




Strategic Sourcing Review Collaboration Quick Reference Guide

Use this check list to review the collaboration results from each collaborator and automatically update your event with your decision. **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	Click on the View Collaboration Icon 	You can view the collaboration at any time during the process.
2.	The Event opens at the Event Header Collaboration	Review the collaboration input from each collaborator
3.	Select the Update Action	If you are accepting the collaboration, change the Update Action to "Accept" and click on the update button. If you are not accepting the collaboration, leave the field at "Reject".
4.	Repeat Steps 2 and 3 for Event Lines, Bid Factors, Comments and Attachments, Invite Bidders and Constraints	If you are accepting the collaboration, change the Update Action to "Accept" and click on the update button. If you are not accepting the collaboration, leave the field at "Reject".
5.	Click on Update Event	The event will open and you can view all of the updates that were accepted.
6.	Validate that all updates were captured	
7.	Click on Save Event	Event is saved
8.	Click on Post Event	Event is posted and available to the bidders
9.		
10.		