



January 2013

FSA Level II Help Desk Newsletter

Welcome to the FSA Level II Help Desk

This newsletter provides external stakeholder roles (Stevedores, Freight Forwarders and Commodity Vendors) information regarding issues noted during the processing of the Goods Receipt. The following instructions are merely a short term system work around. USDA is working with the system developers on long term system resolutions which will be released in the future.

- Advance Shipment Notifications (ASN) Commodity Vendors are reminded to submit the ASNs within two calendar days of commodity being shipped in order to expedite the Stevedore's ability to enter the Goods Receipt.
- 2. Stevedore Assignments Commodity Vendors are reminded to ensure that the Stevedore assignment has been completed prior to the creation of the ASN.
- 3. There are instances when the FGIS Checkload Certificate is utilized by USDA employees to enter the Goods Receipt for prompt invoice processing for certain commodities. In addition, there are instances when the Proof of Delivery is utilized by USDA employees to enter the Goods Receipt for prompt invoice processing. If the Commodity Goods Receipts entered by USDA employees differ from the Stevedore's information, the following steps should be taken:
 - Print out Shipment Information Log (*See Appendix A*) and annotate the differences.
 - Sign and date the document.
 - Scan the document and Email to: <u>RA.MOKANSASC2.KCCOIPD@kcc.usda.gov</u>
 - Copy the associated Freight Forwarder.
- 4. If the Stevedore inadvertently inputs a Commodity Goods Receipt for an incorrect quantity and needs to request a Goods Receipt Reversal, the following steps should be taken by the Stevedore:
 - Contact the Help Desk via
 - Email at: <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or
 - Telephone at: (816) 823-4249.
 - The Help Desk will request that the USDA Contracting Personnel reverse the Goods Receipt. The Help Desk will notify the Stevedore that the Goods Receipt has been reversed and they may now reprocess the Goods Receipt.





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- 5. In WBSCM, there can only be one (1) active Stevedore per Purchase Order Line Item. When a Stevedore is unable to enter the Commodity Goods Receipt, it may be an indication that you are not the active Stevedore on the Purchase Order Line Item. The following steps should be taken by the Stevedore:
 - Contact the Commodity Vendor to have the Stevedore Assignment changed. If the Commodity Vendor is unavailable, you may also contact the Help Desk at the previously referenced e-mail and/or telephone number.
 - The Commodity Vendor AND/OR the Help Desk will look at the International Shipment Receipt Log to determine if the active Stevedore's Goods Receipts are completed for the Purchase Order Line Item, Schedule Line Item. If the Schedule Line Item is not complete, the active Stevedore will be asked to notify the Commodity Vendor AND/OR the Help Desk when all the Commodity Goods Receipts have been entered.
 - Upon notification from the active Stevedore that all Goods Receipts are entered for their Schedule Line Item, the Commodity Vendor AND/OR the Help Desk will assign the next Stevedore to the Purchase Order Line Item and notify the Stevedore that they can now input their Goods Receipt for the next Schedule Line Item.

6. When the Freight Goods Receipt quantity for packaged commodities does not match the quantity on the Ocean Bill of Lading:

When this happens the Freight Forwarder should enter the Freight Goods Receipt by selecting the option to "Enter Good Quantity in GMT" rather than in UoM "EA". (See Appendix B)



APPENDIX A- PRINT OUT SHIPMENT INFORMATION LOG

The following are the step to be taken to print out your shipment information log. Examples came from the Test Environment; therefore, are not valid information.

If you know your Purchase Order(s) number, go to step 4.

Step 1 – Use the WBSCM International ASN Shipment Receipt Report *(which is received from USDA daily)* to obtain your Purchase Order Number(s) or Click on <Operations>

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Home Operations Admin Help			
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Step 2 - Click on <Order Management> and then <List of Purchase Orders – Stevedore> then click on OK.

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Step 3 - This will generate the Stevedore's Purchase Orders.

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Step 4 – Creating/Displaying the International Shipment Receipt.

