



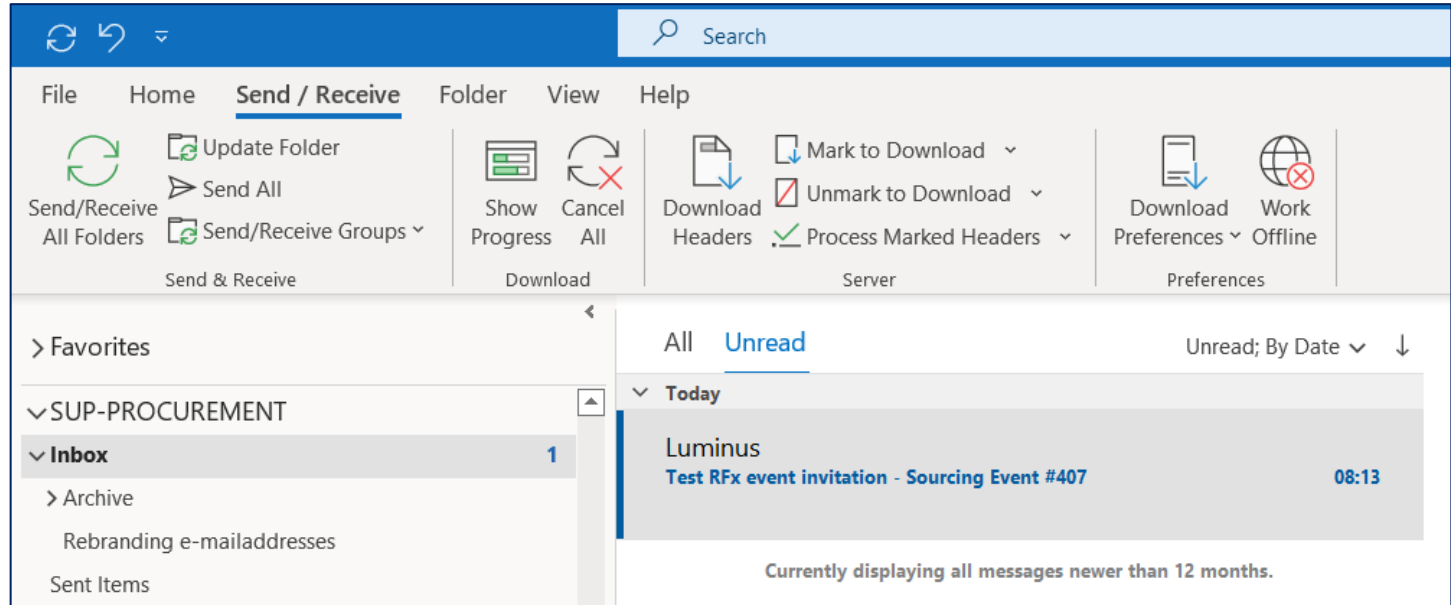
Procure 2 Pay

Being part of a
tender



Invitation via e-mail

- In your mailbox you will find this invitation to participate to a sourcing event of Luminus.



Test RFx event invitation - Sourcing Event #407



Luminus <do_not_reply@luminus-test.coupahost.com>

To SUP-PROCUREMENT

Reply Reply All Forward

Fri 28/01/2022 08:13

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Powered by



Luminus has invited you to the sourcing event: **Test RFx event**.

If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable.
Click the "My Responses" tab to provide your response, which may include Attachments, Forms, and Items and Lots.

Response due date: Monday, 28 February 2022 11:59 PM CET

Want to participate later?

Click **I intend to Participate** button to let the buyer know.

Need more info?

Click **View Event** and you will be taken to the event page.

I intend to Participate

View Event

All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact sourcing.support@coupa.com

- When opening the e-mail, you will see two options to click on:



- **‘I intend to Participate’**

With this option, you can already indicate that you want to participate, but you will consult the Luminus’ documentation and questions later

- **‘View event’**

This option will guide you to the sourcing event, where all information is stored.

Buyer message and timeline

1. Luminus' guidance message

Start with consulting the message sent by Luminus.

2. Count down

Do not forget that the timeline to submit your proposal is limited. The clock in blue will remind you of the time left.

2

1

Test RFx event - Event #407 Active

Event Ends

31 : 15
days hrs

Event Info

[My Response](#)

Luminus has invited you to the sourcing event: **Test RFx event**. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable.

