

Award Bid - REQ3530

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Purchasing > 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:

Retrieve an existing record.	Search for a 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 logged-on user's name is displayed.
Payment Terms	The bid payment term is displayed (e.g., Net 30).
Request Date	The bid request date is displayed in the MMDDYYY format.
Date Open	The beginning date for the bid is displayed in the MMDDYYYY format.
Date Close	The ending date for the bid is displayed in the MMDDYYYY format.
Ship To	The bid shipping address is displayed.
Reference	The bid reference description is displayed.

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

	Click to view the line item details. The vendor list to which the bid was solicited is displayed under **Vendor Information**.
Note	Click to view or add bid notes. If notes exist, a paperclip icon is displayed on the **Note** 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.

	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**.

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 Vendor Responses:

Response

● If Bid is selected, the vendor provided a different price for the line item, which is displayed in the Unit Price field.

● Under Vendor Comments, click Note to view or add vendor comments. If comments exist, a paperclip icon is displayed on the Note button.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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