

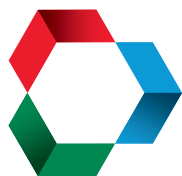


Bid Express[®]
Secure Internet Bidding

Withdrawing a Bid Tutorial

**Withdrawing Your Bid Using the Bid Component
of the AASHTOWare Project Bids Software**

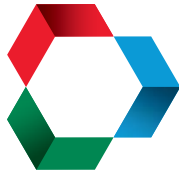
January 2015



Info Tech[™]

INNOVATION AT WORK

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Phone: (352) 381-4400 • FAX: (352) 381-4444 • E-mail: info@infotechfl.com •
Web: www.infotechfl.com



Info Tech™

INNOVATION AT WORK

Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371

Web: www.infotechfl.com

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.

Contact Bid Express

By mail:

Bid Express

5700 SW 34th Street,

Suite 1235

Gainesville, FL 32608-5371

By phone:

Toll free: (888) 352-BIDX (2439)

Option 1 (Contractors)

Option 3 (Agency Employees)

By email:

Support: customer.support@bidx.com

Feedback: feedback@bidx.com

By Fax:

Fax: (888) 971-4191

Bid Express and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2016, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

AASHTOWare Project Expedite, AASHTOWare Project Bids and the AASHTOWare Project Bids logo are trademarks of AASHTO.

AASHTO Trns•port Expedite is a registered trademark of AASHTO. Other product and company names mentioned herein may be trademarks and/or service marks of their respective owners.

Page 1

Welcome to the Bid Withdrawal tutorial. This tutorial covers the basic steps for withdrawing a bid submitted with the Bid component of the AASHTOWare Project Bids™ software.

Once a bid has been submitted, it may be withdrawn as long as it is prior to the bid opening. If a bid is withdrawn, it is never seen by the agency.

Page 2

Before you can withdraw a bid, you must have the following:

- An active Bid Express account
- The AASHTOWare Project Bids Bid component
- A bid that has been submitted using the AASHTOWare Project Bids Bid component
- An Internet connection; and
- An active Info Tech Digital ID for the Bid component

Page 3

To withdraw a bid, open the **Bid** component. Click **Open Other Proposal**, locate the proposal for the bid you want to withdraw, select it, and click **Open**.

Select **View Submitted Bids** from the **Tools** menu.

Page 4

The Bid View Wizard opens.

Click **Next**.

Select your bidder ID and Digital ID. Enter your password for the Digital ID. Click **Next**. The Bid software displays a list of your submitted bids.

Select the bid you wish to withdraw and click the **Withdraw Bid** button.

Once the bid has been withdrawn, you will be prompted to print a receipt which you should keep for your records

Click the **Finish** button when done.

You may resubmit your bid any time before the letting has ended.