



# Supplier's Guide to SmartSourcing Platform



**Suppliers registered in the Coupa  
Supplier Portal (CSP)\***

\*It is NOT mandatory to have a CSP account to do  
business with WFP

## What is new in the Version 5 of the Supplier Guide?

- Detail on how to create a CSP account

### From the Version 4

- New functionality to respond to Goods & Services Mini-bid events

## What is the object of this Guide?

This guide is designed to assist you in adopting the new processes that WFP is implementing as part of the transformation of our Procurement practice. It aims to enhance our collaboration by providing a step-by-step to using the new **SmartSourcing Platform** based on Coupa software.

## How will it help you?

The guide details how to use the **SmartSourcing Platform** presenting written instructions, complemented with visual aids, and highlights attention points to simplified the use of the new system

## How should it be used?

The document is organized into the major processes of the Sourcing to Procure workflow where you will interact with us.

Please store this guide and share it with the relevant contacts in your organization who will be using the system, so they can refer to it whenever necessary.

Use the table of contents to quickly navigate to the section of your interest.

## What processes are covered in the guide?

- Onboarding
- Tendering
- Contracting
- Purchase Ordering
- Catalog creation (Content enablement)

# Content

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# Registration to Coupa Supplier Portal (CSP)

# 1. Registration to the Coupa Supplier Portal (CSP)

## 1.1. What is the Coupa Supplier Portal (CSP) ?

The CSP is a **free Web-based tool** for suppliers that offers 4 main advantages:

1. Manage the onboarding process in a user-friendly way with WFP. Less administrative interactions without added value
2. Create catalogs for Goods & Services categories simplifying the purchasing of such items
3. Manage information about your company profile in a centralized and collaborative way ensuring your compliance with WFP requirements
4. Expansion of your customer base beyond WFP thanks to the creation of a public profile, and right to participate in public sourcing events from potential customers worldwide



**NOTE(S):** It is NOT mandatory to have a CSP account to do business with WFP. Nonetheless, we encourage you to create one if it is the 1<sup>st</sup> time you are registering with us, or if we request information updates, for a better user experience.



Do not confound creating an account in the CSP and registering as a WFP supplier.

Creating an account in the CSP is required if you want to conduct our supplier registration through the platform, this might result in information been asked twice.

Coupa is the manager of the CSP account creation process, and we do not have control over it

## 1.2 How do I create my account?

### Option 1: You don't have a Coupa account

When a member of the procurement team of WFP invites you to register as a supplier you will receive an email from Coupa Supplier Portal [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com):

- In this email, read the content and click on **"Join and Respond"** to register. You will be redirected to the Registration Home Page
- Fill in your personal information to create your own account
- Check the box "I accept the Privacy Policy and the Terms of Use"
- Click on **"Create an Account"**

1. Indicate the legal business name
2. Provide the Main contact's First Name
3. Provide the Main contact's Last Name
4. Create a Password and confirm it
5. Select the Country of operation from the dropdown list
6. Indicate your Tax ID number. If you cannot provide it, check the box *I do not have a Tax ID*
7. Check the box *Accept the Privacy Policy and Terms of Use*
8. Click on Create an Account

### Create an Account

World Food Programme is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with World Food Programme so you're ready to do business together.

\* Business Name

1

Supplier WFP

Your legal business name (or legal personal name if an individual)

\* Email

camila.casas@accenture.com

\* First Name

2

Main Supplier

\* Last Name

3

contact

\* Password

4

\* Confirm Password

Use at least 8 characters and include a number and a letter.

\* Country/Region

5

\* Tax Registration *i*

6

#####

☐ I do not have a Tax ID

7

☐ I accept the [Privacy Policy](#) and the [Terms of Use](#)

8

Create an Account

Already have an account? [LOG IN](#)

- An email verification code will be sent to your email address
- 9. Open the email and copy the code
- 10. Past or write the code back on the account creation form
- 11. Click Next

### Email Verification

We sent a one time verification code to emailaddress@domain.com


10

Didn't receive the Verification Code? 
 [Request a New Code](#)

11

Next

## Fill out your Coupa Supplier Portal (CSP) profile



**NOTE(S):** The information you will fill out is for your CSP profile, not for the WFP registration.

This information is requested by Coupa as the platform owner, not WFP.

- 1. Provide the information for your primary address
- 2. Click Next

### Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#)
[Payment Information](#)

1

#### Primary Address

Country/Region

Address Line 1

Address Line 2

City

State

Postal Code

2

Next



3. Complete the Country specific information about the Company's registration
4. Click on Next. A confirmation that the information was registered successfully will show up



**NOTE(S):** Requested information will vary depending on the country of operation (See example)



Toggle over the information sign of each field to obtain more details on the information that is expected to be included

3

Italy

Type of Company ⓘ

Co Reg Num. ⓘ

Place of Reg. ⓘ

Permit Number ⓘ

Permit Date ⓘ

Liquidation State ⓘ

Share Capital ⓘ

Sole Shareholder ⓘ

Tax Regime ⓘ

Liabe Company ⓘ

Invoice From Code ⓘ

Preferred Language

Information requested for a company based in Italy

4

Next

3

South Sudan

Invoice From Code ⓘ

Information requested for a company based in South Sudan

4

Next

Primary Address saved successfully

- If you would like to receive payments through a Virtual Card, for any CSP client you might have, not necessarily WFP, fill out the Virtual Card information.

If you don't want to accept Virtual card payments, mark the box *Do not accept Virtual Card payments from this customer*. You won't need to provide the card details

- Click Next

- Repeat steps 5 & 6 for Bank Transfer information and Checks.



**NOTE(S):** As we are not using the CSP for payments, we do not require you to fill out this information, you can tick the box *Do not accept Virtual Card / Bank Transfer / Check payments from this customer*, it will not have implications for our business

5

[Account Details](#)
[Payment Information](#)

### Virtual Card ⓘ

Customer Supported

Please enter the following information to receive Virtual Card payments.

\* Payment Method Name ⓘ

\* Email Address

☒ Do not accept Virtual Card payments from this customer

6

Next

### Bank Transfer

Customer Supported

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name ⓘ

\* Bank Account Country/Region

\* Bank Account Currency

### Check

Customer Supported

\* Address Line 1  +

\* City

State Select an Option

\* Postal Code

\* Country/Region South Sudan

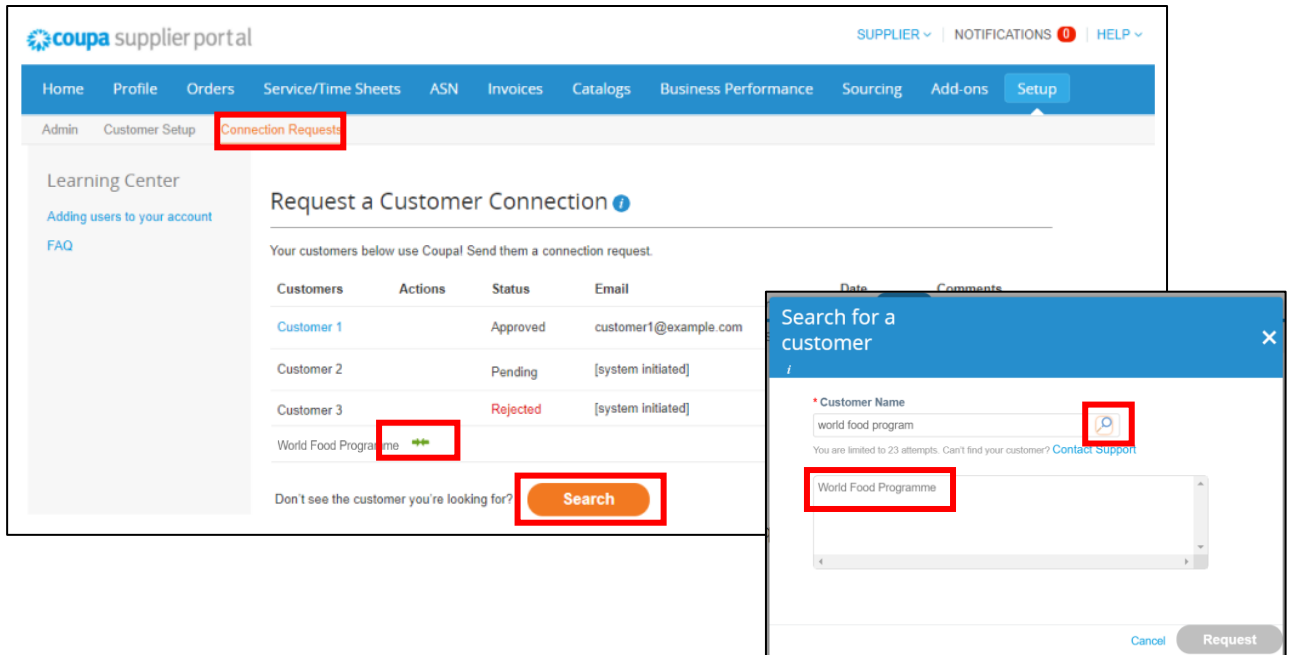


This information can be added later if you so desire.

## Option 2: You already have a Coupa account

To add WFP to your clients, log in the Coupa Supplier Portal

- Click on **"Setup"** at the top of the screen
- Click on **"Connection Requests"** to manage your customers
- If you see WFP, click on "→←" Connect (two-arrows green symbol)
- If you don't see your customer, click on **"Search"** and enter World Food Program in the pop-up that appears



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Setup' tab is active, and the 'Connection Requests' sub-tab is selected. A table lists customers with columns for 'Customers', 'Actions', 'Status', and 'Email'. The 'World Food Programme' is listed with a green double-headed arrow icon. A 'Search' button is visible at the bottom of the table. A modal window titled 'Search for a customer' is open, showing a search input field with 'world food program' and a dropdown menu with 'World Food Programme' selected. A red box highlights the search input field and the dropdown menu.

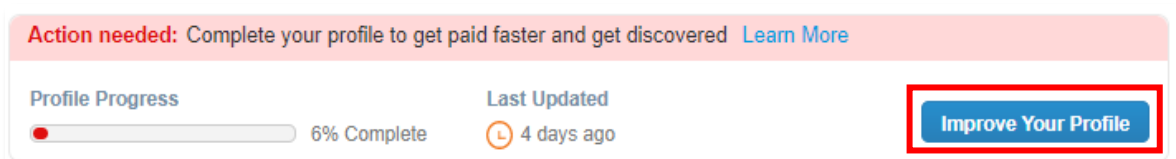
### 1.3 How do I update my profile?

You will have a public profile, and specific, tailored profiles for each of your customers.

Your public profile is created when you create your account and it contains general information about your company (e.g. name, logo, website, industry, year of establishment, top commodities, currencies, diversity, etc.).

To update your public profile:

- On the *Home Page*, select **"Improve your profile"**

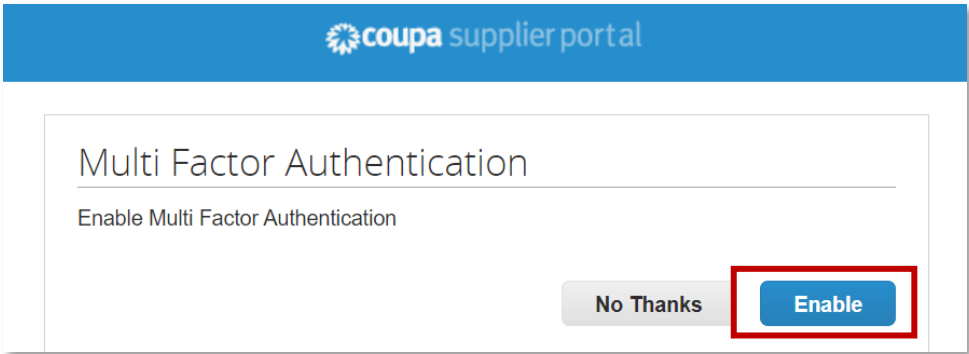


The screenshot shows the 'Profile Progress' section. It includes a red banner with the text 'Action needed: Complete your profile to get paid faster and get discovered' and a 'Learn More' link. Below this, there is a progress bar labeled 'Profile Progress' showing '6% Complete'. To the right, it says 'Last Updated 4 days ago'. A red box highlights the 'Improve Your Profile' button.

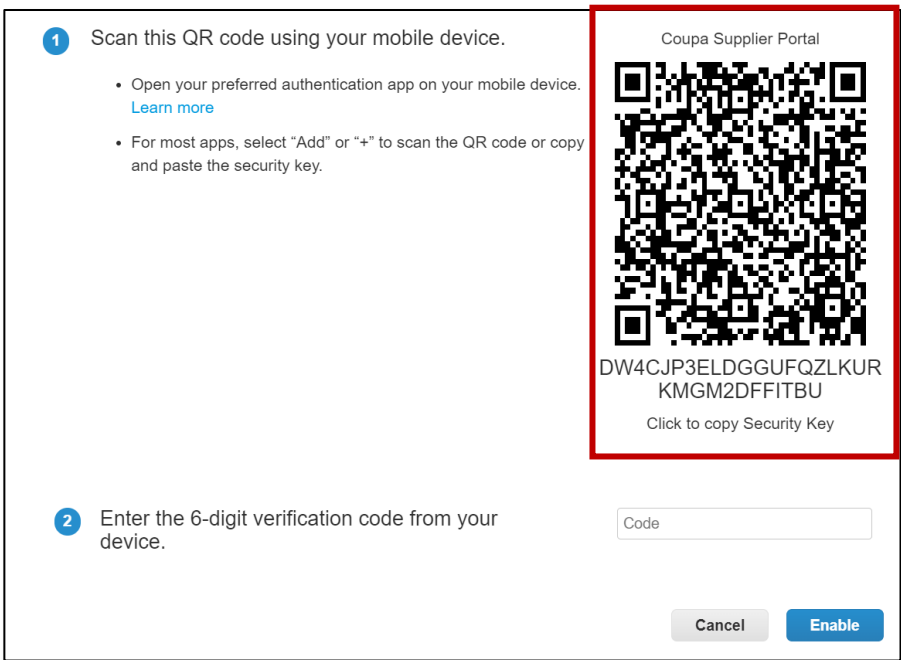
- Your WFP specific profile will be enhanced with the questionnaires you answer, these will be explained in the following pages

# 1.4 How do I connect using Multi Factor Authentication (MFA)

- When you connect to CSP for the first time to access WFP content a pop-up window appears for you to “Enable Multi Factor Authentication”.
- Two options are displayed, “**Enable**” or “**No, Thanks**”.



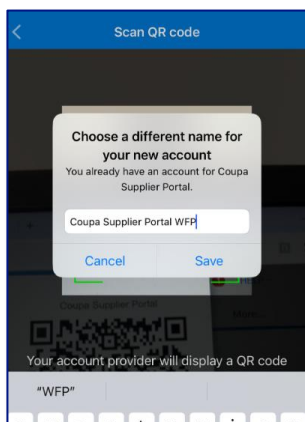
- If you click on “**No Thanks**” then **you will not be able to access the content** that was shared with you through CSP
- Click on “**Enable**”. A new pop-up window will appear with a QR code you need to scan using your Preferred authentication app



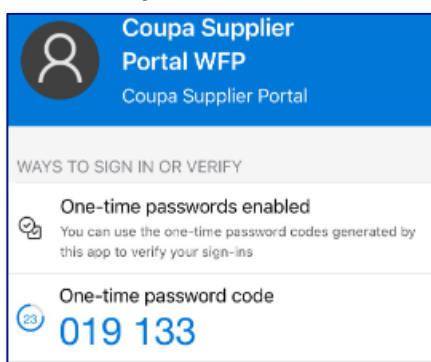
## NOTE(S):

Having a phone with an installed Authentication App and internet services is **MANDATORY** to activate MFA on CSP

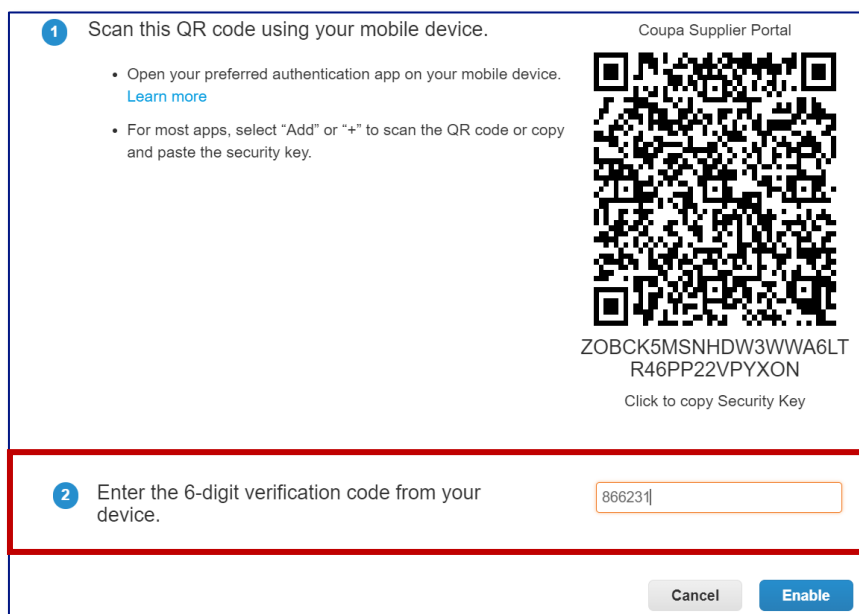
- Once scanned, an account named by default “**Coupa Supplier Portal**” will be created within the Authentication App



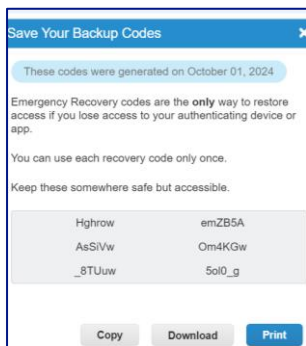
- When the account is created, a 6-digit verification code will be automatically generated every 60 seconds



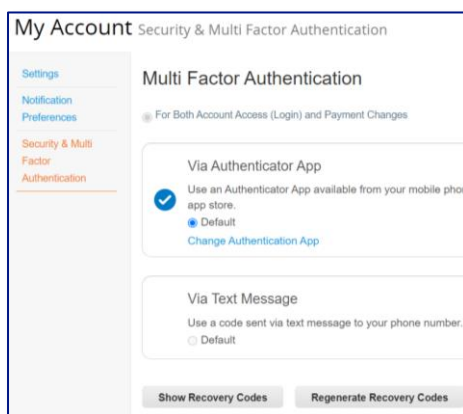
- To finalize the Multifactor Authentication set-up, you'll need to copy the code from the App and input it in the field “Enter the 6-digit verification code from your device” back in CSP
- Click “**Enable**”



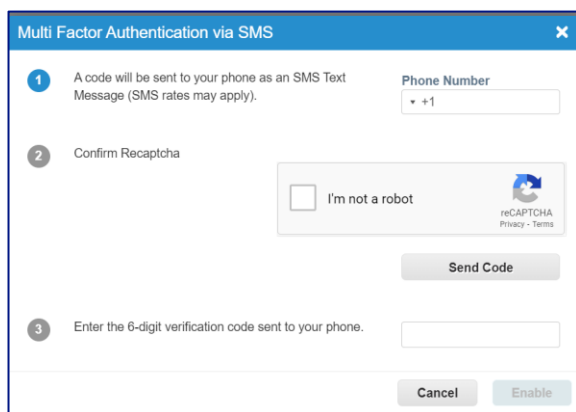
- Before finalizing the set up, you will be given a list of six one-time use **Emergency Recovery codes** to maintain access in case you cannot retrieve the authentication code. You can **Download or Print the codes**.



