



## **Miami-Dade County**

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# Change an Event to Not Awarded Job Aid

**Version 1.0**

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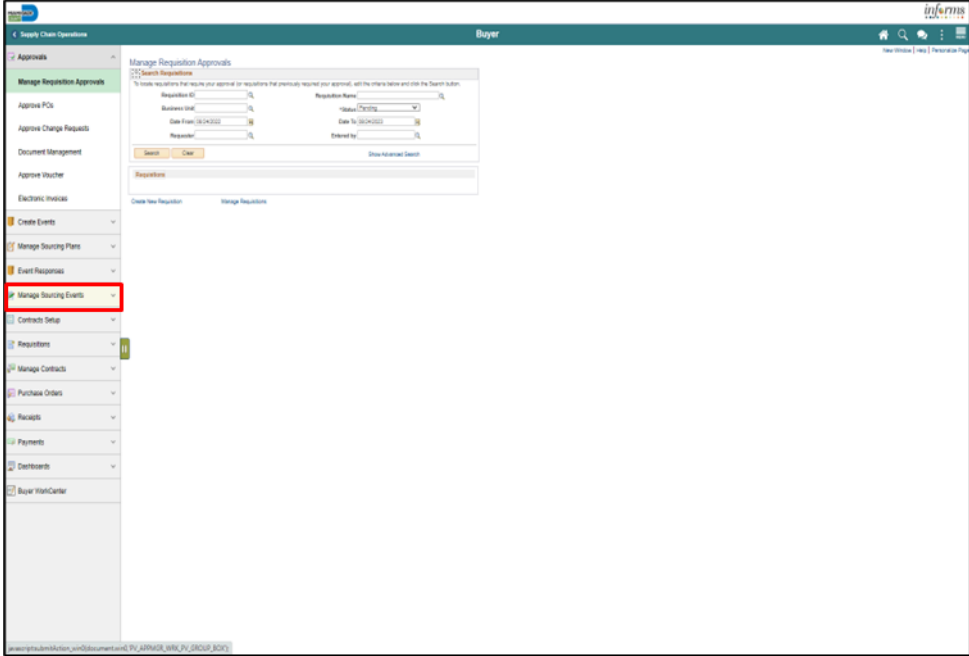
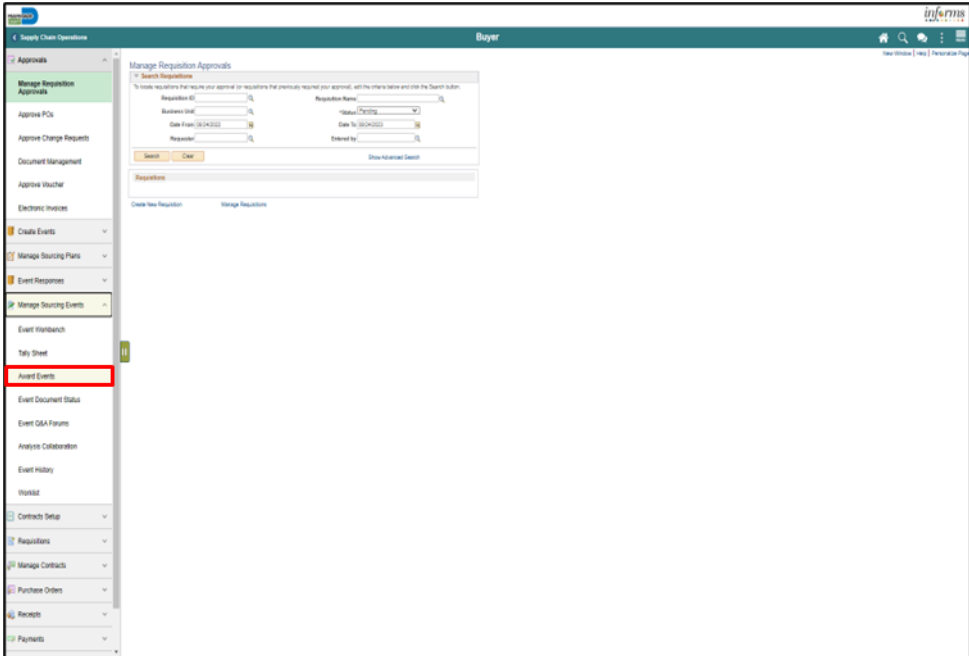
## PURPOSE

