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.
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 above, 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.