- After saving the Emergency codes you will be given the option to choose your preferred authentication method to access WFP content in CSP. Authenticator App or Text Message



- If you choose to use Text Message instead of authentication app, a pop-up window will appear with instructions to set that up via SMS



### NOTE(S):

- The possibility to set up SMS messages as an authentication alternative will be available only **AFTER** setting up the authentication app





# Onboarding and Data updates

## 2. Onboarding Questionnaires And Supplier's Data Update

### 2.1. New supplier onboarding process at WFP

The onboarding process is comprised of 4 stages. Each stage requires you to complete a questionnaire. If approved, you'll move into the next stage and a new questionnaire will be sent for your completion, this sequence will be repeated until all stages have been cleared. WFP will communicate with you throughout this process

These are the **four (4) questionnaires** you will be required to complete:

#### 1. Basic Information Questionnaire:

- Supplier name
- Default commodity
- Primary Contact
- International Tax ID (optional)
- Vendor Category
- UNGM Registration Number (UN- Global MarketPlace) "If Applicable"

#### 2. Pre-Qualification Questionnaire:

- Legal Registered and trading/business Name
- Parent Company name
- Year and Certificate of Incorporation
- Business Type
- Women Ownership
- UNGM Level 1 Registration Number "If Applicable"
- Financial Reports
- ESG Questionnaire / Disability Inclusion Questionnaire
- Declaration of Honor

#### 3. Qualification questionnaire:

- Commodity-specific questionnaire (WFP will assign a default commodity to you)
- Supporting documents

#### 4. Bank / payment data questionnaire:

- Payment details method
- Bank Account
- Intermediary bank account



#### NOTE(S):

As standard procedure the qualification process will be done for only 1 commodity.

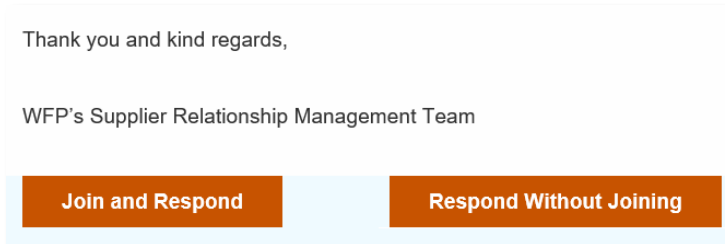
Please contact [wfp-suppliers.srm@wfp.org](mailto:wfp-suppliers.srm@wfp.org), in case you desire to be qualified for multiple commodities



## 2.1.1. Basic Information Questionnaire

Once WFP's SRM Unit starts the onboarding process, you will receive an automatic email requesting you to fill in a basic information questionnaire with some fields that were pre-populated by WFP based on the information provided in your email request.

You can start the process by either clicking **"Join and Respond"** or **"Respond without Joining"** in the email.



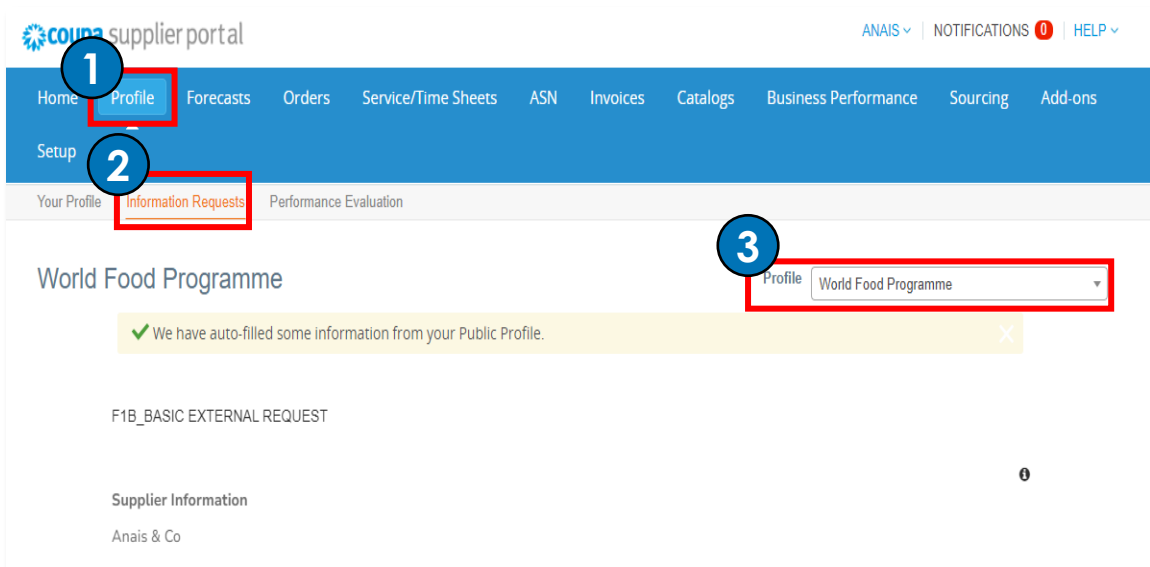
**Choose Join and Respond** to create an account in Coupa Supplier Portal (CSP) and manage all activities there.

When forms are not filled out in a timely manner, you will receive notification emails with "action required" messages.

Complete your registration in the CSP following instructions in **Section 1**

Once registered:

1. Click on **"Profile"** at the top of the screen
2. Click on **"Information Requests"** to answer WFP questionnaire
3. Select **World Food Programme** in the **"Profile"** drop-down list in case it is not already pre-selected.



### NOTE(S):

Requests will come from the sender Coupa Supplier Portal [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) with the subject: Profile Information Request.

Please note that **each working session for onboarding / information update forms lasts only 12 minutes in the CSP**, but you will be able to save the draft of the form and get back to it later.

Some fields are pre-populated if you provided the UNGM number in the *Internal New Supplier Request Form* sent to a WFP before this onboarding process.

Please note that for some of the vendor categories, Level 1 registration at United Nations Global Marketplace (UNGM) is mandatory. Please access UNGM through this link <https://www.ungm.org> and register your company at Level 1.

To guide you during the UNGM registration process, please access UNGM help centre in this link <https://help.ungm.org>.



#### NOTE(S):

Please ensure that your data in UNGM are up-to-date (inc. Parent company, postal address, Women ownership, Year of incorporation)

If the UNGM number is not correct, the form will be sent back to you and if you want to proceed with the onboarding, you must provide the correct UNGM number or leave the field "UNGM number" empty. A UNGM automatic message will be visible in the *Comment section*.

If you do not provide the UNGM number, the information will not be pre-populated from the UNGM Integration. You will need to fill it out manually.

Please see the table of information collected through UNGM Integration:

## UNGM DATA COLLECTION (Form Enrichment)

**Supplier record is updated with additional data collected from UNGM**

UNGM Name of the supplier
Parent Company
Trade Name
Country Code
Country name
Type of address
Street 1
Street 2
Postal Code
City
Country Code
Woman Ownership
Year of Incorporation

If there is no match, you need to check information and resubmit or remove UNGM number if optional.

### Relevant fields explained:

➔ **Primary Contact Email Address:** generic email address to be provided

Primary Contact

Contact Purpose

Sourcing

Please select the supplier's contact type, if available

First name

Surname

Title

e.g. Mr/Ms/Ds

Email address

Work Phone

US/Canada

800-535-1212

Mobile Phone

US/Canada

800-535-1212

Contact purpose should be "Sourcing" for Tendering events

Contact purpose should be “*Sourcing*” for Tendering events



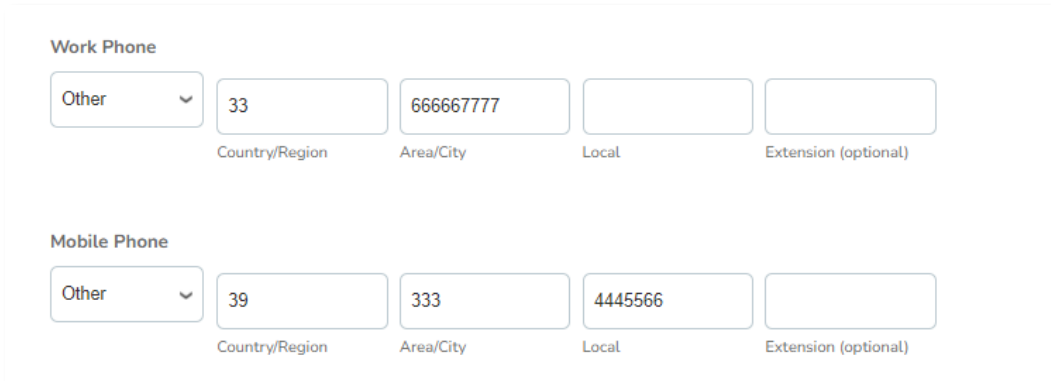
**NOTE(S):**

Provide a **generic email address\*** in the **Primary Contact section**, to WFP (with multiple accesses from your organization).

\*A generic email address is needed to ensure multiple individuals within the organization can access communications from WEP

→ **Phone numbers:** US/Canada appear as default. Select **"Other"** if not based in those countries.

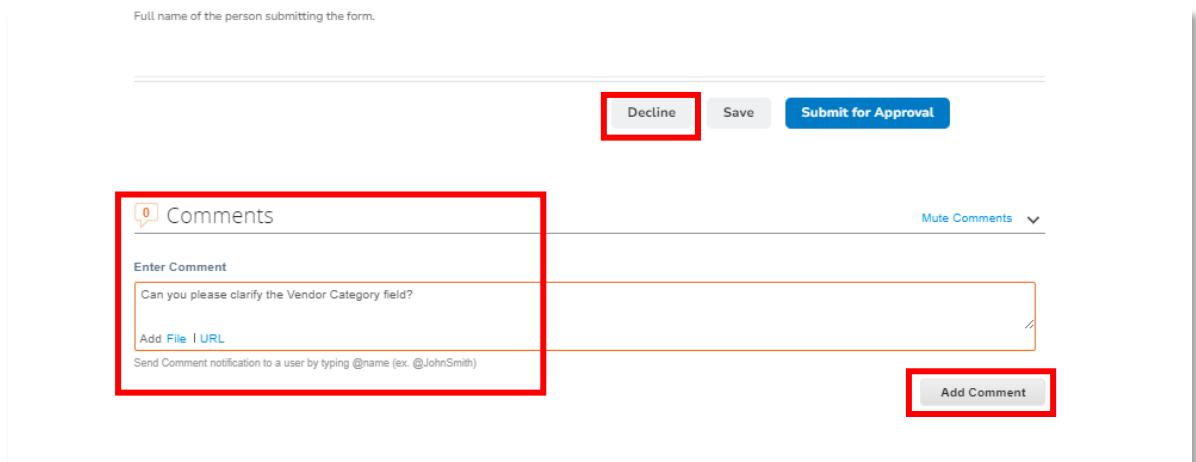
In the "Country/Region" field, enter the numbers of your country code **without the "+" sign**. The rest of the phone number can be entered either in the "Area/City" box **or** by entering digits in each individual field.



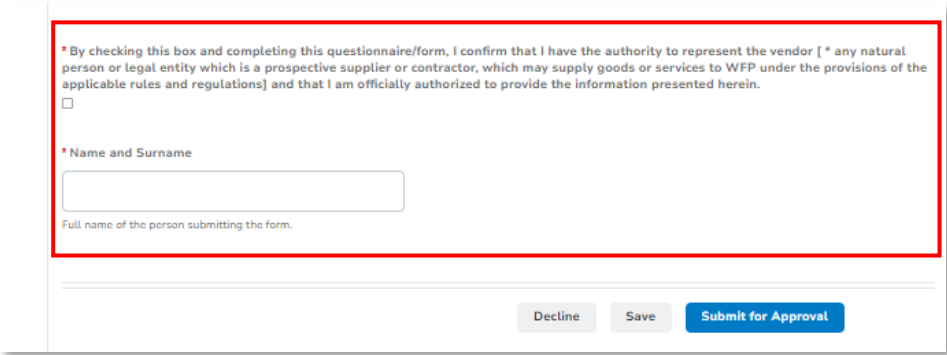
→ **Comments section:** At the end of each onboarding form, the Comments section is available to communicate with WFP Team in case of any questions or clarifications required before submitting the form.

Write the message attaching files or URLs if needed and click the button **"Add Comment"**. The WFP Team will receive a notification and will then reply to you in the Comments section.

At any stage of the onboarding process, **you can "Decline" the onboarding**. To do this, you need to provide a comprehensive explanation in the **"Comments"** section → **"Add Comment"** and click the button **"Decline"**.



The **person answering the supplier's form** checks the box confirming they are allowed to do so and sign the form with Name and Surname.



\* By checking this box and completing this questionnaire/form, I confirm that I have the authority to represent the vendor [ \* any natural person or legal entity which is a prospective supplier or contractor, which may supply goods or services to WFP under the provisions of the applicable rules and regulations] and that I am officially authorized to provide the information presented herein.

☐

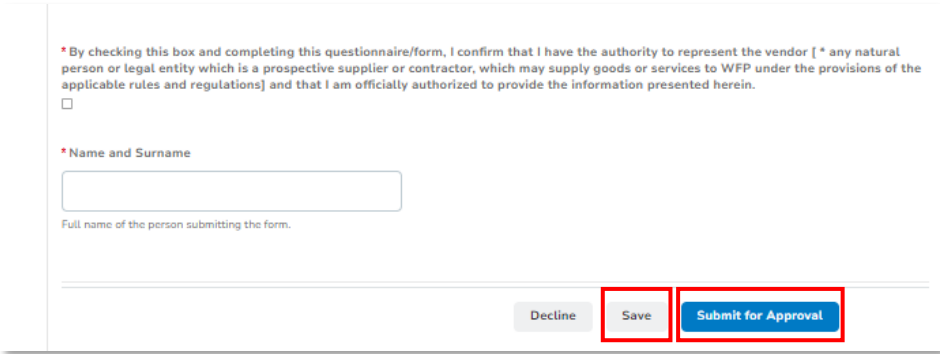
\* Name and Surname

Full name of the person submitting the form.

Decline Save Submit for Approval

Use the **“Save”** button at the end of the form at any time to save your progress and complete the form later.

Click on the **“Submit for Approval”** button once you have filled out all the information.



\* By checking this box and completing this questionnaire/form, I confirm that I have the authority to represent the vendor [ \* any natural person or legal entity which is a prospective supplier or contractor, which may supply goods or services to WFP under the provisions of the applicable rules and regulations] and that I am officially authorized to provide the information presented herein.

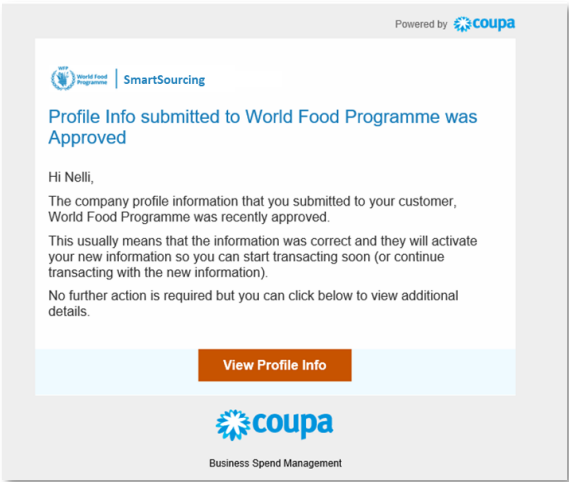
☐

\* Name and Surname

Full name of the person submitting the form.

Decline Save Submit for Approval


WFP will review the information you submitted. Once approved you will receive a confirmation email. Otherwise, if the form is rejected by WFP, you will receive an email explaining you the reasons for the rejection decision.



## 2.1.2 Pre-qualification Questionnaire

After approval of the *Basic Information Questionnaire*, you will receive the Pre-qualification questionnaire email. Access the CSP to complete it.

N.B: The Pre-qualification and Qualification questionnaires fields depend on the Vendor Category and Default Commodity.


**SmartSourcing**

### Update your profile for World Food Programme

Dear Sir/Madam,

Thank you for successfully completing the first stage of the onboarding process.

**PLEASE READ CAREFULLY THE BELOW MESSAGE BEFORE MOVING TO THE NEXT STAGE AND FILLING IN THE QUESTIONNAIRE. THIS WILL HELP SAVE TIME AND AVOID UNNECESSARY BACK AND FORTH COMMUNICATION.**

You have reached the 2nd stage of the onboarding process. At this stage you are requested to fill in the below questionnaire with essential information about your company as well as to provide feedback to the questions related to environmental, social and governance responsibility.

Please note that if you were required to register in United Nations Global Marketplace (UNGM), some of the information may have been pre-populated from your company record in UNGM or from the previous questionnaire.

Please review prefilled information, amend it as necessary and fill in the remaining parts of the questionnaire. If amendment/correction is required for the information pre-populated from UNGM, please make sure the information is first amended in UNGM to ensure consistency of data presented through various platforms.

You will notice that some of the fields require attachments of official documents. In case you wish to attach more than one document to the specific field, please, first combine them into a single pdf file prior to attaching it to the relevant field.

All submitted documents must be in English or translated (by official translation company and certified with signature and stamp) into English prior to attaching to the relevant fields.

We wish you success in registration process and kindly remind you that your timely feedback is essential to finalize the onboarding process without unnecessary delay.

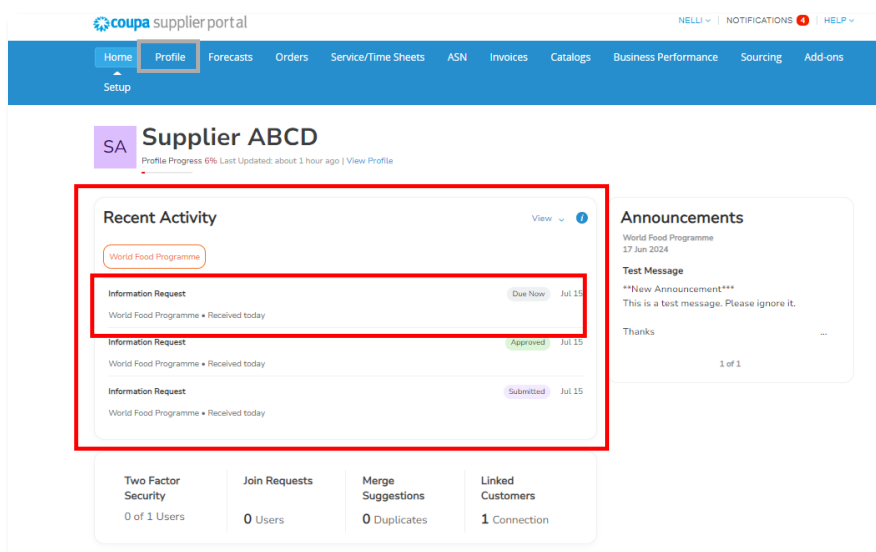
Thank you and kind regards,

WFP's Supplier Relationship Management Team

[Update Profile](#)

On the Home Page of CSP you will be able to see "**Recent Activity**" including activities that are submitted, approved, or due now.

You can access the new pending form by clicking **A. "Profile"** → "**Information requests**" or **B.** by clicking the form "**Due now**" in the **Recent Activity** section on the **Home** tab.



Fill in the new form.

