



Process Overview

Purpose

The purpose of this transaction is to display an international freight preference bid invitation (solicitation) in WBSCM.

Process Trigger

Use this procedure to display an international freight preference bid invitation (solicitation) in WBSCM.

Prerequisites

- International Freight Preference Bid Invitation must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab → **Procurement** tab → **Acquisition Planning** folder → **Prepare Bid Invitation** folder → **Process Bid Invitation** link to go to the *Process Bid Invitation* screen.

Tips and Tricks

- This transaction will not allow you to modify any fields (*this note is added for Display transactions only*)
- 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, perform 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.



Procedure

1. Start the transaction using the following Portal path: **Operations** tab → **Procurement** tab → **Acquisition Planning** folder → **Prepare Bid Invitation** folder → **Process Bid Invitation**

Process Bid Invitation Screen

The screenshot displays the 'Process Bid Invitation' screen in the WBSCM portal. The top navigation bar includes 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. The 'Operations' tab is selected, and the 'Procurement' folder is active. The main content area is titled 'Process Bid Invitation' and contains a 'Create Bid Invitation' section with a dropdown for 'Transaction Type' set to 'Barter and Exch Inv', and buttons for 'Create' and 'Create Template'. Below this is a 'Find Bid Invitation' section with input fields for 'Bid Invitation Number', 'Bid Invitation Name', 'Status', and 'Processed Since', along with 'Start' and 'Extended Search' buttons. A search result table is shown below, indicating 'Search Result: 0 Hits' and listing columns: Number, Name, Type, Purchasing Organization, Status, Submission Deadline, Bids, and Action. The table content is empty, with the message 'No documents correspond to search criteria or no authorization'. The left sidebar shows a 'Detailed Navigation' menu with 'Process Bid Invitation' highlighted. The bottom of the screen shows a browser status bar with 'Internet | Protected Mode: On' and '100%' zoom.

2. Click  (the **Hide Navigator** triangle) to minimize the Portal menu. Note that you can do this with any transaction in WBSCM - not just procurement transactions.



Process Bid Invitation Screen

The screenshot shows the 'Process Bid Invitation' screen. At the top, there is a navigation bar with the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', 'Welcome TRAIN DPZ', and a 'Log Off' link. Below this is a menu with 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. A secondary menu includes 'Order Processing', 'Procurement', 'Warehouse Management', and 'Supplier Mgt'. The main content area is titled 'Process Bid Invitation' and contains two sections: 'Create Bid Invitation' and 'Find Bid Invitation'. The 'Create Bid Invitation' section has a dropdown for 'Select a Transaction Type' (set to 'Barter and Exch Inv') and buttons for 'Create' and 'Create Template'. The 'Find Bid Invitation' section has input fields for 'Bid Invitation Number', 'Bid Invitation Name', 'Status', and 'Processed Since', along with a 'Start' button and an 'Extended Search' link. Below this, a 'Search Result: 0 Hits' message is displayed above a table with columns: Number, Name, Type, Purchasing Organization, Status, Submission Deadline, Bids, and Action. The table content shows 'No documents correspond to search criteria or no authorization'. At the bottom of the browser window, it shows 'Internet | Protected Mode: On' and a zoom level of '100%'.

3. Click [Extended Search](#) (the **Extended Search** link) to perform an extended search.



(Note) If you already know the bid invitation number, you can enter it on this screen. Click the **Start** button and a list of search results will display. However in this example, we are performing an extended search, which is commonly used if you do not know the exact bid invitation number.



Process Bid Invitation Screen

The screenshot shows the 'Process Bid Invitation' screen within the USDA Web-Based Supply Chain Management system. The page header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and 'Welcome TRAIN DPZ'. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, there are links for 'Order Processing', 'Procurement', 'Warehouse Management', and 'Supplier Mgt'. The main content area is titled 'Process Bid Invitation' and includes a 'Create Bid Invitation' section with a 'Select a Transaction Type' dropdown set to 'Barter and Exch Inv', and buttons for 'Create' and 'Create Template'. Below this is a 'Find Bid Invitation' section with a 'Find Template' button. The 'Find Bid Invitation' section contains several search criteria: 'Bid Invitation Number' (text input), 'Bid Invitation Name' (text input), 'Status' (dropdown), 'Processed Since' (dropdown), 'Transaction Type' (dropdown), 'Purchasing Organization' (text input), 'Submission Deadline' (dropdown), and 'My Bid Invitations' (checkbox). There are also 'Product Category' and 'Invitation Type' dropdowns. At the bottom of the search section are 'Start' and 'Simple Search' buttons. Below the search section is a 'Search Result: 0 Hits' message and a table with columns: 'Number', 'Name', 'Type', 'Purchasing Organization', 'Status', 'Submission Deadline', 'Bids', and 'Action'. The table content shows 'No documents correspond to search criteria or no authorization'. The browser status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%' zoom.

