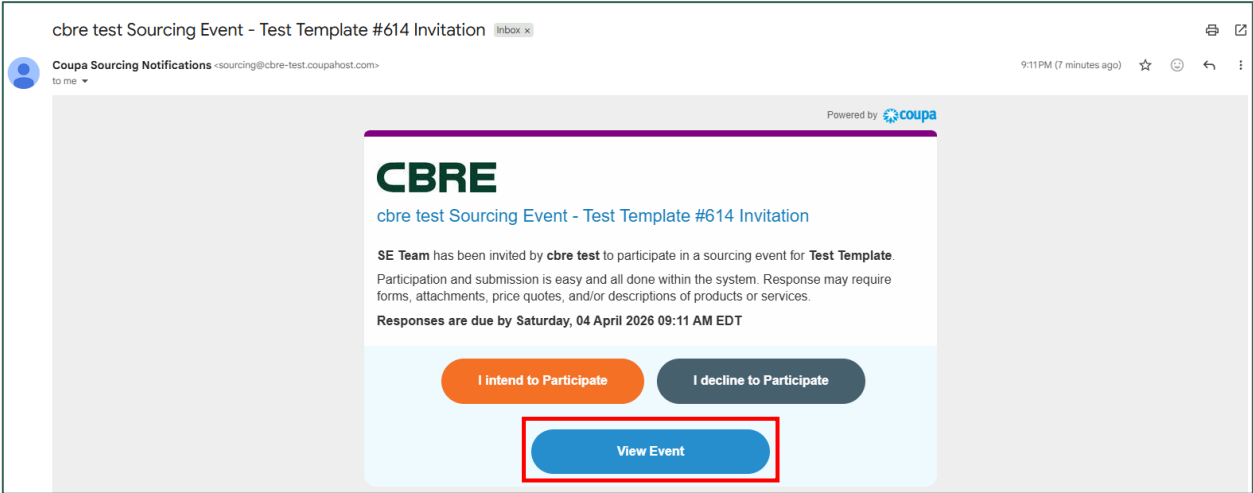


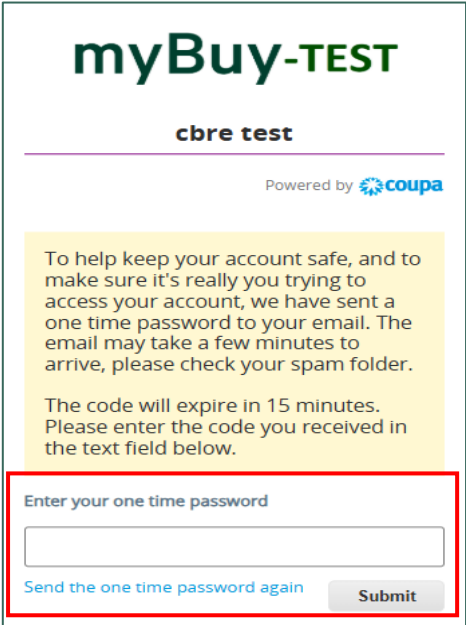
How to View Sourcing Events in Coupa

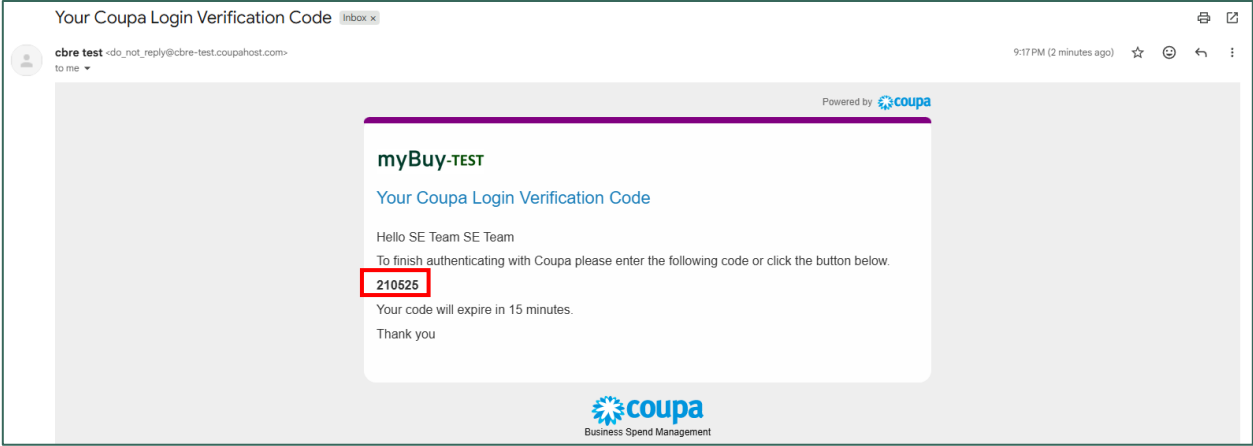
You can access the sourcing events through the link in the invitation email you have received when a customer or buyer invites you to an event. When the event is launched, an invitation email is automatically sent to the participants. To access a sourcing event invite:

- 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**.

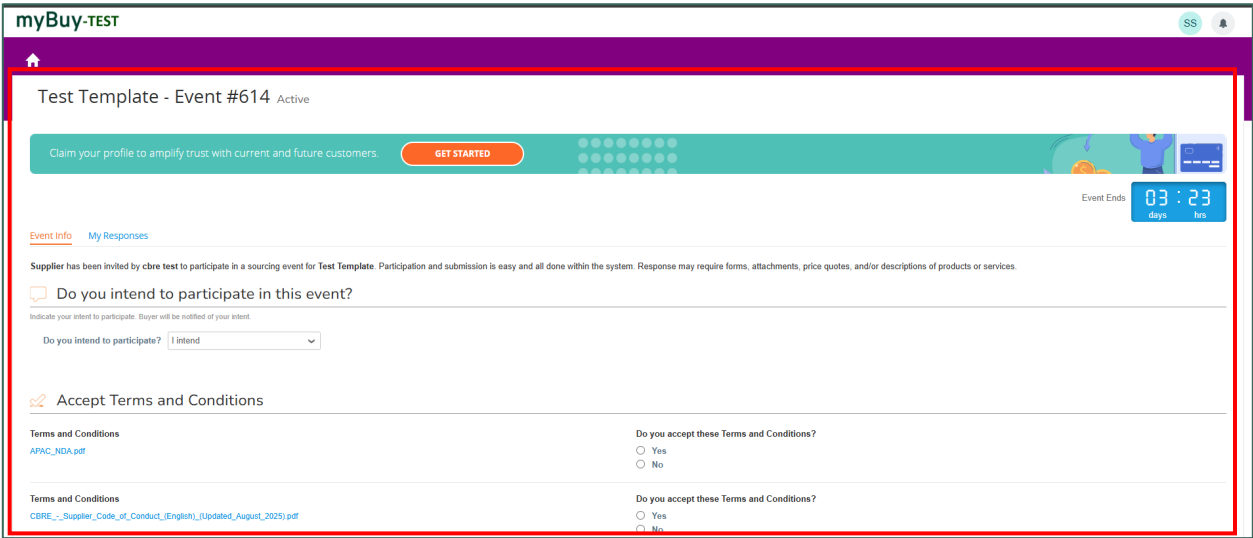




3. Once the OTP has been entered, you will be redirected to the sourcing event.

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.

The screenshot shows the myBuy-TEST Sourcing Response Portal. At the top, there is a purple header with the myBuy-TEST logo and a home icon. Below the header is a teal banner with the text "Claim your profile to amplify trust with current and future customers." and a "GET STARTED" button. The main content area has a white background and contains a welcome message: "Welcome to your Sourcing Response Portal!". Below this is a notification: "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." The central part of the page is a table titled "All Sourcing Events" with a purple header and a search bar. The table has columns for Event #, Event Name, Start Date, End Date, Status, Type, and Responses. Two rows are visible: one for event 614 (Test Template, 03/31/26, 04/04/26, Prod, RFP, 0) and one for event 565 (Test Template, 03/27/26, 03/31/26, Complete, RFP, 0). At the bottom left of the table, it says "Per page 15 | 45 | 90".

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

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