

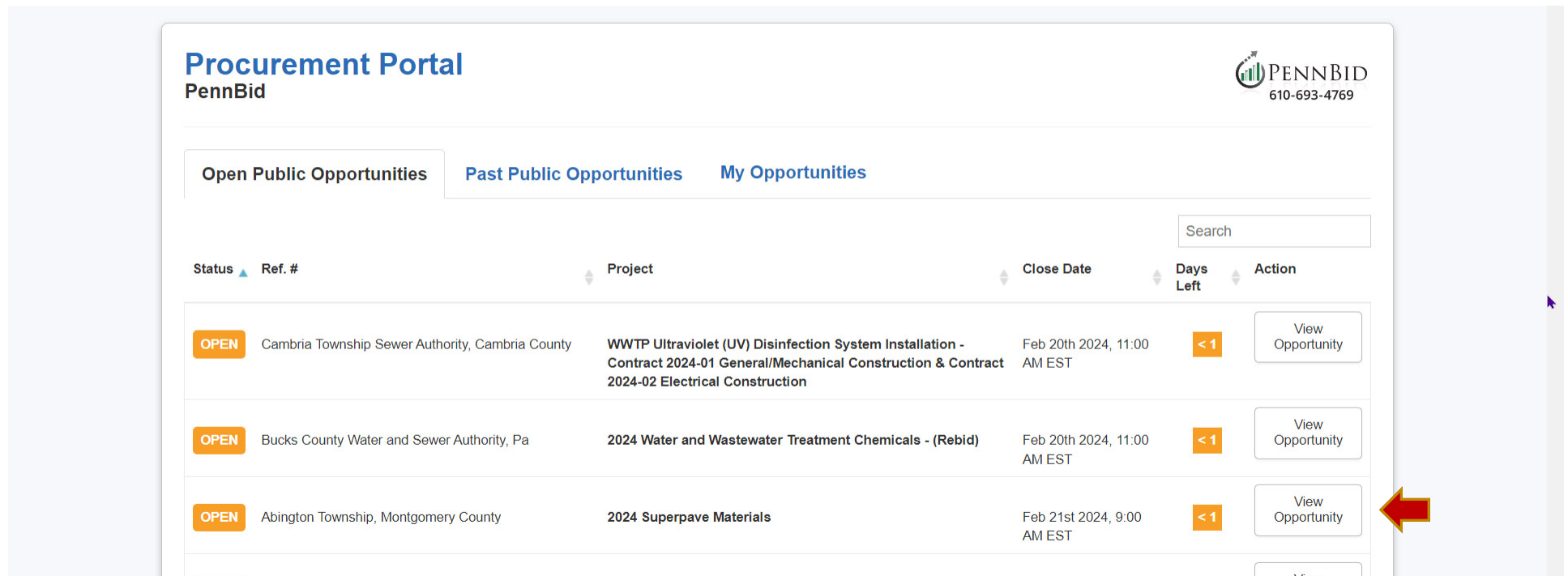
# Using The Free Online Version Of Excel

The PennBid platform utilizes **Microsoft Excel** files for the purpose of entering **Unit Pricing** and **Bidder Acknowledgments** when they are required. If you do not have Excel installed on the computer(s) you are using to submit bids through the PennBid platform, there is a free Online version of **Excel** available to you.

This guide reviews the process of utilizing the free Online version of **Excel**.

## View Opportunity Of Interest & Download The Excel Files

From the **Open Public Opportunities** tab, click the **View Opportunity** button to enter the **Project Details** screen of that project.



The screenshot displays the PennBid Procurement Portal interface. At the top left, it says "Procurement Portal PennBid". At the top right, the PENNBID logo and phone number "610-693-4769" are visible. Below the header, there are three tabs: "Open Public Opportunities" (selected), "Past Public Opportunities", and "My Opportunities". A search bar is located on the right side of the table. The table has columns for Status, Ref. #, Project, Close Date, Days Left, and Action. Three rows of opportunities are listed, each with a "View Opportunity" button. A red arrow points to the "View Opportunity" button for the "2024 Superpave Materials" project.

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	Cambria Township Sewer Authority, Cambria County	WWTP Ultraviolet (UV) Disinfection System Installation - Contract 2024-01 General/Mechanical Construction & Contract 2024-02 Electrical Construction	Feb 20th 2024, 11:00 AM EST	< 1	View Opportunity
OPEN	Bucks County Water and Sewer Authority, Pa	2024 Water and Wastewater Treatment Chemicals - (Rebid)	Feb 20th 2024, 11:00 AM EST	< 1	View Opportunity
OPEN	Abington Township, Montgomery County	2024 Superpave Materials	Feb 21st 2024, 9:00 AM EST	< 1	View Opportunity

Download the **Pricing Section** Excel file and the **Bidder Acknowledgments** Excel file (if required) to the **downloads folder** on your computer.

PENNBID  
610-693-4769

Community
Projects
Vendors
Insights
Manage
Portal
Submissions

Gary P.  
PennBid

Name	Type	# Files	Requirement	Instructions	Actions
Upload Required Documents Here	File Type: Any (*.*)	Multiple	REQUIRED		
Upload Additional Documents Here	File Type: Any (*.*)	Multiple	OPTIONAL		

### Acknowledgements

Name	Type	# Files	Requirement	Instructions	Actions
Bidder Acknowledgements (Q-56HM)	Questionnaire: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this Questionnaire.	<a href="#" style="border: 1px solid gray; padding: 2px 5px; text-decoration: none;">Download</a>

### Pricing Section

Name	Type	# Files	Requirement	Instructions	Actions
Pricing Section (BT-29HY)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	<a href="#" style="border: 1px solid gray; padding: 2px 5px; text-decoration: none;">Download</a>

### Document Takers

## Download The Free Online Version Of Microsoft Excel

Go to <https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web> to download the free Online version. You may need to create an account to continue.

Use Word, Excel, PowerPoint and more for free on the web

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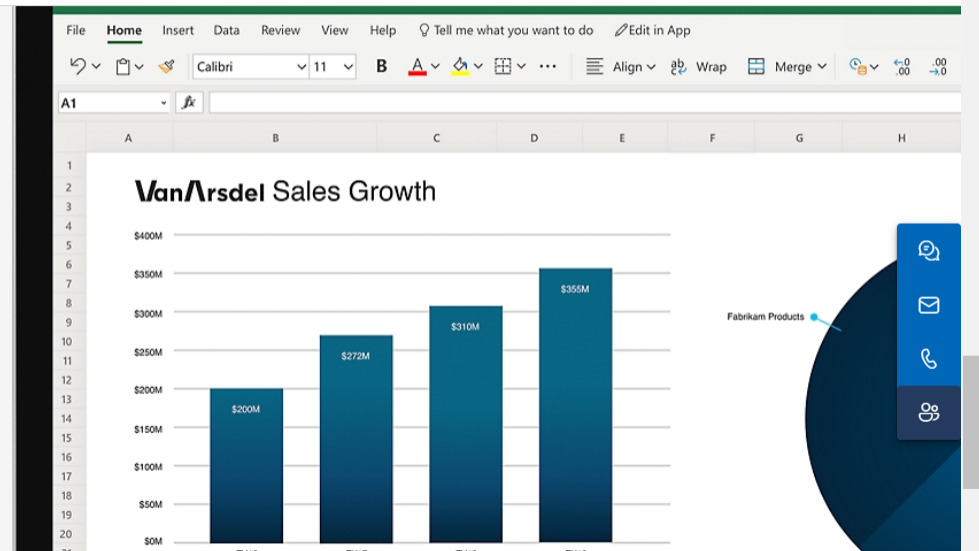
[Sign in](#)

### Excel for the web

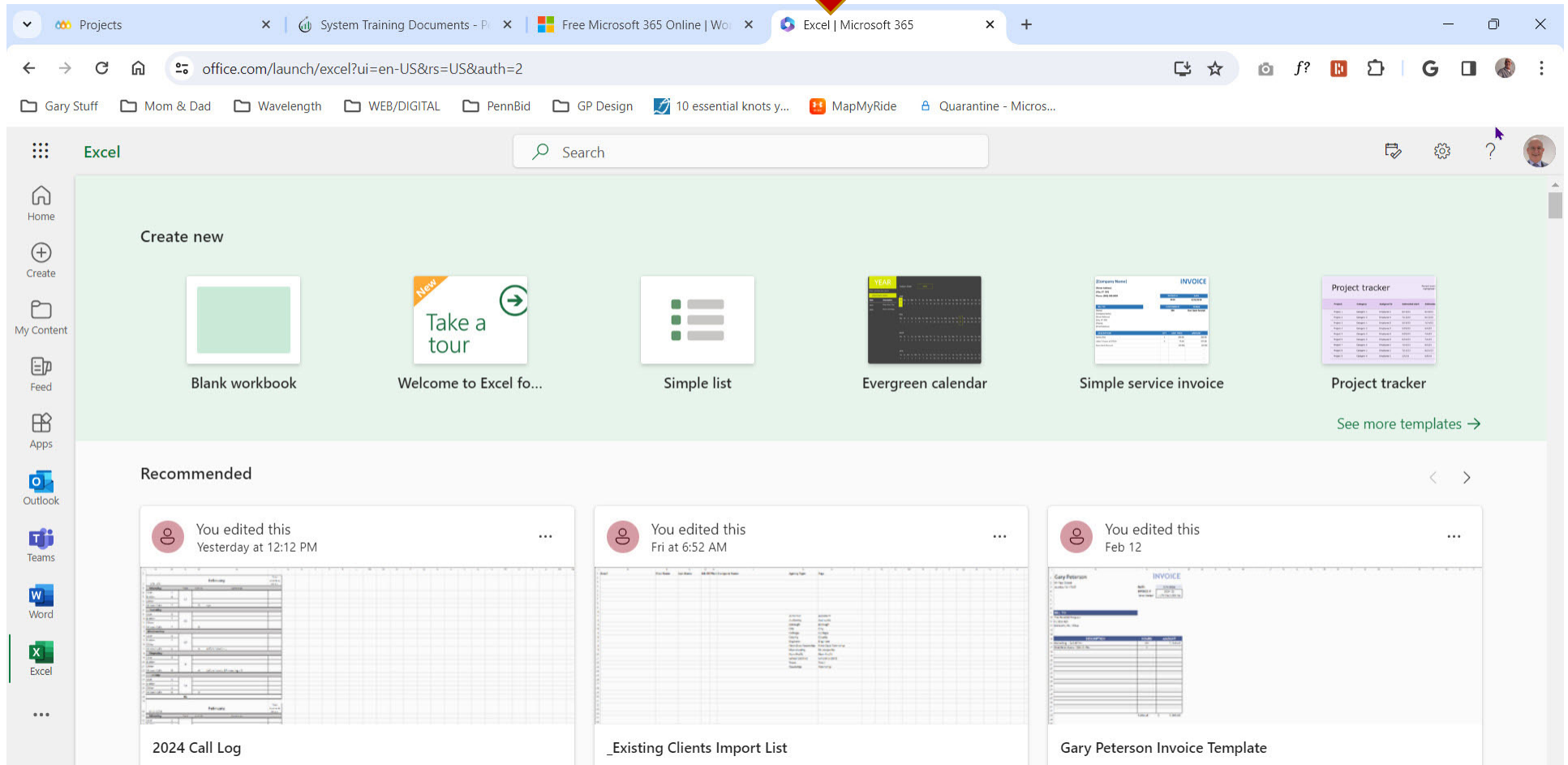
Organize your data in familiar spreadsheets and workbooks, with all changes saved automatically. Create modern visuals that turn numbers into valuable insights. Work together in real time knowing that everyone is on the same page.

[Start using Excel for free >](#)

[Learn more about Excel >](#)



Excel will open in a new tab within your web browser (Excel | Microsoft 365).

