

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

Select “Ctrl+Click” to follow links below

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Submitting an Offer on Invitation for Bid Solicitations

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Submitting an Offer

Step 1: Follow the Portal Path:

- Suppliers → Bid Management → Enter Offers
- Under “Processed Since”, select the blank option so that no date appears and is blank.

The screenshot shows the USDA Web-Based Supply Chain Management portal. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are sub-navigation options: 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The 'Suppliers' and 'Bid Management' tabs are highlighted with red boxes. A sidebar on the left contains 'Detailed Navigation' with 'Enter Offers' highlighted, and 'Portal Favorites'. The main content area is titled 'Find Bid Invitation' and contains search filters: 'Bid Invitation Number' (2200000072), 'Document Name', 'Status' (Open), 'Transaction Type', 'Bid Inv Type', and 'Processed Since' (highlighted with a purple box). A 'With Responses Only' checkbox is also present. Below the filters is a 'Start' button and a 'Search results: 0 hits' section with a table header and an empty table body.

| * Transaction Number | Name | Transaction Type Description | Subtype | R | Deadline |
|----------------------|------|------------------------------|---------|---|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 1.

Submitting an Offer on Invitation for Bid Solicitations

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Step 2: Enter Bid Invitation, also referred to as the Solicitation Number, in the “Bid Invitation Number” box.

- After entering the number and select “Start”

Enter Offers - WBSM Portal

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Home Suppliers Admin Reports Help
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Public Procurement Documents
- Vendor Response Log

Portal Favorites

Find Bid Invitation

Bid Invitation Number: Document Name: Status:

Transaction Type: Bid Inv Type: Processed Since: With Responses Only

Start

Search results: 0 hits

View [Standard View] Filter

| * ⇅ | Transaction Number ⇅ | Name ⇅ | Transaction Type Description ⇅ | Subtype ⇅ | R ⇅ | Deadline ⇅ |
|-----|----------------------|--------|--------------------------------|-----------|-----|------------|
|-----|----------------------|--------|--------------------------------|-----------|-----|------------|

Figure 2.

Step 3: Select “Maintain Vendor Response”

Enter Offers - WBSM Portal

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Home Suppliers Admin Reports Help
Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Public Procurement Documents
- Vendor Response Log

Portal Favorites

Find Bid Invitation

Bid Invitation Number: Document Name: Status:

Transaction Type: Bid Inv Type: Processed Since: With Responses Only

Start

Search results: 1 hits

View [Standard View] Filter

| * ⇅ | Transaction Number ⇅ | Name ⇅ | Transaction Type Description ⇅ | Subtype ⇅ | R ⇅ | Deadline ⇅ |
|-----|----------------------|-------------------------|--------------------------------|-------------------|-----|---------------------|
| | 2000003537 | AG-FDRB-S-13-0009-P0003 | Dom Commodity Inv | Definite Delivery | | 03/28/2013 14:01:00 |

Row 1 of 1

Maintain Vendor Response

Figure 3.

Submitting an Offer on Invitation for Bid Solicitations

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Create Bid

Create RFX Response

Submit | Check | Save

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value
Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value
Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value
Please click 'Check' to validate the Offer

RFX Response Number 3000021870 RFX Number 2200000054 Opening Date 12/31/2014 16:00:00 CST RFX Response Version Number Active Version RFX Version Number 1

RFX Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

Status and Statistics

Adjust Price: 0.0000

OfferLabel:

Vendor Plant:

Shipping Point:

Figure 5.

VALIDATE THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value
VALIDATE THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value
REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value
REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value
Validate the Offer

All Values: Vendor Plant

Results List: 7 results found for Vendor Plant

Personal Value List Settings Show Search Criteria

| Vendor Plant ID | Vendor Plant Name | Vendor Plant Name | Vendor Name |
|-----------------|------------------------|-------------------|---------------------------|
| 1130435 | BUNGE-DANVILLE IL | 1030291 | BUNGE NORTH AMERICA, INC. |
| 1130436 | BUNGE-CRETE NE | 1030291 | BUNGE NORTH AMERICA, INC. |
| 1130437 | BUNGE-ATCHISON KS | 1030291 | BUNGE NORTH AMERICA, INC. |
| 1132175 | BUNGE/MTT-ST ROSE LA | 1030291 | BUNGE NORTH AMERICA, INC. |
| 1132177 | BUNGE-SHIPPER'S OPTION | 1030291 | BUNGE NORTH AMERICA, INC. |
| 1132430 | BUNGE NA-DARROW LA | 1030291 | BUNGE NORTH AMERICA, INC. |
| 1132431 | BUNGE-DESTREHAN LA | 1030291 | BUNGE NORTH AMERICA, INC. |

OK Cancel

Figure 6.

Submitting an Offer on Invitation for Bid Solicitations

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Step 6: Click on the “Questions” link under the RFX Information tab (Figure 7).

- Click the **right arrow** on the horizontal scrollbar to scroll to the right to see all the questions (Figure 8).

The screenshot shows the RFX Information tab with the following details:

- RFX Response Number: 3000022233
- RFX Number: 2100000266
- Opening Date: 06/20/2014 14:00:00 EST
- RFX Response Version Number: Active Version
- RFX Version: 1

Navigation tabs include: RFX Information, Items, Notes and Attachments, Conditions, Tracking.

Sub-tabs under RFX Information: Basic Data, **Questions** (highlighted in red), Notes and Attachments.

Event Parameters:

- Currency: (Internal) United States Dollar (4 Dec.)
- OfferLabel: [text input]
- Vendor Plant: 1100951 [dropdown]
- Shipping Point: 1200029 [dropdown]
- Adjust Price: 0.0000

Partners and Delivery Information:

| Function | Number | Name | Phone |
|-------------------|--------|----------|----------|
| ▪ Goods Recipient | | multiple | multiple |
| ▪ Ship-To Address | | multiple | multiple |

Figure 7.

The screenshot shows the Questions section with the following details:

- RFX Response Number: 3000022233
- RFX Number: 2100000266
- Opening Date: 06/20/2014 14:00:00 EST
- RFX Response Version Number: Active Version
- RFX Version Number: 1

Navigation tabs include: RFX Information, Items, Notes and Attachments, Conditions, Tracking.

Sub-tabs under RFX Information: Basic Data, Questions, Notes and Attachments.

Question text:

OFFEROR CERTIFIES THAT THE OFFER IS MADE SUBJECT TO THE MASTER SOLICITATION, THE APPLICABLE SUPPLEMENTARY TERMS AND CONDITIONS, AND THE APPLICABLE SUPPLEMENTARY TERMS AND CONDITIONS.

TIMELY PERFORMANCE: OFFEROR AND ANY SUBCONTRACTOR HAVE COMPLETED REQUIRED PERFORMANCE.

OFFEROR REQUESTS HUBZONE SMALL BUSINESS PRICE EVALUATION PREFERENCE. APPLIES ONLY TO FIRMS CERTIFIED IN THE SMALL BUSINESS ADMINISTRATION'S HUBZONE PROGRAM (FAR SUBPART 19.13). MUST BE THE MANUFACTURER OF THE PRODUCT.

OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH THE (APPLICABLE SPECIFICATION) AND NO CHANGES TO THE PRODUCTION PROCESS OR TECHNICAL PROPOSAL HAVE OCCURRED SINCE THE OFFER WAS SUBMITTED.

FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDRESS OF PERSON SUBMITTING THIS BID (MUST BE AN OFFICER OF THE COMPANY OR A PERSON AUTHORIZED TO EXECUTE THE OFFER).

OFFEROR ACKNOWLEDGES RECEIPT OF THE AMENDMENT(S) TO THE SOLICITATION AND AGREES TO BE BOUND BY THE TERMS OF THE AMENDMENT(S).

IS THE OFFEROR AN ENTITY THAT HAS FILED ARTICLES OF INCORPORATION IN ONE OF THE FIFTY STATES, THE DISTRICT OF COLUMBIA, OR THE VARIOUS TERRITORIES OF THE UNITED STATES? YOU MUST ANSWER YES OR NO.

HAS THE OFFEROR BEEN CONVICTED OF A FELONY CRIMINAL VIOLATION UNDER FEDERAL OR STATE LAWS?

HAS THE OFFEROR HAD ANY OFFICER OR AGENT OF OFFEROR CONVICTED OF A FELONY CRIMINAL VIOLATION FOR ACTIONS TAKEN ON BEHALF OF OFFEROR UNDER FEDERAL OR STATE LAWS?

DOES THE OFFEROR HAVE ANY UNPAID FEDERAL TAX LIABILITY ASSESSED, WHICH ALL JUDICIAL AND ADMINISTRATIVE REMEDIES HAVE BEEN EXHAUSTED/LAPSED, THAT IS NOT BEING PAID IN A TIMELY MANNER PURSUANT TO FEDERAL OR STATE LAWS?

A red box highlights the right arrow on the horizontal scrollbar at the bottom right of the page.

Figure 8.

Submitting an Offer on Invitation for Bid Solicitations

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Step 7: Answer all required attributes questions if applicable.

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value
 Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value
 Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value
 Please click 'Check' to validate the Offer.

RFx Response Number 3000021812 **RFx Number** 2200000072 **Opening Date** 12/31/2015 18:00:00 CST **RFx Response Version Number** Active Version
RFx Version Number 3

RFx Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | **Questions** | Notes and Attachments

| | Reply | Comment |
|---|----------------------|---------|
| ESS OR TECHNICAL PROPOSAL HAVE OCCURED WITHOUT PROPER APPROVAL BY THE CONTRACTING OFFICER. (DOES): * | <input type="text"/> | |
| HE COMPANY OR A PERSON AUTHORIZED TO EXECUTE CONTRACTS/PURCHASE ORDERS ON BEHALF OF THE BIDDER): * | <input type="text"/> | |
| Offeror acknowledges receipt of the amendment(s) to the solicitation. Select N/A if no amendment was issued to the solicitation.: * | <input type="text"/> | |

Figure 9.

Uploading Documents

Step 8: To upload documents *if* required by the solicitation, under the **RX Information** tab, select “Notes and Attachments” (Figure 10).

- Scroll down to Attachments and click on “Add Attachments” (Figure 11).
- A pop up will be displayed; select “Browse” (Figure 12).

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value
 Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value
 Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value
 Please click 'Check' to validate the Offer.

RFx Response Number 3000021812 **RFx Number** 2200000072 **Opening Date** 12/31/2015 18:00:00 CST **RFx Response Version Number** Active Version
RFx Version Number 3

RFx Information | Items | **Notes and Attachments** | Conditions | Tracking

Basic Data | Questions | **Notes and Attachments**

▼ Notes

| Category | Description |
|-----------------------------|---|
| Conditions of Participation | -Empty- |
| Tendering text - Header | Solicitation details and attachments would be found in t... |
| Bidder's Remarks | -Empty- |
| Purchaser's Remarks | -Empty- |
| Certificate Questions | -Empty- |
| Amendment text | Amended to extend bid opening date and delivery dates5/... |

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile

| Category | Description | File Name | Version | Processor | Checked Out | Type | Size (KB) | Changed by |
|---------------------|--------------------------------------|--|---------|-----------|--------------------------|------|-----------|--------------|
| Standard Attachment | AMS Master Solicitation - April 2013 | AMS Master Solicitation - April 2013.pdf | 1 | | <input type="checkbox"/> | pdf | 332 | CONTRACA0001 |

Figure 10.

