

QUICK REFERENCE GUIDE

September 15, 2025

Create an Event

The Strategic Sourcing module allows buyers to solicit the purchase of goods/services from suppliers, in compliance with state statutes and policies. A solicitation requests formal responses from suppliers interested in providing goods/services to the State.

This Quick Reference Guide explains the steps required to create an event in the Strategic Sourcing (SS) module in SWIFT. Buyers can create events to purchase goods and/or services from suppliers. Some of the fields for each step may vary, depending on the type of event.

At the end of this Quick Reference Guide, you will find an Appendix describing fields in the Event Summary and Event Settings and Options pages.

Step 1: Create an event in SWIFT and configure the line items

Part 1: Create a new event in SWIFT

1. Navigate to the **Create Events** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Create Event. The Create Events page defaults.

2. On the **Add a New Value** tab, enter information in the following fields.

Required fields are marked with an asterisk (*).

Field Name	Field Description
* Business Unit	The agency responsible for the event.
* Origin	The area in the agency responsible for the event.
* Event Format	Buy. Used to create Request for Bid (RFB) and Request for Proposal (RFP). If you are creating a Request for Information (RFI), select the RFI option.
Event Type	RFx. The default setting is “Request For ...”. Do not use Auction.

NOTE: If you are creating a **Request for Information (RFI)** event, use “RFI” in the Event Format field and select it as a Procurement type in the header on the Event Summary page.

3. Press the **Add** button.

The screenshot shows a web form titled "Create Events" with a sub-header "Add a New Value". The form contains several input fields and dropdown menus. Fields marked with an asterisk (*) are highlighted with a purple box: *Business Unit (text input with "G1001" and a search icon), *Origin (text input with "5" and a search icon), *Event Format (dropdown menu with "Buy" selected), and *Event Type (dropdown menu with "RFx" selected). Other fields include *Event ID (text input with "NEXT"), Event Round (text input with "1"), Event Version (text input with "1"), and Proxy Bidding (Auctions Only) (dropdown menu with "Disabled" selected). An "Add" button is located at the bottom left of the form.

Part 2: Add the event to SWIFT

1. The Event Summary page displays. Enter information in the following header fields.

Required fields are marked with an asterisk (*).

Field Name	Field Description
* Procurement Type	The type of procurement, such as ALP RFB (Authority for Local Purchase Request for Bid). View the appendix for the options.
* Event Name	The name of the event, such as MMB RFB Conference Room Chair.
Description	Add a detailed description of the event. For example: MMB RFB MityLite Tables & Chairs. This event is for MityLite Tables and Chairs. See the line items for specifications or any approved equal substitutes. THIS IS A FORMAL EVENT/SOLICITATION. Responders must submit their bids on the Supplier Portal. No non-electronic or e-mail responses will be

Field Name	Field Description
	<p>accepted. The response must be submitted no later than the date and time called for in the Finish Time in the Event Details.</p> <p>Your bid is not submitted until you select the 'Submit Bid' button. You will receive a confirmation message when your bid has been submitted. Print and save your confirmation.</p> <p>SWIFT CONTRACTOR ASSISTANCE HELPDESK. Contractors needing help with registration and/or completing their response to this Event in the Supplier Portal may contact the Contractor Assistance Helpdesk: 651.201.8100, Option 1.</p> <p>If your response does not comply with the solicitation requirements, it will be rejected. MMB will award the event to the lowest responsible bidder that meets the specifications and all terms and conditions. The State of Minnesota reserves the right to award items separately, by grouping items, or by total, whichever is deemed most advantageous to the State.</p> <p>Thank you for your interest and participation.</p> <p>Note: Suppliers who are registered only as bidders must register as suppliers before being awarded an event.</p>
<p>* Preview Date</p>	<p>Date when bidders will be able to preview the event on the Supplier Portal.</p> <p>Note: The Office of State Procurement (OSP) recommends keeping the Preview Date and the Start Date as the same date.</p>
<p>* Start Date</p>	<p>Date when bidders will be able to submit bids for the event on the Supplier Portal.</p>
<p>* End Date</p>	<p>Date when the event will close on SWIFT and no longer be open for bidding.</p> <p>Note: The End Date defaults to seven calendar days after the Preview Date and Start Date. You may need to extend that date for a longer period, depending on ALP requirements related to the Procurement Type and the time needed for event approval.</p>

Event Summary

Business Unit G1001 Event ID NEXT Round 1 Version 1 Event Format Buy

Origin 509 Accounting Services

Event Type RFX [Change to Auction](#)

Event Status Open Time Zone CST

*Procurement Type ALP RFB

*Event Name MMB RFB Conference Room Chair

Description Note: Suppliers who are registered only as bidders must register as suppliers before being awarded an event.

