

WBSCM Upgrade Summary – September 2019

Effective September 16, 2019, the Web Based Supply Chain Management (WBSCM) system upgrade is complete and available to users. The last technical refresh of the WBSCM system occurred in July 2018. This upgrade brings all the core components of the WBSCM system to the currently available SAP patch levels and improves conformance to accessibility guidelines for over 30 WBSCM transactions. The WBSCM system core components include the enterprise core component, the customer and supplier components, business intelligence reporting, and the Portal-based functions.

This summary document provides end users with detailed information about the changes to the system as a result of the upgrade. Changes include new global search functionality, accessibility compliance for transactions, and enhanced transactional search updates. In addition, this document describes what to do after the upgrade, including known open issues and related workarounds.



For your convenience, a short [WBSCM Portal Navigation Video Tutorial](#) is also available that provides an overview of the WBSCM portal navigation and help resources.

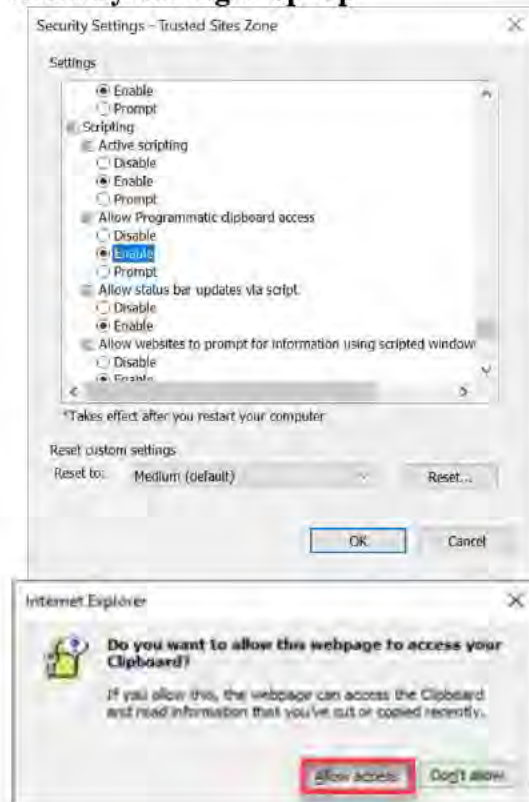
Update IE Security – Copy/Paste Settings

After the upgrade, copying and pasting text within some WBSCM applications may generate an Internet Explorer warning, requiring the user to click through to complete the action.


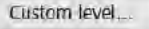
Please update the Internet Explorer settings as described below to suppress the message.

Screens

Security Settings Pop-Up







Steps

1. Click  (the **Tools** icon) from the menu bar (Alt + T).
2. Select **Internet options** (the **Internet Options** link) from the menu.
3. In the *Internet Options* window, select **Security** (the **Security** tab).
4. Under **Select a zone to view or change security settings**, click  (the **Custom Level...** button).



If you do not have permission to change security settings the Custom level tab will be inactivated. Work with your organization's IT support staff to complete this activity.

5. Scroll down to the *Allow Programmatic clipboard access* setting and select **Enable** (the **Enable** option).
6. Click  (the **OK** button) to save the updated settings.
7. Click  (the **Yes** button) to confirm the change.
8. Click  (the **Apply** button) to apply changes to the browser.
9. Click  (the **OK** button) to exit.



Without the updated browser settings, the user must click through the warning message prompt. Click **Allow access** to continue.



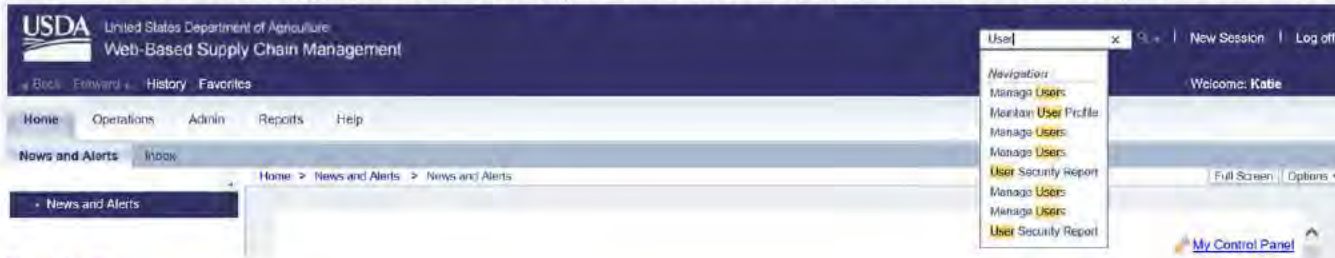
New features and functionality updates include:

- [WBSCM Search](#)
- [Field History](#)
- [Filter Icon and Settings](#)
- [Matchcode Search](#)
- [Application-Specific Updates](#)
 - [Manage RA Catalog View](#)
 - [Download to and from Virtual \(Z:\\) Drive](#)
 - [WBSCM Session Retention](#)
 - [Default Gridlines View – CWB, MOU, Reports](#)
 - [Customer BP Relationship Report](#)
 - [SDA/RA Entitlement Bonus Detail Report](#)
 - [Accessibility and Usability Improvements](#)
 - [Open Issues and Workarounds](#)

WBSCM Search

The user can quickly navigate to a WBSCM transaction by entering keywords. The list of available transactions is based on the user role.

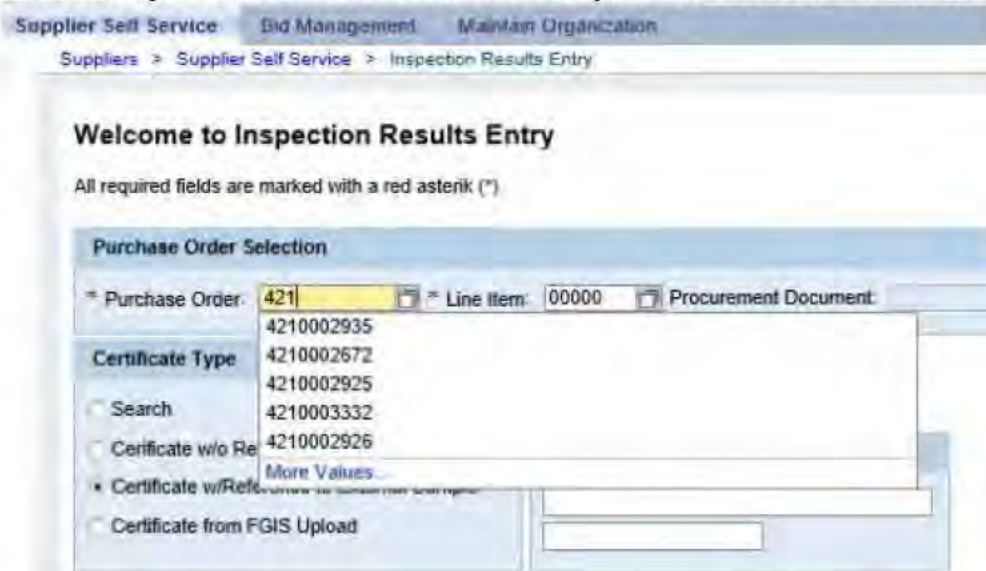
Note: Results are currently duplicated when they are associated with more than one user role. (To be addressed in a future release)



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Field History

Field history values are now maintained for input fields within select WBSCM transactions.



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Filter Icon and Settings

Settings are now consolidated under (the **Settings** icon). The filter functionality can now be updated within each column via (the **Filter** button).

Order Status Report

Sold-To Name	Material	Material Desc.	Requested Qty.	Sales Unit	Cost / LB
CA Dept. of Education	Sort in Ascending Order	BERRY FRZ CTN-30 LB	1,320,000	CS	1.18
IL State Board of Education	Sort in Descending Order	BREAD-BULK	45,000,000	LB	0.21
KY Dept. of Agriculture	(All)	DICED EX LT CAN-6/10	912,000	CS	0.73
MI Dept. of Education	(User-Defined Filter...)	BAKER HARD WHT UNBLCH-BULK	45,000,000	LB	0.19
	100036	BAKER HARD WHT UNBLCH-BULK	45,000,000	LB	0.19
	100101	BREAD-BULK	45,000,000	LB	0.21
	100103	BREAD-BULK	45,000,000	LB	0.21
NC Dept. of Ag and Consumer Services	100166	N DICED CTN-40 LB	1,000,000	CS	2.00
	100187	N DICED CTN-40 LB	1,000,000	CS	2.00
OH Dept. of Education	100225	BERRY FRZ CTN-30 LB	330,000	CS	1.18
OK Dept. of Human Services	100253	N LARGE CHILLED -BULK	36,000,000	LB	4.42
	100316	N LARGE CHILLED -BULK	36,000,000	LB	4.42
	100418	N LARGE CHILLED -BULK	36,000,000	LB	4.42
	100425	N LARGE CHILLED -BULK	36,000,000	LB	4.42
PA Dept. of Agriculture	100912	AM WATERAD SLC FRZ PKG-6/5 LB	420,000	CS	1.85
SC Dept. of Education	100225	PEARS DICED EX LT CAN-6/10	912,000	CS	0.73
TX Dept. of Agriculture	100103	CHICKEN LARGE CHILLED -BULK	950,000	LB	0.96

The (the **Filter** button) can be found in the header of each column for select transactions. The **(User-Defined Filter...)** (the **User-Defined Filter...** link) can be used to filter for multiple values. If you need to exclude multiple values use the **Add Criteria To Exclude** (the **Add Criteria To Exclude** link). Previous **Setting** functionalities for personal layouts remain unchanged.

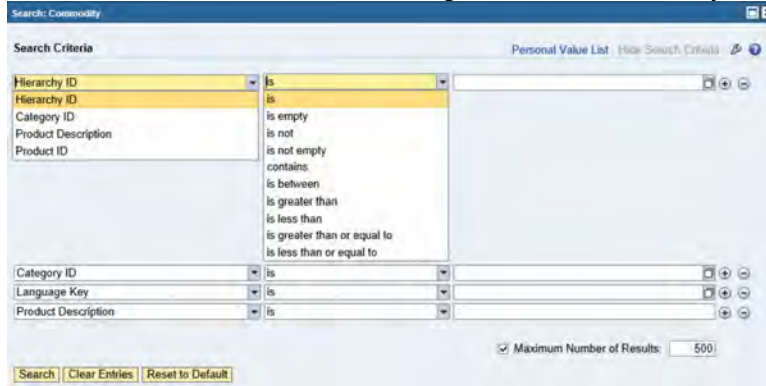
To clear the selected filter criteria from all columns at once, click **Filter** (the **Filter** tab), click **Reset** (the **Reset** link) and click **OK** (the **OK** button) to save changes.




Order Status Report

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Matchcode Search Update

The Matchcode Search screen is updated with a new layout for select transactions. This update generates more concise search results.



In the Matchcode search dialog, the user can enter values for any defaulted WBSCM transaction criteria. Different criteria can be selected by clicking  (the **Dropdown** button). With   (the **Plus and Minus** icons), the user can add or remove search criteria.

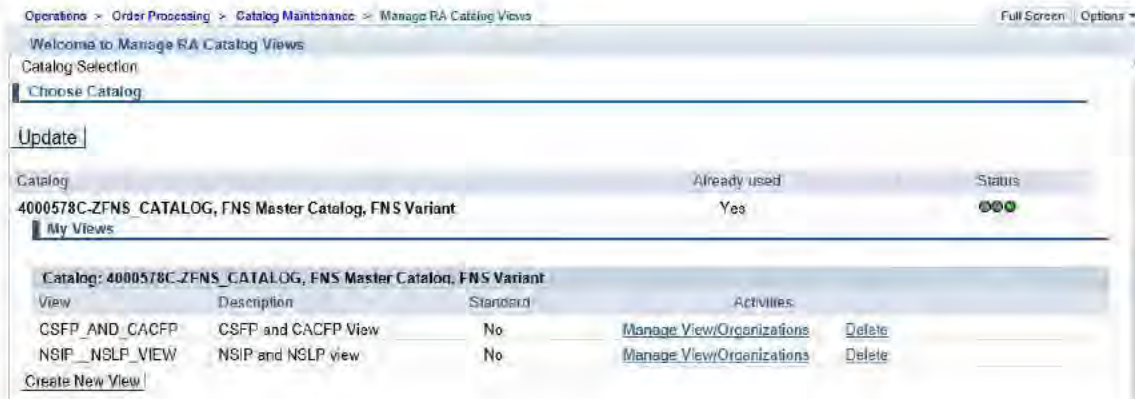
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Application-Specific Updates

Manage RA Catalog View

The State Distributing Agency (SDA) user no longer needs to log off to unlock the Recipient Agency (RA) catalog for other users. Instead, the SDA user selects the appropriate catalog and clicks  (the **Update** button). This unlocks the catalog and makes it available to other users within the organization.





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Download to and from Virtual (Z:\) Drive

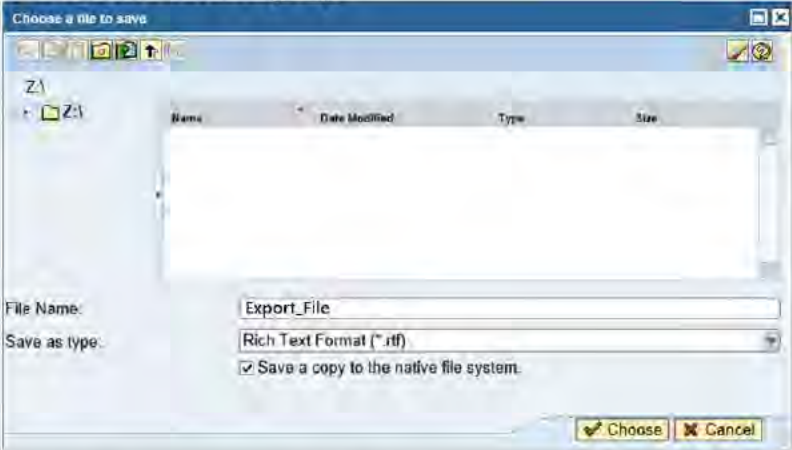

The new download feature introduces the concept of a virtual file system, known as the Z:\ drive. This feature allows users to save files within the WBSCM system, not just on their computers.

This feature is only relevant for downloads in the following WBSCM Transactions:

Finance	Fulfilment	Procurement
<ul style="list-style-type: none"> • Create Correspondence for Receivables • FAS Agreement Upload 	<ul style="list-style-type: none"> • Customer Business Partner Relationship Report (Internal) • Maintain Direct Ship Delivery Periods (FNS) • Material Pricing Report (External Users) • Material Reports (Material Plant Report, Material Sales Report, Material UOM Report) • Stock Overview and Stock on Posting date (Internal) • Stock Requirements List and Summary Requirement List (Internal) 	<ul style="list-style-type: none"> • BP Report for Data Management Validation • Business Partner Category Report • Business Partners Relationship Validation Report • Inspection Lots without Usage Decision • Inspection Results Analysis per Vendor • List Purchase Requisitions • Purchase Order Analysis • Purchase Order Item Report • Purchasing Documents for Material • Purchasing Documents per Account Assignment

Screenshot

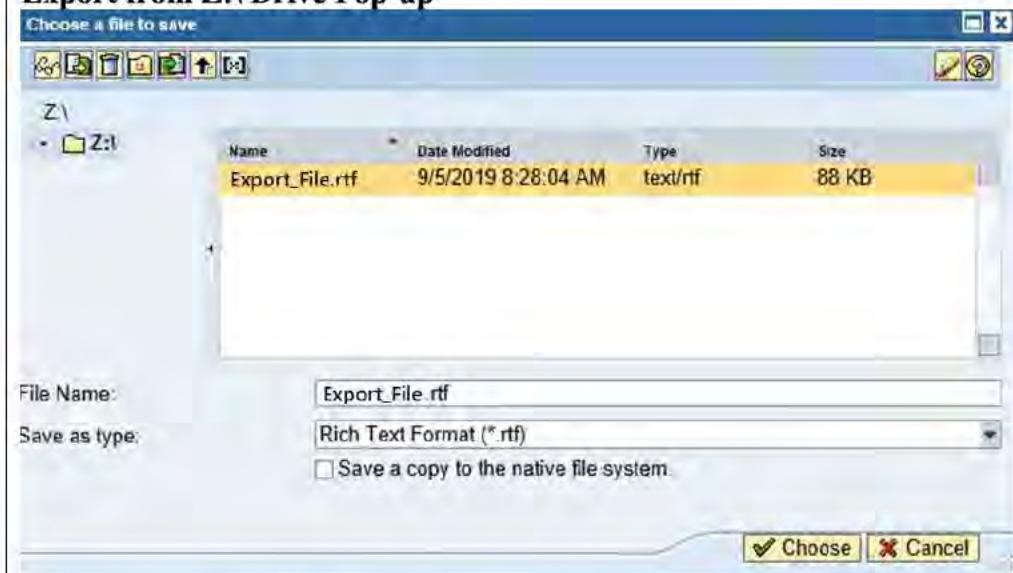



Download to Z:\ Drive

Screenshot	Download to Z:\ Drive
<p>Save to Z:\ Drive Pop-up</p> 	<ol style="list-style-type: none"> 1. Select the desired file to download. 2. Click Local file... (the Local File... button) or, from Menu (the Menu button), select File → List → Export → Spreadsheet/Local File. 3. Select the desired file format. 4. Click <input checked="" type="checkbox"/> (the Green Checkmark button). 5. WBSCM defaults to the Z:\ drive location for saving the file. 6. To organize the downloaded files, use  (the Folder button). 7. Check <input type="checkbox"/> (the Save a copy to the native file system checkbox) to save the file locally and to the Z:\ drive. 8. Click <input checked="" type="checkbox"/> Choose (the Choose button) to save the file. 9. Click through any system-generated notifications. 10. If Save a copy to the native file system check box was selected, an additional pop-up will appear to save the file locally.

Note: The upload functionality remains unchanged. The WBSCM system will prompt the user with the C:\ drive dialog for uploads.

If (the **Save a copy to the native file system** checkbox) was not selected or previously saved Z:\ drive files need to be downloaded locally, use the following steps:

Screenshot	Download from Z:\ Drive to Local
------------	----------------------------------

Screenshot	Download from Z:\ Drive to Local
<p>Export from Z:\ Drive Pop-up</p>  <p>System Export Notification</p> 	<ol style="list-style-type: none"> 1. Choose one of the following methods to download from Z:\ Drive depending on transaction: <ol style="list-style-type: none"> a. From Menu (the Menu button), select WebGUI File Browser. b. Click Local file... (the Local File... button). 2. Select the appropriate file format. 3. Select the appropriate file. 4. Click  (the Export to native file system button). 5. Click  (the Save button) to select a location to save the file.


WBSCM Session Retention

Domestic and International Order Entry and **Domestic and International Complaints** transactions now retain transactional data for up to 30 minutes, even if the user navigates away from the transaction before saving. (Prior to the upgrade the user could lose unsaved transactional data when navigating to another screen.) The user must remain logged into WBSCM.

For example, if the user starts an order, adds a product to their cart, updates the Ship-To, and then navigates away from the order to generate a report, the user can return to the same order, containing previously entered product and Ship-To information, to update and complete the transaction.

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Default Gridlines View – CWB, MOU, Reports

The new default view shows only horizontal gridlines in transactions such as Consolidated Work Bench (CWB), Mass Order Update (MOU), and various reports (includes any table with the new filter functionality). Previously, both vertical and horizontal gridlines were visible as a default view. Users can create their custom view with gridlines under the  (the **Settings** icon), **Display** tab. The gridlines in Business Intelligence (BI) reports are not affected by this change.



Row L1	For FTL	Quantity	Shipping Date	Ship-To BP ID	Ship-To Name	Ship
▼	+0 /-0	3,240	10/15/2019	0005002705	21ST CENTURY FOODS LTD	DAL
		1,620	10/15/2019	0005002705	21ST CENTURY FOODS LTD	DAL
		1,620	10/15/2019	0005002705	21ST CENTURY FOODS LTD	DAL
▼	+532 /-0	1,088	10/15/2019	5000115	TEXAS DEPT OF CORRECTI	HUN
		27	10/15/2019	0005000115	TEXAS DEPT OF CORRECTI	HUN
		157	10/15/2019	0005000115	TEXAS DEPT OF CORRECTI	HUN


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Customer BP Relationship Report

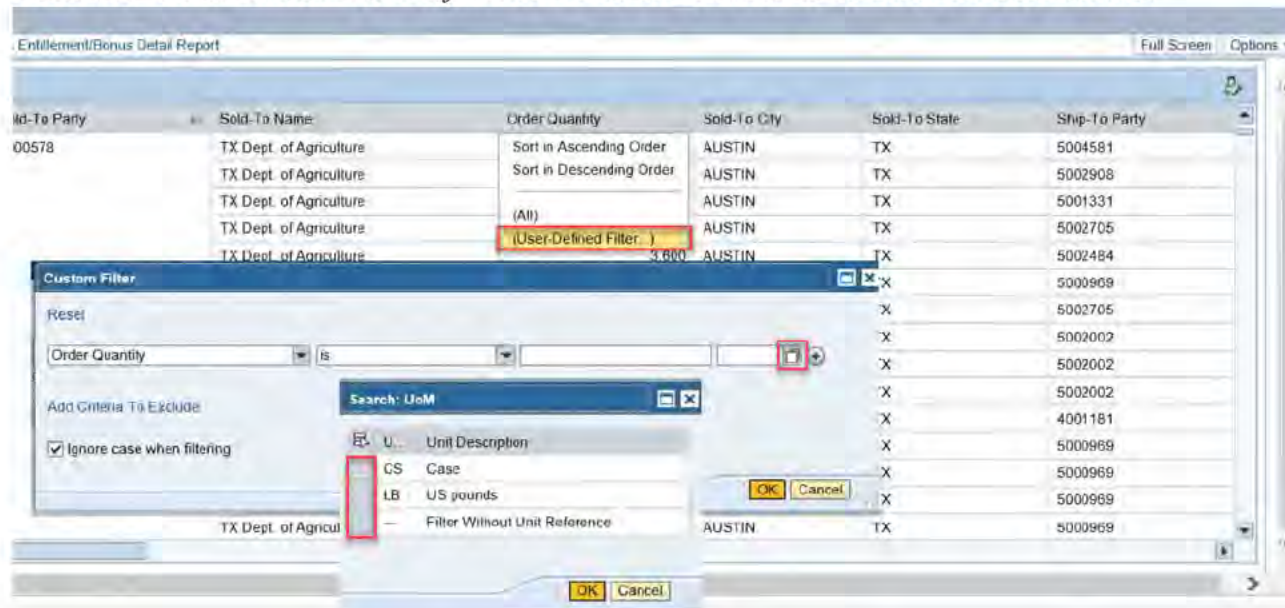
After this upgrade, the Customer Business Partner Relationship report transaction has a new input and results screen layout. This is the new standard view; it is aesthetic and there is no change to functionality.

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SDA/RA Entitlement Bonus Detail Report

To filter by **Order Quantity** when multiple UoMs exist in the report, use [\(User-Defined Filter...\)](#) (the **User Defined Filter ...** link) to open the *Custom Filter* Popup Screen. Enter an **Order Quantity** value and select a UoM via  (the **Matchcode** icon).

Note: The 'Filter Without Unit Reference' value can be used to consider all UoM values.



Id-To Party	Sold-To Name	Order Quantity	Sold-To City	Sold-To State	Ship-To Party
00578	TX Dept. of Agriculture	Sort in Ascending Order	AUSTIN	TX	5004581
	TX Dept. of Agriculture	Sort in Descending Order	AUSTIN	TX	5002908
	TX Dept. of Agriculture	(All)	AUSTIN	TX	5001331
	TX Dept. of Agriculture	(User-Defined Filter...)	AUSTIN	TX	5002705
	TX Dept. of Agriculture	3,600	AUSTIN	TX	5002484
					5000969
					5002705
					5002002
					5002002
					5002002
					4001181
					5000969
					5000969
					5000969
	TX Dept. of Agricul	Filter Without Unit Reference	AUSTIN	TX	5000969

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Accessibility and Usability Improvements

During this upgrade, there are updates to select transactions, including improvements to usability and conformance to accessibility guidelines. These include, but are not limited to, field name changes, tooltips, button changes, and on-screen instructions. A summary of these changes is described in the [September Electronic Invoicing and WBSCM Upgrade Release Notes](#) (2019R4.3.09).

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Open Issues and Workarounds

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The table below identifies **WBSCM upgrade** issues that are unresolved at the time of this publication. As needed, issues are actively being worked with SAP. However, the timeframe for resolution is not confirmed.

Open/Unresolved Upgrade Issues

Open/Unresolved Ticket #	Open/Unresolved Ticket Description
14805	User Security Report general slowness
14808	Attribute values in the response are clearing when an attribute in the invitation is changed to "required" or to "not required"
14811	Unable to cancel sub credit document
14814	User Interface issue: MOA calendar overlap issue
14817	CM-B: Java applications Logoff and session management (14713)
14836	Unable to modify the POs to zero dollar for peanut butter barter and exchange
14846	CM-B During PO rejection, confirmation message is not displayed

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WBSCM Upgrade Summary

October 2017

Effective October 30, 2017, the Web Based Supply Chain Management (WBSCM) system upgrade is complete and available to users. The previous technical refresh of the WBSCM system occurred in 2014. This upgrade brings all the core components of the WBSCM system to the currently available SAP patch levels. The WBSCM system core components include the enterprise core component, the customer and supplier components, business intelligence reporting, as well as the Portal-based functions.

This summary document provides end users with detailed information on the changes to the WBSCM system as a result of the upgrade. Changes include: a new appearance, an improved layout, enhanced performance, and standardized Internet Explorer (IE) browser settings. In addition, this document describes key features, what to do after the upgrade, open issues and related workarounds, known at the time of this publication.



For your convenience, a short [WBSCM Portal Navigation Video Tutorial](#) (with voiceover audio) is also available that provides an overview of the new WBSCM portal navigation, look and feel, and help resources. The audio is also available [here](#) in a scripted document format, if needed.

Appearance and Navigation

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) portal. The interface is dark-themed with a blue header. The header contains the USDA logo, "United States Department of Agriculture", and "Web-Based Supply Chain Management". On the right, there are buttons for "New Session" and "Log off". Below the header is a navigation bar with "Back", "Forward", "History", and "Favorites" buttons. The main content area shows a breadcrumb trail: "Home > Operations > Admin > Reports > Help > Order Processing > Reports > Order Processing > Requisition Status Report". A "Full Screen" button and an "Options" dropdown are also visible. The main content area is titled "Reports : Input Criteria" and contains a "Requisition Status Report" form with various input fields and a "Show Variants" button. A list of reports is visible on the left side of the main content area, with "Requisition Status Report" highlighted.

