



## Request Vendor Quote - BWH3510



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# Request Vendor Quote - BWH3510

**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:

|                                     |  |                |
|-------------------------------------|--|----------------|
| <b>Retrieve an existing record.</b> | <a href="#">Search for a record.</a>   |                |
|                                     | <table border="1"> <tr> <td><b>Bid Nbr</b></td> <td>Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.</td> </tr> </table> <p>Click <b>Retrieve</b>.<br/>                 If the bid number is not known, click <b>Directory</b>.<br/>                 To search for a specific bid number, type data in one or more of the search fields.<br/>                 To search through all available data, leave all fields blank.<br/>                 Click <b>Search</b>. A list of bid numbers matching the search criteria is displayed.<br/>                 Select a bid number from the list. Otherwise, click <b>Cancel</b>.</p> | <b>Bid Nbr</b> |
| <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> | Type the allowed payoff period (e.g., Net 30).  |
| <b>Request Date</b>  | Type the date that you are requesting the bid in the MMDDYYYY format. Or, select a date from the calendar.  |
| <b>Date Open</b>     | 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. |
| <b>Date Close</b>    | 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.    |
| <b>Ship To</b>       | The bid shipping address is displayed.  |
| <b>Freight Term</b>  | The bid freight term is displayed.  |
| <b>Reference</b>     | Type the bid description.   |

Under **Bid Items**, the [requisition](#) line item details are displayed.

|             |  |
|-------------|--|
| <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**:

|   |   |
|---|---|
| <b>Assign Vendor Directory</b>  | Click to select the vendors to be solicited. The Assign Vendor Directory is displayed. Only vendors with the <b>Bid Eligible</b> 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 <b>Search</b> . A list of data that matches the search criteria is displayed. Select the vendor(s) that you want to solicit and click <b>OK</b> . The selected vendors are displayed under <b>Vendor Information</b> . Click <b>Cancel</b> to close the directory. |
|  | 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.  |
| <b>Save</b>   | <input type="checkbox"/> Click <b>Save</b> to save the vendor quote request. The bid status is changed to <i>Q - Saved</i> .  |
| <b>Submit</b>   | <input type="checkbox"/> Click <b>Submit</b> to submit all of the bid line items to each selected vendor. The bid is transferred to the Vendor Response page.<br><b>Note:</b> You must print or email the Reports > Bid Processing Reports > Request for Quotation Report (REQ2000) before you can retrieve a bid or enter a vendor response on the Vendor Response page.   |

**Other functions and features:**

|   |   |
|---|---|
| <b>Retrieve</b>   | <a href="#">Retrieve data.</a><br>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.  |
| <b>Comment</b>  | <a href="#">Add comments to the bid.</a><br>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.<br>Click <b>OK</b> to save the comment and close the window.<br>Click <b>Cancel</b> to close the window without saving the comment.  |
| <b>Print</b>  | <a href="#">Print the bid details.</a><br><br><b>Review the report using the following buttons:</b><br><br>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.<br><br><b>The report can be viewed and saved in various file formats.</b><br><br>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, or Cancel</b> button instead. |
| <b>Return</b>   | <a href="#">Return the bid.</a><br>Click to return the bid to the Create/Modify Bid page.   |
|  | <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.<br><br>Click <b>Save</b> .  |