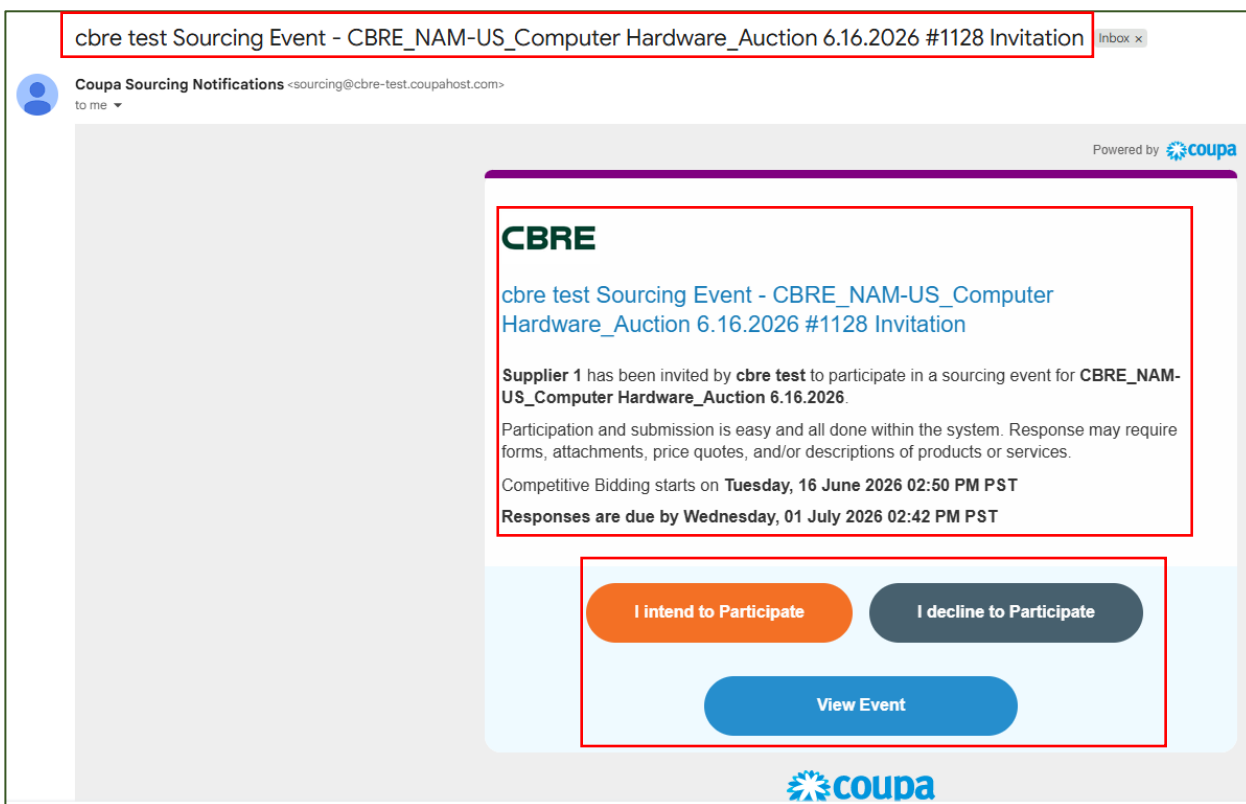


English Reverse Auction Supplier's View

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 timer will be visible at the top right corner of the screen.

1. Set the **Do you intend to participate?** dropdown to **I intend** and click **Submit**.
2. Accept the Terms and Conditions and NDA by selecting **Yes** and click **Send to Event Owner**.

Event Info

Bidding Countdown: 14 days 23 hrs

Supplier has been invited by cbre test to participate in a sourcing event for CBRE_NAM_US_Computer Hardware_Auction 6.16.2026. 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.

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? I intend Submit

Accept Terms and Conditions

Terms and Conditions
[CBRE_Supplier_Code_of_Conduct_English_Updated_August_2025_\(1\).pdf](#)

Do you accept these Terms and Conditions?
 Yes
 No

Terms and Conditions
[Confidentiality_Agreement_Mutual_US_Form_03-13-17_FINAL_click-through_NDA_\(1\).pdf](#)

Do you accept these Terms and Conditions?
 Yes
 No

Send to Event Owner

Step 3: Review the **Event Information & Bidding Rules**, note these specific auction constraints set by the buyer:

- **Automatic Extensions:** If a new "best price" is submitted near the end, the clock automatically extends, giving everyone at least 7 minutes to respond.
- **Anonymous Best Price:** You will only see how your price compares to the leading "Best Price." You will not see competitor names.
- **Improvement Increment:** Every new bid you submit must improve upon the current best bid by at least 1.00% (for Event Total, Lots, and Items).

Step 4: Check the Timeline Status, The auction has officially entered the active bidding window (it started today, Jun 16 at 02:50 PM). You have 14 days and 23 hours left to participate before it closes on Jul 01. Click the blue **Enter Response** button located in the bottom right corner of your screen.

Event Information & Bidding Rules

Automatic Bid Extensions
 You will have at least 7 minutes to respond after a new best price is submitted.

Anonymous Best Price
 During competitive bidding, you will see your Price in comparison to the 'Best Price'.
 Example 'Best Price' is 352.00 USD.

Incremental Bidding (Auction) Rules
 Ties for 1st place are allowed for:
 • Event-Total
 • Lots
 • Individual-Items

During competitive bidding, you must improve over the best bid by:
 • Event Total — 1.00%
 • Lots — 1.00%
 • Items — 1.00%

Your responses are viewable by buyer once submitted
 Buyer may choose to award individual line items

Buyer Attachments

Timeline

Jun 16 Pre-Bid Start 02:48 PM Asia/Manila 0h : 1min

Jun 16 Bidding Start 02:50 PM Asia/Manila 14d : 23h : 52min

Jul 1 Event End 02:42 PM Asia/Manila 00:00

Enter Response

Step 5: This shows the Live Bidding in Progress. You are in the active bidding phase of an English reverse auction. Your countdown clock is critically low, showing only 02 minutes and 57 seconds remaining.

- **Red countdown clock:** Time left in the current step.
- **Current Best Price:** The system indicates that **8,500.00 USD** is currently marked as the green "**Best Price**" placeholder.
- **Your Current Entry:** Your *Price per Unit* field is currently filled in with 8,500.

Step 6: You must bid lower than the current best price to win. Click inside the white **Price per Unit** input box and type in a lower number. If you want to automatically calculate the minimum required drop to take the lead, click the **Make me Best Price** button at the bottom right. This automatically adjusts your text fields to the exact maximum winning amount allowed.

Note: According to the 1.00% rule reviewed in Bidding Rule, your new price must be at least 1% lower than the standing best bid (e.g., maximum bid of 8,415.00 USD or lower). In case submitted bid is too high to be accepted, Below error message will appear.

Please improve your price by at least 1.0% over Best Price
 Please improve your price for lot test name by at least 1.0% over Best Price

Step 7: Once your new price is typed into the box, immediately click the **Submit Response** button in the bottom right corner.

Note: Clock Extension Rule: Submitting a valid leading bid now will reset the countdown timer back to **7 minutes**, giving you a buffer against sudden lockouts.

If rank visibility is enabled, your current standing among participating suppliers will appear below.

For additional support, please email the [Sourcing Support Team](#).