Preview Date 01/13/2024 Time 7:01AM

Start Date 01/13/2024 Time 7:01AM

End Date 01/20/2024 Time 7:01AM

Copy From

Part 3: Add a line item to the event

NOTE: RFIs do not have lines. This step will not apply to RFI events.

1. As an option, you can create an event with a large number of lines using the “Copy from Delimited File” option. See the [Create and Event by Uploading a Delimited File](#) Quick Reference Guide.
2. Under the Configure Line Items section, select the **Line Items** link.

an event.

Copy From

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options Payment Terms and Contact Info
Event Comments and Attachments Event Constraints
Event Header Bid Factors

Step 2: Configure Line Items
Create line listings for this event.

* Line Items Item Line Defaults

3. The Line Items page displays. Under the **Basic Definition** tab, enter line item information in the following fields.

Required fields are marked with an asterisk (*).

Field Name	Field Description
* Description	Description of the good/service being purchased, such as “Conference Room Chair.”
* Category	United Nations Standard Products and Services (UNSPSC) code for the type of good/service being purchased. For example, 56101500 (Furniture). This code is used for reporting spending information and determines which bidders receive automatic notification of the event.

Field Name	Field Description
* UOM	Unit of Measure, such as “EA” is for each.
* Qty	Quantity of the goods or services being purchased, such as “1.”
* Start Price	Estimate of the price for the goods/services. This estimate is for internal purposes only and is never visible to suppliers. Enter an amount that is realistic for the purchase, such as 100.

Line Items

Basic Definition Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price
1		Conference rooms chairs	56101500	EA	20	500,0000

4. Select the **Advanced Definition** tab and select the **Details** link to open the Line Details page.

Advanced Definition

Item ID	Description	Bidder Display Seq #	Item SetID	Belongs to or Contains	Details	Bid Factors
	Conference rooms chairs	1	SHARE		Details	Bid Factors

5. On the **Line Details** page, enter line item information in the following fields.

Required fields are marked with an asterisk (*).

Field Name	Field Description
* Ship To	This is a required field. It is the Location where the goods are delivered or the service is provided. If you don’t enter the Ship To value, you will get an error message when you are trying to award the event.
Due Date	This is when the good or service is needed. SWIFT defaults in a date that is visible to suppliers bidding on the event and should be updated to the actual need date. This can be updated as needed on the PO or Contract that is awarded from the event.
Ship Via	This is an optional field. It is how you would like the goods/services to be delivered, such as “Best Way.”

Line Details

GoTo Line: 1 - Conference rooms chairs

Event ID: NEXT

Line: 1

Item ID:

Description: Conference rooms chairs
 Item Biddable Only If Grouped

Requested Quantity: 20.0000

Start Price: 500.0000

Physical Nature: Physical Goods

Shipping Information

Schedule: 1

Quantity: 20.0000

Ship Via: [Search]

Due Date: 01/25/2024

Ship To: B104THFL00

Freight Terms: [Search]

Ship From: [Search]

> Bid Parameters
 > Item Specification
 > Line Image

< Return to Event Lines Page

6. At the bottom of the page, select the **Return to Event Lines Page** link.
7. Add additional lines for each additional good or service that needs to be purchased. As a best practice, create as many lines as you will need on a purchase order or supplier contract.
 - a. Select the **+** at the end of the line. You will receive a pop up asking how many lines you would like to add. Enter the number of additional lines you need to create and select the **OK** button.
 - b. Repeat steps above to populate the information.
 - c. Select the **Return to Event Overview** link to go back to the Event Summary page.

