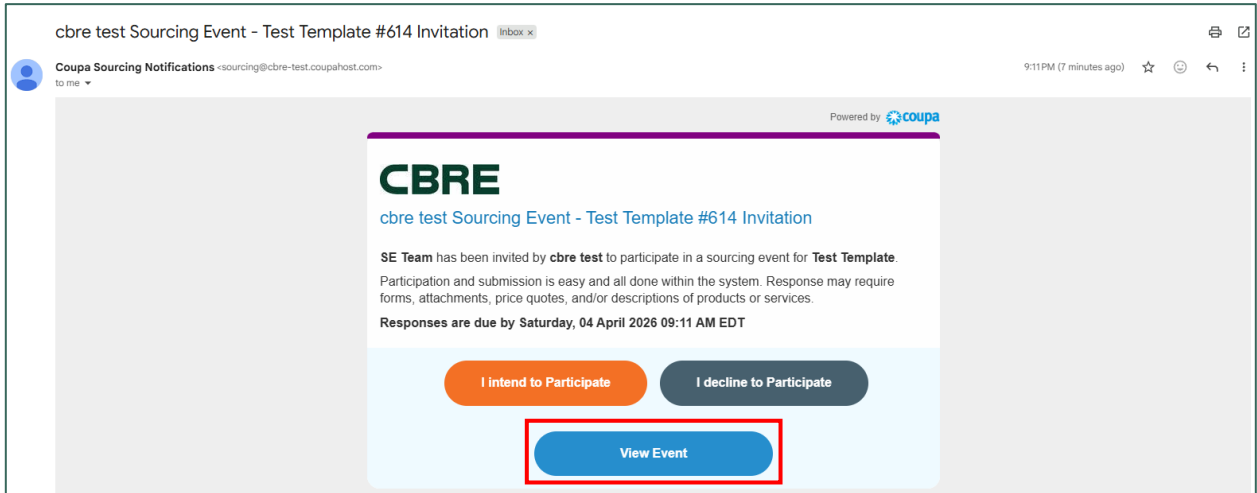


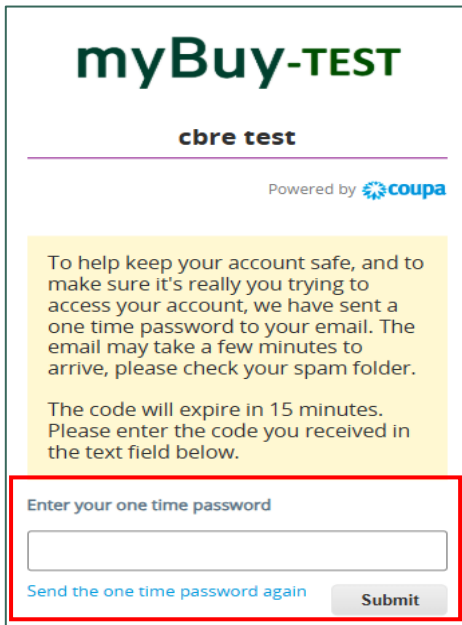
How to View Sourcing Events in Coupa

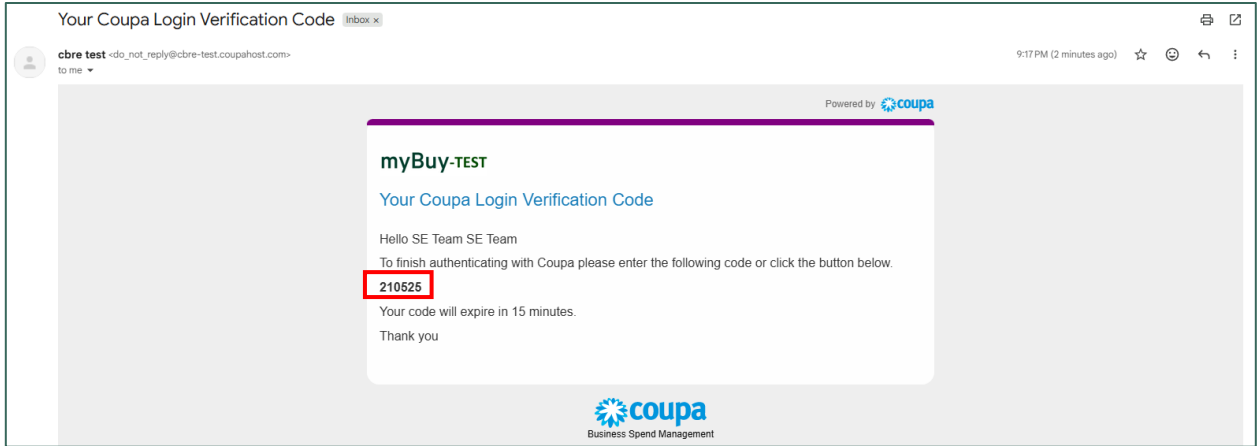
You can access the sourcing events through the link in the invitation email you have received when a customer or buyer invites you to an event. When the event is launched, an invitation email is automatically sent to the participants. To access a sourcing event invite:

