



MANAGING NOTIFICATIONS IN THE SUPPLIER PORTAL

COMMODITY CODES

Since launching the Supplier Portal, we have added several new Commodity Codes, which can help firms pick more specific commodity codes, which will reduce your firm from receiving notifications on Events due to an overly broad commodity code.

We strongly recommend you log into your profile and re-visit the commodity codes you selected! If you do not find a code that best matches your company, send us an email and suggest a category, we will take it into consideration.

NIGHTLY EMAILS FROM THE BUYER REGARDING UNSUBMITTED RESPONSES

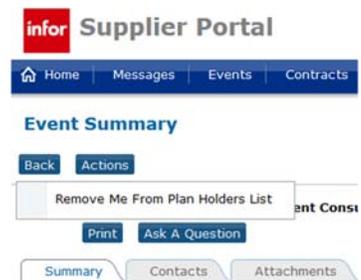
Many have contacted us about these emails and we sincerely apologize. This email was only intended to be sent once as a reminder, however we were not told it would be sent nightly. These nightly emails have been discontinued and will only be sent one time on Wednesdays at noon instead of midnight beginning next week. No action is required on your part and it has been made system wide.

GETTING EMAILS ABOUT AN EVENT AND YOU'RE NOT INTERESTED?

Please don't block us, there's a better option! Remove yourself in 3 steps!

1. Log in to the Supplier Portal
2. Click on the Event Name
3. Click on the "Actions" and Click "Remove Me From Plan Holders List"

** If you want notifications, add yourself to the Plan Holder List using these same steps. The Action button will ask if you want to be added to the Plan Holders List**



DO YOU OR MEMBERS OF YOUR COMPANY HAVE BUYERS REMORSE ON EMAIL NOTIFICATIONS? WE CAN FIX THAT!

Some people have contacted us to say they have removed themselves from the Plan Holder List but others at their organization are still receiving the emails and they want them to be removed too. Unfortunately, there is no way to accomplish this without each user logging in to remove themselves from the list.

If you want to change the system notifications at the system level for other members of your team who have an account, to the primary user for the firm can make this change for all users affiliated with the supplier. If notifications are turned off for the person authorized to sign the contract, they will still be contacted by RGRTA if awarded the contract. These notifications are for the event before it goes to Contract Management.

ARE YOU CLICKING "NO BID RESPONSE" TO END NOTIFICATIONS?

We respectfully ask that you not do that. Instead, you can remove yourself from the Plan Holder List.

We ask if you were not notified of the Event and you are not on the Plan Holders List, please do not select NO BID. Thank you!