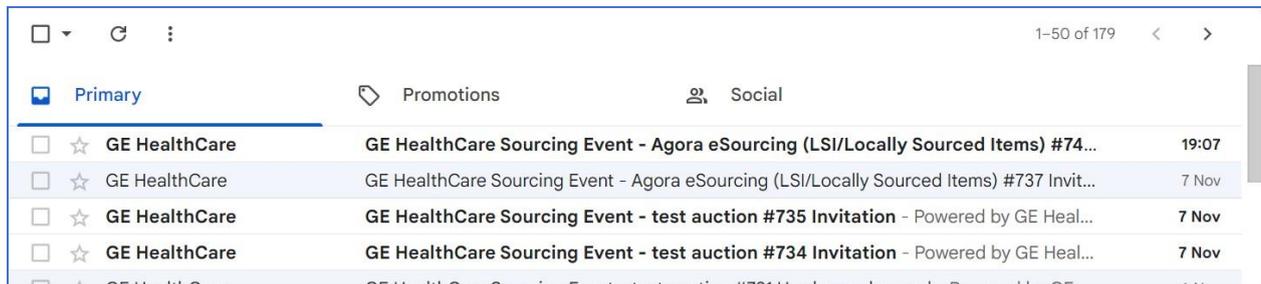


Navigating in Agora: e-Sourcing Instructions for Suppliers

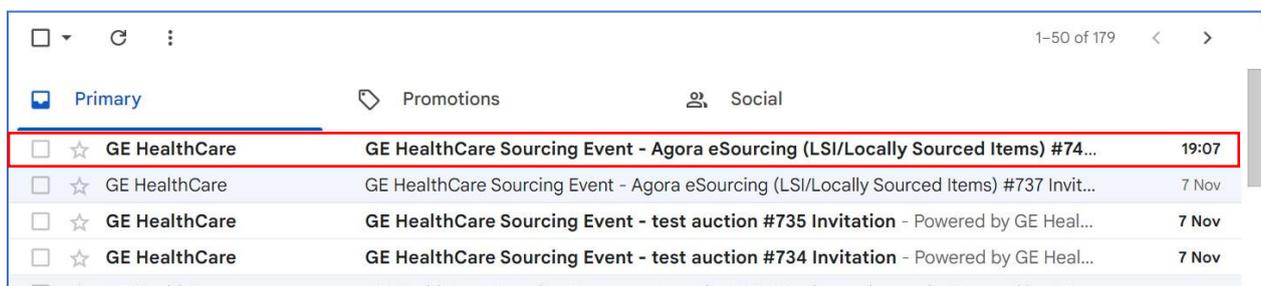
In this document, you find instructions on how respond to a sourcing event or auction in Agora.

Navigating in Agora (Generic RFX).....	1
Navigating in Agora (English Reverse Auction)	12
Navigating in Agora (Dutch Reverse Auction)	21
Navigating in Agora (Japanese Reverse Auction)	27
Revision Control and Changes.....	34

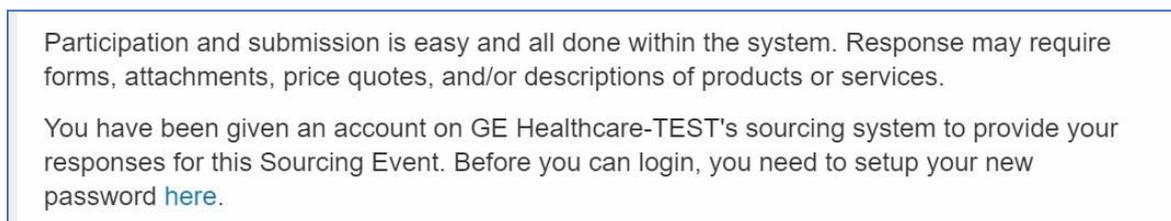
Step 1 – Open your Email Inbox.



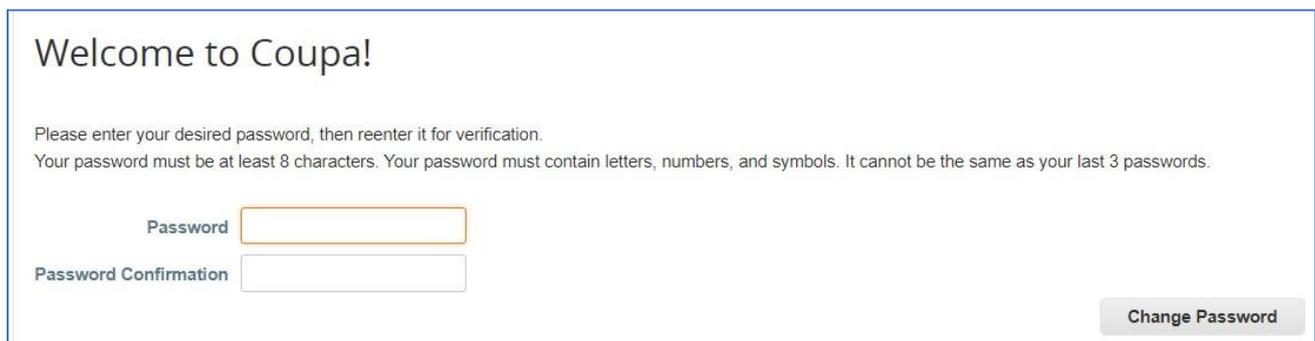
Step 2 – Click on the Email Invitation received from the Buyer.



Step 3 – Suppliers need to setup their own password (**only for first-time login**). To set up a password, please click on “here” as shown in the below example.

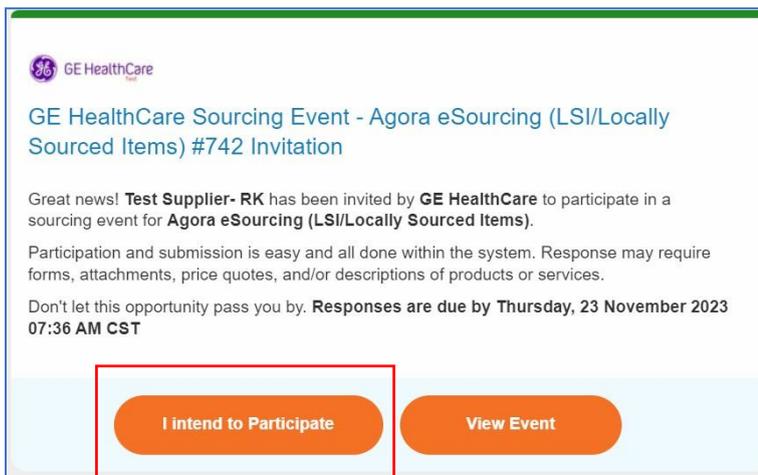


After you click on “here”, you will be taken into the new password page.



After the Password is set, Suppliers will need to use their Password **every time** they want to login to the Coupa Portal.

Step 4 – Click on “**I intend to Participate**”.



GE HealthCare

GE HealthCare Sourcing Event - Agora eSourcing (LSI/Locally Sourced Items) #742 Invitation

Great news! **Test Supplier- RK** has been invited by **GE HealthCare** to participate in a sourcing event for **Agora eSourcing (LSI/Locally Sourced Items)**.

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.

Don't let this opportunity pass you by. **Responses are due by Thursday, 23 November 2023 07:36 AM CST**

I intend to Participate **View Event**

Step 5 – After clicking “**I intend to Participate**”, it will take you to the **Response** tab. You will be able to view the deadline of the Event (**Event Ends** with clock counting down on the top right corner) and **Event Info** (quick summary of the event).



Agora eSourcing (LSI/L... - Event #742 Active)

Event Ends: **13 : 23**
days hrs

Event Info

Great news! **Supplier** has been invited by GE HealthCare to participate in a sourcing event for Agora eSourcing (LSI/Locally Sourced Items). 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.

Step 6 – Click on the box, “**I Intend to Participate in this event**”, if you wish to participate.



Do you intend to participate in this event?

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

Step 7 – Review & Accept **Terms and Conditions**.

Step 7.1.1 – If you **do not agree** to the Terms and Conditions, click on “**No**” and a comment box is enabled. You need to put in a **Rejection Comment** for the reason you are rejecting the Terms and Conditions.

Click **“Send to Event Owner”**.

 Accept Terms and Conditions

Terms and Conditions

[GEHC_Sourcing_Event_Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

Yes

No

Rejection Comment *

Send to Event Owner

Step 7.1.2 – Terms After the Response is sent to the Event Owner, the **Enter Response** button is disabled automatically. You will not be able to participate in the Sourcing Event.

 Timeline

Nov 10 Event Start

12:35 AM America/Chicago

14d : 0h : 0min

Nov 24 Event End

12:35 AM America/Chicago

00:00

Enter Response

Note: If Terms and Conditions are accepted offline or the supplier is good after discussing with the buyer, the Supplier can come back to event, change “Do you accept these Terms and Conditions?” to “Yes” and submit to event owner, then Supplier will be able to Participate in event.

Step 7.2 – If you agree to the Terms and Conditions, click **“Yes”** and then click **“Send to Event Owner”**.

 Accept Terms and Conditions

Terms and Conditions

[GEHC_Sourcing_Event_Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

Yes

No

Send to Event Owner

Step 8 – Review **Event Information & Bidding Rules**. Under **Buyer Attachments**, download the file to find more information about the Sourcing Event and instructions on how to submit proposals.

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer may choose to award individual line items

Available Bid Currencies
IDR USD

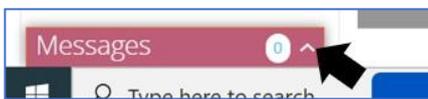
Buyer Attachments

[Navigating_in_Agora.pdf](#)

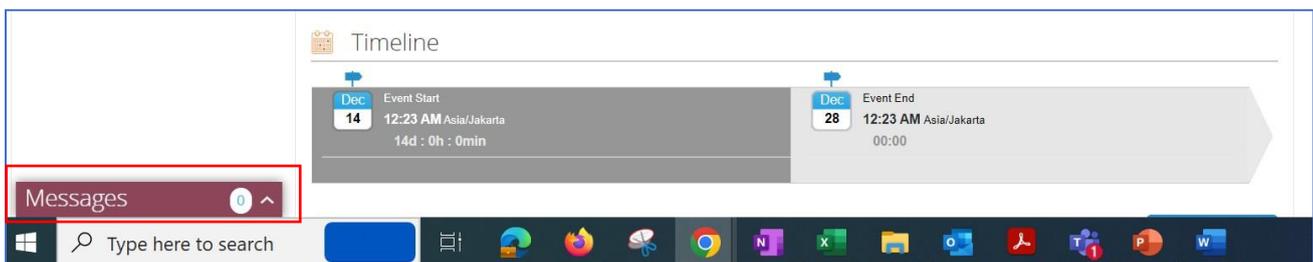
T Please download and review this guideline as a start. You will find all related information for this event within this document

[Sourcing_Event_Information_dummy.pdf](#)

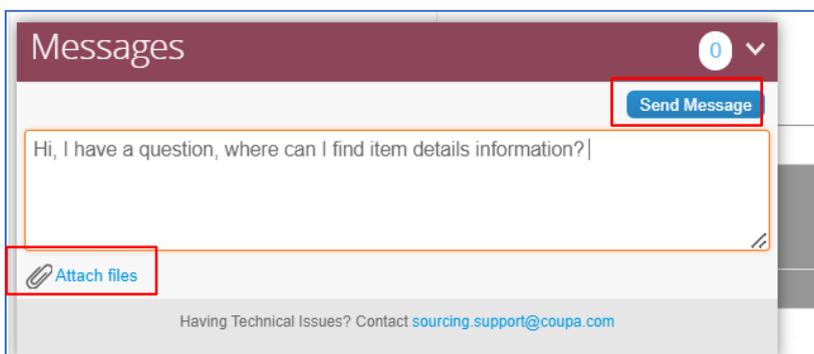
Step 9 – Questions related to an Event. If you have questions related to the Sourcing Event or its Terms and Conditions, you can send the questions via **Message Board**. The Message Board is found at the very bottom left corner of the page.



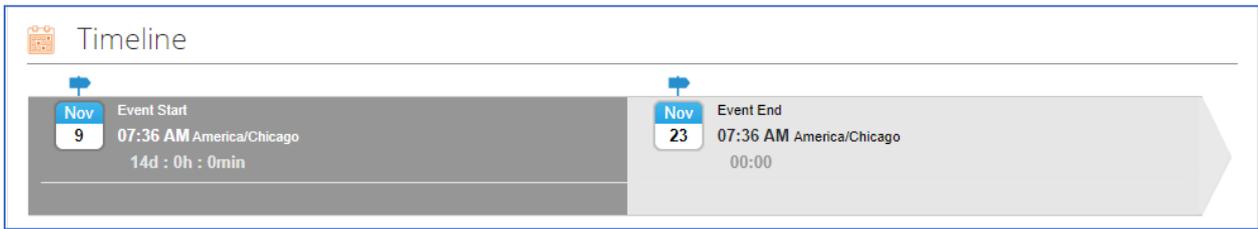
Step 9.1 – To send a message to the Event Owner, click to expand the window.



Step 9.2 – Type the message or questions in the designated space and click “**Send Message**”. You can expect to see the reply appearing in the Message Board, too. You can also attach files here. Users of the message board will also receive an email indicating that the message board has been updated.



Step 10 – Review the **Timeline** of the event. **Event End** time is the deadline for proposal submissions by suppliers.

