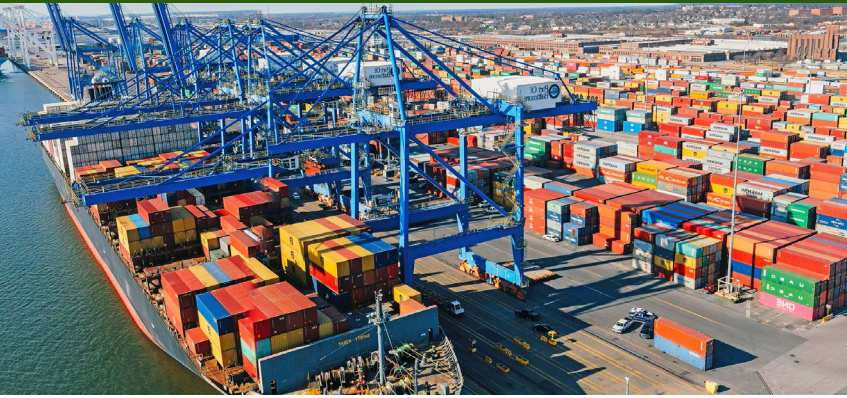




Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE



# **International Commodity Procurement Division 2024 Industry Meeting October 31, 2024**



# Today's Agenda

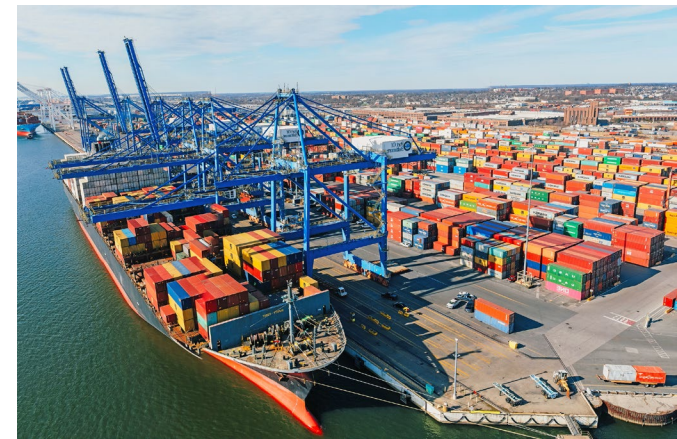
Time	Topic	Speaker(s)
12:00	Opening Remarks	Wesley Harris
12:15	Division Overview	Dan W. & David C.
12:30	Success Stories – FAS	Sigal B. & Rich H.
12:45	Success Stories – USAID	Greg Olson
1:00	WBSCM Overview & Training	Brian L. & Chris M-W
1:45	Break	
2:00	Long-Term Contracting Disc.	Wesley Harris
2:30	Breakout Rooms	
3:00	Closing Remarks	Wesley Harris





# Housekeeping Items

- All participants are muted, to ask a question please raise your hand.
- All chat logs are private and cannot be seen by other participants, only the USDA. The Q&A feature is public facing.
- Please message Marc Whetstone with the name of the breakout group you would like to participate in.







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# Welcome & Introduction

Wesley J. Harris – Division Director





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# Division Overview

- **Dan Webber**
  - Branch Chief – Packaged Commodity Procurement Branch
- **David Cottrell**
  - Branch Chief – Bulk Procurement and Support Branch





# Packaged Commodity Procurement Branch

- FY 24 Purchasing Data:**

Commodity	Tonnage (MT)	(\$ ) Value
Beans	21,910	\$25,509,926
Bulger	2,420	\$176,203,377
Cornmeal	110,250	\$8,302,073
Corn Soy Blend	16,320	\$16,213,903
LNS	10	\$33,517
Flour- 50 KG	930	\$730,370
Yellow Corn – 50 KG	3,500	\$1,135,491





# FY 24 Purchasing Data

Commodity	Tonnage (MT)	(\$ ) Value
Sorghum- 50 KG	23,740	\$8,465,605
Vegetable Oil	54,692	\$95,203,618
Peas and Lentils – 50 KG	88,650	\$51,612,320
Milled & Fortified Rice – 50 KG	122,890	\$94,068,237
Canned Salmon	320	\$2,226,261
Super Cereal Plus	22,700	\$50,154,485
<b>Totals:</b>	468,332	\$430,117,843



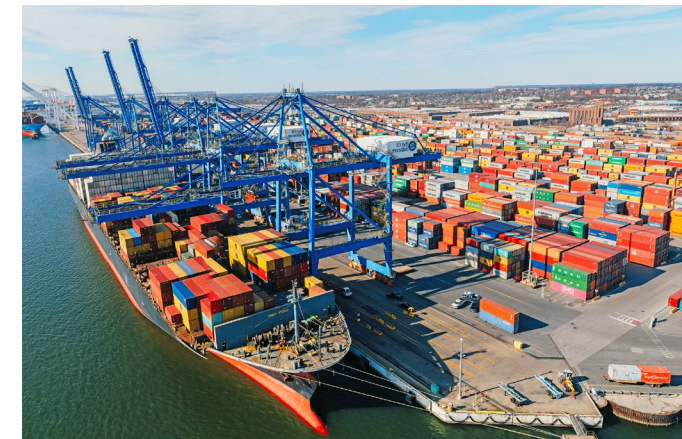




# FY 24 Purchasing Data (Packaged)

## Breakdown by program

Program	Tonnage (MT)	(\$ Value
Title II	239,141	\$225,490,413
CCC	180,230	\$155,363,705
FFE	41,411	\$37,669,528
UKR	5,630	\$10,180,455
BEHT	490	\$1,413,743





# PCPB Changes and Updates

- Fumigation and container pre-treatment
- Container loading protocol for bagged commodities
- Cocoon trial in Houston
- Expanded veg oil trial moved to FY 25
- New seal testing requirements for SCP
- Supplier engagement meeting in Chicago
- Supply Chain Improvement Meeting in Houston
- MSU packaging meeting in Michigan
- Fumigation protocol for rice
- Continued discussions on 25kg and 50 kg bags





# Packaged Contact List

Name	Commodities	Email
Wendy Borgmeyer	Sr. Contracting Officer	Wendy.borgmeyer@usda.gov
Jen Russenberger	Sr. Contracting Officer	Jennifer.russenberger@usda.gov
Michelle Howard	Vegetable Oil	Michelle.howard@usda.gov
Jessica Lawrence	Milled Rice	Jessica.lawrence2@usda.gov
Harry King	Cornmeal, Flour, & Bulgur	Harry.king@usda.gov
Cole Snider	Peas, Beans, & Lentils	Cole.snider@usda.gov
Dan Webber	Branch Chief	Dan.webber@usda.gov







# Bulk Commodity Procurement & Support Branch

- **FY 24 Bulk Purchasing Data:**

Commodity	Tonnage (MT)	(\$ ) Value
Milled Rice	39,610	\$33,701,285
Sorghum	404,280	\$98,528,633
Soybean Meal	101,980	\$42,638,263
Yellow Soybeans	88,000	\$41,434,800





- **FY 24 Bulk Purchasing Data Continued:**

Commodity	Tonnage (MT)	(\$ Value
Hard Red Winter Wheat	138,530	\$38,313,072
Northern Spring Wheat	30,400	\$9,873,970
Soft Red Winter Wheat	9,680	\$2,610,766
Soft White Wheat	131,550	\$29,650,055
Empty Bags – 50 KG	7,533,000 (EA) **	\$4,375,078
<b>Totals: Empty Bags Not Included in tonnage below.</b>		
	<b>944,030 (MT)</b>	<b>\$301,125,922</b>





# FY 24 Purchasing Data (Bulk)

## Breakdown by program

Program	Tonnage (MT)	(\$ ) Value
Title II	363,900	\$88,766,725
Emergency Food Aid (CCC)	206,540	\$51,316,133
Food for Progress (FFP)	373,590	\$156,667,984

**\*Empty Bags not included**







# Bulk Branch Updates

- **New due date for bids (Title II Purchases)**
  - Bids are due 8:00 a.m. central.
  - Award Notification by 12:30 p.m. central
  - Public Award Announcement by close of business, 4 p.m.
- **Internal Specification Review**
  - U.S. No 1 Sorghum (When available)
  - Food for Progress (FFP) Specification Review
- **New Marking Requirements**
  - Offerors required to provide crop year in MM/YY format at time of bid submission.





# Bulk Branch Updates Continued

- **Improved Traceability of Bulk Commodity**
  - Commodity Purchase Orders are now printed on bags shipped in tandem with bulk commodity.
- **Packaged Grain Fumigation Requirements**
  - All packaged grain purchases must be fumigated prior to arrival at U.S. preposition warehouse.
- **Reviewing Carrying Charge clause.**
  - 4A52.211-90 Carrying Charges (June 2021)
- **Evaluating 50- KG Woven Poly Bags**
  - Improve stitching, weave, and stacking.
  - Reduce spillage, dust, and bag 'bellies'.





# Bulk Branch Contact List

Name	Commodities	Email
Melvin Smith	Sr. Contracting Officer	Melvin.smith@usda.gov
Carol Buchanan	Bulk Commodity	Carol.buchanan@usda.gov
Justin Martinek	Bulk Commodity; Contracting Officer	Justin.martinek@usda.gov
Shannon Wade	Packaged Grain	Shannon.wade@usda.gov
David Cottrell	Branch Chief	David.cottrell@usda.gov







Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE

# Up Next

- **McGovern-Dole and Food for Progress Updates**
  - Presented by Sigal Bernstein and Rich Higgins II





# **International Food Assistance Programming**

**Sigal Bernstein  
Rich Higgins II**

**October 31, 2024**





United States Department of Agriculture  
Foreign Agricultural Service

# Food for Progress Program





**The Food for Progress Program (FFPr)** was authorized by the U.S. Congress in the Food Security Act of 1985

**Two Highest-Level Objectives:**

- Increased Agricultural Productivity
- Expanded Trade of Agricultural Products

**Technical Areas:**

- Food Security
- Trade Enabling Environment
- Climate Smart Agriculture







## Key Elements

- Projects are tailored to address country needs for maximal sustainable impact
- Annual budget of \$170M-\$220M
- Project size in \$8-40 million range, usually \$18-25 million
- Typically 5-7 new projects/year



Photo: Technical Capacity provided to  
and Vegetable Farmers in La






Bellmon Determination  
Threshold

Yearly Freight Cost  
Fluctuations


Buyers Receiving  
Capacity/Timeline



Cargo Preference  
Requirements/  
Freight Cap



Rate of Return (Cost  
Recovery)



Global Commodity Trends  
and Fluctuations



## Food for Progress: Snapshot of FY24 Agreements

Country	Awardee	Award Value	Commodities to be Monetized
Benin	Partners of Development	\$25,525,000	25,000 MT Milled Rice
Cambodia	Land O'Lakes Venture37	\$29,125,000	35,000 MT soybean meal
Madagascar	Catholic Relief Services	\$34,930,000	55,000 MT wheat, mix
Rwanda	Cultivating New Frontiers in Agriculture	\$31,955,000	50,000 MT wheat, mix
Sri Lanka	Improving Economies for Stronger Communities	\$37,055,000	32,000 MT yellow soybeans
Tanzania	Lutheran World Relief	\$35,030,000	55,000 MT wheat, mix
Tunisia	Partners of the Americas	\$24,850,000	35,000 MT yellow soybeans





United States Department of Agriculture  
Foreign Agricultural Service



## **McGovern-Dole International Food for Education and Child Nutrition Program**





# A Lunch Can Change a Life (video)



## McGovern-Dole International Food For Education and Child Nutrition

### 7 U.S. Code 1736o-1 (b)

“The Secretary may establish a program, to be known as ‘McGovern-Dole International Food for Education and Child Nutrition Program,’ requiring the procurement of agricultural commodities and the provision of financial and technical assistance to carry out –

