

NOVELIS COUPA E-SOURCING PORTAL SUPPLIER TRAINING

March, 2024



NOVELIS

HOW TO PARTICIPATE IN A SOURCING EVENT

Supplier will receive invitation e-mail to participate Coupa Event (RFx/Auction)

First time to access Coupa:

At the End of Bid's e-mail from Novelis you will find a link to set a password.

Novelis

Novelis Inc. Sourcing Event - NNA_ENG_MRO RFQ Annual fixed pricing CY24 #2047 Invitation

katia R38 has been invited by **Novelis Inc.** to participate in a sourcing event for **NNA_ENG_MRO RFQ Annual fixed pricing CY24**.

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 Novelis Inc.'s sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password [here](#).

Your username is **katiasourcingcoupa@gmail.com_f8**

After setting your password, please [login](#) to provide your responses.

IMPORTANT: You must setup your password within 7 days of receiving this message.

Step 1: Click in this link to setup password. After complete return to BID email to step 2 (Access RFx)

Step 2: Click here to access BID information
Novelis Coupa Sourcing portal

FORGET PASSWORD

If you are setup in Novelis Coupa e-Sourcing and do not remember your password, follow the steps below:

Novelis
Novelis Inc. Sourcing Event #1358 Invitation

Great news! **katia** has been invited by **Novelis Inc.** to participate in a sourcing event for **COATING NNA_EN_MRO_General RFI**.

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.

This event is a follow-on of [Event #1357](#), [Event #1350](#), and [Event #1349](#).

Don't let this opportunity pass you by. **Responses are due by Friday, 30 June 2023 01:22 PM EST**

Your username is

I intend to Participate **View Event**

Novelis
Novelis Inc.
Powered by **coupa**

Sign In

Username or Email Address

Password

[Forgot username or password?](#) **Sign In**

Reset Password


Fill-in your e-mail and click Reset Password
You will receive e-mail to reset your password

Can't login to Coupa? No problem, simply enter your email address and we will send your username and a link to reset your password.


Email **Reset Password**

ACCEPT RFX TCS, IF NEEDED, AND ACCESS BID INFO

This will take you to the event page. You must review the Terms & Conditions document, and accept the T&Cs to proceed with the event (Enter Response).

 Do you intend to participate in this event?


I intend to participate in this event
Event owner will be notified of your intent to participate.

 Accept Terms and Conditions

Terms and Conditions
Do you accepted with Novelis Supplier Code of Conduct?

Do you accept these Terms and Conditions?
 Yes
 No

[Send to Event Owner](#)

 Timeline

Month	Day	Event Start	Event End
Oct	21	01:22 PM US/Eastern	
Feb	23		05:15 AM US/Eastern

[Enter Response](#)

BID RESPONSE (ATTACHMENTS)

You will then see the Attachments associated with the event.
If your answer is required (*) you have to download, complete and upload

The screenshot displays the 'Attachments' section of a bid response system. It is divided into two main columns: 'Provided by Katia Souza' and 'Your response'.
Item 1: '1 Novelis TC'. Under 'Instructions', it lists 'Novelis T&C'. Under 'Attachment', there is a file named 'Code_de_Conduite_dr...'. In the 'Your response' column, it says 'Response to Novelis TC' and 'Attachment' with an 'Add File' link. A callout box states: 'No Asterisk (*) means NO action required from Supplier, only information'.
Item 2: '2 Novelis attachment PO'. Under 'Instructions', it says 'please sign in'. Under 'Attachment', there is a file named 'Codice_di_Condotta_dei_Fornitori_Nove...'. In the 'Your response' column, it says 'Response to t...' and 'Attachment *' with an 'Add File' link. A callout box states: 'Asterisk (*) means action required from Supplier'. A red arrow points to this 'Add File' link with the text: 'Upload your completed Execution of Offer file here'.
A red arrow points to the 'Attachment' section of Item 2 with the text: 'You must download the document, respond to the questions and save your document.'

BID RESPONSE (FORMS)

There is RFX who requires some questionnaire (Forms).

Complete the Delivery Form associated with the event direct in Coupa **or though excel template (import to excel – Tab: Forms)**

The screenshot displays a web-based form titled "Forms" with a sub-section "1. Form - Supplier Questionnaire". The form contains the following elements:

- A heading "Supplier Questionnaire" and a prompt: "Please answer the questions below."
- A required field: "* Can you meet the specifications stated in Form 5b?" with a dropdown menu currently set to "Select".
- A required field: "* Earliest Delivery Date" with a date input field in "mm/dd/yy" format and a calendar icon.
- A section titled "* Supplier Contact for sourcing purpose" with the instruction "Add contacts for the sourcing purpose." and an "Add Contact" button.
- A form for adding a contact with the following fields:
 - First Name
 - Last Name
 - Phone Work
 - Phone Mobile
 - Preferred Phone (dropdown menu, currently set to "Work")
 - Email
 - Role

A large, semi-transparent "Example" watermark is overlaid diagonally across the center of the form.

