



Create a Domestic Bid Response (Offer)

Process Overview

Purpose

The purpose of this transaction is to create and submit a Domestic Bid Response (Offer) for a Bid Invitation.

Process Trigger

Use this transaction to create and submit a Bid Response (Offer) to a published Domestic Bid Invitation (Solicitation).

Prerequisites

- Published Domestic Bid Invitation (Solicitation).

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Bid Management** tab → **Enter Offers** screen

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - A Conditional field: an entry that becomes required as a result of entering something previous to it, which then deems it required.
 - An Optional field: you may enter information in an optional field, but an entry is not required for the completion of the transaction.
- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

Reminders

- Remember to check your work.
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.

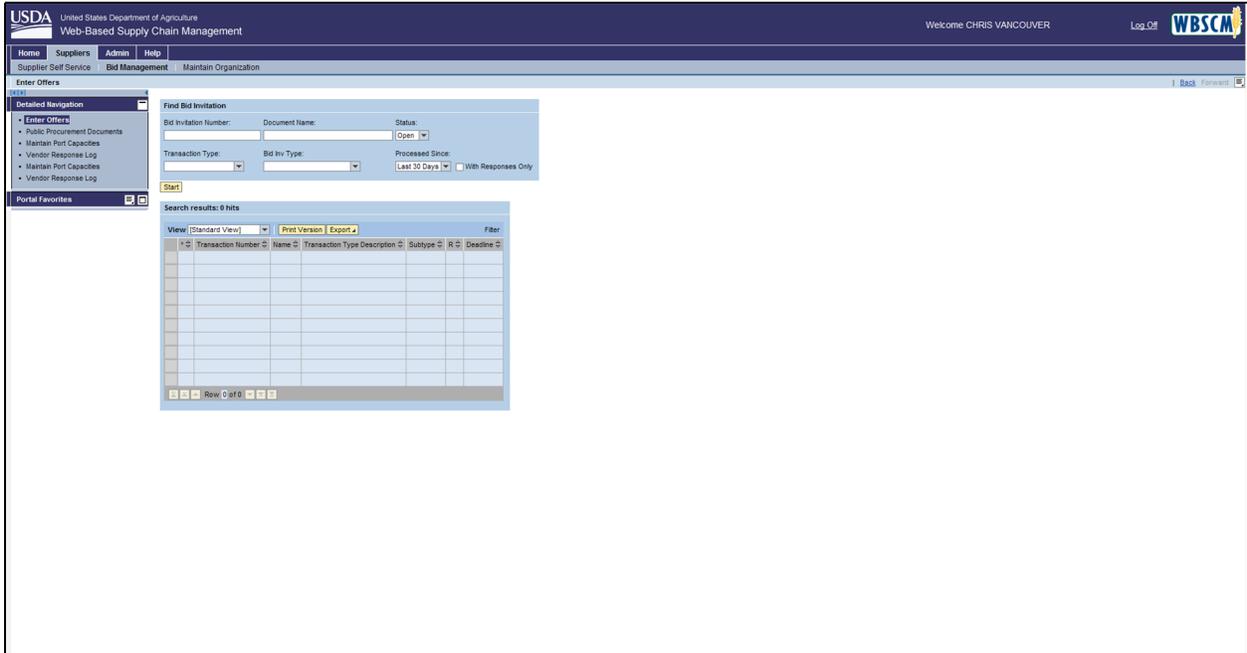


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Procedure

1. Start the transaction using the Portal path: **Suppliers tab** → **Bid Management tab** → **Enter Offers**

Enter Offers Screen



2. As required, complete/review the following fields:

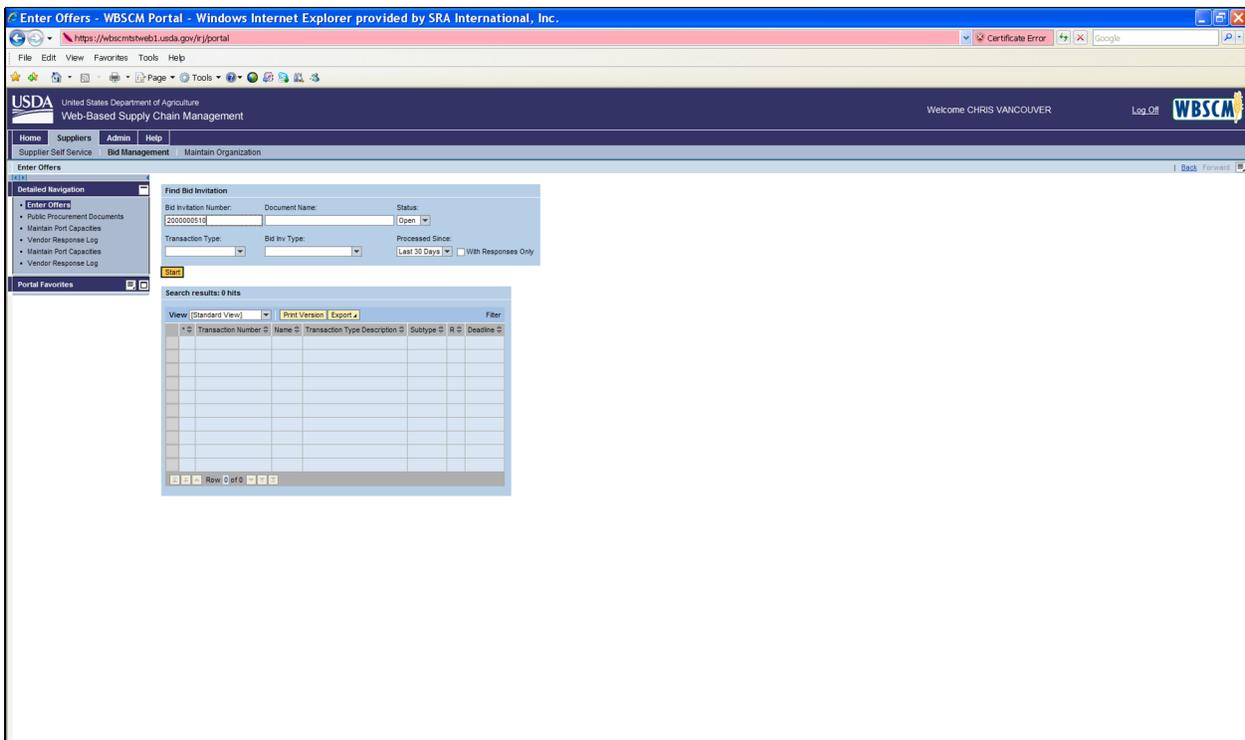
Field	R/O/C	Description
Bid Invitation Number	R	Auto-generated number assigned to Bid Invitation when created Example: 2000000510



(Note) The Bid Invitation Name can be substituted for the Bid Invitation number.



