



GLENCORE

Sourcing events (RFQ, RFP)

- Respond to an invitation for a quotation or bidding event
- Using the message option to communicate with Astron Energy
- Uploading information from an Excel file
- Notification of event results if selected

13.1 Invitation to sourcing event

In this section, you will learn how you will receive an invitation to participate in a sourcing event

1 You will receive an invitation from Astron Energy to participate in an RFQ, RFI or RFP in your e-mail inbox.

2 Select the **View Event** to see details regarding this sourcing event.

Select "**I intend to Participate**" if you do not yet wish to enter the event, yet.



NOTE: Sourcing Events are not accessible through the Coupa Supplier Portal but rather powered by Coupa by email.

1

Powered by 

 **ASTRON ENERGY**

Glencore QA Sourcing Event - AE-CSP-2026-Provision of Cleaning Services-Refinery Operations- NEW #932939 Invitation

AE QA Demo Supplier 12 Simplified has been invited by **Glencore QA** to participate in a sourcing event for **AE-CSP-2026-Provision of Cleaning Services-Refinery Operations-NEW**.

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.

Responses are due by Monday, 31 August 2026 08:00 PM EDT

2

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

View Event

13.2 Event information

In this section we will learn how to participate in the event

- 1 In the **Event Info** area, you will find the required agreements needed to access the sourcing event
- 2 Select your intention to participate
- 3 Review the **Accept Event Disclaimer** and provide an answer to "Do you accept this Disclaimer". Finally select the **Send Response to Owner** button
- 4 Review the **Event Information & Bidding Rules** and the **Buyer Attachments** before entering your response.

A GLENCORE COMPANY

AE-CSP-2026-Provision of Cleaning Services-Refinery Operations- NEW - Event #932939 Active

1

[Event Info](#) [My Response](#)

Supplier has been invited by Glencore QA to participate in a sourcing event for AE-CSP-2026-Provision of Cleaning Services-Refinery Operations- NEW. Participation and submission is easy and all done within services.

 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?

2

 Accept Event Disclaimer

Event Disclaimer

Submission Requirements and Contractual Clarifications

Submission of Responses

Bidders are required to provide a fully completed response to this Request for Proposal (RFP) exclusively through the Coupa Sourcing platform. It is essential that all sections of the response are completed in accordance with the instructions provided, and that submission is made by the specified deadline.

Contractual Obligations

The submission of a response to this RFP does not imply any contractual or binding obligation on Astron Energy. No contract, nor any other legally binding commitment, will be formed between the Company and the Bidder unless and until both parties have executed one or more definitive agreements on terms and conditions deemed acceptable by Astron Energy.

Nature of the Request for Proposal

The issuance of this RFP and the submission of any tender response do not obligate Astron Energy to award a contract or to purchase any goods or services from any Bidder. This document is not an offer to enter into any contract of any kind, nor is it intended to create a binding agreement between the Company and any Bidder.

 Event Information & Bidding Rules

4

Event will end at the Event End Time as seen in the timeline section below.

