Check the settings and confirm the following (this is one time activity for all invitations).

Number of visible rows 10

	Settings							-
	Advanced Settings	H H C			Filter	Expand All Collapse A	II Hide Outline	e Settings
antit	Number of Visible Rows:	10	livery Date	Total Value	RFx / Response 🌒	RFx / Response 🖳	Internal Item	Number
.00	Enter the number of blank	editable lines that you want		0.0000	<u>0/ 0</u>	<u>0/ 0</u>	10	
		ws with blank lines, enter -1.				Total Value	0.0000	USDN
	For no blank lines, enter 0 Number of Blank Lines:	OK Cancel					0.000	USDN

Perform the following steps for large invitations only to avoid delay. (Review training documentation for additional help).

Enter required fields in the 'Basic Data' tab.

RFx Response Number 3000013818 RFx Number 2000007918 Opening Date 09/30/2018 10:00:00 CST	RFx Response Version Number
RFx Information Items Notes and Attachments Conditions Tracking	
Basic Data Questions Notes and Attachments	
Event Parameters Currency: (Internal) United States Dollar (5 Dec.)	
OfferLabel: OFFER LABEL TEST	
Vendor Plant: 1140207	
Shipping Point: 1340146	

Answer questions in the 'Questions' tab.

Fx Response Number 300 RFx Information asic Data Questions	00013818 RFx Number 200000791 Items Notes and Attachments Notes and Attachments	Opening Date 09/30/2018 10:00:00 CST RFx Response Version Number Active Version Conditions Tracking	RFx Version Number 2
Question		epiy	Comment
	Yes_NO:	⊖Yes ◯ No ◯ No Reply	5
	CCR Registration: *	Yes ONo	

Use 'Export' to send data to spreadsheet for pricing.

Submit Check Save Exp	ort Import		
RFx Response Number 30000	13819 RFx Number 2000007918	Opening Date: 09/30/2018 10:00:00 CST RFx Response Version Number: Active Version	RFx Version Number 3
RFx Information It	ems Notes and Attachments C	conditions Tracking	
Basic Data Questions	Notes and Attachments		
Question	Reply	y	Comment
	Yes_NO: * Ye	is C No C No Reply	
	CCR Registration: *	is C No	
	Do you want to open or save RFx R	Response.xls from wbscmdevdsl.wbscm.usda.gov?	Open Save 🔻 Cancel ×

Enter the price in the spreadsheet.

10.0	Cut Copy -	C	alibri	* 11 *	A* A* =	=	e e e w	rap Text	0	General	· 1		1		×	∑ AutoSun	n · AZ▼	2		
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4	duct C: Pro 01040 CH	eese, N	130005	Product d	Ship-to ID 2000023	NW AME	RSyracuse	zipcode 13209	NY		Delivery D 20180901	Quantity 9000	UOM			S I Load Port	C	Price 2.44	USDN	
4	duct C: Pro 01040 CH	eese, N	130005	Product d	Ship-to ID 2000023	NW AME	and the second se	zipcode 13209	NY		Delivery D	Quantity 9000	UOM			S I Load Port	T Load Po <mark>rt</mark> C	Price 2.44		
4	duct C: Pro 01040 CH	eese, N	130005	Product d	Ship-to ID 2000023	NW AME	RSyracuse	zipcode 13209	NY		Delivery D 20180901	Quantity 9000	UOM			S I Load Port	C	Price 2.44	USDN	
4	duct C: Pro 01040 CH	eese, N	130005	Product d	Ship-to ID 2000023	NW AME	RSyracuse	zipcode 13209	NY		Delivery D 20180901	Quantity 9000	UOM			S I Load Port	C	Price 2.44	USDN	
4	duct C: Pro 01040 CH	eese, N	130005	Product d	Ship-to ID 2000023	NW AME	RSyracuse	zipcode 13209	NY		Delivery D 20180901	Quantity 9000	UOM			S I Load Port	C	Price 2.44	USDN	

