

PowerAdvocate customers may use hundreds of suppliers to deliver the products and services they require for a given project — and tracking product information, diversity classifications, past performance, and other contract and supplier-related data is a daunting task.

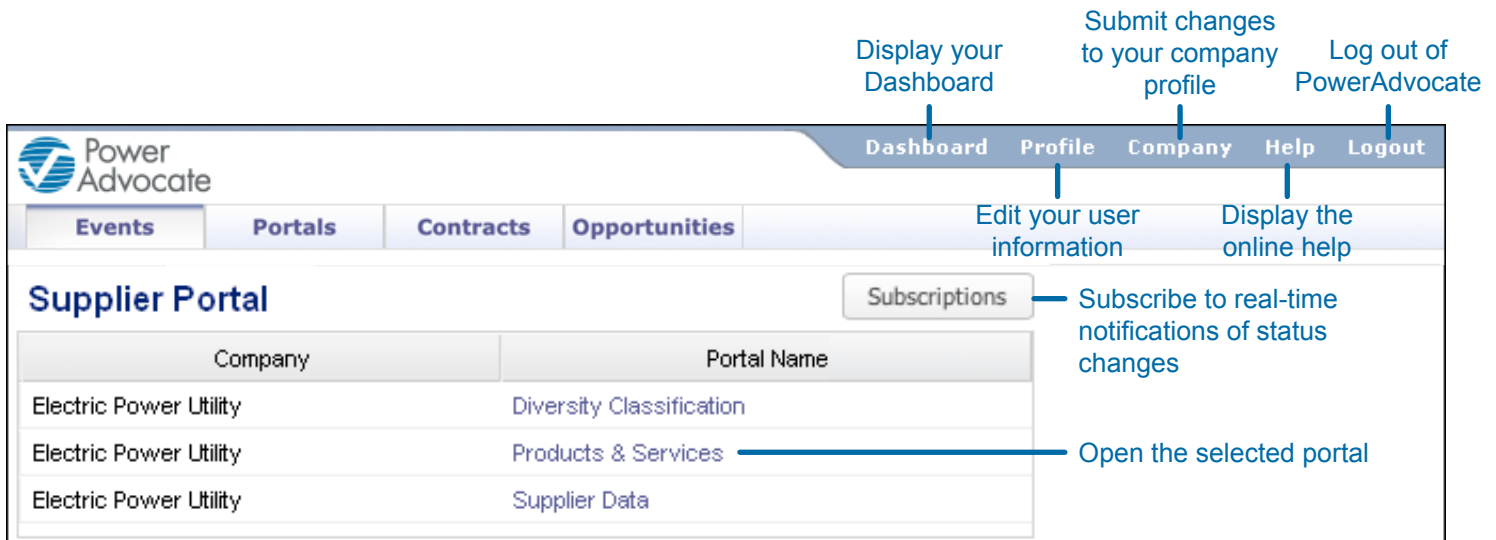
PowerAdvocate Supplier Intelligence™ is designed to help buyers manage supplier information, and to provide a central, secure repository for communicating with suppliers. Once you are registered with a buyer, they can create portals through which you can provide them with the data they need when selecting suppliers to submit bids for a given project.

Logging In

1. Open a web browser (IE 11+, Edge, or Chrome) and go to www.poweradvocate.com.
2. Click **Login**.
3. Enter your account **User Name** and **Password** (both are case-sensitive).
4. Click **Login**.

Your “Home” product’s dashboard appears — Contract Intelligence (**Contracts** tab), Sourcing Intelligence (**Events** tab), or Supplier Intelligence (**Portals** tab). Click the **Portals** tab to display the Supplier Intelligence Dashboard.

About Supplier Intelligence Portals



The screenshot shows the Power Advocate Supplier Portal interface. At the top, there is a navigation bar with tabs for **Dashboard**, **Profile**, **Company**, **Help**, and **Logout**. Below this is a secondary navigation bar with tabs for **Events**, **Portals**, **Contracts**, and **Opportunities**. The main content area is titled **Supplier Portal** and includes a **Subscriptions** button. A table lists three portals for the company "Electric Power Utility":

| Company | Portal Name |
|------------------------|--------------------------|
| Electric Power Utility | Diversity Classification |
| Electric Power Utility | Products & Services |
| Electric Power Utility | Supplier Data |

Annotations point to various features: "Display your Dashboard" points to the Dashboard tab; "Submit changes to your company profile" points to the Profile tab; "Log out of PowerAdvocate" points to the Logout tab; "Edit your user information" points to the Profile tab; "Display the online help" points to the Help tab; "Subscribe to real-time notifications of status changes" points to the Subscriptions button; and "Open the selected portal" points to the "Products & Services" row in the table.

Your Dashboard lists all of the buyer portals through which you can provide information. There are three types of portals:

- **Diversity Classification** portals allow you to provide the buyer with your company’s diversity data.
- **Products & Services** portals allow you to specify the products and services that you can provide to the buyer.
- **Custom** portals allow you and the buyer to share documents securely, track your performance, and gather information via questionnaires.

Selecting Diversity Classifications

1. Click a **Diversity Classification** portal from your Dashboard.
2. Check a **Diversity Classification** for which you qualify.
3. Browse to and select a **Certificate** (in .gif, .png, .bmp, .pdf, .doc, or .docx format).
4. Enter or select the certificate's **Effective Date** and **Expiration Date**.
5. Click **Submit**.

The screenshot shows the 'Diversity Classifications' interface. The 'Portals' tab is selected. A table lists various diversity classifications. The 'Small Business Enterprise (SBE)' classification is selected. A modal window titled 'Upload Diversity Certificate' is open, showing fields for Certificate, Effective Date, and Expiration Date. A blue arrow points from the SBE classification in the table to the modal window.

| Diversity Classification | Document | VON ID | Start Date | Expiration Date | Actions |
|--|----------|--------|------------|-----------------|---------|
| <input type="checkbox"/> Minority-Owned Business Enterprise (MBE) | | | | | |
| <input type="checkbox"/> DOT Disadvantaged Business Enterprise (DBE) | | | | | |
| <input type="checkbox"/> Disabled Business Enterprise (DIS) | | | | | |
| <input type="checkbox"/> Disabled Veteran-Owned Business Enterprise (DVET) | | | | | |
| <input type="checkbox"/> SBA 8(a) Program | | | | | |
| <input type="checkbox"/> SBA HUBZone Business (HUBZone) | | | | | |
| <input type="checkbox"/> SBA Small Disadvantaged Business (SDB) Enterprise | | | | | |
| <input checked="" type="checkbox"/> Small Business Enterprise (SBE) | | | 01/01/2012 | 01/01/2015 | |
| <input type="checkbox"/> Veteran-Owned Enterprise (VOE) | | | | | |
| <input type="checkbox"/> Woman-Owned Enterprise (WBE) | | | | | |

Specifying Products and Services

When your company registers with a buyer, a **Products & Services** portal appears on your **Portals** tab for that company. You use this portal to specify the products and services that your company can provide to the buyer.

1. Click a **Products & Services** portal from your Dashboard.
2. Select one or more items from the **All Items** panel.
3. Click **Add Item(s)**.

The screenshot shows the 'All Items' panel. It contains a list of items with checkboxes. The 'Wind Turbine' and 'Wind Turbine Maintenance and Repair' items are checked. 'Add Item(s)' and 'Remove Item(s)' buttons are visible.

| Item | Selected |
|-------------------------------------|-------------------------------------|
| Professional Services | <input type="checkbox"/> |
| T and D Equipment | <input type="checkbox"/> |
| T and D Services | <input type="checkbox"/> |
| Turbine | <input type="checkbox"/> |
| Gas Turbine | <input type="checkbox"/> |
| Geothermal Turbine | <input type="checkbox"/> |
| Hydroelectric Turbine | <input type="checkbox"/> |
| Steam Turbine | <input type="checkbox"/> |
| Turbine | <input type="checkbox"/> |
| Wind Turbine | <input checked="" type="checkbox"/> |
| Wind Turbine Maintenance and Repair | <input checked="" type="checkbox"/> |
| Wind Turbine Parts | <input checked="" type="checkbox"/> |

Managing Documents

A Custom portal's **Upload & Download Documents** tab is a central, secure repository for portal-related documents. You can download documents that buyers have posted, and upload documents (or URLs) as necessary for buyers to review. Documents are grouped by buyer/supplier company, and multiple revisions are tracked automatically.

The screenshot shows the 'Upload & Download Documents' interface. It has three tabs: '1. Upload & Download Documents', '2. Enter Contract Requirements', and '3. Fill Out Questionnaires'. The 'Upload & Download Documents' tab is active. It shows a form for uploading a document and two tables of existing documents.

1. Upload & Download Documents

Upload a Document Upload a Link

File Location * Add to Series (Optional) (upload as new document) * Required Field

Name * Issue Date 06/03/2010 Reference ID

Electric Power Utility Documents

| Order | Name | Rev # | Uploaded By | Uploaded Date | Issue Date | Ref ID | File Size | Actions |
|-------|--------------------|-------|--------------|---------------|------------|--------|-----------|---------|
| 1 | Chemical Analysis | 1 | White, Mary | 02/10/2010 | 02/03/2010 | | 214 KB | |
| 2 | Groundwater Levels | 2 | Walsh, Cindy | 02/16/2010 | 02/16/2010 | | 520 KB | |
| | Groundwater Levels | 1 | Walsh, Cindy | 01/10/2010 | 01/09/2010 | | 742 KB | |

