

# SUBMITTING INVOICES IN WBSCM FOR THE AMS DESIGNATED LABORATORY PROGRAM

May 19, 2015

The AMS designated laboratory (ADL) requires laboratories that were awarded a contract and subsequent task orders (delivery) under the AMS ADL program to submit all invoices in the Web Based Supply Chain Management System (WBSCM). The AMS ADL needs to follow these instructions when submitting an invoice. Invoices not submitted through WBSCM will not be review or approved for payment.

Log into WBSCM. (user must have been added to WBSCM and assigned the invoice creator role by the Corporate vendor administrator (CVA) or assigned the CVA role.)

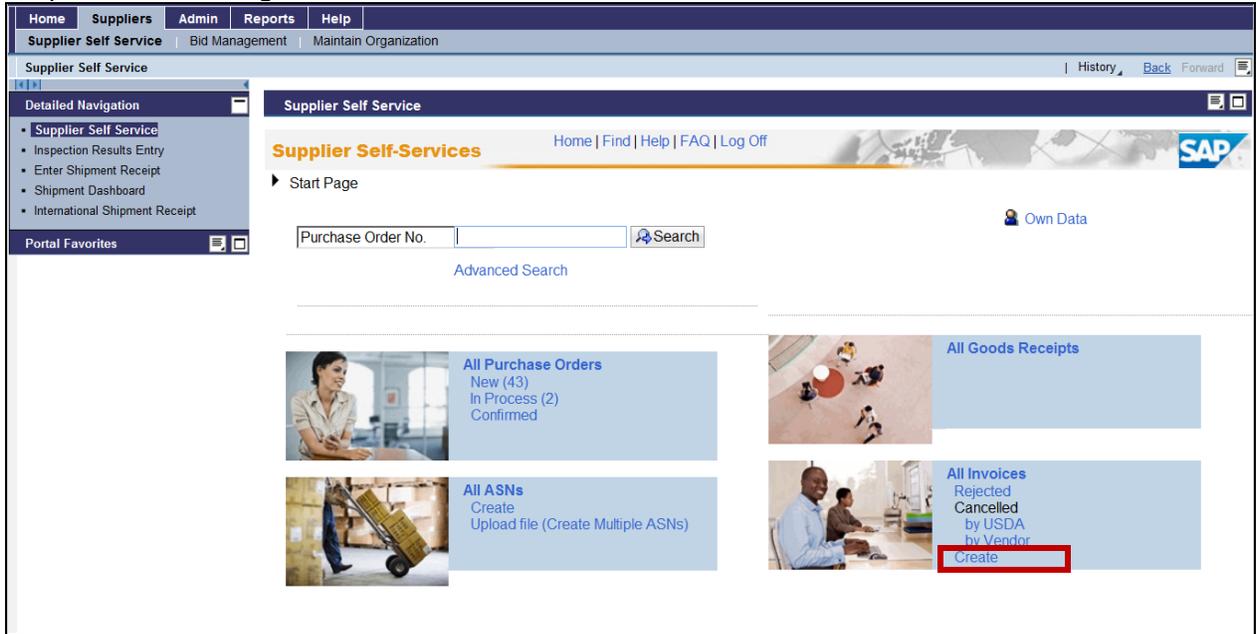
Navigate to: **Suppliers** → **Supplier Self Service**

The screenshot displays the SAP Supplier Self-Service portal. At the top, a navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, a secondary bar shows 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area features a 'Supplier Self-Service' header with a search bar for 'Purchase Order No.' and a 'Search' button. Below the search bar, there are four informational tiles: 'All Purchase Orders' (New: 43, In Process: 2, Confirmed), 'All Goods Receipts', 'All ASNs' (Create, Upload file (Create Multiple ASNs)), and 'All Invoices' (Rejected, Cancelled by USDA by Vendor, Create). The SAP logo is visible in the top right corner of the main content area.

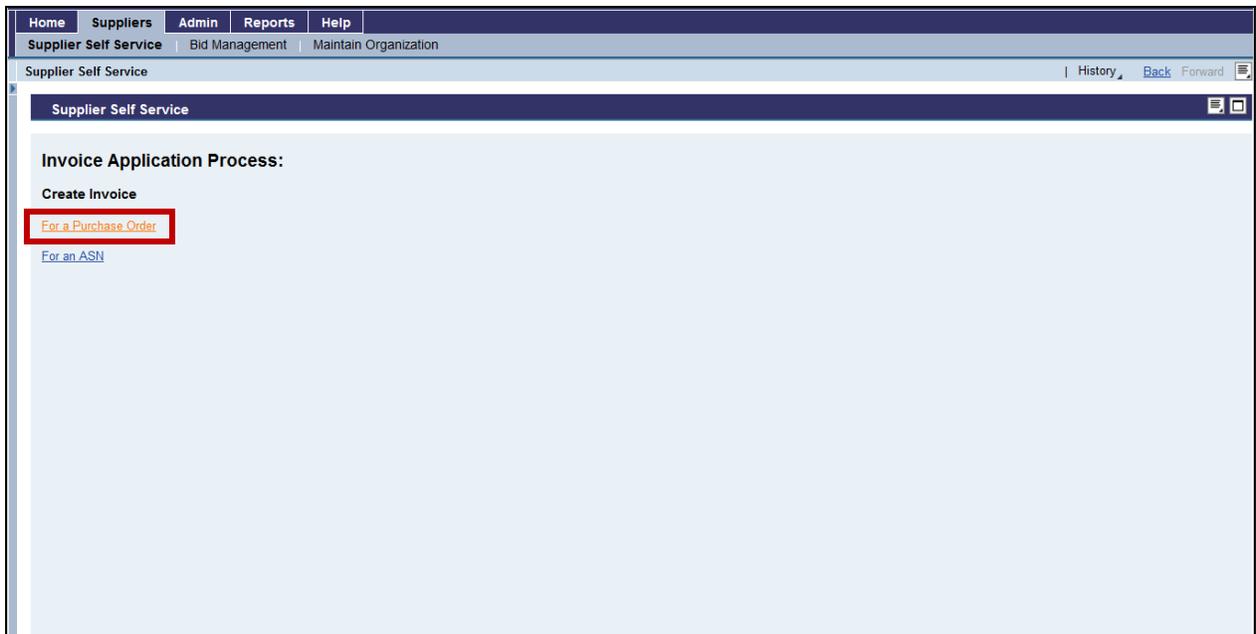
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In the "All Invoices" section of the Supplier Self Services Page, click [Create](#) (the **Create** link) to begin the process of creating an invoice.



Select "For a Purchase Order"

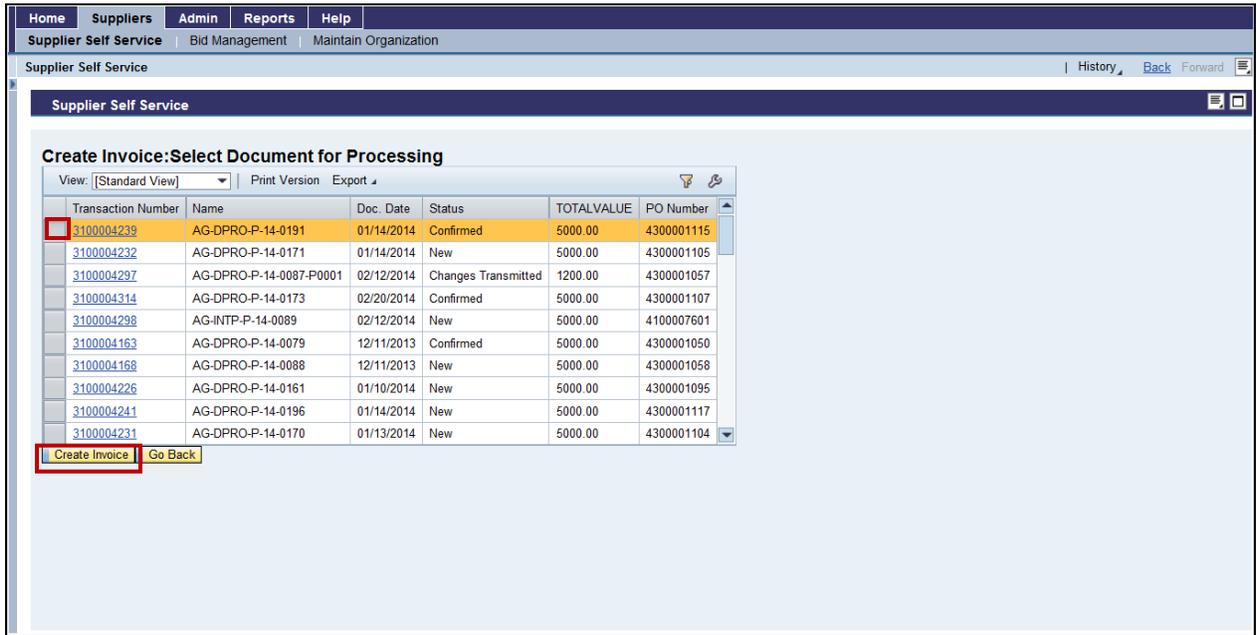


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A list of Purchase Orders (PO) (Delivery Orders-DO) will be displayed. Select the applicable PO-DO that one wants to submit the invoice under by clicking the gray box to the left of the PO. The selected row should be highlighted in orange.

Click "Create Invoice"  at bottom of table.



Supplier Self Service

Supplier Self Service

Create Invoice: Select Document for Processing

View: [Standard View] | Print Version | Export

Transaction Number	Name	Doc. Date	Status	TOTALVALUE	PO Number
<input type="checkbox"/> 3100004239	AG-DPRO-P-14-0191	01/14/2014	Confirmed	5000.00	4300001115
<input type="checkbox"/> 3100004232	AG-DPRO-P-14-0171	01/14/2014	New	5000.00	4300001105
<input type="checkbox"/> 3100004297	AG-DPRO-P-14-0087-P0001	02/12/2014	Changes Transmitted	1200.00	4300001057
<input type="checkbox"/> 3100004314	AG-DPRO-P-14-0173	02/20/2014	Confirmed	5000.00	4300001107
<input type="checkbox"/> 3100004298	AG-INTP-P-14-0089	02/12/2014	New	5000.00	4100007601
<input type="checkbox"/> 3100004163	AG-DPRO-P-14-0079	12/11/2013	Confirmed	5000.00	4300001050
<input type="checkbox"/> 3100004168	AG-DPRO-P-14-0088	12/11/2013	New	5000.00	4300001058
<input type="checkbox"/> 3100004226	AG-DPRO-P-14-0161	01/10/2014	New	5000.00	4300001095
<input type="checkbox"/> 3100004241	AG-DPRO-P-14-0196	01/14/2014	New	5000.00	4300001117
<input type="checkbox"/> 3100004231	AG-DPRO-P-14-0170	01/13/2014	New	5000.00	4300001104

# SUBMITTING INVOICES IN WBSM FOR THE AMS DESIGNATED LABORATORY PROGRAM

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Invoice creation page is displayed.

In the Vendor Reference box, please enter the ADL assigned invoice number displayed in the invoice being attached i.e., XXXXX-101512015

The screenshot shows the 'Supplier Self Service' interface. The 'Basic Data' section includes the following fields:

- Invoice: 7100005344
- Status: In Process
- Description: AG-DPRO-P-14-0088
- Document Date: 04/21/2014
- Reference Po No.: 4300001058
- Invoice Amount: 5,000.00
- USD
- Vendor Reference: ABC123 (highlighted with a red box)

The 'Products and Services' section contains a table with one line item:

Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
1	330099	DOD FRESH	5,000.000	EA	5,000.00	10	4300001058	0000000001

An 'Update Quantity' button is located below the table.

The quantity for the line item is derived from the Purchase Order less any quantities previously invoiced against this PO. The quantity should be the quantity for the bi-monthly invoice. Once the quantity (XX,XXX.XX) has been edited click the **Update Quantities** button.

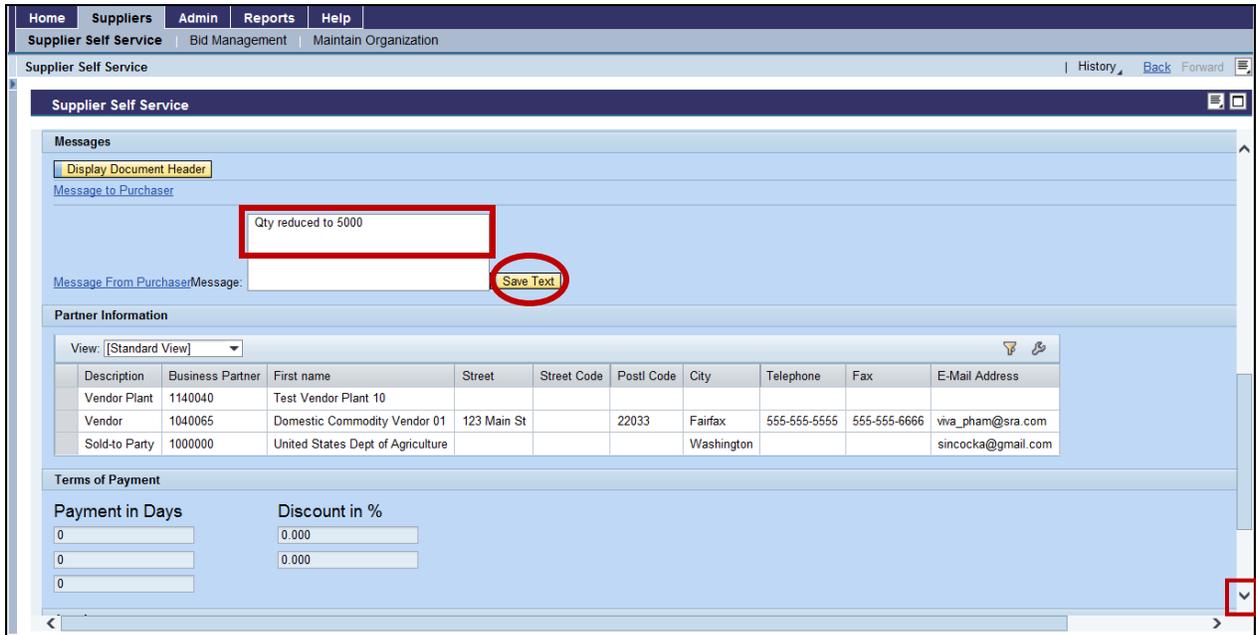
Note: the Invoice Quantity is the amount that was awarded under the DO line item or the remaining balance once invoices have been submitted and approved.

This screenshot is identical to the previous one, but the 'Update Quantity' button in the 'Products and Services' section is highlighted with a red box. The 'Vendor Reference' field is now empty.

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Click  (the **Down** arrow) on the vertical scrollbar to display the **Message** box. **Optional**- enter text for clarification purposes in the **Message** box and click "Save Text".



Supplier Self Service

Messages

Display Document Header

Message to Purchaser

Qty reduced to 5000

Message From Purchaser: Message: [Save Text](#)

Partner Information

View: [Standard View]

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocoka@gmail.com

Terms of Payment

Payment in Days

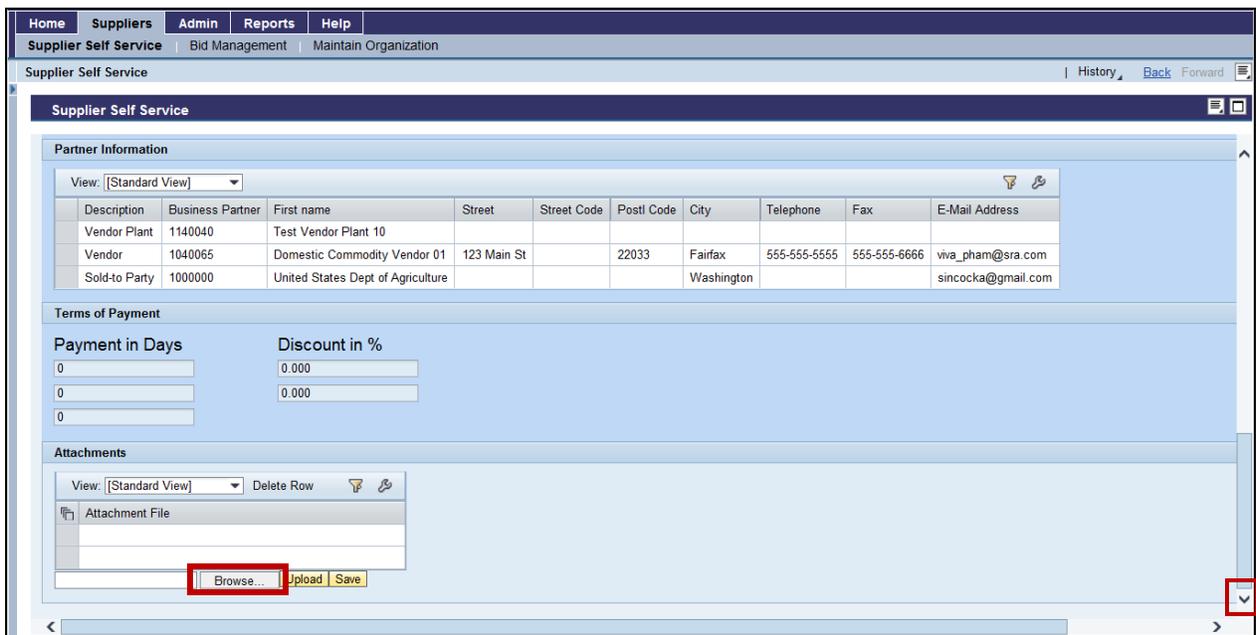
Discount in %

0 0.000

0 0.000

0

Click  (the **Down** arrow) on the vertical scrollbar to access the **Attachments** section. Attach the excel invoice file in this section. Click  (the **Browse...** button).



Supplier Self Service

Partner Information

View: [Standard View]

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocoka@gmail.com

Terms of Payment

Payment in Days

Discount in %

0 0.000

0 0.000

0

Attachments

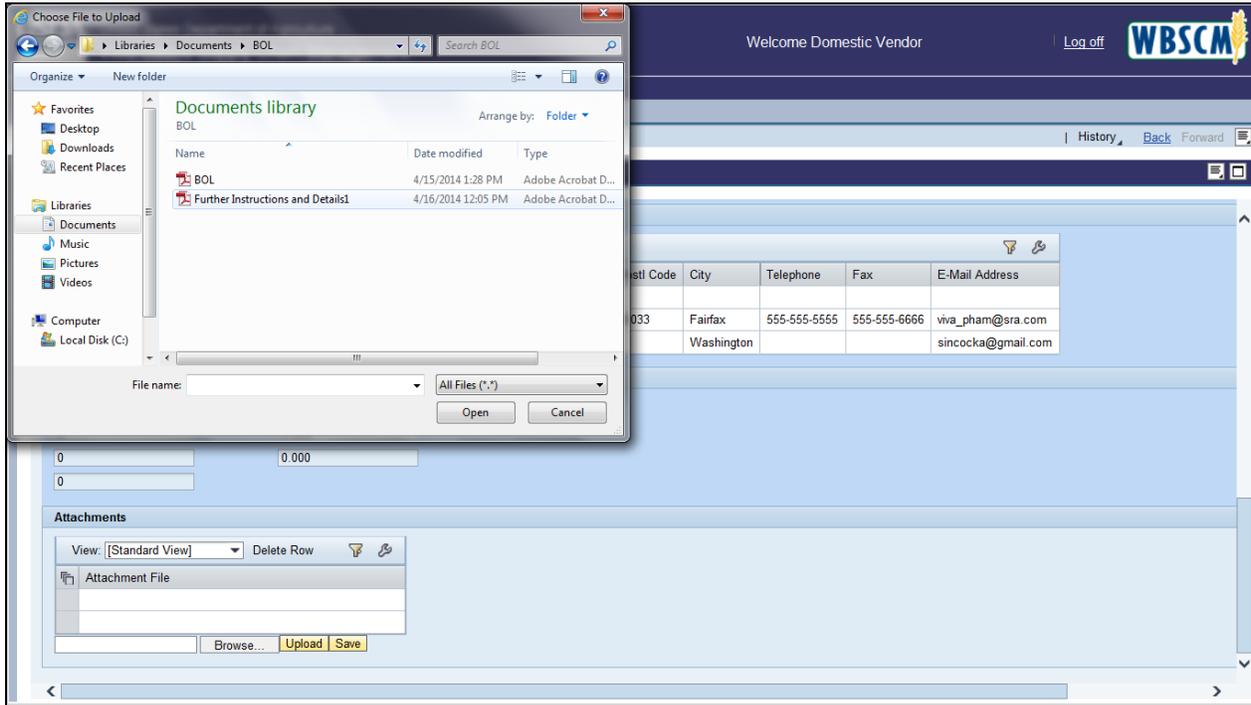
View: [Standard View] Delete Row

Attachment File

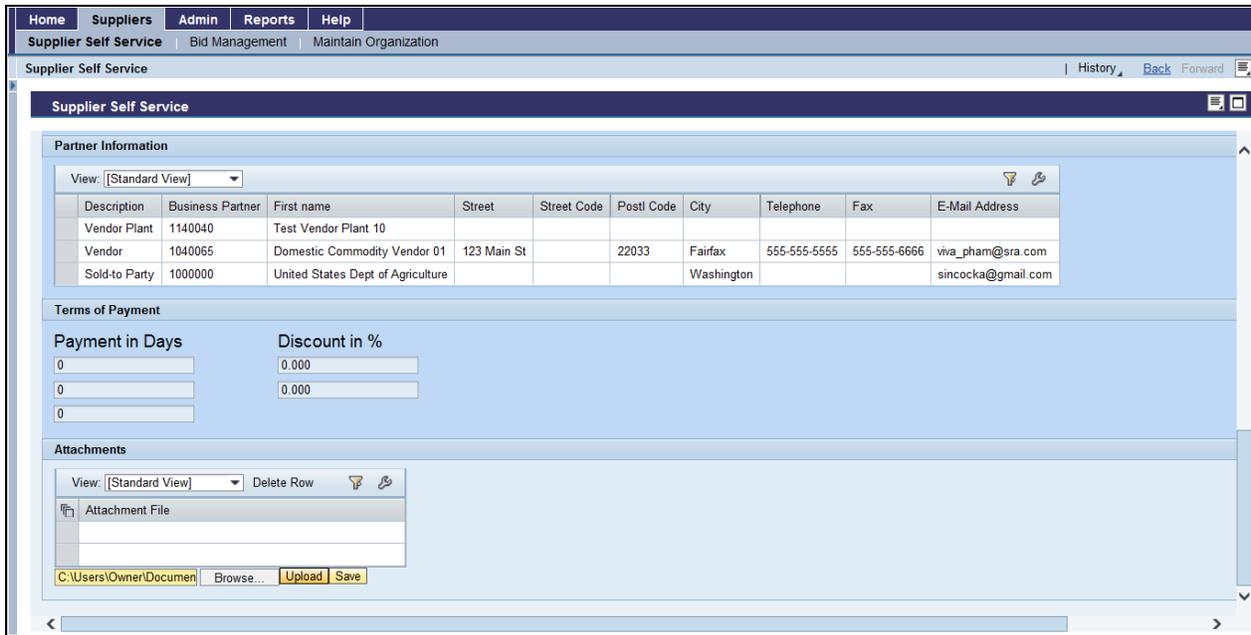
# SUBMITTING INVOICES IN WSCM FOR THE AMS DESIGNATED LABORATORY PROGRAM

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## Choose File to Upload from the Pop-up window



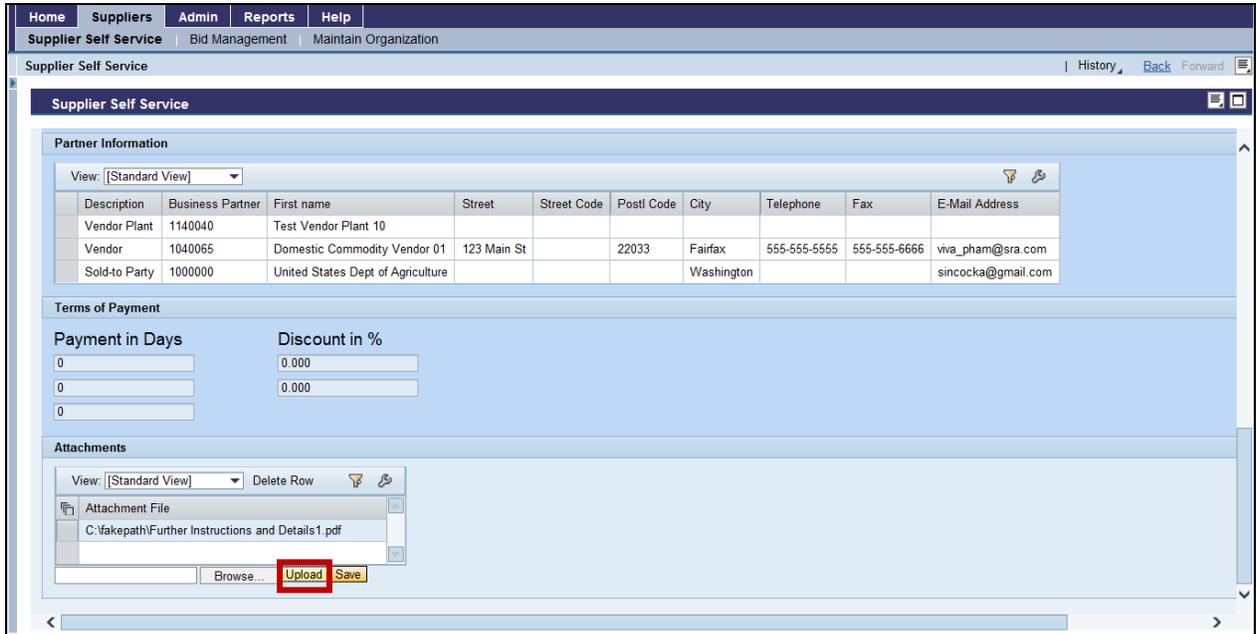
Double-click **Further Instructions and Details1** (the **File** name) or Open to attach to the invoice.



# SUBMITTING INVOICES IN WBSCM FOR THE AMS DESIGNATED LABORATORY PROGRAM

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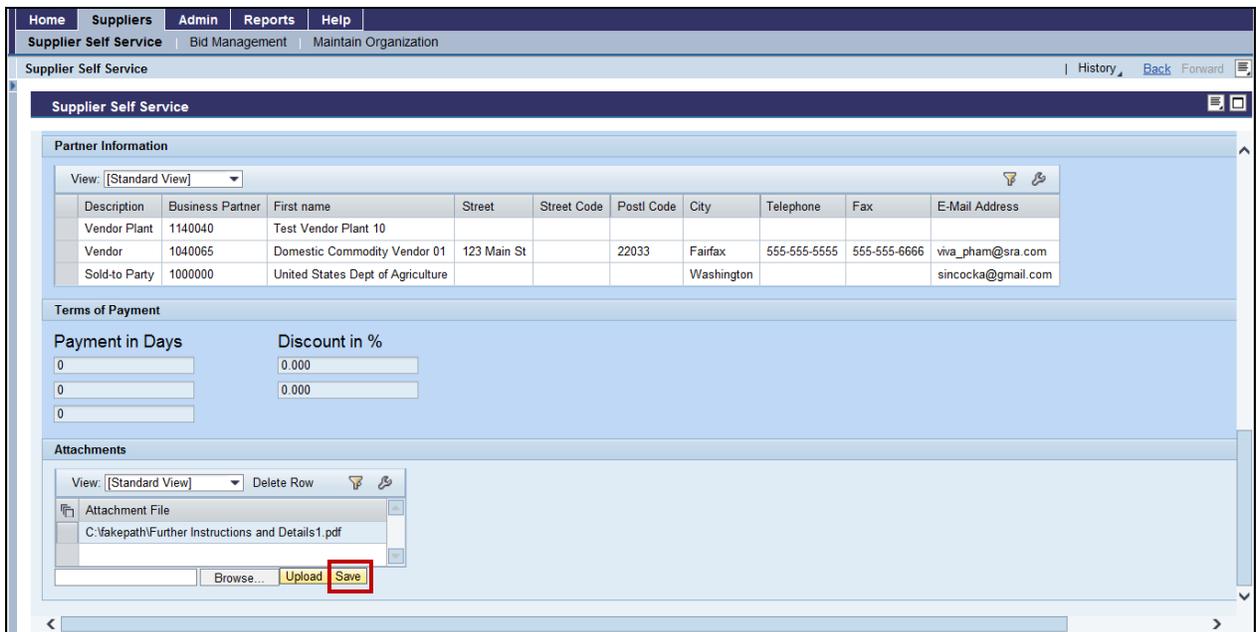
Click  (the **Upload** button) to attach the electronic document to the invoice in WBSCM.



The screenshot shows the 'Supplier Self Service' interface. The 'Attachments' section is active, displaying a table with one row: 'Attachment File' with the path 'C:\fakepath\Further Instructions and Details1.pdf'. Below the table, there is a 'Browse...' button, an 'Upload' button (highlighted with a red box), and a 'Save' button.

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

Click  (the **Save** button).

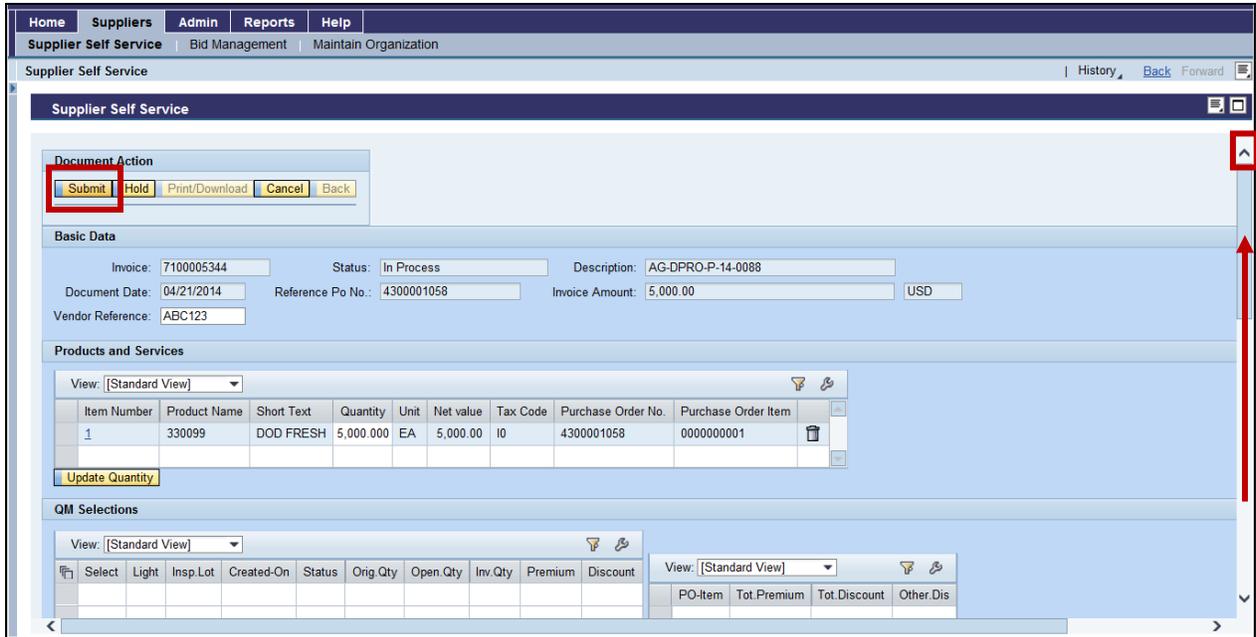


This screenshot is identical to the previous one, but the 'Save' button in the 'Attachments' section is highlighted with a red box.

