UNITED STATES POSTAL SERVICE | About

Supplier Registration

Welcome to the USPS Supplier Registration site. All suppliers interested in doing business with the Postal Service must register their organization in our Supplier Registration eSourcing system.

1. Suppliers should first search beta.SAM.gov (http://beta.SAM.gov) to learn about U.S. Postal Service solicitations as well as the notice of intent to post solicitations in the USPS eSourcing application.

2. Following step #1, suppliers must complete a 2-step process to register their organization. To start the registration process, please complete the form referenced in the link below and attach in an e-mail message to eSourcing@usps.gov. Once the initial form is reviewed and approved by the Postal Service, the primary contact listed on the form will receive an e-mail containing login credentials and a link to the Coupa Supplier Portal.

Supplier registration form (on following page)

3. After the supplier completes the Coupa Supplier Portal registration process, the Postal Service will review the registration entry for completeness and accuracy. The supplier will receive a final notification once the registration is approved. Notify the Buyer once you've been approved so they can invite you in Coupa to the subject solicitation.

Please note that your Coupa Supplier Portal username and password will be separate from your eSourcing event username and password. eSourcing event username and password will be set up if you are invited to a USPS event.

If you need additional help or have any questions, please contact the USPS eSourcing technology support team at eSourcing@usps.gov.

Thank you for your interest in partnering with the USPS. We look forward to doing business with you.

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Please fill in all fields referenced below.

Once completed, please save the form as *YourCompanyNameHere_SupplierRegistration* and send as a Microsoft Word document to eSourcing@usps.gov with the email subject *Supplier Registration*. If you have any questions about this form, please reach out to eSourcing@usps.gov.

Thank you!

Company Information

Company Name: _____

Company's DUNS #: _____

**USPS eSourcing requires a Dun & Bradstreet (DUNS) number be provided as your unique company identifier. If you do not have a DUNS number, please visit www.dnb.com, select government contractor, and receive a DUNS number free of charge.*

Are you a transportation supplier? Yes ☐ No ☐

Primary Contact

**This person will be the primary contact and user for this company for future opportunities with USPS*

First Name: _____

Last Name: _____

Email Address: _____

Phone: _____

Quick Reference Guide: Accessing a Sourcing Event as a Supplier

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Quick Reference Guide

Accessing a Sourcing Event as a Supplier

Sourcing Overview

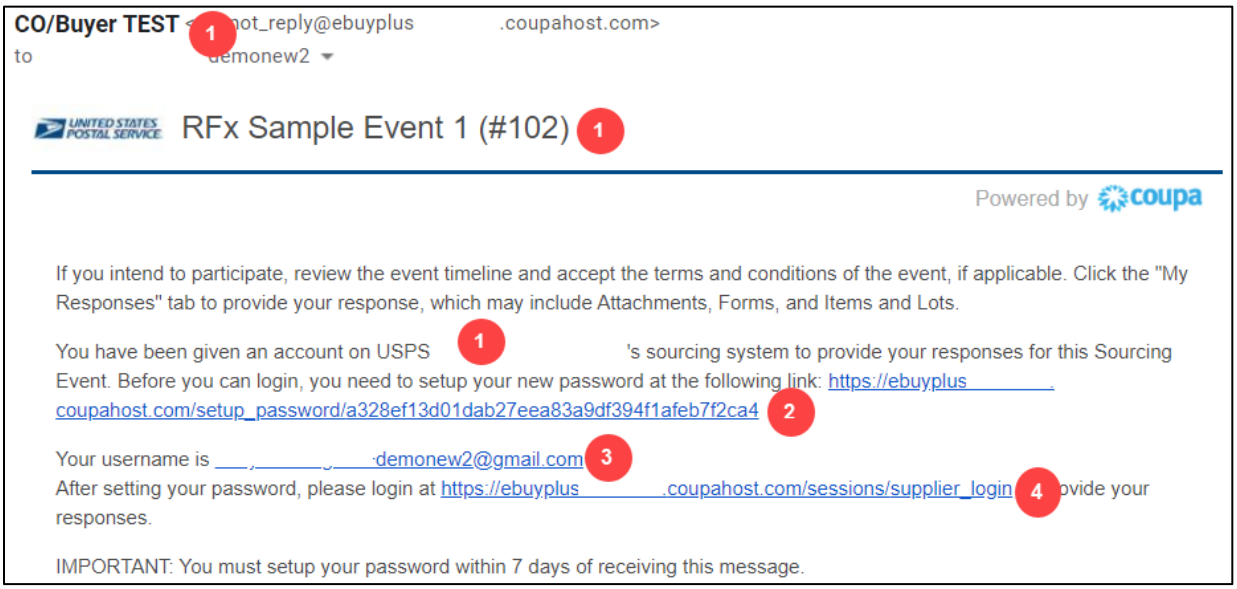
The Coupa Sourcing Response Portal is a free tool for suppliers to access and manage USPS sourcing events. This guide will help walk through how to access events for the first time, for subsequent event invitations and how to reset your password. Please note that there is an additional QRG explaining how to use and respond to an event.

NOTE: Screen shots here may not be representative of the look of your email system, the information contained will be the same.

First Time Access Steps

Initial Invitation Email

The first time you are invited to an event, you will receive an email with a link to set up your sourcing password:



The email will contain several important pieces of information:

1. **Email:** You will get an email notification from the **USPS Event Owner**. The email will contain the name of the event and include instructions on how to set up the password. Note: this password is not connected to CSP, this access is **only** for the Sourcing Response Portal.
2. **Password Setup Link:** Use the link to access the USPS sourcing password page and create your sourcing password.
3. **Username:** The username in the email will be your username for all USPS sourcing events. **This *may* be your email, but will likely be a string of numbers and letters.**
4. **Login Link:** It is strongly recommended that you save the login link to your favorites.

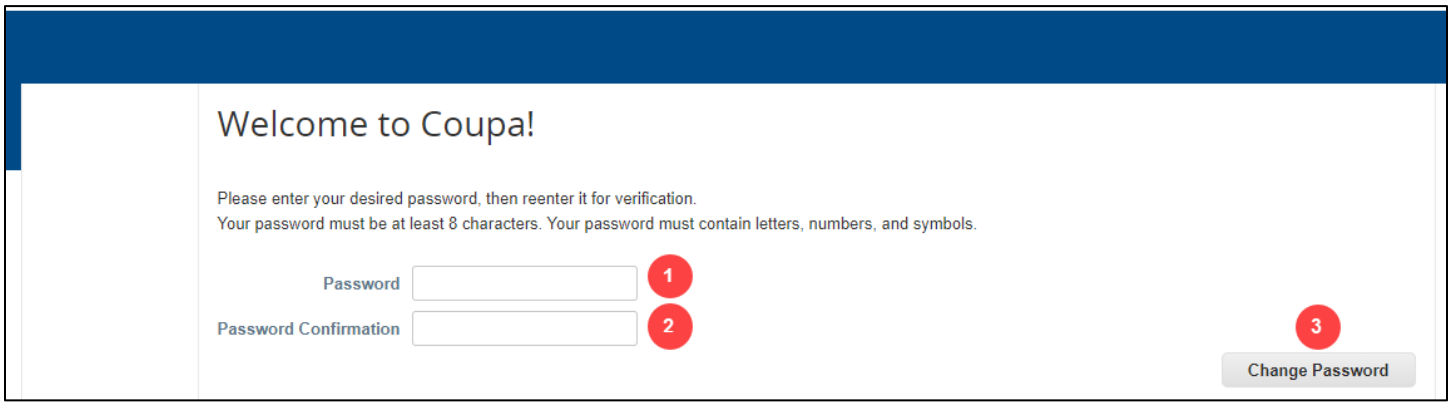
NOTE: This link to create a password must be used within 7 days of receiving the invitation

Accessing a Sourcing Event as a Supplier

Creating Your Sourcing Password

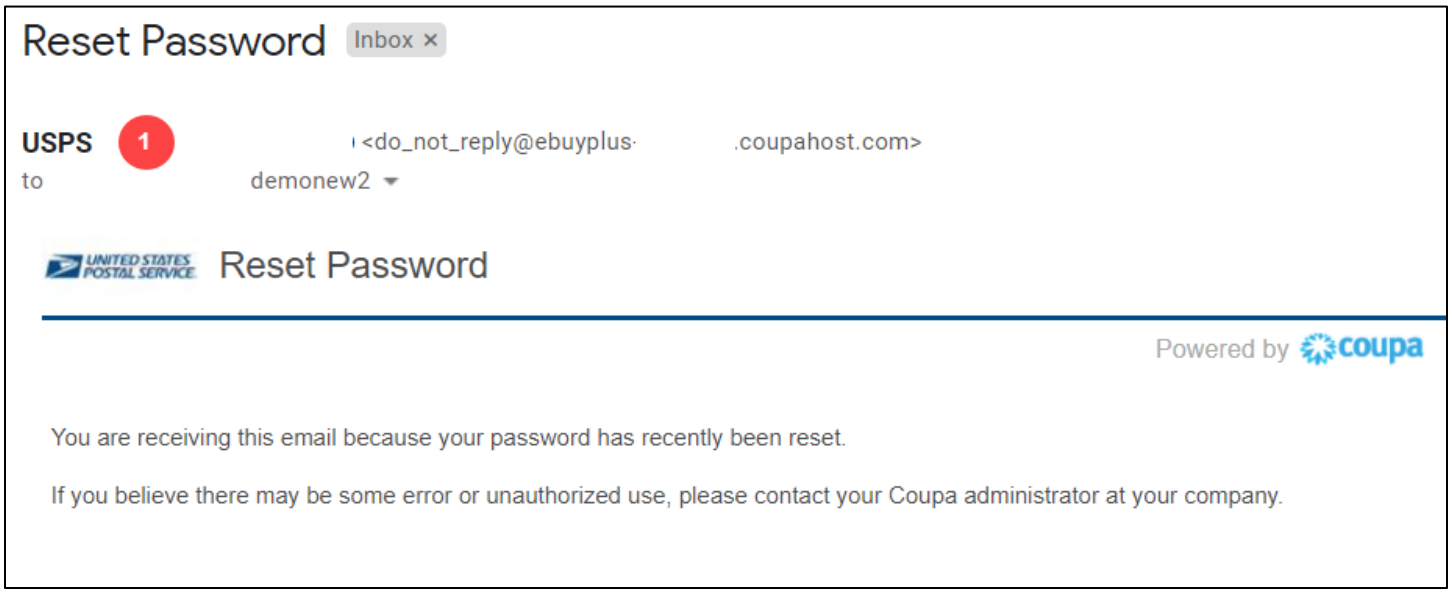
After clicking the password setup link from the invitation email you will be routed to the Coupa sourcing password reset page.

Create the password to access USPS sourcing events. Reminder: this password is not in any way connected to CSP.



1. **Password:** Create your password, must be at least 8 characters and include letters, numbers and symbols
2. **Password Confirmation:** Retype your password here.
3. **Change Password:** Click Change Password to submit your sourcing password.

After the password is successfully created, an email will be sent to you notifying you that your password was reset.

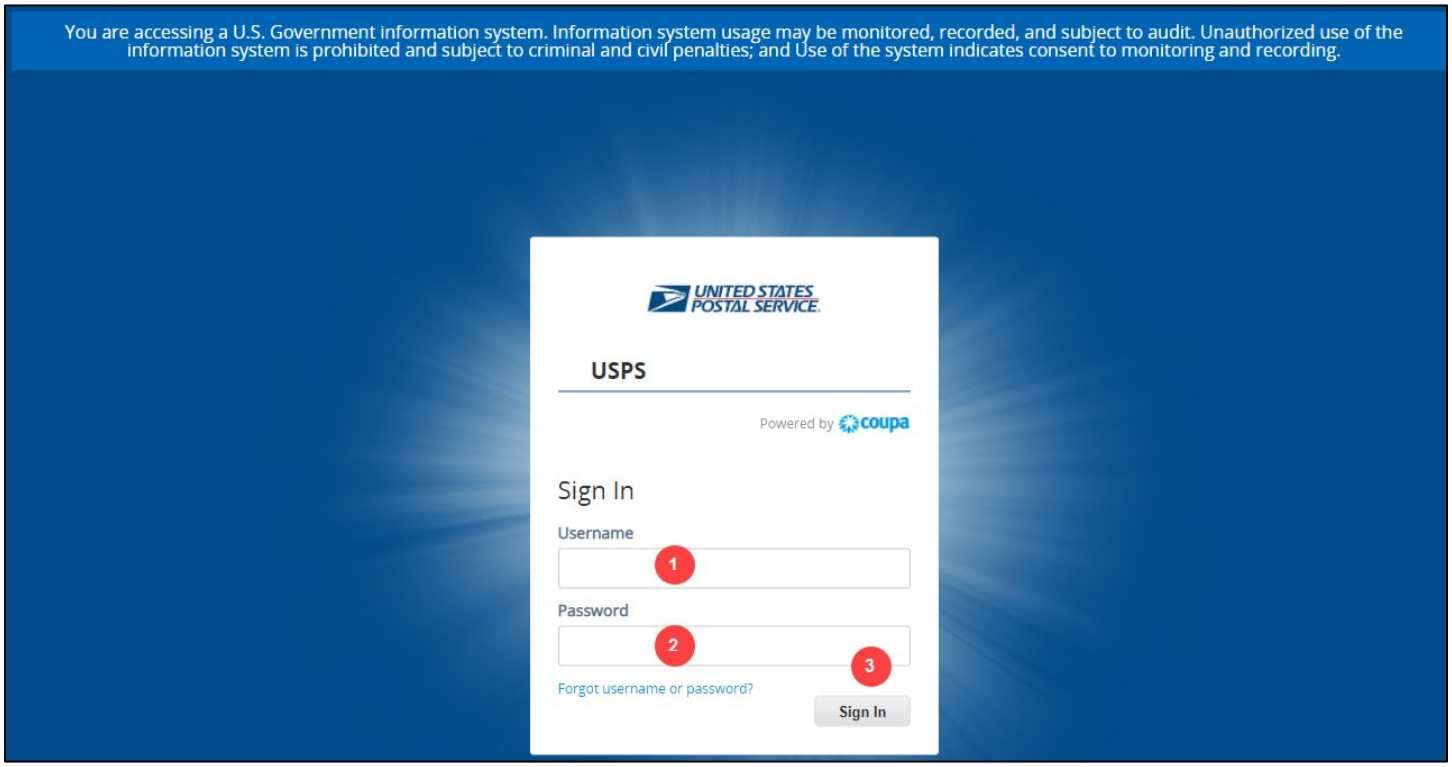


1. **Email:** You will get an email notification from the **USPS/eBuyPlus** system. The email confirms that your password has been reset.

Accessing a Sourcing Event as a Supplier

Logging in to the Sourcing Response Portal

After the password is successfully created, you will be routed to the USPS Sourcing Response Portal login page.



