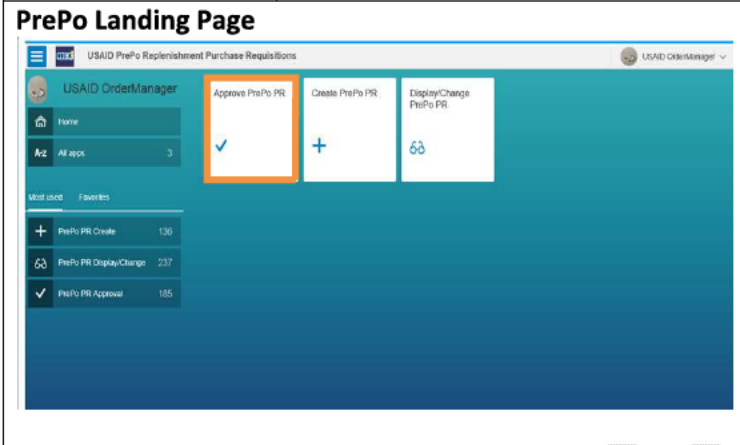


<p>Purpose</p>	<p>This job aid provides the steps to approve a Pre-Positioned Warehouse (PrePo) Purchase Requisition (PR) using a WBSCM app. Approval of a Purchase Requisition PR is required to release to procurement. The PrePo PR is used to replenish materials in the USAID PrePo warehouses. PRs in Draft status can be approved for release to FSA for procurement. Status of the PrePo PR can be determined using the PrePo status report.</p>
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<p>Target Audience</p>	<p>USAID PR Approvers</p>
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WBSCM Portal Path – Approve PrePo PR App

Start the transaction using the WBSCM Portal path: **Operations** tab > **Warehouse Management** tab > **Warehouse Replenishment** folder > **PrePo Purchase Requisitions** link.

The WBSCM Portal path opens a new browser window, or tab, with the *PrePo Landing Page* screen.

Select the **Approve PrePo PR** WBSCM app on the *PrePo Landing Page* screen to approve a PrePo replenishment purchase requisition.

Each of the WBSCM apps uses a unique icon to represent the app. The apps displayed are based on your role. The icons that represent each app are:

+ - Create PrePo PR - 🔄 - Display/Change PrePo PR - ✓ - Approve PrePo PR



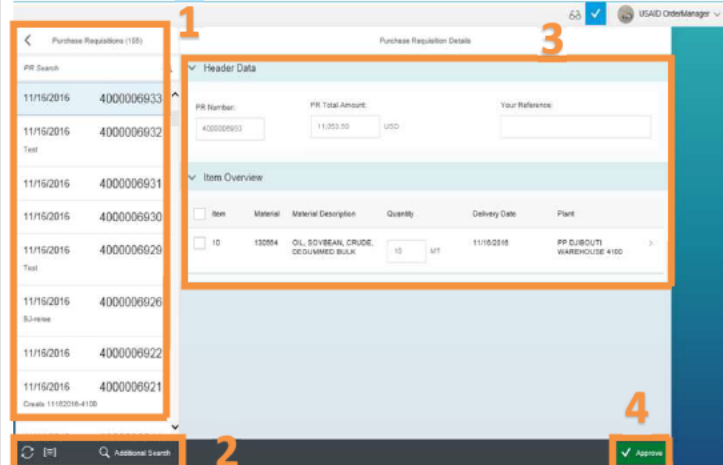
Navigation

The PrePo WBSCM apps follow standard navigation across all WBSCM apps.




The Approve PrePo PR WBSCM app is divided into the following:

- Launchpad Open/Close** button – Blue icon used to open or close the Launchpad (left hand menu pane). *TIP* – Close the Launchpad to display full text.
- App drawer** – Display all open apps using icons. Help is available under the drop down menu for the app
- User ID** – Displays your logged in User Name
- All apps** button - List of all available WBSCM apps. Use to navigate back to the app selection screen
- Navigate back** button - Use to navigate back within an app or to *PrePo Landing Page* screen
- Purchase Requisition** area – Displays list of unapproved purchase requisitions for USAID created in WBSCM in the last six months. The area includes the PR number, creation date and any reference text that was entered during when the PR was created
- Purchase Requisition Action** buttons – Options to refresh, filter or search for additional purchase requisitions
- Data Entry** area – Review or enter details for PR
- Action** buttons – Available buttons to perform specific action

Approve PrePo PR WBSCM App-Item Overview



Select the PrePo PR and Approve

1. In **Purchase Requisitions** area, click on the purchase requisition to approve. The details of the selected Purchase Requisition are displayed in the **Data Entry** area,
TIP - Use the Search bar to narrow the list of purchase requisitions.
2. If necessary, use the **Purchase Requisition Action** buttons to update **Purchase Requisition Area** by:
 - 2.1. Click  (the **Refresh** button) to display updated list of purchase requisitions.
 - 2.2. Click  (the **Group** button) to sort the list of purchase requisitions.
 - 2.3. Click  (the **Additional Search** button) to search for purchase requisitions that are not displayed in the list of purchase requisitions.
3. Select next to the line items or select all line items by selecting above the lines to approve
 - 3.1. If necessary, in the **Data entry** area, click on the line item to validate item details. The mouse pointer changes to the clickable 'hand' icon to select line item.
 - 3.2. Click the **Navigate back** button to return to the *Item Overview* screen.
4. In the **Action** button area, click the **Approve** button to release the Purchase Requisition to procurement.
 - 4.1. After clicking the **Approve** button, the system displays the message "The selected line Items have been approved." The PR has been released to procurement.

This concludes the steps required to approve a PrePo PR using WBSCM App



Complaint Statuses and Resolution Codes Job Aid

Domestic Complaint Statuses:

Status	Definition
CT – Information and Trend Analysis	Routed to the Complaints Team to be documented for information and trend analysis purposes only.
CT – Re-Inspection	Routed to the Complaints Team pending re-inspection of inventory.
CT – Replacement Request	Routed to the Complaints Team pending replacement to the SDA.
CT – Review	Currently in review with Complaints Team.
CT – Spec Change	Routed to the Complaints Team pending a spec change.
CT – Vendor Response Request	Complaints Team is awaiting vendor response to determine whether to pay the vendor, and whether to refund, reimburse, or provide replacement products to the SDA/ITO.
FST – Contact FSIS/FSA/AMS	Food Safety Inspection Services and/or Agricultural Marketing Services have been contacted.
FST – Review	Routed to the Food Safety Team for review.
Reimbursement Request	AMS alerted by email of request for reimbursement received by FNS.



International Complaint Statuses:

Status	Definition
Action Approved	Complaint has been submitted and that the action has been approved.
Cancelled	Complaint has been cancelled.
Closed	Complaint has been resolved. The complaint is closed, and no modifications can be made at this time.
Consolidated Response	Response to the complaint has been consolidated.
Distribution Halted and Produc	Distribution of the product has been halted, and affected product has been separated from existing or new inventory.
FFP/Field Contacted	Food for Peace and responsible party on the field has been contacted.
FFPO W/Contacted	Food for Peace Office has been contacted.
FFP/POD/ W Contacted	Food for Peace Program Operations Division has been contacted.
Final Guidance notice	Final Guidance notice has been issued.
Initial Public Advisory	Initial Public Advisory has been issued.
Interim Information Notice	Interim Information Notice has been issued.
PVO/WFP HQ Contacted	PVO or World Food Program HQ has been contacted.
Sample Requested	Sample has been requested from recipient or PVO.
Submit	PVO, IO, or Freight Forwarder has submitted the complaint to USAID or FAS.
USDA/AgAttache Contacted	USDA and agricultural attaches agencies have been contacted.
USDA/FSA and USDA/KCCC	USDA office in Kansas City has been contacted.



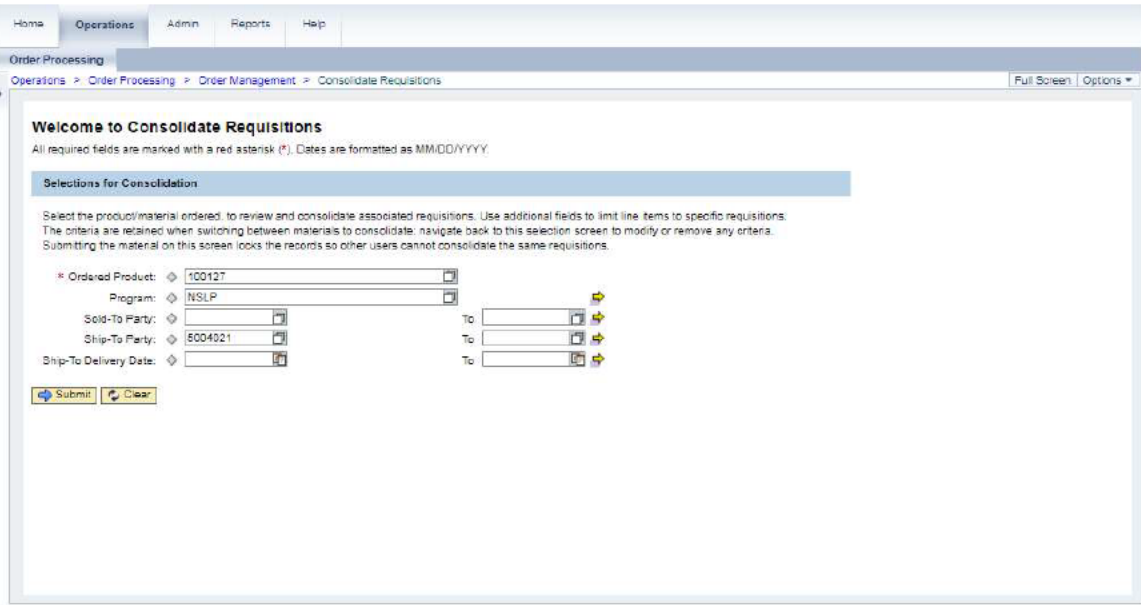

Complaint Resolution Codes

Table below lists the current complaint resolution codes with reference to previous codes, if applicable.

Current Code	Previous Code
AMS: Bid Specification Issue	AMS: Bid Specification Issue
AMS: Checkloading Action - Not Required	AMS: Checkloading would have prevented
AMS: Checkloading Failed to Avoid Issue	AMS: Checkloading Missed Issue
AMS: Corrective Actions Taken on Vendor	Vendor No Response: Removed from Bidding
AMS: Met Bid Specification	Met Bid Specification
FNS: Entitlement Credit/Voucher Approved	Entitlement Credited
FNS: Monitor for Trending	Monitor for Trends
FNS: National Warehouse Issue	N/A
Issue Inherent to Product	Issue Inherent to Product
OFS: Food Safety Issue Confirmed/Resolved	Food Safety Issue Confirmed/Resolved
OFS: Not a Food Safety Issue	N/A
SDA: Product Loss/Over \$500	Product Destroyed
SDA-RA: Complaint Lacks Data to Submit	N/A
SDA-RA: Internal Issue/Invalid Complaint	SDA-RA Issue: Invalid Complaint
SDA-RA: Vendor Delivery Refused	N/A
Vendor: Delivery-Carrier Issue	N/A
Vendor: Reimbursed Agency for Losses	Vendor Reimbursed
Vendor: Replaced Food/Approved Disposal	N/A
Vendor: Replaced Foods/Pickup Remaining	Vendor Replaced Product
Vendor: Written Response – Accepted	Vendor Written Response Accepted
Vendor: Written Response - Marginal	N/A

Retired Codes:

- Product met specifications/expectations
- Vendor Del Loading Palletization Issue
- Product Recipe/Formulation Issue

Title	Consolidation for a Multi-Stop Domestic Sales Order between Two States
Purpose	The purpose of this transaction is to consolidate domestic requisitions to create a multi-stop sales order between two states.
Portal Navigation Path	Select the Operations tab → Order Processing tab → Order Management folder → Consolidate Requisitions link → Consolidate Requisitions Screen
Target Audience	SDA Order Manager
Report Selection Screen	 <p>The user clicks  (the Submit button) to generate the report.</p> <p>Note: When the user submits the selected Product/Material, WBSCM automatically locks the associated records. This prevents multiple users from consolidating the shipments at the same time until the Product/Material is unlocked. To unlock the Product/Material, perform one of the following:</p> <ul style="list-style-type: none"> - Log out of WBSCM using the Log off button - Switch from one material to another - Click on a different link/iView in WBSCM



Job Aid Consolidation for a Multi-Stop Domestic Sales Order between Two States

Report Selection Output

← Back | Req's Past Order-By Date | Ordered Product: 100127-BEEF CAN-24/24 OZ | Unit Of Measure: CS | FTL Quantity: 1,000

View: [Standard View] | COLLAPSE All | Unallocate | Return | Decline | Update Req

EP	Row L1	For FTL	Quantity	Shipping Date	Ship-To BP ID	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group Number	Sold-To	Sold-To Name	Req No	Req Item No	Internal Ord	Program	Order By Date
	▼	+450	-0	850 04/15/2024	5004021	AMERICAN FOODS GROUP	OKLAHOMACITY	OK	<input checked="" type="checkbox"/>	774882623	4008654	AUSTINTOWN LOCAL SD	1000831326	100	ENTITLE-SY24	NSLP	03/31/2024
				250 04/15/2024	5004021	AMERICAN FOODS GROUP	OKLAHOMACITY	OK	<input type="checkbox"/>	774882623	4008654	AUSTINTOWN LOCAL SD	1000831326	100	ENTITLE-SY24	NSLP	03/31/2024
				300 04/15/2024	5004021	AMERICAN FOODS GROUP	OKLAHOMACITY	OK	<input type="checkbox"/>	774882623	4008654	AUSTINTOWN LOCAL SD	1000831326	500	ENTITLE-SY24	NSLP	03/31/2024

← Back | Req's Past Order-By Date | Ordered Product: 100127-BEEF CAN-24/24 OZ | Unit Of Measure: CS | FTL Quantity: 1,000

View: [Standard View] | COLLAPSE All | Unallocate | Return | Decline | Update Req

EP	Row L1	For FTL	Quantity	Shipping Date	Ship-To BP ID	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group Number	Sold-To	Sold-To Name	Req No	Req Item No	Internal Ord	Program	Order By Date
	▼	+550	-0	450 04/15/2024	5003960	ADVANCEPIERRE FOODS	END	OK	<input checked="" type="checkbox"/>	774882623	*	*	*	100	ENTITLE-SY24	NSLP	03/31/2024
				200 04/15/2024	5003960	ADVANCEPIERRE FOODS	END	OK	<input type="checkbox"/>	774882623	4007101	ALBERT LEE COUNTY SCHO	1000828975	100	ENTITLE-SY24	NSLP	03/31/2024
				250 04/15/2024	5003960	ADVANCEPIERRE FOODS	END	OK	<input type="checkbox"/>	774882623	4007100	ALEE PUBLIC SCHOOLS	1000828962	100	ENTITLE-SY24	NSLP	03/31/2024

- Using the Group Number, manually combine proposed orders with different ship-to locations in different states. SDAs are required to copy the Group Number from one proposed order and paste it into the other proposed order. In this case, the Group Number from Texas (identified by **4008654 Sold-To**) is copied and pasted into New York's Group Number (identified by **4007101 and 4007100 Sold-To**).
- Each SDA must select (the **Multi-Stop** checkbox) manually if it is a multi-stop between 2 states.

Note: Use the [Full Truck Load and Transfer Requests](#) forum to communicate with other SDAs regarding split shipments across different states.

Refer to the [Maintain Full Truckload and Transfer Requests](#) work instruction for more details.

Refer to the [Consolidation for a Multi-Stop Domestic Sales Order](#) work instruction for complete instructions on this transaction.

**Mass Order Update
Order Search Results
Screen**

Home | Operations | Finance | Admin | Reports | Help

Order Processing | Procurement | Warehouse Management | Supplier Mgt

Operations > Order Processing > Order Management > Mass Order Update Full Screen | Options

Order Search Results
All required fields are marked with a red asterisk (*). Dates are formatted as MM/DD/YYYY.

Select one or more rows to make changes. Changes can be made at the line item level or using one or more fields listed below.

Program: Functional Area: Internal Order: Fund: Commitment: Item Category:

Delivery Date: Correlation ID: Order Status:

View: |

Sales Order	Item	Sold-To Party	Sold-To Name	Ship-To Party	Ship-To Name	Program Description	Plant	Material	Material Description	Order Quantity	UoM	Order Item Status Text	Reason for C
5000503949	100	4000578	TX Dept. of Agriculture	5004021	AMERICAN FOODS GROUP	NSLP	1000	100127	BEEF CAN-24/24 OZ	550.000	CS	Approved by SDA	
5000503950	100	4000529	NY Office of General Service	5003860	ADVANCEPIERRE FOODS	NSLP	1000	100127	BEEF CAN-24/24 OZ	450.000	CS	Approved by SDA	

Home | Operations | Finance | Admin | Reports | Help

Order Processing | Procurement | Warehouse Management | Supplier Mgt

Operations > Order Processing > Order Management > Mass Order Update Full Screen | Options

M	Order Item Status Text	Reason for Cancellation	Comments Present	Comments	Item Cat.	Functional Area	Related Commitment Item	Fund Information	Internal Order	Delivery Date	Correlation ID	Third Party	Third Party Name
:	Approved by SDA		<input checked="" type="checkbox"/>	<input type="button" value="Comments"/>	ZTDS	BE-NSLP	COMMODITIES	24263539D1	ENTITLE-SY24	04/15/2024	0774862623		
:	Approved by SDA		<input checked="" type="checkbox"/>	<input type="button" value="Comments"/>	ZTDS	BE-NSLP	COMMODITIES	24263539D1	ENTITLE-SY24	04/15/2024	0774862623		

- FNS will approve the Sales Orders through the **Mass Order Update** screen.
- Note the Sales Orders have the same Correlation ID (Group Number).



Job Aid
Create and Review National Warehouse Complaints

Job Aid Title	Create and Review National Warehouse Complaints
Purpose	<p>This job aid reviews how to create, search, and review National Warehouse (NW) complaints in WBSCM.</p> <p>This job aid covers:</p> <ul style="list-style-type: none">• Review Complaints Screen<ul style="list-style-type: none">○ Save Search Criteria• Create a Complaint<ul style="list-style-type: none">○ Enter Complaint Details○ Enter Complaint Item Details○ Enter Complaint Details in Survey○ Add Attachments○ View Messages, Update Status, and Submit Complaint• Review Updates to Complaint<ul style="list-style-type: none">○ Search and Display Complaint○ Review Notes and Complaint Attributes <p>Note: Warning or error messages may display throughout the data entry process that automatically resolve as fields are populated.</p>
Portal Navigation Path	<p>Select Operations tab → Complaint Administration tab → Create/Display NW Complaints link</p> <p>Note: Ensure the pop-up blocker is turned off in the browser and the pop-up setting is set to New Window when entering complaints.</p>
Target Audience	<p>NW Org Administrators FNS Complaint Specialists</p>

Complaints Screen

The screenshot shows the 'Search: Complaints' interface. It features a search criteria section (A) with fields for Complaint Number, Created On, Description, Status, Product ID, Purchase Requisition, and Business Partner ID. Below this is a 'Result List: 11 Complaints Found' section (B) with a table of results. The table has columns for Complaint Number, Description, Sold-To Party, Purchase Requisition, Created By, and Created On. A red box highlights the first two columns of the table, and a black box with red text '(b) (6), (b) (4)' covers the 'Sold-To Party' column for the first two rows.

Complaint Number	Description	Sold-To Party	Purchase Requisition	Created By	Created On
5003623	Training Ref 930	(b) (6), (b) (4)		NEXTGENN0001	09/30/2022
5003625	NW Complaint 10042022	(b) (6), (b) (4)		NEXTGENN0001	10/04/2022
5003626	Product packaging is damaged			NEXTGENN0001	10/06/2022
5003627	Moldy Cheese			NEXTGENN0001	10/06/2022
5003628	Spoiled Wheat			NEXTGENN0001	10/06/2022
5003630	NW Complaint 10072022			NEXTGENN0001	10/07/2022

Review Complaints Screen

Note: Click (the **Hide Navigator** button) to minimize the Portal menu. This can be done in any transaction in WBSCM.

The *Complaints* transaction is used to create new complaints and search for existing complaints. The transaction screen contains the following:

A. *Search: Complaint* section - provides options to search for complaints.

The first column defines the type of data used in a search. The defaults are:

- **Complaint Number:** System assigned complaint number
- **Created On:** Date complaint is created
- **Description:** Description of the complaint
- **Status:** Current status of the complaint
- **Product ID:** Material number of a product
- **Purchase Requisition:** Purchase Requisition number
- **Business Partner ID:** Defaults to ID of National Warehouse user

Note: Click (the **Drop-down** arrow) in the first column to select a different search type from a list. Additional search types include **Created By** and **Partner Function**.

The second column contains additional search criteria options. Some fields default to **is**, which searches for exact matches to search criteria values. Other fields default to **contains**, which enables the use of partial search values.

Note: If only part of the search criteria value is known, click (the **Drop-down** arrow) in the second column and select **contains** or **starts with** to use for partial searches. Some fields contain additional search parameters such as **is between**, **is less than**, or **is greater than**.

The third column allows entry of the search criteria value.

The (the **Plus** button) can be used to add search criteria fields to the search.

The (the **Minus** button) can be used to remove displayed search criteria fields.

Click (the **Search** button) to display a list of results.

B. *Result List:* section - displays a list of complaints matching the search criteria. Click the linked value in the **Complaint Number** field to display a complaint. Additionally, the user can create or manage existing complaints.

Search: Complaints Screen - Search Criteria Section - Save Search Criteria

The screenshot shows the 'Search: Complaints' interface. At the top, there is a 'Saved Searches' dropdown and 'Go' and 'Advanced' buttons. Below this is the 'Search Criteria' section, which is circled in red and labeled with a '1'. It contains several search criteria: 'Complaint Number' (is), 'Created On' (is), 'Description' (contains), 'Status' (is, Submit), 'Product ID' (is), 'Purchase Requisition' (contains), and 'Business Partner ID' (is, 4000004). Below the search criteria, there are 'Search' and 'Clear' buttons, a 'Save Search As: Submitted Complaints' field (labeled with a '2'), an 'Include View' checkbox (labeled with a '3'), and a 'Save' button (labeled with a '4'). At the bottom, there is a 'Result List' table with columns for 'Complaint Number', 'Description', 'Sold-To Party', 'Purchase Requisition', 'Created By', and 'Created On'.

Save Search Criteria for Future Use

1. Enter search criteria.
2. Enter the name of the search in **Save Search As:** (the **Save Search As:** field). In this example, **Submitted Complaints** is entered.
3. If necessary, click **Include View** (the **Include View** checkbox) to save the search with a customized view.
4. Click (the **Save** button).

Note: Saved searches can be used to display a list of complaints without reentering search criteria. To use a saved search, click (the **Down** arrow) in the **Saved Searches** field, select from the list, and click (the **Go** button). To delete a saved search, click (the **Down** arrow) in the **Saved Searches** field, select from the list, and click (the **Delete** button). Click (the **Yes** button) in the pop-up to confirm deletion.

Complaints - FNS: New Screen - New Complaint

Complaints - FNS: New Screen - Complaint Details Section

Partner Selection (max. 5) Pop-Up

Complaints - FNS: New Screen - Complaint Details Section

Create a Complaint

A complaint is entered with reference to a purchase requisition.

Enter Complaint Details

1. Click **New** (the **New** button) to create a complaint.
2. Enter a description of the complaint in the **Description:** field. In this example, **NW Complaint 10/14/2022** is entered.
3. Click **Matchcode** (the **Matchcode** button) to search for and select the entry for the **Sold To Party:** field. In this example, **(b) (6), (b) (4)** is selected.

Note: The **Sold To Party:** field is entered by clicking **Search** (the **Search** button) in the *Search Criteria* pop-up (not shown). Click **Select** (the **Select** button) to populate the **Sold To Party:** field.

4. Click **Select** (the **Select** button) in the *Partner Selection (max. 5)* pop-up to select up to 5 contact persons. In this example, one partner contact is selected. The addition of contact persons to the complaint is optional. The selected persons will receive an email when the complaint is updated.
5. Click **Choose** (the **Choose** button) in the *Partner Selection (max. 5)* pop-up. Click **Cancel** (the **Cancel** button) if no additional contact persons will be added to the complaint.
6. Enter the reference purchase requisition/line item in the **Purchase Requisition/Item:** field. In this example, **(b) (6), (b) (4)** is entered. If the Purchase Requisition is not known, click **Matchcode** (the **Matchcode** button) to search for and select the entry for the **Purchase Requisition/Item:** field.
7. Enter the **Incident Reported Date.** In this example, **10/14/2022** is entered.
8. Enter the **Date Received:** field. In this example, **10/14/2022** is entered.

Note: The **Status:** field defaults to **Draft.** Do not change the status until the complaint is ready to submit. The **Submit** status assigns a number to the complaint and allows it to display on reports after it is saved.

Complaints - FNS: New Screen - Items Section

Item No.	Product ID	Commodity Description	Quantity	Unit	Quantity Remaining	Quantity Affected	Item Category
1000	100035	CHEESE CHED WHT S...	100.000	CS	90	10	Complaint

Complaints - FNS: New Screen - Complaint Items Details

Complaints - FNS: New Screen - Complaint Items Details - Notes Section

Complaints - FNS: New Screen - Complaint Items Details

Enter Complaint Items Details

Note: Complete the *Complaint Details* section of the complaint before entering product details in the *Items* section.

Product details are mandatory for complaint submission. Enter product details in the *Items* section as follows:

1. Click (the **Matchcode** button) to search for and select an entry for the **Product ID** column. In this example, **100035** is selected.

Note: Click (the **Close** button) in the *Partner Selection* pop-up (not shown) that displays after the **Product ID** is selected.

2. Enter the commodity quantity in the **Quantity** field. In this example, **100.000** is entered.
3. Enter the unaffected quantity in the **Quantity Remaining** field. In this example, **90** is entered.
4. Enter the affected quantity in the **Quantity Affected** field. In this example, **10** is entered.
5. If necessary, click (the **Edit** button) in the **Action** field to enter additional details on the complaint.

6. Click (the **New** button) in the *Notes* section to display the **Text** field.

7. Enter complaint text in the **Text** field. In this example, **Product not delivered on time.** is entered.

8. Click (the **Back** button) to return to the previous screen. The complaint text displays. To further edit the item text, click (the **Edit** button). To delete the item text, click (the **Delete** button). To add new text to the item, click (the **New** button).

