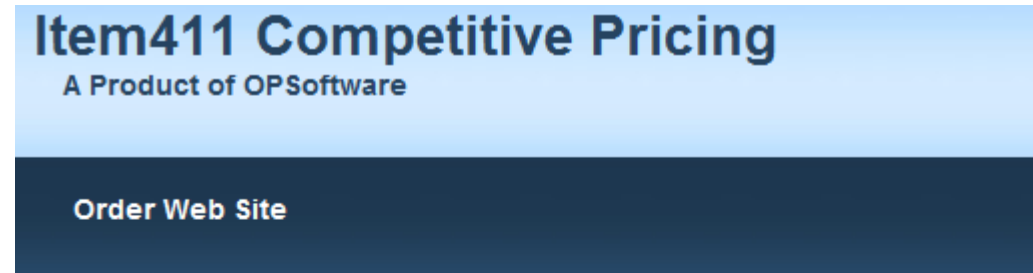


Bid Wizard Quick Start Guide

Login to Item411


Before you can use Bid Wizard, you must login to www.item411.com with your OPSoftware assigned User ID and Password. Although Bid Wizard will work with demo accounts, there are restrictions on these types of accounts.



Member Login

Need a Login? [Click Here.](#)



UserID
●●●●●●●●●●

Password
●●●●●●●●●● 

Save login credentials?

Want a Test Drive?

Click your Flag to Demo Item411

Welcome to Item411 - Your Compet

Competitive pricing information has become dealer and only Item411 delivers the informati

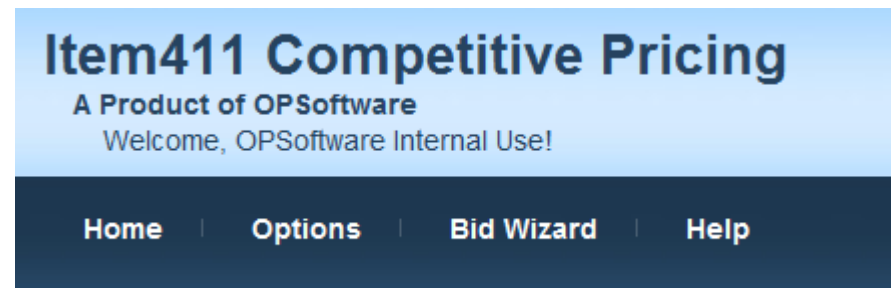
OPSoftware invented the chain store cross-re pricing 8 years ago. Today, OPSoftware con updated chain database in the industry. Item4 edge competitive advantage tools developed b

Need a Login to Item411? Have a Q

[Click here](#) to visit our new on-line secure order (substitute the @ sign for 'at' in the email addr

Click the Bid Wizard Menu Link

Click the Bid Wizard Menu link from the Item411 main page:



Bid Wizard Start Page

The Bid Wizard State Page is shown when you click the Bid Wizard Menu item:

OPSoftware's Bid Wizard - Beta 1 Release

Welcome to the OPSoftware Bid Wizard

The Bid Wizard will walk you through the steps to create a bid or contract from the only continuously updated chain database in the industry. When you export your results, the output will always be based upon the best possible information available.

Important! The maximum Excel file size you can upload is 20 megabytes! There is no download size limit.

There are four steps to creating a bid using the Bid Wizard:

1. Import
 - You enter a Bid ID and a Bid Name for future references to this bid
 - You Upload your Excel file to the Bid Wizard
 - You select the Excel sheet to import into Bid Wizard
 - You Map your Excel sheet columns to Bid Wizard columns
2. Auto-Match
 - Choose the sources for the item numbers contained in your file
 - You can choose any of the chain sources your account is authorized for
 - You can choose any of the wholesaler sources your account is authorized for
3. Edit
 - Manually match items not found in the auto-match process
 - Change matches assigned by the auto-match process
 - Change any of the data you imported
4. Export
 - Select the chains and wholesalers to be output to your final Excel File.
 - Download and save your completed Excel file

Select an existing bid by clicking the Bid ID in the list below or [Click Here to start a new bid.](#)

Existing Bids

Bid ID	Bid Name	Excel File Name	Excel Sheet Name	Status
0001	Bid 1	Contract_Test_2007.xlsx	CONTRACT\$	Exported
0002	Bid 2	Contract_Test_2007.xlsx	CONTRACT\$	Matched
0003	Bid 3	Contract_Test_97-2003.xls	CONTRACT\$	Matched
Rick	Rick Test	Chi-USSCO-Ret-Depot1-Out.xls	Chi_USSCO_Ret_Out	Exported

This page briefly outlines the steps used to create a bid.

