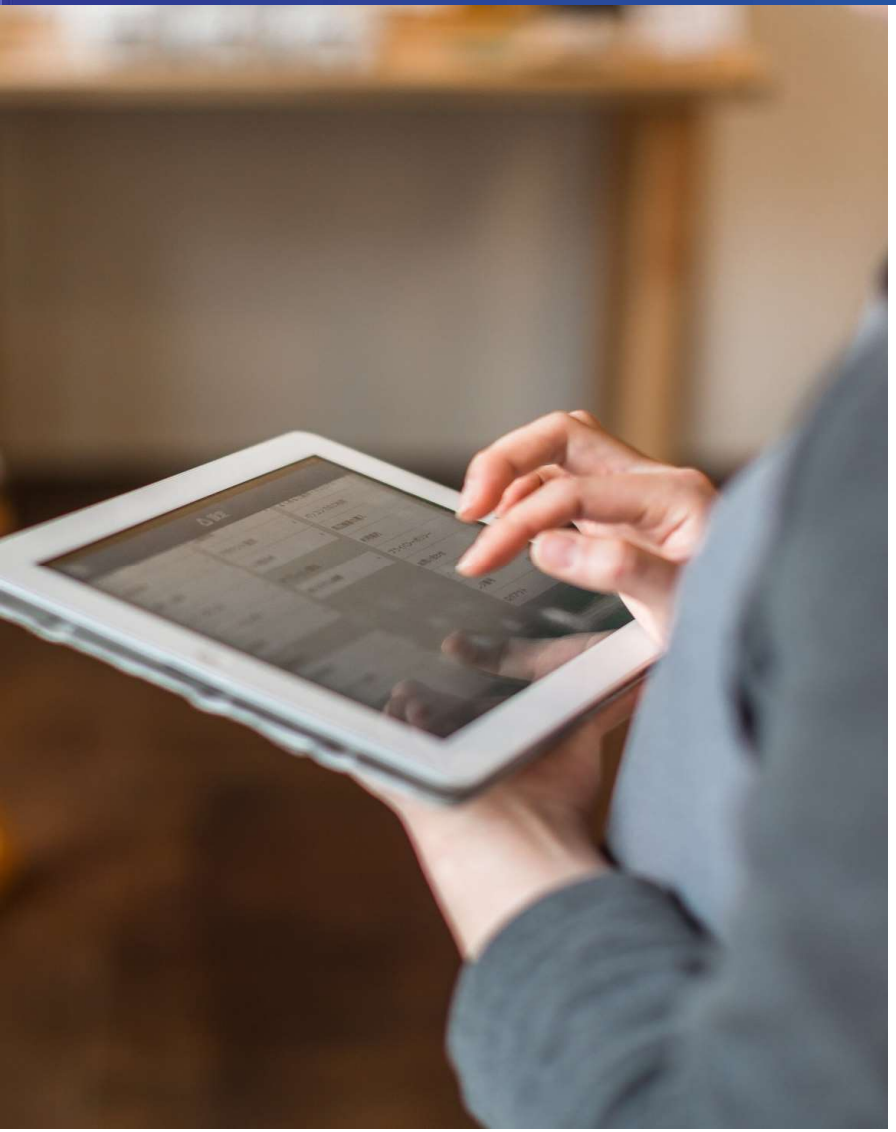
BAAO Training

Supplier No Bid

July 2017

Analyze. Negotiate. Award.

Supplier No Bid



- BAAO now has the capability for suppliers to respond to negotiations with No Bid
- Suppliers should use the No Bid functionality when they can not provide a quote for a valid business reason
- Once a No Bid response is provided, the item will be locked for the remainder of the quote cycle
- Suppliers can provide a No Bid response only on pending items
- $0 is no longer a valid entry in BAAO for a quote response

Supplier No Bid

The following are the No Bid Reason Codes and Descriptions:

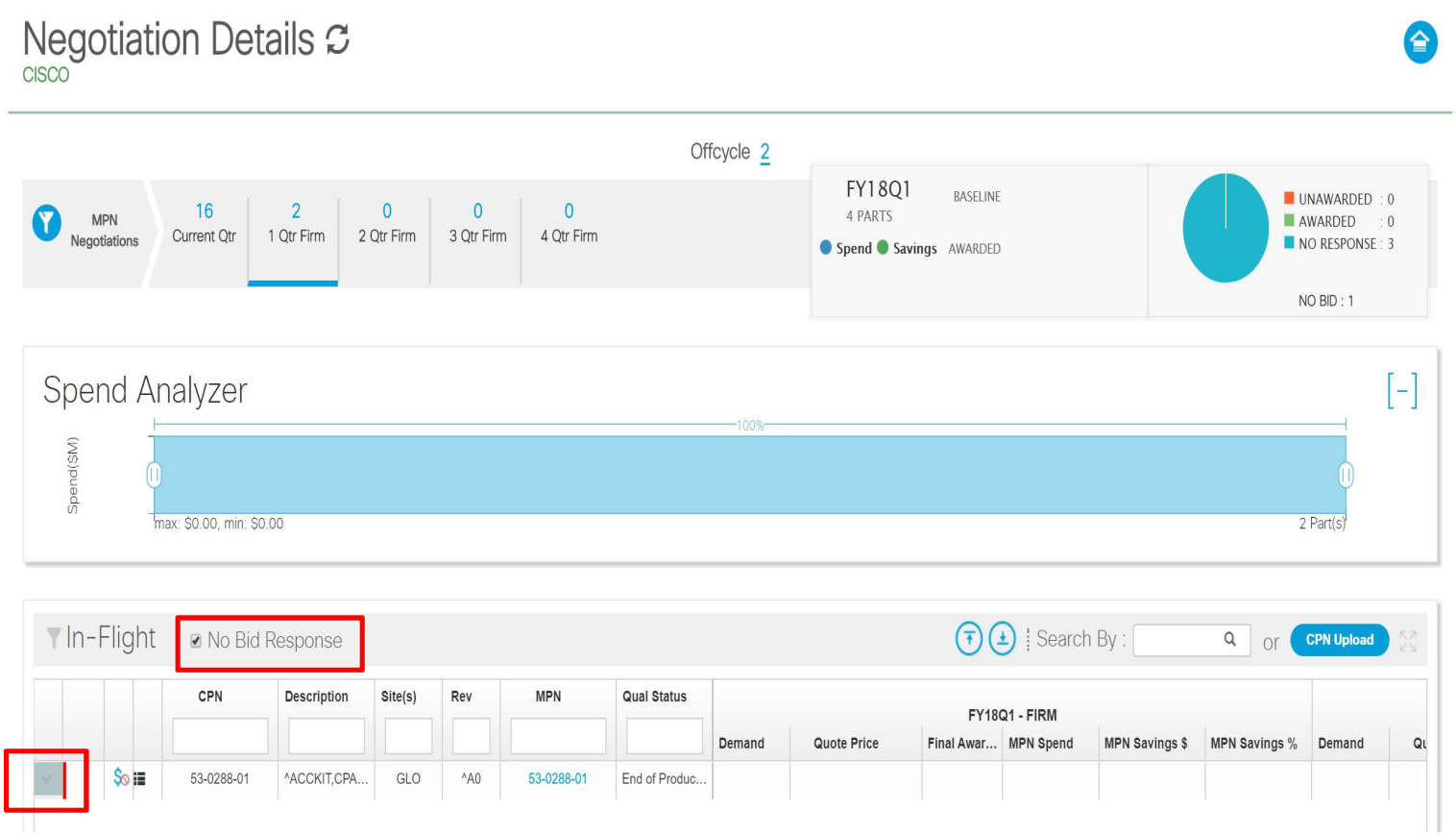
No Bid Reason Code	No Bid Reason Description
EOL MPN	No Longer Manufacture MPN
Incorrect MPN	Incorrect MPN
Volume too high	Cannot Support Volume – Too High
Volume too low	Cannot Support Volume – Too Low
Other	Other - Please provide reason comments

Supplier No Bid Initiation

Supplier can initiate a No-Bid response from the Negotiation Details page

<u>How to No Bid:</u>
Check the box next to No Bid Response to enable a no bid

Then, select the item that needs to be No Bid

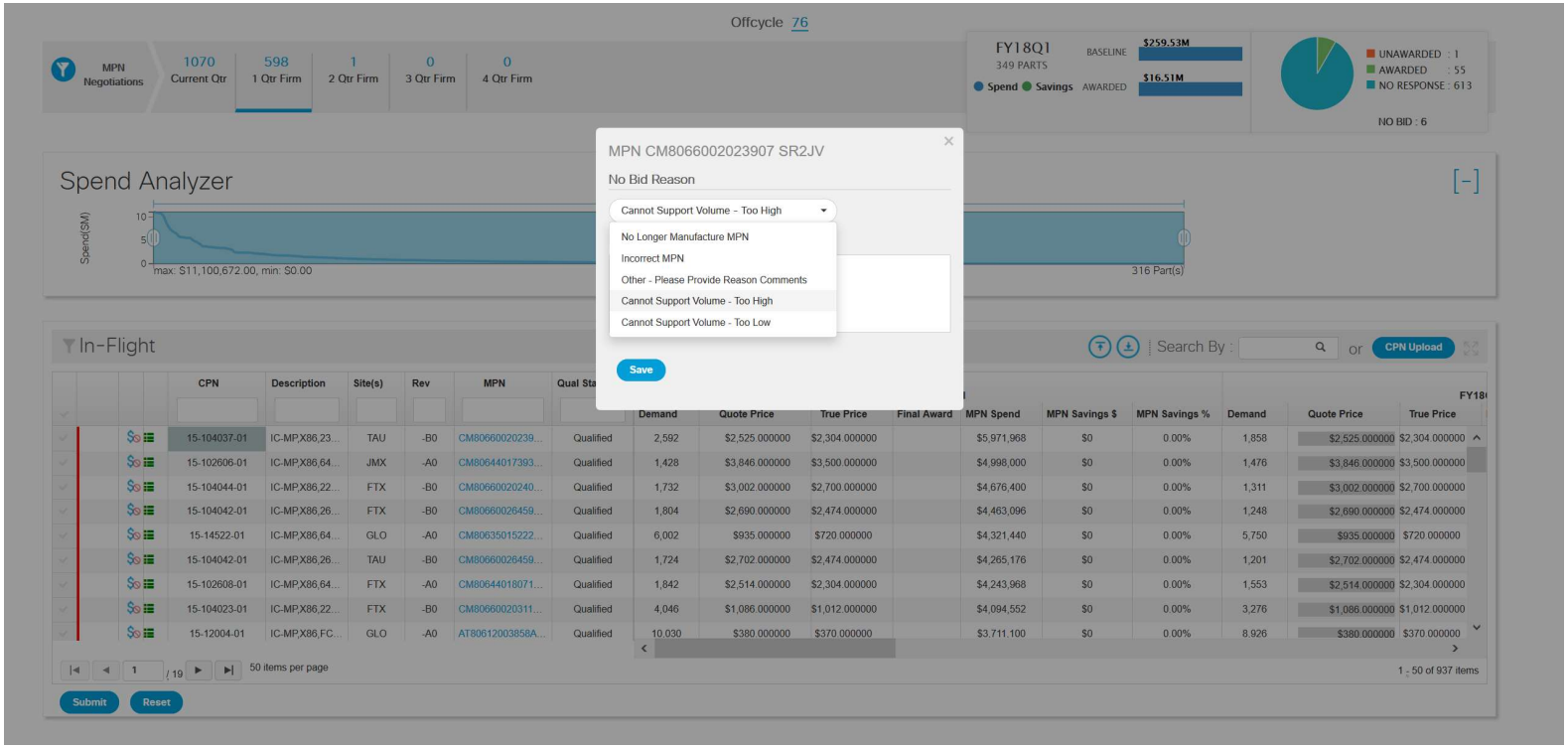


Supplier No Bid Initiation

Select the No Bid Reason from the pull down menu.

Users have the ability to add a comment for any reason selected. For Reason Code Other, users must provide a comment.

Click on Save



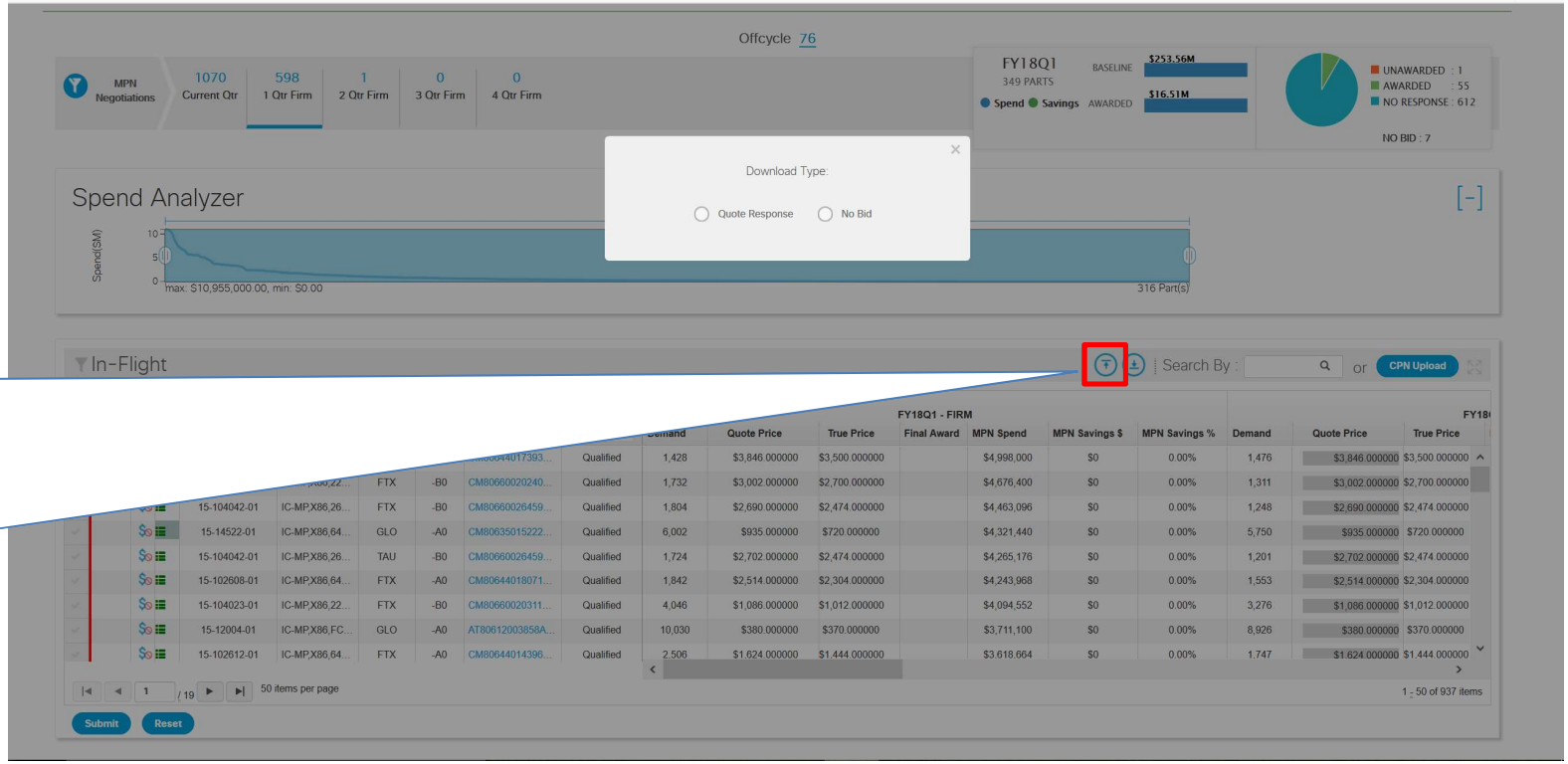
Supplier No Bid through CSV Download/Upload

Suppliers also have the ability to mark items as No-Bid from the CSV Download function.

<u>How to No Bid with CSV capability:</u>

Click on the download icon.

Select the button No Bid and the file will be downloaded.

