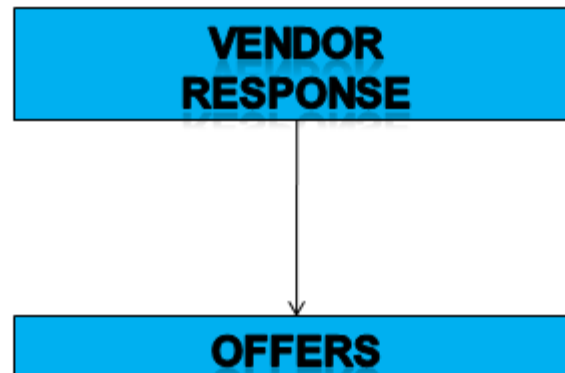


**Domestic LTC  
Commodity Bidding Review**



Revised 08/18/2014

- WBSCM Bid Responses are structured in the following manner:



- 1 Vendor Response can be submitted for each Commodity Vendor.
- Each Vendor Response can include multiple Offers. Offer is Plant Specific.



## Vendor Response Status

Status	Commodity Vendor	USDA
New	Initial Create of the Vendor Response	Vendor responses and offers in this status will never be available for USDA to View
Submitted-On-time	Submitted version of the Bid response - prior to Bid submission date	Visible to USDA when the Bids are opened
Historical Version	If the version changes an existing Vendor response, the bids are copied and the older version is updated with this status	Not visible to USDA after Bids are opened
New-Auth Change	Visible to Vendor	Used by USDA if changes are required
Submitted-Auth Change	Visible to Vendor	Used by USDA if changed are required

# eAuthentication Log In

USDA United States Department of Agriculture  
USDA eAuthentication

EASD  
www.eas.gov

login : YZ  
Password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

## eAuthentication Login

### Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

### Administrator Links

- ▶ [Local Registration Authority Login](#)

### LincPass (PIV) ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**



### User ID & Password ?

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

[Change my Password](#)

## WARNING

### Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  3. Your consent is final and irrevocable. You may not rely on any statements or

# Home page

**USDA** United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome ComOne DomVendor [Log off](#)

[Home](#) [Suppliers](#) [Admin](#) [Reports](#) [Help](#)

[News and Alerts](#) | [Inbox](#)

**News and Alerts** | [Back](#) [Forward](#)

[Detailed Navigation](#)

- [News and Alerts](#)

[Portal Favorites](#)

[My Control Panel](#)

[Forums](#)

## Forum Home

[Search](#) All Forums:  [Go](#)

Forum / Category	Views	Threads / Messages	Last Post
<a href="#">WBSCM News and Announcements</a>	40,818	9 / 9	Oct 30, 2013 1:38 PM Last Post By: <a href="#">ORTEGA, Roberto</a>

● New content since your last visit

# Public Procurement Page

Navigate to Suppliers-Bid Management-Public Procurement Documents to view the applicable solicitation, attachments, amendments, awards



**United States Department of Agriculture**  
**Farm Service Agency**  
 Beacon Facility - Mailstop 8718  
 P.O. Box 419205  
 Kansas City, MO 64141-6205

**Information**  
 Description: AG-DPRO-S-14-0021  
 Bid invitation number: 2200000095  
 Purchasing Group: FSA Dairy

**SOLICITATION**  
**Master/Shortfall Invitation**

**Bid invitation Overview**  
 Bid Timezone: Central Time  
 Start Date: 06/10/2014 14:00:00  
 Offer Due Date : 12/31/2014 14:00:00  
 Opening date: 12/31/2014 14:00:00

## Create Vendor Response

Navigate to: Suppliers/Bid Management/Enter Offers

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome ComTwo DomV

Home **Suppliers** Admin Reports Help

Supplier Self Service | **Bid Management** | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers**
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

**Find Bid Invitation**

Bid Invitation Number: 220000095 Document Name: Status: Open

Transaction Type: Bid Inv Type: Processed Since:  With Responses Only

**Start**

Search results: 0 hits

View: [Standard View] Print Version Export

*	Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline

Enter Bid Invitation Number and click the Start button.

# Create Vendor Response

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The 'Enter Offers' section is active, with a detailed navigation menu on the left showing 'Enter Offers' selected. The main content area features a 'Find Bid Invitation' search form with fields for 'Bid Invitation Number' (2200000095), 'Document Name', 'Status' (Open), 'Transaction Type', 'Bid Inv Type', and 'Processed Since'. A 'Start' button is located below the search form. The search results show 1 hit in a table with columns: Transaction Number, Name, Transaction Type Description, Subtype, R, and Deadline. The first row contains the bid number 2200000095, name AG-DPRO-S-14-0021, and a deadline of 12/31/2014 14:00:00. At the bottom of the interface, a 'Maintain Vendor Response' button is highlighted in yellow.

The Bid Invitation Number is highlighted in the search results box.

Click on the Maintain Vendor Response button.

* Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline
2200000095	AG-DPRO-S-14-0021	Master/ShortFall Inv	Master		12/31/2014 14:00:00



## Create Vendor Response

Tip: The closed padlock indicates the Bid Invitation has NOT been opened. At this point, the Vendor can see the information. USDA CANNOT view any of the Offer information until the Bid Invitation is opened

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Ven'. It features a 'Back' button and a 'Refresh' button. The 'Invitation' section shows 'Invitation: 2200000095' with a closed padlock icon, 'Name: AG-DPRO-S-14-0021', 'Type: Master/ShortFall Inv', and 'Subtype: Master'. The 'Submission Deadline' is '12/31/2014 14:00:00' in 'Central Time (Dallas)'. Below this, the 'Response: 0 hits' section contains a toolbar with buttons for 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. A table below the toolbar shows the response data with columns for 'Vendor Response', 'Response Status', 'No Cnst', 'Changed', 'Changed By', 'Submitted', and 'Submitted By'. The table is currently empty. A callout box points to the 'Create' button with the text 'Click on the Create button.' A tip callout explains that the closed padlock indicates the bid invitation has not been opened.

