

# Submitting offers in WBSCM for AMS Designated Laboratories vendors

12/29/2014

Prior to being able to submit offers in response to the Request For Proposals (RFP) solicitation, a potential vendor must be registered and active in System for Award Management (SAM) and be entered in WBSCM. Once a vendor has been entered in WBSCM and user has successfully been added to WBSCM the following instructions will be used for submitting offers under the RFP.

Navigate to: **Suppliers** ➔ **Bid Management** ➔ **Enter Offers**

Enter RFP solicitation number:

2\*XXXX (the asterisk is filler for the zeroes. For example 2100000461 is 21\*461)

Click Start

The solicitation should display in the search results.

Highlight the applicable solicitation row, click maintain vendor response at bottom of page.

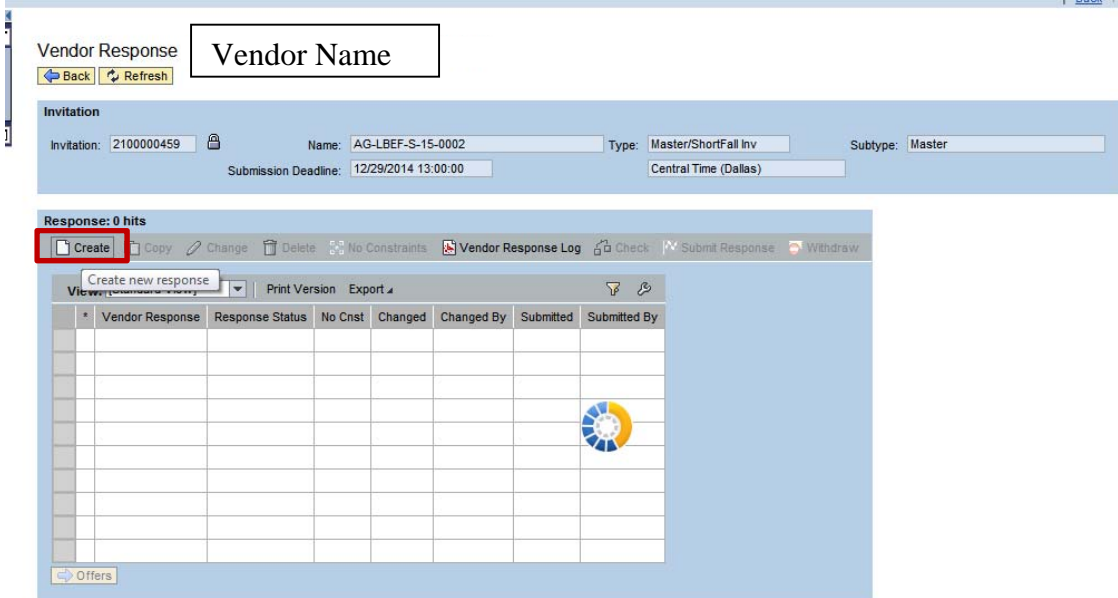
The screenshot shows the 'Enter Offers' page in WBSCM. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, Help. Below these are sub-tabs: Supplier Self Service, Bid Management, Maintain Organization. The main content area is titled 'Enter Offers'. On the left, there is a 'Detailed Navigation' sidebar with 'Enter Offers' selected. The main area contains a 'Find Bid Invitation' form with the following fields: Bid Invitation Number (21\*461), Document Name, Status (Open), Transaction Type, Bid Inv Type, and Processed Since (Last 30 Days). Below the form is a 'Start' button. The search results show 'Search result: 1 hits' and a table with one row:

* Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline
2100000461	AG-3J14-S-15-0004	Master/ShortFall Inv	Master		12/30/2014 06:30:00

