

Exporting & Importing Item Data (Unit Prices)

The following is a description of the procedure to export and import a proposal (Unit Prices) from an EBS file. This function is used mainly to work with Estimation software packages and for moving Item data when a job is postponed. This allows a bidder to use a new EBS file without having to type in the unit prices a second time.

- **Note:** The schedule of items and line item numbers have to remain the same in a postponed job for the import to be correct.

BID allows you to import and export data in several different formats. This feature allows you to view your bid in Microsoft Excel. Although the file is saved in a *.csv format, the file itself will default to the Excel program.

To export a bid into a .csv format, follow the steps below:

1. Select **Export Proposal** from the **Tools** menu. The Export Items window appears asking you to confirm the export operation.

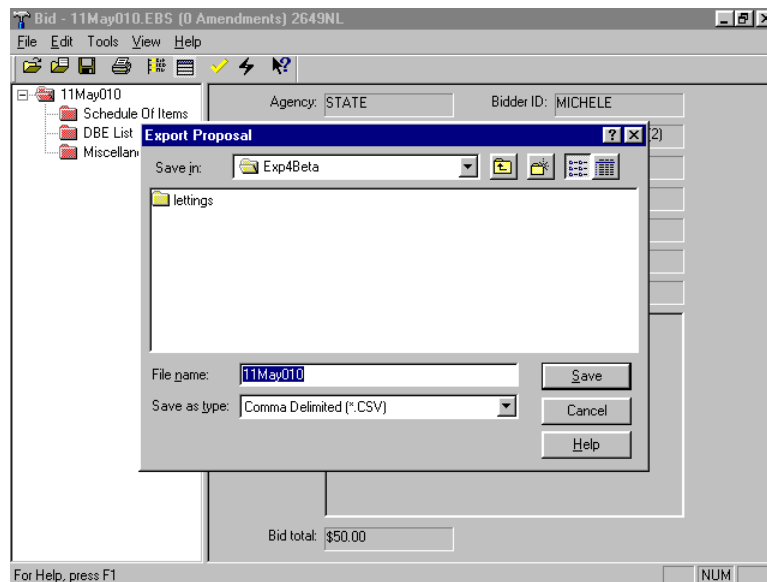


Figure 1-1. The Export Proposal Window

2. Confirm that the Save as Type field is accurate and click SAVE to export the file in the .csv format. If you now look in your directory, you will find the file type you requested with the same name as the active bid.
3. **If you are changing unit prices**, exit BID and import this file into your estimation software or run Excel. Use its functions to load the proposal item

data file, enter your unit price bids, and save. If Excel asks whether to upgrade the file version, click NO.

4. **If you are changing any unit prices**, export the prices from your estimation software (in the same format from Expedite) or exit Excel and run BID.
5. Load the electronic bid file by selecting **Import Proposal** from the **Tools** menu. Press ENTER to confirm the import operation BID will read the file and update any unit price bids that have changed. You can save the updated electronic bid file and print a paper-based bid.
6. An Import Info window will appear displaying the total number of lines, and the total number of bid prices that were imported. Press the OK button to make this window disappear.

There is less chance of a data error if you export the bid from BID first, estimate the job, and then re-import the bid into the BID program. Choose Export Proposal from the Tools menu to begin the steps of exporting a clean .csv file.

The import and export file formats supported by BID are shown in Table 1-1.

File Format	Description
WK1 (1-2-3 format)	This is a Lotus 1-2-3 native spreadsheet format. This is usually the best choice for importing and exporting to Lotus 1-2-3 for DOS and Windows.
CSV (Comma delimited format)	This is a generic text format that is supported by several spreadsheets and many other programs. This format represents the data as a sequence of fields separated by commas, where each line of text corresponds to a row of data. Fields with embedded commas or quotes are surrounded by quotes. This is a useful format for custom estimation systems.
TAB (Tab delimited format)	This is a very simple text format where fields are separated by a tab, one line per data row. This is a useful format for custom estimation systems.
COL (Fixed column format)	This is a text format where each column takes up a fixed amount of space.
DIF (Data Interchange Format)	This format can be used by DOS-based versions of Lotus, and DBase.
CS2 (Simplified CSV format)	This is a stripped-down version of the CSV format to be read by programs that cannot handle CSV correctly, such as Lotus 1-2-3.
DAT (Export only!)	This export only format contains all the information about a proposal in CSV format. This format is intended to be used by estimation systems that want to know all about the proposal. This format cannot be used to import.

Table 1-1. Supported Import and Export File Formats