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.

- 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.

You are reviewing a so. Sourcing User	rcing event currently assigned to the approver
Enter a comment for assigning the sourcing event, *	Awarding the bid
	963 chiaractery remaining

 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.

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.

1	valuation Actions 👻
	Evaluate All Usponses
	Evaluate Selected Responses (1)
	Ask a Question (1)
	Export All Responses
	Export Evaluation Spreadsheet
	Compare Selected Supplier Scorecards (1)
	Tag Supplier(s) for next stage (1)
	Untag supplier(s) for next stage (1)

 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.

s	Scenario Award Actions 🔻		
	Award To Dunder Mifflin		
	Award To The ACME Corporation		
	Award To Stark Enterprises		
	No Award		

- 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.

Save a New S	Scenario	×
Scenario Name * Scenario Notes	Final Award Awarding to the ACME Corporation.	
	1000 characters remaining	
* Required	Save and Finalize	lose

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

