

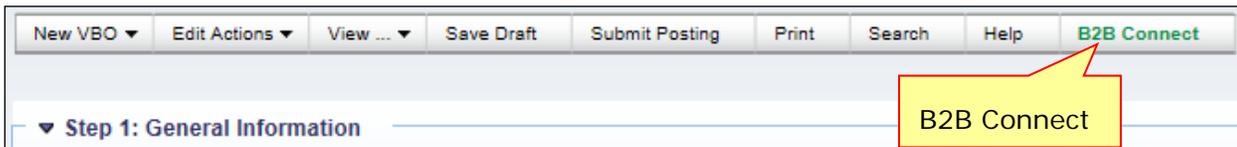
MONITORING B2B CONNECT

The B2B Connect tab is an electronic message board for your solicitation advertisements that allows businesses to connect with one another and share contact information, SWaM certifications, and express interest and abilities in collaborating to fulfill the solicitation requirements. Buyers receive a daily email digest of all postings and updates and are able to insert, edit, or remove posts. Businesses are also able to follow the B2B postings for a specific solicitation and receive a daily email digest of all updates to the B2B Connect message board.

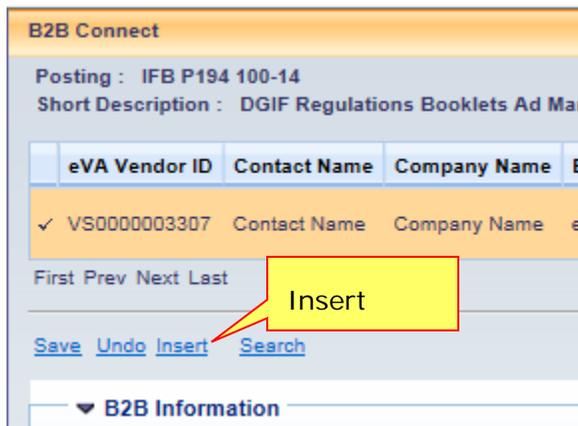
Inserting a B2B Post

Buyers have the ability to insert B2B posts for vendors, regardless of the solicitation status.

Find the advertisement to insert a B2B Message using the **Search** button, sorting, paging as described in the VBO User Guide.



After you locate your advertisement, select the **B2B Connect** tab.



The B2B Connect page will open with all B2B posts in the top table. Click the **Insert** link. A new blank row will appear in the table and the fields in the B2B Information box will be blank.



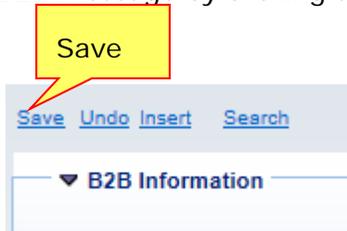
The image shows the 'B2B Information' form. It has several input fields: 'eVA Vendor ID' (with value 'VS0000003307' and a 'Find' button), 'Email' (with value 'email@company.com'), 'Company Name' (with value 'Company Name'), 'Phone' (with value '804-555-1234'), and 'Contact Name' (with value 'Contact Name'). There is also a 'Message' field with the placeholder text 'Enter vendors B2B message here!'. To the right, there are 'SWaM' checkboxes: 'Micro Business' (checked), 'Small Business', 'Women Owned Business', 'Minority Owned Business', 'Service Disabled Veteran Owned', and 'Employment Service Org'.

Enter the B2B message information.

Note: All fields with an asterisk (*) are required. Either an email or phone number are required. SWaM checkboxes are all blank allowing vendors to self-identify their certifications.

Save to Post to B2B Message Board

After you have reviewed the message and are satisfied with the post, you are ready to publish the vendors B2B message by clicking the **Save** link:



Check to see if the message has been published by going to the grid at the top of the page.

A screenshot of the "B2B Connect" interface. It shows a header with "Posting : IFB P194 100-14" and "Short Description : DGIF Regulations Booklets Ad Management, Design, & Printing". Below this is a table with columns: eVA Vendor ID, Contact Name, Company Name, Email, Phone, Message, SWaM, and Last Modified On. A single row is highlighted in orange, with a red box around the "Last Modified On" cell containing "12/01/15 12:30 PM".

eVA Vendor ID	Contact Name	Company Name	Email	Phone	Message	SWaM	Last Modified On
✓ VS0000003307	Contact Name	Company Name	email@company.com	804-555-1234	Enter vendors B2B message here!	Micro Business	12/01/15 12:30 PM

The post will be included in the notice sent to the buyer listed on the advertisement and those following this solicitation's B2B posts.

