

SUPPLIER'S GUIDE TO THE Smartsourcing platform



Suppliers with no Coupa Supplier Portal (CSP)* registration

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



What is new in the <u>Version 4</u> of the Supplier Guide?

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)





What is the Coupa Supplier Portal (CSP)

If you are using this guide, you have decided not to register in the CSP, however, we would like to explain what the platform is and its benefits for you to make an informed choice.

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):

- 1. It is NOT mandatory to have a CSP account to do business with WFP
- 2. If you decide to register in the CSP, the processes supported are onboarding and catalog creation. Tendering and contract management will remain outside the CSP
- 3. If during the onboarding process one of your forms is rejected by WFP, you will be required to register in the CSP for the system to allow you to resubmit the form





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Onboarding and Data updates



1. Onboarding Questionnaires And Supplier's Data Update

1.1. 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

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

NOTE(S):

Please contact <u>wfpsuppliers.srm@wfp.org</u>, in case you desire to be qualified for multiple commodities





1.1.1. 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 **A. "Join and Respond" or B.** "**Respond without Joining**" in the email.

NOTE(S):
Requests will come from the sender Coupa Supplier Portal <u>do_not_reply@supplier.coupahost.com</u> with the subject: Profile Information Request.
Thenk you and kind records



A. The email will lead you to the Coupa Supplier Portal (CSP) where you can create an account and manage the activities there. Refer to the *Supplier's Guide to SmartSourcing Platform Coupa Supplier Portal (CSP) Version* if you prefer this method

B. You don't need to set up an account. You will be directed to the onboarding form.

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

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.

A

NOTE(S):

If during the onboarding process one of your forms is rejected by WFP, you will be required to register in the CSP for the system to allow you to resubmit the form





If you provide the UNGM number in the basic information questionnaire, some fields will be pre-populated and auto-approved thanks to a UNGM Integration.

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. The UNGM automatic message will be visible in the *Comment section*. You must register in CSP to resubmit the information.

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

Please see the table of information collected through UNGM Integration:



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



NOTE(S):

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





Some fields explained:

→ Primary Contact Email Address: generic email address to be provided

	Primary Contact	
	Contact Purpose Sourcing X	Contact purpose
	Please select the supplier's contact type, if available +First name	"Sourcing" for
		lendering events
	• Surname	
	Titie	
	■ Str.Mat.dDr. ■ Email address	
	•	
	Work Phone US/Canada	
	Mobile Phone US/Canada	
Λ		
	NOTE(S): Provide a generic email address* section, to WFP (with multiple access	in the Primary Contact es from your organization).

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





→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 <u>or</u> by entering digits in each individual field.

Other	~	33	666667777		
		Country/Region	Area/City	Local	Extension (optional)
		,,			
Aobile Pho	ne				
1obile Pho	one				
1obile Pho	one	20	222	4445566	

→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 \rightarrow "**Add Comment**" and click the button "**Decline**".

	Decline Save Submit for Approval
Comments	Mute Comments 🗸 🗸
Enter Comment	
Can you please clarify the Vendor Category field? Add File I URL	ĥ
Send Comment notification to a user by typing @name (ex. @JohnSmith)	Add Comment



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.

applicable rules and reg	ulations] and that I am officia	lly authorized to provide the information presented herein.
* Name and Surname		1

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



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.









1.1.2 Pre-qualification Questionnaire

After approval of the Basic Information Questionnaire, you will receive the Pre-qualification questionnaire email.

You will receive an email with two buttons "Join and Respond" or "Respond Without Joining".

Click on **"Respond Without Joining"** to fill the information without registering in the CSP.

<u>N.B.</u> The Pre-qualification and Qualification questionnaires fields depend on the Vendor Category and Default Commodity.







Fill in the new form.

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

- 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.

1.1.3 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**.

Click on "**Respond Without Joining**" to continue without having to register in the CSP.