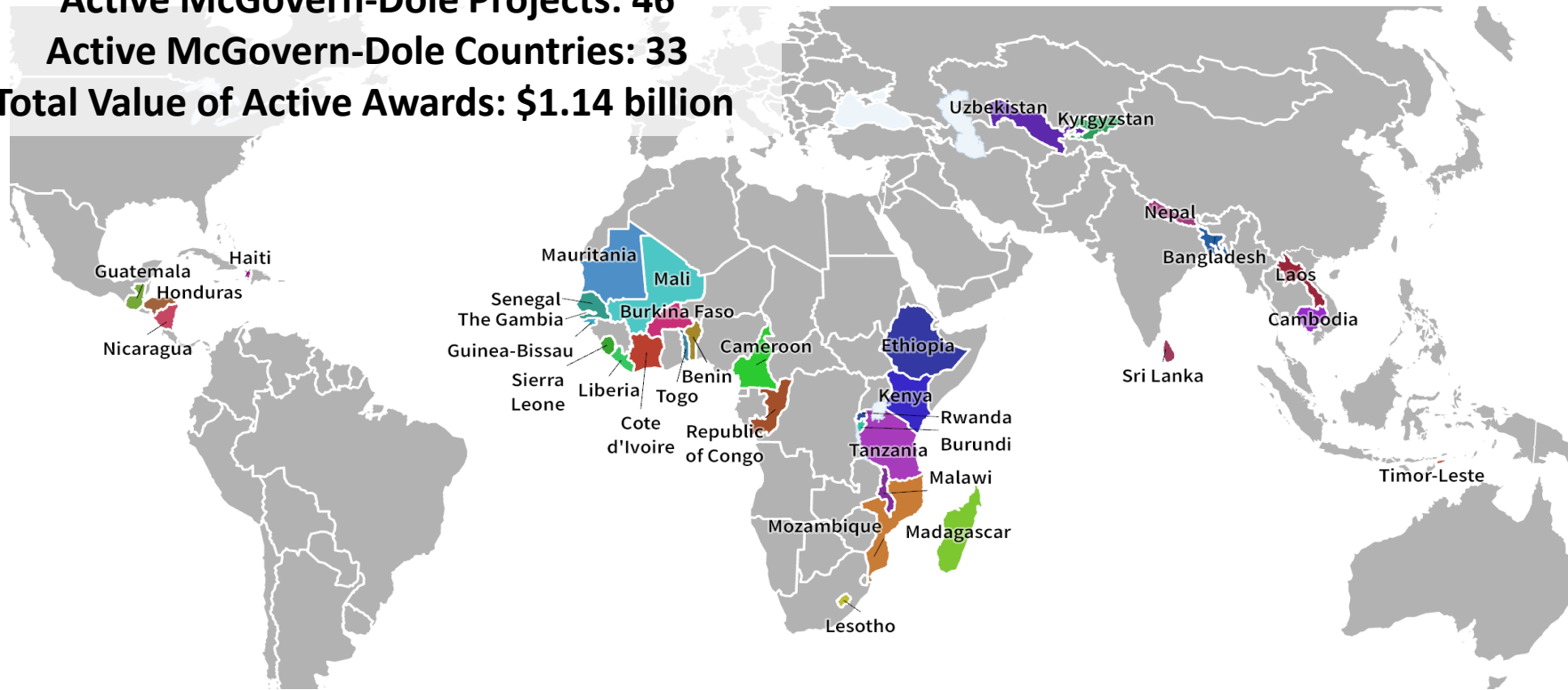
(1) **preschool** and **school food** for education programs in foreign countries to improve **food security**, reduce the incidence of **hunger**, and improve literacy and **primary education**, particularly with respect to **girls**; and

(2) **maternal, infant, and child** nutrition programs for pregnant women, nursing mothers, infants, and children who are 5 years of age or younger.”





**Active McGovern-Dole Projects: 46**  
**Active McGovern-Dole Countries: 33**  
**Total Value of Active Awards: \$1.14 billion**



Since 2003, the McGovern-Dole program has reached over 31 million direct beneficiaries in 48 countries, sending approximately 1.3 million metric tons (MT) of U.S. donated commodities.



## McGovern-Dole: Snapshot of FY24 Agreements

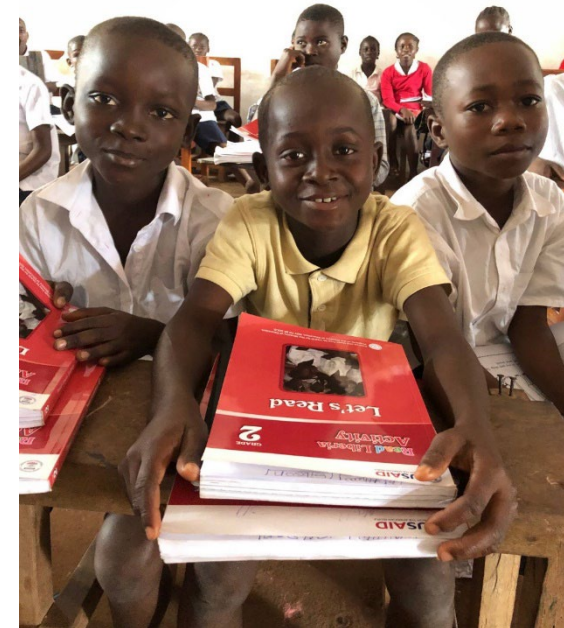
Country	Awardee	Estimated USDA Donated Commodities (MT, metric tons)	Award Value
Angola	World Vision, Inc	5,100 MT - Corn-Soy Blend Plus, Fortified Vegetable Oil	\$27,500,000
Bangladesh	World Food Programme	3,320 MT - Soft White Wheat, Hard Red Winter Wheat	\$27,000,000
El Salvador	Counterpart International	4,540 MT - Fortified Rice, Soy-Fortified Cornmeal, Fortified Vegetable Oil, Pinto Beans	\$27,500,000
Ethiopia	World Food Programme	4,690 MT - Corn-Soy Blend Plus, Fortified Rice, Fortified Vegetable Oil	\$27,500,000
Guatemala	Save the Children Federation	3,100 MT - Fortified Rice, Fortified Vegetable Oil, Black Beans	\$28,000,000
Guinea Bissau	Catholic Relief Services	6,610 MT - Fortified Rice, Fortified Vegetable Oil, Green Peas, Lentils	\$27,500,000
Laos	World Food Programme	4,020 MT - Fortified Rice, Fortified Vegetable Oil	\$27,500,000
Malawi	Cooperative for Assistance and Relief Everywhere (CARE)	3,480 MT - Corn-Soy Blend Plus, Fortified Vegetable Oil, Lentils	\$27,500,000
Rwanda	World Food Programme	2,370 MT - Fortified Rice	\$28,000,000





United States Department of Agriculture  
Foreign Agricultural Service

# Implementers & Partners





United States Department of Agriculture  
Foreign Agricultural Service

## A Typical McGovern-Dole Project

- 4 or 5 year cooperative agreements with average value \$25 to \$30 million
- **School Meals:**
  - U.S. donated commodities
  - Local and regionally procured commodities
- **Working closely with host governments**
- **Semi-annual reporting**
- **Three external evaluations (baseline, midline, final)**
- **Target schools in hardest-to-reach areas**





## Key Objectives

- Support education, child development, and food security in low-income, food-deficit countries around the globe
- Provide donated U.S. agricultural commodities and technical and financial assistance to support school feeding and MCN projects
- Reduce hunger and improve literacy and primary education, especially for girls
- Sustainability is an important aspect
- 10% for local and regional procurement





United States Department of Agriculture  
Foreign Agricultural Service

# Commodities

- U.S. donated
- Local and regionally procured
- Garden harvests
- Community contributed
- Government provided







United States Department of Agriculture  
Foreign Agricultural Service

# School Meals







# Thank You!

**Sigal Bernstein and Rich Higgins**  
International Food Assistance Division,  
Foreign Agricultural Service  
[Sigal.Bernstein@usda.gov](mailto:Sigal.Bernstein@usda.gov)  
[Richard.Higgins@usda.gov](mailto:Richard.Higgins@usda.gov)  
[20<sup>th</sup> Anniversary Video](#)





Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE

# Up Next

- **USAID Updates**
  - Presented by Greg Olson.







**USAID**  
FROM THE AMERICAN PEOPLE



**USAID**  
FROM THE AMERICAN PEOPLE

# SUPPLY CHAIN MANAGEMENT (SCM)

Office of Field & Response Operations  
Bureau for Humanitarian Assistance



# BHA SUPPLY CHAIN MANAGEMENT (SCM)

## TEAMS

- AFRICA  
EAST  
WEST  
CENTRAL/SOUTH  
[bha.scm.africa@usaid.gov](mailto:bha.scm.africa@usaid.gov)

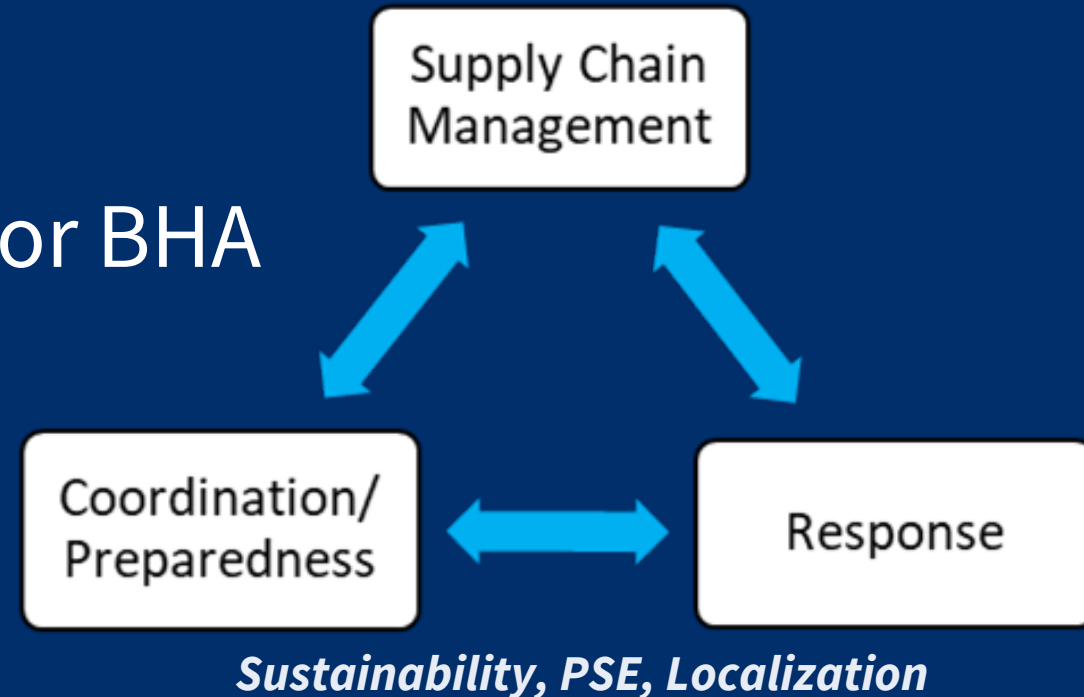
- LAC-EAP  
CENTRAL AMERICA  
CARIBBEAN  
ANDEAN  
SOUTHERN CONE  
EAST ASIA AND  
PACIFIC  
[bha.scm.lac@usaid.gov](mailto:bha.scm.lac@usaid.gov)

- MENAE-A  
MIDDLE EAST  
NORTH AFRICA  
EUROPE  
CENTRAL, NORTH,  
SOUTH AND WEST ASIA  
[bha.scm.menae-a@usaid.gov](mailto:bha.scm.menae-a@usaid.gov)

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# What do we do?

