



# **Bid Processing Inquiry - BWH4300**



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# Bid Processing Inquiry - BWH4300

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>	<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>
<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>				


Under **Bid Information**:

Field	Description
<b>Bid Nbr</b>	The six-digit bid number is displayed.
<b>Reference</b>	The bid description is displayed.
<b>Buyer</b>	The buyer's name is displayed.
<b>Payment Terms</b>	The payment terms is displayed (e.g., Net 30).
<b>Request Date</b>	Type the date that you are requesting the bid in the MMDDYYYY format. Or, select a date from the calendar.
<b>Date Open</b>	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.
<b>Date Close</b>	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.
<b>Ship To</b>	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.
<b>Distribute Ship To</b>	Click to replace the <b>Ship To</b> field for each individual bid item with the selected <b>Ship To</b> address.
<b>Freight Term</b>	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.
<b>Distribute Freight Term</b>	Click to replace the <b>Freight Term</b> field for each individual bid item with the selected freight term.

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.
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