



Quick Reference Guide: NOA Process

	<p>This document provides the steps to follow to post the NOA for an event. The process is done after the event has been awarded to a contract(s)/PO(s).</p>
<p>1.</p>	<p>**When creating the sourcing event, you have to make sure the Allow Send NOA Notification option is selected under the Event Settings and Options section.</p> <div data-bbox="349 527 1528 1140" style="border: 1px solid black; padding: 5px;"> <p>Create an Event</p> <h3>Event Summary</h3> <p>Business Unit 40300 Event ID NEXT Round 1 Version 1 Event Format Buy</p> <hr/> <p>Event Type RFX RF Type RFP Origin : 170 Fiscal Year 2019</p> <p>Event Status Open Change to Auction Time Zone EDT</p> <p>*Event Name <input type="text" value="Event Creation"/> Preview Date 10/08/2018 Time 12:35PM</p> <p>Description <input type="text" value="Event Creation with/NOIA and NOA"/> Start Date 10/08/2018 Time 12:35PM</p> <p>End Date 10/29/2018 Time 2:00PM</p> <p>Category Type <input type="text" value="Goods"/> Purchase Type <input type="text" value="Agency Contract"/> Copy From <input type="text"/> <input type="button" value="Go"/></p> <p>Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.</p> <p>Step 1: Define Event Basics</p> <p>Enter basic information, general settings and optional rules for this event.</p> <p> * Event Settings and Options Payment Terms and Contact Info Event Comments and Attachments Event Constraints Event Header Bid Factors Add an RFX Document </p> </div> <div data-bbox="349 1173 1528 1713" style="border: 1px solid black; padding: 5px;"> <p>Create an Event</p> <h3>Event Settings and Options</h3> <p>Business Unit 40300 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX</p> <hr/> <p> <input checked="" type="checkbox"/> Create PDF on Event Post Round/Version Display <input type="text" value="Display Round and Version"/> </p> <p> <input type="checkbox"/> Allow Bidder XML Downloads </p> <p> <input type="checkbox"/> Bid Required On All Lines <input checked="" type="checkbox"/> Sealed Event </p> <p> <input type="checkbox"/> Multiple Bids Allowed <input type="checkbox"/> Display Bid Factor Weightings </p> <p> <input checked="" type="checkbox"/> Allow Edit of Posted Bids <input type="checkbox"/> Display Bid Factor Best/Worst </p> <p> <input type="checkbox"/> Do Not Use Best Bids on New Rounds </p> <p> <input checked="" type="checkbox"/> Display Bid Factor Ideal Value *NOIA Report Template <input type="text" value="AUC_NOIA_1"/> </p> <p> <input checked="" type="checkbox"/> Allow Send NOIA Notification <input checked="" type="checkbox"/> Award Only after Notice End </p> <p> Notification to be Sent <input type="text" value="Only Responded Bidders"/> *Award Template <input type="text" value="AUC_NOA_1"/> </p> <p> <input checked="" type="checkbox"/> Allow Send NOA Notification *Non-Award Template <input type="text" value="AUC_NONA_1"/> </p> <p> Notification To be Sent <input type="text" value="Only Awarded Bidders"/> </p> </div>
<p>2.</p>	<p>Once you have completely awarded the event to the successful supplier(s), you can send the NOA notification. (Event status should be Awarded.)</p>



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- Go to the **Award Details** page. Select **Comments/Attachments** from the Go To dropdown.
Add the NOA attachment. Select OK.
Select Save.

Event Workbench

▼ Search Criteria

Business Unit

Event ID From Start Date To Start Date Sort With

Created By From End Date To End Date Sort Order

Event Format Event Type Category Fiscal Year Only show Events I created

Event Name Item ID Origin Only show Active Events

Event Status Description Use my search defaults

Associated With Plan Plan Name

[Default Search Preferences](#)

► Legend

Search Results Find | View All | First | 1 of 1 | Last

Event ID	Name	Format	Type	Origin	Buyer	Unit	Status
► DAS0000123	P-Card Fraud Detec...	Buy	RFX	224	CASTEELE140300	Awarded	

Award Details

Distribution Defaults Award Details Award Summary Review Constraints

Business Unit: 40300 Event ID: DAS0000123 Round: 1 Version: 2 Event Name: SOURCING EVENT NAME

Event Format: Buy Event Type: RFX Currency: USD End Date: 04/01/2019 3:00PM EDT Status: Awarded

▼ Show Award Details to Bidders

Display bids Display all bids Display bid scores Display

Award Details ?

