



# **Bid Processing Inquiry - BWH4300**



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# Bid Processing Inquiry - BWH4300

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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>	<a href="#">Search for a record.</a>			
	<b>Bid Nbr</b>	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.	OR	<b>Bid Status</b>
				Click <input type="checkbox"/> to select a bid status. All bid numbers with the selected status are retrieved.
<p>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.</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. 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>Field</b>	<b>Description</b>			
<b>Campus ID</b>				
<b>Pass/Fail</b>				

Click **Save**.

\*\*NOTE:

## Other functions and features:

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