



## 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**

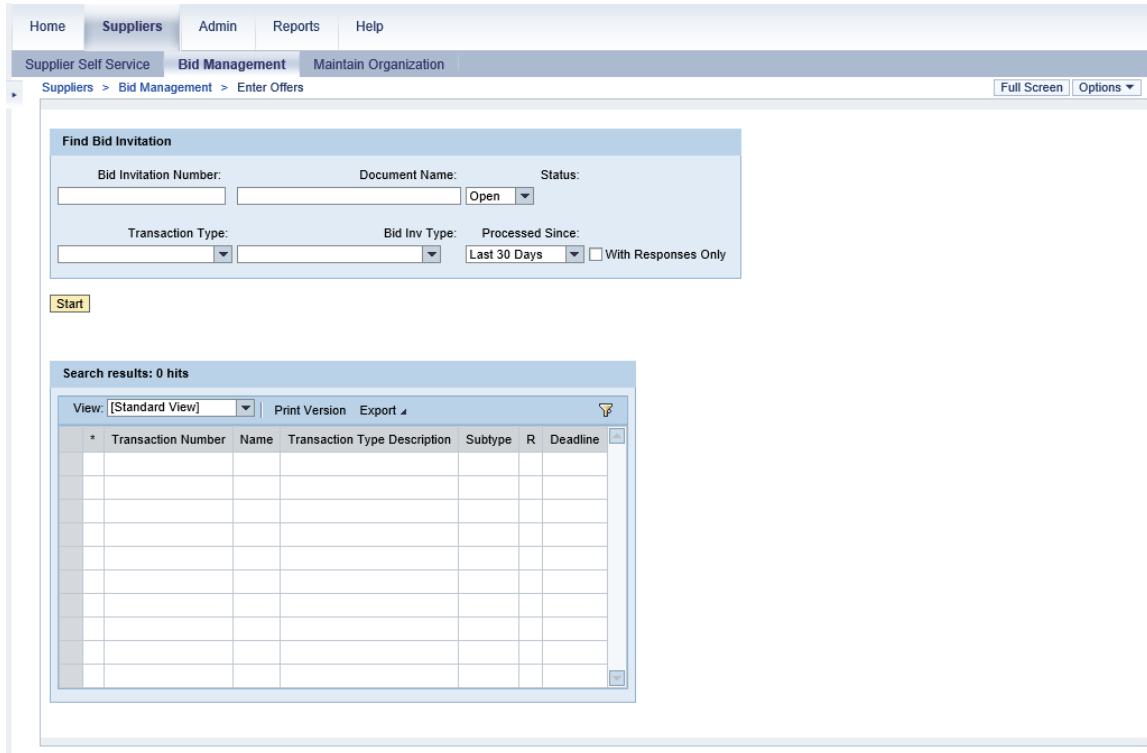
The screenshot shows the 'Find Bid Invitation' screen in the WBSCM portal. The navigation menu includes Home, Suppliers, Admin, Reports, and Help. The current path is Suppliers > Bid Management > Enter Offers. The search form includes the following fields and options:

- Bid Invitation Number: [Text Input]
- Document Name: [Text Input]
- Status: [Open] (Dropdown)
- Transaction Type: [Dropdown]
- Bid Inv Type: [Dropdown]
- Processed Since: [Last 30 Days] (Dropdown)
- With Responses Only


A 'Start' button is located below the search form. Below the search form, it displays 'Search results: 0 hits' and a table with the following columns: Transaction Number, Name, Transaction Type, Description, Subtype, R, and Deadline. The table is currently empty.


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.  <b>Example:</b> 2000004801
Document Name:	O	Long procurement number (LPN).  <b>Example:</b> 12-3J14-18-S-0031
Status:	O	Status of the document.  <b>Example:</b> Open   (Note) If "Ended" status is selected, no search results will appear as ended

Field	R/O/C	Description
		<p>means the solicitation/bid has been closed and it is no longer possible to enter an offer.</p>
Transaction Type:	O	<p>The type of product or service identified in the bid invitation from USDA.</p> <p><b>Example:</b> Dom Commodity Inv</p> <p> (Note) For domestic commodity, select the <b>Dom Commodity Inv</b> transaction type.</p> <p>A complete list of Transaction Types and their definitions includes:</p> <ul style="list-style-type: none"> <li>• <b>BIDP:</b> Not an applicable option because it will not retrieve any data</li> <li>• <b>RFx:</b> Not an applicable option because it will not retrieve any data</li> <li>• <b>Barter and Exch Inv:</b> 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.</li> <li>• <b>Intl Commodity Inv:</b> An invitation for a commodity to fulfill an international USAID or FAS Sales Order.</li> <li>• <b>Dom Commodity Inv:</b> An invitation for a commodity to fulfill a domestic FNS Sales Order. <b>This is the relevant selection for this transaction.</b></li> <li>• <b>Intl Freight Inv:</b> An invitation for freight services to ship</li> </ul>

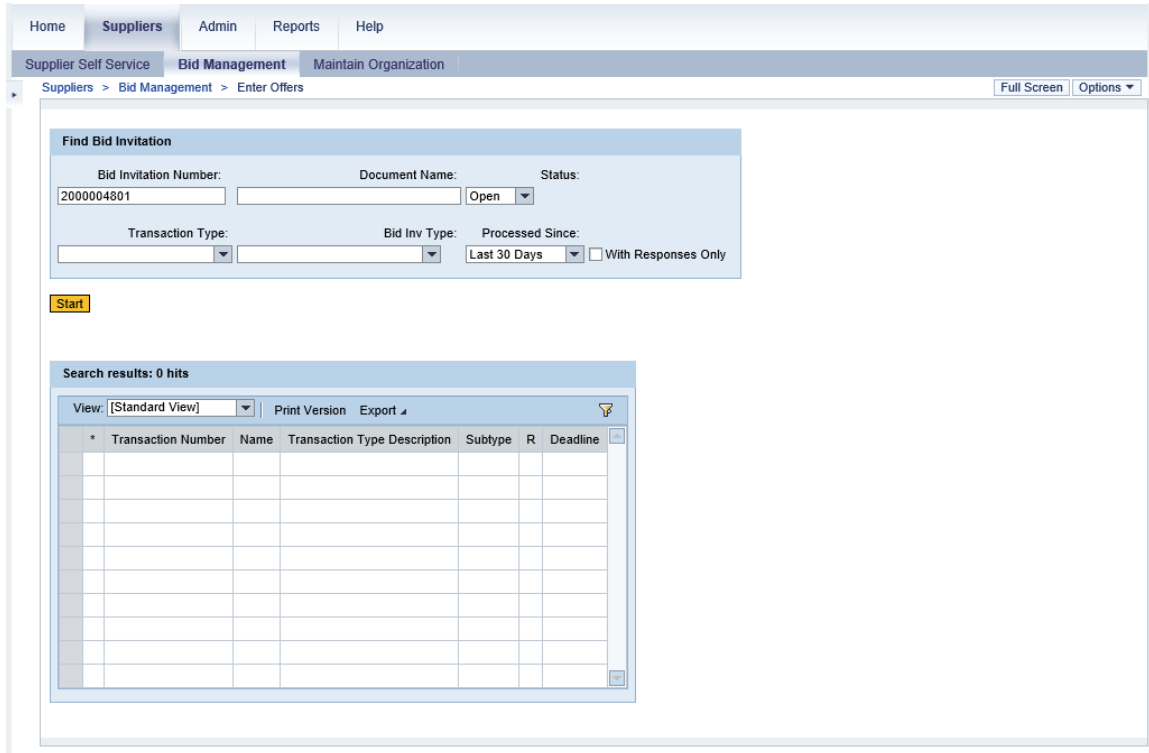


Work Instruction  
Create Domestic Bid Response (Offer)

Field	R/O/C	Description
		goods from a domestic load port to an overseas location to fulfill an international USAID or FAS Sales Order. <ul style="list-style-type: none"><li>• <b>Intl Comm Preference:</b> 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).</li><li>• <b>Intl Frgt Preference:</b> 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).</li><li>• <b>Master/Shortfall Inv:</b> An invitation for a commodity in a master/shortfall situation.</li></ul>
Bid Inv Type:	O	The type of bid invitation from USDA.  <b>Example:</b> Definite Delivery
Processed Since:	O	Time since last processing.  <b>Example:</b> 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**



The screenshot displays the 'Find Bid Invitation' screen within a web application. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The breadcrumb trail indicates the path: Suppliers > Bid Management > Enter Offers. The main search area is titled 'Find Bid Invitation' and contains the following fields:

- Bid Invitation Number: 2000004801
- Document Name: [Empty]
- Status: Open
- Transaction Type: [Empty]
- Bid Inv Type: [Empty]
- Processed Since: Last 30 Days
- With Responses Only:

A yellow 'Start' button is located below the search criteria. Below the search area, the results are displayed as 'Search results: 0 hits'. The results are shown in a table with the following columns: Transaction Number, Name, Transaction Type Description, Subtype, R, and Deadline. The table is currently empty.

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

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

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

**Find Bid Invitation**

Bid Invitation Number: 2000004801 Document Name: Status: Open

Transaction Type: Bid Inv Type: Processed Since: Last 30 Days  With Responses Only


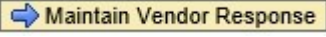
**Start**

**Search results: 1 hits**

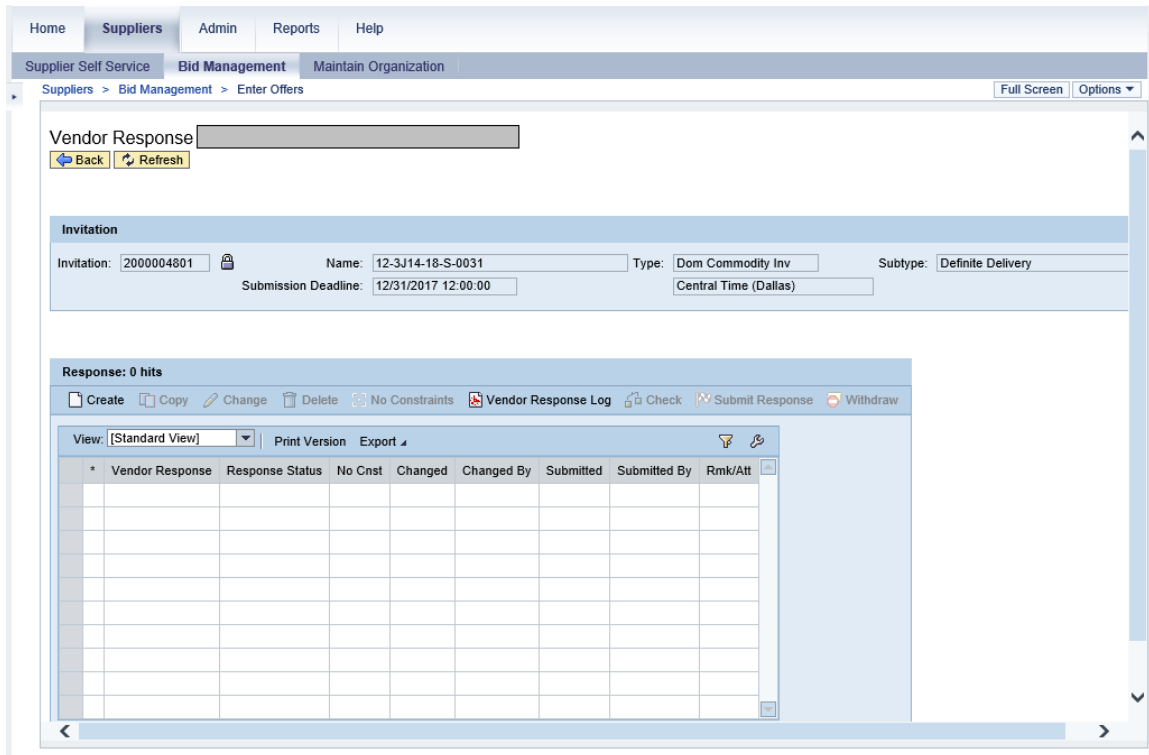
View: [Standard View] Print Version Export


* Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline
2000004801	12-3J14-18-S-0031	Dom Commodity Inv	Definite Delivery		12/31/2017 12:00:00

**Maintain Vendor Response**

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  (the **Maintain Vendor Response** button).

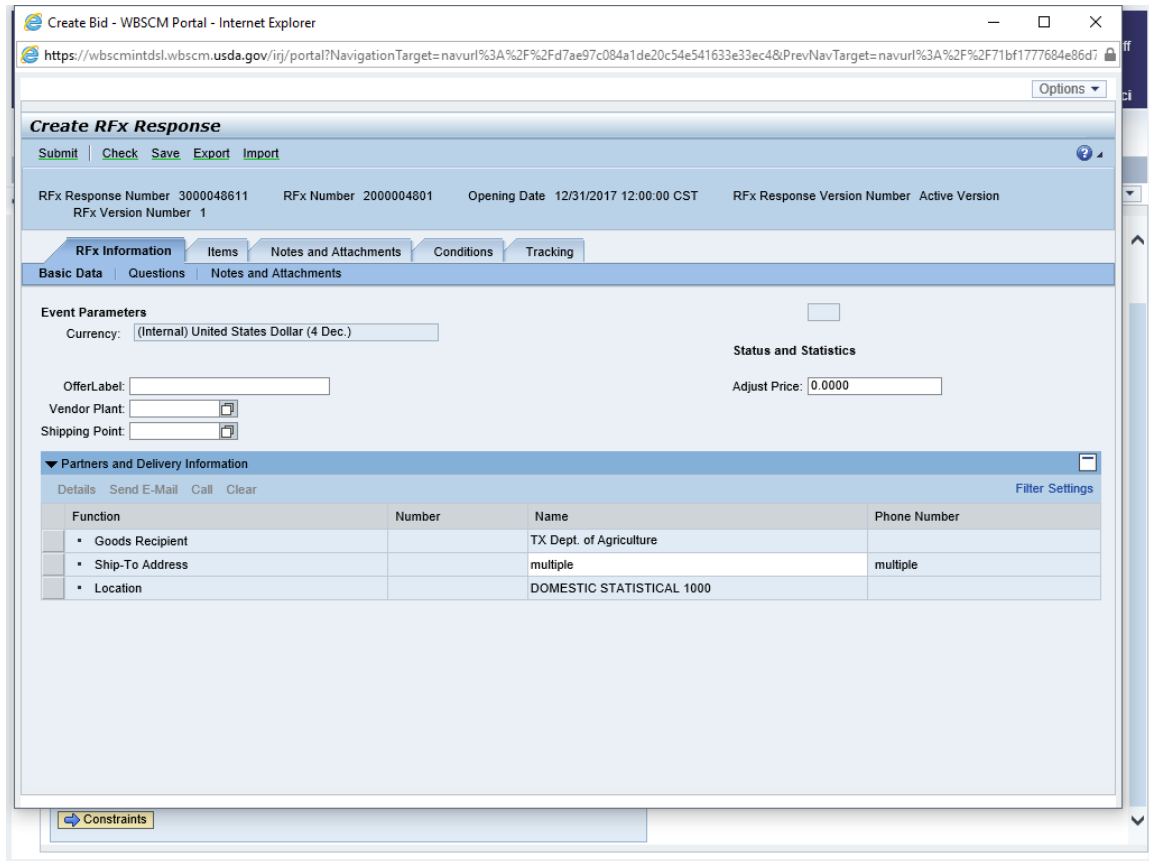
**Image: Vendor Response Screen**



8. Click  **Create** (the **Create** button) to create the bid response (offer).



**Image: Create RFX Response Screen**



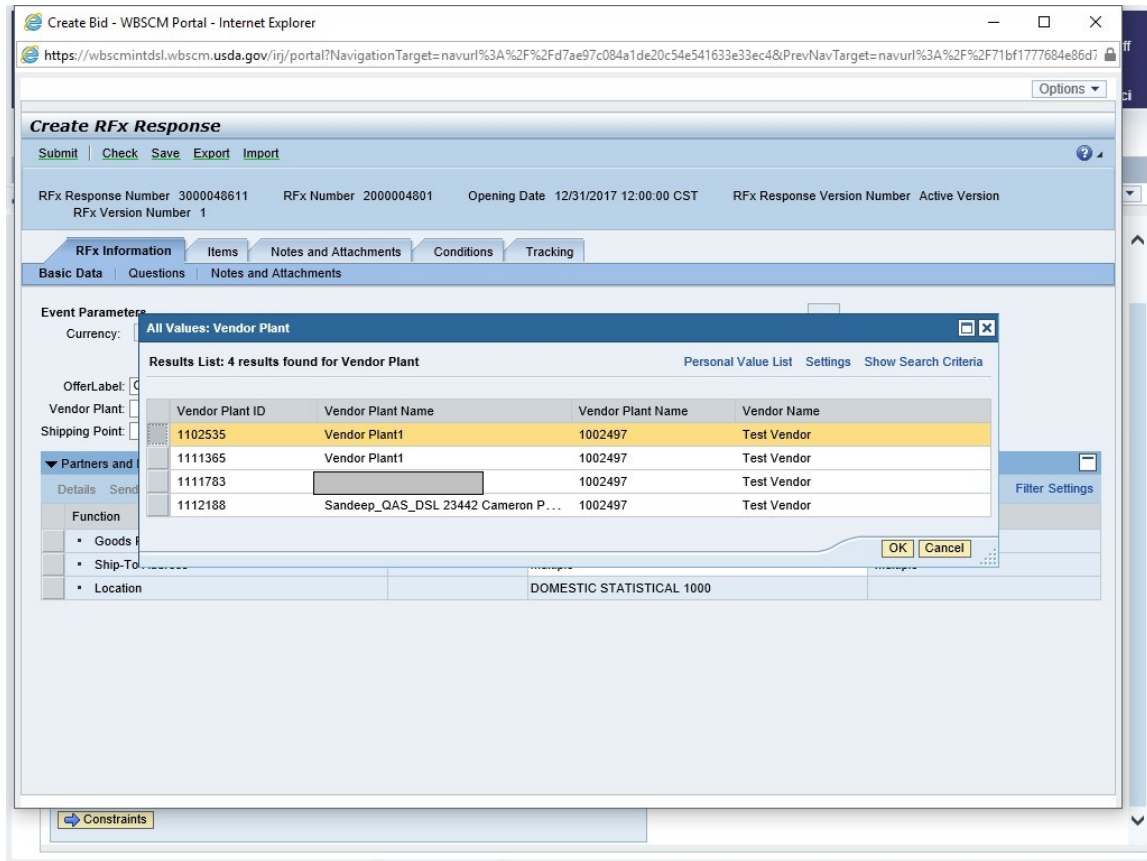
9. As required, complete/review the following fields:


Field	R/O/C	Description
OfferLabel:	O	The name or label given to the offer that the vendor is placing.  <b>Example:</b> 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



- 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.


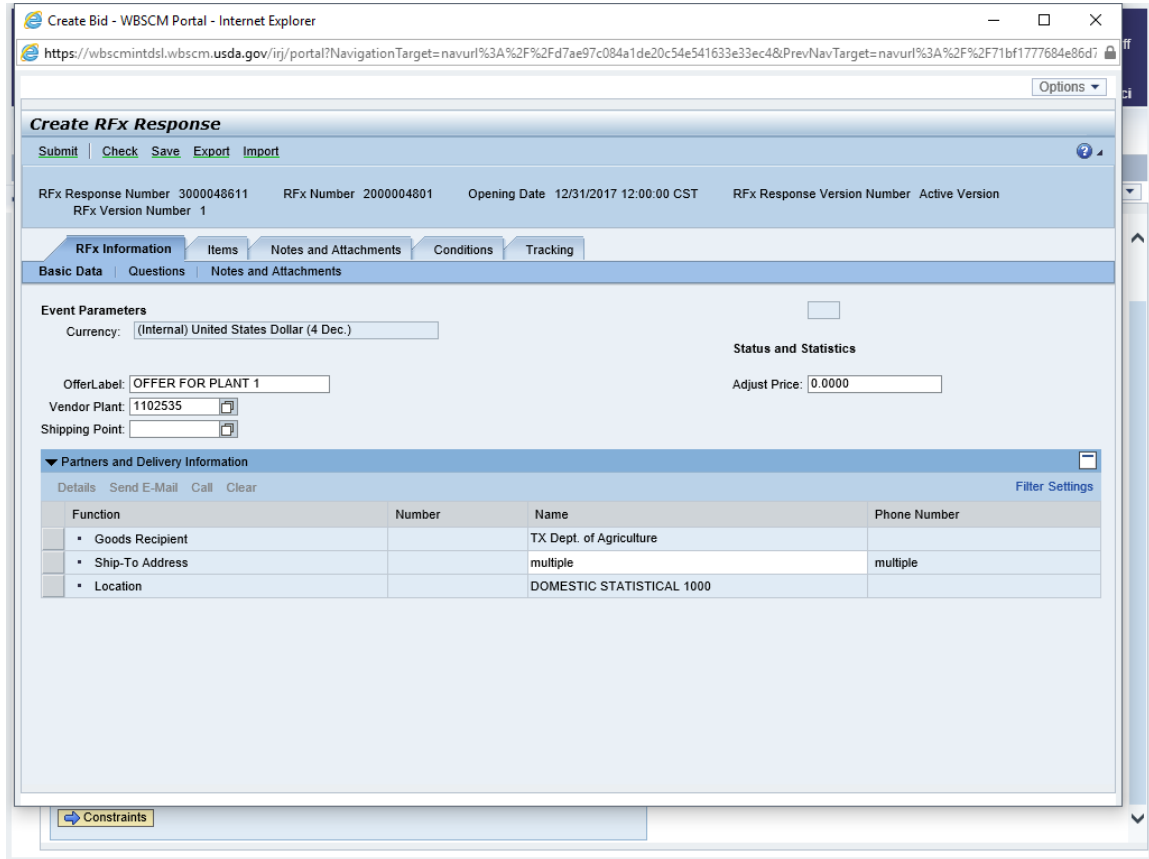
- Click  (the **OK** button) to confirm the selection.

