

ADPICS – Easy Steps for the Award Process 2230 & 2240 Screens

DOIT Training Department

Easy Steps – the Award Process (2230 and 2240 Screens)

1. From the Main Menu:
 - A) **Press “F2”** to enter the ADPICS Main Menu
 - B) **Press “F2”** to the PROCUREMENT TRANSACTION Menu
 - C) **Press “F3”** for Bid Tabulation by Vendor Summary or **Press “F4”** for Bid Tabulation by Commodity Detail.
2. Type the Invitation to Bid ID # or the Requisition ID # associated with this award.
3. Press <ENTER> to recall the bid entry information that was entered on screen 2320 during the Bid Entry process.
4. Once a decision has been made regarding which vendor will awarded the bid, **Press <TAB>** to position the cursor next to the vendor selected.
5. Type “S” in the S (select) field.
6. Press **F2-SELECT** to award the contract. When F2-Select is pressed, the system will automatically transfer to the Purchase Order/Contract Writing (2340) screen.

2250 Screen

1. From the Main Menu:
 - D) **Press “F2”** to enter the ADPICS Main Menu
 - E) **Press “F2”** to the PROCUREMENT TRANSACTION Menu
 - F) **Press “F5”** for Bid Tabulation by Vendor Detail.
2. Enter the Bid ID number in the BID ID field and press F5-NEXT.
3. Press <Tab> to position the cursor in the “S” (select) field next to the requisition and line number that is to be awarded.
4. Press <Tab> to position the cursor in the first space of the second line for the commodity to be awarded. Type “P” or “F” (“P” for partial award and “F” for final award)
6. Press <Tab> to position the cursor in the **QTY AWARDED** field and enter the quantity to be awarded. The quantity can be equal to, greater than, or less than quantity bid.

6. Press **F10- SAVE** to save the selected commodity. The system will display the message: "SELECTION(S) SAVED, READY TO PROCESS AWARD" .
7. Press **F2- PROCESS**. The system transfers to either the Purchase Order/Contract Writing (2340) screen or the Blanket Purchase Order Writing (2342) screen.
8. Complete the awarded document.