

PROCESS OVERVIEW

Purpose

The purpose of this transaction is to modify a domestic requisition in WBSCM. Recipient Agencies (RA), Co-ops, State Distributing Agencies (SDA), and Indian Tribal Organizations (ITO) can modify a requisition in **Draft** status or that has been returned to the user. Domestic requisitions can be modified at the header or line item level.

Process Trigger

Perform this transaction to modify a domestic requisition.

Prerequisites

Domestic requisition must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

• Select Operations tab → Order Processing tab → Order Management folder → Domestic Order Entry link to go to the *Domestic Order Entry* screen.

Tips and Tricks

- This transaction will not allow modifications to any fields.
- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - Required (R) a mandatory field necessary to complete the transaction
 - Optional (O) a non-mandatory field not required to complete the transaction
 - Conditional (C) a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Help site, Frequently Referenced Training Materials section for basic navigational training and tips on creating favorites, performing searches, etc.



PROCEDURE

1. Start the transaction using the Portal path: **Operations** tab **→ Order Processing** tab **→ Order Management** folder **→ Domestic Order Entry** link.

Image: Domestic Order Entry Screen

Home Operations Admin Order Processing	Reports Help Operations > Order Processing > Or	der Management ≻ Domestic Order Entry	Full Screen Options -
Order Management Domestic Order Entry Shipmont Receipts	My Transactions Catalog	Entitlement Ransaction in Proces	55
NW Delivery Calendar	Quick Search Search Extended Search [+]CSPP [+]CSCPP [+]NSLP	Welcome Welcome to the order entry screen Image: Click hang to create an order and specify the ship-to destine catalog located on the left. Product Catalog Image: Browse in the Product Catalog	nation. Then choose the items from the

2. Click (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

Image: Domestic Order Entry Screen

Operations > Operations >	Order Management > Demestic Order Entry	Full Screen Online
operations > Order Processing >	order Management > Domestic order chity	Full Screen Options
My Transactions Catalo	Entitlement III Transaction in Process	
Product Catalog		
	Welcome	
nut nut	Welcome to the order entry screen	
Search Search		
Extended Search	Click here to create an order and specify the ship to destination. Then choose	se the items from the catalog located on the left.
	Product Catalog	
-JCSFP -JNSIP		
-JCACPP -]NSLP	LCL Browse in the Product Catalog	



3. Click <u>My Transactions</u> (the My Transactions link) to search for an existing domestic requisition.

(Note) The *Transactions* section can also be used to search for sales orders, which comprise requisitions that have been consolidated into full truckloads by the SDA or ITO and then submitted to FNS for approval and purchase. In contrast, domestic requisitions are created by an RA, Co-op, SDA, or ITO in quantities that fulfill the needs of that organization regardless of full truckload quantities.

Image: Domestic Order Entry Screen

Operations a	g Order Processing <u>ctions Catale</u>	> Order Man og <u>En</u>	Insgement > Demestic Order Entry Full Screet tittlement Image: Transaction in Process	n Opti
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4. Click ≤ (the Search For drop-down).



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5. Select the appropriate order type option from the Search For list. In this example, Orders (the Orders option) is selected.



(Note) If the material ID is known, the user may select the **Order Items** option and enter the ID number in the text field. Only orders that contain this product are displayed in the results.

Image: Domestic Order Entry Screen

Home Op Order Processi , Operations <u>My Trans</u>	erations Admin ng > Order Processing > actions Cataloo	Report Order Man	ts Help nagement ≻ Demostic Order Entry Full Scr <u>tittlement</u>	sen Options -
Transacti Search For Status Creation Date ID Type ID	Orders Open Since Yesterday Transaction			



6. Click 🗹 (the Status drop-down).

Image: Domestic Order Entry Screen

Operations > Order Processing > Order in	anagement > Domestic Order Entry	Full Screen	Optic
My Transactions Catalog	Transaction in Process		
Search For Orders 🗸	Product Catalog		
ID Type Transection 🖌	Browse in the Product Catalog		
Go	Click here to create an order and specify the ship-to destination. Then choose the items f	rom the catalog located on the left.	

7. Select the appropriate status option from the **Status list**. In this example, Any (the **Any** option) is selected.



(Note) The options for Status are:

- Any displays all requisitions regardless of status.
- Open displays only requisitions in open status (i.e., drafted, submitted, or approved).
- Closed displays only requisitions in closed status (i.e., delivered or cancelled).



My Transactions Catalog	Entitlement 🕅 Transaction in Process	
Transactions Search For Orders Status Any Creation Date Since Yesterday ID Transaction ID		he items from the catalog located on the left.

8. Click 🖂 (the Creation Date drop-down).

Image: Domestic Order Entry Screen

Operations :	 Order Processing > Order 	Management > Domestic Order Entry	Full Screen Option
My Transa	ctions Catalog	Entitlement 🛛 Transaction in Process	
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Search For	In Period		
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	Go	New Italisaction	
		Cick here to create an order and specify the shin-to destination. Then cho	ose the items from the catalog located on the left.
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9. Select the appropriate option from the Creation Date list. In this example, Last 12 Months (the Last 12 Months option) is selected.

(Note) SDAs and ITOs will also see a Created field, which allows them to limit the



search to only the requisitions created by their own organization (**By Myself**) or to include requisitions created by their RAs and Co-Ops (**By All Business Partners**).

The options for **Created** are:

- By Myself displays only requisitions created by the user's organization.
- By All Business Partners displays requisitions created by the user as well as its associated suborganizations such as RAs.

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(Note) The options for Creation Date are:

- Today displays only requisitions created today.
- **Specific Date** allows users to enter a specific date in the text field and displays only requisitions for that date.
- In Period allows user to enter a From Date and To Date and displays only requisitions that fall between those dates.
- Since Yesterday displays requisitions created yesterday and today.
- Last 7 Days displays requisitions created in the last 7 days.
- Last 30 Days displays requisitions created in the last 30 days.
- Last 12 Months displays requisitions created in the last 12 months.

10. Perform one of the following:

lf	Then
The user does not know the requisition number	Go to Step 11.
The user knows at least part of the requisition number	 Select the Transaction option from the ID Type drop-down list. Enter the requisition number of part thereof in the ID field, using the wildcard symbols as needed. Go to Step 11.



(Note) Refer to the Wildcard and Matchcode Searches job aid for additional detail.



Operations >	g Order Processing >	Order Mana	agement > Demostic Order Entry Full Screen	Option
Transaction				
Status Creation Date	Any Last 12 Months	× ×	Product Catalog	
ID Type	Transaction	~	Browse in the Product Catalog	
		Go	D Click here to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.	

11. Click Go button) to execute the search.

Image: Domestic Order Entry Screen

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Operation	s > Order Process	sing > Order	Manager	nent × Domestic Order Entry	Full Screen	Options *
My Tran	sactions <u>Ca</u>	italog	Entitle	ement 🕅 Transaction in Process		
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Status	Any	V	<u> </u>	Product Catalog		-
Creation Date	Last 12 Months	v		Browse in the Product Catalog		
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31 Documen <u>Status</u>	ts Found	Your		E Click here to create an order and specify the ship-to destination. Then choose the items from t	he catalog located on the left.	
•Date Open						
03/08/20	1000259480					
Open						
12/17/20	1000258988					
0pen	10					
	1000258986					
12/07/20	18					
Open	1000258965					
17/07/20	19		~			

12. Select the appropriate domestic requisition to modify from the list of search results. In this example, <u>1000258985</u> (the **1000258985** link) is selected.



	sing												
Operation	s > Order Proce	ssing > Orde	r Mana	gement >	Domestic O	rder Entry						Full Screen	Option
My Tran	sactions (Catalog	Ent	itlement		View C	art: 2 Ite	em(s) to the value of 2 <mark>4.28</mark> US	D			
Transac	tions			Order	1000258	985 from	12/07/20	18 1	1:46				
Search For	th For Orders			Your Ref Your De	ference: scription:					Total Net Pric	ei 👘	425.5	ig usd
Status	Any	¥	2	Delivery	Address:		(b) (4)						
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Open					Item	Product	Quantity	Unit	Description	Status	Program	Unit Pric	ce
03/08/20	19 1000259480				100	100138	10.000	cs	BEEF CHILI W/O BEANS CAN-24/24 OZ	Draft	CSFP	\$ 425. 119.21 USD /	56 USD 100 LB
Open					1								-
12/17/20	1000258988 18			Print								Giange	lose
Open	1000258986												
Open 12/07/20	18												
Open 12/07/20 Open	18												

13. Click (the Hide Navigator button) to hide the search criteria and results.





(Note) The domestic requisition displays in the main pane.



4y Tr	rans	actions	Catalog	Entitlemen	t	View Cart: 2 Item(s) to the va	alue of 24.28 USD		
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		Item	Product	Quantity	Unit	Description	Usar Status	Program	Total Price Unit Price
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Pn	int								Change Close

14. Click Change (the Change button) to allow the user to modify the domestic requisition.

(Note)

(Note) A domestic requisition can be modified only when the status is **Draft**, **Returned by COOP**, or **Returned by SDA**.

If ALL of the line items have the status of **Ready for Approval**, **Approved by COOP**, **Approved by SDA**, or **Cancelled**, the requisition cannot be edited and the change button will not be available.

15. Perform one of the following:

lf	Then
The user needs to change the status	Go to Step 16.
	(Note) Once status of Ready for Approval or Cancelled has been saved, the requisition line cannot be edited further.
The user needs to change the Delivery Point	Go to Step 20.
The user needs to adjust the quantity of a product	Go to Step 25.
The user needs to add more products to the cart	Go to Step 29.
The user needs to remove one or more product(s) from the cart	Go to Step 37.
	(Note) Once status of Cancelled has been saved, the requisition line cannot be edited further.
The user is ready to save the modifications	Go to Step 41.



Your Reference: Total Net Price: 425.56 USD Your Description: Message Additional Comments: Image: Co	Orde	r: 10002	58985 fr	rom 12/07/2018 11:46						
Message Additional Comments: Image: Comments: <thimage: comments:<="" th=""> Image:</thimage:>	Your R Your D	eference: escription:						1	Total Net Price:	425.56 USD
Item Product Quantily Unit Description User Status Program Requested Delivery Date Total Price Interview 100 100 CS BEEF CHILI W/O BEANS CAN- 24/24 OZ Draft CSFP / 0/15/2019 \$423.55 USD 118.21 USD / 100 LB	Addit	sage ional Com	ments:							
IO 100 10 CS BEEF CHILI W/O BEANS CAN- 24/24 OZ Draft V CSFP / 01/15/2019 \$425.35 USD 118.21 USD / 100 LB		Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price Unit Price
		100	100138	10	cs	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Draft 🗸	CSFP /	01/13/2019	\$425.56 USD 118.21 USD / 100 LB

16. Click the User Status drop-down.

Image: Domestic Order Entry Screen

ly Trai	nsactio	n <u>s Ca</u>	talog Entitlemen	ıt	I Item(s) to the value	lue of 425.56 USI	2		
Your Re Your D	r: 10002 eference: ascription:	258985 fr	om 12/07/2018 11:46	;				Total Nat Prices	425.56 USE
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Upda	le					- Livan			Close Save

17. Select the appropriate status option from the User Status list. In this example,

Ready for Approval (the Ready for Approval option) is selected.

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(Note) When modifying a returned order, the user can only set the User Status field to Ready for



Approval or Cancelled.

Image: Domestic Order Entry Screen

Vide: Luov250935 from 12/07/2010 11:40 Your Reference: Total Nat Prices 425.56 US Your Description: Additional Comments: Image: Status Program Requested Delivery Unit Price Image: Status Program Requested Delivery Unit Price Unit Price Unit Price Image: Status Program Requested Delivery Unit Price Unit Price Unit Price Image: Status Program Requested Delivery Unit Price Unit Price Unit Price Image: Status Image: Status Program Requested Delivery Unit Price Unit Price Image: Status Image: Status Program Requested Delivery Unit Price Unit Price Image: Status Image: Status Program Requested Delivery Unit Price Unit Price Image: Status Image: Status Program Status Image: Status Image: Status		130000				m_r rem(s) to the va	100 01 423.30 030			
Nessage Additional Comments: Image: Comments and the second	Your R Your D	eference: escription:	20985 1	om 12/0//2018 11:4					Total Net Prices	425,56 USD
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Image: 100 100 100138 10 CS BEEF CHILI W/O BEANS CAN- 24/24 OZ Ready for Approval V CSFP / 01/15/2019 \$425.56 US 118.21 USD / 100 USD / 1	•	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Unit Price
		100	100138	10	CS	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Ready for Approval 💟	CSFP /	01/15/2019	\$425.56 US 118.21 USD / 100 L

18. Click Update (the Update button) to save changes.



(Note) Once status of **Ready for Approval** or **Cancelled** has been saved, the requisition line cannot be edited further.

19. Return to Step 15.



Order	r: 10002	258985 fr	om 12/07/2018 11:46	;	() to the t				
Your Re Your De	eference: escription:	. E						Total Net Price:	425.56 USI
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20. Click 🔽 (the Display Additional Fields drop-down) for the appropriate line item to display its details.



(Note) To view details for all line items, click 🗹 (the **Display All Additional Fields** drop-down) in the top row.

Image: Domestic Order Entry Screen

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y Tra	nsactio	ns <u>Ca</u>	talog Entitlement	ţ.	1 Item(s) to the va	alue of 425.56 USD			
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Your D	escription								
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	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Unit Price
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21. Click (the Delivery Point drop-down).

Image: Domestic Order Entry Screen

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Addi	sage tional Con	iments:						\$	Total Price
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	100	100138	10	cs	BEEF CHILI W/O BEANS CAN-	Ready for Approval	CSFP /	01/15/2019	\$425.56 USD 118.21 USD / 100 LB
	* Delive Addition	ary Points al Commen	bi		(4)	Q		0	

(the<mark>(b) (4</mark>)

22. Select the appropriate delivery address from the drop-down list. In this example,

b) (4) option) is selected.

Image: Domestic Order Entry Screen

ly Tra	nsactio	ns <u>Ca</u>	talog Entitlemen	t	1 Item(s) to the va	lue of 425.56 USD					
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Your R Your D	eferences lescription	. 😑						Total Net Price:	425.56	use	
Nes Addi	sage tional Com	mantsi						Requested Delivery	Total Price		
V	Item	Product	Quantity	Unit	Description	User Status	Program	Date	Unit Price		
	100	100138	10	CS	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Ready for Approval 🔽	CSFP /	01/15/2019	\$425.56 118.21 USD / 10	USC 00 LI	
		* Delivery Point: (b) (4)									
	* Delive	ery Point:	(D) (4	/		0					

23. Click Update (the Update button) to save the new Delivery Point.



24. Return to Step 15.

Image: Domestic Order Entry Screen

425.56 USD
425.56 USD
425.56 USD
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Total Price Unit Price
\$425.56 USI 118.21 USD / 100 LI

25. Click the Quantity field.

Image: Domestic Order Entry Screen

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	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price Unit Price
	100	100138	12	cs	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Ready for Approval 💌	CSFP /	01/15/2019	\$425.56 US 118.21 USD / 100 L
	* Delive	ary Points nal Commen	(b) (4	1)				~	

26. Enter a new value for the appropriate line item in the **Quantity** field. In this example, 12 was entered in the **Quantity** field for line item 100.



			ng × Order Management ×	Demoor	ic Order Entry				Full Screen Opt
ly Tra	nsactio	ns <u>Ca</u>	talog Entitlemen	t	1 Item(s) to the v	alue of 425.56 USD			
Orde	r: 1000	258985 fr	om 12/07/2018 11:46	2					
Your Re Your De	eference: escription	. =						Total Nat Prices	425.56 USD
Addit	tional Con	imenta:							
	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price
	Item 100	Product	Quantity	Unit CS	Description BEEF CHILI W/O BEANS CAN- 24/24 OZ	User Status Ready for Approval V	Program CSFP /	Requested Delivery Date	Total Price Unit Price \$425.56 USD 118.21 USD / 100 LB

- 27. Click Update (the Update button) to save the modifications.
- 28. Return to Step 15.

Image: Domestic Order Entry Screen

Operations > Order Processing > O	er Management > Domestic Order Entry	Full Screen Ontion
operations > carder Processing > o	a Management > Domesic order chary	run saten opaa
My Transactions Catalog	Entitlement 🛛 🕅 View Cart: 1 Item(s) to the val	ue of 510.67 USD
Product Catalog	Product Catalog	
	You are in our product catalog. Select a product category from the left area.	
Quick Search Search		
Extended Search		
CSFP		
JCACFP INSLP		

29. In the *Product Catalog* section, click [+] (the **Plus** icon) next to the appropriate program. In this example, [+]CSFP (the **CSPF** option) is selected.





(Note) To review the list of materials available for ordering, the user will drill down through the product catalog beginning with the program.

Image: Domestic Order Entry Screen

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Operations > Dirder Processing > 0	er Management > Domestic Order Entry	Full Screen Options
My Transactions Catalog	Entitlement View Cart: 1 Item(s) to the value	ue of 510.67 USD
Product Catalog	Product Catalog	
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Search		
Extended Search		
-]CSFP Multi-Food		
[†]Direct Delivery +]NSIP +]CACFP		
+jnslp		

30. Click [+] (the **Plus** icon) next to the type of order. In this example, [+]Direct Delivery (the **Direct Delivery** option) is selected.



(Note) Domestic requisitions are used for the following types of orders:

- **Direct Delivery** An order that is sourced from a vendor and delivered directly to the customer.
- Processing Diversion An order that is sourced from a vendor and delivered to a
 processor before being received in final form by the customer. For example, flour
 may be processed into bread.



(Note) Multi-food orders sourced from a national warehouse are processed differently than domestic requisitions and cannot be modified via the process described in this document. Refer to the <u>Create Multi-Food Order RA</u> or <u>Create Multi-Food Order SDA</u> work instructions for additional detail.



der Processing		
Operations > Order Processing > Or	r Management > Domestic Order Entry	Full Screen Options
My Transactions Catalog	Entitlement 🛛 🕅 View Cart: 1 Item(s) to the value	of 510.67 USD
Product Catalog	Product Catalog	
	You are in our product catalog. Salact a product catagory from the left area.	
Quick Search		
Extended Search		
[-]CSFP		
Multi-Food		
[*]Direct Delivery		
[+]Meat		
[+]Poultry		
[+]rish		
(T)vegetables		
[+]Ferth		
[+]hies		
[+]Dairy		
[+]Grains		
[+]Cereal		
[+]Pasta/Rice		
+INSIP		
+]CACFP		
(+)NSLP		

31. Click [+] (the **Plus** icon) next to the appropriate commodity group. In this example, [+]Meat (the **Meat** option) is selected under the **Direct Delivery** order type.

Image: Domestic Order Entry Screen



32. Select the option that corresponds to how the entitlement budget is impacted. In this example, Entitlement (the **Entitlement** option) is selected under the **Meat** option.



(Note) Depending on the program selected, options may include:

- Entitlement Ordering these products will decrease the entitlement balance.
- **Bonus** Ordering these products will not impact the customer's entitlement. FNS may offer bonus commodities when there is a surplus.

	12	
	-	
	-	1

(Note) After an option is selected, the screen displays a list of all products available for the selected criteria. At the bottom of the list, the user may adjust the number of products to display on a page.

Image: Domestic Order Entry Screen

Construction and the second	order Mana	gement > Domestic	Domestic Order Entry Full Screen Option						
My Transactions Catalog	Enti	itlement	₽ v	iew Cart: 1 Iter	m(s) to the valu	ue of 510.6	7 USD		
Product Catalog	<								
Quick Search									
Search	^	Entitlement							
Edended Search		-			•				
]CSFP		Overview		Pro	duct				Full-Truck
Multi-Food [-]Direct Delivery		Quantity		Product Number (Program / Sub-	Name	Price	Period	No Later Than	Load Quantity
[-]Meat Entitlement				nicaj					
Bonus			340	100127	BEEF CAN-24/24 OZ	36.00 USD	07/01/2019 -	04/19/2019 -	1000.000
[+]Poultry		CS		(CSFP / Entitlement)	(m)		12/31/2019	07/19/2019	
[+]Fish		-	-	100128	BEEF CHILI W/O		07/01/2010 -	04(10/2010 -	
[+]Vegetables Beans		CS	2.2	(CSFP / Entitlement)	BEANS CAN-24/24	42.56 USD	12/31/2019	07/19/2019	1000.000
[+]Fruits		1	-	100166	BEEF POACT POUND		04/01/2010 -	02(15/2010 -	
[+]Juice		CS	199	(CSFP / Entitlement)	FRZ CTN-38-42 LB	49.68 USD	06/15/2019	05/15/2019	1000.000
[+]Dary									
[+]Cereal									
[+1Pasta/Rice									
INSIP									
+]CACFP									

33. Click I (the Shopping Cart icon) next to a product to view details, including available delivery dates. Do not enter a value in the Quantity field from the list of products.



der Processing						
Operations > Order Processing >	Order Management	 Domestic Order Entry 			Full Scre	en Options
My Transactions Catalog	g Entitlemen	nt 🗵 View Ca	art: 1 Item(s) to the v	alue of 510.62	7 USD	
Product Catalog						
Quick Search	Prod	♦ <u>Retu</u>	m tos Entitlemenț			
Extended Search		Product Numb Name: BEEF O	er: 100138 HLI W/O BEANS CAN-24/24			
[-]CSFP		oz				
Multi-Food		Price: 42.56 U	SD			
[-]Meat		Full Truck Loa	d Quantity: 1000.000			
Entitlement		CS				
[+]Poultry						
[+]Fish						
[+]Vegetables Reaps		Delivery Date	Order By Date	Quantity		
[+]Fruits		07/15/2019	04/19/2019	10]	
[+]Juice [+]Daiou		07/31/2019	04/19/2019		1	
[+]Grains		00/45/0040	04/40/2040	1		
[+]Cercal		00/15/2019	04/19/2019			
+INSIP		08/31/2019	04/19/2019			
+]CACFP		09/15/2019	04/19/2019		1	
+JuPrb		00/30/2010	04/10/2010		10	
		03/30/2013	04(15)2013			
		111111111111111111111111111111111111111	107010200403	11		

34. As required, complete/review the following fields:

Field	R/O/C	Description
Delivery Date	R	Range of dates when commodities may be delivered. Example: 07/15/2019
Order By Date	R	Last date to submit orders for the corresponding Delivery Date.
		Example: 04/19/2019
Quantity	R	Number of items.
		Example: 10



Full Screen Ciptions			n/	ent > Domestic Order Entry	der Management >	cessing > On	Operations > Order Pro
- di Screen Opicits			· 2	an a constant order chiry	aa aanagement >	chang > 00	oparational 2 Order Pre
	alue of 510.67 USD	to the val	w Cart	ment 🗵 View	Entitlement	Catalog	My Transactions
				02	4		
			36 USD	Price: 42.3			Product Catalog
		DDO	k Load Q	Full Truck			
				CS			Quick Search
					^		
							Search
	Quantity	By Date		Delivery Date			
	10			07/15/2019	0		Extended Search
				07/31/2019	0		1CSFP
				09/15/2010			Multi-Food
			_	00/15/2019	<u>u</u>		[-]Direct Delivery
				08/31/2019	0		Entitlement
				09/15/2019	0		Bonus
			_	03/15/2013			[+]Poultry
				09/30/2019	0		[+]Fish [+]Venetables
			1	10/15/2019	1		Beans
			-	10/21/2010	-		[+]Fruits
			_	10/31/2013	1		[+]Dairy
				11/15/2019	1		[+]Grains
				11/30/2019	1		[+]Cereal
			_				INGID
				12/15/2019	1		CACFP
				12/31/2019	ৰ		INSLP

35. Click Move to Cart (the Move to Cart button) to add the selected product quantities to the shopping cart.



(Note) A summary at the top of the screen displays the number and total value of products contained in the shopping cart.

36. Return to Step 15.



ly Tra	nsactio	ns <u>Ca</u>	talog Entitlement		2 Item(s) to the	value of 936.23 US	SD		
Orde	r: 1000)	258985 fr	om 12/07/2018 11:46						
Your R Your D	eference: lescription:						1	Total Net Price:	936-23 USD
	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price Unit Prica
	100	100138	12	CS	24/24 OZ	Ready for Approval 🗸	CSFP /	01/15/2019	\$510.67 USD 118.21 USD / 100 LE
	200	100138	10	ß	24/24 OZ	Draft V	Entitiement	07/15/2019	\$425.56 USD 118.21 USD / 100 LE

37. Click the User Status drop-down in the appropriate line item to update.

Image: Domestic Order Entry Screen

ly Tra	nsactio	ns Ca	talog	Entitlement		2 Item(s) to the	value of 936.23 U	SD		
Orde	r: 10003	258985 fr	om 12/0	07/2018 11:46						
Your F Your E	leference: Jescription:	E						;	Total Net Price:	936-23 USI
Add	tional Com	iments:								
	Item	Product		Quantity	Unit	Description	User Status	Program	Requested Delivery	Total Price
	Item	Product		Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price Unit Price
•	Item	Product	12	Quantity	Unit	Description BEEF CHILI W/O BEANS CAN- 24/24 OZ	User Status	Program CSFP /	Requested Delivery Date	Total Price Unit Price \$510.67 US 118.21 USD / 100 L
	Item 100 200	Product 100138 100138	12 10	Quantity	Unit] cs] cs	Description BEEF CHILI W/O BEANS CAN- 24/24 OZ BEEF CHILI W/O BEANS CAN- 24/24 OZ	User Status Reedy for Approval V Draft V	Program CSFP / CSFP / Entitiement	Requested Delivery Date 01/15/2019 07/15/2019	Total Price Unit Prica \$\$10.67 US 118.21 USD / 100 L \$425.55 US 118.21 USD / 100 L

38. Select Cancelled (the Cancelled option) from the drop-down list for User Status.

(Note) Once the status of **Cancelled** has been saved, the requisition line cannot be edited further.



		112 344	talog Encuemen	nt	2 Item(s) to the	value of 936.23 US	SD		
Order	r: 10002	256985 fr	om 12/07/2018 11:4	6					
Your Re Your De	eference: escription:							Total Net Prices	936.23 USC
	Item	Product	Quantity	Unit	Description	Ucor Statue	Program	Requested Delivery Date	Total Price Unit Price
•	100	100138	12	CS	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Ready for Approval	CSFP /	01/15/2019	\$510.67 USI 118.21 USD / 100 L
	200	100138	10	cs	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Cancelled	CSFP / Entitlement	07/15/2019	\$425.56 USI 118.21 USD / 100 U

- **39.** Click Update (the Update button) to save the modifications.
- 40. Return to Step 15.

Image: Domestic Order Entry Screen

	nsactio	ns <u>Ca</u>	talog Er	ntitlement		2 Item(s) to the	value of 510.67 US	SD		
Orde	er: 1000)	258985 fr	om 12/07/20	018 11:46						
Your R Your D	teference: Description:							ł	Total Net Prices	510.67 USI
Mes Addi	isage tional Com	ments:	1							1
	Item	Product	Quar	ntity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price Unit Price
	100	100138	12		cs	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Ready for Approval	CSFP /	01/15/2019	\$510.67 US 118.21 USD / 100 L
		100138		10	cs	BEEF CHILI W/O BEANS CAN- 24/24 OZ	Cancelled	CSFP / Entitlement	07/15/2019	\$0 US 0.00 USD / 1 L
•	200	100110								

41. Click Save (the Save button) to save the modified domestic requisition.





(Note) In this example, all of the line items were updated to **Ready for Approval** status. Once saved, the requisition is sent to the SDA/ITO for consolidation and can no longer be edited by an RA.

Image: Message from webpage Pop-Up Screen

Your Reference:	Т		
		lotal Net Price:	\$10.67 USD
Message Additional Comments: OK Cancel			
Titem Product Quantity Unit Description User Status	Program	Requested Delivery Date	Total Price Unit Price
▼ 100 100138 12 CS BEEF CHILI W/O BEANS CAN- 24/24 OZ Ready for Approval ✓ C	CSFP /	01/15/2019	\$310.67 USD 118-21 USD / 100 LB
200 100138 10 CS BEEF CHILI W/O BEANS CAN- 24/24 OZ Cancelled C	SFP / Intitlement	07/15/2019	\$0 USD 0.00 USD / 1 LE

42. Click (the **OK** button) to confirm the modifications.

Image: Domestic Order Entry Screen

v Trans	actions Catalog Entitlement	Transaction in Process					
Confirm	nation of receipt						
Sold-To: - Order: Your Refe Your Desc	4001181 1000258985 from 12/07/2018 11:46 arence: cription:			Total I	Net Price:	510.67	USE
Item	1	item Details	QTY	Unit	User Status	Total Price Unit Price	
100	100138 : BEEF CHILI W/O BEANS CAN-24/24 02 Delivery Point: Requested Delivery Date: 01/15/2019	2	12,000	cs	Ready for Approval	\$310.67 118.21 USD / 1	7 USI 00 L
200	100138 : BEEF CHILI W/O BEANS CAN-24/24 02 Delivery Point: (b) (4) Requested Delivery Data 07/10/2013	2	10.000	cs	Cancelled	\$0 / 100 LB 0.00 USD /) US
Check las	st possible delivery date 07/13/2019						
						Print Clo	ose



- 43. Click Close (the Close button).
- **44.** The transaction is complete.



RESULT

An existing domestic requisition has been modified. This may have included updating the order status, delivery location, and/or product quantity as well as adding or removing line items.



PROCESS OVERVIEW

Purpose

This transaction will demonstrate how to modify and resubmit returned sales orders from FNS. As the SDA Order Manager, you have the ability to go into the Returned FNS Orders Workbench and access the orders returned by FNS. From this screen, you are able to view and make updates to the order. After modifying the returned order, this will be submitted back to FNS for approval.

Process Trigger

Perform this transaction to display, modify, decline, return to workbench and resubmit returned sales orders from FNS.

Prerequisites

- Sales Order must be returned by FNS.
- Original Sales Order must have been created by SDA from consolidating requisitions or Sales Order Upload.

Portal Path

Follow the Portal path below to complete this transaction:

Select Operations tab
 Order Processing tab
 Order Management folder
 Returned
 FNS Orders link to go to the Returned FNS Orders screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - A Conditional field: an entry that becomes required as a result of entering something previous to it, which then deems it required
 - An Optional field: you may enter information in an optional field, but an entry is not required for the completion of the transaction
- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

Reminders

- Remember to check your work
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.



PROCEDURE

1. Start the transaction using the following Portal path: Operations tab → Order Processing tab → Order Management folder → Returned FNS Orders

Returned FNS Orders Screen

Selections for CONSOLIDATION Circle Management Consolidate Requisitions Coductor Consolidate Requisitions Coductor Coductor Coductor Consolidate Requisitions Coductor Coducto	eturned FNS Orders		
	teurine 145 Urders tetred 145 Urders tetred Vavigation tetred Vavigation Cellic Uplicatis/Downloads Celation Management Domesto Criter Entry Consolidate Requisitions (Cellication Statistics Cellication Statistics Cellication Statistics Cellication Cellicatistics Cellicatisticatistics Cellicatisticatisticatisticatistics Cellicatistics	Selections for CONSOLIDATION Ordered Product 130005-CHEESE CHED WHT BLOCK-40 LBS	

2. Click **I** (the **Hide Navigation** arrow button) to minimize the Portal menu. Note that you can do this with any transaction in WBSCM - not just fulfillment transactions.

Returned FNS Orders Screen

Order Processing Complaint Administration Recall Administration	
Returned FNS Orders	1
Selections for CONSOLIDATION	
Ordered Product: 130005-CHEESE CHED WHT BLOCK-40 LBS	
A Submt	

3. In the **OrderedProduct** field, click (the **Down** arrow) to display products tied to orders that you have submitted that have been rejected/returned by FNS.



	Complaint Administration Recall Administration	
rned FNS Orders		
Selections for CO	DNSOLIDATION	
Ordered Produc	130005-CHEESE CHED WHT BLOCK-40 LBS	
	130005-CHEESE CHED WHT BLOCK-40 LBS	
Submit	130010-CHEESE NATURAL AMER FBD BARREL-500 LB	
- Concilian	130125-TURKEY ROASTS FRZ CTN-32-48 LB	
	130139-PORK CAN-24/24 OZ	
	130159-BEEF FINE GROUND FRZ PKG-40/1 LBS	
	130530-CEREAL CORN FLKS -SUBST	

4. Select the product you wish to reallocate from this list. For this example, click 130010-CHEESE NATURAL AMER FBD BARREL-500 LB (the 130010-CHEESE NATURAL AMER FBD BARREL-500 LB option).



er Processing Complaint Administration Recall Administration		
rned FNS Orders		
Selections for CONSOLIDATION		
Ordered Product: 130010-CHEESE NATURAL AMER FBD BARREL-500 -		
Submit		

5. Click Submit (the Submit button) to continue with the reallocation.

FNS Returned Orders Screen

Back	Re	('s Past Or	der-By Dat	e Ordered	Product 1300	10-CHEES	E NA	TURAL AMER F	BD BARREL-500		-						-
View:	Standar	View]	- 3	Expand All	E Select All	(Unall	ocate	Return	X Decline V Return to	Workbench	Update Orde	r/Req		C	0.11 7.	0.147	
tow L1	, C	ROWLZ	+0 /-0	B0	02/25/2015 ¥	8102818	•	VIVA SHIP TO 05	FAIRFAX	VA VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	wure sepp	Group No	8011031	DEV U TEST	INIT
,			+0 /-0	80	02/25/2015 -	8102818	-	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEVI	SD4
2			+0 /-0	80	03/01/2015 -	8102817	-	VIVA TEST SHIP TO	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV I	SDA
•			+20 /-0	60	11/15/2015 👻	8011031	•	DEV UNIT TEST SDA 1	DEV UNIT TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	2	515117671	8011031	DEVI	NIT SDA

6. A list of FNS Returned orders will display. Next to each consolidated order, there is an arrow icon. You can use this icon to display all the requisitions that were part of that sales order. For this example, click (the **Arrow** icon) beside the first sales order to display the requisitions.



