

ADPICS – Easy Steps for the Award Process 2230 & 2240 Screens

DOIT Training Department

Easy Steps – the Award Process (2230 and 2240 Screens)

1. From the Main Menu:
 - A) **Press “F2”** to enter the ADPICS Main Menu
 - B) **Press “F2”** to the PROCUREMENT TRANSACTION Menu
 - C) **Press “F3”** for Bid Tabulation by Vendor Summary or **Press “F4”** for Bid Tabulation by Commodity Detail.
2. Type the Invitation to Bid ID # or the Requisition ID # associated with this award.
3. Press **<ENTER>** to recall the bid entry information that was entered on screen 2320 during the Bid Entry process.
4. Once a decision has been made regarding which vendor will awarded the bid, **Press <TAB>** to position the cursor next to the vendor selected.
5. Type **“S”** in the S (select) field.
6. Press **F2-SELECT** to award the contract. When F2-Select is pressed, the system will automatically transfer to the Purchase Order/Contract Writing (2340) screen.

2250 Screen

1. From the Main Menu:
 - D) **Press “F2”** to enter the ADPICS Main Menu
 - E) **Press “F2”** to the PROCUREMENT TRANSACTION Menu
 - F) **Press “F5”** for Bid Tabulation by Vendor Detail.
2. Enter the Bid ID number in the BID ID field and press F5-NEXT.
3. Press **<Tab>** to position the cursor in the **“S”** (select) field next to the requisition and line number that is to be awarded.
4. Press **<Tab>** to position the cursor in the first space of the second line for the commodity to be awarded. Type **“P”** or **“F”** (**“P”** for partial award and **“F”** for final award)
6. Press **<Tab>** to position the cursor in the **QTY AWARDED** field and enter the quantity to be awarded. The quantity can be equal to, greater than, or less than quantity bid.

6. Press **F10- SAVE** to save the selected commodity. The system will display the message: "SELECTION(S) SAVED, READY TO PROCESS AWARD" .
7. Press **F2- PROCESS**. The system transfers to either the Purchase Order/Contract Writing (2340) screen or the Blanket Purchase Order Writing (2342) screen.
8. Complete the awarded document.