



Vendor Response - BWH3520

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This page is used to manage vendor responses to solicited bids. 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 this page.

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


Enter a vendor response:

Retrieve an existing record	Bid Nbr	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.
	<p>Click Retrieve.</p> <p>If the bid number is not known, click Directory.</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 Search. A list of bid numbers matching the search criteria is displayed.</p> <p>Select a bid number from the list. Otherwise, click Cancel.</p>	

☐ Under **Bid Information**:

Field	Description
Bid Nbr	The assigned bid number is displayed.
Buyer	The buyer's name is displayed.
Payment Terms	The allowed payoff period (e.g., Net 30) is displayed.
Request Date	The request date is displayed.
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 **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.

	Click to view the bid quote items for the selected vendor. The line items are displayed at the bottom of the page under Bid Quote Items .
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Response Date	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 Bid Quote Items is automatically selected.
Response Time	Type the time that the vendor responded to the bid in the HH MM format.
Reference Quote	Type the reference quote assigned to the bid by the vendor.

☐ Under **Bid Quote Items**:

Response	This field is automatically selected if the Response Date field is populated under Vendor Information . It indicates that the vendor responded to the bid.
Bid	Select to indicate that the vendor provided a different price for the line item, and type the amount in the Unit Price field.
Vendor Comment Note	Click to view or add vendor comments. If comments exist, a paperclip icon is displayed on the Note button.
Bid Spec Description Note	Click to view or add bid notes. If notes exists, a paperclip icon is displayed on the Note button.

☐ Click **Save** to save the vendor response. The bid status is changed to *R - Vendor Response*.

☐ Click **Submit** to submit the vendor responses. The bid is transferred to the [Award Bid](#) page.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Comment	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.
Print	Click to print the report. Review the report.