Click on the Create button.

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By

# Vendor Response-Create Offer

Offers are defined with a Vendor Response.

Vendor can submit multiple offers within a Vendor Response, but there can only be 1 offer per vendor plant.

The screenshot displays the USDA Web-Based Supply Chain Management interface. The main page shows a 'Vendor Response - Comm Domestic Vendor 2' with an invitation number 2200000095 and a submission deadline of 12/31/2014. Below this, a table lists one response hit:

* Vendor Response	Response Status	No Cnst	Ch
7000011398-000	New		08

An inset window titled 'Create Bid - WBCSM Portal - Windows Internet Explorer' is open, showing the 'Create RFX Response' form. The form includes a 'Submit | Check | Save' button and two error messages: 'Attribute 1) DUNS is mandatory; maintain attribute value' and 'Attribute 2) TIMELY DELIVERIES? is mandatory; maintain attribute value'. A green checkmark indicates 'Please click 'Check' to validate the Offer.' Below the form, the following details are displayed:

RFX Response Number 3000021702    RFX Number 2200000095  
Opening Date 12/31/2014 14:00:00 CST    Target Value 0.0000 USDN  
RFX Response Version Number Active Version    RFX Version Number 1

The interface also features a navigation menu with 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help', and a 'Detailed Navigation' sidebar with 'Enter Offers', 'Vendor Response Log', and 'Public Procurement Documents'. The top right corner says 'Welcome ComTwo DomVendor'.

Vendor Response header has been created.

Offer response should automatically open in a new window.

RFx Information tab-Basic Data

Expand the offer window to maximize viewing space

Attribute 1) DUNS is mandatory; maintain attribute value  
Attribute 2) TIMELY DELIVERIES? is mandatory; maintain attribute value  
Please click 'Check' to validate the Offer.

RFx Response Number 3000021702    RFX Number 2200000095    Opening Date 12/31/2014 14:00:00 CST    Target Value 0.0000 USDN    RFX Response Version Number Active Version    RFX Version Number 1

RFx Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period: 01/01/2015 - 12/31/2015  
Currency: (Internal) United States Dollar (4 Dec.)

OfferLabel:   
Vendor Plant:   
Shipping Point:

Partners and Delivery Information

Function	Number	Name	Phone Number
• Location		DOMESTIC STATISTICAL 1000	

Identify an offer label (optional).  
Identify the vendor plant for this specific offer (required).

At this time, we do not require the identification of shipping points for the FSA-Domestic solicitations.

# RFX Information tab-Basic Data

The screenshot shows the 'Edit RFX Response' interface. At the top, there are tabs for 'RFX Information', 'Items', and 'Notes and Attachments'. The 'Basic Data' tab is active. Below the tabs, there are fields for 'RFX Response Number' (3000021702), 'Target Value' (0.0000 USDN), 'RFX Response Version Number' (Active Version), and 'RFX Version Number' (1). A callout box points to a matchcode icon in the 'Vendor Plant' field, with the text: 'Click on the matchcode icon to display a list of available plants'. Below this, a dialog box titled 'All Values: Vendor Plant' is open, showing a table of search results. The table has four columns: 'Vendor Plant ID', 'Vendor Plant Name', 'Vendor Plant Name', and 'Vendor Name'. Two rows are visible, both highlighted in yellow. The first row has Vendor Plant ID 1111028 and Vendor Name 'Comm Domestic Vendor 2'. The second row has Vendor Plant ID 1111029 and Vendor Name 'Comm Domestic Vendor 2'. Below the table are 'OK' and 'Cancel' buttons. A large callout box on the left points to the dialog with the text: 'All of the plants associated with the DUNS (or DUNS+4) that have been approved by USDA will be displayed in the search results section. Highlight the appropriate plant and select OK.' Another callout box at the bottom right points to the dialog with the text: 'Note: If you don't see your plant in the list, contact the applicable commodity specialist at USDA.'

All of the plants associated with the DUNS (or DUNS+4) that have been approved by USDA will be displayed in the search results section. Highlight the appropriate plant and select OK.

Note: If you don't see your plant in the list, contact the applicable commodity specialist at USDA.

## RFX Information tab-Basic Data

Create Bid History Back Forward

**Edit RFX Response:**

Submit | Check Save ?

! Attribute 1) DUNS is mandatory; maintain attribute value  
! Attribute 2) TIMELY DELIVERIES? is mandatory; maintain attribute value

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

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

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

**Event Parameters**

Validity Period: 01/01/2015 - 12/31/2015  
Currency: (Internal) United States Dollar (4 Dec.)

OfferLabel: Plant 1 Offer  
Vendor Plant: 1111028  
Shipping Point:

**Status and Statistics**

▼ Partners and Delivery Information Filter Settings

Details Send E-Mail Call Clear

Function	Number	Name	Phone Number
• Location		DOMESTIC STATISTICAL 1000	

After entering plant and offer label, click on RFX Information tab-Questions

# RfX Information tab-Questions

Insert your responses to USDA's certification questions

Create Bid | History | Back | Forward

### Edit RfX Response:

Submit | Check | Save

Attribute 1) DUNS is mandatory; maintain attribute value  
Attribute 2) TIMELY DELIVERIES? is mandatory; maintain attribute value  
Please click 'Check' to validate the Offer.

RfX Response Number 3000021702   RfX Number 2200000095   Opening Date 12/31/2014 14:00:00 CST   Target Value 0.0000 USDN   RfX Response Version Number Active Version   RfX Version Number 1

RfX Information | Items | Notes and Attachments | Tracking

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

Question	Reply	Comment
1) DUNS: *	<input type="text"/>	<input type="text"/>
2) TIMELY DELIVERIES?: *	<input type="text"/>	<input type="text"/>
3) DATE OF LAST FINANCIAL STATEMENT?:	<input type="text"/>	<input type="text"/>

# Rfx Information tab-Questions

Create Bid History Back Forward

---

**Edit Rfx Response:**

Submit | Check Save ?