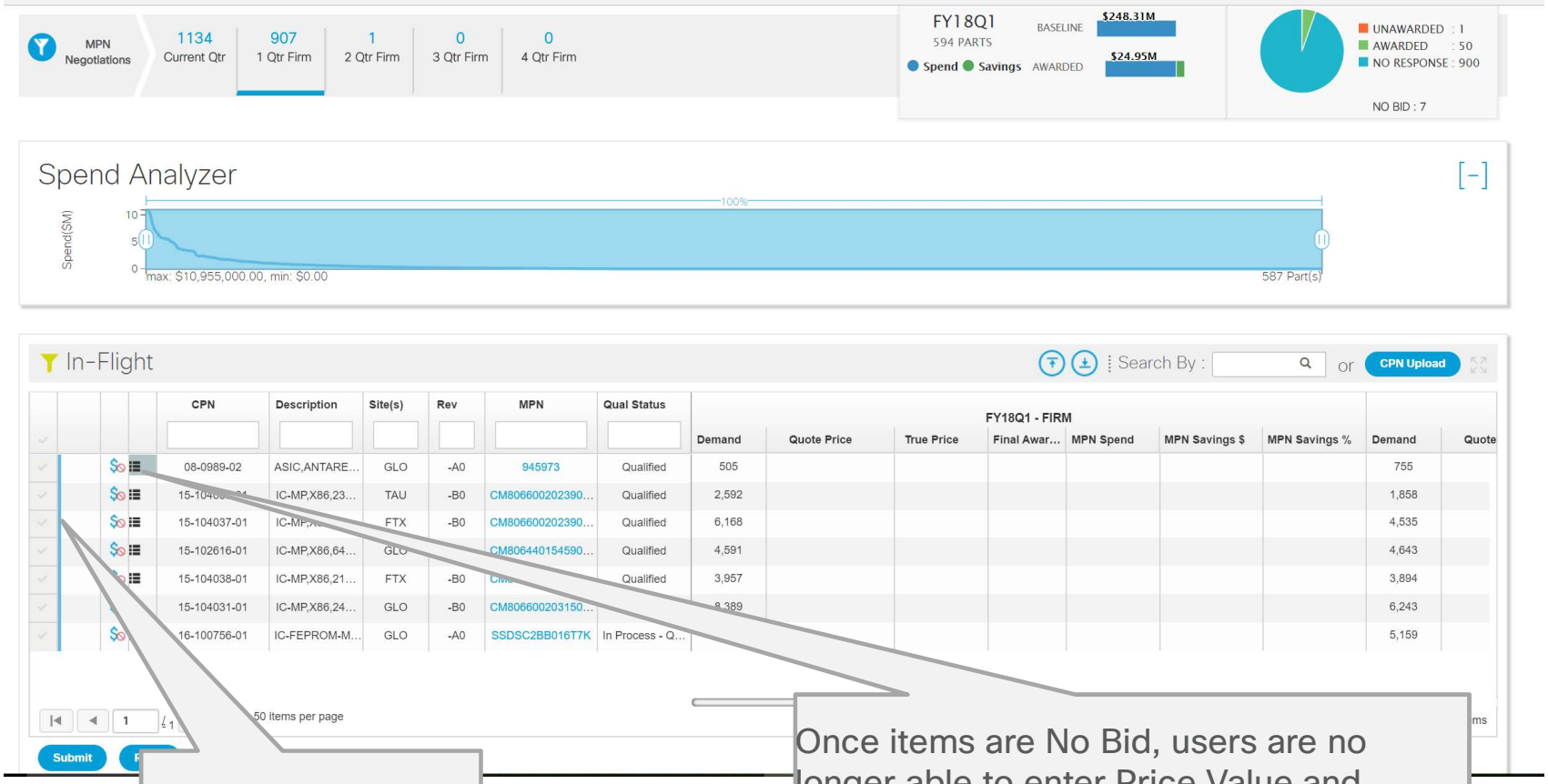


Supplier No Bid (CSV Download/Upload)

- The Reason Codes are included in Row 2 of the downloaded file.
- Users can copy the reason for the No Bid item and paste it into Column Q. Enter any comments into Column R (Free form field)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	*Mandatory attributes will contain an (*) Asterisk																	
2	No Bid Reason Code: EOL MPN; INCORRECT MPN; VOLUME TOO HIGH; VOLUME TOO LOW; OTHER																	
3	Key	Negotiatio	Quarter	Site	Supplier	MPN Lock /	MPN	CPN	Descriptior	Rev	Qual Statu:	Demand	Price Type	Commodit	Commodit	Services Co	*No Bid Reason Code	No Bid Reason Comments
4	664577-11(	PENDING	FY18Q1	GLO	CISCO	N	53-0288-01	53-0288-01	ACCKIT,CP/	A0	Qualified		FIRM	DEARBOR	E/M OTHER			
5																		

