



**bloom**

## How to find a project, invitation to tender or payment requests

Your guide to finding the various assets and documents for your project.

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# How to find a project

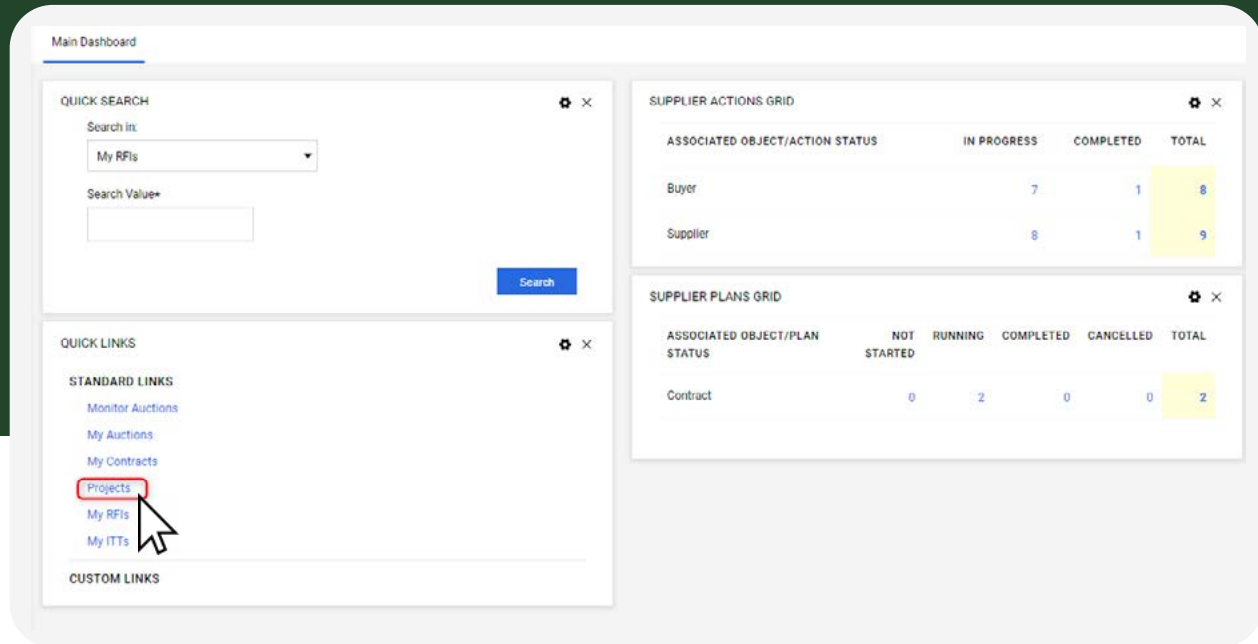




# How to find a project

1

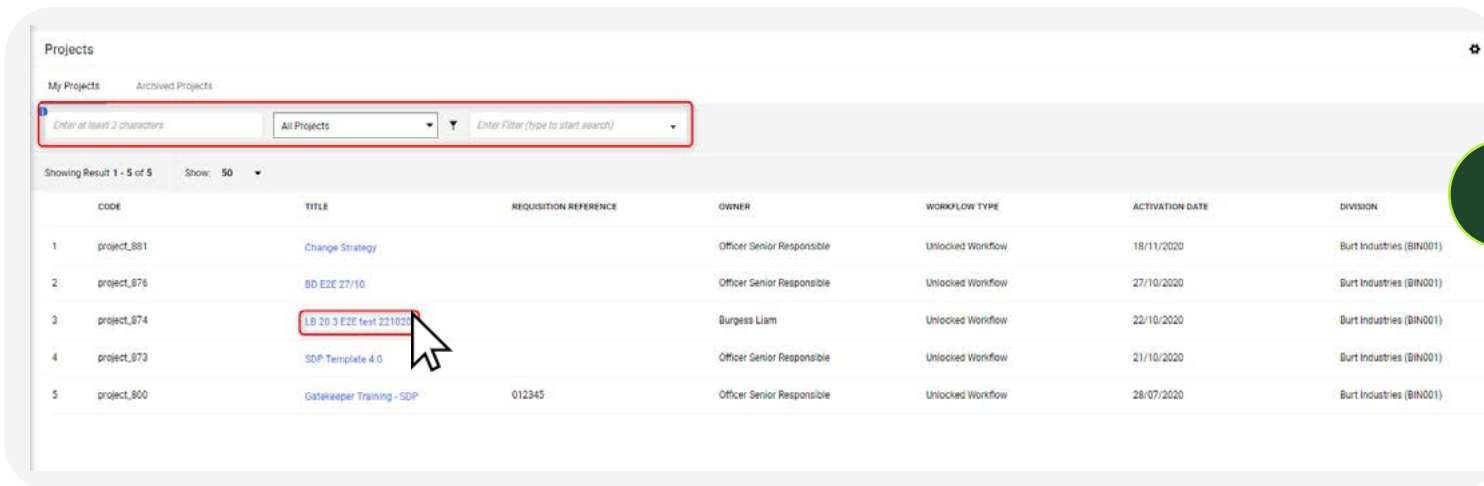
From the **Main Dashboard**, click **Projects** under the **Quick Links** section.



