



Miami-Dade County

View Merged Files and Vendor Files Job Aid

Version 1.0

TABLE OF CONTENTS

TABLE OF CONTENTS.....2

PURPOSE AND DESCRIPTION2

Purpose2

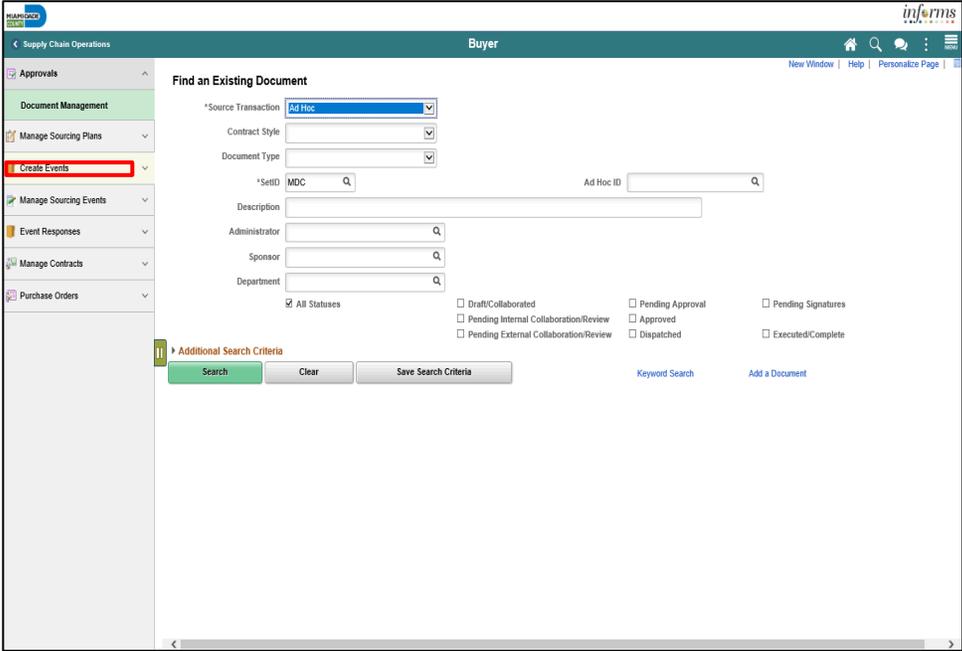