Fill in the new form.

Note that some of the information can be pre-populated from 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.

1.1.5 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 <u>wfpsuppliers.srm@wfp.org</u>

The Supplier Relationship Management Team will send you another Qualification Questionnaire, fill it in following the instructions in section 1.1.3.

Use the "**Respond Without Joining**" button.

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

1.2. Supplier Data Update & Maintenance

To update data for one of the following reasons (or any other reason), please send an email request to <u>wfpsuppliers.srm@wfp.org</u> 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 <u>wfpsuppliers.srm@wfp.org</u>
- 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)





2. Collaboration with WFP For tendering

2.1. 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* <u>sourcing@wfpsmartsourcing.coupahost.com</u> 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: <u>wfpsuppliers.srm@wfp.org</u> 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 19





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.**

Welcome to Coupa!	
Please enter your desired password, then reenter it for verification. Your password must be at least 8 characters. Your password must contain both letters and numbers. It cannot be the same as your	last 3 passwords.
Password Confirmation 20	
	Change Password

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

World Food Programme SmartSourcing	Δ
World Food Programme	NOTE(S):
Sign In Username or Email Address	In case you need to transfer the tender to another colleague, you need to share both: 1. Invitation link and
Password Forgot username or password?	2. Login credentials They will have access to the tender to respond
Sign In	





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 co

4) Other reason (please specify)

All Sourcing Events

				View All N	- Sear	ch 🔎
Event #	Event Name	Start Date	End Date	Status	Туре	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 1	5 45 90			Prev	1 2	3 Next





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

Claim your profile to amplify trust with current and future	e customers. GET STARTED	
	Event Ends	IN : 15 davs hrs
Event Info		
Supplier has been invited by World Food Programme to participate in a sou vithin the system. Response may require forms, attachments, price quotes ar	rcing event for G&S RFP Event. Participation and submission nd/or descriptions of products or services.	is easy and all done
💭 Do you intend to participate in thi	is 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	Do you accept these Terms and Conditions?	
Terms_of_Agreement_(sample).pdf	⊖ Yes	
	O No	
		Send to Event Owner
🔅 Event Information & Bidding Rules	🔅 Buyer Attachments	
Event will and at the Event End Time	None	
Lvent will end at the Lvent Lind Time.		
Responses are sealed until event closes		
Buyer may choose to award individual line items		
📸 Timeline		
Event Start	Event End	
(Start time may change based on approvals)	26 (End time may change based on approvals)	
10:07 сет 14d : 17h : 0min	03:07 CET 00:00	
		Enter Response
	NOTE(S).	
N Upon confirmation of the "intention t	NOTE(S): to participate in the event". WFP	will be





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.

💭 Do you intend to	o participate in this event?	
ndicate your intent to participate. Buyer wi	vill be notified of your intent.	
Do you intend to participate?	I decline 🗸	
* Reason	We do not have the capacity to meet your requirement	
🖉 Event document	Submit	
ocument set	Do you accept these Terms and Conditions?	?
erms_of_Agreement_(sample).pdf	⊖ Yes ⊖ No	
G&S RFP Even	nt - Event #978 Active	vent Own
Claim your profile to	o amplify trust with current and future customers.	
You have decline	ed to participate in the event. Buyer will be notified.	lays hrs
You have decline Event Info Supplier has been invited by V within the system. Response m	ed to participate in the event. Buyer will be notified. Event Ends World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy nay require forms, attachments, price quotes and/or descriptions of products or services.	iays hrs
You have decline Event Info Supplier has been invited by V within the system. Response m If you have responded to the en-	ed to participate in the event. Buyer will be notified. Event Ends World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy may require forms, attachments, price quotes and/or descriptions of products or services.	lays hrs
You have decline Event Info Supplier has been invited by W within the system. Response m If you have responded to the event You declined	ed to participate in the event. Buyer will be notified. Event Ends World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy may require forms, attachments, price quotes and/or descriptions of products or services. Event, please ignore this message. To participate in this event	y and all done
You have decline	ed to participate in the event. Buyer will be notified. World Food Programme to participate in a sourcing event for G&S RFP Event. Participation and submission is easy may require forms, attachments, price quotes and/or descriptions of products or services. avent, please ignore this message. to participate in this event this event on Wednesday, 11 September 2024 11:25 AM CEST. You cannot continue with this event. verse your decline for this event. If you wish to participate again, please contact the buyer from World Food Programm	ays hrs r and all done me to request a

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.





