

Account:3204 DEMO.12 Port:204 Menu:TENDERS.MENU Capture:On

Tenders/Bid Menu

- 1. Tender/Bid Entry
- 2. Tender Product Entry
- 3. Record Received Bids
- 4. Purchasing Agent Maintenance
- 5. Tender Summary
- 6. Print Tender Document
- 7. Tender Summary Spreadsheet

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Tenders/Bid Training Guide**

This guide describes how to create tenders, enter the bids received from vendors, compare the bids received and retrieve the data for reporting.

**Notes:**

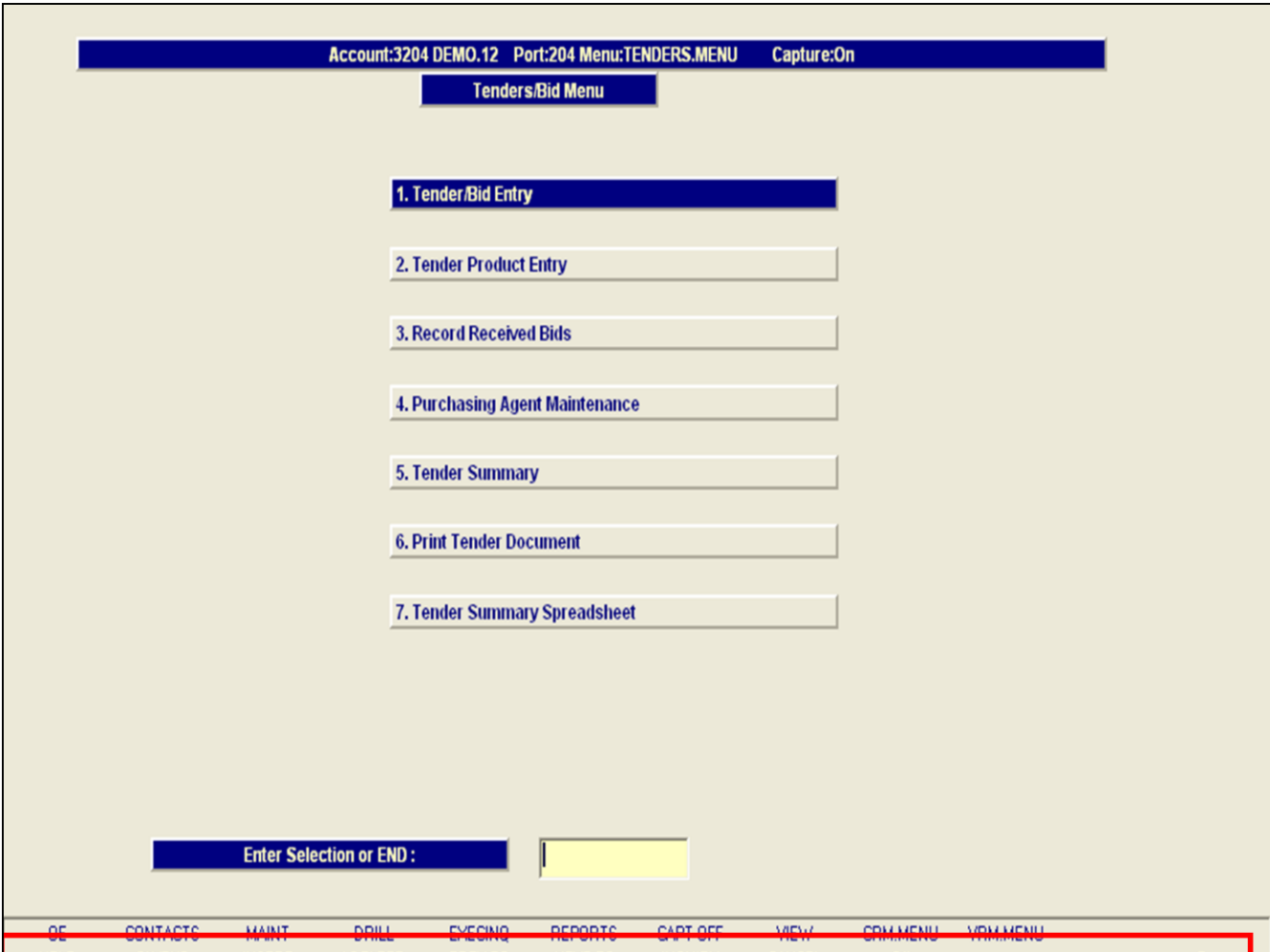
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**Notes:**

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**Master File Maintenance Function Keys**

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

**HELP** - The HELP function is available by clicking on the 'HELP' icon or by pressing the 'F1' function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its' use will be displayed.

**OK/END** - The OK/END function is available by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record.

**INSERT** - The INSERT function is available by clicking on the 'INSERT' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text. For example, if in the master file and you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

**LDELETE** - The LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

**PREV PAGE** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

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HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Notes:**

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**Master File Maintenance Function Keys**

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

**INQUIRY** – The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if the operator clicks on the 'INQUIRY' icon or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the 'INQUIRY' icon or press the 'F7' function key at another field, for example, product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

**CANCEL** – The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the 'F8' function key. This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

**Off** – The Off function is available by clicking on the 'Off' icon or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

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HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Master File Maintenance Function Keys**

The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Product File Price Maintenance's top row of function keys will be different than Batch Price Changes – by Vendor's top row of function keys.

**CONTACTS** - The CONTACTS function is available by clicking on the 'CONTACTS' icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

**MAINT** - The MAINTENANCE function is available by clicking on the 'MAINT' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

**DRILL** - The DRILL function is available by clicking on the 'DRILL' icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

**EXECINQ** - The EXECUTIVE INQUIRY is available by clicking on the 'EXECINQ' icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

**REPORTS** – The REPORTS module is available by clicking on the 'REPORTS' icon or by pressing the Shift+'F6' function key.

**CAPT OFF** - The CAPTURE OFF function is available by clicking on the 'CAPT OFF' icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

**VIEW** - The VIEW function is available by clicking on the 'VIEW' icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

**CRM.MENU** – The CRM.MENU function is available by clicking on the 'CRM.MENU' icon or by pressing the Shift+'F9' function key. This will forward the user to the Customer Relationship Management menu.

**VRM.MENU** – The VRM.MENU function is available by clicking on the 'VRM.MENU' icon or by pressing the Shift+'F10' function key. This will forward the user to the Vendor Relationship Management menu.

**Notes:**

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**Tender/Bid Entry Menu**

From the main system selector go into Purchasing and then Tenders/Bid Menu.

**Notes:**

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**Tender/Bid Entry**

Tender#

1.Description

2.Facility

3.Purchasing Agent

4.Warehouse

5.Ship-To

6.Special Instructions

7.Terms

8.Issue Date

9.Return Date

10.Max Suppliers

11.Ln#	Vendor	Name	Contact/Email	Contact Phone
<input type="text" value="1"/>	<input type="text" value="BAIN"/>	<input type="text" value="BAIN AND SONS INC."/>	<input type="text" value="AMY"/> <input type="text" value="AMY@BAIN.COM"/>	<input type="text" value="800-441-9131"/>
<input type="text" value="2"/>	<input type="text" value="LOCKHART"/>	<input type="text" value="LOCKHART ENTERPRISES"/>	<input type="text" value="RICH"/> <input type="text" value="RICH@TSHINC.COM"/>	<input type="text" value="800-888-8888"/>
<input type="text" value="3"/>	<input type="text" value="PAULINE"/>	<input type="text" value="PAULINE'S PURCHASING"/>	<input type="text" value="TYLER"/> <input type="text" value="TYLER@TSHINC.COM"/>	<input type="text" value="800-000-0000"/>
<input type="text" value="4"/>	<input type="text" value="PRATT"/>	<input type="text" value="PRATT &amp; CO."/>	<input type="text" value="LIAM"/> <input type="text" value="LIAM@TSHINC.COM"/>	<input type="text" value="800-888-8888"/>

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

PrtTender  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Notes:**

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**Tender/Bid Entry**

The first step in the tender process is to establish the tender, establish the basic parameters and identify the vendors to whom the tender was issued.

**Tender#** - Enter the tender number. You can also click on the 'INQUIRY' icon or press the 'F7' function key to display all tenders on file.

**Description** - Enter the tender description.

**Facility** - At the facility prompt you can enter the facility, click on the 'INQUIRY' icon or press the 'F7' function key which to access the pop-up inquiry to search for the facility. The facility is stored in the MDS customer file

**Purchasing Agent** - Enter the facilities purchasing agent. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all purchasing agents and the operator can select the needed purchasing agent.

**Warehouse** - Enter the warehouse number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse if not a new entry.

**Ship-To** - Enter the ship-to number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all ship-to's and the operator can select the needed ship-to.

**Special Instructions** - Enter any special instructions for this tender.

**Terms** - Enter the terms. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all terms and the operator can select the needed term.

**Issue Date** - Enter the issue date of this tender.

**Return Date** - Enter the expected return date for this tender.

**Tender/Bid Entry**

Tender#

1.Description

2.Facility

3.Purchasing Agent

4.Warehouse

5.Ship-To

6.Special Instructions

7.Terms

8.Issue Date

9.Return Date

10.Max Suppliers

11.Ln#	Vendor	Name	Contact/Email	Contact Phone
<input type="text" value="1"/>	<input type="text" value="BAIN"/>	<input type="text" value="BAIN AND SONS INC."/>	<input type="text" value="AMY"/> <input type="text" value="AMY@BAIN.COM"/>	<input type="text" value="800-441-9131"/>
<input type="text" value="2"/>	<input type="text" value="LOCKHART"/>	<input type="text" value="LOCKHART ENTERPRISES"/>	<input type="text" value="RICH"/> <input type="text" value="RICH@TSHINC.COM"/>	<input type="text" value="800-888-8888"/>
<input type="text" value="3"/>	<input type="text" value="PAULINE"/>	<input type="text" value="PAULINE'S PURCHASING"/>	<input type="text" value="TYLER"/> <input type="text" value="TYLER@TSHINC.COM"/>	<input type="text" value="800-000-0000"/>
<input type="text" value="4"/>	<input type="text" value="PRATT"/>	<input type="text" value="PRATT &amp; CO."/>	<input type="text" value="LIAM"/> <input type="text" value="LIAM@TSHINC.COM"/>	<input type="text" value="800-888-8888"/>

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

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PrtTender  
 HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Tender/Bid Entry**

**Max Suppliers** – Enter the maximum number of bids by suppliers that will be accepted.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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**Tender Product Entry**

Tender#  TENDER 1

Product

1.Sequence

2.Requested Pack UM

3.Requested Pack Qty

4.Minimum Purchase Qty

5.Price Range Low  Unit Price Low

6.Price Range High  Unit Price High

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

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Prod List  
 HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Tender Product Entry**

This maintenance program is used to input each product on the tender.

**Tender#** - Enter the tender number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all tenders and the operator can select the needed tender.

**Product** - At the product prompt you can enter the product number, enter the beginning product number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the product.

**Sequence** - Enter the sequence value as page number and line number separated by a period, e.g. 100.1 to display on the spreadsheet. This will later be used as an index to record the bids received from each vendor.

**Requested Pack UM** - Enter the requested purchasing unit of measure. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all unit of measures and the operator can select the needed unit of measure.

**Requested Pack Qty** - Enter the requested purchasing quantity.

**Minimum Purchase Qty** - Enter the minimum purchasing quantity.

**Notes:**

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**Tender Product Entry**

Tender#	<input type="text" value="1"/>	TENDER 1	<input type="text" value="TENDER 1"/>
Product	<input type="text" value="MMD1"/>	<input type="text" value="ADULT DIAPERS DISP LARGE"/>	
1.Sequence	<input type="text" value="1.5"/>		
2.Requested Pack UM	<input type="text" value="CS"/>		
3.Requested Pack Qty	<input type="text" value="50"/>		
4.Minimum Purchase Qty	<input type="text" value="1"/>		
5.Price Range Low	<input type="text" value="25.000"/>	Unit Price Low	<input type="text" value="0.500"/>
6.Price Range High	<input type="text" value="38.000"/>	Unit Price High	<input type="text" value="0.760"/>

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXX

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Prod List    HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Tender Product Entry**

**Price Range Low** – Enter the lowest price to be accepted.

**Unit Price Low** – Computed unit price low will display

**Price Range High** – Enter the highest price to be accepted.

**Unit Price High** – Computed unit price high will display.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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**Record Received Bids**

Tender#  1.Date of Response

Vendor   2.Quote Valid Until

Product# From  To

Sequence From  To

3.Ln#	Product#	Vendor Prod Code	Vend Pack		Cost		Converted Price	
			UM	Qty	Cost/PK	UM		Currency
1	MMD1	BAIN-MMD1	CS	50	26.000	CS	US	26.000
	ADULT DIAPERS DISP LARGE		SH%		Tax%		Comp Unit Price	0.520
2	MMD2	BAIN-MMD2	CS	20	78.000	CS	US	78.000
	WOUND CLOSURE TRAY - DLX		SH%		Tax%		Comp Unit Price	3.900
3	MMD3	BAIN-MMD3	CS	400	27.000	CS	US	27.000
	SYRINGES 30CC PLASTIC		SH%	1.00	Tax%		Comp Unit Price	0.068
4					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
5					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
6					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
7					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
8					0.000			0.000
			SH%		Tax%		Comp Unit Price	

Enter Line# to Change, 0 to Accept, or S to Change Select Criteria:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Notes:**

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**Record Received Bids**

This program is used to record the vendor's bids.

**Tender#** - Enter the tender number. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all tenders and the operator can select the tender desired.

**Vendor** - At the vendor prompt you can enter the vendor number, enter the beginning vendor number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the vendor.

**Product# From** - Enter the beginning product number to display.

**Product# To** - Enter the ending product number to display.

**Sequence From** - Enter the beginning sequence number to display.

**Sequence To** - Enter the ending sequence number to display.

**Date of Response** - Enter the date of response, hit 'ENTER' to default to today's date or click on the drop down box to choose a date from the calendar.

**Quote Valid Until** - Enter the date the quote is valid until or click on the drop down box to choose a date from the calendar.

**Record Received Bids**

Tender#  1.Date of Response   
 Vendor   2.Quote Valid Until   
 Product# From  To   
 Sequence From  To

3.Ln#	Product#	Vendor Prod Code	Vend Pack		Cost		Converted Price	
			UM	Qty	Cost/PK	UM		Currency
1	MMD1	BAIN-MMD1	CS	50	26.000	CS	US	26.000
	ADULT DIAPERS DISP LARGE		SH%		Tax%		Comp Unit Price	0.520
2	MMD2	BAIN-MMD2	CS	20	78.000	CS	US	78.000
	WOUND CLOSURE TRAY - DLX		SH%		Tax%		Comp Unit Price	3.900
3	MMD3	BAIN-MMD3	CS	400	27.000	CS	US	27.000
	SYRINGES 30CC PLASTIC		SH%	1.00	Tax%		Comp Unit Price	0.068
4					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
5					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
6					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
7					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
8					0.000			0.000
			SH%		Tax%		Comp Unit Price	

Enter Line# to Change, 0 to Accept, or S to Change Select Criteria:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Notes:**

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**Record Received Bids**

**Product#** - The product numbers will display.

**Vendor Product Code** – If the vendor has a vendor item number enter it here.

**Vend Pack UM** – Enter the unit of measure that this product would normally be purchased in. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all unit of measures and the operator can select the needed unit of measure.

**Vend Pack Qty** – Enter the quantity associated with the unit of measure that this product would normally be purchased in.

**Cost/PK** – Enter the cost of the product.

**Cost UM** – Enter the cost unit of measure of this product. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all unit of measures and the operator can select the needed unit of measure.

**Currency** – The currency code will default from the Vendor file. You have the ability to enter another currency code for this product. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all currency code and the operator can select the needed currency code.

**Converted Price** – The unit price of the product will be calculated and will display.

Record Received Bids

Tender# 1 1.Date of Response 02/01/06  
 Vendor BAIN BAIN AND SONS INC. 2.Quote Valid Until 04/01/06  
 Product# From To  
 Sequence From To

3.Ln#	Product#	Vendor Prod Code	Vend Pack		Cost		Converted Price	
			UM	Qty	Cost/PK	UM		Currency
1	MMD1	BAIN-MMD1	CS	50	26.000	CS	US	26.000
	ADULT DIAPERS DISP LARGE		SH%		Tax%		Comp Unit Price	0.520
2	MMD2	BAIN-MMD2	CS	20	78.000	CS	US	78.000
	WOUND CLOSURE TRAY - DLX		SH%		Tax%		Comp Unit Price	3.900
3	MMD3	BAIN-MMD3	CS	400	27.000	CS	US	27.000
	SYRINGES 30CC PLASTIC		SH%	1.00	Tax%		Comp Unit Price	0.068
4					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
5					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
6					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
7					0.000			0.000
			SH%		Tax%		Comp Unit Price	0.000
8					0.000			0.000
			SH%		Tax%		Comp Unit Price	

Enter Line# to Change, 0 to Accept, or S to Change Select Criteria:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Notes:

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Record Received Bids

**SH%** - If there is a shipping and handling percent charge enter it here.

**Tax%** - If there is a tax percent charge enter it here.

**Comp Unit Price** – Computed unit price is displayed.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Purchasing Agent Maintenance

Code SF

1.Agent Name SYFERTIG

2.Phone# 973-777-8050

3.Phone Ext. 601

4.Fax# 973-777-3063

5.Email Address SF@TSHINC.COM

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :



HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Notes:

Five horizontal lines for taking notes.