Responses are sealed until event closes

Buyer may choose to award individual line items

3

Do you accept this Event Disclaimer

☒ Yes
☐ No

 Buyer Attachments

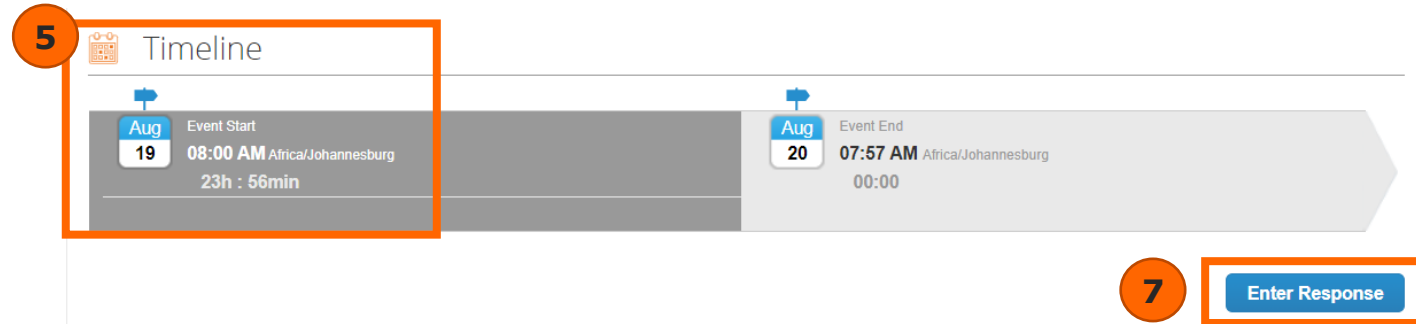
T ABOUT US

Astron Energy is one of Southern Africa's top petroleum suppliers, operating over 850 service stations set to become the region's second-largest network.

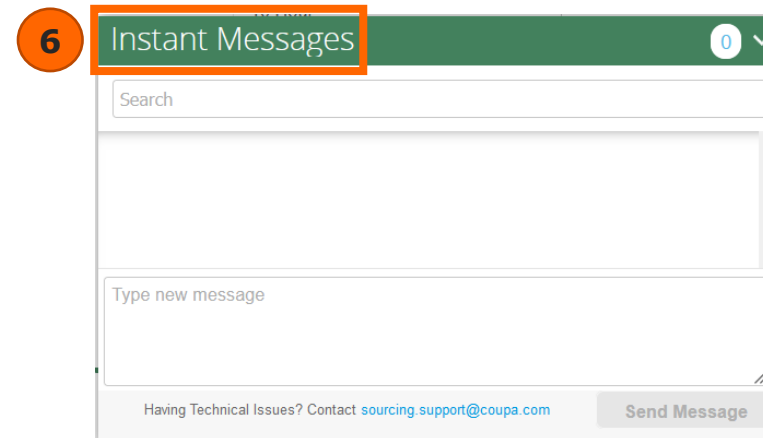
13.2 Event information

In this section we will learn how to participate in the event

5 In the **Timeline** section you provides a graphical view of when the event ends



6 The **Instant Messages** section is available to communicate with the owner of the event



The Instant Messages section features a green header with the text 'Instant Messages' and a dropdown menu showing '0'. Below the header is a search bar with the placeholder text 'Search'. Underneath the search bar is a large text input field with the placeholder text 'Type new message'. At the bottom of the input field is a 'Send Message' button. A link for technical support is also visible: 'Having Technical Issues? Contact sourcing.support@coupa.com'.

