Work Instruction
Create Domestic Bid Response (Offer)

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Invitation Number:</td>
<td>O</td>
<td>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. Example: 2000005006</td>
</tr>
<tr>
<td>Document Name:</td>
<td>O</td>
<td>Long procurement number (LPN). Example: 12-3J14-19-B-0055</td>
</tr>
</tbody>
</table>
## Create Domestic Bid Response (Offer)

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>O</td>
<td>Status of the document.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td><strong>Open</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Note) If <strong>Ended</strong> 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.</em></td>
</tr>
<tr>
<td>Transaction Type:</td>
<td>O</td>
<td>The type of product or service identified in the bid invitation from USDA.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td><strong>Dom Commodity Inv</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Note) For domestic commodity, select the <strong>Dom Commodity Inv</strong> transaction type.</em></td>
</tr>
</tbody>
</table>

The complete list of Transaction Types and their definitions include:

- **BIDP**: This transaction type is not used.
- **RFx**: This transaction type is not used.
- **Barter and Exch Inv**: 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.
- **Intl Commodity Inv**: An invitation for a commodity to fulfill an international USAID or FAS Sales Order.
- **Dom Commodity Inv**: An invitation for a commodity to fulfill a domestic FNS Sales Order. **This is the relevant selection for this transaction.**
- **Intl Freight Inv**: An invitation for freight services to ship...
Create Domestic Bid Response (Offer)

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>goods from a domestic load port to an overseas location to fulfill an international USAID or FAS Sales Order.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Intl Comm Preference</strong>: 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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Intl Frgt Preference</strong>: 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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Master/Shortfall Inv</strong>: An invitation for a commodity in a master/shortfall situation.</td>
</tr>
</tbody>
</table>

| Bid Invitation Type:   | O     | The type of bid invitation from USDA.                                                                                                               |
|                       |       | **Example:**                                                                                                                                   |
|                       |       | Definite Delivery                                                                                                                              |

| Processed Since:      | O     | Time since last processing.                                                                                                                       |
|                       |       | **Example:**                                                                                                                                   |
|                       |       | Last 30 Days                                                                                                                                  |

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

Image: Enter Offers Screen

Welcome to Enter Offers

Find Bid Invitation

- Bid Invitation Number: [2000000006]
- Status: Open
- Bid Invitation Type: [ ]
- With Responses Only: [ ]

Submit

Bid Invitation Results List: 1 hits

Note: Select a row and navigate to the Maintain Vendor Response button to continue

<table>
<thead>
<tr>
<th>Flag</th>
<th>Transaction Number</th>
<th>Name</th>
<th>Transaction Type Description</th>
<th>Subtype</th>
<th>R</th>
<th>Deadline</th>
<th>Late Deadline</th>
<th>Constraint Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2000000006</td>
<td>12.345-19.8.055-055</td>
<td>Demand: Delivery</td>
<td>Definite Delivery</td>
<td>09/30/2020 10:00:00</td>
<td>09/30/2020 10:09:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maintain Vendor Response
6. Click **Selection** button to select the appropriate bid invitation. In this example, (bid invitation 2000050006) 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 **Create** (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.
9. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OfferLabel:</td>
<td>O</td>
<td>The name or label given to the offer that the vendor is placing.</td>
</tr>
</tbody>
</table>

**Example:**
OFFER FOR PLANT 1
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 WBSCM. In this example, the first line is selected.

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

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.
17. Click **Notes and Attachments** (the Notes and Attachments sub-tab) to review or add new notes and attachments related to this bid response (offer).
18. Review the Notes and Attachments that were entered for this bid invitation. In this example, there are Tendering text - Header notes; and one attachment in the attachment section.

19. Perform one of the following:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The user needs to add Notes to the bid response for USDA to review</td>
<td>Perform the following:</td>
</tr>
<tr>
<td></td>
<td>1. Click the Bidder's Remarks (Bidder's Remarks) link.</td>
</tr>
<tr>
<td></td>
<td>2. Click Notes (the Notes button).</td>
</tr>
<tr>
<td></td>
<td>3. Click Add (the Add button) to add notes.</td>
</tr>
<tr>
<td></td>
<td>4. Enter notes for USDA.</td>
</tr>
<tr>
<td></td>
<td>5. Click OK (the OK button) to save the notes.</td>
</tr>
<tr>
<td>The user needs to add Attachments to the bid response for USDA to review</td>
<td>Perform the following:</td>
</tr>
<tr>
<td></td>
<td>1. Click Add Attachment (the Add Attachment button) in the Attachments section at the bottom of</td>
</tr>
</tbody>
</table>
If the screen.
2. Click [Browse...](the **Browse...** button).
3. Locate the file and attach it.
4. Enter a description in the Description field.
5. Click **OK** (the **OK** 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**

