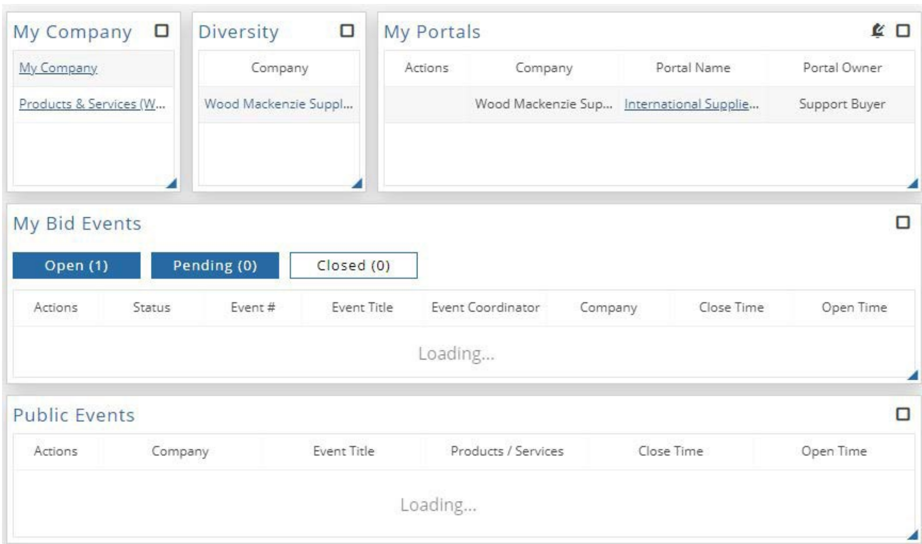
Wood Mackenzie Supply Chain (PowerAdvocate) Sourcing Intelligence enables suppliers to access Client/Buyer documents and submit documents over a web-based sourcing platform.

Logging In

1. Launch a web browser and go to www.woodmac.com. Microsoft Edge and Google Chrome are officially supported browsers. Other browsers may encounter errors.
2. In the top right corner, click the Sign In dropdown and select Supply Chain Intelligence platform (previously PowerAdvocate).
3. Enter your account **User Name** and **Password** (both are case-sensitive) and click **Login**.
4. If a Client has invited you to a Bid Event, you should see it in your "**My Bid Events**" Panel.

Dashboard

Your Dashboard lists the events you have been invited to, as well as various other Panels for your viewing.



- Click an event name to view its **Status** tab, which displays a summary of the event activity, event details and key dates.
- 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 Client/Bid Event Coordinator (BEC) has approved you as a participant. *This applies when requesting access to events via the "Public Bid Events" panel as well.*

In addition to the My Bid Events panel, you may also see:

- A **Public Bid Events** panel - If a Client opens an event to be accessible to all Wood Mackenzie Supply Chain suppliers; you can review a high-level event description (if provided), and may request full access to the event by clicking the "key" icon in the "Actions" column. *Note: Your full access is granted solely at the discretion of the Client/Bid Event Coordinator.*
- A **My Portals** panel - If a Client has invited you to one of their Supplier Intelligence Portals (such as a Tier II Portal), you may see some Portals populate in this section for you to potentially submit information to the Client.
- A **Products & Services** panel - This panel will allow you to select the Products & Services that your company offers. You may see previous Clients your company has worked with in this panel. Be sure to update these for each listed Client.
- A **Diversity** panel - If your company identifies as a diversely owned business (i.e. Woman-Owned), you may see this panel available to you. You can control alerts related to Diversity status via the "subscriptions" bell-icon on the Dashboard.
- A **Contracts** panel - If a Client has included you on a Contract, this panel will populate that Contract on the bottom of your Dashboard.

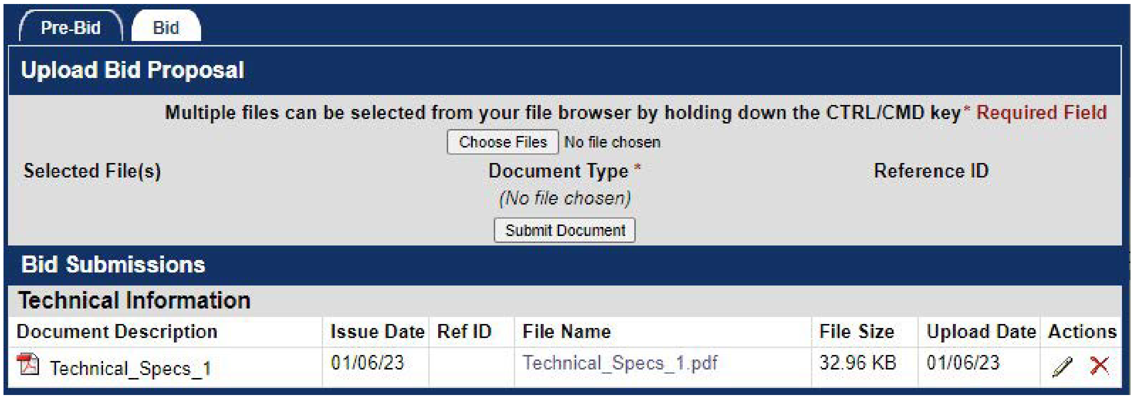
Downloading Bid Packages

All of the Client's bid package documents, including specifications, engineering drawings, etc. are centrally stored on the PowerAdvocate platform. To view bid documents, click the Bid Event title and access the "**1. Download Documents**" tab from within the event.