Click on <Operations> <Order Management> and then <International Shipment Receipt>

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Step 5 - Populate the Purchase Order Number and Item number (Optional). Stevedores are restricted to PO Line items assigned to them.

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Step 6 – Highlight the line you want to select. Click on <Display GR>.

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Step 7 – Goods Receipt is displayed. Click on <Print Shipment Log button>. This will generate a PDF file which contains the International Shipment Receipt Log.

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The International Shipment Receipt Log is displayed.

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APPENDIX B- FREIGHT GOODS RECEIPT – GOOD QUANTITY IN GMT

The following are the step to be taken to "Enter Good Quantity in GMT" rather than UoM "EA".

Step 1 - Operations/Order Processing/Shipment Receipts/International Shipment Receipts

Documents needed before entering this data: FPO, Old KC 366 equivalent which shows Over/Short/Damage, Mates Receipt Loss, VLO Certificate, Ocean Bill of Lading (OBL).

Type Freight Purchase Order Number in the Purchase Order # Field and click on the Yellow box above "Get Details". Your screen wil display all Lines from the FPO.

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				4250000XXX	2	ZIFA	Vendor Name		F100605 - BULGUR, SO	Y-FORT BAG-50 KG-F	1,002.005	GMT	07/05/2012	INTERNATIONAL STATI
				4250000XXX	3	ZIFA	Vendor Name		F100555 - PEAS, YELLO	OW, SPLIT BAG-50 KG-F	300.602	GMT	07/05/2012	INTERNATIONAL STATI
				4250000XXX	4	ZIFA	Vendor Name		F100555 - PEAS, YELLO	OW, SPLIT BAG-50 KG-F	70.141	GMT	07/05/2012	INTERNATIONAL STATI
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Step 2 - Click on Blue Box next to the appropriate Line Number. The row will turn yellow once the blue box is clicked on.

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	4250000XXX	2	ZIFA	Vendor N	lame			F100605 - BULGUR, SOY-FORT BAG-50 KG-F	1,002.005	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	3	ZIFA	Vendor N	Name			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	300.602	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	4	ZIFA	Vendor N	lame		0	F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	70.141	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	5	ZIFA	Vendor N	Name			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	554.459	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	6	ZIFA	Vendor N	Name			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	280.562	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	7	ZIFA	Vendor N	Name			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	240.481	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	8	ZIFA	Vendor N	lame			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	557.766	GMT	06/05/2012	INTERNATIONAL STATISTICAL 1500			
	4250000XXX	9	ZIFA	Vendor	Name			F100566 - OIL, VEGETABLE CAN-6/4 L-F	637.903	GMT	06/05/2012	INTERNATIONAL STATISTICAL 1500			
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Step 3 - Select the Execute GR button.

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View	POltem List	tem 🕀	PO Type 🕀	port 4	n Stevedore	:	Plant Vendor ⇔	Text ≙	PO Quantity ⇔	UoM ⇔	Deliv, Date 🕀	Plant	⇔ Lnk. Si	ales Order 🛱	Lnk. SO
4	250000000	1	ZIFA	Vendor Name	•			F100566 - OIL, VEGETABLE CAN-6/4 L-F	478.993	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
43	250000XXX	2	ZIFA	Vendor Nam				F100605 - BULGUR, SOY-FORT BAG-50 KG-F	1,002.005	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
4	250000XXX	3	ZIFA	Vendor Nam	ne			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	300.602	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
43	250000XXX	4	ZIFA	Vendor Nam	•			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	70.141	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
4	250000XXX	5	ZIFA	Vendor Nam	e			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	554.459	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
4	250000XXX	6	ZIFA	Vendor Name	•			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	280.562	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
43	250000XXX	7	ZIFA	Vendor Name	•			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	240.481	GMT	07/05/2012	INTERNATIONAL STATISTICAL 150	0		
43	250000XXX	8	ZIFA	Vendor Nam	e			F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	557.766	GMT	06/05/2012	INTERNATIONAL STATISTICAL 150	0		
42	50000000	9	ZIFA	Vendor Nam	•			F100566 - OIL, VEGETABLE CAN-6/4 L-F	637.903	GMT	06/05/2012	INTERNATIONAL STATISTICAL 150	0		
•															•



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Step 4 - If the commodity is Veg Oil, click the button that shows "Enter Goods Qty in GMT". The Good Qty will be "0" and the next column UoM will show EA.