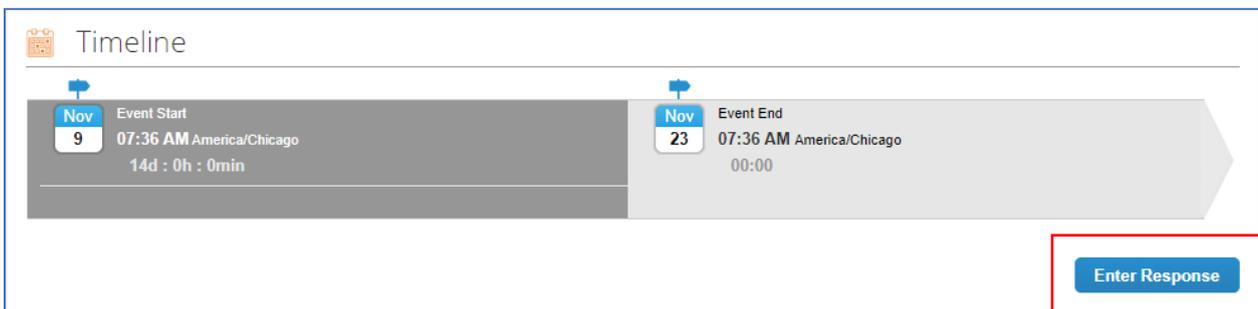


Timeline

Event Start: Nov 9, 07:36 AM America/Chicago, 14d : 0h : 0min

Event End: Nov 23, 07:36 AM America/Chicago, 00:00

Step 11– After you click on **Send to Event Owner** (step 7.2), the **Enter Response** button is enabled under Timeline.



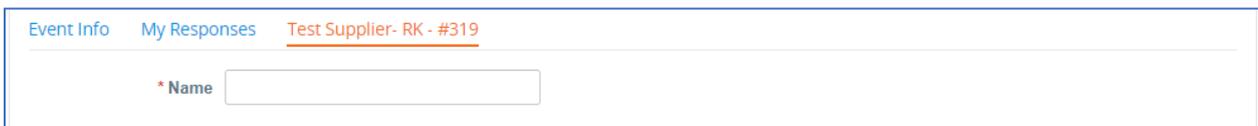
Timeline

Event Start: Nov 9, 07:36 AM America/Chicago, 14d : 0h : 0min

Event End: Nov 23, 07:36 AM America/Chicago, 00:00

Enter Response

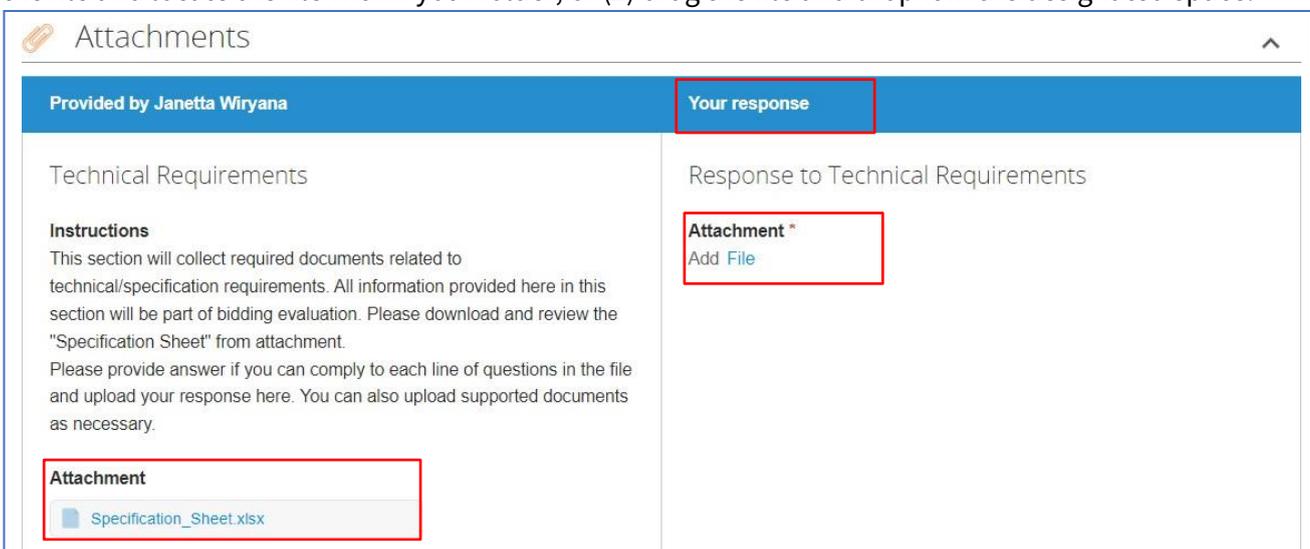
Step 12– After you click on **Enter Response**, it will take you to the next step. The supplier must **Name** the response, keeping in mind that multiple responses for the same item will have a unique Name.



Event Info My Responses Test Supplier- RK - #319

* Name

Step 13 – **Attachment** section: first read the **Instructions** and download the **attached file**. After that, review the file, fill-in required information within the file, save the new file, and reattach the file in the **Attachment** section under **Your Response**. You To attach your file, you can either (1) select to browse the file and locate the file within your folder, or (2) drag the file and drop it in the designated space.



Attachments

Provided by Janetta Wiryana

Your response

Technical Requirements

Instructions
This section will collect required documents related to technical/specification requirements. All information provided here in this section will be part of bidding evaluation. Please download and review the "Specification Sheet" from attachment.
Please provide answer if you can comply to each line of questions in the file and upload your response here. You can also upload supported documents as necessary.

Attachment
Specification_Sheet.xlsx

Response to Technical Requirements

Attachment *
Add File

📎 Attachments
^

Provided by Janetta Wiryana	Your response
<p>Technical Requirements</p> <p>Instructions This section will collect required documents related to technical/specification requirements. All information provided here in this section will be part of bidding evaluation. Please download and review the "Specification Sheet" from attachment. Please provide answer if you can comply to each line of questions in the file and upload your response here. You can also upload supported documents as necessary.</p> <p>Attachment</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 📄 Specification_Sheet.xlsx </div>	<p>Response to Technical Requirements</p> <p>Attachment * Add File</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center; justify-content: center;"> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px; margin-right: 10px;">Browse</div> ✕ </div> <div style="border: 1px dashed #ccc; padding: 10px; text-align: center; margin-top: 10px;"> + Drop files here </div> </div>

Step 14 – Forms: when questions appear in this **Form** section, it means the supplier needs to complete the fields and then **Save** the responses.

📄 Forms
^

📄 1. Multivendor Form

📄 Forms
^

1. Basic questionnaire
^

Please answer the questions below.

* Supplier Name

* Lead Time

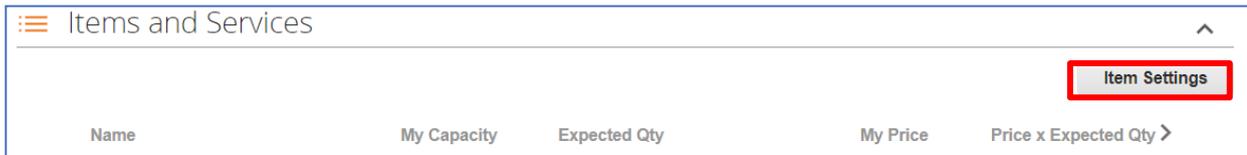
Save

Step 15 – Items and Services section: to complete this section, you can either choose (1) Manual Submissions: hover over a line item, click to open the individual line item, fill in all required details, and click **Save Item**. Follow the same steps for the next line item to submit a response. Follow the same steps for the next line item to submit a response. Continue until all line items are completed; or (2) Bulk Upload Submissions.

Note: You are required to complete any information or fields with a red star/ asterisk (*). Please follow the below **Mandatory Rules**.

Mandatory Rules:

- 1. Price:** When submitting the price, please ensure it aligns with the selected currency.
- 2. Currency:** If event allows more than one currency, please select your preferred currency. To set your default currency, please click on “**Item Settings**”, select your “**Default Currency**” and click “**Save Settings**”.



Items and Services

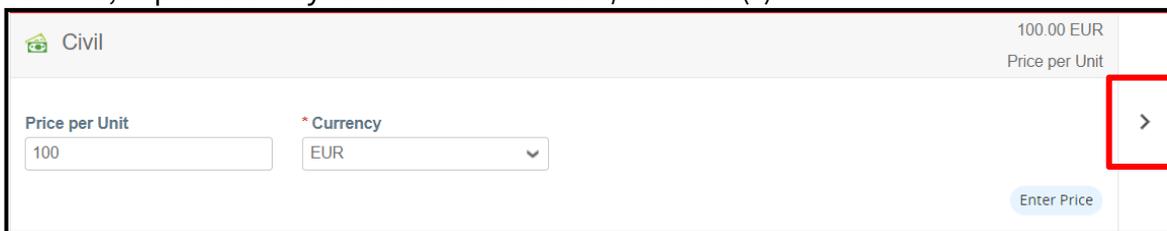
Item Settings

Name My Capacity Expected Qty My Price Price x Expected Qty >

- 3. Lead Time:** Always input lead time information **in calendar days**.
- 4. Description:** Please enter product name and short summary of what is included.
- 5. ID/Part Number:** Please enter Manufacturer’s Part Number only; **do not** enter other part numbers.

Step 15.1 – Manual Submissions.

The below screenshot shows the minimum information suppliers must provide. Actual requirements can be more, so please always check for the red star/ asterisk (*).

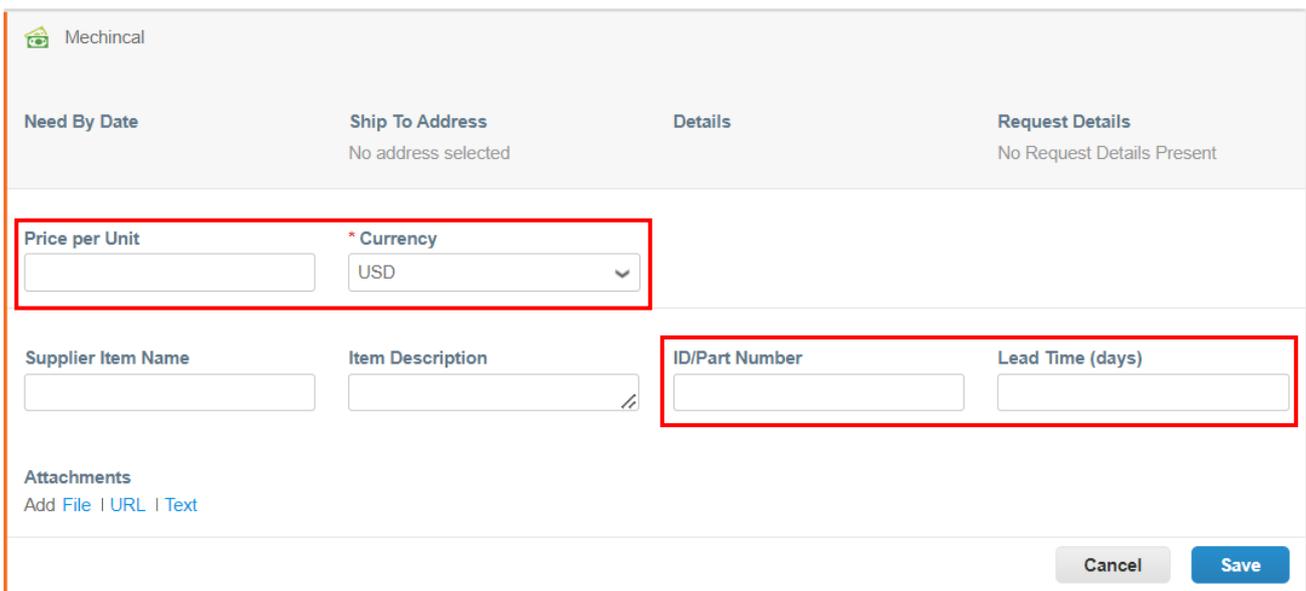


Civil 100.00 EUR Price per Unit

Price per Unit * Currency

100 EUR

Enter Price



Mechanical

Need By Date Ship To Address Details Request Details

No address selected No Request Details Present

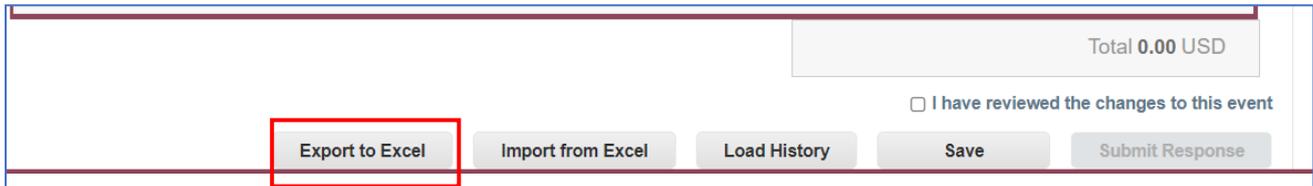
Price per Unit * Currency

Supplier Item Name Item Description ID/Part Number Lead Time (days)

Attachments Add File | URL | Text

Cancel Save

Step 15.2 – Bulk Upload Submission: If you want to respond via Bulk Upload method, please click on “**Export to Excel**” at the bottom of the screen, and it will download the file to populate.