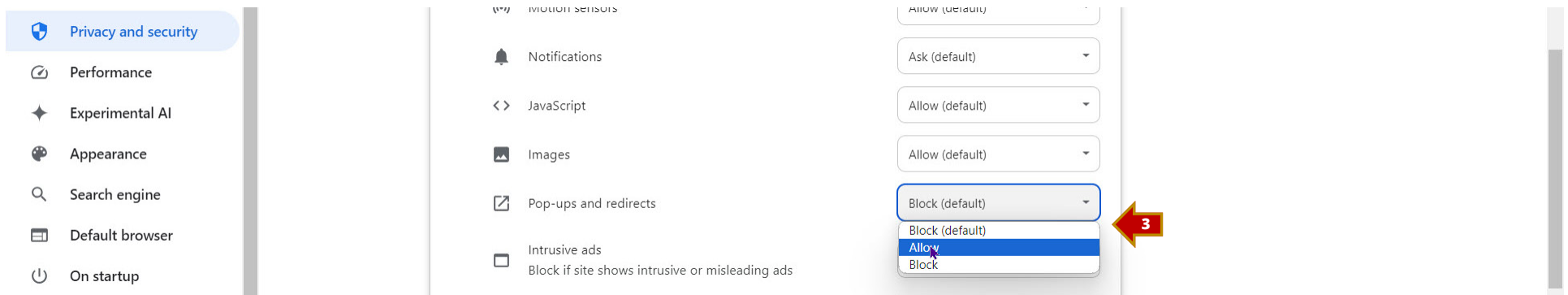
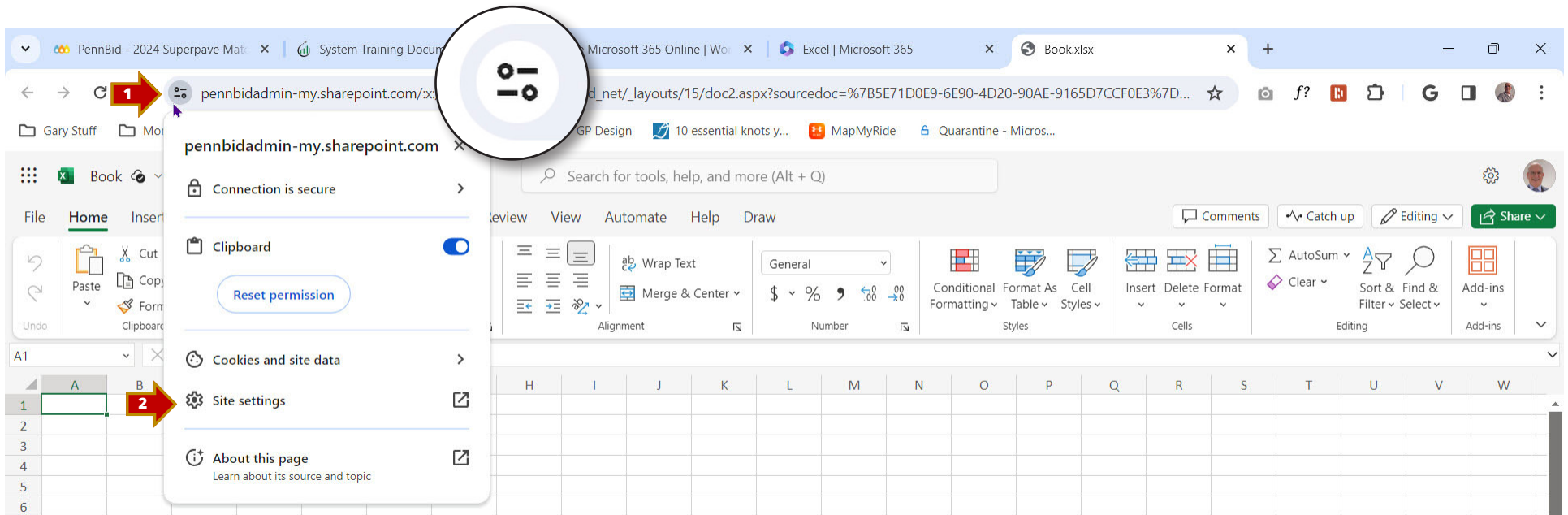


The screenshot shows a web browser with several tabs. The active tab is 'Excel | Microsoft 365'. The address bar contains the URL 'office.com/launch/excel?ui=en-US&rs=US&auth=2'. The browser's address bar also shows several bookmarks: 'Gary Stuff', 'Mom & Dad', 'Wavelength', 'WEB/DIGITAL', 'PennBid', 'GP Design', '10 essential knots y...', 'MapMyRide', and 'Quarantine - Micros...'. The Excel interface is displayed, featuring a search bar at the top. Below the search bar is the 'Create new' section, which includes a 'Blank workbook' template, a 'Take a tour' button, a 'Simple list' template, an 'Evergreen calendar' template, a 'Simple service invoice' template, and a 'Project tracker' template. A 'See more templates' link is also present. Below the 'Create new' section is the 'Recommended' section, which displays three recent documents: '2024 Call Log' (edited yesterday at 12:12 PM), '\_Existing Clients Import List' (edited Friday at 6:52 AM), and 'Gary Peterson Invoice Template' (edited February 12).