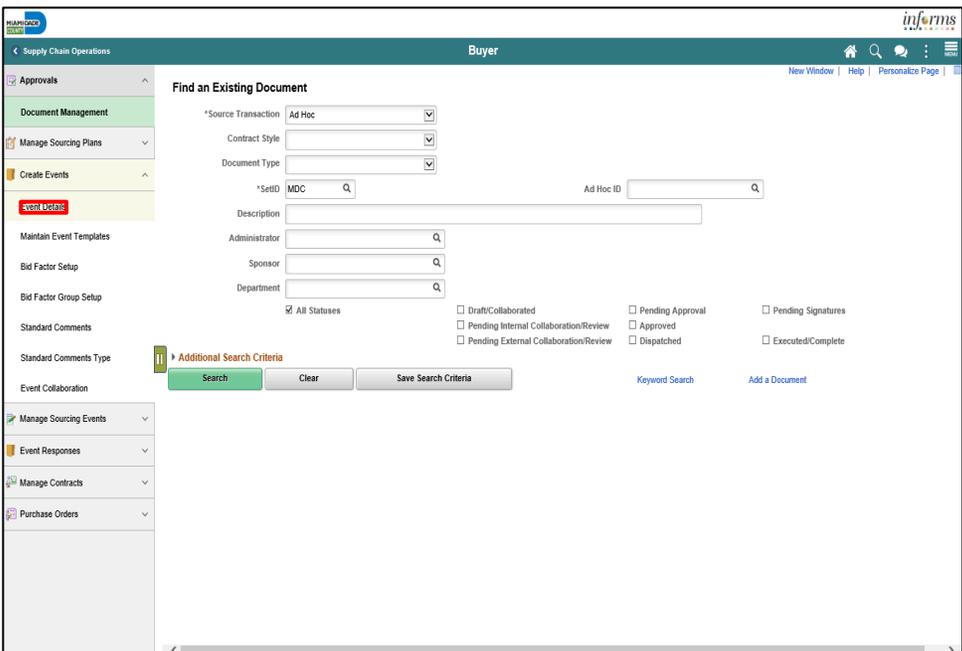
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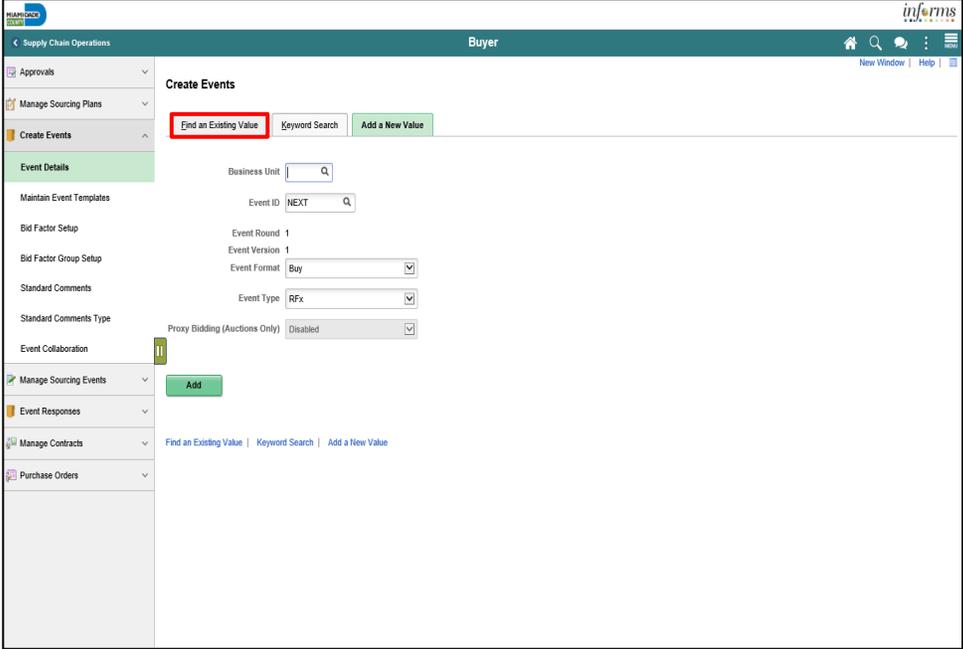
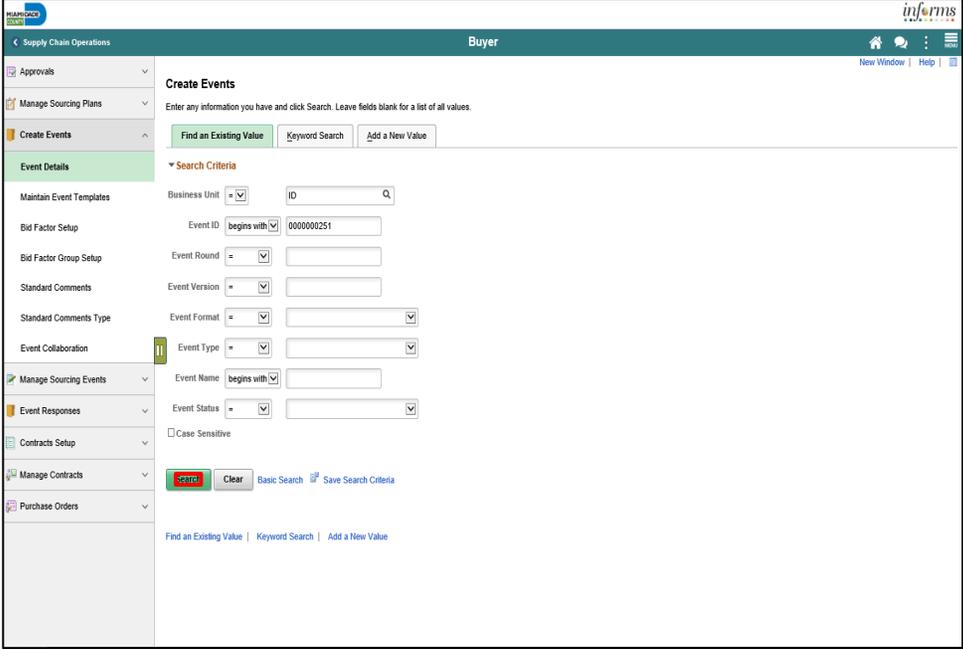
PURPOSE AND DESCRIPTION

