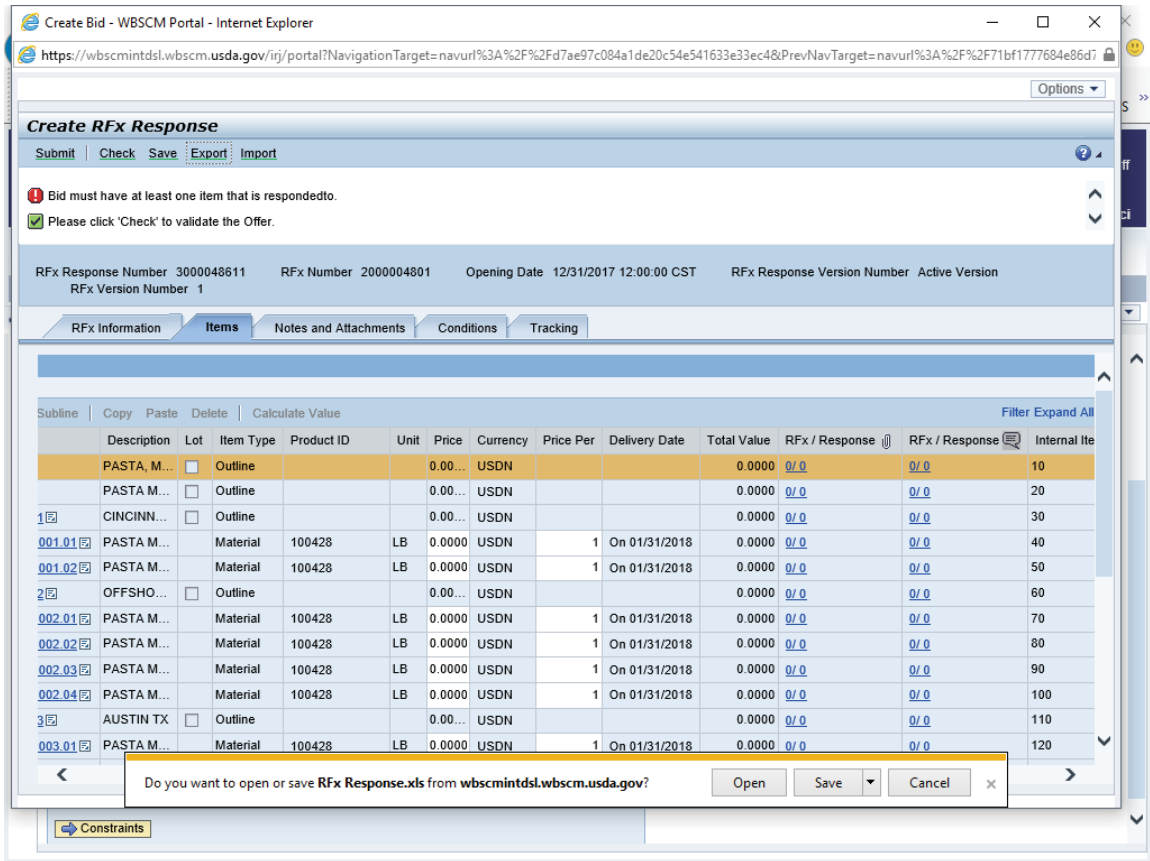


24. Perform one of the following:

If	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.

