

Procurement Job Aids Overview

This document contains a list of the Bidding and Receipting Job Aids, with a link to access each document directly from the Help Documentation in WBSCM. Job Aids have been created to support the following:

- Release changes
- Tips and Tricks
- Notifications

Impacted areas include:

- Domestic – AMS/FSA
- International Commodity
- International Freight
- Internal – International
- ALL

NOTE: Users need to logon through eAuthentication to access the link. The system will prompt with the WBSCM logon page.

Job Aid Description	Vendor Type	Functional Area	Type	Last Update
Notices to Vendors				
Information Bulletin 1 – Commodity Vendors	Domestic Intl Commodity	General	Notice	April 19, 2012
Information Bulletin 2 – Freight Vendors	Intl Freight	General	Notice	April 19, 2012
Information Bulletin 3 – All Vendors	ALL	General	Notice	June 11, 2012
Job Aids				
June 11, 2012: Release 2.2.11.0				
JA Create Offer Changes (Release 2.2.11) -Domestic Bidding	Domestic	Bidding	Release Changes	June 11, 2012
JA Create Offer Changes (Release 2.2.11) - International Commodity Bidding	Intl Commodity	Bidding	Release Changes	June 11, 2012
JA FIND Option - Vendor Bidding	ALL	Bidding	Tips & Tricks	June 11, 2012
JA HELP Documentation	ALL	General	Tips & Tricks	June 11, 2012
JA Offer Output - ETA Summary Change (Release 2.2.11) – International Freight Bidding	Intl Freight	Bidding	Release Changes	June 11, 2012
JA Preferences - International Freight	Intl Freight	Bidding	Tips & Tricks	June 11, 2012
JA Vendor Response Changes (Release 2.2.11) - International Freight Bidding	Intl Freight	Bidding	Release Changes	June 11, 2012
JA Vendor Response Log Option (Release 2.2.11) - Domestic Bidding	Domestic	Bidding	Release Changes	June 11, 2012
JA Vendor Response Log Option (Release 2.2.11) - International Commodity Bidding	Intl Commodity	Bidding	Release Changes	June 11, 2012

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July 19, 2012: Release 2.2.12.0				
JA Offer – Copy, Adjust, and Delete Features – International Commodity	Intl Commodity	Bidding	Tips and Tricks	July 19, 2012
JA Offer – Copy, Adjust, and Delete Features – Domestic	Domestic	Bidding	Tips and Tricks	July 19, 2012
JA Offer – Copy, Adjust, and Delete Features – International Freight	Intl Freight	Bidding	Tips and Tricks	July 19, 2012
JA Offer – Changing After Submission / Amendments – Commodity	Domestic Intl Commodity	Bidding	Tips and Tricks	July 19, 2012
JA Offer – Changing After Submission / Amendments – Freight	Intl Freight	Bidding	Tips and Tricks	July 19, 2012
JA Preferences – International Commodity	Intl Commodity	Bidding	Tips and Tricks	July 19, 2012
JA Solicitation Numbering Logic (AGAR)	ALL	Bidding	Tips and Tricks	July 19, 2012
September 13, 2012: Release 2.2.13.0				
JA Price Conditions – Copy using Clipboard Feature - International	Intl Commodity Intl Freight	Bidding	Tips and Tricks	Sept 13, 2012
JA Print Solicitation – Prior to Bid Entry	ALL	Bidding	Tips and Tricks	Sept 13, 2012
JA Wildcard & Matchcode Searches	ALL	General	Tips and Tricks	Sept 13, 2012
November 29, 2012: Release 2.2.14.0				
JA Commodity Vendor – Release 2.2.14.0 Changes	Intl Commodity	Receiving	Release Changes	Nov 29, 2012
JA Constraints – International Commodity	Intl Commodity	Bidding	Tips and Tricks	Nov 29, 2012
JA Freight Forwarder – Release 2.2.14.0 Changes	Intl Freight	Receiving	Release Changes	Nov 29, 2012
JA Freight Vendor – Release 2.2.14.0 Changes	Intl Freight	Receiving	Release Changes	Nov 29, 2012
JA Internal Users – Release 2.2.14.0 Changes	Internal - Intl	Receiving	Release Changes	Nov 29, 2012
JA Offer Item Navigation – Item Details Tab	ALL	Bidding	Tips and Tricks	Nov 29, 2012
JA Stevedore – Release 2.2.14.0 Changes	Intl Freight	Receiving	Release Changes	Nov 29, 2012

Help Documentation

Want to learn more on the transactions that are changing?

A complete database of training materials is available on the **Help** tab, including Work Instructions, Course Material, Job Aids, and Release Notes.

