



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE



CPP

COMMODITY PROCUREMENT PROGRAM



Agricultural Marketing Service

U.S. DEPARTMENT OF AGRICULTURE



WBSCM

**WEB BASED SUPPLY CHAIN
MANAGEMENT**



WBSCM Access via Login.gov

- **After September 2024, Login.gov will be required to access USDA resources.**
- **Public users will NOT be able to access WBSCM using their current eAuth credentials.**

New Login.gov Account Registration

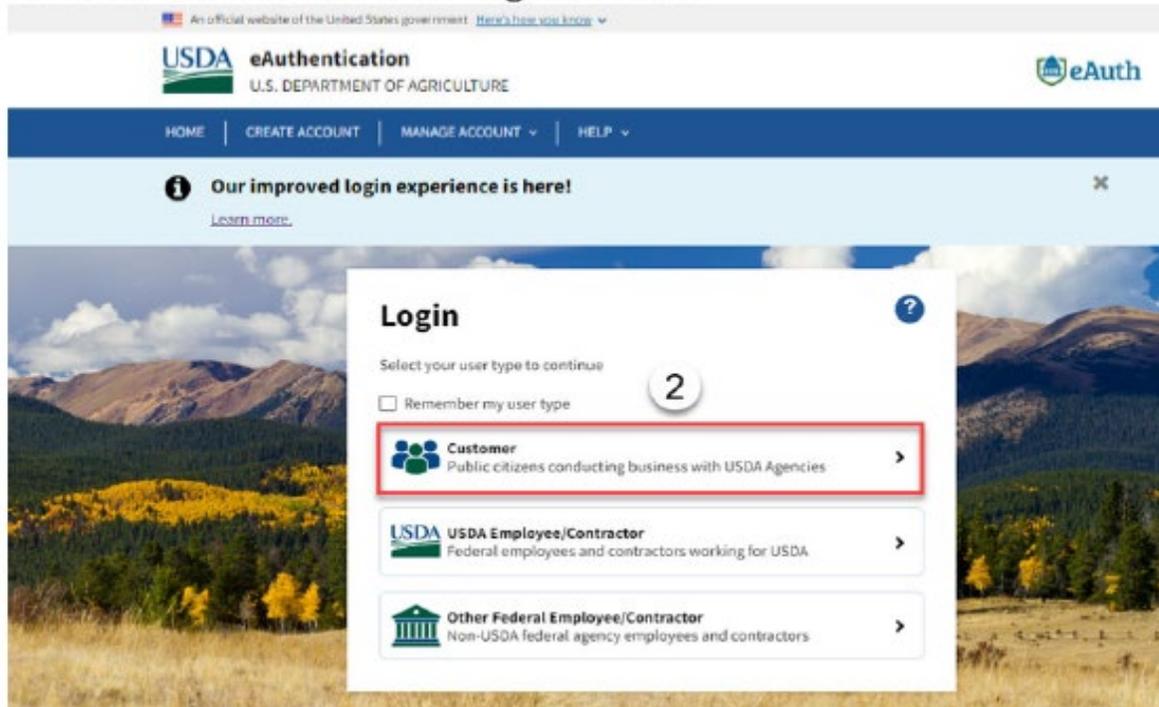
Create New Login.gov Account

1. Navigate to the [eAuthentication webpage](#).

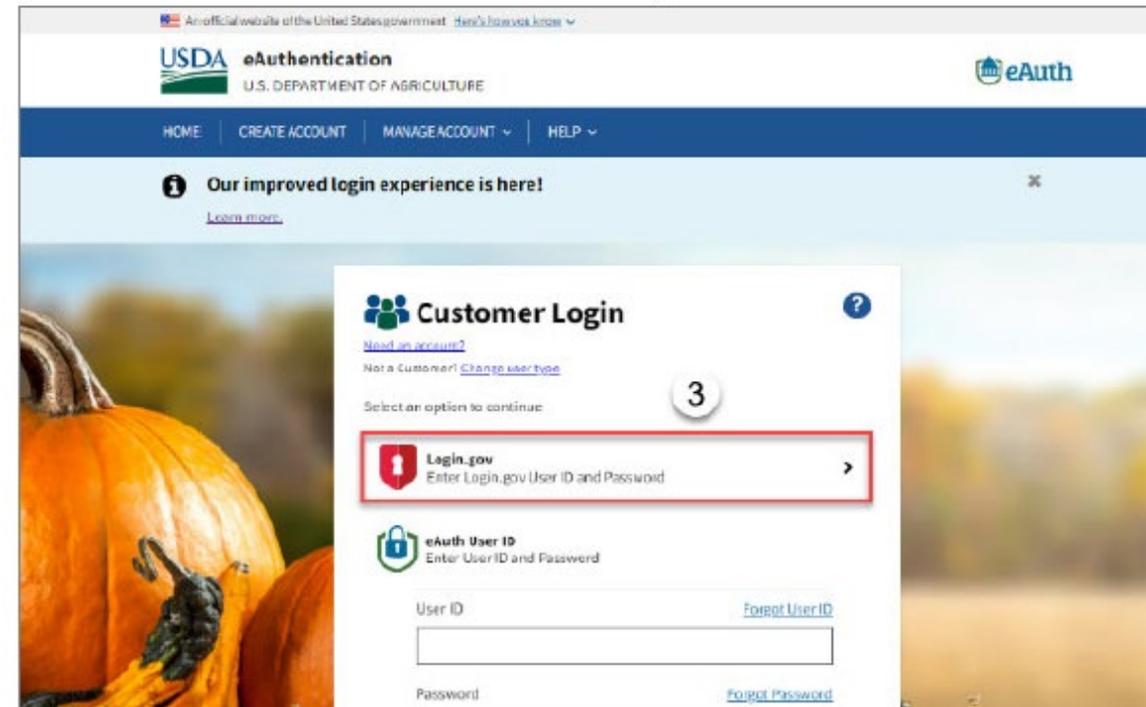
Note: The user should not create a new Login.gov account from the Login.gov webpage. Beginning the process from the USDA eAuth webpage allows user to seamlessly link the login.gov account to their existing eAuth account.

New Login.gov Account Registration

WBSCM eAuthentication Login Screen



WBSCM eAuthentication Customer Login Screen



New Login.gov Account Registration

Login.gov Home Screen

