

Coupa
采购&合同模块
供应商快速参考指南

供应商快速参考指南 | 内容



带您入门

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进行设置

了解如何设置您的Coupa登陆名的信息



参与投标

熟悉如何参加报价事件



如何出价

了解如何在Coupa中输入出价



Click here



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了解如何编辑合同并将合同重新上传到Coupa



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了解如何签署合同并将合同发送给舍弗勒



NPM采购振奋人心的消息*

从2020年11月4日开始，舍弗勒将推出一个新的NPM采购平台（Coupa），旨在使采购变得更加以客户为中心及友好，并与业务伙伴进行有效地合作。我们追求：

- 适用于需求者和采购的更直观更先进的系统
- 更有潜力的自助服务
- 实时跟踪Coupa中的供应商活动
- 全球统一的标准流程
- 基于透明度及数据的更有效的决策

* **Non Production Material** = Indirect materials or indirect requirements include all goods and services that are required for the ongoing operation of a company but are not a direct component of the end products.



Coupa – 全球统一的采购平台

作为供应商，您将找到所有相关信息，并在一个地方访问所有的必须文件。这将使您更有效地提供报价并与舍弗勒进行互动。

如何设置您的密码

在舍弗勒要求您参加询价后，您将通过电子邮件收到邀请。

电子邮件将包含链接和用于登陆系统的用户名。

您需要点击链接并继续接下来的步骤。



Bruce Willis <do_not_reply@schaeffler-test.coupahost.com>
an schaefflercoupatest+user102 ▾

SCHAEFFLER! USA - Consulting - 102020 (#430)

Powered by  Coupa

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.

You have been given an account on Schaeffler Group's sourcing system to provide your responses for this Sourcing Event.

Before you can login, you need to setup your new password at the following link: https://schaeffler-test.coupahost.com/setup_password/842013329002d76de073220d6754b23297cccebd



Your username is schaefflercoupatest+user102@gmail.com



After setting your password, please login at https://schaeffler-test.coupahost.com/sessions/supplier_login to provide your responses.

