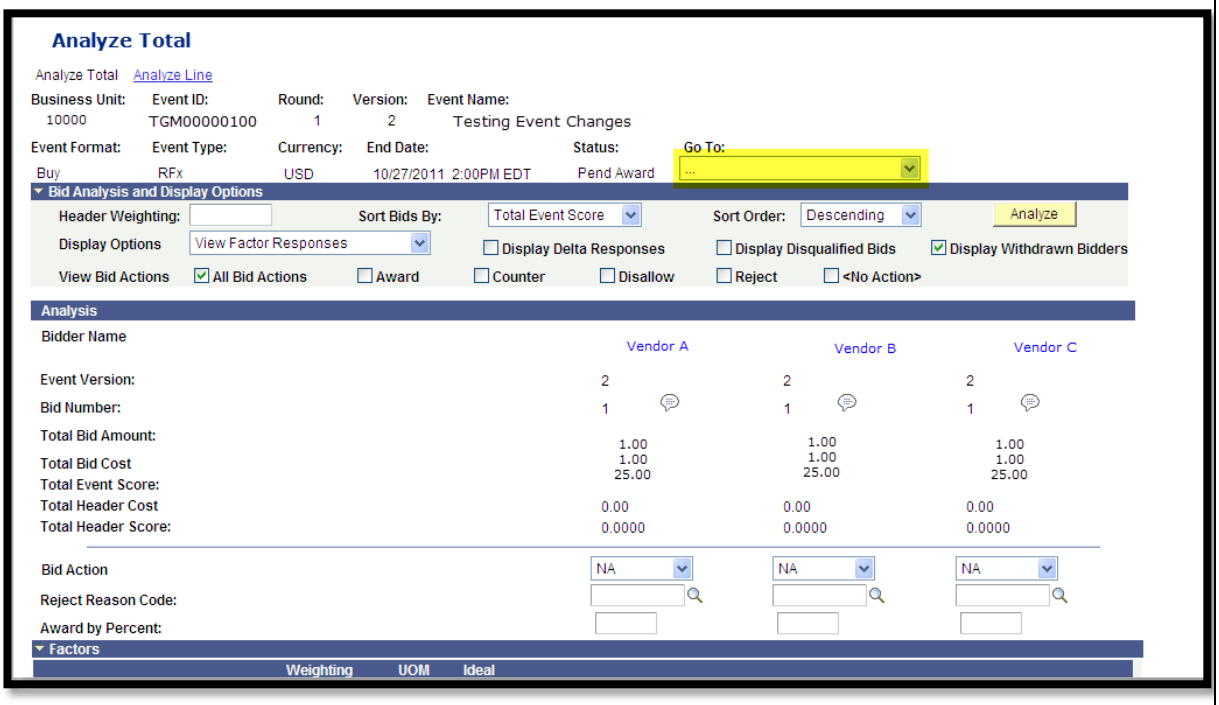
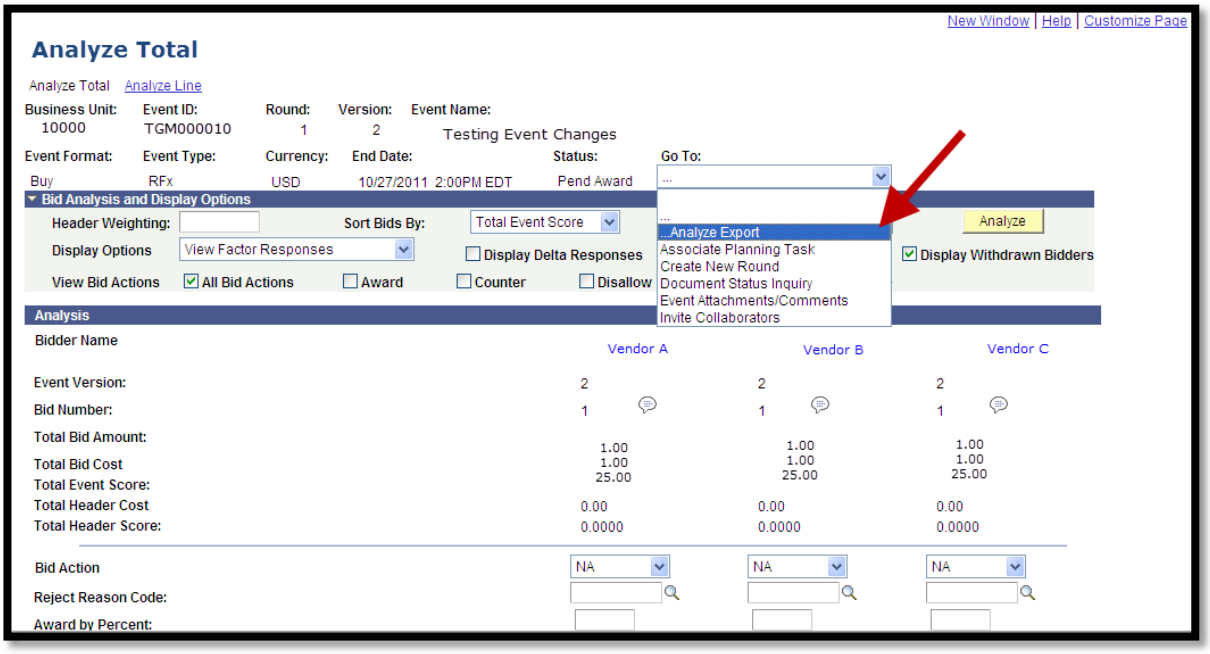
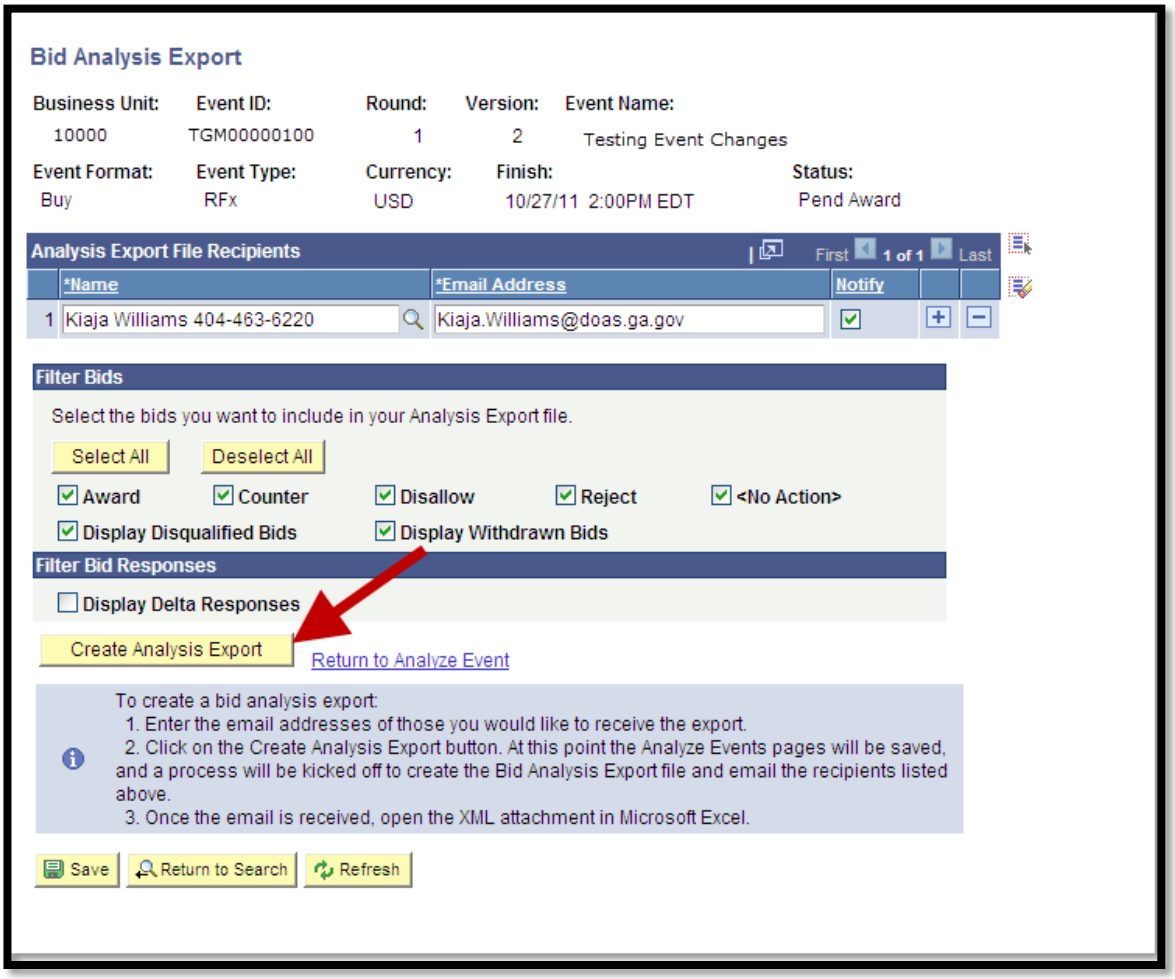
Quick Reference Guide:
Generate Bid Analysis Export

	This document provides the steps to follow in order to generate a Bid Analysis Export of a strategic sourcing event.
1.	Select the Analyze Bids option for the event that you are working on.
2.	From the Analyze Total page, go to the 'Go To' selection drop down on the upper right side of the screen. 
3.	Select Analyze Export option from the drop down.

Quick Reference Guide:
Generate Bid Analysis Export

	
4.	Make sure your email address is listed and is correct. Select the bid filter for the types of bids you want to include in the export. Then select Create Analysis Report and Save.

Quick Reference Guide:
Generate Bid Analysis Export



5. An email will be sent to the address that was entered and it will contain an XML attachment.