

AwardedBids.com

How to build a Price Point report

Step 1: Searching

Go to AwardedBids.com and log in.

If you are not taken directly to the AwardedBids search criteria, please click on the AwardedBids.com logo on your portal page.

Use the search criteria at the top of the page to setup your search and narrow down to your region and product types.

Make sure your Bid Type is set to Awarded, Archived is set to No, and Timeframe is set to None. You should not need to change any other search criteria unless you want to narrow down by state or product type.

You can select multiple states by holding down the Ctrl key and click on each state. If you do not select any states, the system will pull nationwide information.

Select the product types you're interested in on the right. Any categories in red can be clicked on to expand them and show more subcategories (like Cereal in the image below). Checking the top category in red will automatically include all subcategories beneath it.

Once you have your search criteria selected, click "Search" in the bottom right corner of the screen.

Search Criteria:

Saved Search: New Search	Keyword: 	<input type="checkbox"/> Bags <input type="checkbox"/> Bakery Products <input type="checkbox"/> Beverages & Mixes <input type="checkbox"/> Bowls <input type="checkbox"/> Boxes <input type="checkbox"/> Cereals <input type="checkbox"/> Cereal & Breakfast Bars <input type="checkbox"/> Cereal Mix <input type="checkbox"/> Cereal Snack <input checked="" type="checkbox"/> Cereal, Bowl Pack <input type="checkbox"/> Cereal, Bulk <input checked="" type="checkbox"/> Cereal, Cup <input checked="" type="checkbox"/> Cereal, Single Serve <input type="checkbox"/> Cereal, Unspecified <input type="checkbox"/> Cream of Wheat <input type="checkbox"/> Instant Breakfast <input type="checkbox"/> Oatmeal <input type="checkbox"/> Rolled Oats <input type="checkbox"/> Cleaning Products <input type="checkbox"/> Condiments <input type="checkbox"/> Containers
Bid Type: Awarded	Archived: No	
State(s): Alabama Alaska Arizona Arkansas California	Ship Type: Any Type	
Operator Type(s): College & University Cooperative School District	Award Type: Any Type	
Operator(s): Alameda County (AC) Cooperative Purche Alameda County Office of Education Alhambra Elementary SD #68 Alum Rock Union Elementary Alvord Unified School District	Vendor Type: Any Vendor Type	
	Timeframe: None	
	Bids Per Page: 5	
	Show All Items: No	

save search reset search

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Step 2: Exporting

Your search results will come up below the search criteria on the page.

Once your search results appear, click the "Export Search Results" button below the search criteria on the left (circled in yellow on the below image). This will prompt the system to send you all of the information from your search in an Excel file to you via email.

You will get a pop-up box to let you know that your results have been exported and are being sent to you.

Search Criteria:

The screenshot shows the search criteria interface. On the left, there are dropdown menus for "Saved Search" (set to "New Search"), "Bid Type" (set to "Awarded"), "State(s)" (with "Arizona" and "California" selected), "Operator Type(s)" (with "College & University", "Cooperative", and "School District" selected), and "Operator(s)" (with "Alameda County (AC) Cooperative Pur", "Alameda County Office of Education", "Alhambra Elementary SD #88", "Alum Rock Union Elementary", and "Alvord Unified School District" selected). A "Keyword:" field is empty. On the right, there is a list of categories with checkboxes, including "Bags", "Bakery Products", "Beverages & Mixes", "Cereal & Breakfast Bars", "Cereal Mix", "Cereal Snack", "Cereal, Bowl Pack", "Cereal, Bulk", "Cereal, Cup", "Cereal, Single Serve", "Cereal, Unspecified", "Cream of Wheat", "Instant Breakfast", "Oatmeal", "Rolled Oats", "Cleaning Products", and "Condiments". A pop-up window from "awardedbids.com" is centered on the screen, stating: "Your data export request has been successfully received. The creation of the report can take a few minutes to complete. Once this process has completed, the data file will be sent to: **elessig@interflex.net**. You can **close** this window, and continue with your search without affecting the export." At the bottom left, the "export search results" button is circled in yellow. Other buttons include "print search result", "save search", "reset", and "search".

Search Results

1 - 5 of 86 > >>

Food & Commodities (548-13/14)   show line items	1 historical bid found
Elk Grove Unified - CA	Questions / Suggestions / Problems
Issue Date: 02/07/2014	Bid Type: Awarded
Opening Date: 03/13/2014	Award Type: Line Item
Start Date: 07/01/2014	Ship Type: Distributor Shipment
End Date: 06/30/2015	Awarded Value: \$3,499,191
Bid Documents: Addendum 1 , Bid Document , Bid Q & A , Bid Q & A , Bid Q & A ,	Archived: No
Specifications	

AwardedBids.com

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Step 3: Building the Price Point report

You should receive an email from awardedbids@interflex.net with an Excel file attached.

