

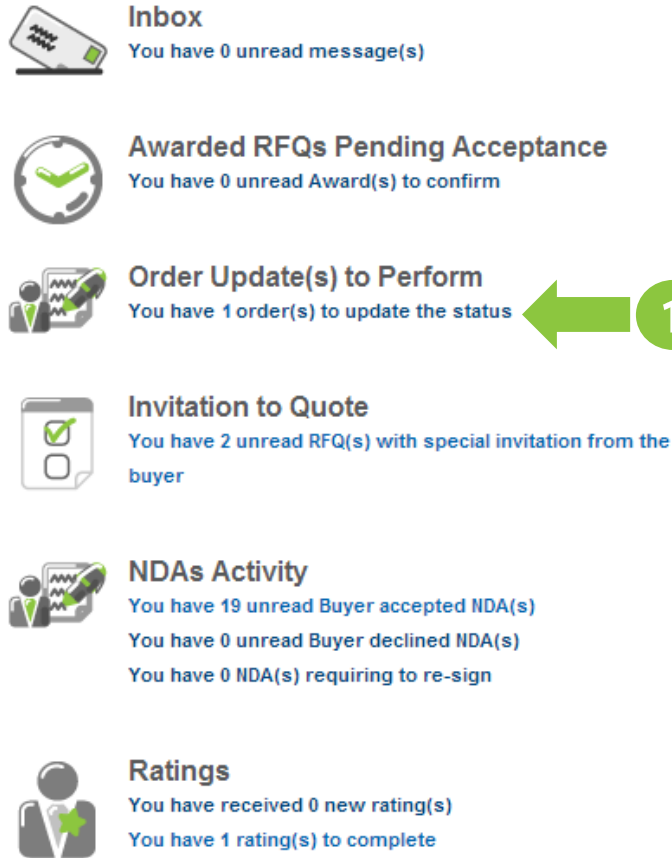


## How to Update the Status of an Award

# HOW TO UPDATE THE STATUS OF AN AWARD

To get started, log in to your MFG.com supplier account. You will be taken to your Dashboard.

**1** To update the status of an award, click on the blue text under “Order Update(s) to Perform”.



**Inbox**  
You have 0 unread message(s)

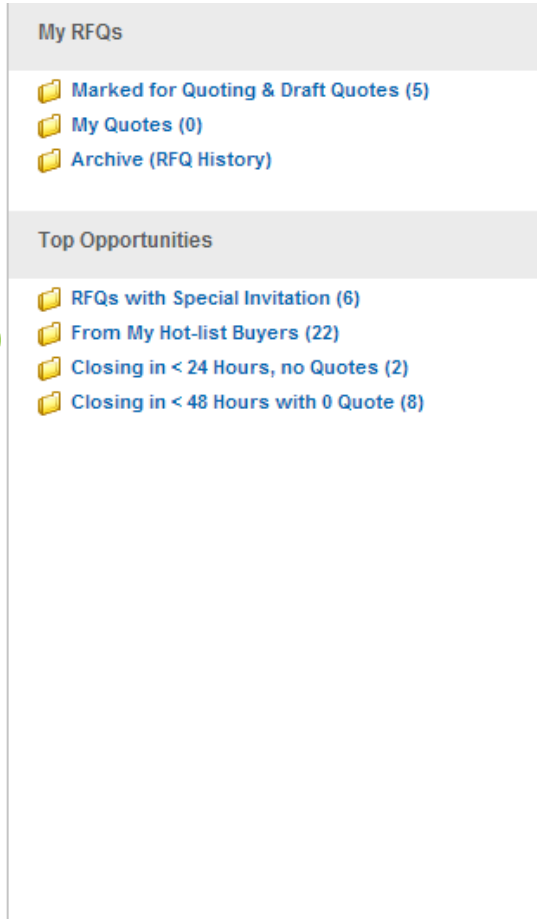
**Awarded RFQs Pending Acceptance**  
You have 0 unread Award(s) to confirm

**Order Update(s) to Perform**  
You have 1 order(s) to update the status

**Invitation to Quote**  
You have 2 unread RFQ(s) with special invitation from the buyer

**NDA's Activity**  
You have 19 unread Buyer accepted NDA(s)  
You have 0 unread Buyer declined NDA(s)  
You have 0 NDA(s) requiring to re-sign

**Ratings**  
You have received 0 new rating(s)  
You have 1 rating(s) to complete



**My RFQs**

- Marked for Quoting & Draft Quotes (5)
- My Quotes (0)
- Archive (RFQ History)

**Top Opportunities**

- RFQs with Special Invitation (6)
- From My Hot-list Buyers (22)
- Closing in < 24 Hours, no Quotes (2)
- Closing in < 48 Hours with 0 Quote (8)



# HOW TO UPDATE THE STATUS OF AN AWARD

2 Click "The status has not been updated yet" in blue text.

Dashboard | **Inbox** | **RFQs** | Leads & Customers | My Profile | My Account | File Vault | SIS | User Management | Shipping

**Orders** View: All Awards

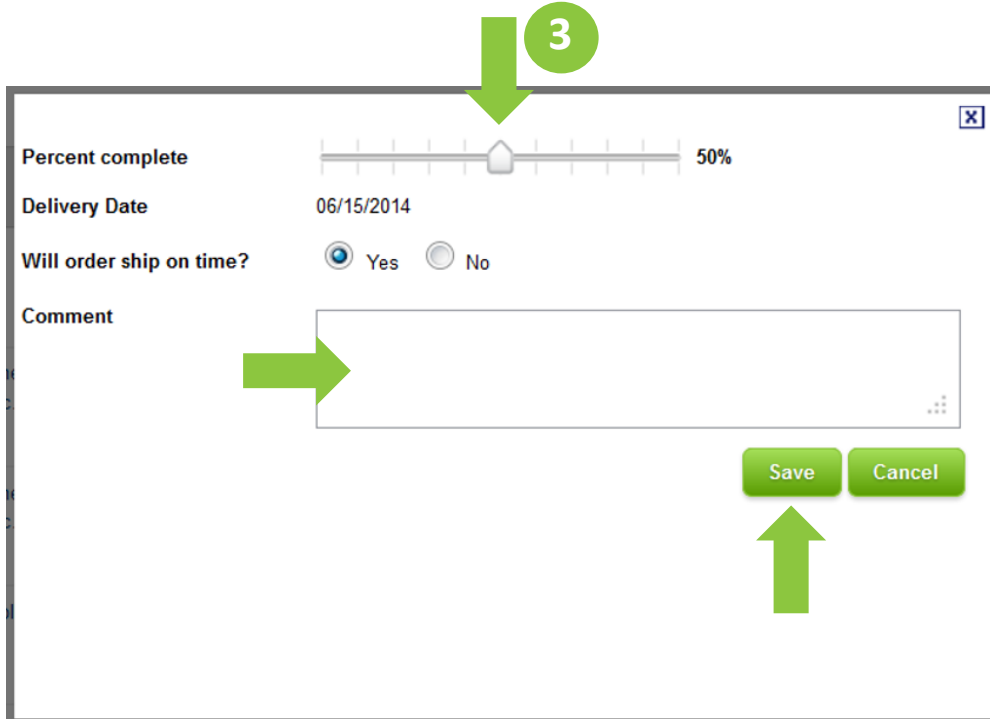
Search:

RFQ #	Company	Item #	Part Name	Shipment	Quantity	Delivery Date	Status	On Time?	Last Update
	City Gear Inc.	1397224622204	cg1203	1 Of 1		06/23/2014	90%	Yes	06/02/2014
	Universal Engineering and Design ,Inc.	1396573823024	Tenderizer Cradle Arm 20"-40"	1 Of 1		06/15/2014	The status has not been updated yet	No	



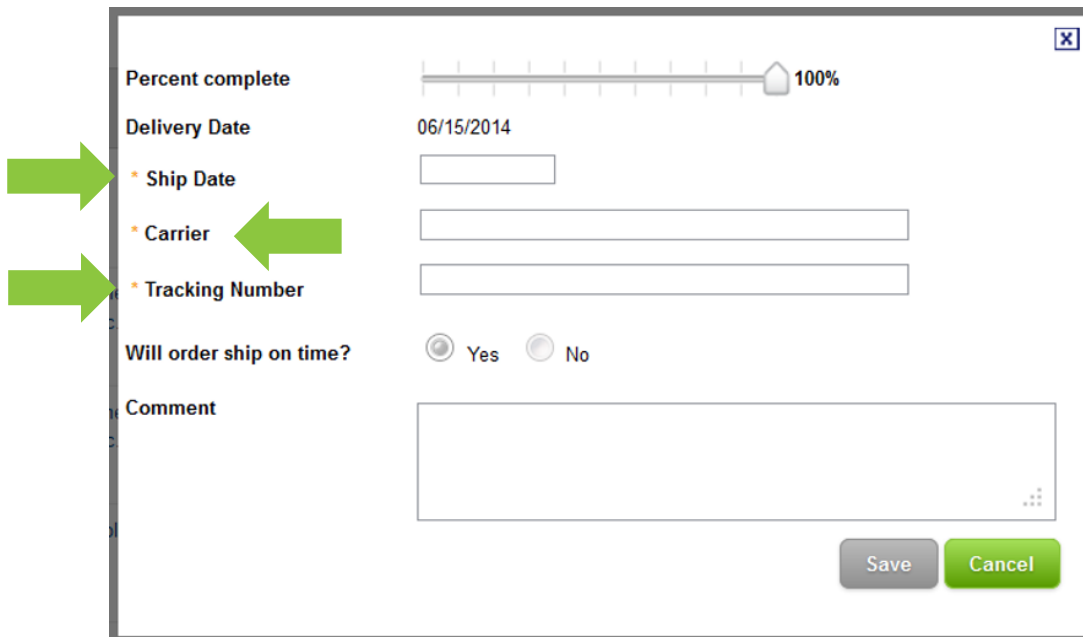
## HOW TO UPDATE THE STATUS OF AN AWARD

- Slide the Percent Complete bar to show the progress on the project. You can update whether the order will ship on time or not by selecting the Yes or No button. You can also provide any details you would like to update the buyer on regarding the status in the Comment box. Click Save. The buyer will be notified on their dashboard of the update.



A screenshot of a web form for updating an award. The form is titled "3" in a green circle at the top. It features a "Percent complete" slider set to 50%. Below the slider is a "Delivery Date" field with the value "06/15/2014". A "Will order ship on time?" section has two radio buttons: "Yes" (selected) and "No". A large text area labeled "Comment" is positioned below the radio buttons, with a green arrow pointing to it. At the bottom right, there are two buttons: "Save" and "Cancel", with a green arrow pointing to the "Save" button.

**Note:** Once you have updated the status of an order as 100% complete, the Ship Date, Carrier, and Tracking Number fields will appear for you to update as well.



A screenshot of the same web form, now updated to 100% completion. The "Percent complete" slider is set to 100%. The "Delivery Date" field remains "06/15/2014". The "Will order ship on time?" section now has "No" selected. The "Comment" text area is empty. Three new fields have appeared: "\* Ship Date", "\* Carrier", and "\* Tracking Number", each with an empty input box. Green arrows point to these three fields from the left. At the bottom right, the "Save" button is now greyed out, and the "Cancel" button is green.