

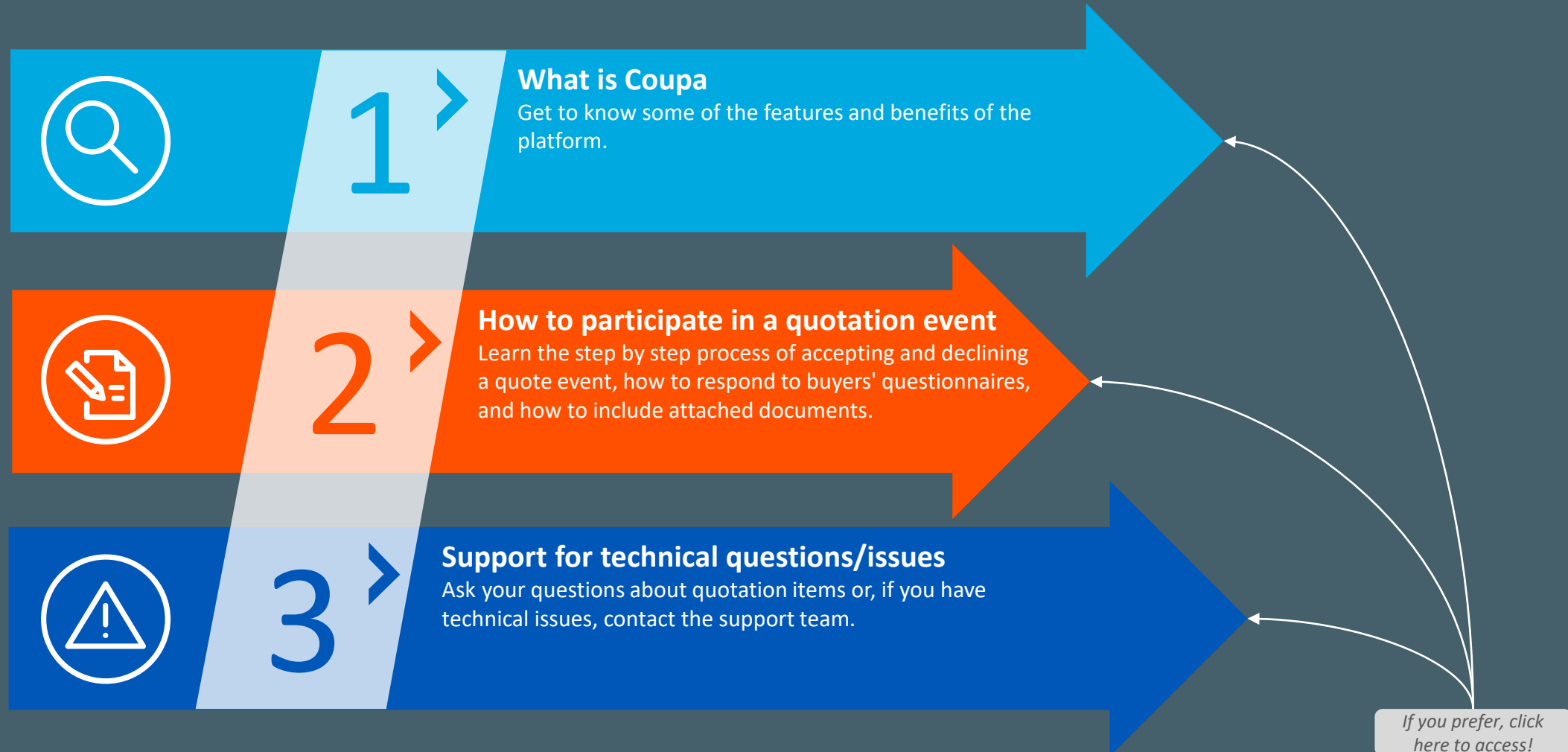
SUPPLIER'S MANUAL

HOW TO USE COUPA

A WARM WELCOME!

Welcome. This manual has been developed for you, a Braskem supplier, and here you will find guidelines on how to use the new purchasing platform (Coupa) to participate in the new quotation processes.

THE PURPOSE OF THIS TUTORIAL IS TO SHOW:



Coupa is a cloud tool that is being used by Braskem for purchasing processes, such as: **process of request for proposal – RFP, request for information - RFI and quotation request – RFQ.**

The tool assists with the relationship management and interaction with the supplier. As a result, all new quotations with the Braskem supply team will take place within Coupa.

It is a **friendly, easy to use tool**, with features that offer more **speed and practicality**.

Here are some examples below:



PRACTICALITIES OF COUPA



The suppliers are able to perform in Coupa the acceptances and refusals of the events that they have been invited to join, with no further e-mail exchanges.



In Coupa, one has access to the whole history of documentation and information sharing concerning sourcing events.



