
Corporate Vendor Administrator - Roles and Responsibilities

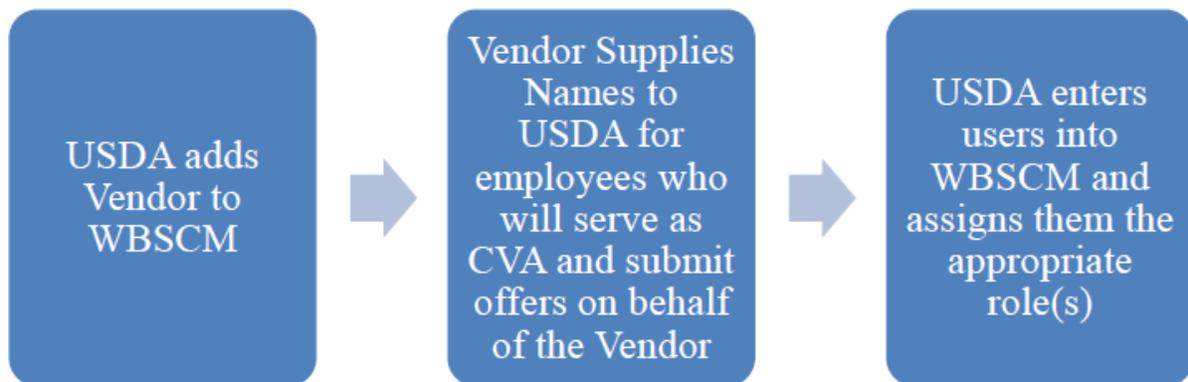
AMS WBSCM Support Team
WBSCMAMSHelpDesk@ams.usda.gov

Corporate Vendor Administrator-Roles and Responsibilities

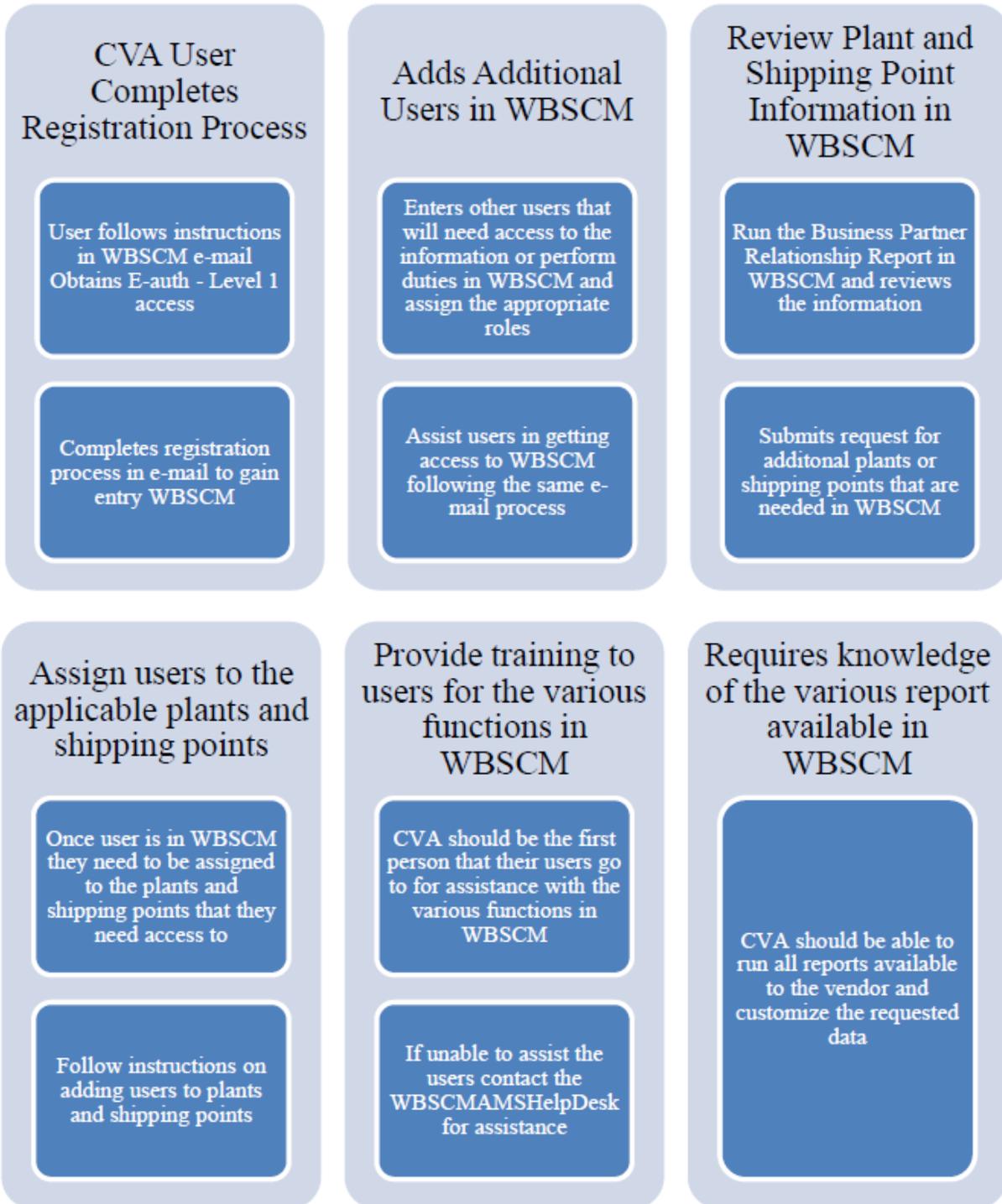
The role of Corporate Vendor Administrator (CVA) is critical for the success of a vendor to participate in USDA purchase programs. These instructions will outline the responsibilities and procedures for the various functions that the CVA needs to perform in the Web Based Supply Chain Management (WBSCM) System. The instructions are broken down into four areas.