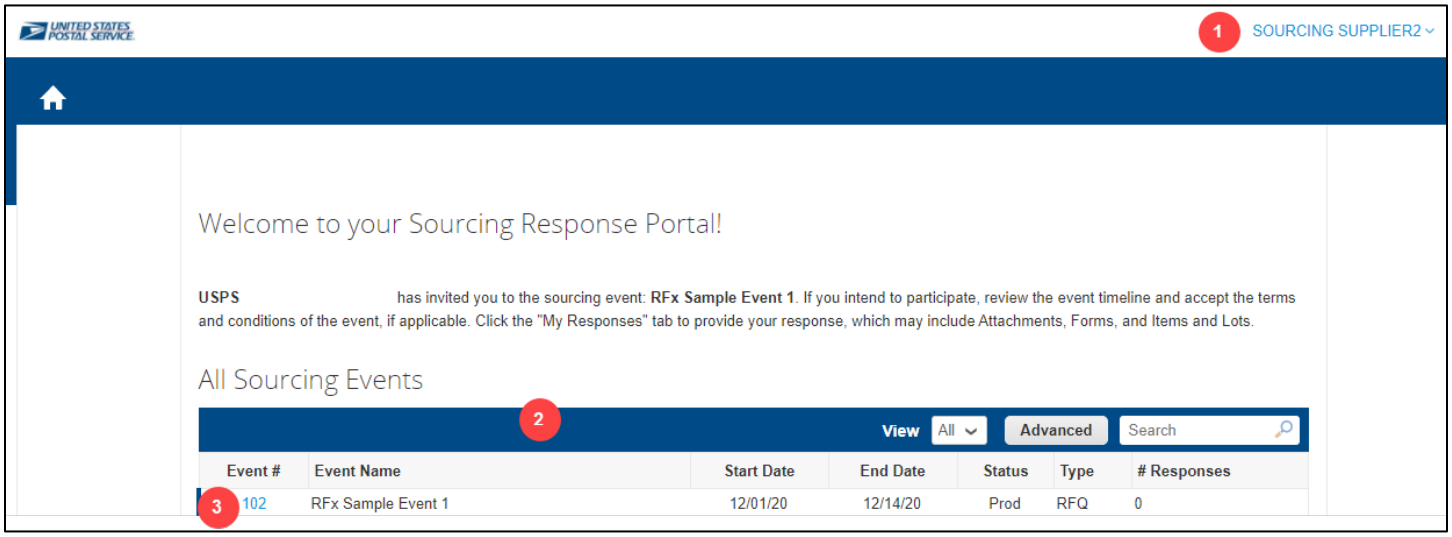
Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

Accessing a Sourcing Event as a Supplier

Sourcing Response Portal

After logging in successfully, you will be routed to the Sourcing Response Portal home page

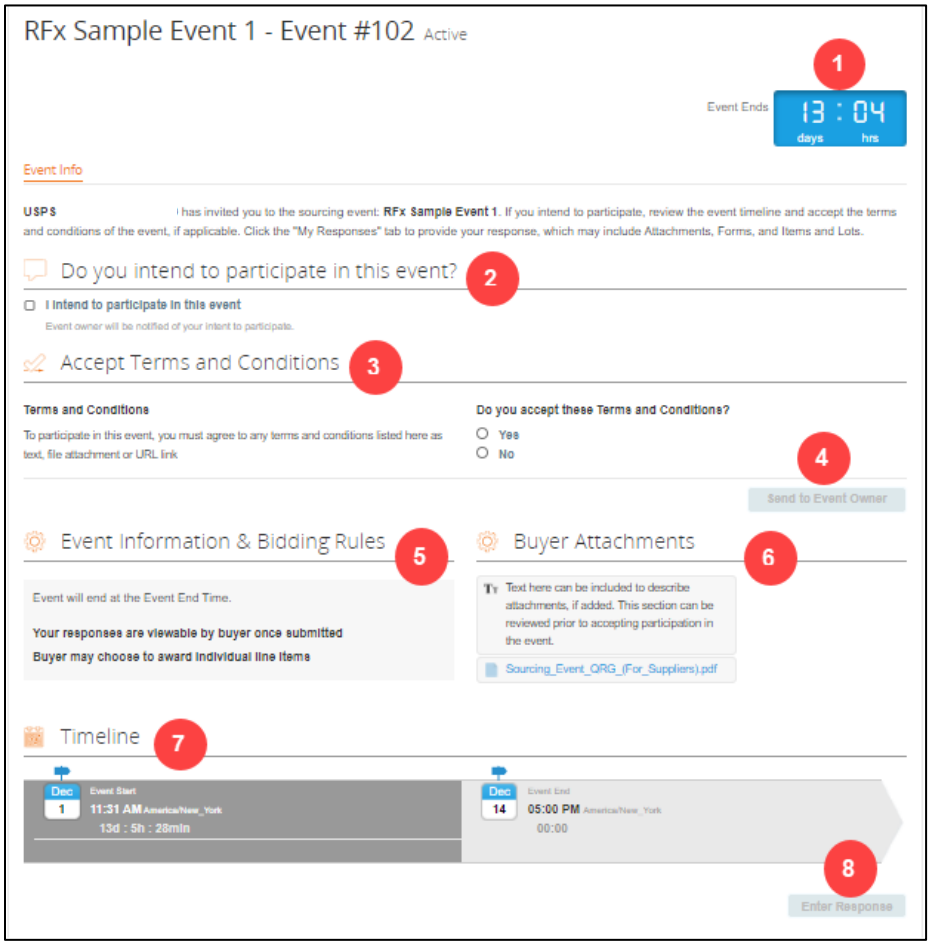


1. **Username:** The username in the invitation email will appear in the upper right-hand corner.
2. **All Sourcing Events:** You will be able to view all events you have been invited to.
3. **Event #:** Click the blue hyperlink event number to access event information.

Accessing a Sourcing Event as a Supplier

Event Info

When you access an event, certain information will be visible to you before you agree to participate in the event.



Key Areas within the Event Info section:

1. **Event Countdown timer**: This will provide a countdown for time left in the event.
2. **Do you intend to participate in this event?** If you choose to participate, ticking this box will notify USPS of your intention.
3. **Terms and Conditions:** Event Terms and Conditions must be accepted before you are able to participate in the event.
4. **Send to Event Owner:** One you click the radio button to Accept T&C, or Decline with comments, the Send to Event Owner button will activate. You must click this button before you can proceed into the event.
5. **Event Information & Bidding Rules:** Information for the event
6. **Buyer Attachments:** Information on the event (for example, a QRG), can be included to provide additional information on the event or how to navigate the platform.
7. **Timeline:** Indicates the timeline for the event.
8. **Enter Response:** When T&Cs are accepted and sent to event owner, the Enter Response button will activate

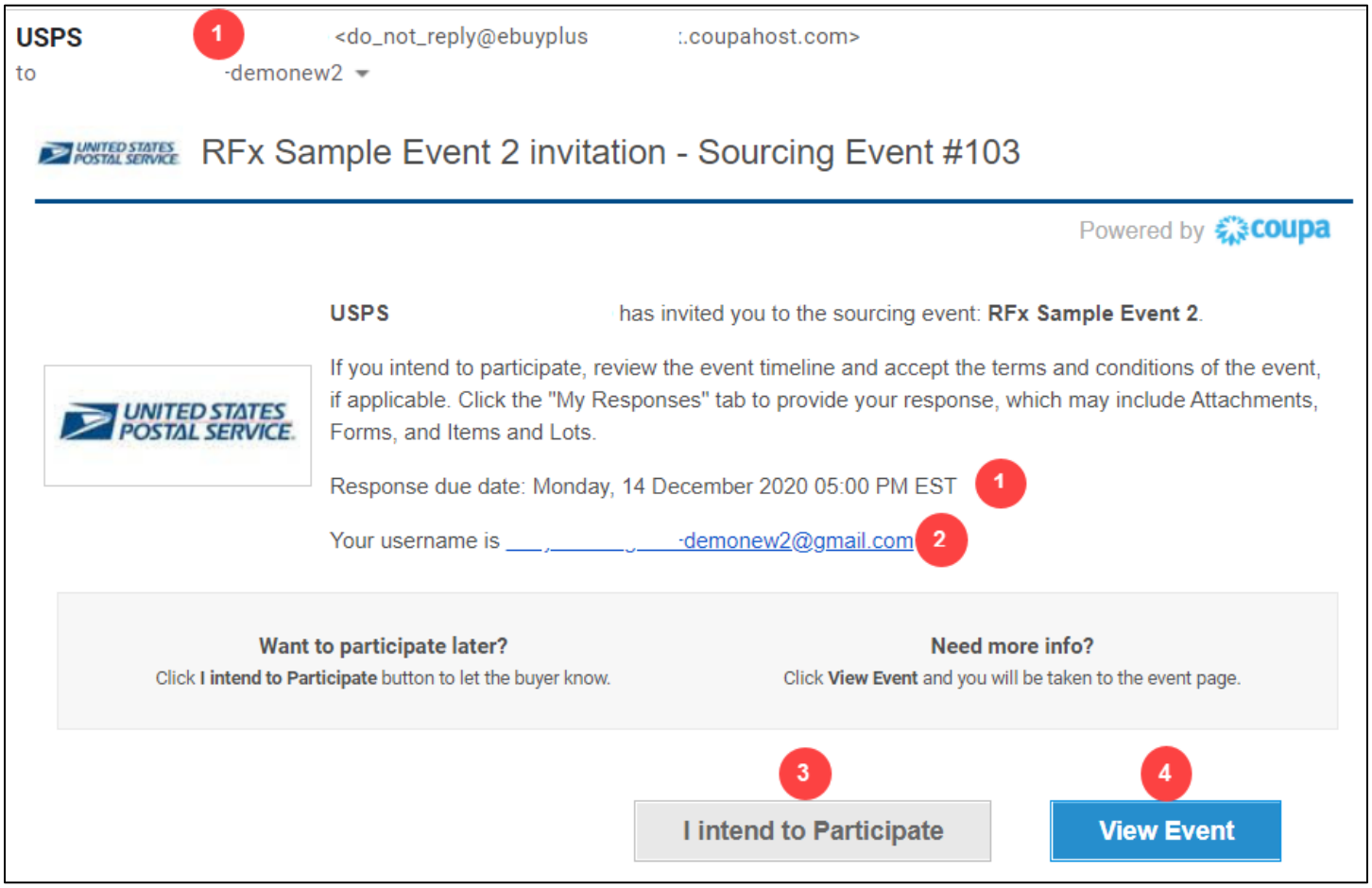
NOTE: Detailed information on entering responses is contained in the Sourcing Event (for Suppliers) QRG

Accessing a Sourcing Event as a Supplier

Accessing Events After Initial Setup

Subsequent Invitation Email

After you've set up your sourcing password, the invitation emails will look a bit different. Now you will have buttons to click at the bottom of the invitation.



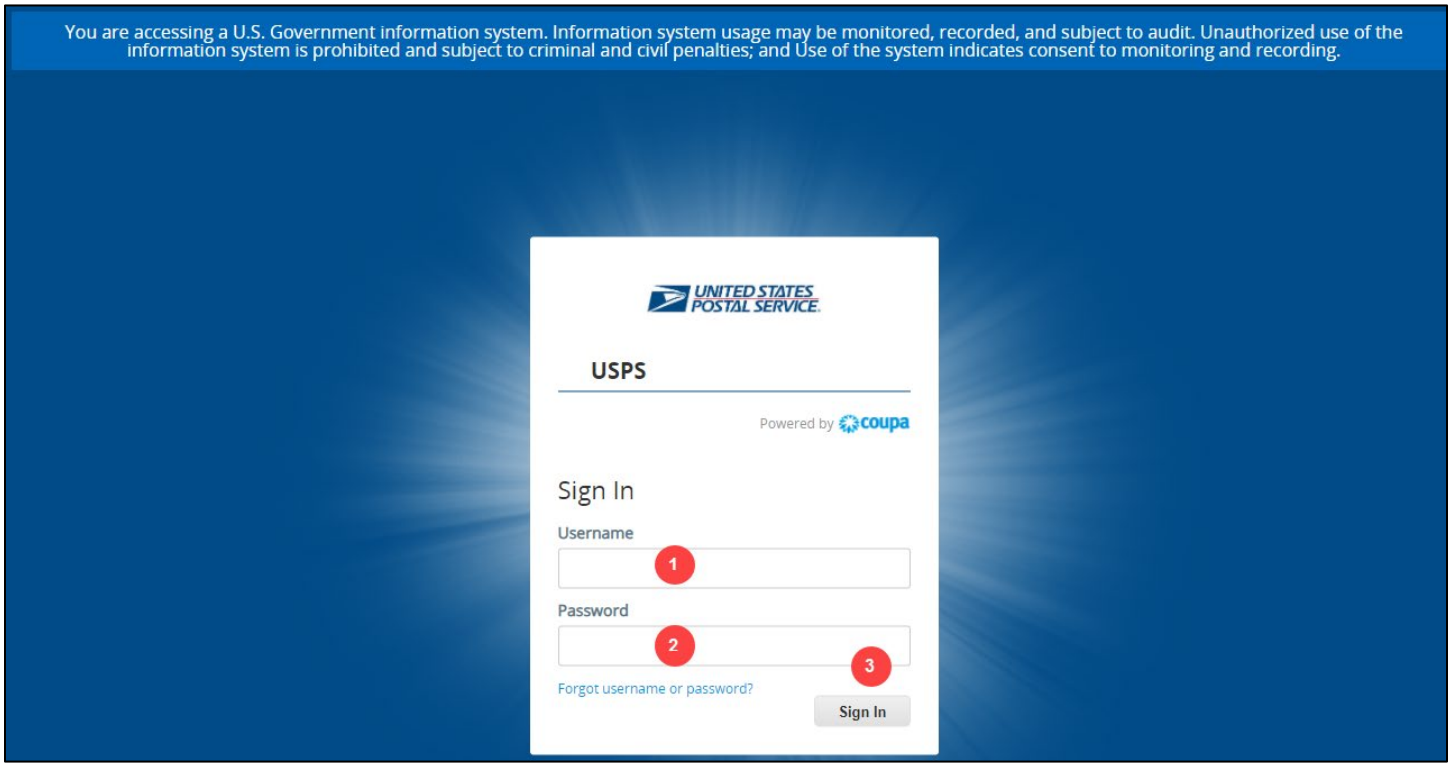
The email will contain several important pieces of information:

1. **Email:** You will get an email notification from the **USPS/eBuyPlus** system. The email will contain the name of the event and include instructions on the event and when you need to respond by.
2. **Username:** The username in the email will be your username for all USPS sourcing events.
3. **I intend to Participate:** Clicking this button will take you to the USPS Sourcing Response Portal login page.
4. **View Event:** Clicking this button will take you to the USPS Sourcing Response Portal login page.

Accessing a Sourcing Event as a Supplier

Logging in to the Sourcing Response Portal

After clicking the View Event button, you will be routed to the USPS Sourcing Response Portal login page.



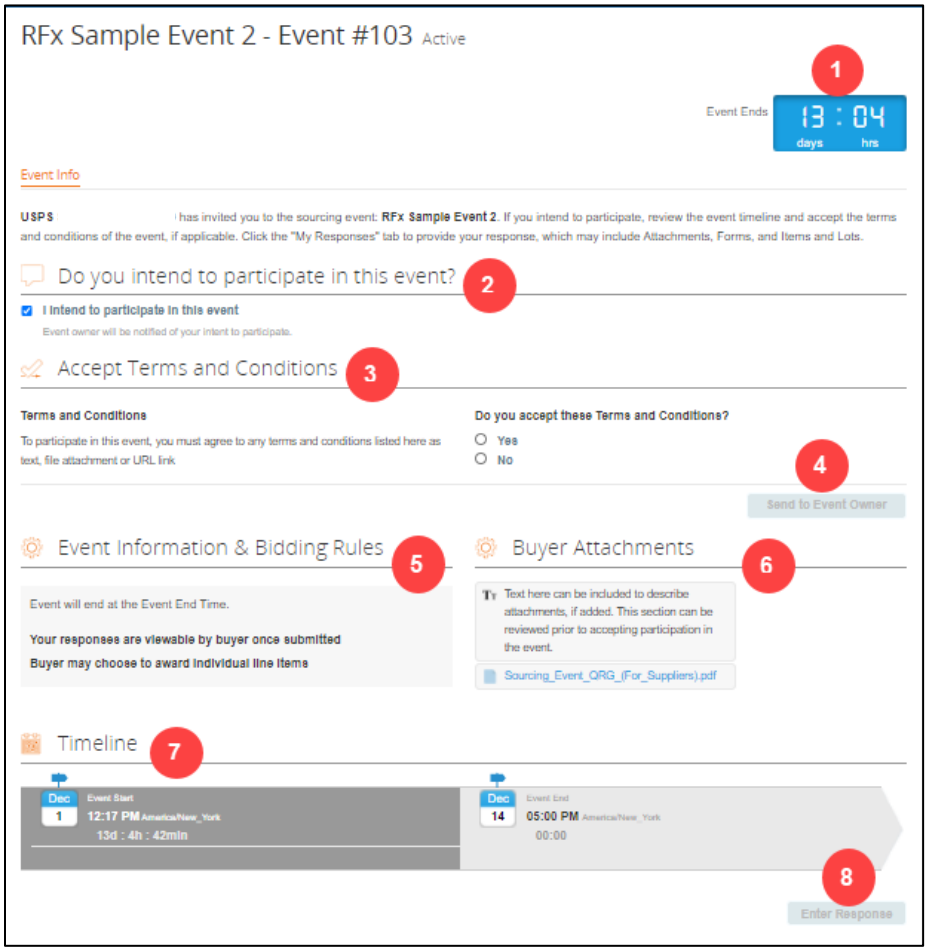
Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

Accessing a Sourcing Event as a Supplier

Event Info

After logging in successfully, you will be routed to the Event Info page for the specific event you were invited to.



