

## Vendor Notification Attachments

BuySpeed version 10.5 and later includes:

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

### STEPS TO CREATING INFORMAL REQUEST FOR QUOTES / BULK MAIL NOTICE:

1. Select 'Search' from the Vendor drop-down menu.
2. Enter search criteria. (In this example, a vendor list will be compiled based on NIGP codes.)

The screenshot shows the 'Vendor Search' interface in BuySpeed. The top navigation bar includes 'Home', 'Items', 'Documents', and 'Vendors'. A red arrow points to the 'Vendors' dropdown menu, which is circled with a red '1'. Below the navigation bar, the 'Vendor Search' form is displayed. The form includes a 'Search Using' dropdown set to 'ALL of the criteria', a 'Find It' button, and a 'Clear' button. The 'Search Fields' section contains various input fields: Vendor ID, Vendor Tax ID, Vendor Keyword, ZIP Code, State, Emergency Suppliers, Vendor Name, Vendor Legal Name, Alternate ID, County, Reference Vendor, Status (set to 'Active'), NIGP Class (set to '952 - HUMAN SERVICES'), NIGP Class Item (set to '05 - Assessment/Evaluation: H005-0...'), Counties Served (set to 'Apache (includes Eager, Greer & Springerville)'), Business Indicator (set to 'Non-Small, Non-Minority or Non-Woman Owned Business or Individual, Non-Business'), Entity Type (set to 'State of Arizona Employee'), Veteran-Owned Business (set to 'Veteran-Owned Business'), Tax ID Certification, Backup Withholding Certification, and Citizenship Certification. At the bottom of the form, there is a 'Browse by:' section with a grid of letters and numbers, and another 'Find It' and 'Clear' button. An 'Exit' button is located at the bottom center of the page.

3. Compile vendor list.

**Note:** The first 25 vendors are selected by default, but you will need to select vendors for each additional page of results. Click the 'Save and Continue' button at the bottom of each page of results.

- Click the 'Send Bulk Mail' button at the bottom of the page when you are ready to create your message and attach documents.

