

PowerAdvocate Sourcing Intelligence enables suppliers to access buyer RFPs and submit proposals over a web-based sourcing platform.

## Logging In

1. Launch Internet Explorer and go to [www.poweradvocate.com](http://www.poweradvocate.com).
2. Click the orange **Login** button.
3. Enter your account **User Name** and **Password** (both are case-sensitive).
4. Click **Login**.

## Dashboard

Your Dashboard lists the events you have been invited to. A line divides currently accessible events from others.

Click to view Contract Intelligence Dashboard

Buyer filter

Navigation bar

Dashboard

Event / Buyer	Msg	Open	Close	Download RFX	Upload Proposal	Commercial	Technical	Pricing
190-cbl-1: 190 First St. Cable/Wiring Electric Power Utility		05/16/10 8:00 AM EDT	06/08/10 4:00 PM EDT	1	2	3	4	5
T42g: Colorado River Sluice Gates Great Western Utilities	1/1	04/04/10 10:00 AM EDT	06/30/10 4:00 PM EDT	1	2	3	4	5
1998-01: Grid Expansion Electric Power Utility		09/01/10 8:00 AM EDT	12/29/10 4:00 PM EST	1	2	3	4	5

Buying entity

Click to view the event's Status tab

Number of unread/total messages  
Click to view the event's Messaging tab

Click numbers to view event tabs

Datasheet available

No datasheet available

Open & Pending Pre-Bid events

Pending (no Pre-bid) and Closed events

- To view details of a specific bid event, click the **1 2 3 4 5** buttons to view the corresponding tab within the event.
- To return to the Dashboard, click **Dashboard** in the navigation bar at the top of the window.
- An event will not appear on your Dashboard until the Bid Event Coordinator has added you as a participant.
- You may see a **Contracts** tab if a buyer subscribes to PowerAdvocate Contract Intelligence.

## Downloading Bid Packages

All of the buyer's bid package documents, including specifications and engineering drawings, are centrally stored on the PowerAdvocate platform. To view bid documents, click **1** on your Dashboard or on the **1. Download RFP** tab from within the event.

Status

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

Pre-Bid Bid

Select All Download Selected Files Clear All

Document Description	Issue Date	Ref ID	Rev #	File Name	File Size	Download
Pier23 Pilings RFP	5/30/10	133-01	C	p23pile.pdf	742 KB	<input type="checkbox"/>

- You can access the **Bid** sub-tab after the bid opens. You can access RFPs before the event from a **Pre-Bid** sub-tab if the buyer requires a Pre-Bid submittal; the buyer must approve your submittal before you can access the **Bid** sub-tab. Likewise, you will see a **Post Bid** sub-tab if the buyer invites you to participate in post-bid negotiations.
- To view or download a document, click the file name; you may be prompted to open or save the file.

- To download multiple documents:
  1. Select the checkbox in the **Download** column for each document you wish to download, or click **Select All**.
  2. Click **Download Selected Files**.
  3. Click **Start** to download a .zip file containing the selected documents.

## Uploading Proposals

To upload your proposal documents, click **2** on your Dashboard, or on the **2. Upload Proposal** tab from within the event.

Document Description	Issue Date	Ref ID	Rev #	File Name	File Size	Upload Date	Actions
Pier 23 Architectural	6/01/10	133-22	A	p23abp.pdf	420 KB	6/01/10	✎ ✕

- As with the **1. Download RFP** tab, you may be able to access and upload documents to **Pre-Bid**, **Bid**, and **Post Bid** sub-tabs as appropriate.
- To upload a document:
  1. Specify a **Document Type**, **Description**, and the additional document information data if applicable.
  2. Click **Browse**, locate the document on your computer, and click **Open**.
  3. Click **Submit Document**.
- Late documents are accepted at the Buyer's option, but are flagged in red text.

## Completing Datasheets

To view the event datasheets, click **3** **4** **5** on your Dashboard or on the **3. Commercial**, **4. Technical**, or **5. Pricing** tabs from within the event. Buttons/tabs are grayed out (e.g., **3**) if the buyer did not create a particular type of datasheet.

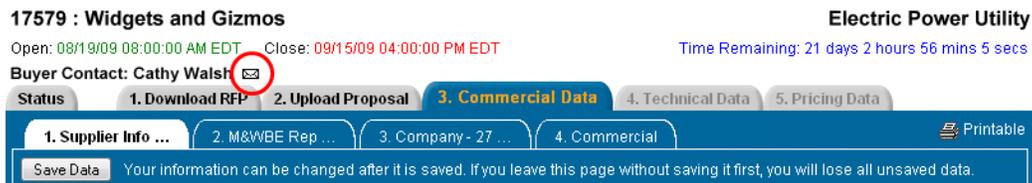
- Complete the datasheets over the course of the Bid Open period; datasheets may have multiple sub-tabs.
- Click **Save Data** often to avoid data loss. Once the bid closes, saved data is automatically submitted to the buyer.
- Once the bid closes, you are normally unable to modify datasheets. However, at the buyer's option, you may upload additional documents on the **2. Upload Proposal** tab (which are flagged as being late).
- To view a printer-friendly version of a datasheet, click **Printable**.

## Communicating with the Bid Event Coordinator

Buyer companies use one of two communication options within Sourcing Intelligence: Email or PowerAdvocate Messaging.

### Email

Click the  icon next to the Buyer Contact's name to contact them through your default email application (e.g., Outlook).



17579 : Widgets and Gizmos Electric Power Utility  
Open: 08/19/09 08:00:00 AM EDT Close: 09/15/09 04:00:00 PM EDT Time Remaining: 21 days 2 hours 56 mins 5 secs  
Buyer Contact: Cathy Walsh 

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

1. Supplier Info ... 2. M&WBE Rep ... 3. Company - 27 ... 4. Commercial 

Save Data Your information can be changed after it is saved. If you leave this page without saving it first, you will lose all unsaved data.

### PowerAdvocate Messaging

To send a message to the Bid Event Coordinator (BEC), go to the **Messaging** tab and click **Create New Message**. To read or reply to a message from the BEC, click the message subject.



Status 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...?  Yes  No

▼ Inbox (3) New/Unread (1)

Status	Date	From	Company	Subject	Actions
	9/29/07 2:58 PM EDT	Peter Holm	Elsbeth International	engineering specialist	 
	9/29/07 2:53 PM EDT	Cindy Walsh	Electric Power Utility	site visit rescheduled	 
	9/29/07 2:52 PM EDT (3)	Cindy Walsh	Electric Power Utility	structural specialist	 

► Sent (1)  
► Drafts (1)

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

## Getting More Information

- Click **Help** on the navigation bar to display the online help.



- User Guides and FAQs can be downloaded from the online help system.
- Call PowerAdvocate support at 857-453-5800 or email [support@poweradvocate.com](mailto:support@poweradvocate.com)
- PowerAdvocate support is available from Mon-Fri, 8 a.m. to 8 p.m. Eastern Time.