

Export/Import Solicitation During Creation of an Offer

October 29, 2015

Vendors may have the ability to export/import the solicitation RFX Response. The excel file can then be used to enter offer prices on all items except off-shore locations. If a solicitation can be exported out of WBSCM, there will be either an export and an import button, or only an export button, displayed under “Create RFX Response”.

These instructions provide guidance on the proper procedures to follow when using the export/import functionality.

Prior to the steps below, the offeror must have created an offer (instructions for this is found under the document titled “Submitting an Offer on Invitation for Bid Solicitation” immediately after the steps found on page 5) and the Create Bid popup window entitled “Create RFX Response” must be displayed as such:

Create Bid | History | Back Forward

Create RFX Response

Submit | Check | Save | Export | Import

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value

Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value

Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value

Please click 'Check' to validate the Offer.

RFX Response Number 3000021814 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 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

Event Parameters

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

Offer Label:

Vendor Plant: 1111025

Shipping Point: 1210590

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Function	Number	Name	Phone Number
Goods Recipient		multiple	multiple
Ship-To Address		multiple	multiple
Location		DOMESTIC STATISTICAL 1000	

Figure 1.

Step 1: To export the bid offer form, click the “Export” link.

Step 2: Once the “Export” link has been selected, at the bottom of the page three options will be displayed, Open, Save or Cancel. To assure proper format of the file is preserved, AMS recommends using the “Save As” feature.

- **Note:** If the user clicks on the “Open” file button, the file format will **NOT** work for importing data back into WBSCM. It is also important to NOT change any of the fields or add any columns to the file if you intend to import it back into WBSCM.

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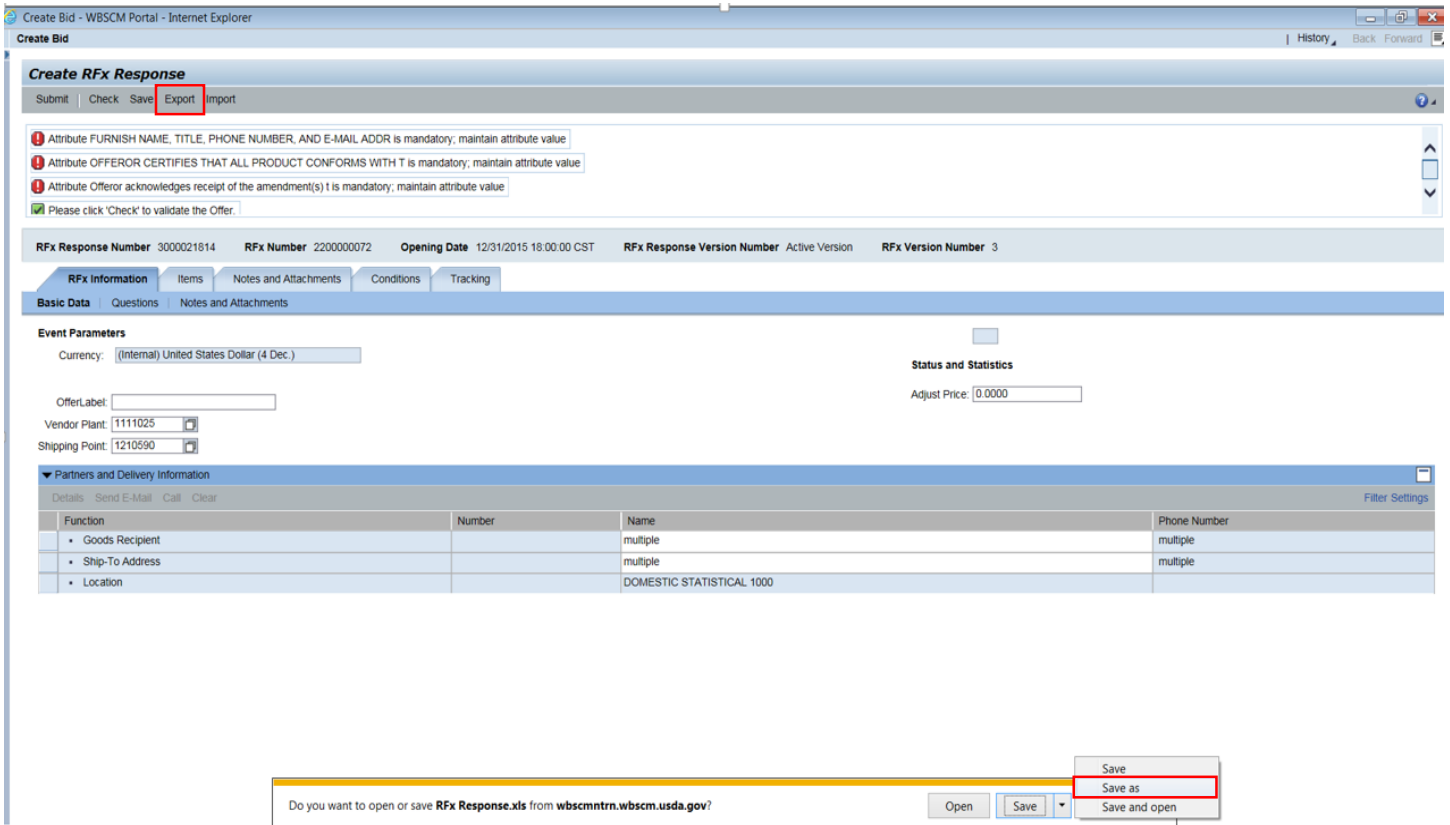


Figure 2.

Step 3: Once “Save As” has been selected, save the excel file as “RFX Response” on your computer.

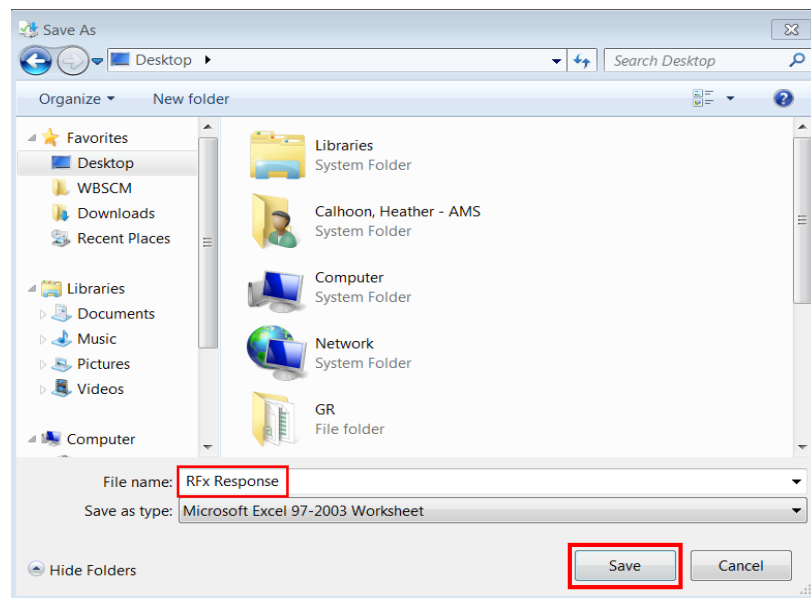


Figure 3.

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Step 4: After the response file is exported, save the offer response so any work that has been completed on the RFx Response page is saved.

Display RFx Response:

Response 3000021817 saved

RFx Response Number: 3000021817 RFx Number: 2200000071 Opening Date: 12/31/2015 18:00:00 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

Event Parameters

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

Offer Label: []

Vendor Plant: []

Shipping Point: []

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Function	Number	Name	Phone Number
• Goods Recipient		multiple	multiple
• Ship-To Address		multiple	multiple
• Location		DOMESTIC STATISTICAL 1000	

Figure 4.

Step 5: Once the RFx Response excel file has been saved on your computer, go to the location it was saved and open the file. When trying to open the file, the message displayed in Figure 5 will appear, select “Yes”.

