



SpendBridge

DEMAND AGGREGATION for Users

Responding to Information Gathering Events

Version 1.0
December 12, 2017

1 Demand Aggregation Overview

1.1 Purpose and Function

The goal of a demand aggregation Event is to gather commitments for submission to potential vendors. Once accumulated, this data will show vendors how much interest or commitment exists within your organization. This purchasing commitment is a form of leverage in your negotiation with vendors and should result in lower prices and improved delivery.

2 Responding to Events

Demand Responses

Action	Name	Type	Published	Close Date	Status	FAQ
Edit	Road Salt 2018-2019	Commitment	3/12/2018	03/27/2018	Please Respond	
Edit	Road Salt 2017-2018	Commitment	3/11/2017	03/29/2017	You Responded	
Edit	Road Salt 2016-2017	Intent to Purchase	1/01/2017	1/31/2017	You Declined	
View	Tires 2016-2017	Information Gathering	8/01/2016	1/23/2017	Closed by Admin	

2.1 Your Demand Responses page has several columns.

2.1.1 Action

In this column you can Edit an un-submitted bid or view one that you've completed.

2.1.2 Name

This is the name of the bid Event. Useful for knowing the subject and year of the Event.

2.1.3 Type

Is this a commitment? Information Gathering? Just an Intent to Purchase? Find out here before you commit to something you aren't sure of.

2.1.4 Published Date

When was this Event published? If the Name isn't too evocative, this will help nail down when the Event took place.

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2.1.5 Close Date

Like the Publish Date, the Close Date gives you a deadline for your response.

2.1.6 Status

Do you need to respond? Have you already responded? Maybe you declined it or it was closed at some point. This column is a go-to for your actions in the Event.

2.2 Demand Data Entry

Demand Name

Road Salt 2017-2018

Response Type

Commitment ⓘ

Target Close Date

03/11/2017

Frequent Questions

[View FAQ](#)

Contact Name

Jeffery Keown

Contact Phone

317-555-5555

1.1. Entity Name

Town of Plainfield

2.1. Billing Street Address

206 W Main St

2.2. Billing City

Plainfield

2.3. Billing State

IN

2.4. County

Hendricks ⇅

3.1. INDOT District

Crawfordsville - 10 ⇅

2.2.1 Demand Name

This is the name of the Demand Event. It's used to remind a user of

2.2.2 Response Type

This tells you whether you are simply being polled to collect information, or committing to buying a given amount of the Event items.

2.2.3 Target Close Date

This is a reminder of the deadline to submit your Deman.

2.2.4 Frequent Questions

This is a link to any FAQ that has been created.

2.2.5 Contact Name

Fill your name in here....

2.2.6 Contact Phone

.... And provide your phone number here.

2.2.7 Custom Fields

You have any number of Custom Fields to enter, depending on how many the Event Organizer created.

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2.3 Response Lines

2.3.1 Your Choices

You can edit or add delivery needs here.

Item Number	Description	UOM	Min Purchase	Max Purchase	Qty Needed	Respond
AVE5160	CVS Winter Salt	TON	20%	120%	✓ 200 total	<input type="button" value="Edit"/>
AVE5161	Sodium Chloride	TON	15%	110%	✓ 100 total	<input type="button" value="Edit"/>
AVE5162	Ferrocyanide Treated Salt	TON	15%	130%	⚠ Please respond	<input type="button" value="+ Add"/>

2.3.2 Add Response

When you fill in your responses for the Event, you'll be presented with this popup of information gathering fields. It will have the address and any custom fields the administrator added.

Add response for AVE5162 Ferrocyanide Treated Salt

Did you know you can [Automatically Fill](#) this response with your previous answers?

Delivery Method:

Shipping Address:

Delivery Instructions:

Last Price Paid:

Last Supplier Used:

Qty Needed: TON

Delivery Contact Name:

Delivery Contact Phone:

Delivery Contact Email:

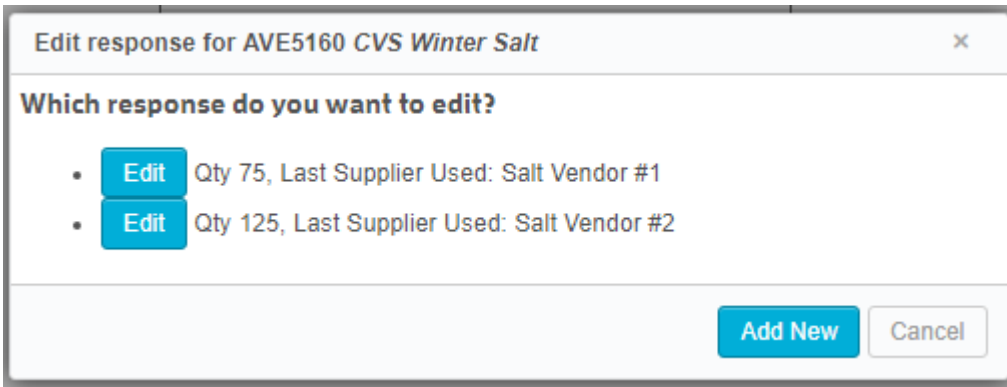
Purchase Contact Name:

Purchase Contact Ph#:

Purchase Contact Email:

2.3.3 Edit Response

For each line, you'll see a list of your previous responses. You can edit these, or merely use this popup as a reference. You won't be able to edit after you submit your bid of for the Event.



2.3.4 Submit your response

When complete, just hit Submit Response and you are done!

