



## PROCESS OVERVIEW

### Purpose

The purpose of this transaction is to create and submit a Domestic Bid Response (Offer). Pricing can be entered directly into WBSCM, or into an Excel spreadsheet exported directly from WBSCM which can then be imported back into WBSCM. These actions can be performed for both non-offshore regular items as well as offshore prices to US port and final destination.

### Process Trigger

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

### Prerequisites

- An open, published Domestic Bid Invitation (Solicitation)
- The user must have one of the following roles assigned:
  - Commodity Offer - Vendor - CVM
  - Corporate Vendor Admin

### Portal Path

Follow the Portal path below to complete this transaction:

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

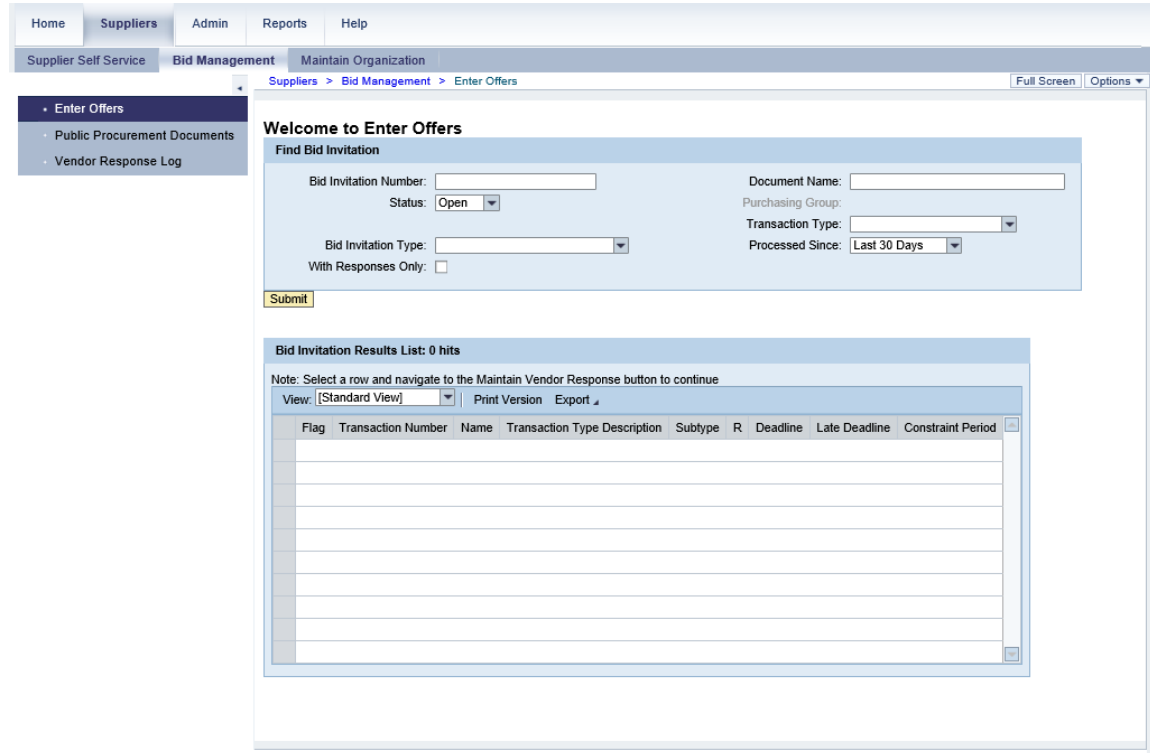
### Tips and Tricks


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

**PROCEDURE**



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

**Image: Enter Offers Screen**



2. Click  (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done on any transaction in WBSCM.
3. As required, complete/review the following fields:

Field	R/O/C	Description
Bid Invitation Number:	O	Unique identifying number associated with a bid invitation in WBSCM. Whenever a bid response (a series of offers) is created, it is created in response to an existing invitation. If the bid invitation number is known, enter it in this field. If it is not known, enter the remaining fields to perform a search for it.  <b>Example:</b> 2000005006
Document Name:	O	Long procurement number (LPN).  <b>Example:</b> 12-3J14-19-B-0055

Field	R/O/C	Description
Status:	O	<p>Status of the document.</p> <p><b>Example:</b> Open</p>  (Note) If <b>Ended</b> status is selected, no search results will appear as ended means the solicitation/bid has been closed and it is no longer possible to enter an offer.
Transaction Type:	O	<p>The type of product or service identified in the bid invitation from USDA.</p> <p><b>Example:</b> Dom Commodity Inv</p>  (Note) For domestic commodity, select the <b>Dom Commodity Inv</b> transaction type. <p>The complete list of Transaction Types and their definitions include:</p> <ul style="list-style-type: none"> <li>• <b>BIDP:</b> This transaction type is not used.</li> <li>• <b>RFx:</b> This transaction type is not used.</li> <li>• <b>Barter and Exch Inv:</b> An invitation for a barter and exchange order. A barter and exchange order is one where USDA provides the vendor with a commodity (such as a material from the price support warehouse or that is available in surplus), and the vendor provides USDA with a completely different commodity. For example, USDA may provide corn soy blend to the commodity vendor, and the commodity vendor may provide that aid recipient with pinto beans.</li> <li>• <b>Intl Commodity Inv:</b> An invitation for a commodity to fulfill an international USAID or FAS Sales Order.</li> <li>• <b>Dom Commodity Inv:</b> An invitation for a commodity to fulfill a domestic FNS Sales Order. <b>This is the relevant selection for this transaction.</b></li> <li>• <b>Intl Freight Inv:</b> An invitation for freight services to ship</li> </ul>

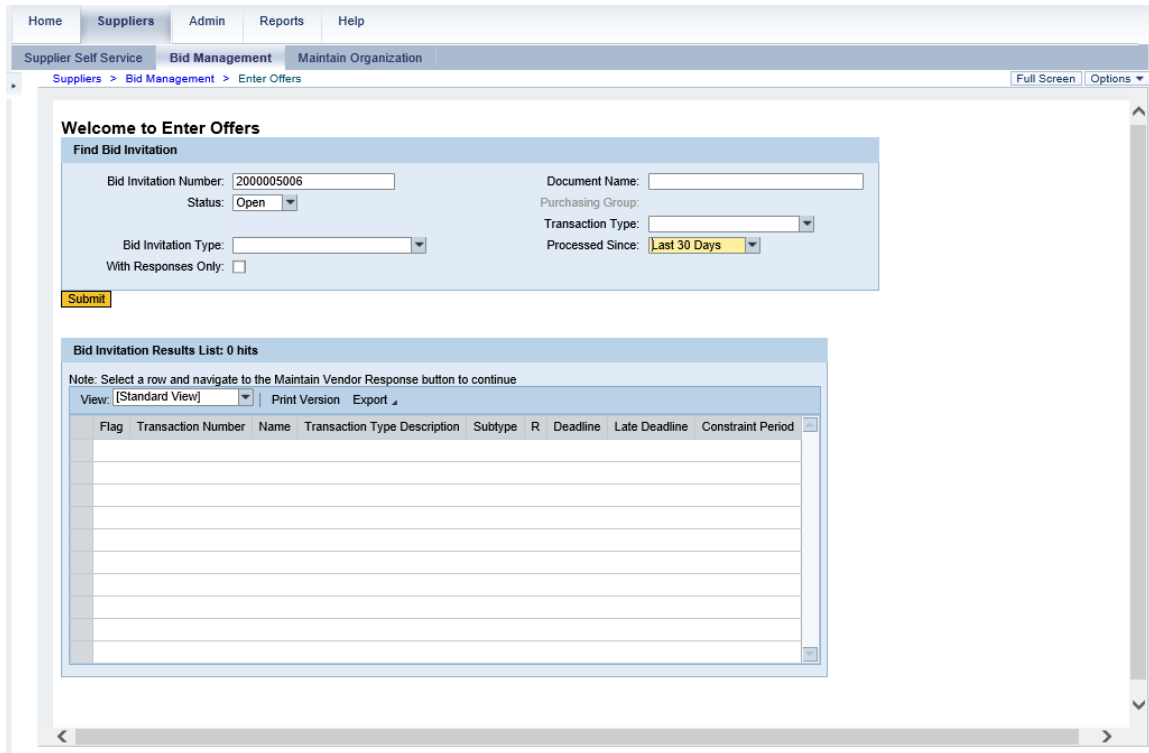


Work Instruction  
Create Domestic Bid Response (Offer)

Field	R/O/C	Description
		goods from a domestic load port to an overseas location to fulfill an international USAID or FAS Sales Order. <ul style="list-style-type: none"><li>• <b>Intl Comm Preference:</b> A preference (template) of the key fields in an international commodity bid response (offer). Creating a preference saves time, as the details entered in the preference can be pulled into the vendor response (offer).</li><li>• <b>Intl Frgt Preference:</b> A preference (template) of the key fields in an international freight bid response (offer). Creating a preference saves time, as the details entered in the preference can be pulled into the vendor response (offer).</li><li>• <b>Master/Shortfall Inv:</b> An invitation for a commodity in a master/shortfall situation.</li></ul>
Bid Invitation Type:	O	The type of bid invitation from USDA.  <b>Example:</b> Definite Delivery
Processed Since:	O	Time since last processing.  <b>Example:</b> Last 30 Days

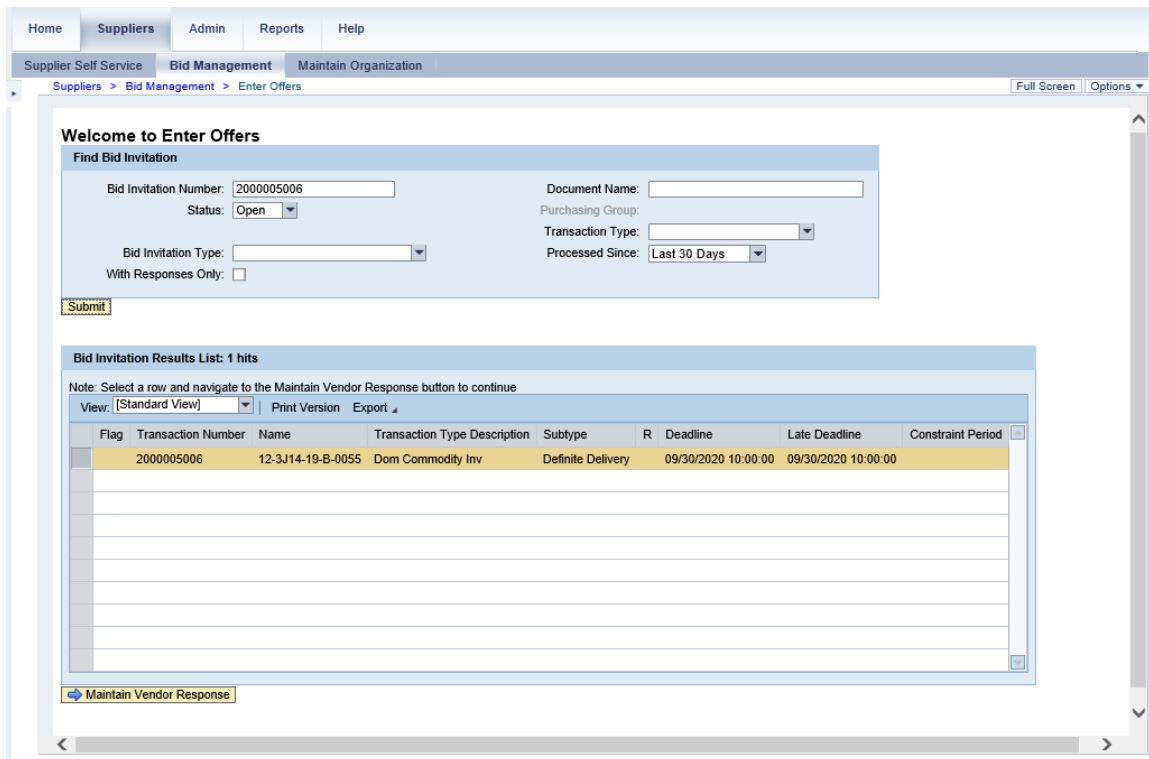
4. If appropriate, click  **With Responses Only** (the **With Responses Only** checkbox) to locate only bid invitations with associated responses or bids.


**Image: Enter Offers Screen**



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


**Image: Enter Offers Screen**



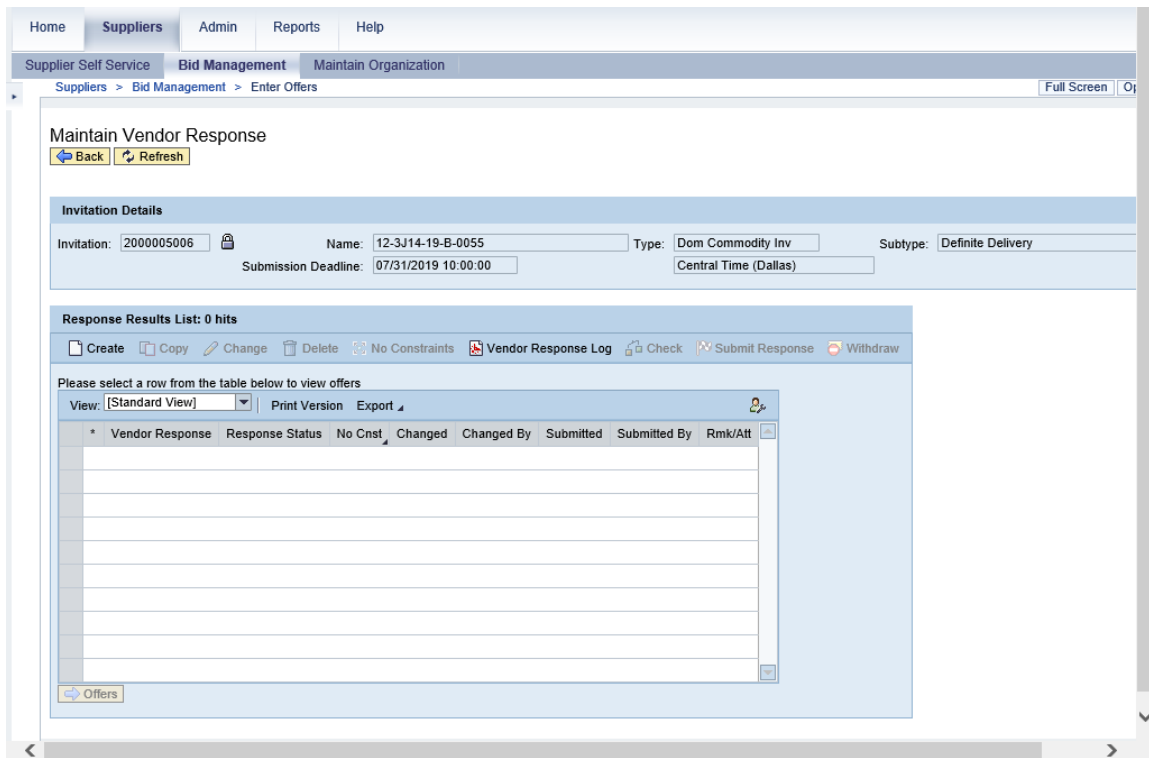
6. Click  (the **Selection** button) to select the appropriate bid invitation. In this example, **2000005006** (bid invitation **2000005006**) is selected based on the search result.

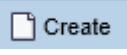


(Note) The search result(s) is displayed in the bottom section of the screen.

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

**Image: Enter Offers Screen**



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




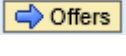
(Note) If  (the **Create** button) is grayed out (not available), a bid response already exists. Corresponding offers can be updated or created by clicking on  **Offers** (the **Offers** button) at the bottom of the screen.

Image: Create RFX Response (Basic Data) Screen

**Create RFX Response**

Submit | Check Save Export Import

RFX Response Number 3000049320 RFX Number 2000005006 Opening Date 07/31/2019 10:00:00 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 | Payment

**Event Parameters**

Currency: United States Dollar

OfferLabel:

Vendor Plant:

Shipping Point:

**Status and Statistics**

Adjust Price: 0.0000

**Partners and Delivery Information**

Details Send E-Mail Call Clear Filter Settings

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

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

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

Image: Create RFX Response (Basic Data) Screen

**Create RFX Response**

Submit | Check Save Export Import

RFX Response Number 3000049320 RFX Number 2000005006 Opening Date 07/31/2019 10:00:00 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 | Payment

**Event Parameters**

Currency: United States Dollar

OfferLabel: OFFER FOR PLANT 1

Vendor Plant:

Shipping Point:

**Status and Statistics**

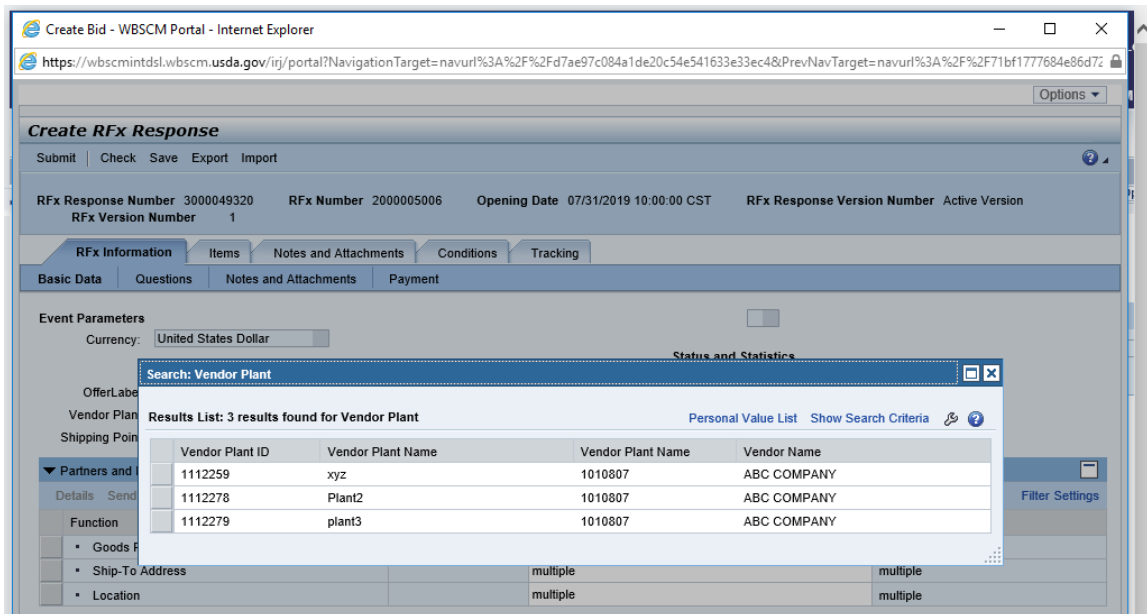
Adjust Price: 0.0000

**Partners and Delivery Information**

Details Send E-Mail Call Clear Filter Settings

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

10. Click (the **Matchcode** button) in the **Vendor Plant:** field to search for the vendor plant.  
**Image: Search: Vendor Plant Pop-Up**

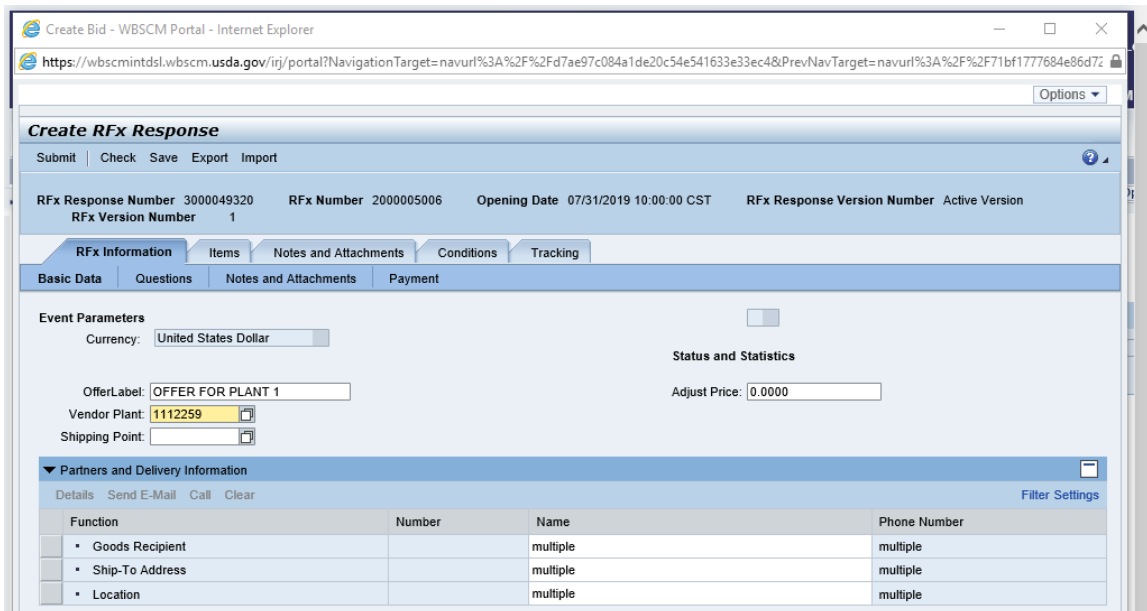


11. Click (the **Selection** button) to select a vendor plant that has already been created in WBSM. In this example, the first line is selected.