4. In the **TransactionType** field, click on the **Dropdown** button.



Process Bid Invitation Screen

The screenshot displays the 'Process Bid Invitation' screen within the USDA Web-Based Supply Chain Management system. The page header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and 'Welcome TRAIN DPZ'. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, there are links for 'Order Processing', 'Procurement', 'Warehouse Management', and 'Supplier Mgt'. The main content area is titled 'Process Bid Invitation' and includes a 'Create Bid Invitation' section with a 'Select a Transaction Type' dropdown set to 'Barter and Exch Inv'. Below this are 'Create' and 'Create Template' buttons. A 'Find Bid Invitation' section contains search fields for 'Bid Invitation Number', 'Bid Invitation Name', 'Status', 'Processed Since', 'Transaction Type', 'Purchasing Organization', 'Submission Deadline', and 'My Bid Invitations'. A dropdown menu for 'Transaction Type' is open, showing options: 'Barter and Exch Inv', 'Dom Commodity Inv', 'Intl Comm Preference', 'Intl Commodity Inv', 'Intl Freight Inv', 'Intl Frgt Preference', and 'Master/ShortFall Inv'. Below the search fields, it says 'Search Result: 0 Hits' and shows a table with columns: 'Number', 'Name', 'Type', 'Purchasing Organization', 'Status', 'Submission Deadline', 'Bids', and 'Action'. The table content is 'No documents correspond to search criteria or no authorization'. The browser status bar at the bottom shows 'Internet | Protected Mode: On' and '100%' zoom.

- From the Dropdown list, select **Intl Frgt Preference** (the Intl Frgt Preference option).



Process Bid Invitation Screen

The screenshot shows the 'Process Bid Invitation' screen within the USDA Web-Based Supply Chain Management system. The header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', 'Welcome TRAIN DPZ', and a 'Log Off' link. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, there are links for 'Order Processing', 'Procurement', 'Warehouse Management', and 'Supplier Mgt'. The main content area is titled 'Process Bid Invitation' and includes a 'Create Bid Invitation' section with a 'Select a Transaction Type' dropdown set to 'Barter and Exch Inv', and 'Create' and 'Create Template' buttons. Below this are 'Find Bid Invitation' and 'Find Template' buttons. The 'Find Bid Invitation' section contains several search criteria: 'Bid Invitation Number' (text input), 'Bid Invitation Name' (text input), 'Status' (dropdown), 'Processed Since' (dropdown), 'Transaction Type' (dropdown set to 'Intl Frgt Preference'), 'Purchasing Organization' (text input), 'Submission Deadline' (dropdown), 'My Bid Invitations' (checkbox), 'Product Category' (dropdown), and 'Invitation Type' (text input). At the bottom of this section are 'Start' and 'Simple Search' buttons. Below the search criteria is a 'Search Result: 0 Hits' section with a table header: 'Number', 'Name', 'Type', 'Purchasing Organization', 'Status', 'Submission Deadline', 'Bids', and 'Action'. The table body contains the text 'No documents correspond to search criteria or no authorization'. The footer of the browser window shows 'Internet | Protected Mode: On' and a zoom level of '100%'.

