



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-22-2026

Revised Date:

Revised By:

Changes Made:

Adding Purchases

Step 1: From the ***Bid Letting Summary*** page, click the **Purchases** quick link at the top of the screen.

Overview **Purchases** Status

Bid Letting Summary

▼ Bid Letting: 00019852

General


Proposals

Workflow

Step 2: On the ***Purchase Summary screen***, click either the **Select Proposals** button to add ***Multiple Proposals*** to the same ***Vendor*** or the **New** button to add a ***Single Proposal***.

Purchase Summary

▼ Bid Letting: 00019852

🔍 Type search criteria or press Enter  Advanced

New

Select Proposals...

No rows found matching criteria.

Select Proposal Button Steps

Step 3 (Select Proposals Button): From the *Select Proposals* pop up window, select the needed **Proposals** and click **Add to Purchase**.

✓	785	250117	BRIDGE WATER PROOF SEAL	SSP-269F(114)PM
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Add to Purchase

Step 4 (Select Proposals Button): The records you added are now displayed on the *Purchase Summary page*. You may go into each record and record the number of plans purchased or other information about the purchase.

250047 - INTERCHANGE	
▼	811802468 - Built Right Construction, LLC
786	

Vendor ID	Quantity of Proposals
Q 811802468	
Built Right Construction, LLC	
Invoice Number	Quantity of Complete Plans
102456	
Proposal ID	Quantity of Plans Without Cross Sections
Q 250047	
INTERCHANGE	
Valid For Bidding	Quantity of Plan Sheets
Yes	
Date of Purchase	Number of Labels
03/19/2025 1:13:07 PM	
Bill To Address	
Q Begin typing to search or press Enter	
Ship To Address	
Q Begin typing to search or press Enter	

NOTE: If you make any changes on the *Purchase* you added, make sure you click the **Save** button to save the entered info.

New Button Steps

Step 3 (New Button): Enter the **Vendor ID**, **Invoice Number**, **Proposal ID**, and any other needed/desired fields.

250047 - INTERCHANGE

000000001 - DUMMY INSURANCE COMPANY

Vendor ID ▼

Q 000000001

DUMMY INSURANCE COMPANY

Invoice Number ▼

1

Proposal ID ▼

Q 250047

INTERCHANGE

Valid For Bidding ▼

☐

Date of Purchase

Quantity of Proposals ▼

Quantity of Complete Plans ▼

Quantity of Plans Without Cross Sections ▼

Quantity of Plan Sheets ▼

Number of Labels ▼

Bill To Address ▼

Q Begin typing to search or press Enter

Ship To Address ▼

Q Begin typing to search or press Enter

Step 4 (New Button): Click the **Save** button after entering the needed fields.

