

## Wood Mackenzie Supply Chain Sourcing Intelligence Quick Start

Wood Mackenzie Supply Chain Sourcing Intelligence enables suppliers to access buyer documents and submit documents over a web-based sourcing platform

### Logging in

1. Launch a web browser and go to [www.poweradvocate.com](http://www.poweradvocate.com)
2. Click the orange **LOGIN** button
3. Enter your account **User Name** and **Password** (both are case-sensitive) and click **Login**.

### Dashboard

Your Dashboard has been updated to include everything you have access to on one page.

Your company information

Diversity Portals your company has access to

Different portals your account has been invited to participate in

Navigation Bar

Dashboard Profile Company Logout

Self Help

#### My Company

- My Company
- Products & Services (...)

#### Diversity

- Company
- Wood Mackenzie Su...

#### My Portals

Actions	Company	Portal Name	Portal Owner
	Wood Mackenzie Supply Chain	<a href="#">Test Portal</a>	Lauren Chin
	Wood Mackenzie Supply Chain	<a href="#">Sustainability - October</a>	Leigha Gardner
	Wood Mackenzie Supply Chain	<a href="#">International Suppliers (outside ...)</a>	Support Buyer
	Wood Mackenzie Supply Chain	<a href="#">Example Portal</a>	Leigha Gardner

#### My Bid Events

Open (4)
Pending (2)
Closed (36)

Actions	Status	Event #	Event Title	Event Coordinator	Company	Close Time	Open Time
	Pending	<a href="#">117939</a>	<a href="#">Geoff's PENDING Bid Ev...</a>	Geoff J.	Wood Mackenzie Supply...	08/31/2075 5:00 PM EDT	08/31/2050 8:00 AM EDT
	Open	<a href="#">107779</a>	<a href="#">demo copy</a>	Lauren Chin	Wood Mackenzie Supply...	01/01/3000 4:00 PM EST	02/07/2021 7:00 AM EST
	Open	<a href="#">101451</a>	<a href="#">Geoff Test Event (do wh...</a>	Geoff J.	Wood Mackenzie Supply...	05/16/2023 5:00 PM EDT	11/03/2020 8:00 AM EST
	Open	<a href="#">110801</a>	<a href="#">*****Kian Test</a>	Kian Phillips	Wood Mackenzie Supply...	12/09/2022 4:00 PM EST	11/09/2021 8:00 AM EST

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Bid Events/RFP's that your account has been invited to, will appear in the "My Bid Events" panel

- Click an event number or name to view its **Status** tab, which displays a summary of the event activity and key dates.
  - Once in the event, you have different options to view specific details
- To return to the Dashboard, click **Dashboard** in the navigation bar at the top right of the window.
- An event will not appear on your Dashboard until the Bid Event Coordinator has added you as a participant

In addition to the **My Bid Events** panels, you will also see:

- **My Company** panel, which shows your company's information
- **Diversity** panel, which shows different company's Diversity portals you are on
- A **My Portals** panel, which will show portals which your specific account has been invited to.

## Downloading Bid Packages

All of the buyer's bid package documents, including specifications and engineering drawings, are centrally stored on the Wood Mackenzie Supply Chain (formerly PowerAdvocate) platform. To view bid documents, click onto the event, and then navigate to the Download Documents tab.

Document Description	Issue Date	Ref ID	Rev #	File Name	File Size	Download
Pier23 Pilings RFP	5/30/10	133-01	C	p23pile.pdf	742 KB	<input type="checkbox"/>

- You can access the **Bid** sub-tab after the bid opens. You can access Buyer documents before the event from a **Pre-Bid** sub-tab if the buyer requires a Pre-Bid submittal; the buyer must approve your submittal before you can access the **Bid** sub-tab. Likewise, you will see a **Post Bid** sub-tab if the buyer invites you to participate in post-bid negotiations.
- To view or download a document, click the file name; you may be prompted to open or save the file
- To download multiple documents:
  - Select the checkbox in the **Download** column for each document you wish to download, or click **Select All**.
  - Click **Download Selected Files**.
  - Click **Start** to download a .zip file containing the selected documents.

## Uploading Documents

To upload your documents, click on the **2. Upload Documents** tab from within the event.

