

Supplier's Guide to Sourcing Events

A guide to support Suppliers to the John Lewis Partnership with Coupa Sourcing.

Introduction

At the John Lewis Partnership, from time to time, we may invite you to complete a sourcing event. This is sent to ask you to submit a bid as part of the bidding process for the provision of goods and/or services, or, a risk only event which is a pre-qualification to help us effectively manage Supplier risk before inviting you to complete full Supplier Due Diligence (SDD) in Coupa Risk Assess.

Note: Reference to Company or Organisation includes any entity where there is a business relationship with the John Lewis Partnership. This includes companies and, unless a question states otherwise, Freelancers.

Contents

1. Receiving and Responding to Sourcing and Risk Questions in Coupa
2. Troubleshooting
3. Registering and Creating a New Account in Coupa

1. Receiving and Answering Sourcing Questions and/or Risk Questions in Coupa

If your organisation has been shortlisted to provide the John Lewis Partnership with new or existing goods or services, you may be invited to one or two types of sourcing events, they are:

1. **Bidding process**, also known as a tender exercise where you submit your proposal for work and base price to us whilst up against other suppliers. You will also have a series of questions aimed at assessing the risk to the Partnership of commencing or continuing a relationship with you. The risk questions asked are a pre-qualification to check you will be able to complete Supplier Due Diligence in greater detail in Coupa Risk Assess.

Or

2. **A risk only event** where you are the only Supplier invited. This will be a series of questions aimed at assessing the risk to the Partnership of commencing or continuing a relationship with you. The risk questions asked are a pre-qualification to check you will be able to complete Supplier Due Diligence in greater detail in Coupa Risk Assess.

These are the steps we ask you to follow on receipt of a request from JLP to commence the Sourcing process:

1. You will receive an email notification containing information and several links.
Note: in your email notification, you may be given a temporary login which is not the same as your Coupa Supplier Portal login, if you already use Coupa. Your temporary login can have special characters at the end of your email address and you will be asked to create a password.
2. Once you create your password, go back to your email and click the 'login' link which should open in a new tab. Your username will be in the invitation email. *Note: It is recommended you copy and paste the username to log in.*



John Lewis Partnership Sourcing Event - Single Sourcing (Risk Only) Template #4676 Invitation

Example Supplier has been invited by **John Lewis Partnership** to participate in a sourcing event for **Single Sourcing (Risk Only) Template**.

Welcome to your Pre-Qualification Risk Assessment

You are receiving this because you have been proposed as a supplier to supply goods or services to the John Lewis Partnership.

Before we can commence the onboarding stages we need to assess your company's compliance to our minimum risk standards. If you do not meet the minimum standards that we expect of our suppliers you will be advised what action is required. Any actions will need to be completed before we can onboard you as a Supplier.

Please access the Coupa portal via the link in this email, where, by selecting to participate in this event you are agreeing to proceed with the setup of your supplier account.

You must review and accept the T&Cs in order to proceed.

Please note the timeline for your responses have been set by our Sourcing Team and we urge you to provide your responses before the deadline in order to expedite your potential onboarding to the John Lewis Partnership.

Select the "My Responses" tab and complete all questions under "forms" in the detail section. All questions are mandatory so a response must be provided.

All queries relating to this event should be directed to your JLP contact.

For technical questions or issues logging on please contact supplier@coupa.com

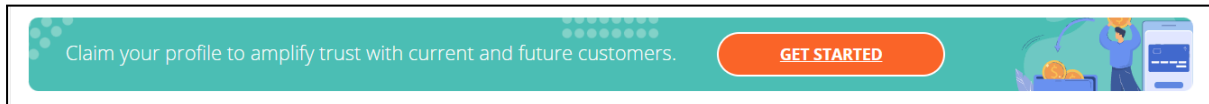
You have been given an account on John Lewis Partnership's sourcing system to provide your responses for this Sourcing Event. Before you can log in, you need to set up your new password [here](#).

Your username is **testing+example@gmail.com_c1**

After setting your password, please [login](#) to provide your responses.

IMPORTANT: You must setup your password within 7 days of receiving this message.

3. On the main sourcing event page, you may also create a Coupa Supplier Profile via clicking on 'Get Started' at the top of the Sourcing Event, but this is not mandatory for the purposes of the event.



4. On the main sourcing page, click on the Sourcing Event number to get started, you will have to work through the various sections, answering questions as you go. The first question will be 'Do you intend to participate in this event?' which is to reconfirm you wish to take part. From the drop down, you can select 'I intend' (to Participate) or 'I decline' (to Participate).

Note: If you decline, you can provide a reason for declining. If you select, decline, then you can no longer complete the event and your JLP contact may contact you for more information.

5. Once you have confirmed your participation, you will be asked to confirm that you have read and accepted John Lewis Partnership's policies and code of conduct. There are several questions like these, so please make sure you have **read** and **ticked** the boxes to accept all of them. If you do not accept them, you will not be able to submit a response.

6. Once the boxes are ticked, click 'Send to Event Owner' and then 'Enter Response.'

Note: There is also a useful countdown timer showing how long there is left to complete and submit the questionnaire and a base price if you are submitting a bid.