- Supply Chain Management for BHA
- Coordination/Preparedness
- Response





# UNHRD (UN Humanitarian Response Depot)

Past procurement of the following items for BHA:

- Hygiene supplies
- Shelter fixing kits



# Air Force Contract Augmentation Program (AFCAP)

Past emergency procurement of the following items for BHA:

- Cholera response supplies (chlorine, medical consumables)
- Body Bags, Personal Protective Equipment (PPE)
- Oral Rehydration Salts
- Laser Thermometers
- Temporary Medical Facilities
- Bleach Sprayers
- Powdered Chlorine

Pre-approved \$10 million



# SCM Division Global Partners (Grantees)

## Logistics coordination, pooled/shared resources



## Logistics service delivery (+coordination)



## Training (+community of practice)





# SUPPLY CHAIN MANAGEMENT AT BHA

## PREPOSITIONING LOCATIONS

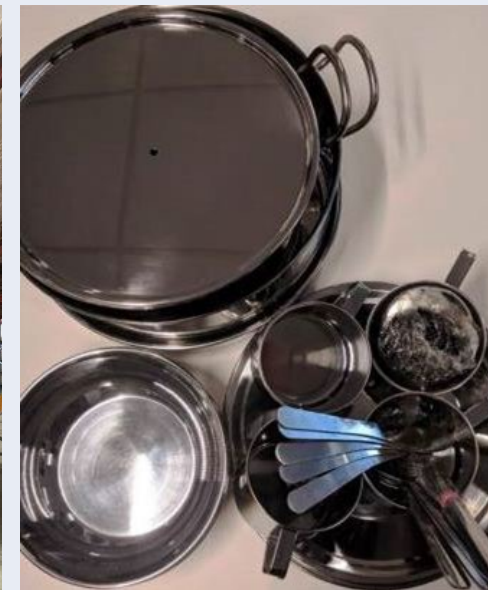




# WHAT WE PREPOSITION: **NON-FOOD ITEMS** (NFI)

## Shelter

- Blankets
- Kitchen sets
- Plastic sheeting
- Shelter fixing kits



## WASH

- Buckets
- Water bladder kits, treatment units, purification tablets
- Hygiene supplies





# WHAT WE PREPOSITION: **FOOD**

## Specialized Nutritious Food Products (SNPs)

- Fortified high-energy biscuits (HEBs)
- Ready-To-Use Foods (RUFs)
- Corn Soy Blend+, CSB Super Cereal+



## Bulk and Packaged Food

- Split Peas, Fortified Milled Rice, Fortified Veg. Oil, Sorghum



# FY 2023 in Numbers

## Food Commodity Supply Chain



**19** Types of Commodities Procured, **4** of which are Specialized Nutritious Products (RUFs, HEBs, SC+)



**1 million** Metric Tons (MT) of US In-Kind Food Assistance



**87,110** MT Strategically Prepositioned in **3** Warehouse



**72** Ports Utilized to Load and Offload Shipments



**15** Implementing Partners Received USAID Commodity



**29** Countries Reached

**\$850 Million** Spent on Commodity and Freight



Title II Wheat being loaded onto trucks in Adama, Ethiopia



# Title II Food Assistance

- Top 5 Recipient Country Programs
  - Ethiopia, Yemen, DRC, Sudan, and South Sudan
- Top 5 Commodities Purchased
  - Wheat (Bulk), Sorghum (Bulk), Yellow Split Peas, Emergency RUFs, Oil Products
- Top 5 US Vendor States
  - Texas, Washington, Minnesota, North Dakota, Louisiana
  - ... out of 40 commodity suppliers from 17 states



Title II YSPs pictured in a field warehouse in Amboassary, Madagascar



Title II commodities pictured in a field warehouse in Djibouti



# FY 2023 in Numbers

## Non-Food Item Supply Chain



10 Types of Different Critical Relief NFIs and PPE Inventories



8 Commodity Suppliers



2 Million units sent to emergencies from 3 warehouses



6 PVO and PIO Partners Received Key Relief Items



24,619 pallets of NFIs transported to meet emergency response needs in 8 disaster affected countries



USAID-branded bucket and other relief commodities



The Türkiye/Syria Earthquake DART Logistics Coordinator and Security Officer participating in a DoD supported flight for NFI delivery 47

# IDA Core Relief Items

- High Energy Biscuits (HEBs) and RUTF were the only food items purchased by SCM using IDA funds
- Shelter and WASH remained most prominent sectors for response
- Top NFIs Purchased in FY 2023:
  - Blankets, Kitchen Sets, Shelter Fixing Kits, Hygiene Supplies, and Plastic Tarpaulins
- Mostly transported by private sector

NOTE: IDA = International Disaster Assistance funding



NFIs arriving in Benghazi for the Libya Floods response. Photo Credit: IOM



Staging of NFIs for the Cyclone Lola response in Vanuatu. Photo Credit: WFP





Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE

# Up Next

- **WBSCM Overview and Training**
  - Presented by Chris McCoy-Williams and Brian Lawson.







# WBSCM Access via Login.gov

- **After September 2024, Login.gov will be required to access USDA resources.**
- **Public users will NOT be able to access WBSCM using their current eAuth credentials.**





# New Login.gov Account Registration

## Create New Login.gov Account

1. Navigate to the [eAuthentication webpage](#).

**Note:** The user should not create a new Login.gov account from the Login.gov webpage. Beginning the process from the USDA eAuth webpage allows user to seamlessly link the login.gov account to their existing eAuth account.

# New Login.gov Account Registration

WBSCM eAuthentication Login Screen

An official website of the United States government. [Here's how you know](#)

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

**Our improved login experience is here!**  
[Learn more](#)

**Login**

Select your user type to continue

☐ Remember my user type

**Customer**  
Public citizens conducting business with USDA Agencies

**USDA Employee/Contractor**  
Federal employees and contractors working for USDA

**Other Federal Employee/Contractor**  
Non-USDA federal agency employees and contractors

WBSCM eAuthentication Customer Login Screen

An official website of the United States government. [Here's how you know](#)

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

**Our improved login experience is here!**  
[Learn more](#)

**Customer Login**

[Need an account?](#)  
Not a Customer? [Change user type](#)

Select an option to continue:

**Login.gov**  
Enter Login.gov User ID and Password

**eAuth User ID**  
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)






# New Login.gov Account Registration

Login.gov Home Screen

An official website of the United States government [Here's how you know](#)

LOGIN.GOV USDA



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely. 4

[Sign in](#) [Create an account](#)

**Sign in for existing users**

Email address

Password

Login.gov Create an account Screen

LOGIN.GOV

[Sign in](#) [Create an account](#)

**Create an account for new users**

Enter your email address 5

Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.


☒ English (default)  
☐ Español  
☐ Français

6 ☒ I read and accept the Login.gov Rules of Use

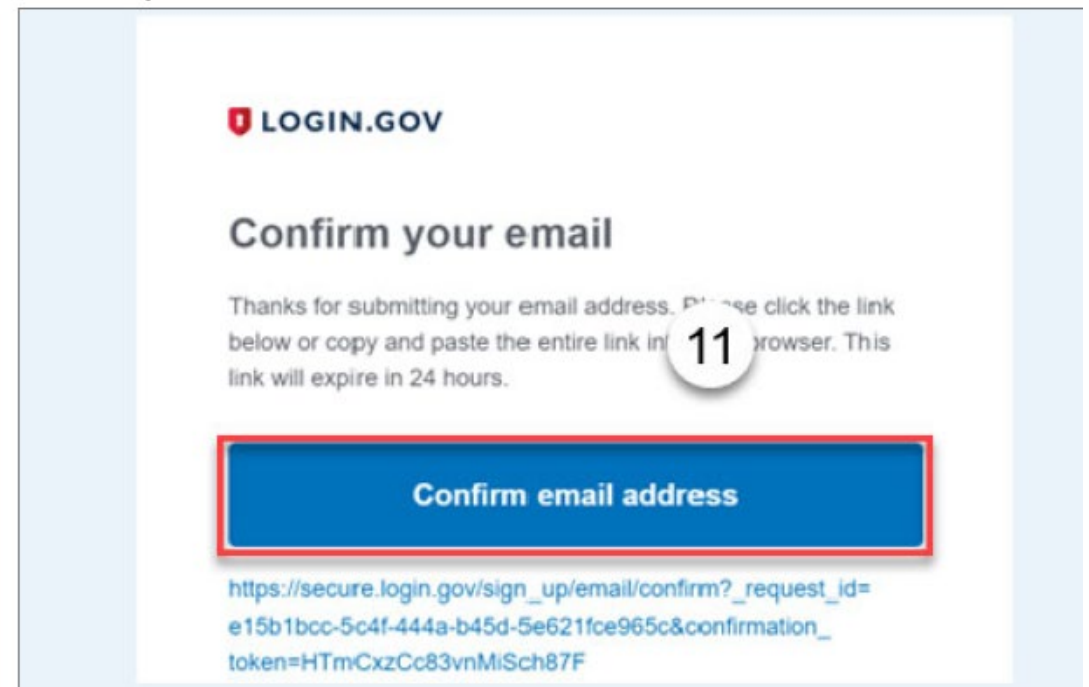
7 [Submit](#)



# New Login.gov Account Registration

8. Access the email account associated with the email address entered at Step 5.
9. Locate the email from Login.gov with the subject line "Confirm your email".
10. Open the email from Login.gov.
11. Click  (the **Confirm email address** button).  
**Note:** As an alternate method of confirming the email address, users can copy and paste the URL in the web browser as noted on the webpage.  
**Note:** The system displays the message "You have confirmed your email address".

## Confirm your email Screen



**LOGIN.GOV**

### Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.


**Confirm email address**

[https://secure.login.gov/sign\\_up/email/confirm?\\_request\\_id=e15b1bcc-5c4f-444a-b45d-5e621fce965c&confirmation\\_token=HTmCxzCc83vnMiSch87F](https://secure.login.gov/sign_up/email/confirm?_request_id=e15b1bcc-5c4f-444a-b45d-5e621fce965c&confirmation_token=HTmCxzCc83vnMiSch87F)



# New Login.gov Account Registration

## Create a strong password Screen

 You have confirmed your email address

**Create a strong password**  
Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

12

Password

13

Confirm password

☐ Show password

**Continue**

## Create a strong password Screen

**Create a strong password**  
Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

☐ Show password

Password strength: **Great**

14

**Continue**





# New Login.gov Account Registration

## Authentication method setup Screen

**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

15

- ☒ **Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue** 16

[Cancel account creation](#)

15. Click the appropriate checkboxes to select one or more methods for Multi-Factor Authentication (MFA). In this example, ☒ (the **Authentication application** checkbox) is selected.

**Note:** The available options for Multi-Factor Authentication (MFA) are:

- **Authentication application** (the user can download any authentication application)
- **Text or voice message**
- **Backup codes** (printed codes)
- **Security key** such as an RSA token
- **Government employee ID** (PIV card)

16. Click **Continue** (the **Continue** button).




# New Login.gov: Account Registration

## Add an authentication app Screen

**Add an authentication app**  
Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

**17**

- 1 Give it a nickname**  
If you add more than one app, you'll know which one is which.
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**  
  
Or enter this code manually into your authentication app
- 4 Enter the temporary code from your app**  
Example: 123456

☐ Remember this browser

**18**

17. Complete the steps as listed on the screen.

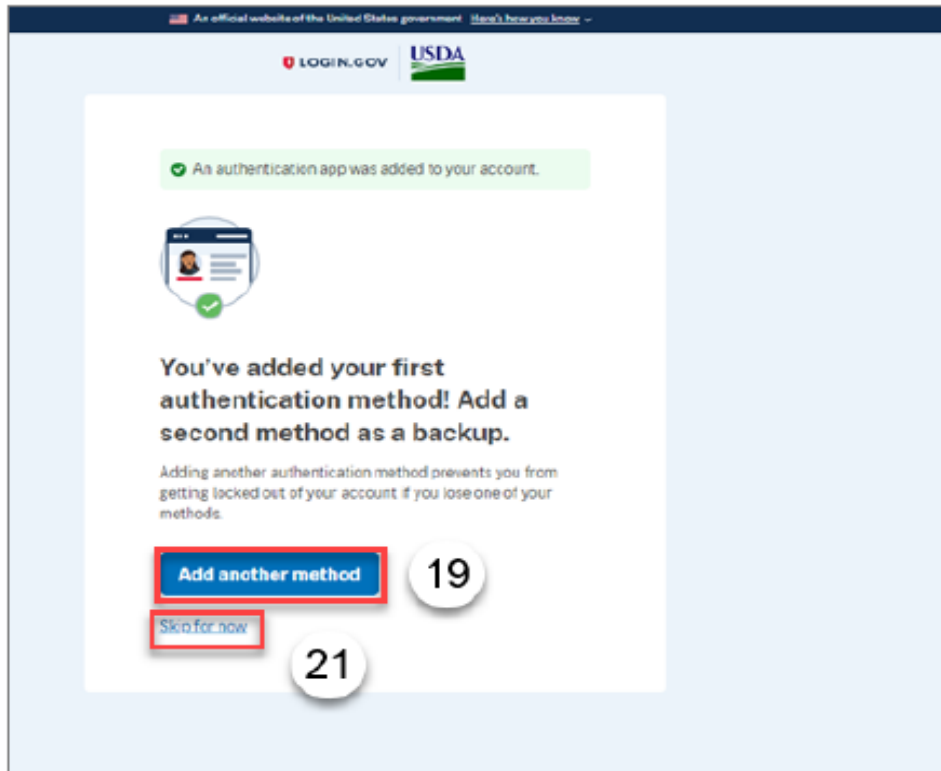
**Note:** The instructions will differ based upon the authentication method selected on the previous screen. In this example, the **Authentication application** steps are displayed.

