



# **Quick Reference Guide: Accessing a Sourcing Event as a Supplier**

# Quick Reference Guide

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# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Sourcing Overview

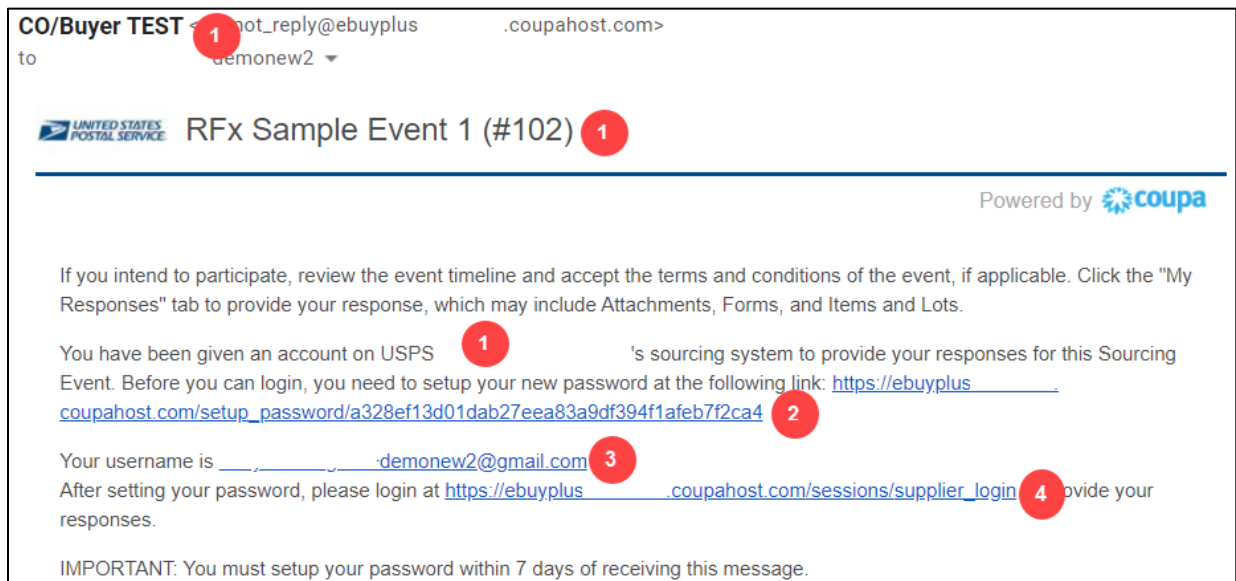
The Coupa Sourcing Response Portal is a free tool for suppliers to access and manage USPS sourcing events. This guide will help walk through how to access events for the first time, for subsequent event invitations and how to reset your password. Please note that there is an additional QRG explaining how to use and respond to an event.

NOTE: Screen shots here may not be representative of the look of your email system, the information contained will be the same.

### First Time Access Steps

## Initial Invitation Email

The first time you are invited to an event, you will receive an email with a link to set up your sourcing password:



The email will contain several important pieces of information:

1. **Email:** You will get an email notification from the **USPS Event Owner**. The email will contain the name of the event and include instructions on how to set up the password. Note: this password is not connected to CSP, this access is **only** for the Sourcing Response Portal.
2. **Password Setup Link:** Use the link to access the USPS sourcing password page and create your sourcing password.
3. **Username:** The username in the email will be your username for all USPS sourcing events. **This may be your email, but will likely be a string of numbers and letters.**
4. **Login Link:** It is strongly recommended that you save the login link to your favorites.

**NOTE: This link to create a password must be used within 7 days of receiving the invitation**

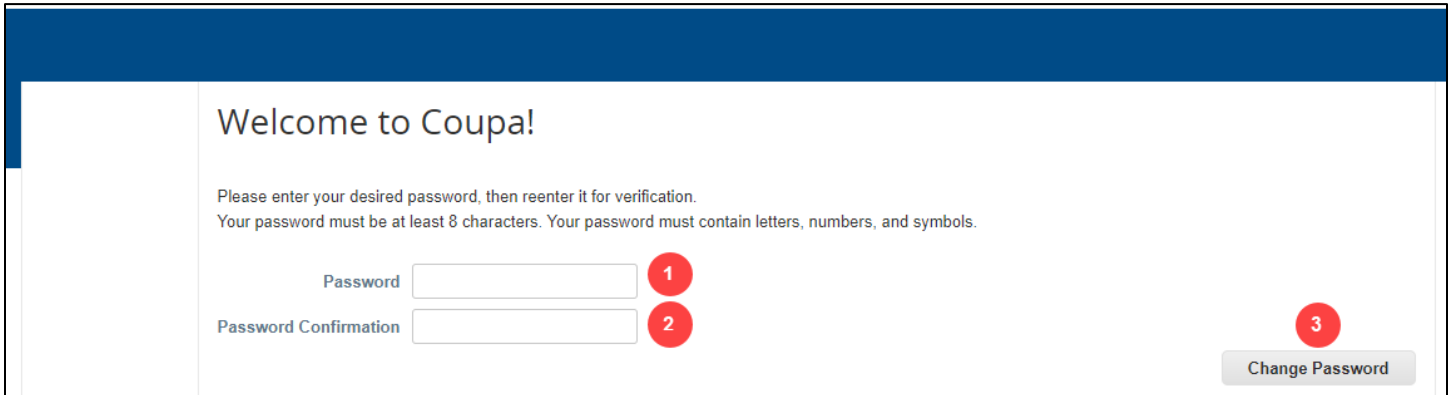
# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Creating Your Sourcing Password

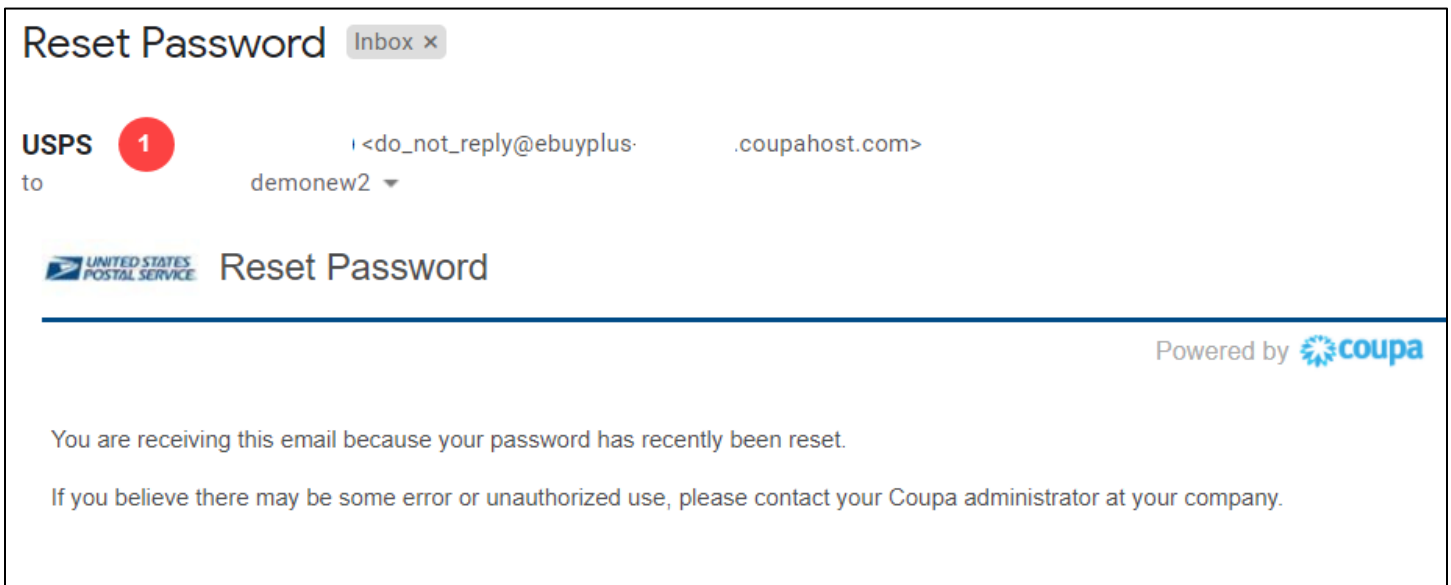
After clicking the password setup link from the invitation email you will be routed to the Coupa sourcing password reset page.

Create the password to access USPS sourcing events. Reminder: this password is not in any way connected to CSP.



1. **Password:** Create your password, must be at least 8 characters and include letters, numbers and symbols
2. **Password Confirmation:** Retype your password here.
3. **Change Password:** Click Change Password to submit your sourcing password.

After the password is successfully created, an email will be sent to you notifying you that your password was reset.



1. **Email:** You will get an email notification from the **USPS/eBuyPlus** system. The email confirms that your password has been reset.

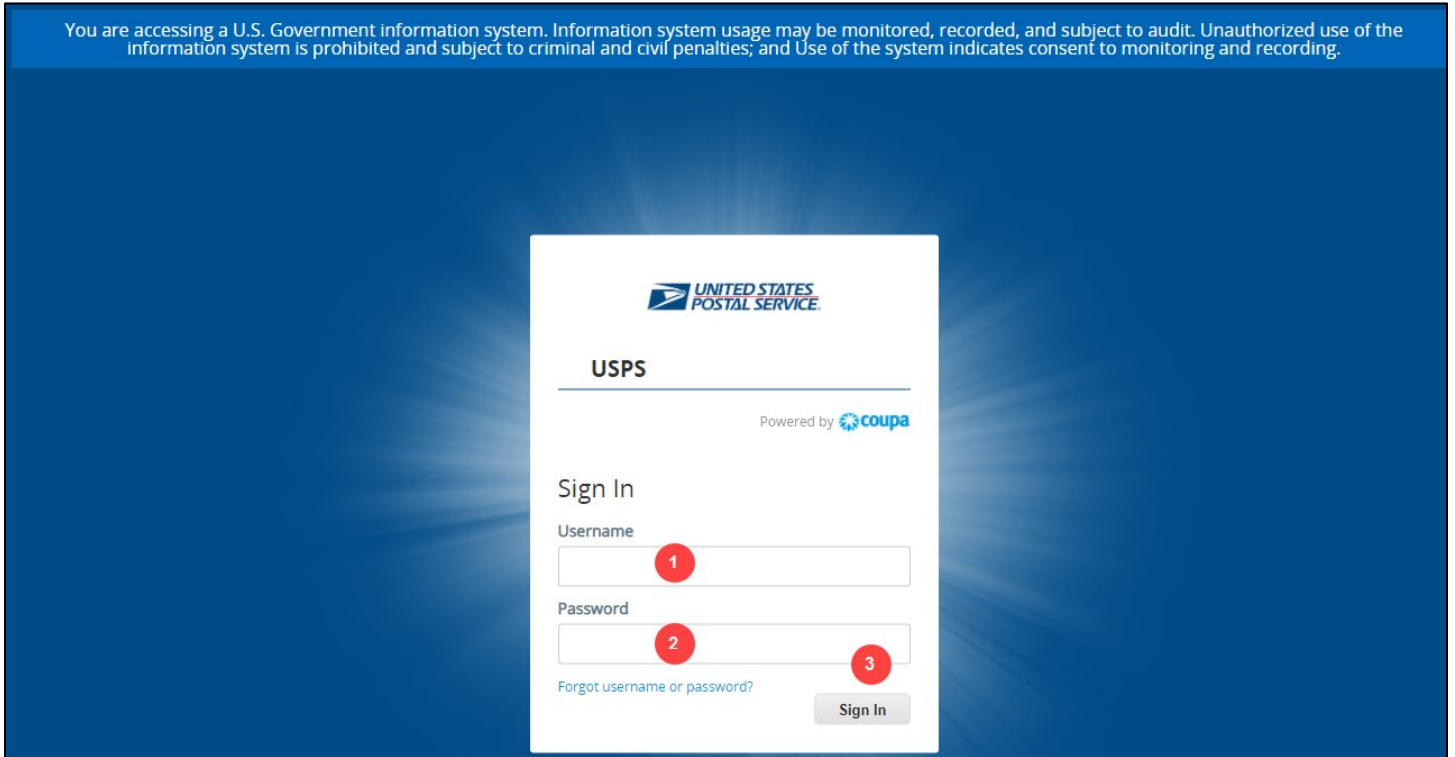
# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Logging in to the Sourcing Response Portal


