

# Long Term Contracting System (LTCS)

## Vendor Application---Detailed Information

Point & Ctrl + Click subject to view. Selected text will display.

Click [Top of Page] to return to the LTCS / Vendor Application Menu.

<a href="#">LTCS Overview for Vendors</a>		<a href="#">Admin Process - LTCS Vendor Application</a>	
<a href="#">LTCS Navigation Bar</a>	<a href="#">Logon Process</a>	<a href="#">Invitation Select</a>	
<a href="#">Bid Process</a>	<a href="#">Acceptance Wire</a>	<a href="#">Order Wire</a>	
<a href="#">Links</a>		<a href="#">Online Help</a>	

Additional Topics: [\[QuickSteps\]](#) [\[Edits and Validations/Vendor Application\]](#)

### LTCS OVERVIEW FOR VENDORS

The **Long Term Contracting (LTCS) system** provides a flexible system to process long-term contracts for current cheese commodities as well as for other commodities in the future. Long-Term Contracting will apply to anything that is "more than a month."

Prices/products under Long-Term Contracting may be by State---MCD-2, PCD-3, and BCD-1, which would have different year limitations. Long-Term Contracts may be purchased by:

- School Year (June - July) which actually crosses Fiscal Year.
- Fiscal Year (October - September)

As a vendor you have the ability to:

- prepare and submit a bid
- modify a bid
- view/print a bid
- withdraw a bid previously submitted
- authorize the USDA to modify a bid.

[\[Top of Page\]](#)

### Admin Process for LTCS Vendor Application

[\[Corporation Person\]](#) [\[Plant Person\]](#)

**Corporation Person** (Created by Branch Chief / CO / Specialist) logon to the Vendor Application.

Step #	Admin Process
1	The Corporation user <b>logon</b> to the LTCS VENDOR application (LTCVENDOR)
	The Corporation user <b>clicks</b> on <b>Admin</b> button on the top

2	row.
<b>Adding additional persons under the corporation</b>	
3	<b>Select person page</b> displays all the added persons related to the corporation.
4	The Corporation user <b>clicks</b> on <b>Add Person</b> button on the second row.
5	The Corporation user <b>selects</b> Bidder / Contract Admin Person Types from the dropdown and creates the name & address information. The Corporation user <b>clicks</b> on update button.
<b>Creating logon ID and Assigning Roles</b>	
6	The Corporation user <b>selects</b> the added person name from the Select Person page and clicks on Logon Id button.
7	Logon Id is created automatically. Initial password will be PASSWRD\$1. Initial logon id Status will be ACTIVE. The Corporation user <b>assigns</b> the existing role name for the added person. The Corporation user <b>selects</b> the <b>Contract Admin</b> role and <b>clicks</b> on update.
8	The Corporation user can not modify their own logon Id information. But can <b>modify</b> the logon id and password information for other added persons.
<b>Corporation Address</b>	
9	The Corporation user <b>clicks</b> on <b>Edit Entity</b> button. The Corporation user can not modify the Corporation address information. But they can <b>view</b> the address information.
<b>Relationship</b>	
10	The Corporation user <b>clicks</b> on <b>Relationship</b> button to view the corporation/plants relationship. The Corporation user also able to <b>view</b> the person names, types related to the corporation/plants.

[\[Top of Page\]](#)

**Plant Person** (Created by Branch chief / CO / Specialist) logon to the Vendor Application. (LTCS Security Admin Business Process Flow)

Step #	Admin Process
1	The Plant user <b>logon</b> to the LTCS VENDOR application (LTCSVENDOR)
2	The Plant user <b>clicks</b> on <b>Admin</b> button on the top row.
<b>Adding additional persons under the Plant</b>	
3	<b>Select person page</b> displays all the added persons related to the Plant.
4	The Plant user <b>clicks</b> on <b>Add Person</b> button on the second row.
5	The Plant user <b>selects</b> Bidder / Contract Admin Person Types from the dropdown and creates the name & address information. The Plant user <b>clicks</b> on update button.
<b>Creating logon ID and Assigning Roles</b>	
6	The Plant user <b>selects</b> the added person name from the Select Person page and <b>clicks</b> on Logon Id button.
7	Logon Id is created automatically. Initial password will be PASSWRD\$1. Initial logon id Status will be ACTIVE. The Plant user <b>assigns</b> the existing role name for the added person. The Plant user <b>selects</b> the <b>Contract Admin</b> role

	and <b>clicks</b> on update.
<b>8</b>	The Plant user can not modify their own logon Id information. But can <b>modify</b> the logon id and password information for other added persons.
<b>Plant Address</b>	
<b>9</b>	The Plant user <b>clicks</b> on <b>Edit Entity</b> button. The Plant user can not modify the Plant address information. But they can <b>view</b> the address information.
<b>Relationship</b>	
<b>10</b>	The Plant user <b>clicks</b> on <b>Relationship</b> button to view the corporation/plants relationship. The Corporation user also able to <b>view</b> the person names, types related to the corporation/plants.

[\[Top of Page\]](#)

## LTCS NAVIGATION BAR

[\[Menu Options\]](#) [\[Business Functions\]](#)

### Menu Options (LTCS Navigation Bar)

Menu options within LTCS are in three levels:

- **FUNCTION:** First row target the area of operations to be engaged.
- **PAGE:** Second row selects data entry screens for the selected function.
- **ACTION:** Third row correlates to each data entry screen and updates the database or performs another action or service.

The PAGE and ACTION prompts will change to reflect the function (or page) previously selected. An example is shown below.

Invitation Select	<b>Bid Process</b>	Acceptance Wire	Order Wire	Admin	Links	Help
Price	Copy Price	<b>Capacity</b>	Certification	View/Submit/Withdraw		Authorize Change
<b>Update</b>				<b>Delete</b>		

[\[Return to LTCS Navigation Bar\]](#)

[\[Top of Page\]](#)

### Business Functions (LTCS Navigation Bar)

#### Error Message and Validation Process

LTCS has **validations** built into the system to assist with invitation accuracy, prior to updating. Should a screen be filled out in a manner that does not satisfy the requirements of the validation process, a **message** will appear providing sufficient information as to what is needed to complete the task or advising why the action cannot be performed.

For example:

If you should....	Then the error message will state....
Modify a person's address, but do not enter a city name on the Personal	"A valid city must be entered."

Maintenance Page...	
Enter the announcement number and the invitation number and click on the Update Button.	If the announcement number does not exist message box stating "The announcement number is invalid" . If the announcement exists the system would then check to see if the invitation number exists in the PCIMS database. IF it does exist and error message will be displayed stating "The invitation number already exists."

**Note:** LTCS prompts the user to save (update) changes before moving to another page. Regular updates should be a common practice, thus preventing loss of data during a power surge, outage, etc.

[\[Return to LTCS Navigation Bar\]](#)

[\[Top of Page\]](#)

### **Update Process---**(LTCS Navigation Bar)

When data is entered or a change is made on a page, it must be saved with the Update function. The Update function can be triggered manually or automatically. To trigger the Update manually click on the **Update** button on the top of the page. Validations will be performed and the changes will be saved but not released to the web. If an error is encountered, an appropriate error message will be displayed and the changes will not be saved. Errors can be corrected and the update function can be triggered again. If there are no validation errors, the database will be updated.

Attempting to exit any LTCS page without explicitly updating the data or releasing it, will cause the following message to display: "If you continue you will lose your data! To save your data return and select UPDATE! Ok to continue. Cancel to return." If a bid has been updated (after initially releasing it) and NOT released the following message will display on the Invitation Selection page: "Your bid has been modified since it was last submitted."

### **Print Process**

The user will have the option of printing any page or report of the LTCS system. After the page or report has been displayed, the user can use Internet Explorer's browser command, **File, Print**, or Netscape's browser command, **File, Print Frame**, to print a copy for their records. LTCS also provides its own **Print** button on some screens.

Printing from the Web will require that you click your cursor in the actual frame, of the window you want to print. If you experience incomplete printing, reposition your cursor, and re-try.

[\[Return to LTCS Navigation Bar\]](#)

[\[Top of Page\]](#)

## **LOGON PROCESS**

[\[Overview\]](#) [\[Steps to Logon to LTCS\]](#) [\[Options from the Logon Page\]](#)

### **OVERVIEW**

The **Logon page** is the first page displayed to the vendor when accessing LTCS Vendor application. In order to access any pages within the LTCS application, the vendor must first logon. Only those vendors with a valid logon ID and password will be allowed into the vendor portion of the LTCS application. If the logon is successful, the vendor will be transferred to the **Invitation Selection** page. If the vendor's ID or password are incorrect, the **Logon** page will be redisplayed with an error message. The vendor has only a limited number of attempts to logon to the application. If the vendor exceeds that limit, the vendor will not be allowed to logon until their password is reset by a USDA user.

By using the Admin process, the vendor can not create or modify their own logon id and password information. But vendor can create or modify the logon id and password for additional persons related to the corporation. If the vendor wants to modify their own logon id, logon id status or password information, the vendor needs to contact their USDA personnel.

If the vendor logs on as a corporation (VEND-PLNT-CD = '00'), address for all active plants are retrieved from PCIMS and

updated on LTCS. If the vendor logs on as a plant (VEND-PLNT-CD not equal to '00'), then only the plant's address information is updated.

### Page Specific Fields (Logon Process)

Field Name	Format	Update	Rqd	Comments
New Password	CHAR (08)	No	No	The New Password field is used to modify an existing system password. This field must be used in conjunction with the Verify Password field.
Verify Password	CHAR (08)	No	No	The Verify Password field is used to confirm the new password entered in the New Password field. Both the New Password and the Verify Password fields must match before the password is changed in the database. This field must be used in conjunction with the New Password field.

[\[Return to Logon Process\]](#)

[\[Top of Page\]](#)

### Steps To Logon to LTCS (Logon Process)

- **Logon** to Internet using URL to be provided by Dairy and Domestic Operations Division (DDOD).
- **Enter** Logon ID provided.
- **Enter** "PASSWRD\$1" as default password.
- Immediately **enter and verify** your new password.
- **New Password** must be **9 characters long**, and at least: One character must be alphabetic. Once character must be numeric(0-9). One character must be a special character: ! @ # \$ % \ & \* ~ ?.
- **Verify Password.** The Verify Password must be identical to the New Password field. If not, the user will receive an error message.
- **Click** Logon. You are now in LTCS . . . Menu options within LTCS will be displayed according to the access (security) role you have been assigned.
- Session will time out after 30 minutes (approx.), if you have not accessed the server.
- Best window size for viewing is 8--x600.

### Options from the Logon Page (Logon Process)

- Privacy Statement
- Contacts/Logon Help

- Selection of Standard or 508 Accessibility Version.

[\[Return to Logon Process\]](#)

[\[Top of Page\]](#)

## Invitation Select

[\[Page Navigation\]](#) [\[Page Specific Fields\]](#) [\[The Vendor\]](#)

### Page Navigation (Invitation Select)

The select invitation page is accessed by selecting the **Invitation Select button** on the main menu. This page is automatically displayed when the vendor enters into the LTCS System.

### Overview (Invitation Select)

The vendor **Invitation Select page** is the first page that is presented to the vendor after logging onto the LTCS vendor application. The purpose of the invitation select page for the vendor side is to **view** the available announcement/invitations details and **select** one of the listed announcement/invitations for further processing. All the announcement/invitations that are in "released to vendor" (RV), "opened" (OP), "sent to LP" (LP), or "contract" (CT) status and all the invitations which have their invitation period end dates after the current date will be displayed. If the invitation period end date for an invitation has passed, it will not be displayed.

The **announcement/invitation details** that a vendor is able to view on this page are: announcement/invitation number, announcement description, bid open date/time, submit date/time, offers by location, comments, and indicators for whether the vendor has completed the certification questions and entered data into the capacity for the announcement/invitation. If there is an amendment number for an announcement/invitation number, it is also displayed as part of the announcement/invitation number. The vendor will be able to select an announcement/invitation from the list displayed and proceed further.

The announcement/invitations are sorted and displayed first by announcement in the ascending order and then by invitation in the descending order. Only master and shortfall invitations will be displayed on this page. Allocation invitations will not be displayed on this page.

[\[Return to Invitation Select\]](#)

[\[Top of Page\]](#)

### Page Specific Fields (Invitation Select)

The fields displayed on this page are as follows:	
<b>Select Radio Button</b>	A radio button is displayed beside each row of data to allow the vendor to select an invitation. Only one invitation can be selected at a time using this radio button. When this page is first displayed the first announcement/invitation listed will be selected by default.
<b>Announcement/Invitation Number</b>	The announcement/invitation number retrieved from the database will be displayed in this field. If there is an amendment number for an announcement/invitation number, it is also displayed as part of the announcement/invitation number. If the announcement is an exchange announcement, then the text "EXCH" will be displayed after the amendment number.

<b>Announcement Description</b>	The announcement description retrieved from the database will be displayed in this field.
<b>Open Date/Time</b>	The bid open date and time retrieved from the database will be displayed in this field. This field indicates the date and time by which the vendor has to submit bids for a given invitation.
<b>Certification Indicator</b>	The bid certification indicator will be retrieved from the database and will be analyzed to see if it has a value of 'Y'. If it does, then this field will display an "x", otherwise, this field will be blank. <i>An "x" in this field indicates that all the certification questions have been answered by the vendor.</i>
<b>Offers By Location</b>	The plant locations for which the vendor has already entered bids into the system are retrieved from the database and displayed here. The locations which have entered bids will be displayed in ascending order. If the vendor has not entered bids for any plant locations, then this field will be blank.
<b>Capacity Indicator</b>	The bid capacity indicator will be retrieved from the database and will be analyzed to see if it has a value of 'Y'. If it does then this field will display an "x", otherwise this field will be blank. <i>An "x" in this field indicates that at least one capacity value has been entered into the system for every combination of plant location and product that the vendor is bidding on.</i>
<b>Submit Date/Time</b>	The bid submit date and time retrieved from the database will be displayed in this field. This field indicates the date and time at which a bid for an announcement/invitation was submitted by the vendor. If a bid has not been submitted by the vendor for a given announcement/invitation, this field will be blank.
<b>Comments</b>	<p>The Comments field displays information about the bid or announcement/invitation.</p> <p>The following is a list of the messages that might be displayed:</p> <ul style="list-style-type: none"> <li>• <b>*** Closed ***</b> - The USDA user has opened the announcement/invitation. If an announcement/invitation is closed, it means that the USDA user has opened the vendor's bid. The vendor will be restricted in the actions that can be performed on the bid after it has been closed for</li> </ul>

that announcement/invitation. The vendor will be able to go to the view bid page to view the bid details, and the authorize change page to authorize a change if the USDA user has requested an authorize change.

- **'You need to Authorize a change'** - The vendor is requested to complete the authorize change page for this announcement/invitation.
- **'Your bid has been modified since it was last submitted.'** - The vendor will need to re-submit the bid for the changes to be considered during bid evaluation.
- **'Your acceptance wire is ready for viewing'** - If the logged in vendor is a corporation and USDA has published an acceptance wire for the vendor then this message will be displayed. Also, if the logged in vendor is not a corporation and USDA has published an acceptance wire for the corporation vendor related to the logged in vendor, then this message is displayed.
- **'Your order wire is ready for viewing'** - If the logged in vendor is a corporation and USDA has published an order wire for the vendor then this message will be displayed. Also if the logged in vendor is not a corporation and USDA has published an order wire for the corporation vendor related to the logged in vendor, then this message is displayed.

[\[Return to Invitation Select\]](#)

[\[Top of Page\]](#)

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### The Vendor (Invitation Select)

- May **Select** an announcement/invitation to work on by clicking on the **select field radio button** and clicking on the **bid process button** on menu system.
- Can go to the **acceptance wire or order wire screens** for a given announcement/invitation by clicking on the **respective menu buttons** on top of the screen once the acceptance wire and order wire have been published.
  - **If** the vendor clicks on the acceptance wire button on the menu before the acceptance wire has been published, an error message will be displayed stating "Acceptance wire has not been published".
  - **If** the vendor clicks on the order wire button on the menu before the order wire has been published, an error message will be displayed stating "Order wire has not been published".

- **When** the vendor selects a master or shortfall invitation and clicks on the **acceptance wire button** on the menu, all the acceptance wire information for the invitation will be retrieved and displayed on the acceptance wire screen.
- **When** the vendor selects an invitation and clicks on the **order wire button** on the menu, all the order wire information will be retrieved and displayed on the order wire screen. The order wire screen will display all order wires for the vendor.
- **Exchange vendors** will be allowed access only to exchange invitations. Once the vendor selects an invitation from the page and clicks on any button on the menu, the system will check to see if the vendor is an exchange vendor. **If yes**, then the system will check to see if the invitation selected is an exchange invitation. **If not**, then an error message will be displayed saying "Exchange vendors are allowed access to only exchange invitations. Please select an exchange invitation to proceed."
- **Non exchange vendors** will be allowed access only to non exchange invitations. If a non exchange vendor logs in and selects an exchange invitation on this page and clicks on any menu button, then an error message will be displayed saying "Access to exchange invitations not allowed for non exchange vendors. Please select a non exchange invitation to proceed."
- **If a corporation vendor** is logged in and if that corporation does not have any associated plants in LTCS, then an error message will be displayed when the bid process menu button is clicked saying "Corporation vendor does not have any associated plants in LTCS. Corporation vendor is not allowed to bid."

[\[Return to Invitation Select\]](#)

[\[Top of Page\]](#)

## Bid Process

[\[Price\]](#) [\[Copy Price\]](#) [\[Capacity\]](#) [\[Certification\]](#) [\[View Bid\]](#) [\[Submit Bid\]](#) [\[Withdraw Bid\]](#) [\[Authorize Change\]](#)

## PRICE

[\[Page Navigation\]](#) [\[Page Specific Fields\]](#) [\[Creating or Updating a Bid\]](#) [\[Page Button\]](#)

### Page Navigation (Bid Process)

The vendor can access the price page by selecting one of the announcement/invitations from the invitation select screen, then clicking on the bid process menu button, then by clicking on the **price button** on the second menu line.

**NOTE:** If the vendor has already selected an announcement/invitation they can come to this page from the Certification, Capacity or View pages.

### Overview (Bid Process)

The **Price Page** displays a list of plant locations, products, and destinations that a vendor can enter bid prices for. The page is primarily used by vendors to enter the bid price for delivering a product from one of their plant locations to any destination anywhere in the state listed on the page. This page allows a vendor to bid on individual states, or all states by entering a price in the Contiguous US price field. The vendor can only enter prices for one commodity at a time. Multiple plant locations for the same vendor may enter a bid. Once the prices have been entered, vendors can only update their bids. The vendor must complete the certification and capacity pages also for a submit bid to be successful.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Specific Fields: (Bid Process--Price)

<b>The fields displayed on this page are as follows:</b>	
	The announcement/invitation number

<p><b>Announcement/Invitation Number</b></p>	<p>along with amendment number (if any), announcement type (if any) and announcement description are displayed at the top of the page. These values are retrieved from the session.</p>
<p><b>Location Dropdown</b></p>	<p>This displays a list of plant locations. When a corporation vendor logs into the system, this dropdown will display a list of all the plant locations associated with that corporation. If a plant vendor logs into the system, only that location will be displayed. Plant locations are listed by location number with the plant with the lowest number selected as the default plant. Vendors are only allowed to select one location at a time.</p>
<p><b>Product Dropdown</b></p>	<p>This displays the list of products that the USDA user has selected in the commodity page. If a vendor is coming to this page for the first time, the first product retrieved from the database will be selected by default. Vendors are only allowed to select one product at a time.</p>
<p><b>Type/Preference Dropdown</b></p>	<p>This displays a list of types or preferences for the product selected in the product dropdown field. The first type or preference retrieved will be selected as the default. If there are no types or preferences associated for the selected product, the field will not be displayed. Vendors are allowed to choose only one type/preference (if displayed) per product at a time. The preference or type chosen for the product will apply to all the states for which prices are entered on the page.</p>
<p><b>Product Comments</b></p>	<p>This field displays comments related to the product selected in the product dropdown. These comments are entered by the USDA user in the commodity page. Based on the product selected, the system will check the availability of comments associated with the product. If comments exist they will be displayed. Otherwise this field is not shown.</p>
<p><b>Contiguous US Price per LBS</b></p>	<p>This field displays the contiguous US price for a combination of plant location, product and preference (if displayed). If there is a contiguous US price existing for a location, product and preference, that price will be displayed in this field. If no contiguous US price exists or if the vendor is coming to this page for the first time, this field will be blank. If the vendor enters a valid value in this field, the system interprets this to mean the vendor is willing to supply</p>

	the selected product and preference from the selected plant location to all 50 states for the same price. This field will accept any valid numeric value to include both positive and negative values, as well as zero. If this field is left empty, the vendor is not bidding a single price for all the 50 states.
<b>Destination</b>	This field displays the list of destinations selected from the destination page which include both domestic and offshore locations.
<b>Price per LBS</b>	This field displays the bid price a vendor is going to charge to deliver the selected product for a particular location, to any state in which the price was entered. If there is a price existing for a location, product, preference (if displayed) and state, that price will be displayed. If no price exists or if the vendor is coming to this page for the first time, this field will be empty. This field will accept any valid numeric values to include both positive and negative values, as well as zero. If this field is left empty, the vendor is not bidding a price for the state.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Creating or Updating a Bid (Bid Process--Price)

To create a new bid or update an existing bid:

- Select a **Location** from the location dropdown.
- Select a **Product** from the product dropdown.
- Select a **Preference** from the Type/Preferences dropdown (if displayed).
- **For new bids:**
  - The destination price fields OR contiguous US price field will be blank.
  - Either enter **values** in the destination OR contiguous price fields. **In addition**, enter any applicable offshore price fields.
- **For existing bids:**
  - If Contiguous US price is existing in the database, it will be displayed in the Contiguous US price field. All the state price fields will not be displayed.
  - If no Contiguous US price is existing in the database, the existing state price fields will be retrieved from the database and displayed against the corresponding state.
  - The vendor has the ability to **change** the existing price, **remove** the existing prices **or enter** new prices in the fields which do not have any.

Click on **Update button** in the menu.

**Clicking on the Update button will cause the following steps to take place:**

The system will check validations.	
<p><b>The application will check</b> to see if valid values have been entered in all the price fields:</p>	<ul style="list-style-type: none"> <li>• If Contiguous US price is entered, the system will validate the Contiguous US price field entry to make sure it is a valid numeric price value. If not, it will display an error message saying "Please enter valid numeric values in the Contiguous US price field."</li> <li>• The system will check to see if the state prices entered are valid numeric values. If not, it will display an error message saying "Please enter valid numeric value in the state price fields."</li> </ul>
<p><b>Then</b>, the system will check to see if the bid is being updated before or after bid open date and time.</p>	

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

Update process functionally **before** bid open date and time have passed: (Vendor Bid Process)

- **If** a new bid is being created or a modified bid is being updated then all the page data will be read and the database will be updated accordingly. All bids submitted before the bid open date and time will be marked as on-line bids.
- **If** a submitted bid is being updated then the system will create a new record in the database with the modified data from the page and mark that bid as a modified bid. Whenever a vendor views that bid, only the modified bid data will be displayed to the vendor.
- **If** a submitted/modified bid is being updated and if new plants or products are added/deleted for that bid, then the corresponding bid records are updated. The capacity records are left as is. So if a vendor has specified capacities for "Total for all plants" or "Total for all products", then it would mean that the capacity includes all the changed values from the price page.
- **If** a submitted/modified bid is being updated and if all the price values for an existing plant and product combination is deleted, then that price record is deleted from the database. If associated capacity or certification records exist, then they are left as is.

Update process functionality **after** bid open date and time have passed:

- A new bid cannot be created after the bid open date and time have passed. **If** a vendor tries to update the price page after the bid open date and time have passed, and the vendor does not have any previously on-time submitted bids, the system will display an error message stating "Bid can not be updated after bid open date and time."
- **If** the vendor has at least one previously on-time submitted bid then the vendor will be able to update a bid after the bid open date and time have passed, **but before** the USDA user opens the bids. Bids submitted **after** bid open date and time will be marked as **late bids**.

- If the bid has been opened by the USDA user, the vendor will not be allowed to access this page.
- If the vendor comes to the price page after the bid open date and time have passed, and if, at the same time the USDA user opens the bid before the vendor has had a chance to update their changes, an error message will be displayed to the vendor when they click on the update button saying that the bid cannot be updated after bid open date and time.

If the vendor changes any data on the page and then clicks on any other button on menu then the system will display a message stating "If you continue, you will LOSE your data! To save your data return and select update. Ok to continue, Cancel to return." If the user confirms it, the system will save the page data to the database.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Button (Bid Process--Price)

<b>Update</b>	After clicking this button all page validations and data validations will be done. If the data is valid the system will update the database. The vendor can update/add bid data for unsubmitted/new bid by clicking this button. If vendor modifies a submitted bid and then clicks this button the system will create a new record for the updated/submitted bid.
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[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

## COPY PRICE

[\[Page Navigation\]](#) [\[Page Specific Fields\]](#) [\[Copying Data\]](#) [\[Page Button\]](#)

### Page Navigation

The vendor can access this page by clicking the bid process menu button and then clicking on the **copy price button** in the menu.

### Overview (Copy Price)

The **Copy Price Page** is **used by corporation vendors** to copy the bid price data that has been entered into the system for one of their plants to another one of their plants. A corporation vendor can only copy one plant's price data to one or more plants. The capacity page and the certification questions answer data **are not copied**. The corporation must have entered at least one bid price for a plant before coming to this page.

