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 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 MMDDYYY format.
Date Open	The beginning date for the bid is displayed in the MMDDYYYY format.
Date Close	The ending date for the bid is displayed in the MMDDYYYY 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.

The page consists of the following three grids:

- The top grid displays requisitions or purchase orders.
- The middle grid displays items included on the requisition.
- The bottom grid displays a list of the approvers in the sequence of their approval.

Perform a requisition inquiry:

Retrieve a record.

Search for a record.
The **From** and **To Date** fields default to your current fiscal year.
TIP: Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition **Status** 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.

Req Nbr	Type the requisition number to be retrieved.
PO Nbr	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.
Contr Type	Click ⌄ to select a contract type.
From Date	Type the beginning search date in the MMDDYYYY format.
To Date	Type the ending search date in the MMDDYYYY format. **Note**: The **Date Requested** is the date considered when using the From Date and To Date parameters.
Status	Click ⌄ to select a status to be included in the search.
Vendor Number	Type the vendor number.
Vendor Name	Type the vendor name.
Requestor Name	Type the requestor name.
Bid Category	Type the bid category code.

Click **Retrieve**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.

In the top grid, click 🔍 to inquire about the selected requisition. The requisition information from the Create/Modify Requisition page is displayed.