

Domestic Commodity Offshore Bidding Job Aid for  
WBSCM

Revised 06/27/2017

## Offshore Bidding tips

Prices entered in the Price column on the Item overview screen represent a delivered price per unit of measure (in this example, per pound) to the final destination.

**Create RFX Response**

Submit | Check Save

RFX Response Number 3000021693 RFX Number 2200000081 Opening Date 12/31/2014 14:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Conditions Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response	Internal Item Number
▶ 0001	PASTA, OTHER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	10
▼ 0002	RICE, GRAIN	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	210
▼ 0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	220
▼ 0002.01.01	OFFSHORE: HILO HI	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	230
▪ 0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB		100496	42,000.000	LB	0.5555	USDN	1	On 01/15/2015	0.0000	0/0	0/0	240

## Offshore Bidding tips

To enter a price delivered to the U.S. port location,  
Click on Line Number hyperlink  
---OR---  
Highlight line and select Details

Either selection will open the Item Details section  
at the bottom of the screen for that particular line item.

**Create RFX Response**

Submit | Check | Save

RFX Response Number 3000021893 RFX Number 2200000081 Opening Date 12/31/2014 14:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

▼ Item Overview

**Details** | Add New | Add Subline | Copy | Paste | Delete | Calculate Value | Filter | Expand All | Collapse All | Hide Outline | Settings

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response	Internal Item Number
▶ 0001	PASTA, OTHER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	10
▼ 0002	RICE, GRAIN	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	210
▼ 0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	220
▼ 0002.01.01	OFFSHORE: HILO HI	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	230
▶ 0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>	100496	42,000.000	LB	0.5555	USDN	1	On 01/15/2015	23,331.0000	0/0	0/0	240
▶ 0002.01.02	GREENSBURG PA	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	250
▶ 0002.01.03	LOT: 333333311 CHESTER PA / GREENSBUR...	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0	270
▶ 0002.02	RICE US#2 LONG GRAIN PKG-30/2 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	300
<b>Total Value</b>										<b>23,331.0000</b>			<b>USDN</b>

Details for item 0002.01.01.01 RICE US#1 MEDIUM GRAIN BAG-25 LB

Item Data | Questions | Notes and Attachments | **Conditions**

▼ Conditions

Add Condition | Scales | Duplicate | Remove | Filter Settings

Condition Type	Scales	Amount	Currency	Price Per	Price Unit	Location	Location Name
Price(Contract/Bid)		0.5555 (Internal) United States ...		1	LB		

In this example, the first line in the Item Details section-Conditions tab, "Price (Contract/Bid)" is the price entered on the Item Overview above and is the offeror's price per pound to deliver the product to the final offshore destination.

## Offshore Bidding tips

**IMPORTANT:** To enter a price to the U.S. port location, you must be on the Item Details -Conditions tab, NOT the Header Conditions tab.

Rfx Response Number 3000021694    Rfx Number 2260000081    Opening Date 12/31/2014 14:00:00 CST    Rfx Response Version Number Active Version    Rfx Version Number 1

RFx Information    **Items**    Notes and Attachments    Conditions    Tracking

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	Rfx / Response	Rfx / Response	Inte
0001	PASTA, OTHER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	10
0002	RICE, GRAIN	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	210
0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	220
0002.01.01	OFFSHORE: HILO HI	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	230
0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>	100496	42,000.000	LB	0.5555	USDN	1	On 01/15/2015	23,331.0000	0/0	0/0	240
0002.01.02	GREENSBURG PA	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	250
0002.01.03	LOT: 33333311 CHESTER PA / GREENSBUR...	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0	270
0002.02	RICE US#2 LONG GRAIN PKG-30/2 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0	300
<b>Total Value</b>											23,331		

Details for item 0002.01.01.01 RICE US#1 MEDIUM GRAIN BAG-25 LB

Item Data    Questions    Notes and Attachments    **Conditions**

▼ Conditions

Add Condition    Scales    Duplicate    Remove

Filter Settings

Condition Type	Scales	Amount	Currency	Price Per	Price Unit	Location	Location Name
Price(Contract/Bid)		0.5555	(Internal) United State...	1	LB		
		0.00		0			

Price(Contract/Bid)

Offshore Port Costs Location-Dependent

To enter a price to the U.S. port location, select Add Condition.

On the newly added line, use the dropdown to select Offshore Port Costs Location-Dependent.

## Offshore Bidding tips

Rfx Response Number 3000021694    Rfx Number 2200000081    Opening Date 12/31/2014 14:00:00 CST    Rfx Response Version Number Active Version    Rfx Version Number 1

Rfx Information    **Items**    Notes and Attachments    Conditions    Tracking

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	Rfx / Response	Rfx / Respo
0001	PASTA, OTHER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
0002	RICE, GRAIN	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
0002.01.01	OFFSHORE: HILO HI	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>	100496	42,000.000	LB	See Conditions	USDN		On 01/15/2015	23,331.0000	0/0	0/0
0002.01.02	GREENSBURG PA	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
0002.01.03	LOT: 33333311 CHESTER PA / GREENSBUR...	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0
0002.02	RICE US#2 LONG GRAIN PKG-30/2 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0

Total Value

Details    **Item Data**    Questions    Notes and Attachments    **Conditions**

Add Condition    Scales    Duplicate    Remove

Condition Type	Scales
Price(Contract/Bid)	
Offshore Port Costs Location-Dependent	

All Values: Location number

Search Criteria

Business Partner:

Search term 1:

Search term 2:

Name 1 Last name:

Name 2 First name:

Street:

Postal Code:

City:

Country Key:

Region:

Logical System:

Company Code:

Location:

Org Management obj:

User Attrib. Search:

Restrict Number of Value List Entries To

Start Search    Reset

Unit	Location	Location Name

In Location field, select matchcode icon, and a search box will open. Leave search criteria fields blank, and click Start Search.

## Offshore Bidding tips

**All Values: Location Number** Personal Value List Settings Hide Search Criteria

**Search Criteria**

Business Partner:  →

Search term 1:  →

Search term 2:  →

Name 1/Last name:  →

Name 2/First name:  →

Street:  →

Postal Code:  →

City:  →

Country Key:  →

Region:  →

Logical System:  →

Company Code:  →

Location:  →

Org Management obj.:  →

User Attrib. Search:  X →

Restrict Number of Value List Entries To

**Results List: 1 results found for Location**

Complete name	Street	City	Co...	BusinessP...	Logical ...	Lo...	Org Manage...	Compa...
O-LA-Los Angeles, CA			US	O-LA	SN1CLNT...			

When results appear, highlight the applicable U.S. port location, and click OK.

## Offshore Bidding tips

RFX Response Number 3000021694    RFX Number 2200000081    Opening Date 12/31/2014 14:00:00 CST    RFX Response Version Number Active Version    RFX Version Number 1												
RFX Information		Items	Notes and Attachments	Conditions	Tracking							
Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Resp
▶ 0001	PASTA, OTHER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▼ 0002	RICE, GRAIN	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▼ 0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▼ 0002.01.01	OFFSHORE: HILO HI	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▪ 0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB		100496	42,000.000	LB	See Conditions	USDN		On 01/15/2015	23,331.0000	0/0	0/0
▶ 0002.01.02	GREENSBURG PA	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▶ 0002.01.03	LOT: 333333311 CHESTER PA / GREENSBUR...	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0
▶ 0002.02	RICE US#2 LONG GRAIN PKG-30/2 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
<b>Total Value</b>												

  

Details for item 0002.01.01.01 RICE US#1 MEDIUM GRAIN BAG-25 LB												
Item Data		Questions	Notes and Attachments	Conditions								
▼ Conditions												
Add Condition   Scales   Duplicate   Remove <span style="float: right;">Filter Settings</span>												
Condition Type	Scales	Amount	Currency	Price Per	Price Unit	Location	Location Name					
Price(Contract/Bid)		0.5555	(Internal) United State...		1 LB							
Offshore Port Costs Location-Dependent		0.0000	(Internal) United State...		1 LB	O-LA						

The U.S. port location abbreviation will be displayed. Please press Enter and wait a few moments for the Location Name field to be auto-populated.

## Offshore Bidding tips

**Edit RFX Response:**

Submit | Check Save

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021694    RFX Number 2200000081    Opening Date 12/31/2014 14:00:00 CST    RFX Response Version Number Active Version    RFX Version Number 1

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Item ID	Description	Quantity	Unit	Price	Currency	Location	Location Name	Start Date	End Date	Value
0001	PASTA, OTHER	0.000		0.0000	USDN					0.0000
0002	RICE, GRAIN	0.000		0.0000	USDN					0.0000
0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	0.000		0.0000	USDN					0.0000
0002.01.01	OFFSHORE: HILO HI	0.000		0.0000	USDN					0.0000
0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	100496	LB	42,000.000	USDN	O-LA	O-LA-Los Angeles,CA	On 01/15/2015		23,331.0000
0002.01.02	GREENSBURG PA	0.000		0.0000	USDN					0.0000
0002.01.02.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	100496	LB	126,000.000	USDN			On 02/28/2015		0.0000
0002.01.03	LOT: 333333311 CHESTER PA / GREENSBUR...	0.000		0.0000	USDN					0.0000
0002.01.03.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	100496	LB	17,000.000	USDN			On 02/15/2015		0.0000
0002.01.03.02	RICE US#1 MEDIUM GRAIN BAG-25 LB	100496	LB	25,000.000	USDN			On 02/15/2015		0.0000
0002.02	RICE US#2 LONG GRAIN PKG-30/2 LB	0.000		0.0000	USDN					0.0000

**Total Value**

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**Details for item 0002.01.01.01 RICE US#1 MEDIUM GRAIN BAG-25 LB**

Item Data | Questions | Notes and Attachments | **Conditions**

Add Condition | Scales | Duplicate | Remove | Filter Settings

Condition Type	Scales	Amount	Currency	Price Per	Price Unit	Location	Location Name
Price(Contract/Bid)		0.5555	(Internal) United State...	1	LB		
Offshore Port Costs Location-Dependent		0.2555	(Internal) United State...	1	LB	O-LA	O-LA-Los Angeles,CA

Once the Location Name field has been populated, the Amount field will open and you may enter the delivered price per pound to this port location.

Reminder on Item Details-Conditions tab:  
 Price (Contract/Bid) = delivered price per unit of measure to final destination  
 Offshore Port Costs Location-Dependent = delivered price per unit of measure to U.S. port location



## Offshore Bidding tips

You can select Save and then Print Preview to review your offer. If you select Save, you will need to select Edit in order to be able to access the Submit button.

You will notice the Price field for this item is now displayed as "See Conditions." Clicking on this link will open the Item Details -Conditions tab below if changes are needed.

**Edit RFX Response:**

Submit | Check | Save

Please click 'Check' to validate the Offer.

RFX Response Number 3000021694   RFX Number 2200000081   Opening Date 12/31/2014 14:00:00 CST   RFX Response Version Number Active Version   RFX Version Number 1

[RFX Information](#) | 
 **[Items](#)** | 
 [Notes and Attachments](#) | 
 [Conditions](#) | 
 [Tracking](#)

▼ Item Overview

Details | Add New | Add Subline | Copy | Paste | Delete | Calculate Value | Filter | Expand All | Collapse

Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response
▶ 0001	PASTA, OTHER	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▼ 0002	RICE, GRAIN	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▼ 0002.01	RICE US#1 MEDIUM GRAIN BAG-25 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▼ 0002.01.01	OFFSHORE: HILO HI	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▪ 0002.01.01.01	RICE US#1 MEDIUM GRAIN BAG-25 LB		100496	42,000.000	LB	<a href="#">See Conditions</a>	USDN		On 01/15/2015	23,331.0000	0/0	0/0
▼ 0002.01.02	GREENSBURG PA	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
▪ 0002.01.02.01	RICE US#1 MEDIUM GRAIN BAG-25 LB		100496	126,000.000	LB	0.0000	USDN	1	On 02/28/2015	0.0000	0/0	0/0
▼ 0002.01.03	LOT: 333333311 CHESTER PA / GREENSBUR...	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0
▪ 0002.01.03.01	RICE US#1 MEDIUM GRAIN BAG-25 LB		100496	17,000.000	LB	0.0000	USDN	1	On 02/15/2015	0.0000	0/0	0/0
▪ 0002.01.03.02	RICE US#1 MEDIUM GRAIN BAG-25 LB		100496	25,000.000	LB	0.0000	USDN	1	On 02/15/2015	0.0000	0/0	0/0
▶ 0002.02	RICE US#2 LONG GRAIN PKG-30/2 LB	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	0/0
<b>Total Value</b>												

Offshore Bidding tips

Selecting Print Preview opens a pdf view of your offer.

This line represents the delivered price to the U.S. port location of Los Angeles, CA.

This line represents the delivered price to the final destination of Hilo, HI.

**Display RFX/Response:**

RFx Response Number 3000021694

RFx Information Items Notes and Attachments

Item Overview

Line Number	Description
0001	PASTA, OT
0002	RICE, GRA
0002.01	RICE US#1
0002.01.01	OFFSHORE
0002.01.01.01	RICE US#1
0002.01.02	GREENSBU
0002.01.02.01	RICE US#1
0002.01.03	LOT: 3333
0002.01.03.01	RICE US#1
0002.01.03.02	RICE US#1
0002.02	RICE US#2

**RFx%20Response[2].pdf - Adobe Acrobat**

File Edit View Window Help

Number: 2200000081  
Vendor Response: 7000011393-000 /3000021694  
Response Status: New

Response Item details:

Item Material Description	Comments	Required by	ZipCode	Tgt Qty/UOM	Offer Price
<b>RICE, GRAIN</b>					
<b>0 RICE US#1 MEDIUM GRAIN BAG-25 LB</b>					
<b>230 OFFSHORE: HILO HI</b>					
240 100496 RICE US#1 MEDIUM GRAIN BAG-25 LB		01/01/2015-01/15/2015	96720	42,000 LB	0.5555 USDN/1 LB
Offshore Port Costs		O-LA			0.2555 USDN/1 LB
<b>Total Quantity for RICE US#1 MEDIUM GRAIN BAG-25 LB</b>				<b>42,000 LB</b>	
<b>Total Quantity for Offer</b>				<b>42,000 LB</b>	