

Apet®360Pro™ Procurement Portal User Guide 32



360ProPlus - eTendering

Background

Jobs can be released to selected regions or nationally, on request or automatically. The Adcom feature is 'switched on' by 360Pro's super-user on a client-by-client basis.

Adcom may attract a small increase in 360Pro's annual subscription.

With Adcom switched on and enabled for a Job, users will be required to nominate the industry and location relevant to the Job through a new Promotions tab.

Promoting a Job

1. By default, when a new job is created or imported in 360Pro, the 'Promote by Region' and 'Promote by Industry' will be switched on (to switch it off after a job has been created or imported, click Edit on the Job Info tab and change both settings to 'No').
2. To set your promotion preferences, click on the Promotions tab.

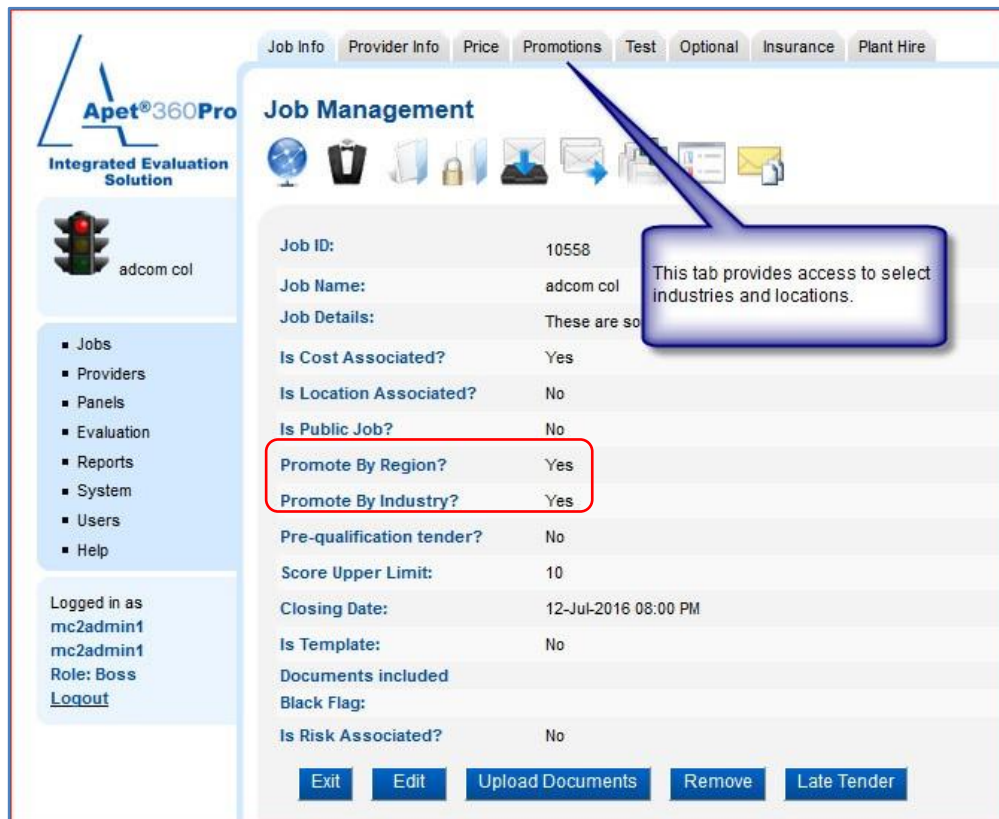


Figure 1 'Promotions' switched on

3. Select the relevant region(s) for the job (All States and Territories are displayed – the preferences are based on the Australian Bureau of Statistics geographic

split). 'Other Territories' includes: territories of Cocos (Keeling) Islands, Christmas Island and Jervis Bay.