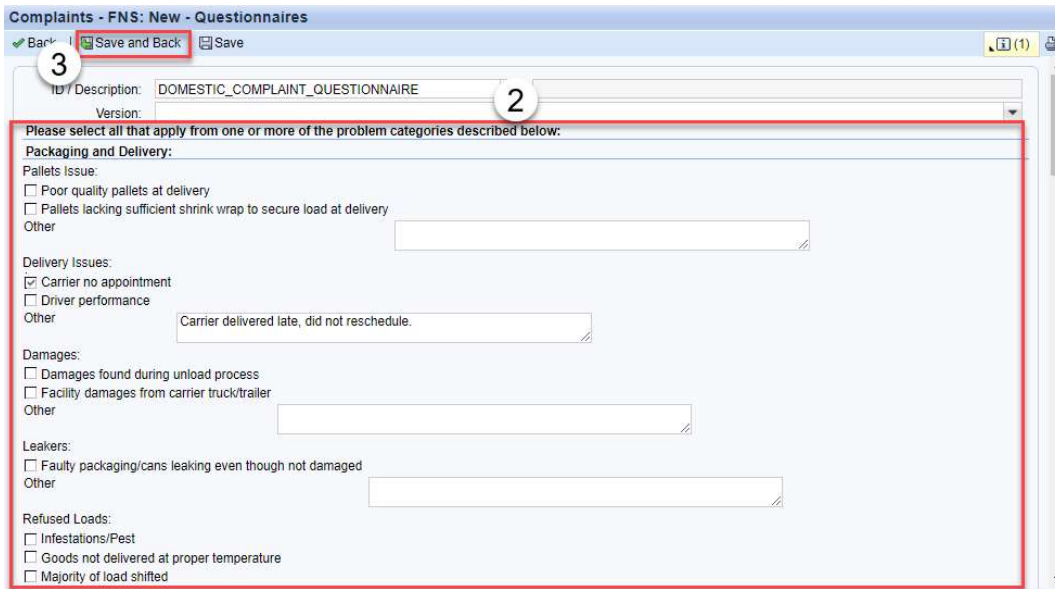
9. Click (the **Back** button) to return to the complaint.

Note: If necessary, repeat the above steps to add items to the complaint. Click (the **Expand** button) to add line items.

Complaints - FNS: New Screen - Enter Complaint Details in Survey



Complaints - FNS: New - Questionnaires Screen



Enter Complaint Details in Survey

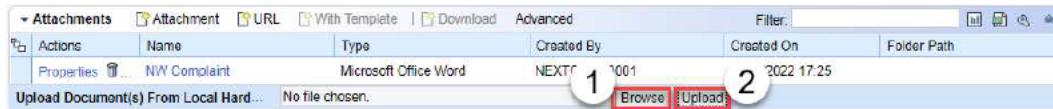
The Complaint Questionnaire provides the ability to record complaint details and identify the context of the complaint.

1. Click (the **Edit** button).
2. Click (the **Checkbox** icon) for each appropriate item on the questionnaire to identify problem. In this example, the **Carrier no appointment** checkbox is selected, and **Carrier delivered late, did not reschedule.** is entered in the **Other** field.

Note: If necessary, enter text to add additional details in the **Other** field.

3. Click (the **Save and Back** button) to return to the complaint.

Complaints - FNS: New Screen - Attachments Section - Upload Document



Add Attachments

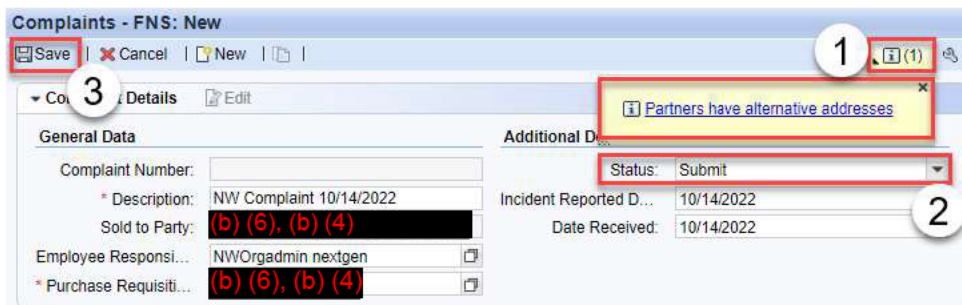
Files can be added to the complaint.

Attach A File:

1. Click **Browse** (the **Browse** button) to the right of the **Upload Document(s) From Local Hard...** field to locate and select the file.
2. Click **Upload** (the **Upload** button).

Note: If necessary, the file name can be changed after uploading the file. A description can also be added to the file. Click **Properties** (the **Properties** button) to enter a name and description. Click **Back** (the **Back** button) to return to the complaint.

Complaints - FNS: New Screen - View Messages, Update Status, and Submit



View Messages, Update Status, and Submit Complaint

Check for warning or error messages prior to saving the complaint. Warning messages display in yellow and indicate items that may need review. Error messages display in red and must be resolved prior to saving.

1. Click the message link to display additional message information. Click **×** (the **Close** button) to collapse the message information.
2. Click **▾** (the **Down** arrow) to change the **Status:** field to **Submit** when the complaint is ready to submit for processing. The **Submit** status assigns a number to the complaint and allows it to display on reports after it is saved.
3. Click **Save** (the **Save** button), and the system assigns a complaint number that begins with 500.

Note: If the user is not ready to submit, leave the default status of **Draft** prior to saving. Complaints in **Draft** status will not display on reports and are not available to FNS. This status is only used to save entries when the user is not ready to submit the complaint.

Search: Complaints Screen - Review Updates - Search and Select Complaint

Search: Complaints

Archive Search

Search Criteria Hide Search Fields

Complaint Number	is	5003628	<input type="checkbox"/>	<input type="checkbox"/>
Created On	is		<input type="checkbox"/>	<input type="checkbox"/>
Description	contains		<input type="checkbox"/>	<input type="checkbox"/>
Status	is		<input type="checkbox"/>	<input type="checkbox"/>
Product ID	is		<input type="checkbox"/>	<input type="checkbox"/>
Purchase Requisition	contains		<input type="checkbox"/>	<input type="checkbox"/>
Business Partner ID	is	4000004	<input type="checkbox"/>	<input type="checkbox"/>

Maximum Number of Results: 100

Search Save Search As: Include View

Result List: 1 Complaint Found Filter:

Complaint Number	Description	Sold-To Party	Purchase Requisition	Created By	Created On
5003628	Spoiled Wheat	(b) (6), (b) (4)		NEXTGENN0001	10/06/2022

Review Updates to Complaints

After the complaint has been submitted, reviewed, and processed, details about the complaint are added by FNS. The NW can search for and review the complaint details.

Search and Display Complaint:

1. Enter search criteria to refine the search results. In this example, **5003628** is entered in the **Complaint Number** field.
2. Click **Search** (the **Search** button) to display a list of results.
3. Click the **Complaint Number** to display the complaint details. In this example, **5003628** is selected.

Complaints - FNS: XXXXXX - YYYYYYYY Screen - Display Item Notes

Complaint Details [Edit](#)

General Data		Additional Details	
Complaint Number:	5003628	Status:	AMS-Response Received
Description:	Spoiled Wheat	Incident Reported Date:	10/06/2022
Sold to Party:	(b) (6), (b) (4)	Date Received:	10/05/2022
Employee Responsible:	NYWOrpadmin nex/pen		
Purchase Requisition/Item:	(b) (6), (b) (4)		

Actions	Num...	Product ID	Commodity Description	Quantity	Unit	Quantity Remaining	Quantity Affected	Item Cate...
	1	100407	FLOUR WHOLE WHEA...	50.000	CS	30	20	Complaint

Complaints - FNS: XXXXXX - YYYYYYYY - Review Notes and Attributes

[Back](#) [New](#) [Print Preview](#)

Complaint Item Details [Edit](#)

General Data

Product: 100407 FLOUR WHOLE WHEAT BAG-4/10 LB
 Quantity: 50.000 CS

Notes [New](#)

Actions	Text Type	Text	Language
	Recomm. Solution	FNS Allroles (10/07/2022 at 10:25 AM Central) : AMS informed Vendor. Vendor will replac...	English

Complaint Attributes [Edit](#)

Key Word	Attribute	Attribute Detail
Reason	Reason for Complaint	FST-Contact FS/IS/ISA/AMS

Review Notes and Complaint Attributes

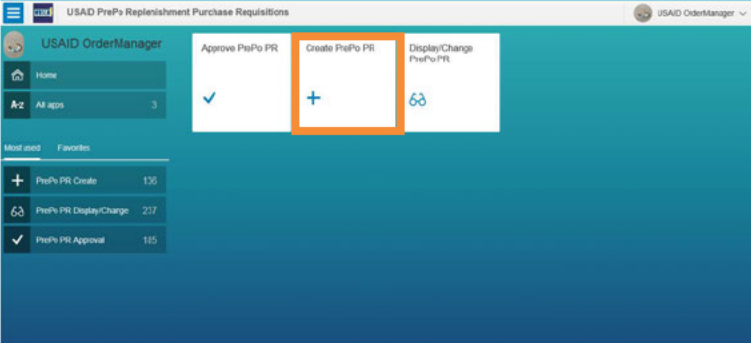



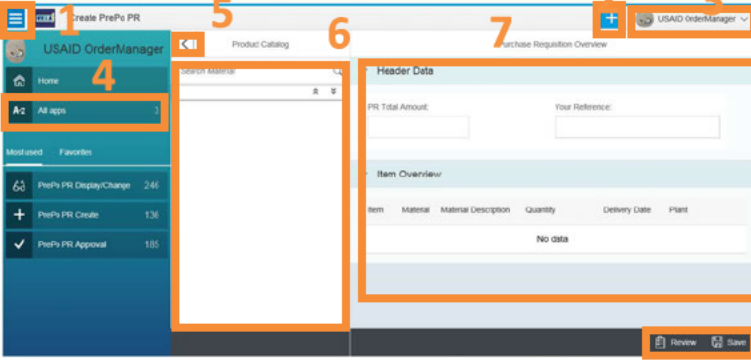
The complaint status is changed after the complaint is processed. The updated status displays in the *Complaint Details* section. FNS may also add notes and complaint attributes for the NW to review.

1. Click (the **Edit** button) in the **Action** field to review the notes and complaint attributes.
2. Review the **Text** field in the *Notes* section. If necessary, click the link to display additional notes. Click (the **Back** button) to return to the *Complaint Item Details* screen.

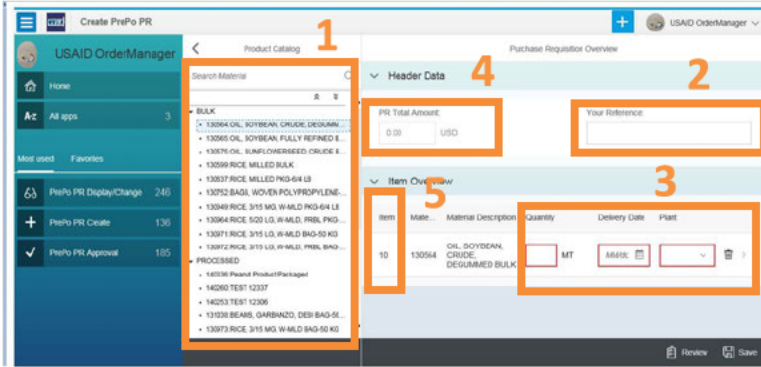
Note: The **Text Type** field displays the type of note. In this example, the text type is **Recomm. Solution**.

3. Review the **Attributes** and **Attribute Details** fields in the *Complaint Attributes* section.
4. Click (the **Back** button) to return to the *Complaints - FNS: XXXXXX - YYYYYYYY* screen.

Note: XXXXXX represents the incident number. YYYYYYYY represents the incident description.

<p>Purpose</p>	<p>This job aid provides the steps to create a Pre-Positioned Warehouse (PrePo) Purchase Requisition (PR) using a WBSCM app for both the Bill Emerson Humanitarian Trust (BEHT), and Title II Food For Peace programs. The PrePo PR is used to replenish materials in the USAID PrePo warehouses.</p>	
<p>Target Audience</p>	<p>USAID Order Managers</p>	
<p>PrePo Landing Page</p> 	<p>WBSCM Portal Path - Create PrePo PR App</p> <p>For USAID - Start the transaction using the WBSCM Portal path: Operations tab > Warehouse Management tab > Warehouse Replenishment folder > PrePo Purchase Requisitions link.</p> <p>The WBSCM portal path opens a new browser window, or tab, with the <i>PrePo Landing Page</i> screen.</p> <p>Select the Create PrePo PR WBSCM app on the <i>PrePo Landing Page</i> screen to create a PrePo replenishment purchase requisition.</p> <p>Each of the WBSCM apps uses a unique icon to represent the app. The apps displayed are based on your role. The icons that represent each app are:</p> <ul style="list-style-type: none"> -  - Create PrePo PR -  - Display/Change PrePo PR -  Approve PrePo PR 	
<p>Create PrePo PR WBSCM App</p> 	<p>Navigation</p> <p>The PrePo WBSCM apps follow standard navigation across all WBSCM apps.</p> <p>The Create PrePo PR WBSCM app is divided into the following:</p> <ol style="list-style-type: none"> 1. Launchpad Open/Close button – Blue icon used to open or close the Launchpad (left hand menu pane). TIP – Close the Launchpad to display full text. 2. App drawer – Display all open apps using icons. Help is available under the dropdown menu for the app. 3. User ID – Displays your logged in User Name. 4. All apps button - List of all available WBSCM apps. Use to navigate back to the app selection screen. 5. Navigate back button - Use to navigate back within an app or to <i>PrePo Landing Page</i> screen. 6. Catalog area - Available list of materials to create PR. Bulk and processed materials are grouped separately. List includes all commodities available in the USAID catalog, and excludes substitutable commodities. 7. Data Entry area – Enter details for PR. Selection of plant results in pre-population of the ship to, recipient country, route, and estimated commodity cost. 8. Action buttons – Available buttons to perform specific actions. 	

