



RECEIVING AND ACCEPTING A BID

In this section you will be instructed on how to Receive and Accept a Bid

- Email notification that a Bid has been made
- Opening your Quote in Enquiry Quote Tab
- Reviewing the Bid/Bids
- Viewing the Suppliers Details
- Opening attachments
- Using the Public Clarification Board
- Accepting a Bid
- Reviewing the Quote details
- Communicating with the Supplier
- Finalizing the Transaction
- Writing a Review

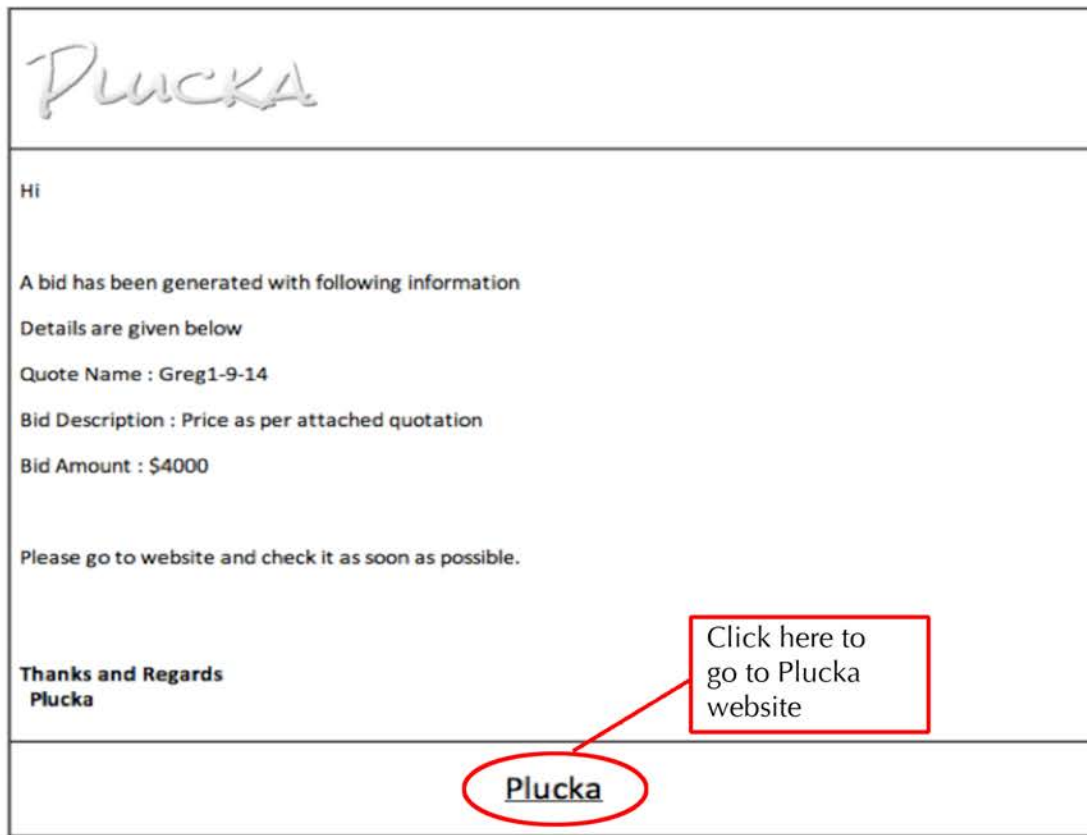
If you need any further assistance please contact us at,
team@plucka.com.au