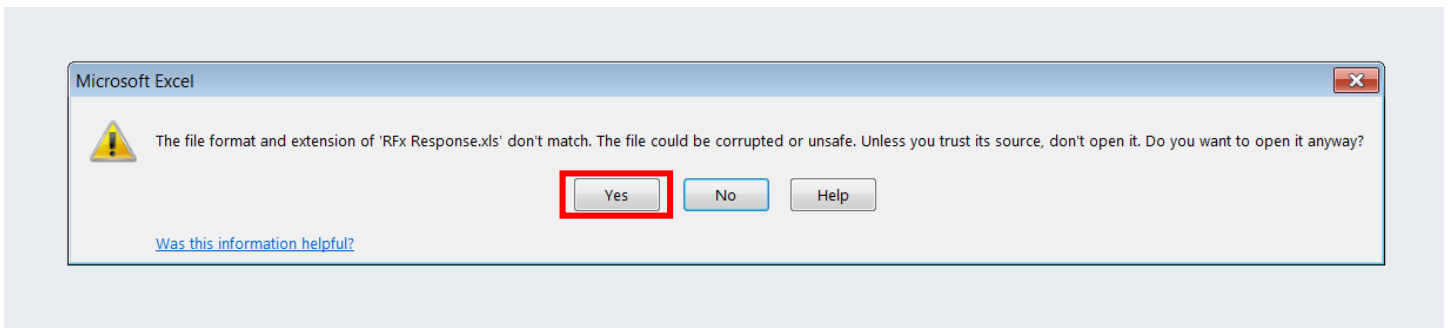


Figure 5.

Step 6: After the file is open, enter your offer prices for the line item you want to bid on, EXCLUDING any offshore destinations. Keep in mind the “Price” column will only allow four numbers after the decimal.

Note: Offshore destinations will have a “Yes” in the offshore column. Also, please note that destinations that are lotted together form a full truckload and will have a correlation number showing in the correlation column.

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Bid Invit	Internal Line	Product C	Product ID	Product de	Ship-to ID	Ship-to de	City	zipcode	State	Correlation	Delivery D	Quantity	UOM	Substitutio	Offshore	Price	Currency	Per Unit
2.2E+09	40 0001.01.0:	702010 FRUIT, CAI	100210 APRICOT F	5000214 THE MARA BROOKLYN	11220 NY	22222222	20141001	250 CS	0	USDN	1							
2.2E+09	50 0001.01.0:	702010 FRUIT, CAI	100210 APRICOT F	5000322 SCHWEBEL YOUNGST	44507 OH	22222222	20141001	1370 CS	0	USDN	1							
2.2E+09	80 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000648 Y HATA & (HILO	96720 HI	7E+09	20150401	195 CS	Yes	0	USDN	1						
2.2E+09	90 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5001120 Y HATA & (HONOLUL	96819 HI	7E+09	20150401	1115 CS	Yes	0	USDN	1						
2.2E+09	100 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000646 KOA TRAD LIHUE	96766-14E HI	7E+09	20150401	100 CS	Yes	0	USDN	1						
2.2E+09	120 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000648 Y HATA & (HILO	96720 HI	7E+09	20150401	195 CS	Yes	0	USDN	1						
2.2E+09	130 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5001120 Y HATA & (HONOLUL	96819 HI	7E+09	20150401	1115 CS	Yes	0	USDN	1						
2.2E+09	140 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000646 KOA TRAD LIHUE	96766-14E HI	7E+09	20150401	100 CS	Yes	0	USDN	1						
2.2E+09	170 0001.03.0:	702010 FRUIT, CAI	100218 PEACHES C	5000027 SCHALLER GREENSBL	15601 PA	20141001	20141001	1620 CS	0	USDN	1							
2.2E+09	210 0002.01.0:	703030 VEGETABL	100506 POTATO B	5000207 BUTTER KI SUNBURY	17801 PA	20141001	20141001	40000 LB	0	USDN	1							

Figure 6.

Step 7: After all prices are entered on the items you wish to bid on, save the file—keeping it in the same file format. Click “Save” and the message in Figure 6 will appear. Select “Yes”.

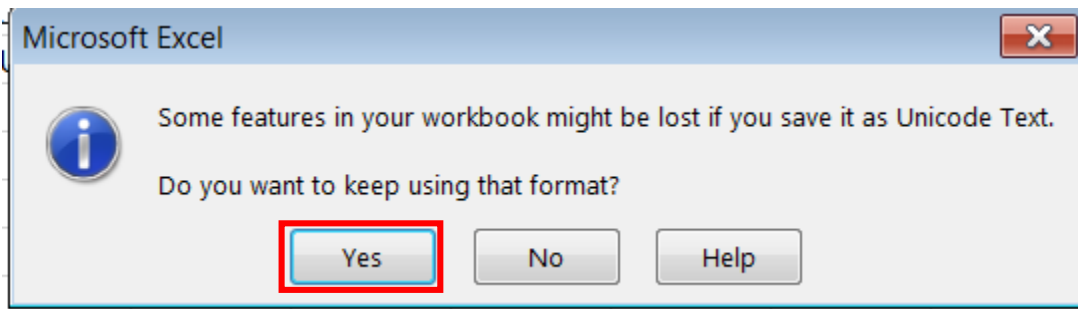


Figure 7.

