



Miami-Dade County

Extending Bidder Invitations to Select Email Recipients Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose: This document explains the key activities involved in extending bidder invitations to select email recipients. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

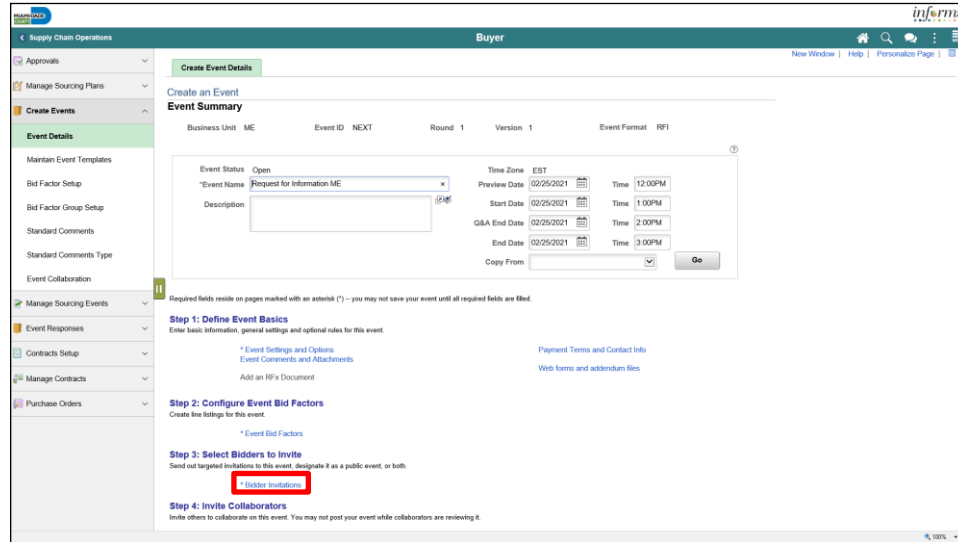
EXTENDING BIDDER INVITATIONS TO SELECT EMAIL RECIPIENTS

This Job Aid begins during the **Create a Buy Event** process.

Select the **Bidder Invitations** button.

Note: Clerk of the Board and Vendor Services are defaulted to receive notifications.

1.



Required fields reside on pages marked with an asterisk (*) - you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

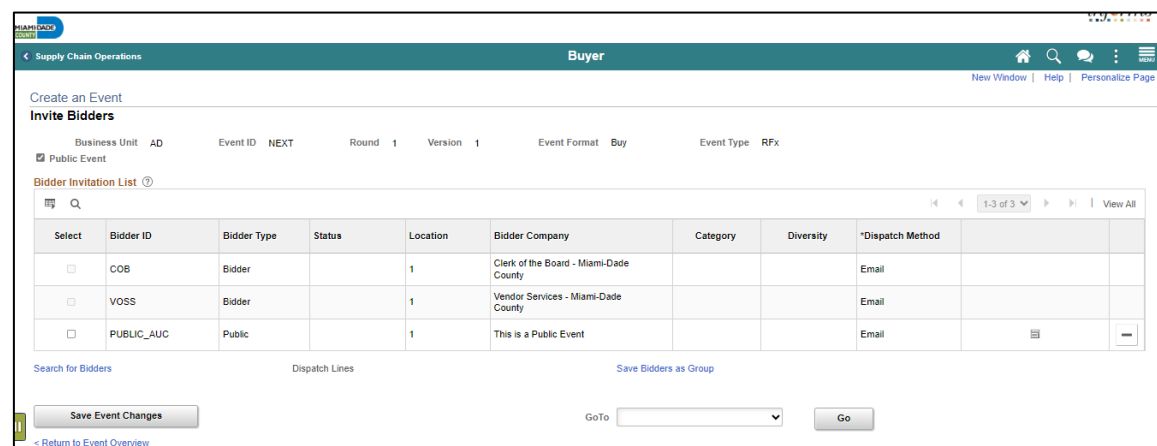
Step 2: Configure Event Bid Factors
Create line listings for this event.

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

If it's a **Public Event** option, select the **Details** icon in the PUBLIC_AUC row.

2.