Key Areas within the Event Info section:

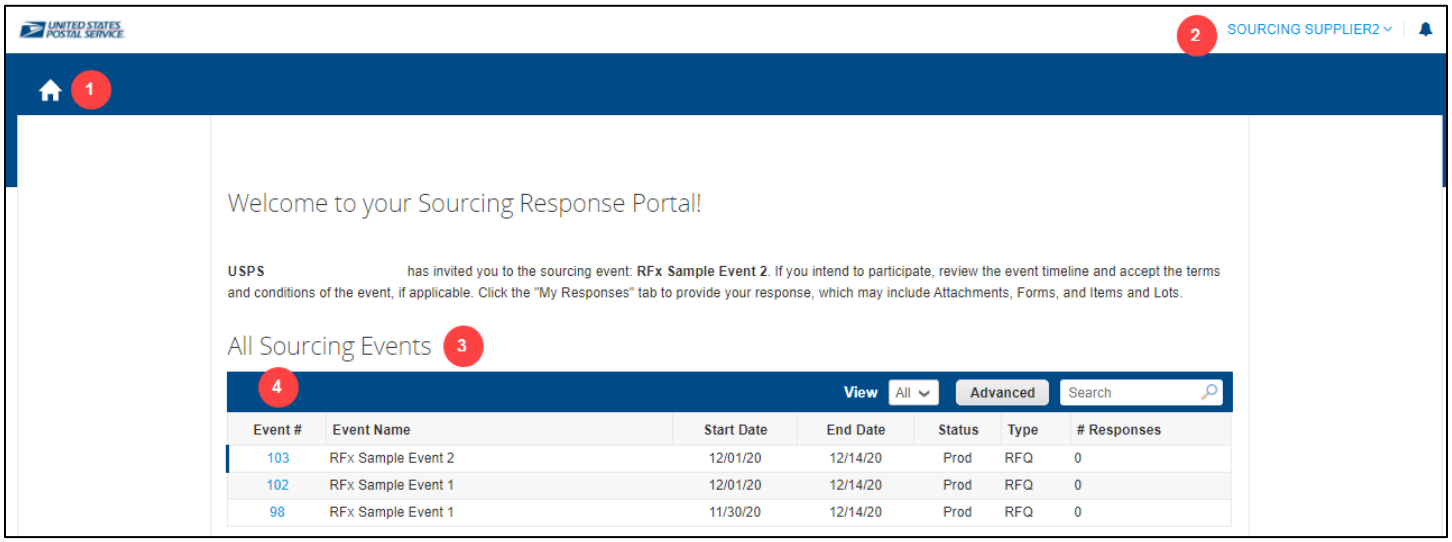
1. **Event Countdown timer**: This will provide a countdown for time left in the event.
2. **Do you intend to participate in this event?** If you choose to participate, ticking this box will notify USPS of your intention.
3. **Terms and Conditions:** Event Terms and Conditions must be accepted before you are able to participate in the event.
4. **Send to Event Owner:** One you click the radio button to Accept T&C, or Decline with comments, the Send to Event Owner button will activate. You must click this button before you can proceed into the event.
5. **Event Information & Bidding Rules:** Information for the event
6. **Buyer Attachments:** Information on the event (for example, a QRG), can be included to provide additional information on the event or how to navigate the platform.
7. **Timeline:** Indicates the timeline for the event.
8. **Enter Response:** When T&Cs are accepted and sent to event owner, the Enter Response button will activate

NOTE: Detailed information on entering responses is contained in the Sourcing Event (for Suppliers) QRG

Accessing a Sourcing Event as a Supplier

Sourcing Response Portal

You can always return to the Sourcing Response Portal home page via the Home icon which is visible in every page/tab on the left side of the header bar.



1. **Home Page Icon:** This will return you to the Response Portal overview page.
2. **Username:** The username in the invitation email will appear in the upper right-hand corner.
3. **All Sourcing Events:** You will be able to view all events you have been invited to.
4. **Event #:** Click the blue hyperlink event number to access event information.

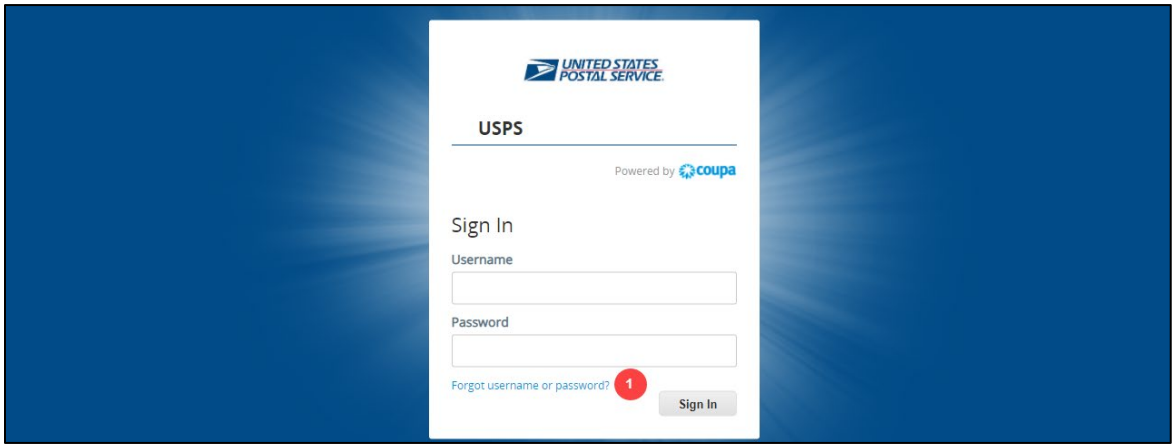
Accessing a Sourcing Event as a Supplier

Resetting Your Password

If you forget your username or password, access the USPS Sourcing Response Portal login page to check for your username and reset your password.

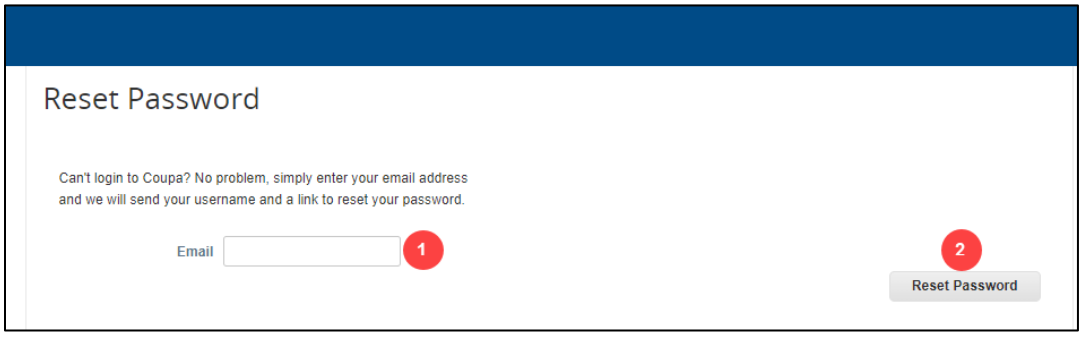
Initiate a Password Reset

If you are unable to successfully log into the USPS Sourcing login page, click the forgot username or password? hyperlink below the Password field.



Request Password Reset

After clicking the forgot password hyperlink, you will be routed to a Reset Password page.