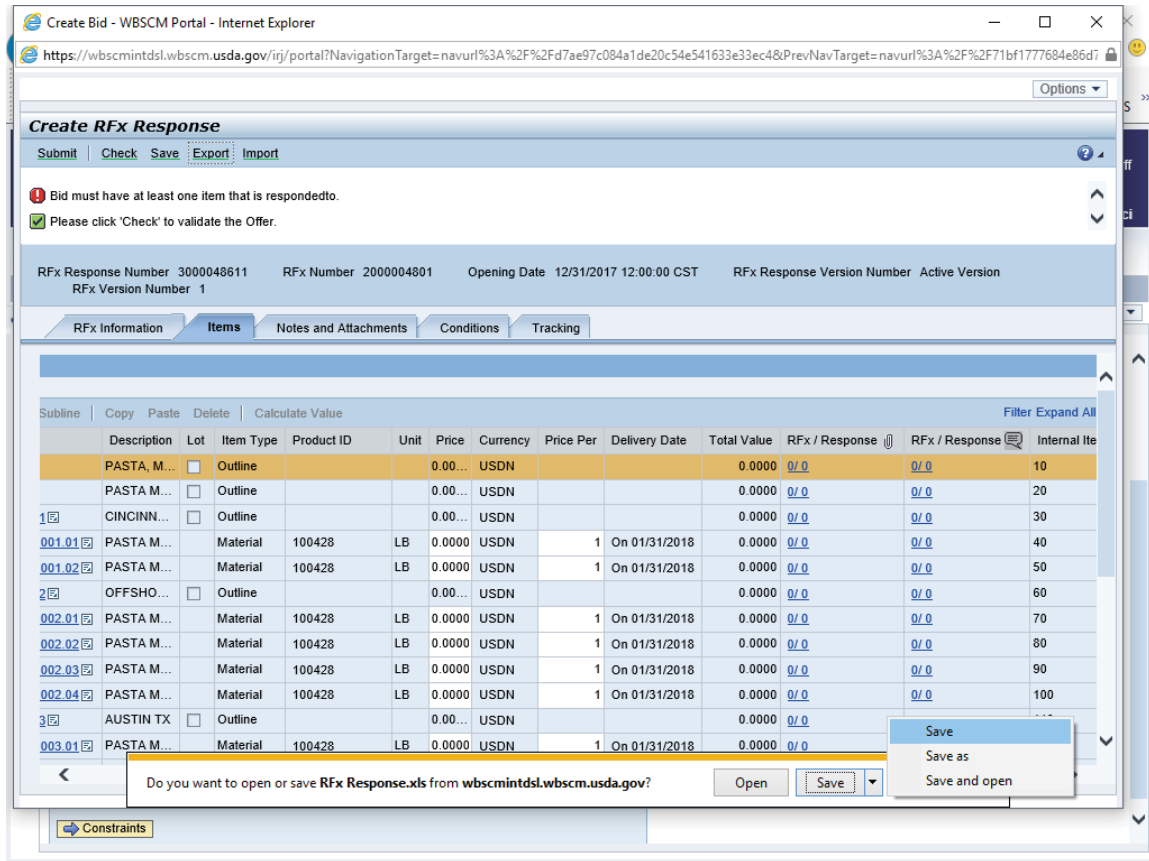
25. Click **Export** (the **Export** button) to export the line items to an Excel spreadsheet.

