



## Display the Public Procurement Page

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### Process Overview

#### Purpose

The purpose of this transaction is to display items on the public procurement page. This includes different types of bid invitations, which can be displayed real-time or downloaded and saved to your computer.

#### Process Trigger

Use this procedure to display the public procurement page.

#### Prerequisites

- None.

#### Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Bid Management** tab → **Public Procurement Documents** link to go to the *Public Procurement Documents* screen.

#### Tips and Tricks

- This transaction will not allow you to modify any fields.
- 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.



# Display the Public Procurement Page

## Procedure

1. Start the transaction using the following Portal path: **Suppliers** tab → **Bid Management** tab → **Public Procurement Documents**

### Public Procurement Documents Screen

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome TRAIN DPZ [Log Off](#)

Home Operations Finance Suppliers Admin Reports Help

Supplier Self Service Bid Management

Public Procurement Documents [Back](#) [Forward](#)

Detailed Navigation

- Enter Offers
- Public Procurement Documents**
- Maintain Port Capacities
- Vendor Response Log
- Maintain Port Capacities
- Vendor Response Log
- Maintain Port Capacities
- Vendor Response Log

Portal Favorites

Name	Size	Rating	Modified
AMS-Livestock			3/21/10 2:21:42 PM
Freight FAS			3/20/10 12:24:31 PM
FSA-Domestic			3/20/10 9:52:29 AM
FSA-Intl Packaged			3/19/10 5:55:39 PM

Internet | Protected Mode: On 100%

2. Click  (the **Hide Navigator** arrow) to hide the Portal menu. You can do this with any transaction in WBSCM - not just procurement transactions.



# Display the Public Procurement Page

## Public Procurement Documents Screen

The screenshot shows the 'Public Procurement Documents' screen within the WBSCM application. The header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and a 'Welcome TRAIN DPZ' message. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, 'Supplier Self Service' and 'Bid Management' are visible. The main content area displays a folder tree for 'wbscmprocurement' with a table of sub-folders:

Name	Size	Rating	Modified
AMS-Livestock			3/21/10 2:21:42 PM
Freight FAS			3/20/10 12:24:31 PM
FSA-Domestic			3/20/10 9:52:29 AM
FSA-Intl Packaged			3/19/10 5:55:39 PM

A button labeled 'FSA-Intl Packaged' is located below the table. The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

3. Click [FSA-Intl Packaged](#) (the **FSA-Intl Packaged** link) to view items within the FSA-Intl Packaged folder.



### Public Procurement Documents Screen

The screenshot shows the 'Public Procurement Documents' screen within the WBSCM application. The header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and a 'Welcome TRAIN DPZ' message. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, there are links for 'Supplier Self Service' and 'Bid Management'. The main content area displays a file tree structure under the path 'wbscmprocure... > FSA-Intl Packaged'. A table lists the contents of the '2010' folder, with columns for 'Name', 'Size', 'Rating', and 'Modified'. The table contains one entry: a folder named '2010' with a modification date of '4/9/10 3:15:46 PM'. The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and a zoom level of '100%'.

4. Click [2010](#) (the **2010** link) to display everything in the 2010 folder.



## Public Procurement Documents Screen

The screenshot shows the 'Public Procurement Documents' screen within the WBSCM system. The header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and a user greeting 'Welcome TRAIN DPZ'. Navigation tabs include Home, Operations, Finance, Suppliers, Admin, Reports, and Help. The current page is 'Supplier Self Service' > 'Bid Management'. The main content area displays a folder tree for 'wbscmprocure...' > 'FSA-Intl Pac...' > '2010'. A table lists folders: '03-MAR' (modified 3/19/10 5:55:40 PM) and '04-APR' (modified 4/9/10 3:15:46 PM). The '04-APR' folder is highlighted. The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

5. Click [04-APR](#) (the **04-APR** link) to display everything in the 04-APR folder.



### Public Procurement Documents Screen

The screenshot shows the 'Public Procurement Documents' screen within the WBSCM application. The header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and a 'Log Off' link. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below the menu, 'Supplier Self Service' and 'Bid Management' are visible. The main content area displays a breadcrumb trail: 'wbscmprocure... > FSA-Intl Pac... > 2010 > 04-APR'. A table with columns 'Name', 'Size', 'Rating', and 'Modified' contains one entry: 'Bid Invitations (Solicitations)' with a modified date of '4/9/10 3:19:34 PM'. The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

6. Click [Bid Invitations \(Solicitations\)](#) (the **Bid Invitations (Solicitations)** link) to display any bid invitations or solicitations that are available.