18. Click  (the **Submit** button) once all steps are completed based on the authentication method selected.



# New Login.gov-Account Registration

You've added your first authentication method Screen



19. If necessary, click **Add another method** (the **Add another method** button) to add another MFA option.
20. Return to [Step 15](#) to repeat the steps of adding an additional authentication method. In this example, the user is not adding an additional MFA method.
21. Click [Skip for now](#) (the **Skip for now** link) to continue without adding an additional MFA option.





# New Login.gov - Account Registration

## Continue to USDA eAuthentication Screen

Continue to USDA eAuthentication

We'll share your information with USDA eAuthentication to connect your account.

Email address  
nextgeneauth2@gmail.com

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

[Agree and continue](#)

[Cancel](#)

## Link with Login.gov Screen

Link with Login.gov ?

Login.gov must be linked to an eAuth account to use it with USDA applications.

☒ Use an existing eAuth account to link to my Login.gov account.

☐ Continue without linking to an existing eAuth account.

[Continue](#)

**Quick Links**

- [Home](#)
- [Create Account](#)
- [Update Account](#)
- [FAQs](#)
- [Find Service Center](#)

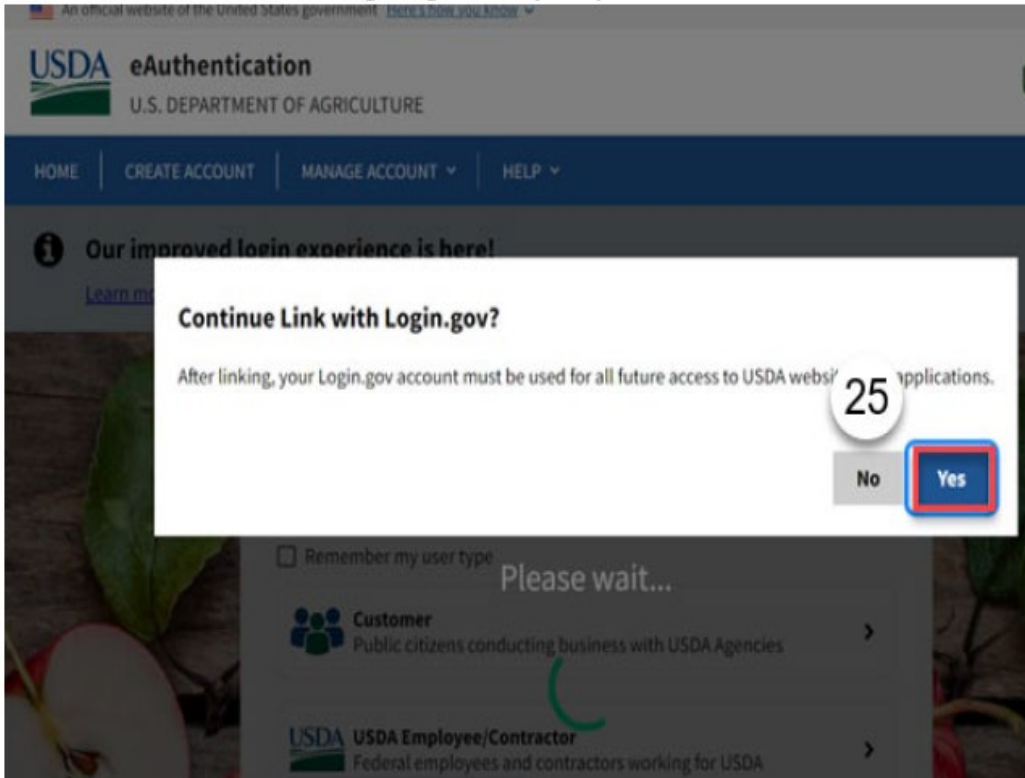
**Other Links**

- [Accessibility Statement](#)
- [Privacy Policy](#)
- [Public Burden Statement](#)
- [Non-Discrimination Statement](#)
- [USDA.gov](#)



# New Login.gov Account Registration

## Continue Link with Login.gov Pop-Up



25. Click  (the **Yes** button) to link the two accounts and access WBSCM. Users are now no longer able to use their eAuth account to access WBSCM.



# New Login.gov Account Registration

## Welcome to the WBSCM System Screen

United States Department of Agriculture

### Welcome to the WBSCM system

Please select an account that you would like to use as there are multiple WBSCM accounts (sorted by Organization Description) associated with your email. For any questions or account-related issues, please contact [WBSCM Service Desk](#) or call 877-WBSCM-4U or 877-927-2648.

WBSCM Accounts Selection - scroll to review the full list, if needed:

Name (Last, First)	Organization	Organization Description	Organization Type	WBSCM ID
eauth, NWorgadmin	4040242		National WH	EAUTHN0001
eAuth, NW_allores	4000002		National WH	EAUTHN0002


26

27

Log On

26. Select the appropriate account. In this example, the **eauth, NWorgadmin** option is selected.

**Note:** In this example, the **Welcome to the WBSCM system** screen displays a user with multiple WBSCM accounts linked to the same eAuth account. For users with one WBSCM account, this screen does not display.

27. Click  (the **Log On** button) to log on to WBSCM.





Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE



# WBSCM Navigation



# WBSCM Help Page

United States Department of Agriculture

Web Based Supply Chain Management

QAS PSL

BackForwardHistoryFavoritesPersonalize

HomeSuppliersAdminReportsHelp

TrainingHelpdesk

Welcome

Course Material

Job Aids

Finance (JA)

Fulfillment (JA)

General Help (JA)

Procurement (JA)

Reports (JA)

Work Instructions

External

Release Notes

Help > Training > Welcome

## Welcome to the WBSCM Training Homepage!

Here you can access a library of WBSCM help documents, key announcements, and production release notes. The library is categorized by training product type, such as Course Materials, Job Aids (JA), Work Instructions (WI), and Release Notes. Internal documents are intended for USDA/USAID government users. For example, to review customer WIs for a domestic fulfillment transaction, navigate to **Work Instructions > External > Fulfillment (WI-Ext) > Domestic**.

In addition to browsing, you can search the library and also access transaction-specific training materials from within WBSCM through context-sensitive help. Visual or hands-on simulations are also available. Review the [Help](#).

### WBSCM Monthly Release is live as of July 25, 2024.

Approximately **six** new functionalities, system improvements and bug fixes have been implemented with this release which include:

- ✓ Several updates to the **Manage Users** and **Maintain User** Profile applications for consistency of design and data inputs and introduction of mandatory primary email address information.
- ✓ Enhancement to the **Maintain Organization** application to easily search for existing organizations in order to review or maintain detailed attributes.
- ✓ Update to the WBSCM email notification content regarding missing goods receipts from two calendar days to two business days.
- ✓ Other technical and security updates.

Review the [current WBSCM Release Notes](#) and the list of [recently updated training documents](#) for full details. You can also [review previous WBSCM Release Notes](#).

**Are you new to WBSCM? Do you need a new WBSCM account?** Visit the [USDA WBSCM](#) page for instructions and tutorials describing the USDA eAuth/Login.gov and WBSCM registration processes.

**Resources for New WBSCM Users!!**

1. Once you have established WBSCM login credentials, begin by reviewing the new [WBSCM Browser Settings and Helpful Tips](#) job aid for Chrome-specific settings and other tips.
2. Review the [WBSCM Portal Navigation Video Tutorial](#) for an overview of how to navigate and search within the WBSCM Portal. You may also review the [WBSCM Portal Navigation Job Aid](#) for information about WBSCM : navigating transactions, advanced search options, and working with outputs such as reports and export files.
3. The [Working with Standard WBSCM Reports](#) job aid provides detailed instructions on how to use standard reports in WBSCM.
4. The [WBSCM Terms and Acronyms Glossary](#) provides a list of commonly used acronyms and terms with brief descriptions.



# WBSCM Help Page – Job Aids

- **Job Aids are quick reference documents that provide guidance for reports, general navigation and user preference tips, and miscellaneous references such as process flows and key terms.**

Home Suppliers Admin Reports **Help**

Training Helpdesk

Help > Training > Job Aids

## Job Aids

Job Aids are quick reference documents that provide guidance for reports, general navigation and user preference tips, and miscellaneous references such as process flow the document library, job aids are grouped by category. Users may refer to a job aid for key information to guide them through a particular transaction and/or a report when :

Job aids are organized by category, including General Help, Reports, and specific business process areas (Finance, Fulfillment, and Procurement).

**Example:** Job Aids > Fulfillment > Domestic Order Code Definitions

**Note:** Users will see only the folders that are accessible to their assigned role(s).

**Contact us with questions or feedback**

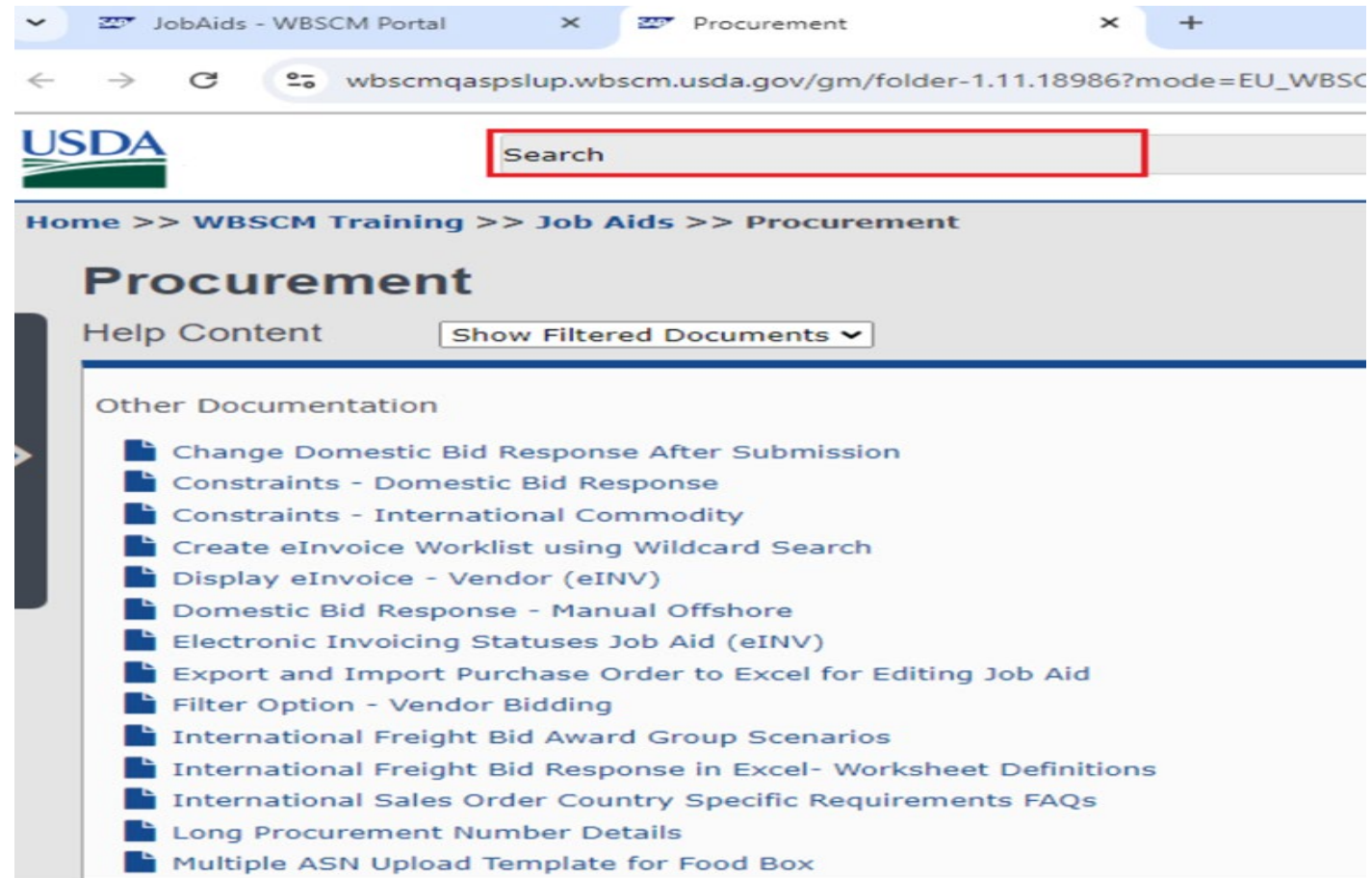
If you have questions, feedback, or need access to the training environment (NTRN), please contact us at [WBSCM servicedesk](#) or call 877-WBSCM-4U or 877-927-2648.





