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:

<table>
<tr><td>Retrieve an existing record.</td><td>Search for a record.
<table><tr><td>Bid Nbr</td><td>Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.</td></tr></table>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.</td></tr>
</table>

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

Click **Save**.

Other functions and features:

Return Bid to Vendor Response	Return the bid.	Click to return the bid to the Vendor Response page.
Create Purchase Order	Create the purchase order. Click to finalize the bid. The bid status is changed to *A - Approve*, and a purchase order is created for each awarded vendor.	
Comment	Add comments to the bid. 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	Print the bid details. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.	

Delete	Delete the bid. Click to delete a bid. All associated requisitions are updated with a *P - Pending status*. Requisitions can be viewed on the Purchasing > Inquiry > Requisition Status Inquiry page, and approved on the Purchasing > Maintenance > Approve Requisition page.	
	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. Click **Save**.	


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