

Print Bid Tabulation
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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.

Table of Contents

| | |
|--|----------|
| Print Bid Tabulation..... | 1 |
| Print Bid Tabulation Overview | 1 |
| Print Bid Tabulation Lesson | 1 |

Print Bid Tabulation

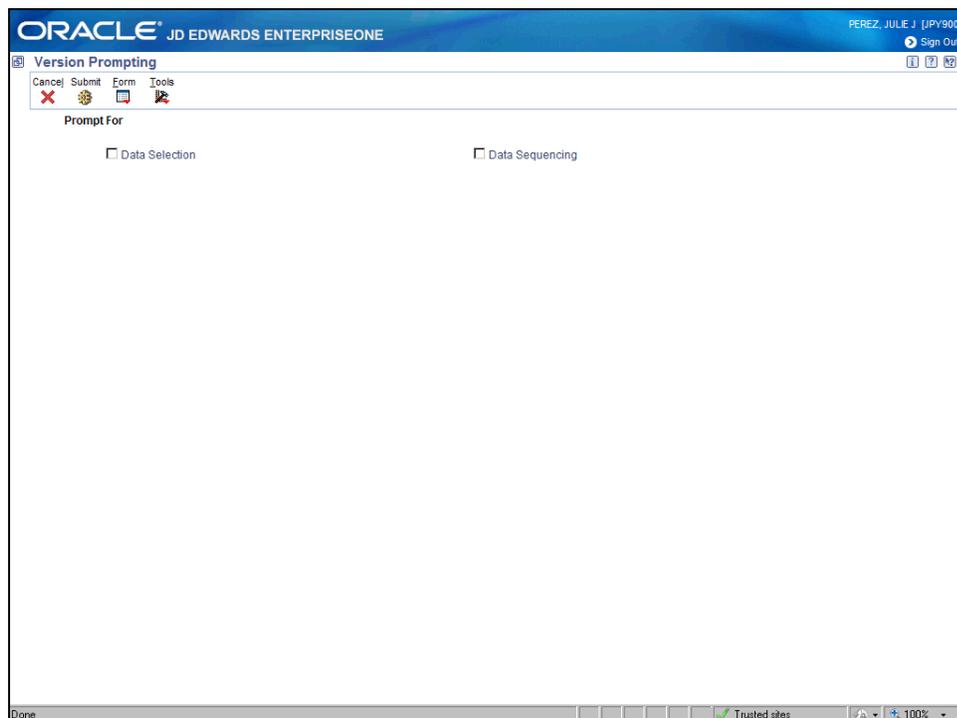
Print Bid Tabulation Overview

After a supplier provides the price quotes, you must enter them into the system. Once the price quotes for a Quotation Request are received are entered, you can compare them to evaluate supplier bid information. The Bid Tabulation is a tool available for comparisons and analysis.

Print Bid Tabulation Lesson

Procedure

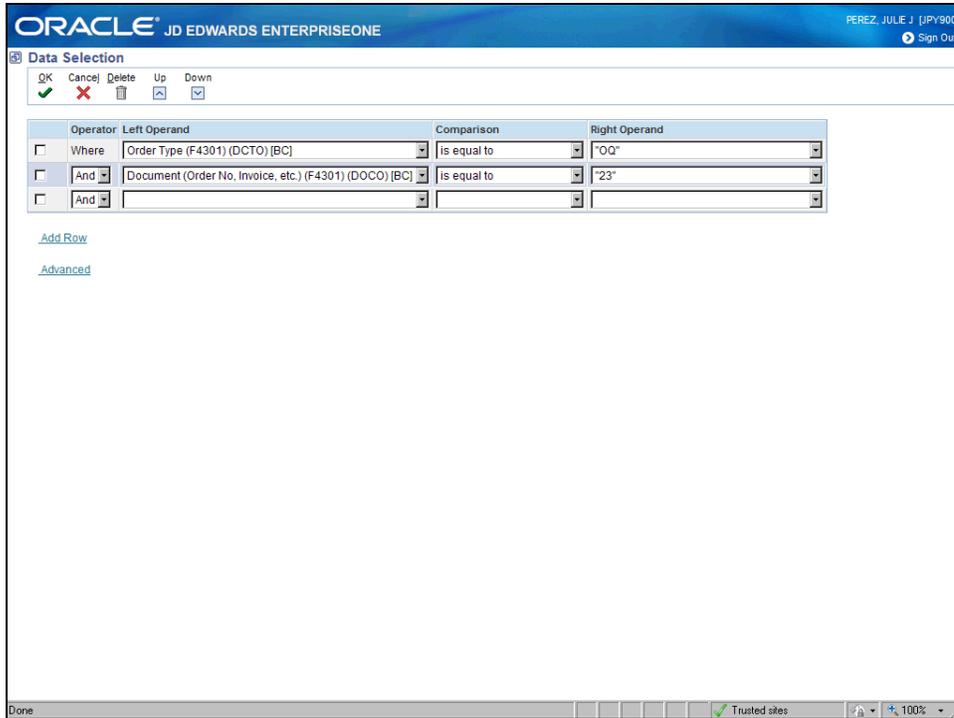
| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Purchasing - Agencies link. Purchasing - Agencies |
| 3. | Click the Quotation Requests - Agency link. Quotation Requests - Agency |
| 4. | Click the Print Bid Tabulation link. Print Bid Tabulation |

