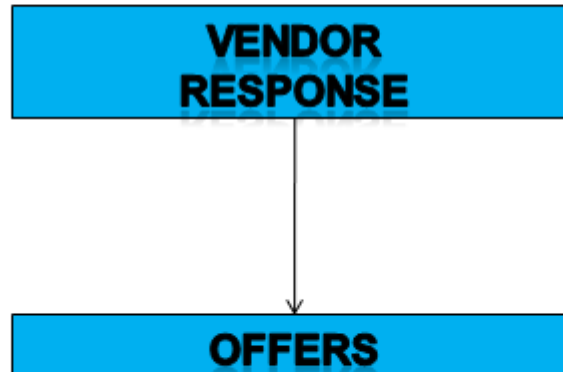


**Domestic LTC
Commodity Bidding Review**



Revised 08/18/2014

- WBSCM Bid Responses are structured in the following manner:



- 1 Vendor Response can be submitted for each Commodity Vendor.
- Each Vendor Response can include multiple Offers. Offer is Plant Specific.



Vendor Response Status

Status	Commodity Vendor	USDA
New	Initial Create of the Vendor Response	Vendor responses and offers in this status will never be available for USDA to View
Submitted-On-time	Submitted version of the Bid response - prior to Bid submission date	Visible to USDA when the Bids are opened
Historical Version	If the version changes an existing Vendor response, the bids are copied and the older version is updated with this status	Not visible to USDA after Bids are opened
New-Auth Change	Visible to Vendor	Used by USDA if changes are required
Submitted-Auth Change	Visible to Vendor	Used by USDA if changed are required

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eAuthentication Login

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- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

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WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
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 3. Your consent is final and irrevocable. You may not rely on any statements or

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Forum Home

[Search](#) All Forums: [Go](#)

Forum / Category	Views	Threads / Messages	Last Post
WBSCM News and Announcements	40,818	9 / 9	Oct 30, 2013 1:38 PM Last Post By: ORTEGA, Roberto

New content since your last visit

Create Vendor Response

Navigate to: Suppliers/Bid Management/Enter Offers

Supplier Self Service Bid Management

Suppliers > Bid Management > Enter Offers

Welcome to Enter Offers
All required fields are marked with a red asterisk (*)
Dates are formatted as: MM/DD/YYYY.

Find Bid Invitation

Bid Invitation Number: Document Name:

Status: Purchasing Group:

Vendor: Transaction Type:

Bid Invitation Type: Processed Since:

With Responses Only:

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

Enter Bid Invitation Number and click the Submit button.

Create Vendor Response

Supplier Self Service Bid Management

Suppliers > Bid Management > Enter Offers

- Enter Offers
- Public Procurement Documents
- Vendor Response Log

Welcome to Enter Offers

All required fields are marked with a red asterisk (*)
Dates are formatted as: MM/DD/YYYY.

Find Bid Invitation

Bid Invitation Number: Document Name:

Status: Purchasing Group:

Vendor: Transaction Type:

Bid Invitation Type: Processed Since:

With Responses Only:

Bid Invitation Results List: 1 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
	2200000095	AG-DPRO-S-14-0021-P0003	Master/ShortFall Inv	Master		12/31/2017 14:00:00

The Bid Invitation Number is highlighted in the search results box.

Click on the Maintain Vendor Response button.

Create Vendor Response

Tip: The closed padlock indicates the Bid Invitation has NOT been opened. At this point, the Vendor can see the information. USDA CANNOT view any of the Offer information until the Bid Invitation is opened

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this is a sub-navigation bar with 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Ven'. It features a toolbar with 'Back' and 'Refresh' buttons. Below the toolbar, the 'Invitation' section displays details: Invitation: 2200000095 (with a closed padlock icon), Name: AG-DPRO-S-14-0021, Type: Master/ShortFall Inv, Subtype: Master, and Submission Deadline: 12/31/2014 14:00:00 (Central Time (Dallas)).

The 'Response: 0 hits' section contains a toolbar with buttons for 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. Below the toolbar is a table with the following columns: Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The table is currently empty. A callout box points to the 'Create' button with the text 'Click on the Create button.'

Vendor Response-Create Offer

Offers are defined with a Vendor Response.

Vendor can submit multiple offers within a Vendor Response, but there can only be 1 offer per vendor plant.

The screenshot displays the USDA Web-Based Supply Chain Management portal. The main page is titled "Vendor Response - Comm Domestic Vendor 2" and shows an invitation with ID 2200000095 and a submission deadline of 12/31/2017. Below the invitation, there is a table with the following data:

Vendor Response	Response Status	No Cnst	Ch
* 7000011398-000	New		08

A "Create Bid" window is open in the foreground, titled "Create RFX Response". It displays the following information:

- Vendor Plant must be entered
- Attribute 1) TIMELY DELIVERIES? is mandatory; maintain attribute value
- Attribute 2) DATE OF LAST FINANCIAL STATEMENT? is mandatory; maintain attribute value
- RFX Response Number: 3000022858
- RFX Number: 2200000095
- Opening Date: 12/31/2017 14:00:00 CS
- Target Value: 0.0000 USDN
- RFX Response Version Number: Active Version
- RFX Version Number: [unspecified]

Two callout boxes provide additional context:

- "Vendor Response header has been created." (points to the table header)
- "Offer response should automatically open in a new window." (points to the "Create Bid" window)

