



## Request Vendor Quote - REQ3510



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# Request Vendor Quote - REQ3510

**Purchasing > Maintenance > Bid Processing > Request Vendor Quote**

This page is used to submit a bid to a vendor to solicit a quote. You can only view the bid that you created. However, if the **Global Access** field is selected on the Maintenance > User Profiles > Purchasing Permissions tab in District Administration, you can view the bids created by all users.

## Request a vendor quote:

<b>Retrieve an existing record.</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Bid Nbr</b></td> <td>Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.</td> </tr> </table> <p>Click <b>Retrieve</b>.</p> <p>If the bid number is not known, click <b>Directory</b>.</p> <p>To search for a specific bid number, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click <b>Search</b>. A list of bid numbers matching the search criteria is displayed.</p> <p>Select a bid number from the list. Otherwise, click <b>Cancel</b>.</p>	<b>Bid Nbr</b>	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.
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Under **Bid Information**:

Field	Description
<b>Bid Nbr</b>	The assigned bid number is displayed.
<b>Buyer</b>	The buyer's name is displayed.
<b>Payment Terms</b>	Type the allowed payoff period (e.g., Net 30).
<b>Request Date</b>	Type the date that you are requesting the bid in the MMDDYYYY format. Or, select a date from the calendar.
<b>Date Open</b>	Type the beginning date for the bid in the MMDDYYYY format. Or, select a date from the calendar. In the blank field, type the begin time in the HH MM format.
<b>Date Close</b>	Type the ending date for the bid in the MMDDYYYY format. Or, select a date from the calendar. In the blank field, type the begin time in the HH MM format.
<b>Ship To</b>	The ship-to address is displayed.
<b>Freight Term</b>	The freight term is displayed.
<b>Reference</b>	The bid reference description is displayed.


Under **Bid Items**, the [requisition](#) line item details are displayed.

<b>Note</b>	Click to view or add bid notes. If notes exist, a paperclip icon is displayed on the <b>Note</b> button.
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Under **Vendor Information**:

<b>Assign Vendor Directory</b>	Click to select the vendors to be solicited. The Assign Vendor Directory is displayed. Only vendors with the <b>Bid Eligible</b> field selected on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab are displayed. To search for a specific item, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click <b>Search</b> . A list of data that matches the search criteria is displayed. Select the vendor(s) that you want to solicit and click <b>OK</b> . The selected vendors are displayed under <b>Vendor Information</b> . Click <b>Cancel</b> to close the directory.
	Click to delete a vendor name from the bid. The vendor name is highlighted red to indicate that it will be deleted upon saving the record.
<b>Save</b>	<input type="checkbox"/> Click <b>Save</b> to save the vendor quote request. The bid status is changed to <i>Q - Saved</i> .
<b>Submit</b>	<input type="checkbox"/> Click <b>Submit</b> to submit all of the bid line items to each selected vendor. The bid is transferred to the Vendor Response page. <b>Note:</b> You must print or email the Reports > Bid Processing Reports > Request for Quotation Report (REQ2000) before you can retrieve a bid or enter a vendor response on the Vendor Response page.

**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Comment</b>	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 <b>Comment</b> button. Click <b>OK</b> to save the comment and close the window. Click <b>Cancel</b> to close the window without saving the comment.
<b>Print</b>	Click to print the bid details. <a href="#">Review the report.</a>
<b>Return</b>	Click to return the bid to the Create/Modify Bid page.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .