Public Purchase – Reports and Questions

Table of Contents

Reports

Once a bid has been released you will have two reports that are ready for you to use.

To access these reports click on the title of the bid. On the right-hand side choose one of the reports. Click on "[Notification Report]" to open the Notification Report, or click "[Access Report]" to open the Access Report.

Access Reports
View reports on who has been notified of the bid or accessed it.
[Notification report] [Access report]

"Notification Report" – The Notification Report will look like the example below:

Notification Report [Excel Notification Report]

Vendor	State	Business Types	Invitation	Date	Email	Reason
AMERICAN CRANE & EQUIPMENT CORPORAT	PA	MBE, VetBiz	Classification Match	Jun 27, 2008 12:40:00 PM CDT	oddvar@americancrane.com	Bid Notification
				Apr 7, 2009 5:15:01 PM CDT	oddvar@americancrane.com	Addendum Notification
CA Inc	ON	VetBiz, SDB, SDVOB	Self Invited	Jun 27, 2008 12:40:00 PM CDT	Missing or invalid email	Bid Notification

The Notification Report will be generated within minutes after the bid is released. This will show what Vendors have been notified of the bid. You will have the Vendor's name. You will be able to view the Vendor's information by clicking on the company name. You will also be able to see whether or not they are registered with your Agency.

"Invitation" – This will show the three different ways Vendors are invited to the bid:

- Classification Match – This means that they where matched up by Classification Codes.
- Invited – This means that Vendor's email address was manually entered by the Agency and that the Vendor was invited by the Agency to receive an emailed Bid Notification.
- Self-Invite – This means that the Vendor saw the bid on the Agency's Bid Board, and invited themselves to receive upcoming notices for this bid.

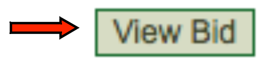
"Date" – This will show you the date and time that each notification went out to the Vendors.

"Email" – This will list the email address the notifications were sent to. If the column shows "Missing or invalid email" it means the email address on file for this vendor was not deliverable, and no notification(s) were received by the Vendor.

"Reason" – This will show the reason for the notification. The possible reasons are: Bid Notification, Addendum Notification or Bid Answer. Bid Answer refers to questions that were asked and answered through the Questions feature. The question and its answer were sent to just one Vendor or all Vendors.

The Notification Report is also available to download in Excel.

"Access Report" – To get to the Access Report click on View Bid at the bottom of the page.



This time click on the Access Report on the right side of the page.

"Access Report" – The Access Report will look like the example below:

The Access Report will generate as soon as a Vendor has logged in and viewed the bid. This will show which Vendors are viewing the bid. You will have the Vendor's name. You will be able to view the Vendor's information by clicking on the company name. You will also be able to see whether or not they are registered with your Agency.

"Accessed First Time" – The date and time will be stamped showing the first time this Vendor logged in and viewed the bid.

"Most Recent Access" – Will show the date and time they most recently viewed the bid. This will change each time the Vendor logs in and views the bid.

"Downloaded Documents" – This will list all of the bid documents that the vendor has downloaded.

"Most Recent Response Date" – The most recent response date shows the most recent date the vendor has entered a response. This may be a partial or complete bid response. This option is available on the Notification Report if the bid is set up for an electronic response.

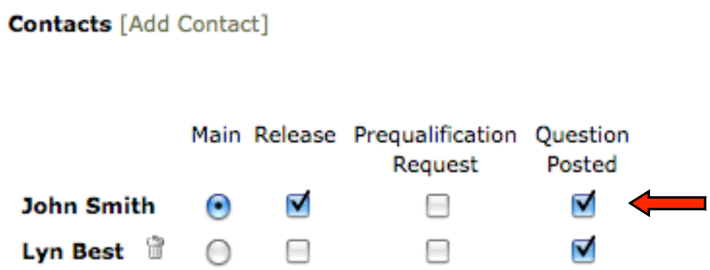
This report is available to be downloaded in Excel.

Questions and Answers

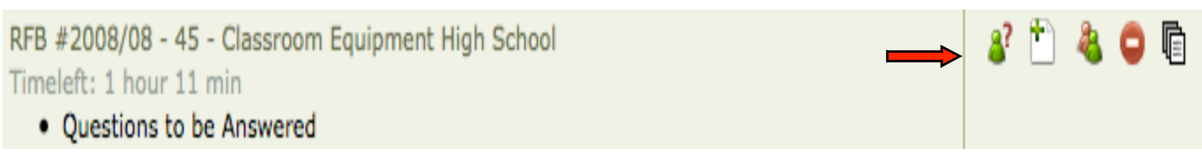
You have the option to have your buyers receive email notifications through Public Purchase when

Vendors have questions regarding the bid. This is set up during bid creation. In the Contact section you will need to mark your buyers with the "Questions Posted" option in order to allow them to receive the questions email notifications. A Vendor will click on Questions on the right-hand side of the bid page and ask their questions. An email notification will be sent to your buyer's email address if the buyer is marked to receive the questions.

Some agencies choose to have a cut off date for questions to be asked. This will usually be stated in the bid documents. You, as the agency, will choose when you answer the questions.

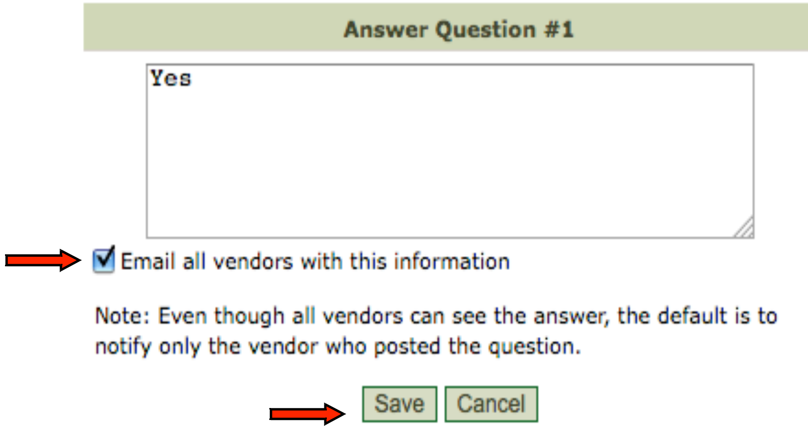


To view and/or answer the questions, those buyers with the Questions Posted option will be able to login to the Public Purchase and click on the question icon associated with the bid. It can be seen in the Tasks and Active sections on the Home page.

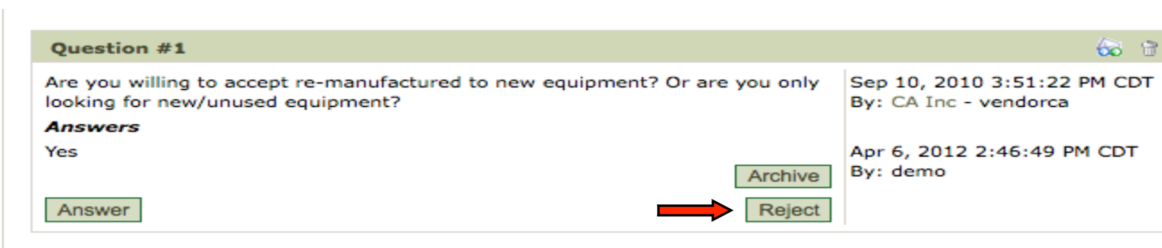


You will be able to view the questions, the date and time the questions were asked, and who asked each question on the right-hand side of the page.

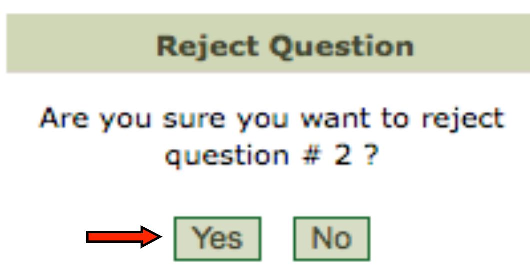
To answer the questions click on "Answer" on the left-hand side. A box will open, and you will be able to type in the answer to the question. You will also have the option to send this question and its answer to all the Vendors by clicking on the check box next to "Email all vendors with this information."