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

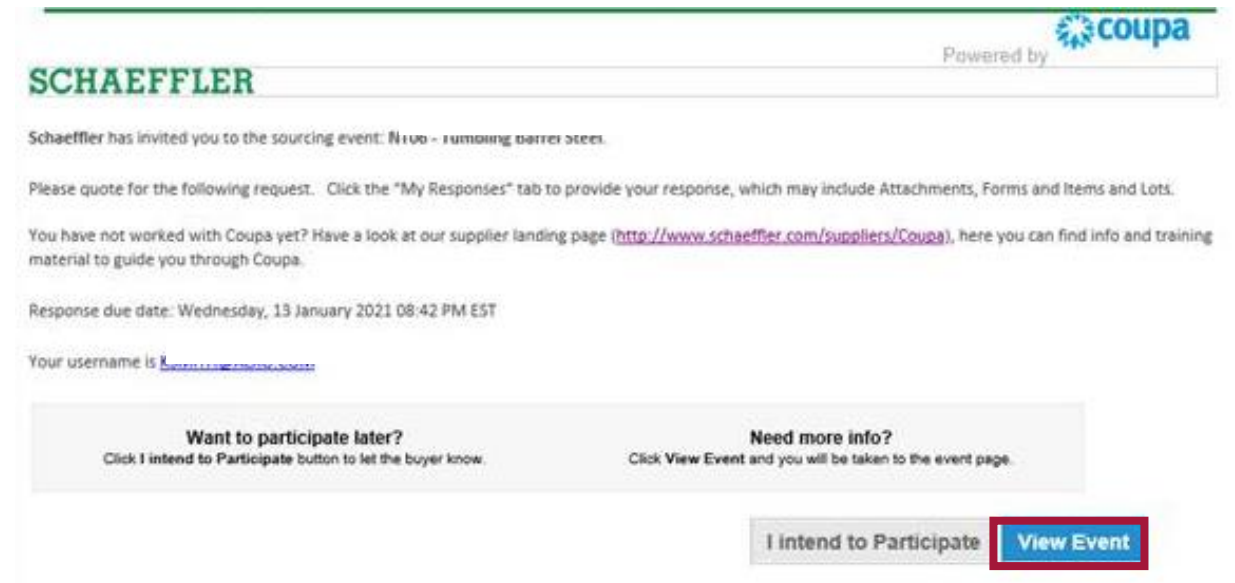


使用已有用户名进行报价

在舍弗勒要求您参加询价后，您将通过电子邮件收到邀请。

如果您已经存在用户名和密码，请单击“**View Event**”并按照说明进行操作。

如果您忘记了密码，请点击“**View Event**”，然后点击“**Forgot username or password?**”，完后执行所需的步骤。



设置您的信息

1 请输入需设置的密码

2 请使用您的用户名和密码进行登陆



The screenshot shows the Schaeffler Coupa interface. At the top, the Schaeffler logo is displayed. Below it, the text "Welcome to Coupa!" is shown. A message states: "Please enter your desired password, then reenter it for verification. Your password must be at least 8 characters. Your password must contain letters, numbers, and symbols. It cannot be the same as your last 3 passwords." There are two input fields: "Password" and "Password Confirmation". A "Change Password" button is located to the right. Below this, the Schaeffler Group logo is shown, followed by "Powered by Coupa". The "Sign In" section includes "Username" and "Password" input fields, a "Forgot username or password?" link, and a "Sign In" button. A circular callout with the number "1" points to the password fields, and another callout with the number "2" points to the sign-in fields.

您将会切换到Schaeffler Coupa页面，在该页面上您将看到需要报价或竞价的事件。

1 请点击事件号码进行下一步操作



SCHAEFFLER

LUKE JR. WALKER



Welcome to your Sourcing Response Portal!

Schaeffler Group has invited you to the sourcing event: **USA - Consulting - 11202026**. Dear Luke,

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.

Best,
Bruce

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
1 822	USA - Consulting - 11202026	26/11/2020	13/01/2021	Prod	RFQ	0

Per page 15 | 45 | 90

现在您来到上一步选择事件的页面。

- 1 在右上角，您可以看到此事件将开放多长时间。
- 2 根据事件的不同，可能会要求您接受条款和条件
- 3 请注意：
只有接受条款和条件并发送给活动发起人之后，您才能看到这个事件的内容并提交回复。

SCHAEFFLER LUKE JR. WALKER

USA - Consulting - 112... - Event #822 Active

Event Ends 48 : 05
days hrs

事件时间

接受

Do you accept these Terms and Conditions?

Yes
 No

Send to Event Owner

Event Info

Schaeffler Group has invited you to the sourcing event: USA - Consulting - 11202026. Dear Luke,

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.

Best,
Bruce

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.

Accept Terms and Conditions

Terms and Conditions
Non-Disclosure_Agreement_(Group)_20190800_EN.docx

- 1 在接受条款和条件后，请单击“Enter Response”以继续查看该事件的详细信息。这将使您能够参与报价。

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted
Buyer may choose to award individual line items

Buyer Attachments

T Dear Ladies and Gentlemen,
If you would like to participate in this sourcing event, we kindly ask you to review, complete and sign the requested forms.
Click the "My Responses" button to provide your response, including attachments, forms and conditions.
In case of questions please don't hesitate to contact us via this platform.
Kind regards
Schaeffler Group

[Coupa_Schaeffler_Supplier_Quick_Refe...](#)

Event Ends 48 : 05
days hrs

Timeline

Nov 26	Event Start 11:10 CET 48d : 5h : 49min	Jan 13	Event End 17:00 CET 00:00
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点击提交报价

Enter Response 1



如何参与报价



SCHAEFFLER

LUKE JR. WALKER ▾ | 🔔



USA - Consulting - 112... - Event #822 Active

Event Ends **48 : 05**
days hrs

[Event Info](#) [My Responses](#) [Luke Jr. Consulting Corp. - #344](#)

输入全名

Name

Attachments

Provided by Bruce Willis	Your response
Master Service Agreement (ICT specific)	Response to Master Service Agreement (ICT specific)
Instructions Please review the MSA.	
Attachment Master_Agreement_IT_Project_Services...	

现在，您能够查看所有附件和事件的详细信息。首先，请填写您的名字，然后继续向下滚动。

Event Ends **48 : 05**
days hrs

2. Company Information Questionnaire Sourcing

Please answer the questions below.