An official website of the United States government. Here's how you know v

LOGIN.GOV USDA



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely. 4

Sign in Create an account

Sign in for existing users

Email address

Password

Login.gov Create an account Screen

LOGIN.GOV

Sign in Create an account

Create an account for new users

5 Enter your email address
nextgeneauth2@gmail.com

6 Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)
 Español
 Français

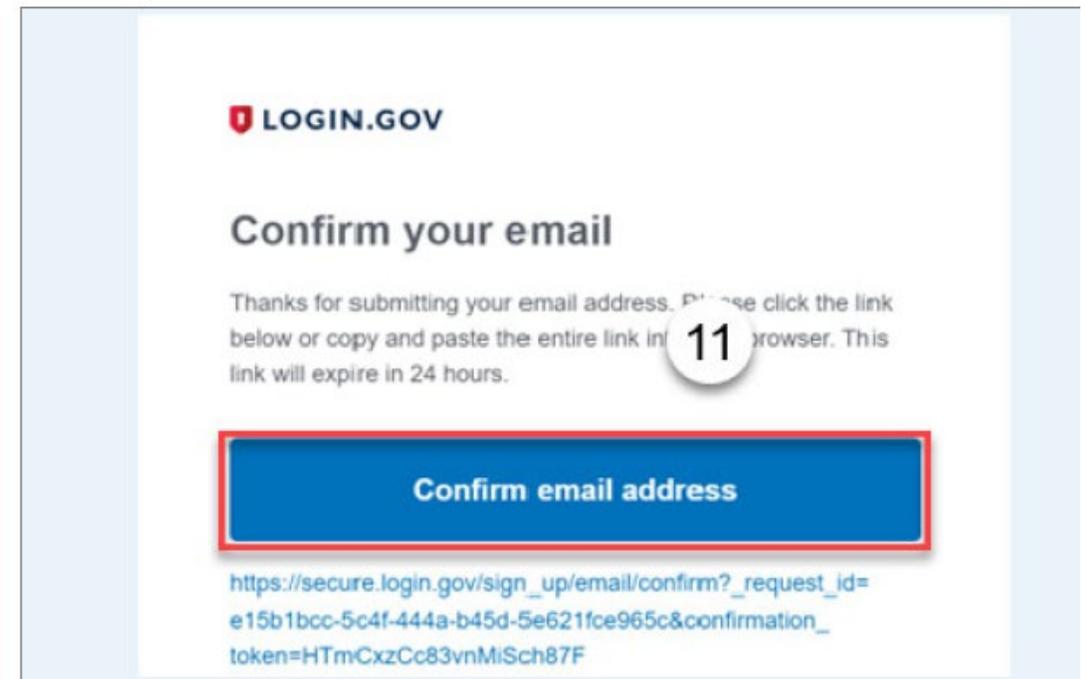
7 I read and accept the Login.gov Rules of Use

Submit

New Login.gov Account Registration

8. Access the email account associated with the email address entered at Step 5.
9. Locate the email from Login.gov with the subject line "Confirm your email".
10. Open the email from Login.gov.
11. Click  (the **Confirm email address** button).
Note: As an alternate method of confirming the email address, users can copy and paste the URL in the web browser as noted on the webpage.
Note: The system displays the message "You have confirmed your email address".

