

# Secure Source to Pay (SS2P) Sourcing – Awarding BAFO

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Contents

- Award Overview..... 3
  - eRFx Award ..... 3
  - To Award..... 3
  - eAuction - Award ..... 3
  - To Award an eAuction ..... 4
- Creating a Best and Final Offer (BAFO)..... 4
  - To Create a BAFO ..... 4
  - To Publish a BAFO Event..... 5

## [Award Overview](#)

The Awarding functionality allows a buyer to award an auction made at the **Line, Lot, Group** or **Group Line** level. You can split volumes allocated to suppliers which allows any other type of sourcing event to be awarded to suppliers and grant participation in the next event round. Splitting can be done automatically, through the use of the event sequence functionality, or manually, when creating a new event and selecting the preceding event in the *Create from Options* section within the eRFx creation page.

The available functionality includes:

- Select lowest bid per supplier / All bids or supplier bids
- Set bid award quantity
- Confirm award by supplier
- Go to award notifications
- Award notifications
- Progress awarded suppliers to the next event round
- Trigger automated award notifications to suppliers

At each stage, manual override options are available to select or deselect suppliers and to identify if/or how they should be informed.

## [eRFx Award](#)

You can locate eRFx Award options from the **Monitoring** tab. The functionality is only available for closed events.

### [To Award](#)

1. Click the **Monitoring** tab of the closed event.
2. Select or deselect suppliers by checking or unchecking the award boxes.
3. Click **Update Awards** to update. It is important to note once awarding is completed, suppliers are automatically pushed through to any new round created from the awarded event or to any new events are linked to it.
4. Click the **Go to Award Notifications** button.
5. Select an email communication option to be sent to suppliers. Options include: No Email, Standard Award, Reject or Only Attachment.
6. Click **Mark Project as Fully Awarded**.
7. If sending an email, click **Send Emails**. If you select **Send only this attachment**, you can attach any file type.
8. Click **View Document** to return to the **Monitoring** screen.

## [eAuction - Award](#)

The award functionality for an eAuction becomes available once the event is closed. You can navigate to the **Awarding** tab within the eAuction type event.

## To Award an eAuction

1. Click the **Awarding** tab of the closed eAuction.
2. Click the Line, Group or Lot name to expand.
3. Click **Add Award** next to the Line, Group, Lot you want to award.
4. You can choose to view bid information by selecting the criteria from the drop-down menu.
5. Volumes allocated per supplier can be split.
6. Click **Award** next to the supplier you want to award lines to.
7. The option to **Revoke Award** will be shown next to the awarded suppliers' name.
8. Once awarding is completed, click **Go to Award Notifications** to issue email notifications to suppliers.
9. Select an email notification option to be sent to the supplier.
10. Click **Mark Project as Fully Awarded**. Click **Send Emails** to update the event status.
11. Click **View Auction** to return to the eAuction **Monitoring** tab.

## Creating a Best and Final Offer (BAFO)

You can only initiate the Best and Final Offer (BAFO) negotiation type from a closed eRFx. The BAFO negotiation allows you to reissue pricing lines for a best and final price to be submitted against them and incorporated in the initial eRFx evaluation.

The tabs available from the BAFO event include:

- **Header:** Summary information about the negotiation.
- **Attachments:** Files for suppliers and file store for team access.
- **Lines:** Default and user defined parameters.
- **Questionnaire:** Formatted on-line document which can include questions.
- **Email Templates:** Negotiation specific email templates.
- **Controls:** Parameters of the negotiation.
- **Notices:** Automated notifications to suppliers.
- **Messaging:** Sent and received system based messages.
- **Monitoring:** Overview of activity of a published open negotiation.
- **Analysis:** Comparative analysis of supplier's responses (available when published).
- **Audit:** Audit listing of all key activity within the negotiation.

**Note:** The functionality available in these tabs is the same as those of the event.

## To Create a BAFO

1. Navigate to the closed event from where the BAFO will be issued.
2. Click the **Monitoring** tab. The **Progress to BAFO** button will display at the bottom of the screen.
3. Ensure all suppliers requiring BAFO submissions are selected in the **Award** column.
4. Click **Update awards**.
5. Click **Progress to BAFO** to progress the selected suppliers to the BAFO stage.

6. A pop-up window displays. Confirm all required suppliers have been selected. Click **OK** to progress or **Cancel** to amend the supplier selection.

Clicking **OK** generates the creation of a new event called **New BAFO** within the initial eRFx folder.

7. If you need to edit the header, controls and content as necessary, select the **New BAFO** event.

**Note:** By default, the BAFO contains the pricing lines created in the original eRFx and is **ONLY** visible to suppliers marked as awarded in the eRFx.

### To Publish a BAFO Event

1. From the **Events** tab, locate the **BAFO** you want to publish.
2. Click **Send For Review**.
3. A pop-up notification displays. Click **OK** to proceed or **Cancel**.
4. Click **Publish**.
5. Click **Accept**.
6. Enter a comment. Click **Accept**.

**Note:** Comments are recorded in the **Journal** and can be reviewed from the **Journal** tab.

7. The supplier will receive and can respond to the new **BAFO** event.