

PowerAdvocate Sourcing enables Suppliers to submit proposals in response to Buyers RFPs over a web-based sourcing platform.

Logging in to PowerAdvocate Sourcing

Existing users do not need to re-register on PowerAdvocate Sourcing — simply log in to access the platform. Please note that the Bid Event Coordinator must designate you as a participant for each bid event before it will appear on your Dashboard. If you cannot access a particular bid, please notify the Bid Event Coordinator.

- > Go to <https://www.poweradvocate.com> and click the orange “LOGIN” button.
- > Enter your user name and password and click “Login” (user names and passwords are case-sensitive).
- > If you have forgotten your user name or password, click the “Forgot Username or Password?” link, enter your e-mail address, and click “Request Password”.
- > Your browser will take you to the PowerAdvocate Sourcing Dashboard.
- > Only computers running Windows and using Internet Explorer 6 or greater are supported.

Bid Event Dashboard

The Bid Event Dashboard lists all of your bids, segmented by “Open”, which are above the line, and all others (“Pending”, “Post Bid”, and “Complete”) which are below the line.

Dashboard				Review Documents		Submit Documents		Fill-In Data Sheets		
Company Filter: All Companies				Download RFP	Upload Proposal	Commercial	Technical	Pricing		
Offering / Buyer	Msg	Open	Close							
Distribution Transformer: Round 2 Poweradvocate	1/1	04/19/07 8:00 AM EDT	04/27/07 4:00 AM EDT	1	2	3	4	5		
Distribution Transformer Poweradvocate		11/17/06 8:00 AM EST	12/01/06 4:00 PM EST	1	2	3	4	5		

- > To view details of a specific bid, click on a numbered button. Your browser will take you to the appropriate page.
- > To return to the dashboard, click the PowerAdvocate logo in the upper left hand corner.

Tab 1: Download RFP

All bid documents, including commercial and technical specifications, and engineering drawings, are centrally stored on the platform. To view bid documents, click on Tab 1. “Download RFP” for the event.

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

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

- > Once the bid open time has passed, suppliers will be able to access the RFx Documents.
- > To view or download a document, click the file name link. You may be prompted to open or save the file.
- > To download multiple documents, select the box next to the file names. Click “Download Selected Files”, and a small window will appear that states: Click “Start” to begin the download process. A zip file will then be created with the selected files. Click “Start”, and you will be prompted to open or save the zip file. Click “Save” and then designate a location on your computer.
- > The document download time will depend upon the file size and the speed of your internet connection.

Tab 2: Upload Proposals

To upload your proposal documents, click on Tab 2.

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: (Select from List) Document Description: Issue Date: 04/20/2007 Reference ID: Revision #

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

Browse... Submit Document

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	

- > To upload a document, specify a document type, description, and reference/revision numbers, if applicable. Click “Browse”, locate the document on your computer, and click “Open”. Click “Submit Document”.
- > The document upload time will depend upon the file size and the speed of your internet connection.

Tabs 3, 4 and 5: Commercial, Technical and Pricing Datasheets

To view the Commercial, Technical or Pricing datasheets, click the “Commercial”, “Technical”, or “Pricing” tabs.

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

1. Commercial Data ... 2. Commercial Printable

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.

Pre-Bid Meeting Attendance
 Will you be attending the Pre-Bid Meeting? Yes No

Site Visit Attendance
 Will you be attending the site visit? Yes No

Contact Information

Primary Contact: Phone Number: Mobile Number: E-mail Address

- > Suppliers should enter & save data over the course of the Bid Open period. Once the Bid Close time passes, supplier data is automatically submitted...there is no “Submit” button.
- > Once the bid closes, suppliers are normally unable to submit additional data within the datasheets. However, supplier may submit additional documents, which will be flagged with red text.
- > Some events may not have certain tabs (they will be grayed out) if the Buyer did not create them. For example, there may not be a Technical tab (Tab 4) for certain events.
- > To view a printer-friendly version of a datasheet, click on the printer icon, located in the upper right corner.
- > There may be multiple subtabs within a datasheet section, as shown above.

Communication with Bid Event Coordinator

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.

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

Inbox (2) New/Unread (0)

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 bid required?	

Sent (2)

Date	To	Subject	Actions
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?	

Drafts (0)

- > 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.

Additional Help

For additional help, access the Help System by clicking the Help link in the Navigation Bar

 Profile Company Help Logout

- > The user guide can be downloaded from the help system.
- > Call PowerAdvocate support at 857-453-5800 or email support@poweradvocate.com
- > PowerAdvocate support is available from Mon-Fri, 8-8 Eastern Time.