



Sourcing Event for Vendors

User Guide | March 2024

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Sourcing Events for Vendors

Introduction

Introduction

Deloitte Government & Public Services Procurement leverages Coupa to support the procure-to-pay process. This document is designed to assist you, the vendor, with responding to Sourcing Events received from Deloitte GPS via the Coupa. Deloitte GPS uses Coupa in combination with other systems to procure goods and services in support of government and higher education contracts.

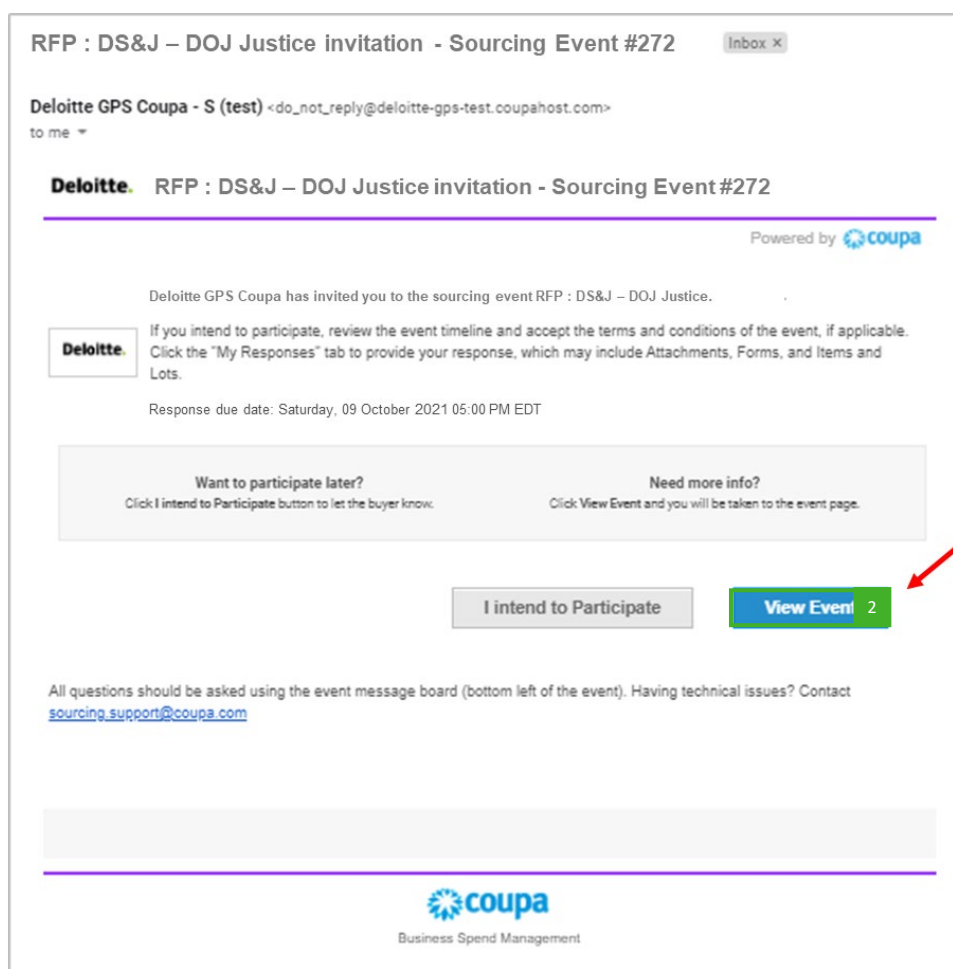
Deloitte continues to leverage our GPS Vendor Portal for compliance documentation required for Federal Government bids. Compliance documentation includes Representations and Certifications, Adequacy of Accounting Survey and Certificates of Insurance. If you receive a request to register in the GPS Vendor Portal, access <https://vendorportal.gps.deloitte.com>, click **Vendor Registration** and review the content under **New to the GPS Vendor Portal**.

Sourcing Events for Vendors

Instructions

Accessing the Sourcing Event

- 1 Open the email. There will be a message from the Deloitte GPS Procurement Professional inviting you to respond to the event. See example below.
- 2 Click **View Event**. Selecting **View Event** is recommended to ensure you are aware of event details before deciding whether to participate.



Note: If there are any changes to the Sourcing Event, you will receive an email indicating that the Sourcing Event has been updated (example: "RFP: DS&J – DOJ Justice has been changed - Sourcing Event #272"). The email will list the updates. Click **View Event** to update your response.



