

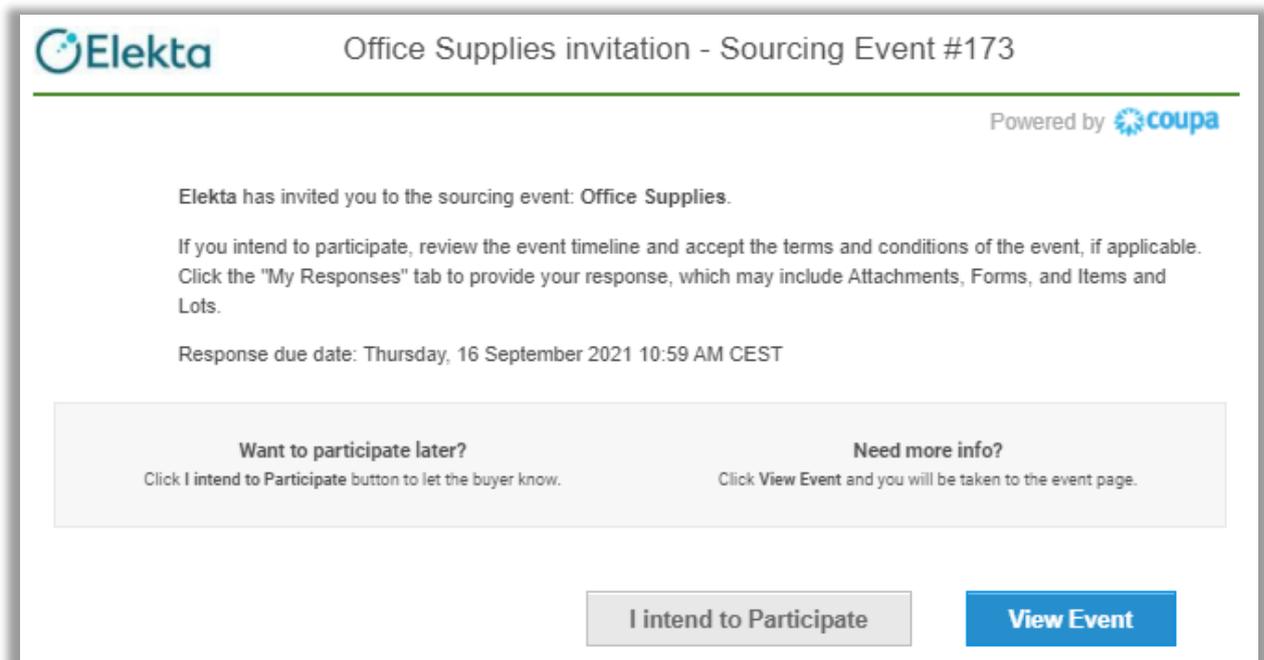
How to make an offer in an auction sourcing event

Elekta organises sourcing events to gather information and/or prices for goods and services Elekta wants to purchase. Later, our company can choose the best supplier and start cooperation. To participate in the purchasing event, the Elekta buyer must send you an invitation to participate.

STEPS

Note that you must be invited by the Elekta buyer to a sourcing event to place an offer. The Coupa Supplier Portal should not be used to promote your company or initiate a business relationship with Elekta.

1. When Elekta sends you an invitation to a sourcing event, you will receive it by email. Simply open email and read a short information from a buyer. There are two actions you can take:
 - 1) **I intend to Participate** - to indicate that your company is interested in participating in this event
 - 2) **View Event** – to open the details of the event where you can post your offer



The screenshot shows an email interface for an Elekta sourcing event. At the top left is the Elekta logo, and at the top right is the title "Office Supplies invitation - Sourcing Event #173". Below the title, it says "Powered by Coupa". The main text reads: "Elekta has invited you to the sourcing event: Office Supplies. 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: Thursday, 16 September 2021 10:59 AM CEST". At the bottom, there are two buttons: "I intend to Participate" (grey) and "View Event" (blue). Above the buttons, there are two sections: "Want to participate later?" with the instruction "Click I intend to Participate button to let the buyer know." and "Need more info?" with the instruction "Click View Event and you will be taken to the event page."

Both buttons will take you to the Coupa Supplier Portal, where you can get more information about the event, read Terms and Conditions, and post an offer on behalf of your company.

2. Before you can place your offer, you can check:
 - 1) **Timmer** presenting the time until the next phase/end of the event
 - 2) **Elekta buyer message**
 - 3) **Participation declaration** - Section where you can submit your intention to participate in the event
 - 4) **Terms and Conditions** that **must be accepted** before submitting an offer. To accept T&C, select **Yes** and click on the **Send to Event Owner** button.
 - 5) **Buyer attachments** – if added

To be able to submit an offer, click on **Enter Response** on the lower right corner. If the button is greyed out, you must accept **Terms and Conditions** first (4).

Office Supplies - Event #173 Active

1 Event Ends

21:23
days hrs

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

Elekta has invited you to the sourcing event: **Office Supplies**. 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. 2

3 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.

4 Accept Terms and Conditions

Terms and Conditions

[Elekta_Terms_and_Conditions.docx](#)

Do you accept these Terms and Conditions?