Results Total Selected: 400

1-25 of 400  
1 2 3 4 5 6 7 8 9 10 >

Select	Vendor ID	Vendor Name	Last PO Date	Last Bid Date	Address	City	State	Postal Code	Contact Name	Phone	Fax	Reference Vendor	Status
<input checked="" type="checkbox"/>	000004410	(DO NOT USE)			PO Box 210462	Tucson	AZ	85721	Michele Walsh	(520)318-7259		No	Active
<input checked="" type="checkbox"/>	9000007659	A & A Cottages			PO Box 2992	Mesa	AZ	85214	Dorothy Corey	(480)792-0265		No	Active
<input checked="" type="checkbox"/>	9000001976	A NEW LEAF			868 E. University	Mesa	AZ	85203	Sophia Campbell	(480)969-4024		No	Active
<input checked="" type="checkbox"/>	9000021256	A POSITIVE OUTCOME NEUROPSYCHOLOGY SERVICES			7227 N. 16th Street Suite 222	Phoenix	AZ	85020	Tracy L. Thomas, Ph.D.	(623)512-8021		No	Active
<input checked="" type="checkbox"/>	000005401	ABOR, UNIVERSITY OF ARIZONA			University of Arizona Sponsored Projects Services P.O. Box 3308	Tucson	AZ	85722-3308	Sherry Esham	(520)628-6000		No	Active
<input checked="" type="checkbox"/>	000001231	AGILENT TECHNOLOGIES INC			Sales and Service Center, LSCA Bid Sales 2850 Centerville Road	Wilmington	DE	19808-1610	Liz McCarthy	(408)553-2424		No	Active
<input checked="" type="checkbox"/>	9000018134	AIRS LLC			9350 E. Valley Rd., Site F	Prescott Valley	AZ	86314	Dan Marcum	(928)772-6539		No	Active
<input checked="" type="checkbox"/>	9000019375	AL SILBERMAN EDD PC			2600 E Southern Ave C-3	Tempe	AZ	85282	Al Silberman	(480)839-5353		No	Active
<input checked="" type="checkbox"/>	000002737	ALTA CONSULTING LLC			POBOX 87781	Tucson	AZ	85754-7781	Allison Titcomb	(520)904-1058		No	Active
<input checked="" type="checkbox"/>	9000023775	ALTERNATIVES COUNSELING SERVICE INC			999 E. Fry Blvd., Su 305	Sierra Vista	AZ	85635	Pegg Darrow	(520)459-1148		No	Active
<input checked="" type="checkbox"/>	9000003455	ANDRES KERNS PHD			7090 N. Oracle Rd. Suite 178-175	Tucson	AZ	85704	Dr. Andres Kerns	(520)241-2672		No	Active
<input checked="" type="checkbox"/>	9000019133	ANDREW F MOSKO PHD PC			6761 E. Miami Street	Tucson	AZ	85715-3326	Andrew F. Mosko, PhD	(520)721-0075		No	Active
<input checked="" type="checkbox"/>	9000021495	ANXIETY DISORDERS AND MED			711 North Beaver Street	Flagstaff	AZ	86001	Summer Suda...	(928)779-3783		No	Active
<input checked="" type="checkbox"/>	000004194	APPLIED SURVEY RESEARCH			P.O. Box 1927	Watsonville	CA	95077	Tracy Keenan	(831)728-1356		No	Active
<input checked="" type="checkbox"/>	000003745	ARIZONA COUNSELING AND TREATMENT SERVICES LLC			2573 S. Arizona Avenue, Suite D	Yuma	AZ	85364	Fred Cogburn	(928)378-0220		No	Active
<input checked="" type="checkbox"/>	000010919	ARIZONA NEUROPSYCHOLOGY PC			9832 N. Hayden Road, Suite 106	Scottsdale	AZ	85258-1299	Kevin O'Brien	(480)945-3475		No	Active
<input checked="" type="checkbox"/>	9000003108	ARIZONA PARTNERSHIP FOR CHILDREN LLP			4747 N. 7th Ave..	Phoenix	AZ	85013	Ann Rosing	(602)650-4803		No	Active
<input checked="" type="checkbox"/>	9000005991	ARIZONAS CHILDREN ASSOCIATION			2700 S. Eighth Ave.	Tucson	AZ	85713	Janet Fuhrman	(520)622-7611		No	Active
<input checked="" type="checkbox"/>	9000016939	ARMANDO ANDRES BENCOMO			5150 N 16th St A-121	Phoenix	AZ	85016-3934	Armando A Bencomo	(602)268-1978		No	Active
<input checked="" type="checkbox"/>	000005027	ASSOCIATED BILLINGUAL COUNSELORS AND THERAPISTS IN			3003 Hwy 95, Suite N-104	Bullhead City	AZ	86442	Laree Jones	(928)763-0250		No	Active
<input checked="" type="checkbox"/>	000005059	AT Provider			4545 East Broadway	phoenix	AZ	85040	AT Provider	(602)568-1634		No	Active
<input checked="" type="checkbox"/>	9000007530	AUDIO-LOGIC CONSULTANTS LLC			7353 E. Sayan St.	Mesa	AZ	85207-1821	Ingrid McBride	(602)578-9541		No	Active
<input checked="" type="checkbox"/>	9000022809	AZOT LLC			701 S. Roosevelt #102	Tempe	AZ	85281	Don McGrath	(602)647-1046		No	Active
<input checked="" type="checkbox"/>	000016701	Advanced Independence, LLC			4410 W. Union Hills Dr. PMB 122, Ste. 7	Glendale	AZ	85308	Cynthia Moody	(602)439-7080		No	Active
<input checked="" type="checkbox"/>	000018354	All In The Family LLC			928 S. 52nd St. #102	Tempe	AZ	85281	Gary Davis	(602)319-5223		No	Active

1-25 of 400  
1 2 3 4 5 6 7 8 9 10 >

Download Mailing Labels provides a tab delimited file for use with your existing MailMerge solution.

