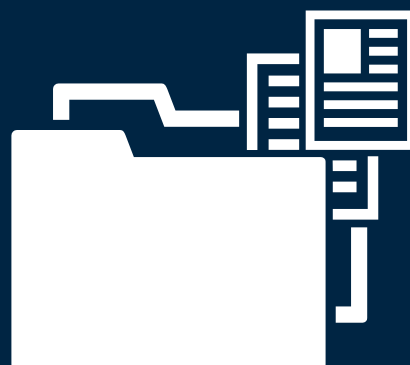


# AWARD<sup>®</sup>

## eSourcing Transfer Guide



Commerce Decisions AWARD® eSourcing Transfer Guide

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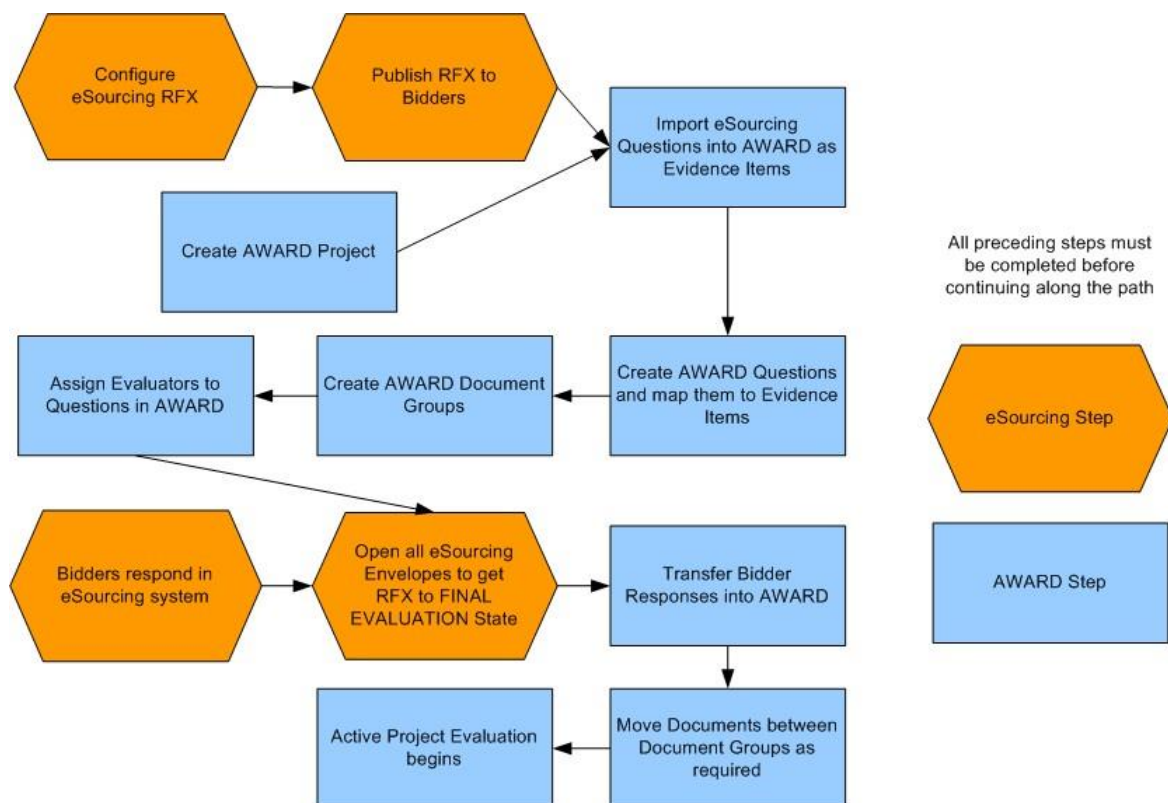
## Introduction

AWARD has been used across the public and private sectors since 2001 and delivers a broad array of evaluation capabilities and functions.

The process to transfer the responses provided within eSourcing platforms into AWARD makes the evaluation process as simple and seamless as possible.

This guide has been developed to help you set up a project in AWARD 6 into which you can import data from the eSourcing system.

The following diagram provides an overview of how AWARD and an eSourcing system work together:



## User Access

If at any point whilst using this guide you find that you cannot see one of the options mentioned, it is most likely that your user account has not been set up with the required privileges. In this case you will need to speak to your organisation's AWARD Administrator or the Commerce Decisions Customer Success Team.

## Setting up the eSourcing ITTs

Generally, ITT's (referred to from here on as RFX's) can be set up any way you wish in eSourcing, however, the following points will make the process easier for the Project Manager when using AWARD:

### Conditional Questions

Avoid conditional questions where possible; instead combine these questions into one, for example, rather than:

*Q1. Please upload your ISO27k certification*

*Q1a. If you answered No to Q1 then please provide details of current certification/details of when you intend to apply for 27k.*

Use:

*Q1. Please either provide your ISO27k certification or details of current certification/details of when you intend to apply for 27k.*

This will make setting up the evaluation in AWARD easier as it will help avoid having to evaluate different questions for different submissions, that is, in the example above not all submissions will have answered Q1a so this would not be evaluated for everyone. If the questions are combined, the evaluators will answer the same questions for each submission making it much easier for them, and for the Project Manager to control.

### Square Brackets

In previous versions of AWARD you have been advised to name your questions using [ ] around them to make them unique. With the new process you no longer have to do this, however you can still use them if you wish - there is no advantage or disadvantage to doing so.