Note that some of the information can be pre-populated from different sources:

- CSP Profile
- Information provided in the previous questionnaires
- UNGM Platform if you have provided UNGM Number in the previous form

**Review all the fields to make sure the information is accurate.**

### 2.1.3 Qualification Questionnaire

Once the pre-qualification questionnaire is filled out, you will receive an email notification that the information was approved followed by an email inviting you to complete the **Qualification Questionnaire**. Access the questionnaire through the CSP form.

Fill in the new form.

Note that some of the information can be pre-populated from different sources:

- CSP Profile
- Information provided in the previous questionnaires

**Review all the fields to make sure the information is accurate.**

**The qualification questionnaire applies only to Food Suppliers**

### 1.1.4 Banking / Payment Data Form

Once the qualification questionnaire is finalized, the Payment Details Form will be sent. Access the form using "**Respond without joining**".

You will see in the form some information pre-populated by previous forms. On top of that information, you will be requested to provide banking information.

Once the information is submitted and approved by WFP you will receive two confirmation emails:

- The Supplier is registered in WFP's ERP system
- The Supplier is registered in one of the Rosters

**The Banking / Payment Data Form applies to all Food suppliers, and only G&S Suppliers that have been awarded a tender**



### NOTE(S): Applicable to all questionnaires and forms:

- In case you wish to attach more than one document to the specific field, these need to be combined into **a single ZIP file**.
- All documents must be submitted **in English or translated** (by an official translation company with a signature and stamp) **into English** prior to attaching them.

## 2.1.5 Additional Commodities Registration

If you want to be registered for more than one commodity (Up to 2 additional commodities are possible), please send a request to [wfpsuppliers.srm@wfp.org](mailto:wfpsuppliers.srm@wfp.org)

The Supplier Relationship Management Team will send you another Qualification Questionnaire, fill it in following the instructions in section 2.1.3. Access the form through the

Once you submit it, you will receive an email notification informing you of its approval or rejection by the WFP's SRM Unit.

## 2.2. Supplier Data Update & Maintenance

To update data for one of the following reasons (or any other reason), **please send an email request to [wfpsuppliers.srm@wfp.org](mailto:wfpsuppliers.srm@wfp.org) to receive an Information update form:**

- New Manufacturer
- New Commodity
- Certificate Update\*:
  - Certificates for Inspection companies
  - Food Supplier Certificate
  - ESG Certificates
- Any General Information change:
  - Legal Name change
  - Legal Address Change
  - Primary Contact Information Change
  - Bank details change

\*WFP tracks the expiration date of the certificates, so 30 days prior the expiration day of your certificate, an automatic reminder to update your certificate will be sent from WFP's side. Please contact WFP SRM Unit if the certificate still needs to be changed.



You will receive an email to update the information.

If any documentation is required, **do not remove the previous documents**. Keep the original file and upload the new one, so WFP can keep track of the documents provided by you.



#### NOTE(S):

- In case of changes in your organization, please **inform WFP by contacting** [wfpsuppliers.srm@wfp.org](mailto:wfpsuppliers.srm@wfp.org)
- Provide a **generic email address\*** to WFP (accessible by multiple users within your organization) in the Primary Contact details.

Fill in the form and submit for approval.

Once the information provided is reviewed and validated by WFP, you will receive a confirmation email.

WFP will provide comments in the *Comment Section* in case of missing information. You will be notified so you can reply and attach additional documents in the comment section if required.



#### NOTE(S):

Please keep the original document and upload a new requested one, so WFP can keep track on the documents provided by you.

\*A generic email address is needed to ensure multiple individuals within the organization can access communications from WFP



# Collaboration with WFP for tendering

# Collaboration with WFP for tendering

## Key functionalities in the solution

WFP will conduct its tenders through the **SmartSourcing platform** powered by Coupa. The platform is designed to enhance your experience and streamline participation in sourcing events.

These features facilitate effective communication, simplified event management, and seamless interaction with the procurement team. Below is an overview of the **main functionalities available to suppliers**:

### A. Notifications received by Supplier

- **Sourcing Event Invitation:** Receive e-mail event invitations and click the event link
- **Event Revision:** Sourcing Event has been changed (event revision)
- **Message notification:** New message received for the event (when buyer sends message to supplier via Instant Messages)
- **Response submission reminder:** Event # ends in less than 1 day (if supplier has not provided any response)

### B. View event details

- Review and accept the **terms and conditions**
- See Event **Information and Bidding Rules**
- See **Attachments**
- See Event **Timeline**

### C. Review Information

- Review your **company info** and upload a logo
- Review **event Attachments** and add responses

### D. Interact with WFP

- Review and **Respond to event needs**
- Submit **quotes for items, services and lots**
- Use the Message board to ask questions

### E. Formulate a proposal

- Make **bids and view the bidding event** for events with competitive bidding (reverse auction event types)

#### NOTE(S):

Do not confound the **SmartSourcing Platform** with the Coupa Supplier Portal (CSP)



### 3. Collaboration with WFP For tendering

#### 3.1. Suppliers Participation and response to WFP tender (Focus on Goods & Service tenders)

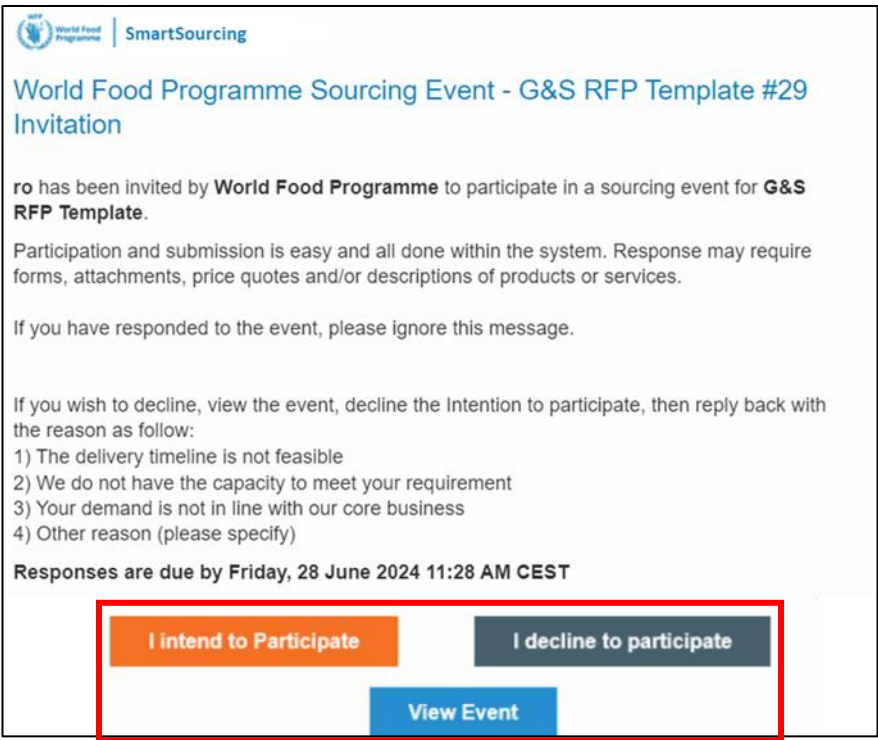
##### Invitation to participate

Once WFP launches a tendering event for G&S and selects you as a potential supplier, you will receive an e-mail that allows you to either participate, decline or view the event.



##### NOTE(S):

Requests will come from the sender **Coupa Sourcing Notifications** [sourcing@wfpsmartsourcing.coupahost.com](mailto:sourcing@wfpsmartsourcing.coupahost.com) with the subject: World Food Programme Sourcing Event + [Name of the event]

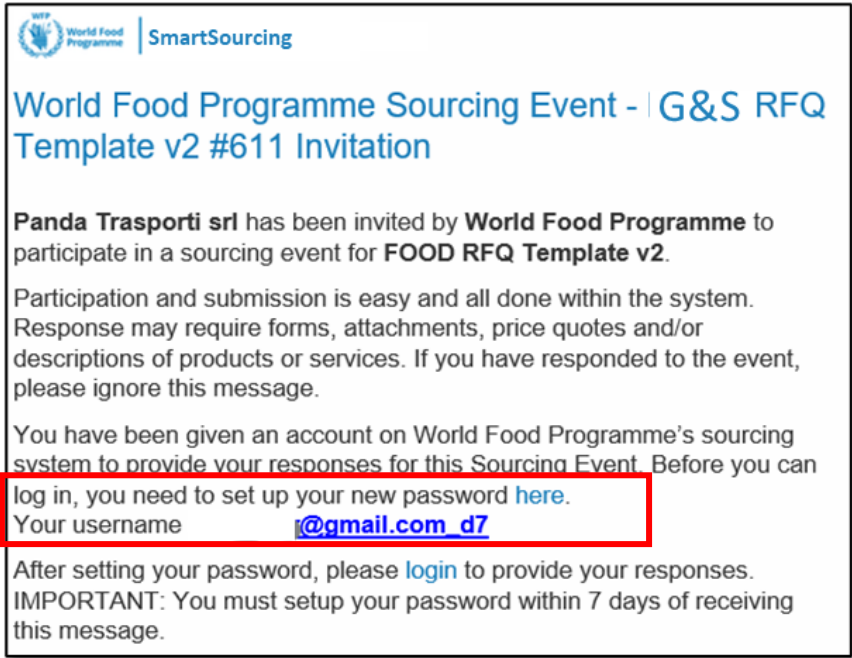



##### NOTE(S):

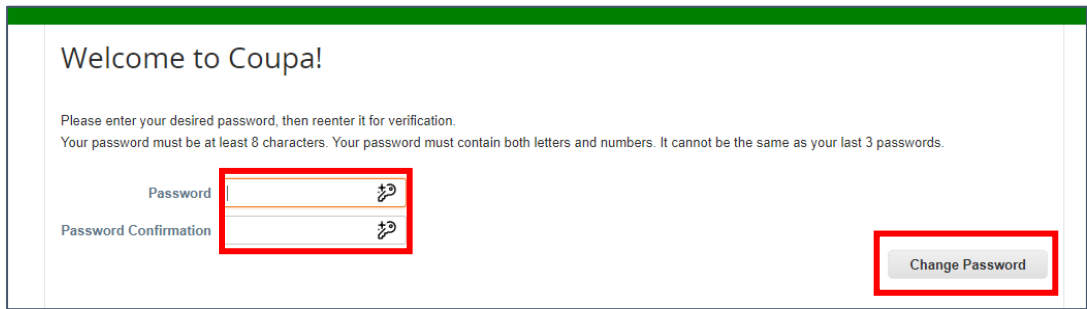
- Only 1 contact (i.e. 1 email address) can be used for you to receive the tenders. **Use a generic email address\*** that multiple employees have access to communicate with WFP
- In case of changes in your organization, please **ensure to inform WFP about the new Email address to be used for tendering process.**
- Please contact: [wfpsuppliers.srm@wfp.org](mailto:wfpsuppliers.srm@wfp.org) to provide a new email address / generic email address

\*A generic email address is needed to ensure multiple individuals within the organization can access communications from WFP

If it is first time you are receiving an invitation from WFP SmartSourcing platform, you will receive an email asking you to set up a password to be able to participate in the tender. Your username will be provided in the email.



Set up the password. Click **Change Password**.



Now, you can login into the tool to see the tender. Enter **Username** provided in the email and **Password**.



### NOTE(S):

In case you need to transfer the tender to another colleague, you need to share both:

1. Invitation link **and**
2. Login credentials


They will have access to the tender to respond



The SmartSourcing platform allows you to manage all the events WFP invites you to. You can review:

- **Start date:** Opening date
- **End date:** Limit day to submit responses
- **Status:** Stage of the event
  - Prod: Still accepting responses
  - Sealed: Responses are no longer accepted, but WFP has not yet opened the responses
  - Completed: WFP has opened the responses
  - Evaluation pending: WFP has opened the responses but has not finalized the evaluation
  - Evaluation completed: WFP has finalized the evaluation
- **Type:** Type of tender: RFP, RFQ or auction
- **Responses:** Number of responses you have submitted

To access the event, click on the **Event # in blue**


SmartSourcing

Welcome to your Sourcing Response Portal!

Supplier has been invited by World Food Programme to participate in a sourcing event for English auction event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

If you wish to decline, you can click directly on the "I decline to participate" button in this message or View Event and then select the "Intention to decline to participate" option adding one of the following Reasons:

- 1) The delivery timeline is not feasible
- 2) We do not have the capacity to meet your requirement
- 3) Your demand is not in line with our core business
- 4) Other reason (please specify)

### All Sourcing Events

							View	All	Search	
Event #	Event Name	Start Date	End Date	Status	Type	Responses				
1229	English auction event	15/10/2024	29/10/2024	Prod	Auction	0				
1227	Food RFQ Template_NEW	15/10/2024	30/10/2024	Prod	RFQ	0				
1205	Sole Supplier & Lease RFQ Template	11/10/2024	26/10/2024	Prod	RFQ	0				
1199	SCENARIO 9 TEST	10/10/2024	10/10/2024	Evaluation complete	RFP	0				
1184	Training Event	16/10/2024	17/10/2024	Prod	RFQ	0				
1156	Sole Supplier & Lease RFQ Template	09/10/2024	24/10/2024	Prod	RFQ	0				
1134	Food RFQ Event	08/10/2024	23/10/2024	Prod	RFQ	0				
1112	FOOD RFQ Event	02/10/2024	02/10/2024	Evaluation pending	RFQ	1				
1111	FOOD RFQ Event	02/10/2024	02/10/2024	Evaluation pending	RFQ	1				
1110	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1				
1109	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1				
1108	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1				
1107	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1				
1105	Option 1b - Food RFQ Multiple Items	03/10/2024	09/10/2024	Sealed	RFQ	0				
1103	Option 1b - Food RFQ Multiple Items	02/10/2024	02/10/2024	Complete	RFQ	1				

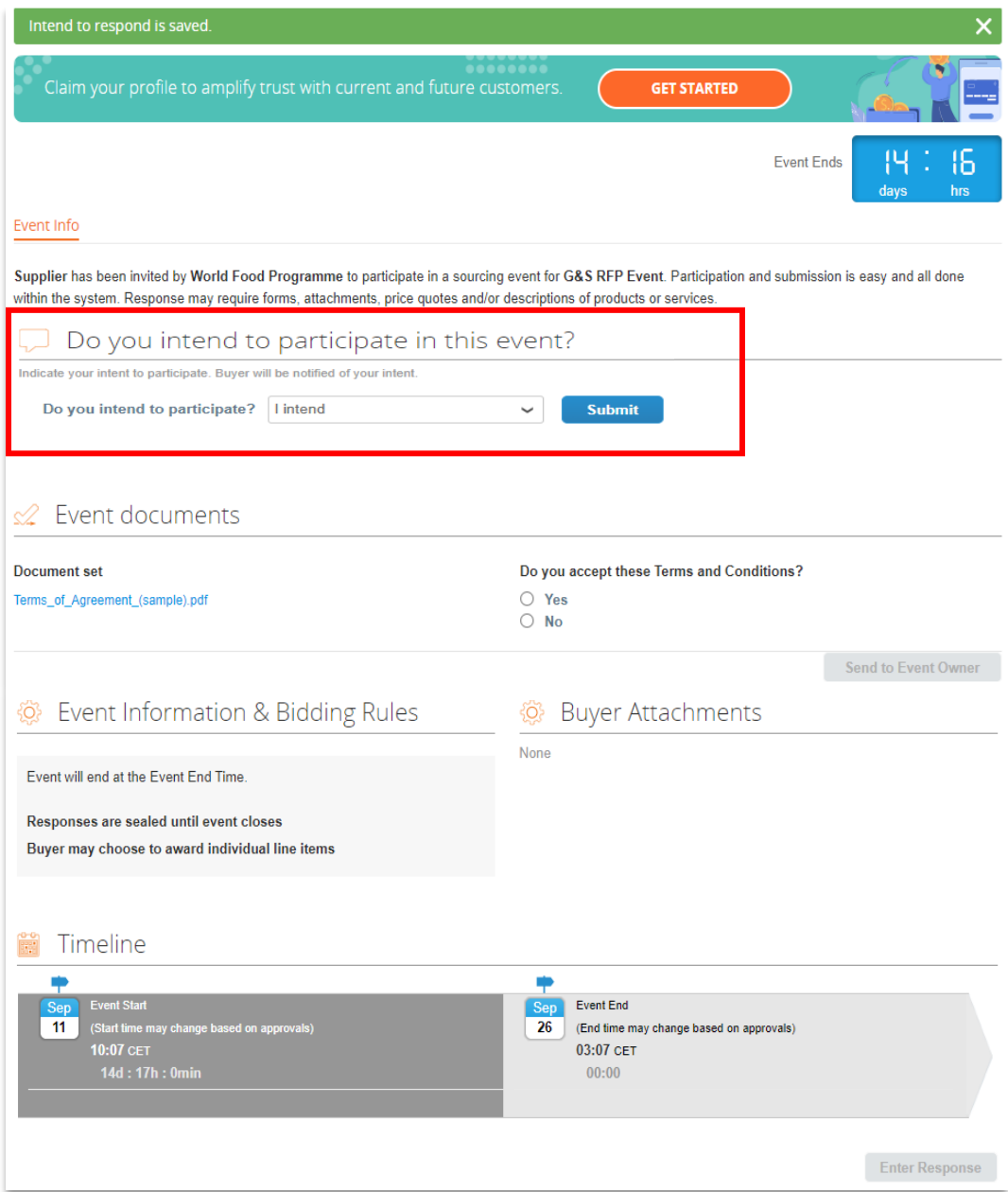
Per page 15 | 45 | 90

Prev
1
2
3
...
Next

## Access to event details

To participate in a sourcing event, as a supplier you must first review the event details. This includes checking the event information, terms and conditions, indicating the intention to participate, reviewing event information and bidding rules, examining buyer attachments, and noting the event timeline.

Once these details are reviewed, you can confirm your participation. To do so, select **“I intend”** then click **“Submit”** button



Intend to respond is saved.

Claim your profile to amplify trust with current and future customers. **GET STARTED**

Event Ends **14 : 16**  
days hrs

**Event Info**

Supplier has been invited by World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

**Do you intend to participate in this event?**  
Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? **I intend** **Submit**

**Event documents**

Document set  
[Terms\\_of\\_Agreement\\_\(sample\).pdf](#)

Do you accept these Terms and Conditions?  
☐ Yes  
☐ No

**Event Information & Bidding Rules**

Event will end at the Event End Time.

Responses are sealed until event closes  
Buyer may choose to award individual line items

**Buyer Attachments**

None

**Timeline**

**Sep 11** Event Start  
(Start time may change based on approvals)  
10:07 CET  
14d : 17h : 0min

**Sep 26** Event End  
(End time may change based on approvals)  
03:07 CET  
00:00

**Enter Response**



### NOTE(S):

- Upon confirmation of the “intention to participate in the event”, WFP will be informed be automatically in the SmartSourcing platform.
- If you already responded in the tender, neither you nor WFP can decline the participation.

## Access to event details

If you wish to decline participation to the event, you can update your intention to participate by selecting **"I decline"**. Alternatively, you can click **"I decline to participate"** in the invitation email, and it will be automatically reflected in the Event Info. Provide a reason for declining then click **"Submit"**.

A green banner will appear saying "You have declined to participate in the event. Buyer will be notified", and you can no longer participate in the event.

