



# Respond to a Bidding Invite FAQs

## A. How to submit your bid?

1. Open the email from [do not reply@pg.coupahost.com](mailto:do_not_reply@pg.coupahost.com).
2. Review **event info**, then click **View Event** to open the Coupa event page.

Powered by Coupa

Procter & Gamble has invited you to the sourcing event: P&G has invited you to submit a quote. The quote is for 1.000 EA VALVE 2" BUTTERFLY W/WHITE SEAT. The manufacturer part number is 02MV54434X. The manufacturer is CENTERLINE. The expected delivery date is February 28, 2022. The delivery location is GREENSBORO BROWN SUMMIT PLANT. The delivery address is 6200 BRYAN PARK RD BROWNS SUMMIT NC 27214 US. The P&G plant code is 1707. Please ensure that your bid includes freight and other charges. The bidding event will close September 22, 2021 15:16 GMT. The winning bid will receive the Purchase Order shortly after the event has closed. By participating in this bidding event, you commit to deliver the part by the stated delivery date. By participating in this bidding event, you commit to honor your bid price for six months. You can find instructions on how to submit a quote at <https://pgsupplier.com/assets/content/How-to-Respond-to-Coupa-Bidding-Invites.pdf>. Your P&G support contact is [aramil.ed@pg.com](mailto:aramil.ed@pg.com). The P&G item number is 00000000039773868. The P&G requisition number is N6P 0055581565.

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: Wednesday, 22 September 2021 03:16 PM GMT

<b>Want to participate later?</b> Click <b>I intend to Participate</b> button to let the buyer know.	<b>Need more info?</b> Click <b>View Event</b> and you will be taken to the event page.
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### 3. Review when the event will end, then click Enter Response.

Note: Typically, bidding events remain open for 2 business days.

P&G has invited you to... - Event #165481 Active

Event Ends 21:55  
hrs mins

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Event info My Responses

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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

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules  Buyer Attachments

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

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Timeline

Step 20 Event Start  
03:16 PM Etc/GMT  
1d : 23h : 59min

Step 22 Event End  
03:16 PM Etc/GMT  
00:00

Export to Excel Enter Response

#### 4. Review Items, Expected Quantity and Currency.

Note: By participating in this bidding event, you commit to:

- Deliver the parts by the stated delivery date to the specified location.
- Honor your bid price for six months.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
<b>Items Not In Lots (1 items)</b> <span style="float: right;">0.0000 USD</span>				
1.000 EA VALVE 2" BUTTERFLY W/WHITE SEAT, MPN 02MV54434X from CENTERLINE, deliver by Feb 28 to GREENSBORO BROWN SUMMIT PLANT, P&G item 39773868 N6P0055561565		1.000 ( Each)	<input type="text"/>	0.00 USD
				Total 0.00 USD
<input type="button" value="Export to Excel"/> <input type="button" value="Import from Excel"/> <input type="button" value="Load History"/> <input type="button" value="Save"/> <input type="button" value="Submit Response to Buyer"/>				

#### 5. Enter a Name of your choice, your Total Price, then click **Submit Response to Buyer**.

Note: Please include **freight** and **other charges** in your price.

Attachments ▼  
Coupa Suite has not provided any Attachments for this event

Forms ▼  
Coupa Suite has not provided any Forms for this event

Items and Lots ▼

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty
<b>Items Not In Lots (1 items)</b> <span style="float: right;">0.0000 USD</span>				
1.000 EA VALVE 2" BUTTERFLY W/WHITE SEAT, MPN 02MV54434X from CENTERLINE, deliver by Feb 28 to GREENSBORO BROWN SUMMIT PLANT, P&G item 39773868 N6P0055561565		1.000 ( Each)	<input type="text"/>	0.00 USD
				Total 0.00 USD
<input type="button" value="Export to Excel"/> <input type="button" value="Import from Excel"/> <input type="button" value="Load History"/> <input type="button" value="Save"/> <input type="button" value="Submit Response to Buyer"/>				

## B. Can I revise my bid response?

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Yes, you can revise your bid response until the sourcing event has ended.

Follow the steps as described [above](#), then click **Edit Response**.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
<b>Items Not In Lots (1 items) 122.0000 USD</b>				
1.000 EA VALVE 2" BUTTERFLY W/WHITE SEAT, MPN 02MV54434X from CENTERLINE, deliver by Feb 28 to GREENSBORO BROWN SUMMIT PLANT, P&G item 39773868 N6P0055561565		1.000 ( Each)	122.00	122.00 USD
				Total 122.00 USD
				<input type="button" value="Load History"/> <input type="button" value="Edit Response"/>

## C. What happens once the bidding event has ended?

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Once the bidding event has ended then P&G selects the best bid and sends a Purchase Order to the winning supplier.

## D. What is the cost of participating in a bidding event?

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There is NO cost for suppliers to participate in a bidding event.

## E. What is P&G's Purchase Order Terms & Conditions?

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[Review the Purchase Order Terms & Conditions document.](#)

## F. What if I have forgotten my Coupa username and/or password?

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[Open Coupa Support Page.](#)