



PROCESS OVERVIEW

Purpose

The purpose of this transaction is to create and submit a Domestic Bid Response (Offer). Pricing can be entered directly into WBSCM, or into an excel sheet exported directly from WBSCM which can then be imported back in. These actions can be performed for both non-offshore regular items as well as offshore prices to US port and final destination.

Process Trigger

A vendor would use this process to create and submit a Bid Response (Offer) to a published Domestic Bid Invitation (Solicitation).

Prerequisites

- An open, published Domestic Bid Invitation (Solicitation)
- The user must have one of the following roles assigned:
 - Commodity Offer - Vendor - CVM
 - Corporate Vendor Admin

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Bid Management** tab → **Enter Offers** link to go to the *Enter Offers* screen

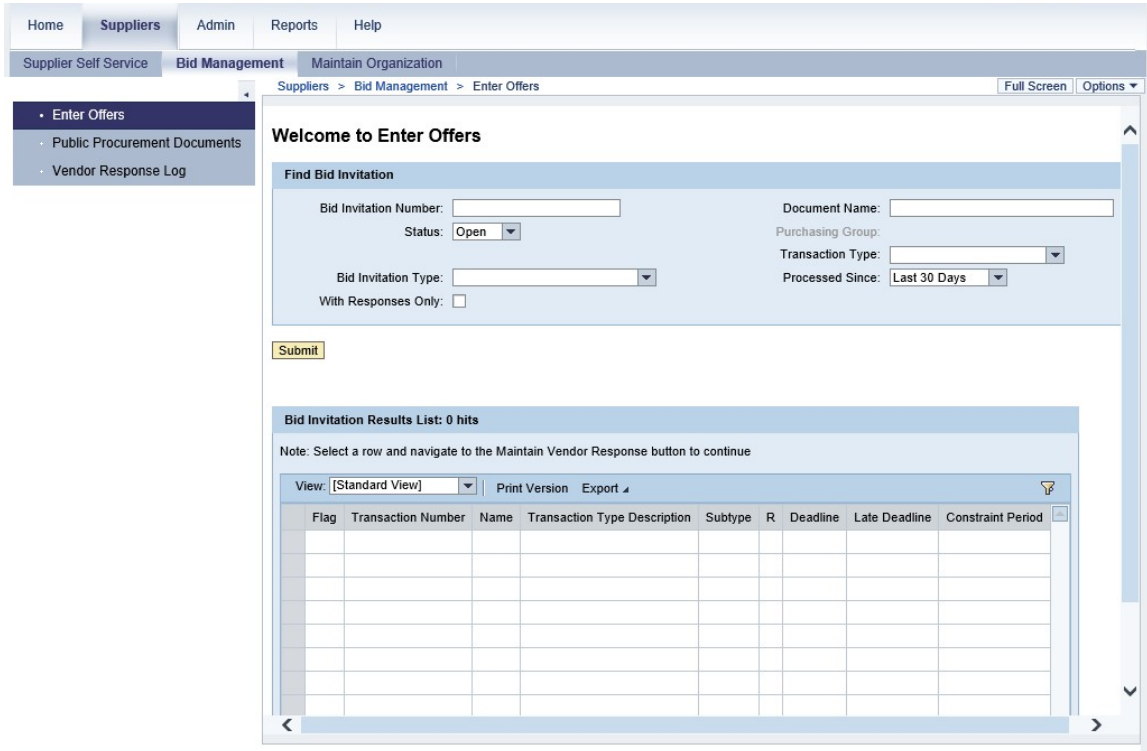
Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - **Required (R)** – a mandatory field necessary to complete the transaction
 - **Optional (O)** – a non-mandatory field not required to complete the transaction
 - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the following Portal path: **Suppliers** tab → **Bid Management** tab → **Enter Offers** link.

Image: Enter Offers - Find Bid Invitation Screen



Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

- Enter Offers
- Public Procurement Documents
- Vendor Response Log

Welcome to Enter Offers

Find Bid Invitation

Bid Invitation Number: Document Name:

Status: Open Purchasing Group:

Bid Invitation Type: Transaction Type:

With Responses Only: Processed Since: Last 30 Days

Bid Invitation Results List: 0 hits

Note: Select a row and navigate to the Maintain Vendor Response button to continue

View: [Standard View] Print Version Export

| Flag | Transaction Number | Name | Transaction Type | Description | Subtype | R | Deadline | Late Deadline | Constraint Period |
|------|--------------------|------|------------------|-------------|---------|---|----------|---------------|-------------------|
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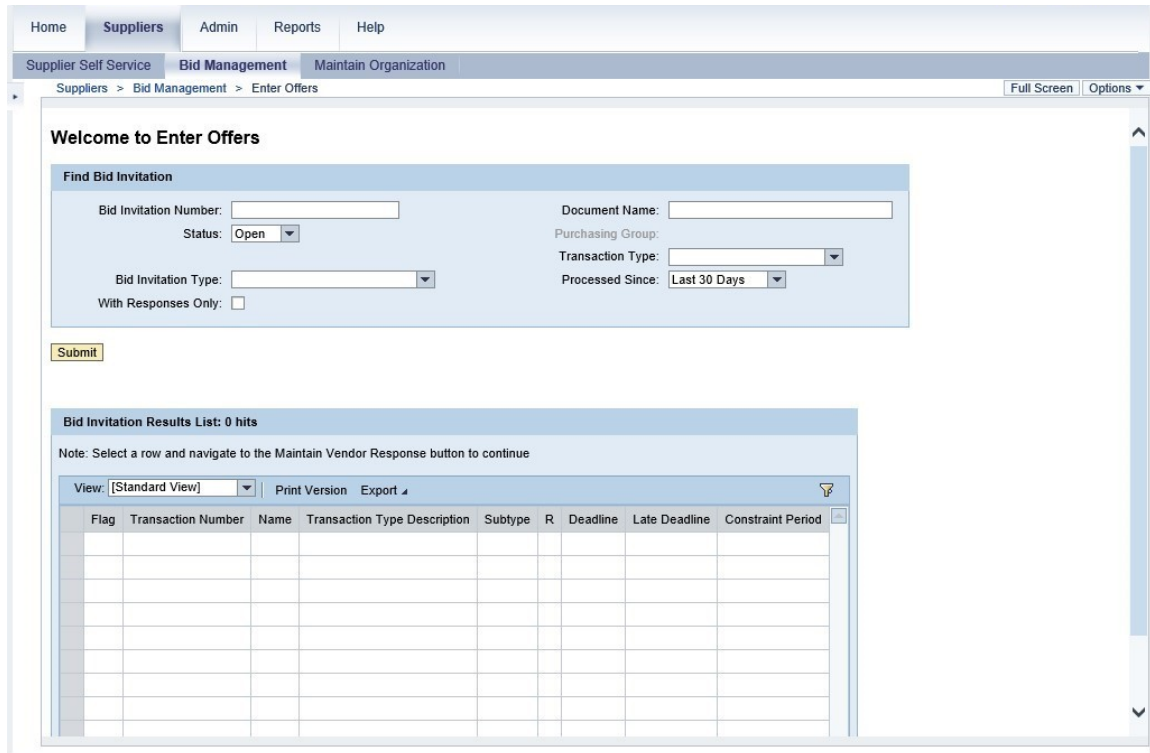


2. Click  (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done on any transaction in WBSCM.

Image: Enter Offers - Find Bid Invitation Screen



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

| Field | R/O/C | Description |
|------------------------|-------|---|
| Bid Invitation Number: | O | Unique identifying number associated with a bid invitation in WBSCM. Whenever a bid response (a series of offers) is created, it is created in response to an existing invitation. If the bid invitation number is known, enter it in this field. If it is not known, enter the remaining fields to perform a search for it. Example: 2000004801 |
| Document Name: | O | Long procurement number (LPN). Example: 12-3J14-18-S-0031 |
| Status: | O | Status of the document. Example: Open  (Note) If "Ended" status is selected, no search results will appear as ended means the solicitation/bid has been closed and it is no longer possible to |

| Field | R/O/C | Description |
|-------------------|-------|---|
| | | enter an offer. |
| Transaction Type: | O | <p>The type of product or service identified in the bid invitation from USDA.</p> <p>Example: Dom Commodity Inv</p> <p> (Note) For domestic commodity, select the Dom Commodity Inv transaction type.</p> <p>The complete list of Transaction Types and their definitions includes:</p> <ul style="list-style-type: none"> • BIDP: This transaction type is not used. • RFx: This transaction type is not used. • Barter and Exch Inv: An invitation for a barter and exchange order. A barter and exchange order is one where USDA provides the vendor with a commodity (such as a material from the price support warehouse or that is available in surplus), and the vendor provides USDA with a completely different commodity. For example, USDA may provide corn soy blend to the commodity vendor, and the commodity vendor may provide that aid recipient with pinto beans. • Intl Commodity Inv: An invitation for a commodity to fulfill an international USAID or FAS Sales Order. • Dom Commodity Inv: An invitation for a commodity to fulfill a domestic FNS Sales Order. This is the relevant selection for this transaction. • Intl Freight Inv: An invitation for freight services to ship goods from a domestic load port to an overseas location to fulfill an international USAID or FAS Sales Order. |

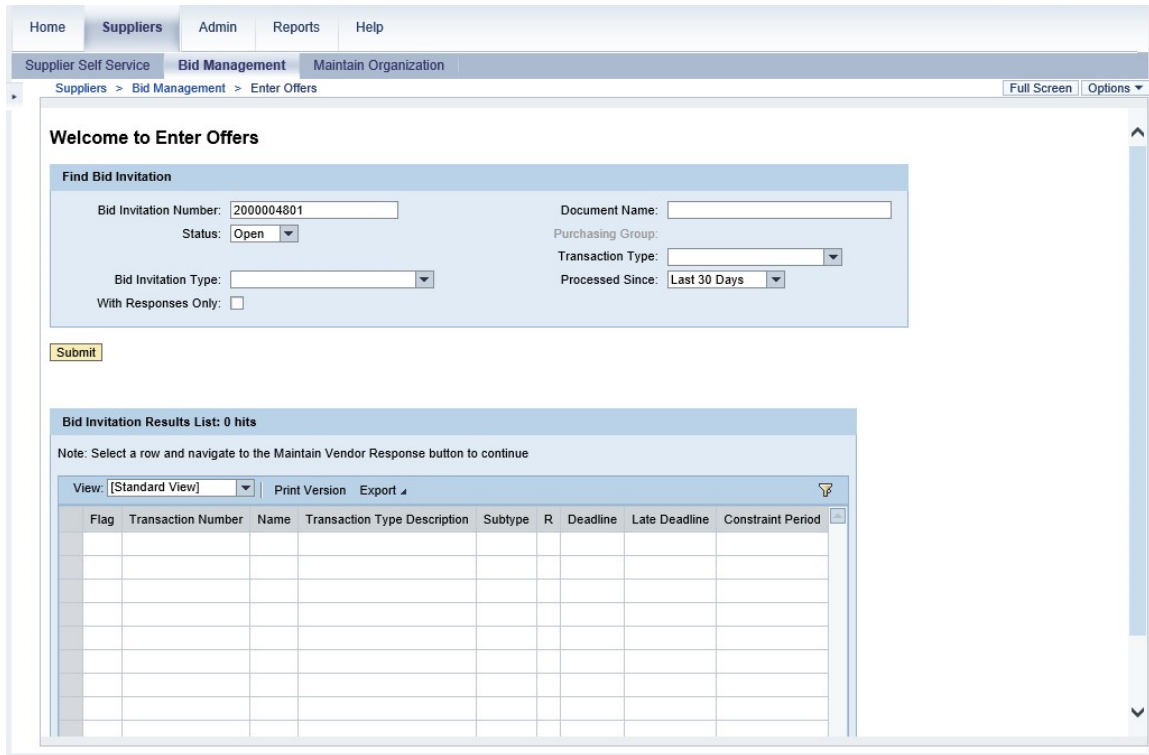


Work Instruction
Create Domestic Bid Response (Offer)

| Field | R/O/C | Description |
|----------------------|-------|---|
| | | <ul style="list-style-type: none">• Intl Comm Preference: A preference (template) of the key fields in an international commodity bid response (offer). Creating a preference saves time, as the details entered in the preference can be pulled into the vendor response (offer).• Intl Frgt Preference: A preference (template) of the key fields in an international freight bid response (offer). Creating a preference saves time, as the details entered in the preference can be pulled into the vendor response (offer).• Master/Shortfall Inv: An invitation for a commodity in a master/shortfall situation. |
| Bid Invitation Type: | O | The type of bid invitation from USDA. Example: Definite Delivery |
| Processed Since: | O | Time since last processing. Example: Last 30 Days |

4. If appropriate, click **With Responses Only** (the **With Responses Only** checkbox) to locate only bid invitations with associated responses or bids.

Image: Enter Offers - Find Bid Invitation Screen



Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

Welcome to Enter Offers

Find Bid Invitation

Bid Invitation Number: Document Name:

Status: Purchasing Group:

Bid Invitation Type: Transaction Type:

With Responses Only: Processed Since:

Submit

Bid Invitation Results List: 0 hits

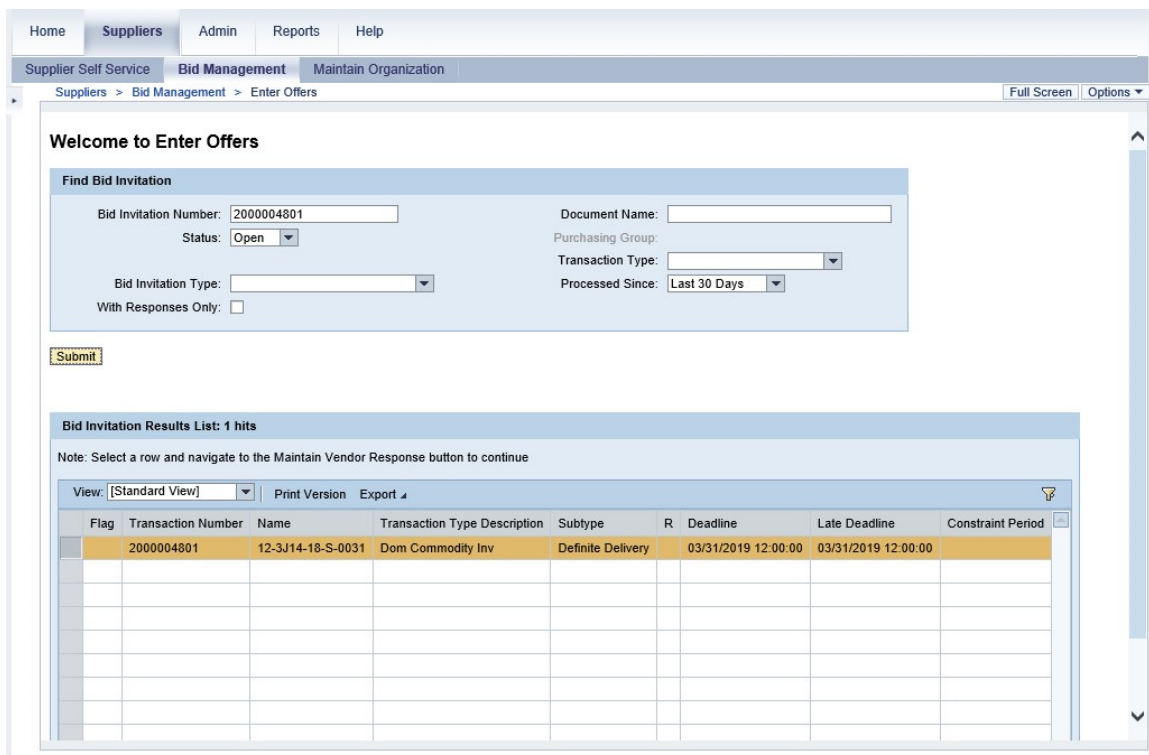
Note: Select a row and navigate to the Maintain Vendor Response button to continue

View: [Print Version](#) [Export](#)

| Flag | Transaction Number | Name | Transaction Type Description | Subtype | R | Deadline | Late Deadline | Constraint Period |
|------|--------------------|------|------------------------------|---------|---|----------|---------------|-------------------|
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- Click **Submit** (the **Submit** button) to execute the search.

Image: Enter Offers - Find Bid Invitation Screen



Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

Welcome to Enter Offers

Find Bid Invitation

Bid Invitation Number: Document Name:

Status: Purchasing Group:

Bid Invitation Type: Transaction Type:

With Responses Only: Processed Since:


Submit

Bid Invitation Results List: 1 hits

Note: Select a row and navigate to the Maintain Vendor Response button to continue

View: [Print Version](#) [Export](#)

| Flag | Transaction Number | Name | Transaction Type Description | Subtype | R | Deadline | Late Deadline | Constraint Period |
|------|--------------------|-------------------|------------------------------|-------------------|---|---------------------|---------------------|-------------------|
| | 2000004801 | 12-3J14-18-S-0031 | Dom Commodity Inv | Definite Delivery | | 03/31/2019 12:00:00 | 03/31/2019 12:00:00 | |
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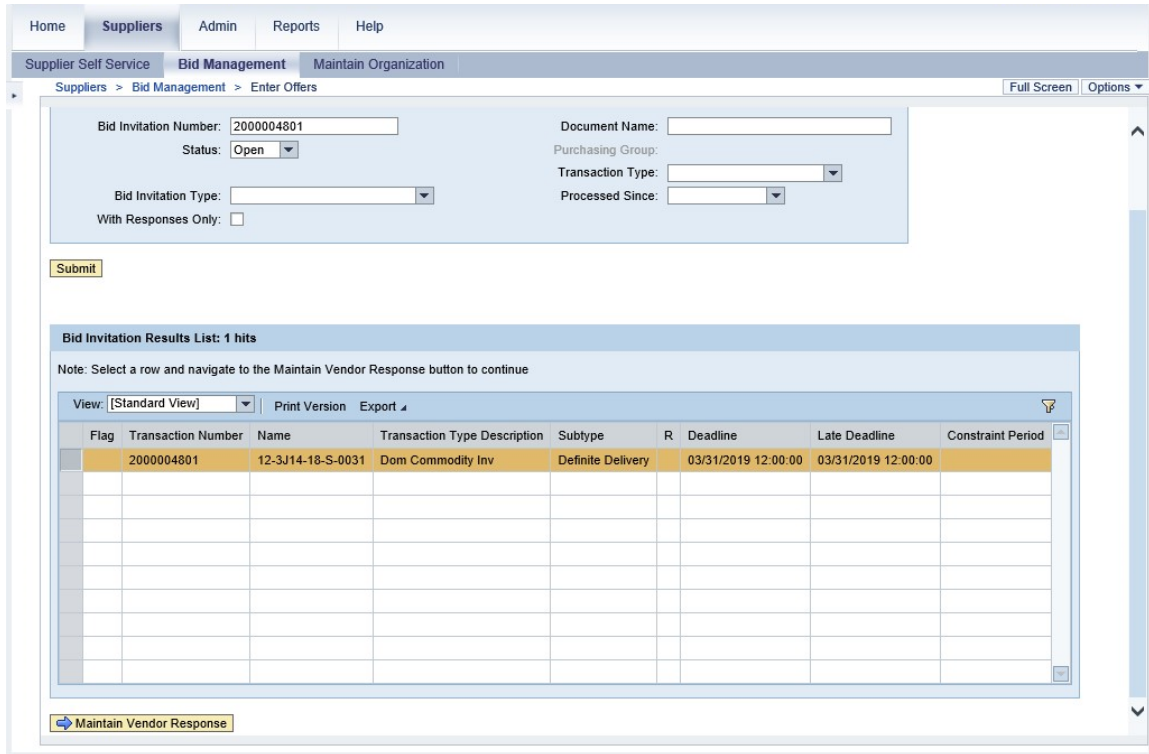
6. Click  (the **Selection** button) to select the appropriate bid invitation. In this example, **2000004801** (bid invitation **2000004801**) is selected based on the search result.



(Note) The search result(s) is displayed in the bottom section of the screen.

7. Click  (the **Down** arrow) in the vertical scrollbar to scroll to the bottom of the screen.

Image: Enter Offers - Find Bid Invitation Screen



Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

Bid Invitation Number: Document Name:

Status: Purchasing Group:

Bid Invitation Type: Transaction Type:

With Responses Only: Processed Since:

Bid Invitation Results List: 1 hits

Note: Select a row and navigate to the Maintain Vendor Response button to continue

View: Print Version Export

| Flag | Transaction Number | Name | Transaction Type Description | Subtype | R | Deadline | Late Deadline | Constraint Period |
|------|--------------------|-------------------|------------------------------|-------------------|---|---------------------|---------------------|-------------------|
| | 2000004801 | 12-3J14-18-S-0031 | Dom Commodity Inv | Definite Delivery | | 03/31/2019 12:00:00 | 03/31/2019 12:00:00 | |


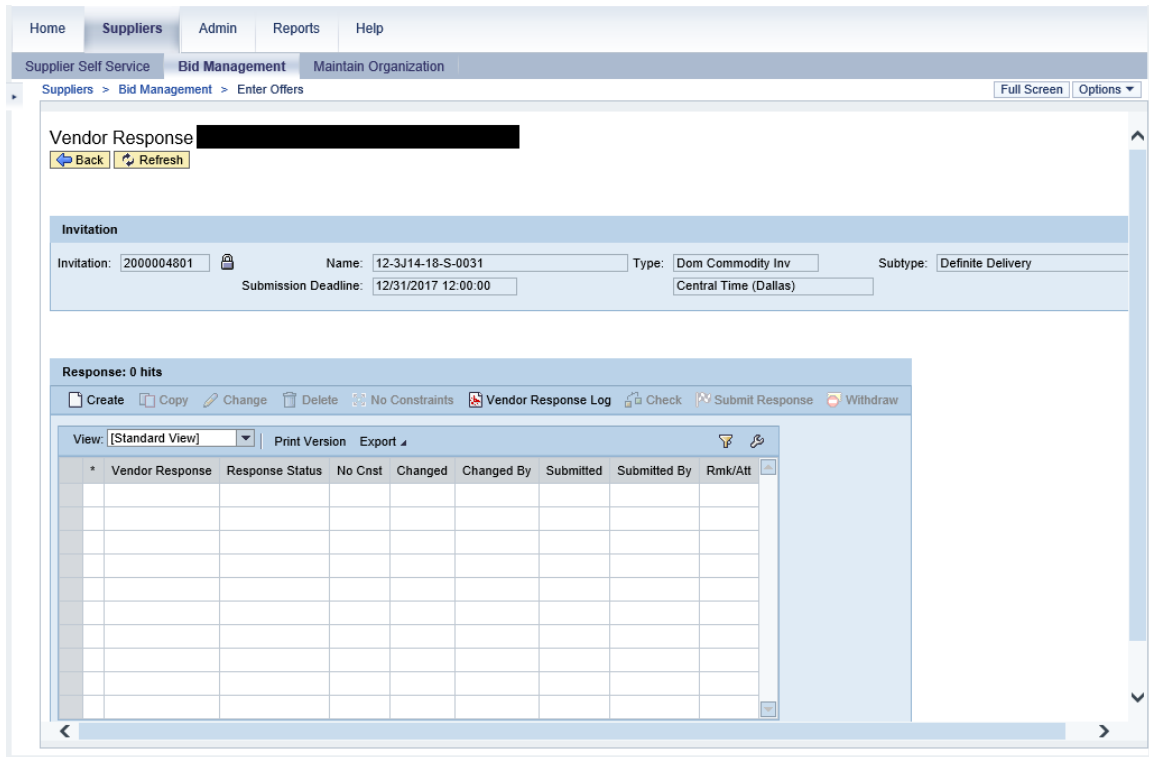
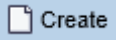
8. Click  (the **Maintain Vendor Response** button).

