

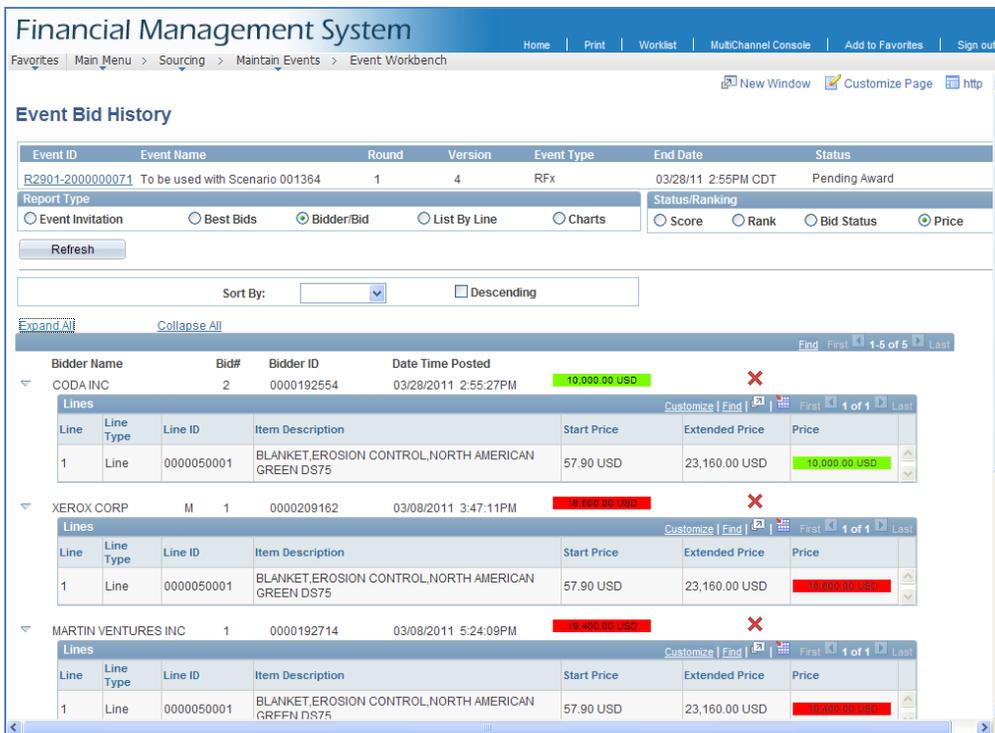
QUICK REFERENCE GUIDE

RFB Bid Opening - Display Line Amounts by Vendor

June 2, 2011; Revised Dec. 8, 2011

Bids not entered into SWIFT will either need to be “entered” prior to or “read” at Bid Opening. This method can be used to **display the amounts submitted by line by Vendor**.

1. **Navigate** to Sourcing, Maintain Events, Event Workbench
2. Locate the Event using the Search Criteria
3. Click the View Bid History button. 
4. The Event Bid History page is opened.
5. Click the Vendor/Bid radio button to display all bids submitted. 
6. Click the Price radio button to display the Price. 
7. Click the Expand All button to display each line amount by Vendor.
8. Optional – Click the Print button located to the right of the home button in the upper portion of the window.



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Sourcing > Maintain Events > Event Workbench

New Window | Customize Page | http

Event Bid History

Event ID	Event Name	Round	Version	Event Type	End Date	Status
R2901-2000000071	To be used with Scenario 001364	1	4	RFX	03/28/11 2:55PM CDT	Pending Award

Report Type: Event Invitation Best Bids Bidder/Bid List By Line Charts

Status/Ranking: Score Rank Bid Status Price

Sort By: [] Descending

Bidder Name	Bid#	Bidder ID	Date Time Posted	Start Price	Extended Price	Price														
CODA INC	2	0000192554	03/28/2011 2:55:27PM	10,000.00 USD																
<table border="1"> <thead> <tr> <th>Line</th> <th>Line Type</th> <th>Line ID</th> <th>Item Description</th> <th>Start Price</th> <th>Extended Price</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Line</td> <td>0000050001</td> <td>BLANKET EROSION CONTROL, NORTH AMERICAN GREEN DS75</td> <td>57.90 USD</td> <td>23,160.00 USD</td> <td>19,809.26 USD</td> </tr> </tbody> </table>							Line	Line Type	Line ID	Item Description	Start Price	Extended Price	Price	1	Line	0000050001	BLANKET EROSION CONTROL, NORTH AMERICAN GREEN DS75	57.90 USD	23,160.00 USD	19,809.26 USD
Line	Line Type	Line ID	Item Description	Start Price	Extended Price	Price														
1	Line	0000050001	BLANKET EROSION CONTROL, NORTH AMERICAN GREEN DS75	57.90 USD	23,160.00 USD	19,809.26 USD														
XEROX CORP	M	1	0000209162	03/08/2011 3:47:11PM	18,400.00 USD															
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MARTIN VENTURES INC	1	0000192714	03/08/2011 5:24:09PM	18,400.00 USD																
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