Total 0.00 USD

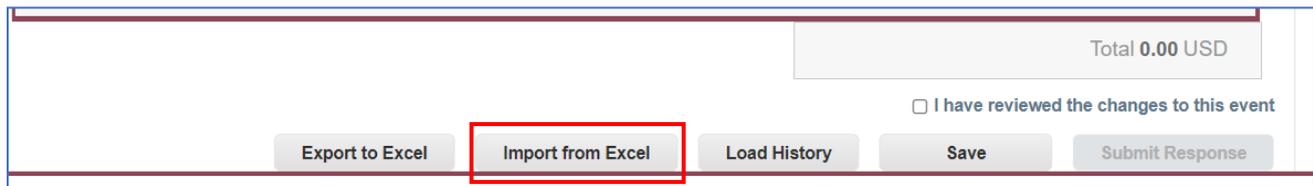
I have reviewed the changes to this event

Export to Excel Import from Excel Load History Save Submit Response

Step 16 – Open the Excel file and fill in all mandatory fields with **Y*** mark and Save the new file on your local drive.

Field Name	required	Your Responses	Quantity	UOM
Items Not in Lots (Below)	N	Nothing Required	N/A	N/A
Your Unit Price for "MR Injector_Zone 1_2 Yr Warr":	Y*		1	Set
Your Capacity:	N	1		
Currency:	Y*	USD		
Your Item Name:	N			

Next, upload the file by using “**Import from Excel**” button.

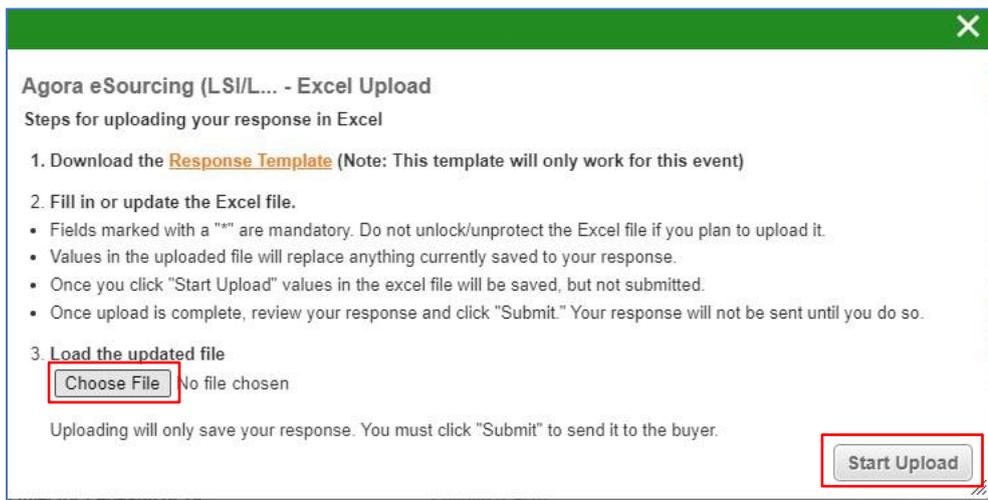


Total 0.00 USD

I have reviewed the changes to this event

Export to Excel **Import from Excel** Load History Save Submit Response

Click on the “**Choose File**” button and locate the submission file. Click “**Start Upload**”.



Agora eSourcing (LSI/L... - Excel 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

Choose File No file chosen

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

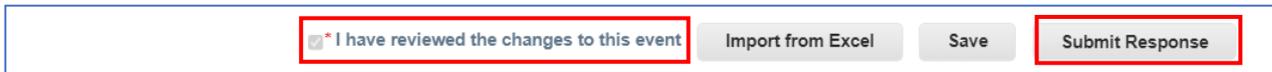
Start Upload

Step 16.1 – After a successful upload, a green banner will appear on top.



Excel import successful. Remember to submit your changes below.

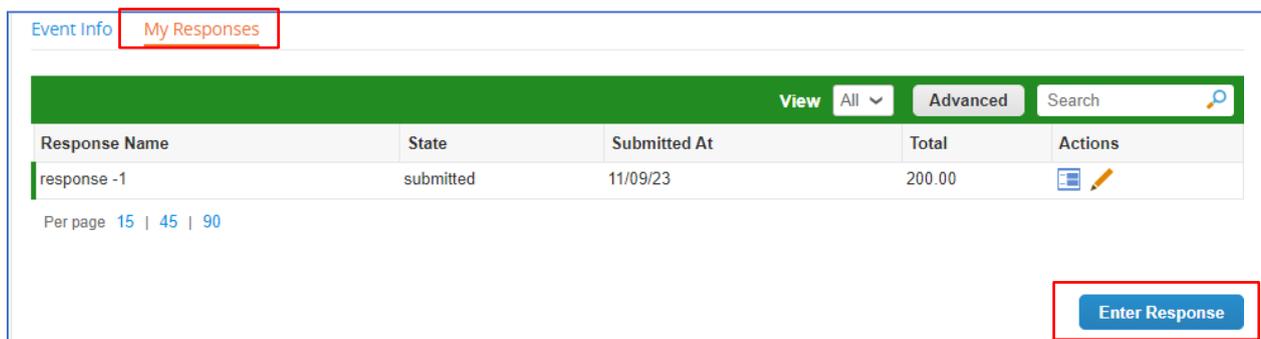
Step 17 – To submit your overall responses, click the “**Submit Response**” button on the very bottom right of the page. If the Event Owner makes an update to an event before the Event End deadline, you will also need to tick “**I have reviewed the changes to this event**” before you are able to click the “**Submit Response**” button.



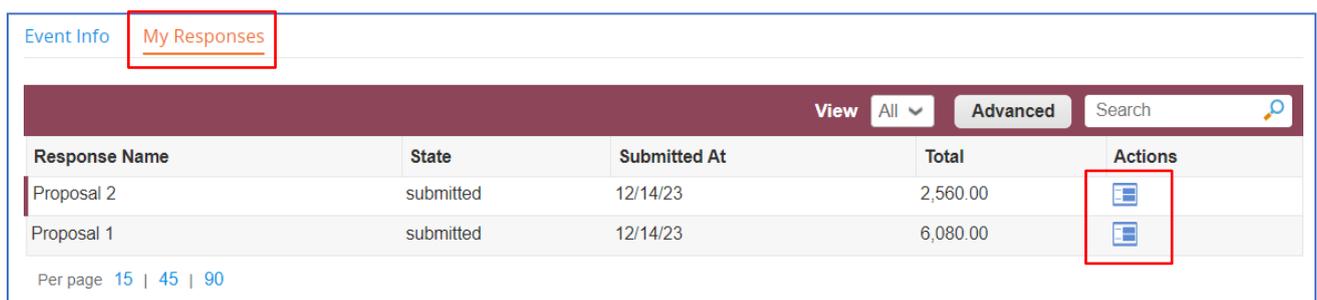
Upon a successful submission, a green banner will appear on top of the page.



Step 18 – If you want to enter an additional response for the same item/service, you can click on **My Responses** and then click on **Enter Response**. A new page will appear, and you can submit a second response. You can start again from **Step 11**.



Step 19 – You can **Review your submission(s)** by clicking on the **view icons** under the **Action** column.



Step 20 – You can **Change your submission(s)**, as long as the Event did not end yet. On “**My Response**” tab, click on the **pencil icon** under the **Actions** column and perform the necessary changes, as needed. Click “**Save**” and do not forget to click “**Submit Response**”, again.

Event Ends 01:00
days hrs

Event Info My Responses

View All ▼ Advanced Search 🔍

Response Name	State	Submitted At	Total	Actions
Proposal 2	submitted	12/14/23	2,560.00	📄 ✎
Proposal 1	submitted	12/14/23	6,080.00	📄 ✎

Per page 15 | 45 | 90

Upon successful re-submission, a green banner will appear on top of the page.

Response submitted to Buyer✕

[Navigating in Agora \(English Reverse Auction\)](#)

Step 1 - Open your Email Inbox.

<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Promotions	<input type="checkbox"/> Social
<input type="checkbox"/> ☆ GE Healthcare-QA	GE Healthcare-QA Sourcing Event - English auction _1 #103 Invitation - Powered b... 11:51	
<input type="checkbox"/> ☆ GE Healthcare-TEST	GE Healthcare-TEST Sourcing Event - Reverse Auction - Engineering Services and BPO ... 24 Jan	
<input type="checkbox"/> ☆ Christian Lamminpaa	New message Received for RFQ_2024_Finland Project ABC - Event #206 - Powered by ... 24 Jan	

Step 2 - Click on the Email Invitation received from the Buyer.

<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Promotions	<input type="checkbox"/> Social
<input type="checkbox"/> ☆ GE Healthcare-QA	GE Healthcare-QA Sourcing Event - English auction _1 #103 Invitation - Powered b... 11:51	
<input type="checkbox"/> ☆ GE Healthcare-TEST	GE Healthcare-TEST Sourcing Event - Reverse Auction - Engineering Services and BPO ... 24 Jan	
<input type="checkbox"/> ☆ Christian Lamminpaa	New message Received for RFQ_2024_Finland Project ABC - Event #206 - Powered by ... 24 Jan	

Step 3 - Suppliers need to setup their own password (**only for first-time login**). To set up a password, please click on “here” as shown in the below example.

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.

You have been given an account on GE Healthcare-TEST's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password [here](#).

After you click on “here” you will be taken into the new password page.

Welcome to Coupa!

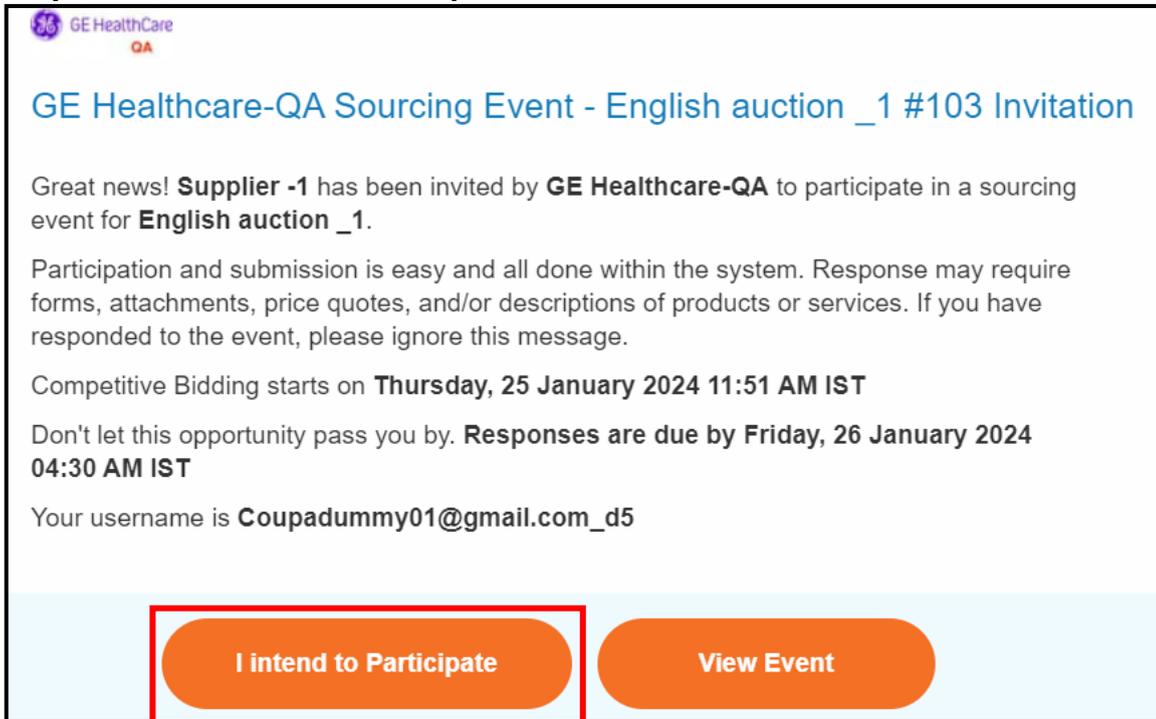
Please enter your desired password, then reenter it for verification.
Your password must be at least 8 characters. Your password must contain letters, numbers, and symbols. It cannot be the same as your last 3 passwords.

Password
 Password Confirmation

[Change Password](#)

After the Password is set, Suppliers will need to use their Password **every time** they want to login to the Coupa Portal.

Step 4 - Click on “I intend to Participate”.



GE HealthCare
QA

GE Healthcare-QA Sourcing Event - English auction _1 #103 Invitation

Great news! **Supplier -1** has been invited by **GE Healthcare-QA** to participate in a sourcing event for **English auction _1**.

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.

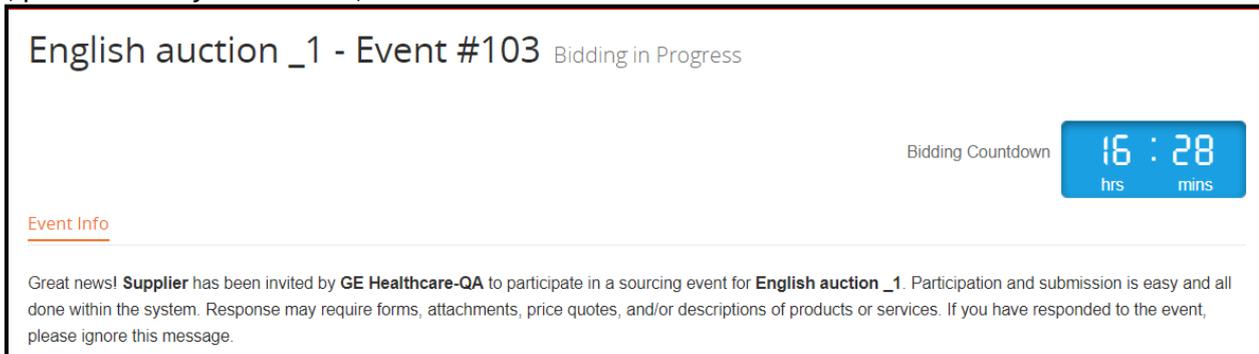
Competitive Bidding starts on **Thursday, 25 January 2024 11:51 AM IST**

Don't let this opportunity pass you by. **Responses are due by Friday, 26 January 2024 04:30 AM IST**

Your username is **Coupadummy01@gmail.com_d5**

I intend to Participate **View Event**

Step 5 - After clicking “I intend to Participate”, it will take you to the **Event Info tab. You will be able to view the deadline of the Event (**Bidding Countdown** clock on the top right corner) and event information (quick summary of the event).**



English auction _1 - Event #103 Bidding in Progress

Bidding Countdown **16 : 28**
hrs mins

Event Info

Great news! **Supplier** has been invited by **GE Healthcare-QA** to participate in a sourcing event for **English auction _1**. 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.

Step 6 - Click on the box, “I Intend to Participate in this event”, if you wish to participate.

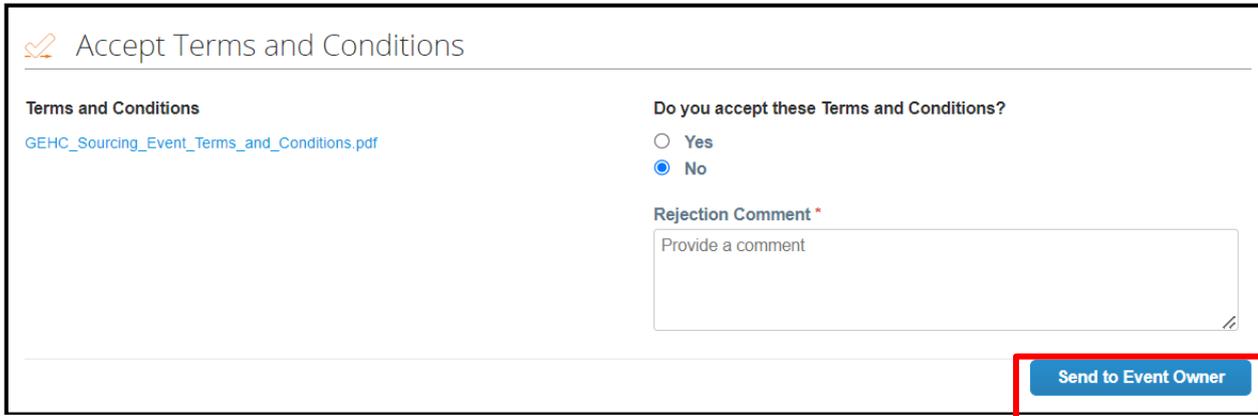


Do you intend to participate in this event?

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

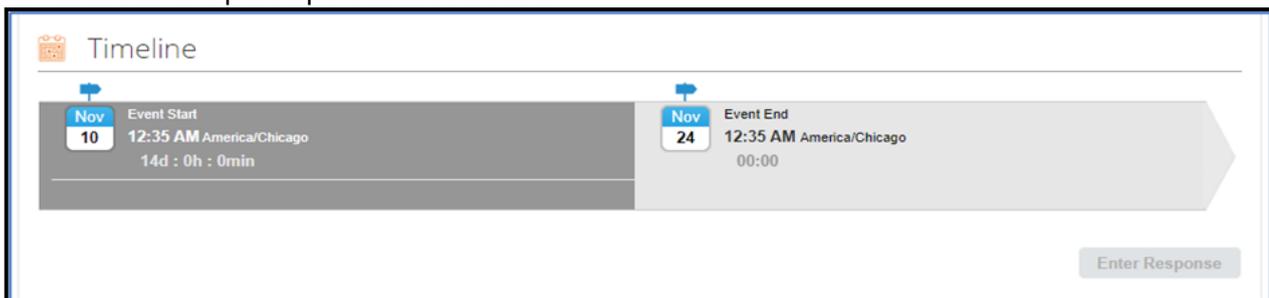
Step 7 - Review & Accept Terms and Conditions.

Step 7.1 - If you **do not agree** to the Terms and Conditions, click on “**No**” and a comment box is enabled. You need to put in a **Rejection Comment** for the reason you are rejecting the Terms and Conditions. Click “**Send to Event Owner**”.



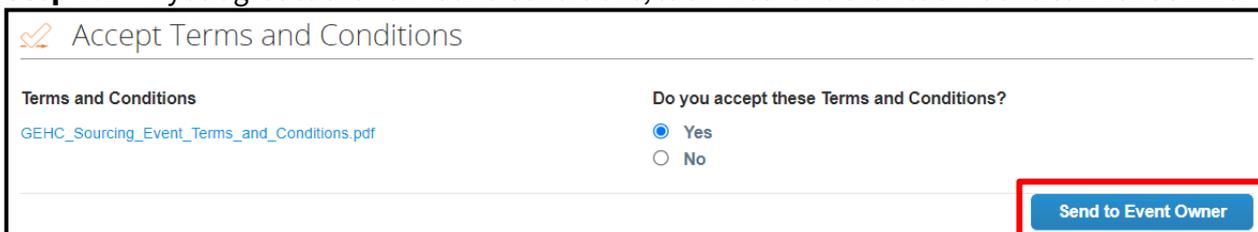
The screenshot shows a form titled "Accept Terms and Conditions". On the left, there is a link for "Terms and Conditions" pointing to "GEHC_Sourcing_Event_Terms_and_Conditions.pdf". On the right, the question "Do you accept these Terms and Conditions?" has two radio buttons: "Yes" (unselected) and "No" (selected). Below this is a text input field labeled "Rejection Comment *" with the placeholder text "Provide a comment". At the bottom right, a blue button labeled "Send to Event Owner" is highlighted with a red border.

After the Response is sent to the Event Owner, the **Enter Response** button is disabled automatically. You will not be able to participate in the Auction.



The screenshot shows a "Timeline" section. It features two event markers: "Event Start" on Nov 10 at 12:35 AM America/Chicago (14d : 0h : 0min) and "Event End" on Nov 24 at 12:35 AM America/Chicago (00:00). At the bottom right, there is a grey button labeled "Enter Response".

Step 7.2 – If you agree to the Terms and Conditions, click “**Yes**” and then click “**Send to Event Owner**”.



The screenshot shows the same "Accept Terms and Conditions" form. In this instance, the "Yes" radio button is selected. The "Rejection Comment" field is empty. The "Send to Event Owner" button at the bottom right is highlighted with a red border.

Step 8 – Review **Event Information & Bidding Rules**. You will be able to view a few settings.

Automatic Bid Extensions - Gives the suppliers time to react to a “new best price” bid placed just before End of Event time. The auction will be kept open for the number of minutes the Buyer sets if the new quote is better than the current best one.

Competitive Ranking - During competitive bidding, you will see your ‘Competitive Ranking’ only. Example: ‘Your rank is 3’.

Incremental Bidding (Auction) Rules - The suppliers may change their quotes as many times as they wish, depending on the feedback, until the end of the auction phase. This is to ensure that the price develops in a fair and efficient way by the percentage or the amount, whichever the buyer has decided.

Event Information & Bidding Rules

Automatic Bid Extensions
You will have at least 5 minutes to respond after a new best price is submitted.

Competitive Ranking
During competitive bidding, you will see your 'Competitive Ranking' only.
Example 'Your rank is 3'.

Incremental Bidding (Auction) Rules
Ties for 1st place are allowed for:

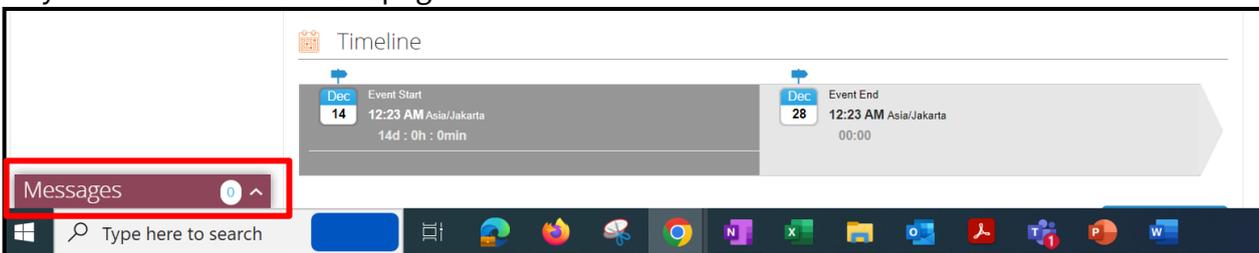
- Event-Total
- Lots
- Individual-Items

During competitive bidding, you must improve your bid by:

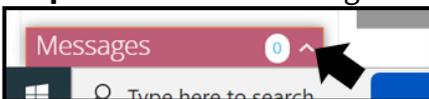
- Event Total — 1.00%
- Lots — 1.00%
- Items — 1.00%

Your responses are viewable by buyer once submitted
Buyer may choose to award individual line items

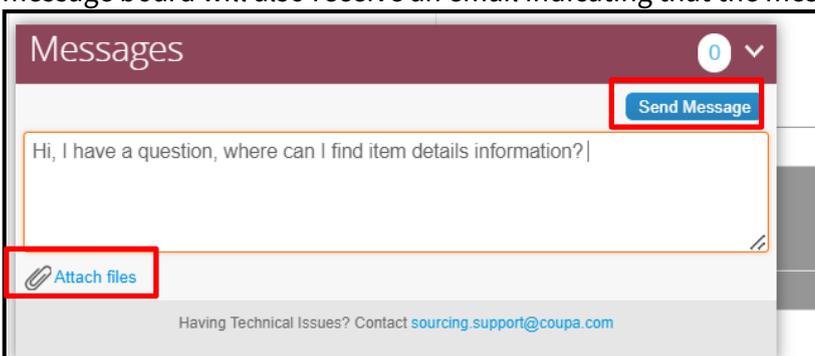
Step 9 - Questions related to an Auction. If you have questions related to the Auction or its Terms and Conditions, you can send the questions via **Message Board**. The Message Board is found at the very bottom left corner of the page.



Step 9.1 – To send message to the Event Owner, click to expand the window.

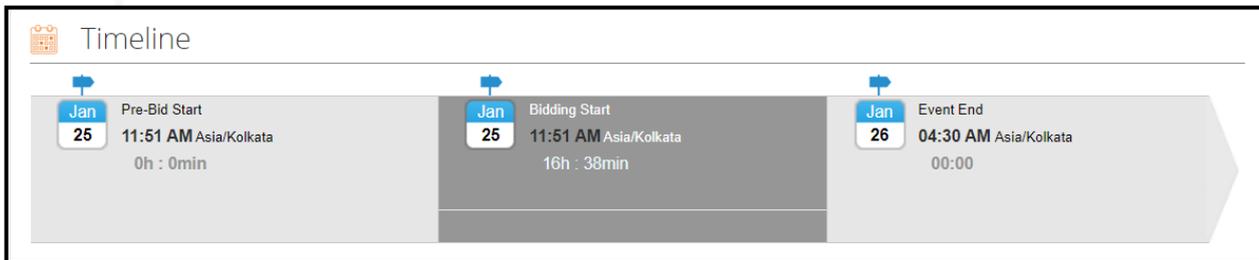


Step 9.2 – Type the message or questions in the designated space and click “**Send Message**”. You can expect to see the reply appearing in the Message Board, too. You can also attach files here. Users of the message board will also receive an email indicating that the message board has been updated.

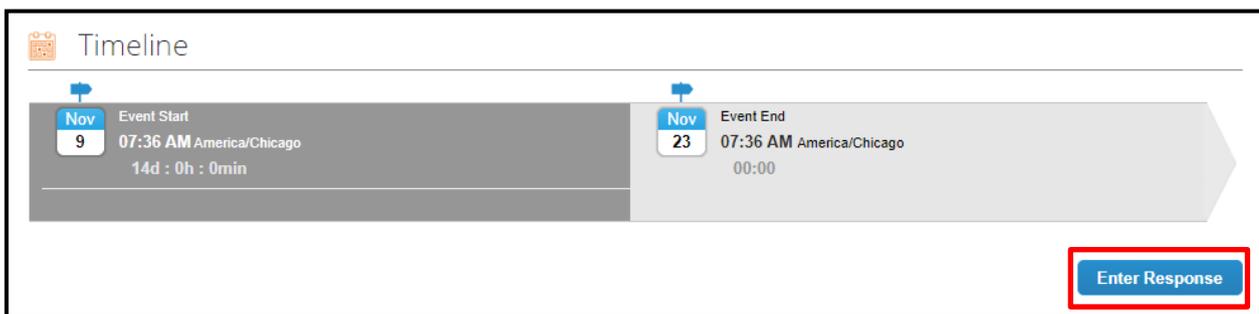


Step 10 - The **Timeline** of the auction can be viewed, showing the date and time the auction bidding is going to **start**, as well as the action **Event End** date and time.