Public Procurement Documents Screen

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes the USDA logo, the text "United States Department of Agriculture", "Web-Based Supply Chain Management", "Welcome TRAIN DPZ", and a "Log Off" link. Below the navigation bar are tabs for "Home", "Operations", "Finance", "Suppliers", "Admin", "Reports", and "Help". The "Suppliers" tab is active, and the "Bid Management" sub-tab is selected. The main content area is titled "Public Procurement Documents" and shows a breadcrumb trail: "wbscmprocure... > FSA-Intl Pac... > 2010 > 04-APR > Bid Invitations (Solicitations)". Below the breadcrumb trail is a table with the following columns: "Name", "Size", "Rating", and "Modified". The table lists several bid invitation files, with "AG-INTP-S-10-0047" highlighted in orange. A tooltip is visible over the "AG-INTP-S-10-0047" link, displaying the text "AG-INTP-S-10-0047". The bottom status bar shows "Done", "Internet | Protected Mode: On", and "100%".

Name	Size	Rating	Modified
<a href="#">AG-INTP-S-10-0046</a>			4/9/10 3:17:16 PM
<a href="#">AG-INTP-S-10-0047</a>			4/9/10 3:17:07 PM
<a href="#">AG-INTP-S-10-0048</a>			4/9/10 3:16:26 PM
<a href="#">AG-INTP-S-10-0049</a>			4/9/10 3:16:17 PM
<a href="#">AG-INTP-S-10-0050</a>			4/9/10 3:16:46 PM
<a href="#">AG-INTP-S-10-0051</a>			4/9/10 3:17:35 PM
<a href="#">AG-INTP-S-10-0052</a>			4/9/10 3:16:37 PM
<a href="#">AG-INTP-S-10-0053</a>			4/9/10 3:16:05 PM
<a href="#">AG-INTP-S-10-0054</a>			4/9/10 3:19:38 PM
<a href="#">AG-INTP-S-10-0055</a>			4/9/10 3:19:21 PM
<a href="#">AG-INTP-S-10-0056</a>			4/9/10 3:18:21 PM
<a href="#">AG-INTP-S-10-0057</a>			4/9/10 3:17:26 PM

