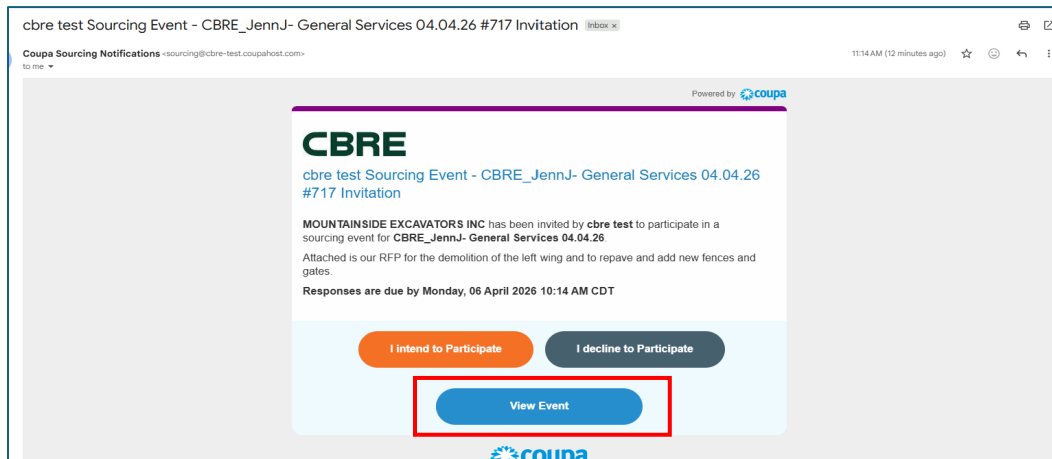


Responding to a Sourcing Event

Coupa allows buyers to run RFx and auction-like sourcing events to selected suppliers. Each event will display information about CBRE, start & end dates, type of event, and qualifying questions. Below are the steps needed to respond to an event.

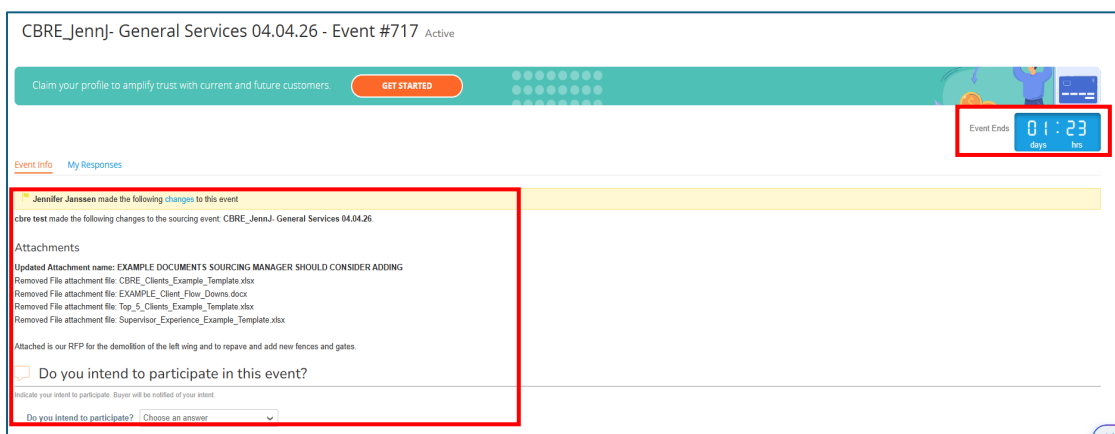
1. A CBRE buyer will send an email invitation to participate in the event. From the email you can select:
 - I intend to Participate
 - I decline to Participate
 - View Event

2. Select View Event



In the example above, the event was changed by the buyer. Once the buyer submits the changes to production, you will receive a notification email.

You can view the changes that were made under the Event Info tab. Throughout the event, the Event countdown times will be displayed.



3. Select I intend.

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? Choose an answer
Choose an answer
I intend

4. Select Submit

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

5. Review and agree to the Terms and Conditions, select Send to Event Owner. If you do not agree to the Terms and Conditions, you will not be able to respond to the event.

Accept Terms and Conditions

Terms and Conditions
CBRE_Supplier_Code_of_Conduct_(English)_Updated_August_2025.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.pdf

Do you accept these Terms and Conditions?
 Yes
 No

Send to Event Owner

6. The Enter Responses button will only be enabled after you have agreed to the T&Cs. Select Enter Responses to respond to the event.

Event Information & Bidding Rules

Event will end at the Event End Time.
Responses are sealed until event closes.
Buyer may choose to award individual line items.

