

# Submitting an Offer on Long-Term/RFP Solicitations

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September 16, 2014

Select “Ctrl+Click” to follow links below

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# Submitting an Offer on Long-Term/RFP Solicitations

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## Submitting an Offer

Portal Path: Suppliers → Bid Management → Enter Offers

The screenshot shows the 'Enter Offers' page. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are sub-tabs: 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The 'Suppliers' and 'Bid Management' tabs are highlighted with red boxes. On the left, a 'Detailed Navigation' menu shows 'Enter Offers' selected. The main content area is titled 'Enter Offers' and contains a 'Find Bid Invitation' form. The form has three input fields: 'Bid Invitation Number', 'Document Name', and 'Status'. Below these are 'Transaction Type', 'Bid Inv Type', and 'Processed Since' (with a dropdown set to 'Last 30 Days' and a checkbox for 'With Responses Only'). A yellow 'Start' button is located below the form. Below the form, it says 'Search results: 0 hits' and shows a table with columns: Transaction Number, Name, Transaction Type Description, Subtype, R, and Deadline.

Enter Bid Invitation/Solicitation Number in the “Bid Invitation Number” field and click on “Start”

This screenshot is similar to the previous one, but the 'Bid Invitation Number' field in the 'Find Bid Invitation' form is now filled with the value '2100000311'. The 'Start' button is also highlighted with a red box. The search results table below still shows '0 hits'.

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Click on “Maintain Vendor Response”

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

Find Bid Invitation

Bid Invitation Number: Document Name: Status: Open  
Transaction Type: Bid Inv Type: Processed Since: Last 7 Days  With Responses Only

Start

Search results: 1 hits

* Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline
2100000311	AG-3J16-S-14-0096	Master/ShortFall Inv	Master		09/25/2014 09:00:00

Maintain Vendor Response

Click on “Create”

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

Enter Offers

Vendor Response -

Back Refresh

Invitation

Invitation: 2000006959 Name: AG-DMOZ-S-14-0297 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 06/01/2014 17:30:00 Central Time (Dallas)

1 hits

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

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
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Offers

# Submitting an Offer on Long-Term/RFP Solicitations

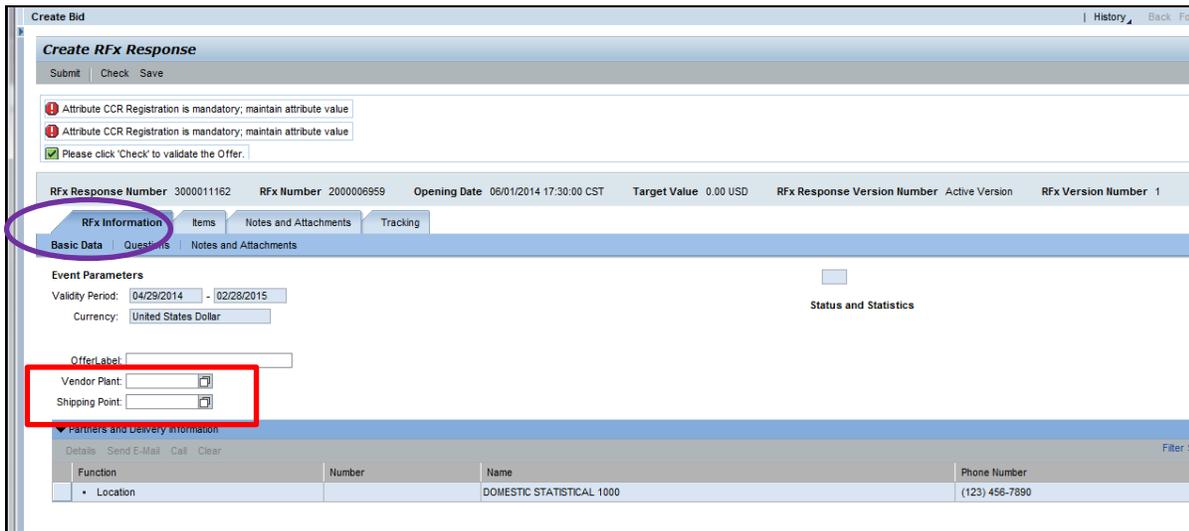
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The Create RFX Screen will appear. Error messages regarding attribute questions and checking offer will also display at the top of the page. The screen opens up the **“RFX Information”** tab, **“Basic Data”** link.

Enter **“Vendor Plant”** and **“Shipping Point”** either by typing the number or clicking the white box to the right 

Vendor Plant ID numbers are 7-digits and start with “11.....”

Shipping Point ID numbers are 7-digits and start with “12.....”



Create Bid | History | Back

### Create RFX Response

Submit | Check | Save

Attribute CCR Registration is mandatory; maintain attribute value  
Attribute CCR Registration is mandatory; maintain attribute value  
Please click 'Check' to validate the Offer.

RFX Response Number 300001162 | RFX Number 2000006959 | Opening Date 06/01/2014 17:30:00 CST | Target Value 0.00 USD | RFX Response Version Number Active Version | RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period: 04/29/2014 - 02/28/2015  
Currency: United States Dollar

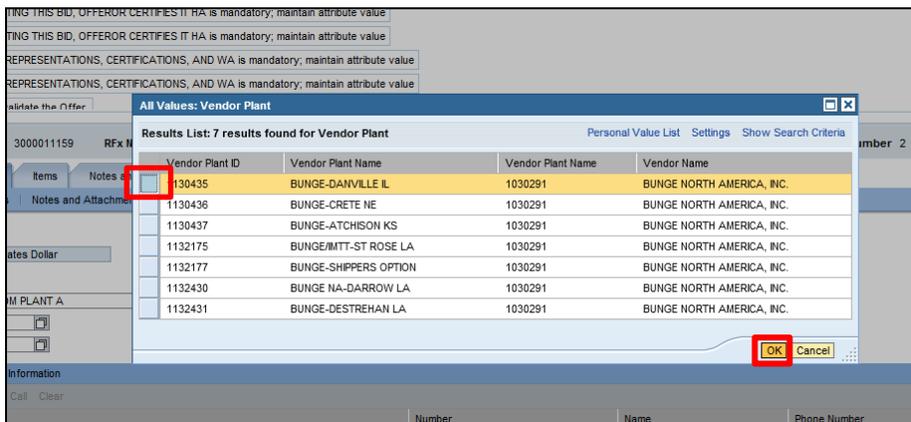
Offer Label:

Vendor Plant:    
Shipping Point:  

Partners and Delivery Information

Function	Number	Name	Phone Number
Location	DOMESTIC STATISTICAL 1000		(123) 456-7890

A list of all approved plants will appear. Click on the blue box next to select a plant from the list. Click on **“OK”** to confirm your selection. Repeat the same process for selecting your Shipping Point.



WARNING THIS BID, OFFEROR CERTIFIES IT HA is mandatory; maintain attribute value  
WARNING 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

300001159 | RFX N

Items | Notes | Notes and Attachments

States Dollar

M PLANT A

Information

Call | Clear

Number | Name | Phone Number

#### 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

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Click on the Questions link under the RFX Information tab. Click the right arrow on the horizontal scrollbar to see all of the questions

The screenshot shows the 'Questions' tab selected under the 'RFX Information' section. The page contains a list of questions for the bidder to answer. A red box highlights the 'Questions' tab, and another red box highlights the right arrow on the horizontal scrollbar at the bottom right of the page.

Answer all required attributes questions (if applicable).

The screenshot shows the 'Questions' tab selected under the 'RFX Information' section. The page contains a list of questions for the bidder to answer. A red box highlights the 'Reply' column, and a date '1/19/2014' is entered in the first row of the 'Reply' column.

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## Uploading Documents to an Offer

To upload documents, under the RX Information tab, click on “Notes and Attachments”

The screenshot shows the 'Create Bid' portal interface. At the top, there are navigation tabs: 'Basic Data', 'Questions', 'Notes and Attachments' (highlighted with a red box), and 'Tracking'. Below the tabs, there are several form fields with red warning icons and text: 'Attribute FURNISH NAME, TITLE, PHONE NUMBER AND E-MAIL ADDRESS is mandatory; maintain attribute value', 'Attribute OFFER CERTIFIES THAT THE OFFER IS MADE SUBJECT TO is mandatory; maintain attribute value', 'Attribute OFFEROR REQUESTS HUBZONE SMALL BUSINESS PRICE EVAL is mandatory; maintain attribute value', and 'Attribute TIMELY PERFORMANCE: OFFERORS AND ANY SUBCONTRACTOR is mandatory; maintain attribute value'. There is also a green checkmark icon with the text 'Please click "Check" to validate the Offer'. Below these fields, there is a summary bar with 'Rfx Response Number 3000022651', 'Rfx Number 2100000311', 'Opening Date 09/25/2014 10:00:00 EST', 'Target Value 0.0000 USDN', and 'Rfx Response Version Number Active'. Below the summary bar, there are several form fields with radio buttons: 'THIS SOLICITATION, THE AGRICULTURE ACQUISITION REGULATIONS (AGAR), AND THE FEDERAL ACQUISITION REGULATIONS (FAR):' with 'Yes' selected and 'No' unselected; 'SUBCONTRACTOR \_\_\_\_\_ COMPLETED REQUIRED PERFORMANCE OF ANY USDA CONTRACT PRIOR TO THE OFFER DUE DATE:.' with 'Have' selected; and 'OFFERED IN THE SMALL BUSINESS ADMINISTRATION'S HISTORICALLY UNDERUTILIZED BUSINESS ZONE PROGRAM (FAR SUBPART 19.13):' with 'Yes' selected and 'No' unselected.

Scroll down to Attachments and click on “Add Attachments”

The screenshot shows the 'Notes and Attachments' section of the portal. The 'Notes' section is expanded, showing a table with columns 'Category' and 'Description'. The 'Attachments' section is also expanded, showing a table with columns 'Category', 'Description', and 'File Name'. The 'Add Attachment' button is highlighted with a red box. Below the 'Add Attachment' button, there is a table with columns 'Category', 'Description', and 'File Name'. The table contains the following data:

Category	Description	File Name
Standard Attachment	AMS Master Solicitation April 2013	AMS Master Solicitation-April 2013.pdf
Standard Attachment	Supplement 404 June 2012	Supplement 404 June 2012.pdf
Standard Attachment	Supplement 404 Amendment No 1 August 2012	Supplement 404 Amendment 1 August 2012.pdf
Standard Attachment	Supplement 404 Amendment No 2 April 2013	Supplement 404 Amendment 2 April 2013.pdf

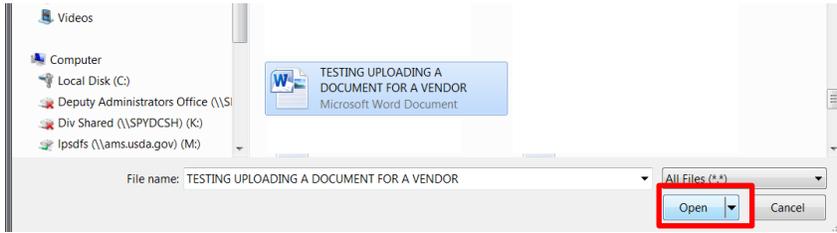
A pop up will be displayed. Click on “Browse”

The screenshot shows the 'Add Attachment' pop-up dialog box. The dialog box has a title bar 'Add Attachment' and a close button. The main content area contains the text 'Here, you can upload a file and attach it to the header'. Below this text, there is a 'File:' label followed by a text input field and a 'Browse...' button highlighted with a red box. There is also a 'Description:' label followed by a text input field. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

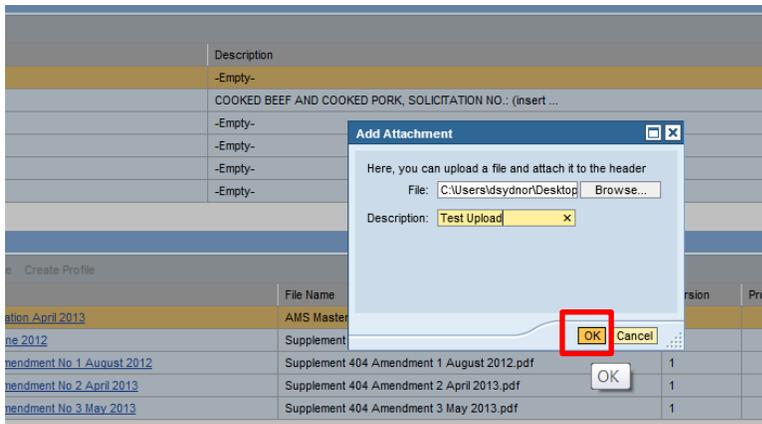
# Submitting an Offer on Long-Term/RFP Solicitations

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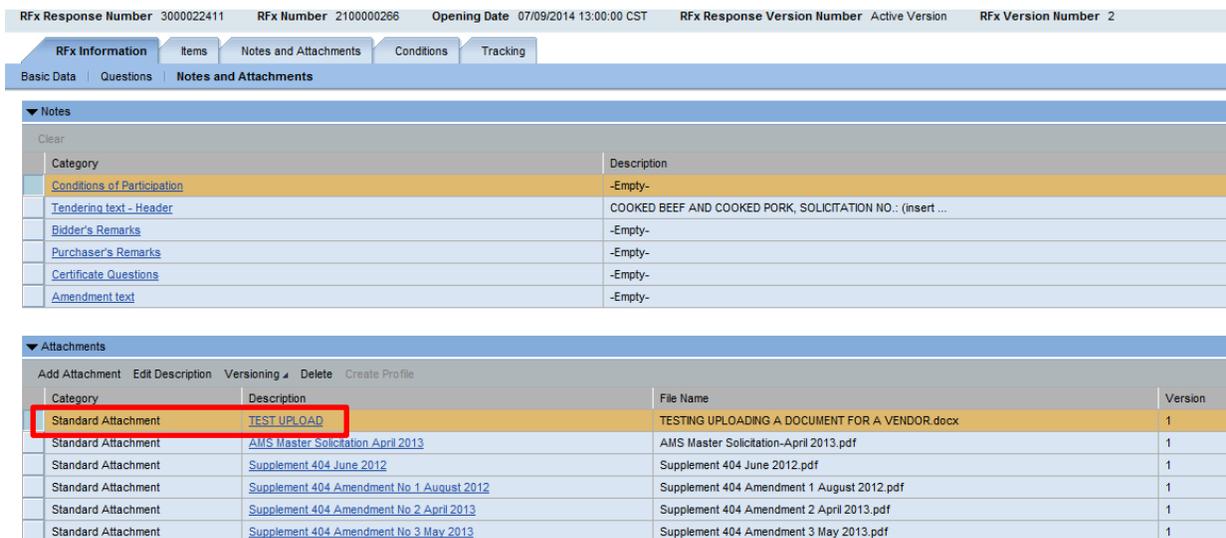
Select the file to be attached and click on “Open”



Label the document to be attached in the “Description” field then click on “OK”



Confirm that document(s) appears at the top of the attachment screen. Attaching PDF files is recommended. Multiple documents can be attached using the same process



# Submitting an Offer on Long-Term/RFP Solicitations

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## Entering Pricing

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

RFX Response Number 3000022411 RFX Number 2100000266 Opening Date 07/09/2014 13:00:00 CST RFX Response Version Number Active Version

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

Basic Data Questions **Notes** Attachments

Notes

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	COOKED BEEF AND COOKED PORK, SOLICITATION NO.: (insert ...
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	-Empty-
Amendment text	-Empty-

Attachments

Category	Description	File Name
Standard Attachment	AMS Master Solicitation April 2013	AMS Master Solicitation-April 2013.pdf
Standard Attachment	Supplement 404 June 2012	Supplement 404 June 2012.pdf
Standard Attachment	Supplement 404 Amendment No 1 August 2012	Supplement 404 Amendment 1 August 2012.pdf
Standard Attachment	Supplement 404 Amendment No 2 April 2013	Supplement 404 Amendment 2 April 2013.pdf

Click on the “Expand All” link to view all commodity line items

https://wbscmdeweb1.usda.gov/?NavigationTarget=navurl%3A%2F%2F520bde4f3631d70292f3c04b0271b - Windows Internet Explorer

Create Bid

Create RFX Response

Submit Check Save

Please click 'Check' to validate the Offer.

RFX Response Number 3000011162 RFX Number 2000006959 Opening Date 06/01/2014 17:30:00 CST Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX Information **Items** Notes and Attachments Tracking

Item Overview

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response	Internal Item Number
0001	CHEESE, NATURAL AMER		0.000		<input type="checkbox"/>	0.00	0/0	0/0	10
0001.01	CHEESE CHED WHT BLOCK-40 LB	130005	119,850.000	LB	<input type="checkbox"/>	0.00	1/0	1/0	20

To view commodity line item details, click on the line item number **0001.01**

Create RFX Response

Submit Check Save

Please click 'Check' to validate the Offer.

RFX Response Number 3000011162 RFX Number 2000006959 Opening Date 06/01/2014 17:30:00 CST Target Value 0.00 USD RFX Response Version Number Active Version

RFX Information **Items** Notes and Attachments Tracking

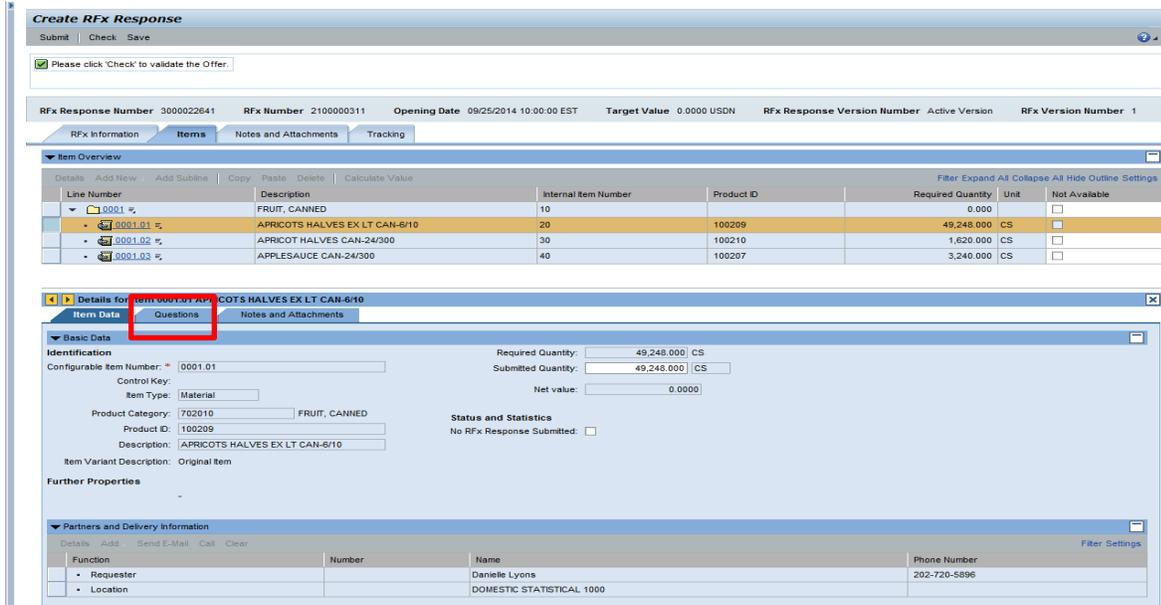
Item Overview

Line Number	Description	Product ID	Required Quantity	Unit	Not Available	Total Value	RFX / Response	RFX / Response
0001	CHEESE, NATURAL AMER		0.000		<input type="checkbox"/>	0.00	0/0	0/0
0001.01	CHEESE CHED WHT BLOCK-40 LB	130005	119,850.000	LB	<input type="checkbox"/>	0.00	1/0	1/0

# Submitting an Offer on Long-Term/RFP Solicitations

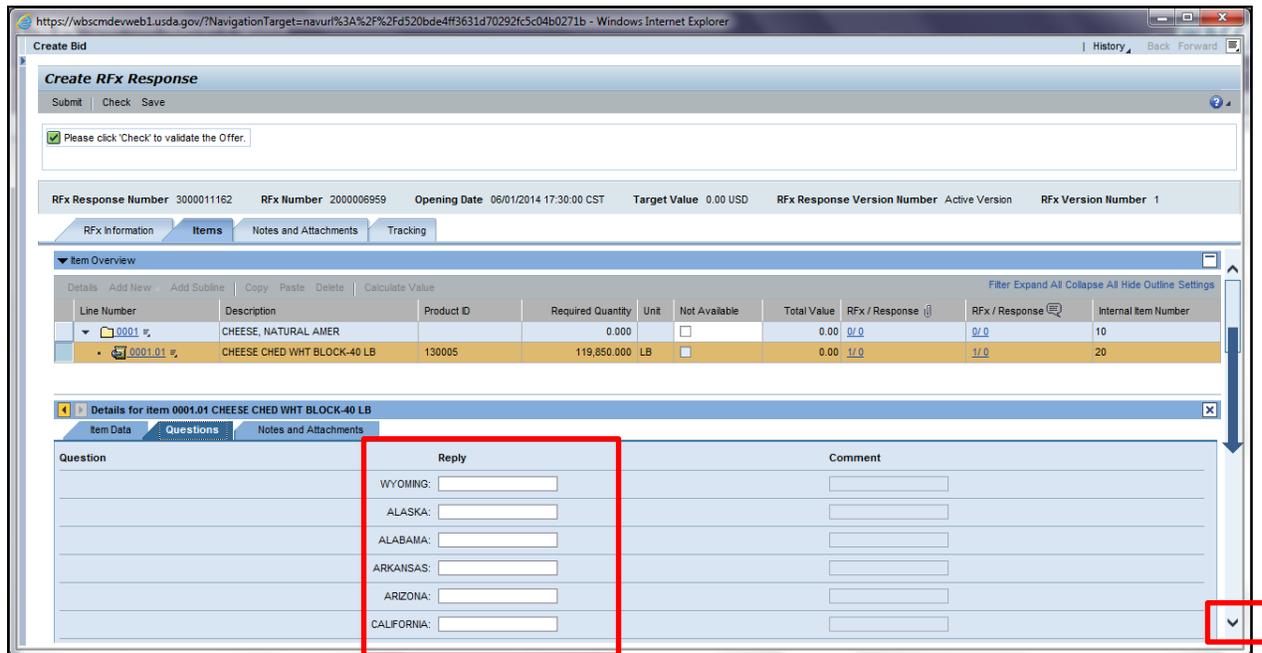
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Scroll down and click on the “Questions” tab to enter prices for the selected commodity line item



Enter prices in the “Reply” column. Click on the vertical scrollbar or the down arrow to scroll to the bottom of the screen.