Open this Excel file and follow the below steps to build your Price Point report:

- Highlight everything in the spreadsheet by clicking the top left cell between A and 1. Once everything is highlighted, double click the vertical line between columns A and B to expand all of the information.
- While all of the information on the spreadsheet is still highlighted, go to the “Insert” tab at the top of your screen and choose “Pivot Table.” You will get a pop-up box that should automatically have your range of data selected and “New Worksheet” checked off. Click “Okay” in this pop-up box.

PivotTable Fields

Choose fields to add to report:

- Bidding Vendor
- Bid Product
- Bid Product Code
- Bid Pack**
- Bid Pack Number
- Bid Pack Size
- Bid Pack Unit
- Bid Qty
- Bid Unit**
- Bid Price**
- Ext. Bid Cost
- Award Result**

Drag fields between areas below:

FILTERS	COLUMNS
Award Result	Σ Values

ROWS	VALUES
Product Type	Count of Bid Price
Bid Unit	Count of Bid Price2
Bid Pack	Count of Bid Price3
	Count of Bid Price4

Defer Layout Update UPDATE

- You will be brought to a new worksheet where the Pivot Table has been started. On the right hand side of your screen you will see “Pivot Table Fields.”
- Drag and drop the columns listed at the top of the “Pivot Table Fields” into the appropriate areas below so that your “Pivot Table Fields” match the below:
- As you drag and drop, you will see fields being added to your pivot table on the left.

← *Notice: you will need to drag the “Bid Price” into the “Values” field 4 times

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Step 3: Building the Price Point report

- At the top of your spreadsheet, in cell B1, use the drop down menu to narrow the Award Result to only “won” or “split” line items by checking the box to “Select Multiple Items” and then unchecking “Lost,” “NA,” and “blank” from your selections. Click “Okay” to close the drop down menu.
- In your “Pivot Table Fields” box on the right, click on “Count of Bid Price 2” and then click on “Value Field Settings” in the pop-up menu that appears. In the box that pops up, change the selection from “Count” to “Min” by clicking on “Min” so that it’s highlighted in blue. Click “okay” to close the box.
 - Follow these instructions again to change “Count of Bid Price 3 to “Max” and “Count of Bid Price 4” to “Average”
- You can adjust the width of each column to make the Pivot Table easier to see by dragging the vertical lines between the columns at the top of the screen (e.g. the vertical line between E and F, OR by highlighting an entire column (by clicking on that column’s letter at the top) and then right clicking in the column and choosing “Column Width” from the menu that pops up. We recommend changing the column width to 50 as a starting point and adjusting from there as necessary.
- To finish your Price Point report, right click in row 4 of column E (“Min of Bid Price”) and select “Number Format” from the menu that pops up. This will open a box where you should change the selection from “General” to “Currency” and then click “Okay” to close the box.
 - Repeat this step in cells F4 (“Max of Bid Price”) and G4 (“Average of Bid Price”).

You should now have a Price Point report similar to the below, showing you a listing of product types, packaging, the number of times that packaging shows up, and the minimum, maximum, and average price point for the packaging of that product type. Be sure to save this file somewhere on your computer where you’ll be able to access it later.

If you have any questions or would like to walk through this process with an Interflex representative, please contact us at (800)293-2909 x228 or at custserv@interflex.net.

A	B	C	D	E	F	G
Award Result	(Multiple Items) ↓					
Data						
Product Type	Bid Unit	Bid Pack	Count of Bid Price	Min of Bid Price	Max of Bid Price	Average of Bid Price
☐ Bakery Products: French Toast Sticks	☐ Cases	100 / 2.6 Ounces	79	\$23.95	\$48.60	\$31.75
		85 / 2.9 Ounces	77	\$3.29	\$50.94	\$32.91
		2 / 5 Pounds	50	\$11.00	\$17.20	\$14.90
		5 / 2 Pounds	42	\$9.29	\$37.78	\$15.94
		100 / 2.9 Ounces	38	\$4.11	\$63.85	\$44.22
		12 / 2 Pounds	33	\$18.98	\$39.80	\$34.76
		180 / .88 Ounces	27	\$11.50	\$16.78	\$14.62
		130 / 2.65 Ounces	25	\$5.39	\$68.61	\$45.08
		6 / 2 Pounds	21	\$16.13	\$37.40	\$20.47
		300 / .86 Ounces	15	\$24.96	\$42.97	\$32.03