Event Info

Supplier has been invited by World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?
I decline

Reason
We do not have the capacity to meet your requirement

Submit

Event documents

Document set
Terms\_of\_Agreement\_(sample).pdf

Do you accept these Terms and Conditions?
Yes
No

G&S RFP Event - Event #978
Active
Event Owner

Claim your profile to amplify trust with current and future customers.
GET STARTED

You have declined to participate in the event. Buyer will be notified.
Event Ends
14 days 15 hrs

Event Info

Supplier has been invited by World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

You declined to participate in this event

You declined to participate in this event on Wednesday, 11 September 2024 11:25 AM CEST. You cannot continue with this event. The buyer has the ability to reverse your decline for this event. If you wish to participate again, please contact the buyer from World Food Programme to request a reversal of your decline.

Reason:  
We do not have the capacity to meet your requirement



### NOTE(S):

- In case you decline to participate, no access will be granted to the event content, and you will not be able to participate anymore in the tender. You will no longer receive notifications or emails related to the tender.
- Upon declining the "intention to participate in the event", WFP will be notified via email
- If you wish to participate in the tender after declining, you should contact WFP to revert your decision.



## Access to event details

### Review and Accept the Event Documents.

Review Terms & Conditions and any other pre-requisite documents to be able to participate in the event. . If you agree with them tick **“Yes”** and click on **“Send to Event Owner”**.

Click on **“Enter Response”** to access the event details and submit a response.

To reject the documents, tick **“No”** then provide a reason for rejection.

Terms and Conditions have been accepted.
Event Ends
14 : 14
days hrs

Indicate your intent to participate. Buyer will be notified of your intent.
Do you intend to participate? I intend

Event documents
Document set
Terms\_of\_Agreement\_(sample).pdf
Do you accept these Terms and Conditions?
Yes
No
Send to Event Owner

Event Information & Bidding Rules
Buyer Attachments
None

Timeline
Event Start
Sep 11
(Start time may change based on approvals)
10:07 CET
14d : 17h : 0min
Event End
Sep 26
(End time may change based on approvals)
03:07 CET
00:00
Enter Response



#### NOTE(S):

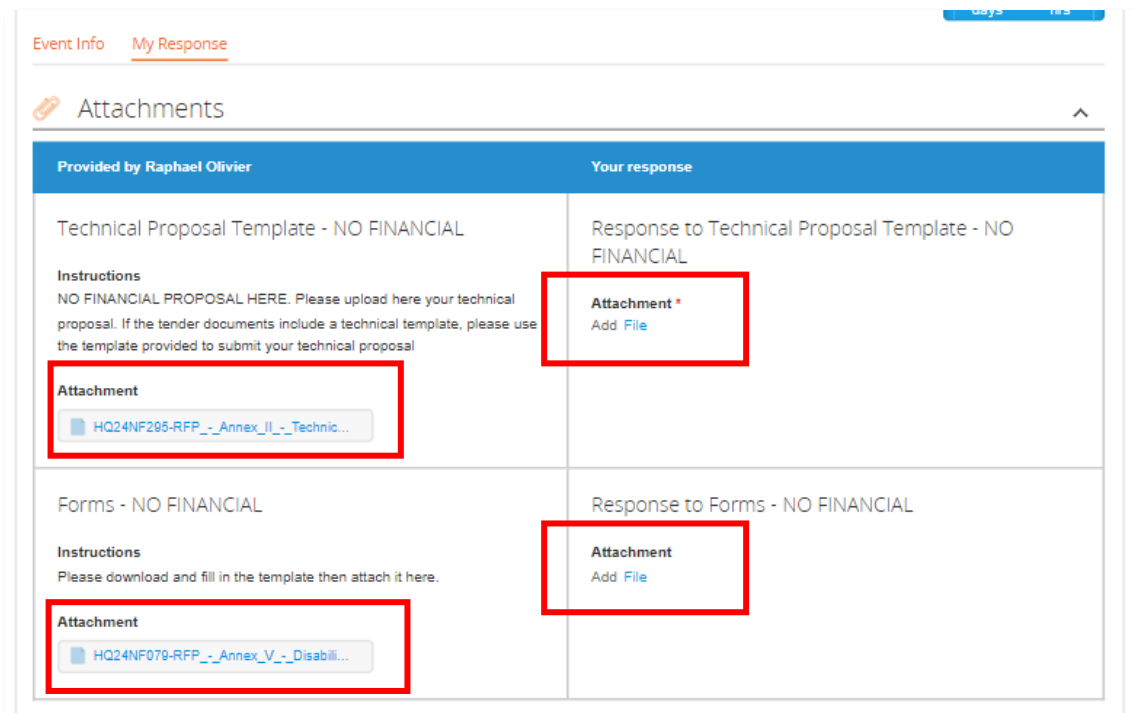
- In case you reject the document, you will no longer have access to the event content and will be unable to participate in the tender.
- You will receive notifications if WFP makes any amendments to the tender.
- You must accept all documents to submit a response

Do you intend to participate in the event?
Yes
No
Rejection Comment \*
Provide a comment
Send to Event Owner

## Respond to the event

Upon confirming participation, the **“My response”** page will appear. Under the Attachments section, you can download the WFP technical proposal template and relevant documents.

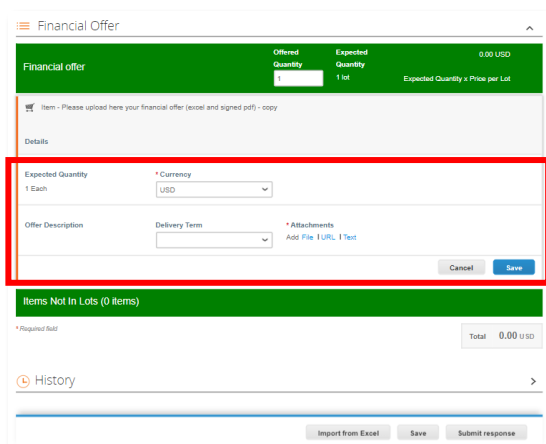
To upload and submit the **A.** technical response, click on **“Add file.”**



To submit your **B.** financial offer :

- Begin by completing the Offered Quantity tab and specifying the Delivery Term.
- Upload the financial offer Excel by selecting **“Add file.”**
- Save the entries by clicking **“Save”**. **This will ensure your inputs are properly saved, however, they are not yet transmitted to WFP**

Only after uploading both the technical and financial offers, click **“Submit Responses.”** **This will transmit the responses to WFP.**



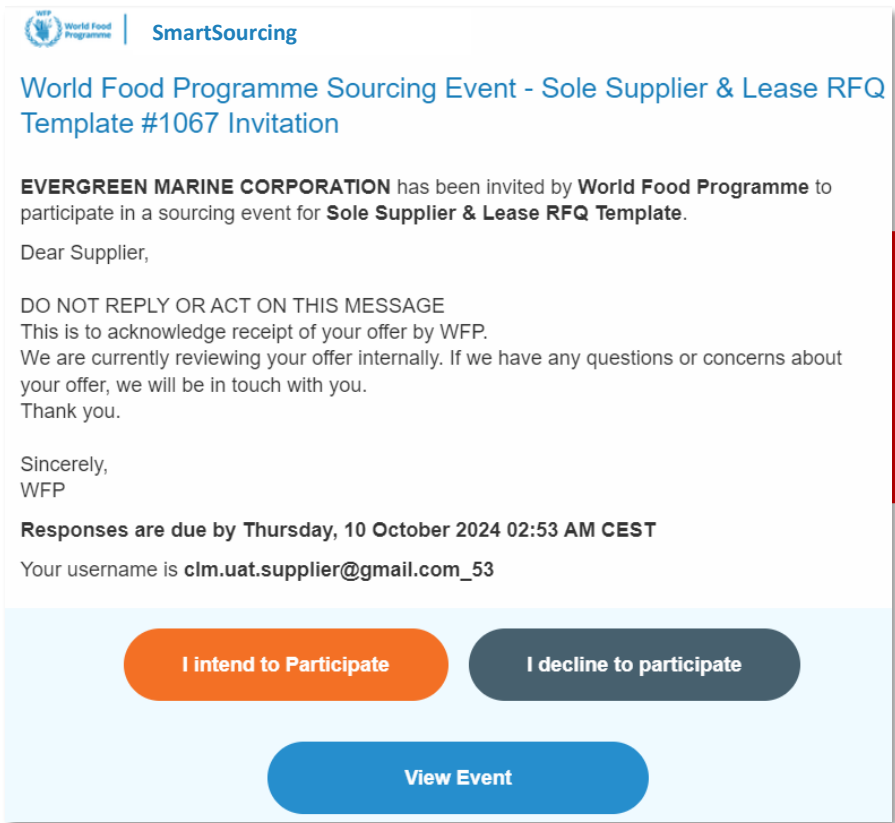

### NOTE(S):

Do not forget to click on **“Submit response”** to send the response to WFP.  
The **“Save”** button does not send your responses to WFP. It just stores them in the system for completion at a later time.

## Exceptional Case: Tender without supplier interaction needed

On rare cases, WFP will conduct an RFx with you outside of the SmartSourcing system. If such a case is presented, all communication and submission of tenders will be done through email.

WFP will still however need to record your response and participation in the SmartSourcing system. This is why, in such a scenario, you will receive a notification from SmartSourcing tool which resembles a normal invitation to a tender.



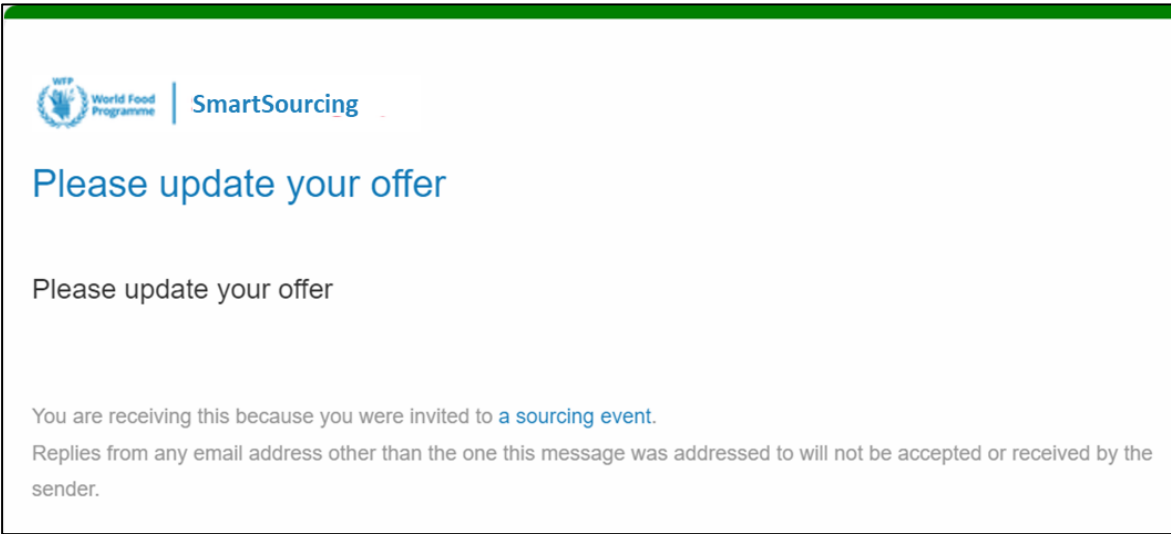
This message serves only as a notification that WFP has acknowledged your offer. No action is needed from your side after receiving this message.

# Communicate with WFP

Event creators can contact you when you are participating in the event through two channels:

## Via email

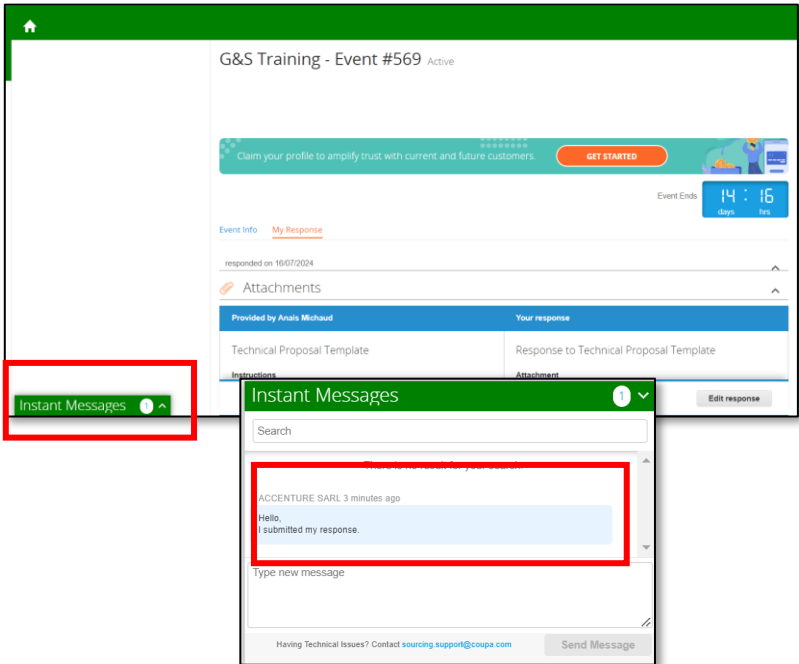
You will receive these messages in the inbox of the email you indicated at the beginning. **You can only respond through that email address.**



## Via Instant message

Access the Instant Message window through the event site.

Click on **"Instant Messages"** to view and respond to messages directly on the platform.



## 3.2. Suppliers Participation and response to WFP tender (Focus on Food tenders)

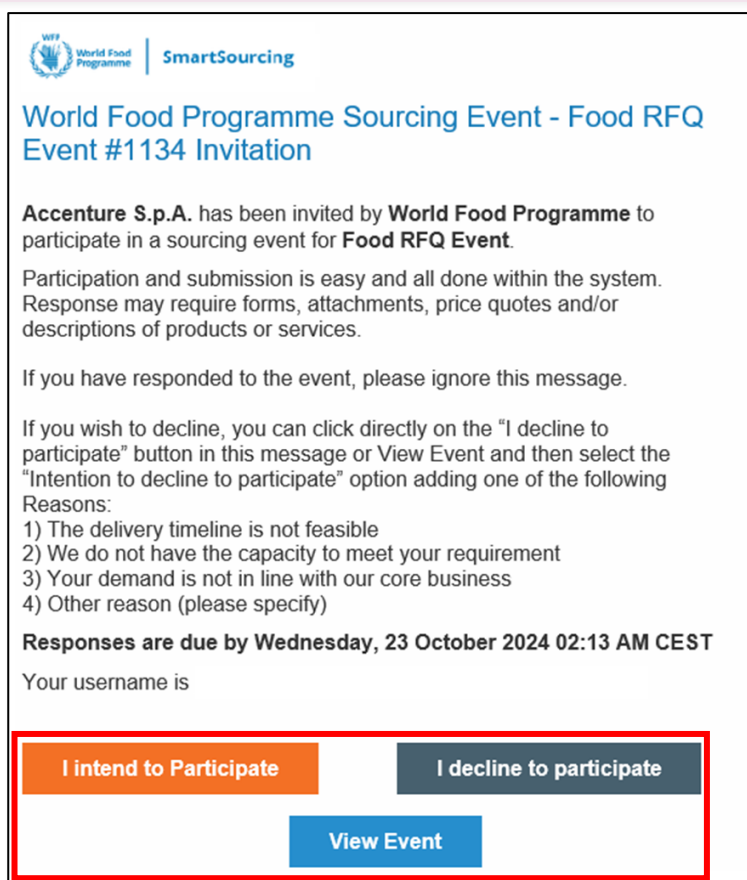
### Invitation to participate

To participate in a **Food event** tender, you will receive an e-mail invitation to view the event and participate in it.



#### NOTE(S):

Requests will come from the sender **Coupa Sourcing Notifications** [sourcing@wfpsmartsourcing.coupa.com](mailto:sourcing@wfpsmartsourcing.coupa.com) with the subject: World Food Programme Sourcing Event + [Name of the event]



The screenshot shows an email from the World Food Programme (WFP) SmartSourcing system. The subject is "World Food Programme Sourcing Event - Food RFQ Event #1134 Invitation". The body text states that Accenture S.p.A. has been invited to participate in a sourcing event for a Food RFQ Event. It mentions that participation and submission are easy and done within the system, and that responses may require forms, attachments, price quotes, and/or descriptions of products or services. It also includes instructions on how to decline participation and a list of reasons for declining. The response deadline is Wednesday, 23 October 2024 02:13 AM CEST. At the bottom, there are three buttons: "I intend to Participate" (orange), "I decline to participate" (grey), and "View Event" (blue). The entire email content is enclosed in a red rectangular border.

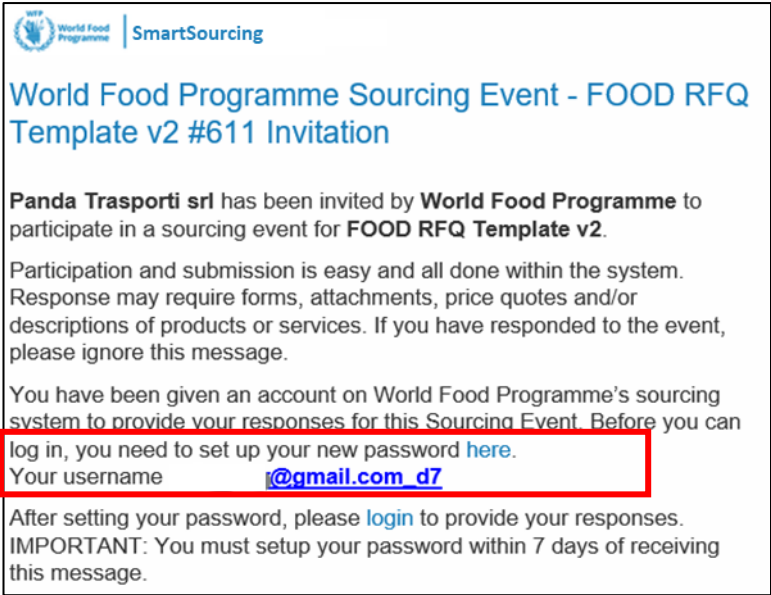


#### NOTE(S):

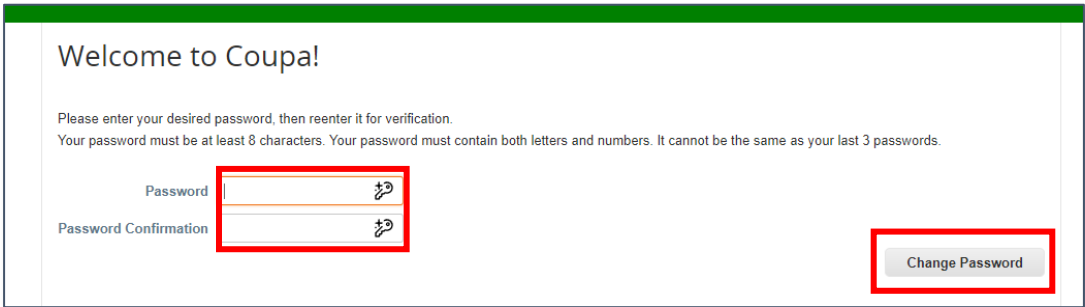
- Only 1 contact (i.e. 1 email address) can be used for you to receive the tender. **Use a generic email address\*** that multiple employees have access to communicate with WFP
- In case of changes in your organization, please **ensure to inform WFP about the new Email address to be used for tendering process.**
- Please contact: [wfpsuppliers.srm@wfp.org](mailto:wfpsuppliers.srm@wfp.org) to provide a new email address / generic email address

\*A generic email address is needed to ensure multiple individuals within the organization can access communications from WFP

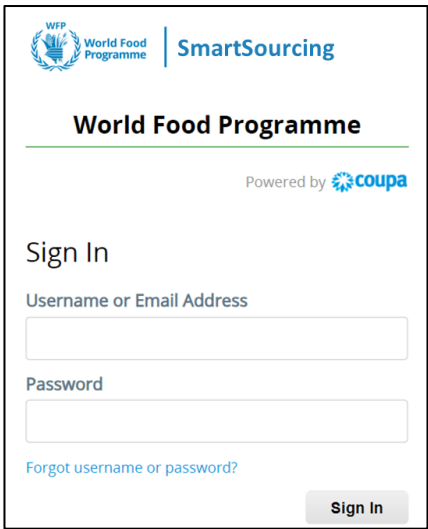
If it is first time you are receiving an invitation from WFP SmartSourcing platform, you will receive an email asking you to set up a password to be able to participate in the tender. Your username will be provided in the email.



