

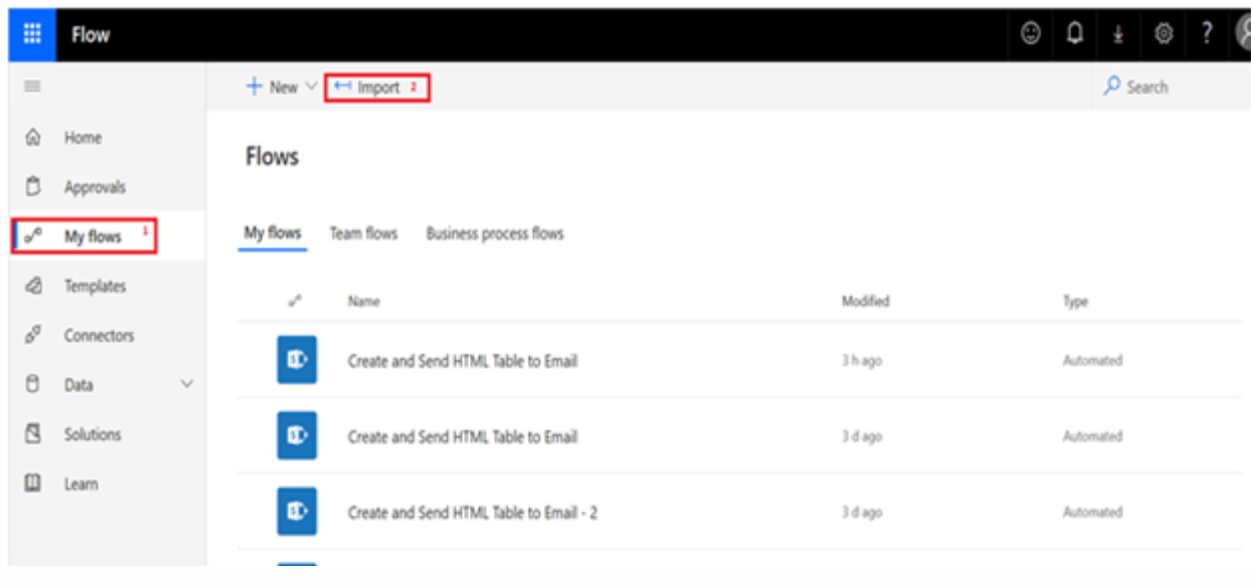
Important Instructions!

To be able to share the proposal related documents with the corresponding bidders, you must enable the external sharing in your SharePoint tenant as well as on the SharePoint site where you are going to use Bid Management Systems.

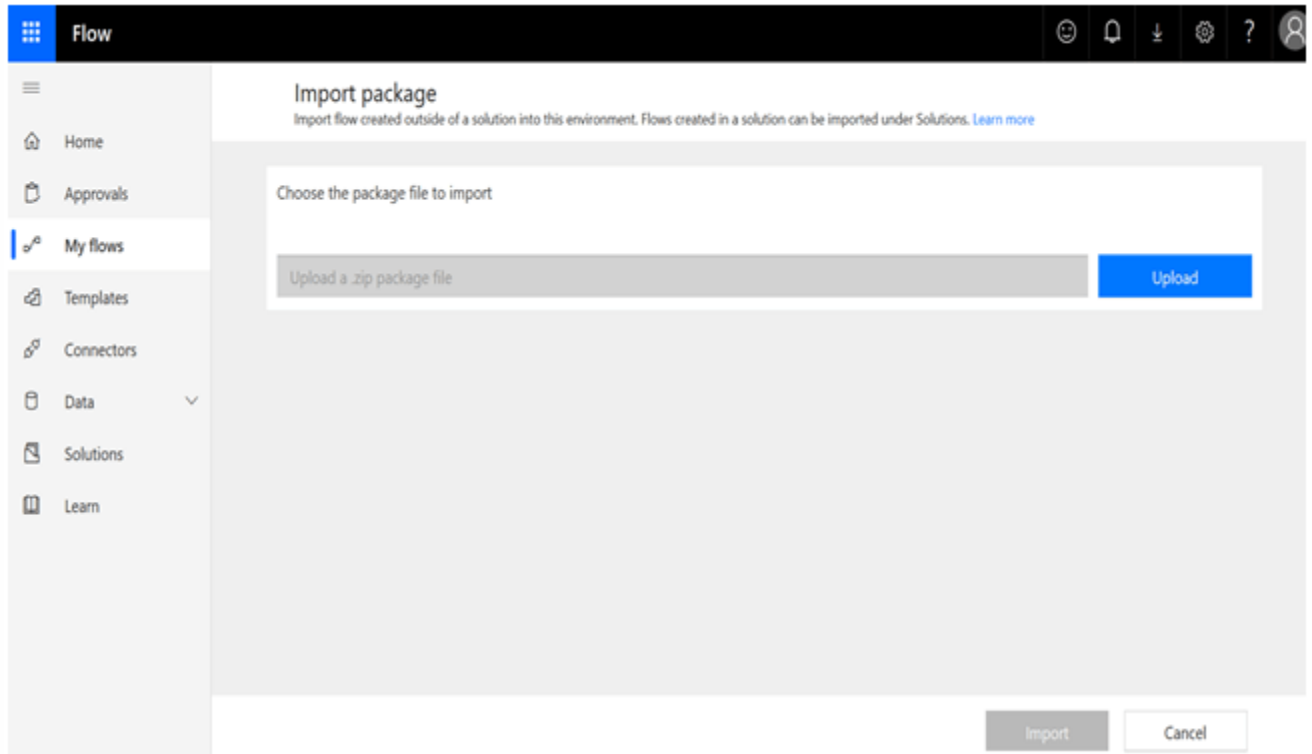
Furthermore, you also need to setup the MS Flow to automate the e-mail sending process.