The plant locations that have existing price page data will appear in the copy from the drop down list. The plant locations that do not have any existing price page data will appear in the copy to list box. A list of products and preferences will be shown with a checkbox below the copy dropdown and listbox. The corporation vendor can then decide to remove some of the products or leave them all as selected. When the corporation clicks on the copy price button, it will copy all the bid price data for the products and preferences selected from the original plant location to the new plant location or locations.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Specific Fields (Copy Price--Bid Process)

<b>Fields displayed on this page are as follows:</b>
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<p><b>Announcement/Invitation Number</b></p>	<p>The announcement/invitation number along with amendment number (if any), announcement type (if any) and announcement description are displayed at the top of the page. These values are retrieved from the session.</p>
<p><b>Copy from Location Dropdown</b></p>	<p>This dropdown lists the plant locations, for the logged in corporation vendor, which have bid price data entered on the price page. This prevents overwriting data for a combination of plant location and product. Each entry in the list consists of the plant number, street address, city and state of the plant location. The plant locations will be listed in ascending order of the plant numbers. The first plant location listed will be selected by default. There has to be at least one plant location with bid price data existing for the corporation vendor to come to this page. If none of the corporation vendor plant locations have bid price data existing and the corporation vendor tries to come to this page, the system will display an error message saying "Please enter price page data for at least one plant location before coming to this page."</p>
<p><b>Copy to Location List Box</b></p>	<p>This list box lists the plant locations, for the logged in corporation vendor, which do not have bid price data entered on the price page. This prevents overwriting data for a combination of plant location and product. The vendor can select one or multiple locations from this list box. Each entry in the list consists of the plant number, street address, city and state of the plant location. The plant locations will be listed in ascending order of the plant numbers. The first plant location listed will be selected by default. As and when price page data is copied from a plant in the</p>

	<p>copy from location dropdown to one or more plants in this list box, that plant entry or various plant entries are removed from this listbox and they are added to the copy from location dropdown. If all the plant locations in this list have been copied, this list box will display "All plant locations copied."</p>
<p><b>Instructional Message</b></p>	<p>An instructional message is displayed below the copy from location and copy to location dropdowns. This message informs the user about the selected plant location in the copy from location dropdown and an instruction stating "deselect checkbox below to prevent a product from being copied to the new location." The location name in this message is dynamically generated based on the plant location selected in the copy from location dropdown.</p>
<p><b>Product Table</b></p>	<p>The product table displays the list of products and preferences that have been selected in the price page for a plant location listed in the copy from location dropdown. This product and preference list is dynamically generated based on the plant location selected in the copy from location dropdown. A checkbox beside the product name allows the vendor to deselect products for which the bid price data need not be copied to the new location. This checkbox is selected by default for all products when the vendor selects a copy from location. Using this table the vendor chooses the products which need to be copied to the new location.</p>

[\[Return to Bid Process\]](#)  
[\[Top of Page\]](#)

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**Copying Data (Copy Price--Bid Process)**

**To copy data from one plant location to another, complete the following steps:** (Copy Price)

[https://indianocean.sc.egov.usda.gov/Domestic/Domestic-Help/LTCVENDOR\\_Build/index.htm](https://indianocean.sc.egov.usda.gov/Domestic/Domestic-Help/LTCVENDOR_Build/index.htm)

- **Select** a plant location in the copy from location dropdown.
- **Select** one or more plant locations in the copy to location list box.
- **Select/deselect** products that need to be copied.
- **Click** on Update button on the menu.

Once the bid price data has been copied from one plant location to one or more plant locations, that data will be visible in the price page.

- If the **vendor copies the data by mistake**, then they have to go to the price page and manually blank out all the prices and hit update to remove all the bid price data for that plant location and product combination.
- If the **vendor changes any data** on the page and then clicks on any other button on menu, the system will display a message stating "If you continue, you will LOSE your data! To save your data, return and select update! Ok to continue, Cancel to return." If the user confirms it, the system will save the page data to the database.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Button (Copy Price--Bid Process)

<b>Update</b>	After clicking this button all page validations will be done. If the data is valid the system will update the database, and the same prices are copied from one plant location to another.
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[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

## CAPACITY

[\[Page Navigation\]](#) [\[Page Specific Fields\]](#) [\[Steps to add/modify a capacity\]](#) [\[Functionality of Update Button\]](#) [\[Page Button\]](#)

### Page Navigation

The vendor selects the announcement/invitation from the Select Invitation page. The vendor has to select locations and products before entering the capacity form. After selecting locations and products in the price page the vendor can enter the capacity page by selecting the **capacity button** on the menu.

### Overview (Capacity--Vendor Bid Process)

The **Capacity Page** will present the vendor with a form to fill out capacity constraints according to plant location, delivery period, and product. A vendor will be able to enter a quantity that will tie to the selections made in the list boxes for location and product. This allows the vendor the flexibility to choose a particular capacity based on their needs. The plant locations and products that have bids entered on the price page are displayed on the capacity page. **A vendor will only be able to view this page if at least one bid price has been successfully entered in the price page for the announcement/invitation.** The vendor can enter capacity for individual or multiple products at one or multiple locations on monthly or semi-monthly basis, for the delivery periods selected by the USDA users in the delivery period page. **A vendor should enter at least one capacity per product and plant location to submit a bid.** A vendor can add, update, or delete capacity on this page.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

**Page Specific Fields:** (Capacity--Bid Process)

Field Name	Comments
Select Existing Capacity	If the vendor has existing capacity the data will show here. It will display a sequential number, plant number, and the commodity and pack size description.
Delivery period	Delivery periods that are selected by USDA user in the delivery period page will be displayed. Delivery periods will be selected on a semi-monthly basis by the USDA user in the delivery period page. The months corresponding to these semi-monthly delivery periods will be displayed as monthly delivery periods on this page.
Month Delivery Capacity	This field specifies the maximum product quantity that the vendor can supply for that particular monthly delivery period.
Delivery Period Capacity	This field specifies the maximum product quantity that the vendor can supply for that particular semi-monthly delivery period.

**The capacity page displays the following:** (Capacity--Bid Process)

- **Announcement/Invitation Number**--The announcement/invitation number along with amendment number (if any), announcement type (if any), and announcement description are displayed at the top of the page. These values are retrieved from the session.
- **Capacity Dropdown**--The capacity dropdown contains all capacities for a plant location and product that have been created for the announcement/invitation. The dropdown will contain capacity details such as a sequential number and the plant numbers for which capacities have already been created. If capacities have been created for the announcement/invitation, this dropdown will default to the lowest sequential number. The delivery period capacity table values displayed on the page will be dynamically generated based on the entry selected in this dropdown. There will also be an entry named "\*\*\*\*New\*\*\*\*" for creating new capacities for the announcement/invitation. If there are no capacities existing for the announcement/invitation, this dropdown will default to "\*\*\*\*New\*\*\*\*".
- **Location List Box**--This list box contains all plant locations that have bids entered in the price page. The lowest plant number location will be selected by default. If the vendor wants to enter capacity quantities for multiple plant locations at the same time, the vendor can select multiple locations in the location list box. The vendor can also enter capacity values for all the listed plant locations by selecting the "Total for all plants" option in the list box. The "Total for all plants" option will be displayed only for corporation vendors who have selected more than one plant location in the price page. As and when capacities have been created for a combination of one plant location and all corresponding products, that plant location will be removed from this list.
- **Product List Box**--This list box contains all products that have bids entered in the price page. The first product retrieved from the database will be selected by default. If the vendor wants to enter capacity quantities for multiple products at the same time, the vendor can select multiple products in the product list box. The vendor can also enter capacity values for all the listed products by selecting the "Total for all products" option in the list box. There should at least be two products listed in the product list box for the "Total for all products" option to be displayed. This list box will be dynamically generated based on the plant location selected in the location list box. **This means that the vendor will have to first choose the plant location and then the product to enter capacities for.** If a capacity has been created for a combination of one plant location and one product, that product will be removed from this list box for that corresponding plant location.

[\[Return to Bid Process\]](#)  
[\[Top of Page\]](#)

**The following table shows some scenarios and which values get shown in the location and product list boxes when capacities have been created and when capacities have not been created:** (Capacity--Vendor Bid Process)

	Capacity has been created	No Capacities have been created

<b>Location List Box</b>	If capacities have been created for every combination of a plant location and all products, then the plant location will not be displayed in this list. If there is at least one combination of a plant location and one product that has no capacities created, that plant location will be listed on this list box.	If bid price data exists for a plant location, that plant location will be displayed in the list box.
<b>Product List Box</b>	If capacities have been created for a combination of a product and a plant location, then the product will not be displayed in this list.	If bid price data exists for a product, that product will be displayed in the list box.

