

Entering Bid Responses

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.

This work instruction shows how to [Enter Bid Responses](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

 Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

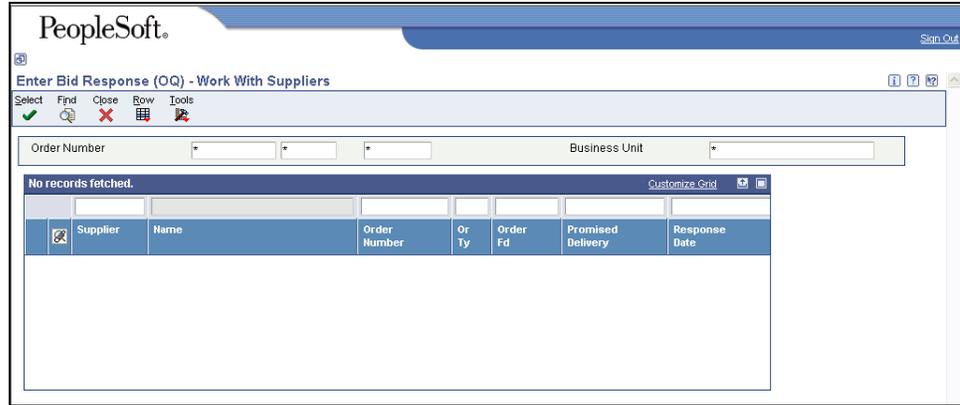
Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Order Type	Description	Navigation
OQ	Quote for Commodity Purchase < \$9999	Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Enter Bid Response
OF	Quote => \$10,000	Processed by DAS Materiel Division, State Purchasing Bureau
Z1	Quote for Services	Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Enter Bid Response (Z1)
ZQ	Quote for Stock	Inventory Purchasing - Statewide > Stock Quotation Request > Enter Bid Response (ZQ)

Steps

Enter Bid Responses

Start this instruction from the Work with Suppliers window.



1. Enter the **order number** in the Order Number field (and order type if not defaulted), to minimize the search.
 -  Your order number may appear on the first window so no search would be required. If so, skip to Step 3.
2. Click **Find**.

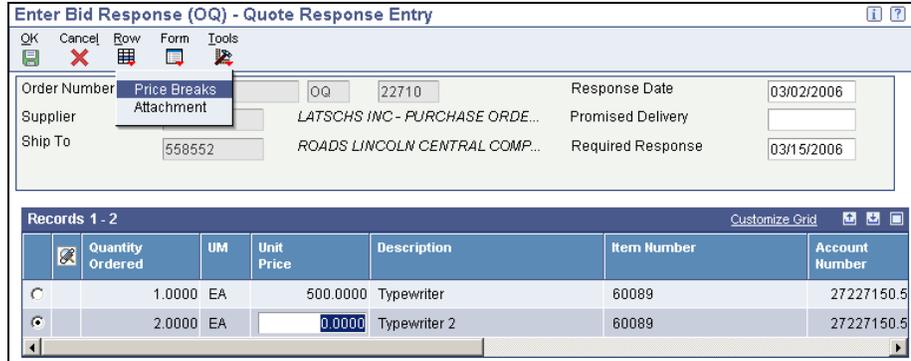


3. Choose the supplier (based on Address Number or Name) from whom you received a price quote.
4. Click **Row, Quote Response Ent**. The Quote Response Entry window appears.



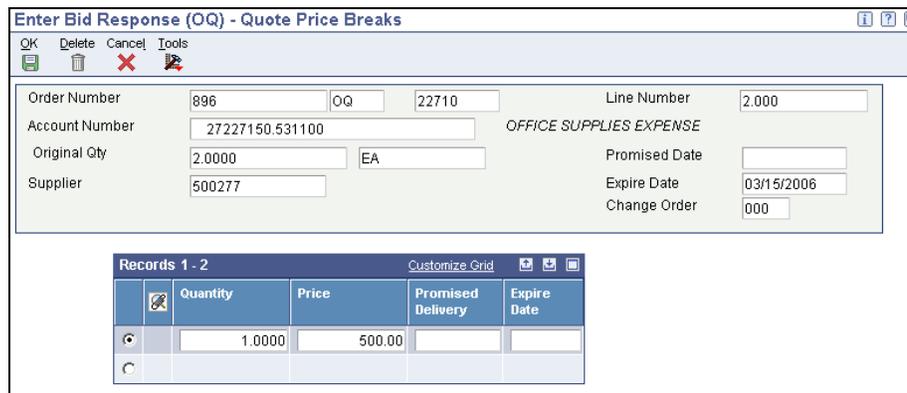
5. Complete the following fields:
 - Change Dates as needed

- Unit Price – price bid by supplier
-  PRICE BREAKS MUST BE POPULATED IF AGENCIES ANTICIPATE ORDERING A DIFFERENT QUANTITY THAN WHAT WAS BID, QUANTITY BID IS GREATER THAN 1, OR TWO OR MORE PURCHASE ORDERS WILL BE CREATED FROM ONE LINE.



Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number
1.0000	EA	500.0000	Typewriter	60089	27227150.5
2.0000	EA	0.0000	Typewriter 2	60089	27227150.5

6. Choose the line to add Price Breaks and click on **Row, Price Breaks**. The Enter Bid Response - Quote Price Breaks window appears.



Quantity	Price	Promised Delivery	Expire Date
1.0000	500.00		

7. Populate the Quantity field with 1 and Price Field with the total Cost for 1 each.
8. Click **OK** to return to the Quote Response Entry window.

 Do not change UM (Unit of Measure) field. Your bid comparison should be made based on like units of measure.

9. Click **OK** to return to the Work with Suppliers window.

 Repeat Steps 3 – 9 for each Supplier response.

10. Click **Close**.