Image: Create RFX Response Screen



**Create RFX Response**

Submit | Check | Save | Export | Import

RFX Response Number 3000048611    RFX Number 2000004801    Opening Date 12/31/2017 12:00:00 CST    RFX Response Version Number Active Version  
RFX Version Number 1

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

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

**Event Parameters**

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

OfferLabel: OFFER FOR PLANT 1

Vendor Plant: 1102535

Shipping Point:

**Status and Statistics**

Adjust Price: 0.0000

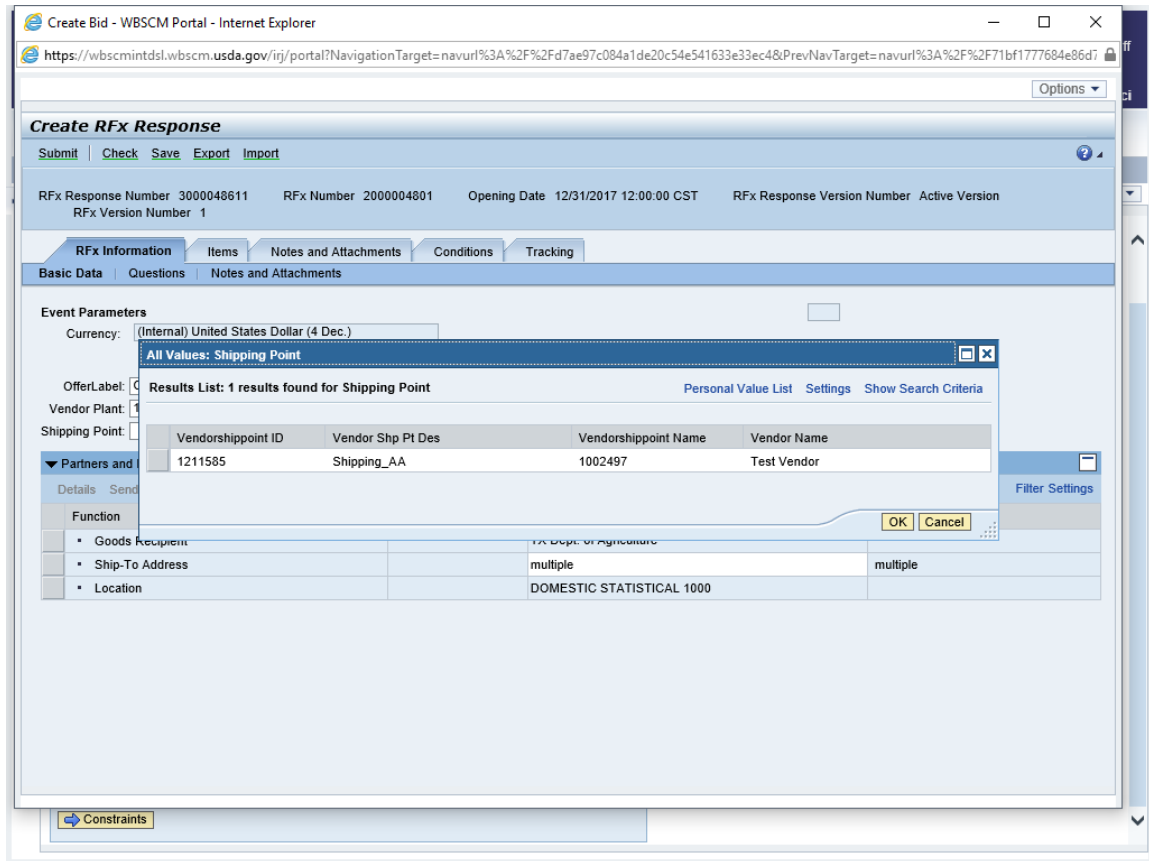
**Partners and Delivery Information**


Details | Send E-Mail | Call | Clear Filter Settings

Function	Number	Name	Phone Number
▪ Goods Recipient		TX Dept. of Agriculture	
▪ Ship-To Address		multiple	multiple
▪ Location		DOMESTIC STATISTICAL 1000	

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

Image: All Values Shipping Point Pop-Up

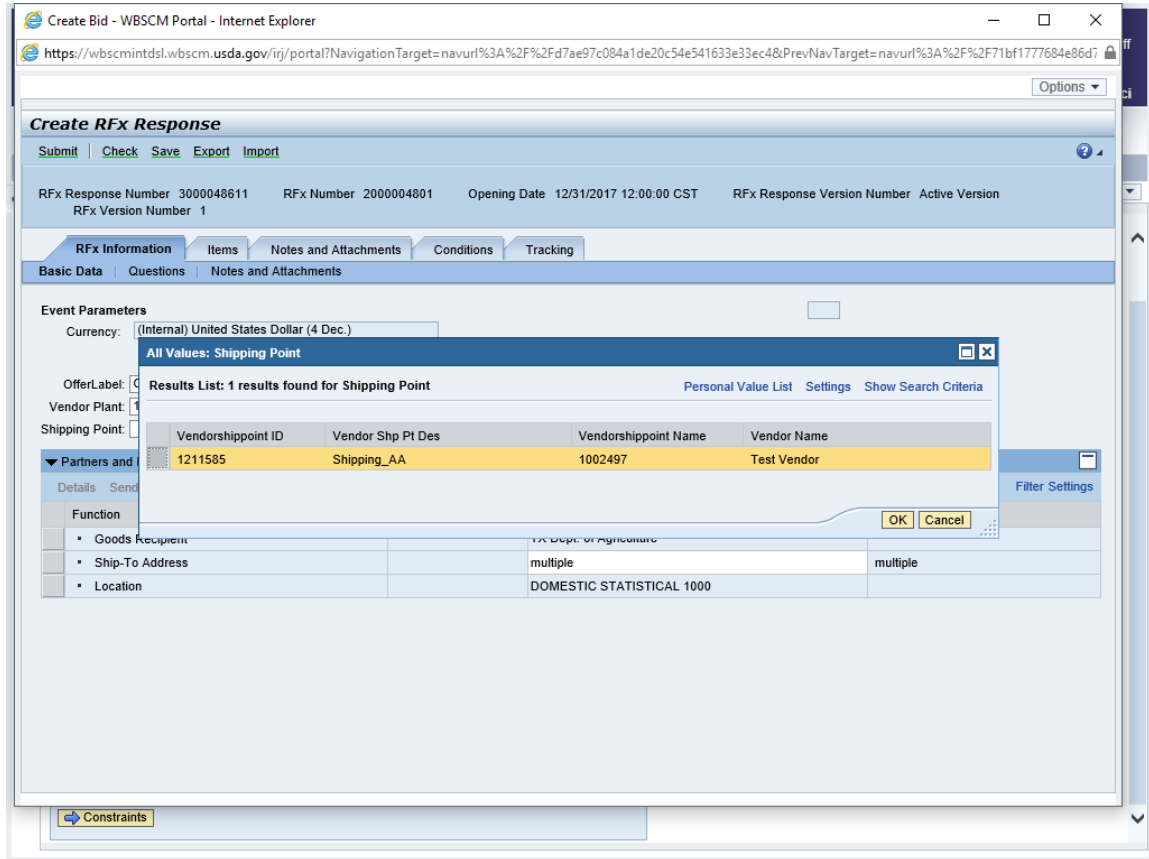


14. Click  (the **Selection** button) to select a shipping point option. In this example, **Shipping\_AA** shipping point is selected.



(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




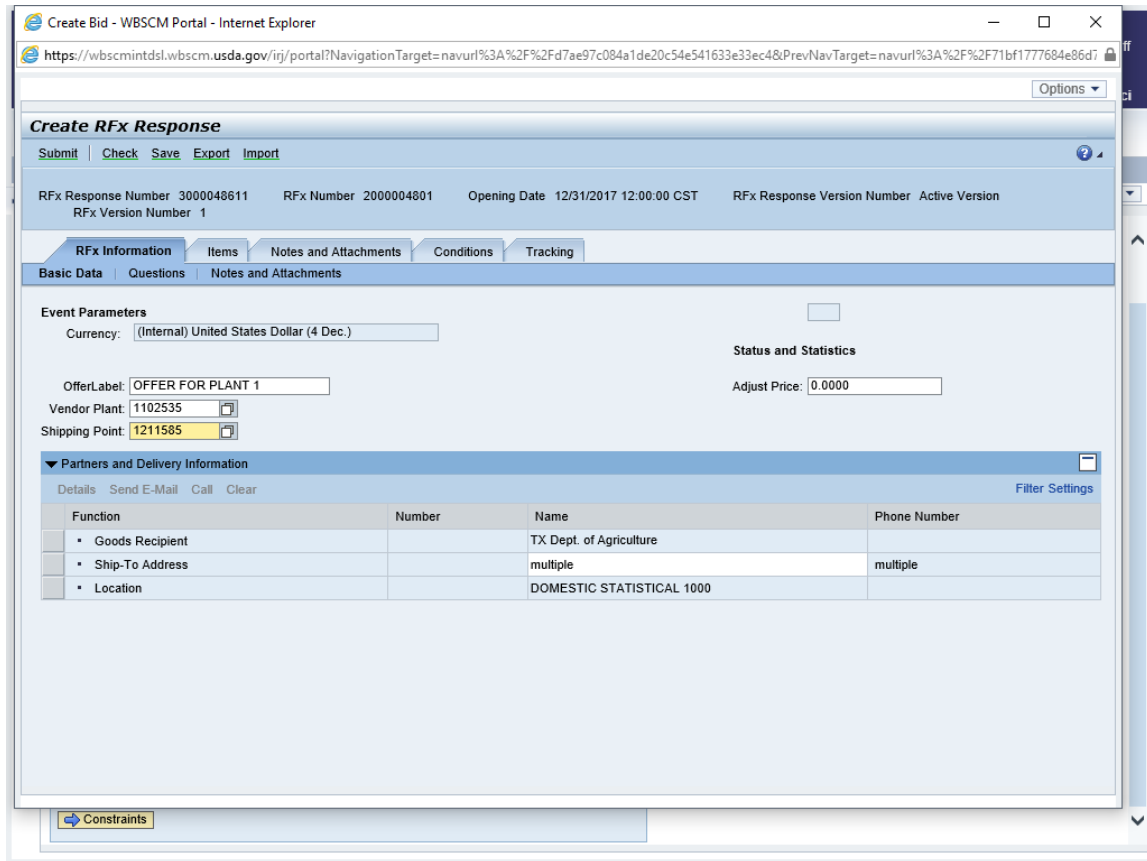
15. Click  (the **OK** button) to confirm the selection.

Image: Create RFX Response



**Create RFX Response**

Submit | Check | Save | Export | Import

RFX Response Number 3000048611    RFX Number 2000004801    Opening Date 12/31/2017 12:00:00 CST    RFX Response Version Number Active Version  
RFX Version Number 1

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

Basic Data | Questions | Notes and Attachments

**Event Parameters**

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

OfferLabel: OFFER FOR PLANT 1

Vendor Plant: 1102535

Shipping Point: 1211585

**Status and Statistics**

Adjust Price: 0.0000

**Partners and Delivery Information**

Function	Number	Name	Phone Number
Goods Recipient		TX Dept. of Agriculture	
Ship-To Address		multiple	multiple
Location		DOMESTIC STATISTICAL 1000	

Constraints

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.




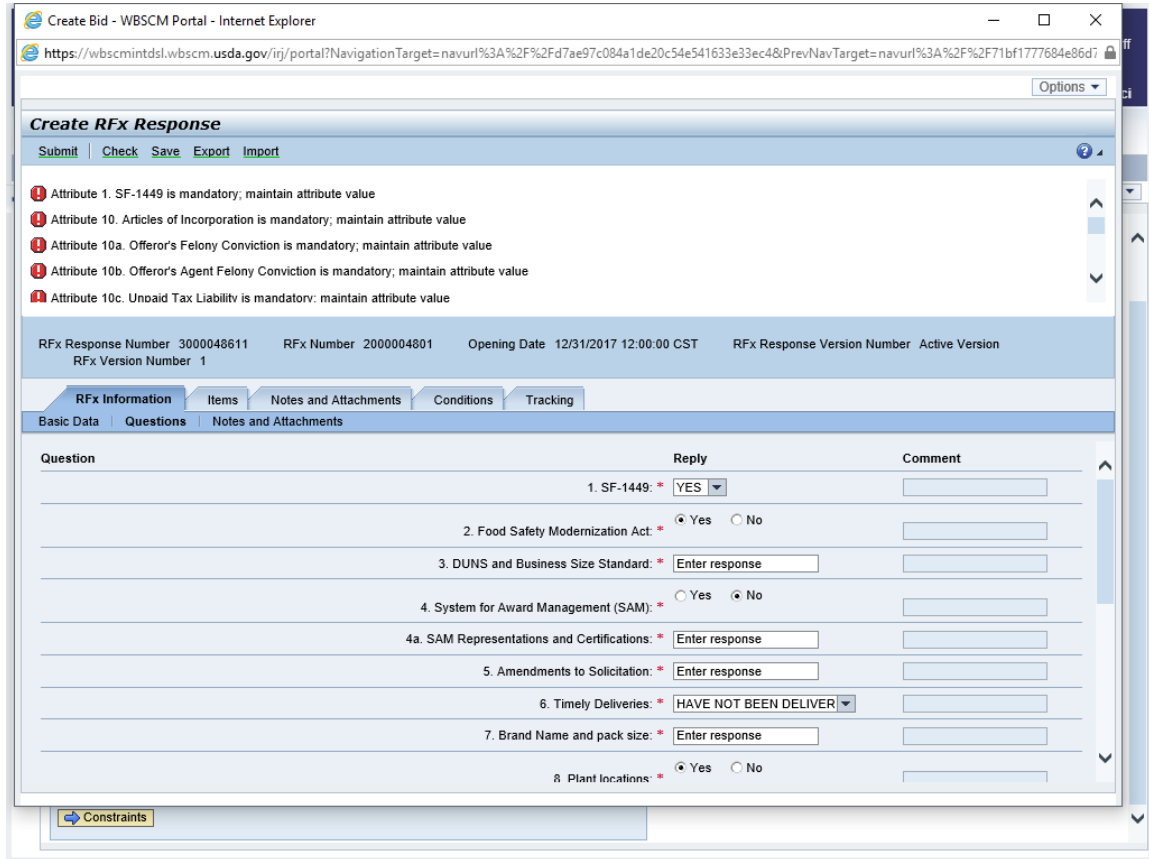
(Note) If applicable, use  (the **Down** arrow) in the vertical bar to answer the rest of the questions.



Image: Create RFX Response Screen



**Create RFX Response**

Submit | Check | Save | Export | Import

Attribute 1. SF-1449 is mandatory; maintain attribute value  
 Attribute 10. Articles of Incorporation is mandatory; maintain attribute value  
 Attribute 10a. Offeror's Felony Conviction is mandatory; maintain attribute value  
 Attribute 10b. Offeror's Agent Felony Conviction is mandatory; maintain attribute value  
 Attribute 10c. Unpaid Tax Liability is mandatory; maintain attribute value

RFX Response Number 3000048611    RFX Number 2000004801    Opening Date 12/31/2017 12:00:00 CST    RFX Response Version Number Active Version  
 RFX Version Number 1

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

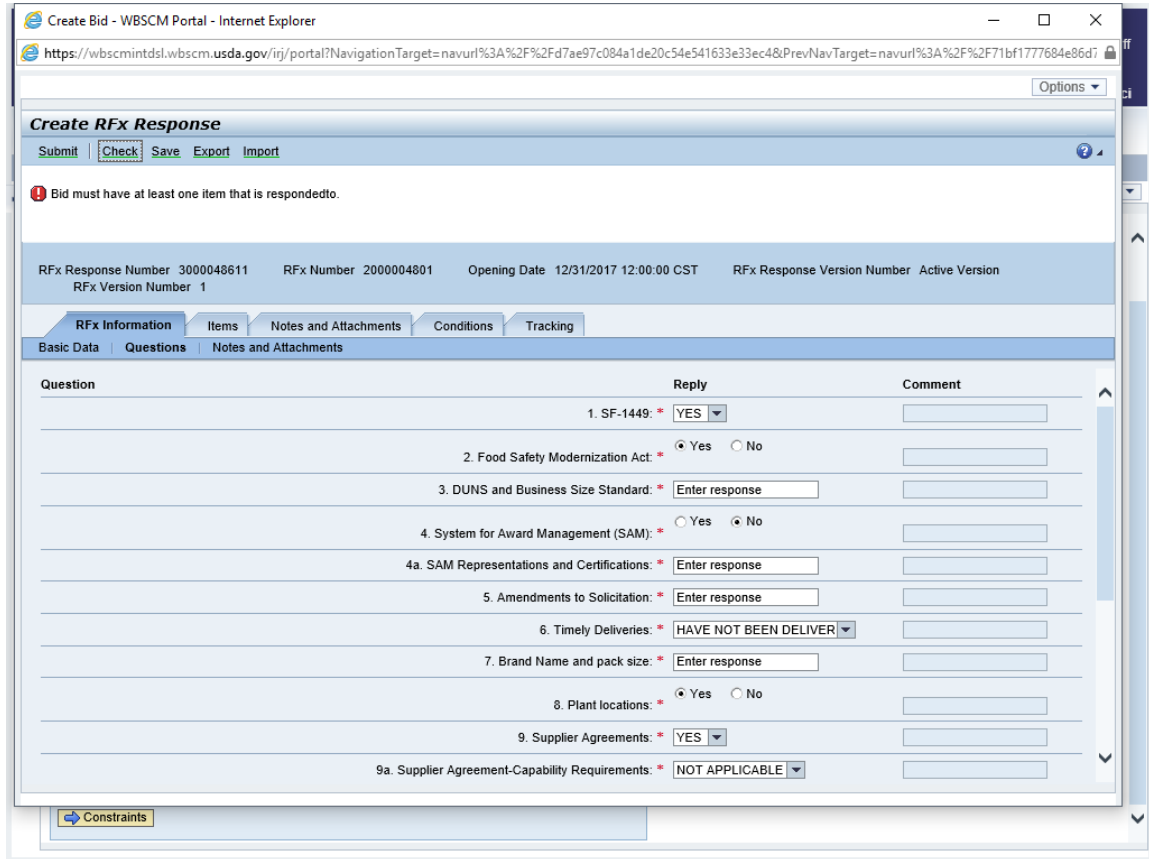
Basic Data | Questions | Notes and Attachments

Question	Reply	Comment
1. SF-1449: *	YES	
2. Food Safety Modernization Act: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	
3. DUNS and Business Size Standard: *	Enter response	
4. System for Award Management (SAM): *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4a. SAM Representations and Certifications: *	Enter response	
5. Amendments to Solicitation: *	Enter response	
6. Timely Deliveries: *	HAVE NOT BEEN DELIVERED	
7. Brand Name and pack size: *	Enter response	
8. Plant locations: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Constraints

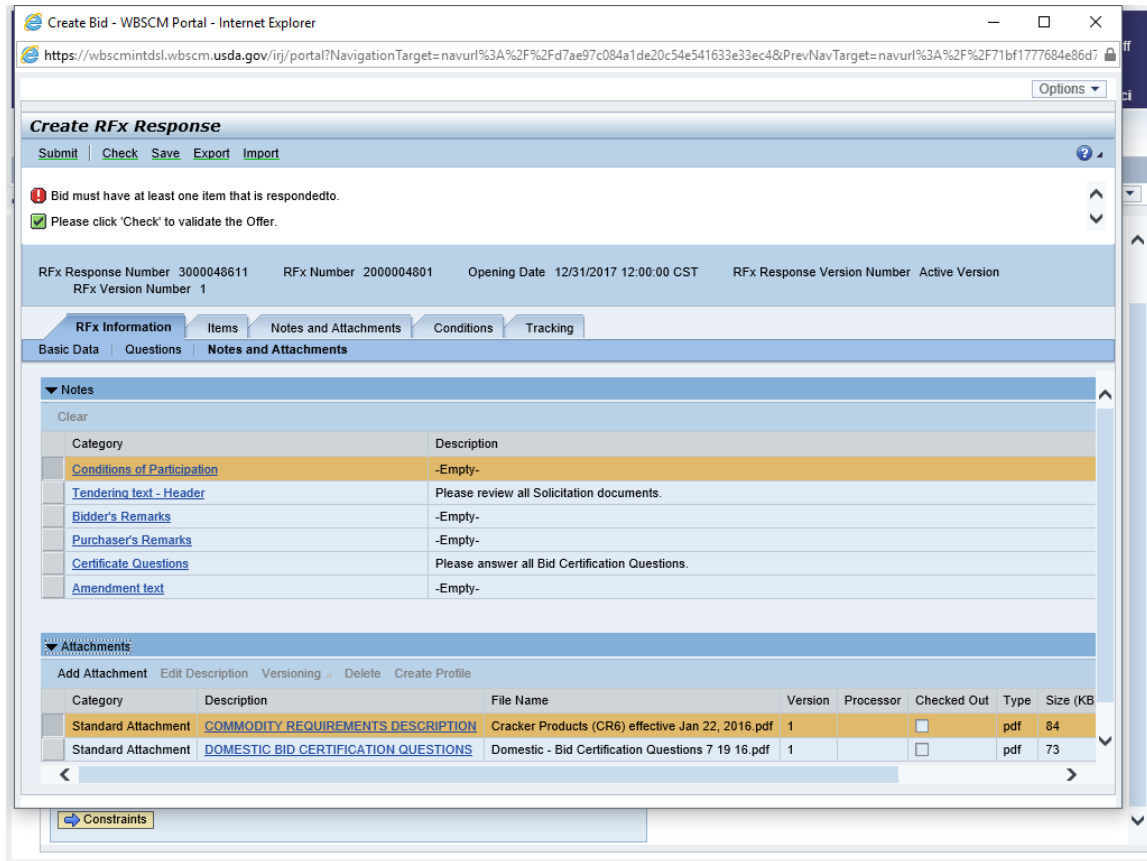
18. After answering all the required questions, click **Check** (the **Check** button) to validate the entries.

**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



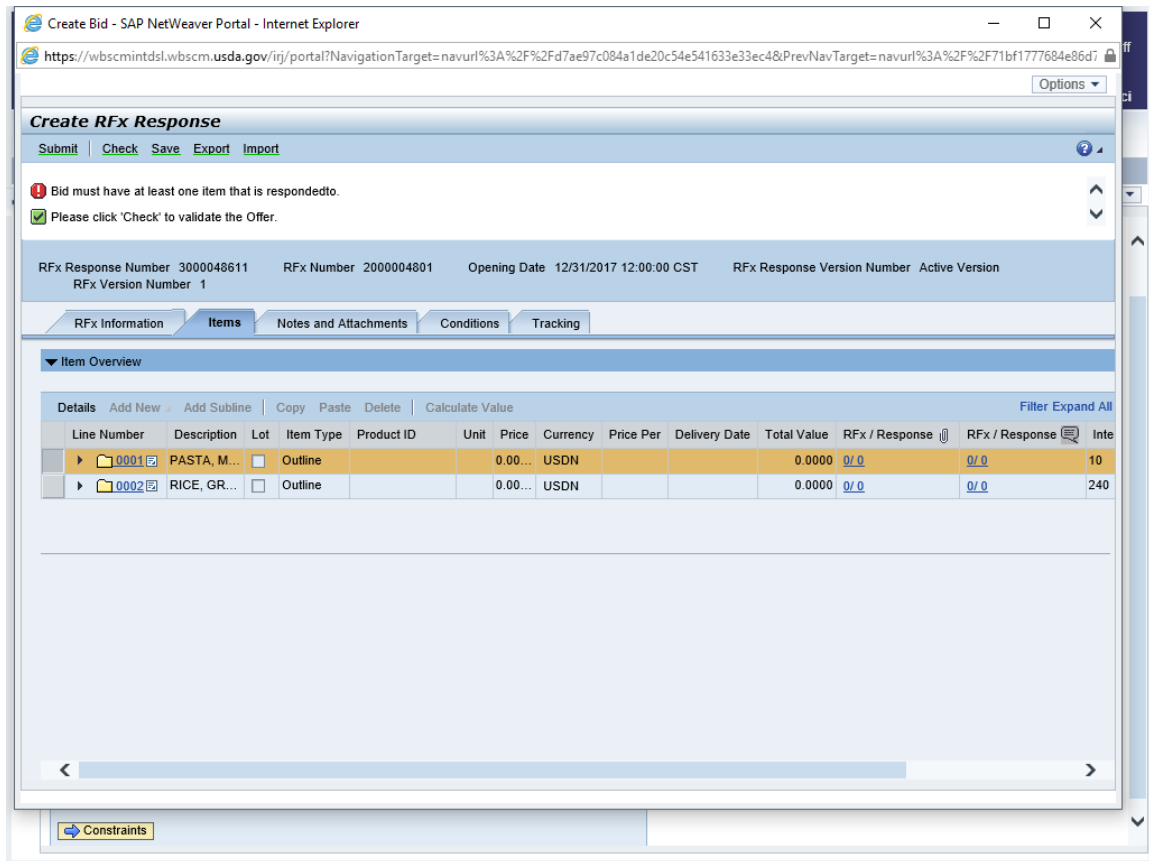
20. Review the **Notes** and **Attachments** that were entered for this bid invitation. In this example, there are **Tendering text - Header** and **Certificate Questions** notes; and two attachments in the attachment section.
21. Perform one of the following:

If	Then
The user needs to add <b>Notes</b> to the bid for USDA to review	Perform the following: <ol style="list-style-type: none"> <li>1. Click <a href="#">Bidder's Remarks</a> (the <b>Bidder's Remarks</b> link).</li> <li>2. Enter notes for USDA.</li> <li>3. Click <a href="#">OK</a> (the <b>OK</b> button) to save the notes.</li> </ol>
The user needs to add <b>Attachments</b> to the bid for USDA to review	Perform the following: <ol style="list-style-type: none"> <li>1. Click <a href="#">Add Attachment</a> (the <b>Add Attachment</b> button) in the Attachments section at the bottom of the screen.</li> </ol>

If	Then
	2. Click <b>Browse...</b> (the <b>Browse...</b> button). 3. Locate the file and attach it. 4. Enter a description in the Description field. 5. Click <b>OK</b> (the <b>OK</b> 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.