- Enter any Additional Email Recipients.

**Note:** It is recommended that you CC yourself and the ProcureAZ Help Desk (procure@azdoa.gov) here along with anyone not already included in the vendor listing.

- Type a subject into the Subject\* line.
- Enter Text\* of email message.

Vendor: AGILENT TECHNOLOGIES INC; ALTA CONSULTING LLC; ARIZONA COUNSELING AND TREATMENT SERVICES LLC; APPLIED SURVEY RESEARCH; (DO NOT USE); ASSOCIATED BILINGUAL COUNSELORS AND THERAPISTS N;

Recipients: AT Provider; ABOR, UNIVERSITY OF ARIZONA; ARIZONA NEUROPSYCHOLOGY PC; Advanced Independence, LLC; All In The Family LLC; A NEW LEAF; ARIZONA PARTNERSHIP FOR CHILDREN LLP; ANDRES KERNS PHD;

Additional Email Recipients: 5

From: Aynesley Wilson (test@goperiscope.com)

Subject\*: 6

Text\*: 7

Attachments: No Attachments

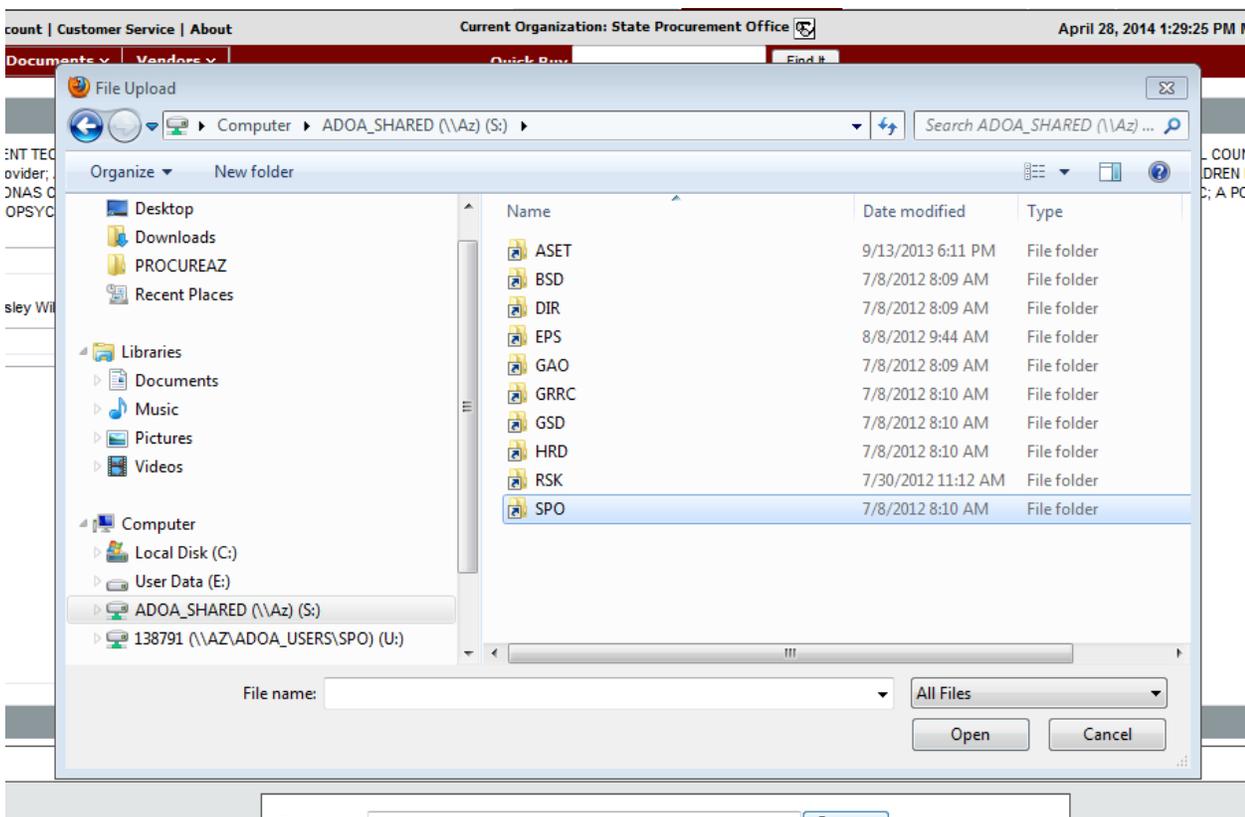
File: 8 Browse...

