



Quick Reference Guide: NOIA Process

This document provides the steps to follow to post the NOIA for an event.

1. ****When creating the sourcing event, you have to make sure the **Allow Send NOIA Notification** option is selected under the Event Settings and Options section.**

Create an Event

Event Summary

Business Unit 40300 Event ID NEXT Round 1 Version 1 Event Format Buy

| | | | |
|--|-----------------------------------|-------------------------|------------------|
| Event Type RFX | RF Type RFP | Origin 170 | Fiscal Year 2019 |
| Event Status Open | Change to Auction | Time Zone EDT | |
| *Event Name Event Creation | | Preview Date 10/08/2018 | Time 12:35PM |
| Description Event Creation with/NOIA and NOA | | Start Date 10/08/2018 | Time 12:35PM |
| | | End Date 10/29/2018 | Time 2:00PM |
| Category Type Goods | Purchase Type Agency Contract | Copy From | Go |

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.

- * Event Settings and Options**
- Event Comments and Attachments
- Event Header Bid Factors
- Add an RFX Document
- Payment Terms and Contact Info
- Event Constraints

Create an Event

Event Settings and Options

Business Unit 40300 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

| | |
|--|---|
| <input checked="" type="checkbox"/> Create PDF on Event Post <input type="checkbox"/> Allow Bidder XML Downloads <input type="checkbox"/> Bid Required On All Lines <input type="checkbox"/> Multiple Bids Allowed <input checked="" type="checkbox"/> Allow Edit of Posted Bids <input type="checkbox"/> Do Not Use Best Bids on New Rounds <input checked="" type="checkbox"/> Display Bid Factor Ideal Value <input checked="" type="checkbox"/> Allow Send NOIA Notification | Round/Version Display Display Round and Version <input checked="" type="checkbox"/> Sealed Event <input type="checkbox"/> Display Bid Factor Weightings <input type="checkbox"/> Display Bid Factor Best/Worst *NOIA Report Template AUC_NOIA_1 <input checked="" type="checkbox"/> Award Only after Notice End *Award Template AUC_NOA_1 *Non-Award Template AUC_NONA_1 |
| Notification to be Sent Only Responded Bidders <input checked="" type="checkbox"/> Allow Send NOA Notification Notification To be Sent Only Awarded Bidders | |



Quick Reference Guide: NOIA Process

2. Once you are ready to post the NOIA, go to the Analyze page and select which vendor(s) to award and reject. Save changes.

Analyze Total

Analyze Total [Analyze Line](#)

Business Unit: 40300 Event ID: DAS0000125 Round: 1 Version: 1 Event Name: Event Creation

Event Format: Buy Event Type: RFX Currency: USD End Date: 10/29/2018 2:00PM EDT Status: Pending Award Go To:

► Bid Analysis and Display Options [?](#)

Analysis

| | Bidder Name | WEAVER DISTRIBUTING CO | Trane U. S. Inc. | IEH Auto Parts LLC |
|----------------------------|-------------|------------------------|------------------|--------------------|
| Event Version Responded To | 1 | 1 | 1 | 1 |
| Bid Number | 1 | 1 | 1 | 1 |
| Total Bid Amount | 52,000.00 | 54,000.00 | 56,000.00 | 56,000.00 |
| Total Bid Cost | 52,000.00 | 54,000.00 | 56,000.00 | 56,000.00 |
| Total Event Score | 100.00 | 50.00 | 0.00 | 0.00 |
| Total Header Cost | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Header Score | 30.00 | 40.00 | 20.00 | 20.00 |

Bid Action: Award Reject Reject

Reject Reason: NOT LOWBID NOT LOWBID

Award by Percent: 100.000

Hide Bid

► Factors

Recalculate Add / Edit Factors Unhide Bids << < > >>

Save Return to Search

Analyze Total | [Analyze Line](#)

3. Go to the NOIA page. **You can get to the NOIA page from the Event Workbench or the NavBar.

Event Workbench

▼ Search Criteria

Business Unit Event ID DAS0000125 From Start Date To Start Date Sort With End Date