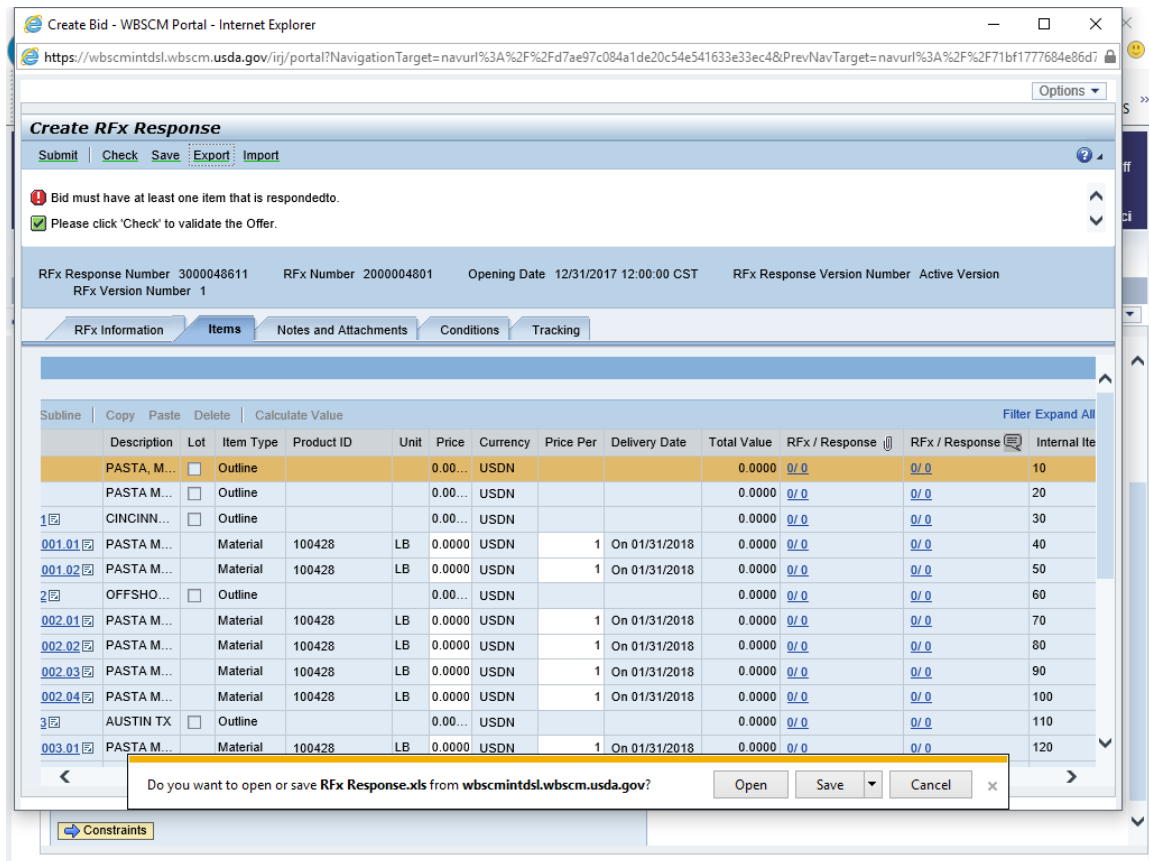
(Note) On the next screen, pricing can be entered directly into the *Create RFX* screen or the entire bid invitation items list can be exported to an Excel spreadsheet where pricing can be entered, and then imported back into WBSCM.

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.

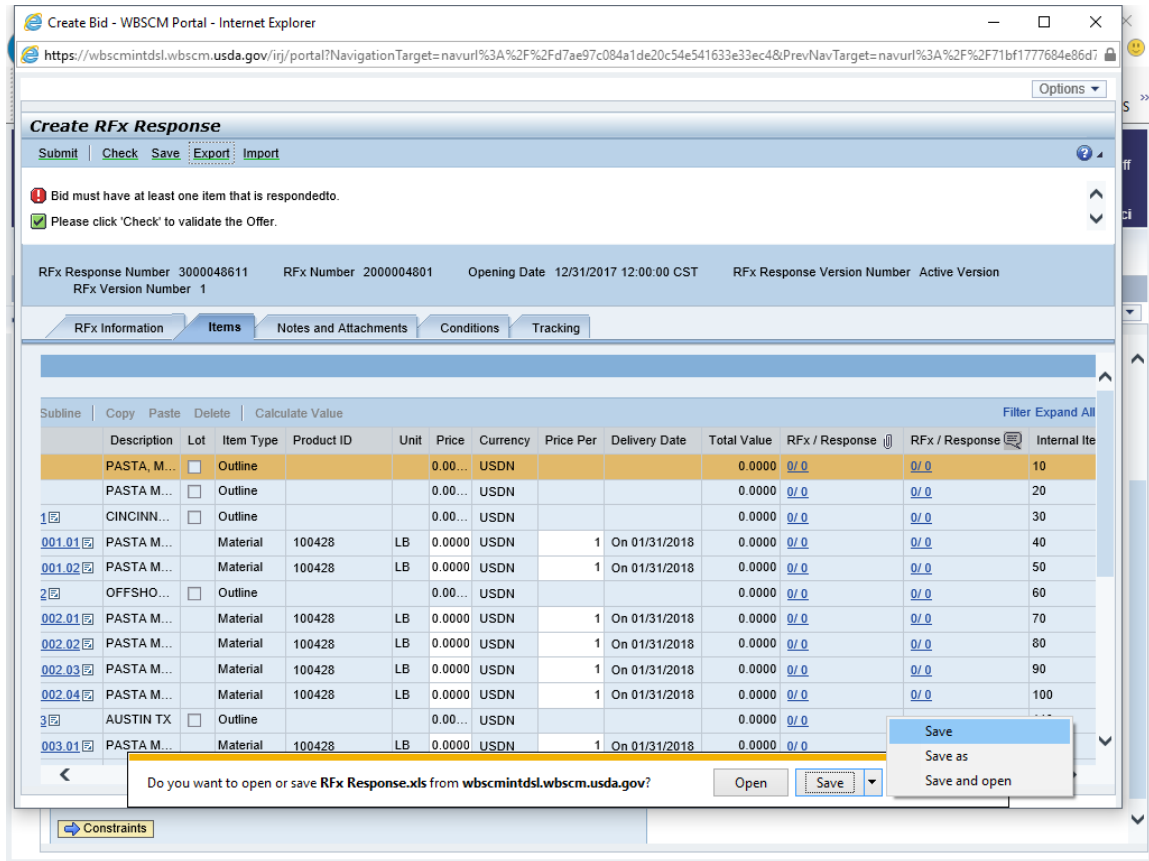
25. Click **Export** (the **Export** button) to export the line items to an Excel spreadsheet.

**Image: Create RFX Response Screen**



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

Image: Create RFX Response Screen

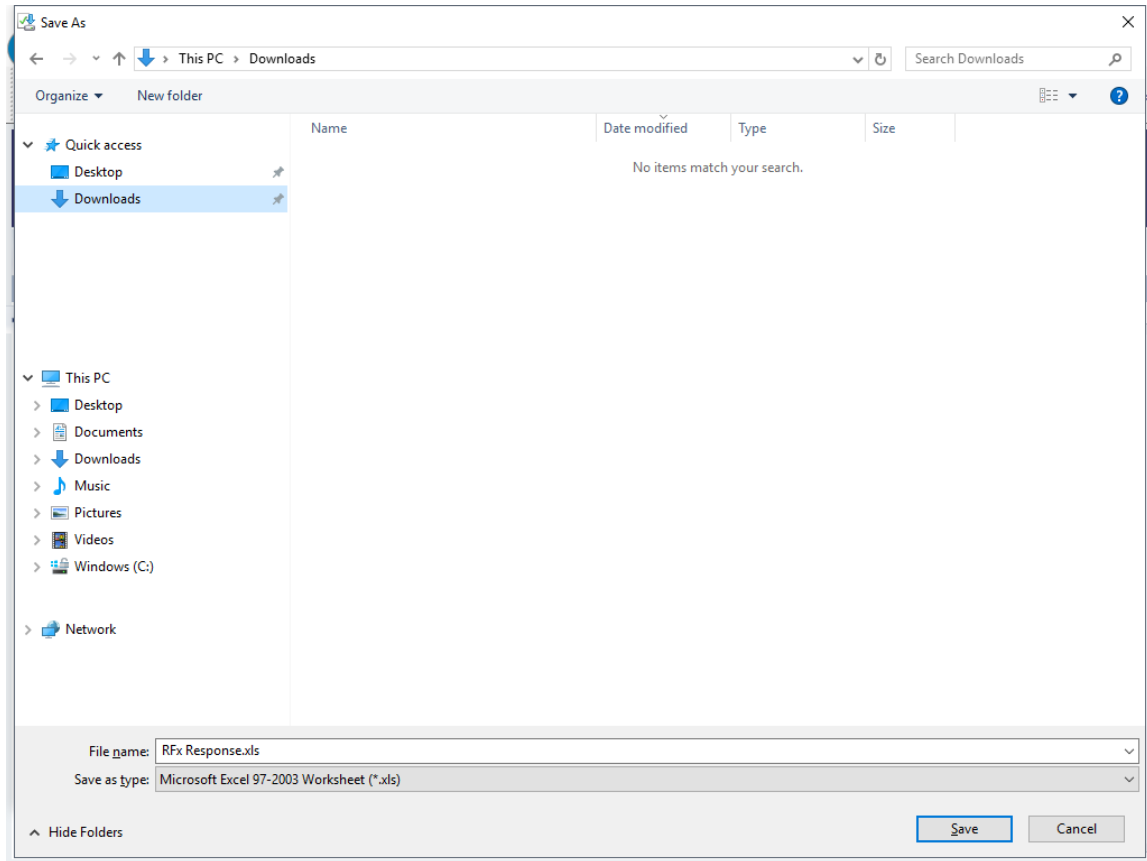



27. Click **Save as** (the **Save as** option).



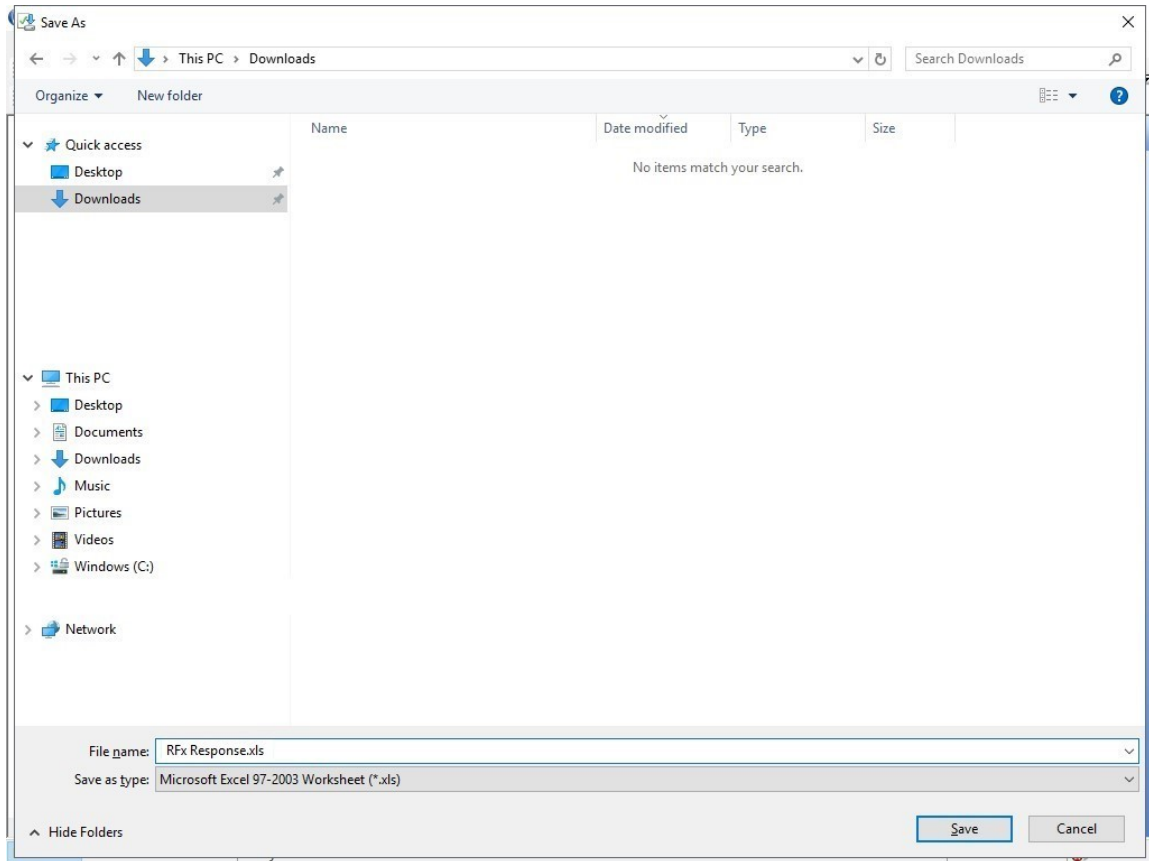
(Note) First, save the file, then open it to view the bid invitation in a worksheet format. **Do not** open the Excel file first or attempt to "Save as" while in Excel. The file format will not be correct.

**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,  **Downloads** (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.  <b>Example:</b> 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".

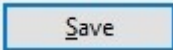
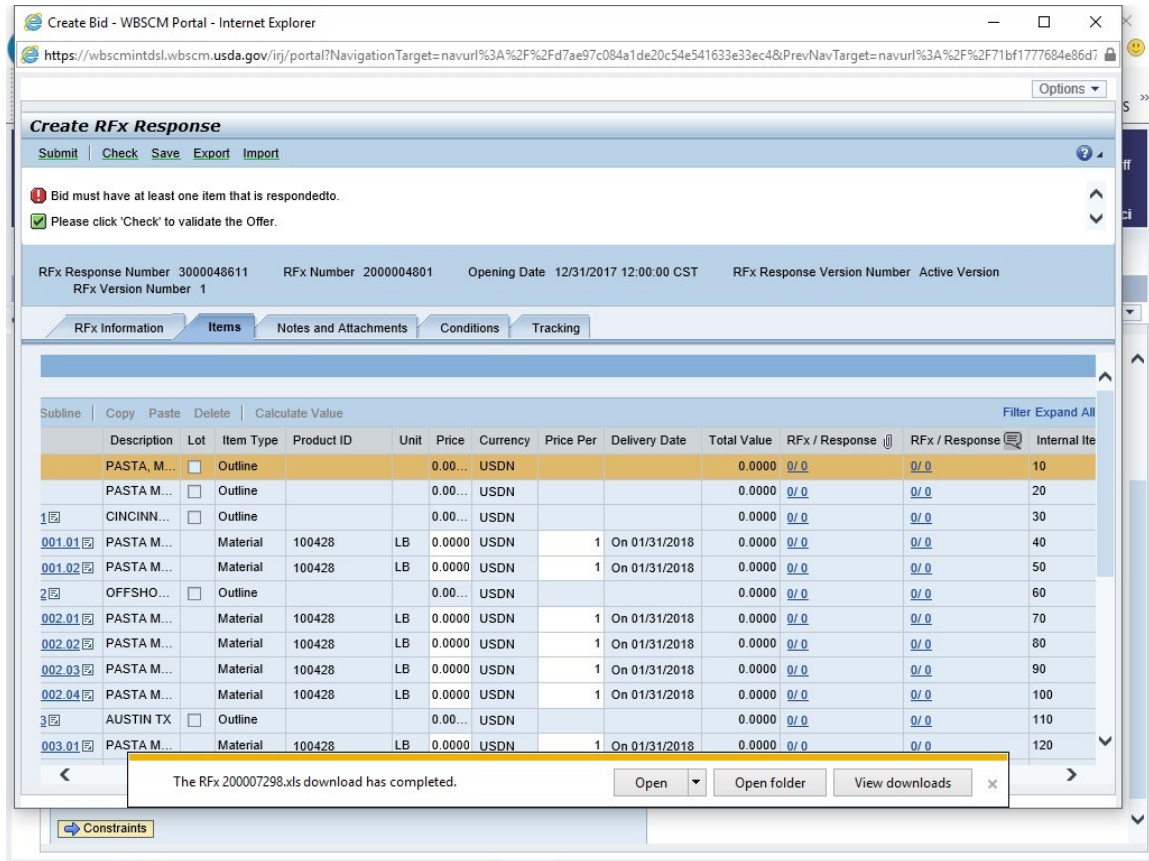
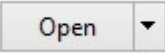
30. Click  (the **Save** button).



Image: Create RFX Response Screen



31. Click  (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

1	Bid Invital	Internal It	Line Num	Product C	Product C	Product IC	Product d	Ship-to ID	Ship-to de	City	zipcode	State	Correlatio	Delivery C	Quantity	UC
2	2E+09	40	0001.01.00	504010	PASTA, M	100428	PASTA MA	5003642	ADVANCE	CINCINNA	45246-111	OH		20180116	40800	LB
3	2E+09	50	0001.01.00	504010	PASTA, M	100428	PASTA MA	5003642	ADVANCE	CINCINNA	45246-111	OH		20180116	40800	LB
4	2E+09	70	0001.01.00	504010	PASTA, M	100428	PASTA MA	5004581	Offshore	OFFSHORI	90058	PR		20180116	40800	LB
5	2E+09	80	0001.01.00	504010	PASTA, M	100428	PASTA MA	5004581	Offshore	OFFSHORI	90058	PR		20180116	40800	LB
6	2E+09	90	0001.01.00	504010	PASTA, M	100428	PASTA MA	5004581	Offshore	OFFSHORI	90058	PR		20180116	40800	LB
7	2E+09	100	0001.01.00	504010	PASTA, M	100428	PASTA MA	5004581	Offshore	OFFSHORI	90058	PR		20180116	1800	LB
8	2E+09	120	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
9	2E+09	130	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
10	2E+09	140	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
11	2E+09	150	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
12	2E+09	160	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
13	2E+09	170	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
14	2E+09	180	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
15	2E+09	190	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
16	2E+09	200	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
17	2E+09	210	0001.01.00	504010	PASTA, M	100428	PASTA MA	5001331	CAPITAL A	AUSTIN	78745-730	TX		20180116	40800	LB
18	2E+09	230	0001.01.00	504010	PASTA, M	100428	PASTA MA	5000611	DEPT OF N	SAN ANTC	78293	TX		20180116	24	LB
19	2E+09	270	0002.01.00	507010	RICE, GRA	100496	RICE US#1	5003642	ADVANCE	CINCINNA	45246-111	OH		20180101	42000	LB
20	2E+09	280	0002.01.00	507010	RICE, GRA	100496	RICE US#1	5003642	ADVANCE	CINCINNA	45246-111	OH		20180101	42000	LB
21	2E+09	290	0002.01.00	507010	RICE, GRA	100496	RICE US#1	5003642	ADVANCE	CINCINNA	45246-111	OH		20180101	42000	LB
22	2E+09	300	0002.01.00	507010	RICE, GRA	100496	RICE US#1	5003642	ADVANCE	CINCINNA	45246-111	OH		20180101	42000	LB
23	2E+09	320	0002.01.00	507010	RICE, GRA	100496	RICE US#1	5004581	Offshore	OFFSHORI	90058	PR		20180101	42000	LB

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 and offshore location in Hawaii)

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





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

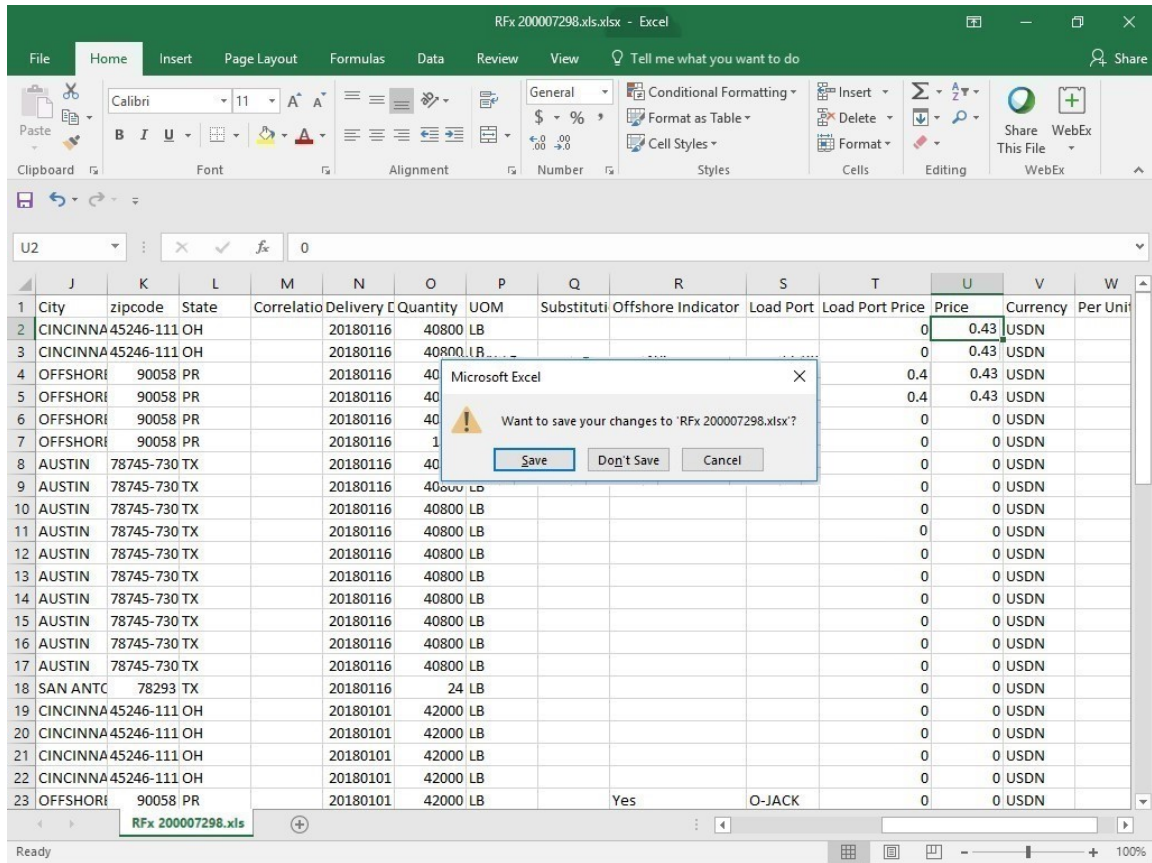
**Image: Microsoft Excel RfX 200007298.xls Screen**

