

Navigating MERX on VPM Projects

Vendor Performance Management (VPM) Program

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City of Ottawa

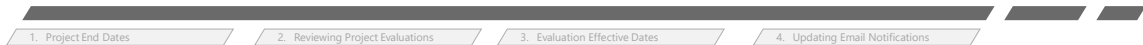


1



Session Overview

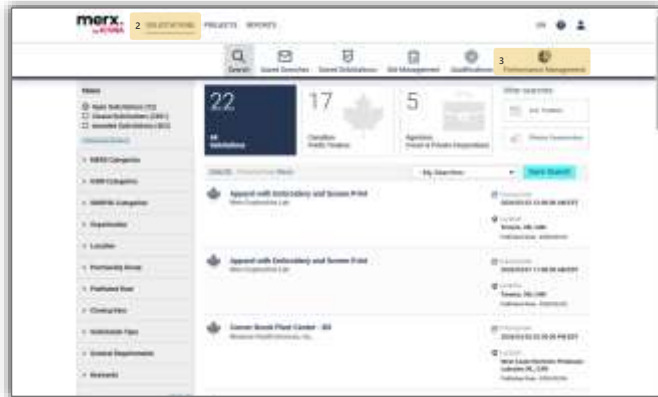
1. Project End Dates
2. Reviewing Project Evaluations
3. Evaluation Effective Dates
4. Updating Email Notifications



2



Project End Dates



1. Log in to MERX
2. Click on **Solicitations**
3. Click on **Performance Management**

1. Project End Dates

2. Reviewing Project Evaluations

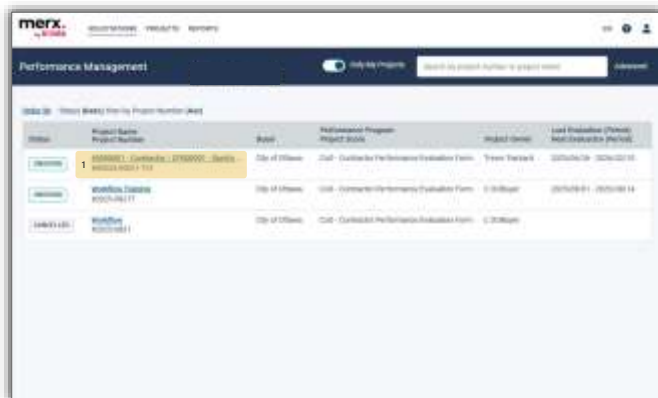
3. Evaluation Effective Dates

4. Updating Email Notifications

3



Project End Dates



1. Click on the **Project Name** from the list of existing projects

1. Project End Dates

2. Reviewing Project Evaluations

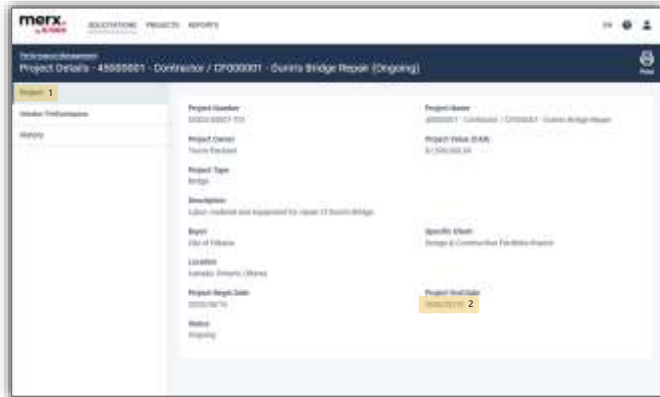
3. Evaluation Effective Dates

4. Updating Email Notifications

4



Project End Dates



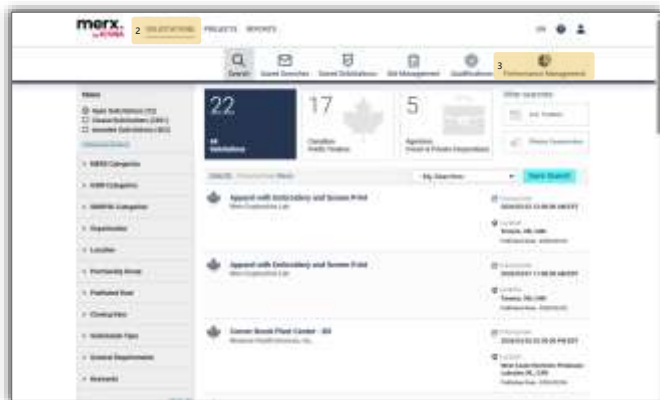
1. Click on the **Project Tab** on the left-hand side
2. The **Project End Date** is shown here



5



Reviewing Project Evaluations



1. Log in to MERX
2. Click on **Solicitations**
3. Click on **Performance Management**

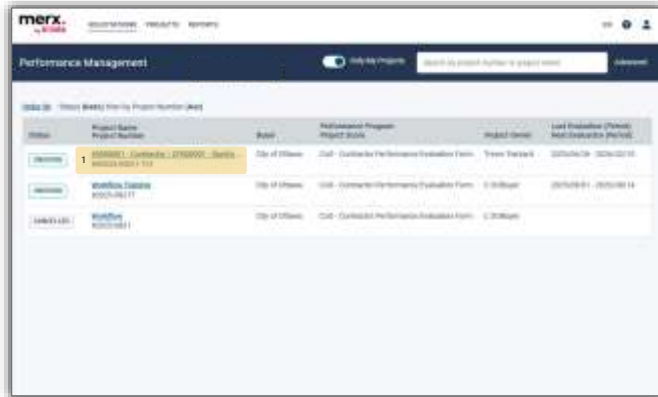


6



Reviewing Project Evaluations

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1. Click on the **Project Name** from the list of existing projects

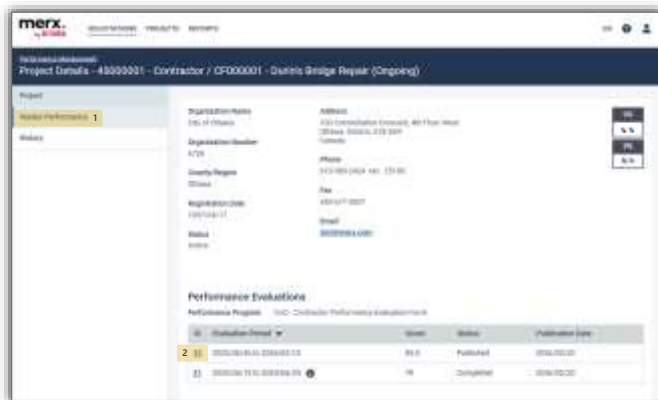
- 1. Project End Dates
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7



Reviewing Project Evaluations

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1. Click on the **Vendor Performance Tab** on the left-hand side
2. Under Performance Evaluations, click on the evaluation under **ID**

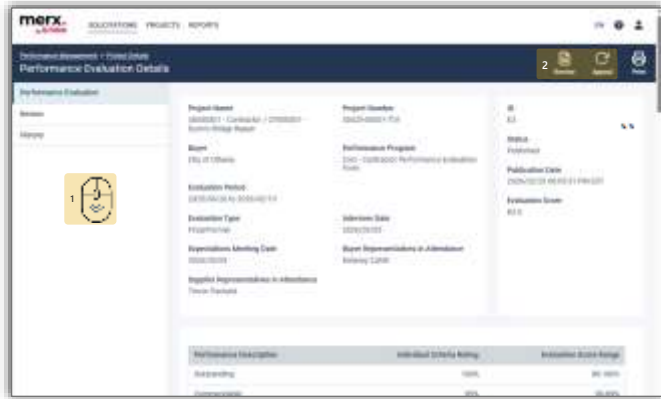
Note: ⓘ info icon = Interim

- 1. Project End Dates
- 2. Reviewing Project Evaluations
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8



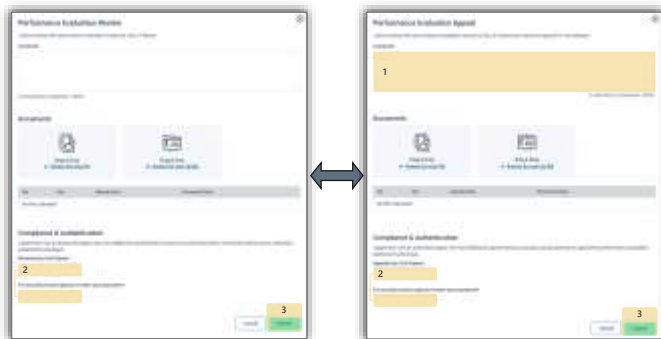
Reviewing Project Evaluations



1. Scroll down to see evaluation details
2. On the upper right-hand side of the screen, click either:
 - **Review** (to accept) or
 - **Appeal**



Reviewing Project Evaluations



1. **Review** comments are optional, **Appeal** comments are mandatory
2. Enter MERX **credentials** at the bottom
3. Click to **Review (or Appeal)** to confirm





Reviewing Project Evaluations



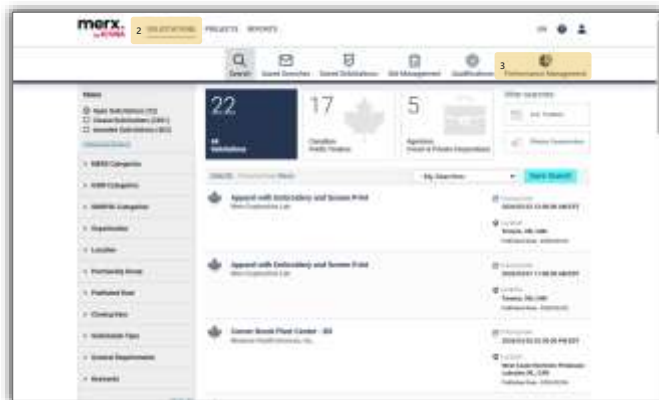
1. Alternatively, through email notification, skip directly to **Step 4** by clicking the link in the email



11



Evaluation Effective Dates



1. Log in to MERX
2. Click on **Solicitations**
3. Click on **Performance Management**

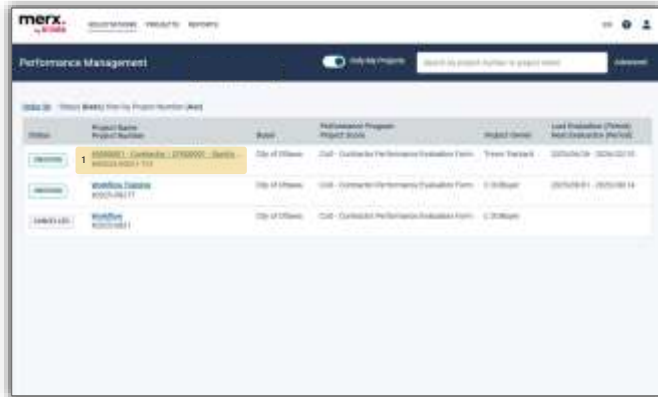


12



Evaluation Effective Dates

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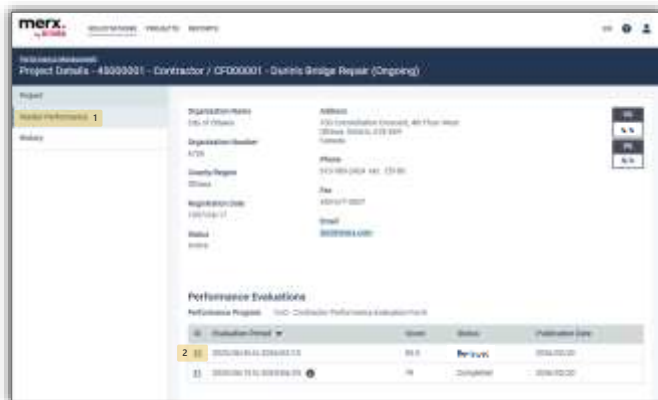
1. Click on the **Project Name** from the list of existing projects

