## PROCESS OVERVIEW

**Purpose**

The purpose of this transaction is to create and submit a Domestic Bid Response (Offer). Pricing can be entered directly into WBSCM, or exported and entered into a spreadsheet; and then imported back into WBSCM. This transaction can be performed for non-offshore regular items as well as to enter offshore prices to the US port and to the final destination, both directly in WBSCM or using the download/upload Excel spreadsheet process.

**Process Trigger**

A vendor would use this process to create and submit a Bid Response (Offer) to a published Domestic Bid Invitation (Solicitation).

**Prerequisites**

- An open, published Domestic Bid Invitation (Solicitation)

**Portal Path**

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➜ **Bid Management** tab ➜ **Enter Offers** link to go to the *Enter Offers* screen

**Tips and Tricks**

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    - **Required (R)** – a mandatory field necessary to complete the transaction
    - **Optional (O)** – a non-mandatory field not required to complete the transaction
    - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

## PROCEDURE

**1.** Start the transaction using the following Portal path: **Suppliers** tab ➜ **Bid Management** tab ➜ **Enter Offers** link.

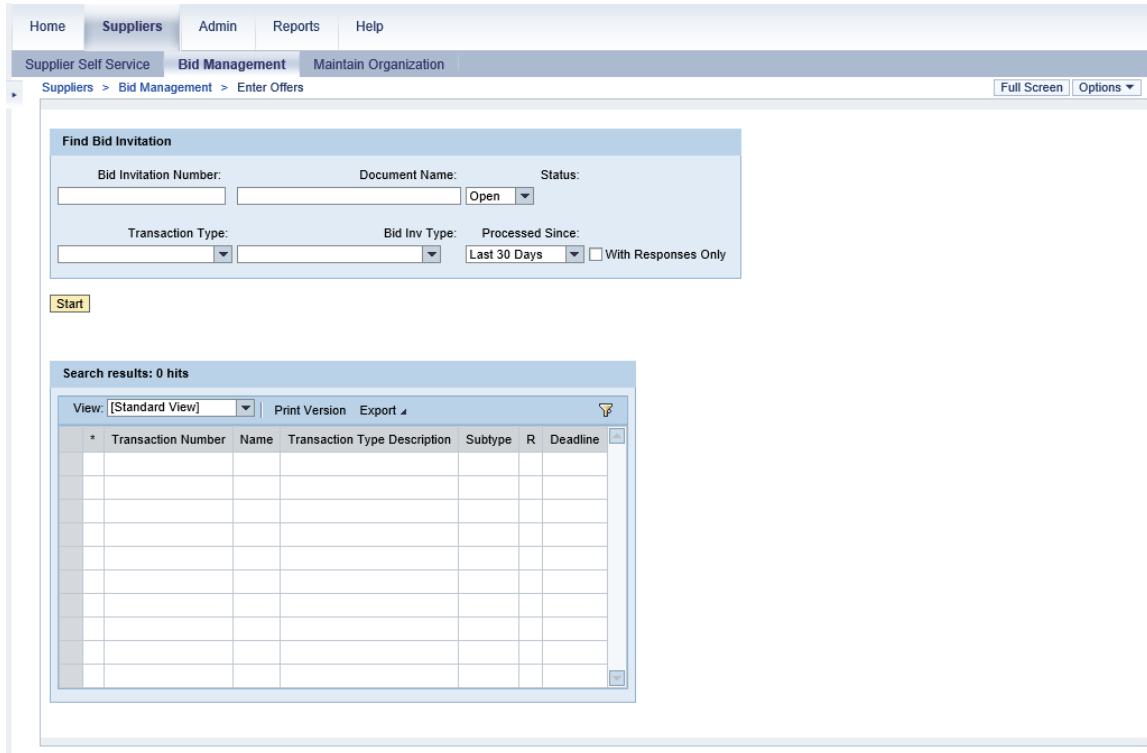**Image: Enter Offers - Find Bid Invitation Screen**



**2.** Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done on any transaction in WBSCM.

**Image: Enter Offers - Find Bid Invitation Screen**



**3.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Bid Invitation Number: | O | Unique identifying number associated with a bid invitation in WBSCM. Whenever a bid response (a series of offers) is created, it is created in response to an existing invitation. If the bid invitation number is known, enter it in this field. If it is not known, enter the remaining fields to perform a search for it.<br><br>**Example:**<br>2000004801 |
| Document Name: | O | Long procurement number (LPN).<br><br>**Example:**<br>12-3J14-18-S-0031 |
| Status: | O | Status of the document.<br><br>**Example:**<br>Open<br><br>(Note) If "Ended" status is selected, no search results will appear as ended |

| Field | R/O/C | Description |
|---|---|---|
| | | means the solicitation/bid has been closed and it is no longer possible to enter an offer. |
| Transaction Type: | O | The type of product or service identified in the bid invitation from USDA.<br><br>**Example:**<br>Dom Commodity Inv<br><br>(Note) For domestic commodity, select the **Dom Commodity Inv** transaction type.<br><br>A complete list of Transaction Types and their definitions includes:<br><br>• **BIDP:** Not an applicable option because it will not retrieve any data<br>• **RFx:** Not an applicable option because it will not retrieve any data<br>• **Barter and Exch Inv:** An invitation for a barter and exchange order. A barter and exchange order is one where USDA provides the vendor with a commodity (such as a material from the price support warehouse or that is available in surplus), and the vendor provides USDA with a completely different commodity. For example, USDA may provide corn soy blend to the commodity vendor, and the commodity vendor may provide that aid recipient with pinto beans.<br>• **Intl Commodity Inv**: An invitation for a commodity to fulfill an international USAID or FAS Sales Order.<br>• **Dom Commodity Inv**: An invitation for a commodity to fulfill a domestic FNS Sales Order. **This is the relevant selection for this transaction.**<br>• **Intl Freight Inv**: An invitation for freight services to ship |

| Field | R/O/C | Description |
|---|---|---|
| | | goods from a domestic load port to an overseas location to fulfill an international USAID or FAS Sales Order.<br>• **Intl Comm Preference**: A preference (template) of the key fields in an international commodity bid response (offer). Creating a preference saves time, as the details entered in the preference can be pulled into the vendor response (offer).<br>• **Intl Frgt Preference**: A preference (template) of the key fields in an international freight bid response (offer). Creating a preference saves time, as the details entered in the preference can be pulled into the vendor response (offer).<br>• **Master/Shortfall Inv**: An invitation for a commodity in a master/shortfall situation. |
| Bid Inv Type: | O | The type of bid invitation from USDA.<br><br>**Example:**<br>Definite Delivery |
| Processed Since: | O | Time since last processing.<br><br>**Example:**<br>Last 30 Days |
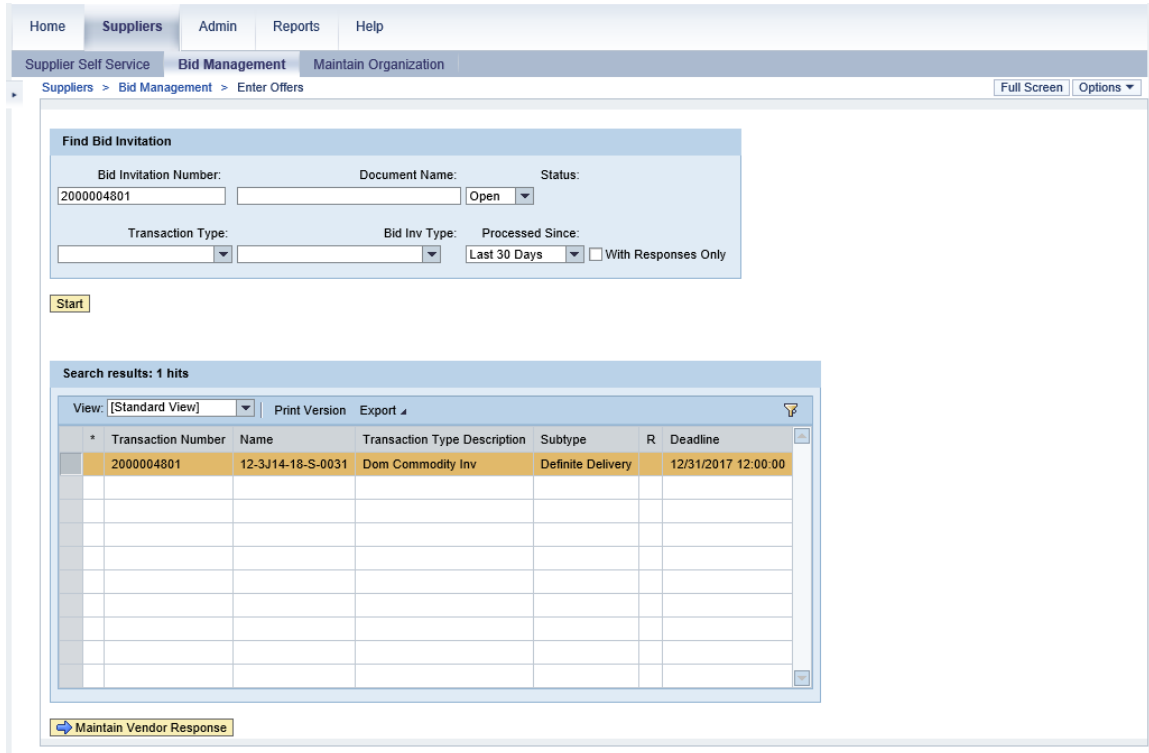
**4.**     If desired, click ☐ With Responses Only (the **With Responses Only** checkbox) to locate only bid invitations with associated responses or bids.

**Image: Enter Offers - Find Bid Invitation Screen**



**5.**   Click [Start] (the **Start** button) to execute the search.

**Image: Enter Offers - Find Bid Invitation Screen**



**6.** The search result(s) is displayed in bottom. Click [ ] (the **Selection** button) to highlight the desired bid invitation. In this example, bid invitation **2000004801** is highlighted based on the search result.

**7.** Click [Maintain Vendor Response] (the **Maintain Vendor Response** button).

**Image: Vendor Response Screen**
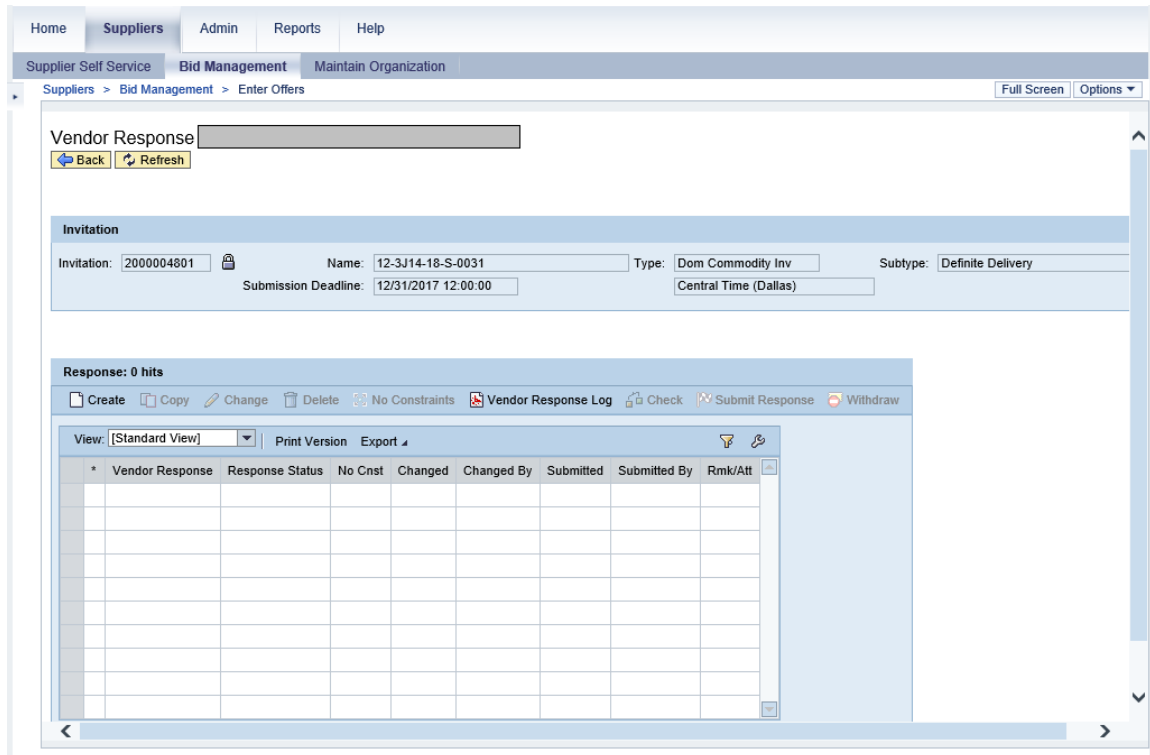


**8.**   Click [Create] (the **Create** button) to create the bid response (offer).
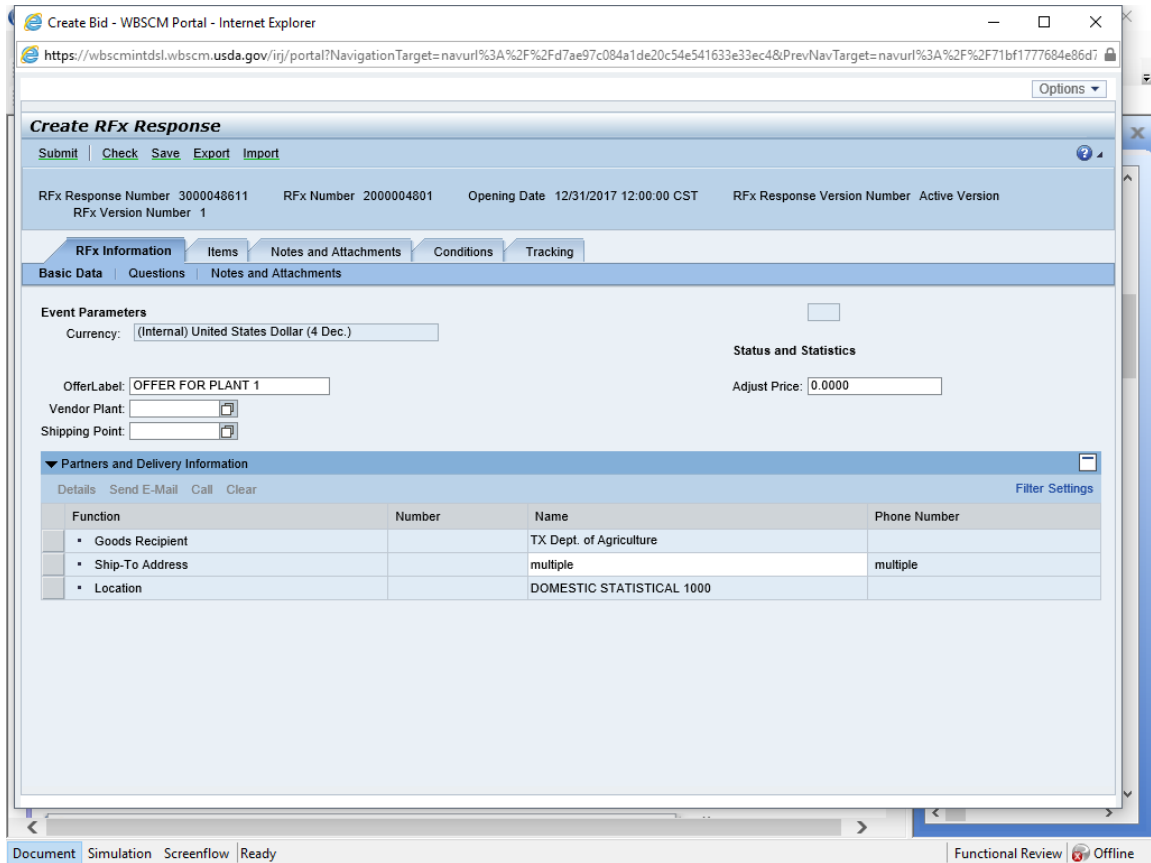
**Image: Create RFx Response Screen**
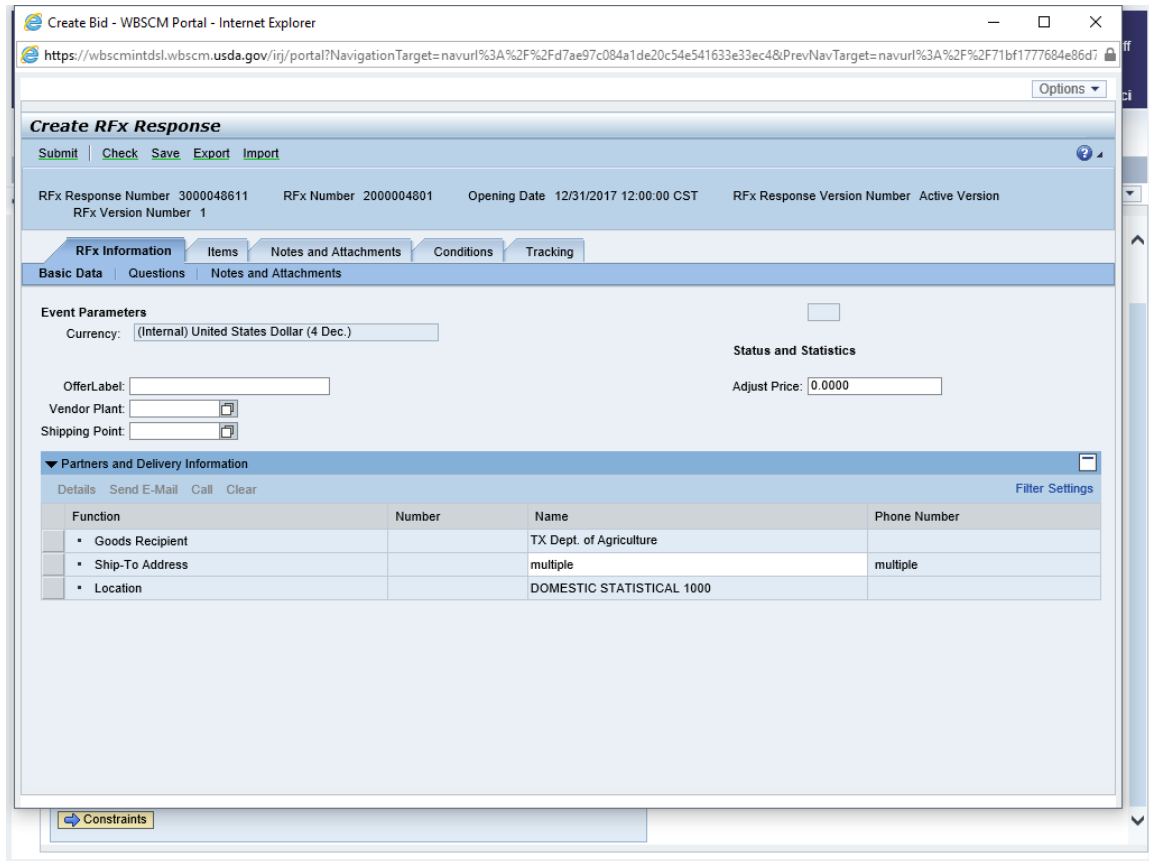


**9.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| OfferLabel: | O | The name or label given to the offer that the vendor is placing.<br><br>**Example:**<br>OFFER FOR PLANT 1 |

**Image: Create RFx Response Screen**



**10.**     Click ⬚ (the **Matchcode** button) in the **Vendor Plant** field to search for the vendor plant.

**Image: All Values: Vendor Plant Pop-Up**
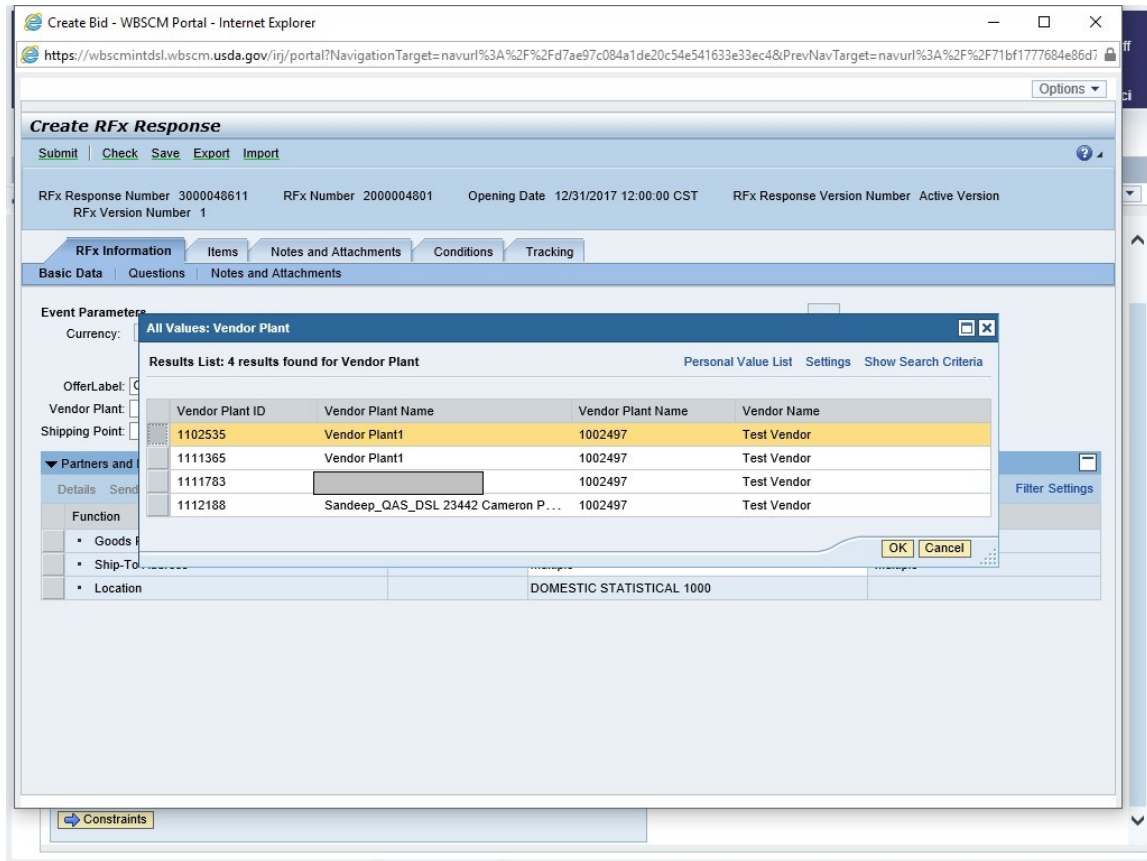


**11.** Click ▣ (the **Selection** button) to select a vendor plant that has already been created in WBSCM. In this example, **1102535 Vendor Plant1** is selected.
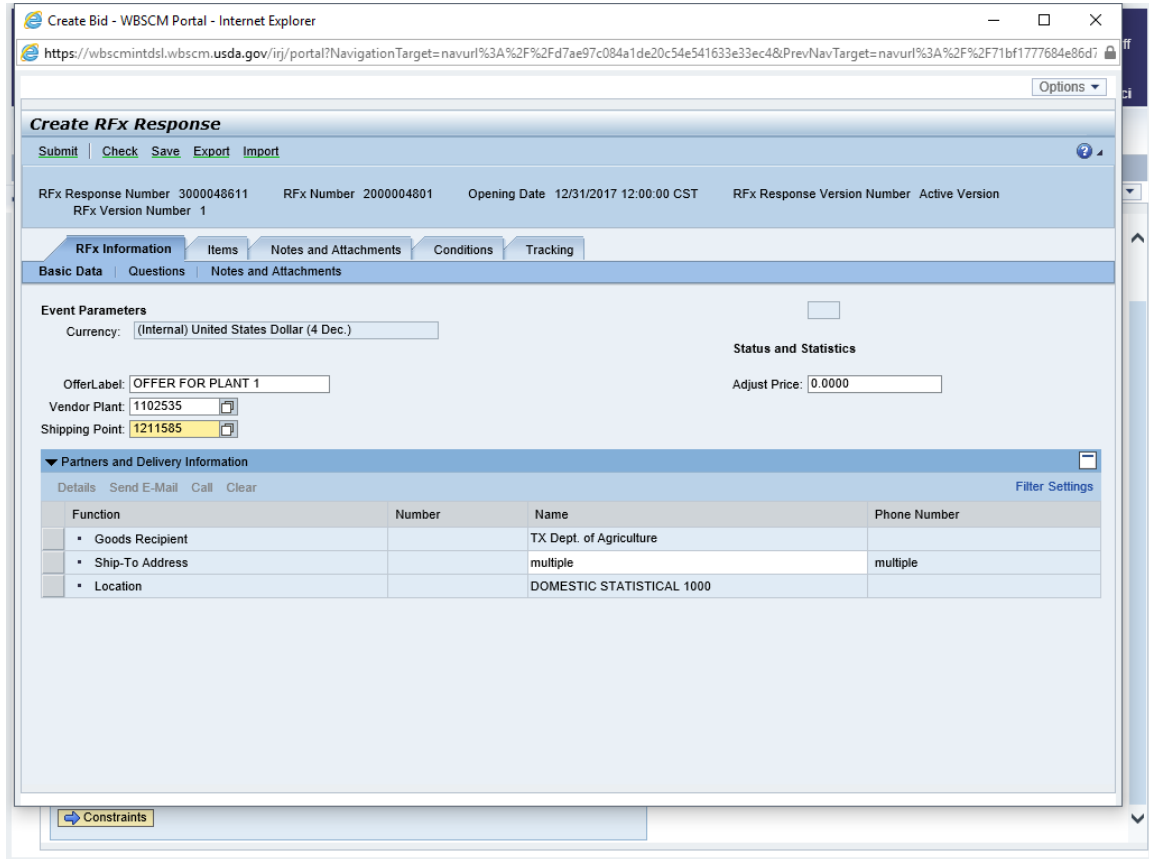
> (Note) If the plant is not listed, it is because it hasn't been registered in WBSCM. Please refer to the **Register Plant or Shipping Point (External)** work instruction for more information on how to register a plant.

**12.** Click OK (the **OK** button) to confirm the selection.

**Image: Create RFx Response Screen**



**13.**      Click 🗇 (the **Matchcode** button) in the **Shipping Point** field to search for the shipping point.

**Image: All Values Shipping Point Pop-Up**
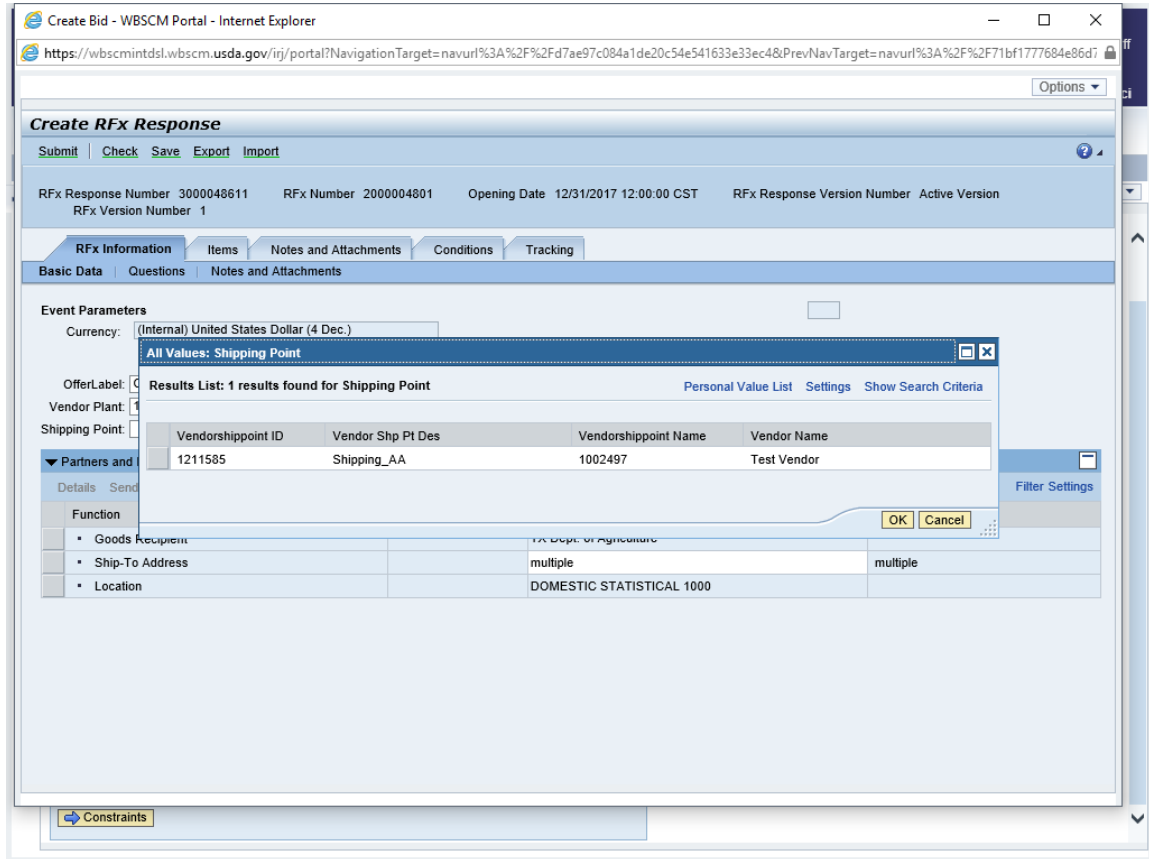


**14.** Click [ ] (the **Selection** button) to select a shipping point option. In this example, **Shipping_AA** shipping point is selected.

> (Note) If the shipping point is not listed, it is because it hasn't been registered in WBSCM. Please refer to the **Register Plant or Shipping Point (External)** work instruction for more information on how to register a shipping point.

**Image: All Values Shipping Point Pop-Up**



**15.** Click OK (the **OK** button) to confirm the selection.

**Image: Create RFx Response**



16.     Click [Questions] (the **Questions** sub-tab) to respond to the required questions from the bid invitation.

**Image: Create RFx Response Screen**



**17.** All questions that require a response have a red asterisk (*). Questions with a red asterisk must be answered before the bid response (offer) can be submitted. Some questions provide a text box and require answers or dates; others require a Yes or No response. Complete all required questions before proceeding.

(Note) Questions vary based on the bid for each invitation.
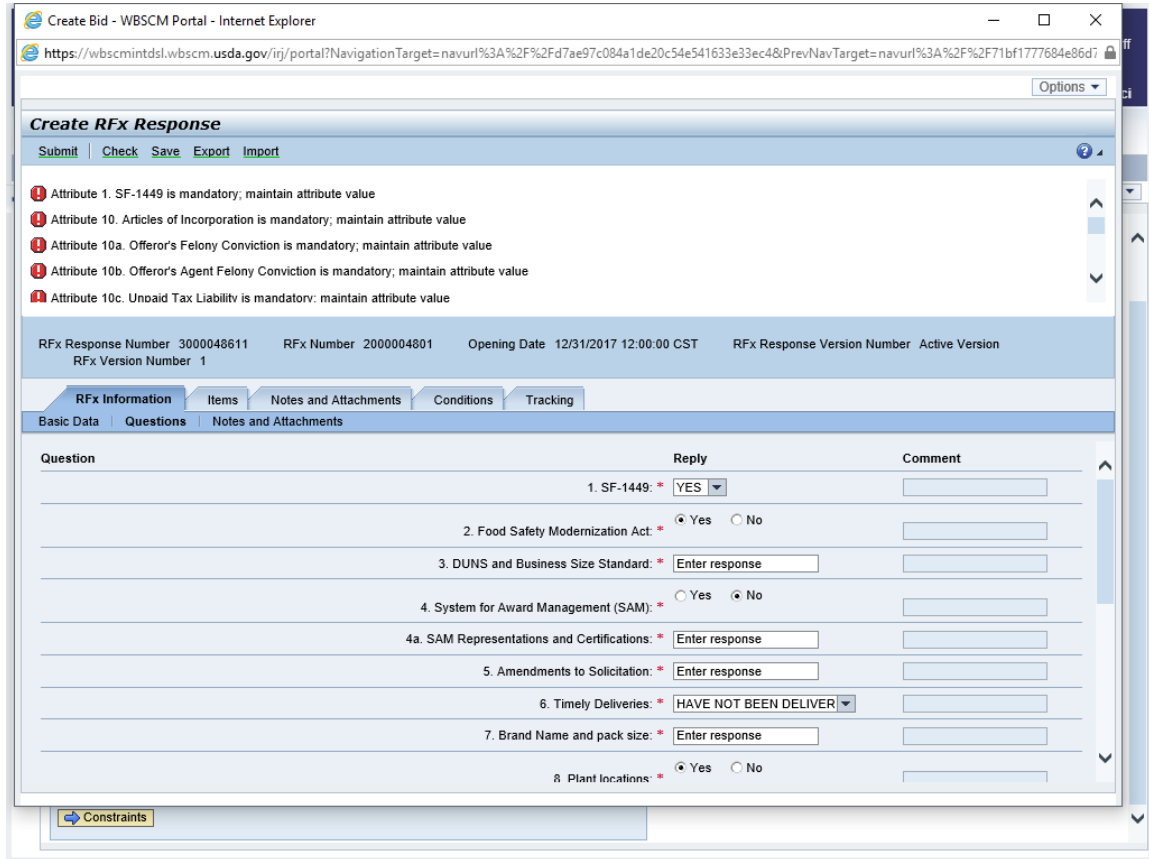
(Note) If applicable, use ⌄ (the **Down** arrow) in the vertical bar to answer the rest of the questions.
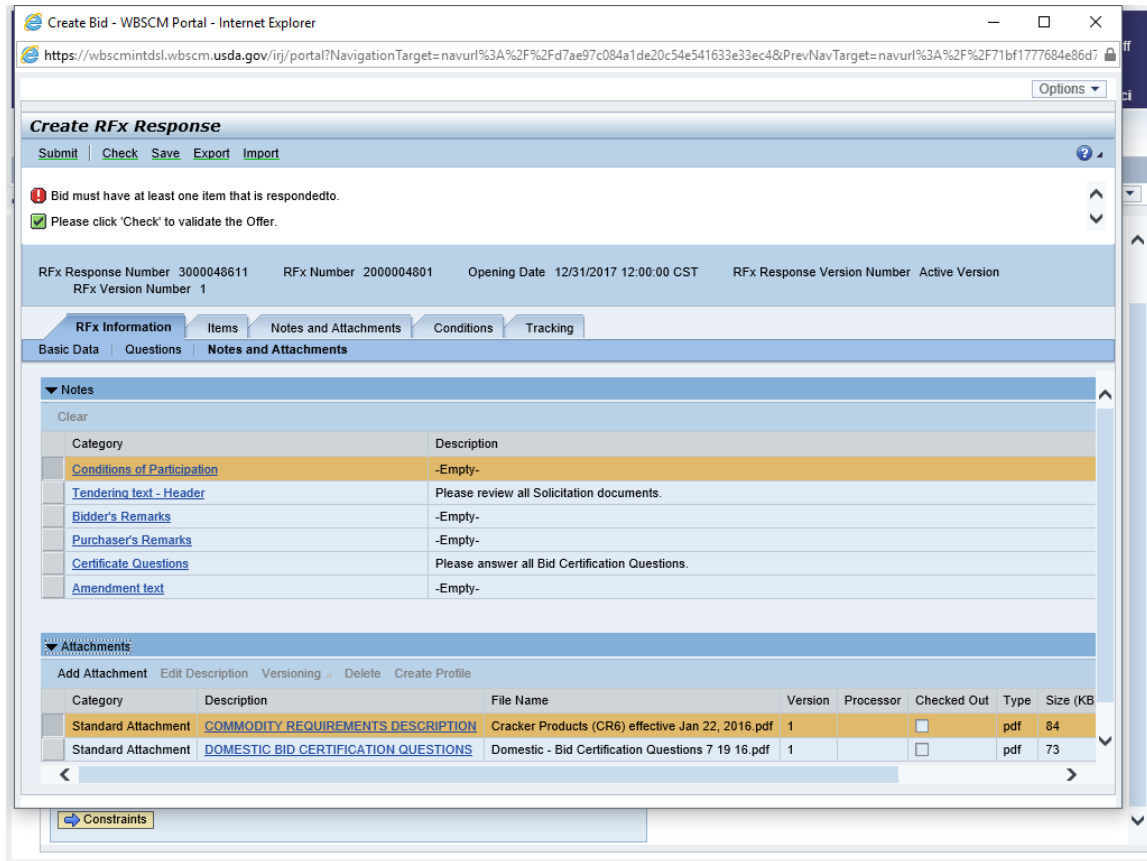
**Image: Create RFx Response Screen**



**18.** After answering all the required questions, click Check (the **Check** button) to validate the entries.

**Image: Create RFx Response Screen**



19. Click [Notes and Attachments] (the **Notes and Attachments** sub-tab) to review or add new notes and attachments related to this bid invitation.

**Image: Create RFx Response Screen**



**20.** Review the **Notes** and **Attachments** that were entered for this bid invitation. In this example, there are **Tendering text - Header** and **Certificate Questions** notes; and two attachments in the attachment section.

**21.** Perform one of the following:

| If | Then |
|---|---|
| The user needs to add **Notes** to the bid for USDA to review | Perform the following:<br><br>1. Click **Bidder's Remarks** (the **Bidder's Remarks** link).<br><br>2. Enter notes for USDA.<br><br>3. Click **OK** (the **OK** button) to save the notes. |
| The user needs to add **Attachments** to the bid for USDA to review | Perform the following:<br><br>1. Click **Add Attachment** (the **Add Attachment** button) in the Attachments section at the bottom of the screen. |

| If | Then |
|---|---|
| | 2. Click Browse... (the **Browse...** button). |
| | 3. Locate the file and attach it. |
| | 4. Enter a description in the Description field. |
| | 5. Click OK (the **OK** button) to attach the file. |
| There are no notes or attachments for USDA that require review | Go to step 22. |

**22.** Click Items (the **Items** tab) to open the items details screen and enter the bid information.

**Image: Create RFx Response Screen**
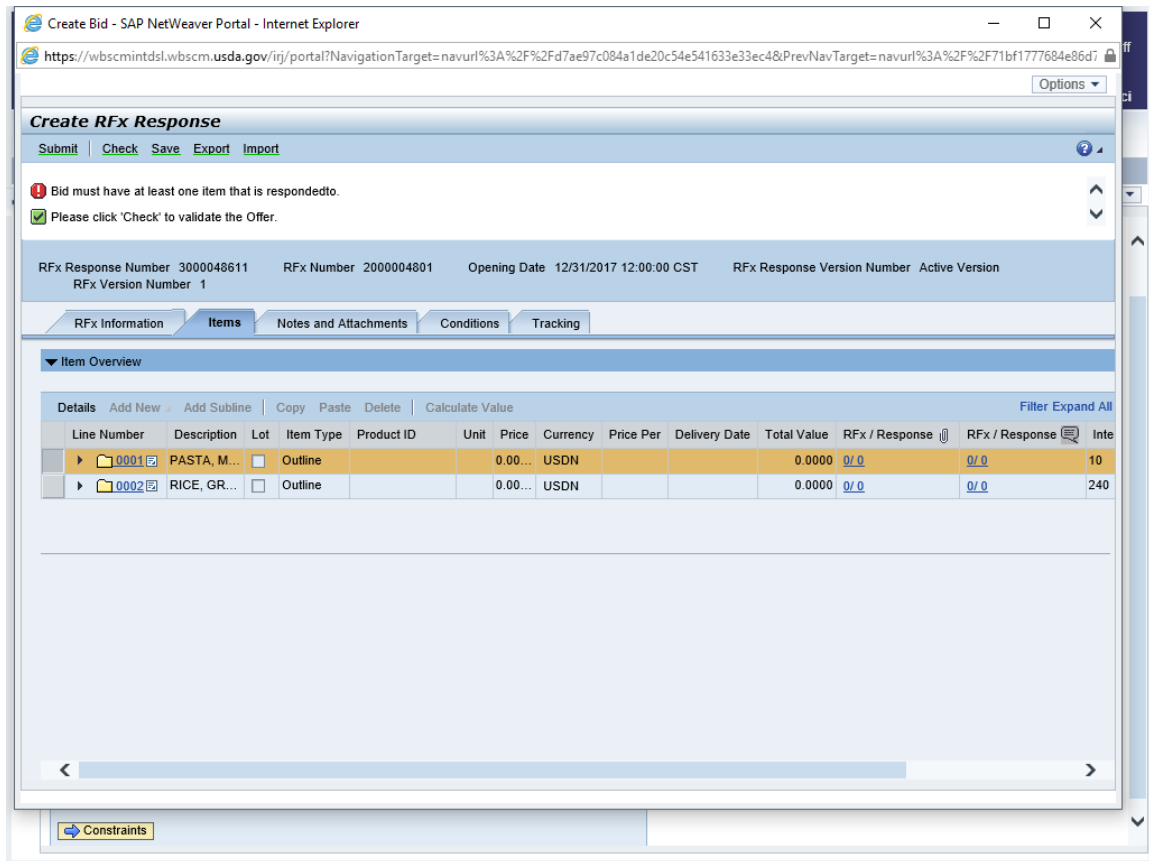


**23.** Click Expand All (the **Expand All** link) to expand all line items.

(Note) On the next screen, pricing can be entered directly into the *Create RFx* screen or the entire bid invitation items list can be exported to an Excel spreadsheet where pricing can be entered, and then imported back into WBSCM.

**24.**    Perform one of the following:

| If | Then |
|---|---|
| The user needs to enter commodity pricing for a domestic bid response (offer) in Excel | Go to step 25. |
| The user needs to enter commodity pricing for a domestic bid response directly into the RFx screen | Go to step 45. |

**25.**    Click **Export** (the **Export** button) to export the line items to an Excel spreadsheet.

**Image: Create RFx Response Screen**
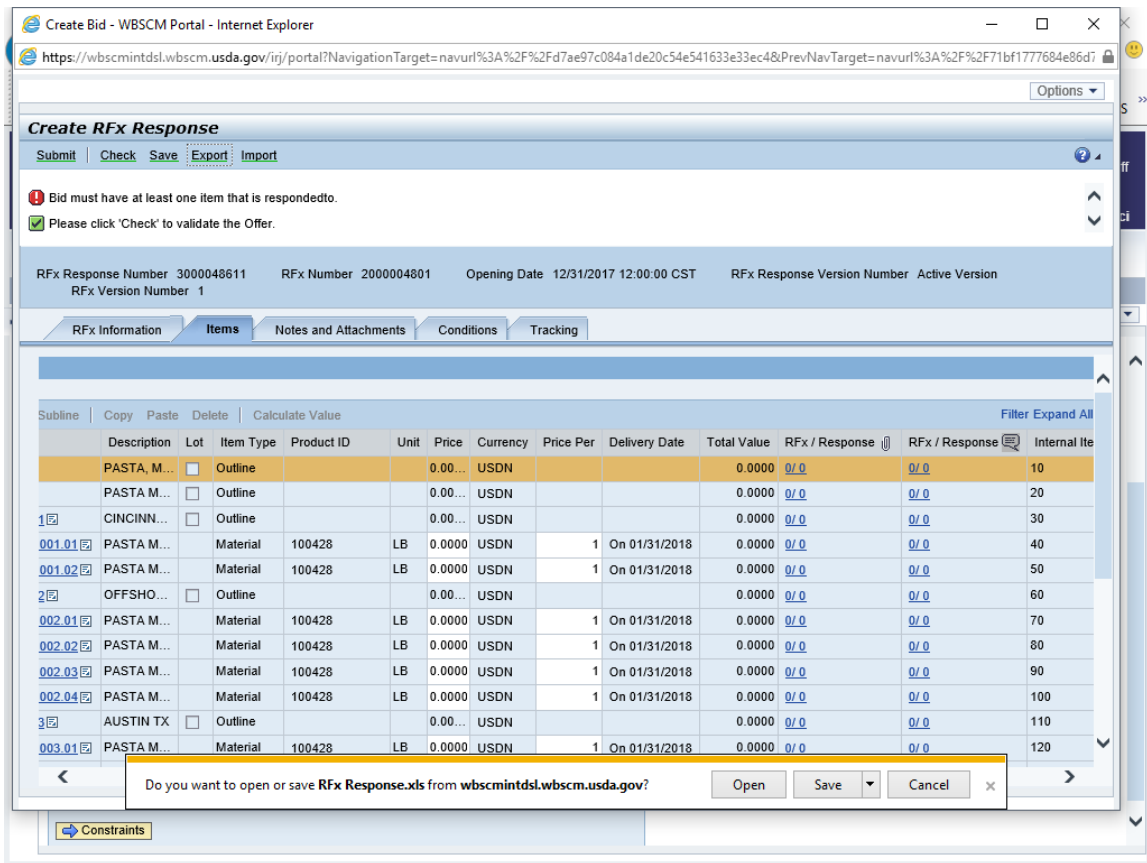


**26.**    Click ▼ (the **Down** arrow on the **Save** button).

**Image: Create RFx Response Screen**
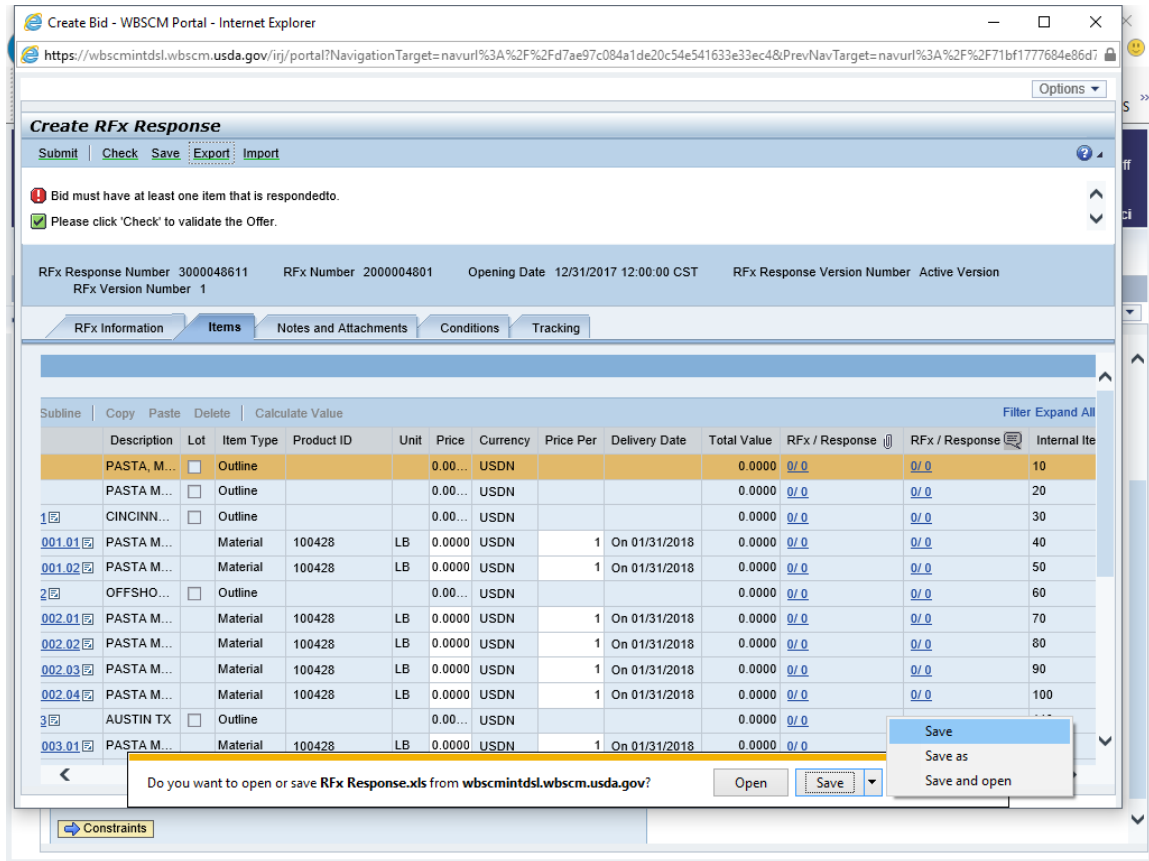


**27.** Click  Save as  (the **Save as** option).

(Note) First, save the file, then open it to view the bid invitation in a worksheet format. **Do not** open the Excel file first or attempt to "Save as" while in Excel. The file format will not be correct.

**Image: Save As Pop-Up**
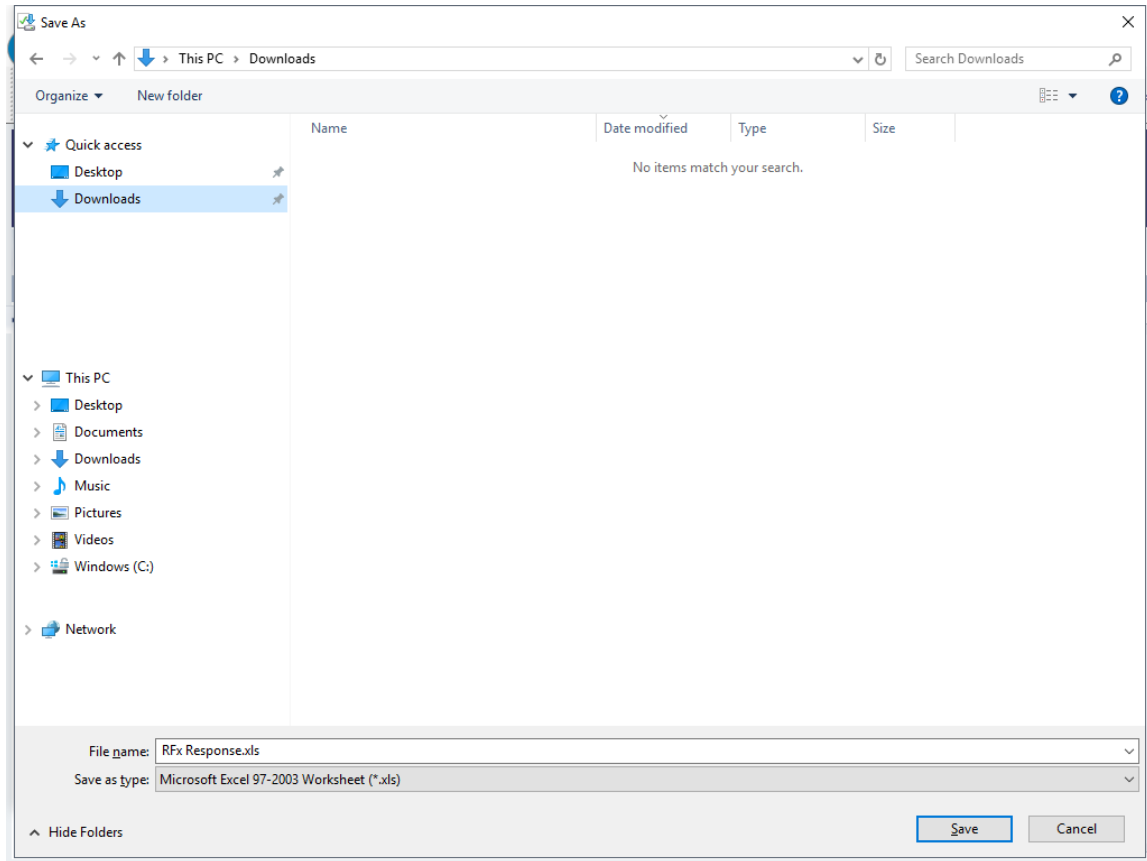


28.    Select the location/folder in which to save the **RFx items** spreadsheet on a computer or hard drive. In this example,  (the **Downloads** folder) is selected.

**Image: Save As Pop-Up**
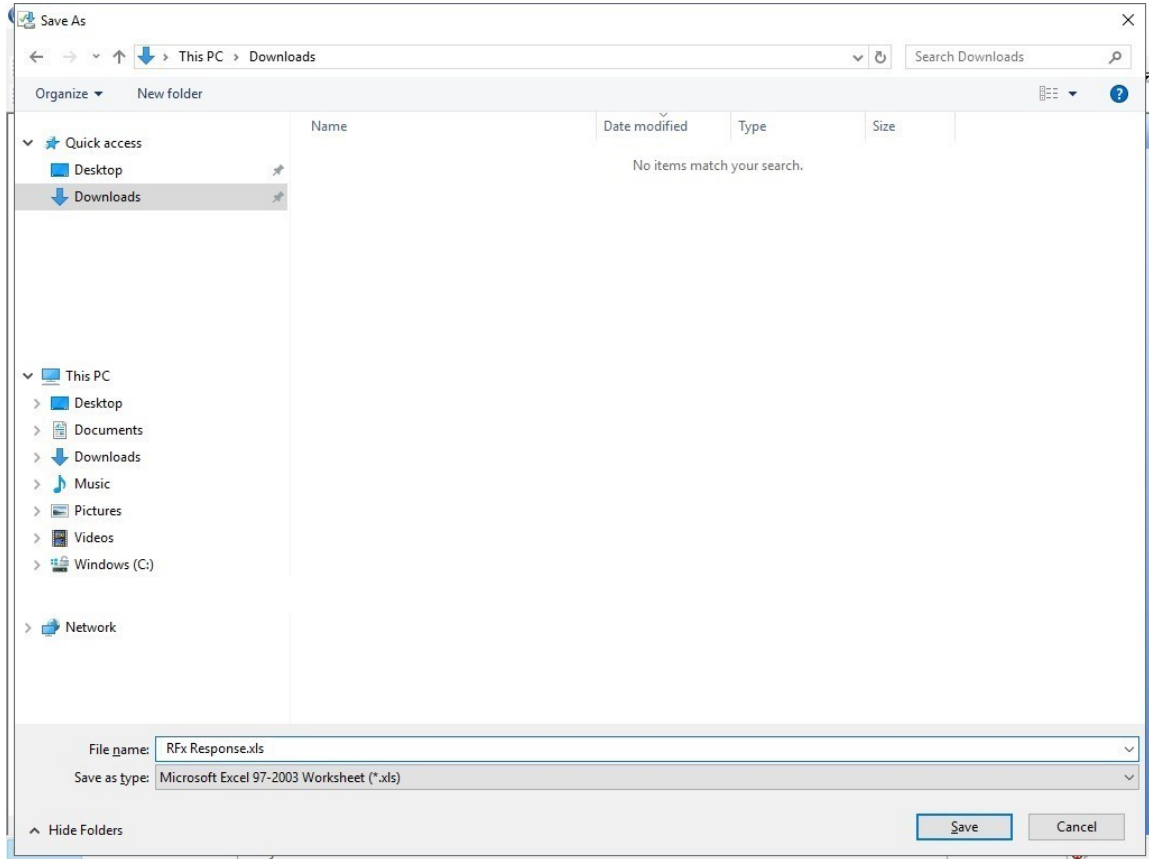


**29.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|-------|-------|-------------|
| File name: | R | The name the file is to be saved as.<br><br>**Example:**<br>RFx 200007298.xls |

(Note) It is very important that the **Save as type** field is NOT changed. The file must be saved as the default type "Microsoft Excel 97-2003 Worksheet".
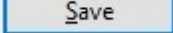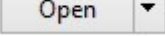
**30.** Click [Save] (the **Save** button).

**Image: Create RFx Response Screen**
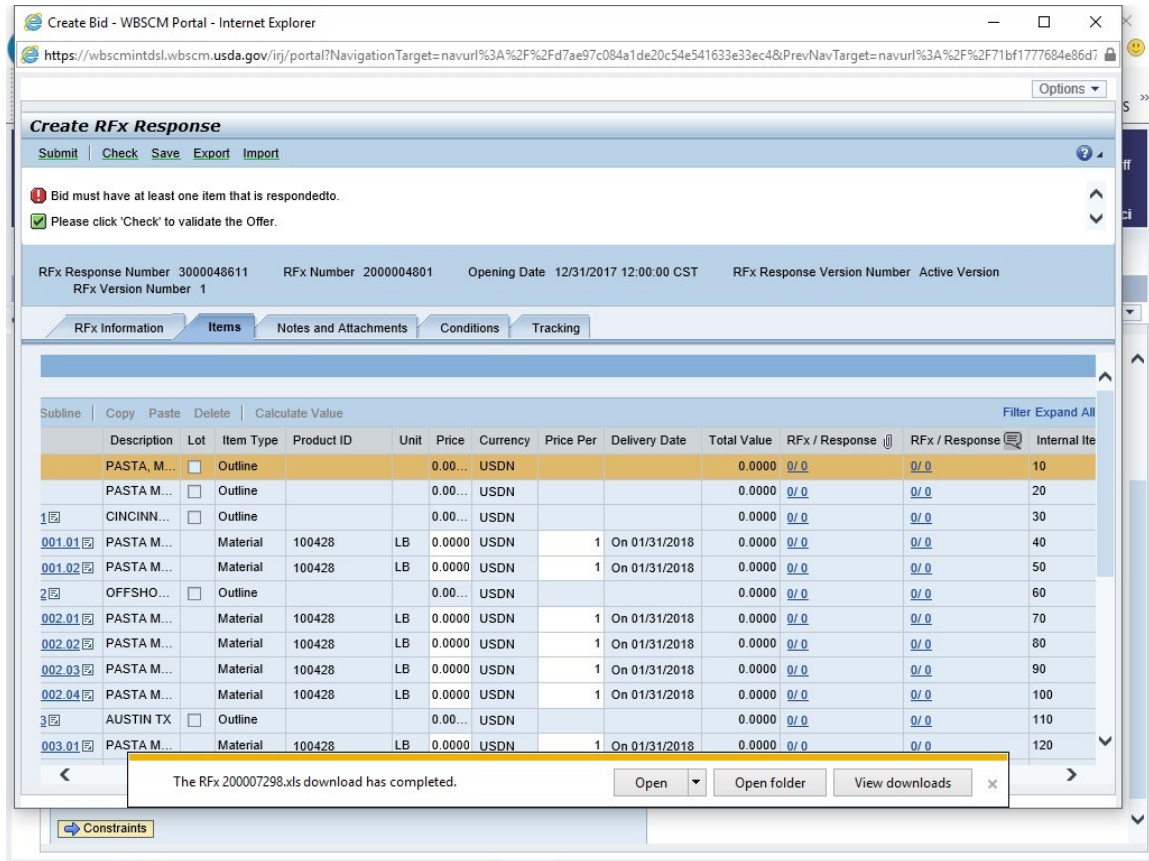


**31.** Click [ Open ▼ ] (the **Open** button) to open the **RFx Items** list in Excel or navigate to the folder where the file was saved and open the file from that location.

> (Note) If a message appears indicating that the file format and extension of the downloaded file don't match, select **Yes** to continue.

**Image: Microsoft Excel RFx 200007298.xls Screen**



**32.** The **RFx Item** list displays in Excel in which to enter prices for desired line items. DO NOT change, delete, or move any of the column headings; if the column headings have been changed, an error will be generated when importing the data back to WBSCM.

In this example, pricing will be entered for items below:

Row 2: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

Row 3: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

Row 4: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

Row 5: PASTA MACARONI PLAIN ELBOW PKG-24/1 LB

(Note) Row 4 and 5 are **offshore location** items which prices can be entered directly on the Excel spreadsheet. For offshore line item, see below examples to enter the pricing:

- **Load Port Price** (e.g., enter pricing for U.S. port location in Jacksonville, FL)
- **Price** (e.g., enter pricing to final destination at an offshore location in Hawaii)
- **Load Port Price and Price** (e.g., enter pricing for U.S. port location at Jacksonville, FL <u>and</u> offshore location in Hawaii)

**33.** Click ▶ (the **Right** arrow) in the horizontal scrollbar to see the **Load Port Price** and **Price** columns.

**Image: Microsoft Excel RFx 200007298.xls Screen**



**34.** As required, complete/review the following fields:

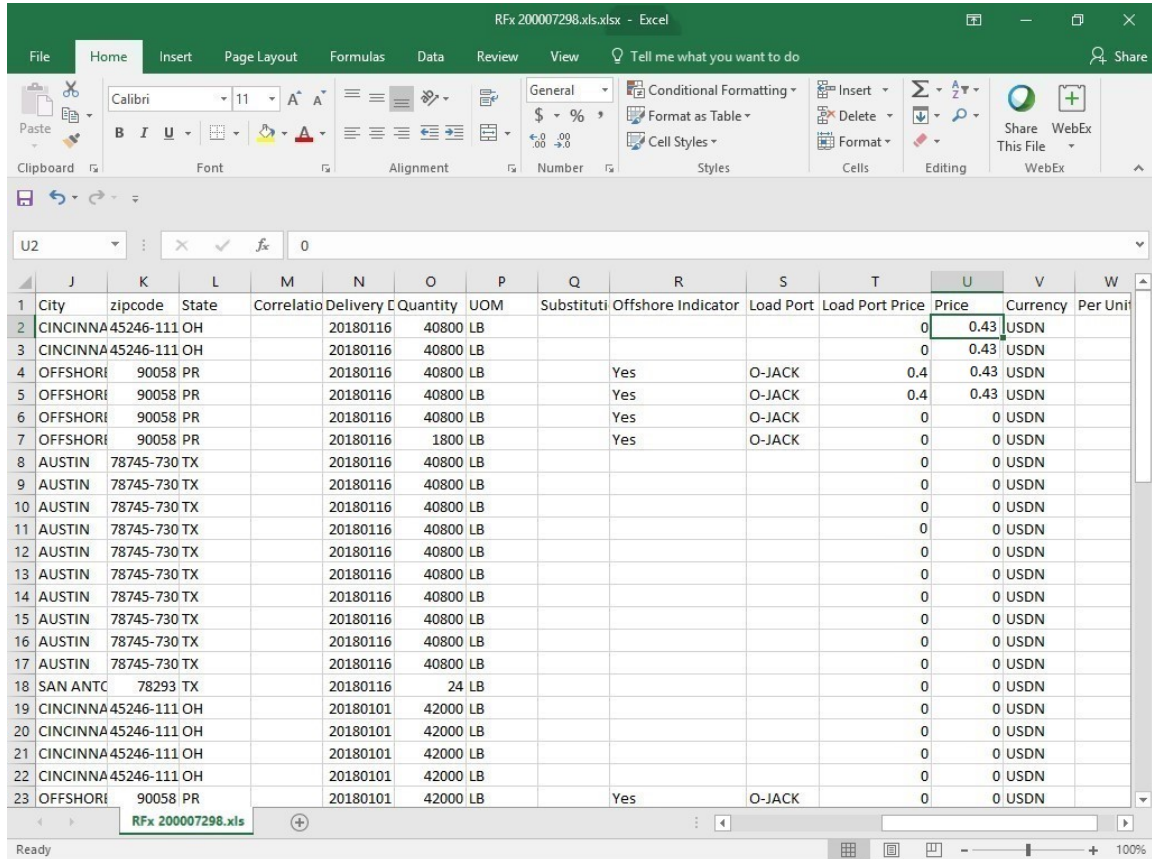| Field | R/O/C | Description |
|---|---|---|
| Price | O | The price the vendor is willing to offer for the given product. The price is for one unit of the product.<br><br>**Example:**<br>0.43<br><br>(Note) The price is the delivered price per unit of measure to the final destination. |
| Load Port Price | O | The delivered price per unit of measure to a U.S. port location.<br><br>**Example:**<br>0.43 |

(Note) For offshore pricing, the Offshore Indicator (column R) is set to Yes and the Load Port (column S) is populated with the U.S. port location. The **Load Port Price** (column T) is the delivered price per unit of measure to U.S. port location. The **Price** (column U) is the delivered price per unit of measure to final destination.

(Note) Complete the **Price** and **Load Port Price** for each row as appropriate.

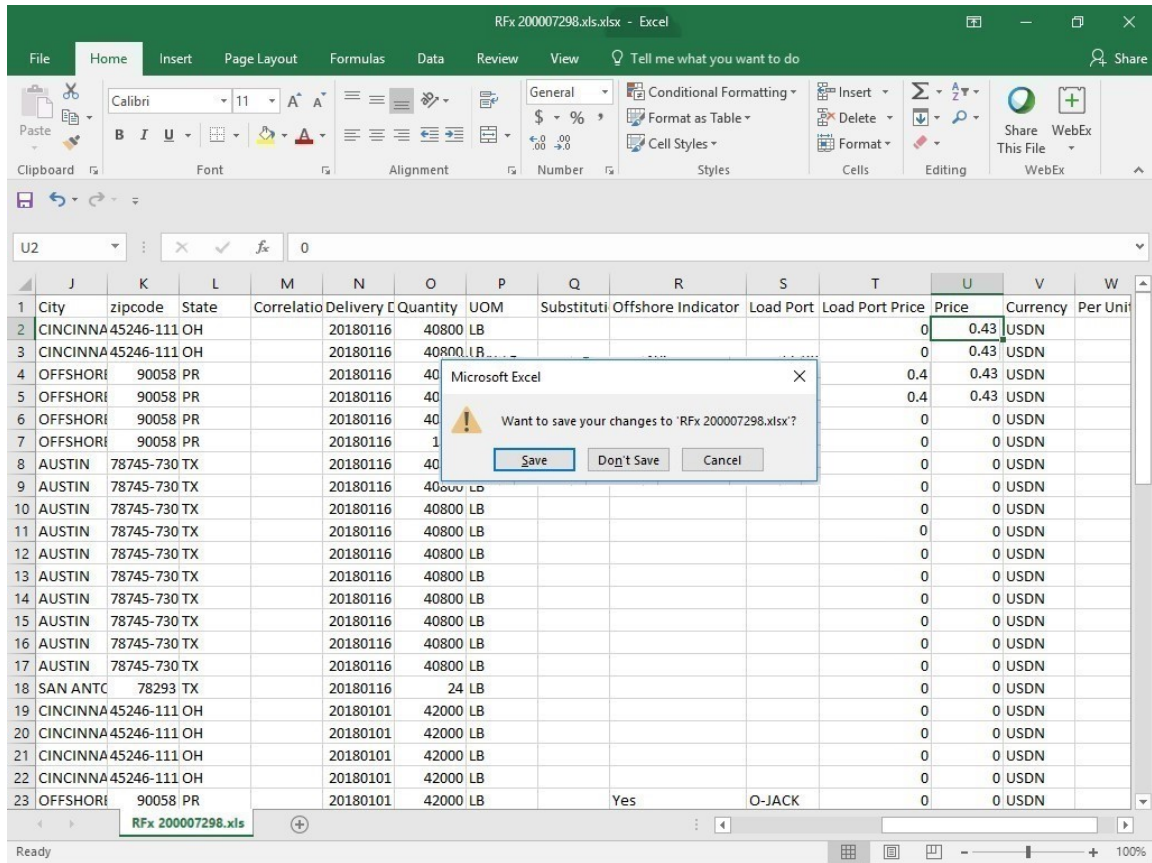**Image: Microsoft Excel RFx 200007298.xls Screen**



**35.** Click ⊟ (the **Save** button).

**36.** Click ✕ (the **Close** button) to close the Excel file.

**Image: Microsoft Excel RFx 200007298.xls Screen**



**37.** Click [Don't Save] (the **Don't Save** option) since the file has already been saved.

**38.** Navigate back to the **Create RFx Response** Screen to import the changes back into WBSCM.

**Image: Create RFx Response Screen**
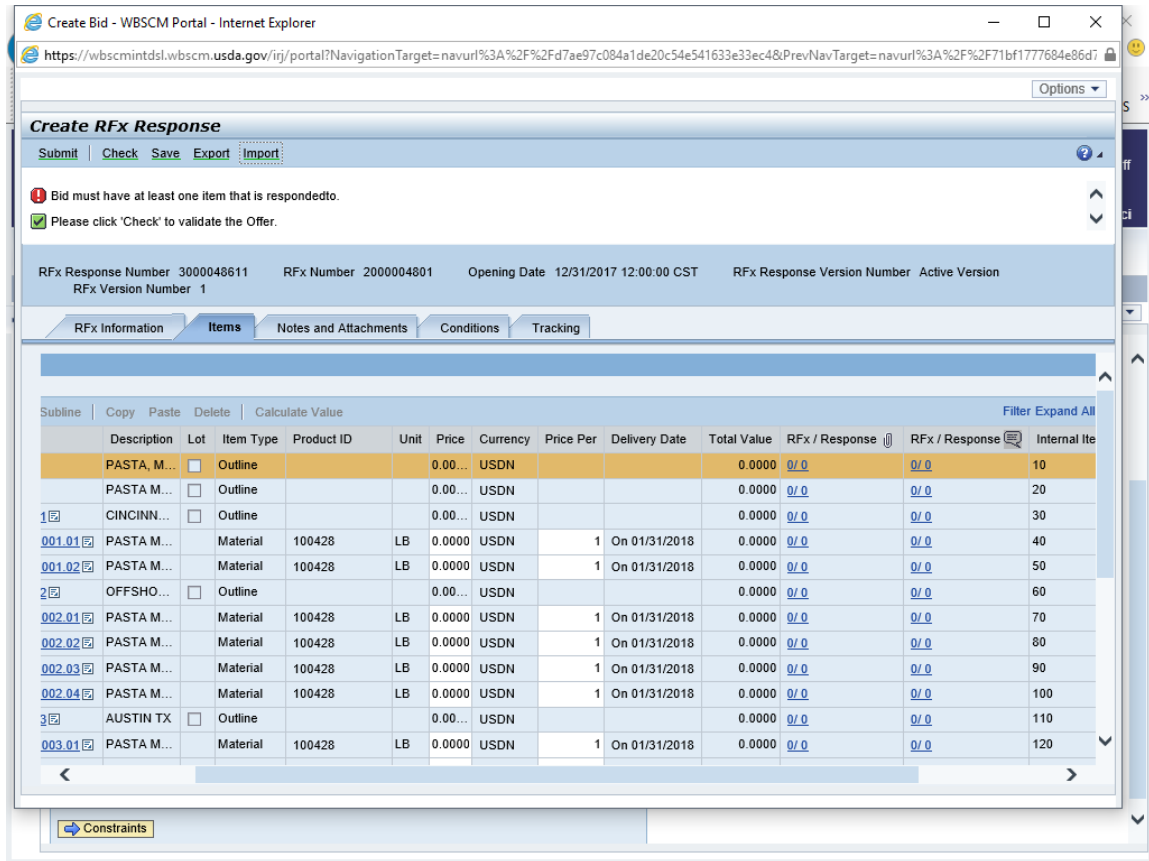


**39.** Click **Import** (the **Import** button) to import the Domestic Commodity pricing from Excel into the **Create RFx Response** screen.

**Image: Upload Pop-Up**
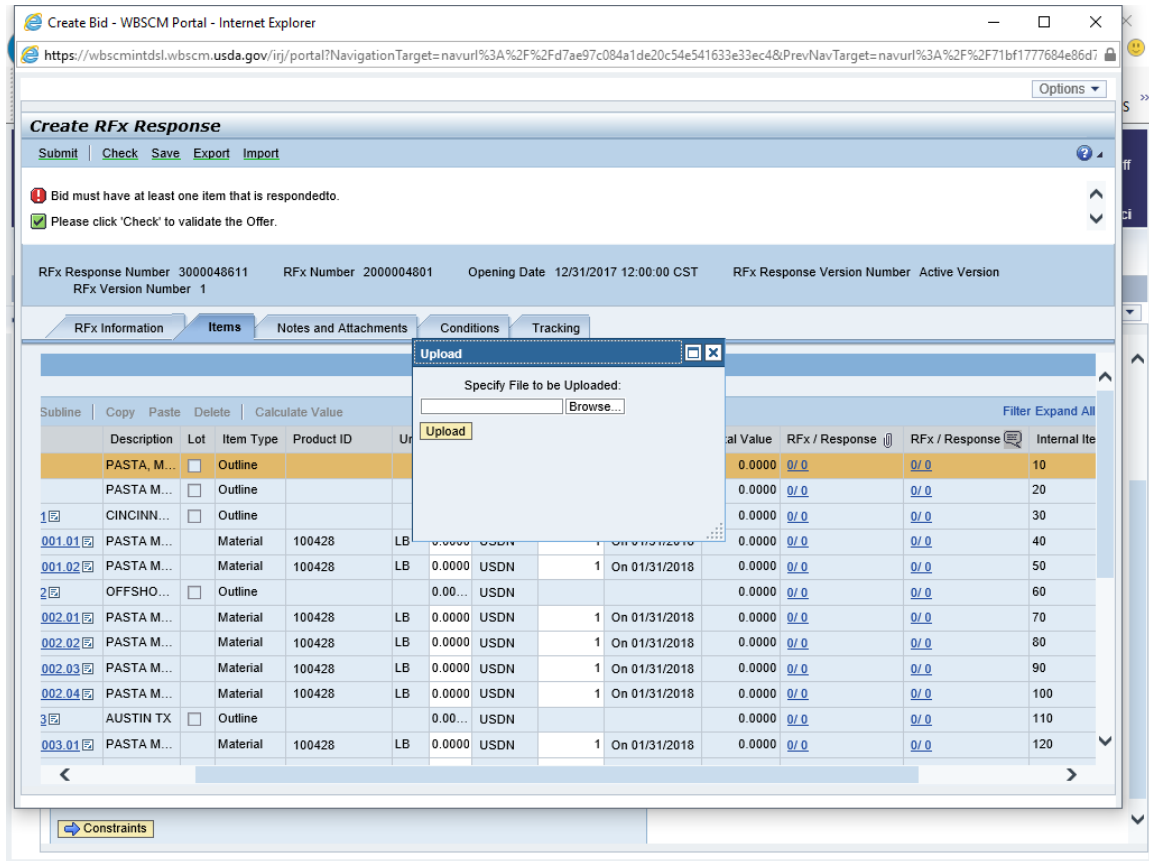


**40.** Click Browse... (the **Browse** button) to search for the Excel file.

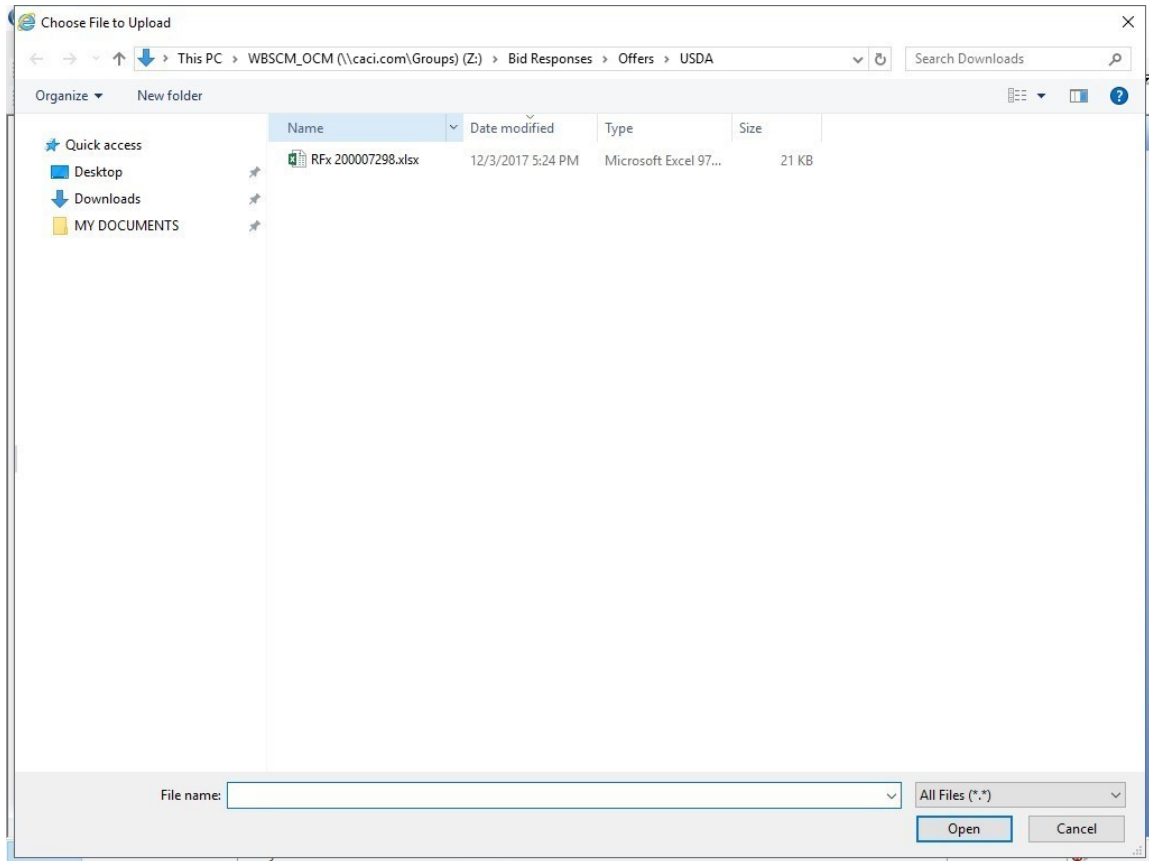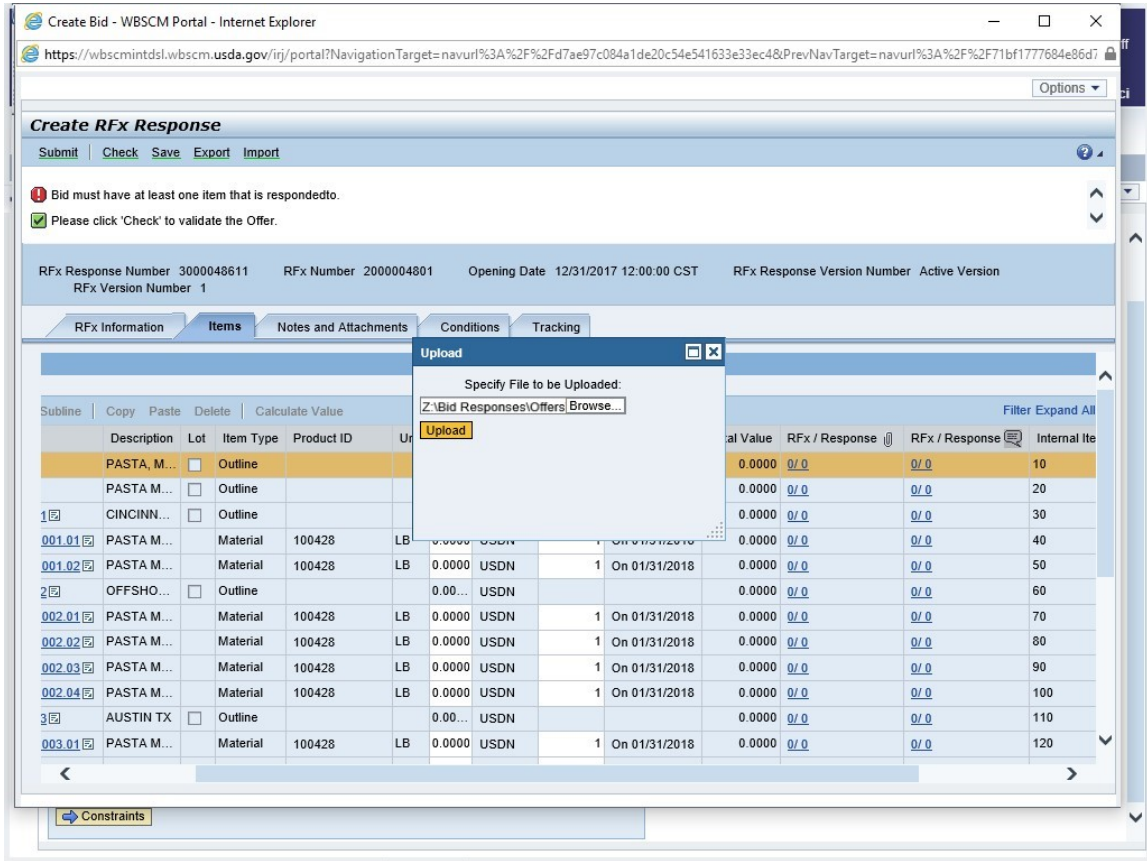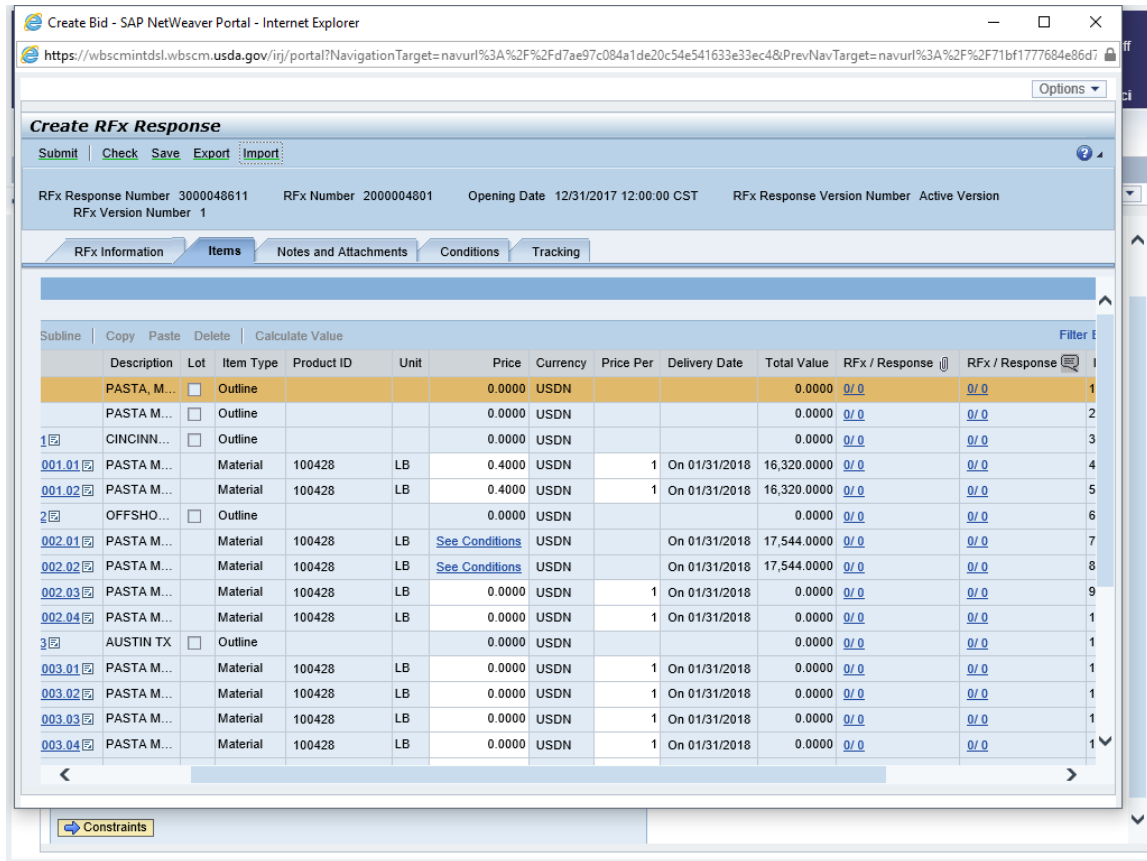**Image: Choose File to Upload Pop-Up**

**41.** Locate and select the file to be imported. In this example, RFx 200007298.xlsx (the **RFx 200007298.xls** file) is double-clicked.

**Image: Upload Pop-Up**



**42.** Click [ Upload ] (the **Upload** button).

**Image: Create RFx Response Screen**



**43.** If applicable, click ⌄ (the **Down** arrow) to scroll to the items for which pricing was entered in Excel. The pricing has been imported into the bid response in WBSCM and is displayed in the **Price** field. Any pricing that has been imported from Excel can be modified directly in WBSCM, if desired.
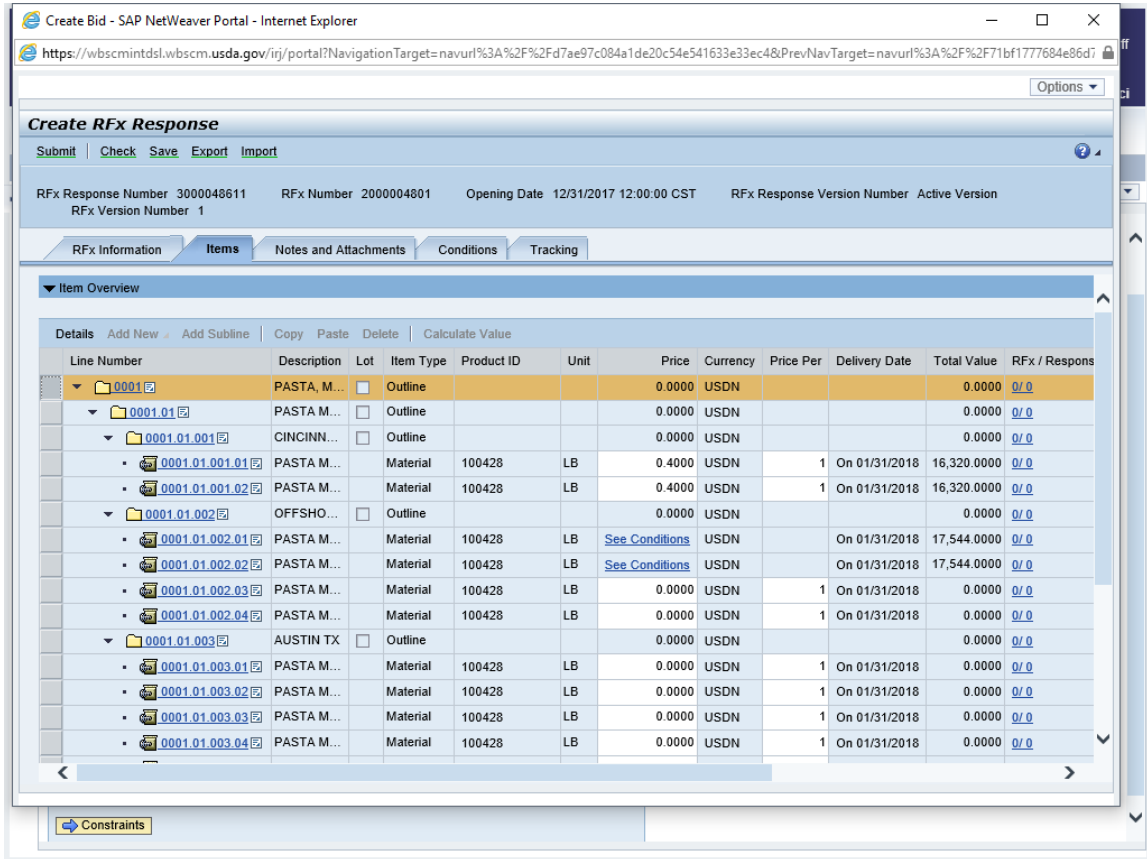
> (Note) To review the entered offshore prices, perform the following:
>
> - Click ⬛ See Conditions ⬛ (the **See Conditions** link) for the offshore line item.
> - Click ⬛ Conditions ⬛ (the **Conditions** tab) in the **Details for item** section at the bottom of the screen.
> - Review the entered prices and edit if desired.

**44.** Go to step 59 to check the entries.
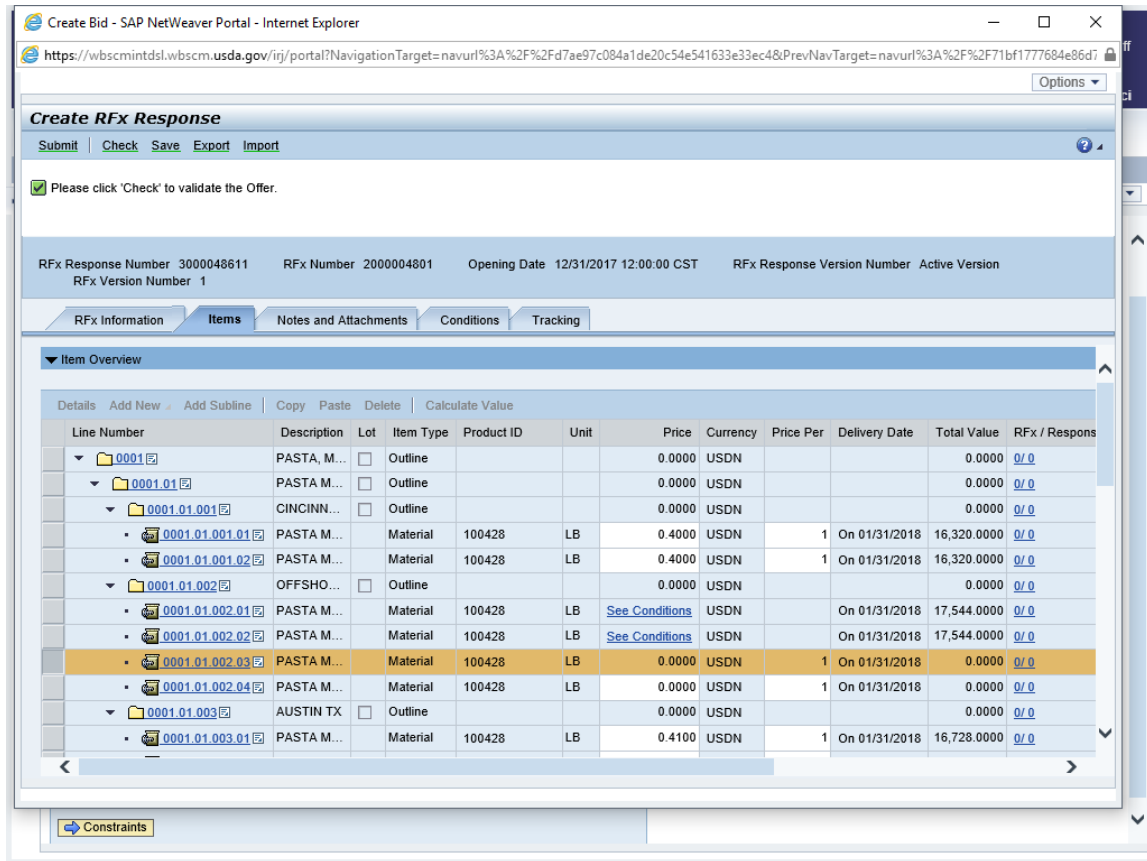
**Image: Create RFx Response Screen**



**45.** Click 0.0000 (the **Price** field) for the desired item to enter pricing directly into the **Create RFx Response** screen. In this example, PASTA MACARONI PLAIN ELBOW PKG-24/1 LB in the **0001** line number is selected.

**46.** As required, complete/review the following fields:

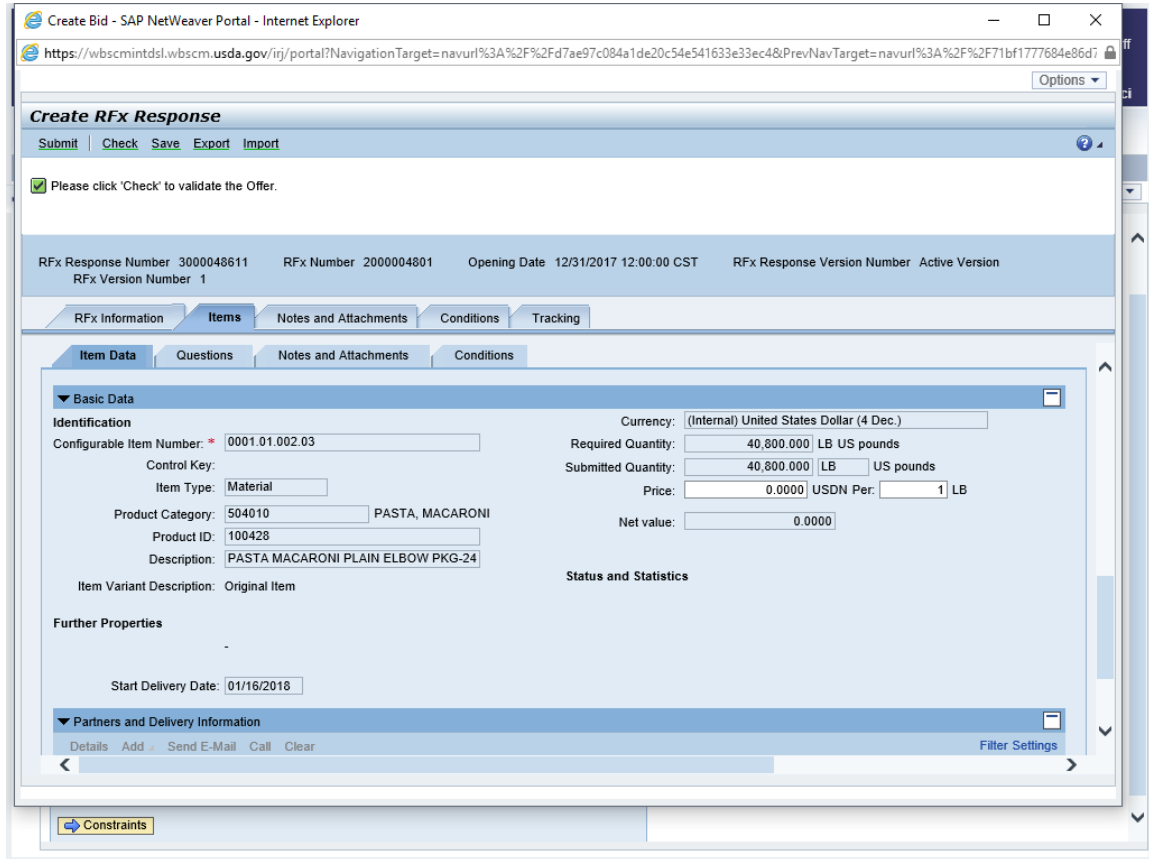| Field | R/O/C | Description |
|-------|-------|-------------|
| Price | R | The price the vendor is willing to offer for the given product. The price is for one unit of the product.<br><br>**Example:**<br>.40 |

**47.** Continue entering pricing for all desired Domestic Commodity items.
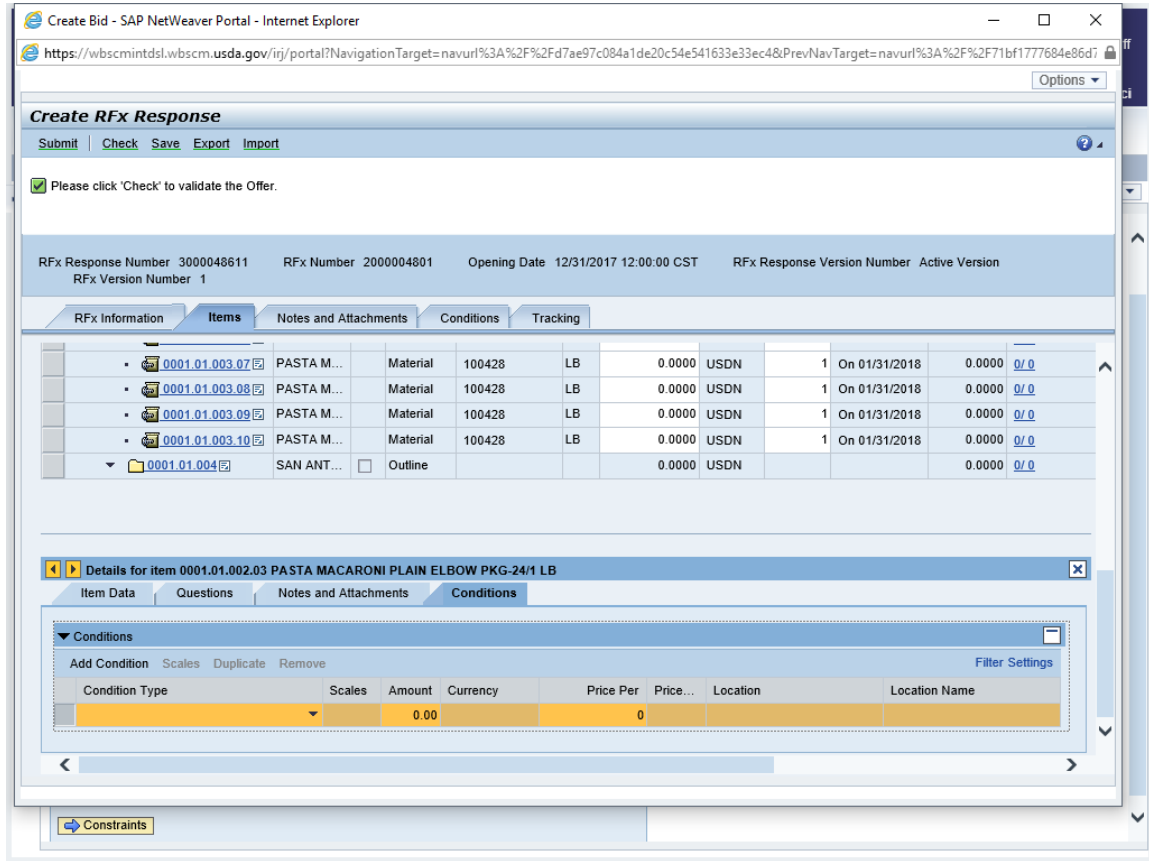
**Image: Create RFx Response Screen**



**48.** To enter pricing conditions for the offshore location, click ▪ 🖩 0001.01.002.03 🗉 (the **Line Number** link) for the commodity within the offshore outline. In this example, **0001.01.002.03** is selected.

**Image: Create RFx Response Screen**



**49.** Click [Conditions] (the **Conditions** sub-tab) for the selected item.

**Image: Create RFx Response Screen**
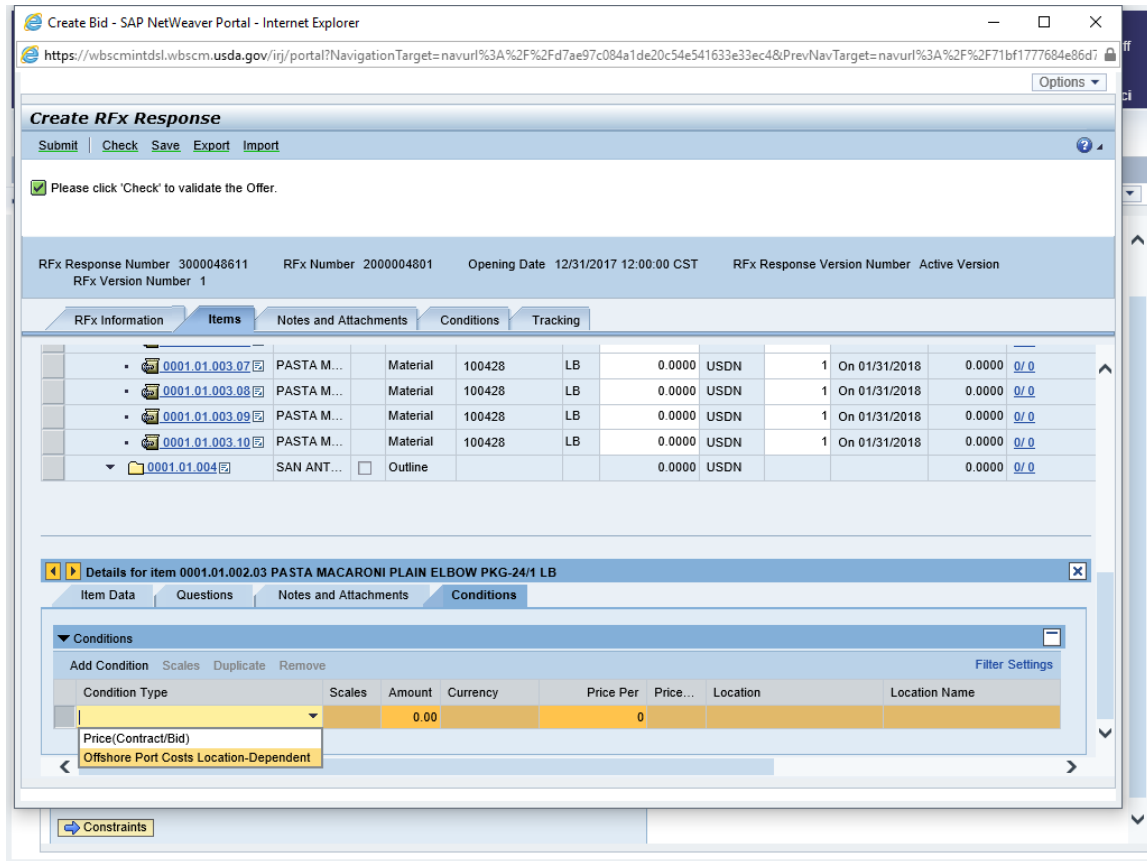


**50.** Click ▼ (the **Dropdown** arrow) in the **Condition Type** field.
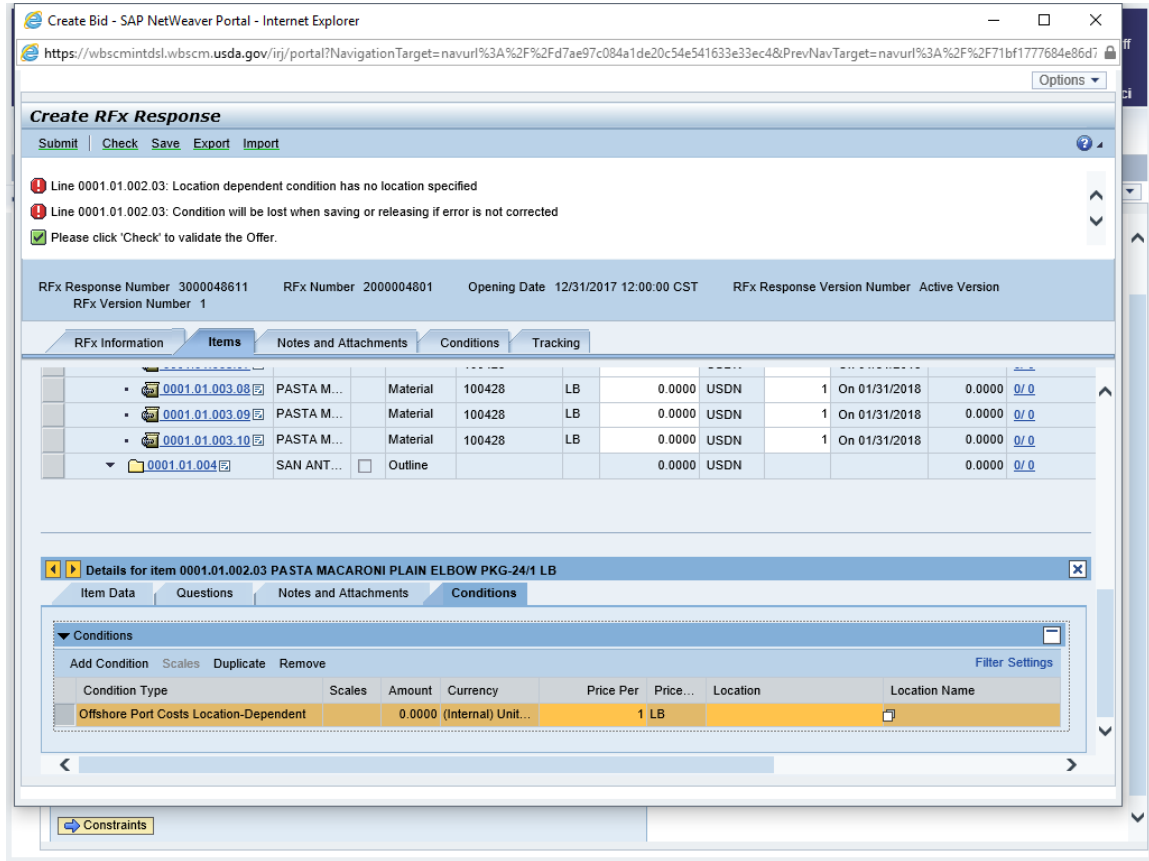
**Image: Create RFx Response Screen**



**51.** Select an option. In this example, [Offshore Port Costs Location-Dependent] (the **Offshore Port Costs Location-Dependent** option) is selected.

> (Note) The **Offshore Port Costs Location-Dependent** is the delivered price per unit of measure to a U.S. port location and the **Price(Contract/Bid)** Is the delivered price per unit of measure to the final destination. The [Price(Contract/Bid)] (**Price(Contract/Bid)** option) is used for the Regular FOB Destination offer price.

Image: Create RFx Response Screen



**52.** Click ⬚ (the **Matchcode** button) in the **Location** field.

**Image: All Values Location Number Pop-Up**
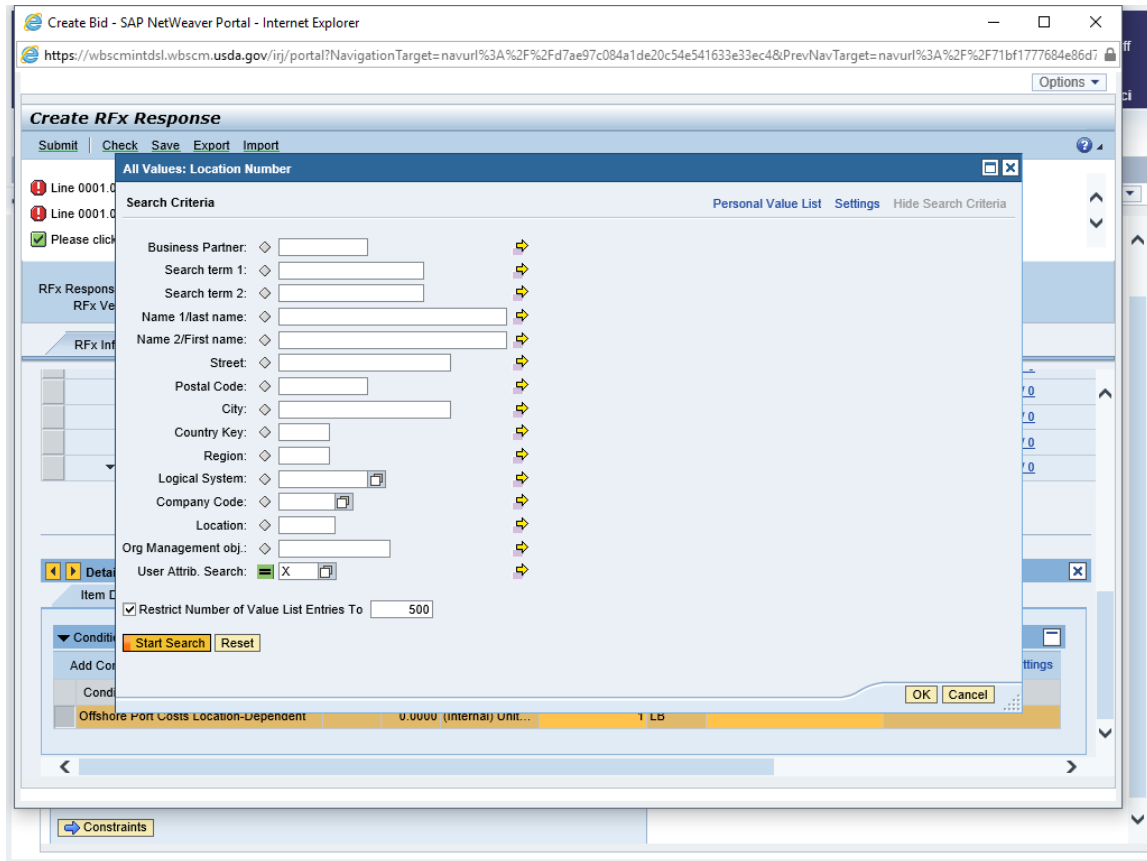


**53.** Click [Start Search] (the **Start Search** button) to execute the search.
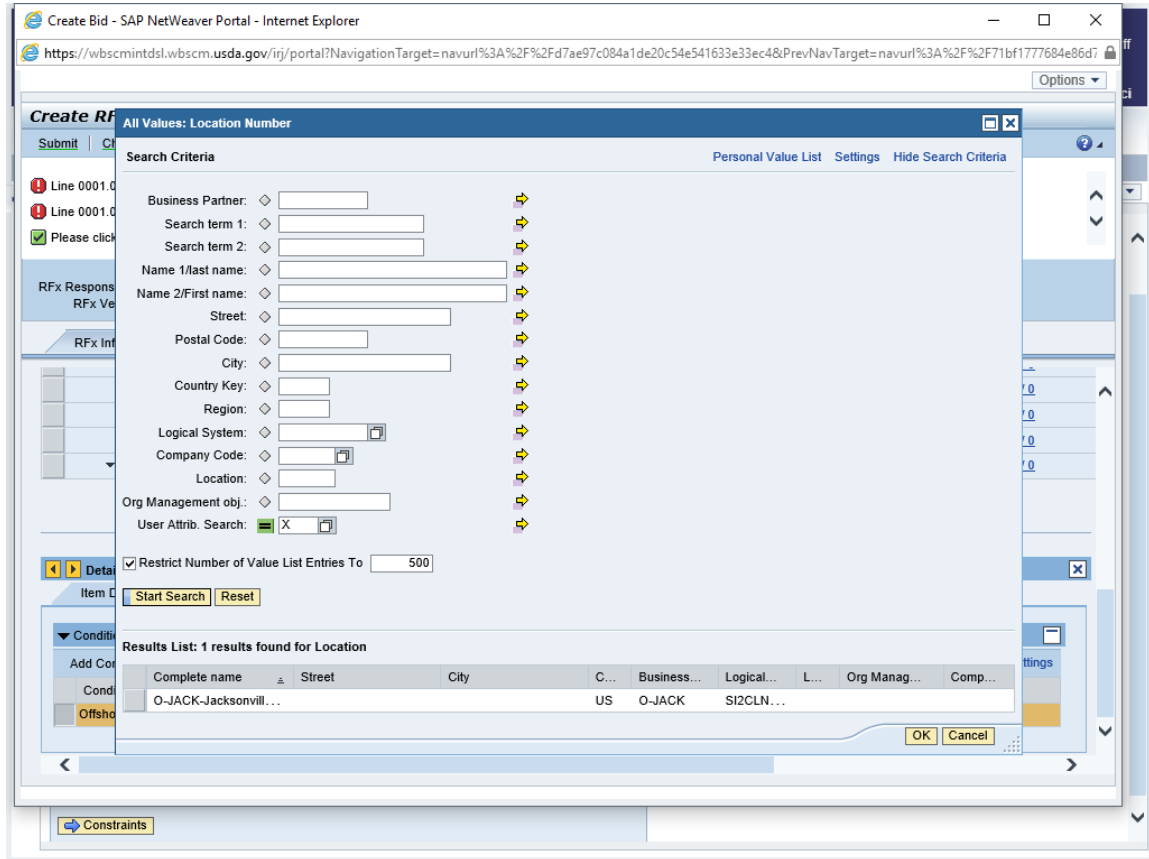
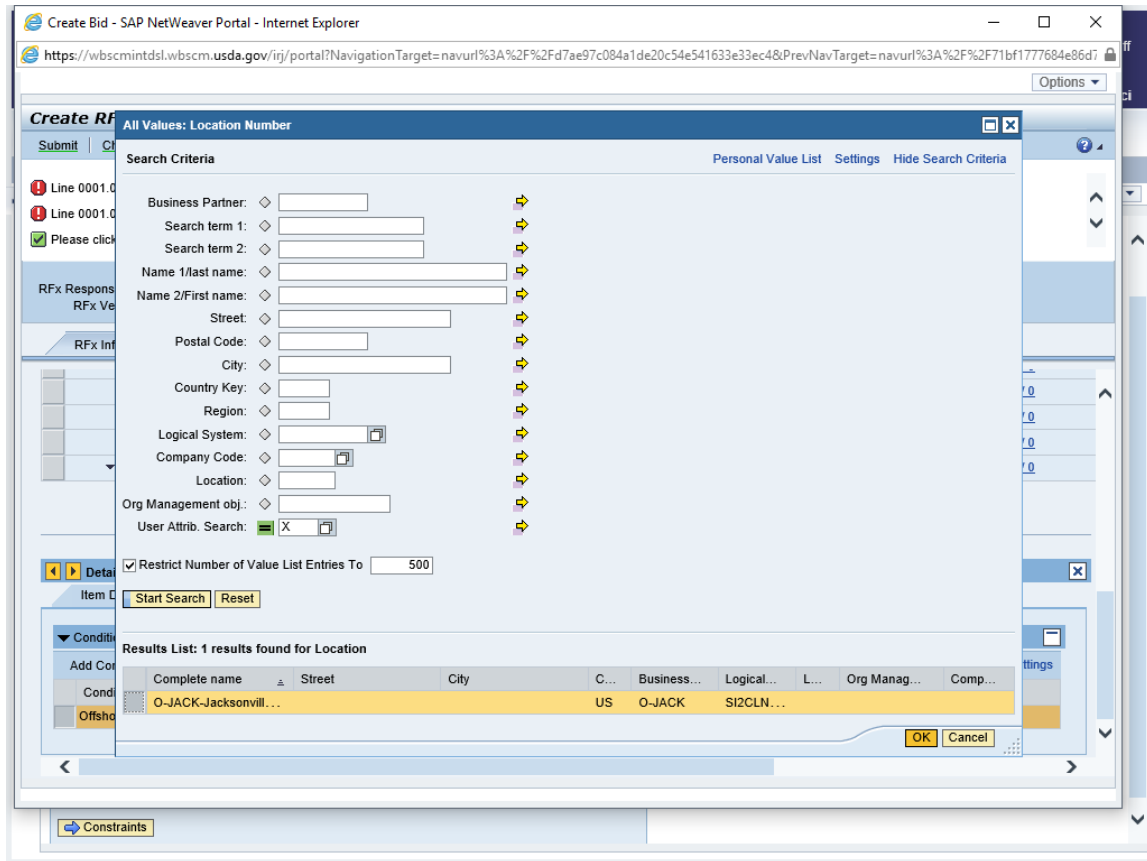**Image: All Values Location Number Pop-Up**



**54.** Click [ ] (the **Selection** button) to select an option from the search results. In this example, **O-JACK-Jacksonville** is selected.

**Image: All Values Location Number Pop-Up**



**55.** Click [OK] (the **OK** button) to confirm the selection.

**Image: Create RFx Response Screen**



**56.** Once the **Location** field is populated, click in the **Location** field and press the **Enter** key to populate the **Location Name** field and activate the **Amount** field to enter the offshore pricing.

**Image: Create RFx Response Screen**



**57.** Click [ 0.0000 ] (the **Amount** field) to enter the price.

**58.** As required, complete/review the following fields:
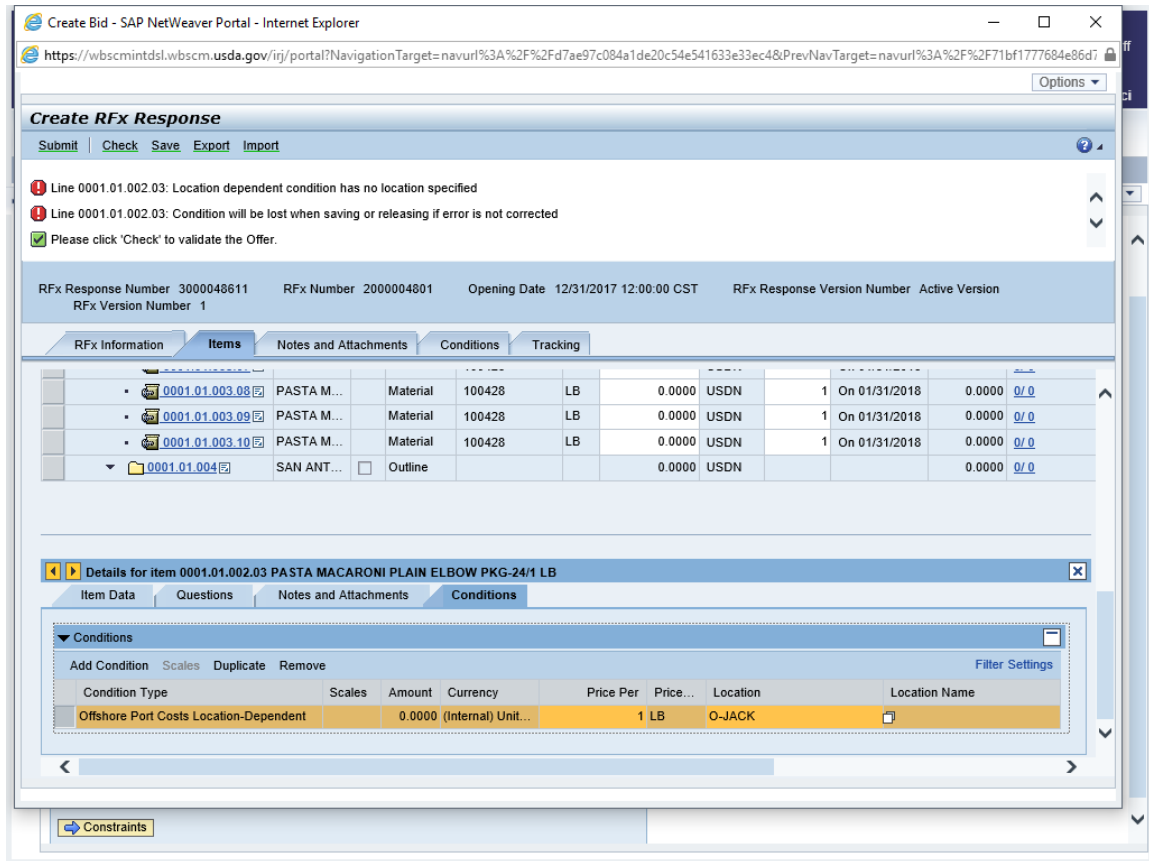
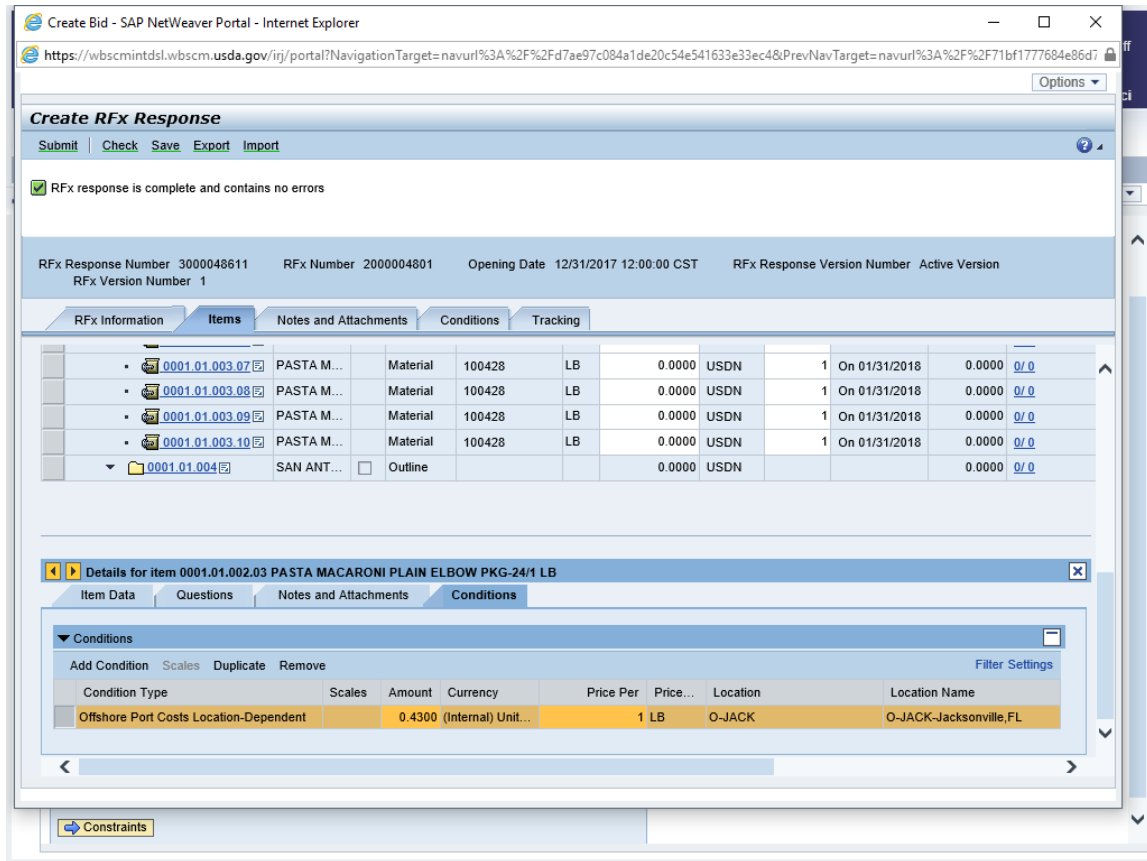| Field | R/O/C | Description |
|---|---|---|
| Amount | R | Amount in US Dollars (USD) per Metric Ton that must be paid as an additional premium cost when shipping from the selected terminal. **Example:** 0.43 |

**Image: Create RFx Response Screen**
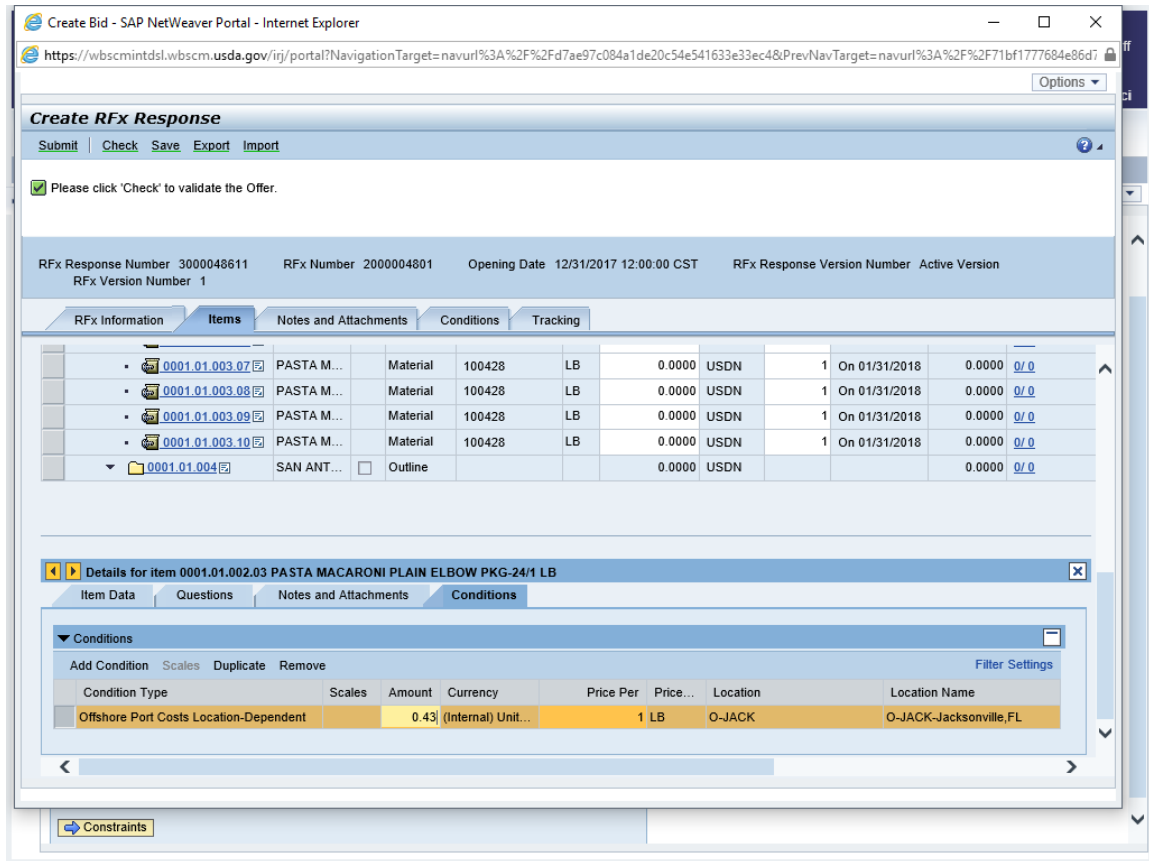


**59.** Click Check (the **Check** button) to validate the entries.

**Image: Create RFx Response Screen**



**60.** Click [ Submit ] (the **Submit** button) to begin the submission process. The confirmation message **"RFx response 3000048611 saved. Submit the vendor response to complete the process"** is shown.
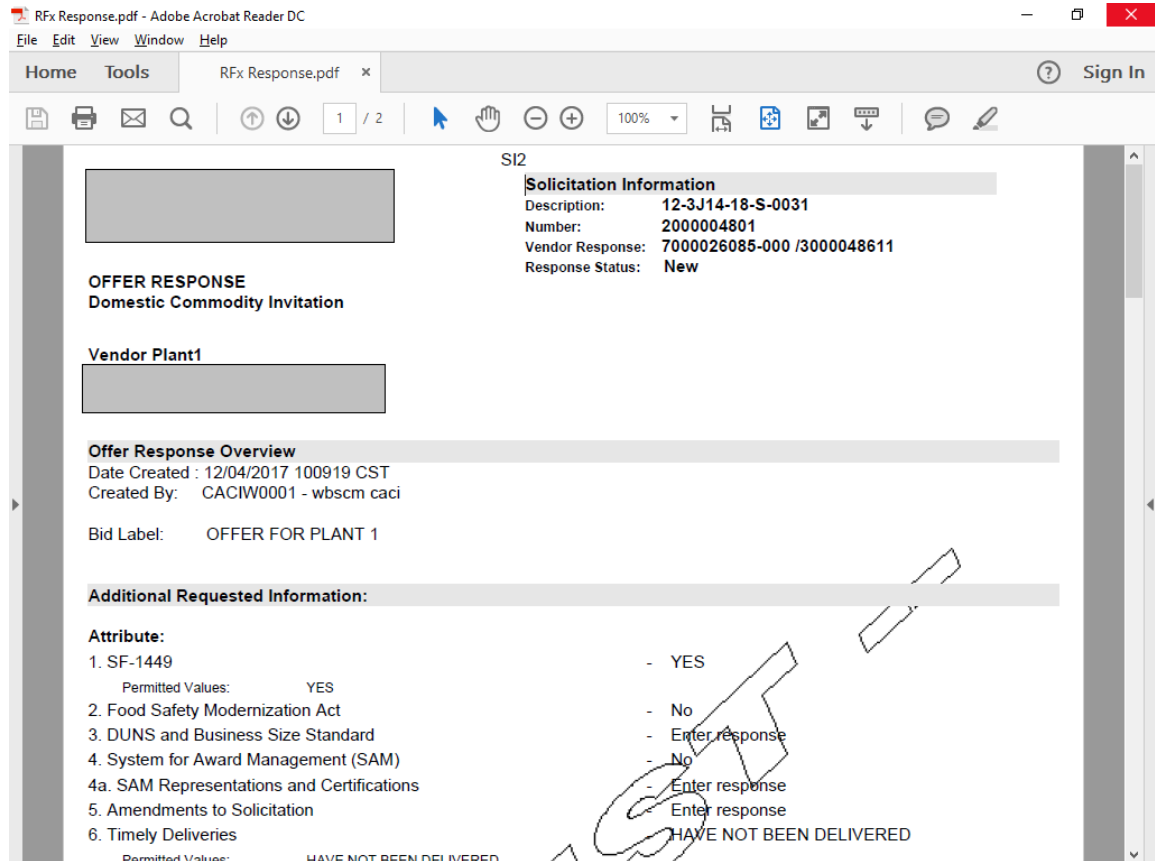
> (Note) A Vendor that is not registered for a Material may bid on an Invitation for that Material, but cannot be awarded until they have updated their Vendor Registration.

**Image: Display RFx Response Screen**
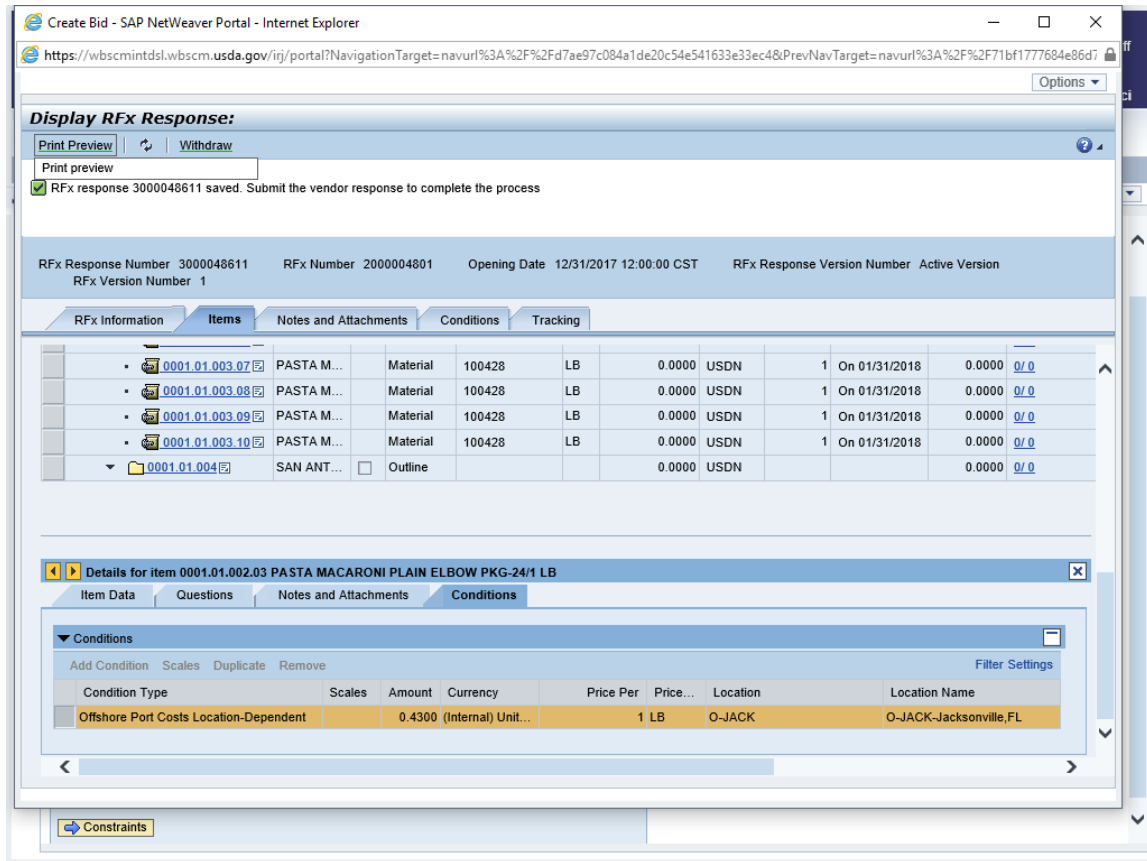


**61.** Click [Print Preview] (the **Print Preview** button). The bid response (offer) opens on the **Adobe Reader** screen.