FNS Returned Orders Screen

Back	Re	o's Past Or	der-By Dal	0rderes	d Product: 1300	10-CHEESE N	ATURAL AMER F	BD BARREL-500							
View:	Standar	d View)	- 3	Expand All	E Select All	C Unalloca	ate 🔊 Return	💥 Decline 🕜 Return to	Workbench	🥜 Update Order	//Reg				
Row L1	Select	Row L2	For FTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Ordered Product	Product Description	Multi Stop	Group No	Sold-To	Sold-To Nam
•			+0 /-0	30	02/25/2015 🔻	8102818 🔻	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT TEST SDA
				80	02/25/2015	8102818	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
•	-		+0 /-0	80	02/25/2015 👻	8102818 -	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT TEST SDA
•			+0 /-0	80	03/01/2015 🕶	8102817 -	VIVA TEST SHIP TO	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+20 /-0	60	11/15/2015 -	8011031 -	DEV UNIT TEST SDA 1	DEV UNIT TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	V	515117671	8011031	DEV UNIT TEST SDA

7. All requisitions associated to the sales order in line item 1 are displayed.

Modifications that can be made to sales order line items include:

- Changing Quantity, Ship Date and Ship-To information
- Removing Group No. by deselecting the Multi Stop checkbox.
- Unallocating a sales order from the list of sales orders displayed
- Declining a sales order
- Returning sales order to Workbench



FNS Returned Orders Screen

							Returned F	NS Orders							
Back	Re	o's Past Or	der-By Dat	e Orderei	Product: 1300	10-CHEESE I	ATURAL AMER P	BD BARREL-500 -							
View:	Standar	d View)	- 8	Expand All	R Select All	(Unalloc	ate 🔗 Return	💥 Decline 🛛 Return to	Workbench	🥖 Update Order	/Reg				
Row L1	Select	Row L2	For FTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Ordered Product	Product Description	Multi Stop	Group No	Sold-To	Sold-To Nam
•			+0 /-0	30	02/25/2015 🔻	8102818 •	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT TEST SDA
				80	02/25/2015	8102818	WVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
•			+0 /-0	80	02/25/2015 🛩	8102818 -	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT TEST SDA
•			+0 /-0	80	03/01/2015 🕶	8102817 •	VIVA TEST SHIP TO	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+20 /-0	60	11/15/2015 -	8011031 -	DEV UNIT TEST SDA 1	DEV UNIT TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	2	515117671	8011031	DEV UNIT TEST SDA

8. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity	R	Number of items being processed.
		Example: 70



(Note) When changing a sales order, the Quantity, Ship Date and Ship-To fields can be modified. For this step, the quantity will be changed. When modifying the quantity, users may change from FTL to Split or from Split to FTL quantity. When changing quantity from Split to FTL, adjust the quantity to FTL and uncheck the Multi Stop checkbox. After refreshing, the Group No. values will be deleted automatically.

The changes made here will automatically update the associated requisition line items when the sales order is updated and then the RAs and Co-ops can view the changes on their Domestic Order Entry screen under My Transactions. They may also view the updated quantities in the Requisition Status Report & Order Status Report.



Marrie	Chen days	415	- 52	Evened 40		Alicalian	to A Dature	Postina Postanta	Marchanch	A Lindaia Orda	Dan				
Row L 1	Select	Row 12	ForETL	Quantity	Ship Date	Ship-To	Shin-To Name	Shin-To City	Shin-To Ro	Ordered Product	Product Description	Multi Ston	Group No.	Sold-To	Sold-To Nam
•			+0 /-0	70	02/25/2015 -	8102818 -	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	men cop	orocpito	8011031	DEV UNIT TEST SDA
				80	02/25/2015	8102818	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
•			+0 /-0	80	02/25/2015 -	8102818 👻	VIVA SHIP TO 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+0 /-0	80	03/01/2015 -	8102817 👻	VIVA TEST SHIP TO	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+20 /-0	60	11/15/2015 👻	8011031 👻	DEV UNIT TEST SDA 1	DEV UNIT TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB		515117671	8011031	DEV UNIT

9. A sales order can be unallocated from the work area if user chooses to work on it at a later time. First, click (the **Checkbox**) beside the desired sales order or aggregate line, in this case for aggregate line item 2.

			in the second	e ordered			SE NOVIO	RAL AMER FI	BD BARREL-500							
View:	Standard	t View]	- V	Expand All	Chin Data	Chin Tr	locate	AP Return	Cecline CReturn to	Workbench	Ordened Departured	Integ	Deale Char	Constantion	Culd To	Cold To Mar
-		Row L2	+10 /-0	70	02/25/2015 ¥	8102818	VI TC	VA SHIP 0 05	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	wun Stop	Group No	8011031	DEV UNIT TEST SDA
				70	02/25/2015	8102818	V% 05	A SHIP TO	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
•			+0 /-0	80	02/25/2015 🛩	8102818	- VI TC	VA SHIP 005	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+0 /-0	80	03/01/2015 👻	8102817	• VI Sł	VA TEST	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+20 /-0	60	11/15/2015 -	8011031	* DE TE	EV UNIT	DEV UNIT TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	2	515117671	8011031	DEV UNIT

Returned FNS Orders Screen

10. Click Inallocate (the Unallocate button).



Back	Rec	re Paet On	ler-By Date	Orderer	Product 1300	10-CHEESE	NATURAL AUR	R FRD BARREL -500							
View:	Standard	t View)	- 31	Expand All	Select All	Unallo	cate 🖉 Retu	m 💥 Decline 📀	Return to Workbench	🖉 Update Orde	/Reg				
low L1	Select	Row L2	For FTL	Quantity	Ship Date	Ship-To	Ship-To Na	me Ship-To City	Ship-To Rg	Ordered Product	Product Description	Multi Stop	Group No	Sold-To	Sold-To Na
•			+10 /-0	70	02/25/2015 👻	8102818	VIVA SHI	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT TEST SDA
				70	02/25/2015	8102818	WVA SHIP 1 05	O FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
•			+0 /-0	80	03/01/2015 🛩	8102817	VIVA TES SHIP TO	T FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+20 /-0	60	11/15/2015 -	8011031 1	TEST SDA	DEV UNIT TE	EST SDA VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	V	515117671	8011031	DEV UNIT

11. The sales order has been removed from the top frame and is now visible in the **Unallocated** tab in the lower portion of the screen for this transaction. When you run the transaction again, it will be visible in the upper frame.

If you would like to restore this sales order to the upper frame, click the checkbox beside the sales order in the **Unallocated** tab and then click the **Allocate** button.

Next, to decline a sales order, click [] (the **Checkbox**) beside the desired sales order.

Back	Rec	's Past On	der-By Dati	Ordered	Product 1300	10-CHEES	E NATURAL	AMER FBD	DBARREL-500 -							
View: (S	Standard	View]	- 3	Expand All	R Select All	(Unall	ocate 🚑 i	Return 渊	🕻 Decline 🤡 Return t	Workbench	🖉 Update Order	riReq				
ow L1	Select	Row L2	For FTL	Quantity	Ship Date	Ship-To	Ship-To	Name S	Ship- Incomplete: critica	Ship-To Rg	Ordered Product	Product Description	Multi Stop	Group No	Sold-To	Sold-To Na
•			+10 /-0	70	02/25/2015 👻	8102818	VIVA S	SHIP F	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
				70	02/25/2015	8102818	VIVA SH 05	HIP TO F	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
•			+0 /-0	80	03/01/2015 🛩	8102817	VIVA 1 SHIP	TO F	FAIRFAX	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
•			+20 /-0	60	11/15/2015 -	8011031	* DEV U TEST	SDA 1	DEV UNIT TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB	×	515117671	8011031	DEV UNIT

Returned FNS Orders Screen

12. Click Cl



Op Proces	erations sing	Adm	in Rep t Administ	ration	lelp Recall Admini	stration										
ed FNS O	Inders															
Back	Reg	s Past Ord	ler-By Date	Ordered	Product 1300	10-CHEESE 1	IATURAL AMER	FBD BARREL	-500 -							
View:	Standard	view]	- 36	xpand All	📑 Select All	(Unalfoc	ate 🔗 Return	🔀 Decline	🖉 Return to	Workbench	🥖 Update Orde	r/Req				
Row L1	Select	Row L2	ForFTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To C	Ry .	Ship-To Rg	Ordered Product	Product Description	Multi Stop	Group No	Sold-To	Sold-To Na
•			+10 /-0	70 1	02/25/2015 👻	8102818 👻	VIVA SHIP TO 05	FAIRFA	C	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011031	DEV UNIT
				70 (02/25/2015	8102818	VIVA SHIP TO 05	FAIRFAX		VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB			8011034	
*			+20 /-0	60	11/15/2015 👻	8011031 👻	DEV UNIT TEST SDA 1	DEV UN	T TEST SDA	VA	130010	CHEESE NATURAL AMER FBD BARREL-500 LB		515117671	8011031	DEV UNIT
Una View:	ilocated I Standard Row L2	tems I View] Quantity	Returned Allor Ship Date	t Items cate e Ship-	Declined Ite	ims Re	turn to WB Ship-To City SI	hip-To Rg F	Product Produ	uct Description			Group No	Sold-To	Sold-To Na	me
		80	03/01/20	15 8102	817 VIVA TES	IT SHIP TO	FAIRFAX V	1	30010 CHEE	SE NATURAL	AMER FBD BARRE	L-500 LB		8011031	DEV UNIT 1	EST SDA 1
				-	_											

13. The sales order has been removed from the top frame and is now visible in the **Declined Items** tab in the lower portion of the screen. If you would like to restore the sales order to the upper frame, click the checkbox beside the sales order and then click the **Allocate** button.

Important: once the screen is updated by clicking the **Update Order/Req** button, any declined sales orders will be canceled and removed from the list of returned sales orders for this material.

Next, to return a sales order to the Workbench, click [1] (the Checkbox) beside the desired sales order.

Returned FNS Orders Screen

For FTL Quantit	All 📳 Select All	C Unalloc Ship-To	ate 🔏 Return	🗙 Decline 🞯 Return	to Workbench	A Lindata Orda					
For FTL Quantit	ly Ship Date	Ship-To	The second se			Opdate Order	Req				
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14. Click Return to Workbench (the Return to Workbench button) to cancel the sales order and return the requisition(s) back to the Consolidation Workbench.

Returned FNS Orders Screen

Back	Req	's Past Ord	ier-By Date	Ordered	Product 1300	10-CHEESE N	ATURAL AMER F	BD BARREL-5	• 00							
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15. The sales order has been removed from the top frame and is now visible in the **Return to Workbench** tab in the lower portion of the screen. If you would like to restore the sales order to the upper frame, click (the **Checkbox**) beside the sales order and then click the **Allocate** button. Once the screen is updated, any return to workbench sales orders will be removed from the list of returned sales orders for this material and you will not be able to Allocate back again.

Returned FNS Orders Screen



16. Click Allocate (the Allocate button).


FNS Returned Orders Screen

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TEST SI
4
1 DEV UN TEST SI
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17. The sales order has been removed from the **Return to Workbench** tab and is now visible in the upper frame.

After any modifications have been made to the sales order(s), click Update Order/Req (the Update Order/Req button) to execute the changes.

(Note) In the event that you receive the error message shown below after clicking the **Update Order/Req** button, wait a few minutes and try again. The error occurs when the Sales Order is locked by another user (or system process).

Request Failed: Following Requisition(s) are being processed : Transaction 5000269560

"Request Failed: Following Document(s) are being processed : Transaction <Document Number> is being processed by user <USER ID>"



FNS Returned Orders Pop-up

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18. Click Yes (the Yes button) to continue to submit the order(s).

FNS Returned Orders Screen

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Requis	ition Item	s Updaled	Successif	ully												
💠 Back	Rec	rs PastOr	der-By Dat	e Ordered	Product 1	30010-CHE	EESE NATURAL A	IER FBD BARREL-500	•							
View:	Standard	View)	• 3	Expand All	🛃 Select	All 🕜	Submit Order for A	oproval								
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w:	[Standar	d View]	Ŧ													
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Select		-		_	-											
Select																
Select																

19. Finally, before submitting for FNS approval, select the check box beside the order(s) to which you are making the changes.