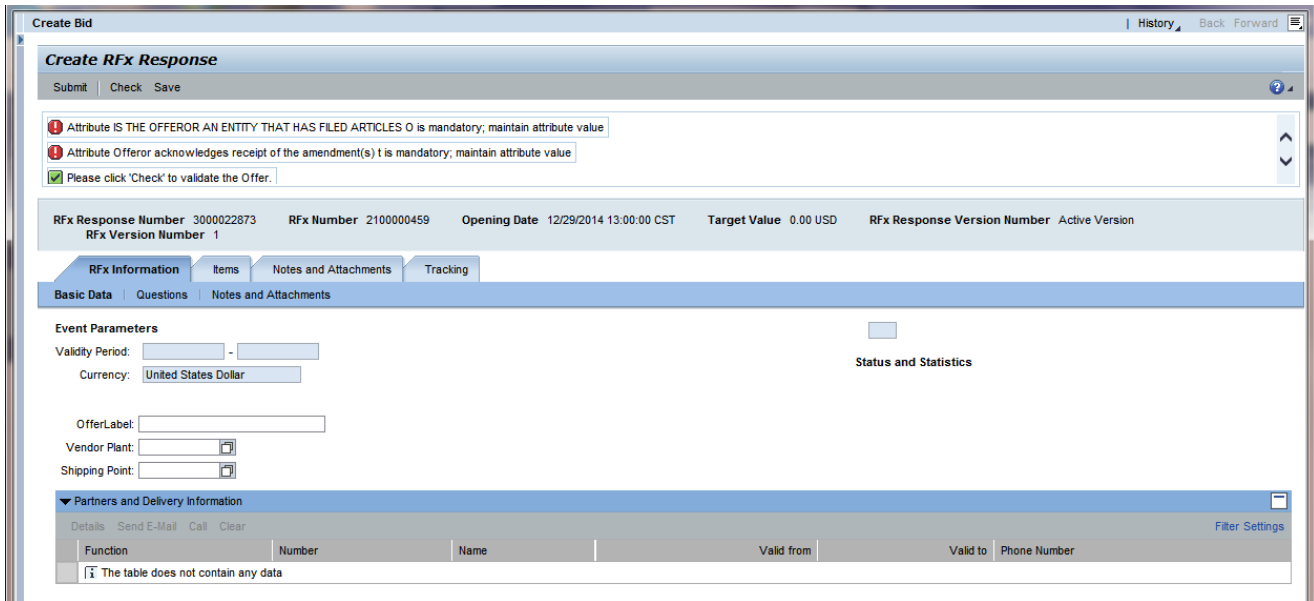
At the bottom of the page, there is a 'Maintain Vendor Response' button highlighted with a red box.

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Click "Create" on the Vendor Response page, a new pop-up window will be opened.



Pop window opened "Create RFX Response"



# Submitting offers in WBSCM for AMS Designated Laboratories vendors

Enter offer label (optional)

Attribute IS THE OFFEROR AN ENTITY THAT HAS FILED ARTICLES O is mandatory; maintain attribute value  
Attribute Offeror acknowledges receipt of the amendment(s) I is mandatory; maintain attribute value  
Please click 'Check' to validate the Offer.

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date 12/29/2014 13:00:00 CST Target Value 0.00 USD RFX Response Version Number Active Version  
RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Event Parameters  
Validity Period: -  
Currency: United States Dollar  
Status and Statistics

OfferLabel: ADL-offer  
Vendor Plant:  
Shipping Point:

Partners and Delivery Information  
Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Add vendor plant

Select a plant that was entered in WBSCM and approved by the WBSCMAMSHelpdesk. Click on the white box to the right of the text box to display approved plants.

Response Edit Rfx Response:  
Submit Check Save

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date 12/29/2014 13:00:00 CST Target Value 0.00 USD RFX Response Version Number Active Version  
RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Event Parameters  
Validity Period: -  
Currency: United States Dollar  
Status and Statistics

OfferLabel: ADL-OFFER  
Vendor Plant: [White box]  
Shipping Point: [White box]  
Enter the Vendor Plant

Partners and Delivery Information  
Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Select plant from the drop down window

All Values: Vendor Plant

Results List: 1 results found for Vendor Plant Personal Value List Settings Show Search Criteria

