



# Reference Guide

## Connect to a public Sourcing event

# 1.0 Request access to the Sourcing event

## 1.1 Event Link

As a supplier, you will find the link to RetuRO's public events on the website.

Follow the instructions and click on "Request Participation" to access the CSP page.

### Public Events - RetuRO Test


Find your next customer with a Coupa Community public sourcing event. Select an event to learn more and request participation. The customer will contact you with an invitation to bid.

[All Public](#)

[Past Public Events](#)

[Category](#)

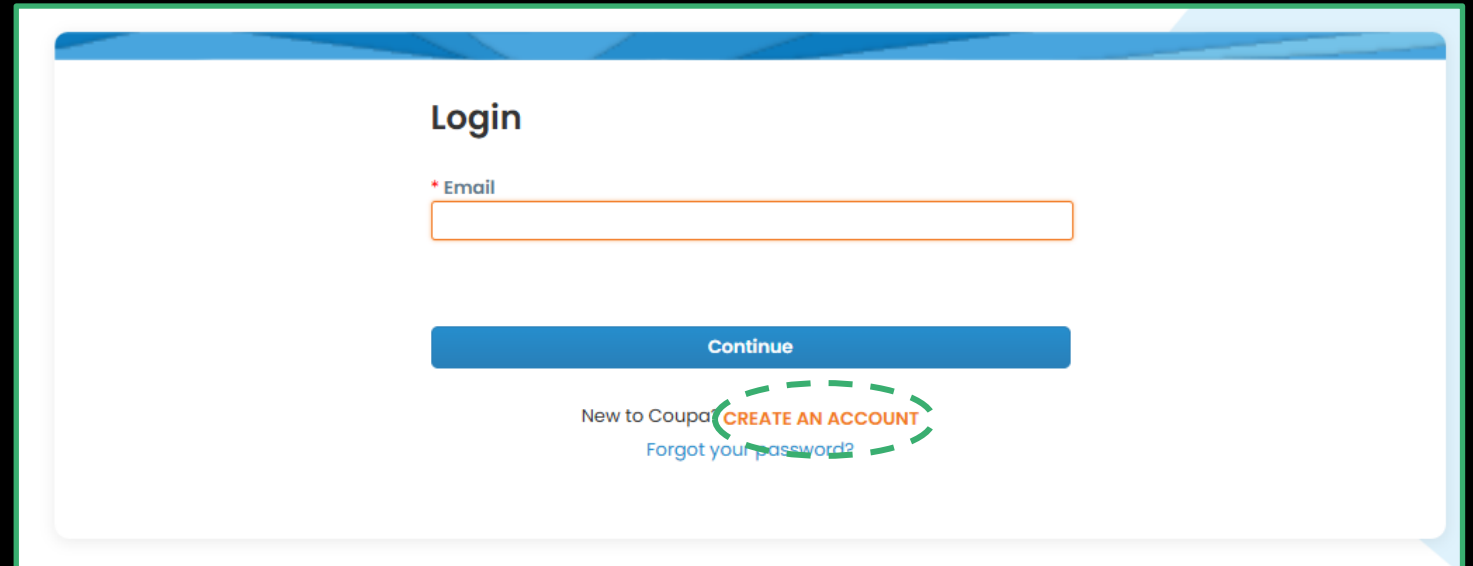
Search

Event Name	Commodity	Start Date	End Date	Type	State	Actions
HR-2026-Training Program for Leadership Team 2026	Training Services	04/21/26 07:12 AM UTC	04/26/26 07:12 AM UTC	RFP	Active	<a href="#">Request Participation</a> 

## 1.2 Log In to CSP

After requesting the access, you will have to “Log in” on the CSP.

If you don't have an account, click on “CREATE AN ACCOUNT” to proceed.



Login

\* Email

Continue

New to Coupa? **CREATE AN ACCOUNT**

Forgot your password?

## 2.0 Create CSP account

### 2.1 Complete the account info

After clicking on create new account, a new window will appear.

Complete the information and then confirm by clicking on “Create an Account”.

### 2.2 Verification code

After clicking on “Create an Account”, you will receive a one-time verification code on your email address.

Complete it and then confirm by clicking on “Create an Account”.

**Create an account**

Grow your Business on Coupa with a Free Account

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

\* **Email**  
antonio+RetuRO@dpnow.ai

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

\* **Password**      \* **Confirm Password**  
.....      .....

Use at least 8 characters and include a number and a letter.

\* **Country/Region**      \* **VAT ID** ⓘ  
Romania      RO123456789

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](#)

Check this field to accept the Coupa terms

**Email Verification**

We sent a one time verification code to antonio+RetuRO@dpnow.ai

Didn't receive the Verification Code? [Request a New Code](#)

**Next**

## 2.3 Existing account

If there are other accounts with the same domain, Coupa will give you the option to connect to them.

If you want to continue creating a new account, click on “No, continue creating a new account” or Log In if you already have a CSP account.