Buyer Attachments

Timeline

Event Start: 10:14 AM America/Chicago
Event End: 10:14 AM America/Chicago

Enter Responses

7. Once you enter the event you will be able to:

- Enter your name
- Review any event related attachments
- See the countdown timer
- Review Event Info and My Response tabs
- Event Creator (CBRE person who created and submitted the event)

Event Info My Responses MOUNTAINSIDE EXCAVATORS INC - #591

Event Ends: 01:23 days hrs

Attachments

Provided by Jennifer Janssen

Attachment: EXAMPLE DOCUMENTS SOURCING MANAGER SHOULD CONSIDER ADDING

Your response: Response to EXAMPLE DOCUMENTS SOURCING MANAGER SHOULD CONSIDER ADDING

8. The Forms section houses the qualifying questions from the buyer. Remember to select Save throughout your work. Use the Hide/Expand arrows in the right margin to facilitate overview.

- You can respond within the user interface or select Import from Excel at the bottom of the page and download a Response Template. Review and respond to the questions offline and then upload the file back into the event.

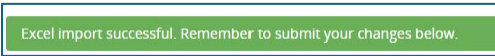
- Once the Response Template is downloaded, Items & Services and Forms will be in separate tabs. Add your responses in the yellow boxes.
 - Save the file on your computer. Make sure the name is exactly the same as that of the original downloaded file.

Item / Service	Supplier Response Fields			
	Unit Bid Price (Number)	Bid Price Currency (Text)	Cost Formula (Text)	Labor Cost (Number)
Site Demolition	0 USD		Total Cost per Unit = Total Cost	
Asphalt Paving	0 USD		Total Cost per Unit = Labor Cost + Material Cost	
Install Fences and Gates	0 USD		Total Cost per Unit = Labor Cost	
Fences and Gates- Materials	0 USD		Total Cost per Unit = Material Cost + Shipping Cost	

Some key things to note:

- Buyer requested attachments need to be uploaded directly in the user interface
- Any multi-check box question, will need to be reviewed and responded to directly in the user interface
- Conditional formatted questions will have to be answered in the user interface
- Mandatory information is marked by a 'Yes'

11. A green banner will appear with a successful import.



12. Review the form questions to ensure all items were corrected answered. As noted above, multi-check box questions will not be completely answered. Any response highlighted in yellow was updated through the import. You can add to it or update your responses within the under interface.

- Remember any requests from the buyer for attachments, will need to be completed directly in the user interface. Mandatory questions are marked with a red asterisk.

* Would your company have the ability to track each of the following KPIs (select below all KPIs that your company could track):

- TRIR / Safety Rating
- NFPA & AHJ Compliance (No Red Tags)
- Response-Time Compliance (SLAs)
- Customer Satisfaction
- Invoice Accuracy
- Reduction in Delinquent Work Orders
- Reduction of Total Reactive Spend
- Other/s (Explain)
- None (Explain)

If selected Others/None, please provide details in the next section.

Forms

1. Sourcing - CBRE Overview and Bidder Instructions

Please answer the questions below

CBRE Overview and Bidder Instructions

* Please acknowledge that you have read and complied with the instructions document

Yes No

Save

13. The Items and Services sections will house the pricing requests from the buyer. If you choose to enter these costs directly into the user interface, there will be areas to do so.

Items and Services

Items Not In Lots (4 Items)

Site Demolition 4,500.00 USD Total Cost per Unit

* Currency USD

* Total Cost 4,500

Total Cost per Unit = Total Cost

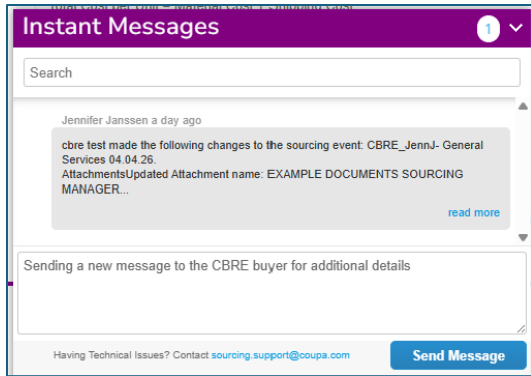
Asphalt Paving 450.00 USD Total Cost per Unit

* Currency USD

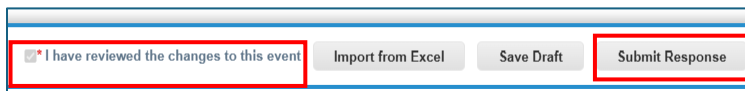
* Labor Cost 150 * Material Cost 300

Total Cost per Unit = Labor Cost + Material Cost

14. Post all questions regarding the event in the Message center at the bottom of the event page. The questions are relayed to the Event Team and you will get an email notification when they have posted the answers. The answer is also shown in the Message center as are the possible updates to the event.



15. If any updates or changes were done to the event by the buyer, your submissions will need to be reviewed and resubmitted. Make sure you check the box that indicates you have review the changes and select Submit Response.



16. A green banner will display a successfully response submitted message



17. If the email invitation was forwarded to others within your company, you will be able to see who is responding and use the pencil icon under Actions to edit and submit responses. This is only an option, if the buyer has enabled multiple responses allowed on the event.