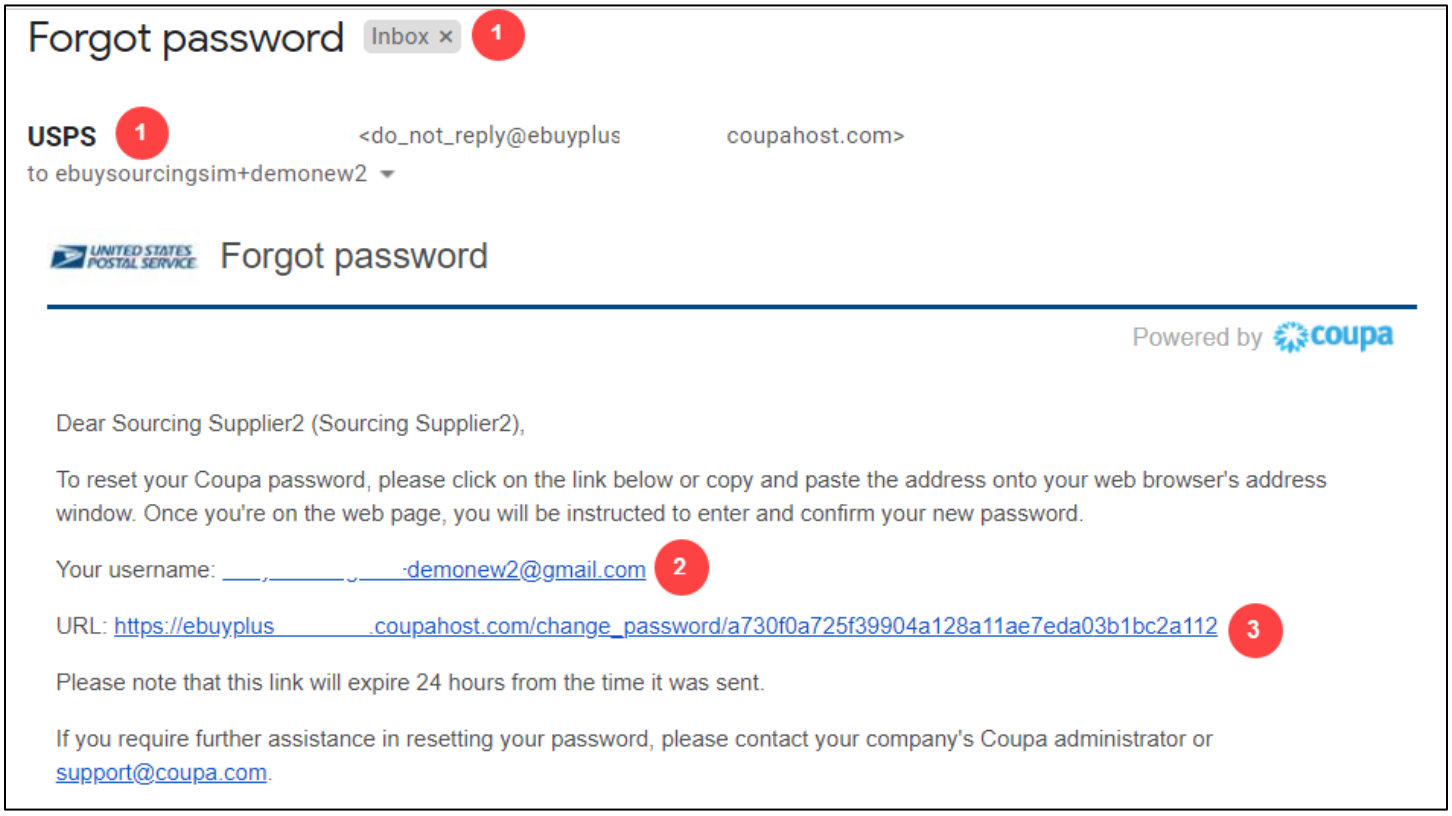


1. **Email:** enter your email address here
2. **Reset Password:** Click Reset Password to submit your request. You will be returned to the USPS Sourcing Response Portal login page.

Accessing a Sourcing Event as a Supplier

Password Reset Email

You will receive an email requesting you to reset your password.


Forgot password Inbox × 1

USPS 1 <do_not_reply@ebuyplus coupahost.com>
to ebuysourcingsim+demonew2

UNITED STATES POSTAL SERVICE Forgot password

Powered by coupa

Dear Sourcing Supplier2 (Sourcing Supplier2),

To reset your Coupa password, please click on the link below or copy and paste the address onto your web browser's address window. Once you're on the web page, you will be instructed to enter and confirm your new password.

Your username: ___,_____,____-demonew2@gmail.com 2

URL: https://ebuyplus_____.coupahost.com/change_password/a730f0a725f39904a128a11ae7eda03b1bc2a112 3

Please note that this link will expire 24 hours from the time it was sent.

If you require further assistance in resetting your password, please contact your company's Coupa administrator or support@coupa.com.

The email will contain several important pieces of information:

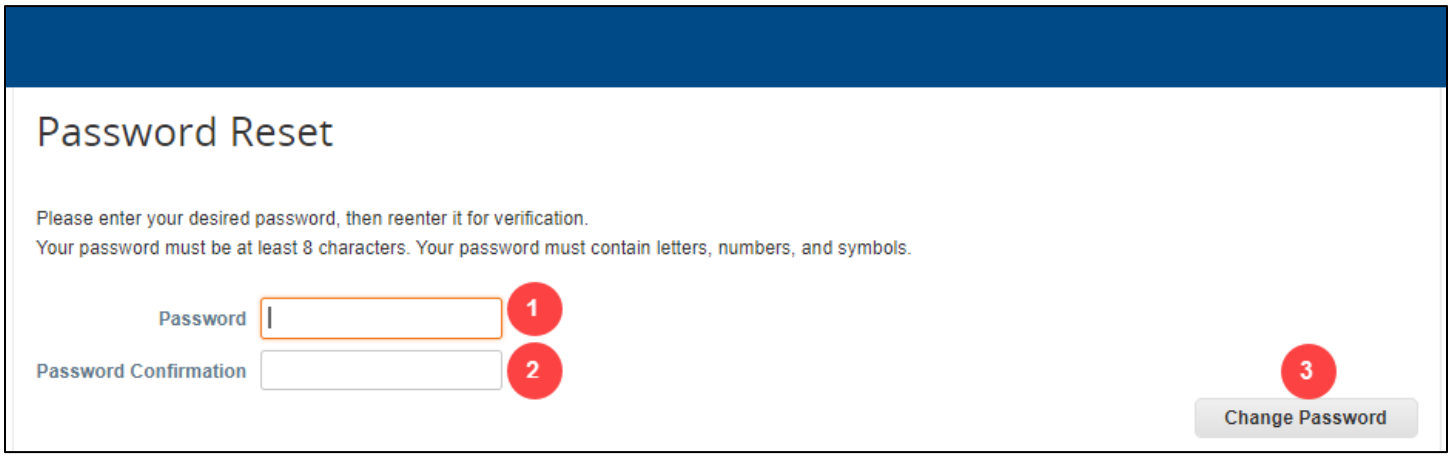
1. **Email:** You will get a Forgot password email notification from the **USPS/eBuyPlus** system. The email will contain the instructions on how to reset your password. Note: this password is not connected to CSP, this access is **only** for the Sourcing Response Portal.
2. **Username:** The username in the email will be your username for all USPS sourcing events.
3. **Password Reset URL:** Use the link to access the USPS sourcing password page to reset your sourcing password.