[\[Return to Bid Process\]](#)  
[\[Top of Page\]](#)

**The capacity page displays the following (continued):** (Capacity--Bid Process)

- **Truck Size**--The truck size field displays the number of pounds that a vendor truck can accommodate of a given product. Different products will have different truck sizes. Depending on the product selected in the product list box, the truck size for that product will be retrieved from the database and displayed. If the vendor chooses multiple products in the product list box, this field will not be displayed. The capacity quantities entered by the vendor in the capacity fields will need to be multiple of the truck size value if a single product is selected. If not, a warning message will be displayed saying that the capacity quantity needs to be a multiple of the truck size.
- **Month**--The month is calculated based on the semi-monthly delivery periods that a USDA user has selected in the delivery period page. So if the USDA user selects the semi-monthly delivery period of 01/01/2004 to 01/15/2004, an entry for "January-2004" will be displayed in the month column.
- **Monthly Delivery Capacity (LBS)**--The monthly delivery capacity displays the quantity of a product that the vendor can deliver for the entire month. If the vendor has a previously entered monthly capacity in the database, that capacity will be displayed. If there are no existing capacities or if the vendor is coming to this page for the first time, this field will be defaulted to zero. **A zero in this field means that the vendor cannot supply that product for this month.** If a vendor wants to supply an unlimited quantity of a given product for a given month, they have to enter 9 nines (999999999) in the corresponding monthly delivery capacity field. Any positive number value other than 0, and 9 nines (999999999) in the monthly delivery capacity field will indicate the exact capacity amount that the vendor is willing to supply for that product and month. If the USDA user selects only a single semi-monthly delivery period for a given month, this field will not be displayed. *Example:* If the USDA user selects the delivery period of 01/01/2004 to 01/15/2004 and does not select the delivery period of 01/16/2004 to 01/31/2004 on the delivery period page, the textbox for January-2004 monthly capacity on this page will not be displayed.
- **Delivery Period**--This field displays all the semi-monthly delivery periods that have been selected by the USDA user in the delivery period page for an announcement/invitation.
- **Delivery Period Capacity (LBS)**--The delivery period capacity displays the quantity of a product that the vendor can deliver for the semi-monthly delivery period. If the vendor has a previously entered delivery period capacity in the database, that capacity will be displayed. If there are no existing capacities or if the vendor is coming to this page for the first time, this field will display zero. **A zero in this field means that the vendor cannot supply the selected product for this delivery period.** If a vendor wants to supply an unlimited quantity of a given product for a given delivery period, they have to enter 9 nines (999999999) in the corresponding delivery period capacity field. Any positive number value other than 0 and 999999999 in the delivery period capacity field will indicate the exact capacity amount that the vendor is willing to supply for that product and delivery period.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

The following table shows what the different values entered in the capacity fields mean to the system: (Capacity--Bid Process)

Value	Monthly Delivery Capacity (LBS)	Delivery Period Capacity (LBS)
Blank or spaces	Invalid Value. Error message will be displayed saying that the delivery period capacity field cannot be blank.	Invalid Value. Error message will be displayed saying that the delivery period capacity field cannot be blank.
0	Vendor will not be able to supply anything for this month.	Vendor will not be able to supply anything for the delivery period.
999999999	Unlimited quantity of the selected product can be supplied for the entire month.	Unlimited quantity of the selected product can be supplied for the delivery period.
A number between 0 and 999999999	The entered number of pounds of the selected product can be supplied for the entire month.	The entered number of pounds of the selected product can be supplied for the delivery period.

The vendor has to **enter either** the monthly **or** the delivery period capacity values but not both. The table below shows some of the values that the vendor can enter into the capacity fields and how the system will interpret those values:

Monthly Delivery Capacity Value	1st Half Delivery Period Capacity Value	2nd Half Delivery Period Capacity Value	What it means to the system
0	0	0	The vendor cannot supply anything for the delivery period.
0	XXX where XXX is a value between 0 and 999999999	0	The vendor can supply XXX pounds of the selected product for that 1st half delivery period.
0	0	XXX where XXX is a value between 0 and 999999999	The vendor can supply XXX pounds of the selected product for that 2nd half delivery period.
0	XXX where XXX is a value between 0 and 999999999	YYY where YYY is a value between 0 and 999999999	The vendor can supply XXX pounds of the selected product for the 1st half delivery period and YYY pounds of the selected product for the 2nd half delivery period. So the total monthly capacity that the vendor can supply is the sum of XXX and YYY.

XXX where XXX is a value between 0 and 999999999	0	0	The vendor can supply XXX pounds of the selected product for the entire month. The vendor can supply any amount of the selected product during either the 1st half delivery period or the 2nd half delivery period as long as the quantities supplied during these delivery periods add up to XXX.
XXX where XXX is a value between 0 and 999999999	YYY where YYY is a value between 0 and 999999999	0	Invalid. An error message will be displayed saying that both monthly and delivery period capacity cannot be specified. Enter either the monthly or the delivery period capacities but not both.
XXX where XXX is a value between 0 and 999999999	0	YYY where YYY is a value between 0 and 999999999	Invalid. An error message will be displayed saying that both monthly and delivery period capacity cannot be specified. Enter either the monthly or the delivery period capacities but not both.
XXX where XXX is a value between 0 and 999999999	YYY where YYY is a value between 0 and 999999999	ZZZ where ZZZ is a value between 0 and 999999999	Invalid. An error message will be displayed saying that both monthly and delivery period capacity cannot be specified. Enter either the monthly or the delivery period capacities but not both.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

This page allows the vendor to select multiple plant locations and multiple products to bid on at the same time. **The following table** shows some multiple select scenarios and how the system will interpret the corresponding capacity quantity values: (Capacity--Bid Process)

Locations Selected	Products Selected	How the system interprets the capacity values
1	1	The capacity values entered are for the selected combination of plant location and product. The vendor will supply the entered pounds of the selected product from the selected plant location.
		The capacity values entered are the sum of capacities for all the products selected in the list box. E.g. if plant 01 is selected in the location list box, products A and B are

1	Multiple	selected in the product list box and 5 is entered in the delivery period capacity field corresponding to Jan 01 to January 15 delivery period, it means that the quantity of product A + quantity of product B = 5 for the delivery period Jan 01 to Jan 15. I.e. the vendor can supply 5 pounds of product A and B combined for that delivery period.
Multiple	1	The capacity values entered are the sum of capacities for all the plant location selected in the list box. E.g. if plant 01 and 02 are selected in the location list box, product A is selected in the product list box and 5 is entered in the delivery period capacity field corresponding to Jan 01 to Jan 15 delivery period, it means that the combined capacity of plant 01 and 02 for product A for that delivery period is 5 pounds and the vendor can supply 5 pounds of product A during that delivery period.
Multiple	Multiple	The capacity values entered are the sum of capacities for all the plant locations and products selected in the list box. E.g. if plant 01 and 02 are selected in the location list box and products A and B are selected in the product list box, and 5 is entered in the delivery period capacity field corresponding to Jan 01 to Jan 15 delivery period, it means that the combined capacity of plant 01 and 02 for products A and B for that delivery period is 5 pounds and the vendor can supply 5 pounds of product A and B combined for that delivery period.

The system will interpret the "Total for all plants" and "Total for all products" options in the location and product list boxes in a similar manner as shown in the above table.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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### Steps to add a new capacity or to modify an existing capacity: (Capacity--Bid Process)

To **add** a new capacity for the announcement/invitation, do the following:

- **Select** "\*\*\*\*New\*\*\*\*" in the capacity dropdown.
- The location and product list boxes will display all the locations and selected products that have bid price data filled and that have no capacity or zero capacity data existing in the database.
- **Select** one or more plant locations in the location list box. "Total for all plants" can be selected if the vendor wants to enter the total capacity for all the listed plant locations at the same time.
- The product dropdown will be dynamically generated based on the location selected in the location list box. If capacity has already been entered for a combination of plant location and product, that product will not be displayed in the product list box.
- **Select** one or more products in the product list box. "Total for all products" can be selected if the vendor wants to enter the total capacity for all the listed products at the same time.

- **Enter** capacity quantities in the fields corresponding to the delivery periods that the vendor wants.
- **Click** on the update button.

To **modify** an existing capacity for the announcement/invitation, do the following:

- **Select** an existing capacity in the capacity dropdown. The vendor cannot select "\*\*\*\*New\*\*\*\*" to update an existing capacity.
- The location list box will display the plant location or locations associated with the existing capacity. **If** the vendor wants to **associate additional plant locations** with the existing capacity, then they will have to delete the capacity record by clicking on the delete button on the menu and then create a new capacity with the original and additional plants selected.
- The product list box will display the product or products associated with the existing capacity. **If** the vendor wants to **associate additional products** with the existing capacity, then they will have to delete the capacity record by clicking on the delete button on the menu and then create a new capacity with the original and additional products selected.
- **Modify** the **existing capacity quantities** in the fields corresponding to the delivery periods that the vendor wants.
- **Click** on the update button.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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### Functionality of the Update Button: (Capacity--Bid Process)

Clicking on the update button will cause the following steps to take place:

- The system will check to see if the capacity being entered is a new or existing capacity. This is done by getting the value of the capacity dropdown. If it is "\*\*\*\*New\*\*\*\*", then it is a new capacity. If it is any other value, it means an existing capacity is being updated.
- The system will validate all the capacity quantities entered on the page to make sure they are valid positive integers. If invalid values are entered, the system will display an error message saying "Please enter valid values in the capacity fields".
- The system will validate for capacity data. Refer to Capacity scenario validations table.
- **For new capacities:**
  - The system will create one capacity record for each capacity entered on the page, excluding the zero values, in the database for that combination of plant location and product. The zero capacity records will be created in the database once the bid is submitted.
  - Records will only be created for the combination of plant locations and products that the vendor selects and submits capacities for on this page. **If** there are any combination of location and products that the vendor does not select, or has no capacities entered, then an error message will be displayed when the vendor submits the bid. **During** the submit process the system will check to see if capacities have been entered for every combination of location and product selected in the price page for the announcement/invitation. **If** there is even one combination of product and location that does not have any capacity entered, then the system will display an error message saying that "The bid cannot be submitted because capacity does not exist for all combinations of location and product for this announcement/invitation".
  - **Once** the capacity has been successfully added to the database, the product entry for that capacity in the product list box will be removed and if capacity has been created for every combination of the corresponding plant and listed products, then that plant will also be removed from the location list box. A new entry will be added to the capacity dropdown which will contain the newly generated sequential number and the plant number for the just added capacity.

