Strategic Sourcing
Analyze Event Quick Reference Guide

Use this check list to facilitate your analysis of the event. **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	From the Event Workbench, click on the Analyze icon for your event	
2.	The page opens at the Analyze Total	You can sort your bid responses by various criteria under the Bid Analysis and Display Options
3.	Bid Analysis and Display Options	Provides different sort values for analysis: Select the desired display option and click on Analyze.
4.	Analyze Total Page - Analysis Section	View of the first three bidders responses total bid amount. By clicking on the left and right arrows at the bottom of the page you can move through and view other bid responses.
5.	Comments Icon	If the bidder submitted comments they will be shown here. This view also contains the XML document of the bidder's response.
6.	Bid Action Section	Enter the bid action for each bidder, this can be done at the total page for the entire event or you can award by line by navigating to the Analyze Line Page.
7.	Reject Reason Code	If you do not award to this bidder, you must select the reject reason code from the drop down list.
8.	Bid Factors Section	View the bid responses for each bidder, attachments may also be shown.
9.	Optional - Add/Edit Bid Factors	If you are inviting collaborators to provide input to the analysis you may wish to add bid factors for the collaborators to respond to.
10.	Optional - Go To: Analyze Export	Optional - Creates a report of all the bidder responses by total and by line. You can email the export to yourself and any collaborators. Add the name and email address for each recipient. Select the filters that you want applied to the report. **Note:** This must be attached to the event prior to award, if you need to access for future reference.
11.	Optional - Go To: Associate Planning Task	Optional - You can associate the planning task that the event references by entering that information here.
12.	Optional - Go To: Create New Round	Optional – First select Bidders to Counter by selecting "counter" for the Bid Action and then create the next round for negotiating.
13.	Optional - Go To: Document Status Inquiry	Optional – Used to view associated documents. You can view the requisition that the event was sourced from.
14.	Optional - Go To: Event Comments and Attachments	Optional – View Header comments and attachments from the bidder
15.	Optional - Go To: Invite Collaborators	Optional – Invite internal collaborators to view and

Step	Description	Comments
		respond to event bid factors
16.	Analyze Line Page	This is a line view of all the bid responses, for each line.
17.	Bid Action Section	Enter the bid action for **each** bidder for **each** line.
18.	Reject Reason Code	If you do not award to this bidder, you must select the reject reason code from the drop down list.
19.	Award by Percent	You can award by a percentage for each line.
20.	Optional - Add/Edit Bid Factors	If you are inviting collaborators to provide input to the analysis you may wish to add bid factors for the collaborators to respond to.