PROCESS OVERVIEW

Purpose

The purpose of this transaction is for the Vendor to process an invoice for a Purchase Order (PO) which has an associated Advance Shipping Notice (ASN). This work instruction reviews the following instructions:

- Modify/update an invoice quantity, vendor reference or message to/from purchaser
- Remove line items from the invoice
- Add/Update QM Parameters
- Attach a file to the invoice

If your invoice was previously submitted and rejected, refer to the work instruction, "Create Replacement Invoice (External)" to resubmit your invoice.

If you need to create an invoice for a Service, refer to the work instruction, "Process Invoice for a Service Through PO (External)" to submit your invoice.

Process Trigger

Use this procedure to submit an invoice for processing with reference to an ASN.

Prerequisites

- ASN document must exist in WBSCM to reference in the invoice.
- If applicable, Inspection Lots must be attached to Line Item(s) on the PO.

Portal Path

Follow the Portal path below to complete this transaction:

- Select the **Suppliers tab ➜ Supplier Self Service** tab ➜ **Supplier Self Service** link to go to the *Supplier Self Service* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - o **Required** field: an entry that is mandatory because of the system or process
  - o **Conditional** field: an entry that becomes required because of entering something previous to it, which then deems it required
  - o **Optional** field: you may enter information in an optional field, but an entry is not required for the completion of the transaction
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.
- Consult the specific Agency website for Master Solicitation invoice requirements.
  - o For Domestic (AMS) click here: https://www.ams.usda.gov/sites/default/files/media/MSCP.pdf.
  - o For International (FSA) click here: https://www.fsa.usda.gov/programs-and-services/commodity-operations/procurement-and-sales/export/index

- You may receive the message "CCR vendor XXXXXXXXXXX expired on MM/DD/YYYY" upon submission of the invoice, if the vendor information is expired in the Supplier Award Management (SAM) system.
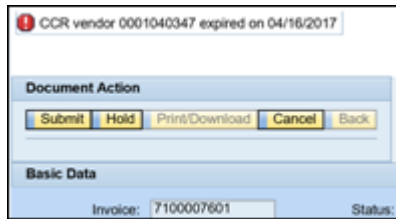
The XXXXXXXXXXX represents the vendor name, the MM/DD/YYYY represents the date of expiration. This requires the vendor to update the vendor information in the SAM system in order to process invoices in WBSCM. The vendor may have to wait up to one day before resubmitting the invoice after updating the vendor information in the SAM system. The invoice can be saved (Hold) before resubmitting or cancelled if the invoice will be re-created.

- Invoice statuses are defined as follows:
  - **Sent** – Invoice is submitted for Approval
  - **In Process** – Invoice is not submitted for Approval but "Held" in Supplier Self Service
  - **Accepted by Customer** – Invoice is approved by USDA
  - **Rejected by Customer** – Invoice is rejected by USDA
  - **Payment Made** – Payment is sent to the Vendor
  - **Cancelled** – Invoice is cancelled:
    - Vendor cancelled the Invoice before submitting (In this scenario, 'Hold' the invoice and cancel later)
    - Invoice is cancelled by USDA after it was released and went thru the approval process