Basic Information

* Supplier Name

* Street

House Number

Postal Code

* City

* Country x v

* Language x v

DUNS Number

Supplier contact information

* First Name

* Surname

Function

* Phone Number

* E-Mail

Save

请填写

请填写问卷。所有标记的*位置是必填信息。

请注意：问卷将会根据不同采购事件进行设置。



请填写项目及批次的价格，您有两个方式：

- ① 在空白处手动输入价格
- ② 导出Excel工作表
 - 填写信息
 - 上传到Coupa

在您填写完信息后，请将您的回复提交给舍弗勒。



Items and Lots

Name	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (2 items)			20,000.0000 EUR
Junior Consultant	10 (Hours) x	1,000.00	10,000.00 EUR
Manager	5 (Hours) x	2,000.00	10,000.00 EUR
			Total 20,000.00 EUR

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

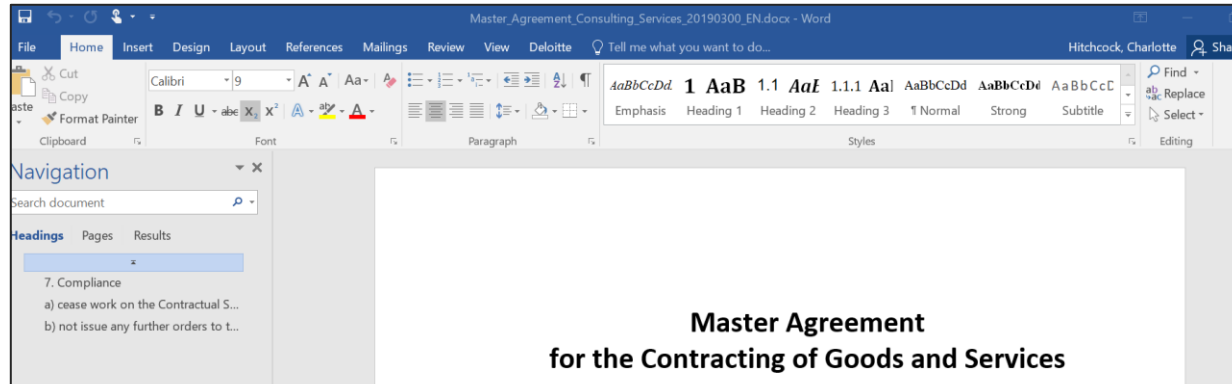




编辑文件：

- (1) 点击 **Edit Document**
- (2) 点击 **Download for edit**
- (3) 在您的计算机上打开下载的Word文件

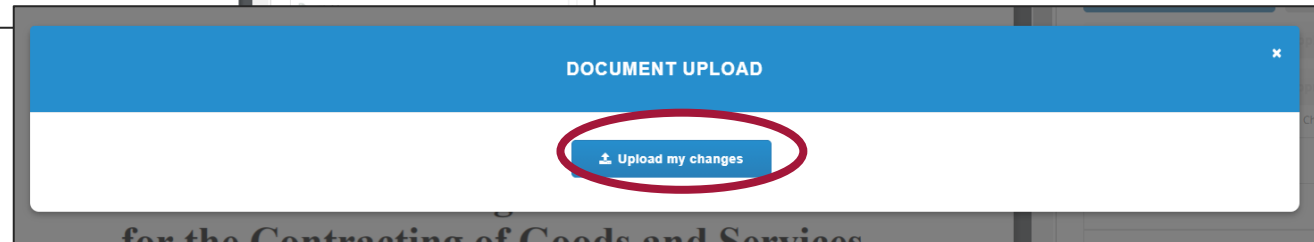
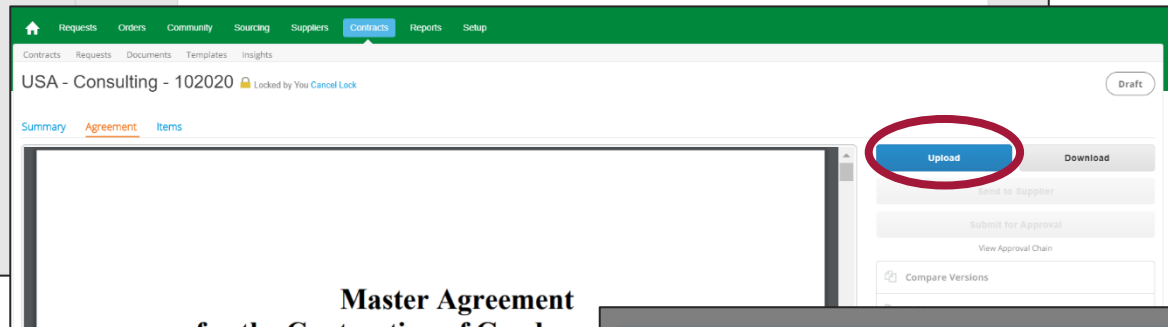
合同的编辑和上传



