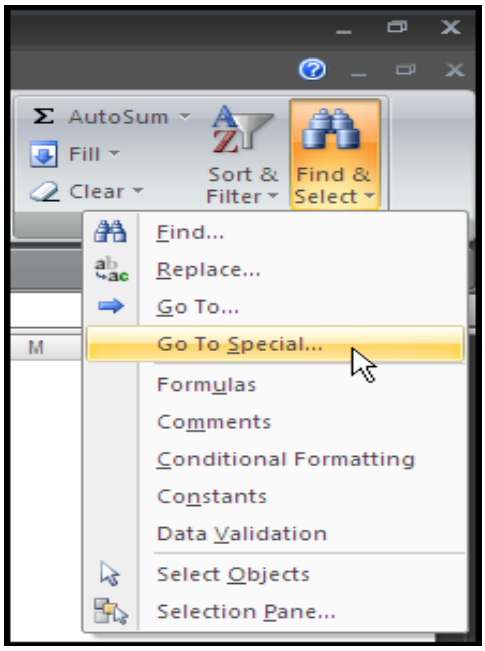
EXCEL QUANTITY TRANSFER USING V-LOOKUP

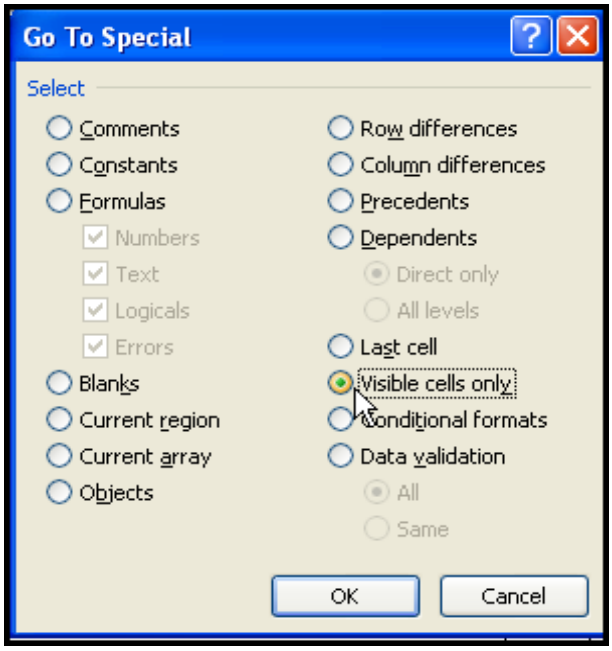
1. **Open** the old estimate.

2. **Open** a copy of the latest Avg Bid Price Excel Spreadsheet. **Save-As.**

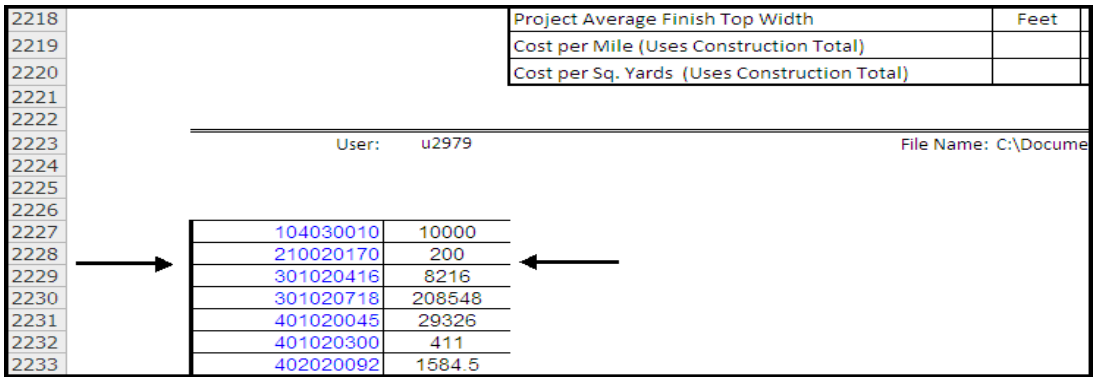
3. **Highlight** all Item Numbers and Quantities in the old spreadsheet. (The only relevant data in the old spreadsheet is the Item Number and Quantity.)