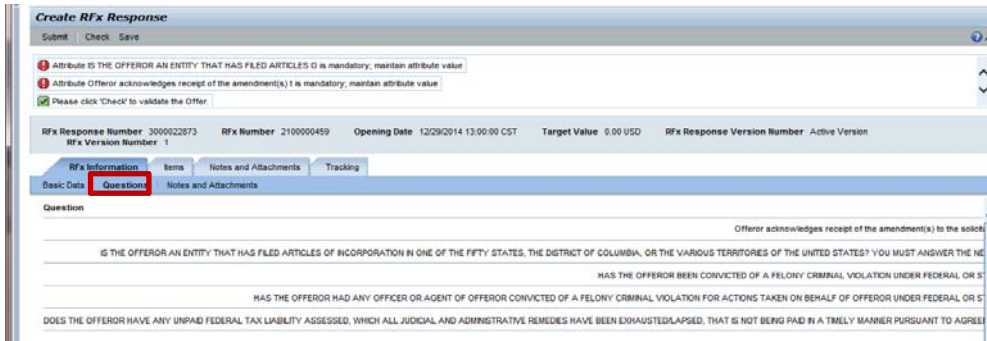
Vendor Plant ID	Vendor Plant Name	Vendor Plant Name	Vendor Name
1111183		1010421	

OK Cancel

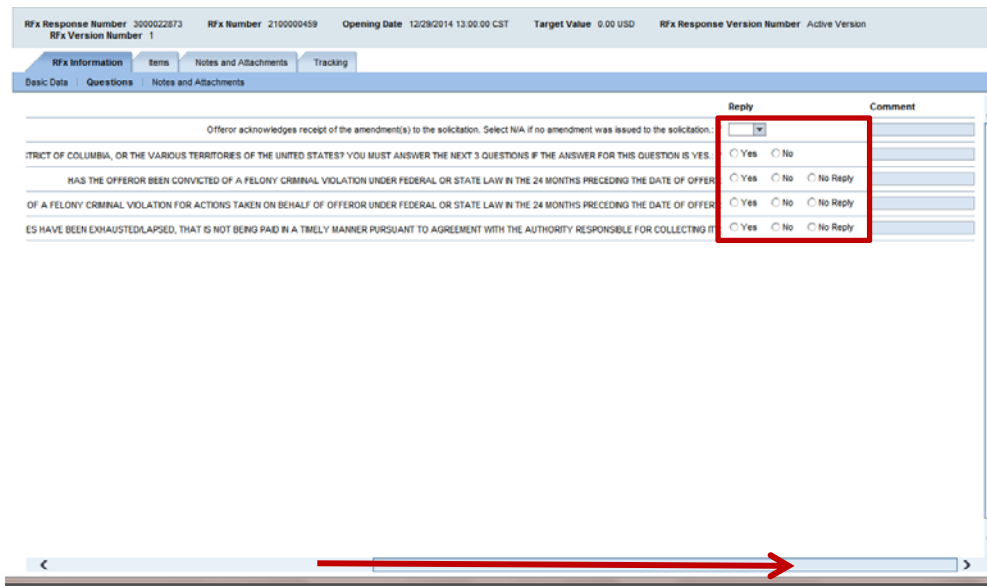
OK

# Submitting offers in WBSCM for AMS Designated Laboratories vendors

Go to "Questions" tab

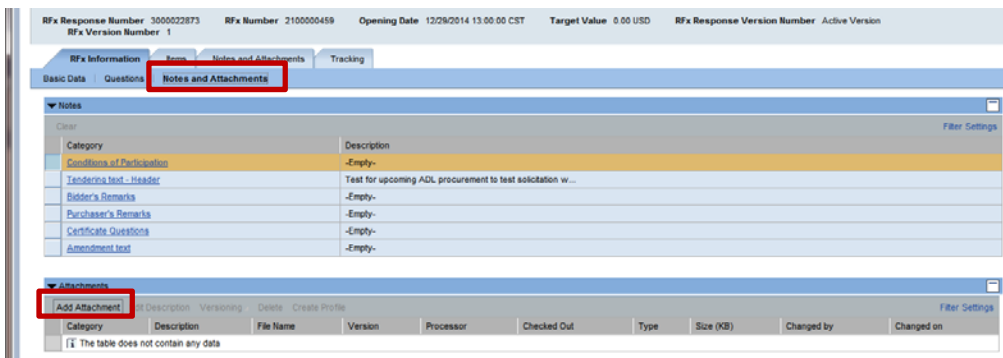


Scroll to right and answer all questions



Go to notes and attachments

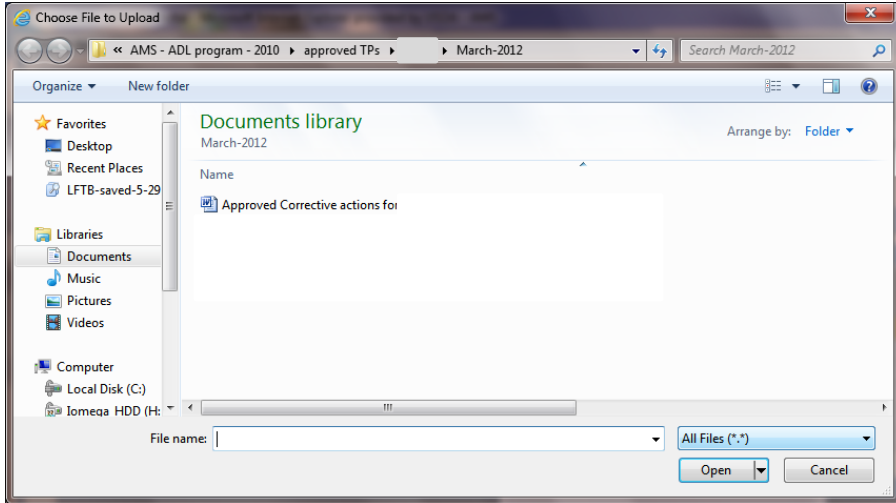
Go to Attachment section and click "add attachment"



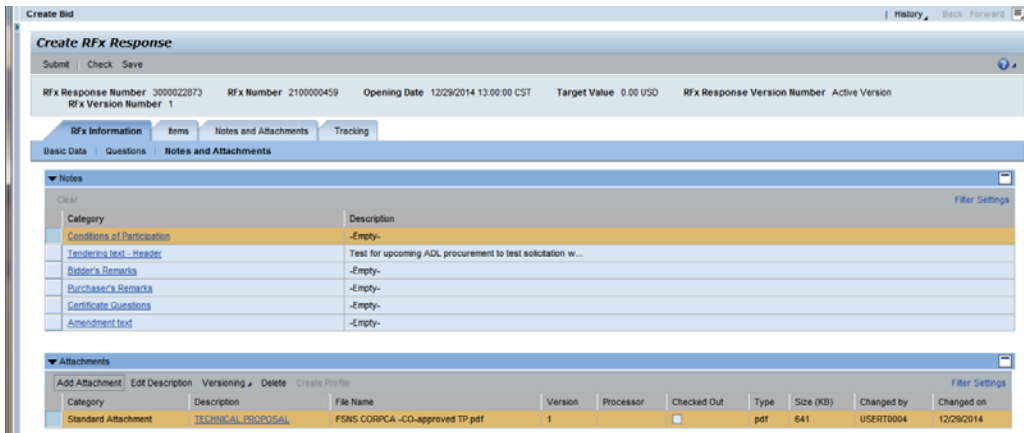
# Submitting offers in WBSCM for AMS Designated Laboratories vendors

Browse to location of the file located on your local device.  
Click "Open"

**Note:** File name **cannot exceed 60 characters** otherwise one will receive an error message that file name is too long.

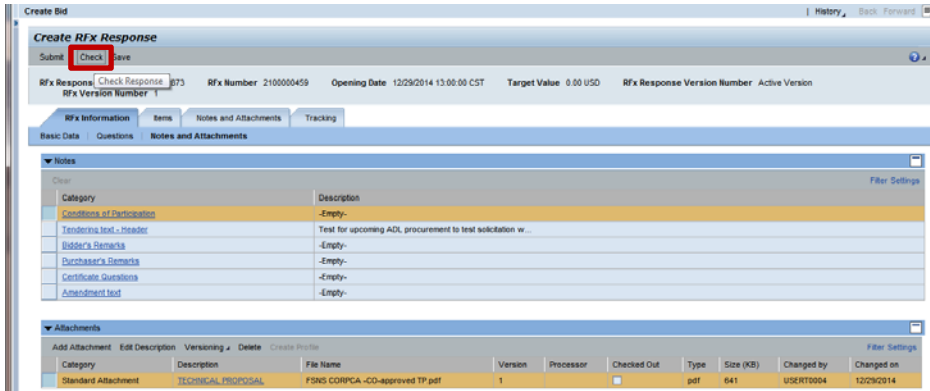


File will display under the Attachment location if it was successfully uploaded.  
One will be able to delete, edit file description of the uploaded file  
Continue to follow the same steps to add additional attachments.

