



***EXT PRO400 -
Corporate Vendor Admin Activities***

WBSCM Exercise Guide

March 2010

Lesson 2	Central Vendor Registration
Demo	2.1 – Download PDF

Situation

Your company is a food supplier and you wish to register as a new vendor with the USDA. You wish to download the Vendor Registration form from the USDA website.

Procedure

1. Navigate to: www.usda.gov
2. Navigate to the correct location and download the PDF.
Note: the USDA website is not currently set up with the downloadable PDF file.

Questions

Question 1

What is the URL for the site containing the PDF file?

Answer

Lesson 2	Central Vendor Registration
Exercise	2.2 – Complete Supplier Registration

Situation

The first step to becoming a Vendor is to fill out the Vendor Registration form.

Procedure

1. Open the Adobe PDF file, **Non-CCR PDF**, located on your Desktop.
2. Select **File -> Save As** from the menu bar and save the file as **Non-CCR PDF 2**
3. Complete the following:

Field	Value
Type of Vendor	Commodity Vendor
Are you a US-based Vendor?	Yes
Are you registered with Central Contracting Registration?	No
Name of Company	<i>Refer to Datasheet</i>
First Name	CHRIS
Last Name	STUDENT
E-Mail Address	<i>Use your own USDA email address</i>
Telephone	404-435-1234
Fax	404-435-1235
Street Address	23 WEB BRIDGE DRIVE
City Location	ROSWELL
Zip Code	30005
State/Region	GA
Country	USA
Business Types	Small Business
Which Products/Service Categories do you Offer?	Ham, Fully Cooked
Select an Organization Type	Corporate Entity, Not Federal Tax Exempt

4. Click the **Check** button. You will receive the error message, “*You must acknowledge that you have read the Statements and accepts the Terms and Conditions before submitting the form to the USDA.*”
5. Click the check box to the left of the text, “*Yes, I have read the data privacy statement and accept the terms.*”
6. Click the **Check** button. An information box displays the message, “*Form is Complete*”.
7. Save the form using the same name.

Note: For training we will not email the form to USDA.

Questions

Question 1

Name three required fields.

Answer

Lesson 3	Plants and Shipping Locations
Exercise	3.1 – Plant Shipping Point Registration

Situation

You need to register your Plant(s) and Shipping Point(s) into the WBSCM system.

Procedure

1. Navigate to: Suppliers > Maintain Organization > Plant/Shipping Registration
2. The company name will default from the user profile
3. Click the **Plant** radio button.
4. Complete the following:

Field	Value
Name1	ROSWELL PLANT
E-Mail Address	<i>Use your own USDA email address</i>
Telephone	404-123-1234
Zip Code	30005
Location	ROSWELL
State/Region	GA
Country	USA
Which products can you deliver?	Ham, Fully Cooked
Yes, I have read the data privacy statement and accept the terms	<i>Select check box</i>

5. Click the **Submit** button.

Lesson 4	User Registration
Exercise	4.1 – Create Internal Users

Situation

As the Corporate Vendor Admin for your company, you need to create a user ID and assign roles.

Procedure

1. Login using your designated Corp Vendor Admin ID – See Datasheet.
2. Navigate to: Admin tab > Manage Users > Manage Users.
3. Click the **Create New User** button.
4. Complete the following:

Field	Value
First Name	see data sheet
Last Name	see data sheet
Email	<i>Use your own USDA email address</i>
Country	USA
State	Georgia

5. Click the **Role data** tab.

Note: The roles assigned to the user will vary depending upon their responsibilities.

6. Select **Commodity Offer – Vendor - CVN**.

7. Click the **Add** button.

8. Select **Commodity & Services – All Activities - CVN**.

9. Click the **Add** button.

10. Click the **Personal Data** tab.

11. Click the **Save** button.

12. In the table at the top, click the new user.

13. Record the UserID listed in the **Personal Data** tab _____.

Questions

Question 1

How many roles can be assigned to a user?

All available roles

Lesson 4	Plants, Shipping Locations and Freight Agencies
Exercise	5.1 – Assign Users to Plant/Shipping Point

Situation

As the Corporate Vendor Admin for your company, you need to assign your new user to the Roswell Plant.

Procedure

1. Navigate to: Suppliers tab > Maintain Organization tab > Plants /Shipping Points – User Assignment.
2. Select the **Assign User to a Plant** radio button.
3. Click the **Go** button.
4. In the **Users** field, select your Corporate Vendor Admin ID (See Datasheet).
5. In the **Plant** field, select **Roswell Plant**, from the drop down list.
6. Click the **Assign Users to Plants** button.
7. Click the **Display Existing Rel.** button. The user ID will populate the Existing Relationships grid.
8. Repeat steps 4 thru 7 for your other users.

Questions

Question 1

How many users are assigned to this Plant?

Answer

Question 2

Can a user be assigned to more than one Plant?

Answer