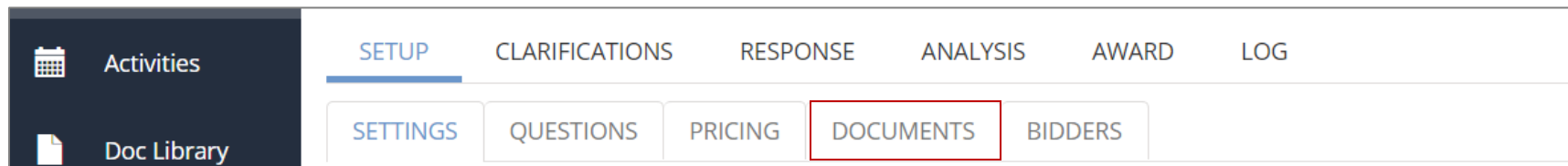


# PROJECT DOCUMENTS

*Project Documents – The document(s) provided to bidders that are essential to the project. This includes, but is not limited to, the project manual, specifications, bidding requirements, invitation to bid, instructions to bidders, and project plans.*

Within a project, the Documents tab is located on the bottom set of tabs and is to the right of the Pricing tab. This is below the Setup tab.



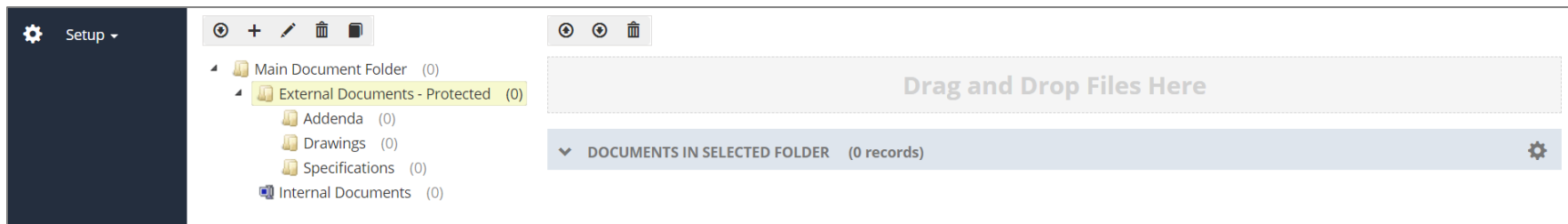
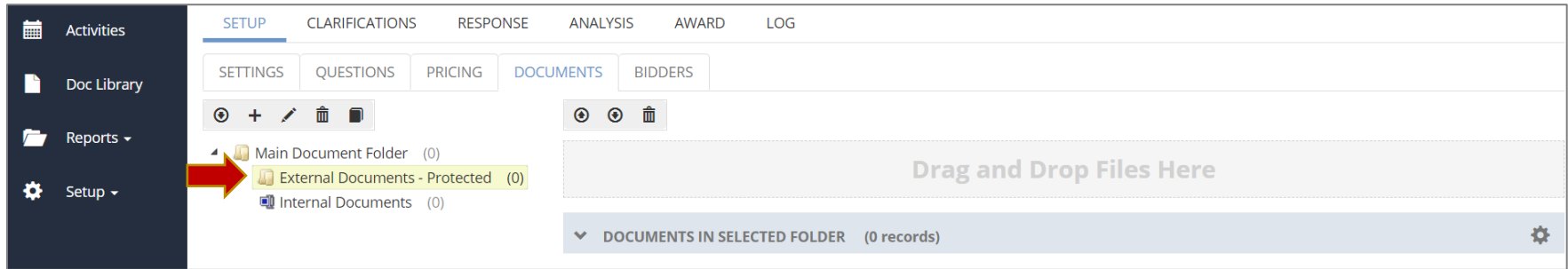
## Setting Up Project Documents

There are two types of document folders available. **External Documents – Protected** is where project bidding documents will be uploaded. External means that others outside of your User Group (i.e. potential bidders) have access. Protected means that potential bidders must be logged in to access the files. **Internal Documents** are only accessible and viewable by your User Group.