Yes

No

[Send to Event Owner](#)

5 Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

6 Buyer Attachments

Timeline

Aug 25 Event Start
 11:08 Europe/Warsaw
 21d : 23h : 50min

Sep 16 Event End
 10:59 Europe/Warsaw
 00:00

[Enter Response](#)

3. Elekta can collect your offer in up to 3 sections:

- 1) **Attachments** - you may be asked to read and/or upload the requested file
- 2) **Forms** - you may be asked to complete survey regarding your company/offer
- 3) **Items and Lots** – you may be asked to submit your prices for listed items and/or services

To send your offer to the buyer, click on the **Accept bid / Send Response to Buyer** button.

Office Supplies - Event #173 Active

Event Ends 21:22
days hrs

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

1 Attachments ▼

Provided by Dawid <small>Company Name</small>	Your response
Please attach your company information	Response to Please attach your company information
Attachment None	Attachment Add File

2 Forms ▼

Dawid Company Name has not provided any Forms for this event

3 Items and Lots ▼

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (2 items)				0.0000 GBP
Green Tea - 1 box		100.00 (Each) ×	<input type="text" value=""/>	* = 0.00 GBP
Coffee - 1 bag 500g		60.00 (Each) ×	<input type="text" value=""/>	* = 0.00 GBP
				Total 0.00 GBP

Export to Excel
Import from Excel
Load History
Save
Submit Response to Buyer

4. Depending on the auction type, you may see different settings. There are 3 types of auction Elekta can lead:
- 1) **English Reverse Auction** – It is a classic auction where suppliers outbid themselves and offer lower prices.

Items and Lots ▼

Make me Best Price
Cancel
Submit Bids

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (2 items)				
KAWA		100.00 (Each) ×	<input type="text" value="45.00"/> *	= 4,500.00 PLN Your Price Is The Best
Dostawa		1.00 (Each) ×	<input type="text" value="42.00"/> *	= 42.00 PLN Your Price Is The Best
			Total	4,542.00 PLN Your Price Is The Best

- 2) **Dutch Reverse Auction** – In this auction, the system proposes the lowest price and gradually increases it over a set period. You can accept the bid and win the auction, or wait for the price to increase. The first supplier to accept the price wins the auction (this does not mean, that supplier will be selected).

Example: The auction starts with price of 600 PLN, increment amount 200 PLN, increase price period is 1 min, with 4 steps. (Step 1: 600 PLN, Step 2: 200 PLN, Step 3: 800 PLN, Step 4: 1000 PLN)

Step 1:

Event Info [My Response](#)
Time left in the current step 00 : 25
mins secs

☰ Items and Lots
Step 1

Click the Accept bid button to accept the current dutch auction total.

Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price
Items Not In Lots (2 items)				
Coffee		100.00 (Each) x	6.00 PLN	600.00 PLN
Tea		100.00 (Each) x	6.00 PLN	600.00 PLN
Total				1,200.00 PLN

Accept bid

Step 2

Event Info [My Response](#)
Time left in the current step 00 : 39
mins secs

☰ Items and Lots
Step 2

Click the Accept bid button to accept the current dutch auction total.

Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price
Items Not In Lots (2 items)				
Coffee		100.00 (Each) x	8.00 PLN	800.00 PLN
Tea		100.00 (Each) x	8.00 PLN	800.00 PLN
Total				1,600.00 PLN

Accept bid

Step 3 (a supplier accepted a bid)

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (2 items)				
Coffee		100.00 (Each) x	10.00 PLN	1,000.00 PLN
Tea		100.00 (Each) x	10.00 PLN	1,000.00 PLN
Total				2,000.00 PLN

You won

- 3) **Japanese Reverse Auction** - In this auction, the system proposes the highest price and gradually decreases it over a set period. **Important:** You should keep accepting new prices, until it is no longer attractive for you. If you do not accept the price, you will be removed from the next stages of the auction. If one or more of suppliers remain in the event (depends on the setup), they will win the auction (this does not mean, that supplier will be selected).

Example: The auction starts with price of 3900 PLN, decrement amount 400 PLN, decrease price period is 1 min, with 3 steps. (Step 1: 3900 PLN, Step 2: 3500 PLN, Step 3: 3100 PLN)

Step 1:

Event Info My Response
Time left in the current step 00:19
mins secs

☰ Items and Lots
Step 1

Click Agree to Price button to accept the current price and stay in auction.

Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price	
☰ Items Not In Lots (2 items)					
☒ Coffee		100.00 (Each) ^x	20.00 PLN	2,000.00 PLN	
☒ Tea		100.00 (Each) ^x	19.00 PLN	1,900.00 PLN	
			Total	3,900.00 PLN	Agree to Price

Step 2

Event Info My Response
Time left in the current step 00:51
mins secs

☰ Items and Lots
Step 2

Click Agree to Price button to accept the current price and stay in auction.

Name	My Capacity	Expected Qty	Current Bid Price	Current Total Price	
☰ Items Not In Lots (2 items)					
☒ Coffee		100.00 (Each) ^x	18.00 PLN	1,800.00 PLN	
☒ Tea		100.00 (Each) ^x	17.00 PLN	1,700.00 PLN	
			Total	3,500.00 PLN	Agree to Price