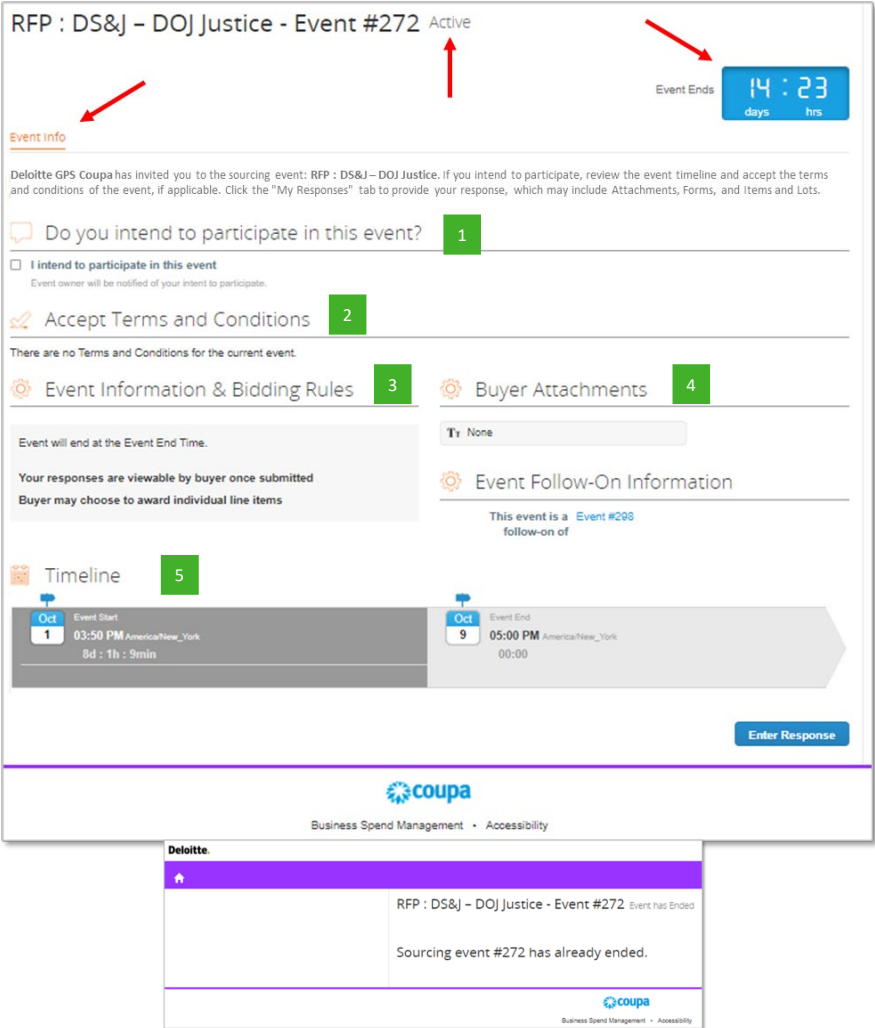
Sourcing Events for Vendors

Instructions

The Event Info page establishes whether you will participate in the Sourcing Event and provides general information related to the Sourcing Event. The clock located at the top right indicates when the event will end. You should pay special attention to the time remaining for a Sourcing Event to ensure your response is submitted before the event time expires.

Sourcing Event Information Details

- 1
- Do you intend to participate in this event? Select the check box to indicate participation.
- 2
- Accept Terms and Conditions.** You will not have to accept any Terms and Conditions to view the event, send messages and/or enter a response.
- 3
- Event Information & Bidding Rules.** This section provides basic information about the Sourcing Event end time and Buyer (Procurement Professional) action.
- 4
- Buyer Attachments.** The Buyer Attachments section will not include content at this time.
- 5
- Timeline.** Each Sourcing Event will provide a Timeline at the bottom of the Event Info page which indicates the event start and the event end date and time. Once a Sourcing Event has ended, you will no longer be able to view, edit or submit anything within Coupa related to the Sourcing Event. Should the Sourcing Event be reopened to request additional information, a Follow-On Sourcing Event will be issued under a different Sourcing Event Number.



