# 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.

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.

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

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Pop window opened "Create RFx Response"

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# Submitting offers in WBSCM for AMS Designated Laboratories vendors

#### Enter offer label (optional)

Create Bid - WBSCM Portal - Microsoft Internet E	xplorer provided by USDA - AMS				_ <b>O</b> _ X
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### 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	History_	Back Forward 🗏
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	Submit   Check Save		2∡
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	OfferLabel: ADL- OFFER		
	Shipping Point Enter the Vendor Plant		
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	Details Send E-Mail Call Clear		Filter Settings

### Select plant from the drop down window

All Values: Vendor Plan	nt					
Results List: 1 results found for Vendor Plant		Personal	Personal Value List Settings			
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## Scroll to right and answer all questions

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	Reply	Comment
Offeror acknowledges receipt of the amendment(s) to the solicitation. Select N/A if no amendment was issued to the solicitation.:		
T OF COLUMBIA, OR THE VARIOUS TERRITORIES OF THE UNITED STATES? YOU MUST ANSWER THE NEXT 3 QUESTIONS IF THE ANSWER FOR THIS QUESTION IS YES.	OYes ONo	
HAS THE OFFEROR REEN CONVICTED OF A FELONY CRAINAL VIOLATION UNDER FEDERAL OR STATE LAW IN THE 24 MONTHS RECEDING THE DATE OF OFFER	OYes ONo ONo Reph	y I
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#### Go to notes and attachments

Go to Attachment section and click "add attachment"

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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.

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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.

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

dit RFx Response:					
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## Click "Submit"

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Vendor Plant 1111183	2					
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Once submitted, message will be displayed:

"RFx response 3XXXXXXXX saved. Submit the vendor response to complete the process"

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Close the pop-up window Vendor response page is displayed Click on "Offers" Will take you to the Offers page

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2100000461							
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Click "Refresh" (if response does not show pending) Offers page status needs to be pending to continue.

Offers			
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Status - Pending Click "back"

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Vendor response page – ready to submit offer Click "Check"

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Pop window showing "Item passes all validations" Click "OK"



## Click "Submit response"

Should receive message "This response has been submitted"



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

Vendor Response -			
Invitation			
Invitation: 2100000459 🛱 Name:	AG-LBEF-S-15-0002	Type: Master/ShortFall In	/ Subtype
Submission Deadline:	12/29/2014 13:00:00	Central Time (Dallas	5)
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7000011931-000 Submitted - On-time	12/29/2014 12:28:49 CST	USERT0004 12/29/2014 12:28:49 CS	USERT0004

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

Vendor Response -

Invitation							
Invitation: 2100000459	A Name	e: AG-L	BEF-S-15-0002		Type: Master/ShortFall Inv		Subtyp
	Submission Deadline	e: 12/29	/2014 13:00:00		Central Time (Dallas)		
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Adobe file is created with all responses shown under the offer.

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