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.

🛫 Event documents	
Document set Terms_of_Agreement_(sample).pdf	Do you accept these Terms and Conditions? Yes No
St. Event Information & Didding Dulas	Send to Event Owner
Event will end at the Event End Time. Responses are sealed until event closes Buyer may choose to award individual line items Timeline	None
Event Start (Start time may change based on approvals) 10:07 CET 14d : 17h : Omin	Event End (End time may change based on approvals) 03:07 CET 00:00 Enter Response
o you intend to participate in the event? Yes No ejection Comment * Provide a comment	 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





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."

Provided by Raphael Olivier	Your response			
Technical Proposal Template - NO FINANCIAL	Response to Technical Proposal Template - NO FINANCIAI			
instructions NO FINANCIAL PROPOSAL HERE. Please upload here your technical proposal. If the tender documents include a technical template, please use the template provided to submit your technical proposal	Attachment * Add File			
Attachment HQ24NF295-RFPAnnex_IITechnic				
Forms - NO FINANCIAL	Response to Forms - NO FINANCIAL			
instructions Please download and fill in the template then attach it here.	Attachment Add File			

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

a. Begin by completing the Offered Quantity tab and specifying the Delivery Term.

b. Upload the financial offer Excel by selecting "Add file."

c. 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.

If there-Pass adda the your frame of the your	Financial offer	Offi Que 1	ered Expected antity Quantity 1 lot	0.00 USD Expected Quantity x Price per Lot	Δ
Expected Quartity *Correspy 1 Exen	g Item - Please upload here your fir Details	nancial offer (excel and signed pdf) - copy			NOTE(S):
Rems Not In Lots (0 Herrs) WFP. The "Save" button does not send your responses to WFP. The "Save" button does not send your responses to WFP. History >	Expected Quantity 1 Each Offer Description	* Currency USD V Delivery Term	*Attachments Add File TURL Text		Do not forget to click on "Submit response" to send the response t
Neuronal Control Your responses to WFP. It just It History > Stores them in the system for completion at a later time.	Items Not In Lots (0 items)			Cancel Save	WFP. The " Save " <u>button does not send</u>
	History			Total 0.00 USD	your responses to WFP. It just stores them in the system for completion at a later time.

SUPPLY CHAIN & DELIVERY DIVISION - PROCUREMENT SERVICE (SCDP) Version 4, October 2024







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. <u>No action is needed from your side</u> 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.**

Versit food SmartSourcing Please update your offer
Please update your offer
You are receiving this because you were invited to a sourcing event . Replies from any email address other than the one this message was addressed to will not be accepted or received by the sender.

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.

	G&S Training - Event #569	Active
	Claim your profile to amplify trust with current	
		Event Ends
	Event Info My Response	
	responded on 16/07/2024	
	🔗 Attachments	
	Provided by Anais Michaud	Your response
	Technical Proposal Template	Response to Technical Proposal Template
	Instant Messages	Attachment Edit response
Instant Messages 1 ^	Search	
	ACCENTURE SARE 3 minutes ago	
	I submitted my response.	
	Type new message	
		li





2.2. 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 <i>Coupa Sourcing Notifications</i>
sourcing@wfpsmartsourcing.coupahost.com with the subject: World Food
Programme Sourcing Event + [Name of the event]

Wird End SmartSourcing						
World Food Programme Sourcing Event - Food RFQ Event #1134 Invitation						
Accenture S.p.A. 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.						
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)						
Responses are due by Wednesday, 23 October 2024 02:13 AM CEST						
Your username is						
l intend to Participate I decline to participate						
View Event						

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: <u>wfpsuppliers.srm@wfp.org</u> 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 28



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.

