

QUICK REFERENCE GUIDE

Removing Lines from a Pending Award Event

June 26, 2012

Basics

Once a requisition line has been sourced to an event, it may be necessary to remove it when the event has a "Pending Award" status. This status means the event is no longer open for bidding, but it has not yet been fully awarded and a POR (purchase order) has been created for all portions of the event.

Removing a line may be needed when an event was partially awarded to a POR and the remaining line(s) are still available to be sourced but no longer needed.

Once removed, these lines will be available to source to a different event, or to be cancelled to release the pre-encumbrance.

Requirements

1. Requisition has been created and attached to an Event and
2. Some portion of the Event has not been sourced to a POR and
3. The Event Status is Pending Award

Removing Requisition Line(s) Directly from an Event Pending Award

Navigation: Sourcing, Maintain Events, Event Workbench

1. Locate the event from which you wish to release the line(s)

The screenshot shows the 'Event Workbench' interface. At the top, there are search criteria fields for Event ID, Created By, Event Format, Event Type, Event Status, Associated With Plan, From Start Date, From End Date, To Start Date, To End Date, Category, Rem ID, Description, Plan Name, and Origin. There are also checkboxes for 'Only show Events I created', 'Only show Active Events', and 'Use my search defaults', along with a 'Search' button. Below the search criteria is a 'Legend' section. The main part of the screenshot is a 'Search Results' table with columns: Event ID, Name, Format, Type, Unit, Origin, and Status. The table contains three rows of data. The third row is highlighted with a red border, indicating it is the selected event.

Event ID	Name	Format	Type	Unit	Origin	Status
2000000280	Sell Event - Autom...	Sell	RFx	B1401	162	11/30/2012 04:12 PM CST
2000000279	TEst issue 2680 in...	Buy	RFx	B0401	103	Event Completed
2000000278	EC-Test MTK issue ...	Buy	RFx	B0401	110	Pending Award

2. Click on the analyze bid icon for the event

Analyze Total

Analyze Total [Analyze Line](#) External Bid Tab

Business Unit: B0401 Origin: 110 Event ID: 2000000278 Round: 1 Version: 1 Event Name: EC-Test MTK issue 3401

Event Format: Buy Event Type: RFx Currency: USD End Date: 06/11/2012 3:19PM CDT Status: Pending Award

Make Tabulation Public Go To:

Bid Analysis and Display Options

Analysis

Bidder Name	EPPENDORF NORTH AMERICA INC	BRINKMANN INSTRUMENTS INC
	Non Public/Trade Secrets	Non Public/Trade Secrets
Event Version Responded To:	1	1
Bid Number:	1	1
Total Bid Amount:	999.0000	999.9900

3. Click on the **Analyze Line** link

Analyze Line

[Analyze Total](#) Analyze Line

Business Unit: B0401 Origin: 110 Event ID: 2000000278 Round: 1 Version: 1 Event Name: EC-Test MTK issue 3401

Event Format: Buy Event Type: RFx Currency: USD End Date: 06/11/2012 3:19PM CDT Status: Pending Award Go To:

Line	Item ID	Description	Category	UOM	Start Price	Requested Qty	Qty Awarded	Weighting	Line Status	Analyze
1		EC-Test MTK issue 3401	81141802	EA	1,000.00000	1,0000	1,0000	100.00000	Open	Analyze

4. For the line(s) you wish to release, change the line(s) that have a status of open, to a status of **closed**
5. Click the **Save** button