



United States Department of Agriculture

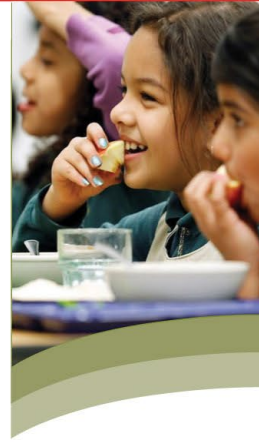
# Agricultural Marketing Service Commodity Procurement Program



Agricultural Marketing Service

COMMODITY PROCUREMENT PROGRAM

# Specialty Crops Procurement Division



## How to Bid on Offshore Orders

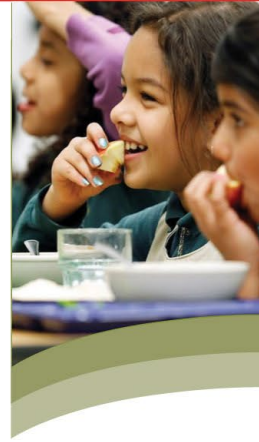


# Introductions

- **Cedric Hopkins- Agricultural Marketing Specialist,**  
Vegetable and Pulses Branch (Canned Dried Beans)
- **Claudius Price- Agricultural Marketing Specialist,**  
Vegetable and Pulses Branch (Frozen Vegetables, Fresh Potato Products)



# Program Overview



- **Commodity Procurement Program purchases USDA foods that are delivered to not only the 48 contiguous states, but also its outlying states, Hawaii and Alaska, as well as its territories such as Puerto Rico, Guam and the U.S. Virgin Islands.**
- **These USDA foods support Food and Nutrition Service led programs including the National School Lunch Program and the Emergency Food Assistance Program.**

# Delivery Options

- **Commodity Procurement offers two delivery options when soliciting for offshore deliveries.**
- **When submitting an offer your company can choose to bid to either port city or final destination, when available.**

# Bidding to Port City

- **The USDA will designate a port city such as Jacksonville, Los Angeles, Seattle, etc. when shipping to an offshore location.**
- **If your bid to port city is accepted, your company is responsible for making a delivery appointment at the port and successfully delivering it to the specified port location.**
- **The USDA will handle booking the ocean carrier and final delivery from there.**
- **After your shipment is received at the port location you are able to submit an invoice through WBSCM and receive payment.**

COMMODITY PROCUREMENT PROGRAM



# Example of Awarded Delivery to Port

79	111301-POTATOES DEHY COMPLETE MIX PKG-24/1 LB	12/16/2020-12/31/2020	1,260.000 CS	30,240.000 LB 37,800.000 LB	3,139.00 USD/100 CS 39,551.40 USD
----	--	-----------------------	--------------	--------------------------------	--------------------------------------

Multistop: 0960097052 ZFS - FAS Vessel Solicitation Item: 5150 Sales order: 5000644457 Item : 200

<b>Goods Recipient:</b>	<b>Ship-to Address:</b>	<b>Final Destination:</b>
HI Dept. of Labor & Industrial Relations 830 PUNCHBOWL STREET 420 HONOLULU, HI-96813-5095(US)	O-LA-Los Angeles, CA OFFSHOREPORT CA-00000-0000(US) Phone: 405-600-3135	THE FOOD BASKET INC 40 HOLOMUA STREET HILO, HI-96720(US) Phone: 808-933-6030