在Word文档中，您可以进行编辑和调整：

在您完成编辑后，

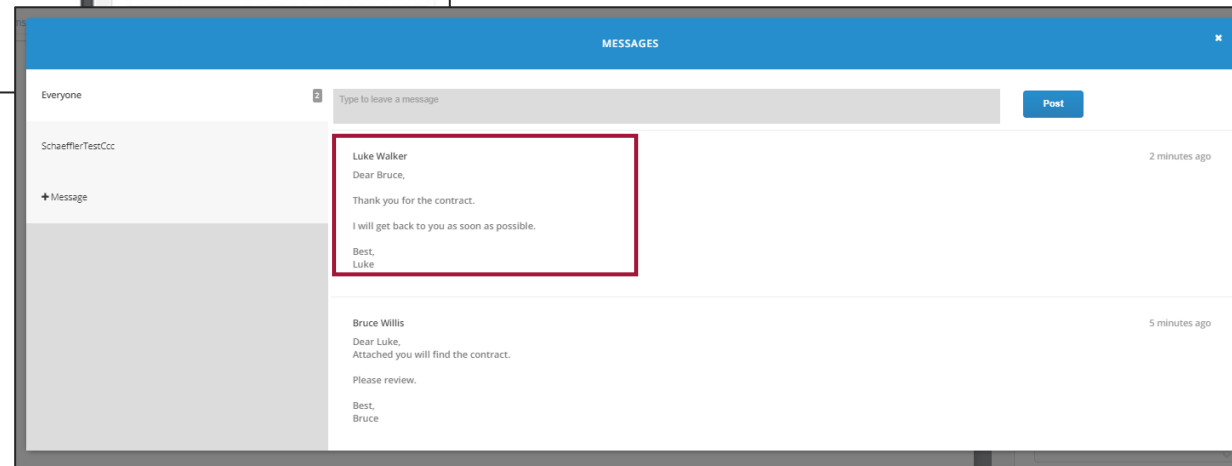
- (1) 保存文件
- (2) 上传回Coupa

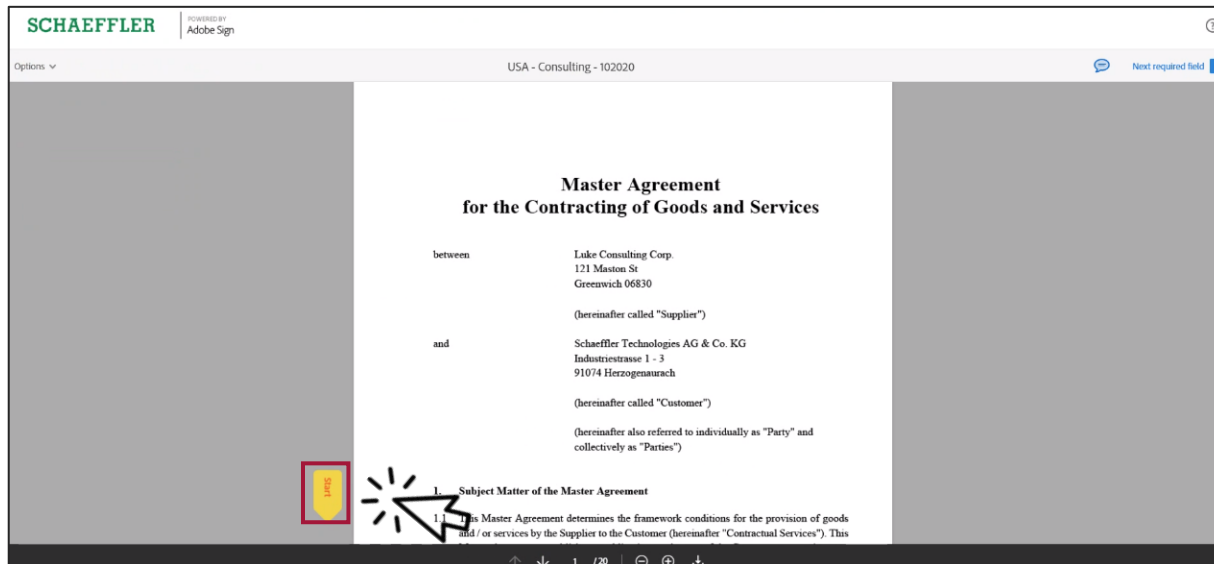


如何与舍弗勒进行沟通交流



您可以通过合同模块中的消息传递功能与舍弗勒进行信息沟通。