## Allow Pop-Ups In Your Browser

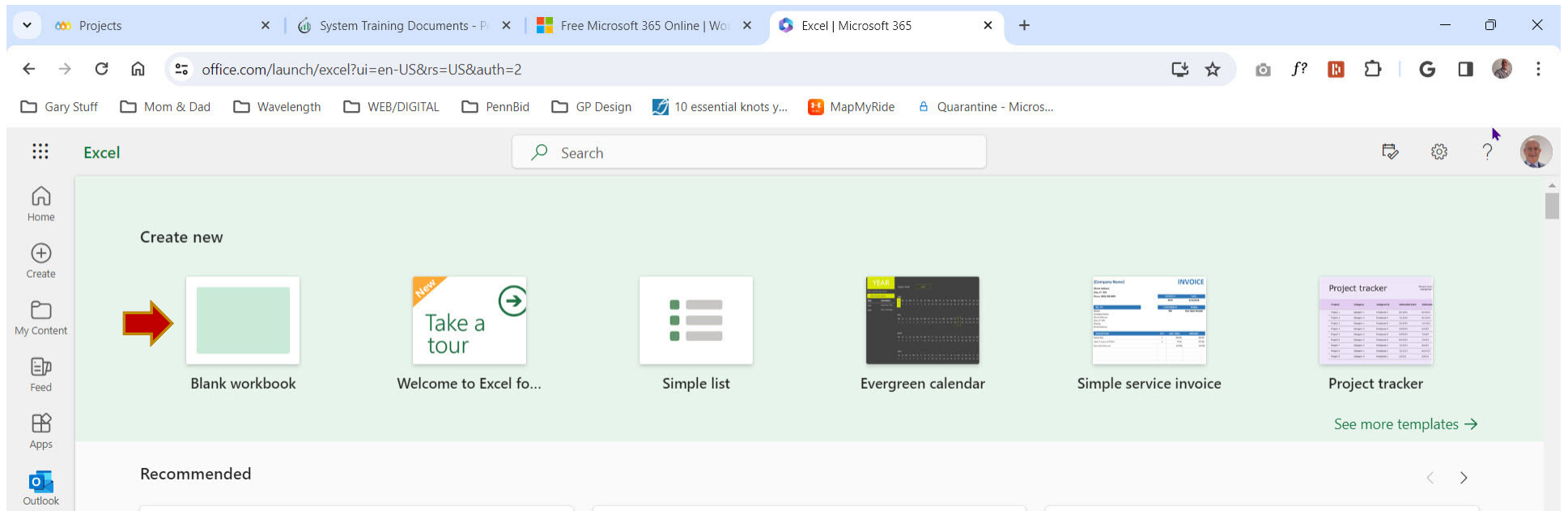
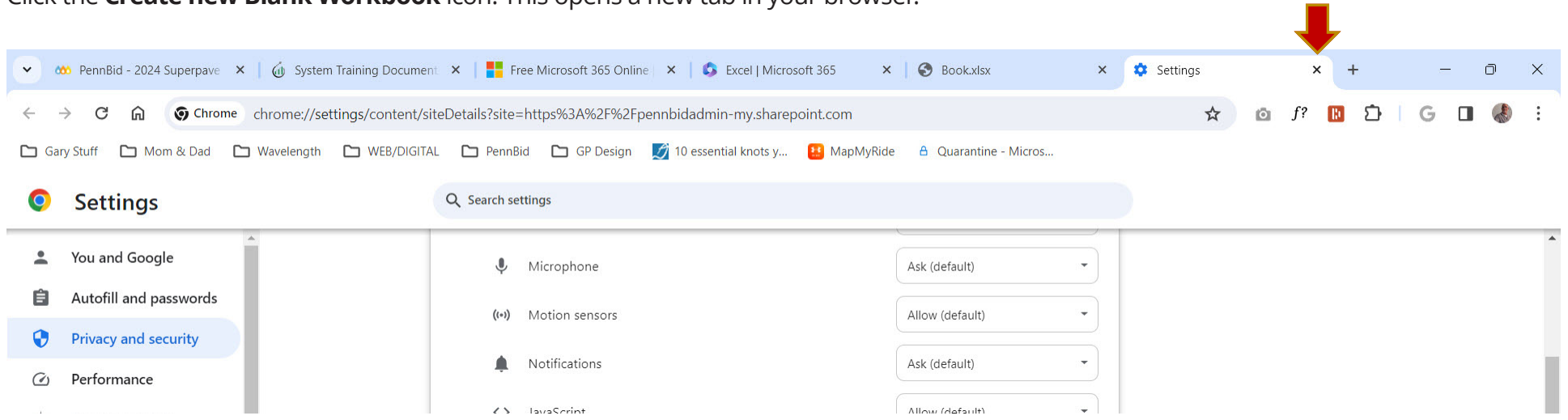
Click the **View Site Information** button in your browser to access the pop-up window options menu. This will open a new Tab in your browser where you can change the settings to allow pop-ups.

Click on Site Settings, scroll to the **Pop-ups and redirects**, and select **Allow** from the drop-down menu. If pop-ups are blocked, you may not be able to open the Excel file(s) that you have downloaded to your computer.



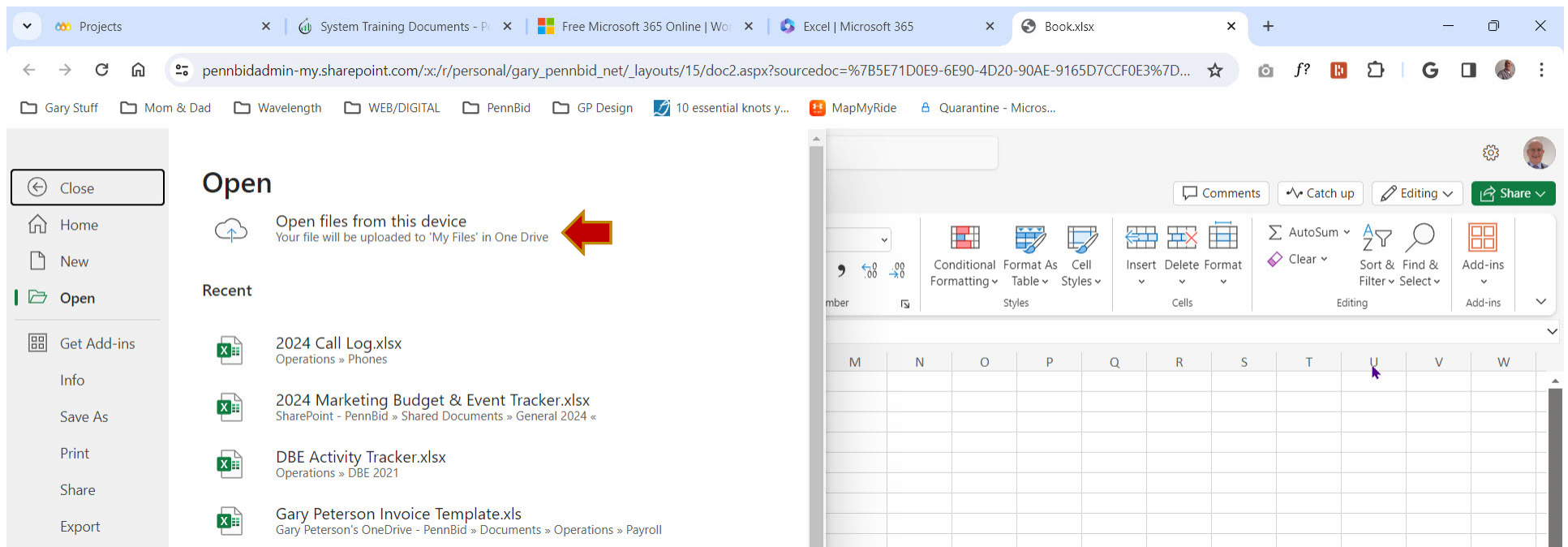
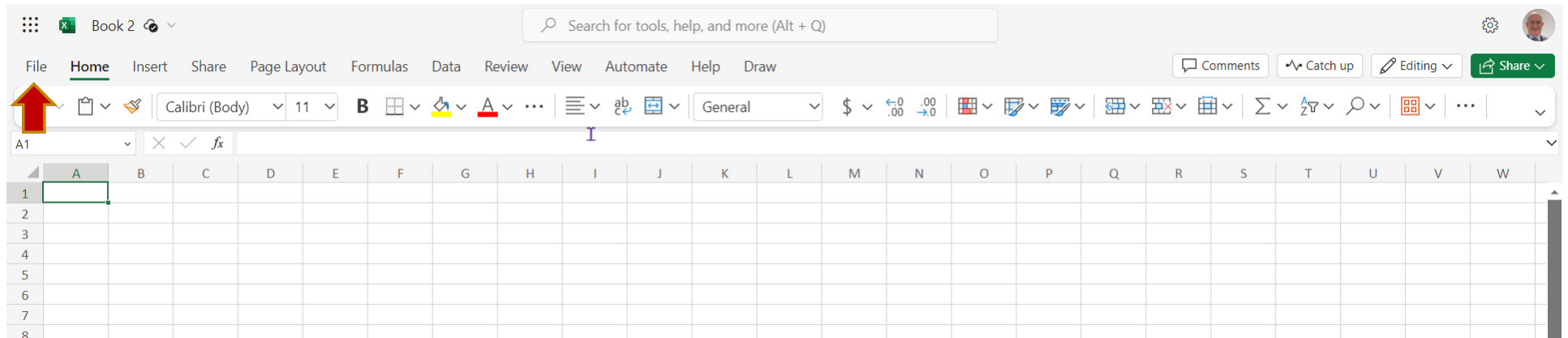
Close the new Settings tab to return to the **Excel | Microsoft 365** tab in your browser.

Click the **Create new Blank Workbook** icon. This opens a new tab in your browser.



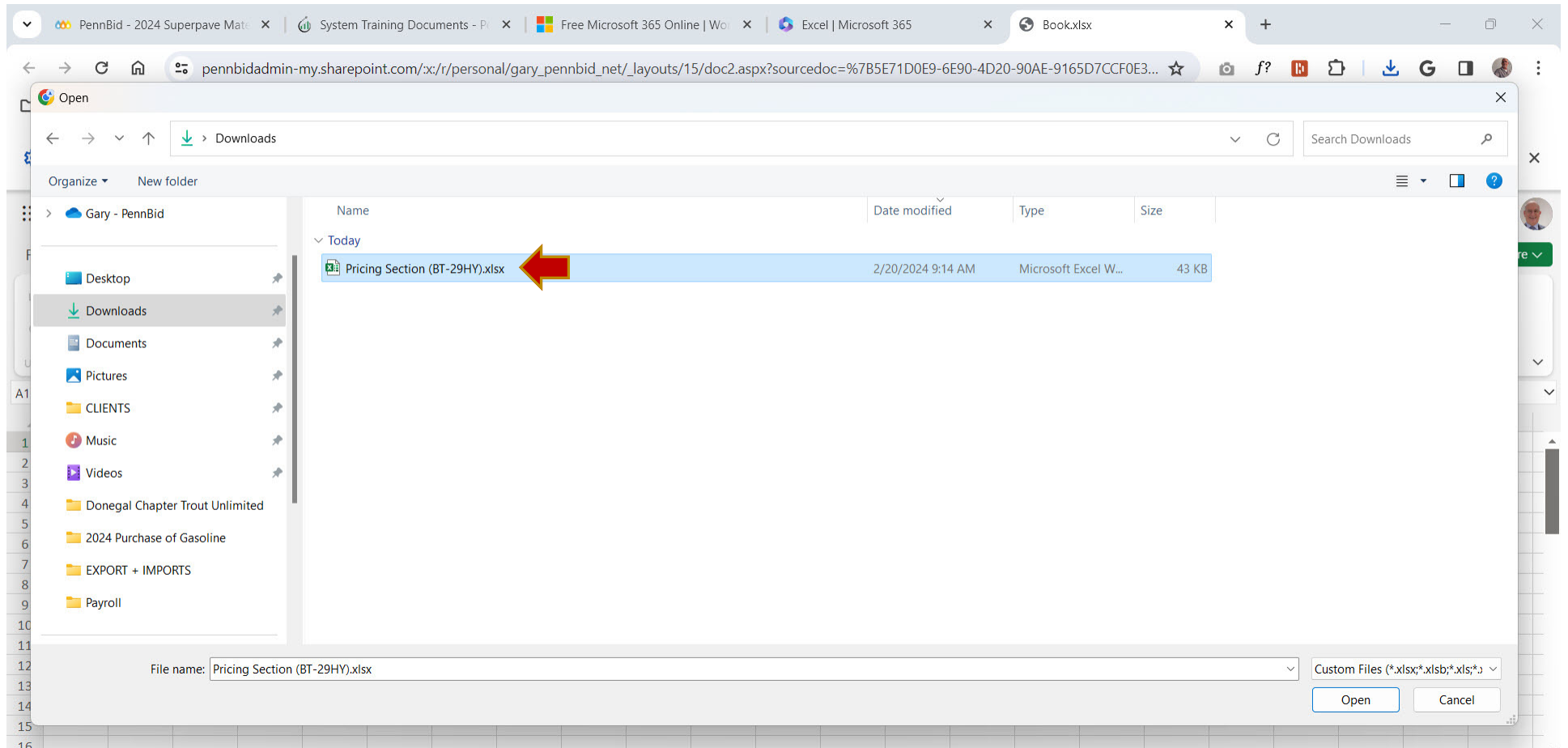
## Opening Downloaded Spreadsheets

Click the **File** menu, and then from the menu options click **Open files from this device**.



Click on your **Downloads** folder and open the **Excel file(s)** you downloaded from the **View Opportunity** page.

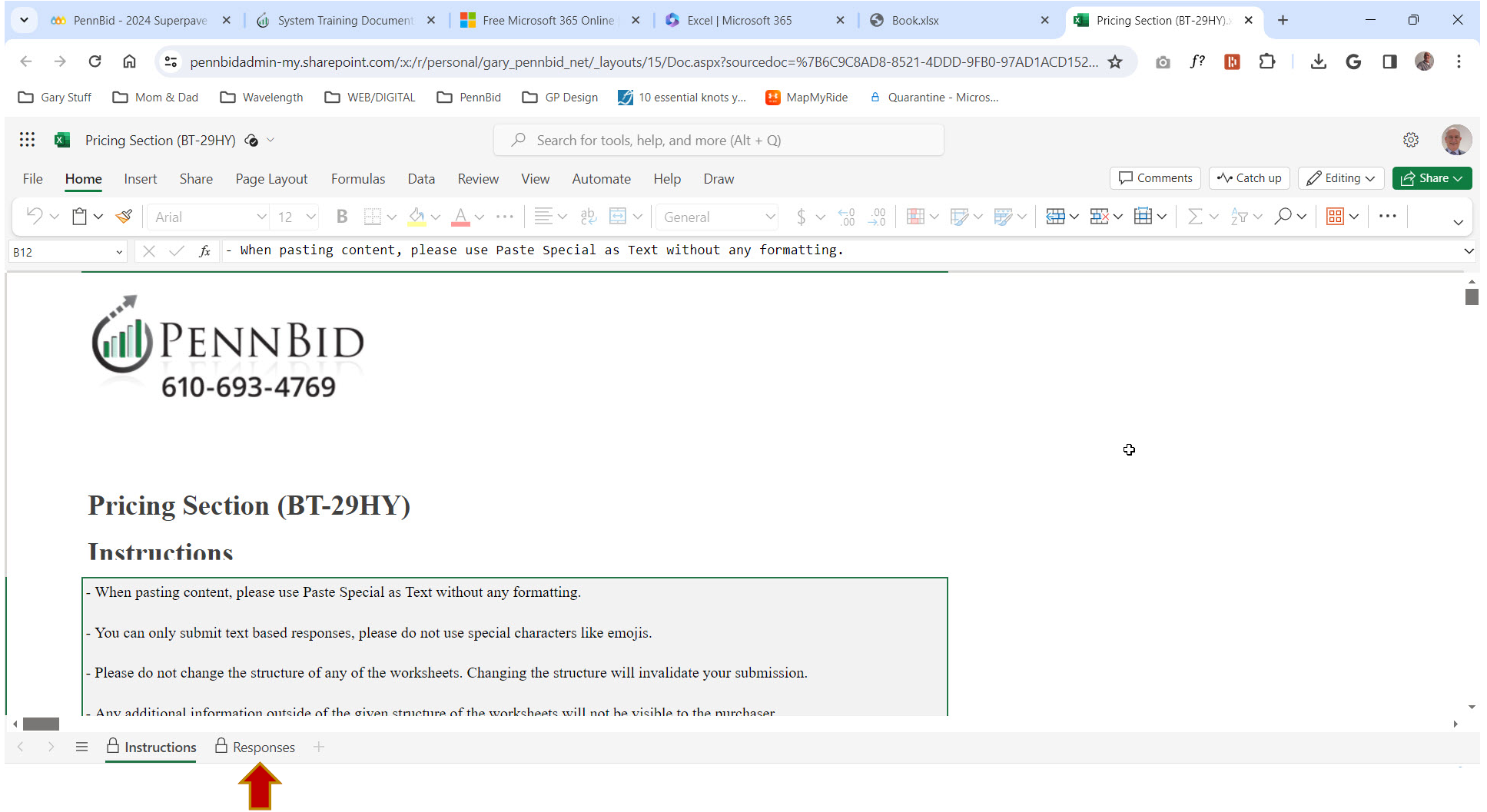
The Excel file will open in your browser within the **Instructions tab**.





## Entering Pricing Information

Select the **Responses** tab at the bottom of the screen to access the pricing entry screen.

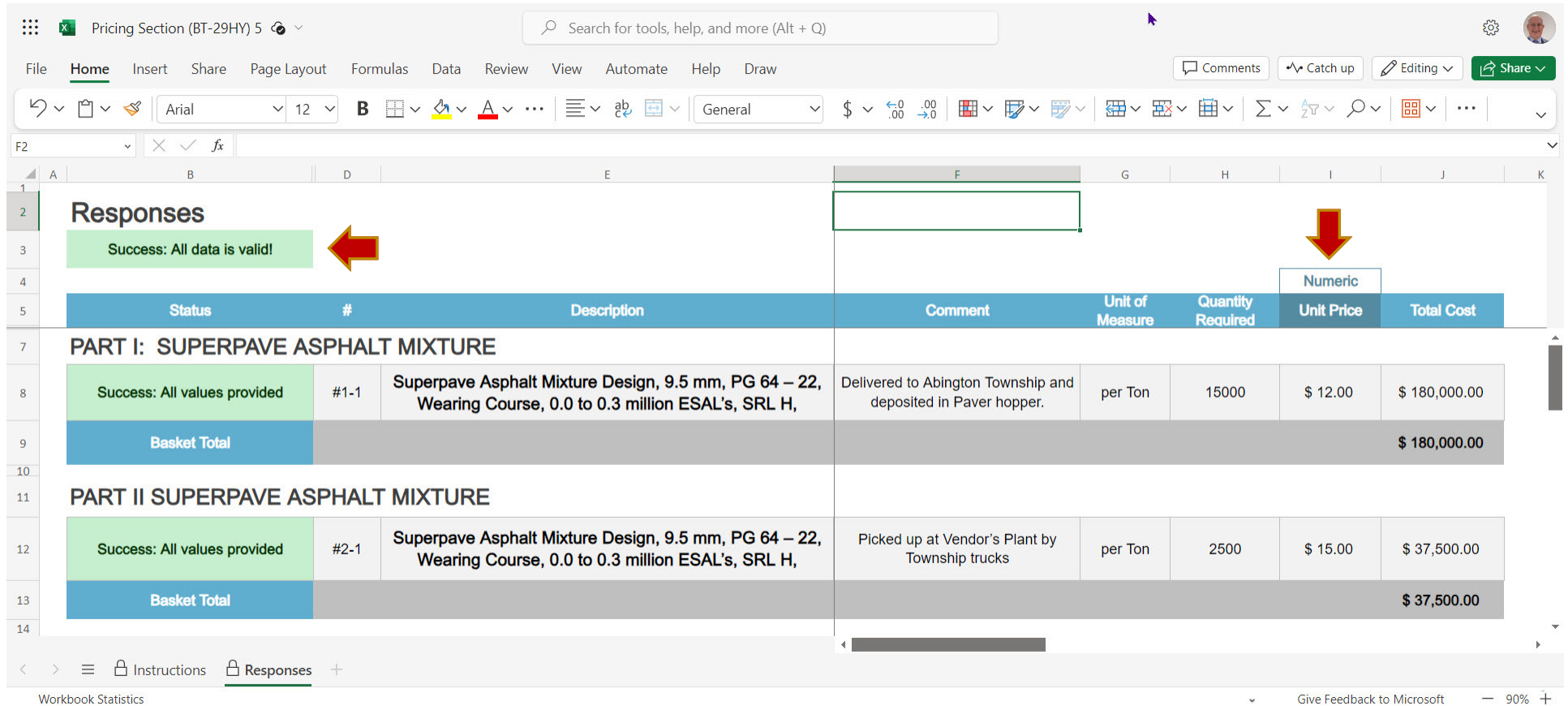


The screenshot shows a Microsoft Word document titled "Pricing Section (BT-29HY)". The document content includes the PENNBID logo and phone number (610-693-4769), followed by the title "Pricing Section (BT-29HY)" and the heading "Instructions". A text box contains the following instructions:

- When pasting content, please use Paste Special as Text without any formatting.
- You can only submit text based responses, please do not use special characters like emojis.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.

