

AASHTOWare Project Estimation

Importing Pay Items to AWP_e

Printable Companion Handout



Understanding the AWP_e .csv

The AWP_e import .csv will be broken into columns so the program will know which cost estimate, category, etc. each listed pay item will enter. For each entry, the column **MUST** match what is listed in AWP_e **EXACTLY** (i.e. the cost estimate name in AWP_e must match the cost estimate name in the .csv exactly).

Below is a table of the columns, what they mean, and what is required for INDOT's AWP_e practices. Note that only items with a red asterisk * are required for AWP_e to properly read the csv file:

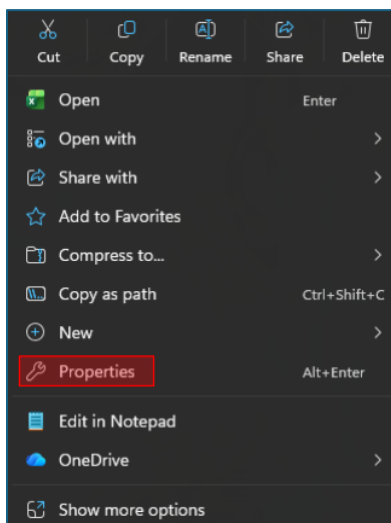
.csv Column Name	Column Contents	Requirement
CostEstimate.Name*	Name of the Cost Estimate	Name of the applicable cost estimate. Must match EXACTLY, including capitalization, spaces, etc.
CostEstimate.Description	Description of the Cost Estimate	Description of the applicable cost estimate. Must match EXACTLY, including capitalization, spaces, etc.
CostEstimate.ProjectID*	Name of the Project	Name of the applicable project. Must match EXACTLY, including capitalization, spaces, etc.
CostEstimate.SpecBook*	Spec book originally specified in project setup	Ensure cells are "10". INDOT uses this as the default spec book.
Category.Name*	Name of Item Category	If you're using the default singular category 0001, ensure cells are "0001". Without the zeroes, the pay items will not import and result in an error. If you're using separate categories, ensure category names match with the pay item numbers in Item.RefItemName.
Category.Description	Description of the Item Category	Description of the applicable category. Must match EXACTLY, including capitalization, spaces, etc. See 102 – Creating a New Cost Estimate for guidance on INDOT category names.

INDOT has also provided an Excel Macro Spreadsheet (xlsm) available for download on the INDOT Cost Estimation Web page. This macro spreadsheet (hereafter referred to as “the Spreadsheet”) is capable of the following:

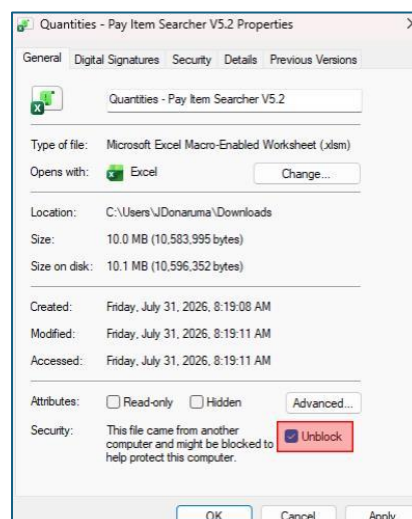
- Importing quantity and estimate values from BidTabs (See 2XX – Importing from BidTabs)
- Exporting quantity and estimate values in the format of an AWPc csv file.

Follow the procedure below to create an AWPc .csv file using the Spreadsheet:

1. Ensure macros are enabled in the spreadsheet.
 - a. Navigate to File Explorer
 - b. Right click the Spreadsheet file
 - c. Click “Properties”



- d. Check “Unblock” at the bottom of the Properties pop-up



- e. Click “Apply”
 - f. Open the file. Click “Enable” for any pop-up showing at the top of the screen.
- Navigate to the “Qty Summary” Tab
 - On the right, select the Type of Estimate (concept or project), type in the des. No., and the cost estimate name.

