**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 comtent:
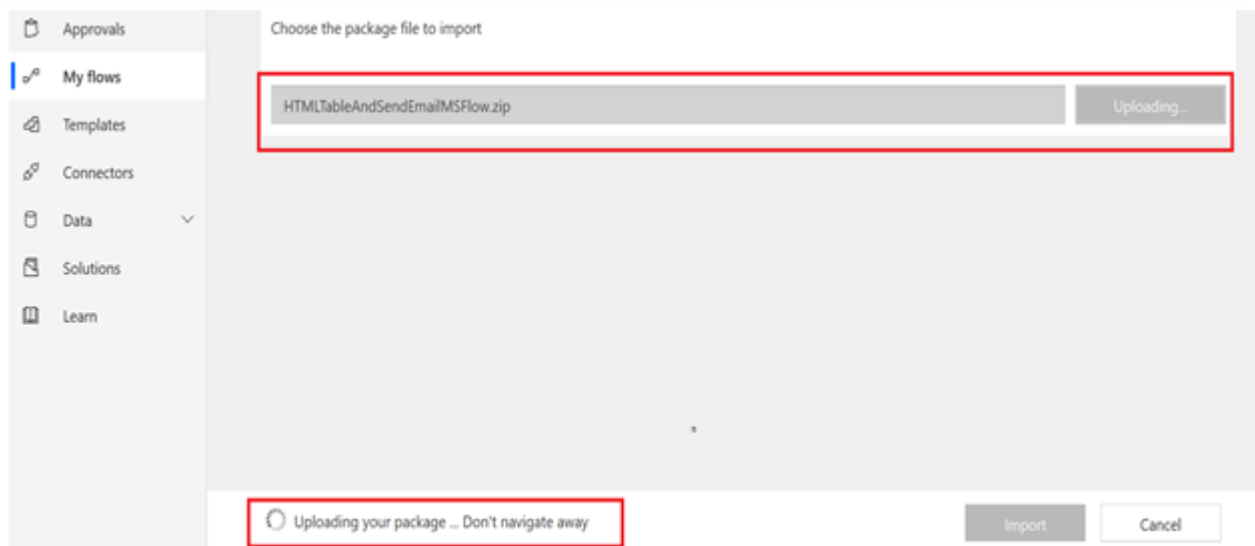
1. Download the MS Power Automate package from: Bid Action Flow Package

