

Eric Lochausen
Supplier Diversity Advocate

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Dear Current and Prospective Suppliers and Business Opportunity Website (BOW) Subscribers:

Subject: ***Notice - BOW Enhancement Update, effective May 4, 2017***

Sandia National Laboratories is pleased to announce the re-launching of its Business Opportunities Website (BOW), effective May 4, 2017. The intent of the changes is to promote small business participation and create a more user-friendly interface, based on supplier feedback.

What is changing?

- The BOW interface will be more streamlined, easier to navigate, and clearer in the intent for the type of posting.
- Suppliers will be able to subscribe for automated email notifications by North American Industry Classification System (NAICS) code, instead of receiving all opportunities.
- The BOW will also now feature select Requests for Quotation (RFQs) under \$150,000, directly from the website, allowing for expedited purchases and increased small business participation. These opportunities will be posted for three days.
- Suppliers will now be required to have an iSupplier account to express interest in an opportunity, submit a quote for the RFQs noted above, and subscribe to the BOW – this will allow for more efficient management of the supplier's account and eliminate many of the issues suppliers experience today with activating and maintaining their accounts.
- The BOW will allow for questions to be asked via the BOW tool, allowing for more consistent and timely responses than email.

What is requested of you?

- If you already have an iSupplier account, please log into your account after May 4th to renew your BOW subscriptions, based on the NAICS codes of your choice. Two weeks after the changes become effective, your current subscription will become invalid.
- If you do not yet have an iSupplier account, please follow attached "How to Create an iSupplier Account" to create an account.
 - See attached instructions for all required fields, such as a point of contact, address, DUNS number, etc. A W-8 or W-9 will also be required.
 - After May 4th, please log into your account to create your BOW automated subscriptions, based on the NAICS codes of your choice.
- If you are NOT a supplier and are using an email subscription currently to monitor BOW postings, please contact ewlocha@sandia.gov with a reason to continue receiving automated notifications. Two weeks after the changes become effective, your current subscription will

become invalid; however, you will still be able to view the opportunities by directly accessing the BOW site.

To ensure you are ready when the time comes, please start or update your registration and iSupplier ([iSupplier Registration](#)) account now. Expressing interest in any opportunity posted to the BOW as of May 4, 2017 will require an active iSupplier account.

If you have any issues logging into your iSupplier account, please email supreg@sandia.gov.

To learn how to do business with Sandia, please contact Sandia's Business Point of Contact at supplier@sandia.gov or 1-800-765-1678. Sandia also hosts monthly Supplier Open Houses, which are targeted towards small businesses. Further information is available via Sandia's Business Point of Contact.

Sincerely,



Eric Lochausen