

How to Award an eAuction or eRFx, or create a BAFO

Once all the hard work of running and evaluating an auction or tender has been done, the next step is to complete the sourcing cycle and award the business to your chosen supplier. This guide will show you how to:

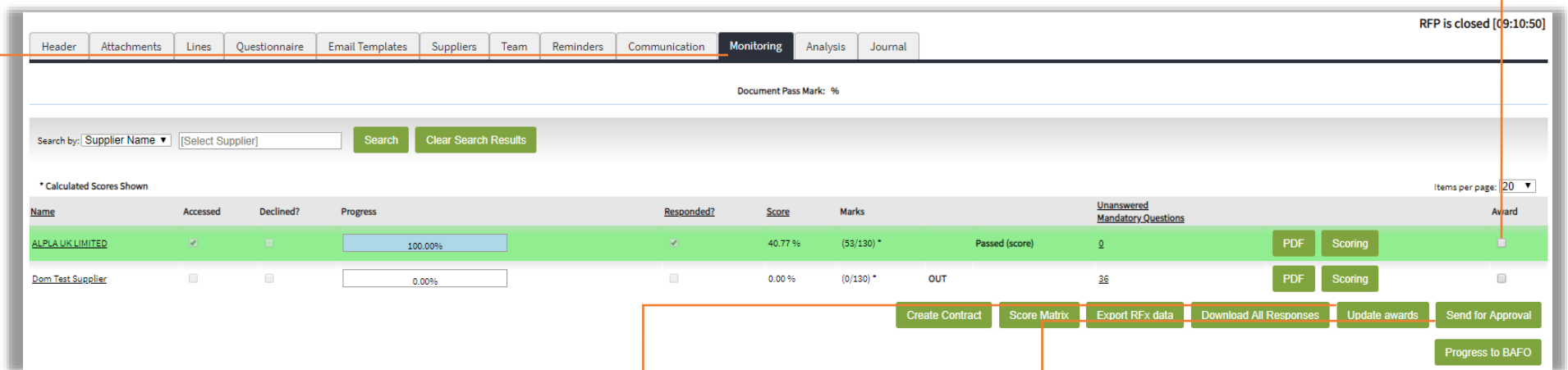
- » Award an eRFx or eAuction
- » Create a Contract after awarding an eRFx
- » Create a Best and Final Offer (BAFO) tender from a closed tender

How to Award an eRFx

Once you have completed your full eRFx process and have decided on which supplier you wish to use, your next step is to notify them that you are awarding the business to them from within **web3**.

1 Click on the **Monitoring Tab** of the event you wish to award. The event must be closed to use the award function.

2 Tick the box in the **Award** column of the supplier(s) that you wish to award the event to.



Note: Once the awarding is completed, suppliers will be automatically pushed through to any new round created from the awarded event or to any new events that are linked to it.

3 Click the **Update Awards** button.

4 Click **Send for Approval**. This will then result in the pop-up box, as shown on the following page.

Awarding Recommendation

Name	Value Recommend	Note
ALPLA UK LIMITED	0.00 <input checked="" type="checkbox"/>	<input type="text"/>

Total : 0.00

5

Enter a **Note** to say why you want to award the tender to this supplier.

6

Click **Confirm**. This will now send the awarding recommendation to an approver based on predefined approval rules. From here, the approver can either approve or reject your recommendation. **Note:** This does not award the tender. To do so, follow step 7 onwards.

7

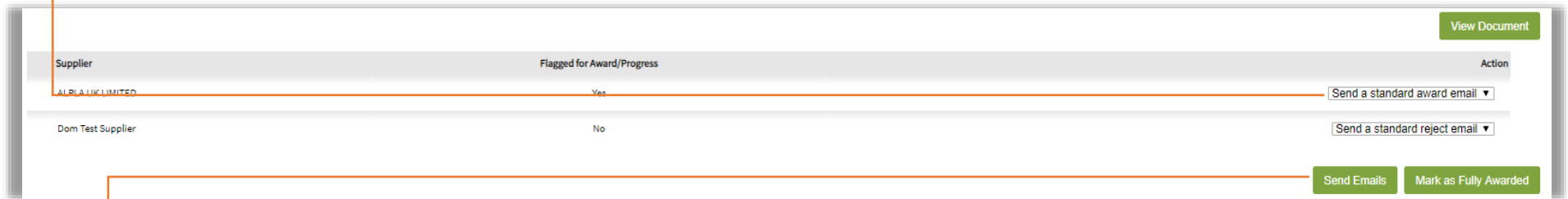
Click **Go to Award Notifications**.