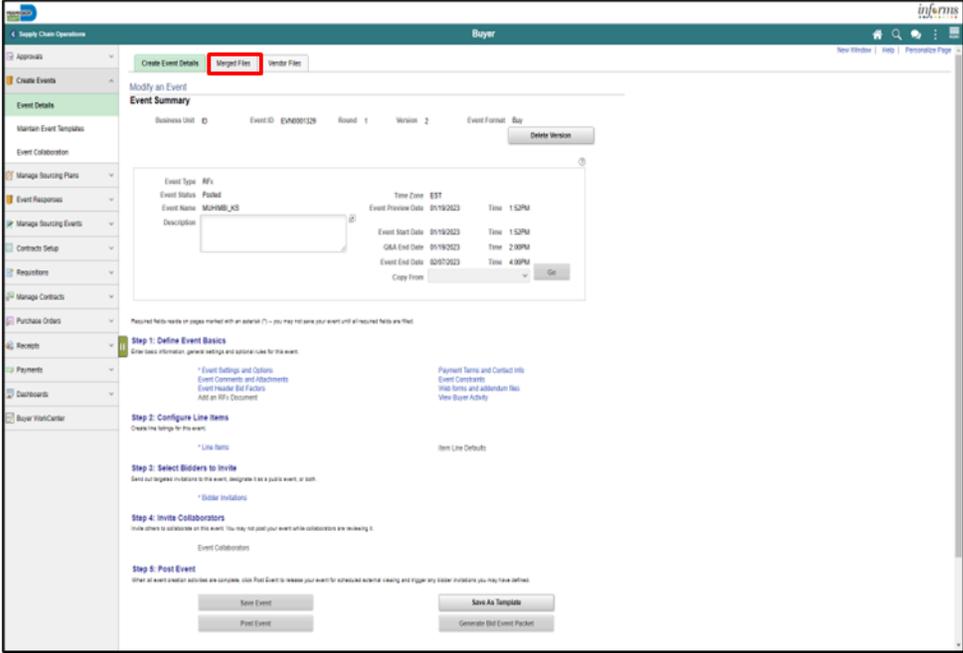
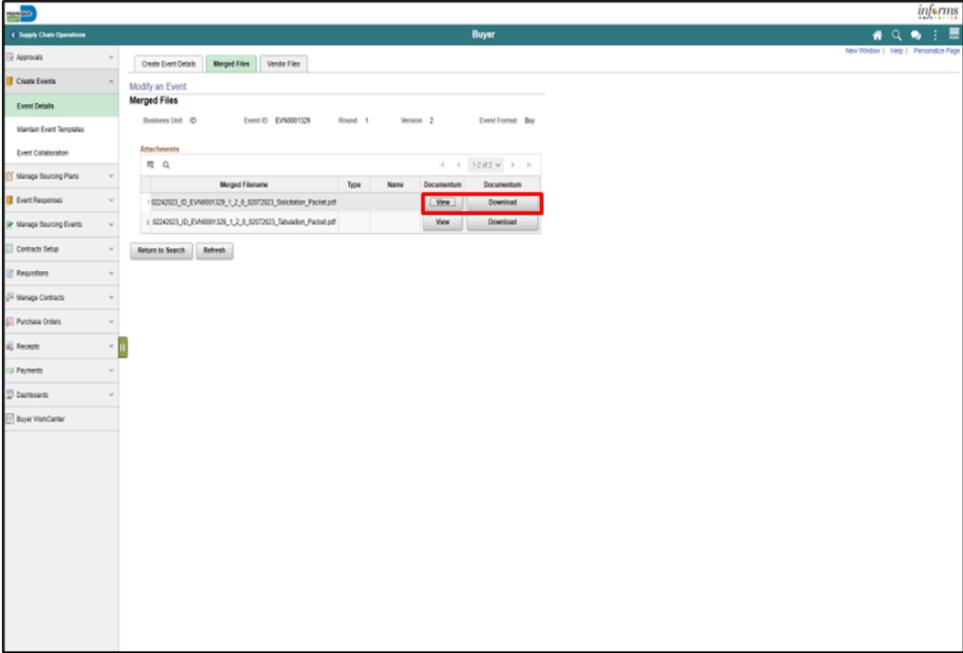
Purpose

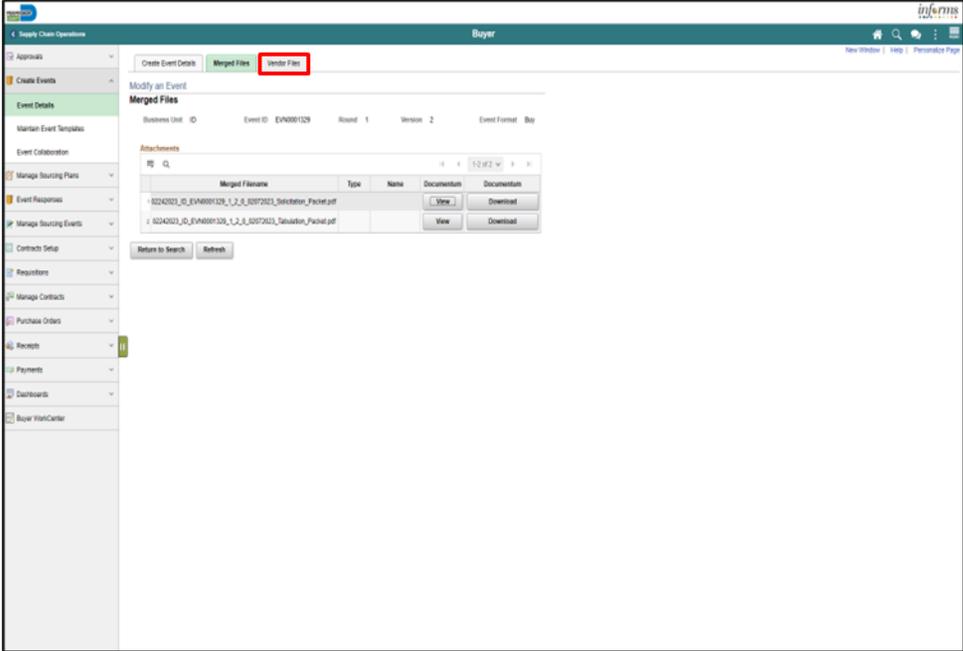
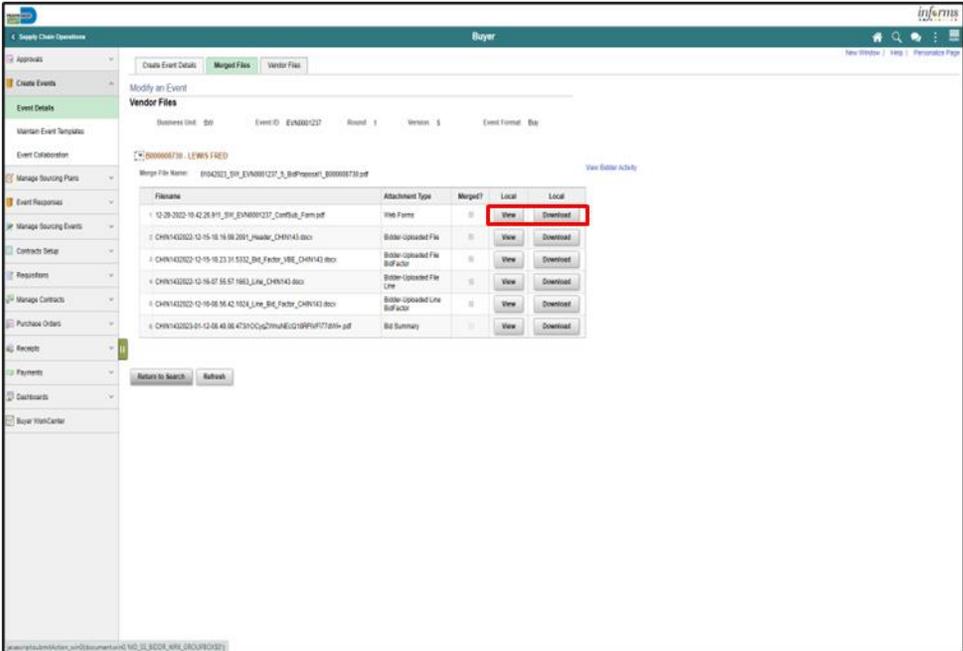
This document explains the key activities involved in viewing merged files and vendor files. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

