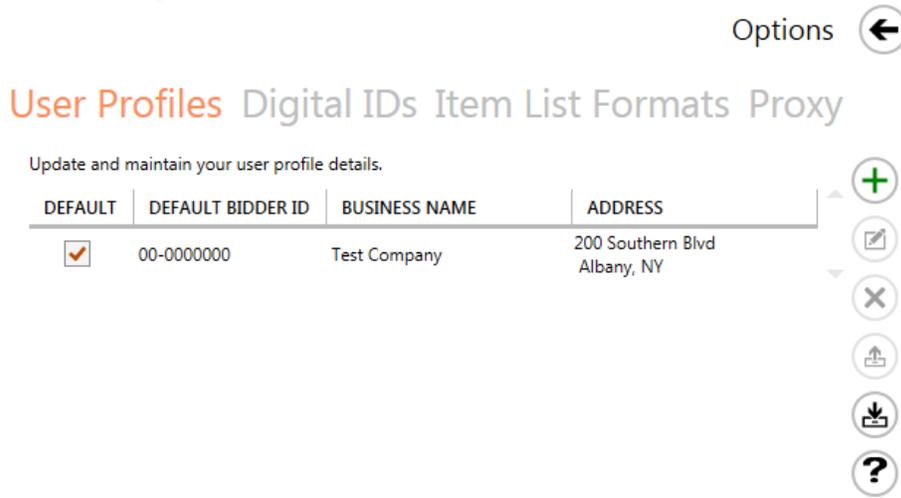


Guidelines for Configuring Project Bids BID for NYSTA

These instructions assume you have already downloaded “AASHTOWare Project Bids Bid Setup.exe.”

1. Install Project Bids BID and immediately open after installation.
2. Select the Options command from the Tools menu.
3. Add a User profile



4. Enter your actual company information in place of the sample data shown. Both NYSTA and NYSDOT use your federal EIN as the Bidder ID so the same user profile may be used bidding for either organization.

User Profile Entry

Company:

Address 1:

Address 2:

City: State:

Zip:

Phone: Fax:

Cell: Pager:

Email:

Bidder ID:

BIDDER ID	DEFAULT?	DELETE
00-0000000	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

- 5. Digital IDs are used with Internet Bidding services such as Bid Express. As NYSTA does not currently participate in Internet bidding, this tab may be left blank.

Options 

User Profiles **Digital IDs** Item List Formats Proxy

Update and maintain your Digital IDs.

NAME	FINGERPRINT
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- 6. Verify that your Item List Format settings match those below.

Options 

User Profiles Digital IDs **Item List Formats** Proxy

Choose your default Item List import/export format. If Column Separated Value is selected, you can also set the field size.

Comma Separated Format (*.csv) ▼

FIELD NAME	FIELD SIZE
Line Number	6
Alternate Code	6
Item Number	15
Quantity	16
Unit	6
Unit Price	16
Short Description	40
Long Description	120



- 7. Enable the Proxy option if your company employs a proxy server to access the Internet. If you are not sure contact your IT support personnel.

Options 

User Profiles Digital IDs Item List Formats **Proxy**

Enter the proxy information if the Project Bids program is run in a network environment where a proxy server is used. Ask your system administrator for more information.

Enable Proxy

Host Port
User Name
Password