RfX Information tab-Basic Data

Expand the offer window to maximize viewing space



Create Bid - WBSCM Portal - Google Chrome

Create RfX Response

Submit | Check | Save

Vendor Plant must be entered
Attribute 1) TIMELY DELIVERIES? is mandatory; maintain attribute value
Attribute 2) DATE OF LAST FINANCIAL STATEMENT? is mandatory; maintain attribute value

RfX Response Number 3000022858 RfX Number 2200000095 Opening Date 12/31/2017 14:00:00 CST Target Value 0.0000 USDN RfX Response Version Number Active Version RfX Version Number 4

RfX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters

Validity Period: 01/01/2018 - 12/31/2018

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

Status and Statistics

OfferLabel:

Vendor Plant:

Shipping Point:

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
----------	--------	------	--------------

Filter Settings

Identify an offer label (optional).
Identify the vendor plant for this specific offer (required).
Identify the vendor shipping point, if one is required, for this specific offer.

RFx Information tab-Basic Data

The screenshot shows the 'Create RFx Response' interface. At the top, there are buttons for 'Submit', 'Check', and 'Save'. Below these are error messages: 'Vendor Plant must be entered', 'Attribute 1) TIMELY DELIVERIES? is mandatory, maintain attribute value', and 'Attribute 2) DATE OF LAST FINANCIAL STATEMENT? is mandatory, maintain attribute value'. The main area has tabs for 'RFx Information', 'Items', 'Notes and Attachments', 'Basic Data', 'Questions', and 'Payment'. The 'Basic Data' tab is active. On the left, there are 'Event Parameters' including 'Validity Period' (01/01/2018 - 12/31/2018), 'Currency' ((Internal) United States Dollar (4 Dec.)), 'OfferLabel', 'Vendor Plant' (with a matchcode icon), and 'Shipping Point'. Below this is 'Partners and Delivery Information' with a table for 'Function' and 'Number'. A pop-up window titled 'All Values: Vendor Plant' is open, showing a 'Results List: 2 results found for Vendor Plant'. The table in the pop-up has columns for 'Vendor Plant ID', 'Vendor Plant Name', 'Vendor Plant Name', and 'Vendor Name'. The first two rows are highlighted in yellow. At the bottom of the pop-up are 'OK' and 'Cancel' buttons.

Click on the matchcode icon to display a list of available plants

Vendor Plant ID	Vendor Plant Name	Vendor Plant Name	Vendor Name
1111028	Commodity Domestic Vendor 2 Plant 1	1010236	Comm Domestic Vendor 2
1111029	Commodity Domestic Vendor 2 Plant 2	1010236	Comm Domestic Vendor 2

All of the plants associated with the UEI that have been activated in WBSCM will be displayed in the search results section.
Highlight the appropriate plant and select OK.

Note: If you don't see your plant in the list, contact the applicable commodity specialist at USDA or the WBSCM helpdesk: WBSCMAMSHelpDesk@usda.gov

RFx Information tab-Basic Data

Create Bid - WBSM Portal - Google Chrome

wbscmntrn.wbscm.usda.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F6673492647d5bfc2195aedcd40a9e7da&PrevNavTarget=navurl%3A%2F%2F965b895...o13d5cca4d973a3f908e&NavMode=3&Curren

Create RFx Response

Submit | Check | Save

- ! Vendor Plant must be entered
- ! Attribute 1) TIMELY DELIVERIES? is mandatory; maintain attribute value
- ! Attribute 2) DATE OF LAST FINANCIAL STATEMENT? is mandatory; maintain attribute value

RFx Response Number 3000022858 RFx Number 2200000095 Opening Date 12/31/2017 14:00:00 CST Target Value 0.0000 USDN RFx Response Version Number Active Version RFx Version Number 4

RFx Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters

Validity Period: 01/01/2018 - 12/31/2018

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

OfferLabel: Plant 1 Offer

Vendor Plant: 1111028

Shipping Point: 1212456

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name
Location	2000001	DOMESTIC STATISTICAL 1000

When finished entering data on this tab, click on RFx Information tab-Questions

RFX Information tab-Questions

Insert your responses to USDA's certification questions

Create RFX Response

Submit | Check Save

⚠ Attribute 1) TIMELY DELIVERIES? is mandatory; maintain attribute value
⚠ Attribute 2) DATE OF LAST FINANCIAL STATEMENT? is mandatory; maintain attribute value

RFX Response Number 3000022858 RFX Number 2200000095 Opening Date 12/31/2017 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 4

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | **Questions** | Notes and Attachments | Payment

Question	Reply	Comment
	* 1) TIMELY DELIVERIES?: <input type="text"/>	<input type="text"/>
	* 2) DATE OF LAST FINANCIAL STATEMENT?: <input type="text"/>	<input type="text"/>

RFX Information tab-Questions

Create RFX Response

Submit | Check | Save

RFX Response Number 3000022859 RFX Number 2200000095 Opening Date 12/31/2017 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 4

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Question	Reply	Comment
	* 1) TIMELY DELIVERIES: YES <input type="text"/>	<input type="text"/>
	* 2) DATE OF LAST FINANCIAL STATEMENT: 07/31/2014 <input type="text"/>	<input type="text"/>

After answering all questions, click on RFX Information tab-Notes and Attachments

RFX Information tab-Notes and Attachments
 -*this tab contains information from the solicitation

Edit RFX Response:

Submit | Check Save

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Notes

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	-Empty-
Amendment text	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

When finished reviewing this page, click on the Items tab

This sample solicitation doesn't have any attachments, but if it did, they would be displayed in the Attachments frame.

* The easiest place to see the solicitation in its entirety (including any attachments, amendments and awards) is on the public procurement page (Suppliers-Bid Management-Public Procurement Documents.)

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Web-Based Supply Chain Management

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Public Procurement Documents

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Name	Size	Rating	Changed On
AQ-DPRO-S-14-0021.pdf	7.6 KB		6/10/14 2:00:52 PM

Items tab

The default view of the Items tab will only show the high level material group(s)
-in this example, there is only a mozzarella group

Edit RFX Response:

Submit Check Save

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Tracking

Item Overview

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

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10

To drill into the individual materials, you can either click each material group hierarchy arrow

OR

Click the Expand All hyperlink

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Tracking

Item Overview

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

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Items tab

Edit RFx Response:

Submit | Check | Save

✓ Please click 'Check' to validate the Offer.

RFx Response Number 3000021702 RFx Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFx Response Version Number Active Version RFx Version Number 1

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

▼ Item Overview

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

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFx / Response	RFx / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

The Internal Item Number column matches the Solicitation Item Numbers

SOLICITATION
Master/Shortfall Invitation

Information
Description: AG-DPRO-S-14-0021
Bid invitation number: 2200000095

Bid invitation Item details

Item	Material	Description	Quantity
10		CHEESE, MOZZARELLA	
20	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	1,809,500 LB
		Total Quantity for CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	1,809,500 LB
30	100022	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	1,814,400 LB
		Total Quantity for CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	1,814,400 LB
40	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	1,814,400 LB

Items tab

To enter state prices for a given material:
Click on Line Number hyperlink
---OR---
Highlight line and select Details

Either selection will open the Items tab details section at the bottom of the screen for that particular line item. States are located on the Item detail-Questions tab for each material.

Create RFX Response

Submit | Check Save

Please click 'Check' to validate the Offer

RFX Response Number 3000022859 RFX Number 2200000095 Opening Date 12/31/2017 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 4

RFX Information **Items** Notes and Attachments Tracking

▼ Item Overview

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

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110214	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Details for Item 0001.01 CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)

Item Data **Questions** Notes and Attachments

Question	Reply	Comment
ALABAMA:	<input type="text" value="2.75"/>	<input type="text"/>
ARKANSAS:	<input type="text" value="3.05"/>	<input type="text"/>
ARIZONA:	<input type="text" value="4.2525"/>	<input type="text"/>
CALIFORNIA:	<input type="text" value="3.5515"/>	<input type="text"/>
COLORADO:	<input type="text"/>	<input type="text"/>
CONNECTICUT:	<input type="text"/>	<input type="text"/>

NOTE: Price entered for each state is a price per 1 unit of measure as specified in the Unit column in the Item Overview section for the specific material. This example shows purchasing unit of LB (pound), but other materials may have a purchasing unit of CS, EA, GAL, etc.

The price can be entered up to 4 digits to the right of the decimal point.

Items tab

Create RFX Response

Submit | Check Save

Please click 'Check' to validate the Offer.

RFX Response Number 3000022859 RFX Number 2200000095 Opening Date 12/31/2017 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 4

RFX Information **Items** Notes and Attachments Tracking

Line Number	Description	Item Type	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Nu
0001	CHEESE, MOZZARELLA	Outline		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
• 0001.01	CHEESE MOZ LM PT SKM UNFZ P...	Material	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
• 0001.02	CHEESE MOZ LM PART SKIM FRZ ...	Material	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
• 0001.03	CHEESE MOZ LM PART SKM SHR...	Material	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Details for Item 0001.02 CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB

Item Data **Questions** Notes and Attachments

Question	Reply	Comment
ALABAMA:	<input type="text" value="2.2222"/>	<input type="text"/>
ARKANSAS:	<input type="text" value="3.3333"/>	<input type="text"/>
ARIZONA:	<input type="text" value="4.15"/>	<input type="text"/>
CALIFORNIA:	<input type="text" value="2.50"/>	<input type="text"/>
COLORADO:	<input type="text"/>	<input type="text"/>
CONNECTICUT:	<input type="text"/>	<input type="text"/>

To continue entering state prices for additional materials, repeat the process by selecting the applicable material from the Item Overview section,
--OR--
click the forward arrow in the Items tab details section to advance to the next material

Submit Offer

When you have finished entering all of your offer data, click on Check to see any errors and make corrections as needed.

At any time, 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.

When you are ready to submit your offer into the Vendor Response, press Submit.

The screenshot displays the 'Edit RFX Response' interface. At the top, there are buttons for 'Submit', 'Check', and 'Save'. A green checkmark indicates that the 'RFX response is complete and contains no errors'. A callout box highlights a warning message: 'Vendor COMM DOMESTIC VENDOR 2 is not permitted for item No'. Below this, a table lists the items in the response.

Item Overview

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Submit Offer

After submitting offer, you should receive the following message "RFx response 3xxxx saved. Submit the vendor response to complete the process." Submit the vendor response to complete the process."