Purchasing Agent Maintenance

This maintenance is to input purchasing agents.

Code – Enter a code for the purchasing agent. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all codes and the operator can select the needed codes if not a new entry.

Agent Name – Enter the purchasing agents name.

Phone# - Enter the purchasing agents phone number.

Phone Ext. – Enter the purchasing agents extension.

Fax# - Enter the purchasing agents fax number.

Email Address – Enter the purchasing agents email address.

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Tender Summary

1. Enter Tender# to Select

1

Press <RETURN> to Process Report, Line# to Change, or ABORT :

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Notes:

Five horizontal lines for notes.

Tender Summary

This program will determine the low and second low bidders on an item by item basis reviewing each item on the tender. In addition, the program will identify if bids are made on an incorrect item and if the cost on the item is too high or low and update accordingly.


Enter Tender# to Select - Enter the tender number to update. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all tenders and the operator can select the needed tender.

Press <RETURN> to Process Report, Line# to Change, or ABORT:

Enter a return to process this update.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.



**MATERIAL MANAGEMENT**

SY FERTIG Phone: 973-777-8050 Ext. 601 Special Instructions:  
 Terms: NET 30  
 Warehouse: NEW YORK, NY  
 Ship-To:

Issue Date: 02/04/2006 Return Date: 02/15/2006  
**BID: 1**

Page 1

Line	Item Number / Description	Manufacturer	Mfr Item Number	Purch Min Qty	Pack UMI/Qty	Vendor Item Number	Bid Price	Bid UM	Bid Qty	Bid Extension	Bid Price
1	MIMI ADULT DIAPERS DISP LARGE			1	CS/ 50						
2	MIMDZ WOUND CLOSURE TRAY - DLX			1	CS/ 20						
3	MIMD3 SYRINGES 30CC PLASTIC DISPOSABLE			1	CS/ 400						

Tender Document /

**Print Tender Document**

This document gets sent to the vendors for them to record costs, unit of measures, vendor item numbers and if there is any tax or shipping and handling percents.

**Enter Tender# to Select** - Enter the tender number to select. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all tenders and the operator can select the needed tender.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**


Enter a return to process this document.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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MATERIAL MANAGEMENT							Tender Summary						
SY FERTIG Phone: 973-777-8050 Ext. 601		Special Instructions:		Color Key			 Public Hospitals Authority Commonwealth of The Bahamas						
Terms: NET 30				Yellow	Lowest Bidder								
Warehouse: NEW YORK, NY				Blue	Second Lowest								
Ship-To:				Pink	Wrong Item Bid								
				Gray	Price was too Low								
				Green	Price was too High								
Issue Date: 02/01/2006 Return Date: 02/15/2006													
BID: 1													
Line	Item Number / Description	BAIN	LOCKHART	PAULINE	PRATT	WORLDWD							
1	MMD1 ADULT DIAPERS DISP LARGE	\$0.520	\$0.480	\$0.540	\$0.550	\$0.490							
2	MMD2 WOUND CLOSURE TRAY - DLX	\$3.900	\$5.600	\$3.950	\$3.925	\$3.950							
3	MMD3 SYRINGES 30CC PLASTIC DISPOSABLE	\$0.092	\$0.070	\$0.098	\$0.078	\$0.065							
Page 1													

**Tender Summary Spreadsheet**  
 This program will determine the low and second low bidders on an item by item basis reviewing each item on the tender. In addition, the program will identify if bids are made on an incorrect item and if the cost on the item is too high or low. The end results will be produced on to a comparison spreadsheet.

The selection codes (and suggested colors) that are used on the spreadsheet are as follow:

- Yellow** – lowest good bid
- Blue** – second lowest good bid
- Pink** – wrong item bid
- Gray** – cost is too low
- Green** – cost is too high

**Enter Tender# to Select** - Enter the tender number to select. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all tenders and the operator can select the needed tender.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Enter a return to process this report.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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Comments:

## Where to Get More Information



- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is:  
[www.tshinc.com](http://www.tshinc.com).

Notes:

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