or

1300 671 660

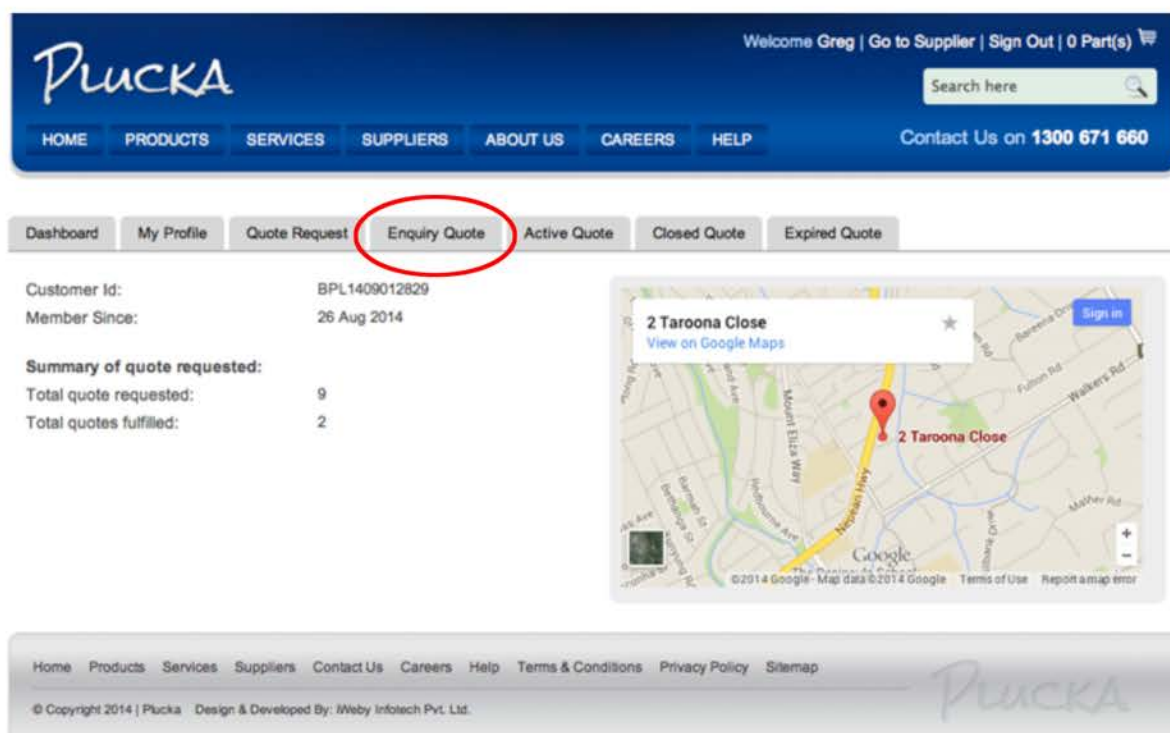
RECEIVING AND ACCEPTING A BID

You will receive an email informing you that a Bid has been made for your Quote Request



Click on the Plucka link, which will take you to the Home page where you can login

After logging in, click on the Enquiry Quote tab in your Dashboard



Select the Quote which a bid has been made on

The screenshot shows the Plucka website dashboard. At the top, there is a navigation bar with the Plucka logo, a search bar, and links for HOME, PRODUCTS, SERVICES, SUPPLIERS, ABOUT US, CAREERS, and HELP. Below this is a secondary navigation bar with links for Dashboard, My Profile, Quote Request, Enquiry Quote, Active Quote, Closed Quote, and Expired Quote. A button labeled 'CREATE CUSTOM QUOTE' is visible on the right. The main content area displays a list of quotes. The first quote, 'Greg1-9-14', is circled in red. It was created on 18 Sep 2014 08:41 AM. Below it is another quote, 'Test18914', created on 18 Sep 2014 07:40 AM. At the bottom, there is a footer with copyright information and a Plucka logo.

