• 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

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

Search All Forums:  Go

<table>
<thead>
<tr>
<th>Forum / Category</th>
<th>Views</th>
<th>Threads / Messages</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBSCM News and Announcements</td>
<td>40,818</td>
<td>9 / 9</td>
<td>Oct 30, 2013 1:35 PM Last Post By: ORTEGA, Roberto</td>
</tr>
</tbody>
</table>

- New content since your last visit
Navigate to Suppliers-Bid Management-Public Procurement Documents to view the applicable solicitation, attachments, amendments, awards.
Navigate to: Suppliers/Bid Management/Enter Offers

Create Vendor Response

Enter Bid Invitation Number and click the Start button.
Click on the Maintain Vendor Response button. The Bid Invitation Number is highlighted in the search results box.
Click on the Create button.

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.
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.
Expand the offer window to maximize viewing space.

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

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.
After entering plant and offer label, click on RFx Information tab-Questions.
Insert your responses to USDA’s certification questions
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

*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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<table>
<thead>
<tr>
<th>Notes</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td>The table does not contain any data</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>Conditions of Participation</td>
<td>- Empty -</td>
</tr>
<tr>
<td>Tendering Text - Header</td>
<td>- Empty -</td>
</tr>
<tr>
<td>Rights of Remains</td>
<td>- Empty -</td>
</tr>
<tr>
<td>Purchaser’s Remarks</td>
<td>- Empty -</td>
</tr>
<tr>
<td>Certificate Questions</td>
<td>- Empty -</td>
</tr>
<tr>
<td>Amendment Text</td>
<td>- Empty -</td>
</tr>
</tbody>
</table>

When finished reviewing this page, click on the 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.

To drill into the individual materials, you can either click each material group hierarchy arrow or click the Expand All hyperlink.
The Internal Item Number column matches the Solicitation Item Numbers.
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.

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

Tip: Vendor Response is not submitted at this point. A submitted offer will have a “Pending” status.
Click Create to enter constraints.
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).
The following options are available to update the constraints:
- Edit
- Delete
- Copy
- View

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

Click on the Refresh button and you will notice an X in the Constraint column.
Create Vendor Response

If ready to submit the Vendor Response, click on the Check button. This will Validate the information in the Vendor Response.
NOTE: This error message is correct because constraints are required for every delivery period for LTC state bidding.

Select OK, then Offers to get back to Constraint page to make corrections.
After making any corrections, select Check again and you should receive this confirmation message. Click OK.
If ready to submit the Vendor Response, click on Submit Response.
Create Vendor Response

Click OK
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.

A successfully submitted Vendor Response will have a Response Status of “Submitted-On-time” and “Submitted” and “Submitted By” fields are populated.
Vendor Response Log will open in a new window
How to change a Vendor Response that has been submitted to USDA

Highlight the Submitted-On-time response and click Change.
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.
Highlight the New response and click Offers.

Change Vendor Response
Click on the offer hyperlink to edit the offer.

Reminder: Offer will open in a new window.
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.
Make any necessary changes and Submit when finished.
After receiving “submit vendor response to complete the process” message, close window.
If constraints need revised, click on the Constraints button and make the necessary updates.

When all changes are complete, click on the Back button.
Highlight the New vendor response row and click Check to validate.
Change Vendor Response

Click OK
Highlight the New vendor response row and click Submit Response
Change Vendor Response

Click OK
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.
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.
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.
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.
Highlight each Offer and select Delete.
Withdraw Vendor Response - Delete

When Offer has been deleted, select the Back button.
Highlight the “New” Vendor Response and select Delete.
Withdraw Vendor Response - Delete

Click OK
Withdraw Vendor Response - Delete
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](https://srai.service-now.com)