After receiving the "submit the vendor response to complete the process" message, close the offer window to return to the vendor response.

Reminder: At this point, nothing has been submitted to USDA.

The screenshot shows the 'Display RFX Response' page in the SAP NetWeaver Portal. At the top, there is a message: "RFx response 3000021702 saved. Submit the vendor response to complete the process." Below this, the RFX details are displayed: RFX Response Number 3000021702, RFX Number 2200000095, Opening Date 12/31/2014 14:00:00 CST, Target Value 0.0000 USDN, RFX Response Version Number Active Version, and RFX Version Number 1. The 'Items' tab is selected, showing an 'Item Overview' table with the following data:

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Vendor Response-Offer Page

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Home Suppliers Admin Reports Help
Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Offers - Comm Domestic Vendor 2

Initial Back Refresh

Click Refresh

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Subtype: Master
Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021702	PLANT 1 OFFER	Commodity Domestic				Pending

Constraints

Tip: Vendor Response is not submitted at this point. A submitted offer will have a "Pending" status.

If needed, you can create additional plant offers by selecting the Create button.

Highlight applicable offer(s) and click on the Constraints button.

NOTE: Constraints are typically required for LTC state bidding.

Vendor Response-Constraints Page

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Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

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- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Constraints - Comm Domestic Vendor 2

[Initial](#) [Back](#)

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master
Submission Deadline: 12/31/2014 14:00:00 Response Status: New

[Create](#) [Edit](#) [Delete](#) [Copy](#) [View](#)

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

Constraint ID	No Crst	Quantity	Unit	Plants	Products	Ship Points	Delivery Dates

Click Create to enter constraints.

Vendor Response-Constraints Page

USDA United States Department of Agriculture
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Welcome ComTwo

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
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Portal Favorites

Constraint Details

Capacity: LB

Plant:

Product:

Ship Point:

Delivery Dates:

- 01/01/2015 to 01/15/2015
- 01/16/2015 to 01/31/2015
- 02/01/2015 to 02/15/2015
- 02/16/2015 to 02/28/2015
- 03/01/2015 to 03/15/2015
- 03/16/2015 to 03/31/2015
- 04/01/2015 to 04/15/2015
- 04/16/2015 to 04/30/2015
- 05/01/2015 to 05/15/2015
- 05/16/2015 to 05/31/2015

Enter a capacity quantity in the unit of measure defined, then select the Plant, Product, and Delivery Date(s), then Create

Note: A capacity of 0 (zero) means that vendor cannot supply any product for the specified Plant/Material/Delivery Date(s).

Vendor Response-Constraints Page

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Web-Based Supply Chain Management

Welcome ComTwo DomVendor [Log off](#)

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Constraints - Comm Domestic Vendor 2

[Initial](#) [Back](#)

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Create Edit Delete Copy View

View: [Standard View] Print Version Export

Constraint ID	No Cnst	Quantity	Unit	Plants	Products	Ship Points	Delivery Dates
7000011398-000-001		500,000.000	LB	Commodity Domestic -	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB :		01/01/2015 to 01/15/2015 , 01/16/2015 to 01/31/2015 ,

Click on the **Create** button or **Copy** button to add more constraints or click on the **Back** button when finished.

The following options are available to update the constraints

- Edit
- Delete
- Copy
- View

Vendor Response-Offer Page

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Welcome ComTwo DomVendor [Log off](#)

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Enter Offers

Detailed Navigation

- Enter Offers
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Portal Favorites

Offers - Comm Domestic Vendor 2

Initial Back Refresh

Invitation

Invitation: 2200000095 Name: AG-DP Submission Deadline: 12/31/2012

Master/ShortFall Inv Subtype: Master Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021702	PLANT 1 OFFER	Commodity Domestic		X		Pending

Constraints

Click on the Refresh button and you will notice an X in the Constraint column

Click on the Back button.

Create Vendor Response

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Welcome ComTwo DomVendor

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Enter Offers

Detailed Navigation
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Portal Favorites

Vendor Response - Comm Domestic Vendor 2
Back Refresh

Invitation
Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 1 hits
Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	New		08/14/2014 09:51:41 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

If ready to submit the Vendor Response, click on the Check button. This will Validate the information in the Vendor Response

Create Vendor Response

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Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation
• Enter Offers
• Vendor Response Log
• Public Procurement Documents

Portal Favorites

Vendor Response - Comm Domestic Vendor 2
Back Refresh

Invitation
Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 1 hits
Create Copy Change Delete No C

View: [Standard View] Print Version Expo

* Vendor Response	Response Status	No Cnst
7000011398-000	New	

Submit Response Withdraw

Vendor Bidding Interface
Offer: 3000021702 Item #: 0000000030 does not have constraints for all potential delivery periods.
OK

Select OK , then Offers to get back to Constraint page to make corrections

Offers

NOTE: This error message is correct because constraints are required for every delivery period for LTC state bidding.