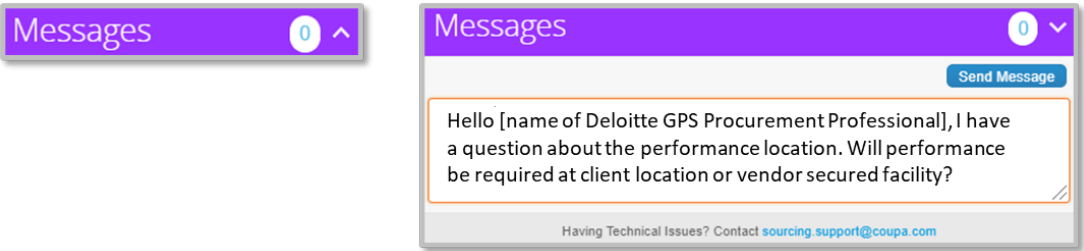
Sourcing Events for Vendors

Instructions

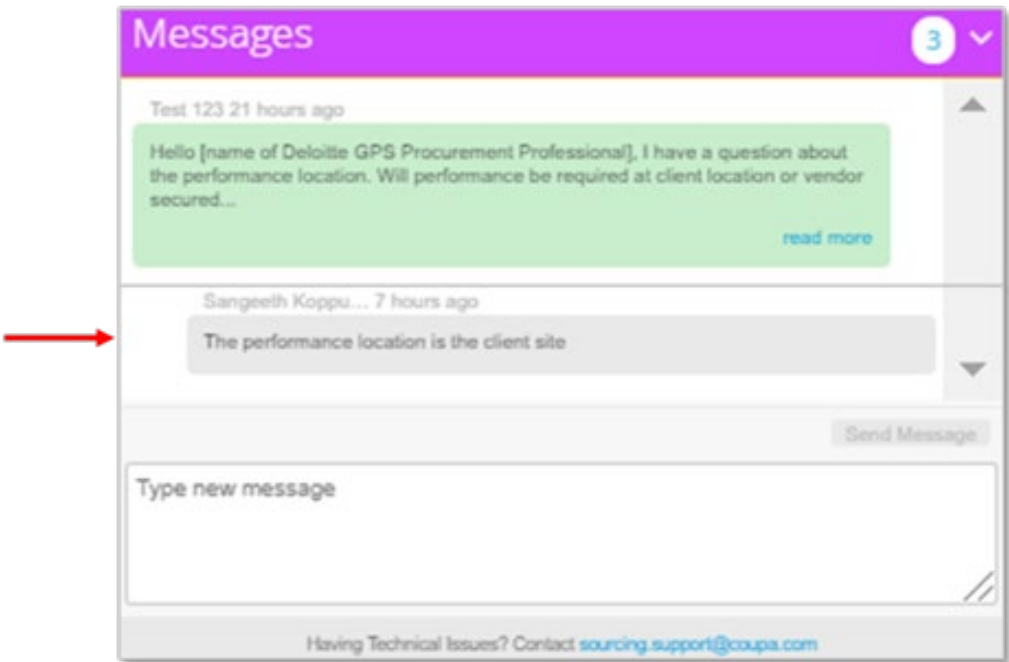
Submitting a Question or Requesting Additional Information

If after reviewing the event details and attachments, you have questions for the Deloitte GPS Procurement Professional, submit your questions via the “**Messages**” functionality.

Be sure to include as much pertinent information as possible in your message. You can return to the **My Response** page and click the “**Messages**” bar to view responses from the Deloitte GPS Procurement Professional.



The Procurement Professional’s response appears below. You will also receive the response via email.



Sourcing Events for Vendors

Instructions

Participating in Sourcing Events

If you **intend to participate** in the Sourcing Event, indicate your intent:

- 1 Check the box next to **"I intend to participate in this event."** This does not bind you to provide a response to the event but will alert the Deloitte Procurement Professional of your intention to participate.
- 2 Click the **Enter Response** button at the bottom right of the screen to begin reviewing specific event details and respond to the event.

Note: If another individual in your organization should submit the response, you can forward the email to that individual. Please note that if you forward the response to more than one person, there is a potential to have responses overwritten.

If you **do not intend to participate**:

- 1 Click the **"Messages"** bar at the bottom left of the screen.
- 2 Enter **"NO BID"** and click **Send Message**.

A message confirmation will appear at the top of the screen. The Message box will remain open until it is minimized. Additional communication can be submitted if the Sourcing Event is active.

Note: This Message will be received by the Deloitte Procurement Professional and will let them know that you will not be submitting a bid in response to this event. This will serve as your company's notification to Deloitte of **"No Bid"** for this Sourcing Event. If you decide to participate later, as long as the Sourcing Event is active, access the email and take the actions listed above.

Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event

- 1
- After clicking on **Enter Response** on the Event Info page, the screen will display the “**My Response**” tab where you provide attachments and information related to each section.
- 2
- Open and review each attachment on the **My Response** tab. The cover letter/event instructions will be the first attachment and will include important information necessary for responding to the event. The Deloitte Procurement Professional may include other attachments either for your information or which require your response.

Event info

My Response

Event Ends 03 : 02 days hrs

Deloitte Procurement Team made the following changes to this event

Attachments

Provided by Deloitte Procurement Team	Your response
<div>RFP Cover Letter/Event Instructions</div> <div>Instructions Please read this document carefully for sourcing event instructions and evaluation criteria.</div> <div>Attachment RFP_Cover_Letter_-_Event__272.docx</div>	<div>Response to RFP Cover Letter/Event Instructions</div> <div>Attachment Add File</div>
<div>Statement of Work</div> <div>Instructions Review the attached Statement of Work.</div> <div>Attachment RFP_Statement_of_Work_-_Event__272...</div>	<div>Response to Statement of Work</div> <div>Attachment Add File</div>
<div>Vendor Cover Letter</div> <div>Instructions Please provide a cover letter.</div> <div>Attachment Vendor_Cover_Letter_-_Event__272.docx</div>	<div>Response to Vendor Cover Letter</div> <div>Attachment Add File</div>

Important Note: For attachment sections that require a response, an attachment must be uploaded in order to submit a response to the Sourcing Event. You can Save the event if you would like to complete the response at a later date or save/continue your response. The Save button is located at the bottom of the screen.