Note: Ensure the des number and the cost estimate name are EXACTLY as depicted in AASHTOWare Project Estimator, including capitalizations. If the estimation name and des number does not match, the pay items will not import.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		NUMBER	PAY ITEM CODE	ITEM DESCRIPTION	SUPPLEMENTAL DESCRIPTION (If Required, Otherwise Leave Blank)	QUANTITY	UNIT	UNIT PRICE								
2																
3		1	105-08645	CONSTRUCTION ENGINEERING		1.00	LS	\$ 1.00								
4		2	110-01001	MOBILIZATION AND DEMOBILIZATION		1.00	LS	\$ 1.33								
5		3	205-52370	CLEARING RIGHT-OF-WAY		1.00	LS	\$ 1.67								
6		4	202-02240	PAVEMENT REMOVAL		118.44	SPS	\$ 2.00								
7		5	202-51330	PRESENT STRUCTURE, REMOVE, STRUCTURE NO.		1.00	LS	\$ 2.33								
8		6	203-02000	EXCAVATION, COMMON		1445.00	CYS	\$ 2.67								
9		7	205-12108	STORMWATER MANAGEMENT BUDGET		30000.00	DOL	\$ 3.00								
10		8	205-12636	STORMWATER MANAGEMENT IMPLEMENTATION		1.00	LS	\$ 3.33								
11		9	205-12618	SWICCP PREPARATION		1.00	LS	\$ 3.67								
12		10	207-08935	SUBGRADE TREATMENT, TYPE IC		666.00	CYS	\$ 4.00								
13		11	211-02550	8 BORROW		673.00	CYS	\$ 4.33								
14		12	211-09266	STRUCTURE BACKFILL, TYPE 3		970.00	CYS	\$ 4.67								
15		13	214-12235	GEOTEXTILE FOR PAVEMENT, TYPE 2B		665.67	SPS	\$ 5.00								
16		14	301-12334	COMPACTED AGGREGATE, NO. 55		47.76	CYS	\$ 5.33								
17		15	302-06464	SUBBASE FOR PCCP		48.00	CYS	\$ 5.67								
18		16	303-01180	COMPACTED AGGREGATE, NO. 55		283.35	TON	\$ 6.00								
19		17	401-00005	QC/QA-HMA, 1.5IN. SURFACE, 9.5 mm		51.12	TON	\$ 6.33								
20		18	401-00032	QC/QA-HMA, 3.5IN. INTERMEDIATE, 12.5 mm		56.05	TON	\$ 6.67								
21		19	401-00047	QC/QA-HMA, 5.5IN. BASE, 25.0 mm		222.36	TON	\$ 7.00								
22		20	401-11526	JOINT ADHESIVE		1688.70	LFT	\$ 7.33								
23		21	408-05320	ASPHALT FOR TACK COAT		1.00	TON	\$ 7.67								
24		22	503-12477	TERMINAL JOINT, TYPE HMA		80.00	LFT	\$ 8.00								
25		23	601-02241	GUARDRAIL, REMOVE		615.00	LFT	\$ 8.33								
26		24	601-12281	GUARDRAIL, M25 W-BEAM, 6 FT 3 IN. SPACING		313.30	LFT	\$ 8.67								
27		25	601-12234	GUARDRAIL, M25 W-BEAM, DOUBLE FACED, 6 FT 3 IN. SPACING		37.50	LFT	\$ 9.00								
28		26	601-12292	GUARDRAIL, TRANSITION, M25 WITHOUT CURB		3.00	SACH	\$ 9.33								
29		27	601-54689	GUARDRAIL END TREATMENT, TYPE C5		1.00	EACH	\$ 9.67								
30		28	601-94690	GUARDRAIL END TREATMENT, TYPE M5		1.00	EACH	\$ 10.00								
31		29	602-06729	BARRIER DELINEATOR		8.00	EACH	\$ 10.33								
32		30	606-12400	MILLED HMA CORRUGATIONS, SINUSOIDAL		646.00	LFT	\$ 10.67								
33		31	609-06259	REINFORCED CONCRETE BRIDGE APPROACH, 12 IN.		352.00	SPS	\$ 11.00								
34		32	615-06309	REINFORCED PIPE 18		2.00	EACH	\$ 11.33								
35		33	616-06405	RIPRAP, REVETMENT		212.36	TON	\$ 11.67								
36		34	618-12249	GEOTEXTILE FOR RIPRAP, TYPE 2B		417.35	SPS	\$ 12.00								

Estimate Information

Type of Estimate = Project

Des. No. = 1234567

Cost Estimate Name = Stage 1

(Des. No./Concept ID must match exactly what is in AASHTOWare Estimation Software.)

CLICK HERE TO GENERATE AASHTOWare CSV

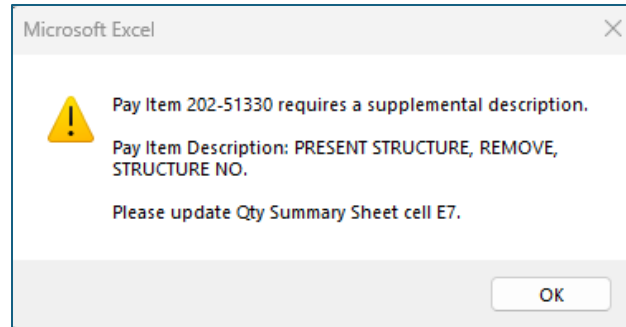
CLICK HERE TO IMPORT BIDTABS DATA

- Input the Line Number, Pay Item Code, and Quantity of each item. Each Item Description and Unit will automatically populate based on the Pay Item Code input.
- If the item requires a supplemental description, type one into the relevant pay item’s row.
- If you would like to import unit prices with any pay item, insert the relevant unit prices.

Note: Any imported pay items will be noted as “Ad Hoc” in AWPe.

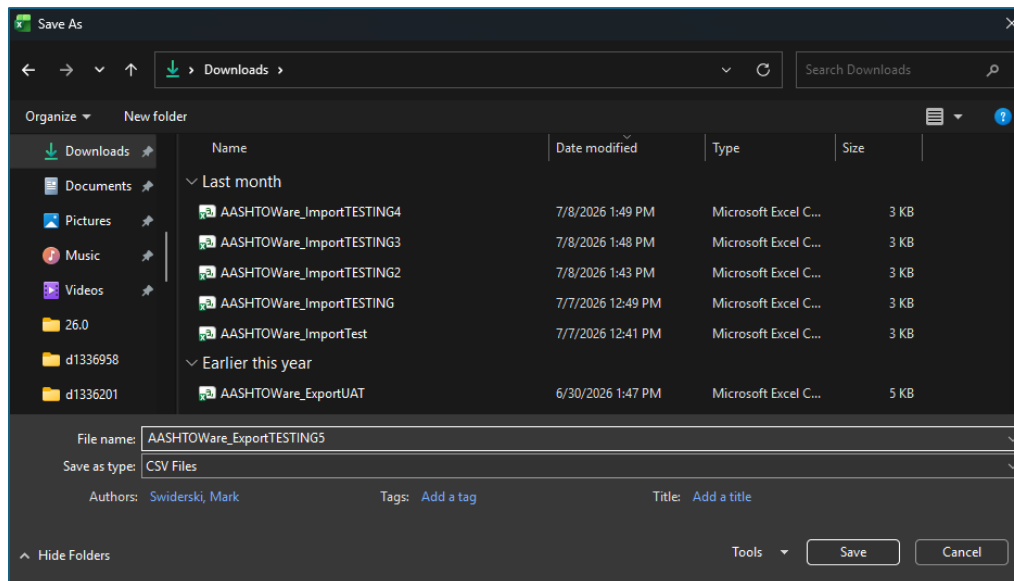
- Once your pay items are in the excel sheet, click “CLICK HERE TO GENERATE AASHTOWare CSV”