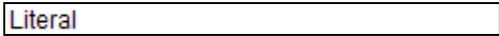


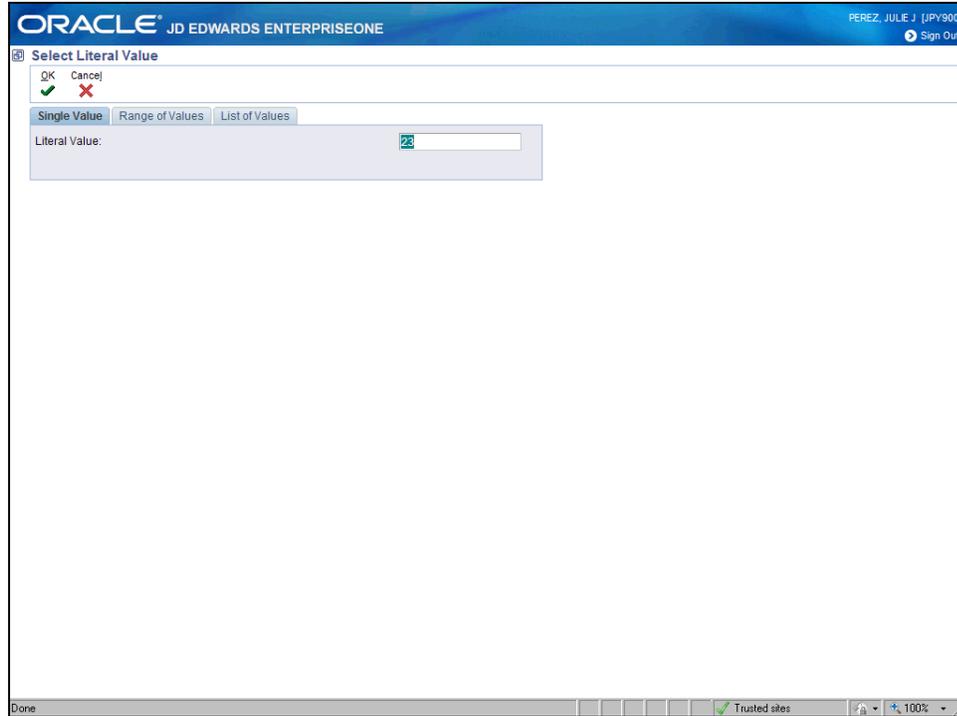
Training Guide

Print Bid Tabulation

| Step | Action |
|------|--|
| 5. | Click the Data Selection option.  |
| 6. | Click the Submit button.  |