After the password is successfully created, you will be routed to the USPS Sourcing Response Portal login page.

You are accessing a U.S. Government information system. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties; and Use of the system indicates consent to monitoring and recording.



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Sign In

Username 1

Password 2

[Forgot username or password?](#)

3 Sign In

Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Sourcing Response Portal

After logging in successfully, you will be routed to the Sourcing Response Portal home page

Welcome to your Sourcing Response Portal!

USPS has invited you to the sourcing event: **RFx Sample Event 1**. 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 Lots.

#### All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
<a href="#">102</a>	RFx Sample Event 1	12/01/20	12/14/20	Prod	RFQ	0

1. **Username:** The username in the invitation email will appear in the upper right-hand corner.
2. **All Sourcing Events:** You will be able to view all events you have been invited to.
3. **Event #:** Click the blue hyperlink event number to access event information.

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Event Info

When you access an event, certain information will be visible to you before you agree to participate in the event.

RFx Sample Event 1 - Event #102 Active

Event Ends 13:04  
days hrs

Event Info

USPS I has invited you to the sourcing event: **RFx Sample Event 1**. 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 Lots.

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**  
To participate in this event, you must agree to any terms and conditions listed here as text, file attachment or URL link

Do you accept these Terms and Conditions?  
 Yes  
 No

Send to Event Owner

Event Information & Bidding Rules  
Event will end at the Event End Time.  
Your responses are viewable by buyer once submitted  
Buyer may choose to award individual line items

Buyer Attachments  
Text here can be included to describe attachments, if added. This section can be reviewed prior to accepting participation in the event.  
Sourcing\_Event\_QRG\_(For\_Suppliers).pdf

Timeline  
Event Start: Dec 1 11:31 AM America/New\_York  
13d : 5h : 28min  
Event End: Dec 14 05:00 PM America/New\_York  
00:00

Enter Response

Key Areas within the Event Info section:

1. **Event Countdown timer:** This will provide a countdown for time left in the event.
2. **Do you intend to participate in this event?** If you choose to participate, ticking this box will notify USPS of your intention.
3. **Terms and Conditions:** Event Terms and Conditions must be accepted before you are able to participate in the event.
4. **Send to Event Owner:** Once you click the radio button to Accept T&C, or Decline with comments, the Send to Event Owner button will activate. You must click this button before you can proceed into the event.
5. **Event Information & Bidding Rules:** Information for the event
6. **Buyer Attachments:** Information on the event (for example, a QRG), can be included to provide additional information on the event or how to navigate the platform.
7. **Timeline:** Indicates the timeline for the event.
8. **Enter Response:** When T&Cs are accepted and sent to event owner, the Enter Response button will activate

**NOTE: Detailed information on entering responses is contained in the Sourcing Event (for Suppliers) QRG**

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Accessing Events After Initial Setup

#### Subsequent Invitation Email

After you've set up your sourcing password, the invitation emails will look a bit different. Now you will have buttons to click at the bottom of the invitation.

**USPS** 1 <do\_not\_reply@ebuyplus...:coupahost.com>  
to -demonew2

**RFX Sample Event 2 invitation - Sourcing Event #103**

Powered by **coupa**

**USPS** has invited you to the sourcing event: **RFX Sample Event 2**.

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 Lots.

Response due date: Monday, 14 December 2020 05:00 PM EST 1

Your username is \_\_\_\_\_-demonew2@gmail.com 2

**Want to participate later?**  
Click **I intend to Participate** button to let the buyer know.

**Need more info?**  
Click **View Event** and you will be taken to the event page.

3 **I intend to Participate** 4 **View Event**

The email will contain several important pieces of information:

1. **Email:** You will get an email notification from the **USPS/eBuyPlus** system. The email will contain the name of the event and include instructions on the event and when you need to respond by.
2. **Username:** The username in the email will be your username for all USPS sourcing events.
3. **I intend to Participate:** Clicking this button will take you to the USPS Sourcing Response Portal login page.
4. **View Event:** Clicking this button will take you to the USPS Sourcing Response Portal login page.



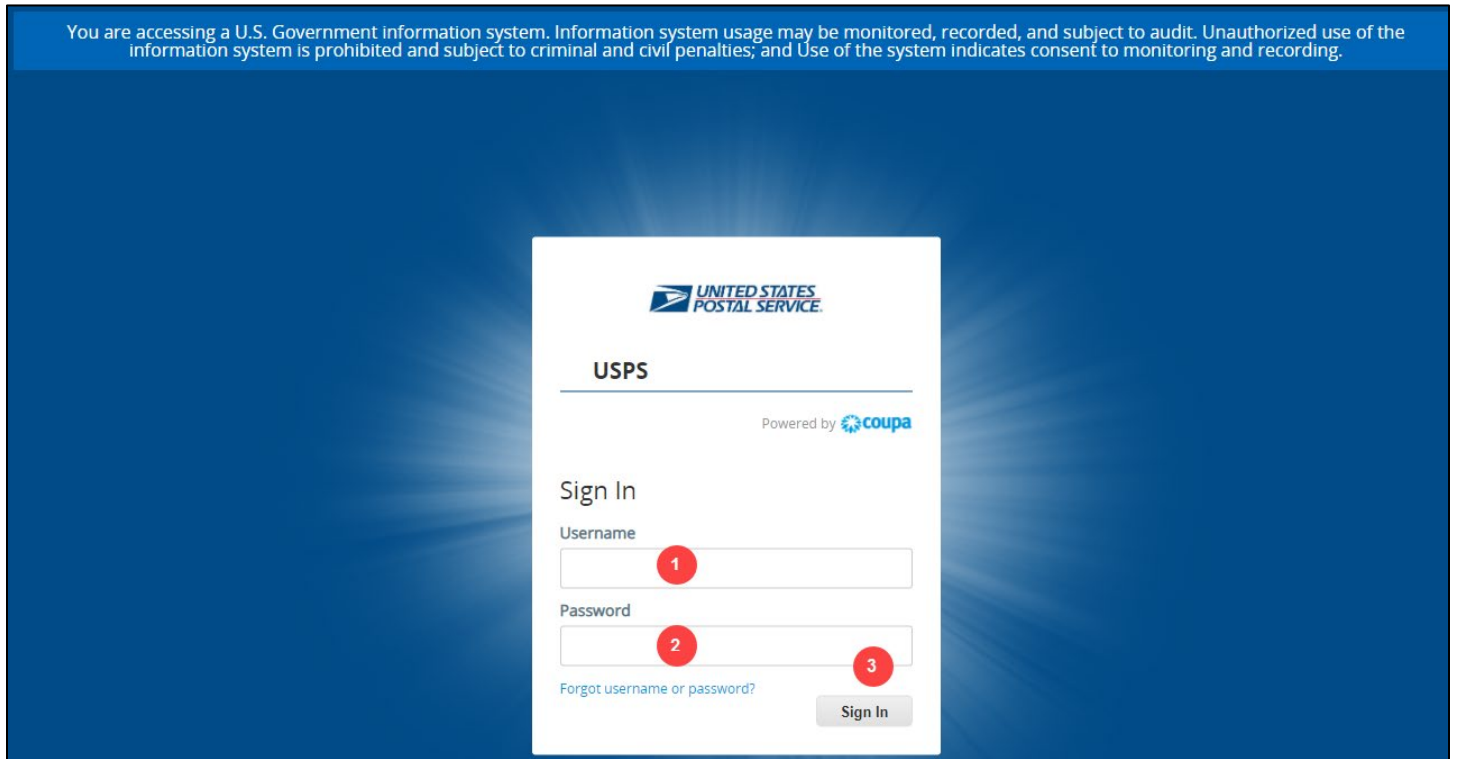
# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Logging in to the Sourcing Response Portal


After clicking the View Event button, you will be routed to the USPS Sourcing Response Portal login page.

You are accessing a U.S. Government information system. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties; and Use of the system indicates consent to monitoring and recording.



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Sign In

Username 1

Password 2

[Forgot username or password?](#)

Sign In 3

Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Event Info

After logging in successfully, you will be routed to the Event Info page for the specific event you were invited to.

The screenshot shows the 'Event Info' page for 'RFx Sample Event 2 - Event #103'. The page is titled 'Active' and features an 'Event Ends' timer showing 13:04. The page is divided into several sections: 'Event Info' with a USPS invitation, a participation question 'Do you intend to participate in this event?' with a checked 'I intend to participate in this event' option, 'Accept Terms and Conditions' with a 'Do you accept these Terms and Conditions?' section containing 'Yes' and 'No' radio buttons, 'Event Information & Bidding Rules' with a 'Send to Event Owner' button, 'Buyer Attachments' with a PDF attachment 'Sourcing\_Event\_QRG\_(For\_Suppliers).pdf', and a 'Timeline' section showing event start and end times. A final 'Enter Response' button is located at the bottom right. Red circles with numbers 1 through 8 are overlaid on the page to highlight these key areas.

Key Areas within the Event Info section:

1. **Event Countdown timer:** This will provide a countdown for time left in the event.
2. **Do you intend to participate in this event?** If you choose to participate, ticking this box will notify USPS of your intention.
3. **Terms and Conditions:** Event Terms and Conditions must be accepted before you are able to participate in the event.
4. **Send to Event Owner:** Once you click the radio button to Accept T&C, or Decline with comments, the Send to Event Owner button will activate. You must click this button before you can proceed into the event.
5. **Event Information & Bidding Rules:** Information for the event
6. **Buyer Attachments:** Information on the event (for example, a QRG), can be included to provide additional information on the event or how to navigate the platform.
7. **Timeline:** Indicates the timeline for the event.
8. **Enter Response:** When T&Cs are accepted and sent to event owner, the Enter Response button will activate

**NOTE: Detailed information on entering responses is contained in the Sourcing Event (for Suppliers) QRG**

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Sourcing Response Portal

You can always return to the Sourcing Response Portal home page via the Home icon which is visible in every page/tab on the left side of the header bar.

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SOURCING SUPPLIER2

Welcome to your Sourcing Response Portal!

USPS has invited you to the sourcing event: **RFx Sample Event 2**. 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 Lots.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	# Responses
<a href="#">103</a>	RFx Sample Event 2	12/01/20	12/14/20	Prod	RFQ	0
<a href="#">102</a>	RFx Sample Event 1	12/01/20	12/14/20	Prod	RFQ	0
<a href="#">98</a>	RFx Sample Event 1	11/30/20	12/14/20	Prod	RFQ	0

1. **Home Page Icon:** This will return you to the Response Portal overview page.
2. **Username:** The username in the invitation email will appear in the upper right-hand corner.
3. **All Sourcing Events:** You will be able to view all events you have been invited to.
4. **Event #:** Click the blue hyperlink event number to access event information.

# Quick Reference Guide

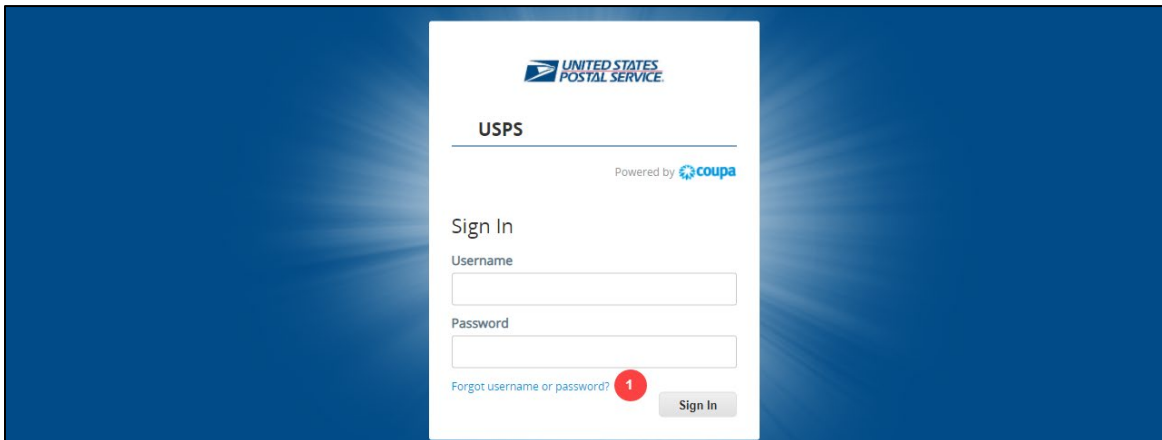
## Accessing a Sourcing Event as a Supplier

### Resetting Your Password

If you forget your username or password, access the USPS Sourcing Response Portal login page to check for your username and reset your password.

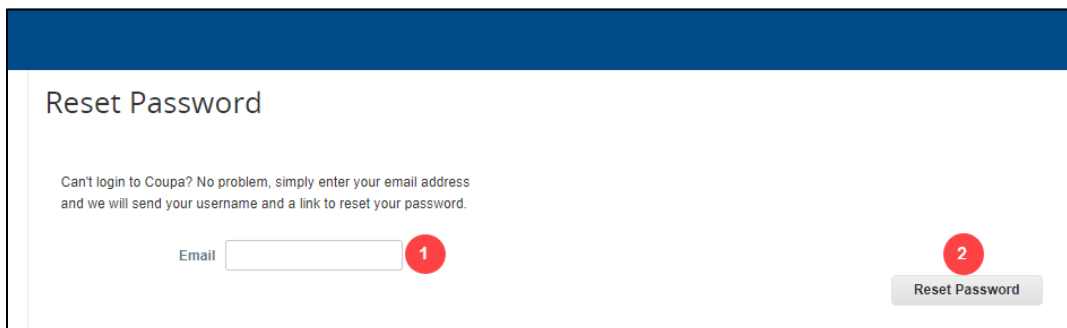
### Initiate a Password Reset

If you are unable to successfully log into the USPS Sourcing login page, click the forgot username or password? hyperlink below the Password field.



### Request Password Reset

After clicking the forgot password hyperlink, you will be routed to a Reset Password page.