Export to Excel

Import from Excel

Load History

Save

Submit Response to Buyer

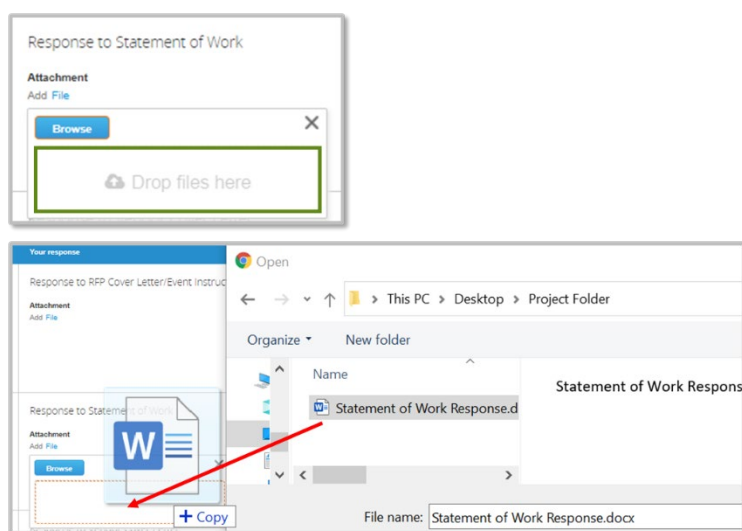
Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event (cont'd)

3 Attach one or more response documents as follows:

- Within each Attachment section, click **"File"** and locate the file to be uploaded to the Sourcing Event response.
- You can also "drag and drop" documents from your desktop into the **"Drop files here"** area by clicking on **File**, click **Browse** and locate the file. Drag the file to the **"Drop files here"** area and release.



4 Forms – This section will not be utilized at this time.



5 Submitting Pricing (Items and Lots)



- Pricing information is submitted via the **"Items and Lots"** section. Deloitte GPS will not accept price proposals uploaded as an attachment to the Coupa Sourcing Event or sent outside of the Coupa system. *Deloitte GPS will only evaluate and award the price or quote which has been submitted via the "Items and Lots" section in Coupa.*
 - The **cover letter** will detail the type of pricing requested, which could be a rate card, rates and hours, or a firm fixed price.

Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event (cont'd)







- 2. Depending on the type of pricing requested, you may have to complete an estimated quantity (hours) and the hourly rate (My Price). The system will calculate the total.
 - a) For **goods**, you are required to enter the name of the Original Equipment Manufacturer (OEM) in the Description field. If the item is for a software licensing, the End User License Agreement (EULA) attachment is required.
 - b) For **rate cards**, you will only complete My Price which the proposed hourly rate.
 - c) For **firm fixed price**, you will provide the expected quantity of the identified deliverable and the total firm fixed price for the deliverable (My Price).
 - d) You are required to enter a response to each item listed in the **Items and Lots** section.
 - e) If you **do not intend to bid on a particular labor category** or part, enter 0.00 for My Price.

Important Note: The Flag () indicates an update was made to the pricing entry. 

b. There are three methods to enter pricing information:

1. Method 1

- a) Enter the proposed hourly rate for each item directly in the table. The total will automatically calculate.

Items Not in Lots (3 items)				0.0000 USD
 Sr. Manager 	1 (HEADCOUNT) ×	<input type="text"/>	=	0.00 USD
 Manager 	1 (HEADCOUNT) ×	<input type="text"/>	=	0.00 USD
 Consultant 	3 (HEADCOUNT) ×	<input type="text"/>	=	0.00 USD
				Total 0.00 USD

2. Method 2

- a) Hover over the item. A pencil icon will appear indicating that additional information is required for that item (e.g., goods item description).
- b) Click the **Cart** next to the item name.
- c) Enter the rate and description if required.
- d) Click **Save**.

Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event (cont'd)

e) The total will automatically calculate.

The sequence of screenshots illustrates the process of updating item prices in a sourcing event. The first screenshot shows the initial state with a total of 6,000 USD. The second screenshot shows the 'Item Details' form for 'Desktops' where the price is updated to 550.00, resulting in a line total of 13,750.00 USD. The third screenshot shows the updated table with the new prices: Desktops at 550.00 (13,750.00 USD), Office Desk at 250.00 (6,250.00 USD), and HP Laptops at 725.00 (36,250.00 USD), with a new total of 56,250.00 USD.

3. Method 3

- a) Export the table, complete the file, and import the completed file to the Sourcing Event:
 - Click the “Export to Excel” button at the bottom of the “Items and Lots” section.

The screenshot shows the 'Items and Lots' interface with a table containing four items: Laptop, Keyboards, Printers, and Equipment Manager. The total is 0.00 USD. The 'Export to Excel' button is highlighted with a green box.

The message below appears at the top of the screen.

Export completed successfully.

- Open the Excel file.

Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event (cont'd)


Important Note: a) DO NOT RENAME THIS DOCUMENT, (b) DO NOT CHANGE THE FILE TYPE, (c) DO NOT CHANGE INFORMATION IN THE FILE and (c) DO NOT CHANGE THE FILE DOWNLOAD LOCATION. Coupa will only accept your response if the document maintains the same name and file type that the Coupa system provided during download.



– Complete the Excel table

Important Note: DO NOT EDIT FIELD NAMES or PRE-FILLED DATA..





From Deloitte GPS Coupa - S (test)

The White Cells below are your entry fields. You can upload this file to save the information you entered in the editable cells to your response.
NOTE: This Excel file is locked to ensure it uploads correctly, and you must still click "submit" after uploading to submit!