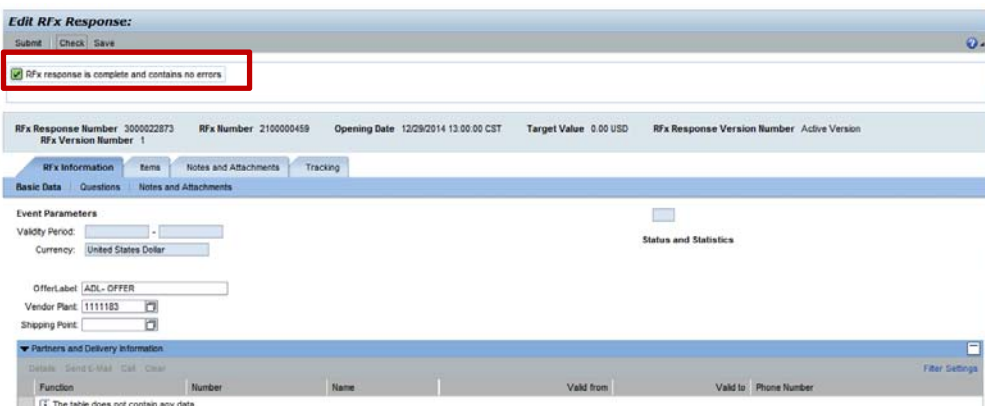


# Submitting offers in WBSCM for AMS Designated Laboratories vendors

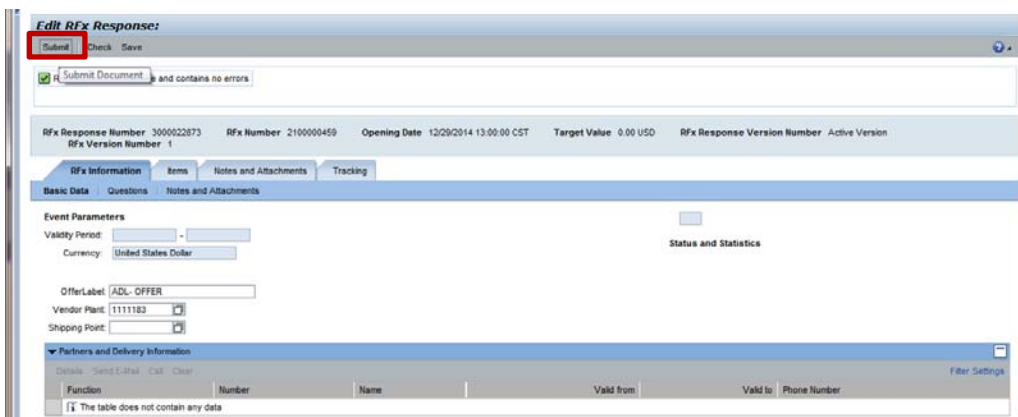
Once all documents have been added, click "Check"



Should receive message: "RFX response is complete and contains no errors"  
One is ready to submit offer (save it back to WBSCM)



