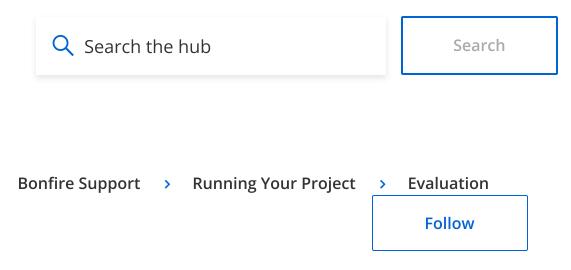
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How do I Award a Vendor?



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**.

Back to Projects								
i Details	Vinyl Bus Wrap							
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Fill in the date, value, and reason for the Award.

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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).

K Back to Projects	Vinyl Bus Wrap									
1 Details	Submissions (4)	Non-Disclosure (5)	Document Takers (0)	🦘 Inter	nt to Bid (4 of 4)					
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Requested Information	Bonfire Support Alpha	Jan 14th 2021, 9:3	4 AM EST Op	en 🔻	Processing			Actions -		
Criteria (100 pts)	Bonfire Test 2	Jan 14th 2021, 9:3	5 AM EST Op	in •	Processing			Actions -		
Vendor Invites	Valiant Suppliers* *	Sep 15th 2020, 3:3	4 PM EDT Op	en •	0	8		Actions ~		
Submissions (4)	Valley Business*	Sep 15th 2020, 3:3	3 PM EDT Op	in v	0	÷	14	Actions -		
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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.

Active Projects (25)								Add Project 🗸
Active								
Display 25 V records				Show/Hide	L Search			
Status y Ref. #	Project	Department	Туре	Owner	÷ 🗰 ÷	₩	e ÷	Progress
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AWARDED MX06	ERP Software Solution	Purchasing	RFP	Jane Doe		4	5	
AWARDED MX08	Office Furniture	Purchasing	RFQ	Jane Doe		3	4	
COMPLETED REVEROPER	HIDDEN Project File Testing	Purchasing	RFQ	Jane Doe		3	6	
COMPLETED MX01	Faculty & Staff Retreat Venue	Purchasing	RFP	Jane Doe		3	3	
EVALUATING NA - 21258	Basic Project Example	Purchasing / Science	RFP	Jane Doe	LATE	1	2	0%



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