



# Awarding Your Projects In PennBid

The final step associated with your project in PennBid is to populate the Award details. The process takes only a few mouse clicks, ensures the project is closed out, and provides transparency in the bidding process.

Our [Awarding Projects guide](#) has step-by-step instructions combined with platform screen grabs to guide you through the awarding process.

As a reminder, you may have projects on the old platform that need updated award information **before deactivation on November 15, 2024**. Our team is happy to assist as needed; email us at [info@pennbid.net](mailto:info@pennbid.net).

---

## Other helpful tips and guides:

- [Public \(Q&A\) Question and Answer](#) and posting public notices
  - How to [Issue Addenda using Public Notices](#) feature
  - When creating a new project, use the "Create Project Template from Project" from the Actions button on the Details page. [Ask PennBid](#) for assistance.
  - Don't forget to click the **Publish Project** button when the draft is finalized.
- 



For more useful tips and pointers, including [training documents](#), please visit the Posting Agency Training Resources page of the PennBid website.