



## **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:

Retrieve a record.	<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  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. Select a bid number from the list. Otherwise, click <b>Cancel</b> .			

Under **Bid Information**:

Field	Description
Bid Nbr	The assigned bid number is displayed.
Reference	The bid reference description is displayed.
Buyer	The buyer's name is displayed.
Payment Terms	The allowed payoff period (e.g., Net 30).
Request Date	The request date for the bid is displayed in the MMDDYYYY format.
Date Open	The beginning date for the bid is displayed in the MMDDYYYYY format.
Date Close	The ending date for the bid is displayed in the MMDDYYYYY format.
Ship To	The ship to address is displayed.
Bid Status	The current bid status is displayed.

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.

<b>Retrieve a record.</b>	<a href="#">Search for a record.</a>	
	The <b>From</b> and <b>To Date</b> fields default to your current fiscal year.	
	<b>TIP:</b> Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition <b>Status</b> to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance.	
	<b>Req Nbr</b>	Type the requisition number to be retrieved.
	<b>PO Nbr</b>	Type the purchase order number to be retrieved. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled.
	<b>Contr Type</b>	Click ▼ to select a contract type.
	<b>From Date</b>	Type the beginning search date in the MMDDYYYY format.
	<b>To Date</b>	Type the ending search date in the MMDDYYYY format.  <b>Note:</b> The <b>Date Requested</b> is the date considered when using the From Date and To Date parameters.
	<b>Status</b>	Click ▼ to select a status to be included in the search.
	<b>Vendor Number</b>	Type the vendor number.
Click <b>Retrieve</b> . Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.		

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