Www.df Food SmartSourcing					
World Food Programme Sourcing Event - FOOD RFQ Template v2 #611 Invitation					
Panda Trasporti srl has been invited by World Food Programme to participate in a sourcing event for FOOD RFQ Template v2.					
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 have been given an account on World Food Programme's sourcing system to provide your responses for this Sourcing Event. Before you can					
log in, you need to set up your new password here. Your username <u>[@gmail.com_d7</u>					
After setting your password, please login to provide your responses. IMPORTANT: You must setup your password within 7 days of receiving this message					

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

١	Welcome to Coupa!	
F	Please enter your desired password, then reenter it for verification. Your password must be at least 8 characters. Your password must contain both lett	ers and numbers. It cannot be the same as your last 3 passwords.
F	Password Confirmation 23	Change Password

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

World Food Programme SmartSourcing	Δ
World Food Programme	NOTE(S):
Sign In Username or Email Address	In case you need to transfer the tender to another colleague, you need to share both: 1. Invitation link and
Password Forgot username or password?	 Login credentials They will have access to the tender to respond
Sign In	





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

Wind Food 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	- Sear	ch 🔎
Event #	Event Name	Start Date	End Date	Status	Туре	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





Access to event details - Accept participation

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

claim your profile to amplify trust with current and future	GET STARTED
	Event Ends (4:16
ent Info	aays ms
pplier has been invited by World Food Programme to participate in a so hin the system. Response may require forms, attachments, price quotes a ore this message.	urcing event for FOOD RFQ Event. Participation and submission is easy and all done nd/or descriptions of products or services. If you have responded to the event, please
Do you intend to participate in thi	s event?
icate your intent to participate. Buyer will be notified of your intent.	
Do you intend to participate? I intend	✓ Submit
? Event documents	
cument set SSAGE_TO_ALL_WFP_FOOD_VENDORS.docx	Do you accept these Terms and Conditions? O Yes O No
cument set cking_List_with_BBD_Details_by_Vendor.xlsx	Do you accept these Terms and Conditions?
	Send to Event Owner
Event Information & Bidding Rules	🔅 Buyer Attachments
vent will end at the Event End Time	None
esponses are sealed until event closes uyer may choose to award individual line items vailable Bid Currencies HF EUR USD	
Timeline	
Sep 11 Event Start 11 (Start time may change based on approvals) 12:25 CET 14d : 17h : Omin	Event End 26 (End time may change based on approvals) 05:25 CET 00:00
	Enter Response

- 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.



SmartSourcing



Access to event details – Decline participation

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.

tore this message.	
🔵 Do you intend to	participate in this event?
icate your intent to participate. Buyer wi	I be notified of your intent.
Do you intend to participate?	I decline
* Reason	We do not have the capacity to meet your requirement
Event document	Submit
Cument set	NDORS.docx O Yes No
Claim your profile to a	amplify trust with current and future customers.
Event Info	
Event Info Supplier has been invited by W within the system. Response ma	orld Food Programme to participate in a sourcing event for FOOD RFQ Event. Participation and submission is easy and all done y require forms, attachments, price quotes and/or descriptions of products or services.
Event Info Supplier has been invited by W within the system. Response ma If you have responded to the even	orld Food Programme to participate in a sourcing event for FOOD RFQ Event. Participation and submission is easy and all done y require forms, attachments, price quotes and/or descriptions of products or services. ant, please ignore this message.
Event Info Supplier has been invited by W within the system. Response me If you have responded to the even On You declined to	orld Food Programme to participate in a sourcing event for FOOD RFQ Event. Participation and submission is easy and all done y require forms, attachments, price quotes and/or descriptions of products or services. ant, please ignore this message. O participate in this event



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.