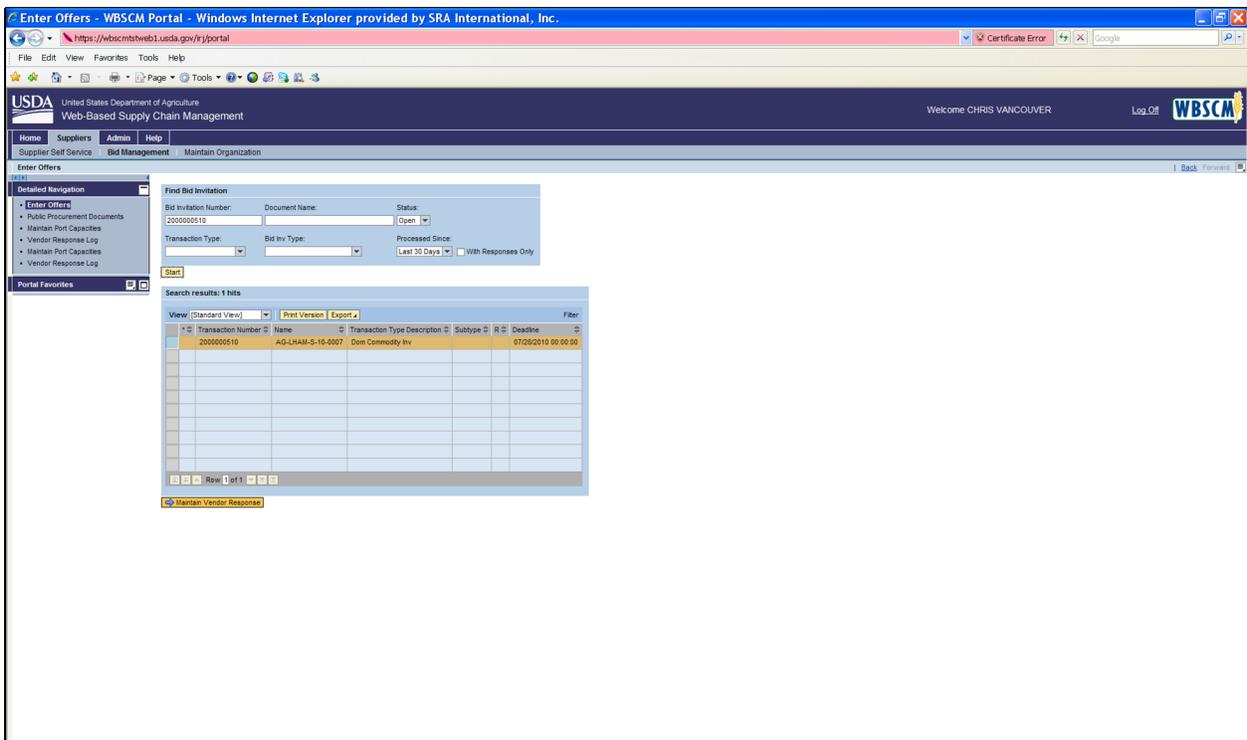
Find Bid Invitation Screen



3. Click **Start** (the **Start** button).



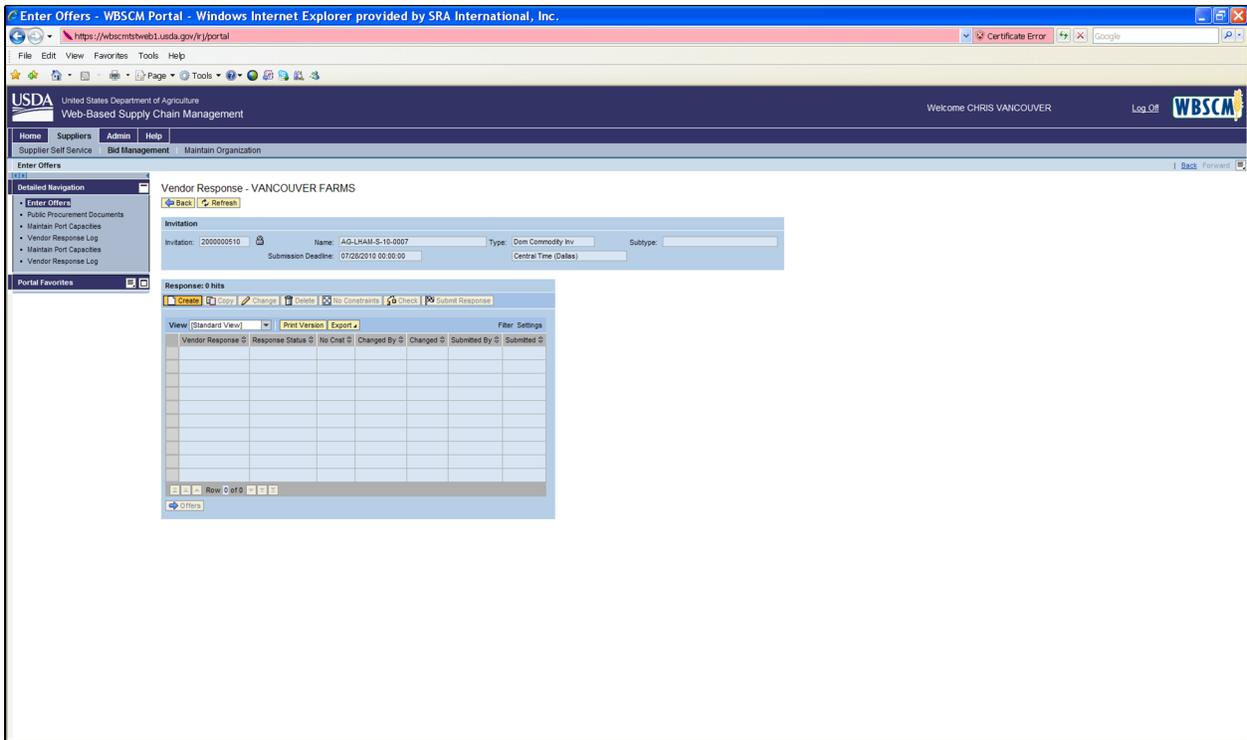
Find Bid Invitation Screen



4. Click  (the **Maintain Vendor Response** button).



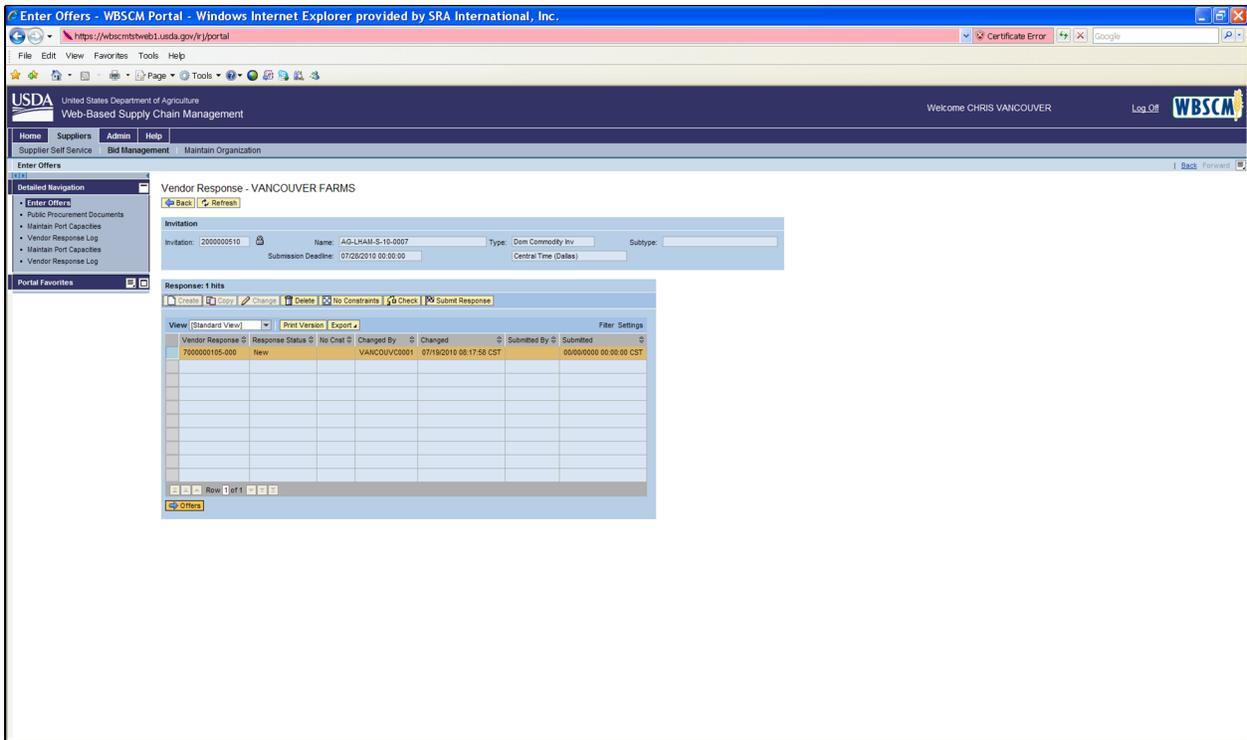
Vendor Response Screen



5. Click  (the **Create** button).



Vendor Response Screen

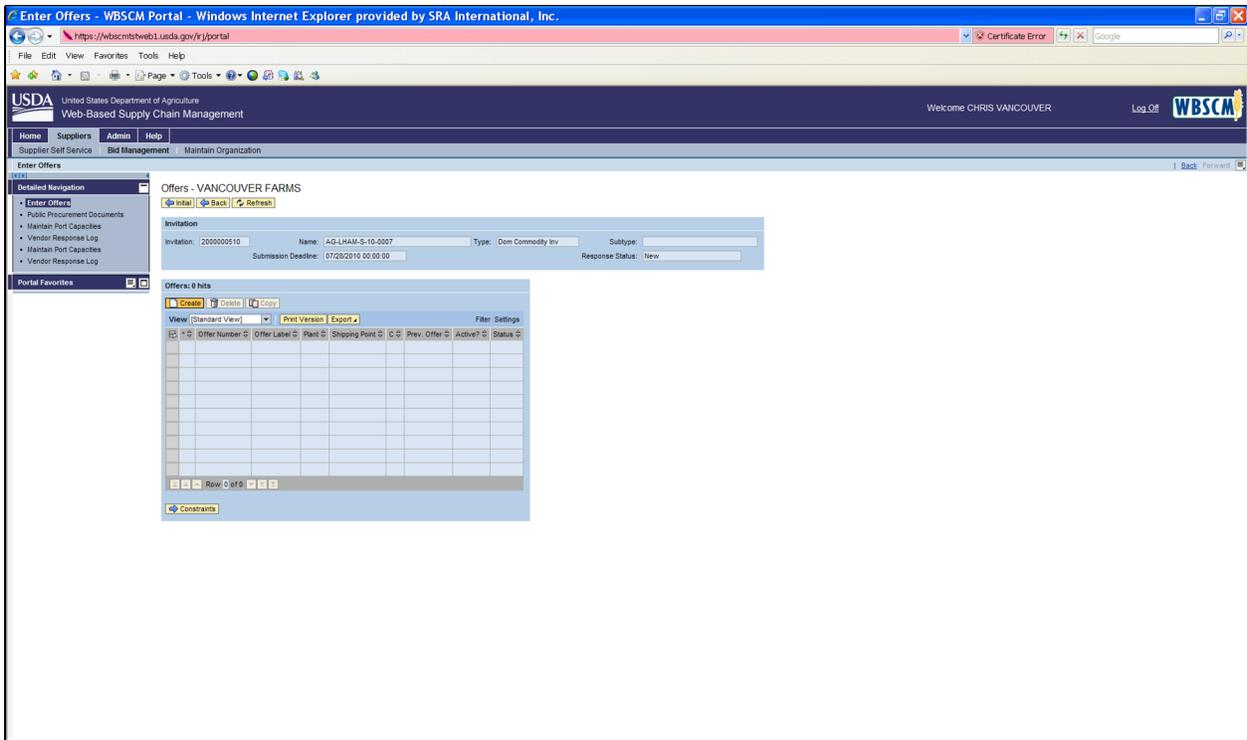


6. Click  (the **Offers** button).



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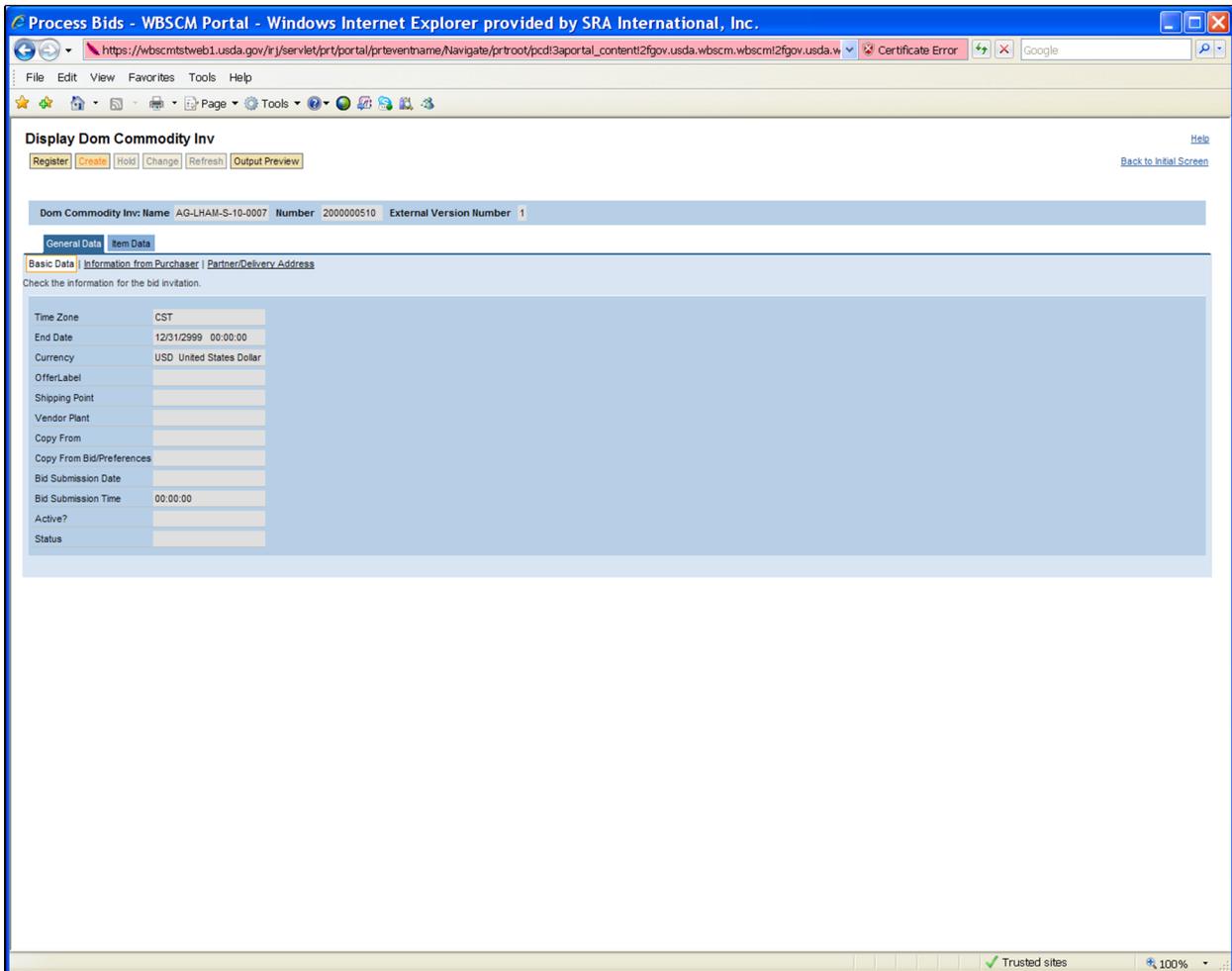
Enter Offers Screen



7. Click  (the **Create** button). A new screen will open.



Display Dom Commodity Inv Screen



8. Click **Create** (the **Create** button).



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Process Bid Screen

9. As required, complete/review the following fields:

Field	R/O/C	Description
OfferLabel	R	Example: Bid 1 from Plant A



(Note) Use the Copy From and Copy From Bid/Preference fields to bring in defaults from a Preference Bid Response (Offer).



Process Bid Screen

Process Bid

Submit Hold Delete Check Refresh Output Preview

Dom Commodity Inv: Name AG-LHAM-S-10-0007 Number 2000000510 External Version Number 1

General Data Item Data

Basic Data Information from Purchaser My Notes Partner/Delivery Address Conditions Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Bid Number	3000000694
Offer Label	Bid 1 from Plant A
Shipping Point	<input type="text"/>
Vendor Plant	<input type="text"/>
Copy From	<input type="text"/>
Copy From Bid/Preferences	<input type="text"/>
Bid Submission Date	
Bid Submission Time	00:00:00
Active?	
Status	C

10. In the **Vendor Plant** field, click  (the **Find** button).



Find Value Screen

Find Value

Note: Placeholder search with * is possible. Search ignores upper/lowercase spelling.

Vendor Plant ID

Vendor Plant Name

Maximum No. of Hits

Search Result: 2 Entries

Vid Plant ID	Vendor Plant Name	Vendor ID	Vendor Name
1101533	VANCOUVER FARMS - JOHNS CREEK	1001376	VANCOUVER FARMS
1101534	VANCOUVER FARMS - ROSWELL	1001376	VANCOUVER FARMS

