



Miami-Dade County

Creating Multiple Versions of Sourcing Events Job Aid

Version 1.0

TABLE OF CONTENTS

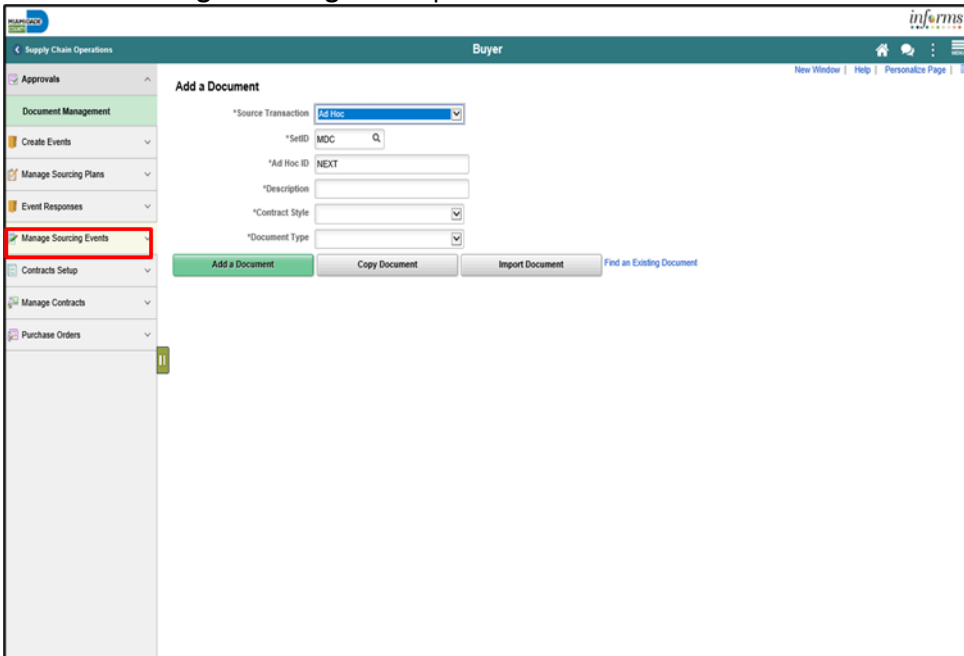
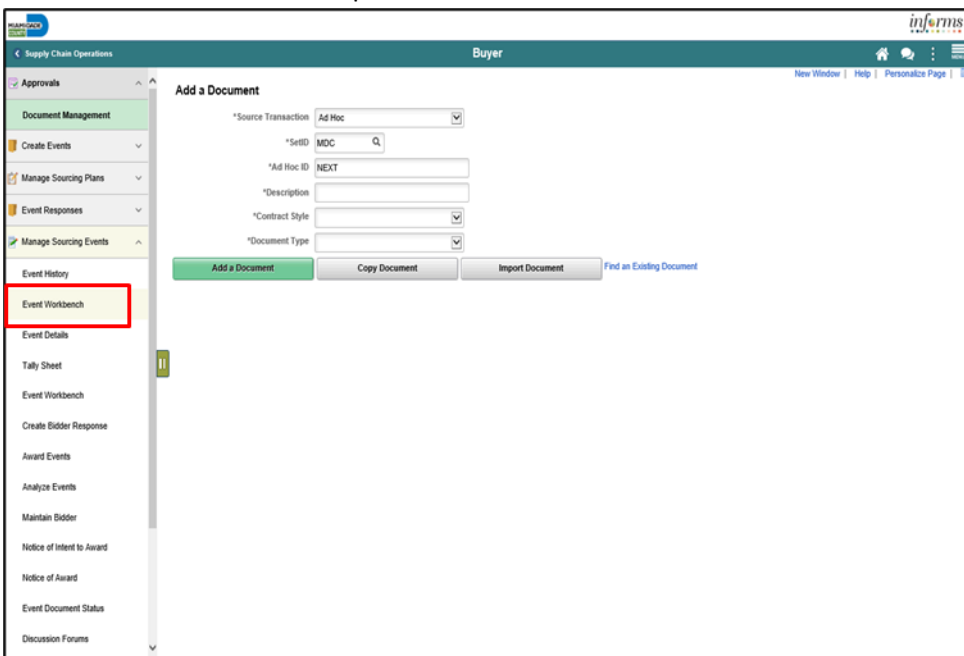
TABLE OF CONTENTS	2
PURPOSE.....	2
<i>Purpose</i>	<i>2</i>
CREATING MULTIPLE VERSIONS OF SOURCING EVENTS	3

