Apet®360Pro™ Procurement Portal
User Guide 18

Black Flag a Response

Overview

This User Guide describes the steps involved to 'Black Flag' a Provider's response to a Job.
Black Flagging is a way of excluding a Provider's response from the evaluation because they have failed to meet conditions for participation (i.e. they have failed to meet one or more mandatory requirements) and including them in the evaluation would be redundant. Providers can only be black flagged if permitted by the evaluation plan.

1. Select the Job

Navigate to the Job Management page and click on the 'Manage Black Flags and Documents' button to black flag a Provider who has responded to the Job. The Job needs to be published and closed before you are able to black flag a Provider.
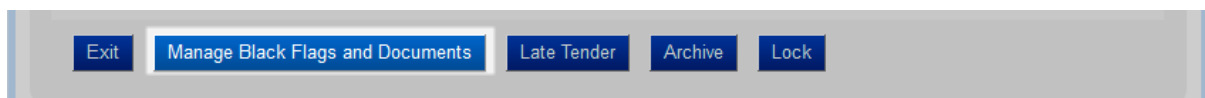

Figure 1 Set Black Flag

2. Select the Provider

Select the Provider to black flag and provide a reason.
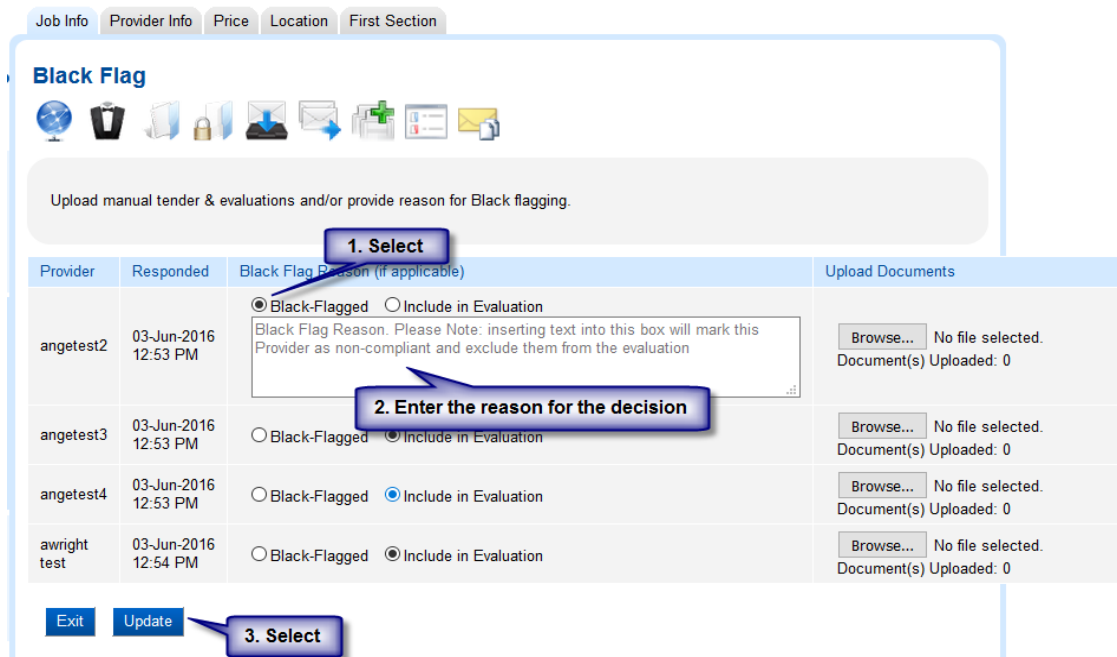

Figure 2 Select Provider to 'Black Flag' and the reason

The Provider will be removed from the Evaluate by Providers view, will be flagged in the Evaluate by Sections view, and will be flagged in the relevant job reports.

Figure 3 Example of a Report that shows a black flagged Provider