



***EXT430 -
Domestic Commodity Bidding***

WBSCM External Exercise Guide

April 2010

Lesson 2	Accessing Bid Invitations (Solicitations) on the Public Procurement Page
Exercise	2.1 – Display Bid Invitation (Solicitation) from Public Procurement Documents Page

Situation

You are a commodity vendor and you want to view a bid invite that was posted to the public procurement page.

Procedure

1. Navigate to: Suppliers > Bid Management > Public Procurement Documents
2. Click the appropriate agency/program within the explorer tree
3. Click the current year link.
4. Click the appropriate month in the year.
5. Click the **Bid Invitations (Solicitations)** folder.
6. Select the bid invitation folder you want to view. See data sheet. (Note: Bid Invitation numbers appear in the LPN format.)
7. View the content of the folder:
 - a. PDF output of bid invitation
 - b. SF33 form
 - c. Provisions and Terms

Questions

Question 1

What is the material on this bid invitation?

Answer

Question 2

What is the bid submission date?

Answer



Lesson 3	Submitting a Vendor Response (Offer/Quote)
Exercise	3.1 – Vendor Response (Single Offer)

Situation

You are a vendor and you find a bid invitation you want to submit a bid for it.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the Transaction Type drop down and select **Dom Commodity INV**.
3. Click the **Start** button to execute your search.
4. Click the grey box next to the Bid Invitation (Solicitation). **See Data Sheet**.
5. Click the **Maintain Vendor Response** button at the bottom of the page.
6. Click the **Create** button in the middle of the Vendor Response page.
7. Click the **Offers** button at the bottom of the page.
8. Click the **Create** button in the middle of the Offers page. The Display Dom Commodity Inv pop-up screen will appear.
9. Click the **Create** button at the top of the page.
10. Answer each of the questions/statements within the **Attributes** tab.
11. Click the **Basic Data** hyperlink
12. Complete the following fields:

Field	Value
Offer Label	Dom Commodity Offer – XX (XX your initials)

13. Click in the **Search** button next to the **Shipping Point** field.
14. Click on the **First Hyperlink** in Search Results.
15. Click in the **Search** button next to the **Vendor Plant** field.
16. Click on the **First Hyperlink** in Search Results.
17. Click the **Item Data** tab.
18. Complete the following fields for each line item you want to enter an offer:

Field	Value
Price	\$5.34

19. Click the **Check** button.
20. Click the **OK** button to close the confirmation pop-up window.
21. Click the **Submit** button. A confirmation pop-up window opens with the message, “*Offer/Bid xx-xxxx-x-xx-xxxx saved. Submit the Vendor response to complete the process.*”
22. Click the **OK** button.
23. Close the Display Bid browser window.
24. Click the **Refresh** button at the top of the Offers page to view the most recent updates to your Offers.
25. Note the **Offer Number** _____
26. Click the **Back** button.
27. Note the **Vendor Response** number _____

Questions

Question 1

What is the material on this bid invitation?

Answer

Question 2

What is the bid submission date?

Answer

Lesson 3	Submitting a Vendor Response (Offer/Quote)
Exercise	3.2 – Vendor Response (Additional Offer)

Situation

You are a vendor and you want to submit a second bid, for a different plant, for a bid invitation.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the Transaction Type drop down and select **Dom Commodity INV**.
3. Click the **Start** button to execute your search.
4. Click the grey box next to the Bid Invitation (Solicitation). **Use the same bid invitation and line number from exercise 3.1.**
5. Click the **Maintain Vendor Response** button at the bottom of the page.
6. Click the **Grey Box** next to the existing vendor response to highlight the response.
7. Click the **Offers** button at the bottom of the page.
8. Click the **Create** button in the middle of the Offers page. The Display Dom Commodity Inv pop-up screen will appear.
9. Click the **Create** button at the top of the page.
10. Click the **Ok** button to acknowledge the pop-up message window
11. Answer each of the questions/statements within the **Attributes** tab.
12. Click the **Basic Data** hyperlink
13. Complete the following fields:

Field	Value
Offer Label	Dom Commodity Offer 2– XX (XX your initials)