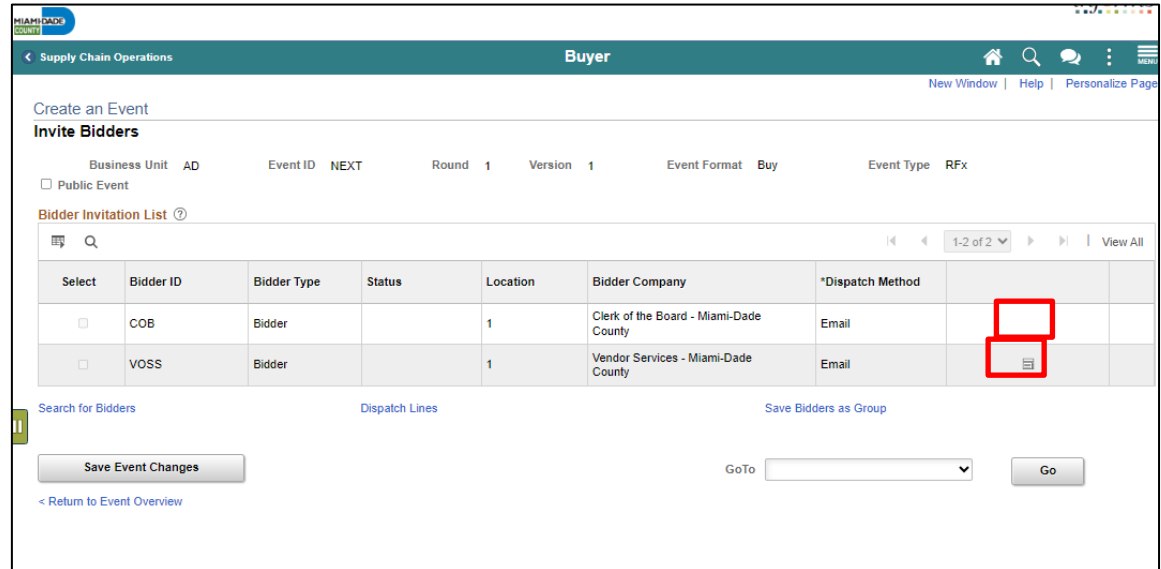


Search for Bidders Dispatch Lines Save Bidders as Group

Save Event Changes GoTo: Go

[Return to Event Overview](#)

Note: If it's not a Public Event, the **Details** icon will be displayed in the VOS S row.



Supply Chain Operations Buyer


Create an Event

Invite Bidders

Business Unit AD Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

☐ Public Event

Bidder Invitation List

Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	*Dispatch Method	
<input type="checkbox"/>	COB	Bidder		1	Clerk of the Board - Miami-Dade County	Email	
<input type="checkbox"/>	VOSS	Bidder		1	Vendor Services - Miami-Dade County	Email	

Search for Bidders Dispatch Lines Save Bidders as Group

Save Event Changes GoTo Go

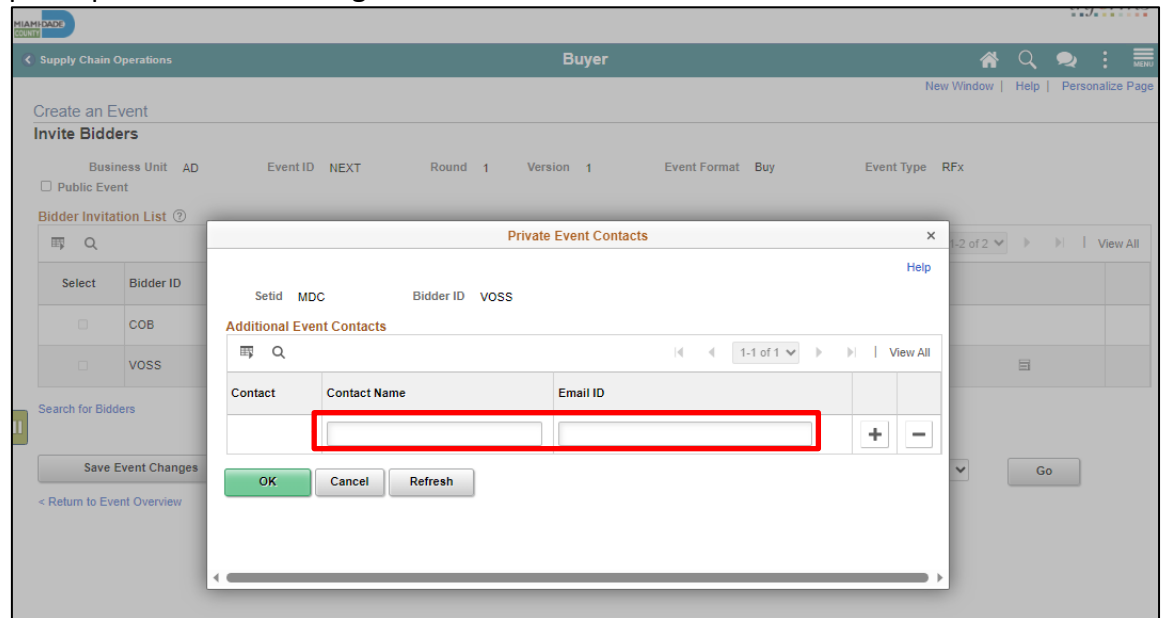
[Return to Event Overview](#)

Enter the **Contact Name** and **Email ID** of the desired recipient.

Select the **OK** button.

Note: The email recipient will receive notifications for all events, but merely adding them as a recipient does not grant automatic event access. For non-public events, individuals must be personally invited and registered in the Supplier Portal to participate in event bidding.

3.



Supply Chain Operations Buyer

Create an Event

Invite Bidders

Business Unit AD Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

☐ Public Event

Bidder Invitation List

Select	Bidder ID
<input type="checkbox"/>	COB
<input type="checkbox"/>	VOSS

Search for Bidders Save Event Changes Return to Event Overview

Private Event Contacts

Setid MDC Bidder ID VOSS

Additional Event Contacts

Contact	Contact Name	Email ID

OK Cancel Refresh