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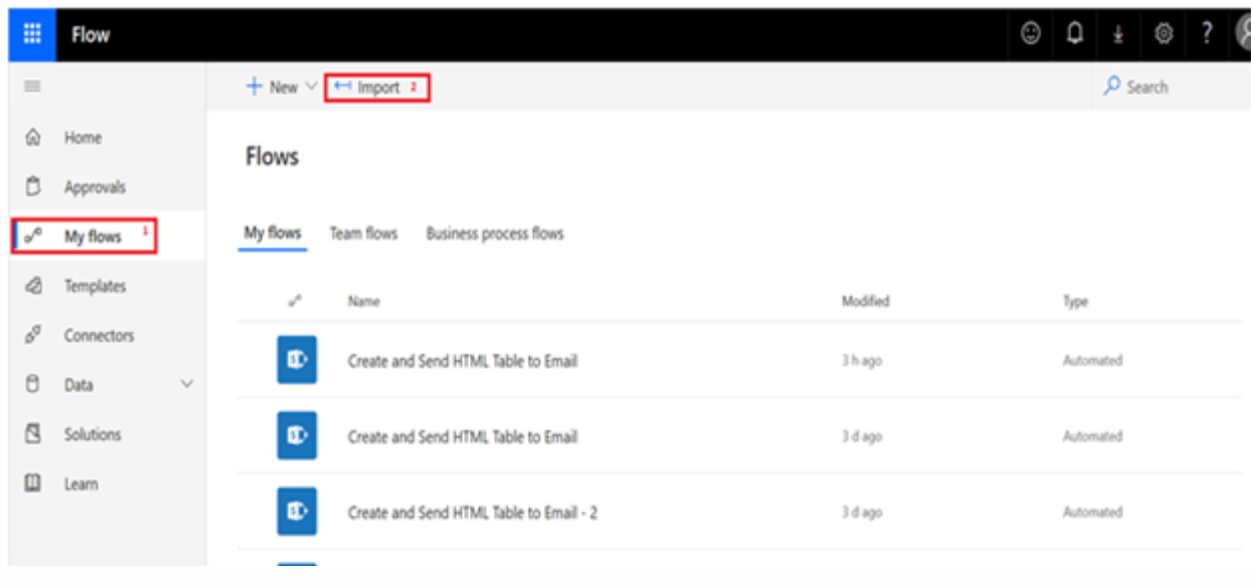
6. Click the "Upload" button.
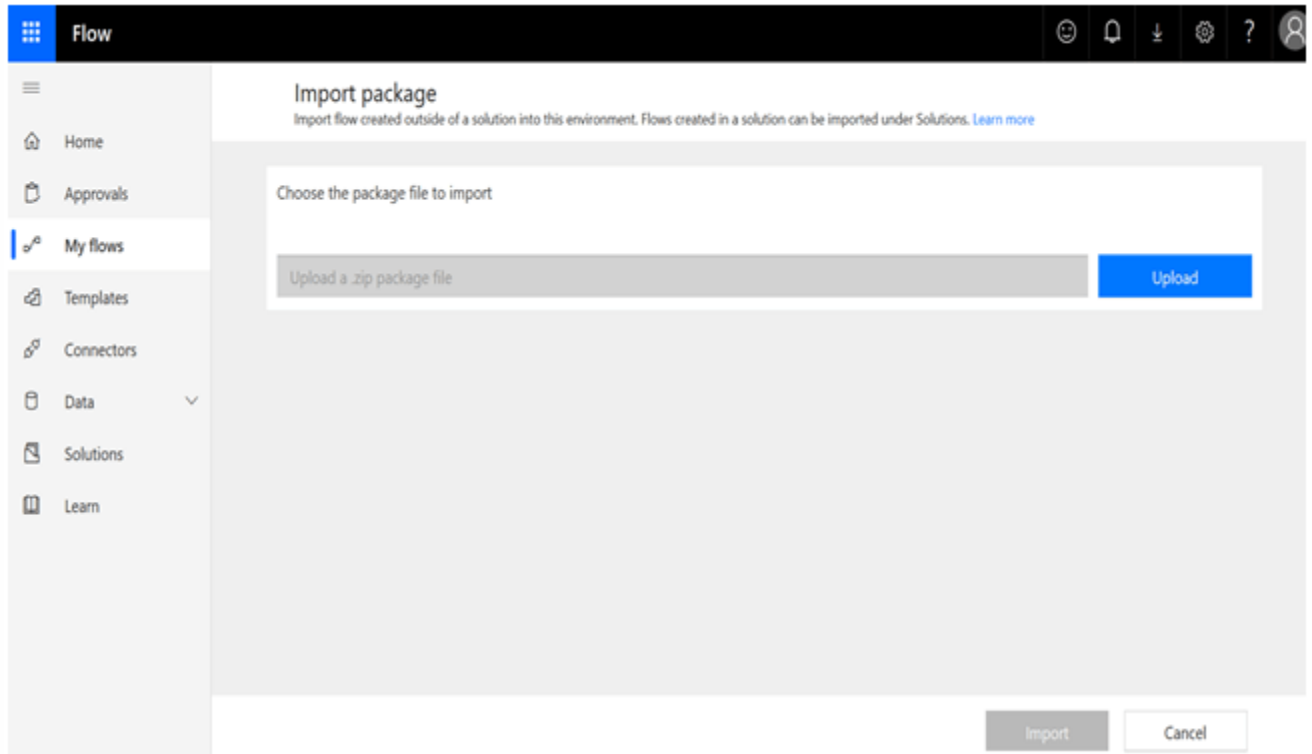
7. Select the downloaded flow zip file and wait for some time. Shortly, you will see the status message at the bottom of the page.