7 To continue with the process and see the details of the event, select the option to **Enter Response**.

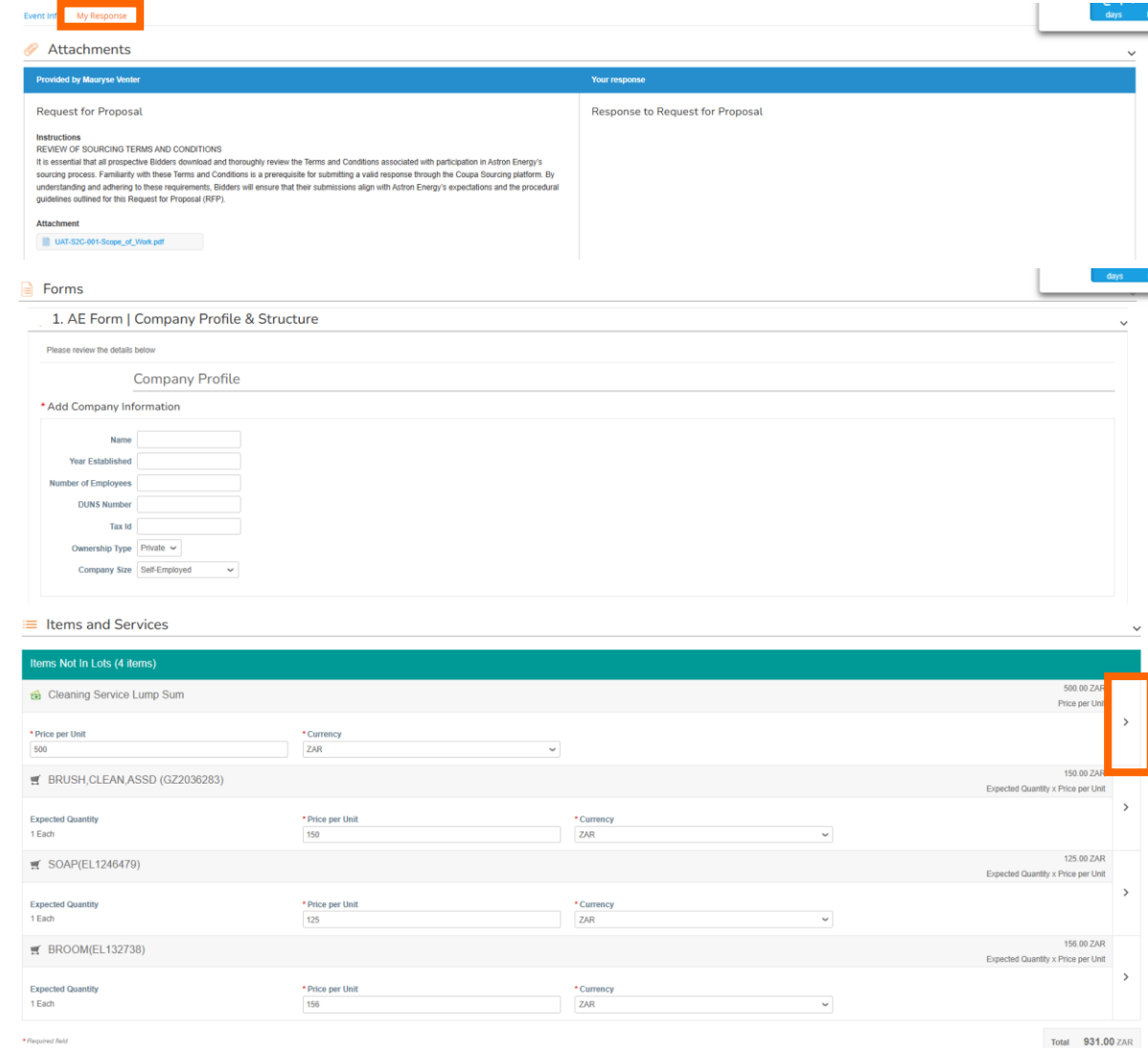


NOTE: The message option will be enabled during the time the event is active.

13.3 Response to the event

Entering the event, here you will find all the information related to the event and where you will have to provide your response

- 1 The **My Response** section is where you provide all the information, documents, and responses required for the sourcing event
- 2 In the **Attachments** section, you will find the files provided by Astron Energy that require your review and response. Review the instructions for each attachment and complete any required actions accordingly. Please note that some attachments are **mandatory** and must be completed before you can submit your response.
- 3 Complete the **Forms** section by providing all required information. Ensure that all mandatory fields are completed before submitting your response.
- 4 Enter your bid in the **Items and Services** section of the event. Click the **chevron** (>) next to an item or service to expand it and view additional details or provide additional information.



The screenshot displays the 'My Response' section of a sourcing event interface. It is divided into four main sections: Attachments, Forms, and Items and Services. The 'Attachments' section shows a 'Request for Proposal' with instructions and an attachment 'UAT-S2C-001-Scope_of_Work.pdf'. The 'Forms' section displays the '1. AE Form | Company Profile & Structure' with fields for Name, Year Established, Number of Employees, DUNS Number, Tax Id, Ownership Type, and Company Size. The 'Items and Services' section lists items for bidding, including 'Cleaning Service Lump Sum', 'BRUSH,CLEAN,ASSD (GZ2036283)', 'SOAP(EL1246479)', and 'BROOM(EL132738)'. Each item has a 'Price per Unit' field and a 'Currency' dropdown. A chevron (>) is visible next to the 'Cleaning Service Lump Sum' item, indicating it can be expanded. The total bid amount is shown as 931.00 ZAR.

Item	Expected Quantity	Price per Unit	Currency	Expected Quantity x Price per Unit
Cleaning Service Lump Sum	500	150.00 ZAR	ZAR	75000.00 ZAR
BRUSH,CLEAN,ASSD (GZ2036283)	1 Each	150.00 ZAR	ZAR	150.00 ZAR
SOAP(EL1246479)	1 Each	125.00 ZAR	ZAR	125.00 ZAR
BROOM(EL132738)	1 Each	156.00 ZAR	ZAR	156.00 ZAR
Total				931.00 ZAR

13.3 Response to the event

Entering the event, here you will find all the information related to the event and where you will have to provide your response

- 1 If preferred, you can complete the **Forms** and **Items and Services** sections using Microsoft Excel. Click **Import from Excel** to begin the process
- 2 Steps for **uploading your response in Excel** dialog box will open and guide you through the import process. Download the provided response template by following the on-screen instructions
- 3 Open the response template in Microsoft Excel and complete all required information
- 4 Save the completed template and return to the **Import from Excel** dialog box. Select the updated file in **Choose File**, then click **Start Upload** to import the information into the Forms and Items and Services sections of the sourcing event

Once the upload is complete, review the imported information to ensure it has been transferred correctly before submitting your response.

BROOM(EL132738)

156.00 ZAR

Expected Quantity x Price per Unit

Expected Quantity

1 Each

Price per Unit

156

Currency

ZAR

Total

931.00 ZAR

Instant Messages 0

Import from Excel

Save Draft

Submit Response

Steps for uploading your response in Excel

1. Download the **Response Template** Note: This template will only work for this event)

2. Fill in or update the Excel file.

Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.
Values in the uploaded file will replace anything currently saved to your response.
Once you click "Start Upload" values in the excel file will be saved, but not submitted.
Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.

3. Load the updated file

Choose File

No file chosen

Uploading will only save your response. You must click "Submit" to send it to the buyer.

The yellow cells below are your input 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!

Form	Question Fields	Answer Fields
Form Name (Text)	Label (Text)	Type (Text)
Supplier Company Information	Name	No
Supplier Company Information	Year Established	No
Supplier Company Information	Number of Employees	No
Supplier Company Information	DUNS Number	No
Supplier Company Information	Tax Id	No
Supplier Company Information	Ownership Type	No
Supplier Company Information	Company Size	No
Supplier Address	Street 1	No
Supplier Address	Street 2	No
Supplier Address	Region	No
Supplier Address	Postal Code	No
Supplier Address	City	No
Supplier Contact	First Name	No
Supplier Contact	Last Name	No
Supplier Contact	Phone Work	No
Supplier Contact	Phone Mobile	No
Supplier Contact	Preferred Phone	No
Supplier Contact	Email	No
Supplier Contact	Role	No
AE Form Company Profile & Structure	Company Registration Number	No
AE Form Company Profile & Structure	Organisational Structure	No

13.4 Submit response to event

This section will explain how to send your response and the different options you have

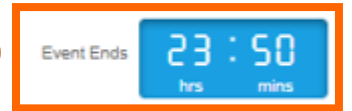
1 Once completed, click **Submit response** to Astron Energy

2 Once the time limit expires you will not be able to send any more response.



Note: Astron Energy will not be able to view your response until the sourcing event has closed. You may update or revise your bid at any time before the event end date and time

2



Event info My Response

Items and Services

Items Not In Lots (1 items)

Catering Services			900.00 GBP
Expected Quantity x Price per Unit			
Expected Quantity	* Price per Unit	* Currency	
10 Hour	90	GBP	

* Required field

Total 900.00 GBP

History

☒ I have reviewed the changes to this event

Import from Excel Save **Submit response**

1