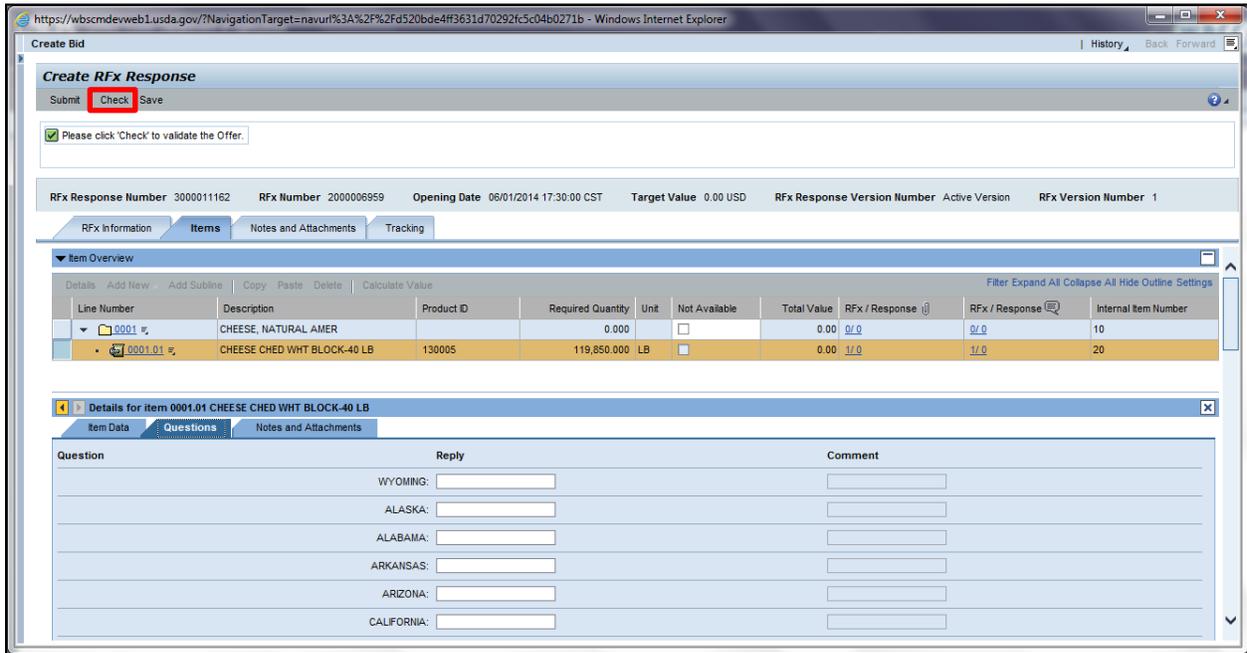
Note: If a vendor doesn't want to enter a bid on a state, leave that field blank.



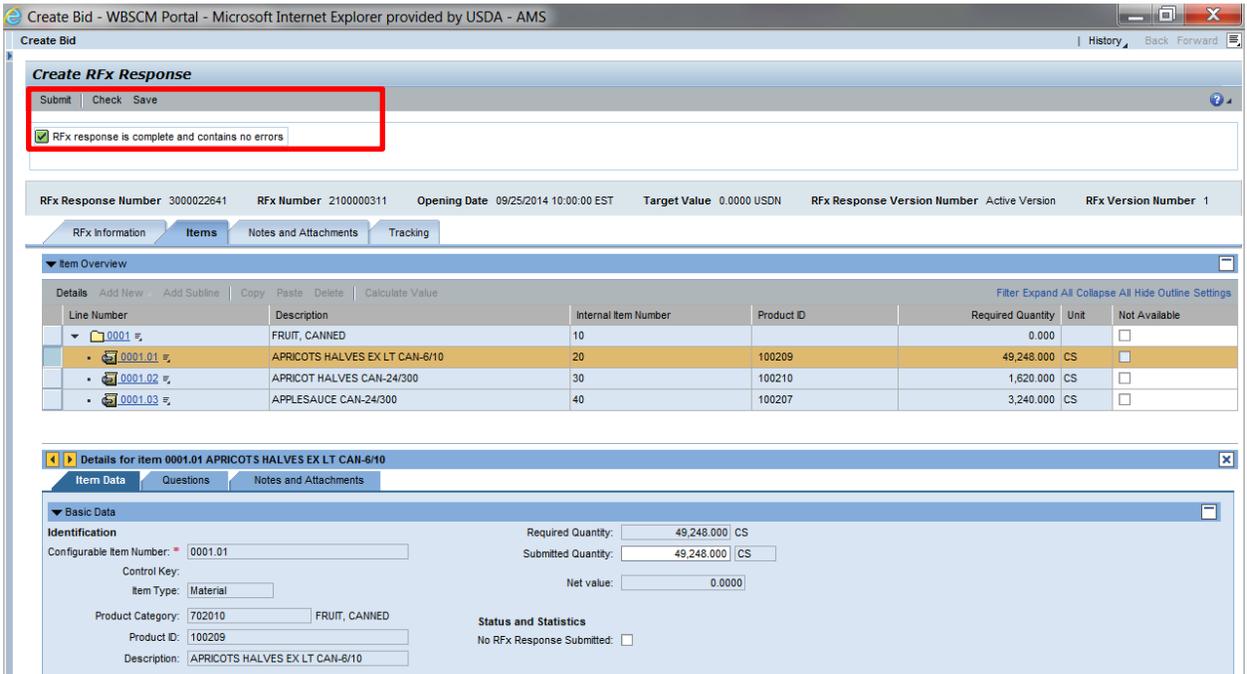
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After all prices have been entered click on “Check” to validate your offer



A message should display stating “RFX response is complete and contains no errors”



# Submitting an Offer on Long-Term/RFP Solicitations

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If you do not receive the message stating that the RFX response 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 [WBSCMAMSHelpdesk@AMS.USDA.GOV](mailto:WBSCMAMSHelpdesk@AMS.USDA.GOV)

After confirmation of no errors click on “Submit”

Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
CHICKEN, BULK	<input type="checkbox"/>		0.000		0.0000	USDN			0.0000

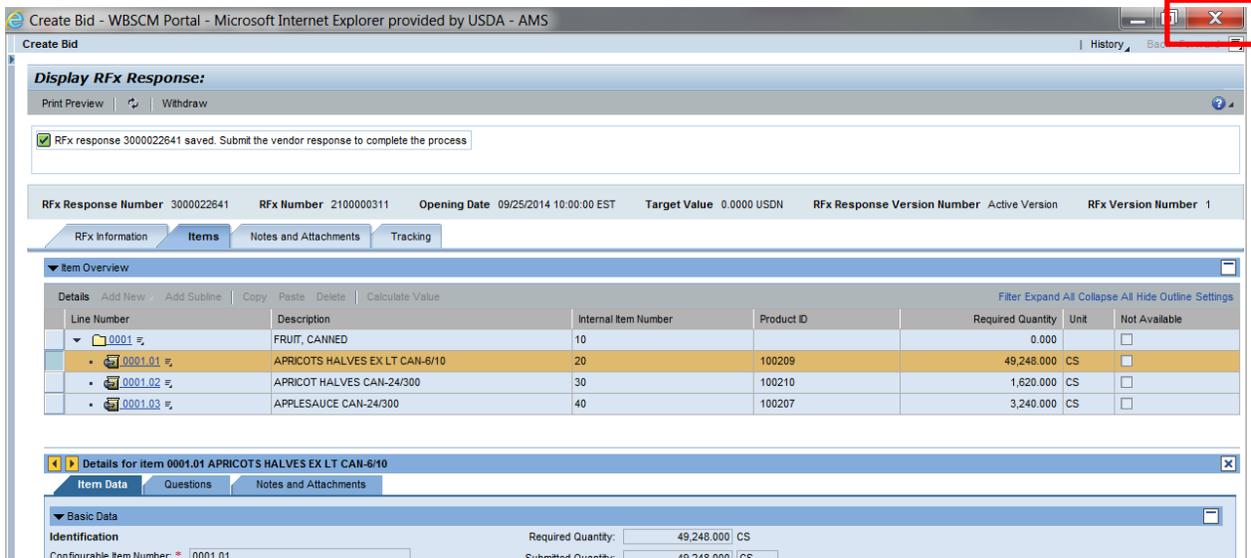
**READ THE NEXT MESSAGE CAREFULLY!!!** “RFX response \_\_\_\_\_ saved. Submit the vendor response to complete the process.”

Description	Lot	Product ID	Required Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value
-------------	-----	------------	-------------------	------	-------	----------	-----------	---------------	-------------

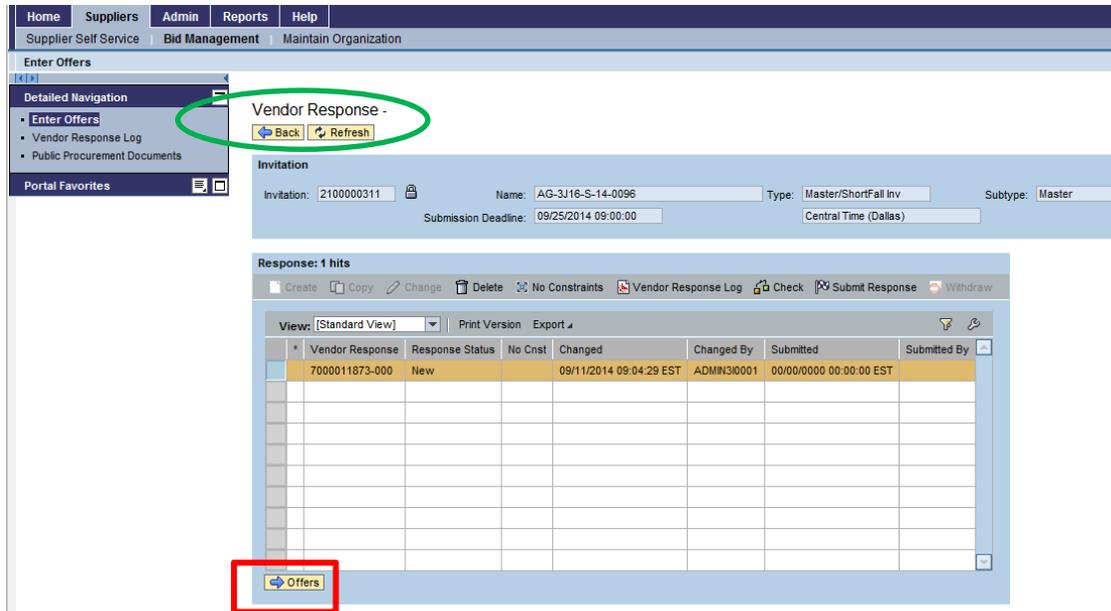
# Submitting an Offer on Long-Term/RFP Solicitations

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After receiving message that the response is saved, the “Display RFX Response” screen may now be closed. Click on the red X to close the screen



This should open the Vendor Response Screen. To see the offer that was just created and make changes or to check offer status, click on the “Offers” button on the bottom of the page. If no changes need to be made skip to page 15



# Submitting an Offer on Long-Term/RFP Solicitations

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**Reviewing a Pending Offer:** Should any changes need to be made or to review the offer data entered, click on “Offer Number” hyperlink

Offers -

Invitation: 2100000311 Name: AG-3/16-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Response Status: New

Offers: 1 hits

Offer Number	Offer Label	Plant	Shipping Point	C	Prev.	Offer	Status
3000022652	WESTON OR		EWATER OR				Pending

Notice the status is in “Pending” which means the offer has been saved and has not been submitted in WBSCM. If the status is “Created” it means the offer has been created and held.

