

## Apet®360Pro™ Procurement Portal User Guide 5



### Setting up a Multi-Part Job

#### Overview

This User Guide provides you with instructions on setting up a Multi-Part Job (also known as a Parent-Child Job)

*See User Guide 38 on Setting up a Single Submission Multi-Tender Job for more information on creating dependent, weighted (“child”) sections within a Job.*

Requests for Tenders or Quotations are referred to as multi-part when it is possible for a Provider to lodge a conforming bid for just one, or any number, of substantive ‘parts’ within the RFT or RFQ.

#### Functionality

Commonly used in RFTs to establish panels, multi-part RFTs often have a common part where each Provider is required to respond (the ‘Parent’); and then separate substantive parts (Children), usually at least one substantive part must be responded to (Parent) with the remaining (Children) as optional.

#### System Settings

Check your Job Settings in the System menu to make sure you have ‘**allowed**’ multi-tender jobs.

#### Creating a Parent Job

A parent is a Job to which all Providers must respond.

To create a parent, you simply create a Job (see User Guide Create or Clone a Job) containing all the clauses a Provider must respond to regardless of how many children they respond to. In this case, the name of the Parent Job is ‘Multi-Part Job (Parent)’.

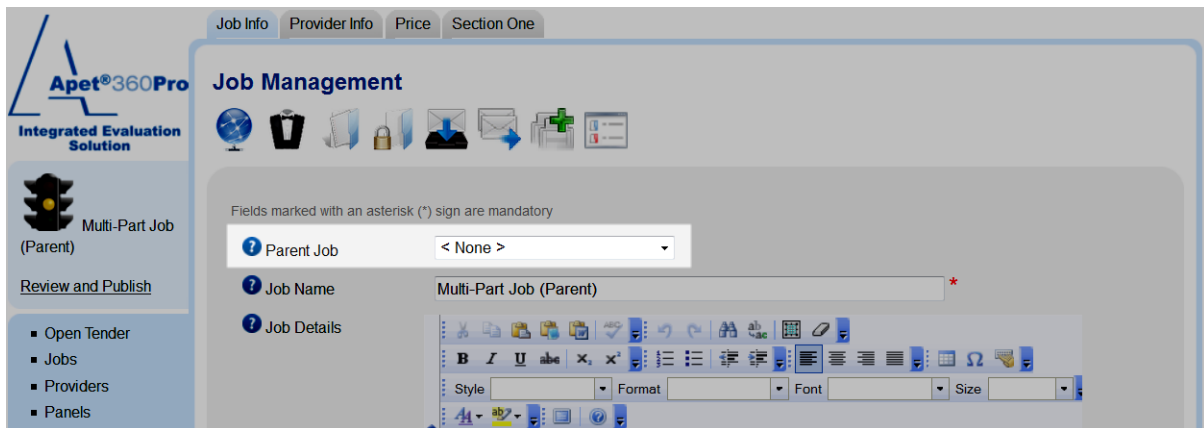


Figure 1 Creating a Parent Job

### Creating a Child Job

A parent has children, these children are the substantive multi-parts; and in this case, children are Jobs too; but they belong to a parent.

Creating a child is simply creating a Job either by adding, importing or copying and **associating** the Child Job with the relevant parent.

1. BEFORE you select the Parent Job, **copy the name of the Child Job** (in the Job Name field); because once you select the Parent Job it deletes the Job Name.
2. Now select the name of Parent Job from the drop-down menu.
3. You will then notice the name of the Parent Job appears in the Job Name field below with a hyphen and then you add/paste the child Job name (in this example 'Child Job 1').

