4.15 – Importing CRO-Vendor Federal NAICS Data

Background:

Prior to uploading the Proposal Vendor subcontractor and NAICS information into AWP, the Bidders must be added as proposal vendors on the Proposal. This can be done manually, or by importing bids into AWP from BidX.

Roles:

Letting User

Navigation:

Dashboard

1. Click the **Global Actions Menu** and select **Execute Process**.
2. Select **Vendor List Import** and press **Execute.**
3. Give it time for the Vendor List Import to load in a new tab.
4. Click the **Choose Files** button.
5. A modal will pop up that will allow you to find and select all Bidders List Forms (Excel sheets listing the Subcontractors and NAICS codes).
6. Click **Open.**
7. Click **Import Vendor Lists.**
8. A date and time will appear along with language to indicate the success (or failure) of the import along with what about the import failed. If appropriate, correct any fields in the Excel (primarily the proposal ID if it is entered incorrectly) and repeat the import process.

Note: If you already imported spreadsheets for the Proposal ID and Reference Vendor (vendor ID in Prime cell), they will be overwritten by the latest upload for the same Proposal and ProposalVendor. If a correction needs to be made, do so on the Excel sheet and upload it again.

View Imported data in AWP:

Proposal Overview

1. Search for and select the desired **Proposal.**
2. Select the **Proposal Vendors** link.
3. Click the **Row Actions Menu** for the vendor whose subcontractor and NAICS code information you are interested in viewing and click **Bid Summary.**
4. Select the **Vendor List** tab. Each row displays the Vendor ID imported and the reference vendor name. If there was no reference vendor found (using the Vendor ID), the verified vendor indicator will read "No". Expand each row to view NAICS codes for imported vendors.

Note: If you want to check all proposal vendors at once you can run the *Bidder List – XLS* report.

Run the Bidders List – XLS report:

1. Select the **Global Actions Menu** and press **Generate Report.**
2. Search for and select **Bidders List XLS.**
3. From the Select Data screen click **Show first 10** and select any **Proposal**.
4. Toggle the **Settings** dropdown to *Set Parameters.*
5. Enter the Letting Date for the Proposal in the **Begin Letting Date** and **End Letting Date** fields and press **Execute.**

Next Steps:

See QRG – 4.2 *Beginning Negotiation.*