

QUICK REFERENCE GUIDE

Updated November 1, 2019

Edit a Posted Event

Sometimes you create an event but do not have all of the needed information when you created it. If you save an event but did not send it through approvals or post it, you can edit most of it. Once posted, you can edit some items on an event up to the event *End Date* and *Time*.

Use the **Edit Event** functionality in the **Event Workbench** page for minor changes to a posted event. This guide describes the steps to edit a posted event in SWIFT's Strategic Sourcing module.

Items you can update after posting:

- Change Start Date/Time
 - **NOTE:** This can only be edited if the Start Date and Time is in the future.
- Change End Date/Time
- Event Description
 - Some checkboxes on the Event Settings and Options page
- Add attachments
- Change verbiage on bid factors
 - Use caution in changing verbiage if bidders have already placed bids

Items you cannot update after posting:

- Preview (already completed)
- Add or delete line items
- Add or delete bid factors

IMPORTANT! Do not select the **Save Event Changes** button until completely finished making all changes to the event. Each time you select **Save Event Changes**, SWIFT notifies the supplier(s) of the change.

Steps to complete:

- Step 1: Locate the event in the Event Workbench
- Step 2: Edit the event using the Modify an Event page

Steps to edit a posted event

Step 1: Locate an event using the Event Workbench

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

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.
WorkCenter	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 **Edit** icon (e.g., pencil).

Event Workbench

▼ Search Criteria

Business Unit

Event ID From Start Date To Start Date

Created By From End Date To End Date

Event Format Category

Event Type Item ID

Event Status Description

Associated With Plan Origin Plan Name

Sort With Sort Order

Only show Events I created
 Only show Active Events
 Use my search defaults

Default Search Preferences

► Legend

Search Results 1-1 of 1 | View All

Event ID	Name	Format	Type	Unit	Origin	Status
2000008819	Test event	Buy	RFx	R2901	A18	Event Completed

Step 2: Edit the posted event using the Modify an Event page

SWIFT displays the **Modify an Event** page.

Modify an Event

Event Summary

Business Unit	R2901	Event ID	2000008819	Round	1	Version	1	Event Format	Buy
		Origin	A18						ENF R3 CEN Region

1. Modify the event as needed. You can make changes in these areas on a posted event.
 - *Description* on the header
 - *Start and End dates*, as long as the *Start Date and Time* has not already passed
 - **Event Settings and Options** link
 - Add **Comments and Attachments** at both the header and line levels
 - Change the language to a bid factor
 - Add, delete, and re-notify suppliers

2. Verify whether you should notify previously invited bidders about the change. 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](#)

- On the **Invite Bidders** page, check or uncheck the **Renotify** box as appropriate.

Invite Bidders

Business Unit R2901 Event ID 2000008819 Round 1 Version 1 Event Format Buy Event Type RFX

Public Event

Bidder Invitation List ⓘ

1-5 of 5 | View All

Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method	Invite Status	Renotify		
<input type="checkbox"/>	0000192549	Supplier	001	HIAWATHA REDDY RENTS	Email	---	<input checked="" type="checkbox"/>		

- Save the edits.

IMPORTANT: Do not select the **Save Event Changes** button until you are completely finished making changes to the event. Each time you select **Save Event Changes**, SWIFT notifies the supplier that of the change.

You have successfully edited a posted event.