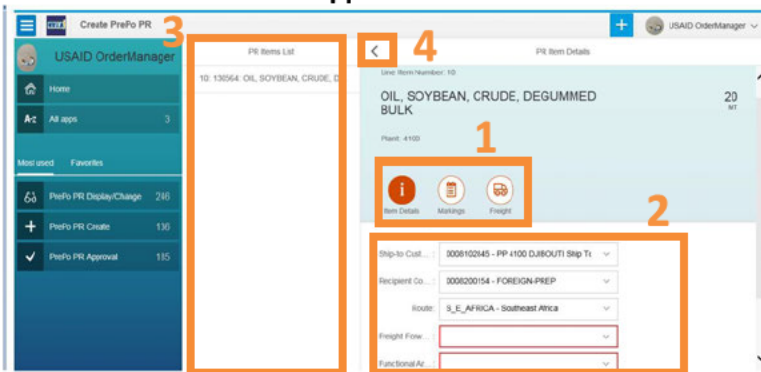
Create PrePo PR WBSCM App-Item Overview



Select the PrePo PR Materials

1. In **Catalog** area click on the material to add the material as a line item in the **Data Entry** area for the PR. Repeat to add additional line items to the **Data Entry** area.
 - **TIP** - Use the search bar to narrow the list of materials
2. As applicable, in the **Data Entry** area USAID completes the **Your Reference** field to identify the PR.
3. In the **Data Entry** area complete the **Quantity**, **Delivery Date** and **Plant** fields for each line item.
 - Required fields are highlighted in red; quantities are in multiples of 10 (except bags)
 - **Plant** field dropdown displays list of applicable plants
4. In the **Data Entry** area an approximate price is auto calculated in the **PR Total Amount** field.
5. In the **Data entry** area click on the line item to complete item details; mouse pointer changes to the clickable 'hand' icon to select line item.

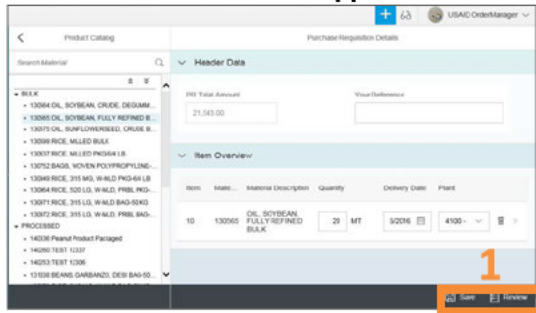
Create PrePo PR WBSCM App – Item Details



Enter PrePo PR Item Details

1. As applicable, complete the required fields for each of the sub areas by clicking:
 - **Item Details** – Includes commodity destination, funding, and commodity cost
 - **Markings** – Includes certificates, markings and instructions to be communicated to vendors and procurement teams. All fields are static regardless of material/plant selection.
 - **Freight** – Note sub area only displays if it is applicable to a plant. Sub area is required for commodities being purchased for a foreign PrePo, estimated Freight Cost is pre-populated.
2. Complete the required fields highlighted in red for each of the sub areas. The pre-populated fields are completed based on selection of material and plant. The sub area icons change from red to blue once required fields are completed. **Functional Area** field allows you to select 480-Title_II or BEHT functional area which will derive different funds.
3. **PR Item List** area displays list of PR line items to navigate between lines as necessary.
4. Click **Navigate back** button to return to the *Item Overview* screen.

Create PrePo PR WBSCM App – Select Materials

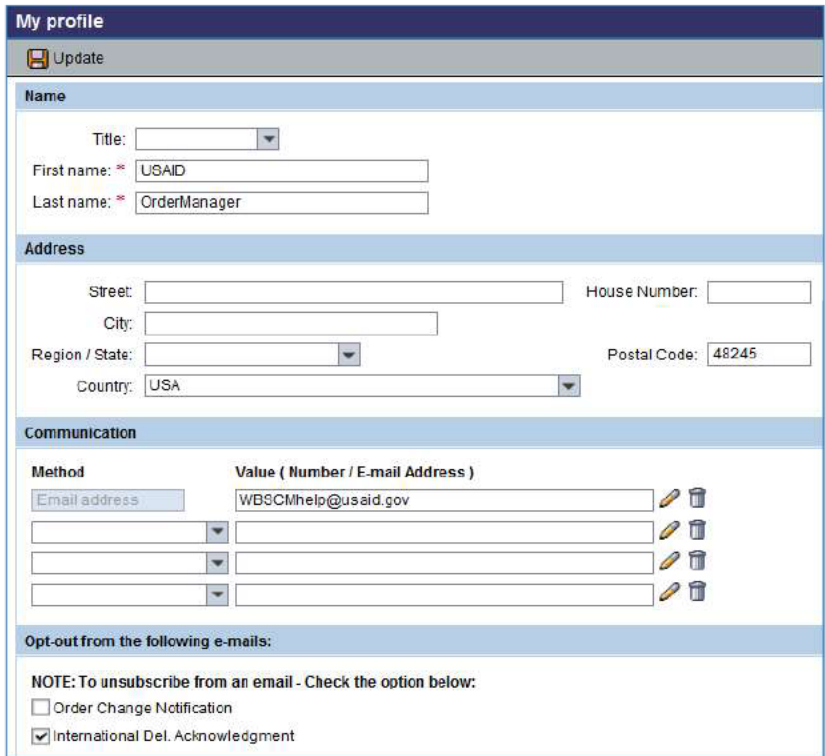


Review and Save PrePo PR

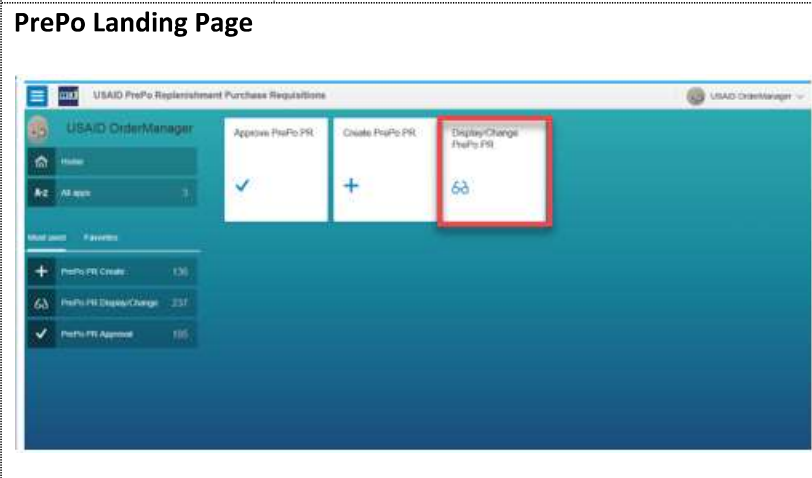
1. In the **Action** button area click the **Review** button to validate the Purchase Requisition.
 - 1.1. Review the details displayed and click the **Back** button to return to the *Item Overview* screen.
 - 1.2. Click the **Save** button to save the Purchase Requisition.
 - After clicking the **Save** button, the system displays the message “Purchase Requisition XYZ Created”. The XYZ represents the system generated PR number – make a note of your PR number. The PR can be reviewed or changed, as appropriate. The PR will need to be approved via the PrePo PR Approval WBSCM app prior to the release to procurement.
 - 1.3. On the Confirmation popup, if necessary, click **Print** to print PR in landscape format.

This concludes the steps required to create a PrePo PR using a WBSCM App.

Job Aid
**International Delivery Acknowledgement
 Notification Email Option**

Purpose	This Job Aid shows how to turn on/off the option of receiving notifications of International Delivery Acknowledgements
Portal Navigation Path	Admin > Manage Users > Maintain User Profile> My Profile
User Group / Role	FAS and USAID Order Managers
Intl Delivery Acknowledgement Email Option	 <p>The screenshot shows the 'My profile' page with an 'Update' button. The 'Name' section includes fields for Title, First name (USAID), and Last name (OrderManager). The 'Address' section includes fields for Street, House Number, City, Region / State, Postal Code (48245), and Country (USA). The 'Communication' section has a table with columns 'Method' and 'Value (Number / E-mail Address)'. The first row shows 'Email address' with the value 'WBSCMhelp@usaid.gov'. Below this is the 'Opt-out from the following e-mails:' section with a note: 'NOTE: To unsubscribe from an email - Check the option below:'. There are two checkboxes: 'Order Change Notification' (unchecked) and 'International Del. Acknowledgment' (checked).</p>
	<ul style="list-style-type: none"> • FAS and USAID Order Managers have the ability to turn on or off the reception of emails for International Delivery Acknowledgement Notifications. • To opt out of receiving these notifications, select the “International Del. Acknowledgement” checkbox in the Opt out from the following e-mails frame.

Purpose	This job aid provides the steps to review or change an existing Pre-Positioned Warehouse (PrePo) Purchase Requisition (PR) using a WBSCM app for both the Bill Emerson Humanitarian Trust (BEHT), and Title II Food For Peace programs. The PrePo PR is used to replenish materials in the USAID PrePo warehouses.
Target Audience	USAID Order Managers; FSA Solicitation Managers



WBSCM Portal Path – Display/Change PrePo PR App

For USAID - Start the transaction using the WBSCM Portal path: **Operations** tab > **Warehouse Management** tab > **Warehouse Replenishment** folder > **PrePo Purchase Requisitions** link.

For FSA - Start the transaction using the WBSCM Portal path: **Operations** tab > **Procurement** tab > **Acquisition Planning** folder > **Purchase Requisitions** > **PrePo Purchase Requisitions** link.

The WBSCM Portal path opens a new browser window, or tab, with the *PrePo Landing Page* screen. Select the **Display/Change PrePo PR** on the *PrePo Landing Page* screen WBSCM app to review or change an existing PrePo replenishment purchase requisition.

- FSA Users – The Display/Change PrePo PR WBSCM app will be the only app displayed on the *PrePo Landing Page* screen.

Each of the WBSCM apps uses a unique icon to represent the app. The apps displayed are based on your role. The icons that represent each app are:

- + - Create PrePo PR
- 🔍 - Display/Change PrePo PR
- ✓ - Approve PrePo PR



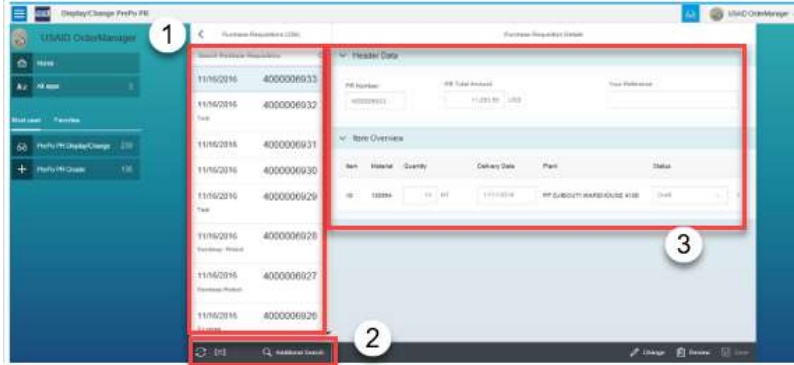
Navigation

The PrePo WBSCM apps follow standard navigation across all WBSCM apps.

The Display/Change PrePo WBSCM PR app is divided into the following:

- Launchpad Open/Close** button – Blue icon used to open or close the Launchpad (left hand menu pane) *TIP* – Close the Launchpad to display full text.
- App drawer** – Display all open apps using icons. Help is available under the dropdown menu for the app.
- User ID** – Displays your logged in username.
- All apps** button - List of all available WBSCM apps. Use to navigate back to the app selection screen
- Navigate back** button - Use to navigate back within an app or to *PrePo Landing Page* screen.
- Purchase Requisition** area – Displays list of purchase requisitions for USAID, created in WBSCM, in the last six months. The area includes the PR number, creation date and any reference text that was entered when the PR was created.
- Purchase Requisition Action** buttons – Options to refresh (use if PrePo PR was recently created and not displayed in the list), filter, or search for additional purchase requisitions.
- Data Entry** area – Review or enter details for PR.
- Action** buttons – Available buttons to perform specific action.

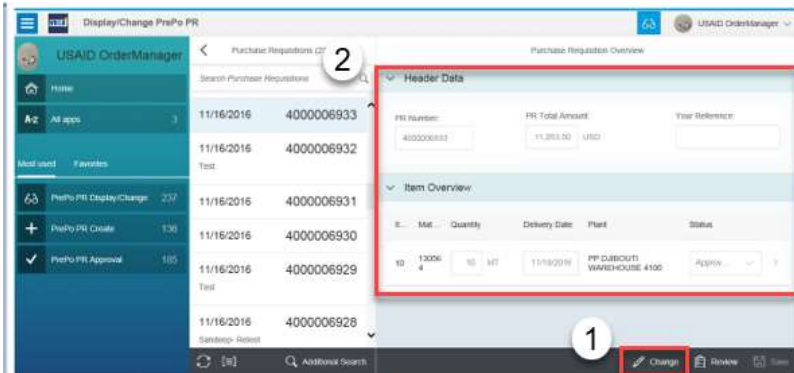
Display/Change PrePo PR WBSCM App-Item Overview



Select the PrePo PR and Review Details

1. In the **Purchase Requisitions** area, click on the purchase requisition to review or change. The details of the selected Purchase Requisition are displayed in the **Data Entry** area.
TIP - Use the Search bar to narrow the list of purchase requisitions.
2. If necessary, use the **Purchase Requisition Action** buttons to update **Purchase Requisition Area** by:
 - 2.1. Click (the **Refresh** button) to display updated list of purchase requisitions.
 - 2.2. Click (the **Group** button) to sort the list of purchase requisitions; select sort type and criteria.
 - 2.3. Click (the **Additional Search** button) to search for purchase requisitions that are not displayed in the list of purchase requisitions.
3. If necessary, in the **Data entry** area, click on the line item to review item details. The mouse pointer changes to the clickable 'hand' icon to select the line item.
 - 3.1. Click the **Navigate back** button to return to the *Item Overview* screen.

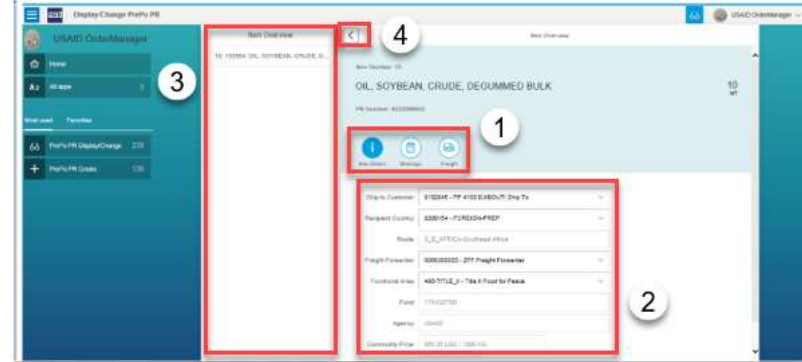
Display/Change PrePo PR WBSCM App – Item Overview



Change PrePo PR

1. In the **Action** button area, click the **Change** action button to toggle to modify mode.
2. In the **Data entry** area, update as appropriate. For USAID, the line item must be in Draft, or Returned by FSA status, to allow modification.
 - USAID can modify **Quantity**, **Delivery date**, and **Status** fields.
 - FSA can modify **Status** fields. If USAID has approved the PR, FSA can modify the status to “Returned by FSA.”
 - A list of statuses is available at the end of the job aid.
3. In the **Data entry** area, click on the line item to modify item details. The mouse pointer changes to the clickable 'hand' icon to select the line item.

Display/Change PrePo PR WBSCM App – Item Details



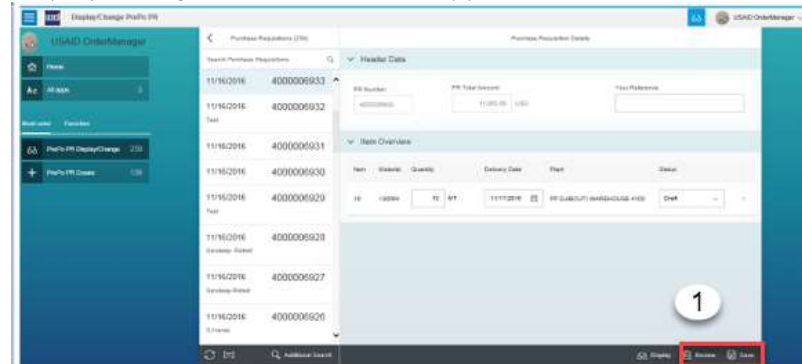
Modify PrePo PR Item Details (USAID Only)

- As applicable, modify the required fields for each of the sub areas by clicking on:
 - Item Details** – Includes commodity destination, funding, and commodity cost.
 - FSA can display the item details, marking and freight details, but cannot modify details.
 - Markings** – Includes certificates, markings, and instructions to be communicated to vendors and procurement teams. All fields are static regardless of material/plant selection.
 - Freight** – Note sub area only displays if it is applicable to a foreign plant. Sub area is required for commodities being purchased to a foreign PrePo plant, estimated Freight Cost is pre-populated.

TIP - If errors exist, the sub area icons are displayed in red.

- Modify the required fields for each of the sub areas. **Functional Area** field allows the user to select 480-Title_II or BEHT functional area which will derive different funds.
- PR Item List** area displays a list of PR line items to navigate between lines as necessary.
- Click the **Navigate back** button to return to the *Item Overview* screen.

Display/Change PrePo PR WBSCM App – Select PrePo PR



Review and Save PrePo PR

- In the **Action** button area, click the **Review** button to validate the Purchase Requisition.
 - Click the **Print** button to print PR and the **Return** button to return to the *Select Materials* screen.
 - Click the **Save** button to save the Purchase Requisition.
 - After clicking the Save button, the system displays the message “PR XYZ saved.” The XYZ represents the PR number. If the PR is in Draft status, it will need to be approved via the PrePo PR Approval WBSCM app prior to release to procurement.

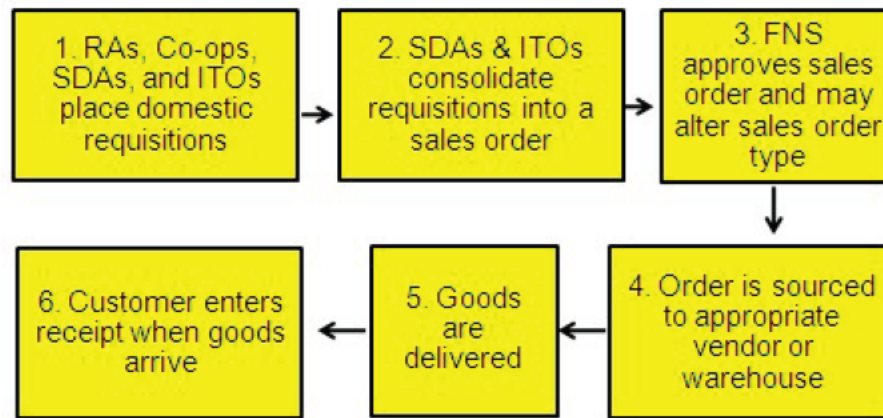
This concludes the steps required to review or modify a PrePo PR using WBSCM App.



Purchase Requisition Statuses

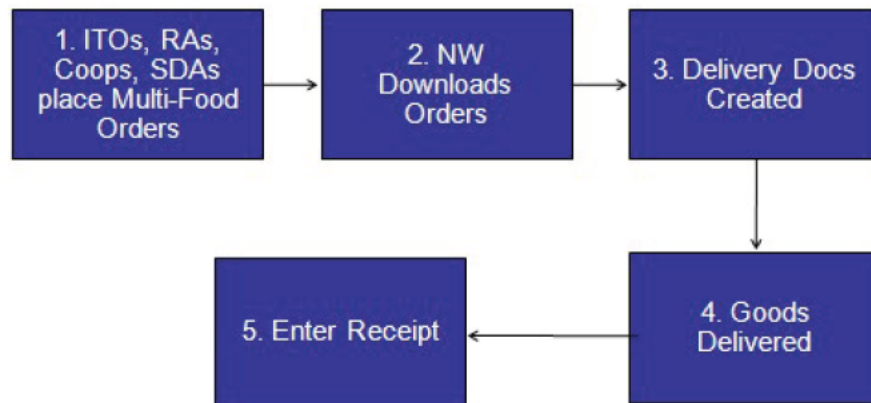
Status	Description
Draft	Line items are in this status after PRs are created, and until approved by USAID USAID can continue to modify the PRs in this status. Line items are not available for FSA (procurement) while it is in this state
Approved by SpAgency	Line items are set to this status after approval by Sponsoring agency - USAID After approval, the PR/Requirements are sent to FSA for procurement, and cannot be modified unless line items are returned by FSA
Shortfall	Initiated only for international Sales Orders (SO)/PRs and starts when the SO/PR quantity is not being fully awarded. The short/unawarded quantity will be created as a separated SO/PR item for next round of solicitation and the newly created SO/PR will be in the Shortfall status.
On-Invitation	Status is set when Bid Invitation is approved for the Commodity or Freight line
Purchased	Status is set when a Purchase order is created and approved for the PR line item
Order Received	Status is set when a Goods Receipt is entered against the line item
Cancelled	Status is set when an Item is cancelled by USAID and a deletion flag is set
Returned by FSA	Status set manually by FSA if items need to be returned by FSA to USAID for modifications
Resubmit to FSA	Status set manually by USAID after the required modifications are performed. This status will send the changes to FSA.

Domestic Direct Ship Process



1. RAs, Co-ops, SDAs, and ITOs place domestic requisitions. This is done by navigating the WBSCM Catalog, and selecting commodities that meet the customer's specifications. After making all commodity selections, the customer will display the shopping cart, and enter high level information like a delivery location.
2. SDAs & ITOs will consolidate these requisitions into a sales order. This is done using the Order Consolidation Workbench.
3. FNS approves sales order and may alter sales order type. An FNS Order Manager may transform a standard domestic sales order into a domestic emergency sales order, domestic offshore sales order, redonation sales order, third party barter sales order, barter/exchange sales order, or FOB origin freight sales order.
4. FNS determines how the order is procured. This person may opt to source to a price support warehouse, execute a barter/exchange scenario, or perform a further processing scenario or issue solicitations to the vendor community.
 - If an item is being sourced direct delivery from a vendor, the sales order is transformed into a Purchase Requisition, and a bid invitation must be created. Bids will be solicited from interested vendors. Finally when a bid is accepted, the PR becomes a Purchase Order. The PO goes to the vendor for fulfillment. The vendor picks the goods and delivery begins.
 - If an item is being sourced from a price support warehouse, FSA will create delivery document and post goods issue (PGI) the items to take it out of warehouse inventory. This indicates that the warehouse has issued the goods out to a customer. This is all done in WBSCM.
5. Goods are delivered from one domestic location to another domestic location.
 - In cases where goods are delivered to an offshore location, a slightly different procedure applies because of the offshore delivery location. Two POs are created – a commodity PO indicating the goods that are being purchased, and a freight PO indicating the cost for shipping. Vendors bid on the commodity and freight PO. Shipping proceeds differently as the commodity vendor (vendor supplying the product) will send the goods to a domestic location where the freight vendor (vendor supplying offshore shipping services) will ship them to the customer's location, for example, in the Virgin Islands.
6. The RA, Co-op, ITO, or SDA, will confirm the receipt of goods by entering a shipment receipt in WBSCM.
 - If desired, you can upload one or multiple shipment receipts.
 - For offshore orders, FSA will enter receipt of the commodity PO when it gets to the load port and enter receipt of the freight PO when it gets to the final destination.

National Warehouse Fulfillment Process



1. Multi-food Order Management starts with the creation of a requisition by Order Managers in WBSCM. Upon completion, WBSCM compiles the orders into delivery documents that will be used to provide shipment information to the National Warehouses. These delivery documents are then sent to the appropriate National Warehouse.
2. Multi-food requisitions are then downloaded by the National Warehouse. The National Warehouse Admin downloads orders placed for processing. This process is also known as Exporting Orders to National Warehouse. The file that is downloaded from WBSCM is a collection of requisitions that meet the National Warehouse's selection criteria. This is necessary to process orders from ITOs or SDAs.
3. The National Warehouse uploads a Bill of Lading (BOL) file. This process serves two purposes:
 - First, it creates a delivery document which indicates to the National Warehouse and the customer which goods are in the shipment.
 - Second, it performs a goods issue in WBSCM against orders the warehouse has fulfilled. This updates inventory levels for display and replenishment purposes. This process is useful in the event of a recall, as it is immediately known which customers received inventory from which batch. The National Warehouse will choose the source batch(es) within the appropriate storage location for the multi-food order. Information as to which batch(es) were chosen, along with ship date, will be passed to the system. The batches that were picked for the deliveries are then entered into the delivery document.
4. Goods are shipped to the customer. Customers will know when goods are in transit via the delivery document.
5. The customer plays an important role in the National Warehouse Fulfillment process by entering the receipt information after the goods have been delivered.

The recipient will be required to complete a *Goods Receipt* transaction to close out the order in the system. The consignee user (the person who received the order within the customer organization) will access WBSCM and enter receipt information for orders. The receipt information is crucial to other processes such as creating complaints and recalls.