14. Click in the **Search** button next to the **Shipping Point** field.
15. Click on the **Second Hyperlink** in Search Results.
16. Click in the **Search** button next to the **Vendor Plant** field.
17. Click on the **Second Hyperlink** in Search Results.
18. Click the **Item Data** tab.
19. Complete the following fields for each line item you want to enter an offer:

Field	Value
Price	\$6.14

20. Click the **Check** button.
21. Click the **OK** button to close the confirmation pop-up window.
22. Click the **Submit** button. A confirmation pop-up window opens with the message, “*Offer/Bid xx-xxxx-x-xx-xxxx saved. Submit the Vendor response to complete the process.*”
23. Click the **OK** button.
24. Close the Process Bids window.
25. Click the **Refresh** button at the top of the Offers page to view the most recent updates to your Offers.
26. Note the new **Offer Number** _____

Questions

Question 1

What is the Shipping Point you selected?

Answer



Lesson 4	Submitting a Vendor Response (Offer/Quote)
Exercise	3.2A – Copy an Existing Offer

Situation

You are a vendor and you have submitted (saved) an offer for one of your plants. Instead of entering another offer as in exercise 3.2, you can copy the information from an existing offer to create another offer for a different plant.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the **Transaction Type** drop down and select **Dom Commodity INV**.
3. Click the **Start** button to execute your search.
4. Click the grey box next to the Bid Invitation (Solicitation). **Use the same bid invitation from exercise 3.2.**
5. Click the **Maintain Vendor Response** button at the bottom of the page.
6. Click the **Offers** button at the bottom of the page.
7. Highlight the Offer line you want to copy.
8. Click the **Copy** button.
9. Click the hyperlink on the new offer line.
10. Click the **Change** button at the top of the window.
11. Edit the following field:

Field	Value
Offer Label	Dom Commodity Offer 2– XX (XX your initials)

Note: Since you can only have one offer per plant, you need to change your shipping point and plant on this new offer.

12. Click in the **Search** button next to the **Shipping Point** field.
13. Click on the second shipping point hyperlink in Search Results.
14. Click in the **Search** button next to the **Vendor Plant** field.
15. Click on the second plant hyperlink in Search Results.
16. Click on the **Item Data** tab.
17. **Optional:** change the pricing on line items, as needed.

18. Click the **Check** button.
19. Click the **OK** button to close the confirmation pop-up window.
20. Click the **Submit** button. A confirmation pop-up window opens with the message, “*Offer/Bid xx-xxxx-x-xx-xxxx saved. Submit the Vendor response to complete the process.*”
21. Click the **OK** button.
22. Close the Process Bids window.
23. Click the **Refresh** button at the top of the Offers page to view the most recent updates to your Offers.
24. Note the new **Offer Number**_____

Note: if there are 2 offers for the same plant, delete the older offer.

Questions

Question 1

True/False: When copying an existing offer, pricing for all line items is copied?

Answer

Lesson 3	Submitting a Vendor Response (Offer/Quote)
Exercise	3.3 – Vendor Constraints

Situation

You are a vendor and you want to provide constraints for the two offers you just created.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the Transaction Type drop down and select **Dom Commodity INV**.
3. Click the **Start** button to execute your search.
4. Click the grey box next to the Bid Invitation (Solicitation). **Use the same bid invitation and offers from exercise 3.2A.**
5. Click the **Maintain Vendor Response** button at the bottom of the page.
6. Click the **Grey Box** next to the existing vendor response to highlight the response.
7. Click the **Offers** button at the bottom of the page.
8. Click the **Grey Box** next to the first vendor offer to highlight the response.
9. Press the control key and click the **Grey Box** next to the second vendor offer to highlight both responses.
10. Click the **Constraints** button at the bottom of the page.
11. Click the **Create** button in the middle of the page.
12. Complete the Following fields:

Field	Value
Capacity	100000

13. Click the **First Plant** in the plant field.
14. Click on the **Product**.
15. Click on the **First Shipping Point** in the shipping point field.
16. Click on the **Delivery Period**.
17. Click the **Create** button within the Constraint Details section.
18. Click the **Create** button in the middle of the page.

