**SOLICITATION NOTIFICATION**

Request for (Enter RFX type) for (Enter project title).

RFX #UW-XX-XXXX (Use standard naming convention)

EDIT THE BELOW TEMPLATE DOCUMENT OR REMOVE TEMPLATE SOLICITATION DETAIL ATTACHMENT AND INSERT FINAL SOLICITATION DETAIL ATTACHMENT (Attachment 7.2.14b):



**IMPORTANT NOTICE:**

***This RFX is being conducted electronically through the University’s Ariba Sourcing Event website. Suppliers interested in submitting a proposal are required to submit their RFX response via the UW Ariba Sourcing Event website.***

***Any questions regarding this posting should be directed to enter buyer contact information.***

**TIMELINE:**

 **Opening Date for Solicitation in Ariba Sourcing: (MM/DD/YYYY)**

 **Closing Date for Questions in Ariba Sourcing: (MM/DD/YYYY)**

 **Final Date to Notify UW Buyer for Invitation to Ariba Sourcing Event: (MM/DD/YYYY)**

 **Closing Date for Solicitation in Ariba Sourcing: (MM/DD/YYYY)**

 **Responses Must be Submitted Via: (Enter Submittal Method)**

To view and respond to a UW RFX, please determine your supplier type and follow the instructions below.

* ***ALL INTERESTED PARTIES***

When contacting a University of Washington Buyer with questions regarding a solicitation, include your Ariba Network ID Number (ANID). If you do not have an ANID, follow the link below to obtain one.

After notifying the UW Buyer and receiving an invitation to join the RFX, mark “Intends to Participate.” **Only parties marking “Intends to Participate” will receive notices related to the solicitation, including addenda, through the Ariba system.**

* ***Interested Parties NEW to Ariba:***
1. Register on the UW Ariba Sourcing Event website using this link: <http://uw.supplier.ariba.com/>
2. After registering, notify the UW Buyer that you would like to respond to this RFX. Be sure to include the **RFX number** in your email – the Buyer will then send you an invitation to join the RFX.

**If you do not email the Buyer, you will not be invited to the event.**

* ***Interested Parties ALREADY REGISTERED with Ariba but have never participated in a UW Sourcing Event:***

What is your Ariba Network Identification Number (ANID)? Email the buyer your ANID number and notify them that you would like to respond to this RFX. Be sure to include the RFX number in your email.

* ***Interested Parties Who Have Previously Participated in a UW Sourcing Event:***

Notify the UW Buyer that you have previously participated in an event and would like to respond to this RFX. Be sure to include the RFX number in your email.

***Once you have emailed the UW Buyer:***

1. *The Buyer will email you an invitation to join the RFX*
2. *Follow the link in the email to access the RFX details*
3. *Review and accept the prerequisites, which then allows you to view the RFX content*

*Please see the attached “Getting Started Supplier Guide” for more information*:

