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## What is this?

This new service is a new partnership between the NASBM and Schoolquote, the online buying platform. School Business Managers request products and services they are looking to buy and either view Deals previously requested by other buyers or broadcast new quotation requests to competing suppliers.

The service lets the buyers manage quotations anonymously from you and at the end allows them to give you a provisional order to contact you directly, and for you an audit trail and other documentation for your records.

## What is a Reusable Deal?

This is a status you give your quotations. Potential buyers often want to buy the same or similar products, are looking for some inspiration or want to see what more knowledgeable buyers of certain products are buying so they can buy the right one. Marking your quotation as a Reusable Deal allows this to happen quickly. And the more a Reusable Deal is used, the easier it is for potential buyers to find it –i.e. the snowball effect.

A quotation marked as a Reusable Deal can not be viewed by other potential buyers until the original request has expired.

## How do I know if one of my Reusable Deals has been used?

Within your 'Quotation history and draft quotations' a Reusable Deal will have the following icon next to it:



## What is my Supplier Standing?

Every time someone buys from you, the status of that quotation marked as a Reusable Deal is increased in a positive way as is your standing as a competent and trusted supplier for those types of products. In addition, the more buyers put you on their 'Trusted Supplier' list, the more confidence fellow buyers have in you. To get on a Trusted Supplier list, simply ask the buyers to add you.

## How do I get charged?

There is a small quote fee at the beginning and a small commission charge if you win. The quote fee will be £2 for up to £500 quote value or £5 for over £1000 and is only taken IF the buyer reads your quotation. If you win the deal we charge 1% commission of the value of the order. So if you win a £500 order, we get £7 and you get a new customer, an increased Supplier Standing and a much greater chance of the quotation being used again as a Reusable Deal (as it's been awarded) gaining you even more customers.

## How do I pay you?

You buy credits using our secure online payment provider. We deduct the credits as you use them.

## Why does the value I can quote go up and down?

On your 'Quotation Builder' page (where you enter your quotation information) you are told the value of the quotation you are about to prepare 'can not be exceeded by £x.' This is calculated based on credits you have on your account and credits tied up in other requests that are still ongoing.

As soon as requests are completed, credits tied up are released back to you.

It is also based on something called a DFactor which dynamically adjusts your overdraft with us for each quotation.

## What is the DFactor?

Sorry, that's one of our 'secrets'!

### **What can I do if all my credits are tied up and I still want to quote?**

Wait and see if some of your quotations are unsuccessful and credits are then released back to your account or top up your credits.

### **What if I have Reusable Deals available and I run out of credits?**

If you run out of credits, your Reusable Deals are still available. If Buyers start using them to buy from you, you will start using up your Authorised Overdraft amount. This gives you some time to top up your credits to pay for the commission owed. If however you reach the Unauthorised Overdraft position all Reusable Deals are hidden. The more popular a Reusable Deal is, the easier it is for potential Buyers to find. It is strongly advisable therefore to top up your credits as soon as a Reusable Deal is used if you are running low on credits.

### **If I put 'Don't add up line items' how will you charge me?**

Every request has an approximate value given to it. We will use this to calculate the credits tied up if 'Don't add up line items' is selected.

### **Can I just put my totals in the description box provided and put nothing in the line items?**

Yes but not recommended. Quotations with inappropriate totals (compared to the other quotations) tend to get ignored as the potential Buyer is not able to make like-for-like comparisons on the interfaces provided.

In addition, your cumulative total value of quotations compared to others in the same category is taken into account by the Intelligent Ranking System (see below) and effect where you end up during the Reusable Deal search results.

### **What is the Intelligent Ranking System and how can I affect it?**

The IRS lies at the heart of the service. In summary the more a buyer or supplier uses the system and buys and sells, the more accurate the service is for the buyer and more rewarding for both buyer and supplier. There are a number of factors that are taken into account when processing this dynamic calculation. For example, if supplier A sells a lot more widgets through the system than supplier B, supplier A's ranking for 'providing widgets' would be higher if all else was equal.

### **What if I win business and my credits don't cover your commission?**

This can't happen from quoting alone. This can only happen if your Reusable Deals are being used by Buyers (which is a good thing). A Reusable Deal takes advantage of a 'snowball effect' in that the more it gets used, the easier it is to find for other potential buyers and the more confident they are with it when they find it.

### **How do we charge the supplier if it is for a monthly or weekly chargeable service?**

Our Commission Manager will take the necessary steps.

### **What is to stop a supplier or buyer not telling us when business has been awarded?**

Nothing. We will lose one lot of commission. A supplier however will lose the potential for many new customers as an awarded quotation marked as a 'Reusable Deal' carries much more weight and is seen by more people wanting the same or similar product. In addition, the Supplier Standing would not be updated. Supplier Standing gives users confidence in the supplier because others have gone through the system and used them x times for £x. **Confidence in the product and the supplier is paramount.**