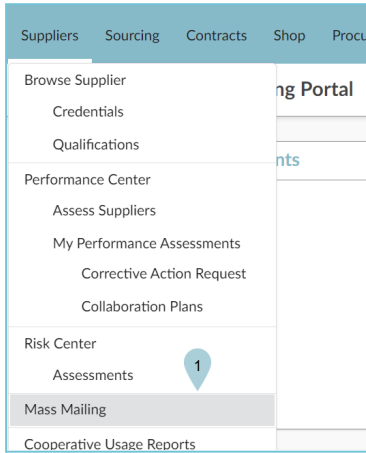


# Supplier Mass Mailing

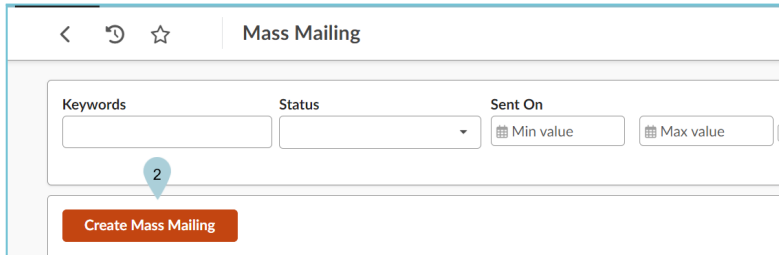
This document is a quick reference guide for users wishing to send an email to multiple suppliers at once in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

## Creating a Mass Mailing

1. From the Suppliers header tab, select **Mass Mailing**.



2. Click the **Create Mass Mailing** button to generate a new email.



3. Add a name in the **Label** field.
4. The **Owner** field defaults to the user creating the mass mailing.
5. Add a **Description** as needed.
6. Leave the Sender field blank to use the system's default sender information.
7. Select the **Is a Template** checkbox if you will use this as a template.

The screenshot shows the 'Mass Mailing' form interface. At the top, there are navigation icons (back, refresh, star) and a search bar. Below the navigation are three buttons: 'Save', 'Duplicate Mass Mailing', and 'Send Mass Mailing'. The main form area is titled 'Mass Mailing Description' and contains several fields:
 

- Label\***: A text input field containing 'Upload Required Documents' with a language dropdown set to 'en'. Callout 3 points to this field.
- Owner\***: A dropdown menu showing '176UPGRADE ProcurementOfficer1'. Callout 4 points to this field.
- Description**: A large text area for entering details, with a language dropdown set to 'en'. Callout 5 points to this field.
- Sender (From)**: A text input field, currently blank. Callout 6 points to this field.
- Is a Template**: A checkbox at the bottom left. Callout 7 points to this checkbox.

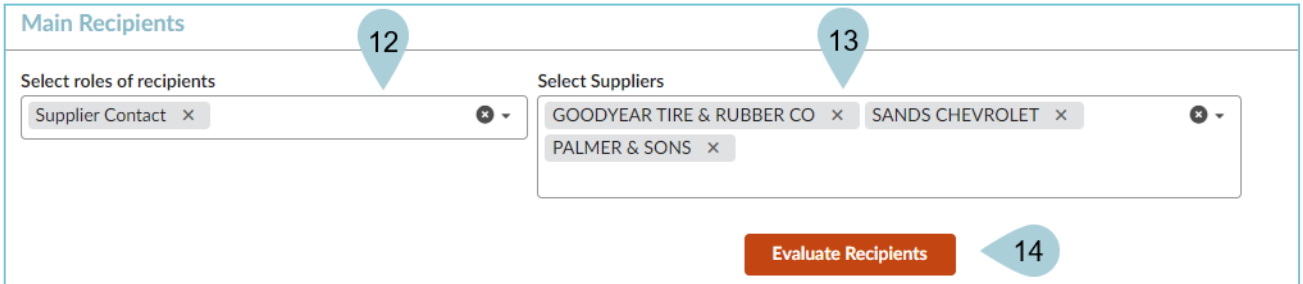
8. Add an applicable **Subject** line.
9. Fill in the **Mail body** with the email information.
10. Use the **Attached File(s)** link to add any documentation to your email.

The screenshot shows the 'Email' form interface. It contains the following fields:
 

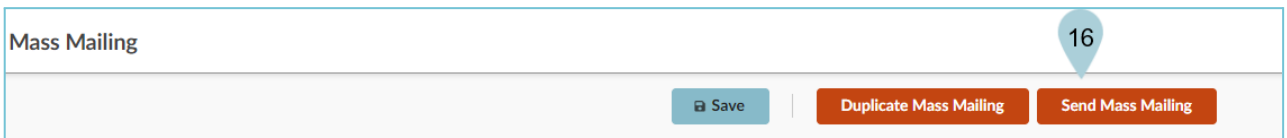
- Subject\***: A text input field containing 'Missing Documents' with a language dropdown set to 'en'. Callout 8 points to this field.
- Mail body\***: A large text area containing the text 'Please access your proposal and upload the following documents:' followed by a bulleted list:
  - Business License
  - Proof of Insurance
 There are also two circular icons (a plus sign and a refresh icon) at the bottom right of this field. Callout 9 points to the main text area.
- Attached File(s)**: A section with a plus icon and the text 'Click or Drag to add files'. Callout 10 points to this section.

11. Click **Save**.

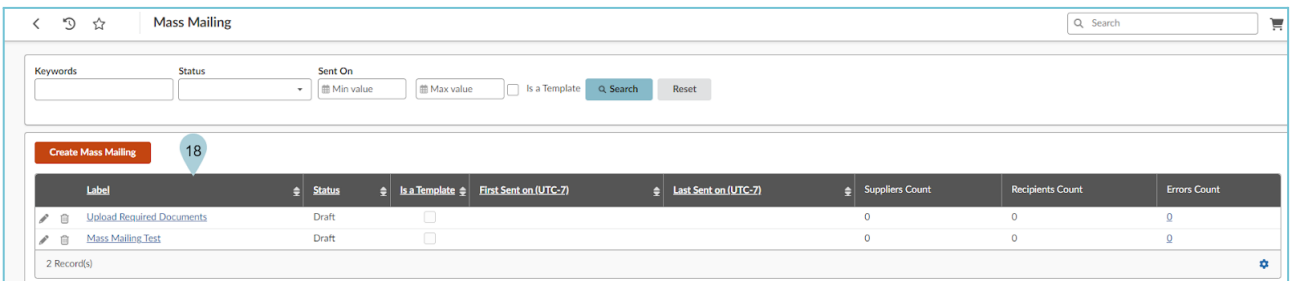
- Complete the **Select roles of recipients** field.
- Complete the **Select Suppliers** field.
- Click the **Evaluate Recipients** button.



- Click **Save**.
- Click the **Send Mass Mailing** button at the top of the page.




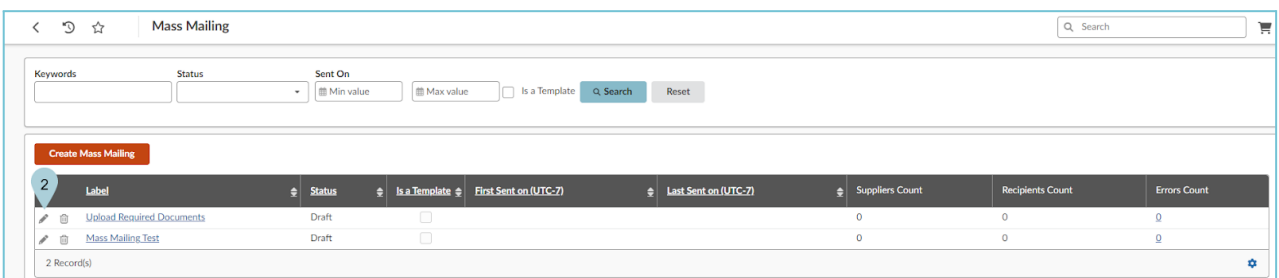
- Click **OK**.
- Your mail displays on the Mass Mailing table.



Label	Status	Is a Template	First Sent on (UTC-7)	Last Sent on (UTC-7)	Suppliers Count	Recipients Count	Errors Count
Upload Required Documents	Draft	<input type="checkbox"/>			0	0	0
Mass Mailing Test	Draft	<input type="checkbox"/>			0	0	0

## Use An Existing Mass Mailing

- From the Suppliers header tab, select **Mass Mailing**.
- Locate the desired Mass Mailing and click the Pencil  icon to open.



- Once in the mailing, review the information.

4. Update the **Select roles of recipients** and **Select Suppliers** fields.

Main Recipients

Select roles of recipients

Supplier Contact x

Select Suppliers

GOODYEAR TIRE & RUBBER CO x SANDS CHEVROLET x

PALMER & SONS x

Evaluate Recipients

5. When ready to send, Click the Send Mass Mailing button at the top of the page.

Mass Mailing

Save Duplicate Mass Mailing Send Mass Mailing

6. Click **OK**.

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## Resources

Click the link below for more information on Source to Contract processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176>