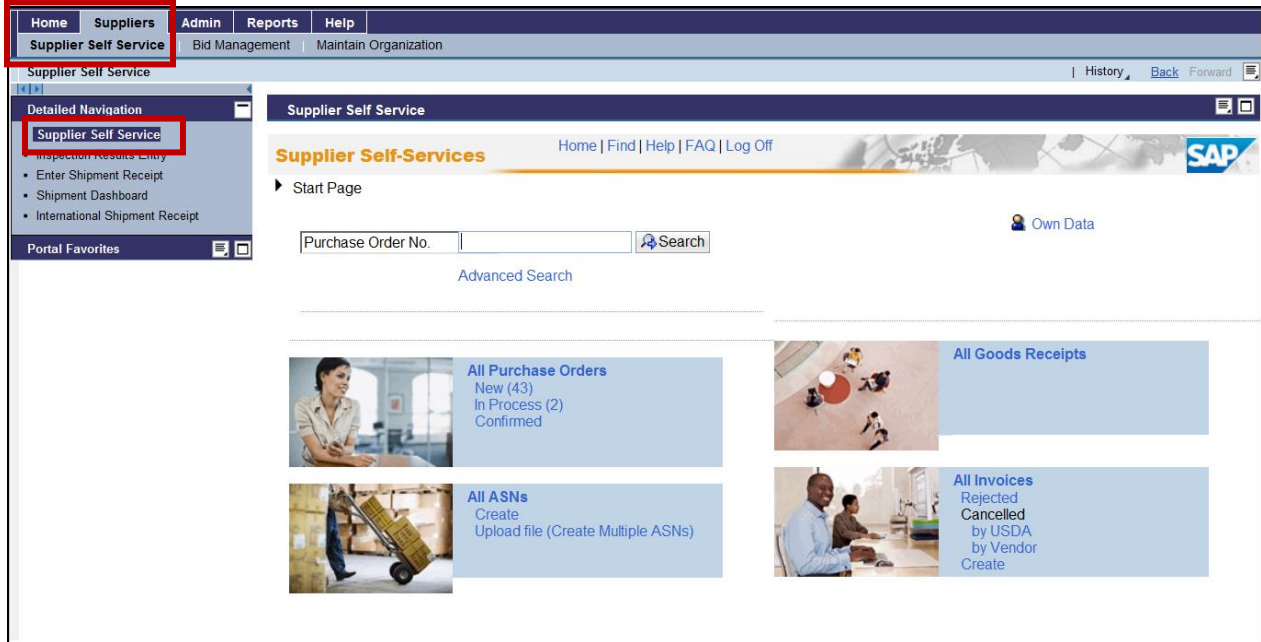
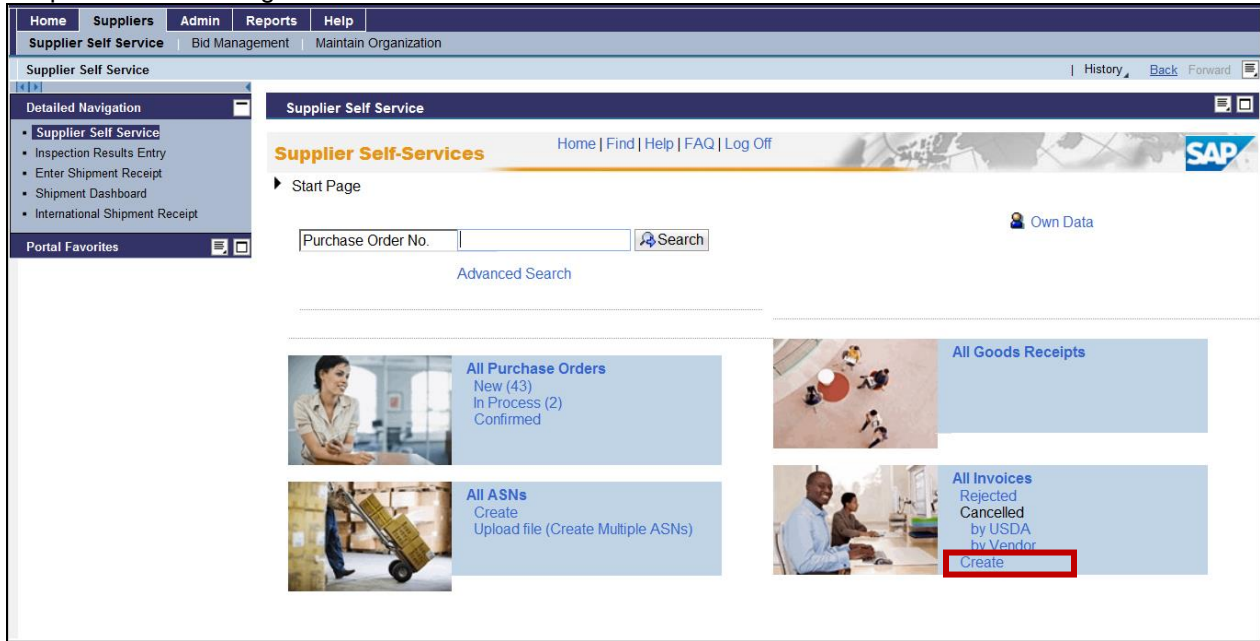


Log into WBSCM. (user must have been added to WBSCM and assigned the invoice creator role by the Corporate vendor administrator (CVA) or assigned the CVA role.

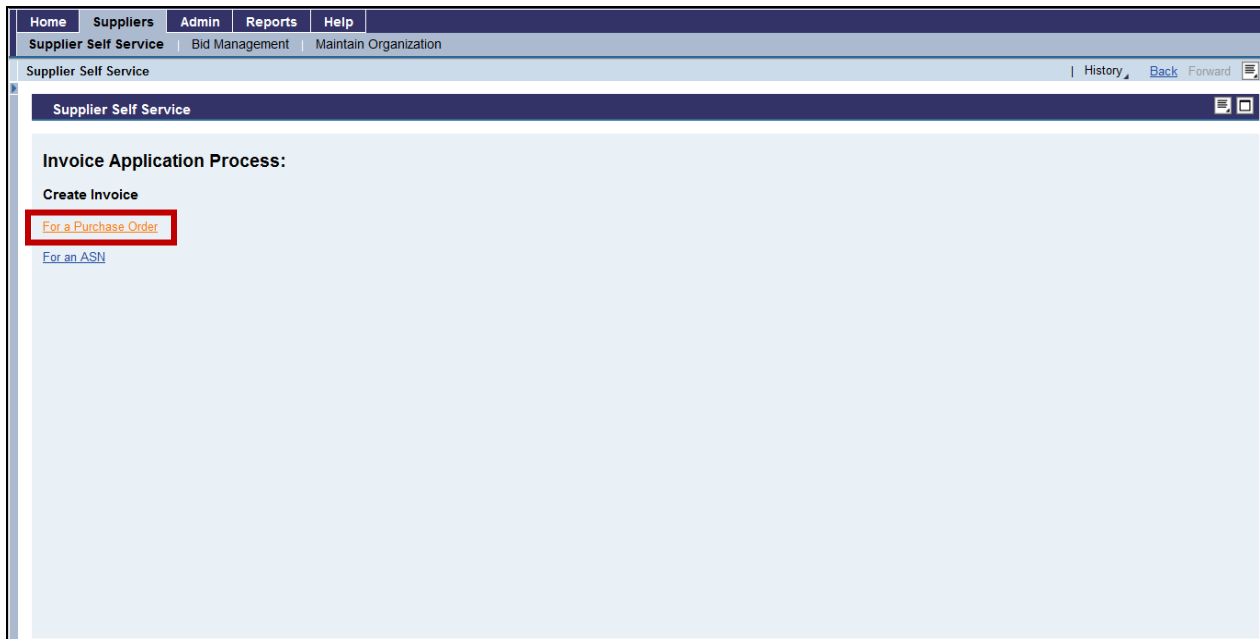
Navigate to: **Suppliers** → **Supplier Self Service**



In the "All Invoices" section of the Supplier Self Services Page, click [Create](#) (the **Create** link) to begin the process of creating an invoice.