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	City	zipcode	State	Correlatio	Delivery	Quantity	UOM	Substituti	Offshore Indicator	Load Port	Price	Price	Currency	Per Unit
2	CINCINNA	45246-111	OH		20180116	40800	LB				0	0.43	USDN	
3	CINCINNA	45246-111	OH		20180116	40800	LB				0	0.43	USDN	
4	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0.4	0.43	USDN	
5	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0.4	0.43	USDN	
6	OFFSHOR	90058	PR		20180116	40800	LB		Yes	O-JACK	0	0	USDN	
7	OFFSHOR	90058	PR		20180116	1800	LB		Yes	O-JACK	0	0	USDN	
8	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
9	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
10	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
11	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
12	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
13	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
14	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
15	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
16	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
17	AUSTIN	78745-730	TX		20180116	40800	LB				0	0	USDN	
18	SAN ANTC	78293	TX		20180116	24	LB				0	0	USDN	
19	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
20	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
21	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
22	CINCINNA	45246-111	OH		20180101	42000	LB				0	0	USDN	
23	OFFSHOR	90058	PR		20180101	42000	LB		Yes	O-JACK	0	0	USDN	

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

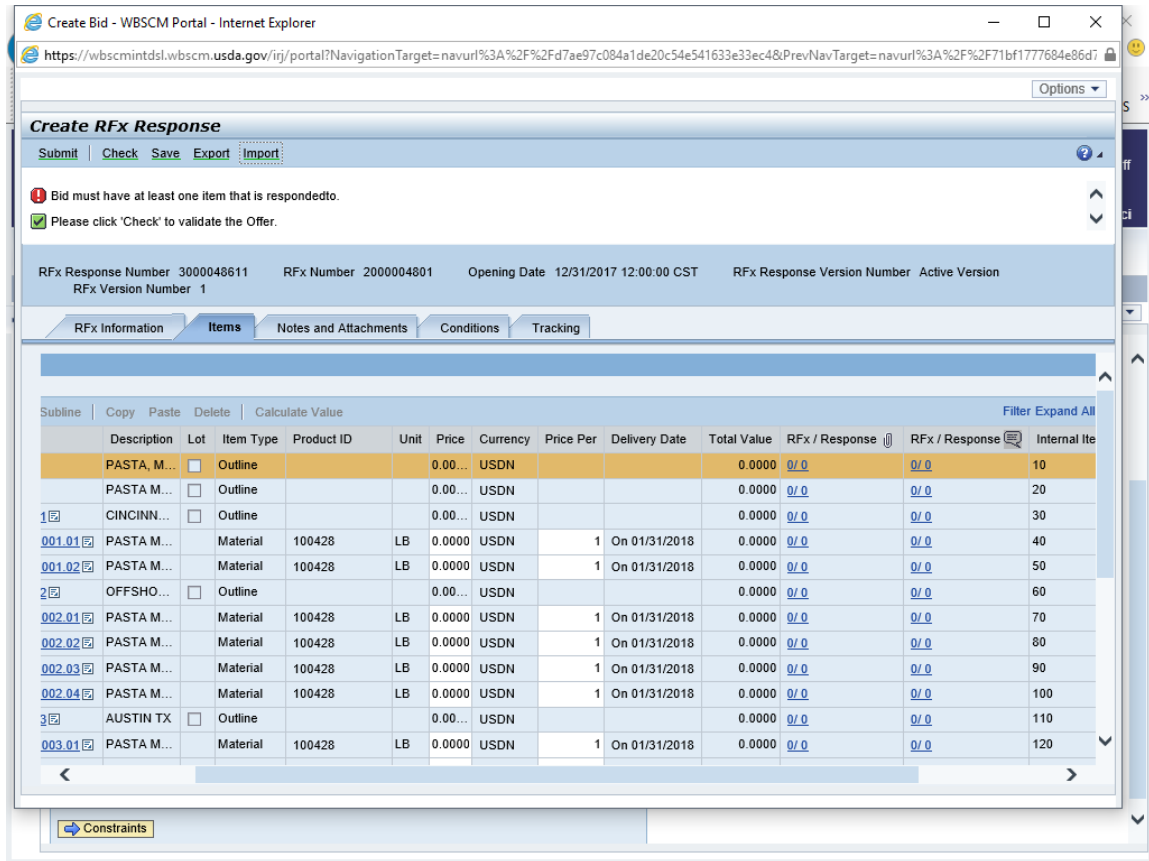


Image: Microsoft Excel RFX 200007298.xls Screen



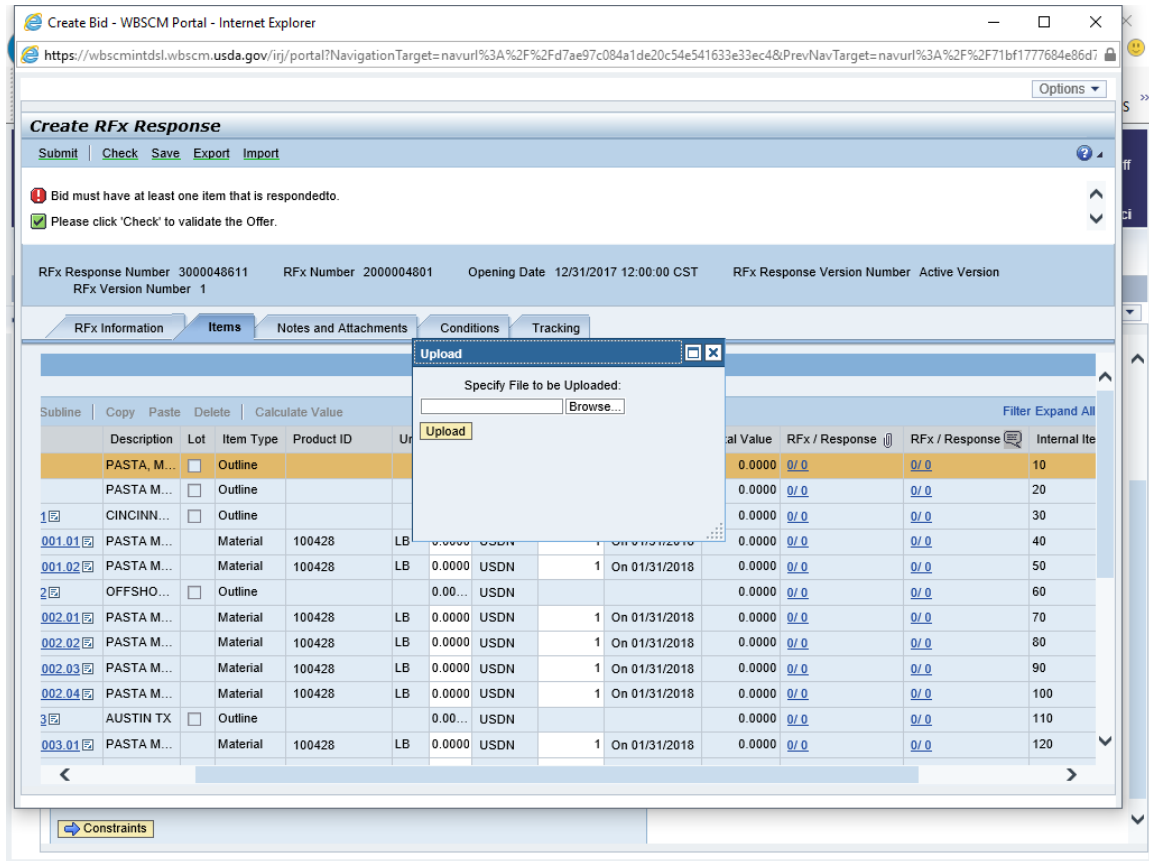
37. Click **Don't Save** (the **Don't Save** option) since the file has already been saved.
38. Navigate back to the **Create RFX Response** Screen to import the changes back into WBSCM.

Image: Create RFX Response Screen



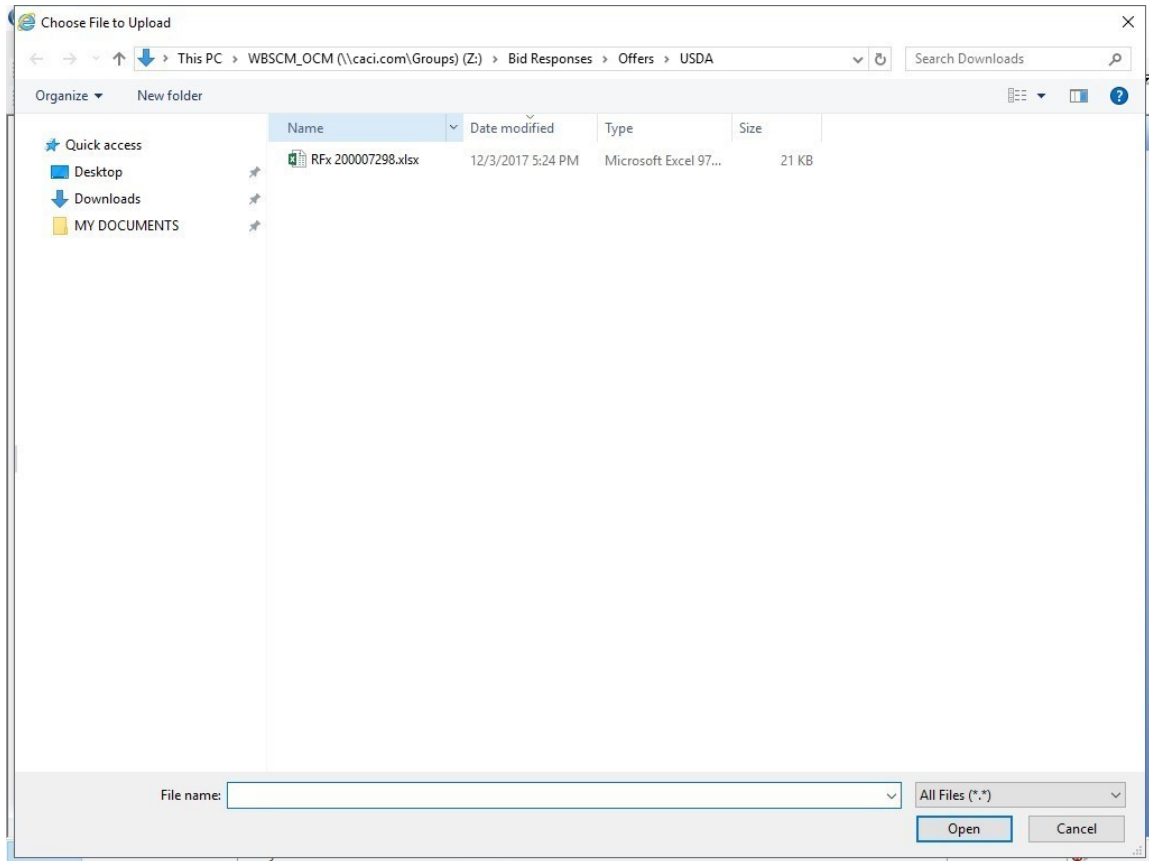
39. Click **Import** (the **Import** button) to import the Domestic Commodity pricing from Excel into the **Create RFX Response** screen.


Image: Upload Pop-Up



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

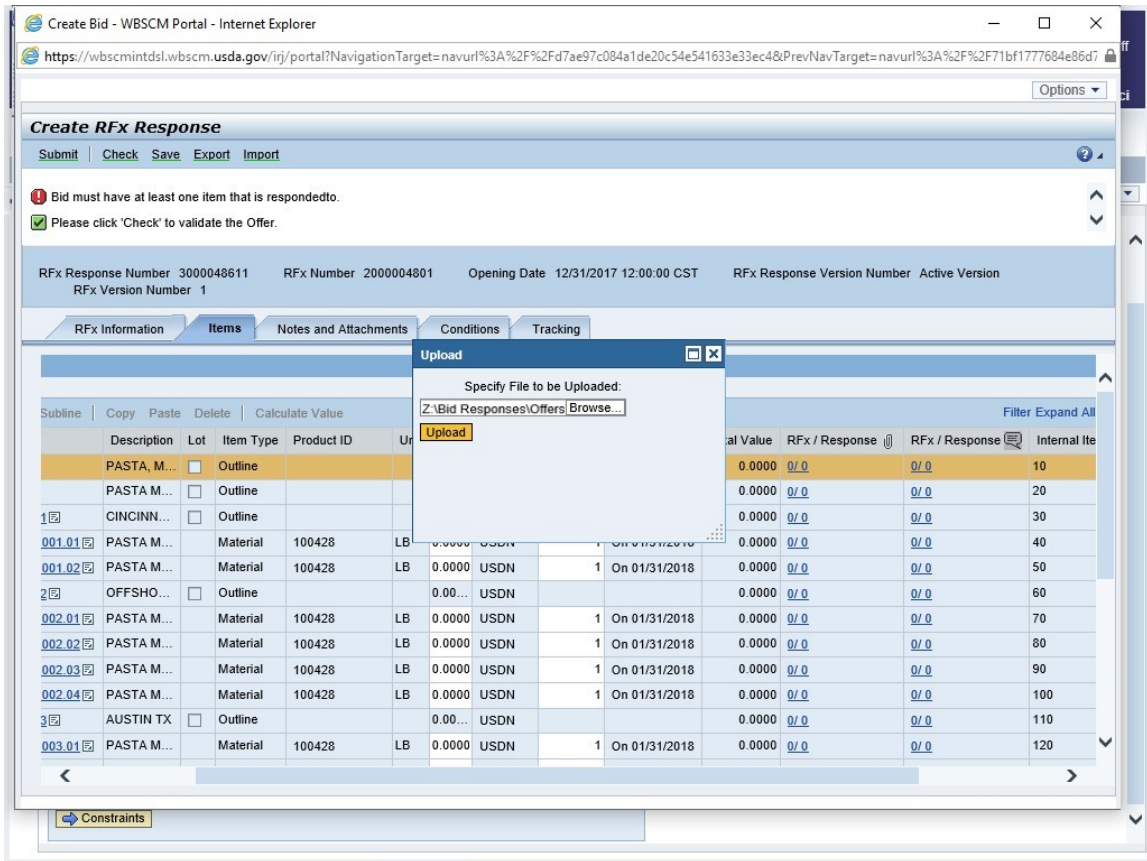
**Image: Choose File to Upload Pop-Up**



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

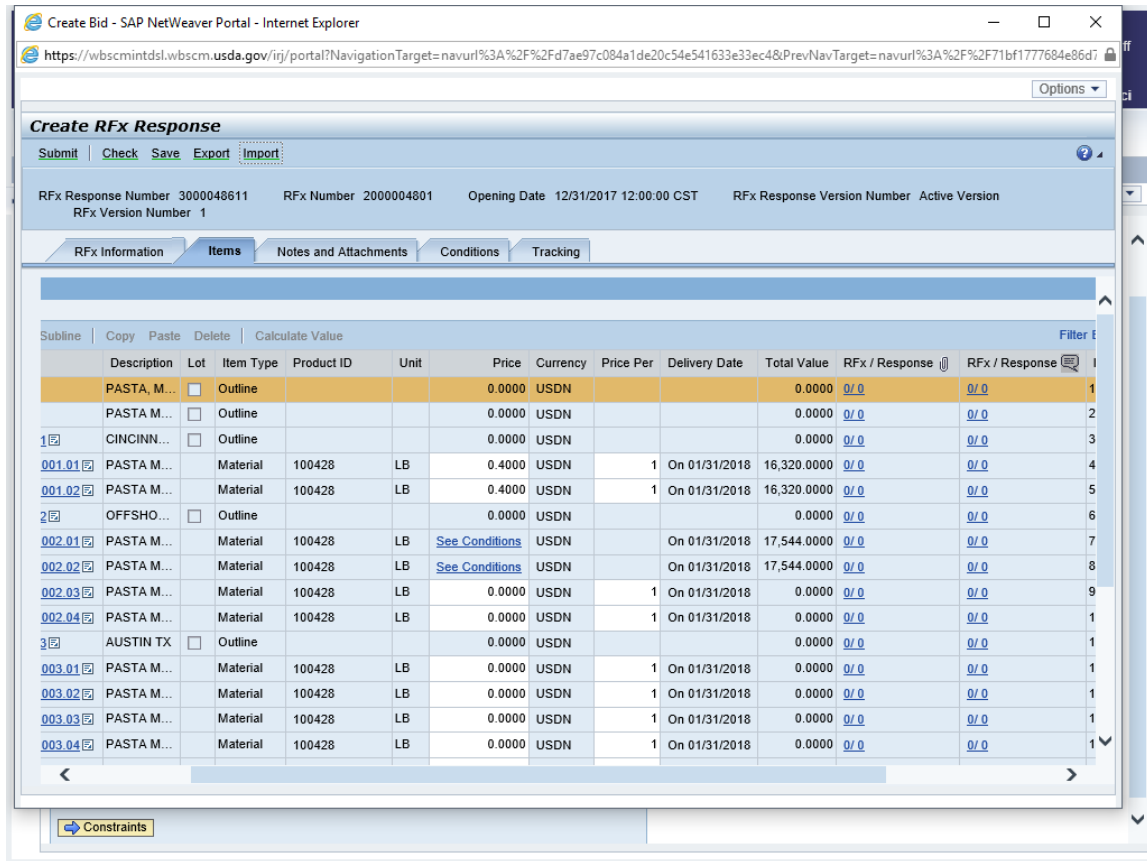


**Image: Upload Pop-Up**




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

Image: Create RFX Response Screen



Subline	Description	Lot	Item Type	Product ID	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response
	PASTA M...	<input type="checkbox"/>	Outline			0.0000	USDN			0.0000	0/0	0/0
	PASTA M...	<input type="checkbox"/>	Outline			0.0000	USDN			0.0000	0/0	0/0
1	CINCINN...	<input type="checkbox"/>	Outline			0.0000	USDN			0.0000	0/0	0/0
001.01	PASTA M...		Material	100428	LB	0.4000	USDN	1	On 01/31/2018	16,320.0000	0/0	0/0
001.02	PASTA M...		Material	100428	LB	0.4000	USDN	1	On 01/31/2018	16,320.0000	0/0	0/0
2	OFFSHO...	<input type="checkbox"/>	Outline			0.0000	USDN			0.0000	0/0	0/0
002.01	PASTA M...		Material	100428	LB	<a href="#">See Conditions</a>	USDN		On 01/31/2018	17,544.0000	0/0	0/0
002.02	PASTA M...		Material	100428	LB	<a href="#">See Conditions</a>	USDN		On 01/31/2018	17,544.0000	0/0	0/0
002.03	PASTA M...		Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0	0/0
002.04	PASTA M...		Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0	0/0
3	AUSTIN TX	<input type="checkbox"/>	Outline			0.0000	USDN			0.0000	0/0	0/0
003.01	PASTA M...		Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0	0/0
003.02	PASTA M...		Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0	0/0
003.03	PASTA M...		Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0	0/0
003.04	PASTA M...		Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0	0/0

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.

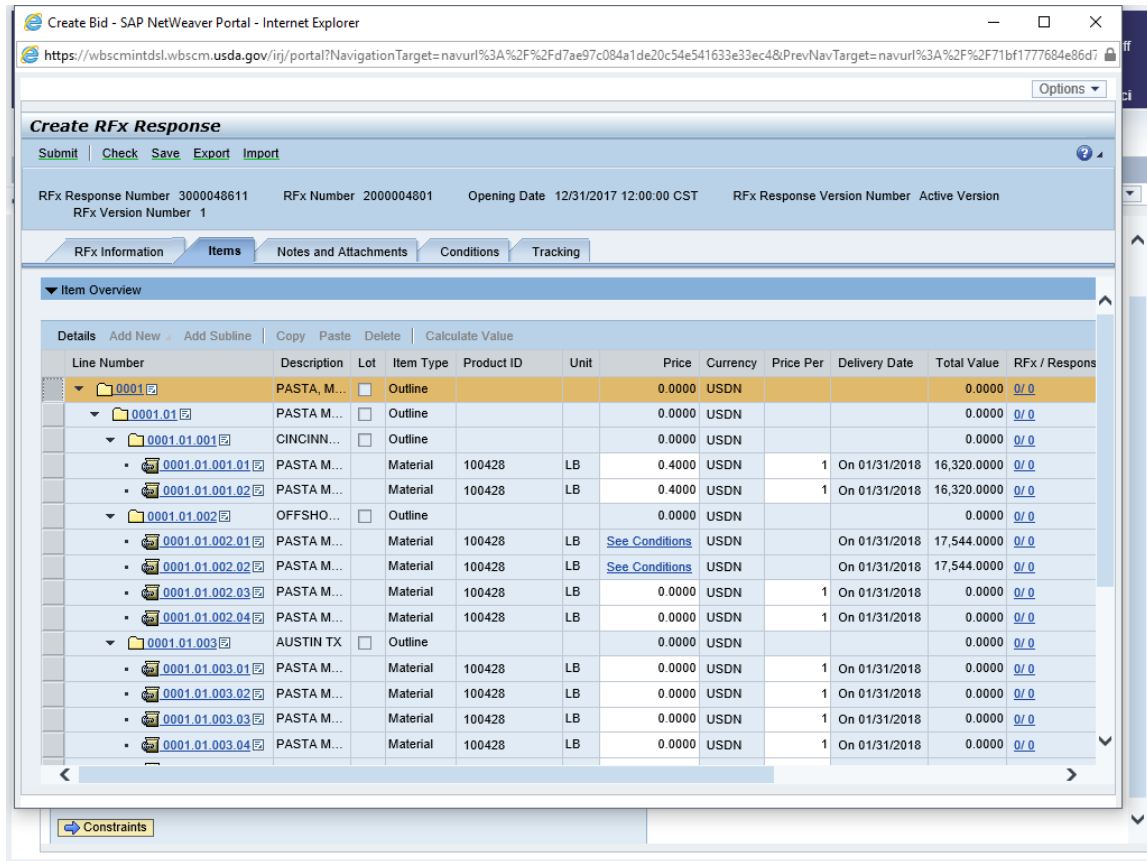


(Note) To review the entered offshore prices, perform the following:

- 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



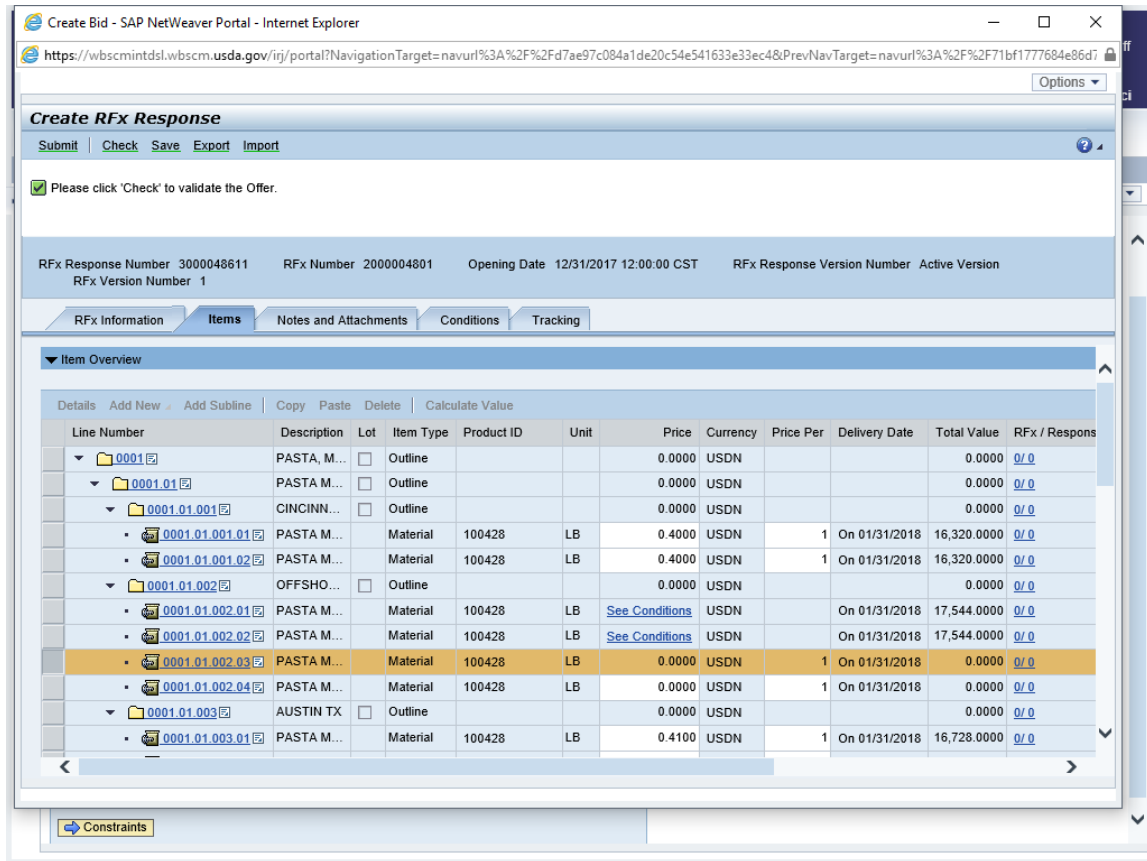
45. Click **0.0000** (the **Price** field) for the desired item to enter pricing directly into the **Create RFX Response** screen. In this example, PASTA MACARONI PLAIN ELBOW PKG-24/1 LB in the **0001** line number is selected.

