



Quick Reference Guide

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Quick Reference Guide for Buyers Getting Started!

This one page guide will walk you through the process of posting your project to the marketplace, selecting a service provider, managing your project, and paying for your project



1. Post Your Project

From Emerio Home page, click the matching services category.

Click the button.  Project Description page is displayed.

Describe

Select Project Category from the drop-down menu.

Name your project.

Provide a Detailed Description of your project.

Upload any files such as specifications, drawings.

Set Bidding Period such as 5 days.

Choose a Project Level (Basic or Select).

Preview

Click button PREVIEW YOUR PROJECT and review your project.

Hit the Back button on your browser to make any changes then click Preview again.

Click button CONTINUE when done.

Login or Register

New Emerio user select I am a New User Existing user login with your User ID & Password.

At Buyer verification page, enter your credit card, address, and telephone number

Select Yes, I want to authenticate my credit card (Authentication is necessary to use your credit card to pay on Emerio.

Submit

Click Submit button to post your project in Marketplace

Review your project in the Marketplace

Project Level

Submit

SELECT

Only providers committed to Select Level Professional Standards and verified credentials bid

Set viewing permissions for your project

The ability to pre-screen providers

Credit Card and Fully Refundable Deposit (\$25) required.

Refunded when project is awarded

BASIC

Any service provider can bid, all details are viewable to the marketplace.

Credit card required for verification - (No charges made to card)

www.emeriocanada.com

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2. Post Your Project

You will receive an email notification when a bid is submitted.

Go to the My Emerio page and login.

Click on **BUYING ACTIVITY** link to view the status of your project.

Describe

Click the link for your project.

Review proposals from the service providers

Click the View more bid details link to see more details (Select level only)

Ask additional questions through a private message board 

Shortlist the service provider for a decision at a later time
or Choose the bid from a service provider now

Choose Bid


Click the **CHOOSE BID** button to select the service provider.

Read the Important Terms and Conditions and then click Submit button.

Choose Bid Confirmation page is displayed.

Go to your Buying Activity page to check any response from the service provider. If a provider declines your project you can select another bid.

3. Manage and Pay for your Project

Verify Status	<p>You will receive an email notification when a service provider accepts your award.</p> <hr/> <p>Go to the My Emerio page and login.</p> <hr/> <p>Click on BUYING ACTIVITY link to view the status of your project.</p>
Manage Project	<p>Confirm the scope of your project with provider</p> <hr/> <p>Agree on Milestones and expected Deliverable</p> <hr/> <p>Use Private Message Board to communicate as it provides an audit trail.</p>
Make Payment	<p>You will receive an email notification when a service provider notifies you through Private Message Board on completion of the project</p> <hr/> <p>Click on the  icon to send payment to the service provider</p> <hr/> <p>Enter the Payment Amount on the Quick Payment Form</p> <hr/> <p>You will receive an email notification when a service provider notifies you through Private Message Board on completion of the project</p>
Provide Feedback	<p>Once you have made payment to a service provider, you can submit feedback on the services received. All feedback is final and cannot be changed once posted.</p> <hr/> <p>Click on the LEAVE FEEDBACK icon to provide feedback on the service provider</p>

Feedback Options	Description
★ ★ ★ ★ ★	Far below expectations
★ ★ ★ ★ ★	Did not meet expectations
★ ★ ★ ★ ★	Met expectations
★ ★ ★ ★ ★	Exceeded expectations
★ ★ ★ ★ ★	Far exceeded expectations
	Project Cancelled