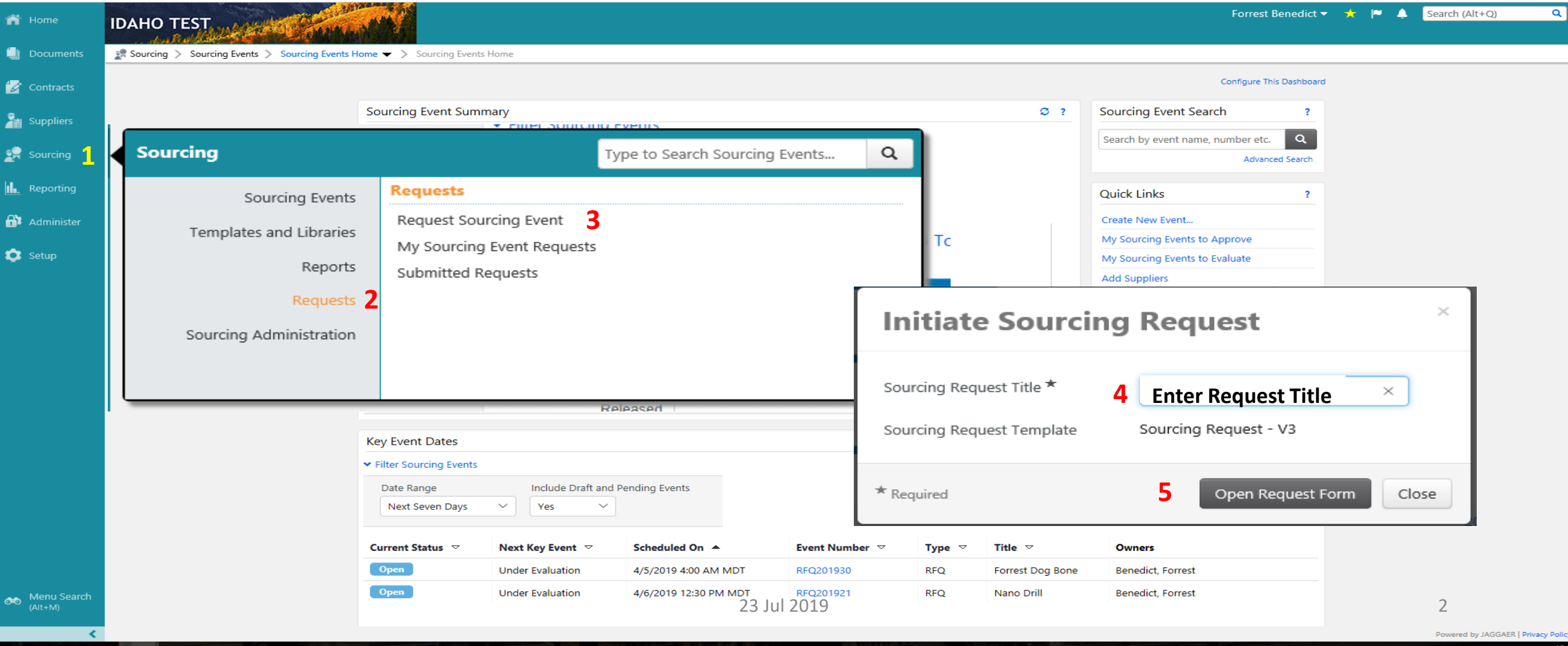
Create Sourcing Event Request

Create Sourcing Event Request

- Request are used to gather all the information needed to create a Sourcing Event
- If you are working with a SME you will need their email address to send the appropriate form for them to fill out and return to you
- DPA will determine how the Request is routed once submitted
- All Sourcing Events will have a Request associated with it

- **Arrow or number shows where to click always select numbers in sequence**
- **Click "Save Changes" to save your work or "Next" to save your changes and go to next section**



Create Sourcing Event Request

- The new request defaults to the **Instructions** section
- Under **Request Actions** (upper right of page) you can Discard Request
- Click Next to save page and move to the next section

Documents
Contracts
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Sourcing > Requests > My Sourcing Event Requests > Instructions

‹ Back to My Sourcing Event Requests

DOP mice

Form Number	**346893**
Purpose	**Sourcing Event Request**
Status	**Incomplete**

Details ✓
Instructions
Questions ✓
Product Line Items ✓
Suppliers ✓
Review and Submit

Form Approvals

Instructions

Request Actions | History | ?