(Note) Notice the green checkmark at the upper left side of the screen indicating that the requisition item(s) were updated successfully.

(Note) In the event that you receive the error message shown below after clicking the **Submit Order for Approval** button, wait a few minutes and try again. This error occurs



when the Sales Order is locked by another user (or system process).

B Request Failed: Document 5000269560 is being processed by user REZAM0001

"Request Failed: Following Document(s) are being processed : Transaction <Document Number> is being processed by user <USER ID>"



(Note) If you do not submit your orders for approval, they will not be processed by FNS.

FNS Returned Orders Screen

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ed FNS O	rders																
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low L1	Select	Row L2	For FTL	Quantity	Ship Date	Ship-To	Shi	p-To Name	Ship-To City	Ship-To Rg	Ordered Product	Product Description	Multi Stop	Group No	Sold-To	Sold-1	o Nam
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20. You have completed this transaction.



(Note) Notice the message that indicates the order was approved successfully.



RESULT

The transaction has been successfully completed.



PROCESS OVERVIEW

Purpose

A Co-op Organization is an organization that places orders in WBSCM on behalf of member Recipient Agencies (RAs). The purpose of a Co-op is to leverage buying power by consolidating orders based on the needs of their RAs. Use this transaction to modify a pre-existing Co-op Organization in WBSCM. Modifications can include:

- Name and address
- Assign or unassign Business Partner relationships
- Activate or Inactivate Business Partner

Process Trigger

An existing WBSCM Co-op Organization must be updated.

Prerequisites

• A Co-op Organization must exist in the WBSCM system before its information can be altered.

Portal Path

Follow the Portal path below to complete this transaction:

 Select Admin tab → Organization Maintenance tab → Maintain Organization → Update Coop Organization link to go to the Maintain Organization initial screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - **Required (R) –** a mandatory field necessary to complete the transaction.
 - Optional (O) a non-mandatory field not required to complete the transaction.
 - **Conditional (C)** a field that may be required if certain conditions are met, typically linked to completion of a mandatory field.
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.



PROCEDURE

1. Start the transaction using the following Portal path: Admin tab → Organization Maintenance tab → Maintain Organization link.

Image: Maintain Organization Screen

Manage Users Master Ditz Organization Mantemance • Maintain Organization Amm > Organization Mantemance > Maintain Organization Public Science (Organization Application) • Upload New RA Organizations Upload RA Uploates Welcome to the Maintain Organization Application Upload RA Uploates Upload RA Uploates Upload RA Uploates Velcome to the Maintain Organization Application Upload RA Uploates Upload RA Uploates Upload RA Uploates Velcome to the Maintain Organization Upload RA Uploates Upload RA Uploates Upload RA Uploates Velcome to the Maintain Organization Upload RA Uploates Upload RA Uploates Upload RA Uploates Velcome to the Maintain Organization Upload RA Uploates Upload RA Uploates Maintain Organization Velcome to the Organization Velcome Losso Organization Velcome Losso Organization Velcome to the Organization Velcome to the Organization	Home Operations Admin R	eports Help	
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Upload RA Updates Update_mm_Organication Center RA Organication Detete_mm_Organication Update Code Organication Detete_Code Organication Update Code Organication Deteter Code Organication Mass Assion Un-tasion She-Te Mass Assion Un-tasion She-Te	Upload New RA Organizations	Welcome to the Maintain Organization Application	
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Vester Coord Constantian Vester Coord Criterication Mass Assimuti-ration Stie-Te		Create RA Organization	
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Mass Assimult-assim She-To		Unders Course Organization	
		Mass Assign Linuxsion Shin To	
		THE CONTRACTOR OF THE OWNER OWNER	

2. Click (the **Hide Navigator** button) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

Image: Maintain Organization Screen



3. Click Update Co-op Organization (the Update Co-op Organization link).





4. Click COP drop-down).

(Note) WBSCM defaults to display active Co-op Organizations in the drop-down menu when • Active (the Active radio button) is selected. To display inactive Co-Op Organizations in the dropdown menu, select Olactive (the Inactive radio button).

Image: Select Sub-Organization Screen



5. Select the appropriate Co-op Organization from the drop-down list. In this example, <u>TEMPE SCHOOL DIST 3 / TEMPE AZ (4041090)</u> (the **Tempe School Dist 3 / Tempe AZ (4041090)** option) is selected.

(Note) Only one Co-op Organization can be modified at a time.



(Note) The available Co-op Organizations are listed in alphabetical order by name.

Image: Select Sub-Organization Screen



6. Click Next (the Next button).

7. Perform one of the following:

lf	Then
The user needs to update an existing Co-op Organization	Go to Step 8.
The user needs to activate/inactivate an existing Co-op Organization	Go to Step 15.
The user needs to submit the updates	Go to Step 19.

Image: Update Co-op Organization (Address) Screen

te Co.on Ornanization - Ornanization ID: 4041098		
ack		
Address Relationship Status		
equired fields are marked with a red asterisk (*).		
ame		
* Name: Tempe School Dist 3		
ditional Name:		
ddress		
Street Address 1: 2206 S Rural Rd		
Street Address 2		
Street Address 3		
* Country: USA	*	
* Stata: Arizona	* Postal Code: 85282	
County:	Zone:	



8. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	Person's or organization's name.
		Example:
		l'empe School Dist 3
Street Address 1	R	A free text field in which to enter the street address
		of the user or organization.
		Example:
		3205 S Rural Rd
Street Address 2	0	A free text field in which to enter additional street
		Example:
		2nd Floor
City	R	City where the user or organization is located.
		Example:
		Tempe
Country	R	Country code that represents country name.
		Example:
		USA T
		(Note) Click (the Countrydrop- down) to display a list of countries.
State	R	The abbreviation or name of United States
		territory, district or state.
		Example:
		Arizona
		(Note) Click 🖃 (the State drop-down)
Postal Code	R	A zin code
		Example:
		00202



Image: Update Co-op Organization (Address) Screen

	ntenance > Maritani	Organization					Full Screen Option
Business Partner 0	004041090 updated su	locessiully					
Ipdate Co-op Org	anization - Organiz	zation ID: 4041090					
Back							
Address	Relationship St	tatus					
in the second	W. WESS W.	. 2001					
All required helds ar	re marked with a red as	stensk (*):					
Name							
" Name:	Tempe School Dist 3						
Additional Name:							
					_		
Address							
* Street Address *	1 3205 S Rural Rd						
Street Address 2	2. 2nd Floor						
Street Address 3	3						
* City:	TEMPE						
* Country:	USA						
* State:	Arizona	~	* Postal Code: Bt	292	-		
			Zone:				

9. Click Relationship (the **Relationship** tab) to review or change the business partner relationships for this Co-op Organization.

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(Note) The user may toggle between the *Address*, *Relationship*, and *Status* tabs without losing unsaved changes.

Image: Update Co-op Organization (Relationship) Screen



10. Click (the Select button) to select the business partner being unassigned. In this example, Community Food Bank is selected.



Image: Update Co-op Organization (Relationship) Screen

pdate Co-op Organization - Organization ID: 4941090 B Back Address Relationship Status		
Business Pather Relation: Has RAS *	Available Business Partners	

11. Click Unassign (the Unassign button) to unassign the selected business partner from the Co-op Organization.

dryanization namenistics 2 Walnam Cityanization date Co-op Organization - Organization ID: 40 Back Address Relationship Status Business Parmer Relation: Has EAS	41038	Ling open is
Assigned Business Partners	Available Business Patners Business Patners Business Patners (Name/City State, BP Number) Business Patners (Name/Cit	

Image: Update Co-op Organization (Relationship) Screen

12.

Click (the **Select** button) to select the business partner being assigned. In this example, (b) (4) (4) (4) (4)

(Note) The business partners are listed in alphabetical order. Use the vertical scrollbar to locate the appropriate business partners. To select multiple business partners:

• If the business partners are listed in consecutive rows, hold down the **Shift** key and click the first and last selection buttons.



• If the business partners are listed in non-consecutive rows, hold down the **Ctrl** key while clicking each selection button.

(All)



(Note) To filter the list of Business Partners click on the column Business Partner

(Name/City State, BP Number) field. Select

(User-Defined Filter ...)

(the User-Defined

Filter... option) and enter required criteria. Use "^{*} " (the **Asterisk** symbol) at the beginning and at the end of a search term (e.g., *Craven* or *5001716*) to search for a business partner that contains the term. The asterisk searches part of a word as well (e.g., *Califor*). See also the <u>Wildcard and Matchcode Searches</u> job aid. To remove filter select the (**All**) option.

Image: Update Co-op Organization (Relationship) Screen



13. Click **Assign** (the **Assign** button) to assign the selected RA to the Co-op Organization.



Image: Update Co-op Organization (Relationship) Screen

Argenization Maintenance > Manian Organization Jordate Co-op Organization - Organization ID: 494 gradex Address Relationship Status	050	Ful Soreen O
Assigned Business Partners	Available Eusiness Partners	

14. Return to Step 7.

Image: Update Co-op Organization (Relationship) Screen

Voganization Maintenance Maintain Organization	Full Screen
Business Partv(b) (4) pdated successfully	
terrent i se tri 1977 - 1977 i stati de port de la seconda da seconda seconda da seconda da seconda da se Seconda da seconda da se	
Ipdate Co-op Organization - Organization ID: 4041090	
post	
Address Relationship Status	
Burlaus Burlaus Bullaus III - Bit	
Business Partner Relation: Has RAs	
Analysis Designer Designer	
Assigned Business Partners Available Business Partners	
EB Business Partner (Name/City State, BP Number) ED Business Partner (Name/City State, BP Number)	
Asign -	
Unassign 👔	

15. Click Status (the Status tab) to activate or inactivate a Co-op Organization.



Image: Update Co-op Organization (Status) Screen

- Company and the second	Ed Same
2. Organization Maintenance 2. Maintain Organization	Full Screen Op
Update Co-op Organization - Organization ID: 4041090 CD33K Addiess Relationship Status Select the sheekbox to inactivate the organization.	
Inactiva:	
Comments	
Gutma	
Sama]	

16. If necessary, click 🗌 (the Inactive checkbox) to inactivate the Co-op Organization.

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(Note) If *I* (the **Inactive** checkbox) defaults as selected, deselecting it reactivates the Co-op Organization and the **Inactivated On** date clears.

Image: Update Co-op Organization (Status) Screen

 Officiation institution of the second se	Full Screen C
pdate Co-op Organization - Organization ID: 4041090	
Back	
Address Relationship Status	
Select the checkbox to inactivate the organization.	
Inactive: 🥑	
Comments:	
Rama I	
Juoma .	

- **17.** If necessary, enter business reasons for active/inactive changes in the **Comments** field. For this example, no comments are entered.
- **18.** Return to Step 7.



Image: Update Co-op Organization (Status) Screen

Home Operations Admin Reports Help	
Manage Users Master Data Organization Maintenance	
Admin > Organization Maintenance > Maintain Organization	Full Screen Options *
Update Co-op Organization - Organization ID: 4041096 (p Back Address Relationship Status Select the elacticode the organization. Inactive: (7)	
Submit	

19. Click Submit (the Submit button) to save the changes.

Image: Update Co-op Organization (Status) Screen

 vigancavni mantehance iz mantani vigancavni 	Pui Sciesi Opt
Business Partner 0004041090 updated successfully	
Update Co-op Organization - Organization ID: 4041090	
Back	
Address Relationship Status	
Scient the sheakbox to inactivate the complexities	
Inactive:	
Inactivated On: 01/16/2024	
Comments:	

20. The transaction is complete.



RESULT

An existing Co-Op Organization has been reviewed and updated as needed, including:

- Contact information
- Business partner relationship(s)
- Active or Inactive status



PROCESS OVERVIEW

Purpose

Domestic recipient organizations (or USDA on behalf of a recipient) use this procedure to modify a recently entered elnvoice (eINV) shipment receipt for a purchase order or sales order. The shipment receipt, also known as the Goods Receipt (GR), is the method by which the recipient confirms that materials that were requested in WBSCM have been delivered. Recipients can modify the quantity or other information for a recently entered shipment. Same-day modifications do not require USDA approval; changes after 24 hours of initial entry require USDA review before they are applied.

eINV functionality does not apply to services, third-party barter shipments, or multi-food outbound shipments from a national warehouse.

