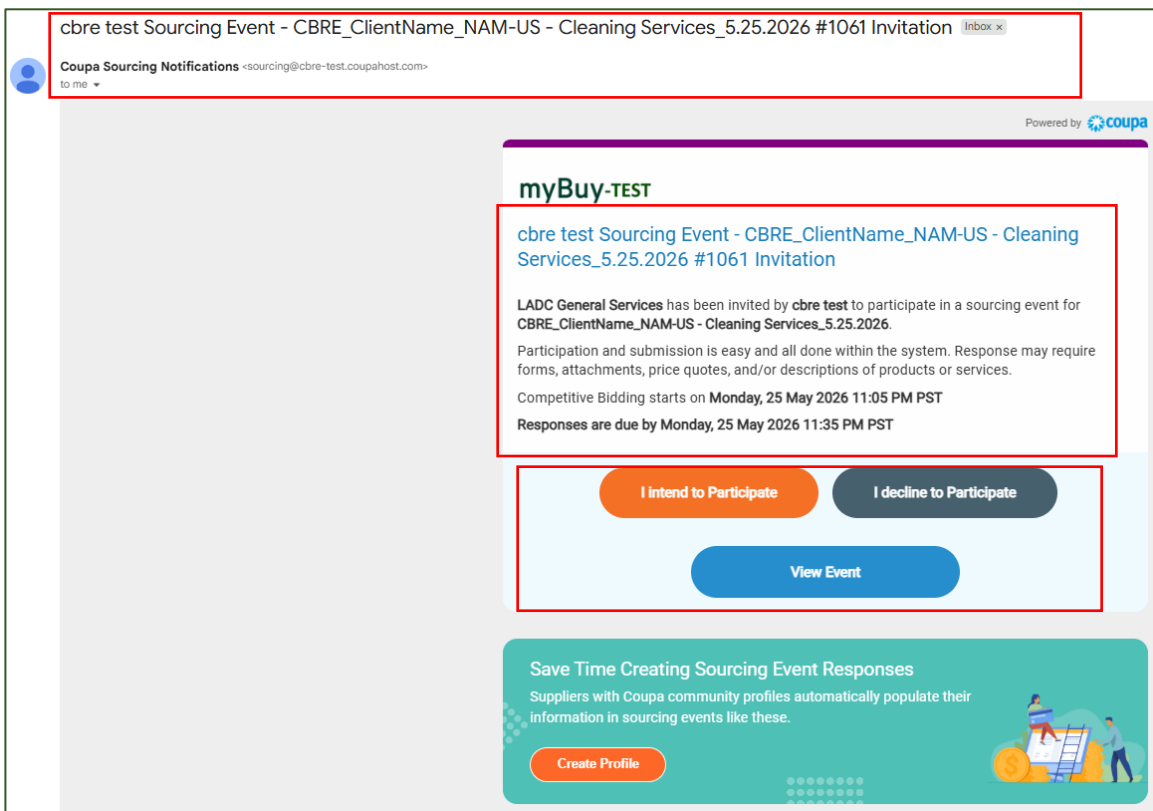


Dutch Reverse Auction Supplier's View

Step 1: Locate the Invitation Email and Look for an email from CBRE Coupa Sourcing Notifications with a Subject Line Format: [Test Name] Sourcing Event - [Event Name] #[Event Number] Invitation.

Before clicking any buttons, review the live window in the center of the email body, details such as **Competitive Bidding Starts and Responses are due.**

- **Event Details:** Displays the project name, start date, and response deadline.
- **Intend to Participate:** Orange button to confirm attendance.
- **Decline to Participate:** Grey button to opt-out immediately.
- **View Event:** Blue button to enter the staging area



Step 2: Accessing the Landing Page & Confirming Intent. After clicking View Event from the email, the supplier lands on the event preparation page. **The auction timer** in the top right is already counting down for Step 1.

1. Set the **Do you intend to participate?** dropdown to **I intend.**
2. Quickly review the **Event Information & Bidding Rules panel.**
3. Click the blue **Enter Response** button in the bottom right corner.
4. Ensure you click this before the '**Time left in the current step**' timer reaches zero.
 - **Participation Dropdown:** Confirms the supplier's intent to bid.
 - **Bidding Rules:** Shows critical info ("Bids will decrease price every 1 minute").
 - **Step Countdown:** Red timer showing the remaining time to join the current round.
 - **Enter Response Button:** The gateway to the active bidding screen.

CBRE_ClientName_NAM-US - Cleaning Services_5.25.2026 - Event #1059 Prebid In Progress

Prebidding Countdown 03 : 54

Event info My Response

Liberty Ann Sison made the following changes to this event

cbre test made the following changes to the sourcing event: CBRE_ClientName_NAM-US - Cleaning Services_5.25.2026.

Event timeline

Updated "Bidding time" from "05/25/2026 11:40 PM" to "05/25/2026 10:28 PM"
 Updated "Start time" from "05/25/2026 11:30 PM" to "05/25/2026 10:23 PM"
 Updated "End time" from "05/25/2026 12:10 AM" to "05/25/2026 10:58 PM"

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.