PROCEDURE

1.   Start the transaction using the Portal path **Suppliers** tab ➜ **Supplier Self Service** link to go to the Supplier Self Service screen
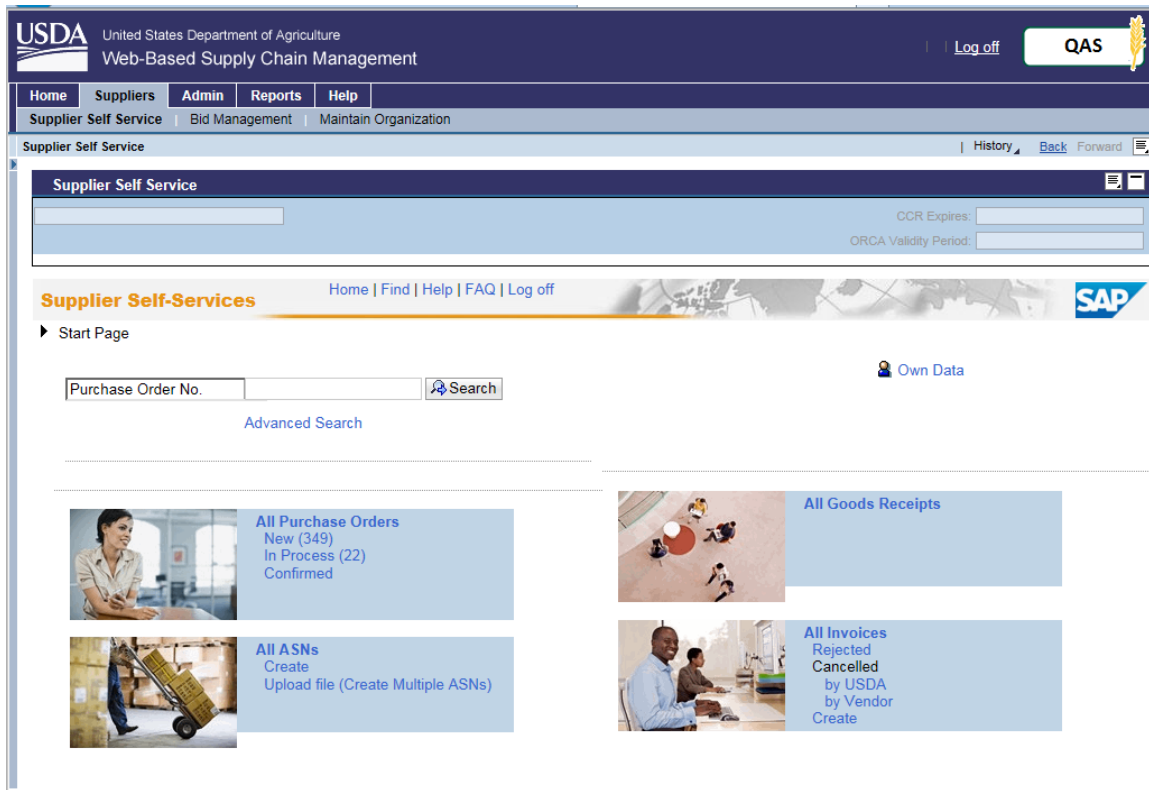
Supplier Self Service Screen

2.   Click ◀ (the **Hide Navigator** arrow) to minimize the Portal Navigator and maximize the viewing screen. Note that you can do this with any transaction in WBSCM - not just Invoice transactions.
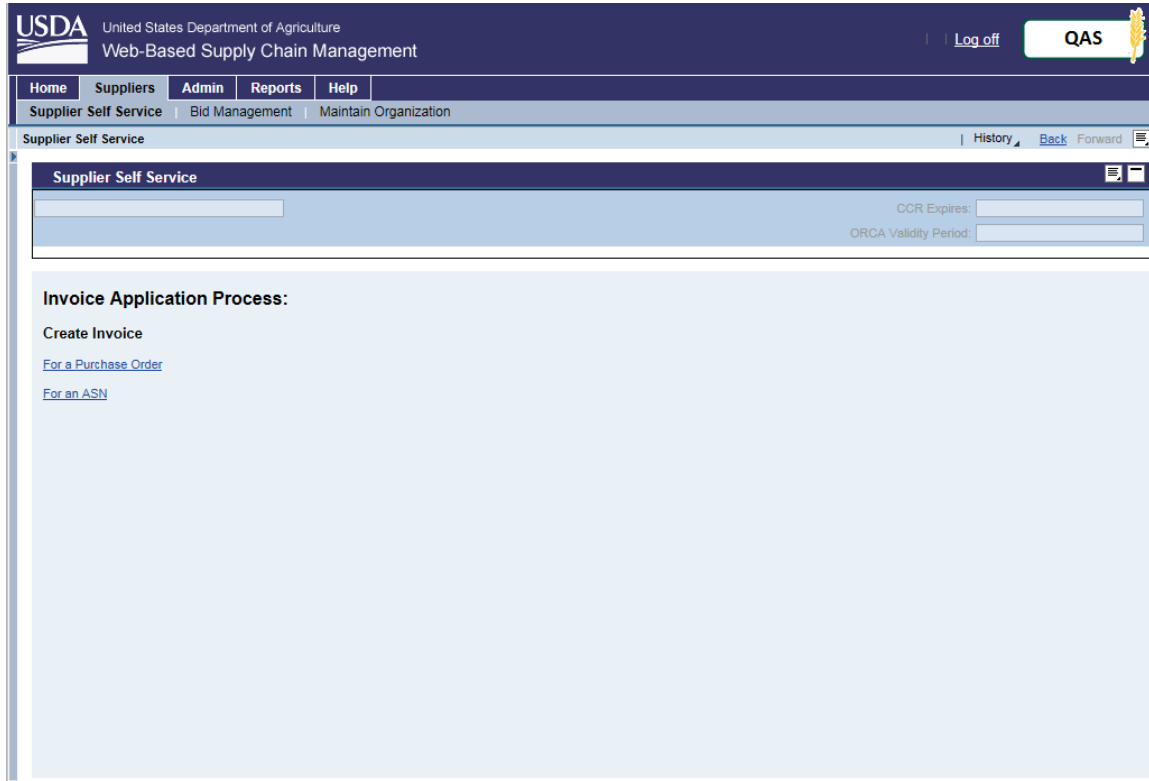
Supplier Self Service Screen

