Bid Processing Inquiry - BWH4300

Table of Contents

Bid Processing Inquiry - BWH4300 1

Bid Processing Inquiry - BWH4300

Warehouse > Inquiry > Bid Processing Inquiry

This page is used to inquire about bid details and status information. You can retrieve data by bid number or bid status.

Run inquiry:

Retrieve a record.	Search for a record. The **From** and **To Date** fields default to your current fiscal year. **TIP**: Use the following fields to narrow your inquiry search. For example, you can perform a search on a specific requisition **Status** to only display a list of requisitions with the selected status. By narrowing your search parameters, you can avoid retrieving large amounts of data in a single instance.

Req Nbr	Type the requisition number to be retrieved.
PO Nbr	Type the purchase order number to be retrieved. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled.
Contr Type	Click to select a contract type.
From Date	Type the beginning search date in the MMDDYYYY format.
To Date	Type the ending search date in the MMDDYYYY format. **Note**: The **Date Requested** is the date considered when using the From Date and To Date parameters.
Status	Click to select a status to be included in the search.
Vendor Number	Type the vendor number.
Vendor Name	Type the vendor name.
Requestor Name	Type the requestor name.
Bid Category	Type the bid category code.

Click **Retrieve**. Requisitions and purchase orders that you have submitted but that have not been received are displayed in the three grids.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

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.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover