

## Amend an Event in JAGGAER

This document outlines the steps to amend a **Request for Proposal (RFP)** or **Request for Quote (RFQ)** solicitation in JAGGAER. A solicitation is known as an event in JAGGAER. Within JAGGAER the terms solicitation and event are interchangeable. An event may be amended only in “Open” status.

### User Roles/Permissions to perform this action:

- Issuing Officer (Event Creator or Event Owner)
- Agency Administrator

### Important Information:

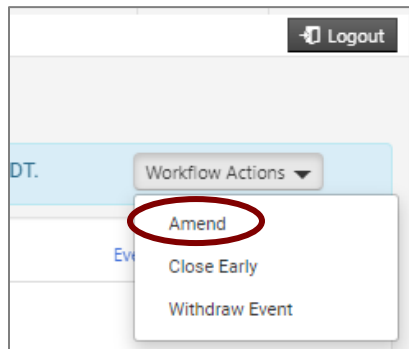
- An event **cannot** be extended by using the “Amend” action. See the [Extend an Event](#) End-User Procedure to extend the Close Date/Time and/or Q&A Submission Close Date/Time.
- Add a solicitation addendum document to the *Buyer Attachments* section of the event advising the changes that were made.
- **For RFQs**, the event **Cannot** be amended to add new ITQ Commodity Codes and suppliers in “Open” status. You will need to do the following:
  - Cancel the existing RFQ.
  - Create new a RFQ Event by copying existing.
  - Add all applicable ITQ Commodity Codes and all approved suppliers for each code to the event.

**Disclaimer:** All screenshots used in this procedure are for example purposes only.

1. In the event, select the **Workflow Actions** button.

The screenshot shows the JAGGAER user interface for editing an event. The top navigation bar includes the Pennsylvania state logo, a search bar, and user account information. The main content area is titled 'RFP Training Document' (DGS-RFP001958) and shows the event status as 'Open'. A red box highlights the 'Workflow Actions' button in the top right corner of the event details section. The left sidebar contains a menu with options like 'Setup', 'Users', 'Description', 'Prerequisites', 'Buyer Attachments', and 'Questions'. The 'Setup' section is currently active, displaying fields for Event Title, Event Type, Agency, Event Number, and Stage Title. Below these fields is a section for 'Commodity Codes' with a 'Reporting Commodity Code' field. A 'Next >' button is located at the bottom right of the setup section.

2. Select the **Amend** option.



3. Enter the **reason** for amending and select the **Submit** button.

A 'Confirm Amendment' dialog box. At the top, it says 'This sourcing event will be closed on 10/9/2020 12:00 AM EDT.' Below this, there is a text input field labeled 'Amendment Reason' with a red arrow pointing to it. Below the input field, it says '500 characters remaining'. At the bottom right, there are two buttons: 'Submit' (highlighted with a red box) and 'Close'.

The banner message will display the event as being amended with a link to view the original event version. The original event version is currently still visible to the suppliers for responses. The amendment is now in *Draft* status and ready for edits to be made.

A screenshot of the 'Setup' page for an event titled 'RFP Training Document' (DGS-RFP001958). The event type is 'Request for Proposal' and the status is 'Draft'. A banner message at the top says 'This event is being amended. [View original event.](#)' with a red arrow pointing to the link. The left sidebar shows a navigation menu with 'Setup' (checked), 'Users' (checked), 'Description' (checked), 'Prerequisites' (1), 'Buyer Attachments' (2), 'Questions' (19), and 'RFP Questions'. The main content area shows fields for 'Event Title', 'Event Type', 'Agency', 'Event Number', and 'Stage Title'. Below these is a section for 'Commodity Codes' with 'Reporting Commodity Code' and 'Additional Commodity' fields, each with an 'Edit' button. At the bottom, there is a '★ Required' label, a 'Save Progress' button, and a 'Next >' button.

4. After making changes, attach a **solicitation addendum** in the *Buyer Attachments* section and save the changes made. **Note:** A addendum form is located on the [DGS Collab](#) site.

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

### RFP Training Document

DGS-RFP001958

Type: Request for Proposal  
Event Status: Draft

Settings and Content ▾

- Setup ✓
- Users ✓
- Description ✓
- Prerequisites 1
- Buyer Attachments 5**
- Questions 19
  - RFP Questions
  - Additional Required Docu...

### Buyer Attachments

[Add Attachment](#) ▾

Attachment ▴	Version ▴
<a href="#">Technical Submittal</a> TECHNICAL SUBMITTAL FINAL.docx	1
<a href="#">Terms and Conditions</a> Contract Terms and Conditions.pdf	1
<a href="#">Cost Submittal</a> Sample Cost Submittal.xlsx	1
<a href="#">Appendix A Sample of Services</a> PROPOSAL COVER SHEET.docx	1
<a href="#">Solicitation Addendum #1</a> Solicitation Addendum #1.docx	1

5. Select the **Submit for Approval** button to send the event for workflow approval. The event must be approved before suppliers can view the changes. Once approved, the amended changes will merge with the original event for suppliers to view the new changes.

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

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- Questions 19**
  - RFP Questions
  - Additional Required Docu...

### Review and Submit

Event Actions ▾ | History | ?

**i** Sourcing Events have a limit of 500 users per Role, Department or Business Unit for notifications and e-mails. When the limit is exceeded, sourcing events can still be created and executed but not all users will receive notifications and e-mails.

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

Section	Progress
<a href="#">Setup</a>	✓ Required Fields Complete
<a href="#">Users</a>	✓ Required Fields Complete
<a href="#">Description</a>	✓ Required Fields Complete
<a href="#">Prerequisites</a>	1 No Required Data
<a href="#">Buyer Attachments</a>	5 No Required Data

◀ Previous **Submit for Approval**