
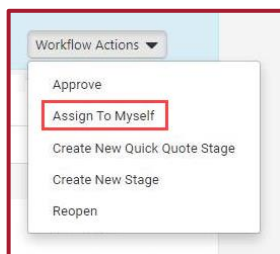


Sourcing: Award an Event Quick Reference Guide (QRG)

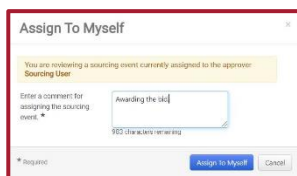
Award an Event

Assign a bid – or multiple bids – to yourself for evaluation. You can award an event to a supplier – or multiple suppliers – once the evaluation process is completed.

1. Search for the event you wish to award. Select the **Sourcing** icon  from the left Menu Bar on the Buy-to-Pay Homepage. Then, select **Sourcing Events** and **Search Events**.
2. Select the event you wish to award by clicking the appropriate **Event Details** link.
3. The **Manage Event** screen opens. Select **Assign to Myself** from the **Workflow Actions** drop-down list.

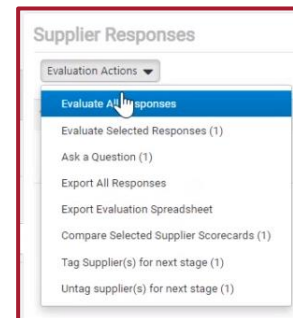


4. The **Assign to Myself** window opens. Enter a comment for assigning the sourcing event and click the **Assign to Myself** button.

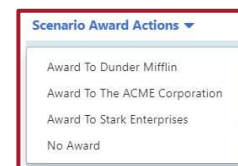


5. You can click the **View Response** button next to the supplier's bid if you want to review the documents or RFP responses from the supplier before you award the bid. For example, you may want to re-examine the documents in the **Prerequisites** and **Attachments** tabs or review responses in the **Questions** tab, prior to award.

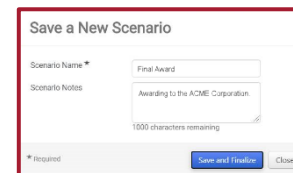
6. Click the **Back to Event** link in the upper-left corner of the screen. Select the **checkbox** next to the supplier bid to whom you wish to award the event. Select **Evaluate all Responses** from the **Evaluation Actions** drop-down list.



7. The **Award Scenario** screen appears. Click the drop-down arrow next to **Scenario Award Actions**. Select the desired **Award To [Supplier]** selection to award the event to the chosen supplier. The award is now **Pending**.



8. Click the blue **Finalize Award** button at the top of the **Award Scenario** section to approve the award.
9. The **Save a New Scenario** window appears. Enter a **Scenario Name** for the awarded event, enter the appropriate **Scenario Notes**, and click the **Save and Finalize** button.



10. Select **Approve** from the **Workflow Actions** drop-down list. The **Awarded** status appears at the top of the screen, showing your chosen supplier.