Event RFP: DSKJ - DOJ Justice

Field Name	Required	Your Responses	Quantity	UOM	Information / Hints	Field Type	Need by date
Items Not in Lots (Below)	N	Nothing Required	N/A	N/A			N/A
Your Unit Price for "Laptop"	Y*	(order pricing)	10	EACH	Unit Price (amount)		
Your Capacity	N	10			Item Capacity (number)		
Currency	Y*	USD			Currency (currency code)		
Your Item Name	N				Item Name (text)		
Your ID/Part Number	N				Item Part Number (text)		
Your Description	Y*	(If for Goods, enter name of the original equipment manufacturer)			Item Description (long text)		
Your Lead Time	N				Lead Time (number)		
Your Unit Price for "Keyboards"	Y*	(order pricing)	10	EACH	Unit Price (amount)		
Your Capacity	N	10			Item Capacity (number)		
Currency	Y*	USD			Currency (currency code)		
Your Item Name	N				Item Name (text)		
Your ID/Part Number	N				Item Part Number (text)		
Your Description	Y*	(If for Goods, enter name of the original equipment manufacturer)			Item Description (long text)		
Your Lead Time	N				Lead Time (number)		
Your Unit Price for "Printers"	Y*	(order pricing)	2	EACH	Unit Price (amount)		
Your Capacity	N	2			Item Capacity (number)		
Currency	Y*	USD			Currency (currency code)		
Your Item Name	N				Item Name (text)		
Your ID/Part Number	N				Item Part Number (text)		
Your Description	Y*	(If for Goods, enter name of the original equipment manufacturer)			Item Description (long text)		
Your Lead Time	N				Lead Time (number)		
Your Unit Price for "E equipment"	Y*	(order pricing)	1	EACH	Unit Price (amount)		
Your Capacity	N	1			Item Capacity (number)		
Currency	Y*	USD			Currency (currency code)		
Your Item Name	N				Item Name (text)		
Your ID/Part Number	N				Item Part Number (text)		
Your Description	Y*	(If for Goods, enter name of the original equipment manufacturer)			Item Description (long text)		
Your Lead Time	N				Lead Time (number)		

- **Your Unit Price for "[item name]"** – Enter pricing in Column C. This number entered will appear in the **Items and Lots "My Price"** column.
- **Your Capacity** – Do not change.
- **Currency** – Do not change.
- **Your Item Name** – Leave blank.
- **Your ID/Part Number** – Leave blank.
- **Your Description** – For goods, the name of the Original Equipment Manufacturer (OEM) is required.
- **Your Lead Time** – Leave blank.
 - **Save and Close** the file.

Reminder: DO NOT RENAME and DO NOT CHANGE THE SAVE LOCATION.

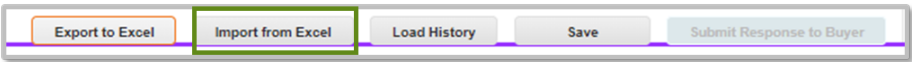


Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event (cont'd)

- b) Import the Excel table by clicking the “Import from Excel” button at the bottom of the “Items and Lots” section.



- After clicking on the “Import from Excel” button, the following pop-up box will appear.
- SKIP STEPS 1 and 2
- Click **Choose File** in **Step 3** and locate the file.

Hint: The file may be in the default folder where your downloaded files are stored.

This is referring to the initial export. Ignore this notation.

A pop-up window titled 'RFP : DS&J – DOJ Justice - Excel Upload' with instructions for uploading an Excel file. It lists three steps: 1. Download the Response Template, 2. Fill in or update the Excel file, and 3. Load the updated file. Step 3 includes a 'Choose File' button (highlighted with a green box) and a 'Start Upload' button (highlighted with a green box). A green message bar at the bottom says 'Export completed successfully.' Red arrows point from the text 'This is referring to the initial export. Ignore this notation.' to the 'Export to Excel' button in the toolbar above and to the 'Choose File' button in the pop-up. Another red arrow points to the 'Start Upload' button.

- Click **Start Upload** which will begin uploading the file. The following message appears at the top of the screen to confirm the file was successfully imported.

Excel import successful. Remember to submit your changes below.

Items and Lots is completed.

“Items Not In Lots” notation does not apply. Ignore this message.

Items Not In Lots (4 items)				11,050.0000 USD
Laptop	10.00 (EACH) x	725.00 *		7,250.00 USD
Keyboards	10.00 (EACH) x	75.00 *		750.00 USD
Printers	2.00 (EACH) x	425.00 *		850.00 USD
Equipment Manager	1.00 (EACH) x	2,200.00 *		2,200.00 USD
				Total 11,050.00 USD

Sourcing Events for Vendors

Instructions

Responding to a Sourcing Event (cont'd)

6 Once you have attached all required files, completed all required fields and any additional fields to support the Sourcing Event response,

- a. Select **Event Info** tab at the top of the page and confirm that you have select **I intend to participate in this event**.
- b. Select **My Response** tab and scroll to the bottom of the page. Click the **Submit Response to Buyer** button.



The below message appears after submission is completed. The Deloitte GPS Procurement Professional will receive the submission.

Response submitted to Buyer

Sourcing Events for Vendors

Instructions

Submitting Multiple Responses

If the Sourcing Event accepts more than one response, the Name field will appear at the top of the event. Multiple responses allow for alternative responses to be submitted. After clicking on Enter Response on the Event Info page, the screen will display the “My Response” tab where you provide attachments and information related to each section.

- 1
- Enter your name or email address in the Name field.

RFP : SLHE - VIRGINIA - Event #280

Active

Event Ends 19 : 03 days hrs

Event Info My Responses

Name

Attachments







- 2
- Complete the response, save for later completion and/or submit the response as usual.

- 3
- When View Event is selected, the most recent response is opened. To create a new response, click on Event Info or My Responses, and click on Enter Response at the bottom right.

- 4
- To edit one of the responses (event must be active), click on My Response and select the pencil next to the desired response.

Event Info My Responses

View All Advanced Search

Response Name	State	Submitted At	Total	Actions
Contract Manager 1	working		7,000.00	 
Contract Manager 2	submitted	10/15/21	8,000.00	 
Contract Manager 3	working		6,200.00	 

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Enter Response

Sourcing Events for Vendors

Instructions

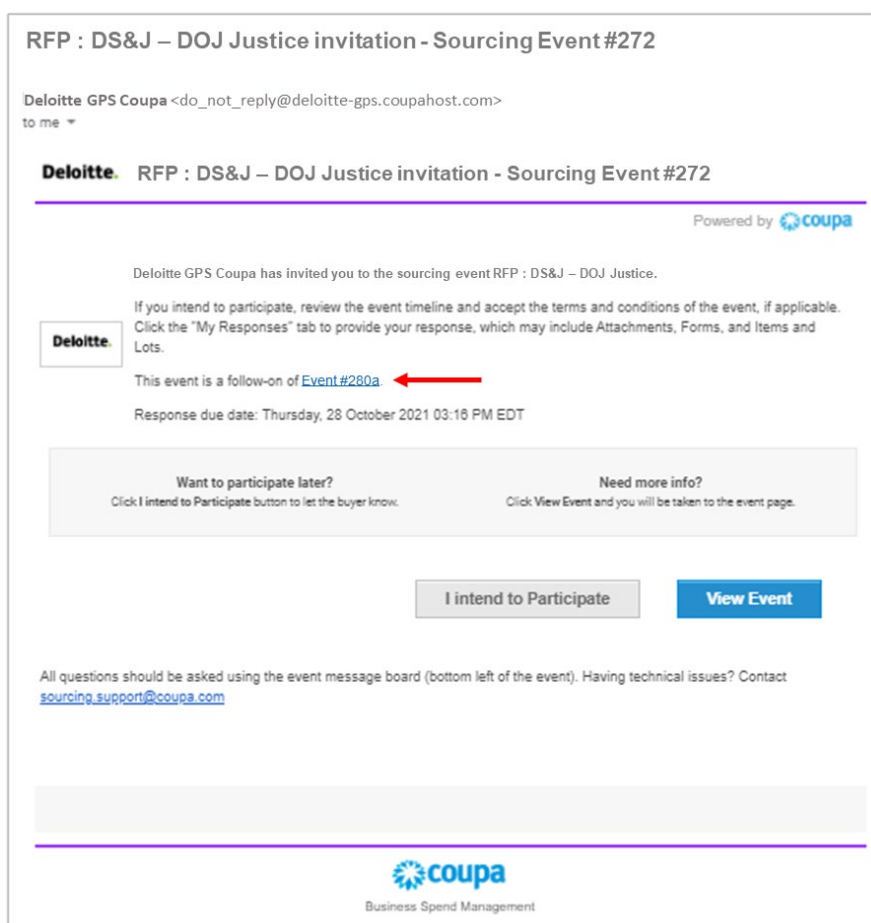
Editing a Response

A Sourcing Event can be edited as long as the event is active.

- 1 To edit a Sourcing Event that has not been submitted, open the email and select **View Event**. When the event is displayed, select **My Response**.
- 2 For Sourcing Events that allow multiple responses, select **My Response** and select the pencil next to the desired response.
- 3 After editing the response, click the **Submit Response to Buyer** button.

Responding to a “Follow-On” Event

A **Follow-On Sourcing Event** occurs when an event is ended but additional information is needed or requirements have been revised. Your original Sourcing Event number will be renamed to contain a letter after the event number (example Sourcing Event 438 will be renamed 438a). You will receive an email for the Follow-On Sourcing Event with a *link to your original response for reference only*. You will not be able to edit the original response.



Select **View Event**. Your response to the original Sourcing Event will appear. Review and update the response as desired and click the **Submit Response to Buyer** button.

Sourcing Events for Vendors

Instructions

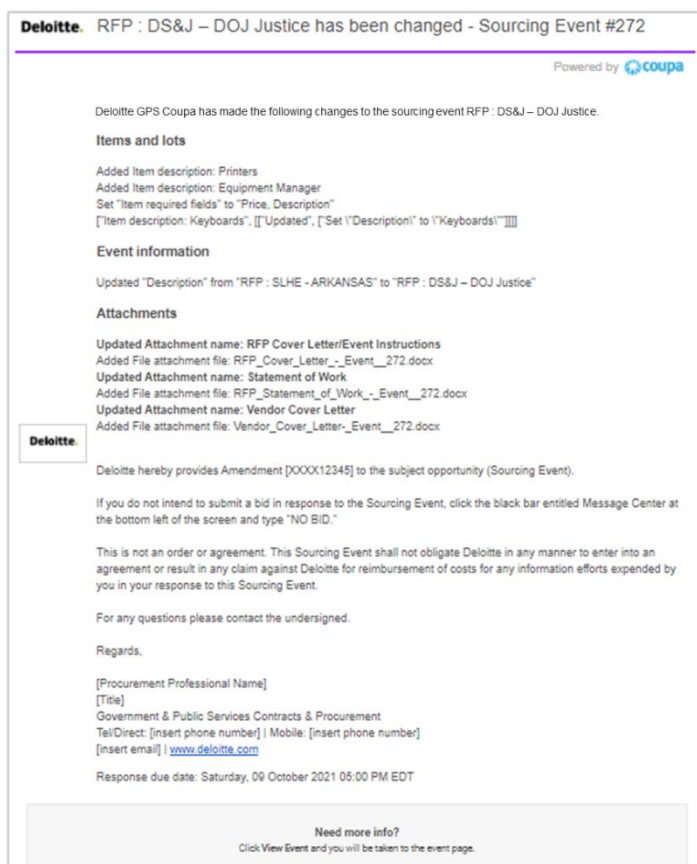
Deleting a Response

You will not be able to delete a response you submitted.

If you determine to not participate after submitting a bid, click the **Message** bar at the bottom left of the screen, type **"NO BID"** and click **Send Message**.

Viewing Sourcing Event Changes and Updating Responses

If the Procurement Professional makes any changes to the Sourcing Event, you will receive an email indicating that the Sourcing Event has been updated (example: "RFP: DS&J – DOJ Justice has been changed - Sourcing Event #272"). The email will list the information that has changed. In addition, the Sourcing Event will include a list of the changes.



Click **View Event** to open the Sourcing Event and review all changes. A **Flag** () is placed next to any Sourcing Event details that were changed. Before submitting response, you will be prompted to confirm that you have reviewed the changes.

☐ I have reviewed the changes to this event



Sourcing Events for Vendors

Instructions

Viewing a List of Deloitte GPS Sourcing Events

Click the house icon at the top left of the screen to access your **Sourcing Response Portal**. This page contains a listing of all Deloitte GPS sourcing events for which you have been invited to participate. From here you can select a Sourcing Event, edit the existing response (if the Sourcing Event is active) or create new responses (if permitted by the Sourcing Event).

Deloitte.



Welcome to your Sourcing Response Portal!

All Sourcing Events

View

All

Advanced

Search

Event #	Event Name	Start Date	End Date	Status	Type	Responses
285	RFP : DS&J - DEF AIR FORCE	10/11/21	10/31/21	Prod	RFP	0
282	RFP : DS&J - DOJ Justice	10/11/21	10/29/21	Prod	RFP	0
280	RFP : SLHE - VIRGINIA	10/11/21	10/30/21	Prod	RFP	0
272	RFP : DS&J - DOJ Justice	10/01/21	10/09/21	Complete	RFP	0

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Reviewing the History of Sourcing Event Activity

Click **Load History** at the bottom of the screen to view a history of activity for the event. Select **Export History** to download History details.

Export to Excel

Import from Excel

Load History

Save

Submit Response to Buyer

History

Incredible Journey on 10/15/21 at 03:12 AM EDT
Response : Incredible Journey - #352. Total amount: 485.00 USD [more details](#)
Supplier Incredible Journey saved their response
Supplier Incredible Journey changed Price Amount on line item #3 Consultant from None to 75.0
Supplier Incredible Journey changed Price Amount on line item #2 Manager from None to 110.0
Incredible Journey on 10/15/21 at 03:11 AM EDT
Supplier Incredible Journey changed Price Amount on line item #1 Snr.Manager from None to 150.0
Supplier Incredible Journey intends to respond to sourcing event
Incredible Journey on 10/14/21 at 11:17 AM EDT
Supplier Incredible Journey don't intends to respond to sourcing event
Incredible Journey on 10/11/21 at 06:13 PM EDT
Supplier clicked Enter Response button
W Smith on 10/11/21 at 5:39 PM EDT
Buyer launched event
Buyer changed 'Event Start' from 2021-10-11 17:37:07 -0400 to 2021-10-11 17:39:35 -0400

Export History

Sourcing Events for Vendors

FAQs

Frequently Asked Questions (FAQ)

The purpose of this section is to address anticipated frequently asked questions. If you encounter a situation and are unsure how to proceed, contact your Deloitte GPS Procurement Professional for assistance.

For questions technical in nature, access the Vendor Portal at <https://vendorportal.gps.deloitte.com> and click the Contact Us button (📧) at the top of the webpage. Select the topic Deloitte GPS Coupa Question, complete the rest of the form, and click Submit.

