

Instructions to insert additional items into bid document for distributors.

1 Open the spreadsheet named "Amendment 1 2122 Additions"

2 Open the Lot A bid document.

3. Select row 6 in the amendment spreadsheet by clicking the 6 on the far left of the spreadsheet. While holding the mouse down drag down to row 26. This should highlight those rows.

4. Right click anywhere in the selected rows and click copy.

5. Navigate to the Lot A bid document and select the "Fruit" tab (worksheet). Left click on row 127 to select it. Now Right Click on that row and select "Insert Copied Cells". This will insert the information into the Lot A document and adjust the calculation for the Page Total. The page total formula should not read "`=SUMIF(M8:M148,">0")`"