Coupa Sourcing Training – Suppliers
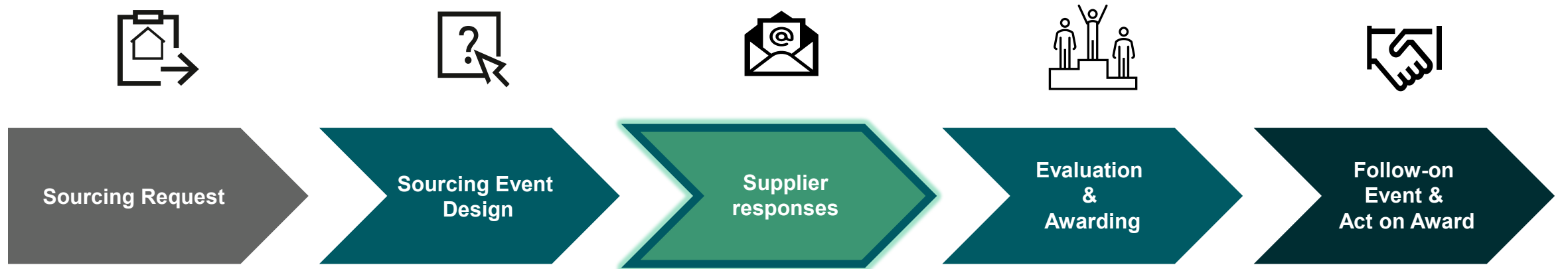
May 2nd, 2024

Dear Business Partners,

Coupa sourcing module will be the tool for BioNTech in executing the end-to-end sourcing process going forward. We are confident that by executing the sourcing process in Coupa, we will enhance our procurement strategy, promoting efficiency, and transparency. With the use of Coupa Sourcing tool, you will have a centralized portal for all your sourcing events with BioNTech and a streamlined way of interacting with our procurement team. We look forward to your active involvement in making this process a success. Through this documentation we would like to introduce you to our Sourcing process in Coupa.

Through Coupa sourcing tool, you can review the RFX package, place you offers, improve them, communicate with the procurement through the platform. To help you understand the new system and your role within it, we have prepared a comprehensive training document. This document will guide you through the functionalities of the Coupa sourcing module like reviewing the sourcing invite, navigating to the sourcing event page, placing your bids, changing it and communicating with the procurement.

Please take some time to review the training documentation and do not hesitate to reach out to your category point of contact or to the procurement systems team for any questions or further clarification.

Thanks in advance for your cooperation.

Source to contract process – L2

| Sourcing Request | Sourcing Event Design | Supplier responses | Evaluation & Awarding | Follow-on Event & Act on Award |

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Sourcing training – Table of content

Supplier responses

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Supplier Responses

Invitation and Access Event

1 As a supplier, you will receive the **sourcing invite mail** from the email address: do_not_reply@biontech.coupahost.com. An example of the invitation mail looks as per the screenshot.

Note: Suppliers do not need to have a Coupa account or access to the Coupa Supplier Portal (CSP) to take part in sourcing events. Only the invitation mail and one time password received after clicking on view event is sufficient.

