



## **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>  |
|  |                                      |  |    | Click  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. Select a bid number from the list. Otherwise, click <b>Cancel</b>.</p> |                                      |  |    |  |

Under **Bid Information**:

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

Click **Save**.


\*\*NOTE:

**Other functions and features:**

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

**Perform a requisition inquiry:**

|  |  |   |
|--|--|---|
| <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 <input type="button" value="v"/> 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.<br><br><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 <input type="button" value="v"/> to select a status to be included in the search.   |
|  | <b>Vendor Number</b>   | Type the vendor number.   |
| <b>Vendor Name</b>   | Type the vendor name.  |   |
| <b>Requestor Name</b>  | Type the requestor name.   |   |
| <b>Bid Category</b>  | Type the bid category code.  |   |
| Click <b>Retrieve</b> . 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.