Sourcing: Send Award Notifications QRG

Send Award Notifications

An award notification must be sent to the supplier – or suppliers – awarded the bid. The system does not automatically send an award notification.

A Best Practice is to click the **Back to Event** link in the upper-left corner of the screen immediately after awarding the event to a supplier or suppliers. See the <u>Award an</u> <u>Event QRG</u> for more information.

- Or you can search for the awarded event by selecting the Sourcing icon from the left Menu Bar on the Buy-to-Pay Homepage. Then, select Sourcing Events and Search Events.
- 2. Search for the event by timeframe (e.g., "Last 7 days"). **Awarded** events will appear in green in the **Status** column. Click the **Event Name** in the **Event Details** column.
- 3. The **Supplier Responses** screen opens. Select the **Tools** tab on the left side of the screen. Then, select the **Award Notifications** sub tab.
- 4. Two types of notifications should be sent. The first is the **Awarded Supplier Email**, which goes to the winning bid or bidders.

The second is the **Participating Supplier Email**, which is sent to the suppliers who did not win the bid. Both are processed in the same manner.

Award Notifications	
Туре	Status
Awarded Supplier Email	Pending
Participating Supplier Email	Not Sent C

 Select the Preview and Send button at the end of the Awarded Supplier Email row. The Awarded Supplier Email window opens (see next page).

The **Default** template appears. You can select from existing templates. Be sure to replace the placeholders in the body and in the signature of the email.

You can upload attachments, as needed. Click Send Email when finished editing.

Ernaii Content		
Toesphare *	Default 👻	
Subject *	Notice of Intent to Award	
Attachment(s)	No File Attached Januar	
	No File Attached aniver	
	No File Attached apose	
Message *	122 - B I U S X, X' A- D-	
	I II II → + = + Bfeetates	
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	The following Bismonym pagelant submitted responses to the above solicitations	
	SIGCUSCINGIVENE PARTICIPATING SUPPLIES)	
	Responses were evaluated according to the orher's stated in the solicitation. We announce our intent to awa (spynonymcontext) to:	da

6. The Awarded Supplier Email is now sent. Select Preview Email in the Participating Supplier Email row. Repeat Step 6 for the Participating Supplier Email.