Confirm your email Screen



New Login.gov Account Registration

Create a strong password Screen

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

12 Password

13 Confirm password

Show password

Continue

Create a strong password Screen

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password strength: Great

14 **Continue**

New Login.gov Account Registration

Authentication method setup Screen

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

[Cancel account creation](#)

15. Click the appropriate checkboxes to select one or more methods for Multi-Factor Authentication (MFA). In this example, (the **Authentication application** checkbox) is selected.

Note: The available options for Multi-Factor Authentication (MFA) are:

- **Authentication application** (the user can download any authentication application)
- **Text or voice message**
- **Backup codes** (printed codes)
- **Security key** such as an RSA token
- **Government employee ID** (PIV card)

16. Click **Continue** (the **Continue** button).

New Login.gov Account Registration

Add an authentication app Screen

The screenshot shows the 'Add an authentication app' screen. A red box highlights the main content area, which includes the following steps:

- 17 Give it a nickname**
If you add more than one app, you'll know which one is which.
Input field: login.gov
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**
QR code image
- Or enter this code manually into your authentication app
Input field: NT4T7NR8TKPECHLBCPESMBEIPHPNOMLA
Copy button
- 4 Enter the temporary code from your app**
Example: 123456
Input field: 618848

At the bottom, there is a checkbox for 'Remember this browser' and a blue 'Submit' button. A red box highlights the 'Submit' button, with a callout '18' pointing to it.

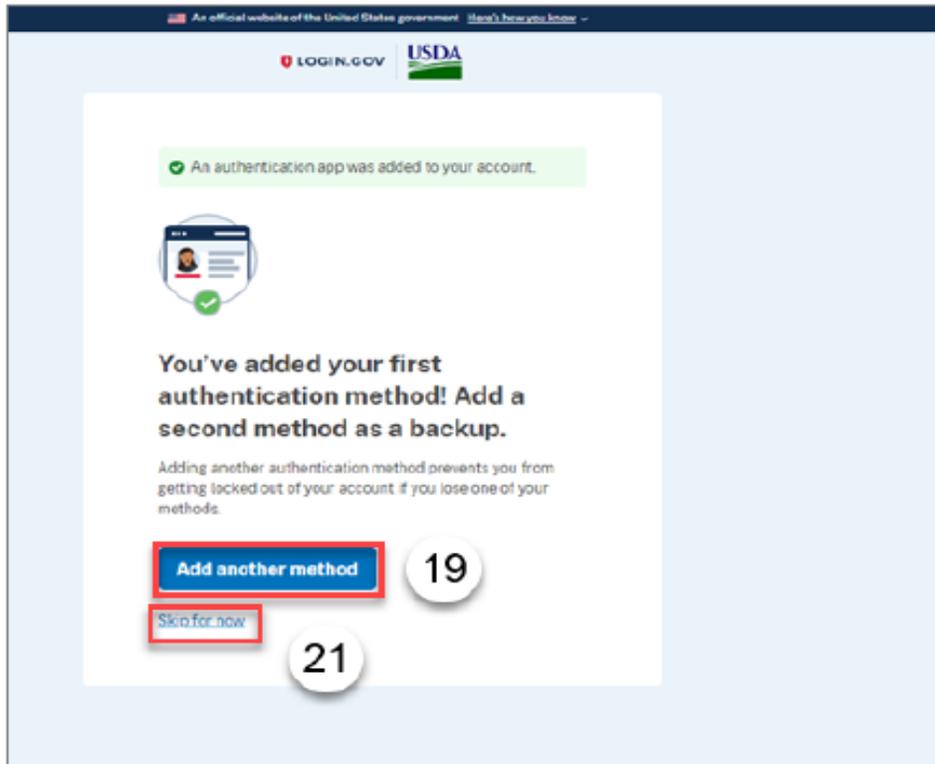
17. Complete the steps as listed on the screen.

Note: The instructions will differ based upon the authentication method selected on the previous screen. In this example, the **Authentication application** steps are displayed.