Please follow these steps and zoom the file to access the image content:

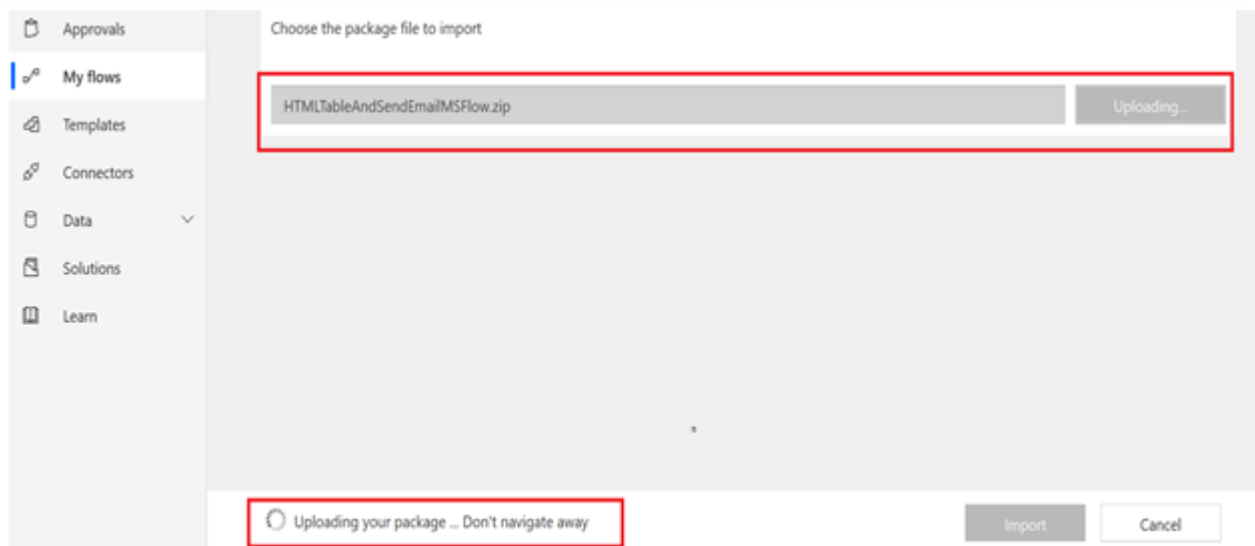
1. Download the MS Power Automate package from: [Bid Action Flow Package](#)
2. Go to the SharePoint site where Bid Management System is installed.
3. Click the App Launcher icon of Office 365.
4. Click on the Power Automate.
5. Click on the My Flows followed by Import as highlighted below:



6. Click the "Upload" button.



7. Select the downloaded flow zip file and wait for some time. Shortly, you will see the status message at the bottom of the page.



