



# **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:

<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 <input type="checkbox"/> 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.</p> <p>Select a bid number from the list. Otherwise, click <b>Cancel</b>.</p>					

In the top grid, click to inquire about the selected bid. The bid information from the [Create/Modify Bid](#) page is displayed.

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.

The **Bid Items**, **Vendor Information**, and **Vendor Response** information is displayed.

## Other functions and features:

<b>Print</b>	++Print the bid status details.
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