The Display RFX Response window opens. To make changes/corrections, click on “Withdraw”

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

**Display RFX Response:**

Print Preview Withdraw

RFX Response Number 3000022533 RFX Number 2100000266 Opening Date 07/31/2014 14:00:00 EST RFX Response Version Number Active Version RFX Version Number 4

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

OfferLabel:

Vendor Plant: 1100785

Shipping Point: 1200214

Adjust Price: 0.0000

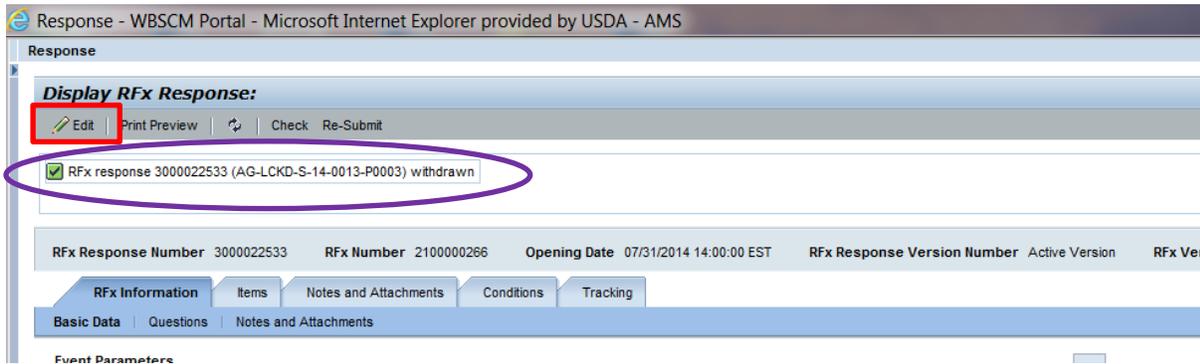
Partners and Delivery Information

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

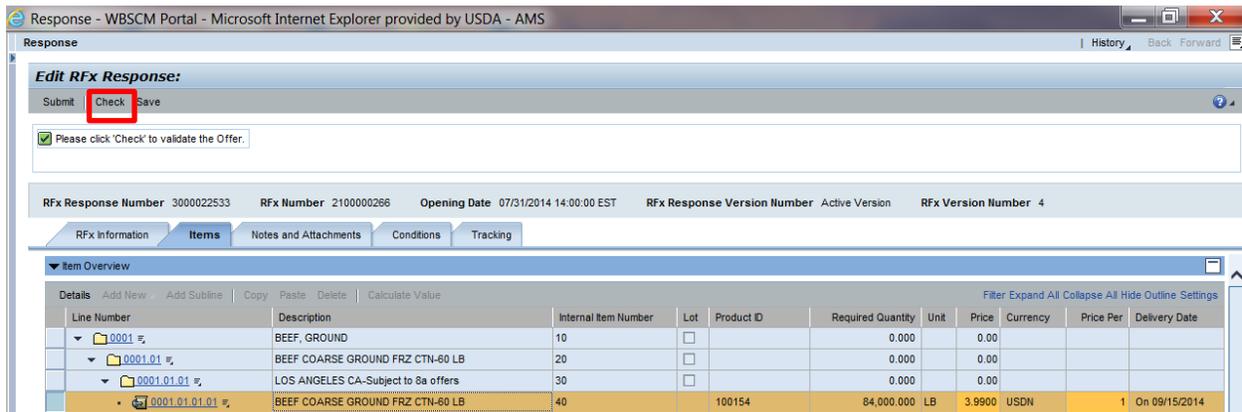
# Submitting an Offer on Long-Term/RFP Solicitations

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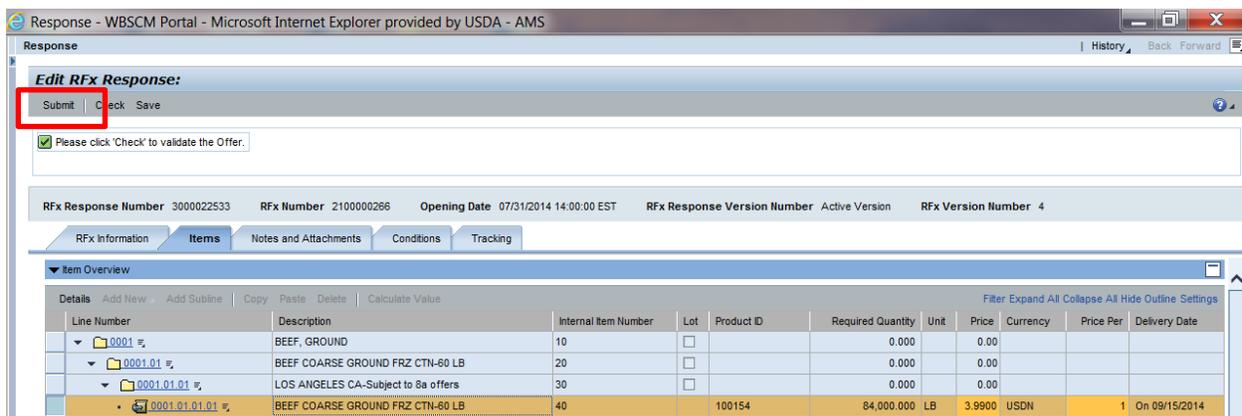
A new message will display that the response has been withdrawn. To make changes/corrections click on “Edit”



After changes are made click on “Check”



If there are no errors, click on “Submit”



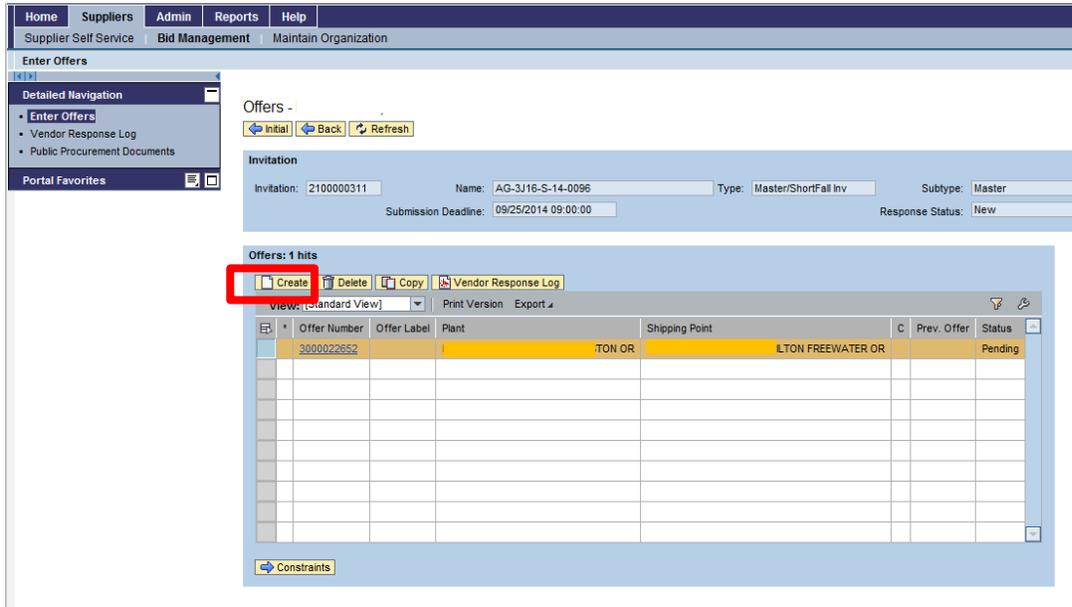
Note: Only one offer can be submitted per plant per solicitation however multiple offers can be submitted under one response for different plants

# Submitting an Offer on Long-Term/RFP Solicitations

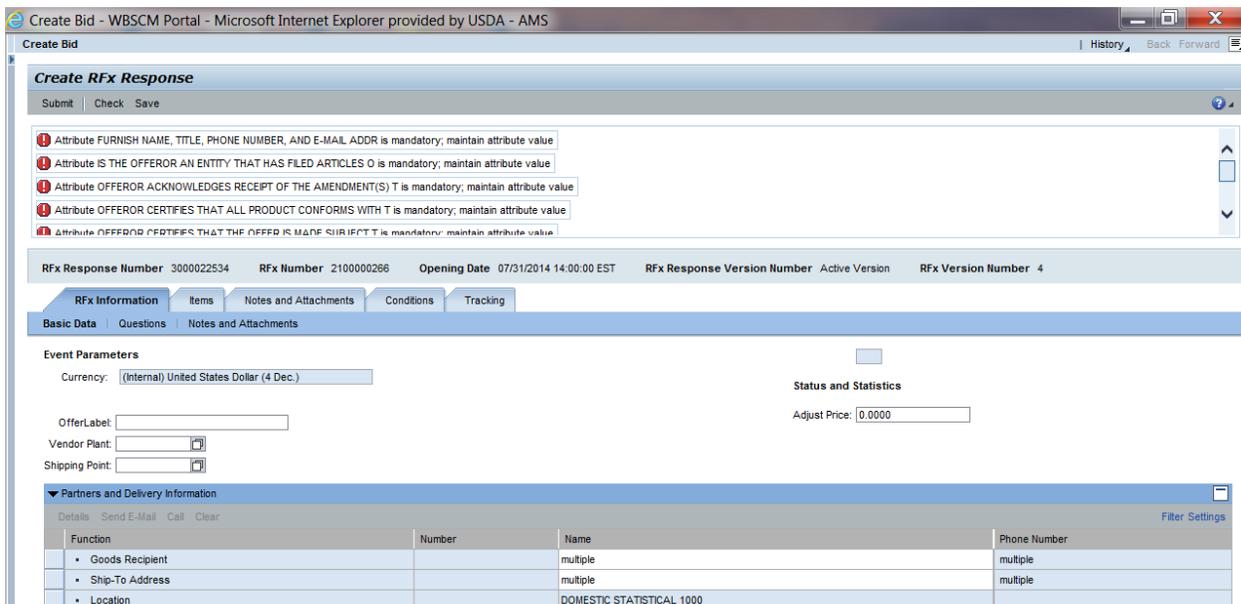
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**Entering an Offer for Multiple Plants:** To create a new offer for a different plant follow the steps below. If no other plants need to be created skip to the bottom of page 16 (next step, entering constraints)