NOTE: This link to create a password must be used within 24 hours

Resetting Your Sourcing Password

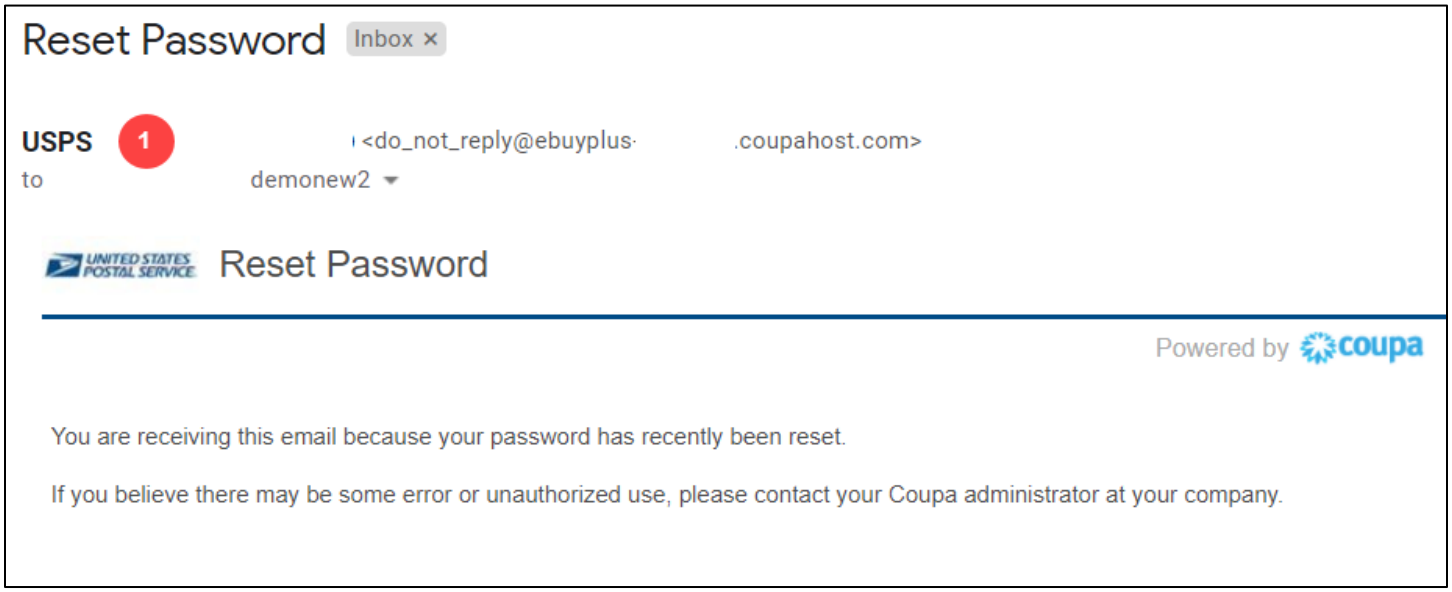
After clicking the link from the forgot password email you will be routed to the USPS Sourcing Password Reset page.

Create the password to access USPS sourcing events. Reminder: this password is not in any way connected to CSP.



1. **Password:** Create your password, must be at least 8 characters and include letters, numbers and symbols
2. **Password Confirmation:** Retype your password here.
3. **Change Password:** Click Change Password to submit your ourcing password.

After the password is successfully created, an email will be sent to you notifying you that your password was reset.

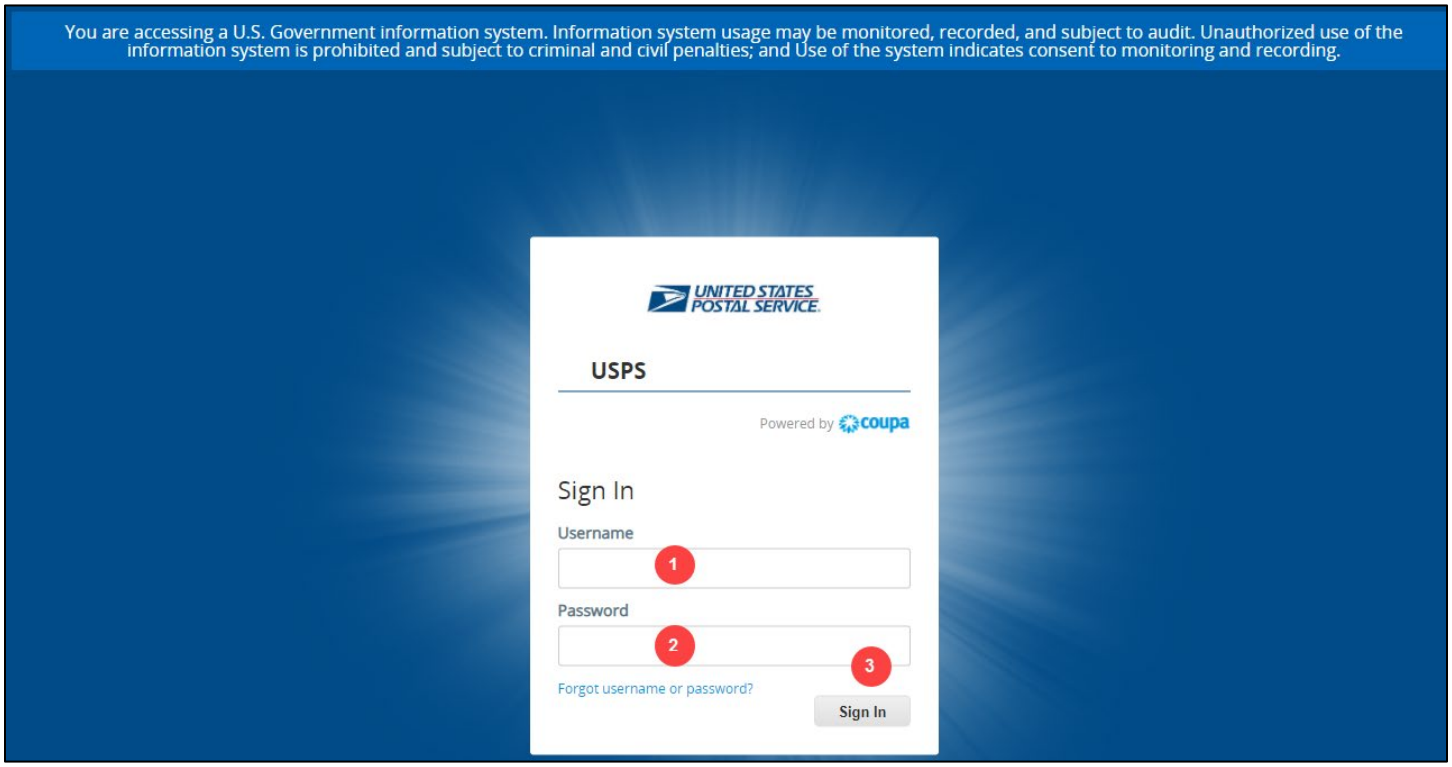


1. **Email:** You will get an email notification from the **USPS/eBuyPlus** system. The email confirms that your password has been reset.

Accessing a Sourcing Event as a Supplier

Logging in to Sourcing

After the password is successfully reset, you will be routed to the USPS Sourcing Response Portal login page.

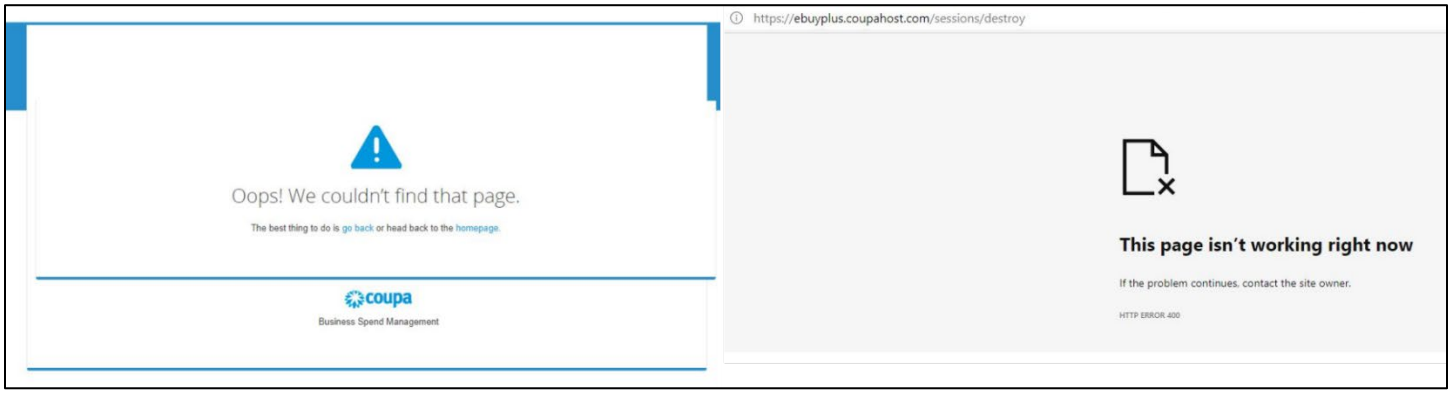


Use the information from the initial email (username) and the password you created to access the sourcing system

1. **Username:** The username in the invitation email.
2. **Password:** The password you created for in the previous step.
3. **Sign In:** Click the Sign In button to access the Sourcing Response Portal.