**Reference Documents :**

4300010097 - 12-1NTF-20-C-1302-P00002 Related Item - 0000000001 - Vessel: Freight Qty: 1.000 CON  
**Transportation Text:** VENDOR INSTRUCTIONS TO BE PLACED VERBATIM ON B/L THAT ACCOMPANIES  
 LOAD TO THE TRANSLOAD FACILITY IN LA MIRADA, CA.##Commodity PO# 41-21556, LINE ITEM# 79  
 THRU 80; Freight PO# 43-10097, SALES ORDER# 5000644457, HAWAIIAN EXPRESS QUOTE#  
 45317.##BASIC AMERICA-BLACKFOOT ID IN BLACKFOOT, ID TO DELIVER ONE (1) DRY TRAILER OF  
 POTATOES DEHY COMPLETE MIX, PKG, 24/1 LB, 1,400 CASES, 42,000 LBS GR WT, TO THE FOLLOWING  
 ADDRESS:##HAWAIIAN EXPRESS SVC#16800 TROJAN WAY#LA MIRADA, CA 90638#CONTACT: EDDIE  
 CERDA, PH: (714)367-8800 / 510-751-1126#bisaacks@hawaiianexpress.com , rhodel@hawaiianexpress.com ,  
 agawley@hawaiianexpress.com##PH: (714)367-8800 FOR DELIVERY APPT - MINIMUM OF 24HRS IN  
 ADVANCE - APPTS ARE NECESSARY##HAWAIIAN EXP SVC TO DELIVER ONE (1) DRY OCEAN  
 CONTAINER OF THE ABOVE DESCRIBED COMMODITY TO HONOLULU, HI, C/O HI DEPT OF LABOR &  
 INDUSTRIAL RELATIONS FOR DISTRIBUTION AS FOLLOWS:##LINE ITEM #79- 1,260 CASES - THE FOOD

# WBSCM Demonstration Part 1

- Once you have opened the bid and advanced through the appropriate steps, you will need to export the information to excel:

The screenshot displays the 'Edit RFX Response' interface. At the top, the title 'Edit RFX Response:' is followed by a row of buttons: 'Submit', 'Check', 'Save', 'Export', and 'Import'. The 'Export' button is highlighted in yellow. Below the buttons, the following information is displayed: 'RFX Response Number 3000022783', 'RFX Number 2200000253', and 'Opening Date 10/04/2024 15:00:00 CST'. A navigation bar contains tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Conditions', and 'Tracking'. Below this, another row of tabs includes 'Basic Data', 'Questions', 'Notes and Attachments', and 'Payment'. At the bottom, the 'Event Parameters' section shows a 'Currency' dropdown menu currently set to '(Internal) United States Dollar (4 Dec.)'.



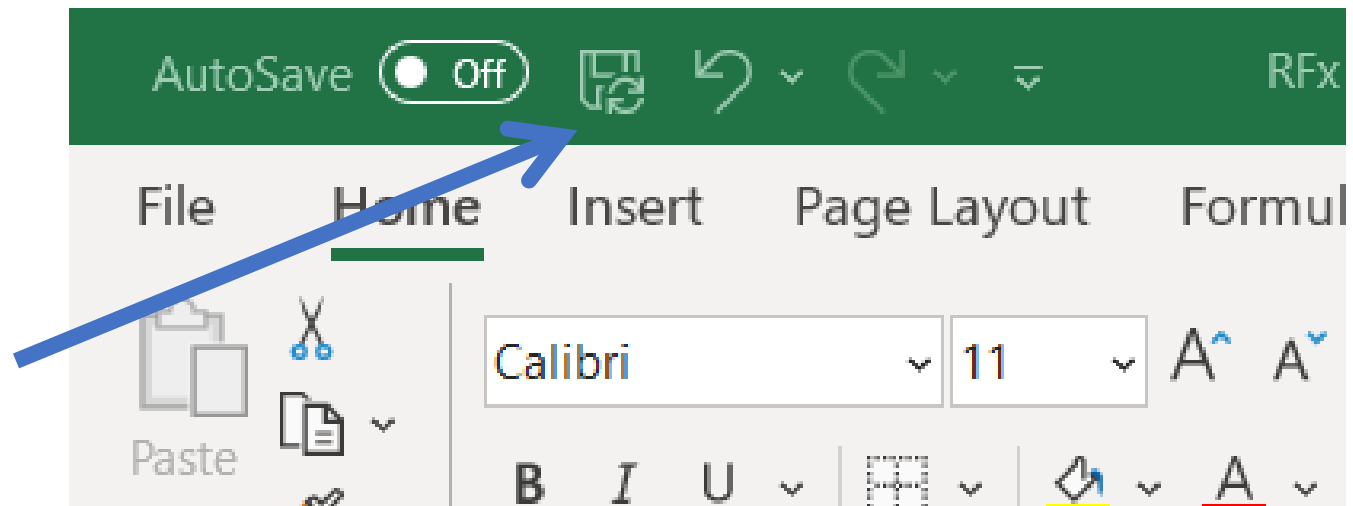
# WBSCM Demonstration Part 2

- Once you have exported and saved the excel file, you will look for the offshore indicator as well as the load port price:

R	S	T	U	V	W
Offshore Indicator	Load Port	Load Port Price	Price	Currency	Per Unit
			0	0 USDN	1
Yes	O-LA	5.501	6.1012	USDN	1
			0	0 USDN	1
			0	0 USDN	1
			0	0 USDN	1
Yes	O-LA	6.101	0	USDN	1
			0	0 USDN	1
			0	0 USDN	1
			0	0 USDN	1
Yes	O-LA	0	0	USDN	1
			0	0 USDN	1

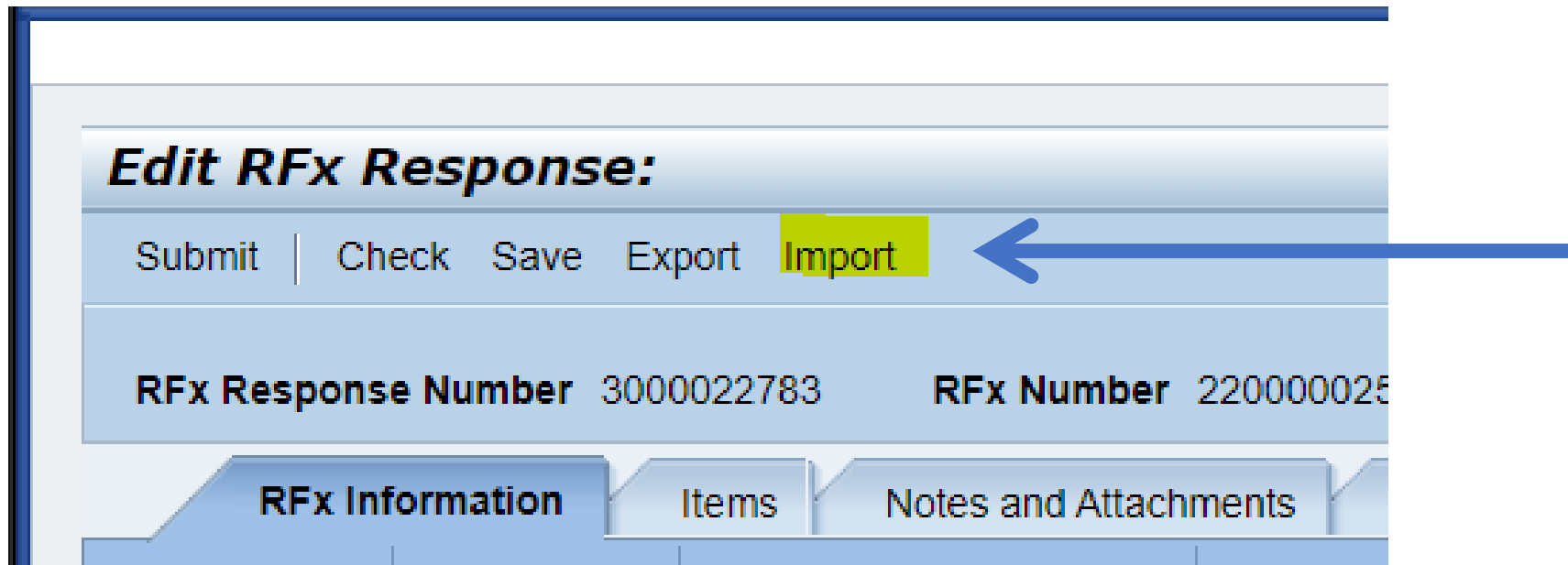
# WBSCM Demonstration Part 3

- It is very important to note that you should not alter any other part of the excel spreadsheet prior to saving.
  - Once you are ready to save, only save via the floppy disk icon in the upper left hand corner:



# WBSCM Demonstration Part 4




- Now you are ready to import the spreadsheet into WBSCM:



# WBSCM Demonstration Part 5

- To verify that your offshore bid has been entered correctly, you can select the **Items** tab, select **Expand All** tab.