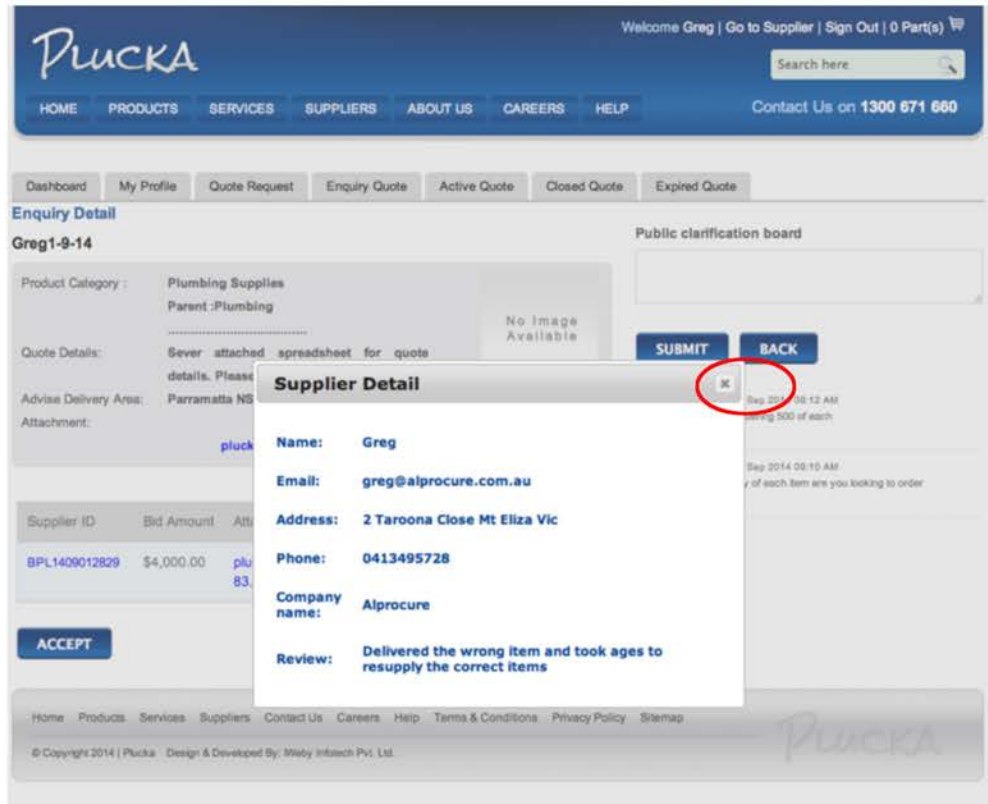
In this screen you can view the bid, if more than one bid has been made for this quote they will all be listed here to compare

The screenshot shows the 'Enquiry Detail' page for quote 'Greg1-9-14'. The page includes a navigation bar and a secondary navigation bar. The main content area is divided into two columns. The left column contains details about the enquiry, including the product category (Plumbing Supplies), parent (Plumbing), quote details (Sever attached spreadsheet for quote details. Please provide prices per item), advise delivery area (Parramatta NSW), and attachment (plucka_1057771094.xls). The right column contains a 'Public clarification board' with a text input field and 'SUBMIT' and 'BACK' buttons. Below the enquiry details is a table of bids. The first bid is from supplier BPL1409012829, with a bid amount of \$4,000.00 and an attachment of plucka_14399313 83.doc. The bid details are 'Price as per attached quotation'. A red box highlights the 'Supplier ID' column header, and a red circle highlights the bid from BPL1409012829. Below the table is an 'ACCEPT' button.

Supplier ID	Bid Amount	Attachments	Bid Details
BPL1409012829	\$4,000.00	plucka_14399313 83.doc	Price as per attached quotation

You can view the details of the supplier that has made the bid by clicking on their Supplier ID

