



Bid Processing Inquiry - BWH4300

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

Perform a bid processing inquiry:

Retrieve a record.	Search for a record.				
	Bid Nbr	Type the six-digit bid number to be retrieved, if known. Leading zeros are not required.	OR	Bid Status	Click  to select a bid status. All bid numbers with the selected status are retrieved.
Click Retrieve. If only a bid number was entered, the bid details for the bid are displayed. If a bid status was selected, all bid numbers with the selected bid status are displayed. 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.					
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.	



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