Import the saved data and upload

Edit RFx Response:		
Submit Check Save Export Import		
RFx Response Number 3000013819 RFx Number 200000	7918 Opening Date 09/30	0/2018 10:00:00 CST RFx Response Version Number Active Version RFx Version Number 3
RFx Information Items Notes and Attachments	Conditions Tracking	
Basic Data Questions Notes and Attachments		
Question	Reply	Comment
Yes_NO:	Yes O No O No Reply	
CCR Registration: *	€ Yes ○No	Upload Specify File to be Uploaded C:Upers:CubeInfosys/Del Browse Upload

Submit the response. (Save if you need to submit later. This will increase length of process)

x Response Number 3000013819	RFx Number 2000007918 Op	ening Date 09/30/2018 10:00:00 CST	RFx Response Version Number Active Version	RFx Version Number 3
	Notes and Attachments Condition	× .	NIX NOSPULSE VEISINI INUITION PAUVE VEISINI	NIA VOISION NUMBER
	Attachments			
uestion	Reply			Comment
	Yes_NO: • Yes O	No 🔿 No Reply		
	CCR Registration: * • Yes	No		

RFx response 3000013819 saved. Submit the vendor response to complete the process

RFx Response Number 3000013819 RFx Number 2000	007918 Opening Date 09/30/2018 10:00:00 CST RFx Response Version Number Active Version	n RFx Version Number 3
RFx Information Items Notes and Attachmen	ts Conditions Tracking	
Basic Data Questions Notes and Attachments		
Question	Reply	Comment
Yes_N		
CCR Registration	* ♥Yes ◯No	

Use print preview to validate the prices.

Display RFx Respon	se:						
Print Preview: 0 With	draw						
	IUFACTURING INC is not permitted f						
RFx Response Number 3000	013819 RFx Number 2000007	918 Opening	Date 09/30/2018 10:00:00 CST	RFx Response Version	n Number Active Version	n RFx Version Num	ber 3
	Items Notes and Attachments Notes and Attachments	Conditions	Tracking				
						0	
Question		● Yes O No	O No Reply			Comment	
	CCR Registration: *	Yes ONO					
	Do you want to open or save	RFx Response.pd	df (10.9 KB) from wbscmdevdsl.w	bscm.usda.gov?		Open Save	Cancel ×
Item Mate	erial Description Comments		Require	d by 🛛	ZipCode T	gt Qty/UOM	Offer Price

		Comments				
10 CHEE	SE, NAT	URAL AMER				
20 CHE	ESE CHI	ED WHT BLOCK-40 LBS				
30 SY	RACUSE	ENY				
40	130005	CHEESE CHED WHT BLOCK-40 LBS	09/01/2018-10/31/2018	13209	9,000.000 LB 3.0000 USDN/11	В
50	130005	CHEESE CHED WHT BLOCK-40 LBS	10/31/2018	13209	1,429,200.000 LB 3.0000 USDN/11	LB
		Total Quantity for CHEESE CHE	D WHT BLOCK-40 LBS	\wedge	1,438,200.000 LB	
		Total Quantity for Offer		$\langle \langle$	1,438,200.000 LB	
			\langle	$\land \land$		
				· · /		

Use the copy feature to create multiple offers, then update price and vendor plant & shipping point details.

vitation	n: 2000007918		Nam	AG-DBFD-1	8-B-	-0138-0002		Type:	Dom Commodity Inv	Subtype:	Definite Delivery	
		Submissio	n Deadlin	e: 09/30/2018	10:0	0:00				Response Status:	New	
fers:	1 hits											
Cre	ate 🗍 Delete	Conv I	Vond	for Deconnee Lo	-							
	0001010	0000	Verio	tor Response Lo	8							
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	[Standard View Offer Number) Vifer Label	Print Ver Plant	sion Export a Shipping Point		Prev. Offer		Rmk/Att				
View:	[Standard View Offer Number) Vifer Label	Print Ver Plant	sion Export a Shipping Point		Prev. Offer		Rmk/Att				