Miami-Dade County

Creating Multiple Versions of Sourcing Events Job Aid

Version 1.0

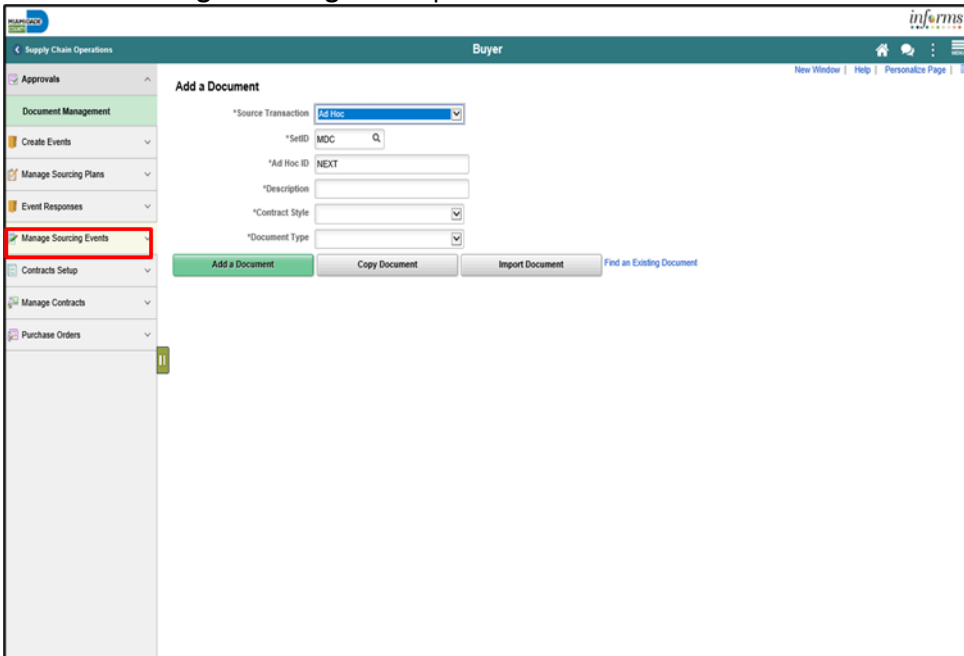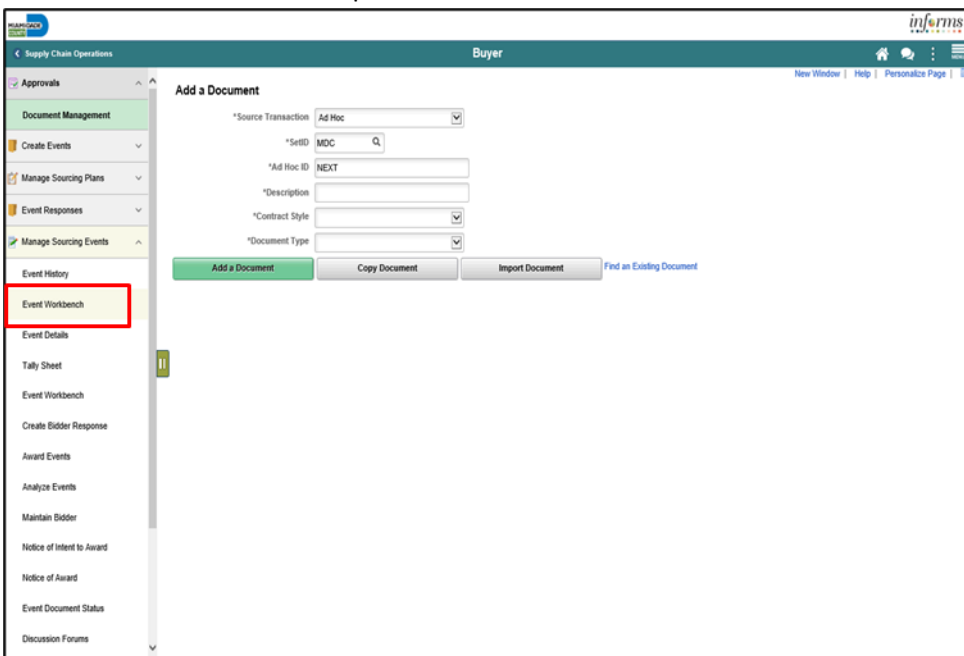## TABLE OF CONTENTS
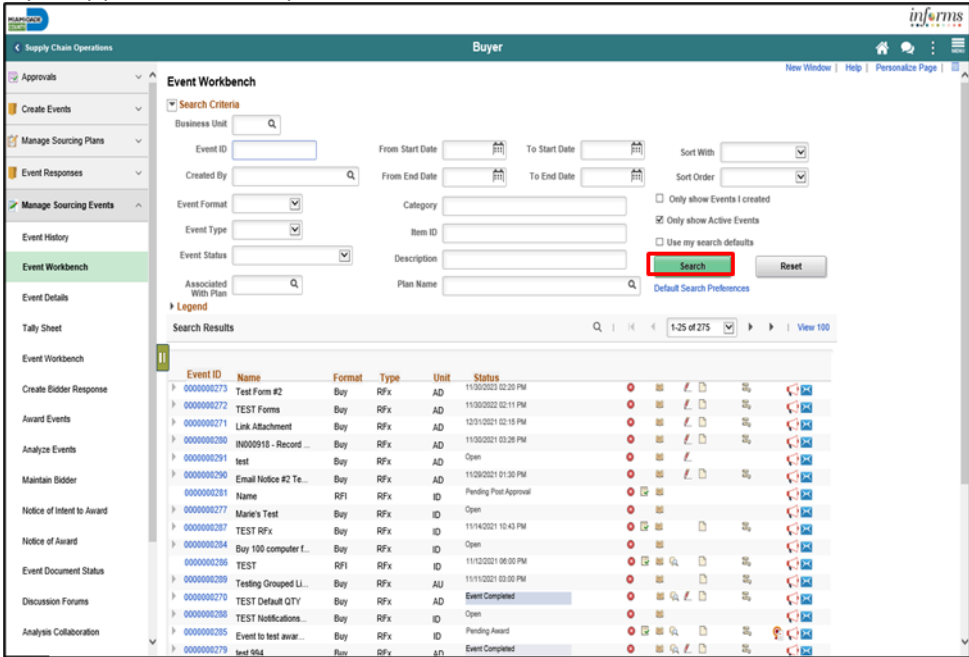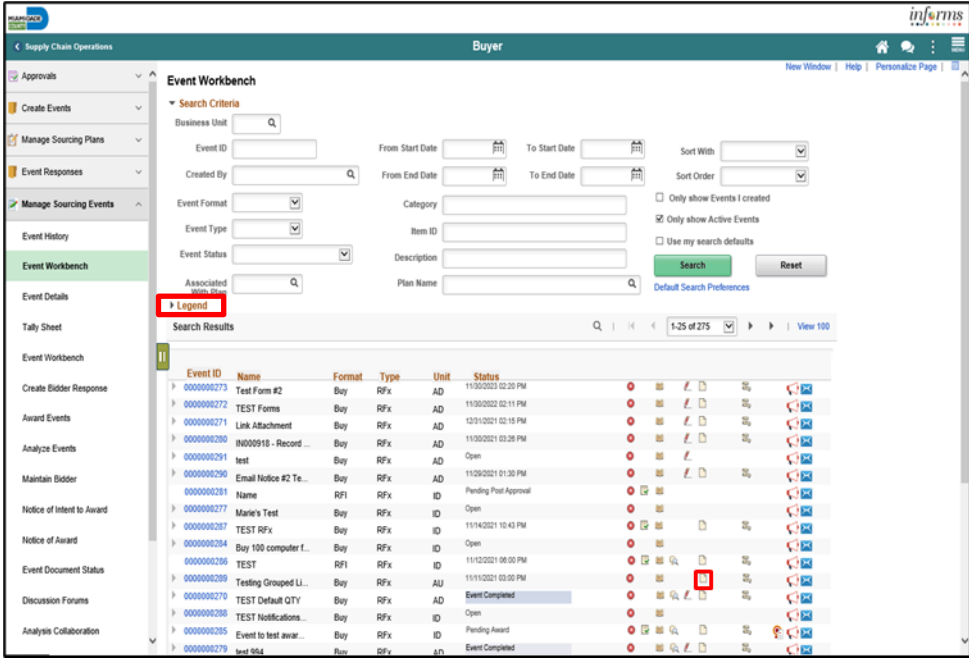
PURPOSE

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This document explains the key activities involved in creating multiple versions of sourcing events. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.
