

## Purchasing With Prolog

### I. Project Setup

- Logging onto to Prolog
- Setting Up Other Companies On a Project
- Importing Data Form External Schedules

### II. Drawings and Attachments

- Bid Package Drawings
- Contract Attachments

### III. Bid Packages

- Creating Bid Package Records
- Using Inclusions and Exclusions
- Including Alternatives and a Bid Package
- Linking Contract Attachments and Drawing Packages
- Indicating Special Pricing Requirements

### IV. Buyout Items

- Entering Buyout Items
- Scheduling Buyout Items
- Utilizing Buyout Items in Bid Packages

### V. Invitations to Bid

- Selecting Bidders
- Sending Invitations to Bid

### VI. Using Addenda

- Setting Up Addenda Records
- Creating and Addendum Notification Template

### VI. Bid Analysis

- Selecting a Bid Analysis Type
- Pricing Bids

### VII. Awarding Contracts

- How Do I Award Contracts to Bidders?