

How to Add Additional Suppliers to your Event in Luma

- *If known suppliers aren't invited by system*
- *Invite by following these steps*

1. Log into Luma
2. Click numbers in sequence

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Sourcing Manager

Forrest Benedict

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Create Events From Requisitions Draft Pending Open **Open** Pending Evaluation Recent

Open Events

	Eve...	Version	Name	Comp...	Type
<input type="checkbox"/>	25		Category 4 - Credit Monitoring Services	200	RFP
<input type="checkbox"/>	30		EFC - Vape Project Production Services	200	EXEMPTION FROM
<input type="checkbox"/>	31		EFC - Water Conveyance & Construction Contracts	200	EXEMPTION FROM
<input type="checkbox"/>	33		SSA - Wellness App	200	SOLE SOURCE EX
<input type="checkbox"/>	35		SSA - Repairs/Maintenance Anti-Vehicle Barriers	200	SOLE SOURCE EX
<input type="checkbox"/>	15		IDOC Satellite Services	230	ITB
<input type="checkbox"/>	22		Prison Rape Elimination Act Audits	230	ITB
<input type="checkbox"/>	19	1	Enforcement Boat	260	RFQ

Double click Event to view

- Invited Suppliers show up here
- Number = Number of suppliers invited

Event 31

Company: 200

Event #: 31

Version: [A]

Name: EFC - Water Conveyance & Construction Contracts

Status: Open

Event Weighting Lines* Questions Terms Meetings Attachments (2) Contacts Comments **Notifications (4)** Event Commodity Codes (1) Event Approval History

Notifications

	Supplier	Supplier Name	Supplier ...	Code	Location	First Name	Last Name	Status	Email Address
<input type="checkbox"/>	24625	IDAHO RURAL WATER ASSOCIATION	1			LUMA	SUPPLIER24625	Validated	SUPPLIERPORTAL@SCO.IDAHO.GOV
<input type="checkbox"/>	33379	Jason P Sanders	1			Jason	Sanders	Validated	jason.sanders@7bdirtworks.com
<input type="checkbox"/>	33716	Solid Waste Systems Inc	1			Sales	Sales	Validated	sales@swsequipment.com
<input type="checkbox"/>	33792	Univar Solutions USA Inc.	1			Jennifer	Perras	Validated	jennifer.perras@univarsolutions.com

Popup next page

- Select suppliers to add to event
 - Suppliers must be in Luma
- System will Email an invite to the selected supplier
- You must click the box next to the supplier you want added

Select

- Search for supplier by the available search options

Active Contacts For Active Suppliers

<input type="checkbox"/>	Suppl... = ▾	Supplier Name [A] ▾	Code [A] ▾	Location Name [A] ▾	Perfo...	First ... [A] ▾	Last Name [A] ▾	Email Address [A] ▾
<input type="checkbox"/>	34671	City of Donnelly		City of Donnelly	0.00	Lori	Clemens	lclemens@cityofdonnelly.org
<input type="checkbox"/>	34672	Elmore County		Elmore County	0.00	Pam	Kline	pkline@elmorecounty.org
<input type="checkbox"/>	34673	St Clair Specialty Physicians		St Clair Specialty Physicians	0.00	Michele	Bergstrom	mbergstrom@scsp.net
<input type="checkbox"/>	34674	North Idaho Eye Institute		North Idaho Eye Institute	0.00	Jamie	Wolf	jwolf@northidahoeye.com
<input type="checkbox"/>	34675	Cannon Builders Inc.		Cannon Builders Inc.	0.00	Curtis	Cannon	curtis@cannonbuildersinc.com
<input type="checkbox"/>	34676	TMI Group Inc.		TMI Group Inc.	0.00	MARK	DUKES	mdukes@highdeserthd.com
<input type="checkbox"/>	34677	CITY OF IRWIN		CITY OF IRWIN	0.00	KELLY	PALMER	IRWIN@IDA.NET
<input type="checkbox"/>	34678	Karen Wilson, PT, DPT		Karen Wilson, PT, DPT	0.00	Karen	Wilson	kwilson.dpt@gmail.com
<input type="checkbox"/>	34679	Identity Theft Guard Solutions Inc. dba IDX A Zerofox Company		Identity Theft Guard Solutions Inc. dba IDX A Zerofox Company	0.00	David	Strobel	dstrobel@zerofox.com
<input type="checkbox"/>	34680	City of Ririe		City of Ririe	0.00	Wendy	Mullins	riricityclerk@gmail.com
<input type="checkbox"/>	34681	City of Preston		City of Preston	0.00	Kelly	Mickelsen	kellym@prestonid.us
<input type="checkbox"/>	34682	EcoBrite Services, LLC		EcoBrite Services, LLC	0.00	Shaw...	Driskell	marketing@ecobriteservices.com
<input type="checkbox"/>	34683	City of Iona		City of Iona	0.00	Keri	West	cityclerk@cityofiona.org
<input type="checkbox"/>	34684	Kootenai, City of		Kootenai, City of	0.00	Ronda L	Whittaker	cityclerk@cityofkootenai.org
<input type="checkbox"/>	34685	Foley Freeman, PLLC		Foley Freeman, PLLC	0.00	SALLY	JEPSON	sjepson@foleyfreeman.com
<input type="checkbox"/>	34686	Boise Snow and Ice, LLC		Boise Snow and Ice, LLC	0.00	Tim	Boeving	info@boisesnowandice.com
<input type="checkbox"/>	34687	City of Pinehurst		City of Pinehurst	0.00	CARLA	ROSS	pinehurstclerk@hotmail.com

Close

- Click to add supplier, a warning will popup to ensure you want to invite them

Attach To Event