2

On this page, you will have a list of all Projects your company is associated with. To view any of the projects, click the **Title**.

You also have the option to search by Project name or number as highlighted to the left.



# How to find an invitation to tender

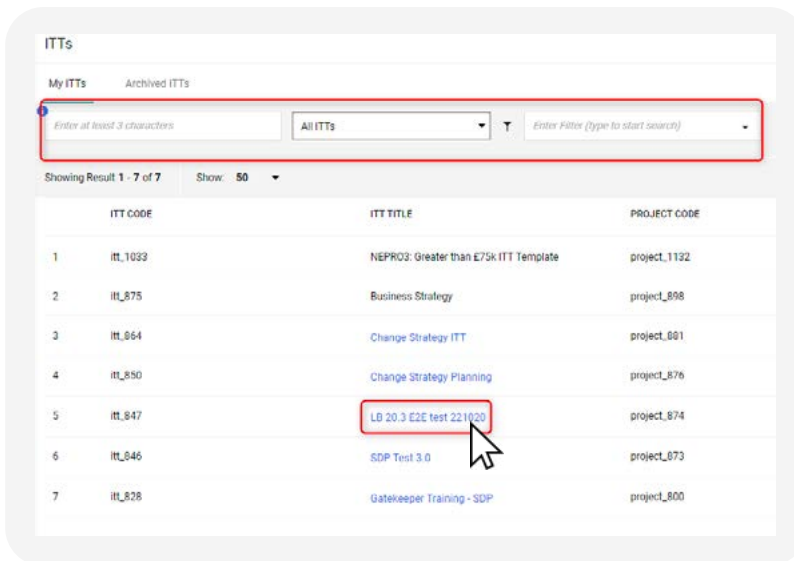
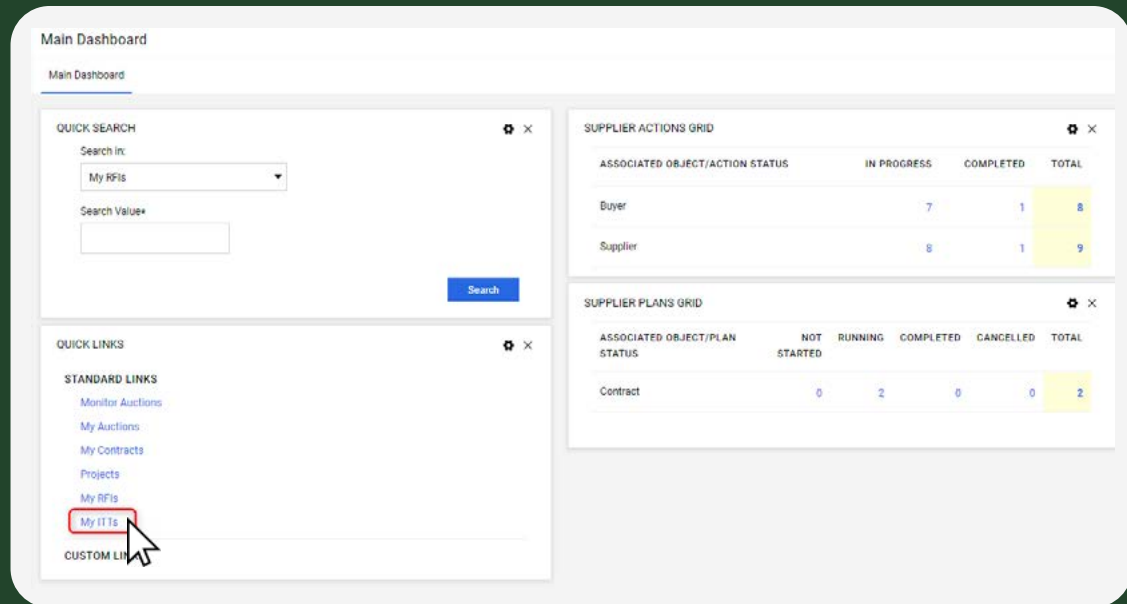




# How to find an invitation to tender

1

From the Main Dashboard, click **My ITTs** under the **Quick Links** section.