Job Aid
Domestic Fulfillment Terms & Definitions

Batch	The same as a Lot. It refers to a grouping of products of the same material that were manufactured in the same period of time. This is assigned for tracking purposes. A Batch is a program. For example: NSLP
Bill of Lading	Packing slip that accompanies an order sourced from a warehouse
Business Partners	Any external organization in WBSCM. This could include customer organizations such as SDAs, ITOs, RAs, & Co-ops, as well as vendors, ship-to locations, and external personnel for the national warehouse. These individual organizations are still known by the specific titles, but in WBSCM they are also collectively referred to as business partners
Catalog	Medium used for placing orders in WBSCM
Delivery Document	Internal document automatically generated when goods are issued (shipped) from a warehouse.
Domestic Requisition	Precursor to a sales order. RAs & Co-ops create domestic requisitions when they wish to order goods in WBSCM.
Goods Issued	Transaction performed by warehouse personnel when goods are sent to a customer. This decrements the inventory and automatically generates a delivery document.
Material Master	Storage area for all materials available in WBSCM
Material or Product	Is still known as commodity for procurement purposes. It is also known as a material or product for fulfillment purposes
Program/Functional Area	A unique code that indicates one of the programs to which an SDA or RA belongs. This was formerly known as an outlet code. Functional Area is a funding bucket.
Purchase Order	The same as a Notice to Deliver and the old contract number in WBSCM. This refers to the order that AMS/FSA creates to signify that they are purchasing the goods from
Requested Delivery Date	The date when the customer would like to receive deliveries. This was formerly known as the end shipping date.
Sales Orders	Are orders created by SDAs, ITOs, or FNS to indicate the sale of products. This document is created after domestic requisitions have been created, submitted, consolidated, and approved, and before the item goes to procurement for sourcing. This is done before the creation of a purchase requisition (PR). Sales Orders were formerly known as delivery orders.
Ship-to Party	(ship-to location) is the same as an Entity Code. It refers to the location where goods can be delivered. This is created by an Org Admin and assigned to the business partner. A business partner can have multiple ship-to locations
Sold-to Party	(sold-to location) is the same as a SDA Code. It refers to the primary address for the SDA placing the order.
Sourcing Method	Method for procuring goods. This could include direct delivery, processing, or multi-food.
Workflow	Process of routing a document from one user to another.

Domestic Sales Order Types

Standard Domestic Sales Order	Barter/Exchange Sales Order
Domestic Offshore Sales Order	Third Party Barter Sales Order
FOB Origin Freight	Domestic Emergency Sales Order
Redonation (Credit Memo Request or Sales Order)	

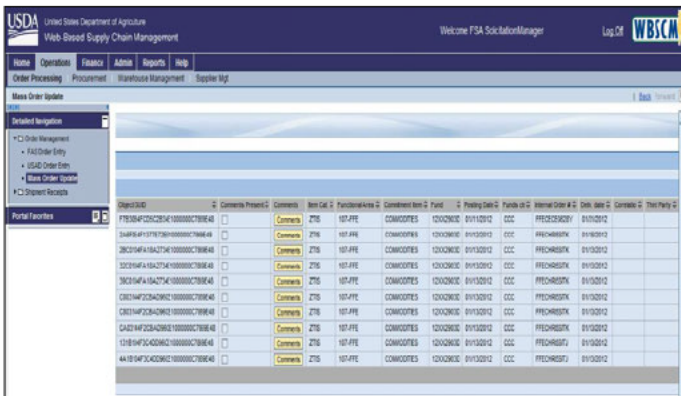
FNS Domestic Complaint Statuses

FNS-CT Review	CT-Replacement Request
CT-Spec Change	FNS-FST Review
CT-Re-Inspection	FST-Contact FSIS/FSA/AMS
CT-Vendor Response Request	

Job Aid Domestic Order Code Definitions

What is an order code? Each document in WBSCM is assigned an order code. The order code is a 3-4 digit code used for classifying the document. This will help you to determine what type of document you are viewing. For example, if you locate a sales order through the Mass Order Update screen, and the order code is listed as “ZEMG” you will know, per the key below, that you are viewing an Emergency Sales Order, hence a delivery date that is close to the order creation date would likely be acceptable, and a ship-to location that is written in (instead of selected from the master data) would be acceptable as well.

When would I use an order code?: When locating orders through the Mass Order Update screen, the order codes (also known as Item Categories or Order Types) will be beneficial to you in identifying the document. Additionally, the order code can be used in the selection criteria and output for various WBSCM reports.



Mass Order Update Screen



Order Status Report Screen

Order Code	Document
ZREQ	Domestic Requisition
ZDOM	Domestic Sales Order
ZEMG	Emergency Sales Order
ZRE	Redistribution Sales Order
ZRCR	Redistribution Credit
ZRDO	Redonation Sales Order
ZRDC	Redonation Credit
ZDEC	Entitlement Decrement
ZINC	Entitlement Increment
ZDDB	Receivable
ZDCB	Domestic Credit Memo Request
ZPSS	Price Support Sales Order



Job Aid Domestic Receipting Views and Tips Job Aid (eINV)

WBSCM provides users with electronic invoicing (eINV), which is accessed via the receipting screen for direct delivery and warehouse replenishment orders.

- **Uploading Receipts** –Uploaded receipts may be reviewed and/or edited if eINV is enabled for the PO; see Modifying Receipts below.
- **Entering Receipts** –
 - The receipting view displayed depends on whether eINV has been enabled for one or more line items on a PO:
 - **eINV_VIEW** – Used to process all eINV direct delivery and warehouse replenishment orders
 - **DOMESTIC_VIEW** – Used to process all non-eINV direct delivery and warehouse replenishment orders and outbound multifood orders
 - For eINV_VIEW, the user usually does not need to enter **Good Qty** and/or **Good Qty (in CS)** if the ASN is available at the time of receipting.
 - **Good Qty** or **Good Qty (in CS)** is pre-populated with quantity from ASN; user may edit.
 - **Good Qty** for variable weight materials is calculated automatically based on the **Good Qty (in CS)** after receipt has been submitted.
 - POs may contain a mixture of eINV line items and non-eINV line items. The ability to modify, is not be available for non-eINV line items.
- **Modifying Receipts** – Receipts for eINV-enabled line items can be edited to correct typos or make other changes. It is no longer be necessary to open a WBSCM incident unless seven days have passed since initial entry or a receipt needs to be cancelled. Please note when modifying a receipt, the previously entered quantity is replaced with the new value. Enter the entire quantity not an incremental value. For example, if the **Good Qty (in CS)** was previously entered as 25 and the correct value is 35, enter 35 not 10.



- **Receipt Status –**

Status	Description
Ready to Receipt	An ASN is available. Good Qty. or Good Qty (in CS) is pre-populated, as applicable; Good Qty for variable weight is calculated automatically.
Missing ASN	Receipt may be entered; however, Good Qty. and/or Good Qty (in CS) are not be pre-populated or calculated automatically.
Processing Recpt	The receipt was submitted and is being processed in WBSCM.
Recpt Processed	The receipt for delivery by vendor to the initial destination has been updated in WBSCM. <ul style="list-style-type: none">• For deliveries directly to customer, the destination is the Ship-To.• For deliveries with additional transportation services (e.g. Offshore), the initial destination is where the vendor transfers materials to the transportation provider (e.g. port).
Recpt2 Processed	For deliveries that included additional transportation services, the receipt for delivery to final destination has been updated in WBSCM.
Pending Review	The submitted receipt will be reviewed by USDA. This may reflect a difference in quantity between recipient and vendor or a modification after the initial day of entry.



Job Aid
Domestic Receiving Views and Tips Job
Aid (eINV)

Comparison of WBSCM Receiving Views

DOMESTIC_VIEW

1

2

3

4

3

Receipt Item Details																				
View: DOMESTIC_VIEW																				
Select	Sales Doc.	Item	Order #	Item #	Material	Material Description	Program	Delivery Point	Signed by	Date Received	Prev. Qty.	Open Qty.	UoM Entry	Good Qty.	Reject Qty.	Damage Qty.	Over Qty.	Good Qty (in CS)	Qty. UoM	Batch #
<input type="checkbox"/>	5000377506	100	4100013161	11	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	11	0.000	0.000	CS	
<input type="checkbox"/>	5000377505	100	4100013161	12	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	12	0.000	0.000	CS	
<input type="checkbox"/>	5000377504	100	4100013161	13	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	13	0.000	0.000	CS	
<input type="checkbox"/>	5000377503	100	4100013161	14	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	14	0.000	0.000	CS	
<input type="checkbox"/>	5000377472	100	4100013161	15	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	15	0.000	0.000	CS	
<input type="checkbox"/>	5000377471	100	4100013161	16	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	16	0.000	0.000	CS	
<input type="checkbox"/>	5000377470	100	4100013161	17	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	17	0.000	0.000	CS	
<input type="checkbox"/>	5000377469	100	4100013161	18	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	18	0.000	0.000	CS	

5

Submit Receipt

1. Table is displayed as **DOMESTIC_VIEW**.
2. PO number and item columns are labeled **Order #** and **Item #**.
3. View includes columns for **Delivery Point**, **Program**, and **Batch #**.
4. Columns for reporting quantities are displayed in the following order: **Good Qty.**, **Reject Qty.**, **Damage Qty.**, and **Good Qty (in CS)**.
5. The only button is **Submit Receipt**.



Job Aid Domestic Receiving Views and Tips Job Aid (eINV)

eINV_VIEW

1

2

3

4

5

4

Receipt Item Details																					
View: eINV_VIEW																					
Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item	Material	Material Description	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000376805	100	4100013132	5	100425	PASTA SPAGHETTI CTN-20 LB	0100563882			0.000	2,000.000	40,000.000	LB	2,000.000	5	0.000	0.000	CS	123
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000376803	100		6	100425	PASTA SPAGHETTI CTN-20 LB				0.000	2,000.000	40,000.000	LB	2,000.000	8	0.000	0.000	CS	123
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000376800	100		7	100425	PASTA SPAGHETTI CTN-20 LB				0.000	2,000.000	40,000.000	LB	2,000.000	7	0.000	0.000	CS	123
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000376799	100		8	100425	PASTA SPAGHETTI CTN-20 LB				0.000	2,000.000	40,000.000	LB	2,000.000	8	0.000	0.000	CS	123
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000376816	100		10	100425	PASTA SPAGHETTI CTN-20 LB				0.000	500.000	10,000.000	LB	500.000	10	0.000	0.000	CS	123

6

Submit Receipt | Modify Receipt | Cancel Receipt

1. Table is displayed as **eINV_VIEW**.
2. View includes columns for **Further Actions** and **Receipt Status**.
3. PO number and item columns are labeled **Purch.Doc.** and **Item**.
4. The **ASN Number** (Advanced Shipment Notification) and the related **BOL #** (Bill of Lading Number) are displayed in this view.
5. Columns for reporting quantities are displayed in the following order: **Good Qty.**, **Good Qty (in CS)**, **Damage Qty.**, **Reject Qty.**
6. There are three buttons: **Submit Receipt**, **Modify Receipt** and **Cancel Receipt**.



Domestic Sales Order Statuses

Status Code	Status	Definition
E0001	Applied	Redonations, Redistributions, Entitlement Increments and Decrements have occurred on an order
E0002	Cancelled	Requisition / Sales Order cancelled
E0003	Ready for Approval	Requisition created & submitted to Co-op or SDA for approval
E0004	Returned by Co-op	Requisition returned by Co-op for changes
E0005	Approved by Co-op	Requisition approved by Co-op
E0006	Returned by SDA	Requisition returned by SDA for changes
E0007	Approved by SDA	Sales Order approved by SDA
E0008	Returned by SpAgency	Sales Order returned by FNS
E0009	Approved by SpAgency	Sales Order approved by FNS
E0010	Returned by FSA / AMS	Sales Order returned by FSA/AMS
E0011	On Invitation	Sales Order placed on a bid invitation
E0012	Purchased	Sales Order fully purchased
E0014	Order Received	Sales Order received Note: For eINV orders, the status will be updated to Order Received after both receipt and ASN have been submitted.
E0015	Resubmit to FSA/AMS	Sales Order resubmitted to FSA/AMS

Receipt Statuses
00 - ASN Submitted
05 - Pending Approval
10 - GR In Process
15 - GR In Process
16 - GR In Process
17 - GR In Process
20 - GR In Process
25 - GR Posted
35 - Rejected - USDA
50 - Invoiced
60 - Offshore Receipt
70 - Receipt - No ASN
80 - Closed
90 - Superseded
95 - Pre Processing
96 - Doc Processing
97 - Invoicing Error
99 - Analysis

eINV Receipt Status Code	Status Description
00 - ASN Submitted	The vendor has submitted the ASN and the shipment is ready to be received.
05 - Pending Approval	The receipt has been submitted, however, requires USDA to review and approve (for e.g. Vendor or Recipient modified receipt after one business day).
10 - GR In Process	The GR has been submitted, and is currently being processed. (Over/ Short/ Damage or Liquidated damages)
15 - GR In Process	The GR has been submitted, and is currently being processed. (There are no Over/ Short/ Damage or Liquidated damages)
16 - GR In Process	The GR has been submitted, and is currently being processed. (Technical reprocessing due to locks)
17 - GR In Process	The GR has been submitted, and is currently being processed. (Technical reprocessing due to locks)
20 - GR In Process	The GR has been submitted, and is currently being processed. (Technical reprocessing due to locks)
25 - GR Posted	The vendor has submitted the ASN and the GR has been posted awaiting invoice processing. For Variable Weight materials, if the initial GR is not already posted, then the receipt gets posted based on the actual shipment quantity.
35 - Rejected - USDA	The receipt modification has been rejected by USDA. The vendor or recipient should review and resubmit as necessary.
50 - Invoiced	An invoice has been generated and processed.
60 - Offshore Receipt	The offshore material is received at the final destination.
70 - Receipt - No ASN	A receipt was submitted without an ASN. An email notification was automatically sent to the vendor requesting the ASN.
80 - Closed	Not in use.
90 - Superseded	Previous receipt is superseded due to approved modification.
95 - Pre Processing	An interim status prior to invoice being selected for processing (96 status).
96 - Doc Processing	Selected for invoice processing (typically if PO line has any LIQ discounts).
97 - Invoicing Error	Error with invoice processing; will be reprocessed.
99 - Analysis	The GR has been submitted, and is currently being processed. (for analysis if there are any issues)

