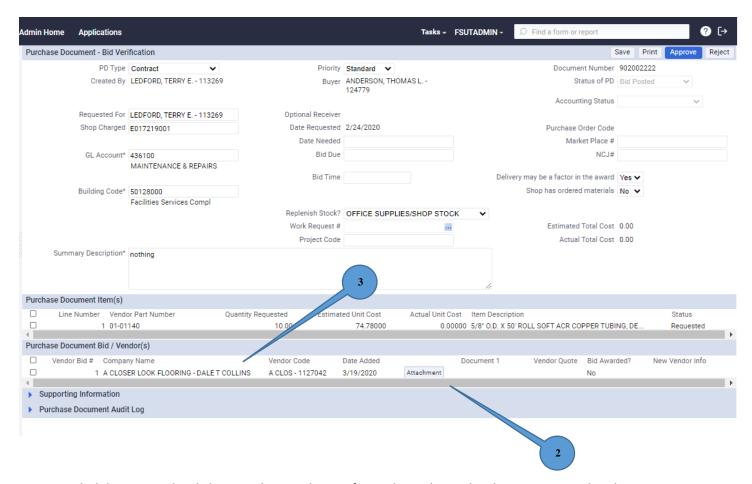
## INFORMAL AND FORMAL BIDS



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

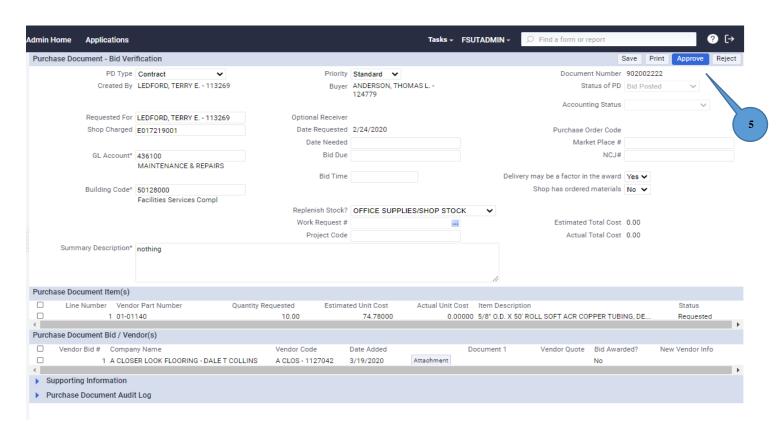


- 2. Review bid documents by clicking on the attachment for each vendor under the Document 1 heading.
- 3. After reviewing bid documentation, click on the name of the vendor you wish to award the bid.

Edit Vendor	Save & Close
Vendor Code	A CLOS - 1127042
Vendor Bid #	1
Company Name	A CLOSER LOOK FLOORING - DALE T COLLINS
Vendor Quote	
Document 1	
Bid Awarded?	Yes V
New Vendor Info	4
	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).



## 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.