Work Instruction

Create Replacement Invoice (External)

PROCESS OVERVIEW

The purpose of this transaction is for the vendor to enter a Replacement Invoice in WBSCM. A Replacement Invoice may need to be entered if an initial invoice is rejected. An invoice may be rejected for:

- Invoicing for more than what was delivered
  - Damaged/rejected cases
- All required documents based on the Master Solicitation are not attached
- Documents are not legible
- Documents are missing Sales Order and item number or Purchase Order (PO) and item number
- Sent to a different delivery location than what is listed on the PO
- Seal number on Certificate of Loading doesn't match what's on the Bill of Lading

This work instruction reviews the following instructions:

- Modify/update an invoice quantity, vendor reference or message to/from purchaser
- Remove line items from the invoice
- Add/update QM parameters
- Attach a file to the invoice

Process Trigger

Perform this transaction to create a replacement invoice when the initial invoice has been rejected with a specific rejection code.

Prerequisites

- Initial invoice has been rejected.

Portal Path

Follow the Portal path below to complete this transaction:

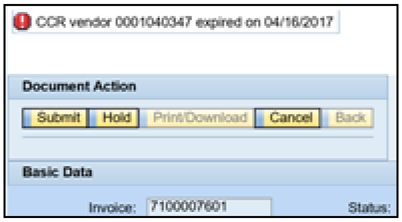
- Select **Suppliers** tab ➔ **Supplier Self Service tab➔ Supplier Self Service** link to go to the *Supplier Self Service* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.
- Rejection codes include the following:
  - RE 01 - Name of Vendor Incorrect/Missing
  - RE 02 - Invoice Date Incorrect/Missing
  - RE 03 - Contract Number Incorrect/Missing
  - RE 04 - Documents Not Readable
  - RE 05 - Description, Price, Quantity Incorrect
  - RE 06 - Shipping/Payment Terms Incorrect
  - RE 07 - Tax Payer ID Number (TIN) Incorrect/Missing

  - RE 08 - Duplicate Invoice
  - RE 09 - Contact Name/Phone Number Incorrect/Missing
  - RE 10 - Other Required Documentation Incorrect/Missing
  - RE 11 - Reject the lot completely (No Resubmission of lot)
  - RE 12 - Non-Conforming Product
- Consult the specific Agency website for Master Solicitation invoice requirements.
  - For Domestic (AMS) click here: https://www.ams.usda.gov/sites/default/files/media/MSCP.pdf.
  - For International (FSA) click here: https://www.fsa.usda.gov/programs-and-services/commodity-operations/procurement-and-sales/export/index

- You may receive the message "CCR vendor XXXXXXXXXXX expired on MM/DD/YYYY" upon submission of the invoice, if the vendor information is expired in the Supplier Award Management (SAM) system.



