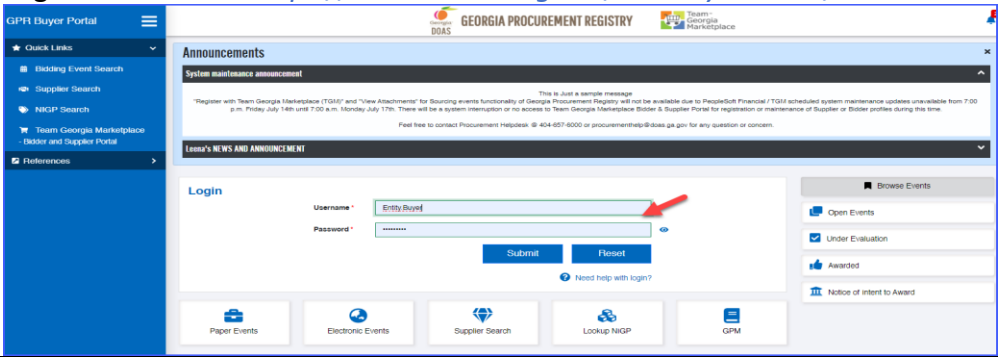

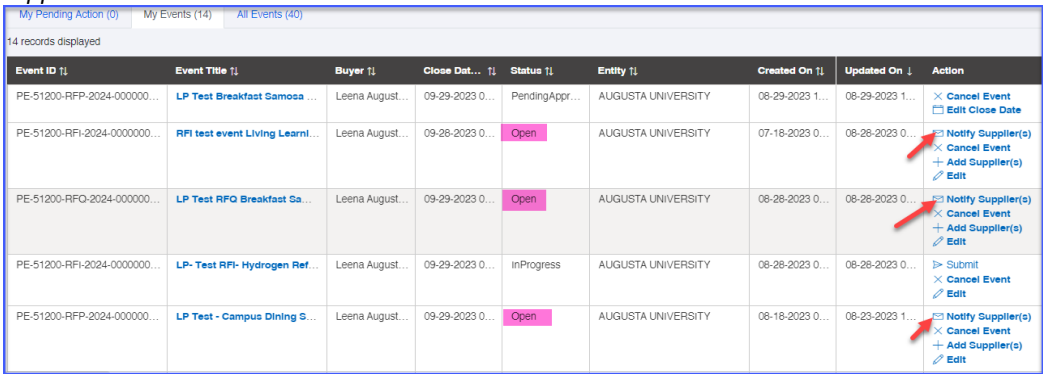
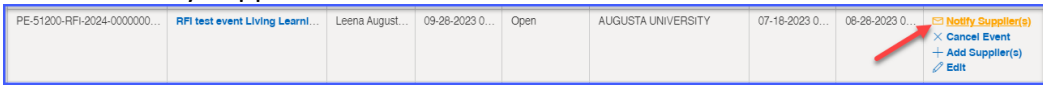
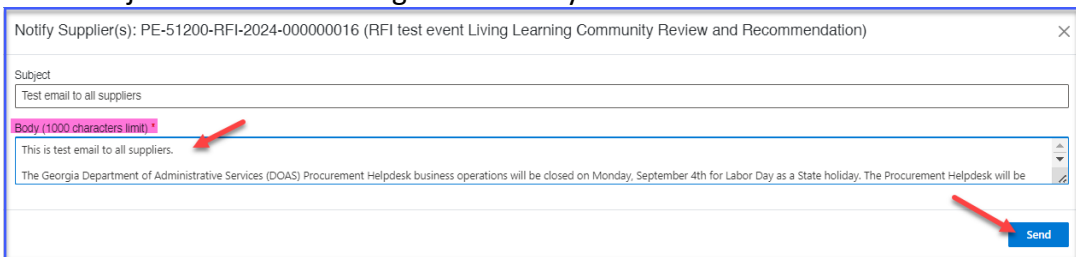




