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Click [here](#) for WBSCM System Requirements for your PC or laptop.

#### 1. Definitions

The following are definitions for common WBSCM terms.

Freight Forwarder	The freight forwarder handling the cargo.
Load Point	The point in which the responsibility for the cargo transfers from the commodity supplier to the commodity buyer company.



### 2.1.2. How are vendors entered in the WBSCM system?

Vendors are entered into WBSCM as part of the [Vendor Admin](#) function. Ctrl click [here](#) to see screen shots of the steps that the user takes to complete registration.

### 2.1.3. How does a vendor request that an existing user be created and granted External Access Authorization?

By submitting a [SCM2](#) form for that user with ADD circled in Box 2 (Request Type).

### 2.1.4. How does a vendor request that an existing user be deleted?

By submitting a SCM2 form for that user with DELETE circled in Box 2 (Request Type).

### 2.1.5. How do I find a business partner's DUNS number?

Navigate to Operations->Supplier Mgt->Manage Suppliers->Display CCR Data. Enter the BP number or search by company name. Check address and hit enter. Click on the US Federal Government button. For questions regarding DUNS number, email [govt@dnb.com](mailto:govt@dnb.com).

### 2.1.6. How do I verify that a business partner is CCR registered?

Go to the Central Contractor Registration (CCR) web page, [www.bpn.gov/ccr](http://www.bpn.gov/ccr). Click on the CCR Search tab. Search by either DUNS number or company name. For additional questions regarding CCR, contact the CCR Assistance - Federal Service Desk at 1-866-606-8220 or [www.ccr.gov](http://www.ccr.gov).

### 2.1.7. The business partner registered with CCR this morning. Why doesn't it show in WBSCM?

Overnight processing is required before CCR data is updated in WBSCM.

### 2.1.8. How can a vendor who currently has a DUNS+4 number for Large Business bidding obtain a second one for Small Business bidding?

The vendor should register at <http://fedgov.dnb.com/webform/index.jsp> for a second DUNS+4 number and use that number to create a new CCR record at <http://fedgov.dnb.com/webform/index.jsp>.

### 2.1.9. Why does the Corporate Vendor Admin get the error message "Company is locked by System Administrator"?

This message indicates that the Business Partner needs to be given the Vendor attribute.

### 2.1.10. How do I give the Vendor attribute to a Business Partner?

Navigate to Operations->Supplier Mgt->Manage Suppliers->Manage Suppliers. On the line labeled Business Partner, enter the BP number in the first box (or click on the paper icon to look up the BP number by company name) and select Vendor for the Conv. To

box. Then click the Execute button. Click on the Vendor Data tab. Vendor Data is now displayed. Click on the Indicator: GR Conf. Expected, Invoice Receipt Expected, and the Ship Notification Expected check boxes. Click the Save button. The message “Business Partner xxxxxxxxxx (function Bidder) was enhanced with the function Vendor” is displayed. For the long version, click [here](#) to see the Work Instructions. Note that the Work Instructions are incorrect and Chad Burke is working to correct them

2.1.11. Is dual registration necessary to do business with both FSA and AMS?

Users do not need a second ID to do business with both AMS & FSA.

2.1.12. Can a vendor see a list of approved suppliers?

On the International side, no. On the Domestic side, the following links provide some information regarding the vendors we have participating in our procurement programs:

[http://www.fsa.usda.gov/Internet/FSA\\_File/dpdqbl.pdf](http://www.fsa.usda.gov/Internet/FSA_File/dpdqbl.pdf) - List of qualified vendors for Domestic Programs

<http://www.fsa.usda.gov/FSA/dacoReports?area=home&topic=rpt-ps&subject=coop&subcategory=Bidder%20List%20Report%20Domestic&category=Procurement-Domestic> – Bidder List Reports show the listing of all bids received for a particular solicitation

<https://portal.wbscm.usda.gov/publicprocurement> - WBSCM Public Procurement Page shows the PCAs for all products, giving the vendors and prices awarded for a given solicitation

2.1.13. How can a company that is not registered as a WBSCM Business Partner obtain information regarding Invitations and Bids?

This information can be obtained from the WBSCM Public Procurement Page <https://portal.wbscm.usda.gov/publicprocurement>. If this is not sufficient, the company may submit a FOIA request to:

State	Name	Title	Address	Phone/Fax
<b>Kansas City Mgmt Services Division (KC MSD)</b>	Clark, Barbara	FOIA	Beacon Facility	816-926-2636
	Ross, Amber	Specialists	9420 Troost Ave. STOP 8368 Kansas City, MO 64133-3055	Work-Barbara 816-627-0739 Fax 816-926-6371
				Work-Amber

Alternatively, an electronic request can be submitted using the form at [FSA.FOIA@wdc.usda.gov](mailto:FSA.FOIA@wdc.usda.gov)

2.1.14. I am unable to open Supplier Self-Service Proxy for an existing Business Partner. What should I do?

First verify that there is at least one user who has the Corporate Vendor Admin (CVA) role.

2.1.15. How can I insure that a foreign vendor is identified by DUNS number?

Navigate to Operations->Supplier Mgt->Manage Suppliers->Business Partner Report and enter the vendor's BP number. The column labeled Identification Type must show the text "Dun & Bradstreet Number". If not, navigate to Manage Suppliers and enter the BP number on the Business Partner Line and click the Edit command button. Click the Display / Change button to go into Change mode. Enter the DUNS Number and click the Save command button. Go back to Business Partner Report to verify that a second line has been added with Dun & Bradstreet Number in the Identification Type column.

## 2.2. Plants

2.2.1. How is a plant added to the system?

The Corporate Vendor Admin navigates to Suppliers->Maintain Organization->Plant Registration and completes the form, clicking on the Submit button when done. Note that Name1 is the name of the plant and Location is the city that the plant is in.

2.2.2. A vendor submitted a plant to be added to the system a few days ago and is still unable to see it in the system? What should he do?

When a plant submits a plant to be added to the system, a request is added to an internal queue. However a notification is not sent and no one monitors the queue regularly. One of the IPD contract specialists checks the queue sporadically and processes any requests. After a vendor submits a plant to be added, he should call his commodity specialist to ensure that the queue is checked. (225270)

2.2.3. How is a user assigned to a plant?

The vendor's Corporate Vendor Admin can make the assignment by following these steps:

1. Sign on and navigate to Suppliers->Maintain Organization->Plants / Shipping Points – User Assignment
2. Select Assign User to Plant and click Go.
3. In the users box, select the desired user id.

4. In the plants box, highlight the plants that you want to assign her to. Can use Ctrl key for multiple selections.
5. Click on Assign Users to Plants button
6. Should see Users Assigned Successfully message

#### 2.2.4.Can I verify that users have been assigned to a plant?

Yes, follow these steps:

1. Sign on and navigate to Suppliers->Maintain Organization->Plants / Shipping Points – User Assignment
2. Select Assign User to Plant and click Go.
3. In the plants box, highlight the plants that you want to see. Can use Ctrl key for multiple selections.
4. Click on Display Existing Rel. button
5. Should see assigned users.

#### 2.2.5.How about assigning a user to a Freight Agency?

Same as the two above except that in Step 2, select Assign User to Freight Agency before clicking Go.

#### 2.2.6.If a user who has been assigned to a plant leaves the company and is deleted, is he still assigned to that plant?

Yes, he is still shown as assigned to that plant and emails are sent to his address. However the Corporate Vendor Admin is still able to assign another user to that plant.

### 2.3. Bids

#### 2.3.1. How does International Packaged Commodity Bidding work?

Ctrl click [here](#) for an overview.

#### 2.3.2.Can I see a presentation of how to enter a Domestic bid?

Ctrl Click [here](#) to see an overview presentation.

#### 2.3.3.What are the three minimum scale lines?

The three lines are less than, equal to, and greater than. For example if the vendor is offering 100 MT at \$5 per MT, the first line is "0 99.99 0" indicating that he is not bidding on amounts less than 100 MT. The second line is "100.00 109.99 5" to indicate the 100 MT is offered at \$5 per MT. The third line is "110.00 0" to indicate that he is not bidding on amounts greater than 100 MT.

The steps to enter the above example are (from the above overview):

1. Enter Bid Invitation Number & click on the Maintain Vendor Response command button. Page 11
2. Select Create Option to create Vendor Response. Page 12
3. Select Create Option to create Offer. Page 13
4. Select Create for the Offer. Page 14
5. Enter Attributes. Page 15
6. Fill in Header. Page 16
7. Copy basic data from Preferences if applicable. Page 17
8. Click on the Item Data tab to bring up the Commodity Line Item Overview. Page 18
9. For the line with the desired commodity, click on the handshake icon to bring up Commodity Line Item. Page 19
10. To start entering the scales, leave the Amount box on the first line blank. Enter 100 in the From box on the second line and 5 in the Amount box. On the third line enter 111 in the From box and leave the Amount box blank.
11. Click on the Add New Scales command button.

2.3.4. What is the maximum number of scale lines that a vendor can enter?

Seven

2.3.5. How do I distinguish between an offer number and a Vendor Response number?

Offer numbers start with the digit 3 and are shown on the Process Bid page. Vendor Response numbers start with the digit 7 and are shown on the Vendor Response page.

2.3.6. How can a vendor edit a submitted bid to add prices for a load port?

From the Process Bid page, select the offer number and click on the Change button. Click on the Item data tab. For the specific commodity, click on the handshake to see the conditions. The local ports should now be listed. Enter prices in the empty fields. X out of this screen and back to the Process Bid page. Click on the Back button to go the Vendor Response page. Click on the vendor response number and the Submit button. Response has been submitted. Do a print preview to verify the change. Note that the old bid is still displayed so need to scroll down to see the new bid.

2.3.7. A vendor has made multiple offers, one for each different product, from the same plant and is unable to submit. What is the problem?

The vendor cannot make multiple offers from the same plant but can have multiple products on the same offer. He needs to delete all but one of the offers by going to the Process Bid screen and clicking on the Change button. For each offer to be deleted, highlight that line and click on the Delete button. When only one offer is left, modify that

offer to include all products. That offer is now pending. Click on the Back button to go back to the Vendor Response page and submit.

#### 2.3.8. Can I see an example of incremental bidding?

In this scenario, I would be bidding 210 tons at a price of \$1000.00 per metric ton – RHOU (FOB Our Mill in Houston), \$1095.00 per MT for BJCP, and \$1115.00 per MT for G-JACI-ALL. I entered \$1000.00 as the base price and zero as the Load Point Costs for RHOU. Then I have added Load Point Costs to BJCP and Jaci-All to be added to the \$1000.00 base price. Note that when I print from the Output preview, the \$1000.00 price is shown as Increment 1 and the Load Point Costs for RHOU is zero. [Result](#)

#### 2.3.9. Can a vendor delete a vendor response after it has been submitted?

After a vendor response has been submitted, the delete button is grayed out. The vendor must select withdraw in order to delete the vendor response .

#### 2.3.10. How can a vendor locate the Bid Log for a Solicitation?

Since the pricing of other vendors is not being released to the public at this time, the Bid Log is not available to vendors.

#### 2.3.11. How is a user authorized to place bids for a plant?

Ctrl Click [here](#) for the Work Instructions to Assign a User to a Plant. Note that this is done by the vendor's Corporate Vendor Admin.

#### 2.3.12. Is there a way for vendors, or anyone, to view the Bid Log Reports without logging into WBSCM?

Yes. Go the FSA webpage <http://www.fsa.usda.gov/FSA>. Under Browse by Subject, click on Commodity Operations. Under Related Topics, click on Web Based Supply Chain Management. Under WBSCM Links, click of WBSCM Public Procurement Page. Expand the desired folder, drilling down by year & month to select a Bid Invitation. Click on the link that is displayed on the right hand side of the screen to open the pdf file. Ctrl click [here](#) to see the screen shots for this process.`

#### 2.3.13. How can we find out if a specific bid has been received for a particular invitation?

Click [here](#) for the instructions to display all bids that have been received for that invitation. Then do a visual scan to find the specific vendor.

#### 2.3.14. End

### 2.4. ASNs



#### 2.4.1. What is an ASN?

Advance Shipping Notifications (ASN) must be entered in WBSCM by the commodity vendor for packaged and bulk commodities, as well as empty bags. This generates an e-mail which is sent to the Freight Forwarder (FF) and Private Voluntary Organization (PVO) or World Food Program (WFP) alerting them of the shipment. KCCO is currently working to update the ASN e-mail language to clearly identify shipment information. This change should be implemented soon.

##### **Packaged Commodities**

Prior to the implementation of WBSCM, the KC-366 was used to record and report the shipment and receipt of packaged commodities to KCCO and the N/D Notify Parties. The KC-366's use will only continue for packaged commodity contracts awarded prior to WBSCM's implementation, i.e., Invitation 041 and earlier. Beginning with Purchase Orders (PO) awarded under Invitation 2000000044/AG-INTPS-11-0001 (formerly 041A) the Advance Shipping Notification (ASN) and Shipment Receipts in WBSCM replace the KC-366.

##### **Bulk Commodities**

Prior to the implementation of WBSCM, freight forwarders collected all required documentation on bulk shipments, and completion packages were mailed to KCCO. Submission of completion package documents will now be completed through WBSCM.

#### 2.4.2. What are the new procedures for packaged & bulk commodities and empty bags?

WBSCM development is currently underway to create a Shipment Receipt Report to document receipt information (similar to KC-366 previously used for packaged commodities) for the FF/PVO/WFP utilization. Until this development is completed, KCCO has created the attached report for you to identify shipments in transit. KCCO will run this report daily and email it to each FF until they are able to retrieve the Shipment Receipt Report in WBSCM. For packaged commodities, the FF will need to forward this information to the vessels' stevedores, or transloaders if applicable, in order for them to document receipt of shipment; the information has to be returned to the FF so they can enter the shipment

receipt information in WBSCM. For bulk commodities and bags, the Shipment Receipt Report will alert you that delivery information is ready for entry into WBSCM. It is imperative that this information be entered as quickly as possible.

The receipt information for all commodities (packaged, bulk, and bags) must be entered for each transportation conveyance received utilizing the railcar number or bill of lading number if received by truck or vessel. This commodity shipment receipt information is entered within the shipment receipt record for the commodity PO. The FF is also required to enter a freight shipment receipt for the vessel loading. Enter the Ocean Bill of Lading number in the "railcar/Bill Of Lading" field within the freight shipment receipt record for the freight PO. All commodity and freight shipment information should be completed as displayed on the screen. WBSCM Work Instructions for entering Shipment Receipts can be found under the navigational path Help/Training/Work Instructions/External/Fulfillment (WI-Ext)/International/Enter Shipment Receipt. In addition, attached is a step/action chart describing the above process and associated actions required in WBSCM by the FF.

#### 2.4.3. How does a vendor create an ASN?

Ctrl click [here](#) for tutorial.

#### 2.4.4. How does a vendor create and upload an ASN spreadsheet for multiple ASNs?

Ctrl click [here](#) for another tutorial.

#### 2.4.5. What information goes into the schedule line?

For domestic vendors, nothing goes into this field. The schedule line on the ASN upload is a field only applicable to International vendors.

#### 2.4.6. Can a vendor delete an ASN before it is submitted?

Yes, as long as an ASN's status is In Progress, it can be deleted. But the ASN remains in the vendor's list of ASNs despite having been deleted.

#### 2.4.7. How does a vendor delete an accidentally submitted ASN?

A submitted ASN can be deleted by someone with either CO or functional COR role. Ctrl click [here](#) to see the screen shots showing the steps to delete an ASN.

2.4.8. How does a vendor add an item quantity to an ASN?

[Screenshot](#)

2.4.9. How does a vendor process an invoice for an ASN?

Ctrl click [here](#) and [here](#) for Work Instructions

The payment system (NPS) will generate a disbursement statement and it is mailed to the vendor using the mailing address in CCR when CRD signs the invoice. Unfortunately, USDA or the vendor does not have visibility to the disbursement statement in the system.

Vendors can view which invoices have been paid from supplier self service start page, click list invoices, the display lists the status of the invoices.

2.4.10. How does a vendor reduce the quantity on an ASN?

Have someone with either a CO or functional COR role delete the existing ASN so that a new one can be created with the correct amount.

2.4.11. What should the vendor do if the quantity for a particular line item is zero on this ASN?

He should click on the trash can icon at the far right end of the line to delete that line item from the ASN.

2.4.12. What is the purpose of a Goods Receipt (GR)?

The purpose of a GR is to record the difference between what was received and what the ASN states was shipped, NOT the PO quantity. According to Hilary, the system does allow duplicate GRs for the same line item. If the total of the GRs is greater than the PO, the difference will show up as an overage on the Goods Shipment Report. Invoices will be paid on the lesser of the Goods Receipt or the ASN. Once an invoice has been paid, no changes can be made within WBSCM for these transactions.

2.4.13. When will the FSA enter a Goods Receipt?

Usually FSA will enter a Goods Receipt on behalf of the recipient when, during review of a received invoice, it is found that a goods receipt has not yet been entered for the invoiced shipment. At that time, FSA will utilize the supporting documentation (i.e., Proof of Delivery) in the invoice package to enter that GR.

If the recipient believes that the GR that has been entered on their behalf for a shipment is incorrect in some way (quantity received, date received, etc), then the recipient can provide supporting documentation (i.e., receiver paperwork, including signed Bill of Lading) in order for FSA to correct the GR.

