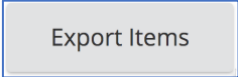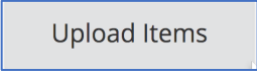## Vendor Instructions: Export/Upload Items Feature

Optional use: this feature allows you to export the line items to a separate Excel document, enter pricing, and upload back into your quote in BidBuy. This feature streamlines the process for entering pricing when there are a large number of line items. Please note: Export/Upload Item process is completely optional and you are always able to manually enter or edit pricing for each line item in BidBuy.

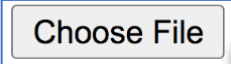1. Items Tab in BidBuy– select "Export Items" at the bottom.

2. Open the downloaded document in Excel. (Mac users: right-click in Downloads and "open with>Excel." Do not open in Numbers and export to Excel.)
   IMPORTANT: the file type is saved in .csv and must remain in this format for a successful upload. If you save it in another format, you will receive an error when attempting to upload.

3. Enter pricing for each line item in the "Unit Cost" column (Column J).
   Please note: any edits you may make to Description (column E), Quantity (column H), or Unit of Measure (column I) will not upload to your quote.

4. Save. Do NOT change the file format. As instructed above, it should stay in .csv file format.

5. Items Tab in BidBuy – select "Upload Items" at the bottom.

6. Select "Choose File" and choose your document.

   The document name includes your quote number. For example: "Q00020635_Q_ItemExport.csv"

7. Select "Save & Exit." A dialog box will appear. Select "OK."

8. Your updated items (including price) will appear. You may manually edit any line item within the Items Tab if you choose. Complete the quote and submit on the Summary Tab.

For Technical Difficulties reach out to BidBuy Help Desk.