Image: Vendor Response Screen



9. Click  (the **Create** button) to create the bid response (offer).



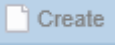
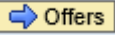
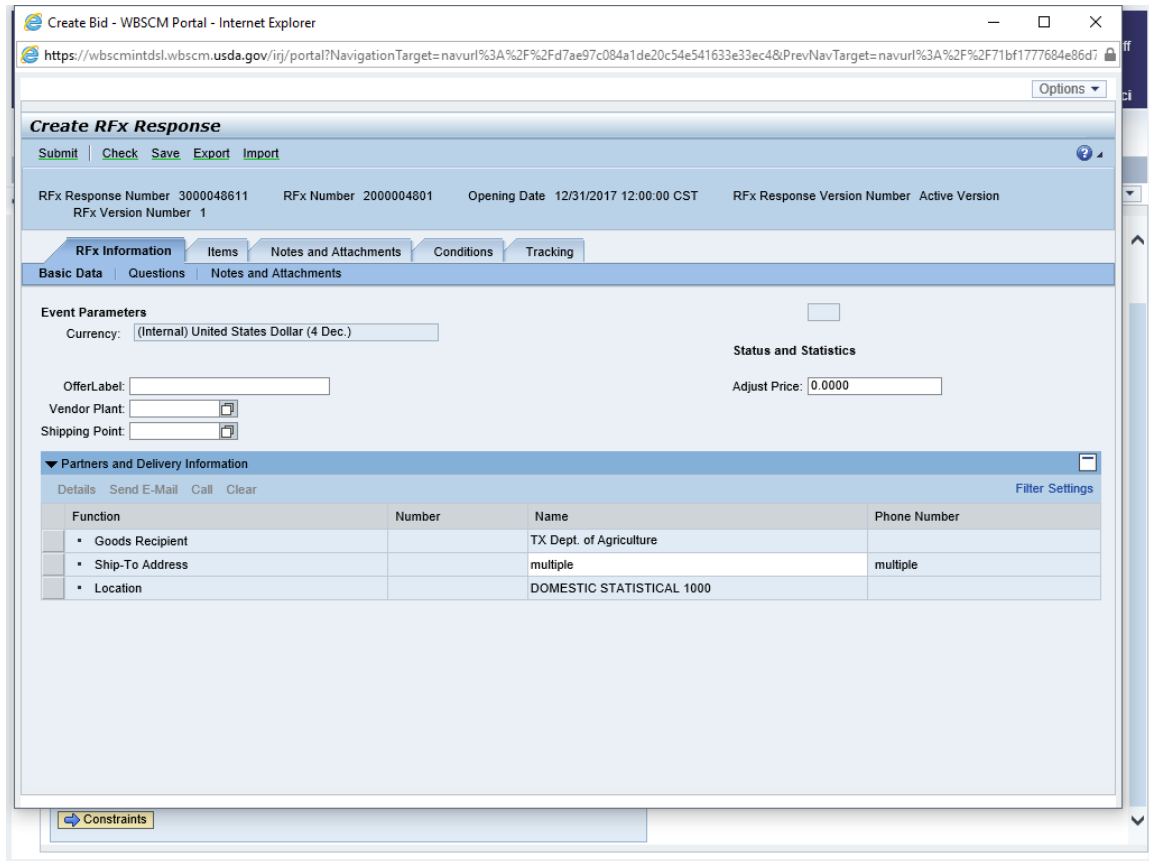
(Note) If  (the **Create** button) is grayed out (not available), a bid response already exists. Corresponding offers can be updated or created by clicking on  (the **Offers** button) at the bottom of the screen.

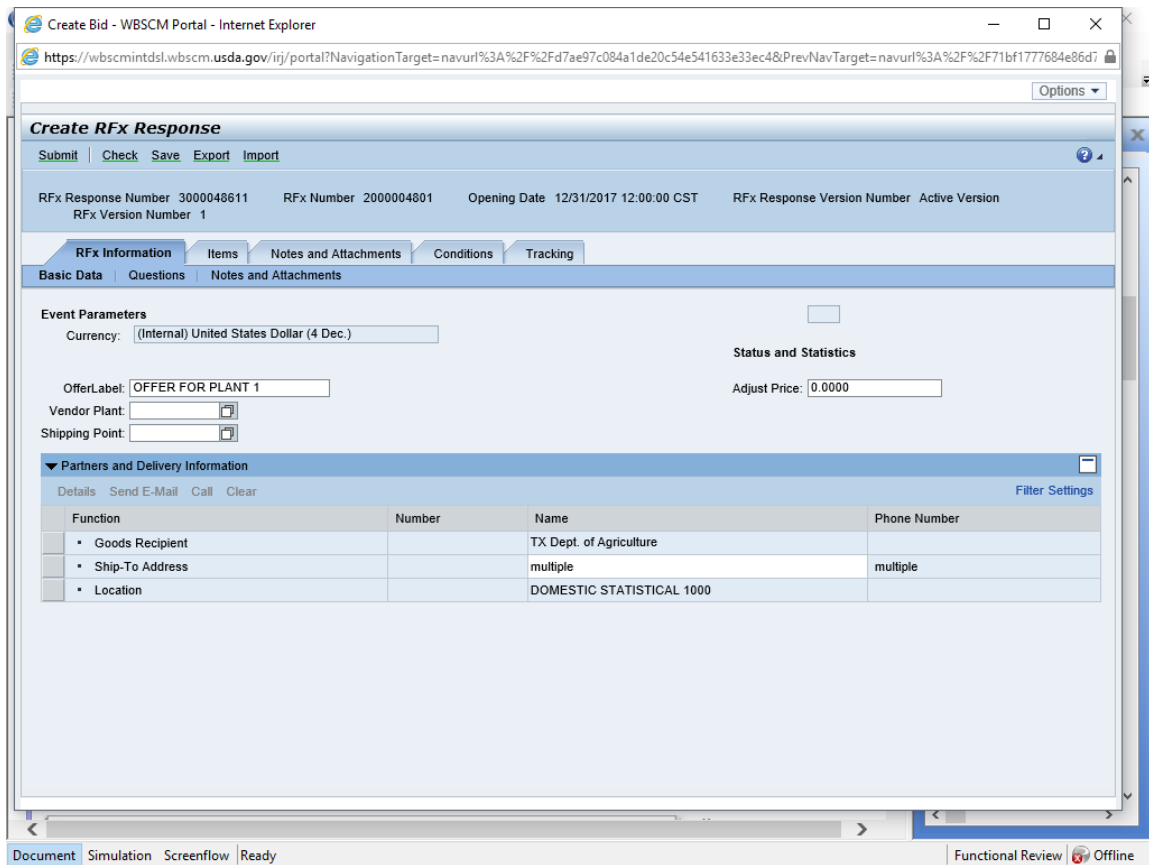
Image: Create RFX Response Screen



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

| Field | R/O/C | Description |
|-------------|-------|--|
| OfferLabel: | O | The name or label given to the offer that the vendor is placing. Example: OFFER FOR PLANT 1 |

Image: Create RFX Response Screen



Create RFX Response

Submit | Check | Save | Export | Import

RFX Response Number 3000048611 RFX Number 2000004801 Opening Date 12/31/2017 12:00:00 CST RFX Response Version Number Active Version
RFX Version Number 1

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

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

OfferLabel: OFFER FOR PLANT 1

Vendor Plant:

Shipping Point:

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

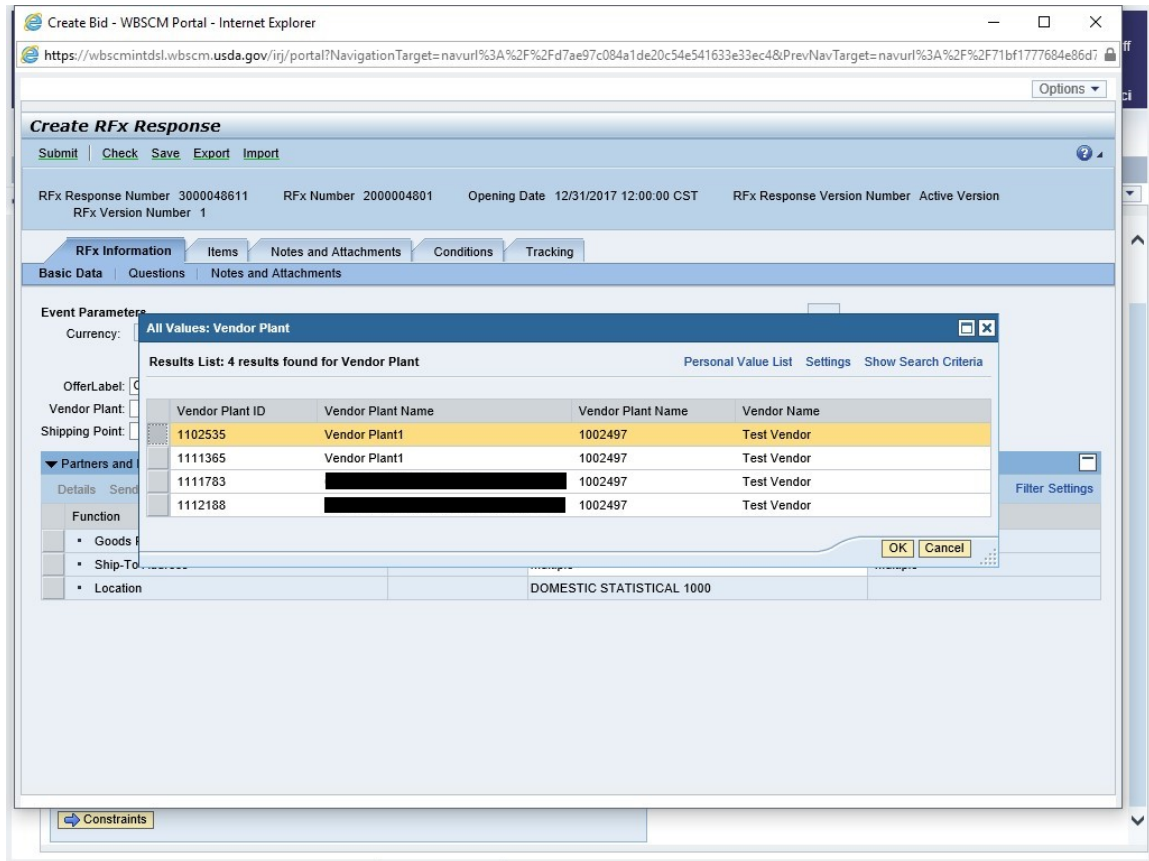
Details | Send E-Mail | Call | Clear Filter Settings


| Function | Number | Name | Phone Number |
|-------------------|--------|---------------------------|--------------|
| • Goods Recipient | | TX Dept. of Agriculture | |
| • Ship-To Address | | multiple | multiple |
| • Location | | DOMESTIC STATISTICAL 1000 | |

Document | Simulation | Screenflow | Ready Functional Review | Offline

- Click (the **Matchcode** button) in the **Vendor Plant** field to search for the vendor plant.

Image: All Values: Vendor Plant Pop-Up



12. Click  (the **Selection** button) to select a vendor plant that has already been created in WBSCM. In this example, **1102535** (**1102535 Vendor Plant1**) is selected.



(Note) If the plant is not listed, it is because it hasn't been registered in WBSCM. Please refer to the [Register Plant or Shipping Point \(External\)](#) work instruction for more information on how to register a plant.


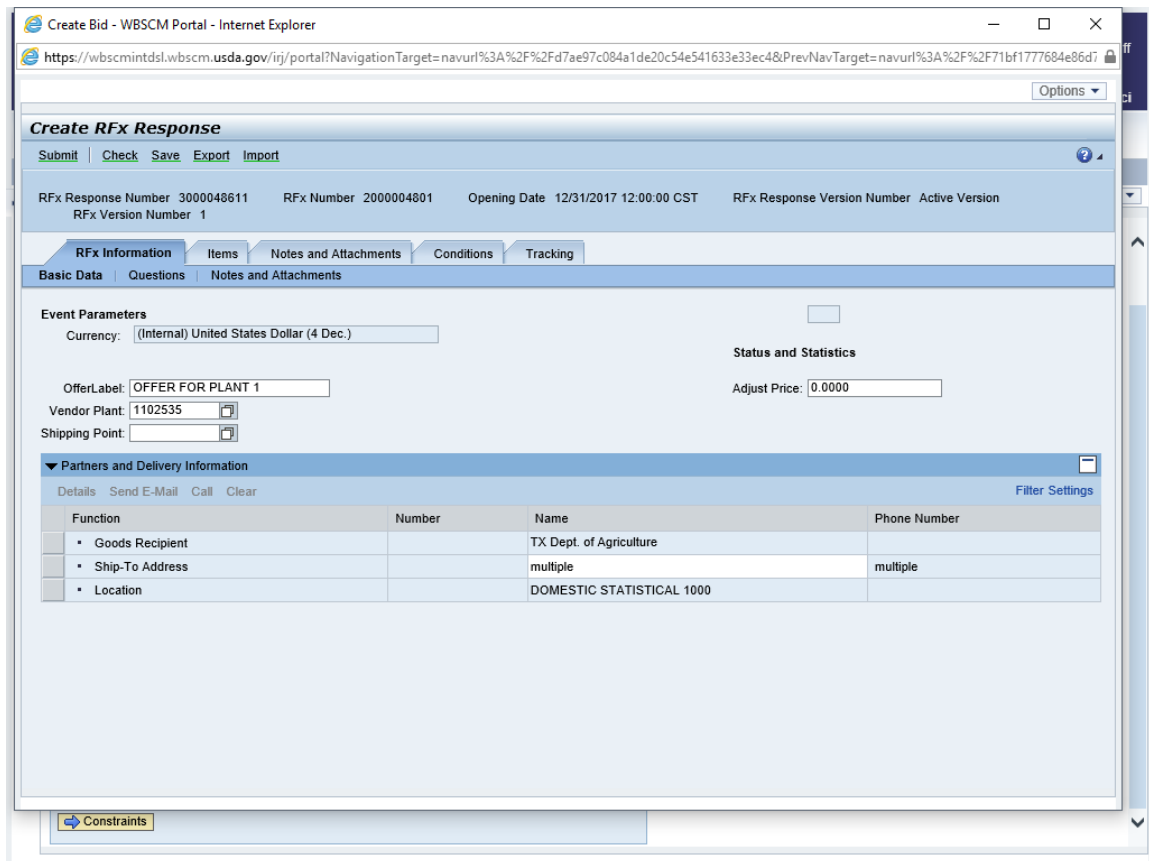
13. Click  (the **OK** button) to confirm the selection.

Image: Create RFX Response Screen



Create RFX Response

Submit | Check | Save | Export | Import

RFX Response Number 3000048611 RFX Number 2000004801 Opening Date 12/31/2017 12:00:00 CST RFX Response Version Number Active Version
RFX Version Number 1

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

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

Status and Statistics

OfferLabel: OFFER FOR PLANT 1 Adjust Price: 0.0000

Vendor Plant: 1102535

Shipping Point:

Partners and Delivery Information

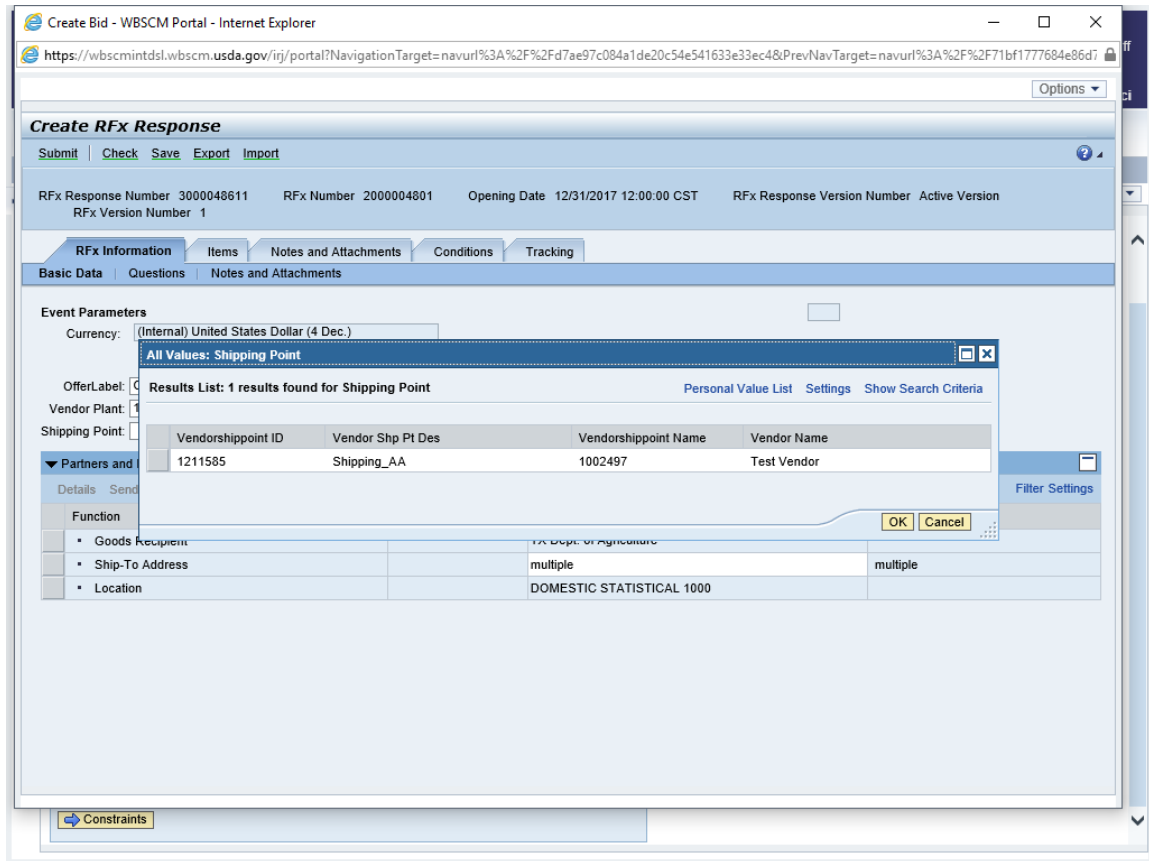
Details | Send E-Mail | Call | Clear | Filter Settings


| Function | Number | Name | Phone Number |
|-------------------|--------|---------------------------|--------------|
| • Goods Recipient | | TX Dept. of Agriculture | |
| • Ship-To Address | | multiple | multiple |
| • Location | | DOMESTIC STATISTICAL 1000 | |

Constraints

14. Click  (the **Matchcode** button) in the **Shipping Point** field to search for the shipping point.

Image: All Values Shipping Point Pop-Up

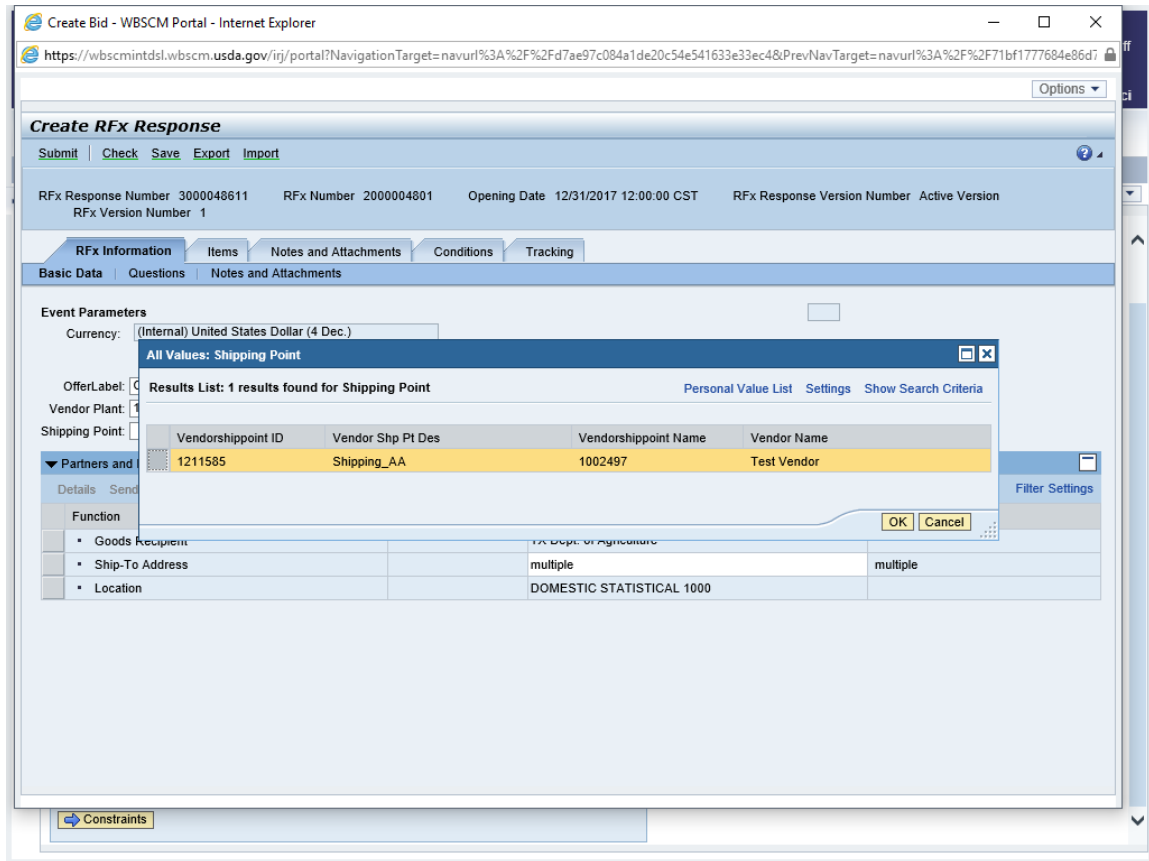


15. Click  (the **Selection** button) to select a shipping point option. In this example, **Shipping_AA** (**Shipping_AA** shipping point) is selected.



(Note) If the shipping point is not listed, it is because it hasn't been registered in WBSCM. Please refer to the [Register Plant or Shipping Point \(External\)](#) work instruction for additional information on how to register a shipping point.

Image: All Values Shipping Point Pop-Up




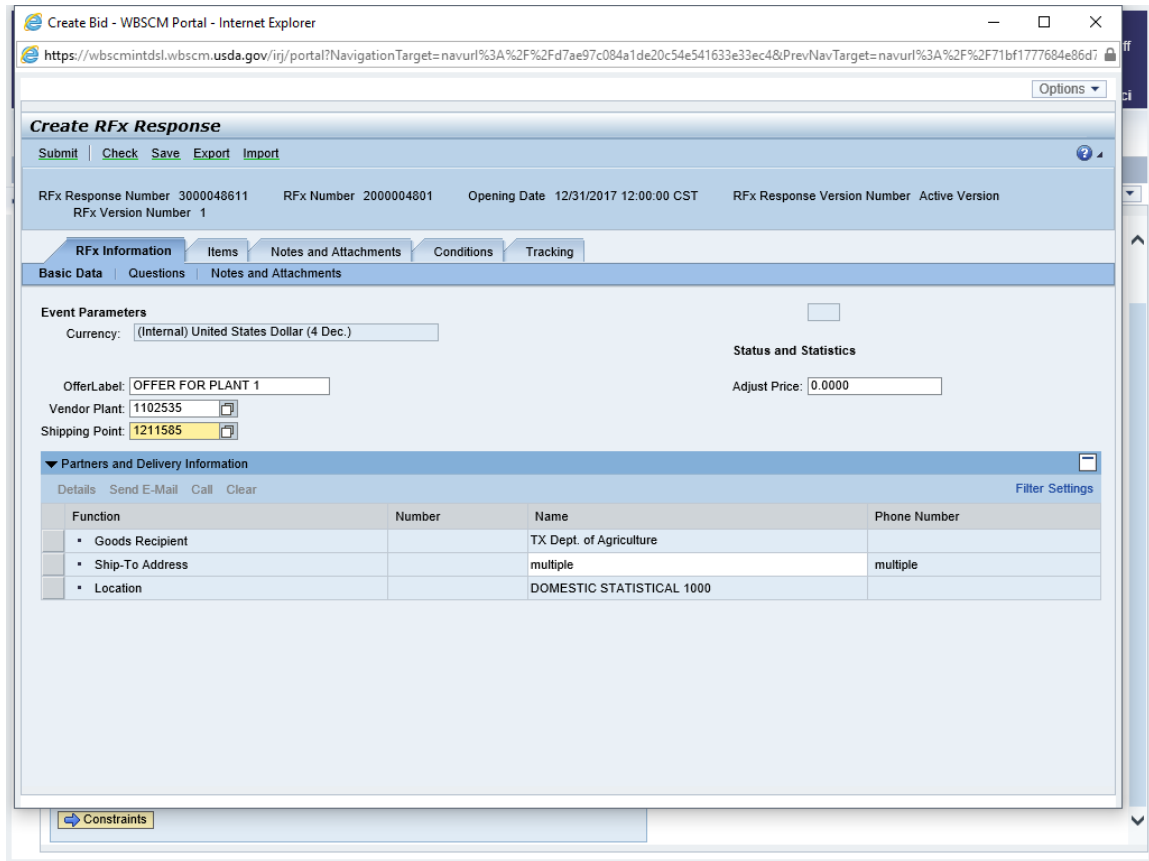
16. Click  (the **OK** button) to confirm the selection

Image: Create RFX Response



Create RFX Response

Submit | Check | Save | Export | Import

RFX Response Number 3000048611 RFX Number 2000004801 Opening Date 12/31/2017 12:00:00 CST RFX Response Version Number Active Version
RFX Version Number 1

RFX Information Items Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

OfferLabel: OFFER FOR PLANT 1

Vendor Plant: 1102535

Shipping Point: 1211585

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Details Send E-Mail Call Clear Filter Settings

| Function | Number | Name | Phone Number |
|-------------------|--------|---------------------------|--------------|
| • Goods Recipient | | TX Dept. of Agriculture | |
| • Ship-To Address | | multiple | multiple |
| • Location | | DOMESTIC STATISTICAL 1000 | |

Constraints

- Click **Questions** (the **Questions** sub-tab) to respond to the required questions from the bid invitation. These questions apply to the entire invitation.

Image: Create RFX Response Screen

18. All questions that require a response have a red asterisk (*). Questions with a red asterisk must be answered before the bid response (offer) can be submitted. Some questions provide a text box and require answers or dates; others require a Yes or No response. Complete all required questions before proceeding.



(Note) Questions vary based on the bid for each invitation.