Image: Create RFX Response Screen



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

Image: Create RFX Response Screen

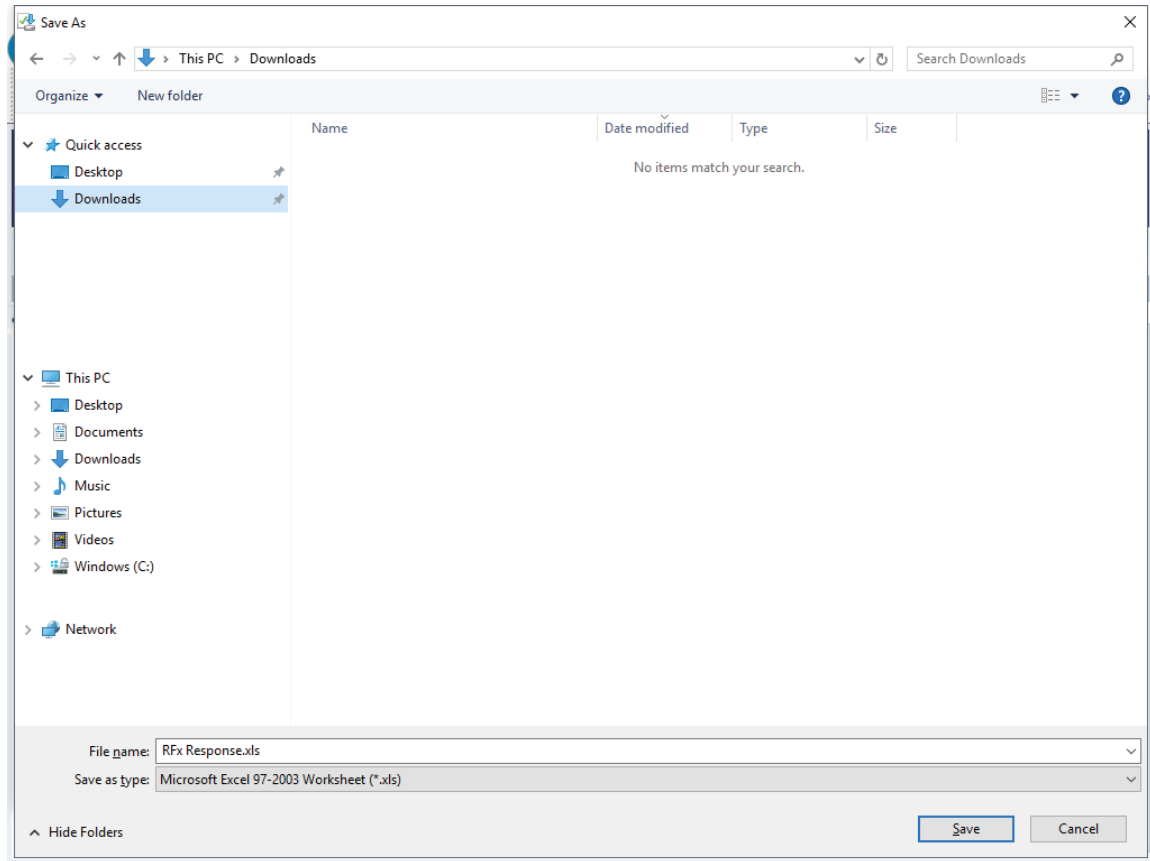


27. Click **Save as** (the **Save as** option).



(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




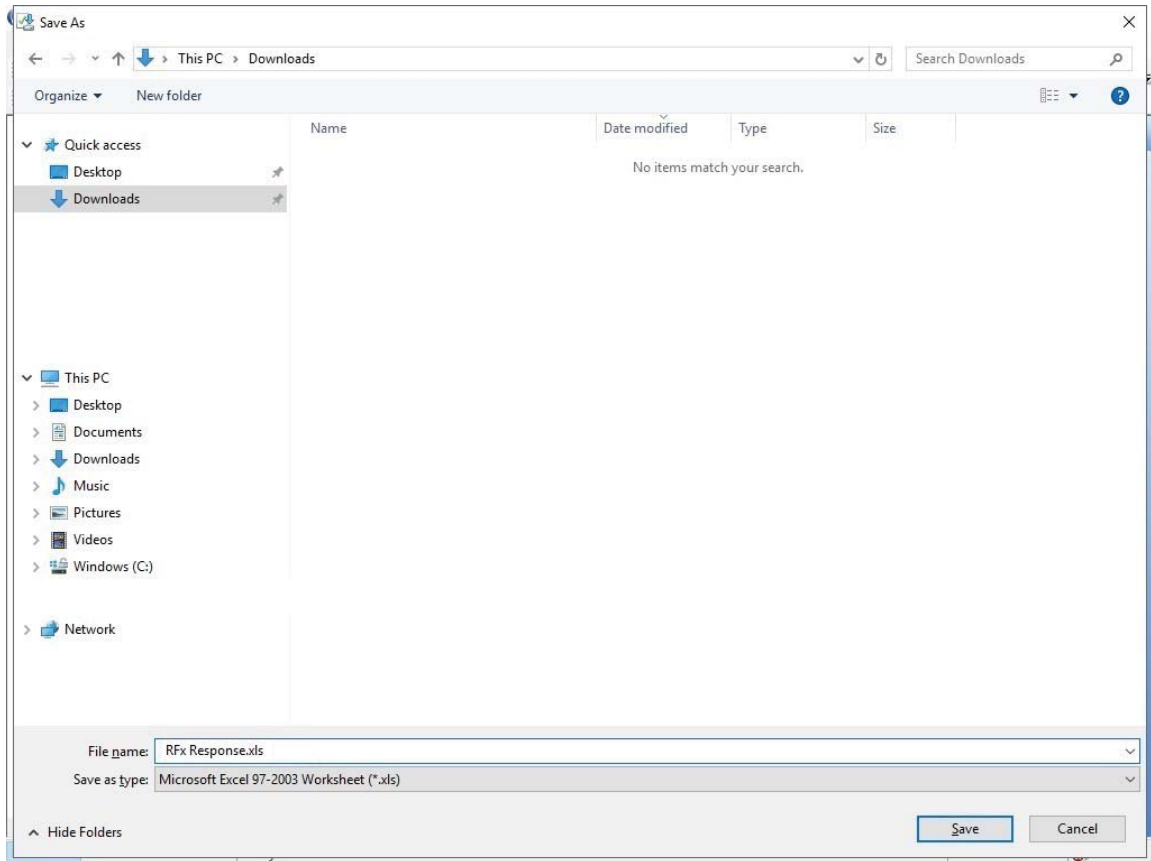
28. Select the location/folder in which to save the **RFx items** spreadsheet on a computer or hard drive. In this example,  **Downloads** (the **Downloads** folder) is selected.

Image: Save As Pop-Up



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



(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".

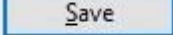
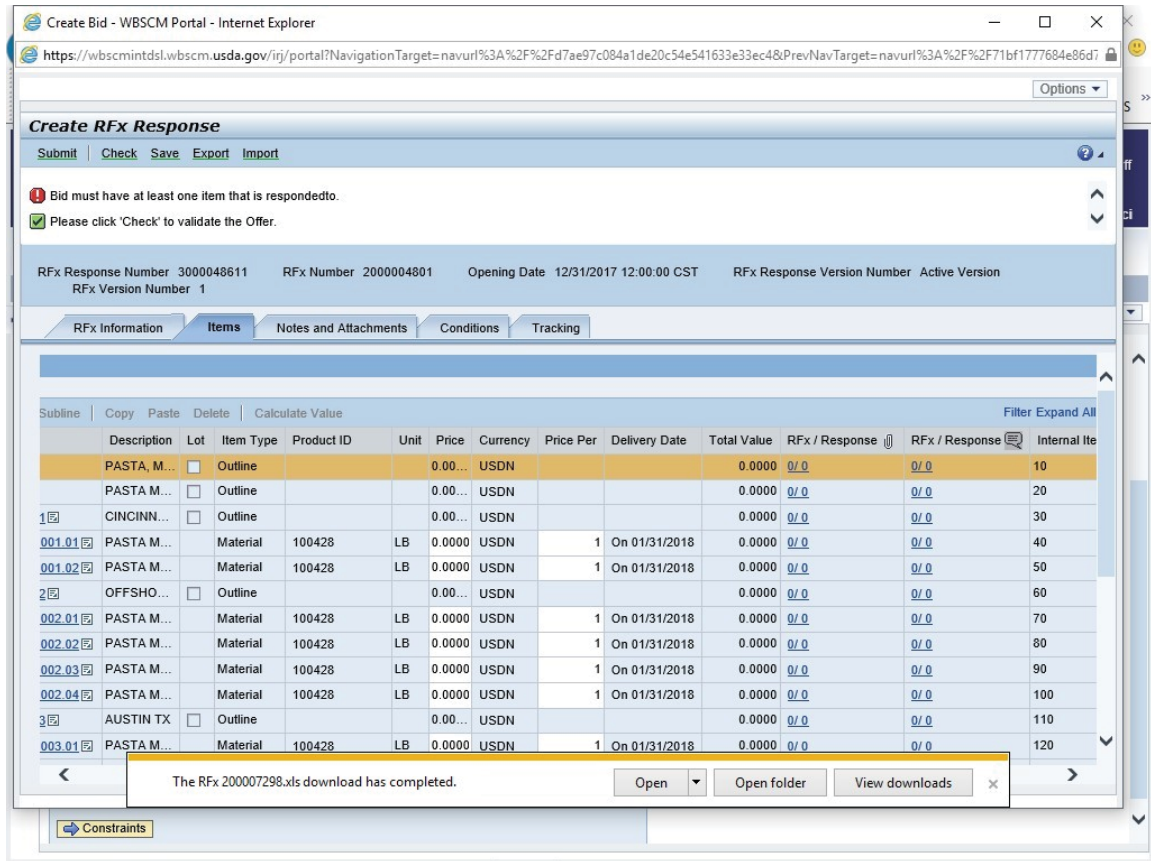
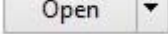
30. Click  (the **Save** button).