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 Owne**r".

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.

	Event Ends
- Event desuments	
Event documents	
Document set	Do you accept these Terms and Conditions?
MESSAGE_TO_ALL_WFP_FOOD_VENDORS.docx	Yes
Document set	Do you accept these Terms and Conditions?
	No
	Send to Event Own
🔅 Event Information & Bidding Rules	🔅 Buver Attachments
	None
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	
📸 Timeline	
+	•
Sep Event Start (Start time may change based on approvals)	Sep Event End 26 (End time may change based on approvals)
09:08 CET	02:08 CET
14a : 1/n : umin	00:00
	Enter Respon
	Enter Respon
Yo you intend to participate in the event?	Enter Respon
Do you intend to participate in the event?	Enter Respon
Do you intend to participate in the event? ⊃ Yes ▶ No Rejection Comment *	Enter Response NOTE(S): • In case you reject the document, you will no
Do you intend to participate in the event? > Yes > No Rejection Comment * Provide a comment	NOTE(S): In case you reject the document, you will no longer have access to the event content and be unable to participate in the tender.
Do you intend to participate in the event? > Yes No Rejection Comment * Provide a comment	NOTE(S): • In case you reject the document, you will no longer have access to the event content and be unable to participate in the tender.
Do you intend to participate in the event? > Yes No Rejection Comment* Provide a comment Send to Event Owner	NOTE(S): In case you reject the document, you will no longer have access to the event content and be unable to participate in the tender. You will receive notifications if WFP makes and another the tender of the tender.
Do you intend to participate in the event? > Yes > No Rejection Comment * Provide a comment Comme	NOTE(S): In case you reject the document, you will no longer have access to the event content and be unable to participate in the tender. You will receive notifications if WFP makes ar amendments to the tender.
Do you intend to participate in the event? > Yes No Rejection Comment * Provide a comment Com	 NOTE(S): In case you reject the document, you will no longer have access to the event content and be unable to participate in the tender. You will receive notifications if WFP makes ar amendments to the tender. You must accept all documents to submit a
Do you intend to participate in the event? > Yes No Rejection Comment * Provide a comment Send to Event Owner	NOTE(S): In case you reject the document, you will no longer have access to the event content and be unable to participate in the tender. You will receive notifications if WFP makes ar 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

Into My Responses	Test - #254
* Name	
Attachments	^
ory Officer 1 Food has not	provided any Attachments for this event
Forms	^
1. No Conflict	t Of Interest Form
Please answer the quest	ions below.
	NO CONFLICT OF INTEREST FORM
	Representation made by the bidder in the offer:
	I, the undersigned, duly authorized representative of the below mentioned company, submitting an offer in respect of this RFQ, hereby represent and warrant:
	 that my company has no potential or actual conflict of interest, as defined in the RFQ, in connexion with this bidding process; that my company shall disclose to WFP, without any delay, any situation that may constitute an actual or potential conflict of interest;
	 that my company has no relationship, of whatsoever nature, with another bidder nor has access to any information that may improperly influence WFP and/or provide a competitive advantage in this bidding process; that my company does not have any kind of interest or fies with any WFP official or professional under contract with WFP.
	 that my company understands that without prejudice to any other rights or remedies, WFP reserves the right to verify the above mentioned information and to disqualify any bidder that may be found to have a potential or actual conflict of interest in the reasonable judgment of WFP.
* Submitter's Full Name	This is a mandatory field, please fit is your Full Name
* Submitter's Email	
* Title of the authorised signatory	This is a manifold years to be your the
* Bidder's Company Legal Name	This is a mendatory field, sleave III in your correspond full level name
* Date	