### Multi-Lot Projects

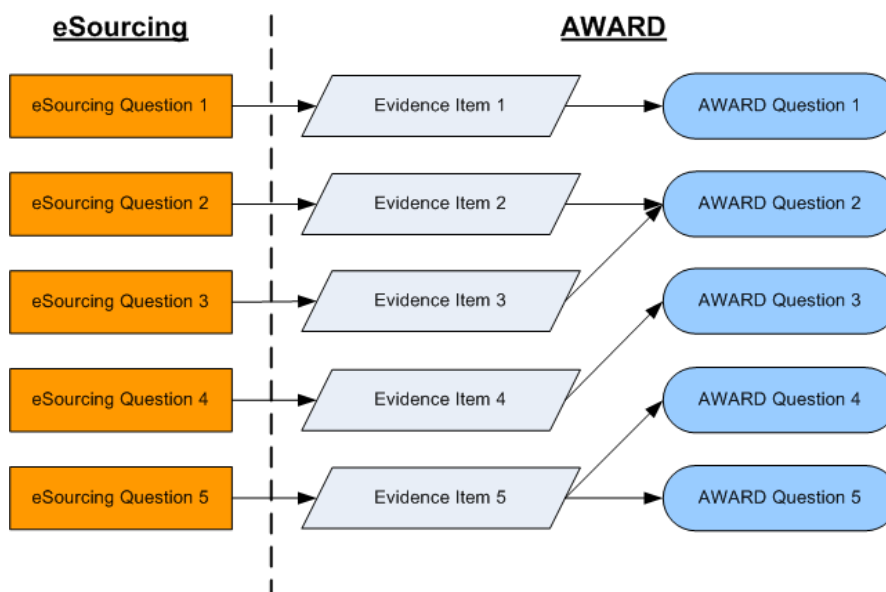
Multi-Lot Projects can be set up either as one eSourcing RFX or one RFX per Lot. The recommended approach would be to use one RFX per Lot as this keeps things clear, separated and easy to manage. It also means that each RFX can be transferred into separate document groups within AWARD. If you are running multiple Lots in one RFX the documents belonging to each Lot will all be transferred into a single document group and will then need to be moved into the correct locations.

## Overview

The process of linking the questions that have been asked of the bidders in eSourcing, and the questions which the evaluators are answering in AWARD 6, uses a concept called “Evidence Items”. For every question asked of the bidders in eSourcing, an Evidence Item is created in AWARD. These Evidence Items are then mapped to the AWARD Questions so a response provided by the bidder in eSourcing links correctly through to the Question in AWARD.

The relationship between Evidence Items and AWARD Questions and, in turn, the relationship between eSourcing Questions and AWARD Questions can be a singular one-to-one (where each eSourcing Question is evaluated as one AWARD Question), one-to-many (where an eSourcing Question is evaluated across many Questions in AWARD), many-to-one (where two or more eSourcing Questions are evaluated as one Question within AWARD) or, most commonly, a combination of the three.

This mapping of Evidence Items to Questions allows the Project Manager total control, in a clear way, over which of the bidders’ responses are displayed on each of the Evaluators’ Answer Sheets.



The process for setting up the Evidence Items and AWARD Questions will follow a similar process no matter which mapping is to be used, that is:

1. Import eSourcing Questions as Evidence Items
2. Create AWARD Questions
3. Map Evidence Items to Questions

To guide you interactively through the whole process there is an eSourcing Transfer Assist function available in the appropriate Evaluation Projects. This is enabled from the Project Assist option on the Advanced Settings page.

## eSourcing Transfer Assist

Within AWARD®, you can turn on eSourcing Transfer Assist. The assist workflow will take you directly to the page needed to complete the activity. It also allows you to track your progress and should you need to step away; it will allow you to continue from where you left off

### eSourcing demo (Complete)

#### eSourcing Transfer Assist

[Close](#)

The eSourcing Transfer Assist tool guides users through the high-level steps required to transfer files from an eSourcing solution to the appropriate place in AWARD®.

There is also an eSourcing Transfer Guide in PDF format - see link below - which provides more detail on each step, including setting up the correct Document Group Structure, how to import into Multi-Lot Projects and so on.

- [eSourcing Transfer Guide](#)

#### Import Evidence Items



The first stage of setting up eSourcing Integration is to import the Questions from the eSourcing platform into AWARD as Evidence Items.

An Evidence Item is unique code generated by AWARD to identify and link the Supplier's responses to an AWARD Question once imported from the eSourcing solution.

- [Import Evidence Items](#)

#### Create Questions from Evidence Items



Evidence Items imported from the eSourcing solution can be used to create Questions in AWARD with the same name.

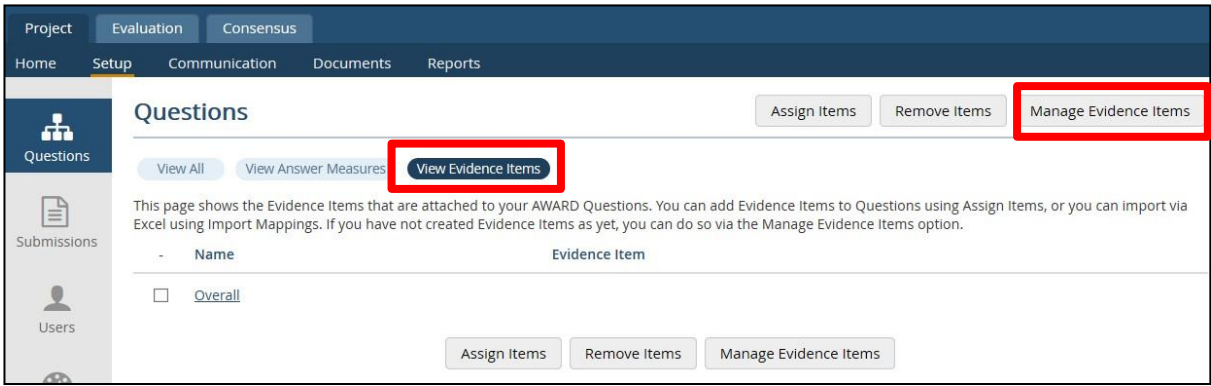
You have to select the Evidence Items and click the 'Create Questions from Evidence Items' button, and then complete the steps in the wizard.

To enable Project Assist within your project please navigate to Project > Setup > Tools > Advanced Settings > Project Assist. This may be automatically enabled if you are using a project template.