At the bottom of the document, a navigation bar shows two tabs: "Instructions" and "Responses". A red arrow points to the "Responses" tab, indicating that it should be selected to access the pricing entry screen.

You may need to expand and/or resize the columns and rows within the spreadsheet to see all the pricing details. Once you have the screen set up as desired, enter your **Unit Prices** in the **Numeric / Unit Price** column. As you enter your pricing you will see a **“Success”** message in **Column B** for each line item. Once you have entered all of your pricing, you will see the message **“Success: All data is valid!”** below the **Responses** heading.



The screenshot shows an Excel spreadsheet titled "Pricing Section (BT-29HY) 5". The main content is a table with the following structure:

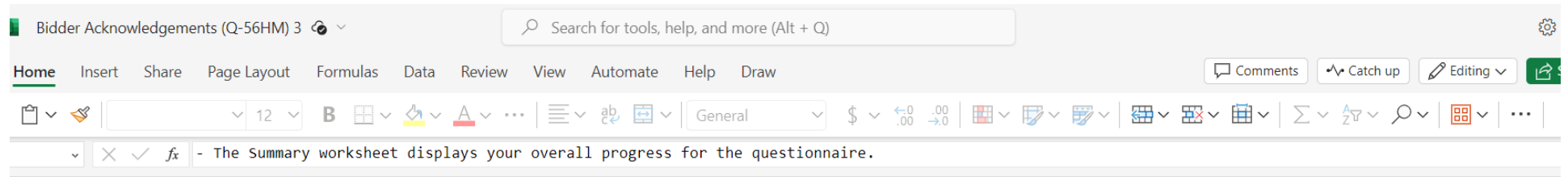
Status	#	Description	Comment	Unit of Measure	Quantity Required	Numeric Unit Price	Total Cost
<b>PART I: SUPERPAVE ASPHALT MIXTURE</b>							
Success: All values provided	#1-1	Superpave Asphalt Mixture Design, 9.5 mm, PG 64 – 22, Wearing Course, 0.0 to 0.3 million ESAL's, SRL H,	Delivered to Abington Township and deposited in Paver hopper.	per Ton	15000	\$ 12.00	\$ 180,000.00
<b>Basket Total</b>							<b>\$ 180,000.00</b>
<b>PART II SUPERPAVE ASPHALT MIXTURE</b>							
Success: All values provided	#2-1	Superpave Asphalt Mixture Design, 9.5 mm, PG 64 – 22, Wearing Course, 0.0 to 0.3 million ESAL's, SRL H,	Picked up at Vendor's Plant by Township trucks	per Ton	2500	\$ 15.00	\$ 37,500.00
<b>Basket Total</b>							<b>\$ 37,500.00</b>

Additional details from the screenshot: A red arrow points to a "Success: All data is valid!" message in cell B3. Another red arrow points to the "Numeric" column header in cell I4. The spreadsheet interface includes the Microsoft Office ribbon (File, Home, Insert, etc.) and a search bar at the top.

## Answering Bidder Acknowledgments

If the solicitation requires a **Bidder Acknowledgments** Excel upload, follow the same process to download the Excel spreadsheet to your Downloads folder and open the file through the **File menu**, and **Open files from this device**.

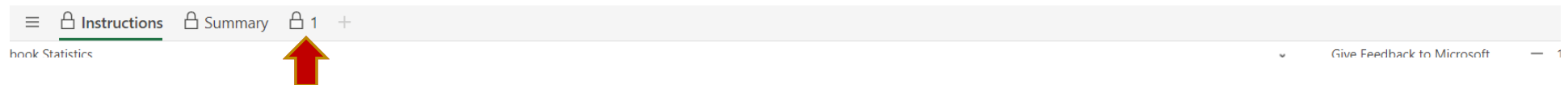
The Acknowledgments file has three (3) sheets. Select the **1 tab** at the bottom of the screen to access the questions/response screen.



### Bidder Acknowledgements (Q-56HM)

#### Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.



You may need to expand and/or resize the columns and rows within the spreadsheet to see all the **Question** details. Once you have the screen set up as desired, enter your **Answers** in the **Response** column and **Comment** column if required. As you enter your answers you will see a **“Complete”** message on the right side of the screen. Once you have entered all of your **Responses**, you can upload your spreadsheet as part of your submission.

