**New Employee Candidate**

**Excel Test**

**Facts**

Buyers Edge has requested that 2 companies, Distributor-1 and Distributor-2 provide pricing for a list of spices on behalf of one of our customers ABC Company. You will find Excel worksheets from both distributors which includes each their bids in this folder.

**Objective**

Your objective is to review and analyze both bids and prepare a report for the customer so that they can determine which distributor they should enter into a contract with. The following information should be included in the report:

1. Both bids, by items, identified and included on one summary report for comparison purposes.
2. Based upon the quantities provided, calculate the total cost for each item for each bidder
3. Determine a total by bidder. For items with no bid from the distributor use the other distributors’ price and identify this on the report.

**Be mindful of the following:**

Attention to detail

Clarity of the final report

Readability of the report by the ultimate user, ABC Company, clearly noting and explaining any items requiring further details