Click on "Save" to save the answer, and send out the notification. You will now see the questions and answers posted together. On the right hand side you will see the username of the User at the Agency who answered the questions and when.



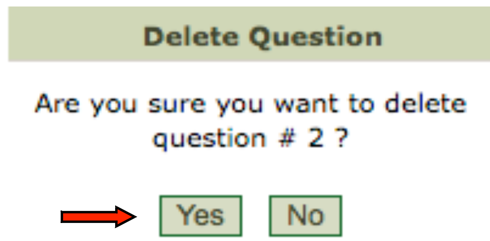
If a question comes in that you choose to not answer, you don't have to do anything. Or you can choose to reject the question. To do this, click on "Reject". A pop up will come up and you can choose "Yes" or "No".



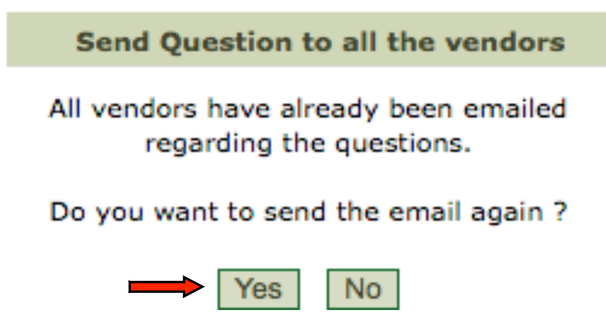
The questions will stay posted but it will show as "(Rejected)".

You also can delete a question. Maybe the question wasn't bid appropriate. To do this click on the trash can on the right-hand side.

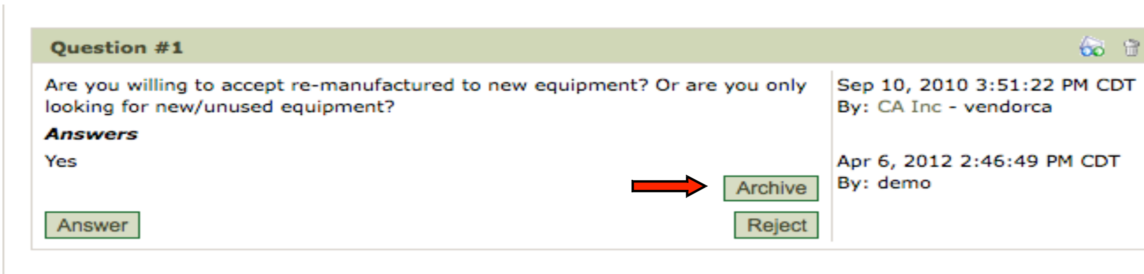
A pop up box will come up for you to confirm the deletion of this question.

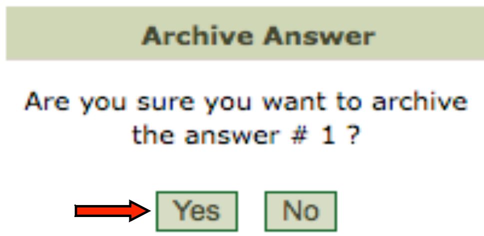


You can also resend the bid question and answer out to the vendors in order for them to receive a notification of the questions and answer, although all questions and answers are ALWAYS available for vendors to view at anytime. The Vendors can view the questions by clicking on the title of the bid once they are logged into their account.

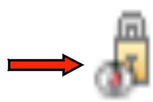


You can also Archive an answer to a bid question if needed, and post a new answer to the bid if needed. Click "Archive". A pop up box will appear, asking you to confirm you're archiving the answer.





If you click on "Yes" there will be a new icon in the very upper right hand side of the questions sections. The small padlock will show that the questions were archived:



To retrieve all archived answers click on the padlock icon.