## TENDERS/BIDS









A Tender/Bid is an invitation process that occurs when a company seeks cost quotes from suppliers for specific products.

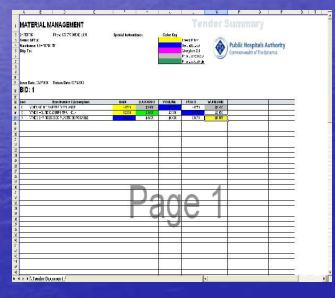
Purchasing reviews usage and purchasing history of products and creates tender offer



Tender is created with specific vendors and products by purchasing agent

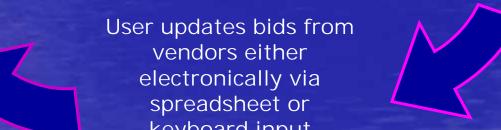


Purchasing analyzes bid information, and allows for low and high cost and selects primary vendor. Then creates contracts



vendors either electronically via spreadsheet or keyboard input





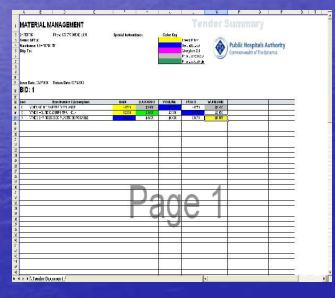
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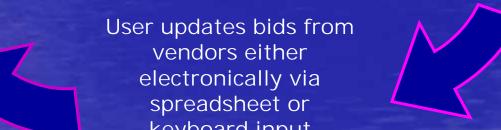


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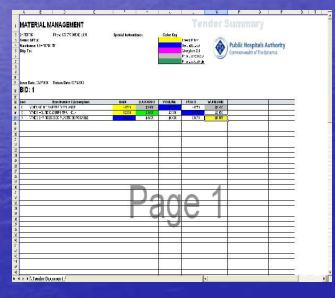
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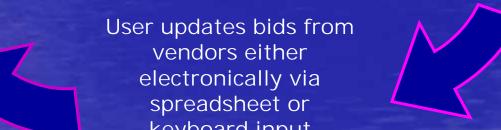


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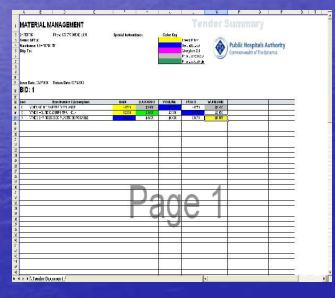
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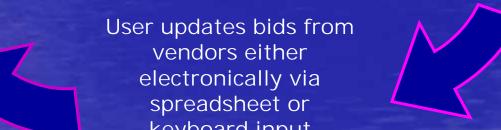


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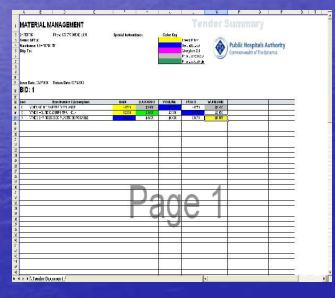
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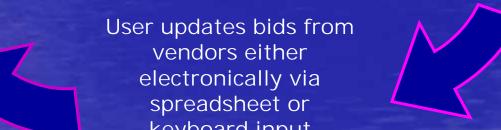


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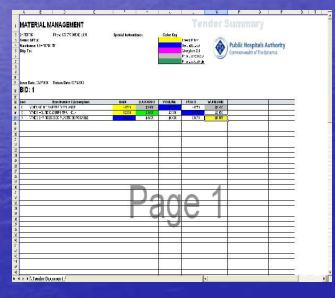
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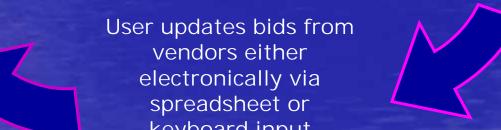


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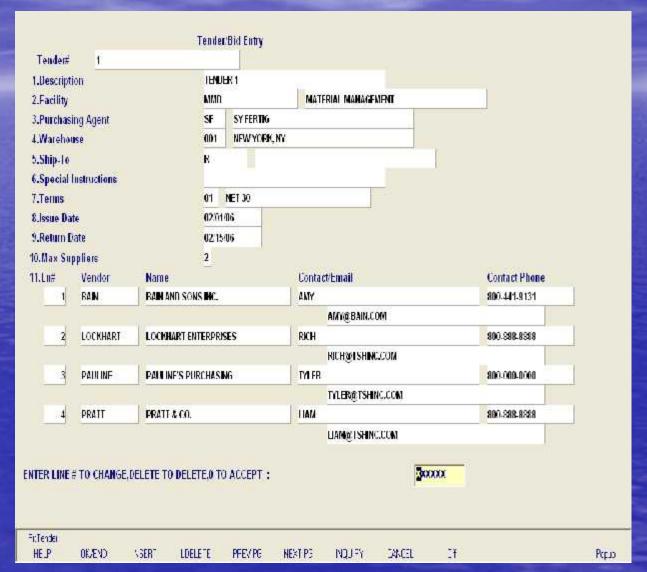
## Tenders/Bid - Main Menu