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.  <b>Example:</b> .40

47. Continue entering pricing for all desired Domestic Commodity items.

Image: Create RFX Response Screen




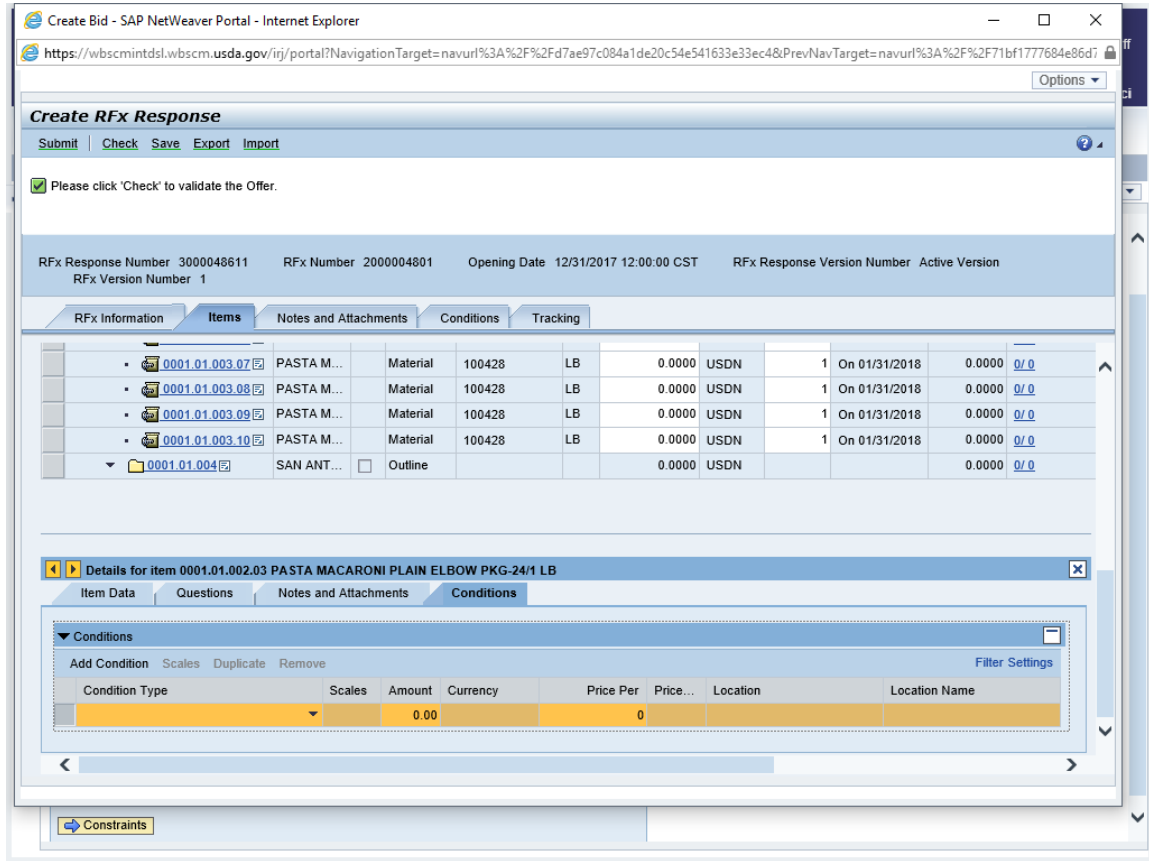
48. To enter pricing conditions for the offshore location, click  [0001.01.002.03](#) (the **Line Number** link) for the commodity within the offshore outline. In this example, **0001.01.002.03** is selected.

Image: Create RFX Response Screen

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

**Image: Create RFX Response Screen**




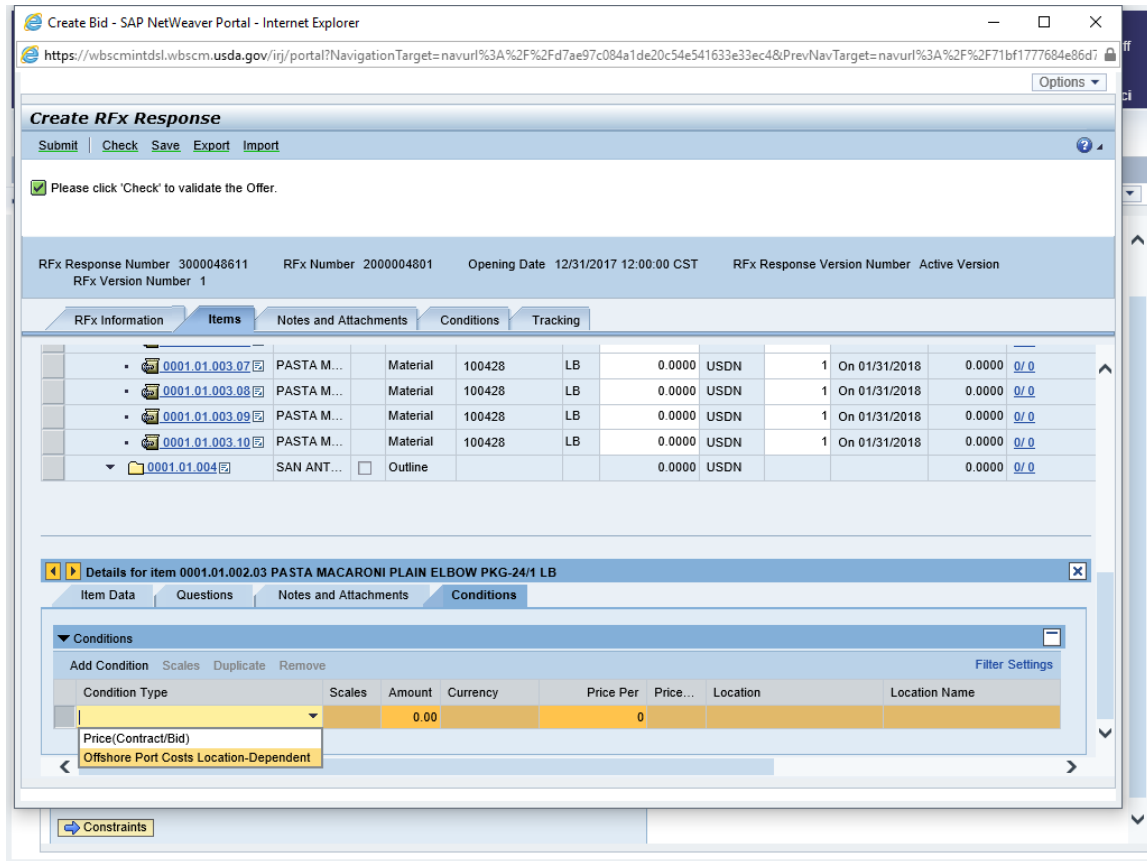
50. Click  (the **Dropdown** arrow) in the **Condition Type** field.

Image: Create RFX Response Screen

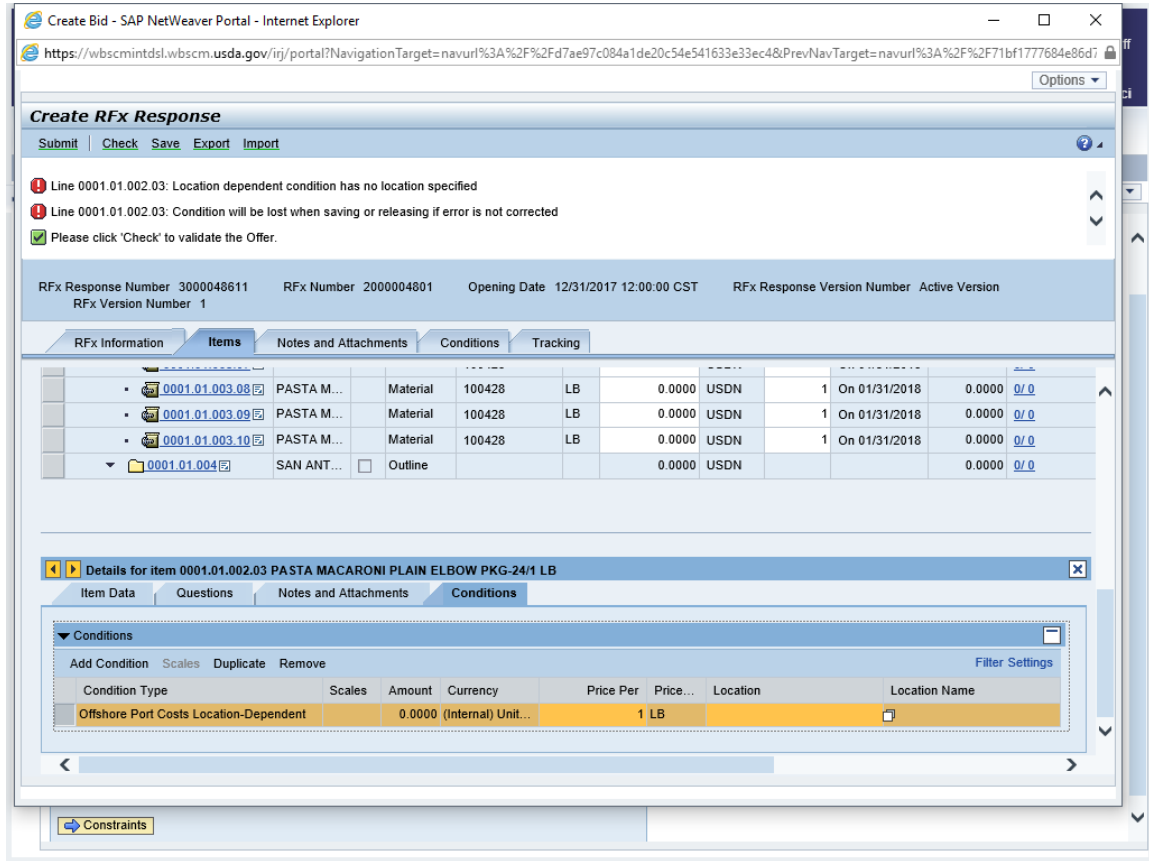


51. Select an option. In this example, **Offshore Port Costs Location-Dependent** (the **Offshore Port Costs Location-Dependent** option) is selected.



(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.

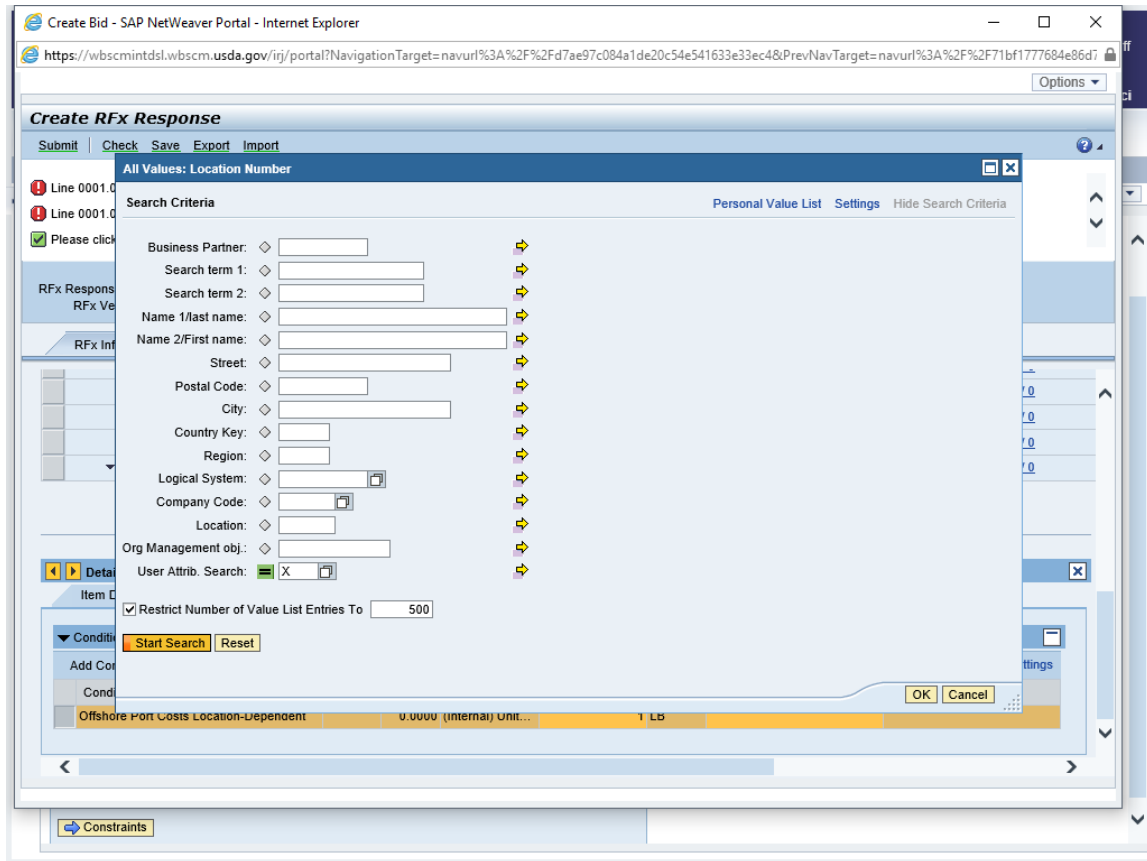
**Image: Create RFx Response Screen**



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



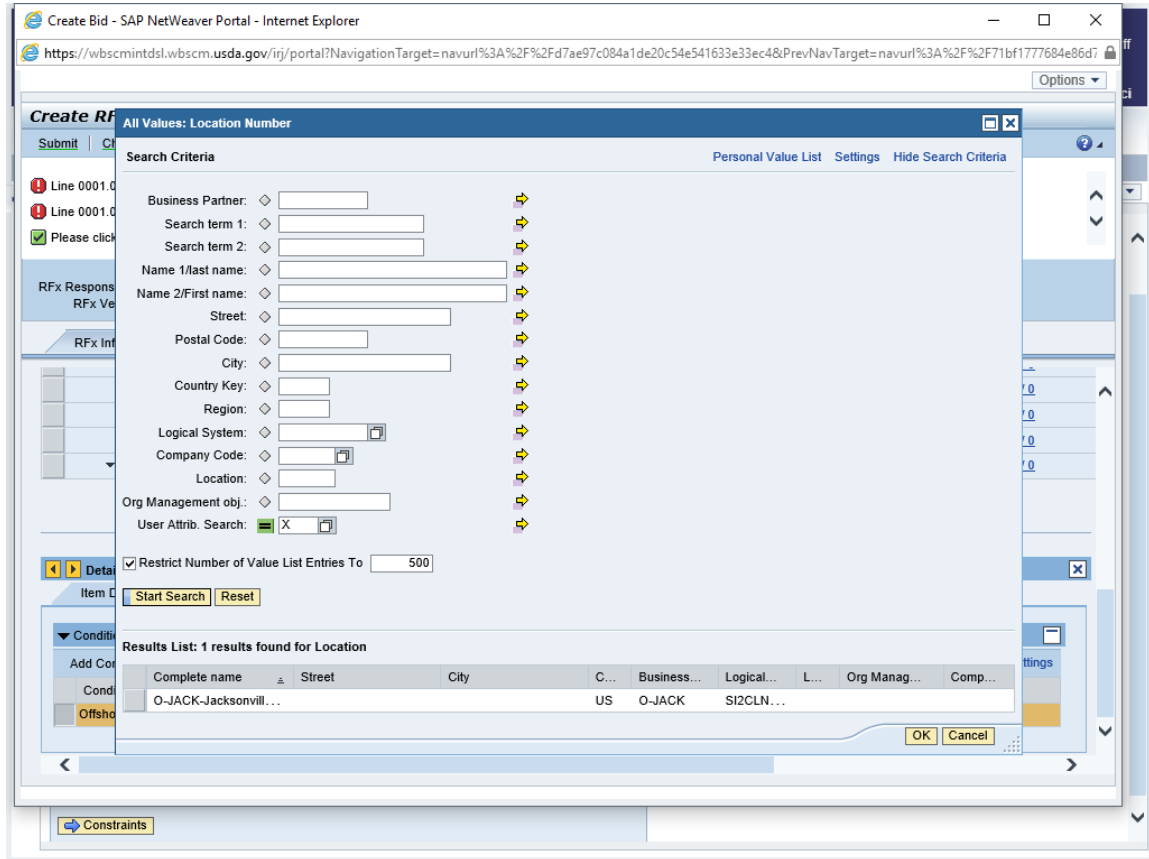
Image: All Values Location Number Pop-Up



The screenshot shows a web browser window titled "Create Bid - SAP NetWeaver Portal - Internet Explorer". The address bar shows a URL from wbscmintdsl.wbscm.usda.gov. The main content area is titled "Create RFX Response" and features a "All Values: Location Number" pop-up window. This pop-up window has a "Search Criteria" section with various input fields and dropdown menus, including "Business Partner", "Search term 1", "Search term 2", "Name 1/last name", "Name 2/First name", "Street", "Postal Code", "City", "Country Key", "Region", "Logical System", "Company Code", "Location", and "Org Management obj.". There is also a "User Attrib. Search" field with a dropdown menu. A checkbox labeled "Restrict Number of Value List Entries To" is checked and set to "500". At the bottom of the search criteria section are "Start Search" and "Reset" buttons. The background interface shows a table with columns for "Item ID", "Condition", "Add Condition", and "Condition". The table has one row with the text "Offshore Port Costs Location-Dependent", "0.0000 (Internal) UNIT...", and "1 LB".

53. Click **Start Search** (the **Start Search** button) to execute the search.

Image: All Values Location Number Pop-Up




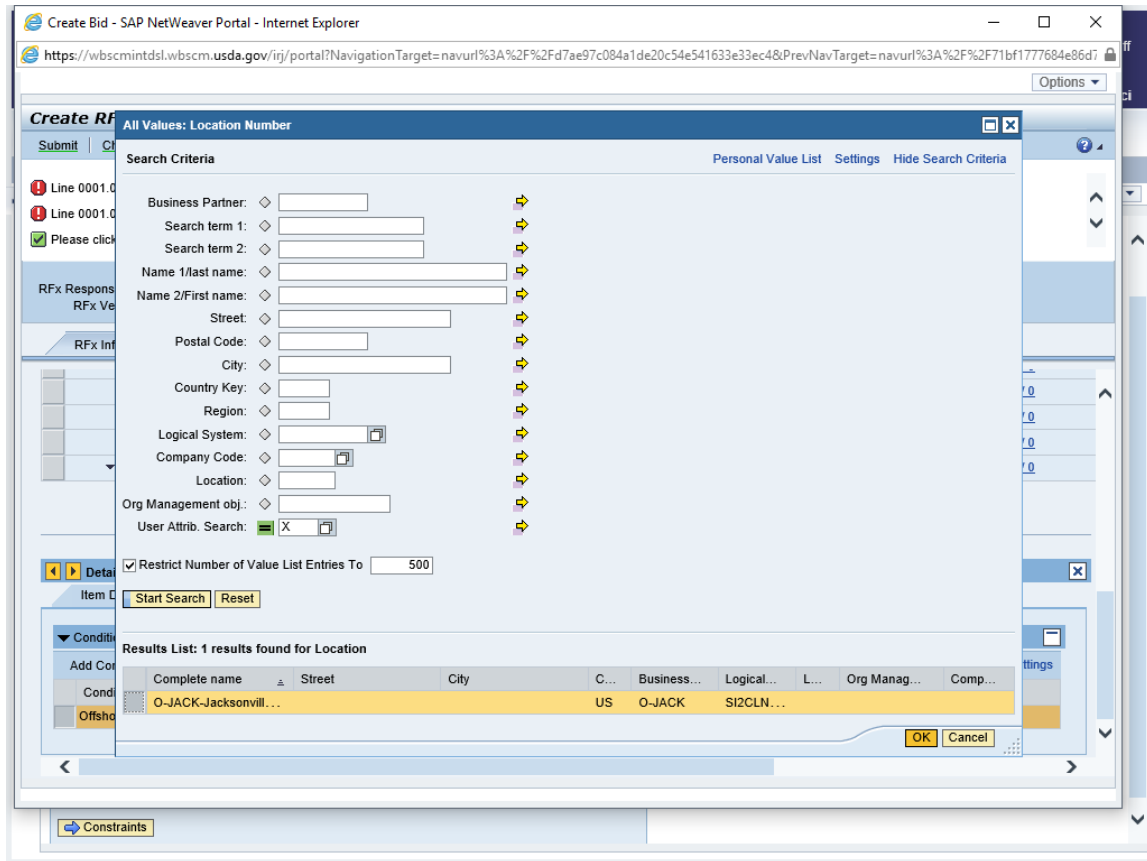
54. Click  (the **Selection** button) to select an option from the search results. In this example, **O-JACK-Jacksonville** is selected.

