

QUICK REFERENCE GUIDE

February 20, 2024

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.

Items you can update after posting:

- Change Start Date/Time. 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, if the event is already completed.
- Add or delete line items.
- Add or delete bid factors.

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

This guide describes the steps to edit a posted event in SWIFT’s Strategic Sourcing module.

Review the [Strategic Sourcing](#) quick reference guides if you have questions.

Step 1: Locate the event in the Event Workbench

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

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page defaults.
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, which is a pencil.

Event Workbench

Search Criteria

Business Unit: G1001
 Event ID: 2000015238
 From Start Date: [] To Start Date: []
 From End Date: [] To End Date: []
 Sort With: End Date
 Sort Order: Ascending
 Only show Events I created
 Only show Active Events
 Use my search defaults
 Search [] Reset []

Legend

Search Results

Event ID	Name	Format	Type	Unit	Origin	Status
2000015238	test bid factors	Buy	RFx	G1001	511	Open

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

1. SWIFT displays the Modify an Event page. 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

Modify an Event

Event Summary

Business Unit: G1001 | Event ID: 2000015238 | Round: 1 | Version: 1 | Event Format: Buy
 Origin: 511 | Human Res Mgmt&Insurance

2. Verify whether you should notify previously invited bidders about the change.
 - a. 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

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

Bidder Invitation List [?](#)

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Select	Bidder ID	Bidder Type	Status	Location	Bidder Company	*Dispatch Method	Invite Status	Renotify
<input type="checkbox"/>	0000192757	Supplier	Approved	001	CHRISTIANSEN CONST CO INC	Email <input type="text"/>	---	<input checked="" type="checkbox"/>

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.