- **Bid Entry**
- Recording Received Bids
- Reporting



# Tender/Bid Entry

- Bid Entry
- Defining the Bid
- Maximum number of awarded suppliers



# Tender Product Entry

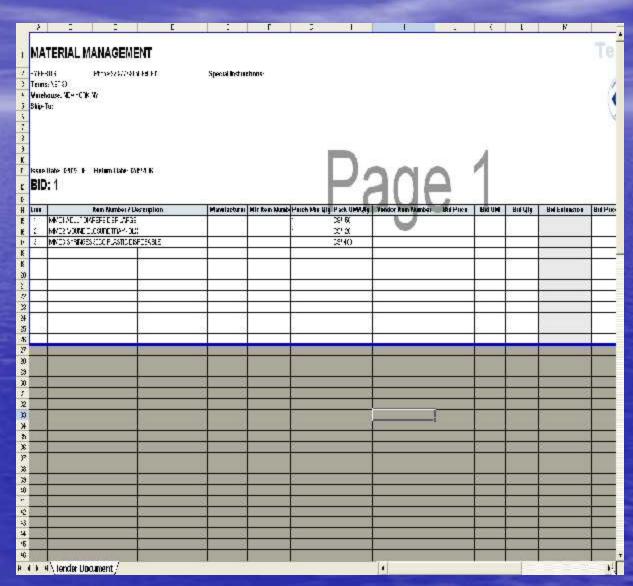
- Product Association
- BidRequirements
- TenderProduct List



#### Tender Document

Vendors Record:

cost, unit of measures, vendor item#, tax and/or shipping and handling percent.



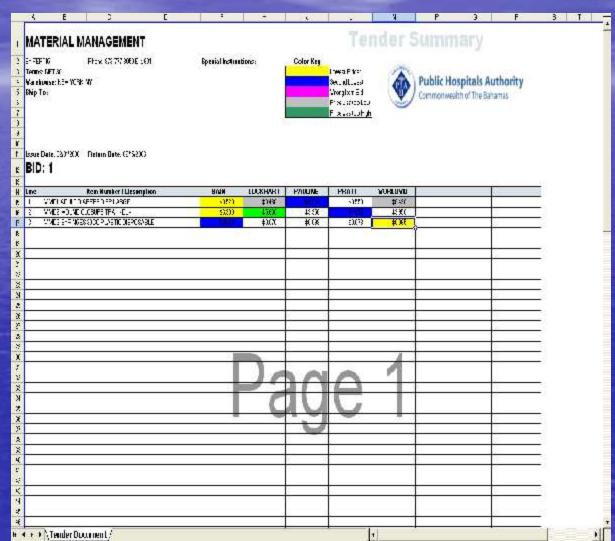
## Record Received Bids

- Import Spreadsheet or Manually Key
- Tender/Vendor Association
- Vendor/Product Association

Tender-	nder# 1				1.Date of Response					02/01/06	
Vendor		BAIN	BAIN AND SONS IN	С.				2.Quote Valid Until		04/01/06	
Product	# Fr	om		To							
Sequen	ice H	mer		10							
						Ven	4 Pack	Pack Cost		Converted	
.Ln∉	Pro	oduct#	Vendor Prod Code			UIA	Ony Cost/	PK UN	Currency	Price	
1	MI	ID 1	BANJAND1			cs	50	26.000CS	US	26,000	
	AD	ULT DIAPERS	DISP LARGE		SHN		Tax%	Com	p Unit Price		0.520
2	MI	ID2	BAN-MIND2			cs	26	78.000CS	US	78,000	
	W	OUND CLOSU	RETRAY-DLX		SHN		Tax%	Com	p Unit Price		3,900
3	MI	ID3	BAN-MND3			cs	400	27,000CS	US	27,000	
	SY	RINGES 30CC	PLASTIC		SIDV		1.00 Tax%	Com	p Unit Price		0.060
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					SHN		Tax%	Com	p Unit Price		
ter Line	99 to	Change, 0	to Accept, or S to Chang	e Select Criteria	11					XXXXXX	
										1	

# Tender Summary Spreadsheet

- Tender Summary
  determines low
  2<sup>nd</sup> lowest cost
  products
  - identifies bids with incorrect products or unit of measure
  - identifies
    products with too
    high or low cost
- TenderSpreadsheet- displayscompared results



# Tenders/Bid Summary- Benefits

More efficient management of all vendor bids

Instant access to all relevant information

