

PBG New Product Submission Process for Vendors

THE P.O.W.E.R. BUYING GROUP
(PURCHASING ORGANIZATION WITH EDUCATIONAL RESULTS)



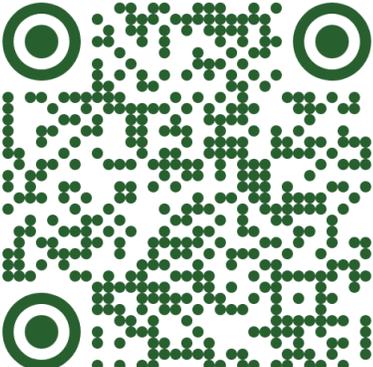
**LINK to the Form is included in Step 1 of the
instructions below**

1 To initiate a new product request to student test, the broker/vendor will email the PBG Executive Director to be invited to complete the NEW PRODUCT REQUEST Form, or use the QR Code.

powerbuyinggroup@gmail.com

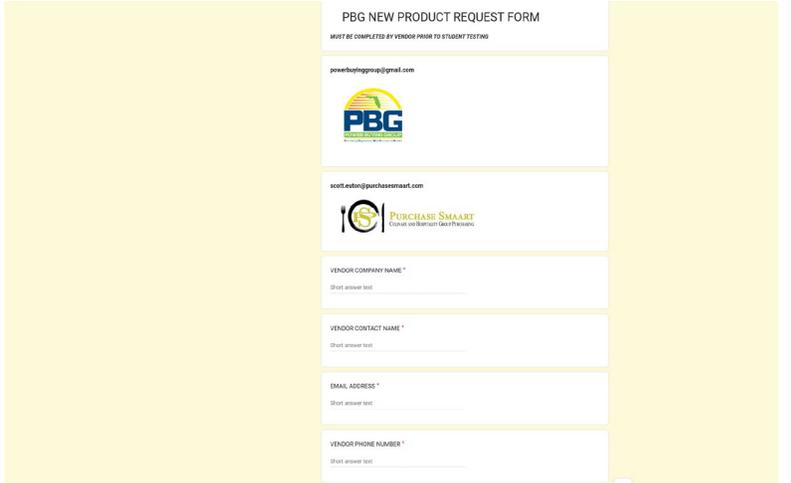
Email Rae Hollenbeck, Executive Director, P.O.W.E.R. Buying Group to receive an invitation to submit a NEW PRODUCT REQUEST Form for student testing by a PBG Member District.

powerbuyinggroup@gmail.com



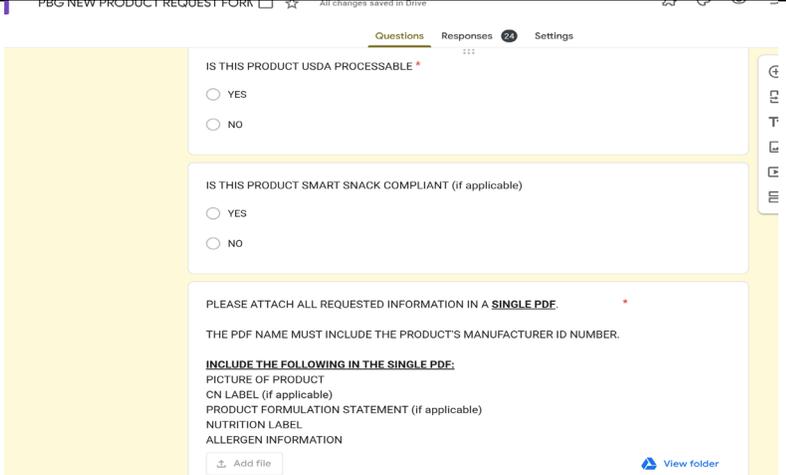
2 Complete all required fields on the form.

- The email address provided will be used for all contact on the progress of this product
- Be certain the member district has **ALREADY** agreed to test the product. Members will receive an email from PBG and are required to confirm their interest in the product
- Pricing is “ballpark” and will not be used as the submitted price for a PBG price solicitation.
- A form that does not have all the required sections completed can not be submitted.



The screenshot shows a form titled "PBG NEW PRODUCT REQUEST FORM" with a note: "MUST BE COMPLETED BY VENDOR PRIOR TO STUDENT TESTING". The form includes the email address "powerbuyinggroup@gmail.com" and the PBG logo. Below that is the "PURCHASE SMART" logo with the tagline "Smart and Sensible User Practices". The form has several input fields, each with a "Short answer text" label and an asterisk indicating it is required:

- VENDOR COMPANY NAME *
- VENDOR CONTACT NAME *
- EMAIL ADDRESS *
- VENDOR PHONE NUMBER *

<p>3 Click the “Add file” button to attach the files for this specific new product. This is REQUIRED and ALL requested info MUST BE ATTACHED in ONE .pdf file with the product ID# in the file name.</p>	
<p>4 NOTE: members are to test the product(s) as agreed and submit the completed student testing results form by the stated deadline for new product submission or within 30 days of receiving the samples; whichever comes first.</p>	
<p>6 NOTE: the ONE .pdf of combined files including ALL requested product information will move forward through the process.</p> <p>If after submission the attached file does not have all the required information the vendor will be notified to submit a new form and the previous form will be deleted.</p>	
<p>7 After all required sections have been completed and the product information file has been uploaded click the submit button at the bottom of the form.</p>	

<p>8 You and the PBG Executive Director will receive an email after the form has been submitted.</p> <p>Questions? Please contact the PBG Executive Director at: powerbuyinggroup@gmail.com</p>	
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