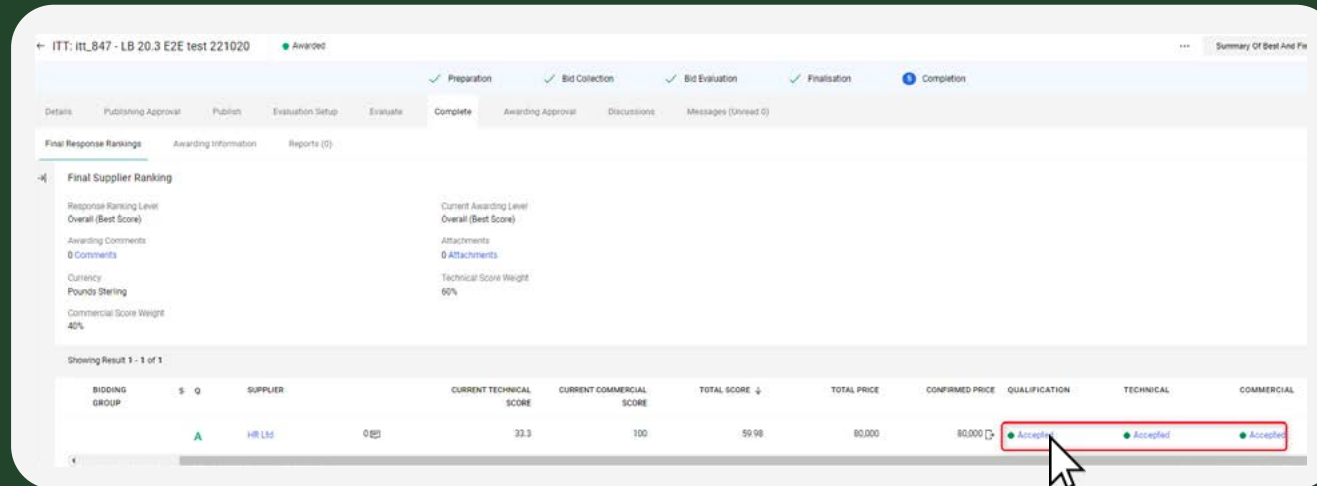
2

On this page, you will have a list of all ITTs your company is associated with. To view any of the ITTs, click the Title.

You also have the option to search by ITT name or number as highlighted above.



# How to find an invitation to tender



QUESTIONS ANSWERED	EVALUATION COMMENTS (QUESTION LEVEL)	SUGGESTED SCORE	CURRENT SCORE (DEFAULT SCORE)
3 (out of 3)	3	73.34	33.3 (33.3)
RESPONSE	EVALUATION COMMENTS (QUESTION LEVEL)	AVERAGE SUGGESTED SCORE	CURRENT SCORE (DEFAULT SCORE)
Yes	1 (0)	80 (1 sugg.)	100 (100)
2020-10-13_15h49_07.png (3 KB)	1 (0)	60 (1 sugg.)	0 (→)
YESSS	1 (0)	80 (1 sugg.)	0 (→)

3

Once you click into the ITT, you can click Accepted under each envelope to view the responses of each Supplier, and also see how they have been scored.

This step will depend upon your user rights.

# How to find a payment request







# How to find a payment request

There are a couple of ways to get into the Payment Requests. You can go in to each Plan, which contains both Supplier Submission actions and the Buyer approval actions.

Or you can go into the actions, which will contain all actions from all plans.

The screenshot shows the Bloom system interface with three options highlighted in red callouts:

- Option 1:** Points to the 'My Supplier Plans' link in the 'Supplier Development' menu.
- Option 2:** Points to the 'IN PROGRESS' section in the 'SUPPLIER ACTIONS GRID' table.
- Option 3:** Points to the 'My Supplier Plans' link in the 'Supplier Development' menu.

ASSOCIATED OBJECT/ACTION STATUS	IN PROGRESS	COMPLETED	TOTAL
Buyer	7	1	8
Supplier	8	1	9

ASSOCIATED OBJECT/PLAN STATUS	NOT STARTED	RUNNING	COMPLETED	CANCELLED	TOTAL
Contract	0	2	0	0	2

1

Option 1:  
Click into Supplier PLANS Grid, under the **Running** section. This will give you a list of all running payment requests. Within each, will have the Action Lines.

2

Option 2:  
Click into Supplier ACTIONS Grid, under the **"n Progress** Section. The Supplier lines can be found under **Supplier** which will include any submissions from the Supplier. The Buyer actions can be found under **Buyer** which will include any approvals. Please note, this method doesn't filter by each plan, it gives a list of ALL payment request actions.

3

Option 3:  
Click into the Supplier Development section from the menu on the left and select **My Supplier Plans**. Similar to option 1, this will give you a list of all payment requests.