(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:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The user needs to enter commodity pricing for a domestic bid response (offer) in Excel - recommended for large invitation responses to improve efficiency</td>
<td>Go to Step 23.</td>
</tr>
<tr>
<td>The user needs to enter commodity pricing for a domestic bid response directly into WBSCM</td>
<td>Go to Step 40.</td>
</tr>
</tbody>
</table>

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

Image: Create RFx Response (Items) Screen

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File name:</td>
<td>R</td>
<td>The name the file is to be saved as.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: RFx 200005006 Response.xls</td>
</tr>
</tbody>
</table>

(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).
28. Click **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.*
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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Load Port Price</strong></td>
<td>O</td>
<td>The delivered price per unit of measure to a U.S. port location.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td>0.40</td>
</tr>
<tr>
<td><strong>(Note)</strong></td>
<td></td>
<td>The <strong>Load Port Price</strong> field should only be populated for offshore items.</td>
</tr>
<tr>
<td><strong>Price</strong></td>
<td>O</td>
<td>The price the vendor is willing to offer for the given product. The price is for one unit of the product.</td>
</tr>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td>0.43</td>
</tr>
<tr>
<td><strong>(Note)</strong></td>
<td></td>
<td>The price is the delivered price per unit of measure to the final location.</td>
</tr>
</tbody>
</table>
### Create Domestic Bid Response (Offer)

#### Field | R/O/C | Description
---|---|---
| 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**

32. Click (Save button).
33. Click [X] (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 [Import] (the Import button) to import the domestic commodity pricing from Excel into the Create RFx Response screen.
36. Click **Browse** (the **Browse** button) to search for the Excel file.
37. Double-click the Excel file to be imported. In this example, the RFx 2000005006 Response.xls file is selected.
38. **Click Upload** (the Upload button).
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 WBSCM and is displayed in the Price field.
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)** 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.
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 WBSCM Helpdesk for assistance.
43. Click **Print Preview** (the **Print Preview** button).
44. Click **Open** (the Open button).
45. If applicable, print the PDF document and click (the Close button) to close the PDF screen.
46. Click **X** (the Close button) to close the Display RFx Response screen.
47. **Click Offers** (the **Offers** button) to enter offer for multiple plants and/or constraints.

(Notes) 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:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The user needs to enter an offer for multiple plants</td>
<td>Go to Step 49.</td>
</tr>
<tr>
<td>The user needs to enter constraint or has no constraints</td>
<td>Go to Step 59.</td>
</tr>
</tbody>
</table>

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

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

In this example, the **Copy** option is selected.
49. Click **Copy** (the **Copy** button) to copy existing offer requirements in order to create another offer with another plant.
50. Click the copied offer in the **Offer Number** column to update the requirements. In this example, offer **3000049589** is selected.
51. Click **Edit** (the Edit button).
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.
53. Click (the Selection button) to select a vendor plant that has already been created in WBSCM. In this example, line item for Vendor Plant ID 1112278 is selected.

(Note) Only one offer per plant is allowed.
54. Click **OFFER FOR PLANT 1** (the **OfferLabel** field) and change the name. In this example, the Offer Label was updated to "OFFER FOR PLANT".

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

- Questions
- Price
- Shipping Point
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.
56. Click ✗ (the Close button) to go back to the Entry Offer Screen.
57. Click the Refresh button.

58. If applicable, repeat Steps 49 to 57 to enter additional offers.

59. Perform one of the following:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The user needs to enter constraints</td>
<td>Go to Step 60.</td>
</tr>
<tr>
<td>The user has no constraints</td>
<td>1. Click (the Back button) to return to the Maintain Vendor Response screen.</td>
</tr>
<tr>
<td></td>
<td>2. Click (the No Constraints button).</td>
</tr>
<tr>
<td></td>
<td>3. Go to Step 71.</td>
</tr>
</tbody>
</table>
60. Click **Constraints** (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.
61. Click **Create** (the Create button) to create the constraint document.

(Note) At least ONE constraint detail must be selected in each field that has data.
62. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity:</td>
<td>R</td>
<td>The maximum amount of the quantity possible for a vendor to produce for USDA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: 4</td>
</tr>
</tbody>
</table>

(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.
63. Select an option in the **Plant** field. In this example, 000112279 - plant3 (0001112279 - plant3) is selected.
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.
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.
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 (the **Create** button) to save the constraint details.

(Note) Multiple constraints are possible with different combinations of plant, commodity and delivery date.
69. Click \( \text{Back} \) (the Back button) to return to the Offers screen.

Image: Offers Screen
70. Click \(\text{Back}\) (the Back button) to return to the Maintain Vendor Response screen.

Image: Maintain Vendor Response Screen

71. Click \(\text{Check}\) (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.
72. Click **OK** (the OK button) to close the confirmation message.

Image: Maintain Vendor Response Screen
73. Click **Submit Response** (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** (OK button) to close the confirmation message:
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.
77. Click **Open** (the Open button).
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.
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.