In the session “Items and Services” submit price and respond item questionnaire for each line or use Coupa template “Import to excel” (preferred method)

Option #1 Buyer requests Breakdown Price

Items and Services

Items Not In Lots (2 items)

Monolithics Item # 56784

Expected Quantity
1 Each

* Currency
USD

Disposal Cost Equipment Cost Labor Cost Manufacturing Cost

Material Cost MgCl2 (Magnesium Chloride)

Total Cost per Unit = Equipment Cost + Labor Cost + Manufacturing Cost + Material Cost + Disposal Cost + MgCl2 (Magnesium Chloride)

Example #1 there is formula price and Supplier should enter the price for each item Disposal cost, Equip Cost, etc

Example

Option #2 Buyer requests Total Unit Price

Item # 58645 Drawing 3345

0.00 USD

Expected Quantity x Price per Unit

Expected Quantity Price per Unit * Currency

1 Each 0 USD

* Required field

Total 0.00 USD

Example #2 only total price is required

BID RESPONSE (PRICING) – USING EXCEL

Recommend use excel template to respond a BID (price and questionnaire)

In Coupa session “Items & Services” scroll down to the end

- 1- Use the “Import to excel” button to download template
- 2- Click “Download the Response Template”. Required information is highlighted in yellow from excel template.
- 3- You can also unprotect excel to hide columns or freeze panels (Excel Menu - Review Unprotect). **Attention!** Don't remove or add any lines or column in the excel template, otherwise Coupa you will not allow to upload file
- 4- Complete the Excel form, save the file in your PC, and then click “Chose File” from Coupa RFQ
- 5- “Start upload”
- 6- Define name (slide 10)
- 7- Submit response:

1

Import from Excel

Save

Submit Response

Download template

2

TEST MONOLITHICS TESTL... - E

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
 - Choose File | No file chosen

4

Start Upload

5

3

Lot	Lot Fields	Item / Service	Item / Service Fields	Supplier Response Fields
Lot Name (Text)	Proposed Quantity (Number)	Item Description (Text)	Proposed Quantity (Number)	Unit Bid Price (Number)
	Quantity (Text)			Unit Bid Price (Text)
		Item 1	800	3000 USD
		Item 2	4000	2000 CAD
		Item 3	1	1200 USD
		Item 4	1200	250 USD
		Item 5	1200	5000 USD
		Item 6	75	300 USD
		Item 7	300	3300 USD
		Item 8	3300	3300 USD

6

Katia Souza made the following changes to this event

Name Example: Company Name - Data -V00

7

Click Submit response

8

Response submitted to Buyer

1 I have reviewed the changes to this event

Import from Excel

Save

Submit Response

BID RESPONSE (PRICING) – USING EXCEL (STEP 3)

Tab Items and Services				L	M	N	O				
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)	Item Description (Text)	Unit Bid Price (Number)	Bid Price Currency (Text)	Cost Formula (Text)	Disposal Cost (Number)	Equipment Cost (Number)	Cost (Number)
			Monolithics Item # 56784	1		0	USD				
			Item # 58845 Drawing 3345	1		0	USD				
								Total Cost per Unit = Equipment Cost + Labor			

Yellow fields to be complete

Tab Forms

The yellow cells below are your input fields. You can upload this file to save the information you entered in the editable cells to your response.
NOTE: This Excel file is locked to ensure it uploads correctly, and you must still click "submit" after uploading to submit!

