## Instructions on How to Complete the Price List Spreadsheet

1. **Supplier – Column A** – The Supplier Name goes in this column.

    a. If you are doing business on behalf of a manufacturer, the **_MANUFACTURER_** name goes here.

    b. Put that name in each row down the column until your last item has been reached.

2. **Supplier Part Number – Column B** – The part number for each item goes in this column.

    a. *The part numbers in this column can match the part numbers in the Manufacturer Part Number (Column M, see step 13)*

    b. **In the Supplier Part Number Column all values must be unique.  This means that no duplicate information is allowed.**

        i. You will see this text box as a reminder:
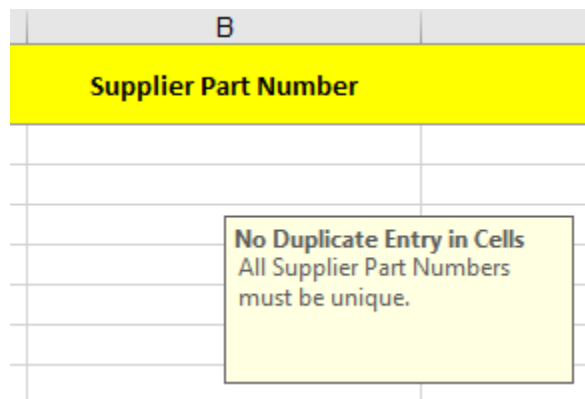


    c. **If you enter duplicate information in this field, you will get this error screen and the box holding duplicate information will be deleted – even if you click retry or cancel**

        i. The follow error box will be displayed if duplicate information is entered:
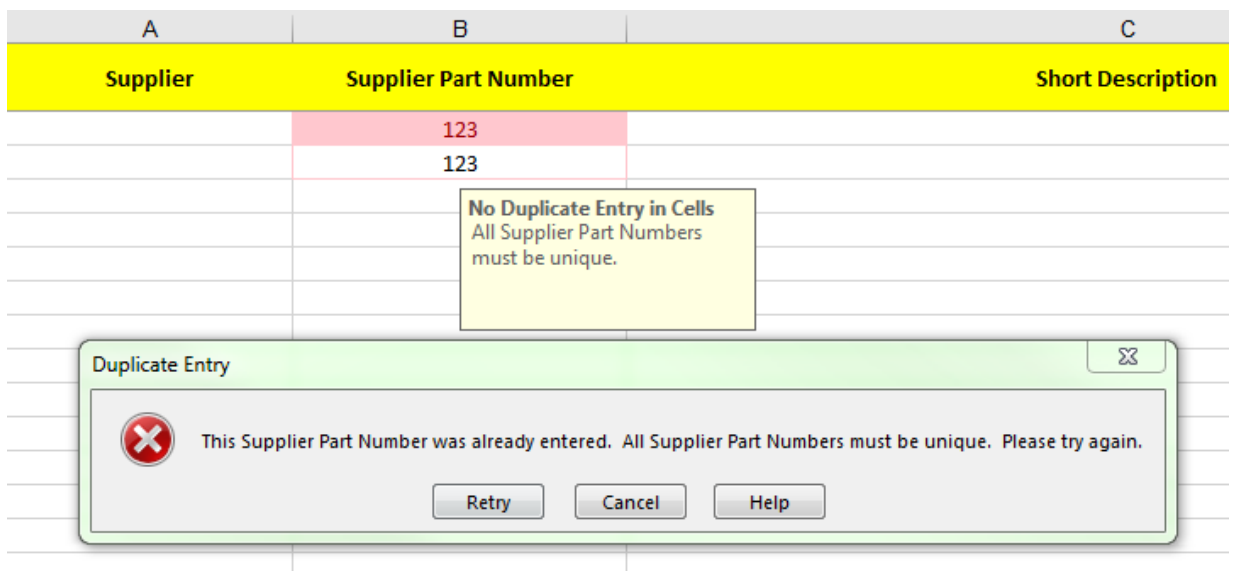
3. **Short Description – Column C -** This field provides a short and **SPECIFIC** description for the product being offered.

   a. **ONLY 99 CHARACTERS** will be allowed in this field.

      i. You will see this text box as a reminder:



      ii. If you enter more than 99 Characters in this field you will get this error screen and the cell holding more than 99 characters will be highlighted so that you can changed the character count – even if you click retry or cancel the information will remain highlighted until changed

         1. It will not keep any cell that has more than 99 characters



   b. **This is a unique field.** This means that no duplicate information is allowed in the **ENTIRE** column.

      i.  If duplicate information is entered in this column, each box containing duplicate information will glow red as pictured below:



      ii.  If you see these boxes, please change the information to be specific to the line item

  c.  *Please also include packaging information.*

4. **Long Description – Column D –** This field is for a longer description of the line item. It can provide more detail about the item being offered as well as packaging details

5. **Product Group – Column E –** Use the NIGP Choices tab in the spreadsheet to populate this column

  a.  The NIGP Choices Tab includes a list of all of the applicable Product Group (NIGP codes) that can be used for this contract.

      i.  Locate the 5 digit NIGP code that best fits the line item and put that code it the Product Group cell for the specific line item. Only 5 digits will be accepted.

      ii.  *If the spreadsheet only lists one NIGP choice, then each cell should have that same 5 digit NIGP code for each line item listed*

6. **Contract Price – Column F –** This field is for the discounted price for the line item

  a.  This is the price of which you are offering that line item to the State of Mississippi (discount included)

  b.  This amount should have 2 decimal places

      i.  The cells have been set for 2 decimal places using the "Currency" format

      ii.  If you enter, 100 – it will appear $100.00

7. **Contract Number – Column G –** *Bidder leaves this field blank, this will be populated by OPTFM*

8. **MSRP – Column H –** This field is for the suggested retail price using the "Currency" format

  a.  This amount should have 2 decimal places as well

9. **Delivery in Days – Column I –** This column should contain the **MAX** number of days that it will take for the line item to get to the purchaser from date of ordering

  a.  You may put a range of days if this accurately describes the approximate arrival time of that product, e.g. 5-7

b. If it takes between 10 and 15 days to deliver a product, put 15 in the Delivery in Days column for that line item

10. **UOM (Unit of Measure) – Column J –** This field is for the base unit of measure of the line item

    *a.* Please use the UOM tab (the fourth sheet) to populate this column

    *b. Please use ALL CAPS when typing the unit of measure into this column*

11. **Hyperlink URL – Column K –** The hyperlink to the manufacturer's website that contains information about that line item(s) being offered should be placed in this field

