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How do I Award a Vendor?

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Bonfire allows you to track which Vendor was awarded a contract under a project. An Award Notice can be only internal to users within the organization, or it can be made public. This article focuses on internally setting the Award status.

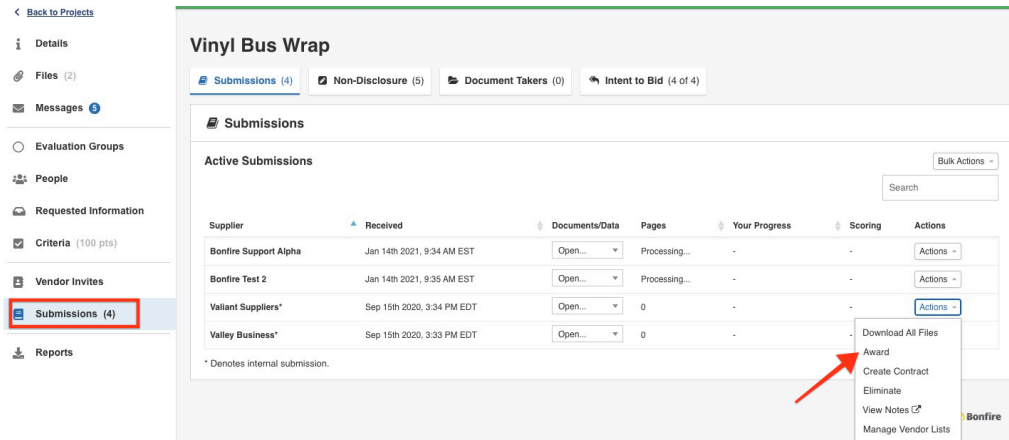
NOTE: If you'd like publicly Award a Vendor, please see [How do I publicly Award a Vendor?](#). In either case when a Vendor is marked as "Awarded", the Vendor is **NOT** automatically notified of the award.

The following video details how to award a vendor through Bonfire:

NOTE: The video above focuses specifically on making a Public Award Notice, however the steps for an internal Award are very similar. Simply don't check the **Post Award Statement Publicly** box (if it is visible on your screen) to keep the award internal.

You can also follow the instructions below.

To mark a Vendor as awarded, you first need to **mark the project as Completed** (see [What happens when I mark a Project as Completed?](#)). Once marked as Completed, scroll down to the **Submissions** section, locate the **Actions** button, and click on **Award**.



Fill in the date, value, and reason for the Award.

Award Proposal

Vendor:
Valiant Suppliers

Date Awarded **Value**

Public Award Statement

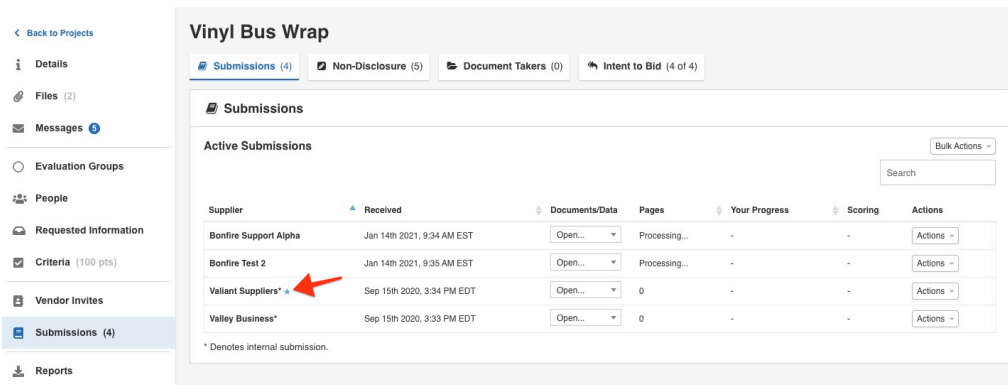
Post Award Statement Publicly

You can use the following tokens which will be replaced when the Public Award Notice is created:

- {OrganizationName} will be replaced by your Organization's Name
- {ProjectName} will be replaced by this Project's name
- {ProjectReferenceID} will be replaced by this Project's Reference #
- {VendorName} will be replaced by the Vendor's Organization Name
- {VendorAddress} will be replaced by the Vendor's Address
- {DateAwarded} will be replaced by the date the Proposal was awarded
- {Value} will be replaced by the awarded Proposal's Value

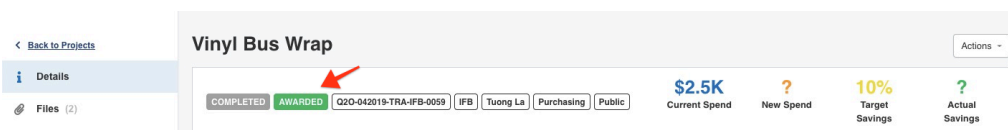
Reason (Internal Notes)

When finished, you'll see a star next to the Awarded Vendor. Note that multiple Vendors can be marked as awarded (as in the case of an RFSQ for example).



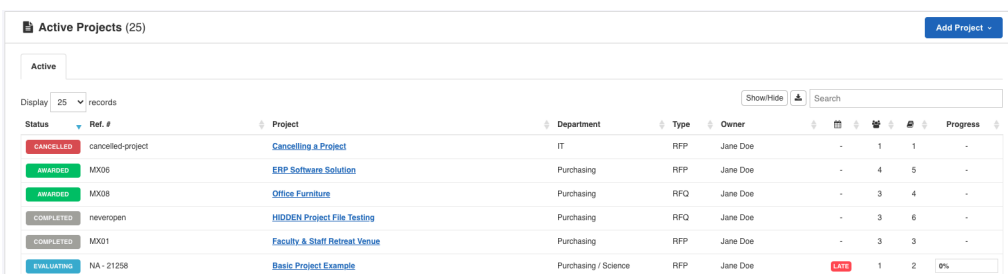
If a Vendor was awarded by mistake, repeat the steps above. Instead of **Award**, under the **Actions** menu, you will now see **Un-Award**.

Projects with awarded Vendors will have a green badge under the title of the project to internally indicate that an award has been made.



If you are looking to award multiple vendors on the same project please see this article: [Can I Award Multiple Vendors?](#)

Awarded Projects are visible on the main Project Dashboard, and will display an **Awarded** status.



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