United States Department of Agriculture Web-Based Supply Chain Management		We	lcome Donna Bauer	Log Off	WBSCM
Home Operations Finance Admin Reports Help					
Order Processing Procurement Warehouse Management Supplier Mgt					
International Shipment Receipt					Back Forward 💻
Go Back 🗭 🚯 Print Shipment Log				انسا لسا	
Purchase Order 42100000X Item 00002 Sold-to / PVO Sold-Tp / PVO Neme Load Point Load Point Neme	Material Description Stevedore / Trans	on 100566 - OIL, VEGETABLE C sloader	AN-6/4 L Plant Vendor Plant Freight Forwarder Fr	Vendor Name eight Forwarder Name	
ADVANCED SHIPPING NOTICE (ASN)	COMMODITY GOODS RECEIPT (GR	R)			
PO Item Qty 45,362 A SN Qty. 48,746	Good Qty. 43,942	Rejected Qty. 0	Open Qty (PO Item qty - Goo	d Qty) 1,420	
Sched. Line 1 Qty 45,362 UoM EA Sched. Line 2 Qty 0	Over Qty. (Calc.) 0 Total Qty (Good + Over) 43,942	Damage Qty. 30	Rec. Qty UoM	EA	
Commodity Details Freight Details					
View Freight Receunit Costing					
Select ⇔ Freight PO # ⇔ PO Item # ⇔ Freight Vendor ⇔ Destination ⇔ Dest. Date ⇔	EA in Gross KG \doteqdot PO Qty.(GMT) \doteqdot	PO Qty.(EA) $\stackrel{\vartriangle}{\Rightarrow}~$ Open Qty. (GMT) $\stackrel{\vartriangle}{\Rightarrow}~$	Open Qty. (EA) \Leftrightarrow Vessel name \Leftrightarrow	Good Qty. ⇔ UoM. ⇔ G	ood Qty.(GMT) 🖨 Go
4250000XXX 9 Freight Vendor Name FOREIGN-PREP 05/01/2012	24.602 637.903	25,927 637.903	25,927 EOT SPAR	0 EA	0.000
	• 637.903	• 25,927.000 • 637.903	25,927.000	• 0.000 EA	0.000

Step 5 - After you change the button, it should read "Enter Goods Qty in EA" and the Good Qty Column will show 0.000 (decimals for GMT) and the UoM column will show "GMT".