Discard Request

This needs to be updated upon confirmation of the process.

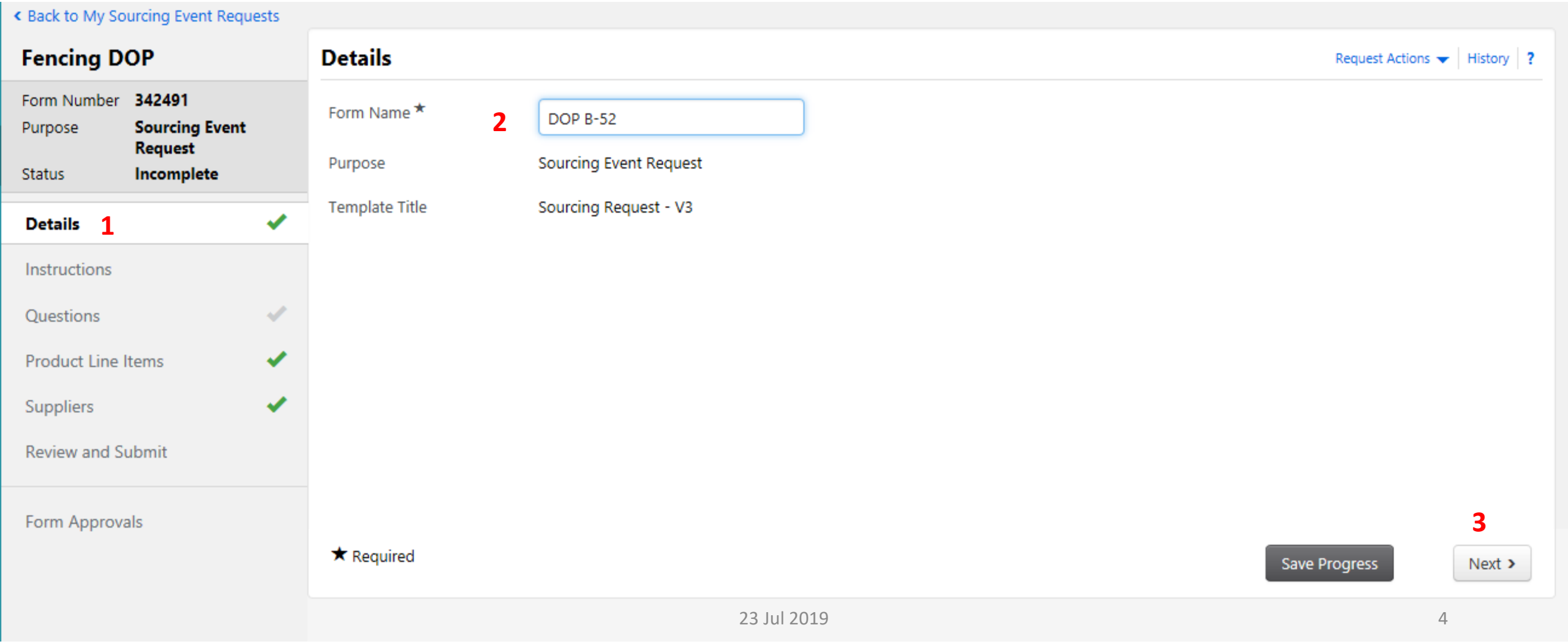
1. Complete all required fields.
2. For new purchases, include only costs associated with the "initial term."
3. Indicate "renewal" or "amendment" for changes to existing contracts and describe the requested change.
4. If you have different funding source caps for different aspects of the purchase (e.g. admin vs. programming), list these as separate line items.

