Bid Express®
Secure | Internet Bidding

Bid Submission Tutorial

Submitting Your Bid Over the Internet Using the Bid Component of the AASHTOWare Project Bids Software
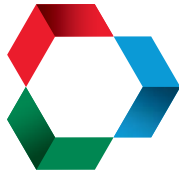
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Info Tech™

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Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

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Welcome to the Bid Submission tutorial. This tutorial covers the basic steps in submitting your bid over the Internet using the Bid component of the AASHTOWare Project Bids™ software.

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Before you can submit bids through the Bid Express service, you must have the following:

- An active Bid Express account

- An approved request to bid with the agency

- The AASHTOWare Project Bids™ Bid component

- An Internet connection, and

- An active Info Tech Digital ID for the Bid component

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Open the **Bid** component. Click **Open Other Proposal**, locate the proposal, select it, and click **Open**.

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Once you have loaded your proposal, you are ready to fill out your bid and submit it over the Internet.

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You may submit your bid at any time and as many times as you like until the letting time has ended.

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Remember, you must also have an active Bid Express account, a working Internet connection, an active Digital ID for the Bid component, and an approved request to bid with the agency to which you plan to submit a bid using the Bid Express service.

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It is a good idea to check your bid for errors before going through the submission process. The Bid component also checks for errors when you submit your bid and will warn you if you are submitting a bid with errors. The agency may reject bids that contain errors.

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To submit your bid, click the lightning bolt icon or select **Submit Bid** from the **Tools** menu.

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The Bid component starts the Bid Submission wizard.

If your item total is $0 or less or if there are errors in your bid, you will see an alert. If a warning is issued for your bid, you must select the check box to acknowledge the warning and click **Next**.

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Select your bidder ID and Digital ID. Enter your password for the Digital ID. Click **Next**.

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If your agency enabled the automatic bid withdrawal function, you will see the setup window. Select if you want to use this functionality and click **Next**. Please refer to the Auto Bid Withdrawal tutorial for more details on how this feature works.

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The Bid component displays a summary of your bid information. If everything is correct, click **Submit**. If not, click **Back** or **Cancel** and correct your bid.

A submission successful message displays. Click **Print Receipt** to print details about the submission.

Click **Finish**.

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The Bid component returns you to your bid.

If you would like to make changes to your bid such as updating prices, make your changes within the Bid component and submit the revised bid using the Submit Bid function.

Your new bid will automatically overwrite your previous bid.

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You may submit your bid as many times as you like until the letting has ended. The last bid you successfully submit for each proposal will be the bid the agency will be able to open and view.