



QUICK REFERENCE GUIDE:

5.6 Importing Bids to AWP

Background:

Import electronic bids into AWP.

Roles:

Letting User

Navigation:

1. From the dashboard, expand the **Global Actions Menu**.
2. Select **Import File**.
3. Click the **Select File** button.
4. Navigate to and select the XTabDat file for your proposal.
5. Click **Open**.
6. Click the **Import** button.
7. Expand the **Global Actions Menu**.
8. Select Open Process History.
 - a. There should be two (2) output files:
 - i. EXPEDITE_IMPORT.LOG
 - ii. Error.log 11.
9. Open the **EXPEDITE_IMPORT.LOG**.
 - a. The log should indicate a Successful Import.
 - b. If there are error messages in the EXPEDITE_IMPORT.LOG, it is usually “Vendor ID not found in system”. This may be from an error when DOT staff entered the Bidder ID when creating a Bids file for a manual bidder.
 - c. If you get an error message, contact a Module Administrator for assistance.

Next Steps:

Once the bids have been imported (or entered), see QRG – *Managing Bids in AWP*.

If you need further assistance please contact your Module Admin
Last Updated October 2023