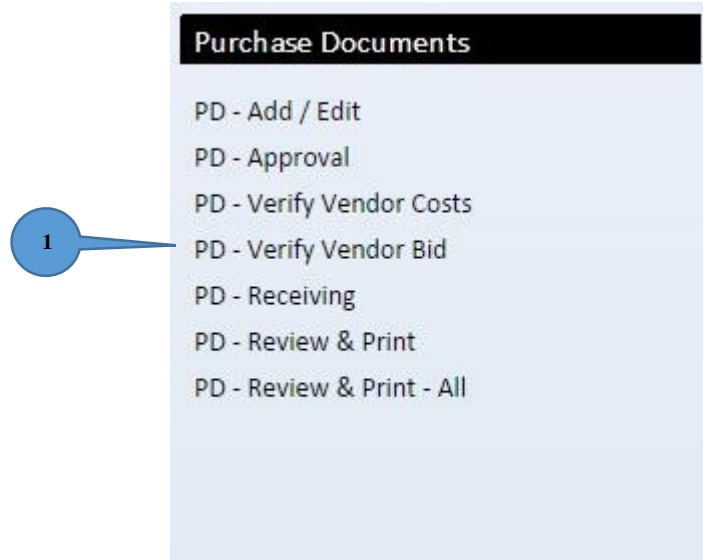
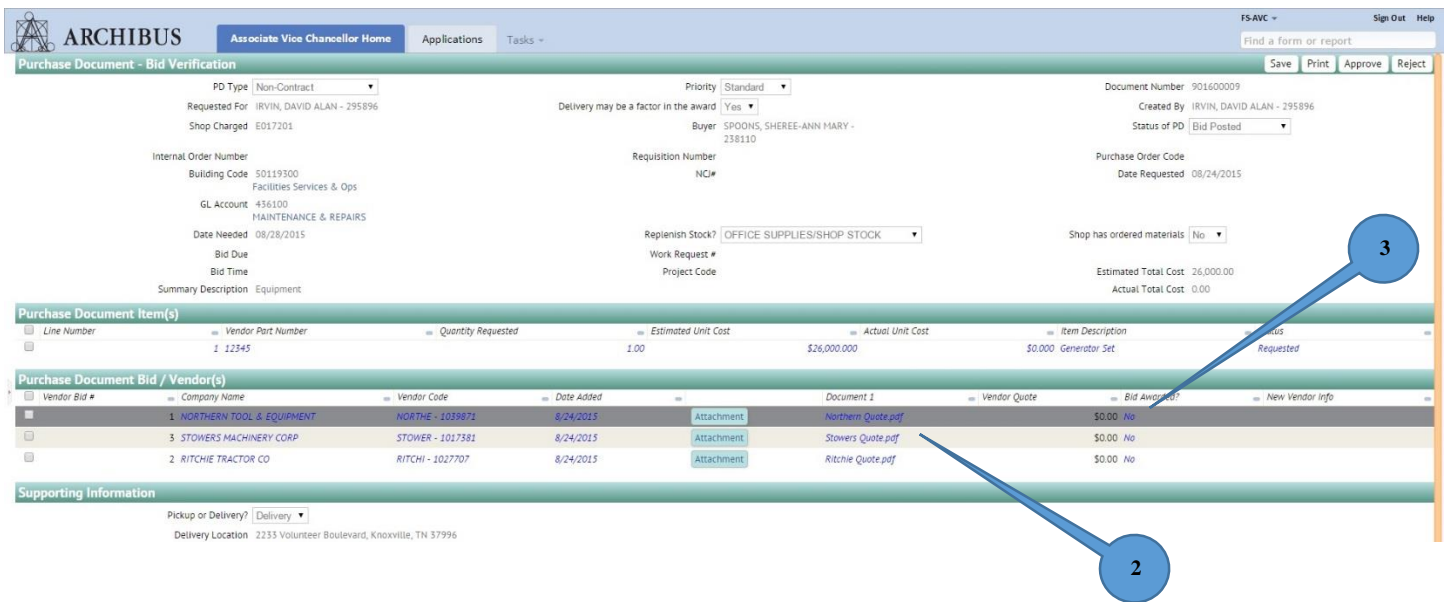


# INFORMAL AND FORMAL BIDS



1. You have just received a notification Admin Services has uploaded your bids. On your Home Screen, under Purchase Documents, click “PD-Verify Vendor Bid”.



2. Review bid documents by clicking on the attachment for each vendor under the Document 1 heading.

3. After reviewing bid documentation, click on the name of the vendor you wish to award the bid.

## FORMAL BIDS CONTINUED

Vendor Code: NORTHE - 1039871  
Vendor Bid #: 1  
Company Name: NORTHERN TOOL & EQUIPMENT  
Vendor Quote: 0.00  
Document 1: Northern Quote.pdf  
Bid Awarded?: Yes  
New Vendor Info: [Empty text area]  
Buttons: Save & Close, Close, Save & Close

4. In the window which opens, click the arrow and change the “No” to “Yes”. Click “Save & Close”.

Note 1: If you do not recommend the low bidder, you will need to provide an objective justification (based on facts) in the notes section under “Supporting Information”. Justification cannot be subjective (based on opinion).

ARCHIBUS Associate Vice Chancellor Home Applications Tasks - FS-AVC - Sign Out Help  
Find a form or report  
Purchase Document - Bid Verification Save Print Approve Reject  
PD Type: Non-Contract  
Requested For: IRVIN, DAVID ALAN - 295896  
Shop Charged: E017201  
Priority: Standard  
Delivery may be a factor in the award: Yes  
Buyer: SPOONS, SHEREE-ANN MARY - 238110  
Document Number: 901600009  
Created By: IRVIN, DAVID ALAN - 295896  
Status of PD: Bid Posted  
Purchase Order Code: [Empty]  
Date Requested: 08/24/2015  
Shop has ordered materials: No  
Estimated Total Cost: 26,000.00  
Actual Total Cost: 0.00  
Purchase Document Item(s)  
Line Number: 1, Vendor Part Number: 12345, Quantity Requested: 1.00, Estimated Unit Cost: \$26,000.00, Actual Unit Cost: \$0.000, Item Description: Generator Set, Status: Requested  
Purchase Document Bid / Vendor(s)  
Vendor Bid #: 1, Company Name: NORTHERN TOOL & EQUIPMENT, Vendor Code: NORTHE - 1039871, Date Added: 8/24/2015, Document 1: Northern Quote.pdf, Vendor Quote: \$0.00, Bid Awarded?: Yes  
Vendor Bid #: 3, Company Name: STOWERS MACHINERY CORP, Vendor Code: STOWER - 1017381, Date Added: 8/24/2015, Document 1: Stowers Quote.pdf, Vendor Quote: \$0.00, Bid Awarded?: No  
Vendor Bid #: 2, Company Name: RITCHE TRACTOR CO, Vendor Code: RITCHI - 1027707, Date Added: 8/24/2015, Document 1: Ritchie Quote.pdf, Vendor Quote: \$0.00, Bid Awarded?: No  
Supporting Information  
Pickup or Delivery?: Delivery  
Delivery Location: 2235 Volunteer Boulevard, Knoxville, TN 37996

5. Click “Approve”.

Note 2: You may also reject all bids by clicking the Reject button in the upper right corner of the Archibus window. You will need to provide a justification for rejecting the bids.