Set up the password. Click **Change Password**.



Now, you can login into the tool to see the tender. Enter **Username** provided in the email and **Password**.



### NOTE(S):

In case you need to transfer the tender to another colleague, you need to share both:

1. Invitation link **and**
2. Login credentials


They will have access to the tender to respond



The SmartSourcing platform allows you to manage all the events WFP invites you to. You can review:

- **Start date:** Opening date
- **End date:** Limit day to submit responses
- **Status:** Stage of the event
  - Prod: Still accepting responses
  - Sealed: Responses are no longer accepted, but WFP has not yet opened the responses
  - Completed: WFP has opened the responses
- **Type:** Type of tender: RFP, RFQ or auction
- **Responses:** Number of responses you have submitted

To access the event, click on the **Event # in blue**


**Smartsourcing**

Welcome to your Sourcing Response Portal!

Supplier has been invited by World Food Programme to participate in a sourcing event for English auction event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

If you wish to decline, you can click directly on the "I decline to participate" button in this message or View Event and then select the "Intention to decline to participate" option adding one of the following Reasons:

- 1) The delivery timeline is not feasible
- 2) We do not have the capacity to meet your requirement
- 3) Your demand is not in line with our core business
- 4) Other reason (please specify)

### All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
<a href="#">1229</a>	English auction event	15/10/2024	29/10/2024	Prod	Auction	0
1227	Food RFQ Template_NEW	15/10/2024	30/10/2024	Prod	RFQ	0
1205	Sole Supplier & Lease RFQ Template	11/10/2024	26/10/2024	Prod	RFQ	0
<a href="#">1199</a>	SCENARIO 9 TEST	10/10/2024	10/10/2024	Evaluation complete	RFP	0
<a href="#">1184</a>	Training Event	16/10/2024	17/10/2024	Prod	RFQ	0
<a href="#">1156</a>	Sole Supplier & Lease RFQ Template	09/10/2024	24/10/2024	Prod	RFQ	0
<a href="#">1134</a>	Food RFQ Event	08/10/2024	23/10/2024	Prod	RFQ	0
<a href="#">1112</a>	FOOD RFQ Event	02/10/2024	02/10/2024	Evaluation pending	RFQ	1
<a href="#">1111</a>	FOOD RFQ Event	02/10/2024	02/10/2024	Evaluation pending	RFQ	1
<a href="#">1110</a>	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1
<a href="#">1109</a>	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1
<a href="#">1108</a>	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1
<a href="#">1107</a>	FOOD RFQ Event	02/10/2024	02/10/2024	Complete	RFQ	1
<a href="#">1105</a>	Option 1b - Food RFQ Multiple Items	03/10/2024	09/10/2024	Sealed	RFQ	0
<a href="#">1103</a>	Option 1b - Food RFQ Multiple Items	02/10/2024	02/10/2024	Complete	RFQ	1

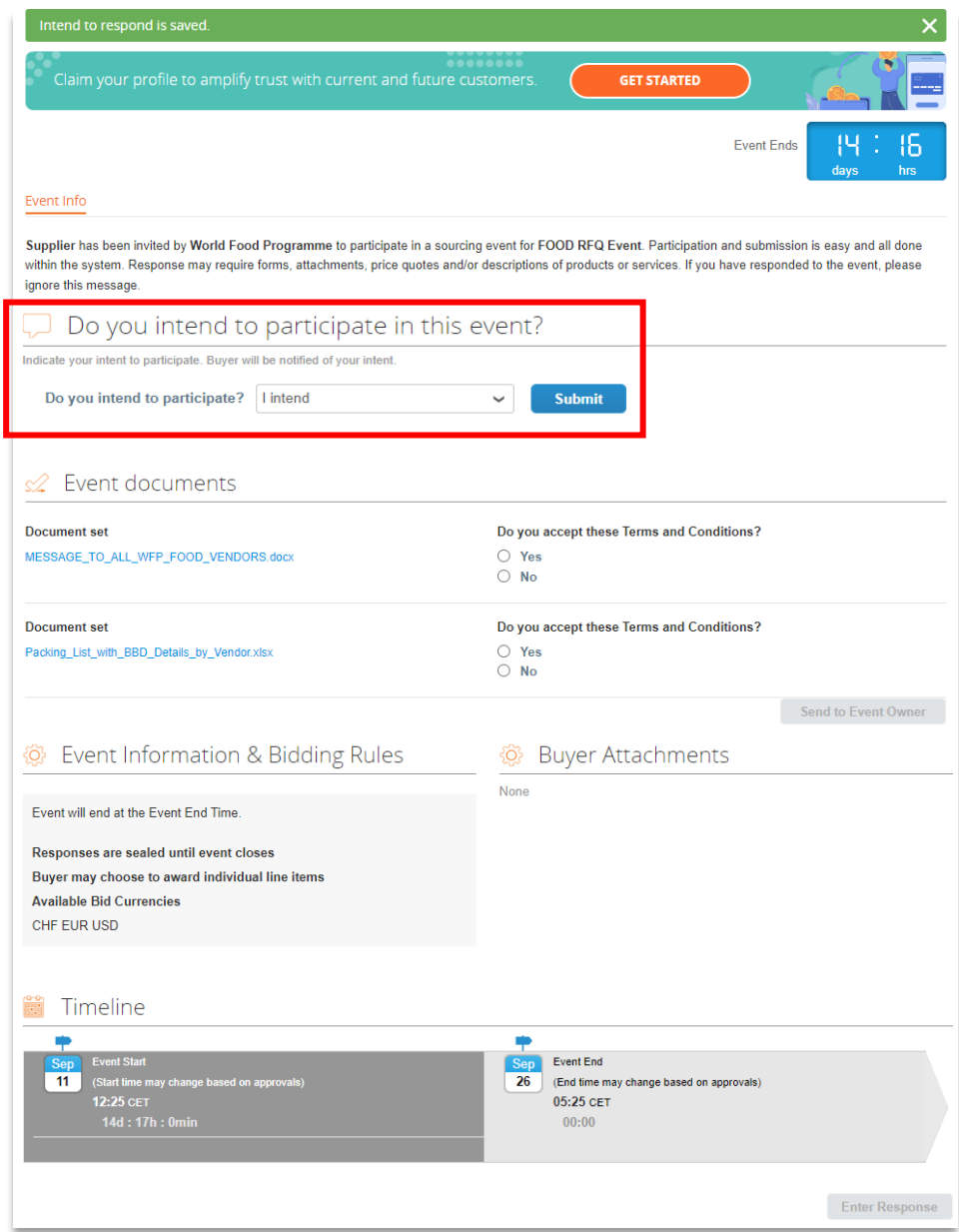
Per page 15 | 45 | 90

Prev 1 2 3 ... Next

## Access to event details

To participate in a sourcing event, as a supplier you must first review the event details. This includes checking the RFQ Instructions, the Food General Terms and Conditions, the Message to Food Vendors, the Packing List and the Food Purchase Agreement Template, and noting the event timeline.

Once these details are reviewed, you can confirm your participation. To do so, select **“I intend”** then click **“Submit”** button



Intend to respond is saved.

Claim your profile to amplify trust with current and future customers. **GET STARTED**

Event Ends **14 : 16**  
days hrs

**Event Info**

Supplier has been invited by World Food Programme to participate in a sourcing event for FOOD RFQ Event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.

**Do you intend to participate in this event?**  
Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? **I intend** **Submit**

**Event documents**

Document set  
[MESSAGE\\_TO\\_ALL\\_WFP\\_FOOD\\_VENDORS.docx](#)

Do you accept these Terms and Conditions?  
☐ Yes  
☐ No

Document set  
[Packing\\_List\\_with\\_BBD\\_Details\\_by\\_Vendor.xlsx](#)

Do you accept these Terms and Conditions?  
☐ Yes  
☐ No

**Send to Event Owner**

**Event Information & Bidding Rules**

Event will end at the Event End Time.

Responses are sealed until event closes  
Buyer may choose to award individual line items  
Available Bid Currencies  
CHF EUR USD

**Buyer Attachments**  
None

**Timeline**

**Sep 11** Event Start  
(Start time may change based on approvals)  
12:25 CET  
14d : 17h : 0min

**Sep 26** Event End  
(End time may change based on approvals)  
05:25 CET  
00:00

**Enter Response**



### NOTE(S):

- Upon confirmation of the “intention to participate in the event”, WFP will be informed be automatically in the SmartSourcing platform.
- If you already responded in the tender, neither you nor WFP can decline the participation.



# Access to event details

If you wish to decline participation to the event, you can update your intention to participate by selecting “**I decline**”. Alternatively, you can click “**I decline to participate**” in the invitation email, and it will be automatically reflected in the Event Info. Provide a reason for declining then click “**Submit**”.

A green banner will appear saying “You have declined to participate in the event. Buyer will be notified”, and you can no longer participate in the event.

Event Info

Supplier has been invited by World Food Programme to participate in a sourcing event for FOOD RFQ Event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?
I decline

Reason
We do not have the capacity to meet your requirement

Submit

Event documents

Document set

MESSAGE\_TO\_ALL\_WFP\_FOOD\_VENDORS.docx

Do you accept these Terms and Conditions?

☐ Yes
☐ No

FOOD RFQ Event - Event #984
Active

Claim your profile to amplify trust with current and future customers.
GET STARTED

You have declined to participate in the event. Buyer will be notified.

Event Ends
14 : 16
days hrs

Event Info

Supplier has been invited by World Food Programme to participate in a sourcing event for FOOD RFQ Event. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services.

If you have responded to the event, please ignore this message.

You declined to participate in this event

You declined to participate in this event on Wednesday, 11 September 2024 12:35 PM CEST. You cannot continue with this event.

The buyer has the ability to reverse your decline for this event. If you wish to participate again, please contact the buyer from World Food Programme to request a reversal of your decline.

Reason:
We do not have the capacity to meet your requirement



## NOTE(S):

- In case you decline to participate, no access will be granted to the event content, and you will not be able to participate anymore in the tender. You will no longer receive notifications or emails related to the tender.
- Upon declining the “intention to participate in the event”, WFP will be notified via email
- If you wish to participate in the tender after declining, you should contact WFP to revert your decision.

## Access to event details

Review Terms & Conditions and any other pre-requisite documents to be able to participate in the event. . If you agree with them tick **“Yes”** and click on **“Send to Event Owner”**.

Click on **“Enter Response”** to access the event details and submit a response.

To reject the documents, tick **“No”** then provide a reason for rejection.

Terms and Conditions have been accepted.

Event Ends 14 : 13  
days hrs

### Event documents

Document set <a href="#">MESSAGE_TO_ALL_WFP_FOOD_VENDORS.docx</a>	Do you accept these Terms and Conditions? <input checked="" type="radio"/> Yes <input type="radio"/> No
Document set <a href="#">Packing_List_with_BBD_Details_by_Vendor.xlsx</a>	Do you accept these Terms and Conditions? <input checked="" type="radio"/> Yes <input type="radio"/> No

[Send to Event Owner](#)

### Event Information & Bidding Rules

Event will end at the Event End Time.

Responses are sealed until event closes

Buyer may choose to award individual line items

Available Bid Currencies

CHF EUR USD

### Buyer Attachments

None

### Timeline

**Sep 11** Event Start

(Start time may change based on approvals)

09:08 CET

14d : 17h : 0min

**Sep 26** Event End

(End time may change based on approvals)

02:08 CET

00:00

[Enter Response](#)

Do you intend to participate in the event?

☐ Yes  
☒ No

Rejection Comment \*

[Send to Event Owner](#)

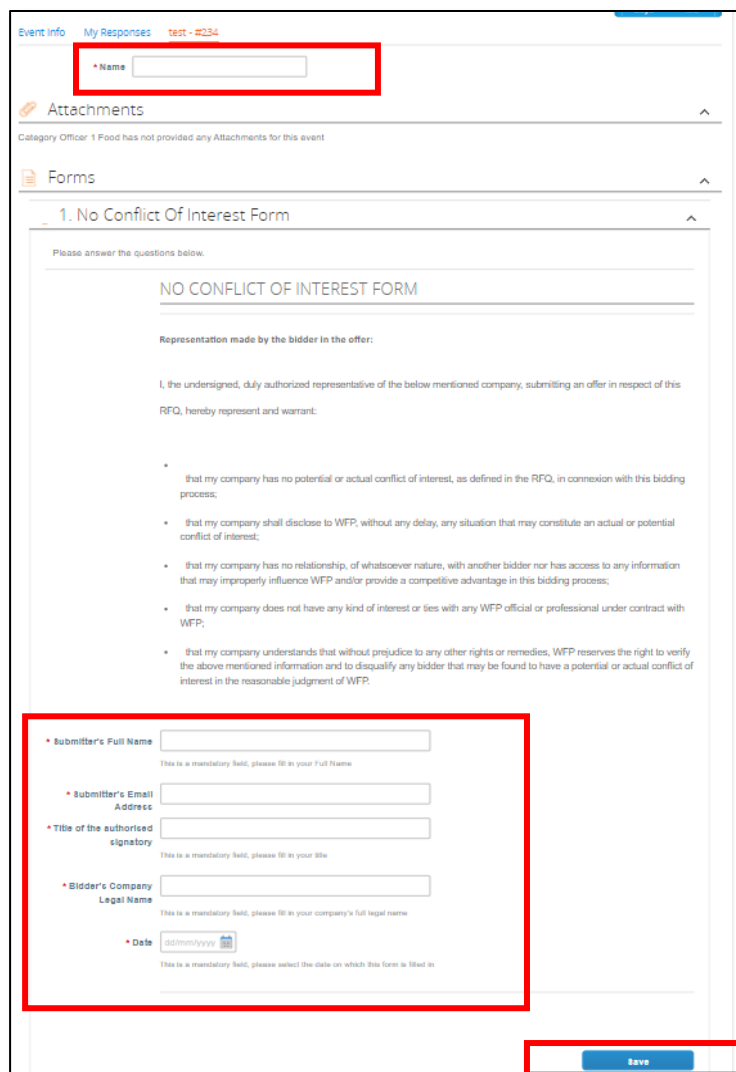
### NOTE(S):

- In case you reject the document, you will no longer have access to the event content and will be unable to participate in the tender.
- You will receive notifications if WFP makes any amendments to the tender.
- You must accept all documents to submit a response

## Respond to the event

You are required to fill in specific details, including Submitter's full name and the No Conflict-of-Interest Form.

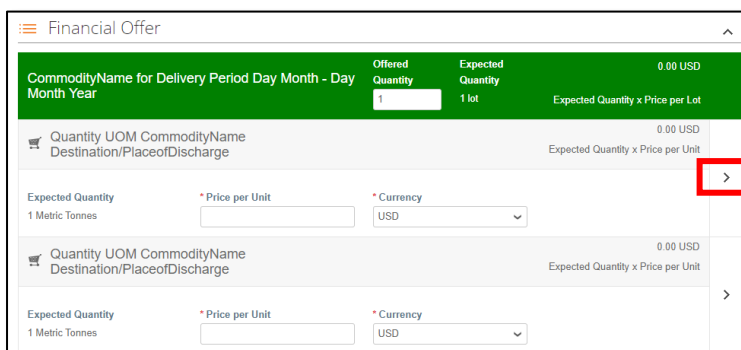
Click the **"Save"** button to proceed with event submission



You have the option to submit your financial offer either by **A.** directly using the user interface or **B.** importing an Excel file.

### A. Using the user interface

1. Click on the arrow on the right side [➤] of the item to expand the questionnaire



## 2. Completing the following fields in the **Food Items form**:

- Offered quantity (per Lot), if applicable
- Price per unit\*
- Currency (that has been previously set by event creator)\*
- Commodity Description\*
- Delivery terms
- Offered Quantity per Item\*
- Shipping / Delivery Start Date\*
- Shipping / Delivery End Date\*
- Origin\*
- Place of loading\*
- Transport mean
- FCL Net Weight Intake (in MT)
- Comments (Quality, Packaging, others)
- Packaging Type\*
- Quality\*
- Carrying Charges
- Free days per destination (CFR/DAP)
- Transit time for CFR/DAP (days)
- Min. Loading rate/day (Bulk/breakbulk)
- Subcontractors
- Fumigation
- Validity of offer\*
- Crop year

\*Compulsory fields

3. After completing the fields, click on **Save** to proceed.

Financial Offer

dayshrs

RUSF for Delivery Period 1 Dec - 31 Jan 2025	Offered Quantity 1	Expected Quantity 1 lot	0.00 USD Expected Quantity x Price per Lot
----------------------------------------------	-----------------------	----------------------------	-----------------------------------------------

1200 MT RUSF Togo/Lome

Destination/Place of Discharge  
Togo/Lome

Need By Date

Ship To Address  
No address selected

Details

Request Details  
No Request Details Present

Expected Quantity  
1,200 Metric Tonnes

\* Price per Unit

\* Currency  
USD

\* Commodity Description

Delivery Term  
PLEASE SELECT

\* Offered Quantity per Item

\* Shipping / Delivery Start Date  
dd/mm/yyyy

\* Shipping / Delivery End Date  
dd/mm/yyyy

\* Origin

\* Place of Loading

Transport mean

FCL Net Weight Intake (in MT)

Comments (Quality, Packaging, others)

\* Packaging Type

\* Quality

Carrying charges

Free days per destination (CFR/DAP)

Transit time for CFR/DAP (days)

Min. Loading rate/day (Bulk/breakbulk)

Subcontractors

Fumigation

\* Validity of offer  
dd/mm/yyyy

Crop year

Attachments  
Add [File](#) | [URL](#) | [Text](#)

Cancel
Save

\*Compulsory fields

The system requires you to input data for all mandatory fields, even for items you don't want to bid on. Below these fields you will see a note indicating you how to fill them in such cases "0" or "N/A"

4. Click on **Save** if you want to come back later to your response

5. Then click on **Submit** to submit your answer to event creator

### NOTE(S):

Do not forget to click on **"Submit response"** to send the response to WFP.  
The **"Save"** button does not send your responses to WFP. It just stores them in the system for completion at a later time.

Import from Excel

Save
Submit response

## B. Importing an Excel file

You can also submit your response through an **EXCEL file provided by the solution instead of the system interface** as shown above

Click on **"Import From Excel"** to begin the process.

Financial Offer

Financial offer	Offered Quantity	Expected Quantity	
	<input type="text" value="1"/>	1 lot	0.00 USD Expected Quantity x Price per Lot

Item - Please upload here your financial offer (excel and signed pdf) - copy 0.00 USD  
Expected Quantity x Price per Unit

Expected Quantity: 1 Each      \* Currency: USD ▼

Items Not In Lots (0 items)

\* Required field

**Total 0.00 USD**

History

---

☐ I have reviewed the changes to this event
 Import from Excel
Save
Submit response

Click on and open the downloaded **“Responses Template”** Excel file to enter your responses.

