

**DÜRR** GROUP.

**Supplier  
Training Material**

**- Standard Sourcing -**

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November 2024  
Bietigheim

# 01

## Coupa Introduction

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# 1. Introduction to Coupa

What does the introduction of Coupa mean for suppliers of the Dürr Group?

The goal is to equip the Dürr Group with global and modern state-of-the-art procurement processes. For this reason, the new, modern purchasing platform Coupa is being implemented.

➤ For you as a supplier, this opens up a new form of collaboration with the Dürr Group. This includes:



A new approach for **Supplier Management** (with the Coupa Supplier Portal - CSP)



A new approach to **collaboration in contract creation**



A new approach to **participate in Sourcing Events** (Standard Sourcing & CSO)

With this training material, we want to provide you with a guide that shows how the respective collaboration between you and the Dürr Group can be successfully implemented.



# 1. Introduction to Coupa

How does this affect our collaboration?

You and your teams will carry out the Source-to-Contract process in the future using the new Coupa system.

## Sourcing

- Receiving invitations to new Sourcing Events
- Electronic submission of your offers and responses, possibly with the support of questionnaires and attachments
- Participation in electronic auctions
- Use of chat functions within the Sourcing Events to clarify questions



## Contracting

- Receiving invitations for online coordination of terms and conditions with the buyers of the Dürr Group
- Easy integration of multiple stakeholders on the supplier side
- Receiving framework agreements as an electronic copy



## Supplier Management

- Creation and maintenance of your supplier master data via the [Coupa Supplier Portal](#)
- Questionnaires or certificates can be sent directly to the Dürr Group via the portal.
- Address and contact details can be updated directly by the supplier

# 1. Introduction to Coupa

Overview of Coupa portals and applications.

The new Coupa system includes various portals and applications, which are summarized here.

 <b>Sourcing-Response portal-</b>	 <b>Coupa Sourcing Optimization (CSO)</b>	 <b>Contract Collaboration</b>	 <b>Coupa Supplier Portal (CSP)</b>
<ul style="list-style-type: none"> <li>For simple tenders</li> </ul>	<ul style="list-style-type: none"> <li>For complex tenders</li> <li>eAuctions</li> </ul>	<ul style="list-style-type: none"> <li>Contract management</li> </ul>	<ul style="list-style-type: none"> <li>For supplier management</li> </ul>
<ul style="list-style-type: none"> <li>Allows suppliers to submit their offers.</li> <li>Used for Standard-Tenders with up to 300 items</li> </ul>	<p><i>Details to follow</i></p>	<ul style="list-style-type: none"> <li>Access via the Contract Collaboration Portal</li> <li>Processing contracts as a supplier</li> <li>Communication via Messenger functionality</li> </ul>	<ul style="list-style-type: none"> <li>Enables suppliers to easily transmit and maintain supplier master data</li> <li>Certificates and other documents can be submitted</li> </ul>
<p style="text-align: center;"><b>Login-Link</b></p> <p><a href="https://duerr.coupahost.com/sessions/supplier_login">https://duerr.coupahost.com/sessions/supplier_login</a></p>	<p style="text-align: center;"><b>Login-Link</b></p>	<p style="text-align: center;"><b>Login-Link</b></p> <p>Customised by email with one-time password</p>	<p style="text-align: center;"><b>Login-Link</b></p> <p><a href="https://supplier.coupahost.com/sessions/new">https://supplier.coupahost.com/sessions/new</a></p>

**Note:** The above-mentioned portals and applications are independent solutions within the Coupa system. Therefore, separate user data is required for the use of the portals.



