



HOW TO MAKE A BID

In this section you will be instructed on how to create and submit a Bid against a Quote Request

- Email Notification of Bid Request
- Browse for Quotes
- How to view Quote Request Details
- Open Quote
- How to view Quote Details of the Quote
- Using the Public Clarification Board to communicate with the customer
- How to add a price
- Attaching files with your Quotation Detail
- Entering required Bid Details
- Submitting Bid
- Following progress of your Bid
- Notification of your Bid being accepted
- Finding your Active Quote
- Reviewing the Bid Details
- Communicating with your Customer
- Finalizing Bid
- Writing a Review

If you need any further assistance please contact us at,

team@plucka.com.au

or

PLUCKA

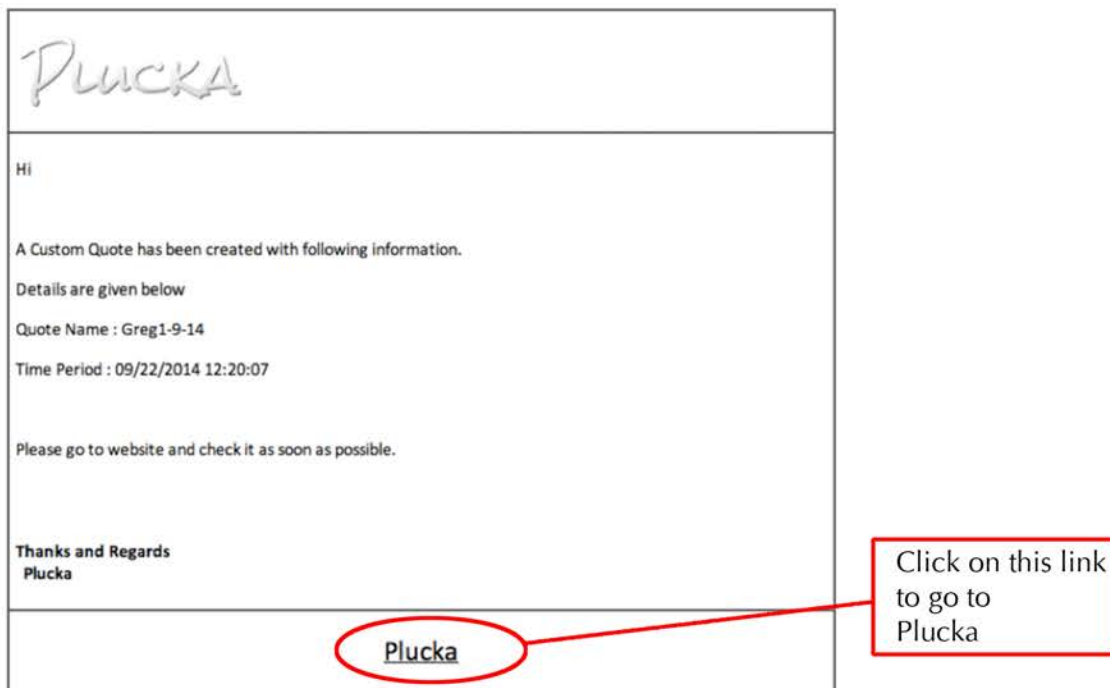
1300 671 660

PLUCKA USER MANUAL

HOW TO MAKE A BID

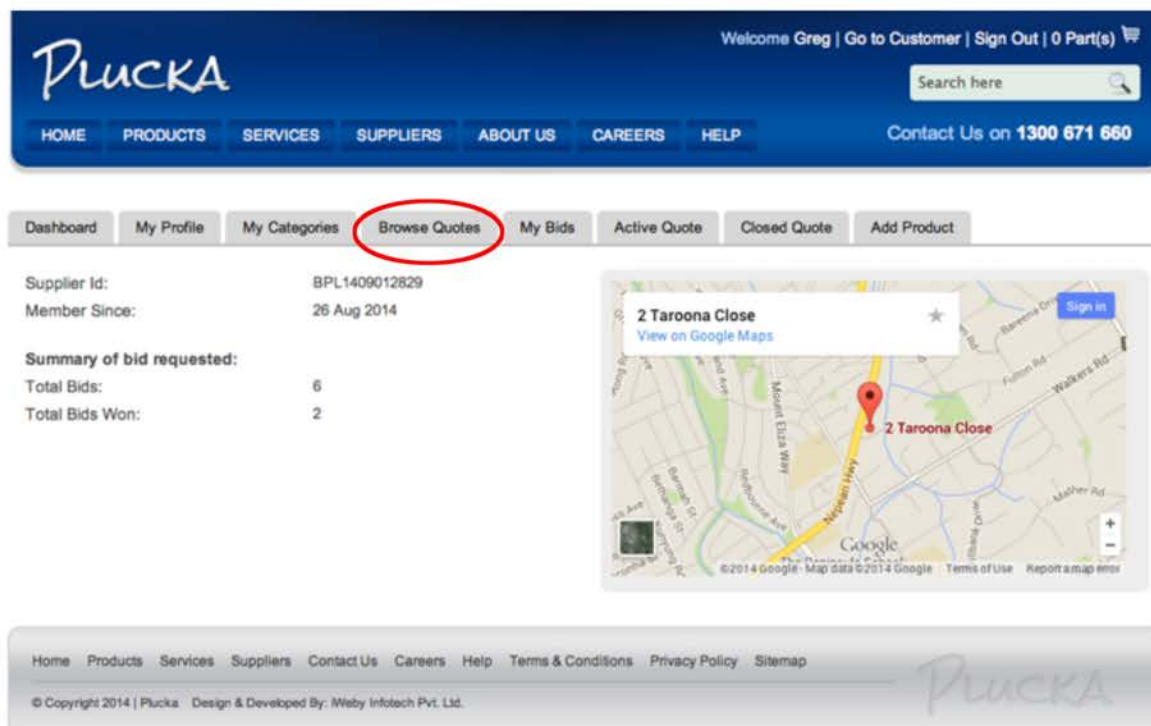
You will receive an email that informs you that a Quote has been requested that you can Bid on

Email Notification



You can click on Plucka and the link will take you to the Home Page where you can login

Once logged in, click on the BROWSE QUOTES tab



The Browse Quotes tab will take you to this page

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

Search here

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Dashboard My Profile My Categories Browse Quotes My Bids Active Quote Closed Quote Add Product

Browse Quotes

Quote by person	Quote Title	Bids	Started	Ends In
BPL1409012829	Greg1-9-14	Bid Now	18 Sep 2014	3 Days 22 Hrs 51 Min 33 Sec