1. You will be receiving an invitation email from Coupa. Click on **View Event**.



2. It will redirect you into a Coupa webpage wherein you must enter the OTP (One-Time-Password) that you have received from the same email you have received the sourcing event invitation. Enter the OTP then click **Submit**.

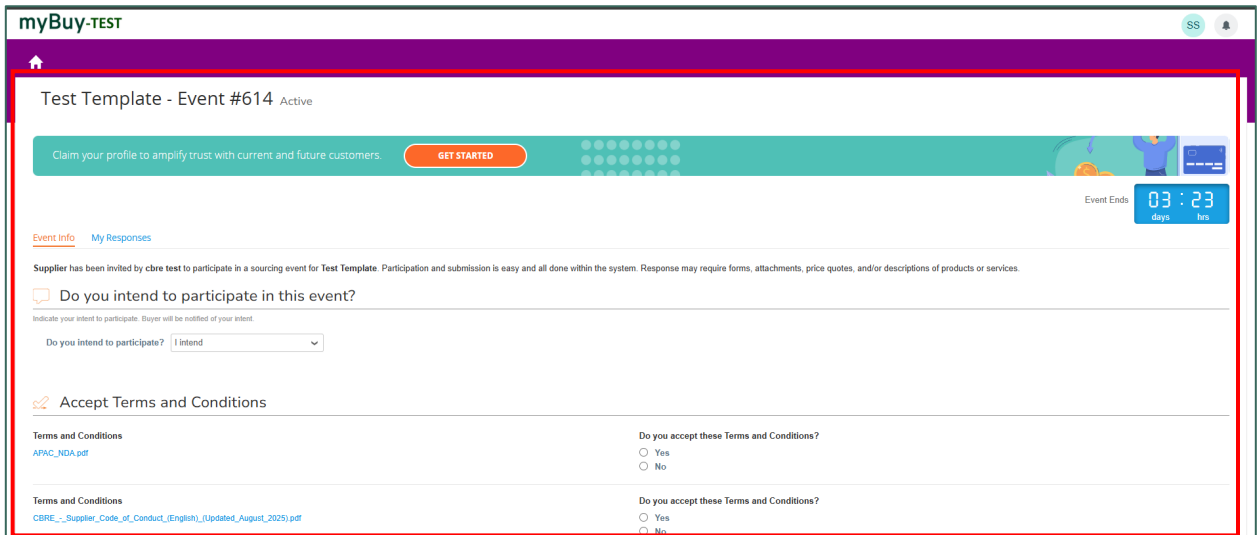




3. Once the OTP has been entered, you will be redirected to the sourcing event.

Note:

- *If the event has not yet started, you will be redirected to a page with a countdown timer indicating the time to opening. You will not get any notification when the event opens.*
- *If the event has started, you will be redirected to a landing page that displays a list of all the events that you are invited to with the most recent notifications from the buyer teams at the top.*



4. If you have been invited to or responded to multiple events, you can see a table with all the events you have access to.

On the below table, you can see the invitation of the most recent event that you have been invited to.

myBuy-TEST

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

Welcome to your Sourcing Response Portal!

Supplier has been invited by cbre test to participate in a sourcing event for Test Template. 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.

All Sourcing Events

Event #	Event Name	Start Date	End Date	Status	Type	Responses
614	Test Template	03/31/26	04/04/26	Prod	RFP	0
565	Test Template	03/27/26	03/31/26	Complete	RFP	0

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For additional support, please submit a ServiceNow ticket to our [Procurement Buyer Support Team](#).