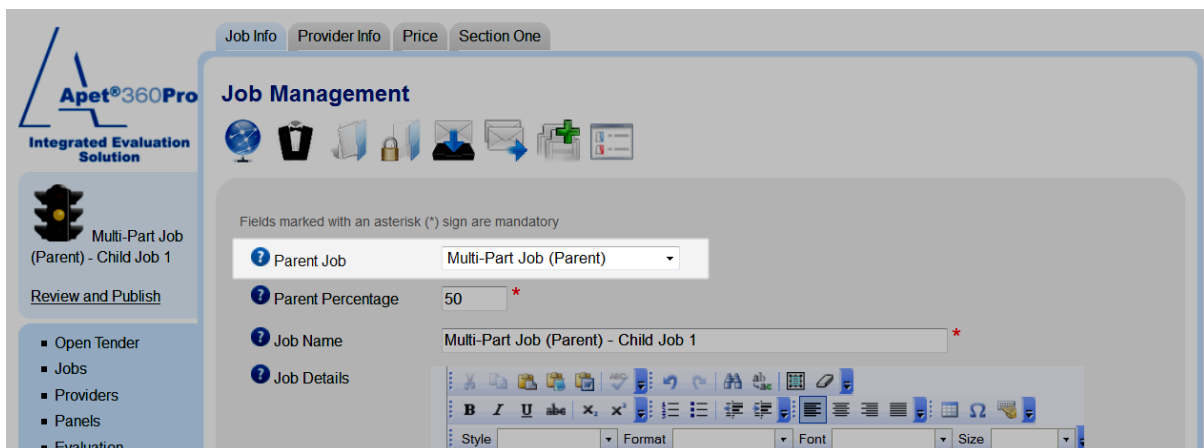


Figure 2 Creating a Child Job

### Weighting Parent / Child Jobs

When you nominate the parent job that the child will be linked to, you will be prompted to elect a 'parent percentage'. This percentage field allows you to nominate a weighting for the criteria in the parent job (common form) for incorporation in the sub-service (child job – e.g. electrical, plumbing, air conditioning, building services etc).

The way the percentage field works is you create reports on each sub-service and the system incorporates any weighted scores from the parent job (common form).

In most cases, there is no weighting associated with the parent job, and therefore set the Parent field to 0.

### Changing Child Jobs settings after linking to Parent Job

Do not change the Parent Job name after you have linked a child to it or else you will not be able to edit the Child Job Info page.

### Link between Parent and Child Jobs

Depending on what Job you are viewing, you will see hyperlinks to the Parent and Child Jobs on their respective Job Management pages.

Once all Job details have been completed, publish the Parent as you normally would. When the Parent Job is published, child Jobs will automatically be published too.



Figure 3 Publication Notification

### Provider's Perspective

Once a Parent Job is published, Provider's will be able to login/register. Once logged in, the Parent and Child Jobs will be listed on their Job Management page.

Job Name	Release Date	Closing Date	Status	Export
<a href="#">Multi-Part Job (Parent)</a>	05-Aug-2014 11:00 AM	31-Aug-2014 05:00 PM	Open	
<a href="#">Multi-Part Job (Parent) - Child Job 1</a>	05-Aug-2014 11:00 AM	31-Aug-2014 05:00 PM	Open	
<a href="#">Multi-Part Job (Parent) - Child Job 2</a>	05-Aug-2014 11:00 AM	31-Aug-2014 05:00 PM	Open	

Figure 4 Provider's Job Management page

The Provider completes their response to the Parent Job as they normally would and depending on the Child Job they wish to bid on, they can click on the hyperlink (Figure 5) to complete their response or they can navigate to the Child Job via their Job Management page (Figure 4).

**Multi-Part Job (Parent)** Review Contact Job Manager

**Job Progress**

100%	0%	0%
Your Info	Section One	Price

**Job Name:** Multi-Part Job (Parent)  
**Job Details:** This is the Parent Job of the Multi-Part Job  
**Date Released:** 05-Aug-2014 11:00 AM  
**Date Closing:** 31-Aug-2014 05:00 PM  
**Child Jobs:**

- [Multi-Part Job \(Parent\) - Child Job 1](#)
- [Multi-Part Job \(Parent\) - Child Job 2](#)

Figure 5 Provider's response page to Parent Job

When Providers submit the Parent Job, ALL completed Child Jobs will be included in that submission process.