11. Click the Vendor Plant ID number. In this case, we selected the [1101533](#) (the 1101533 link)



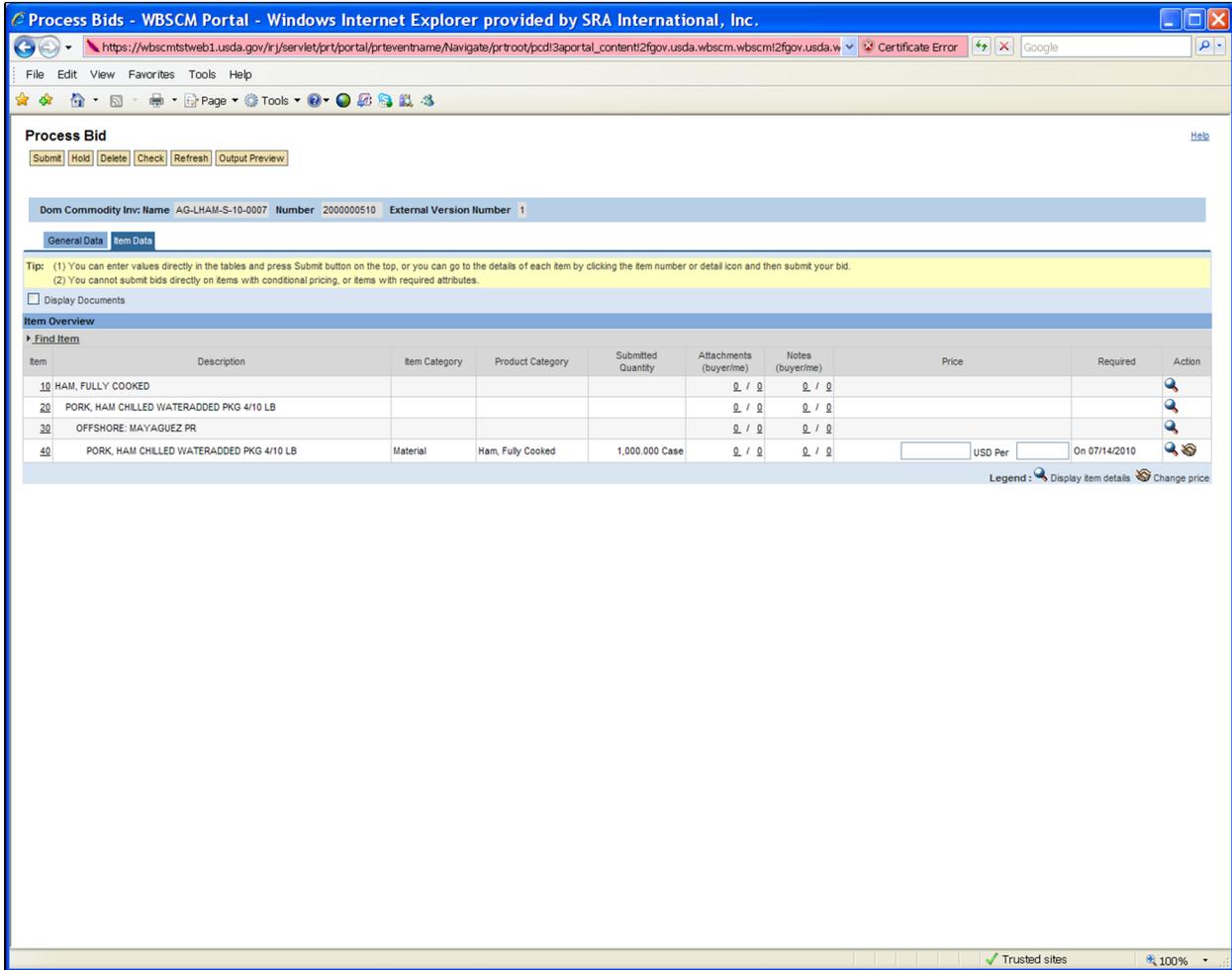
Process Bid Screen

12. Click **Item Data** (the **Item Data** tab).



Create a Domestic Bid Response (Offer)

Process Bid Screen



13. As required, complete/review the following fields:

Field	R/O/C	Description
Price	R	Value assigned to material or service when transferring from one company to another. The price of materials sold is usually greater than the cost. The price of materials purchased usually provides the basis for their cost in SAP. Example: 3.47



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Process Bid Screen

14. As required, complete/review the following fields:

Field	R/O/C	Description
Per	R	Each. Example: 1



Create a Domestic Bid Response (Offer)

Process Bid Screen

Process Bids - WBCSCM Portal - Windows Internet Explorer provided by SRA International, Inc.

https://wbcsmtstweb1.usda.gov/trj/servlet/prt/portal/prteventname/Navigate/prtroot/pcrd/3aportal_content/2fgov.usda.wbscm.wbscm2fgov.usda.w Certificate Error Google

File Edit View Favorites Tools Help

Process Bid [Help](#)

[Submit](#) [Hold](#) [Delete](#) [Check](#) [Refresh](#) [Output Preview](#)

Dom Commodity Inv: Name AG-LHAM-S-10-0007 Number 2000000510 External Version Number 1

[General Data](#) [Item Data](#)

Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.
(2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

Display Documents

Item Overview

[Find Item](#)

Item	Description	Item Category	Product Category	Submitted Quantity	Attachments (buyer/me)	Notes (buyer/me)	Price	Required	Action
10	HAM, FULLY COOKED				0 / 0	0 / 0			
20	PORK, HAM CHILLED WATERADDED PKG 4/10 LB				0 / 0	0 / 0			
30	OFFSHORE: MAYAGUEZ PR				0 / 0	0 / 0			
40	PORK, HAM CHILLED WATERADDED PKG 4/10 LB	Material	Ham, Fully Cooked	1,000.000 Case	0 / 0	0 / 0	3.47 USD Per 1	On 07/14/2010	

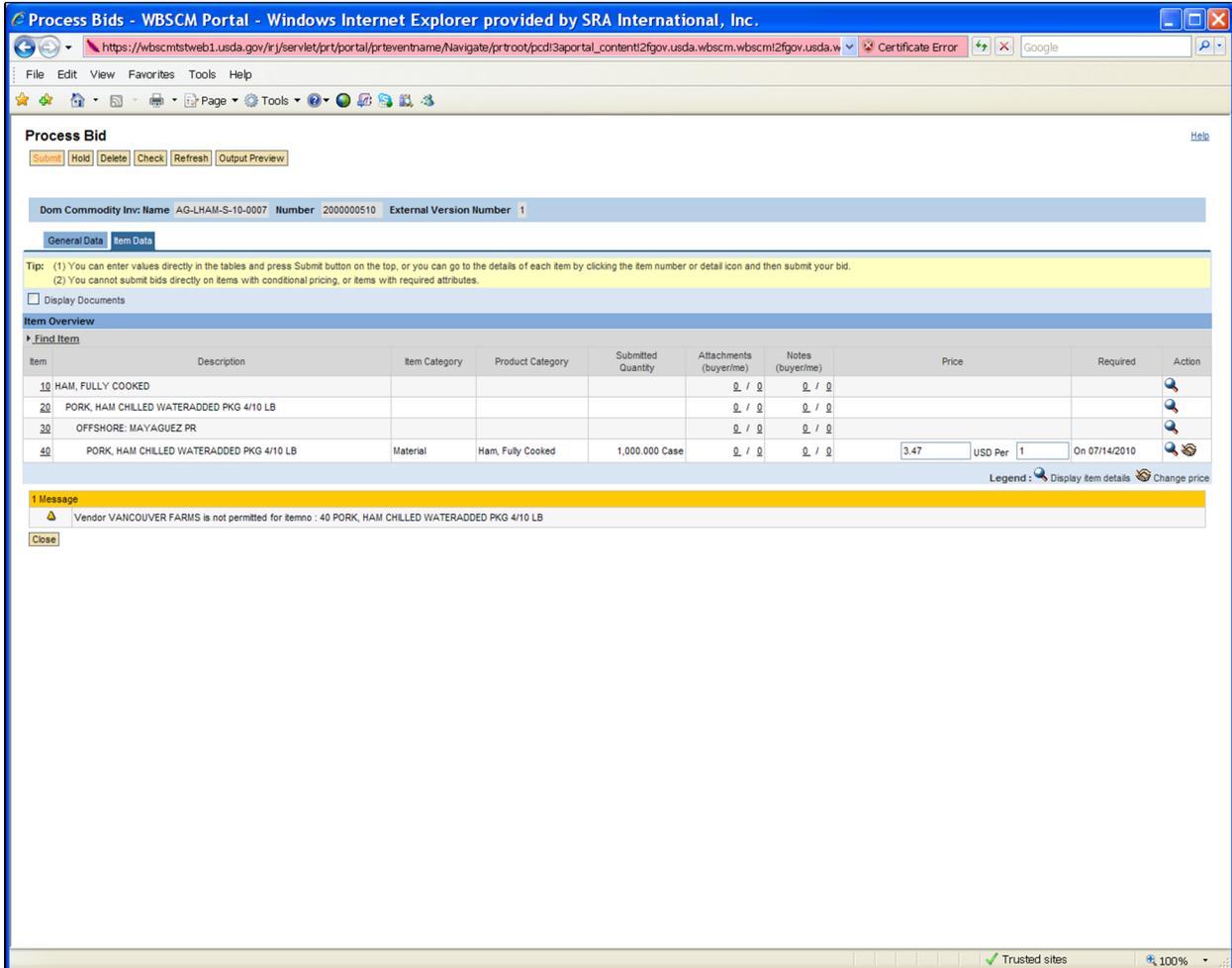
Legend: Display item details Change price

15. Press "Return".



Create a Domestic Bid Response (Offer)

Process Bid Screen

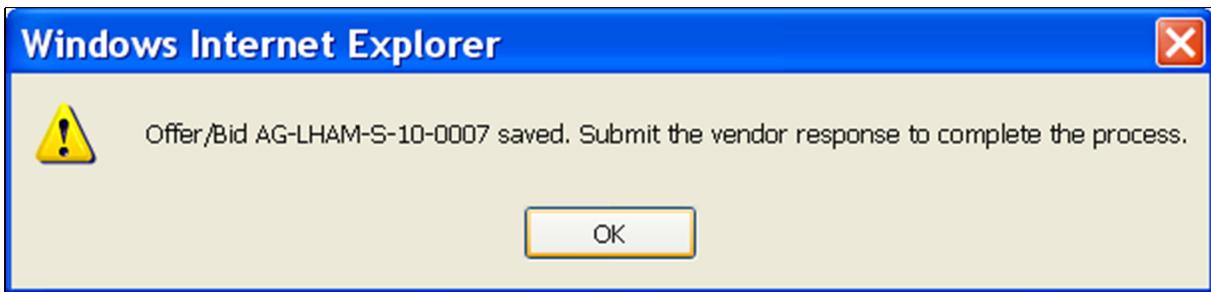


16. Click **Submit** (the **Submit** button).



(Note) A Vendor who is not registered for a Material may bid on an Invitation for that Material, but cannot win an award until they have updated their Vendor Registration to include that material.