19. Complete the Following fields:

Field	Value
Capacity	50000

20. Click the **Second Plant** in the plant field.
21. Click on the **Product**.
22. Click on the **Second Shipping Point** in the shipping point field.
23. Click on the **Delivery Period**.
24. Click the **Create** button within the Constraint Details section.
25. Click the **Back** button.
26. Click the **Back** button.
27. Click the **Check** button.
28. Click the **OK** button to acknowledge pop-up message.
29. Click the **Submit Response** button.
30. Click the **OK** button to acknowledge the pop-up message.

Questions

Question 1

What is the Delivery Period?

Answer

Lesson 4	Copying Vendor Responses
Exercise	4.2 – Copy from an existing bid response

Situation

You are a vendor and you have submitted a response earlier. You want to copy the information from the previously submitted bid to a new bid you are creating. This allows you to make changes to a previously submitted bid. This new bid will replace the original bid when it is submitted.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the **Transaction Type** drop down and select **Dom Commodity INV**.
3. Click the **With Responses Only** check box.
4. Click the **Start** button to execute your search.
5. Click the grey box next to the Bid Invitation (Solicitation). **Use the same bid invitation from exercise 3.3.**
6. Click the **Maintain Vendor Response** button at the bottom of the page.
7. Click the **Change** button in the middle of the Vendor Response page.
8. Highlight the **New** offer line.
9. Click the **Offers** button at the bottom of the page.
10. Click the **Create** button in the middle of the Offers page. The Display Dom Commodity Inv pop-up screen will appear.
11. Click the **Create** button at the top of the page.
12. Click **Ok** to acknowledge the pop-up message.
13. Answer each of the questions/statements within the **Attributes** tab.
14. Click the **Basic Data** hyperlink.
15. In the Copy from field, click the **Search Icon**.
16. Click the **Bid Resp** hyperlink.
17. In the Copy from Bid/Preferences field, click the **Search Icon**.
18. Click the **Hyperlink** for the bid you want to copy from.

19. Complete the following fields:

Field	Value
Offer Label	Dom Commodity Offer 3– XX (XX your initials)

20. **OPTIONAL:** Change the **Shipping Point** and **Vendor Plant** as needed.

21. Click the **Item Data** tab.

22. Complete the following fields for each line item you want to enter an offer:

Field	Value
Price	\$5.74

23. Click the **Check** button.

24. Click the **OK** button to close the confirmation pop-up window.

25. Click the **Submit** button. A confirmation pop-up window opens with the message, “*Offer/Bid xx-xxxx-x-xx-xxxx saved. Submit the Vendor response to complete the process.*”

26. Click the **OK** button.

27. Close the Display Bid window.

28. Click the **Refresh** button at the top of the Offers page to view the most recent updates to your Offers.

29. **Note:** There can only be one offer per vendor plant. If there are two offers for a plant, delete the older offer.

30. Click the **Back** button.

31. Click the **Check** button.

32. Click the **Ok** button.

33. Click the **Submit Response** button.

34. Click the **Ok** button.

Questions**Question 1**

True/False: When changing a response that has already been submitted to USDA, the status of the old response changes to Deleted?

Answer

Lesson 5	Submitting a Vendor Response (Offer/Quote)
Exercise	5.1 – Enter Pricing for Substitutions and Multi-Stop Invitations

Situation

You are a vendor and you want to submit a bid for a bid invitation that has substitution and multi stop lines. This exercise will cover both the substitution and multi-stop scenarios.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the Transaction Type drop down and select **Dom Commodity INV**.
3. Click the **Start** button to execute your search.
4. Click the grey box next to the Bid Invitation (Solicitation). **See Data Sheet**.
5. Click the **Maintain Vendor Response** button at the bottom of the page.
6. Click the **Create** button in the middle of the Vendor Response page.
7. Click the **Offers** button at the bottom of the page.
8. Click the **Create** button in the middle of the Offers page. The Display Dom Commodity Inv pop-up screen will appear.
9. Click the **Create** button at the top of the page.
10. Answer the questions/statements within the **Attributes** tab, as needed.
11. Click the **Basic Data** hyperlink
12. Complete the following fields:

Field	Value
Offer Label	Dom Com Sub and Multi Stop– XX (XX your initials)

13. Click in the **Search** button next to the **Shipping Point** field.
14. Click on the **First Hyperlink** in Search Results.
15. Click in the **Search** button next to the **Vendor Plant** field.
16. Click on the **First Hyperlink** in Search Results.
17. Click the **Item Data** tab.