Select "For a Purchase Order"

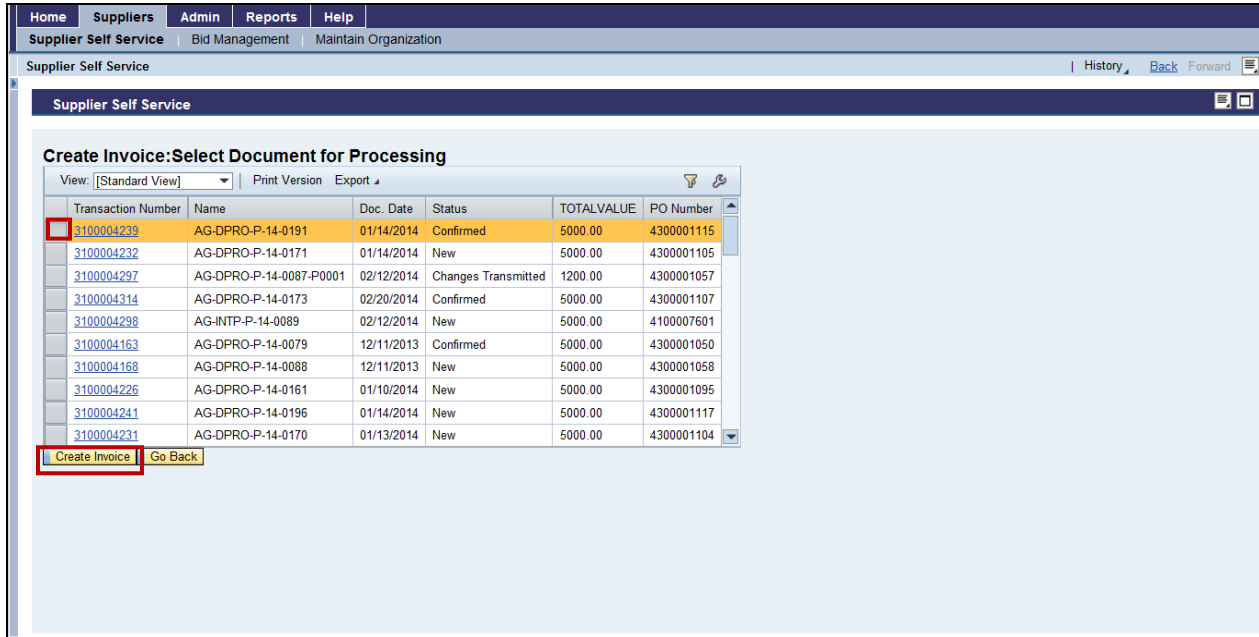


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A list of Purchase Orders (PO) will be displayed. Select the applicable PO that one wants to submit the invoice under by clicking the gray box to the left of the PO. The selected row should be highlighted in orange.

Click "Create Invoice"  at bottom of table.



The screenshot displays the 'Supplier Self Service' interface. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these, there are links for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Supplier Self Service' and contains a section for 'Create Invoice: Select Document for Processing'. This section includes a table with columns for Transaction Number, Name, Doc. Date, Status, TOTALVALUE, and PO Number. The first row is highlighted in orange, indicating it is selected. Below the table, there are two buttons: 'Create Invoice' and 'Go Back'.

Transaction Number	Name	Doc. Date	Status	TOTALVALUE	PO Number
3100004239	AG-DPRO-P-14-0191	01/14/2014	Confirmed	5000.00	4300001115
3100004232	AG-DPRO-P-14-0171	01/14/2014	New	5000.00	4300001105
3100004297	AG-DPRO-P-14-0087-P0001	02/12/2014	Changes Transmitted	1200.00	4300001057
3100004314	AG-DPRO-P-14-0173	02/20/2014	Confirmed	5000.00	4300001107
3100004298	AG-INTP-P-14-0089	02/12/2014	New	5000.00	4100007601
3100004163	AG-DPRO-P-14-0079	12/11/2013	Confirmed	5000.00	4300001050
3100004168	AG-DPRO-P-14-0088	12/11/2013	New	5000.00	4300001058
3100004226	AG-DPRO-P-14-0161	01/10/2014	New	5000.00	4300001095
3100004241	AG-DPRO-P-14-0196	01/14/2014	New	5000.00	4300001117
3100004231	AG-DPRO-P-14-0170	01/13/2014	New	5000.00	4300001104

Invoice creation page is displayed.

In the Vendor Reference box, please enter “FL Pilot”

The screenshot shows the 'Document Action' section with buttons for Submit, Hold, Print/Download, Cancel, and Back. Below is the 'Basic Data' section with the following fields:

- Invoice: 7100478579
- Status: In Process
- Description: AG-3J16-D-16-0538
- Document Date: 05/31/2016
- Reference Po No.: 4100010632
- Invoice Amount: 258,400.00
- USD
- Vendor Reference: FL Pilot** (highlighted with a red box)
- Invoice Receipt Date: [empty]

The 'Products and Services' section shows a table with one item:

Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
1	310070	AMS PILOT-UF&V	258,400.00	EA	258,400.00	10	4100010632	0000000001

Below the table is an 'Update Quantity' button.

