Introduction

LaShawne Brown – Contracting Officer - Specialty Crops Procurement Division – Fruit & Tree Nut Branch - Dried Fruit, Dried Fruit and Nut Mix, Tree Nuts, Bottled and Frozen Juice, Quarterly Canned Fruit)

Carol Givens-Verser – Agricultural Marketing Specialist - Specialty Crops Procurement Division – Vegetable and Pulse Branch (Soup and Tomato Products)
The Process:

ASN:

• Contractor shall enter a WBSCM advanced shipment notice (ASN) on or before the date of shipment.

• Contractors are encouraged to create the ASN for the purchase order item number as soon as a delivery appointment has been scheduled, but not less than 24 hours.

• The Contractor must provide accurate information when creating the ASN. The ASN provides an alert to the appropriate recipient agency that the product will be shipped for a sales order.

• When you enter the ASN please ship the product – the recipient and end user are expecting it.
Supporting Documentation:

A. Proof of product conformance—as required in the applicable commodity specifications document or solicitation—such as:
   (i) Official checkloading certificate(s), and/or
   (ii) Certificate of Analysis (COA), and/or
   (iii) Certificate of Conformance (per FAR Clause 52.246-15), and/or
   (iv) AMS Commodity Inspection Certificate or Graders Memorandum

B. Any waiver request granted by the Contracting Officer, if applicable
Supporting Documentation (con’t.)

C. The Contracting Officer reserves the right to specify any combination of documents listed above to evidence proof of product conformance.

D. Bill of Lading/Proof of Delivery (PO/LI #, SO#, Ship to location, Recipient Signature, Number of Cases Received (notated damages/overages/shortages) and Date Received.
## COMMODITY PROCUREMENT PROGRAM

### Commodity
Foodstuffs O/T frozen NMFC 73365 Class 65 unless otherwise specifically stated

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>QTY SHIPPED</th>
<th>UOM</th>
<th>TOTAL WEIGHT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>2.216</td>
<td>EA</td>
<td>40.920</td>
<td>24/1 AM BTY VEG</td>
</tr>
<tr>
<td>890123</td>
<td>5</td>
<td>EA</td>
<td>0</td>
<td>Mix Pallet</td>
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<tr>
<td>456789</td>
<td>15</td>
<td>EA</td>
<td>0</td>
<td>Morgan Pallet (NVI)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2.216</strong></td>
<td></td>
<td><strong>40.920</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Product:** Vegetarian Soup

- **B.O.:** 5008123-200-000
- **MATERIAL #:** 1003-21
- **DATE REC:** 1/23/21
- **# CASES REC:** 200
- **REC. BY:** LARFB - LA5
Approval Examples:

Perfect Invoice to be (Auto Approved)

- Advanced Shipping Notification (ASN) and the Goods Receipt quantities match.
- Delivery Date is within the NLT date.
- Example:
  - ✓ ASN: 1,620 cases
  - ✓ GR Quantity: 1,620 cases
  - ✓ Date Received: 1/20/2022
  - (Delivered within NLT) date.

Imperfect Invoice (Pending Approval)

- ASN and the Goods Receipt quantities don’t match.
- Date Received is outside the NLT date.
- Example:
  - ✓ ASN: 1,620 cases
  - ✓ GR Quantity: 1,619 cases
  - ✓ Date Received: 1/16/2022
  - (Delivered outside the NLT) date.
What’s New:

LQ Feature

Domestic Shipments now provides vendors with new fields during shipment confirmation to speed up the invoice & approval process. This process is helpful when there are shortages or overages, late deliveries, or when shipped vs delivered quantities don’t match.

• Actual Receipt Received Quantities
• Accept Liquidated Value Adjustments (LIQ)
SF-30’s and Invoicing:

- SF-30 issued to extend NLT
- SF-30 issued to change price (discount or upward adjustment)

DO NOT SUBMIT AN INVOICE UNTIL A FULLY EXECUTED SF-30 IS RETURNED TO YOU

FULLY EXECUTED - SIGNED BY THE CO

If invoiced prior to any changes:

- We cannot modify delivery dates in WBSCM – results in liquidated damages
- We cannot modify prices in WBSCM – results in miscellaneous adjustments
- Creates additional administrative actions – results in delayed vendor payment
Happy Path to successful submission and approval:

Follow all steps required in WBSCM
Submit all required documentation
Review quantities and liquidated damages (if applicable)
Ensure POD/BOL is signed, dated and includes quantity received and noted damages (if applicable)

**DO NOT SUBMIT AN INVOICE UNTIL A FULLY EXECUTED SF-30 IS RETURNED TO YOU**
Resources:

If you need any assistance on the eINV process, please reach out to your assigned Contract Specialist or the WBSCMAMSHelpDesk@usda.gov

Video:
How to Modify a Goods Receipt and Submit an Electronic Invoice - YouTube
https://www.youtube.com/watch?v=A3eYN_vO72I