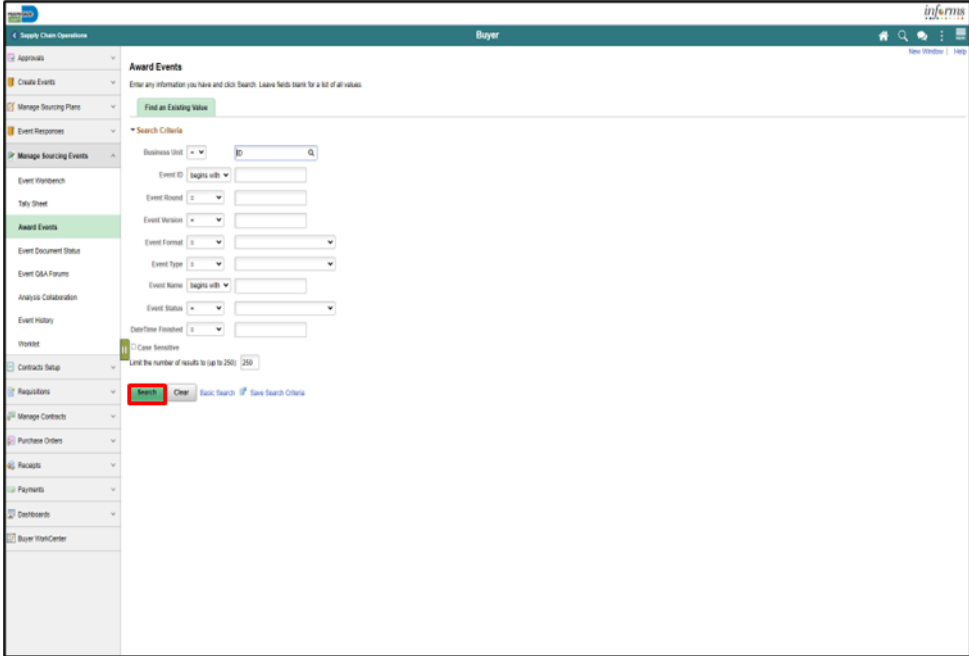
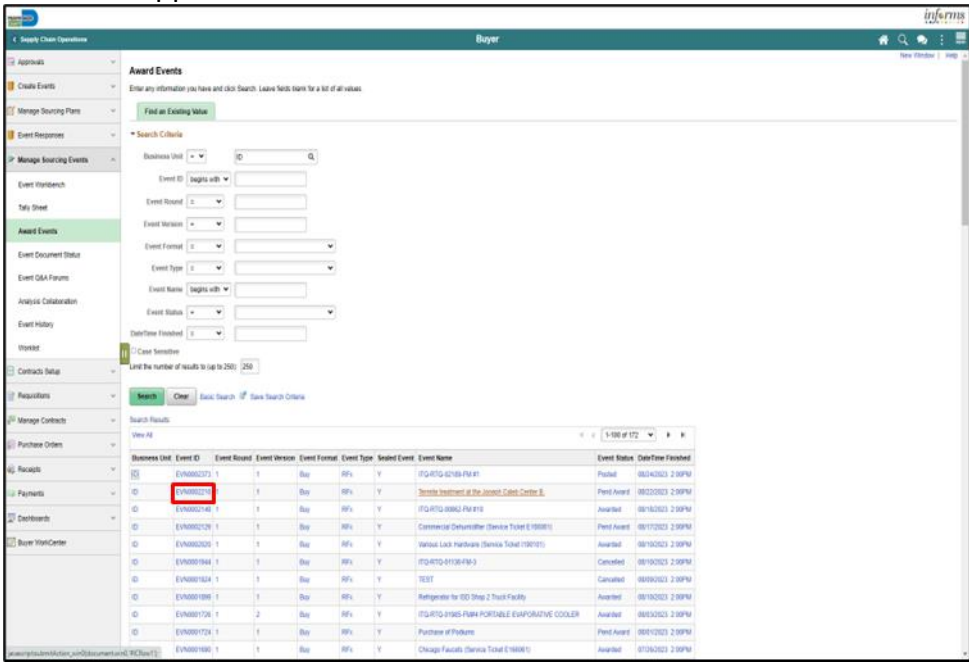
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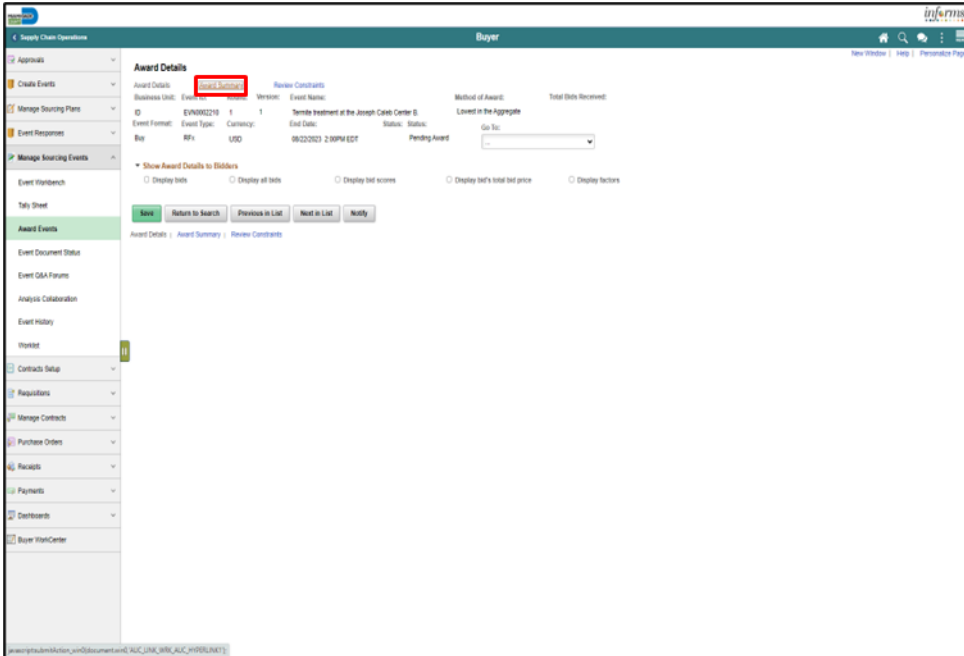
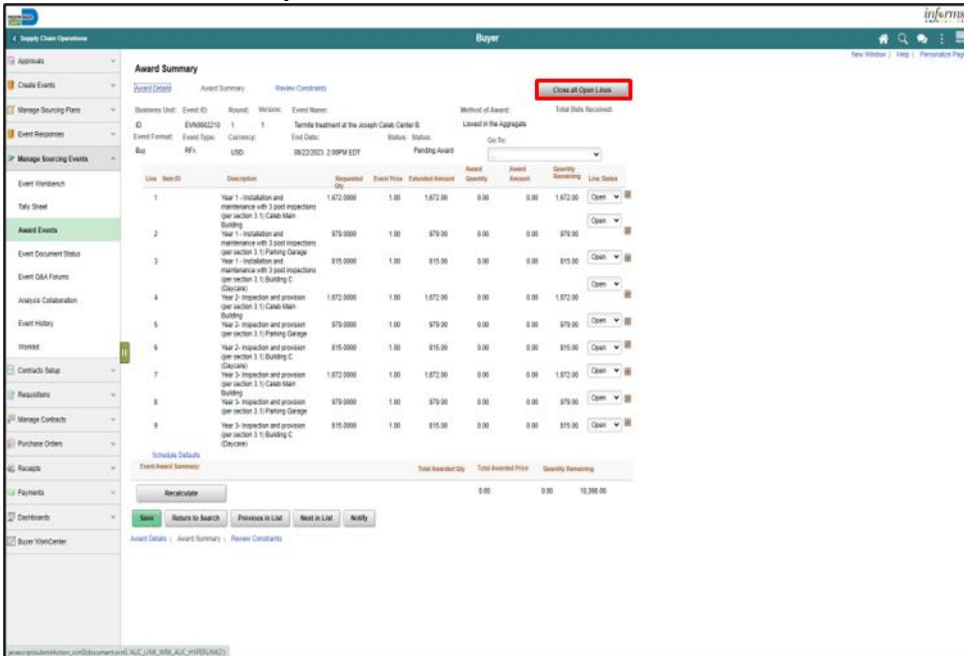
### Purpose