Do you intend to participate in this event?
Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?
| I intend

Event Ends
13 : 23
days hrs

Accept Terms and Conditions

Terms and Conditions
Confidentiality_Statement.pdf

Do you accept these Terms and Conditions?
☐ Yes
☐ No

Terms and Conditions
ABC_and_Gifts_and_Hospitality_Policy_For_Third_Parties_(October_2024).pdf

Do you accept these Terms and Conditions?
☐ Yes
☐ No

Terms and Conditions
JLP_Responsive_Sourcing_Code_of_Practice_2020.pdf

Do you accept these Terms and Conditions?
☐ Yes
☐ No

Terms and Conditions
JLP_Supplier_Code_of_Conduct.pdf

Do you accept these Terms and Conditions?
☐ Yes
☐ No

Event Information & Bidding Rules

Buyer Attachments

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

Timeline

Event Start
21
14:46 Europe/London
14d 0h 0min

Event End
4
14:46 Europe/London
00:00

Send to Event Owner

Enter Response

7. You will then be taken to the next page, 'My Response'.

8. On this page, some sections, such as the **Key Contracting Principles**, require you to **download** and save a document to your computer. Then, you will be required to **update the document with your answers or details, re-save and upload back into Coupa**. There is one form for the provision of IT services, and an alternative that should be used for Goods or Services. You may find one has been removed if you do not provide IT services.

Event Info
My Response

Event Ends
13 : 21
days hrs

Attachments

Provided by Dennis Law

Your response

Key Contracting Principles

Instructions
Please download attached document and complete and re-upload

Attachment


Key_Contracting_Principles_-_JLP_-_IT...
Key_Contracting_Principles_-_JLP_-_Go...

Response to Key Contracting Principles

Attachment *
Add File

Blank_Doc_-_Google_Docs.pdf

9. Beneath the attachments, is the section for **forms**. This is where you will answer questions based on our risk domains which will help us determine if we can put you through to full Supplier Due Diligence.

 Forms

10. In each form that has been issued, you must select an answer to every question, and press **Save**.

4. L1 - Business Continuity

Please answer the questions below.

Business Continuity Questions

Q1. If your organisation has any employees, can you confirm that a valid Employer's Liability insurance policy is held?

☒ Yes
☐ No
☐ N/A - No Employees

Employers liability insurance is a legal requirement should you or your organisation have any employees.


*** Q2. Can you confirm that your organisation holds a valid Public Liability insurance policy?**

☒ Yes
☐ No

Save

11. If you are taking part in a sourcing event which includes a tender and you need to bid, you will be asked to submit a base price for the goods and/or services and press **Submit response**.

Items Not In Lots (1 items)

 TEST ITEM

0.00 GBP

Expected Quantity x Price per Unit

Expected Quantity

1 Amount

Capacity

1


* Price per Unit

* Currency

GBP

* Required field

Total 0.00 GBP

 History

Import from Excel

Save

Submit response

- I2. If you and other suppliers are bidding, you can always go back into the sourcing event before the event closes to propose a new base price. If there is no bidding, JLP may close the event early to progress you onto Supplier Due Diligence (SDD) in Coupa Risk Assess.
- I3. Once the sourcing events have closed, your JLP contact will be in touch with you. If you are completing a risk only event, should you meet all the requirements, Supplier Due Diligence will be triggered to you in Coupa Risk Assess.
- I4. If you have submitted a bid in the sourcing event, you will be informed if you are or aren't the successful bidder. If you are successful, you will be invited to complete Supplier Due Diligence and complete Coupa registration for an account to invoice us.

2. Troubleshooting

If you find you are not receiving invites to sourcing events in Coupa, this could relate to the firewall or filtering system of your email account set by your organisation.

To receive these messages, you must contact your internal IT support team and raise this issue. They should then be able to whitelist the IP. Once whitelisted, either open the emails if you can recover them, if they can not be recovered, please contact your JLP contact who will ask that the emails are regenerated to you.

- I. If you are expecting an invitation to participate in a **Sourcing Event**:

IP: 54.240.54.190

Subject: "Sourcing event title - Sourcing Event #XXXX"

From: "John Lewis Partnership <do_not_reply@jlp.coupahost.com>"

Domain: coupahost.com

2. If you have any questions about Coupa once in the sourcing event, please use the chat function inside the event for your JLP contact to see, or email for technical and functional support related to the Coupa platform by emailing sourcing.support@coupa.com
3. Please note that Coupa sourcing events, Coupa Risk Assess (Used for supplier due-diligence and action plans) and Coupa Supplier Portal (Used for supplier registration, supplier details, invoicing and account management) are all separate platforms. The URLs and your login and password credentials will be different for each one.
4. If you still have not received the **sourcing event** invite, please confirm your email address with your JLP contact so they can either resend the invite or amend your email

*Note, we are unable to send sourcing invitations to multiple contacts in your organisation. We can send invitations to **one** contact only*

5. Please also try deleting cookies, closing down your browser and reopening your browser and in a private browser mode.

3. Registering and Creating a New Account in Coupa

The process where new suppliers set up an account in Coupa is not covered in this guide, but is covered in the guide below:

[Coupa Registration Guide](#)