2.5. Purchase Orders

2.5.1. How can a user display a PO?

Ctrl click [here](#) for screenshots.

2.5.2. Is the line item number listed on the purchase order to be shown on bills of lading?

Yes, Purchase Order number / Line Item number should be shown on bills of lading, since the line item number corresponds to the old ND number.

2.5.3. Is there a way that a sub-contractor can be able to log-in to see the vendor's Purchase Orders?

Yes, the vendor's Corporate Vendor Admin creates the sub-contractor as a user.

2.5.4. How does a vendor view awarded Purchase Orders?

Navigate to Suppliers->Supplier's Self Service; in the Purchase Orders box, click on either All or New; click on the hyperlink for the desired PO; click on the Print button; and open the pdf file.

2.5.5. What does it mean when a Purchase Order is listed as "Confirmed" on the Supplier Self-Service page?

It means that an ASN has been started, but not necessarily submitted, against that PO. There is no way for the user to change the status back to "New". The user is advised to ignore this status.

2.5.6. A user who has the Commodity Offer Vendor and Commodity Services all activities roles is unable to access the Supplier Self-Service page. Why?

He needs to have his Corporate Vendor Admin assign to him these additional roles: ASN Dispatcher-CVN, Invoice Processor Vendor -CVN, and Inspection Results Vendor-CVN.

2.5.7. What should the user do if she gets an error message saying "Posting Date/Period is earlier than existing date/period when trying to create a Purchase Order?"

Navigate to Operations->Procurement->Display PO and change the FM Posting Date (the bottom line) to current date as shown below:

Display PO - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

https://portal.wbscm.usda.gov/

Overview Console (Search) Display PO - WBSCM Portal

**USDA** United States Department of Agriculture  
 Web-Based Supply Chain Management Welcome Brian G

Home Operations **Finance** Suppliers Admin Reports Help

Order Processing | Procurement | Warehouse Management | Supplier Mgt

Display PO

**Detailed Navigation**

- Alert Monitor
- Display Contract
- Display Inspection Lot
- **Display PO**
- Document Builder
- Monitor Shopping Cart
- SRM Application Monitor
- Public Procurement Documents
- Records Management
- ▶ Acquisition Planning
- ▶ Contract Formation
- ▶ Contract Administration
- ▶ Contract Closeout

**Portal Favorites**

Header Data Item Data

**Basic Data** | Documents | Payment | Output | Status | Document History | Approval

Document Date	09/20/2011
Total Value	0.00 United States Dollar
Tax Value	0.00 United States Dollar
Transaction Type	ZIFA Intl Freight -AID
Purchasing Organization	Purchase Organization 1000
Purchasing Group	Freight AID
Scenario	STDF
Award Type	DDLV
Bid Number	2000000523
Gov Material	
Gov Material Desc	
Gov Material qty	
Gov Material UOM	
LPN Description	
DocBuilder Relevant	<input type="checkbox"/>
FM Posting Date	09/20/2011

Start | Inbox - Microsoft Outl... | Re: What error messa... | RE: What error messa... | Display PO

2.5.8.End

## 2.6. Quality Management

### 2.6.1. What is the Inspection Plan Process?

Click [here](#) for a flowchart of the Inspection Plan Process and status codes.

### 2.6.2. How do I create an Inspection Lot and enter Input Results?

[Inspection Results Handout](#)

### 2.6.3. I have already entered inspection results. How do I change or display the results and view my attachments?

[Change Inspection Results Handout](#)

### 2.6.4. How can I find out what inspection lots exist for a Purchase Order?

To find out what lots exist for a PO, you go into Operations-Supplier Management-Quality Management-Inspection Results Entry. You put in the PO number and the line item number, and click on Display, then a separate window will pop up with the inspections lots that have been created for that PO/line item.

### 2.6.5. How does a vendor delete an inspection lot?

She doesn't. She needs to contact her Marketing Specialist to do this for her since she cannot do that particular function. (214902)

### 2.6.6. What does the error message "Material xxxxxx has quality inspection setup. No inspection lots found." mean?

It means that a required certificate has not been provided.

### 2.6.7. How do I block an inspection lot?

Click [here](#) for instructions for blocking inspection lots.

### 2.6.8. A commodity has a quality requirement that the Contracting Officer says is no longer necessary. How can that be removed?

Contact the WBSCM Help Desk asking them to update the material master to remove the unnecessary requirement.

### 2.6.9. What fields are in the Certificate of Inspection?

**-Product Age at Shipping** – this is a value, in days, from 0 to 30, that represents how old the product was when it left the vendor's facility.