Create Vendor Response

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and features a 'Vendor Bidding Interface' modal window. This modal displays the message 'Item passes all validations.' and an 'OK' button. The background interface shows an 'Invitation' section with fields for 'Invitation: 2200000095', 'Name: A...', 'Submission Deadline: 12...', 'Master/ShortFall Inv', and 'Subtype: Master'. Below the invitation, there is a 'Response: 1 hits' section with a table of responses. The table has columns for 'Vendor Response', 'Response Status', 'No Cnst', 'Changed', 'Changed By', 'Submitted', and 'Submitted By'. A single row is visible with the following data: Vendor Response: 7000011398-000, Response Status: New, No Cnst: (empty), Changed: 08/14/2014 09:51:41 CST, Changed By: DOMVENDC0004, Submitted: 00/00/0000 00:00:00 CST, Submitted By: (empty). The interface also includes a 'Detailed Navigation' sidebar with 'Enter Offers', 'Vendor Response Log', and 'Public Procurement Documents', and a 'Portal Favorites' section.

Vendor Bidding Interface

Item passes all validations.

OK

Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	New		08/14/2014 09:51:41 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

After making any corrections, select Check again and you should receive this confirmation message. Click OK.

Create Vendor Response

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Welcome ComTwo DomVendor

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Enter Offers

Detailed Navigation

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Portal Favorites

Vendor Response - Comm Domestic Vendor 2

[Back](#) [Refresh](#)

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 1 hits

[Create](#) [Copy](#) [Change](#) [Delete](#) [No Constraints](#) [Vendor Response Log](#) [Check](#) [Submit Response](#) [Withdraw](#)

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

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	New		08/14/2014 09:51:41 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

[Offers](#)

If ready to submit the Vendor Response, click on Submit Response.

Create Vendor Response

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes a 'Back' and 'Refresh' button. The 'Invitation' section shows details for Invitation: 2200000095, Name: AG-DPRO-S-14-0021, Type: Master/ShortFall Inv, Subtype: Master, and Submission Deadline: 12/31/2014 14:00:00. A 'Vendor Bidding Interface' dialog box is open, displaying the message 'This response has been submitted.' and an 'OK' button. A callout box with the text 'Click OK' points to the 'OK' button. Below the dialog box, a table shows a list of responses with columns for Vendor Response, Response Status, and No Cnst. The first row shows a response with ID 7000011398-000 and status 'Submitted - On-time'. The 'Submitted' column shows the date '2014 15:24:29 CST' and the 'Submitted By' column shows 'DOMVENDC004'. The interface also includes a 'Portal Favorites' section on the left and a 'View: [Standard View]' dropdown at the bottom.

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Detailed Navigation

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Portal Favorites

Vendor Response - Comm Domestic Vendor 2

Back Refresh

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Vendor Bidding Interface

This response has been submitted.

OK

Click OK

Response: 1 hits

Create Copy Change Delete No Cnst

Submit Response Withdraw

View: [Standard View] Print Version Expo

* Vendor Response	Response Status	No Cnst	Submitted	Submitted By
7000011398-000	Submitted - On-time		2014 15:24:29 CST	DOMVENDC004

Offers

Create Vendor Response

It is always a good idea to review the Vendor Response in its entirety by clicking on the Vendor Response Log button.

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the text 'Web-Based Supply Chain Management' and 'Welcome ComTwo DomVendor'. A navigation menu includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. An 'Invitation' section shows details: Invitation: 2200000095, Name: AG-DPRO-S-14-0021, Type: Master/ShortFall Inv, Subtype: Master, and Submission Deadline: 12/31/2014 14:00:00. Below this, a 'Response: 1 hits' section features a toolbar with 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. A table below the toolbar shows the response details:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	Submitted - On-time		08/14/2014 15:24:29 CST	DOMVENDC0004	08/14/2014 15:24:29 CST	DOMVENDC0004

Annotations with arrows point to the 'Submitted - On-time' status, the 'Submitted' field, and the 'Submitted By' field in the table row.

A successfully submitted Vendor Response will have a Response Status of "Submitted-On-time"

"Submitted" and "Submitted By" fields are populated

Vendor Response-Vendor Response Log

The screenshot displays the USDA Web-Based Supply Chain Management interface. The main window shows the 'Vendor Response - Comm Domestic Vendor' page with a table of responses. A callout box points to the 'Offers' button, stating: 'Vendor Response Log will open in a new window'. An Adobe Acrobat window is open in the foreground, displaying a PDF report titled 'BIDLOGREPORT_2200000095[1].PDF'. The report contains the following sections:

Vendor Response Overview

- Date Submitted: 08/14/2014 15:24:29 CST
- Submitted By: DOMVENDC0004 - ComTwo DomVendor
- Date Changed: 08/14/2014 15:24:29 CST
- Changed By: DOMVENDC0004 - ComTwo DomVendor

Solicitation Information

- Description: AG-DPRO-S-14-0021
- Number: 2200000095
- Vendor Response: 7000011398-000
- Response Status: Submitted - On-time

Vendor Information

- Comm Domestic Vendor 2
- Test st 1234
- Kansas MO- 64101

Vendor Contact Information

- Tel :111-222-3333
- Fax :222-333-4444

Offer Response Details:

Offer Response #	Vendor Plant	Shipping Point/ Freight Agency
8000021702	Commodity Domestic test st Kansas_MO-64101	

Vendor Response Constraint Details:

Constraint ID	Vendor Plant	Products	Shipping Point / Increments	Delivery Dates	Capacity/Maximum Qty
7000011398-000-002	Commodity Domestic	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB		12/16/2015 to 12/31/2015 12/01/2015 to 12/15/2015	1,000,000,000 /LB

Change Vendor Response

How to change a Vendor Response that has been submitted to USDA

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. A left sidebar contains 'Enter Offers', 'Detailed Navigation' (with sub-items: 'Enter Offers', 'Vendor Response Log', 'Public Procurement Documents'), and 'Portal Favorites'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. Below this is an 'Invitation' section with fields for 'Invitation: 2200000081', 'Name: AG-DPAD-S-14-0019', 'Type: Dom Commodity Inv', 'Subtype: Definite Delivery', and 'Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)'. A table below shows 'Response: 1 hits' with a toolbar containing 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. The table has columns for 'Vendor Response', 'Response Status', 'No Cnst', 'Changed', 'Changed By', 'Submitted', and 'Submitted By'. One row is highlighted in yellow, showing a response with ID '7000011435-000' and status 'Submitted - On-time'. An arrow points from a text box to the 'Change' button in the toolbar.