BPL1409012829	Test18914 Please provide a price per length Powder coated surf mist finish FIS delivery to Melbourne	Bid Now	18 Sep 2014	4 Days 2 Hrs 31 Min 26 Sec
	sample 2	Bid Now	15 Sep 2014	0 Days 0 Hrs 42 Min 23 Sec
	test 15.9.14	Bid Now	15 Sep 2014	0 Days 22 Hrs 7 Min 21 Sec

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Details such as when the Quote was issued and the amount of time available to make a bid are shown in the table

You can view more details, or any reviews submitted by suppliers about the customer requesting the Quote, by clicking the ID number in the Quote by person column

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Bid Detail

Name: Greg

Email: greg@alprocure.com.au

Address: 2 Taroona Close Mt Eliza Vic

Phone: 0413495728

Company name: Alprocure

Review: Delivered the wrong item and took ages to resupply the correct items

Upon clicking the customer ID number, this page will appear, click the cross on the top right hand corner to close this window

To make a bid, click on Bid Now in the quote you want to bid on

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	sample 2	Bid Now	15 Sep 2014	0 Days 0 Hrs 42 Min 23 Sec
	test 15.9.14	Bid Now	15 Sep 2014	0 Days 22 Hrs 7 Min 21 Sec

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This page will appear

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Dashboard My Profile My Categories Browse Quotes My Bids Active Quote Closed Quote Add Product

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](#)

Public clarification board

No image Available

SUBMIT **BACK**

No Conversation here!

