Vendor Notification Attachments

BuySpeed version 10.5 and later includes:

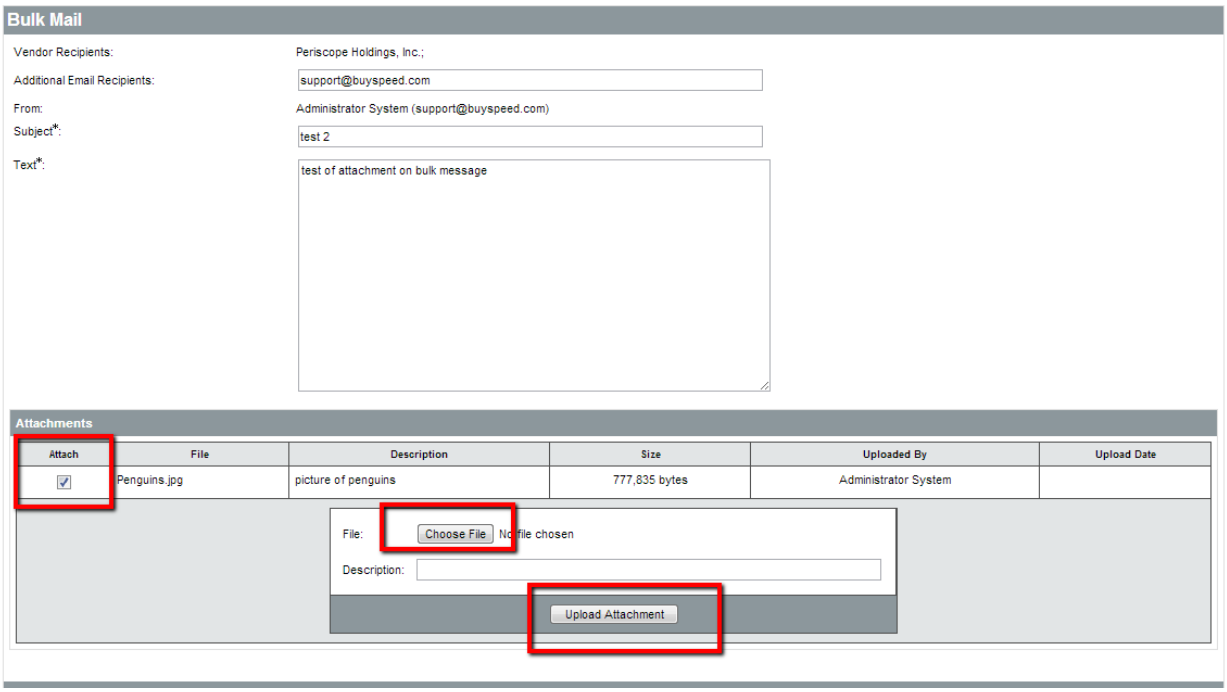
1. An enhancement that changes the functionality of notifications to the vendor to include a listing of the associated attachments instead of the physical file;
2. A new tab under vendor home page called 'Vendor Communication' to provide history of all notifications received by the vendor from BuySpeed;
3. A landing page for retrieving those attachments.

Earlier versions of BuySpeed allowed users to include attachments when creating email notifications to vendors. However, this functionality caused problems when users attached documents that exceeded the size limits of the email gateway, resulting in rejected messages. The new functionality uses the same bulk mail/notification process as in previous versions. However, instead of sending attachments with the email/notification, the message refers to an attachment that is available to download from within ProcureAZ. Vendors must login and download the attachment themselves, rather than overloading the email client of the agency or the vendor with multiple large attachments.

CREATING THE ATTACHMENT TO THE NOTIFICATION:

To attach a document to the email notification, select Choose File, browse to the location of the desired attachment, and choose Open. Enter a description of the attachment. Note: This description will appear in the Attachments column that the vendor sees in their Vendor Communication area.

Next, choose Upload Attachment. Following successful upload of the attachment, the attachment name and description display to allow the user to confirm the inclusion of this attachment. If the user decides NOT to include the attachment, simply uncheck the box in the left-hand Attach column next to the attachment name:



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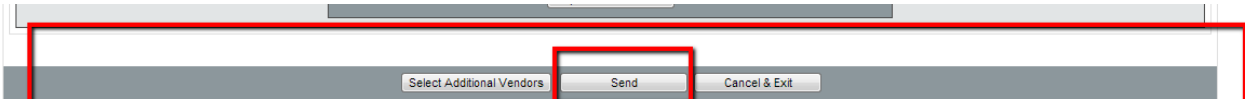
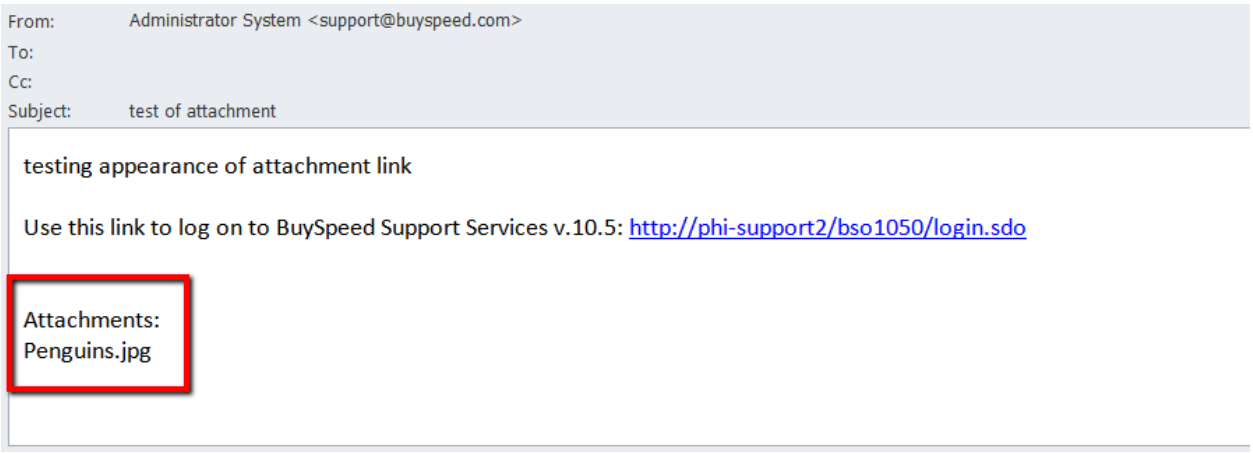
Users may choose and upload additional attachments, and can select and de-select which attachments should be included with the email notification. Users may also select additional vendors to add to the notification, before selecting Send.



