



Bid, Quote, Evaluate and Award in ProcureAZ

Process begins with an approved Open Market Requisition (at #1) or by starting with a Bid (at #5).

1. Purchasing decides whether Requisition will go to Bid.
 - a. If the Requisition will go to Bid, skip to #3.
 - b. If the Requisition will not go to Bid, continue to #2.
2. Purchasing creates an Open Market Purchase Order [Go to PO Process].
3. Purchasing converts the Requisition to a Bid; continue to #4.
4. ProcureAZ creates a Bid from the Requisition; continue to #5.
5. Purchasing develops the Bid; continue to #6.
6. Approvers decide whether to approve the Bid.
 - a. If fully approved, skip to #9.
 - b. If the Bid is disapproved, continue to #7.
7. Purchasing decides whether to cancel the Bid.
 - a. If Purchasing decides not to cancel the Bid, go back to #5.
 - b. If Purchasing decides to cancel the Bid, continue to #8.
8. Purchasing cancels the Bid; end process.
9. ProcureAZ determines whether the Bid Available Date/Time has passed.
 - a. If the Bid Available Date/Time has not yet arrived, hold at #9.
 - b. If the Bid Available Date/Time has arrived, continue to #10.
10. ProcureAZ distributes the Bid to Vendors; continue to #11.
11. Vendor may receive notification of bid; Vendor views bid; continue to #12.
12. Process continues with Quote, Evaluate, and Award Process.