

Miami-Dade County

View Merged Files and Vendor Files Job Aid

Version 1.0



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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.
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	All Manage Contracts
	Department Q
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	Additional Search Criteria
	Search Citear Save Search Criteria Keyword Search Add a Document
3.	Select the Event Details pane.
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	☑ All Statuses □ Draft/Collaborated □ Pending Approval □ Pending Signatures Standard Comments □ Pending Internal Collaboration/Review □ Approved
	Pending External Collaboration/Review Dispatched Executed/Complete Standard Comments Type
	Search Clear Save Search Criteria Keyword Search Add a Document
	Priorit Deconorse
	se manage contracts
	je Purchase Orders ♥



Step	Action
4.	Select the Find an Existing Value tab.
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	s Supply Chain Operations Buyer 🖂 🖓 🔍 🐋 📰
	Rew Window Help
	😰 Manage Sourcing Plans 🗸
	Create Events
	Event Details Business Unit Q
	Maintain Event Templates Event ID NEXT Q
	Bid Factor Selup Event Round 1
	Bid Factor Group Setup Event Yersion 1 Event Format Buy
	Standard Comments Event Type RFx V
	Standard Comments Type Proxy Bidding (Auctions Only) Disabled
	Event Collaboration
	Add
	Event Responses
	Manage Contracts v Find an Existing Value Keyword Search Add a New Value
	№ Purchase Orders
5.	Input applicable search details.
	Select the Search button.
	Note: Be sure to select the latest version of the event.
	informs
	(Supply Chain Operations Buyer 😽 🌒 🗄 🔤
	Create Events
	Manage Sourcing Plans V Enter any information you have and click Search Leave fields blank for a list of all values.
	Create Events A Find an Existing Value Keyword Search Add a New Value
	Event Details Tearch Criteria
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	Bid Factor Setup Event IID begins with 💟 000000251
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	Contracts Setup
	4 [™] Manage Contracts ✓ Earce Clear Basic Search [™] Save Search Criteria
	Parchase Orders v
	Find an Existing Value Keyword Search Add a New Value



Step	Action
6.	Select the Merged Files tab.
7.	<image/>



Step	Action
8.	Select the Vendor Files tab.
9.	<text></text>