



Joining a Public Bidding Event

Quick Reference Guide for
ADB Suppliers

Update Date: January 12, 2026



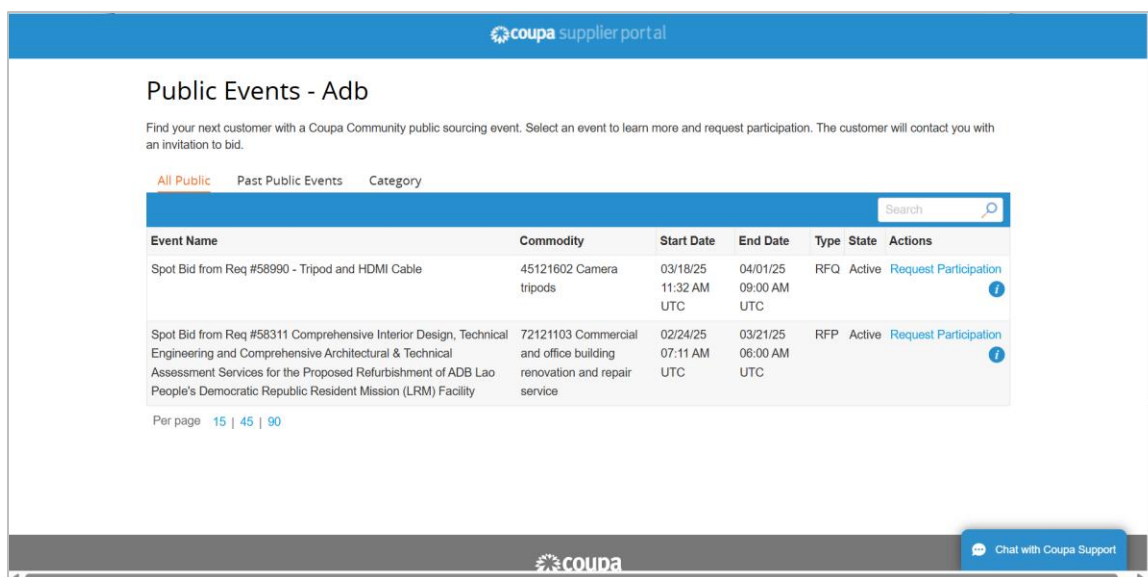
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View a Public Bidding Event

If a spot bid or sourcing event is created as a Public Event in eProc, suppliers can view that public bidding event. To view the list of available public bidding events, go to the [Coupa Supplier Portal - Public Events](#) website.

Note: The Coupa Supplier Portal (CSP) works best in **Google Chrome** or **Microsoft Edge**. Additionally, suppliers need a Coupa Supplier Portal (CSP) account to participate in a bid.



Use a keyword from the event name to search for the event you want to join. Then click **Request Participation** to proceed to next steps.

Register for a Coupa Supplier Portal (CSP) Account

A Coupa Supplier Portal (CSP) account is required to participate in an ADB public bidding event. Follow the steps below on how to register for a CSP account:

1. Open a browser and go to the [Coupa Supplier Portal](#).
2. Click **CREATE AN ACCOUNT**.

coupa supplier portal Secure

Login

* Email

[Continue](#)

New to Coupa? CREATE AN ACCOUNT
[Forgot your password?](#)

Features
 Overview
 Purchase Orders
 E-invoicing
 Payments
 Sourcing
 Shipment Tracking
 Business Performance
 Profile

Solutions
 Create a Discoverable Profile
 Certify your Diverse Business
 Boost your sales with Coupa Catalogs
 E-invoicing
 Payments
 Working Capital Solutions

Resources
 Help
 Training Webinars
 Perks
 Diverse Certification
[Chat with Coupa Support](#)

3. The Create an account form will open, provide all necessary information.

Note: All fields marked with an **asterisk (*)** are mandatory.

Create an account

Grow your Business on Coupa with a Free Account

* Business Name
 Your legal business name (or legal personal name if an individual)

* Email

* First Name * Last Name
 Cannot contain special characters or symbols (like !, ?, *, &, <, >).