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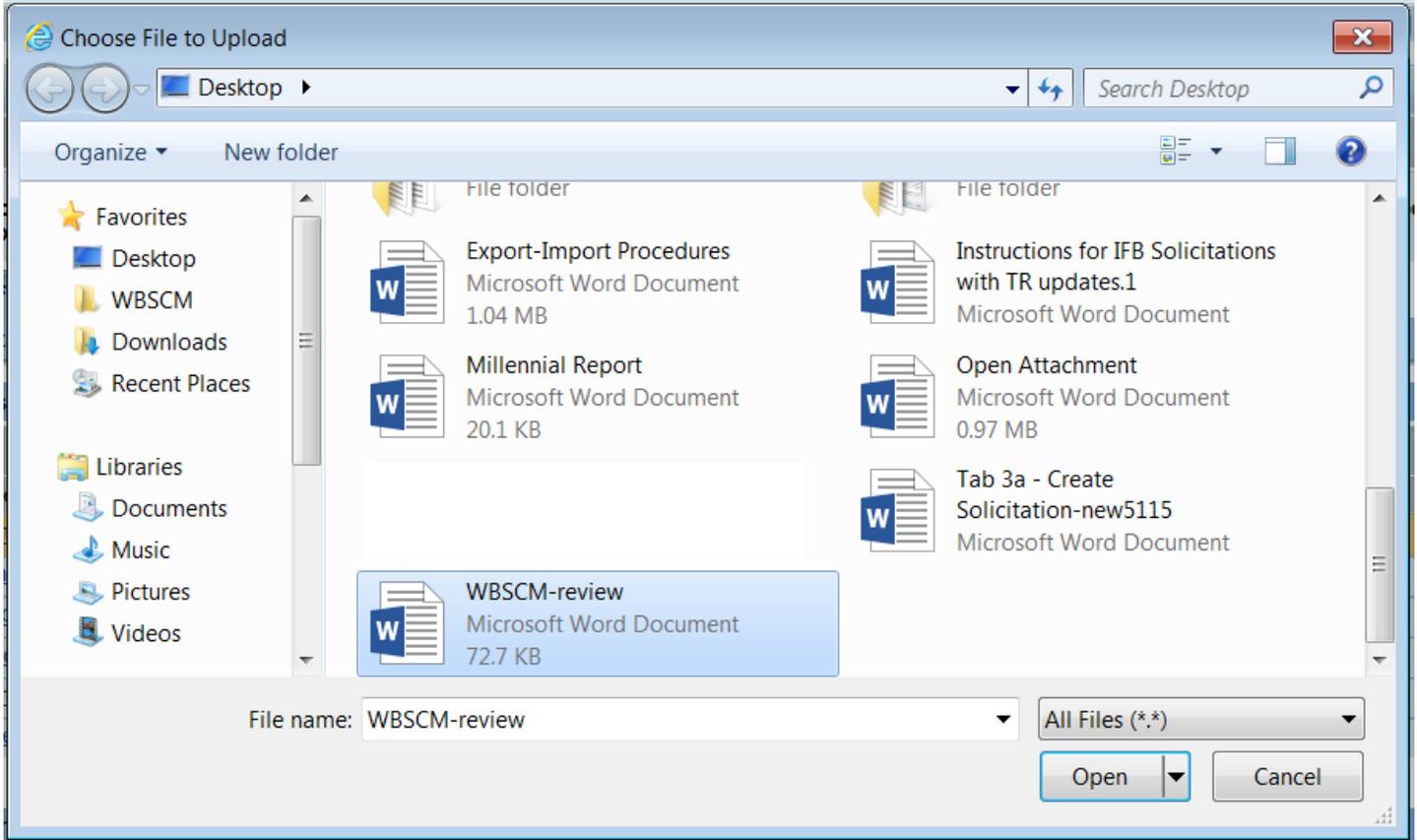


Figure 13.

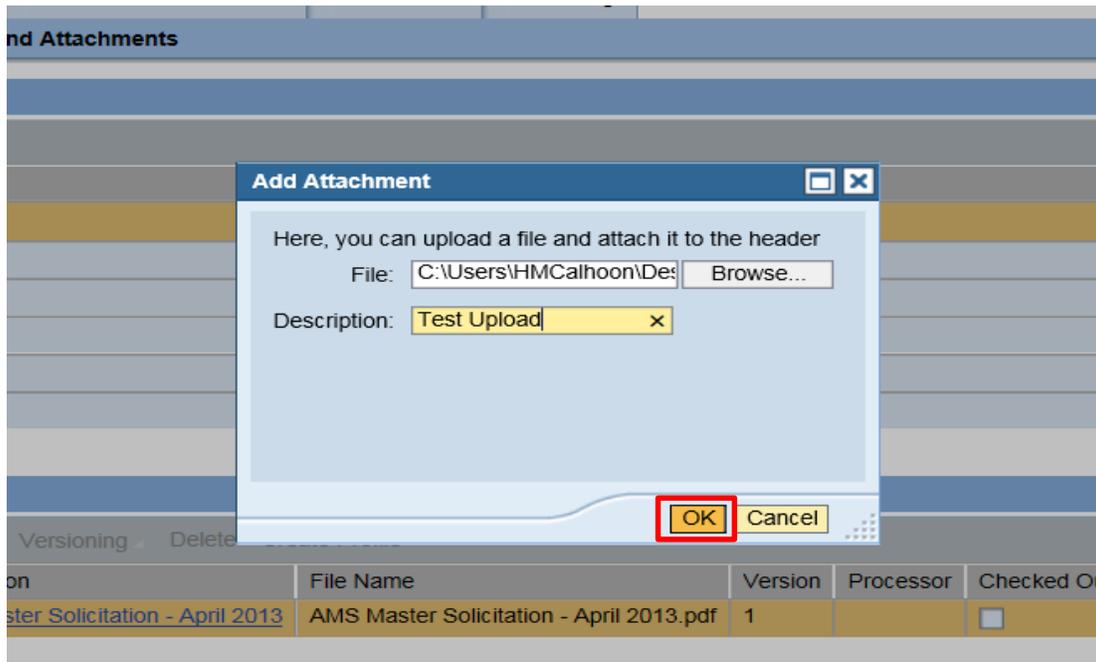


Figure 14.

Submitting an Offer on Invitation for Bid Solicitations

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| Category | Description | File Name | Version | Processor | Checked Out | Type | Size (KB) |
|---------------------|--------------------------------------|--|---------|-----------|--------------------------|------|-----------|
| Standard Attachment | TEST UPLOAD | Open Attachment.docx | 1 | | <input type="checkbox"/> | docx | 1002 |
| Standard Attachment | AMS Master Solicitation - April 2013 | AMS Master Solicitation - April 2013.pdf | 1 | | <input type="checkbox"/> | pdf | 332 |

Figure 15.

- Note: Adding attachments is more for RFP—if they require you to submit documents.

Entering Pricing

Attention! For the Vendor View: Export/Import provided the ability for the vendor/bidder to export solicitation details to an external Microsoft Excel File, and then import the file back to WBSCM with prices included during offer creation. This self-service export/import function takes the place of the “Vendor View” file previously provided by AMS along with each solicitation issuance.

- Note that the export/import function is **not** a mandatory part of the offer/response process; it is an **optional** tool. However, we encourage vendors to become familiar with this function as AMS will no longer be providing the Vendor View file directly along with our distribution of a Solicitation.
- For procedures on how to use the export/import function, click the link below or visit the AMS website, Selling Food to USDA, WBSCM: [Export-Import Procedures \(PDF\)](#)

To enter prices manually, follow the steps below:

Step 10: To enter commodity line item pricing for the bid response (offer), click the on the “Items” tab.

Create Bid

Create RFX Response

Submit | Check | Save

Attribute 1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value

Attribute 1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value

Attribute 2A) ANNUAL REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value

Attribute 2A) ANNUAL REPRESENTATIONS, CERTIFICATIONS, AND WA is mandatory; maintain attribute value

Please click 'Check' to validate the Offer

RFX Response Number 3000011159 RFX Number 2000006955 Opening Date 04/24/2014 08:30:00 CST RFX Response Version Number Active Version RFX Version Number 2

RFX Information **Items** Notes and Attachments Conditions Tracking

Basic Data Questions Notes and Attachments

Reply

1) BY SUBMITTING THIS BID, OFFEROR CERTIFIES IT HAS READ AND DOES AGREE TO THE TERMS LISTED IN THE TENDERING TEXT OF THE SOLICITATION.: Yes No

TIFICATIONS, AND WARRANTIES (APPENDIX 1) SUBMITTED TO THE CONTRACTING OFFICER ARE CURRENT, ACCURATE, AND COMPLETE. SUBMITTED TO CONTRACTING OFFICER (MM/DD/YYYY): *

2B) IF APPENDIX HAS BEEN AMENDED, ENTER DATE AMENDED OR N/A.: *

3) OFFEROR CERTIFIES THAT THE SF-129 ON FILE WITH THE CONTRACTING OFFICER IS ACCURATE AND PART OF THIS OFFER.: *

4) ALL PRODUCT REQUIRED UNDER EXISTING USDA CONTRACT(S) OR SUBCONTRACT(S) WITH A NOT LATER THAN DATE PRIOR TO THIS BID OPENING HAS BEEN SHIPPED/DELIVERED.: *

Figure 16.

Submitting an Offer on Invitation for Bid Solicitations

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Step 11: Click on the “Expand All” link to show all line items

Create RFX Response

Submit | Check Save Export Import

Please click 'Check' to validate the Offer.

RFX Response Number 3000021813 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

Copy Paste Delete Calculate Value Filter **Expand All** Collapse All Hide Outline Settings

| Lot | Product ID | Required Quantity | Unit | Price | Currency | Price Per | Delivery Date | Total Value | RFX / Response | RFX / Response | Internal Item Number |
|-------------------------------|------------|-------------------|------|--------|----------|-----------|---------------|--------------------|----------------|----------------|----------------------|
| <input type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 0/0 | 10 |
| RESH <input type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 0/0 | 180 |
| | | | | | | | | Total Value | 0.0000 | USDN | |

Figure 17.

Step 12: To personalize the item view screen, click on the “Settings” link

Create RFX Response

Submit | Check Save Export Import

Please click 'Check' to validate the Offer.

RFX Response Number 3000021813 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

Filter Expand All Collapse All Hide Outline **Settings**

| Lot | Product ID | Required Quantity | Unit | Price | Currency | Price Per | Delivery Date | Total Value | RFX / Response | RFX / Response | Internal Item Number |
|-------------------------------------|------------|-------------------|------|--------|----------|-----------|---------------|--------------------|----------------|----------------|----------------------|
| <input type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 0/0 | 10 |
| <input type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 0/0 | 20 |
| <input checked="" type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 1/0 | 30 |
| | 100210 | 250.000 | CS | 0.0000 | USDN | 1 | On 01/15/2016 | 0.0000 | 0/0 | 0/0 | 40 |
| | 100210 | 1,370.000 | CS | 0.0000 | USDN | 1 | On 01/15/2016 | 0.0000 | 0/0 | 0/0 | 50 |
| <input type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 0/0 | 60 |
| <input checked="" type="checkbox"/> | | 0.000 | | 0.0000 | USDN | | | 0.0000 | 0/0 | 1/0 | 70 |
| | 100211 | 195.000 | CS | 0.0000 | USDN | 1 | On 04/15/2016 | 0.0000 | 0/0 | 0/0 | 80 |
| | 100211 | 1,115.000 | CS | 0.0000 | USDN | 1 | On 04/15/2016 | 0.0000 | 0/0 | 0/0 | 90 |
| | 100211 | 100.000 | CS | 0.0000 | USDN | 1 | On 04/15/2016 | 0.0000 | 0/0 | 0/0 | 100 |
| | | | | | | | | Total Value | 0.0000 | USDN | |

Figure 18.

Step 13: Under “Advance Settings” tab, change the Number of Visible Rows to “-1” and click “OK”

- Note: -1 will bring up all the line items. If you have a really large solicitation, we recommend displaying 20 line items at a time and scrolling down.

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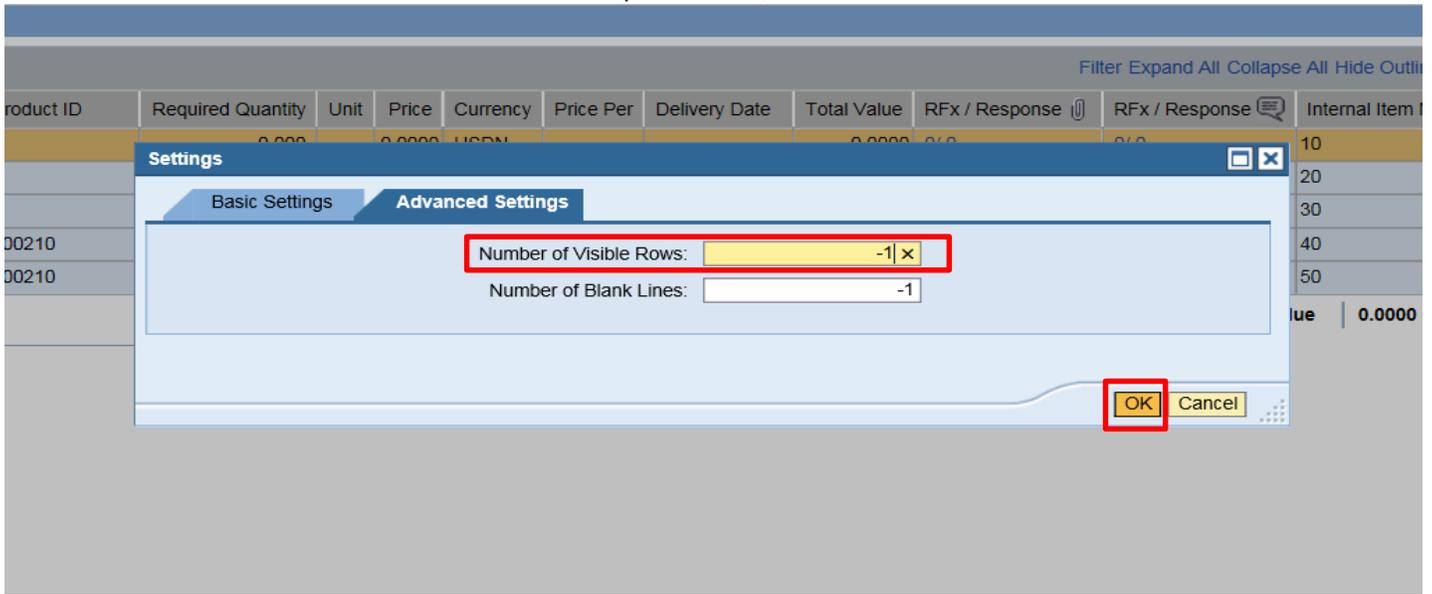


Figure 19.

- When “Expand All” is selected - all rows will display. To navigate, use the scroll bar on the right to scroll up or down the line items (Figure 20).

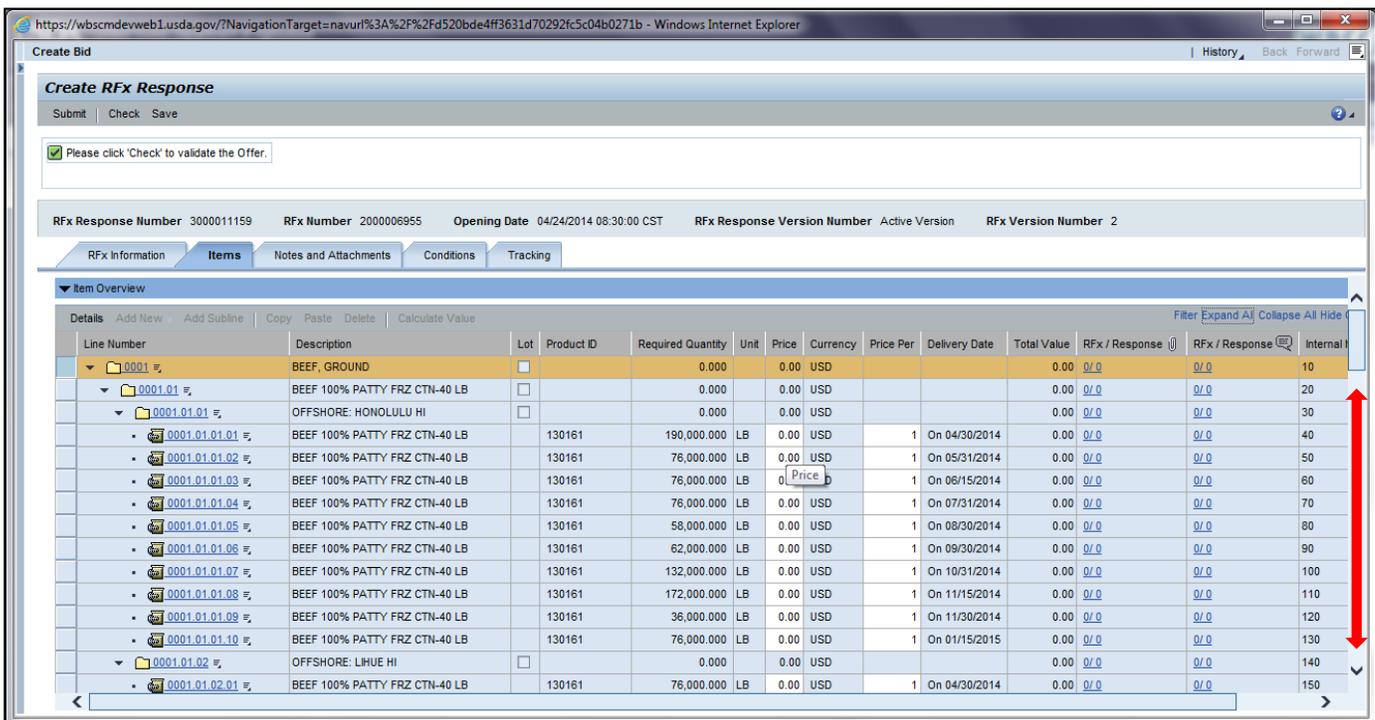


Figure 20.

Step 14: Clicking on “Settings” (refer to Figure 18) and select the “Basic Settings” tab. The “Basic Settings” tab allows you to rearrange or hide columns in the Response Screen.

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- To move the order of a column, begin by **highlighting the column title** and click the up arrow key. In the below example we are moving the **Price** to the beginning by highlighting the column and clicking the **up** arrow key. When the column is in the desired location click “OK”.
 - Note: Moving the “Price” and “Required Quantity” columns closer to the “Description” column will make it easier to see what is being bid on and how much.
- To **remove** columns from the view, highlight the column that you do not want to display and click on the remove button.

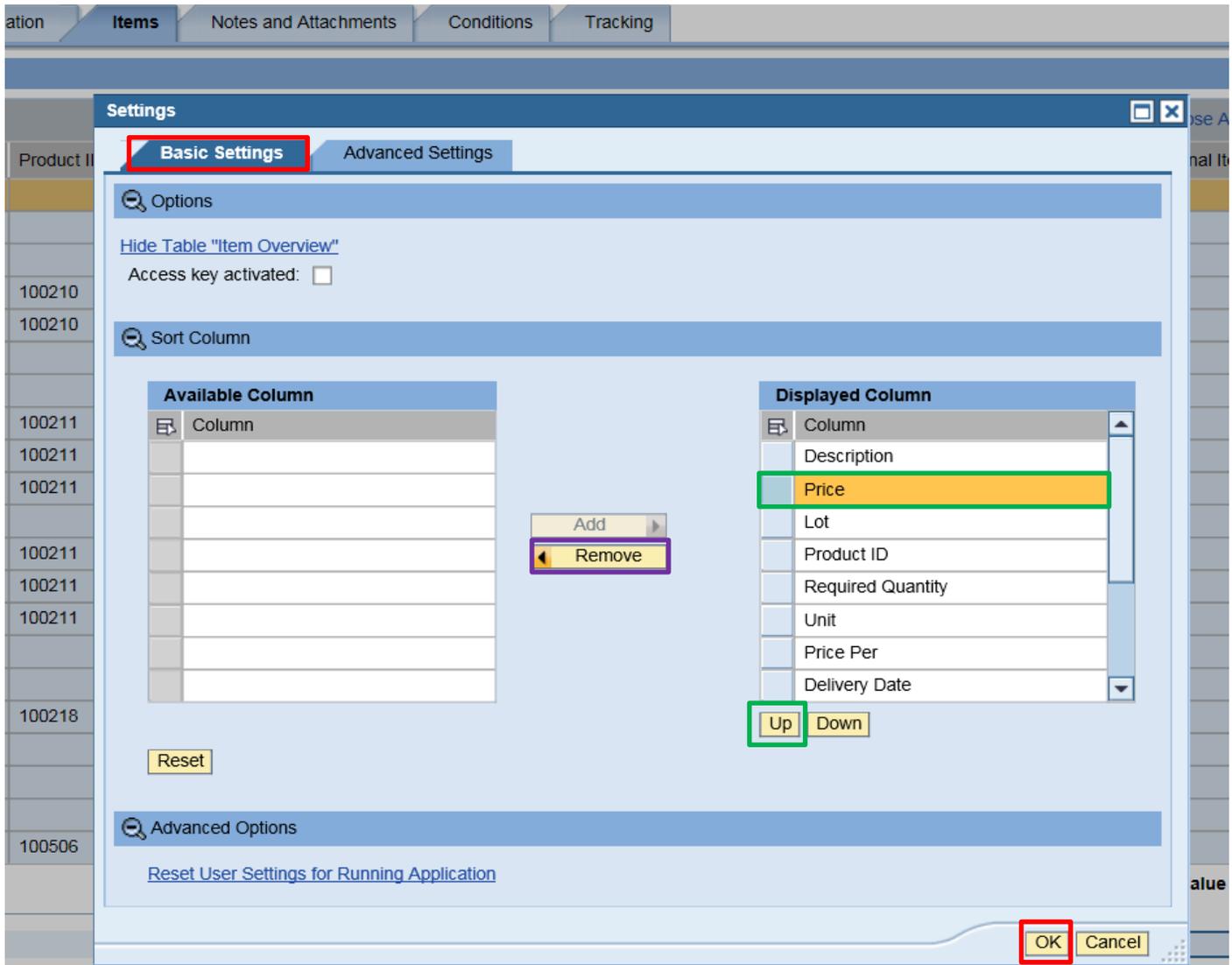


Figure 21.

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- Notice the Price column has been moved next to the Description column.
 - Note: Currency was also moved in the previous step to align next to the “Price” column.

Create RFX Response

Submit | Check Save Export Import

RFX Response Number 3000021813 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information Items Notes and Attachments Conditions Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per | Delivery Date |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|---------------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | | 100210 | 250.000 | CS | 1 | On 01/15/2016 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | | 100210 | 1,370.000 | CS | 1 | On 01/15/2016 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.01.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 | On 04/15/2016 |

Figure 22.

For instructions on “How to Bid to Port” see page 14

Step 15: Enter prices in the “Price” column.

- If the “Currency Column” shows **USDN**, prices can be entered up to 4 decimal places to the right of the decimal point.
- If the “Currency Column” shows **USD**, prices can be entered up to 2 decimal places to the right of the decimal point.
 - DO NOT enter in prices for offshore destinations! Instructions on “Bidding Offshore vs. Final Destination” can be found on page 18.
 - DO NOT enter anything in the “Price Per” field!
- Continue entering prices on all pages until all desired prices are entered.

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Create RFX Response

Submit | Check Save Export Import

RFX Response Number 3000021813 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per | Delivery Date |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|---------------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | | 100210 | 250.000 | CS | 1 | On 01/15/2016 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | | 100210 | 1,370.000 | CS | 1 | On 01/15/2016 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.01.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 | On 04/15/2016 |
| 0001.03 | PEACHES CLING SLICES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.03.01 | GREENSBURG PA | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |

Figure 23.