6. Click **Start** (the **Start** button) to execute your search.



Process Bid Invitation Screen

The screenshot displays the 'Process Bid Invitation' screen. At the top, there is a navigation bar with 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this is a breadcrumb trail: 'Order Processing | Procurement | Warehouse Management | Supplier Mgt'. The main content area is titled 'Process Bid Invitation' and includes a 'Create Bid Invitation' section with a dropdown for 'Select a Transaction Type' (set to 'Barter and Exch Inv') and buttons for 'Create' and 'Create Template'. Below this is a 'Find Bid Invitation' section with various search filters: 'Bid Invitation Number', 'Bid Invitation Name', 'Status', 'Processed Since', 'Transaction Type' (set to 'Intl Frgt Preference'), 'Purchasing Organization', 'Submission Deadline', 'My Bid Invitations', 'Product Category', and 'Invitation Type'. At the bottom of the search filters are 'Start' and 'Simple Search' buttons. The search results section, titled 'Search Result: 2 Hits', contains a table with the following data:

Number	Name	Type	Purchasing Organization	Status	Submission Deadline	Bids	Action
2000000020	Intl Freight Preference - Packaged	Intl Frgt Preference	Purchase Organization 1000	Published	12/31/2999 00:00:00	37	
2000000018	Intl Freight Preference - Bulk	Intl Frgt Preference	Purchase Organization 1000	Published	12/31/2999 00:00:00	0	

7. A list of search results is displayed. Click the hyperlink that corresponds to your bid invitation. In this case, we selected [2000000018](#) (the **2000000018** link).



Display Intl Frgt Preference Screen

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) interface. The user is logged in as TRAIN DPZ. The main navigation menu includes Home, Operations, Finance, Suppliers, Admin, Reports, and Help. The current page is 'Process Bid Invitation' with sub-tabs for Order Processing, Procurement, Warehouse Management, and Supplier Mgt. The 'Display Intl Frgt Preference' screen shows the following details:

Name	Int'l Freight Preference - Bulk	Number	2000000018
Transaction Type	ZIFP Intl Frgt Preference		
Product Category			
Type of Publication	Public Bid Invitation		
Responsible Purchasing Organization	Purchase Organization 1000		
Responsible Purchasing Group	FSA-Intl Bulk		
Company Code	USDA		
Start Date			
Opening Date			
Time Zone	CST		
Currency	USD United States Dollar		
Detailed Price Information	Complex Prices		
Display Weighting to Bidders	<input type="checkbox"/>		
Bid May be Changed	<input checked="" type="checkbox"/>		
Follow-On Document	Contract		
Created on	07/22/2009 16:50:20 From Test User FSA_INP_COR1		

