



Miami-Dade County

Review Forms and Addendum Job Aid

Version 1.0

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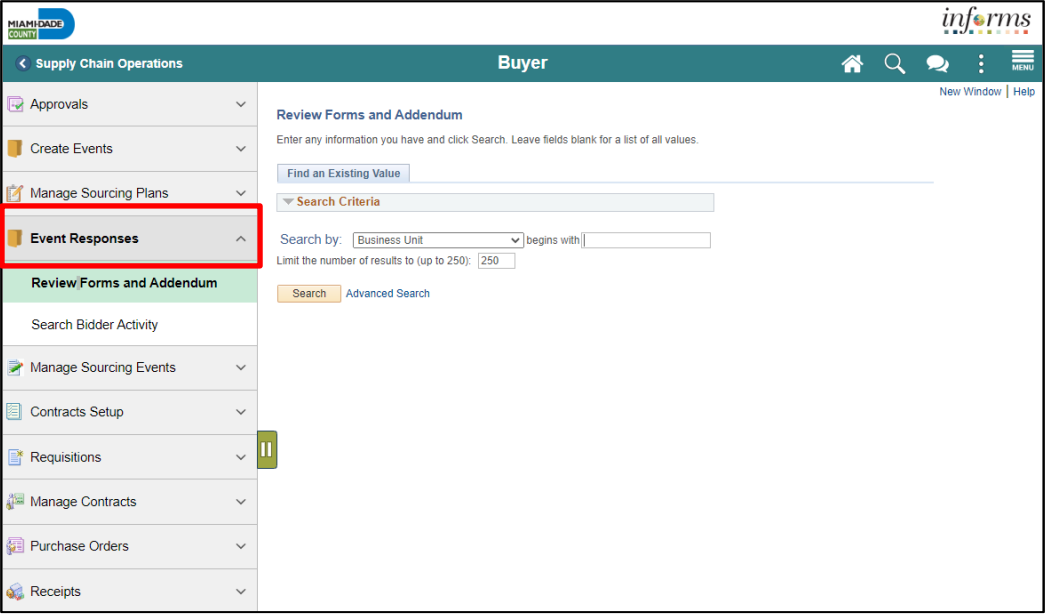
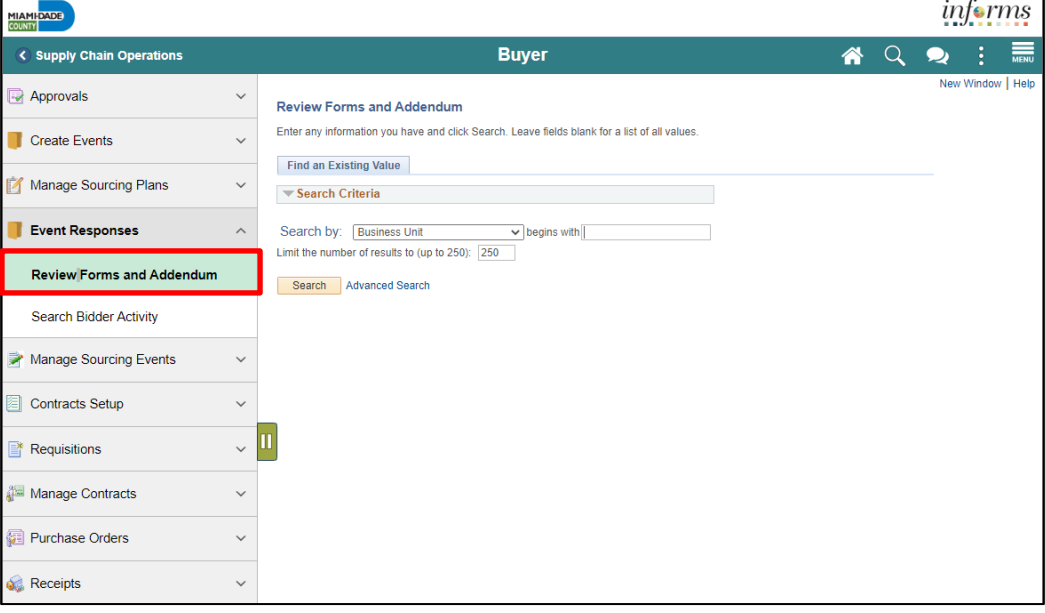
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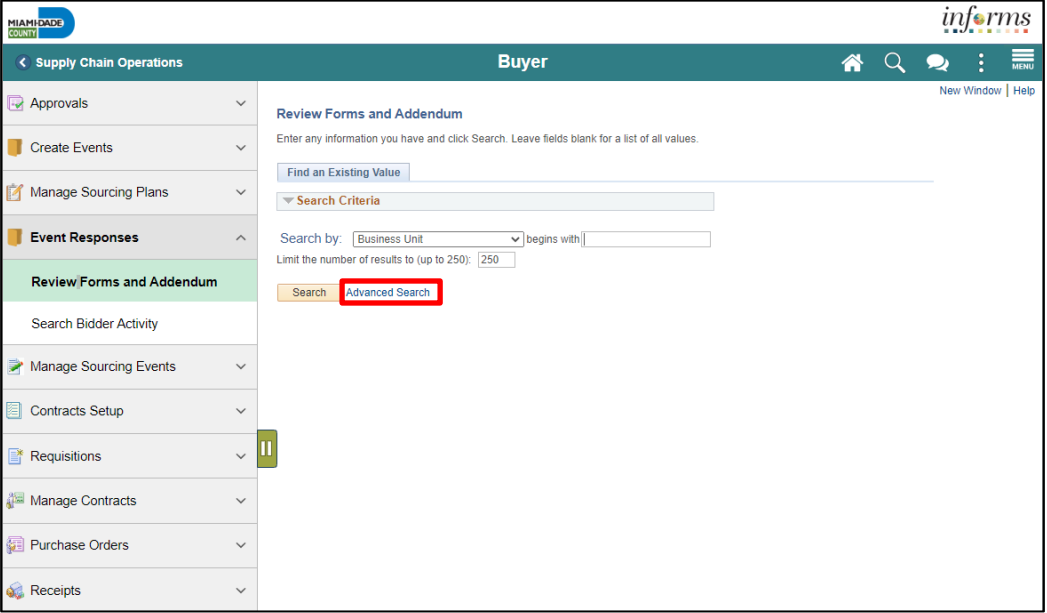
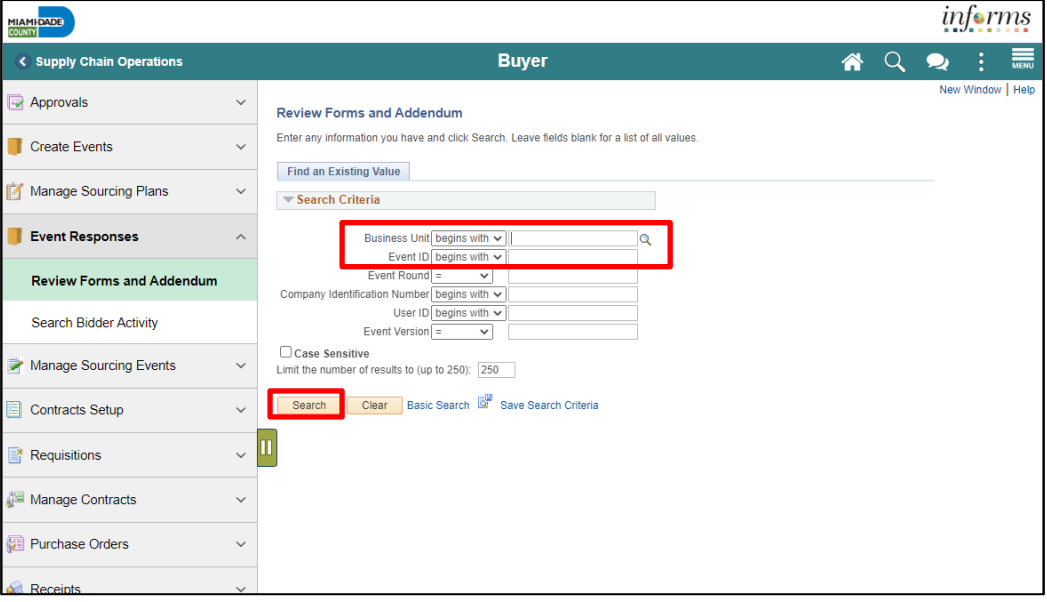
PURPOSE

