

Entering Bid Responses (Z1)
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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 (Z1)

Entering Bid Responses (Z1) Overview

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

Order Type: OQ

Description: Quote for Commodity Purchase < \$9999

Navigation: Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Enter Bid Response

Order Type: OF

Description: Quote => \$10,000

Navigation: Processed by DAS Materiel Division, State Purchasing Bureau

Order Type: Z1

Description: Quote for Services

Navigation: Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Enter Bid Response (Z1)

Order Type: ZQ

Description: Quote for Stock

Navigation: Inventory Purchasing - Statewide > Stock Quotation Request > Enter Bid Response (ZQ)

This lesson uses the Z1 Order Type.

Entering Bid Responses (Z1) Lesson

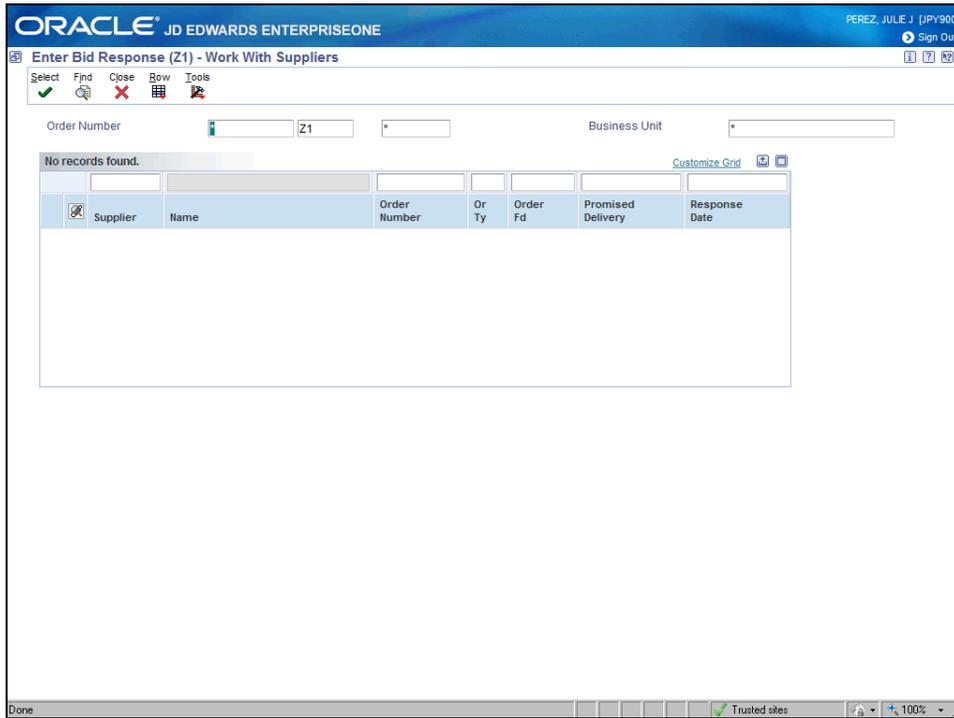
Procedure

In this lesson you will learn how to enter bid responses.

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 Service Quotation Request - Agency link. Service Quotation Request - Agency
5.	Click the Enter Bid Response (Z1) link. Enter Bid Response (Z1)

Training Guide

Entering Bid Responses (Z1)



Step	Action
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. 

ORACLE® JD EDWARDS ENTERPRISEONE

Perez, Julie J (JPV900) Sign Out

Enter Bid Response (Z1) - Quote Response Entry

Order Number: 3188 Z1 23320 Response Date: 03/15/2010

Supplier: 500020 MARTIN MARIETTA AGGREGATES - P Promised Delivery:

Ship To: 558083 GAME & PARKS - WILDLIFE DIV Required Response: 06/30/2010

Records 1 - 1

Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date	Pri De
.5000	EA	.0000	REMOVE AND CONSTRUCT NEW	98815	33200457.549600.W21D0011	03/15/2010	

Step	Action
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>
14.	<p>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.</p> <p>Then click the Row button.</p> 
15.	<p>Click the Price Breaks menu.</p> 

Training Guide

Entering Bid Responses (Z1)

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Enter Bid Response (Z1) - Quote Price Breaks

Order Number: 3188 Z1 23320 Line Number: 1.000

Account Number: 33200457.549600.W21D0011 CONSTRUCTION SERVICES

Original Qty: 5000 EA Promised Date: 07/01/2010

Supplier: 500020 Expire Date: 06/30/2010

Change Order: 000

Quantity	Price	Promised Delivery	Expire Date

Step	Action
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. 