WBSM look and feel has been improved with a modern theme. New functionality includes:

1. Navigational buttons (Back, Forward, History, Favorites)
2. System buttons (New Session, Log Off)
 - a. New Session button opens a new window or tab with current transaction. You can navigate to any available transaction in the new WBSM session
3. WBSM navigation path (Breadcrumbs)
4. Portal Me Navigation buttons
 - a. Full Screen button hides navigation options and provides a focused transaction view.
 - b. Options drop-down button
5. Alphabetized list of transactions under each folder



For additional details refer to [WBSM Browser Settings and Helpful Tips](#) and [WBSM Portal Favorites](#) job aids. Additionally, a [WBSM Portal Navigation Video Tutorial](#) is available that provides an overview of the WBSM portal navigation and help resources.

What should I do after the Upgrade?

Great news – WBSCM will continue to operate as it did before with the benefit of better performance and usability.

Use the following checklist to ensure you have an optimal experience:

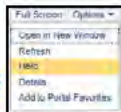
- Use Internet Explorer
- Update compatibility - Remove *usda.gov* from compatibility settings in Internet Explorer (additional details below)
- Set Zoom to 100% and Text Size to Medium in Internet Explorer
- Delete Internet Explorer Browsing History (Clear Cache) before logging into the upgraded WBSCM for the first time
- Backup, Delete, and Add New WBSCM favorites (additional details below)



Depending on your screen resolution you may need to use the horizontal or vertical scroll bar to see the entire WBSCM screen.



Certain drop-down values may not be fully visible in WBSCM. Examples include the **Consolidation Method** field for the Consolidation Worklist (CWL) that is available for FSA and AMS organizations and the **Acquisition Method** and **Constraint Requirement** fields on the Bid (RFx) transaction. Setting the text size to medium will allow you to see all the values in the drop-down list.



Did you know step-by-step instructions are available for just in time context-sensitive support in WBSCM? While in a transaction, click the **Option** drop-down button, then select **Help**.

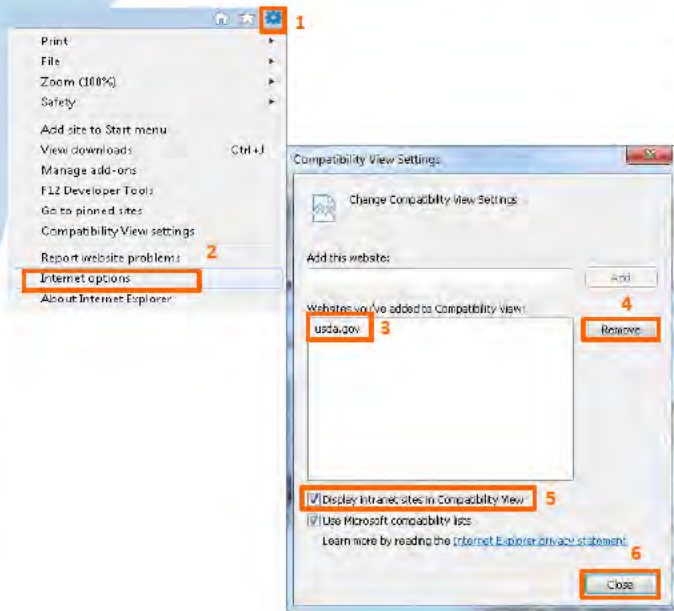


You will no longer see the X in a field to delete the contents of the cell. Instead use the **Delete** key on your keyboard to clear cell contents.


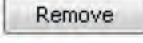
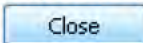


The **Help > Training** tab in WBSCM is significantly enhanced. It now includes detailed instructions and key announcements regarding the available training content. Note that some training materials will continue to use screen images from the previous theme.

Update Compatibility Settings



Use the following steps to remove the *usda.gov* URL from your Compatibility Settings in IE before you log into WBSCM.

1. Click  (the Tools icon) from the menu bar (Alt+T).
2. Click Compatibility View settings (the Compatibility View settings link).
3. The Compatibility View Settings window displays. Highlight *usda.gov* link.
4. Click  (the Remove button).
5. Uncheck Display intranet sites in Compatibility View (the Display intranet sites in Compatibility View selection). ***ONLY APPLICABLE TO INTERNAL USDA USERS.**
6. Click  (the Close button) to save the changes to your Compatibility Settings.

WBSCM Favorites

The Favorites in WBSCM are in a new location for easier access. Existing WBSCM Favorites will not work, and require you to delete and recreate in WBSCM. Follow the 3-step process to create WBSCM Favorites:

- Backup
- Delete
- Add

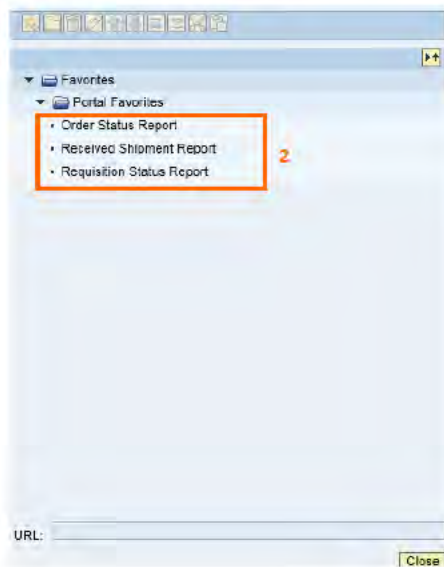
Backup Favorite



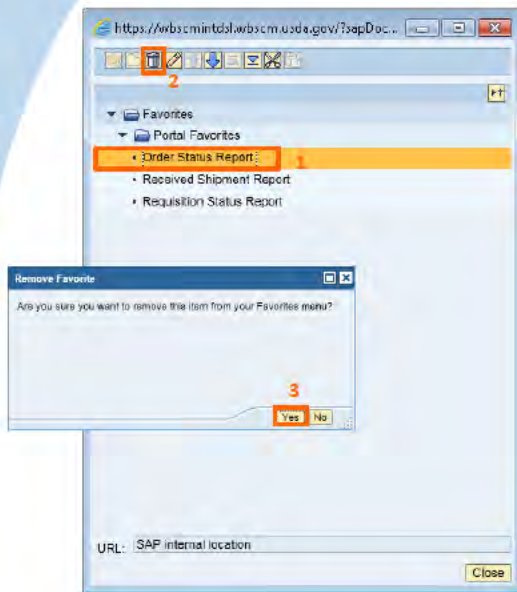
1. Navigate to **Favorites >Organize Favorites** to open the *Organize Favorites* window.
2. Open the Portal Favorites folder by expanding the **Favorites** and **Portal Favorites** folders.
 - Record your WBSCM Favorites






Ensure you record all your WBSCM Favorites because you will need to recreate them.

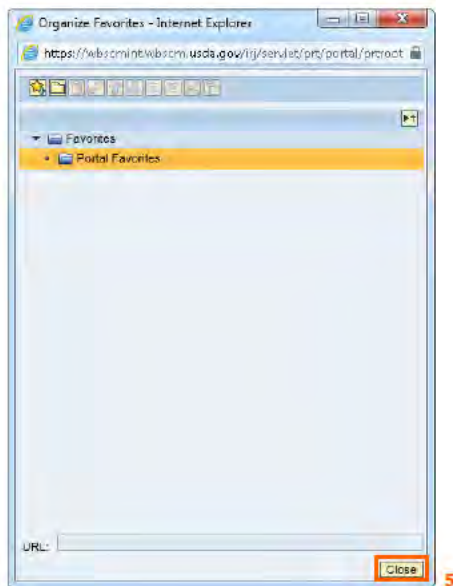


Delete Favorite

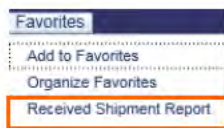
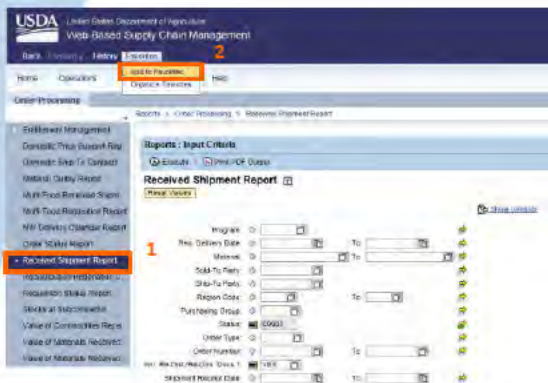


Once you have recorded your WBSCM Favorites delete the existing Favorites.

1. Highlight each Favorite one at a time.
2. Click  (the Delete icon) to remove the existing transaction from your Favorites.
3. Click  (the Yes button) to confirm the deletion.
4. Repeat steps 1-3 until all the Favorites are deleted.
5. Click  (the Close button) to close the *Organize Favorites* window.



Add Favorite



Refer to your recorded list of WBSM Portal Favorites to create new Favorites.

1. Navigate in WBSM to each transaction from the recorded list.
2. Navigate to **Favorites > Add to Favorites** menu path from the transaction to create a WBSM Favorite.
3. The bookmarked transaction will appear in the Favorites dropdown.



Do not create Favorites for the following transactions as they may not work as expected; it is recommended to access these transactions directly from the Portal standard navigation:

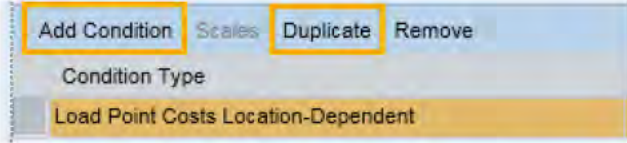
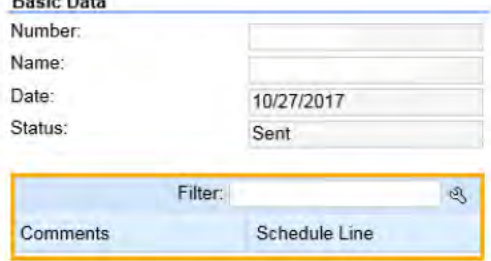
- Maintain Catalogs - FNS, FSA
- Maintain Sales Documents - FNS, FSA, USAID
- Maintain Sales Order - FAS
- Create/Display Recall - FNS
- Display FNS Recall - SDA
- Display FAS Contract - FAS

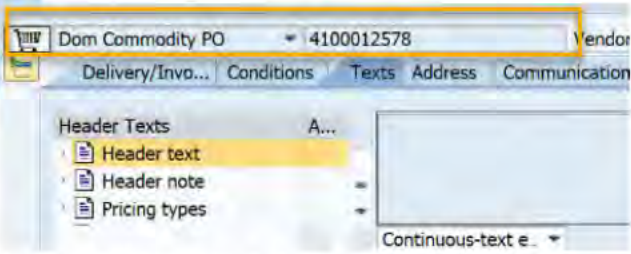


Refer to the [WBSM Portal Favorites](#) job aid for additional details on working with Favorite transactions.

Functional Changes, Open Issues and Work arounds

The table below summarizes new functional changes, open issues and workarounds related to the upgrade and the associated user groups impacted. The SDA/RA/ITO/Coop/Ship-to and PVO/WFP/NGO are not impacted.

Description	FNS	AMS	FSA	FAS	USAID	Vendors	Freight Forwarder
New Functional Changes							
<p>Enter Offers</p>  <p>On a bid response for International Commodity or Freight, the Location field cannot be edited on a newly created pricing condition using Duplicate (the Duplicate button). To add multiple conditions with different locations, you must add a new blank line item using Add Condition (the Add Condition button) and update location, as needed. It is recommended that vendors use preferences or Excel download/upload functionality (for freight only) to enter multiple location-based pricing conditions.</p> <p>This is a new standard functionality in WBSCM.</p>			X			X	
<p>ASN</p>  <p>A new filter option is available for Comments and Schedule Line section for ASN transactions.</p> <p>This is a new standard functionality in WBSCM.</p>		X	X			X	
<p>Finance Reports</p> <p>The following reports have additional criteria for execution:</p> <ul style="list-style-type: none"> - Display Functional Area Groups - Prompt PayAct (PPA) History Log - Display GL Balances - Accounting Document for a Material - Earmark Funds <p>Updated training materials are available for each of the reports.</p>	X	X	X	X	X		

Description	FNS	AMS	FSA	FAS	USAID	Vendors	Freight Forwarder
<p>PO Number</p>  <p>Purchase Orders header displays the purchase order number instead of the Long Procurement Number (LPN number).</p>	X	X	X				
Open Issues and Work Arouns							
<p>Enter Offers</p> <p>On a bid response, Vendor can edit notes other than Bidder's Remark. Vendor should not update any available notes other than Bidder's Remark field. Notes other than Bidder's remarks will not be saved.</p> <p>This is an open issue; fix is expected in near future.</p>		X	X		X	X	X
<p>Procurement Documents</p> <p>On purchase orders, contract, invitations and Bid (RFx) responses the Long text is editable in display mode. Long text for these fields cannot be saved and should not be used.</p> <p>This is an open issue; fix is expected in near future.</p>		X	X	X	X	X	X
<p>Maintain Catalog</p> <p>On a catalog when the first material is entered, the second open line to enter a material is greyed out on the second or subsequent pages of the material list under the catalog area. This issue only occurs when the user clicks the Enter key after the first material is entered. Use Insert (the Insert button) to add new open rows for additional materials.</p> <p>This is an open issue; fix is expected in near future.</p>	X		X				
<p>Business Intelligence (BI) Reports</p> <p>On the BI reports, when the text descriptions of the selection fields are longer than the text box, the description will extend beyond the available length (aesthetic issue only).</p>	X	X	X	X	X		

WBSCM User Accessibility Guide

**Web-Based Supply Chain Management
(WBSCM)**





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1 Purpose

The purpose of this document is to provide guidance for accessibility¹ features in WBSCM. Once activated, users can navigate using the hot keys associated with their preferred screen reader. Additionally, detailed tooltips and instruction boxes, which describe useful hot keys, become available to screen readers. This guide will be updated as accessibility guidelines change, and new methods of conformance are available.

2 Set up Accessibility in WBSCM

Users can activate accessibility features from any WBSCM screen as follows:



1. Click **Personalize**; then click **Portal** from the drop-down menu.

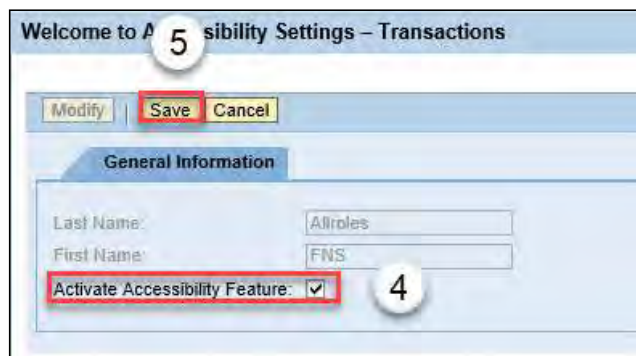


2. Depending on the user's browser and settings, the *Welcome to Accessibility Settings – Transactions* screen may open in a new window or a new tab.

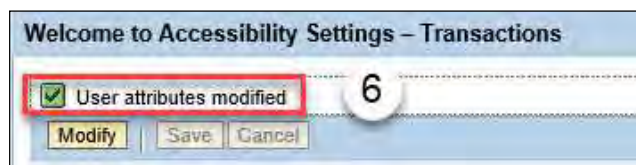
¹ [Section 508](#) of the [US Rehabilitation Act of 1973](#) is the law governing accessibility of electronic and information technology (EIT) in the Federal government to give disabled employees and members of the public access to information comparable to the access available to others. The concept of accessible design and the practice of accessible development ensures both unassisted access and compatibility with assistive technology (e.g., computer screen readers). To conform to the requirements of Section 508, WBSCM is guided by the [Web Content Accessibility Guidelines \(WCAG\) 3.0](#) as well as principles of [Universal Design](#).



3. Click **Modify** (the **Modify** button).




4. Click **Activate Accessibility Feature** (the **Activate Accessibility Feature** checkbox).
5. Click **Save** (the **Save** button).



6. WBSCM displays the message, “*User attributes modified.*”

Note: If the system displays a “*No extension entered*” warning message, the user may disregard it.

7. The accessibility feature must be turned on separately for transactions and for reports. Repeat steps 1-6 for the *Enable Accessibility - Reports* option in the *Detailed Navigational Panel*.

8. Click  (the **Close** button) to close the accessibility settings window or tab.



Note: To apply changes, refresh the browser after returning to the WBSCM portal.

If additional assistance is required, contact the WBSCM Help Desk and open an incident.

Phone: 877-WBSCM-4U or 877-927-2648; Email: WBSCM.servicedesk@CACI.com

3 Accessibility in WBSCM

WBSCM consists of navigation menus, transactions, and documentation. In general, menus and transactions respond to most screen readers. WBSCM Help documentation responds to a specific set of hot keys, described in [Section 4](#).

3.1 Tips and Tricks

3.1.1 Screen Readers and Keyboard Navigation

Hot keys are used to navigate using a keyboard through the menus and transactions. Hot keys may be associated with a screen reader or an operating system, or they may be customized by individual users. This document does not list all possible hot key menus for a user's individual setup. The table below provides WBSCM hot keys to navigate through the transactions.

Key	Action
F4	Open pop-up for available editable and selection fields for data entry. The user can select from a list of available values, narrow search criteria, or open a calendar to select dates. Press F4 to close the pop-up. Open drop-down menus from buttons with additional submenu options.
Tab key	Navigate through fields in the main content area, including table data. Select a row of data in a pop-up.
Arrow keys	Navigate through data in a pop-up, in a table, or read letter by letter, if needed. Exit a pop-up without data updates.



Key	Action
Enter or Space Bar	<p>Take action using specific buttons and links in main content area and in pop-ups.</p> <p>An alternative to F4 to open pop-up for certain editable or selection fields, and subsequently to highlight and select values.</p> <p>Populate selected data value from the pop-up into the selected input field.</p> <p>Open drop-down menus from buttons with additional submenu options.</p>
F6	<p>Skip through content hierarchy, navigation, and repeated elements on a page in order to land in the main content area for transaction processing.</p> <p>Skip through blocks of content within the main content area.</p> <p>Skip through within a pop-up to take final action.</p>
Esc	<p>Exit a pop-up, a menu, or a table without data updates or saving, wherever exit is needed.</p>

- For some screen readers, the user may need to select an item from the drop-down menu to read the selected value.
- Some screen readers do not read certain text elements on the main screen or a pop-up (such as an error message) when navigating using the Tab key; use the right arrow button on the keyboard instead.
- **Using advanced screen readers such as JAWS may alleviate some of the issues listed above. WBSCM is tested using Narrator and NVDA.**

3.1.2 Other Tips

- WBSCM offers a universal search field at the top of the WBSCM Home page to search for WBSCM transactions. Users can enter keywords in the search field and click the **Search** icon to directly navigate to a specific WBSCM transaction.
- When entering dates in WBSCM, use the MM/DD/YYYY (two-digit month, slash, two-digit day, slash, four-digit year) format for best results.

4 WBSCM Help Documentation Accessibility

WBSCM documentation is available through third-party software in multiple formats, including HTML, Microsoft Word, and Adobe PDF. For best results, select the HTML format (default), which is most conformant with Section 508 guidelines.



Requests for alternative formats can be made through the WBSCM Help Desk.

4.1 Navigating to a Document

When accessing WBSCM work instructions and quick reference guides, use standard hot keys to navigate to the HTML document.

4.2 Navigating within a Document

WBSCM allows users to navigate to Help documentation using their own screen reader hot keys. Additionally, use the following hot keys within both the document menu and document content.

To navigate through the document menu:

Key	Action
Enter	Move to the selected page from the menu navigation.
Tab	Advance to the next section in the menu navigation.
Shift & Tab	Advance to the previous section in the menu navigation.

To navigate within the document content:

Key	Action
Tab	Advance to the next document section.
Shift & Tab	Advance to the previous document section.
Ctrl & +	Increase the text size.
Ctrl & -	Decrease the text size.
Ctrl & 0	Reset the text size.

4.3 Simulation Navigation

Each Help document has an associated simulation. Simulations allow users to navigate through a transaction without entering actual data in WBSCM. Simulations have their own navigation keys.

Use the following keys to navigate through a simulation in Auto Playback mode:

Key	Action
Enter	Navigate to the selected step in the step window.
Right Arrow	Open the next step in the step window or open the next page.
Left Arrow	Open the previous step in the step window or open the previous page.
M	Toggle the step window.
T	Toggle the transcript pane.
Ctrl & +	Increase the text size.
Ctrl & -	Decrease the text size.
Ctrl & 0	Reset the text size.



4.4 Course Navigation

Some transactions in WBSCM have associated eLearning courses available through the Help menu. When WBSCM accessibility is activated, course menus are navigable using the following keyboard commands:

Key	Action
Enter or Spacebar	Move to the selected page from the menu navigation.
Right Arrow	Open submenu items.
Left Arrow	Close submenu items.
Up Arrow	Navigate to the parent of the current menu option.
Tab	Advance to the next section in the menu navigation.

Once a course has been selected from the Course menu, use the following keys to navigate through an individual course:

Key	Action
Right Arrow	Open next page. By default, the focus is on the Next button, allowing the user to click Enter or spacebar to move through the course.
Left Arrow	Open previous page.
Tab	Advance to the next course section.
M	Toggle the Menu.
H	Toggle the History.
T	Toggle transcript pane.
Ctrl & +	Increase text size.
Ctrl & -	Decrease text size.
Ctrl & 0	Reset the text size.
Escape	Exit course.
Tab / Tab & Shift	Drag and Drop: Press the Tab key to move between draggable elements and click Spacebar or Enter to "pick up" a draggable element. Then, press the Tab key to select a target. Click Spacebar or Enter to drop the element on that target. Once complete, press the Tab key to move focus directly to the Continue button. Multiple Choice: Press the Tab key to enter the radio button group, if it is not already focused. Click the Up/Down Arrow keys to move the selection between radio button choices. Once a selection is made, press the Tab key to move focus directly on the Continue button. Multiple Correct: Press the Tab key to move between checkboxes. Click Spacebar to select or deselect the choices. Once all selections have been made, press the Tab key to move focus directly to the Continue button.



5 Open Accessibility Issues

Improving accessibility of the WBSCM system and associated help documentation is an ongoing effort. However, with changing requirements and dependency on interaction with third-party software(s), users may experience some of the following outstanding issues. In most cases, third-party vendor tickets have been opened with ANCILE uPerform and SAP.

5.1 WBSCM Help Documentation – Open Issues

- The [language metadata tag](#) is not established for HTML outputs.
- Images may not be fully legible at [200% magnification](#).
- WBSCM transactions, simulations, and documents depend on [cascading style sheets \(CSS\)](#) and may not fully render when CSSs are removed.
- WBSCM documentation is dependent on the WBSCM Portal system time out rules. Help documentation [may time out without notice](#) if/when users' session times out in WBSCM.
- WBSCM eLearning courses do not have [<h1> element](#).
- WBSCM eLearning courses do not have [Skip links](#).

5.2 WBSCM Application – Open Issues

- Screen reader issues with certain tools reading select user interface components such as Page titles, Table titles, Column titles.
- Screen reader may not read items in drop-down fields when using the Tab key. Refer to the tip in [Section 3.1.1](#).
- Screen reader may not read certain text elements such as an Error message on the main screen or a pop-up when using the Tab key. Refer to the tip in [Section 3.1.1](#).

6 WBSCM Terms and Acronyms

The table below includes a list of terms and acronyms and their short descriptions generally useful in the context of WBSCM and its use by USDA, USAID, and all user groups. These acronyms may be useful when navigating within WBSCM.

Acronym	Description
AA	Account Assignment
ACDA	American Commodity Distribution Association
ADA	Americans with Disabilities Act
AIS	Automated Inventory System
ALM	Application Lifecycle Management
AMS	Agricultural Marketing Service
APHIS	Animal and Plant Health Inspection Service
ASN	Advance Shipping Notification



Acronym	Description
AVC	Availability Control
BBB	Build Back Better Initiative
BEOS	Bid Evaluation Optimization Solution
BI	Business Intelligence
BMI	Business Management Improvement
BP	Business Partner
CACFP	Child and Adult Care Food Program
CACI International Inc.	Prime contractor for the WBSCM Program
CARE	Cooperative for Assistance and Relief Everywhere
CBO	Country Backstop Officer (International Ordering)
CCB	Change Control Board
CCC	Commodity Credit Corp
CCR	Central Contractor Registration
ChaRM	Change Request Management
COR	Contracting Officer Representative
COSUP	Covid Supplemental Assistance
CR	Change Request
CRM	Customer Relationship Management
CS	Case (See also UoM)
CSFP	Commodity Supplemental Food Program
CSR	Country Specific Requirements
DA	Disaster Assistance
DATA Act	Digital Accountability and Transparency Act of 2014
DLA	Defense Logistics Agency
DMS	Document Management System
DOD	Department of Defense
DPM	Deputy Program Manager
DRB	Defect Review Board
DUNS	Dun & Bradstreet Number System
E2E	End-to-End Visibility (International Commodity Shipments)
EC	Executive Committee
ECC	ERP Central Component
EDC	Encourage Domestic Consumption
EDI	Electronic Data Interchange
eINV	Electronic Invoicing
EIT	Electronic and Information Technology
ERP	Enterprise Resource Planning
FAS	Foreign Agricultural Service
FC	Funds Commitment



Acronym	Description
FDA	Food and Drug Administration
FDPIR	Food Distribution Program on Indian Reservations
FPDS	Federal Procurement Data System
FEDSIM	Federal Systems Integration and Management Center
FEMA	Federal Emergency Management Agency
FFAVORS	Fresh Fruit and Vegetable Order Receipt System
FFFB	Farmers to Families Food Box
FFP/BHA	Food for Peace / Bureau for Humanitarian Assistance
FIN	Finance
FIPS	Federal Information Processing Standards
FM	Funds Management
FMBB	Funds Management Budgeting Workbench (specific SAP module)
FMMI	Financial Management Modernization Initiative
FNS	Food and Nutrition Service
FOIA	Freedom of Information Act
FPAC	Farm Production and Conservation
FPRS	Food Program Reporting System
FS	Financial Services
FSA	Farm Service Agency
FSIS	Food Safety and Inspection Service
FUL	Fulfillment
GAL	Gallon (See also UoM)
GIPSA	Grain Inspection, Packers, and Stockyards Administration
GMin	Guaranteed Minimums
GR	Goods Receipt (also called Shipment Receipt in WBSCM)
GSA	General Services Administration
HANA	High-Performance Analytic Appliance
IFMS	Integrated Food Management System
IR	Invoice Receipt
ITO	Indian Tribal Organization
JA	Job Aid
KM	Knowledge Management
LIQ	Liquidated Value Adjustments
LOI	List of Invoices reports
LRP	Local and Regional Food Aid Procurement Program
MARAD	Maritime Administration
MOU	Mass Order Update
MRP IT	Marketing and Regulatory Programs Information Technology
MT	Metric Ton (See also UoM)



Acronym	Description
NAFDPIR	National Association of Food Distribution Programs on Indian Reservations
NAICS	North American Industry Classification System
NGO	Non-governmental Organization
NPS	National Payment Services
NRRS	National Receipts and Receivables System
NSLP	National School Lunch Program
NW	National Warehouse
O&M	Operations and Maintenance
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OCM	Organizational Change Management
OCN	Order Change Notification
OMB	Office of Management and Budget
PCA	Procurement Contract Award
PM	Program Manager
PMO	Program Management Office
PMT	Program Management Team
PNR	Problem Notification Report
PO	Purchase Order
PoP	Period of Performance
PPA	Prompt Pay Act
PR	Purchase Requisition/Request
PRO	Procurement
PVO	Private Voluntary Organization
QM	Quality Management Value Adjustments
RA	Recipient Agency
RCN	Requisition Change Notification
SAC	SAP Analytics Cloud
SAM	System for Award Management
SAP	Systems Applications and Products
SDA	State Distributing Agency
SDVOSB	Service-disabled Veteran-owned Small Business
SEPDS	Summary End Product Data Schedules
SFSP	Summer Food Service Program
SKA	Skills, Knowledge, and Abilities
SME	Subject Matter Expert
SO	Sales Order
SolMan	Solution Manager
SRM	Supplier Relationship Management



Acronym	Description
SSO	Single Sign On
TEFAP	The Emergency Food Assistance Program
TM	Trade Mitigation
TPOC	Technical Point of Contact
UEI	Unique Entity Identifier
UoM	Unit of Measure
URI	Unique Request Identifier
USAID	United States Agency for International Development
USDA	United States Department of Agriculture

WBSCM User Administration Job Aid

(Not intended for Corporate Vendor Administrators)

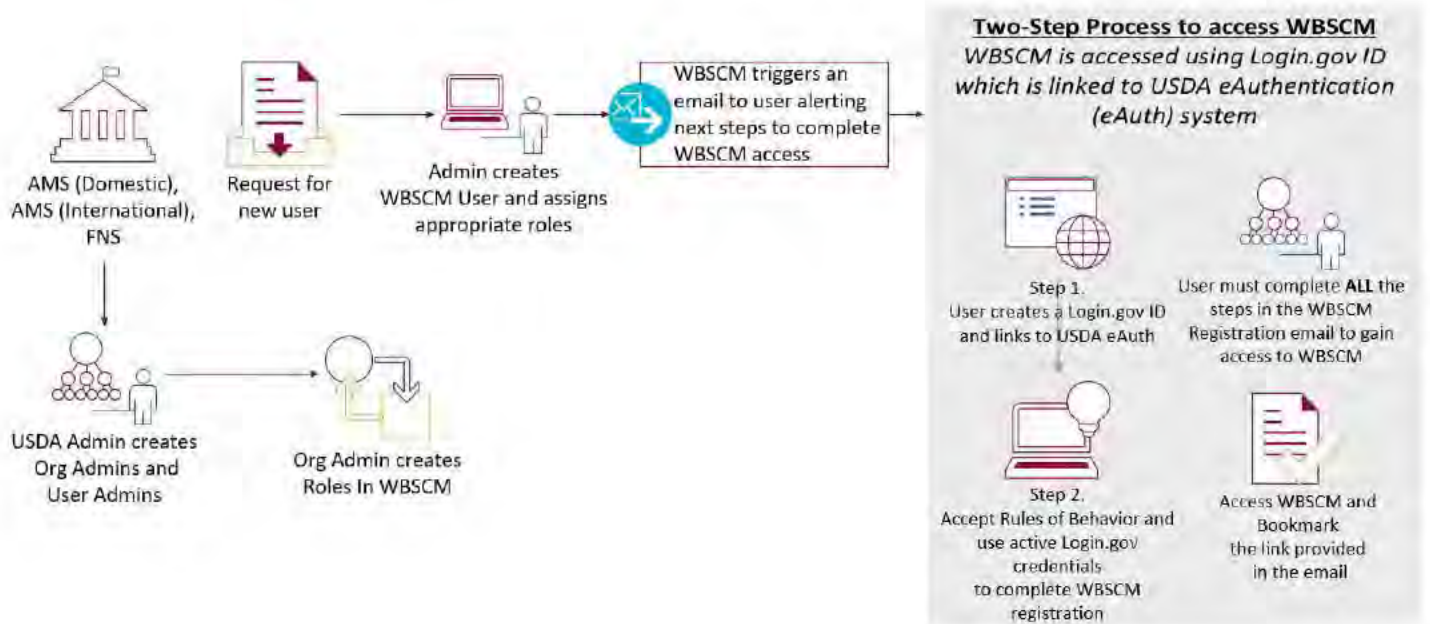
New User Creation Process in WBSCM

This job aid provides an overview of the WBSCM new user creation process, the USDA WBSCM organization and sub-organization structure, and the differences between an Organization Administrator (Org Admin) and a User Administrator (User Admin).

Access to WBSCM requires:

- (1) The User Admin/Org Admin creates a new user profile under the applicable organization within the WBSCM application. In some cases, this also includes setting up a new sub-organization.
- (2) The new user sets up login credentials through **Login.gov** and links it to their WBSCM user profile. Instructions are provided to a new user by email notification when the WBSCM user profile is created. Refer to the [eAuthentication Tips and Support](#) job aid for more information.



Note: Detailed work instructions are available for [Create User](#) and [Display and Maintain User](#). Similar instructions for vendor user administration are also available for [Create User – Vendor](#) and [Display and Maintain User – Vendor](#). A list of roles available for assignment to each type of admin and organization are provided in the [WBSCM Role Assignment Matrix](#).



USDA Organizations and Sub-organizations in WBSCM

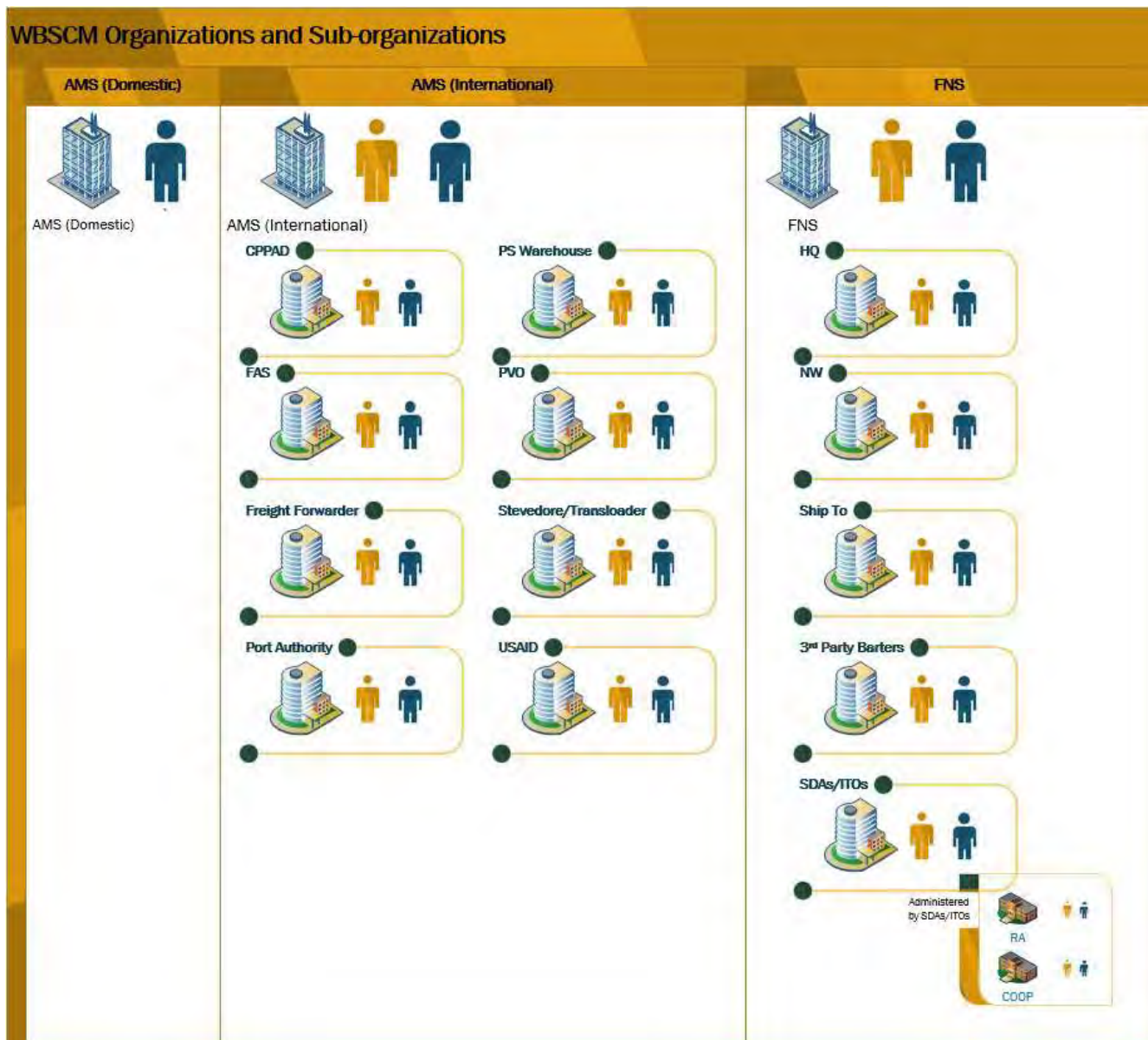
Every WBSCM user is assigned to a USDA organization and/or a sub-organization. Based on the organization/sub-organization assignment, new users are assigned one or more roles, which determines their level of access to WBSCM functions.

There are two types of administrators:

1.  **Org Admin:** creates and maintains organization and its sub-organizations; creates and maintains users for its sub-organizations
2.  **User Admin:** creates and maintains users for their own organization

Note: To manage users for both their own organization and its sub-organizations, both the User Admin and Org Admin roles must be assigned.

The illustration below displays the relationship between organizations and sub-organizations in WBSCM and what administrative roles are available. Refer to the [WBSCM Role Assignment Matrix](#) for a complete list of roles available for each type of organization.



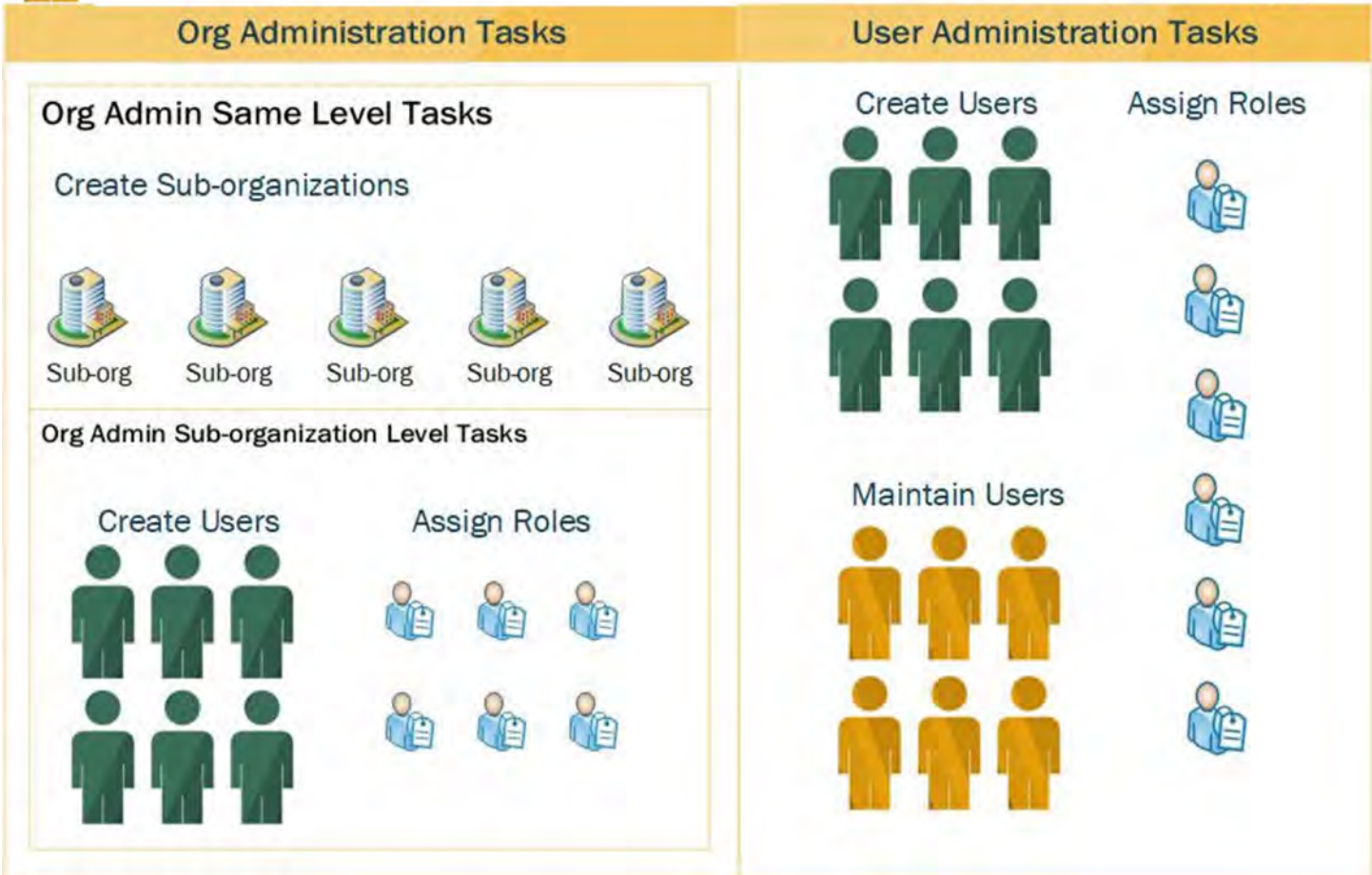
Organization and User Administrators



Org Admins are responsible for creating and maintaining sub-organizations. Org Admins can also create and maintain users for their sub-organizations, including assigning all applicable roles.



User Admins are responsible for creating and maintaining user roles in WBSCM for users within their organization.



Org Admin: Create User Tasks

In WBSCM, User Admins can see users for their own organization and its sub-organizations only. Org Admins see their organization and its relationship to sub-organizations in the left-hand panel of the **WBSCM Admin** → **Manage Users** → **Manage Users** screen. Refer to the [Create User](#) work instruction for detailed step-by-step instructions.

This example on the right from FNS displays an **SDA Org Admin** view for the Texas Department of Agriculture with their Recipient Agency (RA) and Co-op sub-organizations.



This example on the right from AMS displays an **AMS – INTL Org Admin** view with its various sub-organizations such as Port Authority, Freight Forwarders, FAS, and USAID.

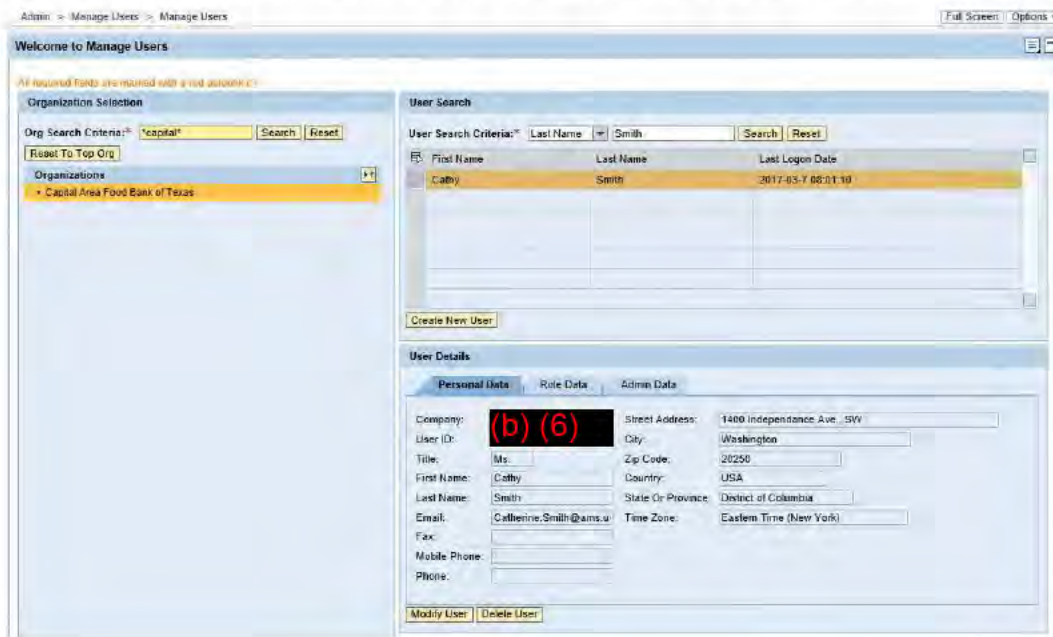


This example on the right from AMS displays an **AMS – DOMESTIC Admin** view. AMS – Domestic does not use sub-organizations.



User Admin: Maintain User Tasks

In WBSCM, User Admins perform tasks such as updating personal data, adding or removing roles, and locking or unlocking users in their organizations. Generally, Org Admins do not perform user maintenance for their sub-organizations unless a User Admin for that organization is not assigned or active; for example, they may assign missing roles or resend the new user registration email for sub-organization users.



User Admin: Maintain User Details

Once a user has been selected within the WBSCM Admin → **Manage Users** → **Manage Users** transaction, the user record is displayed in the User Details section on three tabs: Personal Data, Role Data, and Admin Data. Refer to the [Display and Maintain User](#) work instruction for detailed step-by-step instructions.

Update Personal Data:

- ❖ Update First and Last Name
- ❖ Email Address
- ❖ Title
- ❖ Address
- ❖ Phone Numbers

The screenshot shows the 'User Details' window with the 'Personal Data' tab selected. The form contains the following fields: Company (redacted with (b) (6)), User ID (redacted with (b) (6)), Title (Ms), First Name (Cathy), Last Name (Smith), Email (Catherine.Smith@ams.a), Street Address (1400 Independence Ave., SW), City (Washington), Zip Code (20250), Country (USA), State Or Province (District of Columbia), and Time Zone (Eastern Time (New York)). There are 'Modify User' and 'Delete User' buttons at the bottom.

Update Role Assignment:

- ❖ Add Roles based on appropriate job function
- ❖ Remove Roles when access is no longer required

The screenshot shows the 'User Details' window with the 'Role Data' tab selected. The 'Current Roles' list includes: Org Admin - AMS, Dom Loss/Damage Approve/Post - AMS, Dom Loss/Damage Create/Edit - AMS, COR - AMS, Invoice Approver - FSA DOM, Recall Specialist - AMS, and Invoice Approver - AMS. There are 'Modify User' and 'Delete User' buttons at the bottom.

Lock or Delete User:

- ❖ Lock or unlock user as per your organization business process
- ❖ Delete a user – option available once you save the record
- ❖ Resend new user registration email

The screenshot shows the 'User Details' window with the 'Admin Data' tab selected. The 'User Locked' checkbox is checked. There is a 'Reason Locked' text box and a 'Resend New User Email' button. There are 'Modify User' and 'Delete User' buttons at the bottom.

Need Help?

Access all Help documentation on the [WBSCM Portal](#) under the **Help** tab → **Training** sub-tab. Utilize the links in this job aid to review detailed step-by-step instructions. For further help, please email the [WBSCM Service Desk](#) at WBSCM.servicedesk@CACI.com or call 877-WBSCM-4U (877-927-2648).



Purpose: This job aid lists notifications and related details that Customers will receive from WBSCM, based on their assigned roles.

Target Audience: State Distributing Agencies (SDA), Recipient Agencies (RA), Indian Tribal Organizations (ITO), Cooperatives (Coop), Ship-To Parties, National Warehouses (NW), Price Support (PS), Private Voluntary Organizations (PVO), World Food Program (WFP), Non-governmental Organizations (NGO), and WBSCM Administrators

Role: SDA/ITO

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Product Catalog	Product Catalog Updates (FNS updates)	WBSCM Product Catalog Updates	Displays list of changes made by FNS from previous day to catalog views assigned to the SDA/ITO. This includes products added or removed as well as delivery date changes.	FNS updates product catalogs. Note: Sent to SDA/ITOs affected by catalog update.	Ad Hoc
Sales Order	Domestic Sales Order Status Change Notification	Sales Order Changes	Displays consolidated list of changes for sales orders (e.g., status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	Domestic sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc
Shipping	Shipment Alert Notification for 3rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3rd party and replenishment orders.	Ad Hoc
Recalls	Recall Notification	Recall [Description]	Notifies users of a recall created in WBSCM User Action Required	FNS Recall Specialist initiates recall notification.	Ad Hoc



Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Goods Receipt	Missing Goods Receipt Notification	Goods Receipt is missing for delivered commodities	Reminds recipient to follow up on missing goods receipts to ensure prompt payment of vendor invoices. User Action Required Note: User can opt out of this notification.	Commodity vendor submits electronic invoice for which there is no matching goods receipt.	Ad Hoc

Role: RA

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Product Catalog	Product Catalog Updates (SDA updates)	WBSCM Product Catalog Updates	Displays list of changes made by SDA from previous day to catalog views assigned to the RA. This includes products added or removed as well as delivery date changes.	SDA updates RA catalog. Note: Sent to RAs affected by catalog update.	Ad Hoc
Requisition	Requisition/Redistribution Document Change Notification	Requisition Changes	Displays consolidated list of status changes for sales requisitions for the Sold-To organization. Note: User can opt out of this notification.	Requisition line items are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc
Sales Order	Domestic Sales Order Status Change Notification	Sales Order Changes	Displays consolidated list of changes for sales orders (e.g., status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	Domestic sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc

Role: Coop

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Sales Order	Domestic Sales Order Status Change Notification	Sales Order Changes	Displays consolidated list of changes for sales orders (e.g., status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	Domestic sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc

Role: Ship-to HQ / Ship-to

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Sales Order	Domestic Sales Order Status Change Notification	Sales Order Changes	Displays consolidated list of changes for sales orders (e.g., status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	Domestic sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc
Shipping	Shipment Alert Notification for 3 rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3 rd party and replenishment orders.	Ad Hoc
Goods Receipt	Missing Goods Receipt Notification	Goods Receipt is missing for delivered commodities	Reminds recipient to follow up on missing goods receipts to ensure prompt payment of vendor invoices. User Action Required Note: User can opt out of this notification.	Commodity vendor submits electronic invoice for which there is no matching goods receipt.	Ad Hoc

Role: National Warehouse

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Inventory	Blocked Stock Notification	Material document [number] item [number] blocked	Notifies customer when material document item is blocked. User Action Required	Warehouse Org Admin executes a Movement Type 344, moving a particular material / batch / quantity into blocked status.	Ad Hoc
Inventory	National Warehouse – WBSCM Inventory Comparison	National Whse Inventory Balance Rpt – Plant[whse id]	Informs FNS of variations between warehouse inventory and WBSCM inventory.	National Warehouse users upload inventory XML file.	Ad Hoc

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Shipping	Shipment Alert Notification for 3 rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3 rd party and replenishment orders.	Ad Hoc
Goods Receipt	Missing Goods Receipt Notification	Goods Receipt is missing for delivered commodities	Reminds recipient to follow up on missing goods receipts to ensure prompt payment of vendor invoices. User Action Required Note: User can opt out of this notification.	Commodity vendor submits electronic invoice for which there is no matching goods receipt.	Ad Hoc

Role: Price Support

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Inventory	Blocked Stock Notification	Material document [number] item [number] blocked	Notifies customer when material document item is blocked. User Action Required	Warehouse Org Admin executes a Movement Type 344, moving a particular material / batch / quantity into blocked status.	Ad Hoc

Role: PVO/WFP/NGO

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Sales Order	International Sales Order Status Change Notification	Order Changes	Displays consolidated list of changes for sales orders (for example, status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	International sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc



Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Shipping	Shipment Alert Notification for 3rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3rd party and replenishment orders.	Ad Hoc

Role: Administrators

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Entitlements	RA's Entitlement Notification (Threshold Exceeded)	Entitlement Notification - [Org_Name]	Notifies SDAs when RAs have exceeded entitlement threshold.	Orders with value exceeding the entitlement threshold percentage, submitted through the catalog ordering process. Note: Sent only when RAs exceed entitlement threshold.	Ad Hoc
Organization Maintenance	Successful unassignment of Ship-to party	Successful Ship-to unassignments	Advises FNS and SDA of successful unassignment of delivery site (Ship-to) from customer organization.	FNS successfully unassigns a Ship-to from a customer organization. Note: Sent to FNS and SDA users affected by unassignment.	Ad Hoc



Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Requisition	Requisition/Redistribution Document Change Notification	Requisition Changes	Displays consolidated list of status changes for sales requisitions for the Sold-To organization. Note: User can opt out of this notification.	Requisition line items are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc

Role: WBSCM Users

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Registration	WBSCM New User Registration Confirmation	Action Required: Register USDA WBSCM User Account	Confirms user creation and provides registration instructions. User Action Required Note: Email sent from WBSCM_USER_REGISTRATION@AMS.USDA.GOV	User registers with WBSCM.	Ad Hoc



Purpose: This job aid lists notifications and related details that USDA or USAID will receive from WBSCM, based on their assigned roles.