* Password * Confirm Password
 Use at least 8 characters and include a number and a letter.

* Country/Region * Tax Registration i

☐ I do not have a Tax ID

☐ I accept the [Privacy Policy](#) and [Terms of Use](#)

[Create an account](#)

Already have an account? [Log In](#)

4. Select the option **I do not have a Tax ID** if Tax Registration does not apply to your business. Then, you must provide a **reason** in the required field before proceeding.
5. Select **I accept the Privacy Policy and Terms of Use** to confirm your agreement with the policies and terms.
6. Click **Create an Account**.

The screenshot shows a registration form with the following elements:

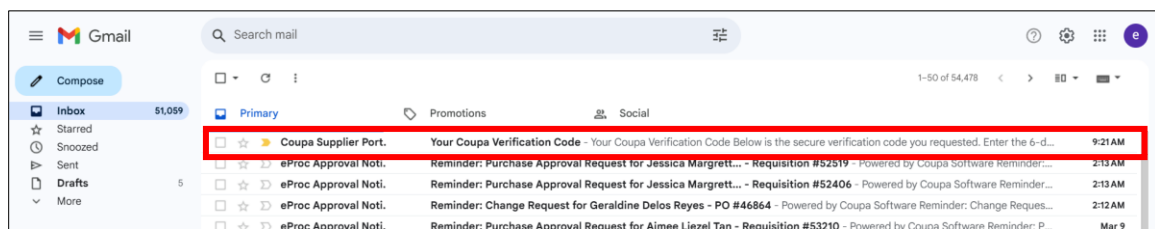
- Country/Region**: A dropdown menu.
- Tax Registration**: A field with a masked value (#####).
- 4**: A red box highlights the checkbox ☒ **I do not have a Tax ID**.
- Reason**: A text input field with the placeholder "Provide a reason for not having a Tax ID".
- 5**: A red box highlights the checkbox ☐ **I accept the Privacy Policy and Terms of Use**.
- 6**: A red box highlights the **Create an account** button.
- Below the button is the text "Already have an account? [Log In](#)".

7. A blue banner with the message, **"OTP sent successfully via email"** will be displayed.

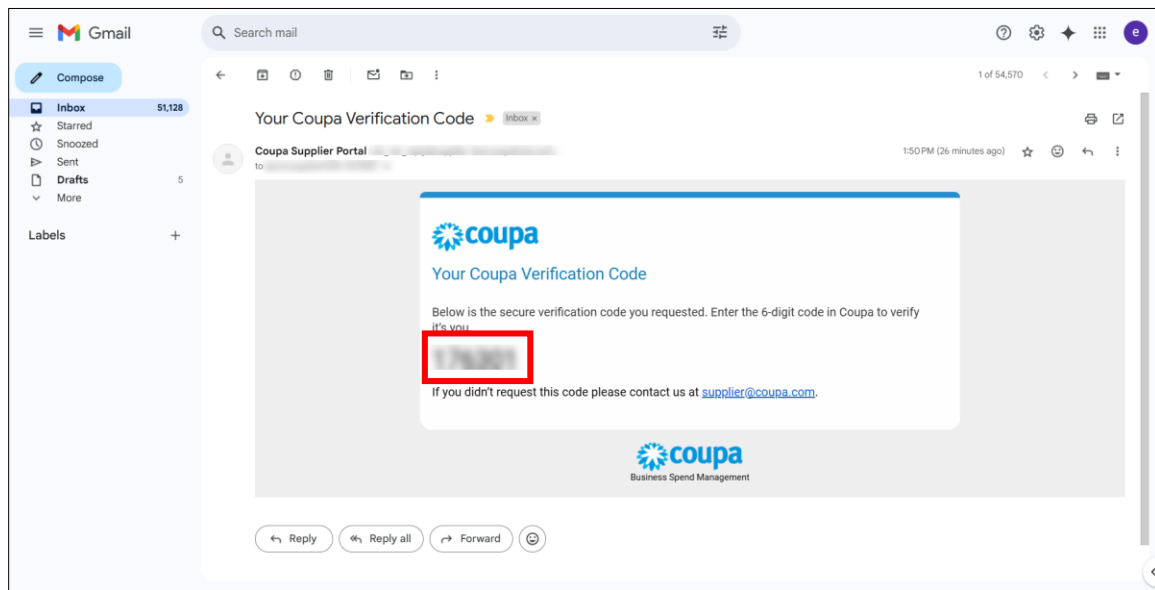
The screenshot shows the OTP verification screen with the following elements:

- A blue banner at the top with the message "OTP sent successfully via email" and a close button (X).
- Below the banner is a row of six empty boxes for entering the verification code.
- Below the boxes is the text "Didn't receive the Verification Code? [Request a New Code](#)".
- At the bottom is a blue **Next** button.

8. Open the email with the subject **Your Coupa Verification Code**.

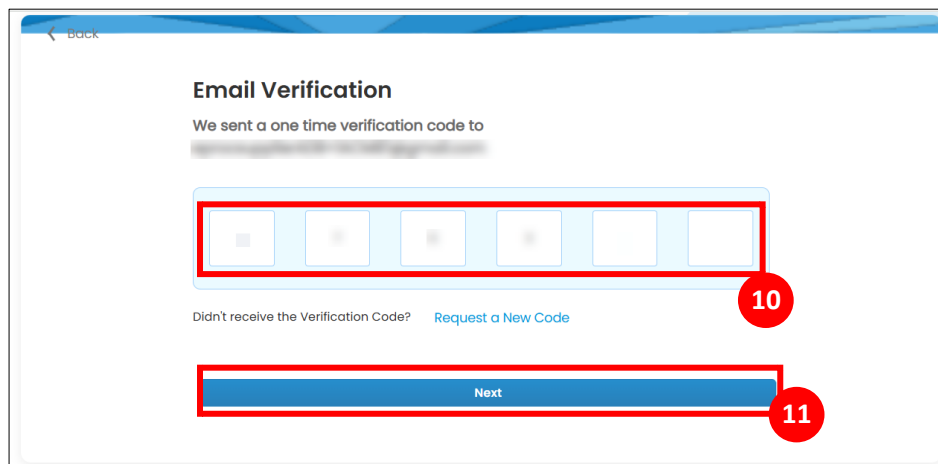


9. Copy the Coupa verification code.

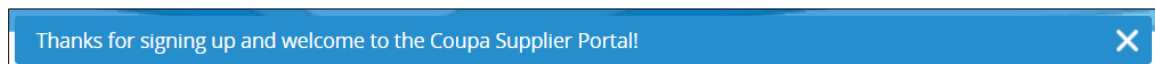


10. In the CSP page, paste or input the Coupa verification code.

11. Click **Next**.



A blue banner with the message, “**Thank you for signing up and welcome to the Coupa Supplier Portal**” is displayed. Afterwards, the Data Privacy window will appear.



12. Select your preferred **Data Privacy** option then click **Save** to continue with Coupa Supplier Onboarding.

- **Do not publish my business profile** = Keeps your business information private.
- **Publish all my business profile details** = Makes your business information public for customers.

The screenshot shows the 'Coupa Supplier Portal Onboarding' interface. A modal titled 'Data Privacy' is displayed in the center. The modal contains the text: 'Make your business information public to make it easier for customers to work with you.' Below this text are two radio button options: 'Do not publish my business profile.' (which is selected) and 'Publish all my business profile details'. A red rectangular box highlights these two options. At the bottom right of the modal is a blue 'Save' button. In the background, the onboarding form is visible, showing a progress bar with steps 1 and 2, and a 'Primary Address' section with fields for 'Country/Region' and 'City', both marked with an asterisk to indicate they are mandatory. A 'Save and Next' button is located at the bottom right of the background form.

13. Under the **Primary Address** section, fill out all required information for your Business Profile then click **Save and Next**.

Note: All fields marked with an **asterisk (*)** are mandatory.

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

1 ————— 2

Primary Address
Provide the main address associated with your business.

Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region * Address Line 1 Address Line 2

+

* City * State * Postal Code

[Save and Next](#)

14. Select the **Payment Methods** either **Virtual Card**, **Bank Transfer** or **Remit-To Address**.

- For **Virtual Card** payments, provide all necessary information under the Virtual Card section. If you do not wish to provide your bank details at this stage, select **My company does not accept Virtual Card payments** option. Then, click **Save and Next**.

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

✓ Primary Address saved successfully

✓ ————— 2

Primary Address
Provide the main address associated with your business.

Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

Account Nickname * ⓘ Email Address *

☐ Process credit cards automatically

☐ My company does not accept Virtual Card payments.

[Save and Next](#)

- For **Bank Transfer** payments, provide all necessary information under the Bank Transfer section. If you do not wish to provide your bank details at this stage, select **My company does not accept Bank Transfer payments** option. Then, click **Save and Next**.

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

1 Primary Address
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer
Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ	Beneficiary Legal Name * ⓘ
Bank Branch Country / Region *	Bank Account Currency *
Philippines	PHP
Bank Name *	Account Number
IBAN	Transit Code Type ⓘ
SWIFT / BIC Code ⓘ	Transit Code
8 or 11 characters	
	Branch Code ⓘ

Additional Information

Bank Branch Address

Address Line 1 *

Address Line 2

[+ Address Line 3](#)

City/Town *

State/Province/Prefecture *

[+ Subdivision ISO Code](#)

Postal Code *

Contact Information

Email Address

Phone Number

Tax Information

Country / Region

Tax ID

Account Type

Remittance Email ⓘ

Remit-To Code ⓘ

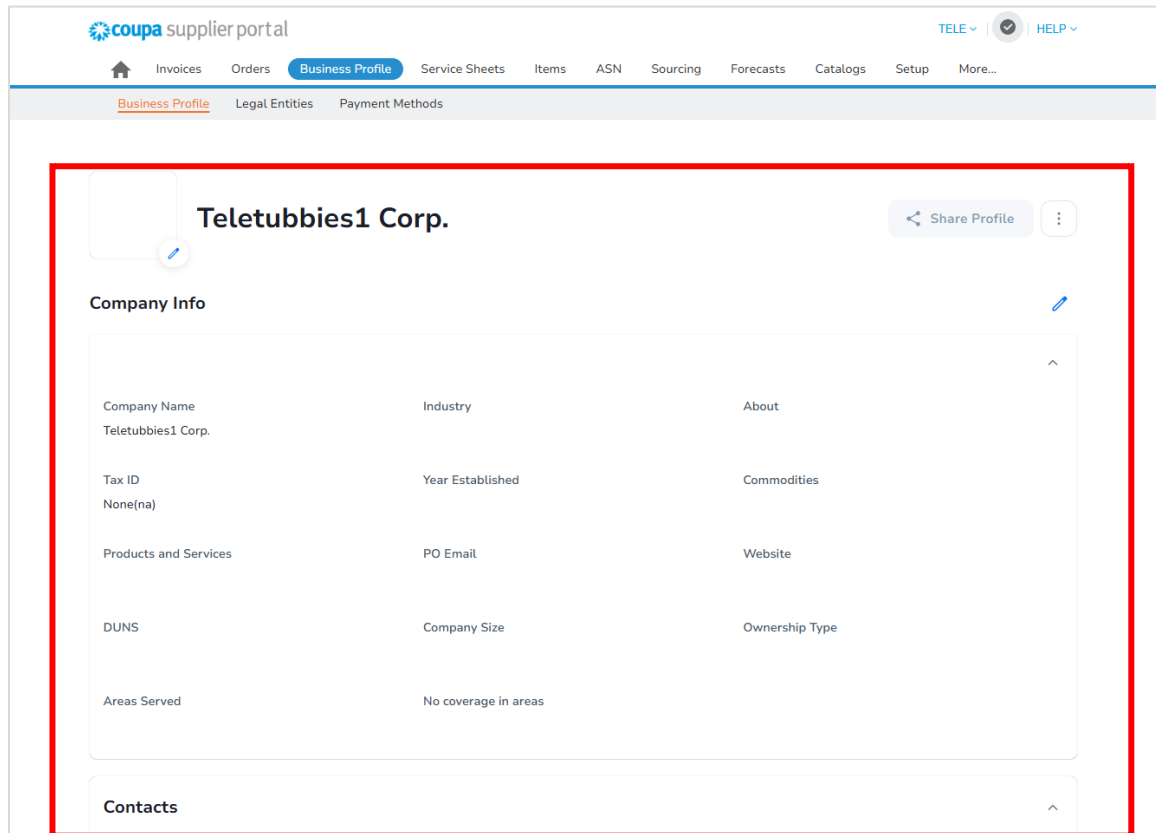
Supporting Documents ⓘ

Drop or Browse Files

☒ My company does not accept Bank Transfer payments.

