Bid Express®
Secure ▌Internet Bidding

Amendments Tutorial

Downloading and Applying Amendments to Your Bid Using the Bid Component of the AASHTOWare Project Bids Software
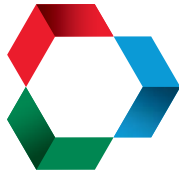
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Info Tech™
INNOVATION AT WORK

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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Welcome to the Amendments tutorial. This tutorial will cover the basic steps in downloading and applying amendments to your bids in the Bid component of the AASHTOWare Project Bids™ software.

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Before you can download an amendment, you must have the following:

- An active Bid Express account

- The AASHTOware Project Bids Bid component

- An Internet connection; and

- An active Info Tech Digital ID for the Bid component

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From time to time agencies need to make changes to proposals. These changes are issued in the form of amendments and must be acknowledged and applied to your bid before the bid can be accepted.

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The AASHTOWare Project Bids Bid component will not allow you to submit a bid over the Internet without first loading all amendments for the proposal.

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You will see an error message informing you of how many amendments are missing. This tutorial covers downloading amendments for a proposal that already contains bid information.

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All bid files and amendments may be downloaded with the **Zip File** link or as individual files from the Bid Express service. Downloading the Zip file will automatically overwrite your .ebsx file and your previous work will be deleted.

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Only download the Zip file if no work has been done on the .ebsx file.

The process for downloading and opening a Zip file is similar to that of a Bid proposal file.

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To download and apply an amendment, first navigate to the **Proposal** page in the **Bid Express** web site.

Click on the **Amendment file** link. The file name ends with a number that reflects the number of amendments applied to the proposal followed by the letter X.

Save the file in the same location as the proposal's **.ebsx** file. If there is more than one amendment for the proposal you will have to download and save each amendment file separately. Amendments need to be uploaded into your bid in chronological order for the bid to be considered complete.

Once the amendment has been saved, minimize the website and open the **Bid** component.

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Click the **proposal number** from the Recent section or select **Open Other Proposal** from the Bid component. Navigate to the location of the proposal file and click **Open**.

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Because both the amendment and .ebsx files are saved in the same location, the Bid component automatically attaches the amendment to your proposal.

If the amendment is attached correctly, the Amendment Changes window opens, detailing what changes have been made to your proposal. Print the changes for your records and then click **OK**.

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You can also manually load an amendment using the Bid component. This is helpful when the .ebsx file and the amendment are saved in different locations.

To load an amendment manually, open the **Bid** component and open your proposal.

Select **Load Amendment** from the **File** menu.

Locate your amendment, select it, and click **Open**.

The Amendment Changes window opens so you can verify the amendment has been applied successfully. Print the changes for your records and then click **OK**.

The amendment count is also displayed in the Amendment field on the General tab.