# 1. Introduction to Coupa:

You will receive a portal- and/or application-specific invitation

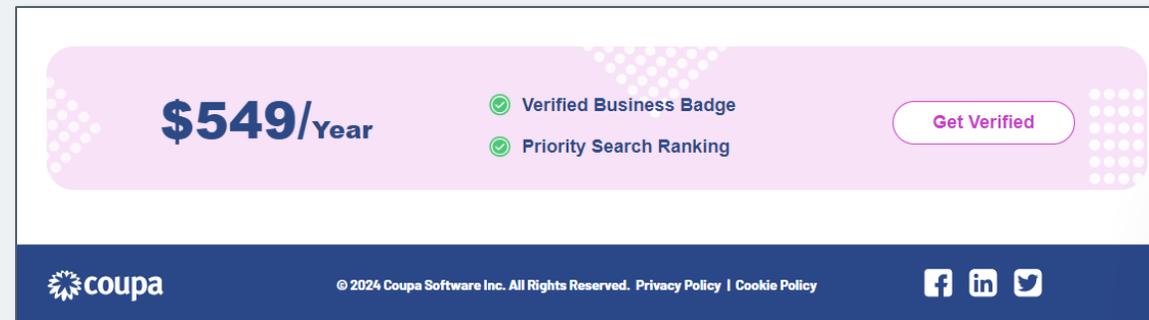
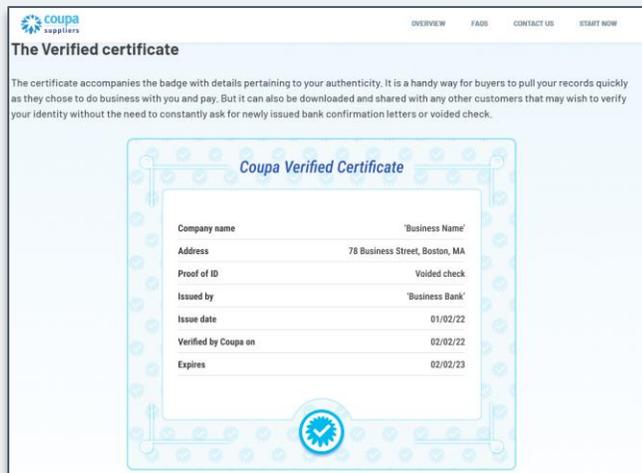
 <b>Sourcing-Response portal-</b>	 <b>Coupa Sourcing Optimization (CSO)</b>	 <b>Contract Collaboration</b>	 <b>Coupa Supplier Portal (CSP)</b>
<p><b>DÜRR GROUP.</b></p> <p><b>Dürr Sourcing Event - Supplier Trainings #692 Invitation</b></p> <p><b>Supplier Training</b> has been invited by Dürr to participate in a sourcing event for <b>Supplier Trainings</b>.</p> <p>Dear Sir or Madam,</p> <p>You are invited to quote for the above-mentioned event. All relevant information is stored in the Coupa Event which you can access by logging in with your Credentials (Username and Password). Please follow the link provided in this message below by clicking on any of the two buttons. This will lead you to the Coupa Event Portal. Please utilize the integrated chat functionality in Coupa to contact Dürr regarding this tender.</p>	<p>Details to follow</p>	<p><b>DÜRR GROUP.</b></p> <p>This contract has been shared with you using Coupa Contract Lifecycle Management.</p> <p>Dieser Vertrag wurde mit Ihnen über das Coupa Contract Lifecycle Management geteilt.</p> <p>Anbei erhalten Sie das Dokument zur Durchsicht. Wir bitten Sie, Ihre Änderungswünsche direkt im Änderungsmodus im Dokument zu vermerken.</p> <p>Vielen Dank für Ihre Unterstützung.</p> <p>Click below to view and edit this contract:</p> <p><b>Supplier Training Test Dokument</b> <a href="#">Open Contract</a></p> <p>You can access the contract any time with this link: <a href="https://duerr-test-ccc.coupacloud.com/contracts/bscgm/invites/26f6c7a8d9e1a48cd23af0c8330e900a">https://duerr-test-ccc.coupacloud.com/contracts/bscgm/invites/26f6c7a8d9e1a48cd23af0c8330e900a</a></p> <p><small>*If you are accessing the contract for the first time, you will be prompted to generate a One-Time Password (OTP). The OTP will be sent to the invited user's email address.</small></p>	<p><b>DÜRR GROUP.</b></p> <p><b>Profile Information Request</b></p> <p>Hello Supplier,</p> <p>The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.</p> <p>Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.</p> <p>You can respond and send your information to Dürr without joining, but joining Coupa Supplier Platform allows you to more easily update your company info if it changes and sharing your profile with other customers.</p> <p>Use the buttons to either respond or decline, or forward this request to another person at your company.</p> <p>The registration includes the following essential steps:</p>
<p>Information on standard sourcing events can be found in the <b>Standard Sourcing</b> document.</p>		<p>Information on the contract cooperation in Coupa can be found in the <b>Contract Management</b> document.</p>	<p>Information on supplier management in Coupa can be found in the <b>Supplier Management</b> document.</p>

# 1. Introduction to Coupa

„VERIFIED“ status is NOT a prerequisite for collaboration with the Dürr Group.

Coupa offers suppliers the opportunity to manage customers directly in the Coupa Supplier Portal. A so-called "VERIFIED" status is advertised here, which offers suppliers increased visibility in the Coupa Portal. **The purchase of the status has no influence on the supplier decision at the Dürr Group and is therefore not recommended.**

**Please note: The "VERIFIED" status is not a necessary prerequisite for collaboration with the Dürr Group via Coupa! The use of Coupa for collaboration with the Dürr Group is free of charge**



# 02

## Coupa Sourcing

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		Change the tender conditions after submitting an offer.	
Sourcing Event with another round: Participation in a follow-up event.			

# 2.2 Sourcing – Standard Sourcing

Which portal is used in Coupa for Standard Sourcing Events?

In the future, the Sourcing Response Portal will be used in Standard Sourcing.:

 <b>Sourcing-Response Portal</b>	 <b>Coupa Sourcing Optimization (CSO)</b>	 <b>Contract Collaboration</b>	 <b>Coupa Supplier Portal (CSP)</b>
<ul style="list-style-type: none"> <li>• For simple tenders</li> </ul>	<ul style="list-style-type: none"> <li>• For complex tenders</li> <li>• eAuctions</li> </ul>	<ul style="list-style-type: none"> <li>• For contract processing</li> </ul>	<ul style="list-style-type: none"> <li>• For supplier management</li> </ul>
<ul style="list-style-type: none"> <li>• Enables suppliers to submit their offers</li> <li>• Used for standard tenders with up to 300 items</li> </ul>	<p><i>Details to follow</i></p>	<ul style="list-style-type: none"> <li>• Access via the Contract Collaboration Portal</li> <li>• Editing contracts as a supplier</li> <li>• Communication via messenger functionality</li> </ul>	<ul style="list-style-type: none"> <li>• Enables suppliers to easily submit and maintain supplier master data</li> <li>• Certificates and other documents can be transmitted</li> </ul>
<p style="text-align: center;"><b>Login-Link</b></p> <p><a href="https://duerr.coupahost.com/sessions/supplier_login">https://duerr.coupahost.com/sessions/supplier_login</a></p>	<p style="text-align: center;"><b>Login-Link</b></p>	<p style="text-align: center;"><b>Login-Link</b></p> <p>Individuell via E-Mail mit One-Time-Password</p>	<p style="text-align: center;"><b>Login-Link</b></p> <p><a href="https://supplier.coupahost.com/sessions/new">https://supplier.coupahost.com/sessions/new</a></p>

**Note:** The above-mentioned portals and applications are independent solutions within the Coupa system. Therefore, separate user data is required for the use of the portals.