Step 8: Once selecting “Yes”, close out of excel. A message will appear asking if you want to save changes to ‘RFx Response’. While it might seem counterintuitive, select “Don’t Save”.

Bid Invit	Internal Line	Product C	Product ID	Product de	Ship-to ID	Ship-to de	City	zipcode	State	Correlation	Delivery D	Quantity	UOM	Substitutio	Offshore	Price	Currency	Per Unit
2.2E+09	40 0001.01.0:	702010 FRUIT, CAI	100210 APRICOT F	5000214 THE MARA BROOKLYN	11220 NY	22222222	20141001	250 CS	0	USDN	1							
2.2E+09	50 0001.01.0:	702010 FRUIT, CAI	100210 APRICOT F	5000322 SCHWEBEL YOUNGST	44507 OH	22222222	20141001	1370 CS	0	USDN	1							
2.2E+09	80 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000648 Y HATA & (HILO	96720 HI	7E+09	20150401	195 CS	Yes	0	USDN	1						
2.2E+09	90 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5001120 Y HATA & (HONOLUL	96819 HI	7E+09	20150401	1115 CS	Yes	0	USDN	1						
2.2E+09	100 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000646 KOA TRAD LIHUE	96766-14E HI	7E+09	20150401	100 CS	Yes	0	USDN	1						
2.2E+09	120 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5000648 Y HATA & (HILO	96720 HI	7E+09	20150401	195 CS	Yes	0	USDN	1						
2.2E+09	130 0001.02.0:	702010 FRUIT, CAI	100211 MIXED FRI	5001120 Y HATA & (HONOLUL	96819 HI	7E+09	20150401	1115 CS	Yes	0	USDN	1						
2.2E+09	160 0001.03.0:	702010 FRUIT, CAI	100218 PEACHES C	5000027 SCHALLER GREENSBL	15601 PA	20141001	20141001	1620 CS	0	USDN	1							
2.2E+09	200 0002.01.0:	703030 VEGETABL	100506 POTATO B	5000207 BUTTER KI SUNBURY	17801 PA	20141001	20141001	40000 LB	0	USDN	1							

Figure 8.

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Step 9: Return to WBSM RFX Response page. In order to import the file, select “Edit” shown in Figure 9. After clicking the “Edit” button, you will be able to import the RFX Response file shown in Figure 10.

Display RFX Response:

[Edit](#) [Print Preview](#) [Check](#)

Response 3000021817 saved

RFx Response Number 3000021817 RFx Number 2200000071 Opening Date 12/31/2015 18:00:00 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

Event Parameters

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

Offer Label:

Vendor Plant:

Shipping Point:

Status and Statistics

Adjust Price:

Partners and Delivery Information

Function	Number	Name	Phone Number
• Goods Recipient		multiple	multiple
• Ship-To Address		multiple	multiple
• Location		DOMESTIC STATISTICAL 1000	

Figure 9.

Create RFX Response

[Submit](#) [Check](#) [Save](#) [Export](#) [Import](#)

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value

Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value

Attribute Offeror acknowledges receipt of the amendment(s) is mandatory; maintain attribute value

Please click 'Check' to validate the Offer.

RFx Response Number 3000021814 RFx Number 2200000072 Opening Date 12/31/2015 18:00:00 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

Event Parameters

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

Offer Label:

Vendor Plant:

Shipping Point:

Status and Statistics

Adjust Price:

Partners and Delivery Information

Function	Number	Name	Phone Number
• Goods Recipient		multiple	multiple
• Ship-To Address		multiple	multiple
• Location		DOMESTIC STATISTICAL 1000	

Figure 10.

Step 10: After selecting “Import”, the window shown in Figure 11. Select “Browse” and navigate to where the excel file is located.