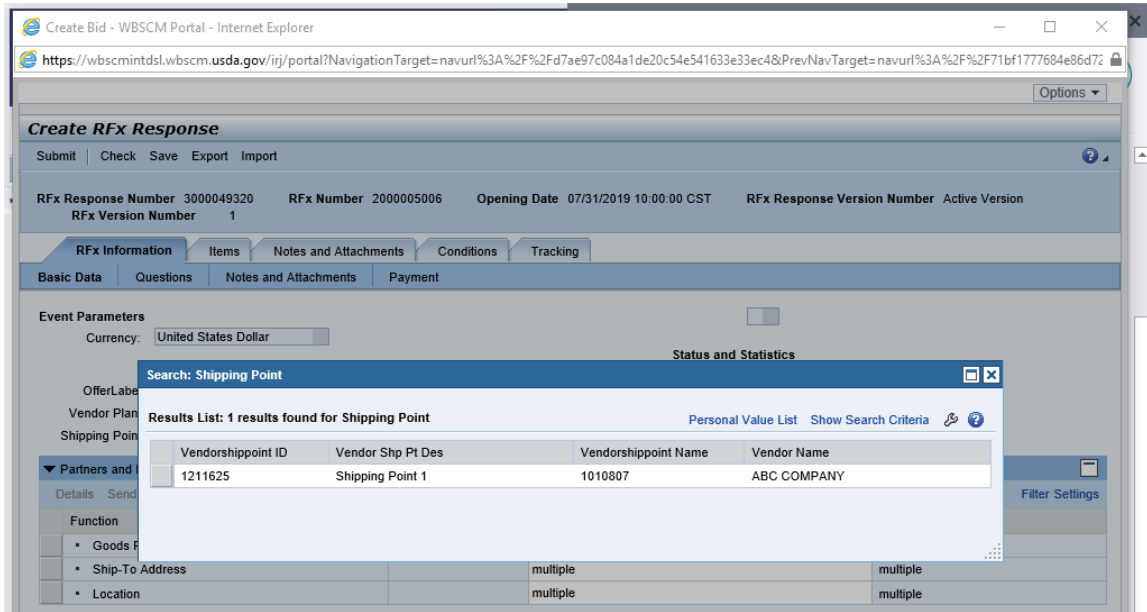
(Note) If the plant is not listed, it is because it hasn't been registered in WBSM. Please refer to the [Register Plant or Shipping Point \(External\)](#) work instruction for more information on how to register a plant.

**Image: Create RFX Response (Basic Data) Screen**





12. Click (the **Matchcode** button) in the **Shipping Point** field to search for the shipping point.  
**Image: Search: Shipping Point Pop-Up**

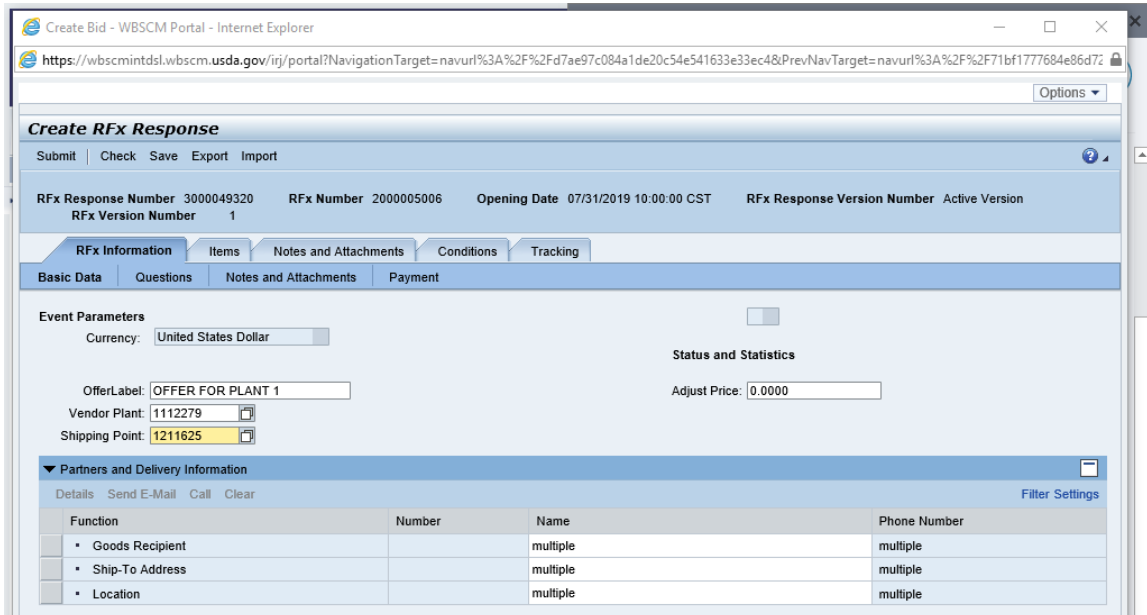


13. Click (the **Selection** button) to select a shipping point option. In this example, Shipping Point 1 (**Shipping Point 1** line item) is selected.



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

**Image: Create RFX Response (Basic Data) Screen**



14. Click **Questions** (the **Questions** sub-tab) to respond to the required questions from the bid invitation. These questions apply to the entire invitation.

**Image: Create RFX Response (Questions) Screen**

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




(Note) Because questions vary widely for each invitation, each offer must be addressed individually. In this example, the majority of questions have been answered. Only question number 5 remains opened and needs an answer.



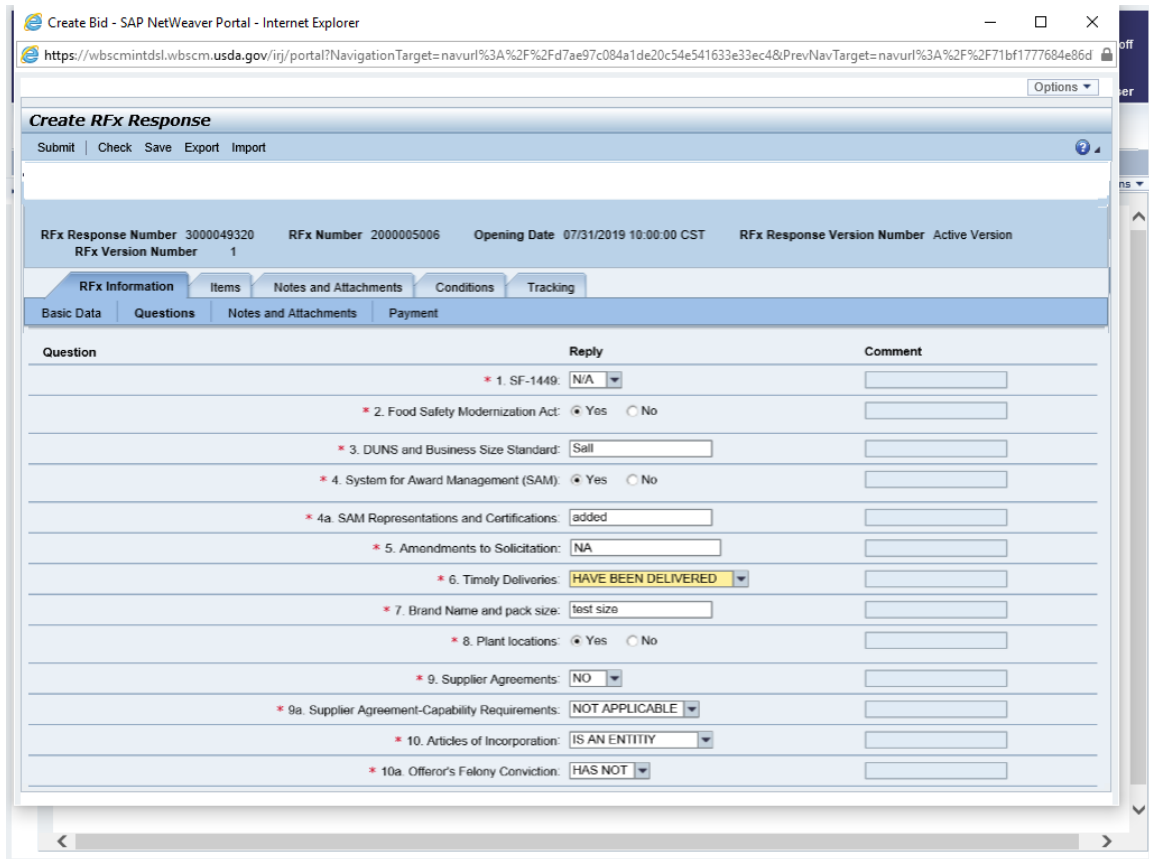
(Note) Questions vary based on the bid for each invitation.



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

16. If an attribute error occurs, the user must answer the appropriate question indicated by the attribute. In this example, question 5 was not completed which generated the error.

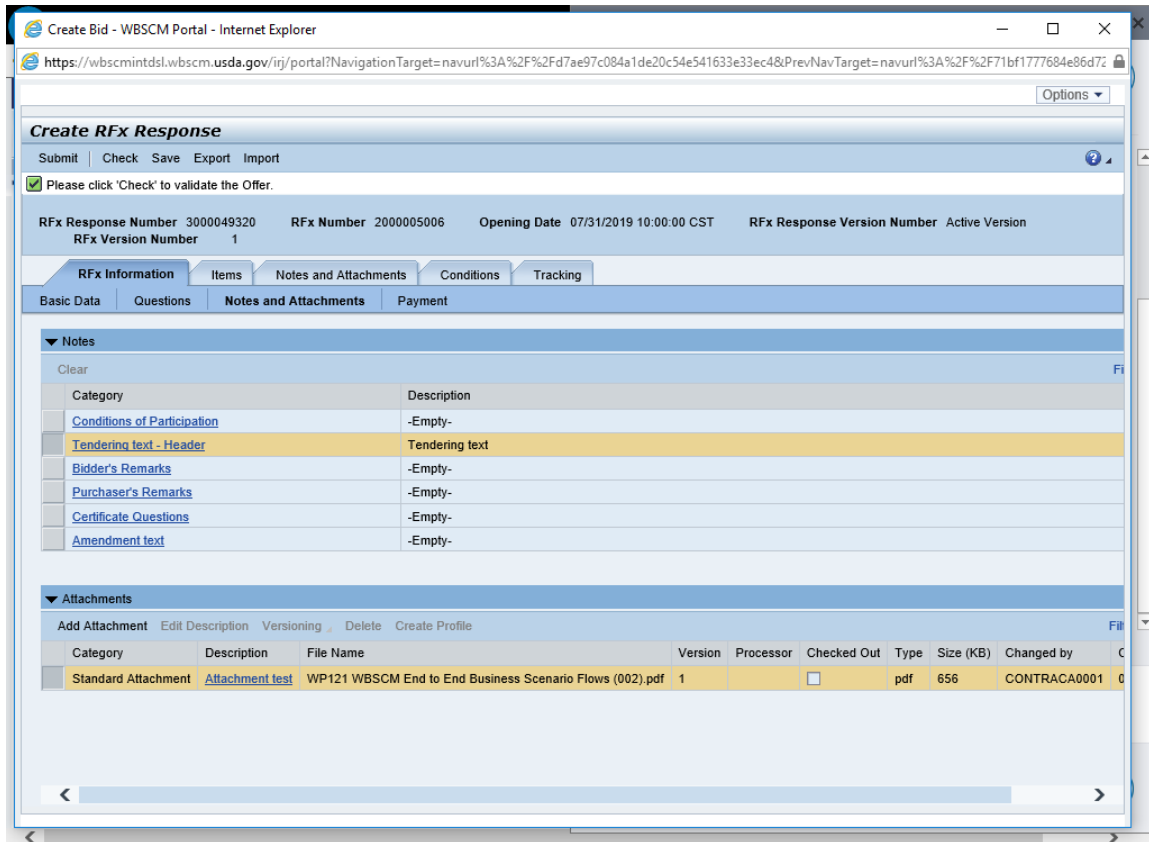
Image: Create RFX Response (Questions) Screen



Question	Reply	Comment
* 1. SF-1449:	N/A	
* 2. Food Safety Modernization Act:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* 3. DUNS and Business Size Standard:	Sall	
* 4. System for Award Management (SAM):	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* 4a. SAM Representations and Certifications:	added	
* 5. Amendments to Solicitation:	NA	
* 6. Timely Deliveries:	HAVE BEEN DELIVERED	
* 7. Brand Name and pack size:	test size	
* 8. Plant locations:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* 9. Supplier Agreements:	NO	
* 9a. Supplier Agreement-Capability Requirements:	NOT APPLICABLE	
* 10. Articles of Incorporation:	IS AN ENTITY	
* 10a. Offeror's Felony Conviction:	HAS NOT	

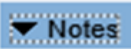



- Click **Notes and Attachments** (the **Notes and Attachments** sub-tab) to review or add new notes and attachments related to this bid response (offer).

**Image: Create RFX Response (Notes and Attachments) Screen**



18. Review the **Notes** and **Attachments** that were entered for this bid invitation. In this example, there are **Tendering text - Header** (**Tendering text - Header**) notes; and one attachment in the attachment section.

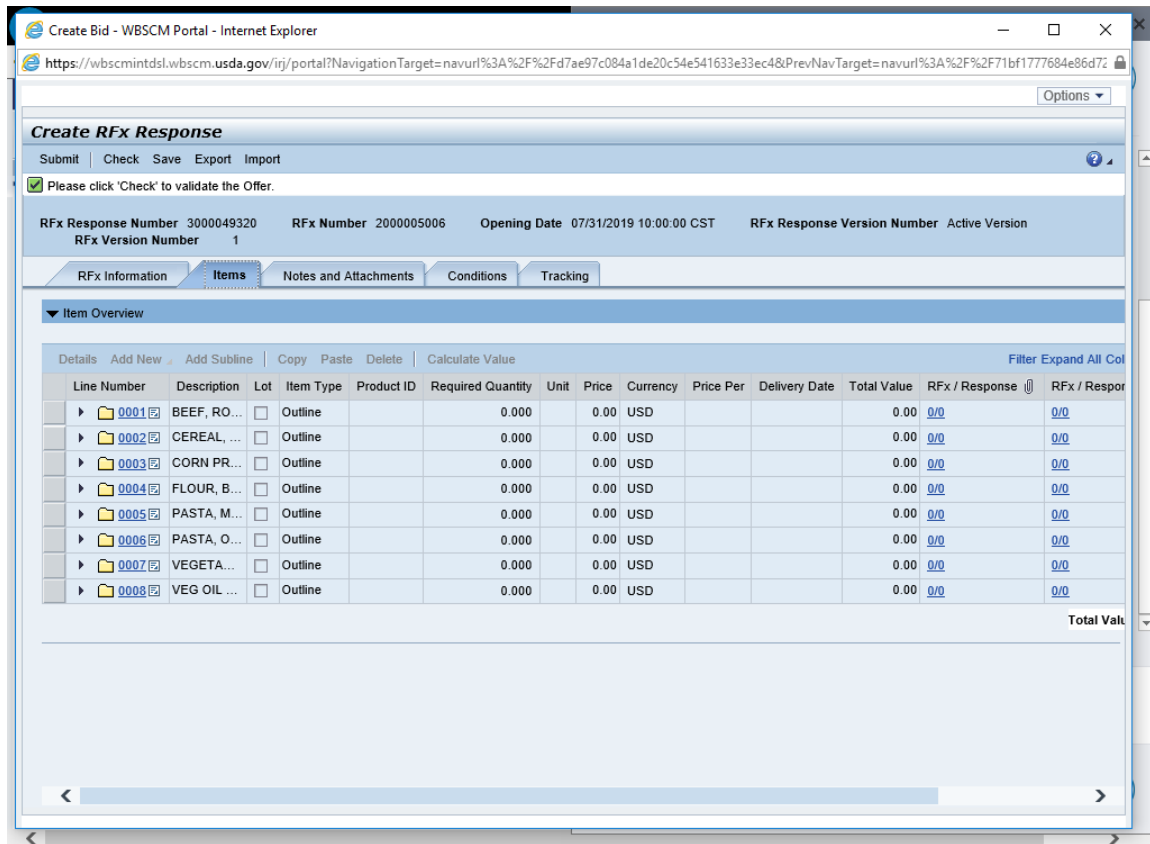
19. Perform one of the following:

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

If	Then
	the screen.
	2. Click <b>Browse...</b> (the <b>Browse...</b> button).
	3. Locate the file and attach it.
	4. Enter a description in the Description field.
	5. Click <b>OK</b> (the <b>OK</b> button) to attach the file.
There are no notes or attachments for USDA that require review	Go to Step 20.

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

**Image: Create RFX Response (Items) Screen**



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



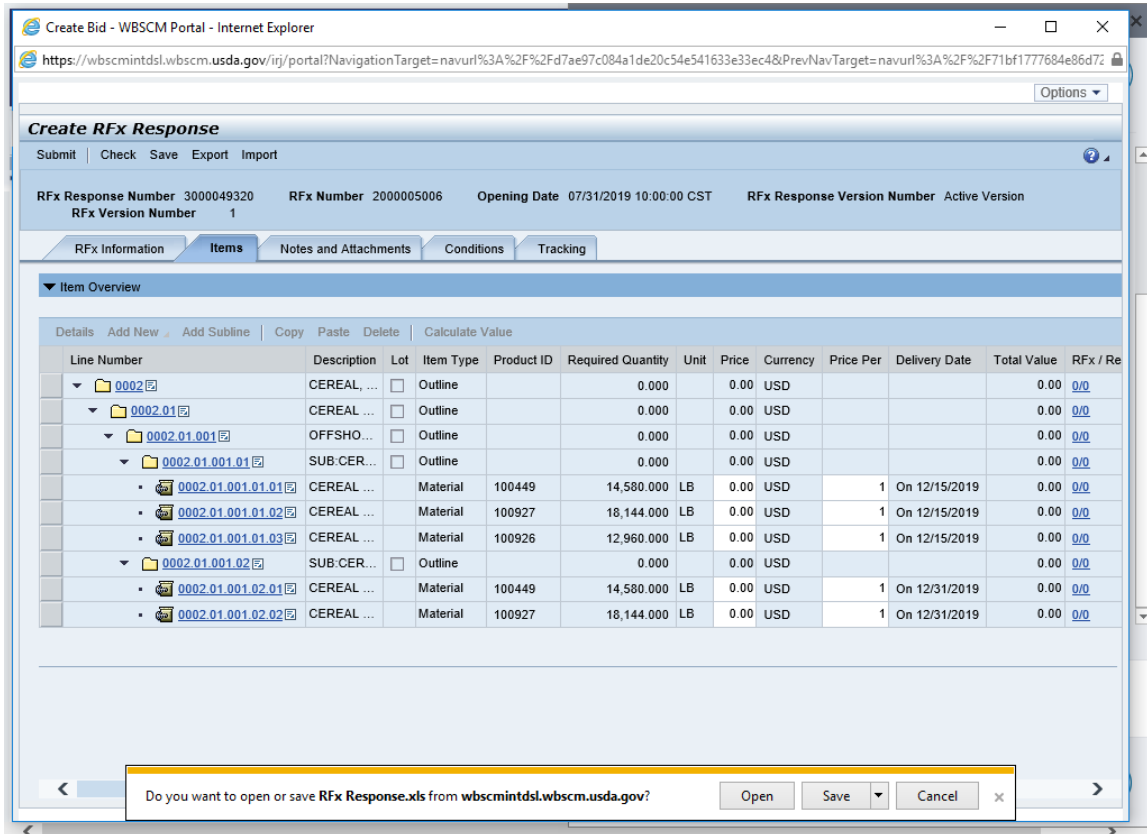
(Note) On the next screen, pricing can be entered directly into the *Create RFX* screen or the entire bid invitation items list can be exported to an Excel spreadsheet where pricing can be entered / imported into WBSCM. It is highly recommended to use the export / import feature to enter pricing, as it is a more efficient method to enter a large number of line items.

22. Perform one of the following:

If	Then
The user needs to enter commodity pricing for a domestic bid response (offer) in Excel - recommended for large invitation responses to improve efficiency	Go to Step 23.
The user needs to enter commodity pricing for a domestic bid response directly into WBSCM	Go to Step 40.

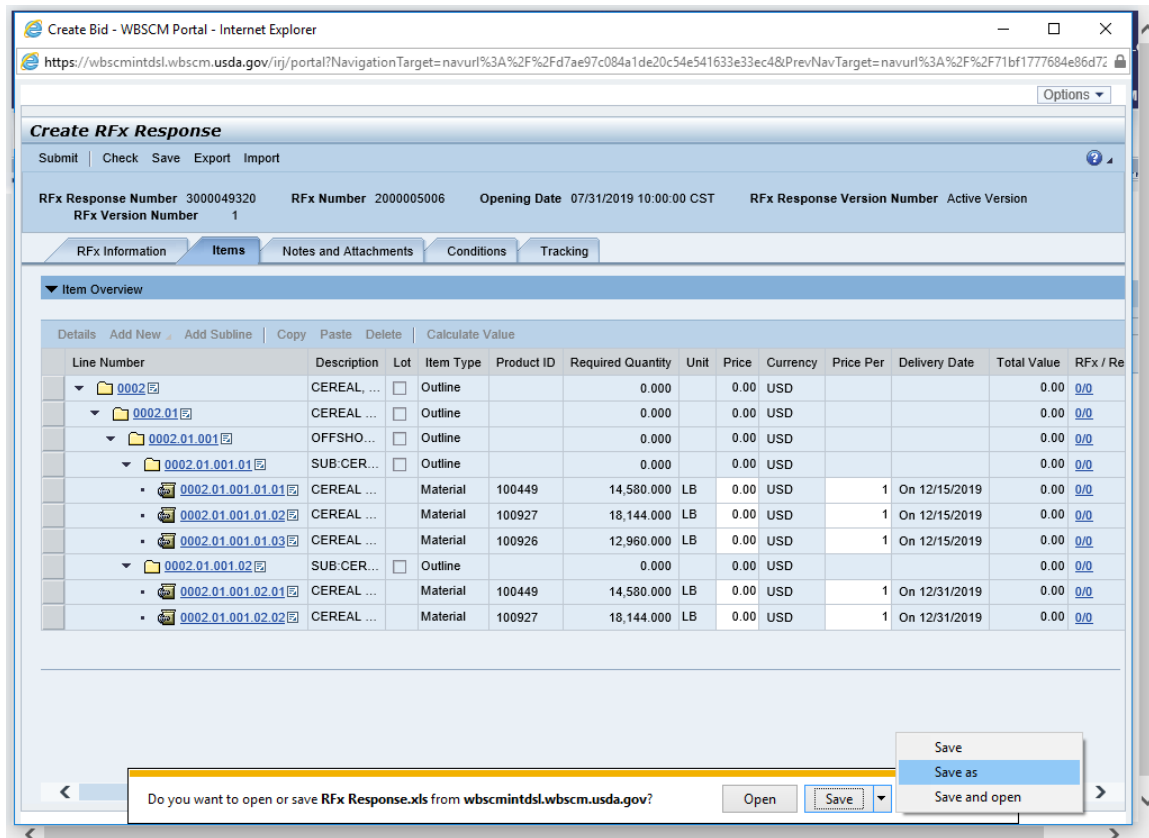
23. Click **Export** (the **Export** button) to export the line items to an Excel spreadsheet.

Image: Create RFx Response (Items) Screen



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

Image: Create RFX Response (Item Overview) Screen



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



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

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

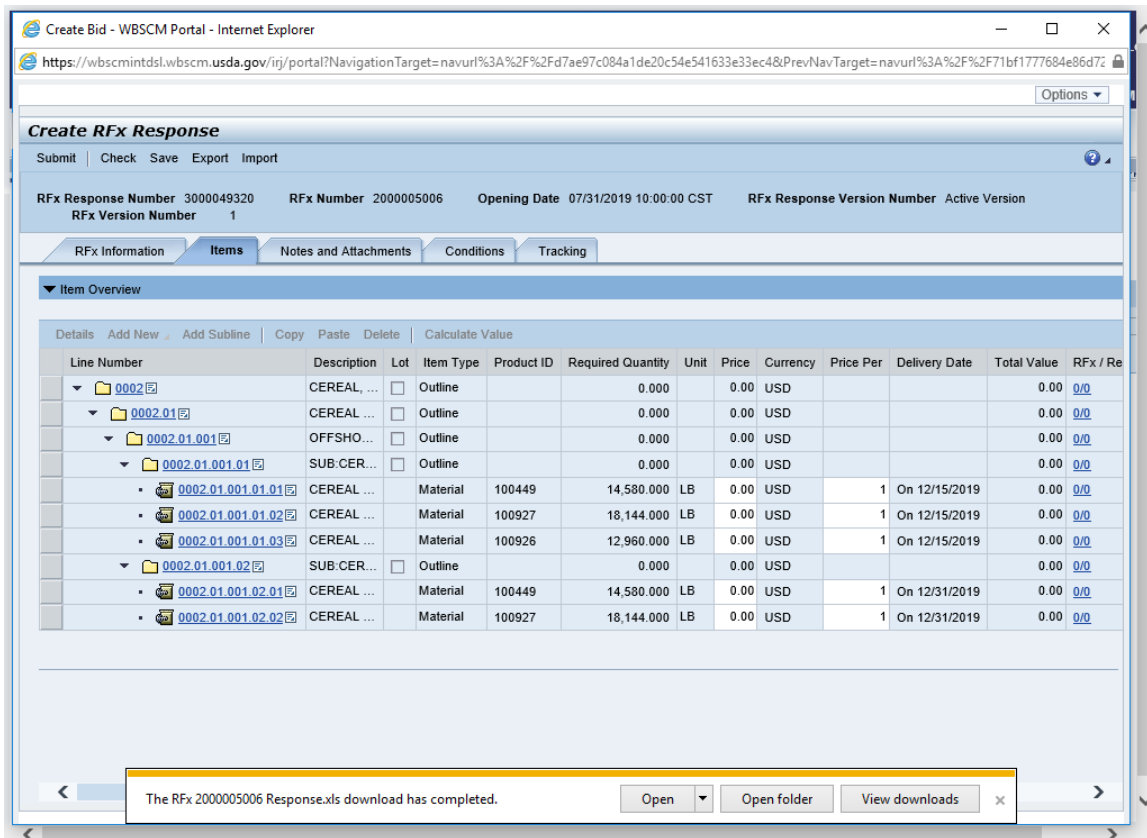
Field	R/O/C	Description
File name:	R	The name the file is to be saved as.  <b>Example:</b> RFX 2000005006 Response.xls

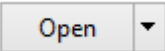


(Note) It is very important that the **Save as type** field is NOT changed. The file must be saved as the default type "Microsoft Excel 97-2003 Worksheet".

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

**Image: Create RFX Response (Items) Screen**



28. Click  (the **Open** button) to open the **RFX Items** list in Excel or navigate to the folder where the file was saved and open the file from that location.



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



Image: Microsoft Excel RFX 2000005006.xls Response Screen

1	Bid Invitation	Internal Line Num	Product Code	Product Description	Product ID	Product Description	Ship-to ID	Ship-to Description	City	Zipcode	State	Correlation	Delivery Code	Quantity	Unit
2	2E+09	40 0001.01.00	504010	PASTA, MA	100428	PASTA MA	5003642	ADVANCE CINCINNA	45246-111	OH			20180116	40800	LB
3	2E+09	50 0001.01.00	504010	PASTA, MA	100428	PASTA MA	5003642	ADVANCE CINCINNA	45246-111	OH			20180116	40800	LB
4	2E+09	70 0001.01.00	504010	PASTA, MA	100428	PASTA MA	5004581	Offshore OFFSHORI	90058	PR			20180116	40800	LB
5	2E+09	80 0001.01.00	504010	PASTA, MA	100428	PASTA MA	5004581	Offshore OFFSHORI	90058	PR			20180116	40800	LB
6	2E+09	90 0001.01.00	504010	PASTA, MA	100428	PASTA MA	5004581	Offshore OFFSHORI	90058	PR			20180116	40800	LB

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

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

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

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

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

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



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

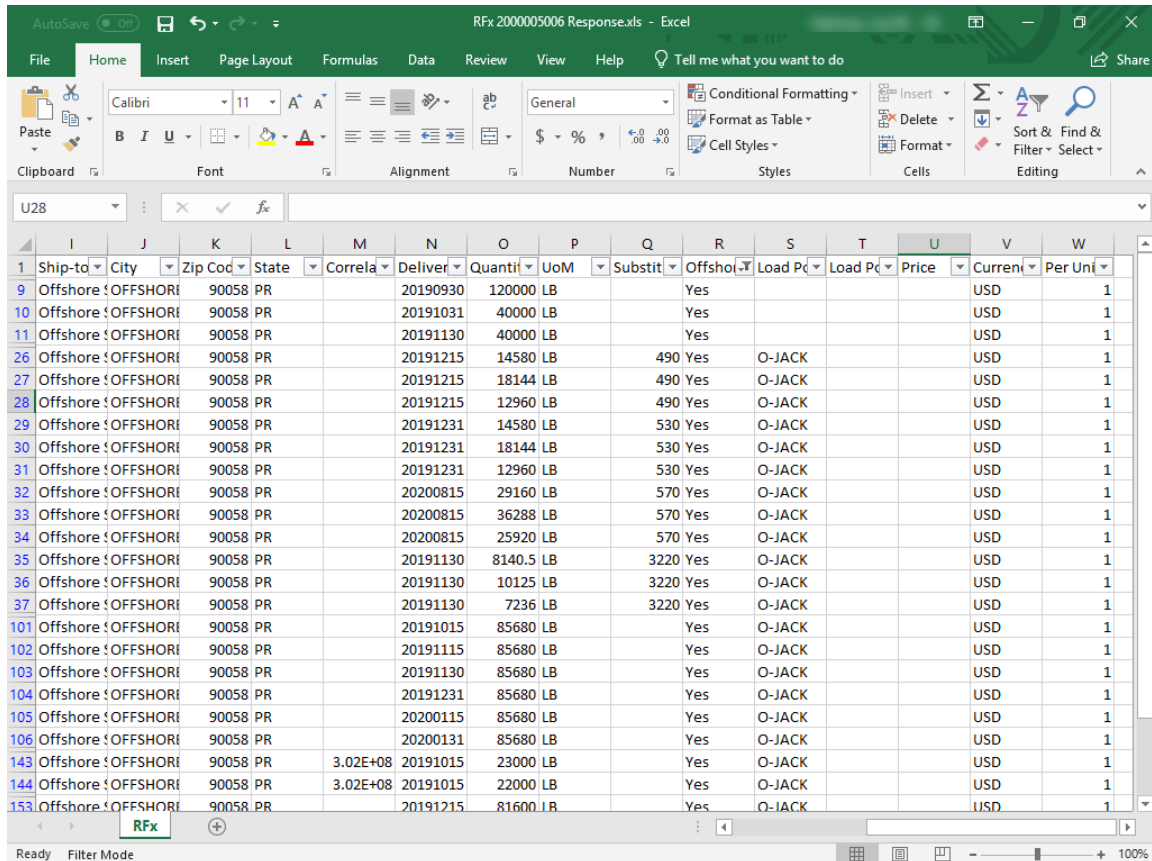
- **Load Port Price** (e.g., enter pricing for U.S. port location in Jacksonville, FL)
- **Price** (e.g., enter pricing to final destination at an offshore location in Hawaii)



(Note) For offshore locations, vendors can enter either the **Load Port Price**, or the **Price**, or both.


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

**Image: Microsoft Excel RFX 2000005006.xls Response Screen**



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

Field	R/O/C	Description
Load Port Price	O	The delivered price per unit of measure to a U.S. port location.  <b>Example:</b> 0.40  (Note) The <b>Load Port Price</b> field should only be populated for offshore items.
Price	O	The price the vendor is willing to offer for the given product. The price is for one unit of the product.  <b>Example:</b> 0.43  (Note) The price is the delivered price per unit of measure to the final

Field	R/O/C	Description
		destination.
Correlation ID	O	An ID number which combines proposed orders with different ship-to locations to create a multi-stop order.   (Note) The vendor must respond to all line items with the same Correlation ID number.



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




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

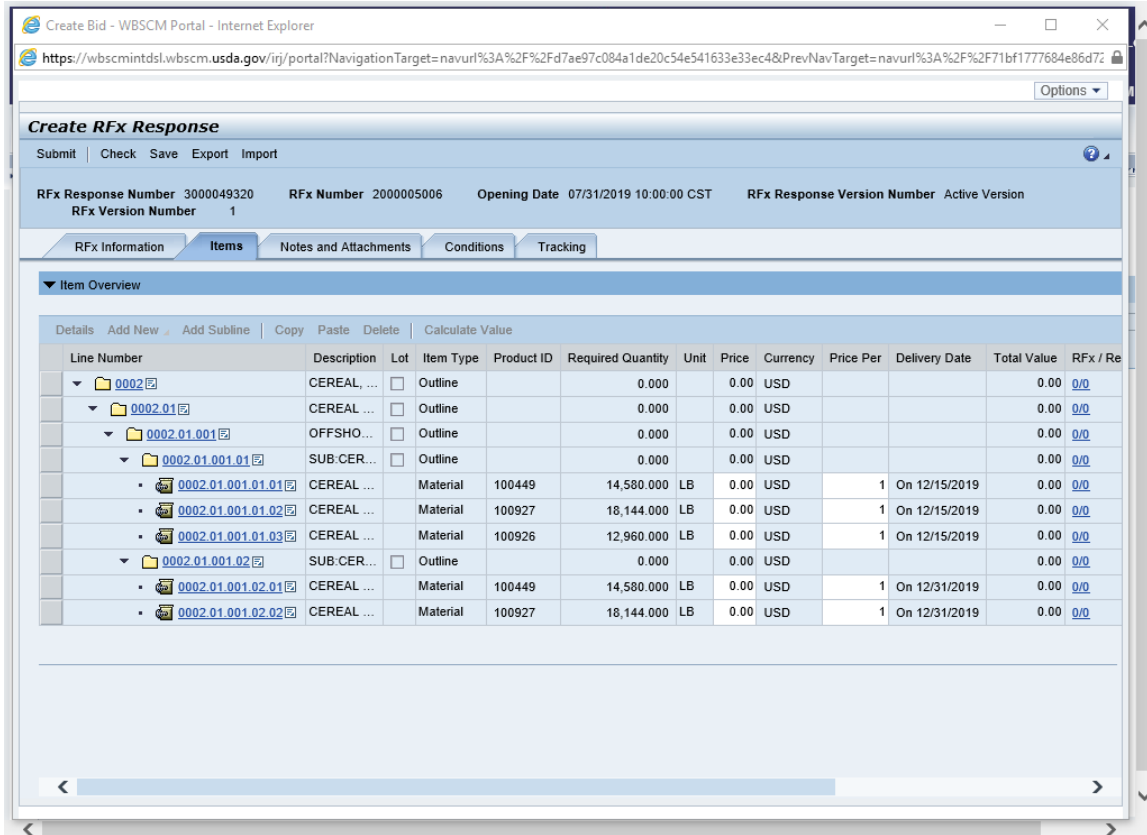
**Image: Microsoft Excel RFX 2000005006.xls Response Screen**

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Ship-to	City	Zip Cod	State	Correla	Deliver	Quanti	UoM	Substit	Offsho	Load Pc	Load Pc	Price	Current	Per Uni
9	Offshore	OFFSHORI	90058	PR		20190930	120000	LB		Yes			USD		1
10	Offshore	OFFSHORI	90058	PR		20191031	40000	LB		Yes			0.43	USD	1
11	Offshore	OFFSHORI	90058	PR		20191130	40000	LB		Yes			0.43	USD	1
26	Offshore	OFFSHORI	90058	PR		20191215	14580	LB	490	Yes	O-JACK	0.4	0.43	USD	1
27	Offshore	OFFSHORI	90058	PR		20191215	18144	LB	490	Yes	O-JACK	0.4	0.43	USD	1
28	Offshore	OFFSHORI	90058	PR		20191215	12960	LB	490	Yes	O-JACK			USD	1
29	Offshore	OFFSHORI	90058	PR		20191231	14580	LB	530	Yes	O-JACK			USD	1
30	Offshore	OFFSHORI	90058	PR		20191231	18144	LB	530	Yes	O-JACK			USD	1
31	Offshore	OFFSHORI	90058	PR		20191231	12960	LB	530	Yes	O-JACK			USD	1
32	Offshore	OFFSHORI	90058	PR		20200815	29160	LB	570	Yes	O-JACK			USD	1
33	Offshore	OFFSHORI	90058	PR		20200815	36288	LB	570	Yes	O-JACK			USD	1
34	Offshore	OFFSHORI	90058	PR		20200815	25920	LB	570	Yes	O-JACK			USD	1
35	Offshore	OFFSHORI	90058	PR		20191130	8140.5	LB	3220	Yes	O-JACK			USD	1
36	Offshore	OFFSHORI	90058	PR		20191130	10125	LB	3220	Yes	O-JACK			USD	1
37	Offshore	OFFSHORI	90058	PR		20191130	7236	LB	3220	Yes	O-JACK			USD	1
101	Offshore	OFFSHORI	90058	PR		20191015	85680	LB		Yes	O-JACK			USD	1
102	Offshore	OFFSHORI	90058	PR		20191115	85680	LB		Yes	O-JACK			USD	1
103	Offshore	OFFSHORI	90058	PR		20191130	85680	LB		Yes	O-JACK			USD	1
104	Offshore	OFFSHORI	90058	PR		20191231	85680	LB		Yes	O-JACK			USD	1
105	Offshore	OFFSHORI	90058	PR		20200115	85680	LB		Yes	O-JACK			USD	1
106	Offshore	OFFSHORI	90058	PR		20200131	85680	LB		Yes	O-JACK			USD	1
143	Offshore	OFFSHORI	90058	PR	3.02E+08	20191015	23000	LB		Yes	O-JACK			USD	1
144	Offshore	OFFSHORI	90058	PR	3.02E+08	20191015	22000	LB		Yes	O-JACK			USD	1
153	Offshore	OFFSHORI	90058	PR		20191215	81600	LB		Yes	O-JACK			USD	1

32. Click  (Save button).

33. Click  (the **Close** button) to close the Excel file.
34. Navigate back to the *Create RFX Response* Screen to import the changes into WBSCM.

**Image: Create RFX Response (Items) Screen**




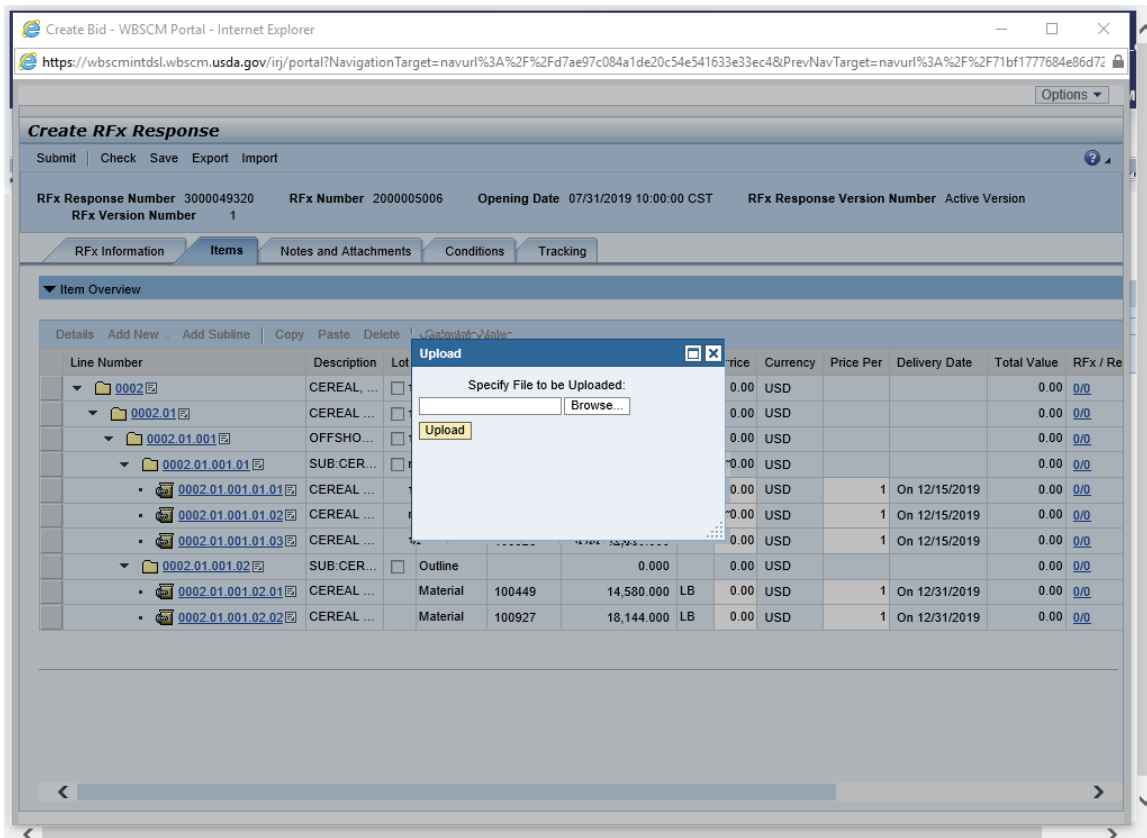
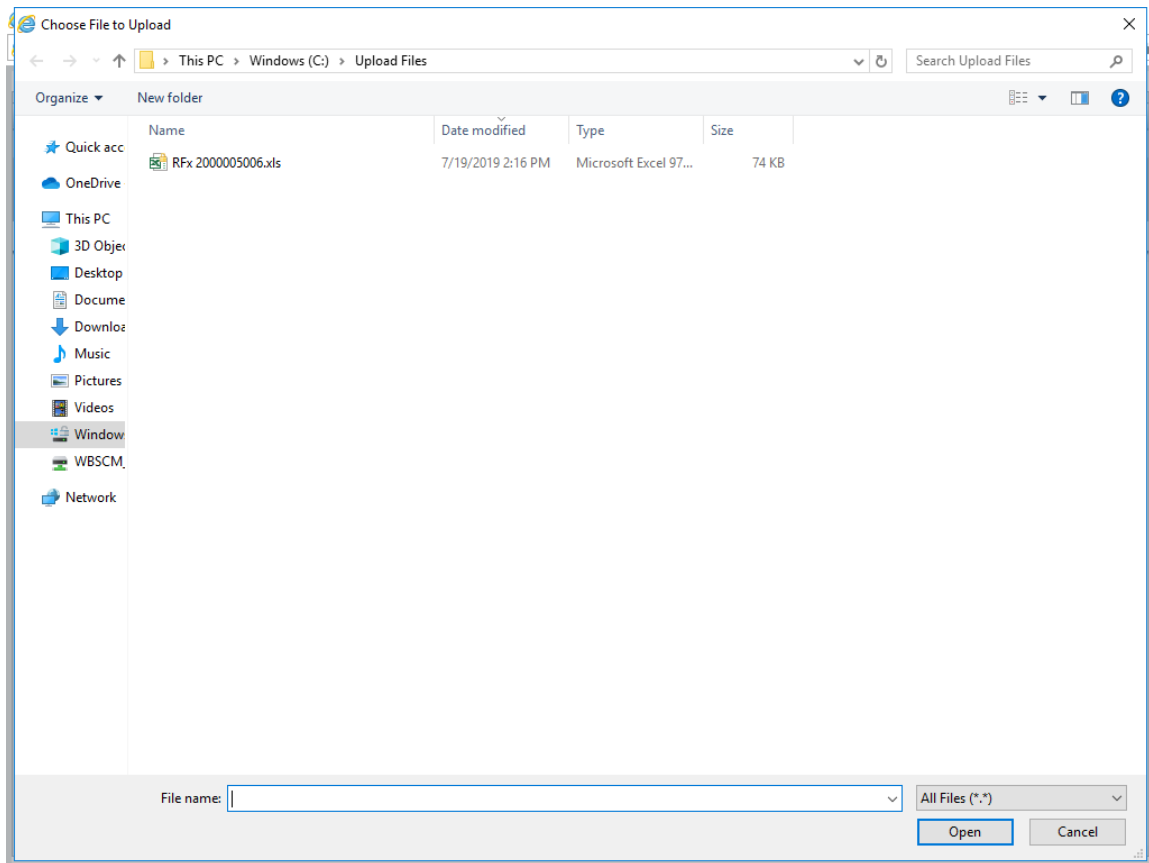
35. Click  (the **Import** button) to import the domestic commodity pricing from Excel into the **Create RFX Response** screen.

