

HOW TO RETREIVE DOCUMENTS IN JAGGAER

STEP 1: [Click here](#) to access JAGGAER

STEP 2: From the Sourcing Event Home screen, go to “Sourcing Event Search” – type your event number in the box provided – hit “enter” or the click the “magnify glass”.

Sourcing > Sourcing Events > Sourcing Events Home > Sourcing Events Home

Configure This Dashboard

Organization Message

The organization message is no longer available

Sourcing Event Search

Search by event name, number etc.

Advanced Search

Filter Sourcing Events

View Sourcing Events By: Status Sourcing Events: All Events

59 Total Sourcing Events

Draft

Pending

Approved

Released

Open

Under Evaluation

Awarded

Closed Without Awarding

Rejected

Canceled

1-10 of 12 Results Event Status (ascending) 10 Per Page

Quick Links

Create New Event...

My Sourcing Events to Approve

My Sourcing Events to Evaluate

Add Suppliers

Online Searchable Help

Search By Keyword

Browse the Table of Contents

STEP 3: Click the “down arrow” next to “Manage Event” – select “Export Event as PDF”.

Under Evaluation

12-RFQ 9212 OVR Philadelphia

12-RFQ 9212 OVR Philadelphia

Request for Quote

Created 10/17/2017 2:23 PM EST

Submitted Bids 5

Release –

Intending to Bid 7

Open 10/17/2017 2:30 PM EST

No bids 2

Close 10/31/2017 3:00 PM EST

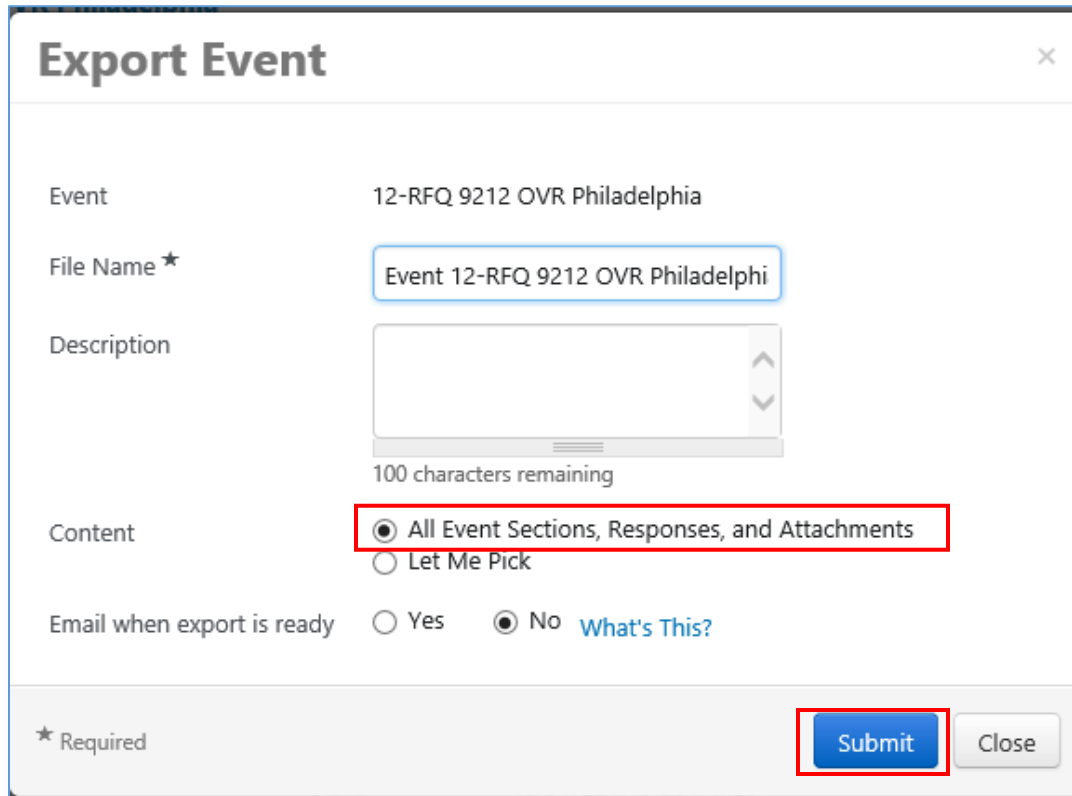
Sealed Bid Open 10/31/2017 3:00 PM EST

Manage Event

Manage Event

Export Event as PDF

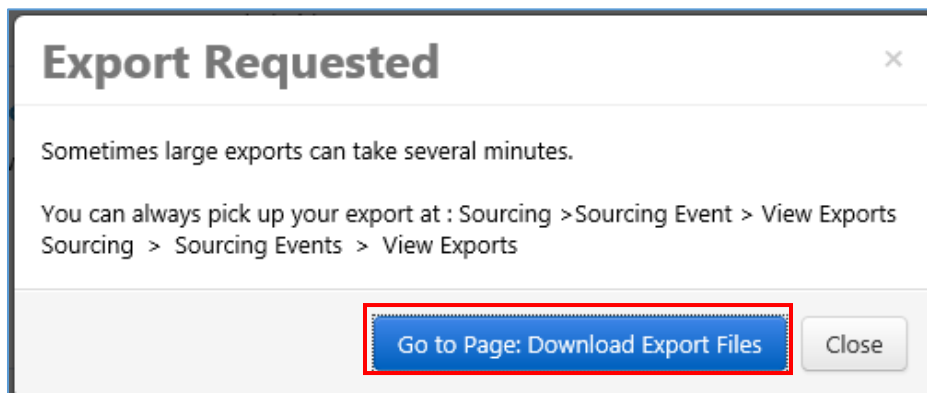
STEP 4: Make sure the radio button is marked *“All Event Sections, Responses, and Attachments is selected (defaults)”* – click *“Submit”*.



The 'Export Event' dialog box contains the following fields and controls:

- Event:** 12-RFQ 9212 OVR Philadelphia
- File Name ***: Event 12-RFQ 9212 OVR Philadelphi
- Description:** A text area with a '100 characters remaining' indicator.
- Content:** Two radio buttons: ☒ All Event Sections, Responses, and Attachments (highlighted with a red box) and ☐ Let Me Pick.
- Email when export is ready:** ☐ Yes and ☒ No, followed by a [What's This?](#) link.
