

## Introduction

The “Header & Sub-tab Tabs” Quick Reference Guide is designed to provide the minimum steps necessary in understanding how to move from one tab to the next while creating Bid Solicitations.

## Steps

<p><b>Step 1:</b></p> <p>a.) While creating a Bid or other process, begin with the <b>General Tab</b> and continue to move from “<b>left to right</b>” on the header tabs.</p> <p><b>Note:</b> Header Tabs affect the entire Bid. Skip Addresses, Accounting, and Routing tabs.</p>	
<p><b>Step 2:</b></p> <p>a.) Move from “<b>left to right</b>” while also using Sub-tabs.</p> <p>An <b>Item Tab</b> example is displayed.</p> <p><b>Note:</b> Sub-tabs are used on an <b>item-by-item basis</b>, rather than for all items.</p>	