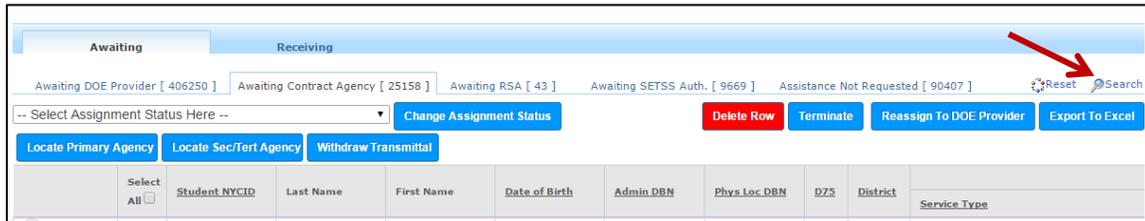


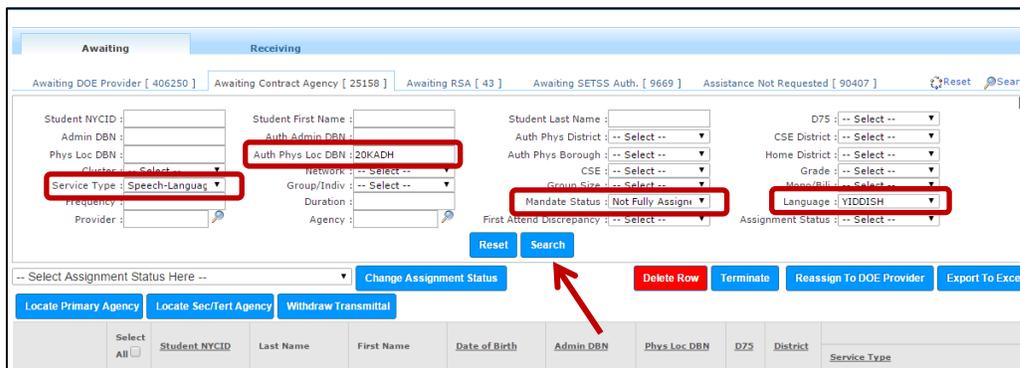
Follow the steps in this training guide to bulk assign a secondary and/or tertiary contract agency to a mandate.

1. Navigate to the *Awaiting Contract Agency* sub-tab in Provider Assignment.
2. Open the Search Panel by clicking **Search** in the upper right corner.

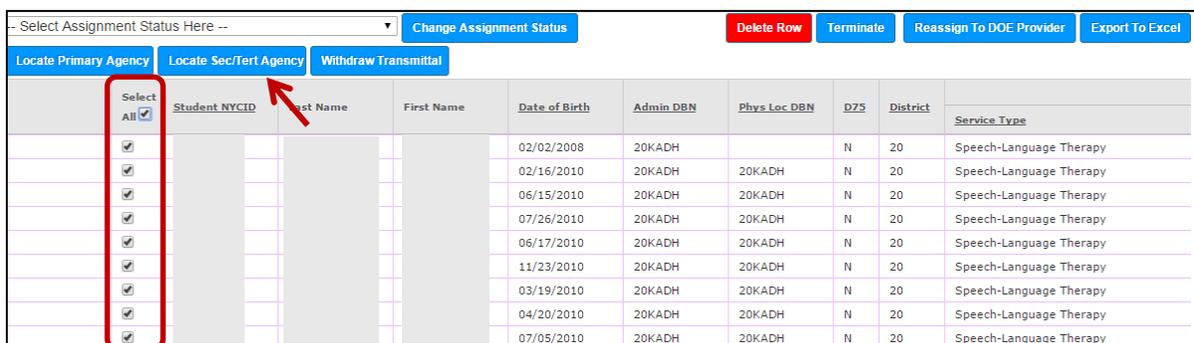


**Note:** All of the following filters are required in order to bulk assign a secondary and/or tertiary contract agency to a mandate.

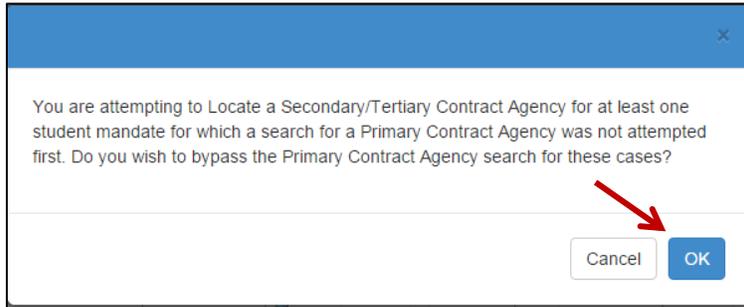
3. Select the service from the **Service Type** drop-down list.
4. Enter the Authorized Physical Location DBN in the **Auth Phys Loc DBN** field.
5. Select either “Unassigned”, “Partially Assigned” or “Not Fully Assigned” from the **Mandate Status** field.
6. Select the language from the **Language** drop-down list.
7. Click **Search**.