# SUBMITTING INVOICES IN WBSM FOR THE AMS DESIGNATED LABORATORY PROGRAM

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Click  (the **Up** arrow) on the vertical scrollbar to submit the invoice. Click  (the **Submit** button) to process the invoice

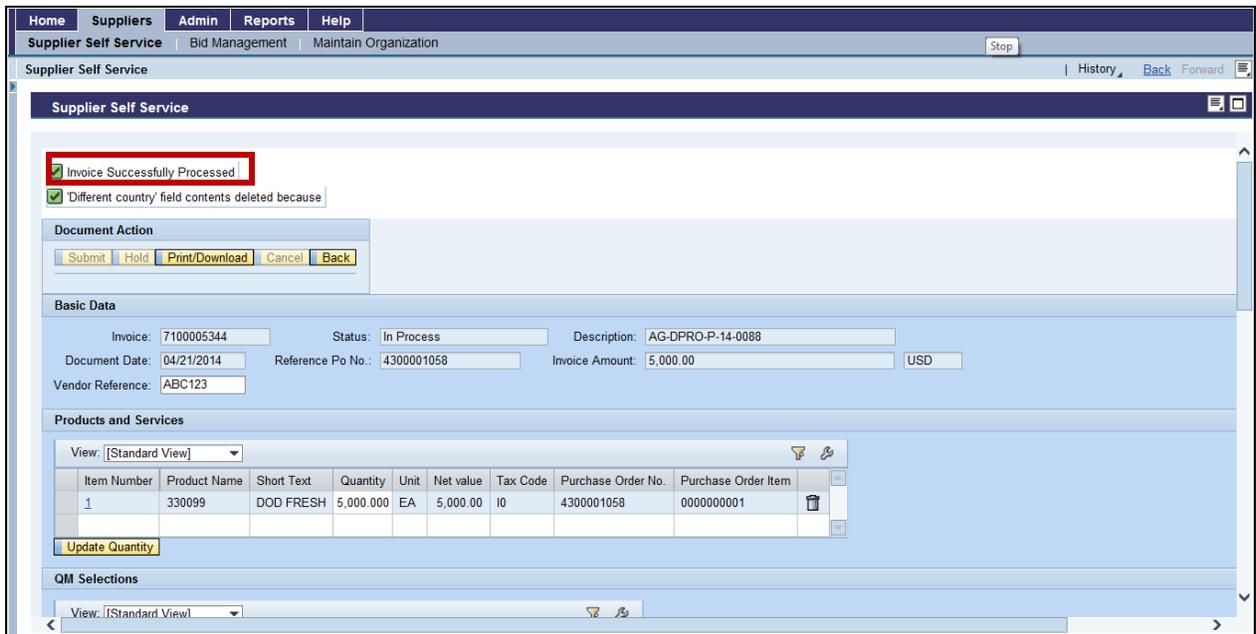


The screenshot shows the 'Supplier Self Service' interface. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, Help. Below this, there are sub-tabs: Supplier Self Service, Bid Management, Maintain Organization. The main content area is titled 'Supplier Self Service' and contains several sections:

- Document Action:** A row of buttons: Submit (highlighted in red), Hold, Print/Download, Cancel, Back.
- Basic Data:** Invoice: 7100005344, Status: In Process, Description: AG-DPRO-P-14-0088, Document Date: 04/21/2014, Reference Po No.: 4300001058, Invoice Amount: 5,000.00, USD, Vendor Reference: ABC123.
- Products and Services:** A table with columns: Item Number, Product Name, Short Text, Quantity, Unit, Net value, Tax Code, Purchase Order No., Purchase Order Item. Row 1: 1, 330099, DOD FRESH, 5,000.000, EA, 5,000.00, I0, 4300001058, 0000000001.
- QM Selections:** A table with columns: Select, Light, Insp.Lot, Created-On, Status, Orig.Qty, Open.Qty, Inv.Qty, Premium, Discount, PO-Item, Tot.Premium, Tot.Discourt, Other Dis.

The vertical scrollbar on the right side of the page is visible, with a red arrow pointing upwards to the top of the scrollbar.

.One should receive message "Invoice Successfully Processed".



The screenshot shows the 'Supplier Self Service' interface after the invoice has been processed. The 'Document Action' section now displays a success message: **Invoice Successfully Processed** (highlighted in red). Below this message, there is a note: "Different country field contents deleted because". The rest of the interface, including the 'Basic Data', 'Products and Services', and 'QM Selections' sections, remains the same as in the previous screenshot.

You have completed this transaction.