Add Ship To Location during Event Award

When awarding an event, you may receive an error message.

This message means that the event creator did not add the *Ship To* Location in the event record. Add it in the *Award Schedules* page for all event lines in order to award the event. This guide provides the steps to add the *Ship To* Location.

Steps to complete:

- Step 1: Access the event in the Event Workbench
- Step 2: Respond to the error messages
- Step 3: Add Schedules information

**Steps to add Ship To Location during event award**

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

1. Navigate to the Event Workbench page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left Menu, Sourcing, Event Workbench page.</td>
</tr>
</tbody>
</table>

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: Respond to the error messages

1. If the event creator didn’t populate the *Ship To* field, when you try to award an event on the *Award Details* page SWIFT displays an error message. Press the **OK** button.

![Error message example](image1.png)

2. SWIFT will display a second error message. Press the **OK** button to this message.

![Error message example](image2.png)

3. SWIFT will display a third error message. Press the **OK** button to this message.

Step 3: Add Schedules information

SWIFT returns you to the *Award Details* page.

1. On the top of the page, select the *Award Summary* link.

![Award Summary page](image3.png)

2. SWIFT displays the *Award Summary* page. Go to the right of the line area and press the *Shipping* icon.

![Award Summary page with Shipping icon](image4.png)
3. SWIFT displays the Awards Schedules page. Press the Select link.

4. SWIFT opens up the Ship To Detail page. Select the Look up icon to find and select the correct Ship To Location. Press the OK button.

5. SWIFT returns you to the Award Schedules page. The Ship To field is populated. Press OK.
6. SWIFT returns you to the Award Summary page. Verify that there is a Ship To address in all of the lines. Press Save at the bottom of the page. Select Award Details link at the top of the page.

7. SWIFT returns you to the Award Details page. Finish processing the award. You have successfully added the Ship To Location during award event.