**Image: Adobe Reader Screen**
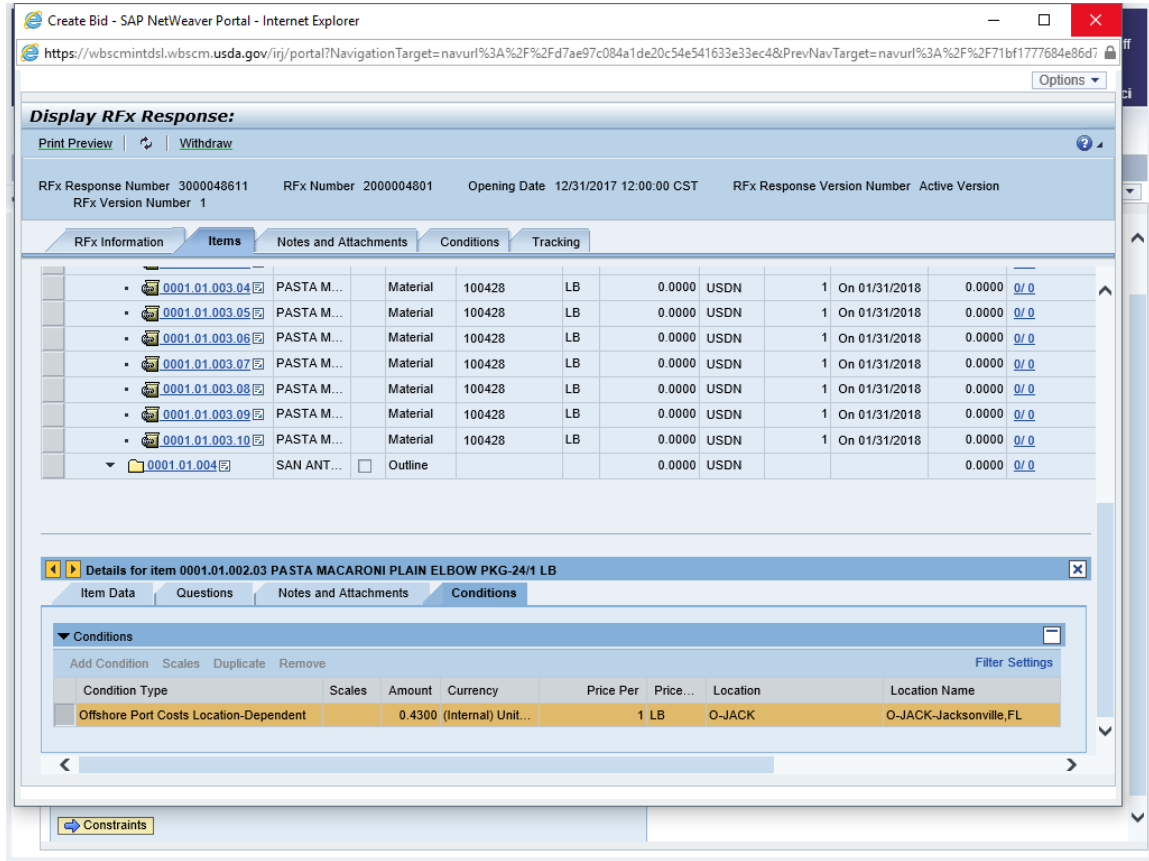


**62.** Print the PDF document and click [×] (the **Close** button) to close the Adobe Reader screen.

**Image: Display RFx Response Screen**



**63.** Click [✕] (the **Close** button) to close the *Display RFx Response* screen.

**Image: Vendor Response Screen**
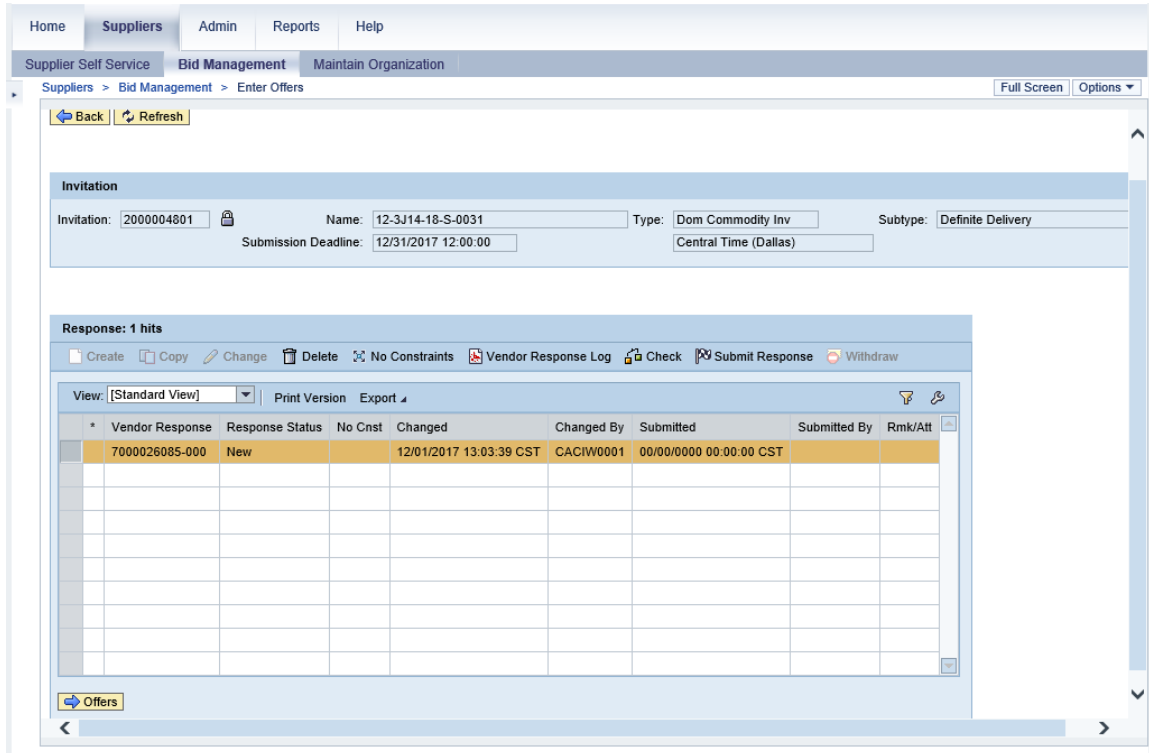


64. Click [⇒ Offers] (the **Offers** button) to enter constraints.

> (Note) Use the column **Rmk/Att** (Remark/Attachment) to the right to identify the type of remark or attachment entered at the item and/or header level.
>
> **H** = Header level remarks, **I** = Item level remarks, and **A** = Attachments (item or header level)
>
> (Note) A bid response must have constraints associated with it. If the vendor has no constraints, [No Constraints] (the **No Constraints** button) must be clicked.
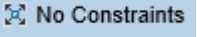
**Image: Offers Screen**
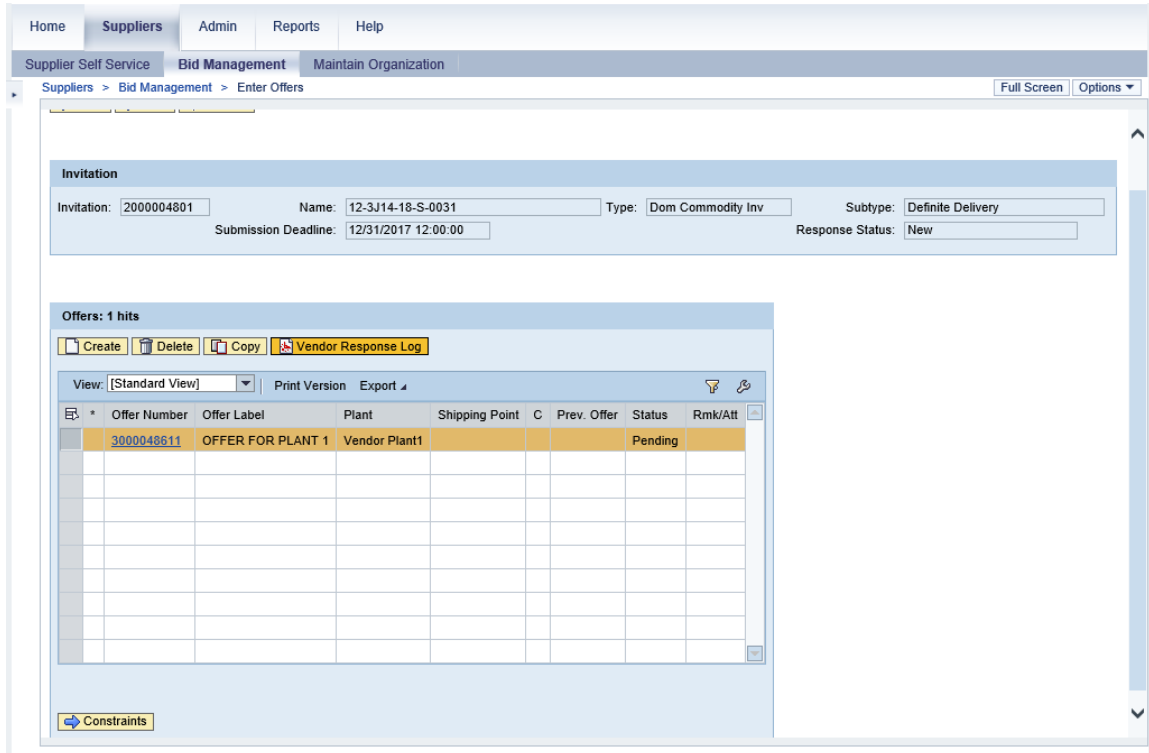


**65.** Click [Constraints] (the **Constraints** button) to open the **Constraints** screen.

> (Note) The bid/offer must be in **Pending** status in order to be successfully submitted. If it is in "Created" status, it hasn't been submitted.

**Image: Constraints Screen**



| Home | Suppliers | Admin | Reports | Help |

| Supplier Self Service | Bid Management | Maintain Organization |

Suppliers > Bid Management > Enter Offers                                                    Full Screen | Options ▼
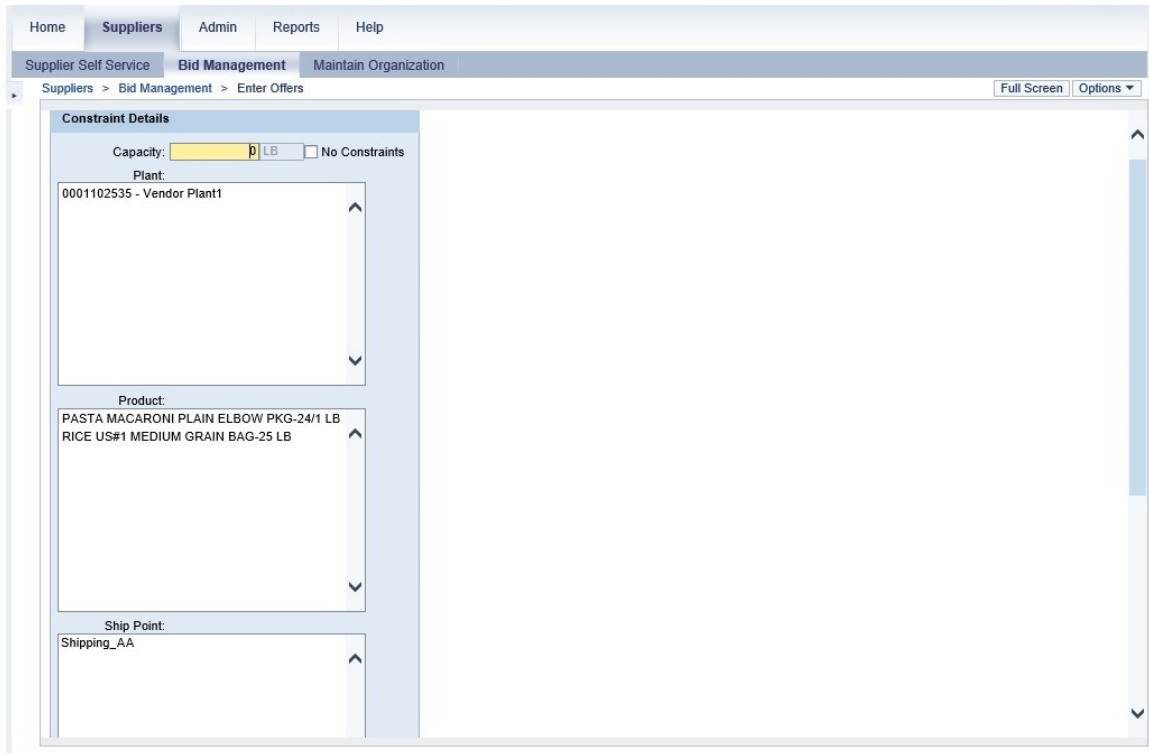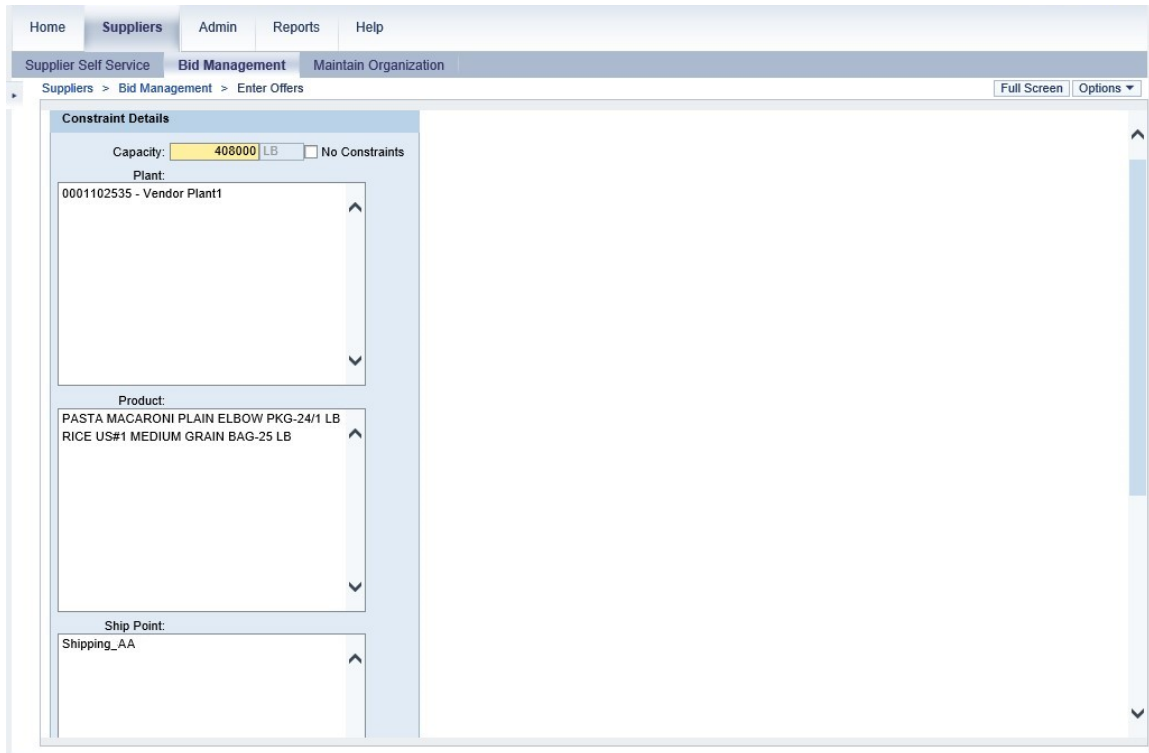
Constraints - ▁▁▁▁▁▁▁▁▁▁▁▁▁
⬅ Initial | ⬅ Back

**Invitation**

| | | | | | |
|---|---|---|---|---|---|
| Invitation: | 2000004801 | Name: | 12-3J14-18-S-0031 | Type: | Dom Commodity Inv | Subtype: | Definite Delivery |
| | | Submission Deadline: | 12/31/2017 12:00:00 | | | 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**66.** Click [📄 Create] (the **Create** button) to create the constraint document.

**Image: Constraint Details Screen**



**67.** As required, complete/review the following fields:

| Field | R/O/C | Description |
|---|---|---|
| Capacity: | R | The maximum amount of the quantity possible for a vendor to produce for USDA.<br><br>**Example:**<br>408000 |

(Note) Constraints must be entered before the Offer can be submitted. If there are no Constraints, indicate "No Constraints".

**Image: Constraint Details Screen**



**68.**    Select an option in the **Plant:** field. In this example, **0001102535 - Vendor Plant1** is selected.
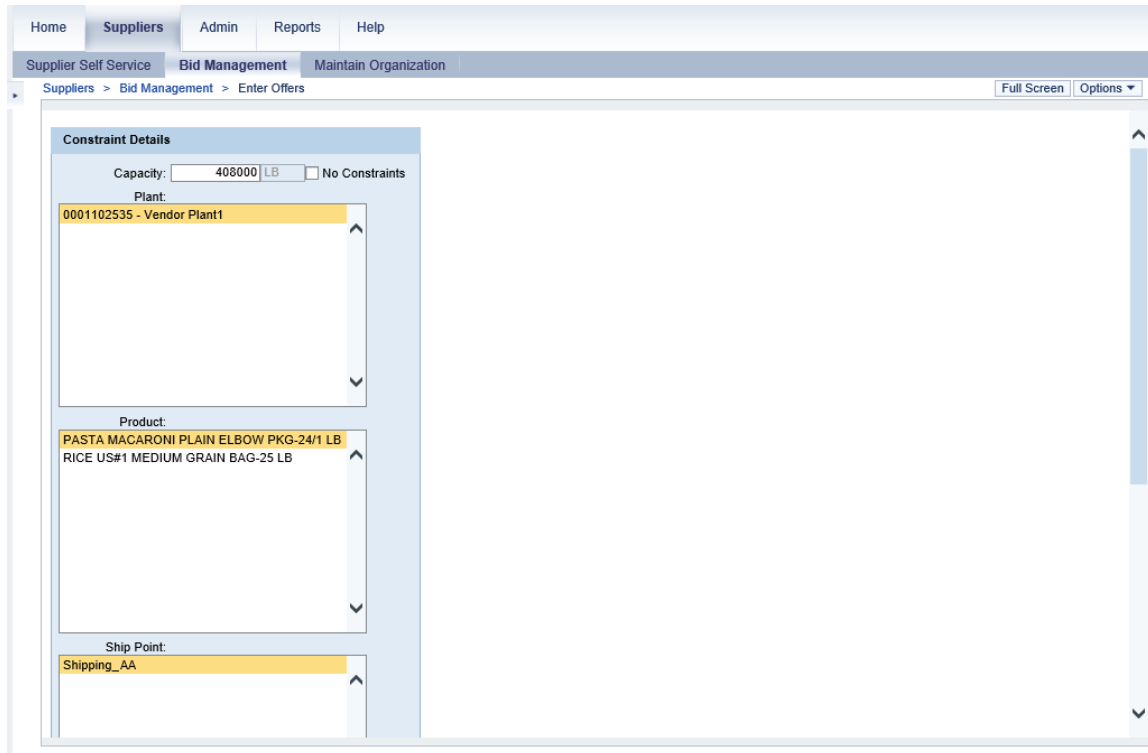
**Image: Constraint Details Screen**



**69.** Select a product in the **Product:** field. In this example, **PASTA MACARONI PLAIN ELBOW PKG-24/1 LB** is selected.

> (Note) To select another product in the **Product** field, press and hold the **Ctrl** key and select another product.
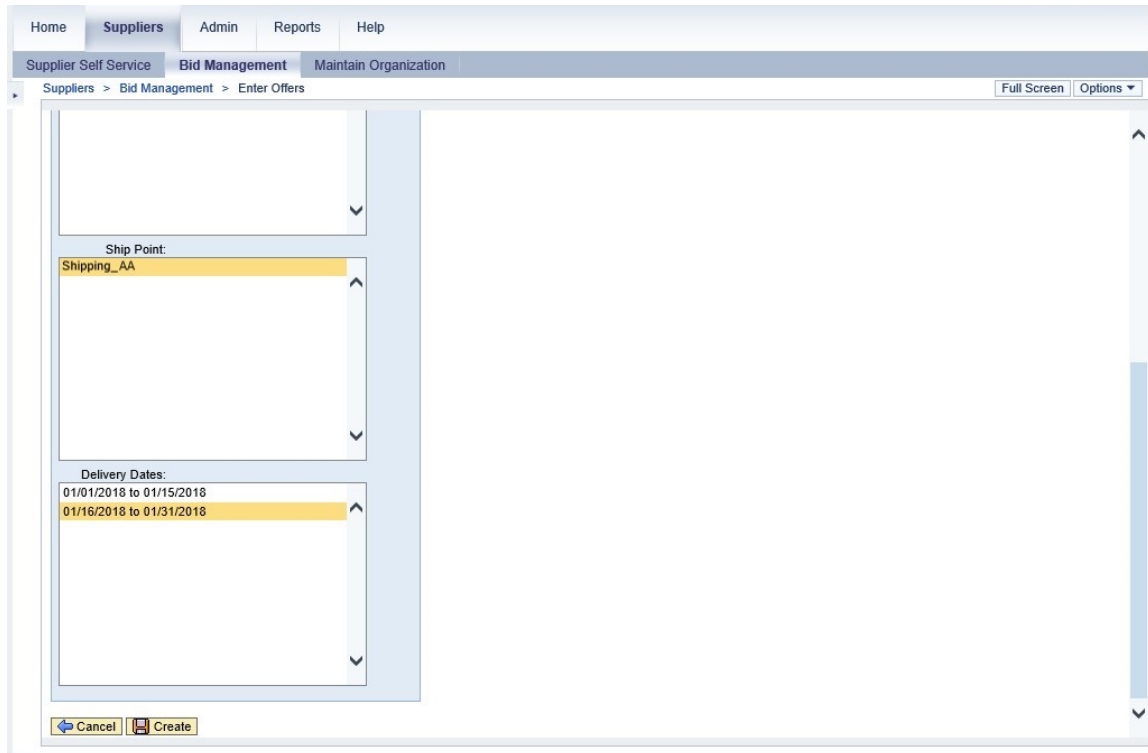
**Image: Constraint Details Screen**



**70.** Select an option in the **Ship Point:** field. In this example, Shipping_AA **Shipping_AA** is selected.

**71.** Click ⌄ (the **Down** arrow) to scroll to the bottom of the page.
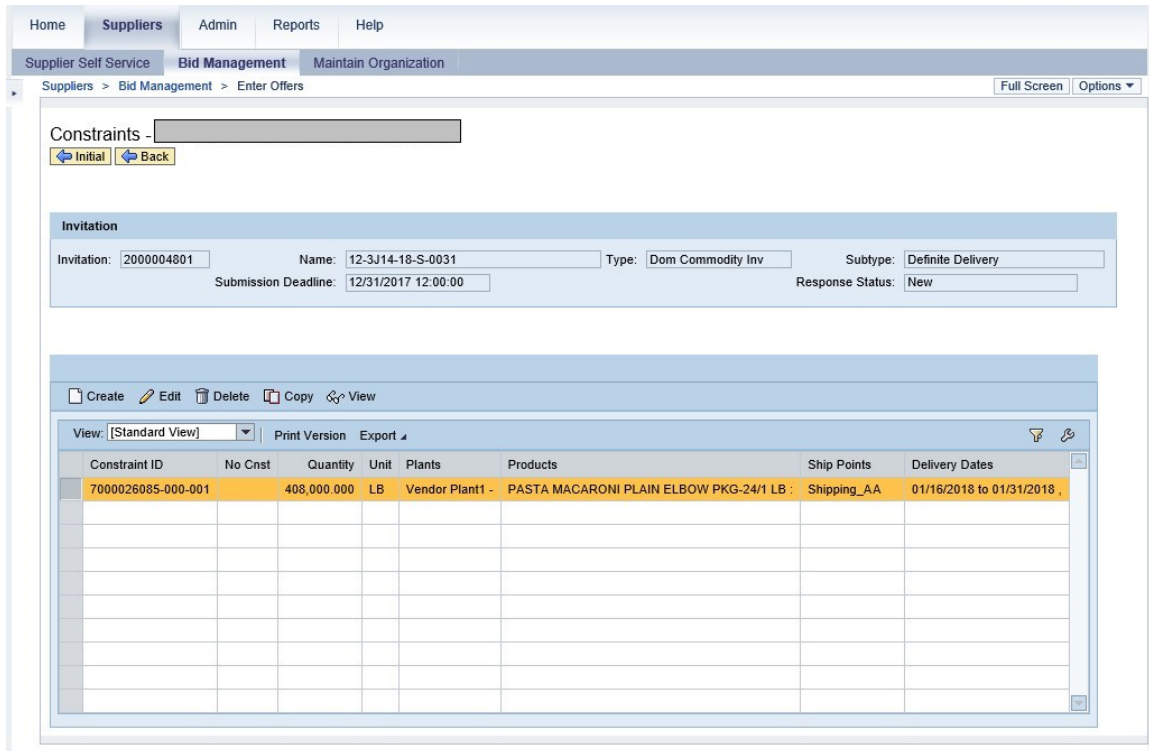
**Image: Constraint Details Screen**



**72.** Click in the **Delivery Dates:** field to select an option. In this example, **01/16/2018 to 01/31/2018** is selected.