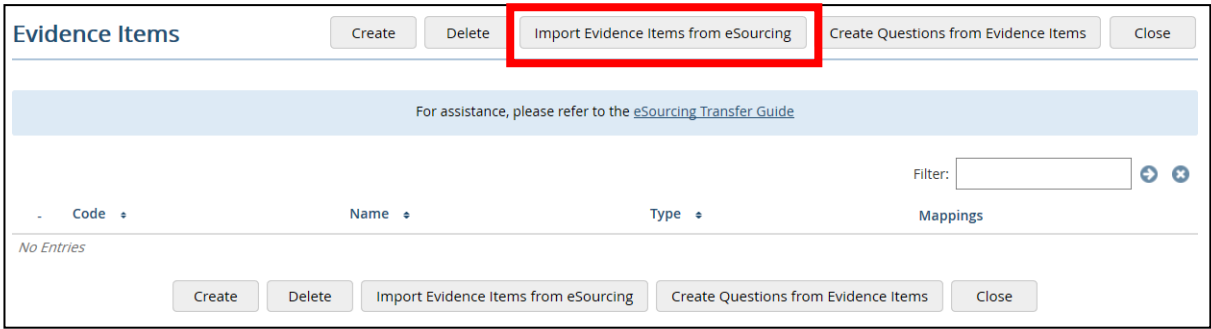
## Import Evidence Items

Once you have created a new Project (refer to the AWARD 6 online help for more details), the first stage of setting up eSourcing Integration is to import the eSourcing Questions into AWARD as Evidence Items.

This is performed through Questions/View Evidence Items then, Manage Evidence Items/Import Evidence Items from eSourcing or eSourcing Transfer Assist step one :

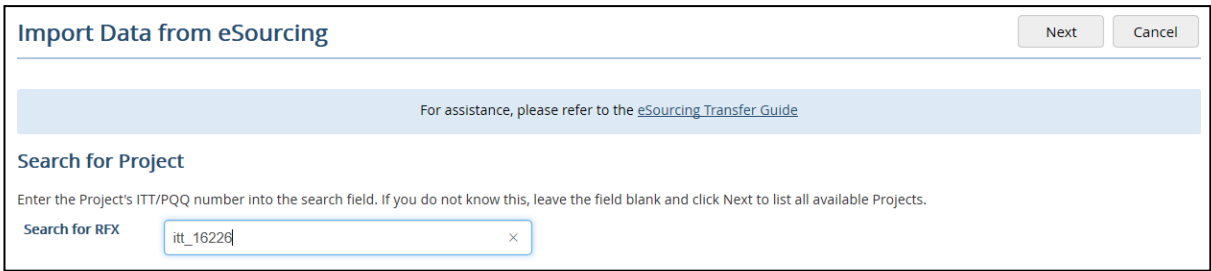


The Manage Evidence Items page has the following options:



The Import Evidence Items eSourcing wizard will guide you through importing the eSourcing Questions as Evidence Items.

Search for and select your eSourcing RFX:





Select the eSourcing Envelopes you wish to bring into AWARD:

Import Data from eSourcing

PrevNextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Select Envelopes

Select the Envelopes from which data is to be obtained

☒ Qualification  
☒ Technical  
☒ Commercial

Click Save on the final page to save the eSourcing Questions as Evidence Items.


Import Data from eSourcing

PrevSaveCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

The data in the eSourcing project is shown below. When you click Save these items will be created as corresponding Evidence Items in AWARD.

Code	Name	Type	Description
itt_16226 T-01.01.01	Yes/No	TEXT	Example yes no
itt_16226 T-01.01.02	Options List	TEXT	Example Options List questoin
itt_16226 T-01.01.03	Multi Choice Option List	TEXT	Example Multi-Choice Options List

 **Note:** Evidence Items will either be of DOCUMENT, TEXT, NOTE or COMPLIANCE type. The DOCUMENT type Evidence Items are eSourcing Attachment Questions, the TEXT type are any other type of eSourcing Question. COMPLIANCE are drop-down lists with options indicating compliancy. "RFX Questions Completed by the Buyer" will be excluded.

## "NOTE" Evidence Items

Previously, Evidence Items which were NOTES were ignored when being transferred from eSourcing and, if required, had to be copied and pasted manually into AWARD. These are now included as individual Evidence Items in the transfer process in non-Portal Evaluation/Lots Projects.

However, even though AWARD now supports Note Evidence Items, you will not be able to create or generate Note Evidence Items *manually* in AWARD; that is, "Note" will not be available in the **Type** list in Standard Evaluation/Lots Projects on the **Create Evidence Item** page (or the **Generate Evidence Items for Questions** page in Portal Projects).

Create Evidence Item

SaveSave & NewCancel

Code \*

Name \*

Type \*

Text

Document

Compliance

Description

Instructions

B

I

## Creating Questions and Mapping Evidence Items

Once your Evidence Items have been created then these need to be linked to your AWARD Questions. This will ensure that Evaluators assigned to the Questions will see the responses linked to the Evidence Items.