8. Place a checkmark on the mandate rows, or place a checkmark in **Select All**.
9. Click **Locate Sec/Tert Agency**.



10. Click **OK** in the pop-up window.

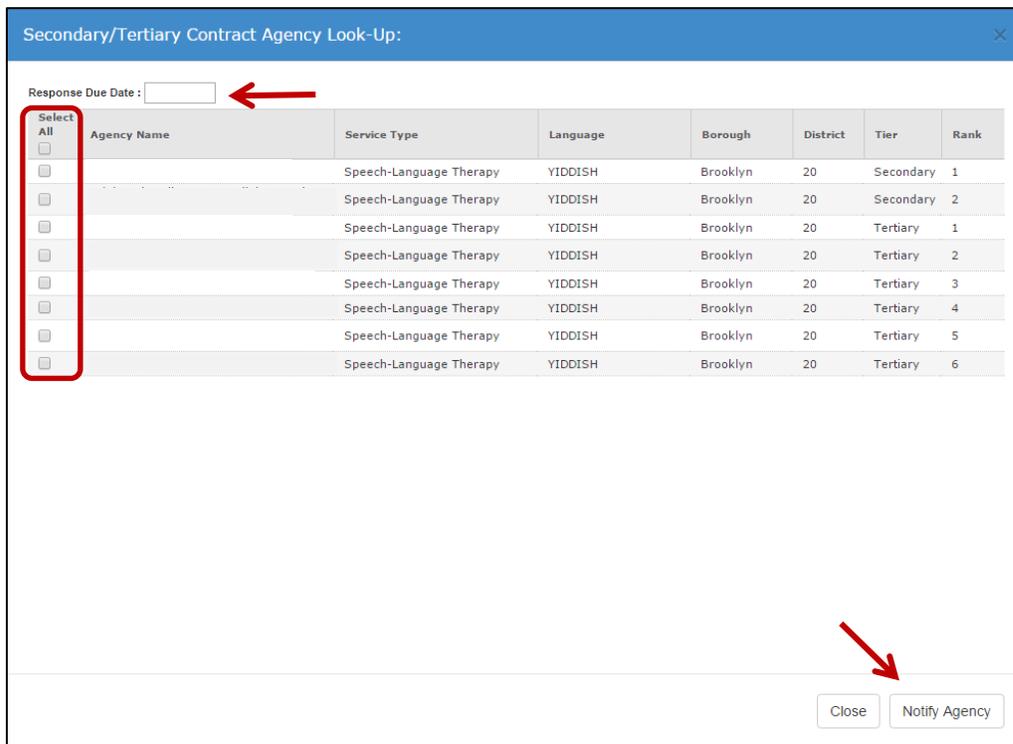


The agencies displayed in the *Secondary/Tertiary Contract Agency Look-up* window (see image below) are listed by tier, i.e., secondary agencies in rank order, then tertiaries in rank order.

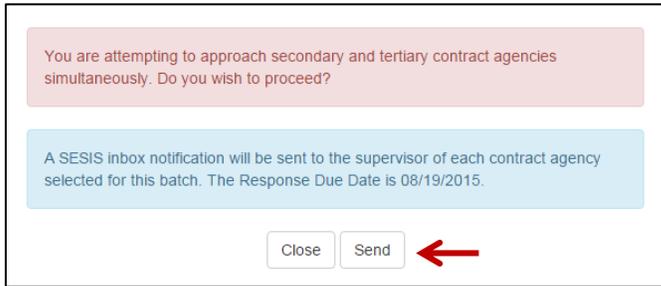
11. Select the agencies starting from the top of the list that you want to notify in the order in which they are listed.

12. Enter a response due date in the date field in the top left section of the window. The date must be greater than or equal to the current date.

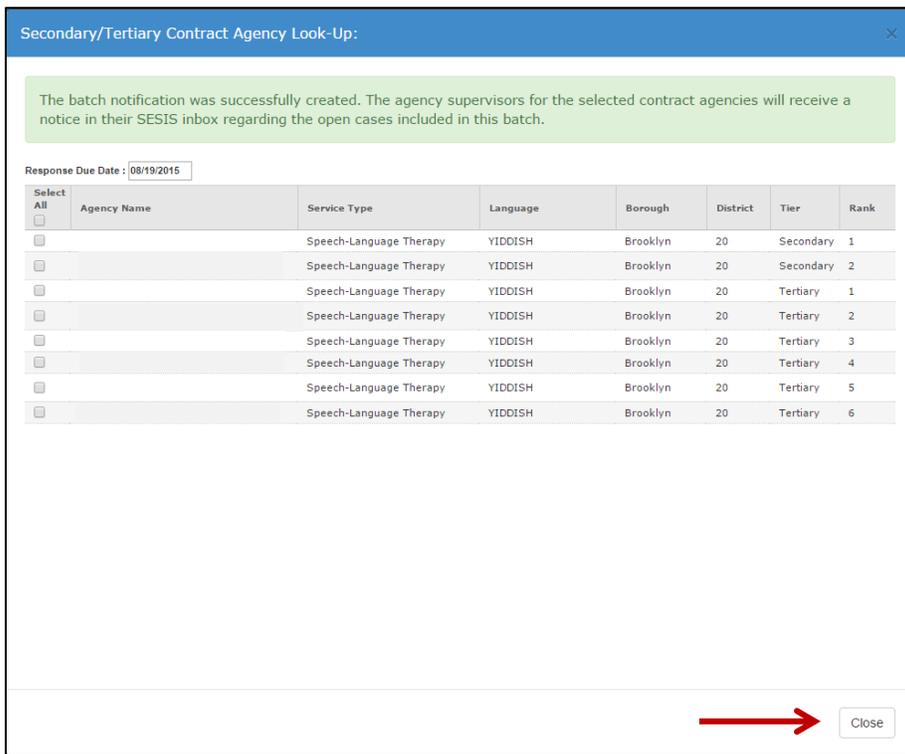
13. Click on **Notify Agency**.



- Click **Send** in the pop-up window to proceed with sending a SESIS inbox notification to the selected agency supervisors.



- Click **Close** in the *Secondary/ Tertiary Agency Look-Up* Window to return to the Provider Assignment grid.



- You can access the *Review Bidding Process* screen from the *Bid Process* option on the main menu.