The quantity for the line item is derived from the Purchase Order less any quantities previously invoiced against this PO. The quantity should be the quantity for the bi-monthly invoice. Once the quantity (XX,XXX.XX) has been edited click the **Update Quantities** button.

Note: the Invoice Quantity is the amount that was awarded under the PO line item or the remaining balance once invoices have been submitted and approved.

The screenshot shows the 'Supplier Self Service' interface. The 'Basic Data' section includes:

- Invoice: 7100005344
- Status: In Process
- Description: AG-DPRO-P-14-0088
- Document Date: 04/21/2014
- Reference Po No.: 4300001058
- Invoice Amount: 5,000.00
- USD
- Vendor Reference: [empty]

The 'Products and Services' section shows a table with one item:


Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
1	330099	DOD FRESH	5,000.00	EA	5,000.00	10	4300001058	0000000001

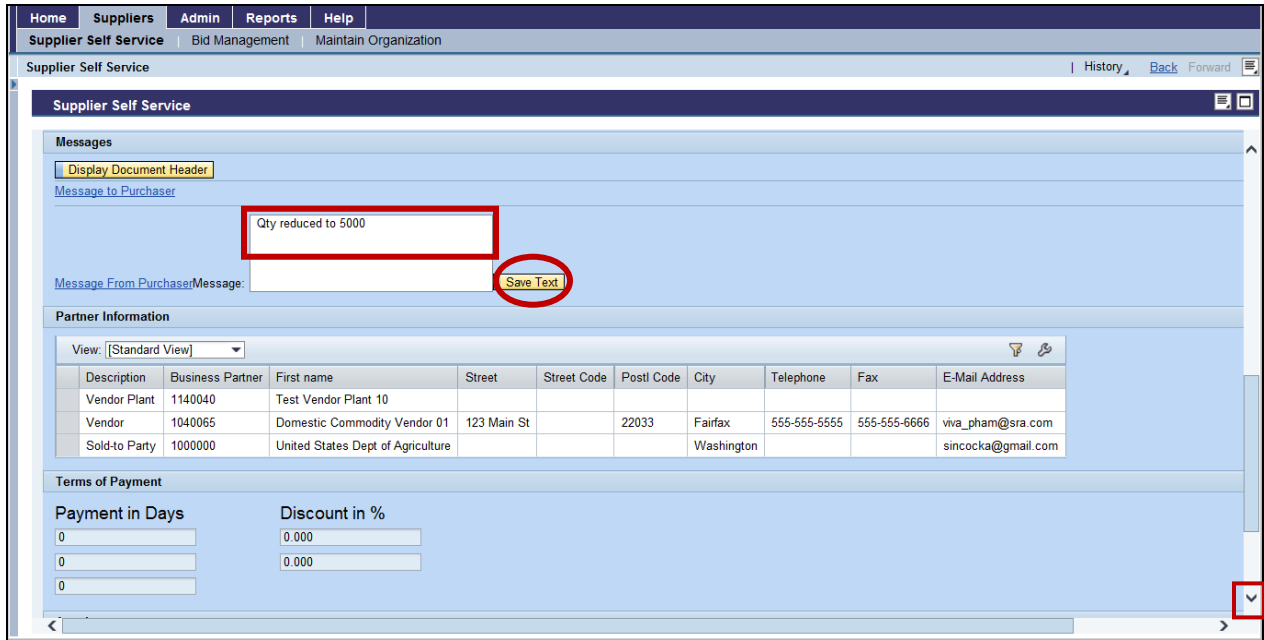
The 'Update Quantity' button is highlighted with a red box.

The 'QM Selections' section shows a table with columns: Select, Light, Insp.Lot, Created-On, Status, Orig.Qty, Open.Qty, Inv.Qty, Premium, Discount, PO-Item, Tot.Premium, Tot.Discout, Other.Dis.