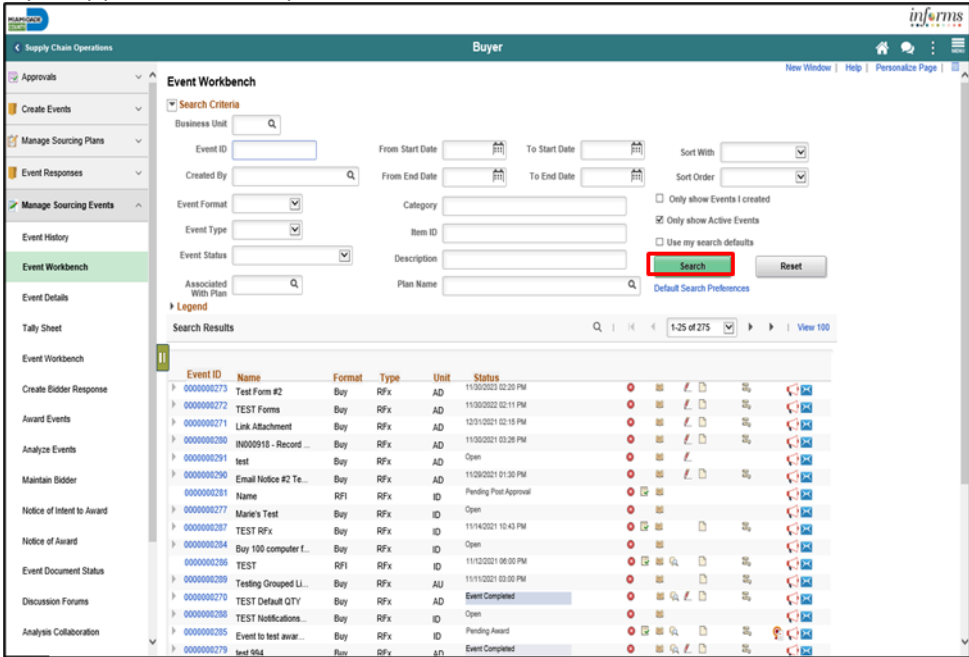
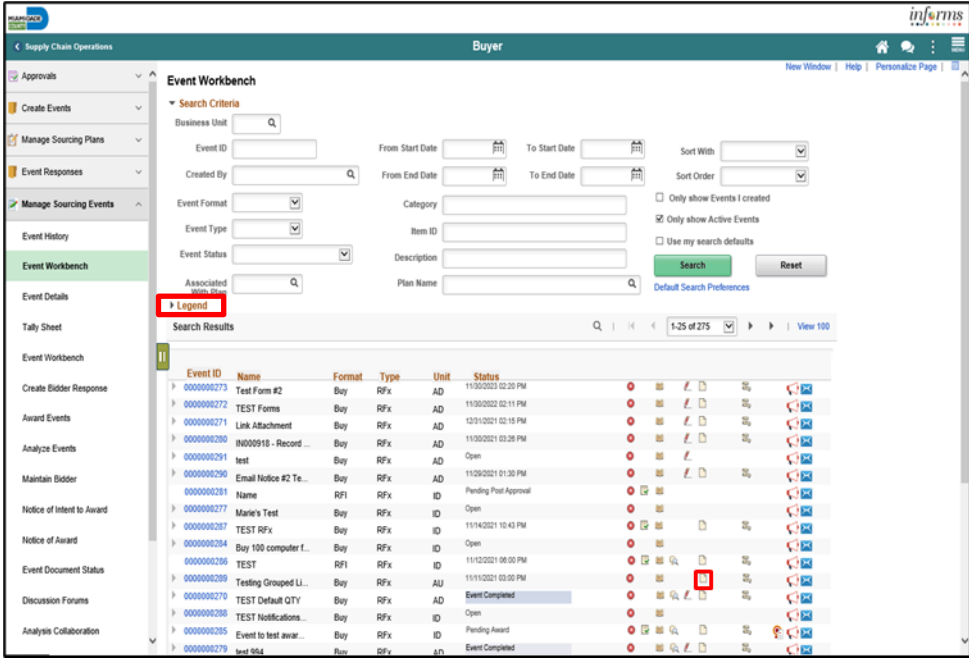
PURPOSE