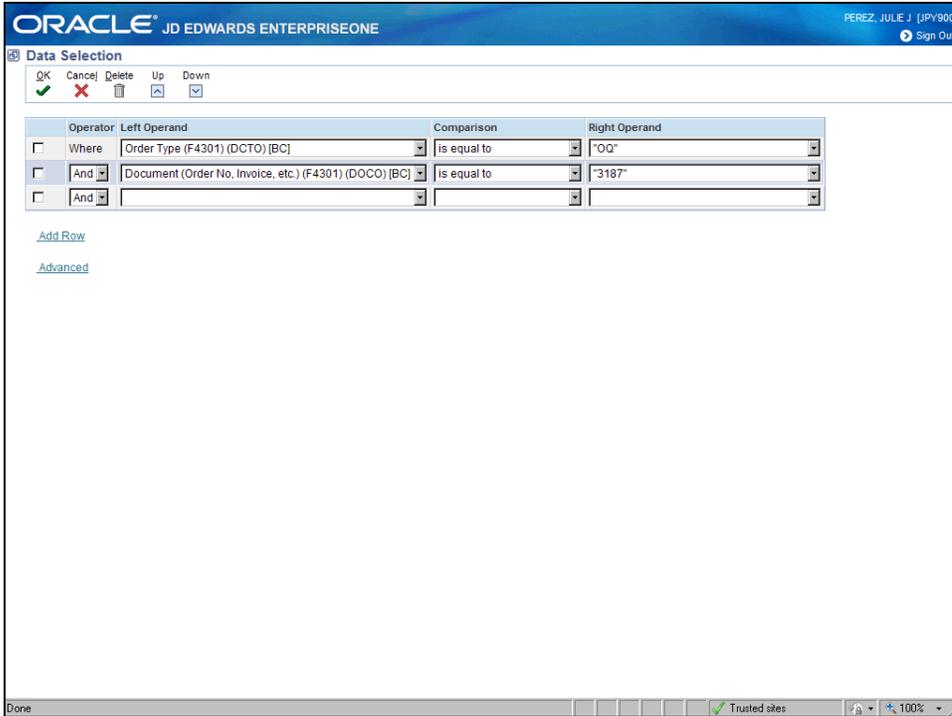
| Step | Action |
|------|--|
| 7. | <p>Data Selection</p> <p>Order Type automatically defaults to "OQ" for printing Bid Tabulations. This can be revised as needed.</p> <p>Document number must be entered to print the Bid Tabulation for the desired Quotation Request.</p> |
| 8. | Click the Right Operand list.  |
| 9. | Click the Literal list item.  |



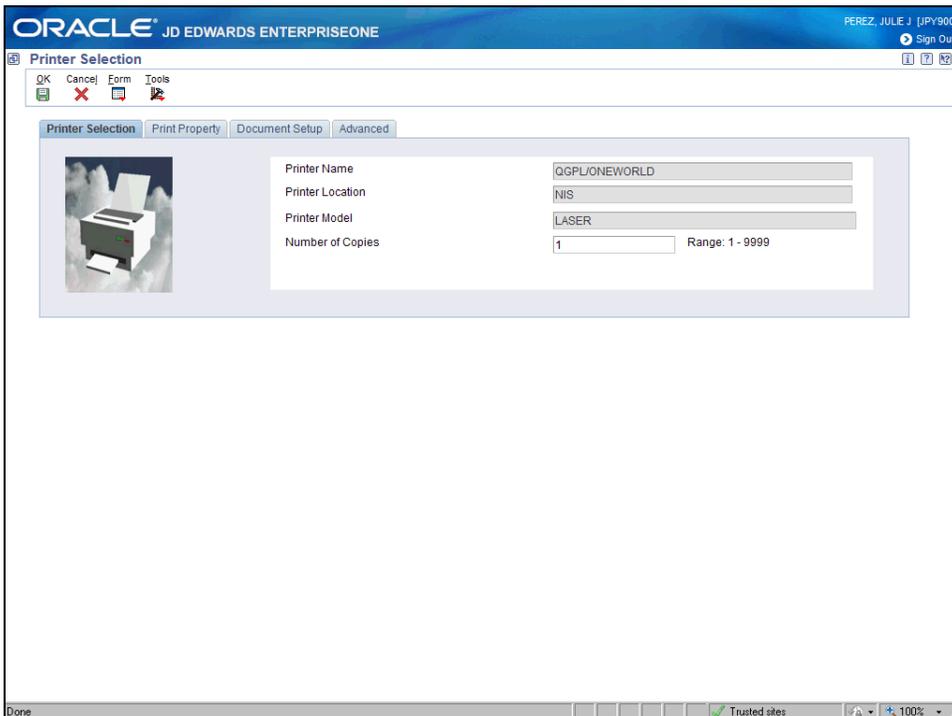
| Step | Action |
|------|--|
| 10. | Enter the Quotation Request number into the Literal Value: field. |
| 11. | Click the OK button.  |

Training Guide

Print Bid Tabulation



| Step | Action |
|------|--|
| 12. | Click the OK button.  |



| Step | Action |
|------|--|
| 13. | Click the OK button.  |
| 14. | View the Bid Tabulation via View Job Status . The Report Application is R574301 |
| 15. | End of Procedure. |