

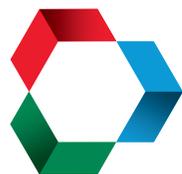


Bid Express[®]
Secure Internet Bidding

Auto Bid Withdrawal Tutorial

**Using the Automatic Bid Withdrawal Feature in
the Bid Component of the
AASHTOWare Project Bids Software**

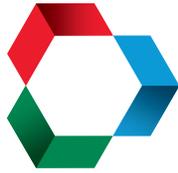
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Info Tech[™]

INNOVATION AT WORK

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Page 1

Welcome to the Auto Bid Withdrawal tutorial. This tutorial covers the basic steps for using the automatic bid withdrawal feature during bid submission for the Bid component of the AASHTOWare Project Bids™ software. Your agency must choose to allow the use of the automatic bid withdrawal feature.

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Before we get started, you will need:

- An active Bid Express account
- The AASHTOWare Project Bids Bid component
- An electronic bid (.ebsx) file
- Bids that have already been submitted for call orders in the same letting
- An Internet connection; and
- An active Info Tech Digital ID for the Bid component

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The automatic bid withdrawal feature allows you to withdraw a bid if 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.

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For example, if you are submitting a bid for call order four, you can choose to automatically withdraw that bid if call orders one, two, or three show you as the apparent low bidder.

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However, you could not select to withdraw call order four if you are the apparent low bidder on call order five.

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To use the auto bid withdraw feature, complete the bid file in the Bid component.

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Click the bid submission lightning bolt icon on the menu bar. Select your **bidder ID**, select your **Digital ID**, and enter the **password** for the Digital ID, then you may click **Next**. If the agency has allowed automatic bid withdrawal, the next screen provides you with the option to use the feature.

If you do not wish to participate, select the **No, skip the automatic bid withdraw step** option. Click **Next**.

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If you selected No, click **Submit**. The wizard will encrypt and submit your bid and provide you with a bid receipt. Print the receipt for your records. Click **Finish**.

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If you would like to participate, select the **Yes, run the automatic bid withdraw step** option and click **Next**.

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

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The next screen confirms the bids selected for automatic withdrawal of this bid. Submit your bid. The wizard will encrypt and submit your bid and provide you with a bid receipt. Print this receipt for your records. Click **Finish**.