informs

Miami-Dade County

Review Forms and Addendum Job Aid

Version 1.0

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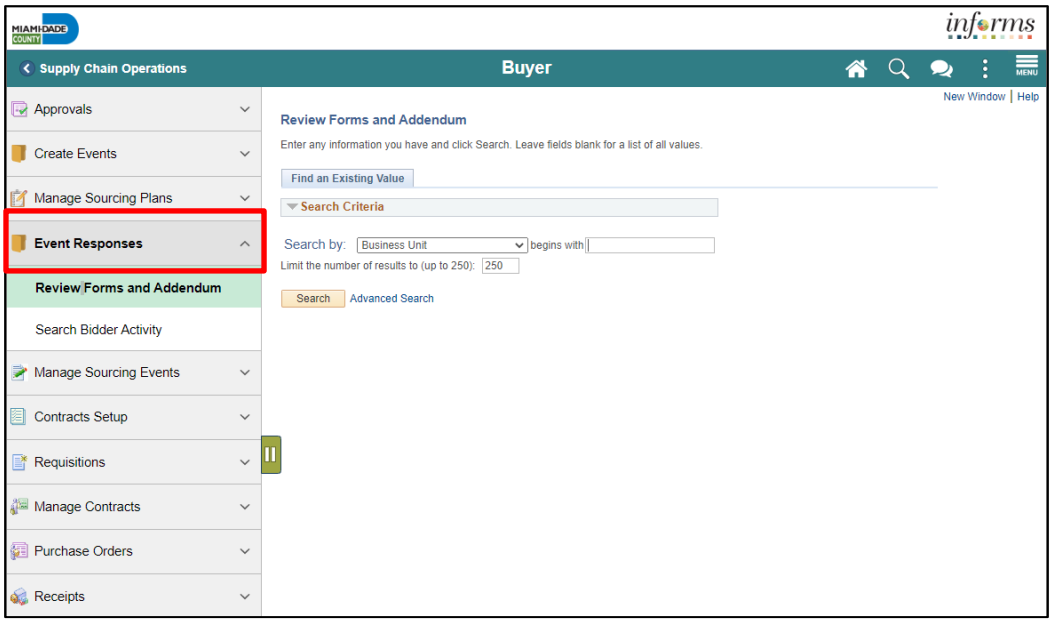
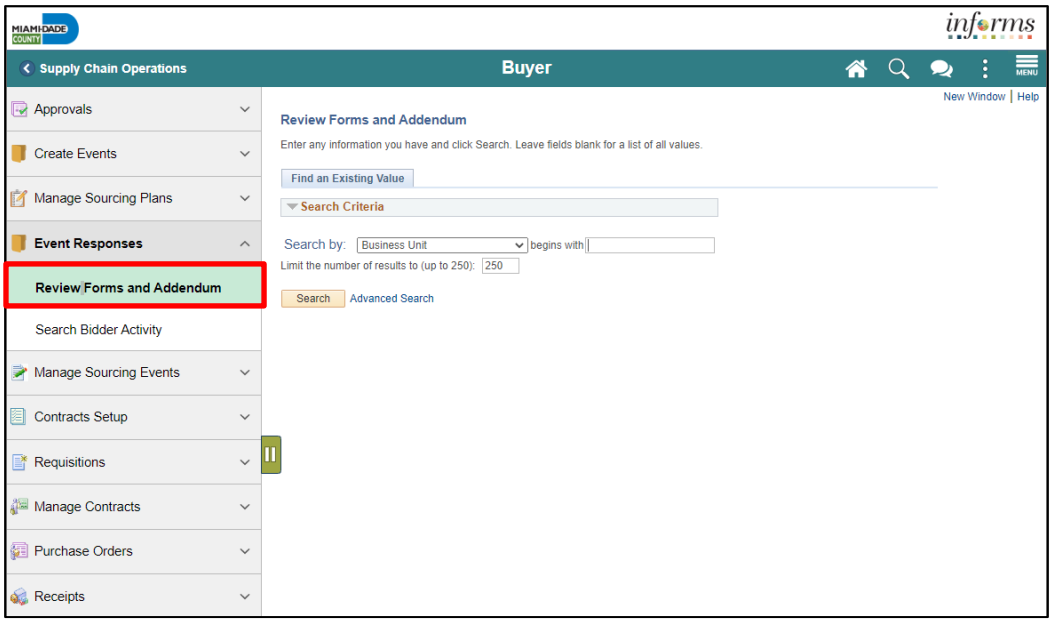
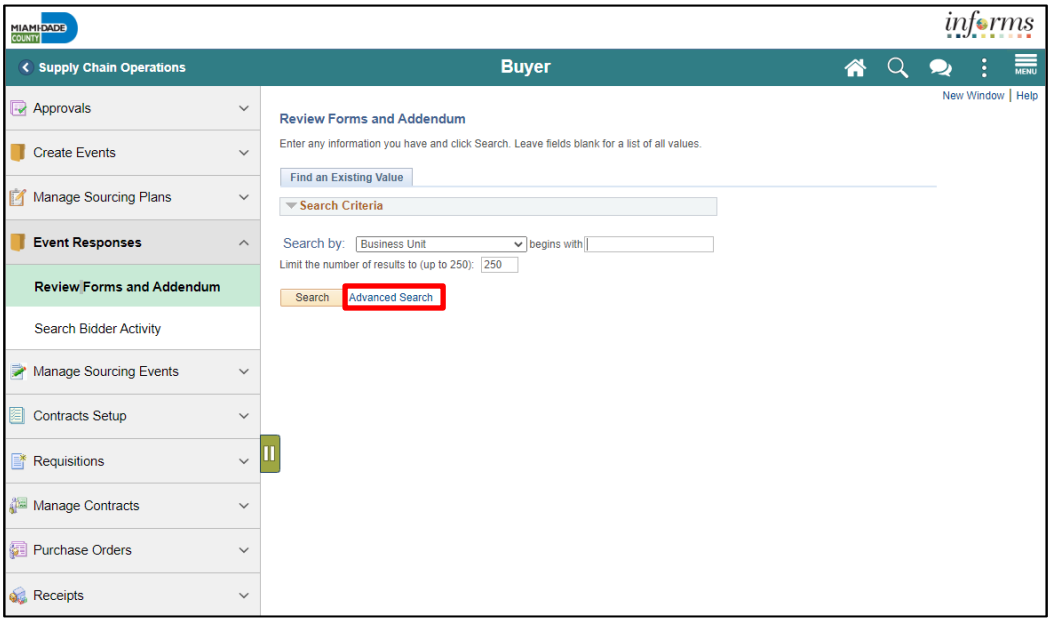
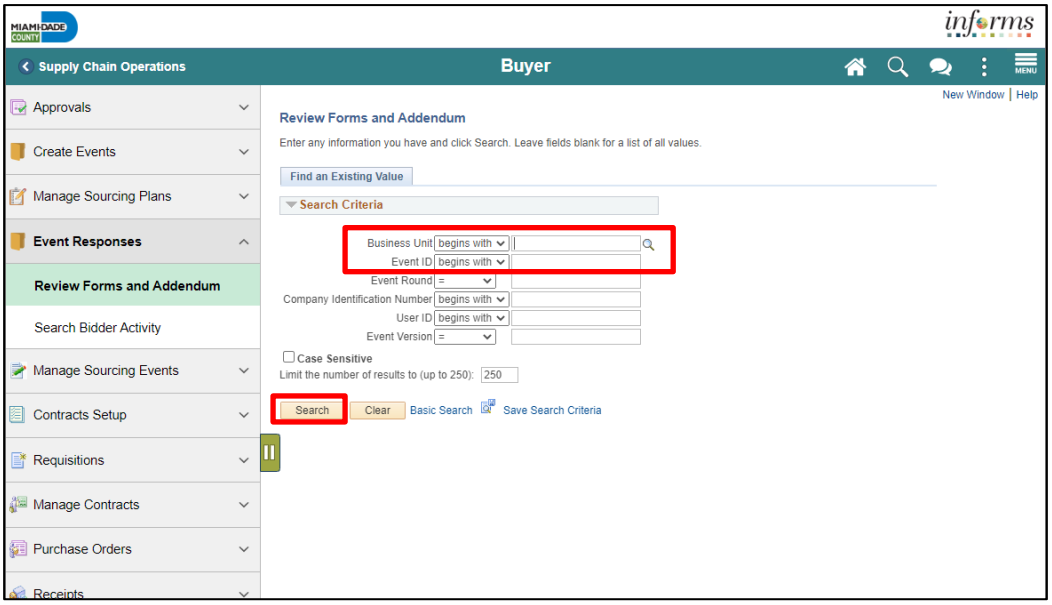
PURPOSE