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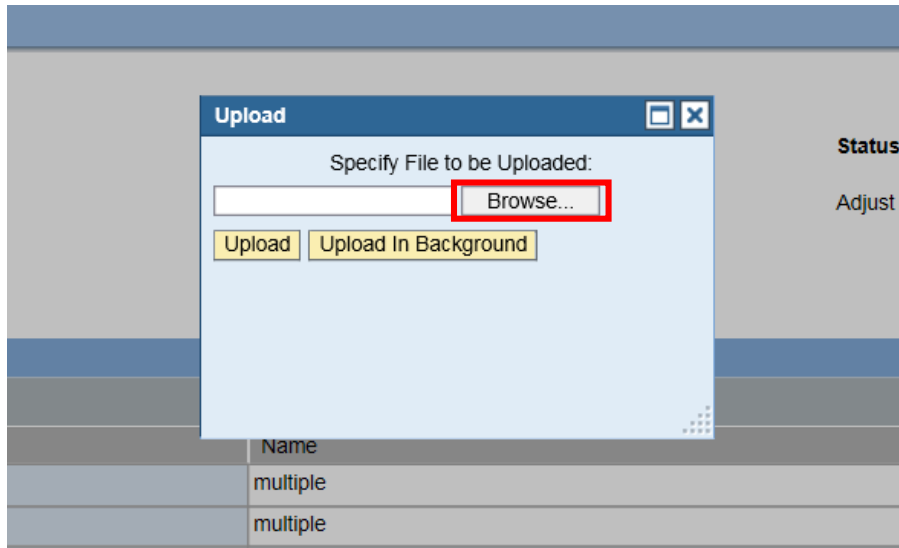


Figure 11.

Step 11: Select the file and click the “Open” button.

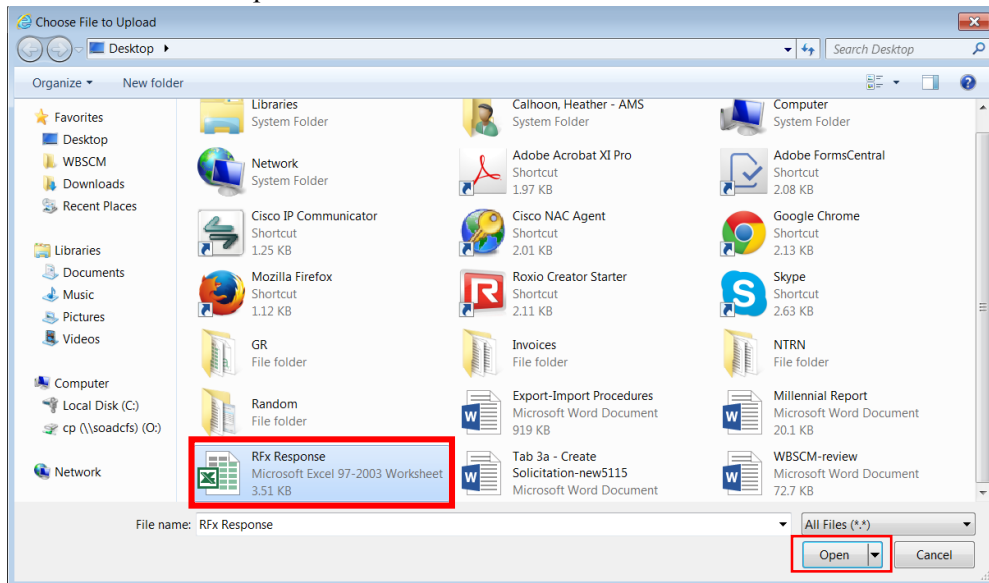


Figure 12.

Step 12: The URL for the file will be displayed. Select the “Upload” button.

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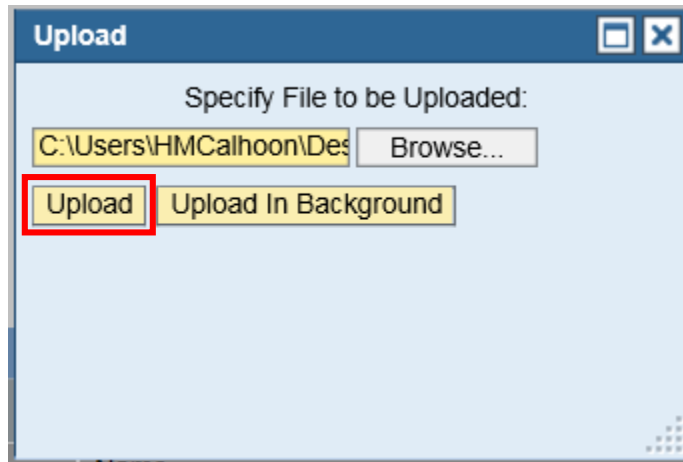


Figure 13.