1. Adding Users/New User Registration Process
2. Adding Plants/Shipping Points
3. Assigning users to Plants/Shipping Points
4. Reports

New Vendor - Process



Corporate Vendor Responsibility



Corporate Vendor Administrator-Roles and Responsibilities

Adding Users and New User Registration Procedures:

Once the CVA has completed their registration process and can successfully log into WBSCM, then they must set-up other users who will need to have access to WBSCM. Due to security reasons, no users should be sharing the same login ID to access WBSCM. The CVA should assign the appropriate roles to the user that allows them to perform the functions in WBSCM that is required of them. The table below shows the various roles available for assignment and if they are applicable to AMS procurement.

Role	Description	Applicable to AMS Procurement
ASN Dispatcher-CVN	Allows user to create the required Advance Ship Notices	Yes
Commodity & Service All Activities-CVN	Allows users to perform activities associated with commodity purchases, except for Administrative activities such as creating users or adding plants/shipping points.	Yes
Commodity Offer-Vendor-CVN	Allows users to submit offers on behalf of the vendor	Yes
Corporate Vendor Admin-CVN	Allows users to perform all activities in WBSCM	Yes
Freight-All Activities-CVN	Allow user to perform all freight activities in WBSCM	No
Freight Offer-Vendor-CVN	Allows the user to submit offers for any freight request	No
Inspection Results-Vendor-CVN	Allows the user to enter inspection results in WBSCM for a material	Maybe - Review contract terms and conditions to determine if inspection lots are required
Invoice Processor-Vendor-CVN	Allows for the user to create and submit invoices on behalf of the vendor	Yes

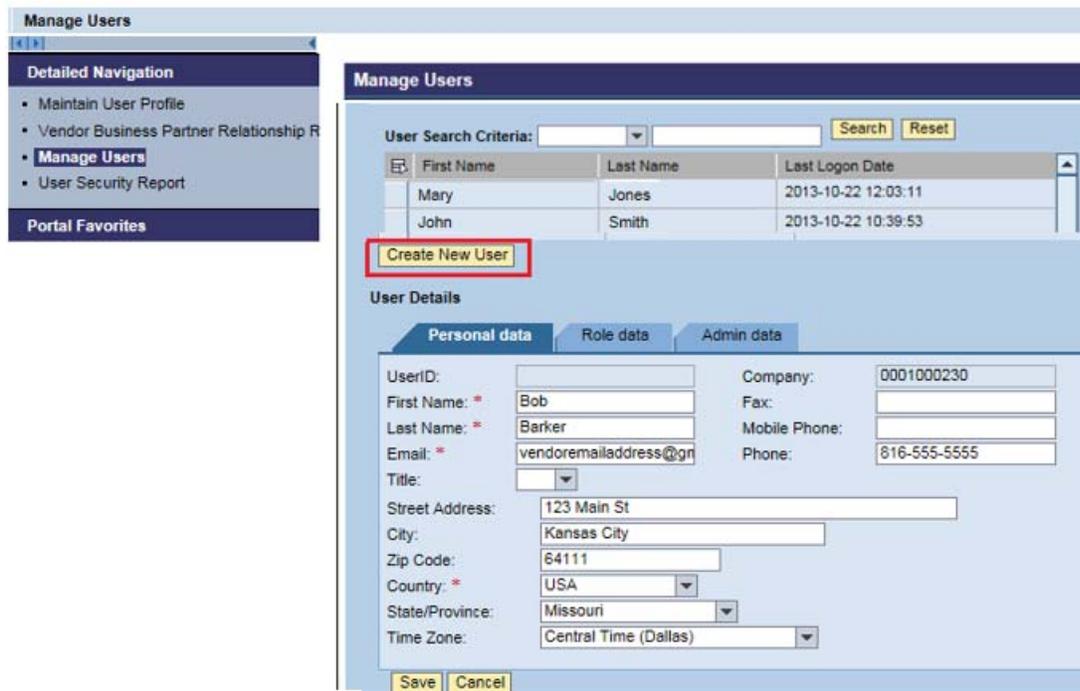
Corporate Vendor Administrator-Roles and Responsibilities

