Domestic Commodity Offshore Bidding Job Aid for WBSCM
Prices entered in the Price column on the Item overview screen represent a delivered price per unit of measure (in this example, per pound) to the final destination.

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Description</th>
<th>Lot</th>
<th>Product ID</th>
<th>Required Quantity</th>
<th>Unit</th>
<th>Price</th>
<th>Currency</th>
<th>Price Per</th>
<th>Delivery Date</th>
<th>Total Value</th>
<th>RFx / Response</th>
<th>RFx / Response</th>
<th>Internal Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>PASTA, OTHER</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
<td></td>
<td>USN</td>
<td>0.0000</td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>0002</td>
<td>RICE, GRAN</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
<td></td>
<td>USN</td>
<td>0.0000</td>
<td></td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>0002 01.01</td>
<td>RICE USH#1 MEDIUM GRAIN BAG-25 LB</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
<td></td>
<td>USN</td>
<td>0.0000</td>
<td></td>
<td>0.0000</td>
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<tr>
<td>0002 01.01</td>
<td>OFFSHORE: HLC III</td>
<td></td>
<td></td>
<td>0.0000</td>
<td></td>
<td></td>
<td>USN</td>
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<tr>
<td>0002 01.01</td>
<td>RICE USH#1 MEDIUM GRAIN 840-25 LB</td>
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<td>42,000.000</td>
<td>LB</td>
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<td>USN</td>
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<td>01/15/2015</td>
<td>240</td>
<td>0.0000</td>
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<td>0.0000</td>
</tr>
</tbody>
</table>
To enter a price delivered to the U.S. port location, Click on Line Number hyperlink ---OR---- Highlight line and select Details

Either selection will open the Item Details section at the bottom of the screen for that particular line item.

In this example, the first line in the Item Details section-Conditions tab, “Price (Contract/Bid)” is the price entered on the Item Overview above and is the offeror’s price per pound to deliver the product to the final offshore destination.
IMPORTANT: To enter a price to the U.S. port location, you must be on the Item Details - Conditions tab, NOT the Header Conditions tab.

To enter a price to the U.S. port location, select Add Condition.

On the newly added line, use the dropdown to select Offshore Port Costs Location-Dependent.
In Location field, select matchcode icon, and a search box will open. Leave search criteria fields blank, and click Start Search.
When results appear, highlight the applicable U.S. port location, and click OK.
The U.S. port location abbreviation will be displayed. Please press Enter and wait a few moments for the Location Name field to be auto-populated.
Once the Location Name field has been populated, the Amount field will open and you may enter the delivered price per pound to this port location.

Reminder on Item Details-Conditions tab:
- **Price (Contract/Bid)** = delivered price per unit of measure to final destination
- **Offshore Port Costs Location-Dependent** = delivered price per unit of measure to U.S. port location
You will notice the Price field for this item is now displayed as “See Conditions.” Clicking on this link will open the Item Details -Conditions tab below if changes are needed.

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.

Offshore Bidding tips

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.
Selecting Print Preview opens a pdf view of your offer.

This line represents the delivered price to the U.S. port location of Los Angeles, CA.

This line represents the delivered price to the final destination of Hilo, HI.

Offshore Bidding tips