🖉 International Shipment Receipt - SAP NetWeaver Portal - Windows Interne	Explorer		- 7 🛛
File Edit View Favorites Tools Help			
💽 🗢 🙋 https://portal.wbscm.usda.gov/		💌 🔒 😽 🗙 🔎 Live Search	P -
🔆 Favorites 🛛 🖶 🗸 🎯 International Shipment R 🗙 🎯 U.S. Department of Agricultur			
USDA United States Department of Agriculture Web-Based Supply Chain Management		Welcome Donna Bauer	Log Off WBSCM
Home Operations Finance Admin Reports Help			
Order Processing Procurement Warehouse Management Supplier Mgt			
International Shipment Receipt			<u>Back</u> Forward 🗐
Go Back 🥥 🐘 Print Shipment Log			
Purchase Order 4210000XXX Item 00002	Material Description 100566 - 01	IL, VEGETABLE CAN-6/4 L Plant Vendor Plant Vendor	Name
Sold-to / PVO Sold-To/PVO Name Load Point Load Point Name	Stevedore / Transloader	Freight Forwarder Freight Forward	/der Name
ADVANCED SHIPPING NOTICE (ASN)	COMMODITY GOODS RECEIPT (GR)		
PU Item Qty 45,362 A SN Qty. 48,746 Sched Line 1 Oty 45,362 Hold EA	Good Qty. 43,942 Rejected Q	Qty. 0 Open Qty (PO Item qty - Good Qty) 1	1,420 EA
Sched. Line 2 Qty 0	Total Qty (Good + Over) 43.942		
Commodity Details Freight Details			
Enter Good Qty in EA			
View Freight Receip Unit Costing			
Select \oplus Freight PO # \oplus PO item # \oplus Freight Vendor \oplus Destination \oplus Dest Date \oplus	FA in Gross KG A PO Oty (GMT) A PO Oty (FA) A One	en Oty (GMT) ⇔ Open Oty (FA) ⇔ Vessel name ⇔ Good O)ty 습 UoM 습 Good Oty (GMT) 습 Go
4250000XXX 9 Freight Vendor Name FOREIGN-PREP 05/01/2012	24.602 637.903 25,927	637.903 25,927 EOT SPAR	0.000 GMT 0.000
	• 637.903 • 25,927.000 •	637.903 • 25,927.000 • 0	0.000 GMT 0.000



Step 6 - Click the box at the beginning of the row. Enter your Good Quantity, which should equal the Ocean Bill of Lading Quantity.

United States Department of Agriculture Web-Based Supply Chain Management		We	Welcome Donna Bauer Log Off				
Home Operations Finance Admin Reports Help							
Order Processing Procurement Warehouse Management Supplier Mgt							
International Shipment Receipt					<u>Back</u> Forward 💻		
Go Back 🗇 🔛 Print Shipment Log				1. <i>1</i> 1. 11	-		
Purchase Order 4210000XXXX Item 00002 Sold-to / PVO Sold-to/PVO Name Load PointLoad Point Name	Material Descriptio	on 100566 - OIL, VEGETABLE C loader	AN-6/4 L Plant Vendor Plant V Freight Forwarder Freig	/endor Name ht Forwarder Name			
ADVANCED SHIPPING NOTICE (ASN)	COMMODITY GOODS RECEIPT (GR	8)					
PO Item Qty 45,362 ASN Qty. 48,746 Sched. Line 1 Qty 45,362 UoM EA Sched. Line 2 Qty 0	Good Qty. 43,942 Over Qty. (Calc.) 0 Total Qty (Good + Over) 43,942	Rejected Qty. 0 Damage Qty. 30	Open Qty (PO Item qty - Good (Rec. Qty UoM	Qty) 1,420 EA			
Commodity Details Freight Details							
View Freight Receipt			_				
Select ⇔ Freight PO # ⇔ PO Item # ⇔ Freight Vendor ⇔ Destination ⇔ Dest. Date ⇔	EA in Gross KG ⇔ PO Qty.(GMT) ⇔	PO Qty.(EA) ⇔ Open Qty. (GMT) ⇔	Open Qty. (EA) ⇔ Vessel name ⇔ G	iood Qty. 🗘 UoM. 🗘 G	iood Qty.(GMT) 🗘 Go		
4250000XXX 9 Freight Vendor Name FOREIGN-PREP 05/01/2012	24.602 637.903	25,927 637.903	25,927 EOT SPAR	637.903 GMT	0.000		
	- 637.903	- 25,927.000 - 637.903	- 25,927.000	0.000 GMT	- 0.000 -		

Step 7 – By using the scroll bar at the bottom of the screen, scroll to the right and also enter, if applicable, the Mates Receipt quantity, and the VLO quantity, OBL number (16 characters field, if more than 16 characters used in the OBL, please use the last 16 not the first 16 characters), On Board date of the OBL. You will need to scroll to the right for the additional fields.