1. Do I need to register or create an account with Coupa to respond to a Sourcing Event?
 - You do not have to register or create an account with Coupa to respond to a Sourcing Event.
2. There are instructions to register in the GPS Vendor Portal. How is this different than Coupa?
 - The Government & Public Services (GPS) Vendor Portal is a site used by the Deloitte government practice to collect information and compliance documentation from our vendors. It is not linked or connected to Coupa. Coupa is a separate system and is used to obtain vendor response (quotes) to sourcing events.
3. Can I submit my proposal or quote via email?
 - All proposals and quotes requested through Coupa must be submitted via Coupa. Deloitte GPS is not able to accept proposals or quotes submitted outside of the Coupa system.
4. How do I submit a question regarding the Sourcing Event?
 - To submit a question, click View Event and click the Messages bar located at the bottom left of the screen.
5. Do I have to provide a rate for all Items and Lots?
 - A response is required for all Items and Lots. If you do not want to submit a price, enter 0.00 in the "My Price" field.
6. How do I propose an alternative part?
 - To propose an alternative part, include information about the alternative part(s) in your proposal cover letter to include manufacturer, part #, and price. If the alternative part is acceptable, a "Follow-On Sourcing Event" will be issued which updates the Items and Lots section to include the proposed alternative part. Complete the Follow-On Sourcing Event with the price for the alternative part in Items and Lots.

Sourcing Events for Vendors

FAQs

Frequently Asked Questions (FAQ)

For questions technical in nature, access the Vendor Portal at <https://vendorportal.gps.deloitte.com> and click the Contact Us button (📧) at the top of the webpage. Select the topic Deloitte GPS Coupa Question, complete the rest of the form, and click Submit.

7. How do I provide an escalation for option periods and not calculate the price?
 - In the Item and Lots section, use the escalation you propose to calculate the price for the option periods. Also, in your proposal cover letter include a statement of the proposed escalation percentage and note prices quoted are using the base period price plus the escalation proposed and are estimated.
8. Can I propose in another currency?
 - Proposals are only accepted in USD. You can attach a quote in another currency for reference; but to be considered for award, quotes are required in USD under the Items and Lots section of the system.
9. I did not update a price on a revised item and the event ended.
 - Once the event has ended, you cannot submit revisions. Contact your Procurement Professional to determine if there is an opportunity to update the price.
10. I added an item but did not use the naming convention. How do I update the item to have the correct naming convention?
 - If you did not use the correct naming convention, you will be ineligible for an award. Contact your Procurement Professional to determine if there is an opportunity to make a correction.
11. I attached the quote instead of responding with prices in the Items and Lots?
 - All pricing must be submitted via the Items and Lots section. Contact your Procurement Professional to determine if there is an opportunity to submit Items and Lots.
12. What is a Follow-On Sourcing Event?
 - A Follow-On Sourcing Event occurs when an event is ended but additional information is needed or requirements have been revised. Your original Sourcing Event number will be renamed to contain a letter after the event number (example Sourcing Event 438 will be renamed 438a). You will receive an email for the Follow-On Sourcing Event with a link to your original response for reference only. You will not be able to edit the original response.
 - When you click on View Event for the Follow-On Sourcing Event, your response to the original Sourcing Event will appear. Edit the response as needed and submit.

Resources

Quick Reference Guides and Support Information

Below are reference material to assist you in navigating various transactions with Deloitte GPS and obtaining support.

Quick Reference Guides

- [Vendor Setup for Coupa Supplier Portal \(CSP\)](#)
- [Sourcing Instructions for Vendors](#)
- [Contract Authoring](#)
- [Purchase Orders](#)
- [CSP Invoicing](#)

NOTE: The Quick Reference Guides are also available in two locations:

- [GPS Vendor Connect Coupa Supplier Portal](#) page; select **Coupa Supplier Portal**
- Your GPS Vendor Portal dashboard under the **Coupa User Guides Links** tile

Support Contacts	
Topic	Who to Contact
Coupa Supplier Portal Registration	<ul style="list-style-type: none">• Access Coupa Chat in the lower right of the screen• Utilize Help feature in the upper right of the screen• Contact Coupa Support at supplier@coupa.com
MFA Questions – Coupa only	<ul style="list-style-type: none">• Contact Coupa Support at supplier@coupa.com
Invoice and Payment Status	<ul style="list-style-type: none">• Contact Deloitte GPS Accounts Payable at invoices@deloitte-gps.coupahost.com
Purchase Orders Status	<ul style="list-style-type: none">• Contact your Deloitte Procurement Representative• Contact GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com
Contracting and DocuSign	<ul style="list-style-type: none">• Contact your Deloitte Procurement Representative
Other Coupa questions related to transactions with Deloitte	<ul style="list-style-type: none">• Contact your Deloitte Procurement Representative• Contact GPS Vendor Portal System Management team at usgpsvendorportalsystemmgt@deloitte.com
Other questions related to Coupa functionality	<ul style="list-style-type: none">• Access Coupa Chat in the lower right of the screen• Utilize Help feature in the upper right of the screen• Contact Coupa Support at supplier@coupa.com

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