



## **Bid Processing Inquiry - BWH4300**



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# Bid Processing Inquiry - BWH4300

**Warehouse > Inquiry > Bid Processing Inquiry**

This page is used to inquire about bid details and status information. You can retrieve data by bid number or bid status.

**Run inquiry:**

<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a>	
	The <b>From</b> and <b>To Date</b> fields default to your current fiscal year.	
	<b>TIP:</b> Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition <b>Status</b> to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance.	
	<b>Req Nbr</b>	Type the requisition number to be retrieved.
	<b>PO Nbr</b>	Type the purchase order number to be retrieved. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled.
	<b>Contr Type</b>	Click <input type="button" value="v"/> to select a contract type.
	<b>From Date</b>	Type the beginning search date in the MMDDYYYY format.
	<b>To Date</b>	Type the ending search date in the MMDDYYYY format.  <b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters.
	<b>Status</b>	Click <input type="button" value="v"/> to select a status to be included in the search.
	<b>Vendor Number</b>	Type the vendor number.
	<b>Vendor Name</b>	Type the vendor name.
<b>Requestor Name</b>	Type the requestor name.	
<b>Bid Category</b>	Type the bid category code.	
Click <b>Retrieve</b> . Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.		
<b>Field</b>	<b>Description</b>	
<b>Campus ID</b>		
<b>Pass/Fail</b>		

Click **Save**.

**\*\*NOTE:**

## Other functions and features:

 [Delete a row.](#)  
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.