## 2.2 Sourcing – Standard Sourcing

How do I get access to the Sourcing Response Portal?

In the future, the **Sourcing Response Portal** will be used in Standard Sourcing.



### Before the first event invitation

- It is not necessary for you as a supplier to become active in advance.
- **Only with the first invitation to a Sourcing Event is it possible to access the user account.**

What does the change mean for me as a supplier?



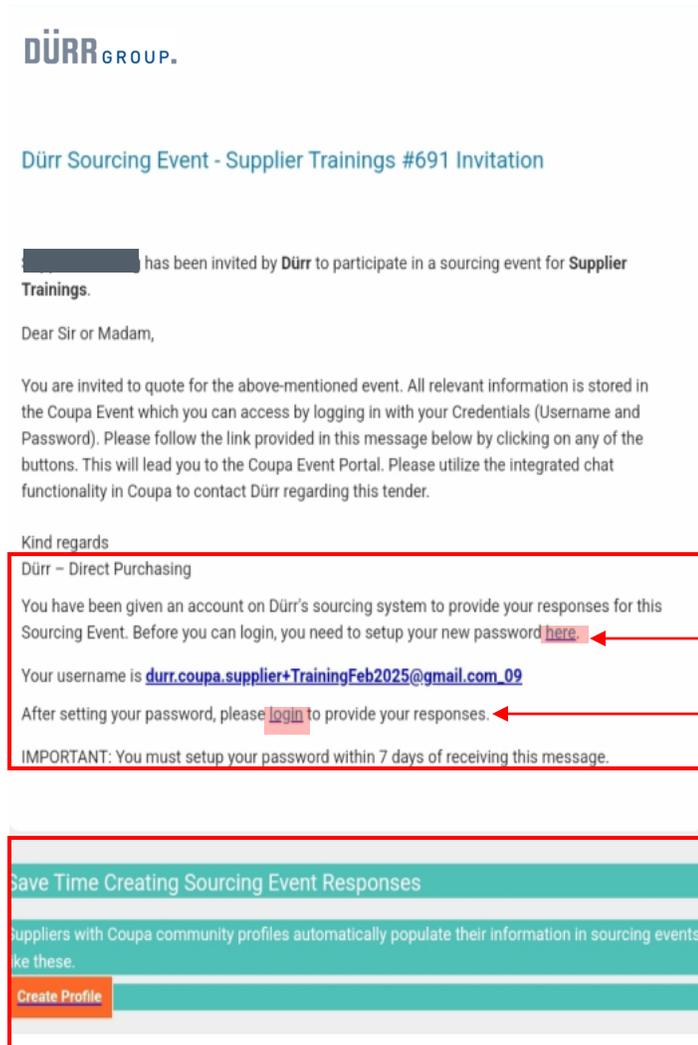
### After the first event invitation

- The **username** to be used in the portal is listed in the invitation email.
- For this user, a **personal password** must be set once to gain access to the portal.
- Once the password has been set, tenders can be retrieved and processed accordingly.



## 2.2 Sourcing – Standard Sourcing

### First invitation to a Sourcing Event.



**a. Set a personal password:**  
Further information can be found on Slide 13.

**b. Login link, if personal password has already been set**

**Note:**  
This area is not relevant for Standard Sourcing Events!

It leads to the Coupa Supplier Portal and requires its own access data.

An invitation to a Sourcing Event from the Dürr Group is sent via email.

The procedure for participation differs depending on whether you have already set a personal password or not:

*a. "I have **not** yet generated a **password** for the Sourcing Response Portal".*

*In this case, you will first receive an initial invitation email with the request to set a personal password (see screenshot). **Please start with the next slide.***

*b. "I have already generated a password for the Sourcing Response Portal":*  
*In this case, you can scroll directly to the section "**Participation in a Sourcing Event**".*

**Link to the Coupa login page:**

[https://duerr.coupahost.com/sessions/supplier\\_login](https://duerr.coupahost.com/sessions/supplier_login)

If you want to change the email address through which you received the invitation, you will find further information below.

## 2.2 Sourcing – Standard Sourcing

Set a personal password.

DÜRR GROUP.

Dürr Sourcing Event - Supplier Trainings #692 Invitation

[Redacted] has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**.

**1** Dürr – Direct Purchasing

You have been given an account on Dürr's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password [here](#).

Your username is [duerr.coupa.supplier+TrainingFeb2025@gmail.com\\_09](#)

After setting your password, please [login](#) to provide your responses.

IMPORTANT: You must setup your password within 7 days of receiving this message.

**Link to set a password**

**Username**

**Link to Coupa login site**

Welcome to Coupa

Please enter your desired password and repeat the entry for verification  
Your password must be at least 8 characters long. Your password must contain both letters and numbers. The password must not be identical to your last 3 passwords.

Letzten 3 Kennwörtern identisch sein

**2** Password

Confirm Password

**Change Password**



The **password** can be reset by clicking on it if required.

DÜRR GROUP.

Dürr

Supported by coupa

Announce

Username or email address

Password

**Forgot your username or password?**

Announce

Before your first participation in a Sourcing Event via Coupa, you must first set a personal password.

1. Click on the link ("[here](#)") in the invitation email to set your personal password. You will need your contact email address or username for this. Remark: The password must be set within 7 days of receiving the invitation email.

You will also find your **username** in the invitation email.

2. Follow the instructions described in the password configurator and confirm your entry by clicking the "**Change password**" button.
3. You will then be redirected to the **Coupa login page**. Here you can also reset your password if you have forgotten it.

If you have already set a password, you can go directly to the **Coupa login page** via the "[Log in](#)" link. Alternatively, you can also use the following link:

[https://duerr.coupa.com/sessions/supplier\\_login](https://duerr.coupa.com/sessions/supplier_login)

Change Password

## 2.2 Sourcing – Standard Sourcing

### Login.

The **password** can be reset by clicking on it if required.

You need individual access data for each Coupa portal. Please make sure to use the correct data for the Sourcing Response Portal.

You can reach the login page via the invitation email to a Sourcing Event. Alternatively, you can use the following link:  
[https://duerr.coupahost.com/sessions/supplier\\_login](https://duerr.coupahost.com/sessions/supplier_login)

For your login, you need the following access data:

1. Your **username** for the Sourcing Response Portal or your **contact email address**, to which you receive the invitation email to Sourcing Events. You will find your username
  - a. in the first invitation email to a Sourcing Event, which also contains the link to set a personal password.
  - b. in every invitation email to a Sourcing Event.
2. Your **personal password** for the Sourcing Response Portal. Note: If you have forgotten your password, you can have it reset via the link on the login page.

**Remark:** If you want to change your contact email address, you will find further information below..

# 2.2 Sourcing – Standard Sourcing

## Overview

1

Welcome to your Sourcing Response Portal!

Supplier has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
678	Supplier Trainings	01/27/25	03/17/25	Prod	RFQ	0
278	Dürr_Lieferanten Trainings	10/04/24	11/22/24	Complete	RFQ	0
273	Dürr_Lieferanten Trainings	10/01/24	10/07/24	Complete	RFQ	0
267	Dürr_Lieferanten Trainings	09/30/24	11/22/24	Complete	RFQ	0
263	Dürr_Lieferanten Trainings	09/26/24	10/10/24	Complete	RFQ	0
262	Dürr_Lieferanten Trainings	09/26/24	10/01/24	Complete	RFQ	1
261	Dürr_Lieferanten Trainings	09/26/24	10/10/24	Complete	RFQ	0
260	TE-001	09/26/24	10/10/24	Complete	RFQ	0
259	Dürr_Lieferanten Trainings Part 2	09/25/24	10/09/24	Complete	RFQ	0
258	Dürr_Lieferanten Trainings Part 2	09/25/24	10/09/24	Complete	RFQ	0
254	Dürr_Lieferanten Trainings	09/20/24	10/04/24	Complete	RFQ	0

Per page 15 | 45 | 90

**a. Event info' tab**

**b. My answer" tab**

**Event-Clock**

Event Info My Response

Attachments

Provided by Mareike Rustler

Your response

Supplier Code of Conduct CoC | Lieferantenkodex

Response to Supplier Code of Conduct CoC | Lieferantenkodex

Instructions

Please note that the CoC needs to be accepted in case of successful awarding. Acceptance is part of supplier onboarding process. Sollte es zu einer Beauftragung kommen, dann muss der Lieferantenkodex im Rahmen des Lieferanten-Onboardings akzeptiert werden.

Instant Messages 0

Import from Excel Save Submit Response

After successful login, you will enter the Sourcing Response Portal. Here you can view all Sourcing Events to which you have been invited (linked to your email address).

1. Click on a blue **Event No.** to get more information about the corresponding Sourcing Event. You can now view the following information:

a. Tab "**Event Information**", including

- Question: "Do you intend to participate in this event?"
- Terms and conditions, event information, and rules for your offers Event schedule, including event clock

b. Tab "**My Response**", including important event details

- Upload areas for you as a supplier
- Buyer's attachments for download, such as Supplier Code of Conduct, specifications, price sheet

Remark: This tab is only visible once you have clicked on "Enter offer" at the bottom of the Event Info page.

## 2.2 Sourcing – Standard Sourcing

### Communication Channels.

**a**

The screenshot shows the Sourcing Response Portal interface for an event titled "Dürr\_Direct\_RFQ Templa... - Event #689 Active". The page includes a header with a "Claim your profile" button, an "Event Info" section with a "My Response" tab, and an "Attachments" section. A red box highlights the "Instant Messages" button in the top left corner of the main content area. Another red box highlights the "Instant Messages" button in the bottom right corner of the "Attachments" section, with a red arrow pointing to the "Type new message" input field.

You have various ways to contact the Dürr Group and, for example, clarify your questions or topics.