3.   Click **Create** (the **Create** link) in the **All Invoices** section to begin the process of creating a new invoice.

Supplier Self Service Screen

4. Click **For an ASN** (the **For an ASN** link) to create an invoice for a specific ASN.

(Note) Step 5 reviews fields prior to selecting the ASN to create an invoice.

Supplier Self Service Screen

Home	Suppliers	Admin	Reports	Help
Supplier Self Service	Bid Management	Maintain Organization		

Supplier Self Service | History | Back Forward

Supplier Self Service

CCR Expires:
ORCA Validity Period:

Create Invoice: Select Document for Processing

View: *[Standard View]   Print Version   Export

Transaction Number	ASN Line Number	Name	Doc. Date	Status	Total Qty	Total Invoice Qty	Open Qty to Invoice	PO Number	PO Item	Sales Document	SO
6100227320	260	12-3J14-17-P-0195	04/21/2017	Sent	2500.000	0.000	2500.000	4100006879	26	5000283027	100
6100227320	270	12-3J14-17-P-0195	04/21/2017	Sent	25000.000	0.000	25000.000	4100006879	27	5000283026	100
6100227383	10	12-1NTB-17-P-0046	05/10/2017	Sent	50.000	0.000	50.000	4210002019	3	5000282458	300
6100227274	10	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	12000.000	30000.000	4100006842	1	5000282331	100
6100227274	20	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	0.000	42000.000	4100006842	2	5000282333	100
6100227274	30	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	0.000	42000.000	4100006842	3	5000282336	100
6100227274	40	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	0.000	42000.000	4100006842	4	5000282337	100
6100227274	50	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	0.000	42000.000	4100006842	5	5000282338	100
6100227274	60	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	0.000	42000.000	4100006842	6	5000282339	100
6100227274	70	12-3J14-17-P-0147	02/17/2017	Sent	42000.000	0.000	42000.000	4100006842	7	5000282341	100

Create Invoice | Go Back

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

Field	R/O/C	Description
Transaction Number	O	Document used to create an invoice. **Example:** 6100227274
ASN Line Number	O	Line number of Advance Shipping Notification. **Example:** 20
Name	O	Name of a file or document. **Example:** 12-1NTB-17-P-0045 (Note) This example refers to the Long Procurement Number (LPN) which appears on the purchase order.

Field	R/O/C	Description
Doc. Date	O	Date which appears in the document header and can be used for any defined purpose. **Example:** 05/10/2017

Status	O	Status of the document.
		
		Example:
		Sent
		
		(Note) Invoice statuses defined as follows:
		• **Sent** – Invoice is submitted for Approval
		• **In Process** – Invoice is not submitted for Approval but "Held" in Supplier Self Service
		• **Accepted by Customer** – Invoice is approved by USDA
		• **Rejected by Customer** – Invoice is rejected by USDA
		• **Payment Made** – Payment is sent to the Vendor
		• **Cancelled** – Invoice is cancelled:
		  o Vendor cancelled the Invoice before submitting (In this scenario, 'Hold' the invoice and cancel later)
		  o Invoice is cancelled by USDA after it was released and went thru the approval process

Total Qty	O	Total quantity, including scrap, to be produced in this order. **Example:** 40.000
Total Invoice Qty	O	Amount invoiced to date. **Example:** 0.000

Field	R/O/C	Description
Open Qty to Invoice	O	Remaining amount to invoice. **Example:** 40.000
PO Item	O	Numeric item on the purchase order. **Example:** 1
Sales Document	O	Document that represents a transaction in the SD module. **Example:** 5000282462
SO Item	O	The item number identified on the Sales Order. **Example:** 200
Purch. Req.	O	Document used to request materials and services. Purchase requisitions are converted to purchase orders so materials can be procured externally.
PR Item	O	The line item on the purchase requisition referring to the material/commodity on PR.