Image: All Values Location Number Pop-Up



**Search Criteria**

Business Partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/First name:

Street:

Postal Code:

City:

Country Key:

Region:

Logical System:

Company Code:

Location:

Org Management obj.:

User Attrib. Search:

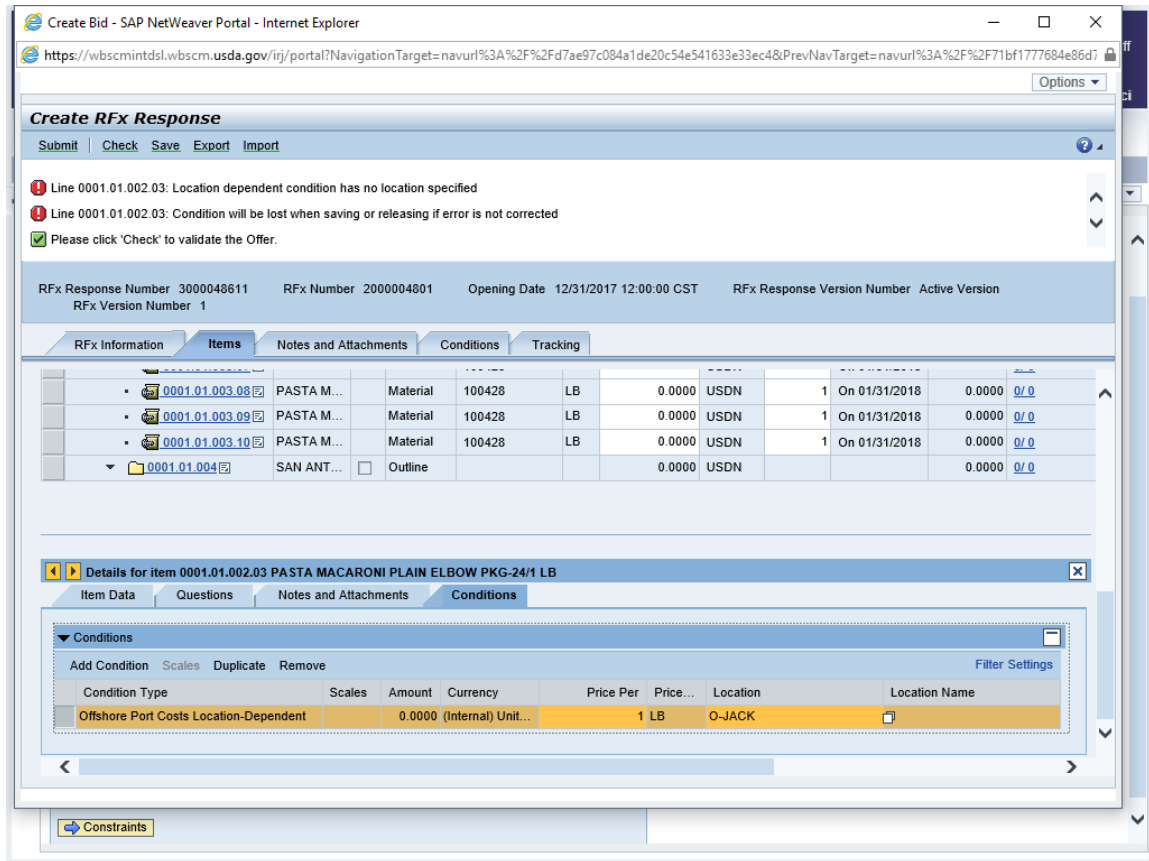
Restrict Number of Value List Entries To

**Results List: 1 results found for Location**

Complete name	Street	City	C...	Business...	Logical...	L...	Org Manag...	Comp...
O-JACK-Jacksonvill...			US	O-JACK	SI2CLN...			

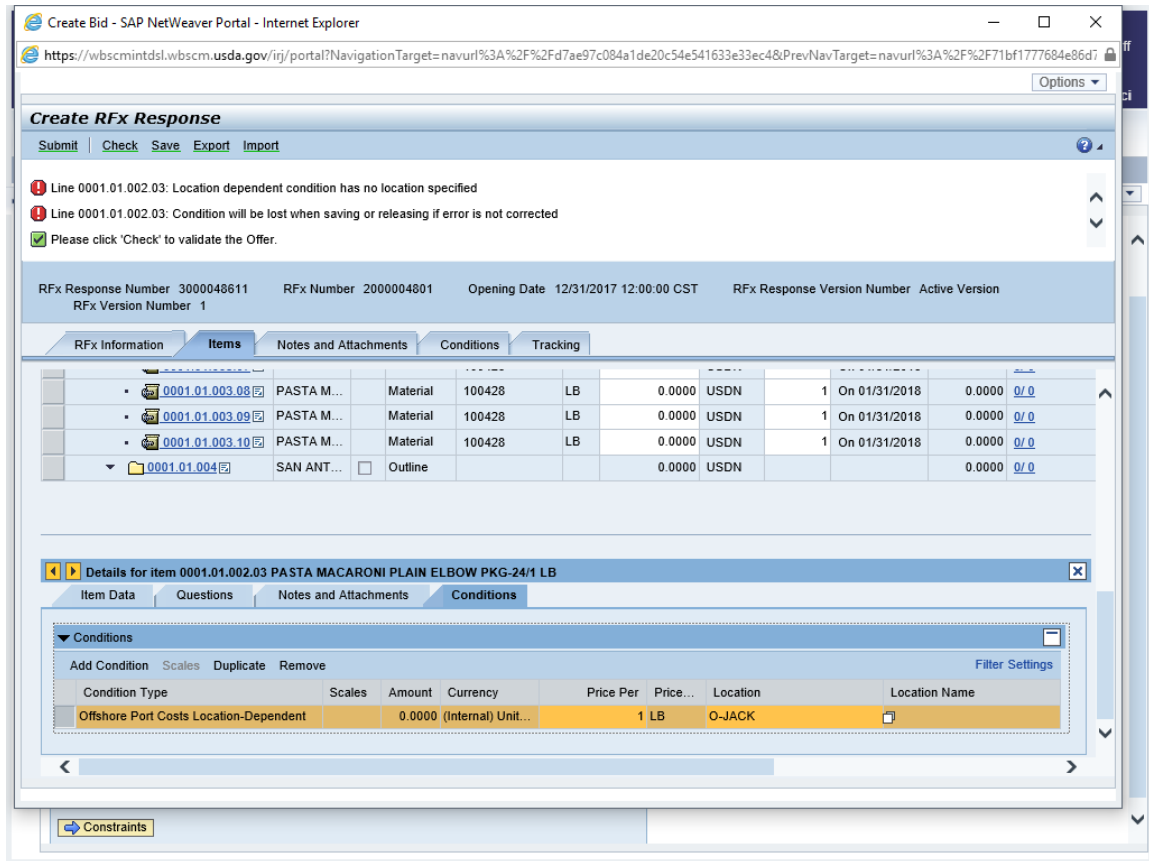
55. Click  (the **OK** button) to confirm the selection.

**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

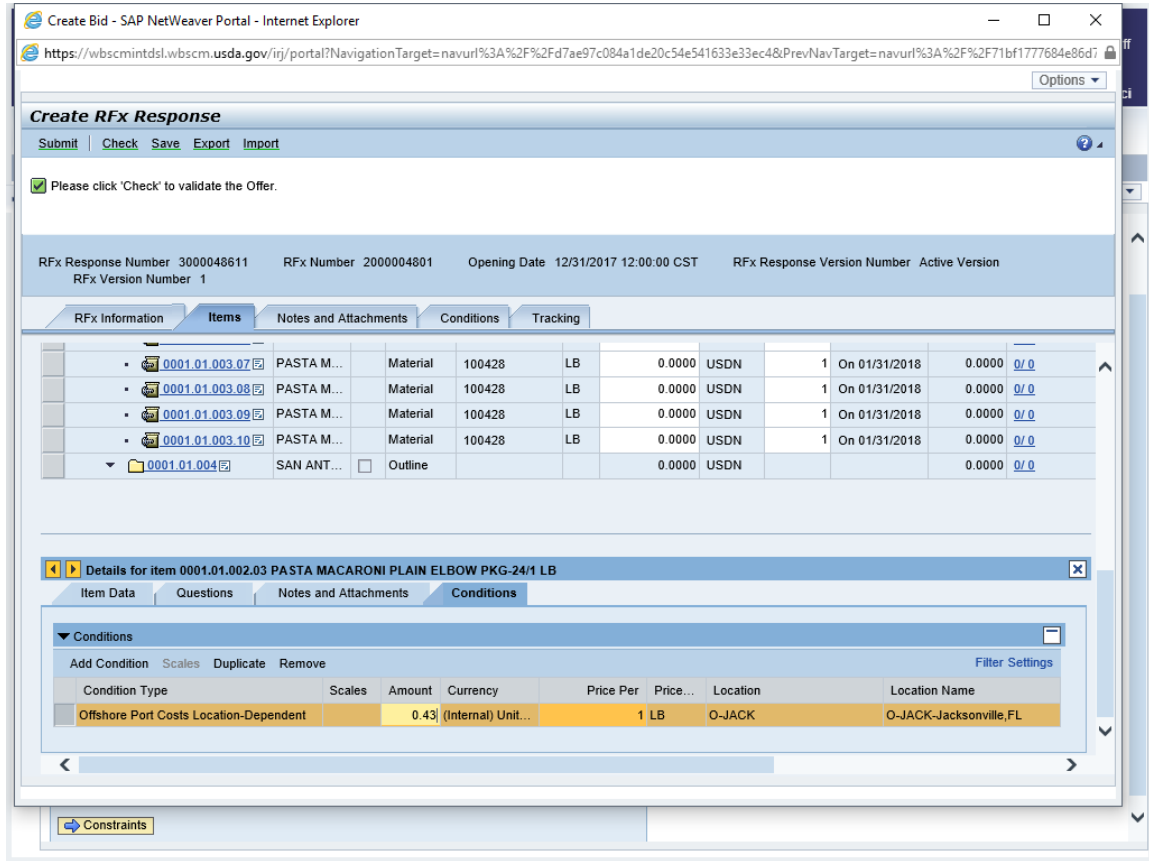


57. Click **0.0000** (the **Amount** field) to enter the price.

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.  <b>Example:</b> 0.43

Image: Create RFX Response Screen



**Create RFX Response**

Submit | **Check** | Save | Export | Import

Please click 'Check' to validate the Offer.

RFX Response Number 3000048611    RFX Number 2000004801    Opening Date 12/31/2017 12:00:00 CST    RFX Response Version Number Active Version  
RFX Version Number 1

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

Item ID	Description	Material	Quantity	Unit	Price	Currency	Order Date	On Date	Quantity	Price
0001.01.003.07	PASTA M...	Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0
0001.01.003.08	PASTA M...	Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0
0001.01.003.09	PASTA M...	Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0
0001.01.003.10	PASTA M...	Material	100428	LB	0.0000	USDN	1	On 01/31/2018	0.0000	0/0
0001.01.004	SAN ANT...	Outline			0.0000	USDN			0.0000	0/0

**Details for item 0001.01.002.03 PASTA MACARONI PLAIN ELBOW PKG-24/1 LB**

Item Data    Questions    Notes and Attachments    **Conditions**

▼ Conditions

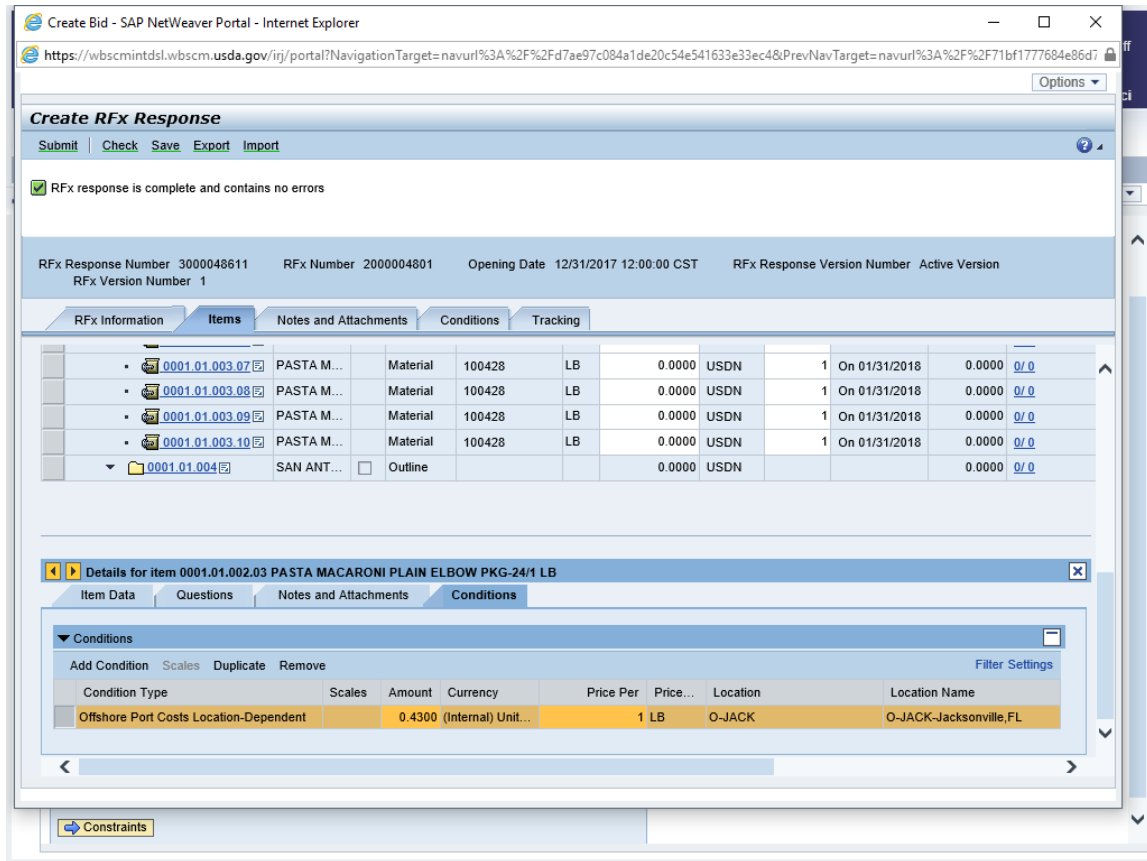
Add Condition    Scales    Duplicate    Remove    Filter Settings

Condition Type	Scales	Amount	Currency	Price Per	Price...	Location	Location Name
Offshore Port Costs Location-Dependent		0.43 (Internal) Unit...		1 LB		O-JACK	O-JACK-Jacksonville, FL

Constraints

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

Image: Create RFX Response Screen

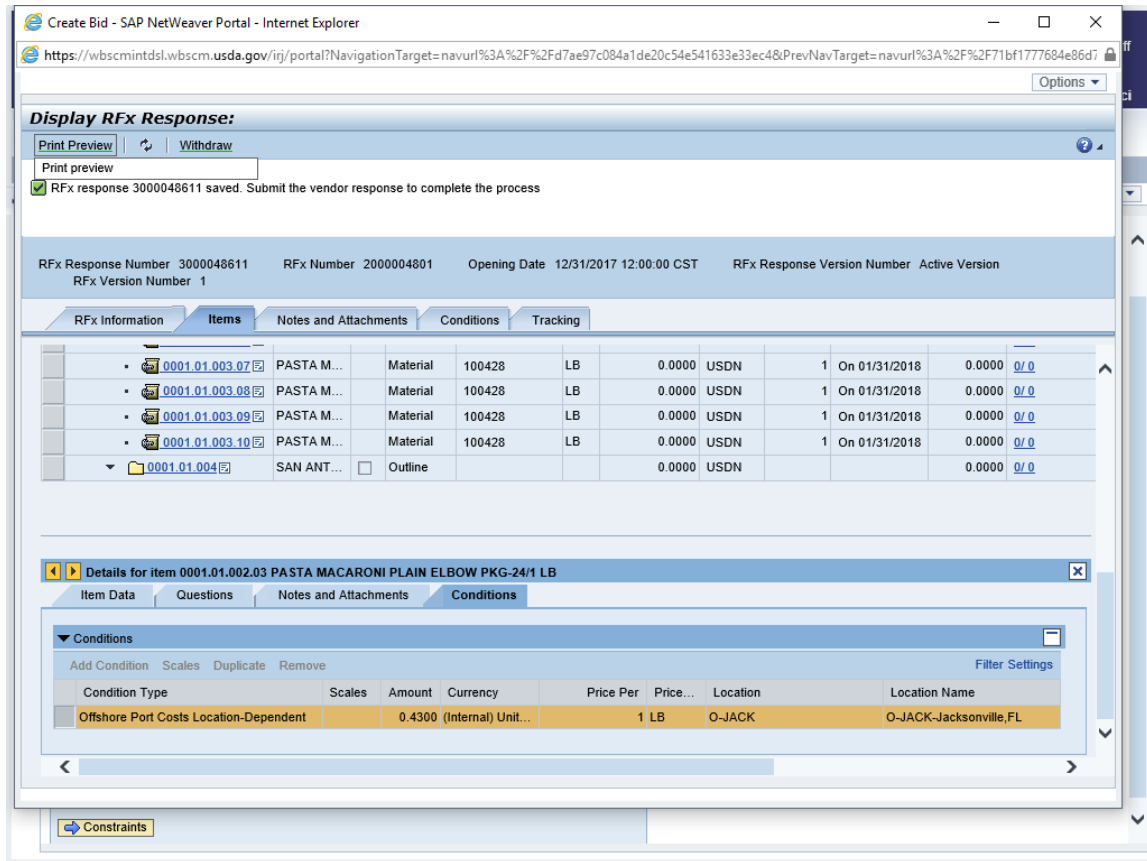


60. Click **Submit** (the **Submit** button) to begin the submission process. The confirmation message "RFX response 3000048611 saved. Submit the vendor response to complete the process" is shown.



(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.

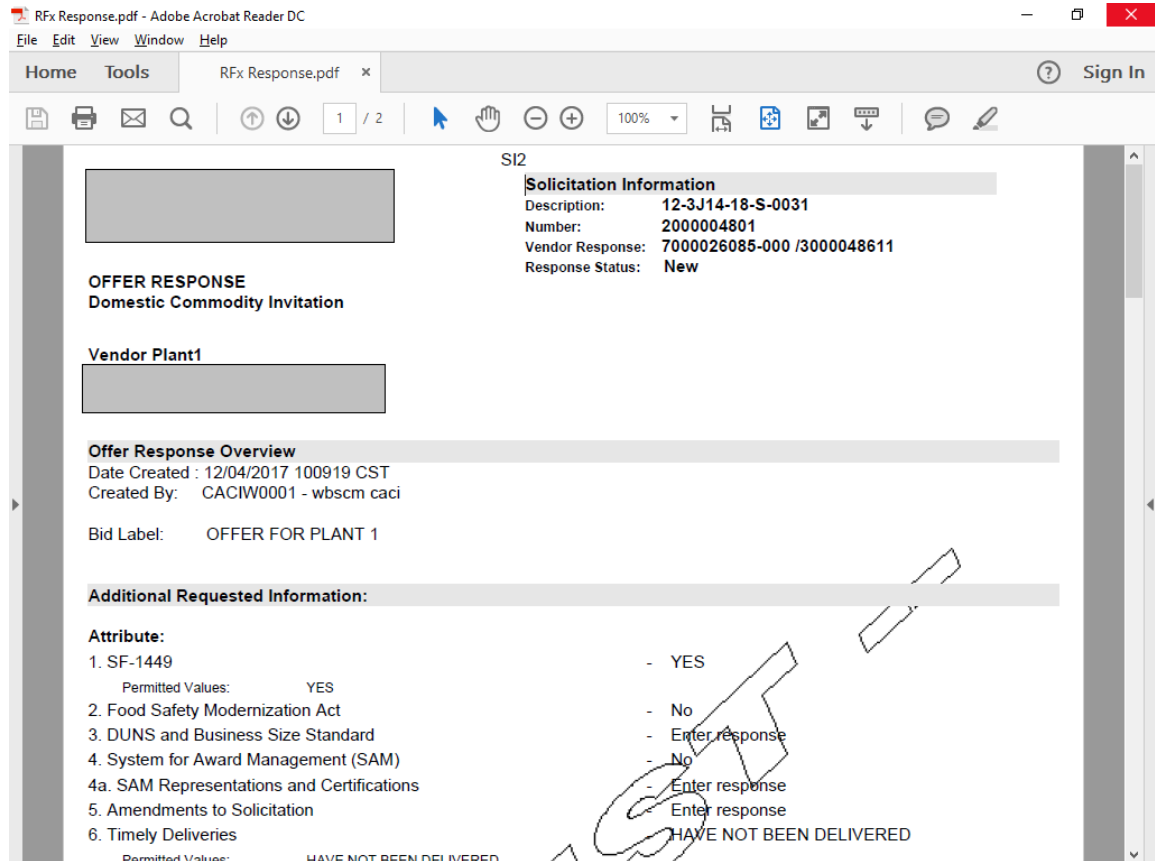
Image: Display RFX Response Screen



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



**Image: Adobe Reader Screen**




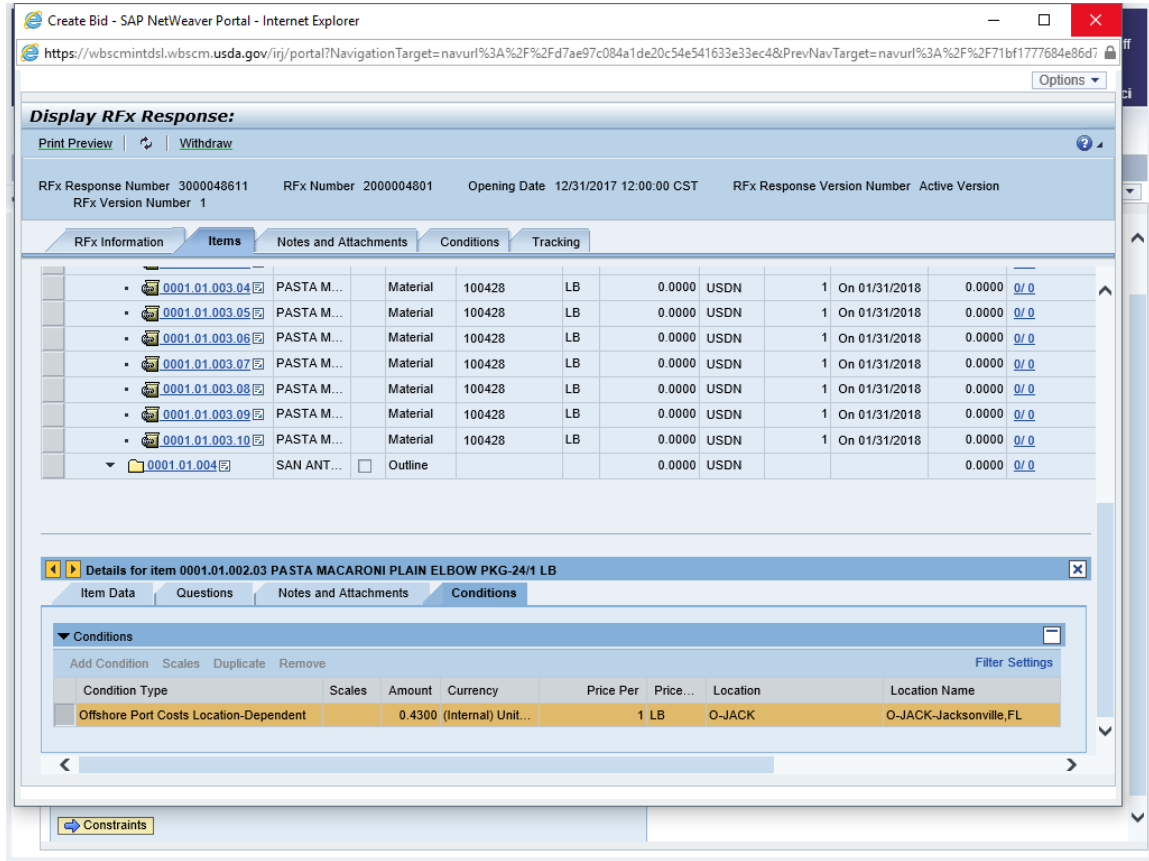
62. Print the PDF document and click  (the **Close** button) to close the Adobe Reader screen.