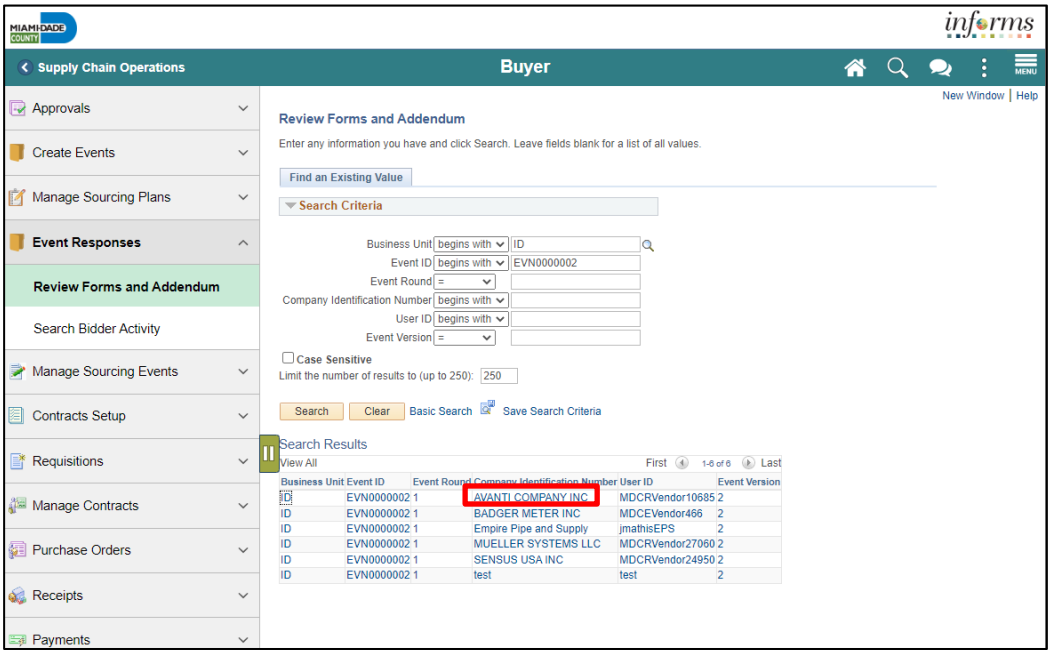
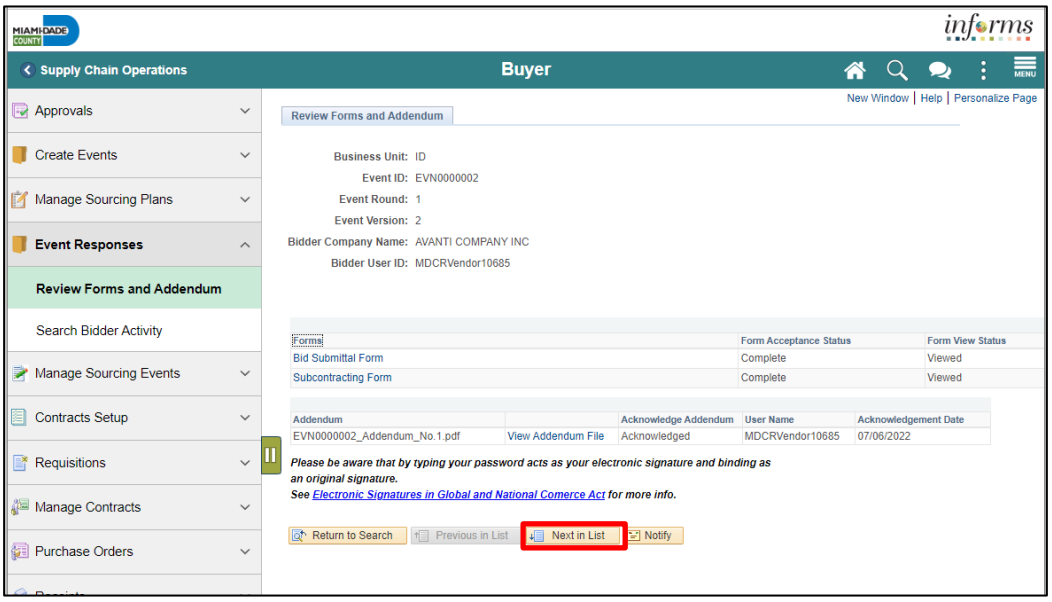
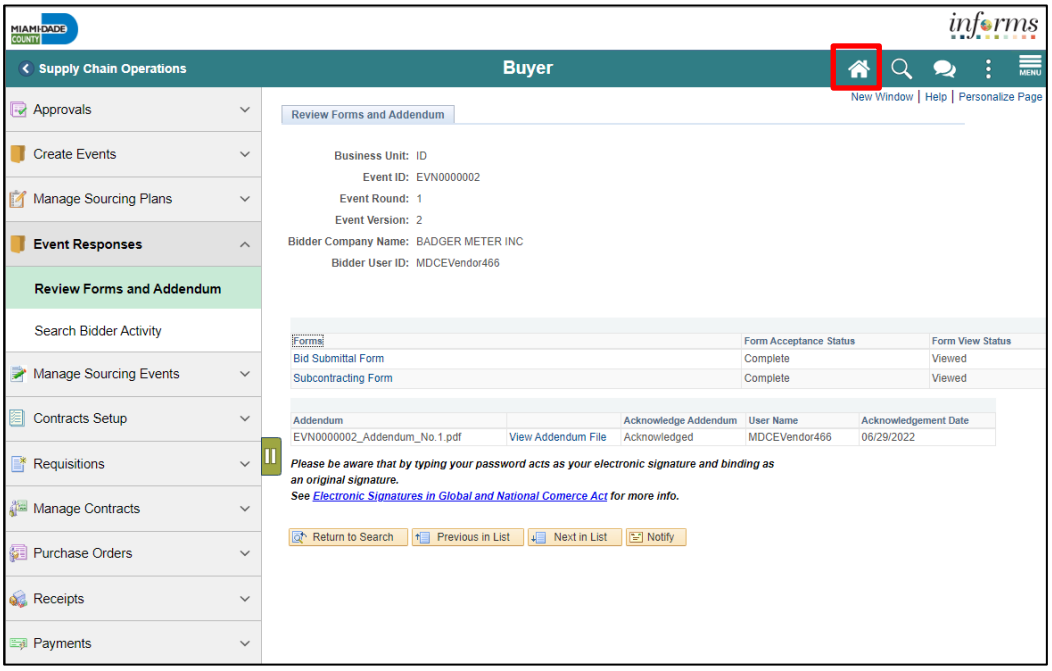
Purpose

This document explains the key activities involved in reviewing forms and addendums. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

REVIEW FORMS AND ADDENDUM

Step	Action
1.	Navigate to: **Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer**
2.	Select the **Event Responses** pane. 
3.	Select the **Review Forms and Addendum** pane. 

Step	Action
4.	Select the **Advanced Search** link. 
5.	Input or search for the applicable **Business Unit** and **Event ID**. Select the **Search** button. 

Step	Action
6.	Select the first **Company Identification Number** in the **Search Results.** 
7.	Review the form submissions, then select the **Next in List** button. 

Step	Action
8.	Review the form submissions and continue until all bidder forms have been reviewed.