- You can access the **Bid** sub-tab after the bid opens if you are a fully approved bidder. You can access Buyer documents before the event from a **Pre-Bid** sub-tab if the Buyer requires a Pre-Bid submittal - such as an NDA for example. The Client *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 or click the "download" check-box, then click "Download Selected Files". Upon downloading, you may be prompted to open or save the file.
- To download multiple documents:
  1. Select the check-box in the **Download** column for each document you wish to download, or click **Select All**.
  2. Click **Download Selected Files**. This will initiate a download of a zip file containing the selected documents.

Uploading Documents

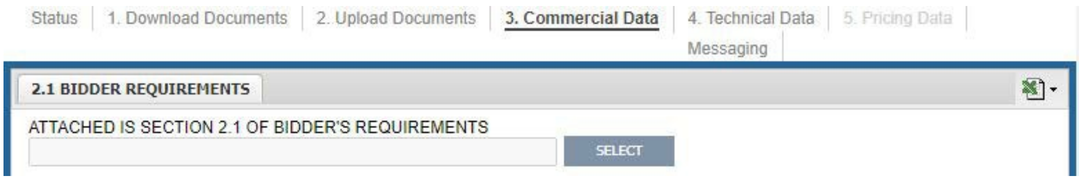
To upload your documents, click the "**2. Upload Documents**" tab from within the event.



- As with the **1. Download Documents** tab, you may be able to access and upload documents to **Pre-Bid**, **Bid**, and **Post Bid** sub-tabs as appropriate, depending on the Client's event configuration.
- To upload a document:
  1. Specify a **Document Type**, and edit the Reference ID if necessary. Typically, Reference ID is not required.
  2. Click **Browse**, locate your desired file and select the document, and then click **Open**; multiple files can also be compressed into one .zip file for upload.
  3. Click **Submit Document**. Successfully submitted documents will be visible in the "**Bid Submissions**" section.
- Late documents are accepted at the Buyer's discretion, but they are flagged in red text.

Completing Datasheets

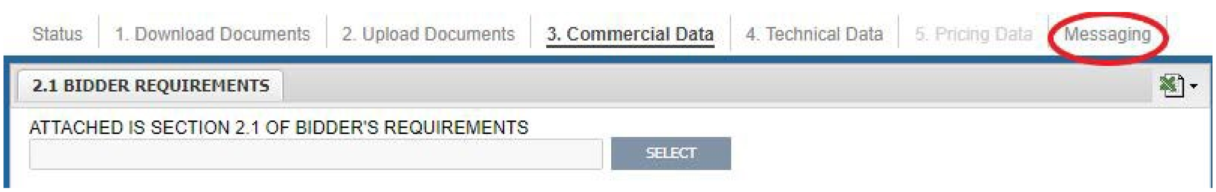
To view the event datasheets, click tabs **3. Commercial**, **4. Technical**, or **5. Pricing** from within the event. If these buttons/tabs are grayed out, then the Client did **not** create a datasheet for Vendors to respond to. No action needed.



- Complete the datasheets over the course of the Bid's 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 Client's discretion, you may upload additional documents on the **2. Upload Documents** tab (which are flagged as being late via red text).
- To export the datasheets to an Excel workbook, click 

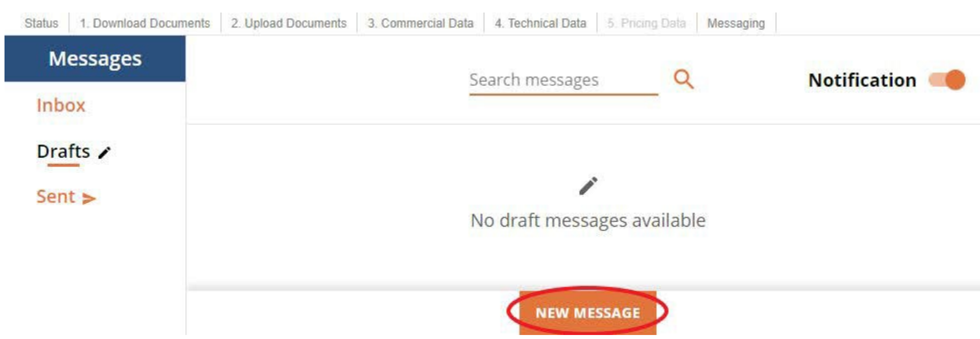
Communicating with the Bid Event Coordinator

If you have general Bid Event questions or need to contact the Client, please use the PowerAdvocate Messaging feature via the "**Messaging**" Tab within the event.



PowerAdvocate Messaging

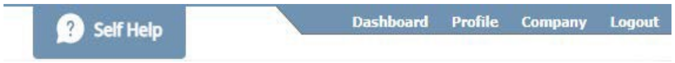
To send a message to the Bid Event Coordinator (BEC), go to the **Messaging** tab and click **New Message**. To read or reply to a message from the BEC, click the message subject.



- You can send messages to the BEC and Buyer Team; replies are sent your Supplier Team as well as the Buyer Team.
- BECs can message the Buyer Team and all Supplier Teams at once; Supplier Teams can respond, but they cannot see other Supplier Teams' responses.
- Supplier Teams cannot message each other or see other Supplier Teams' correspondence with the Buyer Team.
- You can activate or disable email notifications of new messages by toggling the Notification switch.

Getting More Information

- Click **Self Help** on the navigation bar to display the online help. You may need to refresh the page to see the entire list.



- Supplier documentation can be downloaded from the online help system.
- Call Wood Mackenzie Supply Chain (PowerAdvocate) support at 857-453-5800 (Mon-Fri, 8 AM to 8 PM Eastern Time) or email support@poweradvocate.com.

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