USDA	United Si Web-B	ates Departm ased Supp	ent of Agricul Iy Chain I	_{lture} Manageme	ent						Welcor	ne Donna Baue	r	Log Off	WBSCM
Home	Operation	s Finance	Admin	Reports	Help										
Order Pr	ocessing	Procureme	nt Wareh	ouse Manage	ement I	Supplier Mgt									
Internatio	nal Shipme	nt Receipt													<u>Back</u> Forward 💻
															^
Good Ob	<pre>(GMT) ≙ G</pre>	and Oty (FA) 🗄	Rei Oty (Ma	ites Rx)(FA) ⇔	Dmg Qt	v (VLO CERT)(EA) ⇔	OBI Number	≙ Load [)ate (On Board) \$	A Messages A	Msg Type 🛱	Other Comments	4	Damage Comment	s 🚖 Entered by 🚖
	0.000	0.000	•	0.000	•	0.000	000000000000000000000000000000000000000	06/09	/2012				· · ·		BAUERD0002



Step 8 - Scroll back to the left and click on the Validate/Check Button.

United States Department of Agriculture Web-Based Supply Chain Management	Welcome Donna Bauer Log Off	WBSCM
Home Operations Finance Admin Reports Help		
Order Processing Procurement Warehouse Management Supplier Mgt		
International Shipment Receipt		<u>Back</u> Forward 🔳
Go Back (中) 🚯 Print Shipment Log		
Purchase Order 421000XXX Item 00002 Sold-to / PVO Sold-to/PVO Name 106 Load Point Name	Material Description 100586 - OL, VEGETABLE CAN-8/4 L Plant Vendor Plant Vendor Name Point Stevedore / Transloader Freight Forwarder Freight Forwarder Name	
ADVANCED SHIPPING NOTICE (ASN)	COMMODITY GOODS RECEIPT (GR)	
PO Item Qty 45,362 A SN Qty. 48,746 Sched. Line 1 Qty 45,362 UoM EA Sched. Line 2 Qty 0	Good Qty. 43,942 Rejected Qty. Open Qty (P0 Item qty - Good Qty) 1,420 Over Qty. (Calc.) 0 Damage Qty. 30 Rec. Qty UoM EA Total Qty (Good + Over) 43,942	
Commodity Details Freight Details		
View Freight Receipt		
Select ⇔ Freight PO # ⇔ PO Item # ⇔ Freight Vendor ⇔ Destination ⇔ Dest. Date ⇔	EA in Gross KG 🗘 PO Qty.(GMT) 💠 PO Qty.(EA) 🗘 Open Qty. (GMT) 🗘 Open Qty. (EA) 🗘 Vessel name 💠 Good Qty. 🔤 UoM. 🗘 Gord	ad Qty.(GMT) ⇔ Go
4250000XXX 9 Freight Vendor Name FOREIGN-PREP 05/01/2012	24.602 637.903 25.927 637.903 25.927 EOT SPAR 637.903 GMT	0.000
	• 637.903 • 25,927.000 • 637.903 • 25,927.000 • 637.903 GMT •	0.000 •

Step 9 - If the validation was successful, you will see a message here. If you have errors, this message will reflect the error, and you will need to scroll to the right and review the line.

