



QUICK REFERENCE GUIDE:

4.4 Exporting Proposal for Use with AWP Bids

Background:

AWP Bids is a separate application that interacts with AWP Preconstruction to distribute proposal bid item information and receive item bids electronically. Once proposal item details are finalized and the proposal is ready to be advertised, it can be exported to AWP Bids which is then uploaded to the Letting in Bid Express.

Roles:

Letting User

Navigation:

Option 1 – Bid Letting Summary component

1. On the Bid Letting Summary component, expand the component **Action Menu**.
2. Select **Export Proposals to Bids with Gen**.

Option 2 – Proposals tab on the Bid Letting Summary

1. On the Bid Letting Summary component, click the **Proposals** tab.
2. Expand the proposal row **Action Menu**.
3. Select **Export to Bids with Gen**.

Option 3 – Proposal Summary component

1. On the Proposal Summary component, expand the component **Action Menu**.
2. Select **Export to Bids with Gen**.

Configuration File field

3. From the **Configuration File** dropdown, select your region's gen.cfg file.
4. Click **Execute**.
 - A green message bar will pop up letting you know the export process has begun.
5. Click the **Global Actions** button
6. Select **Open Process History**.

NOTE: If needed, refresh the page until the process is complete.

Output files

There should be four (4) output files:

- *pass2ebs.txt*- This information creates the encrypted bids file. This does not get saved or posted/uploaded. It is an indicator the export was successful.
- *Export.log* – This is information on the export process, and is particularly helpful when the process is unsuccessful. This does not get saved.
- *Proposal ID.ebsx* – This is what is uploaded to Bid Express.
- *Error.log* – If the export was unsuccessful, this log will provide information. This does not get saved.



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If only the **Export.log** and the **Error.log** appear, the export was unsuccessful. Download the **Export.log** and review the errors to determine what needs to be corrected. Go back to Proposal in AWP make the corrections and re-validate. If the proposal is valid and the export is unsuccessful a second time, contact a Module Administrator and provide them with the **Export.log** and **Error.log**. If the **ebSX** file generates, but you need to correct errors and re-generate, contact an AWP Admin and request the **ebSX** be removed from the server.

7. Right click on the **ebSX file link**.
8. Select **Save link as....**
9. Navigate to the AWP Bids Project file on your region/section shared drive.
10. Click the **Save** button.

Notes:

- It is very important that this file is saved on a shared drive or in another location that is backed up, safe, and available to others in your section.
- Do NOT change the file name. It should be your AWP Proposal ID.
- Do not change the file type: AASHTOWare Project Bids.
- If the files do not appear in the process history log the first step is to download and review the **Export.Log**, correct any errors, and try to regenerate. You can also go back to the proposal and re-validate. If you have corrected all identified errors please reach out the dot.awp.implementation.team@alaska.gov and provide them all log files available from your attempted *Export Bids to Gen* process in the process history, along with the Proposal ID and Proposal name.

- If you've created the **EBSX** in error, you will need to reach out to the dot.awp.implementation.team@alaska.gov, provide the Proposal ID and a request to delete the **ebSX** file off of the server. Until this file is removed from the server you will not be able to re-create the original **ebSX**.

Next Steps:

Create the Letting in Bid Express. See QRG - *Bid Express Letting Creation*.

If you need further assistance please contact your Module Admin
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