Supplier Intelligence™ Quick Start for Suppliers

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.

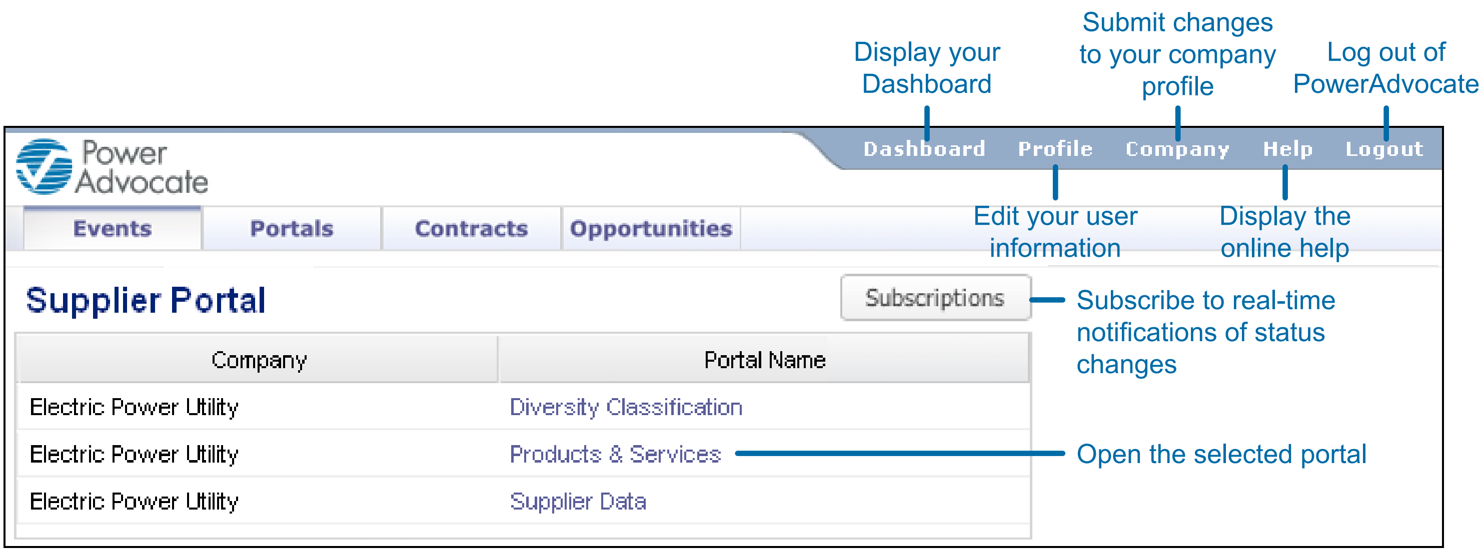
PowerAdvocate Supplier Intelligence™ is designed to help buyers manage supplier information, and to provide a central, secure repository for communicating with suppliers. Once you are registered with a buyer, they can create portals through which you can provide them with the data they need when selecting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

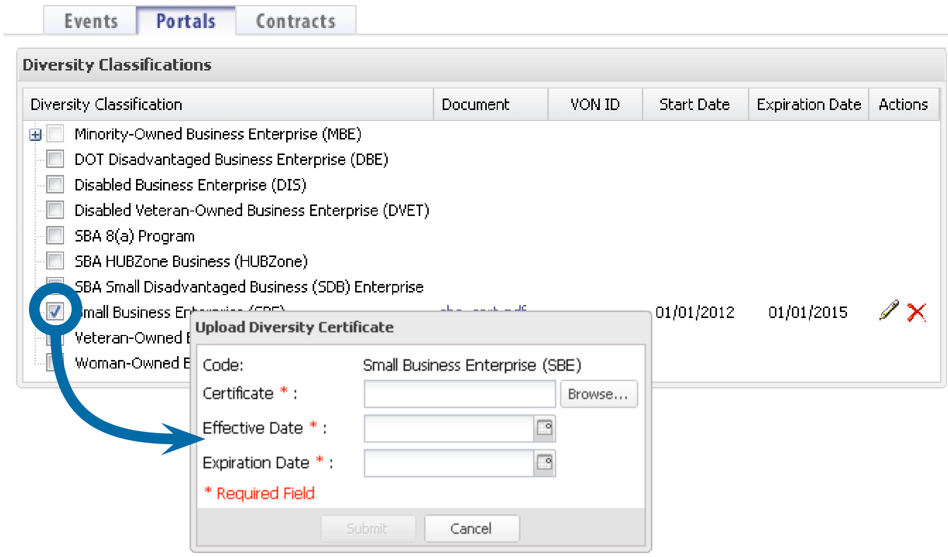


Your Dashboard lists all of the buyer portals through which you can provide information. There are three types of portals:

- **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

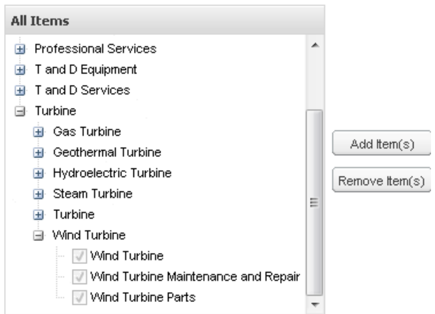
1. Click a **Diversity Classification** portal from your Dashboard.
2. Check a **Diversity Classification** for which you qualify.
3. Browse to and select a **Certificate** (in .gif, .png, .bmp, .pdf, .doc, or .docx format).
4. Enter or select the certificate's **Effective Date** and **Expiration Date**.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



Specifying Products and Services

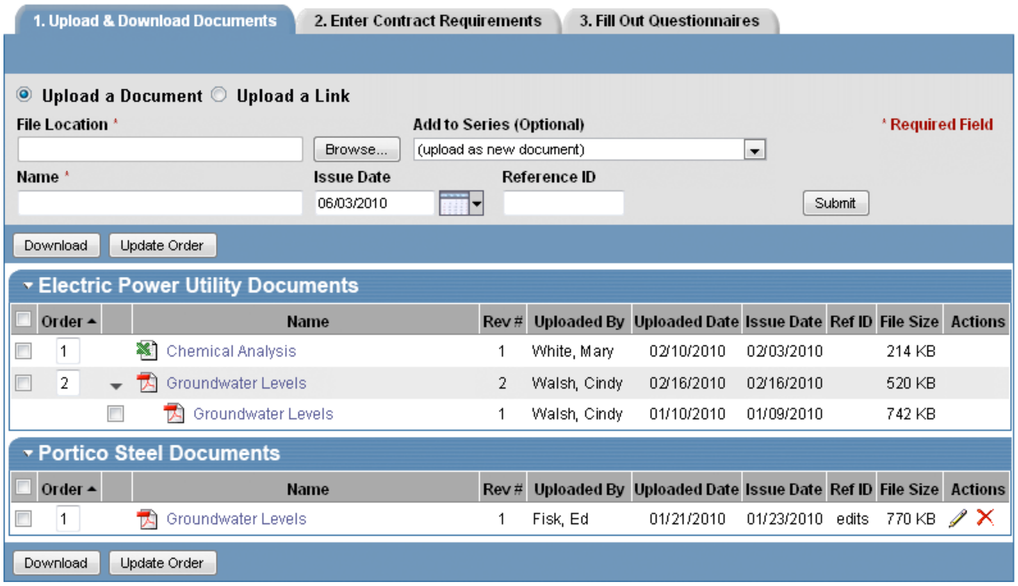
When your company registers with a buyer, a **Products & Services** portal appears on your **Portals** tab for that company. You use this portal to specify the products and services that your company can provide to the buyer.

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)**.



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.



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**.