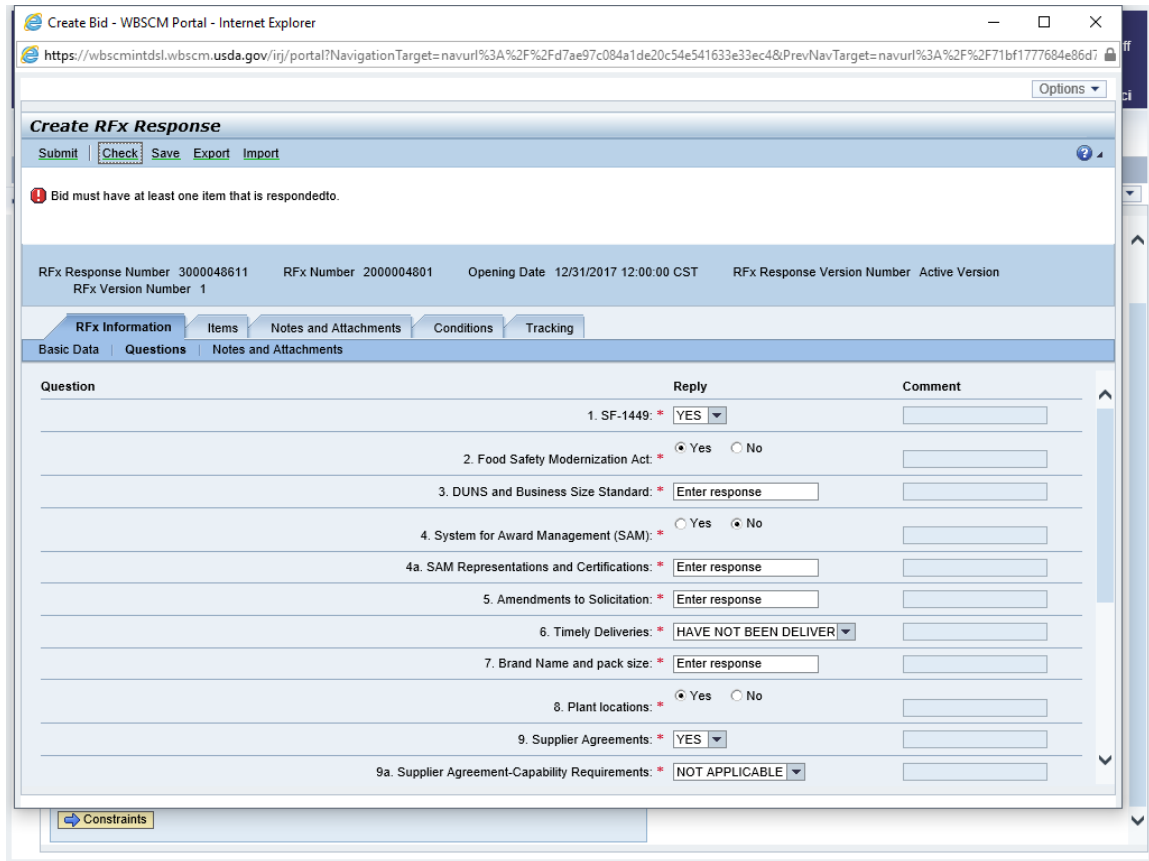
(Note) If applicable, use  (the **Down** arrow) in the vertical scrollbar to answer the rest of the questions.

Image: Create RFX Response Screen



Create Bid - WBSM Portal - Internet Explorer

https://wbscmintdsl.wbscm.usda.gov/irj/portal?NavigationTarget=navurl%3A%2F%2Fd7ae97c084a1de20c54e541633e33ec4&PrevNavTarget=navurl%3A%2F%2F71bf1777684e86d7

Options

Create RFX Response

Submit Check Save Export Import

! Bid must have at least one item that is responded to.

RFX Response Number 3000048611 RFX Number 200004801 Opening Date 12/31/2017 12:00:00 CST RFX Response Version Number Active Version
RFX Version Number 1

RFX Information Items Notes and Attachments Conditions Tracking

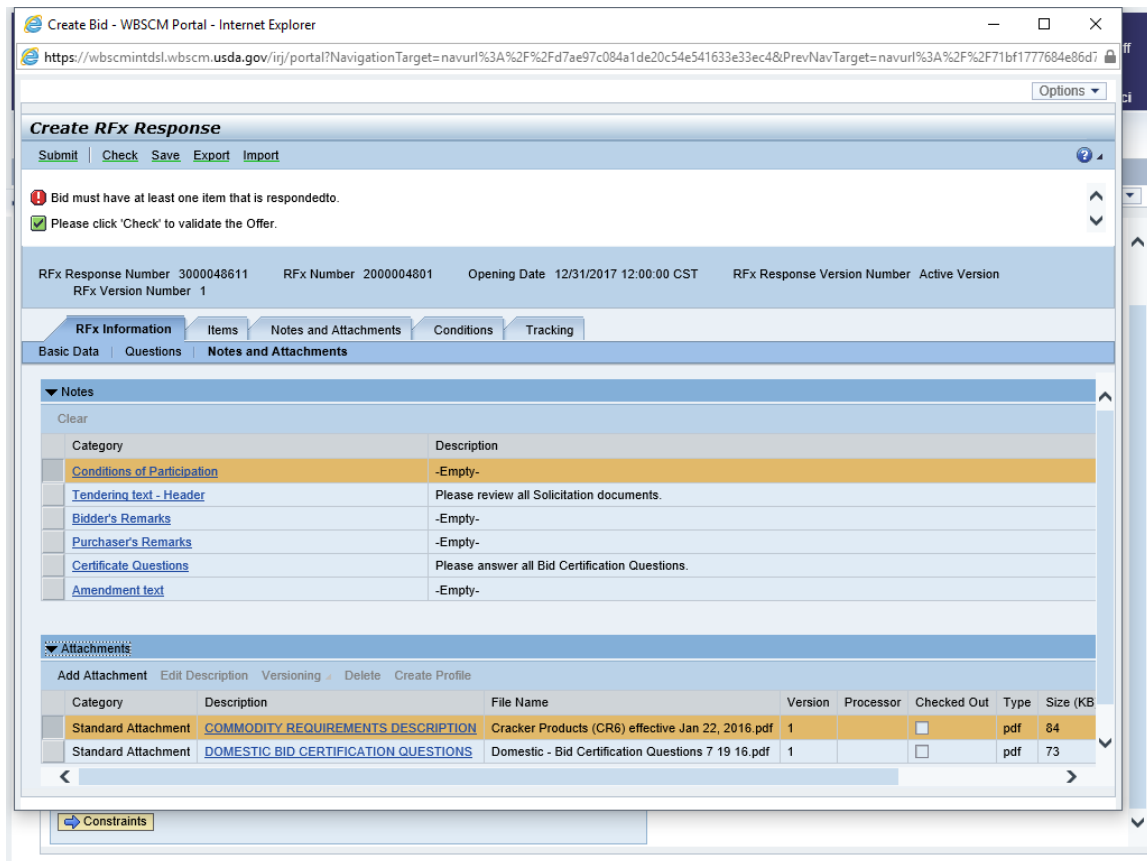
Basic Data Questions Notes and Attachments

| Question | Reply | Comment |
|---|---|---------|
| 1. SF-1449: * | YES | |
| 2. Food Safety Modernization Act: * | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| 3. DUNS and Business Size Standard: * | Enter response | |
| 4. System for Award Management (SAM): * | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 4a. SAM Representations and Certifications: * | Enter response | |
| 5. Amendments to Solicitation: * | Enter response | |
| 6. Timely Deliveries: * | HAVE NOT BEEN DELIVER | |
| 7. Brand Name and pack size: * | Enter response | |
| 8. Plant locations: * | <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| 9. Supplier Agreements: * | YES | |
| 9a. Supplier Agreement-Capability Requirements: * | NOT APPLICABLE | |

Constraints

19. Click **Notes and Attachments** (the **Notes and Attachments** sub-tab) to review or add new notes and attachments related to this bid response (offer).

Image: Create RFX Response Screen



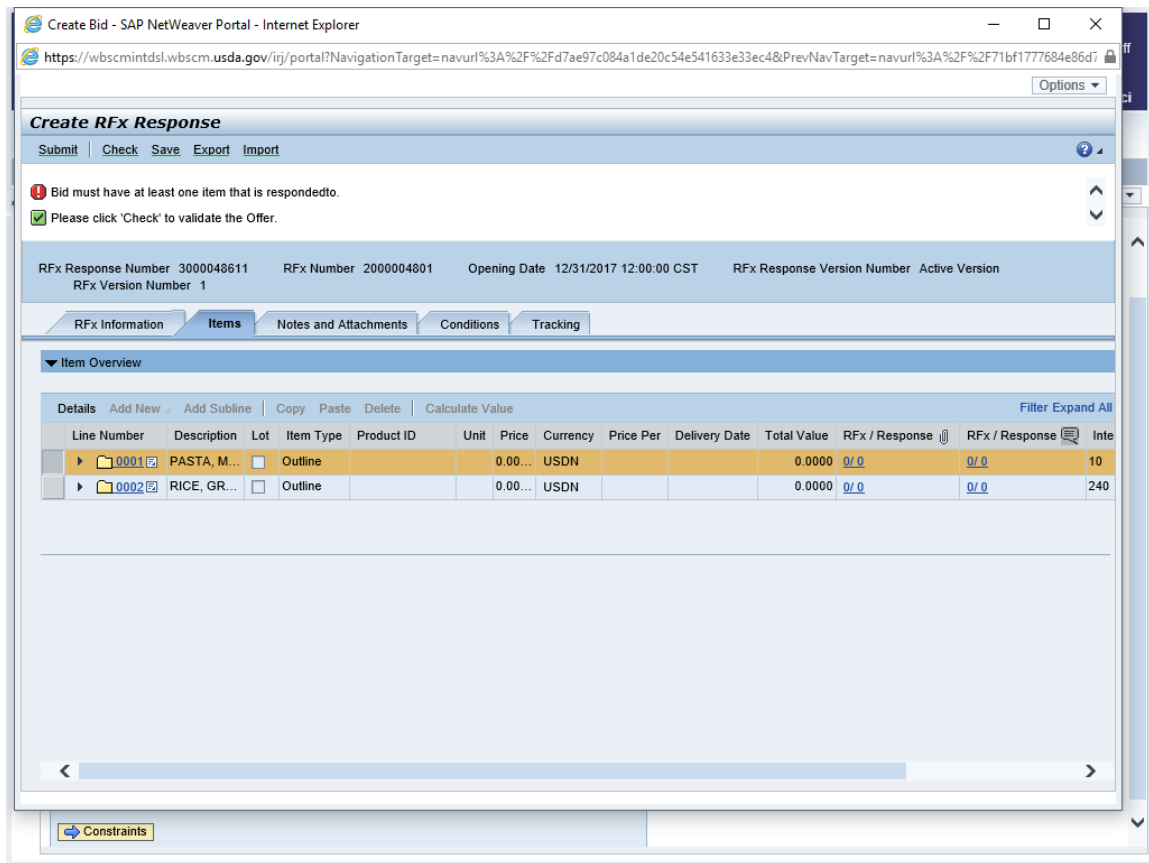
20. Review the **Notes** and **Attachments** that were entered for this bid invitation. In this example, there are [Tendering text - Header](#) (**Tendering text - Header**) and [Certificate Questions](#) (**Certificate Questions**) notes; and two attachments in the attachment section.
21. Perform one of the following:

| If | Then |
|---|---|
| The user needs to add Notes to the bid response for USDA to review | Perform the following: <ol style="list-style-type: none"> 1. Click the link for the category of note to add. 2. Enter notes for USDA. 3. Click OK (the OK button) to save the notes. |
| The user needs to add Attachments to the bid response for USDA to review | Perform the following: <ol style="list-style-type: none"> 1. Click Add Attachment (the Add Attachment button) in the Attachments section at the bottom of the screen. 2. Click Browse... (the Browse... button). 3. Locate the file and attach it. |

| If | Then |
|--|---|
| | 4. Enter a description in the Description field. |
| | 5. Click OK (the OK button) to attach the file. |
| There are no notes or attachments for USDA that require review | Go to step 22. |

22. Click **Items** (the **Items** tab) to open the items details screen and enter the bid response information.

Image: Create RFX Response Screen



23. Click **Expand All** (the **Expand All** link) to expand all line items.



(Note) On the next screen, pricing can be entered directly into the *Create RFX* screen or the entire bid invitation items list can be exported to an Excel spreadsheet where pricing can be entered, and then imported back into WBSCM. It is highly recommended to use the export/import feature to enter pricing, as it is a more efficient way to enter a large number of line items.

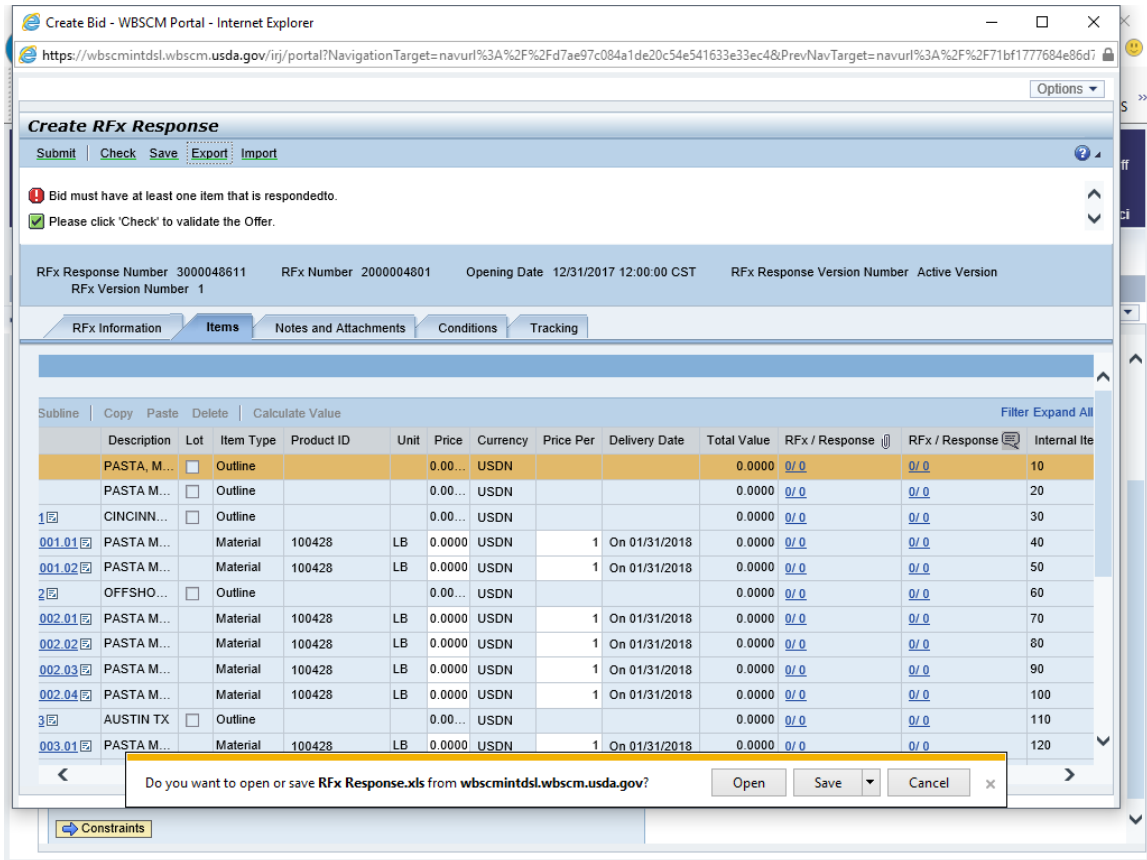
24. Perform one of the following:

| If | Then |
|--|----------------|
| The user needs to enter commodity pricing for a domestic bid response (offer) in Excel - recommended for large invitation responses to | Go to step 25. |

| If | Then |
|--|----------------|
| improve efficiency | |
| The user needs to enter commodity pricing for a domestic bid response directly into WBSM | Go to step 46. |

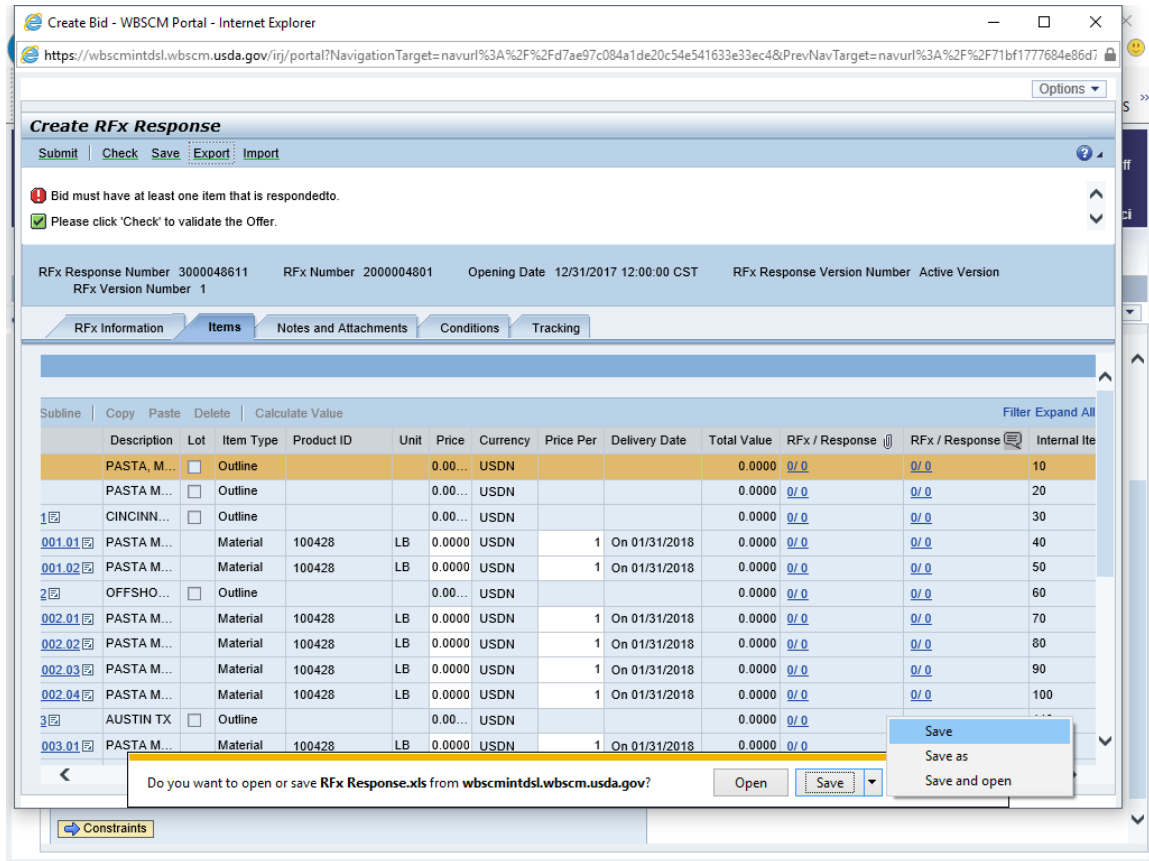
25. Click **Export** (the **Export** button) to export the line items to an Excel spreadsheet.

Image: Create RFX Response Screen



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

Image: Create RFX Response Screen

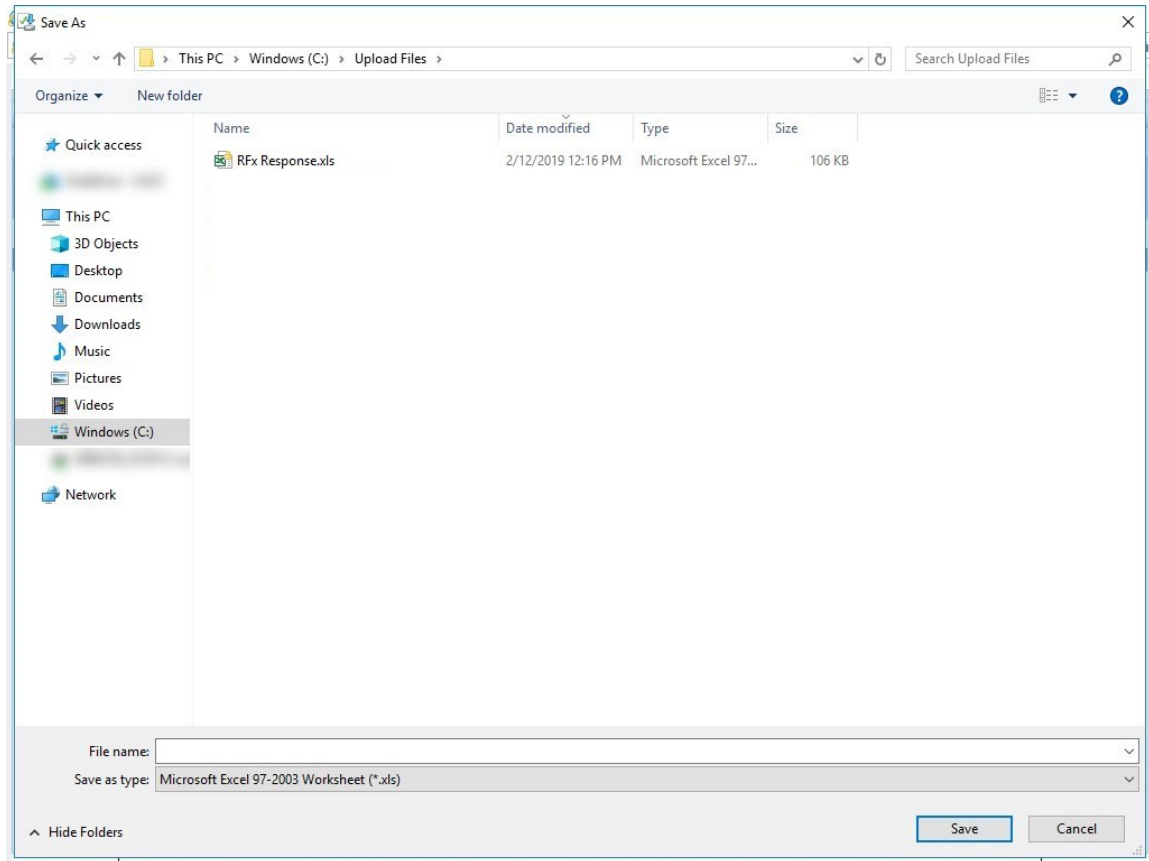


27. Click **Save as** (the **Save as** option).



(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, the **Upload Files** folder is selected. In this example, **Rfx Response.xls** displays in the folder. This file will be renamed to align with the bid response (offer) number.
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 2000004801 Response.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".

