



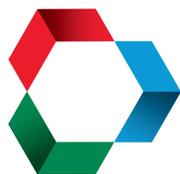
Bid Express[®]
Secure Internet Bidding

Withdrawing a Bid Tutorial

Withdrawing Your Bid Using Expedite Software

January 2014

Prepared by:



Info Tech[™]

INNOVATION AT WORK

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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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Page 1

Once a bid has been submitted, it may be withdrawn as long as it is prior to the bid opening. If a bid is withdrawn, it is never seen by the agency.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 Expedite Bid software
- An Internet connection, and
- An active Info Tech Digital ID™

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To withdraw a bid, open the **Expedite Bid** program.

Select **Tools** from the menu and select **View Submitted Bids**. The Bid View Wizard opens. Click **Next**. You will be asked to choose your Digital ID (if you have multiple IDs).

Enter your **password** and click **Next**. Click **Next** again. You will now see your submitted bids.

Click to highlight the bid you wish to withdraw and press 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Once the bid has been withdrawn, you will be prompted to print a receipt which you should keep for your records.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 **Next**.

You will be taken back to the server screen so you can see that your bid has been withdrawn. Be sure to click the **Finish** button when done.

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

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Here is a review of the steps to withdraw bids using the Bid Express service.

1. Open the **Expedite Bid** software
2. Click **Tools**, then select **View Submitted Bids**.
3. Choose your **Digital ID**, enter your **password** and click **Next**.
4. Click to highlight the bid you wish to withdraw.
5. Click the **Yes** button on the confirmation pop-up window.
6. Click the **Print** button to obtain the receipt documenting that a bid has been withdrawn.
7. Click **Finish**.