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Enter Bid Response (Z1) - Quote Response Entry

Order Number: 3188 Z1 23320 Response Date: 03/15/2010
 Supplier: 500020 MARTIN MARIETTA AGGREGATES - P Promised Delivery: 07/01/2010
 Ship To: 558083 GAME & PARKS - WILDLIFE DIV Required Response: 06/30/2010

Records 1 - 1

Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date	Pr De
.5000	EA	.0000	REMOVE AND CONSTRUCT NEW	98815	33200457.549600.W21D0011	03/15/2010	

Step	Action
20.	Click the OK button. 

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Enter Bid Response (Z1) - Work With Suppliers

Order Number: 3188 Z1 Business Unit: *

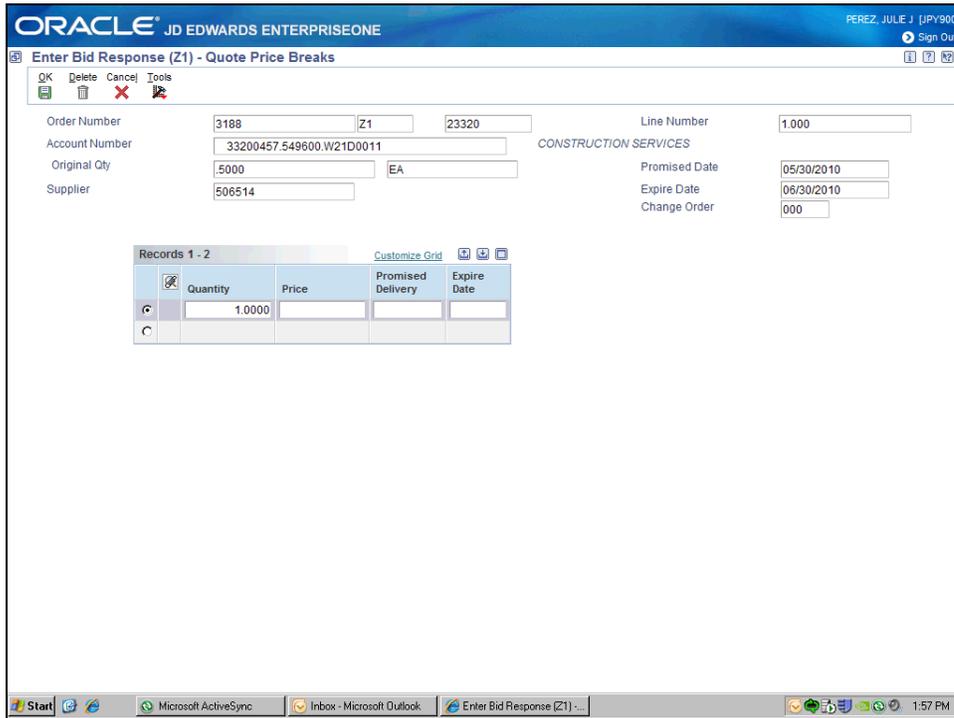
Records 1 - 4

Supplier	Name	Order Number	Or Ty	Order Fd	Promised Delivery	Response Date
500020	MARTIN MARIETTA AGGREGATES - P	3188	Z1	23320	07/01/2010	03/15/2010
504252	DUKE & CO INC	3188	Z1	23320		
506514	CLEAN MANAGEMENT SERVICES	3188	Z1	23320		
999999	BEST SOURCE	3188	Z1	23320		

Training Guide

Entering Bid Responses (Z1)

Step	Action
21.	Use these same procedures to enter additional bids you have received. 



Step	Action
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.