

Bid Express® Item List Import

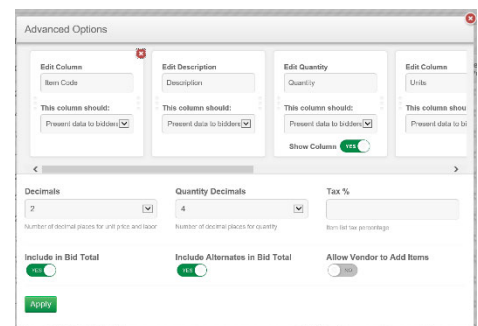
You can import an item list Excel file into the Bid Express® service.

Before you begin

- Every item list in the solicitation must have a unique name.
- If you add an item list to an existing one, you can either delete all the current rows or add the imported rows to the current list.
- If the item list being imported has information that needs to be sorted into different lists in the solicitation, there must be a column in the list being imported that contains the names of the item lists currently in your solicitation.
- Make sure the item list in your solicitation contains all the columns being imported.

Import an item list

1. Add an item list component to your solicitation or use an item list that's already part of your solicitation. If necessary, use the advanced options to add or remove columns from the item list.
2. Click **More** and select **Import**.
3. Click **Select file...**
4. Navigate to and select the list. Click **Open**.
5. If necessary, select the worksheet in the Select Worksheet field.
6. Click the down arrow next to the field headings to identify the matching columns in the imported item list. Each column can be matched only once. If there is no corresponding column, you can add the information after the list is imported.



Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
Section Number	Section Description	Line Number	Item ID	Description	Supplemental Description	Quantity	Unit	Unit Price	Ex
1	Road Construction	10	010-2201	SPECIAL DETOUR (DETOUR 1) 20927815201		1	LS	1476	14

7. Enter a number in the **Skip the first** field at the top of the worksheet to tell the Bid Express service how many rows to skip.
8. Select the **Replace existing data** check box if you wish to replace the rows in your current list with the imported information. If you select this option, any information that already exists in the list in your solicitation will be deleted.
9. Click **Import**. The Import button will not be available until all required fields have been entered.

The Bid Express service imports the file. You can edit the item list as necessary, including changing its name and the order of the rows.