The following additional work instructions allow recipients to enter domestic shipment receipts in specific circumstances:

- <u>Enter Domestic Shipment Receipt</u> used when the recipient wishes to enter shipment receipts manually.
- <u>Enter Multi-Food Shipment Receipt</u> used for multi-food shipment, when the recipient wishes to enter shipment receipts manually.
- <u>Upload Domestic Shipment Receipt</u> used to upload shipment receipts for any PO using a CSV or XML file. This functionality cannot be used for Multi-ASN PO Line Items.
- <u>Cancel Shipment Receipt</u> used when an ASN does not exist (BOL # field is not populated) for a line item.

Process Trigger

Perform this procedure when the recipient needs to modify a received shipment receipt.

Prerequisites

- The PO or sales order must exist in WBSCM.
- eINV must be enabled for one or more line item(s) on the PO.
- A receipt was previously submitted.
- Recipients can only view and modify receipts within 7 days after initial receipt. After 7 days, the
 receipt line will not be visible and the recipient will need to contact the WBSCM Service Desk to
 enter a ticket for modifications at <u>WBSCM.ServiceDesk@CACI.com</u> or call (877) WBSCM-4U or
 (877) 927-2648, 8AM to 6PM ET Mon Fri, excluding holidays.

Portal Path

Follow the Portal path below to complete this transaction:

• Select Operations tab → Order Processing tab → Shipment Receipts folder → Enter Shipment Receipt link to go to the Enter Shipment Receipt screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - **Required (R)** a mandatory field necessary to complete the transaction.
 - **Optional (O)** a non-mandatory field not required to complete the transaction.
 - **Conditional (C)** a field that may be required if certain conditions are met, typically linked to completion of a mandatory field.
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.



PROCEDURE

1. Start the transaction using this Portal path: **Operations** tab **→ Order Processing** tab **→ Shipment Receipt** folder **→ Enter Shipment Receipt** link.

Image: Enter Shipment Receipt Screen

Order Processing Complaint Administration	Recall Administration	
•	Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt	Full Scraen Options *
File Uploads/Downloads Catalog Maintenance Forecasting	Welcome to Enter Shipment Receipt All required fields are marked with a red asterisk (*). Dates are formatied as: MM/DD/YYYY.	
Order Management	Order Search	
Entitiement Vanagement Shipment Receipts	WBBCM has the ability to receipt Sales Orders, Delivery Documents, and Furchase Orders. To search for an ope your order number and cick "Bearch".	in order in the system to receipt, please enter
Enler Shipment Receipt Upload Shipment Receipt	* Order Number: Bearch	
NW Delivery Calandar	<u></u>	

2. Click (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.



ations > Order Processing > Shipment Receipts > Enter Shipment Receipt	Full Screen Optio
Welcome to Enter Shipment Receipt All required fields are marked with a red asterisk (1). Dates are formatied as: MM/DD/YYYY.	
Order Search	
WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Furchase Orders. To search for an open order in the system to re	oept, please enter your order number and click "Search".
* Order Number. Search	

3. As required, complete/review the following fields:

Field	R/O/C	Description
Order Number:	R	This can be a sales order number, purchase order number, or delivery document number.
		Example: 5000370678
		(Note) For modification, the user can enter a sales order or a purchase order. In this example, a purchase order number is entered. When the modification to a shipment receipt is for product to a national warehouse, enter the purchase order number to complete the shipment receipt.



Home	Operatio	ins Finance	Suppliers	Admin	Reports	Нер					
Order Pr	ocessing	Procurement	Warehouse Man	agement	Suppler Ngt	10 10					
Operation	ns > Order	Processing > 3	hipment Receipts	> Enter Ship	ment Receipt						Full Screen Options *
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		·			_	1					
8	Order Numb	ar: 6000370678			Search	i					

4. Click Search (the Search button) to execute the search.

Image: Associated Order Summary Screen

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ons > Order Processing > Shipment P	Receipts > Enter Shipment Receipt		Full Sergen
Associated Order S	ummarv		Bask to Sea
View: Default View			,
Salas Dooumant	Associated Document Type	Associated Document	
5000370878	Standard Domestic	4100012785	

 Click the applicable purchase order number in the Associated Document column to continue. In this example, <u>4100012785</u> (the 4100012875 link) is selected.



(Note) Recipients are only able to see their own PO lines. USDA users can see all lines.

6. Perform one of the following:

lf	Then
No PO lines are displayed or the desired receipt is	The receipt cannot be modified using this process.
no longer viewable on the list of PO lines because	A GR reversal and/or re-entry of the receipt may be



If	Then
the seven-day threshold has passed.	required. Contact the WBSCM Service Desk for assistance.
The PO line(s) to be modified are displayed.	Go to Step 7.

operatio	ons > Order Proc	cessing > Shipmen	t Receipts > E	inter Shi	ipment Receipt					Full S	creen Optio
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7. Click C (the Check box) in the Further Actions column to select the shipment receipt line item being modified.

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(Note) Only previously receipted line items (Recpt Processed status) can be modified.

(Note) If the receipt does not appear in the list or the checkbox in the **Further Actions** column is not available, a GR reversal and/or re-entry of the receipt may be required. Contact the WBSCM Helpdesk for assistance.



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Rece	ipt Header										
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8. Click Modify Receipt (the Modify Receipt button) to modify the receipt.



(Note) The line item status codes for submitted receipts are:

- Processing Recpt The receipt was submitted and is processing in WBSCM. Receipts with the Processing Recpt status cannot be modified until processing is complete.
- Pending Review The submitted receipt will be reviewed by USDA. This may
 reflect a difference in quantity between recipient and vendor or a modification after
 the initial day of entry. Receipts with the Pending Review status cannot be
 modified until review is complete.
- Recpt Processed The receipt for delivery by vendor to the initial destination has been updated in WBSCM.
 - For deliveries directly to the customer, the destination is the Ship-To.
 - For deliveries with additional transportation services (e.g., Offshore), the initial destination is where the vendor transfers materials to the transportation provider (e.g., Port).
- Rcept 2 Processed For deliveries that included additional transportation services (e.g., Offshore), the receipt for delivery to final destination has been updated in WBSCM.

(Note) WBSCM will send an email notification to the vendor when a receipt is entered with over, short, damaged (O/S/D), or late materials/commodities.



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Operat	lions > Order Pro	cessing > S	hipment Receipts	> Enter Shi	pment Receipt						Full St	creen Optio	ns
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-42 LB	ASN Number # 6100030995	Signed by Jana Doe	Date Received 12/25/2019	Prev City. 0.000	Open Qly: 1,000.000	Good City. UoM Entry 39,985.000 LB	Good Qly (in CS) 1,000.000	Damage Qty.	Reject City 0.000	Over Qty. 0.000	Qty. UoM CS	<u>ې</u> BOL# BOL 103	
-42 LB -42 LB	ASN Number # 6100030995 6100030996	Signed by Jane Doe Jane Doc	Date Received 12/25/2019 12/25/2019	Prev. City. 0.000 0.000	Open Qty. 1,000.000 100.000	Good Oty. UoM Entry 39,985.000 LB 4,000.000 LB	Good Oly (in CS) 1,000.000 100.000	Damage Oty. 9 9	Reject Qty 0.000 0.000	Over Qty 0.000 0.000	Qty. UoM CS CS	80L# BOL # BOL 103 BOL987654	
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42 LB 42 LB 42 LB 42 LB 42 LB 42 LB 42 LB	ASN Number # 6100030695 6100030996 6100027553	Signed by Jane Doe Jane Doe t TT	Date Received 12/25/2019 12/25/2019 11/25/2018 12/05/2018	Prev Cty. 0.000 0.000 1.000.000 1.000.000 1.000.000	Open Qty. 1,000.000 100.000 0.000 0.000 0.000	Good City. UoM Entry 39,985.000 LB 4,000.000 LB 0.000 LB 0.000 LB 40,000.000 LB	Good Oly (in CS) 1,000.000 100.000 1,000.000 1,000.000 1,000.000 1,000.000	Damage Oty. 9 9 14 15 58 59	Reject Gty 0.000 0.000 0.000 0.000 0.000 0.000	Over Oty 0.000 0.000 0.000 0.000 0.000	Oly. UoM CS CS CS CS CS CS	2+ BOL # BOL 103 BOL 987654 BOL 3	
-42LB -42LB -42LB -42LB -42LB -42LB -42LB 42LB	ASN Number 3 6100030095 6100030996 6100027553 6100027553	Signed by Jana Doe Jane Doe t TT	Data Received 12/25/2019 12/25/2019 11/25/2018 12/05/2018	Prev. Cty. 0.000 0.000 1,000.000 1,000.000 1,000.000 0.000 0.000	Open Oty. 1,000.000 100.000 0.000 0.000 1.000.000 1,000.000	Good City. UoM Entry 39,985.000 LB 4,000.000 LB 0.000 LB 40,000.000 LB 40,000.000 LB 40,000.000 LB	Good Qly (in CS) 1,000.000 100.000 1,000.000 1,000.000 1,000.000 1,000.000 1,000.000	Damage Qty. 9 9 14 15 58 59 59 20	Reject City 0.000 0.000 0.000 0.000 0.000 0.000 0.000	Over Oty 0.000 0.000 0.000 0.000 0.000 0.000	Oly UoM CS CS CS CS CS CS CS CS	2/ BOL # BOL 103 BOL 987654 BOL 3 BOL 3 BOL 3 BOL 3 BOL 3 BOL 3	

9. As required, complete/review the following fields:

Field	R/O/C	Description
Signed By	R	The name of the individual that signed for the receipt . Example: John Doe
Date Received	R	The date the materials were received. Example: 02/25/2019
Good Qty.	С	 The amount of materials received in good condition, equal to or less than the ordered amount, in pounds (LB). (Note) This field is used for receipting materials reported in pounds. When receipting variable weight items, this field is automatically calculated once the modified Good Qty (in CS) is applied. (Note) When modifying this value, enter the total weight (including quantities shipped separately) and not an incremental change. For example, to change a receipt from 100 lbs, to 150



Field	R/O/C	Description
		lbs., enter 150 (not 50).
Good Qty (in CS)	С	 The amount of materials received in good condition, in cases (CS). The Good Qty (in CS) is not required when receipting in pounds. Example: 100.000 (Note) When receipting material in pounds, the Good Qty (in CS) field is not entered. (Note) This field is auto-populated based on the corresponding ASN quantity and can be updated. However, for orders with a missing ASN, the field will be blank. (Note) When modifying this value, enter the full quantity (including quantities shipped separately) and not an incremental change. For example, to
Over Qty	0	change a receipt from 10 cases to 15 cases, enter 15 (not 5). The amount of materials receipted for a PO line as Good Qty or Good Qty (in CS) that exceeds the ordered amount. (Note) This field is auto-populated when the amount entered in Good Qty or Good Qty (in CS) is over the expected delivery quantity when Modify Receipt (the Modify Receipt button) is clicked. Items that are receipted <u>over</u> the PO line ASN quantity appear in red. Quantities that are receipted <u>under</u> the Good Qty or Good Qty (in CS) amount are included in the Open Qty total for that line.
Previous Qty	0	The amount of materials that were previously receipted on the line item.



