Aggregate Bid Submission Site Entering Bids

|  |
| --- |
| 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. |
|  |
| Complete the Aggregate Bids Form |
| * Fill out all the information requested in the form. Do not save until the attachment has been added. |
|  |
| Attach the Bid |
| * In the form click on Attach File. This will open the attachment page. |
|  |
| * In the Attachment Page click Choose File this will open your desktop. |
|  |
| * Navigate to the file you are going to attach. Select the file and click the Open button to add the file. |
|  |
|  |
| * The file will be added in the Choose File text box. Click OK to complete adding the attachment. |
|  |
| * The bid has now been added as an attachement. Click on Save to Enter the Bid |
|  |
|  |
| * Once the bid is entered the Thank You page will be shown and you will receive an email confirmation that the bid was received. |
|  |