Navigate to: **Admin>Manage Users>Manage Users**



The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: Home, Suppliers, Admin (highlighted with a red box), Reports, and Help. Below the tabs is a breadcrumb trail: Manage Users. On the left, there is a 'Detailed Navigation' menu with options: Maintain User Profile, Vendor Business Partner Relationship R, Manage Users (highlighted with a red box), and User Security Report. The main content area is titled 'Manage Users' and contains a 'User Search Criteria' section with two input fields and 'Search' and 'Reset' buttons. Below this is a table with columns: First Name, Last Name, and Last Logon Date. The table contains two rows: Mary Jones (2013-10-22 12:03:11) and John Smith (2013-10-22 10:39:53). At the bottom of the table is a 'Create New User' button.

Click on "Create New User" and enter all user information on the Personal data tab below



The screenshot shows the 'Create New User' form. The 'Create New User' button from the previous screenshot is highlighted with a red box. The form is titled 'Manage Users' and has three tabs: Personal data (selected), Role data, and Admin data. The 'Personal data' tab contains the following fields:

- UserID: []
- Company: 0001000230
- First Name: * Bob
- Last Name: * Barker
- Email: * vendoremailaddress@gn
- Title: []
- Street Address: 123 Main St
- City: Kansas City
- Zip Code: 64111
- Country: * USA
- State/Province: Missouri
- Time Zone: Central Time (Dallas)
- Fax: []
- Mobile Phone: []
- Phone: 816-555-5555

At the bottom of the form are 'Save' and 'Cancel' buttons.

Corporate Vendor Administrator-Roles and Responsibilities

Click on the “Role Data” tab

Select the role that needs to be added from the Available Roles list and click the Add button to move the desired role to the Current Roles list – see chart on page 4 for the definition of roles

Manage Users

Detailed Navigation

- Maintain User Profile
- Vendor Business Partner Relationship R
- Manage Users**
- User Security Report

Portal Favorites

Manage Users

User Search Criteria: [] [] [Search] [Reset]

First Name	Last Name	Last Logon Date
Mary	Jones	2013-10-22 12:03:11
John	Smith	2013-10-22 10:39:53

Create New User

User Details

Personal data **Role data** Admin data

Available Roles

- Corporate Vendor Admin - CVN
- Freight - All Activities - CVN
- Freight Offer - Vendor - CVN
- Inspection Results - Vendor - CVN
- Invoice Processor - Vendor - CVN

Current Roles

- ASN Dispatcher - CVN

[Add] [Remove]

[Save] [Cancel]

When finished adding roles, click the Save button.

Manage Users

Detailed Navigation

- Maintain User Profile
- Vendor Business Partner Relationship R
- Manage Users**
- User Security Report

Portal Favorites

Manage Users

User Search Criteria: [] [] [Search] [Reset]

First Name	Last Name	Last Logon Date
Mary	Jones	2013-10-22 12:03:11
John	Smith	2013-10-22 10:39:53

Create New User

User Details

Personal data **Role data** Admin data

Available Roles

- Corporate Vendor Admin - CVN
- Freight - All Activities - CVN
- Freight Offer - Vendor - CVN
- Inspection Results - Vendor - CVN
- Invoice Processor - Vendor - CVN

Current Roles

- ASN Dispatcher - CVN
- Invoice Processor - Vendor - CVN

[Add] [Remove]

[Save] [Cancel]

Corporate Vendor Administrator-Roles and Responsibilities

You should see a "User Created Successfully" message below and the newly added user should appear alphabetically in the list above.

The screenshot shows a web application interface for managing users. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below this is a header for 'Manage Users'. A sidebar on the left contains a 'Detailed Navigation' menu with options like 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. Below the sidebar is a 'Portal Favorites' section. The main content area is titled 'Manage Users' and features a 'User Search Criteria' dropdown. Below the search criteria is a table with columns 'First Name' and 'Last Name', containing three rows: Bob Barker, Mary Jones, and John Smith. A 'Create New User' button is visible below the table. Underneath is a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing a 'Current Roles' section with a message: 'No Current Roles Assigned'. At the bottom of the interface, a green message box with a red border states 'User Created Successfully'.