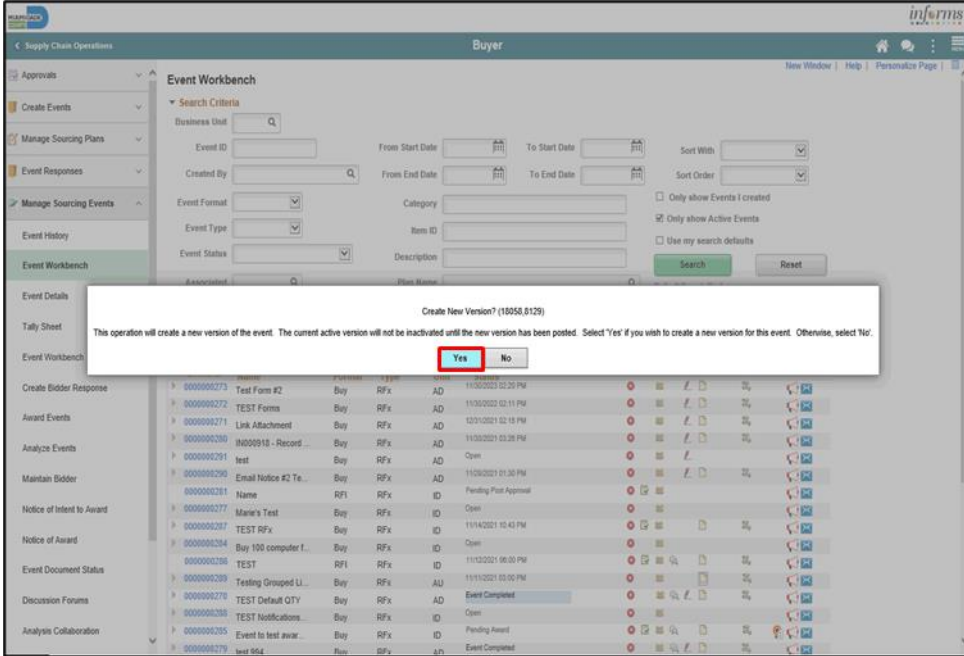
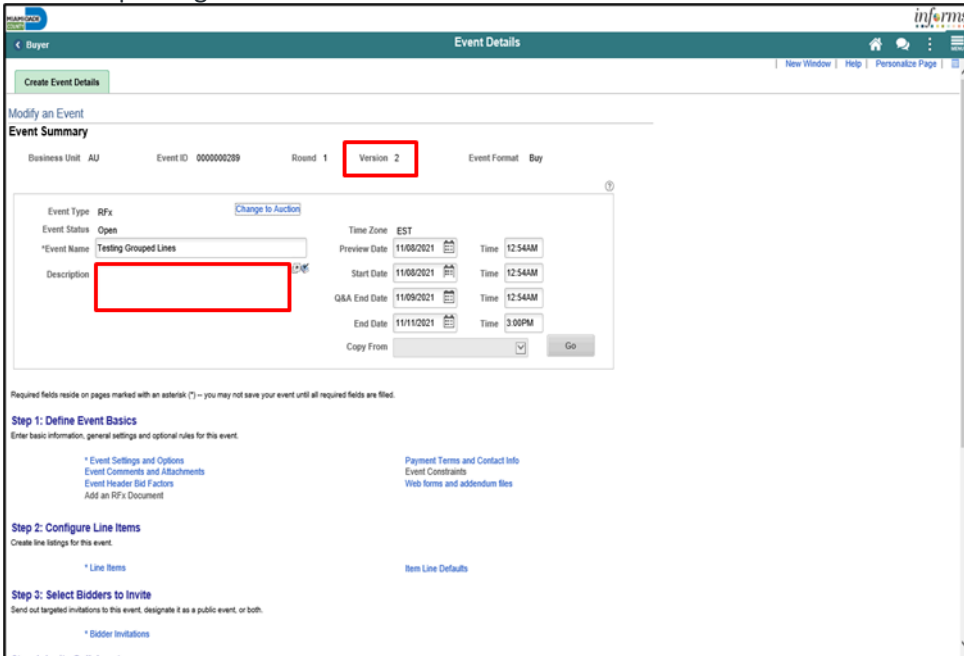
Purpose

