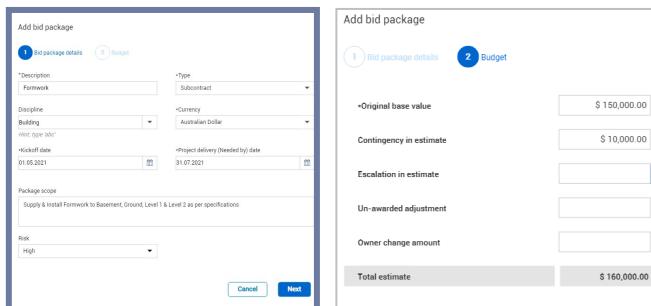


BID PACKAGES

CREATE A BID PACKAGE

1. Navigate to the Bid Packages application under the Contract Heading.
2. Click the  icon to create a New Bid Package. Complete the fields as prompted.



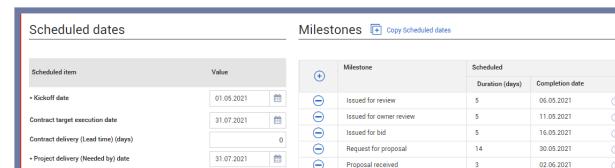
3. Click **Submit** now on the Details page review entered information and add the relevant WBS Codes linking to your budget in Control.

WBS code	Description	Current budget	Current estimate
 100.01	Mobilisation/Demobilisation	\$ 13,170.00	\$ 13,170.00
Total		\$ 0.00	\$ 0.00

4. Update the **Division of Responsibility (DOR)** and any custom fields that may be applicable.
- **NOTE:** Some information may not be known initially and can be updated during the lifecycle of the Bid Package

MILESTONES

1. Click on the **Milestone** tab. In the Schedule section press the  to select relevant tasks to be completed.
2. Enter the duration for each task and any float required.



3. Once the Milestones are completed press the “Copy Scheduled Items” button this will copy the Schedule dates into the Forecast.

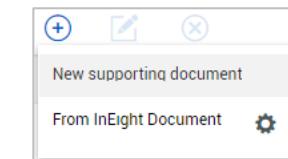


- **NOTE:** The schedule is your baseline, any adjustments should be made to the Forecast dates
- 4. When you add the Actual Completion dates, the flag  will change color to indicate the milestone is completed.

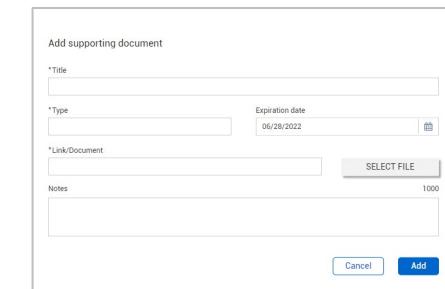


SUPPORTING DOCUMENTS

1. Press the  icon and select either New Supporting Document to add from a saved location or to paste a Hyperlink, or press From InEight Document to add a Mail, Document, Transmittal, Form or Gallery



2. If selecting **New Supporting Document** complete the form selecting the appropriate Document Type



3. If selecting From InEight Document search for the document and follow through the onscreen prompts