Once you complete the Coupa Supplier Onboarding details, the Business Profile page will open. On this page, you can update your business information—such as Business Profile, Legal Entities, and Payment Methods.

For editing the Business Profile, click the  button.



coupa supplier portal

TELE | HELP

Home Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Setup More...

Business Profile Legal Entities Payment Methods

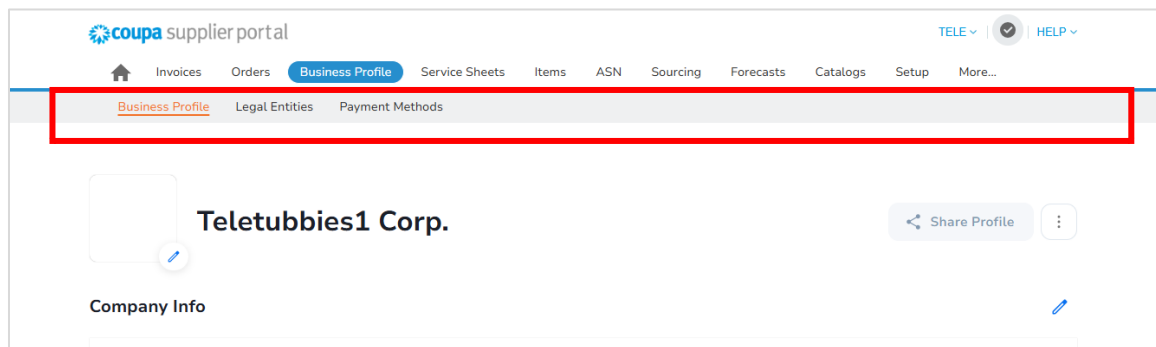
Teletubbies1 Corp. Share Profile

Company Info

Company Name Teletubbies1 Corp.	Industry	About
Tax ID None(na)	Year Established	Commodities
Products and Services	PO Email	Website
DUNS	Company Size	Ownership Type
Areas Served	No coverage in areas	

Contacts

To edit Legal Entities and Payment Methods details, click its corresponding tab.



coupa supplier portal

TELE | HELP

Home Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogs Setup More...

Business Profile Legal Entities Payment Methods

Teletubbies1 Corp. Share Profile

Company Info

Accessing the Coupa Supplier Portal (CSP)

For registered CSP suppliers, follow the steps below on how to access the CSP:

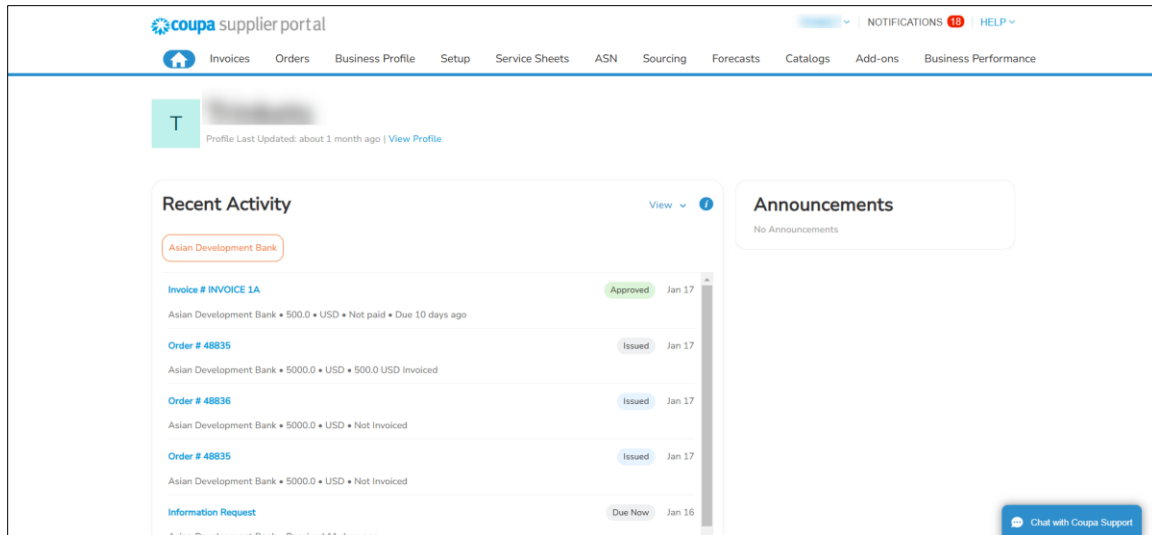
1. Open a browser and go to the [Coupa Supplier Portal](#).
2. Enter your CSP registered email address.
3. Click **Continue**.

The screenshot shows the Coupa Supplier Portal login interface. At the top, the 'coupa supplier portal' logo is on the left and a 'Secure' indicator is on the right. The main content area features a 'Login' form. The form has a red-bordered box around the email input field, which is highlighted with a red circle containing the number 2. Below the email field is a blue 'Continue' button, also highlighted with a red circle containing the number 3. Underneath the button are two links: 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'. The bottom of the page has a dark blue footer with three columns of links: 'Features' (Overview, Purchase Orders, E-invoicing, Payments), 'Solutions' (Sourcing, Shipment Tracking, Business Performance, Profile), and 'Resources' (Create a Discoverable Profile, Certify your Diverse Business, Boost your sales with Coupa Catalogs, E-invoicing, Payments, Working Capital Solutions, Help, Training Webinars, Perks, Diverse Certification). A 'Chat with Coupa Support' button is located in the bottom right corner.

4. Type your **Password**.
5. Click **Login**.

This screenshot shows the same Coupa Supplier Portal login page, but now the email field is populated with the text 'eprocsupplierADB+1trinkets@gmail.com'. The 'Continue' button has been replaced by a blue 'Login' button. A red-bordered box surrounds the password input field, which is highlighted with a red circle containing the number 4. The 'Login' button is highlighted with a red circle containing the number 5. The rest of the page, including the footer with navigation links and the 'Chat with Coupa Support' button, remains the same as in the previous screenshot.

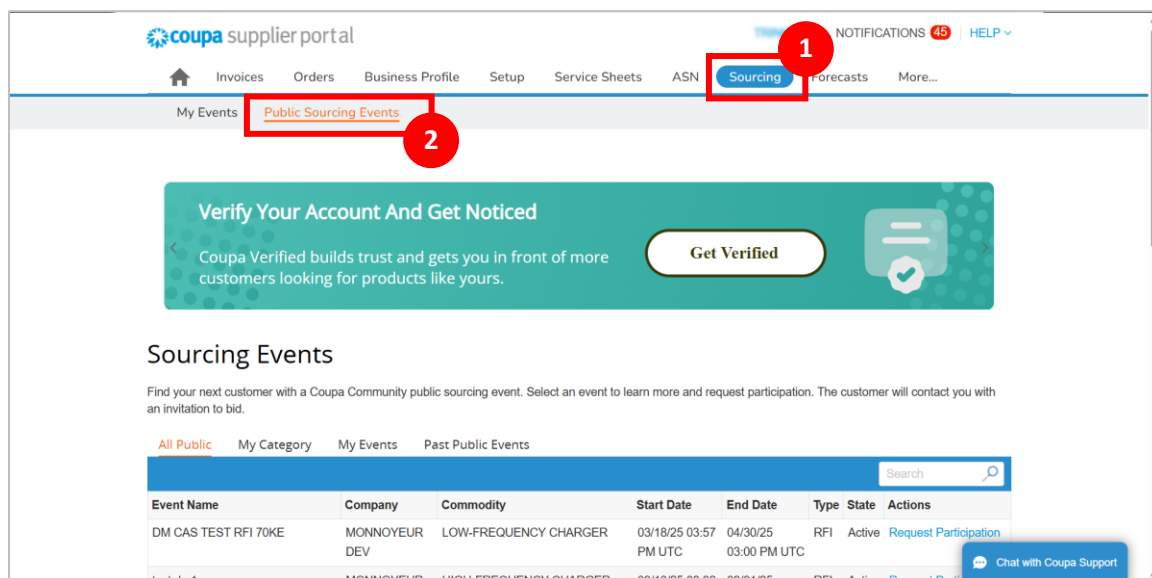
6. Once you have successfully login, you will be taken to the Coupa Supplier Portal landing page.