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 Click on the arrow on the right side [>] of the item

right side [>] of the item to expand the questionnaire

≔ Financial Offer					^
CommodityName for Delive	ry Period Day Month - Day	Offered Quantity	Expected Quantity	0.00 USD	
Montin real		1	1 lot	Expected Quantity x Price per Lot	
Quantity UOM Common Destination/PlaceofDisc	lityName charge			0.00 USD Expected Quantity x Price per Unit	
					>
Expected Quantity	* Price per Unit	* Currency			
1 Metric Tonnes		USD	~		
- Quantity UOM Commo	litvName			0.00 USD	
Destination/PlaceofDisc	charge			Expected Quantity x Price per Unit	
					>
Expected Quantity	* Price per Unit	* Currency			
1 Metric Tonnes		USD	~		



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



- Offered quantity (per Lot), if applicable
- Price per unit*
- Currency (Options have 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.

		Offered	Exposted	
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 Ac No address	Idress selected	Details
Request Details No Request Details Present				
Expected Quantity	* Price per Unit	* Currency		
1,200 Metric Tonnes		USD		\checkmark
* Commodity Description	Delivery Term PLEASE SELECT X ~			
* Offered Quantity per Item	* Shipping / Delivery Start Date	* Shipping	/ Delivery End Date	e * Origin
Please put "0" if you are not bidding	dd/mm/yyyy	dd/mm/yy	/// NY date if you are not bi	idding Please put "N/A" if you are not bidding
* Place of Loading	Transport mean	FCL Net W	leight Intake (in MT)	Comments (Quality, Packaging,) others)
Please put "N/A" if you are not bidding		For container	; truck, wagon	Free days per destination
* Packaging Type	* Quality	Carrying c	harges	(CFR/DAP)
Compliant with tender requirements. Please put "N/A" ONLY if you are not bidding	Please put "N/A" ONLY if you are not bidding			
Transit time for CFR/DAP (days)	Min. Loading rate/day (Bulk/breakbulk)	Subcontr	actors	Fumigation
	Quantity which can be loaded per day			
* Validity of offer	Crop year			
dd/mm/yyyy				
rrease put ANY date it you are not bidding				
Attachments Add File URL Text				

*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. <u>Then click on **Submit** to submit your answer</u> to event creator



NOTE(S):

Do not forget to click on **"Submit response**" to send the response to WFP.

The **"Save**" <u>button does not send</u> <u>your responses to WFP.</u> It just stores them in the system for completion at a later time.





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 1	Expected Quantity 1 lot	Expected Qua	0.00 USD ntity x Price per Lot	
Item - Please upload (excel and signed pdf	here your financial offer) - copy			Expected Quant	0.00 USD tity × 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 chang	es to this event	Import from Excel	Save	Submit response	

Click on and open the downloaded "Responses Template" Excel file to enter your responses.





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

- Unit Bid Price (Number)
- 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 Respo	nse Fields	
.ot Name (Text)	Expected Quantity (Integer) Quantity Note (1	Fext) 🚩 Item Description (Text)	Expected Quantity Unit of Measurement (Number) (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 Togo/Lome	1200 Metric Tonnes	Togo/Lome		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 South Sudan via Dar es		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	Salaam		USD	
RUSF & LNS-MQ for Delivery Period 15 Dec - 15 Feb 2025	1	1200 MT RUSF Togo/Lome FOB	1200 Metric Tonnes	Togo/Lome		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 Sudah via Daries 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".



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. 38





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.

		View All	Advanced	Search
Response Name	State	Submitted At	Total	Actions
test - #233	Work		0.00	🔳 🖊
Test	Submitted	04/07/2024	4,000.00	🔳 🦯

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:

		View	All - Advance	d Search 🔎
Response Name	State	Submitted At	Total	Actions
est - #233	Work		0.00	
Fest	Submitted	04/07/2024	4,000.00	II 🖊
Test2	Submitted	04/07/2024	10,000,000,000.00	II /







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.**

Versit food SmartSourcing Please update your offer
Please update your offer
You are receiving this because you were invited to a sourcing event . Replies from any email address other than the one this message was addressed to will not be accepted or received by the sender.