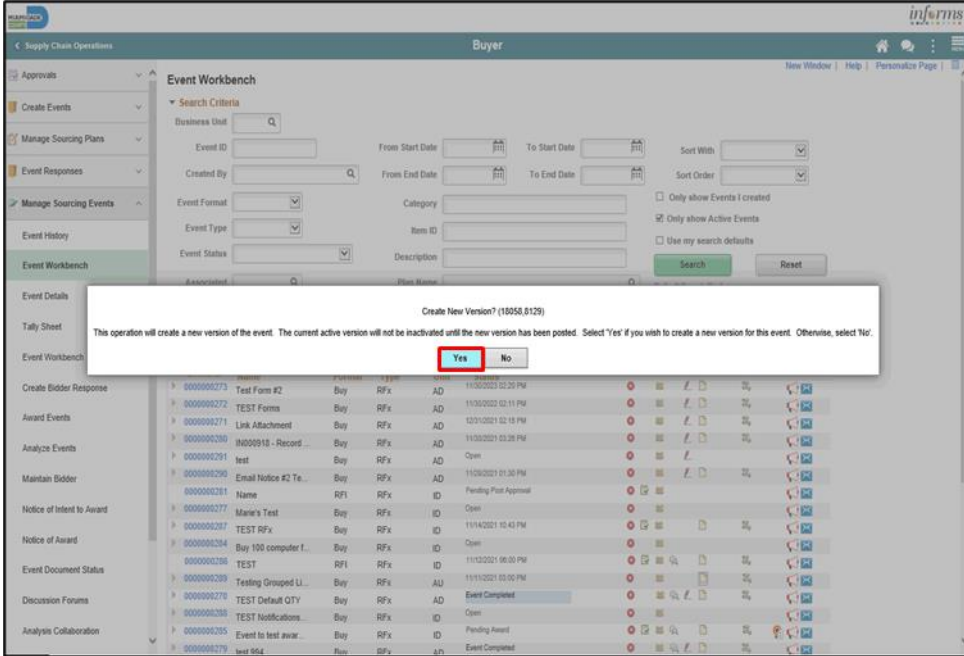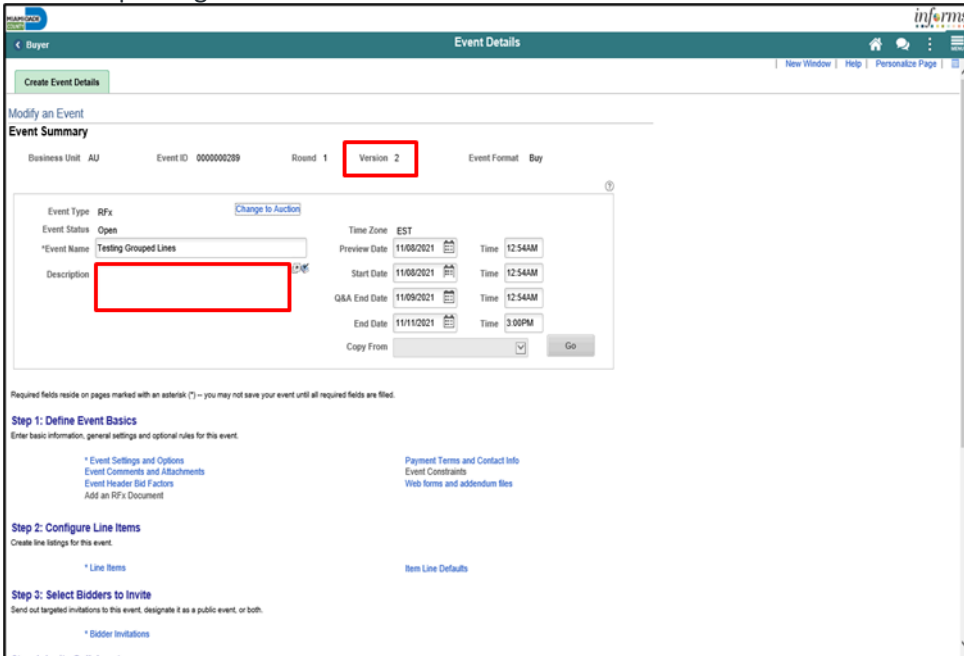