- Footer:** A '★ Required' label and two buttons: 'Submit' (highlighted with a red box) and 'Close'.

STEP 5: Click *“Go to Page: Download Export Files”*.



The 'Export Requested' dialog box contains the following text and controls:

- Header:** 'Export Requested' with a close button (X).
- Text:** 'Sometimes large exports can take several minutes.'
- Text:** 'You can always pick up your export at : Sourcing > Sourcing Event > View Exports
Sourcing > Sourcing Events > View Exports'
- Footer:** Two buttons: 'Go to Page: Download Export Files' (highlighted with a red box) and 'Close'.

STEP 6: The export file does take a few minutes to generate. After a few minutes, click [“Refresh this Page”](#).

Sourcing Event Exports

Events Evaluations Searches Reports

Filter Exports

Refresh this Page

STEP 7: After the page has been refreshed, click on the [“File Name”](#) – click [“Open”](#).

Status ^	File Name ^	Description	Event Number ^	Export Date and Time v	Exported By ^
Completed	Event 12-RFQ 9212 OVR Philadelphia on 2017-11-17		12-RFQ 9212 OVR Philadelphia View Event	11/17/2017 1:59 PM EST	Sonya Schurtz

STEP 8: Double click on [“Supplier Responses”](#).

Name ^	Type	Compressed size	Password ...	Size	Ratio	Date modified
Attachments	File folder					11/17/2017 12:43 PM
Event	File folder					11/17/2017 12:43 PM
SupplierResponses	File folder					11/17/2017 12:43 PM
README	Text Document	1 KB	No	1 KB	52%	11/17/2017 12:43 PM



STEP 9: All responses will be housed in their own folder. Double click on the applicable supplier’s folder to view their response.

Name	Type
KRE SECURITY LLC	File folder
ROMAN SENTRY SECURITY SYSTE...	File folder
Scotlandyard Security Services Inc	File folder
St. Moritz Security Services Inc	File folder
US Security Associates Inc	File folder

Step 10: Double click on “SupplierAttachments” to open the folder.

Name	Type
 SupplierAttachments	File folder
 376270	Adobe Acrobat Document

Step 11: Double click on “QuestionAttachments” to view the supplier’s response documents.

Name	Type
 QuestionAttachments	File folder
 SupplierAttachments	File folder