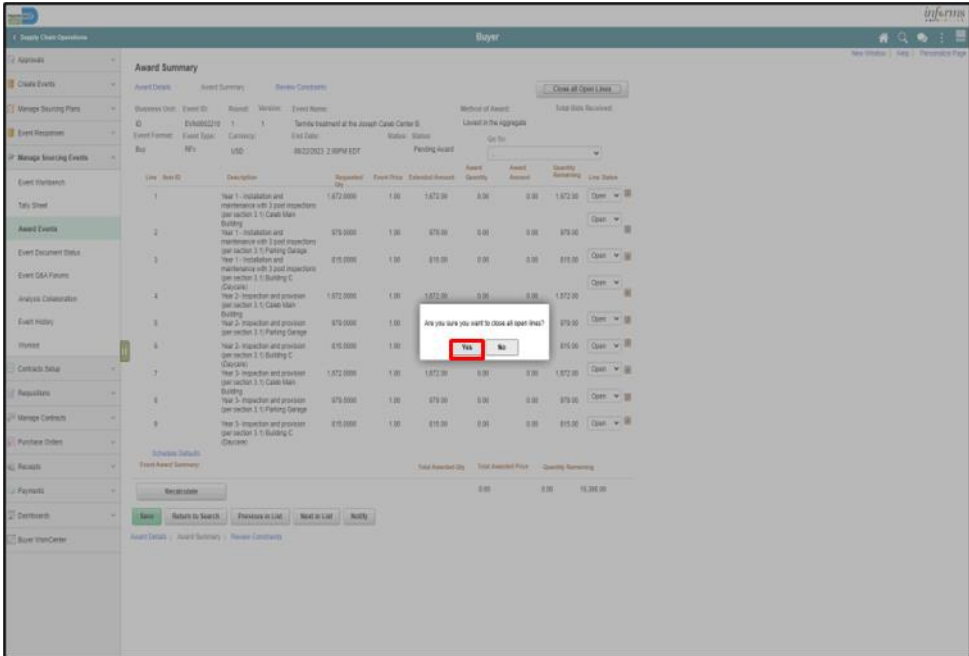
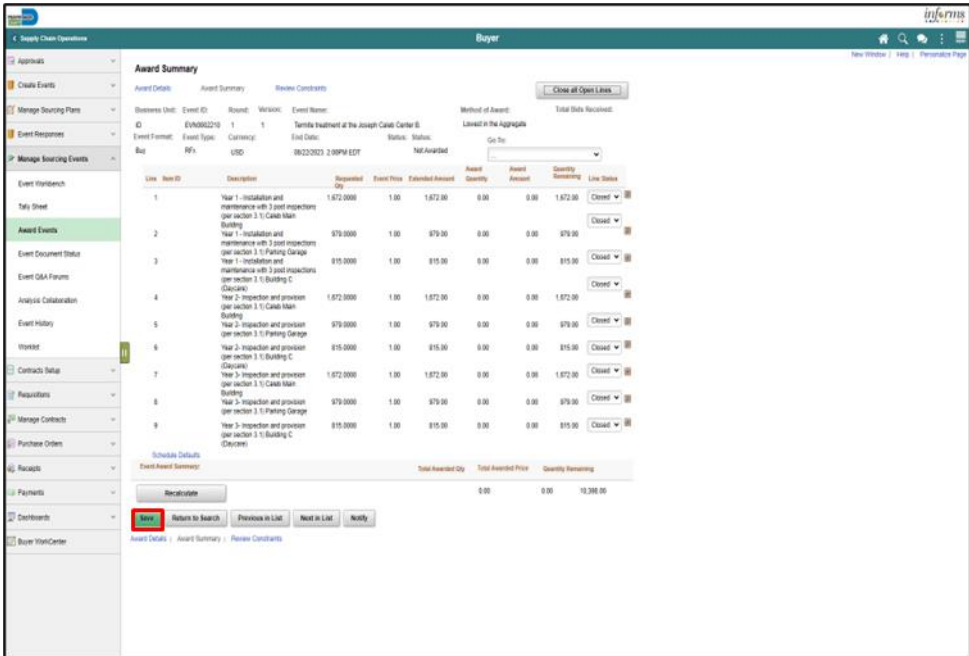
This document explains the key activities involved in changing an event to Not Awarded. This should be completed after reviewing the tally sheet and analyzing the event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