Accessing a Sourcing Event as a Supplier

If you are able to successfully log on but receive errors similar to the below:



Sometimes browsers can retain login information that can cause issues logging into the portal.

Please attempt to log in using a new incognito window (if using Chrome) – just right click on the View Event button and the option will appear.

Or open it in a private (for IE) or different browser than being used for CSP, that should correct this issue.

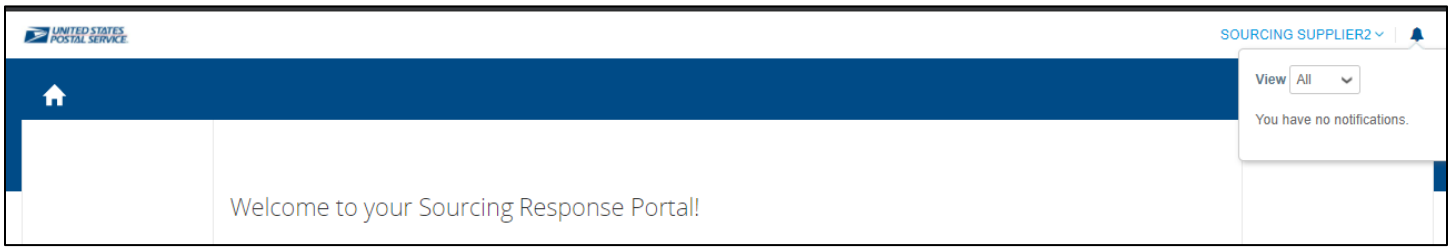
Accessing a Sourcing Event as a Supplier

Managing Your Settings in the Sourcing Response Portal

You can manage notification settings for your account.

Viewing Notifications

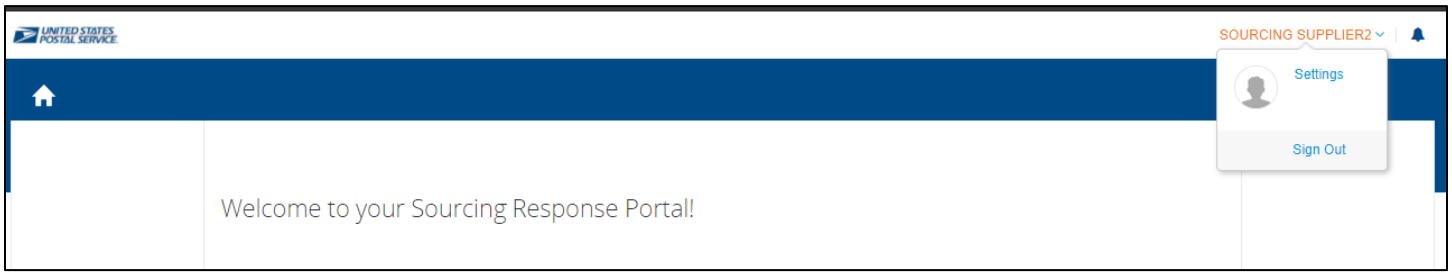
When logged in to the Sourcing Response Portal access the notifications bell icon next to your username.



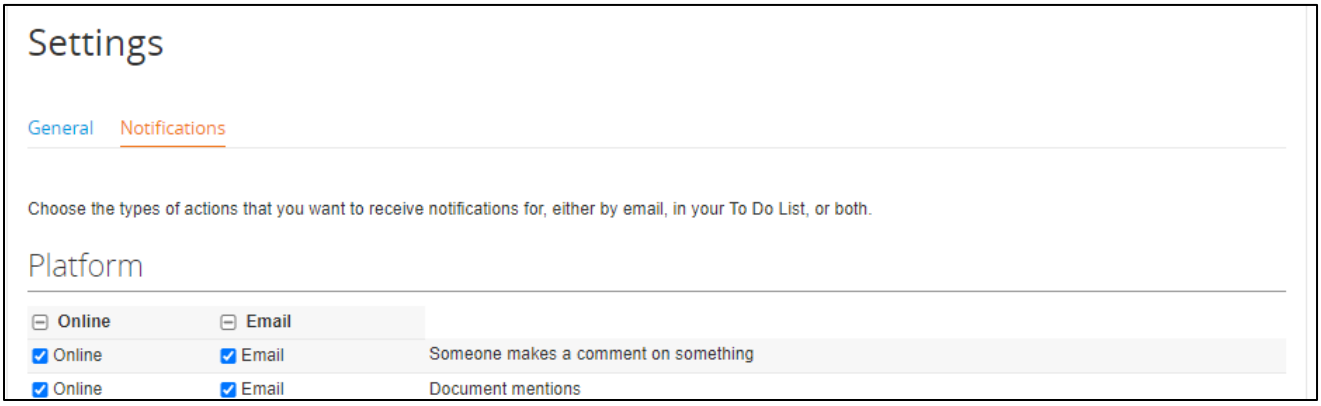
Notifications for any events you are invited to will be listed here.

Accessing Settings

When logged in to the Sourcing Response Portal access the settings under your username.



Clicking the Settings hyperlink will allow you to change or password or modify how you are notified of different event activities.



You can change the way (online, email, or both) for different notifications listed.

Accessing a Sourcing Event as a Supplier

FAQ's

1. **Why doesn't this QRG go through how to use the new platform?**
   For ease of use. We wanted to have smaller, focused guides for specific issues. This guide will help with any access issues, the other QRG has details on how to use the platform after you've successfully logged in. The Sourcing Event (for Suppliers) QRG is embedded below for reference.

2. **I've never logged in before, but my first-time email doesn't have the Password Create links.**
   If you have received an invitation that has the I Intend to Participate and View Event buttons, click either button and proceed with the Resetting Your Password steps. This will happen if the original request was not acted upon.

3. **What is my username?**
   Username is provided to you in the initial invitation where you set up your password. If you are unsure of your username, locate your original invitation to track the email or set of letters/numbers that identifies you as a unique user..

4. **I used my email in the Forgot Username or Password link and it says I'm not a valid user/didn't receive a forgot password email, what do I do now?**
   That means one of three things:
   1. You received an invitation email and didn't use the password reset link in the 7-day window. You need to reach out to the Event Owner to resend your invitation.
   2. You received an invitation email and clicked the password reset link but didn't enter a password. You need to reach out to the Event Owner to resend your invitation.
   3. You were not invited to any events. Please wait for an invitation email to participate in future events.

5. **I want to invite other people in my company to this event, how do I do that?**
   That is not allowed for security, privacy and compliance reasons. Any person participating in an event must be included in USPS records for the supplier. You can work with USPS to update your records.

6. **How do I access the Sourcing Response Portal without using an email to route to the login page?**
   You can access your Sourcing Response Portal directly via this link: https://ebuyplus.coupahost.com/sessions/supplier_login

7. **What can I see in the Sourcing Response Portal?**
   You can see all events you've been invited to.

8. **Why am I being asked to create a password when I already set up my CSP profile?**
   The Coupa Supplier Portal is used to manage Orders and Invoicing. The Sourcing Response Portal is used only for events and is more tightly protected than CSP. You cannot access other customer info on the Sourcing Response Portal like you can in CSP.

9. **Why do I have to log in to this other area for Sourcing when there is a Sourcing tab in CSP?**
   That tab in CSP is for *public* sourcing events. USPS does not participate in public events.

Accessing a Sourcing Event as a Supplier

Additional Coupa Resources

Coupa Sourcing Supplier FAQ:

https://success.coupa.com/Suppliers/For_Suppliers/Sourcing_Supplier_FAQ

USPS Sourcing Event (for Suppliers) QRG:

Please see attachments in pdf

Sourcing Event QRG (For Suppliers).pdf