Work Instruction
Display Goods Receipt Report

PROCESS OVERVIEW

Purpose

The purpose of this transaction is for a Vendor to Display a Goods Receipt Report in order to verify that the customer has received shipment before they can submit an Invoice to the USDA. Customers are responsible for entering Goods Receipt information into WBSCM. Vendors have access only to those Goods Receipt Reports in which they were issued the Purchase Order.

Process Trigger

Use this transaction to execute the Goods Receipt Report. This report will help you ensure that the shipment was received by the customer so that the Vendor can submit an invoice to USDA.

Prerequisites

- Shipment was received.
- Customer has entered Goods Receipt information into WBSCM.

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 Page initial Screen

Tips and Tricks

The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.

- A Conditional field: an entry that becomes required as a result of entering something previous to it, which then deems it required.
- An Optional field: you may enter information in an optional field, but an entry is not required for the completion of the transaction.

· Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

Reminders

- Remember to check your work.
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.
PROCEDURE

1. Start the transaction using the following 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 Supplier Self Service transactions.

Supplier Self-Service Screen

3. From the Supplier Self Service Page, click **All Goods Receipts** (the **All Goods Receipts** link) to continue.
4. View the Goods Receipt Detail Report by clicking on the Execute link. Narrow your search by entering values such as the Purchase Order, PO Creation Date, Material, Freight Forwarder, Load Port, etc.

For example, enter "4100006990" in the Purchase Order field to search for Goods Receipt information for this particular Purchase Order.

5. Notice that the Vendor Business Partner ID associated with the Log-in will be populated in the Vendor field.
All Goods Receipt information related to this vendor and the search parameters will be displayed by clicking on the Execute link.

**Goods Receipt Detail Report Screen**

6. Click ![Execute](the Execute link) to generate the Goods Receipt Report.

**Goods Receipt Detail Report**

7. Drag ![Horizontal scrollbar](the Horizontal scrollbar) to view additional columns.
8. You have completed this transaction.

(Note) Damaged or rejected quantities will be displayed. The columns of the Goods Receipt Report and the order in which they are displayed can be customized via the Settings link. Once a Goods Receipt has been issued and all follow-on documents created, the invoice can be paid.
RESULT

The transaction has been successfully completed.