4. Make your selection and click Update.

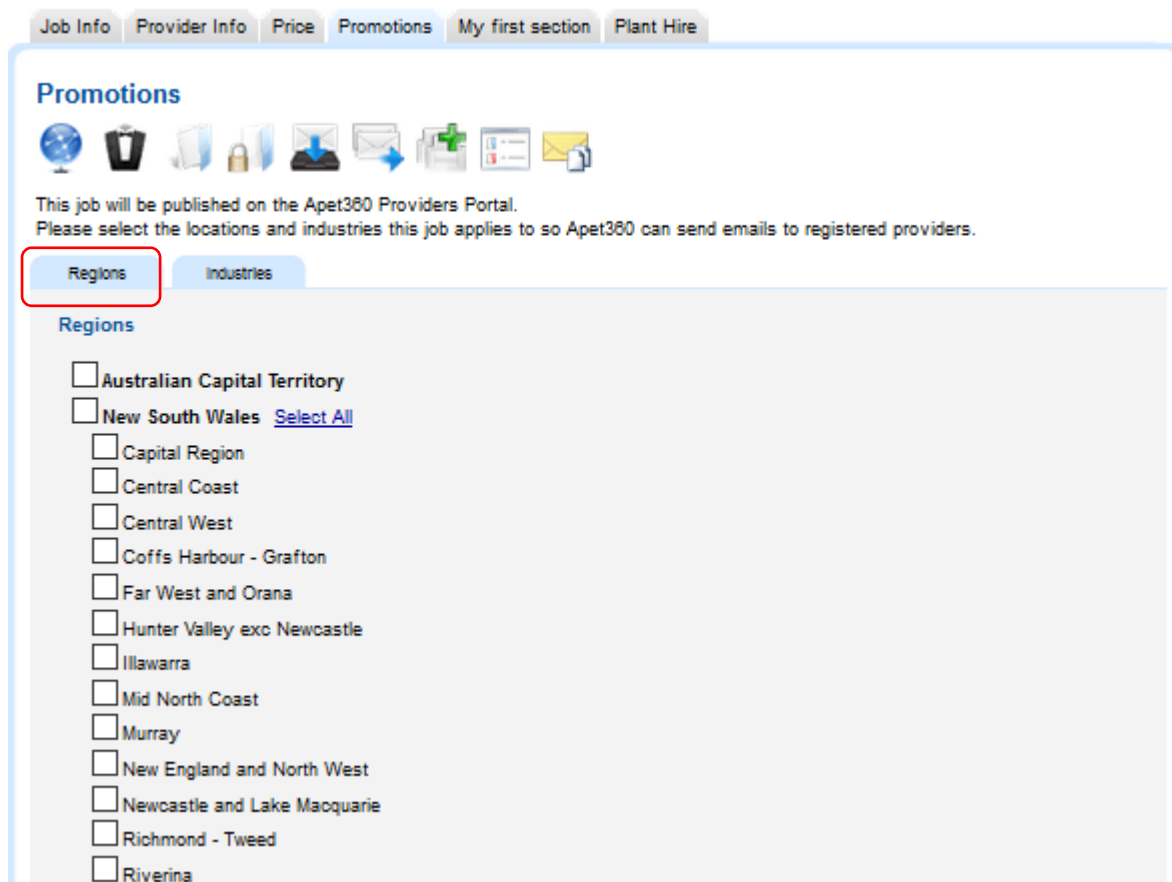
