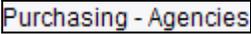
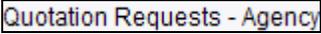
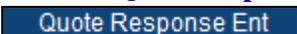
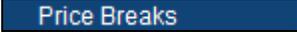


Entering Bid Responses (Z1) Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Quotation Requests - Agency link. 
4.	Click the Service Quotation Request - Agency link. 
5.	Click the Enter Bid Response (Z1) link. 
6.	Enter the order number in the Order Number field (and order type if not defaulted), to minimize the search.
7.	Click the Find button. 
8.	Choose the supplier you received a bid from by clicking their corresponding radio button in the grid.
9.	Click the Row button. 
10.	Click the Quote Response Ent menu. 
11.	Enter the date the bid was received in the Response Date field.
12.	Enter the date the supplier promised they could deliver or begin service in the Promised Delivery field.
13.	<p>Price Breaks must be used when ordering a different quantity than what was bid or if multiple awards are made.</p> <p>If Price Breaks are not required you would enter the bid by the supplier in the Unit Price field in the grid.</p> <p>Then you would scroll over to the Expire Date field and complete it. The date will default to the Required Response Date if it is not changed. This should be changed to the contract/purchase order generation date.</p>

Step	Action
14.	If more there is more than one line choose the line you are adding Price Breaks to by clicking the corresponding radio button in the grid. Then click the Row button. 
15.	Click the Price Breaks menu. 
16.	Enter " 1 " into the Quantity field.
17.	Populate the Price field with the total cost for "1 Quantity." This is the bid the supplier submitted on their quotation response.
18.	The Expire Date field will default to the Required Response Date if it is not changed. This should be changed to the contract/purchase order generation date.
19.	Click the OK button. 
20.	Click the OK button. 
21.	Use these same procedures to enter additional bids you have received. 
22.	Enter the desired information into the Price field.
23.	After entering your bid responses click the Close button. 
24.	You have successfully completed this lesson. End of Procedure.