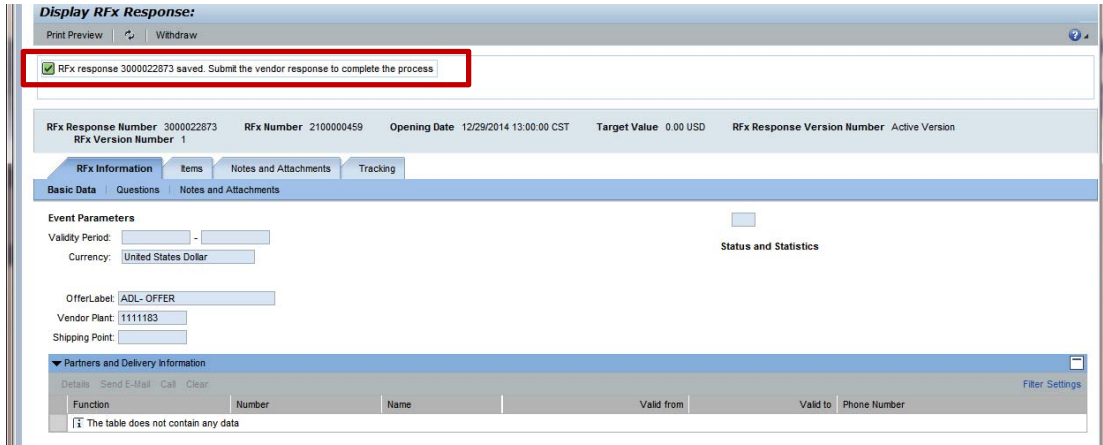
Click "Submit"



# Submitting offers in WBSCM for AMS Designated Laboratories vendors

Once submitted, message will be displayed:

“RFx response 3XXXXXXX saved. Submit the vendor response to complete the process”

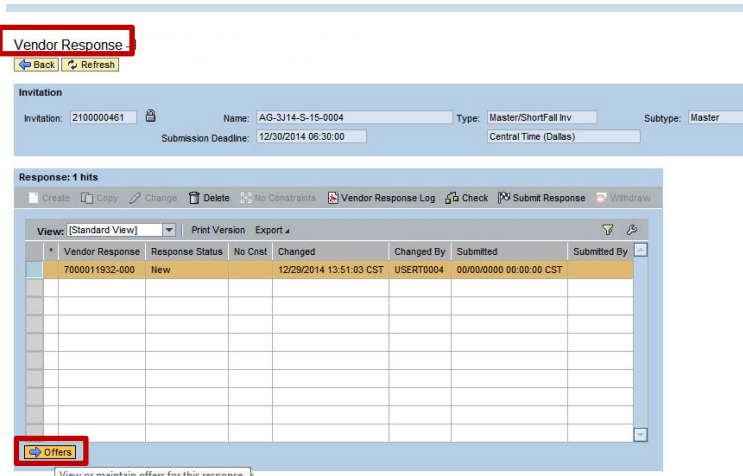


Close the pop-up window

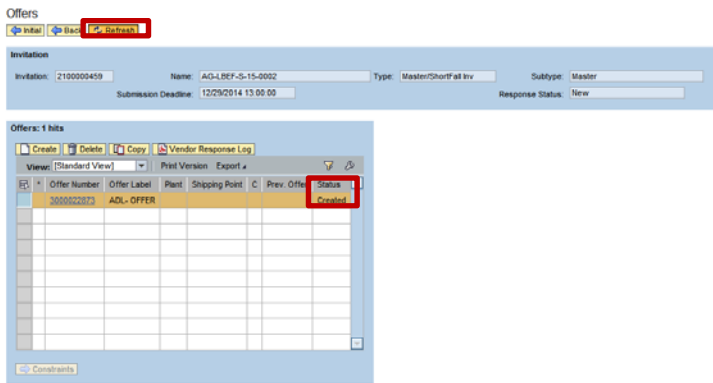
Vendor response page is displayed

Click on “Offers”

Will take you to the Offers page



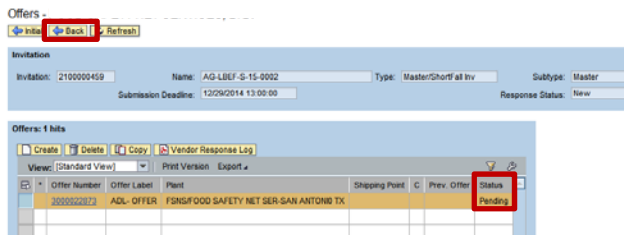
Click “Refresh” (if response does not show pending) Offers page status needs to be pending to continue.



