



## **Award Bid - BWH3530**



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# Award Bid - BWH3530

**Warehouse > Maintenance > Bid Processing > Award Bid**

This page is used to award a bid to a vendor, and create a purchase order based on the approved bid details. You can only view your created bids. However, if the **Global Access** field is selected on the Maintenance > User Profiles > Purchasing Permissions tab in District Administration, you can view bids created by all users.

**Award a bid:**

|                                     |  |                |  |
|-------------------------------------|--|----------------|--|
| <b>Retrieve an existing record.</b> | <p><a href="#">Search for a record.</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 2px;"><b>Bid Nbr</b></td> <td style="padding: 2px;">Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.</td> </tr> </table> <p>Click <b>Retrieve</b>.</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.</p> <p>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> | <b>Bid Nbr</b> | Type the six-digit bid number to be retrieved, if known. Leading zeros are not required. |
| <b>Bid Nbr</b>                      | Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.   |                |  |

Under **Bid Information**:

| Field                | Description  |
|----------------------|--|
| <b>Bid Nbr</b>       | The assigned bid number is displayed.                                |
| <b>Buyer</b>         | The logged-on user's name is displayed.                              |
| <b>Payment Terms</b> | The bid payment term is displayed (e.g., Net 30).                    |
| <b>Request Date</b>  | The bid request date is displayed in the MMDDYYYY format.            |
| <b>Date Open</b>     | The beginning date for the bid is displayed in the MMDDYYYYY format. |
| <b>Date Close</b>    | The ending date for the bid is displayed in the MMDDYYYYY format.    |
| <b>Ship To</b>       | The bid shipping address is displayed.                               |
| <b>Reference</b>     | The bid reference description is displayed.                          |

Under **Bid Items**, the inventory line item details are displayed.

|             |  |
|-------------|--|
|             | Click to view the line item details. The vendor list to which the bid was solicited is displayed under <b>Vendor Information</b> . |
| <b>Note</b> | Click to view or add bid notes. If notes exist, a paperclip icon is displayed on the <b>Note</b> button.                           |

Under **Vendor Information**, the **Vendor Nbr**, **Vendor Name**, **Vendor Sort Key**, **Address**, **Phone**, **Fax**, **Email**, and **HUB Status** fields from the Vendor Information > Vendor/Name address tab are displayed for each vendor.

|   |   |
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|  | Click to view the bid quote items for the selected vendor. The line items are displayed at the bottom of the page under <b>Bid Quote Items</b> .  |
| <b>Response Date</b>  | Type the date that the vendor responded to the bid in the MMDDYYYY format. If this field is populated for any line item, the Response field under <b>Bid Quote Items</b> is automatically selected. |
| <b>Response Time</b>  | Type the time that the vendor responded to the bid in the HH MM format.   |
| <b>Reference Quote</b>  | Type the reference quote assigned to the bid by the vendor.   |

Under **Vendor Responses**:








|                        |   |
|------------------------|---|
| <b>Response</b>        | If selected, the vendor responded to the bid solicitation.  |
| <b>Bid</b>             | If selected, the vendor provided a different price for the line item, which is displayed in the <b>Unit Price</b> field.      |
| <b>Vendor Comments</b> | Click <b>Note</b> to view or add vendor comments. If comments exist, a paperclip icon is displayed on the <b>Note</b> button. |

Click **Save**.

|                  |  |
|------------------|--|
| <b>Award Bid</b> | <p><a href="#">Award the bid.</a></p> <p>Click to award the bid to the selected vendor. A message is displayed indicating that the Award Bid process was completed.</p> <p>Click <b>OK</b> to continue and close the message.</p> <p>Click <b>Print</b> to print the report.</p> |
|------------------|--|

**Other functions and features:**

|                                      |   |
|--------------------------------------|---|
| <b>Return Bid to Vendor Response</b> | <p><a href="#">Return the bid.</a></p> <p>Click to return the bid to the Vendor Response page.</p>  |
| <b>Comment</b>                       | <p><a href="#">Add comments to the bid.</a></p> <p>Click to view or add comments to the bid. The comments are strictly for bid purposes and are not displayed on the purchase order. If comments exist, a paperclip icon is displayed on the <b>Comment</b> button.</p> <p>Click <b>OK</b> to save the comment and close the window.</p> <p>Click <b>Cancel</b> to close the window without saving the comment.</p> |

|  |   |
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| <p><b>Print</b></p>  | <p><a href="#">Print the bid details.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>         Click  to go back one page.<br/>         Click  to go forward one page.<br/>         Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>         Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/>         Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <p><b>Delete</b></p>   | <p><a href="#">Delete the bid.</a></p> <p>Click to delete a bid. All associated requisitions are updated with a <i>P - Pending status</i>. Requisitions can be viewed on the Purchasing &gt; Inquiry &gt; Requisition Status Inquiry page, and approved on the Purchasing &gt; Maintenance &gt; Approve Requisition page.</p>   |
| <p></p> | <p><a href="#">Delete a row.</a></p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>  |