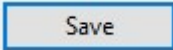
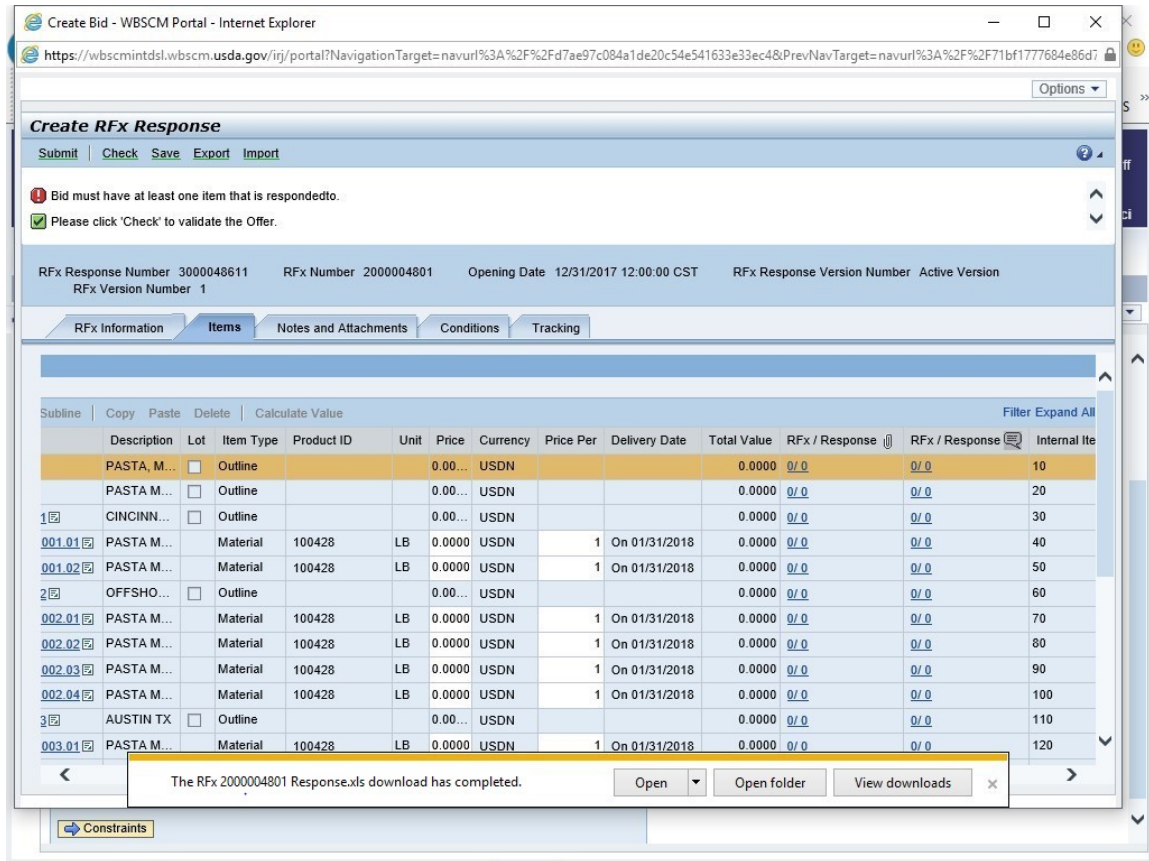

30. Click  (the **Save** button).

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 2000004801.xls Response Screen

| 1 | Bid Invitation | Internal Line Number | Product Code | Product Description | Product ID | Product Description | Ship-to ID | Ship-to Description | City | zipcode | State | Correlation | Delivery Date | Quantity | Unit |
|----|----------------|----------------------|--------------|---------------------|------------|---------------------|------------|---------------------|-----------|---------|-------|-------------|---------------|----------|------|
| 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 the 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 items, see below examples to enter the pricing:

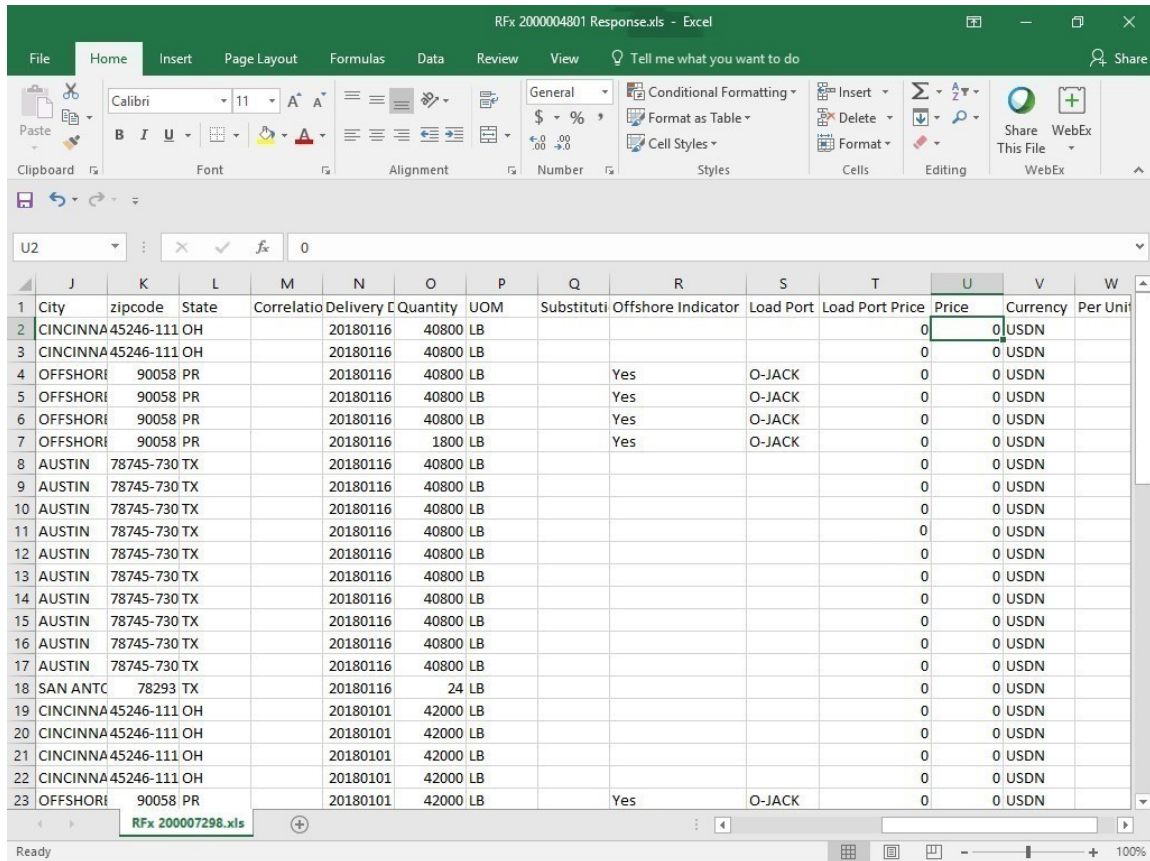
- **Load Port Price** (e.g., enter pricing for U.S. port location in Jacksonville, FL)
- **Price** (e.g., enter pricing to final destination at an offshore location in Hawaii)



(Note) For offshore locations, vendors can enter either the **Load Port Price**, or the **Price**, or both.


33. Click (the **Right** arrow) in the horizontal scrollbar to see the **Load Port Price** and **Price** columns.

Image: Microsoft Excel RFX 200004801.xls Response Screen



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

| Field | R/O/C | Description |
|-----------------|-------|--|
| Load Port Price | O | The delivered price per unit of measure to a U.S. port location. Example: 0.40 (Note) The Load Port Price field should only be populated for offshore items. |
| 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 |

| Field | R/O/C | Description |
|----------------|-------|---|
| | | destination. |
| Correlation ID | O | An ID number which combines proposed orders with different ship-to locations to create a multi-stop order.  (Note) The vendor must respond to all line items with the same Correlation ID number. |



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



(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 the U.S. port location. The **Price** (column U) is the delivered price per unit of measure to the final destination.

Image: Microsoft Excel RFX 2000004801.xls Response Screen

| | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|----|-------------------|-----------|-------|----------------|-------------------|----------|-------|-------------|----------|-----------|-----------|-------|----------|----------|---|
| 1 | Ship-to City | Zip Code | State | Correlation ID | Delivery Location | Quantity | UoM | Substituted | Offshore | Load Port | Load Port | Price | Currency | Per Unit | |
| 2 | ADVANCE CINCINNA | 45246-111 | OH | | 20180131 | 40800 | LB | | | | | 0 | 0.43 | USDN | 1 |
| 3 | ADVANCE CINCINNA | 45246-111 | OH | | 20180131 | 40800 | LB | | | | | 0 | 0.43 | USDN | 1 |
| 4 | Offshore | OFFSHORE | 90058 | PR | | 20180131 | 40800 | LB | Yes | O-JACK | | 0.4 | 0.43 | USDN | 1 |
| 5 | Offshore | OFFSHORE | 90058 | PR | | 20180131 | 40800 | LB | Yes | O-JACK | | 0.4 | 0.43 | USDN | 1 |
| 6 | Offshore | OFFSHORE | 90058 | PR | | 20180131 | 40800 | LB | Yes | O-JACK | | 0 | 0 | USDN | 1 |
| 7 | Offshore | OFFSHORE | 90058 | PR | | 20180131 | 1800 | LB | Yes | O-JACK | | 0 | 0 | USDN | 1 |
| 8 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 9 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 10 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 11 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 12 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 13 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 14 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 15 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 16 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 17 | CAPITAL A AUSTIN | 78745-730 | TX | | 20180131 | 40800 | LB | | | | | 0 | 0 | USDN | 1 |
| 18 | DEPT OF NSAN ANTC | 78293 | TX | | 20180131 | 24 | LB | | | | | 0 | 0 | USDN | 1 |
| 19 | ADVANCE CINCINNA | 45246-111 | OH | | 20180115 | 42000 | LB | | | | | 0 | 0 | USDN | 1 |
| 20 | ADVANCE CINCINNA | 45246-111 | OH | | 20180115 | 42000 | LB | | | | | 0 | 0 | USDN | 1 |
| 21 | ADVANCE CINCINNA | 45246-111 | OH | | 20180115 | 42000 | LB | | | | | 0 | 0 | USDN | 1 |
| 22 | ADVANCE CINCINNA | 45246-111 | OH | | 20180115 | 42000 | LB | | | | | 0 | 0 | USDN | 1 |
| 23 | Offshore | OFFSHORE | 90058 | PR | | 20180115 | 42000 | LB | Yes | O-JACK | | 0 | 0 | USDN | 1 |
| 24 | Offshore | OFFSHORE | 90058 | PR | | 20180115 | 42000 | LB | Yes | O-JACK | | 0 | 0 | USDN | 1 |
| 25 | Offshore | OFFSHORE | 90058 | PR | | 20180115 | 42000 | LB | Yes | O-JACK | | 0 | 0 | USDN | 1 |

35. Click  (Save button).


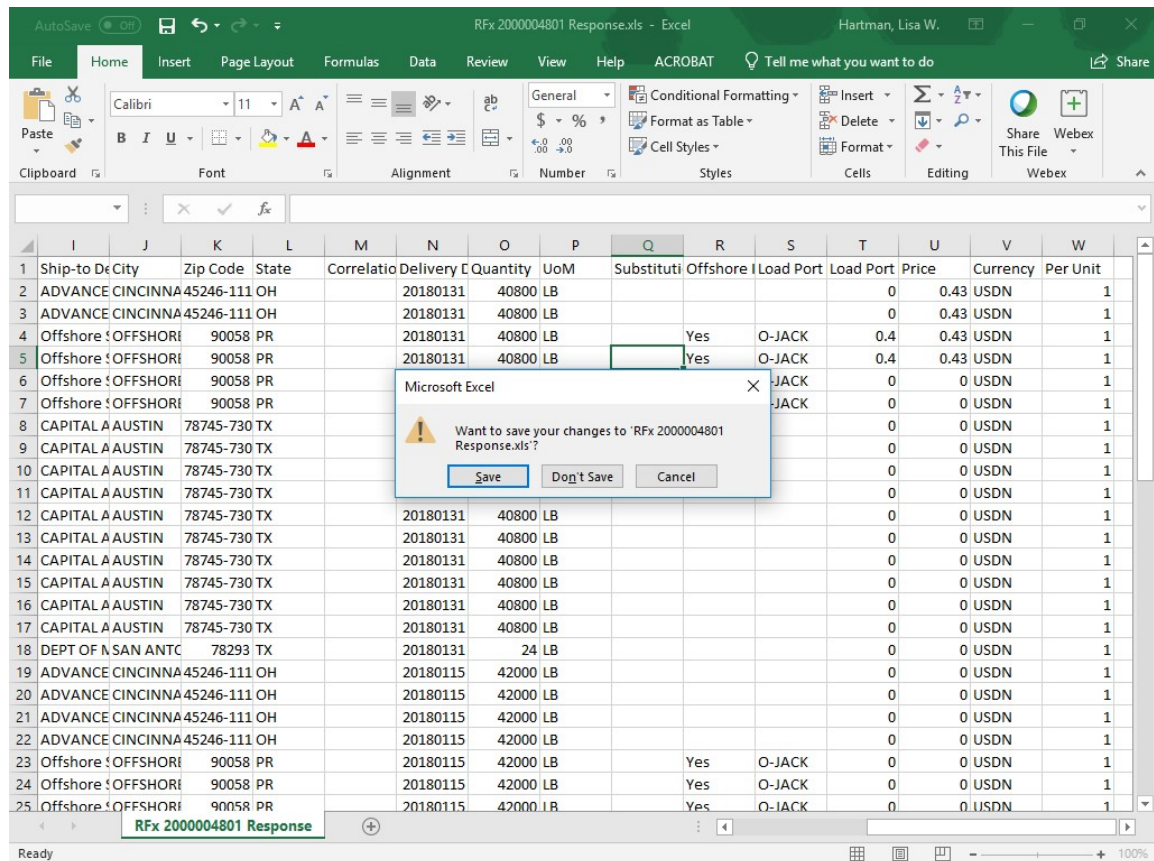
36. Click  (the **Close** button) to close the Excel file.

Image: Microsoft Excel RFX 200004801.xls Response Screen



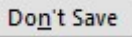
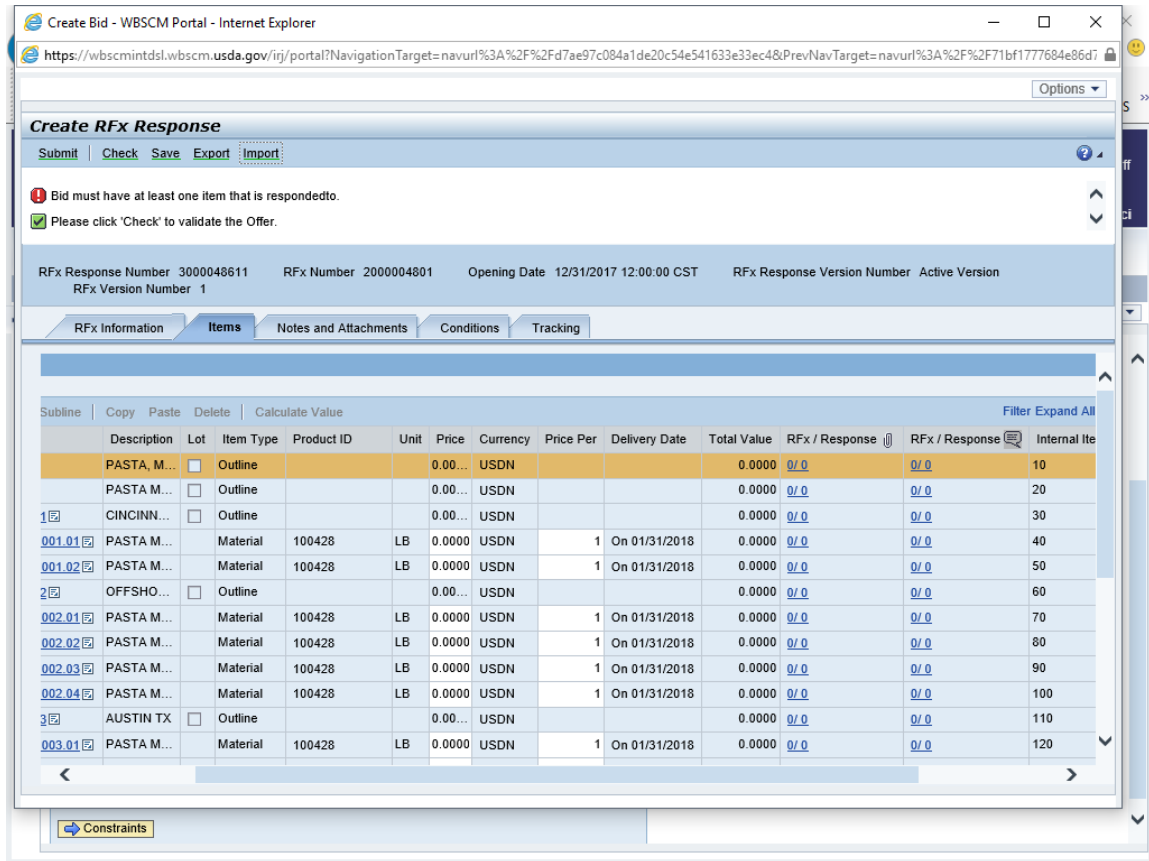
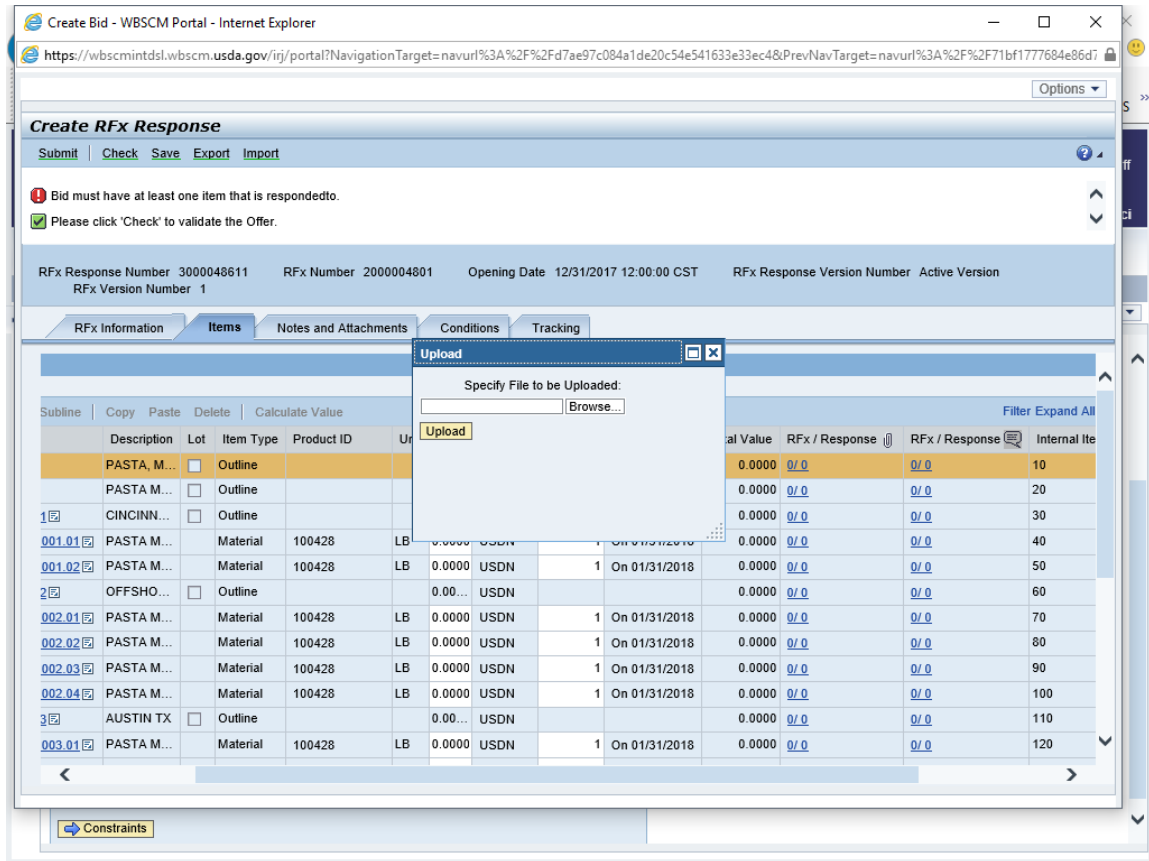
37. Click  (the **Don't Save** option) since the file has already been saved.
38. Navigate back to the **Create RFX Response** Screen to import the changes back into WBSCM.

Image: Create RFX Response Screen



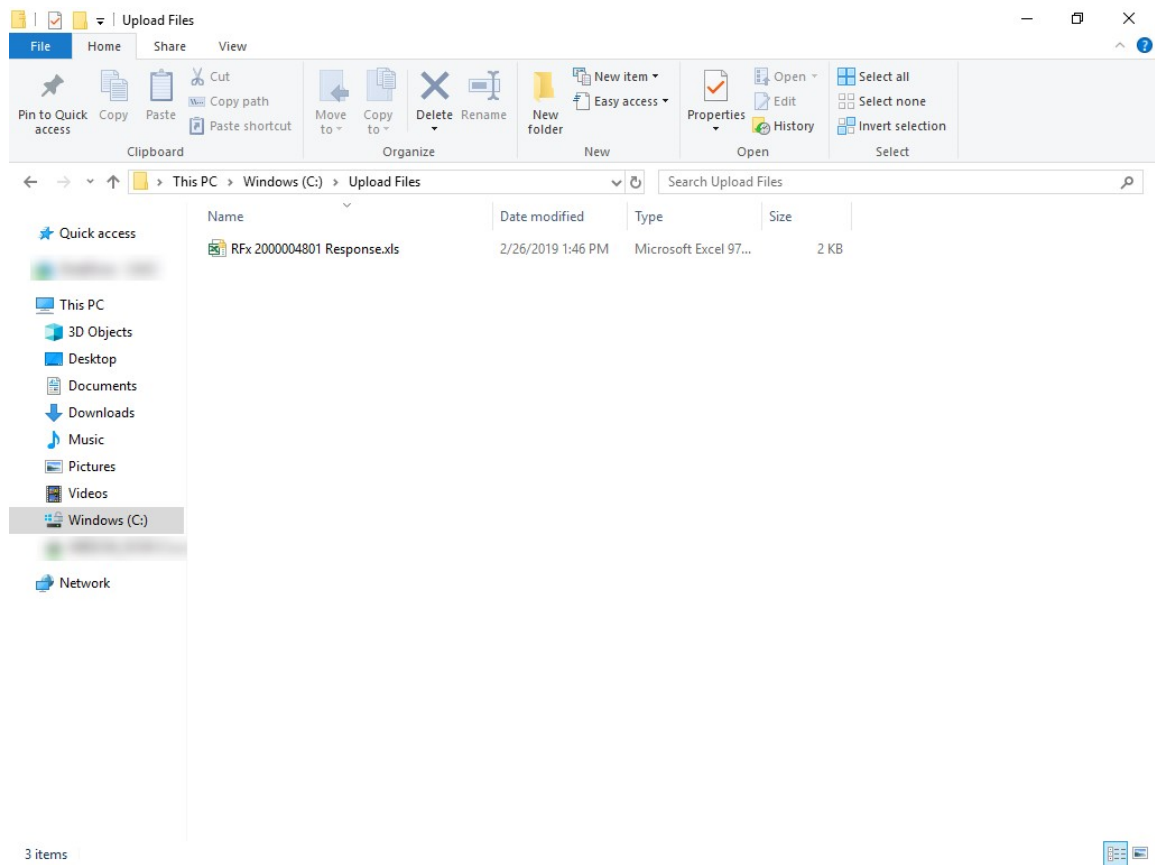
39. Click **Import** (the **Import** button) to import the domestic commodity pricing from Excel into the **Create RFX Response** screen.

Image: Upload Pop-Up



40. Click **Browse...** (the **Browse** button) to search for the Excel file.

Image: Choose File to Upload Pop-Up




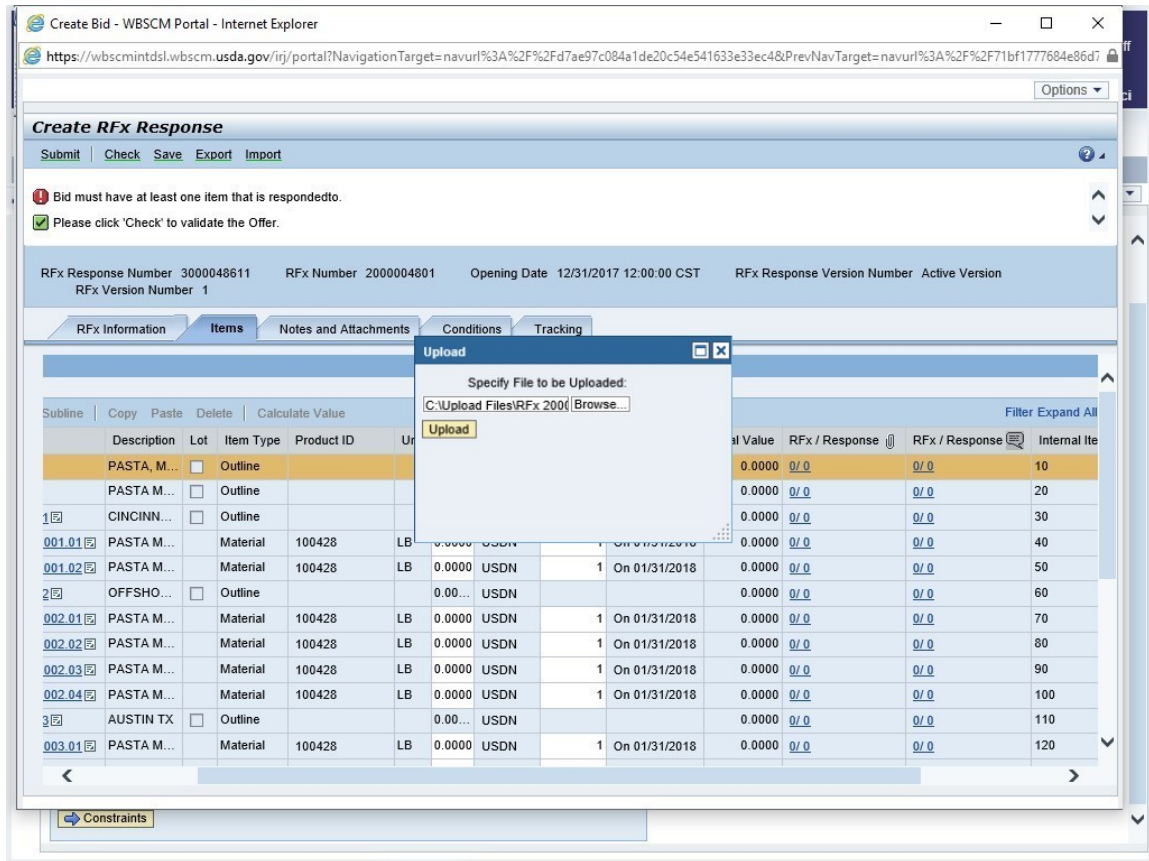
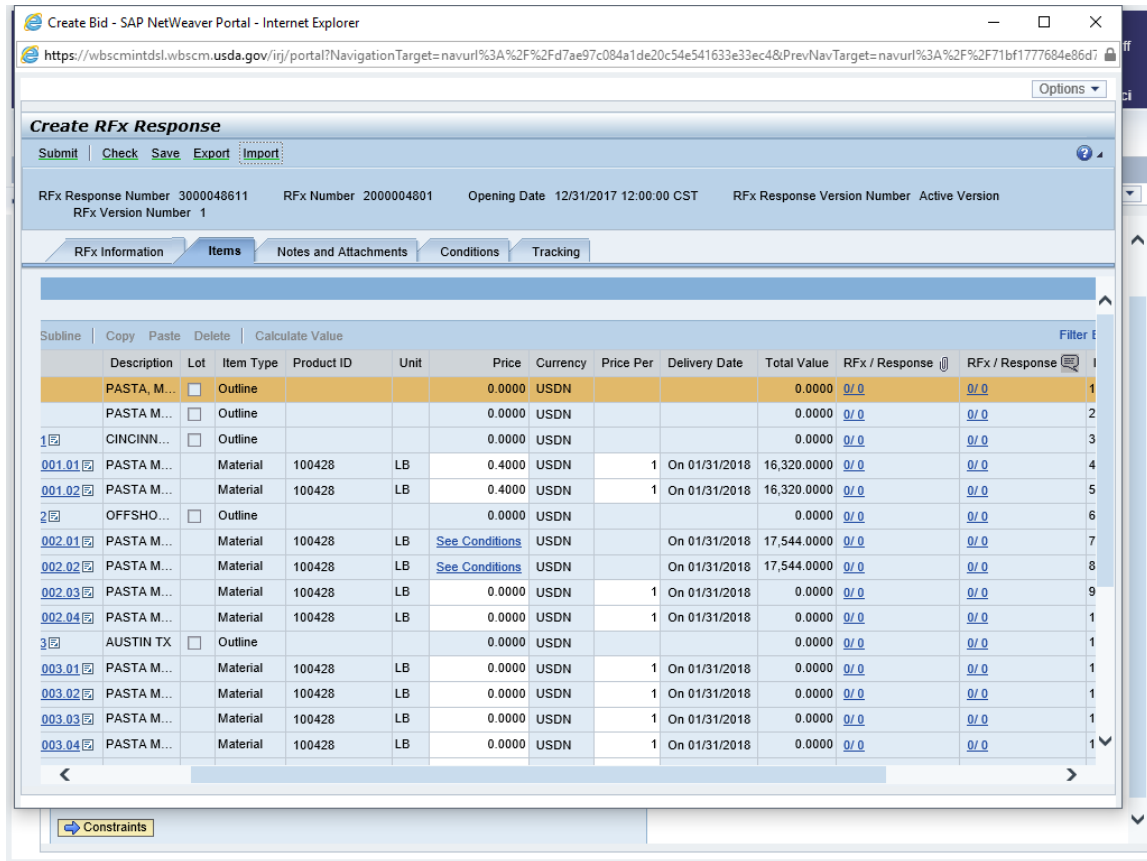
41. Double-click the file to be imported. In this example,  **RFx 2000004801 Response.xls** (the **RFx 2000004801 Response.xls** file) is selected.