Note: If you have an item that requires a supplemental description without a supplemental description, a pop-up will appear telling you to type one in the relevant cell.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		NUMBER	PAY ITEM CODE	ITEM DESCRIPTION	SUPPLEMENTAL DESCRIPTION (If Required, Otherwise Leave Blank)	QUANTITY	UNIT	UNIT PRICE								
2		1	105-00845	CONSTRUCTION ENGINEERING		1.00	LS	\$ 1.00								
3		2	110-01001	MOBILIZATION AND DEMOBILIZATION		1.00	LS	\$ 1.38								
4		3	203-52370	CLEARING RIGHT-OF-WAY		1.00	LS	\$ 1.67								
5		4	202-02240	PAVEMENT REMOVAL		118.44	SYS	\$ 2.00								
6		5	202-51130	PRESENT STRUCTURE, REMOVE, STRUCTURE NO.		1.00	LS	\$ 2.33								
7		6	203-02000	EXCAVATION, COMMON		1445.00	CYS	\$ 2.67								
8		7	205-12108	STORMWATER MANAGEMENT BUDGET		8000.00	DOZ	\$ 3.00								
9		8	205-12016	STORMWATER MANAGEMENT IMPLEMENTATION		1.00	LS	\$ 3.38								
10		9	205-12618	SWOOP PREPARATION		1.00	LS	\$ 3.67								
11		10	207-09935	SUBGRADE TREATMENT, TYPE IC		666.00	SYS	\$ 4.00								
12		11	211-02050	B BORROW		678.00	CYS	\$ 4.93								
13		12	211-09266	STRUCTURE BACKFILL, TYPE 3		976.00	CYS	\$ 4.87								
14		13	216-12239	GEOTEXTILE FOR PAVEMENT, TYPE 2B		685.87	SYS	\$ 5.00								
15		14	303-12234	COMPACTED AGGREGATE, NO. 53		47.78	CYS	\$ 5.33								
16		15	302-06464	SUBBASE FOR PCP		48.00	CYS	\$ 5.67								
17		16	303-01180	COMPACTED AGGREGATE, NO. 53		283.95	TON	\$ 6.00								
18		17	401-000005	QC/QA-HMA, 3.5% SURFAC, 9.5 mm		33.12	TON	\$ 6.33								
19		18	401-000032	QC/QA-HMA, 3.5% INTERMEDIATE, 12.5 mm		26.00	TON	\$ 6.67								
20		19	401-000047	QC/QA-HMA, 3.5% BASE, 25.0 mm		222.36	TON	\$ 7.00								
21		20	403-11326	JOINT ADHESIVE		1688.70	LFT	\$ 7.33								
22		21	406-05020	ASPHALT FOR TACK COAT		1.00	TON	\$ 7.67								
23		22	503-12477	TERMINAL JOINT, TYPE HMA		80.00	LFT	\$ 8.00								
24		23	601-02241	GUARDRAIL, REMOVE		615.00	LFT	\$ 8.33								
25		24	602-12281	GUARDRAIL, MSS W BEAM, 6 FT 3 IN. SPACING		222.50	LFT	\$ 8.67								
26		25	603-12284	GUARDRAIL, MSS W BEAM, DOUBLE FACED, 6 FT 3 IN. SPACING		87.50	LFT	\$ 9.00								
27		26	601-12792	GUARDRAIL TRANSITION, MSS WITHOUT CURB		3.00	EACH	\$ 9.33								
28		27	601-94689	GUARDRAIL END TREATMENT, TYPE OS		1.00	EACH	\$ 9.67								
29		28	603-94690	GUARDRAIL END TREATMENT, TYPE MS		1.00	EACH	\$ 10.00								
30		29	603-00729	BARRIER DELINEATOR		4.00	EACH	\$ 10.33								
31		30	606-12400	MILLED HMA CORRUGATIONS, SINUSOIDAL		946.00	LFT	\$ 10.67								
32		31	609-06259	REINFORCED CONCRETE BRIDGE APPROACH, 12 IN.		192.00	SYS	\$ 11.00								
33		32	615-06005	MONUMENT, TYPE B		2.00	EACH	\$ 11.33								
34		33	616-06405	RIPRAP, REVETMENT		312.86	TON	\$ 11.67								
35		34	618-12249	GEOTEXTILE FOR RIPRAP, TYPE 2B		417.15	SYS	\$ 12.00								

8. Ensure that the file will save as a csv in the Save As pop-up.



9. Click "Save." The .csv file will download ready to be imported to AWP.

Importing a .csv File to AWP

From any screen, click on the Global Actions Menu and Select Import File

Indiana Department of Transportation

Home Previous My Pages Current Role: INDOT_DESIGN Actions Help Log off

Overview Contingency Assignment Funding: Assign to Items Fund Package Overview Life Cycle Costs Typical Sections Item Pricing Worksheet

Cost Estimate Summary

Cost Estimate: 1900051_07 - Design Estimate (Simulates using current excel tools for items and qlys and Estimation for pricing) Save ?

Project: 1900051_07

General

Parent Attributes

Associated Type: Project

Unit System: English

Entity: 1900051_07

Work Type Group: E000 - BRIDGE REPLACEMENT

Entity Description: BRIDGE REPLACEMENT

Work Type: E000 - BRIDGE REPLACEMENT

Spec Book: 10

Estimate Information

Cost Estimate Name: 1900051_07

Design Build: ☐

Cost Estimate Descr: Design Estimate (Simulates using current excel tools for items and qlys and Estimation for pricing)

Profile: No

Estimate Stage: STG3 - Design Stage 3 in Progress

Lanemiles: 0.30

Estimated By: J.Donnanuma

Estimate Type: INDOT - INDOT Estimate

Vendor Access: 00-0000600

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Actions

- Open Process History
- Tracked Issues
- Cases
- Import File
- Generate Report
- Execute Process
- Global Attachments
- Global Links
- My Settings
- My Outbox

Tip: Right clicking, then selecting “Open in New Tab” will allow for easier navigation back to your cost estimate as you upload your file.

