Bid Processing Inquiry - BWH4300

Table of Contents

Bid Processing Inquiry - BWH4300 1

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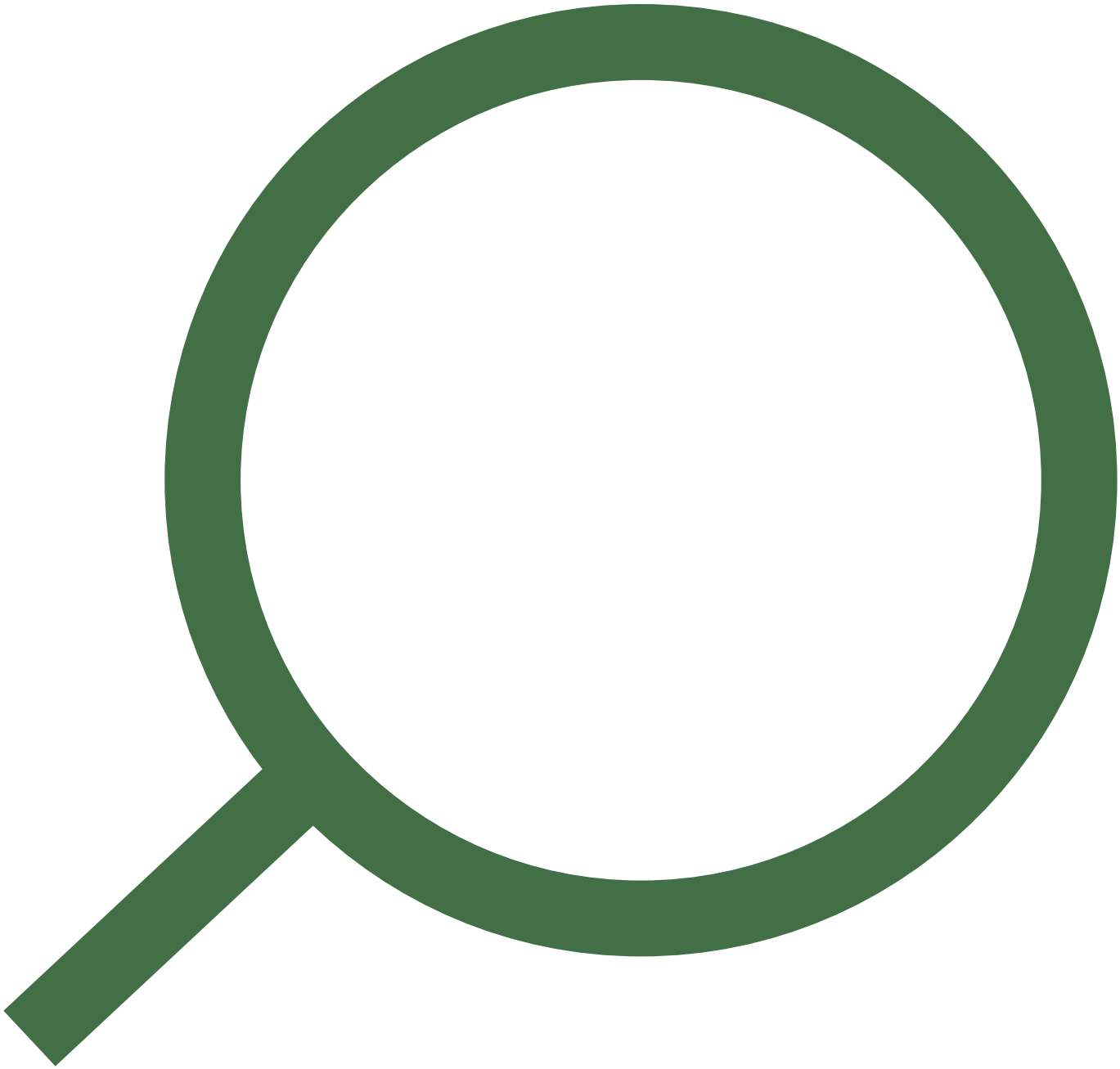
Warehouse > Inquiry > Bid Processing Inquiry

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.	**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**.					

❑ In the top grid, click



to inquire about the selected bid. The bid information from the Create/Modify Bid page is displayed.

❑ Under **Bid Information**:

Field	Description
Bid Nbr	The assigned bid number is displayed.
Reference	The bid reference description is displayed.
Buyer	The buyer's name is displayed.
Payment Terms	The allowed payoff period (e.g., Net 30).
Request Date	The request date for the bid 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 ship to address is displayed.
Bid Status	The current bid status is displayed.

The **Bid Items**, **Vendor Information**, and **Vendor Response** information is displayed.

Other functions and features:

Print	Click to print tje bid status details. Review the report.

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Back Cover