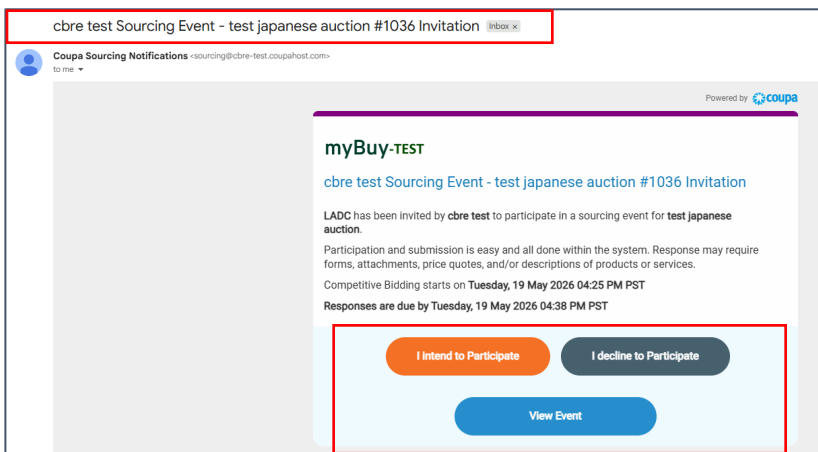


Japanese Reverse Auction Supplier's View

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.**

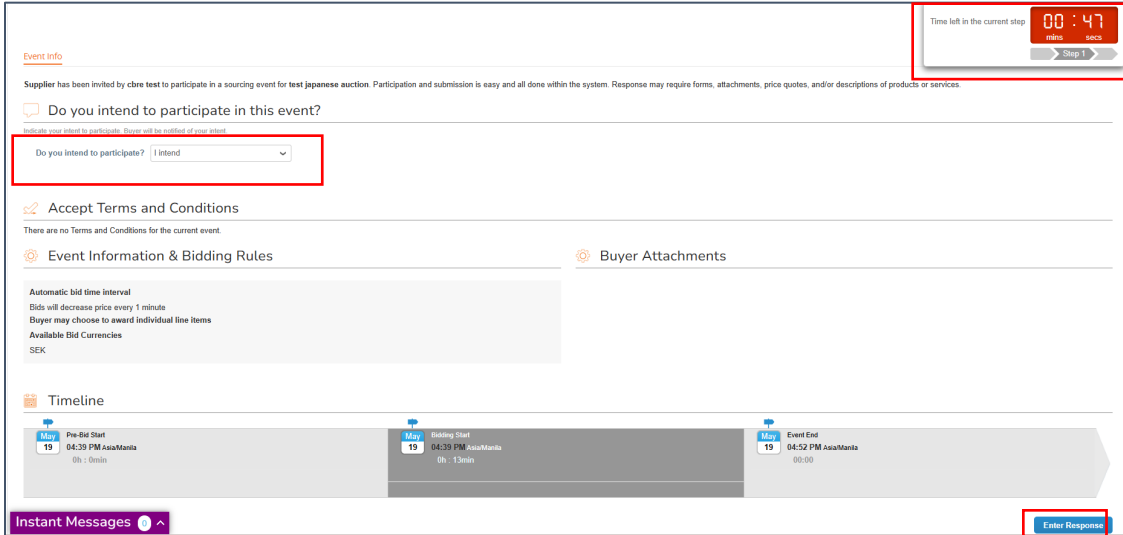
- **Event Details:** Displays the project name, start date, and response deadline.
- **Intend to Participate:** Orange button to confirm attendance.
- **Decline to Participate:** Grey button to opt-out immediately.
- **View Event:** Blue button to enter the staging area



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.