# WBSCM Help Page – Job Aids

- A specific document can be found by using the 'Search' bar or scrolling through the list.
- Click on document to open and view contents.





# WBSCM Help Page - Work Instructions

- **Work Instructions provides overview information, step-by-step instructions with screenshots, field descriptions, and system actions to execute a specific task.**

Home Suppliers Admin Reports **Help**

Training Helpdesk

Help > Training > Work Instructions

## Work Instructions

A Work Instruction provides overview information, procedural step-by-step instructions with screenshots, field descriptions, and system actions to execute a specific task or transaction. Users can refer to a work instruction to go from start to finish.

Work instructions are organized by user role and functional area. The Internal folder contains guidance for processes and transactions performed by USDA/USAID users and other authorized internal users. The External folder contains instructions for vendors, customers, and other business partners. Functional areas include Finance (internal only), Fulfillment, and Procurement.

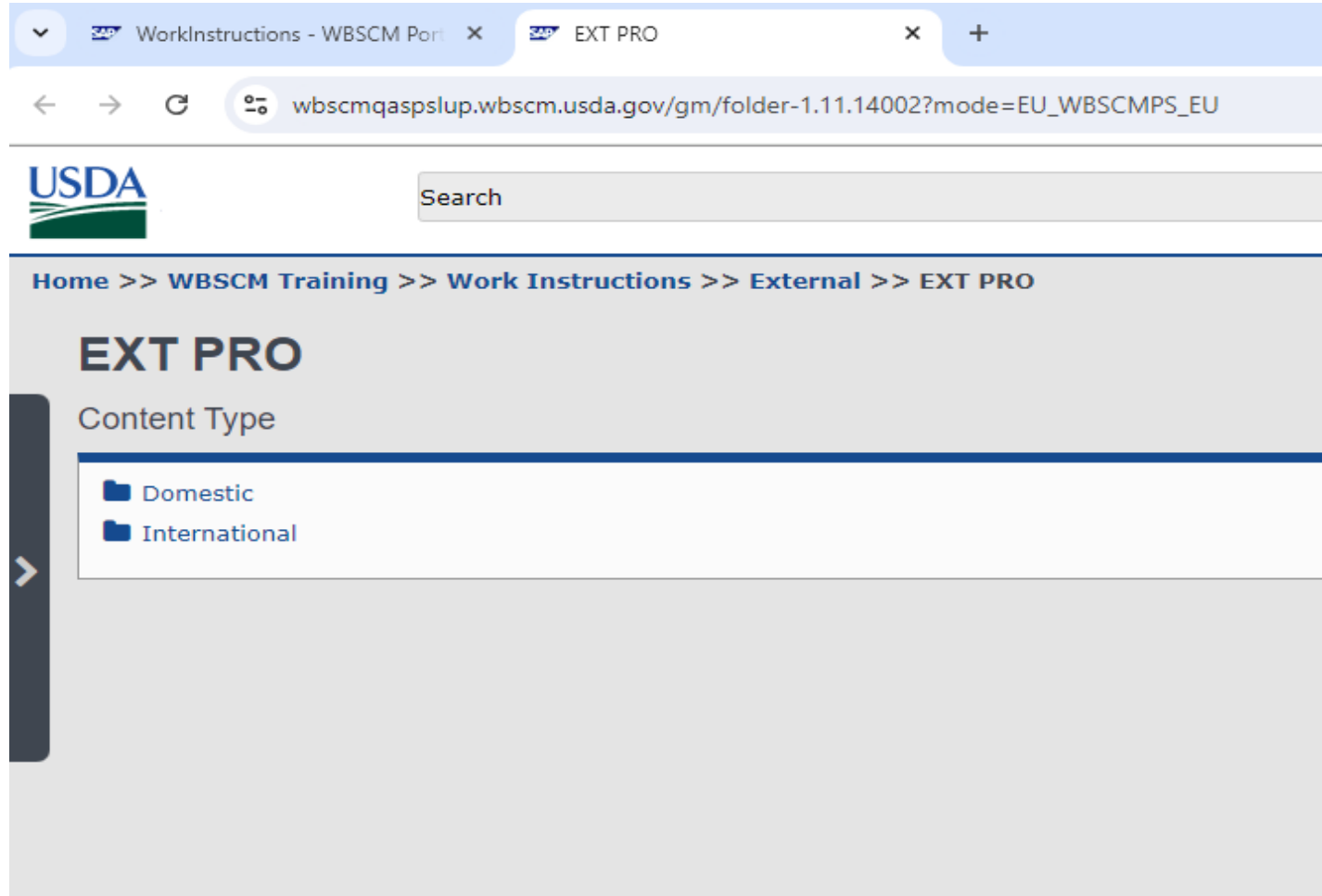
Work instructions are available in a variety of formats:

- **Work Instruction:** (Default View) Detailed step-by-step instructions, which include transaction details, screenshots, notes, and field definitions. Additionally, work instruction is available in PDF and work formats.
- **Quick Reference:** Summarized step-by-step instructions, which include transaction details, but do not include screenshots or field definitions. Additionally, quick reference is available in PDF and work formats.
- **Simulation (HTML):** An interactive simulation of the transaction. Select Auto Playback Tutorial to review as a playback movie. Select Standard Tutorial to review or practice the transaction as an interactive simulation.



# WBSCM Help Page - Work Instructions

- **Work Instructions are categorized by Content Type, they are Domestic and International.**







# WBSCM Help Page - Work Instructions

- A specific document can be found by using the 'Search' bar or scrolling through the list.
- Click on document to open and view contents.

WorkInstructions - WBSCM Port x Domestic x +

wbscmqaspslup.wbscm.usda.gov/gm/folder-1.11.14005?mode=EU\_WBSCMPS\_EU

USDA Search

Home >> WBSCM Training >> Work Instructions >> External >> EXT PRO >> Domestic

Domestic

Help Content Show Filtered Documents v

Simulations and Documents

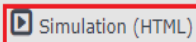
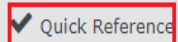
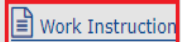
- Assign User to a Plant, a Shipping Point, or to a Freight Agency (External)
- Create a Circular
- Create Advanced Shipment Notification (ASN) Manual Process - External
- Create Bid Response with Differential Prices
- Create Domestic Bid Response (Offer)**
- Create Replacement Invoice (External)
- Create User (Vendor)
- Display Advanced Shipment Notification (ASN) - External
- Display and Maintain User (Vendor)
- Display ASN Report - External
- Display Bid Invitation (External)
- Display Freight Routing
- Display Goods Receipt Report
- Display Inspection Lot
- Display List of Invoices - Vendor (eINV)
- Display List of Invoices (External)
- Display List of PO by Material Report
- Display PCA Report
- Display PO Inspection Lot MIC Discount Report
- Display Public Procurement Page (External)
- Display Purchase Order (External)



# WBSCM Help Page - Work Instructions: Available Options

[Log In](#) | [Language \(en\\_US\)](#)

[Home](#) >> [WBSCM Training](#) >> [Work Instructions](#) >> [External](#) >> [EXT PRO](#) >> [Domestic](#) >> [Create Domestic Bid Response \(Offer\)](#)



## Create Domestic Bid Response (Offer)

### PROCESS OVERVIEW

#### Purpose

The purpose of this transaction is to create and submit a Domestic Bid Response (Offer). Pricing can be entered directly into WBSCM, or into an Excel spreadsheet exported directly from WBSCM which can then be imported back into WBSCM. These actions can be performed for both non-offshore regular items as well as offshore prices to US port and final destination.

#### Process Trigger

A vendor would use this process to create and submit a Bid Response (Offer) to a published Domestic Bid Invitation (Solicitation).

#### Prerequisites

- An open, published Domestic Bid Invitation (Solicitation)
- The user must have one of the following roles assigned:
  - Commodity Offer - Vendor - CVM
  - Corporate Vendor Admin



# **WBSCM Help Page - Work Instructions: Available Options**

- **Work Instruction:** Detailed step-by-step instructions, which include transaction details, screenshots, notes, and field definitions.
- **Quick Reference:** Summarized step-by-step instructions, which include transaction details, but do not include screenshots or field definitions.
- **Simulation (HTML):** An interactive simulation of the transaction.
- **Print PDF copy of document or download copy as Microsoft Word document.**





# WBSCM Help Page - Work Instructions: Simulation

- **Select Auto Playback Tutorial** to review as a playback movie.
- **Select Standard Tutorial** to review or practice the transaction as an interactive simulation.

The screenshot shows the USDA website interface for the WBSCM Training section. The breadcrumb trail is: Home >> WBSCM Training >> Work Instructions >> External >> EXT PRO >> Domestic >> Create Domestic Bid Response (Offer). Below the breadcrumb, there are three tabs: 'Work Instruction' (document icon), 'Quick Reference' (checkmark icon), and 'Simulation (HTML)' (play button icon). The 'Simulation (HTML)' tab is selected and highlighted with a red box. On the right side of the page, there is a section titled 'Create Domestic Bid Response (Offer)' with a blue background. Below the title, there are two buttons: 'Auto Playback Tutorial' and 'Standard Tutorial', both highlighted with red boxes. Below the buttons is the 'RWD uPerform' logo. At the bottom, there is a 'Description' section with the text 'Create Domestic Bid Response (Offer)'.



# WBSCM Help - Options>Help

- Select Options>Help to go directly to related documents for that specific page

USDA United States Department of Agriculture  
Web Based Supply Chain Management

QAS PSL

Back Forward History Favorites Personalize

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Bid Management > Enter Offers

Full Screen Options

Open in New Window  
Refresh  
Help  
Details  
Add to Portal Favs

Welcome to Enter Offers

All required fields are marked with a red asterisk ( \* )  
Dates are formatted as: MM/DD/YYYY.