Windows Internet Explorer Screen



17. Click **OK** (the **OK** button).



Create a Domestic Bid Response (Offer)

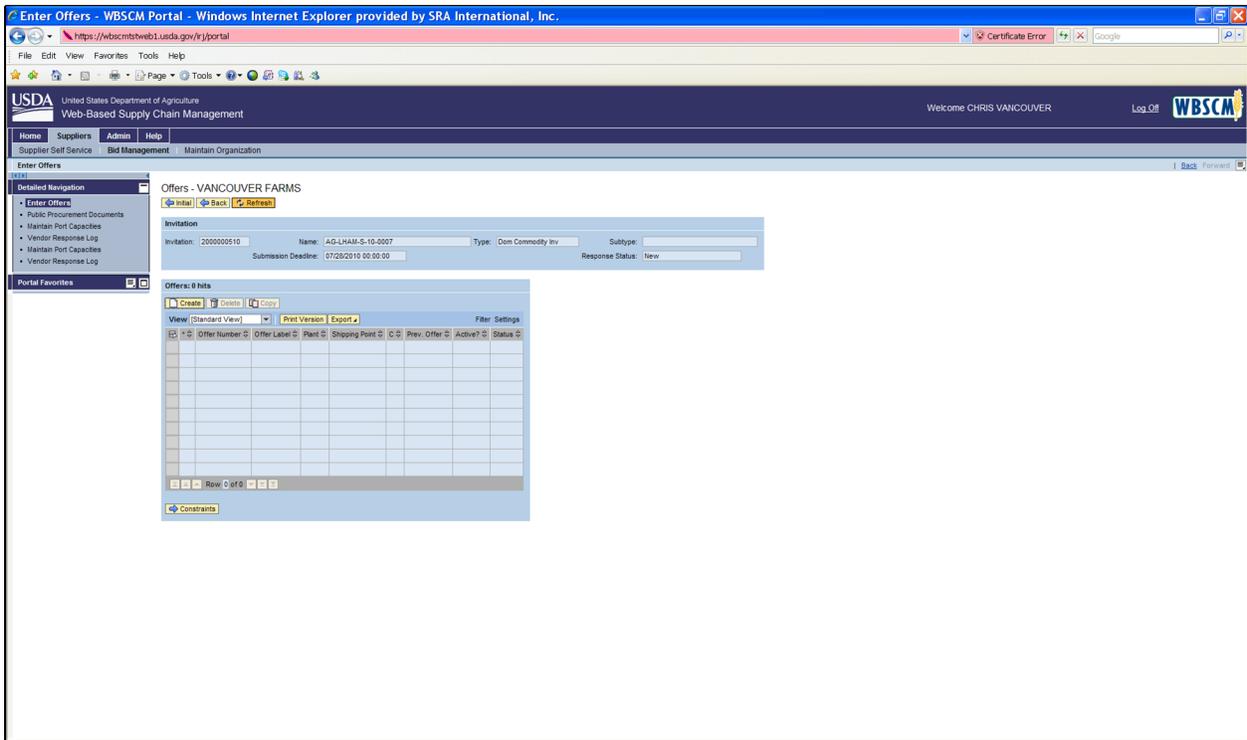
Display Bids Screen

18. Click  (the **Close** button) to close the Display Bid screen.



Create a Domestic Bid Response (Offer)

Enter Offers Screen



19. Click  **Refresh** (the **Refresh** button).

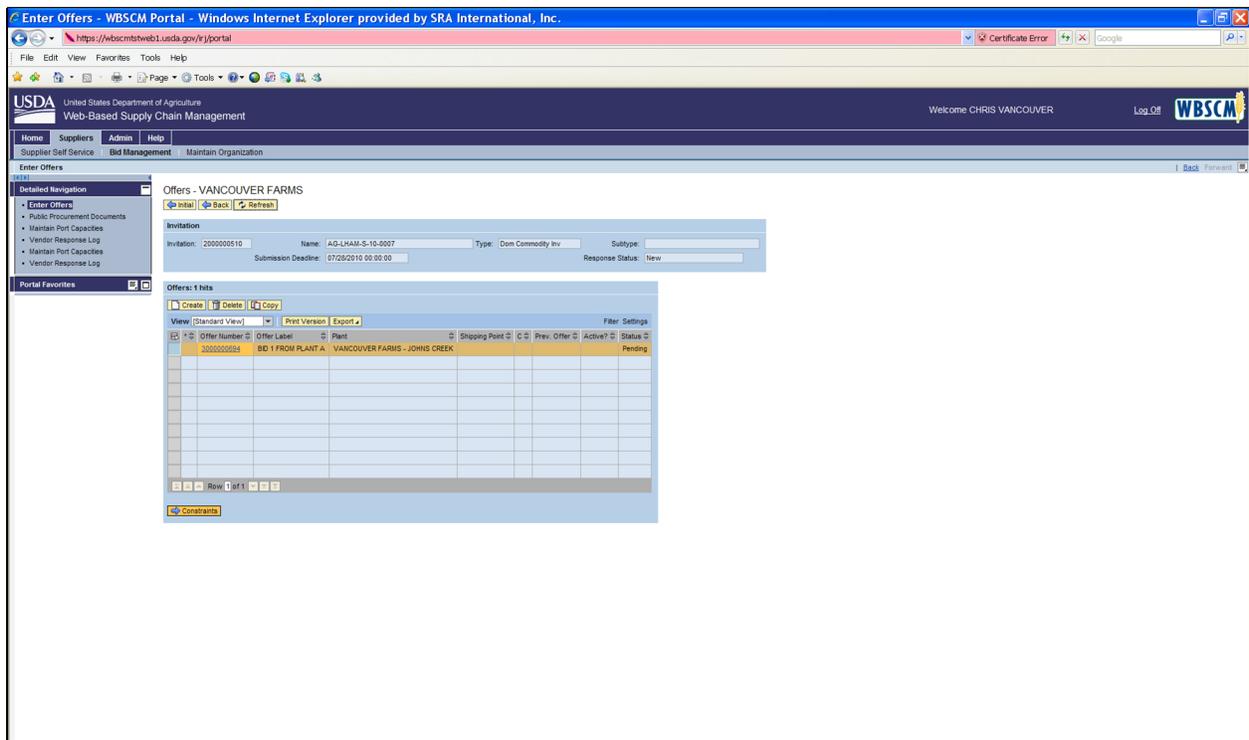


(Note) Do not use browser controls to refresh WBSCM screens.



Create a Domestic Bid Response (Offer)

Enter Offers Screen



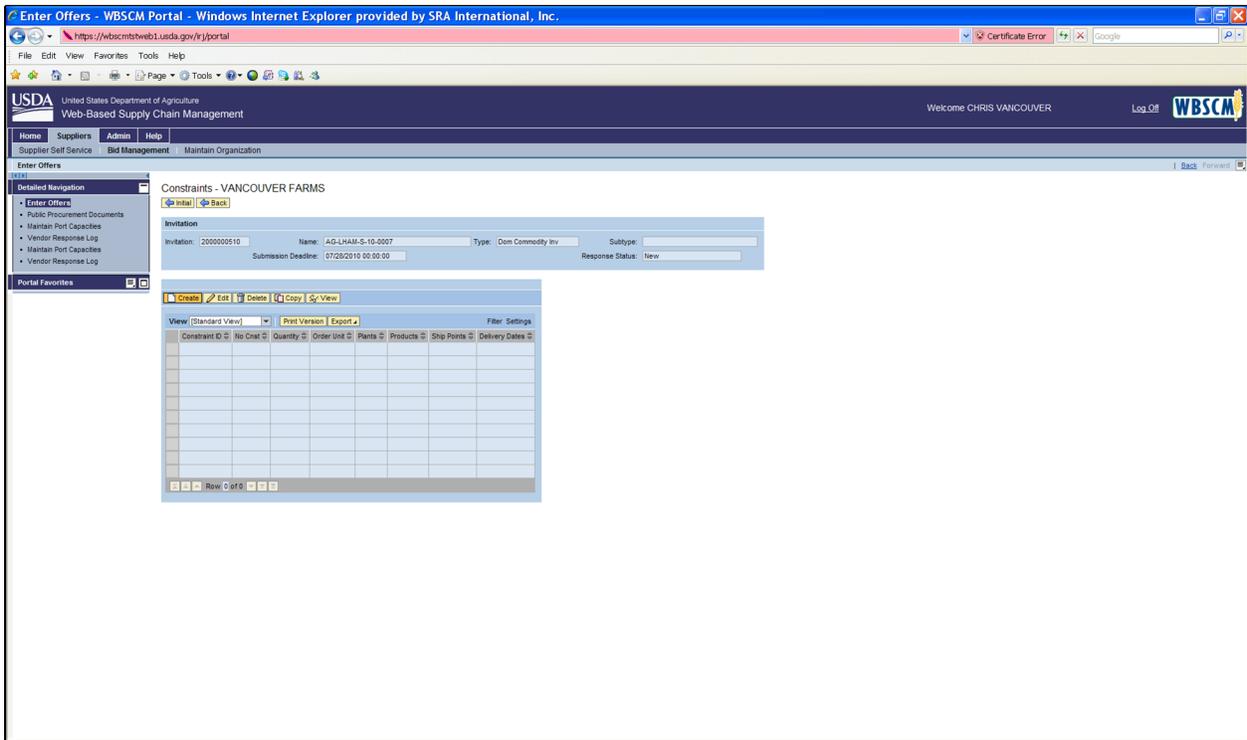
20. Click  **Constraints** (the **Constraints** button).

