

24. Perform one of the following:

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lf	Then
The user needs to enter commodity pricing for a domestic bid response (offer) in Excel	Go to step 25.
The user needs to enter commodity pricing for a domestic bid response directly into the RFx screen	Go to step 45.

25. Click Export (the Export button) to export the line items to an Excel spreadsheet.

Image: Create RFx Response Screen

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26. Click (the Down arrow on the Save button).



Image: Create RFx Response Screen

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27. Click Save as (the Save as option).



(Note) First, save the file, then open it to view the bid invitation in a worksheet format. **Do not** open the Excel file first or attempt to "Save as" while in Excel. The file format will not be correct.



Image: Save As Pop-Up

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28. Select the location/folder in which to save the **RFx items** spreadsheet on a computer or hard drive. In this example, **Downloads** (the **Downloads** folder) is selected.



Image: Save As Pop-Up

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29. As required, complete/review the following fields:

Field	R/O/C	Description
File name:	R	The name the file is to be saved as. Example: RFx 200007298.xls

A

(Note) It is very important that the **Save as type** field is NOT changed. The file must be saved as the default type "Microsoft Excel 97-2003 Worksheet".

30. Click Save (the Save button).



Image: Create RFx Response Screen

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31.

Open

Click **Open** (the **Open** button) to open the **RFx Items** list in Excel or navigate to the folder where the file was saved and open the file from that location. •



(Note) If a message appears indicating that the file format and extension of the downloaded file don't match, select **Yes** to continue.



Image: Microsoft Excel RFx 200007298.xls Screen

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32. The **RFx Item** list displays in Excel in which to enter prices for desired line items. DO NOT change, delete, or move any of the column headings; if the column headings have been changed, an error will be generated when importing the data back to WBSCM.

In this example, pricing will be entered for items below:

Row 2: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

Row 3: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

Row 4: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

Row 5: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB



(Note) Row 4 and 5 are **offshore location** items which prices can be entered directly on the Excel spreadsheet. For offshore line item, see below examples to enter the pricing:

- Load Port Price (e.g., enter pricing for U.S. port location in Jacksonville, FL)
- Price (e.g., enter pricing to final destination at an offshore location in Hawaii)
- Load Port Price and Price (e.g., enter pricing for U.S. port location at Jacksonville, FL and offshore location in Hawaii)
- **33.** Click (the **Right** arrow) in the horizontal scrollbar to see the **Load Port Price** and **Price** columns.



Image: Microsoft Excel RFx 200007298.xls Screen

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1	City	zipcode	State	Correlatio	Delivery D	Quantity	иом	Substituti	Offshore Indicator	Load Port	Load Port Price	Price	Currency	Per Uni	П
2	CINCINNA	45246-111	ОН		20180116	40800	LB				0		OUSDN		1
3	CINCINNA	45246-111	ОН		20180116	40800	LB				0		0 USDN		1
4	OFFSHORE	90058	PR		20180116	40800	LB		Yes	O-JACK	0		0 USDN		1
5	OFFSHORE	90058	PR		20180116	40800	LB		Yes	O-JACK	0		0 USDN		1
6	OFFSHORE	90058	PR		20180116	40800	LB		Yes	O-JACK	0	() (0 USDN		
7	OFFSHORE	90058	PR		20180116	1800	LB		Yes	O-JACK	0		0 USDN		
8	AUSTIN	78745-730	ТХ		20180116	40800	LB				0		0 USDN		
9	AUSTIN	78745-730	TX		20180116	40800	LB				0		0 USDN		
10	AUSTIN	78745-730	TX		20180116	40800	LB				0		0 USDN		
11	AUSTIN	78745-730	TX		20180116	40800	LB				0		0 USDN		
12	AUSTIN	78745-730	тх		20180116	40800	LB				0		0 USDN		1
13	AUSTIN	78745-730	тх		20180116	40800	LB				0		0 USDN		
14	AUSTIN	78745-730	тх		20180116	40800	LB				0		0 USDN		
15	AUSTIN	78745-730	тх		20180116	40800	LB				0	1	0 USDN		
16	AUSTIN	78745-730	тх		20180116	40800	LB				0		0 USDN		
17	AUSTIN	78745-730	тх		20180116	40800	LB				0		0 USDN		
18	SAN ANTO	78293	тх		20180116	24	LB				0		0 USDN		1
19	CINCINNA	45246-111	ОН		20180101	42000	LB				0		0 USDN		
20	CINCINNA	45246-111	ОН		20180101	42000	LB				0		0 USDN		
21	CINCINNA	45246-111	ОН		20180101	42000	LB				0		0 USDN		
22	CINCINNA	45246-111	ОН		20180101	42000	LB				0		0 USDN		
23	OFFSHORE	90058	PR		20180101	42000	LB		Yes	O-JACK	0	1. 3	0 USDN	Ú.	Ŧ
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34. As required, complete/review the following fields:

Field	R/O/C	Description
Price	0	The price the vendor is willing to offer for the given product. The price is for one unit of the product.
		Example: 0.43
		(Note) The price is the delivered price per unit of measure to the final destination.
Load Port Price	0	The delivered price per unit of measure to a U.S. port location.
		Example: 0.43



(Note) For offshore pricing, the Offshore Indicator (column R) is set to Yes and the Load Port (column S) is populated with the U.S. port location. The **Load Port Price** (column T) is the delivered price per unit of measure to U.S. port location. The **Price** (column U) is the delivered price per unit of measure to final destination.





(Note) Complete the Price and Load Port Price for each row as appropriate.

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1 City z	ipcode State	Correlatio	Delivery C	Quantity	UOM	Substituti	Offshore Indicator	Load Port	Load Port Price	Price	Currency	Per Un	ii i
2 CINCINNA4	15246-111 OH		20180116	40800	LB				0	0.43	USDN		
3 CINCINNA4	45246-111 OH		20180116	40800	LB				0	0.43	USDN		
4 OFFSHORE	90058 PR		20180116	40800	LB		Yes	O-JACK	0.4	0.43	USDN		
5 OFFSHORE	90058 PR		20180116	40800	LB		Yes	O-JACK	0.4	0.43	USDN		
6 OFFSHORE	90058 PR		20180116	40800	LB		Yes	O-JACK	0	0	USDN		
7 OFFSHORE	90058 PR		20180116	1800	LB		Yes	O-JACK	0	0	USDN		
8 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
9 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
10 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
11 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
12 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
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15 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
16 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
17 AUSTIN 7	78745-730 TX		20180116	40800	LB				0	0	USDN		
18 SAN ANTC	78293 TX		20180116	24	LB				0	0	USDN		
19 CINCINNA4	45246-111 OH		20180101	42000	LB				0	0	USDN		
20 CINCINNA4	15246-111 OH		20180101	42000	LB				0	0	USDN		
21 CINCINNA4	15246-111 OH		20180101	42000	LB				0	0	USDN		
22 CINCINNA4	15246-111 OH		20180101	42000	LB				0	0	USDN		
23 OFFSHORE	90058 PR		20180101	42000	LB		Yes	O-JACK	0	0	USDN		-
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- **35.** Click 日 (the Save button).
- **36.** Click (the **Close** button) to close the Excel file.