Shipment Statuses
00 - ASN Submitted
29 - Draft - Vendor
30 - Confirmed - Vendor
31 - Confirmed - Vendor
32 - Confirmed - Vendor
33 - Pending Approval
35 - Rejected - USDA
40 - Approved - Auto
41 - Value Adjustment
45 - Approved - USDA
50 - Invoiced
80 - Closed
90 - Superseded

eINV Shipment Status Code	Status Description
00 - ASN Submitted	The vendor has submitted the ASN and the shipment is ready to be received.
29 - Draft - Vendor	The shipment has been edited and saved, but not confirmed by the vendor.
30 - Confirmed - Vendor	Vendor confirmed awaiting shipment receipt. The vendor has answered "No" or "Not Applicable" to one or more required questions.
31 - Confirmed - Vendor	Vendor confirmed and attached inspection lot is not approved by USDA.
32 - Confirmed - Vendor	Vendor confirmed with answering questions as "yes". Waiting on shipment receipt.
33 - Pending Approval	Waiting on USDA approval.
35 - Rejected - USDA	The shipment has been rejected by USDA. The vendor should review and submit necessary documents.
40 - Approved - Auto	The shipment has been auto-approved for payment. An invoice has been generated by WBSCM based on a successful system match between the ASN, shipment receipt, and PO.
41 - Value Adjustment	Shipment has liquidated (LIQ) or quality management (QM) adjustments. This is a transition status.
42 - Updated - USDA	Shipment has been updated by USDA after it had already been approved.
45 - Approved - USDA	The value adjustments on the shipment have been processed.
50 - Invoiced	Not in use.
80 - Closed	Not in use.
90 - Superseded	Previous shipment is superseded due to approved modification.

External Movement Types

Movement Type	Description	
344	Transfer Posting – Blocked to Unrestricted – Reversal	When goods are blocked, warehouse personnel have the ability to unblock the goods. This effectively returns the goods to “unrestricted” status, meaning they can be used in filling orders.
101	Goods Receipt	Receipts goods into the warehouse. This movement type is used after a Replenishment PR has been created, and goods for the warehouse have been procured. The warehouse receives the delivery and receipts goods into the warehouse, which effectively increases the inventory, and closes the order (enabling payment to the vendor).
601	Goods Issue	Use this movement type to issue goods from the National Warehouse, such as when you perform the “Post Goods Issue” and “Create Delivery Document” transaction. Using this movement type will effectively decrease the inventory by the specified quantity.

Internal Movement Types

Movement Type	Description	
101	Goods Receipt	When warehouse stock needs to be replenished, a Replenishment PR is placed and goods are procured. When the goods arrive at the warehouse, use this movement type to receipt goods into the appropriate storage location (assign them to the appropriate FNS program.)
303	Transfer Posting – Plant to Plant – Remove from Storage	Each National Warehouse has a unique four digit code assigned to it. When you receipt goods into the warehouse, you will use that code to designate which warehouse (plant). Use this movement type if you are moving goods from one plant’s inventory to a different plant’s inventory in WBSCM.
304	Transfer Posting – Plant to Plant – Remove from Store – Reversal	Use this transaction to reverse a plant to plant transfer (above).
305	Transfer Posting – Plant to Plant – Place in Storage	When a commodity is not assigned to a storage location (a specific multi-food program for which it can be used), use this movement type to place it into a storage location.
306	Transfer Posting – Plant to Plant – Place in Storage - Reversal	Use this transaction to reverse a plant to plant transfer (above).
311	Transfer Posting Storage Location (One Step)	When goods are receipted into the warehouse, they are assigned a storage location (an FNS program to which they belong).
312	Transfer Posting Storage Location (One Step) – Reversal	Use this transaction to reverse a plant to storage location transfer (above).
343	Transfer Posting Blocked Stock to Unrestricted-Use Stock	Goods can be placed in blocked status if they are being held for a hold/recall case or held for fulfillment of a particular order. If you wish to remove goods from blocked status and return them to unrestricted use, use this transaction.
344	Transfer Posting Blocked Stock to Unrestricted-Use Stock – Reversal	If goods are in unrestricted status and you wish to block them (hold them), use this transaction to do so.

Job Aid
Internal National Warehouse Movement Types

Movement Type	Description	
551	Withdrawal for Scrapping from Unrestricted Use Stock	When a certain quantity designated for unrestricted use (not blocked) needs to be deleted from WBSCM, use this transaction to scrap (delete) the goods.
552	Withdrawal for Scrapping from Unrestricted-Use Stock - Reversal	Use this transaction to reverse a scrapping (deleting) from unrestricted use transaction (above).
555	Withdrawal for Scrapping from Blocked Stock	When a certain quantity needs to be deleted from WBSCM, it must first be placed in blocked status. After the quantity is blocked, use this transaction to scrap (delete) the goods.
556	Withdrawal for Scrapping from Blocked Stock - Reversal	Use this transaction to reverse a scrapping (deleting) from blocked status transaction (above).
561	Initial Material Load; Initial Entry of Stock Balance	When a new warehouse (plant) begins using WBSCM, an initial material data load is done to account for the stock that is currently in that warehouse.
562	Receipt per Initial Entry of Stock Balance to Unrestricted - Reversal	Use this transaction to reverse an initial material load (above).
601	GD Goods Issue; Delivery	When a multi-food order is sourced from the national warehouse, the warehouse receives the order. Warehouse personnel must then issue the goods (perform a Post Goods Issue – PGI and create a delivery document). This transaction reduces the inventory in the warehouse and indicates that the order has been picked and is shipping.
602	Goods Issue to Sales Order - Reverse	Use this transaction to reverse a GD Goods Issue (above).

Action Type	Agreement	Valid From	Valid To	Fund	Functional Area	Material ID	Quantity	U/M	PVO	Value	Freight Value
1 Scenario: <u>New agreement with Commodity; Freight and ADMIN lines</u>											
N	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100999	500	MT	4000080	150000.00	3000.00
N	FFE38809155	20101001	20110930	11XX2903D	107-FFE	ADMIN			4000080	666.00	

Scenario: Value changes to commodity and freight lines

new way											
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100999			4000080	10000.00	
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100999			4000080		-100.00

Scenario: Quantity changes to commodity

new way											
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100999	50	MT	4000080		

Scenario Add material line to an agreement and then change commodity and freight values

new way											
A	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100130	500	MT	4000080		
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100130			4000080	2220.00	
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100130			4000080		440.00

Scenario Replace existing commodity with different commodity

new way											
D	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100199					
A	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100666	500	MT	4000080		

Scenario Freight Value changes

new way											
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100199			4000080		20.00

Scenario Admin line changes

new way											
C	FFE38809155	20101001	20110930	11XX2903D	107-FFE	ADMIN			4000080	333.00	

2 Scenario: New agreement with ADMIN line only

N	FFE38809155	20101001	20110930	11XX2903D	107-FFE	ADMIN			4000080	666.00	
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Scenario Add material line to an agreement and then add commodity and freight values

new way											
A	FFE38809155	20101001	20110930	11XX2903D	107-FFE	100130	500	MT	4000080		
A	FFE38809155	20101001	20110930	11XX2903D	107-FFE				4000080	2220.00	
A	FFE38809155	20101001	20110930	11XX2903D	107-FFE				4000080		440.00

3 Scenario: Cancel an Agreement

X	FFE38809155										
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Senario	Actions	new way
Creating New agreement	N	Create FAS Agreement with new format file
Value changes to commodity and frieght lines	C	Accepts either commodity and frieght delta changes specify changes with comodity value and freight value in delta Updates FR with commodity and frieght value changes
Quantity changes to commodity c	C	specify changes with product ID and quantity in delta Update Quantity contract with quantity for that product ID
Add line with commodity	A/C	It requires 2 Actions to fulfill this activity. 1. Action A - This will add commodity to quantity contract 2. Action C - this will add additional funding to FR document
Change existing commodity with different commodity	D/C	It require 2 Actions to ful fill this activity. 1. Action D - This will delete commodity to quantity contract 2. Action A - this will add commodity to quantity contract
Freight Value change	C	Accepts either quantity or commodity and frieght delta changes specify changes with comodity value and fright value with delta Updates FR with commodity and frieght changes
Admin line changes	A/C/D	Modify FR document according to upload file need to provide delta contract value
Cancel agreement	X	Cancels the agreement by cancelling FR and quantity contract Specify only the agreement number. Any other master data specified in the file will be by passed



Job Aid
Manage Materials for Processing

Job Aid Title	Manage Materials for Processing
Purpose	<p>Use this job aid to:</p> <ul style="list-style-type: none">• Review and access Processor Requests (PR) that are available for shipment receipt.• Perform Shipment Receipts.• Review inventory and existing allocations.• Perform inventory allocations.• Print and Export relevant data. <p>The Processor Inventory Dashboard supports the process of procuring and allocating bulk quantities of USDA materials that are purchased and delivered to an SDA's Processor location. Accordingly, inventory levels are automatically adjusted as shipment receipts and allocations are processed in WBSCM.</p> <p>In WBSCM, SDA entitlement is set aside through processing forecasts and then consumed as received materials are allocated by the Processor. In the event this process is not completed, bulk products will remain unallocated at the Processor location, thus not allowing USDA to reconcile entitlement dollars which were used for their purchase.</p>
Target Audience	Processors and FNS Order Managers
Portal Navigation Path	Operations tab → Order Processing tab → Processing folder → Inventory Dashboard link



Example WBSCM Notification Email Screen

Shipment Notification

The following line items on Purchase Order Number 4100007936 have been shipped for Warehouse: FOODS USA INC. If this shipment is unexpected or you have a question regarding this shipment, please contact your USDA Order Manager.

PO Line Number	Program	Product	Product Number	Shipped Quantity	Required by Date	Vendor Expected Delivery Date
5	NSLP	POTATO FOR PROCESS INTO DEHY PRD-BULK	110227	100,000 LB	09/28/2020	09/28/2020

Vendor:
Foods Cooperative, Inc.
800 IDAVILLE RD
PEACH GLEN, PA, 17375-0001
Contact Phone:
Contact Email:

Review WBSCM Notification Email

WBSCM sends notification emails to Processors when a vendor has uploaded an ASN to WBSCM. The ASN can be entered in WBSCM any time before the shipment (e.g., when delivery appointment is set). This email provides Processors with shipment details, including scheduled delivery dates, for planning purposes. FNS Order Managers with a Processor role assigned also receive the email notification.

Once the shipment is received, the materials are available to the Processor for further allocation to the SDAs.

Inventory Dashboard Screen

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Processing > Inventory Dashboard

Welcome to Processor Inventory Dashboard

All required fields are indicated with a Red asterisk (*)

Dates are formatted as DD/MM/YYYY

Search Details

Search Inventory

HQ Processor: 5003875

Processor Plant Location: To

Material: To

Search

Enter Search Criteria

Two tabs display on the *Inventory Dashboard* screen:

1. The *Search* tab allows the user to generate output based upon entered search criteria. WBSCM defaults to the *Search* tab.
2. The *Details* tab displays output based on the selection criteria entered on the *Search* tab.

The *Search* tab contains three fields. Only relevant data displays in the search criteria match code drop-down options.

3. **HQ Processor:** Enter the HQ Processor number.

This field is automatically populated for Processors and HQ Processors. FNS Users are able to enter data in this field.

4. **Processor Plant Location:** Enter the Processor Plant Location number or a range of numbers. Users may also select values from the drop-down options.

The Processor Plant Location number always begins with a 6. This field is automatically populated for Processors. HQ Processors and FNS Users are able to enter data in this field.

5. **Material:** Enter the Material/Commodity number or a range of numbers. Users may select values from the drop-down options.

6. Click **Search** (the **Search** button) or switch to the *Details* tab to apply the search criteria. The results display a list of Processor Requests that contain receivable item quantities.

Inventory Dashboard Screen

Details Tab

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Processing > Inventory Dashboard

Dates are formatted as MM/DD/YYYY

Search Details

Processor Requests Inventory (Stock)

Scope of Delivery Date: From 08/01/2020 TO 10/31/2020

Requests and Receipts

View: Default Print Version Download File

Processor Request	Req. Item	Purchase Order	P.O. Item	Deliver-by Date	Quantity	Units	Plant
8000000029	10			08/01/2020	40,000.000	LB	6003
8000000060	10	4100013100	1	10/30/2020	8,600,000.000	LB	6003
8000000066	10	4100013105	1	10/30/2020	8,600,000.000	LB	6003
8000000070	10	4100013105	6	10/30/2020	8,600,000.000	LB	6003

Review Processor Request Details

The search results display on the *Details* tab.

