

Send email to suppliers.

<mark>Step #</mark>	Action						
1	Login to GPR. Link: https://ssl.doas.state.ga.us/GPRBuyerPortal/						
Login to	GPPR Buyer Pontal 😑 🦉 GEORGIA PROCUREMENT REGISTRY 🔁 Team Strategy and Strategy						
GPR	★ Quick Links ★ AnnoL Bidding Event Search System	uncements n maintenance amouncement			× ^		
	Supplier Search NIGP Search Thegin	jister with Team Georgia Marketplace (TGM) ⁺ and "View Attachmer p.m. Priday-July 14th unt8 7:00 a.m. Monday-July 17th. The	This is Just a r ris" for Sourcing events functionality of Georgia Procurem re will be a system interruption or no access to Team Geo	ample message en Registry will not be available due to PeopleSoft Financial / TGI/ rgia Marketplace Bidder & Supplier Portal for registration or mainte	scheduled system maintenance updates unavailable from 7:00 nance of Suppler or Bidder profiles during this time.		
	Team Georgia Marketplace - Bidder and Supplier Portal Leena's	Natglaces Constraint Package Constraint Package Constraint Package Constraint Package Constraint Package get for any question or constraint.					
		jin			Browse Events		
		Username * Entity B Password *	wei	•	Open Events		
			Submit	Reset	Awarded		
		• 0		ees nep with tight?	I Notice of Intent to Award		
	-	Paper Events Electronic Events	Supplier Search	Lookup NIGP GPM			
2	Click on "Manage Paper Events" link.						
Manage	GPR Buyer Portal	Contraction Contraction	GEORGIA PROCUREMENT REGIST	RY Team - Georgia Marketplace	🚯 Help 🛛 😝 My Profile 🖊		
Events	¢ Management ✓ 👧 Bu	uyer Portal - Dashboard			Welcome Leena Augusta Buyer I AUGUSTA UNIVERSITY Agency Buyer I		
	Manage Paper Events	ly Pending Action		s	ee all + Create New Paper Event		
	Manage User Manage Paper Events Event Manage Entities A No p	t ID †↓ Event Title †↓ I pending actions available	Buyer †∔ Close Dat… †∔ Status †∤	Entity 11 Created 4	On 11 Cpen Events		
	View Reports Event	nt Type Date Range	N L M		Under Evaluation		
3	Select event to notify the suppliers. ** Only events with OPEN status will have link to notify						
Notify	suppliers.						
Supplier	My Pending Action (0) My Events (14) 14 records displayed) All Events (40)					
	Event ID †↓ Event T	Title †↓ Buyer †↓	Close Dat †↓ Status †↓	Entity †↓ Creat	ed On †↓ Updated On ↓ Action		
	PE-51200-RFP-2024-000000 LP Test	t Breakfast Samosa Leena August	09-29-2023 0 PendingAppr	AUGUSTA UNIVERSITY 08-29	-2023 1 08-29-2023 1 × Cancel Event		
	PE-51200-RFI-2024-0000000 RFI test	st event Living Learni Leena August	09-28-2023 0 Open	AUGUSTA UNIVERSITY 07-18	2023 0 06-28-2023 0 ₽ Notify Supplier(s) × Cancel Event + Add Supplier(s) 2 0		
	PE-51200-RFQ-2024-000000 LP Test	t RFQ Breakfast Sa Leena August	09-29-2023 0 Open	AUGUSTA UNIVERSITY 08-28	-2023 0 08-28-2023 0 P Notify Supplier(s)		
					+ Add Supplier(s)		
	PE-51200-RFI-2024-0000000 LP- Teo	st RFI- Hydrogen Ref Leena August	09-29-2023 0 InProgress	AUGUSTA UNIVERSITY 08-28	-2023 0 08-28-2023 0 ▷ Submit × Cancel Event		
	PE-51200-RFP-2024-000000 LP Test	t - Campus Dining S Leena August	09-29-2023 0 Open	AUGUSTA UNIVERSITY 08-18	-2023 0 08-23-2023 1 S Notify Supplier(s) X Cancel Event		
					+ Add Supplier(s)		
4	Click on 'Notify Suppliers' link.						
Notify	PE-51200-RFI-2024-0000000 RFI test	et event Living Learni Leena August	09-28-2023 0 Open	AUGUSTA UNIVERSITY 07-18	2023 0 08-28-2023 0		
Supplier					+ Add Supplier(s)		
5	Enter subject an	er subject and main message under body. Click on 'Send'					
Notify	Notify Supplier(s): PE-51200-RFI-2024-000000016 (RFI test event Living Learning Community Review and Recommendation)						
Supplier	Subject						
	Test email to all suppliers						
	Hooy (1000 on anazers simily 1) This is test email to all suppliers.						
	The Georgia Department of Administrative Services (DOAS) Procurement Helpdesk business operations will be closed on Monday, September 4th for Labor Day as a State holiday. The Procurement H						
					Send		



6	System will send email notification.					
Email	GEORGIA PROCUREMENT REGISTRY Everyia Constraints Successfully Constraints Successfully Constraints Successfully					
Notice	III Manage Paper Events Recome Leena Augusta Buyer I AUGUSTA UNIVERSITY Agency Buyer I					
	+ Create New Paper Event C Refresh Status Entity Event Type Select Entity Select Entity Select Entity Select Event Type					
	Creation Start Date End Start Date					
	My Pending Action (0) My Events (14) All Events (40)					
/	Supplier will receive email.					
Email	Test email to all suppliers Email Subject					
Notice	DB bidnotice.donotreply@doas.ga.gov To Crest, GPR					
	Retention Policy 30 Day Delete_Recoverable (30 days) Expires 9/28/2023					
	FSCMTST@sao.ga.gov					
	This is test amail to all sumplians. The Coarsis Department of Administrative Services (DOAS) Department Helpdock business expections will be closed on Menday					
	September 4th for Labor Day as a State holiday. The Procurement Helpdesk will be available at 8:00 a.m. on Tuesday, September 5th, 2023, to take your calls.					
	Thank You, Leena Augusta Buyer 4444444444 Jeena.buyer@augusta.ga.gov					
8	Buyer will also receive email confirmation with process log details.					
Email	Confirmation of the Event Batch Email process - PE-51200-RFI-2024-000000016					
Notice	bidnotice.donotreply@doas.ga.gov					
	C O Test, GPR Retarting on Delete Recoverable (30 days) Evolves Evolve					
	(i) This item will expire in 30 days. To keep this item longer apply a different Retention Policy.					
	Dear Leena Augusta Buyer,					
	Please review the particulars of an event for \$1200-AUGUSTA UNIVERSITY furnished below					
	Prease review the particulars of an event for 51200-A05051A UNIVERSITY furnished below.					
	Event Number: PE-51200-RFI-2024-00000016 Event Title: RFI test event Living Learning Community Review and Recommendation					
	Event Type: Request for Information					
	Process Log 2023/08/29 16:04:30 : Log starts for - 85135 - FMAIL_SUPPLIERS_CLISTOM					
	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: 45					
	2023/08/29 16:04:31 : No of Email(s) not sent due to Bad Email Address: 0					
	The sourcing event can be reviewed at: https://gprdev.doas.ga.gov/gprtest/eventDetails?eSourceNumber=PE-51200-RFI-2024-000000016&sourceSystemType=gpr20					