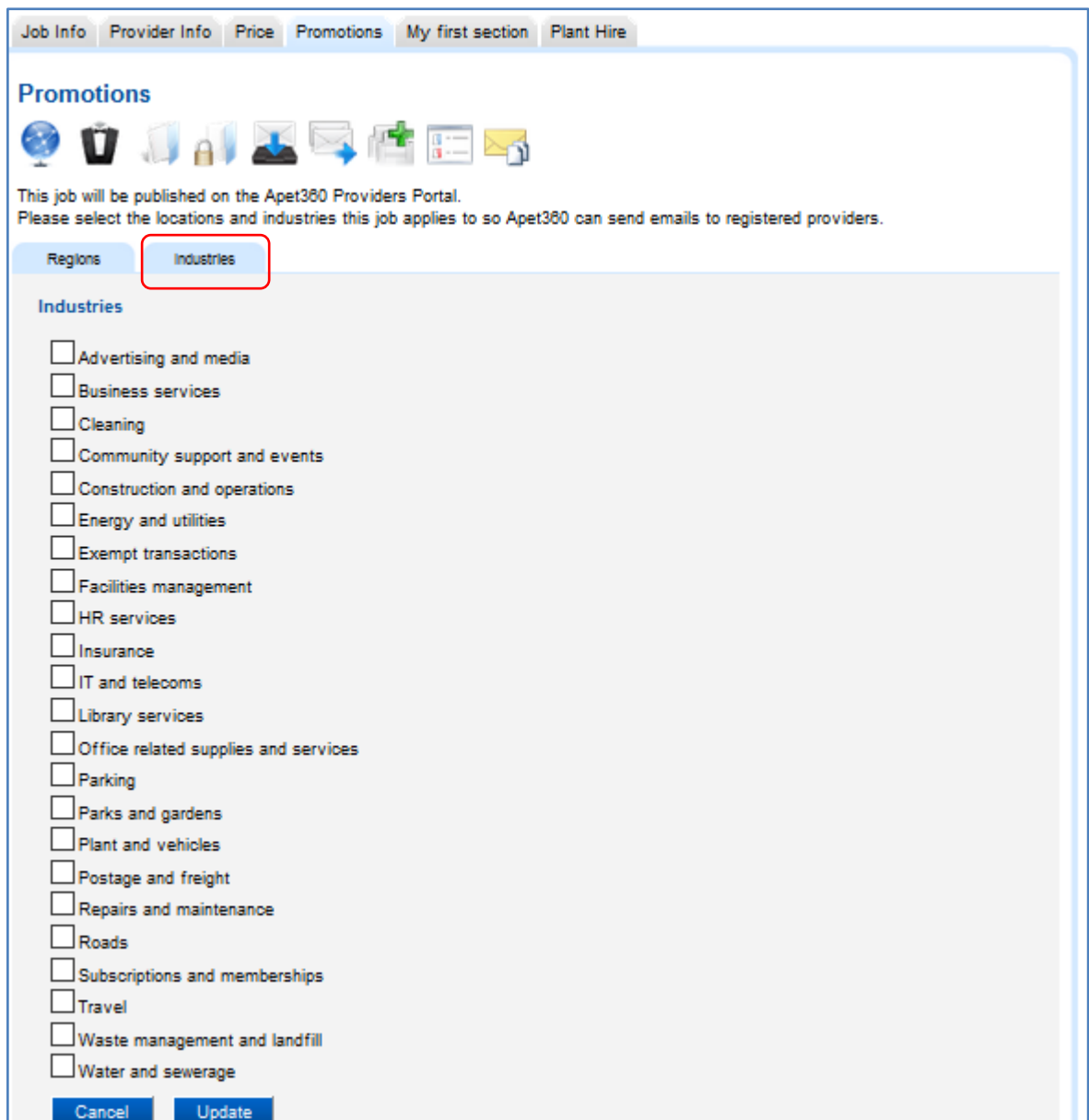


