Aggregate Bid Submission Site Entering Bids

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| Bids can be entered once you have **access** to the Aggregate Bid Submission Site. [Click here](https://connect.ncdot.gov/site/bidding-aggregate/Pages/default.aspx) to access site. |
| Enter Bids* Bids will be posted on the site by Bid Number. Click on the green button to enter a bid for that bid number.
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| Complete the Aggregate Bids Form |
| * Fill out all the information requested in the form. Do not save until the attachment has been added.
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| Attach the Bid |
| * In the form click on Attach File. This will open the attachment page.
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| * In the Attachment Page click Choose File this will open your desktop.
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| * Navigate to the file you are going to attach. Select the file and click the Open button to add the file.
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| * The file will be added in the Choose File text box. Click OK to complete adding the attachment.
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| * The bid has now been added as an attachement. Click on Save to Enter the Bid
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| * Once the bid is entered the Thank You page will be shown and you will receive an email confirmation that the bid was received.
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