Once sent, instead of the physical attachment being included with the email/notification, the body of the notification will contain a listing of all documents which are attached to the email.

VENDOR VIEW OF NOTIFICATIONS WITH ATTACHMENTS

Below is an example email/notification received by the vendor showing an attachment is waiting to be downloaded:



Instead of a physical attachment, the file name of the attached document is provided. Vendors must login to their profile to retrieve the attachment. Once logged in they have access to a new tab called 'Vendor Communication'. The Vendor Communication tab holds the history of all notifications sent to this vendor using the BuySpeed Messenger service. This tab displays a number in parentheses indicating the total number of notifications the vendor has received:

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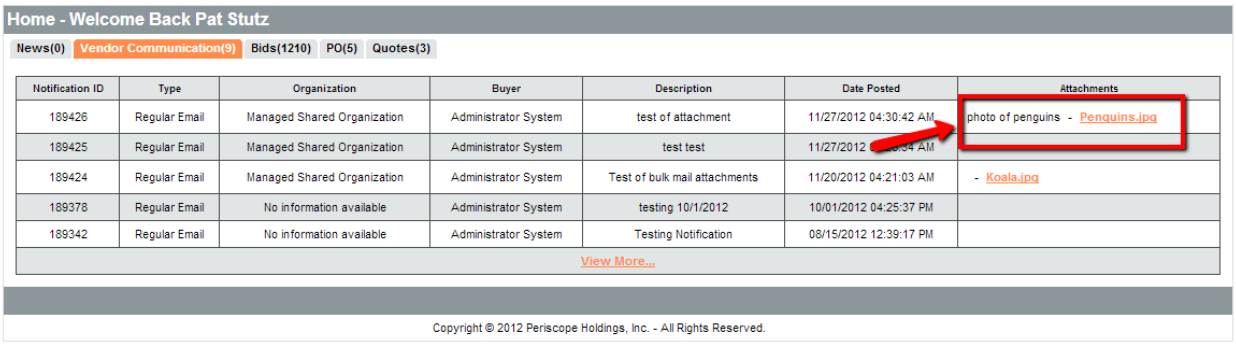
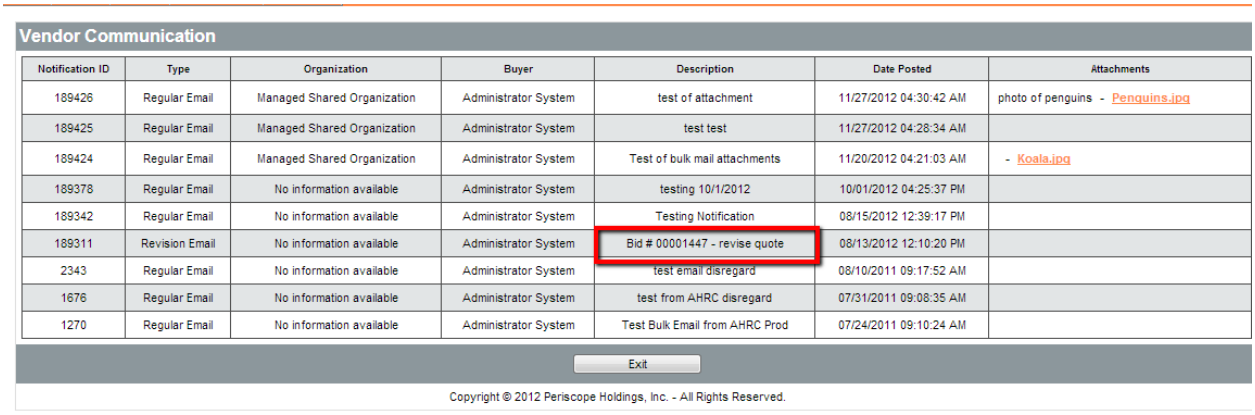
When the vendor views this tab, they see the five most recent notifications and the linked attachments. They may click the hyperlinked attachment title to download the attachments associated with the listed notification. If there are more than 5 notifications, a 'view more' link will display to show older notifications.



Note that the value displayed in the Description field is the value entered into the Subject line of the notification. In the case of PO, Change Order, Bid, or Bid revision, the system will auto-generate a subject line that reflects the nature of the communication. When users create a bulk mail to vendors, the user must enter the subject line themselves.