6. Click ▒ (the **Selection** box) to the left of the Transaction Number field to invoice. In this example, the line item for **Transaction Number 6100227274** is selected.
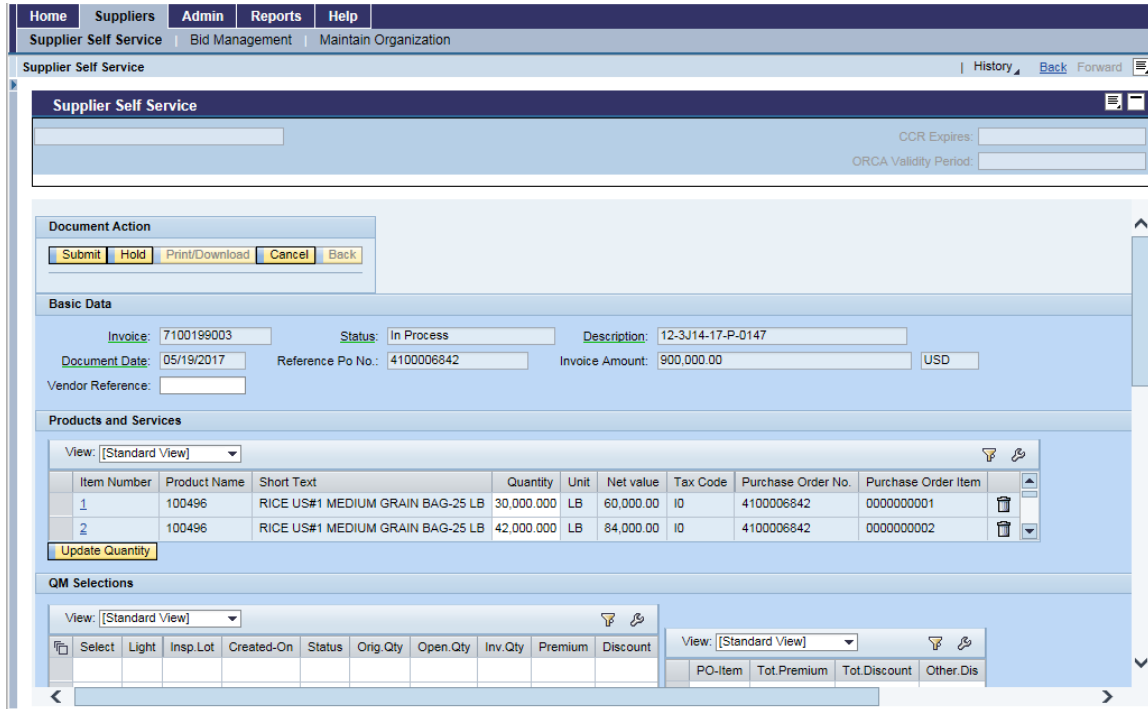
(Note) Only those ASNs associated with your organization are displayed.

7. Click Create Invoice (the **Create Invoice** button) after the ASN is selected.

(Note) Step 8 reviews the invoice details prior to creating the invoice. Fields not described below are not required based on the business process.

Supplier Self Service Screen

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

Field	R/O/C	Description
Invoice:	O	Unique number assigned to an invoice when it is created. **Example:** 7100198946 (Note) The WBSCM invoice number always starts with a 71.
Status:	O	Status of the document. **Example:** In Process
Description:	O	Text to identify and characterize an object or activity. **Example:** 12-1NTB-17-P-0045 (Note) This refers to the Long Procurement Number (LPN) which appears on the initial Purchase Order.

Field	R/O/C	Description
Document Date:	O	Date which appears in the document header and can be used for any defined purpose. **Example:** 05/15/2017
Reference Po No.:	O	Unique number identifying the Purchase Order. **Example:** 4210002018
Invoice Amount:	O	Value of the order as shown in the invoice by the vendor. **Example:** 4,800.00
Unlabeled Field (to the right of the Invoice Amount: field)	O	Monetary unit. The currency of the entity processing transactions. **Example:** USD
Vendor Reference:	O	Vendor's internal system reference number or text. (Note) This is not a required field, but information entered in this field will display on the disbursement statement.
Item Number	O	Number that identifies a line item on a document. Line items are assigned by the system in increments of 10. Each line item is posted to unique GL accounts. **Example:** 1 (Note) This field is in the **Products and Services** section of the screen.
Product Name	O	Product number in WBSCM. **Example:** 100598 (Note) This field is in the **Products and Services** section of the screen.

