

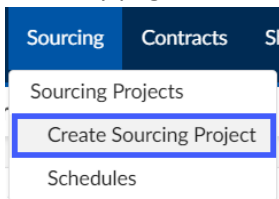
## Mass Communication for Co-Op Users

This document is a quick reference guide for Procurement Officers who need to conduct mass communication with suppliers in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

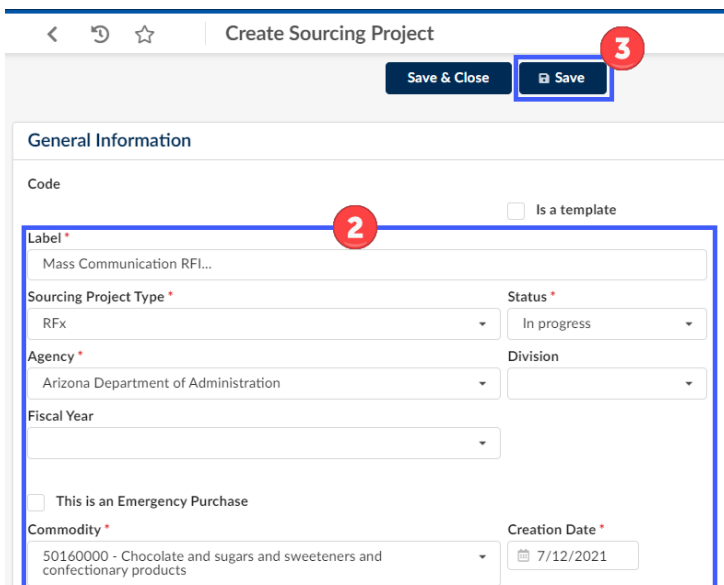
Co-Op Procurement Officers can create RFIs in the APP system in order to send out mass emails to a list of suppliers. In order to access this functionality a user needs a Procurement 1, Procurement 2, or Procurement 3 profile in the system.

### Mass Communication (RFI) for Co-Op Users

1. From any page in APP, select Create Sourcing Project from the Sourcing drop-down menu.



2. On the Create Sourcing Project page, select your **Sourcing Project Type = RFx** and add a **Label, Agency, and Commodity** (Required fields marked by a red asterisk).
3. Click **Save**.



4. You now have a document number starting with BPM and a menu of tabs on the left.

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5. To add Suppliers, click on the Identify Suppliers tab on the left side of the page.



6. Add Suppliers (Refer to the [Identify Suppliers Quick Reference Guide](#))

7. After suppliers are selected they will be shown on the identify suppliers tab, along with the contact for each supplier.

8. Once complete adding Suppliers, click **Save**.

9. Navigate to the **Prepare RFX** tab.



10. Under **RFX Types** select **RFI**.

11. Select a date for the **Bid Due Date**.

Note: the suppliers will not be responding to the event, but the bid due date is a required field)

12. Select a date for the **Publication Begin Date** if posting to the public portal.

13. If not posting to the public portal, uncheck the **Post to Public Portal** checkbox.

14. Click **Save**.

The screenshot shows the 'RFX Settings' form with the following elements highlighted by numbered callouts:

- 10:** The 'RFX types' dropdown menu is set to 'RFI'.
- 11:** The 'Bid Due Date' is set to 7/16/2021 at 12:00:00 AM, with the 'Close automatically' checkbox checked.
- 12:** The 'Publication begin date' is set to 7/12/2021 at 12:00:00 AM.
- 13:** The 'Post to the Public Portal' checkbox is checked under the 'Advanced Options' section.
- 14:** The 'Save' button is highlighted at the top of the form.

15. In order to add documents to the RFI, navigate to the **RFX Exhibits** Tab.

16. Click **Create a Document**.

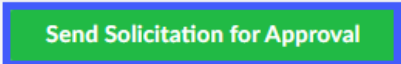
The screenshot shows the 'RFX Exhibits' tab with the 'Create a Document' button highlighted by a blue box. Below the button, it shows '0 Result(s)'.

17. Select any document type from the list.

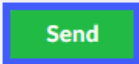
18. On the pop up enter a **Title** for the document and upload your document by clicking the **Click or Drag to Add Files** button.

19. Click **Save & Close**

20. When all documents have been added and the RFI is ready to be distributed click on the **Send Solicitation for Approval** button. This will launch the Manager and CPO approvals, if needed.



21. Once all Approvals are obtained, the **Send** button will appear at the top of the page. Click the **Send** button to send out the RFI to the selected suppliers.

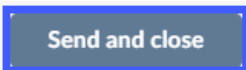


22. In the pop-up, under the **Files to Attach** section select **RFx documents**. This will include the documents uploaded to the RFX exhibits tab to be attached to your email message.

23. In the **Send To** section, ensure all selected suppliers are included.

24. Customize the email message to suit the needs for your RFI.

25. Click **Send & Close** to send the email and attached documents to your list of suppliers.



26. Click **OK** on the two pop-ups that appear confirming your action.

27. To see the suppliers your email was sent to, click on the **View RFX Activity** tab on the left.