Find Bid Invitation

Bid Invitation Number:  Document Name:   
Status: Open  Purchasing Group:   
Bid Invitation Type:  Transaction Type:   
With Responses Only: ☐ Processed Since: Last 30 Days

Submit

Bid Invitation Results List: 0 hits

Note: Select a row and navigate to the Maintain Vendor Response button to continue

View: [Standard View]  Print Version Export

Flag	Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline	Late Deadline	Constraint Period
The table does not contain any data								



# WBSCM Help - Report Incident

- Use the Report Incident button to open a trouble ticket directly from WBSCM.
- A new tab will open with instructions to enter details of the issue and attachments if needed.

iculture  
n Management QAS PSL

Search New Session **Report Incident** Log off

Help

Maintain Organization

Suppliers > Bid Management > Enter Offers Full Screen Options

**Welcome to Enter Offers**  
All required fields are marked with a red asterisk ( \* )  
Dates are formatted as: MM/DD/YYYY.

**Find Bid Invitation**

Bid Invitation Number:  Document Name:   
Status: Open  Purchasing Group:   
Bid Invitation Type:  Transaction Type:   
With Responses Only: ☐ Processed Since: Last 30 Days

**Bid Invitation Results List: 0 hits**  
Note: Select a row and navigate to the Maintain Vendor Response button to continue

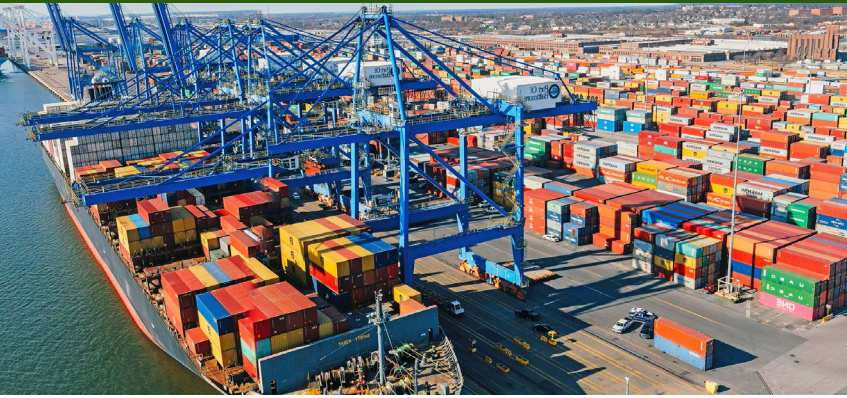
View: [Standard View]  Print Version Export

Flag	Transaction Number	Name	Transaction Type	Description	Subtype	R	Deadline	Late Deadline	Constraint Period
The table does not contain any data									





Agricultural Marketing Service  
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# WBSCM Support

- If you have any issues or require assistance, please email the AMS WBSCM Help Desk at: [WBSCMAMSHelpDesk@usda.gov](mailto:WBSCMAMSHelpDesk@usda.gov)
- OR call the WBSCM Service Desk at 877-WBSCM-4U (877-927-2648) 8:00 AM - 6:00 PM EST, Mon -Fri, excluding Holidays, Off-Hours Support via voicemail, email [WBSCM.servicedesk@CACI.com](mailto:WBSCM.servicedesk@CACI.com)



# Agenda

1. Introduction
2. Upload Multiple ASNs using spreadsheet
3. Enter Inspection Results
4. Information Available within e-Invoices for Processing
5. Context Sensitive Help
6. Questions







# Entering ASNs

Back Forward History Favorites Welcome: ABC vendor

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Supplier Self Service > Supplier Self Service Full Screen Options

- e-Invoices for Processing
- Inspection Results Entry
- International Shipment Receipt
- Shipment Dashboard
- Supplier Self Service

ABC OFFICE EQUIPMENT COMPANY, INC. CCR Expires: 07/30/2019

**Supplier Self-Services** Home | Find | Help | FAQ | Log off

Start Page

Purchase Order No. Search Own Data

Advanced Search

**All Purchase Orders**  
New (73)  
In Process (29)  
Confirmed

**All ASNs**  
Create  
Upload file (Create Multiple ASNs)

**All Goods Receipts**

**All Invoices**  
Rejected  
Cancelled by USDA  
by Vendor  
Create

**Create ASNs Using Supplier Self Service**

**Enter Inspection Results Using Inspection Results Entry**

**Use Create Invoice only for non-Invoice Purchase Orders**





## Entering ASNs

- For Bulk Shipment - Establishment number field is mapped to Container Number field and it is a required field for Delivery Tracking. Please populate Establishment Number field with PO + 3 digits.
  - For example, while creating ASN for PO 4210005121, item 1, Establishment number on the ASN should be populated value - 4210005121001.
- For plant loaded container: to capture the container numbers and the booking numbers, the plant loaded containers commodity vendors should enter the following information in these fields while creating their Advance Shipping Notification (ASN):

Field Name		Enter
Means of Transportation		Containers
Railcar/BOL ID		Booking Number (if known)
Establishment Number		11-character- Container Number







# Entering ASNs

The screenshot shows a web browser window with the URL [wbscmntrn.wbscm.usda.gov](http://wbscmntrn.wbscm.usda.gov). The page is the USDA Web-Based Supply Chain Management (WBSM) Portal. The top navigation bar includes the USDA logo, the text "United States Department of Agriculture Web-Based Supply Chain Management", a search bar, and links for "New Session" and "Log off". Below this is a secondary navigation bar with tabs for "Home", "Suppliers", "Admin", "Reports", and "Help". The "Help" tab is selected. On the left side, there is a "Training" section with a "Helpdesk" link. Under "Helpdesk", there is a list of "Job Aids" categories: "Finance (JA)", "Fulfillment (JA)", "General Help (JA)", "Procurement (JA)", "Reports (JA)", "Work Instructions", and "Release Notes". The "Procurement (JA)" category is highlighted. The main content area is titled "Job Aids" and contains the following text: "Job Aids are quick reference documents that provide guidance for reports, general navigation and user preference tips, and miscellaneous references such as process flows and key terms. These documents may be handy to print and keep by the desk. In the document library, job aids are grouped by category. Users may refer to a job aid for key information to guide them through a particular transaction and/or a report when step-by-step instructions are not needed." Below this, it states: "Job aids are organized by category, including General Help, Reports, and specific business process areas (Finance, Fulfillment, and Procurement)." An example is provided: "Example: Job Aids > Fulfillment > Domestic Order Code Definitions". A note follows: "Note: Users will see only the folders that are accessible to their assigned role(s)." Finally, there is a section titled "Contact us with questions or feedback" which says: "If you have questions, feedback, or need access to the training environment (NTRN), please contact us at [WBSM servicedesk](#) or call 877-WBSM-4U or 877-927-2648." The bottom of the screenshot shows a Windows taskbar with various application icons and a system clock indicating 07:28 on 3/16/2022.

**Go to Help > Job Aids > Procurement (JA)**





# Entering ASNs

- Offer - Changing After Submission - Amendments - Commodity
- Offer - Changing After Submission - Amendments - Freight
- Offer - Copy Adjust and Delete Features - Domestic Commodity
- Offer - Copy Adjust and Delete Features - International Commodity
- Offer - Copy Adjust and Delete Features - International Freight
- Offer Item Navigation - Item Detail Tabs (Domestic)
- Offer Item Navigation - Item Detail Tabs (International)
- Preferences - International Commodity
- Preferences - International Freight
- Price Conditions - Copy Using Clipboard Feature - International
- Print Solicitations Prior to Bid Entry
- Process Domestic Shipment Scenarios - Vendor (eINV)
- Supplier Self Service - Search
- Technical Refresh Workarounds: Internal FSA and AMS Users
- Tips and Tricks for Creating a Domestic Bid Response
- Tips and Tricks to Create a Large Domestic Bid Response
- Tips and Tricks- International Freight Bid Response Upload Download Functionality in Excel
- Tips and Tricks- Using the International Freight Bid Response Excel Template
- Upload Goods Receipt CSV Template
- Upload Goods Receipt XML Template
- Upload Multiple ASNs Template**

[Home](#) [Glossary](#)

Under the Help tab. Job Aids, Procurement. Scroll to the bottom to locate the ASN upload file. “Upload Multiple ASNs Template “  
Download to your computer.





# Entering ASNs

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The ribbon includes options for Sheet View, Workbook Views, Show (Ruler, Formula Bar, Gridlines, Headings), Zoom (Zoom, 100%, Zoom to Selection), Window (New Window, Arrange All, Freeze Panes, Split, Hide, Unhide, View Side by Side, Synchronous Scrolling, Reset Window Position, Switch Windows, Macros), and Macros. Below the ribbon, the formula bar shows 'Document number'. The data table below has columns A through Q with the following headers and data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Document number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route -Shipping Time	Means of Transport	Establishment Number (FSIS)	Railcar Number/Bill of Lading	Quantity	Comments	Schedule Line	Shipping Quantity	Shipping Units	Manufacturer Lot ID No	Barrier Type Seals Serial No	Vendor reference
2	4100007696	1	12/18/2019	17:30	12/18/2019	18:30	Truck		PO4210003064_1	39600	TestData_Auto_01					Seal	Ven ref
3																	
4																	

**Columns A (Document Number), B (PO Line Item #), C (Delivery Date), E (Shipping Date), G (Means of Transport), H (Establishment Number), I (Rail Car Number/Bill of Lading) and J (Quantity) are required.**

**Column P (Barrier Type Seals Serial No) is *optional*.**

**Column K (Comments) is optional but should be used to record anything unusual or noteworthy about the shipment**

**Do not modify the contents of the headers.**





## Entering ASNs

Suppliers > Supplier Self Service > Supplier Self Service


Name : VALLEY FIG GROWERS

**Supplier Self-Services** Home | Find | Help | FAQ | Log off


► Start Page

Purchase Order No.   [Advanced Search](#)

---



**All Purchase Orders**  
New (26)  
In Process (3)  
Confirmed



**All ASNs**  
Create  
Upload file (Create Multiple ASNs)

### Welcome to the Upload File: Create Multiple ASNs Application

All required fields are marked with a red asterisk (\*)

#### File Selection

\* File Name:  Upload Multiple ASN.csv

Click Choose file and select your file. Click <Load file>.







# Entering ASNs

ASN Display									
Please select a row to continue to Create Multiple ASNs									
View: [Standard View]   Print Version   Export									
	Document Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Means of Transport	Railcar Number/Bill of Lading	Establishment
Select All	7	13	10/31/2019	07:37:42	10/24/2019	07:37:42	TRUCK	q-12345	
Deselect All	3100011017	14	10/31/2019	07:37:42	10/25/2019	07:37:42	TRUCK	q-67890	

Use the icon next to Document Number header and Select All



## Entering ASNs

	Document Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Means of Transport	Railcar Number/Bill of Lading	Establishment Number (FSIS)	Quantity
	3100011017	13	10/31/2019	07:37:42	10/24/2019	07:37:42	TRUCK	q-12345		1,530.000
	3100011017	14	10/31/2019	07:37:42	10/25/2019	07:37:42	TRUCK	q-67890		1,530.000

Create Multiple ASN

Create ASN
Back

**Click <Create ASN>**





# Entering ASNs

Tasks | ServiceNow USDA MRP | x Supplier Self Service - WBSCM P | x Supplier Self Service - WBSCM P | x

wbscmntrn.wbscm.usda.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F5ae115233d6b830b25b2f3513838970&sapDocumentRenderingMode=Edge&Pre...

Apps New Tab WBSCM Federal Procurement... Tasks | ServiceNow... Reading list

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

NTRN

Back Forward History Favorites Personalize

Suppliers > Supplier Self Service > Supplier Self Service

Name : VALLEY FIG GROWERS CCR Expires : 00/00/0000

Document Number	PO Line Item #	Delivery Date (Expected)	Delivery
3100011017	13	10/31/2019	07:37:42
3100011017	14	10/31/2019	07:37:42

List of ASN Created

ASN Message

Message text

ASN 6100228247 Successfully created for PO 3100011017

ASN 6100228248 Successfully created for PO 3100011017

Create Multiple ASN

Create ASN

Back

OK

Type here to search

69°F 08:46 3/16/2022

Pop-up shows ASN's created. Then click 'OK'





# Entering Inspection Results

[Home](#) [Suppliers](#) [Admin](#) [Reports](#) [Help](#)

[Supplier Self Service](#) [Bid Management](#) [Maintain Organization](#)

Suppliers > Supplier Self Service > Inspection Results Entry [Full Screen](#) [Open](#)

### Welcome to Inspection Results Entry

All required fields are marked with a red asterisk (\*).

**Purchase Order Selection**

\* Purchase Order:  \* Line Item: 00000  Procurement Document:  \* Quantity: 0.000  UOM:

**Certificate Type**

☐ Search  
☐ Certificate w/o Reference  
☒ Certificate w/ Reference to External Sample  
☐ Certificate from FGIS Upload

**Certificate Number**

**Lot Status**

<input checked="" type="checkbox"/> INCP-Incomplete	<input type="checkbox"/> RREC-Results Recorded	<input type="checkbox"/> INPA-Invoiced - Pending Approval	<input type="checkbox"/> INPP-Invoiced - Pending Payment
<input type="checkbox"/> INVC-Invoiced - Paid - Closed	<input type="checkbox"/> OOSP-Out of Spec	<input type="checkbox"/> RE01-Name of Vendor Incorrect/Missi	<input type="checkbox"/> RE02-Invoice Date Incorrect/Missing
<input type="checkbox"/> RE03-Contract Number Incorrect/Miss	<input type="checkbox"/> RE04-Documents not readable	<input type="checkbox"/> RE05-Des, Price, Quantity Incorrect	<input type="checkbox"/> RE06-Shipping/Payment Terms Incorre
<input type="checkbox"/> RE07-Tax Payer ID (TIN) Incorrect	<input type="checkbox"/> RE08-Duplicate Invoice	<input type="checkbox"/> RE09-Name/Phone Number Incorrect	<input type="checkbox"/> RE10-Other Required Docn Incorrect
<input type="checkbox"/> RE11-Reject the Lot completely-NRS	<input type="checkbox"/> MMSV-Material Master Spec Variation	<input type="checkbox"/> VOSP-Vendor Out of Spec	<input type="checkbox"/> PIPA-Partial Inv - Pending Approval
<input type="checkbox"/> PIPP-Partial Inv - Pending Payment	<input type="checkbox"/> RE12-Non-Confirming Product	<input type="checkbox"/> INCD-Invoice Cancelled	<input type="checkbox"/> PIPD-Partial Invoice Paid
<input type="checkbox"/> RAPP-	<input type="checkbox"/> USDA-USDA Approved		

**Action**







## Entering Inspection Results

### Entering Inspection Results

- Default is “**Certificate w/Reference to External Sample**” option-see example below:
- **Input** field is now a mandatory field. Enter the actual vendor lot number in this field; example: SX505

**Quality Certificate Data Entry**

**PO Selection**

Purchase Order: \* 4210002770 Line Item: \* 00001 Procurement Document: Quantity: \* 50,000 UOM:

**Certificate Type**

☐ Search  
☐ Certificate w/o Reference  
☒ Certificate w/Reference to External Sample  
☐ Certificate from FGIS Upload

**Input**

SX505

**Lot Status**

☒ INCP-Incomplete ☐ RREC-Results Recorded ☐ INPA-Invoiced - Pending Approval ☐ INPP-Invoiced - Pending Payment





# Entering Inspection Results

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Supplier Self Service > Inspection Results Entry

Full Screen Or

### Welcome to Inspection Results Entry

All required fields are marked with a red asterisk (\*).

**Purchase Order Selection**

\* Purchase Order: 4210003379 \* Line Item: 00001 Procurement Document: Quantity: 400 UOM: EA

**Certificate Type**

☐ Search  
☐ Certificate w/o Reference  
☒ Certificate w/ Reference to External Sample  
☐ Certificate from FGIS Upload

**Certificate Number**

LOT 01-BNSF2000

**Lot Status**

<input checked="" type="checkbox"/> INCP-Incomplete	<input type="checkbox"/> RREC-Results Recorded	<input type="checkbox"/> INPA-Invoiced - Pending Approval	<input type="checkbox"/> INPP-Invoiced - Pending Payment
<input type="checkbox"/> INVC-Invoiced - Paid - Closed	<input type="checkbox"/> OOSP-Out of Spec	<input type="checkbox"/> RE01-Name of Vendor Incorrect/Missi	<input type="checkbox"/> RE02-Invoice Date Incorrect/Missing
<input type="checkbox"/> RE03-Contract Number Incorrect/Miss	<input type="checkbox"/> RE04-Documents not readable	<input type="checkbox"/> RE05-Des, Price, Quantity Incorrect	<input type="checkbox"/> RE06-Shipping/Payment Terms Incorre
<input type="checkbox"/> RE07-Tax Payer ID (TIN) Incorrect	<input type="checkbox"/> RE08-Duplicate Invoice	<input type="checkbox"/> RE09-Name/Phone Number Incorrect	<input type="checkbox"/> RE10-Other Required Docn Incorrect
<input type="checkbox"/> RE11-Reject the Lot completely-NRS	<input type="checkbox"/> MMSV-Material Master Spec Variation	<input type="checkbox"/> VOSP-Vendor Out of Spec	<input type="checkbox"/> PIPA-Partial Inv - Pending Approval
<input type="checkbox"/> PIPP-Partial Inv - Pending Payment	<input type="checkbox"/> RE12-Non-Confirming Product	<input type="checkbox"/> INCD-Invoice Cancelled	<input type="checkbox"/> PIPD-Partial Invoice Paid
<input type="checkbox"/> RAPP-	<input type="checkbox"/> USDA-USDA Approved		

**Action**

Execute Change Display

Click **Execute** (the **Execute** button) to open the *Record Results: Characteristic Overview* screen.





# Entering Inspection Results



(Note) Clicking **Execute** (the **Execute** button) opens a second window.

Image: Record Results: Characteristic Overview Screen

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart

Material: 110200 | CORN-SOY BLEND PLUS B... Batch | QMBATCH

Insp. Lot: 10000042703 | 4210003379-00001

Activity: 0010 | Inspection Tasks | P1nt: 1000

General | Summarized | Indicators

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">AFLATOXIN</a>	0.00 .. 20.00 ppb	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">BWK COOKED</a>	5.50 .. 100.00 cm	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">FAT</a>	6.00 .. 100.00 %	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">IRON (Reported in MG)</a>	9.00 .. 21.00 mg	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">MOISTURE</a>	0.00 .. 10.00 %	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">PROTEIN</a>	14.00 .. 100.00 %	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">COLIFORM COUNT(CO)</a>	0 .. 100 g	400										
<input type="checkbox"/>	<input type="checkbox"/>	1	<a href="#">CRUDE FIBER (MOIST)</a>	10.00 .. 100.00 %	10,000										





# Entering Inspection Results

Press the **Enter** key to move to the next characteristic.  
Continue to enter results as appropriate.

Image: Record Results: Characteristic Overview Screen

Record Results: Characteristic Overview

Menu

Save

Back

Exit

Cancel

System

Other inspection lot

User settings...

Defects...

Inspection Method

Control chart

Material

110200

CORN-SOY BLEND PLUS B...

Batch

QMBATCH

Insp. Lot

10000042703

4210003379-00001

Activity

0010

Inspection Tasks

P1nt

1000

General


Summarized

Indicators

Force

Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp.descriptn	LT...	Ch...
<input type="checkbox"/>	<input type="checkbox"/>	1	AFLATOXIN	0.00 .. 20.00 ppb	400			12.2							
<input type="checkbox"/>	<input type="checkbox"/>	1	BWK COOKED	5.50 .. 100.00 cm	400			68.5							
<input type="checkbox"/>	<input type="checkbox"/>	1	FAT	6.00 .. 100.00 %	400			32.6							
<input type="checkbox"/>	<input type="checkbox"/>	1	IRON (Reported in MG)	9.00 .. 21.00 mg	400			17							
<input type="checkbox"/>	<input type="checkbox"/>	1	MOISTURE	0.00 .. 10.00 %	400			3.0							
<input type="checkbox"/>	<input type="checkbox"/>	1	PROTEIN	14.00 .. 100.00 %	400			78.3							
<input type="checkbox"/>	<input type="checkbox"/>	1	COLIFORM COUNT(CO	0 .. 100 g	400			23							
<input type="checkbox"/>	<input type="checkbox"/>	1	CRUDE FIBER (MOIST	10.00 .. 100.00 %	10,000			61							

Click  (the **Select All Chars** button) to select all rows in the Inspection Lot.







# Entering Inspection Results




**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart



Material: 110200 | Insp. Lot: 10000042703 | Activity: 0010 | Inspection Tasks: P1nt: 1000

General | Summarized | Indicators

EP	Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	SI...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...	Cl
			2	AFLATOXIN	0.00 ... 20.00 ppb	400	400		12.20	12.2							
			2	BWK COOKED	5.50 ... 100.00 cm	400	400		68.50	68.5							
			2	FAT	6.00 ... 100.00 %	400	400		32.60	32.6							
			2	IRON (Reported in MG)	9.00 ... 21.00 mg	400	400		17.00	17							
			2	MOISTURE	0.00 ... 10.00 %	400	400		3.00	3.0							
			2	PROTEIN	14.00 ... 100.00 %	400	400		78.30	78.3							
			2	COLIFORM COUNT(CO)	0 ... 100 g	400	400		23	23							
			2	CRUDE FIBER (MOIST)	10.00 ... 100.00 %	10,000	10,000		61.00	61							

Click  (the **Valuate** button) to populate the **Valuation** field with  (the **Valuation: Accepted** indicator) or  (the **Valuation: Rejected** indicator).



(Note) The **Valuate** button initiates a check between the entry in the **Result** field and the range of options in the **Specifications** column.  (the **Valuation: Accepted indicator**) indicates that the entry in the **Result** field is within the specified range.  (the **Valuation: Rejected indicator**) indicates that the commodity did not pass inspection. Contact the Contracting Officer to negotiate acceptance terms.



(Note) If any characteristics are submitted with  (the **Valuation: Rejected indicator**), the entire inspection lot is treated as **Lot Status OOSP**.





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart

Material: 110200 CORN-SOY BLEND PLUS B... Batch: QMBATCH  
Insp. Lot: 10000042703 4210003379-00001  
Activity: 0010 Inspection Tasks Plnt: 1000

General | Summarized | Indicators

Force Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...	Cl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	AFLATOXIN	0.00 .. 20.00 ppb	400	400	<input type="text"/>	Ø 12.20		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BWK COOKED	5.50 .. 100.00 cm	400	400	<input type="text"/>	Ø 68.50		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	FAT	6.00 .. 100.00 %	400	400	<input type="text"/>	Ø 32.60		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	IRON (Reported in MG)	9.00 .. 21.00 mg	400	400	<input type="text"/>	Ø 17.00		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	MOISTURE	0.00 .. 10.00 %	400	400	<input type="text"/>	Ø 3.00		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	PROTEIN	14.00 .. 100.00 %	400	400	<input type="text"/>	Ø 78.30		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	COLIFORM COUNT(C)	0 .. 100 g	400	400	<input type="text"/>	Ø 23		✓					<input type="text"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	CRUDE FIBER (MOIST	10.00 .. 100.00 %	10,000	10,000	<input type="text"/>	Ø 61.00		✓					<input type="text"/>	

Click  (the **Services for Object** button) to attach documents associated with the inspection lot.





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu           »

Material: 110200  Batch: QMBATCH

Insp. Lot: 10000042703

Activity: 0010  P1nt: 1000

General Summarized Indicators

☒ Ac... ☐ Re... S... Short text for the ins... Spe

Object Type	Object Name
Inspection lot	010000042703
Inspection operation	010000042703

Choose an object

To start the chosen function, choose an application object and press 'Continue'.

Object Type	Object Name
Inspection lot	010000042703
Inspection operation	010000042703

Click  (the **Selection** button) next to the **Inspection lot** option.







# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart

Material: 110200 | CORN-SOY BLEND PLUS B... Batch: QMBATCH

Insp. Lot: 10000042703 | 4210003379-00001

Activity: 0010 | Inspection Tasks | P1nt: 1000


General | Summarized | Indicators

Choose an object

To start the chosen function, choose an application object and press 'Continue'.