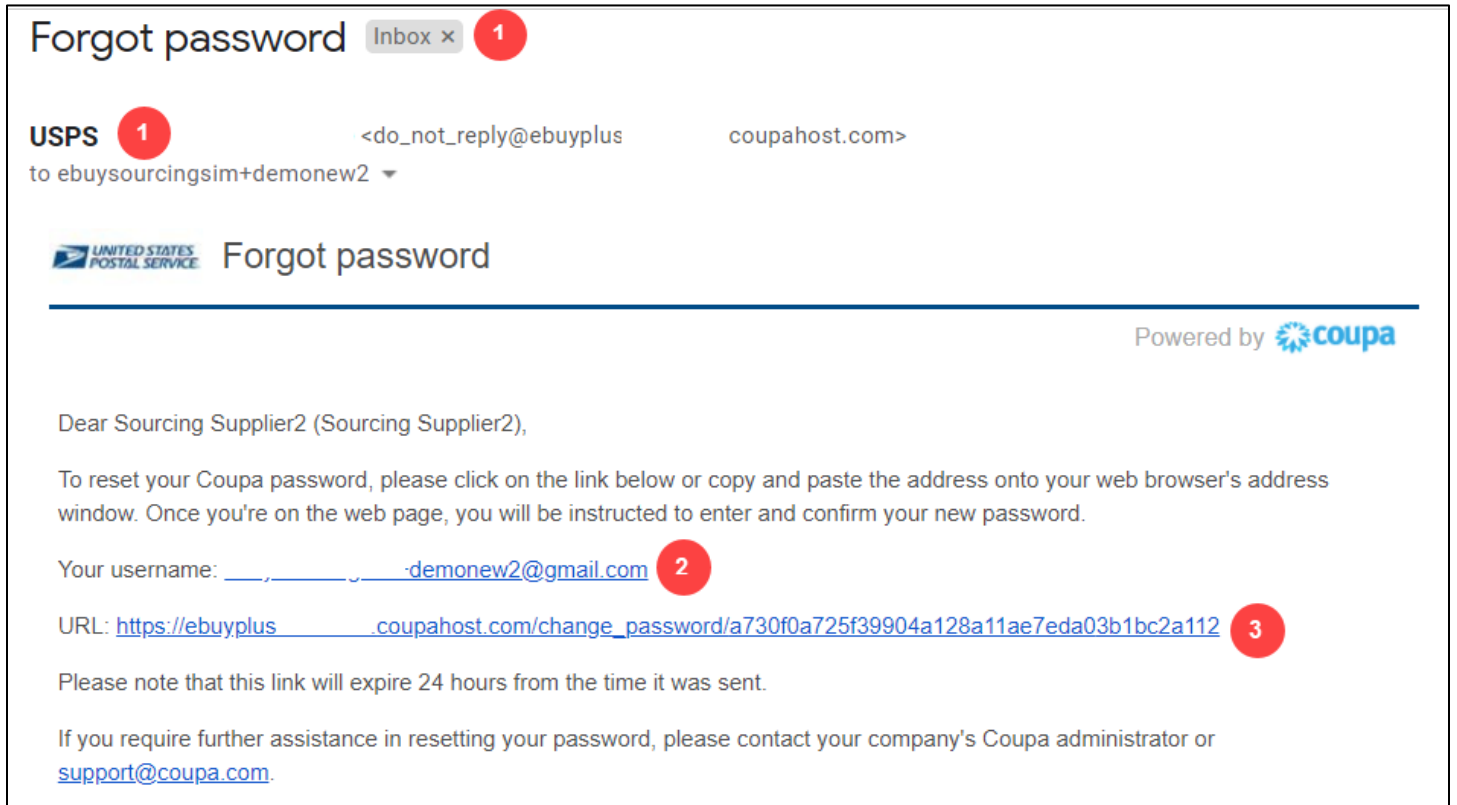
1. **Email:** enter your email address here
2. **Reset Password:** Click Reset Password to submit your request. You will be returned to the USPS Sourcing Response Portal login page.

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Password Reset Email

You will receive an email requesting you to reset your password.



The email will contain several important pieces of information:

1. **Email:** You will get a Forgot password email notification from the **USPS/eBuyPlus** system. The email will contain the instructions on how to reset your password. Note: this password is not connected to CSP, this access is **only** for the Sourcing Response Portal.
2. **Username:** The username in the email will be your username for all USPS sourcing events.
3. **Password Reset URL:** Use the link to access the USPS sourcing password page to reset your sourcing password.

**NOTE:** This link to create a password must be used within 24 hours

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Resetting Your Sourcing Password

After clicking the link from the forgot password email you will be routed to the USPS Sourcing Password Reset page.

Create the password to access USPS sourcing events. Reminder: this password is not in any way connected to CSP.

Password Reset

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.

Password

Password Confirmation

Change Password

1. **Password:** Create your password, must be at least 8 characters and include letters, numbers and symbols
2. **Password Confirmation:** Retype your password here.
3. **Change Password:** Click Change Password to submit your sourcing password.

After the password is successfully created, an email will be sent to you notifying you that your password was reset.

Reset Password Inbox x

USPS 1 <do\_not\_reply@ebuyplus> .coupahost.com  
to demonew2

**Reset Password**

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You are receiving this email because your password has recently been reset.

If you believe there may be some error or unauthorized use, please contact your Coupa administrator at your company.

1. **Email:** You will get an email notification from the **USPS/eBuyPlus** system. The email confirms that your password has been reset.

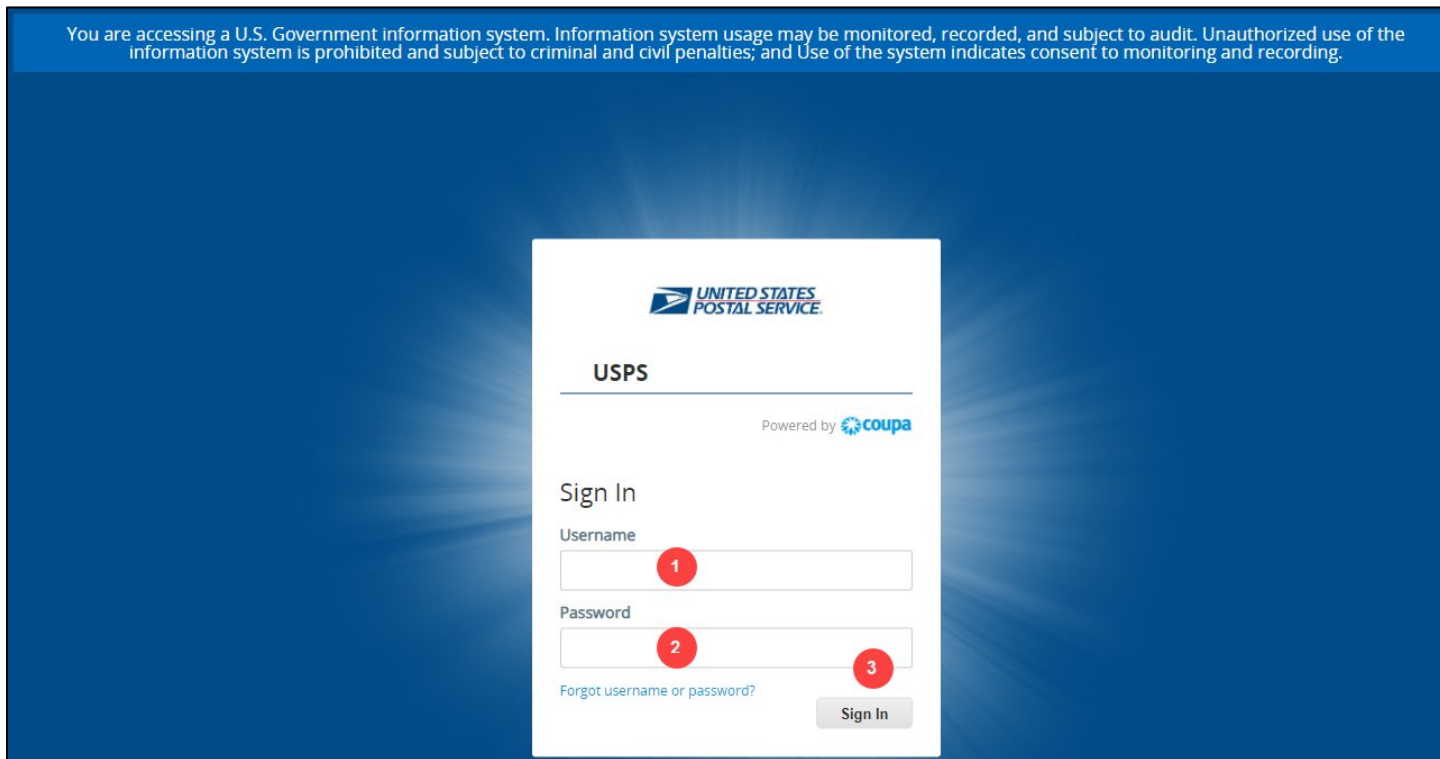
# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Logging in to Sourcing


