



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.

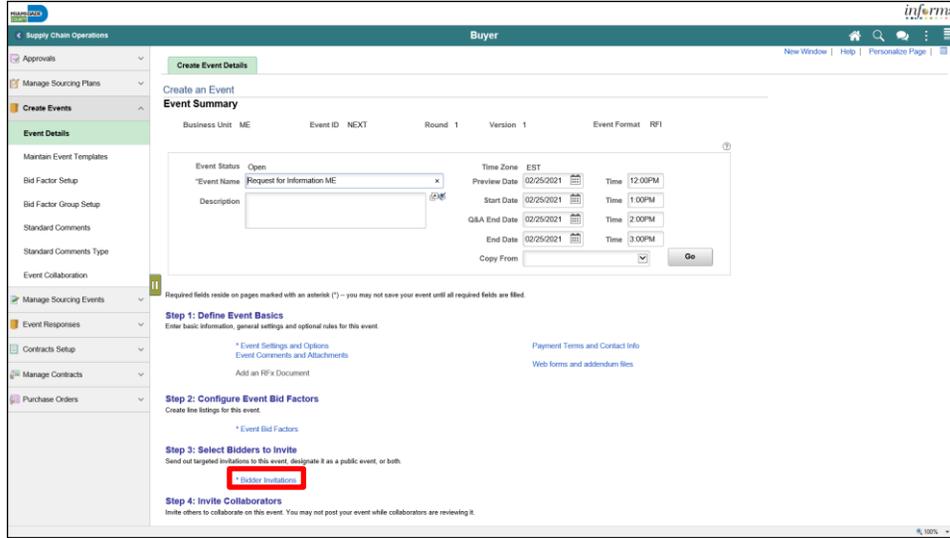
EXTENDING BIDDER INVITATIONS TO SELECT EMAIL RECIPIENTS

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

1.

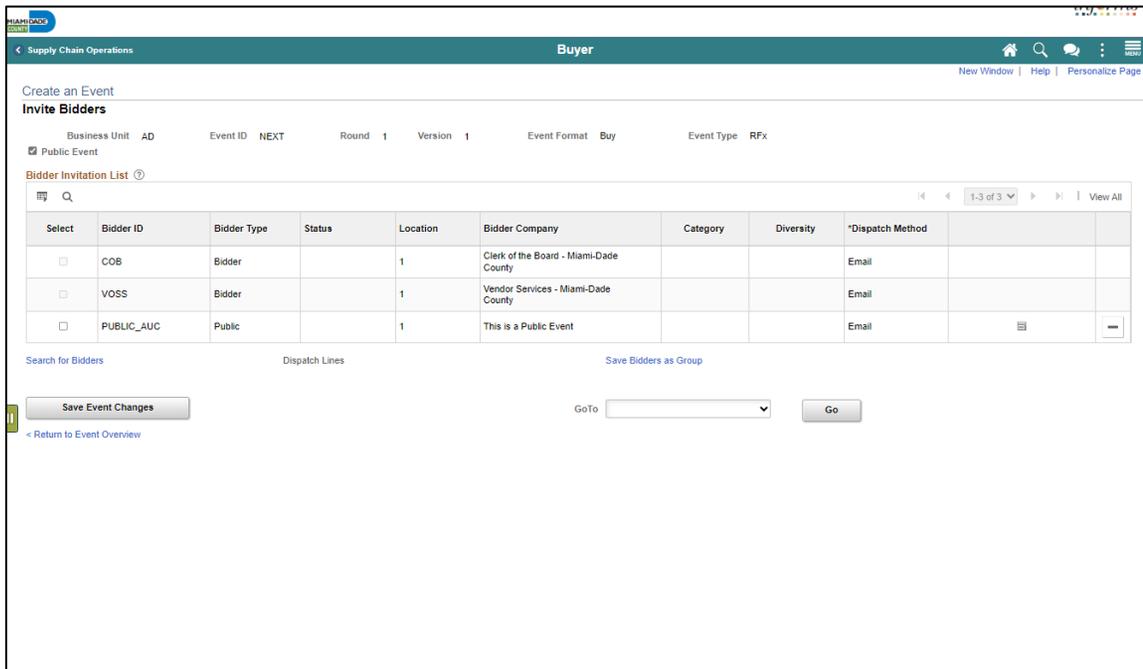
Select the **Bidder Invitations** button.

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

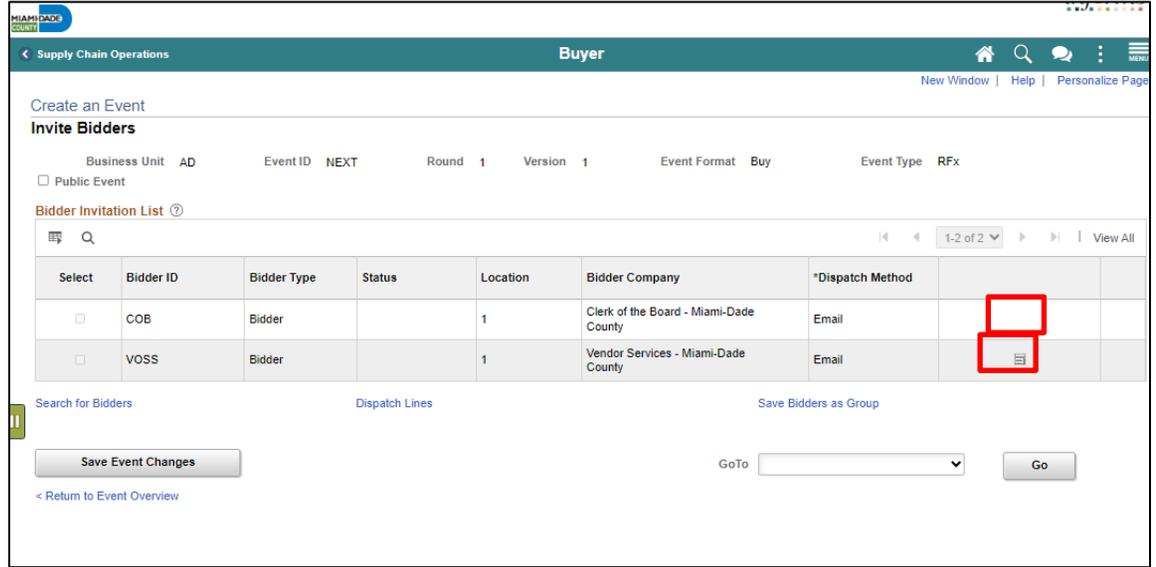


2.

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



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



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.

