

Miami-Dade County

Award a Buy Event Job Aid

Version 1.0



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PURPOSE AND DESCRIPTION

<u>Purpose</u>

This document explains the key activities involved in awarding a Buy event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.



AWARD A BUY EVENT





| Step | Action |
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| 4. | Input the applicable search parameters then select the Search button. |
| 5. | Section Charle Version |
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| Step | Action |
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| 6. | Select Procurement Contract from the Award Type list. Note: This option will create a child contract that will need to be related to a parent contract. Note: Select Purchase Order as the Award Type, for Small Purchase Orders only |
| | Virginity Manage Sourcing Events Award Details Award Details Vert History Event History Event Status: Gene: Event History Display all bids Display all bids Display bid scores Display bid scores Display bid scores Event History Event History Event History Event History Event Status: Gene: Manage Sourcing Events Event History Event History Event Mone: Manage Sourcing Events Manage Configure Format: Event Tormat: Event Tormat: <th< th=""></th<> |
| 7. | Select Purchase Order from the Contract Style list. |





| Step | Action |
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| 8. | Select the desired information in the PO Business Unit field. Note : The system will not allow posting of the award until the Supplier is fully approved by Procurement and Finance. The Bidder Type displays if the vendor is a Bidder or a Supplier. <i>For any vendor related issues, contact Procurement's</i> <i>Vendor Outreach and Support Services (VOS Services).</i> |
| | Image: Supply Chain Operations Buyer Image: Operations Operations Award Details Award Summary Review Constraints Business Unit: Event ID: Round: Version: Event Name: Tr ID EVN0000729 1 4 Event Line Sample Event Format: Event Type: Currency: End Date: Status: Go To: Buy RFx USD 05/18/2022 6:45PM EDT Pending Award |
| 9. | Award Lines Image: Construction of the |
| | Manage Sourcing Function Buyer Image Sourcing Function Display bids Display bid |
| | Maintain Bidder Save Return to Search Previous in List Next in List Notify Notice of Intent to Award Award Details Award Summary Review Constraints |



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- 3. Update the Purchase Order BU defaults
- 4. Remove the maximum amount that is populated automatically on the contract
- 5. Update the Release Quantities