



PowerAdvocate Sourcing

Supplier Frequently Asked Questions

Supplier Frequently Asked Questions (FAQs)

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Supplier FAQ #1: How do I log in to PowerAdvocate?

1. Point your browser (Internet Explorer 6 or higher) to the following website:
<https://www.poweradvocate.com/login.jsp>

<https://www.poweradvocate.com/login.jsp>



2. If you are already registered with PowerAdvocate and remember your Username and Password, enter them and click "Login"

PowerAdvocate - Login

User Name:

Password:

[Forgot User Name or Password?](#)

Login

3. If you have forgotten your username or password, click the link to have it emailed to you

4. If you received an Invitation Email from a Bid Event Coordinator inviting you to register, follow the instructions in the email

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From: Joseph.Levesque@poweradvocate.com
Sent: Monday, April 13, 2009 1:51 PM
To: Levesque, Joseph
Subject: A Bid Event Invitation from PowerAdvocate

Jeff Smith,

This email confirms that you have been invited by Joe Levesque of PowerAdvocate to participate in the "Temporary Staffing Services" bid event on the PowerAdvocate Sourcing Intelligence platform.

Please follow the link below to register. Important Note: This invitation was sent to "Jeff Smith" with the email address Joseph.Levesque@poweradvocate.com. If you are Jeff Smith, please make sure you enter Joseph.Levesque@poweradvocate.com in the Security Check screen.

You will have the opportunity to edit your email address after you complete your registration.

http://www.poweradvocate.com/pR.do?key=16461&key=215&key=14

PowerAdvocate has selected PowerAdvocate Sourcing Intelligence to conduct sourcing events for a wide variety of materials and services in the power industry.

If you have any questions or concerns, we urge you to contact the bid coordinator Joe Levesque at 617-896-7510.

If you have any difficulties completing your registration, please call 857-453-5800 or send an email to support@poweradvocate.com
    
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Quick Tips

- PowerAdvocate support is available during standard business hours (8-8 Eastern).
- Usernames and passwords are case-sensitive.
- Once logged in, users are able to access information based on event configuration.

Supplier FAQ #2: How do I access the event I've been invited to?

Event / Buyer	Msg	Open	Close	Download RFX	Upload Proposal	Commercial	Technical	Pricing
15 MVA Auxiliary Transformer Electric Power Utility	1/4	10/09/07 9:00 AM EDT	10/11/07 5:00 PM EDT	1	2	3	4	5
Feedwater Pump Electric Power Utility	3/3	10/01/07 8:00 AM EDT	10/15/07 4:00 PM EDT	1	2	3	4	5
Regular Event Related Events: Round 1 Round 2 Round 3 Poweradvocate		10/07/07 8:00 AM EDT	10/18/07 4:00 PM EDT	1	2	3	4	5

Events above the line are "Open" for Bidding. Events below the line are Closed or Pending

Open and close times are listed

1. Step 1: Download the bid package

2. Step 2: Upload your bid docs, proposal info and supplementary data

3. Steps 3, 4 and 5: Fill out the online datasheets

Number of Unread and Total Messages; links to the Messaging Center (see FAQ #6)

Quick Tips

- Suppliers' responses are guided by a simple 5-step process.
- Certain screens (Pricing, for example) will not be accessible after the bid closes.
- Multiple supplier contacts can access bid events if they were invited by the Buyer.

Supplier FAQ #3: How can I view and download the bid package?

Distribution Transformer: Round 2 (View: [Round 1](#) | [Round 2](#)) Poweradvocate

Open: 04/19/07 08:00:00 AM EDT Close: 04/27/07 04:00:00 AM EDT Time Remaining: 6 days 13 hours 16 mins 9 secs

Buyer Contact: Joe Levesque ✉

1. Download RFP 2. Upload Proposal 3. Commercial Data 4. Technical Data 5. Pricing Data

Select All Download Selected Files Clear All

Addenda

Document Description	<u>Copied From</u> <u>Prev Round</u>	Issue Date	Ref ID	Rev #	File Name	File Size	Download
Note to Bidders	✓	11/10/06			Intent to Bid.doc	27 KB	<input checked="" type="checkbox"/>