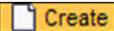


(Note) Constraints must be entered before the Offer can be submitted. If you have no Constraints, indicate that there are no constraints.



Enter Constraints Screen

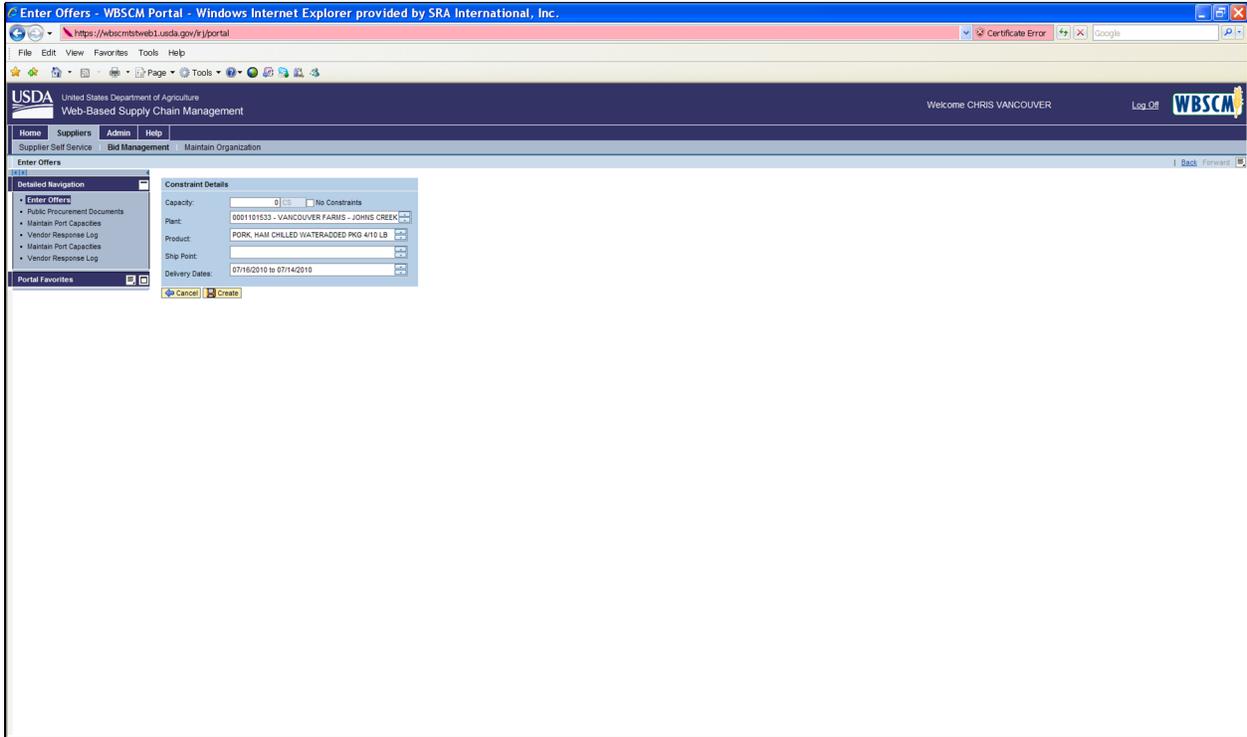


21. Click  (the **Create** button).



Create a Domestic Bid Response (Offer)

Constraint Details Screen



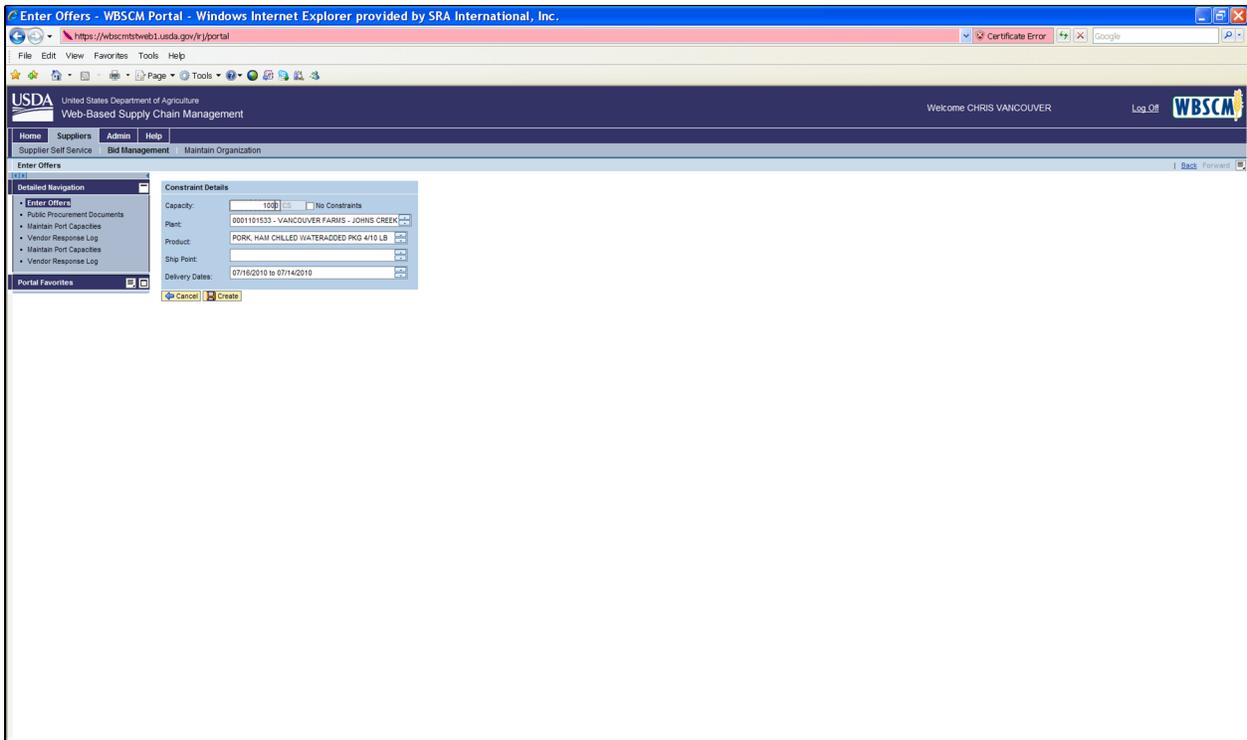
22. As required, complete/review the following fields:

Field	R/O/C	Description
Capacity	R	Equates to the hours per shift combined with the number of individual persons available to work that shift and acts as a tool for scheduling labor resources. Example: 1000



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Constraint Details Screen

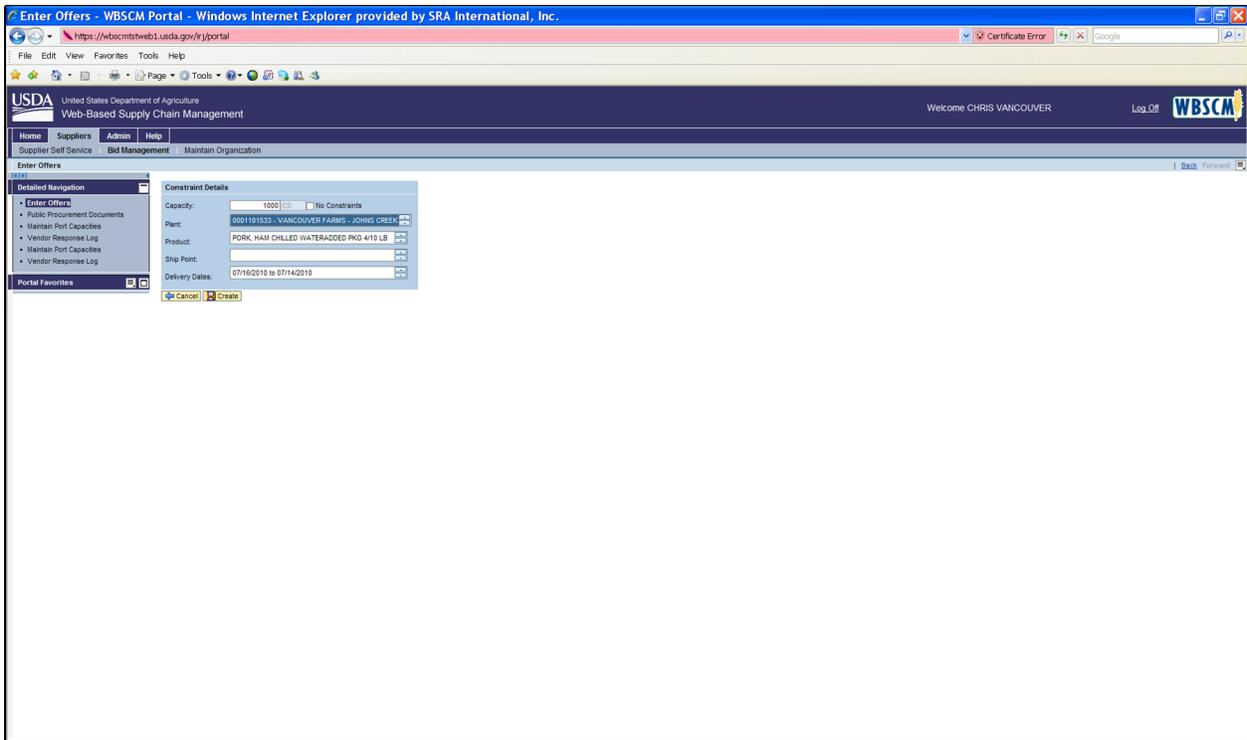


23. Click the Plant in which the Constraint applies. In this case, we selected the **0001101533 - VANCOUVER FARMS - JOHNS CREEK** option.



