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

July 10, 2012

## NOTICE TO THE TRADE AMS Vendors WBSCM Refresher Trainings

The Agricultural Marketing Service (AMS) is providing current and potential vendors an opportunity to participate in a LiveMeeting (Microsoft Office LiveMeeting 2007) for the Web-Based Supply Chain Management (WBSCM) System's Submitting Offers, Advance Shipping Notification (ASN), and Invoice training.

In addition, AMS will provide advanced WBSCM training on the various reports within WBSCM to include the vendor response log, purchase order report, ASN report, invoice report and the goods receipt report. If time permits, additional training will be provided to those that are Corporate vendor administrators on adding plants/shipping points, naming conventions and the business partner report. The LiveMeeting will walk vendors through instructor-led exercises on each item above. Below are the dates and times that AMS will be offering the training. If you wish to participate please submit your name, email address, company name, training session, and date preferred to the AMS Help Desk at WBSCMAMSHelpDesk@ams.usda.gov.

| Training                          | Date         | Time (Eastern)    |
|-----------------------------------|--------------|-------------------|
| Submitting Offers, ASN, & Invoice | August 8     | 1:00 p.m3:00 p.m. |
| Advanced WBSCM                    | August 22    | 1:00 p.m3:00 p.m. |
| Reports/Corporate vendor admin    |              |                   |
| Submitting Offers, ASN, & Invoice | September 12 | 1:00 p.m3:00 p.m. |
| Advanced WBSCM                    | September 19 | 1:00 p.m3:00 p.m. |
| Reports/Corporate vendor admin    | _            |                   |

Once the training has been set-up, you will receive an email notification for the LiveMeeting the day before the scheduled training date. Please follow the instructions in the meeting notice for accessing LiveMeeting. Space is limited to 50 participants in each session.

If you have questions, please contact: Sue Olson at (315) 946-5074 or sue.olson@ams.usda.gov

Daye Tuckwiller

Director

Commodity Procurement Division