

APPENDIX A

Emails

City Utilities' procurement system allows for automatic emails to be sent from CU to the Vendor organization regarding Strategic Sourcing Bidding Event activity. These emails might be sent to communicate an invitation to bid on a Bidding Event, to notify of some type of change to a Bidding Event or to send a confirmation of a bid the Vendor User submitted.

The system generated emails will be sent to the Vendor organization's central solicitation email address. Vendors are encouraged to create a central email address, to which all City Utilities' bidding email correspondence can be sent. A central email for the Vendor organization will assure personnel changes or employee absences do not inhibit the Vendor's ability to receive timely notifications of CU bidding opportunities.

Following are examples and explanations of the different types of email the Vendor organization can expect to receive.

Event Invitation

The **Event Invitation** email will provide information to the Vendor User about a solicitation opportunity. The Vendor User will be able to view the nature of the opportunity, Event Start and End Dates, and if there are any file attachments. A link will be provided within the email which can be used to connect directly to CU's system to Bidder Login Page to login and submit a bid.

NOTE: The Vendor User must have a CU issued User ID and Password to be able to log into CU's procurement system.

Strategic Sourcing Event Invitation	
Your company has been invited to participate in a bidding event. After logging on to the system, use the information below to bid on this event. This is an automatically generated email, please do not reply.	
Event Details	
Event ID: CU-0000017832 Round 1 Version 1	
Event Starts: 04/07/2010 9:33AM CDT	
Event Ends: 04/10/2010 9:33AM CDT	
Event Name: Event Emails	
Contact Name: Gail Driskell	
Contact Phone: 417/831-8429	
Contact Email Address: gail.driskell@cityutilities.net	
Header Attachments: Event_Attachment.xls,	
Line Attachments: None	
Event URL	
Please click here to review and bid on this event.	

Event ID is the Bidding Event number that uniquely identifies this Bidding opportunity in CU's system.

Event Name is a unique name for the Event that also helps identify the Bidding opportunity in CU's system. The Event Name also conveys a general idea of the nature of the Bidding Event.

Event Starts and **Event Ends** dates define the opening and closing dates and times for the Bidding Event. **Event Start Date** is the date a Vendor User may begin submitting bid responses. **End Date** reflects the date and time for which all bid responses must be submitted by in order for the bid to be considered on-time.

Contact Name, Phone and **Email Address** identify the CU Buyer responsible for the Bidding Event and list the Buyer's phone number and email address. Questions regarding the Bidding Event should be directed to the Buyer by phoning or using the Buyer's direct email address.

Header Attachments and **Line Attachments** indicate if the email contains any additional attachments to the Bidding Event that should be viewed by the Vendor User. File attachments will be sent with the email and can be opened or saved to a local workstation.

Event URL is the hyperlink that can be used to connect the Vendor User to CU's procurement system. Clicking the hyperlink will open the system's **Bidder Login Page**.

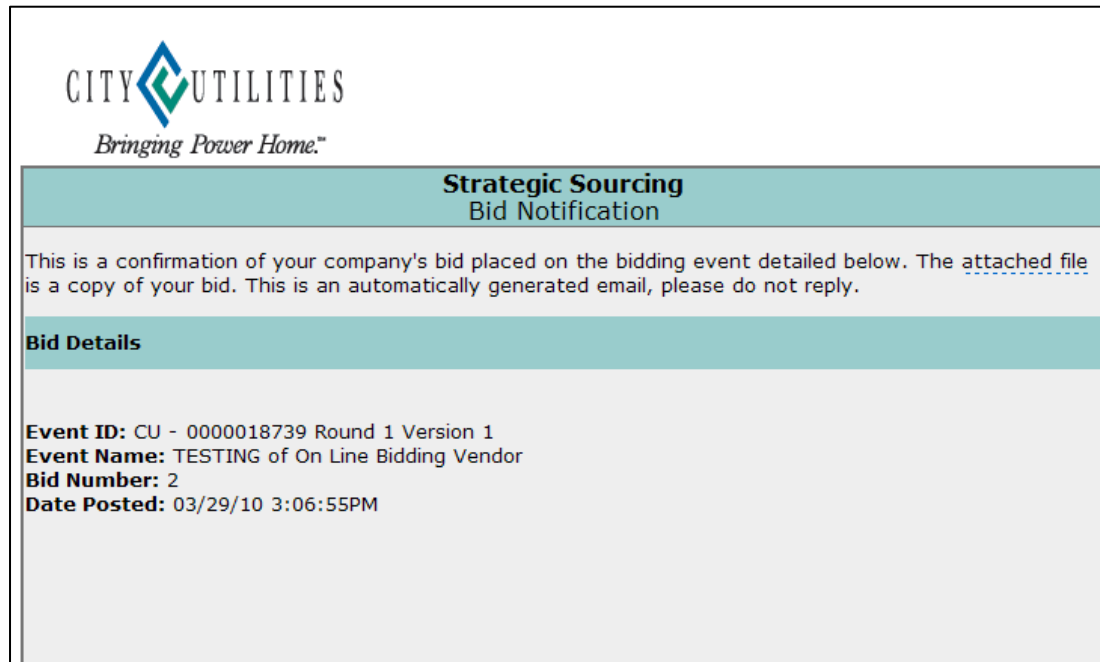
Also included in the Bid Invitation email will be a pdf attachment which contains a copy of the Bidding Event. If there are any additional attachments related to the Bidding Event, these files will also be included in the Bid Invitation Email.