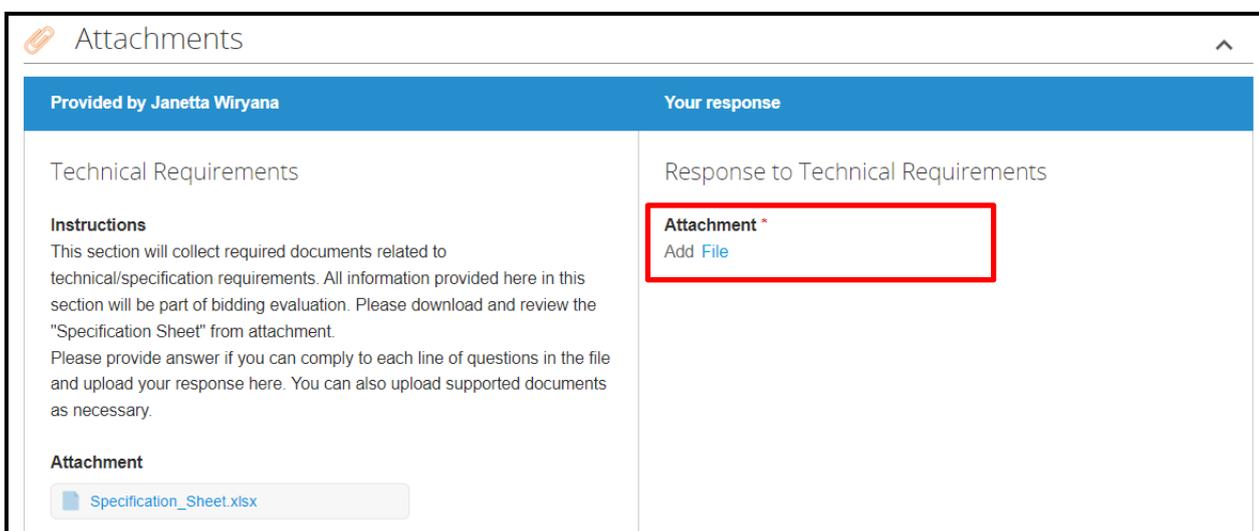
Note: There will be a **Pre-bid** period where suppliers can review the Terms and Conditions and other Information provided by the Buyer. After the Pre-bid timeline has passed, the auction Bidding time will start.



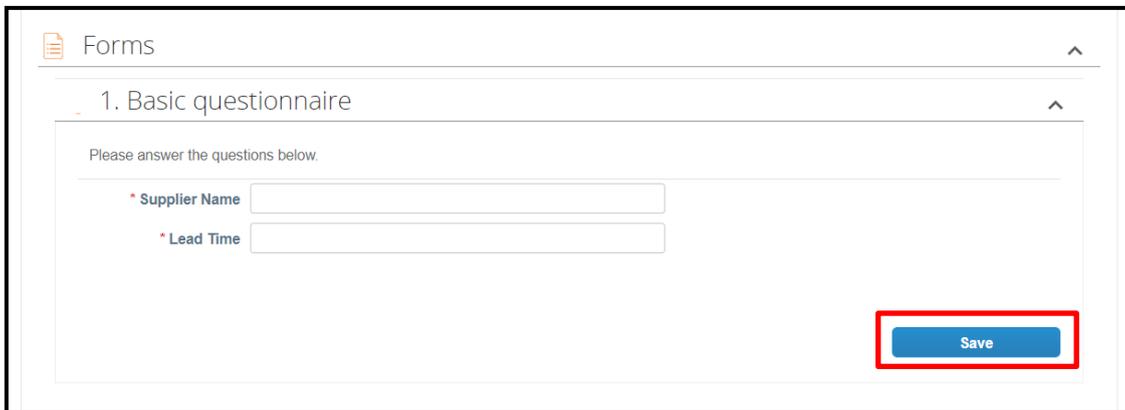
Step 11 - After you click on **Send to Event Owner** (step 7.2), the **Enter Response** button is enabled under Timeline. After you click on **Enter Response**, it will take you to the next step at the **My Response** tab.



Step 12 - **Attachments** section (if applicable): first read the **Instructions** and download the **attached file**. After that, review the file, fill-in required information within the file, save the new file, and reattach the file in the **Attachment** section under **Your Response**. To attach your file, you can either (1) select to browse the file and locate the file within your folder, or (2) drag the file and drop it in the designated space.



Step 13 – Forms: when questions appear in this **Form** section, it means the supplier needs to complete the fields and then **Save** the responses.



Forms

1. Basic questionnaire

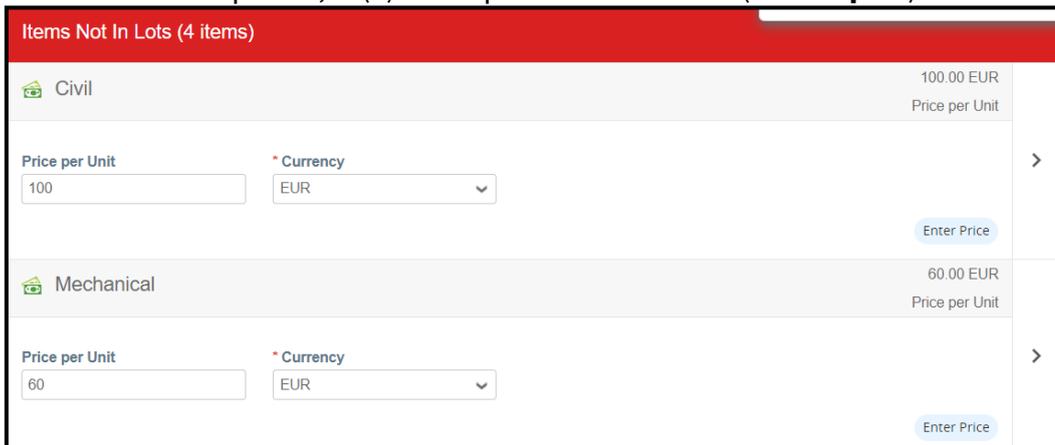
Please answer the questions below.

* Supplier Name

* Lead Time

Save

Step 14 – Items and Services section: to complete this section, you can either: (1) Manual Submissions: hover over a line item, click to open the individual line item, fill-in all required details, and click **Save Item**. Follow the same steps for the next line item to submit a response. Continue until all line items are completed; or (2) Bulk Upload Submissions (see **Step 15**).

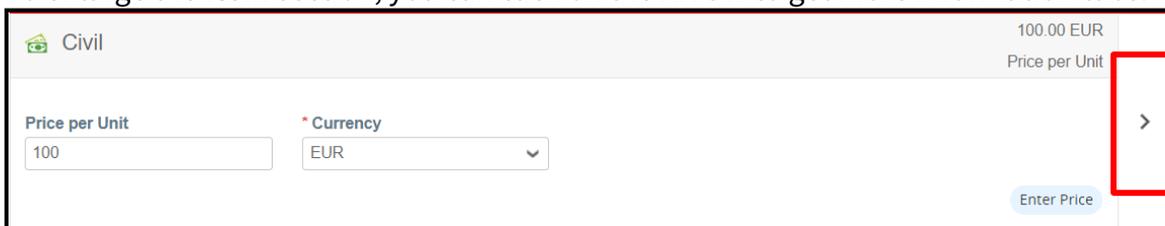


Items Not In Lots (4 items)

Item	Price per Unit	Currency
Civil	100	EUR
Mechanical	60	EUR

Note 1: You are required to complete any information or fields with a red star/ asterisk (*).

To enlarge the **Item** section, you can click on the **Arrow** to get more information tabs.



Civil

100.00 EUR
Price per Unit

Price per Unit: 100

* Currency: EUR

Enter Price

View when enlarged.

 Mechanical

Need By Date	Ship To Address No address selected	Details	Request Details No Request Details Present
---------------------	---	----------------	--

Price per Unit 60	* Currency EUR		
-----------------------------	--------------------------	--	--

Supplier Item Name	Item Description	ID/Part Number	Lead Time (days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Enter Price

Cancel Save

Note 2: If you do not supply the **Item**, you can leave the **Price per Unit** section **blank** and proceed further.

 Electrical 0.00 EUR
Price per Unit

Price per Unit	* Currency		
<input type="text"/>	EUR		

After you submit your response, your **Rank** will be updated next to the line item.

Items Not In Lots (4 items)

 Civil		100.00 EUR Price per Unit	
---	--	------------------------------	--

Price per Unit 100	* Currency EUR		>
------------------------------	--------------------------	--	---

Rank 1

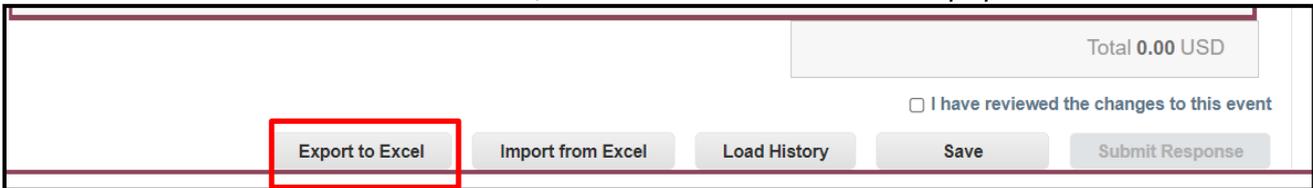
 Mechanical		500.00 EUR Price per Unit	
--	--	------------------------------	--

Price per Unit 500	* Currency EUR		>
------------------------------	--------------------------	--	---

Rank 2

If another supplier has quoted better than you, then for a particular line item, the **Rank** may differ, accordingly.

Step 15 – Bulk Upload Submission: If you want to respond via Bulk Upload method, please click on “**Export to Excel**” click at the bottom of the screen, and it will download the file to populate.



Total 0.00 USD

I have reviewed the changes to this event

Export to Excel Import from Excel Load History Save Submit Response

Step 15.1 – Open the Excel file and fill in all mandatory fields with **Y*** mark and Save the new file on your local drive.

Field Name	required	Your Responses	Quantity	UOM
Items Not in Lots (Below)	N	Nothing Required	N/A	N/A
Your Unit Price for "MR Injector_Zone 1_2 Yr Warr":	Y*		1	Set
Your Capacity:	N	1		
Currency:	Y*	USD		
Your Item Name:	N			

Step 15.2 - Next, upload the file by using “**Import from Excel**” button.

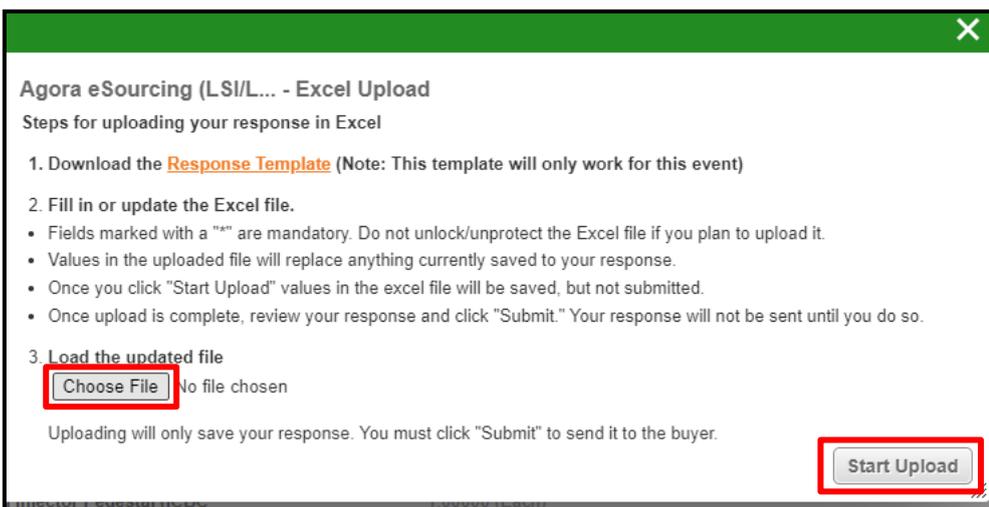


Total 0.00 USD

I have reviewed the changes to this event

Export to Excel **Import from Excel** Load History Save Submit Response

Step 15.3 - Click on the “**Choose File**” button and locate the submission file. Click “**Start Upload**”.



Agora eSourcing (LSI/L... - Excel 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

Choose File No file chosen

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

Start Upload

After a successful upload, a green banner will appear on top.



Excel import successful. Remember to submit your changes below.

Step 16 – To submit your overall responses, click the “**Submit Response**” button on the very bottom right of the page. If the Event Owner makes an update to an auction before the Event End deadline, you will also need to tick “**I have reviewed the changes to this event**” before you are able to click the “**Submit Response**” button.



The screenshot shows a horizontal toolbar with five buttons: "Export to Excel", "Import from Excel", "Load History", "Save", and "Submit Response". Above the "Submit Response" button is a checkbox labeled "I have reviewed the changes to this event", which is checked. A red box highlights the "Submit Response" button, and another red box highlights the checkbox and its label.

Upon successful submission, a green banner will appear on top of the page.



The screenshot shows a green notification banner with the text "New Bid has been submitted." and a close button (X) on the right side.

Please NOTE: the winning auction will not guarantee a business award, and it is solely up to the discretion of the Buyer. The Supplier can bid in the Responses section until the Auction is closed for participating.

Navigating in Agora (Dutch Reverse Auction)

Step 1 - Open your Email Inbox.

<input type="checkbox"/> Primary	<input type="checkbox"/> Promotions	<input type="checkbox"/> Social
<input type="checkbox"/> ☆ GE Healthcare-QA	GE Healthcare-QA Sourcing Event - English auction _1 #103 Invitation - Powered b... 11:51	
<input type="checkbox"/> ☆ GE Healthcare-TEST	GE Healthcare-TEST Sourcing Event - Reverse Auction - Engineering Services and BPO ... 24 Jan	
<input type="checkbox"/> ☆ Christian Lamminpaa	New message Received for RFQ_2024_Finland Project ABC - Event #206 - Powered by ... 24 Jan	

Step 2 - Click on the Email Invitation received from the Buyer.