Image: Upload Pop-Up



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

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




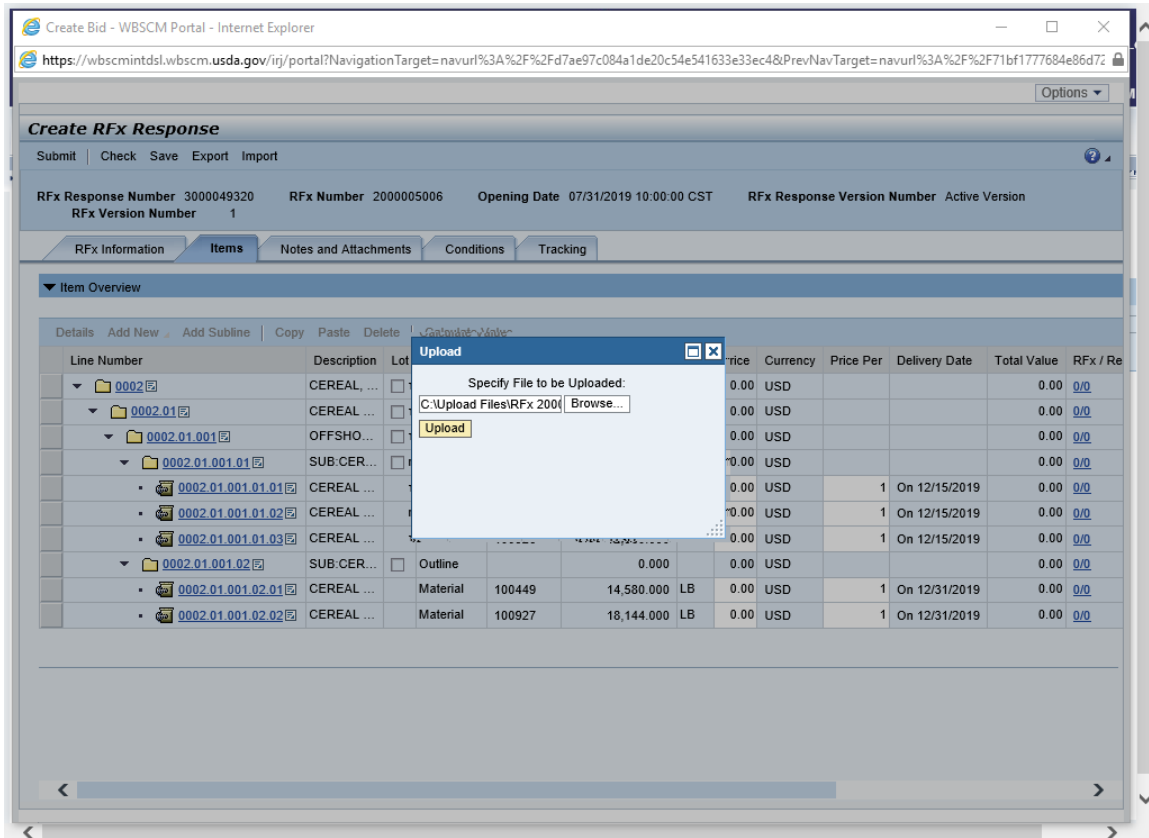
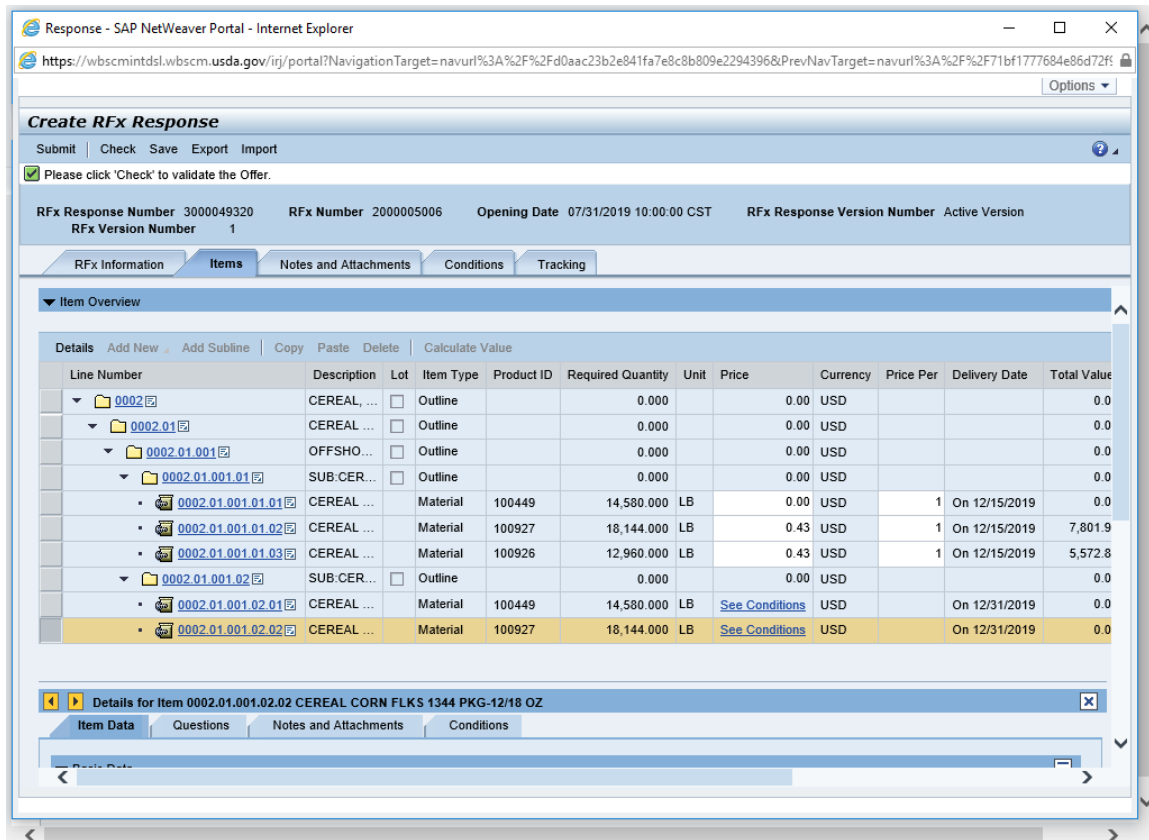
37. Double-click the Excel file to be imported. In this example,  **RFx 2000005006.xls** (the **RFx 2000005006 Response.xls** file) is selected.

Image: Upload Pop-Up



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

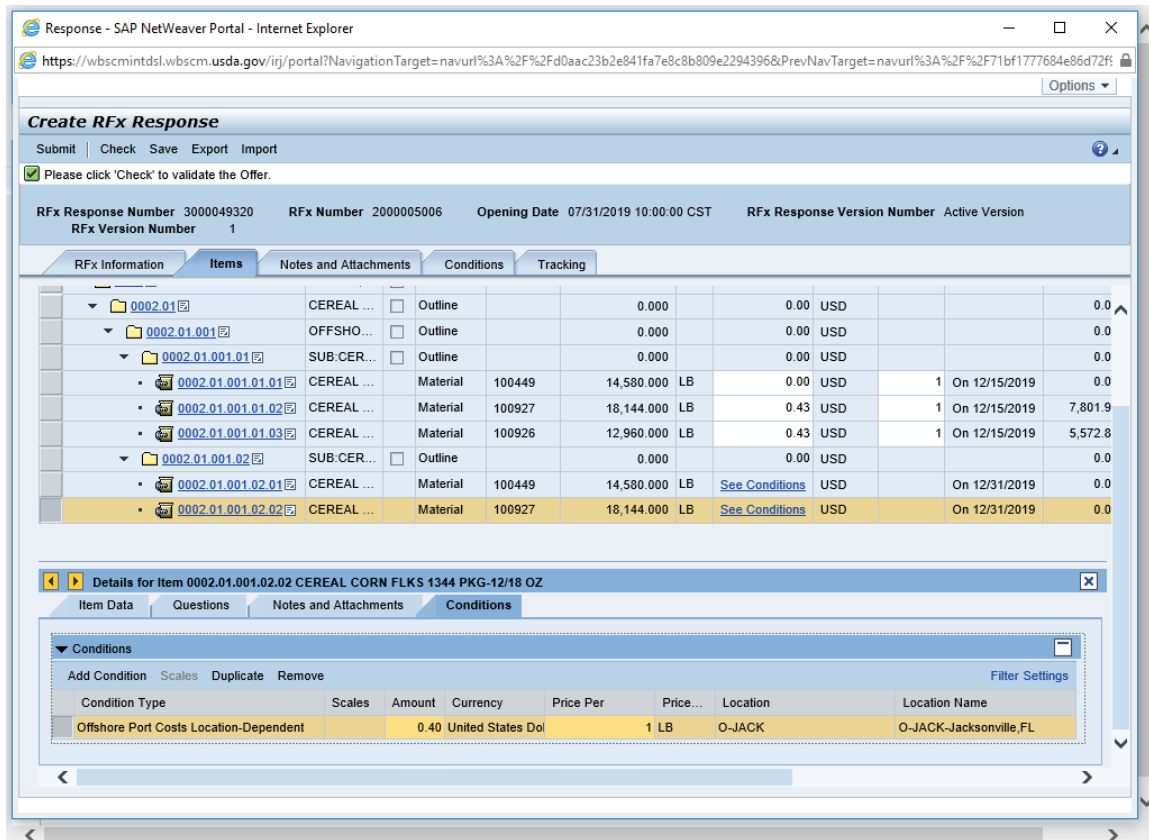
Image: Create RFX Response (Items) Screen



39. If applicable, click (the **Down** arrow) to scroll to the items for which pricing was entered in the Excel file. The pricing has been imported into the bid response in WBSM and is displayed in the **Price** field.



Image: Create RFX Response (Items) Screen

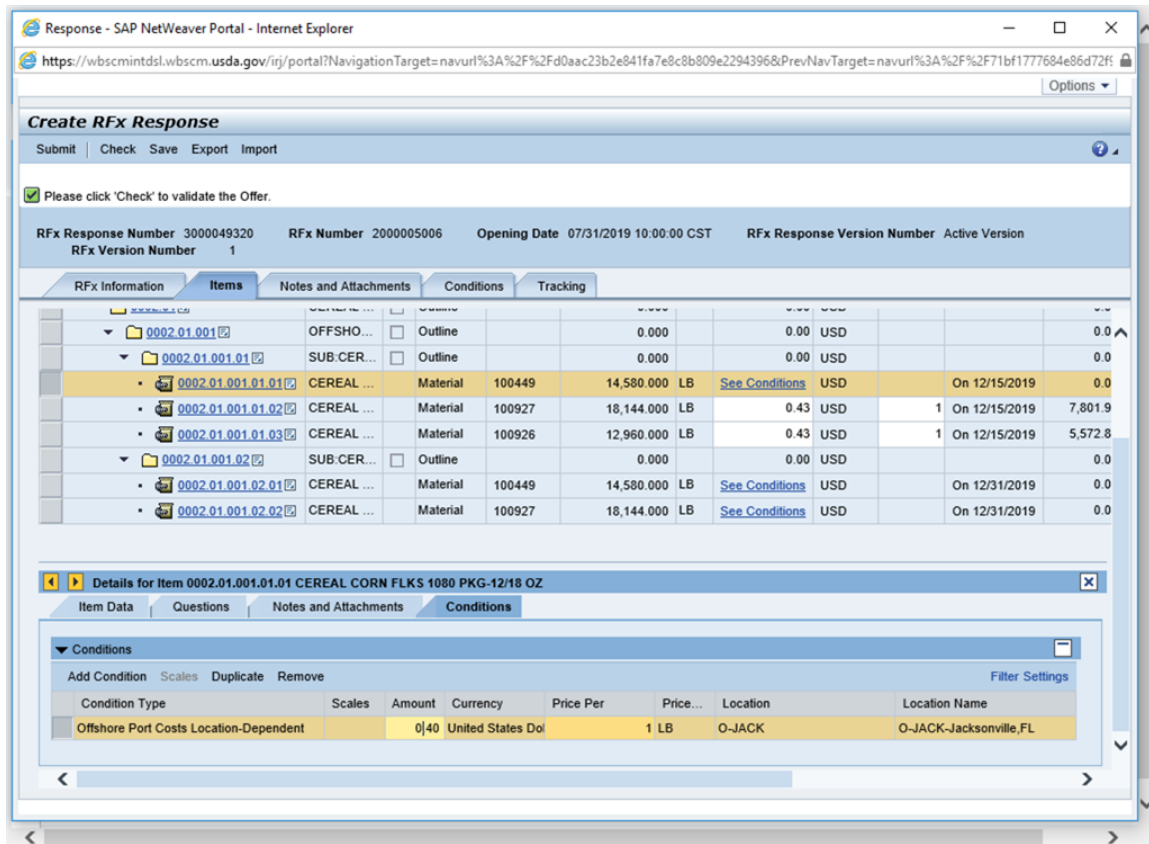


40. Review the entered prices and edit, if applicable.
41. Continue entering pricing manually for all applicable domestic commodity items, if applicable.



(Note) The **Offshore Port Costs Location-Dependent** is the delivered price per unit of measure to a U.S. port location and the **Price(Contract/Bid)** is the delivered price per unit of measure to the final destination. The **Price(Contract/Bid)** (**Price(Contract/Bid)** option) is used for the regular FOB destination offer price. For additional information about the manual entry of prices for an offshore location, review the [Domestic Bid Response - Manual Offshore](#) job aid.

Image: Create RFX Response Screen



42. Click **Submit** (the **Submit** button) to begin the submission process. The confirmation message "RFX response XX-XXXX-XX-X-XXXX saved. Submit the vendor response to complete the process" is shown where XX-XXXX-XX-X-XXXX represents the response number.



(Note) If the vendor would like to check for errors prior to clicking **Submit** (the **Submit** button), click **Check** (the **Check** button). Errors are displayed at the top of the screen.



(Note) This step is NOT the final submission. The bid response (offer) is not submitted to USDA at this point.



(Note) A vendor that is not registered for a commodity will see an error message: "Vendor [ABC] is not permitted for Item No : [XYZ]". The vendor may bid on an invitation for that commodity, but cannot be awarded until they have updated their vendor registration. Contact the WBSM Helpdesk for assistance.

**Image: Display RFX Response: Screen**

Response - SAP NetWeaver Portal - Internet Explorer  
<https://wbscmintdsl.wbscm.usda.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F0aac23b2e841fa7e8c8b809e2294396&PrevNavTarget=navurl%3A%2F%2F71bf1777684e86d72f9d22>

**Display RFX Response:**

Print Preview | Refresh | Withdraw

RFx response 12-3J14-19-B-0055 saved. Submit the vendor response to complete the process

RFx Response Number 3000049320    RFX Number 200005006    Opening Date 07/31/2019 10:00:00 CST    RFX Response Version Number Active Version  
 RFX Version Number 1

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

Item Overview

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

Line Number	Description	Lot	Item Type	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response
0001	BEEF, RO...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0002	CEREAL, ...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0003	CORN PR...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0004	FLOUR, B...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0005	PASTA, M...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0006	PASTA, O...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0007	VEGETA...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0008	VEG OIL ...		Outline		0.000		0.00	USD			0.00	0/0	0/0
<b>Total Value</b>													

43. Click **Print Preview** (the **Print Preview** button).

## Image: Display RFX Response: Screen

Response - SAP NetWeaver Portal - Internet Explorer  
 https://wbscmintdsl.wbscm.usda.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F0aac23b2e841fa7e8c8b809e2294396&PrevNavTarget=navurl%3A%2F%2F1bf1777684e86d72f9d22

**Display RFX Response:**  
 Print Preview | Refresh | Withdraw

RFX Response Number 3000049320    RFX Number 2000005006    Opening Date 07/31/2019 10:00:00 CST    RFX Response Version Number Active Version  
 RFX Version Number 1

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

▼ Item Overview

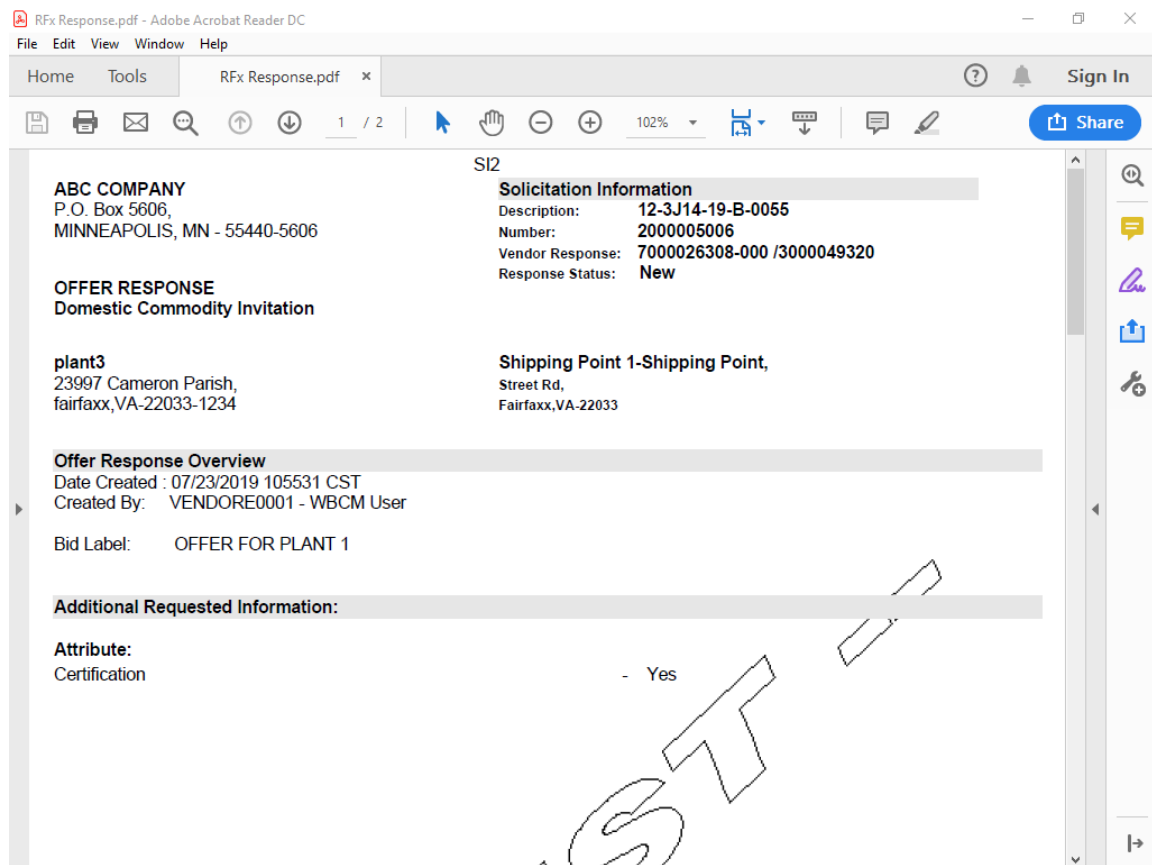
Details    Add New    Add Subline    Copy    Paste    Delete    Calculate Value    Filter    Expand All    Collapse