- 1. Project End Dates
- 2. Reviewing Project Evaluations
- 3. Evaluation Effective Dates
- 4. Updating Email Notifications



Evaluation Effective Dates

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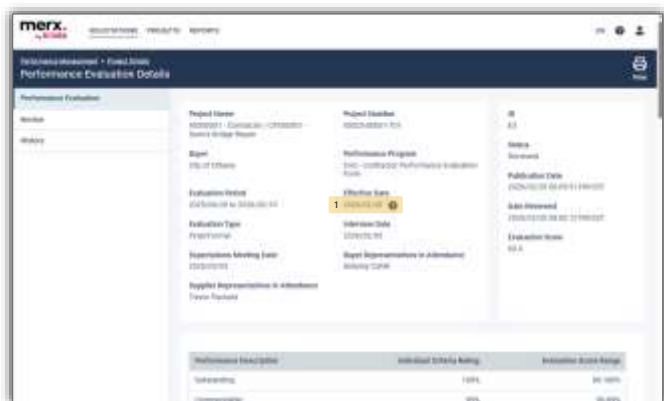
1. Click on the **Vendor Performance Tab** on the left-hand side
2. Under Performance Evaluations, click on the evaluation under **ID**

- 1. Project End Dates
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Evaluation Effective Dates

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1. The project's evaluation effective date is shown here

- 1. Project End Dates
- 2. Reviewing Project Evaluations
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15



Updating Email Notifications

- 1
- 2
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1. Log in to MERX
2. Click on **My Account** icon
3. Click on **My Profile**

- 1. Project End Dates
- 2. Reviewing Project Evaluations
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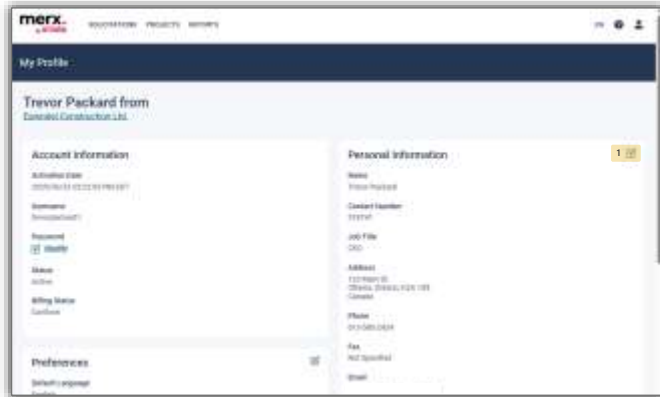
16



Updating Email Notifications



1. Click on edit icon



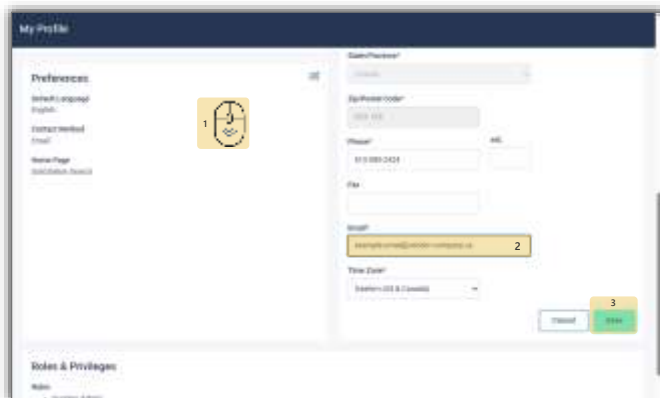
17



Updating Email Notifications



1. Scroll down to email section
2. Email updated email
3. Click Save



18