Bidder Name: ABC COMPANY Bidder Type: Supplier

Award Type: Procurement Contract Award Currency: Event USD

*Contract Style: Agency - Services PO Business Unit: 40300

Contract ID: Total Award: 67,364.0000

Award Number: 1

Award Lines Personalize | Find | View All | 1 of 1 | Last

Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1		<input checked="" type="checkbox"/>	P-Card Fraud Detection Software		EA	1.0000		

Award Details | Award Summary | Review Constraints | Dx Chart Fields



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Award Details

Distribution Defaults Award Details Award Summary Review Constraints

Business Unit: 40300 Event ID: DAS0000123 Round: 1 Version: 2 Event Name: P-Card Fraud Detection Software

Event Format: Buy Event Type: RFX Currency: USD End Date: 04/01/2019 3:00PM EDT Status: Awarded Go To: [dropdown]

▼ Show Award Details to Bidders

Display bids Display all bids Display bid scores Display bid's total bid price Display factors

Award Details [?](#) First 1 of 1 Last

Bidder Name: OVERSIGHT SYSTEMS INC Bidder Type: Supplier Buyer: CASTEELE1

Award Type: Procurement Contract Award Currency: Event USD Terms: N30

*Contract Style: Agency - Services PO Business Unit: 40300

Contract ID: 40300-224-DAS0000123-0001 Total Award: 67,364,000

Award Number: 1

Award Lines Personalize | Find | View All | [grid] | [print] First 1 of 1 Last

Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1		<input checked="" type="checkbox"/>	P-Card Fraud Detection Software		EA	1.0000	67,364,000.00	67,364,000.00	[grid]	[edit]

Post Award

[Award Details](#) | [Award Summary](#) | [Review Constraints](#) | [Dx Chart Fields](#)

4. Go to the NOA page. **You can get to the NOA page from the Event Workbench or the NavBar.

Event Workbench

▼ Search Criteria

Business Unit: [input] Event ID: DAS0000123 From Start Date: [input] To Start Date: [input] Sort With: End Date

Created By: [input] From End Date: [input] To End Date: [input] Sort Order: Ascending

Event Format: [dropdown] Event Type: [dropdown] Category: [input] Fiscal Year: [input] Only show Events I created

Event Name: [input] Item ID: [input] Origin: [input] Only show Active Events

Event Status: [dropdown] Description: [input] Plan Name: [input] Use my search defaults

Associated With Plan: [input] Plan Name: [input] Search Reset

Default Search Preferences

▶ Legend

Search Results Find | View All First 1 of 1 Last

Event ID	Name	Format	Type	Origin	Buyer	Unit	Status			
DAS0000123	P-Card Fraud Detec...	Buy	RFX	224	CASTEELE140300	Awarded		[grid]	[print]	[notification]



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Notice of Award

Business Unit: 40300 Event ID: DAS0000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
 Event Type: RFx Event Round: 1 Event Version: 2 Event Status: Awarded
 Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders Only Awarded Bidders Only Non-Awarded Bidders Specific Bidders

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
 *Non-Award Template: Notification Comments

[Add Attachment](#)

[Send Notification](#) [Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)

5. 1. Select who the notifications should be sent to. By default, the **Only Awarded Bidders** option will be selected.

Notice of Award

Business Unit: 40300 Event ID: DAS0000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
 Event Type: RFx Event Round: 1 Event Version: 2 Event Status: Awarded
 Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders Only Awarded Bidders Only Non-Awarded Bidders Specific Bidders

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
 *Non-Award Template: Notification Comments

[Add Attachment](#)

[Send Notification](#) [Process Monitor](#)

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6. Select **Add Attachment** to add the NOA document. Browse and add NOA document. Enter the Attachment Description. Include in NOA box should be checked.



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Notice of Award

Business Unit: 40300 Event ID: DAS0000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
Event Type: RFX Event Round: 1 Event Version: 2 Event Status: Awarded
Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders Only Awarded Bidders Only Non-Awarded Bidders Specific Bidders

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
*Non-Award Template: Notification Comments
[Add Attachment](#)

[Send Notification](#)

Process Monitor

[Save](#)

[Return to Search](#)

[Notify](#)

Notice of Award

Business Unit: 40300 Event ID: DAS0000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
Event Type: RFX Event Round: 1 Event Version: 2 Event Status: Awarded
Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders Only Awarded Bidders Only Non-Awarded Bidders Specific Bidders

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
*Non-Award Template: Notification Comments
[Add Attachment](#)

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Select File to create as Attachment

Choose File | DAS0000123 NOA.pdf

Upload Cancel



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 Event Type: RFx Event Round: 1 Event Version: 2 Event Status: Awarded
 Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders
 Only Awarded Bidders
 Only Non-Awarded Bidders
 Specific Bidders

Select	Name	Bidder SetId	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)

*Non-Award Template: Notification Comments

[Add Attachment](#)

Attached File	Attachment Description	Include in NOA	View
DAS0000123_NOA.pdf	NOA	<input checked="" type="checkbox"/>	View

[Send Notification](#) Process Monitor

[Save](#) [Return to Search](#) [Notify](#)

7. Select **Preview** to see the email that will be sent to the suppliers

Once all information has been entered and NOAA attachment added, the **Send Notification** button can be selected. A message will be displayed to show that the process has been scheduled.

Save the page.

Once the **Send Notification** button has been selected, you can review the **Process Monitor** to see if the process is successful at sending the email.



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Notice of Award

Business Unit: 40300 Event ID: DAS0000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
Event Type: RFX Event Round: 1 Event Version: 2 Event Status: Awarded
Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders Only Awarded Bidders Only Non-Awarded Bidders Specific Bidders

Bidder Details

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
1	<input checked="" type="checkbox"/> OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
2	<input checked="" type="checkbox"/> OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
3	<input checked="" type="checkbox"/> OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
*Non-Award Template: Notification Comments
[Add Attachment](#)

Attachments

Attached File	Attachment Description	Include in NOA	
DAS0000123_NOA.pdf	NOA	<input checked="" type="checkbox"/>	View

[Send Notification](#) [Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)

Notice of Award

Business Unit: 40300 Event ID: DAS0000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
Event Type: RFX Event Round: 1 Event Version: 2 Event Status: Awarded
Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders Only Awarded Bidders Only Non-Awarded Bidders Specific Bidders

Bidder Details

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
1	<input checked="" type="checkbox"/> OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
2	<input checked="" type="checkbox"/> OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
3	<input checked="" type="checkbox"/> OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
*Non-Award Template: Notification Comments
[Add Attachment](#)

Attachments

Attached File	Attachment Description	Include in NOA	
DAS0000123_NOA.pdf	NOA	<input checked="" type="checkbox"/>	View

[Send Notification](#) [Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)

Message

Process for sending out notification has been scheduled with Process instance 50865131 (18056.8625)

[OK](#)



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Notice of Award

Business Unit: 40300 Event ID: DAS000123 Event Name: P-Card Fraud Detection Software NOA Status: Not Sent
 Event Type: RFX Event Round: 1 Event Version: 2 Event Status: Awarded
 Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST

Notification to be Sent

All Bidders
 Only Awarded Bidders
 Only Non-Awarded Bidders
 Specific Bidders

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	Preview

Template Contents

*Award Template: Signatory Contact(s)
 *Non-Award Template: Notification Comments
[Add Attachment](#)

Attachments

Attached File	Attachment Description	Include in NOA	View
DAS0000123_NOA.pdf	NOA	<input checked="" type="checkbox"/>	View

[Send Notification](#)

[Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)

8. The NOA status will be updated to Sent once the process completes successfully.

Notice of Award

Business Unit: 40300 Event ID: DAS000123 Event Name: P-Card Fraud Detection Software NOA Status: **Sent**
 Event Type: RFX Event Round: 1 Event Version: 2 Event Status: Awarded
 Event Format: Buy Currency: USD Event End Date: 04/01/2019 3:00PM EST Last Notified: 07/31/20 4:34AM

Notification to be Sent

All Bidders
 Only Awarded Bidders
 Only Non-Awarded Bidders
 Specific Bidders

Select	Name	Bidder Setid	Bidder ID	Bidder Type	Bidder Location	Contact	Responded	Awarded	Email ID	Last Notified DateTime	Notification
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	1	No	Yes	fscmtst@sao.ga.gov	07/31/20 4:34AM	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	2	No	Yes	fscmtst@sao.ga.gov	07/31/20 4:34AM	Preview
<input checked="" type="checkbox"/>	OVERSIGHT SYSTEMS INC	STATE	0000431736	Supplier	000001	3	No	Yes	fscmtst@sao.ga.gov	07/31/20 4:34AM	Preview

Template Contents

*Award Template: Signatory Contact(s)
 *Non-Award Template: Notification Comments
[Add Attachment](#)

Attachments

Attached File	Attachment Description	Include in NOA	View
DAS0000123_NOA.pdf	NOA	<input checked="" type="checkbox"/>	View

[Send Notification](#)

[Process Monitor](#)

[Save](#) [Return to Search](#) [Notify](#)