USDA
United States Department of Agriculture
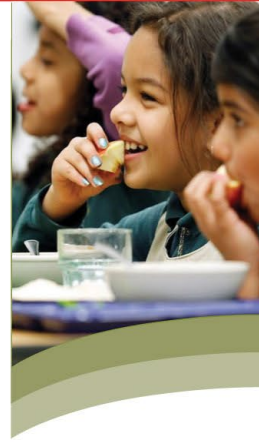
Agricultural Marketing Service
Commodity Procurement Program

Agricultural Marketing Service

COMMODITY PROCUREMENT PROGRAM

Specialty Crops Procurement Division
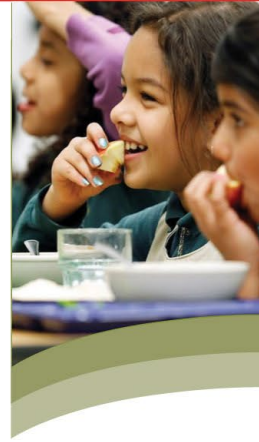
How to Bid on Offshore Orders

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.

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

Goods Recipient:
HI Dept. of Labor & Industrial Relations
830 PUNCHBOWL STREET 420
HONOLULU,HI-96813-5095(US)

Ship-to Address:
O-LA-Los Angeles,CA OFFSHOREPORT
CA-00000-0000(US)
Phone: 405-600-3135

Final Destination:
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:

Edit RFx Response:

Submit | Check Save Export Import

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

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

Basic Data | Questions | Notes and Attachments | Payment

Event Parameters

Currency: (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

Final Destination

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:
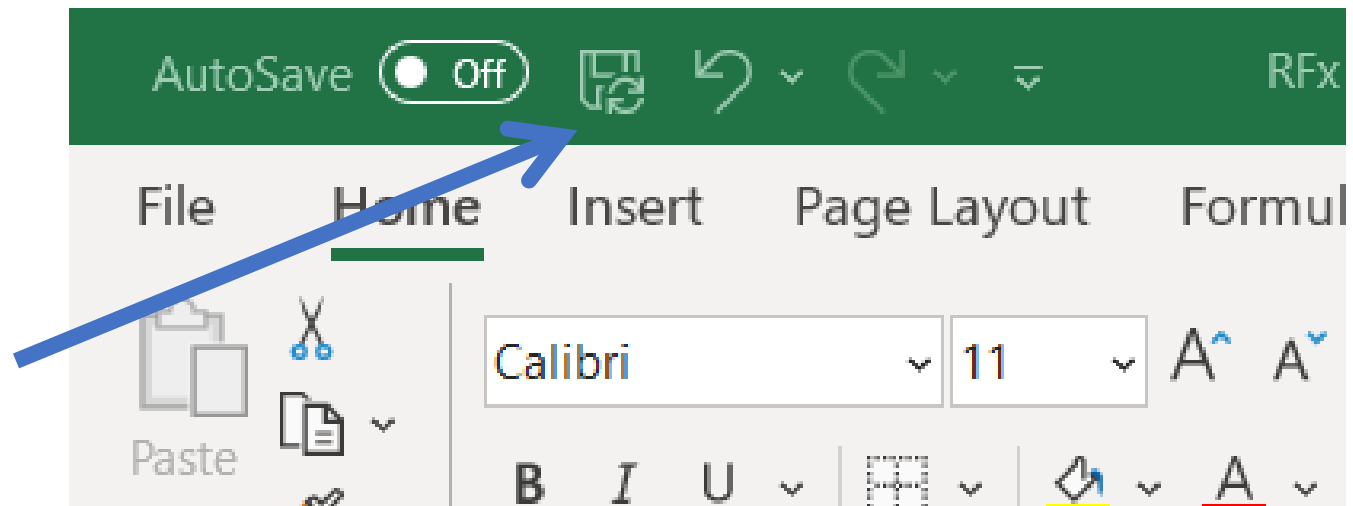
WBSCM Demonstration Part 4

- Now you are ready to import the spreadsheet into WBSCM:
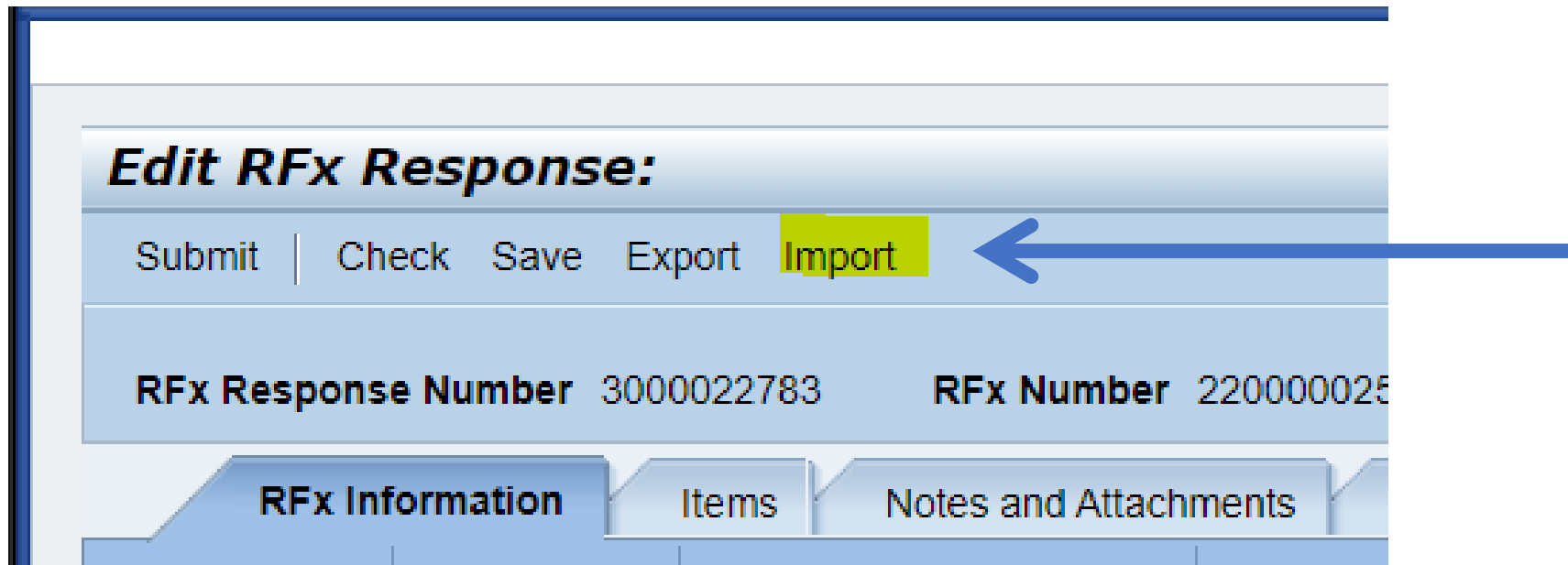
WBSCM Demonstration Part 5

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

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.

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:

Agricultural Marketing Service

COMMODITY PROCUREMENT PROGRAM

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) and someone on our team will be able to assist.

Closing and Q&A