Created By From End Date To End Date Sort Order Ascending

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

Event Name Item ID Origin Only show Active Events

Event Status Description Plan Name Use my search defaults

Associated With Plan Plan Name Search Reset

Default Search Preferences

► Legend

Search Results Find | View All First 1 of Last

| Event ID | Name | Format | Type | Origin | Buyer | Unit | Status |
|--------------|----------------|--------|------|--------|-----------------|---------------|--------|
| ► DAS0000125 | Event Creation | Buy | RFX | 170 | KIWILLIAMS40300 | Pending Award | |

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Quick Reference Guide: NOIA Process

| | <p>Notice of Intent to Award</p> <p>Business Unit: 40300 Event ID: DAS0000125 Event Name: Event Creation NOIA Status: Not Sent Event Type: RFX Event Round: 1 Event Version: 1 Event Status: Pending Award Event Format: Buy Currency: USD Event End Date: 10/29/2018 2:00PM EST Notice End Date: <input type="text"/></p> <p>Notification to be Sent</p> <p><input type="radio"/> All Bidders <input checked="" type="radio"/> Only Responded Bidders <input type="radio"/> Specific Bidders</p> <p>Bidder Details Personalize Find View All <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> First 1-9 of 9 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Bidder Setid</th> <th>Bidder ID</th> <th>Bidder Type</th> <th>Bidder Location</th> <th>Contact</th> <th>Responded</th> <th>Email ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>WEAVER DISTRIBUTING CO</td> <td>STATE</td> <td>0000299746</td> <td>Supplier</td> <td>000001</td> <td></td> <td>Yes</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>WEAVER DISTRIBUTING CO</td> <td>STATE</td> <td>0000299746</td> <td>Supplier</td> <td>000001</td> <td>1</td> <td>Yes</td> <td>fs92trn@sao.ga.gov</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>WEAVER DISTRIBUTING CO</td> <td>STATE</td> <td>0000299746</td> <td>Supplier</td> <td>000001</td> <td>2</td> <td>Yes</td> <td>fs92trn@sao.ga.gov</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>WEAVER DISTRIBUTING CO</td> <td>STATE</td> <td>0000299746</td> <td>Supplier</td> <td>000001</td> <td>3</td> <td>Yes</td> <td>fs92trn@sao.ga.gov</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Trane U. S. Inc.</td> <td>STATE</td> <td>BID0019623</td> <td>Bidder</td> <td>1</td> <td></td> <td>Yes</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Trane U. S. Inc.</td> <td>STATE</td> <td>BID0019623</td> <td>Bidder</td> <td>1</td> <td>1</td> <td>Yes</td> <td>fs92trn@sao.ga.gov</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Trane U. S. Inc.</td> <td>STATE</td> <td>BID0019623</td> <td>Bidder</td> <td>1</td> <td>2</td> <td>Yes</td> <td>fs92trn@sao.ga.gov</td> </tr> <tr> <td><input type="checkbox"/></td> <td>IEH Auto Parts LLC</td> <td>STATE</td> <td>BID0032775</td> <td>Bidder</td> <td>1</td> <td></td> <td>Yes</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>IEH Auto Parts LLC</td> <td>STATE</td> <td>BID0032775</td> <td>Bidder</td> <td>1</td> <td>1</td> <td>Yes</td> <td>fs92trn@sao.ga.gov</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add Additional Emails"/></p> <p>Template Contents</p> <p>*NOIA Report Template: <input type="text" value="AUC_NOIA_1"/> *View Summary By: <input type="text" value="Header"/> Signatory Contact(s) <input type="button" value="Add Attachment"/> Notification Comments</p> <p><input type="button" value="Preview NOIA"/> <input type="button" value="Send NOIA"/> Process Monitor</p> | Select | Name | Bidder Setid | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID | <input type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | | <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 1 | Yes | fs92trn@sao.ga.gov | <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 2 | Yes | fs92trn@sao.ga.gov | <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | Yes | fs92trn@sao.ga.gov | <input type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | | Yes | | <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov | <input type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | | <input checked="" type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |
|-------------------------------------|--|--------------|------------|--------------|-----------------|-------------|-----------------|--------------------|-----------|----------|--------------------------|------------------------|-------|------------|----------|--------|--|-----|--|-------------------------------------|------------------------|-------|------------|----------|--------|---|-----|--------------------|-------------------------------------|------------------------|-------|------------|----------|--------|---|-----|--------------------|-------------------------------------|------------------------|-------|------------|----------|--------|---|-----|--------------------|--------------------------|------------------|-------|------------|--------|---|--|-----|--|-------------------------------------|------------------|-------|------------|--------|---|---|-----|--------------------|-------------------------------------|------------------|-------|------------|--------|---|---|-----|--------------------|--------------------------|--------------------|-------|------------|--------|---|--|-----|--|-------------------------------------|--------------------|-------|------------|--------|---|---|-----|--------------------|
| Select | Name | Bidder Setid | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 2 | Yes | fs92trn@sao.ga.gov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | Yes | fs92trn@sao.ga.gov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <ol style="list-style-type: none"> 1. Enter the Notice End Date. This should be calculated based on the dollar amount and the number of days that the NOIA is required to be posted according to the GPM (http://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm). 2. Select who the notifications should be sent to. By default, the Only Responded Bidders option will be selected. 3. Select to Add Additional Emails if needed. You can only enter users for PeopleSoft users. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Quick Reference Guide: NOIA Process