Step 16: Click “Save” to save all prices just entered.

- Note: On larger solicitations it is recommended to periodically click “Save” in case of Internet Explorer accidentally closing and it can also be used to save work to complete at a later time.

Create Bid - WBSM Portal - Internet Explorer

Create Bid History Back Forward

Create RFX Response

Submit | Check **Save** Export Import

RFX Response Number 3000021814 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per | Delivery Date |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|---------------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 2.3356 | USDN | | 100210 | 250.000 | CS | 1 | On 01/15/2016 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 1.5000 | USDN | | 100210 | 1,370.000 | CS | 1 | On 01/15/2016 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.01.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 | On 04/15/2016 |

Figure 24.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

- If you save your entries, a message will display that the **response has been saved**.
 - Note: Clicking “Save” also changes the page into “**Display**” mode, so to continue entering prices click on “**Edit**”.

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per | Delivery Date |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|---------------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 2.3356 | USDN | | 100210 | 250.000 | CS | 1 | On 01/15/2016 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 1.5000 | USDN | | 100210 | 1,370.000 | CS | 1 | On 01/15/2016 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.01.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 | On 04/15/2016 |

Figure 25.

- Clicking “Print Preview” will display a PDF document of answered attribute questions and offer prices entered.
 - Reviewing the PDF document is recommended before submitting an offer.
 - Note: “Print Preview” is only available in display mode.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

Create Bid

Display RFX Response:

Edit **Print Preview** Check

Response 3000021814 saved

RFX Response Number 3000021814 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Resp

RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID |
|---------------|--|--------|----------|-------------------------------------|------------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 2.3356 | USDN | | 100210 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 1.5000 | USDN | | 100210 |

Figure 26.

- Open the PDF file and review the offer for accuracy before submitting.

| | | | | | |
|---------------|---------------------------------|--------|------|--------------------------|---|
| 0001.03.01 | GREENSBURG PA | 0.0000 | USDN | <input type="checkbox"/> | 0.000 |
| 0001.03.01.01 | PEACHES CLING SLICES CAN-24/300 | 1.6392 | USDN | | 100218 1,620.000 CS 1 On 01/15/2016 |
| 0002 | VEGETABLE, FRESH | 0.0000 | USDN | <input type="checkbox"/> | 0.000 |
| 0002.01 | POTATO BULK FOR PROCESS FRZ | 0.0000 | USDN | <input type="checkbox"/> | 0.000 |
| 0002.01.01 | SUNBURY PA | 0.0000 | USDN | <input type="checkbox"/> | 0.000 |
| 0002.01.01.01 | POTATO BULK FOR PROCESS FRZ | 3.0001 | USDN | | 100506 40,000.000 LB 1 On 01/15/2016 12 |

Do you want to open or save RFX Response.pdf (7.82 KB) from wbscmtrn.wbscm.usda.gov? **Open** Save Cancel

Figure 27.

Comments

10 BEEF, GROUND

20 BEEF COARSE GROUND FRZ CTN-60 LB

30 LOS ANGELES CA-Subject to 8a offers

| | | | | | | |
|----|--------|----------------------------------|-----------------------|-------|------------|------------------|
| 40 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 09/01/2014-09/15/2014 | 90011 | 84,000 LB | 2.5500 USDN/1 LB |
| 50 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 11/01/2014-11/15/2014 | 90011 | 84,000 LB | 3.5500 USDN/1 LB |
| 60 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 09/01/2014-09/15/2014 | 90023 | 294,000 LB | 4.0000 USDN/1 LB |
| 70 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 10/01/2014-10/15/2014 | 90023 | 210,000 LB | 2.3300 USDN/1 LB |
| 80 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 11/01/2014-11/15/2014 | 90023 | 168,000 LB | 3.3300 USDN/1 LB |

90 VERNON CA

| | | | | | | |
|-----|--------|----------------------------------|-----------------------|-------|------------|------------------|
| 100 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 12/01/2014-12/15/2014 | 90058 | 252,000 LB | 2.0000 USDN/1 LB |
|-----|--------|----------------------------------|-----------------------|-------|------------|------------------|

110 ADA MI

| | | | | | | |
|-----|--------|----------------------------------|-----------------------|-------|-----------|------------------|
| 120 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 09/01/2014-09/15/2014 | 49301 | 42,000 LB | 3.3300 USDN/1 LB |
|-----|--------|----------------------------------|-----------------------|-------|-----------|------------------|

130 CINCINNATI OH

| | | | | | | |
|-----|--------|----------------------------------|-----------------------|-------|------------|------------------|
| 140 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 09/01/2014-09/15/2014 | 45241 | 210,000 LB | 3.1300 USDN/1 LB |
|-----|--------|----------------------------------|-----------------------|-------|------------|------------------|

150 HARRISON OH-Subject to 8a Offers

| | | | | | | |
|-----|--------|----------------------------------|-----------------------|-------|------------|------------------|
| 160 | 100154 | BEEF COARSE GROUND FRZ CTN-60 LB | 09/01/2014-09/15/2014 | 45030 | 126,000 LB | 3.1500 USDN/1 LB |
|-----|--------|----------------------------------|-----------------------|-------|------------|------------------|

Figure 28.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

Bidding Offshore vs. Final Destination:

If prices are entered on the screen below (Figure 29) in the “Price” column this indicates to USDA that the product will be delivered to the **final destination by the vendor**.

- Example: If is a price entered for Hawaii, then that is signaling you are going to deliver to Hawaii.

| Line Number | Internal Item Number | Description | Lot | Product ID | Required Quantity | Unit | Price | Currency | Price Per | Delivery Date | Total Value | RFX / Response |
|---------------|----------------------|-------------------------------------|--------------------------|------------|-------------------|------|-------|----------|-----------|---------------|----------------|----------------|
| 0001 | 10 | BEEF, GROUND | <input type="checkbox"/> | | 0.000 | | 0.00 | | | | 0.00 | 0/0 |
| 0001.01 | 20 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | | 0.000 | | 0.00 | | | | 0.00 | 0/0 |
| 0001.01.01 | 30 | LOS ANGELES CA-Subject to 8a offers | <input type="checkbox"/> | | 0.000 | | 0.00 | | | | 0.00 | 0/0 |
| 0001.01.01.01 | 40 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | 100154 | 84,000.000 | LB | | USDN | 1 | On 09/15/2014 | 214,200.0000 | 0/0 |
| 0001.01.01.02 | 50 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | 100154 | 84,000.000 | LB | | USDN | 1 | On 11/15/2014 | 298,200.0000 | 0/0 |
| 0001.01.01.03 | 60 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | 100154 | 294,000.000 | LB | | USDN | 1 | On 09/15/2014 | 1,176,000.0000 | 0/0 |
| 0001.01.01.04 | 70 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | 100154 | 210,000.000 | LB | | USDN | 1 | On 10/15/2014 | 489,300.0000 | 0/0 |
| 0001.01.01.05 | 80 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | 100154 | 168,000.000 | LB | | USDN | 1 | On 11/15/2014 | 559,440.0000 | 0/0 |
| 0001.01.02 | 90 | VERNON CA | <input type="checkbox"/> | | 0.000 | | 0.00 | | | | 0.00 | 0/0 |
| 0001.01.02.01 | 100 | BEEF COARSE GROUND FRZ CTN-60 LB | <input type="checkbox"/> | 100154 | 252,000.000 | LB | | USDN | 1 | On 12/15/2014 | 504,000.0000 | 0/0 |

Figure 29.

Step 17: To bid on an Offshore location, select the line item number hyperlink for the material under the offshore location.

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per | Delivery Date |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|---------------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 2.3356 | USDN | <input type="checkbox"/> | 100210 | 250.000 | CS | 1 | On 01/15/2016 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 1.5000 | USDN | <input type="checkbox"/> | 100210 | 1,370.000 | CS | 1 | On 01/15/2016 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.01.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | 100211 | 100.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | | |
| 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | 100211 | 195.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | 100211 | 1,115.000 | CS | 1 | On 04/15/2016 |
| 0001.02.02.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | 100211 | 100.000 | CS | 1 | On 04/15/2016 |

Figure 30.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

Step 18: Scroll down to the Detail screen and click the “Conditions” tab.

RFx Response Number 3000021814 RFx Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFx Response Version Number Active Version

RFx Information **Items** Notes and Attachments Conditions Tracking

Details for item 0001.02.01.01 MIXED FRUIT CAN-24/300

Item Data Questions Notes and Attachments **Conditions**

Basic Data

Identification

Configurable Item Number: * 0001.02.01.01 Currency: (Internal) United States Dollar (4 Dec.)

Control Key: Required Quantity: 195.000 CS

Item Type: Material Submitted Quantity: 195.000 CS

Product Category: 702010 FRUIT, CANNED Price: 0.0000 USDN Per: 1 CS

Product ID: 100211 Net value: 0.0000

Description: MIXED FRUIT CAN-24/300

Item Variant Description: Original Item

Status and Statistics

Further Properties

Start Delivery Date: 04/01/2015

Figure 31.

Step 19: Go to the “Condition Type” column and click the down arrow.

Details for item 0001.02.01.01 MIXED FRUIT CAN-24/300

Item Data Questions Notes and Attachments **Conditions**

Conditions

Add Condition Scales Duplicate Remove Filter Settings

| Condition Type | Scales | Amount | Currency | Price Per | Price ... | Location | Location Name |
|----------------|--------|--------|----------|-----------|-----------|----------|---------------|
| | | 0.00 | | 0 | | | |

Figure 32.

- Select the applicable condition: Price Contract/Bid (deliver directly to offshore location or Offshore Port Costs Location-Dependent (FAS Vessel)

Details for item 0001.01.02.04 CHICKEN THIGHS CHILLED -BULK

Item Data Questions Notes and Attachments **Conditions**

Conditions

Price(Contract/Bid)

Offshore Port Costs Location-Dependent

| Condition Type | Scales | Amount | Currency | Price Per | Price U... | Vali... | Location |
|----------------|--------|--------|----------|-----------|------------|---------|----------|
| | | 0.00 | | 0 | | | |

Figure 33.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

- Go to the Location column and click on the white box on the right side of column.

| Item Code | Description | Quantity | Unit | Price | Price Unit | Valid To | Location | Location Name |
|---------------|---|----------|------|-------------|------------|----------|----------|---------------|
| 0002.01.09.02 | EGGS WHOLE FRZ CTN-30 LB | 300 | | 19,800.000 | LB | 0.0000 | USDN | |
| 0002.01.09 | LOT: 9154752014 BENSON NC / MORGANTO... | 470 | | 0.000 | | 0.0000 | USDN | |
| 0002.01.09.01 | EGGS WHOLE FRZ CTN-30 LB | 480 | | 19,800.000 | LB | 0.0000 | USDN | |
| 0002.01.09.02 | EGGS WHOLE FRZ CTN-30 LB | 490 | | 19,800.000 | LB | 0.0000 | USDN | |
| 0002.01.10 | KANSAS CITY MO | 500 | | 0.000 | | 0.0000 | USDN | |
| 0002.01.10.01 | EGGS WHOLE FRZ CTN-30 LB | 510 | | 158,400.000 | LB | 0.0000 | USDN | |

Details for item 0001.01.02.04 CHICKEN THIGHS CHILLED -BULK

Conditions

| Condition Type | Scales | Amount | Currency | Price Per | Price U... | Vali... | Location | Valid To | Location Name |
|--|--------|--------|--------------------------|-----------|------------|-----------|----------|----------|---------------|
| Offshore Port Costs Location-Dependent | | 0.0000 | (Internal) United Sta... | 1 | LB | 09/12/... | | 31/9999 | |

Figure 34.