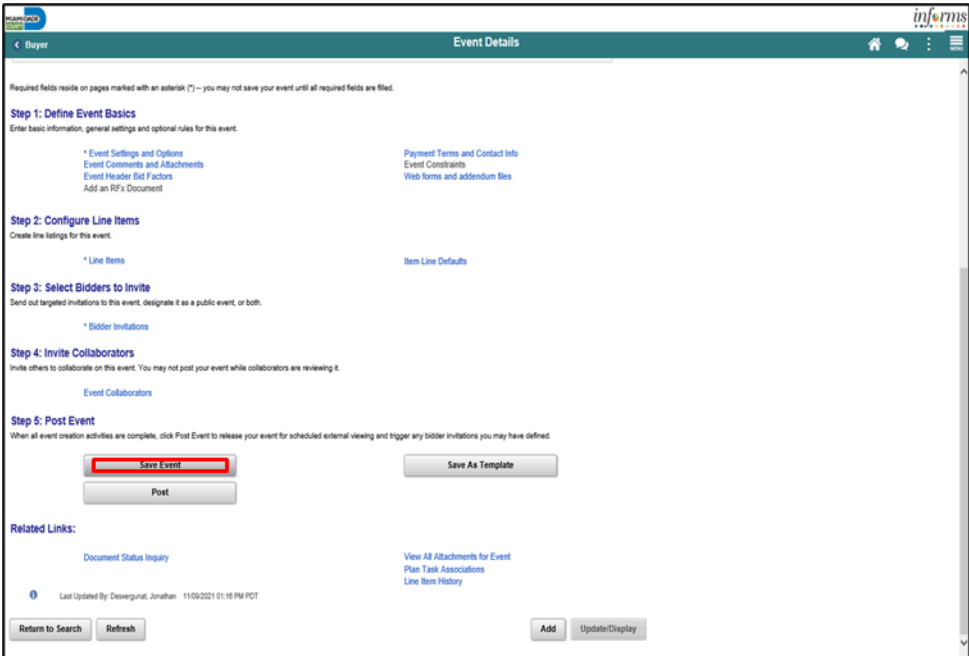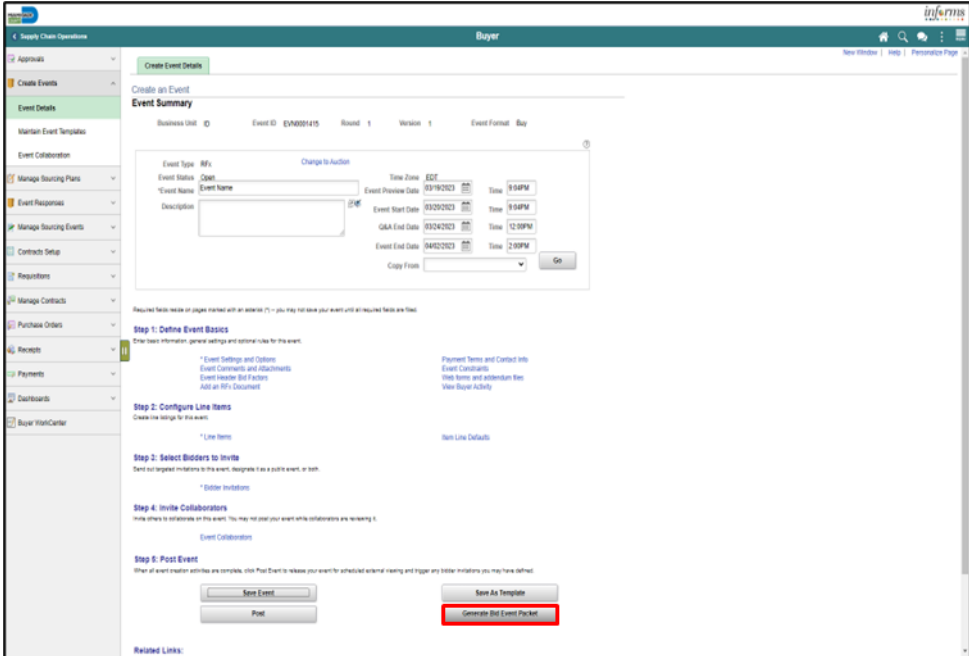
CREATING MULTIPLE VERSIONS