

Submit and View/Withdraw Bids With the Expedite Software

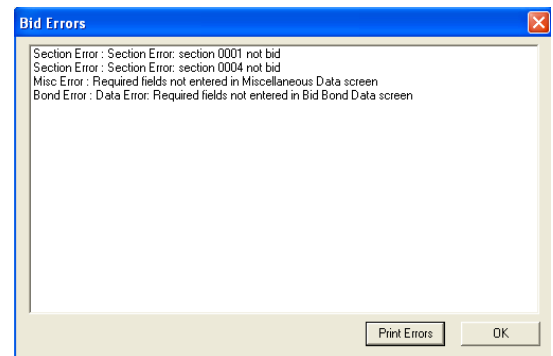
When you're finished adding the information to your bid in the Expedite software, check it and then submit it. You'll need your bidder ID, your Digital ID, and your Digital ID password in order to submit the bid.

Check Bid

It is a good idea to check your bid before going through the submission process. This check confirms that every required field has content, but it doesn't verify that the content is accurate or correct. The Check Bid action does not verify optional fields.

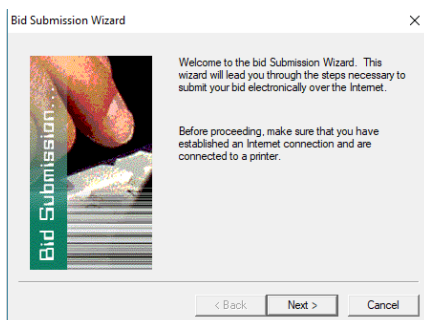
After you check your bid, the Bid Errors window lists the errors found in your bid and their solutions. Read the list. In addition, folders are changed to red if there are errors. When you click on the folder, the specific fields with errors are highlighted. The Expedite software does not always stop you from submitting a bid with errors, but the agency may reject bids that contain errors.

1. Click the check mark icon in the toolbar or select **Check Bid** from the **Tools** menu.
2. The Expedite software displays a table containing the error and the section in the software where the error occurred.
3. Click **Print Errors** or click **OK** to close the window.



Submitting a Bid over the Internet

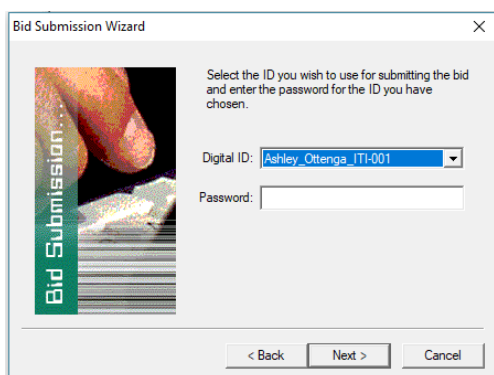
Complete your bid including item prices, DBE information and miscellaneous data as applicable, then use the Bid Submission Wizard to submit your bid.



You can't submit a bid that is \$0 or less. 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.

1. Select **Submit Bid** from the **Tools** menu, or click on the lightning bolt. The Expedite software opens the Bid Submission Wizard. Click **Next**.

- The Expedite software indicates if there are errors in your bid. Click **Cancel** to fix the errors or click **Next** to continue.



- Select the Digital ID for submitting the bid and enter the Digital ID password. Click **Next**.
- Click **Next** to submit your bid.
- The Expedite software submits your bid and sends you a success message. Click **Next**.
- Print your bid submission receipt.
- The Expedite software returns you to your bid.

Viewing Submitted Bids/Withdrawing Bids

Once a bid has been submitted, it may be withdrawn as long as it's prior to the bid opening. If a bid is withdrawn, it's never seen by the agency. You do not need to withdraw a bid to submit an updated bid.

You can view or withdraw bids submitted by any member of your company with a Digital ID and bidder ID that you share.

- Select **View Submitted Bids** from the Tools menu. The Expedite software opens the Bid View Wizard. Click **Next**.
- Enter the Digital ID and password used when the bid was submitted. Click **Next**.
- Click **Next** to continue. The Expedite software displays the bids submitted with the selected Digital ID.
- If you are viewing the bids, click **Finish**.
- To withdraw a bid, select the bid and click **Withdraw Bid**. Click **Yes** in the withdraw confirmation window.
- The Expedite software withdraws the selected bid. Click **Next**.
- Print your bid withdrawal receipt. The Expedite software returns you to your bid.