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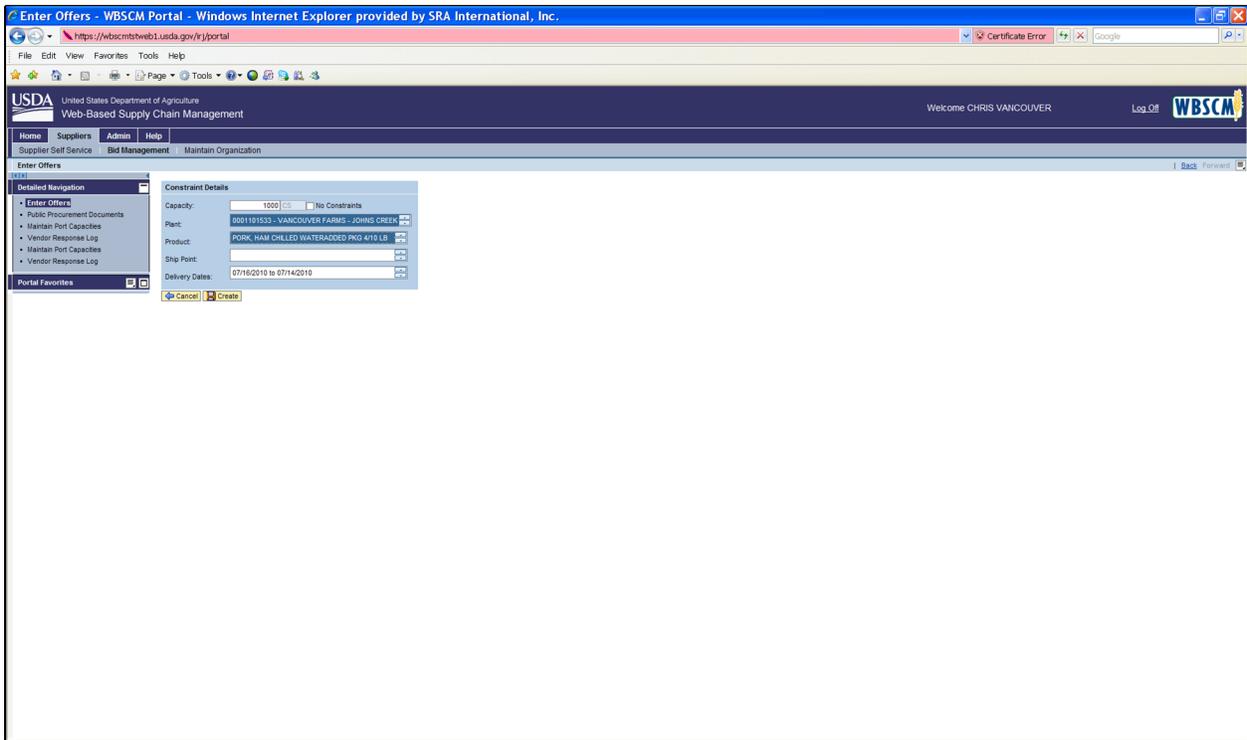
Constraint Details



24. Click the Product to which the Constraint applies. In this case we selected the **PORK, HAM CHILLED WATERADDED PKG 4/10 LB** option.



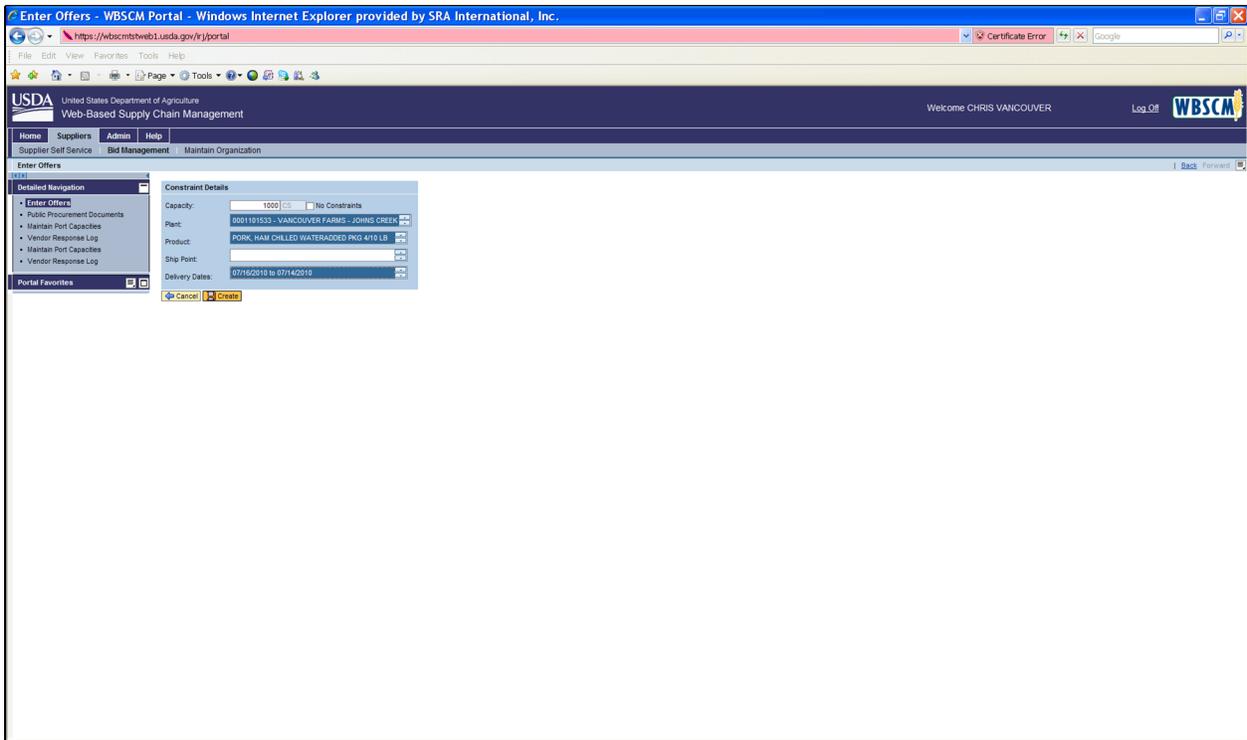
Constraint Details Screen



25. Click the Delivery Dates in which the Constraint applies. In this case, we clicked on the **07/16/2010** to **07/14/2010** option.