**-Conforms to Contract Requirements** – Answer to this represents that the product the vendor is delivering conforms to all requirements of the contract. Values are either "YES

YES” or “NO NO”. User should highlight the cell, then use the search help (box that appears to the right of the cell when you select the cell) to select the appropriate value.

**-Manufacture Date** – Date of Manufacture of the product you are shipping, formatted as “YMMDD”.

**-Shelf Life in Days** – This is the shelf life, in number of days, that the product you are delivering carries from the date of manufacture. (Matt Perryn)

2.6.10. A user was interrupted while entering a grade inspection. How can he go in and complete it?

Ctrl click [here](#) for the instructions.

2.6.11. In the screen below, there is a discount of \$281.42 but no explanation why. How can I determine what the reason was for the discount?

# Supplier Self-Service Proxy - WBSCM Portal - Windows Intern

File Edit View Favorites Tools Help

https://portal.wbscm.usda.gov/

Supplier Self-S... x U.S. Department ... Display PO - WBS...

**USDA** United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Lena W Miit

**Home** Operations **Finance** **Suppliers** Admin Reports Help

Order Processing | Procurement | Warehouse Management | **Supplier Mgt**

Supplier Self-Service Proxy

Light	Insp.Lot	Created-On	Status	Orig.Qty	Open.Qty	Inv.Qty	Premium	Discount	View
OOO	010000002826	20111018	PIPA	1704.000	2.000	1702.000		281.42-	

Row 1 of 1

**Price Information**

Gross Price:: 56446.83    Late Shipment Discount:: 0.00    FI Disc/Premium: 0.00

**Messages**

[Display Document Header](#)

[Message to Purchaser](#)

[Message From Purchaser](#)  [Save Text](#)

start    Inbox ...    Suppli...    I:\BOS...    Worsh...    FAQs...

Bring up the Display Results: Characteristic Overview for this Inspection Lot. It is shown below.



### Display Results: Characteristic Overview

Menu | Back | Exit | Cancel | System | User settings... | Inspection Method | Control chart | Histogram

Material: 100563 FLOUR, BREAD BAG-50 KG Batch QMBATCH

Insp. Lot: 10000002826 4200000343-00001

Oper./Act: 0010 Inspection Tasks Pint 1000

General | Summarized | Indicators

Force Further details...

Ac...	R...	...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original Va...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	IRON (Reported in MG	20.00 .. 360.00 mg	1,704	1,704		25.20 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	MOISTURE	0 .. 15	1,704	1,704		14 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	NIACIN	24.00 .. 999999.00 mg	1,704	1,704		26.70 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	PROTEIN	10.80 .. 100.00 %	1,704	1,704		11.80 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	RIBOFLAVIN	1.80 .. 999999.00 mg	1,704	1,704		2.00 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	THIAMIN	3 .. 999999 mg	1,704	1,704		3 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	VITAMIN A (REPORTE	8800 .. 99999 lb	1,704	1,704		14927 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	VOMITOXIN VALUE	0 .. 1 ppm	1,704	1,704		0 ∅	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	ASH	0.00 .. 5.00 %	1,704	1,704		0.69 ∅	

Note the column labeled “Insp.descriptn”. Despite the label, this is actually the Discount. There is a \$281.42 discount for Ash. Apparently even though the Ash value is within limits, there is a discount levied for having a non-zero inspection result. (Laurie Sigman)

## 2.7. Invoices

### 2.7.1. How do I create an invoice?

Ctrl click [here](#) for Work Instructions.

### 2.7.2. When and how do I attach documents to the invoice?

The documents must be attached before the invoice is submitted. Ctrl click [here](#) for directions.

### 2.7.3. What does the user do if she submits an invoice without the attached documents?

She contacts her commodity specialist who will either attach the documents for her or reject the invoice so that it can be resubmitted. Note that an invoice cannot be resubmitted without first being rejected.

2.7.4. What is the process for resubmitting an invoice that has been rejected?

There is no process. The invoice has to be re-entered completely.

2.7.5. Will the vendor receive notification from WBSCM that a payment has been made against the invoice?

No. Notifications are sent out only when the invoice is accepted or rejected.

2.7.6. Can an invoice that has been cancelled be deleted from the system?

No

2.7.7. What can we tell vendors when they ask about the status of their invoice and where their payment is at?

The payment can take up to thirty days after the Document Date during which the invoice has the status "Accepted by Customer". If the vendor hasn't received payment after thirty days, notify the WBSCM Help Desk.