VIEW MERGED FILES AND VENDOR FILES

Step	Action
1.	Navigate to: Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer
2.	Select the Create Events pane.  <p>The screenshot shows the 'Buyer' interface with a left-hand navigation pane. The 'Create Events' option is highlighted with a red box. The main content area is titled 'Find an Existing Document' and contains various search filters and checkboxes.</p>
3.	Select the Event Details pane.  <p>The screenshot shows the 'Buyer' interface with the 'Event Details' option highlighted in red in the left-hand navigation pane. The main content area remains the same as in the previous step.</p>

Step	Action
<p>4.</p>	<p>Select the Find an Existing Value tab.</p> 
<p>5.</p>	<p>Input applicable search details. Select the Search button. Note: Be sure to select the latest version of the event.</p> 

Step	Action
6.	<p>Select the Merged Files tab.</p>  <p>The screenshot shows the 'Modify an Event' interface. The 'Merged Files' tab is highlighted in red. The page includes a sidebar with navigation options like 'Approvals', 'Create Events', and 'Manage Sourcing Plans'. The main content area shows event details and a list of merged files.</p>
7.	<p>Select the View or Download button.</p> <p>Note: Ensure pop-up blockers are disabled.</p>  <p>The screenshot shows the 'Merged Files' table. The 'View' and 'Download' buttons for the first file are highlighted in red. The table has columns for 'Merged Filename', 'Type', 'Name', 'Document', and 'Document'. The first row contains a file named '62242023_02_EV40001229_1_2_0_0072023_Selection_Packet.pdf'.</p>

Step	Action
8.	<p>Select the Vendor Files tab.</p>  <p>The screenshot shows the 'Merged Files' section of the INFORMS Buyer interface. The 'Vendor Files' tab is highlighted with a red box. The interface includes a sidebar with navigation options like 'Approvals', 'Create Events', and 'Manage Sourcing Plans'. The main content area shows a table of attachments with columns for 'Merged Filename', 'Type', 'Name', 'Document', and 'Documentum'. Two attachments are listed, both with 'View' and 'Download' buttons.</p>
9.	<p>Select the View or Download button.</p> <p>Note: Ensure pop-up blockers are disabled.</p>  <p>The screenshot shows the 'Vendor Files' section of the INFORMS Buyer interface. The 'View' and 'Download' buttons for the first file are highlighted with a red box. The interface includes a sidebar with navigation options like 'Approvals', 'Create Events', and 'Manage Sourcing Plans'. The main content area shows a table of attachments with columns for 'Filename', 'Attachment Type', 'Merged?', 'Local', and 'Local'. Six attachments are listed, each with 'View' and 'Download' buttons.</p>