Target Audience: FNS, AMS Domestic, AMS International, USAID, FAS, FSA Finance, USDA, USDA Admin

Role: FNS

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Inventory	USDA Write-Down Notification	WBSCM Write-Down Action	Notifies USDA of WBSCM write-down action.	WBSCM Write-Down Action batch job is completed.	Weekly
Inventory	National Warehouse - WBSCM Inventory Comparison	National Whse Inventory Balance Rpt - Plant[whse id]	Informs FNS of variations between warehouse inventory and WBSCM inventory.	National Warehouse users upload inventory XML file.	Ad Hoc
Shipping	Shipment Alert Notification for 3 rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3 rd party and replenishment orders.	Ad Hoc
Recalls	Recall Notification	Recall [Description]	Notifies users of a recall created in WBSCM. User Action Required	FNS Recall Specialist initiates recall notification.	Ad Hoc
Complaints	Complaint Notification Domestic (FNS)	[Region Code] Complaint Type: Not Food Issue [Region Code] New complaint for Food Safety	Notifies users of a domestic FNS complaint created in WBSCM.	Domestic commodity complaint is created.	Ad Hoc
Complaints	Redirecting complaint for review Notification	Redirect complaint for review	Notifies applicable party when complaint is redirected.	Complaint is redirected in WBSCM.	Ad Hoc

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Complaints	Complaint Process Reminder	CT-Review - Complaint Process Reminder	Notifies FNS when there is no action on a complaint. User Action Required	There has been no activity on complaint for 10 days.	Ad Hoc
Mass Order Updates	Program to submit Mass Order Update (MOU) changes in the background.	Your MOA Job [user id_YYYYMMDD_number]Results	Displays results of MOU job.	FNS submits changes in MOU as a background job.	Ad Hoc
Material / Pricing Conditions	Weekly LAPP (average) price update job results for modified/changed POs	LAPP Calculation for Purchase Order (Changes)	Displays price updates for existing purchase orders for Last Average Purchase Price (LAPP) calculation.	There are price updates for existing purchase order line items that have not yet been purchased.	Weekly
Material / Pricing Conditions	Weekly LAPP (average) price update job results for new POs	LAPP Calculation for Purchase Order (Create)	Displays price updates for newly created purchase orders for Last Average Purchase Price (LAPP) calculation.	There are price updates for new purchase orders.	Weekly
Material / Pricing Conditions	Weekly LAPP (average) price updates summary	LAPP : Summary of Order - Line Items affected	Displays summary of purchase order line items affected by Last Average Purchase Price (LAPP) calculation.	There are price updates that impact new and/or existing purchase orders.	Weekly

Role: AMS Domestic

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Complaints	Redirecting complaint for review Notification	Redirect complaint for review	Notifies applicable party when complaint is redirected.	Complaint is redirected in WBSCM.	Ad Hoc

Role: AMS International

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Complaints	Complaint Notification (FAS)	Complaint related to Commodity	Notifies users of a complaint created in WBSCM.	International commodity complaint is created.	Ad Hoc



Complaints	Redirecting complaint for review Notification	Redirect complaint for review	Notifies applicable party when complaint is redirected.	Complaint is redirected in WBSCM.	Ad Hoc
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Role: USAID

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Inventory	USDA Write-Down Notification	WBSCM Write-Down Action	Notifies USDA of WBSCM write-down action.	WBSCM Write-Down Action batch job is completed.	Weekly
Sales Order	International Sales Order Status Change Notification	Order Changes	Displays consolidated list of changes for sales orders (for example, status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	International sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc
Shipping	Shipment Alert Notification for 3 rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3 rd party and replenishment orders.	Ad Hoc
Complaints	Redirecting complaint for review Notification	Redirect complaint for review	Notifies applicable party when complaint is redirected.	Complaint is redirected in WBSCM.	Ad Hoc
Complaints	Complaint Notification (USAID)	Complaint related to Commodity	Notifies USAID of a commodity-related complaint in WBSCM.	USAID commodity complaint is created.	Ad Hoc

Role: FAS

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Sales Order	International Sales Order Status Change Notification	Order Changes	Displays consolidated list of changes for sales orders (for example, status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	International sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc



Complaints	Complaint Notification (FAS)	Complaint related to Commodity	Notifies users of a complaint created in WBSCM.	International commodity complaint is created.	Ad Hoc
Complaints	Redirecting complaint for review Notification	Redirect complaint for review	Notifies applicable party when complaint is redirected.	Complaint is redirected in WBSCM.	Ad Hoc

Role: FSA Finance

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Inventory	USDA Write-Down Notification	WBSCM Write-Down Action	Notifies USDA of WBSCM write-down action.	WBSCM Write-Down Action batch job is completed.	Weekly
Shipping	WBSCM International ASN Shipment report	WBSCM International ASN Shipment Report	Notifies USDA users of a new ASN for international commodity.	New ASN created for international commodity.	Weekly

Role: USDA Admin

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Organization Maintenance	Successful unassignment of Ship-to party	Successful Ship-to unassignments	Advises FNS and SDA of successful unassignment of delivery site (Ship-to) from customer organization.	FNS successfully unassigns a Ship-to from a customer organization. Note: Sent to FNS and SDA users affected by unassignment.	Ad Hoc

Role: WBSCM User

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Registration	WBSCM New User Registration Confirmation	Action Required: Register USDA WBSCM User Account	Confirms user creation and provides registration instructions. User Action Required	User registers with WBSCM.	Ad Hoc



Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
			Note: Email sent from WBSCM_USER_REGISTRATION@AMS.USDA.GOV		



Purpose: This job aid lists notifications and related details that Vendors will receive from WBSCM, based on their assigned roles.

Target Audience: Commodity Vendors, Freight Vendors, Freight Forwarders, Vendor Admins

Role: Commodity Vendor (Dom and Intl) / Freight Vendor (Dom and Intl)

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Freight Routing	Routing Complete Notification	WBSCM FreightLink - Routing Complete Notification	Notifies vendor / supplier of commodity and freight purchase order line item with status of routing complete.	Freight purchase order line item status changed to Routing Complete.	Ad Hoc
Freight Routing	Routing Cancelled Notification for Offshore Deliveries	WBSCM FreightLink - Routing Cancelled Notification	Notifies vendor / supplier of commodity and freight purchase order line item with status of routing cancelled.	Freight purchase order line item status changed to Routing Cancelled.	Ad Hoc

Role: Freight Forwarder

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Sales Order	International Sales Order Status Change Notification	Order Changes	Displays consolidated list of changes for sales orders (for example, status, quantity, Ship-to, etc.) from the previous day for the Sold-To organization. Note: User can opt out of this notification.	International sales orders are changed. Note: Sent to affected Sold-To organizations.	Ad Hoc
Shipping	Shipment Alert Notification for 3 rd Party and Replenishment Order	Order [Number] Item [Number] Shipped	Notifies recipient when vendor has entered an ASN. The email includes the sales order information for reference.	Commodity vendor enters ASN signifying material has been shipped to 3 rd party and replenishment orders.	Ad Hoc
Goods Receipt	Commodity Goods Receipt Notification sent to Freight Forwarder	Commodity Goods Receipt Notification	Notifies freight forwarder when a goods receipt has been entered in the system.	Goods receipt is entered for PO.	Ad Hoc



Role: Vendor Admin

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Invoices	Vendor Invoice Approval / Rejection Notification	Invoice is Approved / Rejected	Notifies vendor of approved or rejected invoices.	USDA approver approves or rejects a vendor's invoice.	Ad Hoc
Registration	Vendor Approval Email	You have been accepted as vendor in USDA	Notifies vendor / supplier of acceptance as a potential supplier in WBSCM.	USDA Approver sends email.	Ad Hoc
Solicitations	Vendor Response - Restricted invitation approval	Solicitation: [Solicitation Number] / [Contract Number]	Advises vendor / supplier of a specific solicitation for which they are eligible to submit an offer. User Action Required	USDA Approver sends email.	Ad Hoc
Contracts	Contract Approval	Contract [Contract Description]	Notifies vendor / supplier of contract approval.	USDA Approver sends email.	Ad Hoc
Contracts	Contract Award – PO Email	WBSCM: [Contract Award Number]	Notifies vendor / supplier of contract award.	USDA Approver sends email.	Ad Hoc
Contracts	Contract Modification	WBSCM: [Solicitation Number] / [Contract Number]	Notifies vendor / supplier of contract modification.	USDA Approver sends email.	Ad Hoc
Procurement	Purchase Order Approval	WBSCM: [PO Description]	Notifies vendor / supplier of purchase order approval.	USDA approves purchase order.	Ad Hoc
eInvoice	eInvoice – Attachment Rejection	WBSCM Document Rejected	Notifies vendor that their attached eInvoice document has been rejected and provides purchase order, ASN document, and rejection reason. USDA will solicit additional information before invoice approval. User Action Required	USDA rejects attachment.	Ad Hoc
eInvoice	eInvoice - Shipment Rejection	WBSCM Payment Request Rejected	Notifies vendor that their eInvoice payment request has been rejected and provides purchase order, ASN document, and rejection reason. USDA will solicit additional information before invoice approval. User Action Required	USDA rejects payment request.	Ad Hoc



Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
eInvoice	eInvoice - Over/Short/Damages	WBSCM ASN Discrepancy PO XXXXXXXXXX, Item YYYY	Notifies vendor that there is a discrepancy between the shipped quantity and receipted quantity and provides purchase order, shipment details, receipt details, and rejection reason. USDA will solicit additional information before invoice approval. User Action Required	Shipped quantity and receipted quantity do not match.	Ad Hoc

Role: WBSCM User

Category	Notification Name	Email Subject Line	Notification Purpose	Trigger	Frequency
Registration	WBSCM New User Registration Confirmation	Action Required: Register USDA WBSCM User Account	Confirms user creation and provides registration instructions. User Action Required Note: Email sent from WBSCM_USER_REGISTRATION@AMS.USDA.GOV	User registers with WBSCM.	Ad Hoc



Wildcard and Matchcode Searches Job Aid

Searching in WBSCM

WBSCM contains a lot of different types of data, including, transactions, documents, materials, vendors, and customers. Many of these are identified by a unique alpha-numeric code and a name. Rather than requiring users to enter the exact text, WBSCM allows them to find information quickly with two methods: [Wildcard Searches](#) and [Matchcode Searches](#).

In some cases, a user may [use both search methods](#) – first opening the matchcode search dialog from the main search screen and then using a wildcard search within that dialog.

Wildcard Searches

Wildcard searches can be performed in any field where users type in text (free text fields). This type of search is not available for fields with a dropdown arrow, Matchcode, calendar icon, or other field controls.

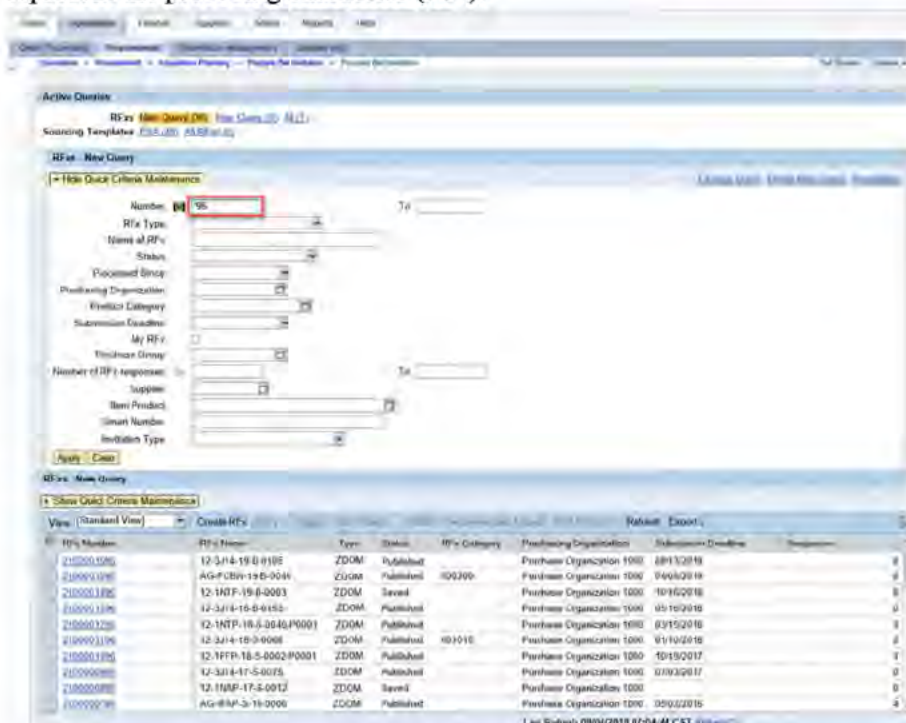
For a wildcard search, a user needs to know only a portion of the value, entering an asterisk (*) as a placeholder (wildcard operator) for any missing characters in the string. The wildcard operator may represent one or more characters, including a space; can be placed in any position; and may be used more than once (e.g., at both the beginning and end of the string).

The following table summarizes some of the most common scenarios for using wildcard search:

Scenario	Wildcard Position	Example search for 123456789
Beginning character(s) known	After text	12*
Ending character(s) known	Before text	*789
Middle character(s) known	Before and after text	*34*
Beginning and middle characters known	Between and after text	1*45*
Beginning and ending characters known	Between text	1234*9
Middle and ending characters known	Before and between text	*5*789

When the user submits a search, WBSCM returns all records containing the known text plus any additional character(s) where the asterisk was entered. Wildcard searched can be combined with other search criteria to further narrow the results of a search.

The example below displays a search and results for a bid invitation number ending with **96**, using a wildcard operator to represent the preceding characters (**96***).



Matchcode Searches

A Matchcode is a field control that opens a field-specific search dialog when clicked. The Matchcode icon may not always be visible to the right of a field. Sometimes the icon is visible only after the cursor is placed directly into a field.

First, the user clicks (the **Matchcode** icon) adjacent to the field. In this example, the user is searching for a **Bid Inv Number**.

Bid Invitation Number	Bid Invitation type	Bid Invitation Description	Bid Invitation Status
2000006052	ZDOM	AG-FFRF-S-16-0065	NOT_OPEN
2000003996	ZDOM	AG-FCVG-S-16-0063-P0001	NOT_OPEN
2000002654	ZDOM	AG-FFRF-S-16-0066	NOT_OPEN

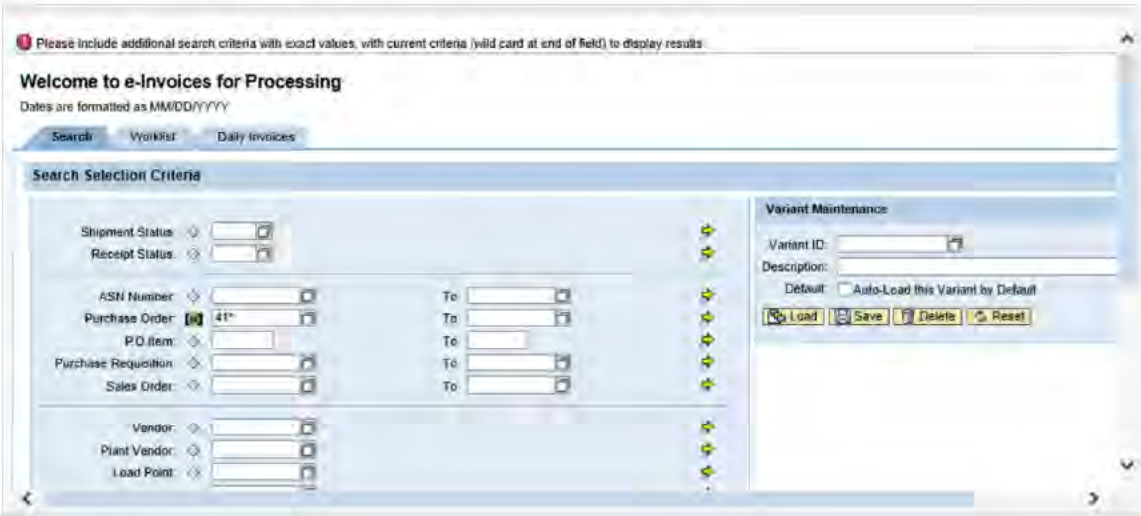
In the pop-up dialog, the user may select from available search criteria, as applicable. In this example, there are four available search criteria, including **Bid Invitation Number**, **Bid Invitation Type**, **Bid Invitation Description** or **Bid Invitation Status**. Different search criteria fields may be selected by clicking (the **Dropdown** button) next to the displayed criteria. The user can add or remove search criteria using (the **Plus and Minus** icons).

Next, the user may enter value(s) for these search criteria, if desired. Users may use a wildcard search for search criteria fields, as applicable. The example below displays a search and results for a bid invitation number starting with **200**, using a wildcard operator to represent the middle characters (***39***).

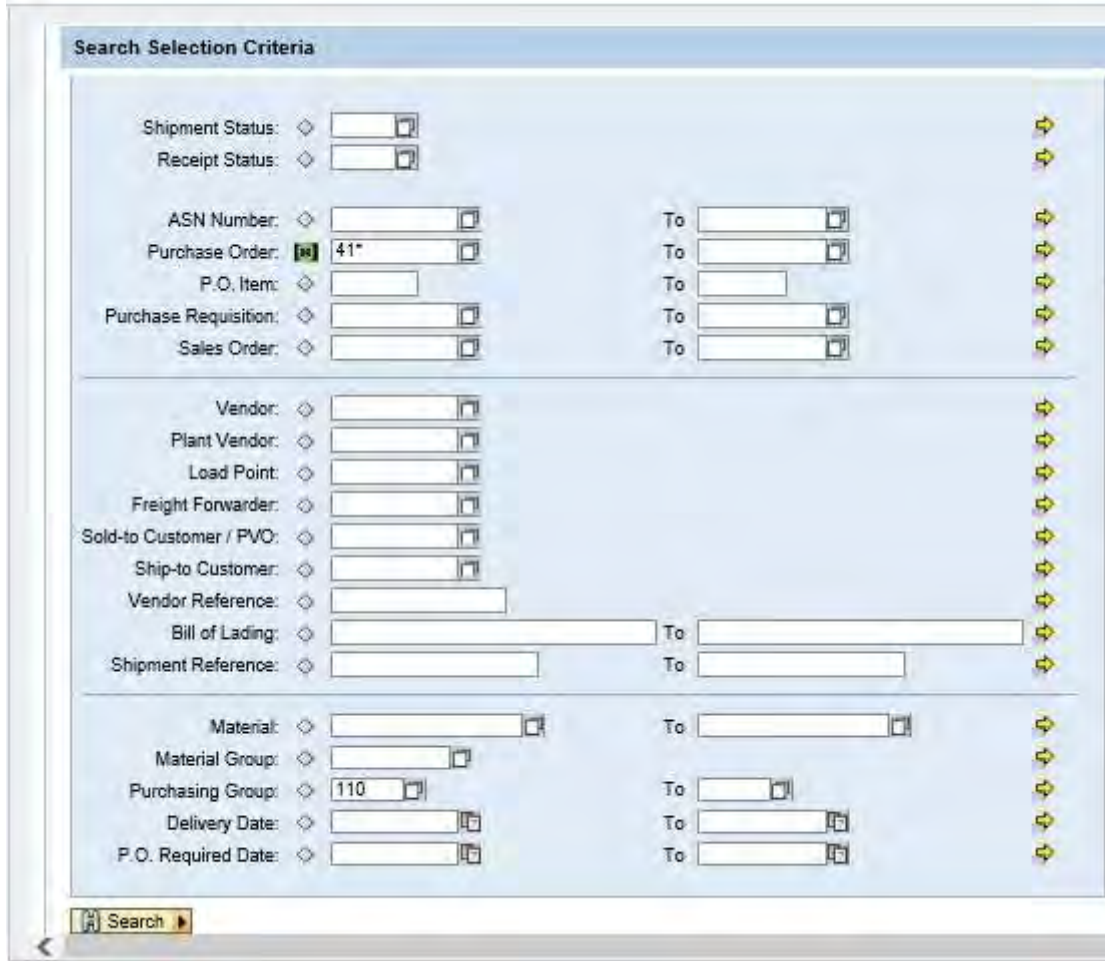
Bid Invitation Number	Bid Invitation type	Bid Invitation Description	Bid Invitation Status
2000003952	ZDOM	AG-PCHX-S-16-0057	NOT_OPEN
2000003953	ZDOM	AG-FDRF-S-16-0061-P0001	NOT_OPEN
2000003954	ZDOM	AG-FDPO-S-16-0062	NOT_OPEN

Click (the **Search** button) to apply the selected search criteria and return a list of results, which includes all values that match the search criteria – or all existing values if no criteria were entered.

Scroll through the list of results and click (the **Selection** button) to select a value. Then click (the **OK** button) to return to the main search screen and apply the selected value.

<p>Job Aid Title</p>	<p>Create eInvoice Worklist using Wildcard Search</p>
<p>Purpose</p>	<p>Use this job aid to review the steps to create and load saved search criteria (variants).</p>
<p>Portal Navigation Path</p>	<p>USDA Users; Finance tab → Accounts Payable tab → Invoicing folder → e-Invoices for Processing link</p> <p>Vendor Users: Suppliers tab → Supplier Self Service tab → e-Invoices for Processing link</p>
<p>e-Invoices for Processing Screen</p> 	<p>Search Error – Additional Criteria Required</p> <p>Searching with a wildcard, which is represented as an asterisk (*), at the end of a value for certain fields will result in the Additional Criteria Required error stating: <i>Please include additional search criteria with exact values, with current criteria (wild card at end of field) to display results.</i> The error will occur for the following fields:</p> <ul style="list-style-type: none"> • ASN Number • Purchase Order • Purchase Requisition • Sales Order • Vendor Reference • Bill of Lading • Shipment Reference <p>In this example, the Purchase Order field was populated with 41* to locate domestic purchase orders. This resulted in the displayed error at the top of the screen.</p>

e-Invoices for Processing Screen



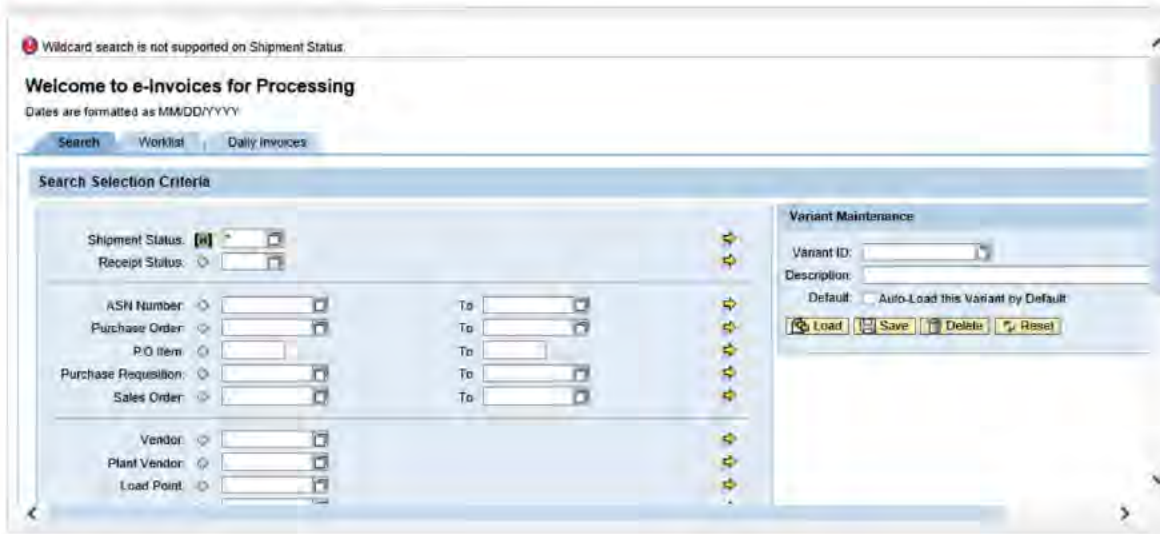
Search Error – Additional Criteria Required

To resolve the Additional Criteria Required error complete an additional field when searching with a wildcard (*) at the end of a value for following fields:

- **ASN Number**
- **Purchase Order**
- **Purchase Requisition**
- **Sales Order**
- **Vendor Reference**
- **Bill of Lading**
- **Shipment Reference**

In this example, **Purchase Order** wildcard search (41*) was searched with **Purchasing Group 110**.

e-Invoices for Processing Screen



Search Error – Wildcard Search Not Supported

Searching with a wildcard (*) for certain fields will result in the Wildcard Search Not Supported error stating: *Wildcard search is not supported on the field.* The error will replace field with the name of the actual field. The error will occur for the following fields:

- **Shipment Status**
- **Receipt Status**
- **Vendor**
- **Plant Vendor**
- **Load Point**
- **Freight Forwarder**
- **Sold-to Customer / PVO**
- **Ship-to Customer**
- **Material**
- **Material Group**
- **Purchasing Group**

In this example, the **Shipment Status** field was populated with a wildcard (*) for search. This resulted in the displayed error at the top of the screen.

Wildcard search is not possible on these fields and should not be used.



e-Invoices for Processing Screen

Purchase Order Number is required with the Purchase Order item Number.

Welcome to e-Invoices for Processing
Dates are formatted as MM/DD/YYYY

Search Worklist Daily Invoices

Search Selection Criteria

Shipment Status: <input type="text"/>	To <input type="text"/>
Receipt Status: <input type="text"/>	To <input type="text"/>
ASN Number: <input type="text"/>	To <input type="text"/>
Purchase Order: <input type="text"/>	To <input type="text"/>
P.O. Item: <input type="text" value="00001"/>	To <input type="text"/>
Purchase Requisition: <input type="text"/>	To <input type="text"/>
Sales Order: <input type="text"/>	To <input type="text"/>
Vendor: <input type="text"/>	
Plant Vendor: <input type="text"/>	
Load Point: <input type="text"/>	

Variant Maintenance

Variant ID:

Description:

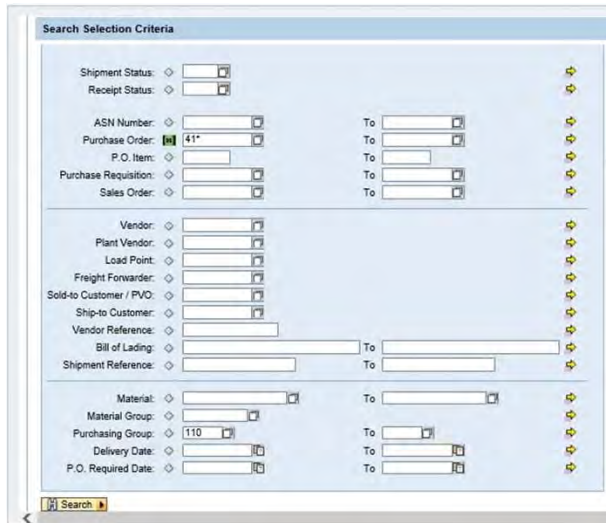
Default: Auto-Load this Variant by Default

Search Error – Purchase Order Number Required

If the **PO Item** field is completed without completing the **Purchase Order** field, the following error displays: *Purchase Order Number is required with the Purchase Order item Number.* In this example, the **PO Item** field was populated with **0001** without a **Purchase Order** number. This resulted in the displayed error at the top of the screen.

Resolution: Complete the **Purchase Order** field along with the **PO Item** field.

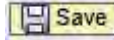
e-Invoices for Processing (Variant Maintenance) Screen




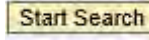



Variants – Saved Search Criteria

Variants can be used to save frequently used search criteria. Including search with wildcards (*).

Create a Variant

1. Enter applicable search criteria.
2. Enter name of saved search criteria in **Variant ID** field.
3. If required, enter **Description** field with details of the saved search criteria.
4. If required, check (the **Default:** checkbox) to load the saved search criteria next time the transaction is used.
5. Click  (the **Save** button).

Load a Variant

1. Click  (the **Matchcode** button) in the **Variant ID** field.
2. Enter a **Variant ID** or **Description** to locate the variant.
3. Click  (the **Start Search** button).
4. Click  (the **Selection** button) to select the variant.
5. Click  (the **OK** button).
6. Click  (the **Load** button).