Form	Question Fields			Answer Fields
Form Name (Text)	Label (Text)	Type (Text)	Required (Text)	Answer
Monolithics3	Supplier's Primary Method of Material Application	Text Field	Yes	CAST
Monolithics3	Can the Material be Gunned?	Drop Down	Yes	Yes
Monolithics3	Can the Material be Pumped?	Drop Down	Yes	No
Monolithics3	Can the Material be Shot?	Drop Down	Yes	No
Monolithics3	Can the Material be Rammed?	Drop Down	Yes	Yes
Monolithics3	Supplier's Product Dried Density - Lbs / ft ³	Text Field	Yes	187
Monolithics3	Supplier's Max Service Temperature - °F	Text Field	Yes	2200
Monolithics3	Supplier's Non-wetting Temperature Limit - °F	Text Field	Yes	2200
Monolithics3	Supplier's CIR Labs Immersion Test Rating	Drop Down	Yes	5
Monolithics3	Supplier's Typical 9" Thick Bake-out Time - Days	Text Field	Yes	3
Monolithics3	Supplier's Quantity per Pallet	Text Field	Yes	2000,3000
Monolithics3	Is Extra Product Stocked for Emergencies?	Drop Down	Yes	Yes
Monolithics3	Supplier's Shelf Life (Unit)	Text Field	Yes	12 months
Monolithics3	Supplier's Storage Specifics	Text Field	Yes	Cool, Dry
Monolithics3	Supplier's Storage Specifics 2	Multiple Check Boxes	Yes	Cool, Dry, Covered
Monolithics3	Supplier's Comments	Text Area	No	
Monolithics3	Can you meet the specifications stated in			

Yellow fields to be complete

BID RESPONSE (STEP 6)

4- Define the Name for this response, this name cannot be the same you used previously, scroll down to the end and submit response to Buyer

The screenshot shows a bid response form for 'TEMPLATE_NNA_ENG_CH'. The 'Event Info' section shows 'My Response' for 'Katia company - #2211' with an event end time of 08:01. The 'Name' field is highlighted with a blue callout bubble containing the number '5' and the text 'Define diferente name e.g. Katia 08/05/23'. A blue arrow points from the 'Name' field to the 'Attachments' section. The 'Attachments' section is divided into two columns: 'Provided by Katia Souza' and 'Your response'. The 'Provided by Katia Souza' column contains 'Novelis Short Form Terms & Conditions for North America' and 'Novelis location and shipping marks'. The 'Your response' column contains 'Response to Novelis Short Form Terms & Conditions for North America' and 'Response to Novelis location and shipping marks'. A blue callout bubble with the number '6' points to the 'Total 750.00 U' field. At the bottom, there are buttons for 'Export to Excel', 'Import from Excel', 'Load History', 'Save', and 'Submit Response to Buyer'. A red arrow points to the 'Submit Response to Buyer' button. A blue callout bubble with the text 'Previous name - same event' points to the 'Name' field.

RESPONSE SUBMITTED (STEP 8)

After submitting response, Supplier will see the message below indicating the response was submitted to the Buyer:

ITB 744-B2018 Avaya Au... - Event #18 Active

Response submitted to Buyer

BID CHANGE CHANGE

Supplier will also be informed in case of any changes in the Open Event

Novelis Spot Bid from Req #4162 has been changed - Sourcing Event #842

Powered by  **coupa**

Novelis Inc. made the following changes to the sourcing event: **Spot Bid from Req #4162**.
Bidding rules

Novelis

If you intend to participate, review the event timeline and terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response. Attachments, Forms, and Items and Services.

Response due date: Friday, 04 November 2011 11:30 AM EST

Your username is katiasouza@gmail.com

[View Event](#)

All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact sourcing.support@coupa.com

BID CHANGE – SUPPLIER RESPONSE

- 1- Supplier will receive e-mail regarding RFQ's change (View Event)
- 2- Enter Response
- 3- Review changes and click "I have reviewed the change to this event"
- 4- Click "Submit Response"

Buyer only receive the response for this BID if Supplier follows the steps above, even if RFQ was previous submitted.

Novelis Spot Bid from Req #4162 has been changed - Sourcing Event #842

Powered by **coupa**

Novelis Inc. made the following changes to the sourcing event: Spot Bid from Req #4162.

Bidding rules

Novelis If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Forms, and Items and Services.
Response due date: Friday, 04 November 2012 01:32 AM EST
Your username is: katasouza@gmail.com

[View Event](#)

All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact coupa@support@coupa.com

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TEST MONOLITHICS TESTI... - Event #1466 Active

Claim your profile to amplify trust with current and future customers. [GET STARTED](#)

Event Ends **20 : 14**
day ten

Event info [My Responses](#)

Response Name	State	Submitted At	Total	Actions
kata - #1063	working		0.00	View Edit

Per page: 15 | 45 | 90

[Enter Response](#)

2

History

I have reviewed the changes to this event

[Import from Excel](#) [Save](#) [Submit Response](#)

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Message Center

On the bottom left of the screen, there is a “Messages” box. Click this to open a window to send the Buyer a message during the event. Buyer will receive e-mail.