Steps for uploading your response in Excel

- Download the **Response Template**. (Note: This template will only work for this event)
- Fill in or update the Excel file.

Fields marked with a "\*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.

Values in the uploaded file will replace anything currently saved to your response.

Once you click "Start Upload" values in the excel file will be saved, but not submitted.

Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
- Load the updated file

Choose File No file chosen

Uploading will only save your response. You must click "Submit" to send it to the buyer.

Start Upload



**NOTE(S):**

The Excel file is the one provided by the system, not your own template

You can enter your answers in the Excel file by filling out the following columns:

- Unit Bid Price (Number) (Text)
- Bid Price Currency (Text)
- Supplier Item Name (Text)
- Delivery Term (Text)
- Offered Quantity per Item (Number)
- Shipping / Delivery Start Date (Date)
- Shipping / Delivery End Date (Date)
- Origin (Text)
- Place of Loading (Text)
- Transport Mean (Text)
- FCL Net Weight Intake (in MT) (Text)
- Comments (Quality, Packaging, others) (Text)
- Packaging Type (Text)
- Quality (Text)
- Carrying Charges (Text)
- Free days per destination (CFR/DAP) (Text)
- Min. Loading rate/day (Bulk/Breakbulk) (Text)
- Subcontractors (Text)
- Fumigation (Text)
- Validity of offer (Date)
- Crop year (Text)

Lot		Lot Fields		Item / Service		Item / Service Fields		Supplier Response Fields		
Lot Name (Text)	Expected Quantity (Integer)	Quantity Note (Text)	Item Description (Text)	Expected Quantity (Number)	Unit of Measurement (Text)	Destination/Place of Discharge (Text)	Unit Bid Price (Number)	Bid Price Currency (Text)	Supplier Item Name (Text)	
RUSF & LNS-MQ for Delivery Period 1 Dec - 31 Jan 2025	1		1200 MT RUSF TogoLome	1200	Metric Tonnes	TogoLome		USD		
RUSF & LNS-MQ for Delivery Period 1 Dec - 31 Jan 2025	1		1200 MT RUSF South Sudan via Dar es Salaam	1200	Metric Tonnes	South Sudan via Dar es Salaam		USD		
RUSF & LNS-MQ for Delivery Period 1 Dec - 31 Jan 2025	1		1200 MT LNS-MQ South Sudan via Dar es Salaam	1200	Metric Tonnes	South Sudan via Dar es Salaam		USD		
RUSF & LNS-MQ for Delivery Period 15 Dec - 15 Feb 2025	1		1200 MT RUSF TogoLome FOB	1200	Metric Tonnes	TogoLome		USD		
RUSF & LNS-MQ for Delivery Period 15 Dec - 15 Feb 2025	1		1200 MT RUSF South Sudan via Dar es Salaam DAP	1200	Metric Tonnes	South Sudan via Dar es Salaam		USD		
RUSF & LNS-MQ for Delivery Period 15 Dec - 15 Feb 2025	1		1200 MT RUSF & LNS-MQ South Sudan via Dar es Salaam FCA	1200	Metric Tonnes	South Sudan via Dar es Salaam		USD		

After completing the entries, **Save** the Excel file on your pc and return to the solution platform to upload it.

To submit your financial offer:

- Click on "**Choose file**".
- Select your financial Excel document.
- Click on "**Start Upload**".

Steps for uploading your response in Excel

1. Download the [Response Template](#) (Note: This template will only work for this event)
2. Fill in or update the Excel file.  
Fields marked with a "\*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.  
Values in the uploaded file will replace anything currently saved to your response.  
Once you click "Start Upload" values in the excel file will be saved, but not submitted.  
Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
3. Load the updated file

No file chosen

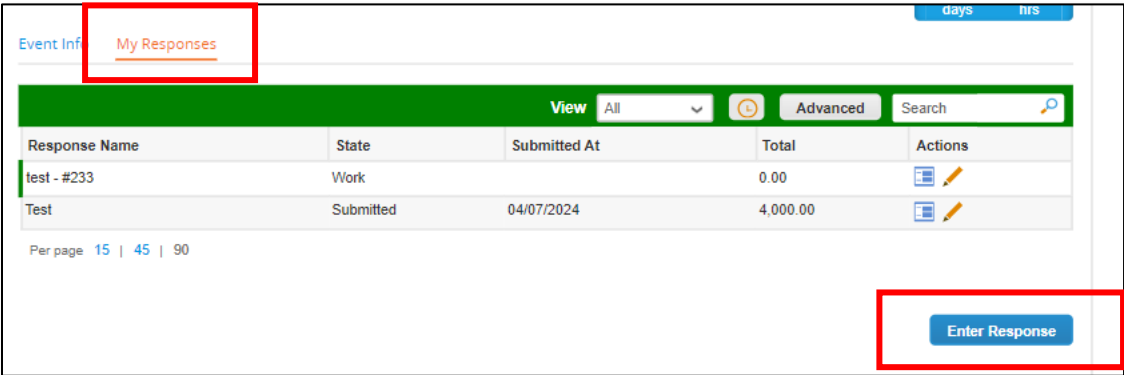
Uploading will only save your response. You must click "Submit" to send it to the buyer.

Check your financial offer has correctly been updated/uploaded in the solution and then click on "**Submit response**"

### NOTE(S):

Do not forget to click on "**Submit response**" to send the response to WFP.  
The "**Save**" button does not send your responses to WFP. It just stores them in the system for completion at a later time.

If you wish to submit an alternative offer because you want to propose different conditions to WFT you can do so by clicking on **“My Response”** and then selecting **“Enter Response.”** This will allow you to submit additional offers.

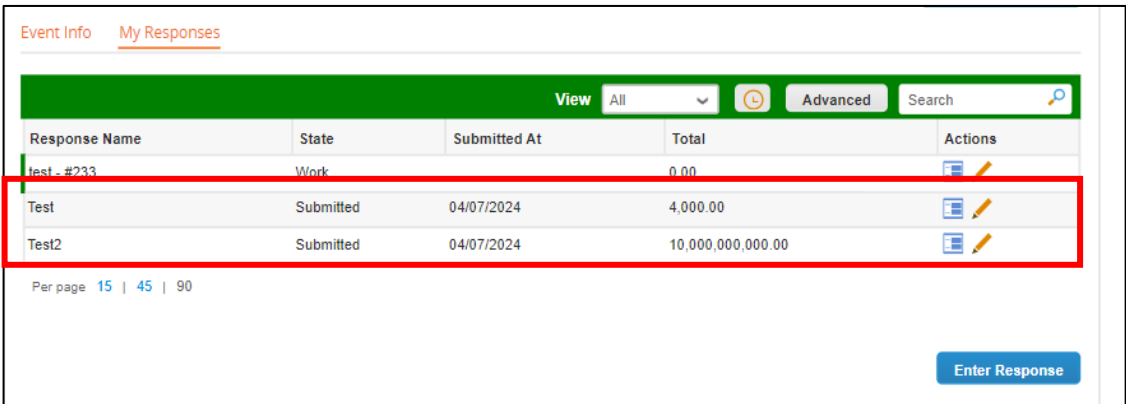


Response Name	State	Submitted At	Total	Actions
test - #233	Work		0.00	
Test	Submitted	04/07/2024	4,000.00	

Per page 15 | 45 | 90

Enter Response

Repeat the same process presented in the section **Respond to the event**. Once you click **“Submit response”** the new response as the previous one would be displayed:



Response Name	State	Submitted At	Total	Actions
test - #233	Work		0.00	
Test	Submitted	04/07/2024	4,000.00	
Test2	Submitted	04/07/2024	10,000,000,000.00	

Per page 15 | 45 | 90

Enter Response

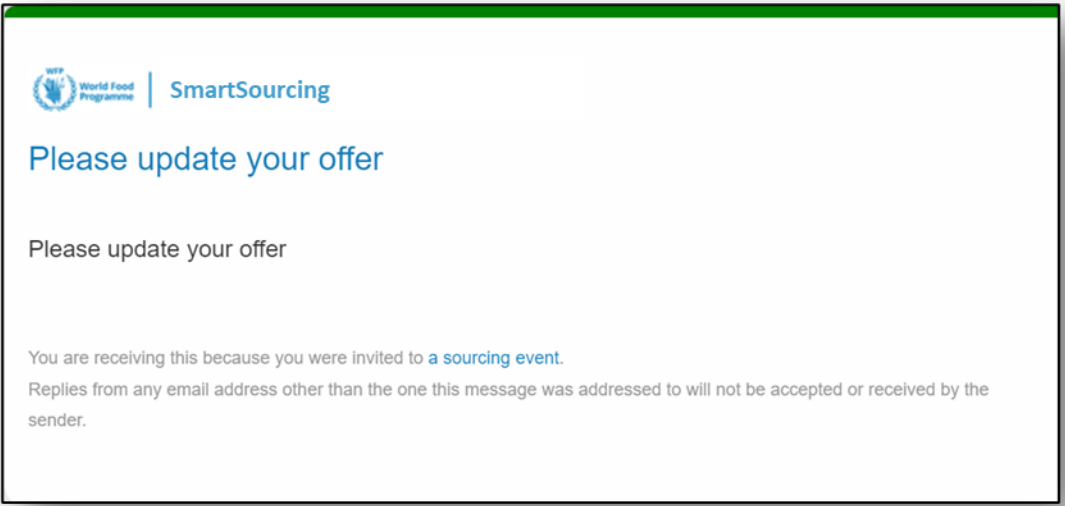


# Communicate with WFP

Event creators can contact you when you are participating in the event through two channels:

## Via email

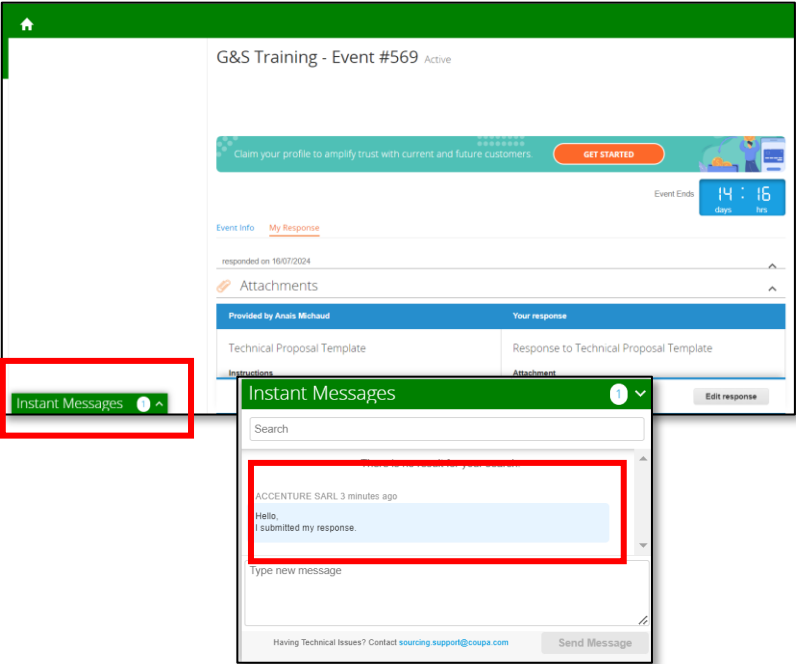
You will receive these messages in the inbox of the email you indicated at the beginning. **You can only respond through that email address.**



## Via Instant message

Access the Instant Message window through the event site.

Click on **“Instant Messages”** to view and respond to messages directly on the platform.



### 3.3. Suppliers Participation and response to Mini-Bids (Goods & Services Only)

A mini-bid, or spot bid is a simplified spot tender to quote a specific item because its commercial conditions have not been fully defined, or there are multiple vendors that can supply the item, and the requester wants to select the best offer.

You need to have an active contract with WFP for the items that will be sourced to be invited to participate.

The process to respond to a mini-bid is a simplified version of a Sourcing Tender.



#### NOTE(S):

- You will only be invited to participate in a Mini-Bid event through SmartSourcing if you have an active contracts for the items being sourced by WFP
- The invitation will be sent to the **generic email address\*** linked to your supplier record

#### Invitation to participate

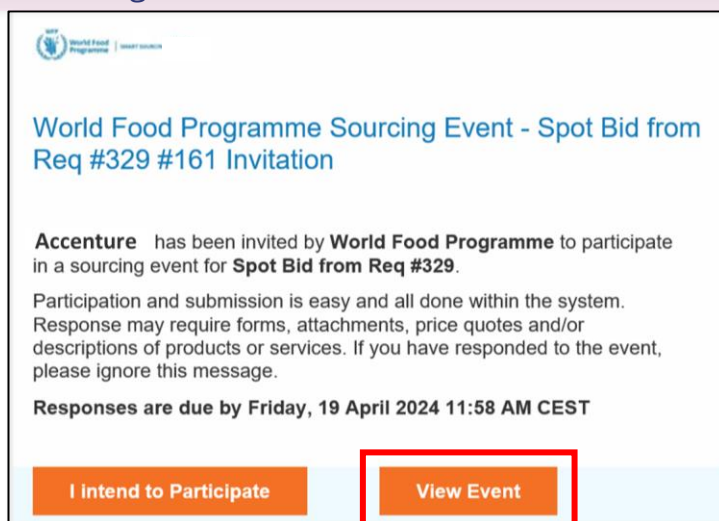
To participate in a **Mini Bid (Spot Bid) event**, you will receive an e-mail invitation to view the event and participate in it.

1. Click on View Event



#### NOTE(S):

Requests will come from the sender **Coupa Sourcing Notifications** [sourcing@wfpsmartsourcing.coupahost.com](mailto:sourcing@wfpsmartsourcing.coupahost.com) with the subject: World Food Programme Sourcing Event + [Name of the event]



\*A generic email address is needed to ensure multiple individuals within the organization can access communications from WFP

To access the event, click on the **Event # in blue**

Welcome to your Sourcing Response Portal!

Supplier has been invited by **World Food Programme** to participate in a sourcing event for **Spot Bid Consulting Services**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
1702	Spot Bid Consulting Services	06/12/2024	10/12/2024	Prod	RFQ	0
1672	Food RFQ Event	04/12/2024	09/12/2024	Sealed	RFQ	0

### Access to event details

To participate in a the mini-bid event, review all Event Documents included by the buyer as well as the timeline before agreeing to participate

Once these details are reviewed, you can confirm your participation.

1. Select **"I intend"**
2. Click **"Submit"** button that will appear. After submission, a confirmation message will be prompted

Event Info

Supplier has been invited by **World Food Programme** to participate in a sourcing event for **Spot Bid Consulting Services**. Participation and submission is easy and all done within the system. Response may require forms, attachments, price quotes and/or descriptions of products or services. If you have responded to the event, please ignore this message.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

I intend

Choose an answer


I intend

I decline

Submit

Event documents

Intend to respond is saved.




**NOTE(S):**

- In case you decline to participate no access will be granted to the event content, and you will not be able to participate anymore.
- Upon declining the "intention to participate in the event", WFP will be notified via email

Review Terms & Conditions and any other pre-requisite documents to be able to participate in the event.

3. If you agree with them tick **"Yes"**. A new button will prompt
4. Click on **"Send to Event Owner"**. After sending, a confirmation message will be prompted


Event documents

Document set  
[Requirement\\_Specifications.docx](#)

Document set  
[Confidentiality.docx](#)

Do you accept these Terms and Conditions?  
☒ Yes  
☐ No

Do you accept these Terms and Conditions?  
☒ Yes  
☐ No

Send to Event Owner


Terms and Conditions have been accepted.




**NOTE:**


In case you reject the document, you will no longer have access to the event content and will be unable to participate in the tender.


5. Review the Bidding Rules and Timeline, then click on **"Enter Response"** to access the event details and submit a response.


Event Information & Bidding Rules



Buyer Attachments

Event will end at the Event End Time.  
  
Responses are sealed until event closes  
Buyer may choose to award individual line items


Timeline


Dec 6

Event Start  
(Start time may change based on approvals)  
19:11 CET  
3d : 21h : 48min


Dec 10

Event End  
(End time may change based on approvals)  
17:00 CET  
00:00

Enter Response

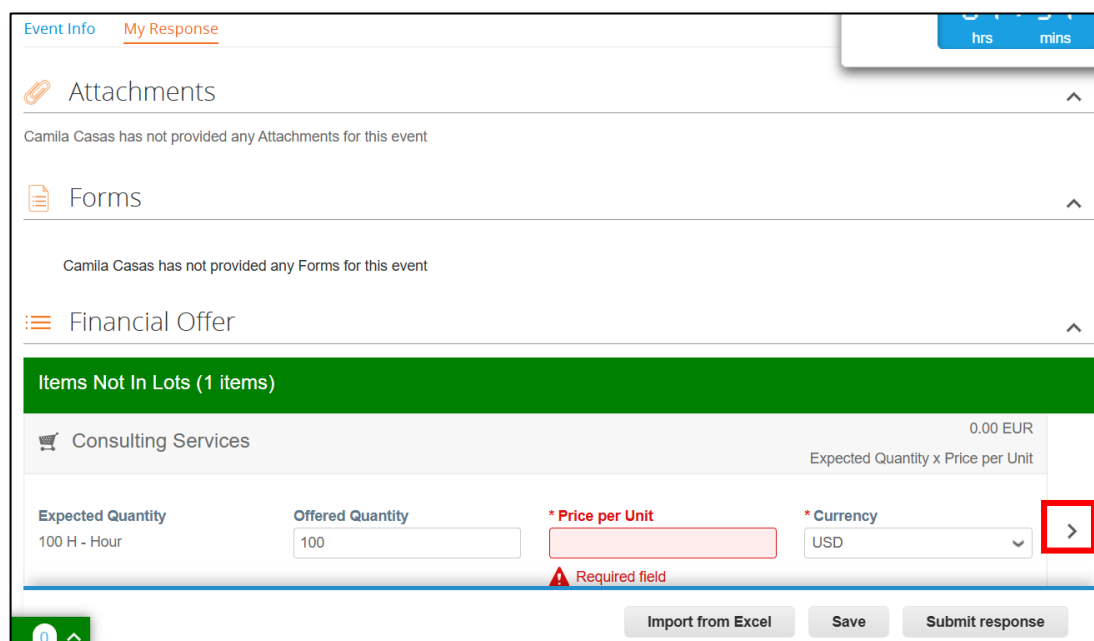
## Providing a Financial Response

The mini-bid is a simplified tender and you will only need to respond to the *Financial Response* section.

You have the option to submit your financial offer either by **A.** directly using the user interface or **B.** importing an Excel file.