On the “Offers” Screen, click on “Create”



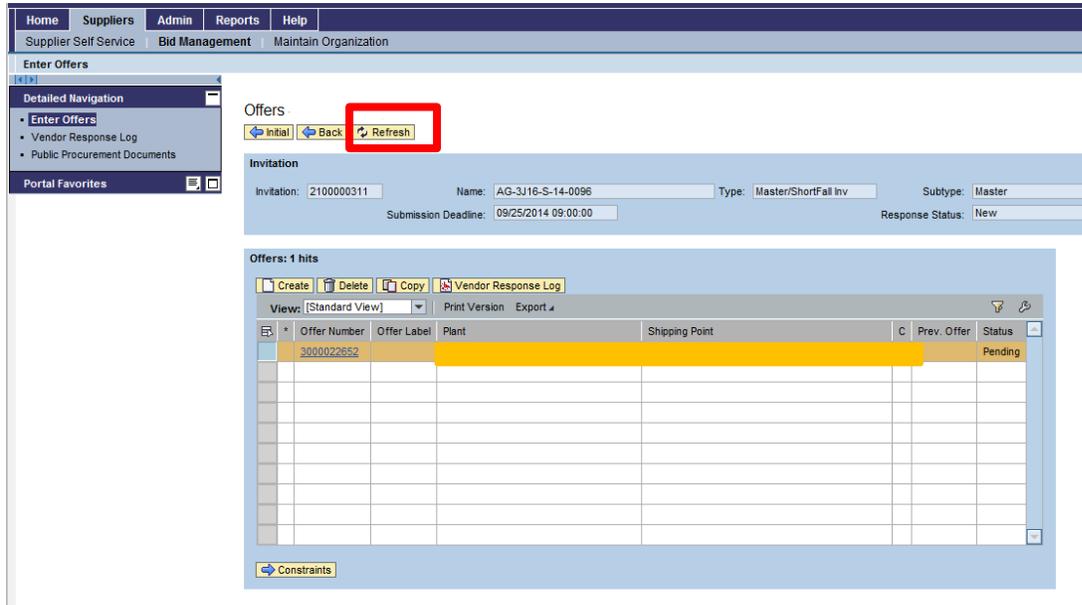
The “Create RFX Response” window displays, follow the same steps as before when selecting your plants and entering prices. (Follow steps on pages 4 through 22)



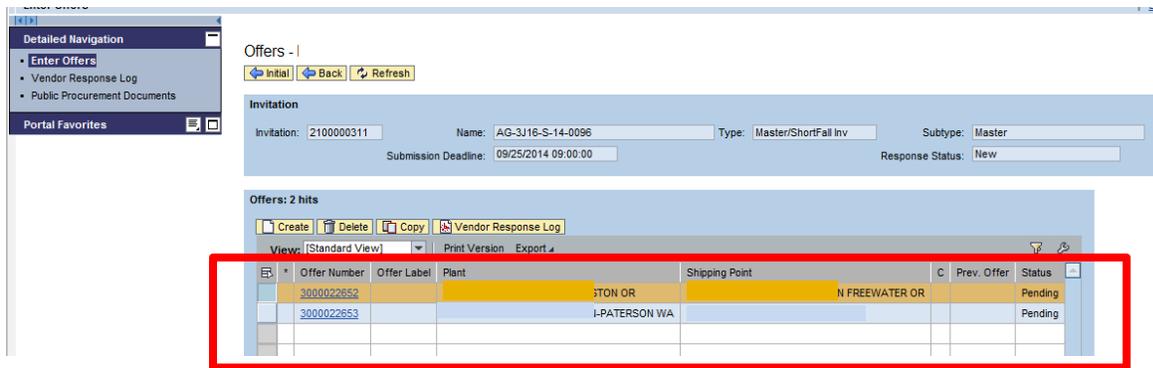
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After the offer has been submitted for the second plant, close the window. This will take you back to the “Offers” screen. Click on the “Refresh” button



Notice that two offers are now submitted in pending status



**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.

Refer to the RFP document to determine the format as to which constraints will be accepted, as this requirement can change

If constraints are not allowed or no constraints need to be entered skip to page 23

Note: The offer(s) MUST be in pending status prior to entering constraints

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

Offers

Initial Back Refresh

Invitation

Invitation: 2100000311 Name: AG-3J16-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Response Status: New

Offers: 2 hits

Create Delete Copy Vendor Response Log

Offer Number	Offer Label	Plant	Shipping Point	Prev. Offer	Status
3000022652		FOODS-WESTON OR	CKING-MILTON FREEWATER OR		Pending
3000022653		RS FROZEN-PATERSON WA	CS-RICHLAND WA		Pending

Constraints

Click on “Create”

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

Constraints -

Initial Back

Invitation

Invitation: 2100000311 Name: AG-3J16-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Response Status: New

Create Edit Delete Copy View

Constraint ID	No Cnst	Quantity	Unit	Plants	Products	Ship Points	Delivery Dates
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Examples of entered constraints are provided on pages 19-21. If no constraints, click on the “No Constraints” box.

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

Entering a “0” indicates NOTHING to be awarded

**Constraint Details**

Capacity: 20 LB

Plant: 0001131004 - C-CHICAGO IL

Product: CARROTS CAN-24/300

Ship Point: C-CHICAGO IL

Delivery Dates:

- 01/01/2014 to 01/15/2014
- 01/16/2014 to 01/31/2014
- 02/01/2014 to 02/15/2014
- 02/16/2014 to 02/28/2014
- 03/01/2014 to 03/15/2014
- 03/16/2014 to 03/31/2014
- 04/01/2014 to 04/15/2014
- 04/16/2014 to 04/30/2014
- 05/01/2014 to 05/15/2014
- 05/16/2014 to 05/31/2014
- 06/01/2014 to 06/15/2014

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”

The information just entered will be displayed on the constraints page. If additional constraints need to be entered click “Create”. After all constraints have been entered click on “Back”

**Constraints**

Constraint:

Invitation: 2000003600 Name: AG-FCVG-S-13-0020 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 06/28/2013 13:00:00 Response Status: New

View: [Standard View]

700004491-000-001	20.000	LB	AT PACKERS INC-CHICAGO IL	CARROTS CAN-24/300	AT PACKERS INC-CHICAGO	03/16/2014 to 03/31/2014
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## 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 1/16/14 through 1/31/14.

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 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

The screenshot shows the 'Constraint Details' form with the following fields:

- Capacity: 20
- Plant: 0001131004 - MEAT PACKERS INC-CHICAGO IL
- Product: CARROTS CAN-24/300
- Ship Point: CHERRY MEAT PACKERS INC-CHICAGO IL
- Delivery Dates: 01/16/2014 to 01/31/2014 (highlighted in red)

Buttons: Cancel, Create

## 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

The screenshot shows the 'Constraint Details' form with the following fields:

- Capacity: 10
- Plant: 0001131004 - MEAT PACKERS INC-CHICAGO IL
- Product: CARROTS CAN-24/300
- Ship Point: CHERRY MEAT PACKERS INC-CHICAGO IL
- Delivery Dates: 01/01/2014 to 01/15/2014, 01/16/2014 to 01/31/2014, 02/01/2014 to 02/15/2014, 02/16/2014 to 02/28/2014, 03/01/2014 to 03/15/2014, 03/16/2014 to 03/31/2014, 04/01/2014 to 04/15/2014, 04/16/2014 to 04/30/2014, 05/01/2014 to 05/15/2014 (all highlighted in red)

Buttons: Cancel, Create

# Submitting an Offer on Long-Term/RFP Solicitations

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**Example 3: Vendor has a maximum constraint of 11 trucks for all delivery periods AND a maximum constraint of 2 trucks per delivery period**

A total of 12 constraints will need to be created for this example:

**Constraint Details**

Capacity: 11 LB

Plant: 0001131004 - CHICAGO IL

Product: CARROTS CAN-24/300

Ship Point: CHICAGO IL

Delivery Dates: 01/16/2014 to 01/31/2014  
02/01/2014 to 02/15/2014  
02/16/2014 to 02/28/2014  
03/01/2014 to 03/15/2014  
03/16/2014 to 03/31/2014  
04/01/2014 to 04/15/2014  
04/16/2014 to 04/30/2014  
05/01/2014 to 05/15/2014  
05/16/2014 to 05/31/2014  
06/01/2014 to 06/15/2014

Cancel Create

1) Enter “11” in capacity box, select plant/product/ship point, and select **all** delivery periods

**Constraint Details**

Capacity: 2 LB

Plant: 0001131004 - CHICAGO IL

Product: CARROTS CAN-24/300

Ship Point: CHICAGO IL

Delivery Dates: 01/01/2014 to 01/15/2014  
01/16/2014 to 01/31/2014  
02/01/2014 to 02/15/2014  
02/16/2014 to 02/28/2014  
03/01/2014 to 03/15/2014  
03/16/2014 to 03/31/2014  
04/01/2014 to 04/15/2014  
04/16/2014 to 04/30/2014  
05/01/2014 to 05/15/2014  
05/16/2014 to 05/31/2014

Cancel Create

2) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 01/01/2014 to 01/15/2014

**Constraint Details**

Capacity: 2 LB

Plant: 0001131004 - CHERRY MEAT PACKERS INC-CHICAGO IL

Product: CARROTS CAN-24/300

Ship Point: CHERRY MEAT PACKERS INC-CHICAGO IL

Delivery Dates: 01/01/2014 to 01/15/2014  
01/16/2014 to 01/31/2014  
02/01/2014 to 02/15/2014  
02/16/2014 to 02/28/2014  
03/01/2014 to 03/15/2014  
03/16/2014 to 03/31/2014  
04/01/2014 to 04/15/2014  
04/16/2014 to 04/30/2014  
05/01/2014 to 05/15/2014  
05/16/2014 to 05/31/2014

Cancel Create

3) Enter “2” in capacity box, select plant/product/ship point, and select delivery period 01/16/2014 to 01/31/2014

Continue with above procedures until all delivery periods have been selected

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Notice that 12 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 11 truckloads total

Home Suppliers Admin Reports Help  
Supplier Self Service Bid Management

Enter Offers Back Forward

Detailed Navigation  
 • Enter Offers  
 • Public Procurement Document  
 • Vendor Response Log  
 Portal Favorites