The user should receive a unique, auto-generated email message with further instructions to set up a Level 1 eAuthentication account and proceed to log into WBSM.

Below is a partial example of the email message:

The screenshot shows an email message from WBSM_USER_REGISTRATION@AMS.USDA.GOV. The sender is identified as WBSM_USER_REGISTRATION@AMS.USDA.GOV and the recipient is 'me'. The email is dated 10:22 AM (2 minutes ago). The body of the email contains the following text:

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear **Bob Barker**,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSM) System. In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSM system. **The three step process listed below will help you complete your registration with WBSM.**

Important Notes:

- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSM registration, you will be able to change your last name using the WBSM "Maintain User Profile" function under the "Admin" menu option.

How to Complete Registration with WBSM

Resending new user e-mail:

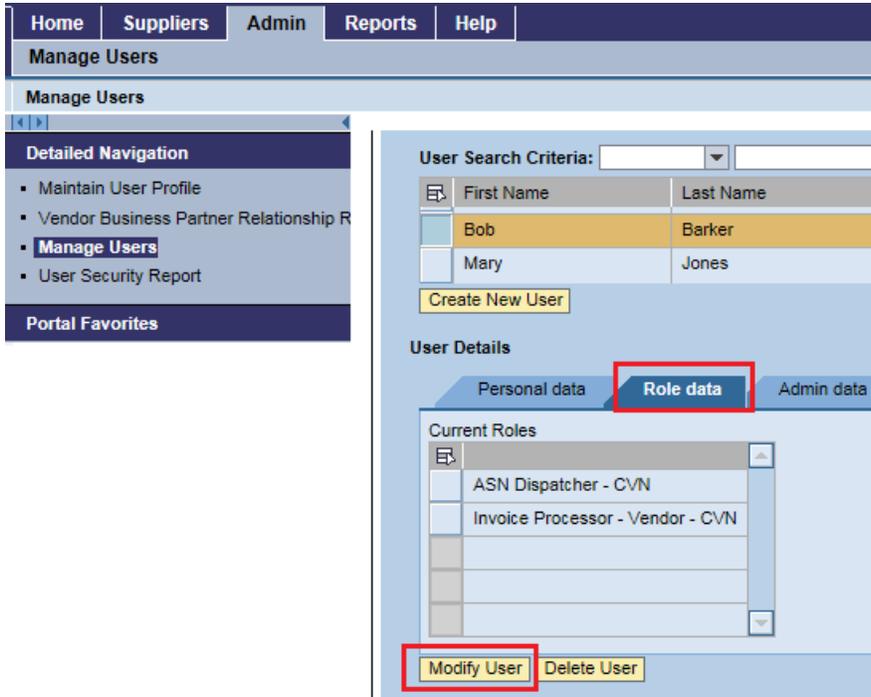
In the event that a user did not receive the new user email, the CVA can resend the new user email. Under Manage Users, highlight the appropriate user and click on the Admin Data tab. Then click "Resend New User Email" to generate a new email notification. Note: Verify that the email address under the Personal Data tab is correct before resending the new user email.

The screenshot displays the 'Manage Users' interface. At the top, there is a navigation bar with tabs for 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, the 'Manage Users' section is active. On the left, a 'Detailed Navigation' sidebar lists options: 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. The main content area shows a 'User Search Criteria' section with two input fields and 'Search' and 'Reset' buttons. Below this is a table with columns for 'First Name', 'Last Name', and 'Last Logon Date'. The table contains two rows: 'Bob Barker' and 'Mary Jones'. A 'Create New User' button is located below the table. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data' (highlighted with a red box). Under the 'Admin data' tab, there is a 'User Locked' checkbox, a 'Reason Locked' text input field, and a 'Resend New User Email' button (highlighted with a red box). At the bottom of the 'User Details' section are 'Modify User' and 'Delete User' buttons.

