Quick Start Guide

Project Lead Tool

www.thebluebook.com For Details, Call (888) 303-2243

To respond to *Project Leads* from The Blue Book, follow these steps:

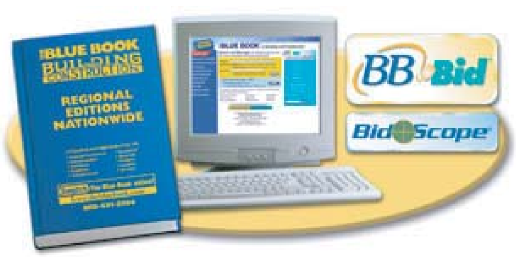
1. Go to www.thebluebook.com
2. Enter your company's *primary* fax number or the QBid ID in the *BB-Bid Login Box*, which is located in the lower right section of The Blue Book's homepage.
3. If you are logging into BB-Bid for the first time with your fax number, The Blue Book will fax your password within minutes. If you are logging in with a QBid ID, you will be asked to create your own password.
4. Once you are logged into BB-Bid, click the "My Leads" tab located in the upper left.
5. To view the details of your project lead, click on the "Project Title".
6. If a *BB-Bid Private Plan Room* has been created for the project, you will be directed to click on that link (see directions below).
7. After reviewing the project details, you can respond online by clicking on the appropriate button located at the bottom of the screen.
8. If you "Save" or "Print" the project, it will communicate that you are "Interested" to the sender. It will also move the project to the "My Projects" tab so you can track and manage to the bid date.

To view, measure, download and order documents from the *BB-Bid Private Plan Room*, follow these steps:

1. On the project lead, click the *BB-Bid Private Plan Room* link
2. To view a drawing, specification or an addendum, click on the document title. The document will be displayed in a PDF viewer.
3. Within the viewer, you can take measurements or save the document to your computer.
4. To email yourself documents, click on the *check box* for documents that you need. Then click on "Document Ordering Options" located at the bottom of the screen. Select "Send Documents via Email" and click "Go". You will then be asked to enter your email address.
5. To order printed documents, select "Order Prints" and click "Go". Your order will be placed with a specified reprographer.

Get on the Bidders List to ensure maximum exposure.

1. On BidScope project leads, click "Show all Bidders" under the "Bidders List" column.
2. To add your company to the "Bidders List", click on the "Add Your Company" button.
3. You can also track additional bidders under General Contractors, Subcontractors and Suppliers.
4. The "Bidders List" allows you to send RFIs directly to the companies that need your services.



If you have any questions or need assistance, the BB-Bid Support Staff is available Monday through Friday between the hours of 8:45 am and 8:00 pm (ET). Call: 888-303-2243