Invitation: 2000003600 Name: AG-FCVG-S-13-0020-P0001 Type: Master/ShortFall Inv Subtype: Master  
 Submission Deadline: 07/10/2013 13:00:00 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
7000004491-002-001		11.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	01/01/2014 to 01/15/2014 , 01/16/2014 to 01/31/2014 , 02/01/2014 to 02/15/2014 , 02/16/2014 to 02/28/2014 , 03/01/2014 to 03/15/2014 , 03/16/2014 to 03/31/2014 , 04/01/2014 to 04/15/2014 , 04/16/2014 to 04/30/2014 , 05/01/2014 to 05/15/2014 , 05/16/2014 to 05/31/2014 , 06/01/2014 to 06/15/2014 ,
7000004491-002-002		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	01/01/2014 to 01/15/2014 ,
7000004491-002-003		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	01/16/2014 to 01/31/2014 ,
7000004491-002-004		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	02/01/2014 to 02/15/2014 ,
7000004491-002-005		2.000	LB	PACKERS INC- CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	02/16/2014 to 02/28/2014 ,
7000004491-002-006		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	03/01/2014 to 03/15/2014 ,
7000004491-002-007		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	03/16/2014 to 03/31/2014 ,
7000004491-002-008		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	04/01/2014 to 04/15/2014 ,
7000004491-002-009		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	04/16/2014 to 04/30/2014 ,
7000004491-002-010		2.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	05/01/2014 to 05/15/2014 ,

When all constraints have been entered click “Back” on the constraints screen to go back to the Offer screen

Detailed Navigation  
 • Enter Offers  
 • Public Procurement Document  
 • Vendor Response Log  
 Portal Favorites

Constraints  
 Initial Back

Invitation: 2000003600 Name: AG-FCVG-S-13-0020-P0001 Type: Master/ShortFall Inv Subtype: M  
 Submission Deadline: 07/10/2013 13:00:00 Response Status: N

Create Edit Delete Copy View

View [Standard View] Print Version Export

Constraint ID	No Cnst	Quantity	Order Unit	Plants	Products	Ship Points	Delivery Dates
7000004491-002-001		11.000	LB	CHERRY MEAT CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	01/01/2014 to 01/15/2014 , 01/16/2014 to 01/31/2014 , 02/01/2014 to 02/15/2014 , 02/16/2014 to 02/28/2014 , 03/01/2014 to 03/15/2014 , 03/16/2014 to 03/31/2014 , 04/01/2014 to 04/15/2014 , 04/16/2014 to 04/30/2014 , 05/01/2014 to 05/15/2014 , 05/16/2014 to 05/31/2014 , 06/01/2014 to 06/15/2014 ,
7000004491-002-002		2.000	LB	CHERRY MEAT PACKERS INC- CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	01/01/2014 to 01/15/2014 ,
7000004491-002-003		2.000	LB	CHERRY MEAT PACKERS INC- CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	01/16/2014 to 01/31/2014 ,
7000004491-002-004		2.000	LB	CHERRY MEAT PACKERS INC- CHICAGO IL -	CARROTS CAN-24/300 :	CHERRY MEAT PACKERS INC- CHICAGO IL	02/01/2014 to 02/15/2014 ,
7000004491-002-005		2.000	LB	CHERRY MEAT PACKERS INC- CHICAGO IL -	CARROTS CAN-24/300 :	CHICAGO IL	02/16/2014 to 02/28/2014 ,
7000004491-002-006		2.000	LB	CHERRY MEAT PACKERS INC- CHICAGO IL -	CARROTS CAN-24/300 :	CHERRY MEAT PACKERS INC- CHICAGO IL	03/01/2014 to 03/15/2014 ,

# Submitting an Offer on Long-Term/RFP Solicitations

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Click on “Refresh”

The screenshot shows the 'Enter Offers' interface. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below it, 'Supplier Self Service' and 'Bid Management' are visible. The main area is titled 'Enter Offers' and contains a 'Detailed Navigation' sidebar with 'Enter Offers', 'Public Procurement Document', and 'Vendor Response Log'. The main content area shows 'Offers -' with buttons for 'Initial', 'Back', and 'Refresh' (highlighted in red). Below this is an 'Invitation' section with fields for 'Invitation: 2000003600', 'Name: AG-FCVG-S-13-0020', 'Type: Master/ShortFall Inv', 'Subtype: Master', 'Submission Deadline: 06/28/2013 13:00:00', and 'Response Status: New'. The 'Offers: 2 hits' section includes a table with columns: Offer Number, Offer Label, Plant, Shipping Point, C, Prev. Offer, and Status. The table has two rows of data. The first row has Offer Number 3000008155, Offer Label MEAT PACKERS INC-CHICAGO IL, Plant MEAT PACKERS INC-CHICAGO IL, Shipping Point MEAT PACKERS INC-CHICAGO IL, C (empty), Prev. Offer (empty), and Status Pending. The second row has Offer Number 3000008156, Offer Label MEAT PACK/PLANT 3-LYONS NY, Plant MEAT PACK/PLANT 3-LYONS NY, Shipping Point MEAT PACK/SHIP POINT 1-CHICAGO IL, C (empty), Prev. Offer (empty), and Status Pending. At the bottom of the table, it says 'Row 1 of 2' and there is a 'Constraints' button.

Notice, an “X” will appear in the “C” column, indicating that there are constraints. (Select the next plant and enter constraints, if applicable)

This screenshot is similar to the previous one but shows the 'C' column for the first row containing an 'X'. The 'Refresh' button is no longer highlighted. The table data is as follows:

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008155	MEAT PACKERS INC-CHICAGO IL	MEAT PACKERS INC-CHICAGO IL	MEAT PACKERS INC-CHICAGO IL	X		Pending
3000008156	MEAT PACK/PLANT 3-LYONS NY	MEAT PACK/PLANT 3-LYONS NY	MEAT PACK/SHIP POINT 1-CHICAGO IL			Pending

# Submitting an Offer on Long-Term/RFP Solicitations

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Click on “Back” to return to the Vendor Response Page

The screenshot shows the 'Enter Offers' page. The navigation menu includes Home, Suppliers, Admin, Reports, and Help. The main content area displays 'Offers: 2 hits' with a table of offers. The 'Back' button is highlighted with a red box.

Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000008155		PACKERS INC-CHICAGO IL	PACKERS INC-CHICAGO IL	X		Pending
3000008156		MEAT PACK/PLANT 3-LYONS NY	MEAT PACK/SHIP POINT 1-CHICAGO IL			Pending

Click “Check” on Vendor Response Page

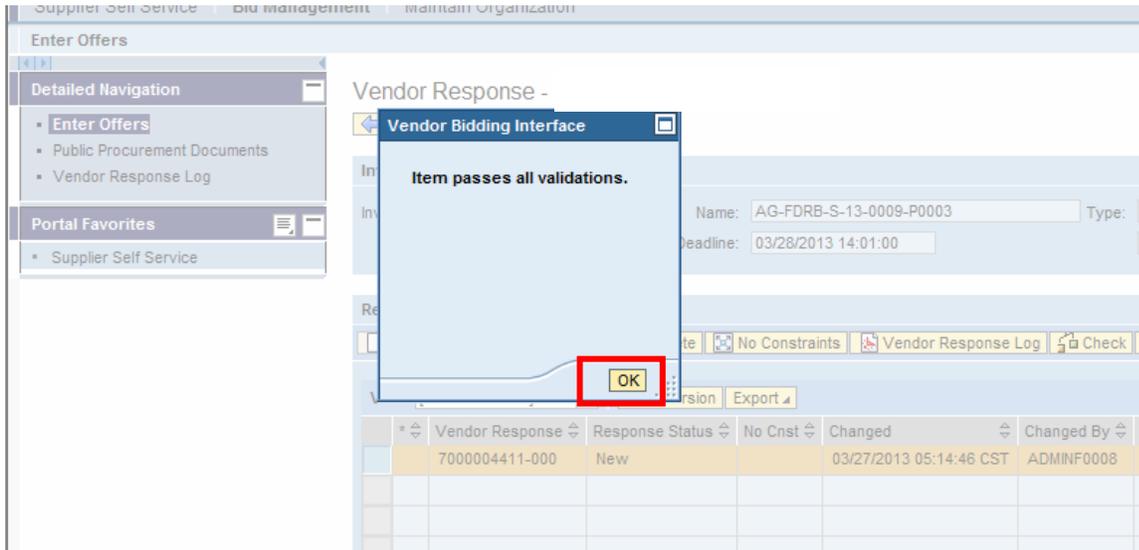
The screenshot shows the 'Vendor Response' page. The navigation menu includes Home, Suppliers, Admin, Reports, and Help. The main content area displays 'Response: 1 hits' with a table of responses. The 'Check' button is highlighted with a red box.

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000004491-000	New		06/06/2013 06:00:31 CST	BDDERC0004	00/00/0000 00:00:00 CST	

# Submitting an Offer on Long-Term/RFP Solicitations

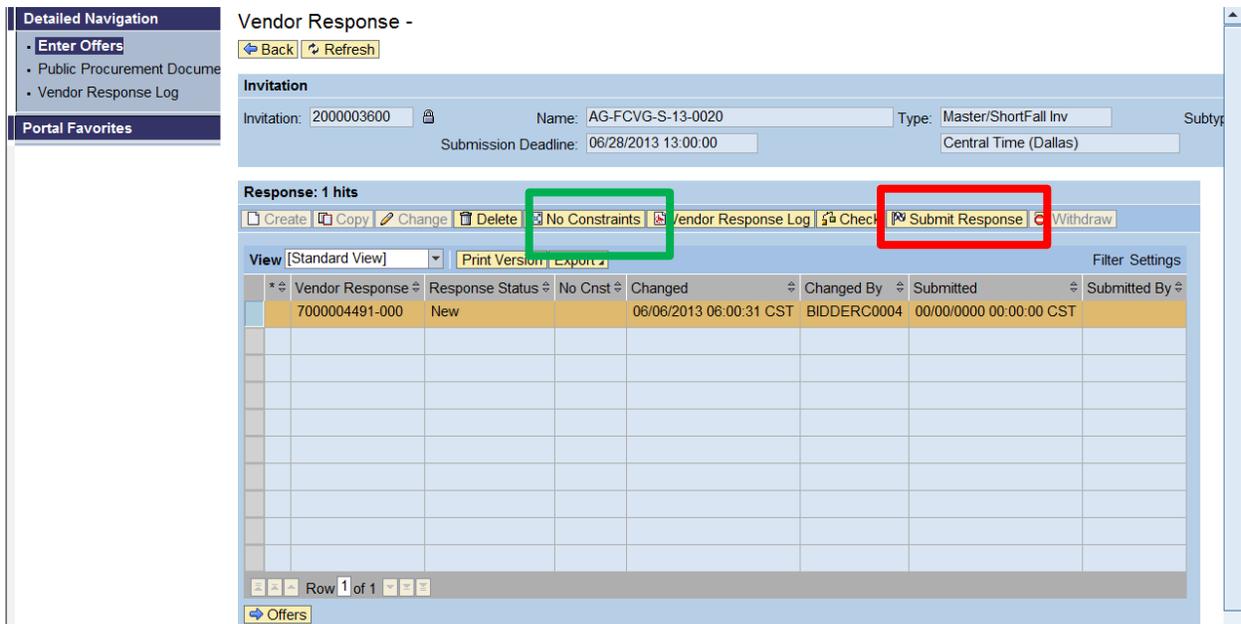
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A pop-up will display, click on “OK” to close the box



