

QUICK REFERENCE GUIDE

Awarding an Event (SS)

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Basics

Three aspects are related to Awarding an Event. The first is to create and post an Event within SWIFT. Second, vendors must have responded to the Event. Third, the Event is analyzed and responses have been submitted so an Award can be made.

Requirements

1. Event posted and end date reached.
2. Vendors have responded to an Event or buyers have responded on their behalf.
3. The Event has been analyzed by the buyer and responses are found to be valid.
4. Vendors have been selected for the award process.

Analyze the Event for Responsiveness

Navigation: Sourcing>Maintain Events>Event Workbench

1. Enter the Event ID you wish to analyze.
2. Click Search button.
3. Click the Analyze Bids icon.
4. Review vendors for responsiveness, i.e., all bid factors have been answered correctly.
5. Click Analyze Line link.
6. Click Analyze link.
7. Analyze line for responsiveness, i.e., any and all bid factors have been answered correctly.
8. Bid tabulation results that have been completed off line should be attached to the external bid tab attachment icon bubble.
9. Select bid Action of Award from drop down menu for vendor(s) you wish to receive the Award (can be done at the line or header level).
10. Select percentage to Award to vendor at the header level or,
11. Select Quantity or Amount to Award at the line level.
12. Click OK button.
13. Click Save button.

Award the Event

1. Select "Award Events" from the Go To drop down menu.
2. Review defaulted information for correctness on Award Details page.
3. Enter Award Type, Business Unit, Origin, Terms and Billing Location in the appropriate fields.
4. Un-check Hold from Further Processing check box located at top of page.
5. Click Post Award Button located at bottom of page.
6. Complete PO and/or Contract information.

Need Help on Other Topics?

For additional assistance with Procurement, see all [Quick Reference Guides](#).