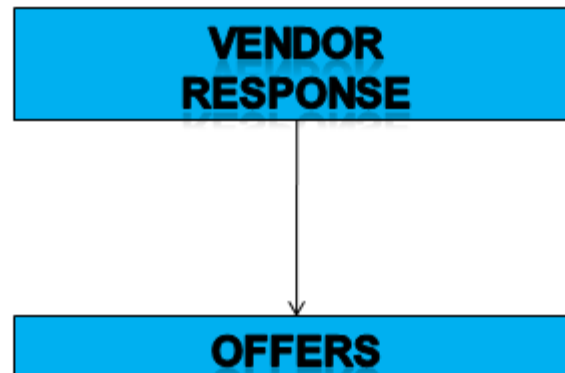# Domestic LTC
Commodity Bidding Review

WBSCM

Revised 08/18/2014

WBSCM

- • WBSCM Bid Responses are structured in the following manner:

VENDOR RESPONSE

↓

OFFERS

- 1 Vendor Response can be submitted for each Commodity Vendor.

- Each Vendor Response can include multiple Offers. Offer is Plant Specific.

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

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   My Control Panel

Portal Favorites

Forums

Forum Home

Search All Forums: [   ] Go

Forum / Category	Views	Threads / Messages	Last Post
⊜ **WBSCM News and Announcements**	40,818	9 / 9	Oct 30, 2013 1:38 PM Last Post By: ORTEGA, Roberto »

🔴 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

Create Vendor Response

Navigate to: Suppliers/Bid Management/Enter Offers

Enter Bid Invitation Number and click the Start button.

Create Vendor Response

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

Click on the Maintain Vendor Response button.

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

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| 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 Ven

◄ 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: 0 hits

☐ **Create** ☐ Copy ✎ Change 🗑 Delete No Constraints 📄 Vendor Response Log Check Submit Response Withdraw

Click on the Create button.

View: [Standard View] ▼ | Print Version Export ▲

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

⇨ Offers

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.

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

Create Bid - WBSCM Portal - Windows Internet Explorer

Create Bid | History ◢ Back Forward ▤

Create 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

Event Parameters

Validity Period: 01/01/2015 - 12/31/2015

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

Status and Statistics

OfferLabel: [   ]
Vendor Plant: [   ]
Shipping Point: [   ]

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

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Filter Settings

Function	Number	Name	Phone Number
▪ Location		DOMESTIC STATISTICAL 1000	

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

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

Click on the matchcode icon to display a list of available plants

rget Value 0.0000 USDN   RFx Response Version Number Active Version   RFx Version Number 1

RFx Information | Items | N

Basic Data | Questions | Notes and Att

Event Parameters

Validity Period: 01/01/2015 - 12/31/2015

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

istics

All Values: Vendor Plant 🔲❌

Results List: 2 results found for Vendor Plant   Personal Value List   Settings   Show Search Criteria

OfferLabel:

Vendor Plant:

Shipping Point:

Vendor Plant ID	Vendor Plant Name	Vendor Plant Name	Vendor Name
1111028	Commodity Domestic Vendor 2 Plant 1	1010236	Comm Domestic Vendor 2
1111029	Commodity Domestic Vendor 2 Plant 2	1010236	Comm Domestic Vendor 2

▼ Partners and Delivery Information

OK Cancel

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.

Filter Settings

Number   Name   Phone Number

DOMESTIC STATISTICAL 1000

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

RFx Information tab-Basic Data

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: *		
2) TIMELY DELIVERIES?: *	▾	
3) DATE OF LAST FINANCIAL STATEMENT?:	🔲	

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: *	123456	
2) TIMELY DELIVERIES?: *	YES ▼	
3) DATE OF LAST FINANCIAL STATEMENT?:	07/31/2014	

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

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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**

When finished reviewing this page, click on the Items tab

▼ Notes

Clear   Filter Settings

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	-Empty-
Amendment text	-Empty-

▼ Attachments

Add Attachment   Edit Description   Versioning   Delete   Create Profile   Filter Settings

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

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.)

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| Home | **Suppliers** | Admin | Reports | Help |

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

Public Procurement Documents

Detailed Navigation   wbscmprocure... > FSA Dairy > 2014 > 06-JUN > Bid Invitati... > AG-DPRO-S-14-0021

• Enter Offers | Name ^ | Size | Rating | Changed On |
• Vendor Response Log
• **Public Procurement Documents** | 🅰 AG-DPRO-S-14-0021.pdf | 7.6 KB | | 6/10/14 2:00:52 PM |

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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		☐	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		☐	0.0000	0/ 0	0/ 0	10
· 🗐 0001.01 ≡	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	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	☐	0.0000	0/ 0	0/ 0	30
· 🗐 0001.03 ≡	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	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		☐	0.0000	0/ 0	0/ 0	10
• 📦 0001.01 ≡	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	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	☐	0.0000	0/ 0	0/ 0	30
• 📦 0001.03 ≡	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	0.0000	0/ 0	0/ 0	40

The Internal Item Number column matches the Solicitation Item Numbers

SOLICITATION Information
Master/Shortfall Invitation

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		☐	0.0000 0/ 0	0/ 0	10
• 📄 0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	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	☐	0.0000 0/ 0	0/ 0	30
• 📄 0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	0.0000 0/ 0	0/ 0	40

◄ ► Details for item 0001.02 CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)   ✕

| Item Data | Questions | Notes and Attachments |

Question		Reply	Comment
	ALABAMA:	0.0025	
	ARKANSAS:	-0.0001	
	ARIZONA:	0.1515	
	CALIFORNIA:	0	
	COLORADO:		

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

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		☐	0.0000	0/ 0	0/ 0	10
· 📇 0001.01 ≡,	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	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	☐	0.0000	0/ 0	0/ 0	30
· 📇 0001.03 ≡,	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	0.0000	0/ 0	0/ 0	40

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

Item Data | **Questions** | Notes and Attachments

Question	Reply	Comment
ALABAMA:	.1111	
ARKANSAS:	.2222	
ARIZONA:		

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

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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.