Image: Upload Pop-Up



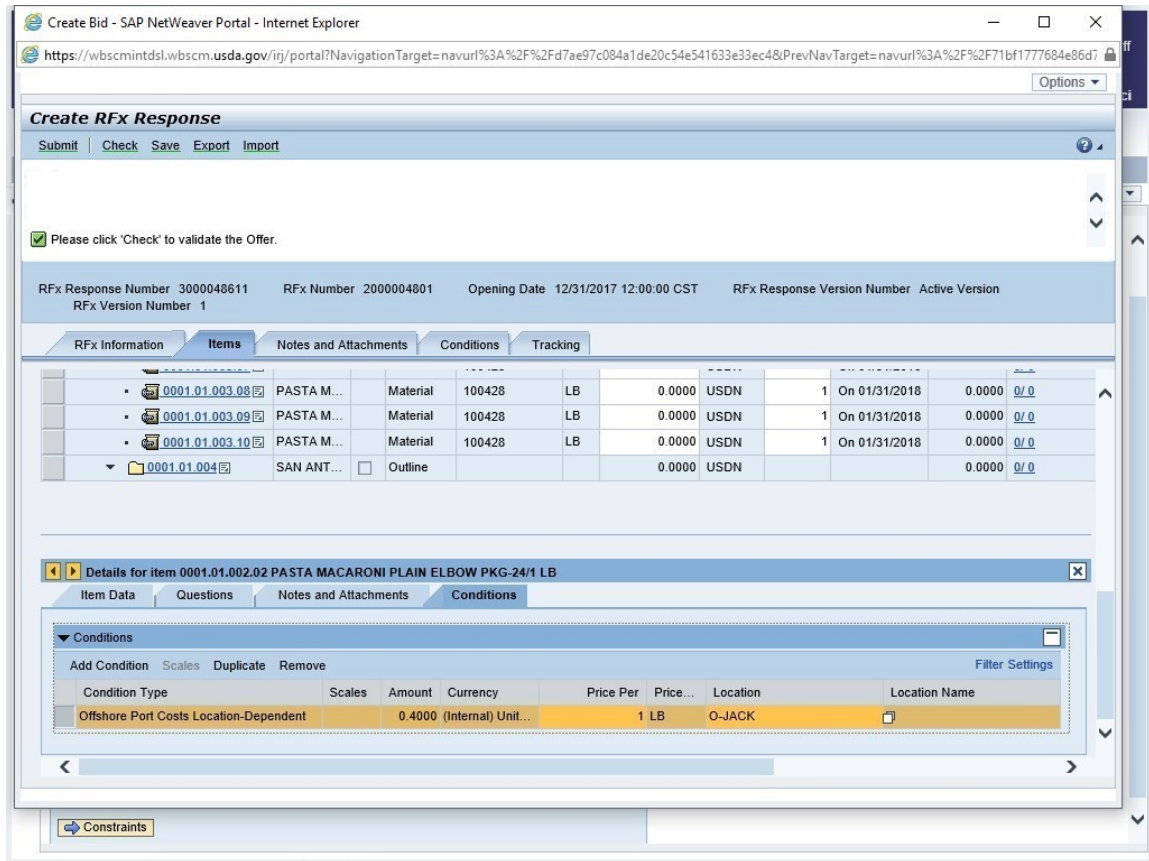
42. Click **Upload** (the **Upload** button).

Image: Create RFX Response Screen



43. If applicable, click (the **Down** arrow) to scroll to the items for which pricing was entered in Excel. The pricing has been imported into the bid response in WBSCM and is displayed in the **Price** field. Any pricing that has been imported from Excel can be modified directly in WBSCM, if desired.
44. Click [See Conditions](#) (the **See Conditions** link) to review the entered offshore line item(s).

Image: Create RFX Response Screen



45. Review the entered prices and edit if desired.

46. Perform one of the following:

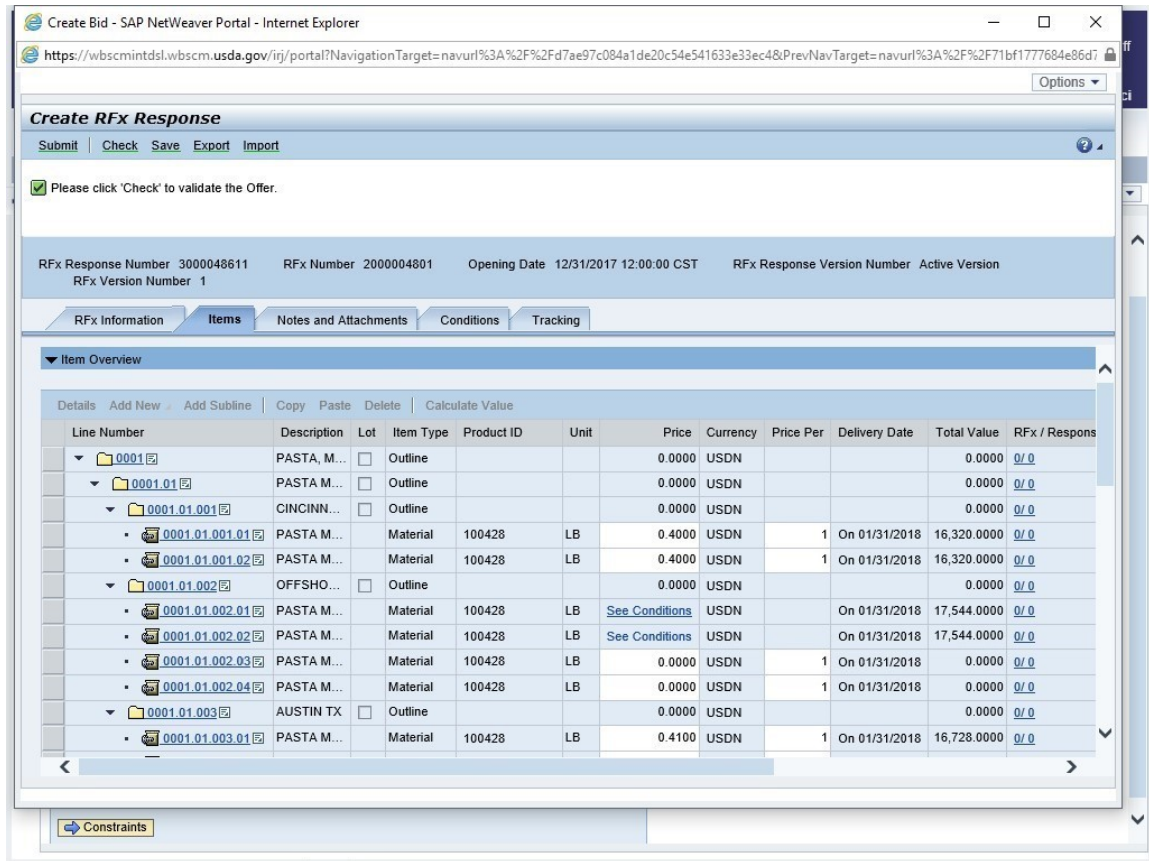
| If | Then |
|---|----------------|
| The user needs to enter the FOB (mainland destination) price in WBSCM | Go to Step 47. |
| The user needs to enter a price for an offshore location in WBSCM | Go to Step 49. |

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

| Field | R/O/C | Description |
|-------|-------|---|
| Price | R | The price the vendor is willing to offer for the given product. The price is for one unit of the product. Example: .41 |

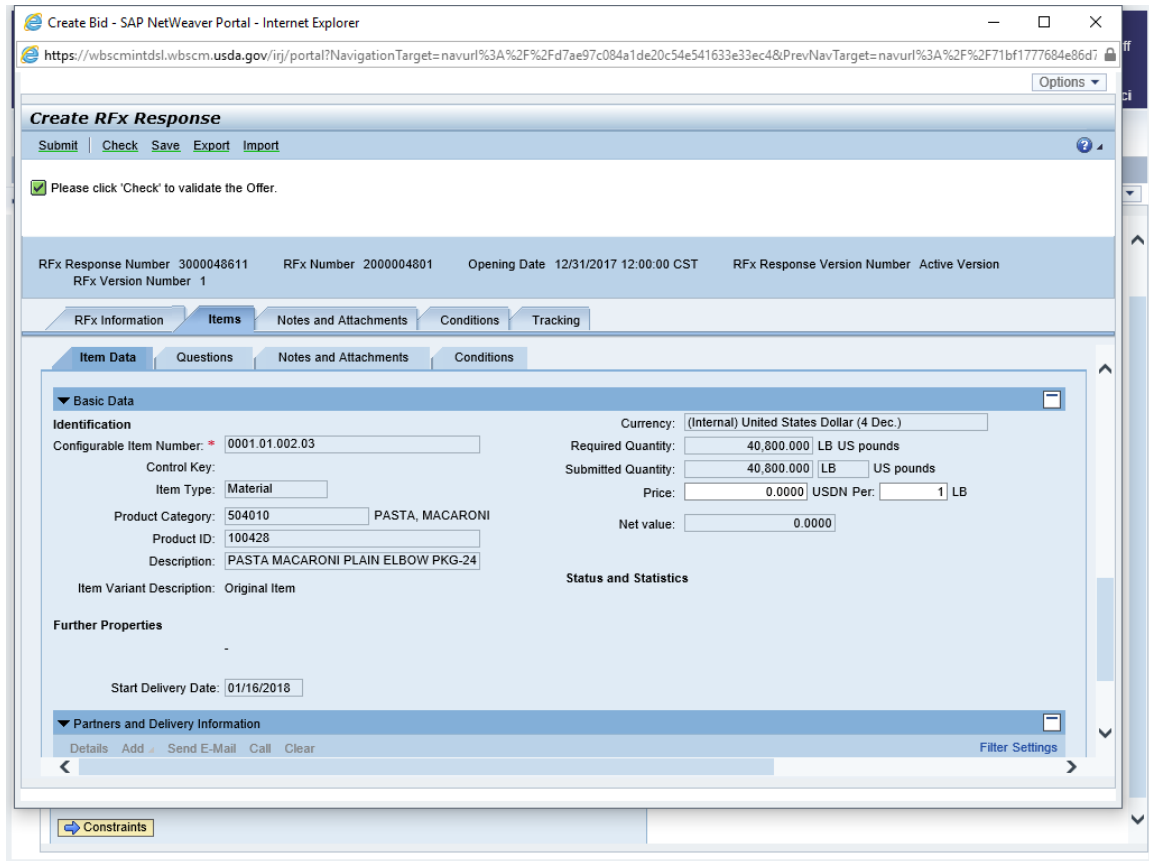
48. Continue entering pricing for all applicable domestic commodity items.

Image: Create RFX Response Screen



49. To enter pricing conditions for the offshore location, click the **Line Number** link for the commodity within the offshore outline. In this example, **0001.01.002.03** (0001.01.002.03) is selected.

Image: Create RFx Response Screen



Create RFx Response

Submit | Check | Save | Export | Import

Please click 'Check' to validate the Offer.

RFx Response Number 3000048611 RFx Number 2000004801 Opening Date 12/31/2017 12:00:00 CST RFx Response Version Number Active Version
RFx Version Number 1

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

Item Data Questions Notes and Attachments Conditions

Basic Data

Identification

Configurable Item Number: * 0001.01.002.03 Currency: (Internal) United States Dollar (4 Dec.)

Control Key: Required Quantity: 40,800.000 LB US pounds

Item Type: Material Submitted Quantity: 40,800.000 LB US pounds

Product Category: 504010 PASTA, MACARONI Price: 0.0000 USDN Per: 1 LB

Product ID: 100428 Net value: 0.0000

Description: PASTA MACARONI PLAIN ELBOW PKG-24

Item Variant Description: Original Item

Status and Statistics

Further Properties

Start Delivery Date: 01/16/2018

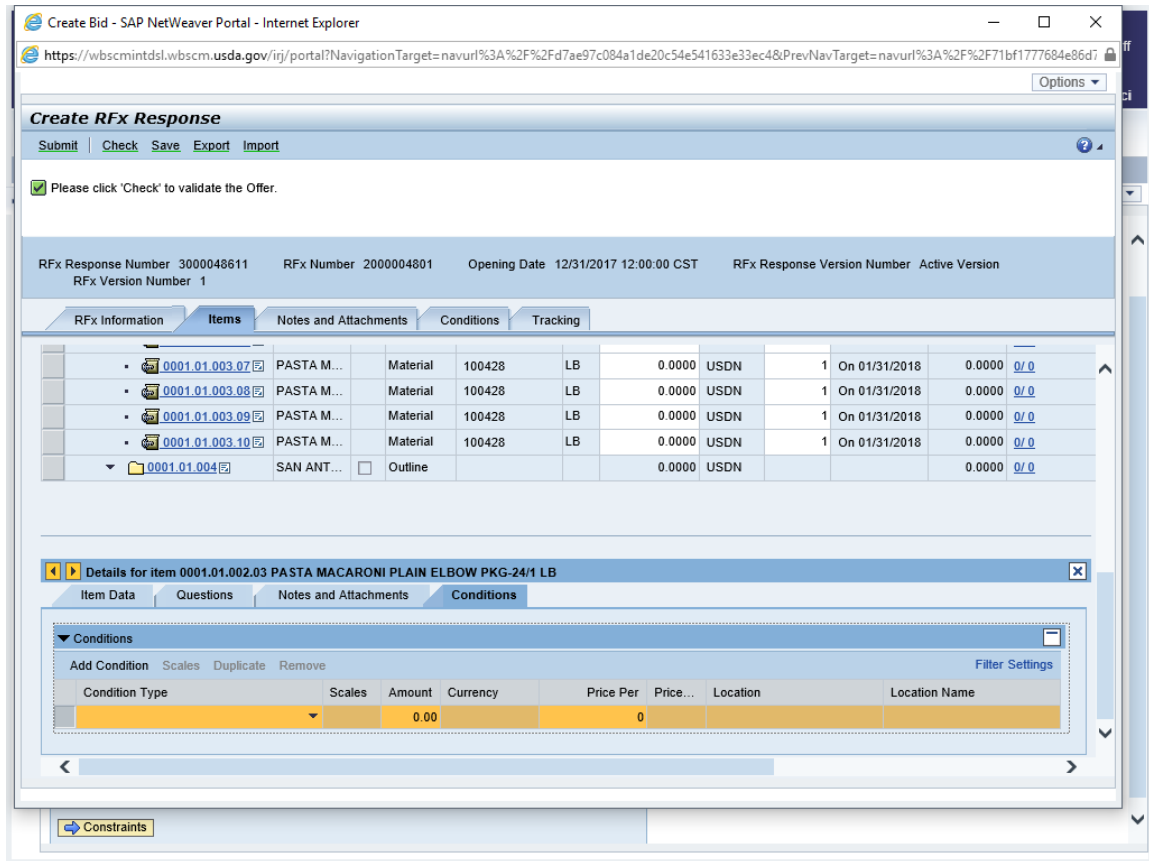
Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Constraints

50. Click **Conditions** (the **Conditions** sub-tab) for the selected item.

Image: Create RFx Response Screen




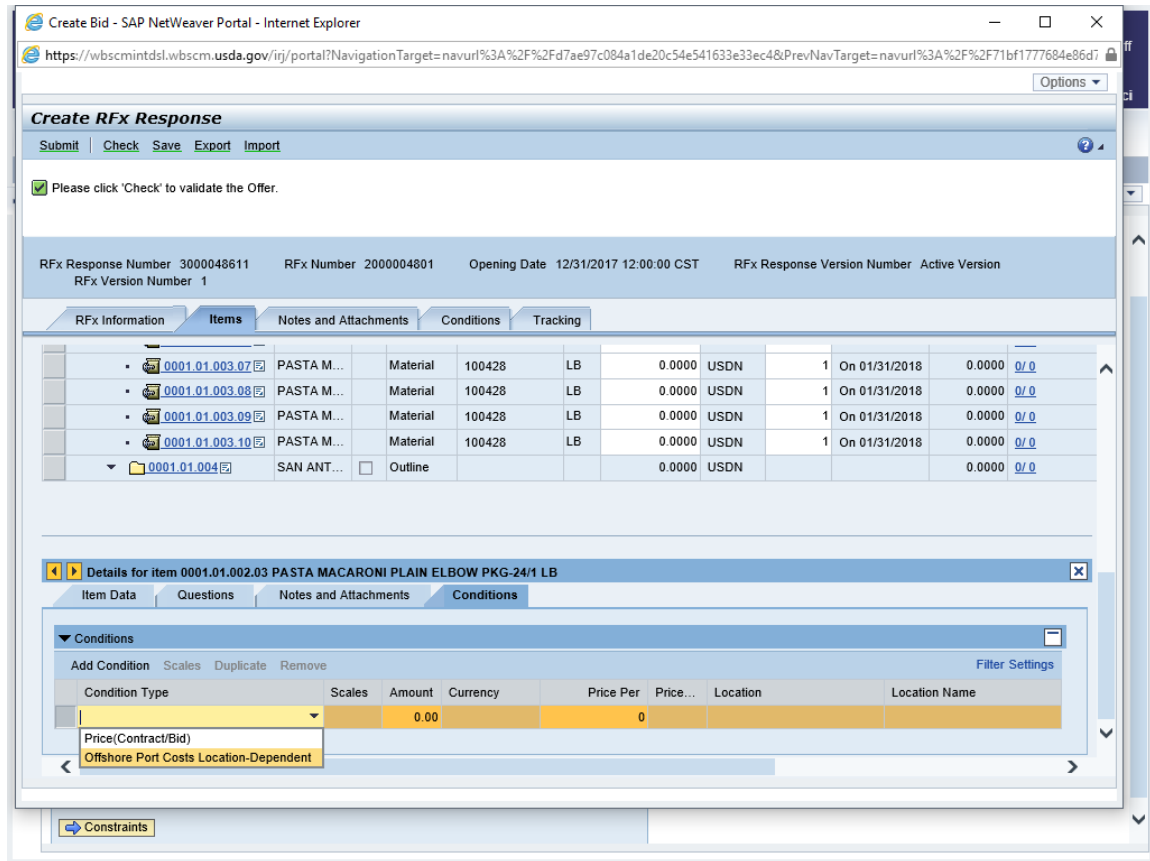
51. Click  (the **Dropdown** arrow) in the **ConditionType** field.

Image: Create RFx Response Screen

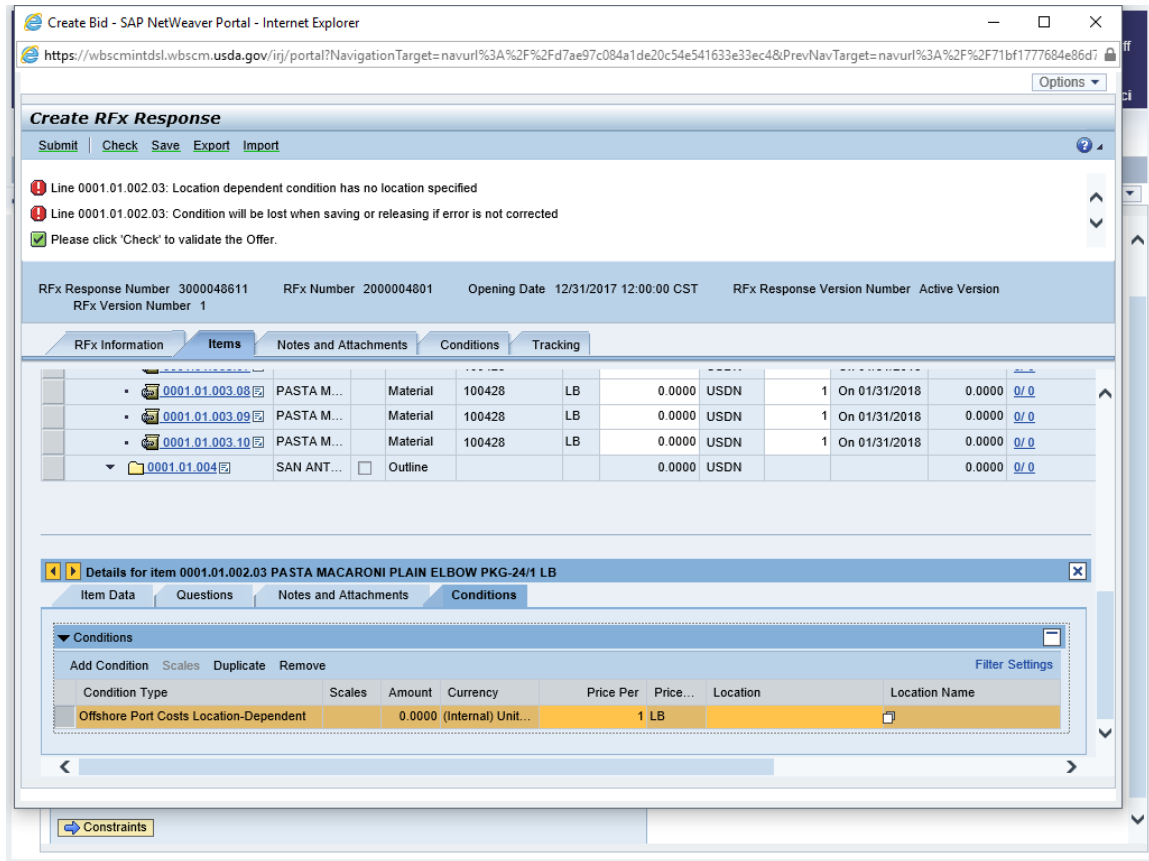


52. Select an option. In this example, **Offshore Port Costs Location-Dependent** (the **Offshore Port Costs Location-Dependent** option) is selected.



(Note) The **Offshore Port Costs Location-Dependent** is the delivered price per unit of measure to a U.S. port location and the **Price(Contract/Bid)** is the delivered price per unit of measure to the final destination. The **Price(Contract/Bid)** (**Price(Contract/Bid)** option) is used for the regular FOB destination offer price.

