

QUICK REFERENCE GUIDE

Add a Ship To Location when Awarding an Event

January 22, 2013

Adding Ship To Location During Award

When an event is created, a Ship To location can be specified on the Line Details page. This is not a required field for the event creation; however, an event cannot be awarded without a Ship To Location. If it is not added when the event is created, it can be done when the award is made.

Once the *Award Details* page is opened, the Ship To location can be added.

1. Click the **Award Summary** link

Award Details

Award Details | **Award Summary** | Review Constraints | Hold From Further Processing

Business Unit: Origin: Event ID: Round: Version: Event Name:
H5501 714 2000000085 1 1 Training Class Development

Event Format: Event Type: Currency: End Date: Status: Go To:
Buy RFX USD 01/16/2013 10:24AM CST Pending Award

Show Award Details to Bidders

Display bids Display all bids Display bid scores Display bid's total bid price Display factors

Award Details Page 1 of 1

Bidder Name: BITUMINOUS ROADWAYS INC Bidder Type: Vendor Buyer: TRN01
Award Type: Purchase Order Award Currency: Event USD Terms:
PO Business Unit: Origin: Billing Location:

Award Number: 1 Total Award: 16,500,000

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1			Training Class Development		EA	1.0000	11,000,000	11,000,000
2			Training Class Delivery		EA	1.0000	5,500,000	5,500,000

Post Award

2. The **Award Summary** page is opened; locate the line for which a Ship to Location needs to be added

and click the Shipping  icon

Award Summary

Award Details | **Award Summary** | Review Constraints

Business Unit: Origin: Event ID: Round: Version: Event Name:
H5501 714 2000000085 1 1 Training Class Development

Event Format: Event Type: Currency: End Date: Status: Go To:
Buy RFX USD 01/16/2013 10:24AM CST Pending Award

Line	Item ID	Description	Requested Qty	Event Price	Extended Amount	Award Quantity	Award Amount	Quantity Remaining	Line Status
1		Training Class Development	1.0000	10,000,000.00	10,000,000	1.0000	11,000,000	0.0000	C
2		Training Class Delivery	1.0000	5,000,000.00	5,000,000	1.0000	5,500,000	0.0000	C

Award Details Page 1 of 1

Select	Name	Line Type	Group ID	Awarded Qty	Total Line Amount	Extended Amount
<input type="checkbox"/>	BITUMINOUS ROADWAYS INC	Line		1.0000	11,000,000	11,000,000

Award Details Page 1 of 1

Select	Name	Line Type	Group ID	Awarded Qty	Total Line Amount	Extended Amount
<input type="checkbox"/>	BITUMINOUS ROADWAYS INC	Line		1.0000	5,500,000	5,500,000

Schedule Defaults

Event Award Summary: Total Awarded Qty Total Awarded Price Quantity Remaining

Recalculate: 2.0000 16,500,000 0.0000

Save Return to Search Notify

3. The **Award Schedules** page is opened; click the **Select** link under the **Ship To** column

Award Schedules

Line: 1 Requested Qty: 1.0000
 Item ID: Description: Training Class Development

Physical Nature: Physical Goods Where Service Performed: Ship To Location

Sched Num	Event Qty	Due Date	Ship To	Ship Via	Freight Trm
1	1.0000	01/21/2013	Select		

Award Details

Name	Group ID	Award Num	Bid#	Awarded Qty
BITUMINOUS ROADWAYS INC		1	1	1.0000

OK Cancel

4. On the **Ship To** Detail page, enter the correct **Ship To** location

Ship To Detail

*Ship To Location:

Description:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

Postal Code:

Country:

OK Cancel

5. Once the location is entered, click **OK**.

Ship To Detail

*Ship To Location: B040001

Description: FINANCE AND BUDGET

Address Line 1: OLF 4AMDA FBD

Address Line 2: 625 ROBERT ST NORTH

Address Line 3:

Address Line 4:

City: ST PAUL

Postal Code: 551552538

Country: USA

OK Cancel

6. On the **Award Schedules** page, click **OK**

Award Schedules

Line: 1 Requested Qty: 1.0000
 Item ID: Description: Training Class Development

Physical Nature: Physical Goods Where Service Performed: Ship To Location

Sched Num	Event Qty	Due Date	Ship To	Ship Via	Freight Trm
1	1.0000	01/21/2013	B040001		

Award Details Customize | Find | First 1 of 1 Last

Name	Group ID	Award Num	Bid#	Awarded Qty
BITUMINOUS ROADWAYS INC		1	1	1.0000

OK Cancel

Back on the **Award Summary** page, repeat steps 2-6 for additional lines as necessary.

7. Once all lines have a Ship To Location added, click the **Award Details** link

Award Summary

[Award Details](#) [Award Summary](#) [Review Constraints](#)

Business Unit: Origin: H5501 Event ID: 714 Round: 2000000085 Version: 1 Event Name: Training Class Development
 Event Format: Buy Event Type: RFX Currency: USD End Date: 01/16/2013 10:24AM CST Status: Pending Award Go To:

Line	Item ID	Description	Requested Qty	Event Price	Extended Amount	Award Quantity	Award Amount	Quantity Remaining	Line Status
1		Training Class Development	1.0000	10,000.000000	10,000.0000	1.0000	11,000.0000	0.0000	C
2		Training Class Delivery	1.0000	5,000.000000	5,000.0000	1.0000	5,500.0000	0.0000	C

Event Award Summary: Total Awarded Qty: 2.0000 Total Awarded Price: 16,500.0000 Quantity Remaining: 0.0000

Recalculate Save Return to Search Notify

8. Continue the Award as appropriate

Award Details

[Award Summary](#) [Review Constraints](#) Hold From Further Processing

Business Unit: Origin: H5501 Event ID: 714 Round: 2000000085 Version: 1 Event Name: Training Class Development
 Event Format: Buy Event Type: RFX Currency: USD End Date: 01/16/2013 10:24AM CST Status: Pending Award Go To:

Show Award Details to Bidders
 Display bids Display all bids Display bid scores Display bid's total bid price Display factors

Award Details Bidder Name: BITUMINOUS ROADWAYS INC Bidder Type: Vendor Buyer: TRND1
 Award Type: Purchase Order Award Currency: Event USD Terms:
 PO Business Unit: Origin: Billing Location:

Award Number: 1 Total Award: 16,500.0000

Line	Item ID	Vndr/Item Ref	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1			Training Class Development		EA	1.0000	11,000.0000	11,000.0000
2			Training Class Delivery		EA	1.0000	5,500.0000	5,500.0000

Post Award