! Attribute 1) DUNS is mandatory; maintain attribute value  
! Attribute 2) TIMELY DELIVERIES? is mandatory; maintain attribute value  
✓ Please click 'Check' to validate the Offer.

---

Rfx Response Number 3000021702   Rfx Number 2200000095   Opening Date 12/31/2014 14:00:00 CST   Target Value 0.0000 USDN   Rfx Response Version Number Active Version   Rfx Version Number 1

**Rfx Information** | Items | Notes and Attachments | Tracking

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

Question	Reply	Comment
	1) DUNS: * <input type="text" value="123456"/>	<input type="text"/>
	2) TIMELY DELIVERIES?: * <input type="text" value="YES"/>	<input type="text"/>
	3) DATE OF LAST FINANCIAL STATEMENT?: <input type="text" value="07/31/2014"/>	<input type="text"/>

After answering all questions, click on Rfx Information tab-Notes and Attachments

**RFx Information tab-Notes and Attachments**  
 -\*this tab contains information from the solicitation

Create Bid History Back Forward

**Edit RFx Response:**

Submit | Check Save ?

Please click 'Check' to validate the Offer.

RFx Response Number 3000021702    RFx Number 2200000095    Opening Date 12/31/2014 14:00:00 CST    Target Value 0.0000 USDN    RFx Response Version Number Active Version    RFx Version Number 1

RFx Information    Items    Notes and Attachments    Tracking

Basic Data    Questions    **Notes and Attachments**

**Notes**

Clear Filter Settings

Category	Description
<a href="#">Conditions of Participation</a>	-Empty-
<a href="#">Tendering text - Header</a>	-Empty-
<a href="#">Bidder's Remarks</a>	-Empty-
<a href="#">Purchaser's Remarks</a>	-Empty-
<a href="#">Certificate Questions</a>	-Empty-
<a href="#">Amendment text</a>	-Empty-

**Attachments** Filter Settings

Add Attachment    Edit Description    Versioning    Delete    Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

When finished reviewing this page, click on the Items tab

This sample solicitation doesn't have any attachments, but if it did, they would be displayed in the Attachments frame.

\* The easiest place to see the solicitation in its entirety (including any attachments, amendments and awards) is on the public procurement page (Suppliers-Bid Management-Public Procurement Documents.)

USDA United States Department of Agriculture  
 Web-Based Supply Chain Management

Home    **Suppliers**    Admin    Reports    Help

Supplier Self Service    **Bid Management**    Maintain Organization

Public Procurement Documents

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents**

wbscmprocure... > ESA Dairy > 2014 > 06-1011 > Bid Invitati... > AG-DPRO-S-14-0021

Name	Size	Rating	Changed On
AG-DPRO-S-14-0021.pdf	7.6 KB		6/10/14 2:00:52 PM



## Items tab

The default view of the Items tab will only show the high level material group(s)  
-in this example, there is only a mozzarella group

**Edit RFX Response:**

Submit Check Save

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10

To drill into the individual materials, you can either click each material group hierarchy arrow

OR

Click the Expand All hyperlink

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Items tab

**Edit RFx Response:**

Submit | Check | Save

✓ Please click 'Check' to validate the Offer.

RFx Response Number 3000021702    RFx Number 2200000095    Opening Date 12/31/2014 14:00:00 CST    Target Value 0.0000 USDN    RFx Response Version Number Active Version    RFx Version Number 1

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

▼ Item Overview

Details | Add New | Add Subline | Copy | Paste | Delete | Calculate Value | Filter | Expand All | Collapse All | Hide Outline | Settings

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFx / Response	RFx / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

The Internal Item Number column matches the Solicitation Item Numbers

**SOLICITATION**  
Master/Shortfall Invitation

**Information**  
Description: AG-DPRO-S-14-0021  
Bid invitation number: 2200000095

**Bid invitation Item details**

Item	Material	Description	Quantity
10		CHEESE, MOZZARELLA	
20	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	1,809,500 LB
		Total Quantity for CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	1,809,500 LB
30	100022	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	1,814,400 LB
		Total Quantity for CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	1,814,400 LB
40	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	1,814,400 LB

Items tab

To enter state prices for a given material:  
Click on Line Number hyperlink  
---OR---  
Highlight line and select Details

Either selection will open the Items tab details section at the bottom of the screen for that particular line item. States are located on the Item detail-Questions tab for each material.

**Edit RFX Response:**  
Submit | Check | Save

RFX Response Number 3000021702    RFX Number 2200000095    Opening Date 12/31/2014 14:00:00 CST    Target Value 0.0000 USDN    RFX Response Version Number Active Version    RFX Version Number 1

RFX Information    **Items**    Notes and Attachments    Tracking

▼ Item Overview

Details   Add New   Add Subline   Copy   Paste   Delete   Calculate Value   Filter   Expand All   Collapse All   Hide Outline   Settings

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-3/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

Details for item 0001.01 CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)

Item Data    **Questions**    Notes and Attachments

Question	Reply	Comment
ALABAMA:	<input type="text" value="0.0025"/>	<input type="text"/>
ARKANSAS:	<input type="text" value="-0.0001"/>	<input type="text"/>
ARIZONA:	<input type="text" value="0.1515"/>	<input type="text"/>
CALIFORNIA:	<input type="text" value="0"/>	<input type="text"/>
COLORADO:	<input type="text"/>	<input type="text"/>

NOTE: Price entered is a price per 1 pound and can be entered up to 4 digits to the right of the decimal point.

# Items tab

## Edit RFX Response:

Submit | Check | Save

✓ Please click 'Check' to validate the Offer.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

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

### Item Overview

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

### Details for item 0001.02 CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB

Question	Reply	Comment
	ALABAMA: <input type="text" value=".1111"/>	<input type="text"/>
	ARKANSAS: <input type="text" value="2222"/>	<input type="text"/>
	ARIZONA: <input type="text"/>	<input type="text"/>

To continue entering state prices for additional materials, repeat the process by selecting the applicable material from the Item Overview section,  
--OR--  
click the forward arrow in the Items tab details section to advance to the next material

## Submit Offer

When you have finished entering all of your offer data, click on Check to see any errors and make corrections as needed.

At any time, you can select Save and then Print Preview to review your offer. If you select Save, you will need to select Edit in order to be able to access the Submit button.

When you are ready to submit your offer, press Submit.

**Edit RFX Response:**

Submit **Check** Save

RFX response is complete and contains no errors

This particular example has no errors. Please note that if you receive a message "vendor is not permitted to bid" on various items: ⚠ Vendor COMM DOMESTIC VENDOR 2 is not permitted for Item No this is only a warning message and will not prevent you from submitting your offer. Contact your USDA commodity specialist regarding the warning.

RFX Response Number 3000021702 RFX Number 2200000095 Opening Date 12/31/2014 14:00:00 CST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value Filter Expand All Collapse All Hide Outline Settings

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

# Submit Offer

After submitting offer, you should receive the following message "RFx response 3xxxx saved. Submit the vendor response to complete the process." Submit the vendor response to complete the process."

After receiving the "submit the vendor response to complete the process" message, close the offer window to return to the vendor response.  
  
Reminder: At this point, nothing has been submitted to USDA.

The screenshot shows the SAP NetWeaver Portal interface for displaying an RFX response. At the top, a message states: "RFx response 3000021702 saved. Submit the vendor response to complete the process." Below this, the RFX details are shown: RFX Response Number 3000021702, RFX Number 2200000095, Opening Date 12/31/2014 14:00:00 CST, Target Value 0.0000 USDN, RFX Response Version Number Active Version, and RFX Version Number 1. The 'Items' tab is selected, showing an 'Item Overview' table with the following data:

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, MOZZARELLA		0.000		<input type="checkbox"/>	0.0000	0/0	0/0	10
0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	20
0001.02	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	100022	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	30
0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	<input type="checkbox"/>	0.0000	0/0	0/0	40

# Vendor Response-Offer Page

**Tip: Vendor Response is not submitted at this point. A submitted offer will have a "Pending" status.**

United States Department of Agriculture  
Web-Based Supply Chain Management

Home Suppliers Admin Reports Help  
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Offers - Comm Domestic Vendor 2  
Initial Back Refresh

Click Refresh

Invitation  
Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Subtype: Master  
Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021702	PLANT 1 OFFER	Commodity Domestic				Pending

Constraints

You can create additional plant offers by selecting the Create button.

Highlight applicable offer(s) and click on the Constraints button.

**NOTE: Constraints are required for LTC state bidding.**

# Vendor Response-Constraints Page

**USDA** United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help  
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**Enter Offers**

Detailed Navigation  
Enter Offers  
Vendor Response Log  
Public Procurement Documents

Portal Favorites

### Constraints - Comm Domestic Vendor 2

[Initial](#) [Back](#)

**Invitation**

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Create Edit Delete Copy View

View: [Standard View] Print Version Export

Constraint ID	No Crst	Quantity	Unit	Plants	Products	Ship Points	Delivery Dates

Click Create to enter constraints.



# Vendor Response-Constraints Page

### Enter Offers

- Detailed Navigation
  - Enter Offers
  - Vendor Response Log
  - Public Procurement Documents
- Portal Favorites

**Constraint Details**

Capacity:  LB

Plant: 0001111028 - Commodity Domestic

Product: CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB  
CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)

Ship Point:

Delivery Dates:  
01/01/2015 to 01/15/2015  
01/16/2015 to 01/31/2015  
02/01/2015 to 02/15/2015  
02/16/2015 to 02/28/2015  
03/01/2015 to 03/15/2015  
03/16/2015 to 03/31/2015  
04/01/2015 to 04/15/2015  
04/16/2015 to 04/30/2015  
05/01/2015 to 05/15/2015  
05/16/2015 to 05/31/2015

Enter a capacity quantity in the unit of measure defined, then select the Plant, Product, and Delivery Date(s), then Create

Note: A capacity of 0 (zero) means that vendor cannot supply any product for the specified Plant/Material/Delivery Date(s).

# Vendor Response-Constraints Page

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome ComTwo DomVendor [Log off](#)

Home Suppliers Admin Reports Help

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Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

### Constraints - Comm Domestic Vendor 2

[Initial](#) [Back](#)

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 12/31/2014 14:00:00 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
7000011398-000-001		500,000.000	LB	Commodity Domestic -	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB :		01/01/2015 to 01/15/2015 , 01/16/2015 to 01/31/2015 ,

Click on the **Create** button or **Copy** button to add more constraints or click on the **Back** button when finished.

The following options are available to update the constraints

- Edit
- Delete
- Copy
- View

# Vendor Response-Offer Page

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Welcome ComTwo DomVendor [Log off](#)

Home Suppliers Admin Reports Help

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Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Offers - Comm Domestic Vendor 2

Initial Back Refresh

Invitation

Invitation: 2200000095 Name: AG-DP Submission Deadline: 12/31/2012

Master/ShortFall Inv Subtype: Master Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
<a href="#">3000021702</a>	PLANT 1 OFFER	Commodity Domestic		X		Pending

Constraints

Click on the Refresh button and you will notice an X in the Constraint column

Click on the Back button.