- If a capacity is successfully created for a combination of single or multiple plant locations and a single or multiple products, then the "Total for all plants" option will be removed from the location list box and "Total for all products" option will be removed from the product list box for the corresponding plant locations.
- If the vendor selects multiple locations and/or multiple products and successfully adds the capacity values to the database, then the selected multiple products will be removed from the product list box and one entry will be added to the capacity dropdown. The multiple locations will be separated from each other using '/' in the capacity drop down entry. E.g. if the vendor selects plant 1 and 2 and products A and B and enters valid capacity values and successfully adds them to the database, then products A and B will be removed from the product list box and a new entry will be added to the capacity dropdown which will read "1-01/02".
- If the vendor selects "Total for all plants" in the location list box and a single product in the product list box and successfully adds the capacity values to the database, then the selected product will be removed from the product list box so that the vendor cannot choose the same combination of "Total for all plants" and that product again. The "Total for all products" option will also be removed from the product list box for that location. A new entry will be added to the capacity dropdown which will read something like "2-Total for all plants".
- If the vendor selects "Total for all products" in the product list box and a single plant location in the plant list box and successfully adds the capacity values to the database, then the selected plant location will be removed from the location list box. A new entry will be added to the capacity dropdown which will say something like "2- 01".
- If the vendor selects "Total for all plants" in the location list box and "Total for all products" in the product list box and successfully adds the capacity values to the database, then both the location and product list boxes will be emptied. A new entry will be added to the capacity dropdown which will say something like "1-Total for all plants".
- The system will also perform validations regarding bid open date and time as follows:
  - If the capacity is being created before bid open date and time, the system will get the values from the page and update the corresponding database fields accordingly.
  - **After** bid open date and time have passed, the vendor will not be able to access this page for new bids.
- **For existing capacities:**
  - If the capacity is being updated for a submitted or modified bid before bid open date and time, the system will get the modified values from the page and update the corresponding database fields accordingly.
  - If the capacity is being updated for a submitted or a modified bid after bid open date and time have passed, the system will check to see if the bid has been opened by the USDA user:
    - If the bid has not been opened by the USDA user, and if the vendor has a previously on-time submitted bid existing in the system, the vendor will be able to update the capacity details for the bid and resubmit the bid as a late bid.
    - If the bid has been opened by the USDA user, an error message will be displayed saying that the bid cannot be updated after bid open date and time have passed.
  - If the vendor comes to the capacity page after the bid open date and time have passed and if at the same time the USDA user opens the bid before the vendor has had a chance to update their changes, an error message will be displayed to the vendor when they click on the update button saying that the bid cannot be updated after bid open date and time have passed.
- If "Total for all plants" is selected in the location list box, "99" will be stored in the LTCS database as the plant code to identify a "Total for all plants" capacity.
- If "Total for all products" is selected in the product list box, "000000" will be stored in the LTCS database as the commodity description code to identify a "Total for all products" capacity.

**NOTE:** If the vendor changes any data on the page and then clicks on any other button on menu then the system will display a message stating "If you continue, you will LOSE your data! To save your data return and select update! Ok to continue, Cancel to return". If the user confirms it, the system will save the page data to the database.

[\[Return to Bid Process\]](#)[\[Top of Page\]](#)**Page Buttons** (Capacity--Bid Process)

<b>Update</b>	After clicking this button all page validations and data will be done. If the data is valid the system will update the database. The vendor can update/add bid data for unsubmitted/new bid by clicking this button. If vendor modifies a submitted bid and then clicks this button the system will create a new record for the updated/submitted bid.
<b>Delete</b>	After clicking this button all page validations and data validations will be done. If the data is valid the system will delete the capacity from the database. The vendor can delete bid data for an existing capacity by clicking this button.

[\[Return to Bid Process\]](#)[\[Top of Page\]](#)**CERTIFICATION**[\[Page Navigation\]](#) [\[Certification Questions\]](#) [\[Page Button\]](#)**Page Navigation**

The certification page is accessed by first selecting an announcement/invitation on the invitation select page on the vendor side. Then by clicking on the bid process menu button and then the **certification menu button** on the 2nd row.

**Overview** (Certification--Vendor Bid Process)

The **Certification Page** displays a set of certification questions the vendor has to answer to complete the bid creation process for a particular announcement/invitation. The purpose of the certification page at the vendor side is to select the vendor designation, view the certification information, answer the certification questions or modify the existing answers.

On this page the vendor is able to view all the questions entered by the USDA user in the Invitation Process - Certification page at the USDA side for a particular announcement/invitation. The vendor can either answer some, none or all the questions and update the information using update button each time this page is accessed. There are six possible question response types; free-form text, date, radio button, checkbox, list box and comment.

**This page is filled out once per announcement/invitation.** There should be at least one certification question per announcement/invitation, but there is no maximum limit on the number of questions that may appear on this page. Once the vendor completes answering all the questions this page need not be revisited unless the Vendor would like to modify the answers. The questions will be sorted in the ascending order of the question number. The question number and question text are displayed together.

[\[Return to Bid Process\]](#)[\[Top of Page\]](#)**Certification Questions:** (Certification--Bid Process)

Updating the answers to the certification questions:

The vendor need not enter responses to all the questions before leaving this page. **The vendor can update the data any time by using the update button.** The following validations are done regarding the bid open date and time:

- If the vendor clicks on the update button before the bid open date and time of the invitation, the certification answers are updated in the database.

- **After the bid open date and time have passed:**

- A new bid cannot be created **after** the bid open date and time have passed. **If** a vendor tries to update the capacity page after the bid open date and time have passed, and the vendor does not have any previously on-time submitted bids, the system will display an error message stating "Bid can not be updated after bid open date and time."
- **If** the vendor has at least one previously on-time submitted bid then the vendor will be able to update a bid after the bid open date and time have passed, but before the USDA user opens the bids. Bids submitted after bid open date and time will be marked as **late bids**.
- **If** the bid has been opened by the USDA user, the vendor will not be allowed to access this page.

Anytime the vendor successfully modifies the certification answers for a bid, a message saying "Your bid has been modified" is displayed against the bid on the vendor invitation select page to remind the vendor to submit the bid for the changes to be considered for bid evaluation.

The vendor can change their designation by selecting the appropriate business size/type from the drop-down list box if the selected one is incorrect.

The question response area are of different formats, different edits and validations depending on the type of the text area. Details of these responses are listed in the edits/validations section. The question type is assigned by the USDA user on the Invitation Process - Certification page while creating the question.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

**The vendor has the ability to return to this page and change any previously entered response prior to bid opening.**  
(Certification--Bid Process)

Changes to the bid will apply when the vendor does one of the following:

- **Click the update button:** When this button is clicked, field validations are performed. If an error is encountered an appropriate error message is displayed and the changes are not saved. If there are no errors, data will be updated to the data base. If there is no bid and the vendor comes to this page without entering the bid price and capacity data for this announcement/invitation then a new bid is created. If the bid already exists then the bid certification question responses are updated in the database.
- **Exit the page:** When the vendor accesses this page and updates the data by changing the designation, or entering/changing/deleting the responses to the questions and exits the page without updating the data, the system will first check for the announcement/invitation status. If the status is 'RV' then the system will prompt saying : "Changes have been made. Do you want to save the data?" The vendor can either choose to **save data** by clicking on the Yes button or **discard the changes** by clicking on the No button and continue with other processes.

### Amendment Process:

After an invitation has been successfully released to the vendor **by the USDA user** using the "USDA release to vendor" page, the **USDA user** can add new certification questions on the "USDA certification" page. Anytime a new certification question is added to a released invitation, the question is immediately available in the LTCS database and the new question is displayed on the vendor certification page. If suppose, the vendor has already answered all the questions (the certification indicator in the LTCS database is 'Y') and then the **USDA user** adds a question on the USDA certification page. Then the certification indicator in the LTCS database is reset to 'N'. Then if the vendor tried to submit the bid using the submit bid page, an error message will be displayed saying "All certification questions have not been answered. Please go back to the certification page and answer all the questions". When the vendor goes back to the certification page, the vendor will see the additions made by the USDA user to the original questions. **The vendor can enter the appropriate answers and submit the bid.**

### Special Processing (Certification--Bid Process)

When the vendor comes to this page after selecting an invitation on the invitation select page for the first time and answers capacity questions and updates it successfully, a new bid will be created in the database. The bid will get a bid status code of "M". The USDA\_ENTR\_BID\_IND field in the database will be set to "N" for vendor created bids.