After the password is successfully reset, you will be routed to the USPS Sourcing Response Portal login page.

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Sign In

Username 1

Password 2

[Forgot username or password?](#)

Sign In 3

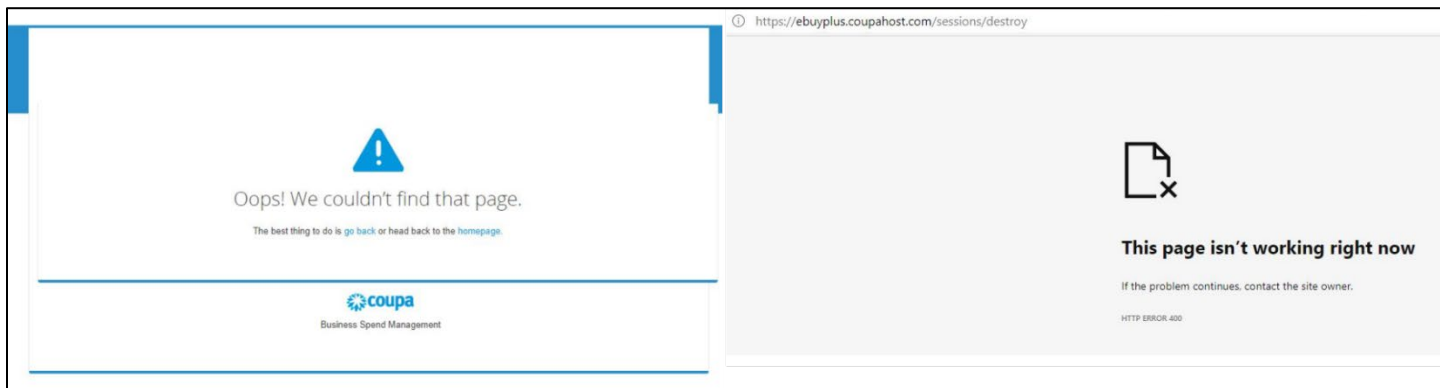
Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

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## Accessing a Sourcing Event as a Supplier

If you are able to successfully log on but receive errors similar to the below:



Sometimes browsers can retain login information that can cause issues logging into the portal.

Please attempt to log in using a new incognito window (if using Chrome) – just right click on the View Event button and the option will appear.

Or open it in a private (for IE) or different browser than being used for CSP, that should correct this issue.



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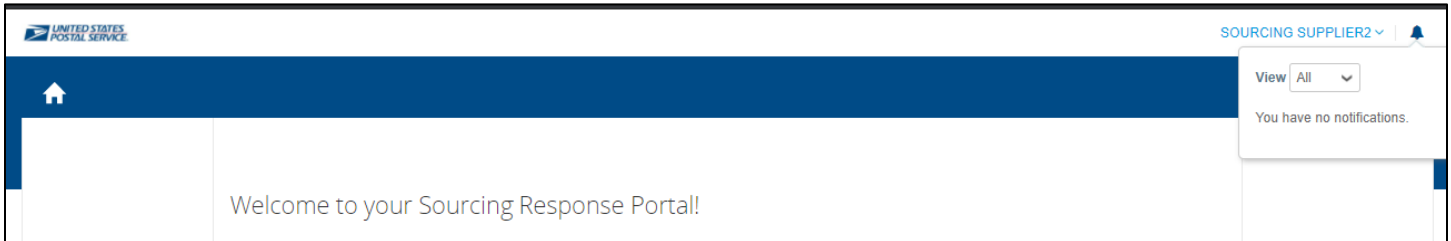
## Accessing a Sourcing Event as a Supplier

### Managing Your Settings in the Sourcing Response Portal

You can manage notification settings for your account.

