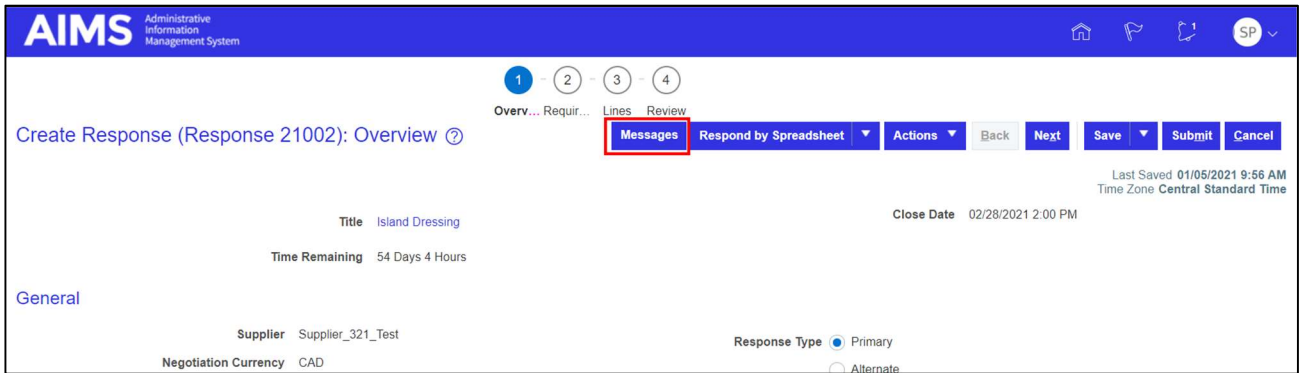
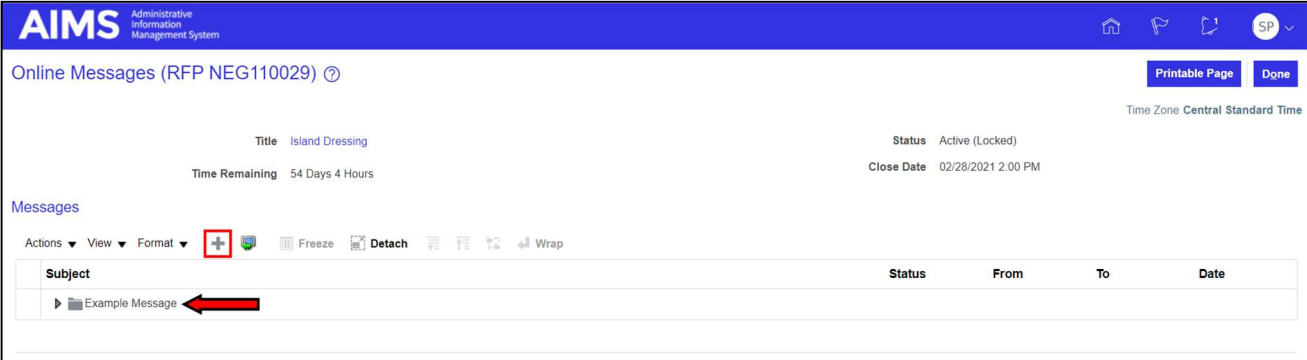


<h1>WORK STANDARD</h1>	Title: (SCC&S) Where to Go For Help	
	Location: All	Department/Unit: SCM/ Contracts/Sourcing
	Document Owner: (SCC&S) Contracts/Sourcing	Date Prepared: Spring, 2022
	Last Revision:	Date Approved: Spring, 2022
Related Policies/Documentation		

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.	<p>When creating a response for the negotiations, a message can be sent to the Contract Specialist for help. They will be notified via email and a notification within AIMS. To do so, select the “Messages” button.</p> 
2.	<p>The “Online Messages” page will appear for the negotiation. Under “Messages” any previous messages can be found and viewed. To add a new message, select the “+” icon.</p> 

3. Enter necessary information into the message such as the “Subject” and the message contents, then select “Send”.

Send Message ✕

To: Saskatchewan Health

* Subject:

Helvetica

B ***I*** **U** S_2 S^2 ~~**S**~~

* Message:

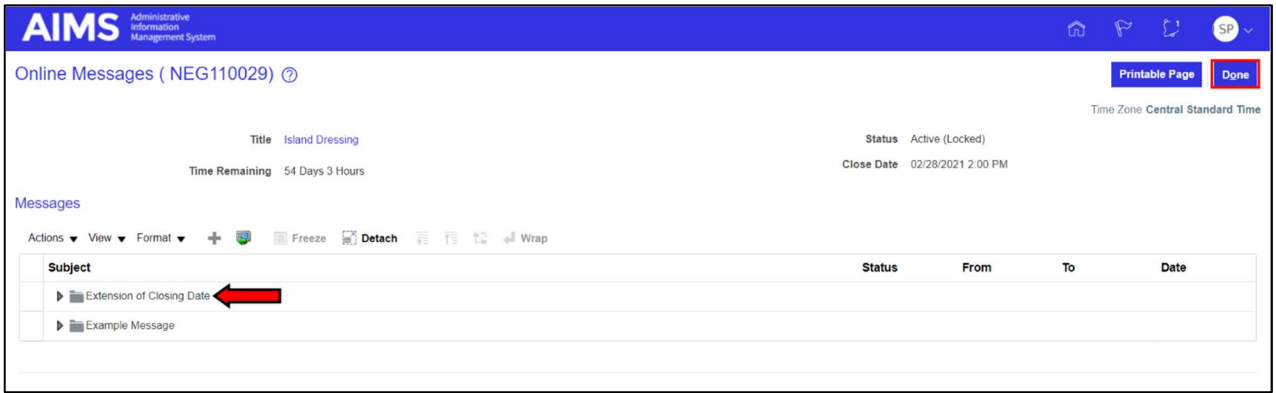
Good Afternoon

I would like to request a 7 day extension of the closing date for NEG110029

Thank you

Attachments: None

4. The message that was sent can now be seen under “Messages”. Select “Done” to return to the negotiation.



5. When you receive messages, a notification will appear at the bell in the top right, and an email will be sent to you.

When viewing the negotiation, a (1) will appear beside “Messages” when there is an unread message.



6. This is an example of what the message in reply would look like.

The screenshot displays an email interface. At the top right, it shows the date and time: "Fri, May 6 at 11:49 a.m." with a star icon. Below this is a notification: "External images are now more secure, and shown by default. [Change in Settings](#)". The main subject of the message is "Online Message for Negotiation RFP NEG110074,2 (Update WS - Amend a Negotiation) Was Received". To the right of the subject, it says "Time Zone Central Standard Time".

Under the heading "Details", there are three columns of information:

Assignee	JEAN [redacted]	Company	Saskatchewan Health	Preview Date	
From	Saskatchewan Health	Negotiation Title	Update WS - Amend a Negotiation	Open Date	02/04/2022 1:53 PM
Assigned Date	05/06/2022 11:49 AM	Negotiation	NEG110074.2	Close Date	07/01/2022 2:00 PM
Expiration Date	06/05/2022 11:49 AM				
Task Number	286180				

Below the details is a section for "Recommended Actions" with one bullet point: "Print or reply to this message."

The "Message Details" section shows the subject as "Extension of Closing Date" and the message content as "Good afternoon, Yes, we can grant the 7 day extension on NEG110074,2.Thank you!".

Under "Related Links", there are two items: "View Message Details" and "View Negotiation: NEG110074,2".

At the bottom of the email content area, there is a navigation bar with icons for back, forward, and other actions.