Image: Create RFX Response Screen

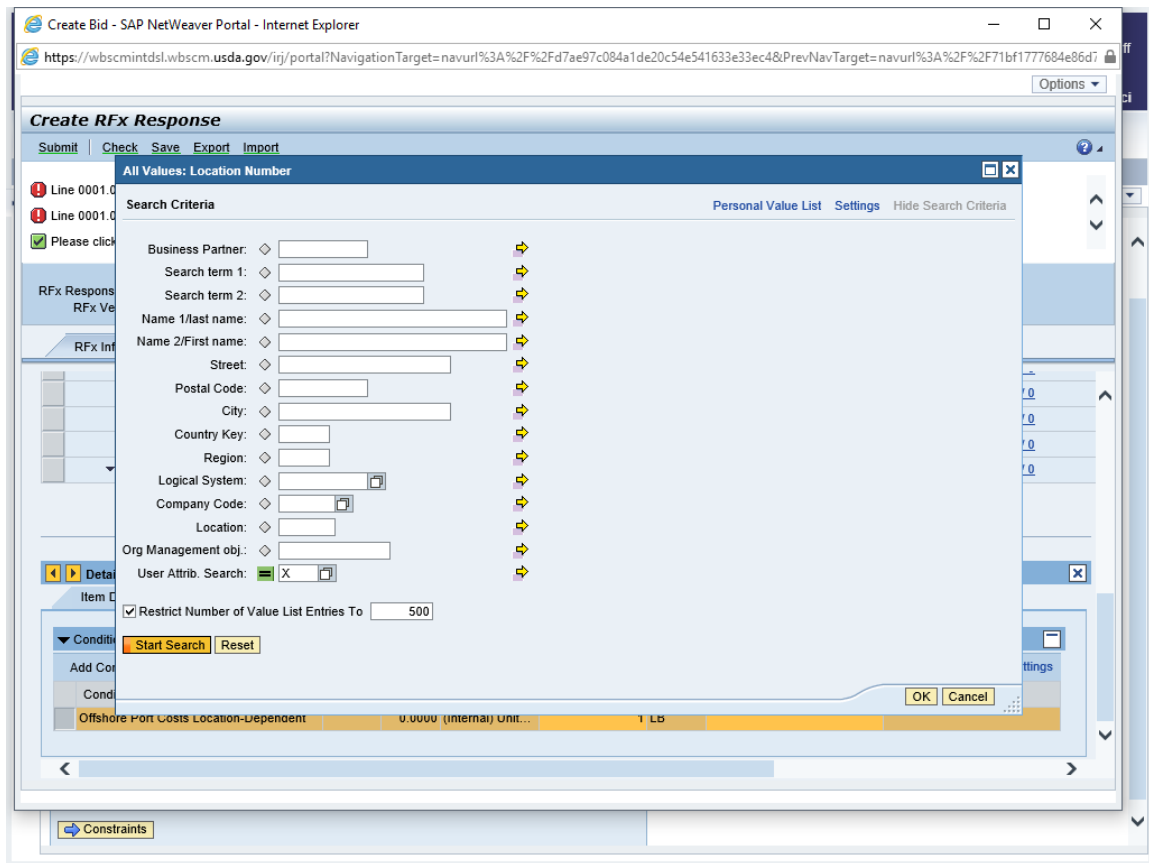


53. Click  (the **Matchcode** button) in the **Location** field.



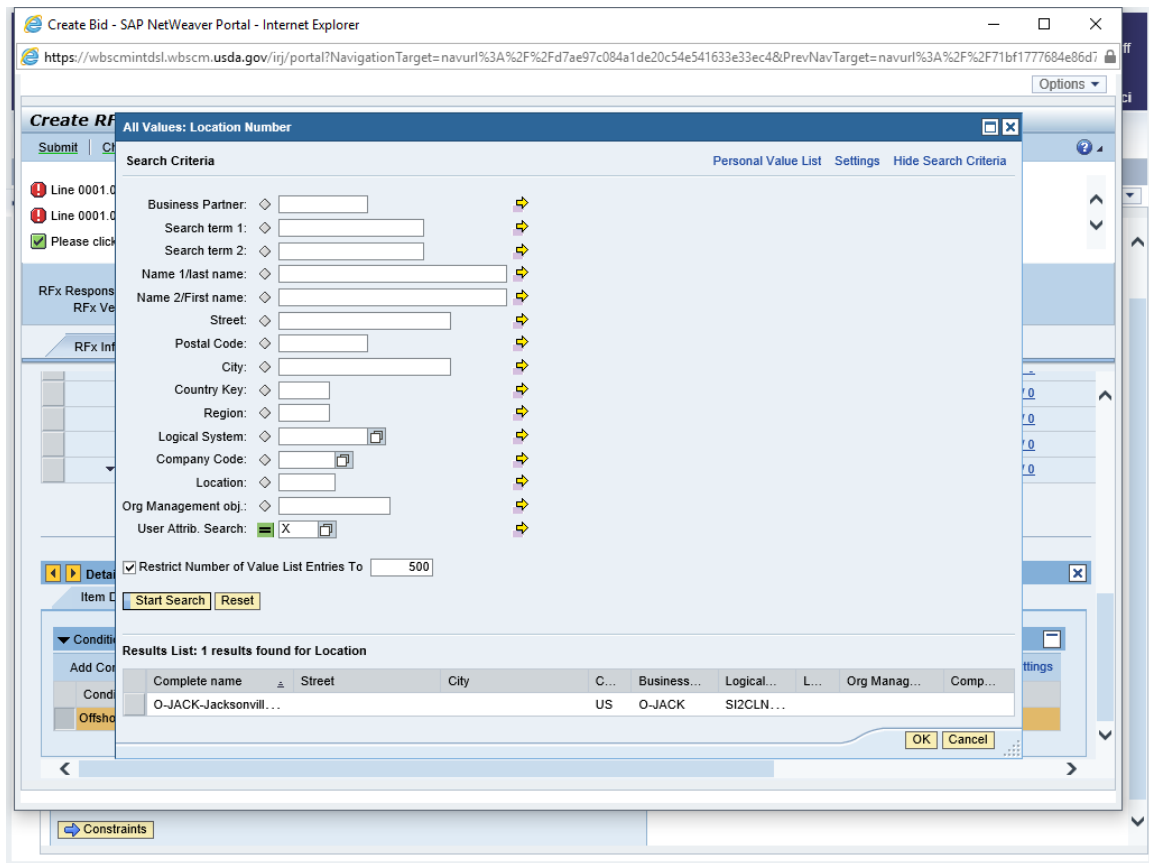
(Note) The matchcode icon appears when the user hovers the mouse over the **Location** field.

Image: All Values: Location Number Pop-Up



54. Click **Start Search** (the **Start Search** button) to execute the search.

Image: All Values Location: Number Pop-Up




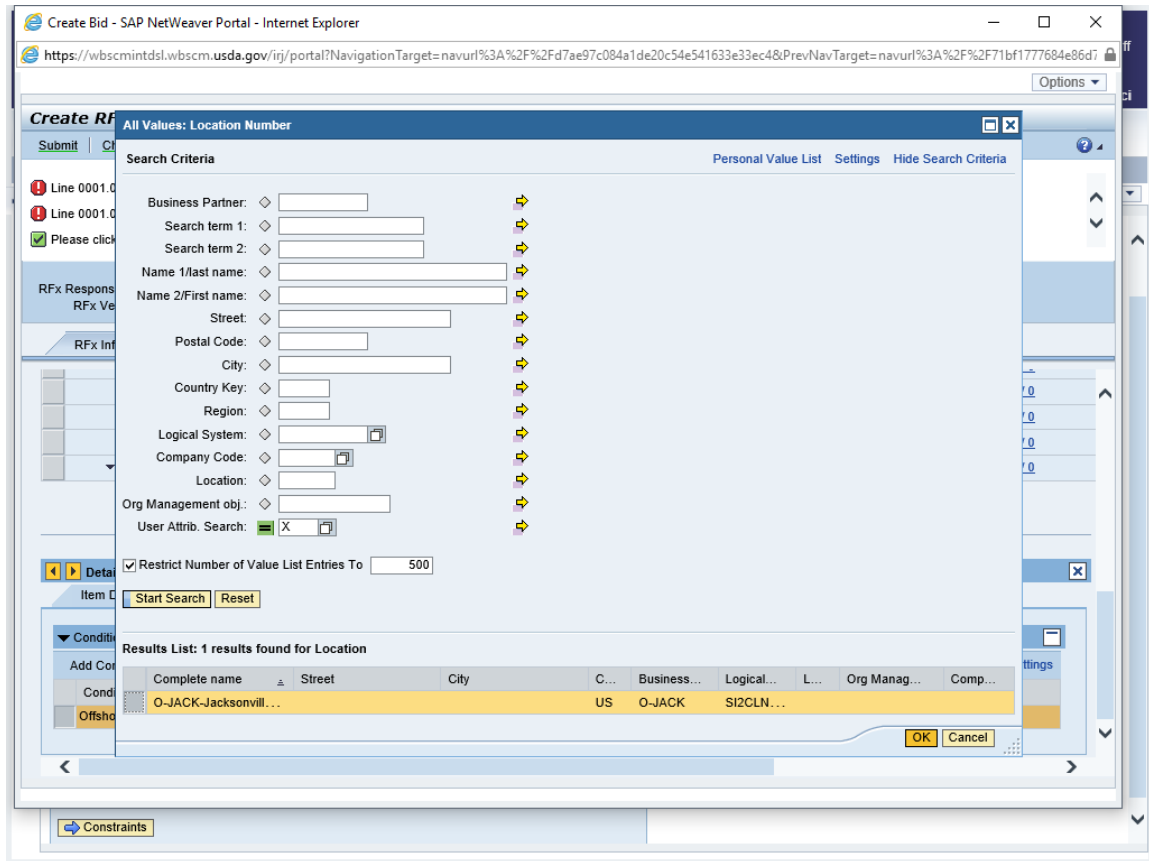
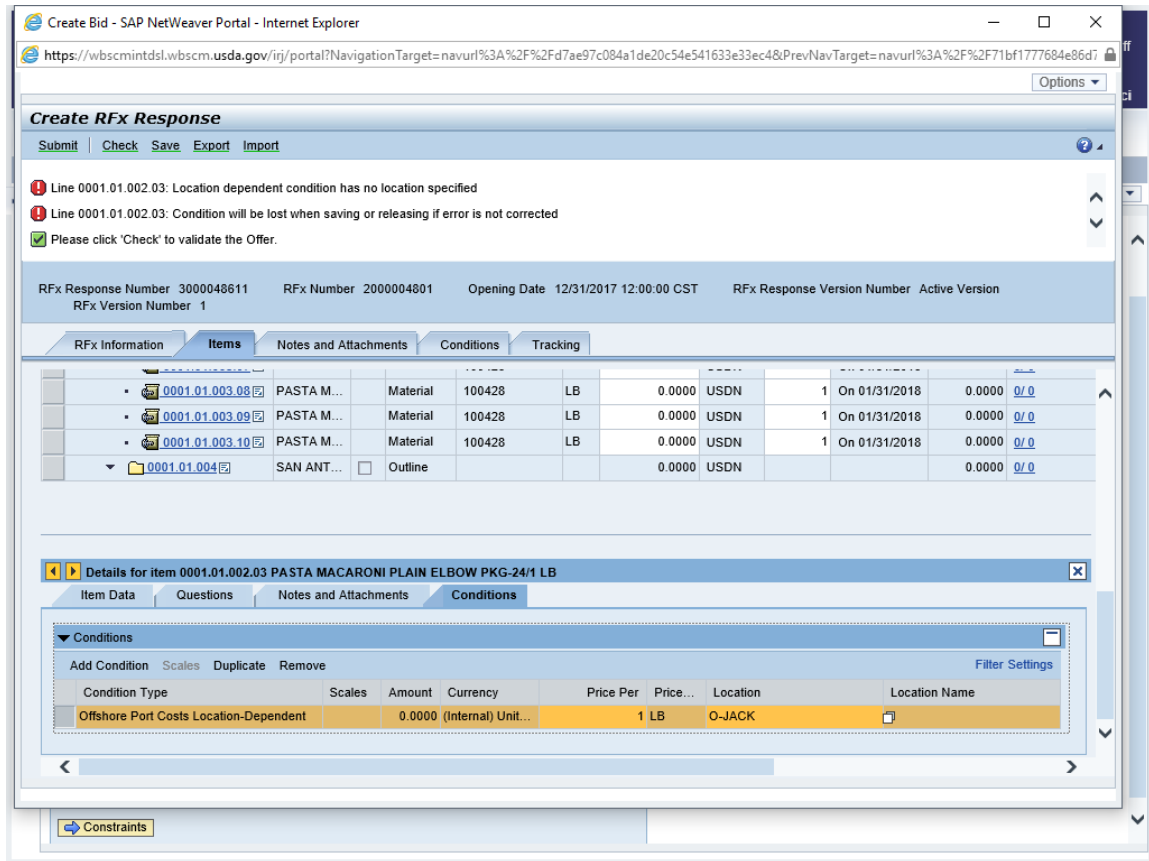
55. Click  (the **Selection** button) to select an option from the search results. In this example, (**O-JACK-Jacksonville**) is selected.

Image: All Values Location: Number Pop-Up



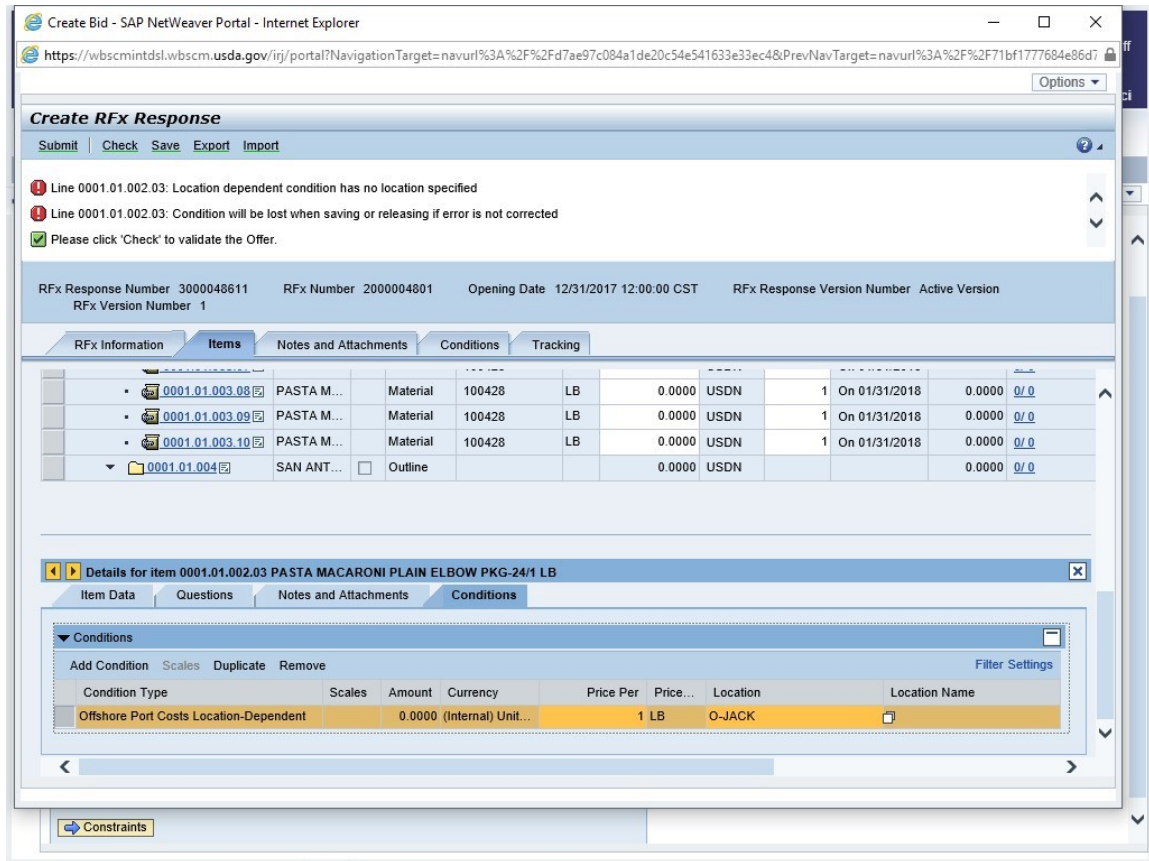
56. Click **OK** (OK button) to confirm the selection.

Image: Create RFX Response Screen



57. Once the **Location** field is populated, click in the **Location** field and press the **Enter** key to populate the **Location Name** field and activate the **Amount** field to enter the offshore pricing.

Image: Create RFX Response Screen



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


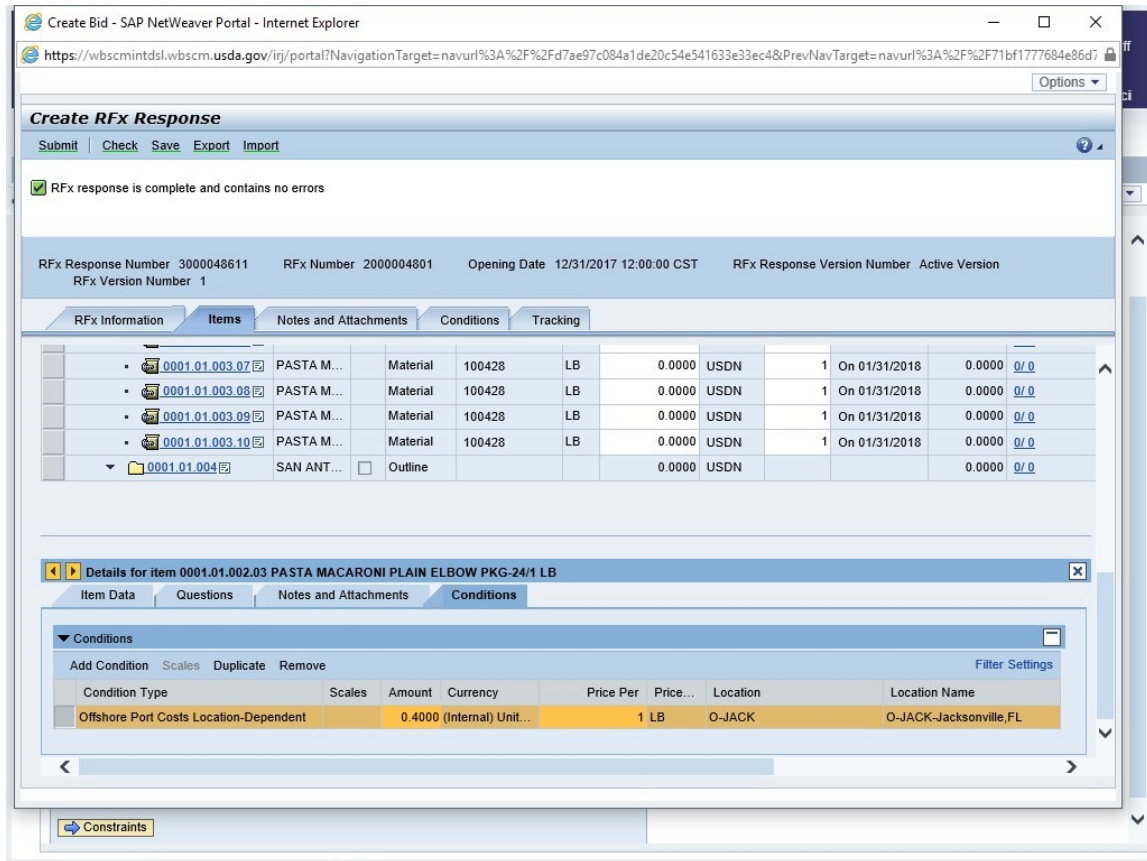
| Field | R/O/C | Description |
|--------|-------|--|
| Amount | R | Amount in US Dollars (USD). Example: 0.40  (Note) In this example, the Amount field represents the offshore port price per unit. |

Image: Create RFX Response Screen



59. Click **Submit** (the **Submit** button) to begin the submission process. The confirmation message "RFX response 3000XXXXX saved. Submit the vendor response to complete the process" is shown.



(Note) If the vendor would like to check for errors prior to clicking **Submit** (the **Submit** button), click **Check** (the **Check** button). Errors are displayed at the top of the screen.

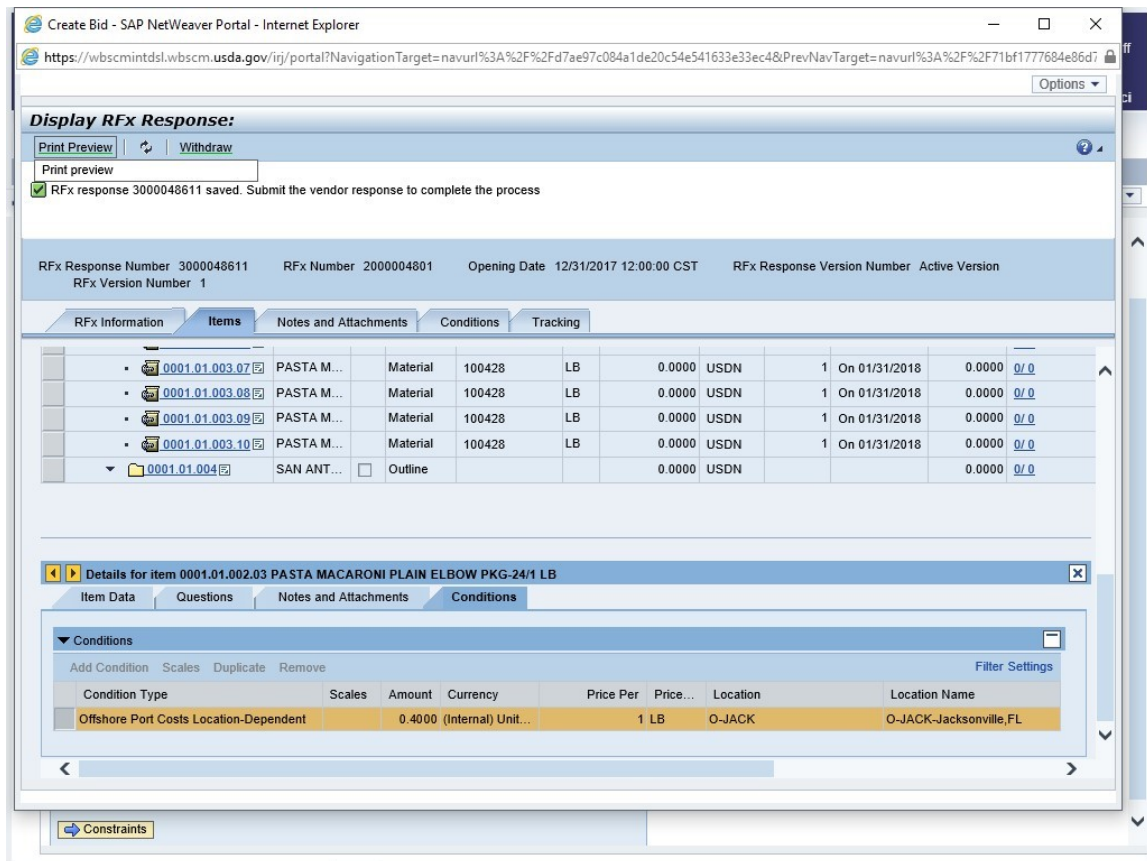


(Note) This step is NOT the final submission. The bid response (offer) is not submitted to USDA at this point.



(Note) A vendor that is not registered for a commodity will see an error message: "Vendor [ABC] is not permitted for Item No : [XYZ]". The vendor may bid on an invitation for that commodity, but cannot be awarded until they have updated their vendor registration. Contact the WBSCM Helpdesk for assistance.