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.

	G&S Training - Event #569 A	ctive
[
	6°*	
	Claim your profile to amplify trust with current	t and future customers.
		Event Ends
	Event Info My Response	
	responded on 16/07/2024	
	🤗 Attachments	
	Provided by Anais Michaud	Your response
	Technical Proposal Template	Response to Technical Proposal Template
Instant Massages	Instant Messages	Attachment
Instant Messages	Search	
	ACCENTURE SARL 3 minutes and	
	Hello,	
		-
	Type new message	
	·	





2.3. 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.



- 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



*A generic email address is needed to ensure multiple individuals within the organization can access communications from WFP 41





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

				View All 🗸	Searc	ch	,
Event #	Event Name	Start Date	End Date	Status	Туре	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

vent Info				
Supplier has been invited by World and all done within the system. Resevent, please ignore this message.	I Food Programme to partic ponse may require forms, al	cipate in a sourcing event t ttachments, price quotes a	for Spot Bid Consulting Servi and/or descriptions of products of	ces. Participation and submission is easy or services. If you have responded to the
💭 Do you intend to	o participate in t	this event?		
ndicate your intent to participate. Buyer w	ill be notified of your intent.			
Do you intend to participate?	I intend	✓ Subm	it	
	Choose an answer			
	I intend			
1 Event de cument	I decline			

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 Owne**r". After sending, a confirmation message will be prompted

🖉 Event documents		
Document set Requirement_Specifications.docx	Do you accept these Terms and Conditions? Yes No	
Document set Confidentiality.docx	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	
iii Timeline	
Event Start 6 (Start time may change based on approvals) 19:11 CET 3d : 21h : 48min	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

Event Info My Response					hrs	mins
🧭 Attachments					_	^
Camila Casas has not provided any Atta	Camila Casas has not provided any Attachments for this event					
E Forms	Forms					^
Camila Casas has not provided a	ny Forms for this event					
≔ Financial Offer						^
Items Not In Lots (1 items)						
🛒 Consulting Services			Expe	ected Quantity x I	0.00 EU ^p rice per Ur	R nit
Expected Quantity 100 H - Hour	Offered Quantity	* Price per Unit	* Cur USE	rency)	Ų	>
		Import from Excel	s	ave Sul	omit respor	nse

- 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



SmartSourcing

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
Items Not In Lots (1 items)			hrs mins
Consulting Services			
Destination/Place of Discharge Hourly rate for consulting services	Need By Date 31/12/2024	Ship To Address WFP Headquarters Via Cesare Giulio Viola 68/70 00148 Rome Italy	Details
No Request Details Present			
Offered Quantity 100	Expected Quantity 100 H - Hour	* Price per Unit	* Currency USD ~
Commodity Description	Item Description	ID/Part Number	Lead Time (days)
Delivery Term	Attachments Add File URL Text		Required fields are missing
0 ^		Import from Excel	Save Submit response

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







Collaboration with WFP for contracting



3.1. 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

SmartSourcing	Hello Panhaël Olivier. One Time Password
From Raphael Olivier of World Food Programme QA To Raphaël Olivier	(OTP) is required for accessing the contract. Click on Generate to receive a new OTP on your email address or verify with an OTP that
This contract has been shared with you using Coupa Contract Lifecycle Management.	you had generated previously.
Please review contract	Generate OTP Verify OTP
Click below to view and edit this contract:	
HQ24NF034-RFP - Professional Facilitation	Open Contract
You can access the contract any time with this link:	

- 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".