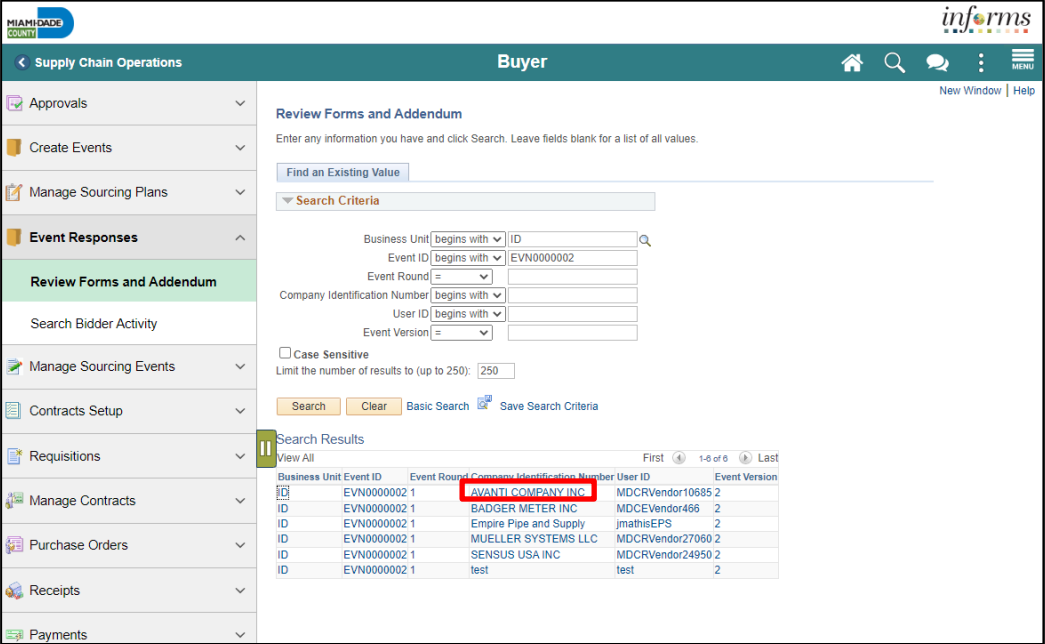
Purpose

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.	<p>Select the Event Responses pane.</p>  <p>The screenshot shows the 'Buyer' interface with a sidebar on the left containing various menu items. The 'Event Responses' item is highlighted with a red box. The main content area shows the 'Review Forms and Addendum' section with search filters and a search button.</p>
3.	<p>Select the Review Forms and Addendum pane.</p>  <p>The screenshot shows the 'Buyer' interface with the same sidebar. The 'Review Forms and Addendum' item is highlighted with a red box. The main content area shows the 'Review Forms and Addendum' section with search filters and a search button.</p>

Step	Action
4.	<p>Select the Advanced Search link.</p>  <p>The screenshot shows the INFORMS Buyer interface. On the left is a navigation menu with options like Approvals, Create Events, Manage Sourcing Plans, Event Responses, Review Forms and Addendum (highlighted), Search Bidder Activity, Manage Sourcing Events, Contracts Setup, Requisitions, Manage Contracts, Purchase Orders, and Receipts. The main content area is titled 'Review Forms and Addendum' and includes a search bar with a 'Find an Existing Value' button. Below the search bar, there are search criteria fields: 'Search by: Business Unit' (with a dropdown), 'begins with' (with a text input), and a limit of results to 250. At the bottom of the search criteria, there are two buttons: 'Search' and 'Advanced Search' (highlighted with a red box).</p>
5.	<p>Input or search for the applicable Business Unit and Event ID. Select the Search button.</p>  <p>The screenshot shows the INFORMS Buyer interface. On the left is a navigation menu with options like Approvals, Create Events, Manage Sourcing Plans, Event Responses, Review Forms and Addendum (highlighted), Search Bidder Activity, Manage Sourcing Events, Contracts Setup, Requisitions, Manage Contracts, Purchase Orders, and Receipts. The main content area is titled 'Review Forms and Addendum' and includes a search bar with a 'Find an Existing Value' button. Below the search bar, there are search criteria fields: 'Business Unit' (with a dropdown), 'begins with' (with a text input), 'Event ID' (with a dropdown), 'begins with' (with a text input), 'Event Round' (with a dropdown), 'Company Identification Number' (with a dropdown), 'begins with' (with a text input), 'User ID' (with a dropdown), 'begins with' (with a text input), and 'Event Version' (with a dropdown). At the bottom of the search criteria, there are four buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box.</p>

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