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

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.
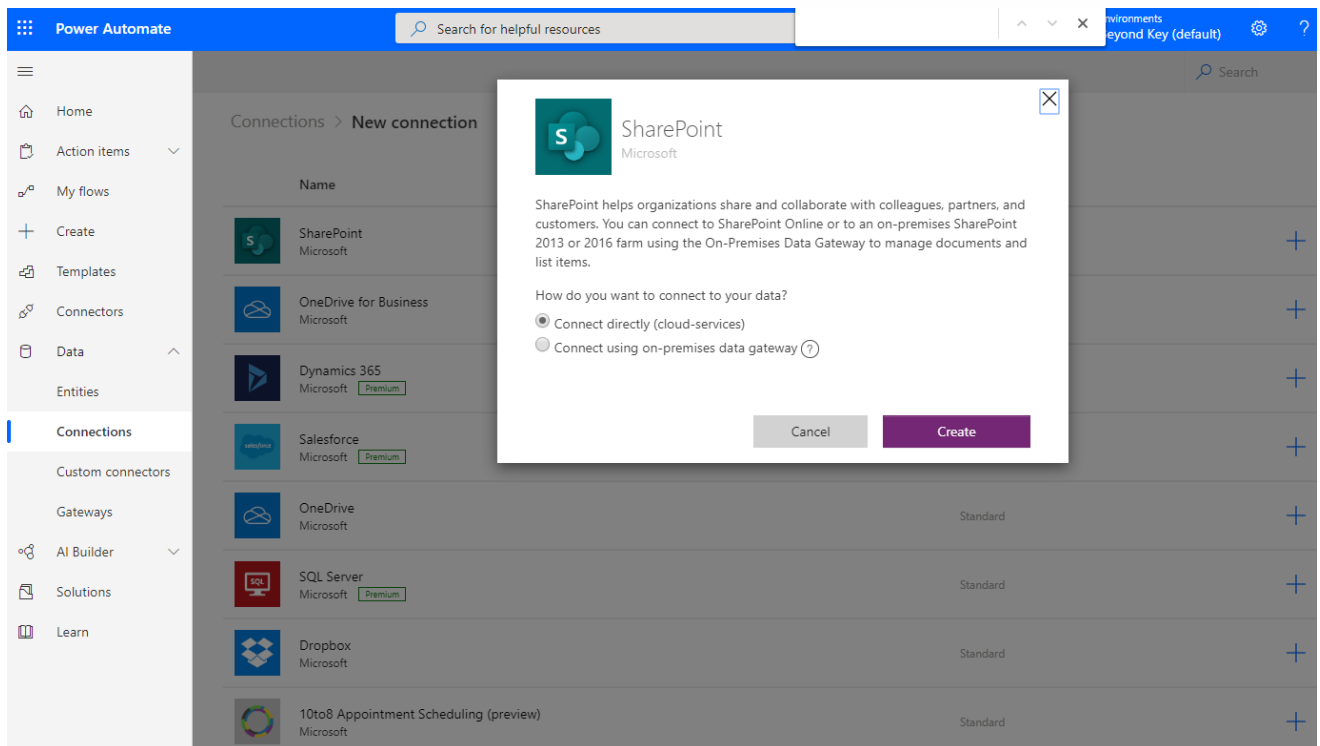
11. Click the Action button of the Office 365 Outlook Connection to create a new connection.
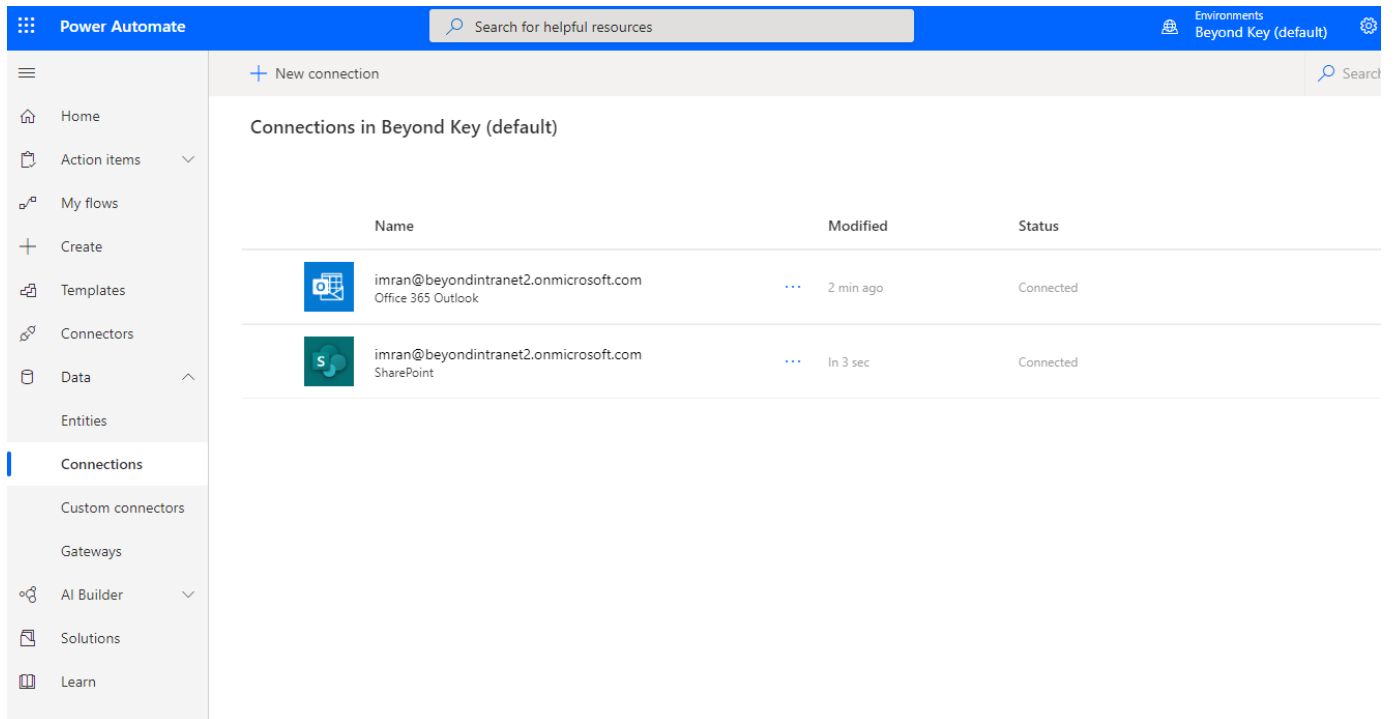