8. After some time, you will be landed to the below mentioned page.

Power Automate Search for helpful resources Environments rb500 (default) (org455... ?

Home Action items My flows Create Templates Connectors Data AI Builder Solutions Learn

Import package

Import flow created outside of a solution into this environment. Flows created in a solution can be imported under Solutions. [Learn more](#)



Package details
Created by Mohammed Imran on 04/15/2020

Name
BidActionFlow



Environment
beyondintranet1 (default)

Description
N/A

Review Package Content
Choose your import options.

NAME	RESOURCE TYPE	IMPORT SETUP	ACTION
 Bid Action Email Flow	Flow	Update	

Related resources

NAME	RESOURCE TYPE	IMPORT SETUP	ACTION
 imran@beyondintranet1.onmicrosoft.com	Office 365 Outlook Connection	Select durina import	

Import Cancel

9. Now click on the Edit icon of first Import setup item for Bid Action Email Flow

10. Now select the "Create as new" from the Setup dropdown and click on the Save button further.

Import setup ✕

Setup

Create as new ▼

The package creator chose this setup. You can make changes to the import here.

This app or flow will be new to the environment when the package is imported.

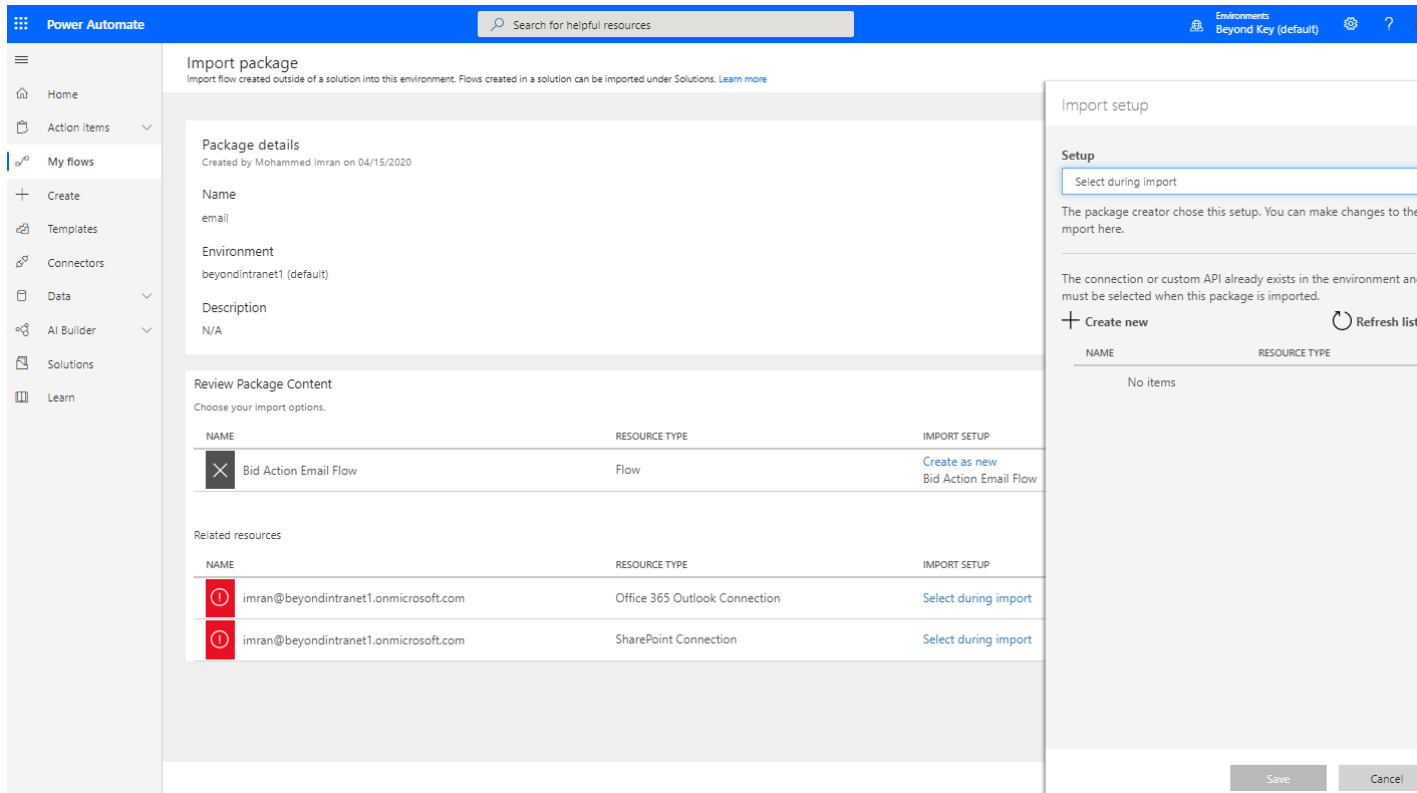
Resource name *

Bid Action Email Flow

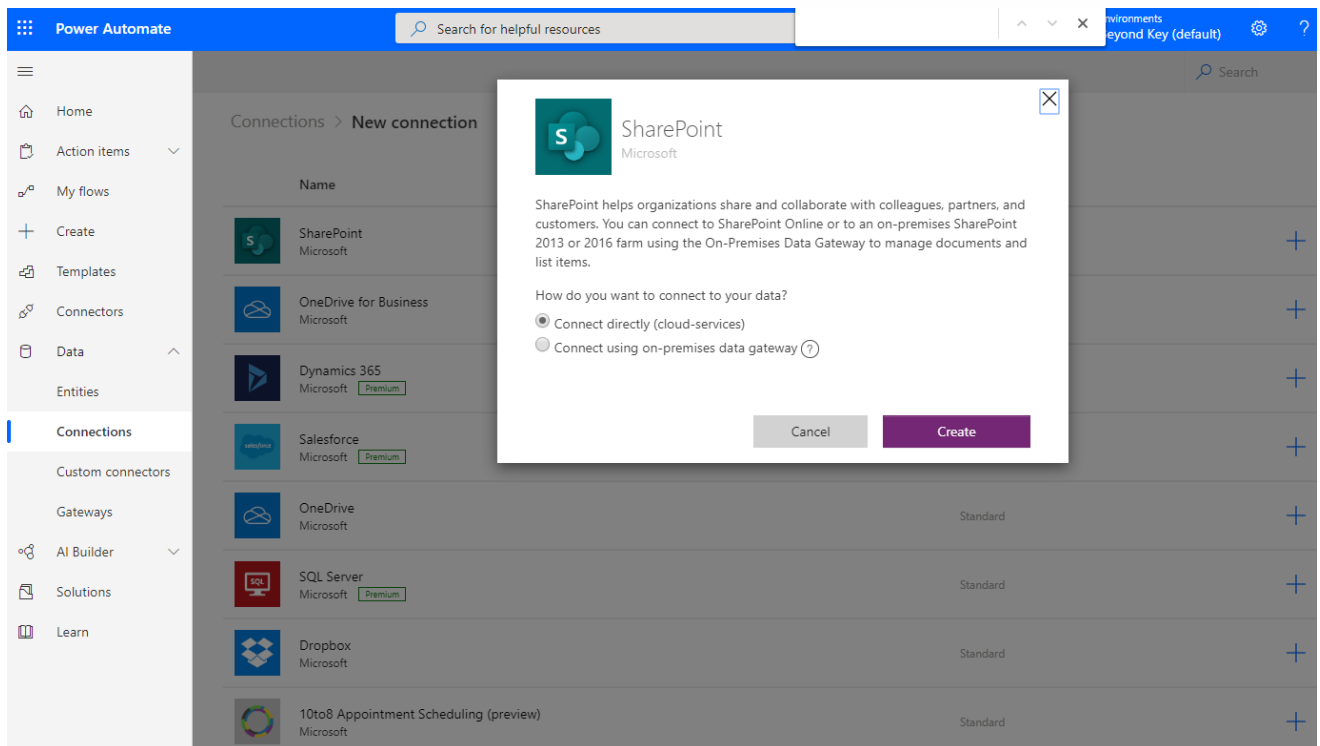
Save **Cancel**

11. Click the Action button of the Office 365 Outlook Connection to create a new connection.

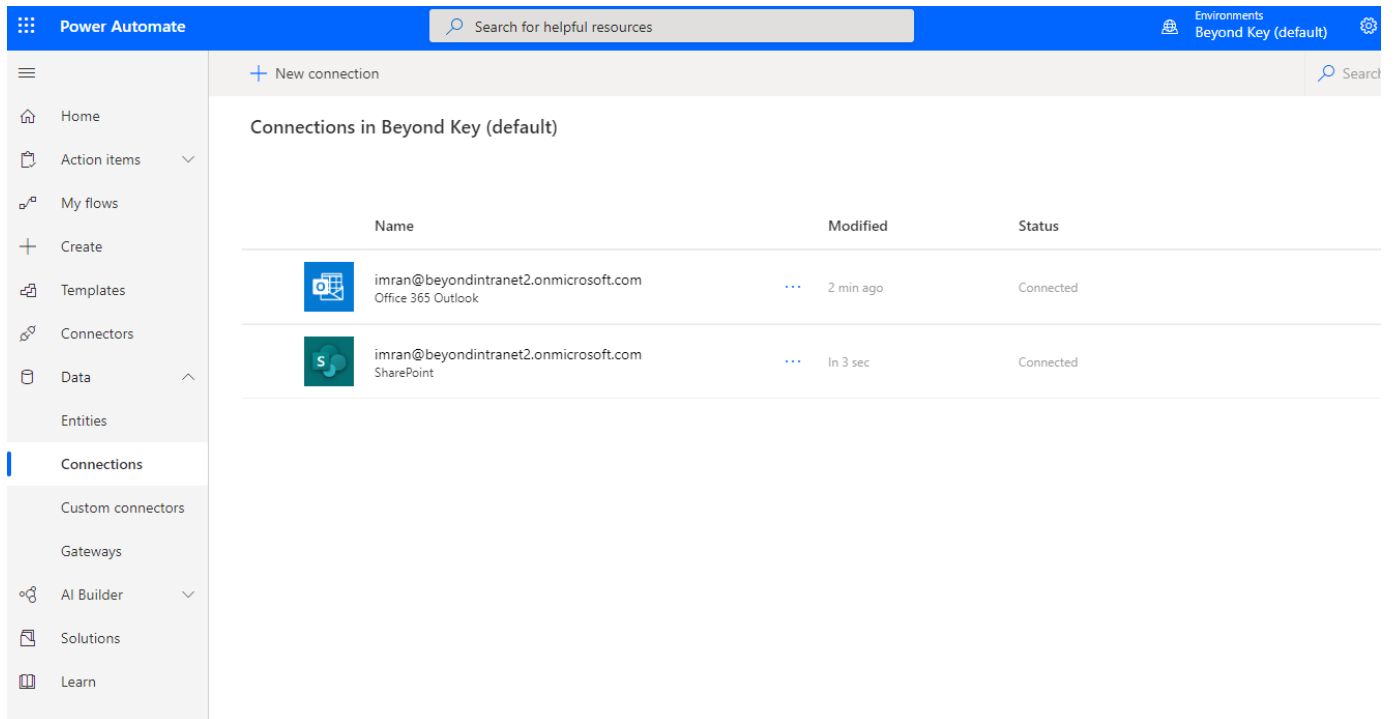
12. Select the Office 365 account from which you want to send e-mail to all the bidders.



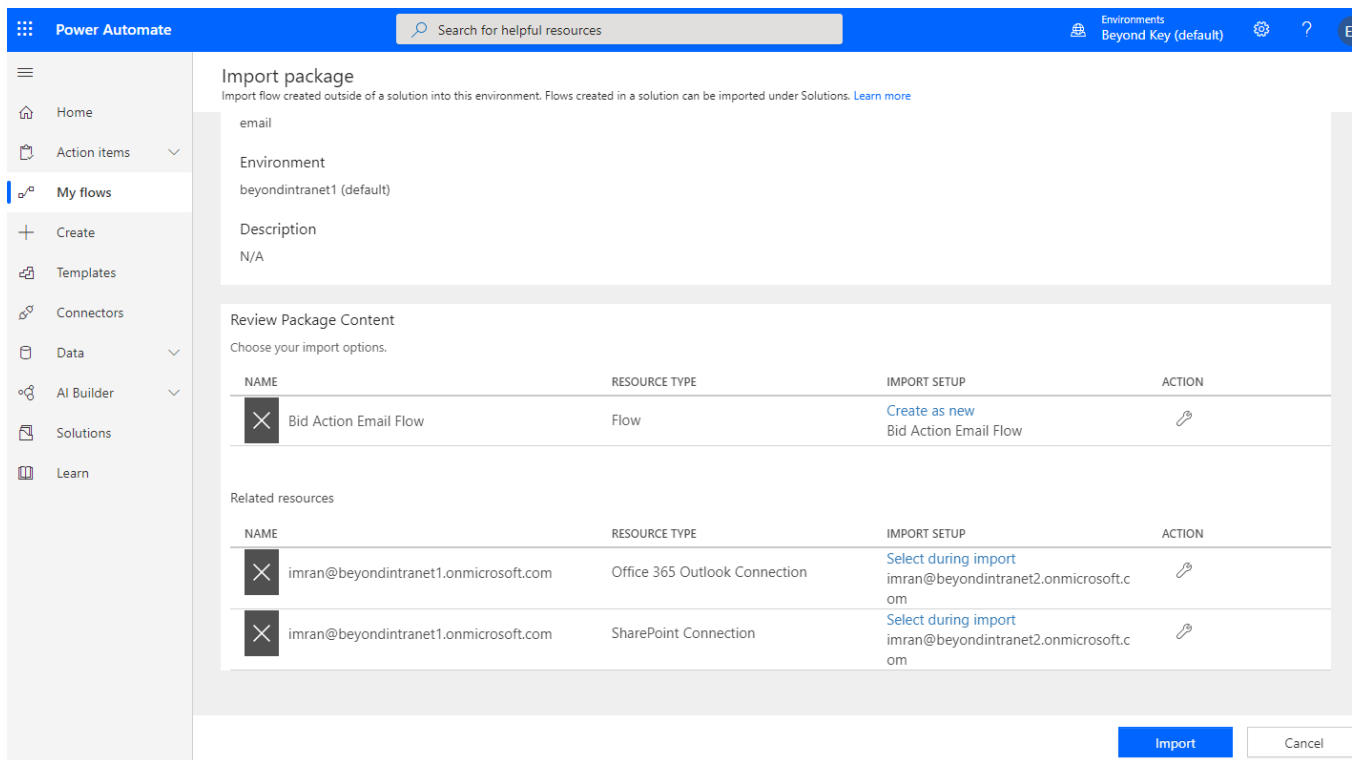
13. Click on the Action button of the SharePoint Connection to create a new connection.



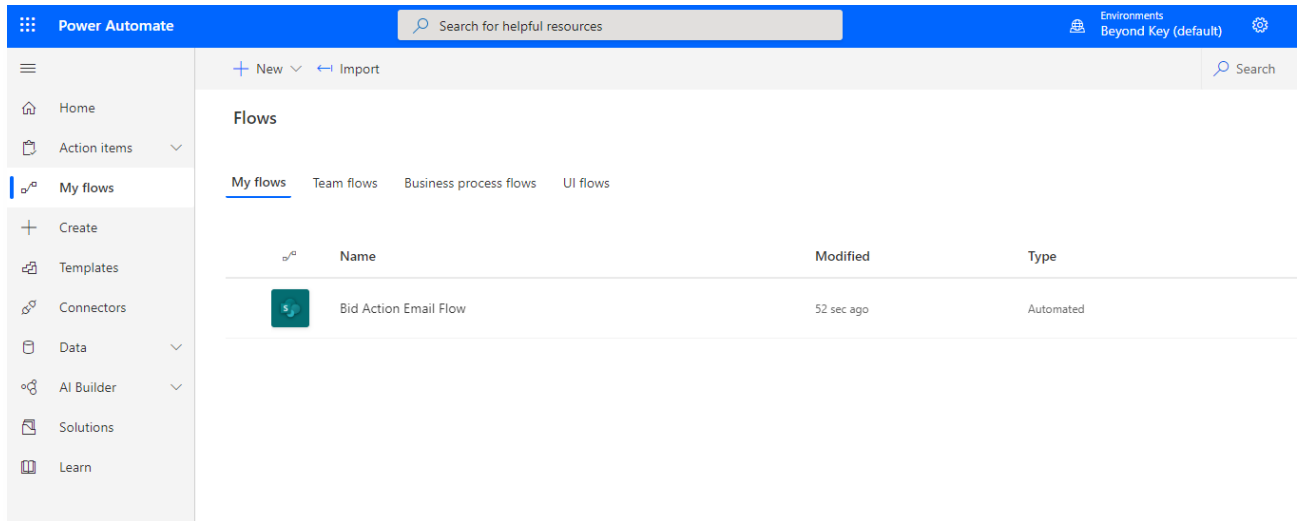
14. Select the same Office 365 account that you have selected for Office 365 connector.