# Submitting offers in WBSCM for AMS Designated Laboratories vendors

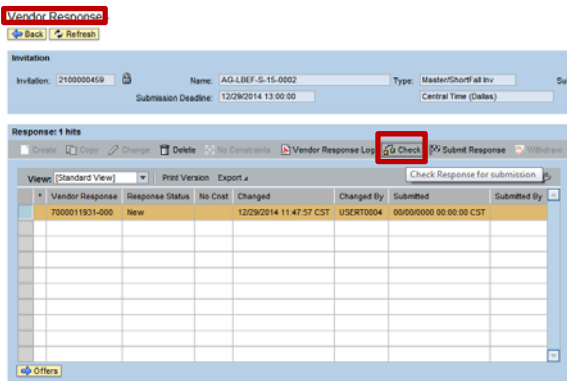
Status - Pending

Click "back"



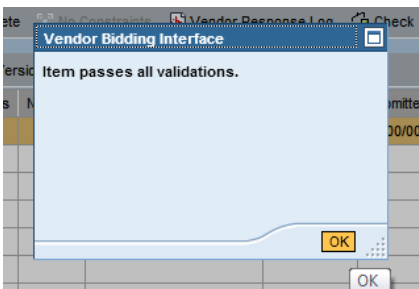
Vendor response page – ready to submit offer

Click "Check"



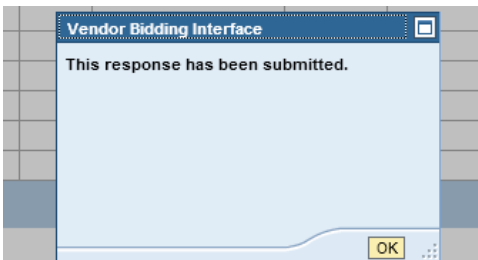
Pop window showing "Item passes all validations"

Click "OK"



Click "Submit response"

Should receive message "This response has been submitted"





# Submitting offers in WBSCM for AMS Designated Laboratories vendors

Vendor response shows offer has been submitted on time with the date and time it was submitted

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000459    Name: AG-LBEF-S-15-0002    Type: Master/ShortFall Inv    Subtype:    Submission Deadline: 12/29/2014 13:00:00    Central Time (Dallas)

Response: 1 hits

Create   Copy   Change   Delete   No Constraints   Vendor Response Log   Check   Submit Response   Withdraw

View: [Standard View]   Print Version   Export

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011931-000	Submitted - On-time		12/29/2014 12:28:49 CST	USERT0004	12/29/2014 12:28:49 CST	USERT0004

One has the option to view or print the vendor response log by clicking on the “Vendor Response Log”

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000459    Name: AG-LBEF-S-15-0002    Type: Master/ShortFall Inv    Subtype:    Submission Deadline: 12/29/2014 13:00:00    Central Time (Dallas)

Response: 1 hits

Create   Copy   Change   Delete   No Constraints   **Vendor Response Log**   Check   Submit Response   Withdraw

View: [Standard View]   Print Version   Export

Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011931-000	Submitted - On-time		12/29/2014 12:28:49 CST	USERT0004	12/29/2014 12:28:49 CST	USERT0004

Adobe file is created with all responses shown under the offer.

BIDLOGREPORT\_2100000459.PDF (Protected View) - Adobe Acrobat Pro

File Edit View Window Help

Tools Comment Share

Protected View: This file originated from a potentially unsafe location. [Learn More](#)    Enable All Features

Vendor Response Overview

Date Submitted: 12/29/2014 12:28:49 CST    Description: AG-LBEF-S-15-0002  
 Submitted By: USERT0004 - Test user    Number: 2100000459  
 Date Changed: 12/29/2014 12:28:49 CST    Vendor Response: 7000011931-000  
 Changed By: USERT0004 - Test user    Response Status: Submitted - On-time

Vendor Contact Information

Tel: 01-5468-0874  
 Fax: 01-5468-0874

Offer Response Details:

Offer Response #	Vendor Email	Submitting Point Project Agency
000000001	PHOSPHO SAFETY NET GERMAN ANTONIO TX 300 W. PHARMACY AVE SAN ANTONIO, TX 78204-3607	

	Ability One	8(a)(2)(B)	8(a)(2)(C)	8(a)(2)(D)	8(a)(2)(E)	Large
All Subcontract	No	No	No	No	No	No
All Other	NA	NA	NA	NA	NA	NA

12/29/2014 12:28:49    Page 1 / 3

TEST