Field	R/O/C	Description
Short Text	O	Text description of an object limited to 40 characters. **Example:** WHEAT, SOFT WHITE BULK (Note) This field is in the **Products and Services** section of the screen.
Quantity	O	Number of items being processed. **Example:** 40.000 (Note) This field is in the **Products and Services** section of the screen. The quantity for the line item is derived from the PO less any quantities previously invoiced against this PO. The quantity should be the quantity that was received in good condition for this PO or for the PO quantity, whichever is less.
Unit	O	Unit by which quantities are to be measured. Some examples include pound, gram, meter, and liter. **Example:** MT (Note) This field is in the **Products and Services** section of the screen.
Net value:	O	Dollar amount of the line item. (Note) This field is in the **Products and Services** section of the screen.
Tax Code	O	Indicates the type of tax and the amount of tax for a specific line item. **Example:** I0 (Note) This field is in the **Products and Services** section of the screen.
Purchase Order No.	O	Unique number identifying the purchase order. **Example:** 4210002018 (Note) This field is in the **Products and Services** section of the screen.

Field	R/O/C	Description
Purchase Order Item	O	Indicates purchase order line item number. **Example:** 0000000001 (Note) This field is in the **Products** and **Services** section of the screen.
Select	O	A selection box to select the line item. (Note) This field is in the **QM Selections** section of the screen.
Light	O	Represents the validation of the QM parameters. If the color is not green a validation for QM did not complete. (Note) This field is in the **QM Selections** section of the screen. The Light column field on the selected Inspection Lot line item displays three types of messages: • Green indicates that everything is correct with the Inspection Lot and the Vendor may proceed with the transaction. • Yellow indicates a warning/concern with the Inspection Lot for the Vendor should investigate. Click on the yellow message to view specific details of the warning. This message will not prevent the transaction from being completed, but simply serves as a warning that something appears to be incorrect. • Red indicates an error with the Inspection Lot. This message indicates a hard stop, meaning the Vendor cannot proceed with the transaction until the error is corrected.
Insp.Lot	O	System generated number pertaining to the inspection results entered for a line item of a PO. (Note) This field is in the **QM**

Field	R/O/C	Description
		Selections section of the screen.
Created-On	O	Date document was created. (Note) This field is in the **QM Selections** section of the screen.
Status	O	Status of the document. (Note) This field is in the **QM Selections** section of the screen.
Orig.Qty	O	Indicates original quantity. (Note) This field is in the **QM Selections** section of the screen.
Open.Qty	O	Indicates open quantity. (Note) This field is in the **QM Selections** section of the screen.
Inv.Qty	O	Quantity of material that has been invoiced. (Note) This field is in the **QM Selections** section of the screen.
Premium	O	Amount provided for exceeding expected parameter values. (Note) This field is in the **QM Selections** section of the screen.
Discount	O	Discount that will be provided to USDA for not meeting expected parameter values. (Note) This field is in the **QM Selections** section of the screen.
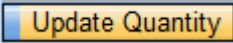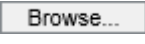
Field	R/O/C	Description
PO-Item	O	Purchase order number and associated line item number. (Note) This field is in the **QM Selections** section of the screen.
Tot.Premium	O	Cumulative amount provided for exceeding expected parameters value. (Note) This field is in the **QM Selections** section of the screen. Any applicable premium is shown here
Tot.Discount	O	Cumulative amount provided to USDA for not meeting expected parameter values. (Note) This field is in the **QM Selections** section of the screen. Any applicable discount is shown here
Gross Price:	O	Indicates price before discounts. **Example:** 4800.00 (Note) This field is in the **Price Information** section of the screen.
Tax:	O	Incremental charges applied to sales and services. **Example:** 0.00 (Note) This field is in the **Price Information** section of the screen.
Net value:	O	Dollar amount of the line item. (Note) This field is in the **Price Information** section of the screen.
Message:	O	Message you wish to provide. This is a free text field that allows you to enter messages. (Note) This field is in the **Messages** section of the screen.