The suppliers can communicate directly with the buyers through the Coupa chat.



At this time, the supplier does not need to have a username and password in Coupa. Access occurs directly through a forwarded link in the email.

1

Set up your AntiSpam!

To receive invitation emails from Braskem quote events in Coupa, you need to enable the @braskem.com domain in your AntiSpam box.

2

E-mail updated in the registry!

Keep your e-mail address updated in our registry. If there are changes, please contact the responsible buyer. In case of automatic reply, the buyer will not receive a notification. Therefore, in event of a temporary absence, always forward the messages to someone on your team to also view and reply the events.

3

Use Google Chrome!

To access Coupa shopping events, it is important to use the browser **Google Chrome**.



ATTENTION PLEASE



To join the quotation event, you will go through 4 steps:



HOW TO PARTICIPATE IN THE QUOTATION EVENT



Upon a request from Braskem, our buyers will register the event for sourcing in Coupa.

Once the event is registered, buyers will invite potential suppliers to participate.

The supplier will receive the link to join the event at Coupa, via the e-mail registered in our database.

Click the event **invitation email** to proceed to the next step.




Modelo de Evento MVP invitation - Sourcing Event #556




HOW TO PARTICIPATE IN THE QUOTATION EVENT



After opening the email, click on **"I wish to join"** to notify the buyer that you intend to accept or decline the event. If you wish to see more details of the event before accepting or declining it, click on **"Preview Event."** In both cases, you will be directed to the Coupa portal.

Braskem  Modelo de Evento MVP invitation - Sourcing Event #556

Powered by 

Braskem has invited you to the sourcing event: **Modelo de Evento MVP**.

Braskem S.A. invites your company to present a "Technical Proposal" and "Commercial Proposal" for the execution of the services described in this event, in accordance with the conditions established in the "Invitation Letter" and its attachments. If you plan to attend, review the event schedule and accept the terms and conditions of the event. After accepting the Terms and Conditions, you can send your proposal by clicking on the "My Answers" tab, which can include Attachments, Questionnaires, Items and Lots. For questions about the use of the tool, please contact bruno.pinh@procurementgarage.com. Consult the practical guide available on the event's main page before submitting your proposal. Doubts related to the quotation process, get in touch via the chat tool in the event itself.

Response due date: Tuesday, 14 May 2019 10:45 AM -03

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.


I intend to Participate

View Event

Join and preview the event in Coupa.


Preview the event and accept or decline the event.

Portal for the event in Coupa

Braskem  Modelo de Evento MVP invitation - Sourcing Event #556

Event Ends **14:23**
days hrs

Event Info **My Response**

 Braskem has invited you to the sourcing event: **Modelo de Evento MVP**. Braskem S.A. invites your company to present a "Technical Proposal" and "Commercial Proposal" for the execution of the services described in this event, in accordance with the conditions established in the "Invitation Letter" and its attachments.

If you plan to attend, review the event schedule and accept the terms and conditions of the event. After accepting the Terms and Conditions, you can send your proposal by clicking on the "My Answers" tab, which can include Attachments, Questionnaires, Items and Lots. For questions about the use of the tool, please contact bruno.pinh@procurementgarage.com. Consult the practical guide available on the event's main page before submitting your proposal. Doubts related to the quotation process, get in touch via the chat tool in the event itself.

Stay tuned! This is the deadline for responding to the event. After completion, you cannot insert any more replies nor send any files.

HOW TO PARTICIPATE IN THE QUOTATION EVENT



By browsing the main page, you can see all the information and rules of the event. **Read the text carefully to understand how the event will be conducted.**

The screenshot shows the main interface for a quotation event. It includes sections for 'Event Information & Bidding Rules', 'Buyer Attachments', 'Intend to Respond', and 'Terms and Conditions'. A 'Messages' chat window is also visible in the bottom left corner.

Event Information & Bidding Rules

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

Buyer Attachments

Messages 0

Send Message

Type new message

Having Technical Issues? Contact sourcing.support@coupa.com

Intend to Respond

☐ Check this box to let the buyer know you intend to respond

Terms and Conditions

You have to first accept Terms and Conditions to participate this event.

☐ I Accept [T_C.pdf](#)

☐ I Accept [T_C_2.PDF](#)

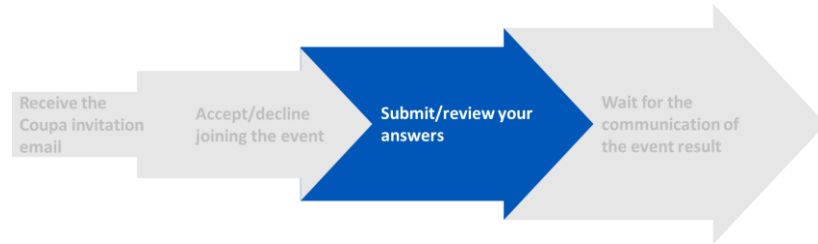
☐ I Accept [CodConducta.pdf](#)

If you clicked "**I wish to join**", this box will already be selected. If you clicked "**Preview Event**", it is important to signal your intent to respond.