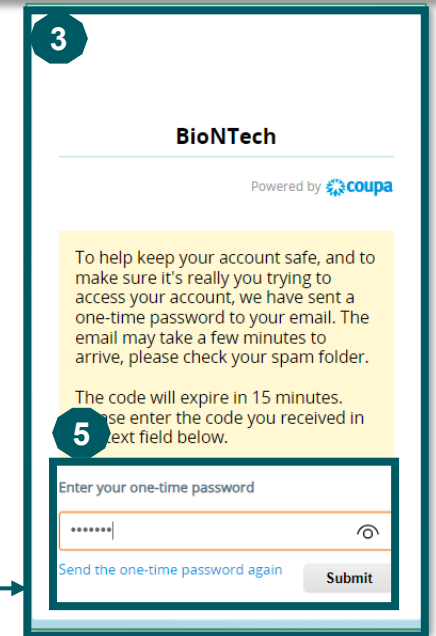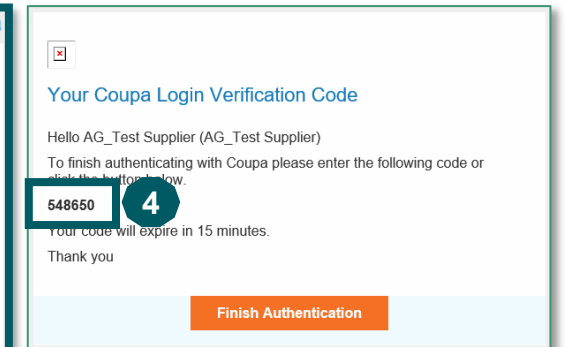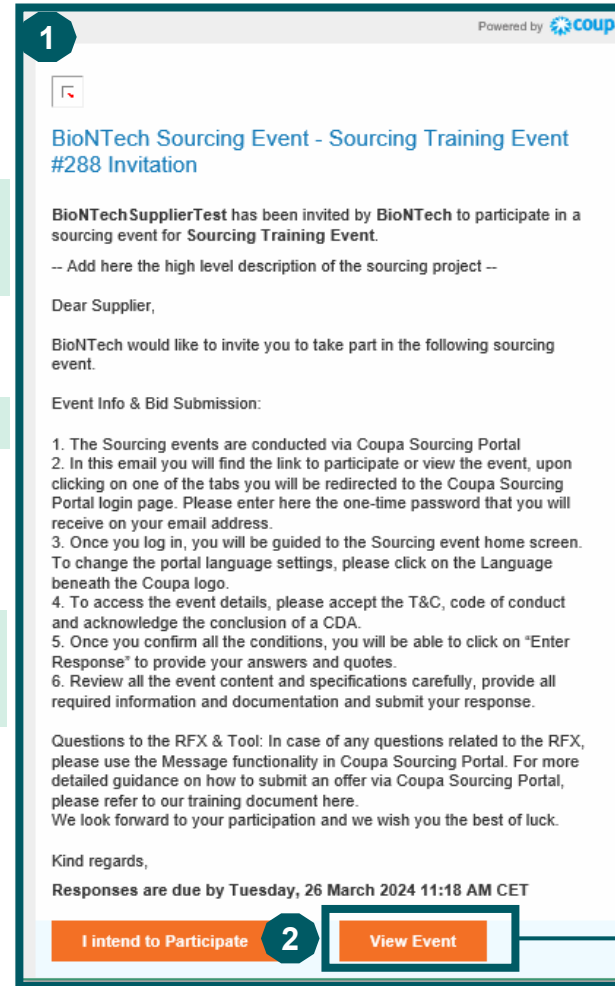**2** Click on **view event** to access the event.

Note: If you are sure about your participation, you can also click on **I intend to participate**.

3 You will be **redirected** to a screen on your **browser** to enter the one-time password.

Note: If you do not see the one-time password screen but something else upon clicking on view event, please try to copy the hyperlink on the button view event and paste it into an inprivate/incognito browser window.

4 The **one-time password** will be delivered to you immediately per email after you click on **view event.**

5 Enter the **one-time password** in the **browser page** and click on **submit** to access the event.

1

Powered by **coupa**

BioNTech Sourcing Event - Sourcing Training Event #288 Invitation

BioNTechSupplierTest has been invited by **BioNTech** to participate in a sourcing event for **Sourcing Training Event**.

-- Add here the high level description of the sourcing project --

Dear Supplier,

BioNTech would like to invite you to take part in the following sourcing event.

Event Info & Bid Submission:

1. The Sourcing events are conducted via Coupa Sourcing Portal
2. In this email you will find the link to participate or view the event, upon clicking on one of the tabs you will be redirected to the Coupa Sourcing Portal login page. Please enter here the one-time password that you will receive on your email address.
3. Once you log in, you will be guided to the Sourcing event home screen. To change the portal language settings, please click on the Language beneath the Coupa logo.
4. To access the event details, please accept the T&C, code of conduct and acknowledge the conclusion of a CDA.
5. Once you confirm all the conditions, you will be able to click on "Enter Response" to provide your answers and quotes.
6. Review all the event content and specifications carefully, provide all required information and documentation and submit your response.

Questions to the RFX & Tool: In case of any questions related to the RFX, please use the Message functionality in Coupa Sourcing Portal. For more detailed guidance on how to submit an offer via Coupa Sourcing Portal, please refer to our training document here.
We look forward to your participation and we wish you the best of luck.

Kind regards,

Responses are due by Tuesday, 26 March 2024 11:18 AM CET

I intend to Participate   **2**   View Event

Your Coupa Login Verification Code

Hello AG_Test Supplier (AG_Test Supplier)
To finish authenticating with Coupa please enter the following code or click the button below.

548650   **4**

Your code will expire in 15 minutes.
Thank you

Finish Authentication

3

BioNTech

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To help keep your account safe, and to make sure it's really you trying to access your account, we have sent a one-time password to your email. The email may take a few minutes to arrive, please check your spam folder.

The code will expire in 15 minutes.
se enter the code you received in ext field below.

5

Enter your one-time password

••••••••

Send the one-time password again   Submit

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Review event info and accept terms and conditions

1 After entering the **one-time password,** you will be redirected to the **event info screen.**

2 **Review** the **event clock.**

3 Click on **I intend to participate in this event**, if you want to let the BioNTech buyer know that you will be participating.

4 Review **buyer attachments** if any to get more information on the event.

5 **Review** and **accept** the terms and conditions added to the event.

Note: You cannot proceed further with the event without accepting the terms and conditions.