United States Department of Agriculture
Web-Based Supply Chain Management
Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Vendor Response - Comm Domestic Vendor 2

Back Refresh

Invitation

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004

Offers

Highlight the Submitted-On-time response and click Change

Change Vendor Response



Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

The Change option will create a new version of the Vendor Response and increment the sequence number of the original Vendor Response.

In this example, 7000011435-000 is the original version. Selecting "change" created a new version 7000011435-001.

Change Vendor Response

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome ComTwo DomVendor

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Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
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Portal Favorites

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

Local intranet | Protected M

Highlight the New response and click Offers

Change Vendor Response

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Offers - Comm Domestic Vendor 2

Initial Back Refresh

Invitation

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

	Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
	3000021789	PLANT 1 OFFER	Commodity Domestic		X	3000021781	Pending

Constraints

Click on the offer hyperlink to edit the offer.

Reminder: Offer will open in a new window.

Change Offer

Click "Withdraw" to display the Edit button.

-Note: clicking withdraw on the offer withdraws the "pending" status of the offer, which is required in order to be able to edit.

Expand the offer window to maximize viewing space

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History | Back | Forward

Display RFX Response:

Print Preview | Refresh | Withdraw

RFX Response Number 3000021789 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

Basic Data | Questions | Notes and Attachments

Event Parameters

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

OfferLabel: PLANT 1 OFFER

Vendor Plant: 1111028

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		multiple	multiple
▪ Ship-To Address		multiple	multiple
▪ Location		multiple	multiple

Change Offer

Click Edit

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History | Back | Forward

Display RfX Response:

[Edit](#) | [Print Preview](#) | [Refresh](#) | [Check](#) | [Re-Submit](#)

RfX response 3000021789 (AG-DPAD-S-14-0019) withdrawn

RfX Response Number 3000021789 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

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: **Status and Statistics**

OfferLabel: Adjust Price:

Vendor Plant:

Shipping Point:

Partners and Delivery Information

Details | Send E-Mail | Call | Clear [Filter Settings](#)

Function	Number	Name	Phone Number
▪ Goods Recipient		multiple	multiple
▪ Ship-To Address		multiple	multiple
▪ Location		multiple	multiple

Change Offer

Make any necessary changes and Submit when finished.

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History | Back

Edit Rfx Response:

Submit | Check | Save

Rfx Response Number 3000021789 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

Basic Data | Questions | Notes and Attachments

Event Parameters

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

OfferLabel: PLANT 1 OFFER

Vendor Plant: 1111028

Shipping Point:

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
▪ Goods Recipient		multiple	multiple
▪ Ship-To Address		multiple	multiple
▪ Location		multiple	multiple

Change Offer

After receiving "submit vendor response to complete the process" message, close window

The screenshot displays the SAP NetWeaver Portal interface for an RFX response. At the top, a yellow message box with a checkmark icon states: "RFX response 3000021781 saved. Submit the vendor response to complete the process". Below this, the header shows "RFX Response Number 3000021789", "RFX Number 2200000081", "Opening Date 12/31/2014 14:00:00 CST", "RFX Response Version Number Active Version", and "RFX Version Number 1". The main content area includes tabs for "RFX Information", "Items", "Notes and Attachments", "Conditions", and "Tracking". Under "RFX Information", there are sub-tabs for "Basic Data", "Questions", and "Notes and Attachments". The "Event Parameters" section contains input fields for "Currency" (set to "(Internal) United States Dollar (4 Dec.)"), "OfferLabel" (set to "PLANT 1 OFFER"), "Vendor Plant" (set to "1111028"), and "Shipping Point". To the right, the "Status and Statistics" section shows an "Adjust Price" field set to "0.0000". At the bottom, the "Partners and Delivery Information" section is expanded, showing a table with columns for "Function", "Number", "Name", and "Phone Number".

Function	Number	Name	Phone Number
• Goods Recipient		multiple	multiple
• Ship-To Address		multiple	multiple
• Location		multiple	multiple

Change Vendor Response

When all changes are complete, click on the Back button.

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Offers - Commodity Domestic Vendor 2' and features buttons for 'Initial', 'Back', and 'Refresh'. An 'Invitation' section shows details such as 'Invitation: 2200000081', 'Name: AG-DPAD-S-14-0019', 'Type: Dom Commodity Inv', 'Submission Deadline: 12/31/2014 14:00:00', and 'Response Status: New'. Below this is a table of offers with one entry: Offer Number 3000021789, Offer Label PLANT 1 OFFER, Plant Commodity Domestic, Shipping Point X, and Status Pending. A 'Constraints' button is located at the bottom of the table. A callout box points to this button with the text: 'If constraints need revised, click on the Constraints button and make the necessary updates.'