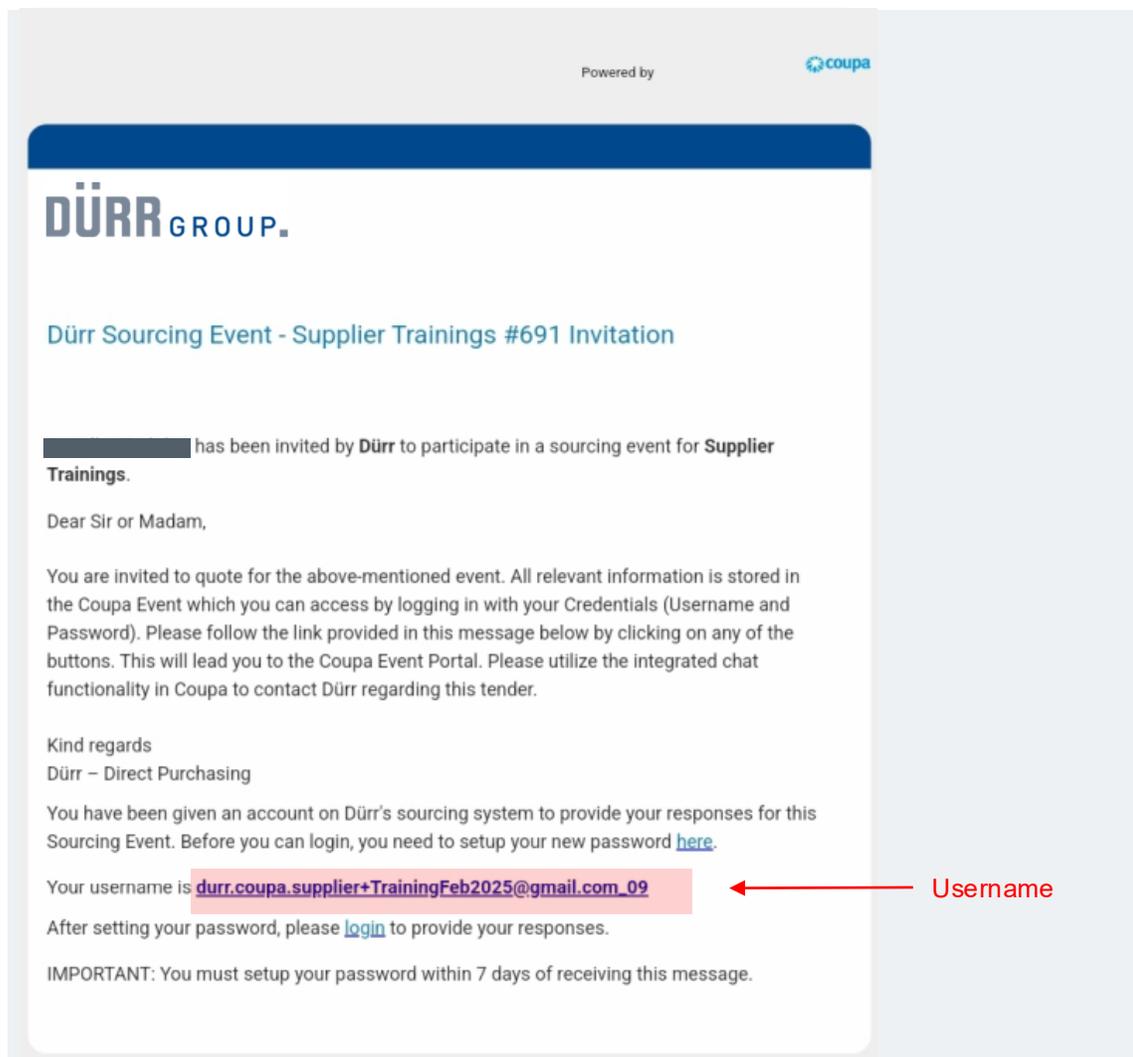
a. In the Sourcing Response Portal, you can communicate directly with your Dürr Group buyer about specific Sourcing Events via the chat function "**Instant Messages**". You will also receive notifications if the Dürr Group has made changes to the event. The chat can be expanded via the drop-down arrow.

b. You can also send direct emails to your Dürr Group buyer. The relevant contact details can be found in the respective signature field in the invitation email.

**Note:** Please use one of the specified contact methods for your communication with the Dürr Group and do not reply to automatically generated invitation emails.

## 2.2 Sourcing – Standard Sourcing

Change your contact email address.



If you want to receive invitations to Sourcing Events at a different email address than the one previously used, please contact the responsible buyer at the Dürr Group. Only they can change the contact address.

If **multiple people** should be informed about the invitation of potential events, we recommend the following approach:

1. Set up an internal email inbox that multiple people can access centrally.
2. Contact the responsible Dürr Group buyer so that they can store the email address you set up as the new contact email address in Coupa. Example: **TendersDuerr@suppliername.com**

Note: The change only refers to the contact email address. **The initially stored username cannot be changed.**

## 2.2 Sourcing – Standard Sourcing

Prerequisite check for successful processing of a Sourcing Event.

### What system requirements must be met to view and process Sourcing Events?

- You know your username  
Note: Alternatively, you can also use your contact email address to log into the Coupa Sourcing Response Portal.
- You have set your personal password for the portal
- You have received an invitation email to a Sourcing Event

If these three requirements are met system-wise, you can proceed with one of the options listed next to it. The corresponding procedure is explained in the following slides.



## 2.2 Sourcing – Standard Sourcing

After the first login: Invitation to a Sourcing Event.

DÜRR GROUP.

### Dürr Sourcing Event - Supplier Trainings #692 Invitation

Supplier [REDACTED] has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**.

Dear Sir or Madam,

You are invited to quote for the above-mentioned event. All relevant information is stored in the Coupa Event which you can access by logging in with your Credentials (Username and Password). Please follow the link provided in this message below by clicking on any of the two buttons. This will lead you to the Coupa Event Portal. Please utilize the integrated chat functionality in Coupa to contact Dürr regarding this tender.

Kind regards  
Dürr – Direct Purchasing

Responses are due by **Thursday, 10 April 2025 05:01 PM CEST**

Your username is  
[durr.coupa.supplier+TrainingFeb2025@gmail.com\\_09](mailto:durr.coupa.supplier+TrainingFeb2025@gmail.com_09)

Option B: I intend to Participate

Option C: I decline to Participate

Option A: View Event

#### Note:

After clicking on a response button, you may need to log into the Coupa Portal first.

For this, you need:

- Your username / your contact email address
- Your personal password

DÜRR GROUP. [REDACTED]

Dürr

Supported by 

Announce

Username or email address

Password

[Forgot your username or password?](#)

Announce

Option to reset the password if required

If you have already set your password for the portal, you will receive an invitation email with access to further information about the event. You then have the following options or buttons to respond:

- **Option A: First check the event information and then make a participation decision.**  
Via the corresponding button, you can view relevant information about the event before submitting your response.  
Note: Please note the hint on the left.
- **Option B: Participate in the event and submit a response for the requested items and batches.**  
With the corresponding button, you will be taken to the event overview in Coupa and your response will be submitted to the Dürr Group buyer.  
Note: Please note the hint on the left.
- **Option C: Directly decline participation.**  
After clicking the corresponding button, you will no longer have access to further event information.  
Note: Please note the hint on the left.

The following slides will show you how to proceed with each option.

## 2.2 Sourcing – Standard Sourcing

View information about a Sourcing Event (1/2).

**1** View Event

**2** Do you intend to participate? Choose an answer

**3a** An den Verantwortlichen senden

**3b** Enter Response

**Option A: First check the event information and then make a participation decision.**

1. Click on the "View event" button in the invitation email.

Note: You may be redirected to the Coupa login page to log in with your self-set password.

2. You will be taken to the event overview and find the question "Do you intend to participate in this event?". To initially only receive more information, leave the question unconsidered.

3. Please check if the Dürr Group buyer has uploaded terms and conditions.

a. If **yes**, you can download and view them. To proceed with the following steps, you must accept the terms and conditions. Then click on the **"Submit to responsible person"** button. Then click on the **"Enter response"** button at the bottom right.

b. If **not**, click directly on the **"Enter response"** button at the bottom right.

Now the tab "My Response" is additionally displayed, and you can view important event details, such as the requested items, etc.

**Please switch to the next page for the next steps.**

## 2.2 Sourcing – Standard Sourcing

View information about a Sourcing Event (2/2).

Dürr\_Direct\_RFQ Templa... - Event #689 Active

Claim your profile to amplify trust with current and future customers.

Event Ends: 03:22

Event Info My Response

Attachments

Provided by Märkte Buster

Your response

Supplier Code of Conduct CoC | Lieferantenkodex

Response to Supplier Code of Conduct CoC | Lieferantenkodex

Instructions: Please note that the CoC needs to be accepted in case of successful awarding. Acceptance is part of supplier onboarding process. Sollte es zu einer Bestellung kommen, dann muss die Lieferantenkodex im Rahmen des Lieferanten-Onboardings akzeptiert werden.

Attachment: EN-Dürr code of conduct suppliers.pdf, DE-Dürr Code of Conduct Suppliers.pdf

Cost-Break-Down

Response to Cost-Break-Down

Instructions: Please upload the completely filled in Cost-Break-Down-Sheet. Bitte laden Sie die vollständig ausgefüllte Excel Datei hier wieder hoch.

Attachment: Add File

Cryptshare

Response to Cryptshare

Instructions: Dürr has provided you confidential data. You can access them until XX.XX.XXXX. After the deadline, the data is automatically deleted from the server. The transmission is encrypted. Dürr hat Ihnen vertrauliche Daten zur Verfügung gestellt. Sie können diese bis zum XX.XX.XXXX abrufen. Nach Ablauf der Frist werden die Daten automatisch vom Server gelöscht. Die Übertragung erfolgt verschlüsselt.

Attachment: None

Event Info My Response

Supplier Training has been invited by Dürr to participate in a sourcing event for Supplier Trainings.

Do you intend to participate in this event? 5a

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? Choose an answer Submit

I intend

I decline

Do you intend to participate? I decline 4b

\* Reason

Submit 5b

Option A: First check the event information and then make a participation decision.

4. To submit your participation decision, switch to the "Event Info" tab and answer the above question with one of the following options:

a. "I intend"

b. "I decline" - With indication of the reason for rejection.

5. Confirm your response with the "Submit" button.

**Note:** After a rejection, you can no longer view the event.

## 2.2 Sourcing – Standard Sourcing

Submit participation in a Sourcing Event.

**1** DÜRR GROUP.  
Dürr Sourcing Event - Supplier Trainings #692 Invitation

Supplier [redacted] has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Responses are due by **Thursday, 10 April 2025 05:01 PM CEST**

Your username is  
durr.coupa.supplier+TrainingFeb2025@gmail.com\_09

**I intend to Participate** | I decline to Participate

View Event

**2** Dürr\_Suppliers Train... – Event No. 263 Active

Die Absicht zu antworten wird gespeichert.

Event-Info

Supplier [redacted] has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**.

**3** Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? Choose an answer

**4** Timeline

Event Start 12 02:10 PM Europe/Berlin 791 - 20h - 23min

Event End 31 01:42 PM Europe/Berlin 00:00

**Enter Response**

**Option B: Participate in the event and submit a response for the requested items and batches.**

To participate in the event and respond to the requested items, services, and attachments, proceed as follows:

1. Click on the **"I intend to participate"** button in the invitation email.  
Note: You may be redirected to the Coupa login page to log in with your self-set password.

2. You will then be taken to the event overview, and your intention to respond will be submitted to the Dürr Group Purchaser.

3. You will find the question "Do you intend to participate in this event?". Here, the response option **"I intend"** is already pre-filled.

4. Confirm your response by clicking the **"Enter response"** button at the bottom right of the event overview.

**Note:** After step 4, the *"My answer"* tab with further information will also be displayed on the event overview.

**How to submit your offer to the Dürr Group is explained below.**

## 2.2 Sourcing – Standard Sourcing

Submit a rejection to a Sourcing Event.

**1**

DÜRR GROUP.

Dür Sourcing Event - Supplier Trainings #692 Invitation

Supplier [REDACTED] has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**.

Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Responses are due by **Thursday, 10 April 2025 05:01 PM CEST**

Your username is  
[durr.coupa.supplier+TrainingFeb2025@gmail.com\\_09](mailto:durr.coupa.supplier+TrainingFeb2025@gmail.com_09)

**I intend to Participate** **I decline to Participate**

**View Event**

**Event-Info**

Dear Sir or Madam,

You are invited to quote for the above-mentioned event. All relevant information is stored in the Coupa Event which you can access by logging in with your Credentials (Username and Password). Please follow the link provided in this message below by clicking on any of the two buttons. This will lead you to the Coupa Event Portal. Please utilize the integrated chat functionality in Coupa to contact Dürr regarding this tender.

Kind regards,  
Julia

Dürr – Direct Purchasing

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? **I decline**

\* Reason

**Submit**

**2**

**3**

### Option C: Directly decline participation.

If you receive an invitation to a Sourcing Event and immediately know that you cannot participate (e.g., due to lack of capacity), proceed as follows:

1. Click on the **"I decline to participate"** button in the invitation email.

Remark: You may be redirected to the Coupa login page to log in with your self-set password.

2. You will then be taken to the event overview and find the question "Do you intend to participate in this event?". Here, the response option **"I intend"** is already pre-filled. Additionally, you will be prompted to provide your reason for rejection. This is a mandatory field.

3. Confirm your rejection by clicking the **"Submit"** button.

**Note:** By submitting a rejection, you can no longer view the Sourcing Event in Coupa or change your response. **If you later decide to participate in the Sourcing Event, please send an email directly to your Dürr Group Purchaser.**

# 2.2 Sourcing – Standard Sourcing

## Submit an offer for a Sourcing Event (1/2).

The screenshot shows the 'My Response' tab in the Sourcing Response Portal. It is divided into several sections:

- Event Info:** Shows 'Event Ends' at 11:03.
- Attachments:** A list of documents provided by the buyer, including 'Supplier Code of Conduct CoC' and 'Excel-Price Sheet'. A red box labeled '1' highlights the 'Download attachments' area.
- Specifications | Spezifikationen:** Contains instructions and attachments for the 'Excel-Price Sheet'. A red box labeled '2' highlights the 'Upload-area' for the 'Reply to Excel Price Sheet / Excel price sheet' section.
- Forms:** A 'Supplier Questionnaire' section with two questions and a 'Save' button. A red box labeled '3' highlights the questionnaire options and the 'Save' button.

To submit an offer via Coupa, proceed as follows:

1. In the "My Response" tab, you will find relevant documents provided by the Dürr Group buyer for the Sourcing Event. **Please download them to view important event details.**
2. If the Dürr Group requires feedback on certain documents, **please upload your response documents in the upload area on the right side.**
3. Please check if questionnaires are stored in the "Forms" area. If so, please provide your answers to the questions. Then click "Save".

**Please switch to the next page for the next steps.**

**Note:** The existing data exchange portal Cryptshare will continue to be used.

## 2.2 Sourcing – Standard Sourcing

Submit an offer for a Sourcing Event (2/2).

**4** Items and Services

Items Not In Lots (2 items)

Package TBD 0.00 EUR  
Expected Quantity x Price per Unit

Expected Quantity Capacity Price per Unit \* Currency

1 each 1 EUR

Package TBD - copy 0.00 EUR  
Expected Quantity x Price per Unit

Expected Quantity Capacity Price per Unit \* Currency

1 each 1 EUR

\* Required field Total 0.00 EUR

History

Items Not In Lots (2 items)

Package TBD

Description	Manufacturer Name	Manufacturer Part Number	Need By Date
Details			
Request Details			
No Request Details Present			
Capacity	Expected Quantity	Price per Unit	* Currency
1	1 each		EUR
Supplier Item Name	Item Description	ID/Part Number	Lead Time (days)
Shipping Term	Upload-area		
	Attachments		
	Add File   URL   Text		
	Cancel	Save	

**5** Import from Excel Save **Submit Response**

To submit an offer via Coupa, proceed as follows:

4. In the **"Items and Services"** section, enter your offer for the requested items, services, and/or batches. Use the arrow on the right to enter more information per package or at the item level and upload attachments.

5. After filling in all mandatory fields (\*), click **"Save"** or **"Submit response"** to submit your offer.

**Note:** By submitting your offer, you confirm your participation in the Sourcing Event and can no longer revise it.

# 2.2 Sourcing – Standard Sourcing

Change of tender conditions by Dürr Group after offer submission (1/2).