Image: Display RFX Response Screen



**Display RFX Response:**

RFX Response Number 3000048611 RFX Number 2000004801 Opening Date 12/31/2017 12:00:00 CST RFX Response Version Number Active Version  
RFX Version Number 1

RFx Information Items Notes and Attachments Conditions Tracking

Item ID	Description	Material	Amount	Unit	Currency	Price	Location	Location Name
0001.01.003.04	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.003.05	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.003.06	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.003.07	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.003.08	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.003.09	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.003.10	PASTA M...	Material	100428	LB	USDN	0.0000	O-JACK	O-JACK-Jacksonville,FL
0001.01.004	SAN ANT...	Outline			USDN	0.0000		

**Details for item 0001.01.002.03 PASTA MACARONI PLAIN ELBOW PKG-24/1 LB**


Item Data Questions Notes and Attachments Conditions

Conditions

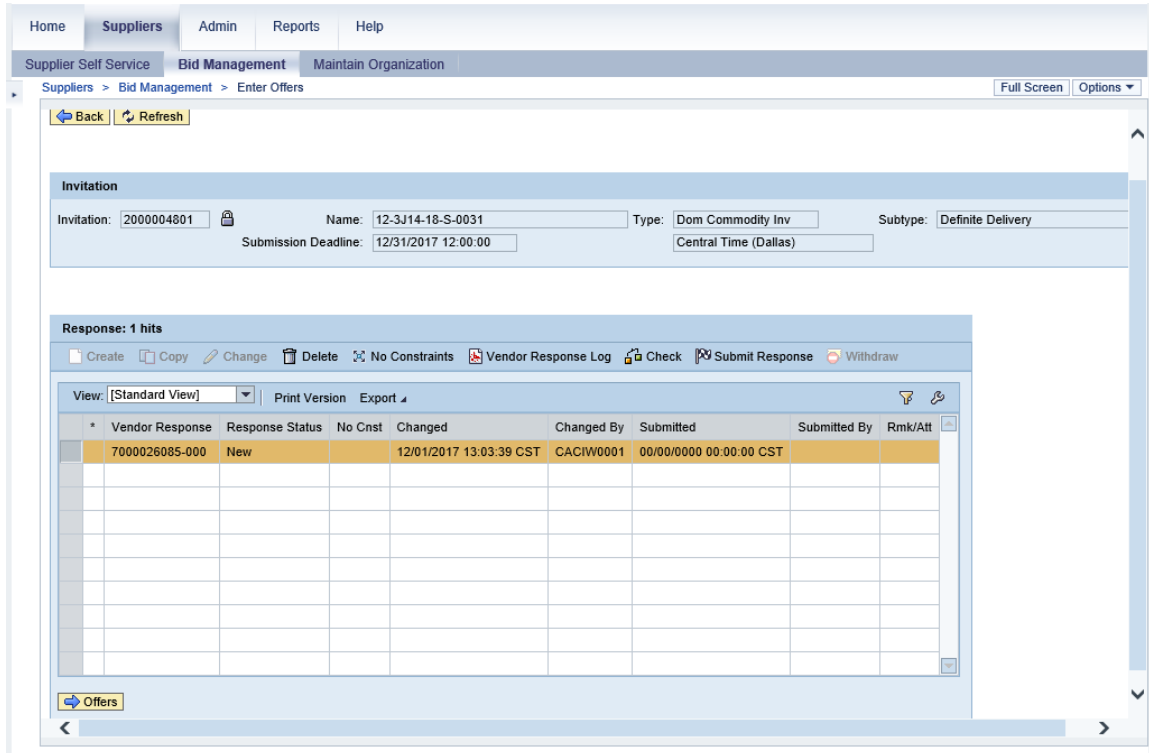
Add Condition Scales Duplicate Remove Filter Settings

Condition Type	Scales	Amount	Currency	Price Per	Price...	Location	Location Name
Offshore Port Costs Location-Dependent		0.4300	(Internal) Unit...	1	LB	O-JACK	O-JACK-Jacksonville,FL

Constraints

63. Click  (the **Close** button) to close the *Display RFX Response* screen.

**Image: Vendor Response Screen**



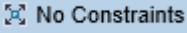
64. Click  (the **Offers** button) to enter constraints.



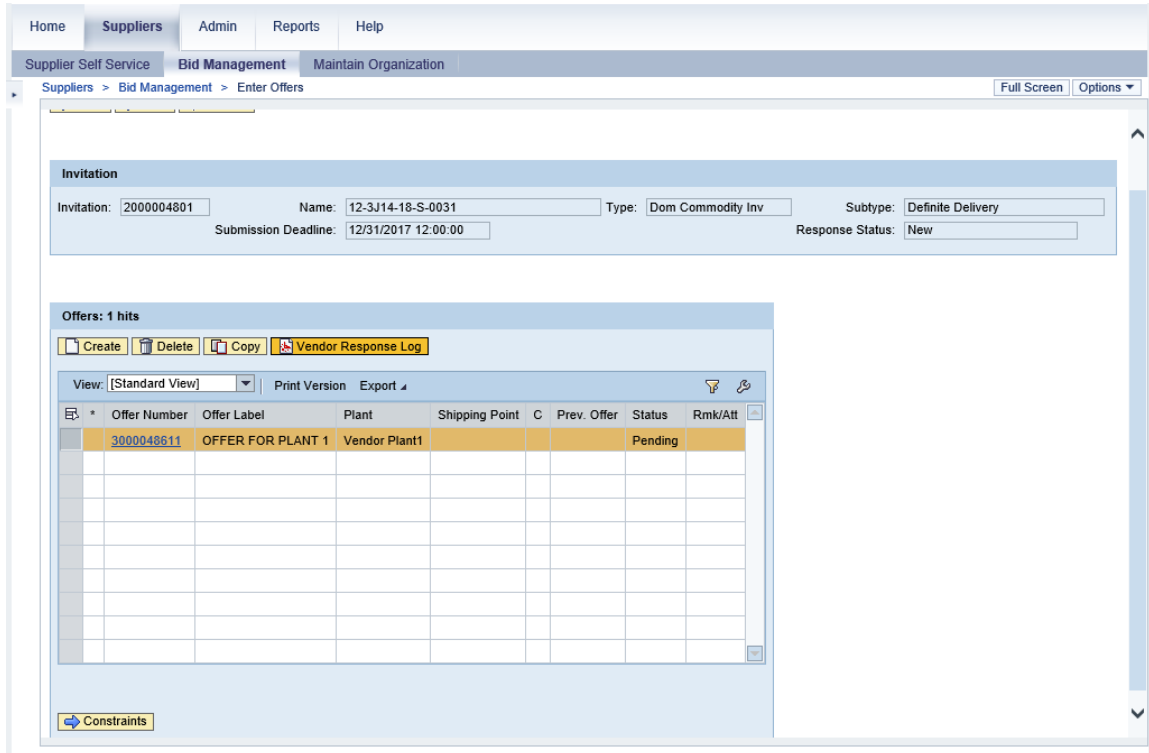
(Note) Use the column **Rmk/Att** (Remark/Attachment) to the right to identify the type of remark or attachment entered at the item and/or header level.

**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,  (the **No Constraints** button) must be clicked.

**Image: Offers Screen**



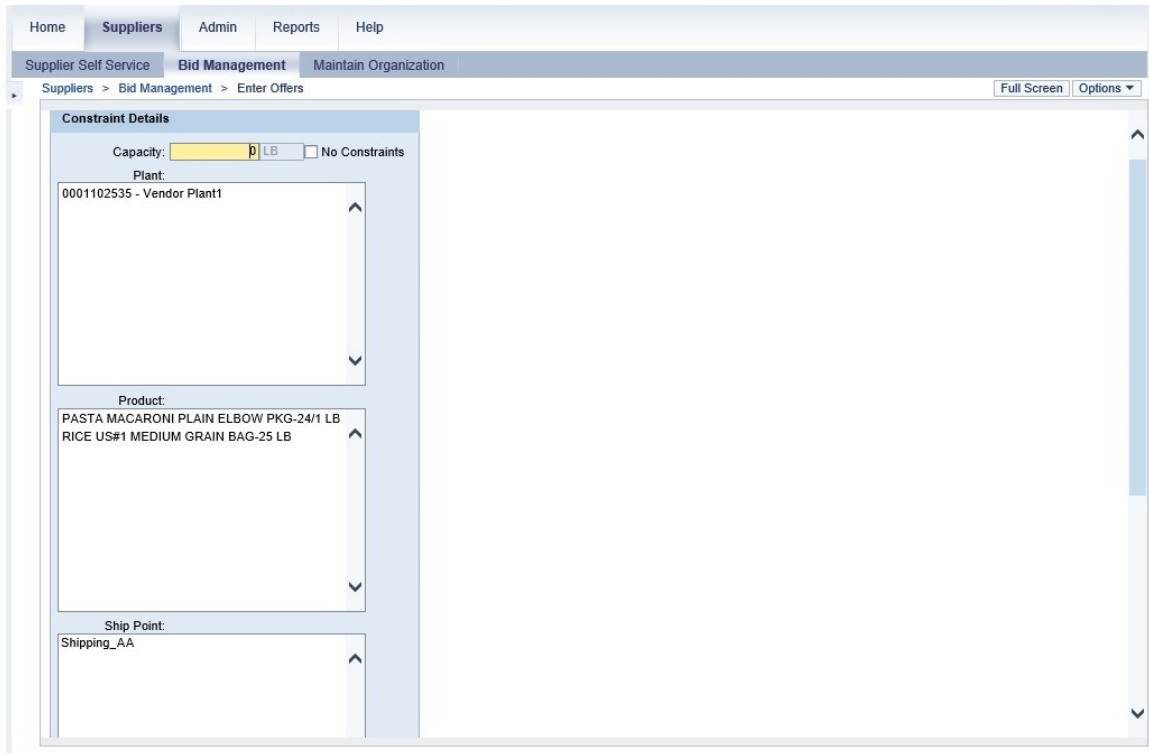
65. Click  (the **Constraints** button) to open the **Constraints** screen.



(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: Constraint Details Screen**



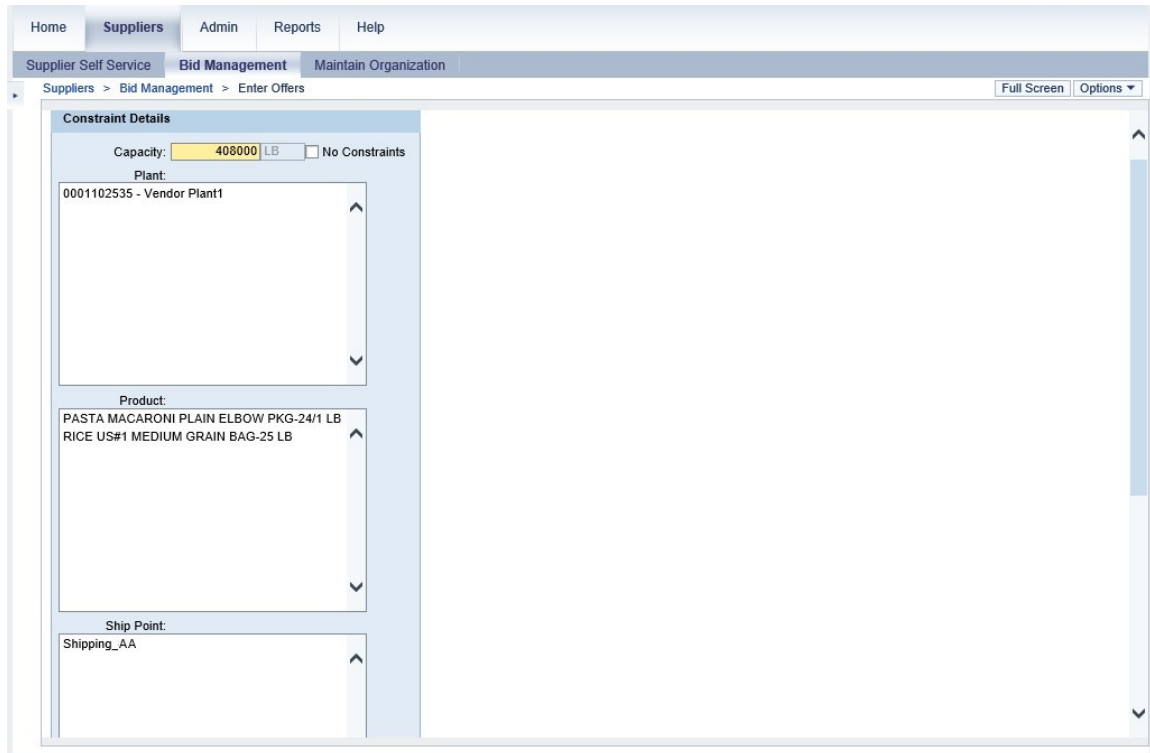
67. As required, complete/review the following fields:

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



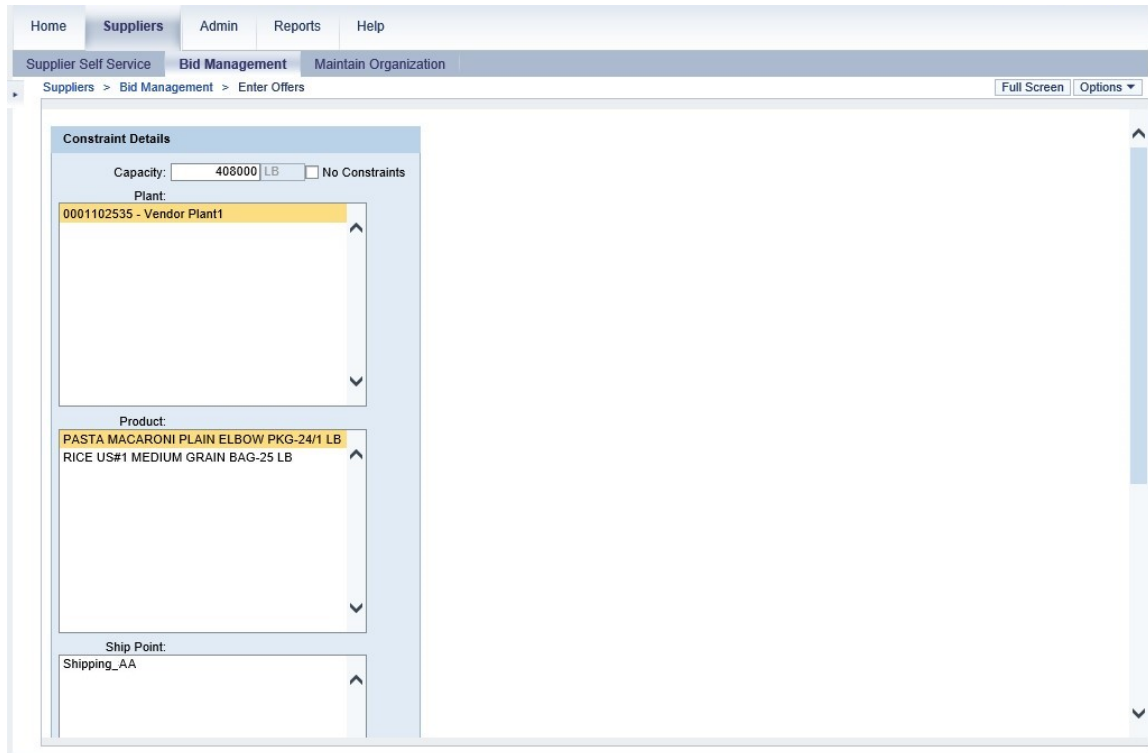
(Note) Constraints must be entered before the Offer can be submitted. If there are no Constraints, indicate "No Constraints".

**Image: Constraint Details Screen**



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

**Image: Constraint Details Screen**



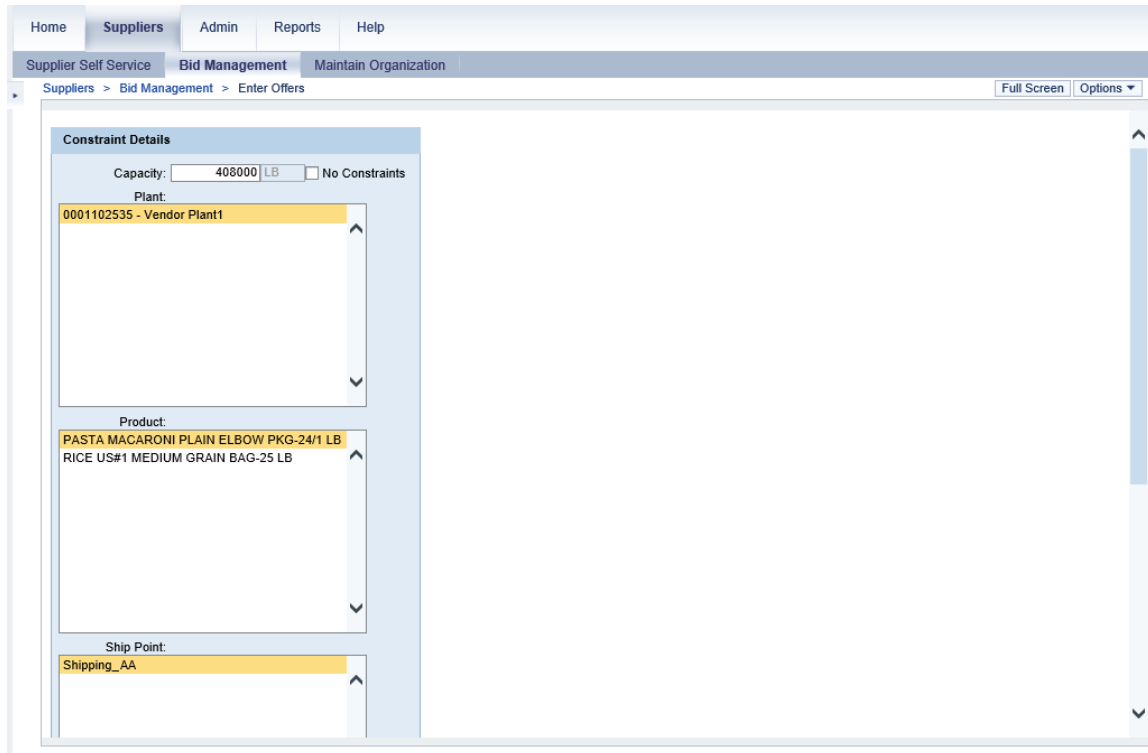
- 69.** Select a product in the **Product:** field. In this example, **PASTA MACARONI PLAIN ELBOW PKG-24/1 LB** is selected.



(Note) To select another product in the **Product** field, press and hold the **Ctrl** key and select another product.




**Image: Constraint Details Screen**

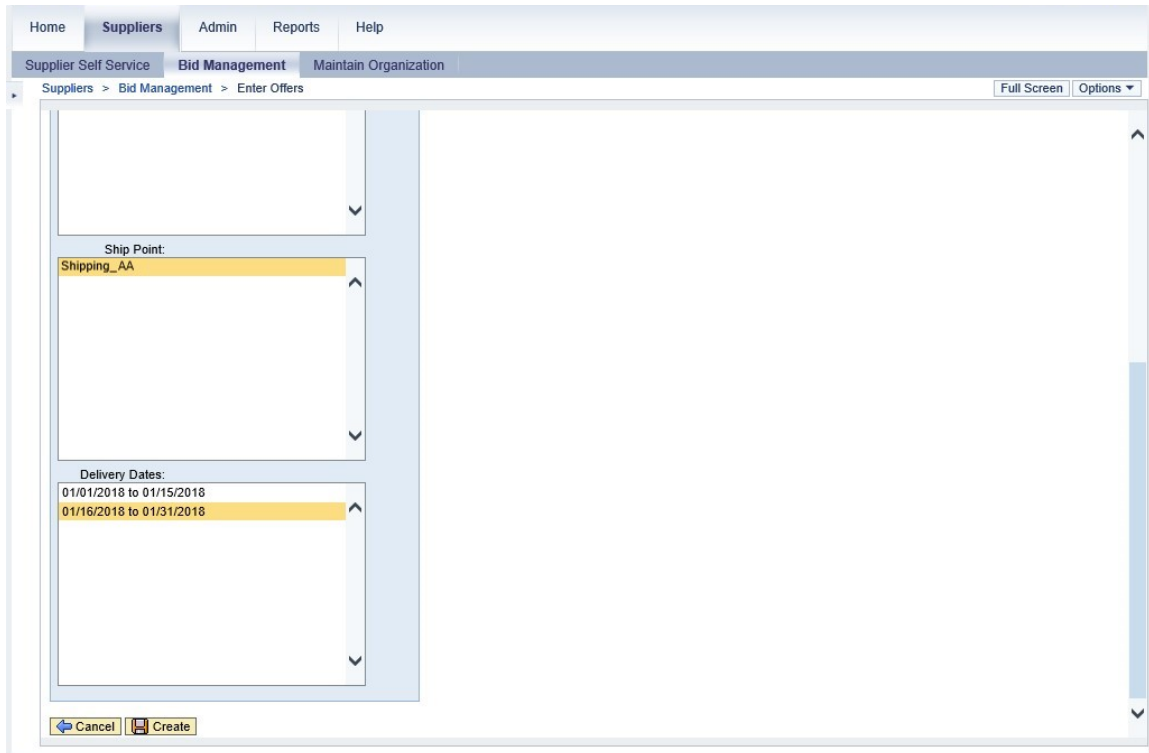



The screenshot shows a web application interface for 'Constraint Details'. At the top, there is a navigation menu with 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are tabs for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Constraint Details' and contains the following fields:

- Capacity:** 408000 LB  No Constraints
- Plant:** 0001102535 - Vendor Plant1
- Product:** PASTA MACARONI PLAIN ELBOW PKG-24/1 LB, RICE US#1 MEDIUM GRAIN BAG-25 LB
- Ship Point:** Shipping\_AA

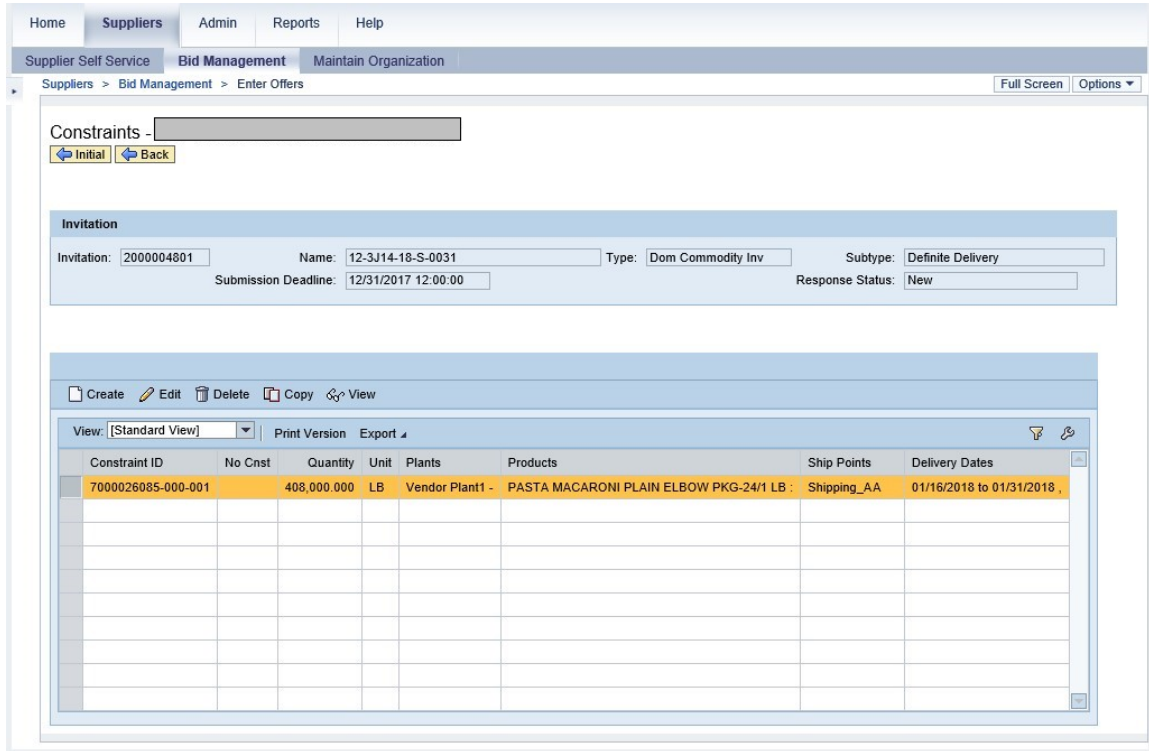
70. Select an option in the **Ship Point:** field. In this example, **Shipping\_AA** **Shipping\_AA** is selected.
71. Click  (the **Down** arrow) to scroll to the bottom of the page.

