


# Award Bid - REQ3530

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***Purchasing > Maintenance > Bid Processing > Award Bid***

This page is used to award a bid to a vendor, and create a purchase order based on the approved bid details. You can only view your created bids. However, if the **Global Access** field is selected on the Maintenance > User Profiles > Purchasing Permissions tab in District Administration, you can view bids created by all users.

## Award a bid:

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| **Retrieve an existing record.** | Search for a record.<br>**Bid Nbr** — Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.<br>Click **Retrieve**.<br>If the bid number is not known, click **Directory**.<br>To search for a specific bid number, type data in one or more of the search fields.<br>To search through all available data, leave all fields blank.<br>Click **Search**. A list of bid numbers matching the search criteria is displayed.<br>Select a bid number from the list. Otherwise, click **Cancel**. |

Under **Bid Information**:

| Field | Description |
|---|---|
| **Bid Nbr** | The assigned bid number is displayed. |
| **Buyer** | The logged-on user's name is displayed. |
| **Payment Terms** | The bid payment term is displayed (e.g., Net 30). |
| **Request Date** | The bid request date is displayed in the MMDDYYY format. |
| **Date Open** | The beginning date for the bid is displayed in the MMDDYYYY format. |
| **Date Close** | The ending date for the bid is displayed in the MMDDYYYY format. |
| **Ship To** | The bid shipping address is displayed. |
| **Reference** | The bid reference description is displayed. |

Under **Bid Items**, the requisition line item details are displayed.

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|  | Click to view the line item details. The vendor list to which the bid was solicited is displayed under **Vendor Information**. |
| **Note** | Click to view or add bid notes. If notes exist, a paperclip icon is displayed on the **Note** button. |

Under **Vendor Information**, the **Vendor Nbr**, **Vendor Name**, **Vendor Sort Key**, **Address**, **Phone**, **Fax**, **Email**, and **HUB Status** fields from the Vendor Information > Vendor/Name address tab are displayed for each vendor.

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|  | Click to view the bid quote items for the selected vendor. The line items are displayed at the bottom of the page under **Bid Quote Items**. |
| **Response Date** | Type the date that the vendor responded to the bid in the MMDDYYYY format. If this field is populated for any line item, the Response field under **Bid Quote Items** is automatically selected. |
| **Response Time** | Type the time that the vendor responded to the bid in the HH MM format. |
| **Reference Quote** | Type the reference quote assigned to the bid by the vendor. |

Under **Vendor Responses**:

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| **Response** | If selected, the vendor responded to the bid solicitation. |
| **Bid** | If selected, the vendor provided a different price for the line item, which is displayed in the **Unit Price** field. |
| **Vendor Comments** | Click **Note** to view or add vendor comments. If comments exist, a paperclip icon is displayed on the **Note** button. |

Click **Save**.

## Other functions and features:

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| **Return Bid to Vendor Response** | Return the bid.<br>Click to return the bid to the Vendor Response page. |
| **Create Purchase Order** | Create the purchase order.<br>Click to finalize the bid. The bid status is changed to *A - Approve*, and a purchase order is created for each awarded vendor. |
| **Comment** | Add comments to the bid.<br>Click to view or add comments to the bid. The comments are strictly for bid purposes and are not displayed on the purchase order. If comments exist, a paperclip icon is displayed on the **Comment** button.<br>Click **OK** to save the comment and close the window.<br>Click **Cancel** to close the window without saving the comment. |
| **Print** | Print the bid details.<br><br>**Review the report using the following buttons**:<br><br>Click  to go to the first page of the report.<br>Click  to go back one page.<br>Click  to go forward one page.<br>Click  to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |

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| **Delete** | Delete the bid.<br>Click to delete a bid. All associated requisitions are updated with a *P - Pending status*. Requisitions can be viewed on the Purchasing > Inquiry > Requisition Status Inquiry page, and approved on the Purchasing > Maintenance > Approve Requisition page. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |