



QUICK REFERENCE GUIDE:

4.3 Letting Creation

Background:

Prior to creating the letting the letting time and date must be set.

Roles:

Letting User

Navigation:

Bid Letting Overview

1. From the Bid Letting Overview component, click the **Actions Menu**.
2. Select **Add**.
3. In the **Bid Letting ID** field, type the Proposal ID.
4. Click the **Advertised Date** calendar icon and select the scheduled date of advertisement. (If this is a contract that you do not want to appear on the Bid Calendar, like an ER contract, do not populate this date).
5. Click the **Letting Date** calendar icon and select the scheduled letting date (bid opening date).
6. Click **Save**.
7. In the General tab, click the **Letting Status** dropdown and select **Scheduled**.
8. In the **Letting Time** field, enter the scheduled time for the letting.
9. From the **Letting Location** dropdown, select the location where the bid opening will take place.
10. Click **Save**.

Note: The Bid Letting Summary General tab is arranged in four (5) Containers, grouping the fields: Letting, Evaluation, Award, Miscellaneous & PSA. Only the first 4 containers will be used for Construction Contracts. The Letting container includes information necessary for creating a letting, the Original Letting Date field is only populated if the letting date is changed via addendum. Dates in the Evaluation, Award, and Miscellaneous containers will be entered as the proposal progresses through the letting process.

Adding a proposal to a bid letting

11. On the Bid Letting Summary component, select the Proposals tab.
12. Click the **Select Proposals** button.
13. Search for the proposal you want to add to the letting.
14. Select the proposal. The selected proposal will have a green checkmark next to it. Only proposals not already associated to a bid letting will be available to be selected.
15. Click the **Add to Letting** button.
16. Click **Save**.

Next Steps:

See QRG - *Exporting the Proposal for Use with AWP Bids*.