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021789	PLANT 1 OFFER	Commodity Domestic	X	X	3000021781	Pending

If constraints need revised, click on the Constraints button and make the necessary updates.

Change Vendor Response

The screenshot shows a web application interface for 'Web-Based Supply Chain Management'. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are sub-navigation options: 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. A left sidebar contains 'Enter Offers', 'Detailed Navigation' (with sub-items 'Enter Offers', 'Vendor Response Log', and 'Public Procurement Documents'), and 'Portal Favorites'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. Below this is an 'Invitation' section with fields for 'Invitation: 2200000081', 'Name: AG-DPAD-S-14-0019', 'Type: Dom Commodity Inv', 'Subtype: Definit', and 'Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)'. A 'Response: 2 hits' section follows, with a toolbar containing 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. Below the toolbar is a table with columns: 'Vendor Response', 'Response Status', 'No Cnst', 'Changed', 'Changed By', 'Submitted', and 'Submitted By'. The table contains two rows: one with status 'Submitted - On-time' and one with status 'New'. A callout box with a black border contains the text 'Highlight the New vendor response row and click Check to validate'. Two arrows point from this box to the 'New' row and the 'Check' button in the toolbar. At the bottom left of the table area is an 'Offers' button.

Web-Based Supply Chain Management Welcome ComTwo DomVendo

Home Suppliers Admin Reports Help

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Enter Offers

Detailed Navigation

- Enter Offers
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Portal Favorites

Vendor Response - Comm Domestic Vendor 2

[Back](#) [Refresh](#)

Invitation

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definit

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] | Print Version Export

*	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
	7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
	7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

[Offers](#)

Highlight the New vendor response row and click Check to validate

Change Vendor Response

The screenshot displays a web application interface for 'Web-Based Supply Chain Management'. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are sub-navigation options: 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section shows details: Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Deliv, and Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas). A modal dialog box titled 'Vendor Bidding Interface' is open, displaying the message 'Item passes all validations.' and an 'OK' button. A callout box with an arrow points to the 'OK' button, containing the text 'Click OK'. Below the dialog, a table lists vendor responses:

* Vendor Response	Response Status	No Cnst
7000011435-000	Submitted - On-time	
7000011435-001	New	

At the bottom left, there is a 'Back Offers' button.

Change Vendor Response

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help
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Enter Offers

Detailed Navigation

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Portal Favorites

Vendor Response - Comm Domestic Vendor 2

Back Refresh

Invitation

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

Highlight the New vendor response row and click Submit Response

Change Vendor Response

The screenshot shows a web-based supply chain management interface. At the top, it says "Web-Based Supply Chain Management" and "Welcome ComTwo DomVendor". The navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". Below the menu, there are links for "Supplier Self Service", "Bid Management", and "Maintain Organization".

The main content area is titled "Vendor Response - Comm Domestic Vendor 2". It includes a "Back" button and a "Refresh" button. Below this, there is an "Invitation" section with the following details:

- Invitation: 2200000081
- Name: AG-DPAD-S-14-0019
- Type: Dom Commodity Inv
- Subtype: Definite Deliv
- Submission Deadline: 12/31/2014 14:00:00
- Central Time (Dallas)

Below the invitation details, there is a "Response: 2 hits" section. It includes a table with the following data:

* Vendor Response	Response Status	No Cnst	Submitted	Submitted By
7000011435-000	Historical		2014 13:31:34 CST	DOMVENDC0004
7000011435-001	Submitted - On-time		2014 13:57:03 CST	DOMVENDC0004

A modal dialog box titled "Vendor Bidding Interface" is overlaid on the table, displaying the message "This response has been submitted." and an "OK" button. An arrow points from a callout box labeled "Click OK" to the "OK" button in the dialog box.

Withdraw Vendor Response

How to withdraw a Vendor Response that has been submitted to USDA

The screenshot shows the USDA Web-Based Supply Chain Management interface. The page title is "Vendor Response - Comm Domestic Vendor 2". The navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". The "Enter Offers" section is active, showing a "Detailed Navigation" menu with "Enter Offers", "Vendor Response Log", and "Public Procurement Documents". The "Portal Favorites" section is also visible.

The main content area displays the "Invitation" details for "AG-DPAD-S-14-0019", including the invitation number "2200000081", submission deadline "12/31/2014 14:00:00", and type "Dom Commodity Inv".

The "Response: 2 hits" section shows a table of vendor responses. The table has columns for Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The second row is highlighted in yellow, indicating a "Submitted - On-time" response.

The "Withdraw" button is highlighted in the table's toolbar. A callout box points to this button with the instruction: "Highlight the 'Submitted-On-time' Vendor Response and click the Withdraw button".

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	Submitted - On-time		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:57:03 CST	DOMVENDC0004

Highlight the "Submitted-On-time" Vendor Response and click the Withdraw button

CAUTION: If you press Withdraw, the Vendor Response will be withdrawn. There is no confirmation question asking if you're sure you want to withdraw.