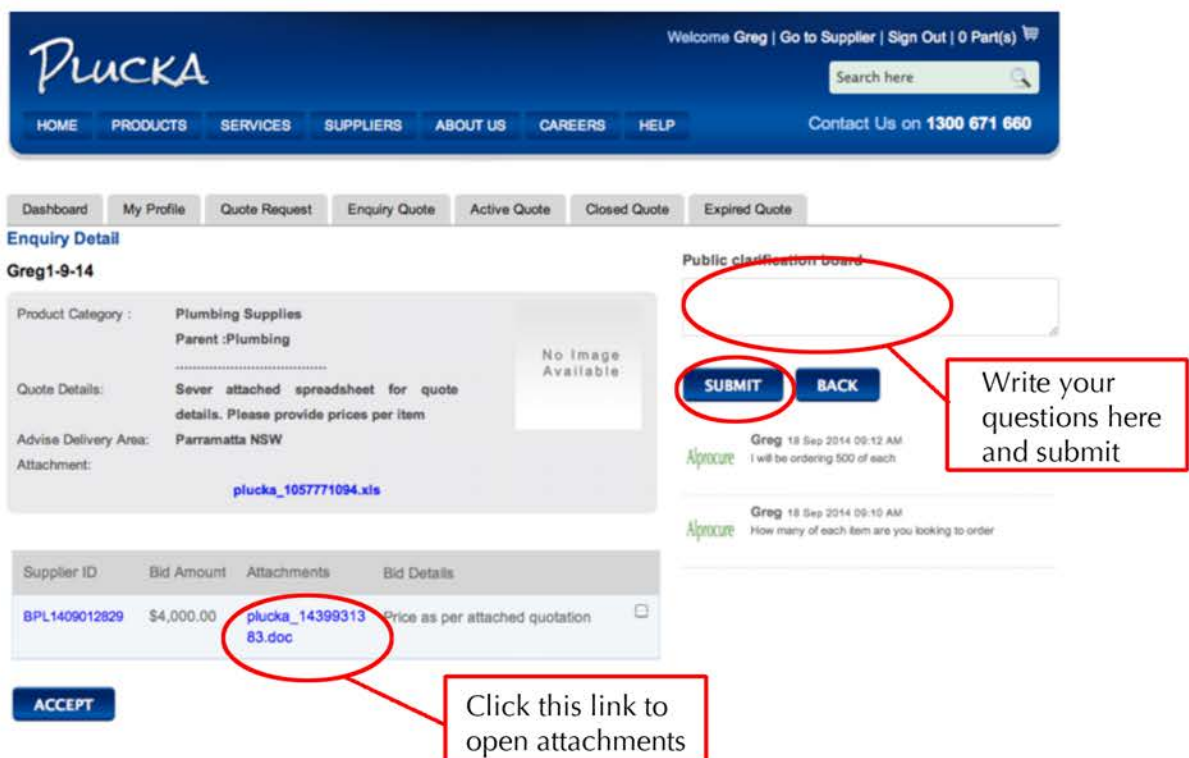
Supplier details are shown in the pop up, you can close it by clicking on the X



You can open any attachments by clicking on them and they will appear in another window or download

If you have any questions for the supplier you can use the Public clarification board to ask them before accepting the Bid

Type in your query and click on Submit



If you wish to leave the Quote and wait for a response you can click on the BACK button

Plucka

Welcome Greg | Go to Supplier | Sign Out | 0 Part(s)

Search here

HOME PRODUCTS SERVICES SUPPLIERS ABOUT US CAREERS HELP Contact Us on 1300 671 660

Dashboard My Profile Quote Request Enquiry Quote Active Quote Closed Quote Expired Quote

Enquiry Detail

Greg1-9-14

Product Category : Plumbing Supplies
Parent :Plumbing

Quote Details: Sever attached spreadsheet for quote details. Please provide prices per item

Advise Delivery Area: Parramatta NSW

Attachment: [plucka_1057771094.xls](#)

No Image Available

Supplier ID	Bid Amount	Attachments	Bid Details
BPL1409012829	\$4,000.00	plucka_14399313 83.doc	Price as per attached quotation

ACCEPT

Public clarification board

SUBMIT **BACK**

Greg 18 Sep 2014 09:41 AM
BPL1409012829 can you deliver these goods tomorrow

Greg 18 Sep 2014 09:12 AM
I will be ordering 500 of each

Greg 18 Sep 2014 09:10 AM
How many of each item are you looking to order

Once you are satisfied with the offer made, you then check the Bid you want, as shown

Plucka

Welcome Greg | Go to Supplier | Sign Out | 0 Part(s)

Search here

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Dashboard My Profile Quote Request Enquiry Quote Active Quote Closed Quote Expired Quote