Field	R/O/C	Description
Open Qty	0	The amount of materials that have not yet been receipted for the line item.
		(Note) This field is auto- populated based on the Good Qty or Good Qty (in CS) fields and the corresponding ASN quantity. However, for orders with a missing ASN, the field will populate with the PO quantity.
Reject Qty.	0	The amount of materials that are not usable and thus rejected.



(Note) Before entering values in the **Good Qty** field, always check the values in the **Previous Qty** and **Open Qty** fields.

For **Domestic Direct Ship Orders**, users can enter receipts against orders containing LB, CS, and/or variable weight materials/commodities.



(Note) If the user attempts to modify a receipt that does not have an ASN submitted yet, it will generate the following error message: *The selected line item cannot be modified at this time.* Receipt entered for PO Item 4100XXXX/000xxx with status 'Missing ASN' cannot be modified until an ASN is entered by the Vendor.

Rece	eipt entered for PC	Item 4100007679	/00008 with stat	us 'Missi	ng ASN' cannot b	e modified	l until an A
View:	eINV_VIEW	-					
Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. 🛓	Item ±	Material

In this case, cancel the receipt by clicking the **Cancel Receipt** button and re-enter the receipt. The user can also wait for the vendor to submit an ASN. When the receipt is entered without an ASN, a notification email is sent automatically to the vendor to remind them to submit an ASN.

Once the ASN is available, the user should be able to make modifications. If the receipt is no longer available for review, contact the WBSCM Service Desk. USDA will perform any changes outside the modification timeframe.



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	ASN Number =	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qly.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	8 BOL#	b.
42 LB	ASN Number ± 6100030995	Signed by John Doe	Date Received 10/18/2023	Prev. Qty. 0.000	Open Qty. 1,000.000	Good Qly. 39,985.000	UoM Entry LB	Good Qty (in CS) 100.000	Damage Qty.	Reject City.	Over Qty. 0.000	Qty. UoM CS	BOL# BOL 103	b.
42 LB 42 LB	ASN Number = 6100030995 6100030996	Signed by John Doe Jana Doe	Date Received 10/18/2023 12/25/2019	Prev. Qly. 0.000 0.000	Open Qty. 1,000.000 100.000	Good Qly. 39,985.000 4,000.000	UoM Entry LB LB	Good Qty (in CS) 100.000 100.000	Damage Qty.	Reject Qty. 0.000 0.000	Over Qty. 0.000 0.000	Qty. UoM CS CS	BOL# BOL 103 BOL93763	54
42 LB 42 LB 42 LB	ASN Number = 6100030995 6100030996	Signed by John Doe Jana Doe t	Date Received 10/18/2023 12/25/2019 11/25/2018	Prev. Qty. 0.000 0.000 1,000.000	Open Qfy. 1,000.000 100.000 0.000	Good Qly. 39,525,000 4,000,000 0.000	UoM Entry LB LB LB	Good Qty (in CS) 100.000 100.000 1,000.000	Damage Qty. 9 9 14	Reject Qty. 0.000 0.000 0.000	Over Qty. 0.000 0.000 0.000	Qty. UoM CS CS CS	2 BOL# BOL103 BOL98769	54
42 LB 42 LB 42 LB 42 LB	ASN Number # 6100030995 6100030996	Signed by John Doe Jane Doe t	Date Received 10/18/2023 12/25/2019- 11/25/2018 12/05/2018	Prev. Qly. 0.000 0.000 1,000.000 1,000.000	Open Qfy. 1,000.000 100.000 0.000 0.000	Good Qly. 39,985,000 4,000,000 0.000 0.000	UoM Entry LB LB LB LB	Good Qty (in CS) 100.000 100.000 1,000.000 1,000.000	Damage Qty. 9 9 14 15	Reject Qty. 0.000 0.000 0.000 0.000	Over Qty. 0.000 0.000 0.000 0.000	Qty. UoM CS CS CS CS CS	80L# BOL 103 BOL9876	54
42 LB 42 LB 42 LB 42 LB 42 LB 42 LB	ASN Number ± 6100030995 6100030996 6100027553	Signed by John Doe Jana Doe L TT	Date Received 10/18/2023 12/25/2019 11/25/2018 12/05/2018	Prev. Qty. 0.000 0.000 1,000.000 1,000.000 1,000.000	Open Qty. 1,000.000 100.000 0.000 0.000 0.000	Good Qly. 39,985.000 4,000.000 0.000 0.000 40,000.000	UoM Entry LB LB LB LB LB	Good Qty (in C3) 100.000 1,000.000 1,000.000 1,000.000 1,000.000	Damage Qty. 9 9 14 15 56	Reject Qty. 0.000 0.000 0.000 0.000 0.000	Over Qty. 0.000 0.000 0.000 0.000 0.000	Qty UoM CS CS CS CS CS CS	BOL# BOL103 BOL98764 BOL3	bu 54
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42 LB 42 LB 42 LB 42 LB 42 LB 42 LB 42 LB 42 LB	ASN Number = 6100030995 6100030996 6100027553 6100027553 6100027553	Signed by John Doe Jans Doe t TT	Date Received 10/16/2023 12/25/2019 11/25/2018 12/05/2018	Prev. Qty. 0.000 1.000.000 1.000.000 1.000.000 0.000 0.000	Open Qty. 1,000.000 100.000 0.0000 0.0000 1,000.000 1,000.000	Good Qty. 39,585,000 4,000,000 0,000 40,000,000 40,000,00	UoM Entry LB LB LB LB LB LB LB	Good Qhy (in C3) 100.000 1,000.000 1,000.000 1,000.000 1,000.000 1,000.000	Damage Qty. 9 14 15 58 59 60	Reject Qty. 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	Over Cty. 0 000 0 000 0 000 0 000 0 000 0 000 0 000 0 000	Qty, UoW CS CS CS CS CS CS CS CS	2 BOL# BOL103 BOL9876 BOL3 BOL3 BOL354	54

10. If necessary, click \leq (the **Left** arrow) on the horizontal scrollbar when the updates are complete and the user is ready to submit the modified receipt.

Image: Enter Shipment Receipt Screen

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Order	Number 410001	2795	Enterned Du		EDMA						
Sic	gned By:	2703	Date Received		E	GIGINOUL	- <u>_</u>				
5022	5010480497 - <u>20</u>				1.000						
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11. Click Submit Receipt (the Submit Receipt button) to submit the modified receipt to USDA.

(Note) WBSCM will send an email notification to the vendor when a receipt is entered with over,



short, damaged (O/S/D), or late materials/commodities or if there was no ASN at the time the receipt was submitted.

Image: Enter Shipment Receipt Screen

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Operatio	ons > Order Pro	cessing > Shipmen	t Receipts > E	nter Ship	ment Receipt						Full S	creen Optic
Good	is receipt was suc	cessfully processed	Additional mes	sages mi	ght be availab	le below!						
🔠 Ba	ack to Summary	Back to Searc	sh									
Rece	ipt Header											
Order	Number: 41000	12785	Entered By	ORDE	RMA	Railcar/BOI		1				
Sig	gned By:		Date Received	0	16							
								1				
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12. Review the confirmation message at the top of the screen.



(Note) The **MsgType** column, in the *Goods receipt Messages* section, provides detail for each **Order Number** and **Item**:

- S indicates the receipt was successfully submitted.
- E indicates an error. Based on the type of error received, instructions are displayed such as Please retry Good Receipt for the line item or Please contact the WBSCM Helpdesk to complete Good Receipt for the item.
- **13.** The transaction is complete.



RESULT

A shipment receipt for a purchase order line item was modified in WBSCM. Optional and required information was reviewed and changed on a shipment receipt, possibly including:

- Date Received
- Signed By
- Quantities received or rejected
- Damaged Goods information
- Comments



PROCESS OVERVIEW

Purpose

The purpose of this transaction is to modify a Domestic Ship-to (DSH) Organization in WBSCM. A Domestic Ship-to Organization is a physical address where a customer would like goods to be shipped.

Process Trigger

Use this transaction to modify the address or relationships for a domestic ship-to organization.

Prerequisites

• Domestic ship-to organization must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

• Select Admin tab → Organization Maintenance tab → Maintain Organization link → Maintain Ship-to Organization link to go to the Maintain Ship-To Organization screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries:
 - **Required (R)** a mandatory field necessary to complete the transaction.
 - **Optional (O)** a non-mandatory field not required to complete the transaction.
 - Conditional (C) a field that may be required if certain conditions are met, typically linked to completion of a mandatory field.
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.



PROCEDURE

1. Start the transaction using the following Portal path: Admin tab → Organization Maintenance tab → Maintain Organization link.

Image: Maintain Organization Screen

anage Users Master Data Organization	Maintenance	
4	Admin > Organization Maintenance > Maintain Organization	Full Screen Options
Create Ship-To Replacement (Forecasting) Change Ship-To Replacement (Forecasting)	Welcome to the Maintain Organization Application	
Display Ship-To Replacement (Forecasting)	Create SDA Organization	
Maintain Organization	Maintain SDA Organization	
	Display SDA Organization	
	Greate Ship-To Organization	
	Maintain Ship-To Organization	
	Display Ship-To Organization	
	Greate HQ Organization	
	Maintain HQ Organization	
	Display HQ Organization	
	Maintain Flant / RA Assignment	

2. Click (the **Hide Navigator** button) to hide the Portal menu. Note this can be done with any transaction in WBSCM.



Image: Maintain Organization Screen

a Thank Master Data Ormanization Maintenance	
> Organization Maintenance > Maintain Dragnization	Full Screen Dr.
elcome to the Maintain Organization Application	
Create SDA Organization	
faintain SDA Organization	
Display SDA Organization	
create Ship-To Organization	
faintain Ship-To Organization	
Display Ship-To Organization	
Treate HQ Organization	
faintain H2 Organization	
Display HQ Organization	
faintain Plant / RA Assignment	
Jaintain Plant / RA Assignment	

3. Click Maintain Ship-To Organization (the Maintain Ship-To Organization link) to update.



(Note) This work instruction reviews the steps to update a Domestic Ship-To Organization (DSH).

To view the information for a DSH without making changes, click Display Ship-To Organization (the **Display Ship-To Organization link**). In display mode, fields are not editable and will appear with a gray background.





4. Click 🖃 (the DSH drop-down) to display the DSH list of options.



(Note) WBSCM defaults to display active Ship-To Organizations in the drop-down when (the **Active** radio button) is selected. If the user needs to display inactive Ship-To Organizations,

click ^{O Inactive} (the Inactive radio button) prior to clicking I (the DSH drop-down).





5. Select the appropriate Ship-To Organization from the list. In this example,

21ST CENTURY FOODS LTD / SAN ANTONIO CHANGE TX (5002908) (the 21ST CENTURY FOODS LTD /

SAN ANTONIO CHANGE TX (5002908) is selected.



(Note) Only one Ship-To Organization can be modified at a time.

(Note) The available DSHs are listed in alphabetical order by name. Use the vertical scrollbar to search through the list, or type the first letter of the name to select from Ship-To Organizations that start with that letter.