Line Number	Description	Lot	Item Type	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / Response	RFX / Response
0001	BEEF, RO...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0002	CEREAL, ...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0003	CORN PR...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0004	FLOUR, B...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0005	PASTA, M...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0006	PASTA, O...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0007	VEGETA...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0008	VEG OIL ...		Outline		0.000		0.00	USD			0.00	0/0	0/0
<b>Total Value</b>													

Do you want to open or save RFX Response.pdf (11.4 KB) from wbscmintdsl.wbscm.usda.gov?    Open    Save    Cancel

44. Click **Open** (the **Open** button).

**Image: RFx Response PDF**




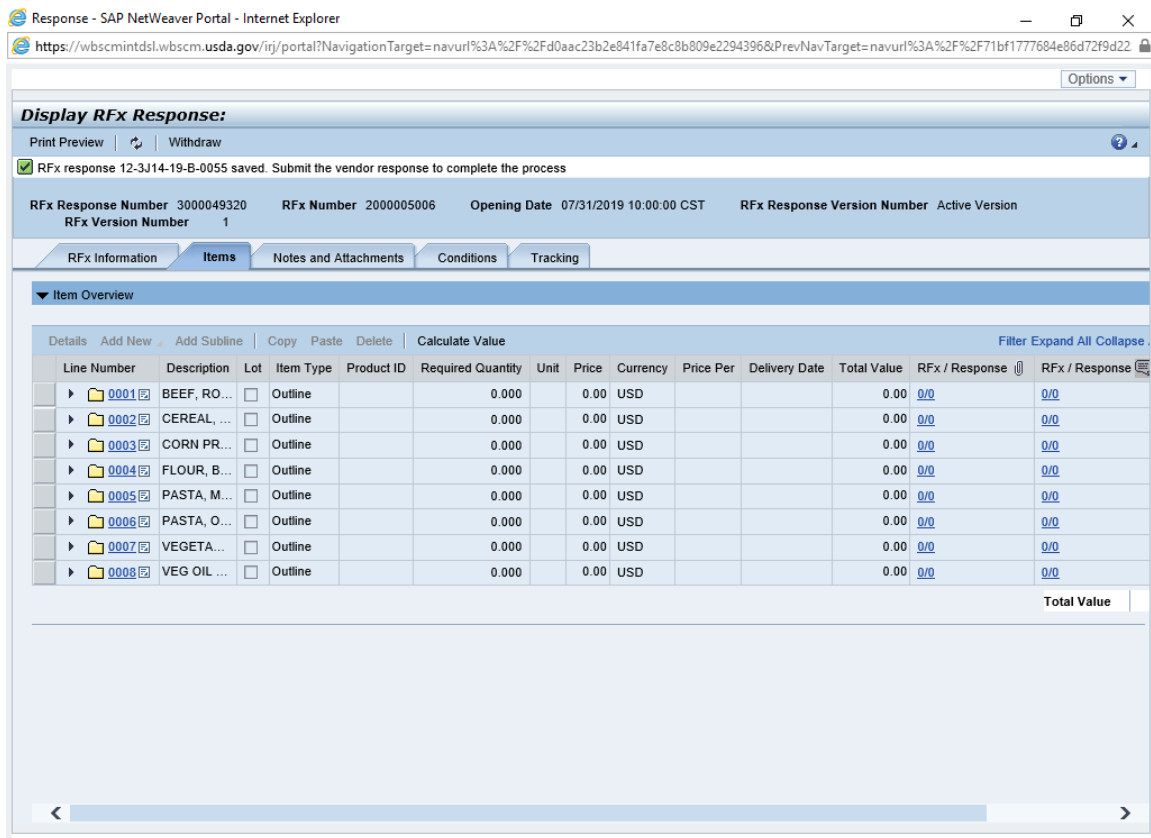
- 45.** If applicable, print the PDF document and click  (the **Close** button) to close the PDF screen.

Image: Display RFX Response: Screen



Response - SAP NetWeaver Portal - Internet Explorer  
<https://wbscmintdsl.wbscm.usda.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F0aac23b2e841fa7e8c8b809e2294396&PrevNavTarget=navurl%3A%2F%2F71bf1777684e86d72f9d22>

**Display RFX Response:**

Print Preview | Refresh | Withdraw

RFx response 12-3J14-19-B-0055 saved. Submit the vendor response to complete the process


RFx Response Number 3000049320    RFX Number 200005006    Opening Date 07/31/2019 10:00:00 CST    RFX Response Version Number Active Version  
 RFX Version Number 1

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

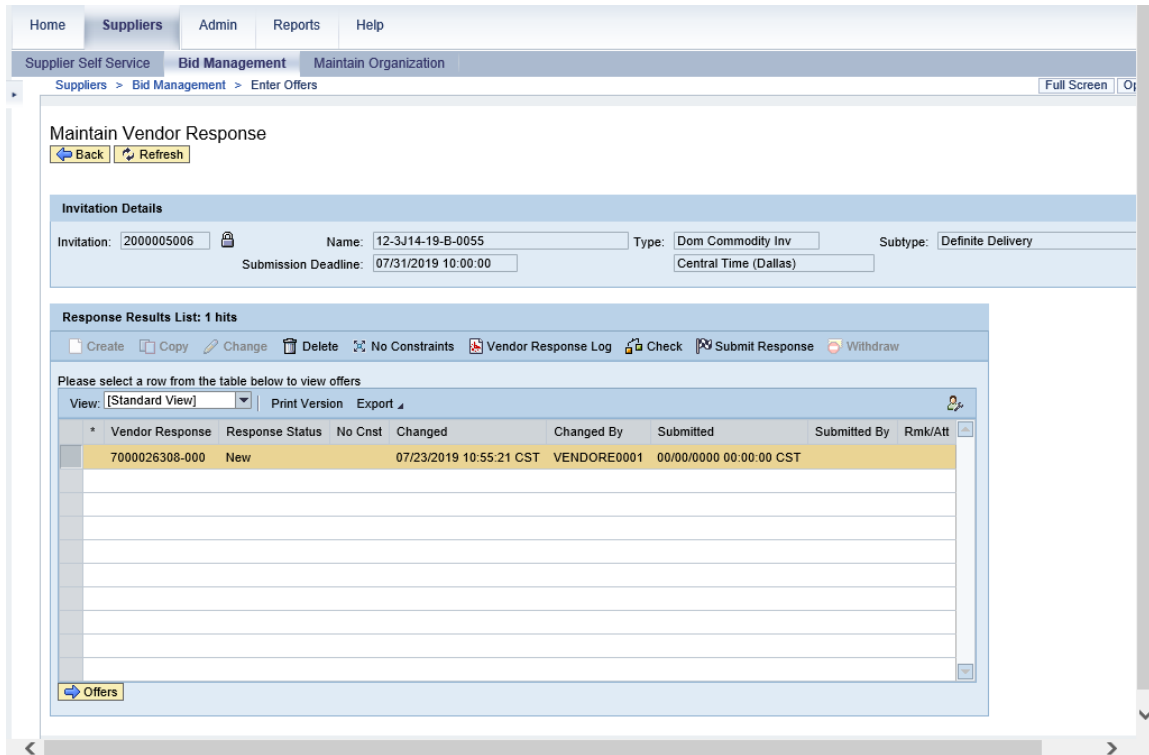
Item Overview

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

Line Number	Description	Lot	Item Type	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response	RFx / Response
0001	BEEF, RO...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0002	CEREAL, ...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0003	CORN PR...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0004	FLOUR, B...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0005	PASTA, M...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0006	PASTA, O...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0007	VEGETA...		Outline		0.000		0.00	USD			0.00	0/0	0/0
0008	VEG OIL ...		Outline		0.000		0.00	USD			0.00	0/0	0/0
<b>Total Value</b>													

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

**Image: Maintain Vendor Response Screen**



47. Click (the **Offers** button) to enter offer for multiple plants and/or constraints.



(Note) Only one offer can be submitted per plant per solicitation, however multiple offers can be submitted under one response for different plants.

48. Perform one of the following:

If	Then
The user needs to enter an offer for multiple plants	Go to Step 49.
The user needs to enter constraint or has no constraints	Go to Step 59.

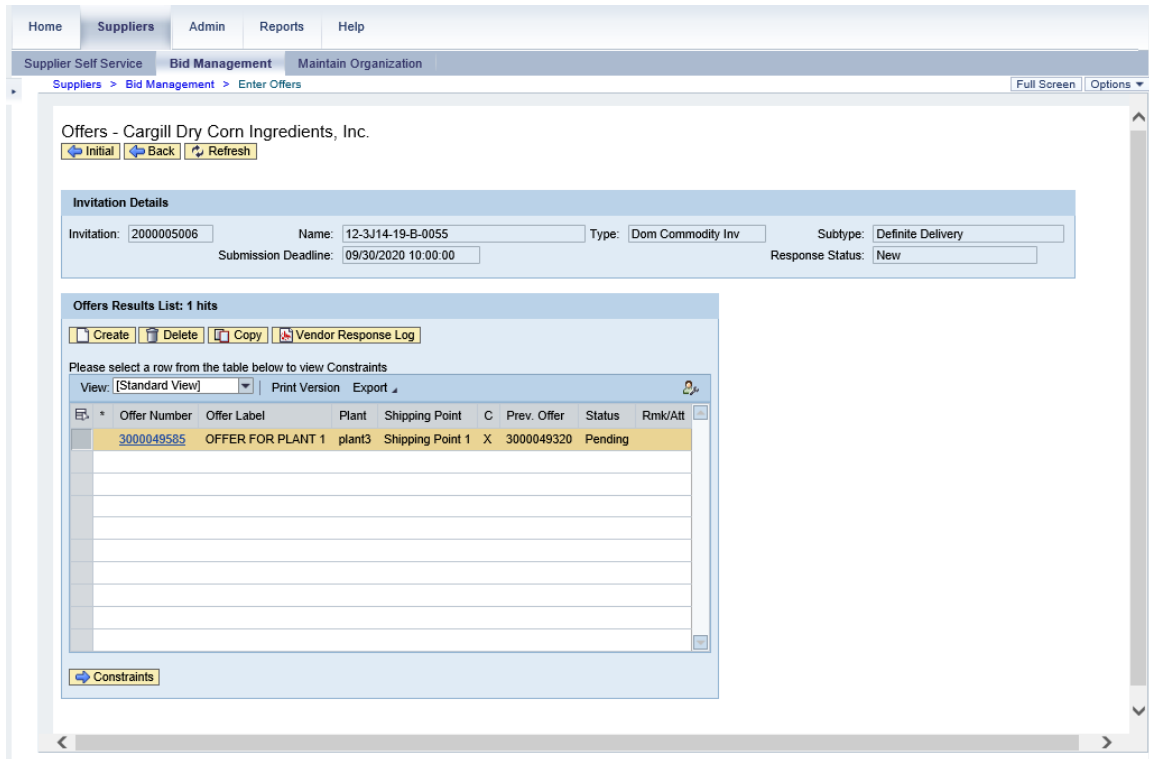



(Note) A user has 2 options to enter offers for multiple plants:

- Click (the **Create** button) if requirements are different from the previously created offer and repeat Steps 8 to 42 to create an offer.
- Click (the **Copy** button) if requirements are the same as entered in the previously created offer.

In this example, the **Copy** option is selected.

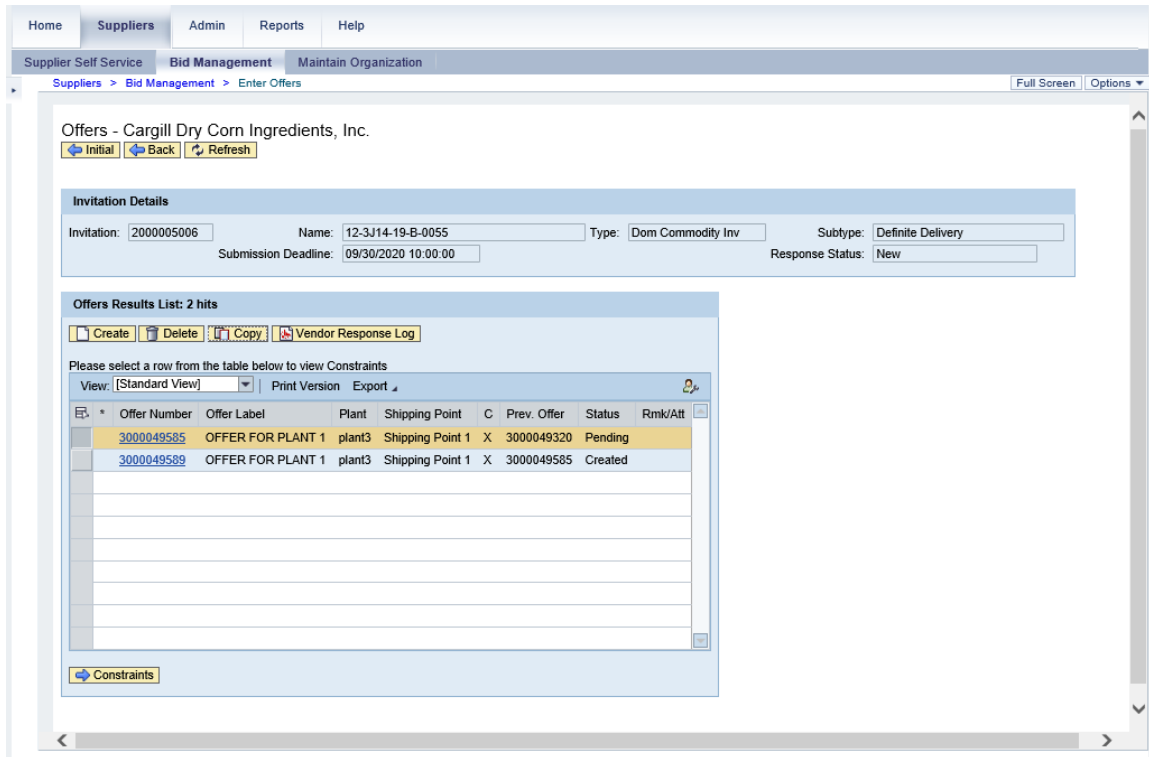
**Image: Offers Screen**



49. Click  **Copy** (the **Copy** button) to copy existing offer requirements in order to create another offer with another plant.

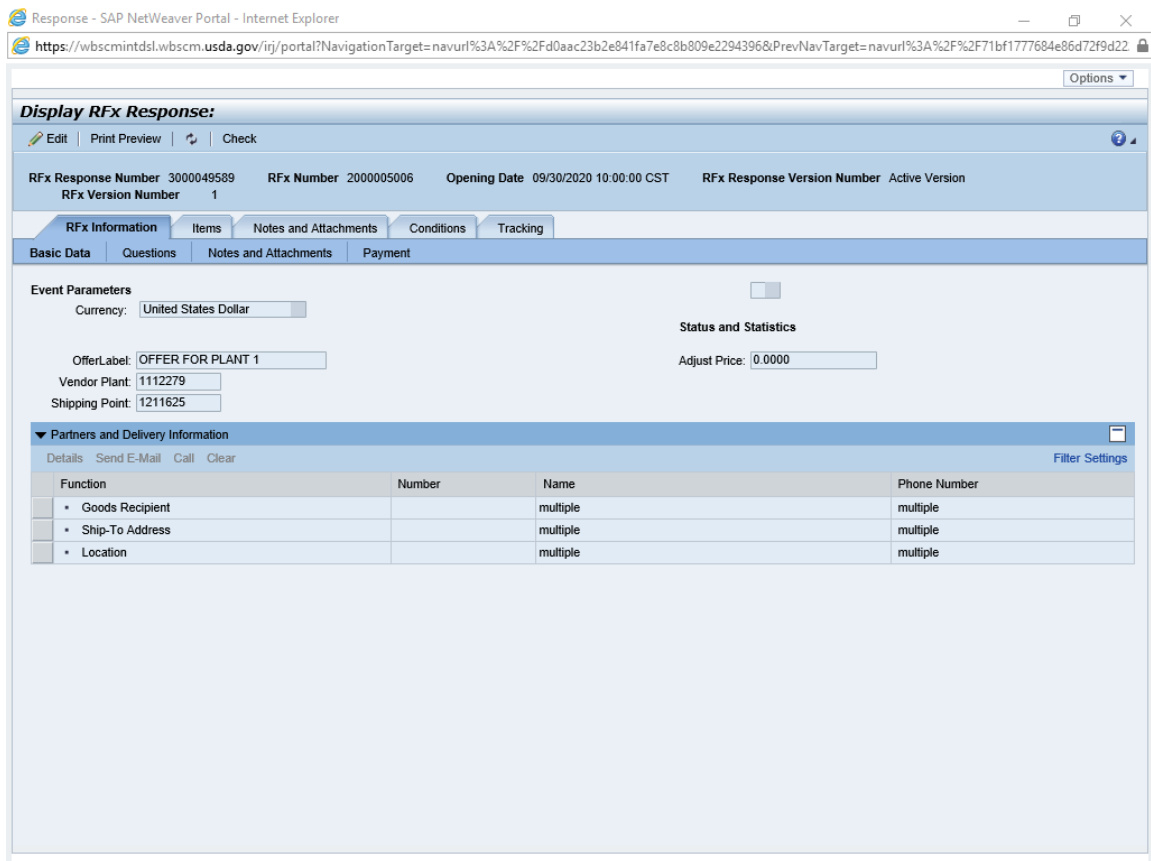


**Image: Enter Offers Screen**



50. Click the copied offer in the **Offer Number** column to update the requirements. In this example, offer **3000049589** is selected.

**Image: Display RFX Response (Basic Data) Screen**



51. Click (the Edit button).

**Image: Edit Rfx Response (Basic Data) Screen**

**Edit Rfx Response:**

Submit | Check | Save | Export | Import

Rfx Response Number: 3000049589    Rfx Number: 2000005006    Opening Date: 09/30/2020 10:00:00 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 | Payment

Event Parameters

Currency: United States Dollar

Offer Label: OFFER FOR PLANT 1

Vendor Plant: 1112279

Shipping Point: 1211625

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

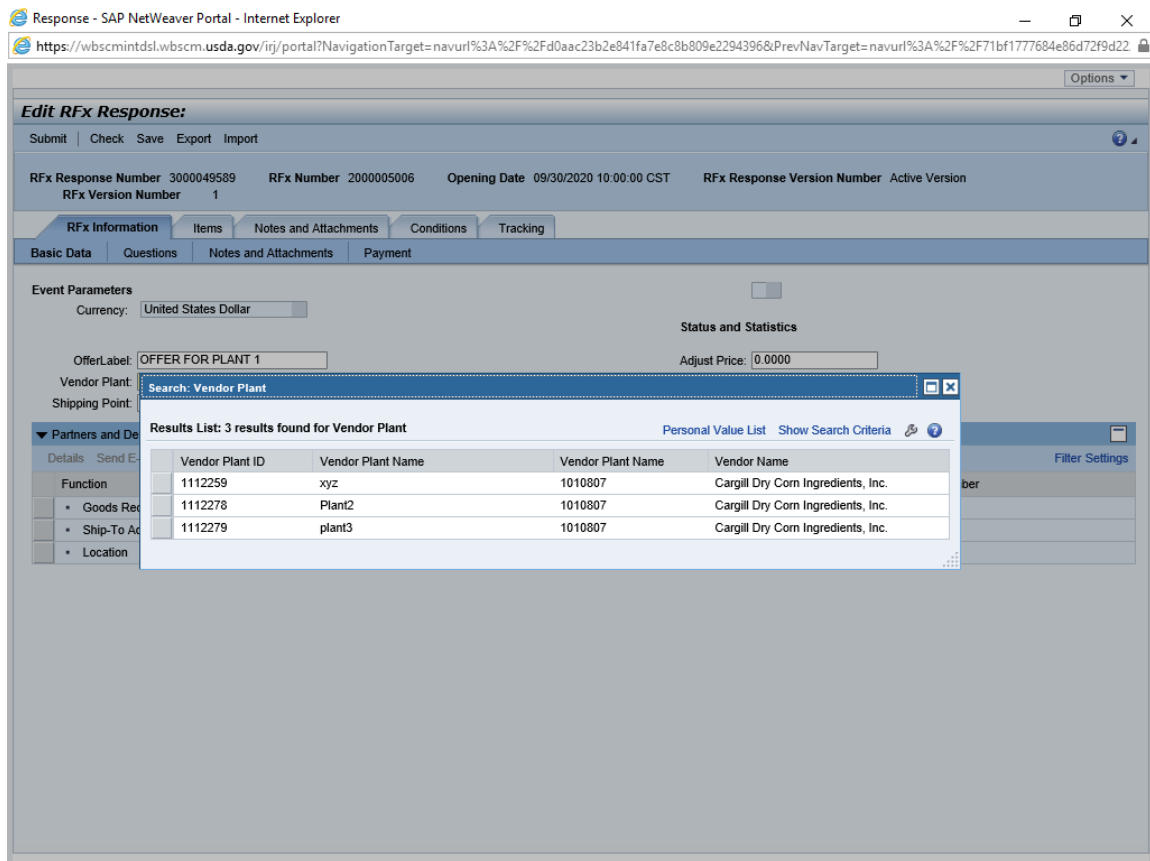
Function	Number	Name	Phone Number
• Goods Recipient		multiple	multiple
• Ship-To Address		multiple	multiple
• Location		multiple	multiple


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




(Note) All fields that are not grayed out can be modified.

