OKLAHOMA
Transportation Turnpike Authority Aeronautics

Quick Reference Guide (QRG)
Summary of Changes

Creation Date: 01-22-2026

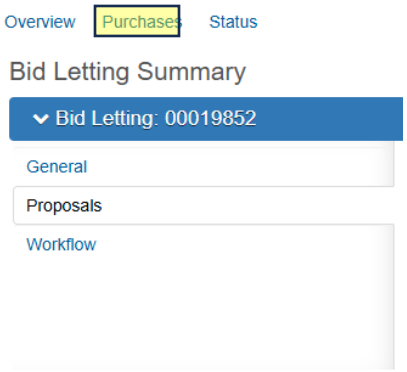
Revised Date:

Revised By:

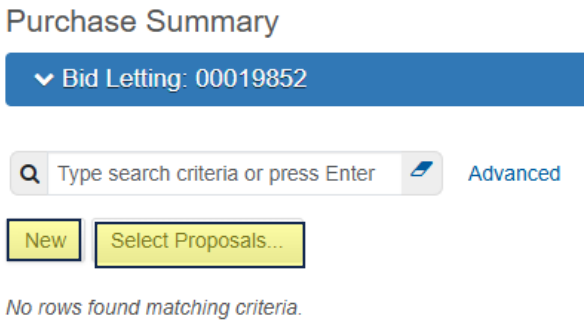
Changes Made:

Adding Purchases

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

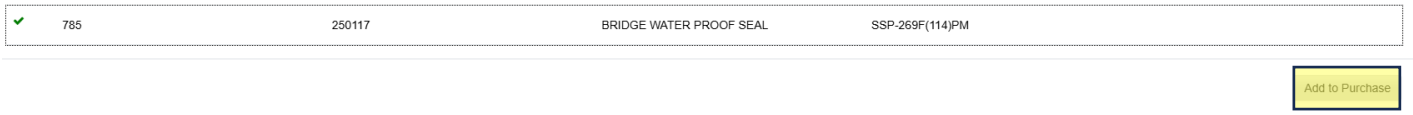


Step 2: On the ***Purchase Summary screen,*** click either the **Select Proposals** button to add ***Multiple Proposals*** to the same ***Vendor*** or the **New** button to add a **Single Proposal**.

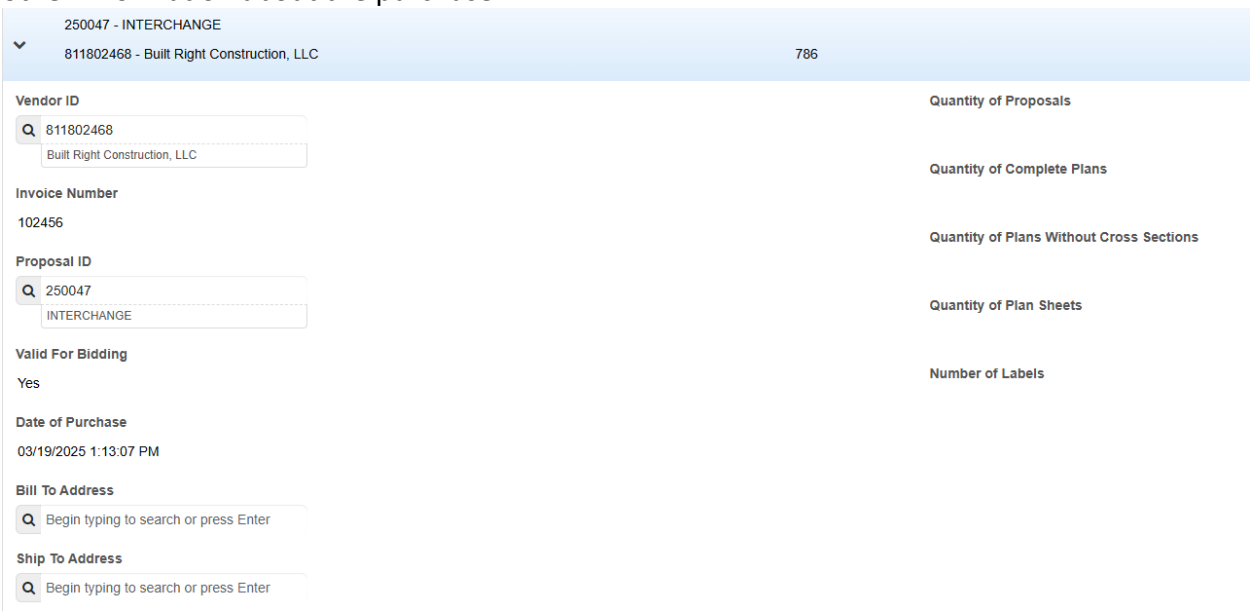


Select Proposal Button Steps

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



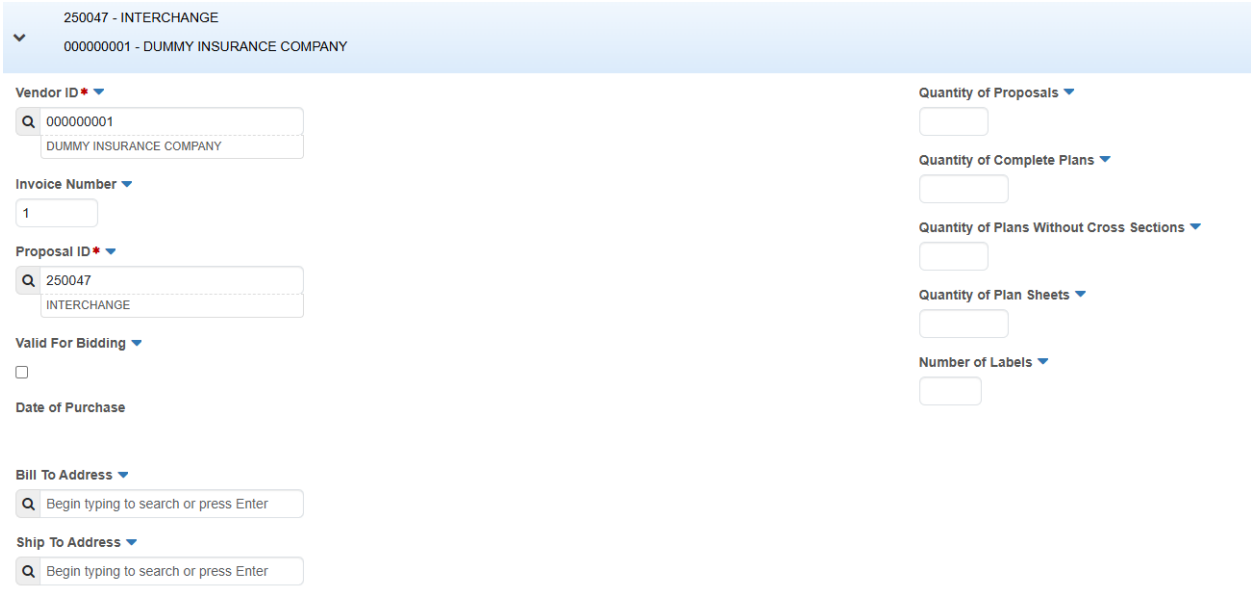
Step 4 (Select Proposals Button): The records you added are now displayed on the ***Purchase Summary page***. You may go into each record and record the number of plans purchased or other information about the purchase.



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.



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