

## QUICK REFERENCE GUIDE

February 20, 2024

### Add Comments and Attachments Prior to Award Completion

Agencies may need to add comments or attachments to an event after the End Date and Time has passed and before award completion.

- The event must be in a status of “Pending Award” or “Event Completed” in order to add comments and attachments prior to award completion.
- Add these comments and attachments on the Go To drop down menu on the Analyze Total page of an event.

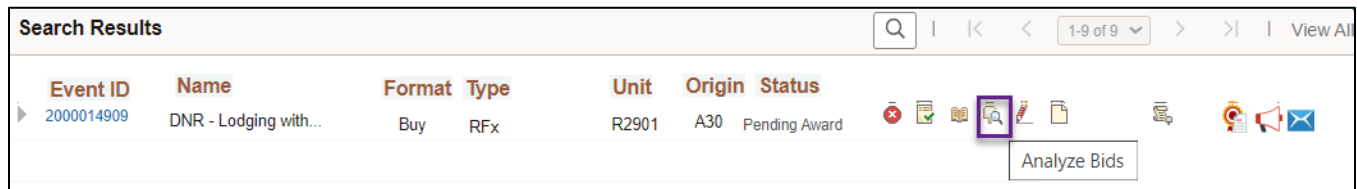
This guide provides steps to add comments and attachments using the Analyze Total page of an event.

#### Step 1: Locate an event using the Event Workbench

1. Navigate to the **Event Workbench** page.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page defaults.
<b>WorkCenter</b>	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left menu, Sourcing, Event Workbench page.

2. On the Event Workbench page, enter search criteria and then select the **Search** button.
3. SWIFT displays the event on the Search Results section. Select the **Analyze Bids** icon for that event.



#### Step 2: Update the event

1. SWIFT displays the Analyze Total page for that event. On the top of the page, press the **Go To** drop down menu and highlight the “Event Attachments/Comments” option.

The screenshot shows the SWIFT interface for event R2901. The event details include Event ID 2000014909, Event Format A30, Event Type 2000014909, Currency USD, and End Date 10/05/2023 2:00PM CDT. The status is Pending Award. A dropdown menu is open, showing options like 'Analyze Export', 'Associate Planning Task', and 'Event Comments and Attachments', which is highlighted with a purple box. Other options include 'Invite Collaborators', 'Notice of Award', and 'Notice of Intent to Award'.

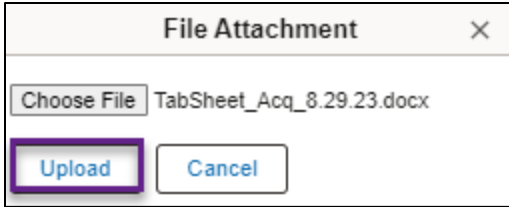
2. SWIFT opens up the Event Comments and Attachments page. On the Enter Comments section, enter comments.
  - a. Consider if you want the bidder to see the comment. If so, check the Send to Bidder box.
  - b. You can add multiple comments using the plus button.
3. If you wish to add an attachment, select the **Add Attachment** button.

The screenshot shows the 'Event Comments and Attachments' page for Event ID 2000014909. The 'Enter Comments' section is active, showing a text area with the following text: 'Responder, please review all attachments and complete Responders Declaration (labeled Solicitation Attachments) and upload back into SWIFT. If problems arise, please contact the buyer by email at @state.mn.us before the due date/time. The complete specifications for this lodging will be found in the attachment titled Sample Contract within section Exhibit C. Bidder should review attachments in this order:'. Below the text area, there are checkboxes for 'Send To Bidder' (checked) and 'Include On Award'. A purple box highlights the 'Add Attachment' button at the bottom left.

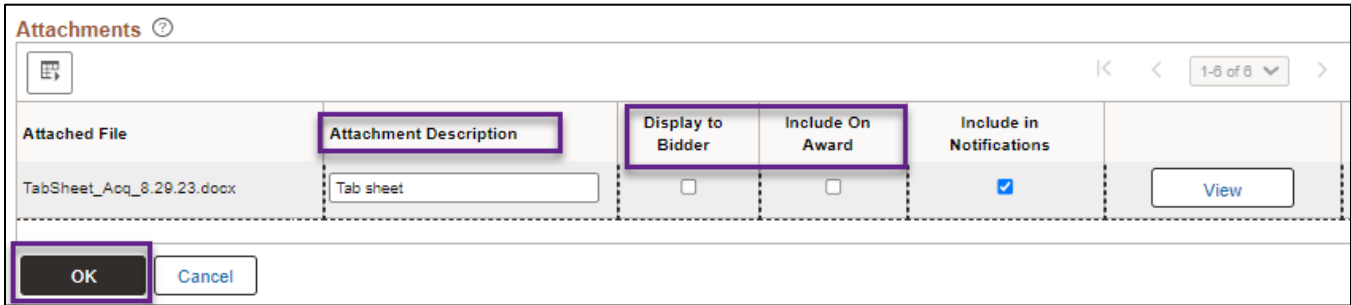
4. SWIFT displays the File Attachment window.
  - a. Select the **Choose File** button.

The screenshot shows a 'File Attachment' dialog box with a close button (X) in the top right corner. The text 'No file chosen' is displayed next to a 'Choose File' button, which is highlighted with a purple box. Below the 'Choose File' button are 'Upload' and 'Cancel' buttons.

- b. SWIFT opens up your desktop. Select a file to enter. After you choose a file, press the **Upload** button.



5. SWIFT returns you to the Event Comments and Attachments page.
  - a. Add an **Attachment Description**.
  - b. Decide if you want to display it to bidders or include on notifications.
  - c. Then, select **OK**.



### Step 3: Save and process the event

1. SWIFT returns you to the Analyze Total page. On the bottom of the page, press the **Save** button.
2. Continue to process the event.