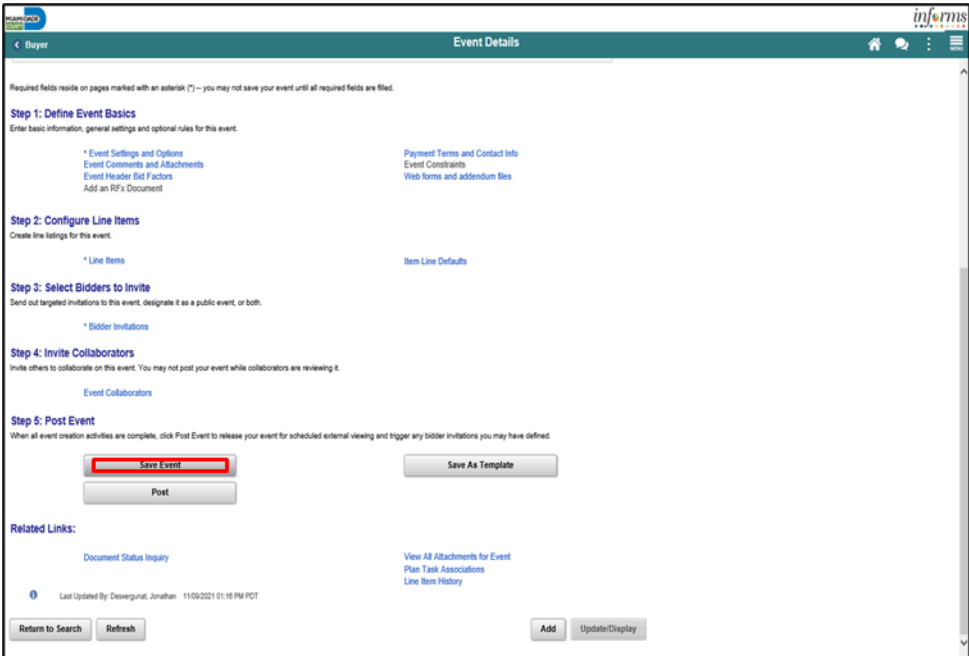
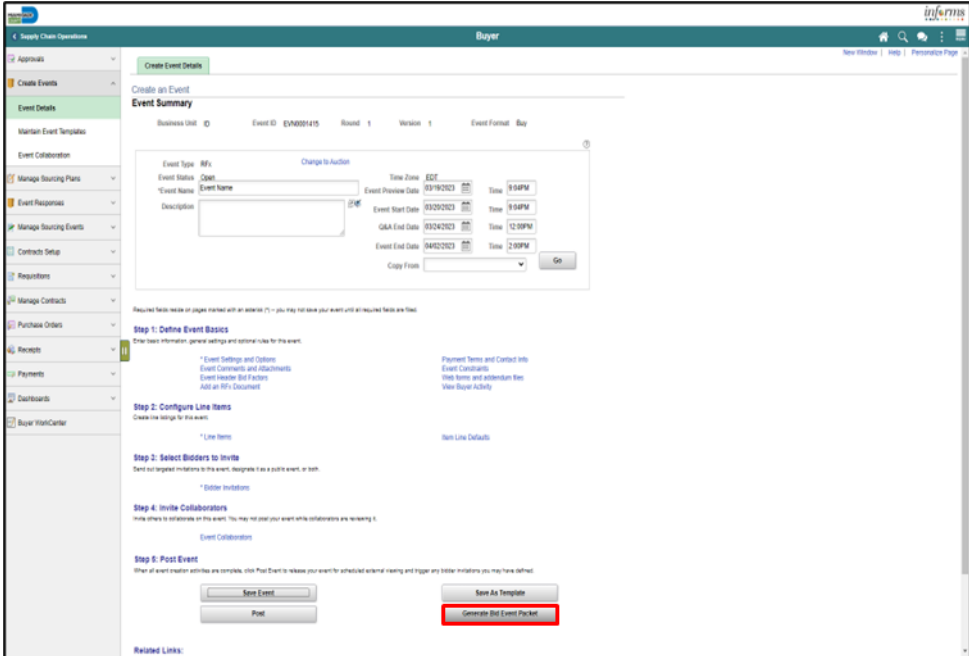
This document explains the key activities involved in creating multiple versions of sourcing events. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

