

****CONTRACTOR ANNOUNCEMENT****

Electronic Contracting Reminders

When uploading your digitally signed contract and bonds to ProjectWise, be sure to upload the document to the **Awards** folder under the correct Contract ID. MDOT-Awards is notified only of contract documents uploaded to the Awards folder **after** the state is changed to "Next." Several contract documents have recently been uploaded to the Contractor In-Box folder resulting in delay of award.

Contract documents uploaded to the Awards folder under a different contract ID other than that of the signed contract will be rejected.

Refer to the [New Electronic Contract Award Process Effective with the 6-4-21 Bid Letting](#) contractor announcement for detailed instructions.

Lansing, MI
11/4/2021