Note: If a vendor 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

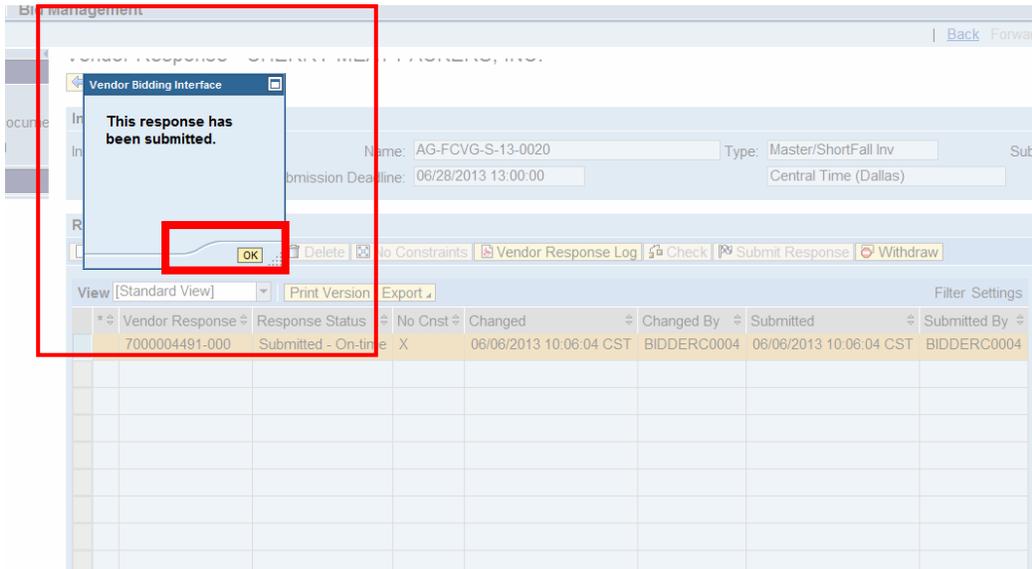
Click on “Submit Response” This step will submit the offer to the USDA for review after bid closing



# Submitting an Offer on Long-Term/RFP Solicitations

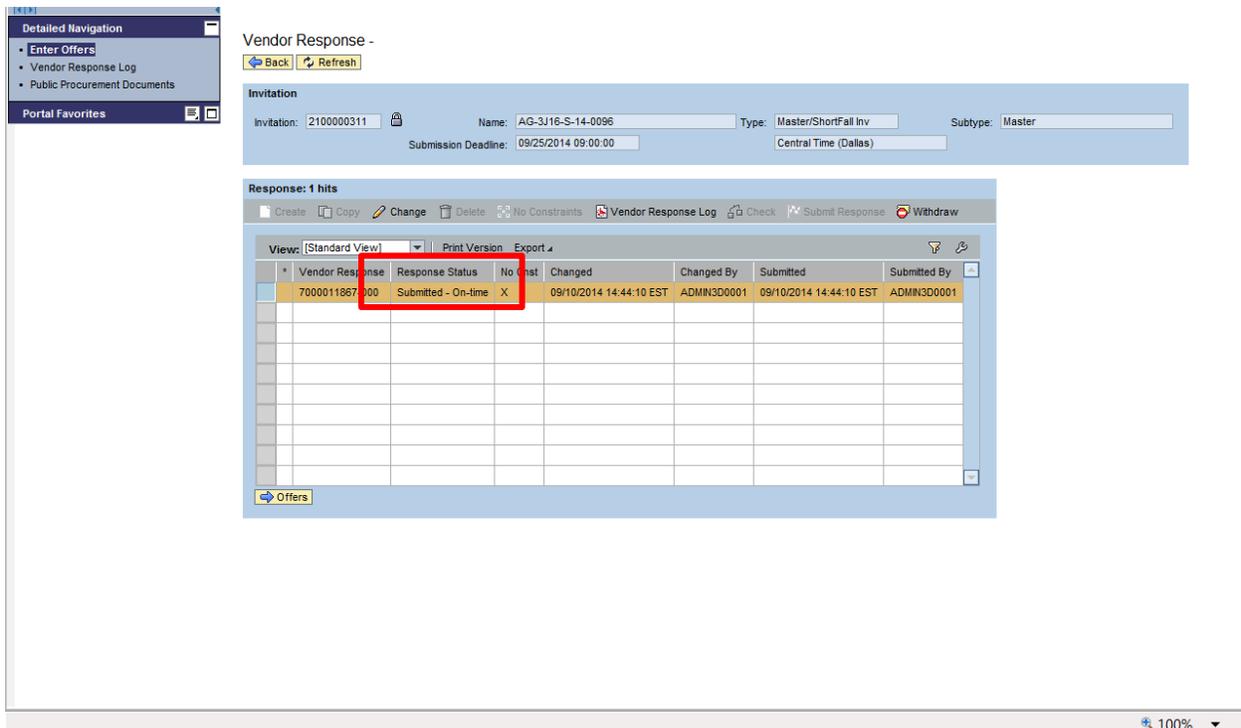
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A pop-up message will confirm the submission. Click on “OK” to close the box



The response status should indicate “Submitted – On-time”

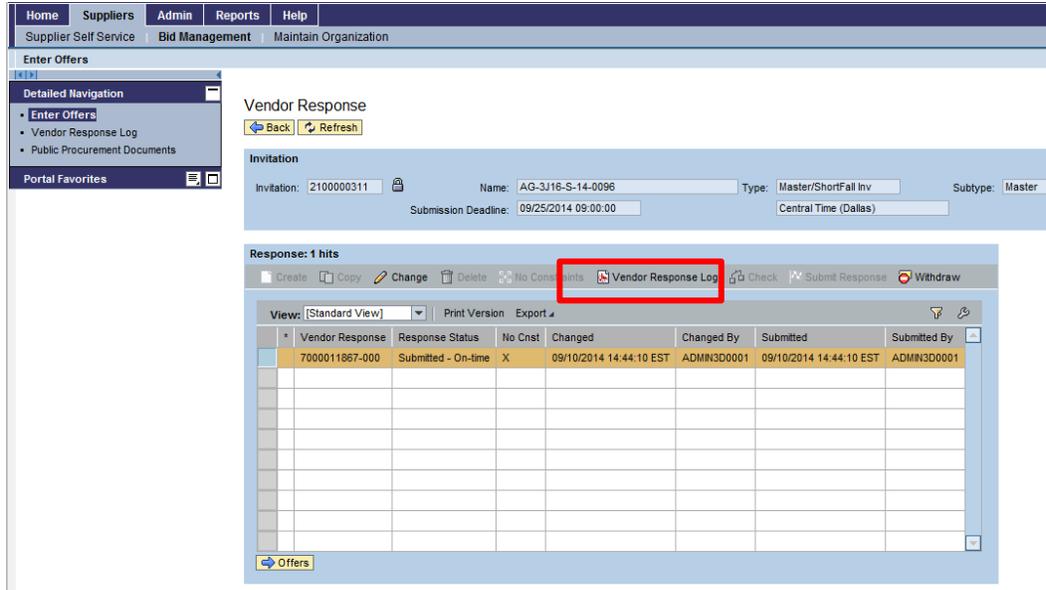
Note: An offer can always be edited, changed, withdrawn, or modified prior to bid closing



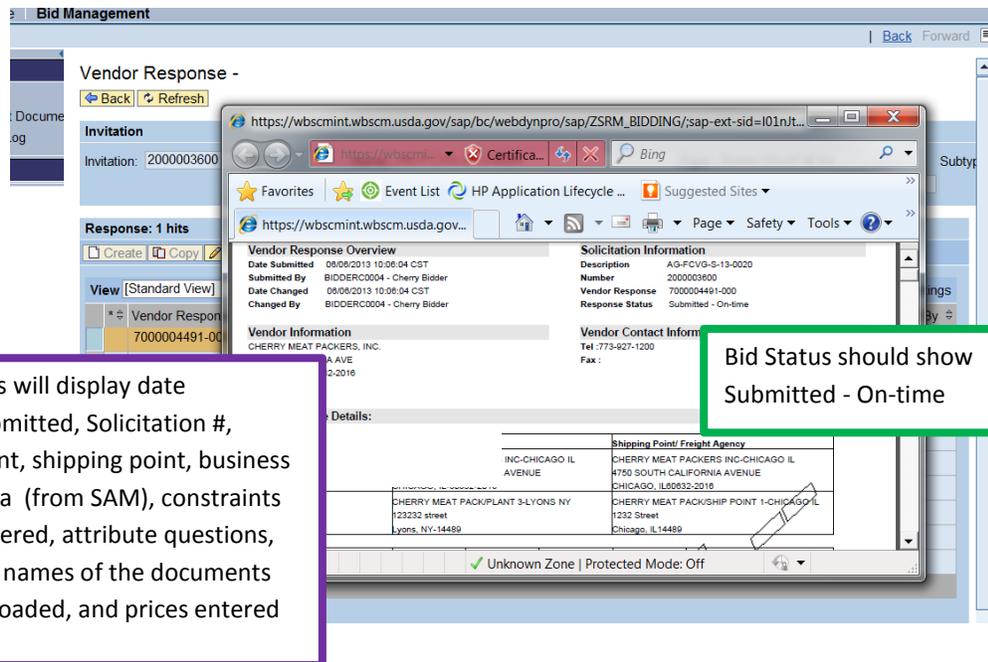
# Submitting an Offer on Long-Term/RFP Solicitations

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**Reviewing a Submitted Offer:** To review the offer submitted click on “Vendor Response Log”



A pop-up displays of the vendor response overview. NOTE: USDA highly recommends saving the vendor response log to show the status of the vendor response, which should show “Submitted on Time”.



# Submitting an Offer on Long-Term/RFP Solicitations

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**Changing an Offer after Submitting:** If any changes need to be made after an offer has been submitted click on “Change”

The screenshot shows the 'Vendor Response' page in a web application. The navigation menu includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The main content area displays 'Vendor Response' with a 'Back' and 'Refresh' button. Below this is the 'Invitation' section with fields for 'Invitation: 2100000311', 'Name: AG-3J16-S-14-0096', 'Type: Master/ShortFall Inv', 'Subtype: Master', 'Submission Deadline: 09/25/2014 09:00:00', and 'Central Time (Dallas)'. The 'Response: 1 hits' section shows a table with one row:

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011867-000	Submitted - On-time	X	09/10/2014 14:44:10 EST	ADMIN3D0001	09/10/2014 14:44:10 EST	ADMIN3D0001

A red box highlights the 'Change' button in the toolbar above the table. The 'Offers' button is at the bottom left of the table area.

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

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

Click on “Offers”

The screenshot shows the 'Vendor Response' page with two responses. The 'Response: 2 hits' section shows a table with two rows:

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011867-000	Submitted - On-time	X	09/10/2014 14:44:10 EST	ADMIN3D0001	09/10/2014 14:44:10 EST	ADMIN3D0001
7000011867-001	New	X	09/10/2014 14:46:43 EST	ADMIN3D0001	00/00/0000 00:00:00 EST	

A red box highlights the 'Change' button in the toolbar above the table. Another red box highlights the 'Offers' button at the bottom left of the table area. The row for the 'New' response is highlighted in yellow.

