February 2, 2016

Prior to being able to submit offers in response to the Request For Proposals (RFP) solicitation, a potential vendor must be registered and active in System for Award Management (SAM) and be entered in WBSCM. Once a vendor has been entered in WBSCM and a user has successfully been added to WBSCM the following instructions will be used for submitting offers under the RFP.

Navigate to: Suppliers ➔ Bid Management ➔ Enter Offers
Enter RFP solicitation number: 2*XXXX

Click Start. The solicitation should display in the search results.

Highlight the applicable solicitation row, click maintain vendor response at bottom of page.
Submitting offers in WBSCM for the Florida Pilot Vendors

Click “Create” on the Vendor Response page, a new pop-window will be opened.

Pop window opened “Create RFx Response”
Submitting offers in WBSCM for the Florida Pilot Vendors

Enter offer label, Florida Pilot (Optional)

Select plant that was entered in WBSCM and approved by the WBSCMAMSHelpdesk. Click on the white box to the right of the text box.
Submitting offers in WBSCM for the Florida Pilot Vendors

Select plant from the pop-window and click OK.

Go to questions tab

Scroll to right and answer all questions
Submitting offers in WBSCM for the Florida Pilot Vendors

Click on the Notes and Attachments tab

Go to Attachment section and click add attachment
Submitting offers in WBSCM for the Florida Pilot Vendors

Browse to location of the file located on your local device that you need to attach.

Click “Open”

**Note:** File name cannot exceed 60 characters otherwise one will receive an error message that file name is too long.

File will display under the Attachment location if it was successfully uploaded.

You will be able to delete and edit the file description of the uploaded file if needed.

Continue to follow the same steps to add additional attachments.
Submitting offers in WBSCM for the Florida Pilot Vendors

Once all documents have been added, click “Check”

Should receive message: “RFx response is complete and contains no errors”
After the confirmation of no errors, click on “SUBMIT”.

Note: This is NOT the final submission.

Once submitted, message will be displayed:
“RFx response 3XXXXXXXX saved. Submit the vendor response to complete the process”

Close the pop-up window
Submitting offers in WBSCM for the Florida Pilot Vendors

Vendor response page is displayed. Click on “Offers”. This will take you to the Offers page.

Click “Refresh” (if response does not show pending) Offers page status needs to be pending.
Submitting offers in WBSCM for the Florida Pilot Vendors

When the Status shows – Pending, Click "Back"

This will take you to the Vendor response page to submit the final offer

Click "Check"
Submitting offers in WBSCM for the Florida Pilot Vendors

Pop window showing “Item passes all validations”
Click “OK”

Click “Submit response”. This step will submit the offer to USDA for review after bid closing.
Submitting offers in WBSCM for the Florida Pilot Vendors

Should receive message “This response has been submitted”. Click OK
Vendor response shows offer has been submitted on time with the date and time it was submitted

One has the option to view or print the vendor response log by clicking on the “Vendor Response Log”. AMS highly suggests printing the Vendor Response Log to show that the bid was submitted on time.
Adobe file is created with all responses shown under the offer. A pop-up displays of the vendor response overview.

Response Status should show “Submitted On-time”