

QUICK REFERENCE GUIDE

May 1, 2024

Add Ship To Location during Event Award

When you are awarding an event, you may receive message that says the "Ship To" field is blank. This message means that the event creator did not add the "Ship To Location" to the event line details for each event line. You will need to add the "Ship To" value in all event lines to award the event.

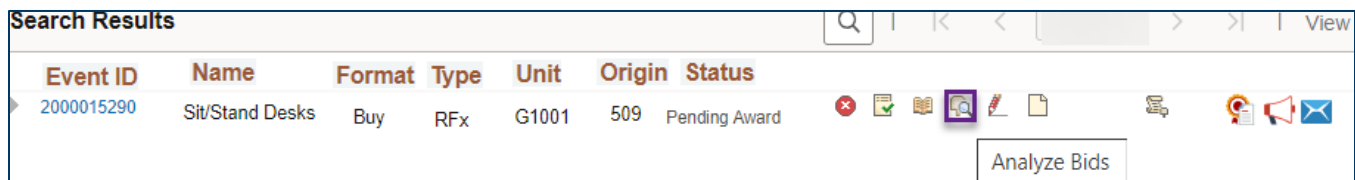
This Quick Reference Guide provides the steps to add the Ship To Location in the Award Details page.

Step 1: Locate an event using the Event Workbench

1. If you left the event ID and need to return to it, 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 **Analyze Bids** icon for that event.



Step 2: Respond to the Error message

1. On the Award Details page, select the **Post Award** button at the bottom of the page.

Award Lines

Line	Item ID	Supp/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price		
1		<input type="checkbox"/>	Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal		EA	10.0000	1,000.0000	10,000.0000		

[Post Award](#)

2. SWIFT displays the error message that the Ship To field is blank. Select **OK**.

Ship To field is blank. (18058,8951)

You must enter Ship To value in order to award.

[OK](#)

Step 3: Add Schedules information

1. Go to the top of the Award Details page and select the **Award Summary** link.

Award Details

Welcome to the Administrative Portal, [Sign Out](#)

[Award Details](#) [Award Summary](#) [Review Constraints](#)

Business Unit: Origin Event ID: Round: Version:

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

Award Summary

Welcome to the Administrative Portal, [Sign Out](#)

[Award Details](#) [Award Summary](#) [Review Constraints](#)

Business Unit: G1001 Origin: 509 Event ID: 2000015290 Round: 1 Version: 1 Event Name: Sit/Stand Desks -test

Event Format: Event Type: Currency: End Date: Status: Status: Go To:

Buy RFX USD 02/22/2024 2:46PM CST Pending Award

Line	Item ID	Description	Requested Qty	Event Price	Extended Amount	Award Quantity	Award Amount	Quantity Remaining	Line Status	
1		Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal	10.0000	485.00	4,850.00	10.00	10,000.00	0.00		

[Shipping](#)

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

Award Schedules ✕

Line 1 Requested Qty 10.0000
 Item ID Description Ergotron Workfit S-Dual Sit & Stand Workstation OR Approved Equal

Physical Nature

Physical Nature Where Service Performed

Sched Num	Event Qty	Due Date	Ship To	Ship Via	Freight Trm
1	<input type="text" value="10.0000"/>	<input type="text" value="03/08/2024"/>	<input type="text" value="Select"/>	<input type="text" value="GROUND"/>	<input type="text"/>

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 Detail ✕

Ship To Location

Description
 Address Line 1
 Address Line 2
 Address Line 3
 Address Line 4
 City State
 Postal Code
 Country

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

Sched Num	Event Qty	Due Date	Ship To	Ship Via	Freight Trm
1	<input type="text" value="10.0000"/>	<input type="text" value="03/08/2024"/>	<input type="text" value="G104THFL00"/>	<input type="text" value="GROUND"/>	<input type="text"/>

Award Details

1-1 of 1

Name	Group ID	Award Num	Bid#	Awarded Qty
I SPACE ENVIRONMENTS		1	1	<input type="text" value="10.0000"/>

6. SWIFT returns you to the Award Summary page.
 - a. Repeat the steps for all event lines.
 - b. Press **Save** at the bottom of the page.

c. Select the **Award Details** link at the top of the page.

Award Details	Award Summary	Review Constraints				
Business Unit:	Origin	Event ID:	Round:	Version:	Event Name:	
G1001	509	2000015290	1	1	Sit/Stand Desks -test	
Event Format:	Event Type:	Currency:	End Date:	Status:	Status:	Go To:

2. Select the **Award Details** link to return to the Award Details page. Finish processing the award.