



Miami-Dade County

View Merged Files and Vendor Files Job Aid

Version 1.0

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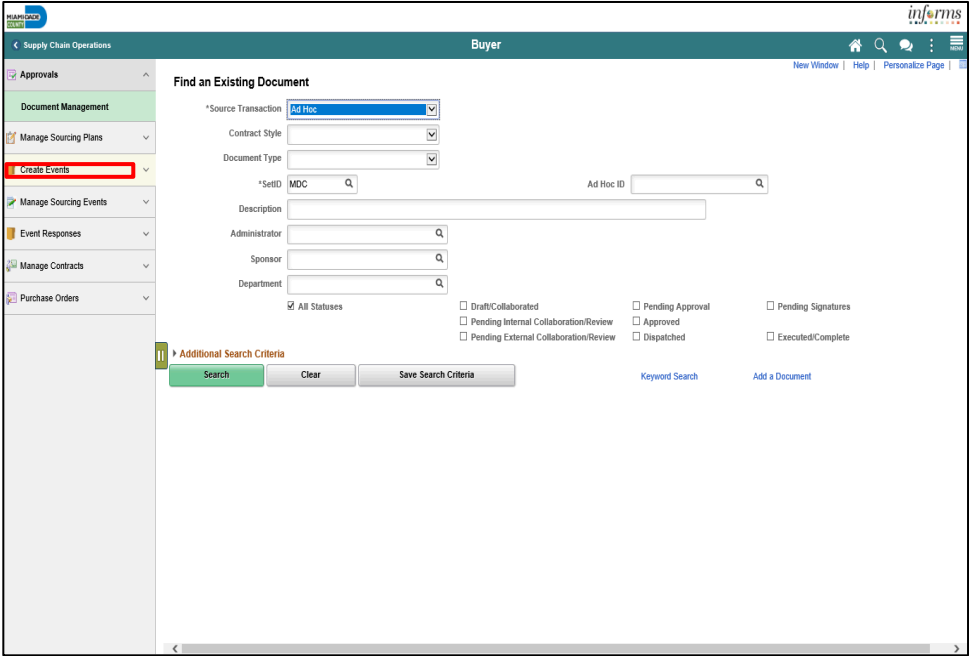