<a href="#">View</a> <a href="#">Print Version</a> <a href="#">Export</a>	<a href="#">Filter Settings</a>
---	---------------------------------

Invoice No.	Invoice Name.	Doc. Date	Status	Gross Amount.
<a href="#">7100005526</a>	AG-DPRO-P-11-0026	08/15/2011	Accepted by Customer	8326.26
<a href="#">7100005208</a>	AG-DPRO-P-11-0026	08/11/2011	Accepted by Customer	8326.26
<a href="#">7100005192</a>	AG-DPRO-P-11-0026	08/11/2011	Accepted by Customer	8326.26
<a href="#">7100004944</a>	AG-DPRO-P-11-0026	08/10/2011	Rejected by Customer	8326.26

2.7.8. How can the user approve invoices from the previous fiscal year?

The Approve and Release Invoice screen now defaults to 2012. So you will need to change the year to 2011 to find invoices submitted prior to Oct 1. Ctrl click [here](#) to see screen shots.

2.7.9. How can I find the current status of an invoice using the Sales Order number?

Ctrl click [here](#)

2.7.10. Why would a vendor be unable to submit an invoice for baker flour, wheat flour, peanut butter, or vegetable oil?

While these four materials do not require inspection results, their material masters currently do require inspection results. As a result when vendors attempt to submit an invoice for one of these materials, they receive the message "Material 100918 has quality inspection setup. No inspection lots found." Brian is in the process of getting the material masters updated to uncheck the Inspection Setup Flag.

2.7.11. How can I find the invoice for a specific Purchase Order and Line Item?

Navigate to **Operations->Procurement->Display PO**; enter the Purchase Order number; and click on the **Start** command button to display the line items.. From the displayed Line Item numbers, select the specified one and click on it to bring up the item data. Click on the Follow-On Documents tab to save the Invoice Number. Navigate to **Finance->Review->Display Invoice** and enter the saved Invoice Number.

2.7.12. How can I print out the invoices for a vendor?

You can navigate to Reports->Supplier Mgt and select the List of Invoices report, entering the specific Business Partner number. As a USDA user, you can configure the report to add the ASN column so that you can see which ASN goes with each invoice. Currently the external users cannot add this column. However, Michelle Howard is writing a defect to add this capability to them. Click [here](#) for screenshot.

2.8. Disbursements

2.8.1. A vendor has received an ACH payment w/o any detailed payment information. What can she do to obtain that information via email?

She needs to contact the WBSCM Help Desk [requesting](#) to be placed on a list to receive the Disbursement Statement that contains the detailed payment information from our payment database. The request needs to include the company's DUNS number.

#### 2.8.2. Does the FSA ever enter a Goods Receipt?

Usually FSA will enter a Goods Receipt on behalf of the recipient when, during review of a received invoice, it is found that a goods receipt has not yet been entered for the invoiced shipment. At that time, FSA will utilize the supporting documentation (i.e., Proof of Delivery) in the invoice package to enter that GR.

If the recipient believes that the GR that has been entered on their behalf for a shipment is incorrect in some way (quantity received, date received, etc) then the recipient can provide supporting documentation (i.e., receiver paperwork, including signed Bill of Lading) in order for FSA to correct the GR.

### 3. Sales Orders

#### 3.1. Sales Orders

##### 3.1.1. What do I do to have a Goods Receipt changed?

You need to send an email to the Contract Specialist asking him or her to either modify the Goods Receipt or reverse it so that the ship-to party can enter the corrections. You must know the Sales Order number. Use that to generate the Order Status Report from the Reports->Order Processing menu. Export the report to a file. If you don't know the Purchase Order number and Line Item numbers, you can find those in the Order Status Report. Use the Purchase Order number to generate the Goods Receipt Report from the Reports->Order Processing menu. Export the report to a file. Find the Date Received and the Signed By name in that report. In the email include the Sales Order, Purchase Order, and Line Item numbers along with Date Received and the Signed By name as well as the contact information for the ship-to party. Attach the Order Status Report and Good Receipt Report to the email and send to the Contract Specialist. (Brian Lawson)

##### 3.1.2. How can I find out the Contract Specialist for the Sales Order?

Navigate to Operations->Procurement->Display PO->Output Preview and open the pdf file. Note that the Contract Specialist is the second name in the document.

### 4. Freight Agents

#### 4.1. Steamship Lines

##### 4.1.1. Does the system allow for a Freight Agent to enter an Invoice for a Steamship line?

It should allow the Freight agent to enter invoice on Behalf of SSL. The SSL Administrator needs to assign the role to the freight agent.

