

Section	ItemCode	Type	ItemDesc	UnitOfMeasure
			GRANT TOTAL ILS	

Quantity	Reference	Manufacturer	ModelNum	BrandReq
1				

BrandSpec	DeliveryLoc	UnitPrice
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Please rename the template before importing

Section	Required (max 2000 characters)
ItemCode	Optional (max 200 characters)
Type	Optional
ItemDesc	Optional (max 2000 characters)
UnitOfMeasure	Optional (max 200 characters)
Quantity	Optional (numeric and decimal only)
Reference	Optional (max 2000 characters)
BrandReq	Optional
DeliveryLoc	Optional
UnitPrice	Optional (numeric/currency formatting only)
ModelNum	Optional (max 200 characters)
Manufacturer	Optional (max 200 characters)
BrandSpec	Optional (max 200 characters)

NOTE: data in excess of the character limit of a field may be ignored. For example, for the line items, the excess is ignored.

Template last updated August 2021

Groups line items into sections. In order to ensure proper grouping within the project, members of a section should all be grouped together in the import file. Each line MUST have a section name.

If the ItemCode entered matches an item code in the Line Item Library, then the details from the library will be added. If there are additional fields defined in the imported item, the fields from the library will be added. If the Type EXACTLY matches a Type in the Line Items Type admin list, then it will be added to the line item; if no match is found, it will be ignored. The Type column is for Internal Use only

Description of item or service needed. Best practice is to make the description high level and have in depth detail listed in bid documents. (See Reference)

Free-form text field

MUST be a number (no commas; Decimal point allowed if needed)

Free-form text field. Best practice is to reference bid spec document page/section if line item has

Possible values are: Sole Brand, Equivalent, No preference

If the DeliveryLoc EXACTLY matches a Location Name in the Line Items Delivery Locations admin list, then it will be added to the line item. If no match is found, it will be ignored.

Used to input fixed unit price in the Public Works template. Numbers and currency formatting only.

Free-form text field

Free-form text field

Free-form text field

Example, if there is an Item Description that is 250 characters, only the first 200 characters will be used in