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 exported and entered into a spreadsheet; and then imported back into WBSCM. This transaction can be performed for non-offshore regular items as well as to enter offshore prices to the US port and to the final destination, both directly in WBSCM or using the download/upload Excel spreadsheet process.

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)

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 - Find Bid Invitation Screen**

   ![Image of 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.</td>
</tr>
<tr>
<td>Document Name:</td>
<td>O</td>
<td>Long procurement number (LPN).</td>
</tr>
<tr>
<td>Status:</td>
<td>O</td>
<td>Status of the document.</td>
</tr>
</tbody>
</table>

(Note) If “Ended” status is selected, no search results will appear as ended.
<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>means the solicitation/bid has been closed and it is no longer possible to enter an offer.</td>
<td></td>
<td></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>Example:</td>
<td></td>
<td>Dom Commodity Inv</td>
</tr>
<tr>
<td>(Note) For domestic commodity, select the Dom Commodity Inv transaction type.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A complete list of Transaction Types and their definitions includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BIDP: Not an applicable option because it will not retrieve any data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• RFx: Not an applicable option because it will not retrieve any data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Intl Commodity Inv: An invitation for a commodity to fulfill an international USAID or FAS Sales Order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Dom Commodity Inv: An invitation for a commodity to fulfill a domestic FNS Sales Order. This is the relevant selection for this transaction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Intl Freight Inv: An invitation for freight services to ship</td>
<td></td>
<td></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></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 Inv 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 desired, click [With Responses Only](#) (the **With Responses Only** checkbox) to locate only bid invitations with associated responses or bids.
5. Click **Start** (the **Start** button) to execute the search.
6. The search result(s) is displayed in bottom. Click (the Selection button) to highlight the desired bid invitation. In this example, bid invitation 200004801 is highlighted based on the search result.

7. Click (the Maintain Vendor Response button).
8. Click **Create** (the Create button) to create the bid response (offer).
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.
11. Click (the Selection button) to select a vendor plant that has already been created in WBSCM. In this example, **1102535 Vendor Plant1** is selected.

(Nota) 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.

12. Click **OK** (the OK button) to confirm the selection.
13. Click (the Matchcode button) in the Shipping Point field to search for the shipping point.
14. Click (the Selection button) to select a shipping point option. In this example, Shipping_AA shipping point 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 more information on how to register a shipping point.
15. Click **OK** (the OK button) to confirm the selection.
16. Click **Questions** (the Questions sub-tab) to respond to the required questions from the bid invitation.
17. 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) Questions vary based on the bid for each invitation.

(Note) If applicable, use (the Down arrow) in the vertical bar to answer the rest of the questions.
18. After answering all the required questions, click **Check** (the Check button) to validate the entries.
19. **Click** (the Notes and Attachments sub-tab) to review or add new notes and attachments related to this bid invitation.
20. **Review the Notes and Attachments** that were entered for this bid invitation. In this example, there are **Tendering text - Header** and **Certificate Questions** notes; and two attachments in the attachment section.

21. **Perform one of the following:**

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>The user needs to add <strong>Notes</strong> to the</td>
<td>Perform the following:</td>
</tr>
<tr>
<td>bid for USDA to review</td>
<td>1. Click <strong>Bidder's Remarks</strong> (the <strong>Bidder's Remarks</strong> link).</td>
</tr>
<tr>
<td></td>
<td>2. Enter notes for USDA.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>OK</strong> (the <strong>OK</strong> button) to save the notes.</td>
</tr>
</tbody>
</table>

| The user needs to add **Attachments**  | Perform the following:                                     |
| to the bid for USDA to review         | 1. Click **Add Attachment** (the **Add Attachment** button) in the Attachments section at the bottom of the screen. |
If | Then
---|---
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 22.

22. Click **Items** (the **Items** tab) to open the items details screen and enter the bid information.

**Image: Create RFx Response Screen**

23. Click **Expand All** (the **Expand All** link) to expand all line items.

(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, and then imported back into WBSCM.
24. 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</td>
<td>Go to step 25.</td>
</tr>
<tr>
<td>The user needs to enter commodity pricing for a domestic bid response directly into the RFx screen</td>
<td>Go to step 45.</td>
</tr>
</tbody>
</table>

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

Image: Create RFx Response Screen

26. Click **Save** (the Down arrow on the Save button).
27. 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.
28. Select the location/folder in which to save the RFx **items** spreadsheet on a computer or hard drive. In this example, **Downloads** (the Downloads folder) is selected.
29. 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 200007298.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".

30. Click **Save** (the Save button).
31. Click [Open] (the 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.
32. 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 to WBSCM.

In this example, pricing will be entered for 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 item, 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)
- **Load Port Price and Price** (e.g., enter pricing for U.S. port location at Jacksonville, FL and offshore location in Hawaii)

33. Click (the Right arrow) in the horizontal scrollbar to see the Load Port Price and Price columns.
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>Price</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. <strong>Example:</strong> 0.43</td>
</tr>
<tr>
<td>Load Port Price</td>
<td>O</td>
<td>The delivered price per unit of measure to a U.S. port location. <strong>Example:</strong> 0.43</td>
</tr>
</tbody>
</table>

(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 U.S. port location. The **Price** (column U) is the delivered price per unit of measure to final destination.
(Note) Complete the **Price** and **Load Port Price** for each row as appropriate.

**Image: Microsoft Excel RFx 200007298.xls Screen**

35. Click (the **Save** button).

36. Click (the **Close** button) to close the Excel file.
37. Click **Don't Save** (the Don't Save option) since the file has already been saved.

38. Navigate back to the **Create RFx Response** Screen to import the changes back into WBSCM.
39. Click **Import** (the Import button) to import the Domestic Commodity pricing from Excel into the Create RFx Response screen.
40. Click **Browse...** (the **Browse** button) to search for the Excel file.
41. Locate and select the file to be imported. In this example, RFx 200007298.xlsx (the RFx 200007298.xls file) is double-clicked.
42. Click **Upload** (the Upload button).
43. If applicable, click 🔽 (the Down arrow) to scroll to the items for which pricing was entered in Excel. The pricing has been imported into the bid response in WBSCM and is displayed in the Price field. Any pricing that has been imported from Excel can be modified directly in WBSCM, if desired.

   (Note) To review the entered offshore prices, perform the following:

   - Click See Conditions (the See Conditions link) for the offshore line item.
   - Click Conditions (the Conditions tab) in the Details for item section at the bottom of the screen.
   - Review the entered prices and edit if desired.

44. Go to step 59 to check the entries.
45. Click \(0.0000\) (the Price field) for the desired item to enter pricing directly into the Create RFx Response screen. In this example, PASTA MACARONI PLAIN ELBOW PKG-24/1 LB in the 0001 line number is selected.

46. 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>Price</td>
<td>R</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>
</tbody>
</table>

Example: \(0.40\)

47. Continue entering pricing for all desired Domestic Commodity items.
To enter pricing conditions for the offshore location, click the **Line Number** link for the commodity within the offshore outline. In this example, **0001.01.002.03** is selected.
49. Click (the Conditions sub-tab) for the selected item.
50. Click \(\downarrow\) (the *Dropdown* arrow) in the *Condition Type* field.
51. Select an option. In this example, **Offshore Port Costs Location-Dependent** (the Offshore Port Costs Location-Dependent option) is selected.

(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) (Price(Contract/Bid) option) is used for the Regular FOB Destination offer price.
52. Click ☑️ (the Matchcode button) in the Location field.
53. Click **Start Search** (the **Start Search** button) to execute the search.
54. Click (the Selection button) to select an option from the search results. In this example, O-JACK-Jacksonville is selected.
55. Click **OK** (the OK button) to confirm the selection.
56. Once the **Location** field is populated, click in the **Location** field and press the **Enter** key to populate the **Location Name** field and activate the **Amount** field to enter the offshore pricing.
57. Click **0.0000** (the **Amount** field) to enter the price.

58. 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>Amount</td>
<td>R</td>
<td>Amount in US Dollars (USD) per Metric Ton that must be paid as an additional premium cost when shipping from the selected terminal. Example: 0.43</td>
</tr>
</tbody>
</table>
59. Click **Check** (the Check button) to validate the entries.
Create Domestic Bid Response (Offer)

60. Click **Submit** (the Submit button) to begin the submission process. The confirmation message "RFX response 3000048611 saved. Submit the vendor response to complete the process" is shown.

(Note) A Vendor that is not registered for a Material may bid on an Invitation for that Material, but cannot be awarded until they have updated their Vendor Registration.
61. Click **Print Preview** (the **Print Preview** button). The bid response (offer) opens on the **Adobe Reader** screen.
62. Print the PDF document and click **X** (the Close button) to close the Adobe Reader screen.
63. Click (the Close button) to close the Display RFx Response screen.
64. Click **Offers** (the **Offers** button) to enter 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) A bid response must have constraints associated with it. If the vendor has no constraints, **No Constraints** (the **No Constraints** button) must be clicked.
65. Click **Constraints** (the **Constraints** button) to open the **Constraints** screen.

(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.
66. Click **Create** (the Create button) to create the constraint document.
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>
</tbody>
</table>

**Example:**
408000

(Note) Constraints must be entered before the Offer can be submitted. If there are no Constraints, indicate "No Constraints".
Select an option in the **Plant** field. In this example, **0001102535 - Vendor Plant1** is selected.
69. Select a product in the **Product** field. In this example, **PASTA MACARONI PLAIN ELBOW PKG-24/1 LB** is selected.

(Note) To select another product in the **Product** field, press and hold the **Ctrl** key and select another product.
70. Select an option in the **Ship Point** field. In this example, `Shipping_AA` is selected.

71. Click [the Down arrow](image) to scroll to the bottom of the page.
72. Click in the **Delivery Dates** field to select an option. In this example, **01/16/2018 to 01/31/2018** is selected.

73. Click **Create** (the **Create** button) to save the constraint details.
74. Click **Back** (the Back button) to return to the Offers screen.
75. Click **Back** (the Back button) to return to the Vendor Response screen.
Click **Check** (the **Check** button) to run validations on the bid response (offer) and constraint package.
77. Click **OK** (the **OK** button) to close the confirmation message.
78. Click **Submit Response** (the *Submit Response* button) to submit the bid response (offer) and constraint package to USDA.
79. Click **OK** (the OK button) to close the confirmation message.

(Note) To email, print, or save a copy of the bid response (offer), click the **Vendor Response Log** button to generate a PDF version of the offer.

(Note) Additional offers can be created for different vendor plants.
80. Click **Home** (the Home tab) to exit the transaction.
81. The transaction is complete.
RESULT

A Domestic Bid Response (Offer) has been successfully created and submitted directly into WBSCM or exported and entered into a spreadsheet and then imported back into WBSCM.