



Miami-Dade County

Review Forms and Addendum Job Aid

Version 1.0

TABLE OF CONTENTS

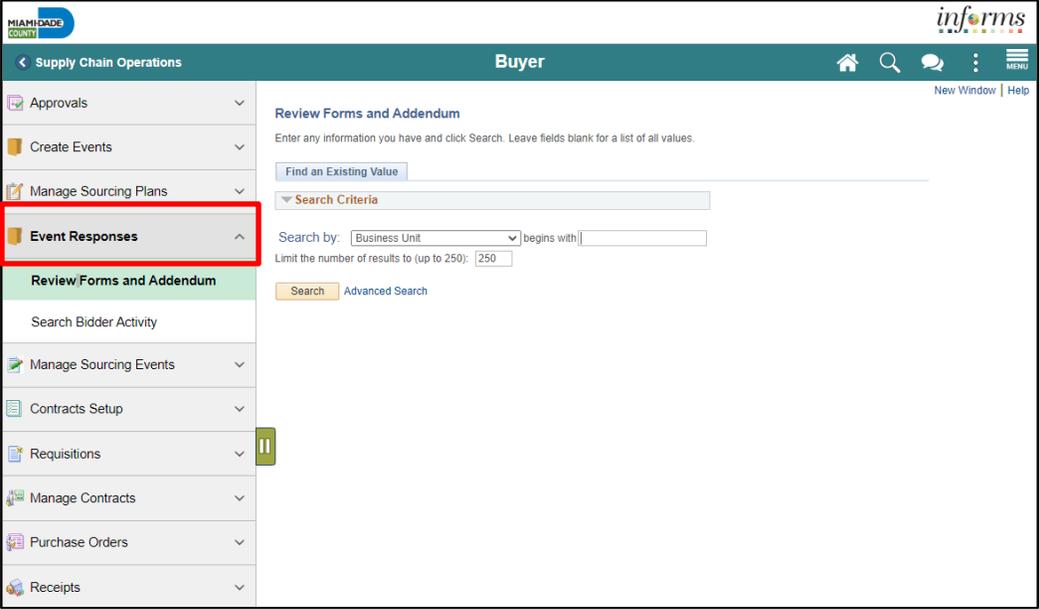
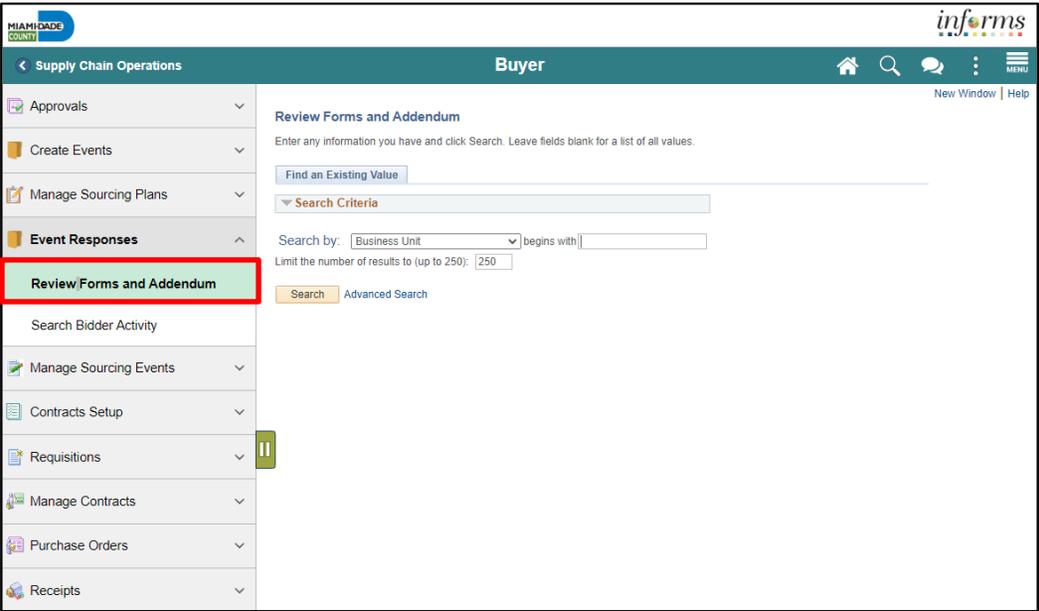
TABLE OF CONTENTS	2
PURPOSE	2
<i>Purpose</i>	2
REVIEW FORMS AND ADDENDUM	3