**Image: Constraint Details Screen**



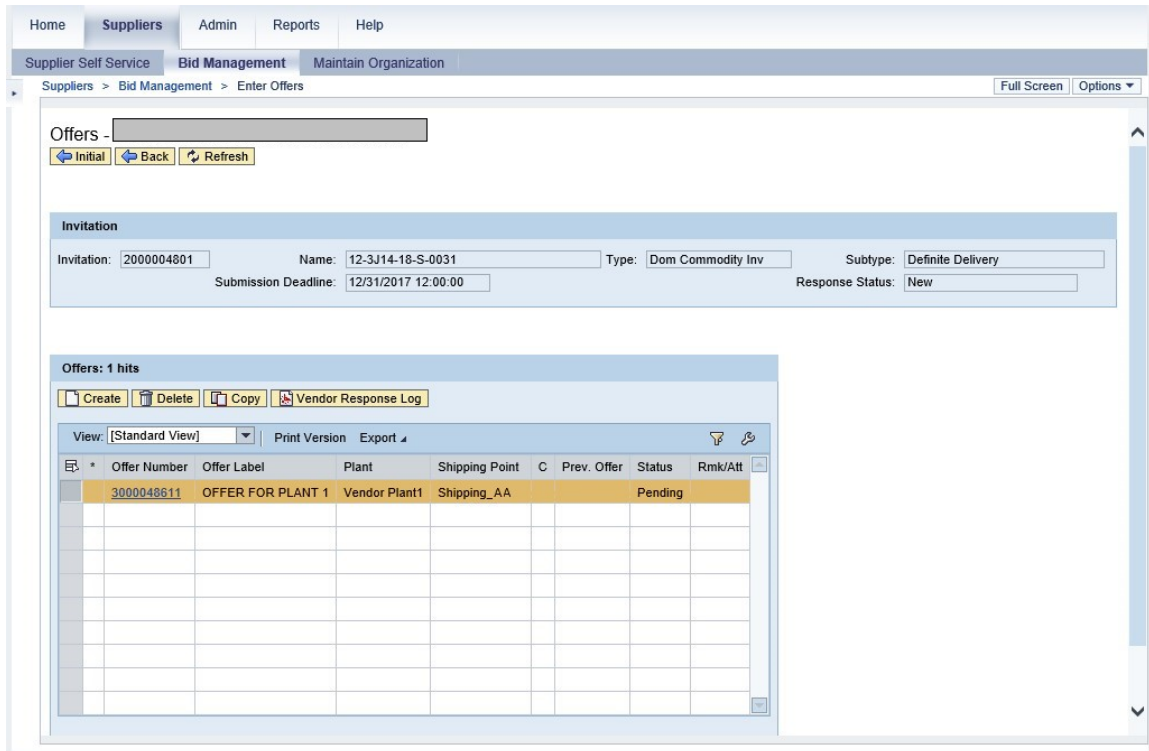
72. Click in the **Delivery Dates:** field to select an option. In this example, **01/16/2018 to 01/31/2018** is selected.
73. Click  **Create** (the **Create** button) to save the constraint details.


**Image: Constraints Screen**



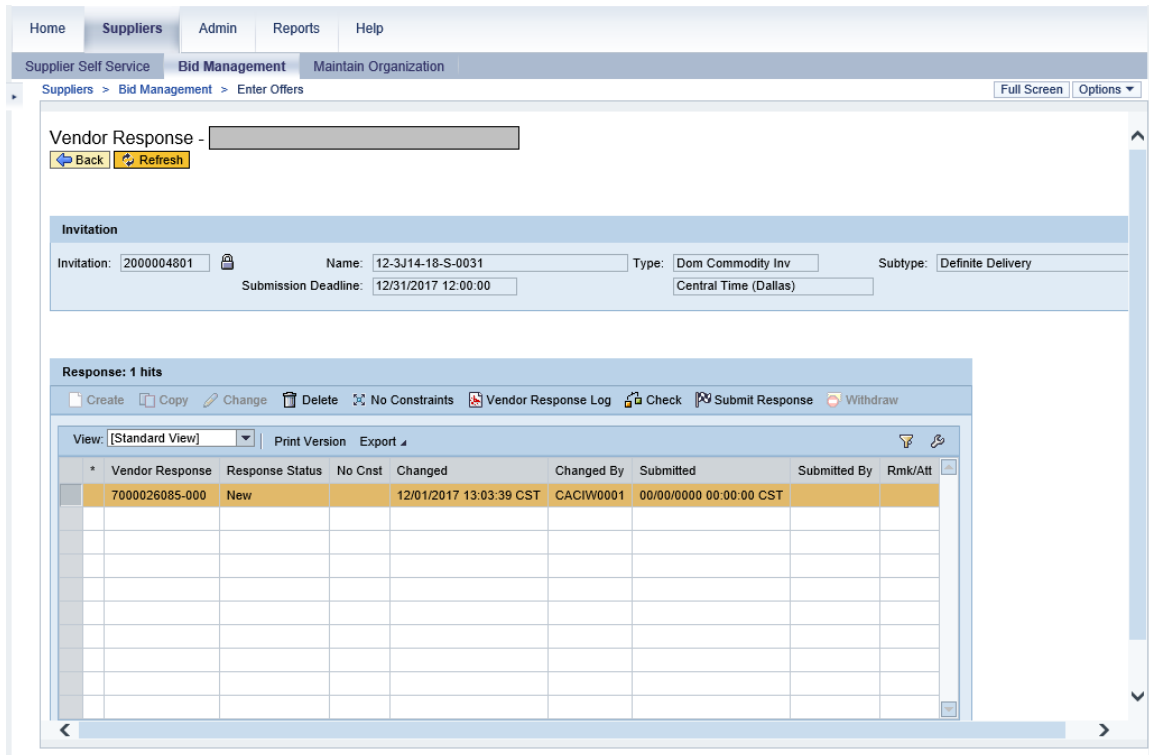
**74.** Click [Back](#) (the **Back** button) to return to the *Offers* screen.


Image: Offers Screen



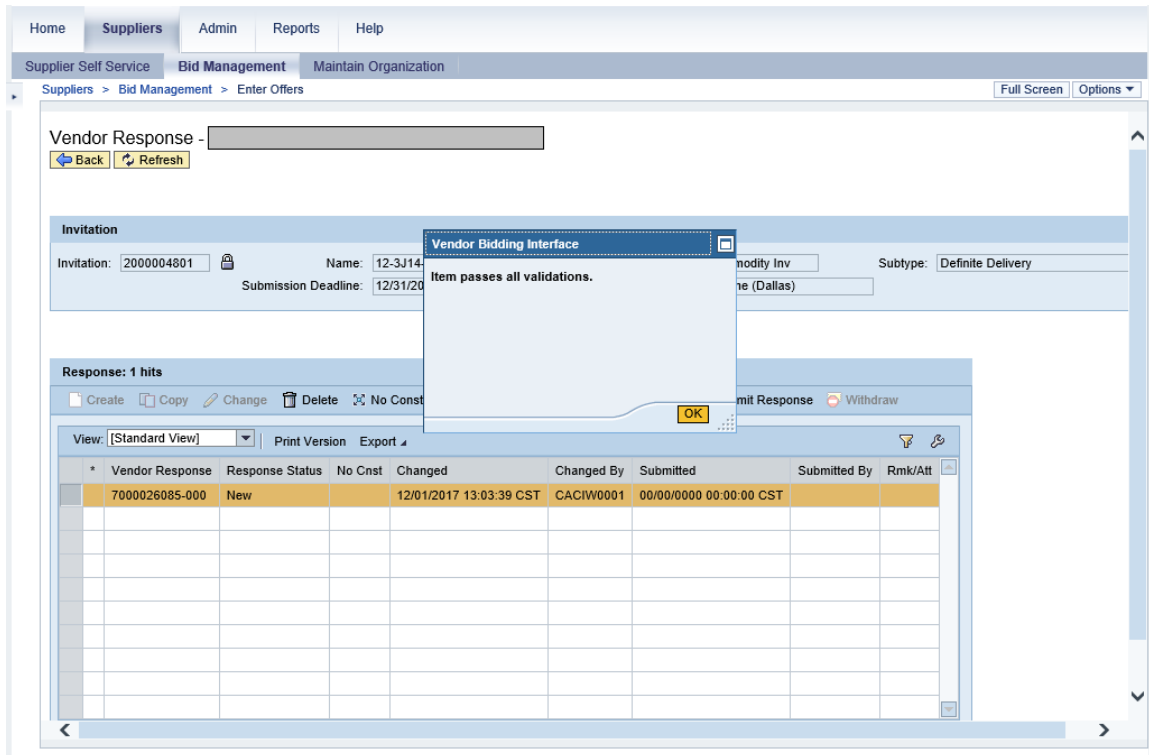
75. Click  (the **Back** button) to return to the *Vendor Response* screen.


**Image: Vendor Response Screen**



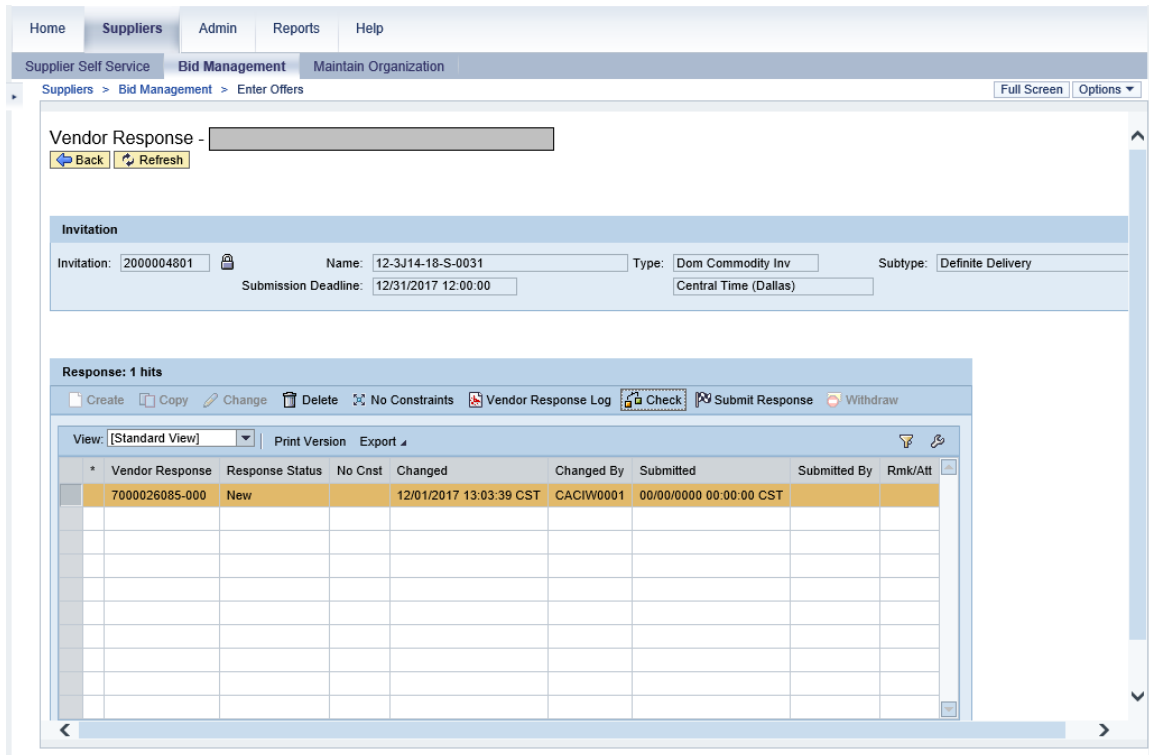
76. Click  Check (the **Check** button) to run validations on the bid response (offer) and constraint package.

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



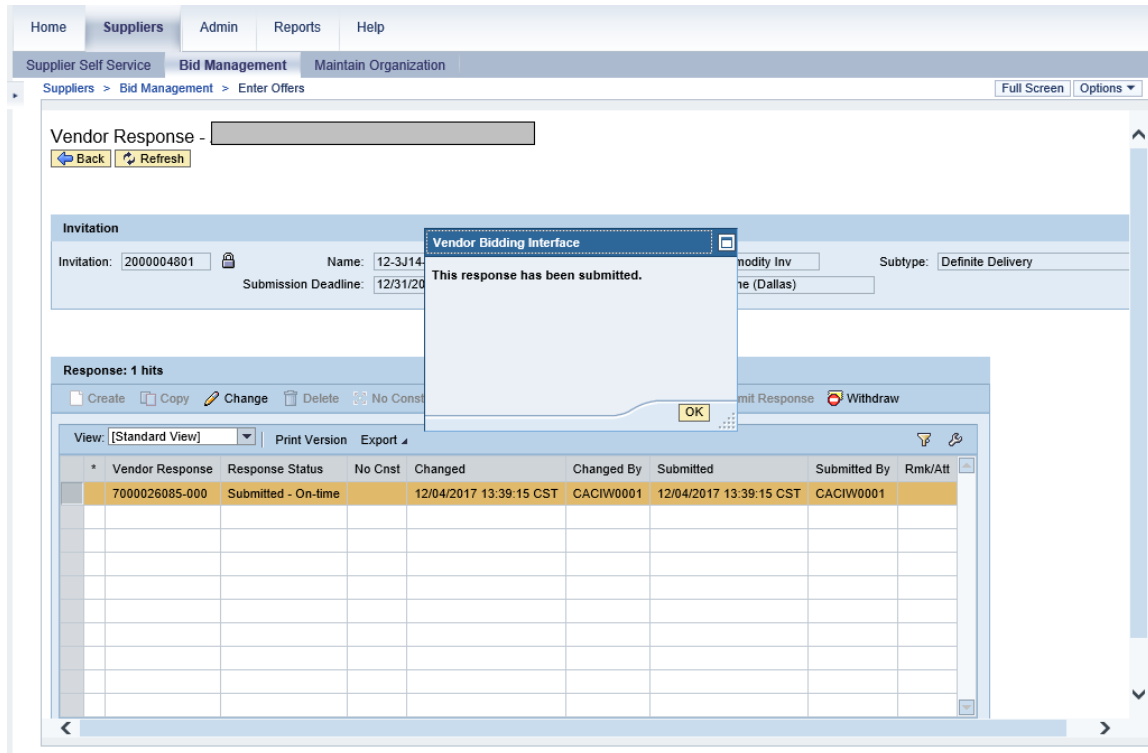
77. Click  (the **OK** button) to close the confirmation message.


**Image: Vendor Response Screen**



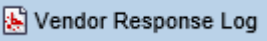
78. Click **Submit Response** (the **Submit Response** button) to submit the bid response (offer) and constraint package to USDA.

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



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



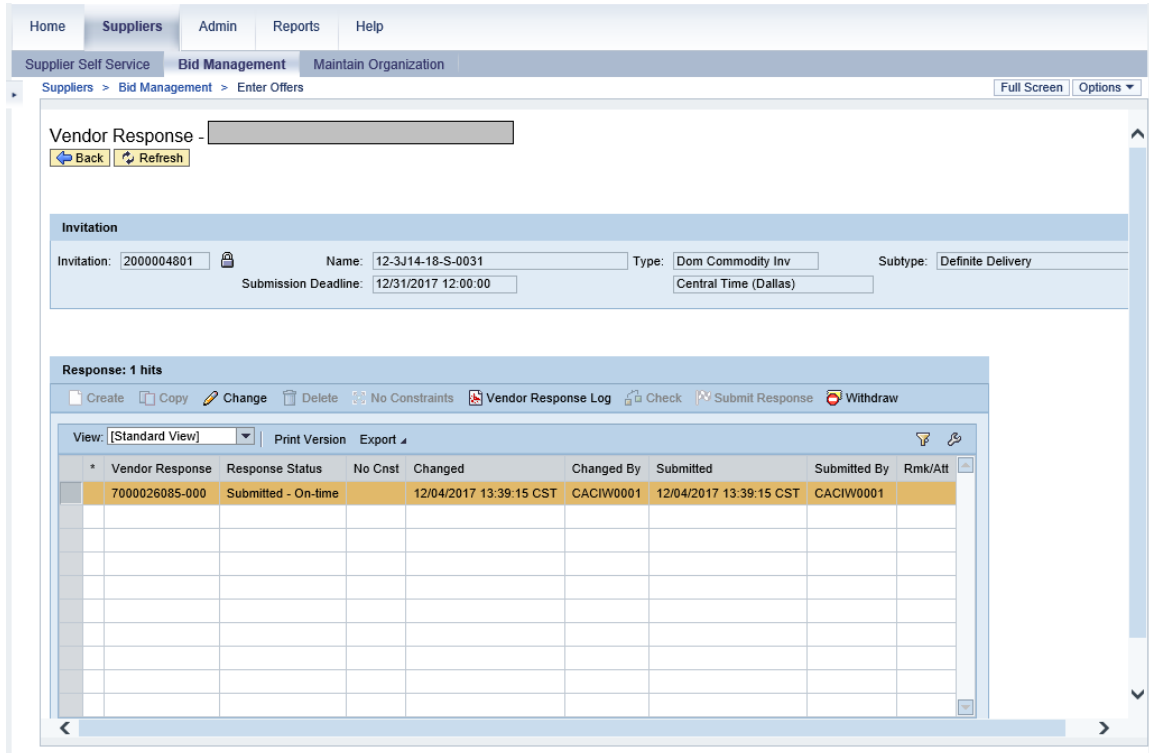
(Note) To email, print, or save a copy of the bid response (offer), click  (the **Vendor Response Log** button) to generate a PDF version of the offer.



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

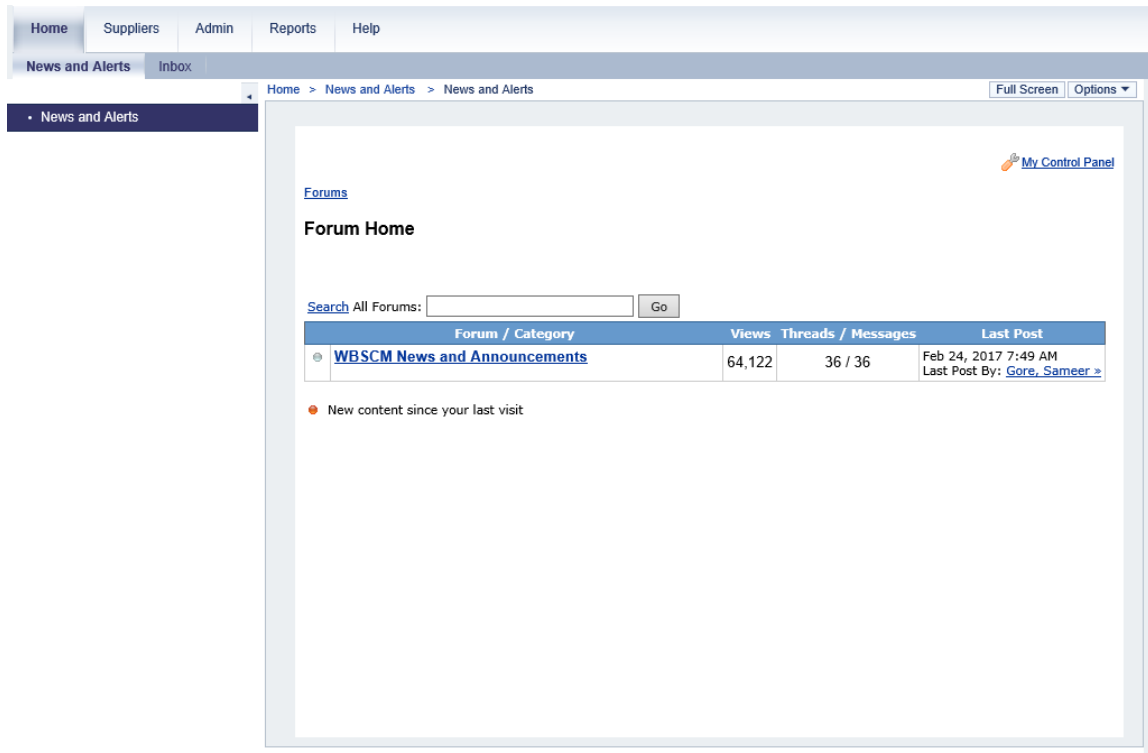


**Image: Vendor Responses Screen**



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

**Image: News and Alerts Screen**



**81.** The transaction is complete.



Work Instruction  
Create Domestic Bid Response (Offer)

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**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.