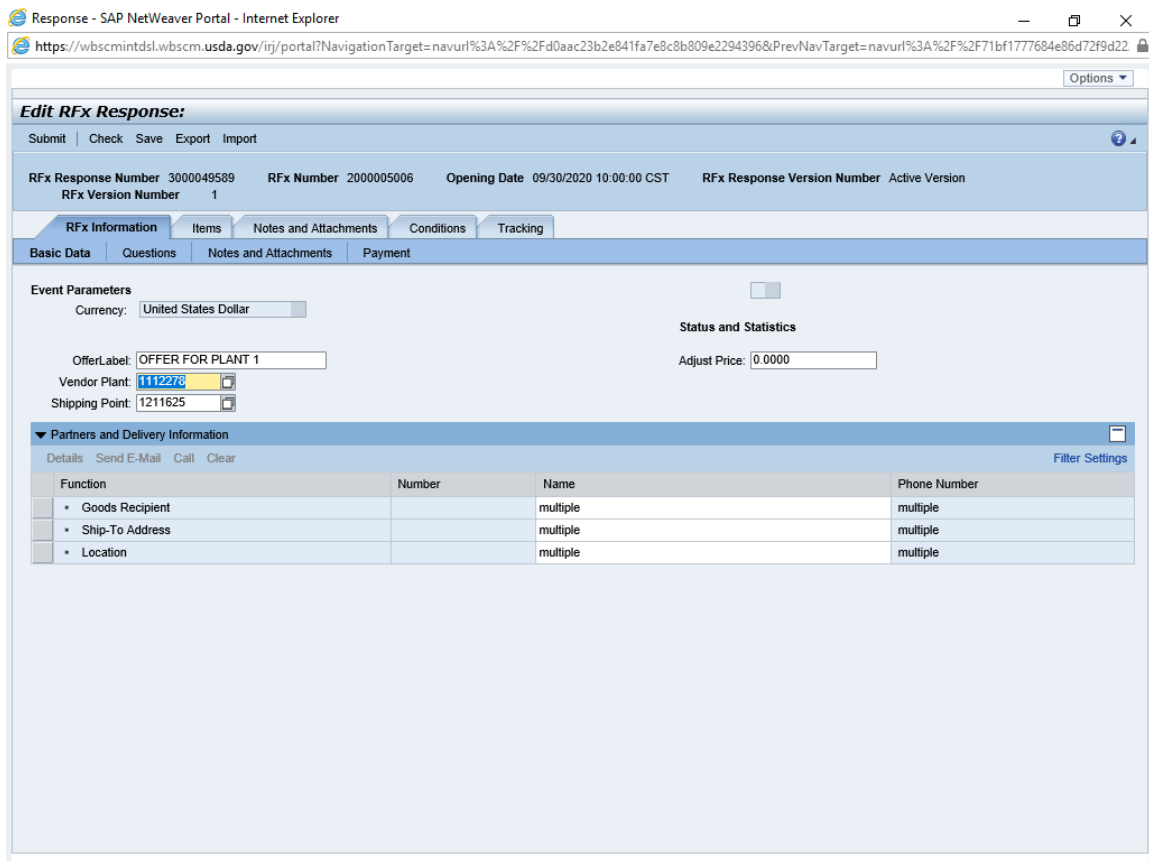
**Image: Search: Vendor Plant Pop-Up**



53. Click  (the **Selection** button) to select a vendor plant that has already been created in WBSM. In this example, line item for **Vendor Plant ID 1112278** is selected.

 (Note) Only one offer per plant is allowed.

**Image: Edit RFX Response (Basic Data) Screen**



**Edit RFX Response:**

Submit | Check Save Export Import

RFX Response Number 3000049589 RFX Number 2000005006 Opening Date 09/30/2020 10:00:00 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 Payment

Event Parameters

Currency: United States Dollar

Offer Label: OFFER FOR PLANT 1

Vendor Plant: 1112278

Shipping Point: 1211625

Status and Statistics

Adjust Price: 0.0000

Partners and Delivery Information

Details Send E-Mail Call Clear [Filter Settings](#)

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

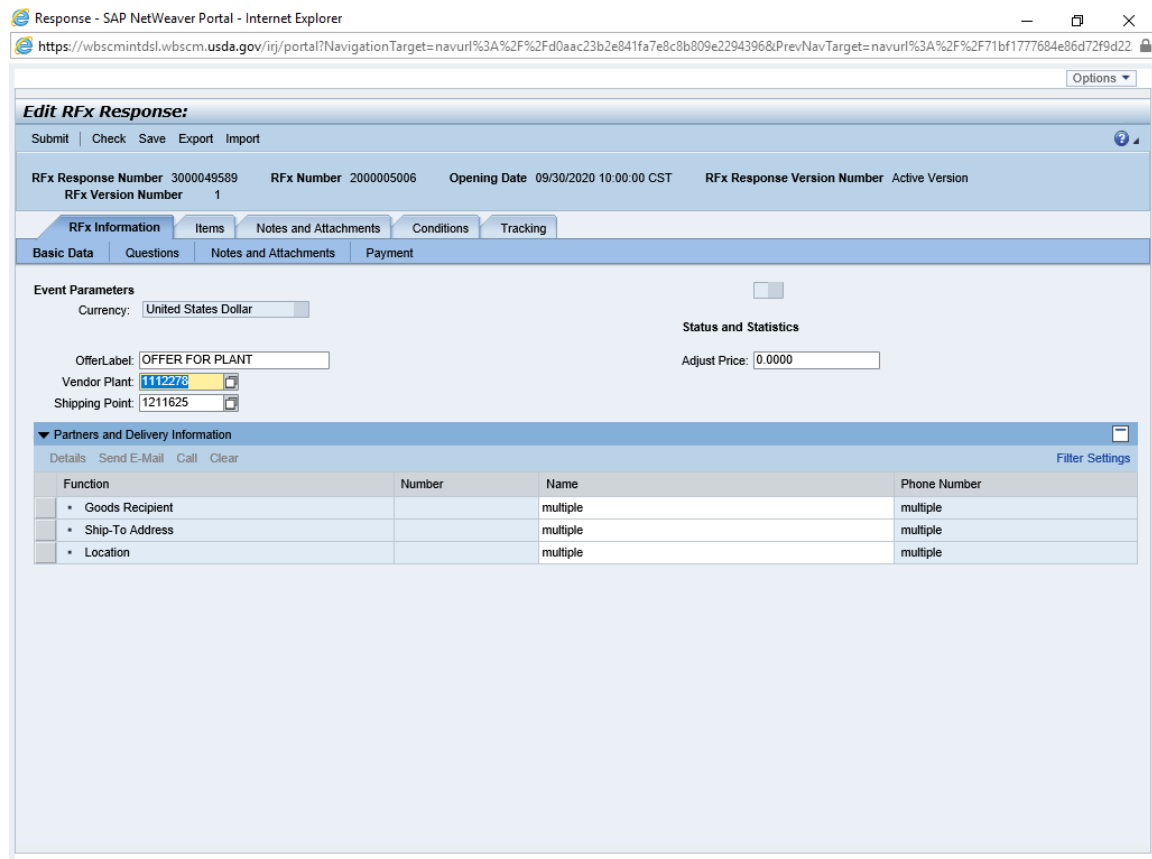
54. Click  (the **OfferLabel** field) and change the name. In this example, the Offer Label was updated to "OFFER FOR PLANT".



(Note) In addition to changing the **Vendor Plant** and the **OfferLabel**, the following fields can also be changed:

- **Questions**
- **Price**
- **Shipping Point**

**Image: Edit RFX Response (Basic Data) Screen**



55. Click **Submit** (the **Submit** button) after all updates are completed for the offer.

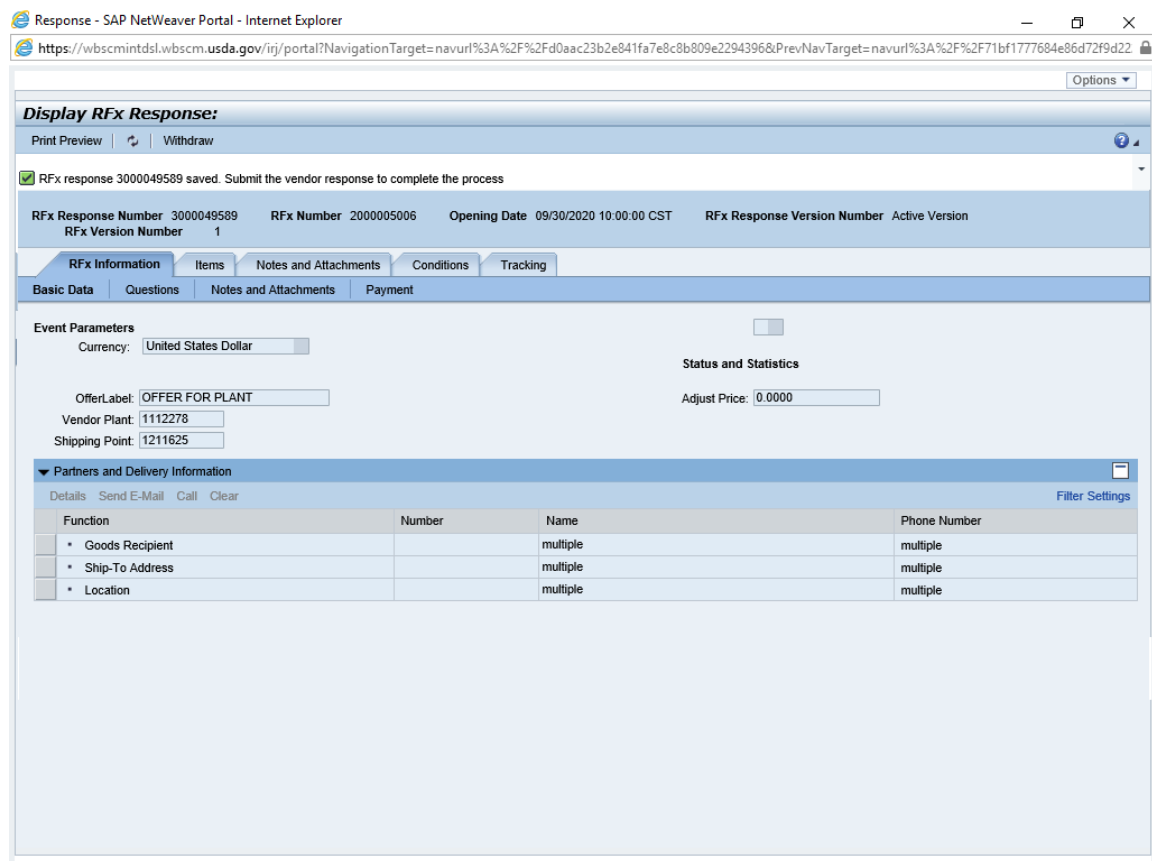



(Note) If the vendor would like to check for errors prior to clicking **Submit** (the **Submit** button), click **Check** (the **Check** button). Errors are displayed at the top of the screen.



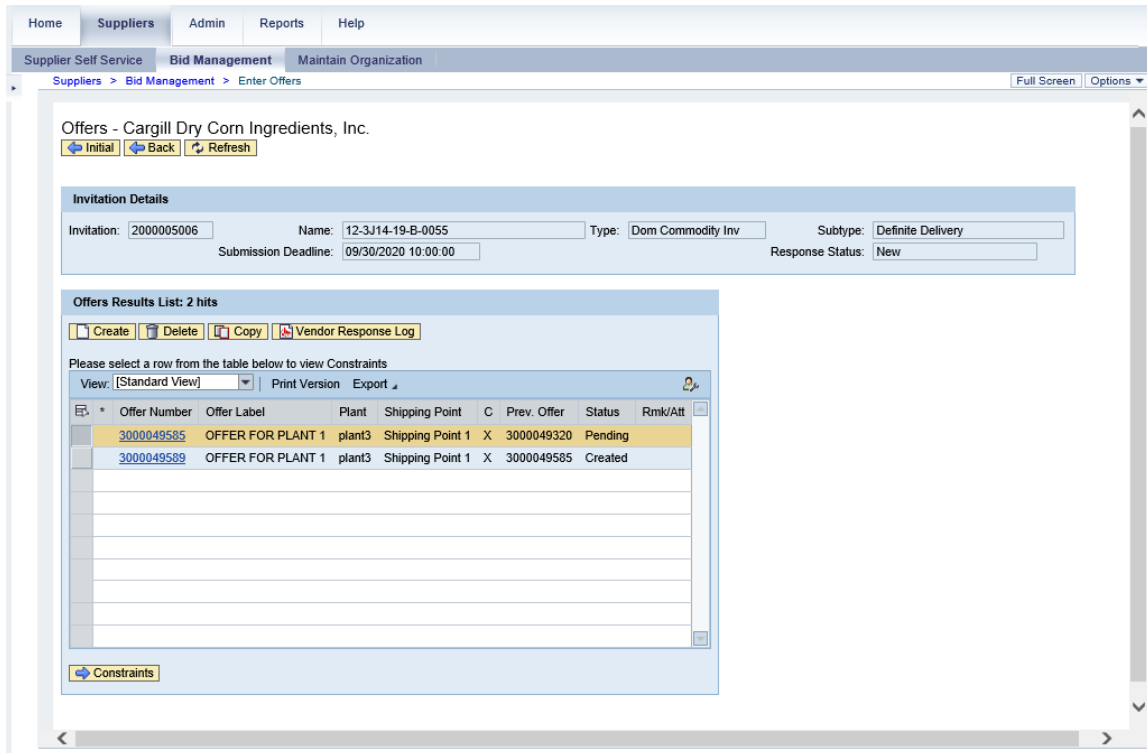
(Note) This step is NOT the final submission. The bid response (offer) is not submitted to USDA at this point.


**Image: Display RFX Response (Basic Data) Screen**





56. Click  (the **Close** button) to go back to the Entry Offer Screen.

**Image: Offers Screen**

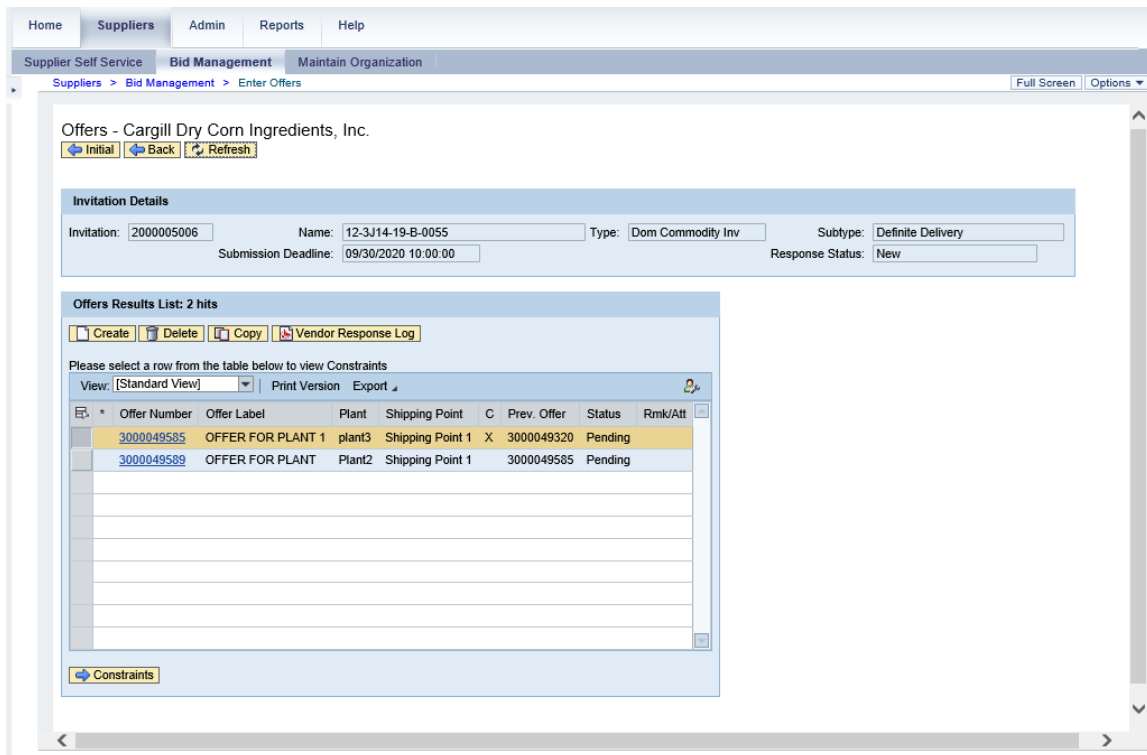


- 57. Click  (the **Refresh** button).
- 58. If applicable, repeat Steps 49 to 57 to enter additional offers.
- 59. Perform one of the following:

If	Then
The user needs to enter constraints	Go to Step 60.
The user has no constraints	<ol style="list-style-type: none"> <li>1. Click  (the <b>Back</b> button) to return to the <i>Maintain Vendor Response</i> screen.</li> <li>2. Click  (the <b>No Constraints</b> button).</li> <li>3. Go to Step 71.</li> </ol>



**Image: Offers Screen**



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



(Note) Constraints are the maximum quantity a company is willing to or able to produce/ship within a given delivery period. Do not assume this is the quantity listed on the solicitation; a vendor may enter constraints that are more than or less than the solicitation quantity. Check the solicitation to see if constraints are required. Please refer to the [Constraints - Domestic Bid Response](#) job aid for additional information on constraints.



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

**H** = Header level remarks, **I** = Item level remarks, and **A** = Attachments (item or header level)

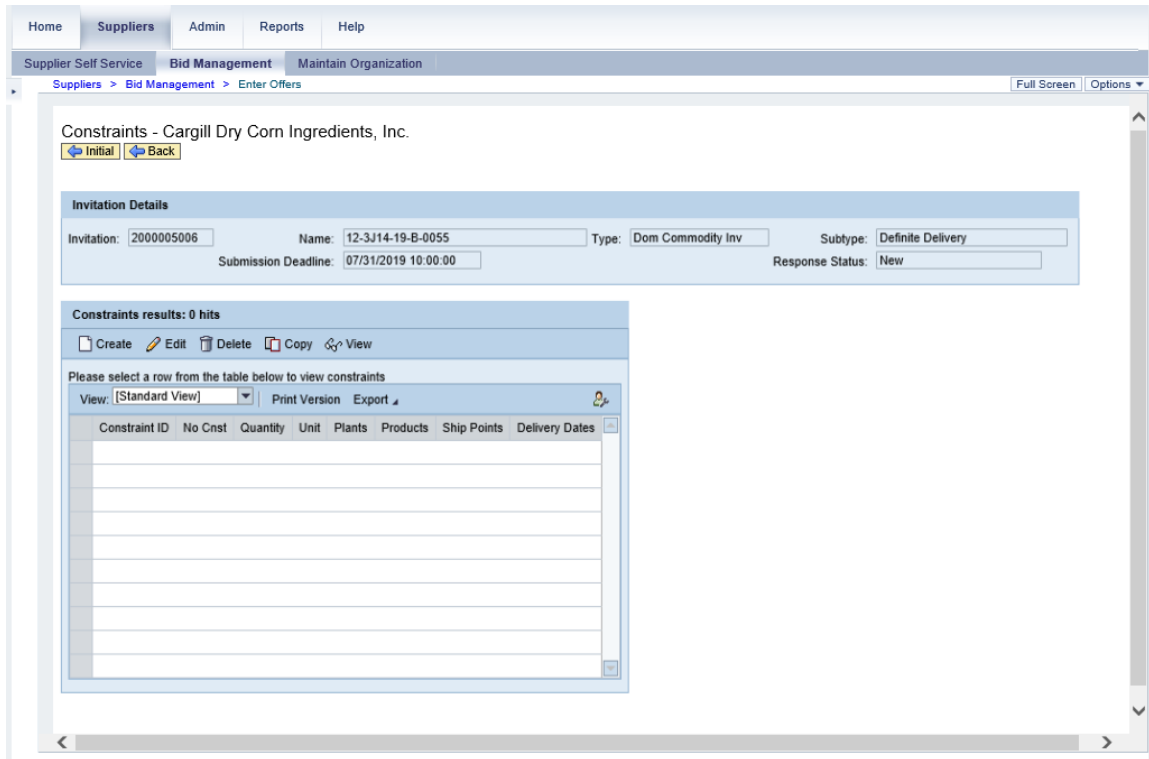


(Note) If there are multiple offers for which the constraint is applicable, those offers must be selected by using the **CTRL** key.