Technical Information

Document Description	<u>Copied From</u> <u>Prev Round</u>	Issue Date	Ref ID	Rev #	File Name	File Size	Download
Loss Calcs	✓	11/10/06			Loss Calculations.xls	11 KB	<input type="checkbox"/>
Spec	✓	11/10/06			InsulatingOilSpec88-40-001.pdf	9 KB	<input type="checkbox"/>

1. Go to Tab 1, Download RFP

2. You may view the document directly by clicking the “File Name” link...

3. ...or check off the docs you want to download

4. ...and click “Download Selected Files” and the files will be zipped and downloaded

Quick Tips

- Revision # is important to ensure you have the latest version of files.
- One, Some, or All documents can be downloaded into a zip file.
- Documents can be viewed individually by clicking the “File Name” link.

Supplier FAQ #4: How do I upload my proposal documents?

Distribution Transformer: Round 2 (View: [Round 1](#) | [Round 2](#))

Poweradvocate

Open: 04/19/07 08:00:00 AM EDT Close: 04/27/07 04:00:00 AM EDT Time Remaining: 6 days 13 hours 1 min 60 secs

Buyer Contact: Joe Levesque

- 1. Download RFP
- 2. Upload Proposal
- 3. Commercial Data
- 4. Technical Data
- 5. Pricing Data

Submit Bid Proposal

Select Document Type	Document Description	Issue Date	Reference ID	Revision #
(Select from List) <input type="text"/>	<input type="text"/>	04/20/2007 <input type="text"/>	<input type="text"/>	<input type="text"/>

Select File (Click "Browse" to Select File and "Submit Document" to Begin Upload)

Bid Submissions

Technical Information

Document Description	Copied From Prev Round	Issue Date	Ref ID	Rev #	File Name	File Size	Upload Date	Actions
Proposal Details		4/20/07		3.4	Reference Information.doc	44 KB	4/20/07	

1. Go to Tab 2, Upload Proposal
2. Select Document Type: Commercial, Technical, or Addenda
3. Enter "Document Description"
4. Browse computer or shared drive to find document....
5. Click "Submit Document"

Quick Tips

- Any file format or file size is accepted.
- Use the "Document Type" field to specify the content of the submittal.
- Late documents are accepted, but are flagged in red text.

Supplier FAQ #5: How do I fill out the required datasheets?

The screenshot shows a web interface with five tabs: 1. Download RFP, 2. Upload Proposal, 3. Commercial Data (active), 4. Technical Data, and 5. Pricing Data. Below the tabs, there are sub-tabs for '1. Commercial Da ...' and '2. Commercia...'. A 'Printable' link is in the top right. A 'Save Data' button is on the left, with a warning message: 'Your information can be changed after it is saved. If you leave this page without saving it first, you will lose all unsaved data.' The form contains three sections: 'Pre-Bid Meeting Attendance' with a question 'Will you be attending the Pre-Bid Meeting?' and radio buttons for 'Yes' and 'No'; 'Site Visit Attendance' with a question 'Will you be attending the site visit?' and radio buttons for 'Yes' and 'No'; and 'Contact Information' with four input fields: 'Primary Contact', 'Phone Number', 'Mobile Number', and 'E-mail Address'. Red arrows point from the 'Save Data' button to step 3 and from the 'Pre-Bid Meeting Attendance' and 'Site Visit Attendance' sections to step 2.

1. Go to
Tab 3: Commercial
Tab 4: Technical
Tab 5: Pricing
2. Fill out the
required
information in
the online web
form
3. Click “Save
Data” often
to prevent
data loss
4. Fill out additional
Commercial
datasheets as
required

Quick Tips

- Access to this page may be denied once the bid closes.
- A printable view is available by clicking “Printable” in the upper right hand corner.
- There is no “Submit” button. Data is automatically submitted when the bid closes.

