

Coupa Supplier Guide for e-RFQ

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 DAMCO - Qingdao FCL trucking tender 2018

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

Username: **sample_abc.com**

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

TESS Link: maersk.tradeext.com

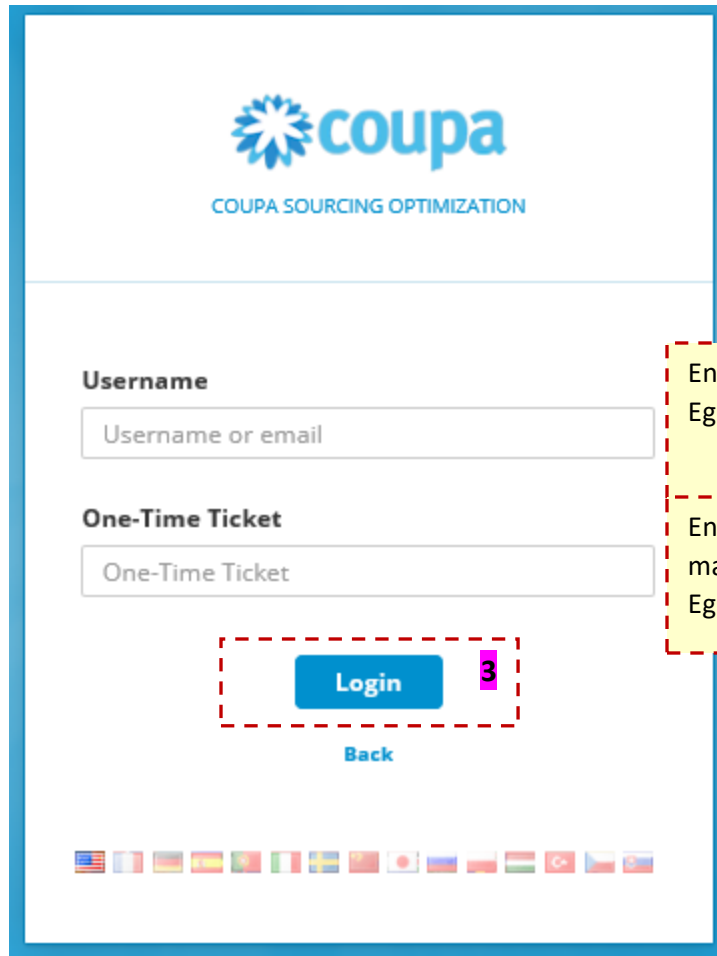
1

After clicking on the link, TESS login page will open. You can click on 'Forgot Password...' link if you don't remember your password

The screenshot shows the Coupa login page with the following elements and callouts:

- Callout 1:** Points to the "Log in with One-Time Ticket" link.
- Callout 2:** Points to the language selection flags at the bottom of the page.
- Callout 3:** Points to the "Login" button.

The login page includes the Coupa logo, the text "COUPA SOURCING OPTIMIZATION", and input fields for "Username" (with placeholder "Username or email") and "Password". Below the input fields are the "Login" button, a "Forgot password?" link, and the "Log in with One-Time Ticket" link.




coupa
COUPA SOURCING OPTIMIZATION

Username

One-Time Ticket

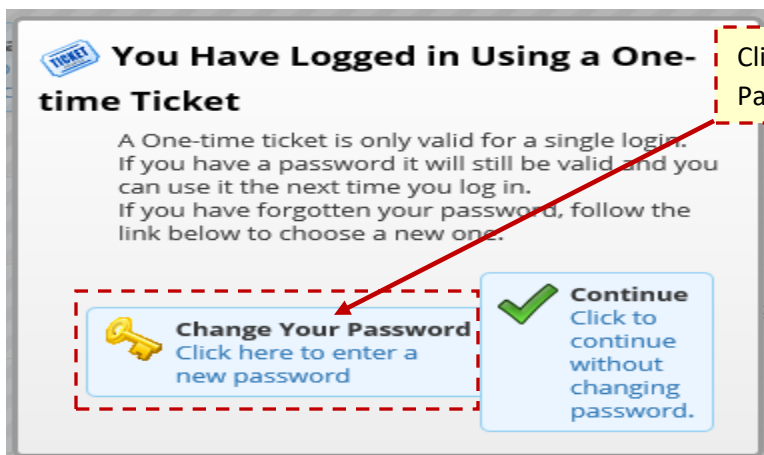
Login 3
[Back](#)



