Select “Ctrl+Click” to follow links below

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Submitting an Offer

**Portal Path:** Suppliers → Bid Management → Enter Offers

Enter Bid Invitation/Solicitation Number in the “Bid Invitation Number” field and click on “Start”
Click on “Maintain Vendor Response”

Click on “Create”
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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…..”

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

Answer all required attributes questions (if applicable).
Uploading Documents to an Offer

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

Scroll down to Attachments and click on “Add Attachments”

A pop up will be displayed. Click on “Browse”
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.
Entering Pricing
To enter commodity line item pricing for the bid response (offer), click on the “Items” tab

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

To view commodity line item details, click on the line item number 8001.01
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.
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”
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

After confirmation of no errors click on “Submit”

**READ THE NEXT MESSAGE CAREFULLY!!!** “RFx response __________ saved. Submit the vendor response to complete the process.”
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.
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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

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

Click on “Create”
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

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”
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.

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.
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:

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

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

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
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.

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. (Select the next plant and enter contraints, if applicable)
Click on “Back” to return to the Vendor Response Page

Click “Check” on Vendor Response Page
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.
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.
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”.

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

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

Click on “Withdraw”
Click on “Edit” and make any changes

Click on “Check”

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

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

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