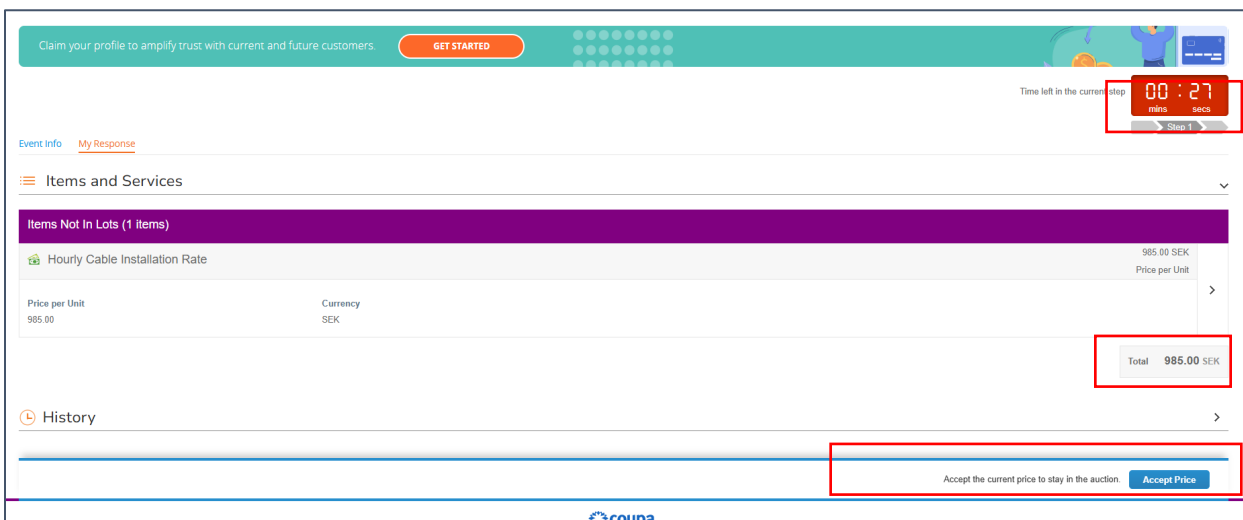
1. Set the '**Do you intend to participate?**' dropdown to **I intend.**
2. Quickly review the Event Information & Bidding Rules panel.
3. Click the blue **Enter Response** button in the bottom right corner.
4. Ensure you click this before the 'Time left in the current step' timer reaches zero.
 - **Participation 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.



Step 3: Active Bidding & Price Acceptance

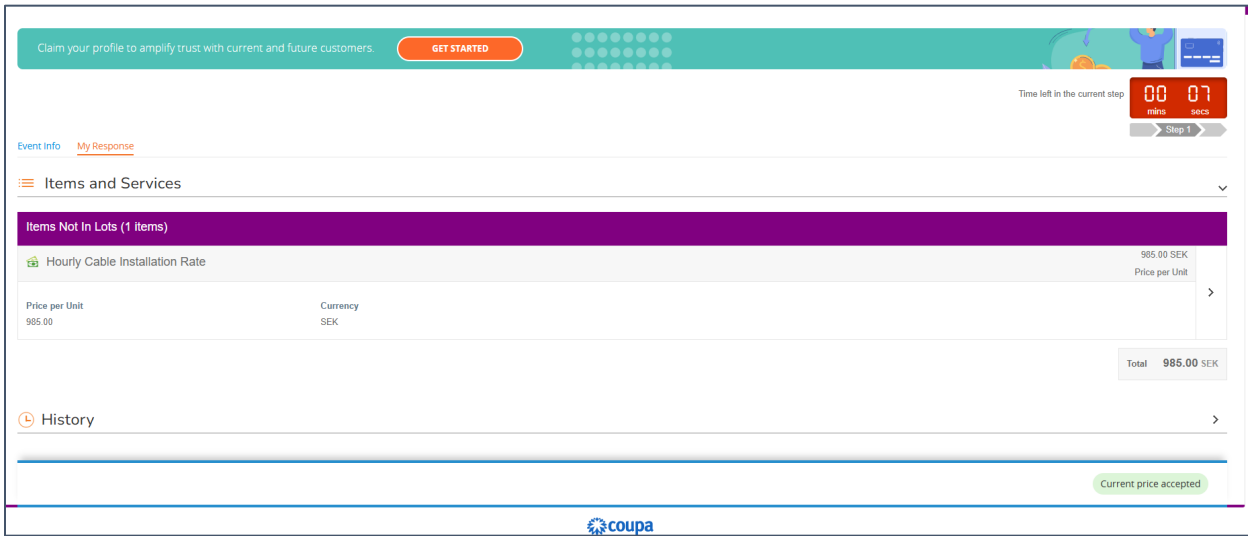
This is the live bidding interface. The supplier must decide whether to accept the displayed price level before the clock runs out.

- **Current Round Price:** Shows the target price for the current step (985.00 SEK for Hourly Cable Installation Rate).
- **Step Countdown:** Displays the remaining time (00:27) to make a decision for this round.
- **Accept Price Button:** The critical action button located at the bottom right toolbar.

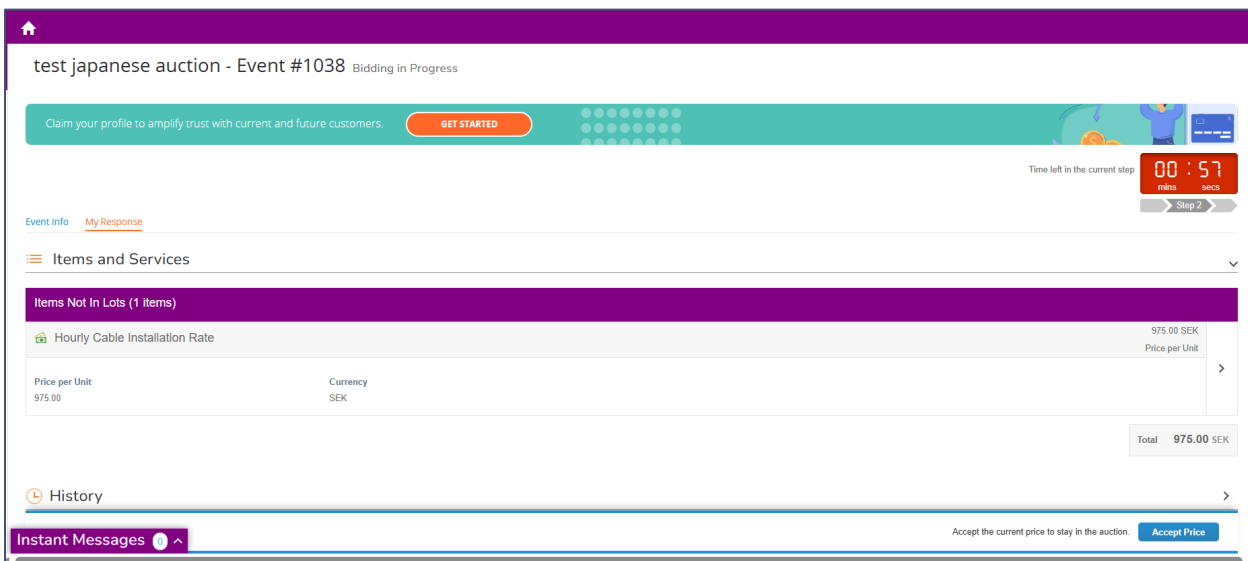


Step 4: Price Acceptance Confirmation & Waiting for Next Round

This screen confirms that the supplier has successfully submitted their response for the current step. They are now safe for this round.



- **Green Confirmation Badge:** The blue **Accept Price** button has changed to a light green badge reading '**Current price accepted**'.
- **Waiting Period:** The countdown timer shows the remaining seconds (**00:07**) left in Step 1.



Step 5: Auction Conclusion

This screen appears when the e-auction officially finishes, either because the time limit expired or all other competitors opted out.

1. Once the auction concludes, look for the '**The event has now ended**' status confirmation in the bottom right corner.
2. Your participation is complete, and your final accepted price is locked in the system.
3. No further actions are required. You may safely close your browser window. The sourcing team will contact you regarding next steps.

The screenshot shows the Coupa Sourcing interface for an auction event titled "test japanese auction - Event #1038". The event status is "Event has Ended". The interface includes a navigation bar with "Event Info" and "My Response" tabs. Below the navigation bar, there is a section for "Items and Services" with a dropdown arrow. Under this section, there is a table for "Items Not In Lots (1 Items)". The table has the following data:

Item Name	Price per Unit	Currency	Total
Hourly Cable Installation Rate	975.00	SEK	975.00 SEK

At the bottom right of the interface, there is a blue badge that reads "The event has now ended".

- **Event Status (Top Left):** Changes to 'Event has Ended'.
- **End Confirmation Badge:** The bottom right toolbar displays a blue badge reading The event has now ended.
- **Final Price Log:** Shows the last price round reached (975.00 SEK).

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