12. Select the Office 365 account from which you want to send e-mail to all the bidders.
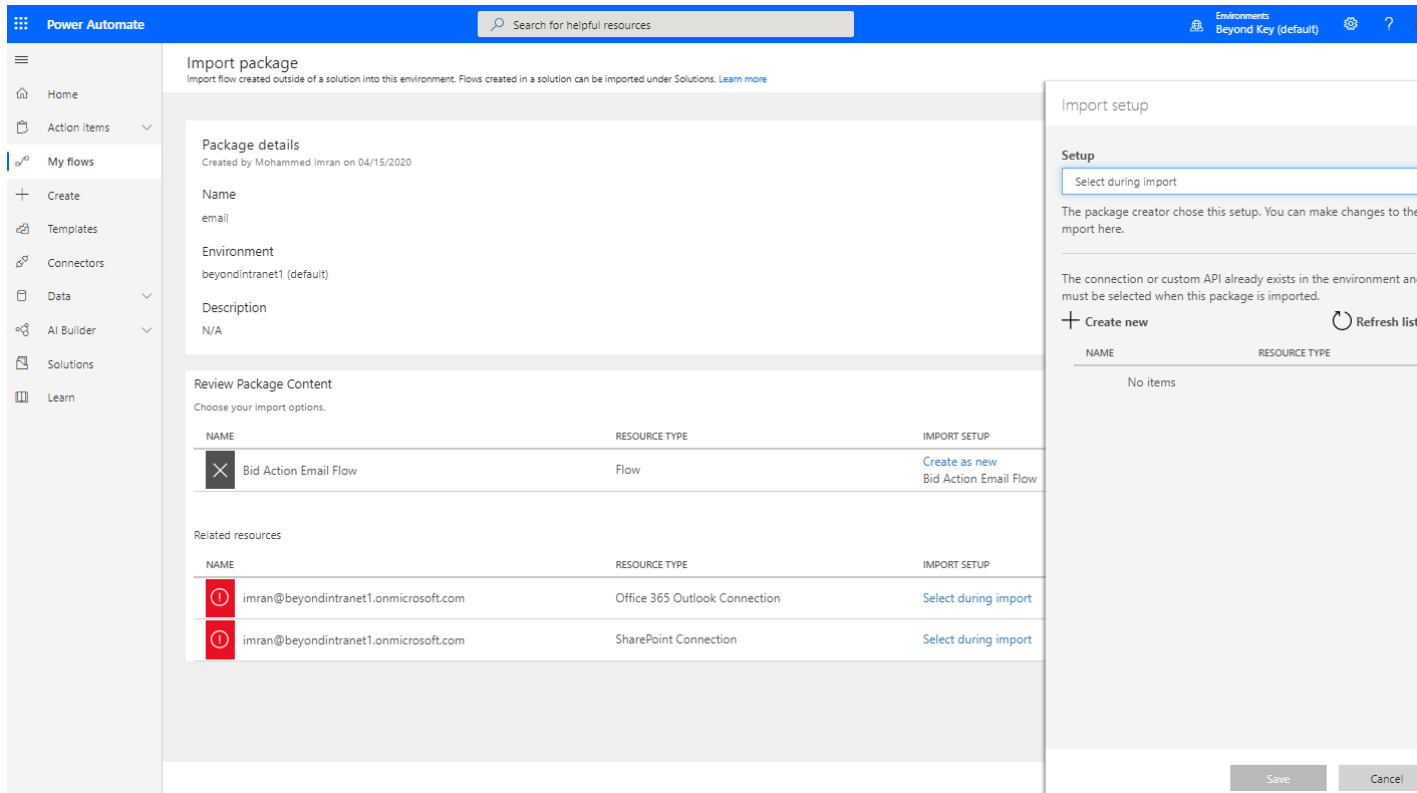