Description:

Upload Attachment

Select Additional Vendors Send Cancel & Exit

8. Next, locate the file(s) you would like to attach to the message by clicking the 'Browse' or 'Choose File' button.
9. Navigate to the file you would like to upload and click to 'Open'.



10. Click the 'Upload File' button to show the document as an attachment in your notification.

Attachments

No Attachments

File: S:\SPO\SPO\01 - UNIT WORK AREAS\System, Compliance an

Description: Quick Reference Guide for locating Notification Attachments

10

**Note:** The file attachment details display in the Attachments section of the message now.

Bulk Mail

Vendor Recipients: AGILENT TECHNOLOGIES INC; ALTA CONSULTING LLC; ARIZONA COUNSELING AND TREATMENT SERVICES LLC; APPLIED SURVEY RESEARCH; (DO NOT USE); ASSOCIATED BILINGUAL COUNSELORS AND THERAPISTS IN; AT Provider; ABOR, UNIVERSITY OF ARIZONA; ARIZONA NEUROPSYCHOLOGY PC; Advanced Independence, LLC; All In The Family LLC; A NEW LEAF; ARIZONA PARTNERSHIP FOR CHILDREN LLP; ANDRES KERNIS PHD; ARIZONA'S CHILDREN ASSOCIATION; AUDIO-LOGIC CONSULTANTS LLC; A & A Cottages; ARMANDO ANDRES BENCOMO; ARES LLC; ANDREW F MOSKO PHD PC; AL SILBERMAN EDD PC; A POSITIVE OUTCOME NEUROPSYCHOLOGY SERVICES; ANXIETY DISORDERS AND MED PSYCHLOGY TRTMENT CTR PC; AZOT LLC; ALTERNATIVES COUNSELING SERVICE INC;

Additional Email Recipients:

From: Aynesley Wilson (test@goperiscope.com)

Subject\*:

Text\*:

Attachments

Attach	File	Description	Size	Uploaded By	Upload Date
<input checked="" type="checkbox"/>	QRG - Vendors - Notifications with Attachments.docx	Quick Reference Guide for locating Notification Attachments	890,664 bytes	Aynesley Wilson	04/28/2014 01:32:20 PM

File:

Description:

**STEPS TO CREATING THE ATTACHMENT TO THE NOTIFICATION:**

To attach a document to the email notification:

1. Select 'Browse' (or 'Choose File') to locate the attachment file to upload;
2. Choose 'Open'.
3. Enter a Description\* of the attachment. (This is the field located just under the 'File' field listing the directory location for the chosen file).

**Note:** This description will appear in the Attachments column that the vendor sees in their Vendor Communication area.

View from vendor side:

Home - Welcome Back Pat Stutz

News(0) Vendor Communication(9) Bids(1210) PO(5) Quotes(3)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
189426	Regular Email	Managed Shared Organization	Administrator System	test of attachment	11/27/2012 04:30:42 AM	photo of penguins - <a href="#">Penguins.jpg</a>
189425	Regular Email	Managed Shared Organization	Administrator System	test test	11/27/2012 04:30:44 AM	
189424	Regular Email	Managed Shared Organization	Administrator System	Test of bulk mail attachments	11/20/2012 04:21:03 AM	- <a href="#">Koala.jpg</a>
189378	Regular Email	No information available	Administrator System	testing 10/1/2012	10/01/2012 04:25:37 PM	
189342	Regular Email	No information available	Administrator System	Testing Notification	08/15/2012 12:39:17 PM	

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- 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.

