



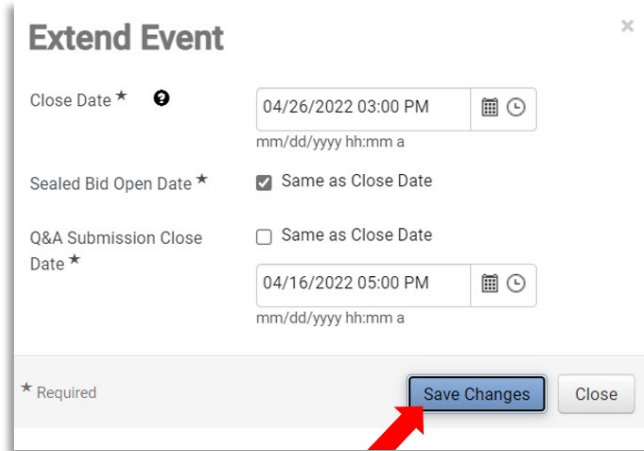
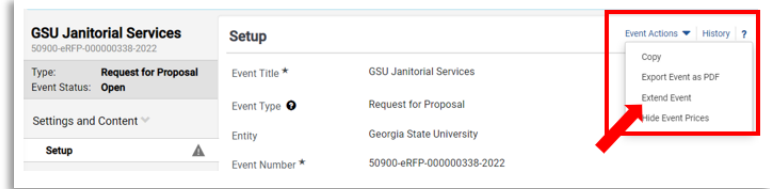
Amending or Extending Events Quick Reference Guide

Jaggaer Sourcing Director (USG)

Extending Q&A or Bid Submission Deadline

1. Extend Event

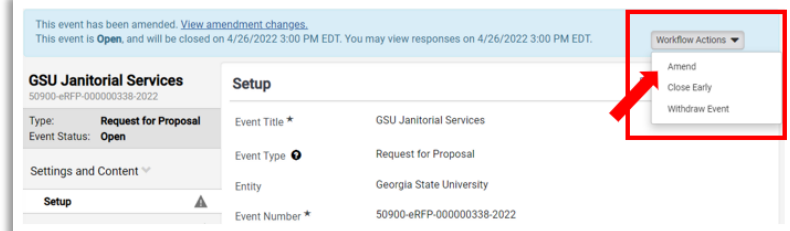
- a. Find the open event from the Sourcing Directory dashboard that needs to be updated. Click to access.
- b. Select “Event Actions”
- c. Select “Extend Event”
- d. Adjust (1) Q&A submission deadline, (2) Bid submission deadline or (3) both as needed.
- e. Click “Save Changes”
- f. An email notification will be sent out to all the suppliers that were invited to the event.



Amend Open Event (Add/Delete Buyer Attachments, Event Questions, Cost Line Items, etc.)

1. Amend

- a. Find the open event from the Sourcing Directory dashboard that needs to be updated.
- b. Select “Workflow Actions”
- c. Select “Amend”
- d. Enter message in “Amendment Reason” text box. See example language in right-hand column. NOTE: amendment reason will be included in



courtesy email sent to invited suppliers.

- e. Select "Submit"
- f. Event is now in draft mode. Make all desired revisions.
- g. Complete Amend' Under Workflow Actions drop down on the right side of the screen.
- h. Confirm the Amendment by entering the reason for the update and click "Submit."
- i. Observe the event is now in "Draft" status.
- j. Make all the updates needed to the Event.
- k. Complete SPD-SPR013 RFX Addendum Form. Upload to the Buyers' Attachment section.
- l. Navigate to the "Review and Submit" section. Select "Submit."
- m. An email notification will be sent out to all the suppliers that were originally notified.

NOTE: Only certain fields are editable during Amend Phase. Event Title, NIGP Codes, Description, add/update prerequisites, add/update buyer attachments, add/update questions, update Line Item.

Confirm Amendment

This sourcing event will be closed on 4/26/2022 3:00 PM EDT.

Amendment Reason

See Addendum #1 published in the Buyers' Attachment section to review changes.

422 characters remaining

Submit Close

This event is being amended. [View original event.](#)

GSU Janitorial Services
50900-eRFP-000000338-2022

Type: Request for Proposal
Event Status: **Draft**

Settings and Content

Setup

Event Title * GSU Janitorial Services
Event Type Request for Proposal
Entity Georgia State University
Event Number * 50900-eRFP-000000338-2022

All sections are complete. You may submit your event for approval.

| Section | Progress |
|----------------------|----------------------------|
| Setup | ✓ Required Fields Complete |
| Users | ✓ Required Fields Complete |
| Description | ✓ Required Fields Complete |
| Prerequisites | 8 No Required Data |
| Buyer Attachments | 12 No Required Data |
| Supplier Attachments | ✓ No Required Data |
| Questions | 35 No Required Data |
| Items | 3 Required Data Provided |

> View Approval Steps

Previous Submit