Document Description	Issue Date	Ref ID	File Name	File Size	Upload Date	Actions
Pier 23 Architectural	6/01/10	133-22	p23abp.pdf	420 KB	6/01/10	

- As with the **1. Download Documents** tab, you may be able to access and upload documents to **Pre-Bid**, **Bid**, and **Post Bid** subtabs as appropriate.
- To upload a document:
  - Specify a **Document Type**, and edit the Reference ID if necessary.
  - Click **Browse**, navigate to and select the document, and then click **Open**; multiple files can also be compressed into one .zip file for upload
  - Click **Submit Document**.
- Late documents are accepted at the Buyer's option, but are flagged in red text.

## Completing Datasheets

To view the event datasheets, click on the **3. Commercial**, **4. Technical**, or **5. Pricing** tabs from within the event. Buttons/tabs are greyed out if the buyer did not create a particular type of dataset.



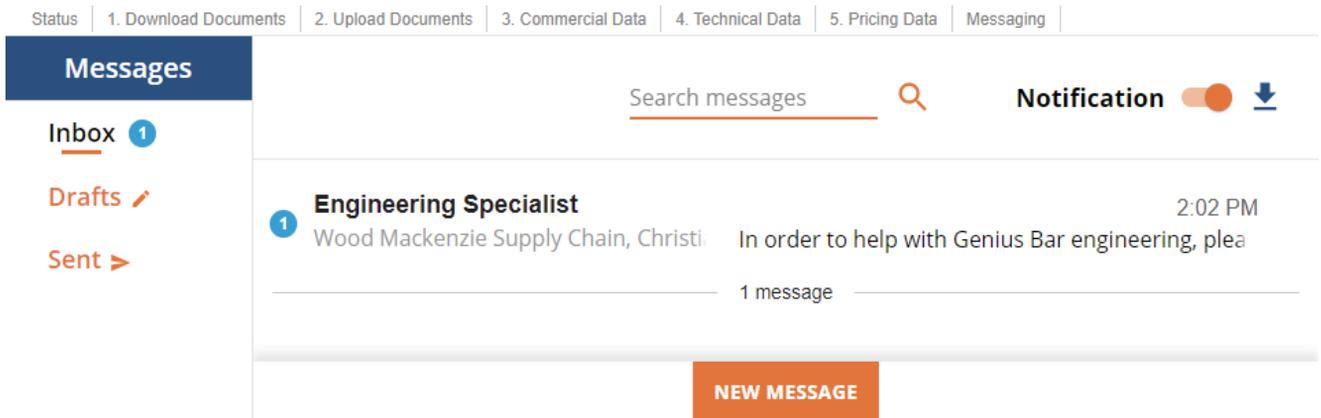
- Complete the datasheets over the course of the Bid Open period; Datasheets may have multiple sub-tabs.
- Click **Save Data** often to avoid data loss. Once the bid closes, saved data is automatically submitted to the buyer.
- Once the bid closes, you are normally unable to modify datasheets. However, at the buyer's option, you may upload additional documents on the **2. Upload Documents** tab (which are flagged as being late).
- To export the datasheets to an excel workbook, click

## Communicating with the Bid Event Coordinator

Buyer companies use Wood Mackenzie Supply Chain messaging to communicate.

### Wood Mackenzie Supply Chain Messaging

To send a message to the Bid Event Coordinator (BEC), go to the **Messaging** tab and click **New Message**. To read or reply to a message from the BEC, click the message subject line. Conversations are stored as threads, so to view the entire conversation click into the message, and scroll through to read older/multiple messages,



- You can send messages to the BEC and the buyer team. Replies are sent to your Supplier Team and the Buyer Team.
- BECs can message the Buyer Team and all Supplier teams at once. Supplier Teams can respond, but not see other Supplier Teams' responses.
- Supplier Teams cannot message each other, or see other Supplier Teams' correspondence with the Buyer Team.
- You can receive external email notifications of new Wood Mackenzie Supply Chain messages.

## Getting More Information

- Click on the Self Help button to display help on different pages
- Call Wood Mackenzie Supply Chain support at 857-453-5800 (Mon-Fri, 8 a.m. to 8 p.m. Eastern Time) or email [support@poweradvocate.com](mailto:support@poweradvocate.com)