Notice of Intent to Award

Business Unit: 40300 Event ID: DAS0000125 Event Name: Event Creation NOIA Status: Not Sent
 Event Type: RFX Event Round: 1 Event Version: 1 **Event Status: Pending Award**
 Event Format: Buy Currency: USD Event End Date: 10/29/2018 2:00PM EST **Notice End Date: 12/03/2018**

Notification to be Sent

All Bidders Only Responded Bidders Specific Bidders

| Select | Name | Bidder Setid | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID |
|-------------------------------------|------------------------|--------------|------------|-------------|-----------------|---------|-----------|--------------------|
| <input type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 2 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | Yes | fs92trn@sao.ga.gov |
| <input type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | | Yes | |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov |
| <input type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | |
| <input checked="" type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |

Add Additional Emails

Template Contents

*NOIA Report Template: AUC_NOIA_1 *View Summary By: Header Signatory Contact(s)
 Add Attachment Notification Comments

Preview NOIA Send NOIA Process Monitor

Notification to be Sent

All Bidders Only Responded Bidders Specific Bidders

| Select | Name | Bidder Setid | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID |
|-------------------------------------|------------------------|--------------|------------|-------------|-----------------|---------|-----------|--------------------|
| <input type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | | | | | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | | | | | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | | | | | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | | | | | |
| <input type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | | | | | |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | | | | | |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | | | | | |
| <input type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | |
| <input checked="" type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |

Add Additional Emails Help

Business Unit: 40300 Event ID: DAS0000125 Event Round: 1 Event Version: 1

Notification Contacts Personalize | Find | View All | [Print] First 1 of 1 Last

| User ID | Email Type | Email ID |
|--------------|------------|--------------------|
| 1 KIWILLIAMS | Business | fs92trn@sao.ga.gov |

OK **Cancel**

Add Additional Emails

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



Quick Reference Guide: NOIA Process

Notice of Intent to Award

Business Unit: 40300 Event ID: DAS0000125 Event Name: Event Creation NOIA Status: Not Sent
 Event Type: RFX Event Round: 1 Event Version: 1 Event Status: Pending Award
 Event Format: Buy Currency: USD Event End Date: 10/29/2018 2:00PM EST Notice End Date: 12/03/2018

Notification to be Sent

All Bidders
 Only Responded Bidders
 Specific Bidders

| Bidder Details | | | | | | | | | | Personalize | Find | View All | First | 1-9 of 9 | Last |
|----------------|--|--------------|------------|-------------|-----------------|---------|-----------|--------------------|--|-------------|------|----------|-------|----------|------|
| Select | Name | Bidder SetId | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID | | | | | | | |
| 1 | <input type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | | | | | | | | |
| 2 | <input checked="" type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 3 | <input checked="" type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 2 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 4 | <input checked="" type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 5 | <input type="checkbox"/> Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | | Yes | | | | | | | | |
| 6 | <input checked="" type="checkbox"/> Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 7 | <input checked="" type="checkbox"/> Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 8 | <input type="checkbox"/> IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | | | | | | | | |
| 9 | <input checked="" type="checkbox"/> IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | |

Add Additional Emails

Template Contents

*NOIA Report Template: AUC_NOIA_1 *View Summary By: Header Signatory Contact(s)
 Add Attachment Notification Comments