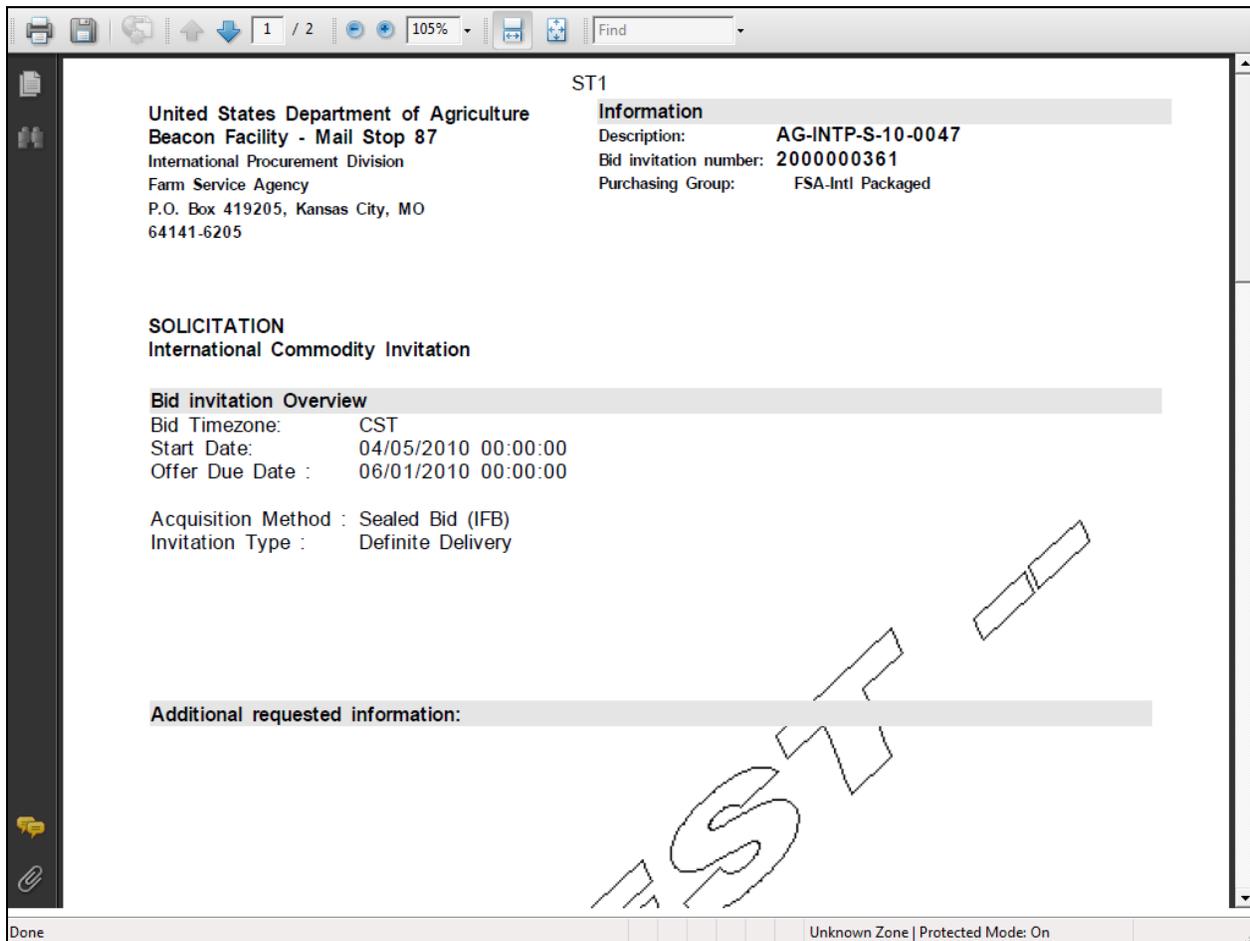
7. Select the file name of the bid invitation from the list. In this case, we selected [AG-INTP-S-10-0047](#) (the [AG-INTP-S-10-0047](#) link) to open the file.



Public Procurement Documents Screen

The screenshot shows the 'Public Procurement Documents' screen within the WBSCM system. The header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and a 'Log Off' link. A navigation menu contains 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, 'Supplier Self Service' and 'Bid Management' are visible. The main content area displays a breadcrumb trail: 'wbscmprocure... > FSA-Intl Pac... > 2010 > 04-APR > Bid Invitati... > AG-INTP-S-10-0047'. A table lists documents with columns for Name, Size, Rating, and Modified. One document is listed: 'AG-INTP-S-10-0047.pdf', 16.2 KB, modified on 4/9/10 at 3:17:07 PM. The browser's address bar shows the URL: 'https://wbscmstweb1.usda.gov/irj/go/km/docs/wbscmprocurement/FSA-Intl%20Packaged/20...'.

- 8. Click [AG-INTP-S-10-0047.pdf](#) (the **AG-INTP-S-10-0047.pdf** link) to open the file.

**Bid Invitation Pop-up**

ST1

**United States Department of Agriculture**  
**Beacon Facility - Mail Stop 87**  
International Procurement Division  
Farm Service Agency  
P.O. Box 419205, Kansas City, MO  
64141-6205

**Information**  
Description: AG-INTP-S-10-0047  
Bid invitation number: 2000000361  
Purchasing Group: FSA-Intl Packaged