Portico Steel Documents

| Order | Name | Rev # | Uploaded By | Uploaded Date | Issue Date | Ref ID | File Size | Actions |
|-------|--------------------|-------|-------------|---------------|------------|--------|-----------|---------|
| 1 | Groundwater Levels | 1 | Fisk, Ed | 01/21/2010 | 01/23/2010 | edits | 770 KB | |

Uploading Documents

1. Click the **Upload & Download Documents** tab.
2. Click **Browse**, navigate to your document, and click **Open**.
You may upload as many documents/versions as necessary (including .zip archives with multiple files). If you are uploading a link to a document, select **Upload a Link** and enter the link URL in the **Link** field.
3. If the document/link is replacing (or a newer version of) an existing item, select the existing item from the **Add to Series** list.
4. If you are uploading a new document/link, enter a brief **Name**; the **Issue Date** and **Reference ID** are optional.
5. Click **Submit**.

Downloading Documents

1. Select one or more documents that you wish to download.
2. Click **Download**.
3. Click **Start** to download a .zip file containing the selected documents.

Submitting Key Performance (KPI) Data

A Custom portal's **Enter Portal Requirements** tab allows you to submit KPI (Key Performance Indicator) data to a buyer.

1. Click the **Name** of a KPI performance requirement to display the Requirement Data Chart view.
2. Click **Data** to view the data entry fields.
3. Enter one or more **KPI Data** values (each requirement defines the range of accepted values).

1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires

Requirements (2)

| Order | Type | Category | Name | Due Date | Frequency |
|-------|------|------------|---------------------------------|------------|-----------|
| 1 | KPI | Operations | Percent of in-service dates met | 12/31/2011 | Monthly |
| 2 | KPI | Quality | Service | 06/30/2010 | Quarterly |

1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires

[Requirements](#) > Percent of in-service dates met

Percent of in-service dates met

[Requirement Data](#)

Chart | Data KPI Range: 0 - 100

| Due Date ▲ | KPI Data | Submitted Date | Submitted By | Approved Date | Approved By |
|------------|----------------------|----------------|-----------------|---------------|--------------|
| 07/31/2010 | 87 | 08/02/2010 | Travers, Walter | 08/03/2010 | Deen, Kelley |
| 08/31/2010 | 90 | 08/31/2010 | Hogue, Victoria | 09/05/2010 | Walsh, Cindy |
| 09/30/2010 | 89 | 09/29/2010 | Hogue, Victoria | 09/29/2010 | Deen, Kelley |
| 10/31/2010 | 95 | 10/29/2010 | Evers, Travis | 11/03/2010 | Deen, Kelley |
| 11/30/2010 | <input type="text"/> | | | | |

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Answering Questionnaires

A Custom portal's **Fill Out Questionnaires** tab allows you to provide the buyer with data about your company and your suppliers.

1. Click a questionnaire **Name**.
2. Fill in your answers; items with red asterisks are required.
3. Click **Submit**.

1. Upload & Download Documents

2. Enter Portal Requirements

3. Fill Out Questionnaires

| Questionnaires | | | |
|-----------------------------|-----------|------------|----------|
| Name | Frequency | Start Date | End Date |
| Business Information | Annually | 03/06/2012 | |
| Business Biography | | 03/06/2012 | |
| Safety | Annually | 03/06/2012 | |
| Tier 2 Direct (Quarterly) | Annually | 2012 | |
| Tier 2 Indirect (Quarterly) | Annually | 2012 | |

Business Biography

Due Date: 03/06/2012

Year Company was Founded*:

Number of Permanent Employees*:

Is your company unionized?*: Yes No

Annual Revenue for 2011:

Annual Revenue for 2010:

Annual Revenue for 2009:

Company Ownership: Privately Owned

| Owner Name | Title | Email | % Ownership |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Submit Cancel

Tier 2 Direct (Quarterly)

Year: 2012

Add Supplier

| Tier 2 Supplier | Diversity Classification | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-----------------|--------------------------|-----------|-----------|-----------|-----------|
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Save Submit Cancel

You may also click **Save** to save your intermediate progress without submitting responses to the Buyer (once a questionnaire is submitted, you will no longer see the Save option).

1. Click **Tier N Direct** or **Tier N Indirect**.
2. For Tier N Indirect, enter your total company sales and your sales to the buyer for each quarter.
3. Select the **Year** and then click **Add Supplier**.
4. Click **Add Supplier** and enter the supplier name (or group, for Indirect) in the **Supplier** column.
5. Click in the **Diversity Classification** column and select the supplier's classifications.
6. Fill in spend amounts for each **Quarter**.
7. Add additional suppliers as needed and then click **Submit**.

Getting More Information

- Click **Help** on the navigation bar to display the online help.
- User Guides can be downloaded from the online help system.

Dashboard Profile Company **Help** Logout

- Visit <http://marketing.poweradvocate.com/customersupport> for additional information and documentation.
- Call support at 857-453-5800 (Mon-Fri, 8 a.m. to 8 p.m. Eastern Time) or email support@poweradvocate.com.

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