Step 13: Once the file is uploaded, navigate to the **Items** tab and enter any offshore prices, if applicable, and check your offer. Prices that were entered in modified excel sheet will be shown under the prices column.

NOTE: Steps for bidding on an Offshore location are located on Page 14 on the procedures for “Submitting an Offer on Invitation for Bid Solicitation”.

Create RFX Response													
Submit Check Save Export Import													
RFX Response Number 3000021815		RFX Number 2200000072		Opening Date 12/31/2015 18:00:00 CST		RFX Response Version Number Active Version		RFX Version Number 3					
RFX Information		Items		Notes and Attachments		Conditions		Tracking					
Item Overview													
Filter Expand All Collapse All Hide Outline Settings													
Line Number	Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	FRUIT, CANNED			0.000		0.0000	USDN			0.0000	0/0	0/0	10
0001.01	APRICOT HALVES CAN-24/300			0.000		0.0000	USDN			0.0000	0/0	0/0	20
0001.01.01	LOT: 2222224 BROOKLYN NY / YOUNGSTOW...	<input checked="" type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0	30
0001.01.01.01	APRICOT HALVES CAN-24/300		100210	250.000	CS	1.0000	USDN	1	On 01/15/2016	250.0000	0/0	0/0	40
0001.01.01.02	APRICOT HALVES CAN-24/300		100210	1,370.000	CS	69.0000	USDN	1	On 01/15/2016	94,530.0000	0/0	0/0	50
0001.02	MIXED FRUIT CAN-24/300			0.000		0.0000	USDN			0.0000	0/0	0/0	60
0001.02.01	LOT: 7000155109 HILO HI / HONOLULU HI...	<input checked="" type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0	70
0001.02.01.01	MIXED FRUIT CAN-24/300		100211	195.000	CS	0.0000	USDN	1	On 04/15/2016	0.0000	0/0	0/0	80
0001.02.01.02	MIXED FRUIT CAN-24/300		100211	1,115.000	CS	0.0000	USDN	1	On 04/15/2016	0.0000	0/0	0/0	90
0001.02.01.03	MIXED FRUIT CAN-24/300		100211	100.000	CS	0.0000	USDN	1	On 04/15/2016	0.0000	0/0	0/0	100
0001.02.02	LOT: 7000155111 HILO HI / HONOLULU HI...	<input checked="" type="checkbox"/>		0.000		0.0000	USDN			0.0000	0/0	1/0	110
0001.02.02.01	MIXED FRUIT CAN-24/300		100211	195.000	CS	0.0000	USDN	1	On 04/15/2016	0.0000	0/0	0/0	120
0001.02.02.02	MIXED FRUIT CAN-24/300		100211	1,115.000	CS	0.0000	USDN	1	On 04/15/2016	0.0000	0/0	0/0	130
0001.02.02.03	MIXED FRUIT CAN-24/300		100211	100.000	CS	0.0000	USDN	1	On 04/15/2016	0.0000	0/0	0/0	140
0001.03	PEACHES CLING SLICES CAN-24/300			0.000		0.0000	USDN			0.0000	0/0	0/0	150
0001.03.01	GREENSBURG PA			0.000		0.0000	USDN			0.0000	0/0	0/0	160
0001.03.01.01	PEACHES CLING SLICES CAN-24/300		100218	1,620.000	CS	87.0000	USDN	1	On 01/15/2016	140,940.0000	0/0	0/0	170
0002	VEGETABLE, FRESH			0.000		0.0000	USDN			0.0000	0/0	0/0	180
0002.01	POTATO BULK FOR PROCESS FRZ			0.000		0.0000	USDN			0.0000	0/0	0/0	190
0002.01.01	SUNBURY PA			0.000		0.0000	USDN			0.0000	0/0	0/0	200
0002.01.01.01	POTATO BULK FOR PROCESS FRZ		100506	40,000.000	LB	61.0000	USDN	1	On 01/15/2016	2,440,000.0000	0/0	0/0	210
Total Value										2,675,720.0000	USDN		

Figure 14.