Withdraw Vendor Response

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes a 'Back' and 'Refresh' button. The 'Invitation' section shows details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, and submission deadline 12/31/2014 14:00:00. The 'Response: 2 hits' section contains a table with the following data:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:58:48 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

A callout box on the left points to the 'New' status of the second response, stating: 'The previous on-time response will now be in a "New" status, which is not visible to USDA'. At the bottom of the screenshot, another callout box states: 'At this point, no Vendor Responses have been submitted to USDA.'

The previous on-time response will now be in a "New" status, which is not visible to USDA

At this point, no Vendor Responses have been submitted to USDA.

Withdraw Vendor Response - Delete

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section displays details such as Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Delivery, Submission Deadline: 12/31/2014 14:00:00, and Central Time (Dallas). The 'Response: 2 hits' section features a toolbar with 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw' buttons. Below the toolbar is a table with columns: Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The table contains two rows: one with status 'Historical' and one with status 'New'. A callout box on the left explains that to delete a 'New' response, the user must first delete the offers associated with it. Arrows point from the callout box to the 'New' row in the table and to the 'Offers' button at the bottom of the table.

To delete the "New" response, you must first delete the offers associated with the Vendor Response. Highlight the row and select Offers.

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:58:48 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Note: If vendor wanted to resubmit the Vendor Response that was just withdrawn, highlight the Vendor Response in "New" status and select Submit Response.

Withdraw Vendor Response - Delete

Web-Based Supply Chain Management Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Offers - Comm Domestic Vendor 2

Initial Back Refresh

Invitation

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021789	PLANT 1 OFFER	Commodity Domestic		X	3000021781	Pending

Constraints

Highlight each Offer and select Delete.

Withdraw Vendor Response - Delete

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section shows details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, and subtype Definite Delivery. The 'Response: 2 hits' section contains a toolbar with 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. Below the toolbar is a table with columns: Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The table has two rows: one with status 'Historical' and one with status 'New'. A callout box on the left points to the 'Delete' button and the 'New' row in the table.

Highly highlight the "New" Vendor Response and select Delete.

*	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
	7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
	7000011435-001	New		07/25/2014 14:01:18 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Withdraw Vendor Response - Delete

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section displays details: Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Delivery, Submission Deadline: 12/31/2014 14:00:00, and Central Time (Dallas). A 'Response: 2 hits' section shows a table with two rows. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete this response? This deletion is permanent. Press [OK] to continue or [Cancel] to abort.' An arrow points from a 'Click OK' box to the 'OK' button in the dialog.

United States Department of Agriculture
Web-Based Supply Chain Management
Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation
• Enter Offers
• Vendor Response Log
• Public Procurement Documents

Portal Favorites

Vendor Response - Comm Domestic Vendor 2
Back Refresh

Invitation
Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits
Create Copy Change Delete No C... Submit Response Withdraw

View: [Standard View] Print Version Expo

* Vendor Response	Response Status	No Cnst	Submitted By
7000011435-000	Historical		DOMVENDC0004
7000011435-001	New		

Confirm
Are you sure you want to delete this response?
This deletion is permanent.
Press [OK] to continue or [Cancel] to abort.

Click OK

Offers

Withdraw Vendor Response - Delete

United States Department of Agriculture

Web-Based Supply Chain Management

Welcome ComTwo DomVendor

Home
Suppliers
Admin
Reports
Help

Supplier Self Service
Bid Management
Maintain Organization

Enter Offers

Detailed Navigation

- [Enter Offers](#)
- [Vendor Response Log](#)
- [Public Procurement Documents](#)

Portal Favorites

Vendor Response - Comm Domestic Vendor 2

[← Back](#)
[↻ Refresh](#)

Invitation

Invitation: <input type="text" value="2200000081"/>	Name: <input type="text" value="AG-DPAD-S-14-0019"/>	Type: <input type="text" value="Dom Commodity Inv"/>	Subtype: <input type="text" value="Definite Delivery"/>
Submission Deadline: <input type="text" value="12/31/2014 14:00:00"/>	<input type="text" value="Central Time (Dallas)"/>		

Response: 1 hits

[Create](#)
[Copy](#)
[Change](#)
[Delete](#)
[No Constraints](#)
[Vendor Response Log](#)
[Check](#)
[Submit Response](#)
[Withdraw](#)

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

*	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
	7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004

[← Offers](#)

Help

Documentation is available by navigating to Help-Training

Help > Helpdesk > WBSM Helpdesk

WBSM Service Desk Contact Information

Phone:

877-WBSCM-4U or 877-927-2648

Standard support hours:

8:00 AM - 6:00 PM EST

Mon - Fri, excluding Holidays

Off-Hours Support via email, voicemail, and Self-Service Desk Portal

Email:

WBSM.servicedesk@CACI.com

24/7 Self-Service support available via [WBSM Service Desk Portal](#)

Did you know you could log a WBSM issue online through the Service Desk Portal?
A **NEW** [Create and Manage a WBSM Incident](#) job aid provides detailed instructions.

WBSM Service Desk Portal At Your Finger Tips!!!

- Log incidents
- Check status of your incidents
- Access Knowledge Database and Frequently Asked Questions
- Manage/Resolve/Disposition incidents (restricted staff)
- First time users, enter your email address for both User ID and Password on the Service Desk Portal login screen – all lower case. Change password when prompted.



Or you can contact the helpdesk via Phone or Email by navigating to Help-Helpdesk.

Additional email to reach out to for assistance in submitting an offer: WBSMAMSHelpDesk@usda.gov