There are two subtabs within the *Details* tab:

1. The *Processor Requests* subtab displays a list of Processor Requests (PRs) for the selected material and location combination.
2. The *Inventory (Stock)* subtab displays current inventory levels in real-time for the selected material/commodity and location combination.

Complete the following on the **Processor Requests** tab:

3. Select the appropriate date range from the **Scope of Delivery Date** dropdown.

Request and Receipts Section

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Processing > Inventory Dashboard

Dates are formatted as MM/DD/YYYY

Search Details

Processor Requests Inventory (Stock)

Scope of Delivery Date: From 08/01/2020 - TO 10/31/2020

All Available dates

Requests and Receipts

View: Default Print Version Download File

Processor Request	Req. Item	Purchase Order	P.O. Item	Deliver-by Date	Quantity	Units	Plant
8000000029	10			08/01/2020	40,000.000	LB	6003
8000000060	10	4100013100	1	10/30/2020	8,600,000.000	LB	6003
8000000066	10	4100013105	1	10/30/2020	8,600,000.000	LB	6003
8000000070	10	4100013105	6	10/30/2020	8,600,000.000	LB	6003

Inventory Dashboard Screen

Request and Receipts Section (Left Fields)

EP	Processor Request	Item	Purchase Order	Deliver-by Date
	8000000029	10		08/01/2020
	8000000060	10	4100013100	10/30/2020
	8000000066	10	4100013105	10/30/2020
	8000000070	10	4100013105	10/30/2020
	8000000071	10	4100013107	10/30/2020
	8000000075	10	4100013109	10/30/2020
	8000000078	10		10/30/2020
	8000000014	40	4100013067	11/20/2020
	8000000016	40	4100013071	11/20/2020
	8000000017	40		12/31/2020

Request and Receipts Section (Right Fields)

Material #	Material	Receipt Status
100506	POTATO BULK FOR PROCESS FRZ	Complete
100506	POTATO BULK FOR PROCESS FRZ	Complete
100506	POTATO BULK FOR PROCESS FRZ	Complete
100506	POTATO BULK FOR PROCESS FRZ	Complete
100506	POTATO BULK FOR PROCESS FRZ	Complete
100506	POTATO BULK FOR PROCESS FRZ	Complete
100506	POTATO BULK FOR PROCESS FRZ	Not Complete
100506	POTATO BULK FOR PROCESS FRZ	Not Complete
100506	POTATO BULK FOR PROCESS FRZ	

Review Processor Request Details

- FNS Users only: The Processor Request column will include links that can be clicked to review Processor Request details.
- Review **Purchase Order** column. Only those line items that contain data in the **Purchase Order** column can be received. Blank fields in the **Purchase Order** column indicate that a Purchase Order has not been created for the Processor Request.
- Review the **Receipt Status** column. There are three possible values for this column:
 - Blank line items correspond to the **Purchase Order** column being blank.
 - Complete** indicates that the Shipment Receipts have been fully processed for the line item.
 - Not Complete** indicates that there are either no Shipment Receipts posted for the line item or partial Shipment Receipts have been posted.

Inventory Dashboard Screen

Request and Receipts Section

Requests and Receipts								
View: * Default		Print Version		Download File				
Processor Request	Req. Item	Purchase Order	P.O. Item	Deliver-by Date	Quantity	Units	Plant	
8000000070	10	4100013105	6	10/30/2020	8,600,000.000	LB	6003	
8000000066	20	4100013104	1	10/30/2020	13,570,400.000	LB	6003	
8000000070	20	4100013104	4	10/30/2020	13,570,400.000	LB	6003	
8000000067	10	4100013104	2	10/30/2020	12,200,100.000	LB	6004	
8000000067	20	4100013104	3	10/30/2020	7,000,300.000	LB	6004	
8000000061	10	4100013101	1	10/30/2020	12,200,100.000	LB	6004	
8000000061	20	4100013101	2	10/30/2020	7,000,300.000	LB	6004	
8000000060	10	4100013100	1	10/30/2020	8,600,000.000	LB	6003	
8000000060	20	4100013100	2	10/30/2020	13,570,400.000	LB	6003	
8000000031		4100013096	5	12/31/2020	200.000	LB	6003	

7

8

Process Receipts

- Select Line Items for Shipment Receipt (HQ Processors and Processors Only) Click (the **Selection** button) to choose the line item(s) for shipment receipt.

Note: Use the CTRL key to select multiple line items.

- Click (the **Process Receipts** button) to continue to the *Domestic Receipts* tab.

Inventory Dashboard Screen

Domestic Receipts Tab

Operations > Order Processing > Processing > Inventory Dashboard

Welcome to Processor Inventory Dashboard
All required fields are marked with a Red asterisk (*)
Dates are formatted as MM/DD/YYYY

Search Details Domestic Receipts

Receipt Header

Order Number: 4100013101 Entered By: PROCESSH... Railcar/BOL:
Signed By: Date Received:
Comments:

View: Processor View

Select	Further Actions	Receipt Status	Order #	Item #	Material	Material Description	Delivery Point	Signed by	Date Received	Open Qty.	Good Qty.
<input type="checkbox"/>	<input type="checkbox"/>	Pending Review	4100013101	1	100506	POTATO BULK FOR PROCESS FRZ	6004	LW	08/26/2020	0.000	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	4100013101	1	100506	POTATO BULK FOR PROCESS FRZ	6004			800,000.000	1

Domestic Receipts Tab

Search Details Domestic Receipts

Receipt Header

Order Number: 4100013101 Entered By: PROCESSH... Railcar/BOL:
Signed By: LW Date Received: 09/03/2020
Comments:

Perform Shipment Receipt (HQ Processors and Processors Only)

The *Domestic Receipts* tab displays data from the previously selected line item(s).

There are two sections within the *Domestic Receipts* tab:

1. The *Receipt Header* section
2. The Processor Request Line Item(s)

Note: Shipment receipts cannot be processed for line items that contain a missing ASN, as noted in the **Receipt Status** column.

Complete the following fields in the *Receipt Header* section:

3. Enter the user's name in the **Signed By** field.
4. Enter the **Date Received**.
5. Click (the **Receipt All** button) to apply these changes to the lines below.

Inventory Dashboard Screen

Domestic Receipts Tab

Select	Further Actions	Receipt Status	Order #	Item #	Material	Material Description	Delivery Point	Signed by	Date Received	Open Qty.	Good Qty.
<input type="checkbox"/>	<input type="checkbox"/>	Pending Review	4100013101	1	100506	POTATO BULK FOR PROCESS FRZ	6004	LW	08/26/2020	0.000	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	4100013101	1	100506	POTATO BULK FOR PROCESS FRZ	6004	LW	09/03/2020	800,000.000	1

Enter Batches / Quantities Dialog Box

*Batch #	Good Qty.	uom
6004100506	800,000.000	LB

Perform Shipment Receipt (HQ Processors and Processors Only)

- Select **1** (the **Enter QTYs for this item #** button) in the **Good Qty** column on the line item being processed. The number on the button indicates the Item number.
- The *Enter Batches / Quantities* dialog box displays. The ASN remaining quantity to be received defaults in the **Good Qty** field. Change the quantity if needed.
- Click **OK** (the **OK** button) to accept the entries.

Inventory Dashboard Screen

Domestic Receipts Tab

Search
Details
Domestic Receipts

Receipt Header

Order Number: Entered By: Railcar

Signed By: Date Received:

Comments:

View:

Select	Further Actions	Receipt Status	Order #	Item #	Material	Material I
<input type="checkbox"/>		Pending Review	4100013101	1	100506	POTATO
<input checked="" type="checkbox"/>	9	Ready to Receive	4100013101	1	100506	POTATO

Perform Shipment Receipt (HQ Processors and Processors Only)

- Click (the **Submit Receipt** button). Note that the **Receipt Status** column displays **Ready to Receive**, but will change to **Receipt Processed** once processed.

WBCSCM displays the message: *Goods receipt was successfully processed.*

Note: Other buttons are available:

(the **Modify Receipt** button) allows the user to modify the Shipment Receipt line item if an ASN has been submitted to WBCSCM. In this case, the **BOL** field will be populated. Refer to the [Modify Domestic Shipment Receipt \(eINV\)](#) work instruction.

(the **Cancel Receipt** button) is not available for shipments with an ASN.

Inventory Dashboard Screen

Inventory (Stock) Tab

Welcome to Processor Inventory Dashboard
All required fields are marked with a Red asterisk (*)
Dates are formatted as MM/DD/YYYY

Processor Requests **Inventory (Stock)**

Inventory

Plant	Processor Plant	Batch	Unallocated Quantity	Allocated Quantity	Units	Material
6003	FOODS USA INC	6003100506	20,670,100.000	22,320,000.000	LB	POTATO BULK FOR PROCESS FRZ
6003	FOODS USA INC	6003110227	51,020,700.000	4,260,000.000	LB	POTATO FOR PROCESS INTO DEHY FRD-BULK
6004	FOODS USA INC	6004100506	1,070,000.000	40,000.000	LB	POTATO BULK FOR PROCESS FRZ
6004	FOODS USA INC	6004110227	13,960,600.000	40,000.000	LB	POTATO FOR PROCESS INTO DEHY FRD-BULK

Allocate Inventory

Inventory (Stock) Tab

Processor Requests **Inventory (Stock)**

Inventory

Plant	Processor Plant	Batch	Unallocated Quantity	Allocated Quantity
6003	FOODS USA INC	6003100506	20,670,100.000	22,320,000.000
6003	FOODS USA INC	6003110227	51,020,700.000	4,260,000.000
6004	FOODS USA INC	6004100506	1,070,000.000	40,000.000
6004	FOODS USA INC	6004110227	13,960,600.000	40,000.000

Allocate Inventory

Allocation Breakdown

SDA	SDA Name	SDA Allocated Qty.
4000578	TX Dept. of Agriculture - EDI	40,000.000

Review Inventory Allocation and Select Line Item(s)

Inventory allocation is the activity of assigning quantities of received materials to an SDA according to the demand forecast. To allocate materials, from the *Domestic Receipts* tab, select the *Details* tab to return to the *Processor Request* subtab.

1. Select the *Inventory (Stock)* subtab to view current stock inventory based on for the selected search criteria.
2. Review the **Unallocated Quantity** column. This is the quantity that remains to be allocated. WBSCM will not allow the user to allocate a quantity greater than the quantity noted in this column.
3. Review the **Allocated Quantity** column. This is the quantity that has been previously allocated.
4. Click (the **Selection** button) to choose the line item(s) for allocation.
5. The *Allocation Breakdown* section displays at the bottom of the screen. This section displays any previous allocations for the selected line item. If there are no previous allocations, WBSCM displays the message: *There is no allocated quantity for this selection.*
6. Click (the **Allocate Inventory** button).

Inventory Dashboard Screen

Allocate Inventory Tab

Batch: 6004110227
Material: 110227 POTATO FOR PROCESS INTO DEHY PRD-BULK
Processor Plant: 6004 FOODS USA INC
Unallocated Quantity: 13,960,600.000 LB

Choose SDAs for Allocation

View: Default Print Version Download File

SDA BP #	SDA Name	Prev. Allocated Qty.	Open Forecast Qty.	Allocation Qty.
4000578	TX Dept. of Agriculture – EDI	40,000.000	9,160,000.000	0.000

Submit

Enter Allocation Quantity

- Review the *Allocate Inventory* tab.
- Enter quantity being allocated in the **Allocation Qty.** field for the line item associated with the required SDA.
- Click (the **Submit** button) to continue.
- Review the WBSCM message: *All allocations were successfully submitted to WBSCM.*

System Message

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Processing > Inventory Dashboard

All allocations were successfully submitted to WBSCM.

Welcome to Processor Inventory Dashboard
All required fields are marked with a Red asterisk (*)
Dates are formatted as MM/DD/YYYY

Search Details Allocate Inventory

Inventory Details

Batch: 010315-007

Inventory Dashboard Screen

Welcome to Processor Inventory Dashboard
All required fields are marked with a Red asterisk (*)
Dates are formatted as MM/DD/YYYY

Search Details

Processor Requests Inventory (Stock)

Scope of Delivery Date: From 05/01/2020 TO 01/31/2021

1 2

Requests and Receipts

View: Default **Print Version** **Download File**

Processor Request	Req. Item	Purchase Order	P.O. Item	Deliver-by Date	Quantity	Units	Plant
8000000014	40	4100013067	4	11/20/2020	200.000	LB	6003
8000000016	40	4100013071	4	11/20/2020	200.000	LB	6003
8000000017	40			12/31/2020	500.000	LB	6003
8000000018	40			12/31/2020	200.000	LB	6003
8000000019	40			12/31/2020	200.000	LB	6003
8000000020	40			12/31/2020	200.000	LB	6003
8000000021	40			12/31/2020	200.000	LB	6003
8000000026	10	4100013075	4	12/31/2020	200.000	LB	6003
8000000027	40			12/31/2020	200.000	LB	6003
8000000031	40	4100013096	5	12/31/2020	200.000	LB	6003

Print or Download Output

1. Click **Print Version** (The **Create Print Version of Results List as PDF Document** button) to generate a PDF document.
2. Click **Download File** (the **Download to Excel file** button) to download output as spreadsheet.

Note: Buttons may not be available on all tabs.

Mat. Short Text

Qty in UnE

EUn

PInt

Sloc

Batch

SLoc Tranfer Pstg

Batch Trfr Pstg