Filter Expand All Collapse All Hide Outline Settings		
se 	RFx / Response 	Internal Item Number 
	<a href="#">0/0</a>	10



# WBSCM Demonstration Part 6

- Select the hyperlinked **See Conditions**.
  - Once you have selected See Conditions, you will be able to see the prices you have entered for the offshore port and final destination.

0001.01.002.01	CHEESE PR...	Material	100018	39,600.000	LB	<a href="#">See Conditions</a>	USDN		On 10/31/2024
0001.01.003	LOT: 131333...	Outline		0.000		0.0000	USDN		
0001.01.003.01	CHEESE PR...	Material	100018	18,000.000	LB	0.0000	USDN	1	On 12/31/2024
0001.01.003.02	CHEESE PR...	Material	100018	21,600.000	LB	0.0000	USDN	1	On 12/31/2024
0002	CHICKEN, C...	Outline		0.000		0.0000	USDN		
0002.01	CHICKEN FA...	Outline		0.000		0.0000	USDN		
0002.01.001	AUBURNDA...	Outline		0.000		0.0000	USDN		
0002.01.001.01	CHICKEN FA...	Material	100117	78,000.000	LB	0.0000	USDN	1	On 12/31/2024
0002.01.002	OFFSHORE: ...	Outline		0.000		0.0000	USDN		
0002.01.002.01	CHICKEN FA...	Material	100117	39,000.000	LB	<a href="#">See Conditions</a>	USDN		On 12/31/2024

Details for Item 0001.01.002.01 CHEESE PROCESS YEL SLC LVS-6/5 LB

Item Data Questions Notes and Attachments **Conditions**

Conditions

Add Condition Scales Duplicate Remove

Condition Type	Scales	Amount	Currency	Price Per	Price Unit	Location	Location Name
Price(Contract/Bid)		6.1012	(Internal) United States Dc		1 LB		
Offshore Port Costs Location-Dependent		5.5010	(Internal) United States Dc		1 LB	O-LA	O-LA-Los Angeles, CA

# WBSCM Demonstration Part 7

- If you receive any errors below, please note that this is not a hard stop, and you can continue forward. However, please contact the helpdesk and we will be able to add the product to your vendor profile.

**Edit RFX Response:**

Submit | Check Save Export Import

⚠ Vendor SAYBOLT LP is not permitted for Item No : 150 CHICKEN FAJITA STRIPS CTN-30 LB

⚠ Vendor SAYBOLT LP is not permitted for Item No : 60 CHEESE PROCESS YEL SLC LVS-6/5 LB

**RFX Response Number** 3000022783      **RFX Number** 2200000253      **Opening Date** 10/04/2024 15:00:00 CST

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

# WBSCM Demonstration Part 8

- Finally, please click the “Submit” button:

**Edit RFX Response:**

Submit | Check Save Export Import

⚠ Vendor SAYBOLT LP is not permitted for Item No : 150 CHICKEN

⚠ Vendor SAYBOLT LP is not permitted for Item No : 60 CHEESE F

**RFX Response Number** 3000022783      **RFX Number** 22000

RFX Information    **Items**    Notes and Attachments

# WBSCM Demonstration Part 9

- Please find the work instructions [here](#).
  - You can find the relevant instructions beginning with step 22 on page 14.
  - If you need additional support, please contact the WBSCM helpdesk ( [WBSCMAMSHelpdesk@usda.gov](mailto:WBSCMAMSHelpdesk@usda.gov)) and someone on our team will be able to assist.





Agricultural Marketing Service

COMMODITY PROCUREMENT PROGRAM

# Closing and Q&A