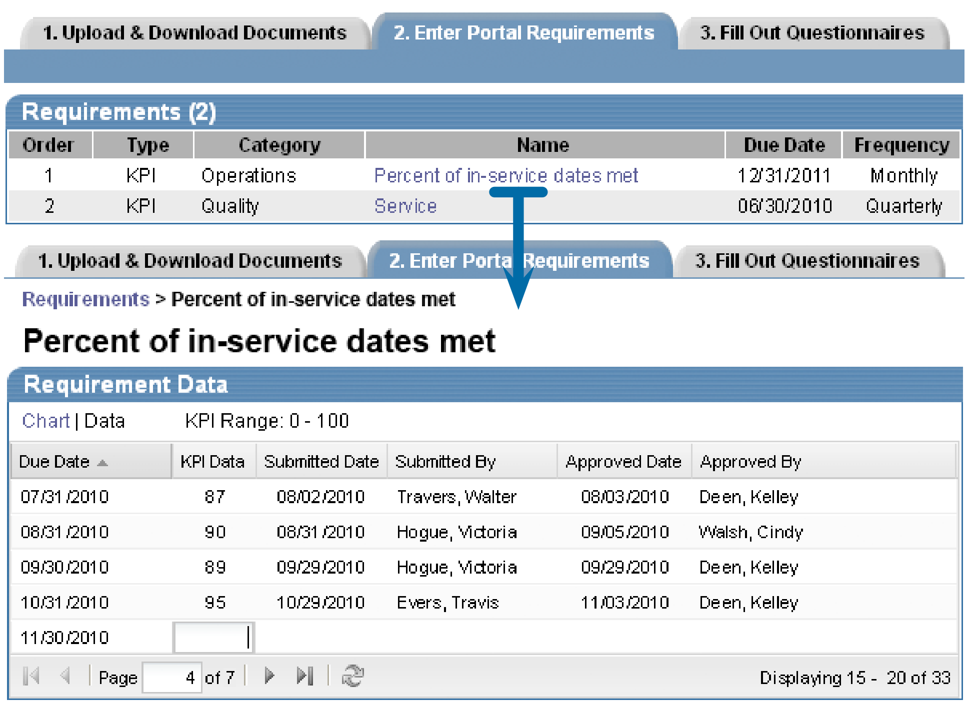
Downloading Documents

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.

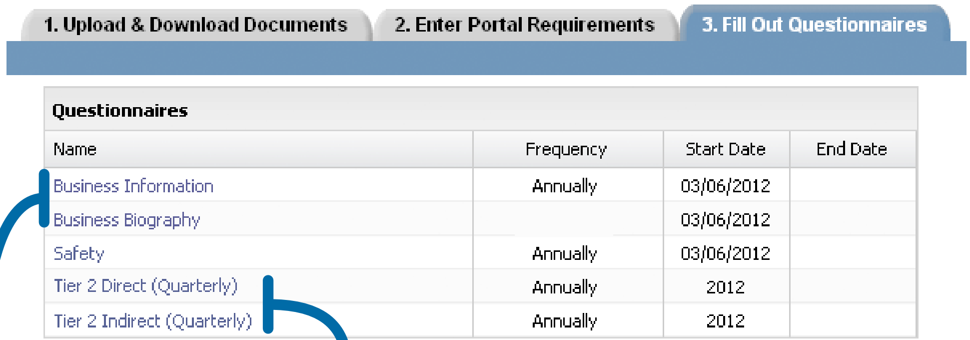
1. Click the **Name** of a KPI performance requirement to display the Requirement Data Chart view.
2. Click **Data** to view the data entry fields.
3. Enter one or more **KPI Data** values (each requirement defines the range of accepted values).

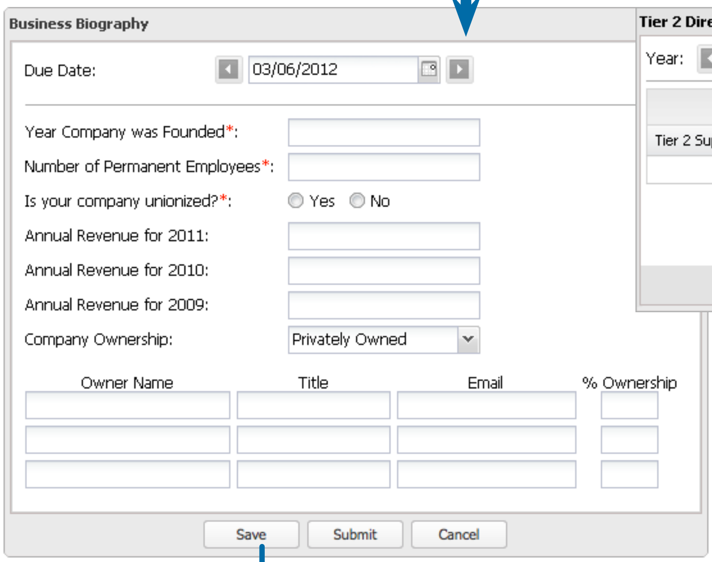


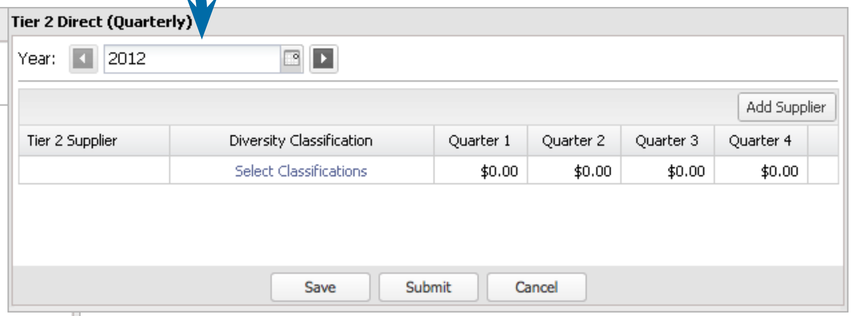
Answering Questionnaires

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**.







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.

- 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.

September 2019

PowerAdvocate
179 Lincoln Street
Boston, MA 02111 USA

Support: 857.453.5800
Fax: 857.453.5656
Email: support@poweradvocate.com