Supplier No Bid –Negotiation Grid Filter



Blue bar represents items that are No Bid

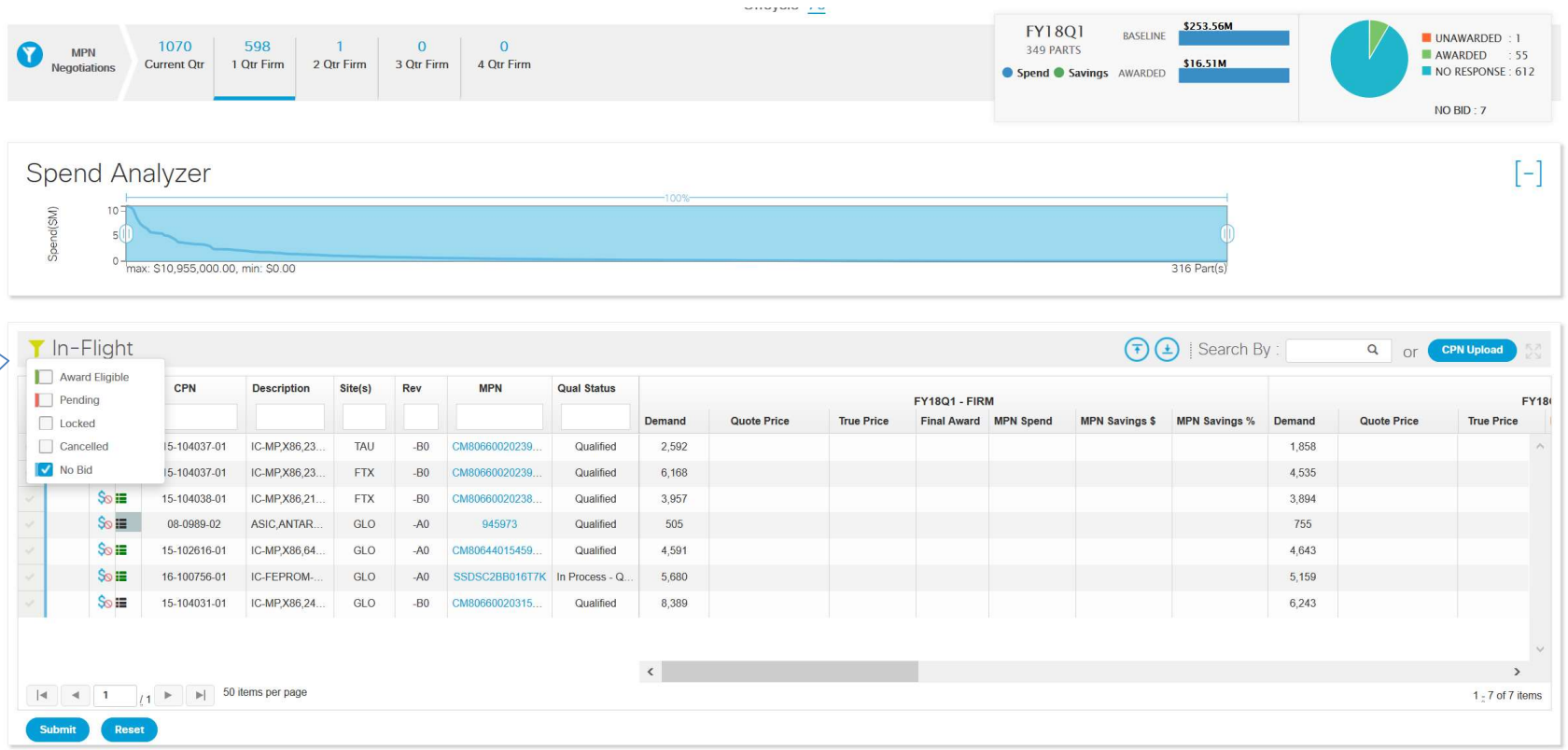
Once items are No Bid, users are no longer able to enter Price Value and Attributes in the Pop up as the Hamburger Symbol is now disabled.