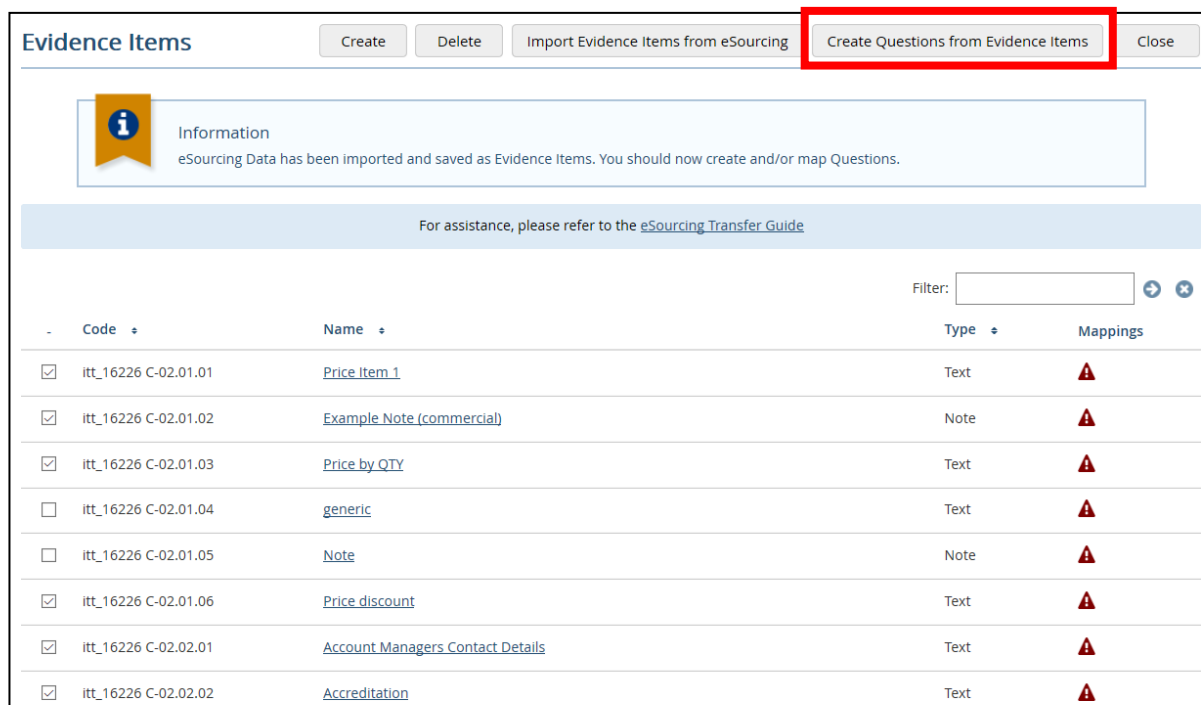
Linking Evidence Items to Questions can be done in a number of ways.

### Creating Questions from Evidence Items

If some or all your Evidence Items match exactly to the question in AWARD (that is, the question asked to the bidders in eSourcing is the same question given to the evaluators in AWARD) then you can simply turn your Evidence Items into Questions.

This is done through Questions/View Evidence Items/Manage Evidence Items/Create Questions from Evidence Items or eSourcing Transfer Assist step two. On this screen select those Evidence Items which will be turned into Questions and click the option Create Questions from Evidence Items.

NOTE: If you are using the AWARD Cost functionality then you should only select the Technical and Qualification Evidence Items as the Cost question has already been created for you. Please refer to the proceeding section for further guidance on mapping the cost Evidence Item to the Cost question manually.



**Evidence Items** Create Delete Import Evidence Items from eSourcing **Create Questions from Evidence Items** Close

**Information**  
eSourcing Data has been imported and saved as Evidence Items. You should now create and/or map Questions.

For assistance, please refer to the [eSourcing Transfer Guide](#)

Filter:

	Code	Name	Type	Mappings
<input checked="" type="checkbox"/>	itt_16226 C-02.01.01	<a href="#">Price Item 1</a>	Text	⚠
<input checked="" type="checkbox"/>	itt_16226 C-02.01.02	<a href="#">Example Note (commercial)</a>	Note	⚠
<input checked="" type="checkbox"/>	itt_16226 C-02.01.03	<a href="#">Price by QTY</a>	Text	⚠
<input type="checkbox"/>	itt_16226 C-02.01.04	<a href="#">generic</a>	Text	⚠
<input type="checkbox"/>	itt_16226 C-02.01.05	<a href="#">Note</a>	Note	⚠
<input checked="" type="checkbox"/>	itt_16226 C-02.01.06	<a href="#">Price discount</a>	Text	⚠
<input checked="" type="checkbox"/>	itt_16226 C-02.02.01	<a href="#">Account Managers Contact Details</a>	Text	⚠
<input checked="" type="checkbox"/>	itt_16226 C-02.02.02	<a href="#">Accreditation</a>	Text	⚠

On the Create Questions from Evidence Items page, you specify the type of Question structure you wish AWARD to create.

Create Questions from Evidence Items

NextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Select the type of Question structure you wish AWARD to create:  
☒ eSourcing - section headings will be created based upon the hierarchy in the eSourcing system  
☐ Flat - no section headings will be created - all selected Questions will be placed at the same level under one parent Question

Technical

Technical Section 2 (EVM Questions)

Code	Name	Type	Mappings
itt_16226 T-01.02.03	Audited Accounts for Last Financial Year	Document	
itt_16226 T-01.02.07	Geographic Coverage	Text	
itt_16226 T-01.02.08	NOTE (EVM Question Section)	Note	

Commercial

Commercial Section 1 (Section Total Included in Total)

Code	Name	Type	Mappings
itt_16226 C-02.01.01	Price Item 1	Text	
itt_16226 C-02.01.02	Example Note (commercial)	Note	
itt_16226 C-02.01.03	Price by QTY	Text	

If you select **eSourcing**, then section headings will be created based upon the hierarchy in the eSourcing system. If you select **Flat**, then no section headings will be created - all selected Questions will be placed at the same level under one parent Question.

Click Next and select where in the existing Question structure these Questions will be inserted.

Create Questions from Evidence Items

PrevNextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Select the parent Question under which you wish to create the new Question hierarchy

Question

Name	Answers
Overall	

Click Next. If you selected the option for an eSourcing structure you will get a screen similar to the following:

Create Questions from Evidence Items

PrevNextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Merge Evidence Items

Please choose how these Evidence Items should be created as Questions, that is, select an option to either create as an individual Question or merge it with the Question above.

Name

Create Option

Technical

Technical Section 2 (EVM Questions)

Audited Accounts for Last Financial Year

Create as Question

Geographic Coverage

NOTE (EVM Question Section)

Commercial

Commercial Section 1 (Section Total Included in Total)

Price Item 1

Create as Question

Example Note (commercial)

Price by QTY

If you selected a flat structure you will get an additional screen which allows you to create a new Question level underneath the previously-selected Question by entering a new name for a Question section and a Weight. Note that this is an OPTIONAL step and you can just select Next to move onto the screen where you can merge the items (as shown above).