6. Click Kext (the Next button) to open the record for the selected Ship-To Organization.

7. Perform one of the following:

lf	Then
The user needs to update an existing Ship-To Organization	Go to step 8
The user needs to activate/deactivate an existing Ship-To Organization	Go to step 14
The user needs to submit the changes	Go the step 16



Image: Maintain Ship-To Organization (Address) Screen

n > Organization Maintenance > Maintain Organization	Full Screen Optio
Majorajo Shin To Organization Organization ID: 5002002	
A Berk	
Address Relationship Attributes Status	
All second and the late of the second s	
All required fields are marked with a red asterisk (*).	
Name	
* Name: 21ST CENTURY FOODS LTD	
Additional Name: -C/O GOOD HEART SPECIALTY MEATS	
Address	
* Street Address 1: 11122 NACOGDOCHES	
Street Address 2: Ste 1000	
Street Address 3:	
* City: SAN ANTONIO CHANGE	
* Country: USA	
* State: Texas * Postal Code: 78217-	314
County Zone	
Contact Information	
Phone 210-477-1121 Additional Phone	
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Goods Receiving Hours (in Ship-to Local Time, 24 hour format)	
Monday From: 00:00 To: 00:00	
Tuesday From: 00:00 To: 00:00	
Wednesday From: 00:00 To: 00:00	
Thursday From: 00:00 To: 00:00	

8. As required, complete/review the following fields:

Field	R/O/C	Description
Name	R	Person's or company's name. Example: 21ST CENTURY FOODS LTD
Additional Name	0	Text to identify additional name. Example: -C/O GOOD HEART SPECIALITY MEATS
Street Address	R	A free text field in which to enter the street address of the user or organization. Example: 11122 NACOGDOCHES
Street Address 2	0	Example: Ste 1000



Work Instruction Modify Domestic Ship-to Organization

Field	R/O/C	Description
Street Address 3	0	
City	R	City where the user or company is located. Example: SAN ANTONIO
Country	R	Country code that represents country name. Example: USA (Note) Click I (the Country drop- down) to display a list of countries.
State	R	The abbreviation or name of United States territory, district or state. Example: Texas (Note) Click I (the State drop-down) to display a list of states and territories.
Postal Code	R	A zip code. Example: 78217-2314
Phone	0	Example: 210-477-1121


Image: Maintain Ship-To Organization (Address) Screen

Portalization Maintenance: >> Maintain Dysanization Pull Server: 05 Maintain Ship-To Organization - Organization (D: 5092508 Paraix Address: Raistonship Athibuta Blatus All required failes are marked with a red astanisk (P). Name * Name * Name * Name * Sites Address: Site CENTURY FOODS LTD Address: Site COND REART SPECIAITY MEATS Address: Status Address: Site Address: Site Note:	e users Master Lata Urganization Maintenance	
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* Direct Address 1: 11122 NACOGODCHES Street Address 2: 59: 1000 Street Address 2: 59: 1000 * Country USA * Country USA * Country USA * State Texas * Postal Code 78217-2314 County: Contact Information Phone: 210-477-1121 Additional Phone: Email:Additional Phone: Email:Additional Fax: Someduling Website: mttps://warehouse.abo.gov Coods Receiving Hours (in Ship-to Local Time, 24 hour format) Monday From: 00:00 To: 100:00 Tuesday From: 00:00 To: 100:00 Wednesday From: 00:00 To: 100:00		
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Contact Information Phone: 210-477-1121 Additional Phone:	County: Zone:	
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Thursday From: 00:00 To: 00:00	Wednesday From: 00:00 To: 00:00	
	Thursday From: 00:00 To: 00:00	

Click Relationship (the **Relationship** tab) to review and modify a relationship between the Ship-To Organization and the business partners.



9.

(Note) The **Relationship** tab is where the user links the sold-to and ship-to organizations together. Linking them together will aid in the order management process. When an Order Manager creates a sales order for a particular non-profit / sold-to organization, he or she will see any ship-to organizations linked to that non-profit. The Order Manager can easily select a ship-to location from the options instead of re-entering this location every time an order is created.

A ship-to organization may have multiple sold-to organizations linked to it. For example, if the ship-to location is a state warehouse, common storage location, or processing center, it may do business with multiple sold-to parties.



Image: Maintain Ship-To Organization (Relationship) Screen

Bus	Address Relationship Attributes Sistus							
A	Assigned Business Partners			Av	vailable Business Partners			
,	• 6							
尾	Business Partner (Name/City State, BP Number)		Assign	尾	Business Partner (Name/City State, BP Number)	-		
	16101 2022R4.2.06 C17A C17E / FAIRFAX VA (4040820)				AAFES / ALEXANDRIA VA (4000401)			
	ALBERT RA 1 / NEW BEDFORD DC (4040873)				AK DEPT. OF EDUCATION (2) / JUNEAU AK (4000413)			
	ALBERT RA 2 / NEW BEDFORD DC (4040874)				AK DEPT, OF EDUCATION / JUNEAU AK (4000412)			
	ALBERT RA 3 / NEW BEDFORD DC (4040875)				AK DEPT. OF HSS, NSU / JUNEAU AK (4000411)			
	ALBERT RA 4 / NEW BEDFORD DC (4040872)			AK NATIVE TRIBAL HEALTH CONSORTIUM / ANCHORAGE AK (4000414)				
	ALEE 101122 DEMO 001 / ALEXANDRIA VA (4040895)					AL DEPT. OF EDUCATION / M	AL DEPT. OF EDUCATION / MONTGOMERY AL (4000410)	
	ALEE 101122 DEMO 002 / VIENNA CA (4040898)				ALBERT LEE SDA / WASHINGTON DC (4007133)			
	ALEE 101122 DEMO 003 / FALLS CHURGH VA (4040894)	-			ALEE CM-D TEST 2 / WASHINGTON DC (4040800)			
ubmi	E]							

10. Select the appropriate business partner from the Assigned Business Partner section. In this example, 16101 2022R4.2.06 C17A C17B / FAIRFAX VA (4040820) is selected.



(Note) If necessary, select organizations from the *Available Business Partners* section and click the **Assign** button to create the linkage between the sold-to party that is selected and the ship-to party that is created or modified.



(Note) The business partners are listed in alphabetical order. Use the vertical scrollbar to find the appropriate business partners.

To select multiple business partners:

- If the business partners are listed in consecutive rows, hold down the Shift key and click the first and last selection buttons.
- If the business partners are listed in non-consecutive rows, hold down the Ctrl key while clicking each selection button.



(Note) To filter the list of Business Partners, click on the column Business Partner

(All)

(Name/City/State, BP Number) field. Select (User-Defined Filter...) (the User-Defined Filter...) (the U



Image: Maintain Ship-To Organization (Relationship) Screen

Bu	siness Partner Relaton. 🛛 is Shib-To For 🛛 💌						
1	Assigned Business Partners			Av	valiable Business Partners		
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-	(And apage 2 of CHTA ONTE / ENTERN VA (404020)		- 44				
-	ALBERT RA 1 / NEW BEDEORD DC (4040873)			-			
			4 Assign				
	ALBERT RA 3 (NEW BEDEORD DC (404/875)		Unassign 🕨	Jnassign 🕨			
-	ALBERT RA 4 / NEW BEDEORD DC (4040872)				AK NATIVE TRIBAL HEALTH CONSORTIUM (ANCHORAGE AK (4000414)		
	ALEE 101122 DEMO 001 / ALEXANDRIA VA (4040885)			AL DEPT, OF EDUCATION / MONTGOMERY AL (4000410)			
	ALEE 101122 DEMO 002 / VIENNA CA (4040898)			ALBERT LEE SDA / WASHINGTON DC (4007133)			
	ALEE 101122 DEMO 003 / FALLS CHURCH VA (4040894)	-			ALEE CM-D TEST 2 WASHINGTON DC (4040800)	-	
	0						

- **11.** Click Unassign (the Unassign button) to remove a relationship between the Ship-To Organization and the selected business partner.
- 12. Return to Step 7.



Image: Maintain Ship-To Organization (Relationship) Screen

Bus	Address Relations and Address Status						
	Assigned Business Partners			Av	ailable Business Partners		
1) ਛ			•	a		
E	Business Partner (Name/City State, BP Number)			昆	Business Partner (Name/City State, BP Number)	-	
	ALBERT RA 1 / NEW BEDFORD DC (4040873)	Н			AK DEPT. OF EDUCATION (2) / JUNEAU AK (4000413)		
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	ALBERT RA 3 / NEW BEDFORD DC (4040875)		Inereign		AK DEPT. OF HSS, NSU / JUNEAU AK (4000411)		
	ALBERT RA 4 / NEW BEDFORD DG (4040872)		- manager (AK NATIVE TRIBAL HEALTH CONSORTIUM / ANCHORAGE AK (4000414)		
	ALEE 101122 DEMO 001 / ALEXANDRIA VA (4040895)				AL DEPT. OF EDUCATION / MONTGOMERY AL (4000410)		
	ALEE 101122 DEMO 002 / VIENNA CA (4040696)				ALBERT LEE SDA / WASHINGTON DC (4007133)		
	ALEE 101122 DEMO 003 / FALLS CHURCH VA (4040884)				ALEE CM-D TEST 2 / WASHINGTON DC (4040600)		
	ALEE RA UPDATE 001X / WHEATON MD (4041023)				ALEE SDAAPRIL 2021 / SILVER SPRING MD (4040550)	-	
Submi	È]						

13. If necessary, click Status (the Status tab) to activate or inactivate a Ship-To Organization.

Image: Maintain Ship-To Organization (Status) Screen

No. One section in the section of th		
> Organization	n Maintenance > Maintain Organization	Full Screen (
Maintain Shin-	-To Organization - Organization ID: 5002908	
Dook Book		
Address	Relationship Attributes Status	
Select the che	eckbox to inactivate the organization.	
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Submit		
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14. If necessary, click (the **Inactive** checkbox) to select to inactivate the existing Ship-To Organization.

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5	-	1	1
			1

(Note) If \Box (the **Inactive** checkbox) is selected, deselecting it will make the Ship-To Organization active. The date from the **Inactivated On** field will be cleared automatically, as the organization is not inactive anymore.

15. Return to Step 7.

Image: Maintain Ship-To Organization (Status) Screen

Home Operations Finance Admin Reports Help	
Manace Users Master Data Organization Maintenance	
Admin > Organization Maintenance > Maintain Organization	Full Screen Options
	Conderect Coprora
Maintain Ship-To Organization - Organization ID: 5002908	
The Back	
Address Relationship Attributes Status	
Select the checkbox to inactivate the organization.	
Inactivates On: United 2024	
CONTINUES. CONCERNMENT OF FORCE F	
Submit .	
Second	

16. Click Submit (the Submit button) to save the modifications.



(Note) Prior to submitting the Domestic Ship-to Organization, the user may toggle between the *Address*, *Relationship*, and *Status* tabs without losing unsaved changes.



Image: Ship-to unassigned process Pop-Up Screen

Home Operations Finance Admin Reports Help	
Manage Users Master Data Organization Maintenance	
Admin > Organization Maintenance > Maintain Organization	Full Screen Options *
Adden * Coparization Manuance * Maintain Liganization	LFUI Screen Dations *

17. Click (the Yes button) to confirm the message.

Image: Maintain Ship-To Organization (Status) Screen

me Operation:	s Finance Admin Reports Help	
nage Users Mas	ster Data Organization Maintenance	
nin > Organization	n Maintenance > Maintain Organization	Full Screen Options
Business Part	ner 0009002608 updated successfully. Ship to unassignments submitted for background processing. Email notification will be sent after or To Organization - Organization ID: 5002908	ompiellon.
Address	Relationship Attributes Status	
Select the che	eckbox to inactivate the organization.	
Inactivated On	01/18/2024	
Comments	ALEE: Reactivated on 10-20-21	
Subme		



18. The transaction is complete.



RESULT

An existing Domestic Ship-To Organization has been reviewed and updated as applicable, including:

- Contact information
- Business partner relationship(s)
- Active or Inactive status