



ADPICS

INVITATION TO BID

State of Maryland

EASY STEPS-INVITATION TO BID (2311 Screen)

1. From the Main Menu:
 - A) Press “**F2**” to enter the ADPICS Main Menu
 - B) Press “**F2**” to enter the PROCUREMENT TRANSACTION Menu
 - C) Press “**F2**” to enter the BID PROCESSING Menu
 - D) Press “**F1**” to access the INVITATION TO BID DEFINITION Screen (2311)

2. Populate the following fields:

- A) **QUOTE DUE BY** – Enter the date on which vendor responses are due.
- B) **MAILING ADDRESS** – Enter the mailing address where vendor bid should be sent.
- C) **PHONE** – Enter a valid 9-digit telephone number.

3. Press <**F10**> to save.

When F10-SAVE is pressed from the 2311 screen, the system transfers to the Requisition Selection (2313) screen and assigns a document number.

4. Press <**TAB**> to position the cursor in the REQUISITION field.
5. Type the ID number of the requisition you would like to attach to this invitation to bid.
6. Press <**F10**> to save.
7. Press <**CLEAR**> to return to the 2311 screen.
8. When returning to the 2311 screen, the “Vendors Selected” field will display the number of vendors that the system automatically retrieved. This number can be narrowed or expanded by using the “Last Plus X”, “All Registered”, and “I/E” fields. To retrieve a listing of the vendors selected, **press <F4-VEN SUMMARY>** which displays the 2316 screen.
9. Press <**CLEAR**> to return to the 2311 screen.
10. Press <**TAB**> to position the cursor in the BID TITLE field. Enter a brief description of the bid.
11. Press <**TAB**> to position the cursor in the BUYER NAME field. Enter the name of the responsible buyer.
12. Press <**TAB**> to position the cursor in the SPEC CONTACT field. Enter the contact name for this bid.



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EASY STEPS-INVITATION TO BID (2311 Screen) CONT'D

13. **Press <F10-SAVE>** to add the above information to the Invitation to Bid.
14. **Press <CLEAR>** to return to the 2311 screen.
15. **<TAB>** to the ACTION INDICATOR field, type “p” in the field, and **Press <F10>** to post the ITB.
16. **Press <F12-PRINT>** to print the ITB.

The “Print Switch” and “Print Vendor” fields can be set as follows:

Print Switch:

- “L”- mailing labels will be printed
- “R”- ITB will be printed in requisition ID order
- “C”- ITB will be printed in commodity ID order
- “P”- the system will generate a list of vendors selected on the ITB

Print Vendors:

If the field displays “Y”, an ITB will be printed for each vendor selected. The vendor name will be printed on each ITB.

If the field displays “N”, ITBs will be printed, but the vendor information will be blank. The system will print the number of blank ITBs specified in the EXTRA COPIES field. The PRINT VENDORS indicator must be set to “N” in order to print the EXTRA COPIES specified.

Printer ID:

If this field is blank, the ITB or labels will print to the printer designated on the user’s Secondary Security (7650) screen.

You may enter a printer ID to override the default printer ID defined in your security profile.