(Note) The bid/offer must be in **Pending** status in order to be successfully submitted. If it is in "Created" status, it hasn't been submitted. In this example, the constraints are entered for a single line item.

Image: Constraints Screen

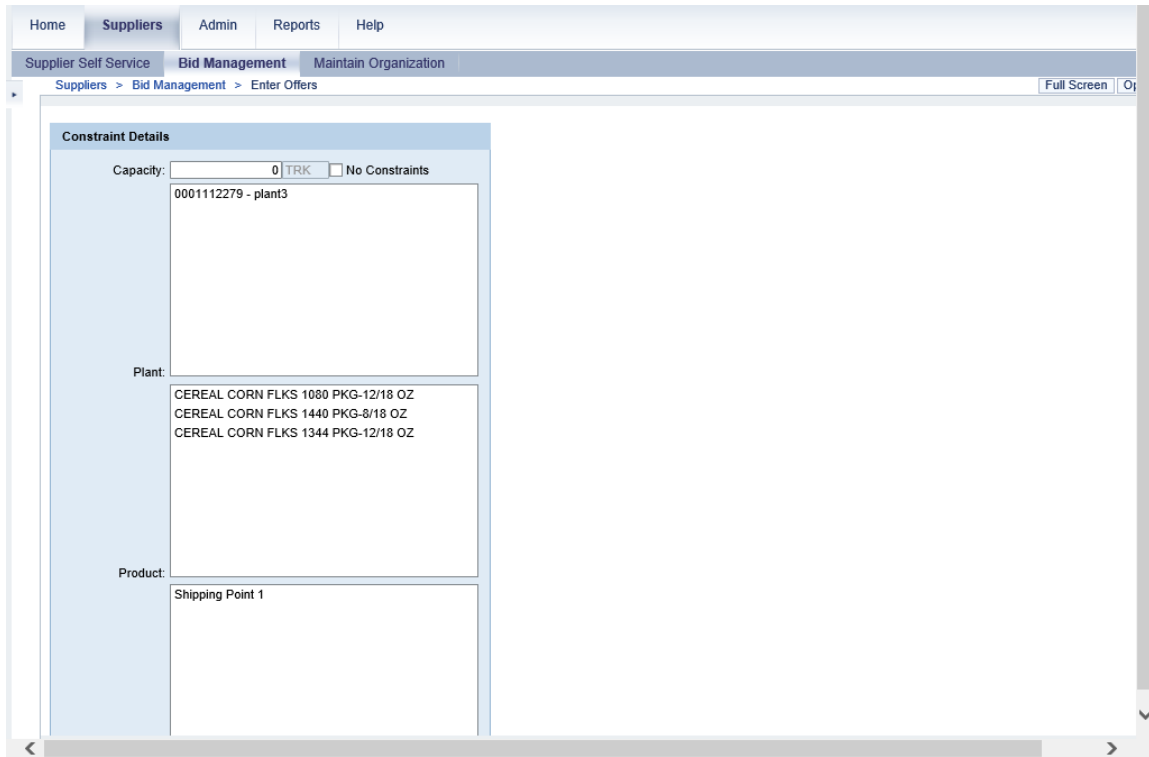


61. Click  (the **Create** button) to create the constraint document.




(Note) At least ONE constraint detail must be selected in each field that has data.

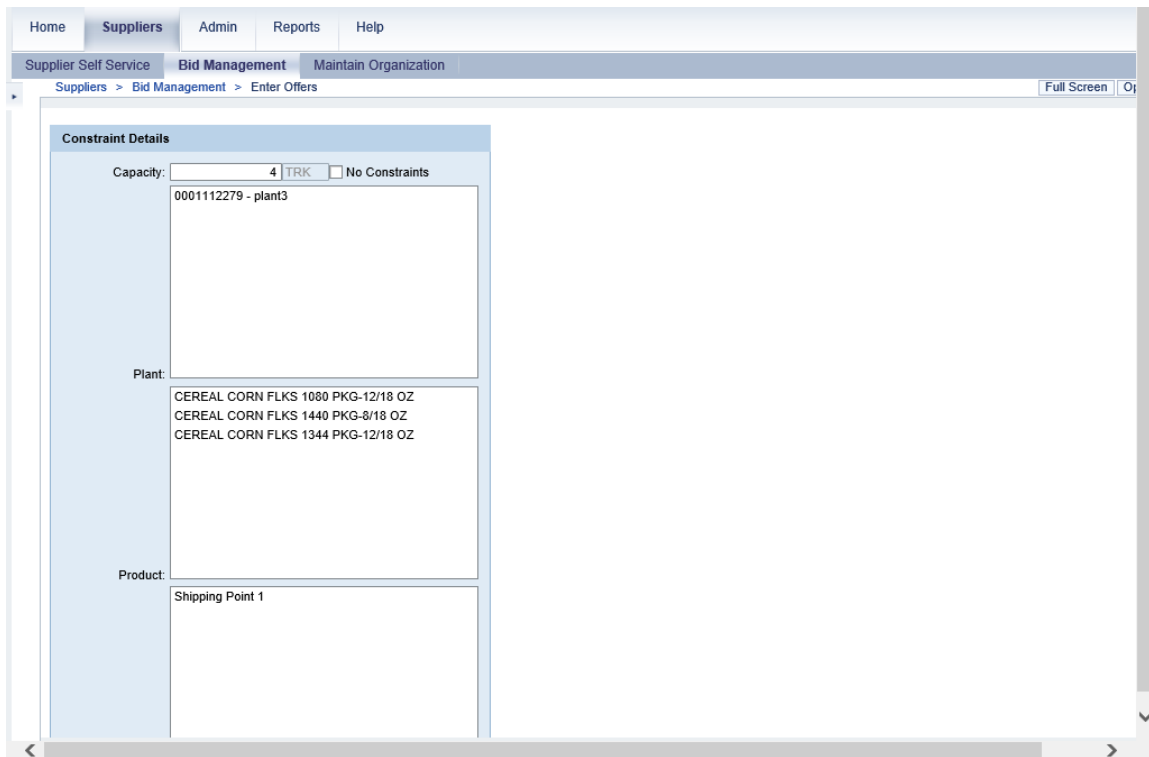
**Image: Constraint Details Screen**



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

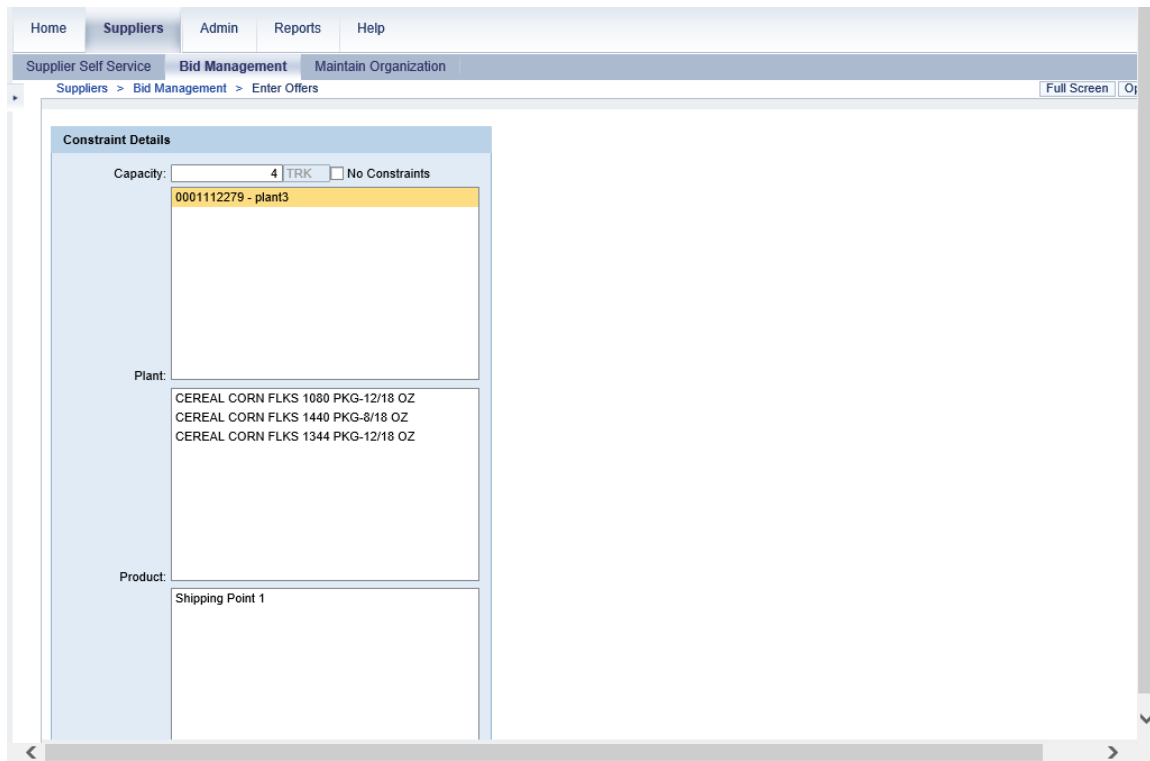
Field	R/O/C	Description
Capacity:	R	<p>The maximum amount of the quantity possible for a vendor to produce for USDA.</p> <p><b>Example:</b> 4</p> <p> (Note) Enter the maximum capacity in regards with the displayed unit of measure (TRK/LB/CS). Enter zero to indicate NOTHING is awarded. In this example, 4 is entered with a TRK unit of measure.</p>

**Image: Constraint Details Screen**



63. Select an option in the **Plant:** field. In this example, 0001112279 - plant3 (**0001112279 - plant3**) is selected.

**Image: Constraint Details Screen**

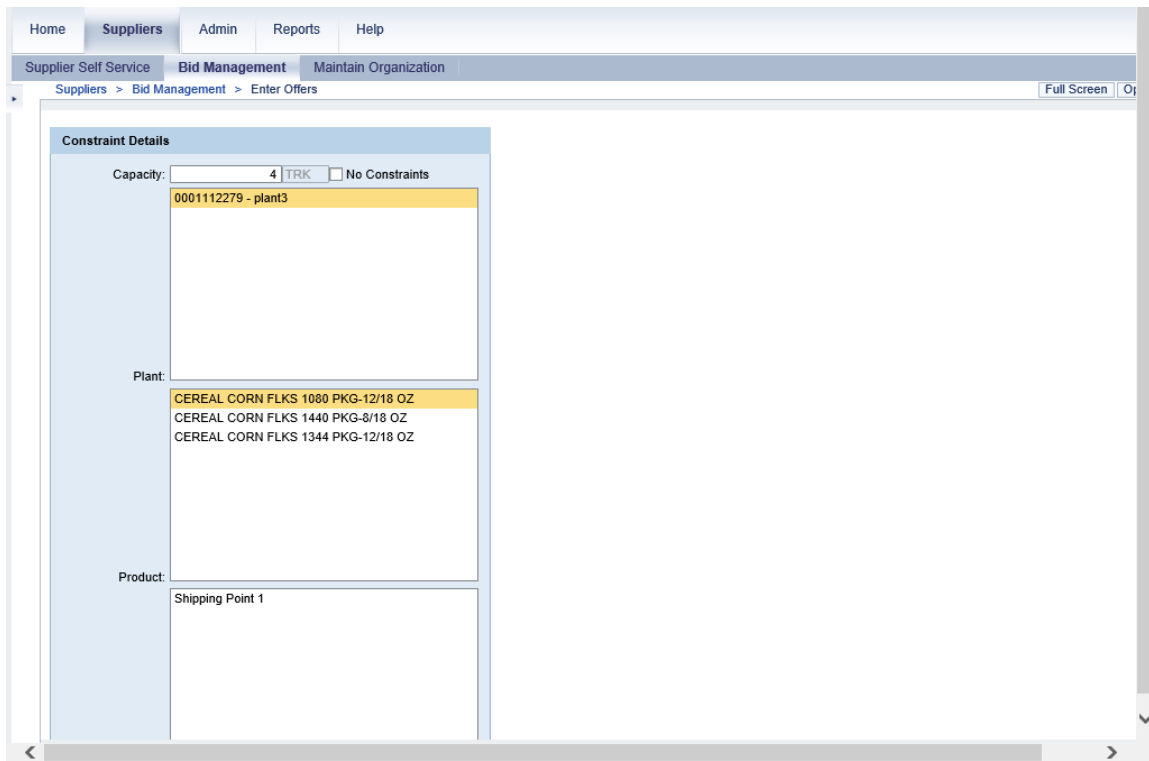



- 64.** Select a product in the **Product:** field. In this example, **CEREAL CORN FLKS 1080 PKG-12/18 OZ** is selected.



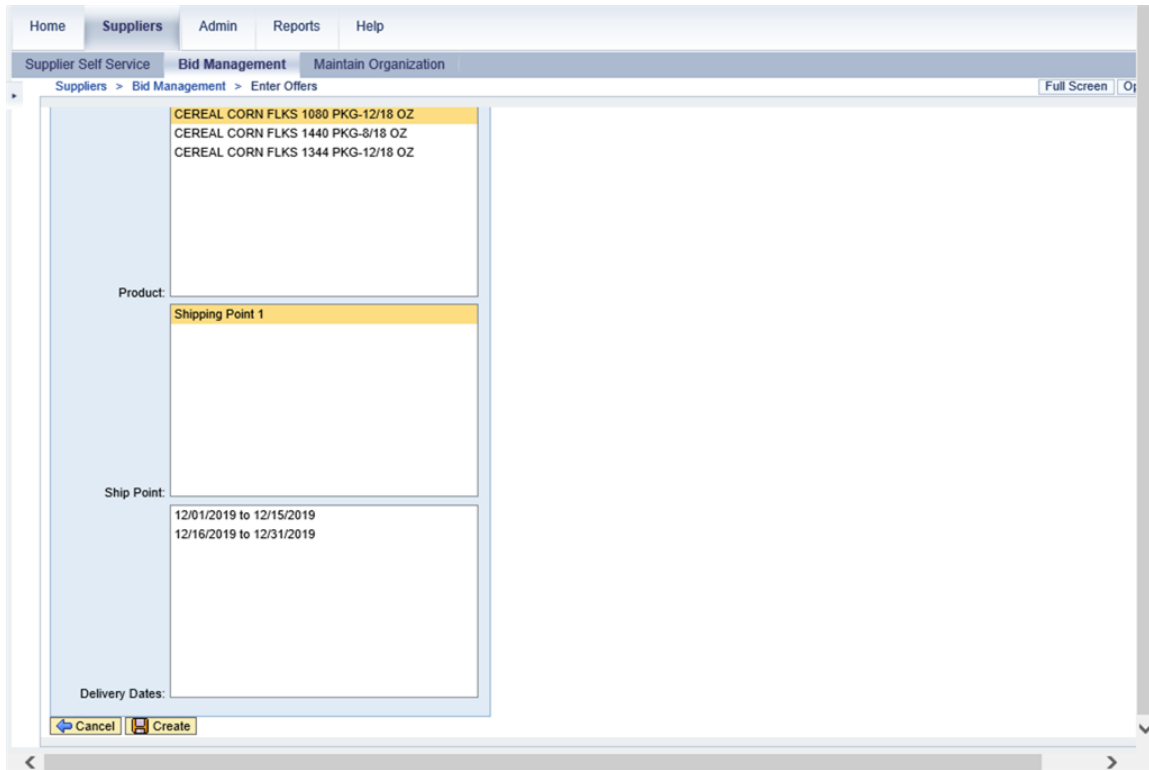
(Note) If there are multiple products to select in the **Product** field, press and hold the **CTRL** key and select another product.

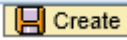
**Image: Constraint Details Screen**



65. Select an option in the **Ship Point:** field. In this example, **Shipping Point 1** (the **Shipping Point 1** option) is selected.
66. Click  (the **Down** arrow) in the vertical scrollbar to scroll to the bottom of the page.

**Image: Constraint Details Screen**

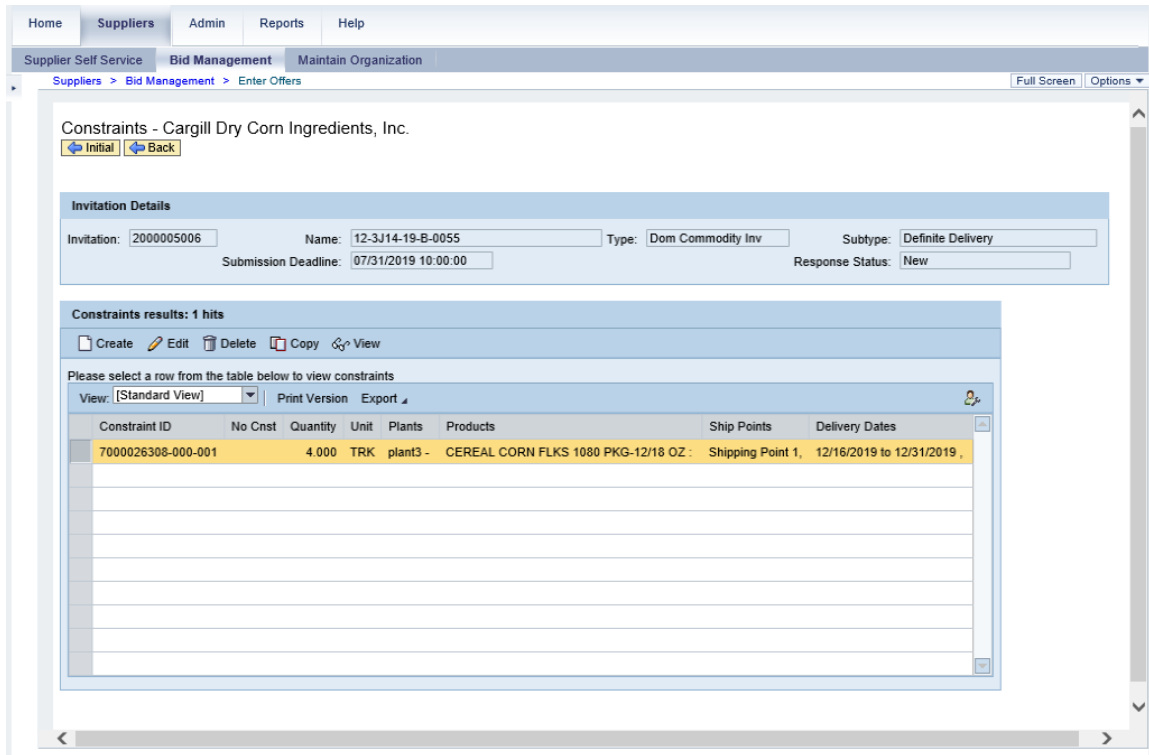


67. Click in the **Delivery Dates:** field to select an option. In this example, **12/16/2019 to 12/31/2019** is selected.
68. Click  **Create** (the **Create** button) to save the constraint details.



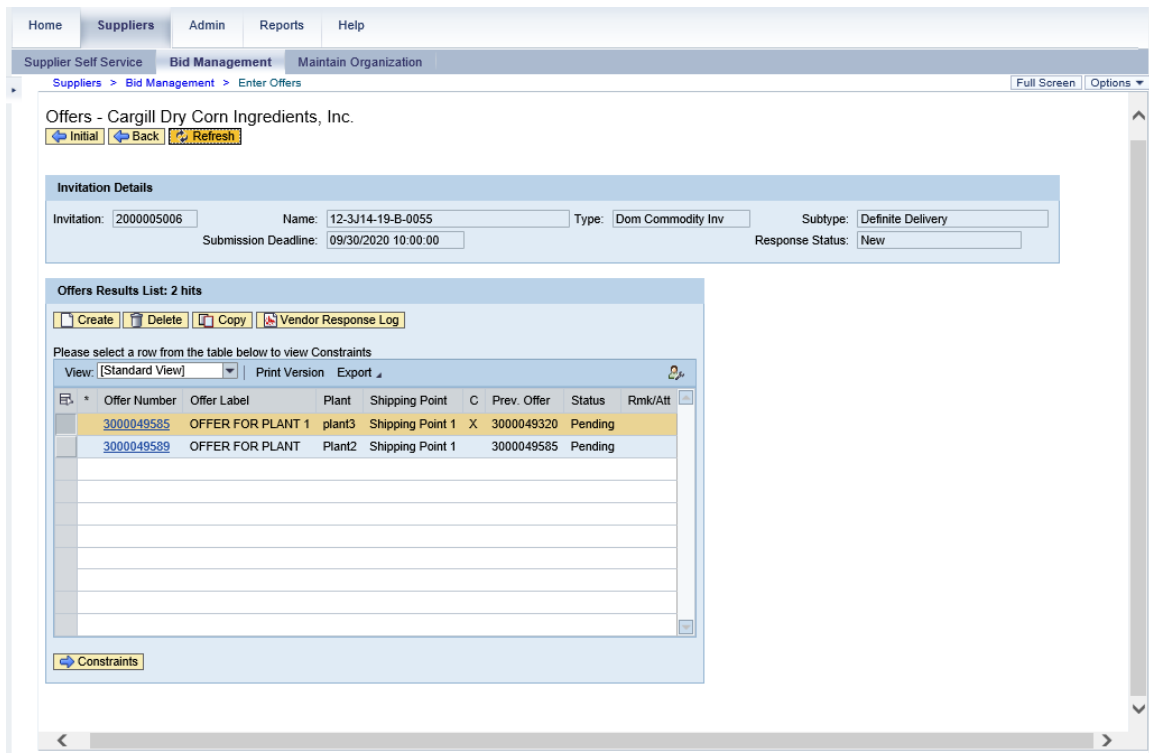
(Note) Multiple constraints are possible with different combinations of plant, commodity and delivery date.