Image: Create RFX Response Screen



31. Click  (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

1	Bid Invit	Internal Line Num	Product C	Product I	Product d	Ship-to ID	Ship-to de City	zipcode	State	Correlatio	Delivery C	Quantity	UC
2	2E+09	40 0001.01.00	504010 PASTA, M	100428 PASTA MA	5003642 ADVANCE CINCINNA	45246-111 OH					20180116	40800 LB	
3	2E+09	50 0001.01.00	504010 PASTA, M	100428 PASTA MA	5003642 ADVANCE CINCINNA	45246-111 OH					20180116	40800 LB	
4	2E+09	70 0001.01.00	504010 PASTA, M	100428 PASTA MA	5004581 Offshore ! OFFSHORI	90058 PR					20180116	40800 LB	
5	2E+09	80 0001.01.00	504010 PASTA, M	100428 PASTA MA	5004581 Offshore ! OFFSHORI	90058 PR					20180116	40800 LB	
6	2E+09	90 0001.01.00	504010 PASTA, M	100428 PASTA MA	5004581 Offshore ! OFFSHORI	90058 PR					20180116	40800 LB	
7	2E+09	100 0001.01.00	504010 PASTA, M	100428 PASTA MA	5004581 Offshore ! OFFSHORI	90058 PR					20180116	1800 LB	
8	2E+09	120 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
9	2E+09	130 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
10	2E+09	140 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
11	2E+09	150 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
12	2E+09	160 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
13	2E+09	170 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
14	2E+09	180 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
15	2E+09	190 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
16	2E+09	200 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
17	2E+09	210 0001.01.00	504010 PASTA, M	100428 PASTA MA	5001331 CAPITAL A AUSTIN	78745-730 TX					20180116	40800 LB	
18	2E+09	230 0001.01.00	504010 PASTA, M	100428 PASTA MA	5000611 DEPT OF N SAN ANTC	78293 TX					20180116	24 LB	
19	2E+09	270 0002.01.00	507010 RICE, GRA	100496 RICE US#1	5003642 ADVANCE CINCINNA	45246-111 OH					20180101	42000 LB	
20	2E+09	280 0002.01.00	507010 RICE, GRA	100496 RICE US#1	5003642 ADVANCE CINCINNA	45246-111 OH					20180101	42000 LB	
21	2E+09	290 0002.01.00	507010 RICE, GRA	100496 RICE US#1	5003642 ADVANCE CINCINNA	45246-111 OH					20180101	42000 LB	
22	2E+09	300 0002.01.00	507010 RICE, GRA	100496 RICE US#1	5003642 ADVANCE CINCINNA	45246-111 OH					20180101	42000 LB	
23	2E+09	320 0002.01.00	507010 RICE, GRA	100496 RICE US#1	5004581 Offshore ! OFFSHORI	90058 PR					20180101	42000 LB	

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

	City	zipcode	State	Correlation	Delivery Date	Quantity	UOM	Substitution	Offshore Indicator	Load Port	Load Port Price	Price	Currency	Per Unit
2	CINCINNA	45246-111	OH		20180116	40800	LB				0	0	USDN	
3	CINCINNA	45246-111	OH		20180116	40800	LB				0	0	USDN	
4	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0	0	USDN	
5	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0	0	USDN	
6	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0	0	USDN	
7	OFFSHOR	90058	PR		20180116	1800	LB		Yes	O-JACK	0	0	USDN	
8	AUSTIN	78745-730	TX		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	TX		20180116	40800	LB				0	0	USDN	
13	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
14	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
15	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
16	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
17	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
18	SAN ANTC	78293	TX		20180116	24	LB				0	0	USDN	
19	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
20	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
21	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
22	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
23	OFFSHOR	90058	PR		20180101	42000	LB		Yes	O-JACK	0	0	USDN	

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

Field	R/O/C	Description
Price	O	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	O	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.

Image: Microsoft Excel RFX 200007298.xls Screen

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	City	zipcode	State	Correlatio	Delivery E	Quantity	UOM	Substituti	Offshore Indicator	Load Port	Price	Price	Currency	Per Unit
2	CINCINNA	45246-111	OH		20180116	40800	LB				0	0.43	USDN	
3	CINCINNA	45246-111	OH		20180116	40800	LB				0	0.43	USDN	
4	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0.4	0.43	USDN	
5	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0.4	0.43	USDN	
6	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0	0	USDN	
7	OFFSHOR	90058	PR		20180116	1800	LB		Yes	O-JACK	0	0	USDN	
8	AUSTIN	78745-730	TX		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	TX		20180116	40800	LB				0	0	USDN	
13	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
14	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
15	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
16	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
17	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
18	SAN ANTC	78293	TX		20180116	24	LB				0	0	USDN	
19	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
20	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
21	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
22	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
23	OFFSHOR	90058	PR		20180101	42000	LB		Yes	O-JACK	0	0	USDN	

35. Click (the **Save** button).
36. Click (the **Close** button) to close the Excel file.