1400 Independence Avenue, SW. Room 3522, STOP S-0239 Washington, DC 20250-0239

June 10, 2013

## NOTICE TO THE TRADE WEB-BASED SUPPLY CHAIN MANAGEMENT SYSTEM (WBSCM):

## **NEW INVOICE CREATION PROCEDURES**

The procedures for creating an invoice and replacing an invoice have been combined into one streamlined document. Part One describes how to create a new invoice and Part Two describes how to submit a replacement invoice for an invoice that has been rejected by USDA.

The updated instructions can be found on the AMS Commodity Procurement website (<a href="www.ams.usda.gov/commoditypurchasing">www.ams.usda.gov/commoditypurchasing</a>) in the link to "WBSCM Information and Training."

A direct link to the document is here: New Invoice Instructions

Questions regarding this Notice should be directed to the AMS WBSCM Help Desk: WBSCMAMSHelpDesk@ams.usda.gov.

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Director

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