Step 20: A pop up window is displayed. Place an asterisk (*) in the “Business Partner Box” and click "Start Search".

- Note: the “Business Partner Box” can also be left blank when you select “Start Search”

02.01.01: Location dependent condition has no location specified

All Values: Location Number

Search Criteria

Business Partner: * (highlighted)

Search term 1: []

Search term 2: []

Name 1/last name: []

Name 2/First name: []

Street: []

Postal Code: []

City: []

Country Key: []

Region: []

Logical System: []

Company Code: []

Location: []

Org Management obj.: []

User Attrib. Search: [X] []

Restrict Number of Value List Entries To 500

Start Search (highlighted) Reset

OK Cancel

Figure 35.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

- Ports that are available for that particular destination will show at the bottom of the screen. Select the port you wish to ship to.
 - Note: If a location does not display, contact the Contract Specialist responsible for the solicitation.

The screenshot shows a software window titled "All Values: Location Number". The window has a search criteria section with the following fields:

- Business Partner: [*]
- Search term 1: []
- Search term 2: []
- Name 1/last name: []
- Name 2/First name: []
- Street: []
- Postal Code: []
- City: []
- Country Key: []
- Region: []
- Logical System: []
- Company Code: []
- Location: []
- Org Management obj.: []
- User Attrib. Search: [X]

Below the search criteria, there is a checkbox labeled "Restrict Number of Value List Entries To" with a value of "500". There are "Start Search" and "Reset" buttons.

The results list shows "1 results found for Location". The table below has the following columns: Complete name, Street, City, C..., Business..., Logical ..., Lo..., Org Manage..., Compa... The single result is "O-LA-Los Angeles, CA" with values "US", "O-LA", and "SN1CLN..." in the C..., Business..., and Logical ... columns respectively. The "Complete name" cell is highlighted with a red box.

At the bottom right of the window, there are "OK" and "Cancel" buttons, both highlighted with red boxes.

Figure 36.

- Verify the port is displayed in the "Location" column (Figure 37).

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

| RFx Information | Items | Notes and Attachments | Conditions | Tracking |
|-----------------|---------------|--|-------------|------------------------------|
| | 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 1,115.000 CS 1 On 04 |
| | 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 100.000 CS 1 On 04 |
| | 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 USDN | 100211 0.000 CS 1 On 04 |
| | 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 195.000 CS 1 On 04 |
| | 0001.02.02.02 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 1,115.000 CS 1 On 04 |
| | 0001.02.02.03 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 100.000 CS 1 On 04 |
| | 0001.03 | PEACHES CLING SLICES CAN-24/300 | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.03.01 | GREENSBURG PA | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.03.01.01 | PEACHES CLING SLICES CAN-24/300 | 1.6392 USDN | 100218 1,620.000 CS 1 On 01 |
| | 0002 | VEGETABLE, FRESH | 0.0000 USDN | 0.000 CS 1 On 01 |
| | 0002.01 | POTATO BULK FOR PROCESS FRZ | 0.0000 USDN | 0.000 CS 1 On 01 |
| | 0002.01.01 | SUNBURY PA | 0.0000 USDN | 0.000 CS 1 On 01 |
| | 0002.01.01.01 | POTATO BULK FOR PROCESS FRZ | 3.0001 USDN | 100506 40,000.000 LB 1 On 01 |

Details for item 0001.02.01.01 MIXED FRUIT CAN-24/300

| Item Data | Questions | Notes and Attachments | Conditions | | | | |
|---|-----------|-----------------------|---------------------|-----------|-----------|----------|---------------|
| Conditions | | | | | | | |
| Add Condition Scales Duplicate Remove Filter Settings | | | | | | | |
| Condition Type | Scales | Amount | Currency | Price Per | Price ... | Location | Location Name |
| Offshore Port Costs Location-Dependent | | 0.0000 | (Internal) Unite... | 1 | CS | O-LA | |

Figure 37.

Step 21: Go to the Amount column and enter offer price to that port in the “Amount” column

Details for item 0001.02.01.01 MIXED FRUIT CAN-24/300

| Item Data | Questions | Notes and Attachments | Conditions | | | | |
|---|-----------|-----------------------|---------------------|-----------|-----------|----------|----------------------|
| Conditions | | | | | | | |
| Add Condition Scales Duplicate Remove Filter Settings | | | | | | | |
| Condition Type | Scales | Amount | Currency | Price Per | Price ... | Location | Location Name |
| Offshore Port Costs Location-Dependent | | 2.5342 | (Internal) Unite... | 1 | CS | O-LA | O-LA-Los Angeles, CA |

Figure 38.

- Proceed to the next off-shore location or scroll back to the top of the page and continue to enter prices delivered to destination location.
 - Note: Items with price conditions entered will show "See Conditions" in the price column

RFx Response Number 3000021814 RFx Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFx Response Version Number Active Version

| RFx Information | Items | Notes and Attachments | Conditions | Tracking |
|-----------------|---------------|--|---------------------|------------------------------|
| | 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 2.3356 USDN | 100210 250.000 CS 1 On 04 |
| | 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 1.5000 USDN | 100210 1,370.000 CS 1 On 04 |
| | 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.02.01.01 | MIXED FRUIT CAN-24/300 | See Conditions USDN | 100211 195.000 CS 1 On 04 |
| | 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 1,115.000 CS 1 On 04 |
| | 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 100.000 CS 1 On 04 |
| | 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 195.000 CS 1 On 04 |
| | 0001.02.02.02 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 1,115.000 CS 1 On 04 |
| | 0001.02.02.03 | MIXED FRUIT CAN-24/300 | 0.0000 USDN | 100211 100.000 CS 1 On 04 |
| | 0001.03 | PEACHES CLING SLICES CAN-24/300 | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.03.01 | GREENSBURG PA | 0.0000 USDN | 0.000 CS 1 On 04 |
| | 0001.03.01.01 | PEACHES CLING SLICES CAN-24/300 | 1.6392 USDN | 100218 1,620.000 CS 1 On 01 |
| | 0002 | VEGETABLE, FRESH | 0.0000 USDN | 0.000 CS 1 On 01 |
| | 0002.01 | POTATO BULK FOR PROCESS FRZ | 0.0000 USDN | 0.000 CS 1 On 01 |
| | 0002.01.01 | SUNBURY PA | 0.0000 USDN | 0.000 CS 1 On 01 |
| | 0002.01.01.01 | POTATO BULK FOR PROCESS FRZ | 3.0001 USDN | 100506 40,000.000 LB 1 On 01 |

Figure 39.

Submitting an Offer on Invitation for Bid Solicitations

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Step 22: After entering all desired offshore and final destination prices, select the “Submit” button.

Create Bid | History | Back Forward

Edit RFX Response:

Submit | Check | Save | Export | Import

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

▼ Item Overview

Details | Add New | Add Subline | Copy | Paste | Delete | Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|----------------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.02.01.01 | MIXED FRUIT CAN-24/300 | See Conditions | USDN | | 100211 | 195.000 | CS | |
| 0001.02.01.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 |
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 |
| 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 |
| 0001.02.02.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 1,115.000 | CS | 1 |
| 0001.02.02.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 |
| 0001.03 | PEACHES CLING SLICES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.03.01 | GREENSBURG PA | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.03.01.01 | PEACHES CLING SLICES CAN-24/300 | 1.5326 | USDN | | 100218 | 1,620.000 | CS | 1 |

Figure 40.

- After submitting, a message will appear confirming the submission has been **SAVED**.
 - Note: This is **NOT** the final submission.
- To preview and display submitted prices and view the offshore ports, click “Print Preview”.

Create Bid | History | Back Forward

Display RFX Response:

Print Preview | Refresh | Withdraw

✓ RFX response 3000021815 saved. Submit the vendor response to complete the process

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

| | | | | | | | | |
|---------------|--|--------|------|-------------------------------------|--------|---------|----|---|
| 0001.02.01.03 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 100.000 | CS | 1 |
| 0001.02.02 | LOT: 7000155111 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.02.02.01 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | | 100211 | 195.000 | CS | 1 |

Figure 41.

Submitting an Offer on Invitation for Bid Solicitations

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- Follow **Step 16** (pg. 15) to preview and display the port as pdf. In the example below, item number 40 will be delivered to the port where item number 60 will be delivered to the final destination.

| Offer Response Item details: | | | | | | |
|------------------------------|-----------------------------|---------------------|-----------------------|---------|-------------|------------------|
| Item | Material Description | Comments | Required by | ZipCode | Tgt Qty/UOM | Offer Price |
| 10 | FRUIT, CANNED | | | | | |
| 20 | PEARS DICED CAN-8/10 | | | | | |
| 30 | OFFSHORE: JUNEAU AK | | | | | |
| 40 | 130225 PEARS DICED CAN-6/10 | | 11/01/2011-11/15/2011 | 99811 | 912 C8 | |
| | | Offshore Port Costs | O-SEA | | | 2.0000 USDN/1 C8 |
| 50 | OFFSHORE: KING COVE AK | | | | | |
| 60 | 130225 PEARS DICED CAN-6/10 | | 10/01/2011-10/15/2011 | 99612 | 912 C8 | 2.0000 USDN/1 C8 |

Figure 40.

Submitting an Offer on Invitation for Bid Solicitations

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Optional: To modify an offer prior to the final submission

Step 1.1: Once all of the entries have been entered for offshore locations and final destinations, to modify an offer prior to the final submission of the vendor response or under an authorized change to a previously submitted offer, click on “Withdraw”.

- Once withdraw, a message will display “RFX response _____ withdrawn”
- This is ONLY if you need to make a change; this is NOT a mandatory step.
- Note: This is not the same as withdrawing an already submitted vendor response.

The screenshot shows the 'Response' page in the WBSM Portal. At the top, there are navigation links for 'Print Preview', 'Refresh', and 'Withdraw' (highlighted in red). Below this, a message box states: 'RFX response 3000021815 saved. Submit the vendor response to complete the process'. The main header displays: 'RFX Response Number 3000021815', 'RFX Number 2200000072', 'Opening Date 12/31/2015 18:00:00 CST', and 'RFX Response Version Number Active Version'. Below the header are tabs for 'RFX Information', 'Items' (selected), 'Notes and Attachments', 'Conditions', and 'Tracking'. The 'Item Overview' section is expanded, showing a table with columns: Line Number, Description, Price, Currency, Lot, Product ID, Required Quantity, Unit, and Price Per. The table contains several rows for 'FRUIT, CANNED' and 'APRICOT HALVES CAN-24/300', with the last row showing a price of 6.1315 USDN and a required quantity of 1,370.000 CS.

Figure 41.

Step 2.1: Select “Edit” to make any changes to the prices.

The screenshot shows the 'Response' page in the WBSM Portal. At the top, there are navigation links for 'Edit' (highlighted in red), 'Print Preview', 'Refresh', 'Check', and 'Re-Submit'. Below this, a message box states: 'RFX response 3000021815 (AG-FCFR-S-14-0027-P0002) withdrawn'. The main header displays: 'RFX Response Number 3000021815', 'RFX Number 2200000072', 'Opening Date 12/31/2015 18:00:00 CST', and 'RFX Response Version Number Active Version'. Below the header are tabs for 'RFX Information', 'Items' (selected), 'Notes and Attachments', 'Conditions', and 'Tracking'. The 'Item Overview' section is expanded, showing a table with columns: Line Number, Description, Price, Currency, Lot, Product ID, Required Quantity, Unit, and Price Per. The table contains several rows for 'FRUIT, CANNED' and 'APRICOT HALVES CAN-24/300', with the last row showing a price of 0.0000 USDN and a required quantity of 0.000 CS.

Figure 42.

Submitting an Offer on Invitation for Bid Solicitations

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Step 3.1: After all prices have been entered click on “Check”

Response - WBSM Portal - Internet Explorer

Response | History | Back

Edit RFX Response:

Submit **Check** Save Export Import

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |

Figure 43.