**Note:** If the user decides NOT to include the attachment, simply uncheck the box in the left-hand Attach column next to the attachment name:

- Review the attachment file size to ensure that the file does not exceed 10,485,760 bytes (or 10MB).

**Bulk Mail**

Vendor Recipients: Periscope Holdings, Inc.;

Additional Email Recipients:

From: Administrator System (support@buyspeed.com)

Subject\*:

Text\*:

Attach	File	Description	Size	Uploaded By	Upload Date
<input checked="" type="checkbox"/>	Penguins.jpg	picture of penguins	777,835 bytes	Administrator System	

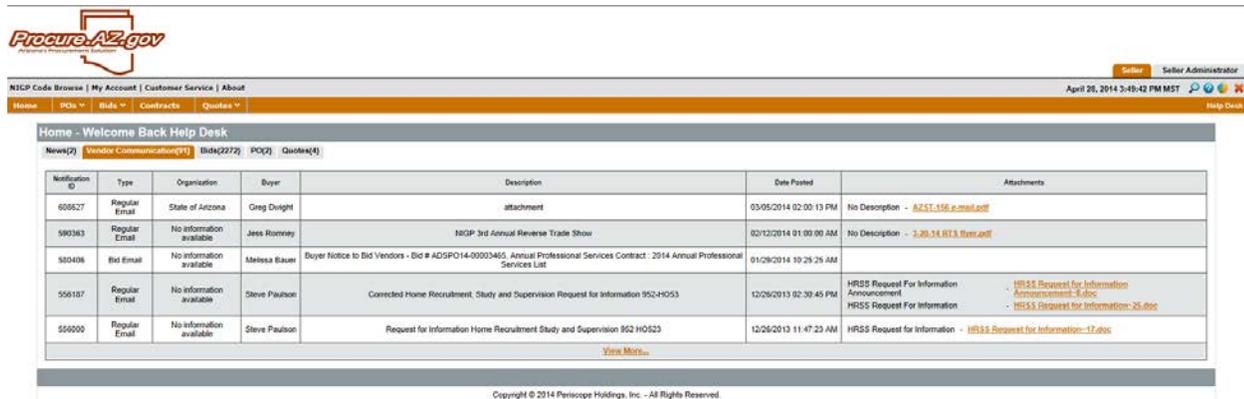
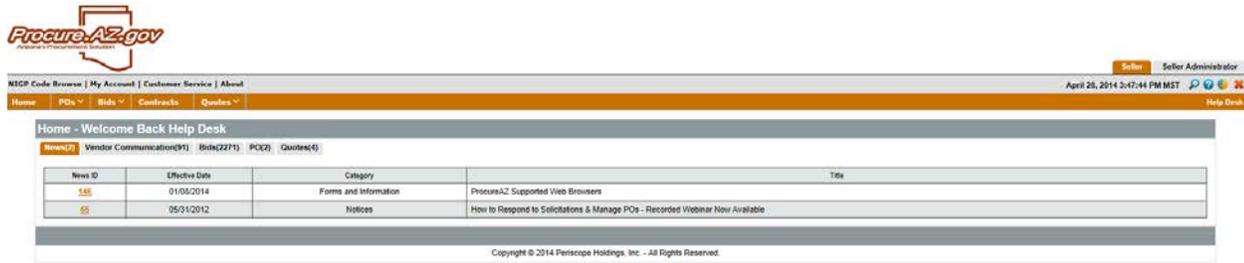
File:  No file chosen

Description:

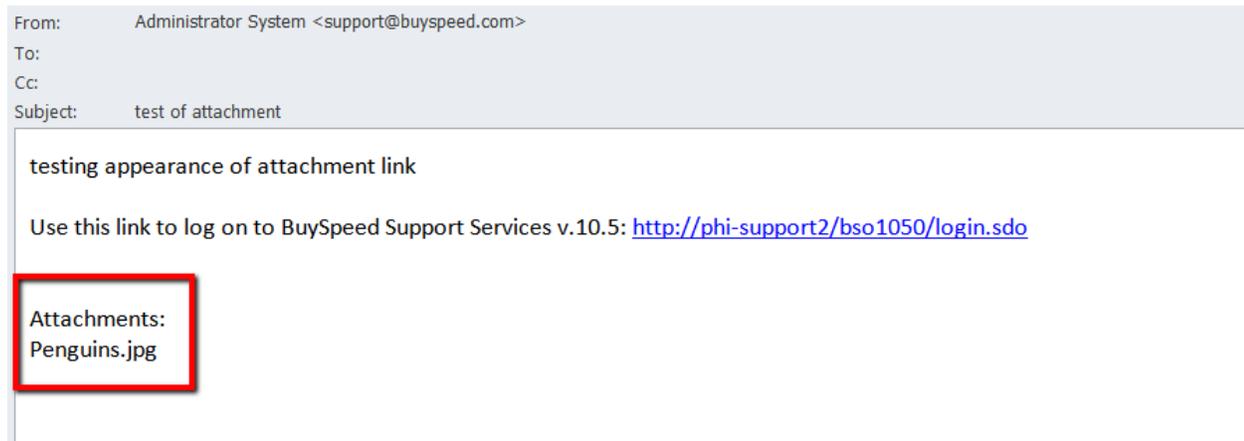
- Users may choose and upload additional attachments, and can select and de-select which attachments should be included with the email notification.
- Users may also select additional vendors to add to the notification, before selecting Send.
- Send notification when all required fields (those marked with an asterisk\*) are complete.

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

**VENDOR VIEW OF NOTIFICATIONS WITH ATTACHMENTS**



Below an example email received by the vendor for notifications containing an attachment:



Note that instead of a physical attachment, the file name of the attached document provided. Vendors must login to their profile to retrieve the attachment. Upon logging in, they now have access to a new tab called 'Vendor Communication', which holds the history of all notifications sent to this vendor using the Buyspeed Messenger service. This tab displays a number in parentheses indicating how many notifications are contained within.

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News(0) **Vendor Communication(9)** Bids(1210) PO(5) Quotes(3)

No News Available

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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.

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News(0) **Vendor Communication(9)** Bids(1210) PO(5) Quotes(3)

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
189426	Regular Email	Managed Shared Organization	Administrator System	test of attachment	11/27/2012 04:30:42 AM	photo of penguins - <a href="#">Penguins.jpg</a>
189425	Regular Email	Managed Shared Organization	Administrator System	test test	11/27/2012 04:28:34 AM	
189424	Regular Email	Managed Shared Organization	Administrator System	Test of bulk mail attachments	11/20/2012 04:21:03 AM	- <a href="#">Koala.jpg</a>
189378	Regular Email	No information available	Administrator System	testing 10/1/2012	10/01/2012 04:25:37 PM	
189342	Regular Email	No information available	Administrator System	Testing Notification	08/15/2012 12:39:17 PM	

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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.

Vendor Communication

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
189426	Regular Email	Managed Shared Organization	Administrator System	test of attachment	11/27/2012 04:30:42 AM	photo of penguins - <a href="#">Penguins.jpg</a>
189425	Regular Email	Managed Shared Organization	Administrator System	test test	11/27/2012 04:28:34 AM	
189424	Regular Email	Managed Shared Organization	Administrator System	Test of bulk mail attachments	11/20/2012 04:21:03 AM	- <a href="#">Koala.jpg</a>
189378	Regular Email	No information available	Administrator System	testing 10/1/2012	10/01/2012 04:25:37 PM	
189342	Regular Email	No information available	Administrator System	Testing Notification	08/15/2012 12:39:17 PM	
189311	Revision Email	No information available	Administrator System	<b>Bid # 00001447 - revise quote</b>	08/13/2012 12:10:20 PM	
2343	Regular Email	No information available	Administrator System	test email disregard	08/10/2011 09:17:52 AM	
1676	Regular Email	No information available	Administrator System	test from AHRC disregard	07/31/2011 09:08:35 AM	
1270	Regular Email	No information available	Administrator System	Test Bulk Email from AHRC Prod	07/24/2011 09:10:24 AM	

Exit

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