HOW TO EXPORT AND UPLOAD ITEMS TO A BID

This Reference Guide:
Provides the minimum information required to add items to a Bid Solicitation using the Export Items and Upload Items features in COMMBUYS.

Of Special Note:
Buyers who wish to add several items to a Bid Solicitation have the ability to use a .csv (comma-separated values) file instead of adding items one-by-one. COMMBUYS provides a standard template to which items can be added and saved as a .csv file. **NOTE:** This template contains the following required fields: Item Number, Print Sequence, Item Type, Description, Quantity, Unit of Measure (UOM), NIGP Class ID (the UNSPSC Segment-Family Code), and NIGP Class Item (the UNSPSC Class Code).

STEP	Action
1	Log in to COMMBUYS. After initiating a Bid, click on the **Items** tab, then click on the **Export Items** button. A .csv file box will display on the bottom of your screen. Click on the .csv file box to open.
2	If you have a list of items currently residing on a saved copy of the COMMBUYS template, skip to Step 5.
3	If you have a list of items not on the COMMBUYS template, but they exist on another .xls or .csv file, transfer the items over to the template. Save the file to your desktop, documents folder, flash drive, or other accessible location, and skip to Step 5.
4	If you do not have a saved list of items, manually enter the items directly onto the COMMBUYS template, then save the file to your desktop, documents folder, flash drive, or other accessible location. Ensure that you complete all required fields mentioned in the Special Note above.
5	On the Items tab page, after completing and saving the template, click on the **Upload Items** button.
6	When the Upload Items screen displays, click on the **Choose File** or **Browse** button.
7	Locate and select the template from its saved location, then click on the **Open** button.
8	When the Upload Items screen redisplays, the uploaded file name will appear next to the Choose File or Browse button. Click on the **Save & Exit** button.
9	A popup box appears informing you that any existing items will be overwritten. Click on the **OK** button. The Items have now been added to the Bid Solicitation.