Notification to be Sent

All Bidders
 Only Responded Bidders
 Specific Bidders

| Bidder Details | | | | | | | | | | Personalize | Find | View All | First | 1-9 of 9 | Last |
|----------------|--|--------------|------------|-------------|-----------------|---------|-----------|--------------------|--|-------------|------|----------|-------|----------|------|
| Select | Name | Bidder SetId | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID | | | | | | | |
| 1 | <input type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | | | | | | | | |
| 2 | <input checked="" type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 3 | <input checked="" type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 4 | <input checked="" type="checkbox"/> WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 5 | <input type="checkbox"/> Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | | Yes | | | | | | | | |
| 6 | <input checked="" type="checkbox"/> Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 7 | <input checked="" type="checkbox"/> Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov | | | | | | | |
| 8 | <input type="checkbox"/> IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | | | | | | | | |
| 9 | <input checked="" type="checkbox"/> IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov | | | | | | | |

Select File to create as Attachment

Choose File NOIA-9-30-11.pdf

Upload Cancel

Add Additional Emails

Template Contents

*NOIA Report Template: AUC_NOIA_1 *View Summary By: Header Signatory Contact(s)
 Add Attachment Notification Comments

Preview NOIA

Send NOIA

Process Monitor



Quick Reference Guide: NOIA Process

Notification to be Sent

All Bidders
 Only Responded Bidders
 Specific Bidders

Bidder Details Personalize | Find | View All | First 1-9 of 9 Last

| Select | Name | Bidder Setid | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID |
|-------------------------------------|------------------------|--------------|------------|-------------|-----------------|---------|-----------|--------------------|
| <input type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | | Yes | |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 2 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | Yes | fs92trn@sao.ga.gov |
| <input type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | | Yes | |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov |
| <input type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | | Yes | |
| <input checked="" type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |

Add Additional Emails

Template Contents

*NOIA Report Template: AUC_NOIA_1 *View Summary By: Header Signatory Contact(s)

Add Attachment Notification Comments

Attachments Personalize | First 1 of 1 Last

| Attached File | Attachment Description | Include in NOIA |
|------------------|------------------------|-------------------------------------|
| NOIA-9-30-11.pdf | NOIA | <input checked="" type="checkbox"/> |

View

Preview NOIA Send NOIA Process Monitor

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

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

Save the page.

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

Template Contents

*NOIA Report Template: AUC_NOIA_1 *View Summary By: Header Signatory Contact(s)

Add Attachment Notification Comments

Attachments Personalize | First 1 of 1 Last

| Attached File | Attachment Description | Include in NOIA |
|------------------|------------------------|-------------------------------------|
| NOIA-9-30-11.pdf | NOIA | <input checked="" type="checkbox"/> |

View

Preview NOIA Send NOIA Process Monitor

Save Return to Search Notify



Quick Reference Guide: NOIA Process

Notice of Intent to Award

Business Unit: 40300 Event ID: DAS0000125 Event Name: Event Creation NOIA Status: Not Sent
 Event Type: RFx Event Round: 1 Event Version: 1 Event Status: Pending Award
 Event Format: Buy Currency: USD Event End Date: 10/29/2018 2:00PM EST Notice End Date: 12/03/2018

Notification to be Sent

All Bidders Only Responded Bidders Specific Bidders

| Select | Name | Bidder SetID | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID |
|-------------------------------------|------------------------|--------------|------------|-------------|-----------------|---------|-----------|--------------------|
| <input type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | No | fs92tm@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 1 | No | fs92tm@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | No | fs92tm@sao.ga.gov |
| <input checked="" type="checkbox"/> | WEAVER DISTRIBUTING CO | STATE | 0000299746 | Supplier | 000001 | 3 | No | fs92tm@sao.ga.gov |
| <input type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | Trane U. S. Inc. | STATE | BID0019623 | Bidder | 1 | 2 | Yes | fs92trn@sao.ga.gov |
| <input type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |
| <input checked="" type="checkbox"/> | IEH Auto Parts LLC | STATE | BID0032775 | Bidder | 1 | 1 | Yes | fs92trn@sao.ga.gov |

Message
Process for sending out notification has been scheduled with Process instance 44956196 (18058,8625)
OK

Add Additional Emails

7. The NOIA status will be updated to Sent once the process completes successfully.

Notice of Intent to Award

Business Unit: 40300 Event ID: DAS0000125 Event Name: Event Creation NOIA Status: Sent
 Event Type: RFx Event Round: 1 Event Version: 1 Event Status: Posted
 Event Format: Buy Currency: USD Event End Date: 10/29/2018 2:00PM EST Notice End Date: 12/03/2018