18. Complete the following fields for the Substitution materials:

Field	Value
Price (first material)	\$4.34
Price (second material)	4.25
Price (third material)	4.30

Note: For Substitutions, you can enter pricing for one or more of the substitute materials.

19. Click the **Next page** link in the lower right part of the screen.

20. Complete the following fields for the Multi-Stop materials:

Field	Value
Price (first material)	\$44.75
Price (second material)	44.75

Note: For Multi-Stop materials, you must enter a price for all materials and the price must be the same for all lines.

21. Click the **Check** button.

22. Click the **OK** button to close the confirmation pop-up window.

23. Click the **Submit** button. A confirmation pop-up window opens with the message, “*Offer/Bid xx-xxxx-x-xx-xxxx saved. Submit the Vendor response to complete the process.*”

24. Click the **OK** button.

25. Click the **Refresh** button at the top of the Offers page to view the most recent updates to your Offers.

Questions

Question 1

True/False. The vendor can submit different pricing for each substitute item?

Answer

Question 2

True/False. The vendor can submit different pricing for each multi-stop item?

Answer

Lesson 5	Submitting a Vendor Response (Offer/Quote)
Exercise	5.2 – Enter Pricing for Domestic Offshore

Situation

You are a vendor and you find a bid invitation you want to submit a bid for a bid invitation from the public procurement page that has a domestic off shore ship to.

Procedure

1. Navigate to: Suppliers > Bid Management > Enter Offers
2. Click the Transaction Type drop down and select **Dom Commodity INV**.
3. Click the **Start** button to execute your search.
4. Click the grey box next to the Bid Invitation (Solicitation). **See Data Sheet**.
5. Click the **Maintain Vendor Response** button at the bottom of the page.
6. Click the **Create** button in the middle of the vendor response page.
7. Click the **Offers** button at the bottom of the page.
8. Click the **Create** button in the middle of the Offers page. The Display Bid pop-up screen will appear.
9. Click the **Create** button at the top of the page.
10. Answer the questions/statements within the **Attributes** tab, as needed.
11. Click the **Basic Data** hyperlink
12. Complete the following fields:

Field	Value
Offer Label	Dom Commodity Offer 5– XX (XX your initials)

13. Click in the **Search** button next to the **Shipping Point** field.
14. Click on the **Second Hyperlink** in Search Results.
15. Click in the **Search** button next to the **Vendor Plant** field.
16. Click on the **Second Hyperlink** in Search Results.
17. Click the **Item Data** tab.
18. For the Off Shore Anchorage, AK material (line 140), complete the following fields:

Field	Value
Amount	\$26.14

19. Click the **Conditions** icon for the offshore material. (Looks like a handshake.)
20. Click the **Condit. Type** drop down and select **Price (Contract Bid)**.
21. Click the next available **Condit. Type** drop down and select **Offshore Port Costs Objects GUID/Inventory Location**.
22. Click the **Location** drop down and select "..."
23. Click the **Start** button.
24. Click the **O-Sea-Seattle, WA** hyperlink in the search results area.
25. Complete the following fields:

Field	Value
Amount	\$5.98

26. Click the **Check** button.
27. Click the **OK** button to close the confirmation pop-up window.
28. Click the **Submit** button. A confirmation pop-up window opens with the message, "*Offer/Bid xx-xxxx-x-xx-xxxx saved. Submit the Vendor response to complete the process.*"
29. Click the **OK** button.
30. Close the Display Bid window
31. Click the **Refresh** button at the top of the Offers page to view the most recent updates to your Offers.
32. Click the **Back** button.
33. Click the **No Constraints** button
34. Click the **Ok** button.
35. Click the **Check** button.
36. Click the **Ok** button.
37. Click the **Submit Response** button.
38. Click the **Ok** button.

Questions

Question 1

What is your Offer Number?

Answer

Question 2

True/False. When you click the No Constraints button before submitting the bid, all offers have no constraints?

Answer