Enquiry Detail

Greg1-9-14

Product Category : Plumbing Supplies
Parent :Plumbing

Quote Details: Sever attached spreadsheet for quote details. Please provide prices per item

Advise Delivery Area: Parramatta NSW

Attachment: [plucka_1057771094.xls](#)

No Image Available

Supplier ID	Bid Amount	Attachments	Bid Details
BPL1409012829	\$4,000.00	plucka_14399313 83.doc	Price as per attached quotation

ACCEPT

Public clarification board

SUBMIT **BACK**

Greg 18 Sep 2014 09:41 AM
BPL1409012829 can you deliver these goods tomorrow

Greg 18 Sep 2014 09:12 AM
I will be ordering 500 of each

Greg 18 Sep 2014 09:10 AM
How many of each item are you looking to order

Next select the Accept button

Once you have clicked the Accept button you will be taken to the Active Quotes tab

The screenshot shows the Plucka website dashboard. At the top, there is a navigation bar with the Plucka logo, a search bar, and links for HOME, PRODUCTS, SERVICES, SUPPLIERS, ABOUT US, CAREERS, and HELP. Below this is a secondary navigation bar with tabs for Dashboard, My Profile, Quote Request, Enquiry Quote, Active Quote, Closed Quote, and Expired Quote. The Active Quote tab is selected, displaying a table of active quotes. The first quote, 'Greg1-9-14', is highlighted with a red circle. The table has columns for Quote Title, Bids By, Status, and Delivery Location. Below the table, there is a footer with links to Home, Products, Services, Suppliers, Contact Us, Careers, Help, Terms & Conditions, Privacy Policy, and Sitemap, along with copyright information.

Quote Title	Bids By	Status	Delivery Location
Greg1-9-14	BPL1409012829	In Progress	SYD SOUTH WEST & M5 CORRIDOR
GDTes10914 Need it delivered to Dandenong next Tuesday	BPL1409012829	In Progress	MELB BAYSIDE & SOUTH EASTERN SUBURBS

Click on the quote you have just accepted

The screenshot shows the 'Work Area' for the 'Greg1-9-14' quote. The 'Quote Details' section is highlighted with a red circle, and a red box points to it with the text 'Review quote details here'. The 'Message' section is also highlighted with a red circle, and a red box points to it with the text 'Communicate directly with suppliers here'. The 'Quote Details' section includes fields for Enquiry Detail, Product Category, Quote Details, Advise Delivery, Area, Selected Seller ID, Seller Price, and Job Status. The 'Message' section has a text input field and buttons for SUBMIT and BACK.

Enquiry Detail: **Greg1-9-14**

Product Category: **Plumbing Supplies Parent :Plumbing**

Quote Details: **Sever attached spreadsheet for quote details. Please provide prices per item**

Advise Delivery: **Parramatta NSW**

Area: **Selected Seller ID: BPL1409012829**

Seller Price: **\$4000**

Job Status: ☒ In Progress ☐ Pending ☐ Complete

Message *

SUBMIT **BACK**

You are able to review the Quote Details by clicking on the link

The supplier will be issued an email informing them that you have accepted their Bid

The message Board can now be used to communicate with the supplier directly to finalise the process

Job Status will be Pending until the job is finalised

The screenshot shows the 'Work Area' of the Plucka website. At the top, there's a navigation bar with links: HOME, PRODUCTS, SERVICES, SUPPLIERS, ABOUT US, CAREERS, HELP. A search bar and contact number (1300 671 660) are also present. Below the navigation bar, there's a tabbed interface with 'Dashboard', 'My Profile', 'Quote Request', 'Enquiry Quote', 'Active Quote', 'Closed Quote', and 'Expired Quote'. The 'Enquiry Quote' tab is selected. The 'Work Area' section displays details for 'Greg1-9-14'. The 'Job Status' is 'Pending', which is circled in red. A red box with an arrow points to this status, containing the text 'You can find the Job Status here'. Below the details, there's a 'Message' field and two buttons: 'SUBMIT' and 'BACK'. The 'BACK' button is circled in red. At the bottom, there are two messages from 'Greg' dated 18 Sep 2014, both stating 'Can we have these goods delivered next Monday. I will issue an order to you once this is confirmed.'

