

## QuickSteps

### for LTCS Vendor's Application

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

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## System Administrators Add Persons for Corporations/Plants

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### Corporations

- **Logon** to LTCS VENDOR Application (LTCVENDOR)
- Click **Admin**
- Select **Person Page**
- Click **Add Person**
- Click **Update**
- Select added persons name from the **Select Person page**
- Click on **Logon ID button**
- Assign existing **Role Name**
- Click **Update**

**Note:** The Corporation user cannot modify their own logon Id information. They can only modify the logon Id and password information of other added persons. The corporation user cannot modify the Corporation address information.

To view corporate address information:

- Click on **Edit Entity button**

To view corporation/plants relationship information:

- Click on **Relationship button**

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## Plants

- **Logon** to LTCS VENDOR application (LTCVENDOR)
- Click **Admin**
- Select **Person Page**
- Click **Add Person**
- Click **Update**
- Select added persons name from the **Select Person page**
- Click on **Logon ID button**
- Assign existing **Role Name**
- Click **Update**

**Note:** The Plant user cannot modify their own logon Id information. They can modify the logon Id and password information for other added persons. The Plant user cannot modify the Plant address information.

To view plant address information:

- Click on **Edit Entity button**

To view corporation/plants relationship information:

- Click on **Relationship button**

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## How to Access LTCS

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- **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. One 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.]

Note: Session will time out after 30 minutes (approx.), if you have not accessed the server.

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## Bid Process

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## Invitation Select

- The **Invitation Select page** is automatically displayed when the vendor enters into the Long Term Contracting System (LTCS).

The vendor may:

- **View** the available announcement/invitations details and
- **Select** an announcement/invitation to work on by clicking on the **Select** field radio button, and then click on the **Bid Process menu** button.

Note: The vendor may **go to** the acceptance wire, order wire and item register screens for a given announcement/invitation by **clicking on the respective menu buttons** at top of the screen, once an acceptance wire and order wire have been published.

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## Price

- This **Price page** is automatically displayed after the vendor has **selected** an announcement/invitation to work on by clicking on the **Select** field radio button, and then click on the **Bid Process** menu button.

A list of plant locations, products, and destinations are displayed so vendors can enter the bid price for delivering a product from one of their plant locations to any destination anywhere in the state listed on this 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 submitted bid to be successful.**

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:** 1) The destination price fields **OR** contiguous US price field **will be blank**.

2) **Either** enter **values** in the destination **OR** contiguous US price fields. **In addition**, enter any applicable **offshore price fields**.

**For existing bids:** 1) 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.

2) 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.

3) 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** menu button.

**Note:** The vendor may **access** the [Price Page](#) by **selecting** one of the announcement/invitations from the invitation select screen, and then clicking on the **Bid Process** menu button.

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## Copy Price

- Click on the **Copy Price** button

This page is only accessible for invitations having 'Released to Vendor' (RV) status. 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. Prices must have been entered for a given location before clicking on this button. The vendor must copy all his prices at one time. You cannot copy some and then go back and copy additional prices.

To copy data from one plant location to another complete the following steps:

- 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.

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.

**Note:** The vendor may **access** the [Copy Price page](#) by **selecting** one of the announcement/invitations from the invitation select screen, clicking on the **Bid Process** menu button, and then clicking on **Copy Price** button.

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## Capacity

- Click on the **Capacity** button

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.
- **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. **[Note: 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.]**
- 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

To **delete bid data** for an existing capacity the vendor **clicks** on the **delete button**. All the capacity records will be physically deleted from the database.

**Note:** The vendor may **access** the Capacity Page by **selecting** one of the announcement/invitations from the invitation select screen, clicking on the **Bid Process** menu button, and then clicking on the **Capacity** button.

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## Certification

This page is **filled out once per announcement/invitation** that is in 'RV' status.