Field	R/O/C	Description
Description	O	Text to identify and characterize an object or activity. (Note) This field is in the **Partner Information** section of the screen.
Business Partner	O	Network of suppliers, transportation providers, freight forwarders (MARAD personnel), warehouses and recipient countries, that ensures proper commodity distribution. (Note) This field is in the **Partner Information** section of the screen.
First name	O	First name. (Note) This field is in the **Partner Information** section of the screen.
Street	O	A free-text field to enter the street address of the organization. (Note) This field is in the **Partner Information** section of the screen.
Postl Code:	O	A zip code. (Note) This field is in the **Partner Information** section of the screen.
City	O	City where the company is located. (Note) This field is in the **Partner Information** section of the screen.
Telephone	O	Contact telephone number. (Note) This field is in the **Partner Information** section of the screen.
Fax	O	Fax number for user or organization. (Note) This field is in the **Partner Information** section of the screen.

Field	R/O/C	Description
E-Mail Address	O	Indicates e-mail address (Note) This field is in the **Partner Information** section of the screen.

9.   Perform any of the following:

If	Then
You need to modify the invoice quantity	1. Update the **Quantity** field in the **Products and Services** section of the screen with the required changes. 2. Click [Update Quantity] (the **Update Quantity** button) to update the invoice quantity.
You need to remove one or more line items, which do not require invoicing at this time. All available line items from the selected ASN/PO are displayed initially	Click 🗑 (the **Trash Can** icon) for each of the line items to delete.
You need to provide reference information in the invoice. This can include ASN, internal vendor invoice number, or any other information that maybe required	Update the **Vendor Reference** field with the required changes.
You need to provide a message to/from the Purchaser	1. Update the **Message:** field in the **Messages** section of the screen with the required changes. 2. Click [Save Text] (the **Save Text** button) to save the message.
Provide quality (QM) parameters	1. Click on the **Item Number** field in the **Products and Services** section for line item which you need to provide QM parameters 2. Click the ☐ (the **Select** box) in the line item that appears in the **QM Selections** section of the screen. 3. Update the **Open.Qty** field in the **QM Selections** section to match the **Quantity** field in the Products and Services section. 4. Click the [Apply] (the **Apply** button) to apply the QM parameters.
Attach a file to the invoice	1. Click [Browse...] (the **Browse...** button) in the **Attachments** section of the screen. 2. Navigate and select the file to upload on your local machine. 3. Click [Open ▼] (the **Open** button) to

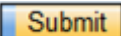| If	Then
	select the file.
	4. Click Upload (the **Upload** button) to upload the file.
	5. Click Save (the **Save** button) to attach the file to the invoice. Repeat if additional attachments are required.
You have completed all required updates to the invoice	Go to Step 10

(Note) Deleted line items can be invoiced later and can be accessed by the same ASN/PO number. Those line items already invoiced will not appear in the **Products and Services** section of the screen when the PO Number is selected again.

Invoice threshold total is set at $8,999,999.00 and is calculated manually. If the invoice threshold total of $8,999,999.00 is exceeded, the invoice may not be processed correctly although an error message will not display. Check the invoice total before submitting to ensure it does not exceed the threshold.

10. Perform one of the following:

If	Then
All information is entered and appropriate line items have been selected for the invoice, and you are ready to submit the invoice for approval.	Click Submit (the **Submit** button) to submit the invoice for approval. ⚠ Submitted invoice cannot be revised.
The invoice needs to be revised and submitted later.	Click Hold (the **Hold** button) to save the entered data.
All entered data needs to be cancelled and a new invoice should be started.	Click Cancel (the **Cancel** button) to cancel the existing invoice.

(Note) Once an invoice is successfully submitted, the message "Invoice Successfully Processed" will appear. If an invoice is held the message "Invoice Saved for Later Processing " will appear. If the invoice was cancelled the message, "Invoice cancelled successfully" will appear.

(Note) You may receive the message "CCR vendor XXXXXXXXXX expired on MM/DD/YYYY" upon submission of the invoice, if the vendor information is expired in the Supplier Award Management (SAM) system.

The XXXXXXXXXX represents the vendor name, the MM/DD/YYYY represents the date of expiration. This requires the vendor to update the vendor information in the SAM system in order to process invoices in WBSCM. The vendor may have to wait up to one day before resubmitting the invoice after updating the vendor information in the SAM system. The invoice can be saved (Hold) before resubmitting or cancelled if the invoice will be re-created.

RESULT

You have successfully created an invoice for a commodity through ASN. Updates may have included modifying the invoice details, removing line items, updating QM parameters, or updating attachments. If the invoice is rejected, refer to the work instruction "Create Replacement Invoice (External)" to resubmit your invoice.