Notification to be Sent

All Bidders Only Responded Bidders Specific Bidders

| Select | Name | Bidder SetID | Bidder ID | Bidder Type | Bidder Location | Contact | Responded | Email ID | Last Notified DateTime |
|-------------------------------------|---------------------------|--------------|------------|-------------|-----------------|---------|-----------|-------------------|------------------------|
| <input type="checkbox"/> | TOM GRADY ENTERPRISES LLC | STATE | 0000003921 | Supplier | 000001 | | No | | |
| <input checked="" type="checkbox"/> | TOM GRADY ENTERPRISES LLC | STATE | 0000003921 | Supplier | 000001 | 1 | No | fs92tm@sao.ga.gov | |
| <input checked="" type="checkbox"/> | TOM GRADY ENTERPRISES LLC | STATE | 0000003921 | Supplier | 000001 | 3 | No | fs92tm@sao.ga.gov | |
| <input checked="" type="checkbox"/> | TOM GRADY ENTERPRISES LLC | STATE | 0000003921 | Supplier | 000001 | 4 | No | fs92tm@sao.ga.gov | |
| <input checked="" type="checkbox"/> | TOM GRADY ENTERPRISES LLC | STATE | 0000003921 | Supplier | 000001 | 5 | No | fs92tm@sao.ga.gov | |
| <input checked="" type="checkbox"/> | TOM GRADY ENTERPRISES LLC | STATE | 0000003921 | Supplier | 000001 | 7 | No | fs92tm@sao.ga.gov | |

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



Quick Reference Guide: NOIA Process

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

Legend

Search Results Find | View All | First 1 Last

| Event ID | Name | Format | Type | Origin | Buyer | Unit | Status |
|------------|----------------|--------|------|--------|-----------------|------|---------------|
| DAS0000125 | Event Creation | Buy | RFx | 170 | KIWILLIAMS40300 | | Pending Award |

Award Details

Distribution Defaults | **Award Details** | **Award Summary** | **Review Constraints**

Business Unit: 40300 | Event ID: DAS0000125 | Round: 1 | Version: 1 | Event Name: Event Creation

Event Format: Buy | Event Type: RFx | Currency: USD | End Date: 10/29/2018 2:00PM EDT | Status: Pending Award

Show Award Details to Bidders

Display bids | Display all bids | Display bid scores | Display

Award Details

Bidder Name: WEAVER DISTRIBUTING CO | Bidder Type: Supplier

Award Type: Purchase Order | Award Currency: Event | USD

PO Business Unit:

Award Number: 1 | Total Award: 52,000.0000

Award Lines Personalize | Find | View All | 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"/> | Line 1 | | EA | 1.0000 | 52,000.0000 | 52,000.0000 |



Quick Reference Guide: NOIA Process

Event Comments and Attachments

Event ID DAS0000125

Enter Comments [?](#) View All First 1 of 1 Last

Comments: + -

Send To Bidder Include On Award Standard Comments

Add Attachment

Attachments [?](#) Personalize [?](#) First 1 of 1 Last

| Attached File | Attachment Description | Display to Bidder | Include On Award | Include in Notifications | |
|------------------|------------------------|-------------------------------------|-------------------------------------|--------------------------|--------|
| NOIA-9-30-11.pdf | NOIA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | View - |

OK Cancel

Award Details

[Distribution Defaults](#) | [Award Details](#) | [Award Summary](#) | [Review Constraints](#)

Business Unit: 40300 | Event ID: DAS0000125 | Round: 1 | Version: 1 | Event Name: Event Creation
 Event Format: Buy | Event Type: RFx | Currency: USD | End Date: 10/29/2018 2:00PM EDT | Status: Pending Award | Go To:

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: | Bidder Type: | Buyer:

Award Type: | Award Currency: USD | Terms:

PO Business Unit:

Award Number: 1 | Total Award: 52,000.0000

Award Lines Personalize | Find | View All | [?](#) 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"/> | Line 1 | | EA | 1.0000 | 52,000.0000 | 52,000.0000 | <input type="text"/> <input type="text"/> |

Post Award

Save | Return to Search | Notify

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

9. Once the NOIA period is over and there are no protests, you can proceed with awarding the event.