Supplier FAQ #6: How do I communicate with the Bid Event Coordinator? (PowerAdvocate Messaging)

Distribution Transformer Delta Energy

Open: 10/16/07 08:00:00 AM EDT Close: 11/06/07 04:00:00 PM EST Time Remaining: 20 days 3 hours 59 mins 37 secs

Buyer Contact: Joe Levesque

1. Download RFP 2. Upload Proposal 3. Commercial Data 4. Technical Data 5. Pricing Data **Messaging**

Create New Message Do you wish to be notified by Email when new message activity is available for this event? Yes No

Status	Date	From	Company	Subject	Actions
	10/17/07 12:53 PM EDT	Fred Smith	Supplier Company Demo	Cannot attend pre-bid meeting	
	10/16/07 11:33 AM EDT (2)	Joe Levesque	Delta Energy	Intent to	

Date	To	Subject
10/17/07 12:53 PM EDT	Buyer Team	Cannot attend pre-bid meeting
10/16/07 11:13 AM EDT	Buyer Team	Intent to bid required?

View Message

Subject: Cannot attend pre-bid meeting

- 10/17/07 12:53 PM EDT; Fred Smith; Supplier Company Demo to Buyer Team

From: Fred Smith; Supplier Company Demo

To: Delta Energy Buyer Team

Cc: Supplier Company Demo Bid Team

Date: 10/17/07 12:53 PM EDT

Subject: Cannot attend pre-bid meeting

Message:

I cannot attend the pre-bid meeting as scheduled. Is there another time we can meet?

1. Click the event's "Messaging" tab or the link in the Msg column on the Dashboard.
2. Click the "Create New Message" button
- or
3. Click the message subject to view the message
4. Type a new message, reply to a message, or close a message

Quick Tips

- New messages are sent to the BEC and copied to the Buyer and Supplier Teams.
- BEC can reply to the message; replies are sent to the Buyer and Supplier Teams.
- Suppliers can receive email notification of new PowerAdvocate messages.

Supplier FAQ #7: How do I get more help if I need it?

1. Call PowerAdvocate support at 857-453-5800 or email support@poweradvocate.com

2. If you have additional questions, you may access the Help System from the top level navigation

3. The Help System pops up in a new window

4. Use full-text search and get a ranked list of relevant help topics

The screenshot shows the PowerAdvocate Help System interface. At the top, there is a navigation bar with 'Profile', 'Company', 'Help' (highlighted with a red box), and 'Logout'. Below this, a search window is open, showing a search bar with 'rfe' entered, a search button, and a filter dropdown set to '(unfiltered)'. Below the search bar is a table of search results with columns 'Rank' and 'Title'. The results are: 1. Downloading RFP Documents, 2. Downloading Post Bid Documents, 3. About PowerAdvocate Navigation, and 4. About Bid Events. A red dot is placed on the first result. To the right, a window titled 'Downloading RFP Documents' is open, showing instructions and a table of technical information for a document named 'Pier23 Pilings RFP'.

Document Description	Issue Date	Ref ID	Rev #	File Name	File Size	Download
Pier23 Pilings RFP	5/30/06	133-01	C	p23pile.pdf	742 KB	<input type="checkbox"/>

Quick Tips

- PowerAdvocate support is available during regular business hours (8-8 Eastern).
- The user guide can be downloaded from within the help system.
- The help system is fully navigable, with features such as search term highlighting.

Supplier FAQ #8: Additional Information

- **Web Address:** Our website is www.poweradvocate.com
- **Back Button:** Avoid using your browser's back button, as it can cause issues.
- **Browser:** The PowerAdvocate website requires Internet Explorer 6 or higher. Firefox, AOL, Safari, Netscape and Mozilla are not supported.
- **Operating Systems:** Only PCs running Windows are supported.
- **Popups:** Make sure your Internet Explorer settings or popup-blocker are set to allow popups from PowerAdvocate.
- **Sessions Timing Out:** Your network may be set up to time you out after a certain period of time. Save your work early and often.
- **Special Characters:** You cannot upload documents that have special characters (i.e., #, &, *) in the name.
- **Case-Sensitivity:** Usernames and passwords are case-sensitive
- **Bid Status Descriptions:**
 - Pending: Bid Open Time has not passed yet; Bid is in the process of being developed, documents uploaded, etc. ; Suppliers cannot access any information
 - Open: Open time has passed, but Close Time has not; Bid is open but changes can still be made, if required; Suppliers can access the bid, download documents, upload submittals and fill-in datasheets.
 - Post Bid: Bid Close Time has passed, but Bid has not been awarded; Bid is Closed for Bidding, but further information exchange is possible
 - Completed: Bid has been awarded to a supplier; No further changes can be made