**Join an Existing Account?**  
Provide any of the additional info to get better suggestions.

View existing accounts matching email domain **dpnow.ai**

**Business Name**  
RetuRO\_Test

**Country/Region**  
Romania

**Address Line 1**  
[Empty field]

**City**      **State**      **Postal Code**  
[Empty fields]

**Tax ID**      **DUNS Number**  
ROI23456789      [Empty field]

No, continue creating a new account

**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)

**Primary Address**

\* Country/Region      \* Address Line 1      Address Line 2  
[Dropdown]      [Text]      [Text] (+)

\* City      \* State      \* Postal Code  
[Text]      [Text]      [Text]

**Save and Next**

## 2.4 Completing remaining info

Once inside the CSP, before continuing, you will need to complete the address of your Business Profile.

Complete and click “Save and Next”.

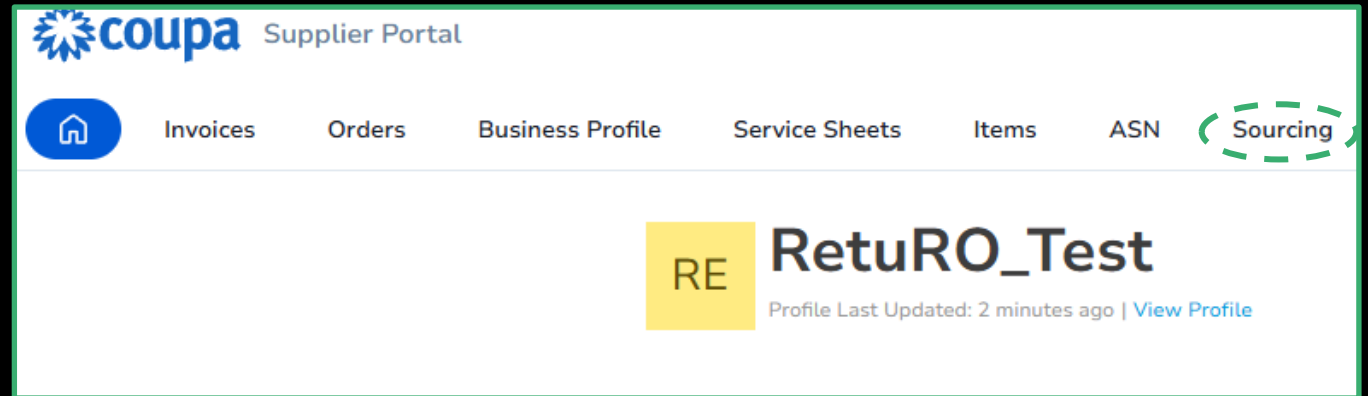
## 3.0 Request participation to the event

### 3.1 Find the event

After creating / logging in your account, go to the Sourcing tab.

Here you will find all the public events inside Coupa.

Search the event that you want to access.




### Sourcing Events

Find your next customer with a Coupa Community public sourcing event. Select an event to learn more and request participation. The customer will contact you with an invitation to bid.

All Public My Category My Events Past Public Events

HR-2026-Training Program for Leadership Team

Showing results for HR-2026-Training Program for Leadership Team 2026 X

Event Name	Company	Commodity	Start Date	End Date	Type	State	Actions
HR-2026-Training Program for Leadership Team 2026	RetuRO Test	Training Services	04/21/26 07:12 AM UTC	04/26/26 07:12 AM UTC	RFP	Active	<a href="#">Request Participation</a> 

Per page 15 | 45 | 90


### 3.2 Request access

Under the Actions click on “Request Participation”.


On the info button, you can find some attachments shared by the buyer.

After clicking “Request Participation”, the status will appear as “Request Sent”.

The buyer will get a request to approve your participation. Once approved, you will receive an email to access the Sourcing Event.

Type	State	Actions
RFP	Active	<a href="#">Request Participation</a> 

**Actions**

**Request Sent** 

Information about HR-2026-Training Program for Leadership Team 2026 ×

By RetuRO Test starting 04/21/26 07:12 AM UTC

Attachments

[2.2\\_Returo\\_Cod\\_de\\_Etica\\_si\\_Conduita\\_Parteneri\\_de\\_Afaceri.pdf](#)

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

### 3.3 Confirmation email

Once the buyer confirms your participation request, you will receive an email from Coupa.

By clicking on “View Event”, you will have access to the event and receive training materials guiding you on how to participate.

The screenshot shows an email interface with a blue header bar containing the title "RetuRO Test Sourcing Event - HR-2026-Training Program for Leadership Team 20...". Below the header is a toolbar with various actions: Stop ignoring, Block, Delete, Archive, Report, Reply, Reply all, Forward, Meeting, Chat, Share to Teams, and Zoom. The email content is titled "RetuRO Test Sourcing Event - HR-2026-Training Program for Leadership Team 2026 #98 Invitation" and is from "Coupa Sourcing Notifications" to "andreea.se+hash@dpnow.ai". The email body features the RetuRO logo, the event title, and a message stating: "Hash has been invited by RetuRO Test to participate in a sourcing event for HR-2026-Training Program for Leadership Team 2026. 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 Sunday, 26 April 2026 10:12 AM EEST". At the bottom of the email content are three buttons: "I intend to Participate" (orange), "I decline to participate" (dark blue), and "View Event" (blue, highlighted with a dashed black border). The Coupa logo and "Business Spend Management" text are at the bottom of the email content area.



THANK YOU

