



دائرة الخدمات العامة
Public Services Department

Getting Started with Ras Al Khaimah Public Services Department

[Supplier.rak.ae](https://supplier.rak.ae)
Powered by Coupa

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What is Coupa Supplier Portal (CSP)?

Coupa Supplier Portal (CSP) is a cloud-based platform for buyers and suppliers to collaborate.

Suppliers can use it to view and acknowledge their purchase orders (POs), create and submit invoices and even manage their invites to bid, prepare, and submit proposal for all RFIs and RFQs/

The portal also allows suppliers to check the status of all their transactions and payments, without having to contact an AP department.

View the status of
invoices and
payments in real
time

Quickly flip POs
to invoices;
ability to do
partial invoicing

purchase orders
(POs) and view how
much has already
been invoiced

Decrease
paperwork and
manual effort
through new
automated steps

Streamline
invoice
processing
through
electronic
workflows

Receive
invites to bid,

Submit your
proposal for all
RFIs/RFQs

Send
comments to
PSD in real
time



What does this mean for you as a supplier?

Working with Ras Al Khaimah Public Services Department now means working together via the Coupa Supplier Portal.

Ras Al Khaimah Public Services Department wants to work with our suppliers to improve the way we do business with each other. Through Coupa, an industry-leading procure-to-pay system, we are able to optimize how we work with you from purchase to payment and everything in between.

Via your Coupa Supplier Portal, you will:

- > **Electronically receive Purchase Orders (POs) from *Ras Al Khaimah Public Services Department***
- > **Be able to acknowledge receipt of POs & communicate with RAK-PSD through 'comments'**
- > **Create electronic invoices by 'flipping' the electronic PO**
- > **View the status of your orders, invoices and payment online, in real time.**
- > **Participate in sourcing events, Response in Public tenders in the CSP.**

Public Services Department will send an email link that will allow you to participate directly in a sourcing event.

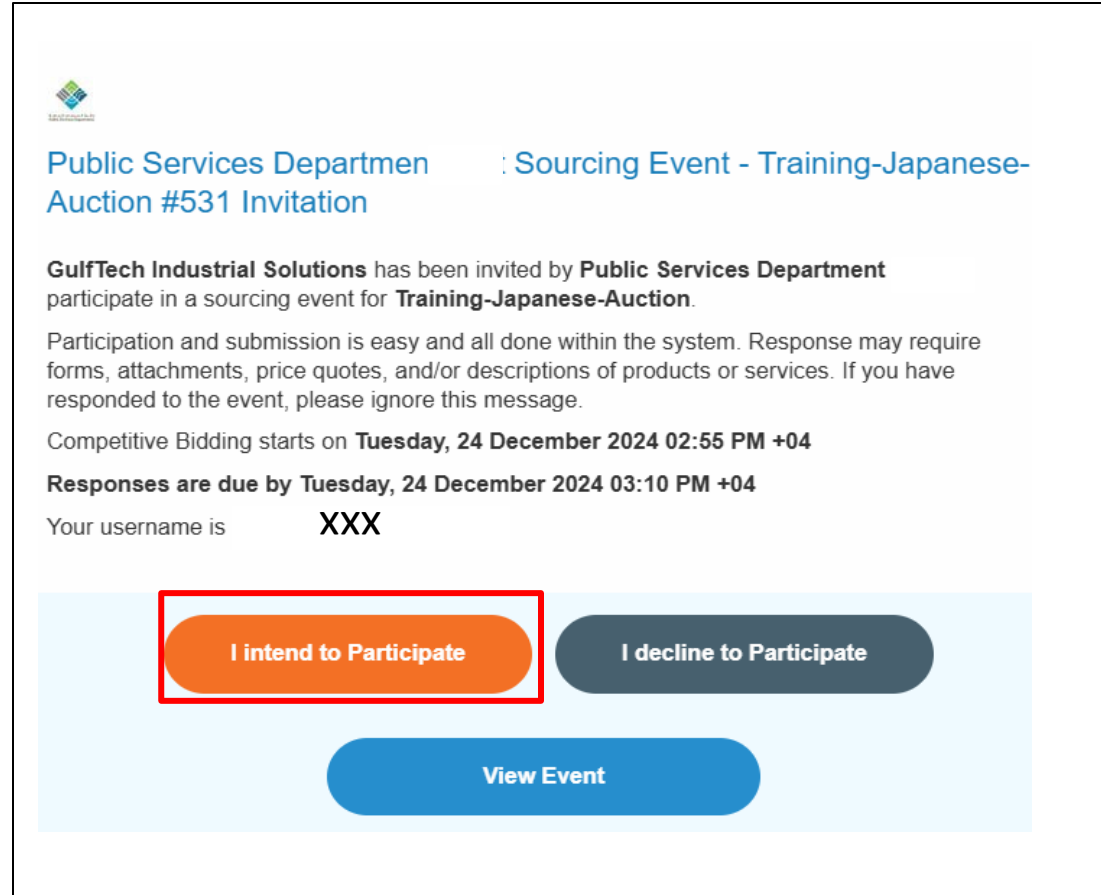



Response to Japanese Reverse Auction



Response to Japanese Reverse Auction

1. Click on I intend to participate (login page is open).
2. Enter username (mentioned in invitation email) and password.
3. Click on Sign in to login into sourcing response portal.



 Public Services Department : Sourcing Event - Training-Japanese-Auction #531 Invitation

GulfTech Industrial Solutions has been invited by Public Services Department participate in a sourcing event for **Training-Japanese-Auction**.