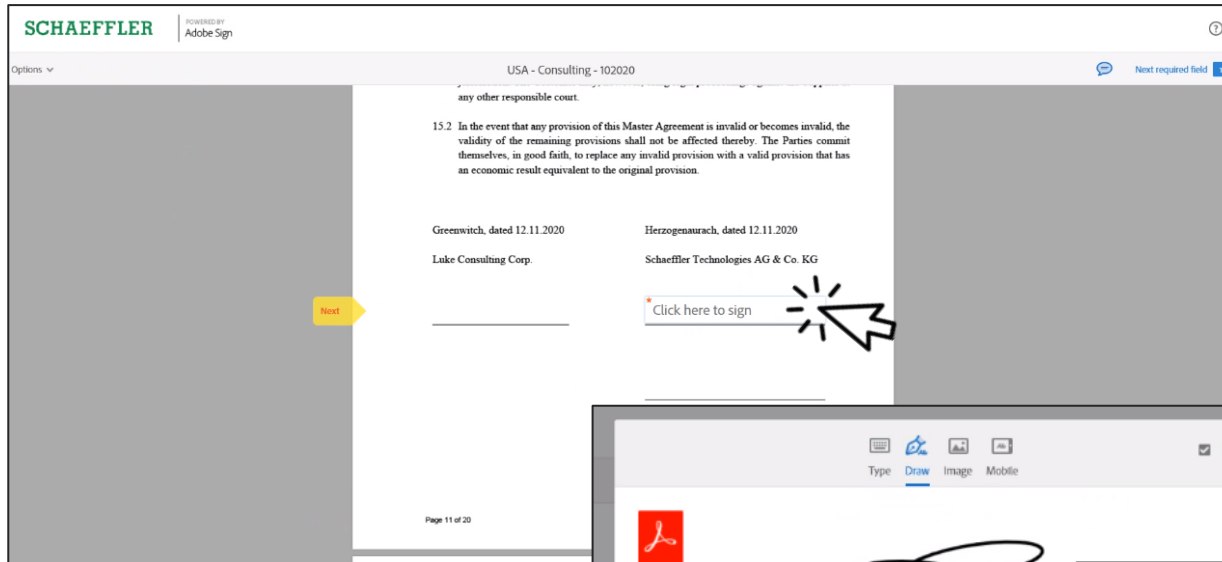


签名过程将保持不变。

您将会通过邮件收到通知，您需要在Coupa中通过AdobeSign签署合同。

为此：

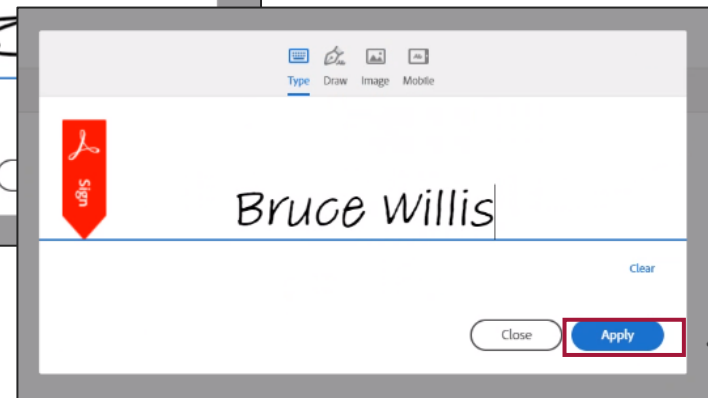
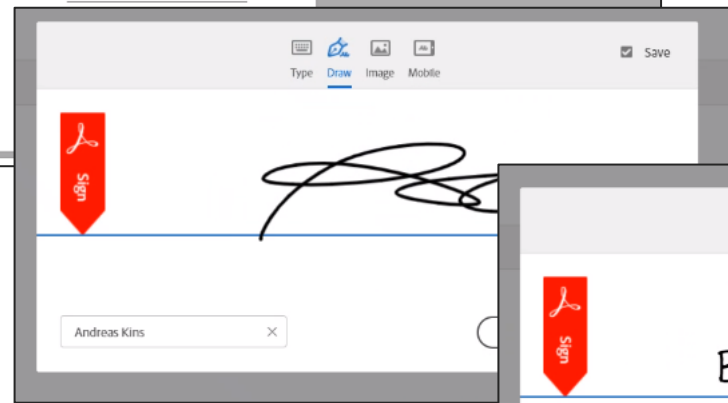
- (1) 单击“开始”，Coupa将自动将您带到签名字段