### A. Using the user interface

1. Click on the arrow on the right side [>] of the item to expand the questionnaire



2. Complete the requested information:

- Offered quantity (per Lot), if applicable
- Price per unit\*
- Currency (Select from the options that have been previously set by event creator)\*
- Commodity Description
- Item Description
- ID/Part Number
- Lead Time (Days)
- Delivery terms
- Attachments: Use this field to provide any additional details

\*Compulsory fields

3. After completing the fields, click on **Save** to proceed.

The system requires you to input data for all mandatory fields, even for items you don't want to bid on. Below these fields you will see a note indicating you how to fill them in such cases "0" or "N/A"

4. Click on **Save** if you want to come back later to your response

5. Then click on **Submit response** to submit your answer to event creator

A confirmation message will be prompted

Financial Offer

Event Ends 01:50 hrs mins

Items Not In Lots (1 items)

Shopping Cart Icon

Consulting Services

<b>Destination/Place of Discharge</b> Hourly rate for consulting services	<b>Need By Date</b> 31/12/2024	<b>Ship To Address</b> WFP Headquarters Via Cesare Giulio Viola 68/70 00148 Rome Italy	<b>Details</b>
------------------------------------------------------------------------------	-----------------------------------	----------------------------------------------------------------------------------------------------	----------------

**Request Details**  
 No Request Details Present

<b>Offered Quantity</b> 100	<b>Expected Quantity</b> 100 H - Hour	<b>* Price per Unit</b> <input type="text"/> <div>Required field</div>	<b>* Currency</b> USD
--------------------------------	------------------------------------------	---------------------------------------------------------------------------	--------------------------

<b>Commodity Description</b> <input type="text"/>	<b>Item Description</b> <input type="text"/>	<b>ID/Part Number</b> <input type="text"/>	<b>Lead Time (days)</b> <input type="text"/>
------------------------------------------------------	-------------------------------------------------	-----------------------------------------------	-------------------------------------------------

<b>Delivery Term</b> <input type="text"/>	<b>Attachments</b> Add <a href="#">File</a>   <a href="#">URL</a>   <a href="#">Text</a>
----------------------------------------------	---------------------------------------------------------------------------------------------

Required fields are missing

0 ^

Import from Excel

Save

Submit response

Response submitted to Buyer

You have the possibility to edit your response before the event ends. Click on **"Edit response"**

Edit response



**NOTE:**

Only one response is accepted by the system



# Collaboration with WFP for contracting

## 4.1. Contract reviewing

The SmartSourcing solution allows us to have end-to-end control of the sourcing process. Once a tendering event has been awarded to you, we will move into the contracting process to formalized the binding proposal you previously submitted.

The contract creation and review will also be supported by Coupa. The platform offers you several benefits:

### Key functionalities

#### 1. Notifications:

- Invitation to review contract: E-mail to inform you that a contract has been shared with you by WFP.
- One-Time-Password (OTP) email: OTP will be generated and sent to allow you to open the contract online.

#### 2. Contract view details:

- Access all information under "**Agreement**" tab (history, versions comparison, counterparties, etc.)
- Access to potential documents uploaded by WFP.

#### 3. Interaction with WFP:

- Send messages directly in the system.
- Upload documents.

#### 4. Contract Editing:

- Edit the contract directly in SmartSourcing before sending it back to WFP

### Invitation to review the contract

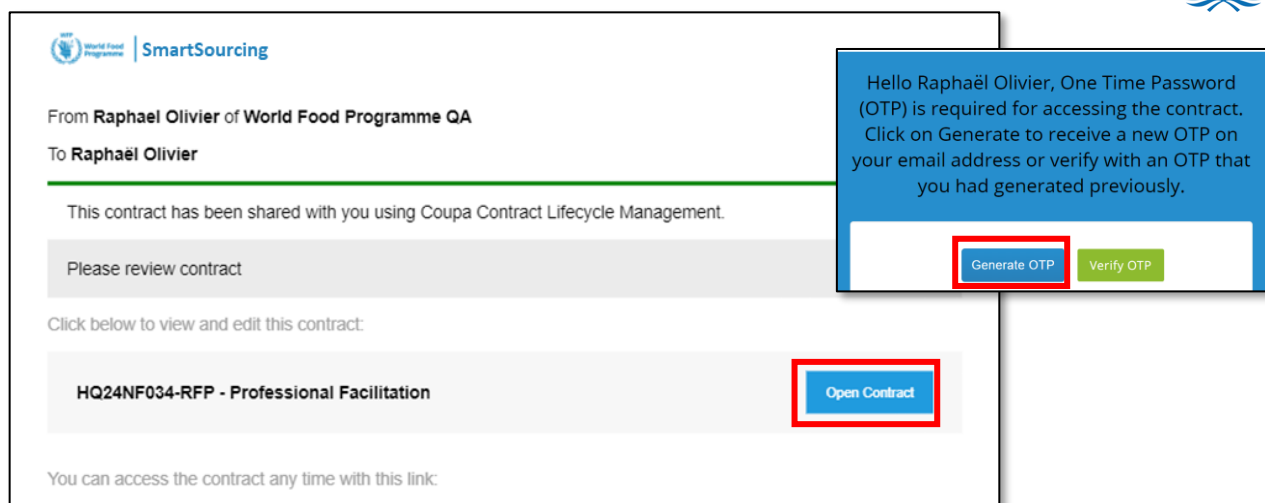
Once you have been selected and awarded a tender, the Event Creator will invite you to review the contract:

- You will receive an **e-mail** with an access to the contract. Click on "**Open Contract**".
- You will be redirected to a new page with an OTP message. Click on "**Generate OTP**".

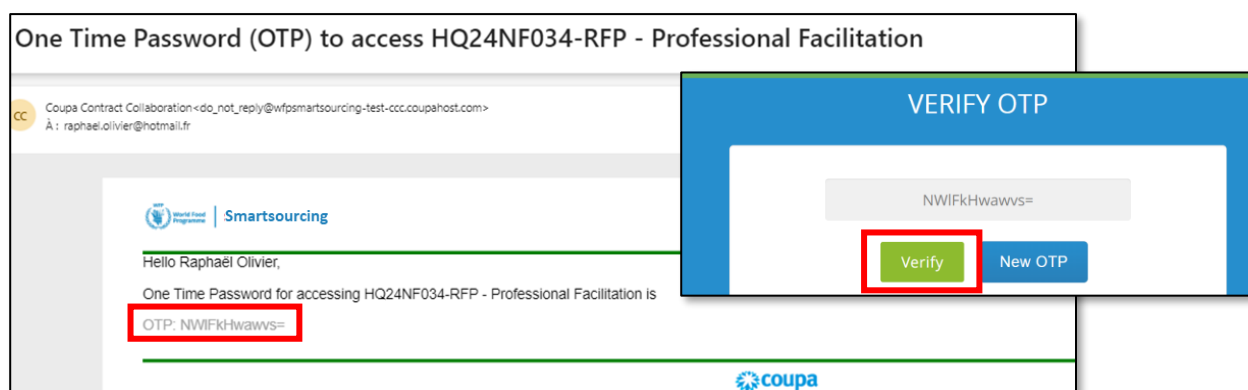


**NOTE(S):** The link to the contract does not expire. The OTP link is valid for 15 minutes only

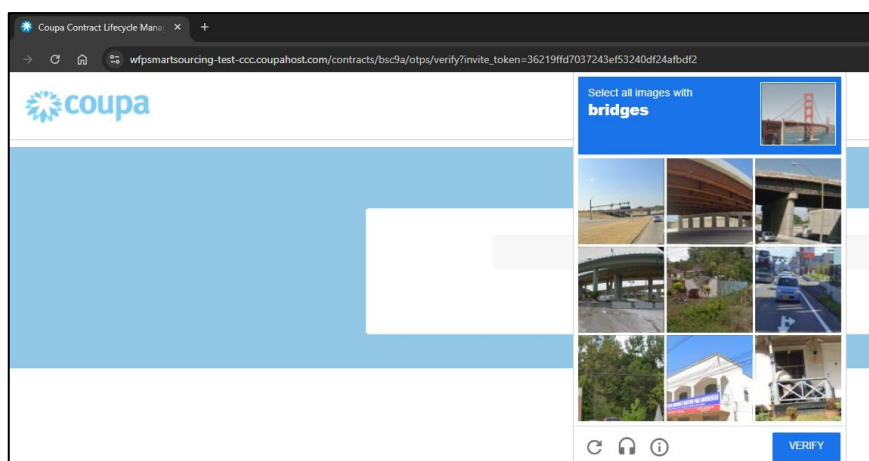




- You will receive an e-mail with the OTP. Copy it.
- Go back to the OTP page window and **paste the OTP**, then click on **"Verify"**.



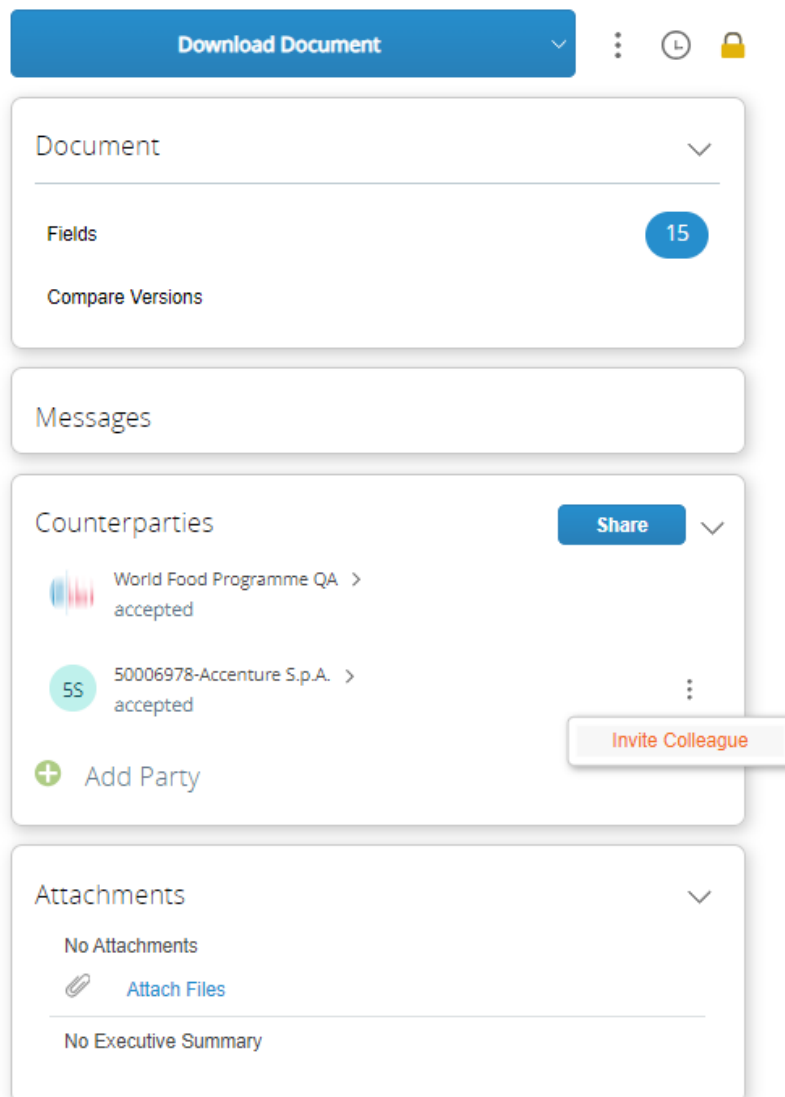
- An additional security window can be prompted. Google reCAPTCHA will appear to authenticate counterparty users by solving a puzzle. Click **"Verify"** once done. This last step may not always be prompted



You now have access to the contract. A tour of the platform will be suggested for first time users. You can decide to skip it.

## Your view

When accessing the contract online, you will be able to perform the following actions



**Click on "Download Document"** to download it and modify it.

**Click on "Fields"** to view the field mappings incorporated in the contract agreement

**Click on "Compare versions"** to choose two versions of the contracts to compare discrepancies.

**Click on "Messages"** to see and send messages to other parties.

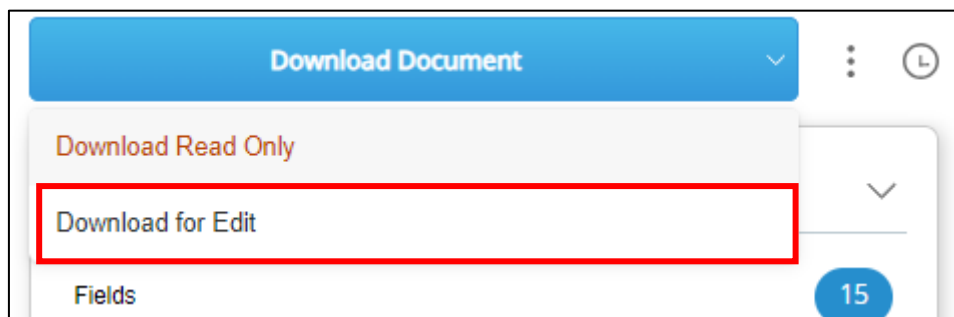
**Once the review is completed**, you can send back the contract to WFP by clicking on **"Share"**.

**Invite other colleagues** by clicking on the three-dotted icon and clicking **"Invite Colleague"** to send them the contract. To do so, fill in the name and email of the person.

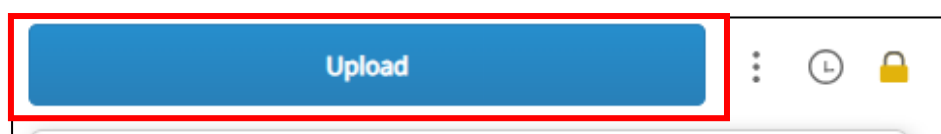
**Add documents** by clicking on **"Attach Files"** and **under Attachments**

## Review the Contract

- To review the document and provide comments or messages, click on the dropdown menu of **"Download Document"** and select **"Download for Edit"**.



- Make comments and modifications as required. Save the file and, re-Upload the document by clicking **"Upload"**



- Once changes are uploaded, go to the **Counterparties** section and click on **"Share"**.



The contract is then received by the WFP team who will see the modified version and accept or refuse your updates.

Once the contract is reviewed on WFP's side, you will receive a copy via email.



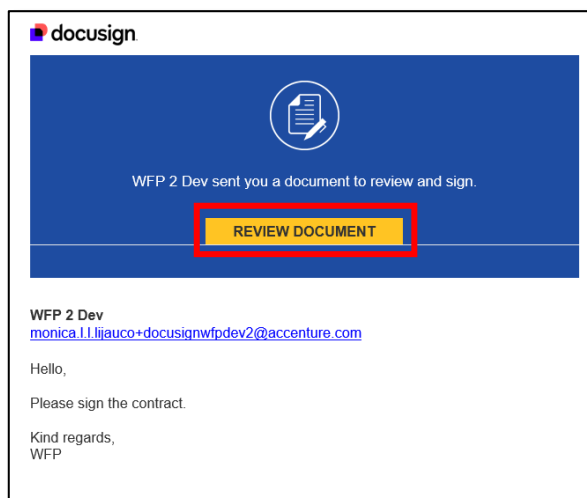
**NOTE(S):** You only see the information in the "Agreement" tab and have access to all the functionalities of this tab.

## 4.2. Contract signature

### Invitation to sign

For contract signature you will receive an email from DocuSign:

- Click on “Review Document”

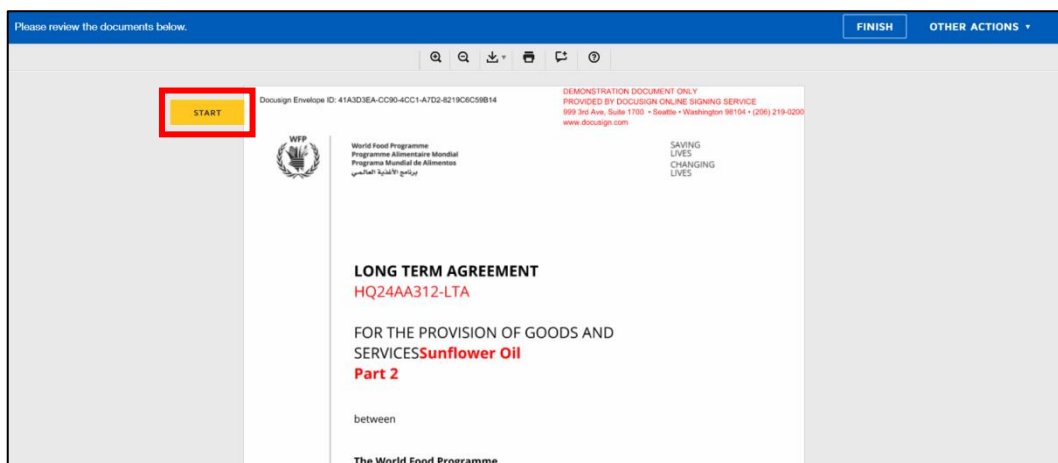


- When redirected to DocuSign, read the “Electronic Record and Signature Disclosure”, **tick the box to accept the terms and conditions**
- Click on “Continue”

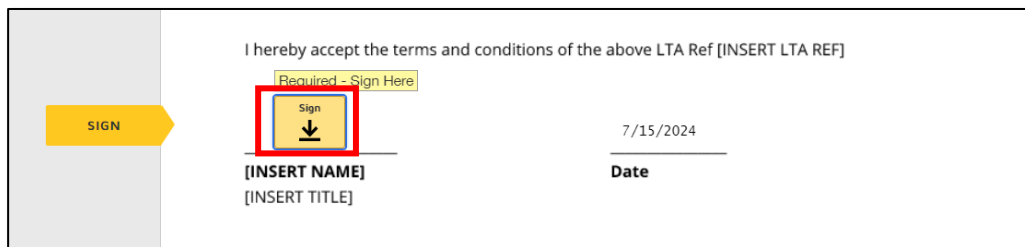


### Sign the contract

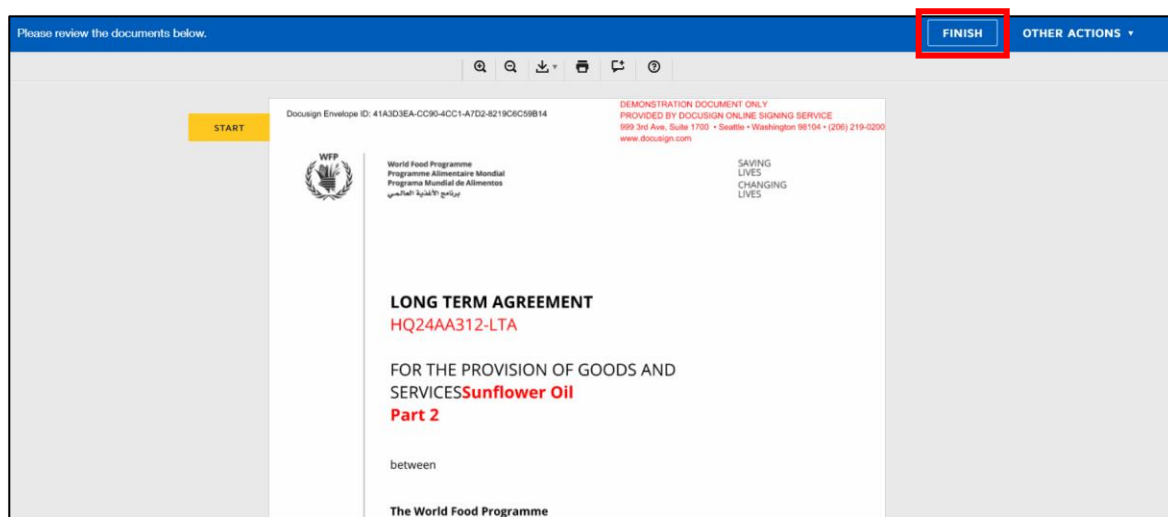
- Click "Start" to get routed to the field that needs signing.



- **Click on “Sign”** to sign the contract. A pop-up opens to guide you through the signature process. Once you’re done, click on **“Adopt and sign”**



- **Click on "Finish"**



The contract is now signed, you will receive a copy via email.