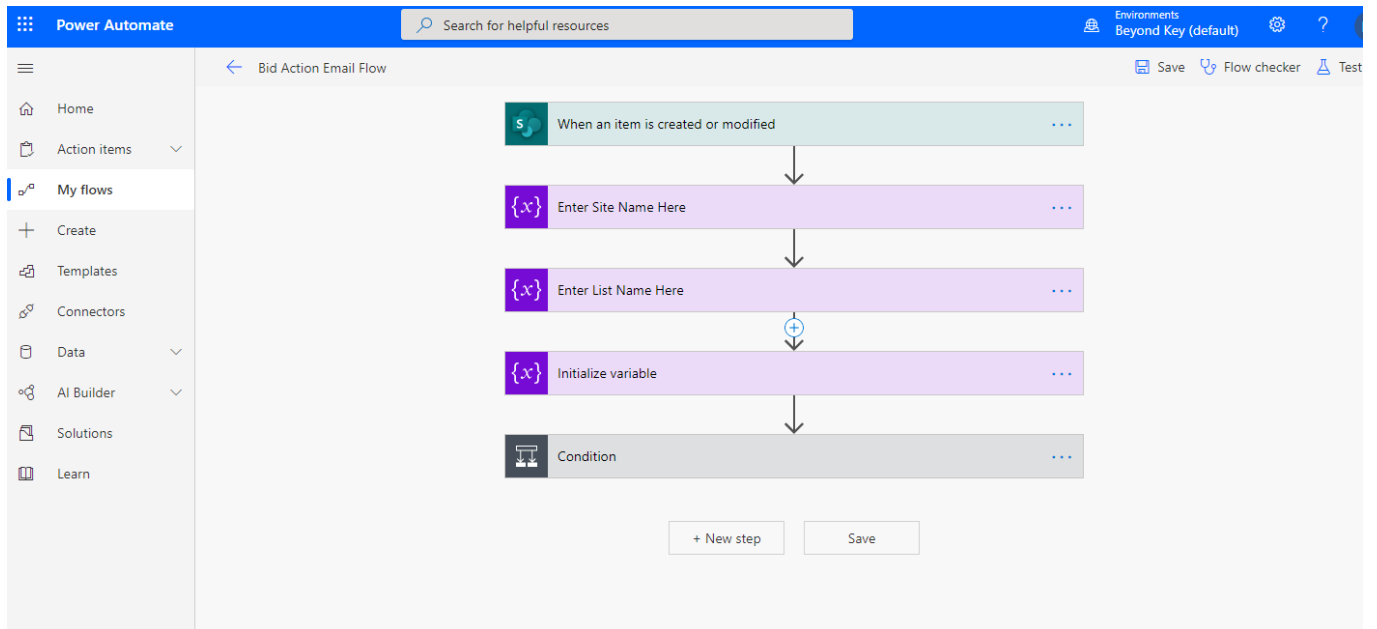
15. Now the Import button would be enabled, click on it to process.



16. Go to the My Flows again where the newly imported Flow in the list as "Bid Action Email Flow" would be visible. Select it and click on the Edit button.



17. Click on the first action "When an item is created or modified".



18. Select the SharePoint site where you want to use Bid Management System, and then select the list as "BMSProposals" as indicated in the image below.

When an item is created or modified

* Site Address

* List Name

Show advanced options

19. Click on the second action "Enter Site Name Here" and paste the SharePoint site URL from browser.

Enter Site Name Here

* Name

* Type

Value

20. Click the Save button to save the Flow.