OF SOURCING EVENTS
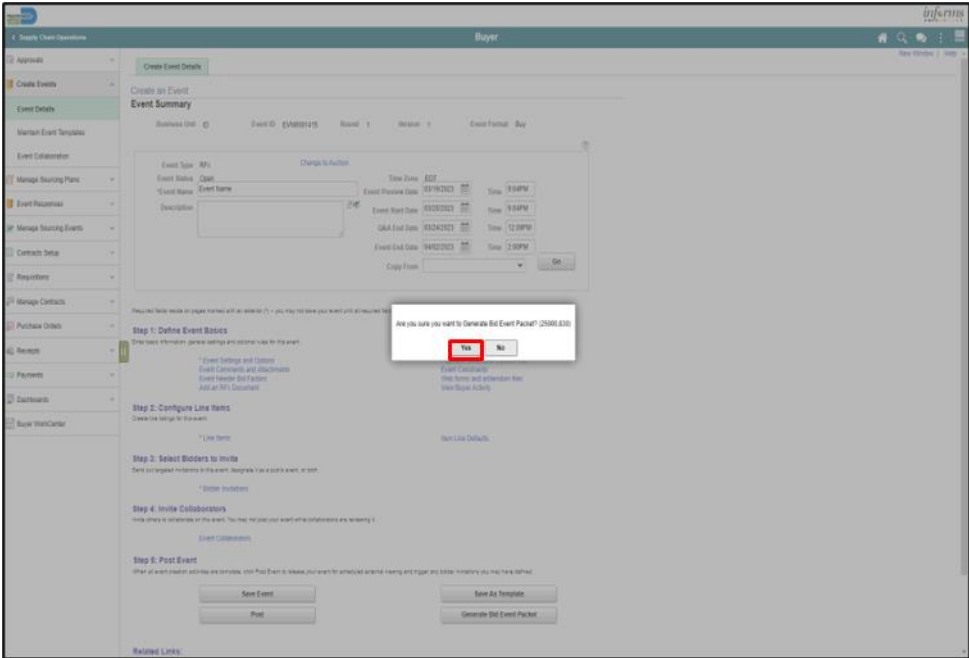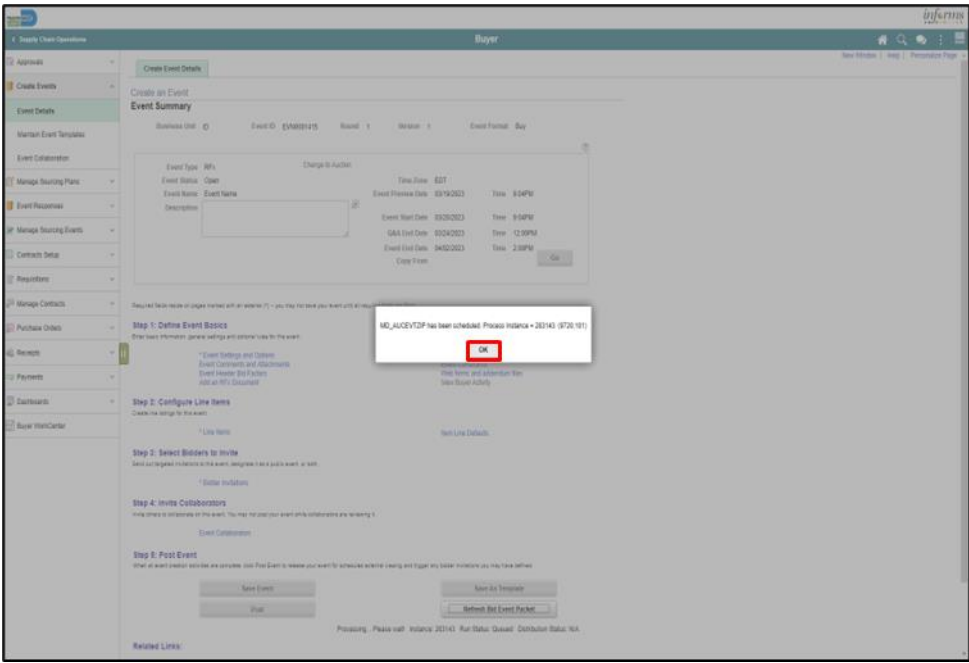