File Attachments can be opened, printed or saved to the Vendor User's local workstation.

 2 Files [Download All](#)
[Event_Emails.pdf](#) (98KB); [Event_Attachment.xls](#) (42KB)

Bid Notification

When a Vendor User has submitted a bid, a confirmation email will be sent. *This email will be sent to the Vendor User's email address associated with the Vendor User's User ID rather than the Vendor organization's central solicitation email address.* (NOTE: this is different from all other email notices that are sent to the Vendor organization).



The Bid Notification email will indicate the **Event ID**, **Event Name**, **Bid ID** number (multiple bids can be entered) and the **Date Posted** (date and time the Bid was posted).

Also included in the Bid Notification email will be a pdf attachment which contains a copy of the Vendor User's bid. This file attachment will be named "**Your_Bid.pdf**" and can be opened, printed or saved to the Vendor User's local workstation.

 [Your_Bid.pdf](#) (101KB)

Note: Any additional attachment files the Vendor User attached to their bid response are not sent back to the Vendor User in this Bid Notification email.

Event Cancellation

In the case where a Bidding Event is cancelled by the CU Buyer, an email will be issued to the Vendor organization.

 <p>CITY UTILITIES <i>Bringing Power Home.™</i></p>
Strategic Sourcing Event Cancellation
A bidding event that your company has been invited to has been cancelled and is no longer available for bidding. This is an automatically generated email, please do not reply.
Event Details
Event ID: CU - 0000017831 Round 1 Version 1 Event Name: April 5 Test Contact Name: Gail Driskell Contact Phone: 417/831-8429 Contact Email Address: gail.driskell@cityutilities.net


The Event Cancellation notification will list the **Event ID** and **Event Name**. The CU Buyer's **Contact Name** and **Contact information** will be listed as well in case the Vendor needs to contact the Buyer with questions. No file attachments will accompany this email.

Event Edited

When a Bidding Event has been edited, (without a new Round or Version,) an **Event Edited** email will be issued.

NOTE: If a Bidding Event has already been posted to invited Vendors, and an additional Vendor is added to the Event, the newly added Vendor will receive an Event Edited email (rather than an Event Invitation email) even though this is the first notification the newly added Vendor is receiving.

The **Event Edited** email has the same basic information as the original Event Invitation email.



CITY UTILITIES
Bringing Power Home.™

Strategic Sourcing
Event Edited

A bidding event that your company has been invited to has been edited by the buyer. After logging on to the system, use the information below to bid on this event. This is an automatically generated email, please do not reply.
Note: This event has been edited by the buyer.

Event Details

Event ID: CU-0000017832 Round 1 Version 1
Event Starts: 04/07/2010 9:33AM CDT
Event Ends: 04/15/2010 9:33AM CDT
Event Name: Event Emails
Contact Name: Gail Driskell
Contact Phone: 417/831-8429
Contact Email Address: gail.driskell@cityutilities.net
Header Attachments: Event_Attachment.xls,
Line Attachments: None

Event URL

[Please click here to review and bid on this event.](#)

Also note the Events file attachments are also re-sent with the Event Edited notification.

 2 Files [Download All](#)
[Event_Emails.pdf](#) (98KB); [Event_Attachment.xls](#) (42KB)

Bid Canceled

When a Vendor User decides to cancel a Bid that has already been submitted by the Vendor Organization, a **Bid Canceled** email will be issued.

This email is sent to both the Vendor User's email address and the Vendor organization's central email address if those email addresses are different. Otherwise, only one email is sent to the Vendor Organization's central solicitation email address.

 <i>Bringing Power Home.™</i>
Strategic Sourcing Bid Cancellation
This is to confirm your company's bid cancellation for the following bidding event. This is an automatically generated email, please do not reply.
Bid Details
Event ID: CU - 0000017832 Round 1 Version 1 Event Name: Event Emails Event Starts: 04/07/10 9:33AM Event Ends: 04/15/10 9:33AM Contact Name: Gail Driskell Contact Phone: 417/831-8429 Contact Email Address: gail.driskell@cityutilities.net Bid Number: 1
Event URL
Please click here to review and to place another bid on this event.