# Submitting an Offer on Long-Term/RFP Solicitations

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Click on the hyperlink offer number that you would like to change

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 -  
Initial Back Refresh

Invitation  
Invitation: 2100000311 Name: AG-3J16-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Response Status: New

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
3000022842		DOLE PACKAGED-ATWATER CA	DOLE PACKAGED-ESCALON CA		3000022841	Pending

Click on “Withdraw”

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response | History | Back | Forward

Display RFX Response:  
Print Preview Withdraw

RFX Response Number 3000022842 RFX Number 2100000311 Opening Date 09/25/2014 10:00:00 EST Target Value 0.0000 USDN RFX Response Version Number Active Version RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Event Parameters  
Validity Period: 10/01/2014 - 12/31/2014  
Currency: (Internal) United States Dollar (4 Dec.)  
Offer Label:  
Vendor Plant: 1100776  
Shipping Point: 1200586

Partners and Delivery Information  
Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Location		multiple	multiple

# Submitting an Offer on Long-Term/RFP Solicitations

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Click on “Edit” and make any changes

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

**Display RFX Response:**

**Edit** | Print Preview | Refresh | Check | Re-Submit

RFX response 3000022642 (AG-3J16-S-14-0096) withdrawn

RFX Response Number: 3000022642   RFX Number: 2100000311   Opening Date: 09/25/2014 10:00:00 EST   Target Value: 0.0000 USDN   RFX Response Version Number: Active Version   RFX Version Number: 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period: 10/01/2014 - 12/31/2014

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

Offer Label:

Vendor Plant: 1100776

Shipping Point: 1200586

Partners and Delivery Information

Function	Number	Name	Phone Number
Location		multiple	multiple

Click on “Check”

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

**Display RFX Response:**

Edit | Print Preview | Refresh |  **Check** | Re-Submit

RFX Response Number: 3000022642   RFX Number: 2100000311   Opening Date: 09/25/2014 10:00:00 EST   Target Value: 0.0000 USDN   RFX Response Version Number: Active Version   RFX Version Number: 1

RFX Information | Items | Notes and Attachments | Tracking

Notes

Add | Clear

Assigned To	Category	Text Preview
Document Header	Tendering text - Header	FROZEN AND CANNED FRUIT PRODUCTS. SOLICITATION NO: (Ins...

Attachments

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data										

After confirmation of no errors, click on “Submit”

Response - WBSM Portal - Microsoft Internet Explorer provided by USDA - AMS

Response

**Edit RFX Response:**

**Submit** | Check | Save

RFX response is complete and contains no errors

RFX Response Number: 3000022656   RFX Number: 2100000311   Opening Date: 09/25/2014 09:00:00 CST   Target Value: 0.0000 USDN   RFX Response Version Number: Active Version   RFX Version Number: 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period: 10/01/2014 - 12/31/2014

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

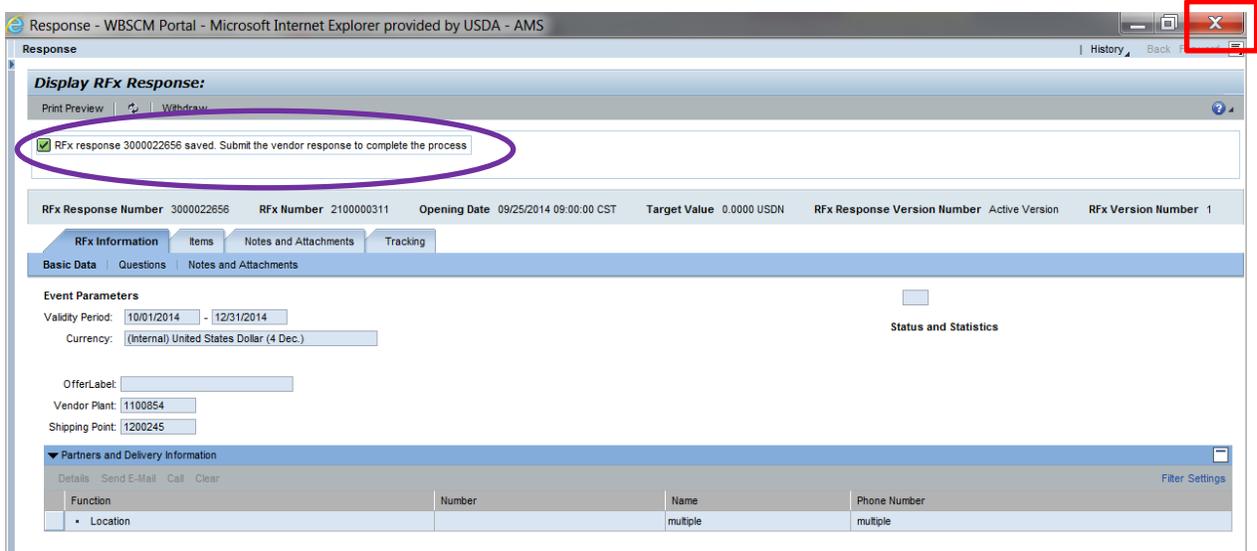
Offer Label:

Vendor Plant: 1100854

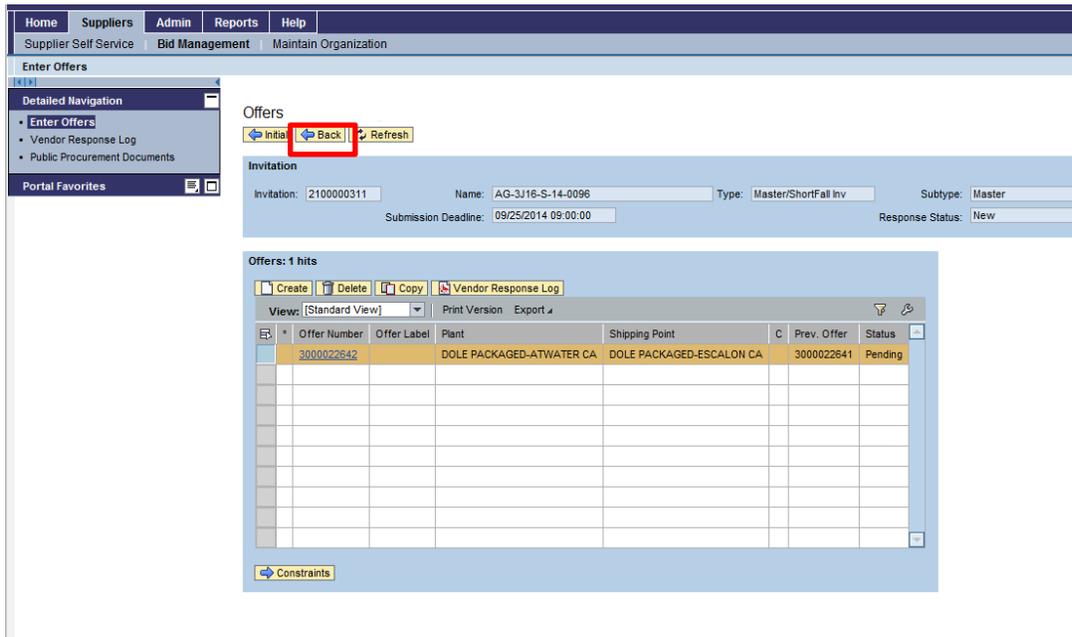
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Message will display “RFX response \_\_\_\_\_ saved. Submit the vendor response to complete the process”. Click the red X to close window.



Click on back to take you to the Vendor Response Screen



# Submitting an Offer on Long-Term/RFP Solicitations

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Notice there are two offers, highlight the offer with the “Status of New”. One may click on “Check” and if no errors are received, click on “Submit Response”.

Vendor Response -

Invitation: 2100000311 Name: AG-3J16-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Central Time (Dallas)

Response: 2 hits

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011867-000	Submitted - On-time	X	09/10/2014 14:44:10 EST	ADMIN3D0001	09/10/2014 14:44:10 EST	ADMIN3D0001
7000011867-001	New		09/10/2014 14:58:49 EST	ADMIN3D0001	00/00/0000 00:00:00 EST	

After clicking on submit, a pop-up will be displayed stating “The response has been submitted”. Click on “OK”

Vendor Response -

Invitation: 2100000311 Name: AG-3J16-S-14-0096 Type: Master/ShortFall Inv Subtype: Mas  
Submission Deadline: 09/25/2014 09:00:00 Central Time (Dallas)

Response: 2 hits

Vendor Bidding Interface

This response has been submitted.

OK

Vendor Response	Response Status	Submitted	Submitted By
7000011867-000	Historical	09/10/2014 14:44:10 EST	ADMIN3D0001
7000011867-001	Submitted - On-time	09/10/2014 15:01:06 EST	ADMIN3D0001

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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”

Vendor Response - [text box]

Back Refresh

Invitation

Invitation: 2100000311 Name: AG-3116-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Central Time (Dallas)

Response: 2 hits

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

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011867-000	Historical	X	09/10/2014 15:01:06 EST	ADMIN3D0001	09/10/2014 14:44:10 EST	ADMIN3D0001
7000011867-001	Submitted - On-time	X	09/10/2014 15:01:06 EST	ADMIN3D0001	09/10/2014 15:01:06 EST	ADMIN3D0001

Offers

**Withdrawing a Submitted Offer:** To withdraw an offer that has been “Submitted - On-time”, highlight the offer number and click on “Withdraw”

Vendor Response

Back Refresh

Invitation

Invitation: 2100000311 Name: AG-3116-S-14-0096 Type: Master/ShortFall Inv Subtype: Master  
Submission Deadline: 09/25/2014 09:00:00 Central Time (Dallas)

Response: 2 hits

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

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011867-000	Historical	X	09/10/2014 15:01:06 EST	ADMIN3D0001	09/10/2014 14:44:10 EST	ADMIN3D0001
7000011867-001	Submitted - On-time	X	09/10/2014 15:01:06 EST	ADMIN3D0001	09/10/2014 15:01:06 EST	ADMIN3D0001

Offers

# Submitting an Offer on Long-Term/RFP Solicitations

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The Offer status is now reverted to New Status but is not visible to USDA

Note: Changes can be made to this offer and it can be resubmitted prior to bid closing

The screenshot shows a web application interface for managing vendor responses. On the left is a navigation menu with options like 'Enter Offers', 'Vendor Response Log', and 'Public Procurement Documents'. The main area is titled 'Vendor Response -' and includes 'Back' and 'Refresh' buttons. Below this is an 'Invitation' section with fields for Invitation number (2100000311), Name (AG-3/16-S-14-0096), Type (Master/ShortFall Inv), Subtype (Master), and Submission Deadline (09/25/2014 09:00:00). The 'Response: 2 hits' section contains a table with columns for Vendor Response, Response Status, No Cnst, Changed, Changed By, Submitted, and Submitted By. The second row, with Vendor Response 7000011867-001 and Response Status 'New', is highlighted with a red box. The first row has a status of 'Historical'. At the bottom of the table area is an 'Offers' button.

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011867-000	Historical	X	09/10/2014 15:01:06 EST	ADMIN3D0001	09/10/2014 14:44:10 EST	ADMIN3D0001
7000011867-001	New	X	09/10/2014 15:06:46 EST	ADMIN3D0001	00/00/0000 00:00:00 EST	