Image: Display RFX Response: Screen



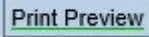
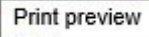
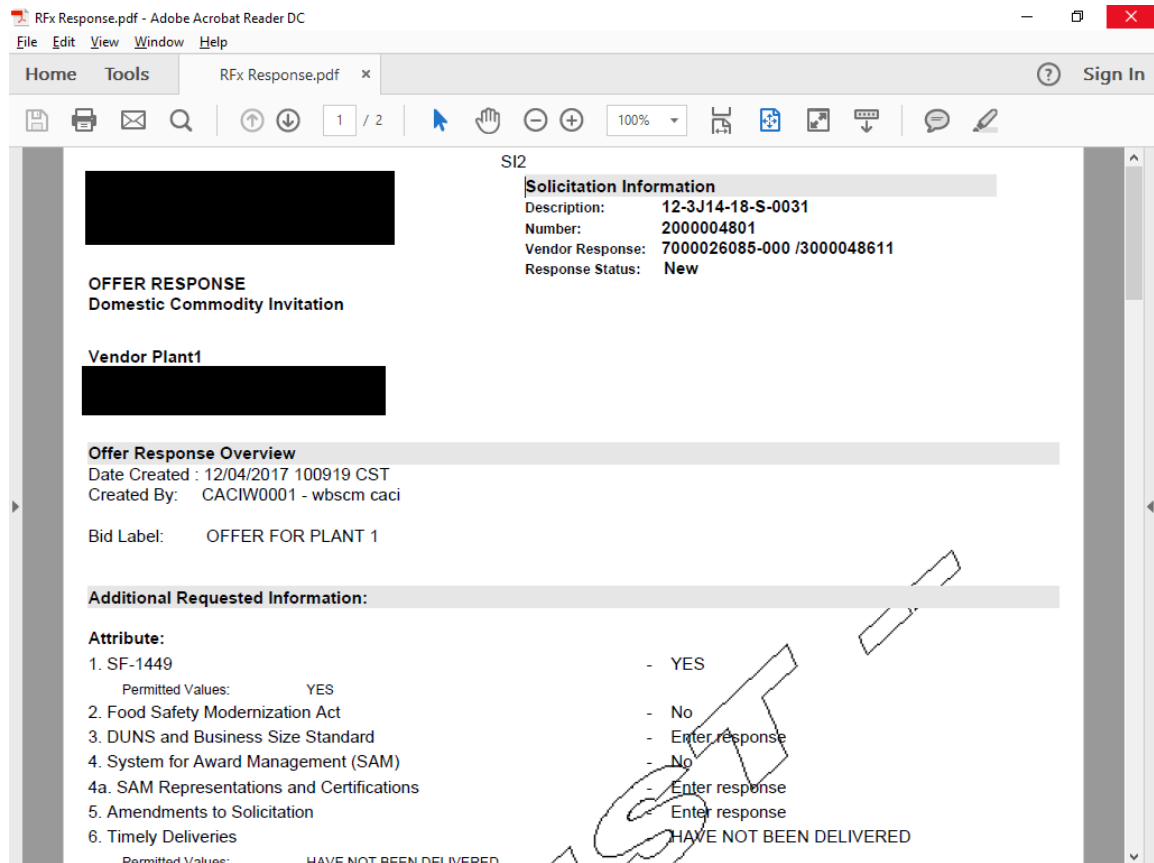
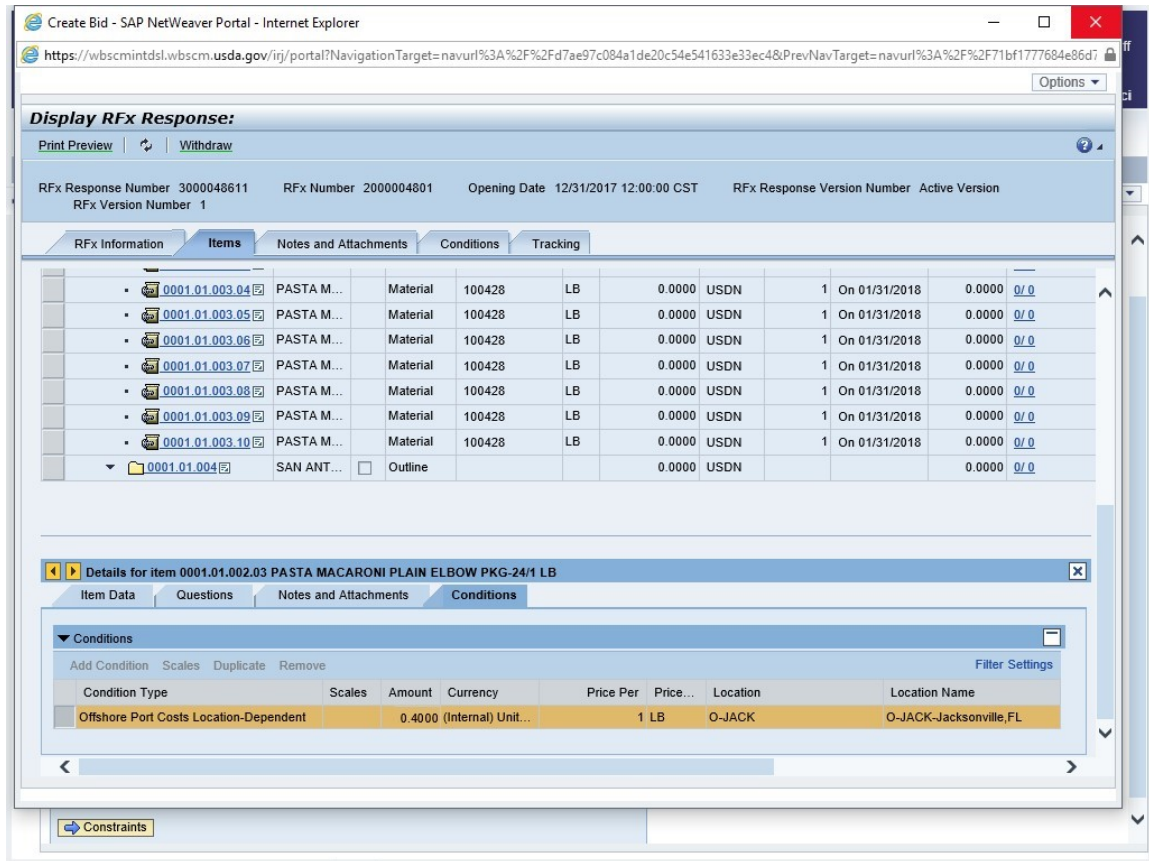
60. Click  (the **Print Preview** button).
61. Click  (the **Print Preview** option) to open the bid response (offer) as a PDF file.

Image: RFX Response PDF



62. Print the PDF document and click  (the **Close** button) to close the PDF screen.

Image: Display RFX Response: Screen




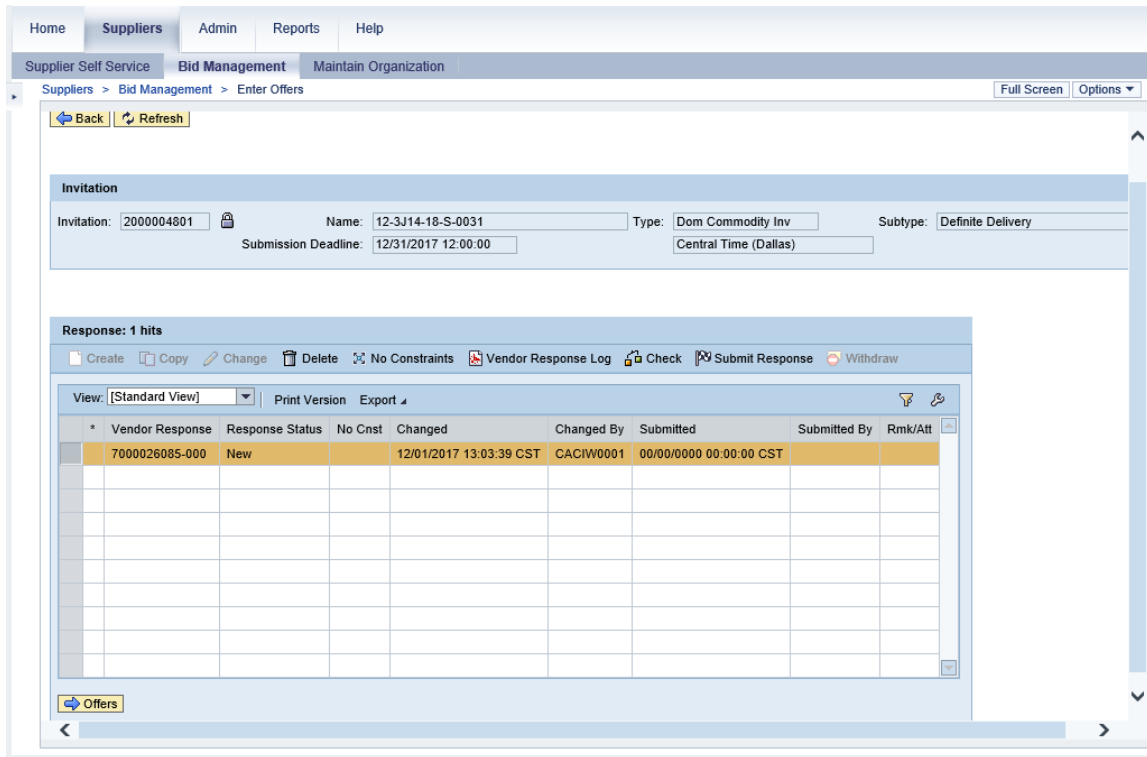
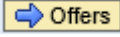
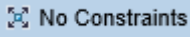
63. Click  (the **Close** button) to close the *Display RFX Response* screen.

Image: Vendor Response Screen



64. Click  (the **Offers** button) to enter constraints.



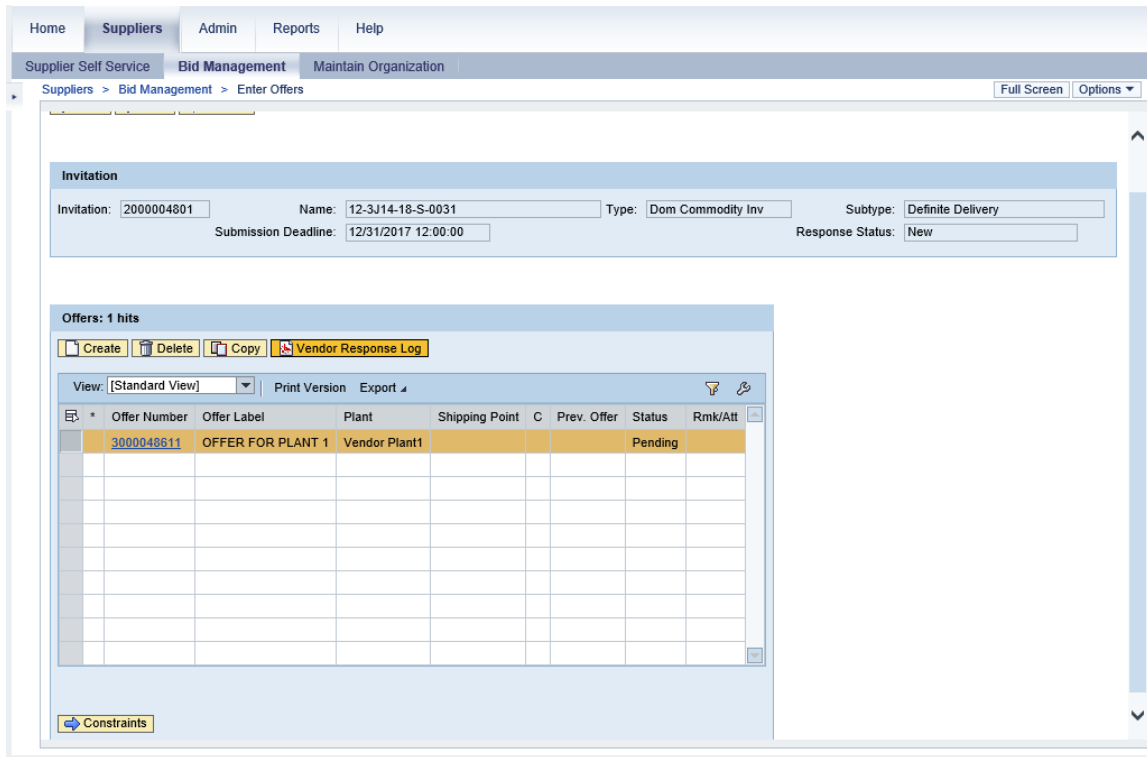
(Note) A vendor can specify constraints by clicking  (the **Offers** button). If the vendor has no constraints,  (the **No Constraints** button) must be clicked.



(Note) Use the column **Rmk/Att** (Remark/Attachment) to the right to identify the type of remark or attachment entered at the item and/or header level.

H = Header level remarks, **I** = Item level remarks, and **A** = Attachments (item or header level)

Image: Offers Screen



65. Click  (the **Constraints** button) to open the **Constraints** screen.

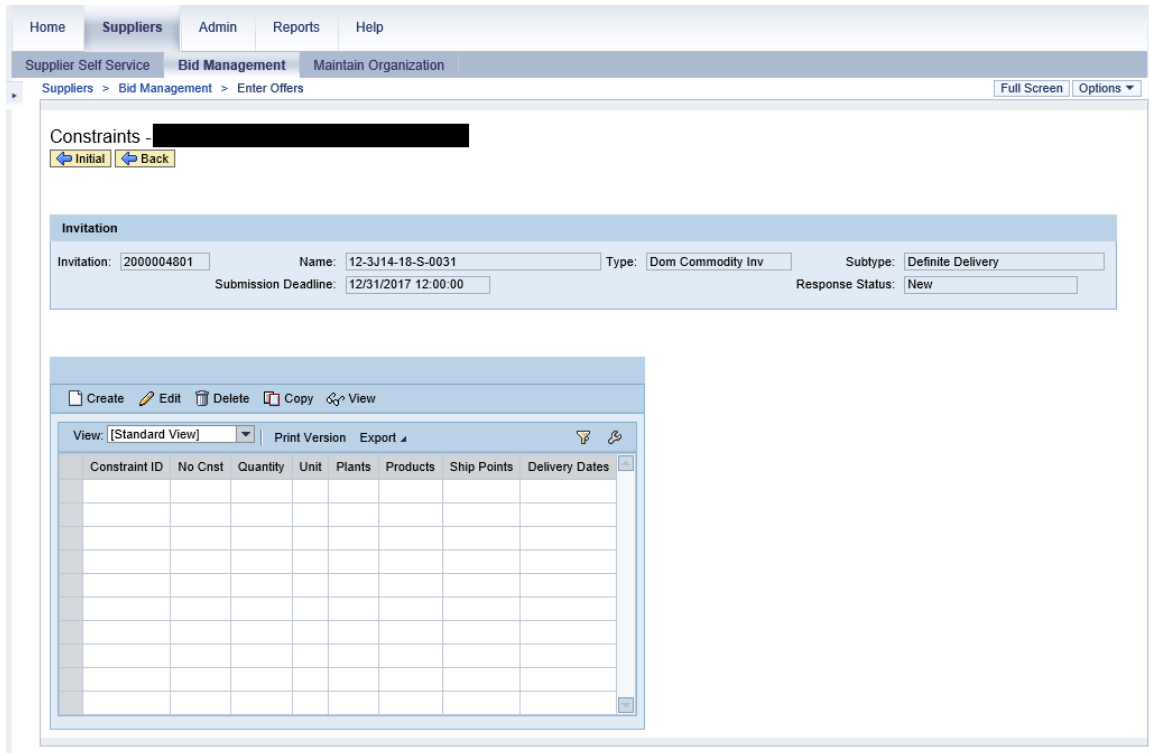


(Note) If there are multiple offers for which the constraint is applicable, those offers must be selected by using the **CTRL** key.



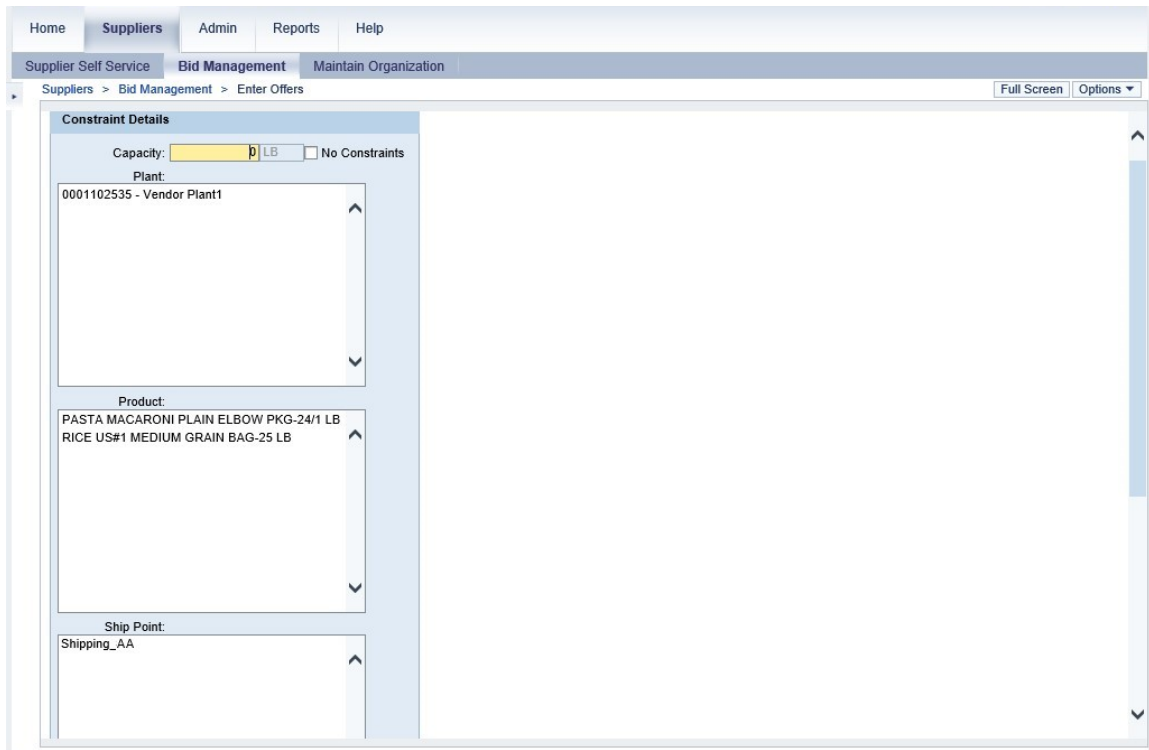
(Note) The bid/offer must be in **Pending** status in order to be successfully submitted. If it is in "Created" status, it hasn't been submitted.

Image: Constraints Screen



66. Click  (the **Create** button) to create the constraint document.

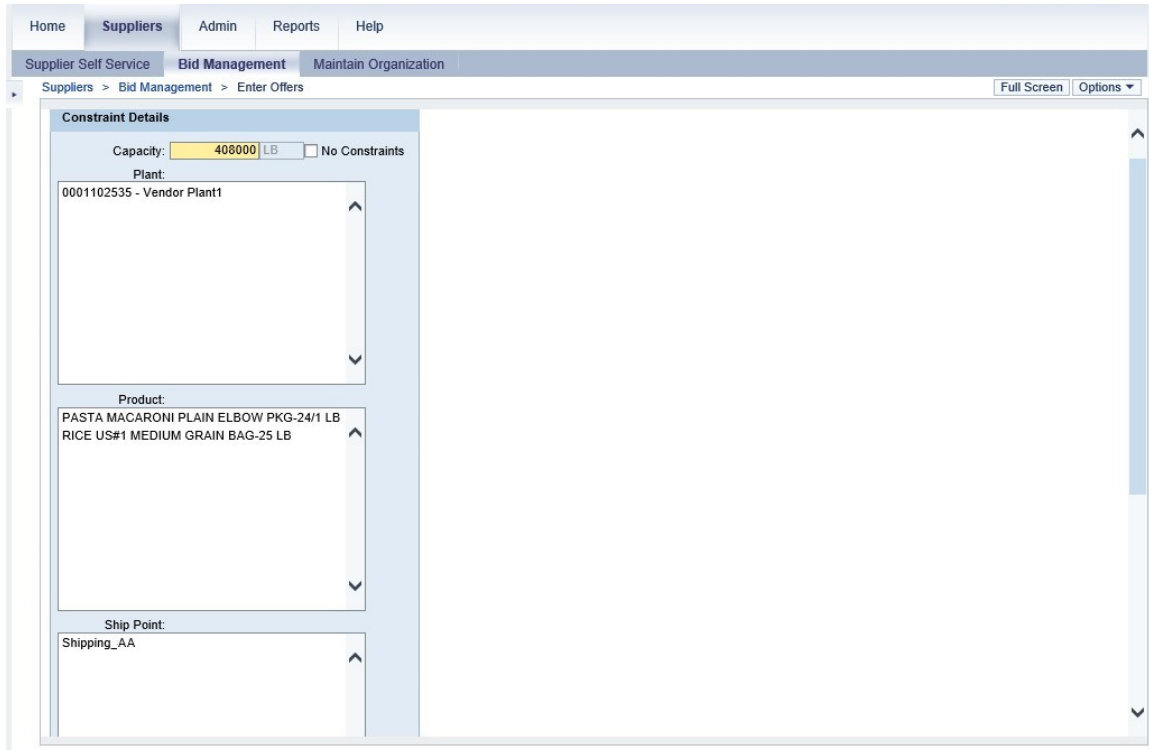
Image: Constraint Details Screen



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

| Field | R/O/C | Description |
|-----------|-------|--|
| Capacity: | R | The maximum amount of the quantity possible for a vendor to produce for USDA. Example: 408000 |

Image: Constraint Details Screen

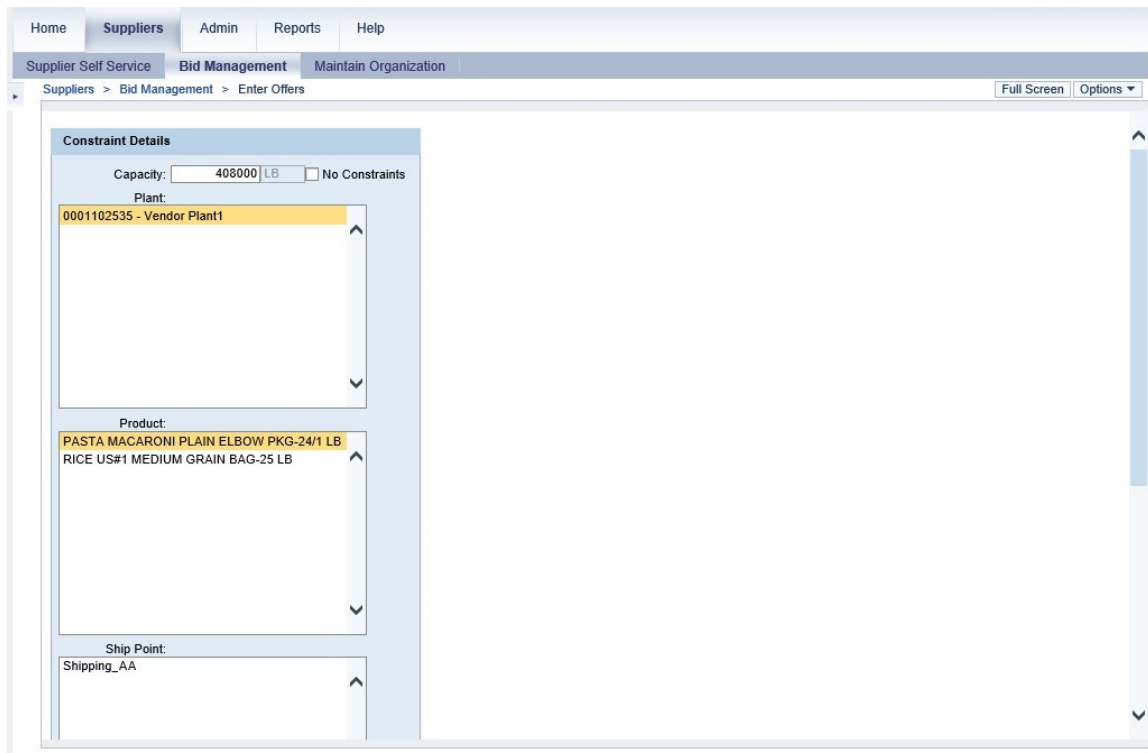


The screenshot shows the 'Constraint Details' screen. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The breadcrumb trail reads: Suppliers > Bid Management > Enter Offers. The main content area is titled 'Constraint Details' and contains the following fields:

- Capacity:** A text input field containing '408000', followed by a dropdown menu set to 'LB' and a checkbox labeled 'No Constraints'.
- Plant:** A dropdown menu with '0001102535 - Vendor Plant1' selected.
- Product:** A dropdown menu with two items listed: 'PASTA MACARONI PLAIN ELBOW PKG-24/1 LB' and 'RICE US#1 MEDIUM GRAIN BAG-25 LB'.
- Ship Point:** A dropdown menu with 'Shipping_AA' selected.

68. Select an option in the **Plant:** field. In this example, 0001102535 - Vendor Plant1 (0001102535 - Vendor Plant1) is selected.

Image: Constraint Details Screen

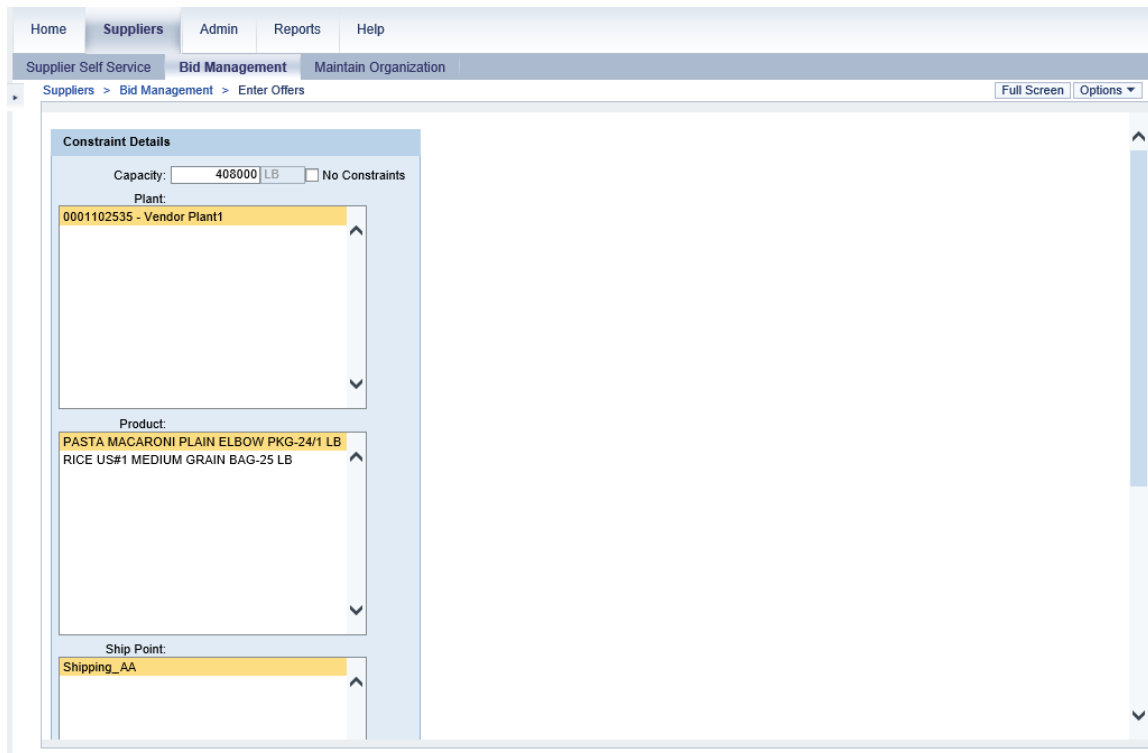


69. Select a product in the **Product:** field. In this example, **PASTA MACARONI PLAIN ELBOW PKG-24/1 LB** is selected.



(Note) If there are multiple products to select in the **Product** field, press and hold the **CTRL** key and select another product.