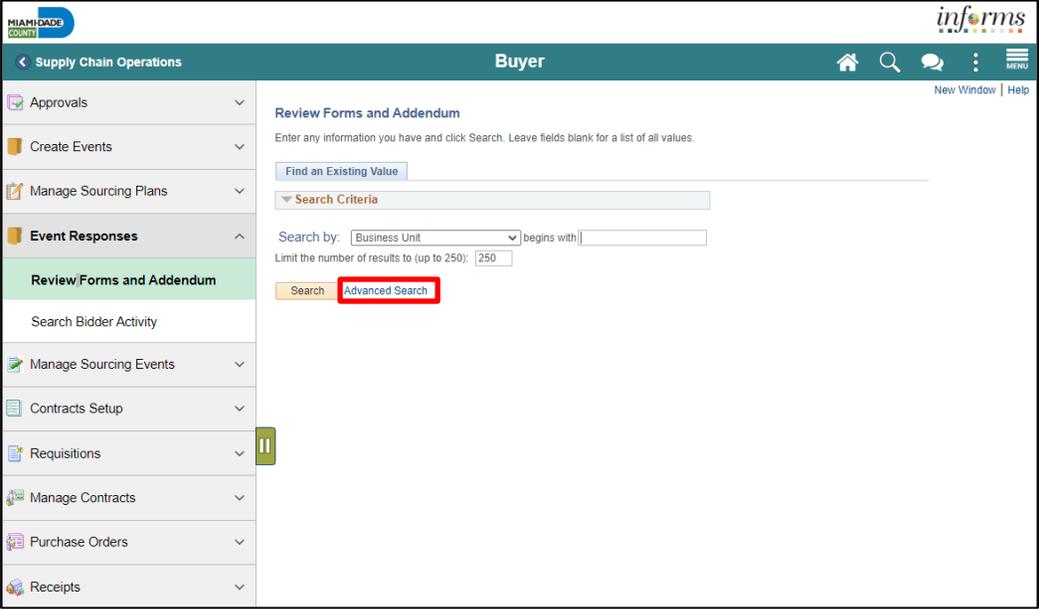
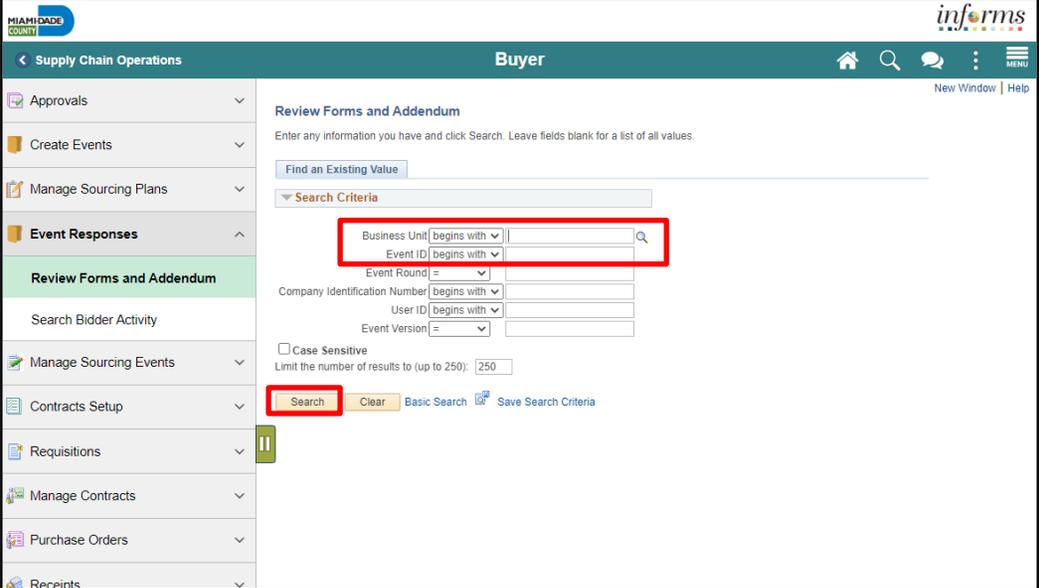
PURPOSE

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 menu. The 'Event Responses' item is highlighted with a red box. The main content area shows the 'Review Forms and Addendum' section with search options.</p>
3.	<p>Select the Review Forms and Addendum pane.</p>  <p>The screenshot shows the 'Buyer' interface with a sidebar menu. 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 options.</p>

Step	Action
4.	<p>Select the Advanced Search link.</p>  <p>The screenshot shows the 'Review Forms and Addendum' search interface. On the left is a navigation menu with 'Review Forms and Addendum' selected. The main area contains search criteria fields and two buttons: 'Search' and 'Advanced Search'. The 'Advanced Search' button is highlighted with a red rectangular 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 same search interface as in step 4, but with search criteria entered. The 'Business Unit' and 'Event ID' fields are highlighted with a red box. Below the criteria, the 'Search' button is also highlighted with a red box. Other buttons like 'Clear', 'Basic Search', and 'Save Search Criteria' are visible.</p>

