



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:

Retrieve a record.	Search for a record.			
	Bid Nbr	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.	OR	Bid Status Click ▼ to select a bid status. All bid numbers with the selected status are retrieved.
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 .				

Under **Bid Information**:

Field	Description
Bid Nbr	The six-digit bid number is displayed.
Reference	The bid description is displayed.
Buyer	The buyer's name is displayed.
Payment Terms	The payment terms is displayed (e.g., Net 30).
Request Date	Type the date that you are requesting the bid in the MMDDYYYY format. Or, select a date from the calendar.
Date Open	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.
Date Close	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.
Ship To	Press the SPACEBAR to view and select a shipping address from the drop-down list. The shipping addresses are populated from the Tables > Receiving Addresses page in District Administration.
Distribute Ship To	Click to replace the Ship To field for each individual bid item with the selected Ship To address.
Freight Term	Press the SPACEBAR to view and select a freight term from the drop-down list. The freight terms are populated from the Tables > Freight Terms page in District Administration.
Distribute Freight Term	Click to replace the Freight Term field for each individual bid item with the selected freight term.

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.