Figure 2 Promote by Region

5. Click on the Industry tab and select the relevant Industry(s) for the job and click Update.



Job Info Provider Info Price Promotions My first section Plant Hire

Promotions

This job will be published on the Apet360 Providers Portal.
Please select the locations and industries this job applies to so Apet360 can send emails to registered providers.

Regions Industries

Industries

- Advertising and media
- Business services
- Cleaning
- Community support and events
- Construction and operations
- Energy and utilities
- Exempt transactions
- Facilities management
- HR services
- Insurance
- IT and telecoms
- Library services
- Office related supplies and services
- Parking
- Parks and gardens
- Plant and vehicles
- Postage and freight
- Repairs and maintenance
- Roads
- Subscriptions and memberships
- Travel
- Waste management and landfill
- Water and sewerage

Cancel Update

Figure 3 Promote by Industry

6. Complete the remaining job details and when the Job is published, the following Job Notification email template is populated and distributed to the providers where there is a **direct** match with region and industry.

The text within the email template can be customized by the Boss User (all text that is capitalized and within # has to remain in that format in order for the relevant information to be populated).



Figure 4 Job Notification Email Template

Provider's Perspective

The new landing page for 360Pro (<https://360providers.apetsoftware.com.au/>) includes details of promoted jobs:



Welcome to Apet 360Pro's tender response portal

Please login or register as a new provider to view the job details and submit a response. Registering is free. Registered providers also have the opportunity to receive notifications about new jobs within their regions and industries. For technical support, please email support@langeconsulting.com.au.

Note: Lots of jobs are published without being promoted. Please switch accounts once you have logged in to see the selected account's jobs.

Promoted Jobs Filter...

Account	Job Name	Region	Industry	Closes
	Belconia RFT 16/07: 360Pro Demonstration Job	Australian Capital Territory	Cleaning Equipment and Accessories and Supplies	30/07/2016 10:00 AM
	Watson City Council EOJ 2016/07/22: 360Pro Example Job	Perth - North East Perth - North West	Building and Construction Machinery and Accessories	4/08/2016 10:00 AM

Figure 5 360Pro Provider Portal landing page

Please note: the image in Figure 5 shows the 360Pro logo in the Account column, the 360Pro logo is replaced by the council or organisation's logo when their promoted job is published.

For Providers to receive email notifications when a relevant job is published, they need to set their Notification preferences.

When Providers register for 360Pro they have the option to set their Region and Industry Notification preferences via the [My Notifications](#) link. Existing Providers can also set their Notification preferences by clicking on the [My Notifications](#) link in the bottom left hand corner.

Apet®360Pro
Integrated Evaluation Solution

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[This Account's Jobs](#)
[Switch Accounts](#)
[My Users](#)
[My Details](#)
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My Notifications

Please select the regions and industries relevant to your organisation.

To set your Notification preferences later, please click [This Account's Jobs](#) to return to the job you registered for OR click [Switch Accounts](#) to see currently open Jobs.