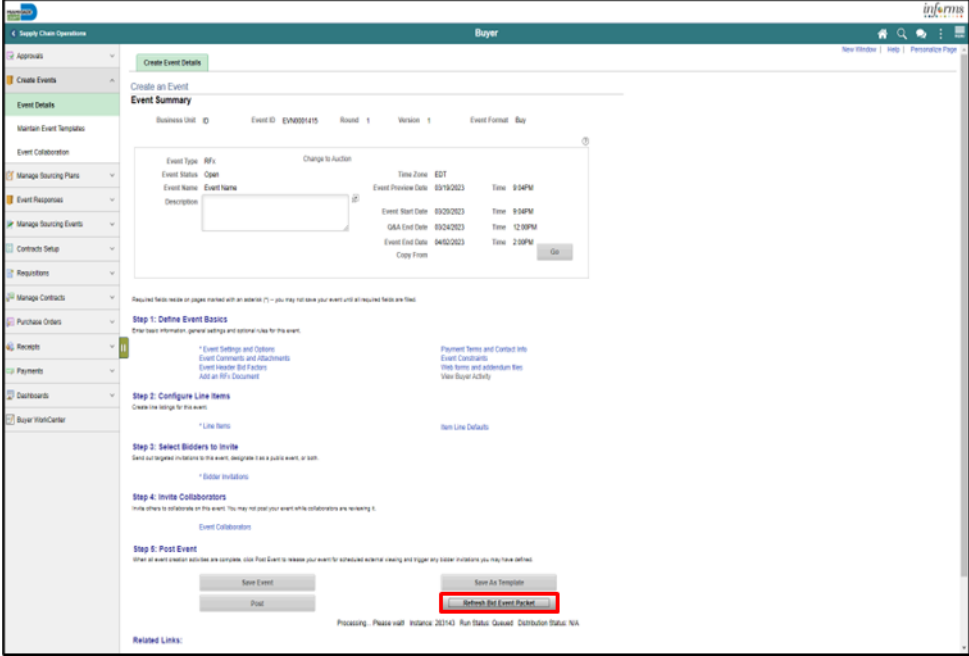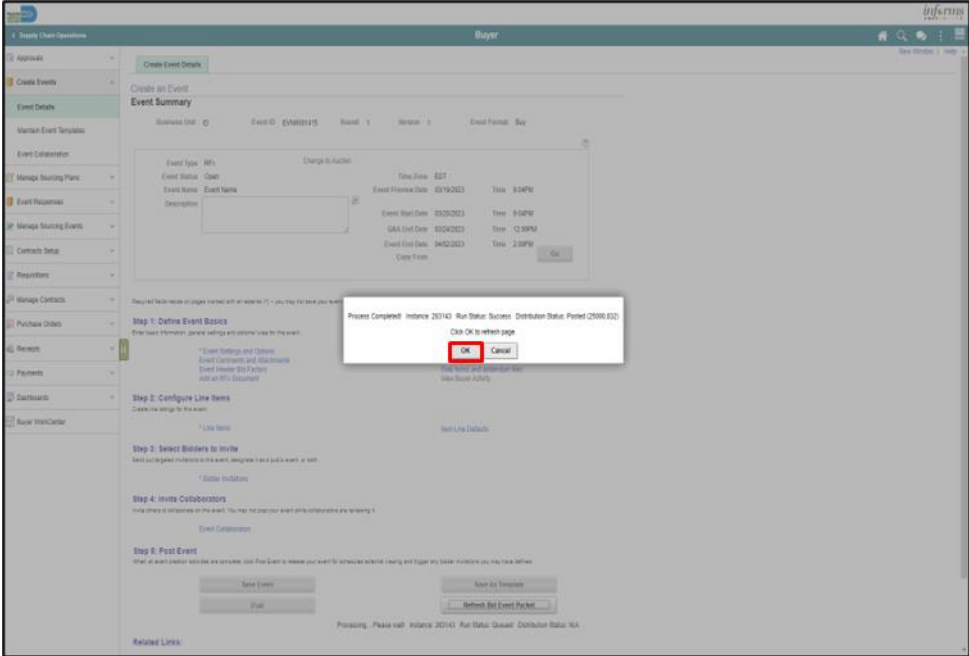