- A message should display stating “RFX response is complete and contains no errors”.
- If you do not receive the message stating that the RFX contains no errors, a list of error messages will be displayed at the top of the screen. Make any corrections necessary and if additional assistance is required, contact the AMS helpdesk at: WBSMAMSHelpdesk@AMS.USDA.GOV

Response - WBSM Portal - Internet Explorer

Response | History | Back

Edit RFX Response:

Submit | Check Save Export Import

RFX response is complete and contains no errors

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information **Items** Notes and Attachments Conditions Tracking

▼ Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |

Figure 44.

Step 4.1: After confirmation of no errors, click on “Submit”.

- Again, this is **NOT** the final submission.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

Display RFX Response:

Print Preview | Refresh | Withdraw

RFX response 3000021815 saved. Submit the vendor response to complete the process

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
 RFX Version Number 3

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Item Overview

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 C |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 C |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |

Figure 45.

- **READ THE NEXT MESSAGE CAREFULLY!!!** “RFX response _____ saved. Submit the vendor response to complete the process.”

Step 5.1: Close the “Display Bid” window/tab to go back to the WBSCM “Offers” screen.

Web Based Supply Chain Man... Enter Offers - WBSCM Portal

File Edit View Favorites Tools Help

All Site Content Web-Based Supply Chain ... eAuthentication Web Based Supply Chain ...

USDA United States Department of Agriculture
 Web-Based Supply Chain Management Welcome VendorATwo FruitandVegetable

Home Suppliers Admin Reports Help
 Supplier Self Service Bid Management Maintain Organization

Enter Offers

Detailed Navigation

- Enter Offers
- Vendor Response Log
- Public Procurement Documents

Portal Favorites

Offers -

Back Refresh

Invitation

Invitation: 2200000072 Name: AG-FCFR-S-14-0027-P0002 Type: Dom Commodity
 Submission Deadline: 12/31/2015 18:00:00

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

| Offer Number | Offer Label | Plant | Shipping Point | C | Prev. Offer | Status |
|--------------|-------------|------------------------------|----------------|---|-------------|---------|
| 3000021815 | | Fruit and Vegetable Vendor A | F&V Vendor A | | | Pending |

Constraints

Figure 46.

Submitting an Offer on Invitation for Bid Solicitations

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Response - SAP NetWeaver Portal - Internet Explorer

Display RFX Response:

Print Preview | **Withdraw**

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |

Figure 48.

Step 3.2: A new message will display that response has been withdrawn. To make changes/corrections, select “Edit”.

Response - SAP NetWeaver Portal - Internet Explorer

Display RFX Response:

Edit | Print Preview | Check | Re-Submit

RFx response 3000021815 (AG-FCFR-S-14-0027-P0002) withdrawn

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version

RFX Information | **Items** | Notes and Attachments | Conditions | Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |

Figure 49.

Submitting an Offer on Invitation for Bid Solicitations

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Step 4.2: After changes are made, click on “Submit”

- Note: Only one offer can be submitted per plant per solicitation, however, multiple offers can be submitted under one response for different plants.

Response - SAP NetWeaver Portal - Internet Explorer

Edit RFX Response:

Submit Check Save Export Import

RFX Response Number 3000021815 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
RFX Version Number 3

RFX Information Items Notes and Attachments Conditions Tracking

Item Overview

Details Add New Add Subline Copy Paste Delete Calculate Value

| Line Number | Description | Price | Currency | Lot | Product ID | Required Quantity | Unit | Price Per |
|---------------|--|--------|----------|-------------------------------------|------------|-------------------|------|-----------|
| 0001 | FRUIT, CANNED | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01 | APRICOT HALVES CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.01.01 | LOT: 22222224 BROOKLYN NY / YOUNGSTOW... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |
| 0001.01.01.01 | APRICOT HALVES CAN-24/300 | 1.2236 | USDN | | 100210 | 250.000 | CS | 1 |
| 0001.01.01.02 | APRICOT HALVES CAN-24/300 | 6.1315 | USDN | | 100210 | 1,370.000 | CS | 1 |
| 0001.02 | MIXED FRUIT CAN-24/300 | 0.0000 | USDN | <input type="checkbox"/> | | 0.000 | | |
| 0001.02.01 | LOT: 7000155109 HILO HI / HONOLULU HI... | 0.0000 | USDN | <input checked="" type="checkbox"/> | | 0.000 | | |

Figure 50.

Optional: Entering an Offer for Multiple Plants

Step 1.3: To create a new offer for a different plant follow the steps below, otherwise skip to page 24

- Click on “Create”.

Offers - Fruit and Vegetable Vendor A

Initial Back Refresh

Invitation

Invitation: 2200000072 Name: AG-FCFR-S-14-0027-P0002 Type: Dom Commodity Inv
Submission Deadline: 12/31/2015 18:00:00

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

| * | Offer Number | Offer Label | Plant | Shipping Point | C | Prev. Offer | Status |
|---|--------------|-------------|------------------------------|----------------|---|-------------|---------|
| | 3000021815 | | Fruit and Vegetable Vendor A | F&V Vendor A | | | Pending |

Constraints

Figure 51.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

- A window displays, follow the same steps as before when selecting your plants and entering prices following Steps 5-22 (Pages 4 through 24).

Create Bid | History | Back Forward

Create RFX Response

Submit | Check Save Export Import

Attribute FURNISH NAME, TITLE, PHONE NUMBER, AND E-MAIL ADDR is mandatory; maintain attribute value
 Attribute OFFEROR CERTIFIES THAT ALL PRODUCT CONFORMS WITH T is mandatory; maintain attribute value
 Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value
 A response/bid was already created for the RFX/reverse auction
 Please click 'Check' to validate the Offer

RFX Response Number 3000021817 RFX Number 2200000072 Opening Date 12/31/2015 18:00:00 CST RFX Response Version Number Active Version
 RFX Version Number 3

RFX Information | Items | Notes and Attachments | Conditions | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Currency: (Internal) United States Dollar (4 Dec.)

Offer Label:

Vendor Plant:

Shipping Point:

Status and Statistics

Adjust Price:

Partners and Delivery Information

| Function | Number | Name | Phone Number |
|-----------------|--------|---------------------------|--------------|
| Goods Recipient | | multiple | multiple |
| Ship-To Address | | multiple | multiple |
| Location | | DOMESTIC STATISTICAL 1000 | |

Figure 52.

Step 2.3: After the offer has been submitted for the second plant, close that window. On the “Offers” screen, click on “Refresh”.

Offers - Fruit and Vegetable Vendor A

Invitation

Invitation: Name: Type:
 Submission Deadline:

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] | Print Version Export

| * Offer Number | Offer Label | Plant | Shipping Point | C | Prev. Offer | Status |
|----------------|-------------|------------------------------|----------------|---|-------------|---------|
| 3000021815 | | Fruit and Vegetable Vendor A | F&V Vendor A | | | Pending |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Constraints

Figure 53.

Submitting an Offer on Invitation for Bid Solicitations

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Notice that two offers are now submitted in pending status

Offers - Fruit and Vegetable Vendor A

[Initial](#) [Back](#) [Refresh](#)

Invitation

Invitation: Name: Type:

Submission Deadline:

Offers: 2 hits

[Create](#) [Delete](#) [Copy](#) [Vendor Response Log](#)

View: * [Standard View] | [Print Version](#) [Export](#)

| | * Offer Number | Offer Label | Plant | Shipping Point | C | Prev. Offer | Status |
|--------------------------|----------------------------|-------------|--------------|------------------------------|---|-------------|---------|
| <input type="checkbox"/> | 3000021818 | | F&V Vendor A | Fruit and Vegetable Vendor A | | | Pending |
| <input type="checkbox"/> | 3000021820 | | F&V Vendor A | F&V Vendor A | | | Pending |

Figure 54.

Entering Constraints

- 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. Most solicitations allow constraints, however not all do. If constraints are allowed we encourage them to be entered
- **If no constraints need to be entered skip to page 31**
 - Note: The offer(s) MUST be in pending status prior to entering constraints

Step 24: Click on the blue box next to the offer number to select the offer that needs constraints entered and click on “Constraints”

- Note: Use the “ctrl” key to select multiple plants in order to create constraints for several plants at once.

Submitting an Offer on Invitation for Bid Solicitations

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Constraint Details

Capacity: No Constraints

Plant:
0001111025 - F&V Vendor A

Product:
APRICOT HALVES CAN-24/300

Ship Point:
Fruit and Vegetable Vendor A

Delivery Dates:
10/01/2014 to 01/15/2016

➤ Enter the maximum capacity in the “Capacity” field, be mindful of the unit (TRK/LB/CS)

➤ Entering a “0” indicates NOTHING to be awarded

➤ At least ONE thing must be selected in each field that has data, depending on the solicitation there may not be delivery dates to select from.

➤ If there is only one option, you must click on it so it turns blue To select multiple items in a field Hold “Ctrl” or “Shift” key while selecting

➤ After all information is entered/selected then click “Create”

Step 26: The information just entered will be displayed on the constraints page (Figure 58). If additional constraints need to be entered click “Create”. After all constraints have been entered click on “Back”

➤ **Example 1: Company has a maximum constraint of 20 trucks for a particular delivery period**

In this example there are several delivery periods, however the company will be awarded no more than 20 trucks during 4/16/13 through 4/30/13.

If an offer was entered on other delivery periods then a new constraint would need to be entered. Otherwise, not specifying a constraint (leaving blank) would indicate to USDA that the company has **NO** constraint requirements for a given plant, product, ship point, or

Figure 57.

delivery date. Thus, the company could potentially be awarded product for any plant, product, ship point, or delivery date where a constraint is not entered and an offer was submitted.

Submitting an Offer on Invitation for Bid Solicitations

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Constraints - Fruit and Vegetable Vendor A

| Constraint ID | No Cnst | Quantity | Unit | Plants | Products | Ship Points | Delivery Dates |
|--------------------|---------|----------|------|----------------|-----------------------------|---------------------------------|----------------------------|
| 7000011415-000-001 | | 20.000 | TRK | F&V Vendor A - | APRICOT HALVES CAN-24/300 : | Fruit and Vegetable Vendor A, , | 10/01/2014 to 01/15/2016 , |

Figure 58.

- **Example 2: Company has a maximum constraint of 10 trucks for all delivery periods on solicitation**

Constraints were created using a capacity of “10” and selecting *ALL* delivery dates. Thus, indicating that the company is able to produce and ship in any of the delivery periods, however not more than 10 trucks should be awarded across all delivery periods

Constraint Details

Capacity: TRK No Constraints

Plant: 0001130951 - FARMLAND FOODS-WICHITA KS

Product: POTATO BULK FOR PROCESS DEHY

Ship Point: FARMLAND/DES MOINES CS-DES MOINES IA

Delivery Dates: 03/16/2013 to 03/31/2013
04/01/2013 to 04/15/2013
04/16/2013 to 04/30/2013
05/01/2013 to 05/15/2013

Figure 59.

- **Example 3: Vendor has a maximum constraint of 20 trucks for all delivery periods AND a maximum constraint of 2 trucks per delivery period**

A total of 4 constraints will need to be created for this example:

Submitting an Offer on Invitation for Bid Solicitations

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The screenshot shows the 'Constraint Details' form with the following values: Capacity: 20 TRK, No Constraints checkbox is unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, and 05/01/2013 to 05/15/2013. Buttons for Cancel and Create are visible at the bottom.

Figure 60.

1) Enter “20” in capacity box, select plant/product/ship point, and select **all** delivery periods

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 2 TRK, No Constraints checkbox is unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, and 05/01/2013 to 05/15/2013. Buttons for Cancel and Create are visible at the bottom.

Figure 61.

2) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 4/1/13 to 4/15/13

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 2 TRK, No Constraints checkbox is unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, and 05/01/2013 to 05/15/2013. Buttons for Cancel and Create are visible at the bottom.

Figure 62.

3) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 4/16/13 to 4/30/13

The screenshot shows the 'Constraint Details' form with the following values: Capacity: 2 TRK, No Constraints checkbox is unchecked. Plant: 0001130951 - FARMLAND FOODS-WICHITA KS. Product: POTATO BULK FOR PROCESS DEHY. Ship Point: FARMLAND/DESMOINES CS-DES MOINES IA. Delivery Dates: 04/01/2013 to 04/15/2013, 04/16/2013 to 04/30/2013, and 05/01/2013 to 05/15/2013. Buttons for Cancel and Create are visible at the bottom.

Figure 63.

4) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 5/1/13 to 5/15/13

Submitting an Offer on Invitation for Bid Solicitations

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- Notice that 4 constraints are now displayed. This indicates that the company is able to produce and ship 2 truckloads per selected delivery period but no more than 5 truckloads total.

Initial Back

Invitation
 Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0004 Type: Dom Commodity Inv Subtype: Definite Delivery
 Submission Deadline: 04/05/2013 14:01:00 Response Status: New

Create Edit Delete Copy View

View: [Standard View] Print Version Export Filter Settings

| Constraint ID | No Cnst | Quantity | Order Unit | Plants | Products | Ship Points | Delivery Dates |
|-------------------|---------|----------|------------|------------------|--------------------------------|----------------|---|
| 700004413-003-003 | | 5.000 | TRK | FOODS-WICHITA KS | POTATO BULK FOR PROCESS DEHY : | DES MOINES IA, | 03/16/2013 to 03/31/2013 , 04/01/2013 to 04/15/2013 , 04/16/2013 to 04/30/2013 , 05/01/2013 to 05/15/2013 , |
| 700004413-003-004 | | 2.000 | TRK | FOODS-WICHITA KS | POTATO BULK FOR PROCESS DEHY : | DES MOINES IA, | 04/01/2013 to 04/15/2013 , |
| 700004413-003-005 | | 2.000 | TRK | FOODS-WICHITA KS | POTATO BULK FOR PROCESS DEHY : | DES MOINES IA, | 04/16/2013 to 04/30/2013 , |
| 700004413-003-006 | | 2.000 | TRK | FOODS-WICHITA KS | POTATO BULK FOR PROCESS DEHY : | DES MOINES IA, | 05/01/2013 to 05/15/2013 , |

Row 1 of 4

Figure 64.

Step 27: When all constraints have been entered click “Back” on the constraints screen to go back to the **Offer** screen. Click on “Refresh”

- Notice, an “X” will appear in the “C” column, indicating that there are constraints. (Enter constraints for other plants now, if applicable)

Offers - Fruit and Vegetable Vendor A

Initial Back Refresh

Invitation
 Invitation: 2200000072 Name: AG-FCFR-S-14-0027-P0002 Type: Dom Commodity Inv
 Submission Deadline: 12/31/2015 18:00:00

Offers: 2 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

| Offer Number | Offer Label | Plant | Shipping Point | C | Prev. Offer | Status |
|--------------|-------------|--------------|------------------------------|---|-------------|---------|
| 3000021818 | | F&V Vendor A | Fruit and Vegetable Vendor A | X | | Pending |
| 3000021820 | | F&V Vendor A | F&V Vendor A | X | | Pending |

Constraints

Submitting an Offer on Invitation for Bid Solicitations

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Figure 65.

Step 28: Click on “Back” to return to the Vendor Response Page

Offers - Fruit and Vegetable Vendor A

[← Initial](#)
[← Back](#)
[↻ Refresh](#)

Invitation

Invitation:
 Name:
 Type:

Submission Deadline:

Offers: 2 hits

[Create](#)
[Delete](#)
[Copy](#)
[Vendor Response Log](#)

View: * [Standard View] | [Print Version](#) [Export](#)

| * Offer Number | Offer Label | Plant | Shipping Point | C | Prev. Offer | Status |
|----------------------------|-------------|--------------|------------------------------|---|-------------|---------|
| 3000021818 | | F&V Vendor A | Fruit and Vegetable Vendor A | X | | Pending |
| 3000021820 | | F&V Vendor A | F&V Vendor A | X | | Pending |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

[Constraints](#)

Figure 66.

Step 29: Click “Check” on **Vendor Response Page**

Vendor Response - Fruit and Vegetable Vendor A

[← Back](#)
[↻ Refresh](#)

Invitation

Invitation:
 Name:
 Type:
 Subtype:

Submission Deadline:

Response: 1 hits

[Create](#)
[Copy](#)
[Change](#)
[Delete](#)
[No Constraints](#)
[Vendor Response Log](#)
[Check](#)
[Submit Response](#)
[Withdraw](#)

View: [Standard View] | [Print Version](#) [Export](#)

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|--------------------------------|-----------------|---------|-------------------------|--------------|-------------------------|--------------|
| 7000011415-000 | New | | 09/30/2015 06:50:51 CST | FRUITANV0002 | 00/00/0000 00:00:00 CST | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Figure 67.

Submitting an Offer on Invitation for Bid Solicitations

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Step 30: A pop-up will display, click on “OK” to close the box

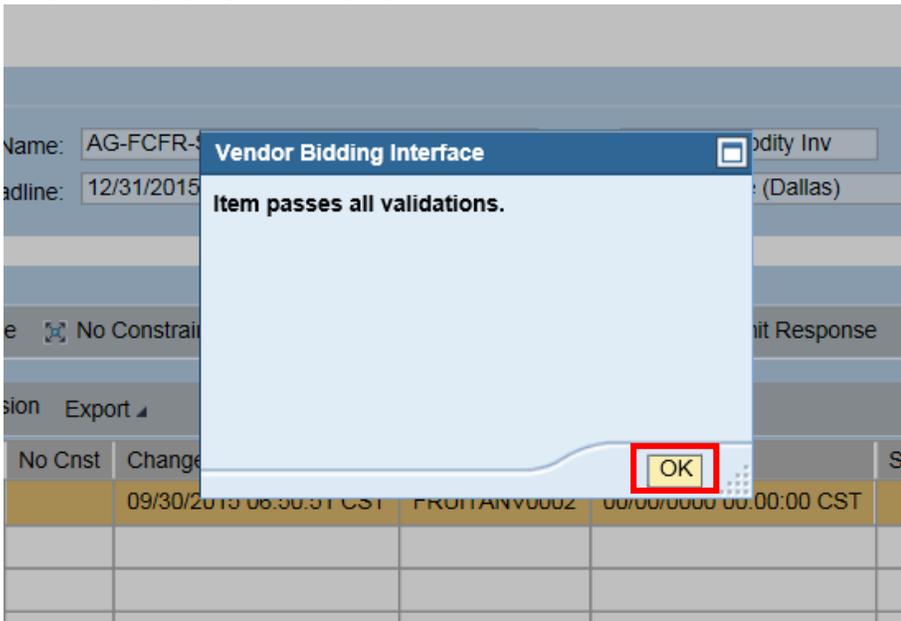


Figure 68.

- Note: If a vendor is willing to produce all of the product under the solicitation and does not want to enter a constraint, click on the “**No Constraints**” button. However, if a vendor has created constraints under this offer, by clicking the “No Constraints” button, it will delete all previously entered constraints.

Step 31: Click on “Submit Response” This step will submit the offer to the USDA for review after bid closing.

Vendor Response - Fruit and Vegetable Vendor A

[← Back](#) [↻ Refresh](#)

Invitation

Invitation: 2200000072 Name: AG-FCFR-S-14-0027-P0002 Type: Dom Commodity Inv Subtype:
Submission Deadline: 12/31/2015 18:00:00 Central Time (Dallas)

Response: 1 hits

[Create](#) [Copy](#) [Change](#) [Delete](#) [No Constraints](#) [Vendor Response Log](#) [Check](#) [Submit Response](#) [Withdraw](#)

View: [Standard View] [Print Version](#) [Export](#)

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|-------------------|-----------------|---------|-------------------------|--------------|-------------------------|--------------|
| 7000011415-000 | New | | 09/30/2015 06:50:51 CST | FRUITANV0002 | 00/00/0000 00:00:00 CST | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Figure 69.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

- A pop-up message will confirm the submission. Click on “OK” to close the box



Figure 70.

- The response status should indicate “Submitted – On-time”
 - Note: An offer can always be edited, changed, withdrawn, or modified prior to bid closing

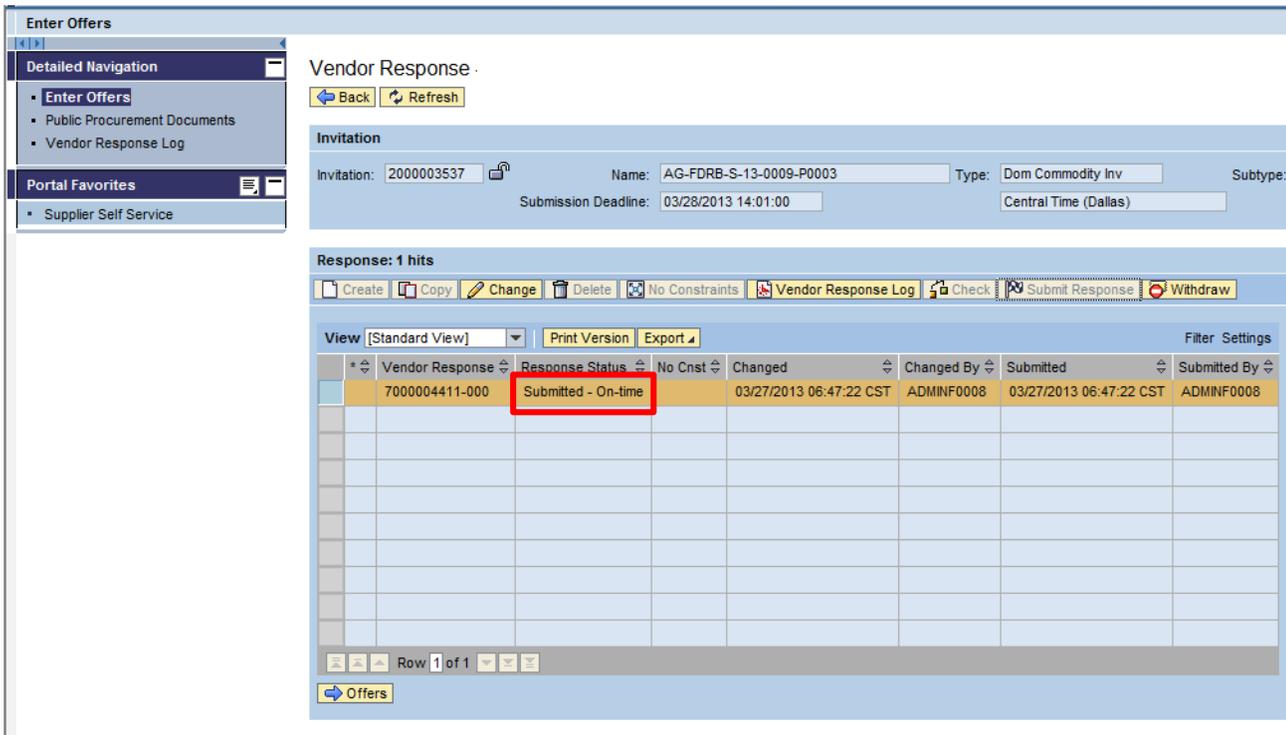


Figure 71.

