



## Vendor Response - REQ3520



# Table of Contents

**Vendor Response - REQ3520** ..... 1



# Vendor Response - REQ3520

**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:**

|                                     |  |
|-------------------------------------|--|
| <b>Retrieve an existing record.</b> | <b>Bid Nbr</b> Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.  |
|                                     | 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> . |

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>       | 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. |
| <b>Freight Term</b>  | The 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**, 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 <b>Bid Quote Items</b> .  |
| <b>Response Date</b>  | 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 <b>Bid Quote Items</b> is automatically selected. |
| <b>Response Time</b>  | Type the time that the vendor responded to the bid in the HH MM format.   |
| <b>Reference Quote</b>  | Type the reference quote assigned to the bid by the vendor.   |

Under **Bid Quote Items**:

|                                  |   |
|----------------------------------|---|
| <b>Response</b>                  | Indicates that the vendor responded to the bid. This field is automatically selected if the <b>Response Date</b> field is populated under <b>Vendor Information</b> . |
| <b>Bid</b>                       | Select to indicate that the vendor provided a different price for the line item, and type the amount in the <b>Unit Price</b> field.                                  |
| <b>Vendor Comment Note</b>       | Click to view or add vendor comments. If comments exist, a paperclip icon is displayed on the <b>Note</b> button.   |
| <b>Bid Spec Description Note</b> | Click to view or add bid notes. If notes exists, a paperclip icon is displayed on the <b>Note</b> button.   |
| <b>Save</b>                      | <input type="checkbox"/> Click <b>Save</b> to save the vendor response. The bid status is changed to <i>R - Vendor Response</i> .                                     |
| <b>Submit</b>                    | <input type="checkbox"/> Click <b>Submit</b> to submit the vendor responses. The bid is transferred to the <a href="#">Award Bid</a> page.                            |

**Other functions and features:**

|                 |  |
|-----------------|--|
| <b>Retrieve</b> | 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>  | 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>    | Click to print the bid details. <a href="#">Review the report</a> .  |



## Back Cover