NEW WBSCM USER CHECKLIST

STEPS	✔	INSTRUCTION REFERENCE
1. Become a USDA Approved Vendor: Read the 6 recommended steps on the AMS website		AMS Website: Becoming an Approved Vendor: https://www.ams.usda.gov/selling-food/becoming-approved
2. Once you are an approved Vendor you will receive an email from the WBSCM Helpdesk with Corporate Vendor Administrator Roles & Procedures (CVA). Please read through the document carefully. The WBSCM Helpdesk will request that you appoint a CVA for the company. Also, be sure to read the FAQ's.		Read CVA Procedures Entirely: Corporate Vendor Administrator Roles and Responsibilities (PDF) Frequently Asked Questions (PDF)
3. Email the WBSCM Helpdesk: WBSCMAMSHELPDESK@AMS.USDA.GOV with the name/s of who your CVA will be		
4. Once the helpdesk assigns your CVA, the appointed CVA will receive a system generated email to create an eAuth account.		
5. CVA follows instructions in WBSCM e-mail and obtains an eAuth Level 1 access.		How to Create eAuth account: https://www.ams.usda.gov/sites/default/files/media/System%20-%20Accessing%20for%20First%20Time.pdf

STEPS	✔	INSTRUCTION REFERENCE
6. Once an eAuth account is created and you log into WBSCM, make sure your settings are correct		Browser Settings: https://www.ams.usda.gov/sites/default/files/media/System%20-%20Verify%20IE%20Settings.pdf
7. The CVA will need to create Plants, and Shipping Points if required		CVA Procedures: Pages 14-21
8. Once Plants and Shipping Points have been created, email the WBSCMAMSHELPDESK@AMS.USDA.GOV requesting approval for the plants/shipping points		CVA Procedures: Pages 14-21
9. The CVA must set up other users in the company who will need access to perform duties in WBSCM and assign the appropriate roles to each user		CVA Procedures: Pages 4-7
10. Once the CVA adds other users, they will need to be assigned to the plants and shipping points that they need access to		CVA Procedures: Pages 14-21
11. Make sure that you have subscribed to the AMS CP News and/or GovDelivery to receive email notification of solicitations and awards applicable to your preferred commodities		Click on link to subscribe: Subscribe to the AMS CP News Click on link to subscribe: Subscribe to GovDelivery
12. Ready to Bid? Check the WBSCM Public Procurement Page or the AMS website for open solicitations		Solicitations and Awards on the AMS Website: https://www.ams.usda.gov/selling-food/solicitations

STEPS	✔	INSTRUCTION REFERENCE
13. Make sure your System for Award Management (SAM) registration is current		SAM: http://www.sam.gov
14. Submitting an Offer: • Go to the Supplier Self Service Tab • Bid Management • Search for the Solicitation Number • Follow Procedures for submitting an offer		Procedures: Submitting an Offer on IFB Solicitations (PDF) Submitting an Offer on Long-Term/RFP Solicitations (PDF) Submitting an 8(a) Offer (PDF) Submitting an offer for Definite Delivery solicitations - Dairy-Grain-Bakery-Oilseed Products Submitting an offer for IDIQ solicitations - Dairy-Grain-Bakery-Oilseed Products
15. Purchase Order Awarded: If you were awarded a Purchase Order you will receive an email. Review your Purchase Order from the Supplier Self Service Page and check for any errors or modifications		Check AMS Website for Awards: https://www.ams.usda.gov/selling-food/solicitations Or see step 11 in this document to sign up to receive email notifications of awards.
16. Obtain a delivery appointment from the receiving warehouse		

STEPS	✔	INSTRUCTION REFERENCE
17. Create an Advance Shipping Notice (ASN) in WBSCM		Creating ASN Procedures: Advanced Shipment Notifications – Create Manually ASN (PDF) Advanced Shipment Notifications – Upload Multiple ASN (PDF) Multiple ASN Upload template (CSV)
18. Ship product to destination provided		
19. Submit Invoice in WBSCM: • Go to the Supplier Self Service Page to submit invoice • Attach all applicable documents required by the applicable solicitation • Follow Invoice Procedures		Invoice Procedures: Create Invoice/Resubmit Procedures (PDF)
20. For all Procedures, please visit the AMS WBSCM Website		WBSCM Procedures: https://www.ams.usda.gov/selling-food/wbscm

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