



Conceive. Construct. Connect.

Procore Training - How to input bid submittal information:

This is to be completed by the preconstruction estimator assigned to a specific project after a bid or revision has been submitted or resubmitted to a client.

You must have “Admin” permissions.

- Log into Procore website.
- Select desired project.
- Click on “Project Tools”
- Click on “Admin”
- Change “Stage” to 3 Bid Submitted Under Review
- Update Total Value
- Update “Projected Finish Date” with date of bid submittal.

- Update remaining fields, as necessary.
 - Description
 - Work Scope
 - Project Sector
 - Delivery method
 - Square footage
 - Type
 - Bid Type
 - Department

- Click the “Update” button on bottom of page.