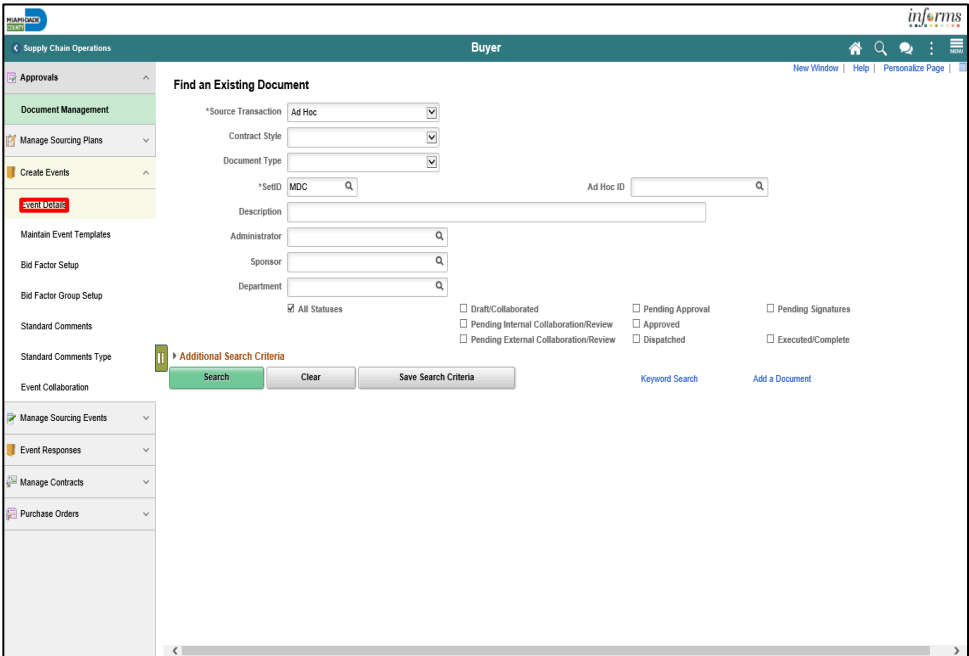
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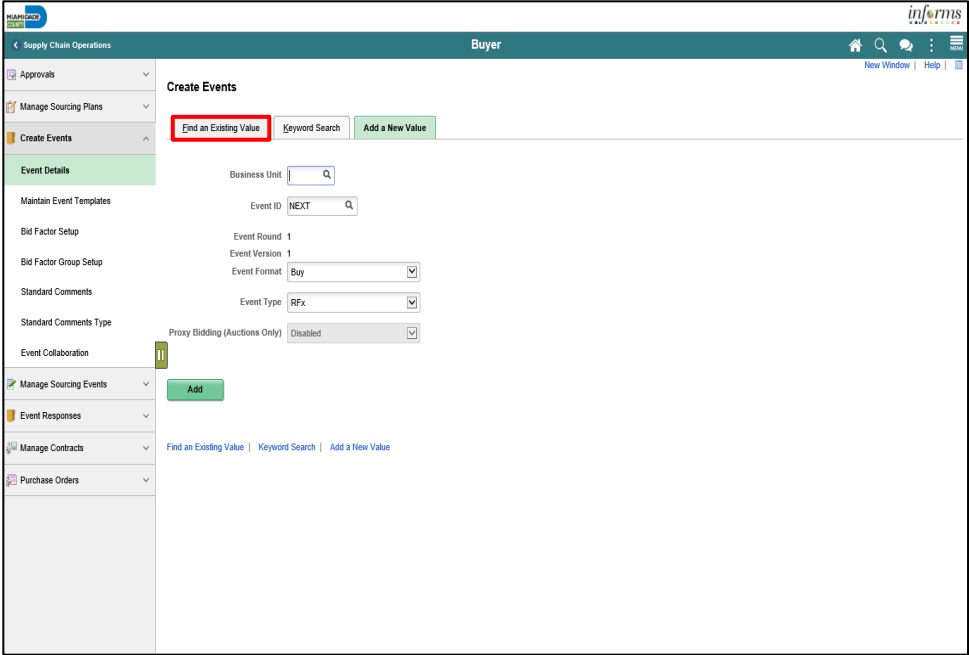
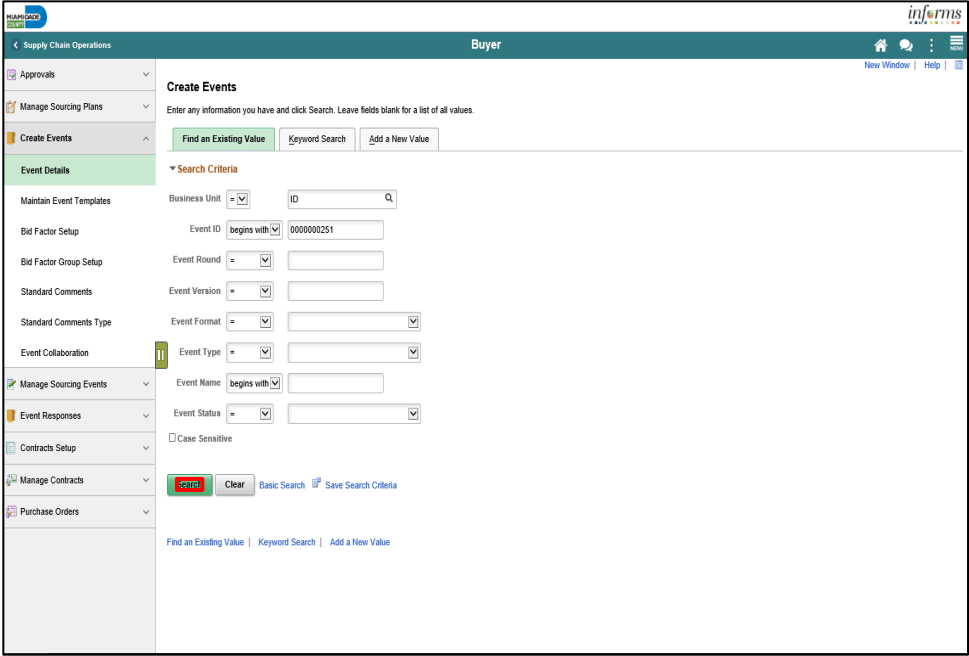
PURPOSE AND DESCRIPTION