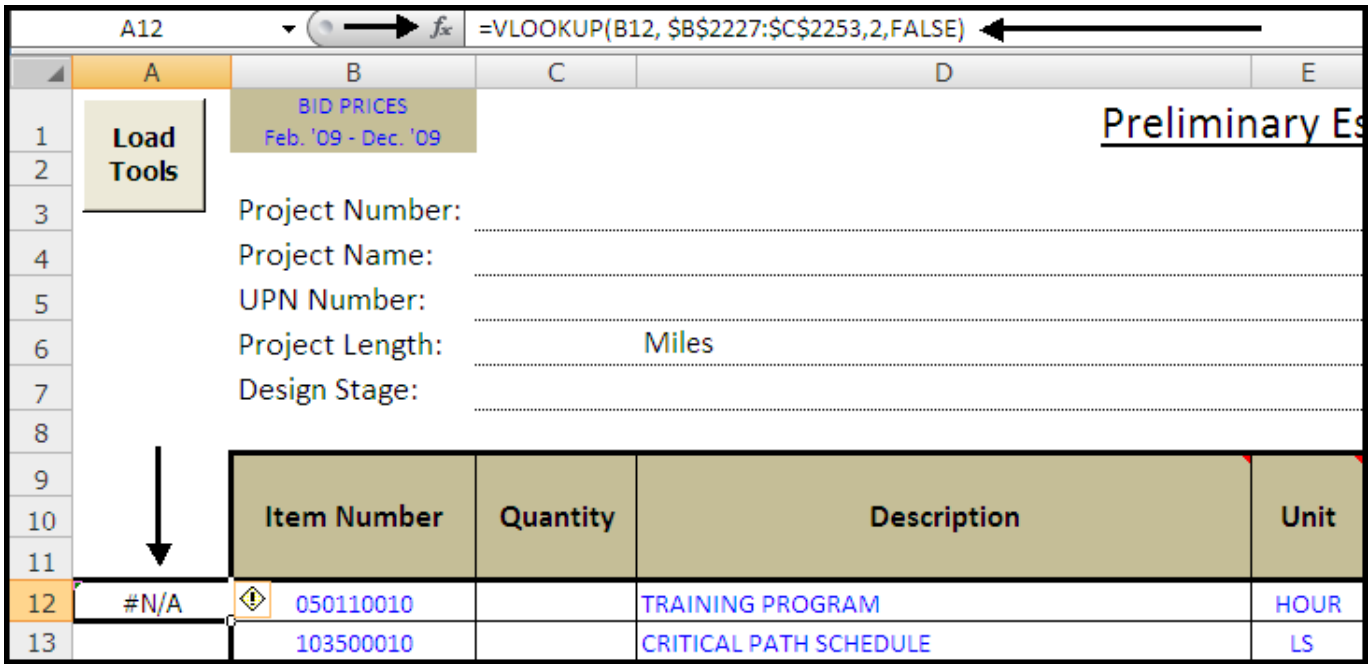
4. Under the HOME ribbon, all the way to the right, click **Find and Select**, and then click **Go To Special**. Then select **Visible Cells Only**. Click **OK.**





5. With the cells still highlighted, now **Copy** and **Paste** to a blank area on the *NEW* spreadsheet. This will become your **reference data**. (This can be done off to the side or at the bottom of the estimate.)





6. **Click** on Cell A12. This is where you will enter the **VLOOKUP** formula. Begin to enter the formula, as shown in the example above. Inside the parentheses, there are 4 operations:

First Operation: This will be the "Lookup Value" which is the Item Number adjacent to cell A12.
Enter: **B12**

Second Operation: This is the data range that stores the desired data. In this case, the data is the copied data that is located at the bottom (or side) of the spreadsheet. You will need to highlight (or manually enter) the range of the data table. In this case, the data was two columns wide and extended from cell B2328 to C2364. **You will need to enter $ signs so that the vlookup reference is always made to that specific data table.**
In this example, I entered: **$B$2227:$C$2253** "Note: Your data will have a different range."

Third Operation: This is the column number that contains the desired output data (Quantity) after the vlookup (Item Number) is performed. In our case, the data table has two columns, 1 and 2. The Quantity column is Column 2.
Enter: **2**

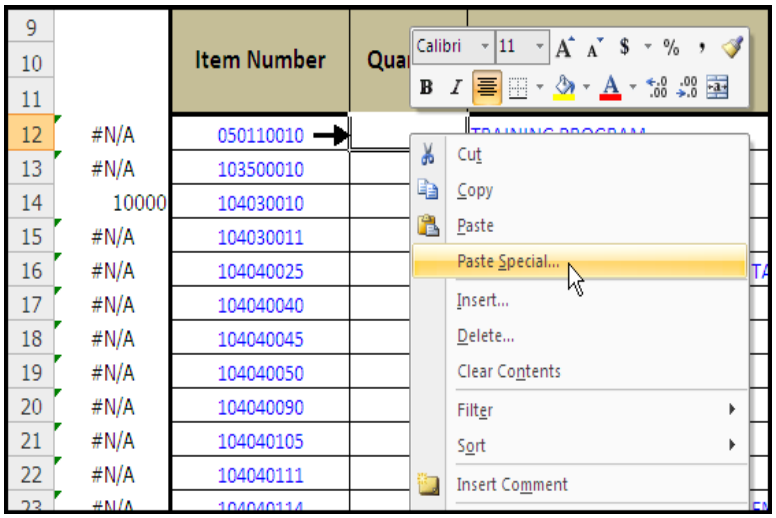
Fourth Operation: This is the range lookup. Type the word "FALSE" if you want an exact match of the lookup value (Item Number).
Enter: **FALSE**

