



Request Vendor Quote - BWH3510

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Warehouse > Maintenance > Bid Processing > Request Vendor Quote

This page is used to submit a bid to a vendor to solicit a quote.

All users with **Global Access** selected on the Maintenance > User Profiles > Permissions tab in District Administration can create bids and view existing bids.

Request a vendor quote:

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| Retrieve an existing record | Bid Nbr | Type the six-digit bid number to be retrieved, if known. Leading zeros are not required. |
| | Click Retrieve . 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. |
| Buyer | The buyer's name is displayed. |
| Payment Terms | Type the allowed payoff period (e.g., Net 30). |
| Request Date | Type the date that you are requesting the bid in the MMDDYYYY format. Or, select a date from the calendar. |
| Date Open | Type the beginning date for the bid in the MMDDYYYY format. Or, select a date from the calendar. In the blank field, type the begin time in the HH MM format. |
| Date Close | Type the ending date for the bid in the MMDDYYYY format. Or, select a date from the calendar. In the blank field, type the begin time in the HH MM format. |
| Ship To | The ship to address is displayed. |
| Freight Term | The freight term is displayed. |
| Reference | The bid reference description is displayed. |

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

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| Note | Click to view or add bid notes. If notes exist, a paperclip icon is displayed on the Note button. |
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Under **Vendor Information**:


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| <p>Assign Vendor Directory</p> | <p>Click to select the vendors to be solicited. The Assign Vendor Directory is displayed. Only vendors with the Bid Eligible field selected on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab are displayed. To search for a specific item, 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 data that matches the search criteria is displayed. Select the vendor(s) that you want to solicit and click OK. The selected vendors are displayed under Vendor Information. Click Cancel to close the directory.</p> |
|  | <p>Click to delete a vendor name from the bid. The vendor name is highlighted red to indicate that it will be deleted upon saving the record.</p> |

Click **Save** to save the vendor quote request. The bid status is changed to *Q - Request for Quotation*. Bid details can be viewed on the Warehouse > Inquiry > Bid Processing Inquiry page.

Click **Submit** to submit all bid line items to each selected vendor. The bid is transferred to the Vendor Response page.

Note: You must print or email the Reports > Bid Processing Reports > Request for Quotation Report (BWH2000) before you can retrieve a bid or enter a vendor response on the Vendor Response page.

Other functions and features:

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| <p>Retrieve</p> | <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p> |
| <p>Comment</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 Comment button. Click OK to save the comment and close the window. Click Cancel to close the window without saving the comment.</p> |
| <p>Print</p> | <p>Click to print the report. Review the report.</p> |
| <p>Return</p> | <p>Click to return the bid to the Create/Modify Bid page.</p> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save.</p> |