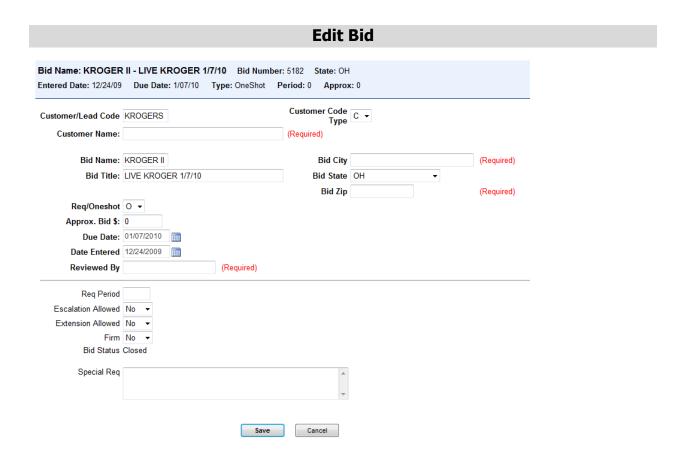
Contracts Bidding Program New Feature Documentation

Bid Manager

The new layout allows the user more options to search by. If the Due Date From and Due Date To are blank only the last 4 years will be searched. In addition the search results now support paging.



On the edit bid page there are new fields that are required in addition to additional fields that are not required.

*Legacy Data Note – If an old Bid is edited and saved you will be required to fill in the new required fields to update.

Edit Bid Items

Add Item:



Select and item from the dropdown and then fill out the Bid Qty and Proj Qty then you can click add Item.

To add an override Item select the Item Override checkbox and then the add Item form will change.



You can now add an item name and item cost. Then you are able to fill out the rest of the form as normal.

If a new override item is added the new item override will appear in the dropdown as an option next time.



Import From Bid Calculation – This button will import the items/prices from the Calculate Bid Items page and create an AIRGAS Bidder.

Export To Excel – This will export the Bidders to excel format.

New data is shown for bidders. Result and Lowest columns have been added. Lowest will identify the lowest price (Same results from Calculate Lows page).

To edit a bidder select the edit button for the bidder and the following form will appear.



The user can now set a Result, Price, UM value. In addition a Change Results to will change all the results for that bidder to the selected value.