

**Creating Multiple and Split Awards  
Against  
One RFP or PR**

# Definitions

A **multiple award** is defined in C.Buy as the awarding of some line items on a given RFP or PR to one vendor and other line items on the same RFP or PR to another vendor(s).

# Definitions

A **split award** is defined in C.Buy as the awarding of one line item's quantities to more than one vendor. Multiple and split awards can be created for a new or open award function.

## *Multiple Awards*

To create multiple Awards from one Purchase Request, the user can choose to utilize the extract functionality at either the PR or Modification stage.

## *Multiple Awards*

At the PR stage, the user will take the following actions:

Open the Purchasing/Contracting Worksheet.

Highlight the Purchase Request needed to create a new Purchase Request, then click the **Open** button or double click to display the Purchase Request Summary screen.

# *Multiple Awards*

The user will select **Tools / Extract**. The Line Item Extraction Browser displays.

The user clicks **Tools** then chooses **Extract** or **Copy**.

If the user selects **Extract**, the Line Item will be extracted to a new Purchase Request.

If the user selects **Copy**, two things will happen:

The Line Item will be extracted to a new Purchase Request.

The Line Item will remain on the Purchase Request with its current status so that it can be used again on future Awards/Modifications.

# *Split Awards*

To create a split award from the *Award Summary Screen*, open the *Line Item Management Browser* by clicking on the Line Item hypertext link.

When the *Line Item Management Browser* appears, highlight the line item to be split and select “File” and “Open” from the menu bar.

When the *Line Item Detail Screen* appears, press the <Tab> key, or use your mouse to place the cursor in the *Quantity* field.

Enter the quantity to be awarded to this vendor. Then, click on the *Additional Info* tab.

# *Split Awards*

When the *Additional Info Screen* appears, unmark the *Fully Awarded* check box.

Complete all other steps for the award.

Repeat steps 1-4 in this section for completing the split award to other vendor