18. Click  (the **Submit** button) once all steps are completed based on the authentication method selected.

New Login.gov Account Registration

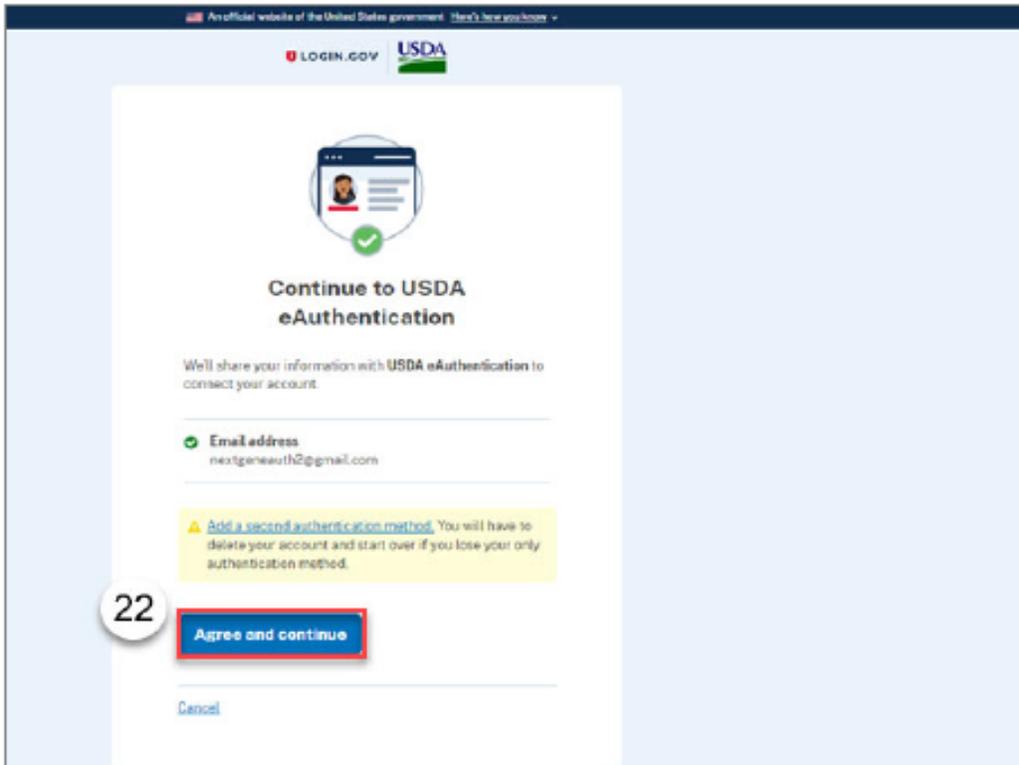
You've added your first authentication method Screen



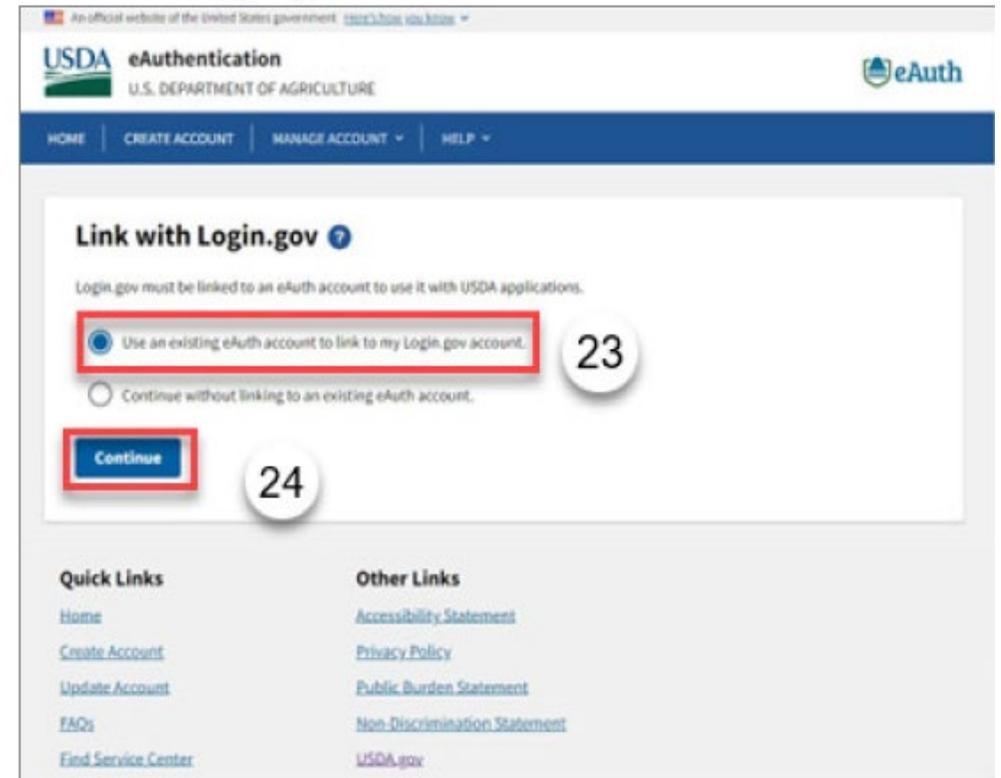
19. If necessary, click **Add another method** (the **Add another method** button) to add another MFA option.
20. Return to [Step 15](#) to repeat the steps of adding an additional authentication method. In this example, the user is not adding an additional MFA method.
21. Click [Skip for now](#) (the **Skip for now** link) to continue without adding an additional MFA option.

