

## BidExpress® Submitting and Viewing/Withdrawing Bids With the AASHTOWare Project Bids Bid Component

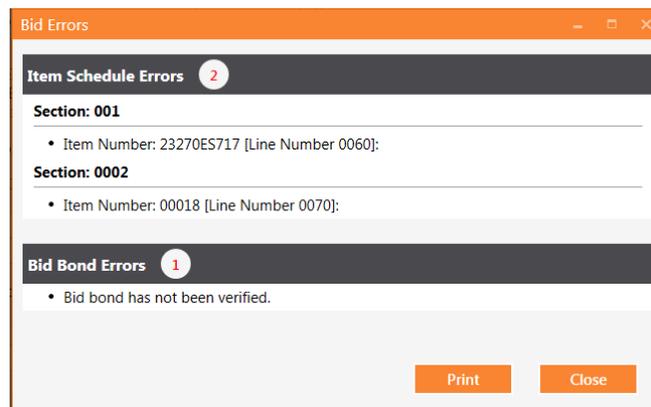
When you're finished adding the information to your bid in the AASHTOWare Project Bids® Bid component, check it for errors and then submit it. You'll need your bidder ID, your Info Tech Digital ID, and your Digital ID password in order to submit the bid.

### Check Bid

It is a good idea to check your bid for errors before going through the submission process. The Bid component also checks for errors when you submit your bid.

The check bid process makes sure all required fields are filled out. It does not check for spelling or content accuracy.

In addition to the Bid Errors window, the Bid component displays an exclamation point on tabs that contain errors and highlights the specific fields on those tabs. The Bid component does not always stop you from submitting a bid with errors, but the agency may reject bids that contain errors.

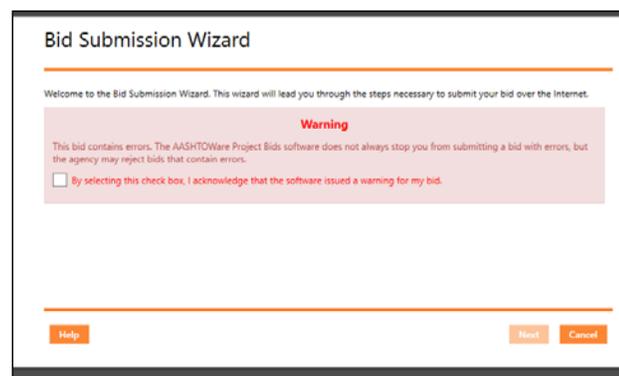


1. Click the check mark icon in the toolbar or select **Check Bid** from the **Tools** menu.
2. The Bid component displays a table containing the error and the section of the component where the error occurred.

## 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. If your item total is \$0 or less or 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.

It is highly recommended that you print your bid receipt at the end of the submission process. This is proof to the agency of the time and date that you submitted your bid and your unit bid prices.

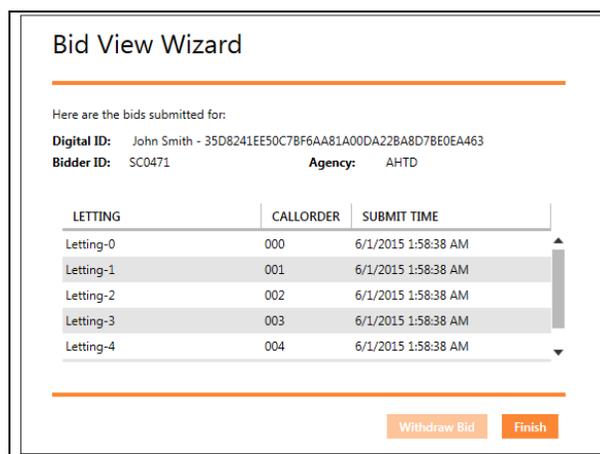


1. From the **Tools** menu select **Submit Bid** or click on the lightning bolt.
2. Follow the **Bid Submission Wizard**.

## Viewing Submitted Bids/Withdrawing Bids

Once a bid has been submitted, it may be withdrawn prior to the bid opening.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

If you have a bidder ID and Digital ID, you can view or withdraw bids submitted by any member of your company



1. From the Tools menu select **View Submitted Bids**.
2. Follow the steps of the **Bid View wizard** to view or withdraw your bid.
3. Click the **Finish** button.