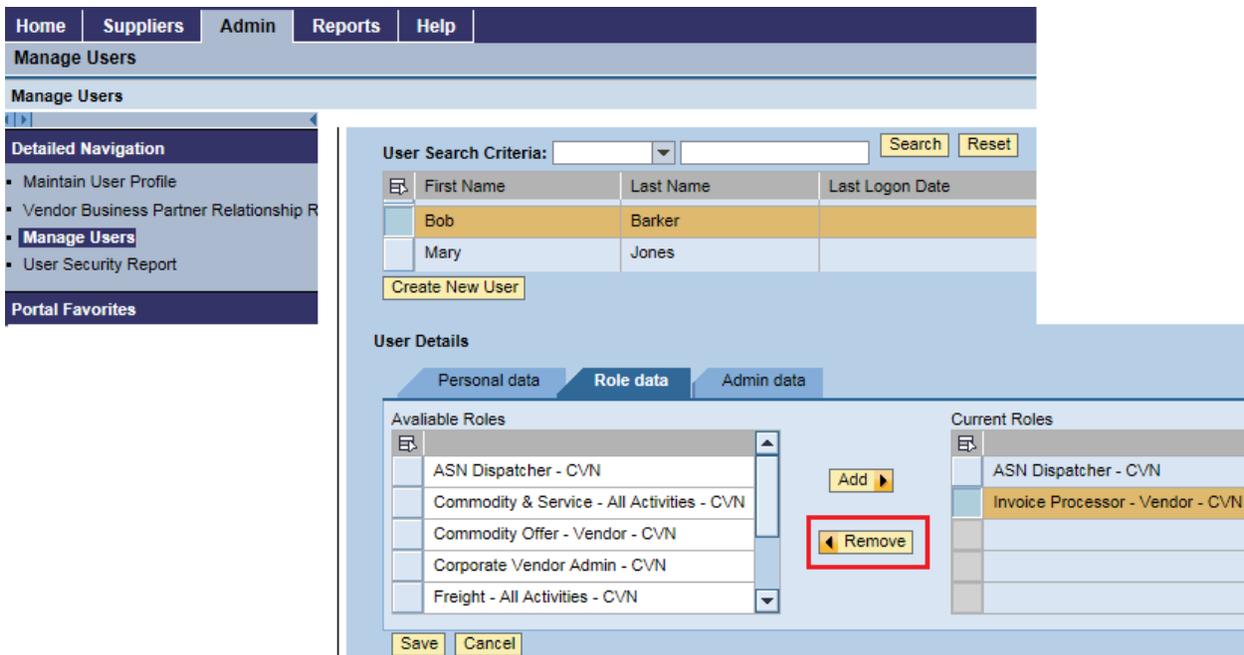
First Name	Last Name	Last Logon Date
Bob	Barker	
Mary	Jones	

To modify user roles:

Under Manage Users, highlight the applicable user, then click on the Role data tab and press the Modify User button.



If a role needs to be removed, select the role that needs to be removed from the Current Roles list and click the Remove button.



Corporate Vendor Administrator-Roles and Responsibilities

If a role needs to be added, select the role that needs to be added from the Available Roles list and click the Add button to move the desired role to the Current Roles list.

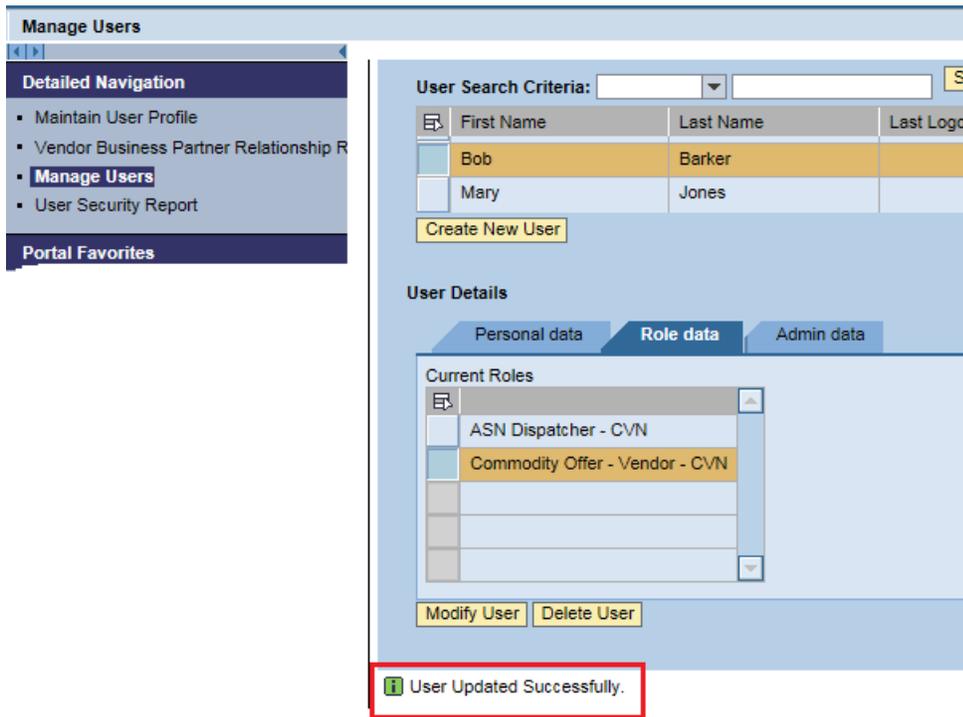
The screenshot shows the 'Manage Users' interface. On the left is a navigation menu with 'Manage Users' selected. The main area is titled 'User Search Criteria' and contains a search table with columns for First Name, Last Name, and Last Logon Date. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing two lists: 'Available Roles' and 'Current Roles'. The 'Available Roles' list includes 'ASN Dispatcher - CVN', 'Commodity & Service - All Activities - CVN', 'Commodity Offer - Vendor - CVN', 'Corporate Vendor Admin - CVN', and 'Freight - All Activities - CVN'. The 'Current Roles' list currently contains 'ASN Dispatcher - CVN'. An 'Add' button is highlighted with a red box, and a 'Remove' button is also visible. At the bottom of the 'Role data' section are 'Save' and 'Cancel' buttons.