New Login.gov Account Registration

Continue to USDA eAuthentication Screen

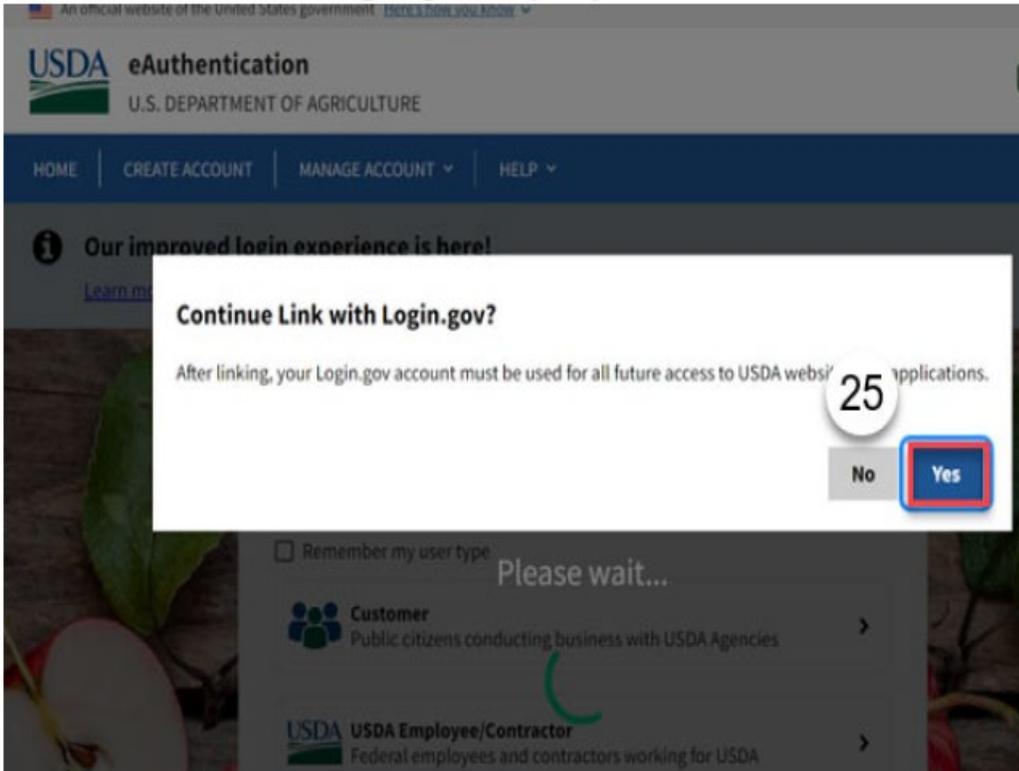


Link with Login.gov Screen



New Login.gov Account Registration

Continue Link with Login.gov Pop-Up



25. Click (the **Yes** button) to link the two accounts and access WBSCM. Users are now no longer able to use their eAuth account to access WBSCM.

New Login.gov Account Registration

Welcome to the WBSCM System Screen

United States Department of Agriculture

Welcome to the WBSCM system

Please select an account that you would like to use as there are multiple WBSCM accounts (sorted by Organization Description) associated with your email. For any questions or account-related issues, please contact [WBSCM Service Desk](#) or call 877-WBSCM-4U or 877-927-2648.

WBSCM Accounts Selection - scroll to review the full list, if needed:

Name (Last, First)	Organization	Organization Description	Organization Type	WBSCM ID
eauth, NWorgadmin	4040242	[REDACTED]	National WH	EAUTHN0001
eAuth, NW_aliroles	4000002	[REDACTED]	National WH	EAUTHN0002

26

27

Log On

26. Select the appropriate account. In this example, the **eauth, NWorgadmin** option is selected.

Note: In this example, the **Welcome to the WBSCM system** screen displays a user with multiple WBSCM accounts linked to the same eAuth account. For users with one WBSCM account, this screen does not display.

27. Click **Log On** (the **Log On** button) to log on to WBSCM.



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WBSCM Navigation

WBSCM Help Page

USDA United States Department of Agriculture
Web Based Supply Chain Management

QAS PSL

Back Forward History Favorites Personalize

Home Suppliers Admin Reports **Help**

Training Helpdesk

Help > Training > Welcome

Welcome to the WBSCM Training Homepage!