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.

Edit RFx Response:

Submit | Check | Save

☑ RFx response is complete and contains no errors

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		☐	0.0000	0/ 0	0/ 0	10
• 📦 0001.01 ≡	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	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	☐	0.0000	0/ 0	0/ 0	30
• 📦 0001.03 ≡	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	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."

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.

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History Back Forward

Display RFx Response:

Print Preview | 🗘 | Withdraw

☑ RFx response 3000021702 saved. Submit the vendor response to complete the process

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		☐	0.0000	0 / 0	0 / 0	10
	0001.01	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	110244	1,809,500.000	LB	☐	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	☐	0.0000	0 / 0	0 / 0	30
	0001.03	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	100021	1,814,400.000	LB	☐	0.0000	0 / 0	0 / 0	40

Vendor Response-Offer Page

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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

Offers - Comm Domestic Vendor 2

⬅ Initial | ⬅ Back | 🔄 Refresh

Click Refresh

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

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

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

⮕ Constraints

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

NOTE: Constraints are required for LTC state bidding.

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Vendor Response-Constraints Page

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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

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

Click Create to enter constraints.

Vendor Response-Constraints Page

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Web-Based Supply Chain Management

Welcome ComTwo D

| 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

Constraint Details

Capacity: 500000 LB

Plant:
C001111028 - 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

Cancel | Create

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).

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Vendor Response-Constraints Page

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Welcome ComTwo DomVendor   Log off

| Home | Suppliers | Admin | Reports | Help |

Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation
- Enter Offers
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- 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

Create Vendor Response

USDA United States Department of Agriculture
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Welcome ComTwo DomVendor

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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: 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

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Supplier Self Service | Bid Management | Maintain Organization

Enter Offers

Detailed Navigation
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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)

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

Vendor Bidding Interface

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

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		...ed	Submitted By
	7000011398-000	New			000 00:00:00 CST	

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

➡ Offers

Create Vendor Response

Create Vendor Response

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
- **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

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.

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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	Submitted – On-time		08/14/2014 15:24:29 CST	DOMVENDC0004	08/14/2014 15:24:29 CST	DOMVENDC0004

A successfully submitted Vendor Response will have a Response Status of "Submitted-On-time"

"Submitted" and "Submitted By" fields are populated

➡ Offers

Vendor Response-Vendor Response Log

Vendor Response Log will open in a new window

Change Vendor Response

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

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.

Change Vendor Response

Change Vendor Response

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

Enter Offers

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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

Click on the offer hyperlink to edit the offer.

Reminder: Offer will open in a new window.

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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

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History | Back Forward

Display RFx Response:

Print Preview | ⟳ | Withdraw

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.)

Status and Statistics

OfferLabel: PLANT 1 OFFER

Adjust Price: 0.0000

Vendor Plant: 1111028

Shipping Point:

▼ Partners and Delivery Information

Details Send E-Mail Call Clear   Filter Settings

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

Change Offer

Click Edit

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History ⌄ Back Forward

Display RFx Response:

✎ Edit | Print Preview | ⟳ | Check Re-Submit

☑ RFx response 3000021789 (AG-DPAD-S-14-0019) withdrawn

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.)

Status and Statistics

OfferLabel: PLANT 1 OFFER

Adjust Price: 0.0000

Vendor Plant: 1111028

Shipping Point:

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Filter Settings

	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.)

Status and Statistics

OfferLabel: PLANT 1 OFFER   Adjust Price: 0.0000
Vendor Plant: 1111028
Shipping Point:

▼ Partners and Delivery Information

Details Send E-Mail Call Clear   Fi

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

Response - SAP NetWeaver Portal - Windows Internet Explorer

Response | History, Back Forward

Display RFx Response:

Print Preview | ↻ | Withdraw

☑ RFx response 3000021781 saved. Submit the vendor response to complete the process

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.)

Status and Statistics

OfferLabel: PLANT 1 OFFER

Adjust Price: 0.0000

Vendor Plant: 1111028

Shipping Point:

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Filter Setting

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

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Change Vendor Response

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

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

Change Vendor Response

Change Vendor Response

Change Vendor Response

Change Vendor Response

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.

Withdraw Vendor Response

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

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 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

United States Department of Agriculture
Web-Based Supply Chain Management

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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: 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 13:58:48 CST	DOMVENDC0004	00/00/0000 00:00:00 CST	

➡ Offers

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

Withdraw Vendor Response - Delete

When Offer has been deleted, select the Back button.

Withdraw Vendor Response - Delete

Withdraw Vendor Response - Delete

Withdraw Vendor Response - Delete

Help

Documentation is available by navigating to Help-Training

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

WBSCM Helpdesk Contact Information

Phone: 877-WBSCM-4U or 877-927-2648

Email: WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal: https://srai.service-now.com