

QUICK REFERENCE GUIDE

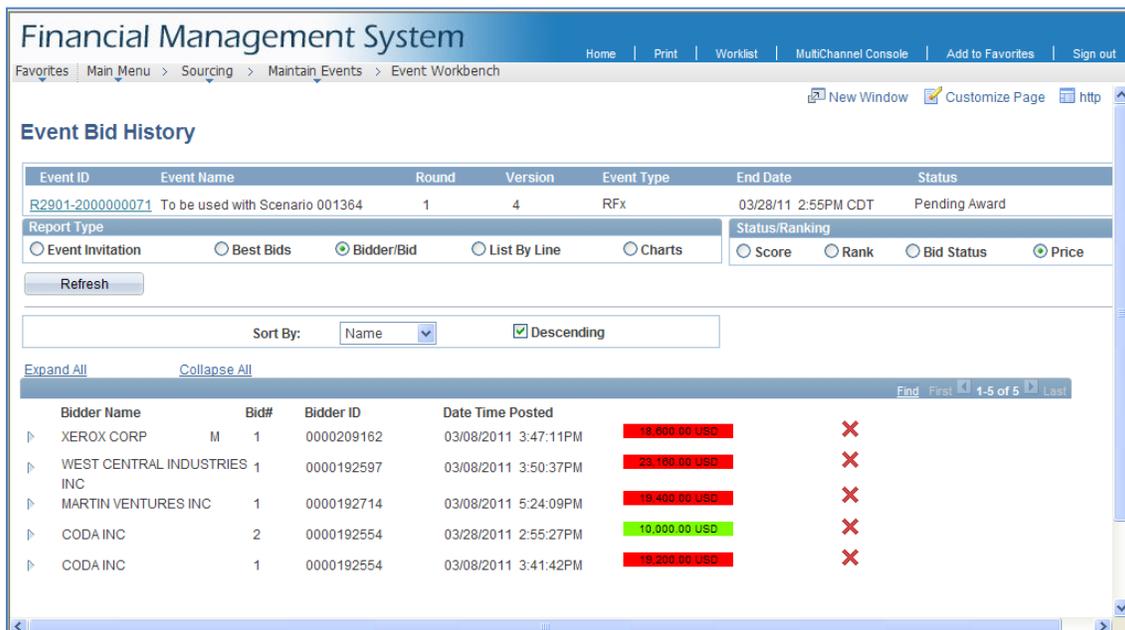
RFB Bid Opening - Display Total Bid Amount by Vendor

June 1, 2011; Revised Dec. 8, 2011; Revised 10/15/2015

Prior to viewing these results, 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 total bid amount by Vendor.

Note: The total dollar amounts shown on this page represent those amounts prior to any preferences being taken into consideration. Note: Total dollar amounts shown on this page represent those response results prior to any preferences being taken into consideration.

1. **Navigate** to Sourcing, Maintain Events, Event Workbench
2. Locate the Event using the search criteria fields
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. Optional – Select **Name** from the Sort By drop down to sort bids by Vendor Name.
8. Optional – Select **Descending** to sort in descending order.
9. Optional – Click the **Refresh** button to display the information using the sort criteria that you just defined.
10. 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

Refresh

Sort By: Name Descending

Expand All | Collapse All

Bidder Name	Bid#	Bidder ID	Date Time Posted	Bid Amount	Status
XEROX CORP	M 1	0000209162	03/08/2011 3:47:11PM	18,600.00 USD	X
WEST CENTRAL INDUSTRIES INC	1	0000192597	03/08/2011 3:50:37PM	23,160.00 USD	X
MARTIN VENTURES INC	1	0000192714	03/08/2011 5:24:09PM	19,400.00 USD	X
CODA INC	2	0000192554	03/28/2011 2:55:27PM	10,000.00 USD	X
CODA INC	1	0000192554	03/08/2011 3:41:42PM	19,200.00 USD	X

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