Plucka

Welcome Greg | Go to Supplier | Sign Out | 0 Part(s)

Search here

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Dashboard My Profile Quote Request Enquiry Quote Active Quote Closed Quote Expired Quote

Work Area

Enquiry Detail: Greg1-9-14

Product Category: Plumbing Supplies Parent: Plumbing

Quote Details: Sever attached spreadsheet for quote details. Please provide prices per item

Advise Delivery Parramatta NSW

Area: Selected Seller ID: BPL1409012829

Seller Price: \$4000

Job Status: ☐ In Progress ☒ Pending ☐ Complete

Message *

SUBMIT BACK

Greg 18 Sep 2014 08:02 AM
Can we have these goods delivered next Monday. I will issue an order to you once this is confirmed.

Greg 18 Sep 2014 08:02 AM
Can we have these goods delivered next Monday. I will issue an order to you once this is confirmed.

Use the BACK button to exit the Work Area

Once you have completed this transaction, you can then open the Quote again in the Active Quote tab and check Complete

Checking complete in the Active Quote tab will bring you here

The screenshot shows the 'Supplier Review' page of the Plucka website. The navigation bar is the same as in the previous screenshot. The 'Active Quote' tab is selected. The 'Quote Title' is 'Supplier Review'. The table lists three quotes: 'Greg1-9-14', 'GDTest10914-2', and 'GTest28814-1'. Each quote has a 'No review' status and a 'WRITE REVIEW' button. The 'GTest28814-1' quote also has a 'No review' status. The footer contains links: Home, Products, Services, Suppliers, Contact Us, Careers, Help, Terms & Conditions, Privacy Policy, Sitemap. The copyright notice is '© Copyright 2014 | Plucka Design & Developed By: Webby Infotech Pvt. Ltd.'.

Plucka

Welcome Greg | Go to Supplier | Sign Out | 0 Part(s)

Search here

HOME PRODUCTS SERVICES SUPPLIERS ABOUT US CAREERS HELP Contact Us on 1300 671 660

Dashboard My Profile Quote Request Enquiry Quote Active Quote Closed Quote Expired Quote

Quote Title Supplier Review

Greg1-9-14	No review !	WRITE REVIEW	×
GDTest10914-2			×
GTest28814-1	No review !	WRITE REVIEW	×

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Plucka

If you wish you can choose to review the supplier. Any comments you make will be seen by the next customer whom receives a Bid from this supplier

The screenshot shows the Plucka website's 'Supplier Review' section. At the top, there's a navigation bar with links like HOME, PRODUCTS, SERVICES, SUPPLIERS, ABOUT US, CAREERS, and HELP. Below this is a dashboard with tabs for Quote Request, Enquiry Quote, Active Quote, Closed Quote, and Expired Quote. The main table lists quotes with columns for Quote Title and Supplier Review. Two quotes are visible: 'Greg1-9-14' and 'GTest10914-2', both with 'No review!'. A 'WRITE REVIEW' button is next to each. A red circle highlights the 'WRITE REVIEW' button for 'GTest10914-2', with a callout box saying 'Click here to write a review'. Another red circle highlights a red 'X' icon next to the 'WRITE REVIEW' button for 'Greg1-9-14', with a callout box saying 'Click here to delete finalised quote'. The footer contains copyright information and a Plucka logo.

Click here to delete finalised quote

Click here to write a review

Click on WRITE REVIEW

The WRITE REVIEW button will take you to this page. Write your review in the box provided and click SUBMIT.

The screenshot shows the 'Please enter your review' form on the Plucka website. The form has a text area for writing a review, a 'SUBMIT' button, and a 'Cancel' button. A red circle highlights the text area, with a callout box saying 'Write your review here'. The footer contains copyright information and a Plucka logo.

Write your review here

You can now delete the quote by clicking on the red cross as highlighted in the top diagram