Line Items

Basic Definition | Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
1	[Search]	Conference rooms chairs	56101500	EA	20.0000	500.0000	\$10,000.00	0.00000

Event Total: 10000.0000 USD

Line Weighting Total: 0 % Remaining Weight: 100%

Group Selected Lines: [Dropdown] [OK]

< Return to Event Overview

GoTo: [Dropdown] [Go]

Part 4: Save the line item(s)

1. Go to the bottom of the page and select the **Save Event** button.

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.
[* Bidder Invitations](#)

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.
[Event Collaborators](#)

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

- SWIFT will generate an identification number for the event, which will appear in the Event ID field in the header. Make sure to record the Event ID.

Create an Event

Event Summary

Business Unit	G1001	Event ID	2000014653	Round	1	Version	1	Event Format	Buy
		Origin	509						Accounting Services

Step 2: Define the Event Basics

When creating an event, you may need to change Event Settings and Options, enter bid factors, and add comments or attachments.

Part 1: Review Event Settings and Options

- In the Define Event Basics section, select the **Event Settings and Options** link.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

[Event Comments and Attachments](#)
[Event Constraints](#)

[Event Header Bid Factors](#)

- The Event Settings and Options page displays.
 - The defaulted settings do not need to be updated unless there is a business reason to change them.
 - Bid Required On All Lines:** Check mark this box to require bidders to bid on all lines of the event.
 - Multiple Bids Allowed:** If checked, bidders can submit multiple bids on an event.
 - The **NOA (Notice of Award)** and **NOIA (Notice of Intent to Award)** default as checked. However, these notifications are not sent automatically. If you do not wish to use the NOA or NOIA process, don't select the option during the award process.

iii. You can change defaults by checking the boxes that apply to the event.

Event Settings and Options

Business Unit R2901 Event ID NEXT Round 1 Version 1 Event Format RFI

<input type="checkbox"/> Create PDF on Event Post <input type="checkbox"/> Allow Bidder XML Downloads <input checked="" type="checkbox"/> Bid Required On All Lines <input checked="" type="checkbox"/> Multiple Bids Allowed <input type="checkbox"/> Allow Edit of Posted Bids <input type="checkbox"/> Do Not Use Best Bids on New Rounds <input type="checkbox"/> Display Bid Factor Ideal Value <input type="checkbox"/> Allow Send NOIA Notification	Round/Version Display Display Round and Version <input type="checkbox"/> Score RFI <input type="checkbox"/> Display Bid Factor Weightings <input checked="" type="checkbox"/> Display Bid Factor Best/Worst *NOIA Report Template AUC_NOIA_1 Q <input checked="" type="checkbox"/> Award Only after Notice End *Award Template AUC_NOA_1 Q *Non-Award Template AUC_NONA_1 Q
Notification to be Sent Only Responded Bidders v <input checked="" type="checkbox"/> Allow Send NOA Notification Notification To be Sent Only Awarded Bidders v	

iv. At the bottom of the page, save any changes. Select the **Return to Event Overview** link to return to the Event Summary page.

Part 2: Add Event Comments and Attachments

1. Use the most current version of the required documents to attach to the event you are creating from the Office of State Procurement’s (OSP) website. Complete them before you need to attach them to the event.
 - **For Acquisitions**, you can find the contact information and the required documents on the OSP Acquisitions/Purchasing Forms webpage.
<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/>
 - **For Professional/Technical services**, you can find the contact information and the required documents on the OSP Professional/Technical Forms webpage.
<https://mn.gov/admin/osp/government/professionatechnicalcontracts/>

If you have questions about what forms to attach, please contact the Office of State Procurement Helpline via phone or email.

- Phone: 651.296.2600
- Email: osphelp.line@state.mn.us

2. Select the **Event Comments and Attachments** link.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

* Event Settings and Options Event Comments and Attachments Event Header Bid Factors Add an RFx Document	Payment Terms and Contact Info Event Constraints
--	---

3. The Events Comments and Attachments page displays. Use the **Comments** field to enter instructions for the bidders. Here is an example.

****ATTENTION BIDDERS****

You must submit all responses electronically through the SWIFT portal. See line items for specifications. MMB does not accept email or faxed responses. Please be aware there may be attachments included in this event. The supplier is responsible for reviewing all attachments, including the Event Details and the Responders Declarations Documents.

- a. Select the **Send To Bidder** checkbox.
- b. Select the **Add Attachment** button.

