

How do I download the Expedite software from North Carolina's website?

1. Navigate to **NC Dept of Transportation's website** www.doh.dot.state.nc.us
2. Click on **Doing Business with NCDOT**
3. Click on **Project Letting**
4. Click on **Electronic Bidding** under the appropriate letting date
5. Click on **Current Expedite Software**
6. Save setup.exe file into a temporary directory (**NOTE:** If this is an upgrade, you will need to export your digital id before installing the newer version – please see the help file in your current Expedite software for reference)

How do I install the Expedite software on my computer?

1. Navigate to the temporary directory that stores the setup.exe file in from the above step 6
2. Double Click on **Setup.exe** file to execute – this installs Expedite software on your computer. Follow through installation software keeping all default settings
3. This places **Expedite Bid Icon** on desktop when complete
4. Double click **Expedite icon** to open software
5. From Expedite software choose File Open & select file from projects diskette to view

How do I access project files from NC Dept of Transportation's website?

1. Navigate to **NC Dept of Transportation's website** www.doh.dot.state.nc.us
2. Click on **Doing Business with NCDOT**
3. Click on **Project Letting**
4. Click on **Electronic Bidding** under the appropriate letting date
5. Click on **Current EBS Files**
6. Find the appropriate project file from the listing and click on the sequence number – this should bring up a window for saving the file. Please note the location you choose to save the file due to this will be the same location you will navigate to later within the Expedite software for opening. **Please note:** should have the same location as your db_e_nc.bin file.

Please remember to submit your bid electronically through Bid Express.

How do I apply an addendum to my project file?

Addendum files will be available on the **NC Dept of Transportation's website** www.doh.dot.state.nc.us under the appropriate letting date through the **Electronic Bidding** link - and through the Bid Express website.

To apply the addendum file

1. Open Expedite
2. Open the appropriate ebs project file via menu selections of File & Open or by clicking on the folder icon
3. To apply addendum, choose **File** on the menu bar and **Load Amendment**
4. This will bring up a window for selecting the addendum file – browse and select the appropriate file and select **open** (the filename will match the ebs filename for the same project except the file extension will be a number such as .001 instead to .ebs)
See Example:

15Jan005.ebs	(regular ebs file)
15Jan005.001	(addendum file)
5. A window will be opened detailing the addendum changes with the option to **print**. After clicking the **OK** button, the changes will be applied to your existing file. At this point you can continue with normal operations.

How do I use the DBE file?

North Carolina's **dbe_nc.bin** file is used for accessing our list of available DBE/MBE/WBE's through the Expedite Software. This file is available from NCDOT and the Bid Express website.

- **NC Dept of Transportation's website** www.doh.dot.state.nc.us
 1. Click on **Doing Business with NCDOT**
 2. Click on **Project Letting**
 3. Click on **Electronic Bidding** under the appropriate letting date
 4. Click on **Current DBE File**
 5. Browse and save file in the same directory as the project files (ebs files). Please keep in mind these need to be located within the same directory for Expedite to access.

How do I use a DBE, MBE or WBE that is not on the list?

1. Highlight **DBE, MBE or WBE folder** on left portion of screen
2. Click **Add DBE button** at the bottom of screen
3. Type in firms name in the **Name field**
4. Type in any number in the **ID field** (usually use 0000 as default) – **this ID number is required in order for any associated items to count towards your reported percentage**
5. Type in the address of the firm in the **Address** field
6. Select from the **Used As** drop down box whether they are
 - Supplier**
 - Manufacturer**
 - SubContractor**

7. Then you may assign the items, quantities and amounts to this firm.

How do I bid as a Joint Venture using Expedite and Bid Express?

1. Contact NCDOT Contractual Services to obtain the required paperwork and new vendor id for the joint venture.
2. Once approved through Contractual Services, contact Bid Express for an account setup using the newly provided vendor number under the joint venture name.
3. Once approved through Bid Express, setup this vendor number and information in Expedite.
4. Enter bid and DBE information – once complete, submit bid to Bid Express under newly setup id and vendor number.

Please remember if multiple vendor ids are setup in Expedite, please ensure the bid is submitted under the appropriate id.