1. You will navigate to the Import page. Click on Select File.

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Home Previous My Pages Current Role: INDOT_DESIGN Actions Help Log off

Import

Import

Select File...

Import ?

2. Select the .csv from File Explorer. In front of you will be three options:
Add or update existing records and ignore blank fields
Add or update existing records and blank fields overwrite

Add new records only

3. Select “Add or update existing records and ignore blank fields.” This will upload the csv file import exactly as typed according to the defined cost estimate line.



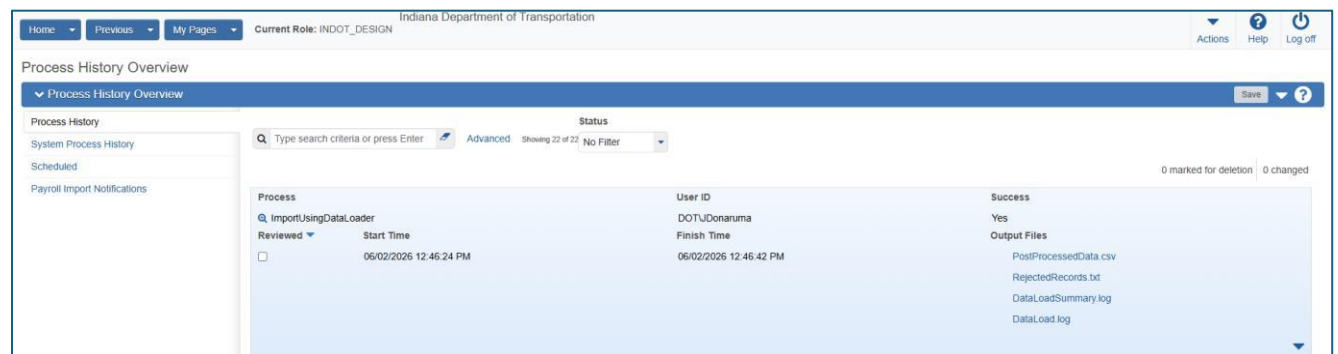
4. Press the Import Button



5. Click on the Global Actions Menu → Open Process History to check on the importing process

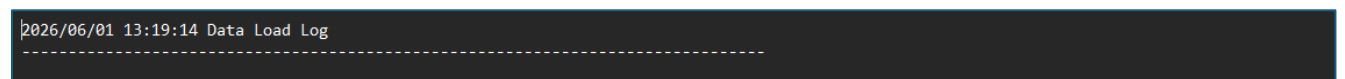
Note: This may take a few minutes depending on server loading.

6. Once the process is finished, the page should refresh and produce a number of output files.



Process	User ID	Start Time	Finish Time	Success	Output Files
ImportUsingDataLoader	DOT\Donanuma	06/02/2026 12:46:24 PM	06/02/2026 12:46:42 PM	Yes	PostProcessedData.csv RejectedRecords.txt DataLoadSummary.log DataLoad.log

7. The outputs files will display whether or not any pay items have been rejected. Click on “DataLoad.log” to download the file. Then, open the file.
8. If the text file appears to be blank like below, there are no errors. If you see text, see Understanding Import Errors.



9. Refreshing the Item Pricing Worksheet of the relevant cost estimate should show new items.

Understanding the Output Files

Importing an output file will produce 4 .txt files. These files display how the importing process went, and how many items were accepted or rejected.

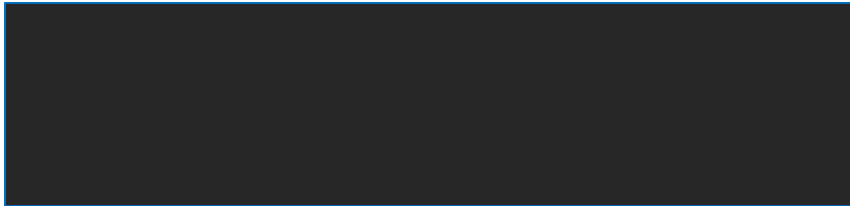
PostProcessedData.csv

A .csv file displaying the same output file as what was imported, but with a header. Does not display any useful error messages for troubleshooting.

RejectedRecords.txt

Lists the specific pay item rows which were rejected by AWPc. Will be blank if no pay items were rejected. If items are rejected, every item in the row of the given pay item will be displayed separated by commas as if the file is a .csv.

This may be used to see if any items have been rejected, but no error messages have occurred.