One Time Password (OTP) to access HQ24NF034-RFP - Professional Facilitation			
CC Coupa Contract Collaboration <do_not_reply@wfpsmartsourcing-test-ccc.coupahost.com> À : raphael.olivier@hotmail.fr</do_not_reply@wfpsmartsourcing-test-ccc.coupahost.com>	VERIFY OTP		
Smartsourcing Hello Raphaël Olivier, One Time Password for accessing HQ24NF034-RFP - Professional Facilitation is OTP: NWIFkHwawvs=	NWIFkHwawvs=		
	acoupa		

• 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







WFP



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

Download Document	: 🕒 🔒
Document	~
Fields	15
Compare Versions	
Messages	
Counterparties	Share 🗸
World Food Programme QA > accepted	
50006978-Accenture S.p.A. > accepted	:
Add Party	Invite Colleague
Attachments	~
No Attachments	
Attach Files	
No Executive Summary	

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".

Download Document ~	: 🕒
Download Read Only	
Download for Edit	
Fields	15

 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.



3.2. 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"

Please Review & Act on These Documents	Please Review & Act on These Documents		
WFP 2 Dev WFP Coupa Dev Hello,			
View More			
Please read the Electronic Record and Signature Disclosure.		CONTINUE	OTHER ACTIONS +

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"

I hereby accept the terms Required - Sign Here		conditions of the above LTA Ref [INSERT LTA REF]
SIGN	Sign <u> ↓</u>	7/15/2024
	[INSERT NAME] [INSERT TITLE]	Date

• Click on "Finish"



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





Collaboration with WFP for ordering





4.1. 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.

	Evgeniya Savelyeva sent you a document to review and sign.					
Evgeniya Savelyeva evgeniya.savelyeva@wfp.org						
l	Dear Sirs,					
	Please find attached a copy of WFP Purchase Order No. 12345 which you are kindly requested to sign. Please note that the link will expire in 48 hours. You can forward it to the correct signatory.					
	Please note that a PDF version of an invoice shall be sent to <u>HQ.Finance.AccountsPayable@wfp.org</u> from the Contractor's official e-mail address. Thank you and best regards.					

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

	@ Q \ ⁷ [⊥] 📮 🖒 ③	
	Signature	Da
	For Supplier:	
	WE HEREBY ACCEPT THE TERMS AND CONDITIONS OF THE ABOVE ORDER. Approved by: Evgenitya SAVELYEVA	
SIGN	Sign J	3/10/2024









Collaboration with WFP for content enablement





Data collection for catalog creation upon WFP request

SmartSourcing allows WFP to create catalogs that include the items that were previously negotiated with you so employees can purchase these in a faster way.

If the items you supply were to be included in a catalog, 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





5.2. 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 Sma					
This document is design catalogues within WFP S Coupa. This document or return this form back to General Company Info	ed to capture all the ir imartSourcing platforr outlines the options. P your [Coupa supplier imation	nformation necessary to set up pu m. You will be receiving purchase lease fill out the section that appl enablement contact].	nchout orders through ies to you and		
Supplier Name Address City	_	Catalog Information			
Zip Company Contacts		Prease <u>select _ UVE</u> option below by indicating your company's preference with an X, then complete the required configuration information.			
Name Title Phone Fraail	Business Contact	X Option #2: Punch Coupa supports cXML Punchout in For more info, see <u>https://succes</u>	out accordance with the standard cXM is.coupa.com/Suppliers/For_Supp	L Punchout guidelines per <u>www.cxml.org</u> . liers/Catalogs/Punchout_Catalogs	
	_	For those Suppliers requested to se configuration information:	upport a Punchout solution by their	Buyer, you need to provide the following Punct	hout
		Supplier's Punchout URL Shared Secret (if used)			
•		Buyer Domain/Identity '&: Victuarity 12345 Supplier Domain/Identity &: DUNS 12345678			
For punch-out	informatio	NOTE(S)	: act will be req	uired make sure w	

or punch-out information a technical contact 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 <u>wfpsuppliers.srm@wfp.org</u>



Thank you