Enter your username from mail.
Eg. - **sample_abc.com**


Enter your one time password from mail.
Eg. - **123ABC0**


First time users will be asked to change their password



You Have Logged in Using a One-time Ticket

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.


Change Your Password
 Click here to enter a new password


Continue
 Click to continue without changing password.

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

Your Events

2 Event

Event	InformationPhase	Status	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

3. Click on Project name to open

3. Check the Project status here

2. Event Timeline

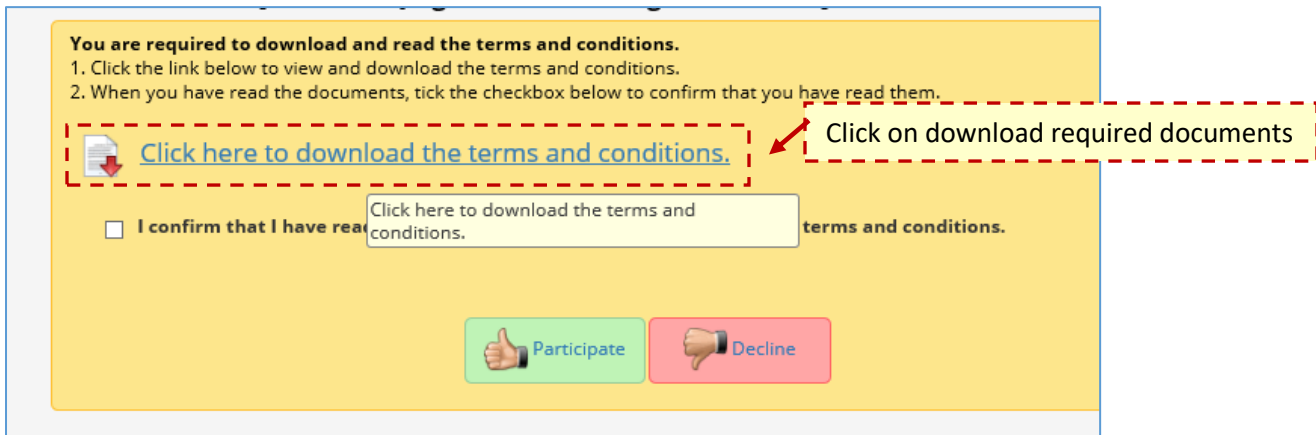
* All times are displayed in your current time zone: **India Standard Time**

EVENT HOME PAGE/PHASES

On Project Overview page, you need to complete required action

Example: -

1) Downloading & accepting Terms or Conditions:



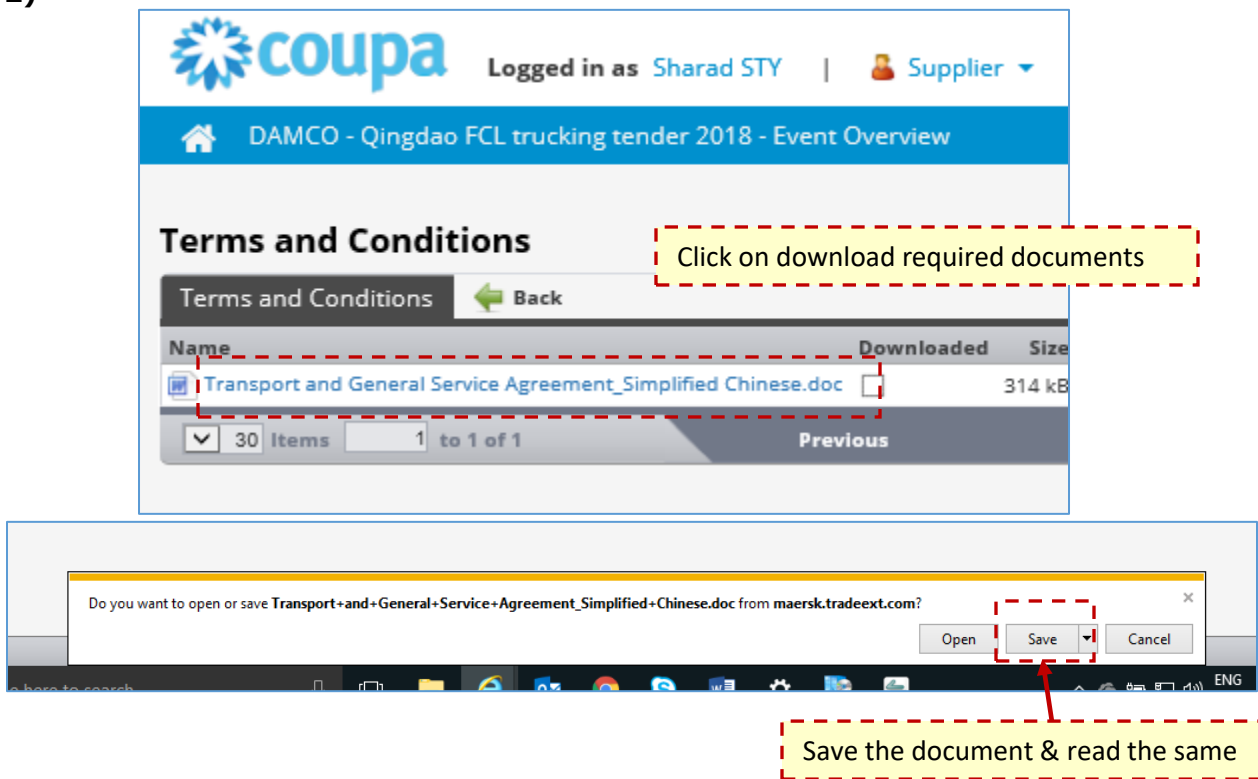
You are required to download and read the terms and conditions.
1. Click the link below to view and download the terms and conditions.
2. When you have read the documents, tick the checkbox below to confirm that you have read them.

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

I confirm that I have read Click here to download the terms and conditions. terms and conditions.

👍 Participate 👎 Decline

2)



coupa Logged in as Sharad STY | Supplier

DAMCO - Qingdao FCL trucking tender 2018 - Event Overview

Terms and Conditions

Click on download required documents

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

30 Items 1 to 1 of 1 Previous

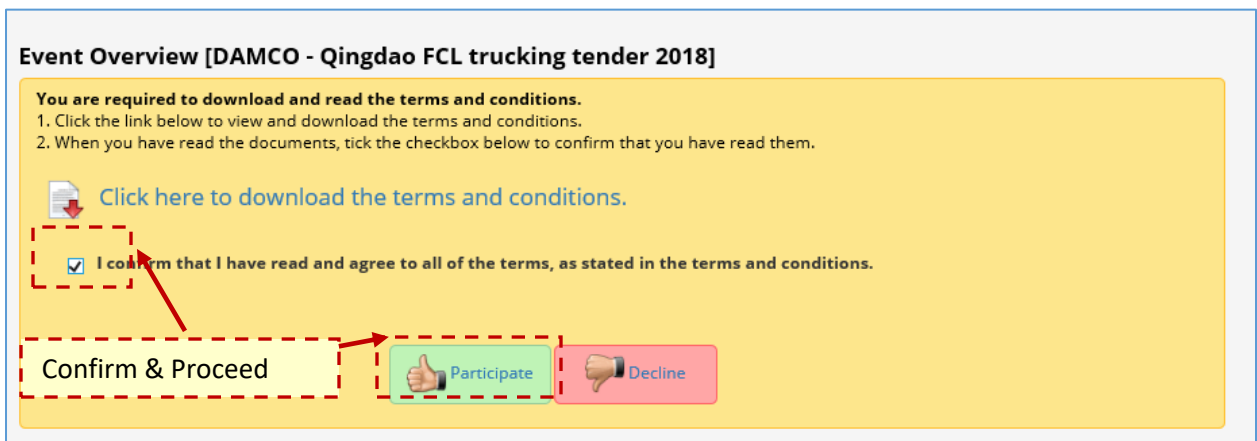
Do you want to open or save Transport+and+General+Service+Agreement_Simplified+Chinese.doc from maersk.tradeext.com?

