



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

WBSCM SESSION

2017 Annual Industry Meeting* for USDA Foods Contractors and Suppliers

WHEN: Tuesday, October 24, 8:30-10:00am

AGENDA: **8:30-9:00am:** Step-by-step demonstration on submitting a vendor response

How to create an offer

How to export/import prices

How to add an offshore bid (i.e., to the U.S. port and/or to the final destination)

Highlight the NEW offer remark/attachment feature

How to enter constraints

9:00-9:15am: ASN's and Invoices

Create and submit ASN's (manual/upload)

Creating invoices including replacement invoices

9:15-10:00am: Reports

ASN report

List of invoices report

PO item report

GR detail report

Vendor BP Relationship report

Questions

- **Pre-registration is open now!**
- Visit <https://www.ams.usda.gov/selling-food> and click "**Stay up to date on USDA food purchases**" for email news and updates
- Email questions to CPIndustryMeeting@ams.usda.gov or call (202) 720-4517

* The conference will be held on **Tuesday, October 24 – Wednesday, October 25, 2017**, at the **DoubleTree by Hilton, Washington DC- Crystal City** located at **300 Army-Navy Drive, Arlington, Virginia 22202**.

AMS Commodity Procurement Staff: Together We're Making a Difference- American Agriculture for the American People

USDA is an equal opportunity employer and provider.