**Image: Constraints Screen**




69. Click (the **Back** button) to return to the *Offers* screen.

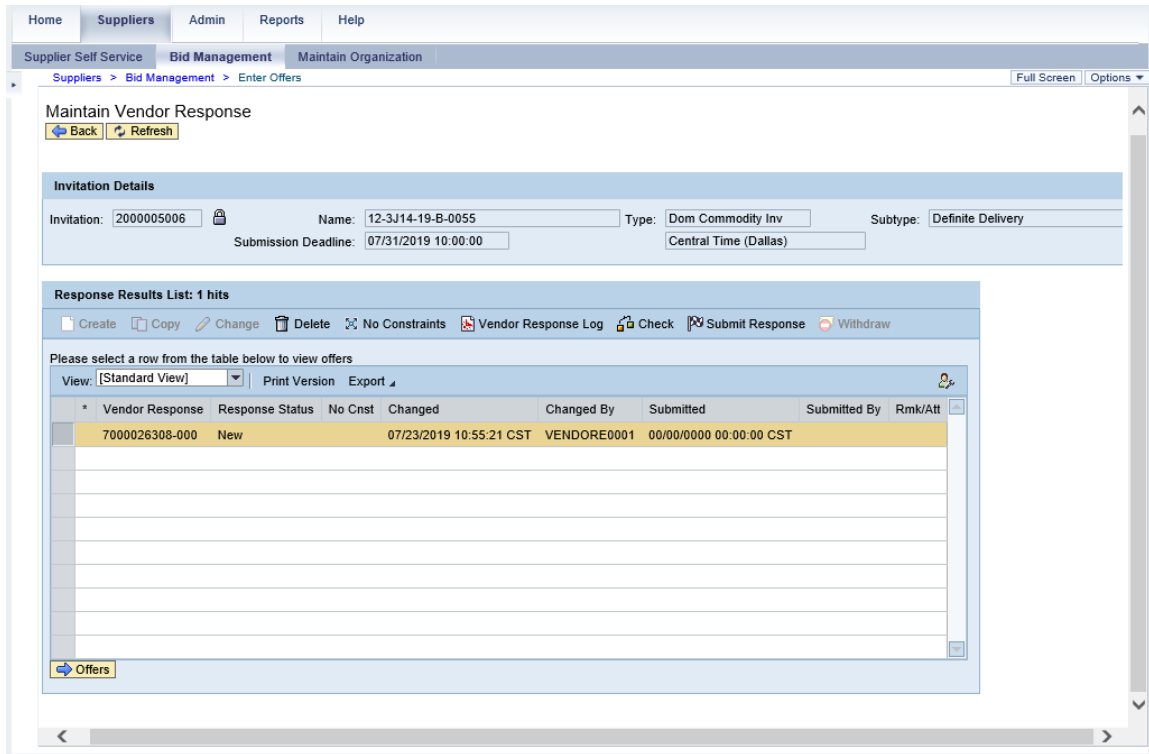
**Image: Offers Screen**

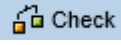




70. Click  (the **Back** button) to return to the *Maintain Vendor Response* screen.

**Image: Maintain Vendor Response Screen**

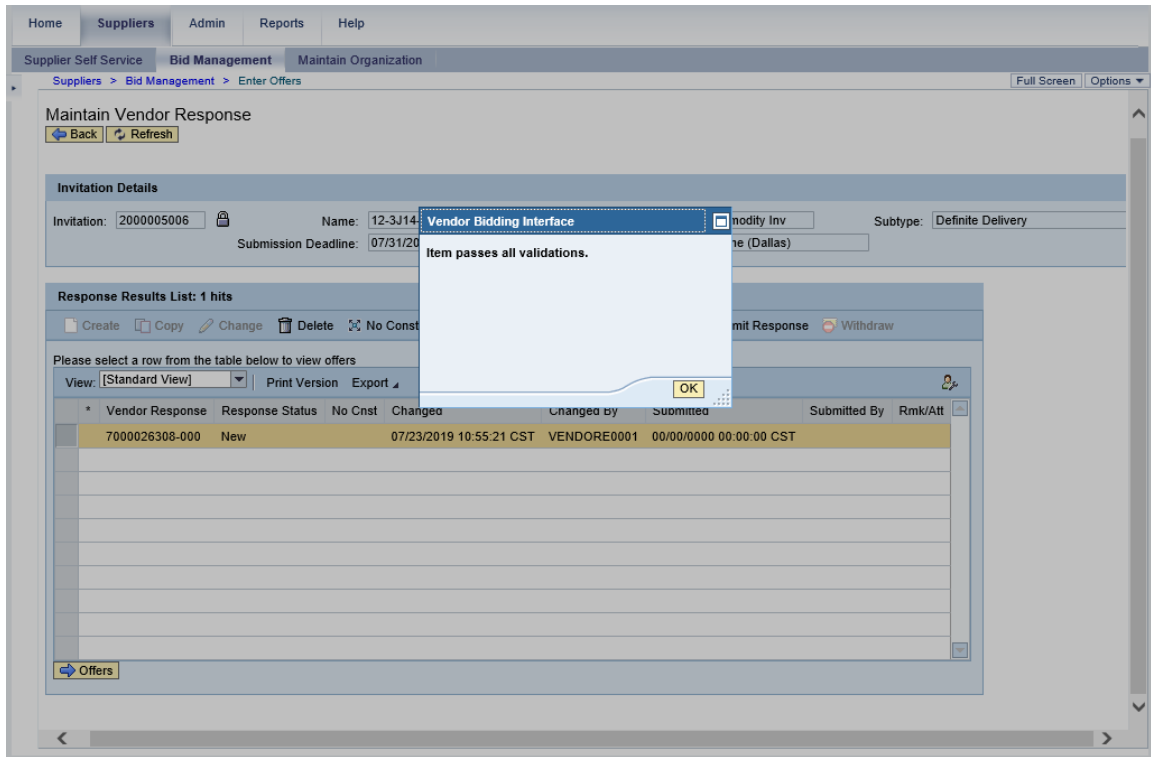


71. Click  (the **Check** button) to run validations on the bid response (offer) and constraint package. In this example, the first line items is selected.



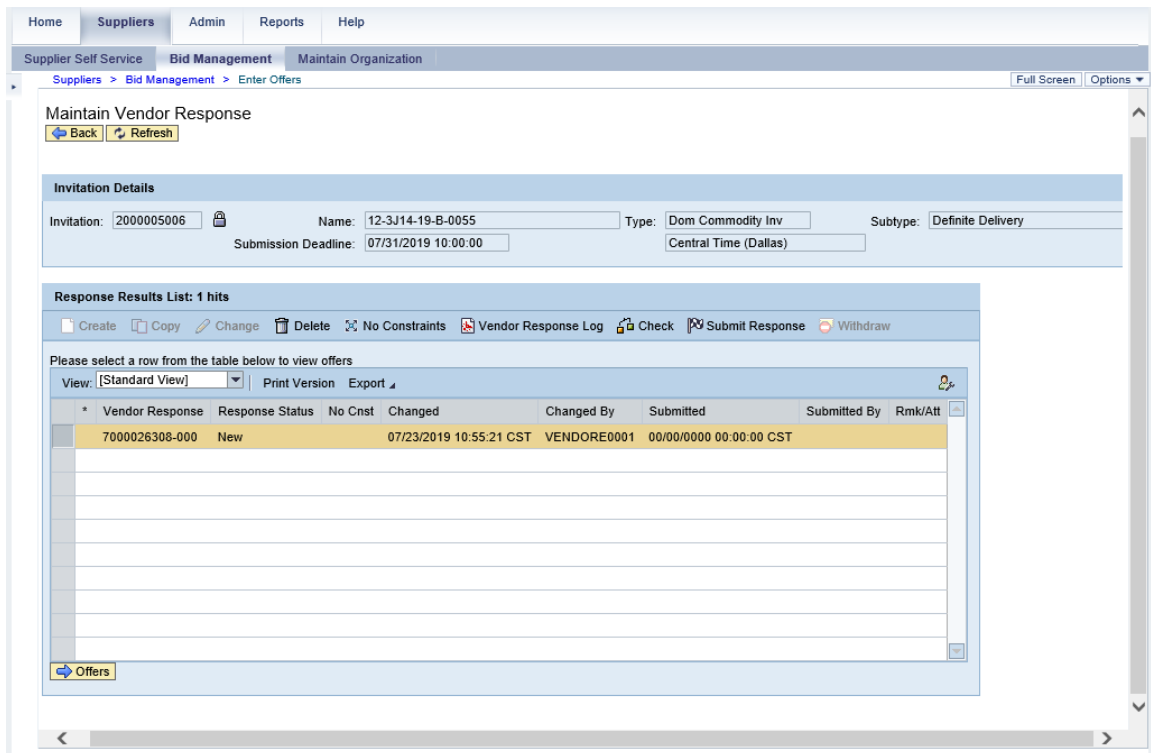
(Note) To check multiple bid responses (offers) use the **CTRL** functionality to select all that apply.

Image: Vendor Bidding Interface Pop-Up



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

Image: Maintain Vendor Response Screen

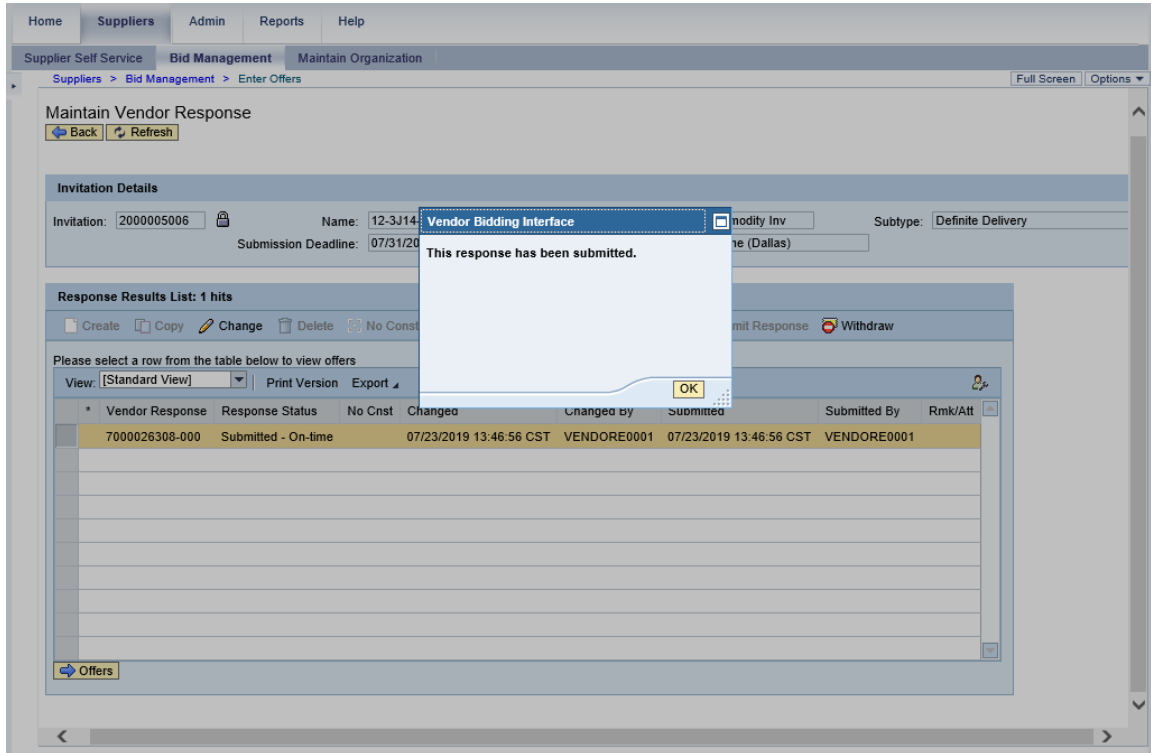



73. Click  (the **Submit Response** button) to send the response to USDA. In this example, the first line item is selected.



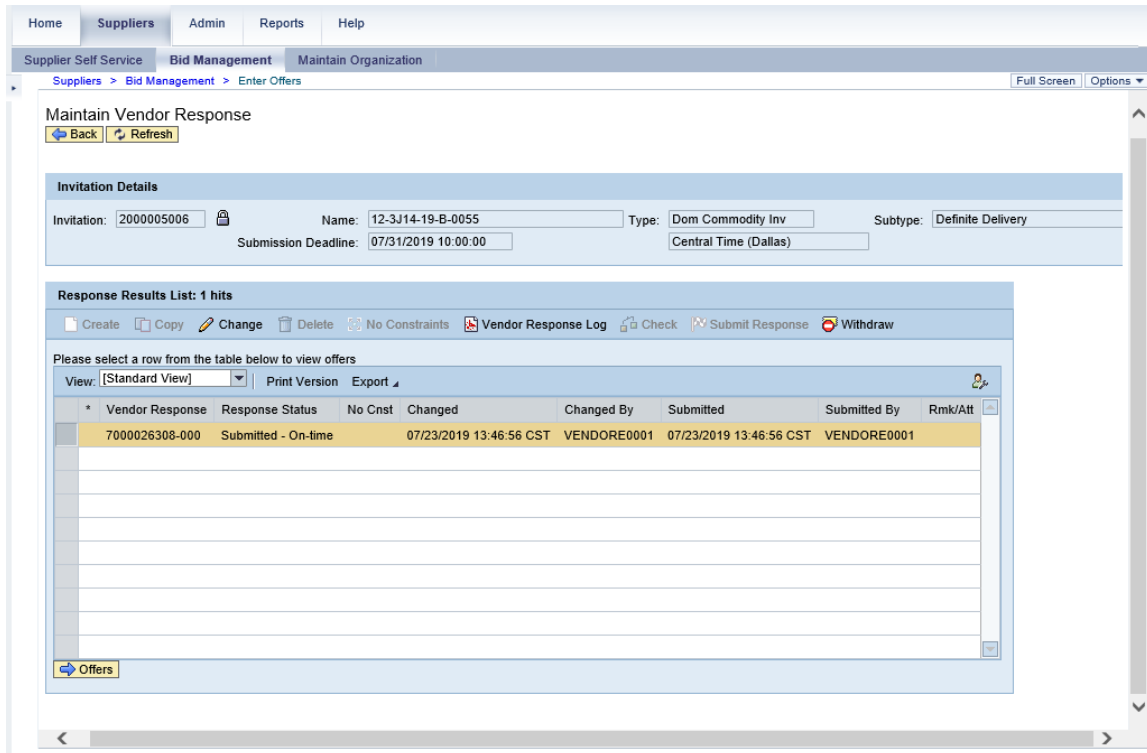
(Note) To submit multiple bid responses (offers) use the **CTRL** functionality to select all that apply.

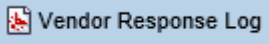
**Image: Vendor Bidding Interface Pop-Up**



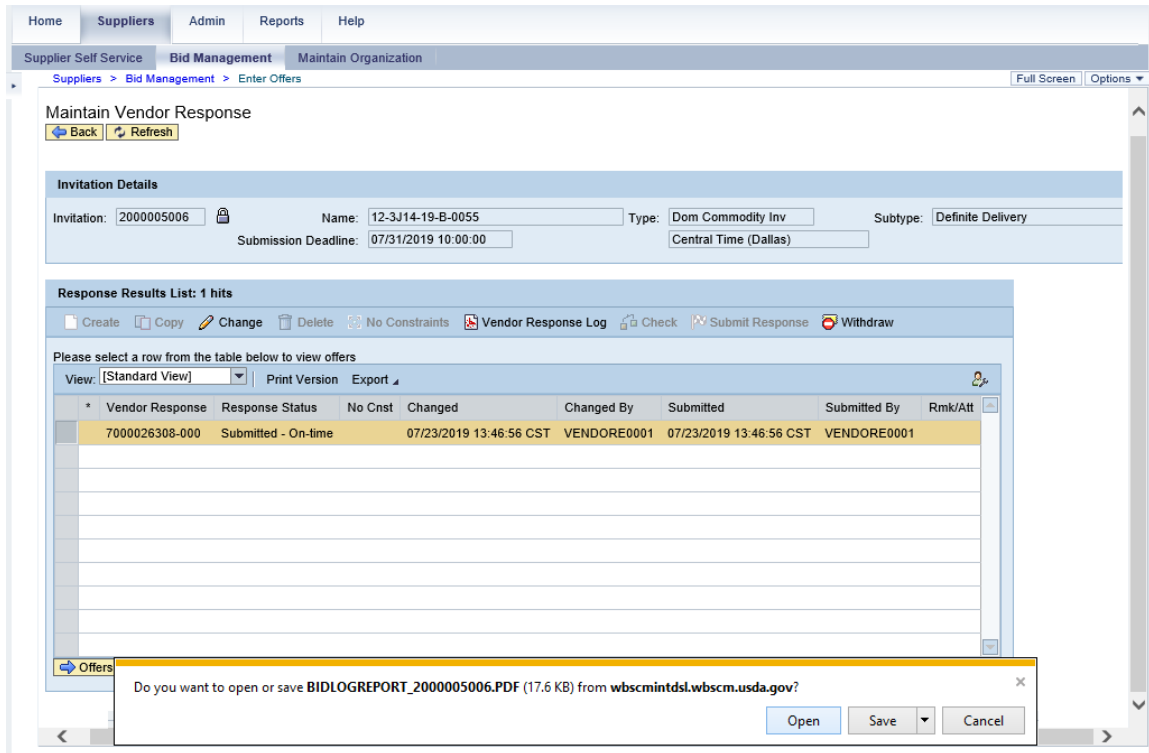
74. Click  (OK button) to close the confirmation message:

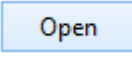
**Image: Maintain Vendor Response Screen**



75. Confirm the **Response Status** column for the vendor response states **Submitted - On-time**. This status confirms the response was submitted to USDA.
76. Click  (the **Vendor Response Log** button) for alternative confirmation that the bid was submitted to USDA.

**Image: Maintain Vendor Response Screen**



77. Click  (the **Open** button).

**Image: Vendor Response Log**

**Vendor Response Overview**

Date Submitted 07/23/2019 13:46:56 CST  
Submitted By VENDORE0001 - WBCM User  
Date Changed 07/23/2019 13:46:56 CST  
Changed By VENDORE0001 - WBCM User

**Solicitation Information**

Description 12-3J14-19-B-0055  
Number 200005006  
Vendor Response 7000026308-000  
Response Status Submitted - On-time

**Vendor Information**

ABC COMPANY  
P.O. Box 5606  
MINNEAPOLIS MN- 55440-5606

**Vendor Contact Information**

Tel :1112223333  
Fax :1112223333

**Offer Response Details:**

Offer Response #	Vendor Plant	Shipping Point/ Freight Agency	Remarks/Attachments
3000049320	plant3 23997 Cameron Parish fairfax, VA-22033-1234	Shipping Point 1 Street Rd Fairfax, VA22033	

	Ability One	SDVOSB	8(a)	Small	HubZone	Large
At Submission	No	No	No	No	No	Yes
At Open	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
7000026308-000-001	plant3 (1112279)	CEREAL CORN FLKS 1080 PKG-12/18 OZ	Shipping Point 1	12/16/2019 to 12/31/2019	4.000 /TRK

**78.** Review the bid response log to confirm the bid was submitted to USDA on time. In this example, **3000049320** displays in the **Offer Response #** field, and the **Response Status** field displays **Submitted - On-time**.



(Note) The vendor response log displays all offers that have been submitted by the vendor. USDA highly recommends saving the vendor response log to show the status of the vendor response, which should show “Submitted on Time”.



(Note) Changes can be made to this offer and it can be resubmitted prior to bid closing. Please refer to the [Change Domestic Bid Response After Submission](#) job aid for additional information on how to change and withdraw an offer.

**79.** The transaction is complete.



Work Instruction  
Create Domestic Bid Response (Offer)

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**RESULT**

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