- Click on the **Certification** button
- **Answer Certification Questions--** i.e. Vendor designation and questions entered by the USDA user which are specific to the announcement/invitation.
- Click on the **Update** button

The vendor can also **modify** the existing questions and click on the **Update** button **prior to** bid opening. The vendor will receive a message saying, "Your bid has been modified" displayed against the bid on the vendor invitation select page to remind the **vendor to submit the bid**, so the changes will be considered for evaluation.

**Note:** The vendor may **access** the Certification Page by **selecting** one of the announcement/invitations from the invitation select screen, clicking on the **Bid Process** menu button, and then clicking on the **Certification** button.

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## View Bid

- Click on the **View Bid** button to view all the bid information
- Click on the **Print** button

**Note:** The vendor may **access** the [View Bid Page](#) by **selecting** one of the announcement/invitations from the invitation select screen, clicking on the **Bid Process** menu button, and then clicking on the **View Bid** button.

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## Submit Bid

- Click on the **Submit** button
- **Reply** to the confirmation window which asks the vendor **to confirm** that they really want to submit the bid.
- **If confirmed "OK"**, the vendor receives a message stating the bid has been successfully submitted and gives the date and time the bid was submitted.
- Click on the **Print** button
- **If the bid is "Canceled"**, the bid will not be submitted and the vendor will remain on the view bid page.

**Note:** The vendor may **access** the [Submit Bid page](#) by **selecting** one of the announcement/invitations from the invitation select screen, clicking on the **Bid Process** menu button, and then clicking on the **Submit** button.

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## Withdraw Bid

- Click on the **Withdraw** button
- At the window box, if click "**OK**", the vendor receives a message stating the announcement/invitation number, amendment number, announcement type, announcement description has been successfully withdrawn and gives the date and time.
- Click on the **Print** button
- At the window box, if click "**Cancel**", the bid is not withdrawn before the bid open date and time have passed, and the vendor will remain on the view bid page.
- **If the vendor still wants to withdraw** the bid after the bid open date and time have passed, they need to notify USDA to ignore the bid. The vendor **will not have access** to any of the [bid process pages](#) **after** bid open date and time have passed.

**Note:** The vendor may **access** the [Withdraw Bid Page](#) by **selecting** one of the announcement/invitations from the invitation select screen, clicking on the **Bid Process** menu button, and then clicking on the **Withdraw** button.

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## Authorize Change

- Click the "**Authorize Change**" button to approve the changes requested by the USDA user

- Click on the **Update** button

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

**Note:** The vendor may **access** the [Authorize Change Page](#) by **selecting** the invitation from the invitation selection menu that has the authorize change message listed in the comments fields, clicking on the **Bid Process** menu button, and then clicking on the "**Authorize Change**" button.

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## Acceptance Wire

- Click on the **Acceptance Wire** menu button to display the wire created by the USDA user for the vendor
- Click on the **Print** button

The vendor may **access** the [Acceptance Wire page](#) by **selecting** an invitation from the vendor invitation select page and then clicking on the **Acceptance Wire** menu button.

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## Order Wire

- Click on the **Order Wire** menu button to display the wire created by the USDA user for the vendor
- Click on the **Print button**

If an order wire has been created for **multiple months**, then all the first half and the second half delivery periods of all the months will be displayed.

The vendor may **access** the [Order Wire page](#) by **selecting** an invitation from the vendor invitation select page and then clicking on the **Order Wire** menu button.

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## Links

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The **Link Page** contains a list of links to other websites that may assist users in the vendor bid process.

- Links are created and stored by USDA personnel.
- To access link:
  - Click **Link**
  - [Point and click appropriate Link](#)
  - A new window will open for that website.

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## Online Help

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To access this information, you must click on the question mark (?) located on the left side of the screen. The 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 do 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.

## Printing Help Topics

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.

To print topics from the Online Help document complete the following steps:

- **Open** the Topic you wish to print.
- **Click** the mouse within the topic content. [Note: This is important, otherwise you get the frameset but not content.]
- Choose: **File, Print** OR Choose: **File, Print Frame** (...varies by browser...)
- 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.

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