Step	Action																																										
6.	<p>Select the first Company Identification Number in the Search Results.</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Event ID</th> <th>Event Round</th> <th>Company Identification Number</th> <th>User ID</th> <th>Event Version</th> </tr> </thead> <tbody> <tr> <td></td> <td>EVN000002</td> <td>1</td> <td>AVANTI COMPANY INC</td> <td>MDCRVendor10685</td> <td>2</td> </tr> <tr> <td></td> <td>EVN000002</td> <td>1</td> <td>BADGER METER INC</td> <td>MDCRVendor466</td> <td>2</td> </tr> <tr> <td></td> <td>EVN000002</td> <td>1</td> <td>Empire Pipe and Supply</td> <td>jmathisEPS</td> <td>2</td> </tr> <tr> <td></td> <td>EVN000002</td> <td>1</td> <td>MUELLER SYSTEMS LLC</td> <td>MDCRVendor27060</td> <td>2</td> </tr> <tr> <td></td> <td>EVN000002</td> <td>1</td> <td>SENSUS USA INC</td> <td>MDCRVendor24950</td> <td>2</td> </tr> <tr> <td></td> <td>EVN000002</td> <td>1</td> <td>test</td> <td>test</td> <td>2</td> </tr> </tbody> </table>	Business Unit	Event ID	Event Round	Company Identification Number	User ID	Event Version		EVN000002	1	AVANTI COMPANY INC	MDCRVendor10685	2		EVN000002	1	BADGER METER INC	MDCRVendor466	2		EVN000002	1	Empire Pipe and Supply	jmathisEPS	2		EVN000002	1	MUELLER SYSTEMS LLC	MDCRVendor27060	2		EVN000002	1	SENSUS USA INC	MDCRVendor24950	2		EVN000002	1	test	test	2
Business Unit	Event ID	Event Round	Company Identification Number	User ID	Event Version																																						
	EVN000002	1	AVANTI COMPANY INC	MDCRVendor10685	2																																						
	EVN000002	1	BADGER METER INC	MDCRVendor466	2																																						
	EVN000002	1	Empire Pipe and Supply	jmathisEPS	2																																						
	EVN000002	1	MUELLER SYSTEMS LLC	MDCRVendor27060	2																																						
	EVN000002	1	SENSUS USA INC	MDCRVendor24950	2																																						
	EVN000002	1	test	test	2																																						
7.	<p>Review the form submissions, then select the Next in List button.</p> <p>Forms</p> <table border="1"> <thead> <tr> <th>Form</th> <th>Form Acceptance Status</th> <th>Form View Status</th> </tr> </thead> <tbody> <tr> <td>Bid Submittal Form</td> <td>Complete</td> <td>Viewed</td> </tr> <tr> <td>Subcontracting Form</td> <td>Complete</td> <td>Viewed</td> </tr> </tbody> </table> <p>Addendum</p> <table border="1"> <thead> <tr> <th>Addendum</th> <th>Acknowledge Addendum</th> <th>User Name</th> <th>Acknowledgement Date</th> </tr> </thead> <tbody> <tr> <td>EVN000002_Addendum_No. 1.pdf</td> <td>View Addendum File</td> <td>MDCRVendor10685</td> <td>07/06/2022</td> </tr> </tbody> </table> <p>Please be aware that by typing your password acts as your electronic signature and binding as an original signature. See Electronic Signatures in Global and National Commerce Act for more info.</p> <p>Return to Search Previous in List Next in List Notify</p>	Form	Form Acceptance Status	Form View Status	Bid Submittal Form	Complete	Viewed	Subcontracting Form	Complete	Viewed	Addendum	Acknowledge Addendum	User Name	Acknowledgement Date	EVN000002_Addendum_No. 1.pdf	View Addendum File	MDCRVendor10685	07/06/2022																									
Form	Form Acceptance Status	Form View Status																																									
Bid Submittal Form	Complete	Viewed																																									
Subcontracting Form	Complete	Viewed																																									
Addendum	Acknowledge Addendum	User Name	Acknowledgement Date																																								
EVN000002_Addendum_No. 1.pdf	View Addendum File	MDCRVendor10685	07/06/2022																																								

Step	Action
8.	<p>Review the form submissions and continue until all bidder forms have been reviewed.</p> <p>The screenshot shows the 'Buyer' interface for 'Supply Chain Operations'. The 'Review Forms and Addendum' section is active. It displays details for Business Unit: ID, Event ID: EVN0000002, Event Round: 1, Event Version: 2, Bidder Company Name: BADGER METER INC, and Bidder User ID: MDCEVendor466. Below this, there are two tables. The first table shows 'Forms' with columns for 'Form Acceptance Status' and 'Form View Status'. The second table shows 'Addendum' with columns for 'Addendum', 'View Addendum File', 'Acknowledge Addendum', 'User Name', and 'Acknowledgement Date'. A warning message states: 'Please be aware that by typing your password acts as your electronic signature and binding as an original signature. See Electronic Signatures in Global and National Commerce Act for more info.' Navigation buttons include 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.</p>