When finished adjusting the roles for the applicable user, press the Save button.

This screenshot is identical to the previous one, but with the 'Save' button at the bottom of the 'Role data' section highlighted with a red box. The 'Add' button is no longer highlighted.

Corporate Vendor Administrator-Roles and Responsibilities

You should see a "User Updated Successfully" message below.



The screenshot displays the 'Manage Users' interface. On the left is a navigation menu with 'Manage Users' selected. The main area shows a search criteria field, a table of users, and a 'User Details' section. The 'Current Roles' list includes 'ASN Dispatcher - CVN' and 'Commodity Offer - Vendor - CVN'. A red box highlights a green information icon and the text 'User Updated Successfully.' at the bottom of the interface.

First Name	Last Name	Last Login
Bob	Barker	
Mary	Jones	

Current Roles
ASN Dispatcher - CVN
Commodity Offer - Vendor - CVN

i User Updated Successfully.

Locking a user from accessing WBSCM:

If a user has left the company or no longer needs access to WBSCM, the CVA can lock the user from accessing the system.

Corporate Vendor Administrator-Roles and Responsibilities

Under Manage Users, highlight the appropriate user and click on the Admin Data tab, then Modify User.

The screenshot shows the 'Manage Users' interface. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this is a 'Manage Users' header. On the left, there is a 'Detailed Navigation' menu with options: 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. Below the menu is a 'Portal Favorites' section. The main content area is titled 'Manage Users' and contains a search section with 'User Search Criteria' and 'Search' and 'Reset' buttons. Below the search is a table with columns 'First Name', 'Last Name', and 'Last Logon Date'. The first row contains 'John' and 'Smith'. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data' (highlighted with a red box). Under 'Admin data', there is a 'User Locked' checkbox (unchecked), a 'Reason Locked' text field, and a 'Resend New User Email' button. At the bottom of the 'User Details' section, there are 'Modify User' and 'Delete User' buttons, with 'Modify User' highlighted by a red box.

Once in edit mode, check the User Locked box and enter text into the Reason Locked field. Click Save when finished.

The screenshot shows the 'Manage Users' interface in edit mode. The 'Admin data' tab is still selected. The 'User Locked' checkbox is now checked. The 'Reason Locked' text field contains the text 'User resigned 02/15/2016'. Below this, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box.

Corporate Vendor Administrator-Roles and Responsibilities

After clicking save, you should receive a "User Updated Successfully" message below.

The screenshot displays the 'Manage Users' interface. At the top, there is a navigation bar with tabs for 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, the 'Manage Users' section is active. On the left, a 'Detailed Navigation' sidebar lists options: 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. The main content area shows a search criteria section with two input fields and 'Search' and 'Reset' buttons. Below the search is a table with columns 'First Name', 'Last Name', and 'Last Logon Date', containing one row for 'John Smith'. A 'Create New User' button is visible. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data' (selected). Under 'Admin data', there is a 'User Locked' checkbox which is checked, and a 'Reason Locked' field containing 'User resigned 02/15/2016'. There are buttons for 'Resend New User Email', 'Modify User', and 'Delete User'. At the bottom, a green message box with an information icon states 'User Updated Successfully.', which is highlighted with a red rectangle.

Note: If a locked user needs to be unlocked to resume access to WBSCM, highlight the applicable user name, click on the Admin data tab, select Modify User, then remove the checkmark from the User Locked field, then press Save.

Adding Plants and/or Shipping Points

Please refer to the Vendor Business Partner Relationship Report for a listing of all plants/shipping points currently defined in WBSCM for your company. This report is located at: Admin>Manage Users>Vendor Business Partner Relationship Report

New vendors will need to add plants and shipping points, if applicable, prior to submitting offers.

Navigate to: **Suppliers>Maintain Organization**

Click on Plant/Shipping Registration

Please note that the process is the same for creating a plant or shipping location.