Here you can access a library of WBSCM help documents, key announcements, and production release notes. The library is categorized by training product type, such as Course Materials, Job Aids (JA), Work Instructions (WI) browse a list of available training materials, select a training product type, and narrow your search by user group, business process, and other available sub-categories. Internal documents are intended for USDA/USAID gover documents are for Customers, Vendors, and other business partners. For example, to review customer WIs for a domestic fulfillment transaction, navigate to **Work Instructions > External > Fulfillment (WI-Ext) > Domestic** in a new tab or window and may require you to download the file.

In addition to browsing, you can search the library and also access transaction-specific training materials from within WBSCM through context-sensitive help. Visual or hands-on simulations are also available. Review the [Help](#).

WBSCM Monthly Release is live as of July 25, 2024.

Approximately **six** new functionalities, system improvements and bug fixes have been implemented with this release which include:

- ✓ Several updates to the **Manage Users** and **Maintain User** Profile applications for consistency of design and data inputs and introduction of mandatory primary email address information.
- ✓ Enhancement to the **Maintain Organization** application to easily search for existing organizations in order to review or maintain detailed attributes.
- ✓ Update to the WBSCM email notification content regarding missing goods receipts from two calendar days to two business days.
- ✓ Other technical and security updates.

Review the [current WBSCM Release Notes](#) and the list of [recently updated training documents](#) for full details. You can also [review previous WBSCM Release Notes](#).

Are you new to WBSCM? Do you need a new WBSCM account? Visit the [USDA WBSCM](#) page for instructions and tutorials describing the USDA eAuth/Login.gov and WBSCM registration processes.

Resources for New WBSCM Users!!

1. Once you have established WBSCM login credentials, begin by reviewing the new [WBSCM Browser Settings and Helpful Tips](#) job aid for Chrome-specific settings and other tips.
2. Review the [WBSCM Portal Navigation Video Tutorial](#) for an overview of how to navigate and search within the WBSCM Portal. You may also review the [WBSCM Portal Navigation Job Aid](#) for information about WBSCM : navigating transactions, advanced search options, and working with outputs such as reports and export files.
3. The [Working with Standard WBSCM Reports](#) job aid provides detailed instructions on how to use standard reports in WBSCM.
4. The [WBSCM Terms and Acronyms Glossary](#) provides a list of commonly used acronyms and terms with brief descriptions.

WBSCM Help Page – Job Aids

- **Job Aids are quick reference documents that provide guidance for reports, general navigation and user preference tips, and miscellaneous references such as process flows and key terms.**

The screenshot shows the WBSCM Help Page for Job Aids. The top navigation bar includes links for Home, Suppliers, Admin, Reports, and Help (highlighted with a red box). Below this is a sub-navigation bar with Training and Helpdesk. The left sidebar contains a tree view with categories: Welcome, Course Material, Job Aids (highlighted with a red box), Finance (JA), Fulfillment (JA), General Help (JA), Procurement (JA) (highlighted with a red box), Reports (JA), Work Instructions, External, and Release Notes. The main content area displays the title 'Job Aids' and a description: 'Job Aids are quick reference documents that provide guidance for reports, general navigation and user preference tips, and miscellaneous references such as process flow the document library, job aids are grouped by category. Users may refer to a job aid for key information to guide them through a particular transaction and/or a report when :'. Below this is a note: 'Job aids are organized by category, including General Help, Reports, and specific business process areas (Finance, Fulfillment, and Procurement)'. An example is provided: 'Example: Job Aids > Fulfillment > Domestic Order Code Definitions'. A note states: 'Note: Users will see only the folders that are accessible to their assigned role(s)'. A contact section is titled 'Contact us with questions or feedback' and provides the text: 'If you have questions, feedback, or need access to the training environment (NTRN), please contact us at [WBSCM servicedesk](#) or call 877-WBSCM-4U or 877-927-2648.'



WBSCM Help Page – Job Aids

- A specific document can be found by using the 'Search' bar or scrolling through the list.
- Click on document to open and view contents.