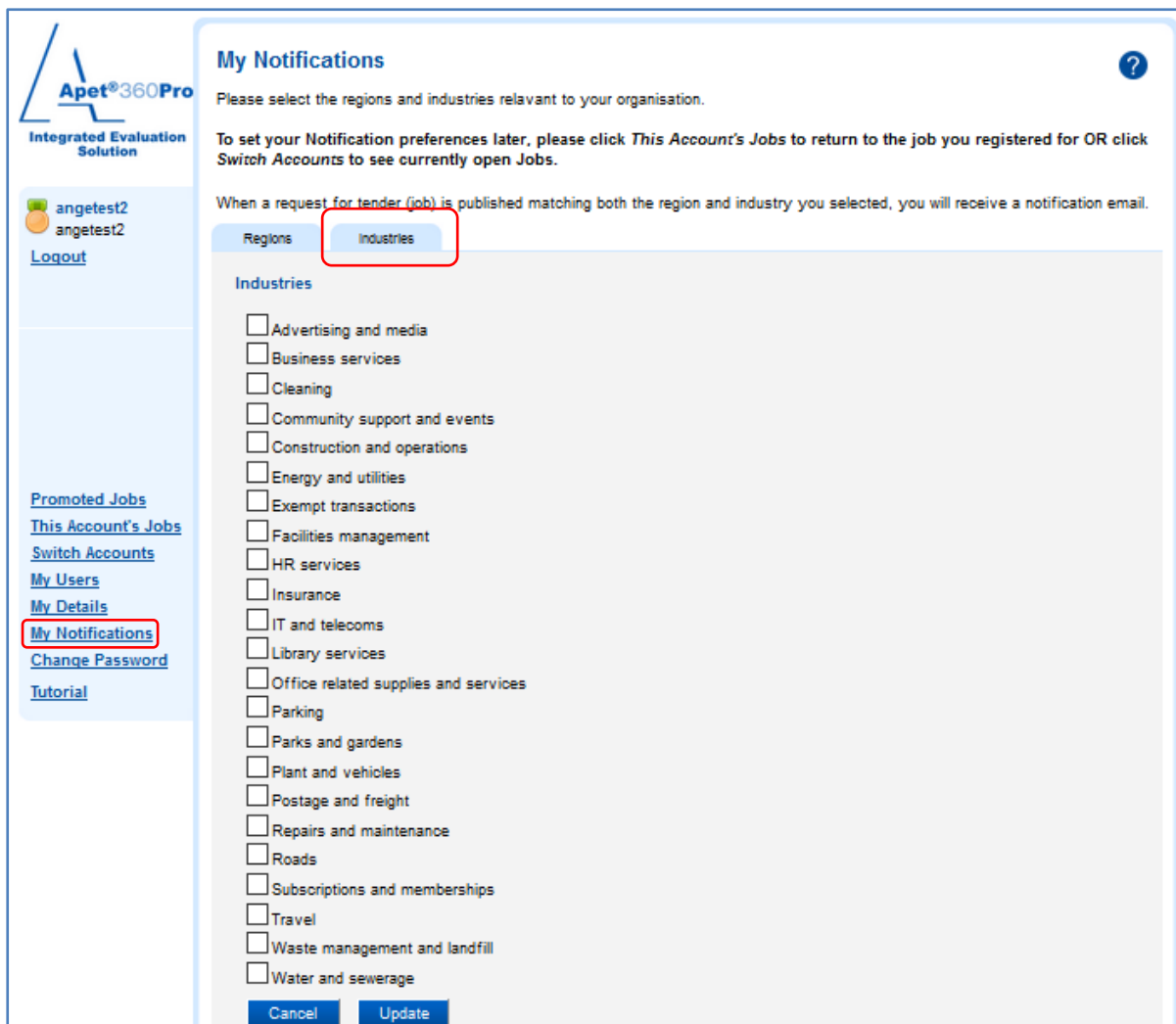
When a request for tender (job) is published matching both the region and industry you selected, you will receive a notification email.

Regions Industries

Regions

- Australian Capital Territory
- New South Wales [Select All](#)
 - Capital Region
 - Central Coast
 - Central West
 - Coffs Harbour - Grafton
 - Far West and Orana
 - Hunter Valley exc Newcastle
 - Illawarra
 - Mid North Coast
 - Murray
 - New England and North West
 - Newcastle and Lake Macquarie
 - Richmond - Tweed
 - Riverina
 - Southern Highlands and Shoalhaven
 - Sydney - Baulkham Hills and Hawkesbury
 - Sydney - Blacktown
 - Sydney - City and Inner South
 - Sydney - Eastern Suburbs
 - Sydney - Inner South West
 - Sydney - Inner West
 - Sydney - North Sydney and Hornsby

Figure 6 Providers can set their Region preference(s)



My Notifications ?

Please select the regions and industries relevant to your organisation.

To set your Notification preferences later, please click [This Account's Jobs](#) to return to the job you registered for OR click [Switch Accounts](#) to see currently open Jobs.

When a request for tender (job) is published matching both the region and industry you selected, you will receive a notification email.

Regions Industries

Industries

- Advertising and media
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Cancel Update

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Figure 7 Providers can set their Industry preference(s)

Figure 8 shows an example Job Notification email received by a Provider whose Region and Industry preferences matched a published job.

Dear angetest3,

A new job has been published in the industry and/or region matching your Apet360 notification preferences.
Job: Watson City Council #3
Closing: 28-Jul-2016 04:00 PM.

You can access the job at <http://test-360providers.simplylogical.net/ManageJob.aspx?id=10574>.

Your account details:
User name: angetest3
Password: angetest3

Kind Regards,
Apet360 Management Team

Figure 8 Example Job Notification email

More Information

For more information, please email support@simplylogical.net.