<input type="checkbox"/> Primary	<input type="checkbox"/> Promotions	<input type="checkbox"/> Social
<input type="checkbox"/> ☆ GE Healthcare-QA	GE Healthcare-QA Sourcing Event - English auction _1 #103 Invitation - Powered b... 11:51	
<input type="checkbox"/> ☆ GE Healthcare-TEST	GE Healthcare-TEST Sourcing Event - Reverse Auction - Engineering Services and BPO ... 24 Jan	
<input type="checkbox"/> ☆ Christian Lamminpaa	New message Received for RFQ_2024_Finland Project ABC - Event #206 - Powered by ... 24 Jan	

Step 3 - Suppliers need to setup their own password (**only for first-time login**). To set up a password, please click on “here” as shown in the below example.

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.

You have been given an account on GE Healthcare-TEST's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password [here](#).

After you click on “here” you will be taken into the new password page.

Welcome to Coupa!

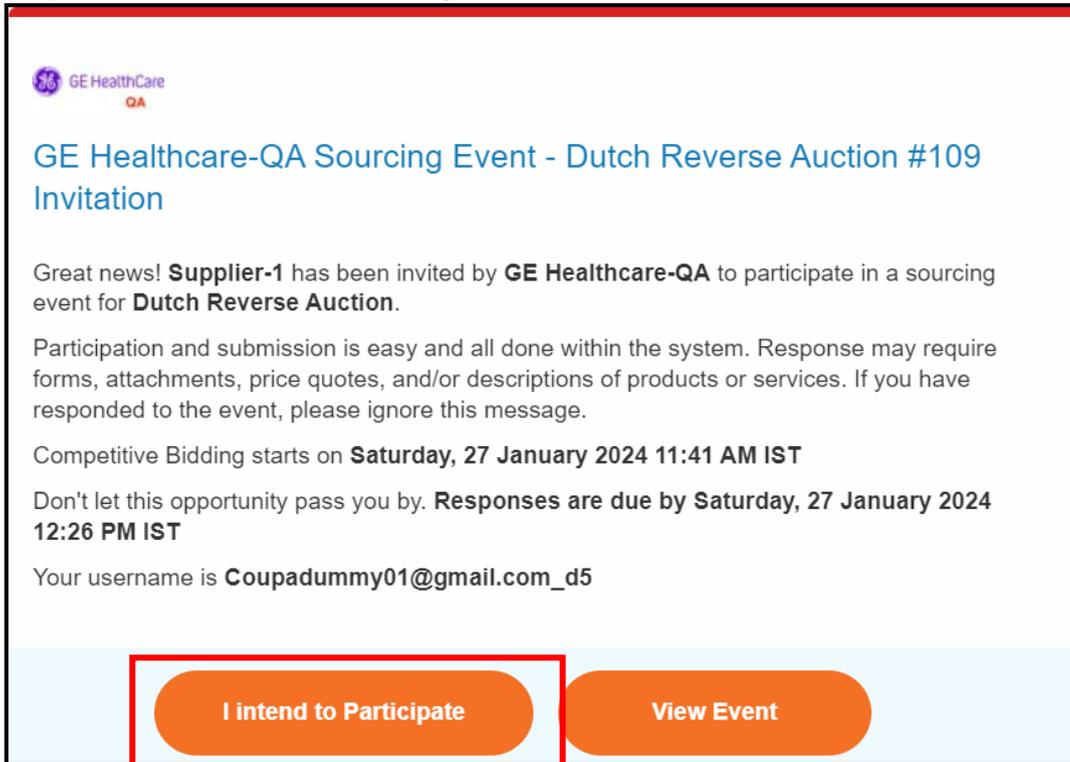
Please enter your desired password, then reenter it for verification.
Your password must be at least 8 characters. Your password must contain letters, numbers, and symbols. It cannot be the same as your last 3 passwords.

Password

Password Confirmation

After the Password is set, Suppliers will need to use their Password **every time** they want to login to the Coupa Portal.

Step 4 - Click on “I intend to Participate”.



GE HealthCare
QA

GE Healthcare-QA Sourcing Event - Dutch Reverse Auction #109 Invitation

Great news! **Supplier-1** has been invited by **GE Healthcare-QA** to participate in a sourcing event for **Dutch Reverse Auction**.

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.

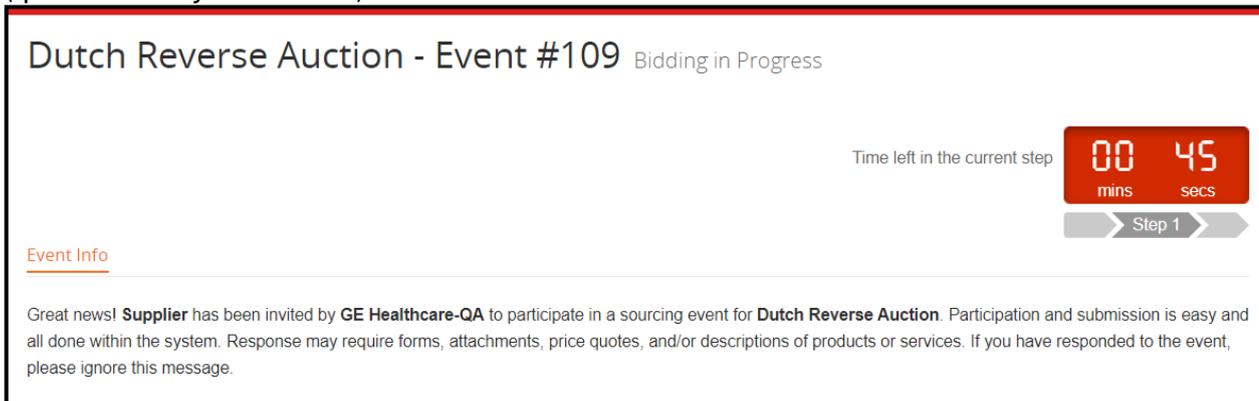
Competitive Bidding starts on **Saturday, 27 January 2024 11:41 AM IST**

Don't let this opportunity pass you by. **Responses are due by Saturday, 27 January 2024 12:26 PM IST**

Your username is **Coupadummy01@gmail.com_d5**

I intend to Participate **View Event**

Step 5 - After clicking “I intend to Participate”, it will take you to the **Event Info tab. You will be able to view the deadline of the Event (**Bidding Countdown** clock on the top right corner) and event information (quick summary of the event).**



Dutch Reverse Auction - Event #109 Bidding in Progress

Time left in the current step **00 45**
mins secs

Step 1

[Event Info](#)

Great news! **Supplier** has been invited by **GE Healthcare-QA** to participate in a sourcing event for **Dutch Reverse Auction**. 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.

Step 6 - Click on the box, “I Intend to Participate in this event”, if you wish to participate.



Do you intend to participate in this event?

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

Step 7 - Review & Accept Terms and Conditions.

Step 7.1 - If you **do not agree** to the Terms and Conditions, click on “**No**” and a comment box is enabled. You need to put in a **Rejection Comment** for the reason you are rejecting the Terms and Conditions. Click “**Send to Event Owner**”.

 Accept Terms and Conditions

Terms and Conditions

[GEHC_Sourcing_Event_Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

Yes

No

Rejection Comment *

Provide a comment

Send to Event Owner

After the Response is send to the Event Owner, the **Enter Response** button is disabled automatically. You will not be able to participate in the Auction.

 Timeline

Nov 10 Event Start

12:35 AM America/Chicago

14d : 0h : 0min

Nov 24 Event End

12:35 AM America/Chicago

00:00

Enter Response

Step 7.2 – If you agree to the Terms and Conditions, click “**Yes**” and then click “**Send to Event Owner**”.

 Accept Terms and Conditions

Terms and Conditions

[GEHC_Sourcing_Event_Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

Yes

No

Send to Event Owner

Step 8 – Review **Event Information & Bidding Rules**. You will be able to view the settings.

Automatic bid time interval - Bids will increase price every three (3) minutes (this time is set up by the Buyer) and **time may vary**.

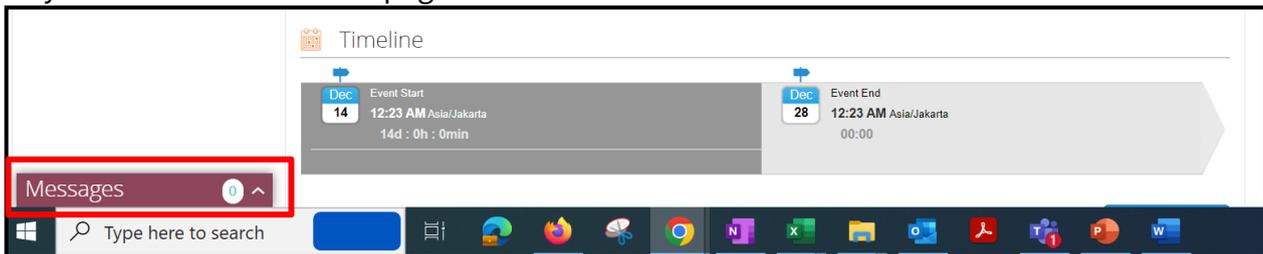
 Event Information & Bidding Rules

Automatic bid time interval

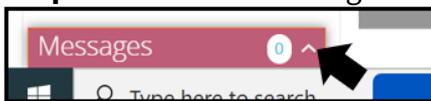
Bids will increase price every 3 min

Buyer may choose to award individual line items

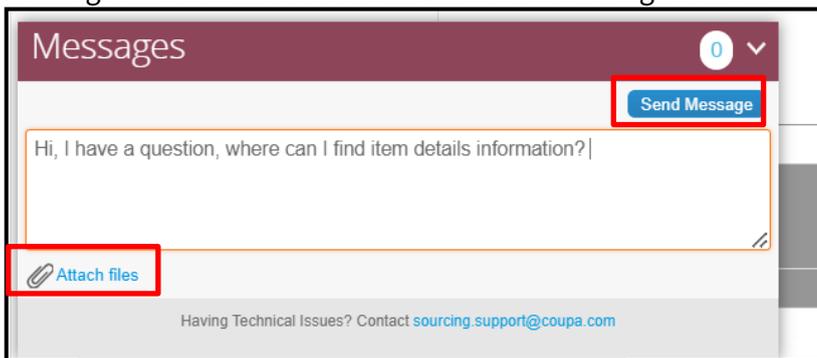
Step 9 - Questions related to an Auction. If you have questions related to the Auction or its Terms and Conditions, you can send the questions via **Message Board**. The Message Board is found at the very bottom left corner of the page.



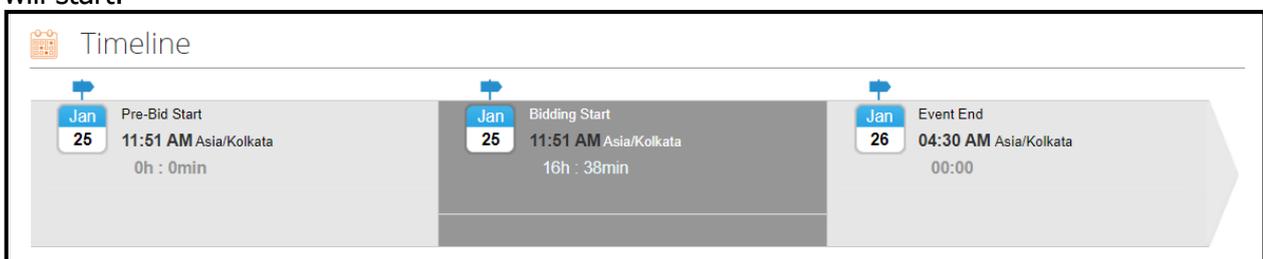
Step 9.1 – To send message to the Event Owner, click to expand the window.



Step 9.2 – Type the message or questions in the designated space and click “**Send Message**”. You can expect to see the reply appearing in the Message Board, too. You can also attach files here. Users of the message board will also receive an email indicating that the message board has been updated.



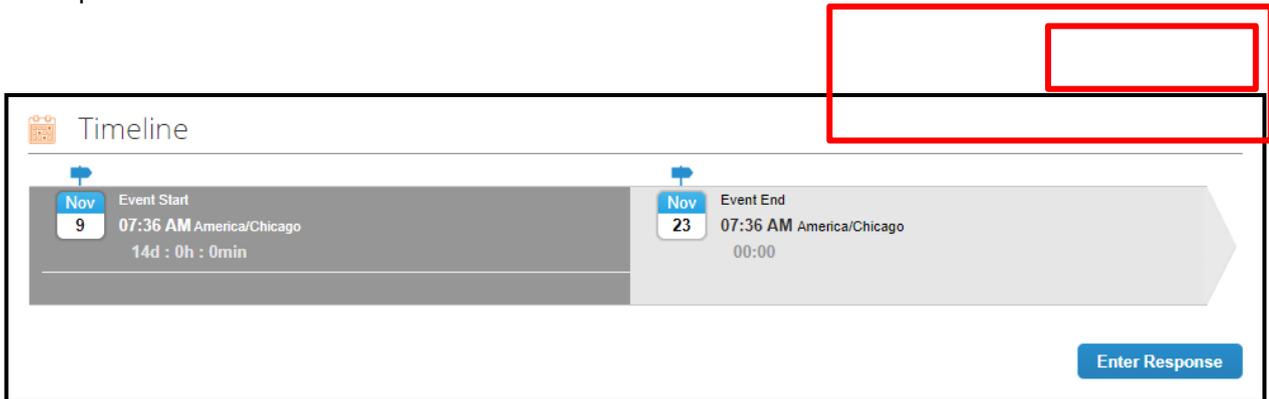
Step 10 - The **Timeline** of the auction can be viewed, showing the date and time the auction bidding is going to **start**, as well as the action **Event End** date and time.
 Note: There will be a **Pre-bid** period where suppliers can review the Terms and Conditions and other Information provided by the Buyer. After the Pre-bid timeline has passed, the auction Bidding time will start.