Create Questions from Evidence Items

PrevNextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

This step is OPTIONAL and you should only enter values here if you wish to group the Questions you are creating into a new section.

If required, you can create a new Question level underneath the previously-selected Question which will become the parent to the new Questions created from the Evidence Items.

Parent Question Name

Weight

You now need to specify whether you wish each Evidence Item to be created as an individual AWARD Question or whether it should be assigned to the Question above:

Merge Evidence Items

Please choose how these Evidence Items should be created as Questions, that is, select an option to either create as an individual Question or merge it with the Question above.

Name

Create Option

Technical

Technical Section 2 (EVM Questions)

Audited Accounts for Last Financial Year

Create as Question

Geographic Coverage

Create as Question

NOTE (EVM Question Section)

Assign to Question above

You must select an option for all items except the first one in each section, which will always be created as a Question.

Click Next and enter a Weight for each Question, including the section Questions:

Create Questions from Evidence Items


Prev Save Cancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Enter Weights

Enter the Weights for the new Questions you want to create. All Questions must have a Weight; enter a zero (0) for unweighted Questions (such as Compliance Questions).


Name	Weight
Technical	1
Technical Section 2 (EVM Questions)	1
Audited Accounts for Last Financial Year	1
Geographic Coverage	1
Commercial	1
Commercial Section 1 (Section Total Included in Total)	1
Price Item 1	1

 **Note:** Every Question needs to be given a Weight, even those that are not going to be scored. If the Question is for information or pass/fail, enter 0 as the weight.

When you click Save, you will be returned to the Evidence Items list:

Evidence Items

Create Delete Import Evidence Items from eSourcing Create Questions from Evidence Items Close




Information

Questions have been created from selected Evidence Items

For assistance, please refer to the [eSourcing Transfer Guide](#)

Filter:

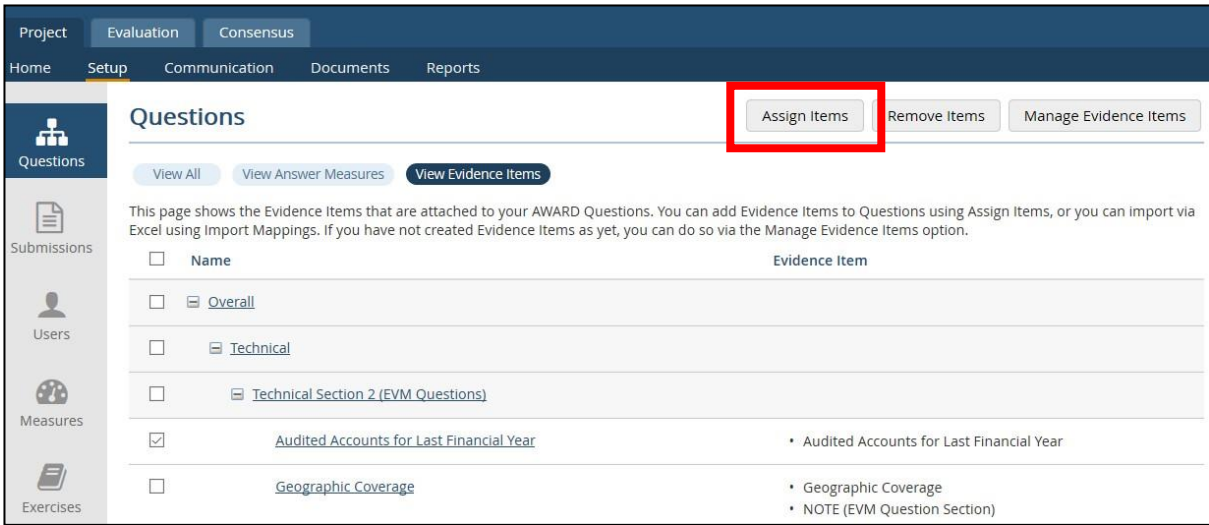
<input type="checkbox"/>	Code	Name	Type	Mappings
<input type="checkbox"/>	itt_16226 C-02.01.01	<a href="#">Price Item 1</a>	Text	• Overall/Commercial/Commercial Section 1 (Section Total Included in Total)/Price Item 1
<input type="checkbox"/>	itt_16226 C-02.01.02	<a href="#">Example Note (commercial)</a>	Note	• Overall/Commercial/Commercial Section 1 (Section Total Included in Total)/Price Item 1
<input type="checkbox"/>	itt_16226 C-02.01.03	<a href="#">Price by QTY</a>	Text	• Overall/Commercial/Commercial Section 1 (Section Total Included in Total)/Price Item 1
<input type="checkbox"/>	itt_16226 C-02.01.04	<a href="#">generic</a>	Text	

Mapping Questions to Evidence Items

If you have Evidence Items that don’t exactly match an AWARD Question (that is, you want to have two Evidence Items mapping to one AWARD Question or two AWARD Questions mapping to one Evidence Item) then you can manually map the two together.

This is done through Questions/View Evidence Items or eSourcing Transfer Assist step three.

Select the Question you wish to assign an Evidence Item to and click Assign Items.



Select the Evidence Item(s) to assign to the previously selected Question(s). You can also replace any existing Question Instructions with the Evidence Item Instructions by checking the option **Replace Question Instructions with Evidence Item Instructions**.

**Assign Items** Save Close

Select the Evidence Items you wish to assign to the chosen Questions

**Questions**

**Name**

Overall

Technical

Technical Section 2 (EVM Questions)

Audited Accounts for Last Financial Year

**Question Instructions**

If you wish to replace all existing Question Instructions on the selected Question(s) with the Instructions on the selected Evidence Item(s), please check the following box. Alternatively, you can manually modify the Instructions later if required.

☐ Replace Question Instructions with Evidence Item Instructions

**Evidence Items**

Filter:

<input type="checkbox"/> Code	<input type="checkbox"/> Name	<input type="checkbox"/> Type	<input type="checkbox"/> Mappings
<input type="checkbox"/> Itt_16226 C-02.01.01	Price Item 1	Text	• Overall/Commercial/Commercial Section 1 (Section Total Included in Total)/Price Item 1

Click Save. The Question page will show the Question and its associated Evidence Items.