The screenshot shows a web browser window with two tabs: 'JobAids - WBSCM Portal' and 'Procurement'. The address bar contains the URL: `wbscmqaspslup.wbscm.usda.gov/gm/folder-1.11.18986?mode=EU_WBSCM`. The page header features the USDA logo and a search bar with the text 'Search' inside, which is highlighted with a red rectangular box. Below the header, a breadcrumb trail reads: 'Home >> WBSCM Training >> Job Aids >> Procurement'. The main content area is titled 'Procurement' and includes a 'Help Content' section with a dropdown menu set to 'Show Filtered Documents'. Underneath, there is a section titled 'Other Documentation' containing a list of document titles, each preceded by a blue folder icon:

- Change Domestic Bid Response After Submission
- Constraints - Domestic Bid Response
- Constraints - International Commodity
- Create eInvoice Worklist using Wildcard Search
- Display eInvoice - Vendor (eINV)
- Domestic Bid Response - Manual Offshore
- Electronic Invoicing Statuses Job Aid (eINV)
- Export and Import Purchase Order to Excel for Editing Job Aid
- Filter Option - Vendor Bidding
- International Freight Bid Award Group Scenarios
- International Freight Bid Response in Excel- Worksheet Definitions
- International Sales Order Country Specific Requirements FAQs
- Long Procurement Number Details
- Multiple ASN Upload Template for Food Box



WBSCM Help Page - Work Instructions

- **Work Instructions provides overview information, step-by-step instructions with screenshots, field descriptions, and system actions to execute a specific task.**

The screenshot displays the WBSCM Help page for Work Instructions. The navigation menu on the left includes: Home, Suppliers, Admin, Reports, Help (highlighted with a red box), Training, and Helpdesk. Under Training, the sub-menu includes: Welcome, Course Material, Job Aids, Work Instructions (highlighted with a red box), External (with sub-items: Fulfillment (WI-Ext) and Procurement (WI-Ext) highlighted with a red box), and Release Notes. The main content area shows the breadcrumb path: Help > Training > Work Instructions. The title is 'Work Instructions'. The text reads: 'A Work Instruction provides overview information, procedural step-by-step instructions with screenshots, field descriptions, and system actions to execute a specific task or transaction. Users can refer to a work instruction to get from start to finish. Work instructions are organized by user role and functional area. The Internal folder contains guidance for processes and transactions performed by USDA/USAID users and other authorized internal users. The External folder contains instructions for vendors, customers, and other business partners. Functional areas include Finance (internal only), Fulfillment, and Procurement. Work instructions are available in a variety of formats: Work Instruction: (Default View) Detailed step-by-step instructions, which include transaction details, screenshots, notes, and field definitions. Additionally, work instruction is available in PDF and work formats. Quick Reference: Summarized step-by-step instructions, which include transaction details, but do not include screenshots or field definitions. Additionally, quick reference is available in PDF and work formats. Simulation (HTML): An interactive simulation of the transaction. Select Auto Playback Tutorial to review as a playback movie. Select Standard Tutorial to review or practice the transaction as an interactive simulation.'



WBSCM Help Page - Work Instructions

- **Work Instructions are categorized by Content Type, they are Domestic and International.**

WorkInstructions - WBSCM Port x EXT PRO

wbscmqaspslup.wbscm.usda.gov/gm/folder-1.11.14002?mode=EU_WBSCMPS_EU

USDA Search

Home >> WBSCM Training >> Work Instructions >> External >> EXT PRO

EXT PRO

Content Type

- Domestic
- International



WBSCM Help Page - Work Instructions

- A specific document can be found by using the 'Search' bar or scrolling through the list.
- Click on document to open and view contents.

The screenshot shows a web browser window with the URL `wbscmqaspslup.wbscm.usda.gov/gm/folder-1.11.14005?mode=EU_WBSCMPS_EU`. The page header includes the USDA logo and a search bar. The breadcrumb navigation is: Home >> WBSCM Training >> Work Instructions >> External >> EXT PRO >> Domestic. The main heading is 'Domestic' with a 'Help Content' section and a 'Show Filtered Documents' dropdown. A list of documents is displayed under the heading 'Simulations and Documents'. The document 'Create Domestic Bid Response (Offer)' is highlighted with a red box. Other documents in the list include 'Assign User to a Plant, a Shipping Point, or to a Freight Agency (External)', 'Create a Circular', 'Create Advanced Shipment Notification (ASN) Manual Process - External', 'Create Bid Response with Differential Prices', 'Create Replacement Invoice (External)', 'Create User (Vendor)', 'Display Advanced Shipment Notification (ASN) - External', 'Display and Maintain User (Vendor)', 'Display ASN Report - External', 'Display Bid Invitation (External)', 'Display Freight Routing', 'Display Goods Receipt Report', 'Display Inspection Lot', 'Display List of Invoices - Vendor (eINV)', 'Display List of Invoices (External)', 'Display List of PO by Material Report', 'Display PCA Report', 'Display PO Inspection Lot MIC Discount Report', 'Display Public Procurement Page (External)', and 'Display Purchase Order (External)'.