Open Save Cancel

Save the document & read the same



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

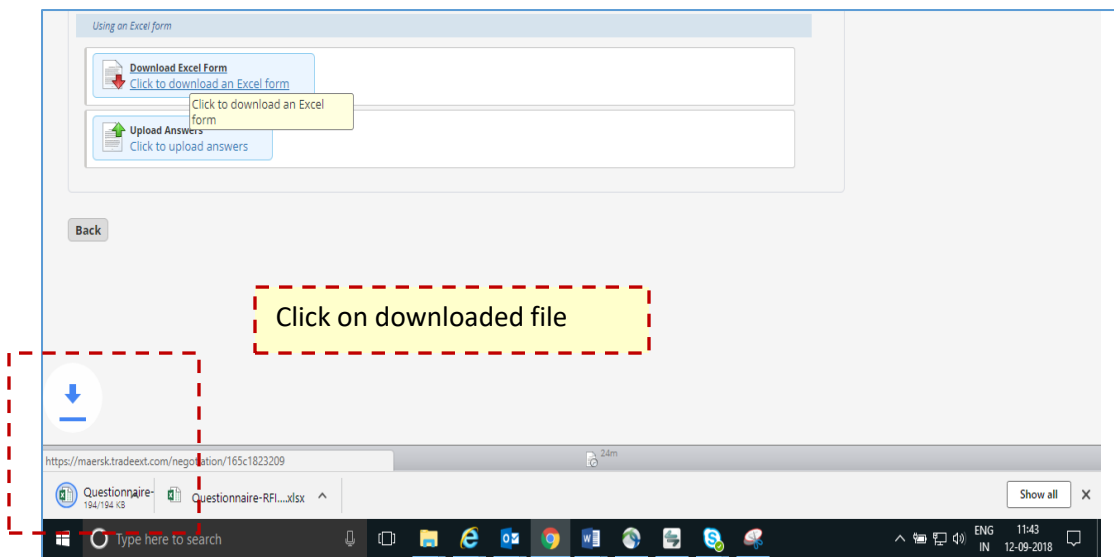
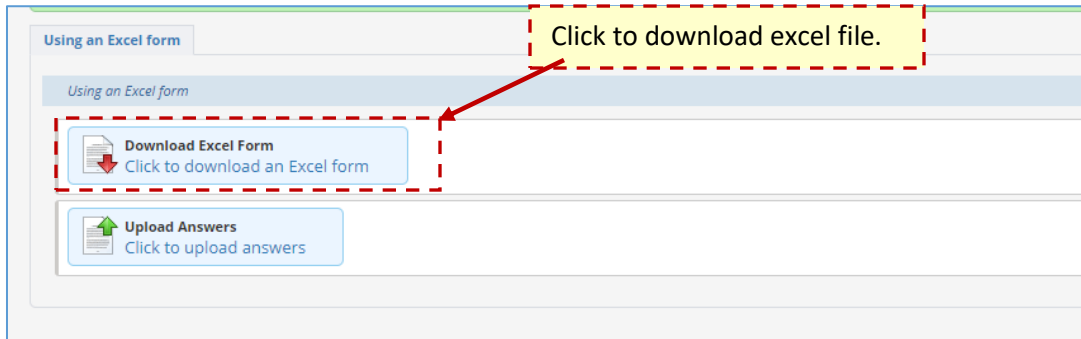