1

‹ Previous Next ›

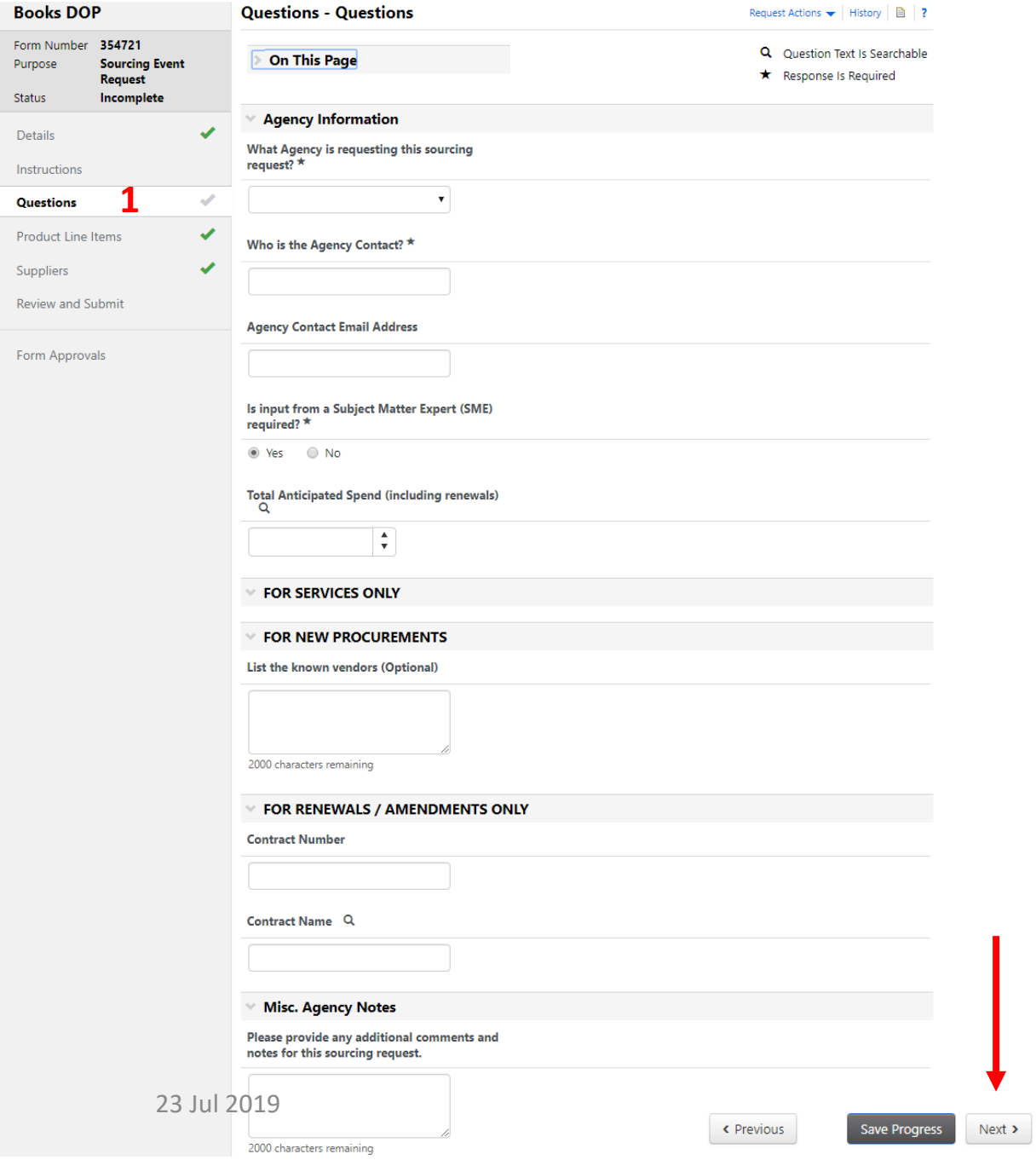
Create Sourcing Event Request

- You can change the **Form Name** (Sourcing Event Request Name) if needed



Create Sourcing Event Request

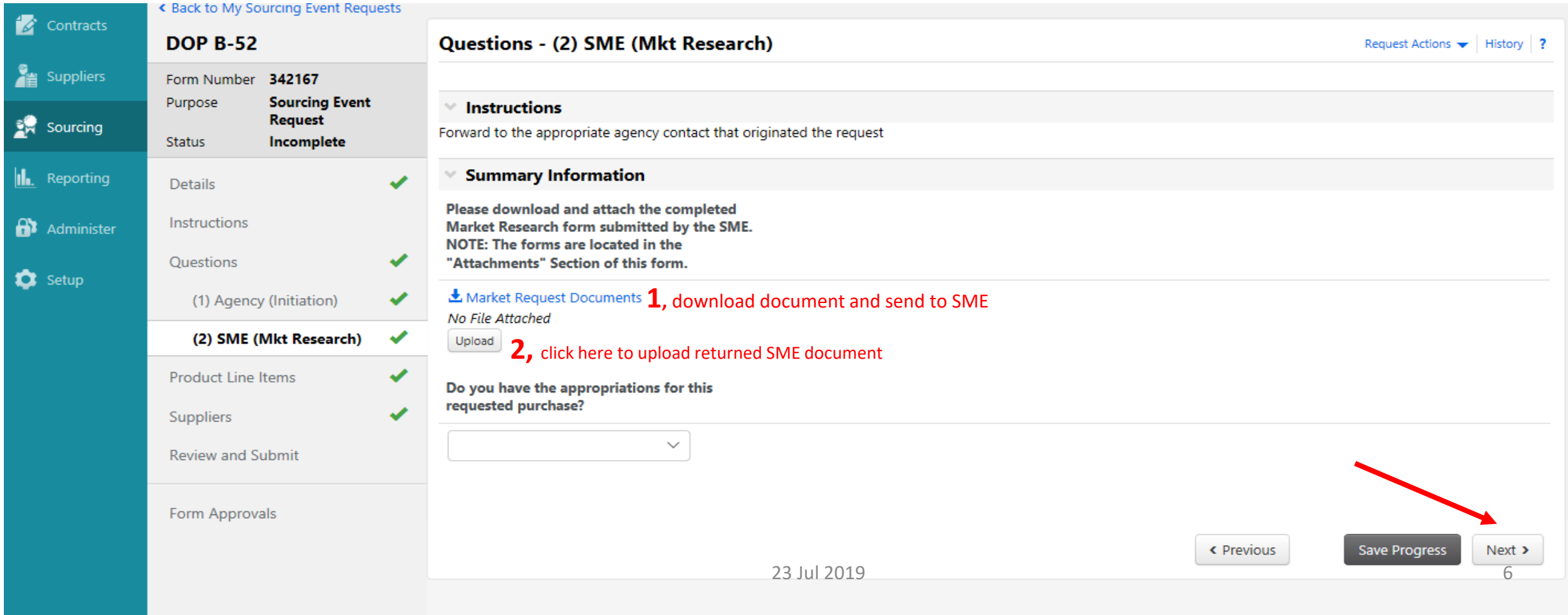
- Fill information that applies to the Sourcing Event
- If you select "**Is input from a Subject Matter Expert (SME) required**?
    - A new page with questions will open up
- If you are the SME for the Sourcing event you don't need to fill out the form



Create Request

- If you selected "**Is input from a Subject Matter Expert (SME) required**?
  - This section will open up
  - Send the appropriate document to the SME
  - Return here to upload the returned SME document

NOTE: When you receive the form back from the SME come back to this section on the Request to upload the SME form



Create Sourcing Event Request

Upload SME File

Helpful Hint

Once the File is uploaded it will appear under **Market Request Documents**

Certify funds are available by clicking on **1**

Contracts
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Sourcing
Reporting
Administer
Setup

‹ Back to My Sourcing Event Requests

DOP B-52

Form Number	**342167**
Purpose	**Sourcing Event Request**
Status	**Incomplete**

- Details ✓
- Instructions
- Questions ✓
  - (1) Agency (Initiation) ✓
  - **(2) SME (Mkt Research)** ✓
- Product Line Items ✓
- Suppliers ✓
- Review and Submit
- Form Approvals

Questions - (2) SME (Mkt Research)

Request Actions | History | ?

Instructions

Forward to the appropriate agency contact that originated the request

Summary Information

Please download and attach the completed Market Research form submitted by the SME. NOTE: The forms are located in the "Attachments" Section of this form.

Market Request Documents

No File Attached

Upload

Do you have the appropriations for this requested purchase?

1

‹ Previous | Save Progress | Next ›

Create Sourcing Event Request

- Fill out the sections that apply to your request type
- There are 4 different sections on this page

DOP Fish Teeth

Form Number **356942**
Purpose **Sourcing Event Request**
Status **Incomplete**

- Details ✓
- Instructions
- Questions ✓
  - (1) Agency (Initiation) ✓
  - (2) SME (Mkt Research) ✓
  - **(3) Agency (DA1)** ✓
- Product Line Items ✓
- Suppliers ✓
- Review and Submit
- Form Approvals

Questions - (3) Agency (DA1)

Request Actions | History | ?

On This Page

FOR SERVICES ONLY (2)
FOR NEW PROCUREMENTS (1)
FOR RENEWALS / AMENDMENTS ONLY (2)
Misc. Agency Notes (1)

FOR SERVICES ONLY

Total Anticipated Term (Including Renewals) in MONTHS.

Do you have an ongoing appropriation to cover renewals?

○ Yes ○ No

FOR NEW PROCUREMENTS

List the known vendors (Optional).

2000 characters remaining

FOR RENEWALS / AMENDMENTS ONLY

Contract Number

Contract Name

Misc. Agency Notes

Please provide any additional comments and notes for this sourcing request.

2000 characters remaining

< Previous | Save Progress | Next >

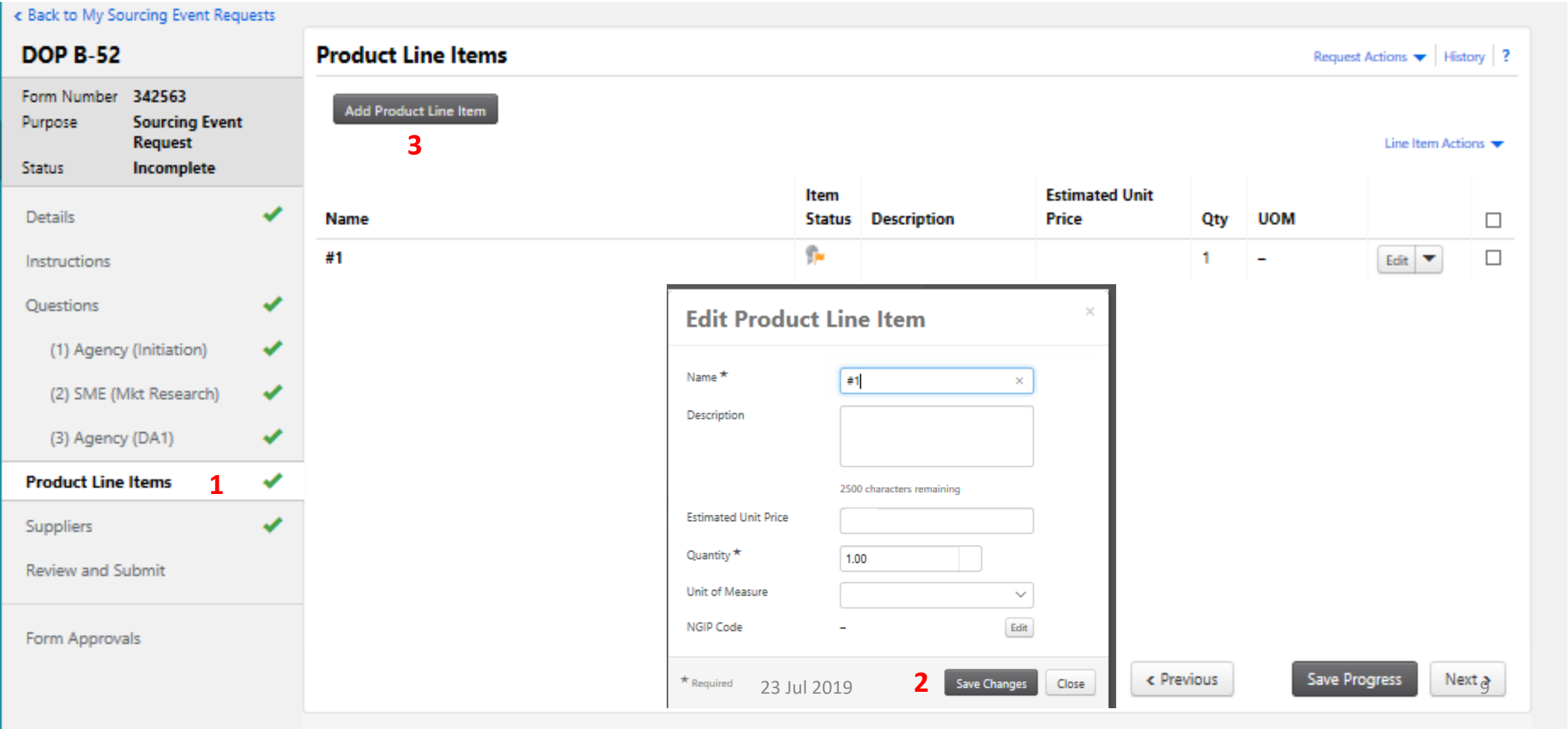
Create Sourcing Event Request

Add line items

- Add your line items
  - Make sure you delete the #1 in the name field and type in the new line item name
  - Fill out all remaining fields
- You can add more line items by clicking **3**