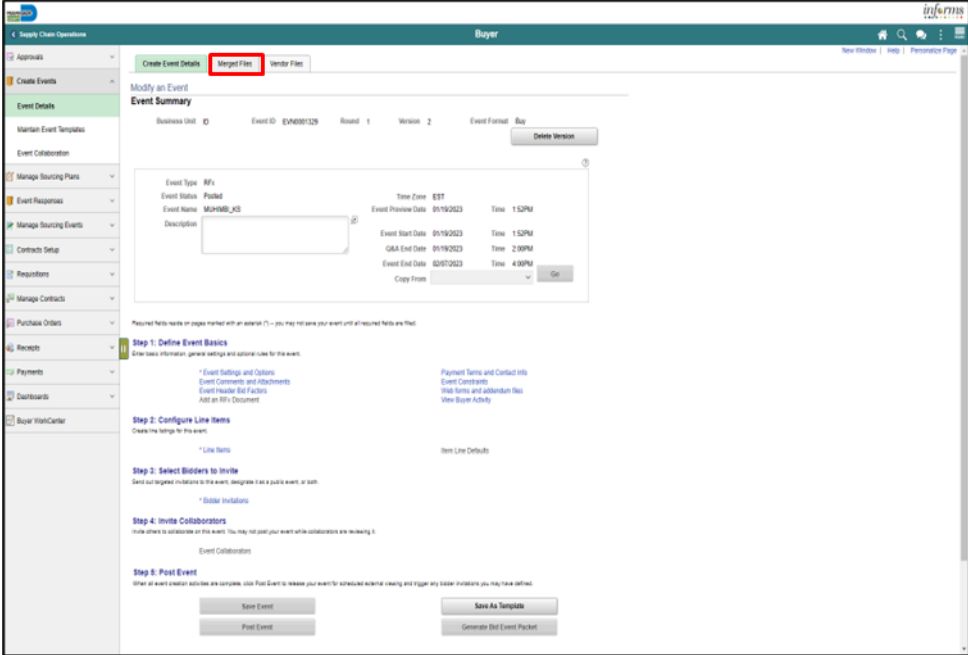
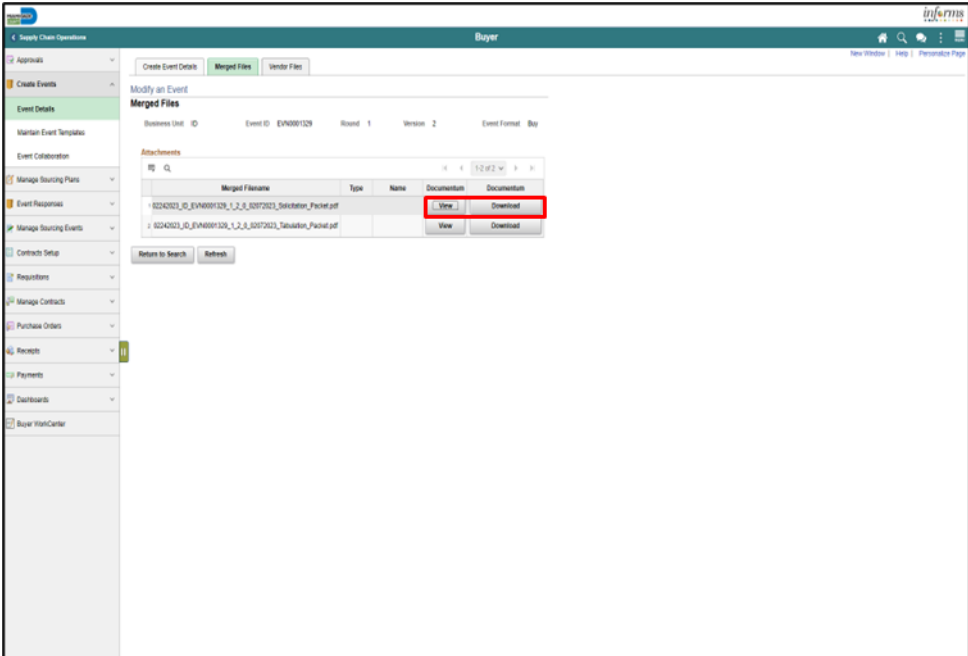
Purpose

