

## QUICK REFERENCE GUIDE

### *Closing an Event and Changing the Status*

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## Closing Event Lines

If an event is partially awarded, the status will be Pending Award. If you plan on leaving any remaining portion of the event un-awarded, the status of the event will remain as Pending until the event is closed.

1. **Navigation:** Sourcing, Maintain Events, Event Workbench
2. Locate Event using the search fields
3. Click the **Analyze Bids** icon

Event ID	Name	Format	Type	Unit	Origin	Status
2000000718	RFB for Acquiring ...	Buy	RFX	B2401 236		Pending Award

The **Analyze Total** page will open.

4. Click the **Analyze Line** link to view the lines.
5. View the Line Status - The line status displays whether the line is available for additional award if there is a remaining quantity.
  - a. Open: The line is available to be awarded. The line will remain in this status when the full quantity has not been awarded.
  - b. Closed: The line will remain in this status when line quantity equals event line quantity.

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1		10 X 30 Shed	30191700	EA	1,000.00000	10.0000	0.0000	50.00000	Open	analyze
2		20 X 30 Shed	30191700	EA	1,100.00000	2.0000	2.0000	50.00000	Closed	analyze

6. Identify the line that you wish to close.
7. Select Closed from the drop down list.
8. Repeat Steps 6 and 7 for any additional lines
9. Click **Save**
10. The Analyze Total page will appear. Notice the Status of the event will change to either Awarded or Not Awarded.

- a. If all lines have a status of Closed, and at least a portion of the event has been awarded, the event status is Awarded
- b. If all lines have a status of Closed, and none of the lines have been awarded, the event status is Not Awarded.

Lines that have been closed with a remaining quantity can be reopened by setting the line to Open. The event status will automatically be changed back to Pending Award when the event is saved.