



QUICK REFERENCE GUIDE:

5.5 Entering Manual Bids via AWP Entry

Background:

Electronically submitted bids create an XTabDat.dat file that is imported directly into AWP. If contracts sections wish to enter manual bids by using the AWP Bids Entry software, these bids will automatically add to the XTabDat.dat file that was created from the electronic bids and all bids can be imported into AWP together.

Roles:

N/A

Navigation:

1. From your file explorer, open the proposal folder. This folder should contain the proposal ebsx file (and any addendum files .001x) and your Bid Express bid opening downloads (XTabDat.dat).

Note: If you did not receive any electronic bids, your XTabDat.dat file will create when you add bids via the AWP Bids Entry software.

2. Right click on the proposal ebsx file (Figure 9.23).
3. Select **Open with**.
4. Select **Entry**.
5. Click the green Plus button to input the bidder's Bidder/Vendor ID.
6. In the User Profile Entry screen, enter the Bidder/Vendor ID in the **Add/Remove Bidder ID** field.

Note: The Bidder/Vendor ID is *case sensitive* and is the only field you need to enter to add manual bids.

7. Hit the **Enter** or **Tab** key to move the Bidder ID down to the **Select Default Bidder ID** field. A green banner will appear telling you the Bidder ID has been added to the profile.
8. Click **Save**.
9. Click **Output Paths**.
10. Check the **Current Output Path**. If it is not set to your proposal folder, click **Browse**.
11. Navigate to and select your proposal folder.
12. Click **OK**. Check the Current Output Path to make sure it is correct.
13. Click the **Save** icon.
14. Close the Options window by clicking the **Close Arrow** icon.

Note: Once you have set your output path for this proposal, you will not have to reset it before entering in each bid.

15. Click the **Bid Schedule** tab.
16. Enter in Unit Prices or Lump Sum amounts for each item. You can hit **Tab** to move to the next item. The extended amounts (amount bid column) will auto calculate and the bid total will calculate at the bottom of the screen as you add bid information.

Note: Your AWP Bids Entry software should be set to apply any amendments (addenda) that have been issued for the proposal (make sure the amendment

ebsx files are in the same folder with your original ebsx file that you are using with AWP Bids Entry). To check that the software is set to apply amendment files, open Tools on the menu bar and verify there is a green checkmark next to Auto Load Amendments.



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17. Once all item bids have been entered, click the **Save** icon.
 - a. This bid has now been added to the XTabDat.dat file in your proposal folder. If you didn't have an XTabDat.dat file due to no electronic bids, clicking Save will create an XTabDat.dat file in your proposal folder. You may want to check your XTabDat.dat file after entering each bid until you feel confident in the process.
18. Before entering in your next bid, click the **Sweep** icon to clear out the existing bid information.
 - a. This will clear out the last bid and you will be returned to the Options window. If you are not taken to the User Profile window, click **User Profiles** and repeat steps 5 – 18 for all manual bids to be entered.
19. Download the three (3) files under **Bid Downloads** and save them to your proposal file.

Note: If you did not receive any electronic bids, you will get a red message when you click the Launch Open Bids button. If this occurs, navigate back to the proposal. Then, complete the Publishing Bid Results steps 1-14. Since there were no electronic bids, you will not need to download any files produced by Bid Express (bid attachments, bidbonds.csv, or XTabDat.dat).

Next Steps:

Now your XTabDat.dat file contains all your bids (electronic and manual) and is ready to be imported to AWP. See QRG – *Importing Bids into AWP*.