

The following updates have been made to BidAdvantage for Schools. If you have any questions, please contact elessig@Interflex.net.

From the Cooperative Admin's perspective:

You can now remove any contact by clicking the red X.

You can re-invite someone by changing the "Send Invitation" drop-down menu to "Yes" and then republishing.

You can see who has completed entering their quantities vs. who has not by looking at the "Percent Complete".

Step 4: Invite Members

Invited Member	Send Invitation
Emily Gissel (████████@gmail.com) School District ABC Previously Invited: 08/15/2016 Percent Complete: 100%	No ▾
John Smithtwo (johnsmithtwo@email.com) School District ABC Previously Invited: Not Previously Invited	Yes ▾
Kristen Snyder (████████@comcast.net) School District ABC Previously Invited: 08/15/2016 Percent Complete: 0%	No ▾

From a participant/member's perspective:

The Due Date to enter all quantities will be displayed at the top.

The approved products and product codes will be at the bottom of each specification.

Cooperative XYZ - Grocery Bid - Due Date: 10-30-2016

# Description	Quantity	Unit
13-1305-17 Beef. Patty, no LFTB, fully cooked, no added trans fat, sodium not to exceed 280 mg per portion, 1 portion must equal 2 M/MA, 100% ground beef not to exceed 20% total fat, no added MSG, no allergens, no gluten. IQF. PACK: 195 / 2.45 Ounces CATEGORY: Beef APPROVED: AdvancePierre Food (12345)	15	Cases
05-0506-17 Cheese portions, 1 oz, reduced fat and less than 150 calories per serving. Various flavors and types (i.e. cubes, sticks) to be listed on bid. PACK: 96 / 1.0 Ounces CATEGORY: Cheese APPROVED:	0	Cases
17-1746-17 Chicken, Chunks, spicy, whole muscle breast w/rib meat, boneless, fully cooked, breaded, 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans fat, sodium not to exceed 500 mg per serving, pieces per serving must equal 3-6, 1 serving must equal 2 M/MA & .5 - 1.5 OEG, must be ovenable. IQF. PACK: 6 / 5.0 Pounds CATEGORY: Chicken APPROVED:	0	Cases
23-2330-16 Chips. potato, baked, .70 - 1.0 oz, no added trans fat, sodium not to exceed 230 mg/package. Assorted flavors to be listed on bid. PACK: 48 / 0.7 - 1.0 Ounces CATEGORY: Chips APPROVED:	0	Cases

Export Mark all complete Save

You can export a list of all specifications and the quantities that you have entered by clicking the "Export" button.

Both cooperative administrators and participants/members will now be able to Export the list of specifications as seen below.

The Administrators' Export will include ALL participants/members quantities.
The participants/members' Export will include only their own quantities.

The Export will now include the Library ID number assigned by the cooperative, the specification, any approved products and product codes, and the appropriate quantities.

This Export will open in Excel for you to save or print.

	A	B	C	D
1	Item Number	Description	Approved	Emily Gissel (School District ABC)
2	01-0130-16	French Toast. sticks, IQF, 50% or > whole grains by weight or have whole grains as the first ingredient, Each stick: approximately 0.9 ounces and equal 1/2 (0.5) OEG; trans fat 0 gms, no greater than 80 calories, less than or equal to 100 mg sodium, ovenable.		0
3	10-1015-17	Cranberries, dried, sweetened, whole, no sulfites, individual packets. 1 portion must equal 1/2 cup fruit. List available flavors on bid.		0
4	23-2330-16	Chips. potato, baked, .70 - 1.0 oz, no added trans fat, sodium not to exceed 230 mg/package. Assorted flavors to be listed on bid.		0
5	17-1746-17	Chicken, Chunks, spicy. whole muscle breast w/rib meat, boneless, fully cooked, breaded, 50% or > whole grains by weight or have whole grains as the first ingredient, no added trans fat, sodium not to exceed 500 mg per serving, pieces per serving must equal 3-6, 1 serving must equal 2 M/MA & .5 - 1.5 OEG, must be ovenable. IQF.		0
6	05-0506-17	Cheese portions, 1 oz, reduced fat and less than 150 calories per serving. Various flavors and types (i.e. cubes, sticks) to be listed on bid.		0

If you have any questions about this information, or if you'd like to schedule a webinar demo to go over this information, please contact elessig@Interflex.net.