US	<u>SDA</u>	United Sta Web-Ba	tes Department Ised Supply	of Agriculture Chain Manag	ement					We	elcome Donna E	Bauer		Log Off	WBS	CW
He	ome O	Operations	Finance	Admin Repo	rts Help											
Or	rder Proc	essing	Procurement	Warehouse Ma	nagement S	Supplier Mgt										
Int	ernationa	I Shipment	Receipt												<u>Back</u> Fo	rward 💻
Í	🔽 Data w	as success	fully validated !]												-
	PO Co	mmodity Hea	der													
	Go Back		Print Shipment Log	9										· · ــــــــــــــــــــــــــــــــــ		
	Durahaa	o Ordor 42	10000XXXX		Itom 000	102		Material Deparint	ion 10056		CAN 6/4 Diget)	(onder Plan	t Vendor Name			
	Sold-to /	PVO Sol	ld-to/PVO Name		Load Point Load	d Point Name	t	Stevedore / Tran:	sloader	6 - OIL, VEGETABLE (Freigh	t Forwarder Fre	eight Fowarder N	lame		
	ADVANC	ED SHIPPIN	G NOTICE (ASN)				COMMODITY G	OODS RECEIPT (G	R)		-					
	PO Item	Qty 4	5,362	ASN Qty. 48,746			Good Qty.	43,942	Rejec	ted Qty. 0	Open Qty (PC) Item qty - Goo	d Qty) 1,420			
	Sched, L	ine 1 Qty 4	5,362 (UoM EA			Over Qty. (Calc) 0	Dama	geQty. 30	Rec. Qty Uol	А	EA			
	sched. L	line z uty u					Total Qty (GOO	u + Over) 43,942								
	Commo	odity Details	Freight Details	8												
	📝 Enter	Good Qty in	EA Valid	ate / Check	Post Freight Rece	iot										
	View Fr	eight Recein	t v E	coort a												
	Select 🖨	Freight PO	# \$ P0 Item # \$	Freight Vendor 🖨	Destination 🖨	Dest Date ≙	EA in Gross KG #	PO Oty (GMT) ≙	PO Oty (EA) 🖨	Open Oty (GMT) ≙	Open Oty (EA) 合	Vessel name 🖨	Good Oty ⊜	UoM ⇔ G	and Oty (GMT) ⊜ Go
	~	4250000XXX	9	Freight Vendor Name	FOREIGN-PREP	05/01/2012	24.602	637.903	25,927	637.903	25,927	EOT SPAR	637.903	GMT	637.	03
								• 637.903	• 25,927.000	• 637.903	• 25,927.000		• 637.903	GMT	637.	03 · 🗸
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Step 10 - After your validation is successful, you will click on the "Post Freight Receipt" button.



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Step 11 - You will receive this successful message. You are done with the Freight Goods Receipt process.

USDA United States Department of Agriculture Web-Based Supply Chain Management			Welcome Donna Bauer L			WBSCM
Home Operations Finance Admin Reports H	lelp					
Order Processing Procurement Warehouse Managemen	nt Supplier Mgt					
International Shipment Receipt						Back Forward 💻
Goods receipt was successfully processed! Please review details	s below.					
PO Commodity Header						
Go Back 🗢 🛛 🚱 Print Shipment Log						
Purchase Order 4210000xxx Item	00002 N	Naterial Description 10056	6 - OIL, VEGETABLE CAN-6/4 L Plan	t Vendor Plant Vendor Name		
Sold-to / PVO Sold-To/PVO Name Load Poi	oint Load Point Name S	tevedore / Transloader	Fre	ght Forwarder Freight Forwarder	Name	
ADVANCED SHIPPING NOTICE (ASN)	COMMODITY GO	DODS RECEIPT (GR)				
PO Item Qty 45,362 A SN Qty. 48,746	Good Qty.	43,942 Rejec	ted Qty. 0 Open Qty	(PO Item qty - Good Qty) 1,420		
Sched. Line 1 Qty 45,362 UoM EA	Over Qty. (Calc.) 0 Dama	ge Qty. 30 Rec. Qty	JoM EA		
Sched. Line 2 Qty 0	Total Qty (Good	I + Over) 43,942				
Commodity Details Freight Details						
View Freight Receipt						
Select Freight PO # PO Item # Freight Vendor Destination	ion 🖨 Dest Date 🖨 EA in Gross KG 🖨	PO Oty (GMT) 2 PO Oty (EA) 2	Open Qty. (GMT) 🖨 Open Qty. (EA)		tuoM.⇔	Good Oty.(GMT) 🖨 🕻
4250000XXX 9 Freight Vendor Name FOREIGN	N-PREP 05/01/2012 24.602	637.903 25,927	0.000	0 EOT SPAR 25.927	EA	637.903
		• 637.903 • 25.927.000	• 0.000 • 0.00	• 25.927.000	EA	637.903