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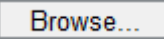
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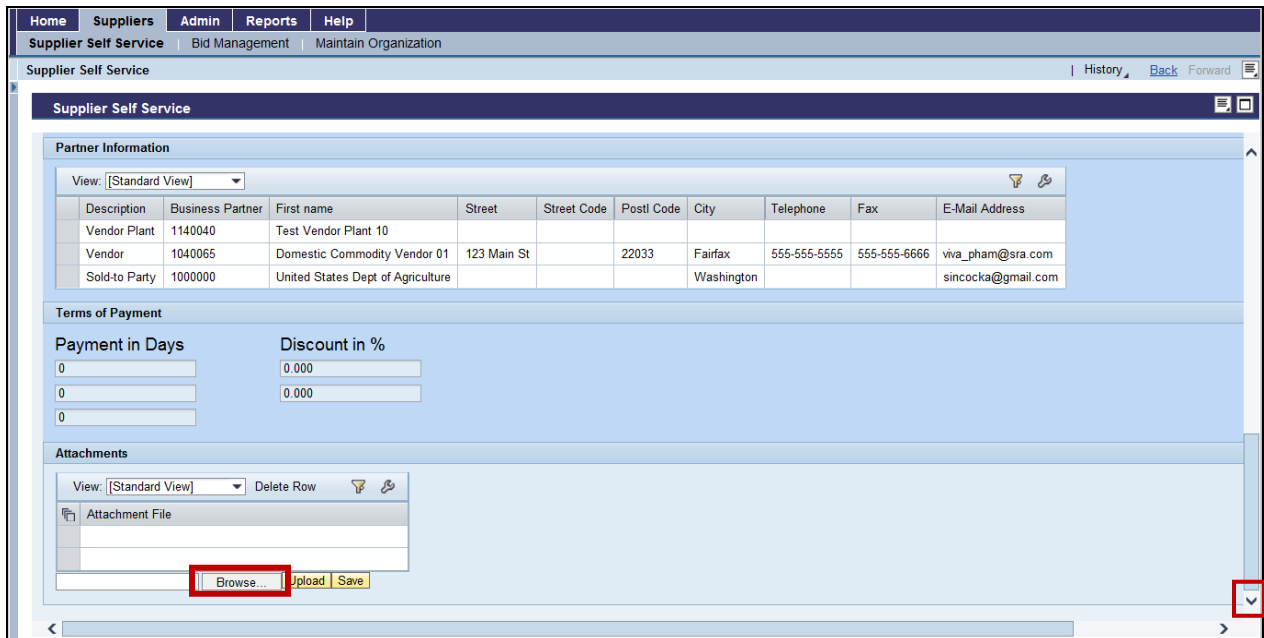
Click  (the **Down** arrow) on the vertical scrollbar to display the **Message** box. **Optional**- enter text for clarification purposes in the **Message** box and click “Save Text”.



The screenshot shows the 'Supplier Self Service' interface. The 'Messages' section is active, displaying a message to the purchaser: 'Qty reduced to 5000'. A 'Save Text' button is highlighted with a red circle. Below the messages is the 'Partner Information' section, which includes a table with columns for Description, Business Partner, First name, Street, Street Code, Postl Code, City, Telephone, Fax, and E-Mail Address. The table contains three rows of data. Below the partner information is the 'Terms of Payment' section, which includes input fields for 'Payment in Days' and 'Discount in %'. A red box highlights a scrollbar arrow at the bottom right of the interface.