-If creating a plant, select the radio button next to Plant.

-If creating a shipping location, select the radio button next to Shipping Location.

Enter the required Address data:

Name 1 – ENTER THE NAME OF THE PLANT –ALL CAPs

Street Address: Enter street address

Country: USA

Location: Enter the location city

State/Region: Enter the two letter abbreviation of the State

Zipcode: Enter zipcode for the location

E-Mail Address: Provide e-mail address for contact person at the plant

Telephone: Phone number for contact person

Scroll through the Product Categories section and select the ones that best match the products the plant is approved to produce.

Corporate Vendor Administrator-Roles and Responsibilities

When finished entering all of the data on this form, check that you have read the data privacy statement and press Submit.

Home **Suppliers** Admin Reports Help

Supplier Self Service Bid Management **Maintain Organization**

Plant/Shipping Registration

Plant/Shipping Registration

Plant/Shipping Points -- User Assignm

Plant/Shipping Registration

Portal Favorites

Welcome to Supplier Plant / Shipping Point registration
To register your Plant / Shipping Point, enter your data and choose submit
* Required Entry

Company Details

Name of Company * Comm Domestic Vendor 1

Language * English

Registration Type * Plant Shipping Location

Address Data

Name1 * COMM DOMESTIC VENDOR-COLUMBIA M

Name2

Street Address 12345 MAIN ST

Building

Floor Suite No

Country * USA

Location * COLUMBIA

State/Region * MO Zip Code * 64111

P.O. Box PLZ PO Box

PO Box Location PO Box Country USA

E-Mail Address * VENDOREMAILADDRESS@GMAIL.COM

Telephone * 816-555-5555 Extension

Fax Extension

Which Product Categories can you Deliver?

Select the language in which you want to send the questionnaires * English

BAGS-EMPTY BAKED PRODUCTS-PKGD BARLEY-PKGD

BEANS, DRY BEANS, DRY-PKGD BEEF, CANNED

VEG OIL PROD, KOSHER VEGETABLE, CANNED VEGETABLE, DRIED

VEGETABLE, FRESH VEGETABLE, FROZEN VEGETABLE, JUICE

VEGETABLE, SOUP WHEAT-SOY BLEND-PKGD YOGURT

Data Privacy Statement

USDA Data Privacy Statement

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFR Part 1400. The information will be used to evaluate bids to purchase commodities and provide services. The information collected may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in non-consideration. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

USDA WBSM Team

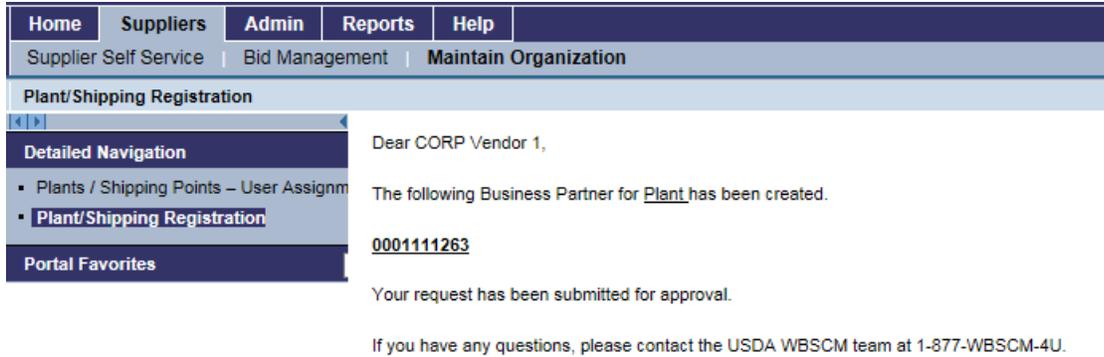
Phone: 1-877-WBSM-4U

Email: wbscmhelp@ams.usda.gov

Yes, I have read the data privacy statement and accept the terms.

After you submit your plant or shipping point, you should receive a confirmation message on the screen. Please note that the 7-digit business partner number will begin with "11" for a Plant, and "12" for a Shipping Location.

Corporate Vendor Administrator-Roles and Responsibilities



The screenshot shows the WBSM portal interface. At the top, there is a navigation bar with tabs for Home, Suppliers, Admin, Reports, and Help. Below this is a sub-navigation bar with links for Supplier Self Service, Bid Management, and Maintain Organization. The main content area is titled "Plant/Shipping Registration" and contains a message to a "CORP Vendor 1". The message states that a Business Partner for a specific plant has been created and provides the ID number 0001111263. It also mentions that the request has been submitted for approval and provides contact information for the USDA WBSM team.