# Create Vendor Response

USDA United States Department of Agriculture  
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Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help  
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Enter Offers

Detailed Navigation  
• Enter Offers  
• Vendor Response Log  
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Portal Favorites

**Vendor Response - Comm Domestic Vendor 2**  
Back Refresh

**Invitation**  
Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

**Response: 1 hits**  
Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	New		08/14/2014 09:51:41 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

If ready to submit the Vendor Response, click on the Check button. This will Validate the information in the Vendor Response

# Create Vendor Response

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Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help  
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Enter Offers

Detailed Navigation  
• Enter Offers  
• Vendor Response Log  
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Portal Favorites

Vendor Response - Comm Domestic Vendor 2  
Back Refresh

Invitation  
Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 1 hits  
Create Copy Change Delete No Co Submit Response Withdraw

View: [Standard View] Print Version Expo

* Vendor Response	Response Status	No Cnst
7000011398-000	New	

Vendor Bidding Interface  
Offer: 3000021702 Item #: 0000000030 does not have constraints for all potential delivery periods.  
OK

Select OK , then Offers to get back to Constraint page to make corrections

Offers

NOTE: This error message is correct because constraints are required for every delivery period for LTC state bidding.

# Create Vendor Response

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and features a 'Vendor Bidding Interface' modal window with the message 'Item passes all validations.' and an 'OK' button. The background shows a table with one row of data for a vendor response.

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Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Vendor Response - Comm Domestic Vendor 2

Back Refresh

Vendor Bidding Interface

Item passes all validations.

OK

Invitation

Invitation: 2200000095 Name: A... Master/ShortFall Inv Subtype: Master  
Submission Deadline: 12... Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No

Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	New		08/14/2014 09:51:41 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

After making any corrections, select Check again and you should receive this confirmation message. Click OK.

# Create Vendor Response

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Enter Offers

Detailed Navigation  
• Enter Offers  
• Vendor Response Log  
• Public Procurement Documents

Portal Favorites

**Vendor Response** - Comm Domestic Vendor 2  
Back Refresh

Invitation  
Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 1 hits  
Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	New		08/14/2014 09:51:41 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

If ready to submit the Vendor Response, click on Submit Response.

# Create Vendor Response

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section shows details for invitation 2200000095, name AG-DPRO-S-14-0021, type Master/ShortFall Inv, and submission deadline 12/31/2014 14:00:00. A 'Vendor Bidding Interface' dialog box is open, displaying the message 'This response has been submitted.' and an 'OK' button. A callout box with an arrow points to the 'OK' button with the text 'Click OK'. Below the dialog box, a table shows a list of responses with columns for Vendor Response, Response Status, and Submitted By. The first row shows a response with ID 7000011398-000 and status 'Submitted - On-time'.

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Detailed Navigation

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Vendor Response - Comm Domestic Vendor 2

Back Refresh

Invitation

Invitation: 2200000095 Name: AG-DPRO-S-14-0021 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Vendor Bidding Interface

This response has been submitted.

OK

Click OK

Response: 1 hits

Create Copy Change Delete No C

Submit Response Withdraw

View: [Standard View] Print Version Expo

* Vendor Response	Response Status	No Cnst	Submitted	Submitted By
7000011398-000	Submitted - On-time		2014 15:24:29 CST	DOMVENDC004

Offers



# Create Vendor Response

It is always a good idea to review the Vendor Response in its entirety by clicking on the Vendor Response Log button.

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes a 'Back' and 'Refresh' button. The 'Invitation' section shows details such as Invitation: 2200000095, Name: AG-DPRO-S-14-0021, Type: Master/ShortFall Inv, Subtype: Master, and Submission Deadline: 12/31/2014 14:00:00. The 'Response: 1 hits' section features a toolbar with buttons for 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. Below the toolbar is a table with the following data:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011398-000	Submitted - On-time		08/14/2014 15:24:29 CST	DOMVENDC0004	08/14/2014 15:24:29 CST	DOMVENDC0004

Annotations in the image include:

- An arrow pointing from the 'Vendor Response Log' button to the text box: "It is always a good idea to review the Vendor Response in its entirety by clicking on the Vendor Response Log button."
- An arrow pointing from the 'Submitted - On-time' status to the text box: "A successfully submitted Vendor Response will have a Response Status of 'Submitted-On-time'".
- An arrow pointing from the 'Submitted' and 'Submitted By' columns to the text box: "'Submitted' and 'Submitted By' fields are populated".

# Vendor Response-Vendor Response Log

The screenshot displays the USDA Web-Based Supply Chain Management interface. The main content area shows the 'Vendor Response - Comm Domestic Vendor' page with a table of responses. A callout box points to the table with the text: 'Vendor Response Log will open in a new window'. An Adobe Acrobat window is overlaid on the right, displaying a PDF report titled 'BIDLOGREPORT\_2200000095[1].PDF'. The report contains the following sections:

**Vendor Response Overview**

- Date Submitted: 08/14/2014 15:24:29 CST
- Submitted By: DOMVENDC0004 - ComTwo DomVendor
- Date Changed: 08/14/2014 15:24:29 CST
- Changed By: DOMVENDC0004 - ComTwo DomVendor

**Solicitation Information**

- Description: AG-DPRO-S-14-0021
- Number: 2200000095
- Vendor Response: 7000011398-000
- Response Status: Submitted - On-time

**Vendor Information**

- Comm Domestic Vendor 2
- Test st 1234
- Kansas MO- 64101

**Vendor Contact Information**

- Tel :111-222-3333
- Fax :222-333-4444

**Offer Response Details:**

Offer Response #	Vendor Plant	Shipping Point/ Freight Agency
8000021702	Commodity Domestic test st Kansas_MO-64101	

**Constraint Details:**

Ability One	SDVOSB	8(a)	Small	HubZone	Large
No	No	No	Yes	No	No
N/A	N/A	N/A	N/A	N/A	N/A

**Vendor Response Constraint Details:**

Constraint ID	Vendor Plant	Products	Shipping Point / Increments	Delivery Dates	Capacity/Maximum Qty
7000011398-000-002	Commodity Domestic	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB		12/16/2015 to 12/31/2015 12/01/2015 to 12/15/2015	1,000,000,000 /LB

# Change Vendor Response

How to change a Vendor Response that has been submitted to USDA

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. A left sidebar contains 'Enter Offers', 'Detailed Navigation' (with sub-items 'Enter Offers', 'Vendor Response Log', and 'Public Procurement Documents'), and 'Portal Favorites'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. Below this is an 'Invitation' section with fields for 'Invitation: 2200000081', 'Name: AG-DPAD-S-14-0019', 'Type: Dom Commodity Inv', 'Subtype: Definite Delivery', and 'Submission Deadline: 12/31/2014 14:00:00'. The 'Response: 1 hits' section features a toolbar with 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. Below the toolbar is a table with the following data:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004

An arrow points from a text box to the 'Change' button in the toolbar.

