Apet®360Pro™ Procurement Portal

User Guide 37

Provider Response Report

Overview

The Provider Export and the Provider Response Report allow the User to download copies of the Provider's submitted responses – in Excel and PDF.

The download includes a *Responses* Excel spreadsheet divided into worksheets; **'Summary'** (Job/Provider details), **'Responses',** and there are additional worksheets (**'Equipment', 'Accessories', and/or 'Equipment Insurance', and/or 'Company Insurance')** if it is a PlantHire job.

Summary tab includes Job details and Provider details who submitted a response.

	A	B	C	D	E	F	G	H
1	Provid	Provider Name	Questi	Section	Question	Statement	Response	Attachments
2	10691	angetest2	75177	Instructions	¼Interested parties are requested to download and	Response provided		
3	10691	angetest2	75178	Support¼	Contact for RFT enquiries Tenderers must direct any	Response provided		
4	10691	angetest2	75179	Tenderer's Details:	Business ABN:	Response provided	15079494518	
5	10691	angetest2	75180	Tenderer's Details:	Business ACN, if applicable:	Not Applicable		
6	10691	angetest2	75181	Tenderer's Details:	¼Legal name (the name under which your business	Response provided	Ange's company	
7	10691	angetest2	75182	Tenderer's Details:	Trading Name (Name or title under which you trade	Response provided	Ange's Company	
8	10691	angetest2	75183	Tenderer's Details:	Legal entity type of your business:	Company	(no comments permitted)	
9	10691	angetest2	75184	Tenderer's Details:	Postal Address1:	Response provided	12 Smith Street	
10	10691	angetest2	75185	Tenderer's Details:	Postal Address2:	Not Applicable		
11	10691	angetest2	75186	Tenderer's Details:	Suburb/Town	Response provided	Smithtown	
12	10691	angetest2	75187	Tenderer's Details:	State	Response provided	ACT	
13	10691	angetest2	75188	Tenderer's Details:	Postcode	Response provided	2602	
14	10691	angetest2	75189	Tenderer's Details:	Email Address	Response provided	awright@langeconsutling.com.au	
15	10691	angetest2	75190	Tenderer's Details:	Website	Response provided	www.langeconsulting.com.au	

Figure 2 'Responses' tab showing the Provider ID number, Povider Name, Question ID number,Section Name, Question Name, Statement chosen, text Response, and the file name for any documents the Provider attached
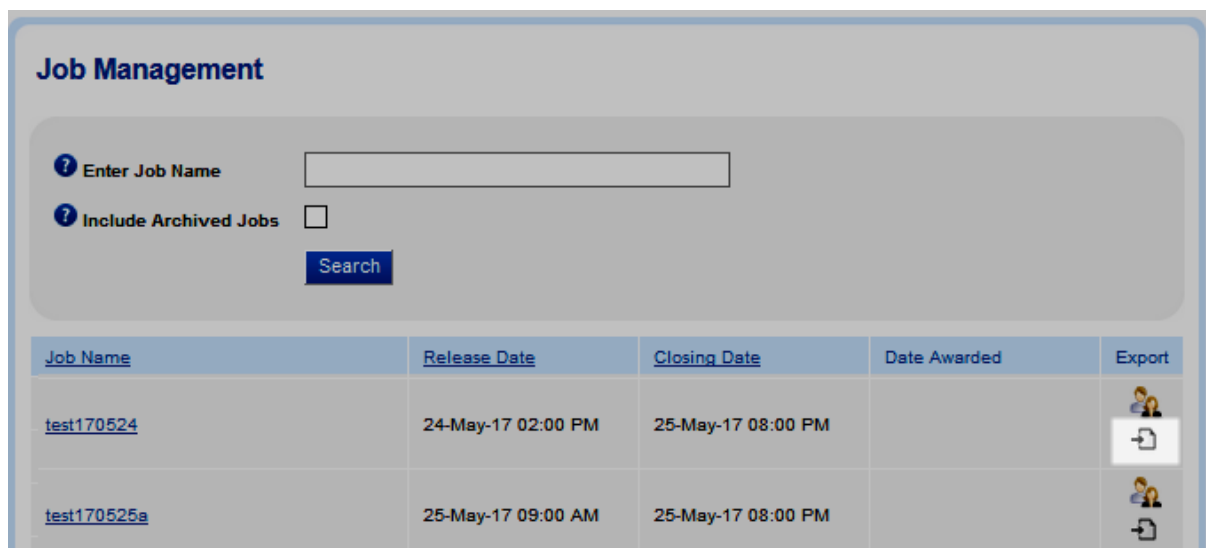
360Pro Users have two ways of exporting a copy of the Provider's responses; via the download icon on the Job Management page (**Provider Export**) or via the **Provider Response Report** within the Reports function.

By default, the **Provider Export** will export a copy of all Providers who submitted a response and their text box responses will all be in the one *Responses* spreadsheet (see instructions below).

If you want to export a copy of all Providers' responses OR a copy of a single/individual Provider, you can do that via the **Provider Response Report.** Downloading one Provider at a time will mean only that provider's response will be in the *Responses* spreadsheet and/or PDF report (see instructions below).

Provider Export

On the Job Management page, there is a folder icon with a sideways arrow. Clicking on the icon will start the process of compiling the export.

Figure 3 Download Provider export
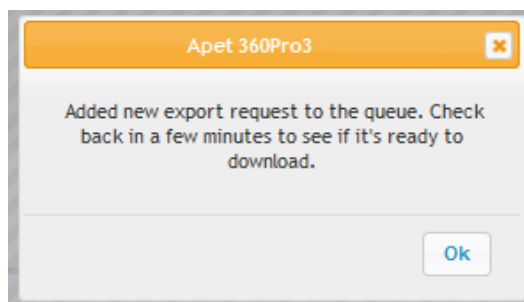
When the export has finished compiling (it may take a few minutes), click on icon with the

downwards arrow

The export folder will contain:

- Responses Excel spreadsheet and pdf file

- Individual folders for each Provider. These folders will have a folder within them titled Response Docs and each Response Docs folder will contain the documents the Provider attached/submitted.