- (2) 或者您可以向下滚动到签名字段

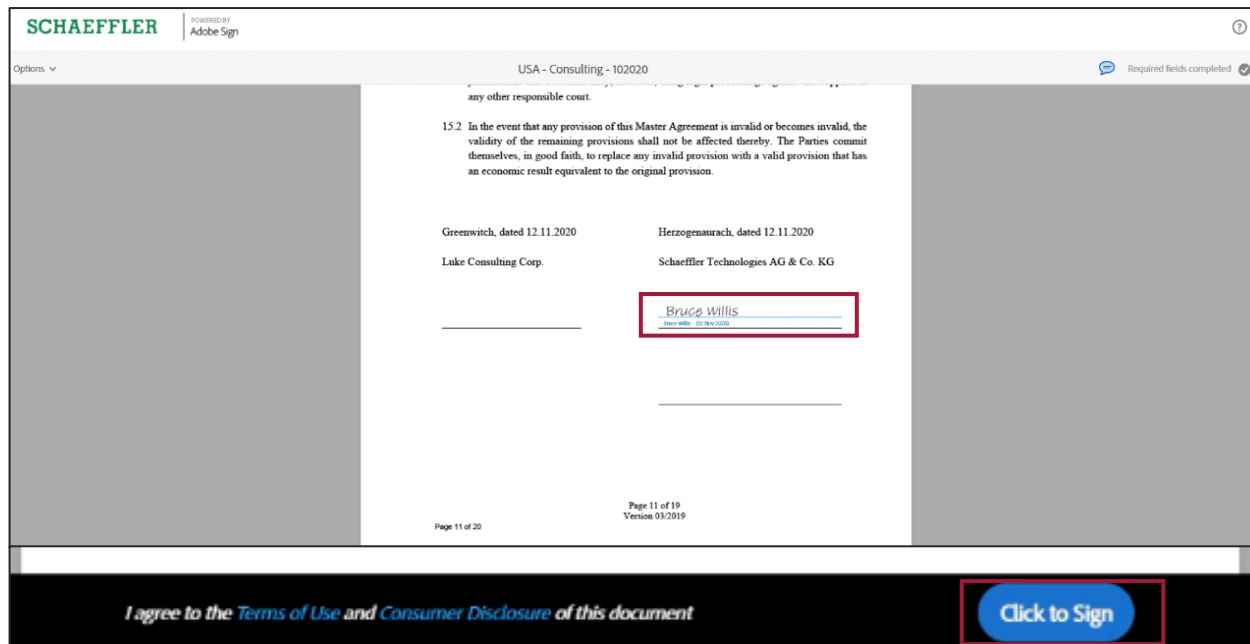


请点击并签名。

您可以绘制签名或键入签名。

完成签名后，点击“Apply”





您的签名将出现在文档中。

请点击“Click to Sign”

Thank you!

感谢您的参与!

如果有任何关于询价或合同事件的信息，请通过Coupa消息传递功能与舍弗勒事件所有人进行联系。