WBSCM Help Page - Work Instructions: Available Options

  Advanced Search [Log In](#) | [Language \(en_US\)](#)

[Home](#) >> [WBSCM Training](#) >> [Work Instructions](#) >> [External](#) >> [EXT PRO](#) >> [Domestic](#) >> [Create Domestic Bid Response \(Offer\)](#)

[Work Instruction](#) [Quick Reference](#) [Simulation \(HTML\)](#)

 [Print PDF](#)  [Download](#)

Create Domestic Bid Response (Offer)

PROCESS OVERVIEW

Purpose

The purpose of this transaction is to create and submit a Domestic Bid Response (Offer). Pricing can be entered directly into WBSCM, or into an Excel spreadsheet exported directly from WBSCM which can then be imported back into WBSCM. These actions can be performed for both non-offshore regular items as well as offshore prices to US port and final destination.

Process Trigger

A vendor would use this process to create and submit a Bid Response (Offer) to a published Domestic Bid Invitation (Solicitation).

Prerequisites

- An open, published Domestic Bid Invitation (Solicitation)
- The user must have one of the following roles assigned:
 - Commodity Offer - Vendor - CVM
 - Corporate Vendor Admin



WBSCM Help Page - Work Instructions: Available Options

- **Work Instruction:** Detailed step-by-step instructions, which include transaction details, screenshots, notes, and field definitions.
- **Quick Reference:** Summarized step-by-step instructions, which include transaction details, but do not include screenshots or field definitions.
- **Simulation (HTML):** An interactive simulation of the transaction.
- **Print PDF copy of document or download copy as Microsoft Word document.**



WBSCM Help Page - Work Instructions: Simulation

- **Select Auto Playback Tutorial to review as a playback movie.**
- **Select Standard Tutorial to review or practice the transaction as an interactive simulation.**

The screenshot shows the USDA website interface. At the top left is the USDA logo. To its right is a search bar. Below the search bar is a breadcrumb trail: Home >> WBSCM Training >> Work Instructions >> External >> EXT PRO >> Domestic >> Create Domestic Bid Response (Offer). Below the breadcrumb trail are three tabs: 'Work Instruction' (with a document icon), 'Quick Reference' (with a checkmark icon), and 'Simulation (HTML)' (with a play button icon). The 'Simulation (HTML)' tab is highlighted with a red box. Below the tabs is a large blue banner with the title 'Create Domestic Bid Response (Offer)'. On the right side of the banner are two buttons: 'Auto Playback Tutorial' and 'Standard Tutorial', both highlighted with red boxes. Below the banner is a 'Description' section with the text 'Create Domestic Bid Response (Offer)'. The banner also features the RWD uPerform logo.

WBSCM Help - Options>Help

- **Select Options>Help to go directly to related documents for that specific page**

The screenshot shows the USDA Web Based Supply Chain Management (WBSCM) interface. The page title is "Welcome to Enter Offers". The breadcrumb trail is "Suppliers > Bid Management > Enter Offers". The "Options" menu is open, showing the following options: "Full Screen", "Options", "Open in New Window", "Refresh", "Help", "Details", and "Add to Portal Favorites". A red arrow points to the "Help" option. The main content area contains a "Find Bid Invitation" form with fields for Bid Invitation Number, Document Name, Status (Open), Purchasing Group, Bid Invitation Type, Transaction Type, and Processed Since (Last 30 Days). Below the form is a "Submit" button and a "Bid Invitation Results List: 0 hits" section. The results list is empty, and a note states: "Note: Select a row and navigate to the Maintain Vendor Response button to continue".



WBSCM Help - Report Incident

- Use the Report Incident button to open a trouble ticket directly from WBSCM.
- A new tab will open with instructions to enter details of the issue and attachments if needed.

iculture
n Management QAS PSL

Search | New Session **Report Incident** Log off

Help

Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

Welcome to Enter Offers
All required fields are marked with a red asterisk (*)
Dates are formatted as: MM/DD/YYYY.

Find Bid Invitation

Bid Invitation Number: Document Name:
Status: Open Purchasing Group:
Bid Invitation Type: Transaction Type:
With Responses Only: Processed Since: Last 30 Days

Bid Invitation Results List: 0 hits
Note: Select a row and navigate to the Maintain Vendor Response button to continue

View: [Standard View] Print Version Export

Flag	Transaction Number	Name	Transaction Type	Description	Subtype	R	Deadline	Late Deadline	Constraint Period
The table does not contain any data									



WBSCM Support

- If you have any issues or require assistance, please email the AMS WBSCM Help Desk at: WBSCMAMSHelpDesk@usda.gov
- OR call the WBSCM Service Desk at 877-WBSCM-4U (877-927-2648) 8:00 AM - 6:00 PM EST, Mon -Fri, excluding Holidays, Off-Hours Support via voicemail, email WBSCM.servicedesk@CACI.com