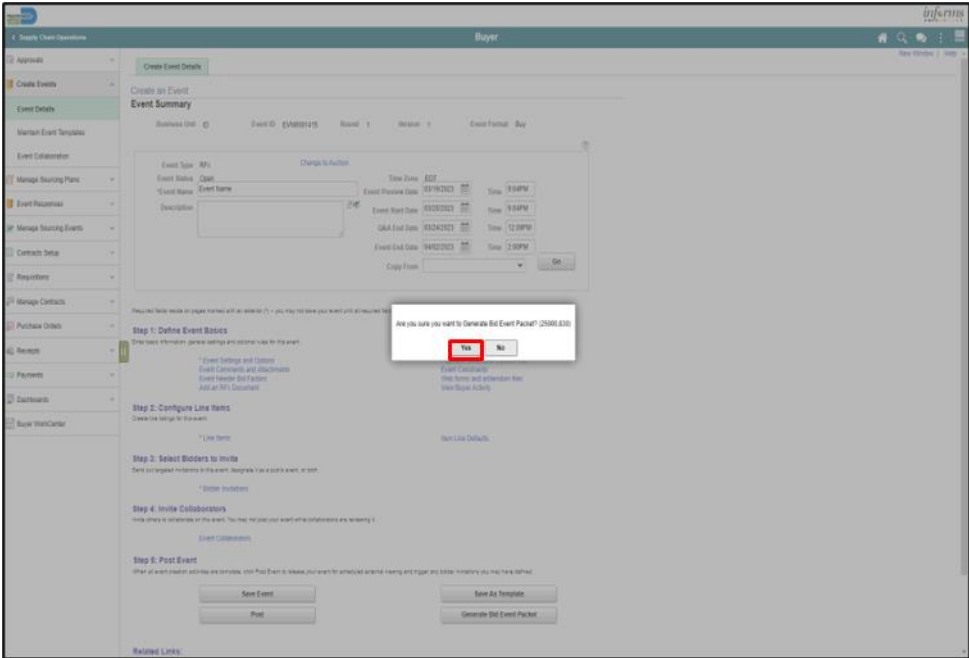
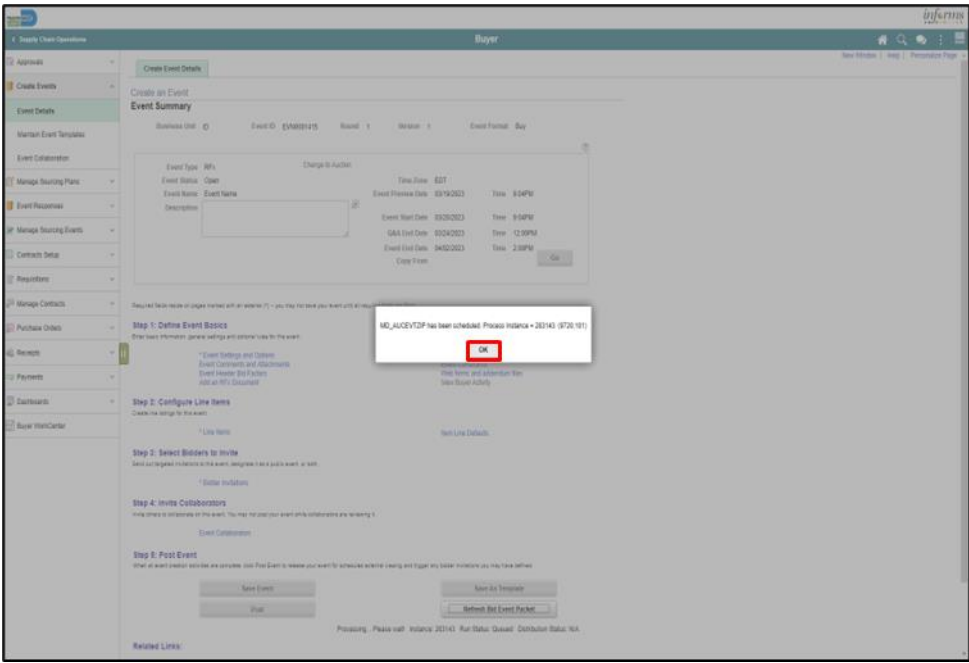
CREATING MULTIPLE VERSIONS OF SOURCING EVENTS