### Questions

Assign ItemsRemove ItemsManage Evidence Items

[View All](#)[View Answer Measures](#)[View Evidence Items](#)

This page shows the Evidence Items that are attached to your AWARD Questions. You can add Evidence Items to Questions using Assign Items, or you can import via Excel using Import Mappings. If you have not created Evidence Items as yet, you can do so via the Manage Evidence Items option.

<input type="checkbox"/>	Name	Evidence Item
<input type="checkbox"/>	Overall	
<input type="checkbox"/>	Technical	
<input type="checkbox"/>	Technical Section 2 (EVM Questions)	
<input type="checkbox"/>	<a href="#">Audited Accounts for Last Financial Year</a>	<ul style="list-style-type: none"><li>• Price discount</li><li>• Audited Accounts for Last Financial Year</li></ul>


For example, the above indicates that an Evaluator assigned to the “Audited Accounts for Last Financial Year” Question within AWARD will see the responses the bidder provided against both the Audited Accounts for Last Financial Year and Price discount Questions within eSourcing.

## Document Groups

Before you can transfer the responses from eSourcing into AWARD you need to have set up Document Groups to hold the bidders' Documents. Document Groups are covered in more detail in the knowledgebase and eSourcing Transfer Assist step four.

For the purposes of running the Supplier Response Transfer **you need to have at least one Internal Document Group and one Submission Document Group**, but you can have a Submission Document Group per Envelope if you wish.


You should also make sure that the Document groups are assigned to the relevant points in the Question tree to ensure Evaluators will have visibility of the Documents once they have been transferred.

 Note: In most cases a Document Group is set up for each of the eSourcing Envelopes which are being transferred in, this is done by going to Documents/Create Group/Enter 'Qualification' as the name and choose Submission as the type. Repeat this for Technical and Commercial as required.

