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

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).
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.
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).