Directions for Subscribing to the Business Opportunities Website (BOW)

You must be registered in iSupplier before you can subscribe to receive automated email notifications from the BOW.

- To get to the BOW subscription page, navigate to [www.sandia.gov](http://www.sandia.gov).
- From the Sandia home page, click on “Working with Sandia”. Once there, click “Prospective Suppliers”.
- Scroll down near the middle of the page, click “Opportunities”. Then click “View Business Opportunities”.
- Toward the top right hand side of the page, click “Login”.
- Login with your iSupplier credentials.
E-Business Suite

- Click on the Navigator tool, select “SNL iSupplier Portal for Suppliers: Select “Home”

- Select “Sandia Business Opportunities”
Select “Email Contacts and Subscriptions”.

If your email does not exist, select “Create”.
Enter information in all three fields.
Select “Save”.

Select the ID number of the email you want notifications sent to.
Select “Subscribe/Unsubscribe”

- Back
- Save
- **Subscribe/Unsubscribe**

Update contact information, then click Save. Use the

<table>
<thead>
<tr>
<th>Subscription Status</th>
<th>Unsubscribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expires</td>
<td>08-May-2020</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:supplier@supplier.com">supplier@supplier.com</a></td>
</tr>
<tr>
<td>Contact Name</td>
<td>SNL Supplier</td>
</tr>
<tr>
<td>Phone</td>
<td>123-456-7890</td>
</tr>
</tbody>
</table>
Select NAICS codes

Email Contact Subscription

- Check the applicable boxes for each NAICS code you would like to receive email notifications.
- By clicking on the grey triangle to the left of each code, you may select up to the full 6-digit code.
- Once the desired NAICS codes are selected, click "Subscribe”

Note: the greater number of digits selected, the fewer email notifications you may receive as the selection will be more focused. Conversely, the fewer digits select will result in a wider range of notifications. The option is available to select “All NAICS codes” which is located above the expanded list of codes.
- If the subscription was successful, status will be shown as “Subscribed”.

- By clicking on the ID number, you will be able to see which NAICS codes you have subscribed to receive email notifications for, as well as how to update your subscription.

### Email Contacts (Subscriptions)

<table>
<thead>
<tr>
<th>Id</th>
<th>Email</th>
<th>Contact</th>
<th>Phone</th>
<th>Status</th>
<th>All Naics</th>
<th>Expires</th>
<th>NAICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1842</td>
<td><a href="mailto:supplier@supplier.com">supplier@supplier.com</a></td>
<td>SNL Supplier</td>
<td>123-456-7890</td>
<td>Subscribed</td>
<td></td>
<td>08-May-2020</td>
<td>4</td>
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