	Title: (SCC&S) Where to Go Fo	or Help			
	Location: All	Department/Unit: SCM/ Contracts/Sourcing			
WORK	Document Owner: (SCC&S) Contracts/Sourcing	Date Prepared: Spring, 2022			
STANDARD	Last Revision:	Date Approved:Spring, 2022			
	Related Policies/Documentation				

Work Standard Summary: Where to go for help in negotiation responses.

Disclaimer: The following images are intended to be used as a reference and may not be exact.

		Essential Tasks:		
1.	When creating a response for the negotia They will be notified via email and a notifi	itions, a message can be sent to the C ication within AIMS. To do so, select t	Contract Speci the "Message	ialist for help. e s" button.
	AIMS Administrative Information System		ĥ	o P C' SP,√
	Create Response (Response 21002): Overview ③	1 = 2 = 3 = 4 Overv Requir Lines Review Messages Respond by Spreadsheet ▼ Actions	s 🔻 Back Next	Save V Submit Cancel
	Title Island Dressing	Close I	Date 02/28/2021 2:00 PM	Time Zone Central Standard Time
	General			
	Negotiation Currency CAD	Response Type Primary Alternate		
2.	The "Online Messages" page will appear f be found and viewed. To add a new mess	for the negotiation. Under "Messages age, select the "+" icon.	" any previou	us messages can
	Online Messages (RFP NEG110029) ⑦			Printable Page Done
	Title Island Dressing	Status	Active (Locked)	Time Zone Central Standard Time
	Time Remaining 54 Days 4 Hours	Close Date	02/28/2021 2:00 PM	
	Messages			
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	Example Message			

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AIMS Administrative Information Management Syst	em					PC	SP
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	Title Island Dressing		Status Ac	tive (Locked)			
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ō.	This is an e	example of w	hat the messag	e in reply w	ould look like.		
	0	To:				📑 🛛 Fri, May 6 at 11:49 a.m. 🖈	
		Sternal images	are now more secure, and show	wn by default. Change	in Settings		
	Ed	_{dit} Online Message fo	or Negotiation RFP I	NEG110074,2	(Update WS - Amend a Ne	legotiation) Was Received	
						Time Zone Central Standard Time	
		Details					
		Assignee From	JEAN Saskatchewan Health	Company Negotiation Title	Saskatchewan Health Update WS - Amend a Negotiation	Preview Date Open Date 02/04/2022 1:53 PM	
		Expiration Date Task Number	06/05/2022 11:49 AM 06/05/2022 11:49 AM 286180	Negotiation	NEG110074,2	Close Date 07/01/2022 2:00 PM	1 m
		Recommended A	Actions				
		Print or reply to this mean	ssage.				
		Message Details					
	N	Subject Extension of Cle Message Good afternoon	osing Date , Yes, we can grant the 7 day exte	ension on NEG110074,2	Thank you!		
		Related Links					
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