## CHANGE AN EVENT TO NOT AWARDED

Step	Action
1.	Navigate to <b>Finance / Supply Chain (FSCM) &gt; Supply Chain Operations &gt; Buyer</b>
2.	<p>Select the <b>Manage Sourcing Events</b> pane.</p>  <p>The screenshot shows the Informa Buyer interface. The left sidebar contains a list of navigation items. The 'Manage Sourcing Events' item is highlighted with a red box. The main content area displays the 'Manage Requestion Approvals' section, which includes search filters and a table of requestions.</p>
3.	<p>Select the <b>Award Events</b> pane.</p>  <p>The screenshot shows the Informa Buyer interface. The left sidebar contains a list of navigation items. The 'Award Events' item is highlighted with a red box. The main content area displays the 'Manage Requestion Approvals' section, which includes search filters and a table of requestions.</p>

Step	Action
4.	<p>Input any applicable details. Select the <b>Search</b> button.</p> 
5.	<p>Select the applicable <b>Event ID</b> link.</p> 

Step	Action
6.	<p>Select the <b>Award Summary</b> link.</p> 
7.	<p>Select the <b>Close All Open Lines</b> button.</p> 

Step	Action
8.	<p>Select the <b>Yes</b> button.</p> 
9.	<p>Select the <b>Save</b> button.</p> 

Step	Action
10.	<p>Note the status of the event has changed to <b>Not Awarded</b>. Select the <b>Home</b> button to return to the home page.</p> 