

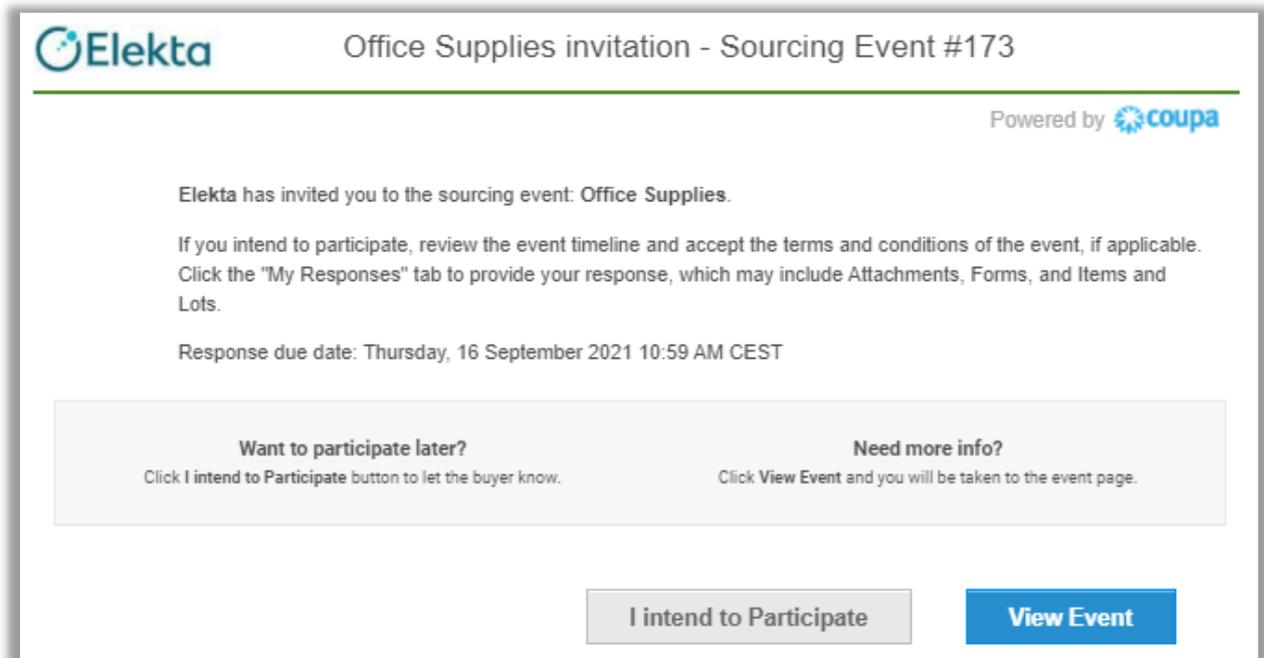
How to make an offer in an RFQ sourcing event

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 **Send Response to Buyer** button.

Office Supplies - Event #173 Active

Event Info [My Response](#)

Event Ends 21:22
days hrs

1
Attachments
▼

Provided by Dawid <small>Company Name</small>	Your response
Please attach your company information Attachment None	Response to Please attach your company information 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 style="width: 50px;" type="text"/> * =	0.00 GBP
Coffee - 1 bag 500g		60.00 (Each) ×	<input style="width: 50px;" type="text"/> * =	0.00 GBP
				Total 0.00 GBP

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

4. If you made a mistake, you can still edit your response (Note: You can submit a lower or higher offer for RFX events, but for auctions you can only submit a lower bid).

 Attachments ▼

Provided by Dawid [redacted]	Your response
Please attach your company information	Response to Please attach your company information
Attachment None	Attachment None

 Forms ▼

Dawid [redacted] has not provided any Forms for this event

 Items and Lots ▼

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
 Items Not In Lots (2 items)				69,000.0000 GBP
 Green Tea - 1 box		100.00 (Each) ×	<input type="text" value="666.00"/> * =	66,600.00 GBP
 Coffee - 1 bag 500g		60.00 (Each) ×	<input type="text" value="40.00"/> * =	2,400.00 GBP
				Total 69,000.00 GBP

[Load History](#) [Edit Response](#)