

Apet®360Pro™ Procurement Portal User Guide 33



Document Fee Functionality

Overview

This User Guide describes the steps to enable Users to restrict provider access to job documents until they have paid a fee. The actual process of paying the fee is handled outside of 360Pro™, this functionality is designed to allow Users to grant Provider access to the Job Documents. This functionality is switched off by default.

Entering a Fee Description

If the 'Job Manager must decide for all jobs' has been selected by the Boss in Job Settings, Boss Users also have the option of setting a default Fee Description that may include default instructions for Providers on how to obtain fee required documents (Figure 1). If this text box is left blank, the Job Managers will be able to enter their own description when creating their job.

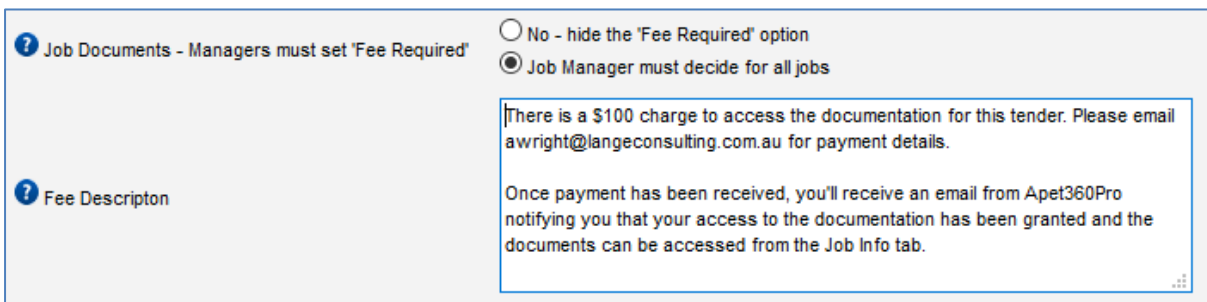


Figure 1 Fee Description in Job Settings

Job Managers can edit or enter their own Fee Description text when creating their job. Please note, fee description details cannot be entered via .csv file, they have to be entered on the Job Management page (Figure 2).

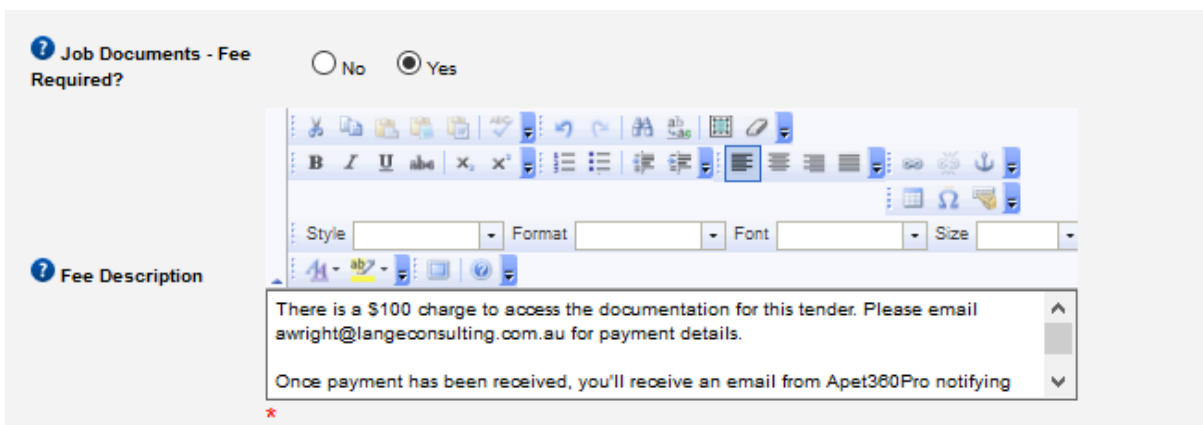


Figure 2 Entering a Fee Description in Job Management view

Job Info Provider Info Price Promotions My first section

Job Management

Job ID:	10598
Job Name:	Doc Fee test2
Job Details:	very simple Job to test the basics
Is Cost Associated?	Yes
Is Location Associated?	No
Is Public Job?	Yes
Promote By Region?	Yes
Promote By Industry?	Yes
Pre-qualification tender?	No
Score Upper Limit:	10
Closing Date:	30-Sep-2016 08:00 PM
Is Template:	No
Release Date:	01-Sep-2016 01:30 PM
Documents included	<ul style="list-style-type: none"> • Test document.docx (9.6 KB)
Fee Required:	Yes
Fee Description:	<p>There is a \$100 charge to access the documentation for this tender. Please email awright@langeconsulting.com.au for payment details.</p> <p>Once payment has been received, you'll receive an email from Apet360Pro notifying you that your access to the documentation has been granted and the documents can be accessed from the Job Info tab.</p>
Black Flag:	
Is Risk Associated?	No

[Exit](#)
[Upload Documents](#)
[Change Closing Date](#)
[Withdraw](#)
[Late Tender](#)

Figure 3 Fee Description completed

When Providers register for the job, they will be notified on the Job Info tab how to pay for access to the documents. The hyperlinks for the documents will **not** be displayed until access has been granted by the Job Manager.