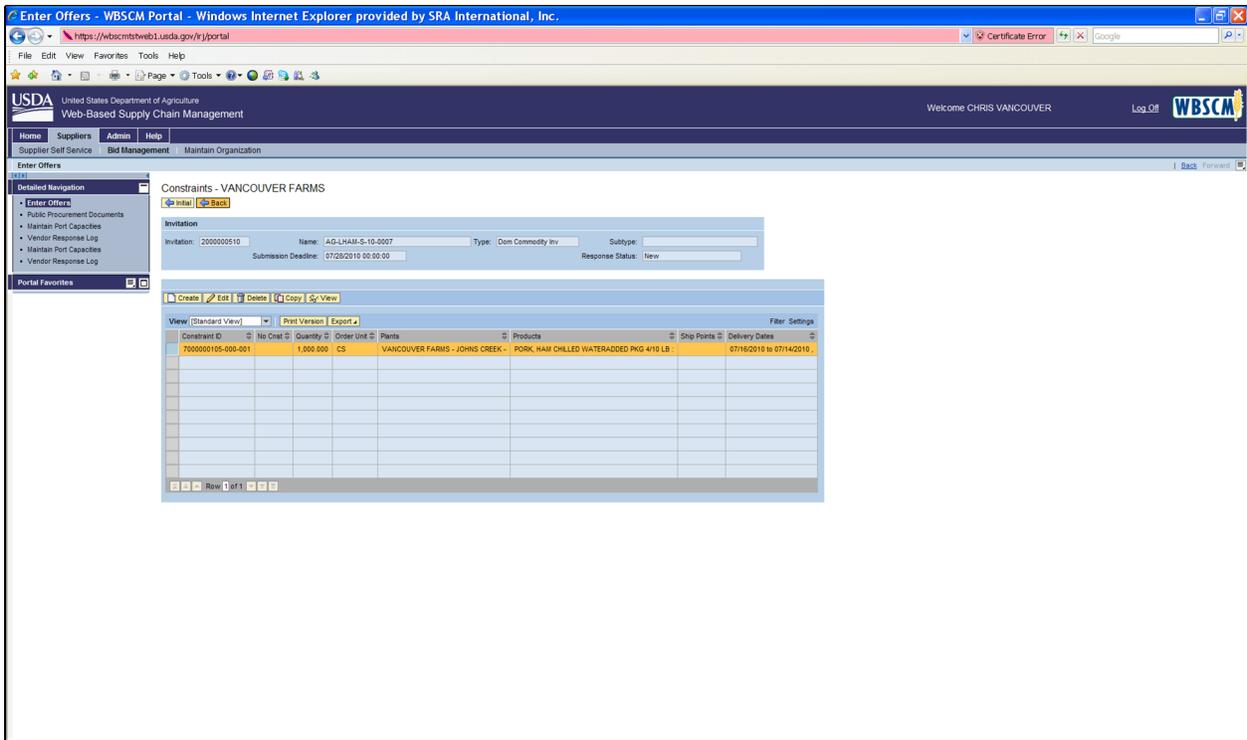
Constraint Details Screen



26. Click  **Create** (the **Create** button).



Enter Constraints Screen



27. Click  (the **Back** button).

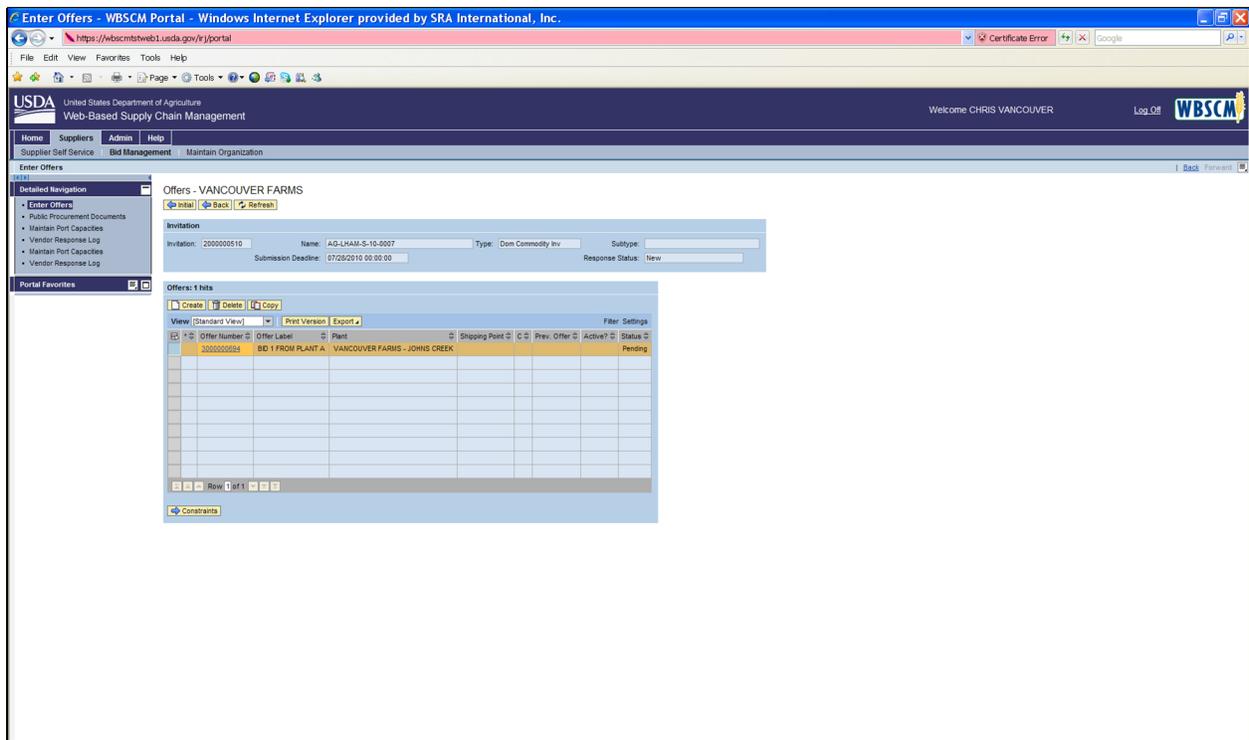


(Note) Do not use browser controls to navigate back to the **Enter Offer** screen.



Create a Domestic Bid Response (Offer)

Enter Offers Screen

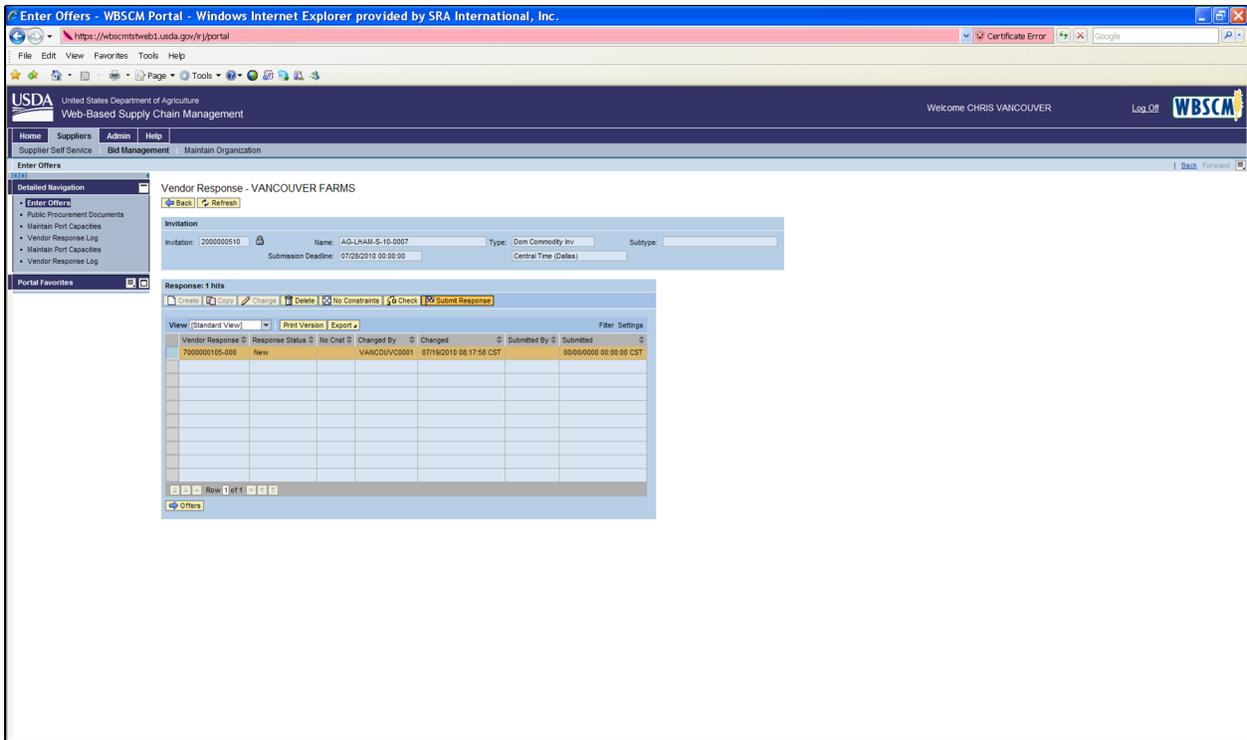


28. Click  (the **Back** button).



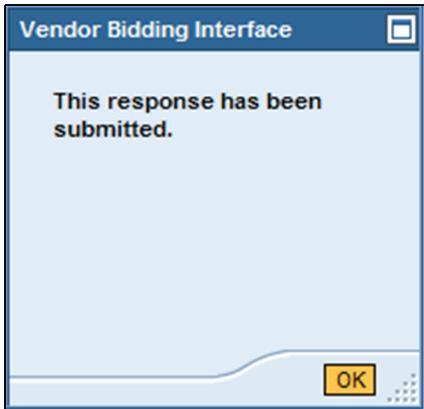
(Note) Do not use browser controls to navigate back to the **Vendor Response** screen.

Vendor Response Screen



29. Click **Submit Response** (the **Submit Response** button).

Bid Submission Acknowledgment Pop-up



30. Click **OK** (the **OK** button).

31. You have completed this transaction.