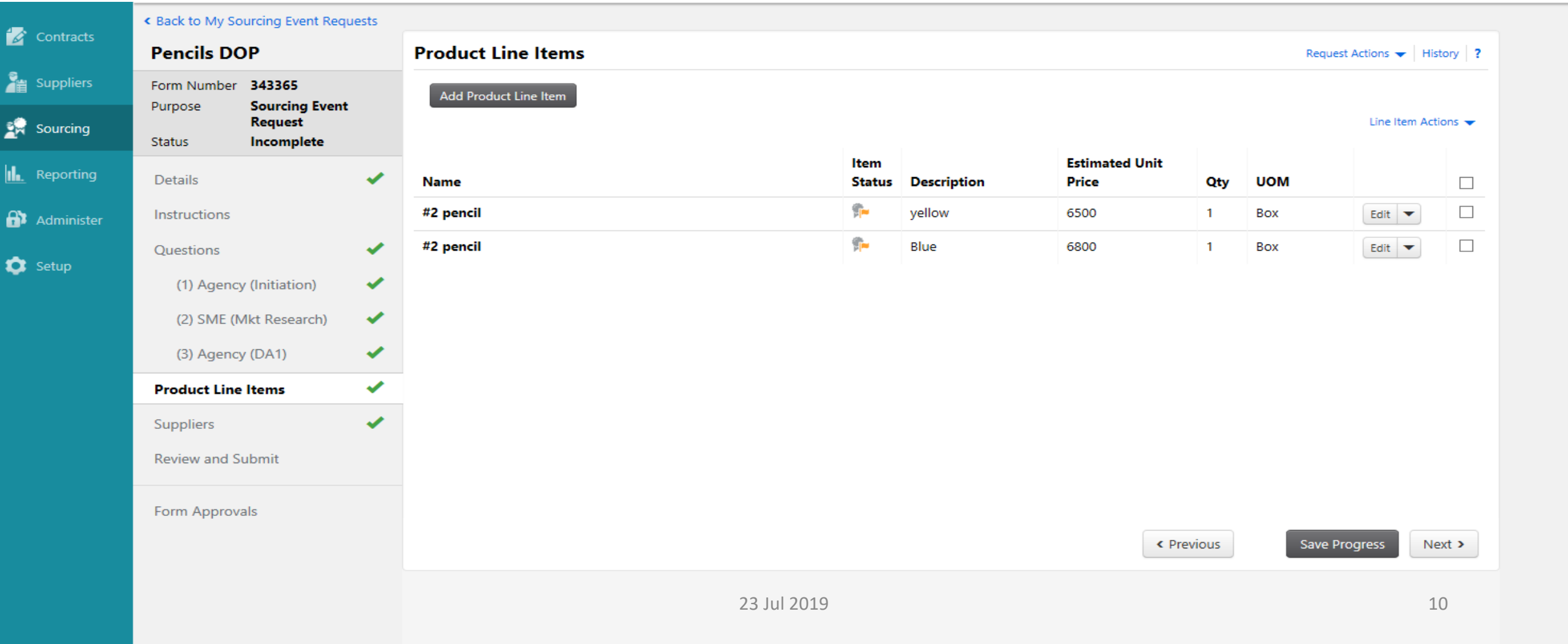
Note

One line item is required in order to award an RFP



Create Sourcing Event Request

- This is what the **Product Line Items** section will look like when all items have been added



Create Sourcing Event Request

- If **Progress** shows all green arrows, click **Submit**

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DOP B-52

Form Number	342563
Purpose	Sourcing Event Request
Status	Incomplete

- Details ✓
- Instructions
- Questions ✓
  - (1) Agency (Initiation) ✓
  - (2) SME (Mkt Research) ✓
  - (3) Agency (DA1) ✓
- Product Line Items ✓
- Suppliers ✓
- **Review and Submit** 1

Form Approvals

Review and Submit

Request Actions | History | ?

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Product Line Items	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete

< Previous Submit

Create Sourcing Event Request
If you have DPA

- If you have DPA click **Request Action**
  - **Approve/Complete**

NOTE: Your DPA will determine where the request will go to next

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DOP B-52

Form Number	342563
Purpose	Sourcing Event Request
Status	Incomplete

- Details ✓
- Instructions
- Questions ✓
  - (1) Agency (Initiation) ✓
  - (2) SME (Mkt Research) ✓
  - (3) Agency (DA1) ✓
- Product Line Items ✓
- Suppliers ✓
- **Review and Submit** 1

Form Approvals

Review and Submit

2 Request Actions | History | ?

3
- Initiate Quick Quote Event
- Create Sourcing Event

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Questions	✓ Required Fields Complete
Product Line Items	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete

< Previous Submit