## 5. Freight Vendors

### 5.1. Bids

#### 5.1.1. How does Freight Bidding work?

Ctrl click [here](#) for an overview.

### 5.2. Steamship Lines

#### 5.2.1. How are new vessels added to WBSCM?

For each new vessel a [Required New Vessel Information form](#) is completed and forwarded to International Procurement, who will enter the new vessels.

### 5.3. Invoices

#### 5.3.1. How can the user invoice for only some of the line items on a Purchase Order?

After selecting the Purchase Order in Supplier Self-Service, he can remove the line items that he doesn't want to invoice by clicking on the trash can icon at the far right-hand end of the line. The removed line items will be available for invoice later. How can the user invoice for only part of a line item?

#### 5.3.2. How can the user invoice for part of a line item?

After selecting the Purchase Order in Supplier Self-Service and the line items, he can change the quantity on the selected line items by entering a lesser amount. The unused quantity is available for invoice later.

### 5.4. Informational Notice

#### 5.4.1. What does the following mean?

This notice is to inform you that a record has been created in WBSCM related to your offer. Further details are available through your company's WBSCM system account.

It means that a new Purchase Order has been awarded. The PO number is in the subject line. If you go to the Suppliers – Supplier's Self Service Screen, you will see the following screen. Click on the 'New' hyperlink under the All Purchase Orders and you will see the referenced Document Number. [Screenshot](#)

### 5.5. Freight Offers

#### 5.5.1. What should I do if when creating freight offers I receive an error message when starting to select Discharge Ports. These error messages look like

D-TOAM - Not a valid Discharge Port, Line Item - 750
D-SATO - Not a valid Discharge Port, Line Item - 20
D-PAP - Not a valid Discharge Port, Line Item - 250
D-PAP - Not a valid Discharge Port, Line Item - 170
D-NOUA - Not a valid Discharge Port, Line Item - 1110
D-MONR - Not a valid Discharge Port, Line Item - 1200

Ignore the error message, continue with the creation of your offers, and submit them as you normally would. A fix is being moved to the production environment as soon as possible to eliminate the erroneous error messages.

## 6. Freight Forwarders

### 6.1. Purchase Order

#### 6.1.1. How can a Freight Forwarder view Purchase Orders?

By navigating as follows: Operations->Procurement->Contract Administration->Process Purchase Order.

#### 6.1.2. How does a Freight Forwarder change an Ocean Price on a Purchase Order?

These [screenshots](#) show tips and other things to complete when making this type of change to a freight PO:

There is no need to add another line item to change the base price (ocean cost). Simply change the **Price (Manual)** field to reflect the new value. (See EX. 1)

If you are going to remove other pricing conditions such as **Avg. Load Point Cost** or **Avg. Discharge Cost**, click on the trash can under the **Action** column to remove those line items. (See EX. 2 – Before and EX. 3 – After)

You have to change the **USAID Freight Price** field to reflect the new total price. This is very important. You can find this field under the **Item Data | Basic Data** tabs. You must page over to the second page to see the field. In this instance, I changed the value from \$483.25 (the original total price offered by Sealift) to \$247.00 (the sum of \$235 + \$7 + \$5). (See EX. 4 through EX. 7)

## 7. Terminals

### 7.1. Inactivating & Adding

#### 7.1.1. What is the process for inactivating a terminal?

[Inactivating a Terminal](#)

#### 7.1.2. What is the process for adding a new bulk terminal?

[Adding New Bulk Terminals](#)

## 7.2. Constraints

### 7.2.1. How does a terminal person enter capacity constraints for his terminal?

Until the fix for a defect is included in a monthly release, FSA will continue to enter these constraints into WBSCM for terminals.

## 8. International Ship- To Organizations

### 8.1. Ship-to Cities

#### 8.1.1. How do I create a non-load-port ship-to city?

Ctrl click [here](#). Note that the drop-down list for Country on the Address tab is not completely sorted.

#### 8.1.2. How do I create a Prepo site?

Same as above with following exceptions:

1. On the Address tab in the Name box, append “-PREP” to the city name.
2. On the Address tab in the Additional Name box, enter “Foreign Preposition”.
3. On the Relationship tab for Ship-To, select US Agency for International Development.
4. On the Relationship tab for Has Recipient Country, select “FOREIGN-PREP”. Note use Name Filter to find.

#### 8.1.3. End