Name	Accessed	Declined?	Progress	Responded?	Score	Marks	Unanswered Mandatory Questions	Award
ALPLA UK LIMITED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.00%	<input checked="" type="checkbox"/>	40.77 %	(53/130) *	Passed (score) 0	<input checked="" type="checkbox"/>
Dom Test Supplier	<input type="checkbox"/>	<input type="checkbox"/>	0.00%	<input type="checkbox"/>	0.00 %	(0/130) *	OUT 36	<input type="checkbox"/>

Score Matrix Export RFx data Download All Responses **Go To Award Notifications**

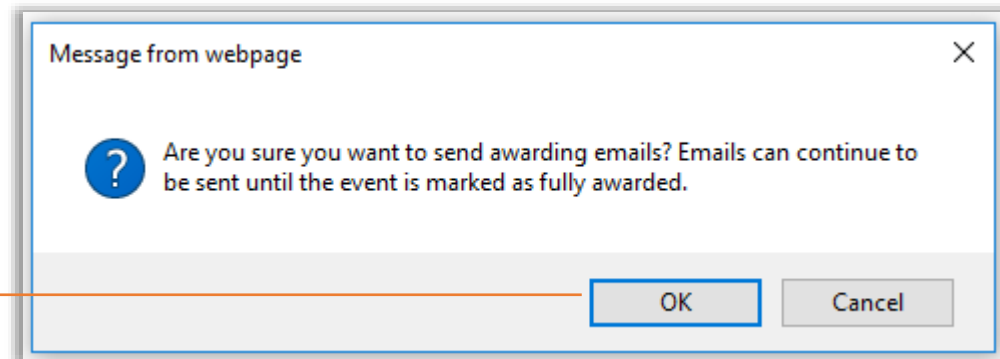
8

Once onto the **Award Notifications** page, select the type of notification you wish to send to the supplier using the drop-down.



9

Click the **Send Emails** button to send the notification of award to the supplier.



10

Finally, click **OK** on the subsequent pop up. The supplier will now be notified that they have been awarded the business.

How to Create a Contract from an Awarded eRFx

If you have web3 Contract Management as well as web3 eSourcing, you can create a contract off the back of an awarded eRFx. To do this, use the following instructions:

Unanswered Mandatory Questions			Award
0	PDF	Scoring	<input checked="" type="checkbox"/>
36	PDF	Scoring	<input type="checkbox"/>

1 On the **Monitoring Tab** of the tender for which you wish to create a contract, click the Create Contract button. Doing this will result in the below pop up appearing.

2 Using the tick boxes, select which data from the tender that you wish to carry over into the contract.

3 Once you have selected all the information you wish to carry across, select the **Create** button. Doing this will then take you to the Create Contract screen within **web3** Contract Management.

Note: From here, please follow the How to Create a Contract user guide to complete the creation of the contract.

Create Contract

Please use the options below to select which data you wish to use to create the contract.

Header Data

Contract Title:

Contract Description:

Supplier Data

Supplier:

Supplier's Answers (PDF)

Supplier's Uploaded Attachments

Event Data

Tags (Argentina, Facilities)