**73.** Click Create (the **Create** button) to save the constraint details.

**Image: Constraints Screen**



**74.** Click [Back] (the **Back** button) to return to the *Offers* screen.

**Image: Offers Screen**
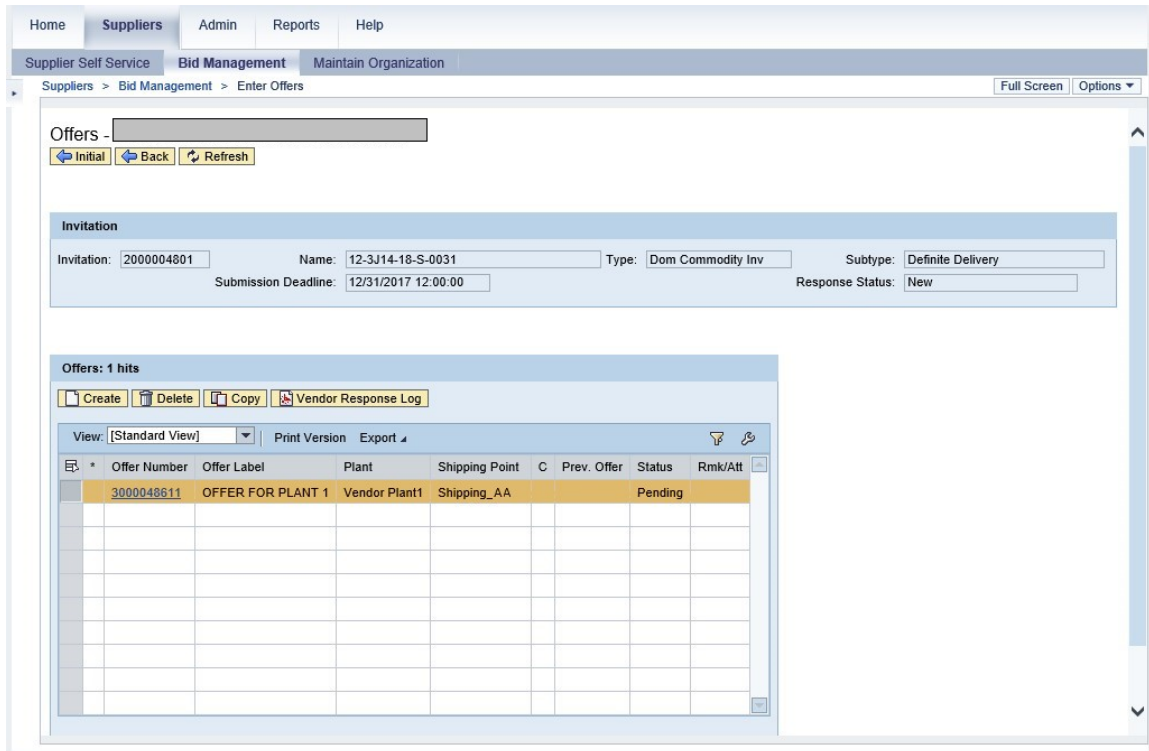


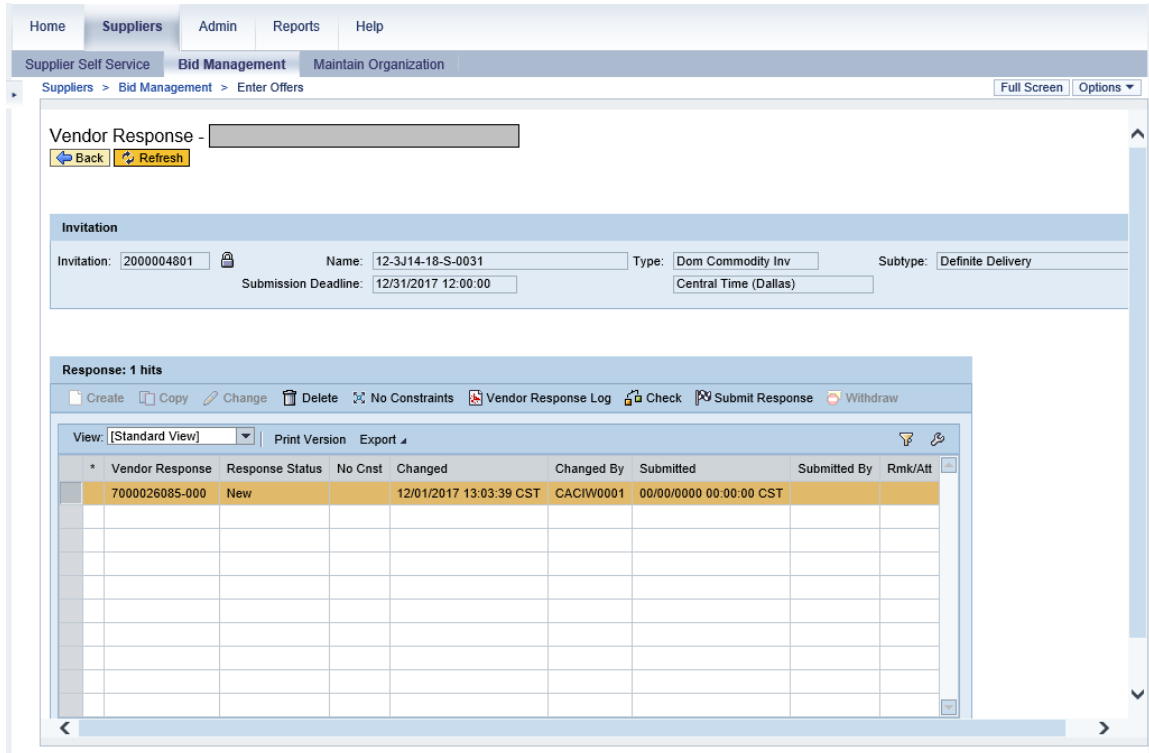75.   Click [Back] (the **Back** button) to return to the *Vendor Response* screen.

**Image: Vendor Response Screen**



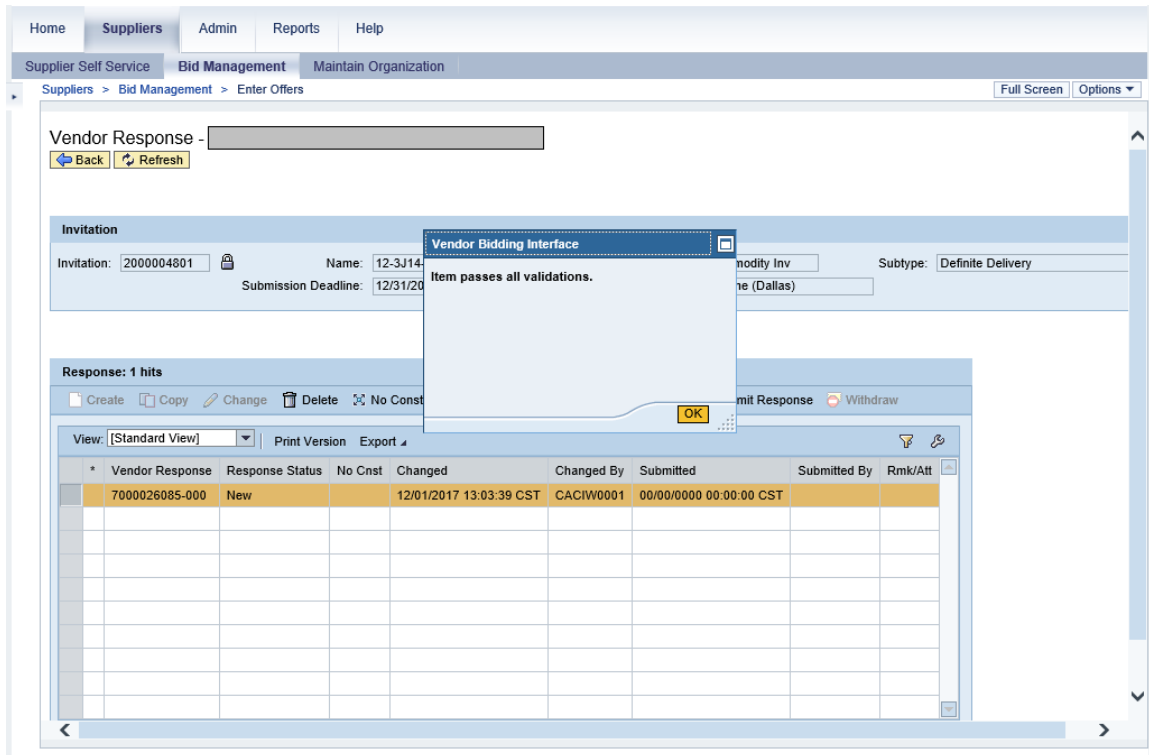**76.** Click ⚙ Check (the **Check** button) to run validations on the bid response (offer) and constraint package.

**Image: Vendor Bidding Interface Pop-Up**



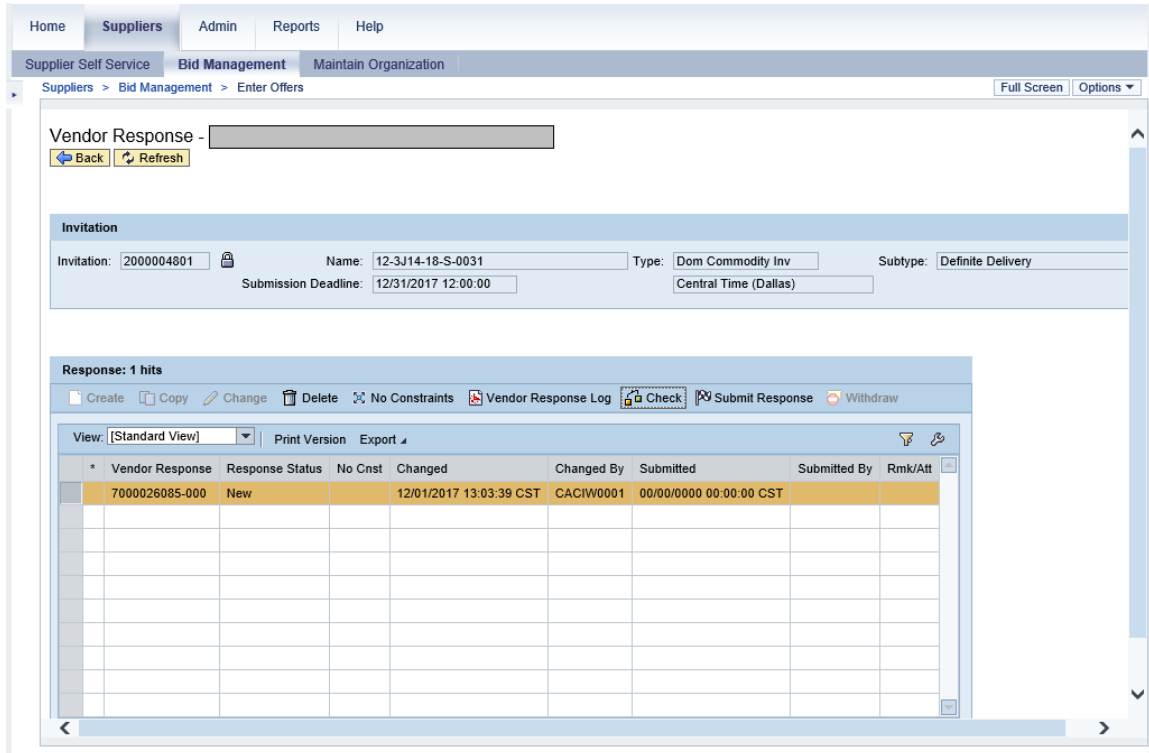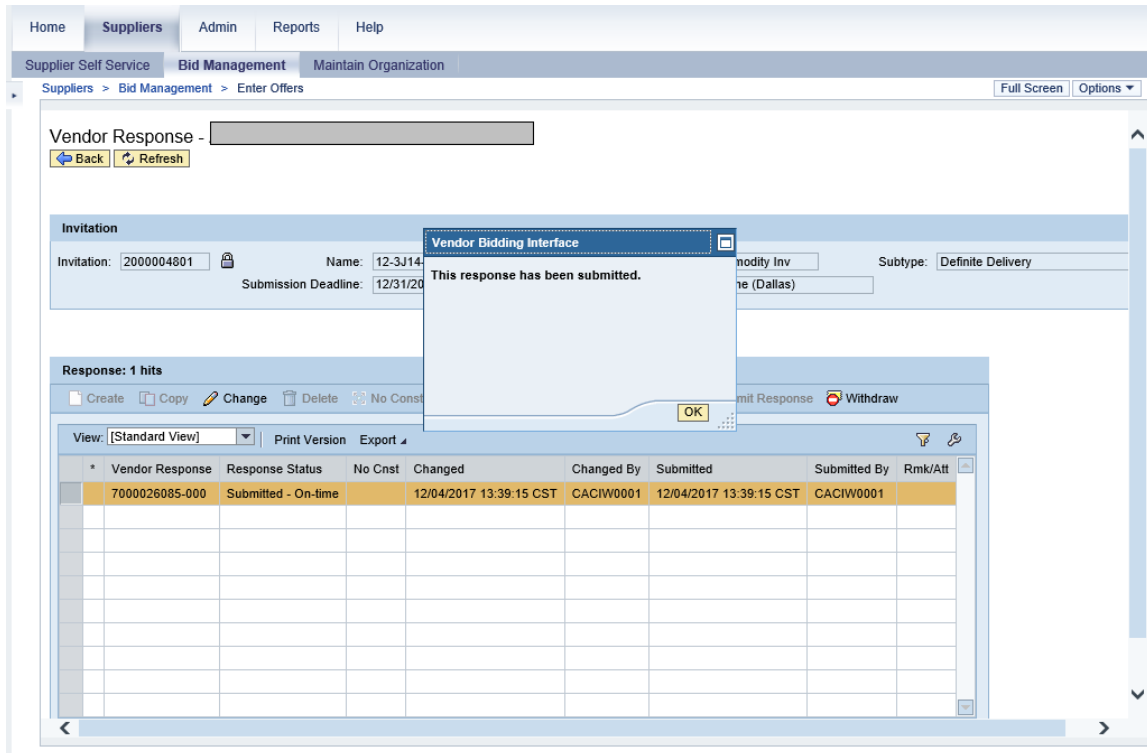**77.** Click OK (the **OK** button) to close the confirmation message.

**Image: Vendor Response Screen**
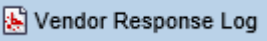


**78.** Click ![Submit Response] (the **Submit Response** button) to submit the bid response (offer) and constraint package to USDA.

**Image: Vendor Bidding Interface Pop-Up**



**79.**      Click OK (the **OK** button) to close the confirmation message.

> (Note) To email, print, or save a copy of the bid response (offer), click [Vendor Response Log] (the **Vendor Response Log** button) to generate a PDF version of the offer.

> (Note) Additional offers can be created for different vendor plants.

**Image: Vendor Responses Screen**



**80.** Click **Home** (the **Home** tab) to exit the transaction.

**Image: News and Alerts Screen**

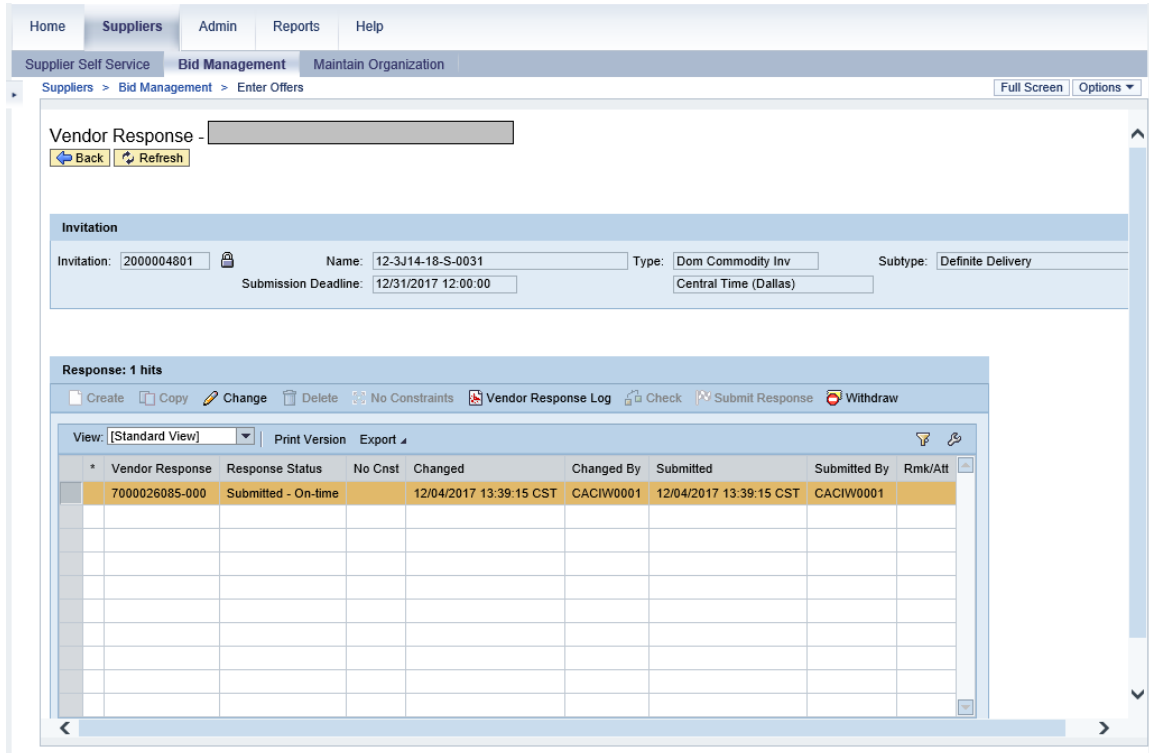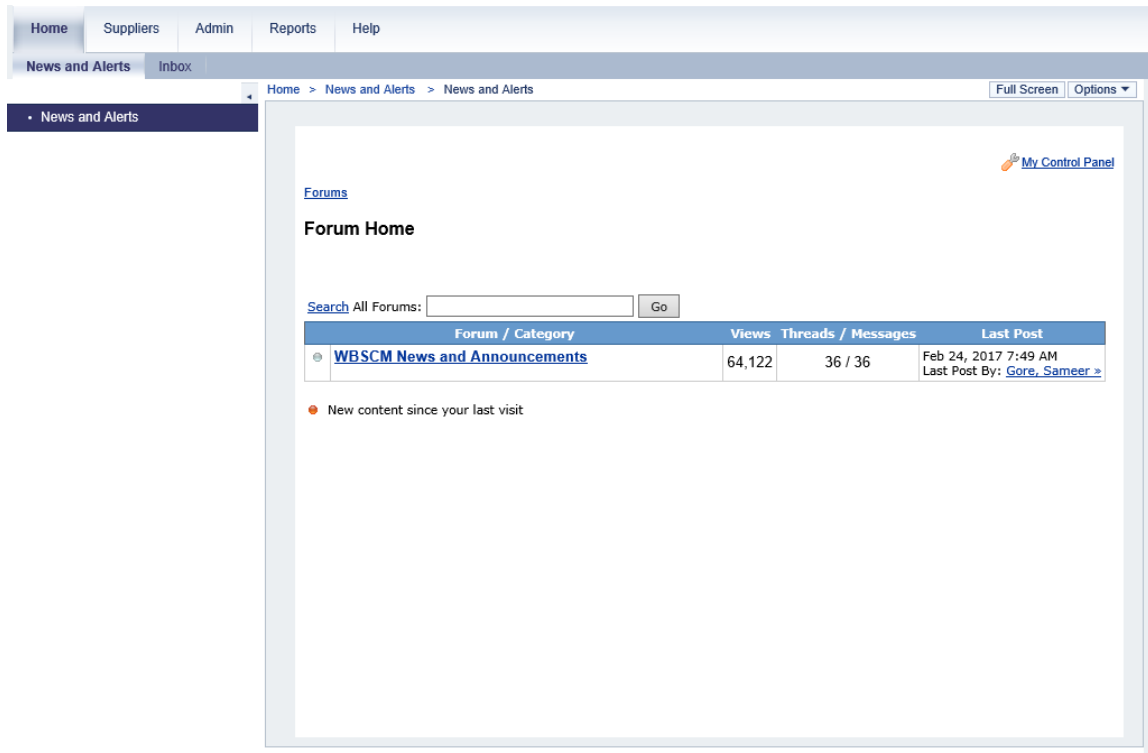| Home | Suppliers | Admin | Reports | Help |

News and Alerts | Inbox

Home > News and Alerts > News and Alerts          Full Screen | Options ▼

· News and Alerts

My Control Panel

Forums

**Forum Home**

Search All Forums: [          ] [ Go ]

| Forum / Category | Views | Threads / Messages | Last Post |
|---|---|---|---|
| ⊙ **WBSCM News and Announcements** | 64,122 | 36 / 36 | Feb 24, 2017 7:49 AM Last Post By: Gore, Sameer » |

● New content since your last visit

**81.** The transaction is complete.

## RESULT

A Domestic Bid Response (Offer) has been successfully created and submitted directly into WBSCM or exported and entered into a spreadsheet and then imported back into WBSCM.