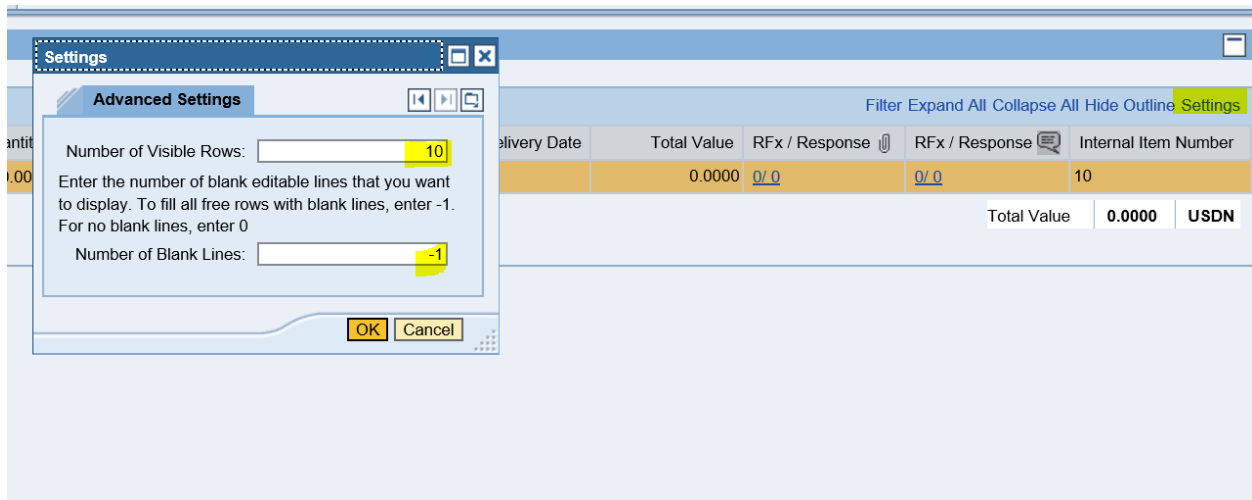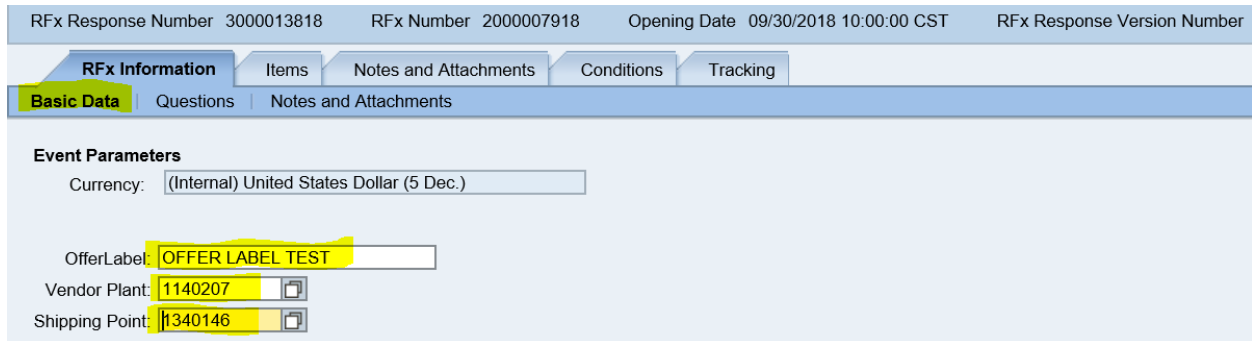Check the settings and confirm the following (this is one time activity for all invitations).

Number of visible rows 10

Perform the following steps for large invitations only to avoid delay. (Review training documentation for additional help).

Enter required fields in the 'Basic Data' tab.

Answer questions in the 'Questions' tab.

Use 'Export' to send data to spreadsheet for pricing.

Enter the price in the spreadsheet.

Import the saved data and upload

Submit the response. (Save if you need to submit later. This will increase length of process)

Use print preview to validate the prices.

Display RFx Response:

Print Preview | ↻ | Withdraw

⚠ Vendor MIKE GIBSON MANUFACTURING INC is not permitted for Item No : 40 CHEESE CHED WHT BLOCK-40 LBS

⚠ Vendor MIKE GIBSON MANUFACTURING INC is not permitted for Item No : 50 CHEESE CHED WHT BLOCK-40 LBS

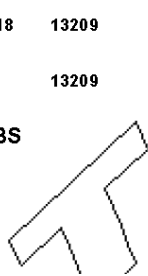| RFx Response Number 3000013819	RFx Number 2000007918	Opening Date 09/30/2018 10:00:00 CST	RFx Response Version Number Active Version	RFx Version Number 3

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

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

Question	Reply	Comment
Yes_NO:	⦿ Yes ○ No ○ No Reply	[ ]
CCR Registration: *	⦿ Yes ○ No	[ ]

Do you want to open or save **RFx Response.pdf** (10.9 KB) from wbscmdevdsl.wbscm.usda.gov?   Open   Save ▼   Cancel   ✕

Item	Material	Description Comments	Required by	ZipCode	Tgt Qty/UOM	Offer Price
10		CHEESE, NATURAL AMER				
20		CHEESE CHED WHT BLOCK-40 LBS				
30		SYRACUSE NY				
40	130005	CHEESE CHED WHT BLOCK-40 LBS	09/01/2018-10/31/2018	13209	9,000.000 LB	3.0000 USDN/1 LB
50	130005	CHEESE CHED WHT BLOCK-40 LBS	10/31/2018	13209	1,429,200.000 LB	3.0000 USDN/1 LB

Total Quantity for CHEESE CHED WHT BLOCK-40 LBS   1,438,200.000 LB

Total Quantity for Offer   1,438,200.000 LB

Use the copy feature to create multiple offers, then update price and vendor plant & shipping point details.

Invitation:	2000007918	Name:	AG-DBFD-18-B-0138-0002	Type:	Dom Commodity Inv	Subtype:	Definite Delivery
		Submission Deadline:	09/30/2018 10:00:00			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	Rmk/Att
		3000013819	OFFER	plant1	12986 UT			Pending	