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. If you have responded to the event, please ignore this message.

Competitive Bidding starts on **Tuesday, 24 December 2024 02:55 PM +04**

Responses are due by Tuesday, 24 December 2024 03:10 PM +04

Your username is **XXX**

I intend to Participate **I decline to Participate**

View Event

Response to Japanese Reverse Auction

1. Sourcing response portal open.
2. Click on event number link (event detail open).
3. Select I intend from dropdown and than press submit button.

Note:

After clicking on submit button enter response button will be enabled

Welcome to your Sourcing Response Portal!

Supplier has been invited by **Public Services Department** to participate in a sourcing event for **Training-Japanese-Auction**. 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. If you have responded to the event, please ignore this message.

All Sourcing Events

| Event # | Event Name | Start Date | End Date | Status | Type | Responses |
|---------|------------|------------|----------|--------|------|-----------|
|---------|------------|------------|----------|--------|------|-----------|

View All Search

Time left in the current step **00 : 52**
mins secs
Step 1

Event Info

Supplier has been invited by **Public Services Department Test** to participate in a sourcing event for **Training-Japanese-Auction**. 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. If you have responded to the event, please ignore this message.

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 Submit



Response to Japanese Reverse Auction

You will receive an invitation via email (registered in supplier profile) containing username

1. In timeline section you will see event timeline e.g. event/bidding start and event end date detail
2. Click on enter response button (new window will open containing total price)

Note:

After clicking on submit button enter response button will be enabled

Timeline

Dec 24

Pre-Bid Start

(Start time may change based on approvals)

02:55 PM Asia/Dubai

0h : 0min

Dec 24

Bidding Start

(Bidding time may change based on approvals)

02:55 PM Asia/Dubai

0h : 15min

Dec 24

Event End

(End time may change based on approvals)

03:10 PM Asia/Dubai

00:00

Enter Response

Time left in the current step

00 : 52

mins secs

Step 1

Event Info

Supplier has been invited by **Public Services Department** to participate in a sourcing event for **Training-Japanese-Auction**. 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. If you have responded to the event, please ignore this message.

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

Submit

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Public Services Department

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Response to Japanese Reverse Auction

Supplier can participate in the event in each step, until the time is end.

1. To participate in the event, click on accept price button.
2. When you accept the price, you will see current price accepted.
3. If a supplier is not willing to accept the current price, he will see You did not agree to the prices and will be out from the event participations.

The screenshot displays two sequential views of a Japanese Reverse Auction interface. The top view shows the 'My Response' tab with a timer at 00:16. It lists two items: 'Bearing' and 'Motor 50 HP 1800 RPM'. The 'Bearing' item has an expected quantity of 1 and a price per unit of 110.00 AED. The 'Motor' item has an expected quantity of 1 and a price per unit of 210.00 AED. The total amount is 320.00 AED. A button labeled 'Accept Price' is visible. The bottom view shows the same interface after the supplier has accepted the price, with a green banner at the bottom stating 'Current price accepted'. A red banner on the right side of the bottom view states 'You did not agree to the price'.

Event Info My Response

Time left in the current step 00 : 16 mins secs

Step 1

Items and Services

Items Not In Lots (2 items)

Bearing 110.00 AED
Expected Quantity x Price per Unit

Expected Quantity Capacity Price per Unit Currency
1 Each 1 110.00 AED

Motor 50 HP 1800 RPM 210.00 AED
Expected Quantity x Price per Unit

Expected Quantity Capacity Price per Unit Currency
1 Each 1 210.00 AED

Total 320.00 AED

History

Accept the current price to stay in the auction. Accept Price

Event Info My Response

Items and Services

Items Not In Lots (2 items)

Bearing 100.00 AED
Expected Quantity x Price per Unit

Expected Quantity Capacity Price per Unit Currency
1 Each 1 100.00 AED

Motor 50 HP 1800 RPM 200.00 AED
Expected Quantity x Price per Unit

Expected Quantity Capacity Price per Unit Currency
1 Each 1 200.00 AED

Current price accepted

You did not agree to the price



Response to Japanese Reverse Auction

To participate in the event, click on accept price button.

Note:

Follow the same step, if you want to participate in the event until the event, is end.
Supplier will be out from event participation if not accepting the current price.

Training-Japanese-Auction - Event #531

Bidding in Progress

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

GET STARTED

Time left in the current step

02 43
mins secs

Step 2

Event Info

My Response

Items and Services

Items Not In Lots (2 items)

Bearing

100.00 AED

Expected Quantity x Price per Unit

Expected Quantity

Capacity

Price per Unit

Currency

1 Each

1

100.00

AED

Motor 50 HP 1800 RPM

200.00 AED

Expected Quantity x Price per Unit

Expected Quantity

Capacity

Price per Unit

Currency

1 Each

1

200.00

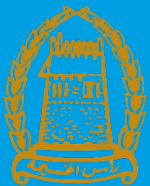
AED

Accept the current price to stay in the auction.

Accept Price

Current price accepted

Additional Resources



Helpful Resources

To help you get up and running, we've put together several helpful resources that address some frequently asked questions.

> [FAQs about CSP](#)

> [Helpful Tutorial Videos](#) – Short tutorial videos to help get you started

Note: Please contact Coupa directly for login issues or technical issues submitting an invoice:

- Email: supplier@coupa.com or use the [Supplier Support Chat window](#)

