



## Vendor Response - BWH3520



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**Warehouse > 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 (BWH2000) before you can retrieve a bid or enter a vendor response on this page.

All users with **Global Access** selected on the Maintenance > User Profiles > Permissions tab in District Administration can create bids and view existing bids.


**Enter a vendor response:**

|                                     |  |  |
|-------------------------------------|--|--|
| <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 buyer's name is displayed.  |
| <b>Payment Terms</b> | The allowed payoff period (e.g., Net 30) is displayed.  |
| <b>Request Date</b>  | The request date is displayed.  |
| <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>       | The ship to address is displayed.   |
| <b>Freight Term</b>  | The freight term is displayed.  |
| <b>Reference</b>     | The bid reference description is displayed.   |

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 <b>Response</b> 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>                  | This field is automatically selected if the <b>Response Date</b> field is populated under <b>Vendor Information</b> . It indicates that the vendor responded to the bid. |
| <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.  |

Click **Save** to save the vendor response. The bid status is changed to *R - Vendor Response*.

Click **Submit** to submit the vendor responses. The bid is transferred to the [Award Bid](#) 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 report. <a href="#">Review the report.</a>  |



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