


# Vendor Response - REQ3520

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***Purchasing > Maintenance > Bid Processing > Vendor Response***

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 (REQ2000) before you can retrieve a bid or enter a vendor response on this page.

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.

## Request a vendor quote:

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

Click **Add Bid** to create a bid.

Under **Bid Information**:

| Field | Description |
|---|---|
| **Bid Nbr** | AUTO is displayed indicating that the **Auto Assign Bid Number** field is selected on the Options > Purchasing Options > Current Year tab in District Administration. The bid number is automatically populated with the next available bid number when the bid is saved. |
| **Buyer** | The logged-on user'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 MMDDYYY 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** | Press the SPACEBAR to view and select a shipping address from the drop-down list. The shipping addresses are populated from the Tables > Receiving Addresses page in District Administration. |
| **Reference** | Type the bid description. |

Under **Bid Items**, the requisition 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. |

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.

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|  | 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. |
| **Save** | ❑ Click **Save** to save the vendor quote request. The bid status is changed to *Q - Saved*. |
| **Submit** | ❑ Click **Submit** to submit all of the bid line items to each selected vendor. The bid is transferred to the Vendor Response page.<br>**Note**: 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:

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| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Comments** | Add comments to the bid.<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 **Comment** button.<br>Click **OK** to save the comment and close the window.<br>Click **Cancel** to close the window without saving the comment. |
| **Print** | Print the bid details.<br><br>**Review the report using the following buttons**:<br><br>Click First 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 Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<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 **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Return** | Return the bid.<br>Click to return the bid to the Create/Modify Bid page. |

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|  | Delete a row.<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 **Save**. |


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