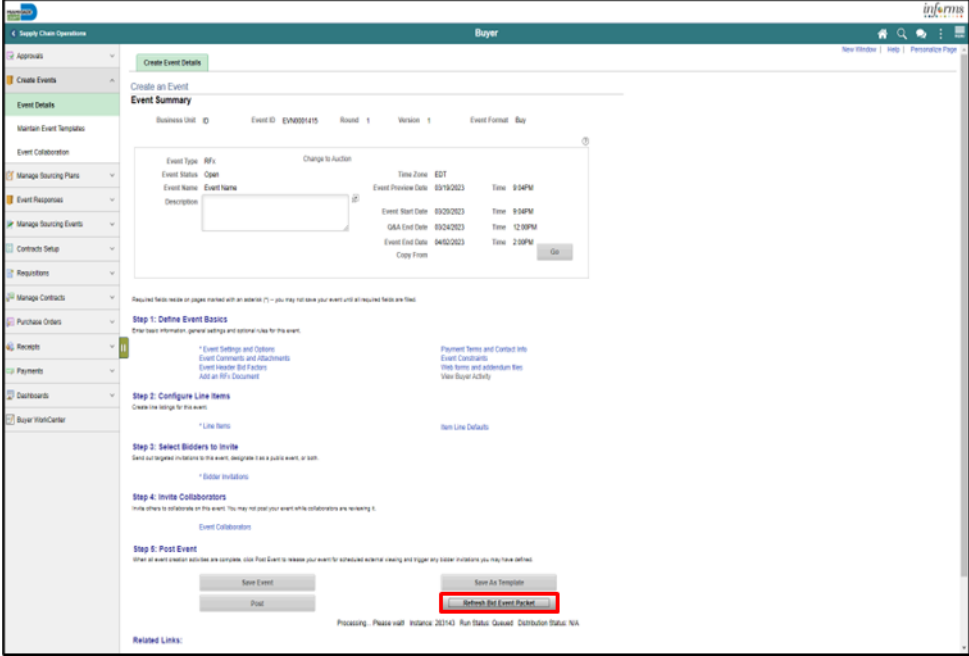
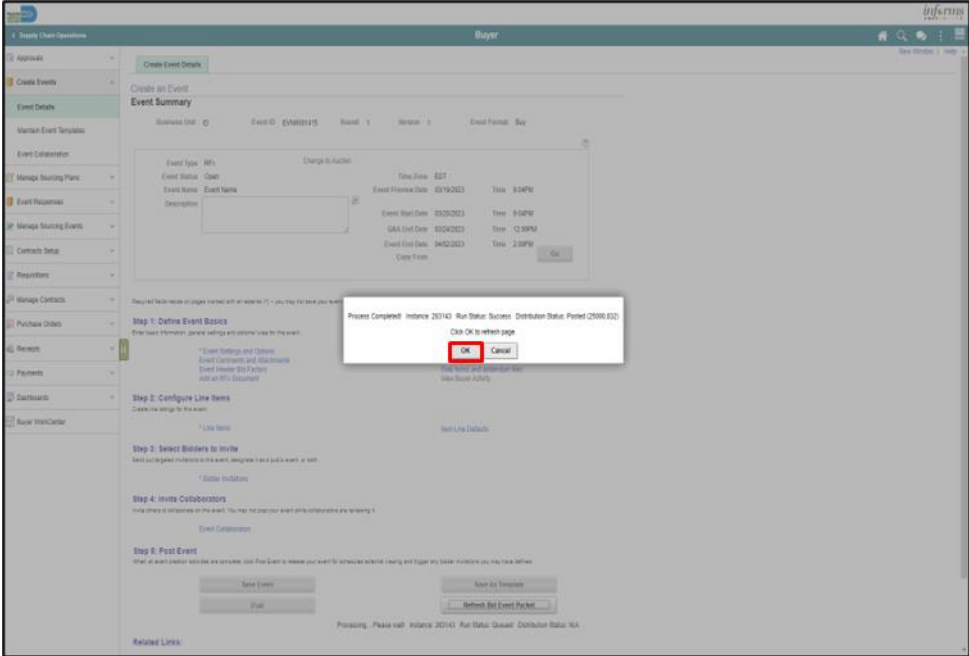
Step	Action
1.	Navigate to: Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	<p>Select the Manage Sourcing Events pane.</p>  <p>The screenshot shows the Informa Buyer interface. On the left sidebar, under 'Document Management', the 'Manage Sourcing Events' option is highlighted with a red box. The main area displays the 'Add a Document' form with fields for Source Transaction (Ad Hoc), SetID (MDC), Ad Hoc ID (NEXT), Description, Contract Style, and Document Type. Buttons for 'Add a Document', 'Copy Document', and 'Import Document' are visible at the bottom of the form.</p>
3.	<p>Select the Event Workbench pane.</p>  <p>The screenshot shows the Informa Buyer interface. On the left sidebar, under 'Manage Sourcing Events', the 'Event Workbench' option is highlighted with a red box. The main area displays the 'Add a Document' form, which is identical to the one in the previous step.</p>