Create an Event

Event Comments and Attachments

Event ID 2000014653

Enter Comments ⓘ

1 of 1 | View All

Comments:

****ATTENTION BIDDERS****
You must submit all responses electronically through the SWIFT portal. See line items for specifications. MMB does not accept email or faxed responses. Please be aware there may be attachments included in this event. The supplier is responsible for reviewing all attachments, including the Event Details and the Responders Declarations Documents.

Send To Bidder Include On Award [Standard Comments](#)

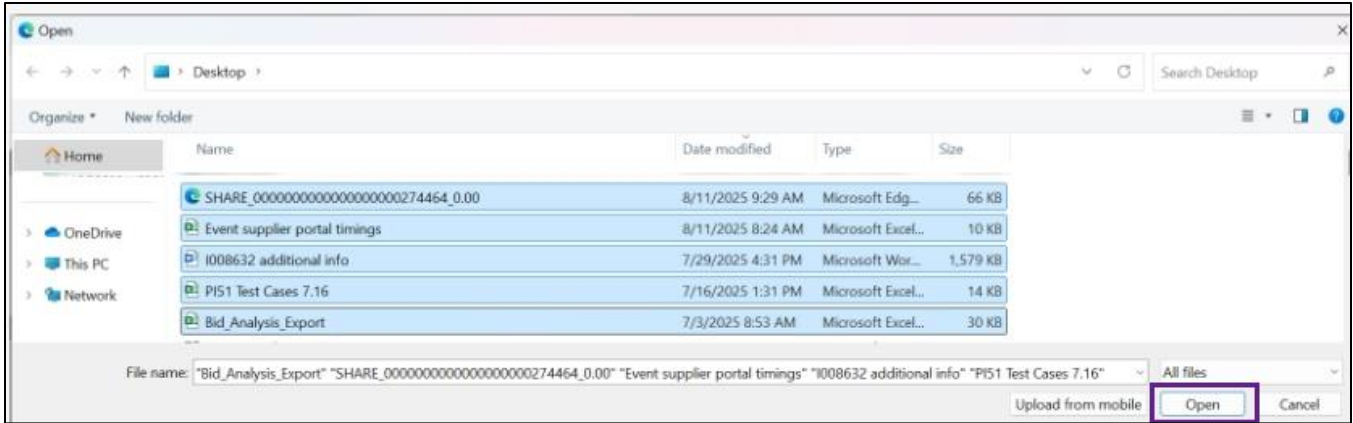
[Add Attachment](#)

OK Cancel Refresh

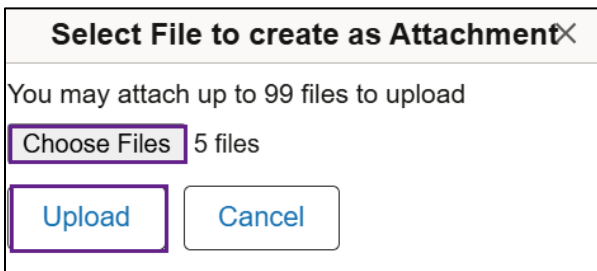
4. When the **Select File to create as Attachment** window opens, press the **Choose Files** button.
 - a. You may attach up to 99 files at the same time, rather than selecting each one and adding them individually. Make sure to organize your files in a row in your desktop.

NOTE: there is a limit on attachments of 25 MB combined. If you exceed that limit, SWIFT blocks the emails and the invitations will not be sent.

- b. Use the **Shift** key to highlight the set of files you want to add, then press the **Open** button.



c. The number of selected files will now show in the window. Select the **Upload** button to attach.



d. SWIFT loads the attachments.

5. In the Attachments section, update these fields.

- a. Enter a short **description** for each document. Do not use special characters in the description.
- b. Make sure to check the **Display to Bidder** and **Include in Notification** boxes for each attachment.

Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
SS1_Create_save_post_event_notes_7.10.25.docx	Requirement 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
alprfb_1_7.3.24.docx	Requirement 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
alprfb-samplecontractandexhibits_3_fy23.docx	Requirement 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
alprfb-attachments_2_6.27.23.docx	Requirement 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View
SS1_Create_save_post_event_notes_5.2.24.docx	Requirement 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View

OK Cancel Refresh

c. Press **OK** to return to the Event Summary.

