



QUICK REFERENCE GUIDE:

5.7 Entering Manual Bids in AWP

Background:

Traditionally created (handwritten) paper bids submitted by mail or hand-delivered will need to be manually entered into AWP.

Roles:

Letting User

Navigation:

Proposal Overview

1. From the Proposal Overview search for and select the proposal.
2. Click the **Proposal Vendors** quick link.
 - a. The Proposal Vendor summary component accordion list of vendors (contractors). This list is populated by the Plan Holders list, but also contains bid information for vendors who submitted bids. You can also add contractors to this list if needed.
 - b. If entering multiple manual bids, you may want to verify that all manual bidders are in the list or add them at the same time.
3. If your vendor is in the list, skip to step 8.
4. If your vendor is not in the list, click the **Select Vendors** button.
5. Search for the vendor you want to add.
6. Select the vendor. A green checkmark will appear next to the selected vendor.
7. Click the **Add to Proposal** button.
8. Click the **Bid Entry** quick link at the top of the screen.
9. From the **Proposal Vendors** dropdown, select the vendor you want to enter a bid for.

10. Click the **Items** tab.
11. Click the **Expand Arrow(s)** for the section(s) to display the proposal items.
12. Enter in the unit price and extended amount for each item. *The extended amount does NOT automatically calculate.*
13. Click **Save**.
 - a. Next to the Extended Amount column, there is an Ext Amt Mismatch indicator. You want all items to say No. If it says Yes, you made an error in calculating your extended amount. For any items that indicate a mismatch, go back and correct your extended amount and click **Save**.
 - b. To enter a bid for another manual bidder, select the next bidder from the Proposal Vendor dropdown at the top of the Bid Entry Summary page.

Next Steps:

Once the bids have been imported (or entered), see QRG – *Importing CRO-Vendor Federal NAICS Data*.

If you need further assistance, please contact your Module Admin
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