Job Info Your Info My first section Price

angetest2
angetest2
[Logout](#)

Timezone
 AUS Eastern Standard
 Released
 01-Sep-2016 13:30
 Registered
 01-Sep-2016 13:36
 Closing
 30-Sep-2016 20:00
 29 days, 6 hours, 9 minutes until close of job

Doc Fee test2

Your response is not yet complete. To show progress, please mouse over the traffic light or click on the "Review" button to reveal questions you have yet to respond to. Complete all questions to expose the "Submit" button.

[Review](#)
[Contact Job Manager](#)

Show Progress Bar

Job Name:	Doc Fee test2
Job Details:	very simple Job to test the basics
Date Released:	01-Sep-2016 01:30 PM
Date Closing:	30-Sep-2016 08:00 PM
Supporting Documents:	<p><i>There is a \$100 charge to access the documentation for this tender. Please email awright@langeconsulting.com.au for payment details.</i></p> <p><i>Once payment has been received, you'll receive an email from Apet360Pro notifying you that your access to the documentation has been granted and the documents can be accessed from the Job Info tab.</i></p>

[Start Response](#)

Figure 4 Fee Description details for Providers

Granting Access to Job Documents

When the document fee has been paid, the Job Manager navigates to the globe icon for the job and clicks on the More Info link beside the provider name (Figure 5)

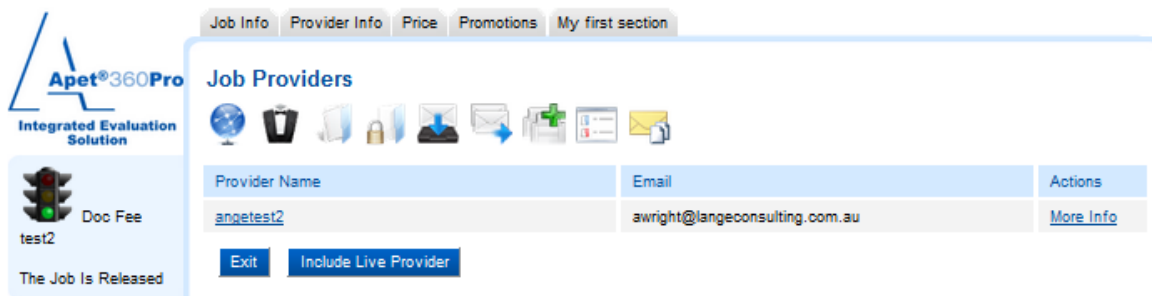


Figure 5 Granting access to Job Documents

At the bottom of the Job Provider Info view (Figure 6), there is a check box to select when the fee has been paid. By checking this box, an email is automatically sent to the Provider notifying them they can now access the Job Documents (Figure 7).