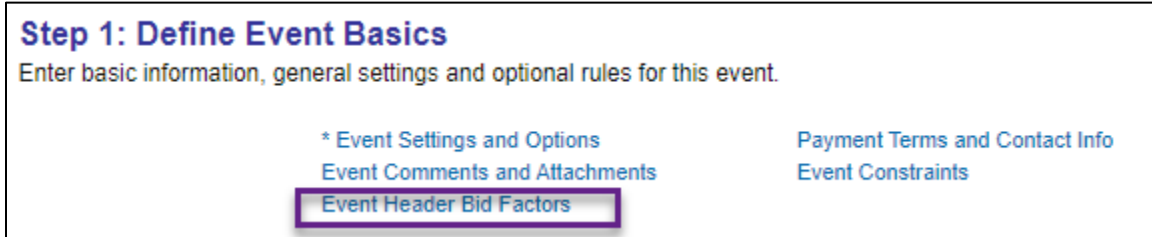
6. Select the **Save Event** button at the bottom of the page.

Part 3: Review Event Header Bid Factors

Bid factors are the questions or SWIFT criteria the buyer needs answered to properly evaluate the bidder’s response. All documents that suppliers attach to their event response will become public data viewable on the

Supplier Portal. As a best practice, inform bidders not to attach proprietary or trade secret data related to events in the Supplier Portal.

1. In the Define Event Basics section, select the **Event Header Bid Factors** link.



2. Event Bid Factors will display. Review this page to make sure the default bid factors appear. Note that you do not need to change any of these defaulted bid factors.
 - To add a new bid factor or delete a bid factor, press the **Add a New Row (+)** or **Delete Row (-)** buttons. Use the lookup on the Bid Factor field to select a Bid Factor from the list.
 - The combined weightings must be “100.” Make sure one of the bid factors has a weighting of “100.”



3. Save any changes. Select the **Return to Event Overview** link to return to the Event Summary page.

Step 3: Invite bidders to the event

Suppliers and bidders register for Category Codes in their Supplier Portal account. After the event is approved, SWIFT will send interest notifications to active suppliers who registered for the Category Code(s) you selected in the Line Items section.

You can also invite suppliers and bidders registered in SWIFT to bid on the event. The email invitation will include the event bid package and attachments.

When searching for bidders and suppliers to invite, review the search results before adding bidders/suppliers to the invitation list. Be mindful not to send invitations to bidders/suppliers that cannot realistically provide the good or service, as these emails eventually look like spam to the bidder/supplier.

Part 1: Search for bidders

1. On the Event Summary page, select the **Bidder Invitations** link.

Step 3: Select Bidders to Invite
 Send out targeted invitations to this event, designate it as a public event, or both.

[* Bidder Invitations](#)

2. The Invite Bidders page displays.
 - a. Make sure the **Public Event** box is checked to ensure the event is public. Do not uncheck this box unless the event is for private invitations only.
 - b. **Important:** events must either be marked “Public” or have at least one bidder invited. Bidders who were not invited to an event that is “Public” can still respond to the event on the Supplier Portal.
 - c. As a best practice, send an invitation to yourself so you can receive the event invitation email including the bid packet.
 - i. On the PUBLIC_AUC row, go to the right and select the **Details** icon.

Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	*Dispatch Method	Invite Status	Renotify	
<input checked="" type="checkbox"/>	PUBLIC_AUC	Public		1	This is a Public Event	Email	—	<input type="checkbox"/>	

- ii. The Public Event Contacts window opens. Enter your name and Email ID.
- iii. You can add additional contact names and email addresses using the + sign at the end of the row and entering the information.
- iv. Select **OK** when finished.

Public Event Contacts

Setid SHARE Bidder ID PUBLIC_AUC

Public Event Contacts

Contact	Contact Name	Email ID	
1		@state.mn.us	<input type="checkbox"/>

OK Cancel Refresh

- d. As an option, you can send the bid package to individuals who are not yet registered as a bidder or supplier with the State of Minnesota.
 - i. You can add them individually in the PUBLIC_AUC section above, or you can add multiple users using a CSV file.
 - ii. Use Excel to create a CSV file that has two columns: Contact Name and Email Address. Do not use a header or label row.
 - iii. At the bottom of the page, select the **Upload Contacts from file** button.

Search for Bidders Dispatch Lines

[< Return to Event Overview](#)

- iv. Choose the file and select the **Upload** button. A new row called UPLOAD_AUC will be created on the Invite Bidders page that includes all the emails from the file.