4) All the required phases are listed here, please proceed with every phase one by one. (One or multiple phase may be present in single project)

Completed Actions	Status
 RFI - Planning and Booking-Platform Maersk Training (required) 	 OK Sep 10, 2018, 3:42:05 PM
 System Requirement Questions (required) 	 OK Sep 10, 2018, 3:43:32 PM
 Kindly Upload All Requested Document here. (required) Kindly zip & upload the documents: 1) Presentation of your company 2) Please enclose relevant certificates or qualifications (e.g., ISO 9001). 3) CFY, LFY & PFY financial statements. 	 OK Sep 10, 2018, 3:44:14 PM

Click on the first phase

5) Download the excel file - > Save > Open > Update > Save & Close



6) Open the excel file & fille the required details in highlighted () refer all tabs in excel and save the file.

MAERSK RFI

General Company Information

a. Please provide your company details:

Company Name	Enter your company name
Street Address	Enter your company address
Postal Code	Enter your Postal Code
City	Enter City
Country	Enter Country
Phone	
Fax	
Internet homepage	
Legal form of company	
Incorporation Year	

Name Ownership %

7) Go back to the Cupa in web browser – If logged out – Please login again using your user ID and new password you created and select the tender and the phase you are currently working on.

a. Upload the updated file here

Using an Excel form

Download Excel Form
Click to download an Excel form

Upload Answers
Click to upload answers

Click to upload answers

Back

Upload questionnaire reply from Excel View the latest uploads

Upload the Excel file you have downloaded

File: No file chosen

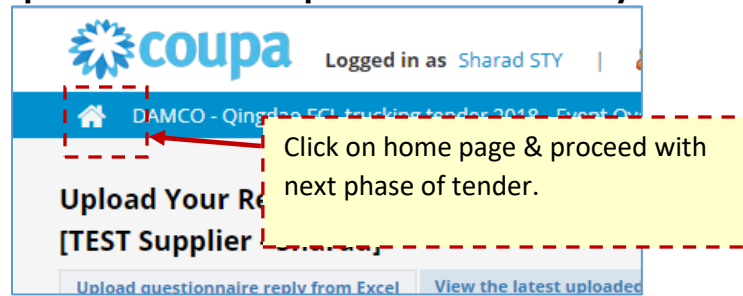
Choose File

Submit Cancel

Upload the updated excel file.



Select the updated excel file.


8) Once done please proceed with next phase of tender if any.



The screenshot shows the Coupa portal interface. At the top, the Coupa logo is on the left, and "Logged in as Sharad STY" is on the right. Below the logo is a navigation bar with a home icon and the text "DAMCO - Qingdao ECL trucking tender 2018 - Event Overview". A red dashed box highlights the home icon, and a red arrow points from a yellow callout box to it. The callout box contains the text: "Click on home page & proceed with next phase of tender." Below the navigation bar, the text "Upload Your Reply" and "[TEST Supplier]" is visible. At the bottom, there are two buttons: "Upload questionnaire reply from Excel" and "View the latest uploaded".

9) If next phase is RFQ

Required Action	Status	Completed on
 Place Bid (RFQ) (required) Quotation sheet Go	 Not OK	

 You confirmed that you have read the information documents and will only take part in the event if you agree to the terms contained there. Confirmation date: **Sep 10, 2018, 3:36:28 PM**

10) Please follow same steps as in RFI – Download < Update < Upload

The screenshot shows the Coupa interface for a bidding phase. At the top, it says "coupa" and "Logged in as Sharad STY | Supplier | Logout". Below that, it says "Demo project for Supplier Guide Manual - Event Overview". The main heading is "Your Bidding in Phase [RFQ]". A blue box indicates "Time to Next Closing (20 Items): 99 weeks 4 days (All bidding ends Aug 9, 2020, 5:06:25 PM India Standard Time)". Below this, it says "You can place bids in two different ways:" with a "Back" button. There are two options: "On-line" with a "Go to online bidding" link, and "Using an Excel form" with a "Download the Excel form and save it on your computer." link. A yellow dashed box highlights the "Download the excel from here" text, and a red arrow points from it to the "Using an Excel form" option. Below the "Using an Excel form" option, it says "Enter your bids in the form you downloaded and save it." and "Upload the Excel form with your bids." with an upload icon.

