value
7. Submit – need to click this to submit revised bids

Other Bidding Rules

1. Minimum bid improvement is 0.25% of your last submitted bids
2. Auction Running Time – minimum 15 Minutes however subject to extend as per point no.3
3. Overtime of 2 minutes for any bids in last 2 minutes of the auction
4. RFQ Price will be your starting and ceiling values for the e-Auction. **If you do not wish to change your bid** already proposed as part of the RFQ, **you do not need to add the rate again** as it has already been registered
5. Price increment is not allowed once submitted

Thank You!