Immediately after the plant or shipping point has been submitted in WBSM, send an e-mail message to the AMS helpdesk at WBSCMAMSHelpDesk@ams.usda.gov. In your email, please identify whether you created a plant or a shipping point, and include the name of the plant and/or shipping point, street address, city, state, and zip code. Sending an email will alert AMS that a plant and/or shipping point has been entered in WBSM and is awaiting USDA approval, as WBSM does not currently have functionality to notify USDA of pending registration requests.

Assigning Users to Plants and/or Shipping Points

Once you have received notification that your plant and/or shipping point has been approved, you may proceed with assigning users to the plant and/or shipping point.

Users within your company that do not have the Corporate Vendor Admin role, will need to be assigned to each individual plant and/or shipping point for which the user will be performing various activities in WBSM, such as: submitting offers, reviewing POs, creating ASNs, submitting invoices, and executing reports.

Navigate to: **Suppliers>Maintain Organization**

Click on Plant/Shipping Points – User assignments

Please note that the process is the same for assigning a user to a plant or shipping location.

-If assigning to a plant, select the radio button next to Assign User to a Plant.

-If assigning to a shipping point, select the radio button next to Assign User to a Shipping Point.

NOTE: AMS vendors will not assign users to a freight agency.

Corporate Vendor Administrator-Roles and Responsibilities

Select the appropriate radio button and then press Go.

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management **Maintain Organization**

Plants / Shipping Points – User Assignment

Detailed Navigation

Plants / Shipping Points – User Assig

- Plant/Shipping Registration

Portal Favorites

Assign Users to a Plant, or to a Shipping Point, or to a Freight Agency.

Main Assignment Screen

Assign User to a Plant

Assign User to a Shipping Point

Assign User to a Freight Agency

Go →

To see which users are already assigned to a specific plant:

Highlight the plant, then press the Display Existing Rel button. All users currently assigned to the plant will be shown in the Existing Relationships box below.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Display Existing Rel Assign Users to Plants

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Jones.Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	12/31/9999

Refresh Delimit Date

Corporate Vendor Administrator-Roles and Responsibilities

To add a new user to this plant, select the user (WBSCM ID) from the user dropdown and press the Assign Users to Plants button. If you are uncertain of the user's WBSCM ID, navigate to **Admin>Manage Users**, highlight the applicable user and review the User ID field on the Personal data tab.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Validity Date Info:

Valid Date From	Valid Date To

Display Existing Rel. Assign Users to Plants

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date

Refresh Delimit Date

You should get a "Record created successfully" message at the top of the screen.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

Record created successfully!

Corporate Vendor Administrator-Roles and Responsibilities

To verify that the user was added, highlight the applicable plant, and press the Display Existing Rel button. See below that this vendor was added to the specified plant.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Validity Date Info:

Valid Date From	Valid Date To

Plants:

Display Existing Rel Assign Users to Plants

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker, Bob	01/01/0001	12/31/9999
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	12/31/9999

Refresh Delimit Date

Follow the same process to assign the user to additional plants. If you need to add users to a shipping point, press the Back to Main button and select the Assign User to a Shipping Point radio button and repeat the same process as assigning a user to a plant.

Once a user is assigned to a plant, there isn't a way to delete them from that plant, but you can deactivate their plant access with a validity period. NOTE: once you deactivate a user's plant access, if you later decide that user's plant access needs to be reactivated, you will need to contact the helpdesk for assistance at WBSCMAMSHelpDesk@ams.usda.gov.

To deactivate a user's plant access, highlight the applicable plant, and press the Display Existing Rel button.

Corporate Vendor Administrator-Roles and Responsibilities

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Display Existing Rel. Assign Users to Plants

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker, Bob	01/01/0001	12/31/9999
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	12/31/9999

Refresh Delimit Date

Highlight the applicable user in the Existing Relationships box and manually change the Valid To Date field entry to the date that user access to that plant should end, then press the Delimit Date button.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: VENDORAB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Display Existing Rel. Assign Users to Plants

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker, Bob	01/01/0001	12/31/9999
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	03/21/2016

Refresh Delimit Date

You should receive a Record changed successfully message at the top of the screen.

Corporate Vendor Administrator-Roles and Responsibilities

Record changed successfully!

Back To Main

Assign User to Plant

Users: VENDORAB0001

Plants: COMM DOMESTIC VENDOR-COLUMBIA MC

Validity Date Info:	
Valid Date From	Valid Date To

Display Existing Rel. Assign Users to Plants

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker, Bob	01/01/0001	12/31/9999
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	03/21/2016

Refresh Delimit Date

Reports

For a list of available reports in WBSCM, along with step-by-step instructions, please visit our website at: <https://www.ams.usda.gov/selling-food/wbscm> and scroll to the Creating Reports section.