

**Entering Bid Responses**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Entering Bid Responses

### Entering Bid Responses Overview

After a supplier provides the price quotes, you must enter them into the system. Once the price quotes from all suppliers are entered, you can compare them to evaluate supplier bid information.

Navigation paths tend to change as the system is developed. If you are unable to find the Order Type below, please call the OCIO Help Desk (402) 471-4636.

#### Order Type/ Description Navigation

##### **OQ** Quote for Commodity Purchase =< \$9999

Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Gen Comm Quote (OQ) from [type] Req [(document type)]

##### **OF** Quote => \$10,000

Processed by AS Materiel Division, State Purchasing Bureau

##### **Z1** Quote for Services

Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Gen Service Quote (Z1) from [type] Req [(document type)]

##### **ZQ** Quote for Stock

Inventory Purchasing - Statewide > Stock Quotation Request > Gen Stock Quote (ZQ) from Req

## Entering Bid Responses Lesson

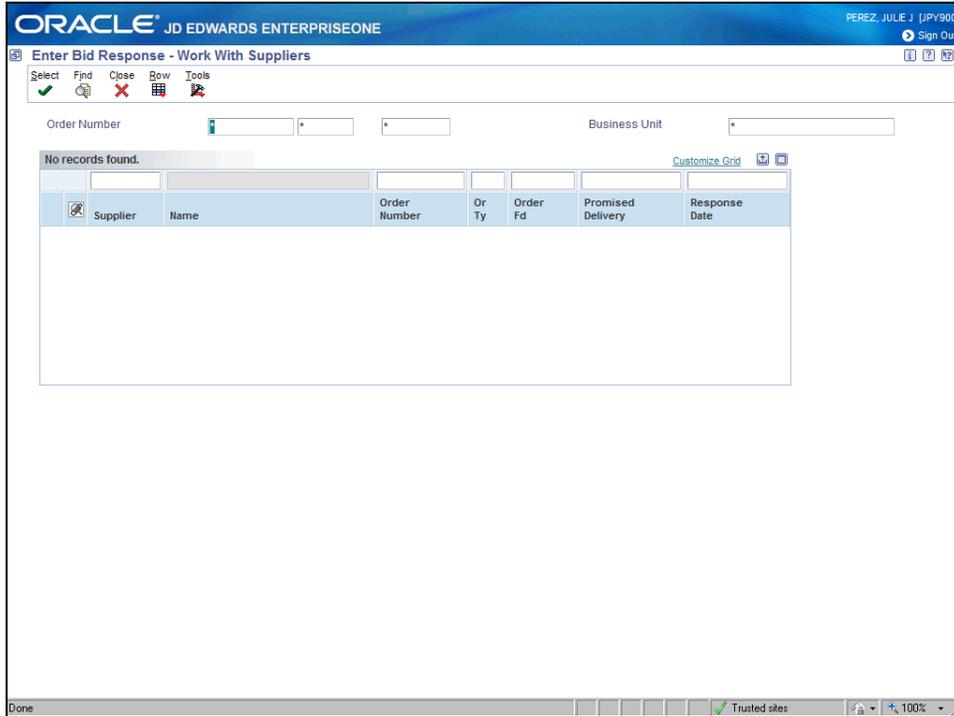
### Procedure

Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Purchasing - Agencies</b> link. <a href="#">Purchasing - Agencies</a>
3.	Click the <b>Quotation Requests - Agency</b> link. <a href="#">Quotation Requests - Agency</a>
4.	Click the <b>Commodity Quotation Request - Agency</b> link. <a href="#">Commodity Quotation Request - Agency</a>

# Training Guide

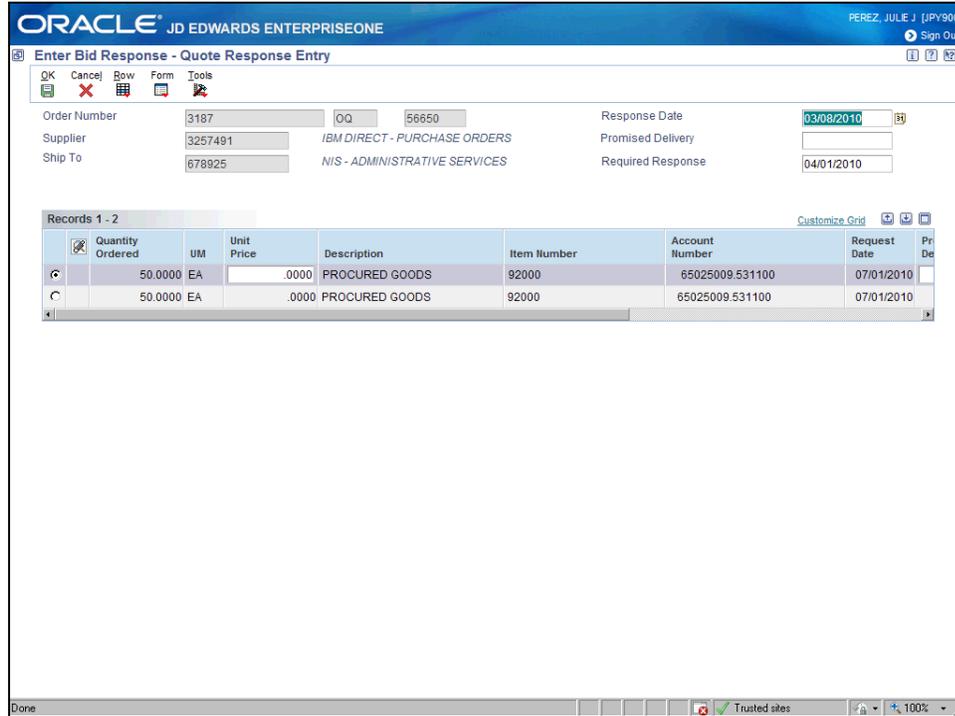
## Entering Bid Responses

Step	Action
5.	Click the <b>Enter Bid Response</b> link. 



Step	Action
6.	Enter the Quotation Request number that you want add the Suppliers' bid responses to into the <b>Order Number</b> field.
7.	Press <b>[Tab]</b> .
8.	Enter the desired information into the <b>Order Number</b> field. Enter " <b>OQ</b> ".
9.	Click the <b>Find</b> button. 
10.	<b>Decision:</b> Will Agency take advantage of Price Breaks? <ul style="list-style-type: none"> <li>• Price Breaks will not be used Go to step 11 on page 2</li> <li>• Price Breaks will be used Go to step 22 on page 5</li> </ul>
11.	Click the option. 
12.	Click the <b>Row</b> button. 

Step	Action
13.	Click the <b>Quote Response Ent</b> menu. 



ORACLE® JD EDWARDS ENTERPRISEONE

PEREZ, JULIE J [JPY900] Sign Out

Enter Bid Response - Quote Response Entry

OK Cancel Row Form Tools

Order Number: 3187    OO    56650    Response Date: 03/08/2010

Supplier: 3257491    IBM DIRECT - PURCHASE ORDERS    Promised Delivery:

Ship To: 678925    NIS - ADMINISTRATIVE SERVICES    Required Response: 04/01/2010

Records 1 - 2    Customize Grid

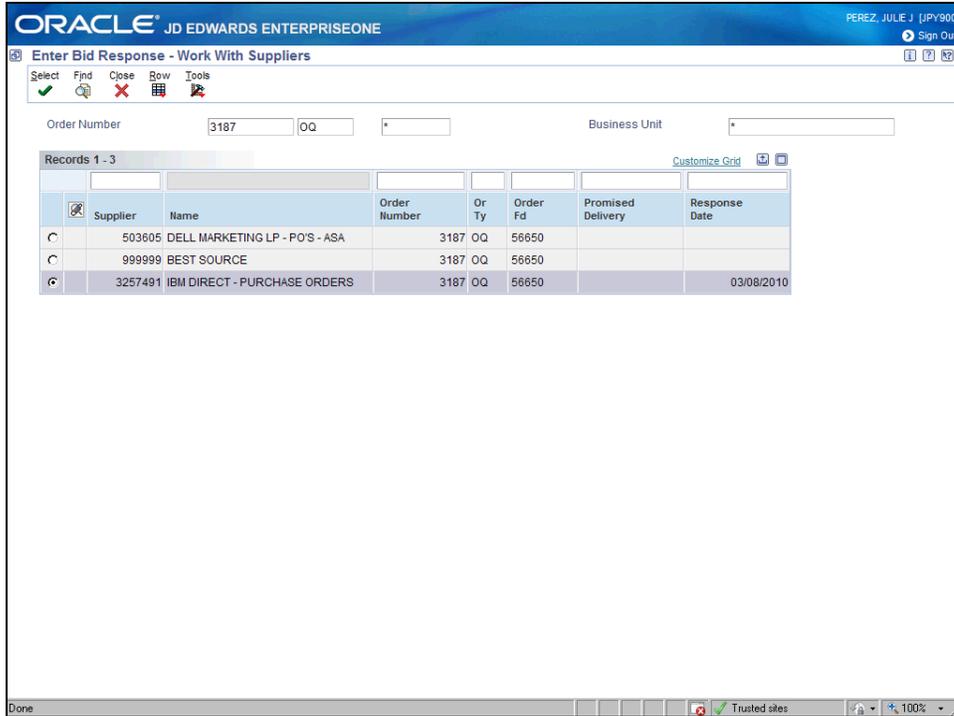
Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date	Pr De
50.0000	EA	.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	
50.0000	EA	.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	

Done    Trusted sites    100%

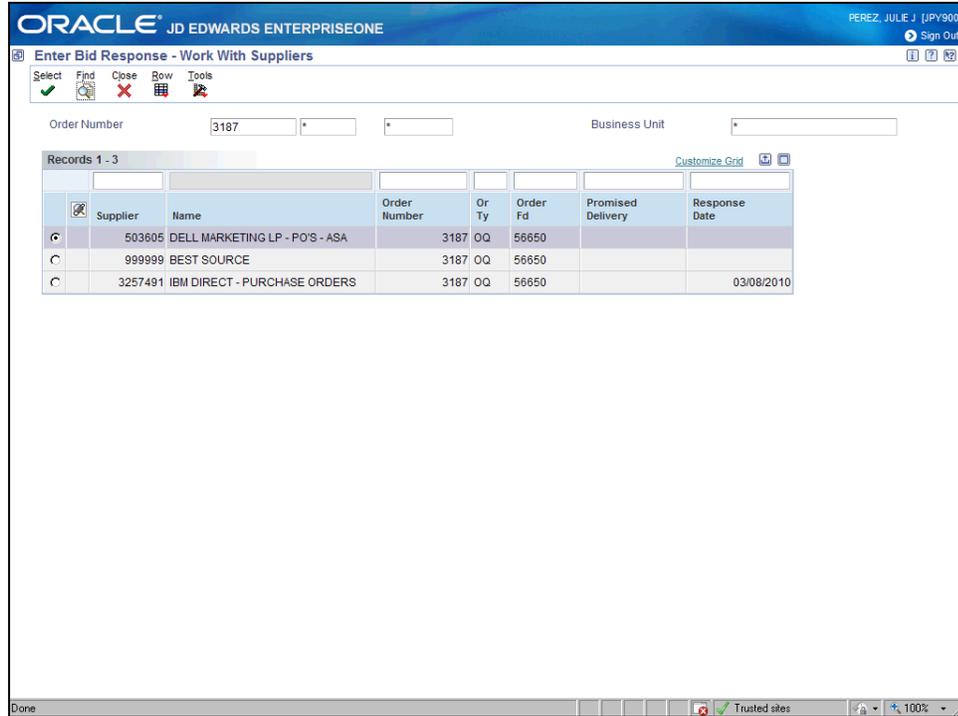
Step	Action
14.	Click in the <b>Unit Price</b> field. 
15.	Enter the desired information into the <b>Unit Price</b> field. Enter <b>"70"</b> .
16.	Click the <b>Unit Price</b> object. 
17.	Enter the desired information into the <b>Unit Price</b> field. Enter <b>"20"</b> .
18.	Click the <b>OK</b> button. 

# Training Guide

## Entering Bid Responses



Step	Action
19.	Click the <b>Close</b> button. 
20.	<b>Decision:</b> Status of Bid Response Entry: <ul style="list-style-type: none"> <li>Bid Responses Entry Complete Go to step 21 on page 4</li> <li>Additional Bid Response Entry Required Go to step 10 on page 2</li> </ul>
21.	<b>End of Procedure.</b> Remaining steps apply to other paths.



Step	Action
22.	Click the option. 
23.	Click the <b>Row</b> button. 
24.	Click the <b>Quote Response Ent</b> menu. 

# Training Guide

## Entering Bid Responses

ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Enter Bid Response - Quote Response Entry

OK Cancel Row Form Tools

Order Number: 3187 [OQ] 56650 Response Date: 03/08/2010

Supplier: 503805 DELL MARKETING LP - POS - ASA Promised Delivery:

Ship To: 678925 NIS - ADMINISTRATIVE SERVICES Required Response: 04/01/2010

Records 1 - 2 Customize Grid

Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date	Pr De
50.0000	EA	.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	
50.0000	EA	.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	

Done Trusted sites 100%

Step	Action
25.	Click the <b>Row</b> button. 
26.	Click the <b>Price Breaks</b> menu. 

ORACLE® JD EDWARDS ENTERPRISEONE

Perez, Julie J [JPY900] Sign Out

Enter Bid Response - Quote Price Breaks

OK Delete Cancel Tools

Order Number: 3187 OQ 56650 Line Number: 1.000

Account Number: 65025009.531100 OFFICE SUPPLIES EXPENSE

Original Qty: 50.0000 EA Promised Date:

Supplier: 503605 Expire Date: 04/01/2010

Change Order: 000

Records 1 - 1 Customize Grid

Quantity	Price	Promised Delivery	Expire Date

Done Trusted sites 100%

Step	Action
27.	Enter the desired information into the <b>Quantity</b> field. Enter "1".
28.	Click in the <b>Price</b> field. <input type="text"/>
29.	Enter the desired information into the <b>Price</b> field. Enter "65".
30.	Click the <b>OK</b> button. 

# Training Guide

## Entering Bid Responses

ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Enter Bid Response - Quote Response Entry

OK Cancel Row Form Tools

Order Number 3187 [OQ] 56650 Response Date 03/08/2010 [B]

Supplier 503805 DELL MARKETING LP - POS - ASA Promised Delivery

Ship To 678925 NIS - ADMINISTRATIVE SERVICES Required Response 04/01/2010

Records 1 - 2 Customize Grid

Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date	Pr De
50.0000	EA	65.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	
50.0000	EA	.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	

Done Trusted sites 100%

Step	Action
31.	Click the option. 
32.	Click the <b>Row</b> button. 
33.	Click the <b>Price Breaks</b> menu. 

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Enter Bid Response - Quote Price Breaks

OK Delete Cancel Tools

Order Number 3187 OQ 56650 Line Number 2.000

Account Number 65025009.531100 OFFICE SUPPLIES EXPENSE

Original City 50.0000 EA Promised Date

Supplier 503605 Expire Date 04/01/2010

Change Order 000

Records 1 - 1 Customize Grid

Quantity	Price	Promised Delivery	Expire Date

Done Trusted sites 100%

Step	Action
34.	Enter the desired information into the <b>Quantity</b> field. Enter "1".
35.	Enter the desired information into the <b>Price</b> field. Enter "27.50".
36.	Click the <b>OK</b> button. 

# Training Guide

## Entering Bid Responses



ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

**Enter Bid Response - Quote Response Entry** [F1] [F2] [F3]

Order Number: 3187   56650  Response Date: 03/08/2010   
 Supplier: 503805  DELL MARKETING LP - PO'S - ASA  Promised Delivery:   
 Ship To: 678925  NIS - ADMINISTRATIVE SERVICES  Required Response: 04/01/2010

Records 1 - 2 Customize Grid [F1] [F2] [F3]

Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date	Pr De
50.0000	EA	65.0000	PROCURED GOODS	92000	65025009.531100	07/01/2010	
50.0000	EA	27.5000	PROCURED GOODS	92000	65025009.531100	07/01/2010	

Done Trusted sites [F1] [F2] [F3] 100%

Step	Action
37.	Click the <b>OK</b> button.  Go to step 19 on page 4