CCR vendor 0001040347 expired on 04/16/2017

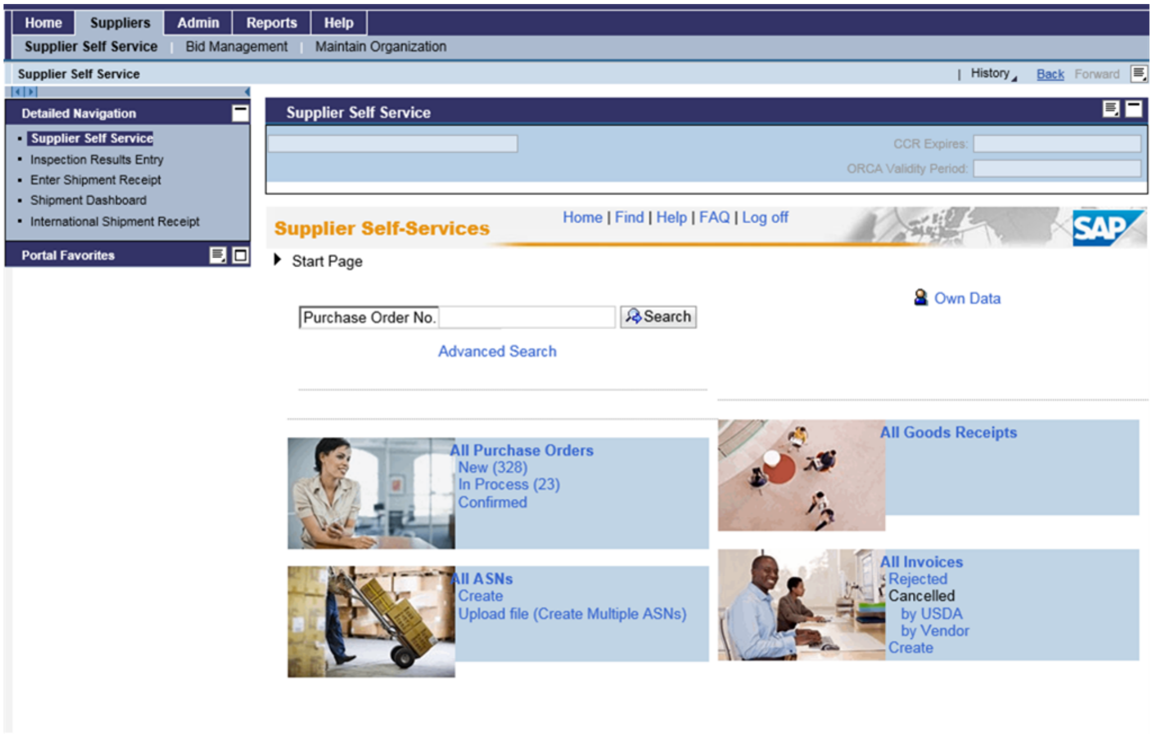
Invoice: 7100007601

The XXXXXXXXXXX represents the vendor name, the MM/DD/YYYY represents the date of expiration. This requires the vendor to update the vendor information in the SAM system in order to process invoices in WBSCM. The vendor may have to wait up to one day before resubmitting the invoice after updating the vendor information in the SAM system. The invoice can be saved (Hold) before resubmitting or cancelled if the invoice will be re-created.

PROCEDURE

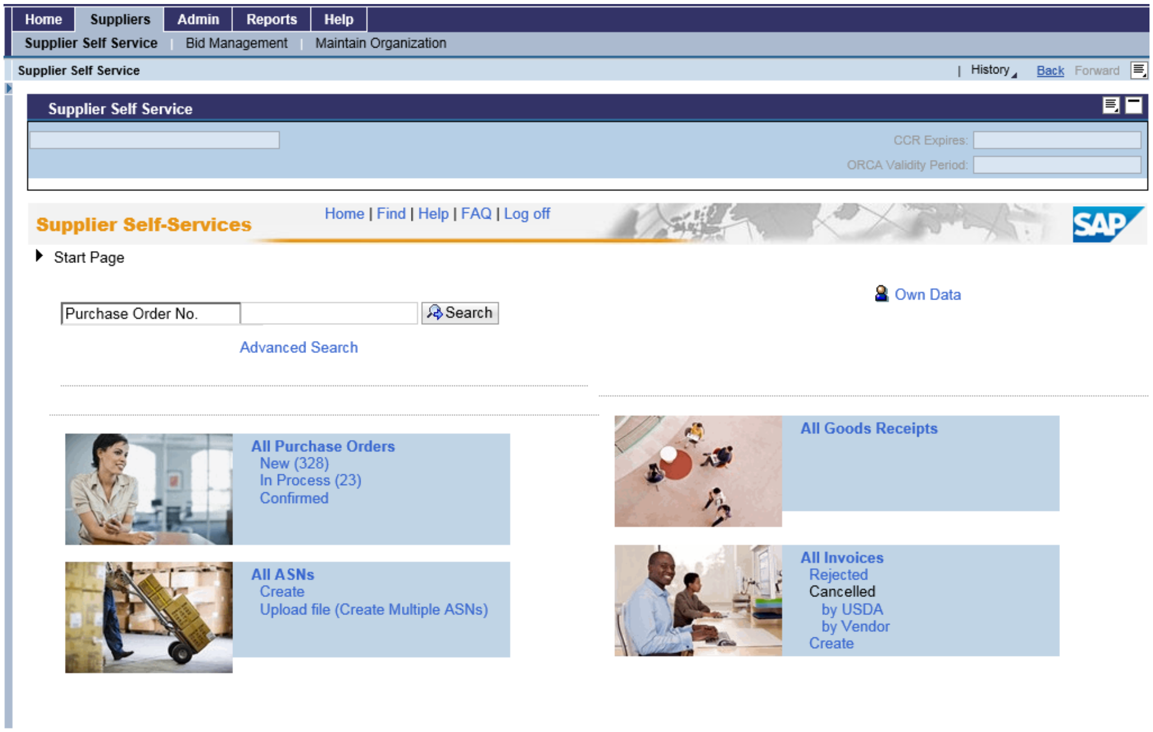
1. Start the transaction using the Portal path: **Suppliers tab ➔ Supplier Self Service tab➔ Supplier Self Service**

Supplier Self Service Screen



2. Click ◀ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that you can do this with any transaction in WBSCM- not just vendor invoice transactions.

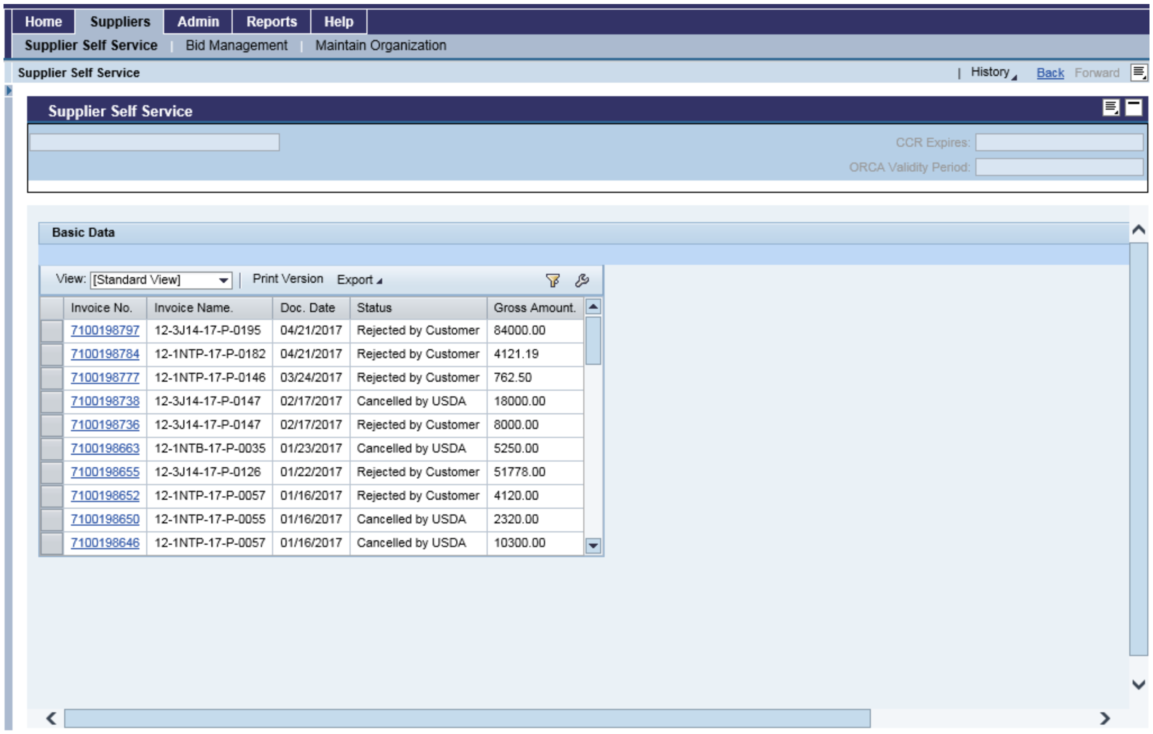
Supplier Self Service Screen



3. In the **All Invoices** frame, click Rejected (the **Rejected** link) for a list of Invoices for this vendor that have been rejected.

(Note) Step 4 reviews the fields prior to selection of the appropriate invoice to replace. When USDA rejects an invoice, the list of rejected invoices will display in this list. An e-mail is also sent to those users who are a Corporate Vendor Admin role, or any user with the Invoice Approver role and assigned to that plant.

Supplier Self Service Screen



Invoice No.	Invoice Name.	Doc. Date	Status	Gross Amount.
7100198797	12-3J14-17-P-0195	04/21/2017	Rejected by Customer	84000.00
7100198784	12-1NTP-17-P-0182	04/21/2017	Rejected by Customer	4121.19
7100198777	12-1NTP-17-P-0146	03/24/2017	Rejected by Customer	762.50
7100198738	12-3J14-17-P-0147	02/17/2017	Cancelled by USDA	18000.00
7100198736	12-3J14-17-P-0147	02/17/2017	Rejected by Customer	8000.00
7100198663	12-1NTB-17-P-0035	01/23/2017	Cancelled by USDA	5250.00
7100198655	12-3J14-17-P-0126	01/22/2017	Rejected by Customer	51778.00
7100198652	12-1NTP-17-P-0057	01/16/2017	Rejected by Customer	4120.00
7100198650	12-1NTP-17-P-0055	01/16/2017	Cancelled by USDA	2320.00
7100198646	12-1NTP-17-P-0057	01/16/2017	Cancelled by USDA	10300.00

4. As required, complete/review the following fields:

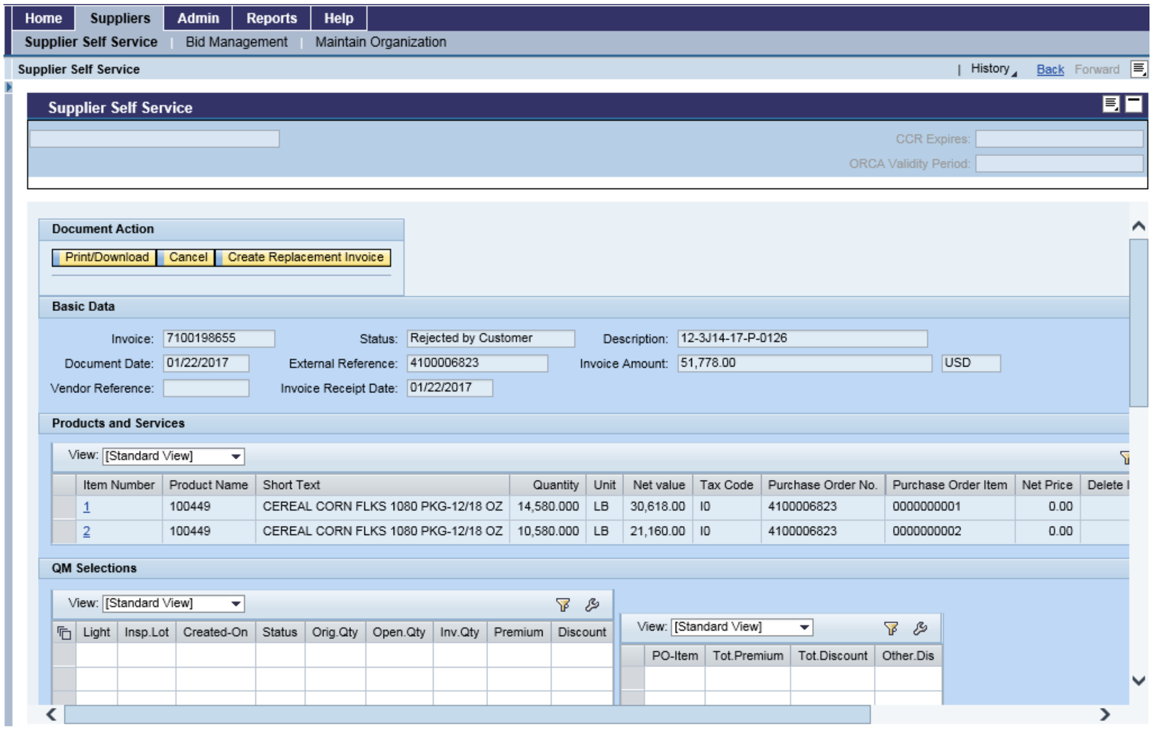
Field	R/O/C	Description
Invoice No.	O	Unique number assigned to an invoice when it is created. **Example:** 7100198655 (Note) The WBSCM invoice number always starts with a 71.
Invoice Name.	O	Name assigned to the invoice. **Example:** 12-3J14-17-P-0126 (Note) This refers to the Long Procurement Number (LPN) which appears on the Purchase Order.
Doc. Date	O	Date which appears in the document header and can be used for any defined purpose. **Example:** 01/22/2017

Field	R/O/C	Description
Status	O	Status of the document. **Example:** Rejected by Customer
Gross Amount.	O	Total amount. **Example:** 517880.00

5. Click on the **Invoice No.** field for the invoice to replace. In this example, **7100198655** invoice number is selected.

> (Note) Step 6 reviews invoice details prior to creating the replacement invoice. Fields not described below are not required based on the business process. You may need to use ⌄ (the **Scroll down** button) to review all details of the invoice.

Supplier Self Service Screen



Invoice: 7100198655
Status: Rejected by Customer
Description: 12-3J14-17-P-0126
Document Date: 01/22/2017
External Reference: 4100006823
Invoice Amount: 51,778.00 USD
Vendor Reference:
Invoice Receipt Date: 01/22/2017

View: [Standard View]

Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item	Net Price	Delete I
1	100449	CEREAL CORN FLKS 1080 PKG-12/18 OZ	14,580.000	LB	30,618.00	I0	4100006823	0000000001	0.00	
2	100449	CEREAL CORN FLKS 1080 PKG-12/18 OZ	10,580.000	LB	21,160.00	I0	4100006823	0000000002	0.00	

6. As required, complete/review the following fields:

Field	R/O/C	Description
Invoice:	O	Unique number assigned to an invoice when it is created. **Example:** 7100198655 (Note) The WBSCM invoice number always starts with a 71.
Status:	O	Status of the document. **Example:** Rejected by Customer
Description:	O	Text to identify and characterize an object or activity. **Example:** 12-3J14-17-P-0126 (Note) This refers to the Long Procurement Number (LPN) which appears on the Purchase Order.
Document Date:	O	Date which appears in the document header and can be used for any defined purpose. **Example:** 01/22/2017
External Reference:	O	This is the number of a related document. For example, if you are creating a redonation and wish to reference the original sales order, or if you are_|_creating a sales order and wish to reference the purchase order. **Example:** 4100006823
Invoice Amount:	O	Value of the order as shown in the invoice by the vendor. **Example:** 51,778.00
Unlabeled Field (to the right of the Invoice Amount: field)	O	Monetary unit. The currency of the entity processing transactions. **Example:** USD

Field	R/O/C	Description
Vendor Reference:	O	Vendor's internal system reference number or text. (Note) This is not a required field, but any information entered in this field will display on the disbursement statement.
Invoice Receipt Date:	O	Date the invoice document was received. **Example:** 01/22/2017 (Note) This date is used to determine vendor payment due date per Prompt Payment Act.
Item Number	O	Number that identifies a line item on a document. Line items are assigned by the system in increments of 10. Each line item is posted to unique GL accounts. **Example:** 1 (Note) This field is in the **Products and Services** section of the screen.
Product Name	O	Product number in WBSCM. **Example:** 100449 (Note) This field is in the **Products and Services** section of the screen.
Short Text	O	Text description of an object limited to 40 characters. **Example:** CEREAL CORN FLKS 1080 PKG-12/18 OZ (Note) This field is in the **Products and Services** section of the screen.
Quantity	O	Number of items being processed. **Example:** 14,580.000 (Note) This field is in the **Products and Services** section of the screen. The quantity for the line item is derived from the PO less any quantities previously invoiced against this PO.

Field	R/O/C	Description
Unit	O	Unit by which quantities are to be measured. Some examples include pound, gram, meter, and liter. **Example:** LB (Note) This field is in the **Products and Services** section of the screen.
Net value	O	Dollar amount of the line item. **Example:** 30,618.00 (Note) This field is in the **Products and Services** section of the screen.
Tax Code	O	Indicates the type of tax and the amount of tax for a specific line item. **Example:** I0 (Note) This field is in the **Products and Services** section of the screen.
Purchase Order No.	O	Unique number identifying the purchase order. **Example:** 4100006823 (Note) This field is in the **Products and Services** section of the screen.
Purchase Order Item	O	Indicates purchase order line item number. **Example:** 0000000001 (Note) This field is in the **Products and Services** section of the screen.
Net Price	O	Price (rate) of the item after any discounts and surcharges are applied. **Example:** 0.00 (Note) This field is in the **Products and Services** section of the screen.

Field	R/O/C	Description
Delete Item	O	Provides ability to remove a line item. (Note) This field is in the **Products and Services** section of the screen.
Light	O	Represents the validation of the QM parameters. If the color is not green a validation for QM did not complete. (Note)This field is in the **QM Selections** section of the screen. The Light column field on the selected Inspection Lot line item displays three types of messages: • Green indicates that everything is correct with the Inspection Lot and the Vendor may proceed with the transaction. • Yellow indicates a warning/concern with the Inspection Lot for the Vendor should investigate. Click on the yellow light to view specific details of the warning. This message will not prevent the transaction from being completed, but simply serves as a warning that something appears to be incorrect. • Red indicates an error with the Inspection Lot. This indicates a hard stop, meaning the Vendor cannot proceed with the transaction until the error is corrected.
Insp.Lot	O	System generated number pertaining to the inspection results entered for a line item of a PO. **Example:** 010000022551 (Note) This field is in the **QM Selections** section of the screen.

Field	R/O/C	Description
Created-On	R	Date document was created. (Note) This field is in the **QM Selections** section of the screen.
Status	O	Status of the document. **Example:** INPA (Note) This field is in the **QM Selections** section of the screen.
Orig.Qty	O	Indicates original quantity. **Example:** 42000.000 (Note) This field is in the **QM Selections** section of the screen.
Open.Qty	O	Indicates open quantity. **Example:** 42000.000 (Note) This field is in the **QM Selections** section of the screen.
Inv.Qty	O	Quantity of material that has been invoiced. **Example:** 0.000 (Note) This field is in the **QM Selections** section of the screen.
Premium	O	Amount provided for exceeding expected parameter values. (Note) This field is in the **QM Selections** section of the screen.
Discount	O	Discount that will be provided to USDA for not meeting expected parameter values. **Example:** 75.60- (Note) This field is in the **QM Selections** section of the screen.

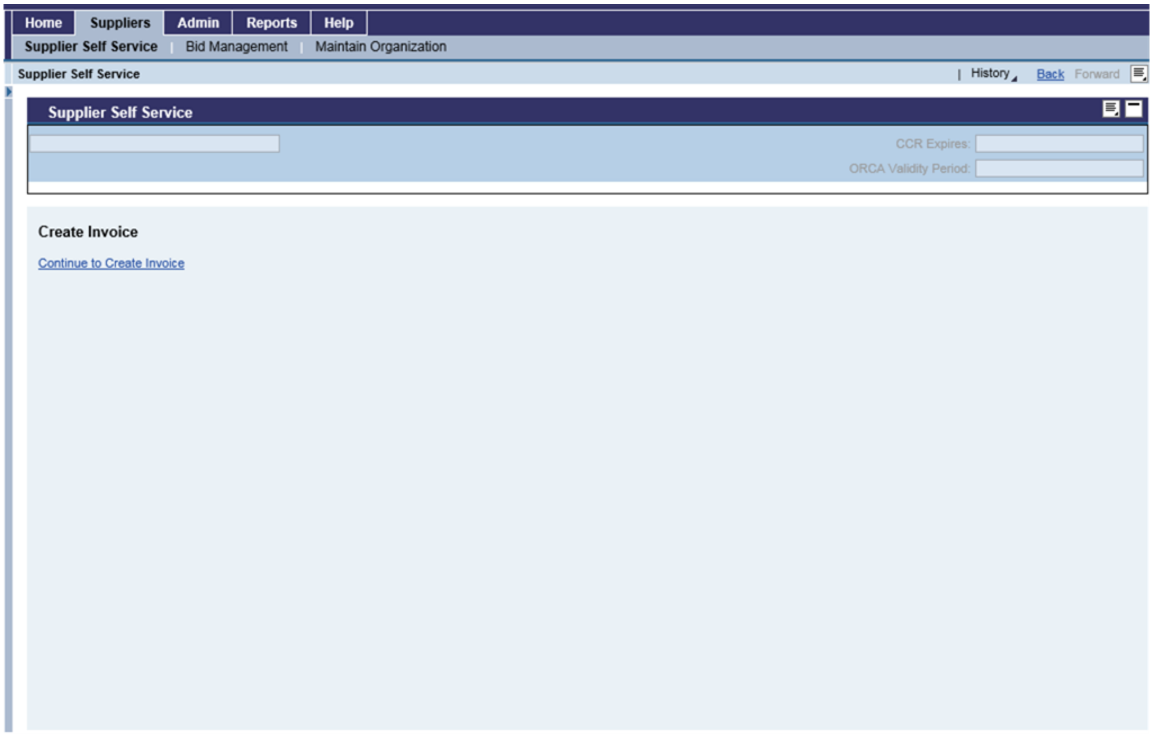
Field	R/O/C	Description
PO-Item	O	Purchase order number and associated line item number. **Example:** 4100006879-00005 (Note) This field is in the **QM Selections** section of the screen.
Tot.Premium	O	Cumulative amount provided for exceeding expected parameters value. **Example:** 0.00 (Note) This field is in the **QM Selections** section of the screen. Any applicable premium is shown here.
Tot.Discount	O	Cumulative amount provided to USDA for not meeting expected parameter values. **Example:** 75.60- (Note) This field is in the **QM Selections** section of the screen. Any applicable discount is shown here.
Gross Price:	O	Indicates price before discounts. **Example:** 51778.00 (Note) This field is in the **Price Information** section of the screen.
Late Shipment Discount:	O	Liquidated damages discount (LIQ). **Example:** 0.00 (Note) This field is in the **Price Information** section of the screen.
FI Disc/Premium:	O	Additional discounts or premiums applied by USDA during the invoice process. **Example:** 0.00 (Note) This field is in the **Price Information** section of the screen.

Field	R/O/C	Description
Net Value:	O	Dollar amount of the line item. **Example:** 51778.00 (Note) This field is in the **Price Information** section of the screen.
Message:	O	Message you wish to provide. This is a free text field that allows you to enter messages. (Note) This field is in the **Messages** section of the screen.
Description	O	Text to identify and characterize an object or activity. **Example:** Ship-To Address (Note) This field is in the **Partner Information** section of the screen.
Business Partner	O	Network of suppliers, transportation providers, freight forwarders (MARAD personnel), warehouses and recipient countries, that ensures proper commodity distribution. (Note) This field is in the **Partner Information** section of the screen.
First name	O	First name. (Note) This field is in the **Partner Information** section of the screen.
Street	O	A free-text field to enter the street address of the organization. (Note) This field is in the **Partner Information** section of the screen.
Postl Code	O	A zip code. (Note) This field is in the **Partner Information** section of the screen.

Field	R/O/C	Description
City	O	City where the company is located. (Note) This field is in the **Partner Information** section of the screen.
Telephone	O	Contact telephone number. (Note) This field is in the **Partner Information** section of the screen.
Fax	O	Fax number for user or organization. (Note) This field is in the **Partner Information** section of the screen.
E-Mail Address	O	Indicates e-mail address (Note) This field is in the **Partner Information** section of the screen.

7. Click Create Replacement Invoice (the **Create Replacement Invoice** button) to begin the process to create a replacement invoice.

Supplier Self Service Screen



8. Click Continue to Create Invoice (the **Continue to Create Invoice** link).

9. Perform any of the following:

If	Then
You need to modify the invoice quantity	1. Update the **Quantity** field in the **Products and Services** section of the screen with the required changes. 2. Click Update Quantity (the **Update Quantity** button) to update the invoice quantity.
You need to remove one or more line items, which do not require invoicing at this time. All available line items from the selected PO/ASN are displayed initially.	Click 🗑 (the **Trash can** button) to delete line item
You need to provide reference information in the invoice. This can include ASN. internal vendor invoice number or any other information that maybe required	Update the **Vendor Reference** field with the required changes.
Your need to provide a message to/from the Purchaser	1. Update the **Message:** field in the **Messages** section of the screen with the required changes. 2. Click Save Text (the **Save Text** button) to save the message
You need to provide quality (QM) parameters	1. Click on the **Item Number** field in the **Products and Services** section for the line item for which you need to provide QM parameters 2. Click ☐ (the **Select** box) in the line item that appears in the **QM Selections** section of the screen. 3. Update the **Open.Qty** field in the **QM Selections** section to match the **Quantity** field in the **Products and Services** section. 4. Click Apply (the **Apply** button) to apply the **QM parameters**.
You need to attach a file to the invoice	1. Click Browse... (the **Browse...** button) in the **Attachments** section of the screen. 2. Navigate and select the file to upload on your local machine. 3. Click Open (the **Open** button) to select the file.

If	Then
	4. Click Upload (the **Upload** button) to upload the file 5. Click Save (the **Save** button) to attach the file to the replacement invoice.
You have completed all required updates to the replacement invoice	Go to Step 10.

(Note) Deleted line items can be invoiced later and by accessing the same ASN/PO. Those line items already invoiced in full will not appear in the **Products and Services** section of the screen when the ASN/PO is selected again. Line item may be invoiced partially mulitiple times.

Invoice threshold total is set at $8,999,999.00 and is calculated manually. If the invoice threshold total of $8,999,999.00 is exceeded, the invoice may not be processed correctly although an error message will not display. Check the invoice total before submitting to ensure it does not exceed the threshold.

10. Perform one of the following:

If	Then
You want to submit the invoice for processing	Click Submit (the **Submit** button) to submit the invoice for processing.
You want to save the invoice to continue updates in the future. The invoice will not be submitted for processing	Click Hold (the **Hold** button) to save the invoice for additional updates prior to submitting for processing.
You need to cancel all updates to the invoice	Click Cancel (the Cancel button) to cancel the invoice.

(Note) Once an invoice is successfully submitted, the message "Invoice Successfully Processed" will appear. If an invoice is held, the message "Invoice Saved for Later Processing " will appear. If the invoice was canceled, the message "Invoice cancelled successfully" will appear.

(Note) You may receive the message “CCR vendor XXXXXXXXXXX expired on MM/DD/YYYY” upon submission of the invoice, if the vendor information is expired in the Supplier Award Management (SAM) system.

The XXXXXXXXXXX represents the vendor name, the MM/DD/YYYY represents the date of expiration. This requires the vendor to update the vendor information in the SAM system in order to process invoices in WBSCM. The vendor may have to wait up to one day before resubmitting the invoice after updating the vendor information in the SAM system. The invoice can be saved (Hold) before resubmitting or cancelled if the invoice will be re-created.

11. You have completed this transaction.

RESULT

You have created a replacement invoice when the initially submitted invoice was rejected. Updates may have included modifying the invoice details, removing line items, updating QM parameters, or updating attachments.