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.*

<table>
<thead>
<tr>
<th>Job Aid Description</th>
<th>Vendor Type</th>
<th>Functional Area</th>
<th>Type</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notices to Vendors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Bulletin 1 – Commodity Vendors</td>
<td>Domestic</td>
<td>General</td>
<td>Notice</td>
<td>April 19, 2012</td>
</tr>
<tr>
<td></td>
<td>Intl Commodity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Bulletin 2 – Freight Vendors</td>
<td>Intl Freight</td>
<td>General</td>
<td>Notice</td>
<td>April 19, 2012</td>
</tr>
<tr>
<td>Information Bulletin 3 – All Vendors</td>
<td>ALL</td>
<td>General</td>
<td>Notice</td>
<td>June 11, 2012</td>
</tr>
</tbody>
</table>

**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
### July 19, 2012: Release 2.2.12.0

| JA Offer – Copy, Adjust, and Delete Features – Domestic | Domestic | 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 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 Offer Item Navigation – Item Details Tab | ALL | Bidding | Tips and Tricks | Nov 29, 2012 |

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**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.