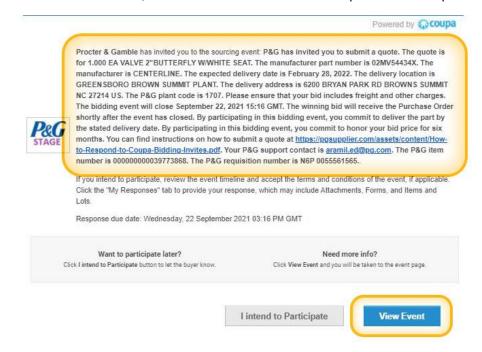


Respond to a Bidding Invite FAQs

A. How to submit your bid?

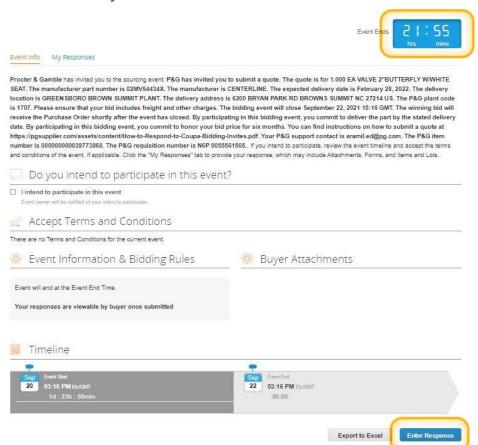
- 1. Open the email from do not reply@pg.coupahost.com.
- 2. Review event info, then click View Event to open the Coupa event page.



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



4. Review Items, Expected Quantity and Currency.

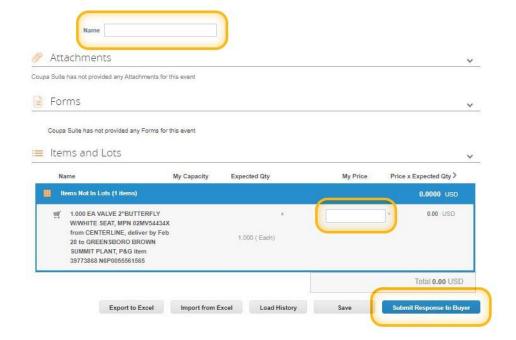
Note: By participating in this bidding event, you commit to:

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



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

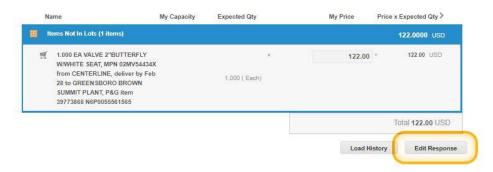
Note: Please include **freight** and **other charges** in your price.



B. Can I revise my bid response?

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

Follow the steps as described <u>above</u>, then click **Edit Response**.



C. What happens once the bidding event has ended?

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?

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

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

Review the Purchase Order Terms & Conditions document.

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

Open Coupa Support Page.