


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 [Award an Event QRG](#) for more information.

1. 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.

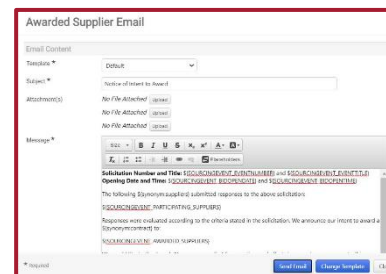
The second is the **Participating Supplier Email**, which is sent to the suppliers who did not win the bid. Both are processed in the same manner.

Award Notifications	
Type	Status
Awarded Supplier Email	Pending
Participating Supplier Email	Not Sent 

5. 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.



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**.