



QUICK REFERENCE GUIDE:

## 3.2 PSA – Bid Express Letting Creation

### Background:

Always use Microsoft Edge to access Bid Express.

### Roles:

PSA User

### Navigation:

[www.bidx.com](http://www.bidx.com)

1. Go to [www.bidx.com](http://www.bidx.com).
2. Enter your email address, password and click the **Log In** button.
3. From the home page, click **Lettings** on the left side of the screen.
4. Click the **Create Letting** button.
5. In the **Letting ID** field, enter the AWP Letting ID.
6. Click in the **Letting Date** field. A calendar and time selection area will open. Select the correct date and time of the letting.
7. Click in the **Opening Date** field. A calendar and time selection area will open. Select the same date and time as the Letting Date field.
8. Click in the **Make Letting Visible On** field. This is the Advertised Date. A calendar and time selection area will open. Select the correct date and time for advertisement. NOTE: You can create the Bid Express letting well in advance of advertising. The system will hide the letting information for contractors until the Make Letting Visible On date/time.
9. In the **District ID** field, enter the region identification: CR, NR, or SR.
10. In the **Description** field, enter the Proposal Name. (This field can be edited immediately after creation, but not later.)
11. Click **Save**.
12. You will see a confirmation screen with options to **Edit** the letting or **Create another**. If finished, click **Done**.
  - a. You will be returned to the Manage Lettings page and your letting will appear in the list.
13. From the Lettings page, expand the three dots on the letting row, and click **Import**.
  - a. A pop-up menu gives you the option to import bid forms or bid data.
14. Select **Bid form** to upload the proposal's ebsx file.
15. Click the **Choose File** button.
16. Navigate to the proposal folder on your shared drive and select the ebsx file and click **Open**.
17. Click the **Upload** button.
  - a. A green message bar will show you that the ebsx file was successfully uploaded.
18. Click on the blue Proposal link in the success message bar to go to the proposal.
19. On the **Proposal** page, click the action arrow next to **Manage proposal** and select **Attachments**.
20. Click the **Add Files** button.
21. Navigate to the file you want to upload, click **Open**.
22. Select the attachment type and click the **Upload** button.
23. Repeat to attach all necessary documents.

### *Creating Alerts*

Alerts are a means of posting a message on a letting or a proposal visible to all. An alert may contain special information regarding a letting or a proposal.

If you need further assistance please contact your Module Admin

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1. Navigate to the Lettings page.
2. Click the **Letting Date** link for the proposal you want to create an alert for.
3. Click the action arrow next to **Manage letting** and select **Alert message**.
4. The current date and time will auto populate in the entry field. Alert text always defaults to red to make it more visible. You may remove or change the date/time information or reformat the text.
5. Enter the additional information about the letting.
6. Click the **Preview** button.
7. Close the Preview pop-up window and make changes or click **Publish**.
  - a. You may modify alert information as much as necessary.

### Next Steps:

The next step in the advertising process may vary:

To create an addendum see the QRG: *3.3 PSA - Creating and Managing Addenda*.

To answer a Bidder Q&A see the QRG: *3.4 PSA – Bidder Q&A*.

To open proposals and begin the evaluation process see the QRG: *4.0 Proposal Opening*

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