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincoccka@gmail.com

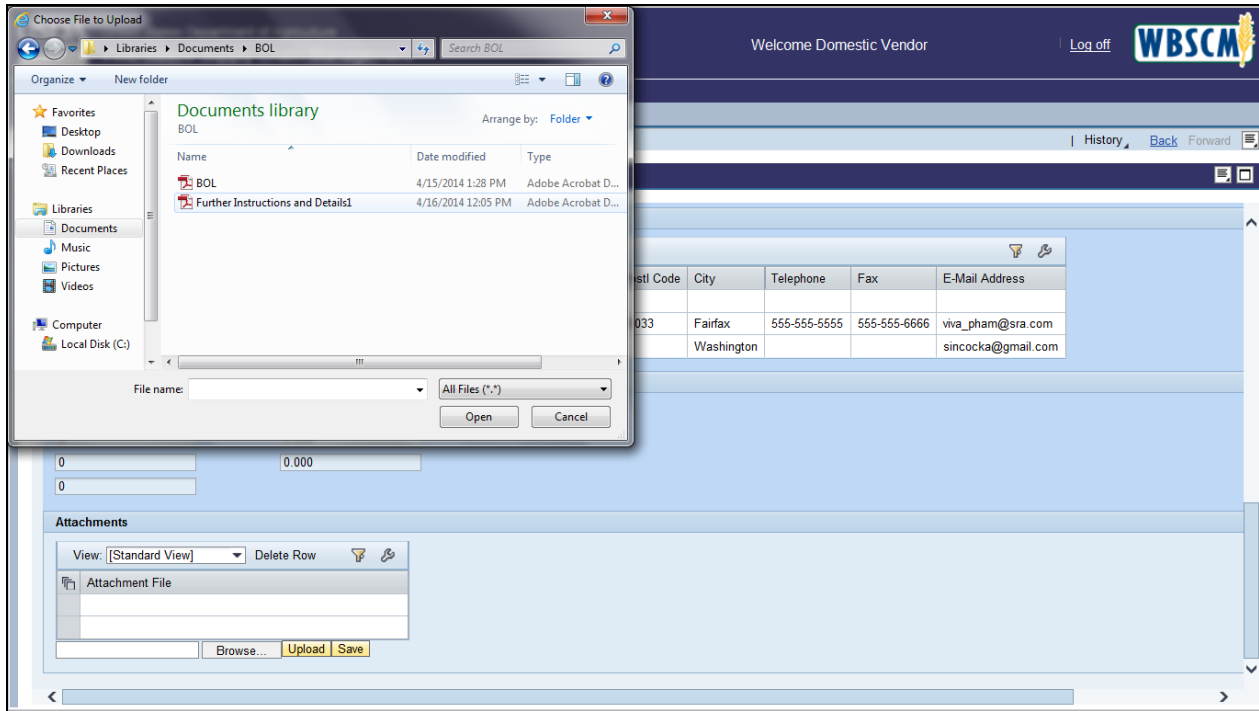
Click  (the **Down** arrow) on the vertical scrollbar to access the **Attachments** section. Attach the excel invoice file in this section. Click  (the **Browse...** button).



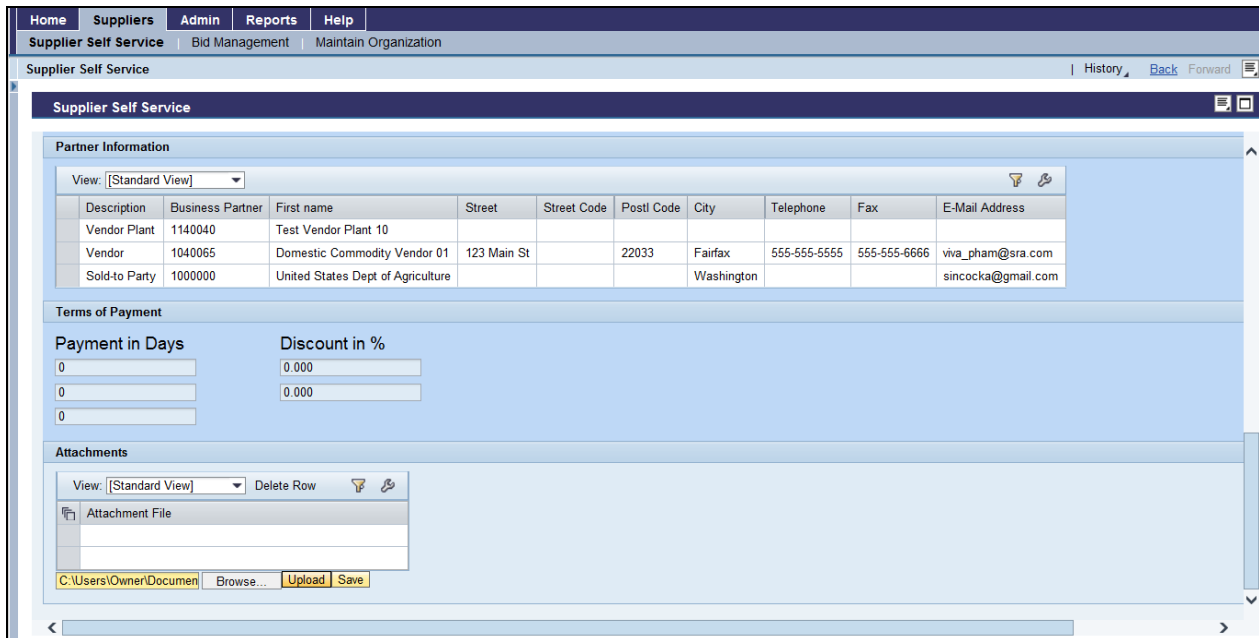
The screenshot shows the 'Supplier Self Service' interface. The 'Attachments' section is active, displaying a table with columns for Attachment File. A 'Browse...' button is highlighted with a red box. Below the attachments section is the 'Terms of Payment' section, which includes input fields for 'Payment in Days' and 'Discount in %'. A red box highlights a scrollbar arrow at the bottom right of the interface.