- If the job allowed alternative submissions, Providers who submitted an alternative tender will have the job ID and submission number after their provider name (i.e. alt 10825.1)

- Job Docs folder for any Job supporting documents

- Addenda Docs folder for any addenda documents sent out

- Evaluator Uploaded Docs for any documents have been uploaded by the Job Manager on the Provider's behalf

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
angetest2	File folder					
angetest2 (alt 10825.1)	File folder					
angetest4	File folder					
Job Docs	File folder					
Addenda Docs	File folder					
Evaluator Uploaded Docs	File folder					
Responses	Microsoft Excel Worksheet	10 KB	No	12 KB	14%	11/07/2017 9:52 AM

Figure 5 Provider Export

Within the Provider's Response Docs folder, the file names of their attachments will be automatically prefixed with the Question ID number that document was attached to within their response and the Provider ID.

As mentioned above, downloading the Provider Export from the Job Management page will export a copy of all Providers who submitted a response (and their responses will all be in the one *Responses* Excel spreadsheet and pdf). If you want to download a single/individual Provider's response, you can do that via the Provider Response Report.

The box with the **red cross** deletes that version of the export file (if you delete the file, you'll be able to export it again by following steps above)

Figure 7 Export icons (download and delete)

Provider Response Report

The Provider Response Report will provide you with the same files as the **Provider Export**, but you have the option to download **all** Providers or to download an **individual** Provider's response. Clicking on the icon within the **red box** will download **all** providers (in exactly the same format as the **Provider Export** discussed above).

Clicking on the icons within the **yellow box** will download each Provider's responses **individually**.
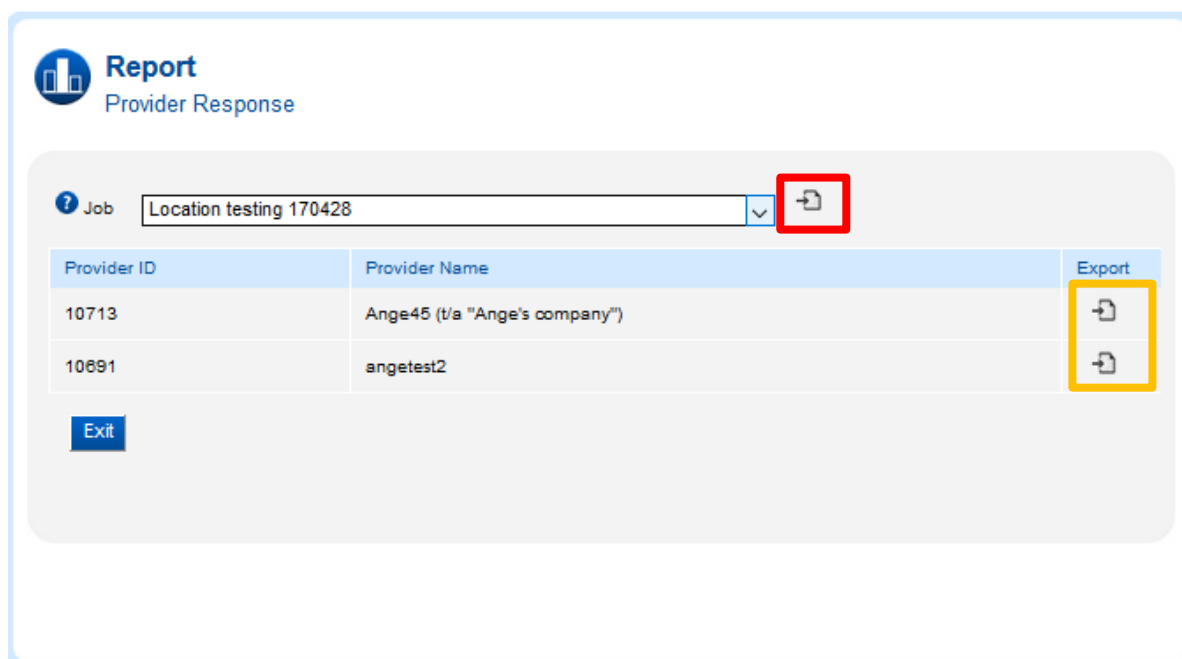
When downloading an **individual** Provider's response, the folder will contain:

- Responses spreadsheet – this spreadsheet will only contain that particular Provider's text box responses

- Responses PDF - this file will only contain that particular Provider's text box responses

- A folder with the Provider's name. This folder will have a folder within it titled Response Docs and the Response Docs folder will contain the documents attached/submitted by the Provider.

- Job Docs folder for any Job supporting documents

- Addenda Docs folder for any addenda documents sent out

- Evaluator Uploaded Docs for any documents uploaded by the Job Manager on that Provider's behalf.

As with the Provider Export, the **downwards** arrow icon enables you to download the export again and the box with the **red cross** deletes that version of the export file (if you delete the file, you'll be able to export it again by following steps above)

Exporting a copy of the Awardee's response

After a job is awarded, you can export a copy of the awardee's response via the folder icon with the sideways arrow on the Job Info tab for the completed job.

		Awardee	Date Awarded	Reason	Internal Comments	External Comments
Awarded To:		Bella	09-Aug-2016 03:31 PM	Availabilty	chosen for best VFM	this is your feedback
		⊟				

Figure 9 Exporting a copy of the Awardee's response via the Job Info tab.