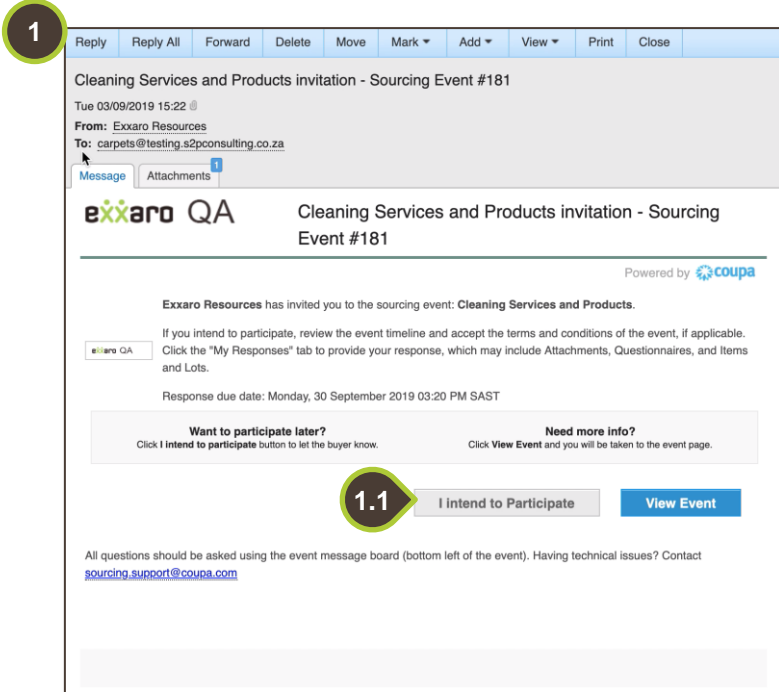


Receiving and Responding to a Sourcing Event (RFQ)

Any supplier can be invited to participate in a sourcing event (RFQ). This quick reference guide shows the steps from receiving an email with sourcing event details to submitting your response to Exxaro.

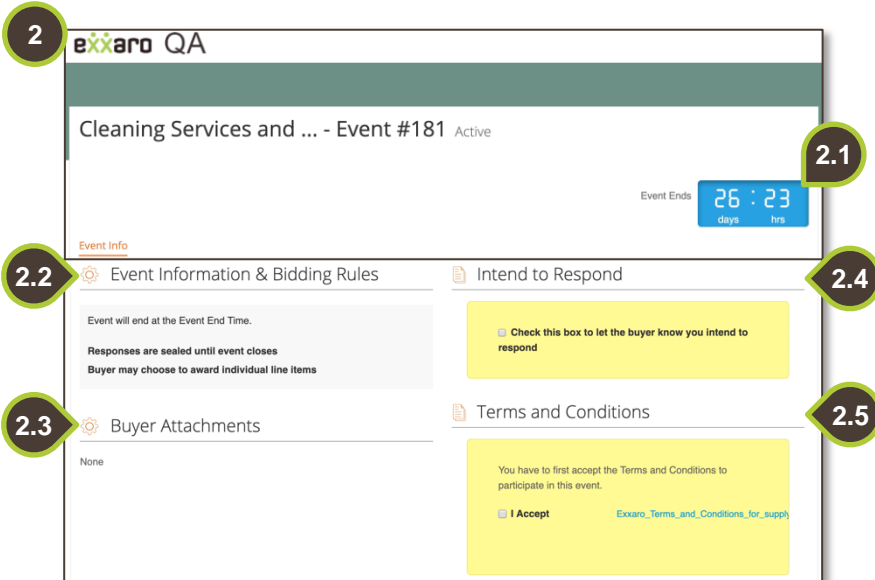


1. Event Invite

You will receive a Coupa generated email from **Exxaro Resources**.

1.1. Action buttons

In the body of the email, you will have the option to **Intend to Participate**, or **View event**. Click **View Event** to view more information before you intend to participate.



2. Event Details


The details of the event are itemised below:

- End time of the event
- Event information and bidding rules
- Buyer Attachments
- Intention to respond
- Terms and conditions.




2.1. Event Timer


At the top right corner, the event timer indicates the remaining time to submit your tender documents.

**2.2**  Event Information & Bidding Rules


Event will end at the Event End Time.

**Responses are sealed until event closes**  
**Buyer may choose to award individual line items**

**2.3**  Buyer Attachments

**2.4**  Intend to Respond

Check this box to let the buyer know you intend to respond


**2.5**  Terms and Conditions

You have to first accept the Terms and Conditions to participate in this event.

I Accept [Exxaro Terms and Conditions.pdf](#)

**B** **A**

**C**  Enter Response

**3**  Messages

Timeline

Event Start 3:21 PM Africa/Johannesburg 26d : 23h : 59min

Event End 3:20 PM Africa/Johannesburg 00:00

Dear Supplier,  
Looking forward to your response.  
Regards

Event Team  
Jenny Jones

Type new message

Send Message

Enter Response

Having Technical Issues? Contact [sourcing.support@coupa.com](mailto:sourcing.support@coupa.com)

Business Spend Management · English (South Africa)

## 2.2. Event Information & Bidding Rules

Scroll down to view **Event Information & Bidding Rules**.

## 2.3. Buyer Attachments

Find tender documentation under **Buyer Attachments**.

## 2.4. Intend to Respond

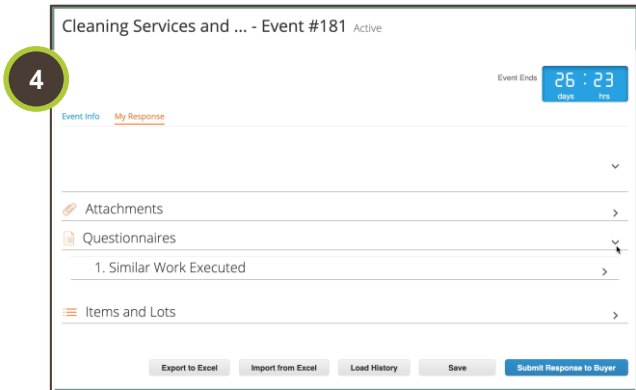
Indicate your intention to participate in the sourcing event by checking the checkbox.

## 2.5. Terms and Conditions

- A. Download and read the **Terms and Conditions** document.
- B. If you accept the terms, by ticking the checkbox, the **Enter Response** button becomes active.
- C. Then click on **Enter Response** to proceed.

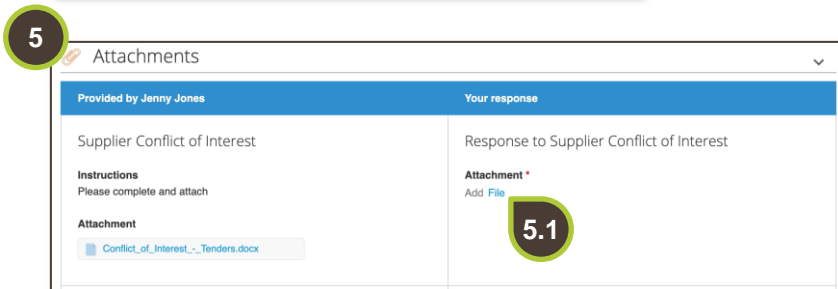
## 3. Messages Tab

Notice the **Messages** tab on the bottom of the screen. This feature allows Exxaro and the suppliers to communicate. Click on the tab to view, respond and create new messages. These communications will also be sent to the relevant party via email.



#### 4. My Response

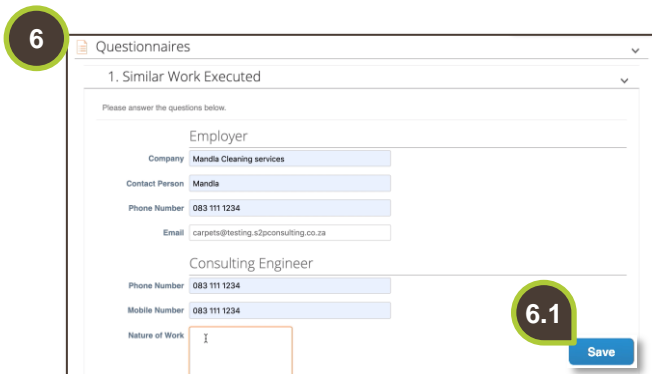
You may be required to attach documents, complete questionnaires and populate the pricing for the items requested.



#### 5. Attachments

Expand the **Attachments** section to view and upload different files.

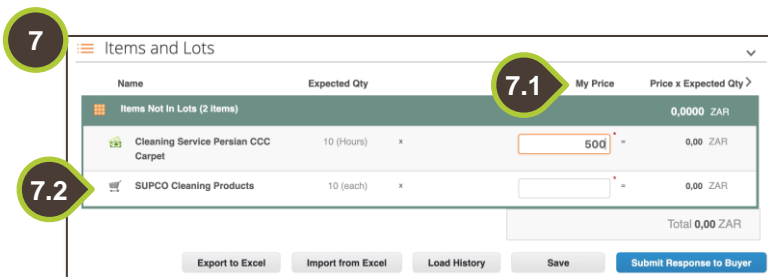
- 5.1. To attach documents, click on the **File** hyperlink, browse your folders and attach the relevant document.



#### 6. Questionnaires

Expand the **Questionnaires** section.

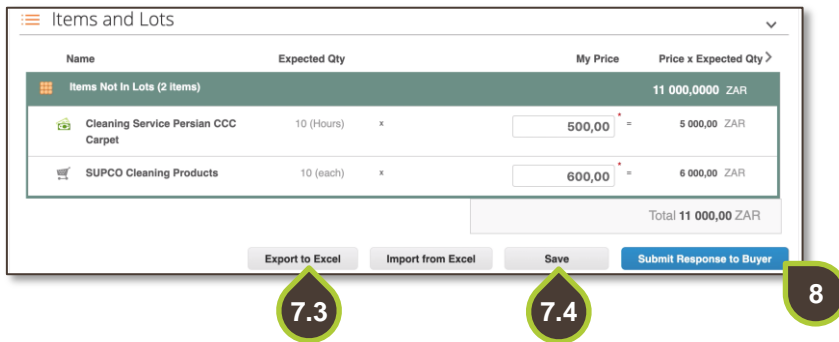
- 6.1. Complete the questionnaire and click **Save**.



#### 7. Items and Lots

- 7.1. Populate the proposed prices in the **My Price** fields.

- 7.2. To add any additional information to the line item that is not price related, click on the line item to expand the view.



**7.3.** You have the option to export and import the response details using Microsoft Excel. Simply use the **Export to Excel** and **Import to Excel** action buttons.

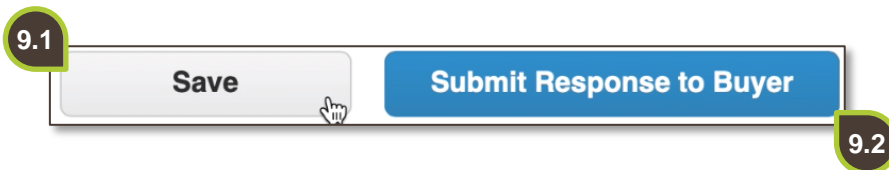
**7.4.** **Save** the response to submit at a later stage.

## 8. Submit Response

Once you are satisfied with all the information, click on the **Submit Response to Buyer** button.

## 9. Edit Response

Edit your response if the event is not closed yet.



**9.1.** Click on the **Save** button.

**9.2.** Click the **Submit Response to Buyer** button to resubmit your response.

For additional support contact 0872 839 704, or email [vendor.services@exxaro.com](mailto:vendor.services@exxaro.com) for assistance