Image: Constraint Details Screen




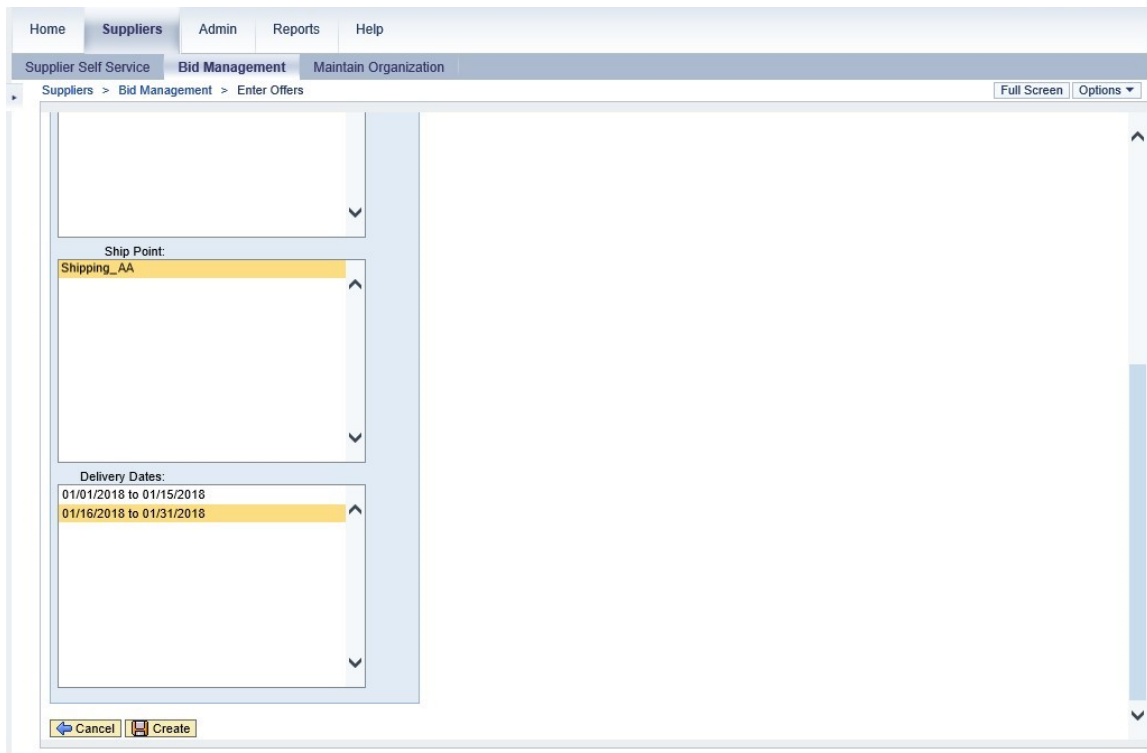
70. Select an option in the **Ship Point:** field. In this example, **Shipping_AA** (the **Shipping_AA** option) is selected.
71. Click  (the **Down** arrow) in the vertical scrollbar to scroll to the bottom of the page.

Image: Constraint Details Screen




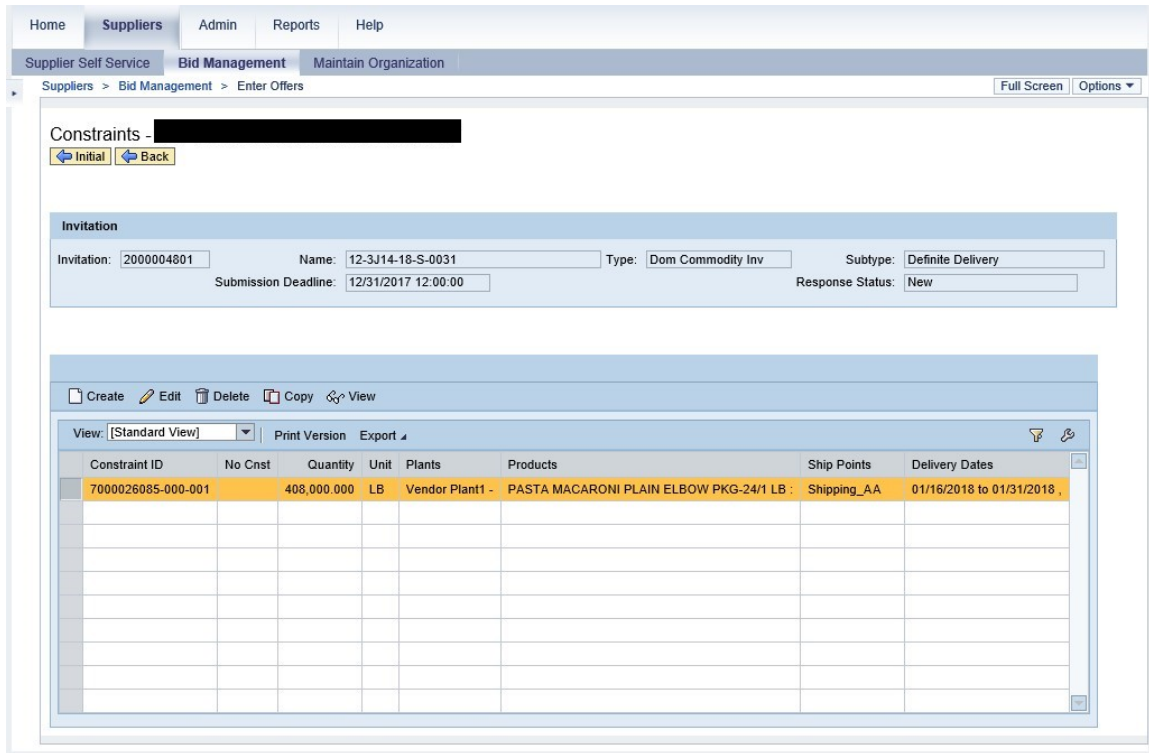
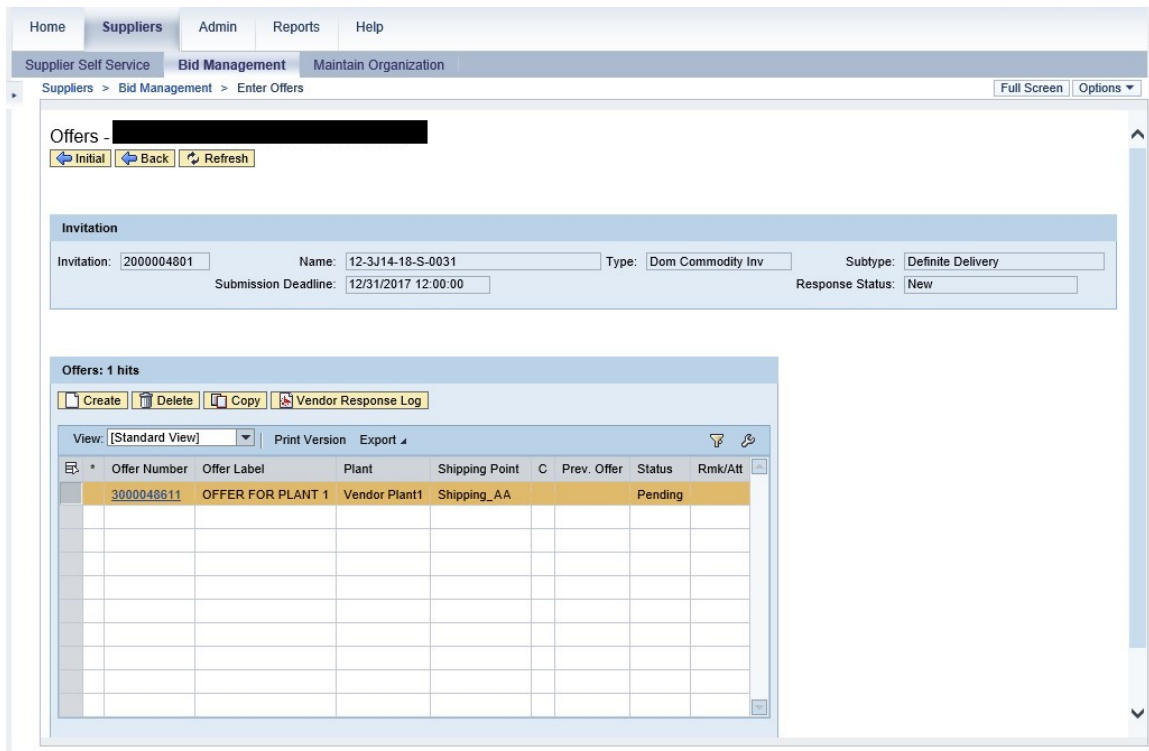
72. Click in the **Delivery Dates:** field to select an option. In this example, **01/16/2018 to 01/31/2018** is selected.
73. Click  **Create** (the **Create** button) to save the constraint details.

Image: Constraints Screen



74. Click (the **Back** button) to return to the *Offers* screen.

Image: Offers Screen




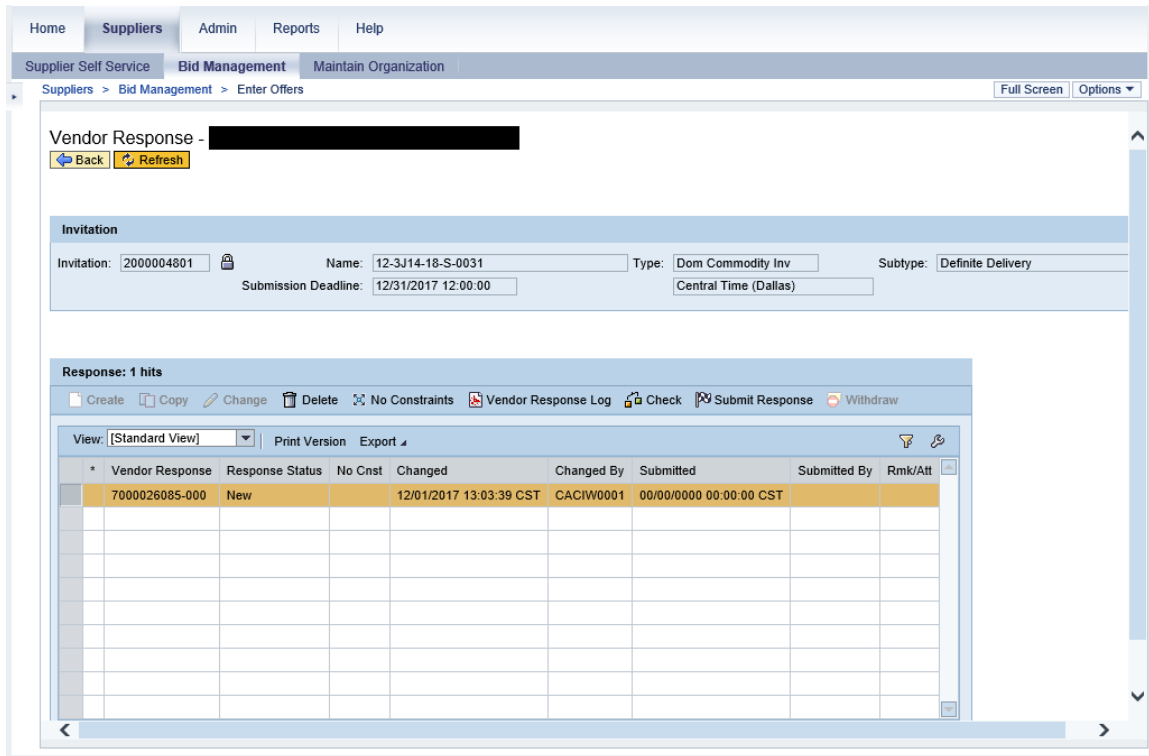
75. Click  (the **Back** button) to return to the *Vendor Response* screen.

Image: Vendor Response Screen



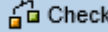
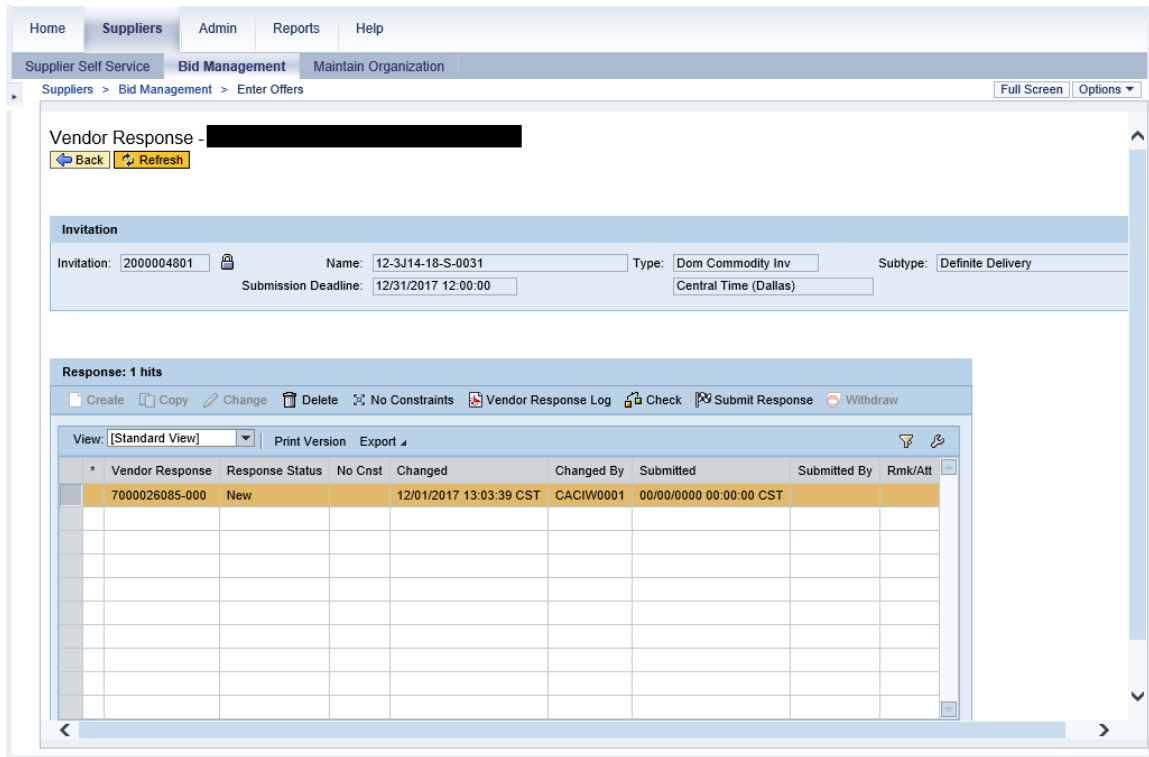
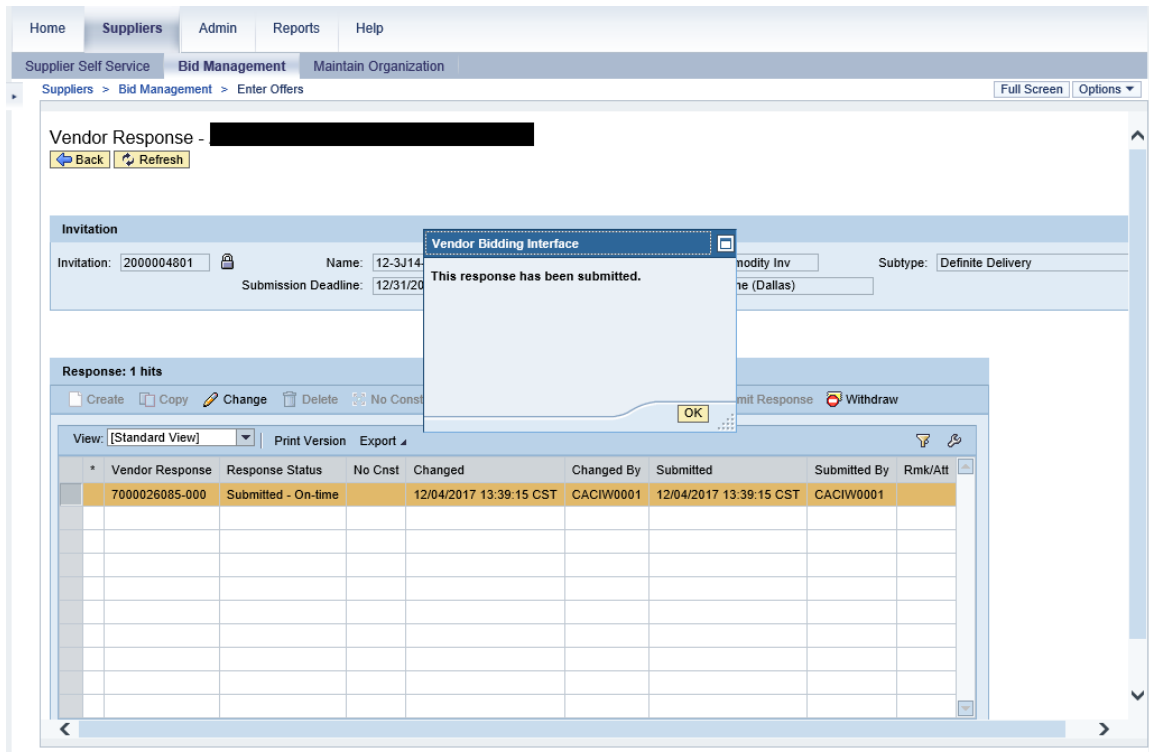
76. Click  (the **Check** button) to run validations on the bid response (offer) and constraint package.

Image: Vendor Response Screen



77. Click **Submit Response** (the **Submit Response** button) to send the response to USDA.

Image: Vendor Bidding Interface Pop-Up




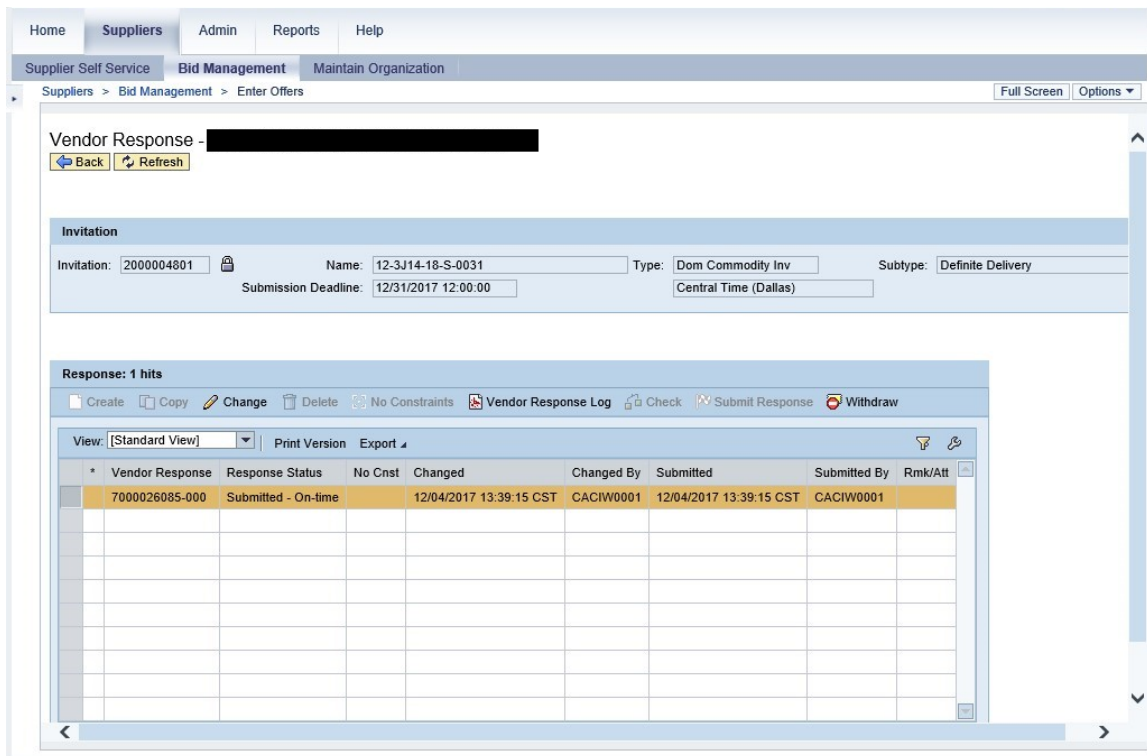
78. Click  (OK button) to close the confirmation message:

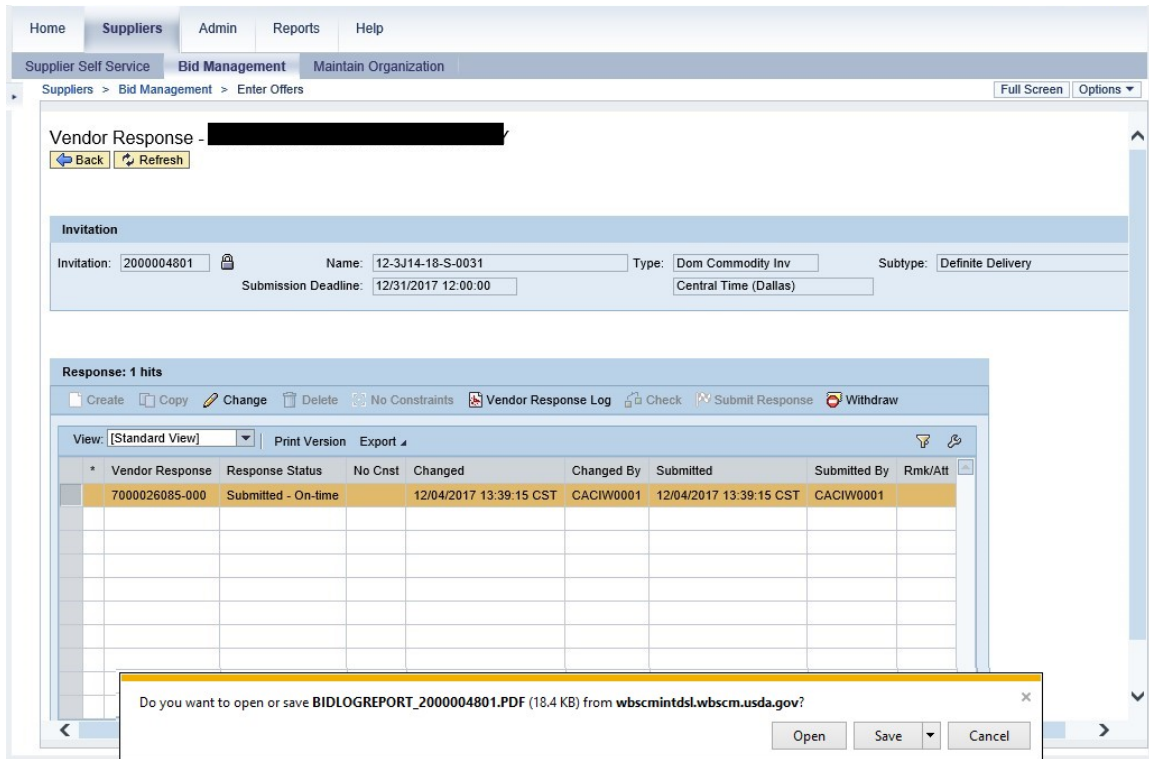
Image: Vendor Bidding Interface Pop-Up



79. Confirm the **Response Status** column for the vendor response states "**Submitted - On-time**". This status confirms the response was submitted to USDA.

80. Click  (the **Vendor Response Log** button) for alternative confirmation that the bid was submitted to USDA.

Image: Vendor Response Screen



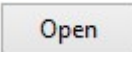
81. Click  (the **Open** button).

Image: Vendor Response Log

Vendor Response Overview

Date Submitted 12/04/2017 13:39:15 CST
Submitted By CACIW0001 - wbscm caci
Date Changed 12/04/2017 13:39:15 CST
Changed By CACIW0001 - wbscm caci

Solicitation Information

Description 12-3J14-18-S-0031
Number 2000004801
Vendor Response 7000026085-000
Response Status Submitted - On-time

Vendor Information

ABC COMPANY
P.O. BOX 102
FITZGERALD GA-31750-1028

Vendor Contact Information

Tel :941-473-9110
Fax :

Offer Response Details:

| Offer Response # | Vendor Plant | Shipping Point/ Freight Agency | Remarks/Attachments |
|------------------|---|--|---------------------|
| 3000048611 | Vendor Plant1 153 Vendor Plant ROAD FITZGERALD, GA-31750-1028 | Shipping_AA 23991 Bishop Meade Pl Ashburn, 20148 | |

| | Ability One | SDVOSB | 8(a) | Small | HubZone | Large |
|---------------|-------------|--------|------|-------|---------|-------|
| At Submission | No | No | No | No | No | Yes |
| At Open | N/A | N/A | N/A | N/A | N/A | N/A |

Vendor Response Constraint Details:

| Constraint ID | Vendor Plant | Products | Shipping Point / Increments | Delivery Dates | Capacity/Maximum Qty |
|--------------------|----------------------------|--|-----------------------------|--------------------------|----------------------|
| 7000026085-000-001 | Vendor Plant1 (1102535) | PASTA MACARONI PLAIN ELBOW PKG-24/1 | Shipping_AA | 01/16/2018 to 01/31/2018 | 408,000.000 /LB |

82. Review the bid response log to confirm the bid was submitted to USDA on time. In this example, **3000048611** displays in the **Offer Response #** field, and the **Response Status** field displays **Submitted - On-time**.



(Note) The vendor response log displays all offers that have been submitted by the vendor.

83. The transaction is complete.



Work Instruction
Create Domestic Bid Response (Offer)

RESULT

A Domestic Bid Response (Offer) has been created and submitted directly into WBSCM or exported and entered into a spreadsheet and then imported back into WBSCM.