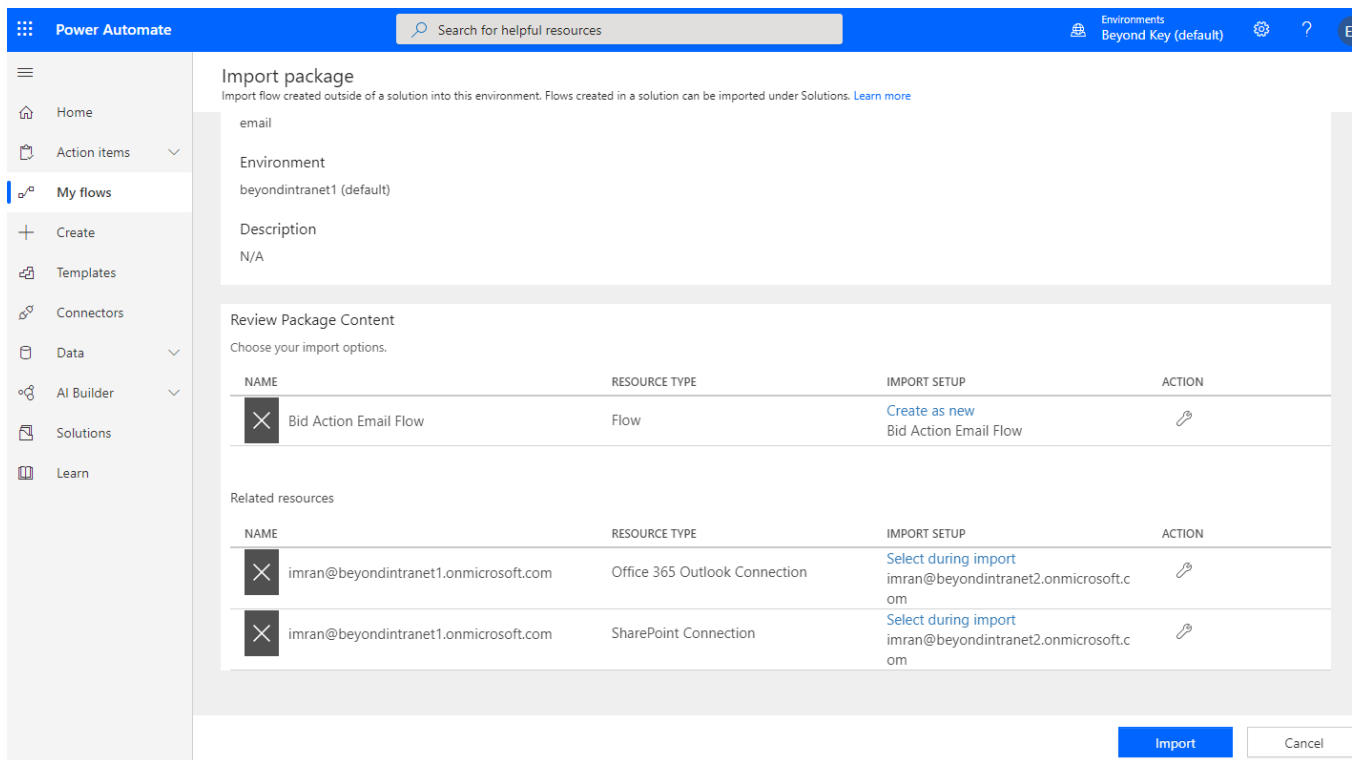13. Click on the Action button of the SharePoint Connection to create a new connection.

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.
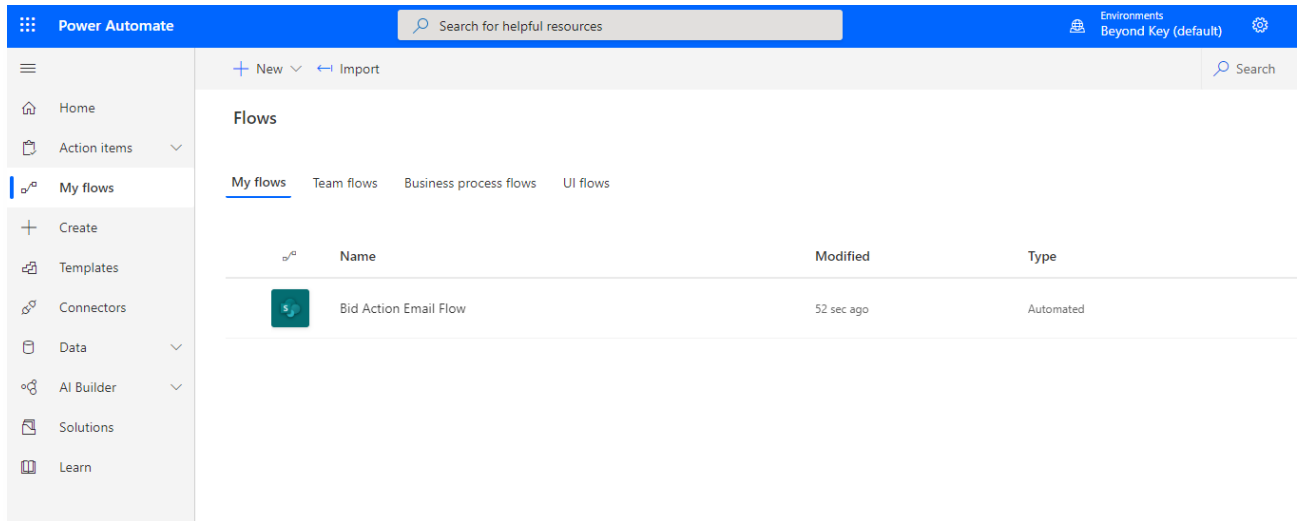
17. Click on the first action "When an item is created or modified".
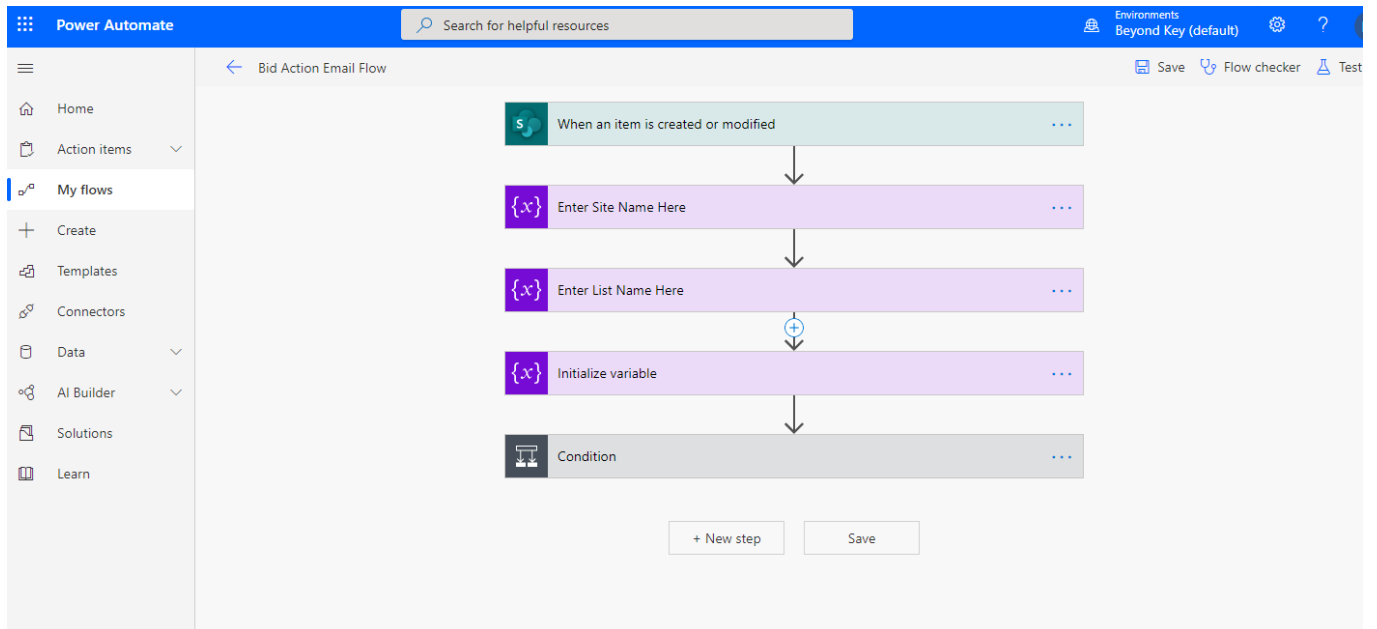
18. Select the SharePoint site where you want to use Bid Management System, and then select the list as "BMSProposals" as indicated in the image below.

When an item is created or modified

* Site Address   bms - https://beyondintranet2.sharepoint.com/sites/bms

* List Name   BMSProposals

Show advanced options ∨

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

{x} Enter Site Name Here

* Name   SiteUrlVar

* Type   String

Value   https://beyondintranet2.sharepoint.com/sites/bms

20. Click the Save button to save the Flow.