




PG&E strongly encourages Participants to register with Power Advocate well before Offers are due.


Registration:


All Offer submittal information pertaining to this RFO will be hosted on the Power Advocate site. In order to participate in this RFO, Participants must register through Power Advocate at the Public Registration Link. Check the Power Advocate Instructions and Registration section of your selected RFO for a link to Power Advocate.


Step 1: Enter email address:


Registration : Security Check


Security Check


Invitation Information


Personal Information


Address Information


Company Detail

Email Security Check

Welcome! For security purposes, please enter your email address below:

Email Address: *


* Required Field


Your use of the site is governed by these [Terms of Use](#) . By clicking on the 'Continue' button below in order to complete this registration process, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.


PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • support@poweradvocate.com
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Step 2: Enter Contact Information


Registration : Invitation Information


Security Check


Invitation Information


Personal Information


Address Information


Company Detail

User Information

First Name: *

Last Name: *

Email Address:

Work Phone: *

* Required Field

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Step 3: Enter Company Name

Registration : Invitation Information

Security
Check

**Invitation
Information**

Personal
Information

Address
Information

Company
Detail

Company Search

Please type your company name in the box and click Search.

Company Name: *

* Required Field

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Step 4: Select the name of your company OR add yourself as a new company

Only one registration per company is required.

Company Selection

2 companies are registered with names similar to the company name you entered. If your company name is displayed in the list below, please select it and then click Continue.

If the name of your company is not listed, select Add New and then click Continue.

Registered Companies with similar names to ABCXYZ

Exact-matching companies:

There are no companies with that Exact name.

Similar-matching companies:

Select	Company Name	Active Users	Office Locations
<input type="radio"/>	ABCXYZ Company	1	1
<input type="radio"/>	ABCXYZ_1 Company	1	1

Add company name (as you would like it to appear in our database):

Step 5: Enter Reason for requesting access

Registration : Invitation Information

Security Check

Invitation Information

Personal Information

Address Information

Company Detail

Request Event Access

You are not currently a registered user, and your email address does not match the individual who was originally invited, possibly because the invitation was forwarded to you.

To request access to this bid event, provide a reason below and click the Request Access button.

Reason for requesting access: *

When you click Request Access, an automated email will be sent to the Bid Event Coordinator, requesting that you be included in the RFP: **Combined Cycle Construction Project** bid event.

* Required Field

Step 6: Views Confirmation Screen

Registration : Invitation Information

Security Check

Invitation Information

Personal Information

Address Information

Company Detail

Request Access Confirm

Congratulations! Your request for access to PG&E's RFO bid event has been submitted.

Next Steps:

- You will receive a confirmation approving this request from Power Advocate.**
- You will be notified by email with further instructions.**

For more information about the Power Advocate Sourcing Intelligence website, please send an email to: support@poweradvocate.com.



Step 7: New Suppliers Will Receive an Email and Link to Complete Registration

Registration must be completed before access to the event is granted. After you submit all of the required registration information you will have access to the Power Advocate platform via a web browser. Check your spam or junk folder for emails from Power Advocate.

For any issues related to access to the Power Advocate, please contact Power Advocate Technical Support: (857) 453-5800 support@poweradvocate.com.

Logging in:

Open a web browser and go to <http://www.poweradvocate.com>.

Power Advocate functions in most web browsers; however using browsers older than Internet Explorer (IE) version 8 may cause certain functionality to work unexpectedly. Should you encounter problems, Power Advocate support may be unable to provide assistance until the issue has been replicated in a support version of Internet Explorer.

The login page appears; you may wish to bookmark this page for quick access.

1. Click the orange **Login** button.
2. Enter your account **User Name** and **Password** (both are case-sensitive)
3. Click the **Events** tab if it not already displayed. If needed, the event number and name can be found in each respective RFO's Power Advocate section of the protocol document. You can search for an event using the number or name, if needed.

If you have an account but do not remember your user information, click Forgot User Name or Forgot Password and they will be emailed to you.

Once logged into the Power Advocate platform, you will see **1. Download Documents** tab. There will be no documents to download from the Power Advocate site. All documents are located and are downloadable on PG&E's website at: www.pge.com/dram.

If you have an RFO related question, contact information for each specific RFO can be found through their respective links on the www.pge.com/dram homepage. As a reminder, if you have any technical questions related to the Power Advocate platform, **please contact Power Advocate Technical Support: (857) 453-5800 support@poweradvocate.com.**


Upload Documents:

Select the Upload Documents tab.

The screenshot shows the 'Upload Bid Proposal' form in the Power Advocate platform. At the top, it displays '38966 : RPS 2013' and 'Pacific Gas and Electric Company (PG&E)'. Below this, there are navigation tabs: '1. Download Documents', '2. Upload Documents', '3. Commercial Data', '4. Technical Data', and '5. Pricing Data'. The 'Upload Documents' tab is active. The form has a header 'Upload Bid Proposal' and a sub-header 'Document Type *'. Below this, there are three input fields: 'Document Type *' (with a dropdown menu), 'Issue Date' (with a date picker set to 12/12/2013), and 'Reference ID'. A red asterisk indicates that the 'Document Type *' field is required. Below these fields, there is a 'Select File(s) Location' section with a 'Browse...' button and a 'Selected File(s)' section with a 'Submit Document' button. At the bottom of the form, there is a 'Bid Submissions' section with a red message: 'No documents have been uploaded for this bid event.'

- A** Under the Document Type * header, pull down the drop down list and select "Commercial and Administrative" from the "Select from List" menu. Please submit ALL Project offer information under this category and not in either "Technical Information" or "Pricing".

B Click the Browse Button and Select File(s) Location where you will be uploading your documents from.

 Project A_ABC.zip Please create and name the zip file with the Project name and include the Participant's name (a short acronym is fine) in the electronic file name of each zip file. This will allow PG&E to easily keep each Participant's electronic files separate from those of other Participants.

Larger files may take several minutes to upload.

Be sure that your submittals are complete before the posted deadline found on the Event Dashboard under the Close tab. Submittals will not be accepted after the deadline.

The zip file must contain the items listed in the RFO Protocol, including but not limited to:

- **Completed Offer Form.**
- **Completed Corporate Structure.**