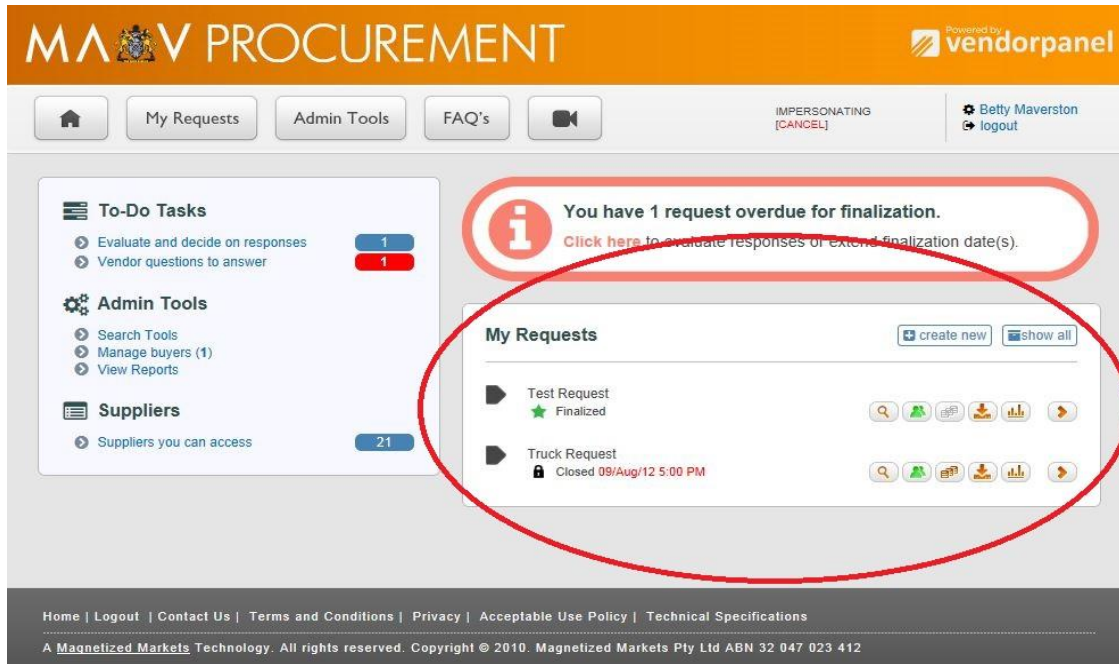


HOW TO VIEW WHO HAS RESPONDED TO YOUR REQUEST

On your home page under my requests you will see any requests you have saved in draft mode, out to suppliers or closed waiting to be finalized.






All information relating to your request can be accessed through the 5 buttons below. Hover over the button for a description of its function.
























The statistics button allows you to view which suppliers have viewed and responded to the request prior to the closing date. By scrolling over the 'date first read' you can view the contact details of the person who is responsible for responding to your request.

Statistics for this request

Statistics for this request			
Request Name: Test Request		More vendors showing here than you expected...?	
Reference: 2BA7816F			
VENDOR DETAILS	NOTIFIED	DATE FIRST READ	VENDOR RESPONDED
1:  Demonstration Supplier	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 09/Jan/12 1:36 PM	<input checked="" type="checkbox"/> You have responses
2:  Demonstration Supplier 2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None
3:  Demonstration Supplier 3	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Not read	<input type="checkbox"/> None



Once the RFQ is closed this button will allow you to view all supplier responses.