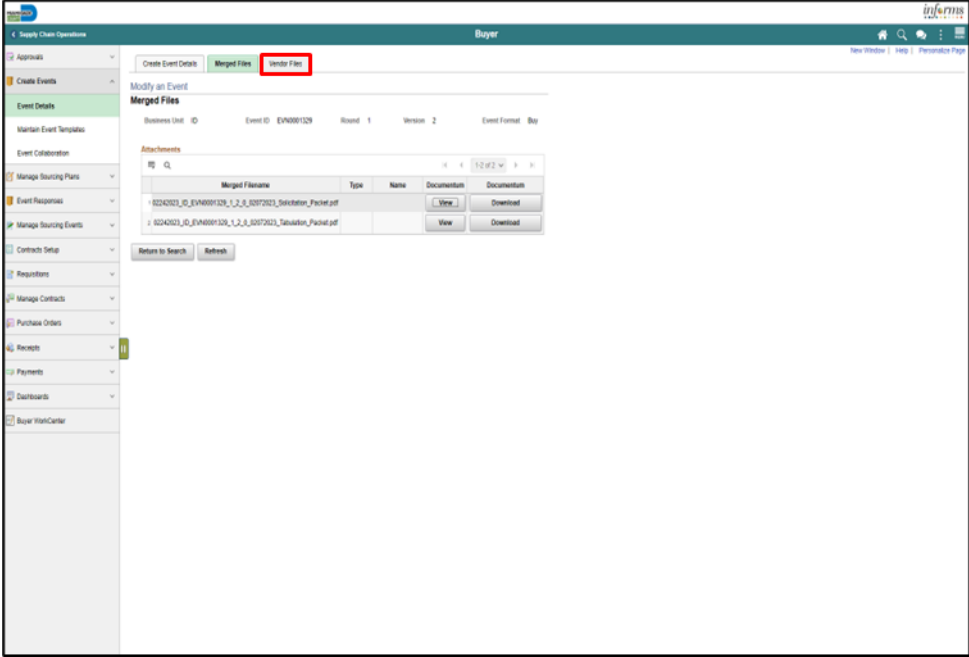
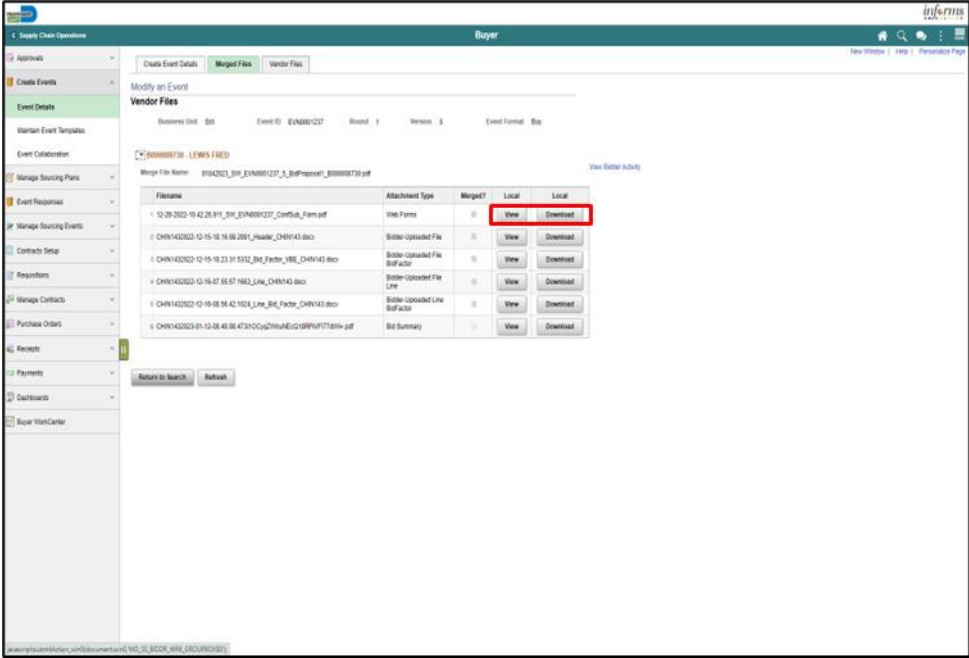
This document explains the key activities involved in viewing merged files and vendor files. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

VIEW MERGED FILES AND VENDOR FILES

| Step | Action |
|------|---|
| 1. | Navigate to: Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer |
| 2. | <p>Select the Create Events pane.</p>  |
| 3. | <p>Select the Event Details pane.</p>  |

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

| Step | Action |
|------|--|
| 6. | <p>Select the Merged Files tab.</p>  |
| 7. | <p>Select the View or Download button.</p> <p>Note: Ensure pop-up blockers are disabled.</p>  |

| Step | Action |
|------|--|
| 8. | <p>Select the Vendor Files tab.</p>  |
| 9. | <p>Select the View or Download button.</p> <p>Note: Ensure pop-up blockers are disabled.</p>  |