



## Bid Processing Inquiry - BWH4300



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## Warehouse > Inquiry > Bid Processing Inquiry

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

### Perform a bid processing inquiry:

<b>Retrieve a record.</b>	Search for a record.			
	<b>Bid Nbr</b>	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.	<b>OR</b>	<b>Bid Status</b> Click  to select a bid status. All bid numbers with the selected status are retrieved.
Click <b>Retrieve</b> . 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 <b>Directory</b> .				
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 <b>Search</b> . A list of bid numbers matching the search criteria is displayed.				
<b>Field</b>	<b>Description</b>			
Campus ID				
Pass/Fail				

Click **Save**.

\*\*NOTE:

### Other functions and features:

 <a href="#">Delete a row.</a>
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.