Click the "My Responses" tab to provide your response, which may include Attachments, Forms, and Items and Lots.

Are you participating?

- First question is to indicate whether you will participate to the sourcing event or not.
- This question is not mandatory, but helps to Luminus team to manage the sourcing event smoothly.



Do you intend to participate in this event?



I intend to participate in this event

Event owner will be notified of your intent to participate.

Terms & conditions

➤ In the 'terms and conditions' section, a number of documents is shown.

1. Downloading and consulting the content is possible by clicking on the description in blue.
2. Next, you can indicate whether you accept the document or not. Please note that not accepting the document will block your access to the tender documents.
3. Submit your answer towards Luminus.


The screenshot shows a web form titled "Accept Terms and Conditions" with a red icon of a document and a checkmark. It contains three identical sections, each with a document title and a radio button selection for "Yes" or "No".

Document Title	Acceptance Status
Supplier_Code_of_Conduct_EN.pdf	<input checked="" type="radio"/> Yes
Ethics_and_compliance.pdf	<input checked="" type="radio"/> Yes
Non-Disclosure_Agreement.docx	<input checked="" type="radio"/> Yes
Acceptance_working_with_Coupa.pdf	<input checked="" type="radio"/> Yes

At the bottom right, there is a blue button labeled "Send to Event Owner".


Callout 1 points to the first document title. Callout 2 points to the "Yes" radio button for the first document. Callout 3 points to the "Send to Event Owner" button.


Tender documents


 Event Information & Bidding Rules

Event will end at the Event End Time.

Responses are sealed until event closes

 Buyer Attachments

 Luminus_Tender_Information.docx

 Timeline

Jan
28

Event Start
08:12 AM CET
31d : 15h : 46min

Feb
28

Event End
11:59 PM CET
00:00

Enter Response

- If you accepted all documents within the 'terms and conditions' section, the button 'enter response' button will appear in blue.
- Clicking on 'enter response' will guide you to all documents and tender information.

Export to Excel

Enter Response

Main parts

- The tender is itself consists of two main parts: attachments and forms
- **Attachments**
Per section you can download the documents on the left hand side, and submit your response on the right hand side.
- **Forms**

Attachments

1. Read the instructions
2. Download the documents
3. Upload your response

The screenshot shows a procurement portal interface. At the top right, a blue box displays 'Event Ends 31:15 days hrs'. Below this, there are two tabs: 'Event Info' and 'My Response', with 'My Response' being the active tab. The main section is titled 'Attachments' with a paperclip icon. It is divided into two columns. The left column, titled 'Provided by Anton Butties', contains a section for '1. RFP' with 'Instructions' (Instruction to add) and an 'Attachment' list. The right column, titled 'Your response', contains a section for 'Response to 1. RFP' with an 'Attachment *' section. A green arrow labeled '1' points to the 'Instructions' text. A green arrow labeled '2' points to the 'Attachment' list in the left column. A green arrow labeled '3' points to the 'Add File' link in the right column.

Event Info My Response



Event Ends 31:15 days hrs


Attachments

Provided by Anton Butties	Your response
<p>1. RFP</p> <p>Instructions Instruction to add</p> <p>Attachment</p> <ul style="list-style-type: none">1.RFP.zipComment_facturer_avec_flip_PO.pdfEnregistrement_fournisseurs_existants_...Enregistrement_nouveaux_fournisseurs_...How_to_invoice_using_flip_PO.pdfRegistratie_bestaande_leveranciers_-_C...Registratie_nieuwe_leveranciers_-_Cou...Hoe_te_factureren_met_behulp_van_de...	<p>Response to 1. RFP</p> <p>Attachment * Add File</p>

Forms

- In the 'forms' section, fields are predefined to fill in.

 Forms 

1. Bidder Profile 

Please answer the questions below.

Bidder Profile

Legal Bidder Profile

* Legal Name

* VAT Number

* Address

* Contact Person Name

* Contact Person Email

* Contact Person Phone

* Back-up Contact Person Name

* Back-up Contact Person Email

Submit your response

- In case you have reviewed and completed every section and your response is ready to submit, scroll down to the bottom of the page and click on '**submit response to buyer**'


Export to Excel

Import from Excel

Load History

Save

Submit Response to Buyer



Need for support?

**Please contact the responsible buyer
of the sourcing event**



Questions?

- Questions concerning the sourcing event can be launched in the message box (left corner below).