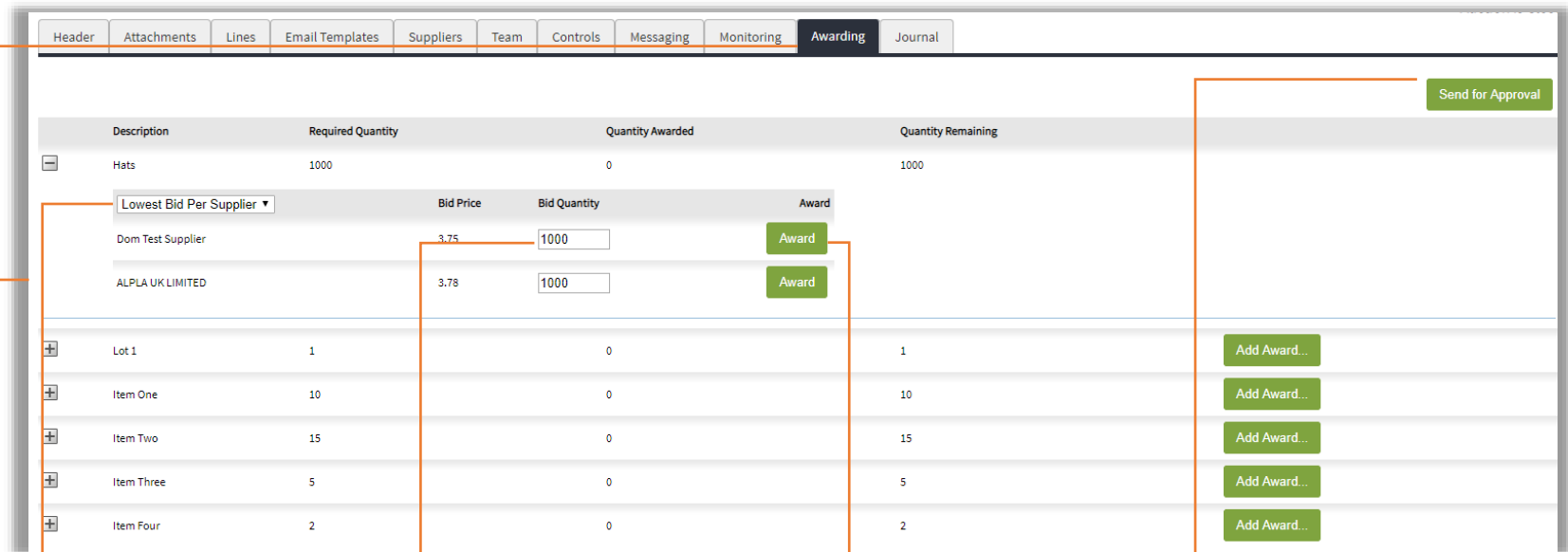
Project Value (200,000.00)

Event Attachments (Event has no attachments)

How to Award an Auction

Once the auction has closed, you will then have the ability to **award** the business to one of the competing suppliers. To do this, follow the instructions below:

1 Click on the **Awarding Tab** when on the auction.



2 Click the **+** icon or the **Add Award...** button on any given line to add the line for awarding. This will allow you to see the bids made by each supplier.

3 Click the drop-down to change between the **Lowest Bid Per Supplier**, **All Bids** or look at **Each Supplier's Bids**.

4 Enter the **Quantity** that you wish to award to the bid from the chosen supplier. You can choose to split the supply across several suppliers.

5 Click the **Award** button on the bid you wish to award the business to.

6 Once all awards have been finalised, click **Send for Approval**. This will then result in the pop-up box, as shown on the following page.

Awarding Recommendation

Name	Value	Recommended	Note
ALPLA UKLIMITED	0.00	<input type="checkbox"/>	
Dom Test Supplier	3,750.00	<input checked="" type="checkbox"/>	Cheapest price offered

Total : 3,750.00

7

Enter a **Note** to say why you want to award the tender to this supplier.

