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**

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

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.
4. In the **TransactionType** field, click on the **Dropdown** button.
5. From the Dropdown list, select **Intl Frgt Preference** (the **Intl Frgt Preference** option).
6. Click **Start** (the **Start** button) to execute your search.
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

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