OR

The screenshot shows the same Coupa interface as above. The "Time to Next Closing" box is partially cut off. A yellow dashed box highlights the text "Select Online Bidding & provide your quotes" next to the "Time to Next Closing" box. A red arrow points from this text to the "Go to online bidding" link under the "On-line" option. The "Using an Excel form" option and its associated text are also visible.

coupa Logged in as Sharad STY | Supplier | Logout

Demo project for Supplier Guide Manual - Event Overview

Your Bidding in Phase [RFQ]

Time to Next Closing (20 Items): 99 weeks 4 days
 (All bidding ends Aug 9, 2020, 5:06:25 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 Collapse Empty Columns

	Item (Bids)	Corridor Name	Origin	Destination	Annual Volume	Bid Currency	Unit Price
1	Improve Bid ☆ L001 1 22h	DummyA01-DummyB01	DummyA01	DummyB01	80	USD	890.00
2	Improve Bid ☆ L002 1 22h	DummyA02-DummyB02	DummyA02	DummyB02	60	USD	410.00
3	Improve Bid ☆ L003 1 22h	DummyA03-DummyB03	DummyA03	DummyB03	70	USD	770.00
4	Improve Bid ☆ L004 1 22h	DummyA04-DummyB04	DummyA04	DummyB04	70	USD	860.00
5	Improve Bid ☆ L005 1 22h	DummyA05-DummyB05	DummyA05	DummyB05	60	USD	910.00

Place your bids on dedicated cells

coupa Logged in as Sharad STY | Supplier | Logout

Demo project for Supplier Guide Manual - Event Overview

Your Bidding in Phase [RFQ]

Time to Next Closing (20 Items): 99 weeks 4 days
 (All bidding ends Aug 9, 2020, 5:06:25 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 Collapse Empty Columns

	Item (Bids)	Corridor Name	Origin	Destination	Annual Volume	Bid Currency	Unit Price
1	Improve Bid ☆ L001 1 22h	DummyA01-DummyB01	DummyA01	DummyB01	80	USD	890.00
2	Improve Bid ☆ L002 1 22h	DummyA02-DummyB02	DummyA02	DummyB02	60	USD	410.00
3	Improve Bid ☆ L003 1 22h	DummyA03-DummyB03	DummyA03	DummyB03	70	USD	770.00
4	Improve Bid ☆ L004 1 22h	DummyA04-DummyB04	DummyA04	DummyB04	70	USD	860.00
5	Improve Bid ☆ L005 1 22h	DummyA05-DummyB05	DummyA05	DummyB05	60	USD	910.00

Once Bids are filled please select Submit.

Before leaving the Tender ensure you fulfilled all **mandatory task**

Once Bids are filled check here

Event Overview [RFI - Planning and Booking-Platform Maersk Training]

Options
Decline to participate
View invited colleagues

✓ All mandatory actions are fulfilled.

You have completed the mandatory actions but may update your input until closing time.
Closing Time: Sep 17, 2018, 7:30:00 PM

& Please check task status is OK

Once Bids are filled please select task status here.

Completed Actions	Status	Completed on
RFI - Planning and Booking-Platform Maersk Training (required) Go	😊 OK	Sep 10, 2018, 3:42:05 PM
System Requirement Questions (required) Go	😊 OK	Sep 10, 2018, 3:43:32 PM
Kindly Upload All Requested Document here. (required) Kindly zip & upload the documents: 1) Presentation of your company 2) Please enclose relevant certificates or qualifications (e.g., ISO 9001). 3) CFY, LFY & PFY financial statements. Go	😊 OK	Sep 10, 2018, 3:44:14 PM

Thank You!