6 A new button **send to event owner** appears, **click** on this.

7 A new button **send to event owner** appears, **click** on this.

Sourcing Training Event - Event #288 Active

Claim your profile to amplify trust with current and future customers. **GET STARTED**

2 Event Ends **14 : 00** days hrs

1 Event Info

Do you intend to participate in this event?

3 ☑ **I intend to participate in this event**
Buyer will be notified of your intent to participate.

Accept Terms and Conditions

Terms and Conditions
https://investors.biontech.de/static-files/8734...

5 Do you accept these Terms and Conditions?
◉ Yes
○ No

Terms and Conditions
Do you acknowledge that a confidentiality agreement (CDA) has been concluded for the scope of this sourcing event?

Do you accept these Terms and Conditions?
◉ Yes
○ No

6 **Send to Event Owner**

Event Information & Bidding Rules

4 ⚙ Buyer Attachments

Event will end at the Event End Time.

📄 BioNTech_-_RFX_Letter.docx

Timeline

Mar 11 Event Start
18:18 CET
14d : 17h : 0min

Mar 26 Event End
11:18 CET
00:00

7 **Enter Response**

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Enter response – Forms & attachment

1. Upon clicking on enter response, you will be directed to **my response** page.

2. **Review** the **attachments** section and follow the buyer provided instruction**.**

3. If it is intended to **attach a document** as a **response** click on **file** to **browse** the document in your folders and upload.

4. **Review** the **forms** section to check if there are any questionnaires to be answered.

5. **Answer** form questionnaires.

6. Click on **save** to save the **form responses**.

Event Ends 14 : 00 days hrs

1 Event Info   My Response

2 Attachments

Provided by Sourcing Test Buyer	Your response
ESG Questionnaire	Response to ESG Questionnaire

Instructions
Please download and complete the attached questionnaire accurately and upload the completed questionnaire here.

Attachment *
Add **File**

3 Browse   ✕

☁ Drop files here

Attachment
📄 BNT_ESG_Survey.xlsx

4 Forms 🏳

1. Commercial Terms

Please answer the questions below.

Payment and Shipping terms for order

Payment Terms   NT60 - within 60 days Due net

Do you agree to the above specified payment term?   ○ Yes ○ No

5 Shipping terms   DAP - Delivered at Place

Do you agree to the above specified payment terms?   ○ Yes ○ No

Warranty

Payment Plan

6 Save

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Enter response – Items & Services

1 The last section in **my response page** is the **items and services.**

2 **Review** the **line items** and provide your **price** in the pricing fields e.g., **price per unit** field**.**

3 To provide more **details** on your **item pricing** click on the **small arrow mark** towards the end of the item line

4 Add **details** to the different fields **shown**. All fields marked with a **red star** are mandatory.

5 Click on **save** after adding all the item specific details. Repeat the same for other line items.

6 After adding all the details click on **submit response** to send your bid to the buyer.

Event Ends **14 : 00** days hrs

Event Info   My Response

1 ≡ Items and Services ∧

Items Not In Lots (1 items)

🚩 🛒 T Cell TransAct   400,00 EUR
Expected Quantity x Price per Unit

Expected Quantity	Capacity	* Price per Unit	* Currency
1 Piece (PCE)	1	400	EUR

Capacity	Expected Quantity	* Price per Unit	* Currency
1	1 Piece (PCE)	400	EUR

Supplier Item Name	Item Description	ID/Part Number	* Lead Time (days)
Item Number 1234	Short description	ID1445122	20

Attachments
Add File | URL | Text
📄 Biontech-Event_433-request-history.xlsx

Cancel   **Save**

* Required field   Total   **400,00** EUR

🕐 History

☑* I have reviewed the changes to this event   Import from Excel   Save   **Submit response**

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Message board

To communicate with the **buyer** quickly you can use the **message board** that is located bottom left in the event page.

1 Click on **messages** to open the message board.

2 Type your **message** in the **message box**.

3 Click on **send message** to sent your question/information to buyer

1 Messages ②

Messages ②

Aditya Gopinat... an hour ago

BioNTech made the following changes to the sourcing event: Sourcing Training Event.

Forms
Added Form name: Commercial Terms
Removed Form name: Form for event 288 - 2

Aditya Gopinat... 24 minutes ago

BioNTech made the following changes to the sourcing event: Sourcing Training Event.

Items and lots
Updated Item description: T Cell TransAct
Updated "Cost formula&q...

read more

3 Send Message

2 New Message to buyer

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

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Language settings

The supplier can choose the language in which they want to view the instance. Note that the buyer provided information is not automatically translated.

1 Navigate to the **bottom of your event info screen** until you find the **Coupa logo**, hover over the **language** to view a list of offered languages.

2 Click on the **language** you want the instance to be displayed.

3 Click on **save language** and **region.**

4 Note the **change** of **language** in the standard fields.