Before entering your response, you must **read and accept the Terms and Conditions of the event**. You can only enter a reply after accepting all attached documents.

It is important to inform the buyer, if you wish to **decline the event**. To do this, **log into the chat** and inform the reason for your unavailability to participate.

HOW TO PARTICIPATE IN THE QUOTATION EVENT



Timeline

Apr 29
Event Start
10:47 AM America/Sao_Paulo
14d : 23h : 57min

May 14
Event End
10:45 AM America/Sao_Paulo
00:00

Event Team

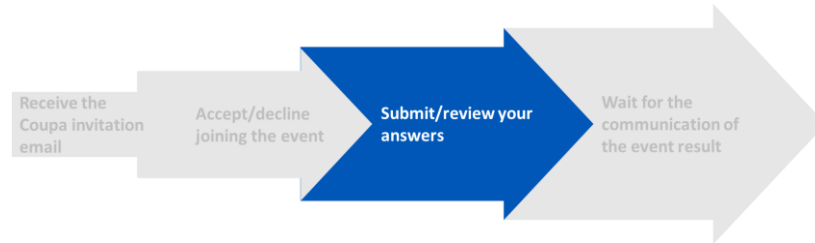
Raphael Almeida

Avaliador Coupa

Enter Response

After accepting all terms and conditions, the **"Insert Response" button will be enabled**, allowing the insertion of the response in the **"My Answer"** tab.

HOW TO PARTICIPATE IN THE QUOTATION EVENT



The screenshot shows the 'Attachments' section of the system. It lists two documents from Raphael Almeida: a 'Commercial Proposal' and a 'Technical Proposal'. Each document has a corresponding 'Your Response' section. The 'Commercial Proposal' response section shows a file named 'Attachment_01.pdf' and a 'Your Response' section with a red asterisk and the text 'Add File'. The 'Technical Proposal' response section also shows a file named 'Attachment_02.pdf' and a 'Your Response' section with a red asterisk and the text 'Add File'.

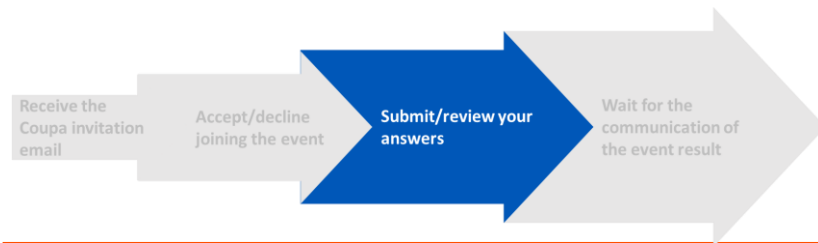
In this section, if the buyer has attached any file, you can **download** it.

If a response is required, the system will signal that a **file upload** is required.

The screenshot shows the 'Questionnaires' section of the system. It displays a form titled '1. Questionário Cadastro' (1. Registration Questionnaire). The form contains various fields for company information, including 'Análise Cadastral' (Cadastral Analysis), 'NOME/RAZÃO SOCIAL' (Company Name/Trade Name), 'NOME FANTASIA' (Trade Name), 'CNPJ/CPF' (CNPJ/CPF), 'NOME DO CONTATO' (Contact Name), 'E-MAIL' (Email), 'TELEFONE (COM DDD)' (Phone with Area Code), 'CEP' (Post Code), 'ENDEREÇO' (Address), 'COMPLEMENTO' (Complement), 'ESTADO' (State), 'CIDADE' (City), and 'CLASSE FISCAL' (Fiscal Class). A 'Save' button is located at the bottom right of the form.

If the buyer provides a questionnaire, you can fill it out here and you should **always** save your answer at the end of the completion.

HOW TO PARTICIPATE IN THE QUOTATION EVENT



Attachments >

Questionnaires >

1. Questionário Cadastro >

Items and Lots >

Name	Expected Qty	My Price	Price x Expected Qty
Items Not In Lots (1 items)			0.00 BRL
Item 1	1 (Each) x		0.00 BRL
			Total 0.00 BRL

Export to Excel Import from Excel Load History Save Submit Response to Buyer

Enter the full price for the item or service here.

The questionnaires may be required (if they have the*), and in this case it will only be possible to save the item after completing it.

