Bid Processing Inquiry - BWH4300

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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:

<table>
<tr>
<td rowspan="3">Retrieve a record.</td>
<td colspan="5">Search for a record.</td>
</tr>
<tr>
<td>Bid Nbr</td>
<td>Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.</td>
<td>OR</td>
<td>Bid Status</td>
<td>Click ⌄ to select a bid status. All bid numbers with the selected status are retrieved.</td>
</tr>
<tr>
<td colspan="5">Click Retrieve. If only a bid number was entered, the bid details for the bid are displayed. If a bid status was selected, all bid numbers with the selected bid status are displayed.
If the bid number is not known, click Directory.
To search for a specific bid number, type data in one or more of the search fields.
To search through all available data, leave all fields blank.
Click Search. A list of bid numbers matching the search criteria is displayed.
Select a bid number from the list. Otherwise, click Cancel.</td>
</tr>
</table>

Field	Description
Campus ID	
Pass/Fail	

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.