Steps that allow the vendor to answer the certification questions or modify the existing answers:

- **Select** an announcement/invitation on the invitation select page
- **Click** on the bid process menu button
- **Click** on the certification menu button
- **Click** on the Update button

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Button (Certification--Bid Process)

<b>Update</b>	When the vendor clicks on this button, system will validate data and check for the status of the announcement/invitation. If there are no errors then the system will update the data.
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[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

## VIEW BID

[\[Page Navigation\]](#) [\[Page Specific Fields\]](#) [\[Steps to View Bid\]](#) [\[Page Buttons\]](#)

### Page Navigation

The vendor can access the view bid page by selecting the announcement/invitation from the invitation select page and clicking the bid process button. Then by clicking on **view/submit/withdraw button** from the menu. The vendor can access this view page from any of the following screens--Price, Capacity or Certification.

### OVERVIEW (View Bid--Bid Process)

The **View Bid Page** displays all the bid details that have been entered by the vendor into the LTCS system for the announcement/invitation. This page shows the price page details, capacity details and the certification questions and answer details. It also displays the vendor's name, vendor's address, announcement/invitation number, amendment number (if any), announcement type (if any), announcement description, bid open date and time, submit date and time and last updated date and time. This page displays the latest modified or submitted bid data. **This page is used by the vendors to view all the details of their bid before they submit or withdraw the bid.**

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Specific Fields (View Bid--Bid Process)

This page is divided into **five main sections** and is explained in more detail below:

- 1) **Vendor name and address**---The name and address of the vendor who created the bid is retrieved from the database and is displayed at the top of the page.
- 2) **Announcement number and various date and time details**---This section consists of the following fields:
  - Announcement/Invitation Number: The announcement/invitation number along with amendment number (if any), and announcement type (if any) are displayed at the top of the page. These values are retrieved from the session.

- **Announcement Description:** The announcement description for the announcement/invitation is retrieved from the session and displayed.
- **Open Date/Time:** The open date and time for the announcement invitation is retrieved from the database and displayed. This date and time represents the date and time before which the vendor will be able to submit an on-time bid. USDA user can open the bid at any time after this date and time.
- **Submitted at:** This field displays the date and time at which the bid for the announcement/invitation was successfully submitted. If the bid was never submitted, this field will be blank. If the bid was submitted and then modified by the vendor, this field will be blank.
- **Last updated at:** This field displays the date and time at which the bid for the announcement/invitation was last updated. If this field is displayed, the submitted at field should be blank. This field will be blank if the bid has been successfully submitted and no changes have been made to the bid after the submission.

3) **Price page data**---The plant location, product, product comment, preferences, destinations and price per LBS selected and entered by the vendor on the price page for the given announcement/invitation are displayed in this section. This section is subdivided based on each plant location that has been selected in the price page. These plant location sub-sections are further divided by tables based on plant location and product combination. For every combination of plant location and product there is a separate table. The table lists details such as plant location, product, product comments, type/preference of the product, destinations and prices. Only the values that are entered on the price page are displayed here. All the data is retrieved from the database and displayed here. **At the bottom of each table, the total number of states bid on is displayed.** If there is no bid price data entered by the vendor in the price page, this section will be blank.

4) **Capacity data**---The capacity data entered by the vendor on the capacity page are displayed. It lists the capacity details such as plant location, product, delivery period and capacity quantity. This section is subdivided into tables. A table is created for every combination of plant location and product entered on the capacity page. All the zero capacity records are also displayed. All the data to be displayed is retrieved from the database. If there is no capacity data entered by the vendor in the capacity page, this section will be blank.

5) **Certification Questions and Answers**---The certification questions that the USDA user selects in the USDA side certification page are displayed in this section along with the answers entered by the vendor for each of those questions in the vendor certification page. All the certification questions including the ones that are not answered by the vendor will be displayed here. If there are no certification questions created by the USDA user for an announcement/invitation, this section will be blank.

[\[Return to Bid Process\]](#)  
[\[Top of Page\]](#)

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### Steps to View Bid: (View Bid--Bid Process)

Steps that allow the vendor to view their bid:

- **Select** an announcement/invitation on the invitation select page
- **Click** on the bid process menu button
- **Select** the "view/submit/withdraw" button
- **Click** on the Print button

**NOTE:** The vendor will be able to print the bid details, submit the bid, or withdraw the bid on this page.

[\[Return to Bid Process\]](#)  
[\[Top of Page\]](#)

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### Page Buttons (View Bid--Bid Process)

<b>Print</b>	The vendor can print this page for their records by clicking on this button.
<b>Submit</b>	The vendor can submit the bid by clicking on this button. This will bring up a pop up window asking if they are sure that they want to submit the bid. The submit process is explained in the submit section of this document.
<b>Withdraw</b>	The vendor can withdraw the bid by clicking on this button. This will bring up a pop up window asking if they are sure that they want to withdraw the bid. The withdraw process is explained in the withdraw section of this document.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

## SUBMIT BID

[\[Page Navigation\]](#) [\[Page Specific Fields\]](#) [\[Steps to Submit Bid\]](#) [\[Page Button\]](#)

### Page Navigation

The vendor can access this page by selecting an announcement/invitation on the invitation select page and then clicking on the bid process menu button. Under bid process menu options, the vendor has to select the "**view/submit/withdraw**" button and then the **submit button** to come to this page.

### Overview (Submit Bid--Vendor Bid Process)

The **Submit Bid Page** will allow the vendor to submit their bid for the announcement/invitation selected on the invitation select page. Once the vendor hits the submit button on the menu, the system will display a **confirmation window** which will ask the vendor to confirm that they really want to submit the bid. If the user confirms it, then the bid is submitted and if there are no errors, a message appears stating the bid has been successfully submitted and gives the date and time the bid was submitted. If the vendor clicks on the **'Cancel' button**, the bid will not be submitted and the vendor will be transferred to the invitation select page. It will also tell the vendor to **print a copy of the bid** for their records. The bid data will be shown below the message, and a print button will appear on the third menu line.

Before the bid is submitted, the system validates that the price data, capacity and certification data have been entered for the bid. If not, then the system will display appropriate error messages. When the vendor successfully submits a bid, the bid status code of the bid changes from "M" to "S" for on-time submitted bids and to "L" for late bids. The USDA\_ENTR\_BID\_IND field in the database will be set to "N" for vendor crated bids.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

### Page Specific Fields (Submit Bid--Bid Process)

The view bid portion is divided into the following four sections, and displayed in a tabular format.

- The **header section** will list the vendor's name, vendor's address, announcement/invitation number, amendment number, announcement type, announcement description, open date and time, the date/time of bid submission and the date/time of Last Update (if applicable).
- The **bid price section** will list all entries from the price page by plant location then product.
- The **capacity section** will list all the capacity quantities entered on the capacity page.
- The **certification section** will list the certification question numbers, questions, and the answers entered on the certification page.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

**Steps to Submit Bid:** (Submit Bid--Bid Process)

The following steps allow the vendor to submit their bid:

- **Select** an announcement/invitation on the invitation select page
- **Click** on the bid process menu button
- **Select** the "view/submit/withdraw" button
- **Select** the submit button
- **Click** on the Print button

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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**Page Button** (Submit Bid--Bid Process)

<b>Print</b>	The vendor can print the submit message and the bid details for their own records by clicking on the print button.
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[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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## WITHDRAW BID

[\[Page Navigation\]](#) [\[Business Functions\]](#) [\[Steps to Withdraw Bid\]](#) [\[Page Button\]](#)

**Page Navigation**

The vendor can withdraw a bid by selecting an announcement/invitation on the invitation select page and then clicking on the bid process button, then clicking on the "**view/submit/withdraw**" **button** on the second menu line and then clicking on the "**withdraw**" **button** on the third menu line.

**Overview** (Withdraw Bid)

The **Withdraw Bid Page** will allow the vendor to withdraw their bid for the announcement/invitation selected on the invitation select page. This page will check to see if the bid has been successfully submitted before withdrawing the bid.

When the vendor clicks on the **Withdraw button** on the window, a window will appear asking 'Are you sure you want to WITHDRAW the selected bid?' with 'OK' and 'Cancel' buttons.

- If the vendor **clicks** on the '**OK**' **button** a message will appear stating the announcement/invitation number, amendment number, announcement type, announcement description, has been successfully withdrawn and deleted and gives the date and time.
- If the vendor **clicks** on the '**Cancel**' **button** the vendor will be returned to the invitation select page.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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**Business Functions** (Withdraw Bid--Bid Process)

The following validations regarding bids being opened by the USDA user will also be done.

**Withdraw process** functionality **before** bid open date and time.

- The vendor will be able to withdraw a bid that has been submitted.
- The bid will be marked as "withdrawn" in the database. The bid will be logically deleted from the database and not physically deleted.

**Withdraw process** functionality **after** bid open date and time.

- After the bid open date and time has passed, the vendor will not be allowed to access any of the bid process pages.
- If the vendor still wants to withdraw the bid, they will have to notify USDA to ignore the bid.