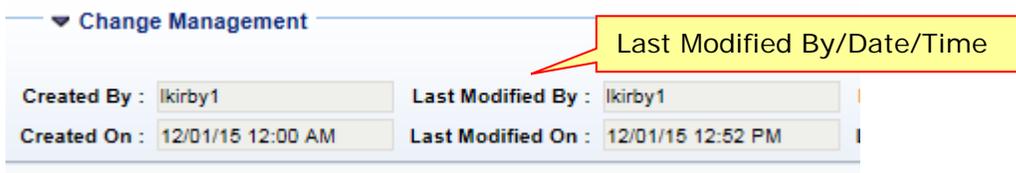
Changing a B2B Post

You can change a B2B post at any time. Find the advertisement to be amended using the **Search** button, sorting, or paging as described earlier in the VBO User Guide and selecting the **B2B Connect** tab.

A screenshot of the "B2B Connect" interface. It shows a header with "Posting : IFB P194 100-14" and "Short Description : DGIF Regulations Booklets Ad Management, Design, & Printing". Below this is a table with columns: eVA Vendor ID, Contact Name, Company Name, Email, Phone, Message, and SWaM. Two rows are visible, both highlighted in orange.

eVA Vendor ID	Contact Name	Company Name	Email	Phone	Message	SWaM
VS0000003307	Contact Name	Company Name	email@company.com	804-555-1234	Enter vendors B2B message here!	Micro
✓	Vendor Name	Vendor's Company		804-786-8976	My B2B message I am sharing with other vendors.	Small

After you locate your message, click the row you would like to change. The row highlights gold and the B2B Information fields will populate with the B2B post you selected to update. Make all necessary changes and click **Save**. Check the grid, as described above, to confirm if your post has been modified.

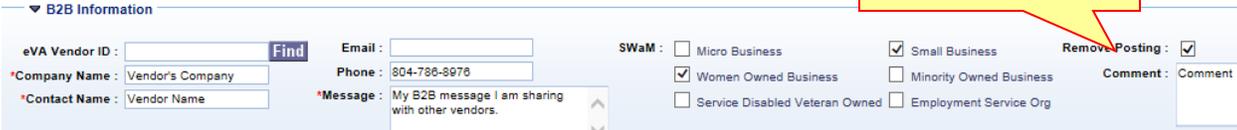


The **Last Modified By** and **Last Modified On** fields will update with your eVA login and the date and time in the Change Management box.

The updated post will be included in the notice sent to the buyer listed on the advertisement and those following this solicitation's B2B posts.

Removing a B2B Post

B2B posts can be removed by the buyer at any time.



The screenshot shows the 'B2B Information' form. On the right side, the 'Remove Posting' checkbox is checked. A yellow callout box with a red border points to this checkbox and contains the text 'Remove Posting/Comment'. Other fields include 'eVA Vendor ID', 'Company Name', 'Contact Name', 'Email', 'Phone', and 'Message'. The 'SWaM' section has several checkboxes, with 'Small Business' and 'Women Owned Business' checked.

After you locate your advertisement and B2B message, click **Remove Posting** checkbox, add a comment, and click **Save**.



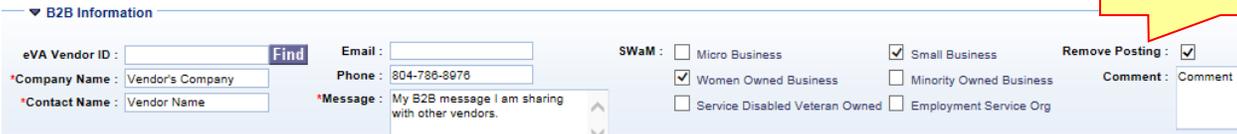
The screenshot shows the 'Change Management' form. A yellow callout box with a red border points to the 'Last Removed By' field and contains the text 'Last Removed By/Date/Time'. The form displays the following information:

Created By :	lkirby1	Last Modified By :	lkirby1	Last Removed By :	lkirby1
Created On :	12/01/15 12:00 AM	Last Modified On :	12/01/15 01:07 PM	Last Removed On :	12/01/15 01:07 PM

The post is removed from the public B2B message boards and the **Last Removed By** and **Last Removed On** fields will update with your eVA login and the date and time in the Change Management box.

Reposting a Removed a B2B Post

B2B posts can be reposted after they are removed by the buyer at any time.



The screenshot shows the 'B2B Information' form. On the right side, the 'Remove Posting' checkbox is unchecked. A yellow callout box with a red border points to this checkbox and contains the text 'Remove Posting/Comment'. Other fields are the same as in the previous screenshot.

After you locate your advertisement and B2B message, click the **Remove Posting** checkbox to uncheck the box, add a comment, and click **Save**.



The screenshot shows the 'Change Management' form. A yellow callout box with a red border points to the 'Last Removed By' field and contains the text 'Last Removed By/Date/Time'. The form displays the following information:

Created By :	lkirby1	Last Modified By :	lkirby1	Last Removed By :	lkirby1
Created On :	12/01/15 12:00 AM	Last Modified On :	12/01/15 01:07 PM	Last Removed On :	12/01/15 01:07 PM

The post is reposted to the public B2B message board and the **Last Removed By** and **Last Removed On** fields will update with your eVA login and the date and time in the Change Management box.