## Send email to suppliers.

Step #	Action																																																						
<b>1</b> Login to GPR	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/GPRBuyerPortal/">https://ssl.doas.state.ga.us/GPRBuyerPortal/</a> 																																																						
<b>2</b> Manage Events	Click on "Manage Paper Events" link. 																																																						
<b>3</b> Notify Supplier	Select event to notify the suppliers. <b>** Only events with OPEN status will have link to notify suppliers.</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Event ID</th> <th>Event Title</th> <th>Buyer</th> <th>Close Date</th> <th>Status</th> <th>Entity</th> <th>Created On</th> <th>Updated On</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>PE-51200-RFP-2024-0000000...</td> <td>LP Test Breakfast Samosa ...</td> <td>Leena August...</td> <td>09-29-2023 0...</td> <td>PendingAppr...</td> <td>AUGUSTA UNIVERSITY</td> <td>08-29-2023 1...</td> <td>08-29-2023 1...</td> <td>Cancel Event Edit Close Date</td> </tr> <tr> <td>PE-51200-RFI-2024-0000000...</td> <td>RFI test event Living Learni...</td> <td>Leena August...</td> <td>09-28-2023 0...</td> <td>Open</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 0...</td> <td>08-28-2023 0...</td> <td>Notify Supplier(s) Cancel Event Add Supplier(s) Edit</td> </tr> <tr> <td>PE-51200-RFO-2024-0000000...</td> <td>LP Test RFO Breakfast Sa...</td> <td>Leena August...</td> <td>09-29-2023 0...</td> <td>Open</td> <td>AUGUSTA UNIVERSITY</td> <td>08-28-2023 0...</td> <td>08-28-2023 0...</td> <td>Notify Supplier(s) Cancel Event Add Supplier(s) Edit</td> </tr> <tr> <td>PE-51200-RFI-2024-0000000...</td> <td>LP- Test RFI- Hydrogen Ref...</td> <td>Leena August...</td> <td>09-29-2023 0...</td> <td>InProgress</td> <td>AUGUSTA UNIVERSITY</td> <td>08-28-2023 0...</td> <td>08-28-2023 0...</td> <td>Submit Cancel Event Edit</td> </tr> <tr> <td>PE-51200-RFP-2024-0000000...</td> <td>LP Test - Campus Dining S...</td> <td>Leena August...</td> <td>09-29-2023 0...</td> <td>Open</td> <td>AUGUSTA UNIVERSITY</td> <td>08-18-2023 0...</td> <td>08-23-2023 1...</td> <td>Notify Supplier(s) Cancel Event Add Supplier(s) Edit</td> </tr> </tbody> </table>	Event ID	Event Title	Buyer	Close Date	Status	Entity	Created On	Updated On	Action	PE-51200-RFP-2024-0000000...	LP Test Breakfast Samosa ...	Leena August...	09-29-2023 0...	PendingAppr...	AUGUSTA UNIVERSITY	08-29-2023 1...	08-29-2023 1...	Cancel Event Edit Close Date	PE-51200-RFI-2024-0000000...	RFI test event Living Learni...	Leena August...	09-28-2023 0...	Open	AUGUSTA UNIVERSITY	07-18-2023 0...	08-28-2023 0...	Notify Supplier(s) Cancel Event Add Supplier(s) Edit	PE-51200-RFO-2024-0000000...	LP Test RFO Breakfast Sa...	Leena August...	09-29-2023 0...	Open	AUGUSTA UNIVERSITY	08-28-2023 0...	08-28-2023 0...	Notify Supplier(s) Cancel Event Add Supplier(s) Edit	PE-51200-RFI-2024-0000000...	LP- Test RFI- Hydrogen Ref...	Leena August...	09-29-2023 0...	InProgress	AUGUSTA UNIVERSITY	08-28-2023 0...	08-28-2023 0...	Submit Cancel Event Edit	PE-51200-RFP-2024-0000000...	LP Test - Campus Dining S...	Leena August...	09-29-2023 0...	Open	AUGUSTA UNIVERSITY	08-18-2023 0...	08-23-2023 1...	Notify Supplier(s) Cancel Event Add Supplier(s) Edit
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<b>4</b> Notify Supplier	Click on 'Notify Suppliers' link. 																																																						
<b>5</b> Notify Supplier	Enter subject and main message under body. Click on 'Send' 																																																						

<p>6 Email Notice</p>	<p>System will send email notification.</p>							
<p>7 Email Notice</p>	<p>Supplier will receive email.</p>							
<p>8 Email Notice</p>	<p>Buyer will also receive email confirmation with process log details.</p> <table border="1" data-bbox="341 1323 909 1480"> <thead> <tr> <th>Process Log</th> </tr> </thead> <tbody> <tr> <td>2023/08/29 16:04:30 : Log starts for - 85135 - EMAIL_SUPPLIERS_CUSTOM</td> </tr> <tr> <td>2023/08/29 16:04:30 : Email Process Log for the Event#: PE-51200-RFI-2024-000000016</td> </tr> <tr> <td>2023/08/29 16:04:30 : Email Batch# 2308290474</td> </tr> <tr> <td>2023/08/29 16:04:30 : Notification Type: EMAIL_SUPPLIERS_CUSTOM</td> </tr> <tr> <td>2023/08/29 16:04:31 : Total No of Contacts found for sending Email: 46</td> </tr> <tr> <td>2023/08/29 16:04:31 : No of Email(s) not sent due to Bad Email Address: 0</td> </tr> </tbody> </table>	Process Log	2023/08/29 16:04:30 : Log starts for - 85135 - EMAIL_SUPPLIERS_CUSTOM	2023/08/29 16:04:30 : Email Process Log for the Event#: PE-51200-RFI-2024-000000016	2023/08/29 16:04:30 : Email Batch# 2308290474	2023/08/29 16:04:30 : Notification Type: EMAIL_SUPPLIERS_CUSTOM	2023/08/29 16:04:31 : Total No of Contacts found for sending Email: 46	2023/08/29 16:04:31 : No of Email(s) not sent due to Bad Email Address: 0
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