Viewing No Bid $ Items in BAAO

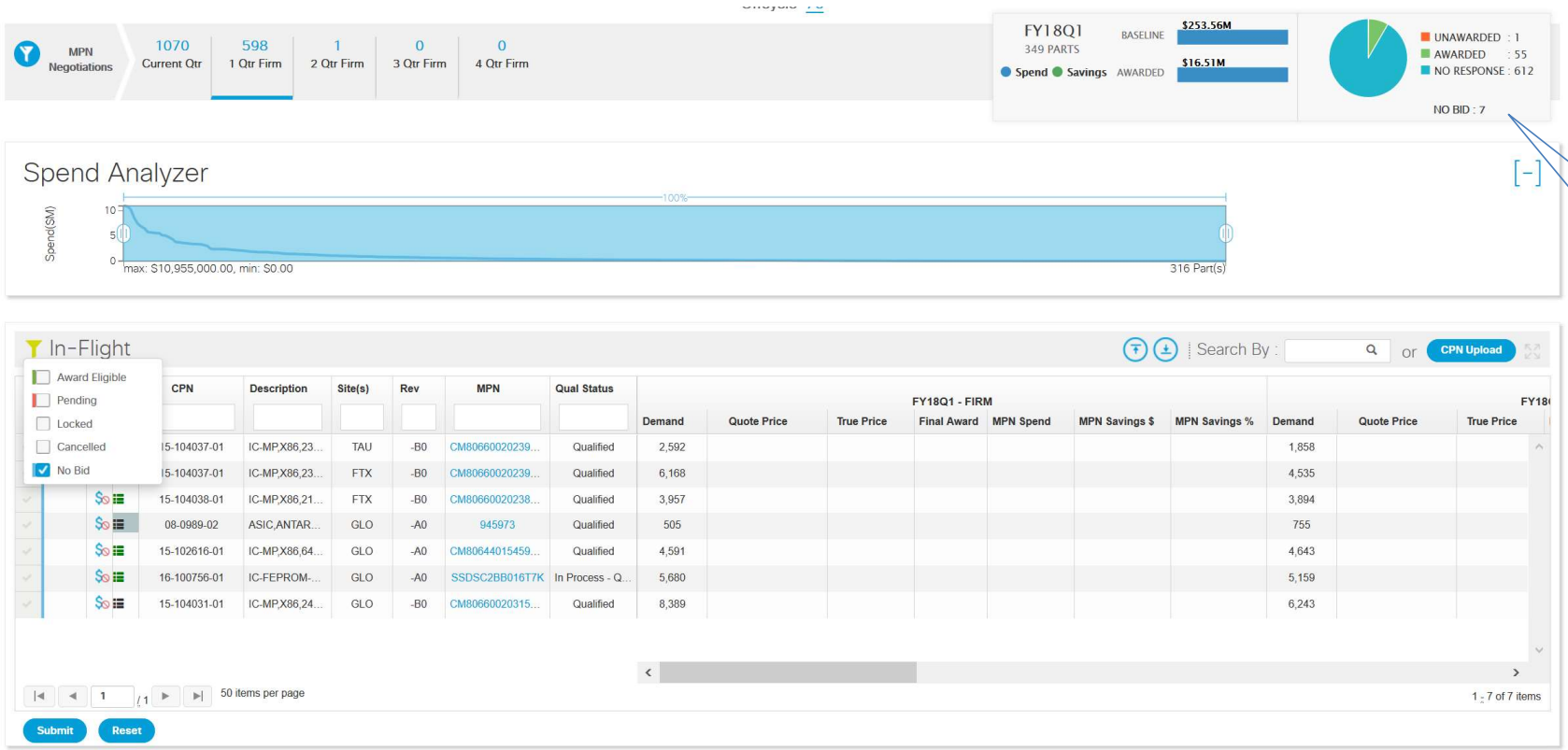
Supplier No Bid –Negotiation Grid Filter

Select the funnel Icon

Supplier can use the MPN level Filter to view the No Bid items



Supplier No Bid –Negotiation Grid Filter



The header tab will display the number of No Bid items

Any questions on No Bid, reach out to your Commodity Manager or submit a case at sc-baao-support@cisco.com

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