Step	Action
1.	Navigate to: **Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer**
2.	Select the **Manage Sourcing Events** pane.
3.	Select the **Event Workbench** pane.
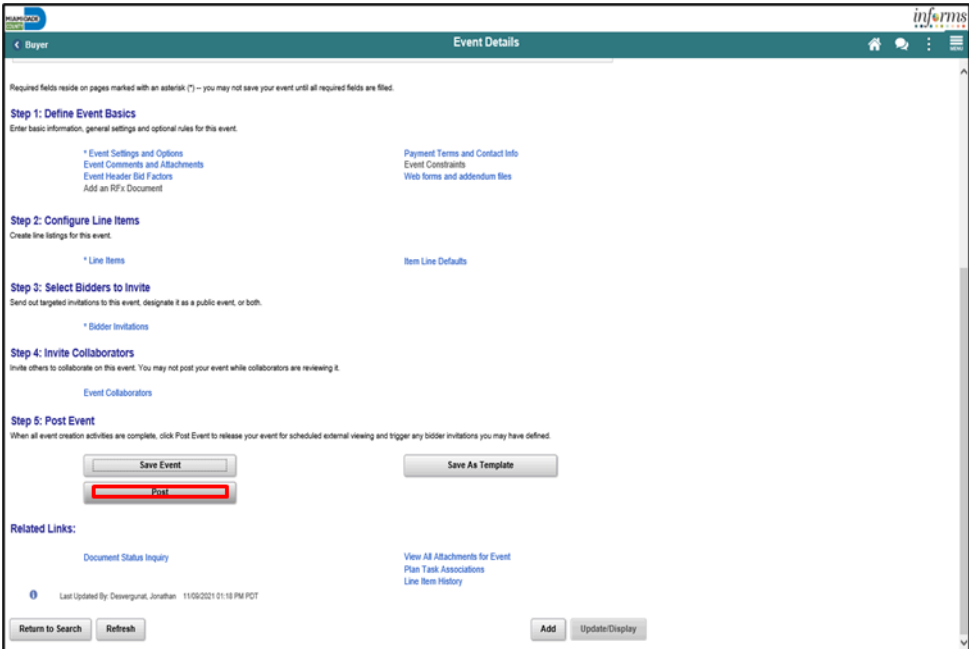
Step	Action
4.	Input applicable search parameters and select the **Search** button.
5.	Select the **Create New Version** icon. **Note**: A new version can only be added before the event has been closed. The Legend can be expanded to explain the icon definitions.

Step	Action
6.	Select the **Yes** button.
7.	Confirm at the top that the Version has changed to the next number. Make any applicable changes such as: • Adding an Addendum File • Updating Line Details • Updating Bidder Invitations

Step	Action
8.	Select the **Save Event** button.
9.	Select the **Generate Bid Event Packet** button.

Step	Action
10.	Select the **Yes** button.
11.	Select the **OK** button.

Step	Action
12.	Click the **Refresh Bid Event Packet** button. Repeat this step until a pop-up appears.
13.	Select the **OK** button.

Step	Action
14.	Select the **Post** button.
15.	Select the **OK** button.