International Monetary Fund

Supplier Reference Guides

- Coupa Sourcing

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Invitation to Sourcing Event

You will receive an invitation to participate in an IMF Sourcing Event via email notification

When you are invited by the IMF to a Sourcing Event, you will receive an email like the one on the righthand side of this screen.

The email will detail the name of the event, as well as the date and time that responses are due.

You can click *I intend to Participate* or *View Event* to navigate to Coupa to participate in the event.

Sourcing Event Information

In Coupa, you can submit your intention to participate in the event and agree to Terms and Conditions

After clicking one of the buttons in the email, you will be navigated to the event. You can see the timer indicating when the event ends.

To enter responses for the event, you will need to:

1. Click the checkbox next to *I intend to participate in this event.*
2. Read and accept the terms and conditions (Click *Yes* under *Do you accept these Terms and Conditions?*) Note: choosing not to agree to these conditions will exclude you from event participation.
3. Click *Send to Event Owner* after accepting the terms and conditions.
4. Click *Enter Response* at the bottom of the page.

Submitting a Response: Overview

The Event Response has several sections. You may click the arrows to expand or collapse them

1. The *Event Timer* is shown at the top right of the page.
2. You can name your response to anything that you would like. (e.g., Response 2/7/2024)
3. The *Attachments* section shows various documentation attached for your review.
4. The *Forms* section shows the *ISG Questionnaire Assertion* that you will need to complete.
5. *Items and Services* shows the items and/or services that are in the RFP.
6. *History* shows the audit trail of your actions.
7. *Messages* enable you to communicate with the IMF in the platform.
8. You can Import responses from Excel here in lieu of using Coupa UI (this is NOT recommended).
9. You can "Save" or "Submit response" here.

Submitting a Response: Messages

You may use the messaging feature in Coupa to send direct messages to the IMF

1. Click *Messages* at the bottom of the Event.

2. Type your message and attach a file, if necessary. Then click *Send Message*. The IMF procurement team will see your message and will respond.

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Submitting a Response: Messages

You may use the messaging feature in Coupa to send direct messages to the IMF

3 Once you receive a response you will get an automated email with the response and a link to *View Online.*

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4 The IMF response will be in your *Messages* in the *Event.*

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Submitting a Response: Attachments

The *Attachments* section has several forms for you to review (depending on the RFP). A sample of the types of forms are *Supplier Questions, SOW, SLAs, RFP Cover Letter, SOW Compliance Sheet, and Contract Template.*

You can click each attachment to view it then click *File* next to *Add* to add the response to each section.

Submitting a Response: ISG Questionnaire Assertion

You will need to complete the Information *Security Group (ISG) Questionnaire Assertion* to submit a response to the IMF.

Click the *ISG Questionnaire* link to open the form. Fill in each required field and continue to the end of the form to complete it.

Once the form is completed, check the box to assert that the questionnaire has been completed and click *Save*.

Submitting a Response: Items and Services & Submission

You may view the *Items and Services* in the RFP in this section. This sample RFP is for IT Consulting Services. You may input a price per unit then click Save to have Coupa populate the field on the response.

Once you have added all attachments and finalized your bid click '*Submit Response.*'

After you submit a response, you will no longer need to use the Coupa Tool. The IMF will evaluate responses from all suppliers and will communicate the results of the event outside of Coupa.