

Set up Internet Bidding

Click the link to the Electronic Bidding Guide to prepare yourself for electronic bidding.

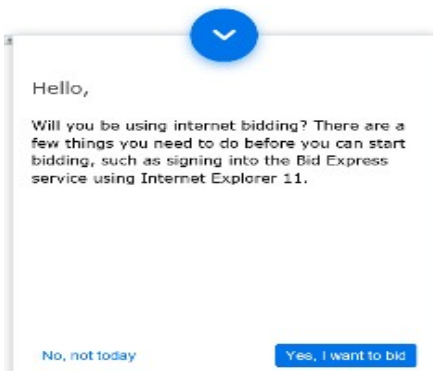
Electronic Bidding Guide: <https://ppmoe.dot.ca.gov/des/oe/docs/ElectronicBiddingGuide.pdf>

The following information focuses on downloading and setting up the AASHTOWare Project Bids Bid component, used for bidding with the Bid Express service.

Bid Express: [Bid Express Secure Internet Bidding \(bidx.com\)](http://bidx.com)

When you log into the Bid Express Website, follow the on-screen prompt to create your Digital ID: Click

Yes, I want to bid.



There are three steps that must be done to be able to bid over the internet:

1. Download the bidding software
2. Create your Digital ID
3. Request to bid with your agency

Afterward, you will create your Digital ID. Approval for the Digital ID may take 7-10 business days. After your ID is approved, you will submit requests to bid with each agency you'll be submitting bids to.

Download AASHTOWare Project Bids™ Bid component

The AASHTOWare Project Bids Bid component helps you fill out your bid using the file posted by the agency on the Bid Express site. You will need to know your bidder ID before filling out your bid information. This can be found on the Search tab in the Bid Express service, by searching for your business name on

the Bidders search. If you don't see it, request it from with the agency you bid with. You may need to prequalify with the agency.

Once you have your bidder ID, click **Download bidding software**.

Read and agree to the license agreement and click **Install Bid Component**. Follow the installation instructions.

When the installation is complete, the Bids component will open, and you will be able to create a user profile.

Add Your User Profile in the Bid Component

Your user profile helps identify you and your company in the submitted bid.

1. Select **Options** from the Bids opening window.
2. Select **User Profiles** if the tab is not already displayed.
3. Click the plus sign to open the User Profile Entry window.
4. Enter your company name, address, and contact information in the available fields.
5. Enter the bidder ID associated with the profile in the Bidder ID field. Click **Add New Bidder ID**.
6. When you are finished, click **Save**. Click **Yes** in the save confirmation window.

Close the Bid component and return to the Bid Express service.

By following these instructions, you will be ready to participate in internet bidding using the AASHTOWare Project Bids Bid component with the Bid Express service.

The screenshot shows the 'User Profile Entry' form. It contains the following fields and controls:

- Company:
- Address 1:
- Address 2:
- City: State:
- Zip:
- Phone: Fax:
- Cell: Pager:
- Email:
- Bidder ID:
- Table with columns: BIDDER ID, DEFAULT?, DELETE
- Table row: INFO 003, ,
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