



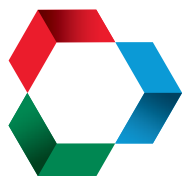
Bid Express[®]
Secure Internet Bidding

Automatic Bid Withdrawal Tutorial

**Using the Auto Bid Withdrawal Feature in the
Expedite Bid Software**

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Prepared by:



Info Tech[™]

INNOVATION AT WORK

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Welcome to the Auto Bid Withdrawal tutorial. This tutorial covers the basic steps for using the automatic bid withdrawal feature during bid submission.

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Your agency must choose to allow the use of the automatic bid withdrawal feature. Before we get started, you will need:

- An active Bid Express account
- The Expedite Bid software
- An electronic bid file (EBS file)
- An Internet connection
- An active Info Tech Digital ID™

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When you submit a bid and use the automatic bid withdrawal feature, you can chose to withdraw a bid in the event you are the apparent low bidder on a previously opened bid in the same letting. Please note this is dependent upon the call order dictated by the agency. For example, if you are submitting a bid for call order five, you can choose to automatically withdraw that bid if call orders one, two, three or four show you as the apparent low bidder. However, you could not select to withdraw call order five if you are the apparent low bidder on call order six.

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To use the auto bid withdraw feature, complete the bid file in the Expedite Bid software. Click the bid submission black lightning bolt icon on the menu bar. Select your Digital ID, then click NEXT. Enter the ID password and click **Next**. After successfully entering the ID password, the next screen provides you with the choice of participating in the Auto Bid Withdrawal feature.

If you would like to participate, select the **Yes, run the automatic bid withdraw step** option. If you do not wish to participate, select the **No, skip the automatic bid withdraw step** option. If you select No, the wizard will encrypt your bid and provide you with a bid receipt. Print this receipt for your records.

To participate in the auto bid withdraw feature, select Yes, then click **Next**. The next screen informs you the system is now ready to receive the bid listing and prompts you to check your internet connection. Confirm you have an established network connection, then click **Next**.

The next screen displays all previous call orders for the letting. Select any previous call orders that, if selected as the low bidder, will cause this bid to be withdrawn. Press **Next** to proceed.

The next screen confirms the number of bids selected for automatic withdrawal of this bid. Click **Next** to submit your bid. Print your bid submission receipt for your records.

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Here is a review of the steps for using the auto bid withdrawal feature.

1. During Bid Submission, select Yes, run the automatic bid withdrawal step, click **Next**.
2. Confirm you have an established network connection, click **Next**.
3. Make your selection(s) from the list of call orders, click **Next**.
4. Review the total number of select call orders, click **Next**.
5. Follow the normal subsequent bid submission steps.