Join ADB's Public Bidding Event

For registered CSP suppliers, here are the steps on how to participate in ADB's Public Bidding event:

1. In the [Coupa Supplier Portal](#), click **Sourcing**.
2. Click **Public Sourcing Events**. All public bidding events are displayed.



3. Search the bidding event you intend to participate in.

Tip: To know more about the bidding event, click .

All Public My Category My Events Past Public Events Search 							
Event Name	Company	Commodity	Start Date	End Date	Type	State	Actions
DM CAS TEST RFI 70KE	MONNOYEUR DEV	LOW-FREQUENCY CHARGER	03/18/25 03:57 PM UTC	04/30/25 03:00 PM UTC	RFI	Active	Request Participation 
test dm1	MONNOYEUR DEV	HIGH-FREQUENCY CHARGER	03/18/25 08:32 AM UTC	03/31/25 03:00 PM UTC	RFI	Active	Request Participation 
#254 Byggnadsarbeten för renovering av restaurang i Vitåfors	LKAB-TEST	Ground and landscaping works	03/14/25 05:37 AM UTC	09/10/25 05:37 AM UTC	RFP	Active	Request Participation 

Download, open and understand the content of the attached files.

Information about DM CAS TEST RFI 70KE 

By MONNOYEUR DEV starting 03/18/25 03:57 PM UTC

Attachments

 Capture_d'ecran_2025-02-12_141419.png
 TEST_WORD_TEMPLATE_CONTRAT.docx

[Request Participation](#)
[Copy Link](#)
[Cancel](#)

- Click **Request Participation** in an **Active** state, to join a bidding event.

All Public My Category My Events Past Public Events Search 							
Event Name	Company	Commodity	Start Date	End Date	Type	State	Actions
DM CAS TEST RFI 70KE	MONNOYEUR DEV	LOW-FREQUENCY CHARGER	03/18/25 03:57 PM UTC	04/30/25 03:00 PM UTC	RFI	Active	Request Participation 
test dm1	MONNOYEUR DEV	HIGH-FREQUENCY CHARGER	03/18/25 08:32 AM UTC	03/31/25 03:00 PM UTC	RFI	Active	Request Participation 
#254 Byggnadsarbeten för renovering av restaurang i Vitåfors	LKAB-TEST	Ground and landscaping works	03/14/25 05:37 AM UTC	09/10/25 05:37 AM UTC	RFP	Active	Request Participation 

- Your request for participation has been sent to ADB and the **Action** is now set to **Request Sent**.

All Public My Category My Events Past Public Events							
Search							
Event Name	Company	Commodity	Start Date	End Date	Type	State	Actions
DM CAS TEST RFI 70KE	MONNOYEUR DEV	LOW-FREQUENCY CHARGER	03/18/25 03:57 PM UTC	04/30/25 03:00 PM UTC	RFI	Active	Request Participation 
test dm1	MONNOYEUR DEV	HIGH-FREQUENCY CHARGER	03/18/25 08:32 AM UTC	03/31/25 03:00 PM UTC	RFI	Active	Request Participation 
#254 Byggnadsarbeten för renovering av restaurang i Vitåfors	LKAB-TEST	Ground and landscaping works	03/14/25 05:37 AM UTC	09/10/25 05:37 AM UTC	RFP	Active	Request Sent 

Note: Once your request has been accepted, an event invitation will be sent to you via email.