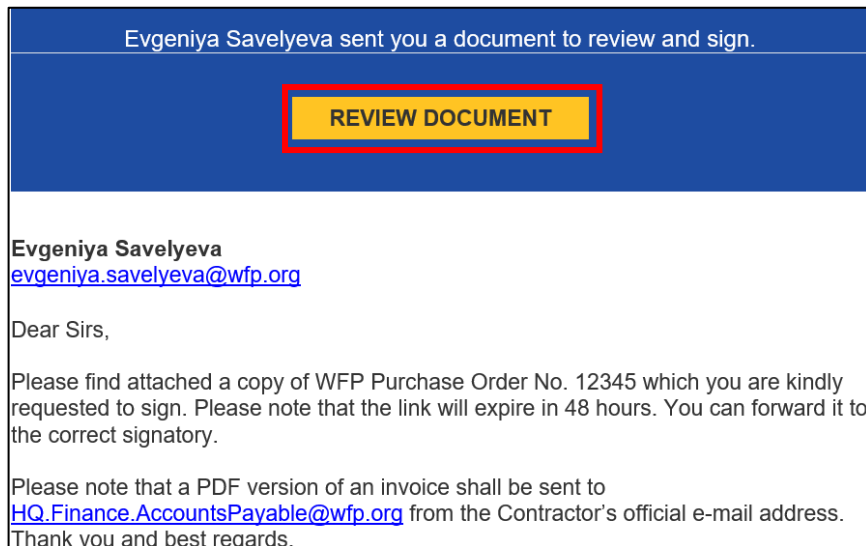


# Collaboration with WFP for ordering

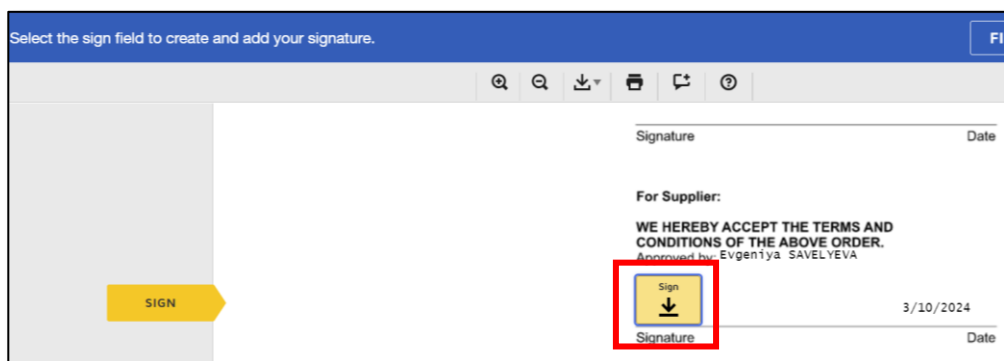
## 5.1. PO access and acknowledgement

### Receive and Acknowledge a Purchase Order in Docusign

WFP uses Docusign to sign and transmit signed POs to suppliers. You'll receive a Docusign email with link to the PO.



Click on **“Review Document”**, review PO and click on **“Sign”** if the information is accurate



#### NOTE(S):

Currently, POs are only valid under WFP's compliance guidelines once manually signed in Docusign by both WFP and you as the Supplier.

**If you have registered in the CSP you may view POs, but these will not be valid**



# Collaboration with WFP for content enablement

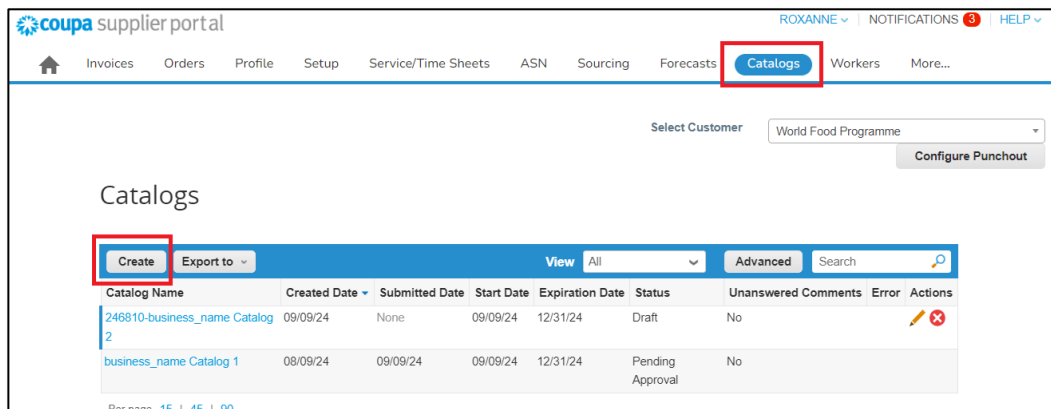


## 6.1. Internal Catalog content upload in CSP

### Creation of a catalog in Coupa Supplier Portal

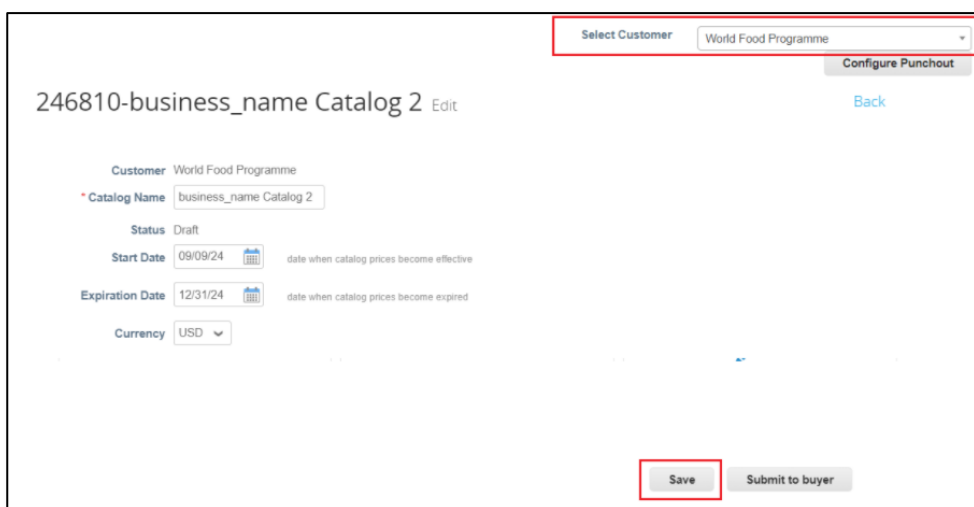
Once a contract is in place, you can collaborate with WFP to create catalogs and catalog items to speed up the purchasing process by using the Coupa Supplier Portal (CSP). These catalogs or Items will be approved by the buyer and then made accessible to end users for purchase.

- From your CSP homepage, go to the **"catalogs"** module, click on the **"Select Customer"** drop down to select **"World Food Programme"** from the list.
- Click on the **"Create"** button



- A pop-up window will open with the catalog general details you need to complete first to create the catalog:

- **Catalog name**
- **Start date**
- **Expiration date**



246810-business\_name Catalog 2 Edit

Customer: World Food Programme

\* Catalog Name: business\_name Catalog 2

Status: Draft

Start Date: 09/09/24 date when catalog prices become effective

Expiration Date: 12/31/24 date when catalog prices become expired

Currency: USD

Save Submit to buyer



#### NOTE(S):

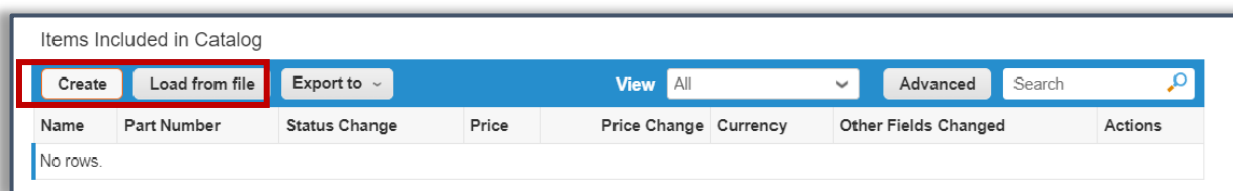
Start date and Expiration date should correspond to your contractual agreement with WFP and reflect the date frame within which the catalog pricing is applicable.

Click on **“Save”** to save your catalog.

## Catalog items creation

Once a catalog is created, you can start adding items. To do so, you will have 2 options:

1. The first one is to **manually create an item**. This method is ideal for single or few items, as it allows to create items manually.
2. The second method is to use the **“Load from file”** function. With this function, you can upload several items at the same time.



### 1. Manually create an item

By using the **“Create”** option, you manually create an item.

1. Fill out the following details.
  - Name
  - Description
  - Unit of Measure
  - Manufacturer Name – not required but nice to have to distinguish the item from another supplier with the same goods
  - Manufacturer Part Number - not required but nice to have to distinguish the item from another supplier with the same goods
  - Part Number
  - Price
  - Currency
2. Click on **“Save”**
3. Repeat the process for all items
4. Once information is completed, click **“Submit for WFP procurement approval”**.

Black 5mm pen Edit

Name

Black 5mm pen

Description

Bic Black 5mm pen

Unit of Measure

001

Purchasable

☒

Manufacturer Name

Manufacturer Part Number

Sustainability Information

Sustainable

Link

### Supplier Item Attributes

Part Number

089374

Auxiliary Part Number

Manufacturer

Lead Time

UNSPSC

Contract

Pricing Type

Fixed Price

Price

187.00

Currency

EUR

Savings %

Order Increment

Minimum Order Quantity

Availability

Availability Date

dd/mm/yyyy

Cancel

Save

Save

Submit to buyer

Items Included in Catalogue

Create

Load from file

Export to

View

All

Advanced

Search

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
Black 5mm pen	089374	New	187.00		EUR		

Per page: 15 | 45 | 90

## 2. Load from File – Bulk upload

If instead, you want to perform a bulk upload to create several new catalog items, click on **“Load from File”**, a pop-up window will display:

Select Customer

World Food Programme

Configure Punchout

Bulk Load Item Updates for Khadija Catalog 1

Follow these steps to upload

- Download the CSV template, or export the current list (Based on the CSV File Field Separator in your Language and Region settings.)  

Download

 or 

Export to
- Fill in or update the CSV file. [Click here](#) for a description of the required and optional fields in the template.
  - Fields marked with a "\*" are mandatory.
  - Each row uploaded will create a new .
  - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.
- Load the updated file  

Choose File

 No file chosen

Note: If you are loading csv files with non-English characters, please consult the following [help note](#).

Start Upload

You'll need to download the items creation template. For that, click on **"Download"** button, then select **"CSV for Excel"** option

### Bulk Load Item Updates for Khadija Catalog 1

Follow these steps to upload

- Download the CSV template, or export the current list (Based on the CSV File Field Separator in your Language and Region settings.)  

Download or Export to
- CSV plain

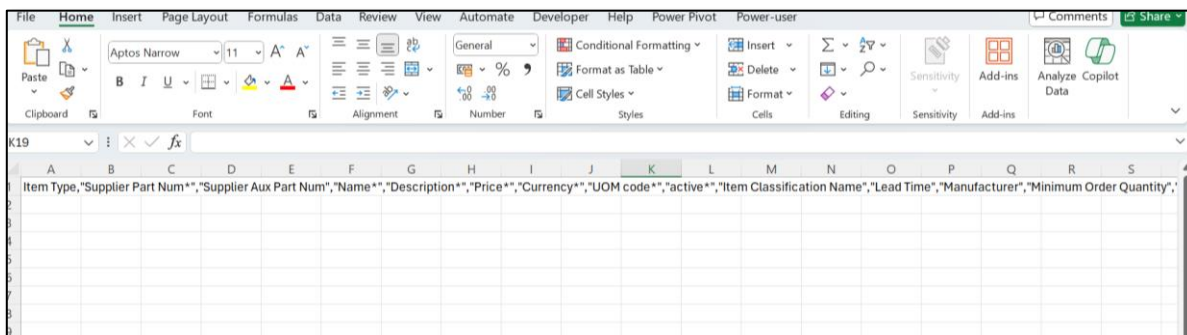
CSV for Excel

file. [Click here](#) for a description of the required and optional fields in the template.

  - Fields marked with an asterisk (\*) are mandatory.
  - Each row uploaded will create a new .
  - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.

This will trigger the download of an Excel template where you can fill items information line by line:

- Save a local copy of the file, open it
- Provide the information mentioned in each column



### NOTE(S):

Mandatory items are indicated using an Asterisk (\*) in the template, make sure you complete all of them for each item so that you don't receive any errors during the upload.

- Once done, Save the file and go back to the CSP. clicking on the **"Choose File"**. Select the file you just edited.
- Click **"Start Upload"**

- Download the CSV template, or export the current list (Based on the CSV File Field Separator in your Language and Region settings.)  

Download or Export to
- Fill in or update the CSV file. [Click here](#) for a description of the required and optional fields in the template.
  - Fields marked with a "\*" are mandatory.
  - Each row uploaded will create a new .
  - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.
- Load the updated file  

Choose File

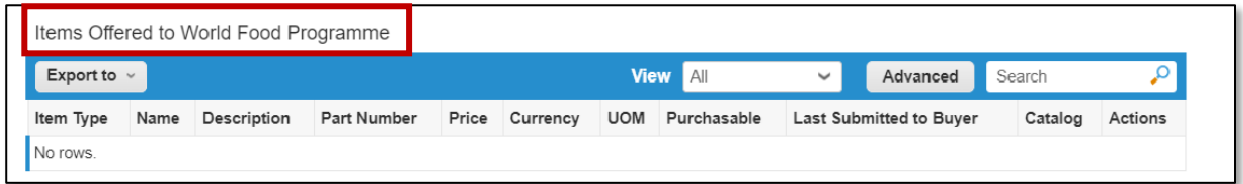
No file chosen

Note: If you are loading csv files with non-English characters, please consult the following [help note](#).

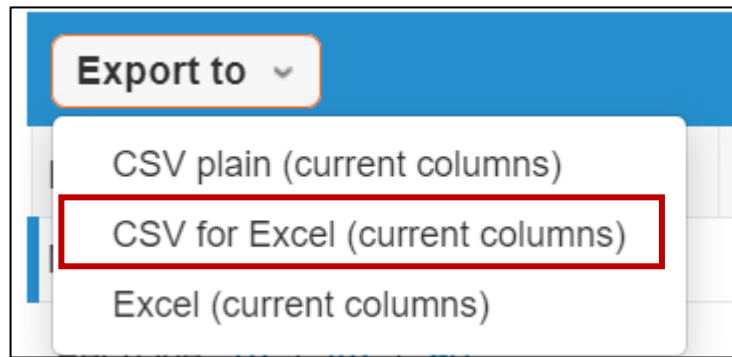
Start Upload

## Editing Catalog items

If you already have a catalog or items list enabled for WFP that you want to edit or add new items to, use the **“Export to”** option.



Click on **“CSV for Excel”** to download the list of items, edit it, then upload it back to Coupa using the **“Load from File”** option



## 6.2. Internal Catalog Data collection template

### Data collection for catalog creation upon WFP request

WFP can create the catalogs instead of you, in such a case, you will be contacted by WFP's Category officer or Procurement officer requesting the necessary information.

You will be provided a template with several fields to complete and send back via email to WFP, who will then create the catalog in the Coupa SmartSourcing solution:

- **Item Short Name\***
- **Full item description\***
- **UOM Code:** A valid UOM code that has already been configured in Coupa
- **Purchasable:** If the item is currently purchasable or not
- **Active:** Existing supplier items will be destroyed if set to No
- **Item Number:** Item identification Number for inventory
- **Item classification:** Item classification Name that has already been configured in Coupa > Item labels
- **Image URL:** CSV file and actual image files should be zipped together. E.g. <https://wfpsmartsourcing-dev.coupahost.com/items/<Coupa Internal Number>/image>
- **Image Filename:** relative path to image filename included in uploaded zipfile. E.g. test.jpg
- **Commodity:** Commodity Name for the item
- **Supplier:** Supplier Name. Must Exist in Coupa
- **Supplier Number:** Supplier Number. Must exist in Coupa.
- **Contact number:** Contract Number. Must exist in Coupa. Adding this object allows you to use Content Groups to display the item content for a specific content group.
- **Pricing Type:** How the Inventory Valuation should be calculated (Fixed Price, Inventory)
- **Price:** Item price for supplier
- **Currency:** Item price currency. Must exist and be active in Coupa.
- **Supplier part number:** Supplier Part number
- **Lead Time:** Items Lead Time in Days
- **Manufacturer:** Manufacturer Name

- **UNSPSC Code:** United Nations Standard Products and Services Code
- **Item Type:** A valid item type for Service Items
- **Coupa Internal Number:** Coupa Internal Number for unique identification of an item. System generated.
- **Coupa Supplier Internal Number:** Coupa Supplier Internal Number for unique identification of a supplier item. System generated.

\*Required fields



#### NOTE(S):

This creation method won't require any submission for approval. However, once the WFP procurement team receives the catalog data, they will review it against your contractual agreement with them to ensure alignment, and might get back to you to provide additional information or correct the information provided if needed

### 6.3. Punch-out catalog data collection template

#### Creation of a catalog

Punch-out catalogs allow WFP to purchase directly from your e-commerce. You will be invited to provide your e-commerce website information that would be connected to the SSP SmartSourcing platform.

The following information will be requested from you to complete in a Word template that would be shared to you by WFP procurement team:

- **General company information:** Supplier Name, Address, etc.
- **Company contacts:** Business, Technical and Support contacts name, phone, email
- **Catalog information:** Test and Production environments information
- **Purchase order processing options:** Options to choose Email or cXML processing option
- **Questionnaires:** Timeline/Process Questions, System/Support questions, Punchout-specific requirements, PO-specific Questions/Requirements

**WFP SmartSourcing – Punchout Activation Questionnaire**

This document is designed to capture all the information necessary to set up punchout catalogues within WFP SmartSourcing platform. You will be receiving purchase orders through Coupa. This document outlines the options. Please fill out the section that applies to you and return this form back to your [Coupa supplier enablement contact].

**General Company Information**

Supplier Name

Address

City

State

Zip

**Company Contacts**

Business Contact

Name

Title

Phone

Email

**Catalog Information**

Please select **\*ONE\*** option below by indicating your company's preference with an 'X', then complete the required configuration information.

☐ **Option #1: Hosted**

☒ **Option #2: Punchout**

Coupa supports cXML Punchout in accordance with the standard cXML Punchout guidelines per [www.cxml.org](http://www.cxml.org).

For more info, see [https://success.coupa.com/Suppliers/For\\_Suppliers/Catalogs/Punchout\\_Catalogs](https://success.coupa.com/Suppliers/For_Suppliers/Catalogs/Punchout_Catalogs)

For those Suppliers requested to support a Punchout solution by their Buyer, you need to provide the following Punchout configuration information:

	Test Environment	Production Environment
Supplier's Punchout URL	<input type="text"/>	<input type="text"/>
Shared Secret (if used)	<input type="text"/>	<input type="text"/>
Buyer Domain/Identity	<input type="text"/>	<input type="text"/>
Supplier Domain/Identity	<input type="text"/>	<input type="text"/>



#### NOTE(S):

For punch-out information a technical contact for integration purposes will be required, make sure you include their name and contact details in the questionnaire.



## Additional Questions?

For any additional questions, please contact our Supplier Enablement Team at [wfpsuppliers.srm@wfp.org](mailto:wfpsuppliers.srm@wfp.org)

# Thank you