**1a** **DÜRR GROUP.**  
 Dürr Sourcing-Event – Dürr\_Supplier Trainings #263  
 Was changed

Dürr has made the following changes to the sourcing event:  
 Dürr\_Supplier Trainings.

**Items and Lots**  
 Added Service description: Package 3

**Attachments**  
 updated attachment name: Specifications  
 Added file attachment: Attachment\_C.pdf  
 Added file attachment: Attachment\_D.pdf

Participation and submission is easy and all done within the system.  
 Response may require forms, attachments, price quotes, and/or descriptions of products or services. If you have responded to the event, please ignore this message.  
**Responses are due by Thursday, 10 October 2024 09:37 AM CEST**

Your username is [durr.coupa.supplier.training@gmail.com](mailto:durr.coupa.supplier.training@gmail.com)

[View event](#)

**2** **Dürr\_Suppliers Train... – Event No. 263 Active**

[Event Info](#) [My Response](#)

Dürr has made the following changes to the sourcing event. **Dürr\_Suppliers Trainings**

**Dürr\_Supplier Train... -- Event No. 263 Changes**

**Items and Lots**  
 Added Service description: Package 3

**Attachments**  
 updated attachment name: Specifications  
 Added file attachment: Attachment\_C.pdf  
 Added file attachment: Attachment\_D.pdf

[OK](#)

**1b** Welcome to the Sourcing Response Portal!

Dürr has made the following changes to the sourcing event: **Dürr\_Supplier Trainings.**

**Items and Lots**  
 Added Service description: Package 3

**Attachments**  
**updated attachment name: Specifications | Specifications**  
 Added file attachment: Attachment\_C.pdf  
 Added file attachment: Attachment\_D.pdf

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
752	Dur_Direct_RFQ Template v1.0	06/09/25	06/20/25	Test	RFQ	0

Please note that the Dürr Group can adjust the conditions of the Sourcing Event or the tender even after you have submitted your offer. In such a case, please proceed as follows:

1. a. If changes are made to the tender afterwards, you will receive a corresponding notification by email. Click on **"View event"** to view the changes.
- b. The changes made to the tender will also be displayed on the start page of the Coupa Response Portal. The relevant Event No. is marked with a yellow flag. Click on this blue **"Event No."** to view the changes.

2. You will be redirected to the event overview and the "Event Info" tab through both Option 1a and 1b. A yellow banner informs you about the tender change. Click on **"Changes"** to view an overview of the changes made.

**Please switch to the next page for the next steps.**

## 2.2 Sourcing – Standard Sourcing

Change of tender conditions by Dürr Group after offer submission (2/2)

3

Instant Messages 1

Search

Julia\_test a few seconds ago  
Hello,

Type new message

[Attach files](#) [Send Message](#)

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

[read more](#)

Nachricht von Jasmin Jablonski

on 27.09.24 at 16:26 +02:00

Dürr has made the following changes to the sourcing event: Dürr\_Supplier Trainings.

**Items and Lots**  
Added Service description: Package 3

**Attachments**  
Updated attachment name: Specifications | Specifications  
Added file attachment: Attachment\_C.pdf  
Added file attachment: Attachment\_D.pdf

4

Event Info **My Response** Event Ends 11:03 days hrs

Attachments

Specifications | Spezifikationen

Anweisungen  
Please download and review attached documents.  
Bitte laden Sie die beigefügten Dokumente herunter u

Anhang  
Attachment\_A.pdf  
Attachment\_B.pdf  
Attachment\_C.pdf  
Attachment\_D.pdf

Items and Services 5

Items Not In Lots (1 items)

Package TBD 1,200.00 EUR  
Expected Quantity x Price per Unit

Expected Quantity	Capacity	Price per Unit	*Currency
1 each	1	1,200	EUR
*Required field			Total 1,200.00 EUR

History 6

[Import from Excel](#) [Save](#) [Submit Response](#)

You will also be informed about the tender changes in the Instant Messages. Click on **"read more"** to go to the change overview. By clicking on the **"X"**, you can close the overview again.

- Switch to the **"My Response"** tab to view the changes made in detail. The relevant areas where changes have been made are also marked with a yellow or purple flag.  
Note: Newly uploaded attachments/documents are not marked. Therefore, check the change overview in advance to recognize new documents.
- Please check if new information is requested from you due to the changed tender conditions - such as documents to be uploaded or the submission of further item offers (see screenshot on the left)
- Once you have reviewed all the changes, please check the box **"I have reviewed the changes to this event"**. Click on the adjacent box so that the checkmark appears. Confirm your entry by clicking the **"Submit response"** button.

## 2.2 Sourcing – Standard Sourcing

Sourcing Event with another round: Participation in a follow-up event.

2

3

4

5

If another round is necessary after submitting your offer, e.g., to capture negotiation results, a follow-up event will be set up for you in the Sourcing Portal. You will receive another invitation email.

1. By clicking on the Event No. in the event overview in the Sourcing Response Portal, you will receive more information about the event.

2. In the "Event Info" tab, you will find the note that it is a follow-up event - in this case from Event No. 262. By clicking on the specified blue Event No., you can access the previous Sourcing Event round if needed.

3. In the follow-up event, click on the "Enter response" button to view the attachments and prices you uploaded in the previous Sourcing Event round.

4. Depending on the requirements of the second round, you can now adjust attachments and/or prices via the "My Response" tab.

5. Click the "Submit response" button at the bottom right to submit the new offer data to the Dürr Group.

**Note:** If you do NOT want to participate in the follow-up event, please submit this to the Dürr Group (section "C: Decline event").