Bidder Acknowledgements (Q-56HM) 4

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw

Comments Catch up Editing Share

013

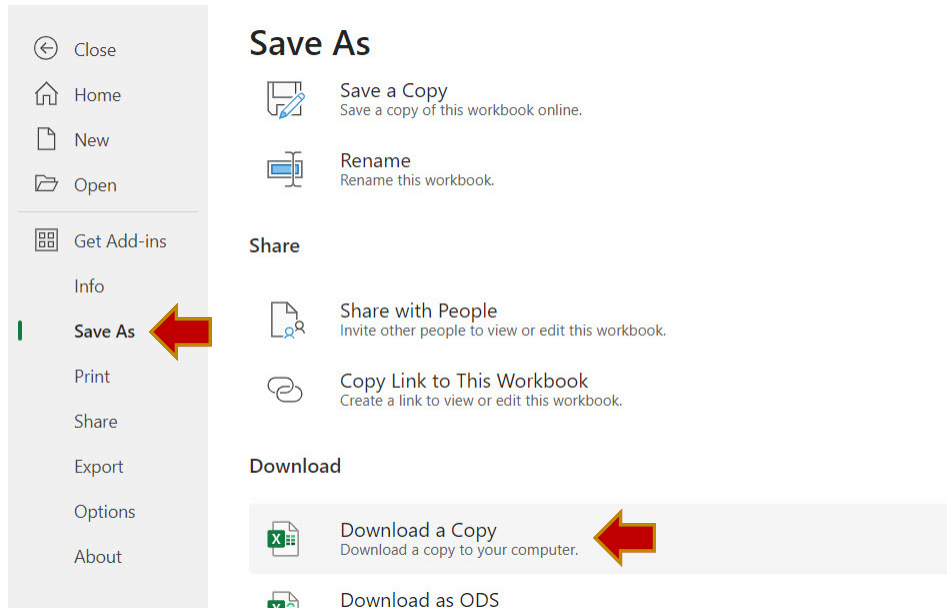
### Question Set 1: Acknowledgements

#	Question	Response	Comment	Status
1.0.1	The Bidder herewith submits bids for furnishing Superpave Materials. All quantities are approximate. Quantities may be less or exceed the stated amounts at the Township's discretion. (Enter I Agree or I Do Not Agree)	I agree		Complete
1.0.2	Enter Bidder Name and Address	Name / Address		Complete
1.0.3	Aggregates:	-		Incomplete
1.0.4	disposed by Abington Township only in the event that the Township deems no other disposal method is appropriate.	-		Incomplete
1.0.5	dispose of the material in a manner as deemed appropriate by all Local, State	-		Incomplete
1.0.6	bidder shall acknowledge any agenda by number and date. If no agenda issued, enter NONE.	-		Incomplete
6 Questions			33.33% Complete	

Instructions Summary 1

## Uploading Completed Excel Files

Upon completion of the **Pricing Section** and the **Bidder Acknowledgments**, download your completed spreadsheet(s) by clicking **Files, Save As**, and **Download a Copy** to save the file(s) to your computer.



**Save As**

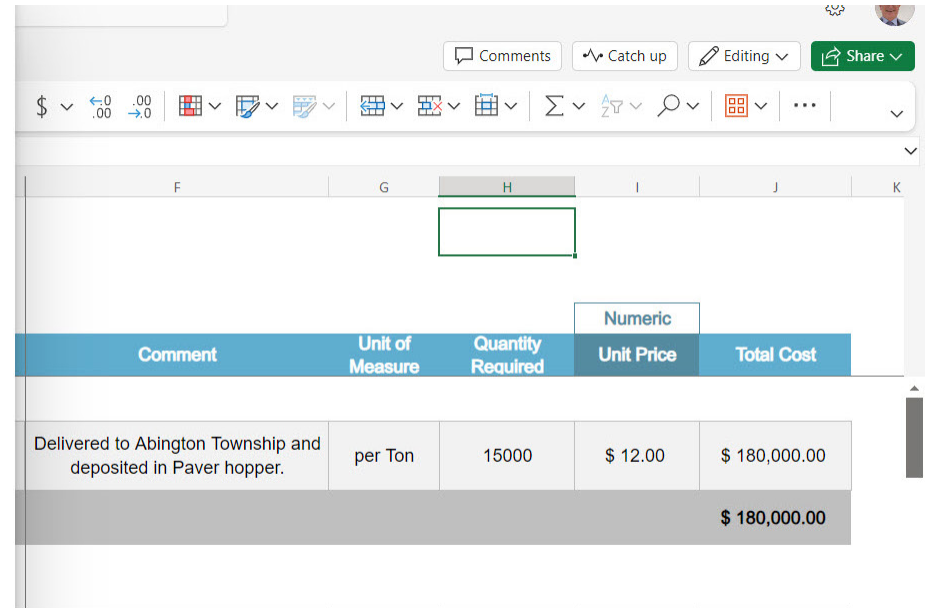
- Save a Copy  
Save a copy of this workbook online.
- Rename  
Rename this workbook.

**Share**

- Share with People  
Invite other people to view or edit this workbook.
- Copy Link to This Workbook  
Create a link to view or edit this workbook.

**Download**

- Download a Copy  
Download a copy to your computer.
- Download as ODS



Comment	Unit of Measure	Quantity Required	Unit Price	Total Cost
Delivered to Abington Township and deposited in Paver hopper.	per Ton	15000	\$ 12.00	\$ 180,000.00
				<b>\$ 180,000.00</b>

Return to the **Bid Opportunity** and scroll to the **Acknowledgments/Pricing** section. Click the **Upload File** button to upload your completed Excel files.



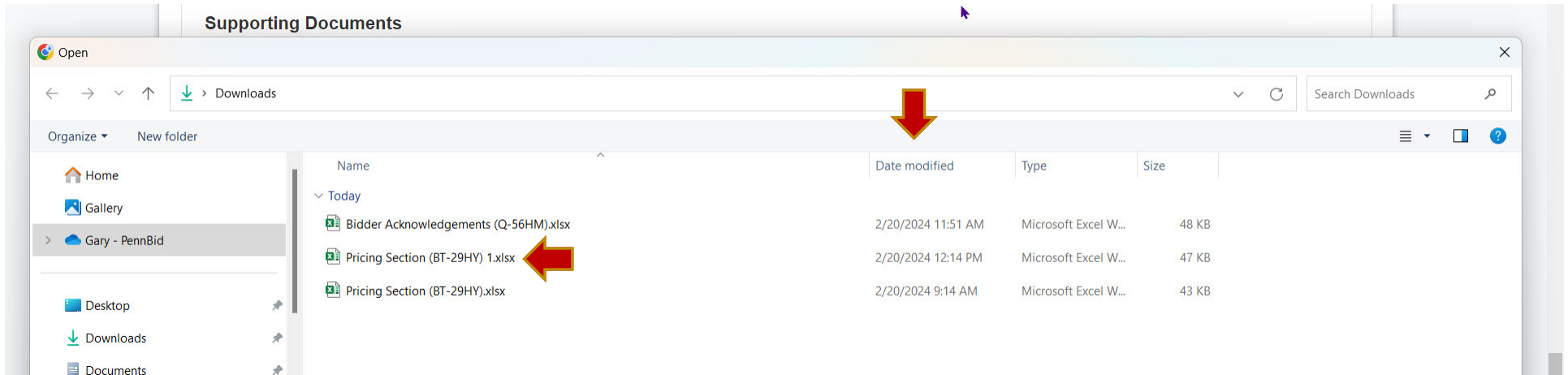
**Acknowledgements**

- Bidder Acknowledgements (Q-56HM)**  
REQUIRED Questionnaire # Files: 1  **Upload File...**

**Pricing Section**

- Pricing Section (BT-29HY)**  
REQUIRED BidTable # Files: 1  **Upload File...**

Make sure that you select your completed version(s) of the Excel files. If you saved in the same folder as your initial download check to see if there is a "1" after the file name or check the **Date modified** information for the latest version.



When your file has been uploaded successfully, you will see a **GREEN DOT** and the name of the file you upload in green with a **green check mark** by the file name.



Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.