Bid Price (\$) * Enter Integer value
(Use number only)

Upload file no file selected

Bid Details *

SUBMIT

You are provided with details of the Quote Request

There is also a file attached, if you click on the link, the file will open in another window or download for you to open

If you have any questions or queries for the customer you can use the Public clarification board

Type in your query and click submit

Plucka

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No image Available

Bid Price (\$) * Enter Integer value
(Use number only)

Upload file no file selected

Bid Details *

Public clarification board

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

Type your query here

Once submitted your query shows here

The customer will receive an email informing them you have asked a question and they will then respond

Plucka

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No image Available

Bid Price (\$) * Enter Integer value
(Use number only)

Upload file no file selected

Bid Details *

Public clarification board

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

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

Type your query here

Once submitted your query shows here

Customers response to your query is shown here

To make your Bid, you must enter your price using numbers only

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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](#)

Bid Price (\$) * 4000 (Use number only)

Upload file Choose File no file selected

Bid Details *

SUBMIT

Public clarification board

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

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

You can also attach a file with a formal quotation (a number must still be added to the bid price)

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Advise Delivery Area: Parramatta NSW

Attachment: [plucka_1057771094.xls](#)

Bid Price (\$) * 4000 (Use number only)

Upload file Choose File Letter H...emp.doc

Bid Details *

SUBMIT

Public clarification board

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

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

Next enter the Bid Details

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

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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

Public clarification board

SUBMIT BACK

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

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

Bid Price (\$) * 4000 (Use number only)

Upload file Choose File Letter H...emp.doc

Bid Details * Price as per attached quotation

SUBMIT

Enter you bid details here.
These could include
GST and delivery details

If at any time you wish to leave the quote click on the BACK button to do so

The final stage is to click the SUBMIT button below the Bid Details and your Bid can be viewed by the Customer

The Customer will receive an email informing them that your Bid has been made

You can review and or delete your Bids at any time by selecting the My Bids tab in your Dashboard

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

Search here

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Dashboard My Profile My Categories Browse Quotes My Bids Active Quote Closed Quote Add Product

My Bids

Quote Summary	Bid Amount	Bid Details	Status	Discard
Greg1-9-14	\$4,000.00	Price as per attached quotation	Pending	
sample 1	\$500.00	Cash only	Pending	
GDTest10914 Need it delivered to Dandenong next Tuesday	\$1,050.00	FIS Dandenong GST Excl & valid for 5 working days	Accepted	
GregTest209 Need Powder coated black and delivered next week to Dandenong	\$1,000.00	FIS Dande GST excle valid 7 days	Pending	