Step 11 – After you click on **Send to Event Owner** (step 7.2), the **Enter Response** button is enabled under Timeline. After you click on **Enter Response**, it will take you to the next step at the **My Response** tab.

Step 12 – The Supplier will be able to view the Timer on the right corner of the **current** steps. The number of steps is dependent on the buyer and how many steps a buyer has assigned.

Step 13 – In the **Item and Services** section, the supplier will be able to view the **Price per Unit** and the **Total** price.



Timeline

Event Start: Nov 9, 07:36 AM America/Chicago, 14d : 0h : 0min

Event End: Nov 23, 07:36 AM America/Chicago, 00:00

Enter Response




Dutch Reverse Auction - Event #110 Bidding in Progress

Time left in the current step: 02:27 (mins secs)

Step 2

Items Not In Lots (2 items)					
Civil				850.00 EUR	Expected Quantity x Price per Unit
Expected Quantity	Capacity	Price per Unit	Currency		
1 Unit	1	850.00	EUR		
Mechanical				550.00 EUR	Expected Quantity x Price per Unit
Expected Quantity	Capacity	Price per Unit	Currency		
1 500 Feet	1	550.00	EUR		
				Total	1,400.00 EUR

Here, the Prices are increased in each step by percentages or amount, which is set up by the buyer. The buyer decides on the number of steps.

Items Not In Lots (2 items)			
Civil			900.00 EUR
Expected Quantity x Price per Unit			
Expected Quantity	Capacity	Price per Unit	Currency
1 Unit	1	900.00	EUR
Mechanical			600.00 EUR
Expected Quantity x Price per Unit			
Expected Quantity	Capacity	Price per Unit	Currency
1 500 Feet	1	600.00	EUR
Total			1,500.00 EUR

If the any one of the suppliers accepts the bid price, that means they have won the bid.

You will confirm your bid on the next page. [Accept Bid](#)

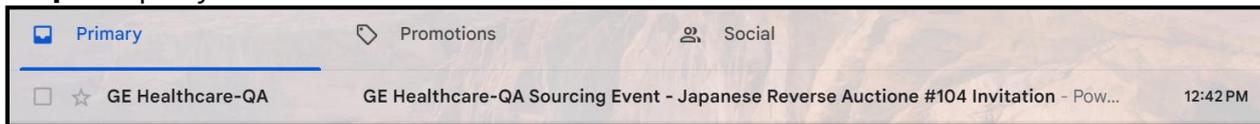
After the supplier accepts the bid price, this is what the supplier will see.

[You won](#)

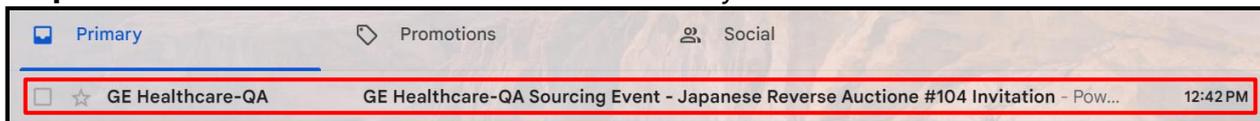
NOTE: After the auction has completed all the steps, it gets automatically closed for all suppliers if NO supplier has accepted the bid after all steps have been completed.

[Navigating in Agora \(Japanese Reverse Auction\)](#)

Step 1 - Open your Email Inbox.



Step 2 - Click on the Email Invitation received from the Buyer.



Step 3 - Suppliers need to setup their own password (**only for first-time login**). To set up a password, please click on “here” as shown in the below example.

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.

You have been given an account on GE Healthcare-TEST's sourcing system to provide your responses for this Sourcing Event. Before you can login, you need to setup your new password [here](#).

After you click on “here” you will be taken into the new password page.

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 letters, numbers, and symbols. It cannot be the same as your last 3 passwords.

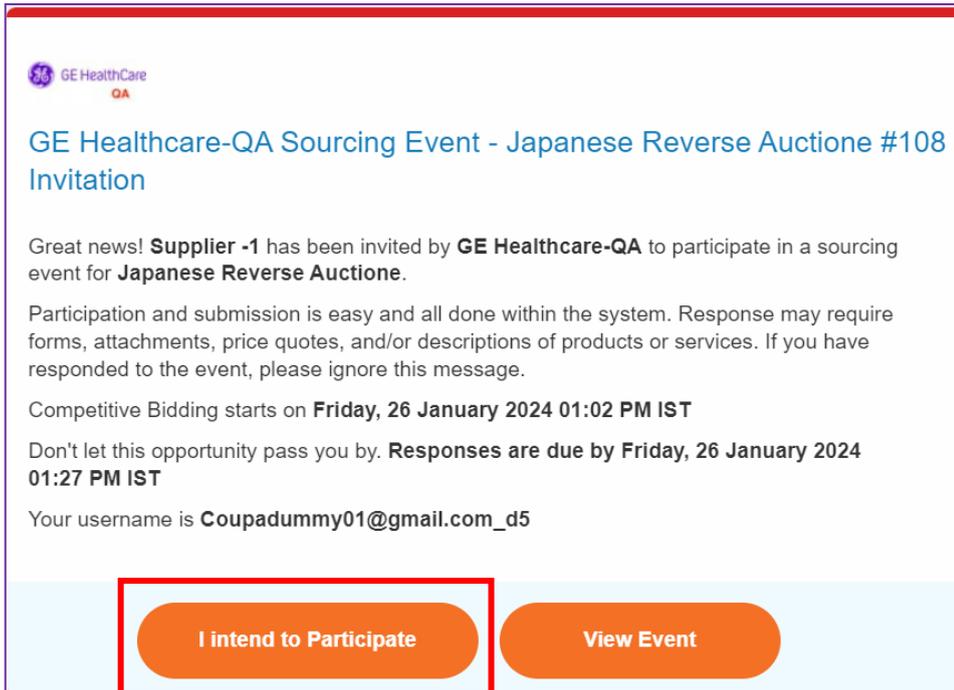
Password

Password Confirmation

[Change Password](#)

After the Password is set, Suppliers will need to use their Password **every time** they want to login to the Coupa Portal.

Step 4 - Click on “I intend to Participate”.



 GE HealthCare
QA

GE Healthcare-QA Sourcing Event - Japanese Reverse Auction #108 Invitation

Great news! **Supplier -1** has been invited by **GE Healthcare-QA** to participate in a sourcing event for **Japanese Reverse Auction**.

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.

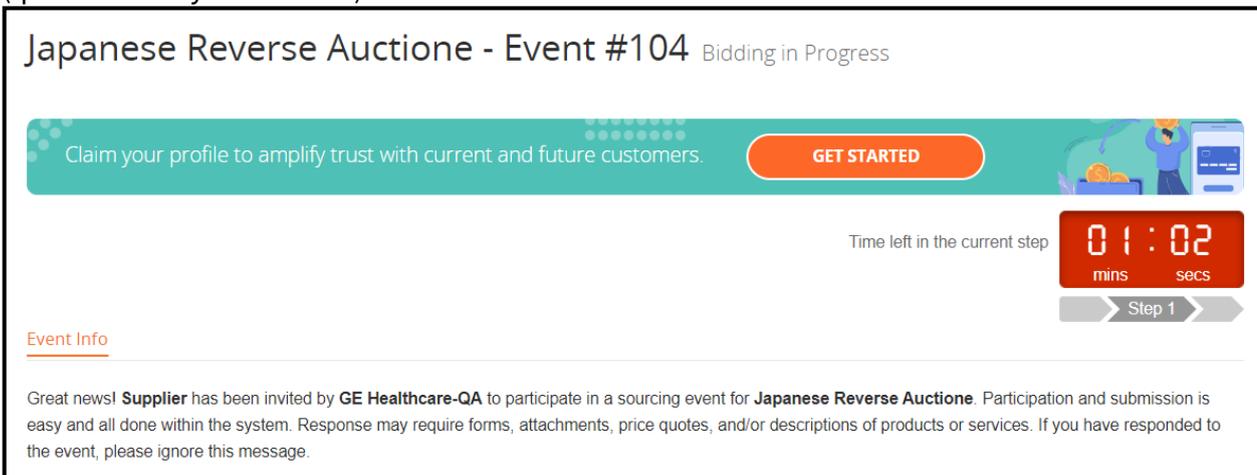
Competitive Bidding starts on **Friday, 26 January 2024 01:02 PM IST**

Don't let this opportunity pass you by. **Responses are due by Friday, 26 January 2024 01:27 PM IST**

Your username is **Coupadummy01@gmail.com_d5**

I intend to Participate **View Event**

Step 5 - After clicking “I intend to Participate”, it will take you to the **Event Info tab. You will be able to view the deadline of the Event (**Bidding Countdown** clock on the top right corner) and event information (quick summary of the event).**



Japanese Reverse Auction - Event #104 Bidding in Progress

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

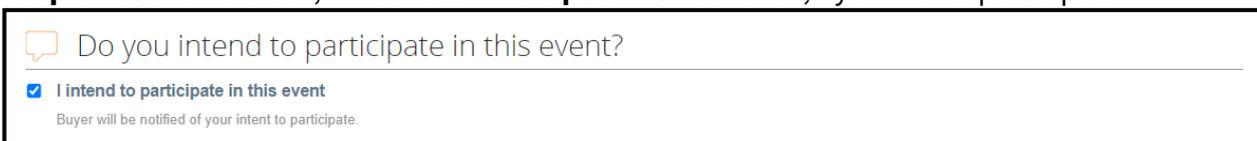
Time left in the current step **01:02**
mins secs

Step 1

Event Info

Great news! **Supplier** has been invited by **GE Healthcare-QA** to participate in a sourcing event for **Japanese Reverse Auction**. 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.

Step 6 - Click on the box, “I Intend to Participate in this event”, if you wish to participate.

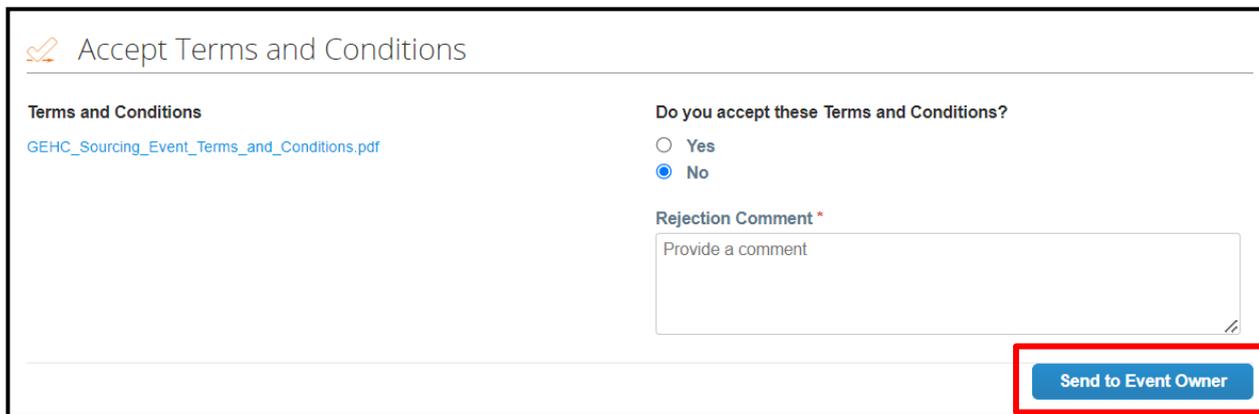


Do you intend to participate in this event?

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

Step 7 - Review & Accept Terms and Conditions

Step 7.1 - If you **do not agree** to the Terms and Conditions, click on “**No**” and a comment box is enabled. You need to put in a **Rejection Comment** for the reason you are rejecting the Terms and Conditions. Click “**Send to Event Owner**”.



Accept Terms and Conditions

Terms and Conditions
[GEHC_Sourcing_Event_Terms_and_Conditions.pdf](#)

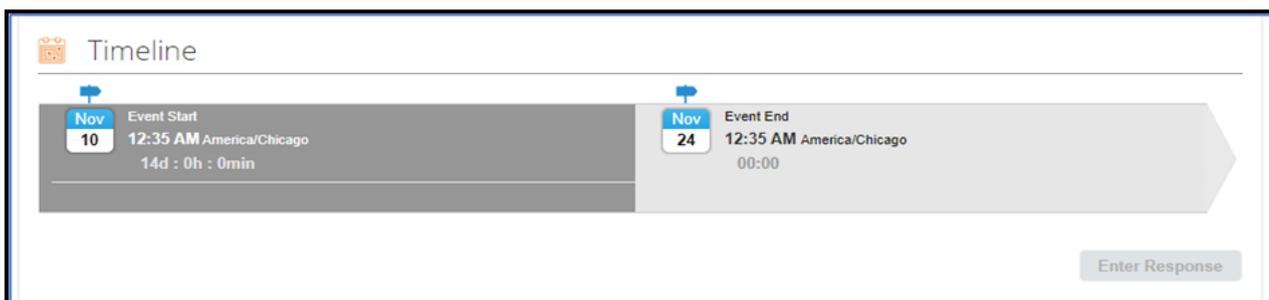
Do you accept these Terms and Conditions?

Yes
 No

Rejection Comment *
 Provide a comment

Send to Event Owner

After the Response is send to the Event Owner, the **Enter Response** button is disabled automatically. You will not be able to participate in the Auction.