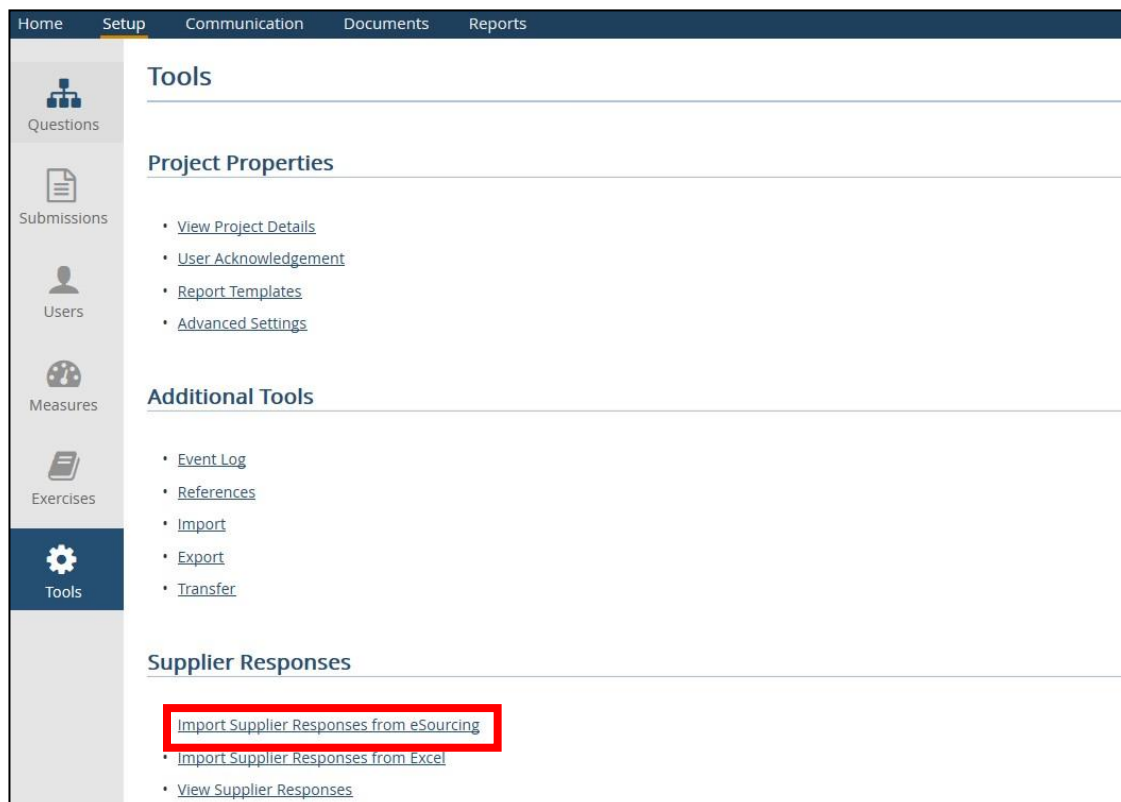


## Transfer from eSourcing

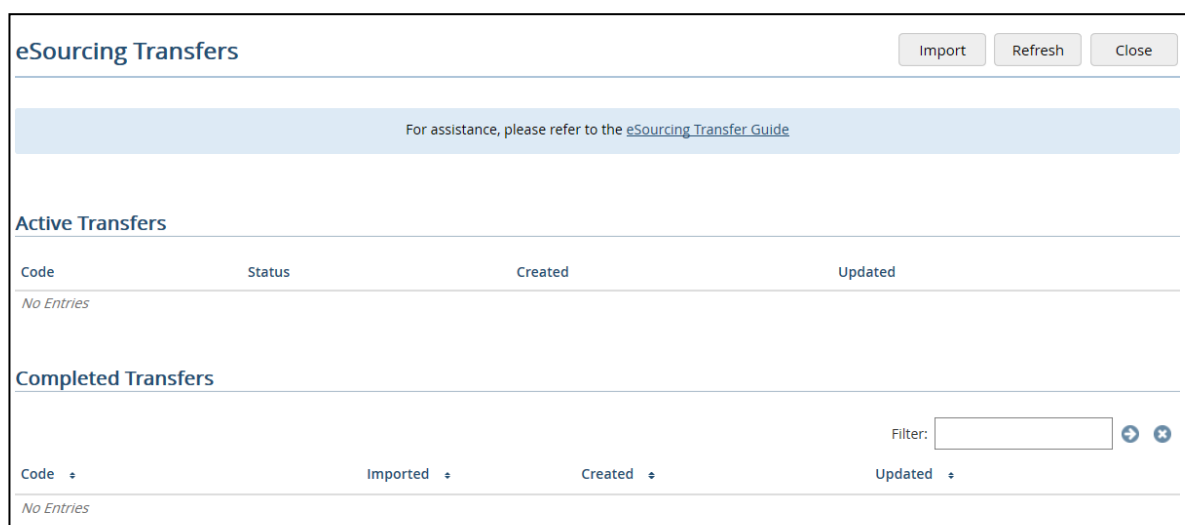
Once the RFX has closed in eSourcing then you are ready to transfer the bidder's answers/documents into AWARD for evaluation.

 **Note:** To be able to transfer the responses into AWARD each of the RFX envelopes needs to be in the "Evaluation" or "Final Evaluation" state. AWARD is flexible to allow for different customer workflows in Jaggaer.

The response transfer is done from Setup/Tools/ Import Supplier Responses from eSourcing or eSourcing Transfer Assist step five. The wizard will then guide you through importing the Response into AWARD for evaluation.



Click the Import Supplier Responses from eSourcing option under Tools. The eSourcing Transfers page appears:



Click Import then search for and select your eSourcing RFX:

eSourcing Import

NextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Search for Project

Enter the Project's ITT/PQQ number into the search field. If you do not know this, leave the field blank and click Next to list all available Projects.

Search for RFX

itt\_16226

×

Select the eSourcing Envelopes you wish to bring into AWARD:

eSourcing Import

PrevNextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Select Envelopes

Select the Envelopes whose Supplier Responses are to be imported

☒ Qualification

☒ Technical

☒ Commercial

Assign each eSourcing Envelope a Document Group:

eSourcing Import

PrevNextCancel

For assistance, please refer to the [eSourcing Transfer Guide](#)

Transfer Options

Internal Documents

Select the appropriate Internal Document Group into which the Buyer Documents will be placed

Buyer Documents \*

Overall Documents

Supplier Documents

Select the appropriate Submission Document Group(s) into which the Supplier Documents will be placed

Qualification Envelope Documents \*

Qualification Documents

Technical Envelope Documents \*

Technical Documents

Commercial Envelope Documents \*

Commercial Documents

Supplier Documents

If this box is checked, Documents will be loaded into the Document Group nearest to the Question to which the Document relates. If it is not checked, Documents will be loaded into the Document Groups selected above. Documents which have not been associated with a Question in the eSourcing system will automatically be placed into the Document Groups selected above.


This option should only be used in rare cases, usually when running an especially complex Lot-based Project or when each Question has its own Document Group. In a standard project it should be left unchecked. If you are unsure please contact support.

Use Nearest Document Group

☐ Place Supplier Documents into the nearest Submission Document Group in the Question tree

If you wish to import the Supplier Documents into the nearest Submission Document Group in the Question hierarchy, check the **Use Nearest Document Group** option. AWARD will note the association of the Evidence Item and the AWARD Question, and if the Question has a Document Group assigned to it, that is where a Document response is loaded. If the Question does not have a Document Group assigned, AWARD will look up the Question tree to find the first available Document Group, into which it will upload the Document.

Page 18 of 22


 Note that this option should only be used in rare cases, usually when running an especially complex Lot-based Project or when each Question has its own Document Group. In a standard project it should be left unchecked. If you are unsure please contact support.

Click Next and on the summary page, click **Import**.

You will be returned to the eSourcing Transfers page where the Import will be shown as “Queued” under the **Active Transfers** section. The transfer will then take place as a background task and will show as “In Progress”.

eSourcing Transfers			
<div> <div>Import</div> <div>Refresh</div> <div>Close</div> </div>			
For assistance, please refer to the <a href="#">eSourcing Transfer Guide</a>			
<b>Active Transfers</b>			
Code	Status	Created	Updated
No Entries			
<b>Completed Transfers</b>			
Filter: <input type="text"/>			
Code	Imported	Created	Updated
itt_16226	✓	Nov/11/2020 15:09:06	Nov/11/2020 15:09:57

**Refresh** allows you to view the latest progress. When the import has finished the details will be shown as “Imported” under the **Completed Transfers** section.

 The user who initiates the transfer will receive an email once it is complete to let them know whether it was successful.