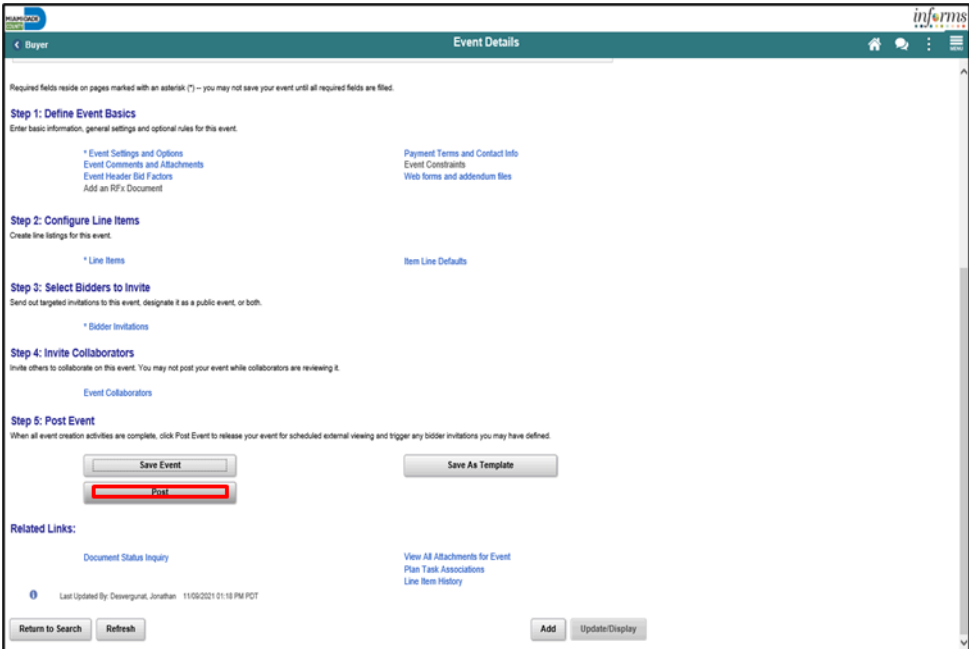
Step	Action
4.	<p>Input applicable search parameters and select the Search button.</p> 
5.	<p>Select the Create New Version icon.</p> <p>Note: A new version can only be added before the event has been closed.</p> <p>The Legend can be expanded to explain the icon definitions.</p> 

Step	Action
6.	<p>Select the Yes button.</p> 
7.	<p>Confirm at the top that the Version has changed to the next number. Make any applicable changes such as:</p> <ul style="list-style-type: none"> • Adding an Addendum File • Updating Line Details • Updating Bidder Invitations 

Step	Action
8.	<p>Select the Save Event button.</p> 
9.	<p>Select the Generate Bid Event Packet button.</p> 

Step	Action
10.	<p>Select the Yes button.</p> 
11.	<p>Select the OK button.</p> 

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

Step	Action
14.	<p>Select the Post button.</p> 
15.	<p>Select the OK button.</p> 