



**Bid Express**<sup>®</sup>  
*Secure Internet Bidding*

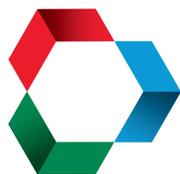
## **Bid Submission Tutorial**

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### **Submitting Your Bid Over the Internet**

*January 2014*

Prepared by:

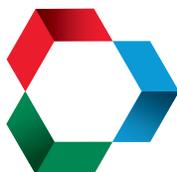


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Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

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## Page 1

Welcome to the Bid Submission tutorial. This tutorial covers the basic steps in submitting your bid over the Internet.

## Page 2

Before you can submit bids through the Bid Express service, you must have the following:

- An active Bid Express account
- The Expedite Bid software
- An Internet connection, and
- An active Info Tech Digital ID™

## Page 3

Open the **Expedite Bid** software. Click **File**, then **Open Proposal**, locate the proposal, select it and click **Open**.

Once you have loaded your proposal, you are ready to fill out your bid and submit it over the Internet. You may submit your bid at any time before the bid letting deadline.

Remember, you must have an active Bid Express account, the Expedite Bid software, a working Internet connection and an active Digital ID to submit a bid over the Internet using the Bid Express service.

When filling out a bid, the folders on the left turn from red to green when the section is complete. The Expedite Bid program will not allow you to submit your bid over the Internet if the bid total is zero dollars or if there are amendments missing. The Expedite Bid software program will allow you to submit a bid with red folders; however, it will give you a warning that most agencies will reject incomplete bids.

Once all the folders are green, or you have filled out all of the necessary information, you will need to submit the bid to the server.

## Page 4

To submit your bid, click on the **lightning bolt** icon on the menu bar. You may also go to **Tools** on the menu bar, and select **Submit Bid**.

The Expedite Bid program will ask if you want to save the bid for your records. If so, save now. If not, press **Cancel**.

The Bid Submission wizard appears. Read the information and click **Next**.

Your Digital ID appears. You may have to choose which Digital ID you wish to use for submission if you have multiple IDs for that agency. Enter your Digital ID password and click **Next**.

Click **Next** again.

The Wizard will now encrypt and sign the bid. Click **Next**.

Once you complete the wizard and your bid was successfully submitted, you will be prompted to print a bid submission receipt which you should keep for your records.

Be sure to click the **Finish** button when you are done.

## Page 5

If you would like to make changes to your bid or update prices, make your changes within the Expedite Bid program and resubmit the bid using the same process you used to submit the original bid.

Your new bid will automatically overwrite your previous bid. You may submit your bid as many times as you like until the letting time has ended.

You can only have one bid per proposal in the system and the last bid you submit will be the bid the agency will open and view.

## Page 6

Here is a review of the steps to submit proposals using the Bid Express service.

1. Open the **Expedite Bid** software.
2. Click **File**, then **Open Proposal**. Locate the proposal and click **Open**.
3. Fill out the proposal by clicking on the individual folders and entering the required information.

4. Click the black **lightning bolt** or click **Tools** then select **Submit Bid**.
5. Click **Next**.
6. Select the Digital ID and enter the password, click **Next**.
7. Print the receipt and click **Next**.
8. Click **Finish**.