Highlight the Submitted-On-time response and click Change

# Change Vendor Response

The Change option will create a new version of the Vendor Response and increment the sequence number of the original Vendor Response.

In this example, 7000011435-000 is the original version. Selecting "change" created a new version 7000011435-001.

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Welcome ComTwo DomVendor

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Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

# Change Vendor Response

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Enter Offers

Detailed Navigation  
• Enter Offers  
• Vendor Response Log  
• Public Procurement Documents

Portal Favorites

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

Local intranet | Protected M

Highlight the New response and click Offers

# Change Vendor Response

Home Suppliers Admin Reports Help

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Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
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Portal Favorites

### Offers - Comm Domestic Vendor 2

[Initial](#) [Back](#) [Refresh](#)

**Invitation**

Invitation:  Name:  Type:  Subtype:

Submission Deadline:  Response Status:

**Offers: 1 hits**

[Create](#) [Delete](#) [Copy](#) [Vendor Response Log](#)

View: [Standard View] [Print Version](#) [Export](#)

	Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
	<a href="#">3000021789</a>	PLANT 1 OFFER	Commodity Domestic		X	3000021781	Pending

[Constraints](#)

Click on the offer hyperlink to edit the offer.

Reminder: Offer will open in a new window.

# Change Offer

Click "Withdraw" to display the Edit button.  
-Note: clicking withdraw on the offer withdraws the "pending" status of the offer, which is required in order to be able to edit.

Expand the offer window to maximize viewing space

The screenshot displays the SAP NetWeaver Portal interface for 'Display RFX Response'. The browser title is 'Response - SAP NetWeaver Portal - Windows Internet Explorer'. The page header includes 'Response' and navigation links like 'History', 'Back', and 'Forward'. Below the header, there are tabs for 'Print Preview', 'Refresh', and 'Withdraw'. The main content area shows RFX details: RFX Response Number 3000021789, RFX Number 2200000081, Opening Date 12/31/2014 14:00:00 CST, RFX Response Version Number Active Version, and RFX Version Number 1. There are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Conditions', and 'Tracking'. Below these are 'Basic Data', 'Questions', and 'Notes and Attachments' sections. The 'Event Parameters' section includes fields for Currency (Internal United States Dollar (4 Dec.)), OfferLabel (PLANT 1 OFFER), Vendor Plant (1111028), and Shipping Point. The 'Status and Statistics' section has an 'Adjust Price' field set to 0.0000. The 'Partners and Delivery Information' section is expanded, showing a table with columns for Function, Number, Name, and Phone Number.

Function	Number	Name	Phone Number
▪ Goods Recipient		multiple	multiple
▪ Ship-To Address		multiple	multiple
▪ Location		multiple	multiple

# Change Offer

Click Edit

The screenshot shows the SAP NetWeaver Portal interface for an RFX response. At the top, the browser title is "Response - SAP NetWeaver Portal - Windows Internet Explorer". The page header includes "Response" and navigation links for "History", "Back", and "Forward".

The main content area is titled "Display RFX Response:" and contains a toolbar with buttons for "Edit", "Print Preview", "Check", and "Re-Submit". A callout box labeled "Click Edit" points to the "Edit" button. Below the toolbar, a message states: "RFx response 3000021789 (AG-DPAD-S-14-0019) withdrawn".

Key information is displayed in a summary bar: "RFx Response Number 3000021789", "RFx Number 2200000081", "Opening Date 12/31/2014 14:00:00 CST", "RFx Response Version Number Active Version", and "RFx Version Number 1".

Navigation tabs include "RFx Information", "Items", "Notes and Attachments", "Conditions", and "Tracking". Below these are sub-tabs for "Basic Data", "Questions", and "Notes and Attachments".

The "Event Parameters" section includes input fields for "Currency" (set to "(Internal) United States Dollar (4 Dec.)"), "OfferLabel" (set to "PLANT 1 OFFER"), "Vendor Plant" (set to "1111028"), and "Shipping Point". A "Status and Statistics" section shows an "Adjust Price" field set to "0.0000".

The "Partners and Delivery Information" section is expanded, showing a table with columns for "Function", "Number", "Name", and "Phone Number".

Function	Number	Name	Phone Number
▪ Goods Recipient		multiple	multiple
▪ Ship-To Address		multiple	multiple
▪ Location		multiple	multiple



# Change Offer

Make any necessary changes and Submit when finished.

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History | Back

### Edit Rfx Response:

Submit | Check | Save

Rfx Response Number 3000021789   Rfx Number 2200000081   Opening Date 12/31/2014 14:00:00 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: PLANT 1 OFFER

Vendor Plant: 1111028

Shipping Point:

#### Status and Statistics

Adjust Price: 0.0000

#### Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
▪ Goods Recipient		multiple	multiple
▪ Ship-To Address		multiple	multiple
▪ Location		multiple	multiple

Change Offer

After receiving "submit vendor response to complete the process" message, close window

The screenshot displays the SAP NetWeaver Portal interface for an RFX response. At the top, a yellow message box states: "RFX response 3000021781 saved. Submit the vendor response to complete the process". Below this, the RFX details are shown: RFX Response Number 3000021789, RFX Number 2200000081, Opening Date 12/31/2014 14:00:00 CST, RFX Response Version Number Active Version, and RFX Version Number 1. The interface includes tabs for RFX Information, Items, Notes and Attachments, Conditions, and Tracking. Under RFX Information, there are sub-tabs for Basic Data, Questions, and Notes and Attachments. The Event Parameters section includes fields for Currency (Internal United States Dollar (4 Dec.)), OfferLabel (PLANT 1 OFFER), Vendor Plant (1111028), and Shipping Point. The Status and Statistics section shows an Adjust Price of 0.0000. The Partners and Delivery Information section is expanded, showing a table with columns for Function, Number, Name, and Phone Number.

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

## Change Vendor Response

When all changes are complete, click on the Back button.

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Offers - Commodity Domestic Vendor 2' and features buttons for 'Initial', 'Back', and 'Refresh'. An 'Invitation' section shows details for Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Deliv, Submission Deadline: 12/31/2014 14:00:00, and Response Status: New. Below this is a table of offers with one hit:

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021789	PLANT 1 OFFER	Commodity Domestic		X	3000021781	Pending

At the bottom of the offers table, there is a 'Constraints' button. A callout box points to this button with the text: 'If constraints need revised, click on the Constraints button and make the necessary updates.'

If constraints need revised, click on the Constraints button and make the necessary updates.

# Change Vendor Response

The screenshot displays the 'Web-Based Supply Chain Management' interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. An 'Invitation' section shows details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, and submission deadline 12/31/2014 14:00:00. A 'Response: 2 hits' section contains a toolbar with 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. Below the toolbar is a table with columns: Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The table has two rows: one with status 'Submitted - On-time' and one with status 'New'. A callout box with a black border contains the text 'Highlight the New vendor response row and click Check to validate'. An arrow points from the 'Check' button in the toolbar to the 'New' response row in the table.

Web-Based Supply Chain Management Welcome ComTwo DomVendo

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Enter Offers

Detailed Navigation

- Enter Offers
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Portal Favorites

### Vendor Response - Comm Domestic Vendor 2

[Back](#) [Refresh](#)

**Invitation**

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definit

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

**Response: 2 hits**

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

*	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
	7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
	7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

[Offers](#)

Highlight the New vendor response row and click Check to validate

# Change Vendor Response

The screenshot displays a web application interface for 'Web-Based Supply Chain Management'. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. A modal window titled 'Vendor Bidding Interface' is open, displaying the message 'Item passes all validations.' and an 'OK' button. A callout box with the text 'Click OK' and an arrow points to the 'OK' button in the modal. The background interface shows an 'Invitation' section with fields for 'Invitation: 2200000081', 'Name: AG-DPAD-S-14-0019', 'Type: Dom Commodity Inv', and 'Subtype: Definite Deliv'. Below this is a 'Response: 2 hits' section with a table of responses.

* Vendor Response	Response Status	No Cnst
7000011435-000	Submitted - On-time	
7000011435-001	New	

# Change Vendor Response

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. An 'Invitation' section shows details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, subtype Definite Delivery, and a submission deadline of 12/31/2014 14:00:00 Central Time (Dallas). Below this is a table of responses with 2 hits. The table has columns for Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The second row is highlighted in yellow and has a 'New' status. A callout box with a black border points to this row and contains the text: 'Highlight the New vendor response row and click Submit Response'. The 'Submit Response' button is also visible in the toolbar above the table.

United States Department of Agriculture  
Web-Based Supply Chain Management  
Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help  
Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation  
• Enter Offers  
• Vendor Response Log  
• Public Procurement Documents

Portal Favorites

### Vendor Response - Comm Domestic Vendor 2

Back Refresh

**Invitation**

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

**Response: 2 hits**

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Submitted - On-time		07/25/2014 13:31:34 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:49:12 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

Highlight the New vendor response row and click Submit Response

# Change Vendor Response

The screenshot shows a web-based supply chain management interface. At the top, it says "Web-Based Supply Chain Management" and "Welcome ComTwo DomVendor". The navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". Below this, there are links for "Supplier Self Service", "Bid Management", and "Maintain Organization".

The main content area is titled "Vendor Response - Comm Domestic Vendor 2". It includes "Back" and "Refresh" buttons. The "Invitation" section shows details: Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Deliv, Submission Deadline: 12/31/2014 14:00:00, and Central Time (Dallas).

A "Vendor Bidding Interface" dialog box is open, displaying the message "This response has been submitted." with an "OK" button. An arrow points to the "OK" button, and a callout box below it says "Click OK".

Below the dialog box, there is a table with the following data:

* Vendor Response	Response Status	No Cnst	Submitted	Submitted By
7000011435-000	Historical		2014 13:31:34 CST	DOMVENDC0004
7000011435-001	Submitted - On-time		2014 13:57:03 CST	DOMVENDC0004

# Change Vendor Response

If the Vendor decides to Submit Response for the newer version, the system will update the previous version to “Historical” and update the status of the selected version to “Submitted – On-time.”  
 NOTE: Only 1 Vendor Response version will be active at one time.

**Web-Based Supply Chain Management**

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

### Vendor Response - Comm Domestic Vendor 2

[Back](#) [Refresh](#)

**Invitation**

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

**Response: 2 hits**

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

*	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
	7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
	7000011435-001	Submitted - On-time		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:57:03 CST	DOMVENDC0004

[Offers](#)



# Withdraw Vendor Response

## How to withdraw a Vendor Response that has been submitted to USDA

The screenshot shows the USDA Web-Based Supply Chain Management interface. The page title is "Vendor Response - Comm Domestic Vendor 2". It includes a navigation menu on the left with "Enter Offers" selected. The main content area shows invitation details: Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Delivery, and Submission Deadline: 12/31/2014 14:00:00. Below this is a table of responses with 2 hits. The table has columns for Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The second row is highlighted in yellow, showing a response with status "Submitted - On-time". A "Withdraw" button is visible in the top right of the table area.

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	Submitted - On-time		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:57:03 CST	DOMVENDC0004

Highlight the "Submitted-On-time" Vendor Response and click the Withdraw button

**CAUTION:** If you press Withdraw, the Vendor Response will be withdrawn. There is no confirmation question asking if you're sure you want to withdraw.