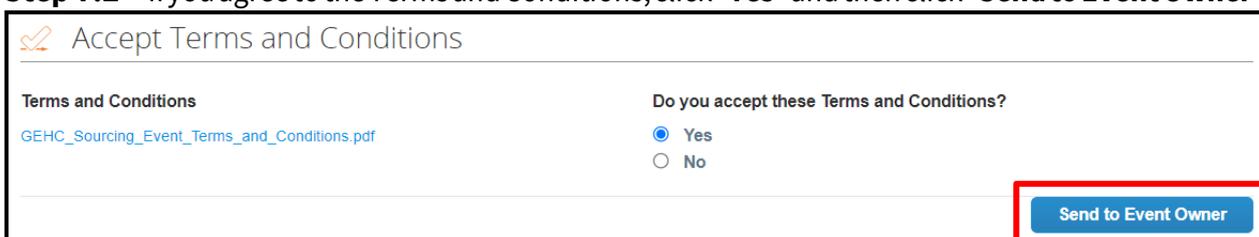
Timeline

Nov 10 Event Start 12:35 AM America/Chicago
 14d : 0h : 0min

Nov 24 Event End 12:35 AM America/Chicago
 00:00

Enter Response

Step 7.2 – If you agree to the Terms and Conditions, click “**Yes**” and then click “**Send to Event Owner**”.



Accept Terms and Conditions

Terms and Conditions
[GEHC_Sourcing_Event_Terms_and_Conditions.pdf](#)

Do you accept these Terms and Conditions?

Yes
 No

Send to Event Owner

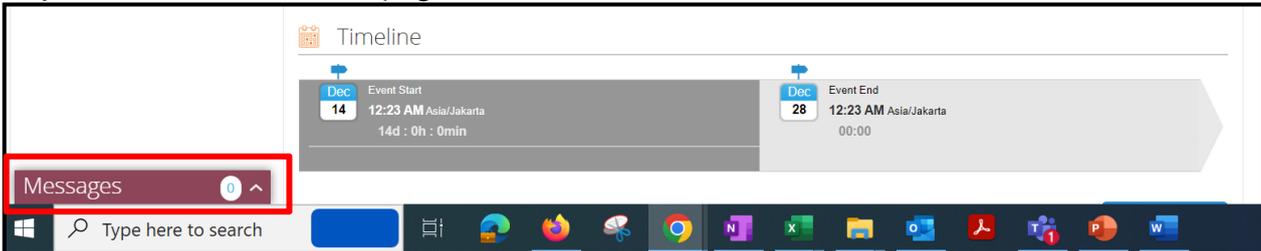
Step 8 – Review **Event Information & Bidding Rules**. You will be able to view the settings. **Automatic bid time interval** - Bids will decrease price every five (5) minutes (this time is set up by the Buyer) and **time may vary**.



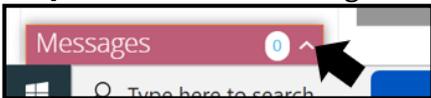
Event Information & Bidding Rules

Automatic bid time interval
 Bids will decrease price every 5 minutes
 Buyer may choose to award individual line items

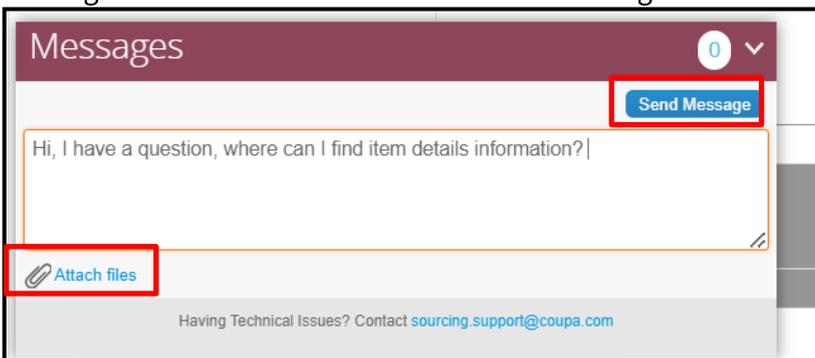
Step 9 - Questions related to an Auction. If you have questions related to the Auction or its Terms and Conditions, you can send the questions via **Message Board**. The Message Board is found at the very bottom left corner of the page.



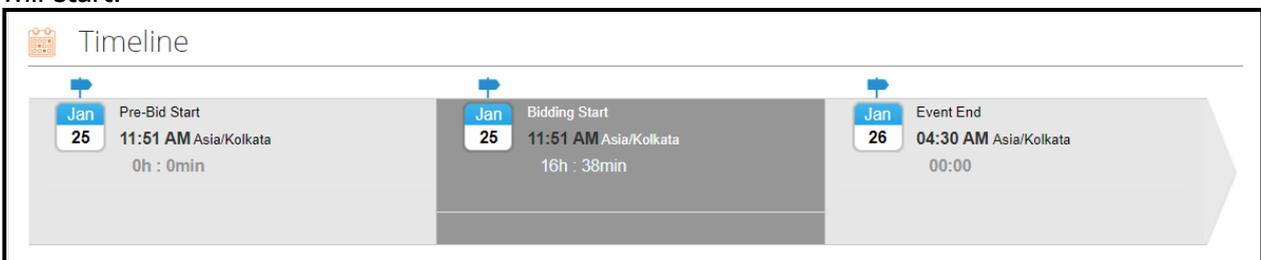
Step 9.1 – To send message to the Event Owner, click to expand the window.



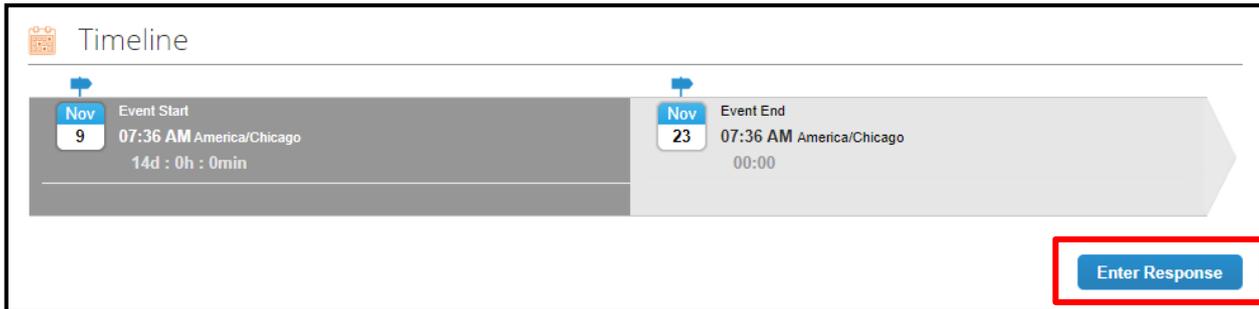
Step 9.2 – Type the message or questions in the designated space and click “**Send Message**”. You can expect to see the reply appearing in the Message Board, too. You can also attach files here. Users of the message board will also receive an email indicating that the message board has been updated.



Step 10 - The **Timeline** of the auction can be viewed, showing the date and time the auction bidding is going to **start**, as well as the action **Event End** date and time.
 Note: There will be a **Pre-bid** period where suppliers can review the Terms and Conditions and other Information provided by the Buyer. After the Pre-bid timeline has passed, the auction Bidding time will start.



Step 11– After you click on **Send to Event Owner** (step 7.2), the **Enter Response** button is enabled under **Timeline**.



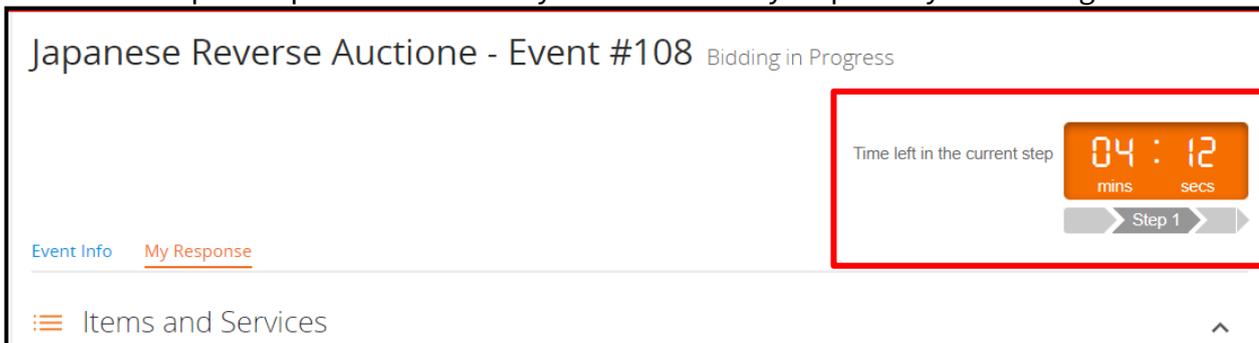
Timeline

Event Start: Nov 9, 07:36 AM America/Chicago, 14d : 0h : 0min

Event End: Nov 23, 07:36 AM America/Chicago, 00:00

Enter Response

Step 12 – After you click on **Enter Response**, it will take you to the next step at the **My Response** tab. The Supplier will be able to view the Timer on the right corner of the **current** steps. The number of steps is dependent on the buyer and how many steps a buyer has assigned.



Japanese Reverse Auctione - Event #108 Bidding in Progress

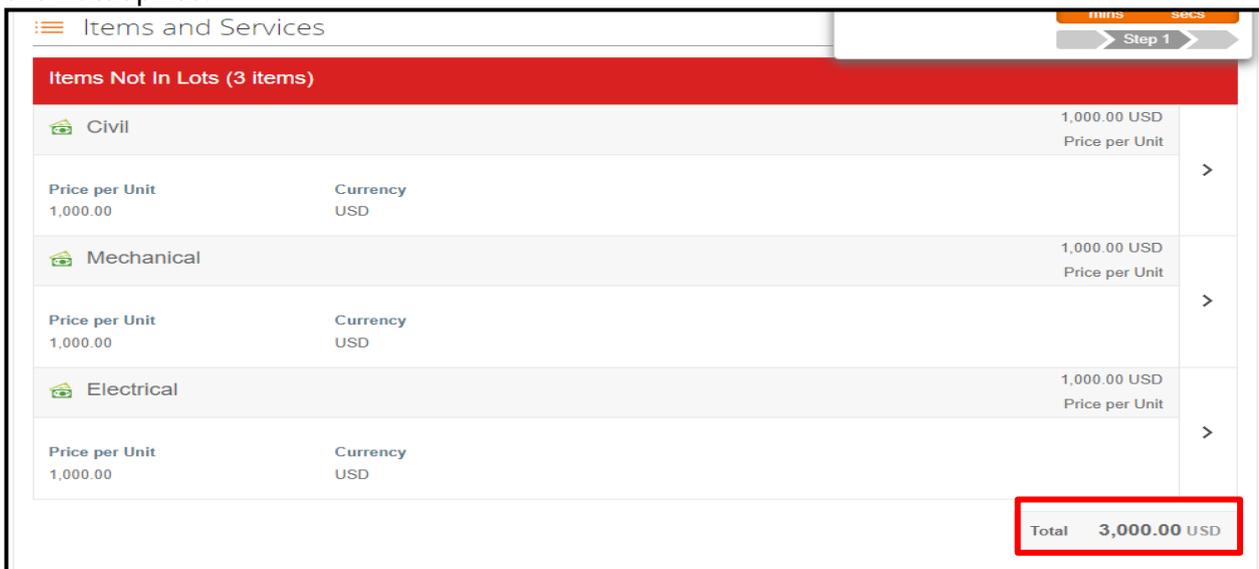
Time left in the current step: **04 : 12** mins secs

Step 1

Event Info My Response

Items and Services

Step 13 – In the **Item and Services** section, the supplier will be able to view the **Price per Unit** and the **Total** price.



Items and Services

Items Not In Lots (3 Items)

Item	Price per Unit	Currency
Civil	1,000.00	USD
Mechanical	1,000.00	USD
Electrical	1,000.00	USD

Total **3,000.00 USD**

Step 13.1 - To stay in the auction, the supplier needs to **Accept Price**, or else he will be eliminated from the current running auction.



Accept the current price to stay in the auction. **Accept Price**

Step 13.2 - After the supplier Accepts the Price, they will move to the next step with another set timer as before. Here, the supplier can see the Price per Item and the Total Price has been reduced by some amount or percentage as decided by Buyer.

Accept Price
✕

Are you sure you want to accept 2,700.00 USD price? You will stay in auction.

Cancel
Accept Price

Items Not In Lots (3 items)		
🏠	Civil	950.00 USD Price per Unit
	Price per Unit 950.00	Currency USD
🏠	Mechanical	950.00 USD Price per Unit
	Price per Unit 950.00	Currency USD
🏠	Electrical	950.00 USD Price per Unit
	Price per Unit 950.00	Currency USD
Total		2,850.00 USD

After the Supplier accepts the current bid, too, the below screen will be shown to the Supplier so they can move to the next step.

Current price accepted

Step 14. When there is only one supplier remaining or the suppliers have surpassed the maximum steps that the Buyer has decided on, the event automatically ends and shows the Final Total Price of items and services.

Items Not In Lots (3 items)		
 Civil	900.00 USD	Price per Unit
Price per Unit	Currency	>
900.00	USD	
 Mechanical	900.00 USD	Price per Unit
Price per Unit	Currency	>
900.00	USD	
 Electrical	900.00 USD	Price per Unit
Price per Unit	Currency	>
900.00	USD	
Total		2,700.00 USD
 History		>
The event has now ended		

Revision Control and Changes

Revision	Date	Owner	Changes made
1	FEB 2024	Rahul Kalal	Release
2			
3			

*NOTE: The latest revision changes/ edits will be highlighted in **YELLOW** within the document for quick reference.