 SUPPLIER A (info) Response ID: VPR17204. Posted : 17/Sep/13 11:05 AM    	YOUR DECISION 0 notes  0 docs  Undecided... (decide by 01/Oct/13 12:01 AM)  ▶ Select ▶ Decline
 SUPPLIER B (info) Response ID: VPR17203. Posted : 17/Sep/13 11:05 AM    	YOUR DECISION 0 notes  0 docs  Undecided... (decide by 01/Oct/13 12:01 AM)  ▶ Select ▶ Decline
 SUPPLIER C (info) Response ID: VPR17202. Posted : 17/Sep/13 11:05 AM    	YOUR DECISION 0 notes  0 docs  Undecided... (decide by 01/Oct/13 12:01 AM)  ▶ Select ▶ Decline

The 4 buttons under the suppliers name will allow you to access all the information included in their response including any attachments and contact details. If you already know your decision you can simply select / decline and notifications will be sent to suppliers.

To assist your decision you can use the Vendor Evaluation Matrix.

VENDOR EVALUATION MATRIX

MA V PROCUREMENT Powered by vendorpanel

Home My Requests Admin Tools FAQ's [CANCEL] IMPERSONATING Betty Maverston logout

Responses to request for : Truck Request. Options for this request: [Icons]

Vendor Evaluation Matrix [?] Use Matrix

You can use a vendor evaluation matrix to help you select the best vendor. Click 'Use Matrix' to begin.

NO LOGO DEMONSTRATION SUPPLIER (info)
Response ID: VPR6036. Posted : 30/Jul/12 3:20 PM

YOUR DECISION 0 notes 0 docs Select Decline

[?] Undecided... (decide by 06/Sep/12 05:00 PM)

CLICK USE MATRIX > You can either use the default criteria Price, Experience, local content and OH&S or you can choose to select your own.

Vendor Evaluation Matrix Wizard

[What's an evaluation matrix? and how this wizard works...](#)

RFX name : (DEMO) Garbage Truck

Create a new evaluation matrix for this RFX with ...

My default evaluation criteria (4 items)

No evaluation criteria (I'll add my own)

ADD NEW cancel

Vendor Evaluation Matrix Wizard

Vendor Evaluation Matrix Wizard

[What's an evaluation matrix? and how this wizard works...](#)

RFX name : (DEMO) Garbage Truck

DELETE

Great! you have reached 100%!
You can now evaluate this RFX's responses!

Note: If you want to add any more criteria to this matrix you'll need to adjust these criteria to a total weighting of less than 100%.

When I score responses against these criteria, it's out of a maximum of ...

5 10 20 50 100

Save this Evaluation Matrix as your default.

CONTINUE

Current criteria for this matrix

#	CRITERIA	WEIGHT %	EVALUATE	COST?
1:	price	25%	Yes	Delete Edit
2:	experience	25%	No	Delete Edit
3:	local content	25%	No	Delete Edit
4:	OH&S	25%	No	Delete Edit
		100%	Perfect!	Cost is evaluated

Then begin to evaluate each supplier.

Please evaluate these responses!

When all responses have been evaluated you can select or decline each submission, record your reasons, and provide feedback to the suppliers.



SUPPLIER A (info)
Response ID: VPR17204. Posted: 17/Sep/13 11:05 AM

EVALUATE THIS RESPONSE 0 notes 0 docs
Waiting for your evaluation... **Evaluate**

SUPPLIER B (info)
Response ID: VPR17203. Posted: 17/Sep/13 11:05 AM

EVALUATE THIS RESPONSE 0 notes 0 docs
Waiting for your evaluation... **Evaluate**

SUPPLIER C (info)
Response ID: VPR17202. Posted: 17/Sep/13 11:05 AM

EVALUATE THIS RESPONSE 0 notes 0 docs
Waiting for your evaluation... **Evaluate**

1. Enter the quoted price and click save.

Evaluate this response (Vendors response below)
RFx Name: (DEMO) Garbage Truck

What is this indicated or calculated COST for this vendors response?

How are score and weighted score for COST calculated?... [Find out here.](#)

\$ 156000

2. Continue to add scores for remaining criteria by sliding the bar to the required score and adding and adding an explanation.

Evaluate this response (Vendors response below)

RFx Name: (DEMO) Garbage Truck

Indicated Cost : **\$150,000.00** (Edit)

CRITERIA TO EVALUATE	WEIGHT %	YOUR SCORE out of 10	WEIGHTED SCORE
✓ price	25%	10	2.5
? OH&S	25%	0	0
? local content	25%	0	0
? experience	25%	0	0
		10/40	2.5

Auto scored.

This vendors response is now 25% evaluated.

Score all the criteria listed here to complete this evaluation.

Note: If you edit the matrix criteria, you may be required to redo the scores for the criteria you've already completed.

Indicated Cost : **\$150,000.00** (Edit)

CRITERIA TO EVALUATE	WEIGHT %	YOUR SCORE out of 10	WEIGHTED SCORE
✓ price	25%	10	2.5
? OH&S	25%	5	1.25
? local content	25%	0	0
? experience	25%	0	0
		15/40	3.75






















Score the OH&S criteria.

0 ----- SLIDE TO SET SCORE ----- 10






3. Complete this process for all suppliers and then begin selection

You can select and decline vendors!

[>> Begin selection](#)



 SUPPLIER A (info) Response ID: VPR17204. Posted : 17/Sep/13 11:05 AM    	EVALUATED! Scores Comments Edit 0 notes  0 docs  Price: \$150,000.00 Score: 25/40 6.25 (weighted score)
 SUPPLIER B (info) Response ID: VPR17203. Posted : 17/Sep/13 11:05 AM    	EVALUATED! Scores Comments Edit 0 notes  0 docs  Price: \$200,000.00 Score: 36/40 9 (weighted score)
 SUPPLIER C (info) Response ID: VPR17202. Posted : 17/Sep/13 11:05 AM    	EVALUATED! Scores Comments Edit 0 notes  0 docs  Price: \$176,000.00 Score: 21/40 5.25 (weighted score)

Vendors will appear from highest to lowest. You can then select / decline suppliers and add feedback which will notify the suppliers directly.

 **SUPPLIER B (info)**
Response ID: VPR17203. Posted : 17/Sep/13 11:05 AM
   

Indicated Price
\$200,000.00

Total Weighted Score
9

[Edit these scores](#) 0 notes  0 docs 

Add your reason for selecting or declining this vendor (kept private).

[Decline this vendor](#) [Select this vendor](#)

CRITERIA	CRITERIA WEIGHT	YOUR SCORE out of 10	WEIGHTED SCORE
experience	25%	9	2.25
local content	25%	10	2.5
OH&S	25%	10	2.5
price (\$200,000.00)	25%	7	1.75
		36/40	9

[View your evaluation comments...](#)

You can preview the email prior to sending the response.
Eg. DECLINED EMAIL.

Decline a vendor for '(DEMO) Garbage Truck'

UNSUCCESSFUL - You are about to decline this supplier response (not successful).

Are you sure you wish to do this?

NOTE: If the request is still open to responses, you may wish to wait until it closes before making your decision.

WHY YOU DECLINED THIS SUPPLIER (only you can see these)

No reason provided for declining this vendor...

FEEDBACK TO SUPPLIER (these comments will be email to the supplier)

IMPORTANT - By clicking 'Submit and notify', the SUPPLIER WILL BE SENT AN EMAIL (preview) notifying them of this decision. If you provide feedback above, this will be included. [>> Submit and notify](#)

SUCCESSFUL EMAIL

Selecting a successful vendor for (DEMO) Garbage Truck.

SUCCESSFUL - You are about to select this supplier as being successful with their response.

Are you sure you wish to do this?

NOTE: If the request is still open to responses; you may wish to wait until it closes before making your decision.

WHY YOU SELECTED THIS SUPPLIER (only you can see these)

No reason provided for selecting this vendor...

FEEDBACK TO SUPPLIER (these comments will be email to the supplier)

IMPORTANT - By clicking 'Submit and notify', the SUPPLIER WILL BE SENT AN: EMAIL (preview) notifying them of this decision. If you provide feedback above, this will be included. [[>>Submit and notify](#)]