Creating a New Bid

Create a New Bid

<< Back

Continue...

You Must Enter an ID and Name for the new bid.

Bid ID:

Bid Name:

Upload Your Excel File

Upload your Excel File

<< Back

Continue...

Upload your Excel file to our system

Browse...

Upload File...

Select the Worksheet

Select the work sheet in your file to import:

▼

View Data Sample...

Start the Upload

Upload your Excel File

<< Back

Continue...

Upload your Excel file to our system

Browse...

Upload File...

Select the work sheet in your file to import:

CONTACT90\$ ▼

View Data Sample...

Required Mapping, Item Identification

Bid Wizard Mapping

<< Back

Continue...

Required Mapping:

Select from the following options the column(s) we will use to match your items.

Your File Contains a Column With:	Column Names in Your Excel File:
<input type="radio"/> Prefix and Number Combined Column	Map to your Prefix Column...
<input checked="" type="radio"/> Seperate Prefix Column and Number Column	Map to your Number Column...
<input type="radio"/> SKU Column or Number Only Column	

Mapping Your File Columns

Select from the following options the column(s) we will use to match your items.

Your File Contains a Column With:	Column Names in Your Excel File:
<input type="radio"/> Prefix and Number Combined Column	Map to your Prefix Column... ▼
<input checked="" type="radio"/> Seperate Prefix Column and Number Column	Map to your Number Column...
<input type="radio"/> SKU Column or Number Only Column	

None
CO
ITEM
PRICE

Select from the following options the column(s) we will use to match your items.

Your File Contains a Column With:	Column Names in Your Excel File:
<input type="radio"/> Prefix and Number Combined Column	CO
<input checked="" type="radio"/> Seperate Prefix Column and Number Column	Map to your Number Column... ▼
<input type="radio"/> SKU Column or Number Only Column	

None
ITEM
PRICE

Optional Mapping

Optional Mapping:

You can map the following columns and we will keep these columns in the output.

Column Index	Heading	Map To
2	PRICE	Sell Price

Finish the Mapping

Bid Wizard Mapping

<< Back

Continue...

Contains a Column With:	Column Names in Your Excel
Number Combined Column	CO
Prefix Column and Number Column	ITEM
Number or Number Only Column	

Please wait while we import your Excel file information into our database!

Cancel Import

Heading	Map To
PRICE	Sell Price

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Auto Mapping

Bid Wizard Auto Matching Options

<< Back

Start Matching...

Optional Auto Matching:

You may optionally select the sources for the item numbers contained in your Excel file. If you select one or more sources in this section, only the sources selected will be searched for a match. If no sources are selected, we will check the item numbers in your file against all the sources in our database.

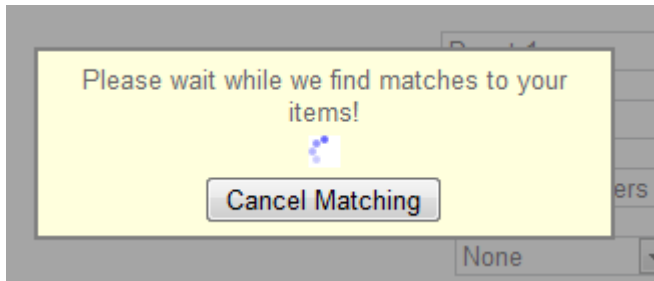
Depot 1

Staples 1

United Stationers

None

Start Mapping



Auto Matching Results

Auto Matching Review

Total Items Imported: 3273
Matched Items: 3114
Errors: 0
Potential Matches: 0
No Match Items: 159

Bid Wizard Menu

Bid Wizard Menu

- Bid Wizard Home
- Upload a new Excel File
- [Auto Match](#)
- Edit Items
- Export Bid to Excel

Export Bid to Excel

Build Output...

Output Options:

Wholesalers to Output:

Chains to Output:

Select the wholesalers to output to your Excel file:

Select the chains to output to your Excel file:

United Stationers ▼

Depot 1 ▼

Azerty ▼

Office Max ▼

None ▼

Staples 1 ▼

Quill ▼

None ▼