

Tips For Filling Out Your Bid Response Spreadsheet & How to Avoid Common Problems

1. Parse , sort and customize your data in your own spreadsheet using a similar format from the official template.

Manufacturer SKU	Manufacturer's Name (Product Line)	Product Name	Product Description	Unit of Measure	Price Before Discount or Mark-Up	Discount or Mark-Up
123456	ABC Company	Premiere Widget	Our best widget with 120 mg flow-through streaming	Each	100	-10.0000%
123457	ABC Company	Better Widget	Our better quality widget with 50 mg flow-through streaming	Each	90	-10.0000%
12358	ABC Company	Good Widget	Our standard widget with 25 mg batch packet transmissions	Each	50	-10.0000%

2. When you are completely satisfied, with the results, cut and paste the entire block (minus any headers) into the official spreadsheet.

PEPPM eBid Price Submission Template								
Fill out appropriate columns below (white cells) for each line item to be submitted as part of your bid.....								Protected Column
Item#	Manufacturer SKU	Manufacturer's Name (Product Line)	Product Name	Product Description	Unit of Measure	Price Before Discount or Mark-Up	Discount or Mark-Up	Your Effective Bid Price
Sample	B00005LBVS	Broderbund	Oregon Trail	CD ROM, Single User License, 5th Edition, For Ages 9+, Windows XP, Mac	each	24.99	-10.5000%	\$22.37
1	123456	ABC Company	Premiere Widget	Our best widget with 120 mg flow-through streaming	Each	100	-10.0000%	\$90.00
2	123457	ABC Company	Better Widget	Our better quality widget with 50 mg flow-through streaming	Each	90	-10.0000%	\$81.00
3	12358	ABC Company	Good Widget	Our standard widget with 25 mg batch packet transmissions	Each	50	-10.0000%	\$45.00
4								\$0.00
5								\$0.00

3. If you make a mistake, click undo. You will not be able to select your work after it is pasted. If necessary, use a newly downloaded "official template" to create another spreadsheet with the correct information.
4. Do not drag any cells or block of cells within the spreadsheet. This will result in the formula references being lost in column I of the Bid Response tab.
5. If you need to insert any line items, insert them underneath all other rows. The bidding software will automatically sort them by SKU number.
6. Do not wait until the last day to load your spreadsheet and discover any problems.