RejectedRecords.txt where no items are rejected

```
CostEstimateCategory,1900051_07,10,1,
CostEstimateItem,1900051_07,10,1,1,105-000078,1,1000,RECORD DOCUMENTS,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,2,105-06845,1,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,3,110-01001,1,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,4,201-01015,1,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,5,201-52370,1,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,6,202-02240,328,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,7,202-02278,494,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,8,202-02637,500,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,9,202-11979,1,3000,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,10,202-51330,1,115000,BRIDGE NO. 1,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,11,202-52710,106,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,12,202-62420,698,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,13,202-74035,1,300,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,14,202-93047,3,1900,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,15,202-93763,1,400,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,16,202-93996,1,360,,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,17,202-96133,400,,10 INCH DIP REMOVAL FROM BRIDGE,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,18,202-96133,350,,6 INCH DIP REMOVAL FROM BRIDGE,,1900051_07,10,
CostEstimateItem,1900051_07,10,1,19,203-02000,222,,,1900051_07,10,
```

RejectedRecords.txt where items are rejected

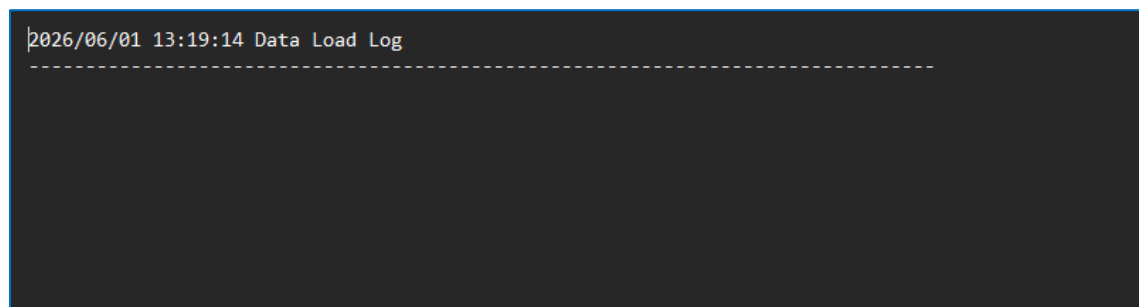
DataLoadSummary.log

Produces a table for the number of pay items which were processed, created, updated and rejected for one process. Gives numbers but does not give error messages.

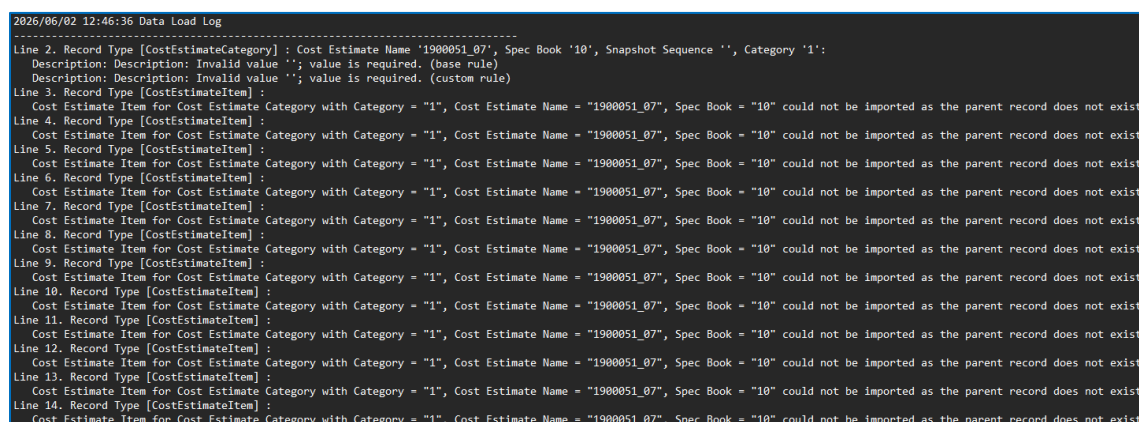
2026/06/01 13:19:14 Data Load Summary				
Record Type	Processed	Created	Updated	Rejected
CostEstimate	1	0	1	0
CostEstimateCategory	1	0	1	0
CostEstimateItem	156	0	156	0
=====				
	158	0	158	0

DataLoad.log

Displays all error messages relevant to a process. Appears blank if all items have been accepted.



DataLoad.log where no items are rejected



DataLoad.log where items are rejected

The recommended action for quickly knowing whether your process was successful is to **open DataLoad.log**. If your file is empty, then continue on to the Item Pricing Worksheet. If there are errors, then see 202 - Understanding Import Errors to begin troubleshooting.