In this example, variant **Shipments** is created with Purchase Order 41* and Purchasing Group **110**.



Job Aid
Determine Claim Letter Details

Job Aid Title	Determine Claim Letter Details
Purpose	<p>Use this job aid to gather all required information needed to prepare the claim letter sent by USDA. The following required information can be reviewed in WBSCM:</p> <ul style="list-style-type: none">• WBSCM claim document number for reference• Amount• PO number and Line item• Comments, if available, for the reason the claim has been created. <p>There are various ways to locate the required information displayed in the job aid. Use the following links to navigate to the desired location:</p> <p>Find Finance Credit Memo Document sent to NRRS Find FI Invoice or Credit Memo Find Logistics Invoice or Credit Memo from FI Invoice or Credit Memo Find Logistics Invoice or Credit Memo to get additional information (applies only to eINV invoices) Find the Shipping Document Attachment (applies only to eINV invoices) Find Detailed Comments for the reason the Claim has been created (if available) Find Origin, Date Shipped or Destination information</p> <p>Pre-requisite: The 51* series Billing (Claim) Document must be displayed on report INT0006 – NRRS Outbound Interface Runlog. To run the report, the user must have the IWEC_BASIC_VIEW_ONLY_DSP role assign in WBSCM. If the report is not available contact WBSCM Service Desk and ask for the role to be assigned.</p>



Portal Navigation Path

The portal paths to gather all required information needed to prepare the claim letter are:

1. Find Finance credit memo document sent to NRRS by selecting **Finance** tab → **General Ledger** folder → **Review** folder → **Display FMMI-R and CORE Interface Logs** link
2. Display FI invoice or credit memo for additional information by selecting **Finance** tab → **Accounts Receivable** folder → **Review** folder → **Display Document** link
3. Display logistic invoice by selecting **Finance** tab → **Accounts Payables** folder → **Review** folder → **Display Invoice Document** link
4. Display invoice by selecting **Finance** tab → **Accounts Payables** folder → **Invoicing** folder → **e-Invoices for Processing** link

Note: To access the **Display FMMI-R and CORE Interface Logs** transaction, the user must have the **IWEC_BASIC_VIEW_ONLY_DSP** role assign in WBSCM. If the transaction is not available contact [WBSCM Service Desk](#) and ask for the role to be assigned.

Display NRRS interface log

Display FMMI-R and CORE Interface Logs:

NRRS Outbound Interface Runlog report:

User ID	Application ID	Billing Document Item	Fiscal Year	Confirmation Number	Status	Unique Request ID	Error Text	Credit Memo Error Text	Log Number	Date	Time
BASISCOMM	WS	5100887564	2	2020	27851748	I	510088756400220	X	003142	03/04/2020	03:00:04

Find Finance Credit Memo Document sent to NRRS

Locate the appropriate **Billing Document Number**:

1. Navigate to: **Finance** tab → **General Ledger** folder → **Review** folder → **Display FMMI-R and CORE Interface Logs** link.
2. Enter **INT0006 – NRRS Outbound Interface Runlog** in the **Log Id** field.
3. Enter **Interface Run Date**. In this example, 03/04/2020 is entered.
Note: If needed, the user can change the defaulted **Interface Run Date** to search for a period instead of the current date.
4. Click (the **Execute** icon).
5. Record the Billing Document number for each required line item. In this example, **Billing Document Number 5100887564** is recorded
Note: The **Billing Document Number** starts with 51* for the 54* series number account.

Display Document

Display Document:

Display Document: Initial Screen

Menu | Back | Exit | Cancel | System | Document List | First Item | Editing Options

Keys for Entry View

Document Number: 5100887564
Company Code: 1200
Fiscal Year: []

Information to note down:

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Change Display/Change Mode | Display Another Document | Select Individual Object

Data Entry View

Document Number: 5100887564 | Company Code: 1200 | Fiscal Year: 2020
Document Date: 03/03/2020 | Posting Date: 03/03/2020 | Period: 6
Reference: 5400035804 | Cross-Comp No.: []
Currency: USD | Ledger Group: []

CoCd	Item Key	S	Fund	Account	Description	Amount	Curr	Tx	D/C	Assignment	Purch Doc	A	Reference Kr
1200	1	21		1000253	Dairy Farmers of America...	10.93	USD	10	S	51008875642020			K
				1000253		10.93	USD						
1200	2	96	20XX520	2190.0000	Other Liabilities WI	10.93	USD	10	H	51008875642020	4100019084	S	
				2190.0000		10.93	USD						
			20XX5209			10.93	USD						
						0.00	USD						

Location of Text field:

Display Document: Line Item 001

Menu | Back | Exit | Cancel | System | Change Display/Change Mode

Vendor: 1000253 Dairy Farmers of America, Inc. | G/L Acc: 2110.0000
Company Code: 1200 | 1405 N 98th St
USDA: Kansas City | Doc. no.: 5100887564

Line Item 1 / Credit memo / 21

Amount: 10.93 USD
Tax Code: 10

Additional Data

Bus. Area: 1200
Disc. base: 10.93 USD | Disc. Amount: 0.00 USD
Payt Terms: 1210 | Days/percent: 10 0.000 % 0 0.000 % 0
Bline Date: 03/03/2020 | Fixed: []
Pmnt Block: q | Invoice Ref: V [] / [] / 0
Pmt Method: Pmt meth. suppl. []
Payment Ref: []
Assignment: 51008875642020
Text: eADJ-e-Invoice Adjustment [Long text]

Find FI Invoice or Credit Memo to record all necessary information

Locate additional information like Account Number, Description, Amount and Reason for the claim from Finance Credit Memo. The additional information can be displayed in different ways, the main ones are shown in this section of the job aid.

1. Navigate to: **Finance** tab → **Accounts Receivable** folder → **Review** link → **Display Document** link.
2. Enter the **Document Number**. In this example, **5100887564** is entered.
3. Enter the **Company Code**. In this example, **1200** is entered.
4. Press **Enter** on the keyboard to display the document.
5. Record the following information: Vendor Account Number (BP #) from **Account** column, **Description** (Vendor Name), **Amount** and Logistics Credit Memo number from **Reference** (eInvoice #) field from the *Display Document: Data Entry View* screen. In this example, the amount **10.93**, reference **5400035804** is recorded.
6. Double click on the line item to display additional information.
7. If necessary, click (the **Down Arrow**) to display the **Text** field. In this example, the **Text** field is populated with **eADJ-e-Invoice Adjustment** which indicates that is due to **Over receipt reduction**.
Note: The **Text** field does not give a full explanation of the reason for the claim, but it does indicate the following:
 - **LIQ-Liquidated Damages** - Late delivery discounts
 - **MISC-Miscellaneous Adjustment** - USDA manual adjustment
 - **OAGE-Overage** - Deductions to Over or short deliveries
 - **QM-Quality Specifications** - Quality discounts
 - **eADJ-e-Invoice Adjustment** - Goods Receipt (GR) quantity adjustments
8. Click (the **Back** button) to display all document lines.

Display Document (continued)

Display Item 2:

Display Document: Data Entry View

Document Number: 5100887564 | Company Code: 1200 | Fiscal Year: 2020
 Document Date: 03/03/2020 | Posting Date: 03/03/2020 | Period: 6
 Reference: 5400035804 | Cross-Comp. No.: | Ledger Group: |

CoCd	Item Key	S	Fund	Account	Description	E	Amount	Curr.	Tx.	D/C	Assignment	Purch. Doc.	A	Reference	Kr
1200	1	21		1000253	Dairy Farmers of Americ...		10.93	USD	10	S	51008875642020			K	
				1000253		*	10.93	USD							
						**	10.93	USD							
1200	2	96	20XX520...	2190.0000	Other Liabilities WI		10.93	USD	10	H	51008875642020	4100019084	S		
				2190.0000		*	10.93	USD							
				20XX5209...		**	10.93	USD							
						***	0.00	USD							

Location of Purchasing Document:

Display Document: Line Item 002

G/L Account: 2190.0000 GR/IR | Company Code: 1200 USDA | Doc. no.: 5100887564

Line Item 2 / GR/IR credit / 96

Amount: 10.93 USD | Tax Code: 10

Additional Account Assignments

Business Area: 1200 | Trdg part.BA: | Order: BONUS-CY20
 Cost Center: AMS-DAIRY | Sales Order: 5000561884 200 0 | Asset: | Network: |
 WBS element: | Cost Object: |
 Purchasing Doc.: **4100019084 | 2** | Proc. Doc.: 12-3J14-20-C-0646
 Quantity: 34.480 LB | Value date: 03/03/2020 | Bline Date: |
 Assignment: 51008875642020 | Text: CS2-Undetermined Cause

Find FI Invoice or Credit Memo to record all necessary information (continued)

- Double click on the **Line Item 2** to display additional information.
- If necessary, click (the **Down Arrow**) to display the purchasing document and item number.
- Record **Purchasing Doc. Line Item numbers**. In this example, purchasing document (purchase order) **4100019084** and item number **2** are recorded.
Note: The purchasing document is always displayed on the second line item.
- Double click in the **Purchasing Doc.** field to display additional information.
Note: By double clicking the Purchase Order number, the user can display the logistics invoice or credit memo from the FI invoice or credit memo.

Navigate to logistics invoice

Identify the Logistics Credit Memo:

Dom Commodity PO 12-3J14-20-C-0646 Created by Caroline Russell

S...	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Plnt
1	K	S		111201	MILK 2% FRESH CTR-1...	2,412	GAL	D	02/12/20...	266.36	USD	100	GAL	MILK, FR...	DOM
2	K	S		111201	MILK 2% FRESH CTR-1...	1,188	GAL	D	02/12/20...	273.36	USD	100	GAL	MILK, FR...	DOM
3	K	S		111201	MILK 2% FRESH CTR-1...	1,800	GAL	D	02/19/20...	266.36	USD	100	GAL	MILK, FR...	DOM

S	MVT	Reference	Material	Doc	Item	Posting Date	Quantity	Delivery cost	quantity	OUn	Amount	GR/IR clearing value in local currency
WE	102	610092...	5000888058		1	03/03/2020	4	0	GAL		10.93-	0.00
WE	101	610092...	50008880783		1	02/13/2020	1,188	0	GAL		3,247.52	0.00
Tr./Ev. Go...					*		1,184		GAL	*	3,236.59	0.00
RE-L		610092...	5400035804		1	03/03/2020	4	0	GAL		10.93-	10.93-
RE-L		610092...	5400035548		1	03/02/2020	1,188	0	GAL		3,247.52	3,247.52
Tr./Ev. Inv...					*		1,184		GAL	*	3,236.59	3,236.59

Display invoice document:

Display Invoice Document 5400035804 2020

Transaction: Credit Memo, 5400035804, 2020

Basic Data: Inv. recpt date, Document date 03/03/2020, Posting Date 03/03/2020, Amount 10.93 USD, Tax Amount 0.00, Text eADJ-e-Invoice Adjustment, Paymt terms 10 Days net, Baseline Date 03/03/2020, Company Code 1200 USDA Washington DC

Vendor 0001000253: Dairy Farmers of America, Inc., 1405 N 98th St, Kansas City KS 66111-1865, 816-801-6724

Find Logistics Invoice or Credit Memo from FI Invoice or Credit Memo

13. Identify the Logistics Credit Memo within the *Invoice Receipts* section that matches with the information noted down. In this example, the **Quantity** is reduced by 4 Gallons (GAL) and a claim document for **\$10.93** is created.
Note: If any of the areas are not displayed, use the expand functionality by clicking on (the **Expand** icon) for Header, Item or Item Overview.
14. Double click on the Credit Memo to display the document. In this example **5400035804** is double clicked.
15. If necessary, click (the **Down Arrow**) to display and record the **Text** field.
16. Click (the **Exit** button).

Display Invoice Document

Display Invoice Document:

Select the desired PO:

Item	Amount	Quantity	Or...	Purchase...	Item	Smar...	PO Text	Ta
11	10.93	4 GAL		41000190	2	12-3J	MILK 2% FRESH CTR-128 FL OZ	10

PO display screen for the line item shown on Invoice Document.

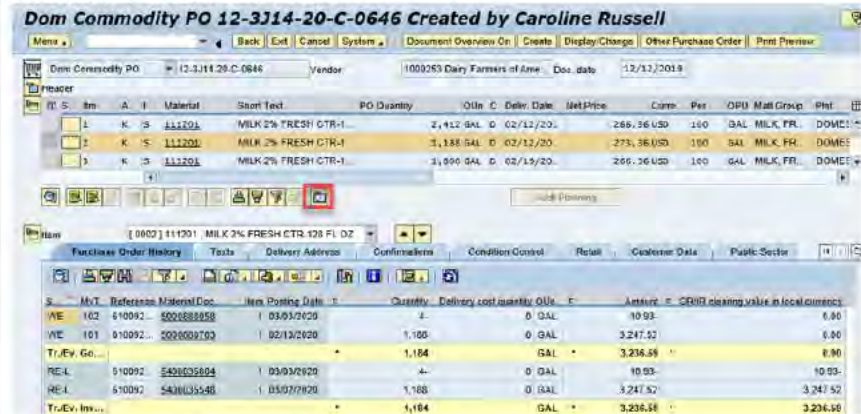
Item	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre.	Per	OPU	Mail Group	Pint
1	111201	MILK 2% FRESH CTR-1...	2,412	GAL	D	02/12/20...	266.36	USD	100	GAL	MILK, FR...	DOME
2	111201	MILK 2% FRESH CTR-1...	1,188	GAL	D	02/12/20...	273.36	USD	100	GAL	MILK, FR...	DOME
3	111201	MILK 2% FRESH CTR-1...	1,800	GAL	D	02/19/20...	266.36	USD	100	GAL	MILK, FR...	DOME

Find Logistics Invoice or Credit Memo to get additional information and display the attachment (applies only to eINV invoices)

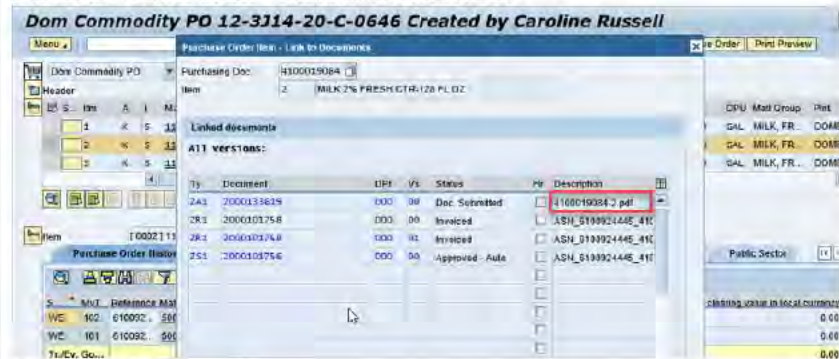
1. Navigate to: **Finance** tab → **Accounts Payable** folder → **Review** folder → **Display Invoice Document** link.
2. Enter the **Invoice Document no.** In this example, **5400035804** is entered.
3. Click **Display Document** (the **Display Document** button).
4. Identify the referenced PO and line item. In this example, PO **4100019084** and line item **2** are identified.
5. Double click on the Purchase Order number on the Invoice Document. In this example, **41000190** (the **4100019084** link). **Note:** If any of the areas are not displayed, use the expand functionality by clicking on (the **Expand** icon) for Header, Item or Item Overview.
6. The Purchase Order screen for the line item shown on the Invoice Document is displayed.

Display Invoice Document (continued)

Location of Document icon:

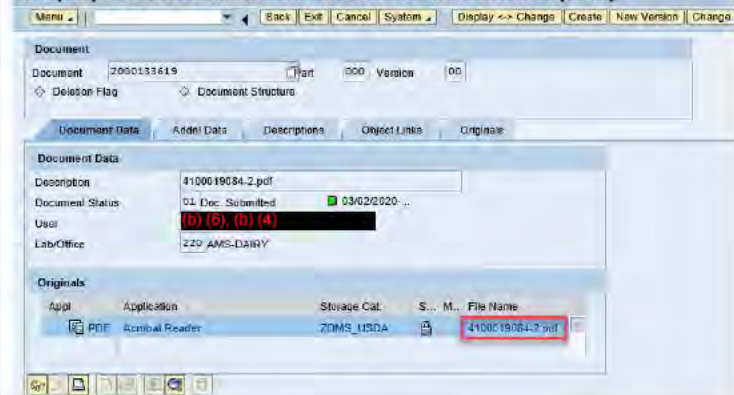


Purchase Order Item - Link to Documents:



Display PDF:

Display Document: Basic Data Vendor Documents (ZA1)



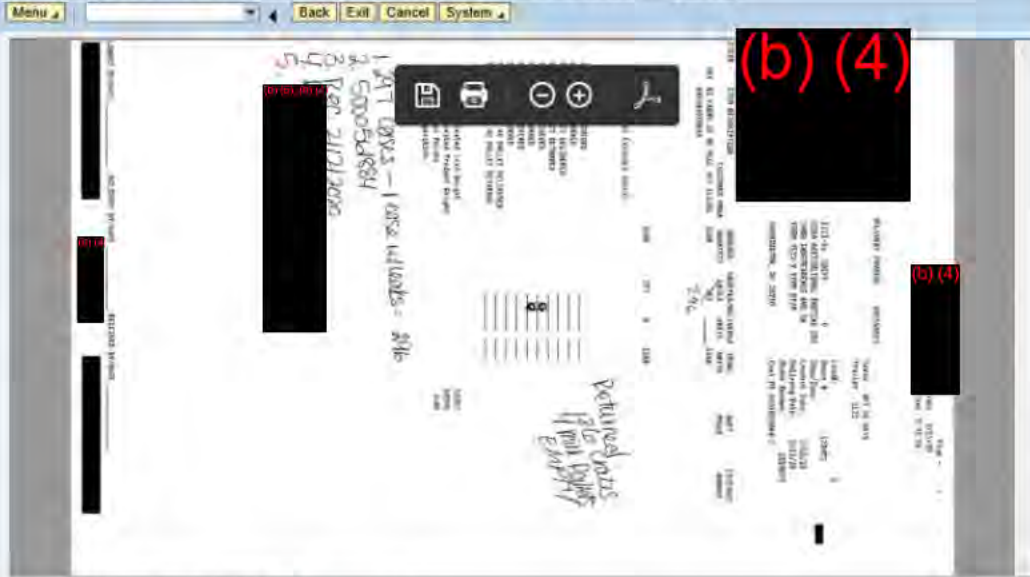
Find Logistics Invoice or Credit Memo to get additional information and display the Shipping Document Attachment (applies only to eINV invoices) (continued)

The purpose is to navigate to the Shipping Document Attachment.

- If necessary, click (the **Down Arrow**) to display line item (the same as noted on the invoice document).
- Click (the **Selection** button) to highlight the line item. In this example, Line Item 2 is selected.
- Click (the **Document** icon).
- The *Purchase Order Item - Link to Documents* pop-up screen appears to show the attachment.
- Double click on the PDF document.
- The *Display Document: Basic Data Vendor Documents (ZA1)* screen with PDF file shown is displayed.
- Double click on PDF file. In this example, [4100019084-2.pdf](#) (the **4100019084-2.pdf** link) is double clicked.
Note: The attach document will display. If no PDF document exists, Steps 11 to 14 can be skipped.

Display Document: Basic Data Vendor Documents
TICKET/INVOICE PDF document:

Display Document: Basic Data Vendor Documents (ZA1)

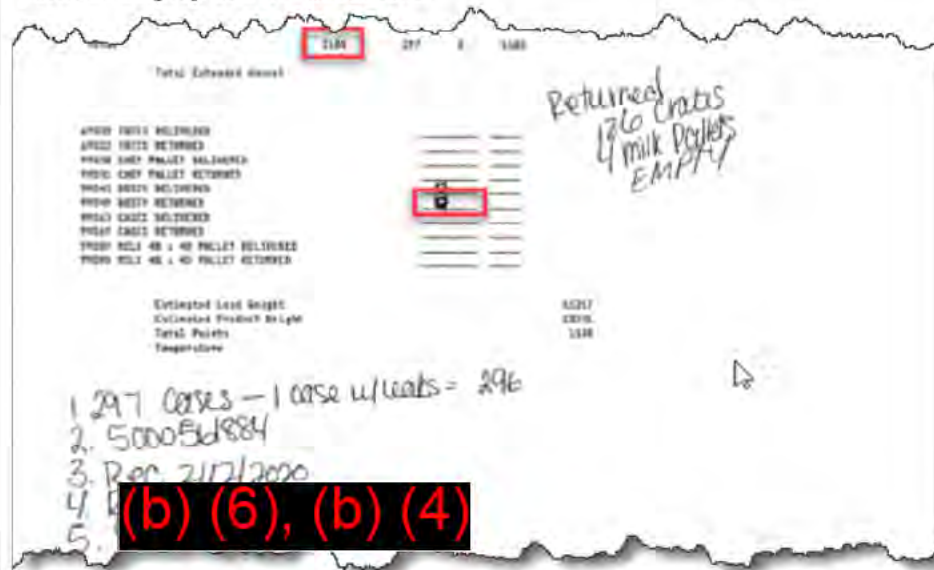


Display Document: Shipping Document Attachment used to locate actual deliveries (applies only to eINV invoices)

- Click (the **Down Arrow**) to display additional content. In this example, **1188** Gallons were invoiced, and **4** Gallons were returned.

Note: If the document is displayed horizontal, use (the **Save** icon) or (the **Print** icon) to display as PDF. Then use the rotate feature as appropriate.

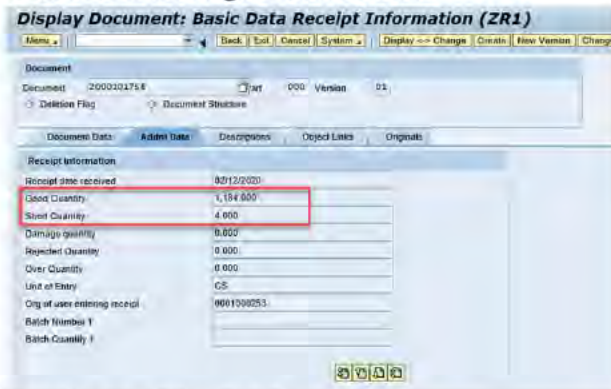
Vertical Display of PDF document:



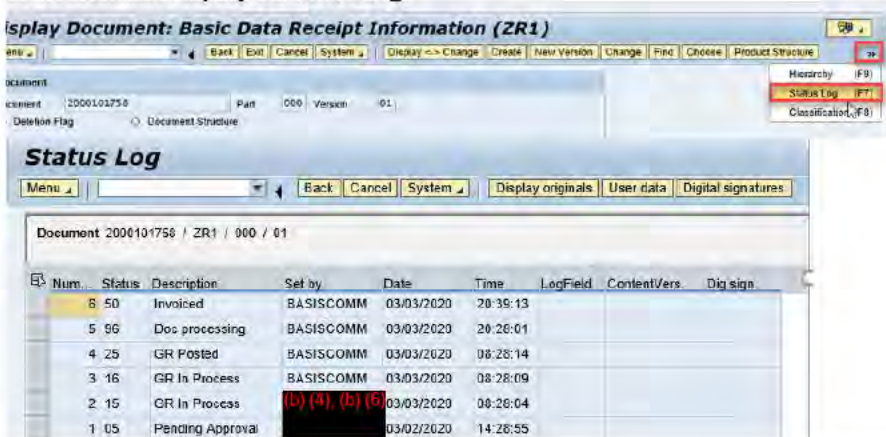
Display Document: Basic Data Vendor Documents (continued)
ZR1, ZS1 documents:



Addn Data tab to get further details:



Location and display of status log:



Display Document: Shipping Document Attachment used to locate actual deliveries (applies only to eINV invoices) (continued)

- Click **Back** (the **Back** button) twice to display the *Purchase Order item – Link to Documents* screen.
- Double click on the **ZR1** document. In this example, document **200101758** is selected.
- Click **Addn Data** (the **Addn Data** tab) to get further details.
Note: In this example, the **Good Quantity** is **1184** and **Short Quantity** is **4**.
- If needed, click **>>** (the **More** icon) for additional buttons to display.
Note: Depending on the selected view, the location of the Status log button may vary.
- Click **Status Log (F7)** (the **Status Log** button) to display the invoice process status.
- Double click on **ZS1** document. Repeat steps 17 -19 for further details.
- Click **Exit** (the **Exit** button).

Search Invoice

e-Invoices for Processing:

This screenshot shows the 'Search Selection Criteria' form in the software. It contains several sections of input fields with dropdown arrows and search icons:

- Shipment Status:** One dropdown menu.
- Receipt Status:** One dropdown menu.
- ASN Number:** One dropdown menu.
- Purchase Order:** One dropdown menu with the value '4100019084' entered.
- PO Item:** One dropdown menu with the value '2' entered.
- Purchase Requisition:** One dropdown menu.
- Sales Order:** One dropdown menu.
- Material:** One dropdown menu.
- Material Group:** One dropdown menu.
- Purchasing Group:** One dropdown menu.
- Delivery Date:** One date field.
- P.O. Required Date:** One date field.

Each field has a search icon to its right. At the bottom left of the form is a 'Search' button with a magnifying glass icon.

Further action:

This screenshot shows the 'Work Items From Search Results' section. It includes a 'View' dropdown set to 'ASN Details' and an 'Export' button. Below is a table with the following data:

Means of Transport	Bill of Lading	Manufacturer Lot ID No(s)	Barrier-Type Seats Serial No(s)	Purchase Order	PO Item	ASN Number	Material Number
Truck	2259879			4100019084	2	6100924445	111201

At the bottom of the table are two buttons: 'Further Actions' and 'Display Receipt'.

USDA comment:

This screenshot shows the 'Vendor Shipment' details page. The 'Additional Details' tab is active, and the 'Comments' sub-tab is highlighted with a red box. The main table shows the following data:

Process	Vendor Reference	Quantity Shipped(Actual)	Quantity Shipped	Units	ASN Number	Item	Purchase Order	Purchase Order Item	ASN Schedule
		1,108	1,108	GAL	6100924445	10	4100019084	2	

Below the table is the 'Properties' section, which is expanded to show 'Comments'. The 'Comments' tab is highlighted with a red box, and the text 'Comments should have been up - USDA Comments' is visible at the bottom of the comments pane.

Find Detailed Comments for the reason the Claim has been created (if available)

Additional information may be available to determine the reason for the claim. Follow the below steps to view any additional comments:

1. Navigate to: **Finance** tab → **Accounts Payables** folder → **Invoicing** folder → **e-Invoices for Processing** link
2. Enter the **Purchase Order**. In this example, **4100019084** is entered.
3. Enter the **PO Item**. In this example, **2** is entered.
4. Click (the **Search** icon).
5. Click (the **Selection** button) on the **Worklist** tab to select the line item.
Note: If more than one line is displayed select the appropriate line item.
6. Click (the **Further Actions** icon).
7. Click (the **Selection** button) on **Vendor Shipments** tab to select the line item.
8. If necessary, click (the **Down Arrow**) to display the USDA comments on **Properties** tab.
Note: If the USDA Comment is not displayed, it means that no comment was entered.
9. Click (the **Comments** tab) to view entire comments.