Invite Bidders

Business Unit R2901 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX

Public Event

Bidder Invitation List

Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	Category	Diversity	*Dispatch Method	
<input type="checkbox"/>	PUBLIC_AUC	Public		1	This is a Public Event			Email	
<input type="checkbox"/>	UPLOAD_AUC	Uploaded		1	Uploaded Contacts			Email	

Search for Bidders Dispatch Lines Save Bidders as Group

3. You can search for bidders and suppliers who are registered in SWIFT by Name/Company, TG/ED/VO classification, or Category Criteria. Select the **Search for Bidders** link.

Create an Event

Invite Bidders

Business Unit R2901 Event ID NEXT Round 1 Version 1 Event Format Buy Event

Public Event

Bidder Invitation List

Select	Bidder ID↑	Bidder Type	Status	Location	Bidder Company	*Dispac
<input type="checkbox"/>	PUBLIC_AUC	Public		1	This is a Public Event	Email

[Search for Bidders](#) Dispatch Lines Save Bidders as Group

4. The Bidder Search window displays. Enter information in the **Search Criteria** fields to search for bidders to invite. The most common search criteria are company name or Category Code.
 - a. **Search by Company Name or TG, ED, VO bidders.**
 - In the Bidder Type field, select “Bidder and Supplier” from the drop-down list.
 - In the Name field, select the **Look Up** icon, change the dropdown from “begins with” to “contains”, enter the name of the bidder in the Name field, and press the Search button.
 - You can also search by selecting Targeted (TG), Economically Disadvantaged (ED), or Veteran Owned (VO) boxes. You must select each box separately.
 - Select the bidder from the **Search** Results.
 - Press the **Search** button. In the Search Results, the bidder name and active contacts for each bidder are listed.

Return to Invite Bidders Cancel

Select All Deselect All

Search Results

Bidder ID↑	Bidder Type	Status	Location	Contact Name	Contact Information	Bidder Company	Location Address	Open for Ordering	Invite
1 0000196344	Supplier	Approved	001		Contact Information			Yes	<input type="checkbox"/>
2 0000197733	Supplier	Approved	001		Contact Information			Yes	<input type="checkbox"/>
3 0000278807	Supplier	Approved	001		Contact Information			Yes	<input type="checkbox"/>
4 0000975945	Supplier	Approved	001		Contact Information			Yes	<input type="checkbox"/>
5 0000998443	Supplier	Approved	001		Contact Information			Yes	<input type="checkbox"/>

3. In the Bidder Invitation List, select the **Details** icon for the contact.

Invite Bidders

Business Unit G1001 Event ID 2000014653 Round 1 Version 1 Event Format Buy Event Type RFx

Public Event

Bidder Invitation List

Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	*Dispatch Method		
<input type="checkbox"/>	PUBLIC_AUC	Public		1	This is a Public Event	Email		
<input type="checkbox"/>	0000192556	Supplier	Approved	001	COOPERS OFFICE SUPPLY INC	Email		
<input type="checkbox"/>	0000195167	Supplier	Approved	001	HERMAN MILLER INC P	Email		
<input type="checkbox"/>	0000192784	Supplier	Approved	001	SMART DELIVERY SERVICE INC	Email		

- If more than one contact was invited, select the **Show Next** arrow button to see each of the invited contacts.
- You can also select the **View All** link to see a list of all invited contacts for this bidder.

Bidder Details

Setid SHARE Bidder ID [redacted]
Bidder Type Supplier Location 032

Bidder Contact Info

1 of 4 View All

*Contact Seq Num [redacted]
Name [redacted]
Email Swift.Testing@state.mn.us
*Address [redacted]
Address 1 [redacted]
Address 2 [redacted]
Address 3 [redacted]
City MPLS County HENNEPIN
State MN Postal [redacted] Country USA

OK Cancel Refresh

c. Press the **OK** button to return to the Bidder Invitation List.

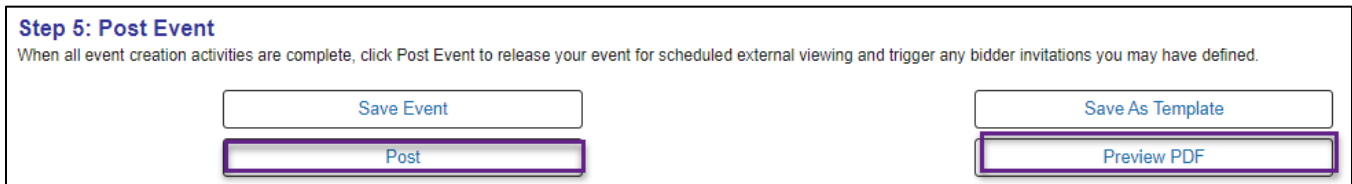
- Press the **Save Event Changes** button.
- Select the **Return to Event Overview** link.

Step 4: Post and approve the event

Part 1: Save the event

1. On the Event Summary page, confirm the **start** and **end dates/times** and update other event information as needed.
2. Select the **Save Event** button.

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.



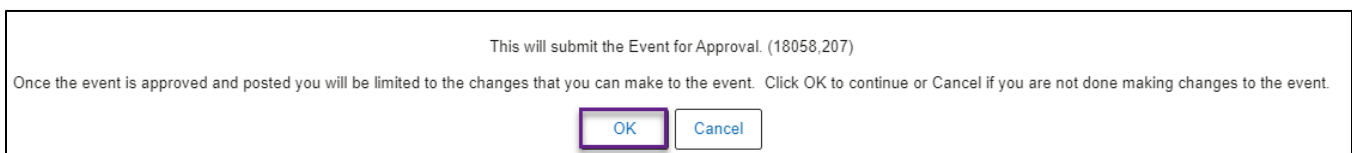
3. Before posting the event, you can preview the event using the **Preview PDF** button. Plan enough time for any approvals to be completed before the Start and End Dates have passed.
 - a. If you wish to preview the event, you can press the **Preview PDF** button.
 - b. A message box will appear asking if you'd like to create a PDF to preview the event and receive it via email. Press **Yes** to continue.
 - c. SWIFT will send an automatic email with a PDF attachment. Open the email to preview the event in PDF format.

Part 2: Post the event on SWIFT

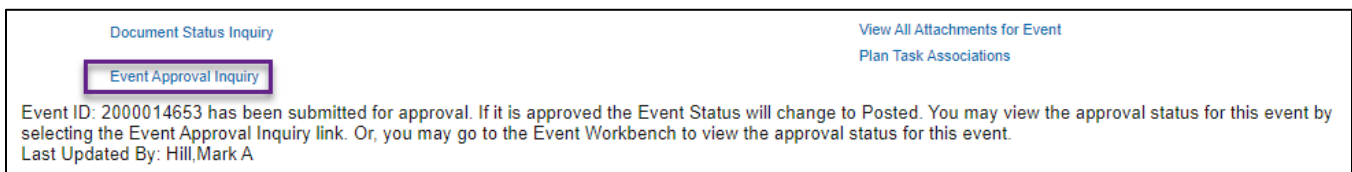
1. Select the **Post** button.
2. A message will appear confirming that you are submitting the event for review and approval. Press OK.

This will submit the Event for Approval. (18058,207)

Once the event is approved and posted you will be limited to the changes that you can make to the event. Click OK to continue or Cancel if you are not done making changes to the event.



3. A confirmation message will display at the bottom of the page stating that the event has been submitted for approval.



Document Status Inquiry

Event Approval Inquiry

View All Attachments for Event

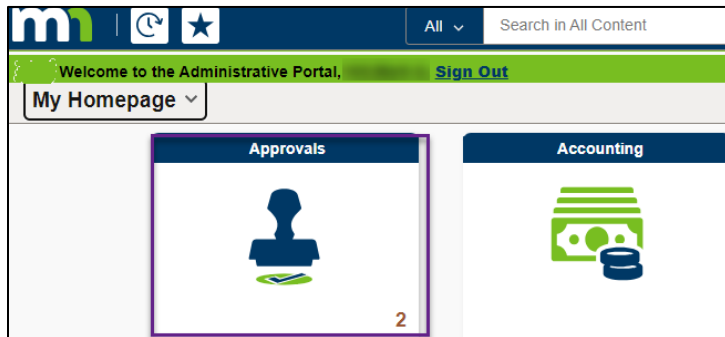
Plan Task Associations

Event ID: 2000014653 has been submitted for approval. If it is approved the Event Status will change to Posted. You may view the approval status for this event by selecting the Event Approval Inquiry link. Or, you may go to the Event Workbench to view the approval status for this event.
Last Updated By: Hill, Mark A

- a. If multiple levels of approval are required, you can select the **Event Approval Inquiry** link to open the Approval Status page.
- b. On the **Approval Status** page, you can see the workflow and status of the approval process.

Part 3: Approve the event

1. All events will route back to you, the event creator, as the final approver. Before you approve the event, you may need to update the **End Date** to make sure that the event remains open for the required amount of time, as per ALP requirements.
2. Approve the event on SWIFT by navigating to the Approvals tile in the Administrative Portal. Select the event, review it for accuracy, and submit the event for approval.



After posting the event, SWIFT sends an email invitation to invited bidders that includes event attachments. SWIFT also sends an interest notification to suppliers/bidders who have registered interest in the Category Code(s) used on the event lines.

Appendix

Required fields are marked with an asterisk (*).

Fields in the Event Summary page

7. Field Name	Field Description
* Procurement Type	<p>Type of procurement used for reporting purposes.</p> <ul style="list-style-type: none"> • RFB: A request for bid (RFB) is a solicitation in which the terms, conditions, and specifications are described, and responses are not subject to negotiation. Commonly used by agencies for creating events. • RFI: A request for information (RFI) is a type of solicitation whose purpose is to collect written information about a potential project. It is not a formal solicitation and does not result in an award. Rarely used by agencies for creating events. • RFP: A request for proposal (RFP) is a solicitation which describes the needs of the project and asks for proposed solutions from vendors. The method by which the project is completed by the selected vendor, terms and conditions, and pricing may be subject to negotiation. Commonly used by agencies for creating events. • ALP RFB: Used by agency buyers for creating RFB requests for goods and services. • Acquisition One Time Buy RFB: Used only by the Office of State Procurement (OSP). • ACQ RFB: Used only by OSP. • ACQ RFI: Used only by OSP. • ACQ RFP: Used only by OSP. • Outgoing Grant RFI: Used for creating RFI requests for outgoing grants. • Outgoing Grant RFP: Used for creating RFP requests for outgoing grants. • PT Delegated Authority RFP: Used for creating RFP requests where agencies have authority to bypass workflow processes. • Professional Tech/Services RFI: Used for creating RFI requests for PT services. • Professional Tech/Services RFP: Used for creating RFP requests for PT services.
* Event Name	<p>Short description of the purpose for the solicitation and goods or services needed. It is displayed on the Event Workbench and is viewable to bidders on the Supplier Portal.</p>

7. Field Name	Field Description
* Start Date/Time	Date and time after which bidders can submit event responses.
* Description	Overall description of the event and any other pertinent information potential bidders may need to know. The field length is unlimited. Use it to make it clear to bidders what they need to provide to the agency on bids.
* Preview Date/Time	Date and time that bidders can review the event before it is officially open for responses. IMPORTANT! Do not try to delete these fields.
* End Date/Time	Date and time the event will close and SWIFT will not accept any further electronic proposals.
Copy from	<p>Event or line details can be copied into the event using the Copy From field.</p> <ul style="list-style-type: none"> • Delimited File: You can import event line information from a spreadsheet to an event and avoid manually entering line information. • Item Master: Not used in SWIFT. • Request For Information: Copy information from an existing RFI. • Requisition: Copy lines from an existing requisition. Copying the requisition lines will link the requisition to the event. • Sourcing Event: Copy details from an existing event. • Sourcing Template: Copy details from an existing event template.

Fields in the Event Settings and Options page

The Office of State Procurement determines the default values for Event Settings and Options. Most of these values cannot be changed, with the exceptions noted. These are the only fields you can update.

Field Name	Field Description
Bid Required on All Lines Checkbox	Select this checkbox if you require bidders to bid on all lines of the event. If checked, bidders will not be able to submit their response without entering a bid on each line of the event.
Multiple Bids Allowed Checkbox	Defaults as not checked. If checked, bidders can submit multiple, simultaneous bids (also known as alternative bids). If unchecked, bidders can only submit one bid on an event.
Do Not Use Best Bids on New Rounds Checkbox	Leave as not checked.