



QUICK REFERENCE GUIDE:

## 5.2 Bid Opening

### Background:

Just before the bid opening, you must change the proposal workflow phase in AWP. Depending on your region's preference, this may be done before heading to the public bid opening room/location or just before starting the actual bid opening.

### Roles:

Letting User

### Navigation:

Proposal Overview

1. From the Proposal Overview search for your proposal by entering the Proposal ID or Description in the search box.
2. Click the **Proposal ID** link to open the project.
3. Click on the **Workflow** tab.
4. From the **Workflow Phase** dropdown select **Award Processing**.
5. Click **Save**.

### Next Steps:

See QRG – *Opening Bids in Bid Express*

If you need further assistance please contact your Module Admin  
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