12. **Manufacturer – Column L –** The Manufacturer of the product/line item should be listed in this column
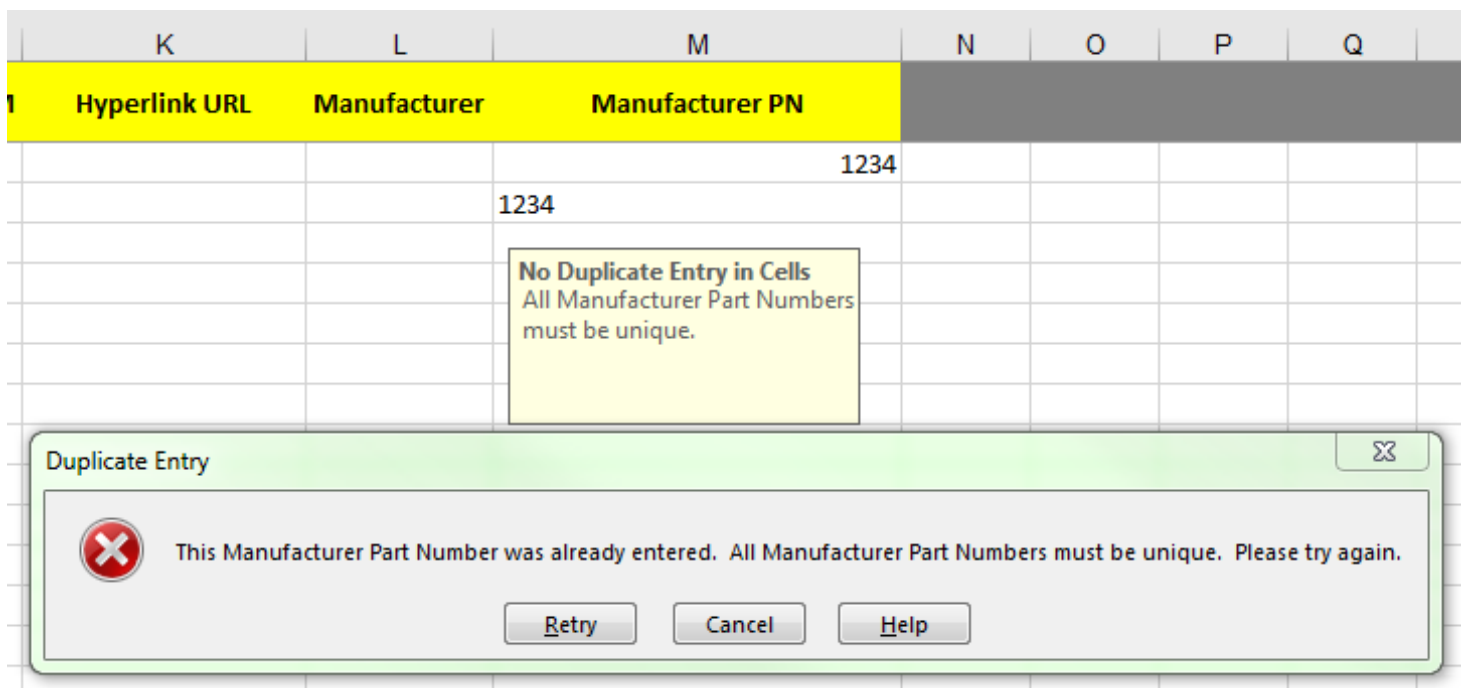
    *a.* <u>If this is a "Manufacturer Contract"</u> (refer to the PFG) there will only be one manufacturer per contract unless you have a signed letter authorizing your company to distribute their products; therefore, each line item should have the same manufacturer

    *b.* <u>If this is a "Vendor Contract"</u>, please enter the applicable manufacturer name(s) in this column

13. **Manufacturer PN (Part Number) – Column M –** The manufacturer part number for each item goes in this column.

    *a. The manufacturer part numbers in this column can match the part numbers in the Supplier Part Number (Column B)*

    **b.** <u>**In the Manufacturer Part Number Column all values must be unique. This means that no duplicate information is allowed.**</u>

        **i.** You will see this text box as a reminder:
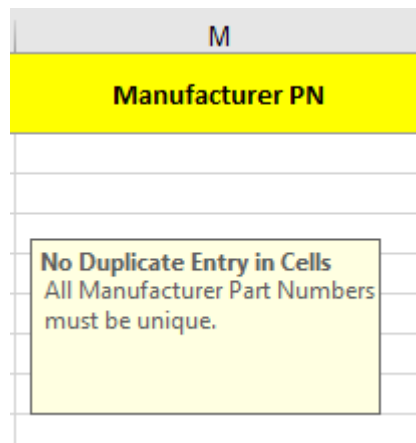


    **c.** If you enter duplicate information in this field, you will get this error screen and the box holding duplicate information will be **deleted** – even if you click retry or cancel the information will be deleted

        **i.** The follow error box will be displayed if duplicate information is entered:

| K | L | M | N | O | P | Q |
|---|---|---|---|---|---|---|
| **Hyperlink URL** | **Manufacturer** | **Manufacturer PN** | | | | |
| | | | 1234 | | | |
| | 1234 | | | | | |

**No Duplicate Entry in Cells**
All Manufacturer Part Numbers must be unique.

**Duplicate Entry** ✕

❌ This Manufacturer Part Number was already entered. All Manufacturer Part Numbers must be unique. Please try again.

[ Retry ]  [ Cancel ]  [ Help ]

14. ***Please hide any rows that you do not use.***

15. ***This spreadsheet has been LOCKED AND PASSWORD PROTECTED***

   a. No alterations to this workbook should be made other than entering data in the columns shown in the Price List Sheet (as outlined above)

   *Note: If you run out of room in the columns, the columns cannot be widened by you. Continue to type all of the information in the cell and it can be made visible by the responsible analyst upon submittal.*