# Withdraw Vendor Response

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes a 'Back' and 'Refresh' button. The 'Invitation' section shows details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, and submission deadline 12/31/2014 14:00:00. The 'Response: 2 hits' section contains a table with the following data:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:58:48 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

A callout box on the left points to the 'New' response entry with the text: 'The previous on-time response will now be in a "New" status, which is not visible to USDA'. At the bottom of the screenshot, another callout box states: 'At this point, no Vendor Responses have been submitted to USDA.'

The previous on-time response will now be in a "New" status, which is not visible to USDA

At this point, no Vendor Responses have been submitted to USDA.

# Withdraw Vendor Response - Delete

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. An 'Invitation' section displays details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, subtype Definite Delivery, and submission deadline 12/31/2014 14:00:00. Below this is a 'Response: 2 hits' section with a toolbar containing 'Create', 'Copy', 'Change', 'Delete', 'No Constraints', 'Vendor Response Log', 'Check', 'Submit Response', and 'Withdraw'. A table lists the responses:

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 13:58:48 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

At the bottom of the table, there is an 'Offers' button. A callout box on the left provides instructions on how to delete a 'New' response.

To delete the "New" response, you must first delete the offers associated with the Vendor Response. Highlight the row and select Offers.

Note: If vendor wanted to resubmit the Vendor Response that was just withdrawn, highlight the Vendor Response in "New" status and select Submit Response.

# Withdraw Vendor Response - Delete

Web-Based Supply Chain Management Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

### Offers - Comm Domestic Vendor 2

[Initial](#) [Back](#) [Refresh](#)

**Invitation**

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 12/31/2014 14:00:00 Response Status: New

**Offers: 1 hits**

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000021789	PLANT 1 OFFER	Commodity Domestic		X	3000021781	Pending

Constraints

Highlight each Offer and select Delete.

# Withdraw Vendor Response - Delete

Web-Based Supply Chain Management Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

### Offers - Comm Domestic Vendor 2

Initial Back Refresh

Invitation

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 12/31/2014 14:00:00 Response Status: New

Offers: 0 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

*	Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status

Constraints

When Offer has been deleted, select the Back button.

# Withdraw Vendor Response - Delete

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section shows details for invitation 2200000081, name AG-DPAD-S-14-0019, type Dom Commodity Inv, and subtype Definite Delivery. The 'Response: 2 hits' section contains a table with two rows. The second row, representing a 'New' response, is highlighted in yellow. A callout box on the left points to the 'Delete' button in the toolbar above the table and the highlighted row, with the text: 'Highlight the "New" Vendor Response and select Delete.'

USDA United States Department of Agriculture  
Web-Based Supply Chain Management  
Welcome ComTwo DomVendor

Home Suppliers Admin Reports Help  
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation  
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• Public Procurement Documents

Portal Favorites

### Vendor Response - Comm Domestic Vendor 2

Back Refresh

**Invitation**

Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

**Response: 2 hits**

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004
7000011435-001	New		07/25/2014 14:01:18 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

Offers

# Withdraw Vendor Response - Delete

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Vendor Response - Comm Domestic Vendor 2' and includes 'Back' and 'Refresh' buttons. The 'Invitation' section displays details: Invitation: 2200000081, Name: AG-DPAD-S-14-0019, Type: Dom Commodity Inv, Subtype: Definite Delivery, Submission Deadline: 12/31/2014 14:00:00, and Central Time (Dallas). A 'Response: 2 hits' section shows a table with two entries. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete this response? This deletion is permanent. Press [OK] to continue or [Cancel] to abort.' The dialog has 'OK' and 'Cancel' buttons. An arrow points from a box labeled 'Click OK' to the 'OK' button in the dialog.

United States Department of Agriculture  
Web-Based Supply Chain Management  
Welcome ComTwo DomVendor

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Enter Offers

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Vendor Response - Comm Domestic Vendor 2  
Back Refresh

Invitation  
Invitation: 2200000081 Name: AG-DPAD-S-14-0019 Type: Dom Commodity Inv Subtype: Definite Delivery  
Submission Deadline: 12/31/2014 14:00:00 Central Time (Dallas)

Response: 2 hits  
Create Copy Change Delete No C... Submit Response Withdraw

View: [Standard View] Print Version Expo

* Vendor Response	Response Status	No Cnst	Submitted By
7000011435-000	Historical		DOMVENDC0004
7000011435-001	New		

Confirm  
Are you sure you want to delete this response?  
This deletion is permanent.  
Press [OK] to continue or [Cancel] to abort.

Click OK

Offers

# Withdraw Vendor Response - Delete

United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome ComTwo DomVendor

Home
Suppliers
Admin
Reports
Help

Supplier Self Service
Bid Management
Maintain Organization

**Enter Offers**

**Detailed Navigation**

- [Enter Offers](#)
- [Vendor Response Log](#)
- [Public Procurement Documents](#)

**Portal Favorites**

## Vendor Response - Comm Domestic Vendor 2

[← Back](#)
[↻ Refresh](#)

**Invitation**

Invitation: <input type="text" value="2200000081"/>	Name: <input type="text" value="AG-DPAD-S-14-0019"/>	Type: <input type="text" value="Dom Commodity Inv"/>	Subtype: <input type="text" value="Definite Delivery"/>
Submission Deadline: <input type="text" value="12/31/2014 14:00:00"/>		<input type="text" value="Central Time (Dallas)"/>	

**Response: 1 hits**

[Create](#)
[Copy](#)
[Change](#)
[Delete](#)
[No Constraints](#)
[Vendor Response Log](#)
[Check](#)
[Submit Response](#)
[Withdraw](#)

View: 
[Print Version](#)
[Export](#)

*	Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
	7000011435-000	Historical		07/25/2014 13:57:03 CST	DOMVENDC0004	07/25/2014 13:31:34 CST	DOMVENDC0004

[↩ Offers](#)



Help

Documentation is available by navigating to Help-Training



Or you can contact the helpdesk via Phone or Email by navigating to Help-Helpdesk

