



## MyFloridaMarketPlace eQuote Export-Import Job Aid

From the Sourcing dashboard in either training or production environments, select a specific event. After selecting an event, select the “Overview” tab. From this page, select the “Actions drop down menu” on the right and choose “Excel Export.”

The screenshot shows the 'Overview' tab for document Doc9071 - COTS CLEAR COL. M. The 'Overview' section displays the following details:

ID:	Doc9071	Commodity:	252035: COMPUTER SOFTWARE: COMM
Description:	IMPORT EVENT WITHOUT ATTACHMENTS	Currency:	US Dollar
Status:	Draft	Last Modified:	09/06/2013
Version:	v3	Notify Vendors?	No
Version Comment:		Creation Date:	09/06/2013
Owner:	Judson Freeman	Access Control:	(no value)
Editors:			
Event Type:	ITB		
Test Event:	No		
Template:	Invitation to Bid (ITB)		
Base Language:	English		

The 'Actions' dropdown menu on the right includes the following options:

- Document
- Edit
- Excel Export
- Print Event Information
- Copy
- Move
- Publish As Quick Link
- Delete
- Lock
- Download All Supplier Attachments
- Version
- Create Saved Version
- Revert to Saved Version
- View Draft Version
- View Published Version
- View Change History
- Delete Old Versions
- Create
- Shortcut

Follow the steps listed on the next page “Export Content to Excel.” In Step 1 you can choose to export “Content,” “Participants” and “Rules.” Check the boxes next to the content you wish to export in Step 1. In Step 2, choose the first link that references opening your event in an Excel Spreadsheet. If your event contains attachment files, be sure to choose both the first option to save the Excel spreadsheet and then the second option that references downloading attachments to a Zip file. Save these files in a familiar location on your computer.

The 'Export Content to Excel' dialog box contains the following steps:

**Step 1.** Select what data you want to export:

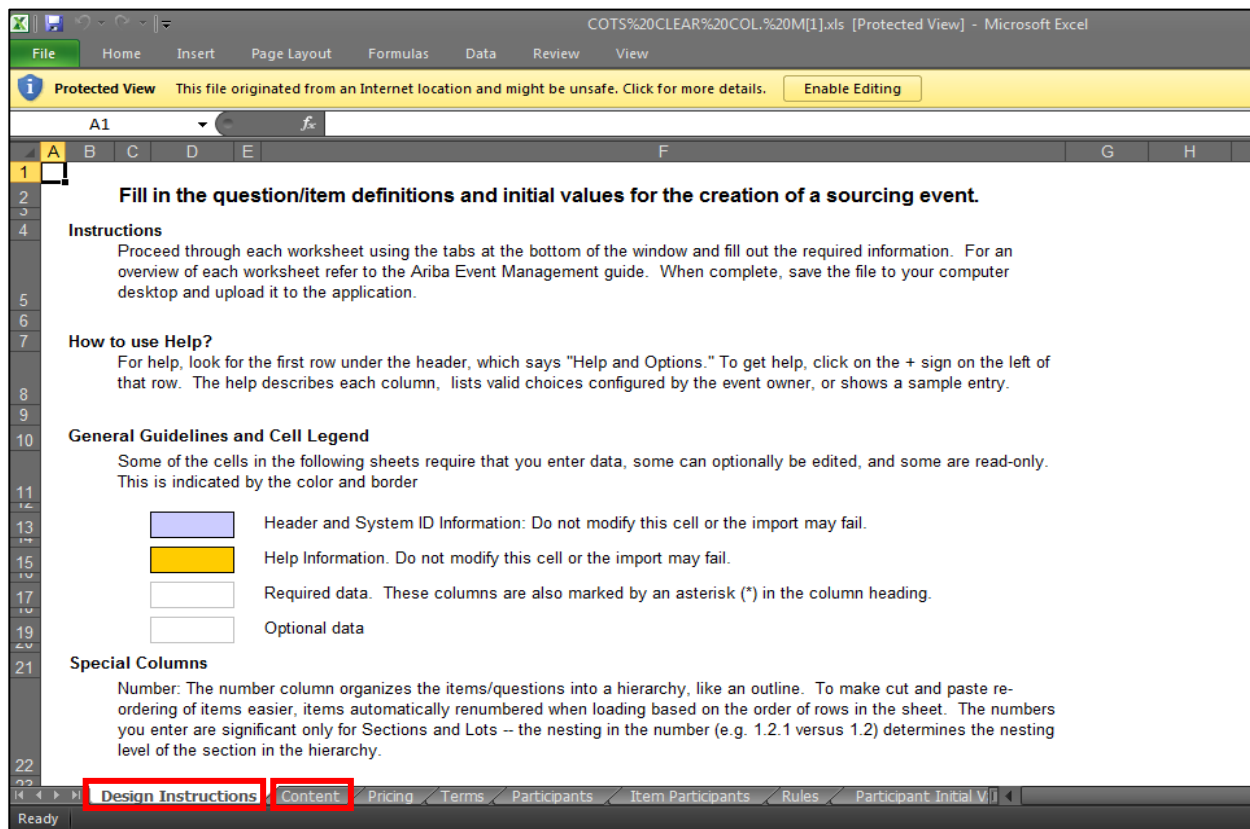
- ☒ Content
- ☒ Participants
- ☒ Rules

**Step 2.** [Click here to open your ITB in an Excel Spreadsheet.](#)

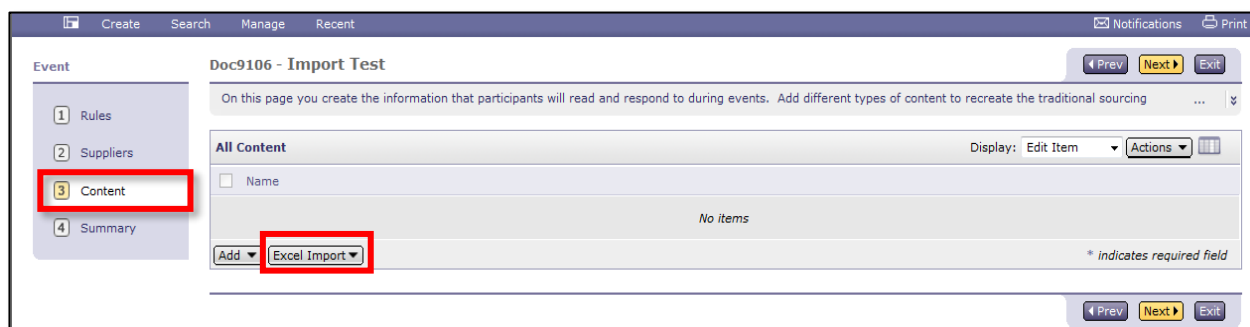
[Click to download existing attachments into a Zip file.](#)

**Step 3.** Edit the Excel Spreadsheet and save the file to your computer.

The image below is an exported event in Excel with full content. Ensure the first tab Excel workbook generated looks identical to the one below and reads “Design Instructions.” Take note of the general guidelines and cell legend located on the first tab. Save the Excel spreadsheet.



With the above formatted Excel spreadsheet and the Zip file of attachments, if applicable, you will be able to import the event back to Sourcing. To import the exported event data, first open or create a new event in Sourcing. In the new event, move forward to the “Suppliers Section” or “Content Section,” in the left hand navigation panel. Select the “Excel Import” button. If prompted, choose the “Upload a file from Desktop” option.



A new window will open titled “Import Content from Excel.” Again, in Step 1 you have the option to import “Content,” “Participants” and “Rules.” In Step 4, you can choose to add the imported content to the current event data, or replace the current event data with the imported content. Select the radio button for the option you would like for Step 4. In Step 5, click the “Browse” button to locate the file on your computer and select it. If your event contains attachments and you downloaded the Zip file, also select “Browse” on the second field. Finally, choose the “Import” option in Step 6.

After choosing the “Import” option you will be directed back to your new event and the imported data will be visible. You will have the opportunity to make revisions or add attachments that were previously removed during the export process.

### Import Content from Excel

You can use Microsoft Excel to enter content into your event. If you have an existing Excel spreadsheet that contains this information

**Step 1.** Select what data you want to import:

☒ Content

☒ Participants

☒ Rules

**Step 2.** [Click here to open your eQuote in an Excel Spreadsheet.](#)  
Skip this step if you wish to Import a previously downloaded file.  
[Click to download existing attachments into a Zip file.](#)  
Skip this step if you do not wish to work with Attachments.

**Step 3.** Edit the Excel Spreadsheet and save the file to your computer.

**Step 4.** Select how you would like to import the data.

☒ Add to Event Data ☐ Replace Event Data

**Step 5.** Locate the saved Excel file on your computer using the Browse button.

If you would like to upload attachments, then locate the zip file on your computer using the Browse button.

**Step 6.** Click **Import** to import the contents of the Excel file to your eQuote.