Click on quote name to view

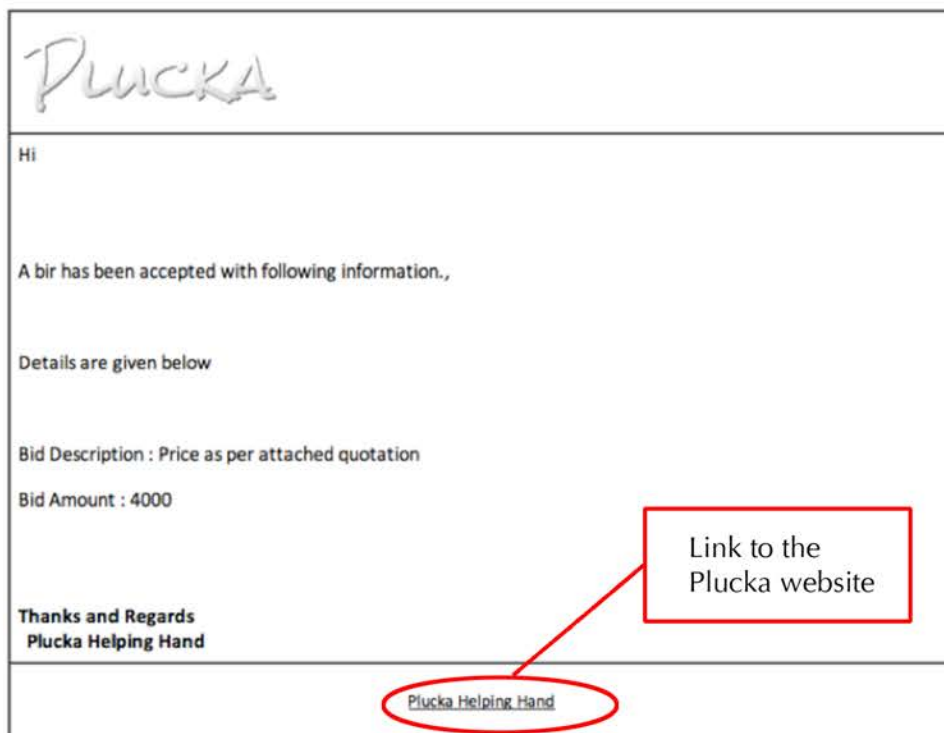
Click the X to delete

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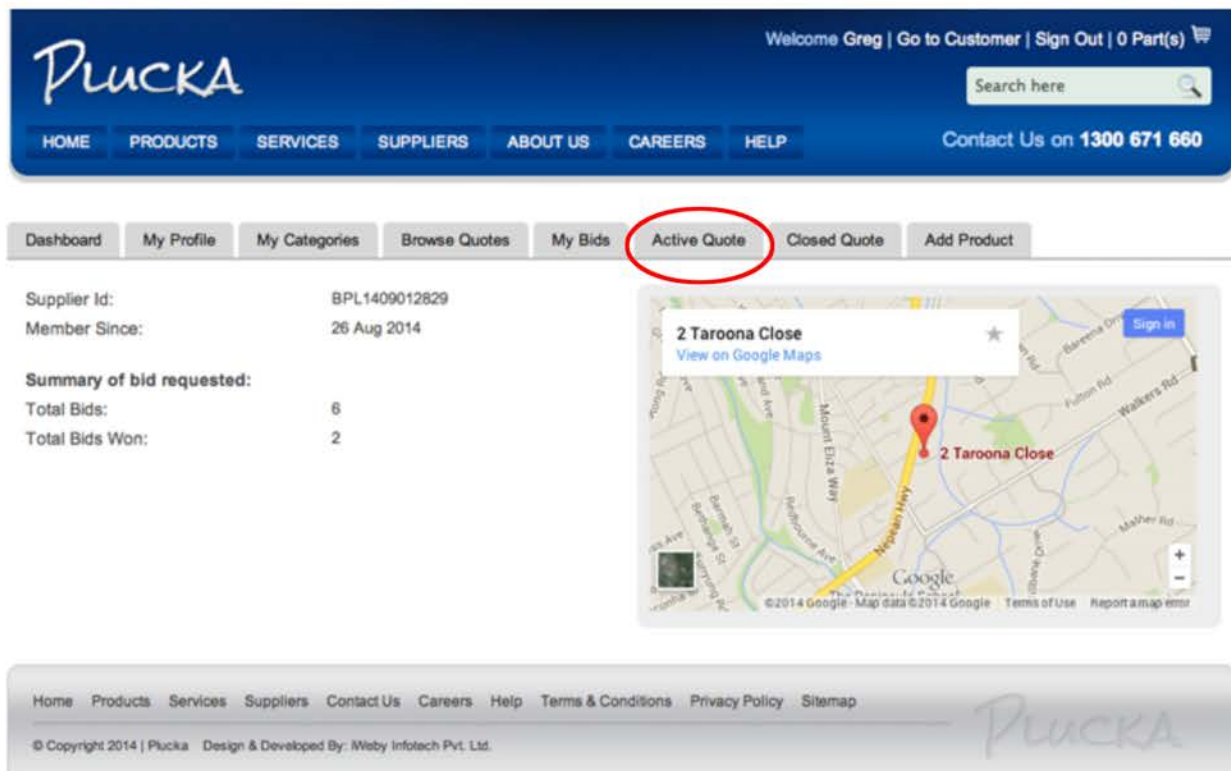
Your Bid Has Been Accepted

You will receive an email notification that your Bid has been accepted



You can click on Plucka and the link will take you to the Home Page where you can login

Once logged in you will be at your supplier dashboard



Select the Active Quote tab

Your active quotes will appear like this

You can review your quote by clicking on the quote name

The screenshot shows the Plucka website interface. At the top, there's a blue header with the Plucka logo, a search bar, and navigation links: HOME, PRODUCTS, SERVICES, SUPPLIERS, ABOUT US, CAREERS, HELP. Below the header, there's a navigation bar with links: Dashboard, My Profile, My Categories, Browse Quotes, My Bids, Active Quote, Closed Quote, Add Product. The main content area displays a table of quotes. The first quote is highlighted with a red circle, and a red arrow points to it with a text box saying "Click on quote name to review".

Quote Title	Quote Created By	Status	Delivery Location
GDTest10914 Need it delivered to Dandenong next Tuesday	BPL1409012829	In Progress	MELB BAYSIDE & SOUTH EASTERN SUBURBS

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On this page you can review specific details about your quote, by clicking on the Quote Details link

The screenshot shows the Plucka website interface, specifically the 'Work Area' for a quote. The quote details are displayed in a table. The 'Quote Details' link is highlighted with a red circle, and a red arrow points to it with a text box saying "Quote Details link is here".

Enquiry Detail: **GDTest10914**

Parent Hierarchy > **ALUMINIUM** > **EXTRUDED GEOMETRICS** > **ANGLE**

Quote Details:	6082 T5 DNV KG/M 4.292
Quote Created By:	BPL1409012829
Job Status:	In Progress