* Questionário

Tipo de Emb., Qtd. Min. e Impostos

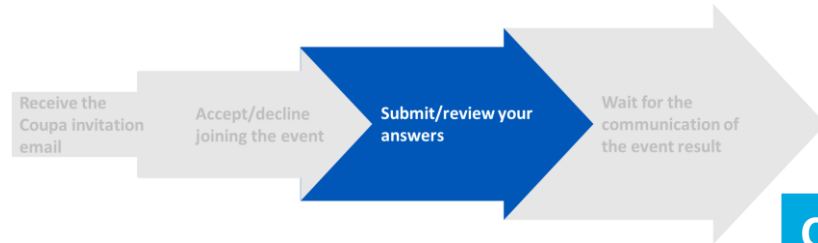
The buyer may provide questionnaires or more details for each item. To view the details, click the expand arrow next to the Price x Quantity or click under the item.

After completely filling out the event, send your response to the buyer via the "Submit a Response to the Buyer" button.

You can export an Excel spreadsheet, fill it out, and import it back into Coupa. **DO NOT** change the name of the downloaded file, thus avoiding an error in uploading.

To save your reply and send it later, click "Save."

HOW TO PARTICIPATE IN THE QUOTATION EVENT



Click in the item's name to open the details

Item details form for VISCOSIMETRO CINEMATICO; MATERIAL: BOROSILICATO; FORMATO: CAPILAR; showing quantity (2 Unidade) and price (0,00 BRL). The form includes fields for Preço c/ICMS + PIS e COFINS, Aliquota ICMS %, Base ICMS %, and Aliquota IPI. A formula for Custo total is provided at the bottom.

After fill your answers completely, save your responses by clicking on the button "Save Item".

Item details form for VISCOSIMETRO CINEMATICO; MATERIAL: BOROSILICATO; FORMATO: CAPILAR; showing quantity (2 Unidade) and price (0,00 BRL). The form includes fields for Preço c/ICMS + PIS e COFINS, Aliquota ICMS %, Base ICMS %, and Aliquota IPI. A formula for Custo total is provided at the bottom. The form also includes a section for 'Meu preço' with fields for Aliquota ICMS %, Base ICMS %, and Aliquota IPI. The form is annotated with red boxes and a blue callout box.

The buyer may provide instructions to answer

Note the required fields and the buyer's instructions to fill them out





In the "My Responses" tab, you can view and manage all your answers.

However, only responses **sent to buyers** will be considered for quotation events.

Informações do evento

Minhas respostas

Exibir

Avançado


Pesquisar

Nome da resposta	Estado	Enviado Em	Total	Ações
@Fornec Hotmail Manfio - #658	trabalhando		0,00	 
@Fornec Hotmail Manfio - #659	trabalhando		2.138,05	 
@Fornec Hotmail Manfio - #660	trabalhando		0,00	 

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HOW TO PARTICIPATE IN THE QUOTATION EVENT



 Coupa notification

EXAMPLE

Dear supplier, We would like to inform that the RFP XXXX - XXXXXXXXX is done, as well as information about the process. Next steps will be aligned directly with you. With regard to the commercial procedures, the attached summary is available for analysis and signature. It is important to note that services can only be started after signing the contract / receipt of the purchase order. Regards,


Business Spend Management

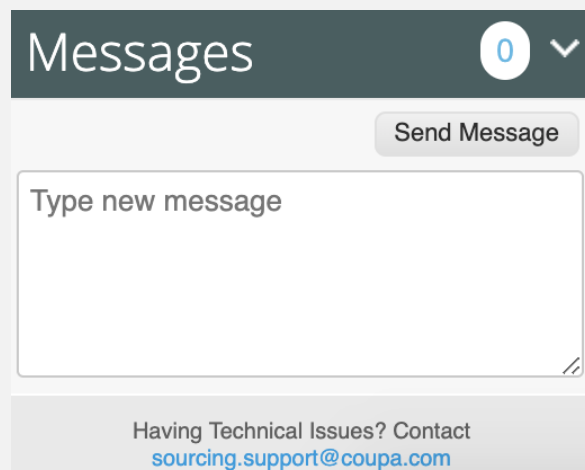
To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)

After closing the event and analyzing the buyer, **all suppliers who agreed to attend the event, will receive an email response whether it was contemplated or not.**

All new event information, such as new chat messages, will be notified by email.

Follow the buyer's instructions if you have been considered; if not, wait for the next event.

Any questions or clarifications about the event?
Contact the buyer through the **chat** available in the lower left corner of the screen.



In case of **questions or technical difficulties** with Coupa, see our service channels below:

- **Service Now**, after informing your login and password. If you do not have a login, your contact must happen through the telephone number, informing the login information of your focal point in Braskem.

- **Telephones:**

SP (11) 3576-9300

AL (82) 3177-5100

BA (71) 3413-2000

RS (51) 3721-8590

RJ (21) 2187-7800

Brazil: 0800 710 2123

USA: +1-877-247-8832

Germany: +49-69-42729 9270

Mexico: +52-55-6380-0174



THANK YOU!