If all the above validations pass, the bid will be successfully withdrawn and the following message will be displayed on the screen: "This bid has been successfully withdrawn:" and the date and time will be displayed.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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### **Steps to Withdraw Bid:** (Withdraw Bid--Bid Process)

The following steps allow the vendor to withdraw their bid:

- **Select** an announcement/invitation on the invitation select page
- **Click** on the bid process menu button
- **Select** the "view/submit/withdraw" button
- **Click** on the withdraw button
- **Click** on the Print button

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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### **Page Button** (Withdraw Bid--Bid Process)

<b>Print</b>	The vendor can print the withdraw message for their own records by clicking on the print button.
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[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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## **AUTHORIZE CHANGE**

[\[Page Navigation\]](#) [\[Steps to Authorize a Bid Change\]](#) [\[Page Button\]](#)

### **Page Navigation**

The authorize change page is accessed by selecting the invitation from the invitation selection menu that has the authorize change message listed in the comments fields, then clicking the bid process button on the main menu. Then click the "**Authorize Change**" button on the sub menu.

### Overview (Authorize Change--Bid Process)

The **Authorize Change Page** allows the vendor to authorize a change to their bid which was requested by the USDA user. After the bids are opened, but before the announcement/invitation goes to "Contract" (CT) status, the USDA user may need to contact a vendor to clarify a bid. When the USDA user reviews a bid and finds some discrepancies or problems with the bid, the USDA user might want to make changes to the bid in order to make it a valid bid. If this clarification requires a change to the bid, the vendor must provide a written note to explain and authorize the change. The vendor authorize change page provides that function. The USDA user will discuss the changes needed with the vendor and then set the authorize checkbox in the bid maintenance page. This will cause an **authorize change message** to be displayed in the authorize change button and approve the changes requested using the authorize change page.

The vendor can only access this page when a USDA user checks and updates the *Auth. Chg* checkbox on the bid maintenance page of the USDA bid process application. When this field is checked, a comment stating 'You need to authorize a change to you bid' will display on the vendor invitation select page. The vendor can then select that announcement/invitation and click on the authorize change button to access this page.

The vendor is presented with a text box to explain what they have discussed with the USDA user and what they authorize the USDA user to change on their bid. **Once the vendor has entered their comments, they can click on the update button.** This will validate that something was entered in the text box. If the validation is successful, the comments and the date/time stamp will be stored on the LTCS database with the bid. The authorize change comment on the vendor invitation select page will be reset to blank which will prevent the vendor from accessing the vendor authorize change page unless a USDA user checks the *Auth. Chg* checkbox again on the USDA bid maintenance page. If the vendor clicks on the "Authorize Change" menu button without the *Auth. Chg* checkbox being checked in the USDA bid maintenance page, the system will display an error message stating "Authorize change page is not accessible for this bid."

When the vendor clicks on the update button, the system checks to see if any data has been entered into the textbox. If not, it will display an error message saying "This Text Area Field Requires Information In It."

There is nothing in the system that forces the vendor to respond the USDA's request to enter Authorize Change comments.

Authorized change comments cannot be modified by either the vendor or the USDA users.

**NOTE:** The USDA can enter multiple comments on the USDA Bid Process - Bid Maintenance page. The USDA user does not have to request the vendor to enter authorized change comments (by clicking on the *Auth. Chg* checkbox) in order to enter a comment.

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

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### Steps to Authorize a Bid Change (Authorize Change--Bid Process)

The following steps allows the vendor to authorize a change to their bid:

- **Select** the invitation from the invitation selection menu that has the authorize change message listed in the comments fields
- **Click** the bid process button on the main menu
- **Click** the "Authorize Change" button on the sub menu
- **Click** on the Update button

[\[Return to Bid Process\]](#)

[\[Top of Page\]](#)

**Page Button** (Authorize Change--Bid Process)

<b>Update</b>	When the vendor clicks this button, validations will be performed. The validation will only verify that something was entered in the text box. If no data was entered, an appropriate error message will be displayed to the vendor on the vendor authorize change page. If there are no errors, the comments will be stored with the bid and the vendor will be transferred to the invitation select page. The authorize change flag is reset so the vendor can no longer access the authorize change page and the comments requesting the authorize change displayed on the invitation select page will be removed.
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[\[Return to Bid Process\]](#)[\[Top of Page\]](#)

## Acceptance Wire

[\[Page Navigation\]](#) [\[Steps to Display an Acceptance Wire\]](#) [\[Page Button\]](#)

### Page Navigation

This page can be accessed by selecting an invitation from the vendor invitation select page and then clicking on the **acceptance wire menu button**.

### OVERVIEW (Acceptance Wire)

The **Acceptance Wire Page** displays the acceptance wire created by the USDA user for the vendor for the announcement/invitation. The acceptance wire page will only be accessible to vendors who have won yearly awards for at least one commodity and for whom an acceptance wire has been created and released. If no acceptance wire has been created or if one has been created by not released, then the system will display an error message saying "No acceptance wire has been created for the announcement/invitation." This page displays details such as the contract date, contract number and the awarded commodity. It also displays the minimum and maximum quantity required by USDA for each commodity type and pack size awarded to the vendor.

[\[Top of Page\]](#)

### Steps to Display an Acceptance Wire (Acceptance Wire)

Perform the following steps to display the acceptance wire created by the USDA user:

- **Select** an invitation from the vendor invitation select page
- **Click** on the acceptance wire menu button
- **Click** on the Print button

[\[Top of Page\]](#)

### Page Button (Acceptance Wire)

<b>Print</b>	The print button allows the user to print the acceptance wire.
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[\[Top of Page\]](#)

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## Order Wire

[\[Page Navigation\]](#) [\[Steps to Display an Order Wire\]](#) [\[Page Button\]](#)

### Page Navigation

This page can be accessed by selecting an invitation from the vendor invitation select page and then clicking on the **order wire menu button**.

### OVERVIEW (Order Wire)

The **Order Wire Page** displays the order wire created by the USDA user for the vendor. The order wire page will only be accessible to vendors who have won monthly awards for at least one commodity and for whom order wire has been created and released. If no order wire has been created and released or if one has been created but not released, then the system will display an error message saying "No order wire has been created for the announcement/invitation." This page displays order wire text entered by the USDA user and also the ordered quantities for the first and second half of the month for each awarded pack size. If an order wire has been created for multiple months, then all the first half and second half delivery periods of all the months will be listed.

[\[Top of Page\]](#)

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### Steps to Display an Order Wire (Order Wire)

Perform the following steps to display the order wire created by the USDA user:

- **Select** an invitation from the vendor invitation select page
- **Click** on the order wire menu button
- **Click** on the Print button

[\[Top of Page\]](#)

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### Page Button (Order Wire)

<b>Print</b>	This print button allows the user to print the order wire.
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[\[Top of Page\]](#)

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## Links

The **Links page** displays a list of external websites that can be accessed from within the LTCS system. Once the **Links button** is pressed, another browser window will open with the list of available websites. Selecting an available website will cause the site to be displayed in the new browser window. Closing the window will return the user to the LTCS system. The websites listed are maintained in the COS system.

### Page Buttons (Links)

- The Page Buttons for the Links page are dynamically created and dependent on the website defined for LTCS within the COS system.

[\[Top of Page\]](#)


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## Online Help

[\[Overview\]](#) [\[Printing Help Topics\]](#)

### Overview

**Online Help** is provided as the first means of supporting your use of LTCS. If this source does not contain the answers to your questions, please contact one of the following:

- Normal USDA contacts
- Refer to the Logon Page for additional contact information.

Online Help utilizes a hypertext format. Hypertext documents are files created in an electronic format which allows you to move quickly and easily from one part of a document to another. This is done by creating hotspots (jumps) which are activated by the mouse pointer. When the pointer is placed over a hotspot, it becomes a pointing hand. With this hand (pointer) displayed, left click the mouse and the selected topic will display.

LTCS has been designed to get maximum user of the mouse, i.e., drop down menus which allow a "point & click" selection. A Navigation Bar provides smooth transition through the LTCS application. We suggest you not use the forward or backward buttons on browser toolbar. Forward/Back buttons pull from your browser's cache storage and may not accurately display your last action. The Navigation bar works in sync with the LTCS application and the USDA server and best depicts the actions you have taken.

[\[Top of Page\]](#)


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### Printing Help Topics (Online Help)

The print function will be activated from the browser. The command is probably **File, Print** or **File, Print Frame**. LTCS utilizes a limited number of topics allowing a convenient printing of Online Help for reference during the initial learning period. While screen displays allow you to move easily between topics, it will be necessary to print each topic separately. The three topics include: LTCS Online Help, QuickSteps, and Menu Options.

Step...	Action...
1	<b>Open</b> the Topic you wish to print.
2	<b>Click</b> the mouse within the topic content.  <b>Note:</b> This is important, otherwise you get the frameset but not content.
3	Choose: <b>File, Print</b>  Choose: <b>File, Print Frame</b>  (...varies by browser...)
4	Online Help will open to LTCS Online Help. Once you've printed this, use the mouse to jump to each remaining topic and print those as well.

[\[Top of Page\]](#)