8

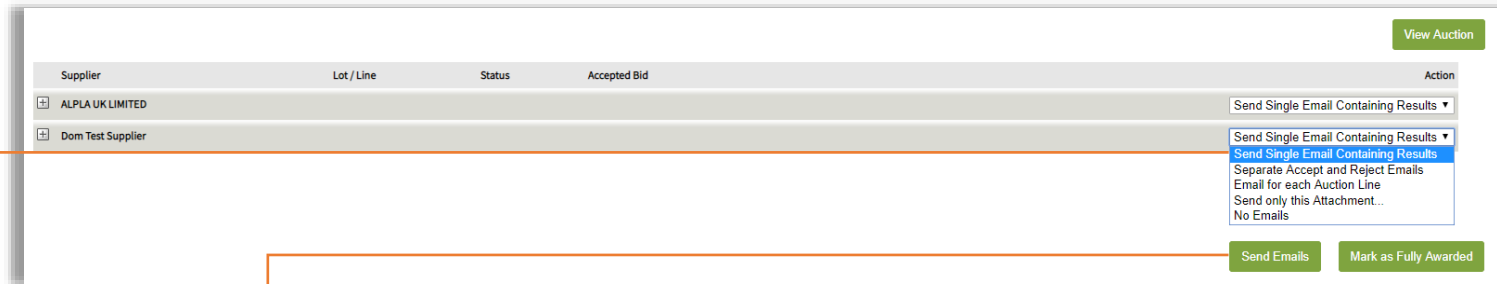
Click **Confirm**. This will now send the awarding recommendation to an approver based on predefined approval rules. From here, the approver can either approve or reject your recommendation. **Note:** This does not award the tender. To do so, follow step 9 onwards.

9

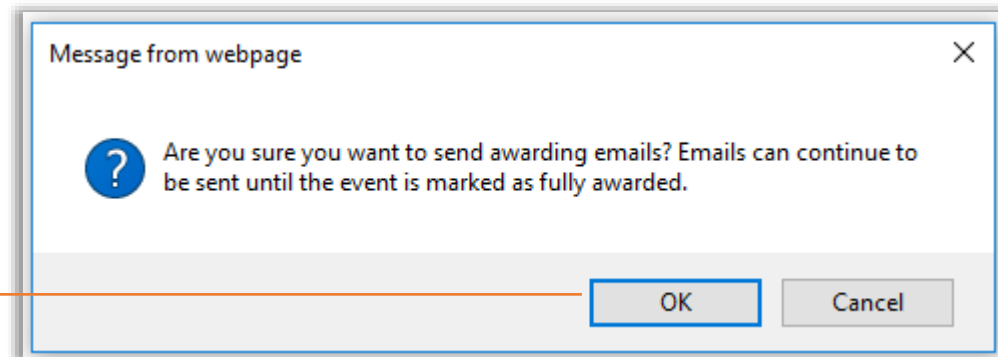
Click **Go to Award Notifications**.

Header	Attachments	Lines	Email Templates	Suppliers	Team	Controls	Messaging	Monitoring	Surrogate	Awarding	Journal	
											<input type="button" value="Go To Award Notifications"/>	
Description	Required Quantity	Quantity Awarded	Quantity Remaining									<input type="button" value="Add Award..."/>
+ Hats	1000	1000	0									

10 Once onto the **Award Notifications** page, select the type of notification you wish to send to the supplier using the drop-down.



11 Click the **Send Emails** button to send the notifications to the suppliers.



12 Click **OK** on the subsequent pop up. The suppliers will now be notified of the eAuction results.

How to Create a Best and Final Offer (BAFO) Event

In some instances, you may wish to invite certain suppliers to submit a **best and final offer** after the results of a tender come in. To do this, follow instructions below:

Responded?	Score	Marks		Unanswered Mandatory Questions		Award
<input checked="" type="checkbox"/>	11.94 %	(8/67) *	OUT	51	PDF	<input type="checkbox"/>
<input checked="" type="checkbox"/>	28.36 %	(19/67) *	OUT	2	PDF	<input type="checkbox"/>
<input checked="" type="checkbox"/>	20.90 %	(14/67) *	OUT	59	PDF	<input type="checkbox"/>
<input checked="" type="checkbox"/>	13.43 %	(9/67) *	OUT	51	PDF	<input type="checkbox"/>
<input type="checkbox"/>	0.00 %	(0/67) *	OUT	69	PDF	<input type="checkbox"/>

1 On the **Monitoring Tab** of the eRFx, tick the Award box of all the suppliers you wish to invite to the BAFO.

2 Once you have selected all the suppliers you wish to invite, click the **Progress to BAFO** button.

3 Click **OK** on the subsequent pop up. A new negotiation will now be created within the project folder. It will have the same information as the original tender, but will only have the selected suppliers invited.