Attachment File

Choose File to Upload from the Pop-up window



Double-click **Further Instructions and Details1** (the **File** name) or Open to attach to the invoice.



SUBMITTING INVOICES IN WBSM FOR THE AMS FLORIDA Pilot

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Click **Upload** (the **Upload** button) to attach the electronic document to the invoice in WBSM.

The screenshot shows the 'Supplier Self Service' interface. The 'Attachments' section is active, displaying a table with one row: 'Attachment File' with the path 'C:\fakepath\Further Instructions and Details1.pdf'. Below the table, there are 'Browse...', 'Upload', and 'Save' buttons. The 'Upload' button is highlighted with a red box.

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com



Click **Save** (the **Save** button).

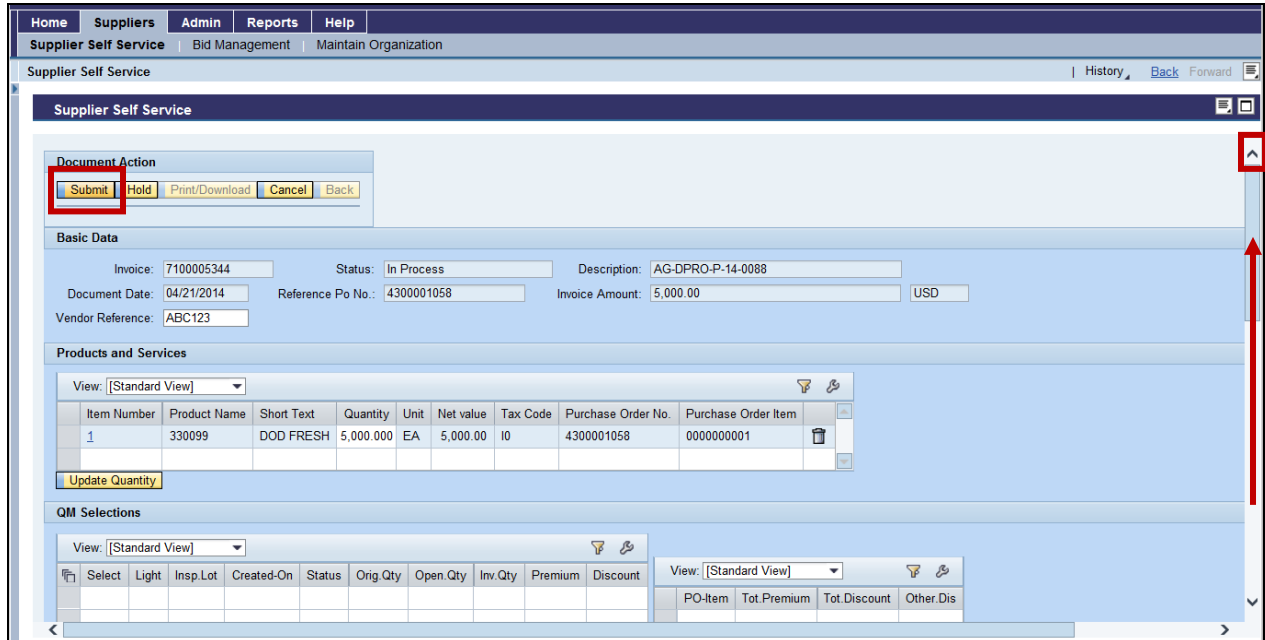
The screenshot shows the 'Supplier Self Service' interface, identical to the previous one. The 'Attachments' section is active, and the 'Save' button is highlighted with a red box.