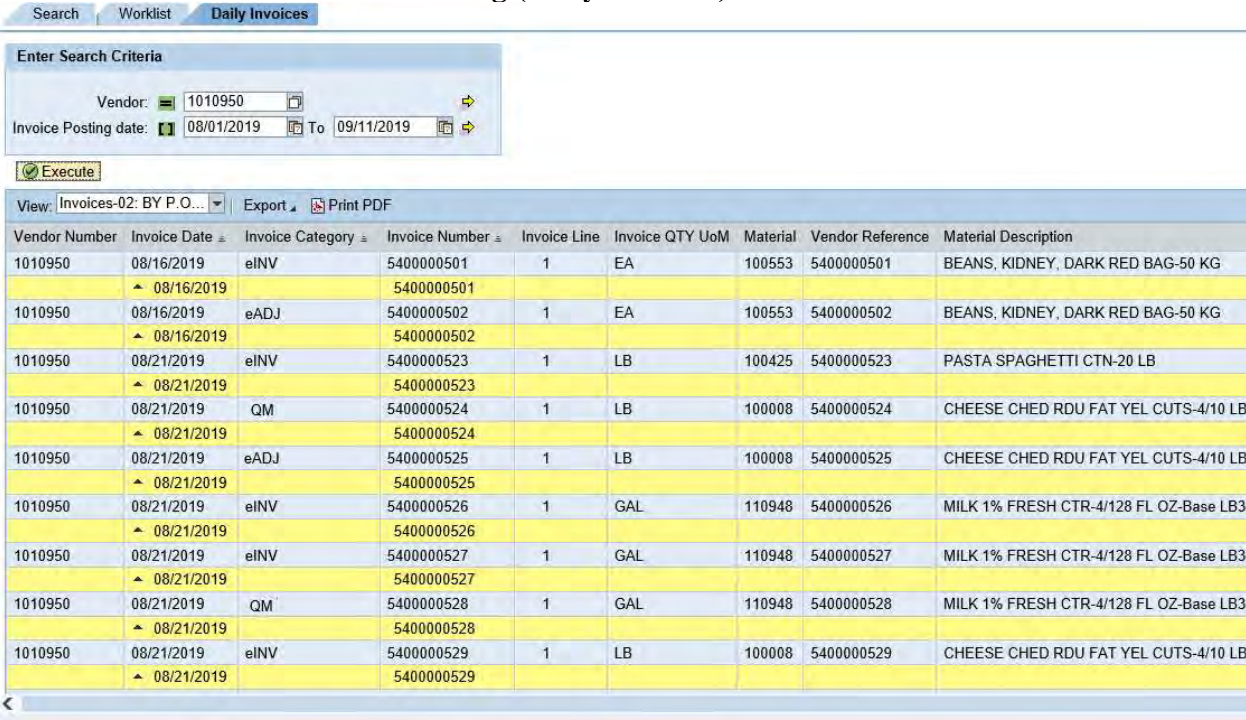
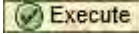
Job Aid
Determine Claim Letter Details

Origin, Date Shipped or Destination information

Find Origin, Date Shipped or Destination information

Locate Origin / Date Shipped / Destination information based on the current USDA process.



<p>Job Aid Title</p>	<p>Display eInvoice – USDA (eINV)</p>																																																																																																																																																																											
<p>Purpose</p>	<p>Use this job aid to display electronic invoice (eINV) details as well as invoice PDF output for eINV, and Purchase Orders that contain both eINV/non-eINV Line Items. The invoice details show the invoice amount including any adjustments such as LIQ discounts, overages, etc.</p>																																																																																																																																																																											
<p>Portal Navigation Path</p>	<p>Finance tab → Accounts Payable tab → Invoicing folder → e-Invoices for Processing selection</p>																																																																																																																																																																											
<p>Search Options</p>	<ul style="list-style-type: none"> • To search for Vendor Invoice Statements using a specific date range, use the Daily Invoices tab • To search using specific search criteria other than date range, use the Search tab 																																																																																																																																																																											
<p>Welcome to e-Invoices for Processing (Daily Invoices) Screen</p>  <p>The screenshot shows the 'Daily Invoices' tab selected. The search criteria are: Vendor: 1010950, Invoice Posting date: 08/01/2019 to 09/11/2019. The 'Execute' button is visible. Below the search criteria is a table of invoices with columns: Vendor Number, Invoice Date, Invoice Category, Invoice Number, Invoice Line, Invoice QTY UoM, Material, Vendor Reference, and Material Description.</p> <table border="1"> <thead> <tr> <th>Vendor Number</th> <th>Invoice Date</th> <th>Invoice Category</th> <th>Invoice Number</th> <th>Invoice Line</th> <th>Invoice QTY UoM</th> <th>Material</th> <th>Vendor Reference</th> <th>Material Description</th> </tr> </thead> <tbody> <tr> <td>1010950</td> <td>08/16/2019</td> <td>eINV</td> <td>5400000501</td> <td>1</td> <td>EA</td> <td>100553</td> <td>5400000501</td> <td>BEANS, KIDNEY, DARK RED BAG-50 KG</td> </tr> <tr> <td></td> <td>▲ 08/16/2019</td> <td></td> <td>5400000501</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/16/2019</td> <td>eADJ</td> <td>5400000502</td> <td>1</td> <td>EA</td> <td>100553</td> <td>5400000502</td> <td>BEANS, KIDNEY, DARK RED BAG-50 KG</td> </tr> <tr> <td></td> <td>▲ 08/16/2019</td> <td></td> <td>5400000502</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>eINV</td> <td>5400000523</td> <td>1</td> <td>LB</td> <td>100425</td> <td>5400000523</td> <td>PASTA SPAGHETTI CTN-20 LB</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000523</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>QM</td> <td>5400000524</td> <td>1</td> <td>LB</td> <td>100008</td> <td>5400000524</td> <td>CHEESE CHED RDU FAT YEL CUTS-4/10 LB</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000524</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>eADJ</td> <td>5400000525</td> <td>1</td> <td>LB</td> <td>100008</td> <td>5400000525</td> <td>CHEESE CHED RDU FAT YEL CUTS-4/10 LB</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000525</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>eINV</td> <td>5400000526</td> <td>1</td> <td>GAL</td> <td>110948</td> <td>5400000526</td> <td>MILK 1% FRESH CTR-4/128 FL OZ-Base LB3</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000526</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>eINV</td> <td>5400000527</td> <td>1</td> <td>GAL</td> <td>110948</td> <td>5400000527</td> <td>MILK 1% FRESH CTR-4/128 FL OZ-Base LB3</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000527</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>QM</td> <td>5400000528</td> <td>1</td> <td>GAL</td> <td>110948</td> <td>5400000528</td> <td>MILK 1% FRESH CTR-4/128 FL OZ-Base LB3</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000528</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1010950</td> <td>08/21/2019</td> <td>eINV</td> <td>5400000529</td> <td>1</td> <td>LB</td> <td>100008</td> <td>5400000529</td> <td>CHEESE CHED RDU FAT YEL CUTS-4/10 LB</td> </tr> <tr> <td></td> <td>▲ 08/21/2019</td> <td></td> <td>5400000529</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Vendor Number	Invoice Date	Invoice Category	Invoice Number	Invoice Line	Invoice QTY UoM	Material	Vendor Reference	Material Description	1010950	08/16/2019	eINV	5400000501	1	EA	100553	5400000501	BEANS, KIDNEY, DARK RED BAG-50 KG		▲ 08/16/2019		5400000501						1010950	08/16/2019	eADJ	5400000502	1	EA	100553	5400000502	BEANS, KIDNEY, DARK RED BAG-50 KG		▲ 08/16/2019		5400000502						1010950	08/21/2019	eINV	5400000523	1	LB	100425	5400000523	PASTA SPAGHETTI CTN-20 LB		▲ 08/21/2019		5400000523						1010950	08/21/2019	QM	5400000524	1	LB	100008	5400000524	CHEESE CHED RDU FAT YEL CUTS-4/10 LB		▲ 08/21/2019		5400000524						1010950	08/21/2019	eADJ	5400000525	1	LB	100008	5400000525	CHEESE CHED RDU FAT YEL CUTS-4/10 LB		▲ 08/21/2019		5400000525						1010950	08/21/2019	eINV	5400000526	1	GAL	110948	5400000526	MILK 1% FRESH CTR-4/128 FL OZ-Base LB3		▲ 08/21/2019		5400000526						1010950	08/21/2019	eINV	5400000527	1	GAL	110948	5400000527	MILK 1% FRESH CTR-4/128 FL OZ-Base LB3		▲ 08/21/2019		5400000527						1010950	08/21/2019	QM	5400000528	1	GAL	110948	5400000528	MILK 1% FRESH CTR-4/128 FL OZ-Base LB3		▲ 08/21/2019		5400000528						1010950	08/21/2019	eINV	5400000529	1	LB	100008	5400000529	CHEESE CHED RDU FAT YEL CUTS-4/10 LB		▲ 08/21/2019		5400000529						<p>Search Invoices with Date Range and Review Results The Daily Invoices tab provides real time data for USDA, in the form of a quick summary of invoices for a given time period.</p> <p>Enter the appropriate Business Partner Number and date range in the Vendor and Invoice Posting date fields and click  (the Execute button).</p> <p>For this example, 1010950 was entered in the Vendor: field; 03/01/2019 through 05/01/2019 was entered in the Invoice Posting date: field.</p>
Vendor Number	Invoice Date	Invoice Category	Invoice Number	Invoice Line	Invoice QTY UoM	Material	Vendor Reference	Material Description																																																																																																																																																																				
1010950	08/16/2019	eINV	5400000501	1	EA	100553	5400000501	BEANS, KIDNEY, DARK RED BAG-50 KG																																																																																																																																																																				
	▲ 08/16/2019		5400000501																																																																																																																																																																									
1010950	08/16/2019	eADJ	5400000502	1	EA	100553	5400000502	BEANS, KIDNEY, DARK RED BAG-50 KG																																																																																																																																																																				
	▲ 08/16/2019		5400000502																																																																																																																																																																									
1010950	08/21/2019	eINV	5400000523	1	LB	100425	5400000523	PASTA SPAGHETTI CTN-20 LB																																																																																																																																																																				
	▲ 08/21/2019		5400000523																																																																																																																																																																									
1010950	08/21/2019	QM	5400000524	1	LB	100008	5400000524	CHEESE CHED RDU FAT YEL CUTS-4/10 LB																																																																																																																																																																				
	▲ 08/21/2019		5400000524																																																																																																																																																																									
1010950	08/21/2019	eADJ	5400000525	1	LB	100008	5400000525	CHEESE CHED RDU FAT YEL CUTS-4/10 LB																																																																																																																																																																				
	▲ 08/21/2019		5400000525																																																																																																																																																																									
1010950	08/21/2019	eINV	5400000526	1	GAL	110948	5400000526	MILK 1% FRESH CTR-4/128 FL OZ-Base LB3																																																																																																																																																																				
	▲ 08/21/2019		5400000526																																																																																																																																																																									
1010950	08/21/2019	eINV	5400000527	1	GAL	110948	5400000527	MILK 1% FRESH CTR-4/128 FL OZ-Base LB3																																																																																																																																																																				
	▲ 08/21/2019		5400000527																																																																																																																																																																									
1010950	08/21/2019	QM	5400000528	1	GAL	110948	5400000528	MILK 1% FRESH CTR-4/128 FL OZ-Base LB3																																																																																																																																																																				
	▲ 08/21/2019		5400000528																																																																																																																																																																									
1010950	08/21/2019	eINV	5400000529	1	LB	100008	5400000529	CHEESE CHED RDU FAT YEL CUTS-4/10 LB																																																																																																																																																																				
	▲ 08/21/2019		5400000529																																																																																																																																																																									

Welcome to e-Invoices for Processing (Search)

Search Worklist Daily Invoices

Find Additional Items

Shipment Status:

Receipt Status:

ASN Number: To

Purchase Order: To

P.O. Item: To

Purchase Requisition: To

Sales Order: To

Vendor:

Plant Vendor:

Load Point:

Freight Forwarder:

Sold-to Customer / PVO:

Ship-to Customer:

Vendor Reference:

Bill of Lading: To

Shipment Reference: To

Material: To

Material Group:

Purchasing Group: To

Delivery Date: To

P.O. Required Date: To

Search

Variant Maintenance

Variant ID:

Description:

Default: Auto-Load this Variant by Default

Enter Search Criteria and Start Search

Enter the appropriate criteria to generate a worklist with the required items.

The **Vendor** field can be used to input a Vendor's Business Partner Number to generate a worklist on behalf of a Vendor.

Note: At least one field needs to be populated to generate the search. Additional criteria can be entered to narrow the results of the search. Standard WBSCM functionality is available for selection lists using (the **Matchcode** icon) and (the **Arrow** icon) for multiple entries.

For this example, 50 – Invoiced was entered in the **Receipt Status** field to generate the worklist.

Common USDA Receipt Status include:

- 00 – ASN Submitted
- 25 – GR Posted
- 50 – Invoiced
- 05 – Pending Approval
- 35 – Rejected – USDA

Note: Users can enter search criteria into the Variant Maintenance section and use (the **Default:** checkbox) to create/save a specific search for future use.

Click (the **Search** button).

Welcome to e-Invoices for Processing (Worklist) Screen

Search Worklist Daily Invoices

Work Items From Search Results

Please select one or more rows from the table below and navigate to the appropriate task button to continue

View: Default View Export Refresh

Shipment Document Status	Shipment Status	Receipt Document Status	Receipt Status	Purchase Order	PO Item	Means of Transport	Bill of Lading	Shipment Reference
45	Approved - USDA	50	Invoiced	4100007428	6	Truck	98755	
40	Approved - Auto	50	Invoiced	4100007428	7	Truck	55544333	
40	Approved - Auto	50	Invoiced	4100007428	10	Truck	55443322	
45	Approved - USDA	50	Invoiced	4100007430	1	Truck	111	1111
40	Approved - Auto	50	Invoiced	4100007430	4	Truck	BOL 104	EST 104
40	Approved - Auto	50	Invoiced	4100007430	7	Truck	BOL 101	EST 101
40	Approved - Auto	50	Invoiced	4100007430	11	Truck	SDFP	SDFS
45	Approved - USDA	50	Invoiced	4100007430	20	Truck	BOL 312	EST 112
45	Approved - USDA	50	Invoiced	4100007430	40	Truck	SDA	ASDAD
40	Approved - Auto	50	Invoiced	4100007431	1	Truck	BOL 125	EST 125
40	Approved - Auto	50	Invoiced	4100007431	2	Truck	BOL 126	EST 126
45	Approved - USDA	50	Invoiced	4100007431	3	Truck	BOL 127	EST 127
45	Approved - USDA	50	Invoiced	4100007431	4	Truck	BOL 128	EST 128
40	Approved - Auto	50	Invoiced	4100007435	1	Truck	BOL 312	EST 112
40	Approved - Auto	50	Invoiced	4100007435	12	Truck	BOL 312	EST 112

Further Actions Display Receipt

Select Line Item(s) for Review

Based on the search criteria, the Worklist displays the PO line items, associated ASNs, shipment and delivery details, status and other detailed information.

Select the required Line Item(s), and click (the **Further Actions** button) to display additional details for that Line Item on the **Vendor Shipments** tab. In this example **4100007428** (the **410007428** Purchase Order) was selected.

Note: The user may select multiple lines to be reviewed at a time by highlighting the lines and holding down the Shift key.



Welcome to e-Invoices for Processing (Invoices) Screen

Purchase Order	Purchase Order Item	ASN Number	Bill of Lading	Invoice Number	Invoice Line	Invoice Date	Vendor Reference	IBO Number	IBO Line	Material	Material Description
+ 410007591											
410007591	17	6100231656	PO410007591_17	5400000571	1	08/26/2019	5400000571	100174462	10	100020	CHEESE PROCESS BLOCK-40 LB
+ 410007591											
410007591	23	6100231672	PO410007591_23	5400000571	1	08/26/2019	5400000574	100174463	10	100020	CHEESE PROCESS BLOCK-40 LB
+ 410007591											
410007591	25	6100231674	PO410007591_25	5400000571	1	08/29/2019	5400000595	100174478	10	100020	CHEESE PROCESS BLOCK-40 LB
+ 410007591											
410007591	12	6100231893	PO410007615_12	5400000609	1	09/10/2019	5400000609	100174552	10	100428	PASTA MACARONI PLAIN ELBOW PKG-24*1 LB
+ 410007615											
410007615	14	6100231895	PO410007615_14	5400000610	1	09/10/2019	5400000610	100174554	10	100428	PASTA MACARONI PLAIN ELBOW PKG-24*1 LB
+ 410007615											
410007615	22	6100231813	PO410007615_22	5400000612	1	09/10/2019	5400000612	100174562	10	100305	ASPARAGUS CAN-24*300
+ 410007615											
410007615	22										
+ 410007615											
410007615											
+ 4210002895											
4210002895	1	6100231431	PO2895_1	5400000431	1	07/19/2019	5400000431	100174325	10	100553	BEANS, KIDNEY, DARK RED BAG-50 KG
+ 4210002895											
4210002895	1	6100231438	PO2917	5400000441	1	07/22/2019	5400000441	100174360	10	100582	WHEAT, SOFT RED WINTER BAG-50 KG
+ 4210002917											
4210002917	1	6100231450	PO2917	5400000441	1	07/22/2019	5400000441	100174360	10	100582	WHEAT, SOFT RED WINTER BAG-50 KG
+ 4210002917											
4210002917	1										

Review Invoice Details, Export List and Generate PDF Output

Click [Invoices](#) (the **Invoices** tab) to view invoice information for the selected Purchase Order.

The **Invoices** tab displays invoice information for the selected Purchase Order. A separate invoice line item is generated for every shipment receipt action and any associated invoice adjustment.

- Invoice Numbers, Credit Memos, and Reevaluations begin with a 54 - numbering sequence.
 - Credit memos are used for damages.
- Invoice Adjustments (LIQ discount, Overages, etc.) begin with a 75 - numbering sequence.
 - If the **Amount** and the **Quantity** field show a negative number, it is referring to a discount due to damaged goods or a QM discount.
- Use [Export](#) (the **Export** button) to export data to a spreadsheet.
- Use [Filter](#) (the **Filter** button) to display data using different criteria. Use this feature to apply totals and sub-totals by specific data fields, as needed.
- Use the scroll bars as needed, to view all the information in the table or grid

Click the appropriate Invoice Number link in the **Invoice Number** column to generate the PDF invoice output. For this example, [5400000571](#) (the **5400000571** Invoice Number link) was selected.



Invoice PDF / Export Screen

Invoice

(b) (4)

Information
 Description: 12-3.114-19-F-0253
 Invoice Category: eINV
 Invoice Number: 5400000571
 Date:
 Contact Person: (b) (4)
 Telephone:
 Fax:
 Email:

Invoice Recipient
 United States Department of Agriculture
 1400 Independence Avenue,
 S.W. # Room 3522
 1400 Independence Avenue, S.W.
 Washington, DC 20035

Products and Services				
Item	Material	Material Description	Purchase Order / Item	
	Vendor Reference	ASN Number / Bill of Lading / Inspection Lot	Inbound Delivery / Item	
	Invoice Quantity	Invoice Quantity UoM	Price per Unit	Amount
1	100020	CHEESE PROCESS BLOCK-40 LB	4100007501 / 17	
	5400000571	6100231666 / PO4100007591_17	180174462 / 10	
	39,600.000	LB	233.00 USD / 100 LB	92,268.00 USD
Total Amount				92,268.00 USD

INVOICE CATEGORIES:
 BNY#-Invoice BADI#-Invoice Adjustment BRVL#-Invoice Revision/Item I.021/Qualified Damage
 CM-Quality Specifications MISC-Miscellaneous Adjustment OAGE-Overage

Review Invoice PDF Output

Based on the invoice line selected, the PDF output displays either a summary of the invoice, or the invoice adjustment.

The eINV PDF output contains details such as:

- **Vendor Reference**—Vendor’s internal number is displayed in the *Product and Services* section.
- **ASN Number / Bill of Lading (BOL) / Inspection Lot** – advanced shipment notification created by the vendor is displayed in the *Product and Services* section.
- **Inbound Delivery / Item** – generated based on the ASN is displayed in the *Product and Services* section.
- **Invoice Category** – Invoice Category is displayed at the top of the pdf and defined on the bottom of the Invoice PDF output.



Job Aid
Display Logistics Invoice from Output Messages

Job Aid Title	Display Logistics Invoice from Output Messages
Purpose	Use this transaction to display the PDF version of the invoice. Pre-requisite: WBSCM eINV invoice or Credit Memo exists.
Portal Navigation Path	Display messages of logistic invoices by selecting the Finance tab → Accounts Payables folder → Review folder → Output Messages in Logistics Invoice Verification link

Display Output Messages in Logistics Invoice Verification

Enter data:

Output Messages in Logistics Invoice Verification

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Message Data

Output Type: ERS to []

Transmission Medium: 1 to []

Created On: [] to []

Sort order: 01 Vendor/Partner function/Document number

Processing mode: 2 Repeat processing

Invoice Doc. Data

Invoice Document No.: 5400281018 to []

Fiscal Year: 2021 to []

Company Code: 1200 to []

Invoicing Party: [] to []

User: [] to []

Output Messages in Logistics Invoice Verification:

Output Messages in Logistics Invoice Verification

Menu | Back | Exit | Cancel | System | Process | Print preview | Select All | Deselect All | Sort in ascending order

Doc. No.	Item Cntrl	Vendor	Role Name	Dat.	Created On	Msg Status	User Name
5400281018	1200	(b) (4)		RS	10/21/2020	1	BASISCOMM

Invoice in PDF Format:

Print Preview: Document 1 of 1

Invoice

(b) (4)

Description: (2,511-00-0,1885)
 Invoice Category: INV
 Invoice Number: 5400281018
 Date:
 Contact Person: (b) (4)
 Telephone:
 Fax:
 Email:

Products and Services

Item	Material	Material Description	Purchase Order / Item
Vendor Reference	ASN Number / Bill of Lading / Inspection Lot		Inbound Delivery / Item
Invoice Quantity	Invoice Quantity UoM		Price per Unit
			Amount
1	970015	COMBINATION BOX	4108020237 / 3
	1767488	6101204329 / 1912301	100570000 / 10
	210 000	EA	50.00 USD / 1 EA
			10,000.00 USD
Total Amount			10,000.00 USD

Display Invoice from Output Messages in Logistics Invoice Verification

1. Navigate to: **Finance** tab → **Accounts Payable** folder → **Review** link → **Output Messages in Logistics Invoice Verification** link.
2. Enter **ERS** in the **Output Type** field.
3. Enter **1** in the **Transmission Medium** field.
4. Enter **2** in the **Processing mode** field.
5. Enter the **Invoice Document No.** In this example, document **5400281018** is entered.
Note: **Invoice Document No.** is an optional field.
6. Enter the **Fiscal Year**. In this example, **2021** is entered.
7. Enter **1200** in the **Company Code** field.
8. Click **Execute** (the **Execute** button).
Note: In this example, the list of output messages is displayed.
9. Click [] (the **Selection** button) to select the item for which the invoice should be displayed. In this example, document **5400281018** is selected.
10. Click **Print preview** (the **Print Preview** button) to display the invoice in PDF format.



Job Aid
Display Payment List

Job Aid Title	Display Payment List
Purpose	Use this transaction to verify payment related data. Payment list provides accounting document number of invoices along with date of creation and amount. Pre-requisite: Payments exist in WBSCM.
Portal Navigation Path	Display payment list for additional payment information by selecting the Finance tab → Accounts Payable folder → Review folder → Payment List link



Job Aid Display Payment List

Display Payment List

Payment List:

Verify payment related data:

Payment	House	bk	Acct	ID	P	Name (in language of country)	Account holder	Amount paid (FC)	Crncy					
BusA	CoCd	DocumentNo	Type	Document	Date	B	Line Date	PayT	PK	FC gross amount	Tot.ded.in FC	Net amount in FC	Crncy	Err
P000007558	FMMI	FMMI1	F	EDI payment						103,600.00-	0.00	103,600.00-	USD	
1200	1200	5100019493	RE	04/30/2020	04/30/2020	1207	31			103,600.00-	0.00	103,600.00-	USD	
* P0000075										103,600.00-	0.00	103,600.00-	USD	
P000007559	FMMI	FMMI1	F	EDI payment						155,400.00-	0.00	155,400.00-	USD	
1200	1200	5100019494	RE	04/30/2020	04/30/2020	1207	31			155,400.00-	0.00	155,400.00-	USD	
* P0000075										155,400.00-	0.00	155,400.00-	USD	
P000007560	FMMI	FMMI1	F	EDI payment						12,000.00-	0.00	12,000.00-	USD	
1200	1200	5100021063	RE	05/05/2020	05/05/2020	1207	31			12,000.00-	0.00	12,000.00-	USD	
* P0000075										12,000.00-	0.00	12,000.00-	USD	
P000007561	FMMI	FMMI1	F	EDI payment						66,000.00-	0.00	66,000.00-	USD	
1200	1200	5100021064	RE	05/05/2020	05/05/2020	1207	31			66,000.00-	0.00	66,000.00-	USD	
* P0000075										66,000.00-	0.00	66,000.00-	USD	

USDA Payment settlement list for payment run 10/06/2020/TEJ1
Washington DC
Company Code: 1200

10/15/2020 / 09:26:30
Users: 5304T0001
Page: 2

BusA	Payment method	Crncy	Amount paid (FC)	Tot.ded.in FC	LCurr	Local curr. pmnt amnt
1200	F	USD	337,000.00-	0.00	USD	337,000.00-

Display Additional Payment Information

1. Navigate to: **Finance** tab → **Accounts Payable** folder → **Review** link → **Payment List** link.
2. Click (the **Matchcode** icon) next to the **Identification feature** field and select the desired user ID of the person that created the payment run. In this example, **TEJ1** is selected.
Note: Once the automatic payment transaction is selected the **Program run date** field is filled in automatically with the payment date. In this example, **10/06/2020**.
3. Deselect **Proposal run only** (the **Proposal run only** checkbox).
4. Click (the **Execute** button).
5. Verify the payment related data.
Note: Locate additional information for payment records like **Payment** and **Document Number**
6. Click (the **Exit** button).

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
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

Status Description
The vendor has submitted the ASN and the shipment is ready to be receipted.
The receipt has been submitted, however, requires USDA to review and approve (for e.g. Vendor or Recipient modified receipt after one business day).
The GR has been submitted, and is currently being processed. (Over/ Short/ Damage or Liquidated damages)
The GR has been submitted, and is currently being processed. (There are no Over/ Short/ Damage or Liquidated damages)
The GR has been submitted, and is currently being processed. (Technical reprocessing due to locks)
The GR has been submitted, and is currently being processed. (Technical reprocessing due to locks)
The GR has been submitted, and is currently being processed. (Technical reprocessing due to locks)
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.
The receipt modification has been rejected by USDA. The vendor or recipient should review and resubmit as necessary.
An invoice has been generated and processed.
The offshore material is received at the final destination.
A receipt was submitted without an ASN. An email notification was automatically sent to the vendor requesting the ASN.
Not in use.
Previous receipt is superseded due to approved modification.
An interim status prior to invoice being selected for processing (96 status).
Selected for invoice processing (typically if PO line has any LIQ discounts).
Error with invoice processing; will be reprocessed.
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
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
42 - Updated - USDA
45 - Approved - USDA
50 - Invoiced
80 - Closed
90 - Superseded

Status Description

The vendor has submitted the ASN and the shipment is ready to be receipted.

The shipment has been edited and saved, but not confirmed by the vendor.

Vendor confirmed awaiting shipment receipt. The vendor has answered "No" or "Not Applicable" to one

Vendor confirmed and attached inspection lot is not approved by USDA.

Vendor confirmed with answering questions as "yes". Waiting on shipment receipt.

Waiting on USDA approval.

The shipment has been rejected by USDA. The vendor should review and submit necessary documents.

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.

Shipment has liquidated (LIQ) or quality management (QM) adjustments. This is a transition status.

Shipment has been updated by USDA after it had already been approved.

The value adjustments on the shipment have been processed.

Not in use.

Not in use.

Previous shipment is superseded due to approved modification.

or more required questions.



Job Aid
Process Domestic Vendor Shipment Scenarios –
USDA (eINV)

Job Aid Title	Process Domestic Vendor Shipment Scenarios – USDA (eINV)
Purpose	<p>The shipment receipt, also known as the Goods Receipt (GR), is created when the recipient records the delivery received in WBSCM. The shipment receipt details include, who signed for it, the good quantity, and may include any over, short, damages or rejections to the shipment. As part of the vendor confirmation process, the vendor has the ability to update the received quantities and accept Liquidated Value Adjustments (LIQ), as needed, which triggers different shipment approval statuses in order for the electronic invoice (eINV) to be generated in WBSCM. Use this job aid to process the domestic shipment confirmation in the following scenarios:</p> <ul style="list-style-type: none">• Scenario 1: GR has been submitted and eINV has LIQ applied. The vendor does not agree with LIQ being charged and does not accept LIQ. Shipment Status is Pending Approval and the shipment must be approved by USDA.• Scenario 2: GR has been submitted and eINV has LIQ applied. The vendor accepts LIQ but doesn't agree with quantity. Shipment Status is Pending Approval and the shipment must be approved by USDA.• Scenario 3: GR has not been entered yet. The vendor knows the shipment was late, they accept LIQ. Shipment Status changes to Approved - Auto after GR is entered. <p>Refer to the Process Domestic Shipments - Vendor (eINV) work instruction for details on how to confirm vendor shipments in WBSCM.</p>
Prerequisite	<p>The following activities must already be performed in WBSCM:</p> <ul style="list-style-type: none">• eINV is active on the PO for vendors• The PO must exist in WBSCM• The Advance Shipping Notification (ASN) must be submitted• Important! Ensure Attachments have been uploaded in WBSCM to the shipment.
Portal Navigation Path	<p>Select Finance tab → Accounts Payable tab → Invoicing folder → e-Invoices for Processing link to go to the <i>e-Invoices for Processing</i> screen.</p>

Shipment Search Screen

Enter search data

Welcome to e-Invoices for Processing

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

Select the relevant PO line item

Welcome to e-Invoices for Processing

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

Shipment Document Status	Shipment Status	Receipt Document Status	Receipt Status	Purch. Doc.	P.O. Item	Means of Transport	Bill of Lading	Shipment Reference
00	ASN Submitted	00	ASN Submitted	4100008364	37	Truck	PO4100008364_37	EST836437
00	ASN Submitted	00	ASN Submitted		38	Truck	PO4100008364_38	EST836438
00	ASN Submitted	00	ASN Submitted		39	Truck	PO4100008364_39	EST836439
40	Approved - Auto	80	Invoiced		40	Truck	PO4100008364_40	EST836440
00	ASN Submitted	25	GR Posted		41	Truck	PO4100008364_41	EST836441
00	ASN Submitted	25	GR Posted		42	Truck	PO4100008364_42	EST836442
00	ASN Submitted	25	GR Posted		43	Truck	PO4100008364_43	EST836443
00	ASN Submitted	25	GR Posted		44	Truck	PO4100008364_44	EST836444
00	ASN Submitted	25	GR Posted		45	Truck	PO4100008364_45	EST836445
00	ASN Submitted	25	GR Posted		46	Truck	PO4100008364_46	EST836446

Locate Shipment

Perform the following steps to search for the shipment and select the appropriate line item for updates.

1. Enter the PO number in the **Purchase Order** field. In this example, PO number **4100008364** is entered.
Note: Vendors can perform a search using any field or combination of fields as the search criteria. Searching by **Shipment Status, Receipt Status, Purchase Order, ASN Number** or **Purchasing Group** are most common.
2. Click (the **Search** button).
Note: The search results display on the *Worklist* tab.
3. Review the displayed line items.
Note: The user should compare the quantities in the **PO Quantity, Quantity Shipped, Delivery Quantity, and Receipted Good Quantity** as well as the **Delivery Date** field to determine if it is necessary to modify the shipment receipt or to proceed to shipment confirmation.
4. Click (the **Select** button) for the appropriate PO line item to review.
5. Click (the **Further Actions** button).
Note: All selected items display on the *Vendor Shipments* tab.
6. Go to the appropriate scenario to perform additional activities and process the vendor shipment confirmation:
 - [Scenario 1](#): GR has been submitted and eINV has LIQ applied. The vendor does not agree with LIQ being charged and does not accept LIQ. Shipment must be approved by USDA.
 - [Scenario 2](#): GR has been submitted and eINV has LIQ applied. The vendor accepts LIQ but doesn't agree with quantity. Shipment must be approved by USDA.
 - [Scenario 3](#): GR has not been entered yet. Vendor knows the shipment was late, they accept LIQ. **Shipment Status** changes to **Approved - Auto** after GR is entered.

Process Domestic Vendor Shipment Screen

Vendor Shipment

Welcome to e-Invoices for Processing
 All required fields are marked with a red asterisk (*)
 Dates are formatted as MM/DD/YYYY

Process Further	Vendor Reference	Quantity Shipped (Actual)	Quantity Shipped	Units	Actual (Confirmed) Receipt Quantity	Receipt Units	Accept any LIQ	Estimated LIQ	Date Received	ASN Number
<input checked="" type="checkbox"/>	TA_VENDOR31	45,000,000	45,000,000	LB	40,000,000	LB	<input type="checkbox"/>	2,700.00	10/15/2021	8100253492

Review quantities and LIQ

Additional Shipment Information

Question: Are all documents required for this material attached?
 Response: Yes

Vendor Comments: The products were shipped on time, attached BOL with correct shipment date. LIQ not accepted.

Answer questions and complete vendor comments

Save Submit

Scenario 1 – Vendor Does Not Accept LIQ

1. Click (the **Process Further** checkbox).
2. Review quantities and **Estimated LIQ**.
Note: In this scenario, the vendor does not agree with the LIQ of \$2700 being charged and does not accept LIQ (leaves **Accept any LIQ** checkbox unchecked).
3. Complete the **Vendor Comments** field in the *Create e-Invoices* section with comments regarding the reason for not accepting LIQ. The vendor should provide the business reason why LIQ is not accepted. In this example, **The products were shipped on time, attached BOL with correct shipment date. LIQ not accepted** is entered.
4. Answer all the certification questions in the *Create e-Invoices* section.
Note: The certification questions vary based on the material type. Some materials may not have associated questions. If the answer to any of the required questions is **No/Not applicable**, the shipment is routed to USDA for approval upon confirmation.
5. Click **Submit** (the **Submit** button) to confirm all required documents have been attached, required certification questions have been answered, and the vendor confirmation process is complete.

Note: **Save** (the **Save** button) saves the entered information, but does not confirm the shipment, allowing the vendor to return to update the information prior to submitting. When saved, the Shipment Status becomes **Draft - Vendor**.

Note: In this scenario, the shipment status goes to **Pending Approval**. USDA must review and take action to approve the shipment for invoicing.

Process Domestic Vendor Shipment Screen

Vendor Shipment

Welcome to e-Invoices for Processing
 All required fields are marked with a red asterisk (*)
 Dates are formatted as MM/DD/YYYY

Process Further	Vendor Reference	Quantity Shipped (Actual)	Quantity Shipped	Units	Actual (Confirmed)	Receipt Quantity	Receipt Units	Accept any LIQ	Estimated LIQ	Date Received	ASN Number
<input checked="" type="checkbox"/>	TA_VENDOR32	45,000.000	45,000.000	LB		40,000.000	LB	<input type="checkbox"/>	2,700.00	10/15/2021	8100253493

Review quantities and LIQ

Additional Shipment Information

Question: Are all documents required for this material attached? Response: Yes

Vendor Comments: The shipment was delayed but was for 45000 LB; see attached BOL for details

Update quantities and Accept any LIQ, answer questions and complete vendor comments

Additional Shipment Information

Question: Are all documents required for this material attached? Response: Yes

Vendor Comments: The shipment was delayed but was for 45000 LB; see attached BOL for details

Scenario 2 – Vendor Does Not Agree with the Quantity but Accepts LIQ

1. Click (the **Process Further** checkbox).
2. Review quantities and **Estimated LIQ**.
Note: In this scenario, the vendor accepts the **Estimated LIQ** of \$2700 being charged but doesn't agree with the receipted quantity.
3. Enter the correct quantity in the **Actual (Confirm) Receipt Quantity** field. In this example, **45,000.000** is entered.
4. Click (the **Accept any LIQ** checkbox).
5. Complete the **Vendor Comments** field in the *Create e-Invoices* section with comments regarding the reason for updating the quantity. In this example, **The shipment was delayed but was for 45000 LB; see attached BOL for details** is entered.
6. Answer every question in the *Create e-Invoices* section.
Note: The certification questions vary based on the material type. Some materials may not have associated questions. If the answer to any of the required questions is **No/Not applicable**, the shipment is routed to USDA for approval upon confirmation.
7. Click **Submit** (the **Submit** button) to confirm all required documents have been attached, required certification questions have been answered, and the vendor confirmation process is complete.

Note: **Save** (the **Save** button) saves the entered information, but does not confirm the shipment, allowing the vendor to return to update the information prior to submitting. When saved, the Shipment Status becomes **Draft - Vendor**.

Note: In this scenario, the shipment status goes to **Pending Approval**. USDA must review and take action to approve the shipment for invoicing.

Process Domestic Vendor Shipment Screen

Vendor Shipment

Welcome to e-Invoices for Processing

All required fields are marked with a red asterisk (*)

Dates are formatted as MM/DD/YYYY

Process Further	Vendor Reference	Quantity Shipped (Actual)	Quantity Shipped	Units	Actual (Confirmed)	Receipt Quantity	Receipt Units	Accept any LIQ	Estimated LIQ	Date Received	ASN Number
<input checked="" type="checkbox"/>	TA_VENDOR38	45,000,000	45,000,000	LB		0.000		<input type="checkbox"/>	0.00		6100253499

Review quantities and LIQ

Create e-Invoices

Please provide answers to the following question(s)

Question	Response	Vendor Comments
Are all documents required for this material attached?	Yes	

Save Submit

Accept any LIQ, answer questions and complete vendor comments

Welcome to e-Invoices for Processing

All required fields are marked with a red asterisk (*)

Dates are formatted as MM/DD/YYYY

Process Further	Vendor Reference	Quantity Shipped (Actual)	Quantity Shipped	Units	Actual (Confirmed)	Receipt Quantity	Receipt Units	Accept any LIQ	Estimated LIQ	Date Received	ASN Number
<input checked="" type="checkbox"/>	TA_VENDOR38	45,000,000	45,000,000	LB		0.000		<input checked="" type="checkbox"/>	0.00		6100253499

Create e-Invoices

Please provide answers to the following question(s)

Question	Response	Vendor Comments
Are all documents required for this material attached?	Yes	Shipment is late. LIQ accepted

Save Submit

Scenario 3 – GR Not Entered and LIQ Accepted

1. Click (the **Process Further** checkbox).
2. Review quantities and, if applicable, **Estimated LIQ**.
Note: In this scenario, the GR has not been entered yet. The vendor knows the shipment is late and accepts the LIQ (although LIQ amount does not display yet).
3. Click (the **Accept any LIQ** checkbox).
4. If necessary, complete the **Vendor Comments** field in the *Create e-Invoices* section. In this example, **Shipment is late. LIQ accepted** is entered.
5. Answer every question in the *Create e-Invoices* section.
Note: The certification questions vary based on the material type. Some materials may not have associated questions. If the answer to any of the required questions is **No/Not applicable**, the shipment is routed to USDA for approval upon confirmation.
6. Click (the **Submit** button) to confirm all required documents have been attached, required certification questions have been answered, and the vendor confirmation process is complete.

Note: (the **Save** button) saves the entered information, but does not confirm the shipment, allowing the vendor to return to update the information prior to submitting. When saved, the Shipment Status becomes **Draft - Vendor**.

Note: In this scenario, once GR is entered, **Shipment Status** goes to **Approved - Auto**.



Additional training materials

Training Materials

Refer to the below training materials for additional information:

- [Process Domestic Vendor Shipment – USDA \(eINV\)](#)
- [Display e-Invoice – USDA \(eINV\)](#)



Job Aid
Review AVC Data

Job Aid Title	Review AVC Data
Purpose	<p>Use this transaction to review Active Availability Control (AVC) related data. The AVC checks the available budget when a purchase order is posted. The AVC can be used to review the available budget for a specific fund. The information that can be reviewed includes, Fund, Funds Center, Commitment Item, Functional Area, and Funded Program specific to the AVC Control Object selected.</p> <p>Pre-requisite: Availability of funds.</p>
Portal Navigation Path	<p>Verify the availability of active funds by selecting the Finance tab → Funds Management folder → Review folder → Overview of AVC Data link</p>



Display Availability Control (AVC) Data

Enter data in the *Overview of AVC Data* screen:

Display AVC Data based on search criteria:

Chl Ldgr	Consumable Amt	Consumed Amt	Available Amt	Number of DB Records	Status
9H	60,261,973,770.05	85,558,429,551.20	145,820,403,321.25	107	
Z1	100,000,000.00	4,908,664.80	95,091,335.20	4	

Expand results:

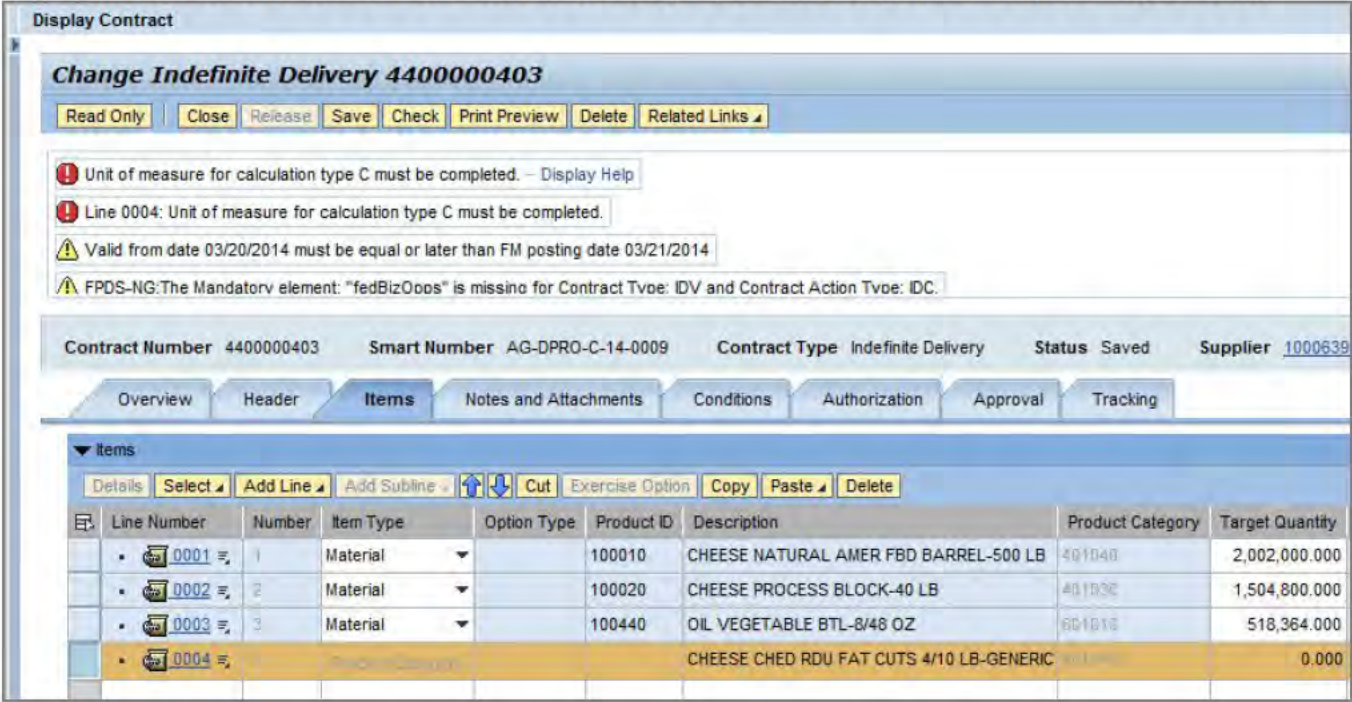
BP	Fund	Chl Ldgr	Consumable Amt	Consumed Amt	Available Amt	Number of DB Records	Status
*	10104336B	9H	0.00	0.00	0.00	1	
*	12XX2278D	9H	0.00	4,004.35	4,004.35	1	
*	13XX4338B	9H	0.00	0.00	0.00	2	
*	141533900	9H	0.00	10,562.78	10,562.78	1	
*	14XX2903DC	9H	0.00	0.00	0.00	1	
*	14XX5209DC	9H	0.00	0.00	0.00	1	
*	1518350700	9H	0.00	0.00	0.00	1	
*	15XX2903DC	9H	0.00	1,127.26	1,127.26	1	
*	15XX4336B	9H	0.00	22,500.00	22,500.00	1	
*	15XX5209DC	9H	0.00	875.00	875.00	4	
*	16183505D	9H	0.00	0.00	0.00	1	
*	16XX2903DC	9H	0.00	90,000,000,000.00	90,000,000,000.00	1	

Review Funds Details

Active Availability Control (AVC) in WBSCM is performed in Funds Management (FM) to verify the availability of funds. AVC is performed every time the budget is encumbered, and the budget status is changed. The AVC in WBSCM will display a warning when 90% of the available budget is consumed and an error message when budget consumption exceeds the available budget.

1. Navigate to: **Finance** tab → **Funds Management** folder → **Review** folder → **Overview of AVC Data** link.
2. If the *Enter FM Area* pop-up window appears, enter **1200** in the **FM Area** field, and click (the **Enter** icon) to return to the *Overview of AVC Data* screen.
3. Enter the **Fiscal Year**. In this example, 2020 is entered.
4. Click **Execute** (the **Execute** button).
5. Use (the **Expand Node** arrow) to display additional details. In this example, **Control Ledger 9H FM PB Availability** is expanded.
Note: Review the funds availability/details. The fields displayed are:
 - **Fund** – displays the name of the fund.
 - **Consumable Amount** – displays the consumable amount.
 - **Consumed Amount** – displays the amount already consumed.
 - **Available Amount** – displays the remaining amount to be consumed.
6. If necessary, use (the **Expand Node** arrow) to display additional details.
7. Click **Exit** (the **Exit** button).



Defect #	11401																																								
Summary	Price condition error message in Generic item of Contract.																																								
Portal Path	Operations tab > Procurement tab > Contract Formation folder > Process Bids folder > Enter Offers - Surrogate link																																								
User Group	Internal AMS and FSA																																								
Problem	<p>Error message in Generic item of Contract after Guaranteed Minimum, this issue is not specific to GMin, this is specific to generic materials in the Contract (item type product category and impact only for FSA).</p>  <p>The screenshot shows the 'Display Contract' page for 'Change Indefinite Delivery 440000403'. It includes a toolbar with buttons like 'Read Only', 'Close', 'Release', 'Save', 'Check', 'Print Preview', 'Delete', and 'Related Links'. Below the toolbar are several error messages:</p> <ul style="list-style-type: none"> Unit of measure for calculation type C must be completed. - Display Help Line 0004: Unit of measure for calculation type C must be completed. Valid from date 03/20/2014 must be equal or later than FM posting date 03/21/2014 FPDS-NG: The Mandatory element: "fedBizOps" is missing for Contract Type: IDV and Contract Action Type: IDC. <p>Contract details include: Contract Number 440000403, Smart Number AG-DPRO-C-14-0009, Contract Type Indefinite Delivery, Status Saved, and Supplier 1000639. The 'Items' tab is active, showing a table with the following data:</p> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Number</th> <th>Item Type</th> <th>Option Type</th> <th>Product ID</th> <th>Description</th> <th>Product Category</th> <th>Target Quantity</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>1</td> <td>Material</td> <td></td> <td>100010</td> <td>CHEESE NATURAL AMER FBD BARREL-500 LB</td> <td>401040</td> <td>2,002,000.000</td> </tr> <tr> <td>0002</td> <td>2</td> <td>Material</td> <td></td> <td>100020</td> <td>CHEESE PROCESS BLOCK-40 LB</td> <td>401030</td> <td>1,504,800.000</td> </tr> <tr> <td>0003</td> <td>3</td> <td>Material</td> <td></td> <td>100440</td> <td>OIL VEGETABLE BTL-8/48 OZ</td> <td>601010</td> <td>518,364.000</td> </tr> <tr style="background-color: #FFD700;"> <td>0004</td> <td></td> <td>Material</td> <td></td> <td></td> <td>CHEESE CHED RDU FAT CUTS 4/10 LB-GENERIC</td> <td>401040</td> <td>0.000</td> </tr> </tbody> </table>	Line Number	Number	Item Type	Option Type	Product ID	Description	Product Category	Target Quantity	0001	1	Material		100010	CHEESE NATURAL AMER FBD BARREL-500 LB	401040	2,002,000.000	0002	2	Material		100020	CHEESE PROCESS BLOCK-40 LB	401030	1,504,800.000	0003	3	Material		100440	OIL VEGETABLE BTL-8/48 OZ	601010	518,364.000	0004		Material			CHEESE CHED RDU FAT CUTS 4/10 LB-GENERIC	401040	0.000
Line Number	Number	Item Type	Option Type	Product ID	Description	Product Category	Target Quantity																																		
0001	1	Material		100010	CHEESE NATURAL AMER FBD BARREL-500 LB	401040	2,002,000.000																																		
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0004		Material			CHEESE CHED RDU FAT CUTS 4/10 LB-GENERIC	401040	0.000																																		

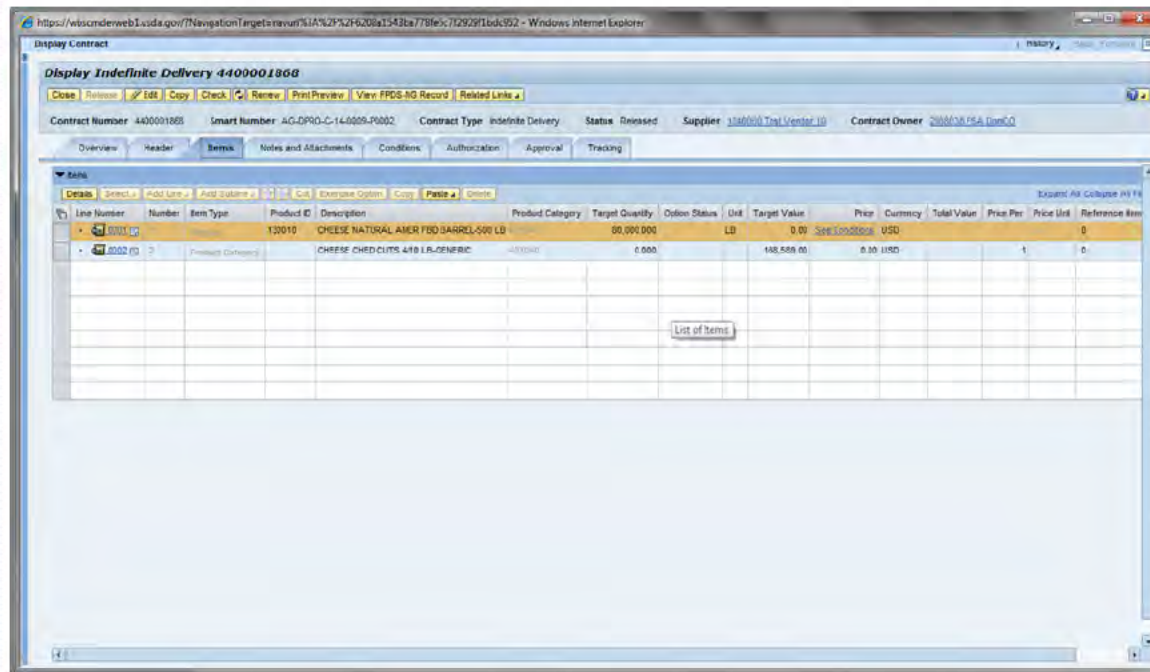
Workaround

When user gets this error ("Unit of measure for calculation type C must be completed"), please navigate to item price conditions tab and delete the price condition in contract generic item.

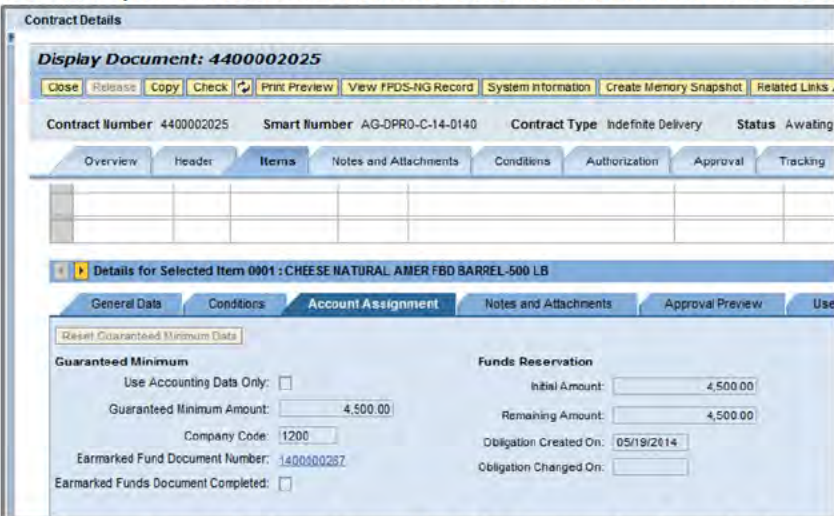
Note: This error will occur during contract modification and we need to delete the price condition on generic item to resolve the issue.

To resolve this:

1. Enter prices on the Freight Bid from item overview tab
2. Delete the price from Conditions tab
3. Access the item overview tab. Item still has prices although there are no conditions associated with the item
4. If we delete the condition from Item Conditions tab, then we don't have this issue.

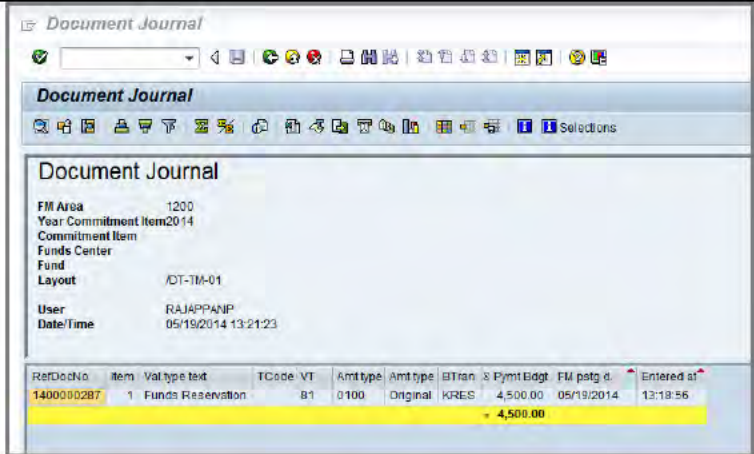
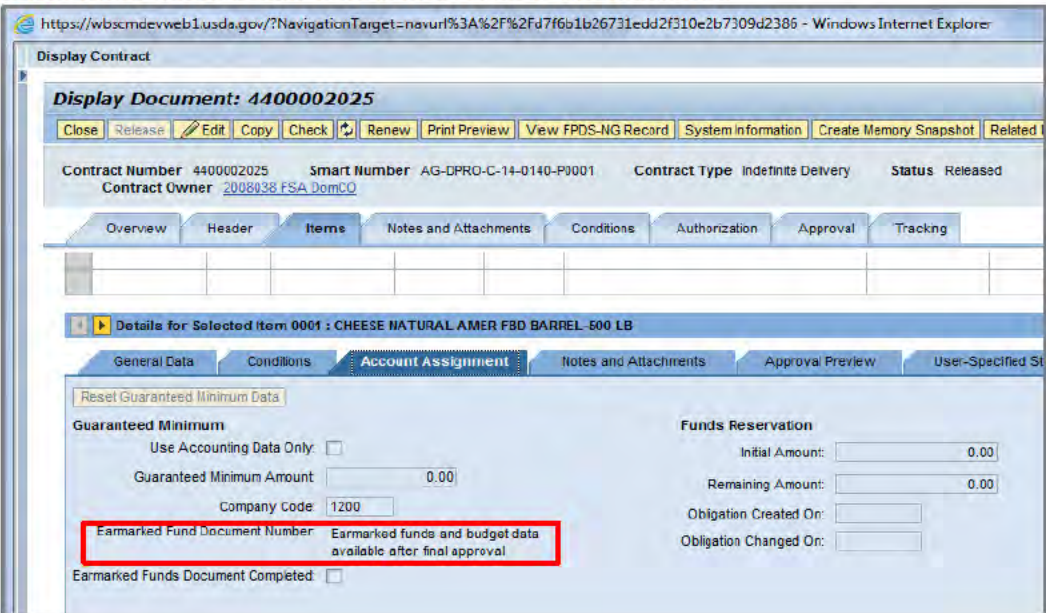




Defect #	11480
Summary	Guaranteed Minimum reset does not reset the Earmarked documents in backend
Portal Path	Operations tab > Procurement tab > Contract Administration folder > Process Contract link
User Group	Internal AMS and FSA
Problem	<p>Guaranteed Minimum reset on the Contract line item does not reset earmarked document(s) in the backend. For example: Earmarked Funds Document 1400000287 has a remaining amount of \$4500.</p>  <p>The Journal Entry below shows that the Earmarked Funds Document 1400000287 has a consumption of \$4500.</p>

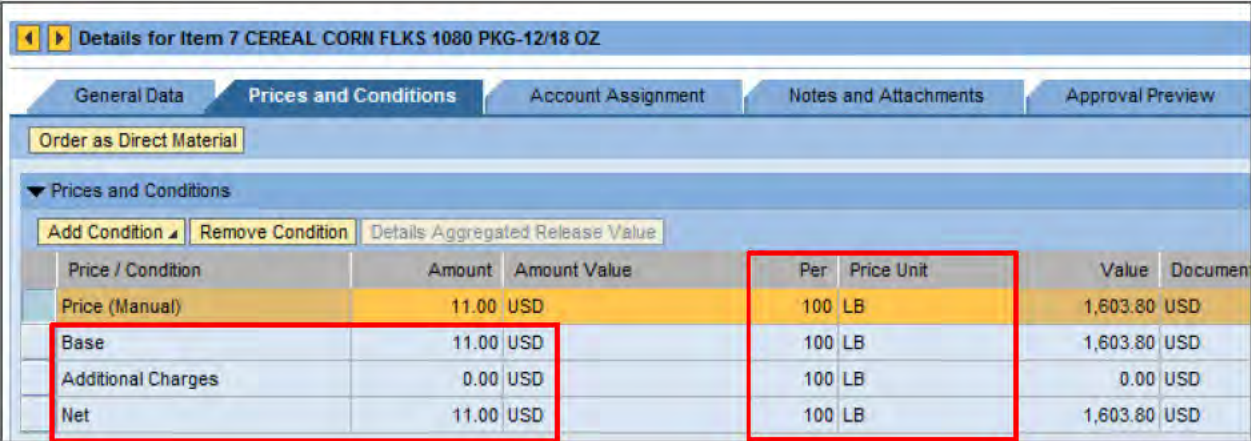


Job Aid
 Technical Refresh Workarounds:
 Internal FSA and AMS Users

<p>Problem</p>	<p>Guaranteed Minimum in Contract Line item 1 (Change version of contract is released and approved). Earmarked Funds Document 140000287 is not displayed in Account Assignment sub-tab of the contract line item.</p>	
	<p>Earmarked Funds Document is not reset in the backend.</p>	



Workaround	Reset the Guaranteed Minimum in the Contract Line item; then contact your O&M support team to perform the remaining steps.
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Defect #	11825																																			
Summary	Purchase Order Modification Process																																			
Portal Path	Operations tab > Procurement tab > Contract Administration folder > Process Purchase Order link																																			
User Group	Internal AMS and FSA																																			
Problem	<p>In a PO modification, if a user deletes a line item and then undeletes it prior to saving or ordering, the price and quantity are removed and total funds are also adjusted.</p> <p>PO Without Price Conditions: PO price conditions becomes Zero & Price per is changed from 100 to 1. Before PO Item Deleted:</p>  <table border="1"> <thead> <tr> <th>Price / Condition</th> <th>Amount</th> <th>Amount Value</th> <th>Per</th> <th>Price Unit</th> <th>Value</th> <th>Documen</th> </tr> </thead> <tbody> <tr> <td>Price (Manual)</td> <td>11.00</td> <td>USD</td> <td>100</td> <td>LB</td> <td>1,603.80</td> <td>USD</td> </tr> <tr> <td>Base</td> <td>11.00</td> <td>USD</td> <td>100</td> <td>LB</td> <td>1,603.80</td> <td>USD</td> </tr> <tr> <td>Additional Charges</td> <td>0.00</td> <td>USD</td> <td>100</td> <td>LB</td> <td>0.00</td> <td>USD</td> </tr> <tr> <td>Net</td> <td>11.00</td> <td>USD</td> <td>100</td> <td>LB</td> <td>1,603.80</td> <td>USD</td> </tr> </tbody> </table>	Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Documen	Price (Manual)	11.00	USD	100	LB	1,603.80	USD	Base	11.00	USD	100	LB	1,603.80	USD	Additional Charges	0.00	USD	100	LB	0.00	USD	Net	11.00	USD	100	LB	1,603.80	USD
Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Documen																														
Price (Manual)	11.00	USD	100	LB	1,603.80	USD																														
Base	11.00	USD	100	LB	1,603.80	USD																														
Additional Charges	0.00	USD	100	LB	0.00	USD																														
Net	11.00	USD	100	LB	1,603.80	USD																														



After PO item Undeleted:



Details for Item 7 CEREAL CORN FLKS 1080 PKG-12/18 OZ

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents

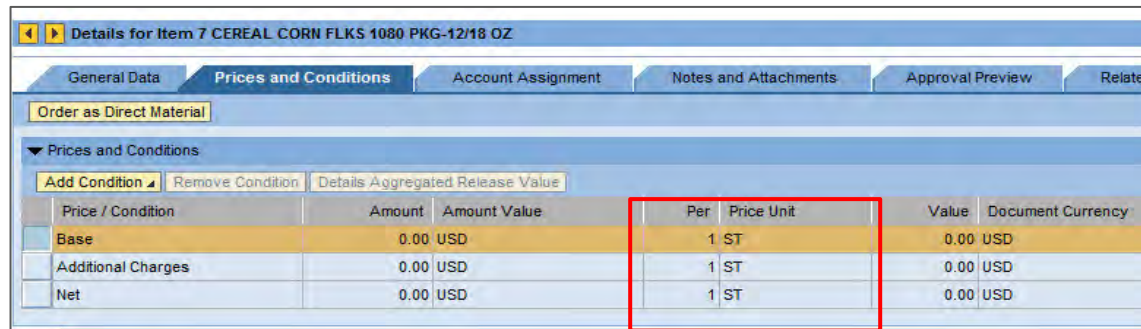
Order as Direct Material

Prices and Conditions

Add Condition | Remove Condition | Details Aggregated Release Value

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency
Base	0.00	USD	1	LB	0.00	USD
Additional Charges	0.00	USD	1	LB	0.00	USD
Net	0.00	USD	1	LB	0.00	USD

After PO is SAVED, the Price unit Becomes ST instead of LB



Details for Item 7 CEREAL CORN FLKS 1080 PKG-12/18 OZ

General Data | Prices and Conditions | Account Assignment | Notes and Attachments | Approval Preview | Related Documents

Order as Direct Material

Prices and Conditions

Add Condition | Remove Condition | Details Aggregated Release Value

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency
Base	0.00	USD	1	ST	0.00	USD
Additional Charges	0.00	USD	1	ST	0.00	USD
Net	0.00	USD	1	ST	0.00	USD



PO with Price Conditions:

Purchase Order Number: 4100007836 (Change Version) | Purchase Order Type: Dom Commodity PO | Status: In Process | Document Date: 05/20/2014 | Total Value (Gross): 661

Smart Number: AG-DPRO-D-14-0512-P0003 | Supplier: Test Vendor 10

Overview | Header | **Items** | Notes and Attachments | Approval | Tracking

Item Overview

Details | Add Line | Add Subline | Cut | Copy | Paste | Delete | Undo | Propose Sources of Supply | Add Condition | Remove Condition | Exercise Option | Order as Direct Material

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Total Value	Per	Net Price
0001		1	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	401040	12,500.000	LB	1,150.00	USD	168,750.00	100	1,350.00
0002		2	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	401040	15,000.000	LB	2,150.00	USD	352,500.00	100	2,350.00
0003		3	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	401040	20,000.000	LB	150.00	USD	70,000.00	100	350.00
0004		4	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	401040	20,000.000	LB	150.00	USD	70,000.00	100	350.00

PO Price Conditions before item Deleted:

Details for Item 0003 CHEESE NATURAL AMER FBD BARREL-500 LB

General Data | **Prices and Conditions** | Account Assignment | Notes and Attachments | Approval Preview | Related Documents

Order as Direct Material

Prices and Conditions

Add Condition | Remove Condition | Details Aggregated Release Value

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency
Price (Manual)	150.00	USD	100	LB	30,000.00	USD
Base	150.00	USD	100	LB	30,000.00	USD
Differential Price	200.00	USD	100	LB	40,000.00	USD
Additional Charges	200.00	USD	100	LB	40,000.00	USD
Net	350.00	USD	100	LB	70,000.00	USD



PO Price conditions after Item Undeleted:

Price / Condition	Amount	Amount Value	Per	Price Unit	Value	Document Currency
Price(Contract/Bid)	356.25	USD	100	LB	71,250.00	USD
Base	356.25	USD	100	LB	71,250.00	USD
Differential Price	0.00	USD	100	LB	0.00	USD
Additional Charges	0.00	USD	100	LB	0.00	USD
Net	356.25	USD	100	LB	71,250.00	USD

Workaround

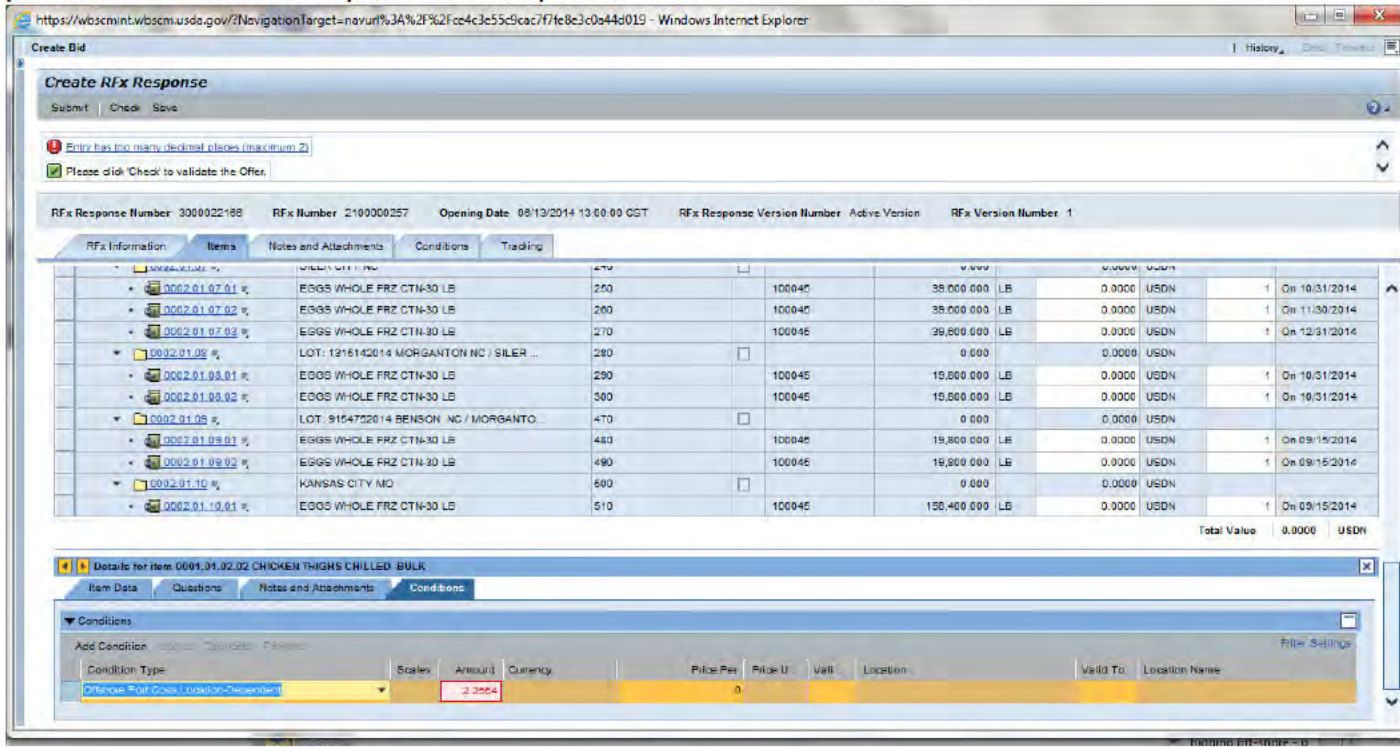
- 1) Before undeleting PO item, make note of Price, Price Per Value and any other Price Conditions.
- 2) After undeleting the item, system clears the price details, user needs to check and populate Price, Price per Value and other price conditions.

Note: Check the price fields for the undeleted item after PO approval.



Job Aid
 Technical Refresh Workarounds:
 Internal FSA and AMS Users

Defect #	11926
Summary	Error message when selecting price condition.
Portal Path	Suppliers tab > Bid Management tab > Enter Offers link
User Group	Internal AMS and FSA
Problem	If the commodity or freight price is entered before selecting the price condition - get error message saying that the price condition should only be 2 decimal places.





Job Aid
 Technical Refresh Workarounds:
 Internal FSA and AMS Users

Workaround

User has to select the price condition first using the Condition Type field and then select a location in the Location field; with this approach system allows the 4 decimal places in the Amount field.

Display RFX Response:

Edit Print Preview Check

Response 3000011410 saved

RFX Response Number 3000011410 RFX Number 2000006995 Opening Date 05/15/2014 21:00:00 CST RFX Response Version Number Active Version RFX Version Number 3

RFx Information Items Notes and Attachments Conditions Tracking

Item ID	Description	Quantity	Unit	Price	Currency	Valid To	Location
0002.01	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	0.0000	LB	0.0000	USDN	0/0	0/0
0002.01.01	OFFSHORE: LIHUE HI	0.0000	LB	0.0000	USDN	0/0	0/0
0002.01.01.01	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	130008	LB	39,950.0000	USDN	09/15/2014	119,850.0000
0002.01.01.02	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	130008	LB	39,950.0000	USDN	09/30/2014	0.0000
0002.01.02	LOT: 482689831 HONOLULU HI / LIHUE HI /	0.0000	LB	0.0000	USDN	0/0	0/0
0002.01.03	LOT: 89870349 HONOLULU HI / LIHUE HI /	0.0000	LB	0.0000	USDN	0/0	0/0
0002.01.04	OFFSHORE: HONOLULU HI	0.0000	LB	0.0000	USDN	0/0	0/0
0002.01.04.01	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	130008	LB	39,950.0000	USDN	08/30/2014	119,850.0000

Total Value

Details for item 0002.01.04.01 CHEESE CHED RDU FAT YEL CUTS-4/10 LB

Item Data Questions Notes and Attachments Conditions

Conditions

Condition Type	Scale	Amount	Currency	Price Per	Price	Val	Location	Valid To	Location Name
Price(Contract/Bid)		3.0000	(Internal) United St	1 LB	05/15/...			12/31/00	
Offshore Port Costs Location-Dependent		2.4454	(Internal) United St	1 LB	06/12/...	O-LA		12/31/09...	O-LA - Los Angeles



Job Aid Technical Refresh Workarounds: Internal FSA and AMS Users

Defect #	11965
Summary	Receiving erroneous messages on a PO with multiple schedule lines.
Portal Path	Operations tab > Procurement tab > Contract Administration folder > Process Purchase Order link
User Group	Internal AMS and FSA
Problem	Receiving erroneous messages "- External item Number" when accessing a new PO with multiple line items and adding out schedule lines to the first line item that do not match the line item qty.

The screenshot shows the SAP 'Display Purchase Order' window. At the top, there are buttons for 'Order', 'Save', 'Print Preview', 'Check', 'Close', 'Export', 'System Information', 'Create Memory Snapshot', and 'Related Links'. Below these, three error messages are listed in a red-bordered box:

- Document contains line items with duplicate external line item number: 0002
- Document contains line items with duplicate external line item number: 0003
- Line 0001: Sum of the schedule lines doesn't match with the total schedule line qty.

Below the errors, the purchase order details are shown: Purchase Order Number: 4210030032 (Change Version), Purchase Order Type: Int Commodity, Status: In Process, Document Date: 01/24/2014, Total Value (Gross): 17,447.55 USD, Smart Number: AG-INTR-P-14-0003-P0001. The 'Item Overview' table is visible below:

Line Number	Deleted	Item Number	Product ID	Item Type	Description	Product Category	Quantity	Gross Price	Unit	Currency	Per	Net Price	Option Type	Total Value	Condition	Option Status	Delivery Date	Account Assignment T
0001		1	130920		OIL CORN BOTTLE, PLSTC 64 L	801100	3,056	2,888.71	EA	USD	1,000	2,845.33		8,723.78	MUL		07/31/2014	Cost Center
0002		2	130574	Material	Oil CORN CAN 64 L	801100	384	2,888.71	EA	USD	1,000	2,845.31		1,092.00	MUL		01/27/2014	Cost Center
0003		3	130574	Material	Oil CORN CAN 64 L	801100	2,682	2,888.71	EA	USD	1,000	2,845.33		7,631.17	MUL		04/01/2014	Cost Center
0		0		Material			0.000	0.00		USD		0.00						
0		0		Material			0.000	0.00		USD		0.00						
0		0		Material			0.000	0.00		USD		0.00						
0		0		Material			0.000	0.00		USD		0.00						
0		0		Material			0.000	0.00		USD		0.00						
0		0		Material			0.000	0.00		USD		0.00						
0		0		Material			0.000	0.00		USD		0.00						



Job Aid Technical Refresh Workarounds: Internal FSA and AMS Users

Workaround

When the error happens, save the changed version and pull the PO up again; the system will have cleared the erroneous error messages.

Display Purchase Order

Display Purchase Order

Edit Print Preview Check Close Copy Export View FPDS-NG Record System Information Create Memory Snapshot Related Links

Error: You are not an authorized FPDS-NG user.
Purchase order with document number 421000632 is correct.

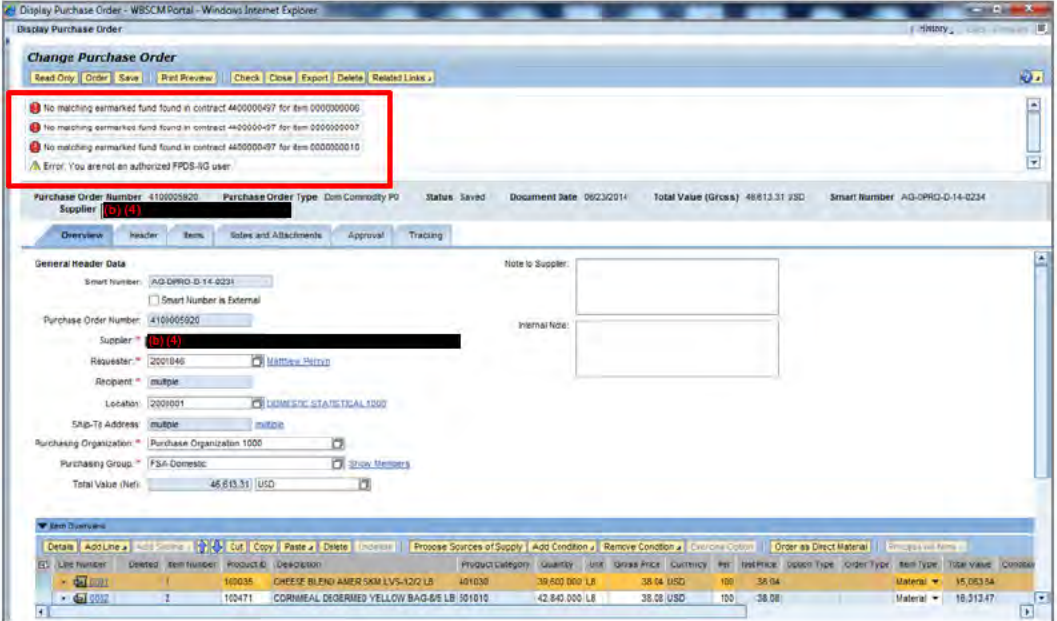
Purchase Order Number 421000632 Purchase Order Type Int Commodity Status Ordered Document Date 01/24/2014 Total Value (Gross) 17,444.71 USD
Smart Number AG-INTP-P-14-0083 Supplier CARGILL INCORPORATED

Overview Header **Items** Notes and Attachments Approval Tracking

Item Overview

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Item Type	Total Value
0001		1	130920	OIL, CORN BOTTLE, PLSTC-6/4 L	801100	3,065	EA	2,688.71	USD	1,000	2,845.33			Material	8,72
0002		2	130574	OIL, CORN CAN-5/4 L	801100	384	EA	2,688.71	USD	1,000	2,845.31			Material	1,09
0003		3	130574	OIL, CORN CAN-5/4 L	801100	2,682	EA	2,688.71	USD	1,000	2,845.33			Material	7,53



Defect #	11974
Summary	Delivery Order Competition Purchase Order not consuming Guaranteed Minimum created at Header level of Contract.
Portal Path	Operations tab > Procurement tab > Contract Administration folder > Process Purchase Order link
User Group	Internal FSA and AMS
Problem	<p>Hard-stop errors encountered (example: "No matching earmarked fund found in contract 4400000497 for item 6"). Delivery Order Competition PO not consuming GMIN created at Header Level of Contract.</p> 
Workaround	Manually populate the Earmarked document number and line item number in the PO line item under "Account Assignment" tab and order the PO.



Job Aid Technical Refresh Workarounds: Internal FSA and AMS Users

Change Purchase Order

Read Only | Order | Save | Print Preview | Check | Close | Export | Delete | Related Links

Purchase Order Number: 4100008021 Supplier: Last Vendor: 15 Purchase Order Type: Dom Commodity PO Status: Saved Document Date: 07/10/2014 Total Value (Gross): 77,600.00 USD Smart Number: AG-DPRO-D-14-0672

Overview | Header | **Items** | Notes and Attachments | Approval | Tracking

Details for Item 0001 CHEESE NATURAL AMER FBD BARREL-500 LB

General Data | Priced and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents | Delivery | Extended PO History

Order as Direct Material

Cost Distribution: Percentage: 100.00 Details | Add Line | Copy | Paste | Duplicate | Delete | Split Distribution | Change All Items Filter

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting
0001		100.00	Cost Center	6E-NSLP	National School Lunch Pro	6100.0001	Oper Exp	1200	

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00 Fund: 1415359D1 Child Nutrition:

Account Assignment Category: Cost Center Budget Period:

Cost Center: CCC-GROUPB CCC-Group B Commitment Item: COMMODITIES Commodities:

Fund Center: CCC-GROUPB Child Nutrition:

Order: ENTITLE-SY14 Entitlement School Year: 14 Earmarked Funds: Doc. Item: 000

Sales Document: 5000041963 CHEESE NATURAL AMER FBD BARREL-500 LB Unfunded Accounting:

Item: 000100

Schedule Line: 0001