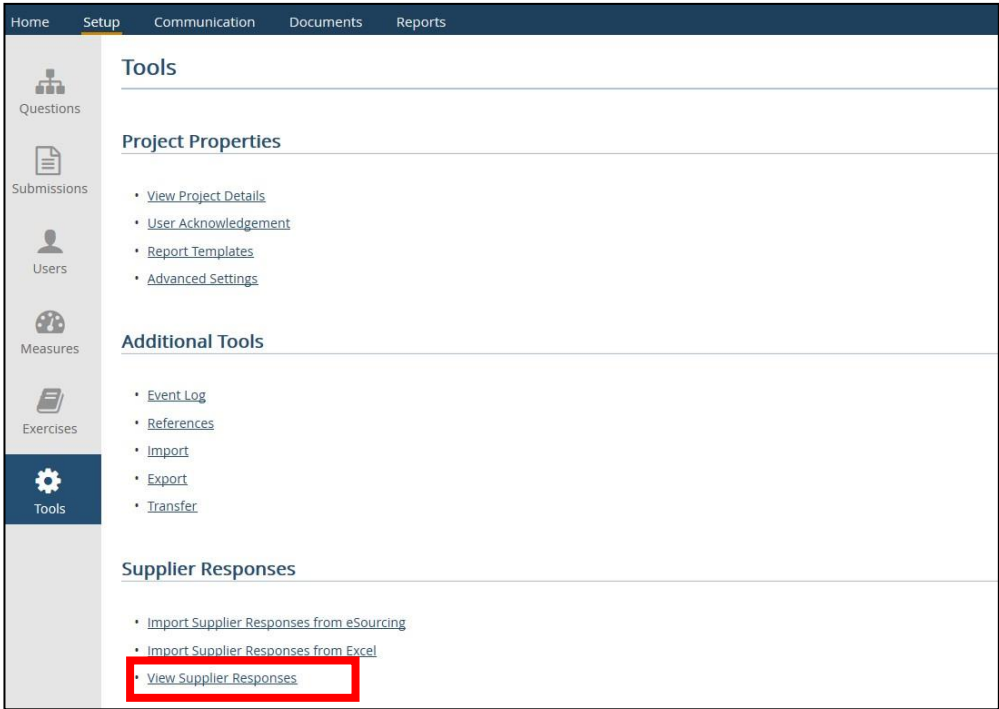
## “NOTE” Supplier Responses

- ☐ You cannot add/import Supplier Response data against a Note Evidence Item.
- ☐ The Supplier Response Import process will not be aborted if it contains Note Responses where there is no corresponding Note Evidence Item in AWARD (whereas it is for Text and Document responses). This behaviour has been implemented to support Projects where Evidence Items were imported in a version prior to AWARD 6.4.5 (with no Note Evidence Items present), with an import of Supplier Responses being run after 6.4.5 which may contain Notes.

## Viewing/Updating Responses

If for any reason a response needs to be changed after it has been transferred into AWARD (for example, a replacement for a corrupt document or a change to the response text), then this can be done by a Project Manager. Note that Compliancy options cannot be changed. Any changes made to a Supplier’s response will be fully traceable and audited.

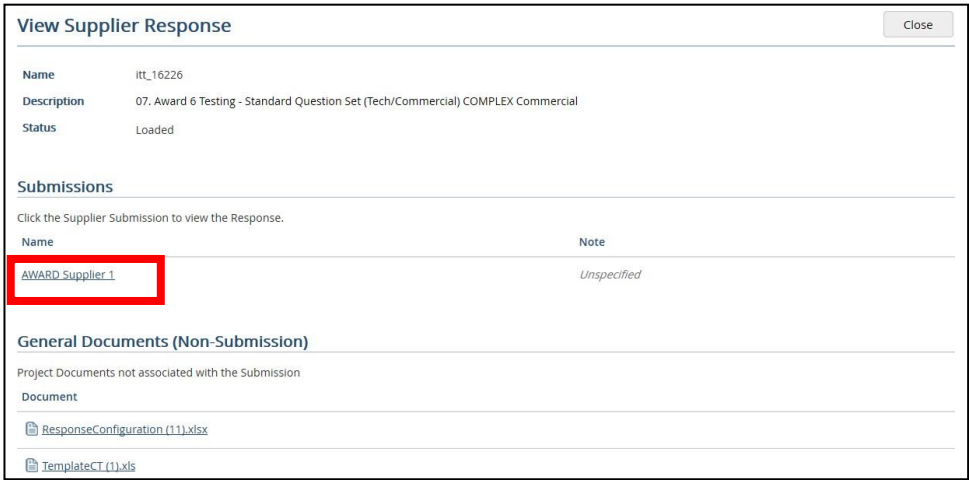
To view the Supplier Responses, click View Supplier Responses under Tools:



and clicking the RFX link under Name:



Click the Supplier’s Name link under Submissions:



You will then be able to view the Supplier's entire response and make changes using the Update Response options.

View Supplier Response for Submission

Close

Submission

AWARD Supplier 1


Supplier Response

itt\_16226

Response Details

Code	Name	Response	Modified?	Actions										
itt_16226 C-02.01.01	Price Item 1	<table> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>Total</th> <th>Notes</th> <th>text column</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>42</td> <td>42000</td> <td></td> <td>This is the text column</td> </tr> </tbody> </table>	Quantity	Unit Price	Total	Notes	text column	1000	42	42000		This is the text column		Update Response
Quantity	Unit Price	Total	Notes	text column										
1000	42	42000		This is the text column										
itt_16226 C-02.01.03	Price by QTY	<table> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>Total</th> <th>Notes</th> <th>text column</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>30</td> <td>30000</td> <td></td> <td>text column</td> </tr> </tbody> </table>	Quantity	Unit Price	Total	Notes	text column	1000	30	30000		text column		Update Response
Quantity	Unit Price	Total	Notes	text column										
1000	30	30000		text column										

If you update a DOCUMENT response you will be able to attach a Document already uploaded into AWARD or upload a new Document to be attached. If the response is a TEXT type then you will be able to amend the text as required.

 Note: The original response is never deleted. It can be reverted to at any point and will permanently exist in the project's audit trail.

## Multi-Lot Projects

Multi-Lot projects only differ slightly from a basic non-Lot evaluation projects and all the steps are exactly the same.

If your lots are set up as Individual RFX's within eSourcing (this is our recommended approach) then you simply follow all the steps within the guide for each Lot, which will involve:

- ☐ Create Evidence Items
- ☐ Map Evidence Items/Create Questions
- ☐ Transfer from eSourcing

You can either perform each step for each Lot or perform all the steps for one Lot and then repeat for each.

If you have taken the alternative approach and combined your Lots into one eSourcing RFX then the steps only need to be followed once. If you selected the option **Use Nearest Document Group** when transferring the Documents no further configuration will be required as the response Documents will have been added to the appropriate Document Groups.

If the option **Use Nearest Document Group** was not selected, there is an extra step to take. As the responses are within a single RFX, all the Technical Documents will therefore end up within one Document Group, and this will also be the case for the other Envelopes. You may therefore need to move the Documents into the Lot-specific Document Groups (using the **Move** function from the **Documents** list).