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

SUBMITTING INVOICES IN WSCM FOR THE AMS FLORIDA Pilot

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Click  (the **Up** arrow) on the vertical scrollbar to submit the invoice. Click  (the **Submit** button) to process the invoice



Supplier Self Service

Document Action

Submit Hold Print/Download Cancel Back

Basic Data

Invoice: 7100005344 Status: In Process Description: AG-DPRO-P-14-0088
Document Date: 04/21/2014 Reference Po No.: 4300001058 Invoice Amount: 5,000.00 USD
Vendor Reference: ABC123

Products and Services

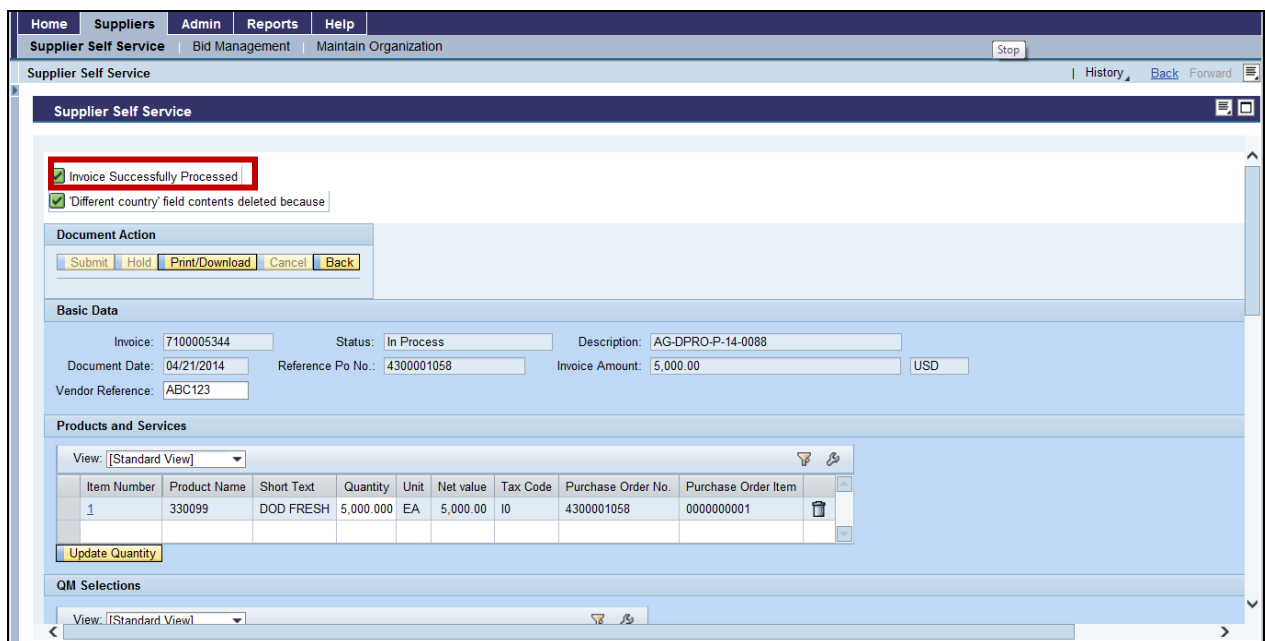
Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
1	330099	DOD FRESH	5,000.000	EA	5,000.00	10	4300001058	0000000001

Update Quantity

QM Selections

Select	Light	Insp.Lot	Created-On	Status	Orig.Qty	Open.Qty	Inv.Qty	Premium	Discount	PO-Item	Tot.Premium	Tot.Discout	Other.Dis
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.One should receive message "Invoice Successfully Processed".



Supplier Self Service

Invoice Successfully Processed

Different country field contents deleted because

Document Action

Submit Hold Print/Download Cancel Back

Basic Data

Invoice: 7100005344 Status: In Process Description: AG-DPRO-P-14-0088
Document Date: 04/21/2014 Reference Po No.: 4300001058 Invoice Amount: 5,000.00 USD
Vendor Reference: ABC123

Products and Services

Item Number	Product Name	Short Text	Quantity	Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
1	330099	DOD FRESH	5,000.000	EA	5,000.00	10	4300001058	0000000001

Update Quantity

QM Selections

Select	Light	Insp.Lot	Created-On	Status	Orig.Qty	Open.Qty	Inv.Qty	Premium	Discount	PO-Item	Tot.Premium	Tot.Discout	Other.Dis
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You have completed this transaction.