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? Intend

Choose an answer

Intend

Accept Terms and Conditions

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules

Automatic bid time interval
 Bids will increase price every 3 min
 Buyer may choose to award individual line items

Buyer Attachments

Timeline

May 25	May 25	May 25
Pre-Bid Start 10:23 PM Asia/Mexia 0h : 5min	Bidding Start 10:28 PM Asia/Mexia 0h : 30min	Event End 10:58 PM Asia/Mexia 00:00

Enter Response

Please note: If you enter in advance or early, this banner states "Sourcing Event # has not started yet". Once that timer hits 00:00, the page will automatically refresh or unlock.

Sourcing Event #1059 has not started yet.

Pre-prebidding Countdown 00 : 36

Step 3: Please note that entering a response during the pre-bid phase is optional. Any baseline prices entered between Event Start and Bidding Start do not count as live auction bids. To participate and qualify for the project, you must actively click the **Accept Bid** button when your desired price is offered during the live auction.

CBRE_ClientName_NAM-US - Cleaning Services_5.25.2026 - Event #1059 Prebid In Progress

Prebidding Countdown 01 : 16

Event info My Response

Liberty Ann Sison made the following changes to this event

Attachments

Liberty Ann Sison has not provided any Attachments for this event

Forms

Liberty Ann Sison has not provided any Forms for this event

Items and Services

Items Not in Lots (1 Items)

Unnamed Item		Expected Quantity a Price per Unit		1,200.00 USD
Expected Quantity	Capacity	* Price per Unit	* Currency	
1 Each	1	1,200	USD	
* Required fee				Total 1,200.00 USD

History

I have reviewed the changes to this event Import from Excel Save Draft Submit Response

Step 4: This shows the Live Bidding in Progress. The event has transitioned into the live Dutch Reverse Auction phase. If you choose to secure the business at the currently displayed price, you must act fast. Click the blue **Accept Bid** button in the bottom right corner.

- **Red countdown clock:** Time left in the current step, You are currently in Step 1 of the auction. The current price is locked for the remainder of these 2 minutes and 31 seconds. If the clock hits 00:00 and no supplier takes action, the auction moves to Step 2, and the price will automatically increase by the buyer's predefined increment.
- **Step Indicator:** A small grey arrow box directly beneath the timer marks this as Step 1.
- **Items and Services:**
 - a. **Capacity:** 1 (indicating the supplier is bidding on 100% of the required volume)
 - b. **Price per Unit:** 1,000.00 (This is the opening price for Step 1).
 - c. **Total Box (Right Side):** Formats the total value for this item block as 1,000.00 USD.

CBRE_ClientName_NAM-US - Cleaning Services_5.25.2026 - Event #1059 Bidding in Progress

Time left in the current step: **02:31** mins secs

Event info My Response

Attachments
Liberty Ann Sison has not provided any Attachments for this event

Forms
Liberty Ann Sison has not provided any Forms for this event

Items and Services

Items Not In Lots (1 items)

Expected Quantity	Capacity	Price per Unit	Currency	Expected Quantity x Price per Unit
1 Each	1	1,000.00	USD	1,000.00 USD

Total 1,000.00 USD

History

You will confirm your bid on the next page. **Accept Bid**

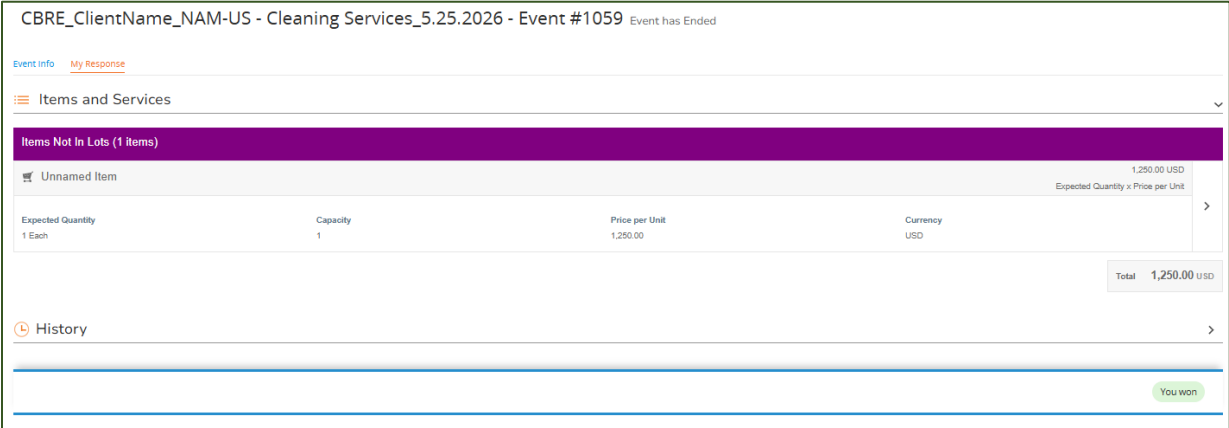
Step 5: When the **Submit bid** pop-up window appears, carefully read the text verification block. Because a Dutch auction is a first-come, first-served event, clicking confirm will instantly stop the auction for all participants, lock your pricing in place, and declare your company the winner.

Submit bid X

Are you sure you want to submit bid? This will make you a winner and end the auction.
This can not be undone.

Cancel Submit

Step 6: Once you click **Submit**, the window will close, and your dashboard screen will update to show that the event has ended or showing “**You won**” Your submission was recorded as the first successful click in the system, legally making you the awarded supplier for this sourcing event.



For additional support, please submit a ServiceNow ticket to our [Sourcing Support Team](#).