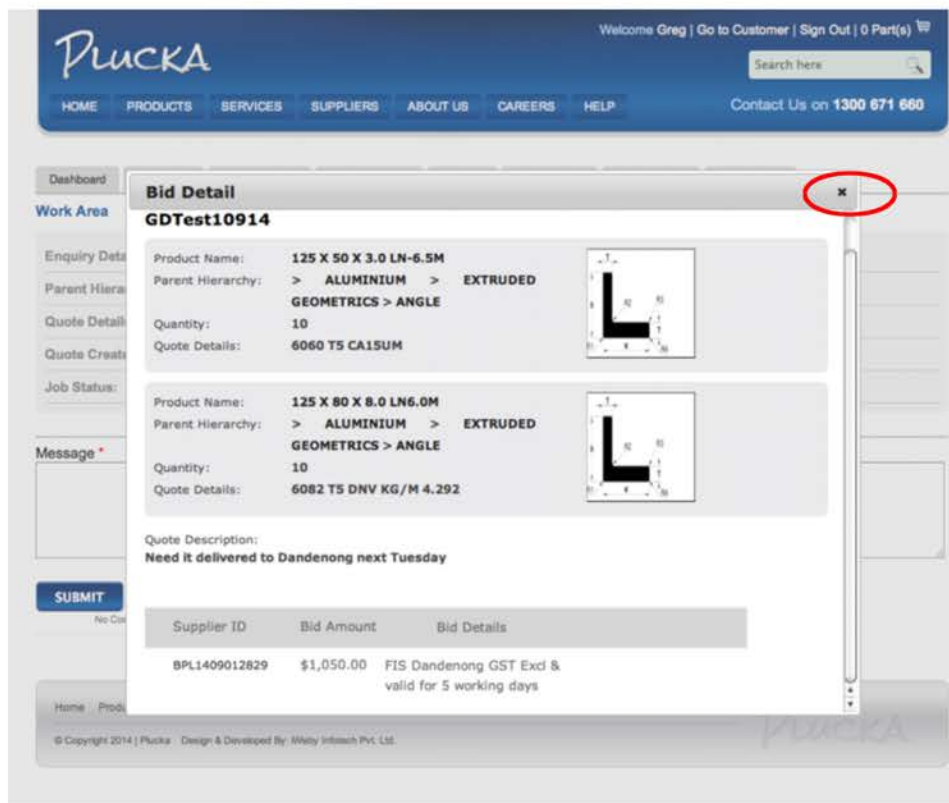
Message *

SUBMIT **BACK**

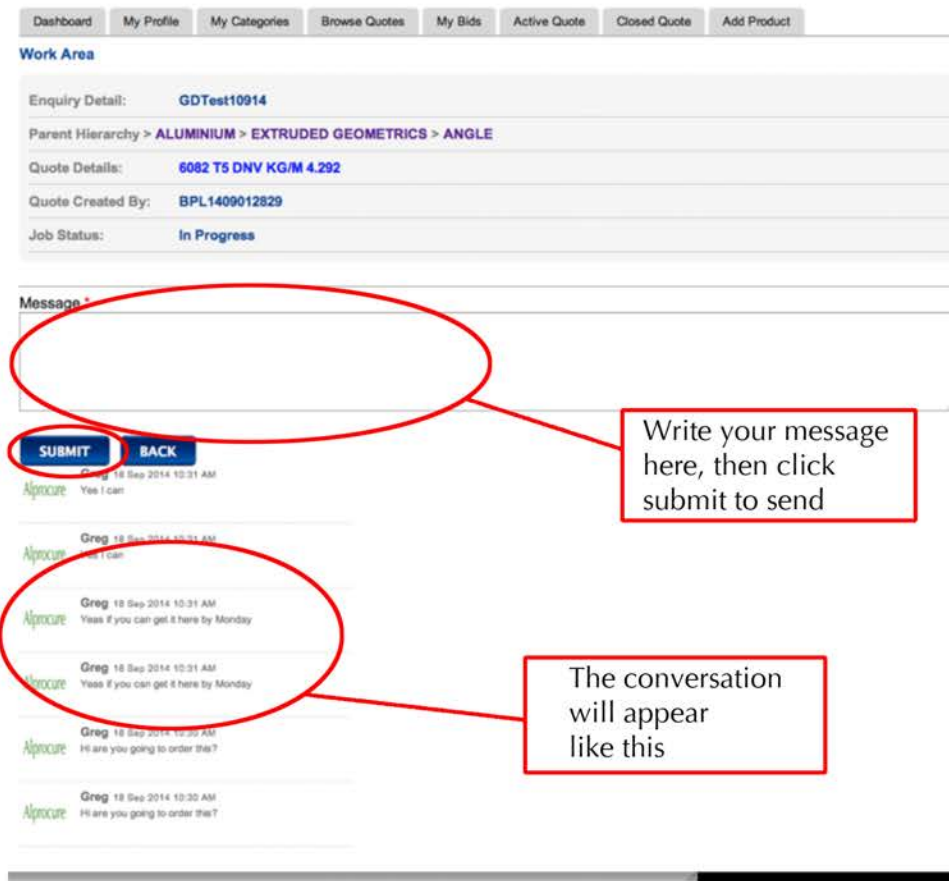
No Conversation here !

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Your specific quote details will appear in the pop up window; this window can be closed by clicking the X in the top right hand corner



The message Board can be used to communicate directly with the customer to finalise the transaction



Once the transaction is complete, the Bid will move to the Closed Quote area

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Dashboard My Profile My Categories Browse Quotes My Bids Active Quote **Closed Quote** Add Product

Quote Title Customer Review

Greg1-9-14

GDTest10914 No review!

Need it delivered to Dandenong next Tuesday

custom bids

WRITE REVIEW

Click the X to delete

To write a review click here

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You can now either delete the quote or write a review of the customer

The WRITE REVIEW button will bring you here

Plucka

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

Search here

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Contact Us on 1300 671 660

Please enter your review

Write your review here

SUBMIT

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Write your review in the box provided and click submit (a review is optional)