### Viewing Notifications

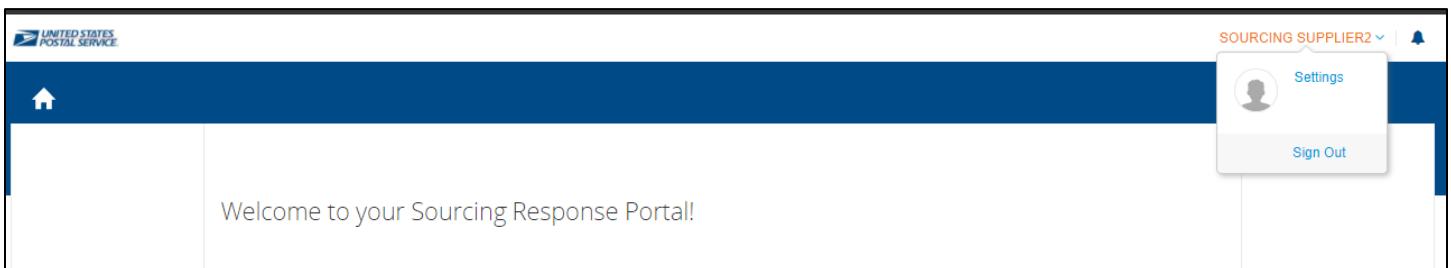
When logged in to the Sourcing Response Portal access the notifications bell icon next to your username.



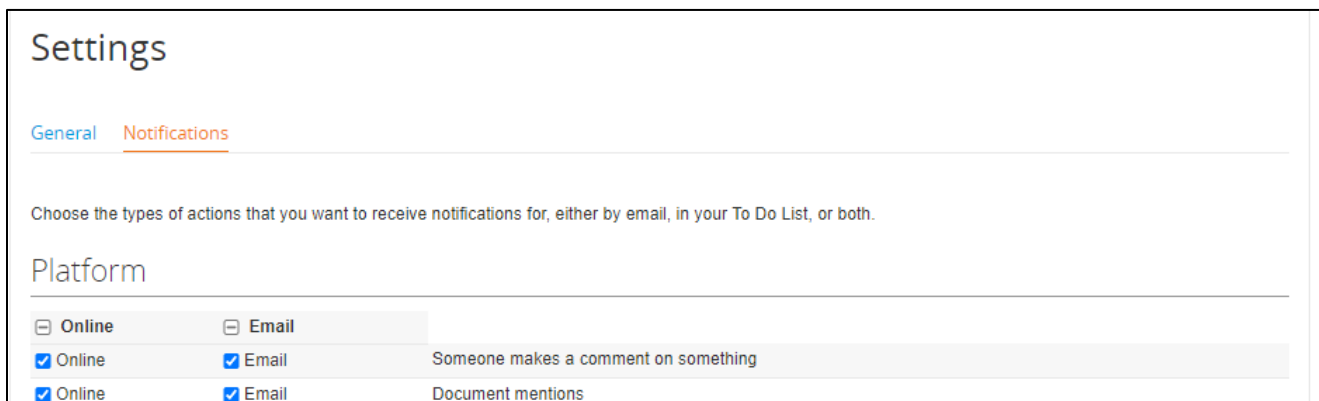
Notifications for any events you are invited to will be listed here.

### Accessing Settings

When logged in to the Sourcing Response Portal access the settings under your username.



Clicking the Settings hyperlink will allow you to change or password or modify how you are notified of different event activities.



You can change the way (online, email, or both) for different notifications listed.

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### FAQ's

**1. Why doesn't this QRG go through how to use the new platform?**

For ease of use. We wanted to have smaller, focused guides for specific issues. This guide will help with any access issues, the other QRG has details on how to use the platform after you've successfully logged in. The Sourcing Event (for Suppliers) QRG is embedded below for reference.

**2. I've never logged in before, but my first-time email doesn't have the Password Create links.**

If you have received an invitation that has the I Intend to Participate and View Event buttons, click either button and proceed with the Resetting Your Password steps. This will happen if the original request was not acted upon.

**3. What is my username?**

Username is provided to you in the initial invitation where you set up your password. If you are unsure of your username, locate your original invitation to track the email or set of letters/numbers that identifies you as a unique user..

**4. I used my email in the Forgot Username or Password link and it says I'm not a valid user/didn't receive a forgot password email, what do I do now?**

That means one of three things:

1. You received an invitation email and didn't use the password reset link in the 7-day window. You need to reach out to the Event Owner to resend your invitation.
2. You received an invitation email and clicked the password reset link but didn't enter a password. You need to reach out to the Event Owner to resend your invitation.
3. You were not invited to any events. Please wait for an invitation email to participate in future events.

**5. I want to invite other people in my company to this event, how do I do that?**

That is not allowed for security, privacy and compliance reasons. Any person participating in an event must be included in USPS records for the supplier. You can work with USPS to update your records.

**6. How do I access the Sourcing Response Portal without using an email to route to the login page?**

You can access your Sourcing Response Portal directly via this link: [https://ebuyplus.coupahost.com/sessions/supplier\\_login](https://ebuyplus.coupahost.com/sessions/supplier_login)

**7. What can I see in the Sourcing Response Portal?**

You can see all events you've been invited to.

**8. Why am I being asked to create a password when I already set up my CSP profile?**

The Coupa Supplier Portal is used to manage Orders and Invoicing. The Sourcing Response Portal is used only for events and is more tightly protected than CSP. You cannot access other customer info on the Sourcing Response Portal like you can in CSP.

**9. Why do I have to log in to this other area for Sourcing when there is a Sourcing tab in CSP?**

That tab in CSP is for *public* sourcing events. USPS does not participate in public events.

# Quick Reference Guide

## Accessing a Sourcing Event as a Supplier

### Additional Coupa Resources

#### **Coupa Sourcing Supplier FAQ:**

[https://success.coupa.com/Suppliers/For\\_Suppliers/Sourcing\\_Supplier\\_FAQ](https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ)

#### **USPS Sourcing Event (for Suppliers) QRG:**

Please see attachments in pdf



Sourcing Event QRG  
(For Suppliers).pdf