**SOLICITATION**  
International Commodity Invitation

**Bid invitation Overview**  
Bid Timezone: CST  
Start Date: 04/05/2010 00:00:00  
Offer Due Date : 06/01/2010 00:00:00

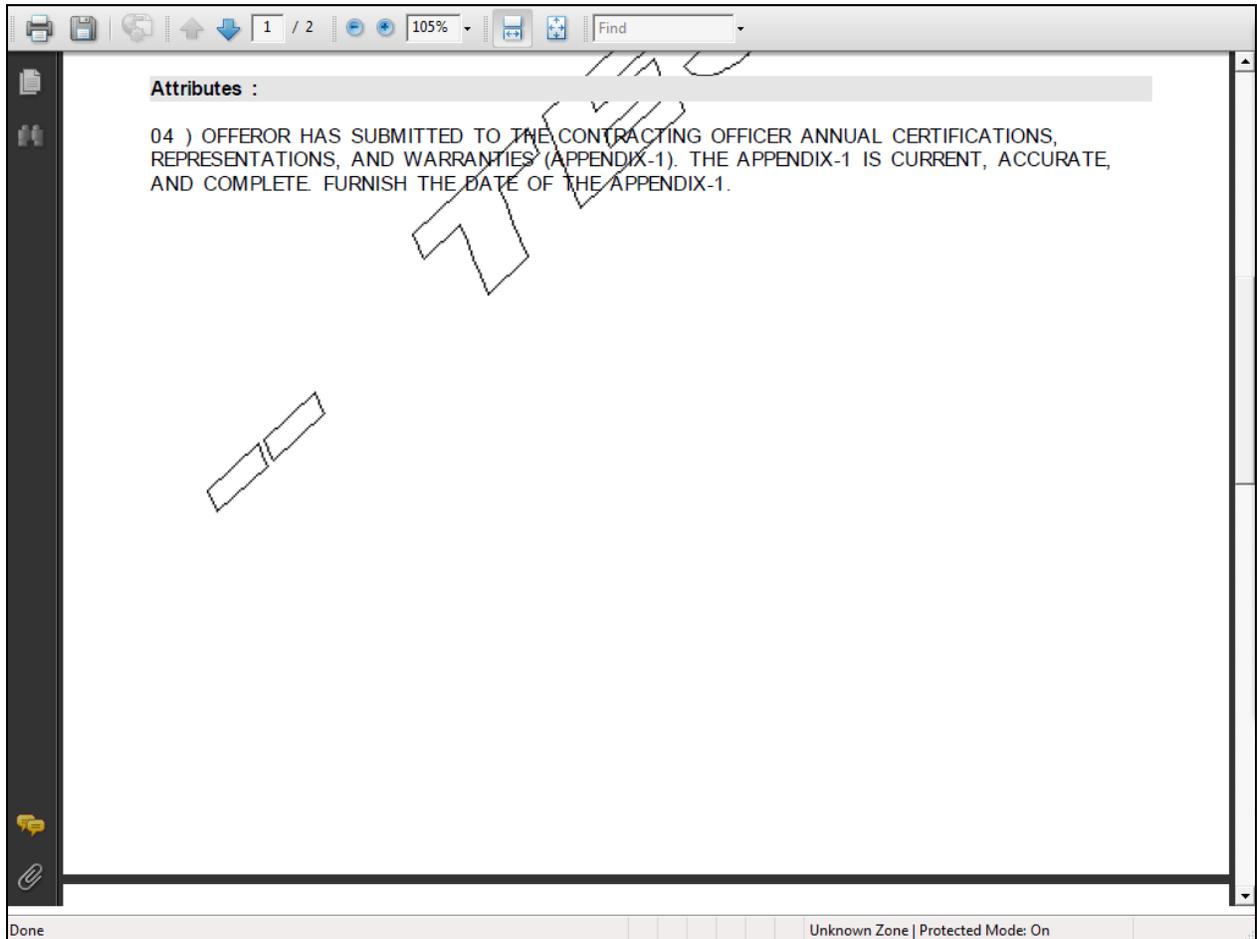
Acquisition Method : Sealed Bid (IFB)  
Invitation Type : Definite Delivery

**Additional requested information:**

Done Unknown Zone | Protected Mode: On

9. The bid invitation (solicitation) displays. Information you can find out from the bid invitation includes: bid time zone, start date, offer due date, acquisition method, invitation type, an LPN and bid invitation number, and a purchasing group. Scroll down to display attributes.

**Bid Invitation Pop-up**



**10.** The attributes section displays. Scroll down to display more details.



**Bid Invitation Pop-up**

The screenshot shows a bid invitation pop-up window with the following content:

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**SOLICITATION**  
International Commodity Invitation

**Information**  
Description: AG-INTP-S-10-0047  
Bid invitation number: 2000000361

**Bid invitation Item details**

Item	Material	Description	Required by	Quantity
10	PROCESSED PROD CORN			
20	100090	CORN-SOY BLEND BAG-25 KG	06/22/2010-06/22/2010	100 MT
		Total Quantity for CORN-SOY BLEND BAG-25 KG		100 MT
		Total Quantity for Invitation		100 MT

Done Unknown Zone | Protected Mode: On

11. This section includes a list of materials on the bid invitation as well as the requested quantities and units of measure.
12. You have completed this transaction.