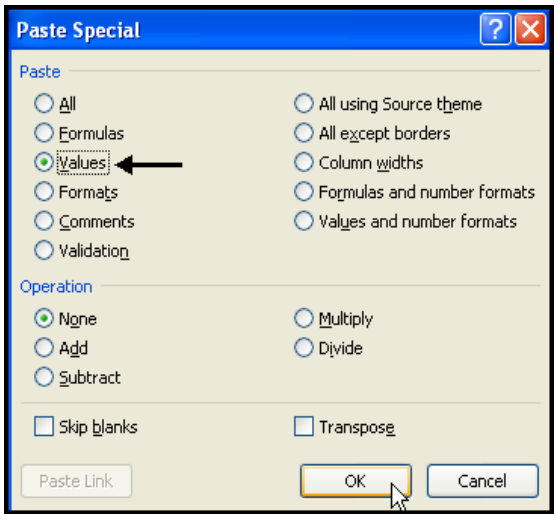
7. Once this formula is complete (make sure you have **$ signs** in the second reference) then **Copy** and **Paste** the formula from Cell A13 all the way down to the last Item Number.

8. After you **Paste** the formula, do a quick check to make sure that the formula worked and correctly inserted the proper quantities in the proper locations.

9. Now **Highlight** all of the cells you just copied in Column A. Then **Copy** and **Paste Special**. (This will allow you to move all of the data in column A to the proper location in Column C.) In **Paste Special**, select **Values** and then click **OK**.

10. Now **click** Cell C12, then hit **ENTER**. The data from Column A should now be in Column C. The difference is that Column A data is in formula form, and the Column C data is in value form.

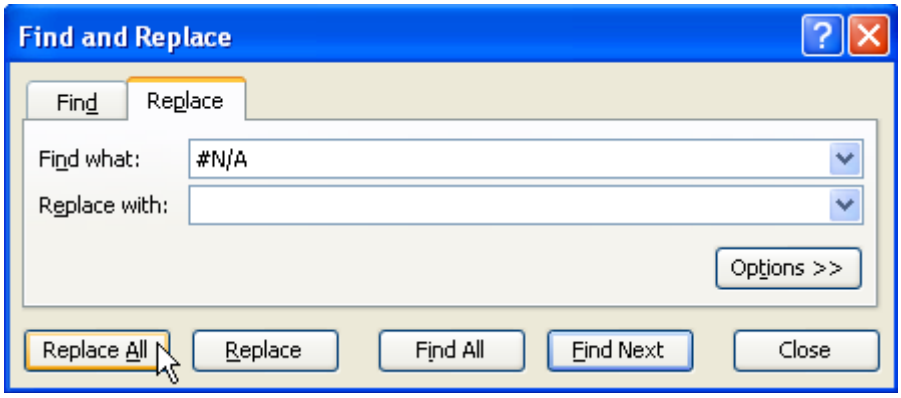




		Item Number	Quantity
9			
10			
11			
12	#N/A	050110010	
13	#N/A	103500010	
14	10000	104030010	
15	#N/A	104030011	
16	#N/A	104040025	
17	#N/A	104040040	
18	#N/A	104040045	
19	#N/A	104040050	
20	#N/A	104040090	
21	#N/A	104040105	
22	#N/A	104040111	
23	#N/A	104040114	
24	#N/A	104040115	
25	#N/A	104040116	
26	#N/A	104040118	
27	#N/A	104040119	
28	#N/A	104080000	
29	#N/A	105070000	

		Item Number	Quantity
9			
10			
11			
12	#N/A	050110010	#N/A
13	#N/A	103500010	#N/A
14	10000	104030010	10000
15	#N/A	104030011	#N/A
16	#N/A	104040025	#N/A
17	#N/A	104040040	#N/A
18	#N/A	104040045	#N/A
19	#N/A	104040050	#N/A
20	#N/A	104040090	#N/A
21	#N/A	104040105	#N/A
22	#N/A	104040111	#N/A
23	#N/A	104040114	#N/A
24	#N/A	104040115	#N/A
25	#N/A	104040116	#N/A
26	#N/A	104040118	#N/A
27	#N/A	104040119	#N/A
28	#N/A	104080000	#N/A
29	#N/A	105070000	#N/A

11. The #N/A values can now be deleted. **Click** Column C to highlight the entire column. Now hit "**Control H**" (or Edit – Replace). In the Find What area, **Type #N/A**. Do not type anything in the Replace With area. Hit **Replace All**. You can then **Close** the Find and Replace box.



12. Now **Delete** the unnecessary data in Column A. You can also **Delete** the **Item Number and Quantity Table** that you added at the bottom of the spreadsheet.

13. **Compare the old estimate with the new estimate to make sure that ALL quantities and bid items were properly transferred.**

It is very possible that a Bid Item in an old estimate could be obsolete in the new estimate. If this is the case, the old Bid Item will not show up in the new estimate and you will need to use a current bid item.

If you had bid items in the old estimate that did not have Item Numbers, you will need to manually transfer/insert that data onto the new estimate.