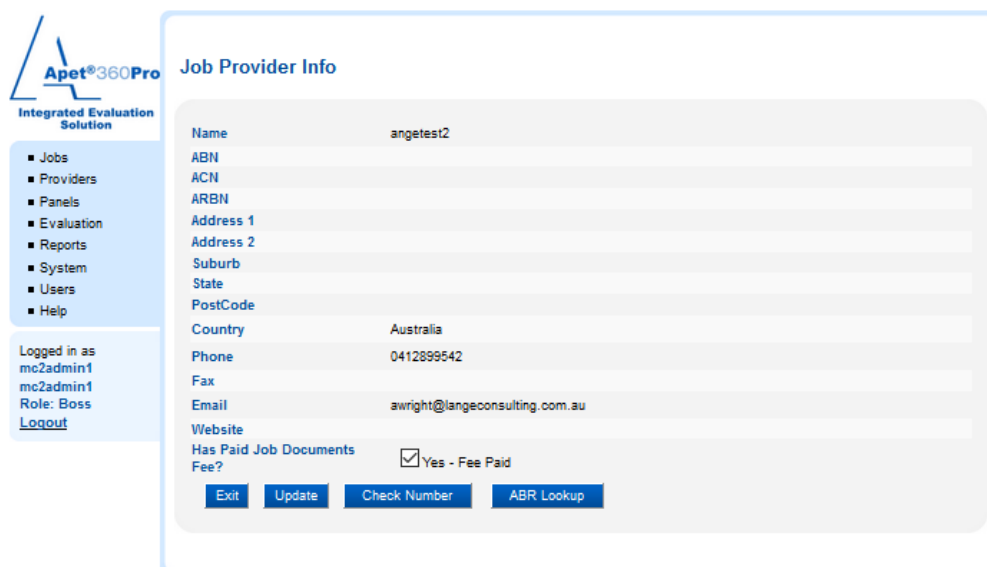


Figure 6 Granting access to Job Documents

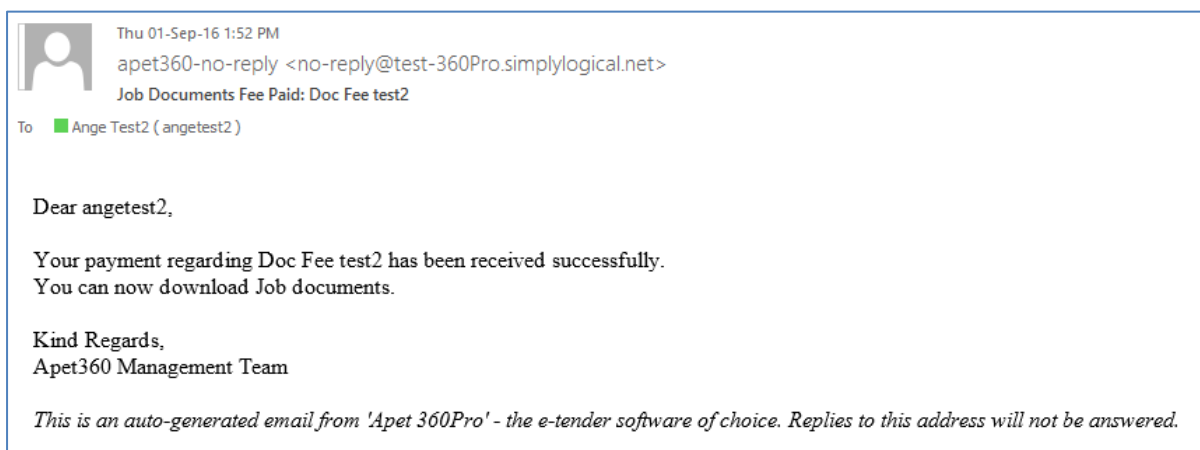
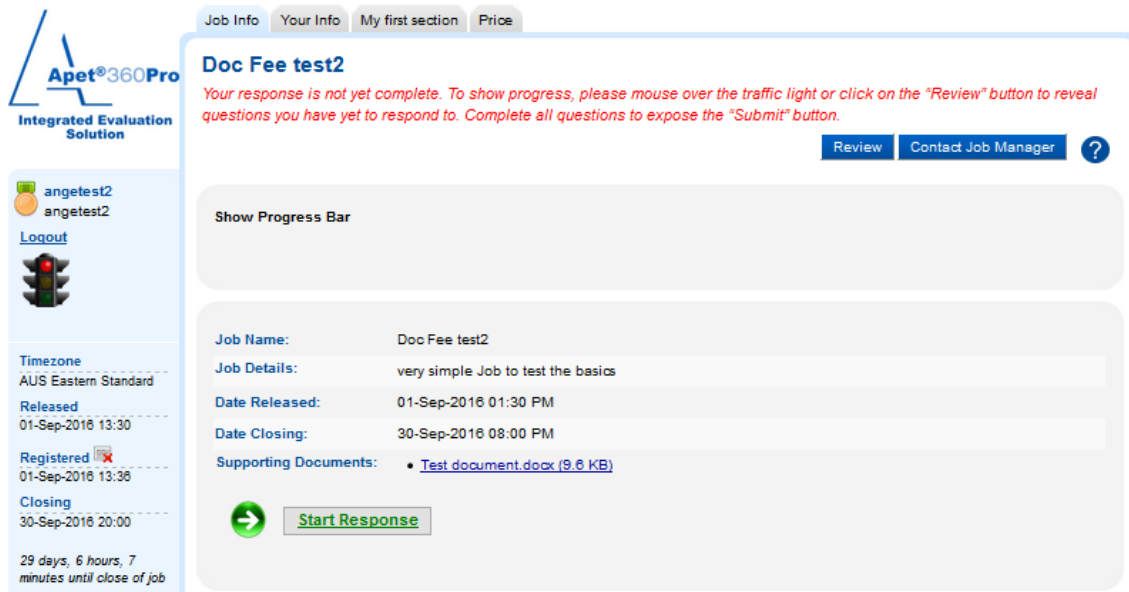


Figure 7 Email to Provider - Access to job documents available.

Providers log back into the Job, click on the Job Info Tab and the red fee description text is replaced by links for the job document(s) (Figure 8).



The screenshot shows the Apet 360Pro interface. On the left is a sidebar with the user's name 'angetest2', a traffic light icon, and various job status details including Timezone (AUS Eastern Standard), Released (01-Sep-2016 13:30), Registered (01-Sep-2016 13:36), and Closing (30-Sep-2016 20:00). The main content area has tabs for 'Job Info', 'Your Info', 'My first section', and 'Price'. The 'Job Info' tab is active, displaying the job title 'Doc Fee test2' and a red message: 'Your response is not yet complete. To show progress, please mouse over the traffic light or click on the "Review" button to reveal questions you have yet to respond to. Complete all questions to expose the "Submit" button.' Below this are buttons for 'Review', 'Contact Job Manager', and a help icon. A 'Show Progress Bar' section is present. The job details table shows: Job Name: Doc Fee test2; Job Details: very simple Job to test the basics; Date Released: 01-Sep-2016 01:30 PM; Date Closing: 30-Sep-2016 08:00 PM; and Supporting Documents: Test document.docx (9.6 KB). At the bottom is a green arrow icon and a 'Start Response' button.

Figure 8 Provider perspective - Job Documents available