EASY STEPS-BID ENTRY
(2320 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 "F2"** to access the BID ENTRY-REQUISITION DETAIL Screen (2320)

2. Populate the following fields:

    A) **REQ/ITB ID** – Enter the Requisition or Invitation to Bid ID that the vendor is bidding against.

    The Requisition ID number is entered when using the informal bid process and the Invitation to Bid ID number is entered when using the formal bid process.

    B) **Vendor ID** – Enter the ID of the vendor responding with a quote.

    C) **Press <ENTER>**

    D) **Unit Cost** – Enter the unit cost quoted by the vendor.

    Verify the QTY QUOTED and U/M field that default and confirm they are the same as the vendor's information. If these fields are different, update the screen to reflect those differences.

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

    Continue to enter the Unit Cost and confirm the Qty Quoted and U/M for each requisition detail line.

4. Begin entering data for the second vendor by tabbing to the VENDOR ID field. Type in the new Vendor ID and **press <Enter>**. Follow steps 2 and 3 above for each vendor responding with a quote.

5. After all vendor quotes have been entered, the document is ready to be posted.

    Tab to the ACTION IND field. Type "p" in the ACTION IND field and **press <F10>** to save.

    The message displayed in the bottom left corner of the screen indicates: **BID POSTED**.

    DO NOT post the bid entry document until all vendor quotes have been entered and saved.