

QUICK REFERENCE GUIDE

Updated November 1, 2019

Add Ship To Location during Event Award

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

The field {AUC_CREATE_PO.PO_LINE(1).PO_LINE_SHIP(1).SHIPTO_ID} is required. You must enter a value for it before proceeding. (15,54) (18058,699)

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.

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.

Event Workbench

▼ Search Criteria

Business Unit

Event ID

Created By

Event Format

Event Type

Event Status

Associated With Origin

Plan

From Start Date

From End Date

Category

Item ID

Description

To Start Date

To End Date

Sort With

Sort Order

Only show Events I created

Only show Active Events

Use my search defaults

Search

[Default Search Preferences](#)

3. SWIFT displays the event on the **Search Results** section. Select the **Analyze Bids** icon for that event.

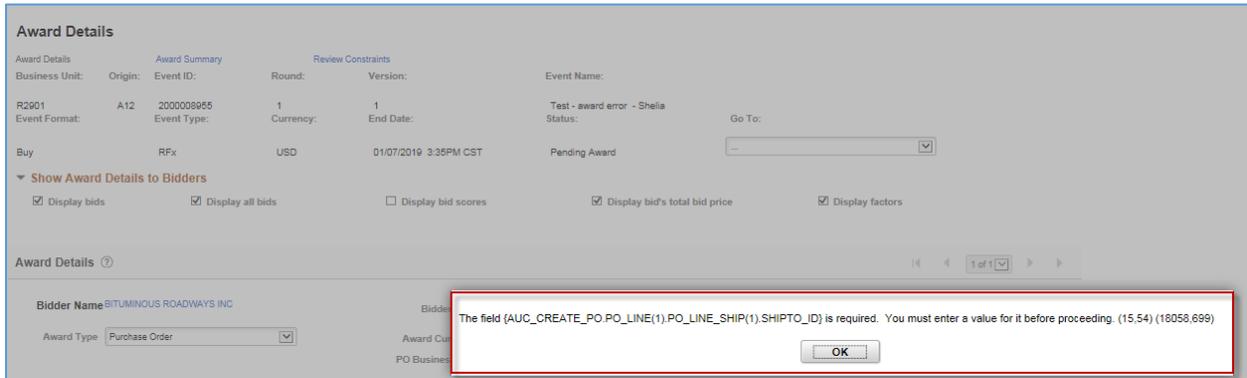
Search Results

1-1 of 1 | View All

Event ID	Name	Format	Type	Unit	Origin	Status	Analyze Bid icon
2000004375	Enterprise Learnin...	Buy	RFx	G1001	511	Pending Award	

Step 2: Respond to the error messages

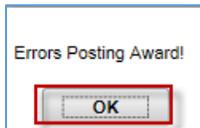
1. If the event creator didn't populate the *Ship To* field, when you try to award an event on the **Award Details** page SWIFT displays an error message. Press the **OK** button.



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



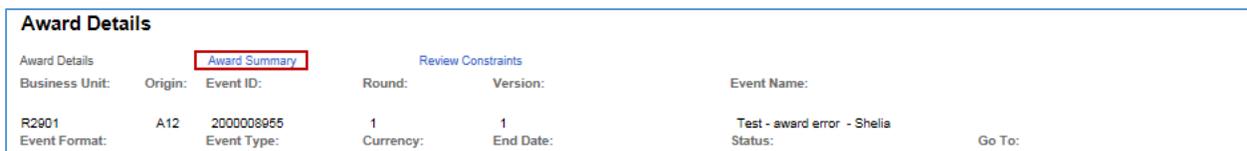
3. SWIFT will display a third error message. Press the **OK** button to this message.



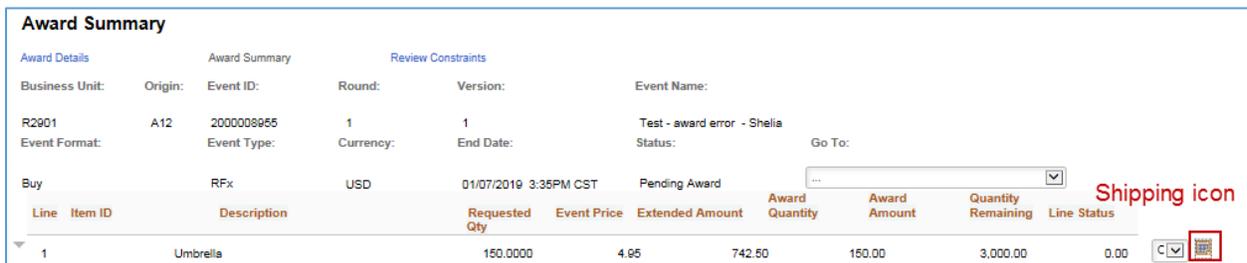
Step 3: Add Schedules information

SWIFT returns you to the **Award Details** page.

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



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



3. SWIFT displays the **Awards Schedules** page. Press the **Select** link.

Sched Num	Event Qty	Due Date	Ship To	Ship Via	Freight Trm
1	150.0000	01/20/2019	Select	GROUND	

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.

Ship To Location: R291000221

Description:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City: State:

Postal Code:

Country:

OK Cancel

5. SWIFT returns you to the **Award Schedules** page. The *Ship To* field is populated. Press **OK**.

X
Award Schedules

Line 1 Requested Qty 150.0000

Item ID Description Umbrella

Physical Nature

Physical Nature Where Service Performed

Sched Num	Event Qty	Due Date	Ship To	Ship Via	Freight Trm
1	150.0000	01/20/2019	R291000221	GROUND	

Award Details

1-1 of 1

Name	Group ID	Award Num	Bid#	Awarded Qty
BITUMINOUS ROADWAYS INC		1	1	150.0000

OK Cancel

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.

Award Summary

Award Details
Award Summary
Review Constraints

Business Unit: Origin: Event ID: Round: Version: Event Name:

7. SWIFT returns you to the **Award Details** page. Finish processing the award.

You have successfully added the Ship To Location during award event.