8. Click **Item Data** (the **Item Data** tab) to display item data.

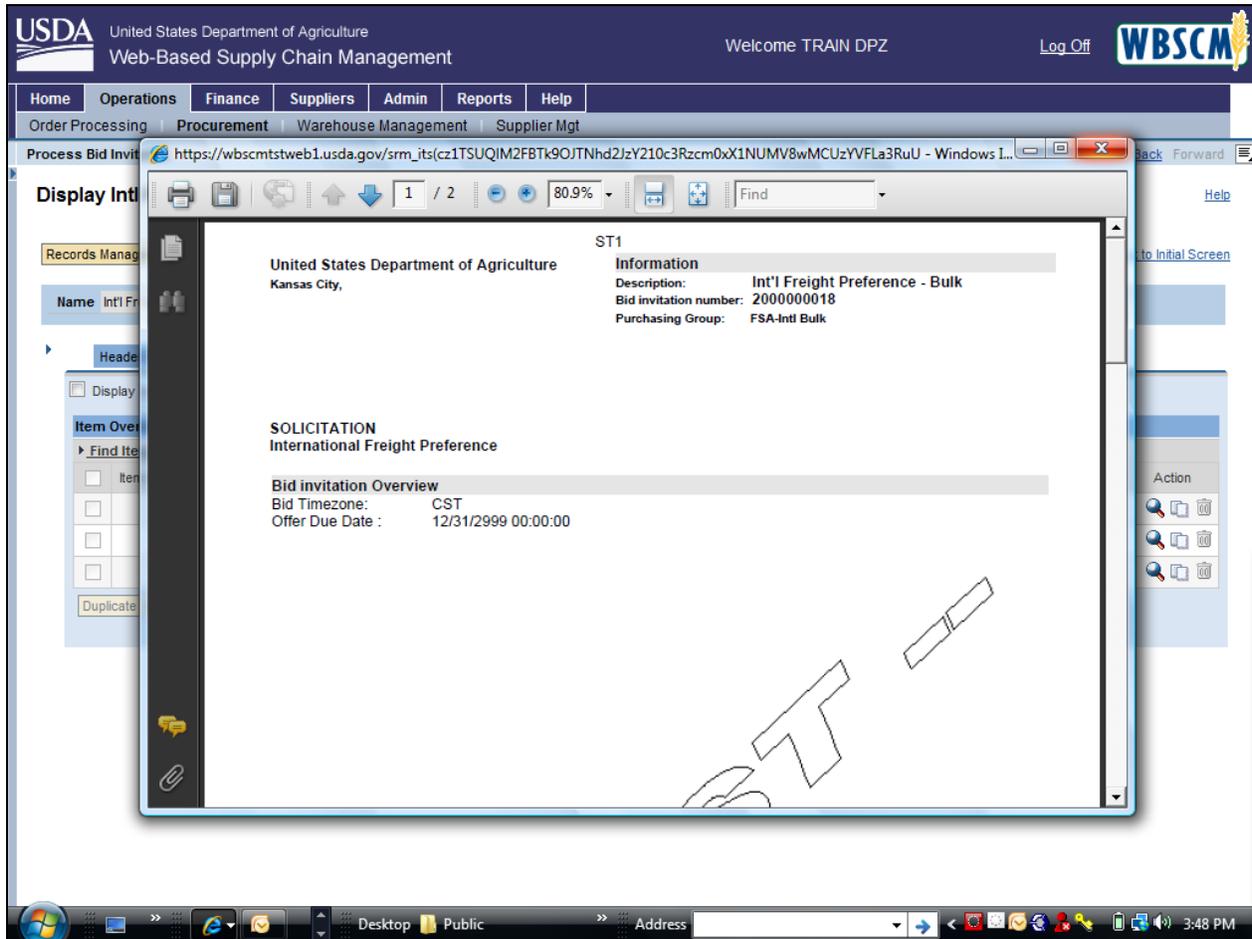


Display Intl Frgt Preference Screen

The screenshot shows the 'Display Intl Frgt Preference' screen in the USDA Web-Based Supply Chain Management system. The page header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and 'Welcome TRAIN DPZ'. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, there are links for 'Order Processing', 'Procurement', 'Warehouse Management', and 'Supplier Mgt'. The main content area is titled 'Process Bid Invitation' and 'Display Intl Frgt Preference'. It features a toolbar with buttons for 'Records Management', 'Copy', 'Check', 'Change', 'Refresh', 'Close', 'Download', 'Upload', 'Output Preview', and 'Create Follow-on Bid Invitation'. A 'Back to Initial Screen' link is also present. The 'Name' field is 'Intl Freight Preference - Bulk' and the 'Number' is '2000000018'. There are tabs for 'Header Data' and 'Item Data'. Below these are checkboxes for 'Display Documents' and 'Show Weighting'. The 'Item Overview' section includes a 'Find Item' table with columns for 'Item no.', 'Item type', 'Product', 'Description', 'Product category', 'Target quantity', 'Target value', 'Price unit', and 'Action'. The table contains three rows of data. A 'Duplicate Selected Item' button is located below the table. The browser status bar at the bottom shows 'Internet | Protected Mode: On' and '100%' zoom.

Item no.	Item type	Product	Description	Product category	Target quantity	Target value	Price unit	Action
1	Service	REGIONS-BULK	LOAD PORT - REGIONS - BULK	Freight	1 Metric Tonne	0.00 USD Per	1 Metric Tonne	
2	Service	LOADPORT-BULK	LOAD PORT - BULK	Freight	1 Metric Tonne	0.00 USD Per	1 Metric Tonne	
3	Service	TERMINALS-BULK	LOAD PORT - TERMINALS - BULK	Freight	1 Metric Tonne	0.00 USD Per	1 Metric Tonne	

9. Click **Output Preview** (the **Output Preview** button) to preview the bid invitation.

Bid Invitation Pop-Up

10. A pop-up window displays showing the bid invitation as a pdf file. Click  (the **X** button) to exit the pop-up window.



(Note) Click the **Save** (the **disk** icon) to save the bid invitation to your hard drive.

Click the **Print** (the **printer** icon) to print the bid invitation.

11. You have completed this transaction.