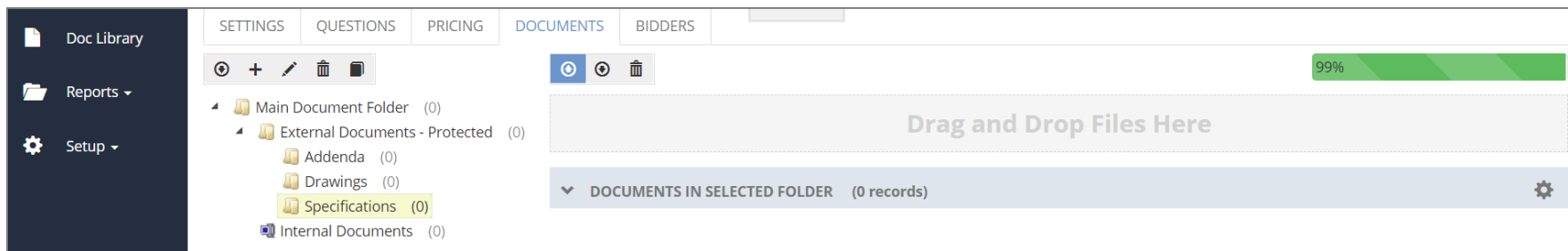
*Note:* Do not use **Internal Documents** for any documents you want to be available to bidders. They will not see these files.

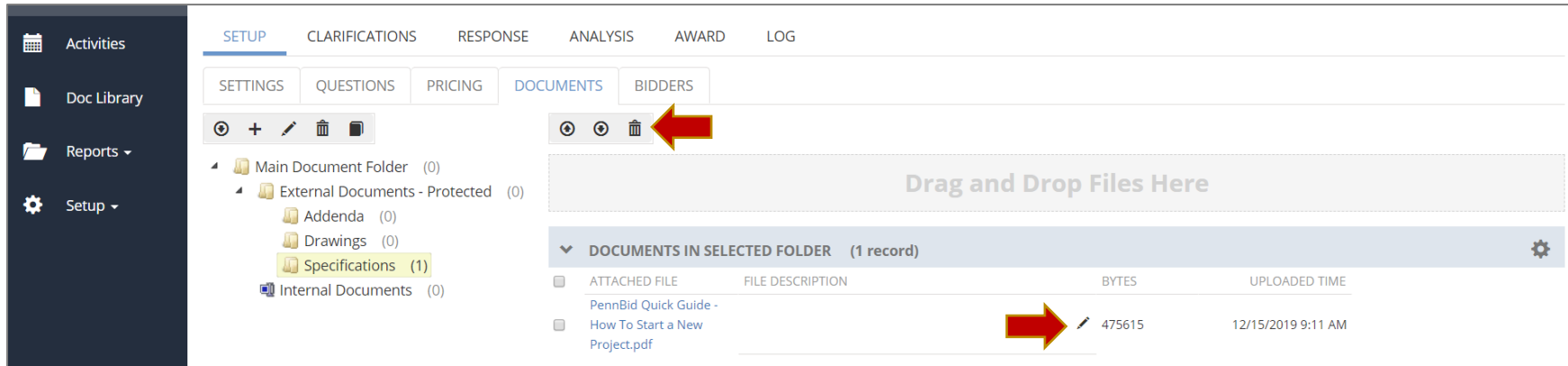


To set up your Document folder(s), highlight the **External Documents – Protected** folder and click the + icon. You can establish as many folders as needed. Name your folders and sub-folders as you add them.



When ready to upload documents, click on the desired folder. Either Drag and Drop files from your computer or click the “Upload” arrow.





Activities

Doc Library

Reports ▾

Setup ▾

SETUP CLARIFICATIONS RESPONSE ANALYSIS AWARD LOG

SETTINGS QUESTIONS PRICING DOCUMENTS BIDDERS

⊙ + ✎ 🗑️ 🗑️

⊙ ⊙ 🗑️

Drag and Drop Files Here

DOCUMENTS IN SELECTED FOLDER (1 record) ⚙️

ATTACHED FILE	FILE DESCRIPTION	BYTES	UPLOADED TIME
<input type="checkbox"/>	PennBid Quick Guide - How To Start a New Project.pdf	475615	12/15/2019 9:11 AM

Once your file(s) are uploaded, you can see the file name, the file size and the date/time you uploaded. You can click the “pencil” icon to add a file description if desired. Click the “check box” next to the document name and then the “trash can” icon to delete a document.