Submitting an Offer on Invitation for Bid Solicitations

September 30, 2015

Reviewing a Submitted Offer

Step 32: To review the offer submitted click on “Vendor Response Log”

Vendor Response - Fruit and Vegetable Vendor A

[Back](#) [Refresh](#)

Invitation

Invitation: 2200000072 Name: AG-FCFR-S-14-0027-P0002 Type: Dom Commodity Inv Subtype: []
Submission Deadline: 12/31/2015 18:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints **Vendor Response Log** Check Submit Response Withdraw

View: [Standard View] Print Version Export

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|-------------------|---------------------|---------|-------------------------|--------------|-------------------------|--------------|
| 7000011415-000 | Submitted - On-time | | 10/02/2015 08:36:19 CST | FRUITANV0002 | 10/02/2015 08:36:19 CST | FRUITANV0002 |

Figure 72.

Step 33: A pop-up displays of the vendor response overview

Department of Agriculture
ed Supply Chain Management

Admin Reports Help

Bid Management | Maintain Organ...

Vendor Response
[Back](#) [Refresh](#)

Invitation: 2000003537

Response: 1 hits

Vendor Response Overview

Date Submitted: 04/02/2013 06:02:56 CST
Submitted By: ADMINF0008 - Farmland Admin
Date Submitted: 04/02/2013 06:02:56 CST
Submitted By: ADMINF0008 - Farmland Admin

Solicitation Information

Description: AG-FDRB-S-13-0009-P0004
Number: 2000003537
Vendor Response: 7000004413-000
Response Status: Submitted - On-time

Vendor Contact Information

Farmland Foods, Inc.
Tel: 816-243-2824
Fax:

Response Details:

| Response # | Vendor Plant | Shipping Point/ Freight Agency |
|------------|---|--|
| | FARMLAND FOODS-WICHITA KS 2323 S. SHERIDAN WICHITA, KS-67213-0277 | FARMLAND/DES MOINES CS-DES MOINES IA 4770 N.E. 17TH COURT DES MOINES, IA50313-2614 |
| | FARMLAND FOODS-DUBUQUE IA 701 E. 16TH ST DUBUQUE, IA-52004-0000 | MILLARD REFRIGERATION SERVICE 1650 EAST MADISON DES MOINES, IA50313-3630 |

| | Ability One | SDVOSB | 8(a) | Small | HubZone | Large |
|---------------|-------------|--------|------|-------|---------|-------|
| At Submission | No | No | No | No | No | Yes |

Unknown Zone | Protected Mode: Off

This will display date submitted, Solicitation #, plant, shipping point, business data (from SAM), constraints entered, attribute questions, file names of the documents uploaded, and prices entered

Bid Status should show Submitted - On-time

Figure 73.

Submitting an Offer on Invitation for Bid Solicitations

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Optional: Changing an Offer after Submitting

Step 1.4: If any changes need to be made after an offer has been submitted click on “Change”.

Vendor Response - Fruit and Vegetable Vendor A

[← Back](#) [↻ Refresh](#)

Invitation: 2200000072 Name: AG-FCFR-S-14-0027-P0002 Type: Dom Commodity Inv Subtype: Central Time (Dallas)

Submission Deadline: 12/31/2015 18:00:00

Response: 1 hits

Create Copy **Change** Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|-------------------|---------------------|---------|-------------------------|--------------|-------------------------|--------------|
| 7000011415-000 | Submitted - On-time | | 10/02/2015 08:36:19 CST | FRUITANV0002 | 10/02/2015 08:36:19 CST | FRUITANV0002 |

Figure 74.

- Notice that two responses are now displayed, one status shows “Submitted- On- Time” and the other status shows “New”.

Step 2.4: Click on the box to the left of the “New” vendor response number (row will be highlighted in yellow).

- Click on “Offers”

Vendor Re JODS, INC.

[← Back](#) [↻ Refresh](#)

Invitation: 2000003537 Name: AG-FDRB-S-13-0009-P0004 Type: Dom Commodity Inv Subtype: Definite Delivery

Submission Deadline: 04/05/2013 14:01:00

Response: 2 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View [Standard View] Print Version Export Filter Settings

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|-------------------|---------------------|---------|-------------------------|------------|-------------------------|--------------|
| 7000004413-000 | Submitted - On-time | | 04/02/2013 06:02:56 CST | ADMINF0008 | 04/02/2013 06:02:56 CST | ADMINF0008 |
| 7000004413-001 | New | | 04/02/2013 06:14:49 CST | ADMINF0008 | 00/00/0000 00:00:00 CST | |

Row 1 of 2

Offers

Figure 75.

Submitting an Offer on Invitation for Bid Solicitations

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Step 3.4: Click on the hyperlink offer number that you would like to change and follow steps 1.1-5.1 (pg. 25-27).

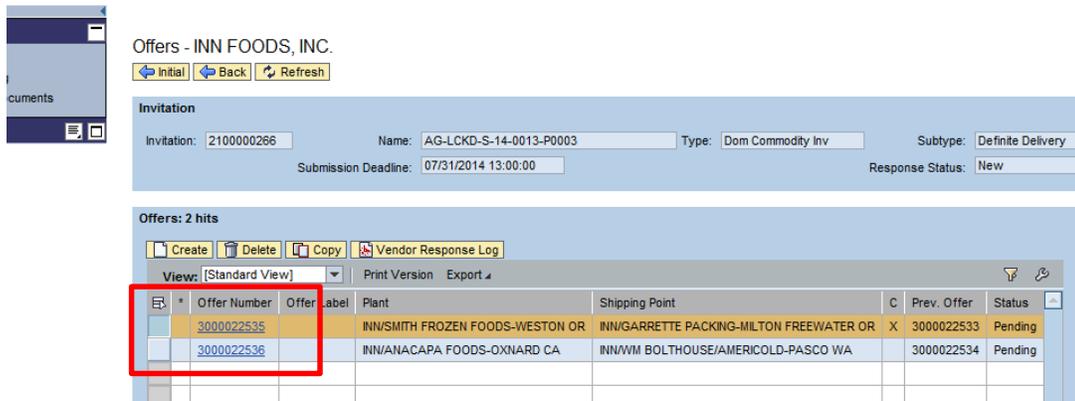


Figure 76.

- Note: When submitting the final offer, the “New” offer line should be highlighted in yellow before clicking on submit.

Step 4.4: After offer is submitted, the status of the first offer has changed to “Historical” and the updated offer shows a status of “Submitted – On-time”.

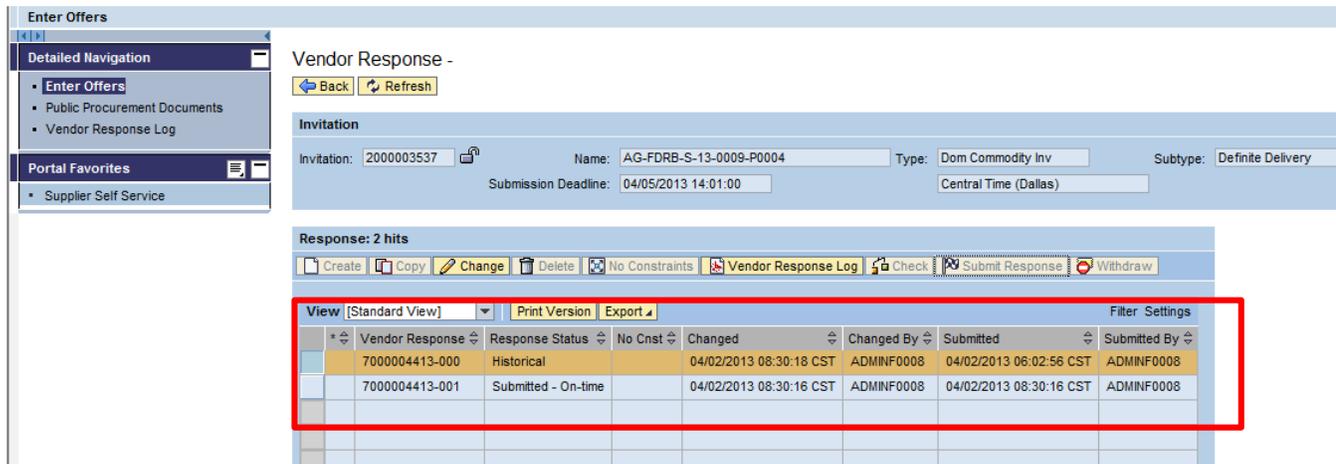


Figure 77.

Optional: Withdrawing a Submitted Offer

Step 1.5: To withdraw an offer that has been “Submitted - On-time”, click on “Withdraw”

Submitting an Offer on Invitation for Bid Solicitations

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The screenshot shows the 'Enter Offers' interface. On the left is a navigation menu with 'Enter Offers' selected. The main area is titled 'Vendor Response -' and includes a 'Back' and 'Refresh' button. Below this is the 'Invitation' section with fields for Invitation number (2000003546), Name (AG-FDRB-S-13-0016-P0002), Type (Dom Commodity Inv), Submission Deadline (05/07/2013 09:00:00), and Central Time (Dallas). The 'Response: 1 hits' section contains a toolbar with buttons for Create, Copy, Change, Delete, No Constraints, Vendor Response Log, Check, Submit Response, and Withdraw. A table below shows one response with the status 'Submitted - On-time'. The 'Withdraw' button in the toolbar is highlighted with a red box.

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|-------------------|---------------------|---------|-------------------------|------------|-------------------------|--------------|
| X 7000004437-000 | Submitted - On-time | X | 04/22/2013 05:11:15 CST | ADMINF0008 | 04/22/2013 05:11:15 CST | ADMINF0008 |

Figure 78.

- The Offer is now displayed in New Status
 - Note: Changes can be made to this offer and it can be resubmitted prior to bid closing.
 - Note: USDA highly recommends saving the vendor response log to show the status of the vendor response, which should show “Submitted on Time”.

The screenshot shows the 'Enter Offers' interface. The 'Invitation' section is the same as in Figure 78. The 'Response: 1 hits' section now shows the response with the status 'New'. The 'Withdraw' button in the toolbar is highlighted with a red box.

| * Vendor Response | Response Status | No Cnst | Changed | Changed By | Submitted | Submitted By |
|-------------------|-----------------|---------|-------------------------|------------|-------------------------|--------------|
| X 7000004437-000 | New | X | 05/06/2013 11:58:23 CST | ADMINF0008 | 00/00/0000 00:00:00 CST | |

Figure 79.

Submitting an Offer on Invitation for Bid Solicitations

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BIDLOGREPORT_2100000266.PDF - Adobe Acrobat Pro

File Edit View Window Help

Create

1 / 5 203%

Tools Comment Share

S11

Vendor Response Overview

Date Submitted 07/21/2014 11:15:11 EST
Submitted By ADMIN310001 - QAS-Inn Adminthree
Date Changed 07/21/2014 11:15:11 EST
Changed By ADMIN310001 - QAS-Inn Adminthree

Vendor Information

INN FOODS, INC.
 310 WALKER ST
 WATSONVILLE CA- 95076-2309

Solicitation Information

Description AG-LCKD-S-14-0013-P0003
Number 2100000266
Vendor Response 7000011826-000
Response Status Submitted - On-time

Vendor Contact Information

Tel :831-761-7516
Fax :831-728-5720

Offer Response Details:

| Offer Response # | Vendor Plant | Shipping Point/ Freight Agency |
|------------------|---|--|
| 3000022533 | INN/SMITH FROZEN FOODS-WESTON OR DEPOT STREET WESTON, OR-97886-0000 | INN/GARRETTE PACKING-MILTON FREEWATER OR 11 N.W. 4TH AVENUE MILTON FREEWATER, OR97862-1901 |
| 3000022534 | INN/ANACAPA FOODS-OXNARD CA 4300 ETING ROAD OXNARD, CA-93033-5900 | INN/WM BOLTHOUSE/AMERICOLD-PASCO WA 5805 INDUSTRIAL WAY PASCO, WA99301-9388 |

Figure 80.