

Guidelines for Importing NYSTA Configuration File into Expedite BID

IMPORTANT !!

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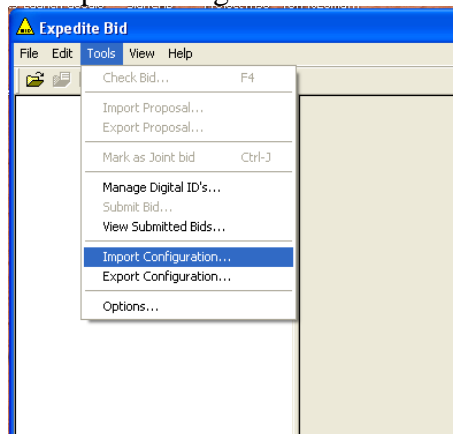
If you have previously installed EXPEDITE and imported the Bid.ini file, either the NYSDOT or NYSTA version, you do not need to run this process. NYSDOT and NYSTA currently use similar Bid.ini information. Re-importing the file will wipe out your personalized company information and reset your Bidder ID. Instead, select the Options command from the Tools menu bar dropdown list and add both the missing agency (i.e. NYSTA or NYSDOT) and the appropriate Bidder ID (i.e. Federal Tax Id Number) to the list on the Agency/ID Tab.

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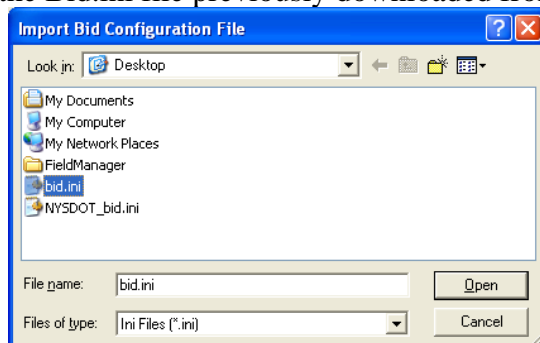
This instruction set assumes you have already downloaded the BID setup.exe and bid.ini.

To import the configuration file, follow these steps. (This will normally only have to be done once.)

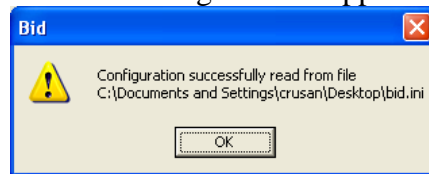
1. Install Expedite BID and immediately open after installation.
2. Select the Import Configuration command from the Tools menu.



3. Select the Bid.ini file previously downloaded from the NYSTA web site and click Open.



4. A confirmation message should appear saying the import was successful.



5. Using the Options command on the Tools menu, open the Bid Options dialog box and verify the import by reviewing the information on the Agency/ID tab of the. There should be several agencies listed, including NYSTA and NYSDOT.
6. Enter the appropriate Bidder Id on the Agency/ID tab and company information on the Bidder Information tab.
7. Uncheck the option "Ask to save to floppy when saving" under the Save/Load Options section on the Misc tab.
8. Click on the OK button to save the configuration settings and close the Bid Options dialog box.

Appendix A

Standard Expedite BID Configuration for NYSTA

1. Bidder Information:

The screenshot shows the 'BID Options' dialog box with the 'Bidder Information' tab selected. The fields are filled with the following information:

Company Name:	Potential Bidders, Inc.		
Address line 1:	200 Main Street		
Address Line 2:			
City:	Anywhere	State:	New York
Phone:	Phone Number	Zip:	12201
Fax:	Fax Number	Pager:	
Email:	bidder@potentialbidders.com		

Buttons at the bottom: OK, Cancel, Apply.

2. Agency / Bidder ID information:

The screenshot shows the 'BID Options' dialog box with the 'Agency/ID' tab selected. It displays a table of Bidder IDs for various agencies.

Bidder IDs (Vendor IDs) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder IDs (Vendor IDs) may be obtained from the bidding agency.

Agency	Bidder ID
NYSTA	12-3456789
NYSDOT	12-3456789
PENNDOT	FRED
VDOT	VDOT-001
STATE	621A

Buttons at the bottom: Insert Row, Delete Row, Row Up, Row Down, OK, Cancel, Apply.

3. Unit conversion information:

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Unit conversion factors to convert between English and Metric items. Double-click to edit a field. Units are searched from top to bottom.

Unit	Alt Unit	Conversion	Description
IN	mm	25.4	inch - millimeter
IN	cm	2.54	inch - centimeter
LF	m	0.304	linear foot - meter
GLF	GLm	0.304	gross linear foot - gross linear me
L.F.	m	0.304	linear foot - meter
FT	m	0.304	foot - meter
YD	m	0.304 * 3	yard - meter
MI	km	1.609344	mile - kilometer

Insert Row Delete Row Row Up Row Down

OK Cancel Apply

4. Export / Import Format: (can be changed to accommodate specific 3rd party bid preparation software)

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Define data fields and file format to use when exporting data. Make sure to include 'Line Number' and 'Unit Price'.

Field Name	Field Size
LineNumber	4
AltCode	3
ItemNumber	12
Quantity	16
Unit	4
UnitPrice	16
ShortDesc	40

Default File Format: CSV

☒ Export Labels

Get Import Format Restore Defaults

Insert Row Delete Row Row Up Row Down

OK Cancel Apply

5. Print Options, Save / Load Options, and other Miscellaneous settings:

The screenshot shows the 'BID Options' dialog box with the 'Misc.' tab selected. The dialog has several tabs: 'Bidder Information', 'Agency/ID', 'Units', 'Export Format', 'Import Format', 'Misc.', and 'Proxy'. The 'Misc.' tab contains three sections: 'Print Options', 'Save / Load Options', and 'Background Colors'. In the 'Print Options' section, 'Save Before Printing' and 'Check Before Printing' are checked. In the 'Save / Load Options' section, 'Ask to save to floppy when saving' is unchecked, and 'Automatically load Amendments' is checked. In the 'Background Colors' section, 'Enable Custom Colors' is unchecked. Below this, there are color pickers for 'Window Top', 'Window Bottom', 'Grid Top', 'Grid Bottom', 'Grid Selection' (blue), and 'Grid Sections' (cyan). At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Print Options

- ☒ Save Before Printing
- ☒ Check Before Printing

Save / Load Options

- ☐ Ask to save to floppy when saving
- ☒ Automatically load Amendments

Miscellaneous

- ☒ Delete Warnings
- ☒ Show Splash Screen at Startup
- ☒ Save Window Position on Exit

Background Colors

☐ Enable Custom Colors

Window Top: [] [] []

Window Bottom: [] [] []

Grid Top: [] [] []

Grid Bottom: [] [] []

Grid Selection: [Blue] [] []

Grid Sections: [Cyan] [] []

OK Cancel Apply

6. Proxy settings:

The screenshot shows the 'BID Options' dialog box with the 'Proxy' tab selected. The dialog has the same tabs as the previous screenshot. The 'Proxy' tab contains 'HTTP Proxy Settings'. There are three radio buttons: 'Direct Connection to the Internet' (selected), 'Use Windows Proxy Settings', and 'Manual Proxy Configuration'. Below these are fields for 'Proxy Server Address' and 'Port' (set to 0). At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

HTTP Proxy Settings

- ☒ Direct Connection to the Internet
- ☐ Use Windows Proxy Settings
- ☐ Manual Proxy Configuration

Proxy Server Address [] Port [0]

OK Cancel Apply