Object Type	Object Name
Inspection lot	010000042703
Inspection operation	010000042703

Ac...	Re...	S...	Short text for the ins...	Sp...	but...	Insp. descriptn	LT...	Ch...	Cl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	AFLATOXIN	0.0					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BWK COOKED	5.5					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	FAT	6.0					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	IRON (Reported in MG)	9.0					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	MOISTURE	0.0					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	PROTEIN	14					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	COLIFORM COUNT(C)	0					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	CRUDE FIBER (MOIST)	10					

Click  (the **Continue** button) to select this option.







# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Create... | Attachment list | Private Note | Send | Relationships | Workflow | My Objects | Help for object services

Material: 110200 | CORN-SOY BLEND PLUS B... Batch | QMBATCH  
Insp. Lot: 10000042703 | 4210003379-00001  
Activity: 0010 | Inspection Tasks | P1nt: 1000

General | Summarized | Indicators

Force | Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...	Cl
<input checked="" type="checkbox"/>	3		AFLATOXIN	0.00 ... 20.00 ppb	400	400	Pe...	12.20		✓						
<input checked="" type="checkbox"/>	3		BWK COOKED	5.50 ... 100.00 cm	400	400	Pe...	68.50		✓						
<input checked="" type="checkbox"/>	3		FAT	6.00 ... 100.00 %	400	400	Pe...	32.60		✓						
<input checked="" type="checkbox"/>	3		IRON (Reported in MG)	9.00 ... 21.00 mg	400	400	Pe...	17.00		✓						
<input checked="" type="checkbox"/>	3		MOISTURE	0.00 ... 10.00 %	400	400	Pe...	3.00		✓						
<input checked="" type="checkbox"/>	3		PROTEIN	14.00 ... 100.00 %	400	400	Pe...	78.30		✓						
<input checked="" type="checkbox"/>	3		COLIFORM COUNT(C/0 ... 100 g		400	400	Pe...	23		✓						
<input checked="" type="checkbox"/>	3		CRUDE FIBER (MOIST	10.00 ... 100.00 %	10,000	10,000	Pe...	61.00		✓						

Click | **Create...** (the **Create...** option).





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu  Save Back Exit Cancel System Other inspection lot User settings... Create Attachment Create note Create external document (URL) Store business document Enter Bar Code

Create... Attachment list Private Note Send Relationships Workflow My Objects Help for object services

Material: 110200 CORN-SOY BLEND PLUS B... Batch: QMBATCH  
Insp. Lot: 10000042703 4210003379-00001  
Activity: 0010 Inspection Tasks PInt: 1000

General Summarized Indicators

Force Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...	Cl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	AFLATOXIN	0.00 .. 20.00 ppb	400	400	<input type="text"/>	12.20		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BWK COOKED	5.50 .. 100.00 cm	400	400	<input type="text"/>	68.50		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	FAT	6.00 .. 100.00 %	400	400	<input type="text"/>	32.60		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	IRON (Reported in MG)	9.00 .. 21.00 mg	400	400	<input type="text"/>	17.00		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	MOISTURE	0.00 .. 10.00 %	400	400	<input type="text"/>	3.00		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	PROTEIN	14.00 .. 100.00 %	400	400	<input type="text"/>	78.30		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	COLIFORM COUNT(C)	0 .. 100 g	400	400	<input type="text"/>	23		✓						<input type="button" value="Icon"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	CRUDE FIBER (MOIST)	10.00 .. 100.00 %	10,000	10,000	<input type="text"/>	61.00		✓						<input type="button" value="Icon"/>

Click **Create Attachment** (the **Create Attachment** option).





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart

Material: 110200 | CORN-SOY BLEND PLUS B... Batch | QMBATCH  
Insp. Lot: 10000042703 | 4210003379-00001  
Activity: 0010 | Inspection Tasks | P1nt: 1000

General | Summarized | Indicators

Force | Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	AFLATOXIN	0.00 .. 20.00 ppb	400	400		12.20		✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BWK COOKED	5.50 .. 100.00 cm	400	400		68.50		✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	FAT	6.00 .. 100.00 %	4					✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	IRON (Reported in MG)	9.00 .. 21.00 mg	4					✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	MOISTURE	0.00 .. 10.00 %	4					✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	PROTEIN	14.00 .. 100.00 %	4					✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	COLIFORM COUNT(C)	0 .. 100 g	4					✓					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	CRUDE FIBER (MOIST)	10.00 .. 100.00 %	1					✓					

**File Upload**

The application would like to upload a file to the SAP system

OK Cancel

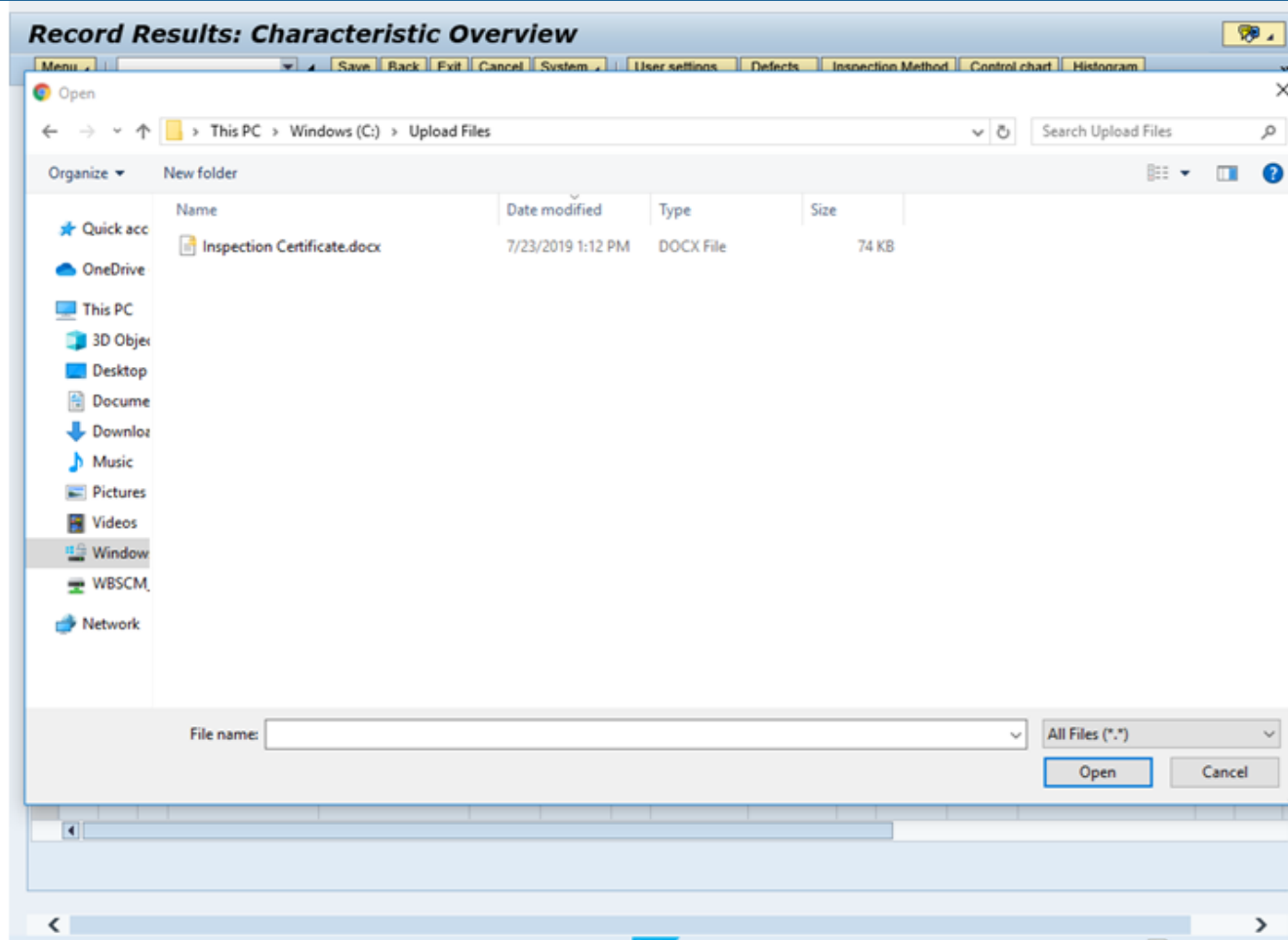
Click  (the **OK** button).







# Entering Inspection Results







# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu  Save Back Exit Cancel System Other inspection lot User settings... Defects... Inspection Method Control chart »

Material 110200 CORN-SOY BLEND PLUS B... Batch QMBATCH

Insp. Lot 10000042703 4210003379-00001

Activity 0010 Inspection Tasks PInt 1000

General Summarized Indicators

Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...	Cl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	AFLATOXIN	0.00 .. 20.00 ppb	400	400		12.20								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BWK COOKED	5.50 .. 100.00 cm	400	400		68.50								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	FAT	6.00 .. 100.00 %	400	400		32.60								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	IRON (Reported in MG)	9.00 .. 21.00 mg	400	400		17.00								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	MOISTURE	0.00 .. 10.00 %	400	400		3.00								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	PROTEIN	14.00 .. 100.00 %	400	400		78.30								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	COLIFORM COUNT(C)	0 .. 100 g	400	400		23								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	CRUDE FIBER (MOIST	10.00 .. 100.00 %	10,000	10,000		61.00								

As appropriate, click (the **Services for Objects** button) to review the attached documents.





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu  Save Back Exit Cancel System Other inspection lot User settings... Defects... Inspection Method Control chart

Material: 110200 CORN-SOY BLEND PLUS B... Batch: QMBATCH  
Insp. Lot: 10000042703 4210003379-00001  
Activity: 0010 Inspection Tasks P1nt: 1000

General Summarized Indicators

Choose an object

To start the chosen function, choose an application object and press 'Continue'.

Object Type	Object Name
Inspection lot	010000042703
Inspection operation	010000042703

Attribute	Insp. description	LT...	Ch...	CI

Click ☐ (the **Selection** button) next to the **Inspection lot** option.





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart

Material: 110200 CORN-SOY BLEND PLUS B... Batch: QMBATCH  
Insp. Lot: 10000042703 4210003379-00001  
Activity: 0010 Inspection Tasks P1nt: 1000

General | Summarized | Indicators

**Choose an object**

To start the chosen function, choose an application object and press 'Continue'.

Object Type	Object Name
Inspection lot	010000042703
Inspection operation	010000042703

but	Insp. descriptn	LT...	Ch...	Cl

Click  (the **Continue** button).







# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Create... | Attachment list | Private Note | Send | Relationships | Workflow | My Objects | Help for object services

Material: 110200 | CORN-SOY BLEND PLUS B... Batch | QMBATCH  
Insp. Lot: 10000042703 | 4210003379-00001  
Activity: 0010 | Inspection Tasks | P1nt: 1000

General | Summarized | Indicators

Force | Further details...

Ac...	Re...	S...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original V...	Va...	Defect...	Attribute	Insp. descriptn	LT...	Ch...	Cl
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	AFLATOXIN	0.00 .. 20.00 ppb	400	400	Pos	12.20		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BWK COOKED	5.50 .. 100.00 cm	400	400	Pos	68.50		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	FAT	6.00 .. 100.00 %	400	400	Pos	32.60		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	IRON (Reported in MG)	9.00 .. 21.00 mg	400	400	Pos	17.00		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	MOISTURE	0.00 .. 10.00 %	400	400	Pos	3.00		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	PROTEIN	14.00 .. 100.00 %	400	400	Pos	78.30		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	COLIFORM COUNT(C0	0 .. 100 g	400	400	Pos	23		✓						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	CRUDE FIBER (MOIST	10.00 .. 100.00 %	10,000	10,000	Pos	61.00		✓						

Click **Attachment list** (the **Attachment list** option) to review all documents associated with the inspection lot.

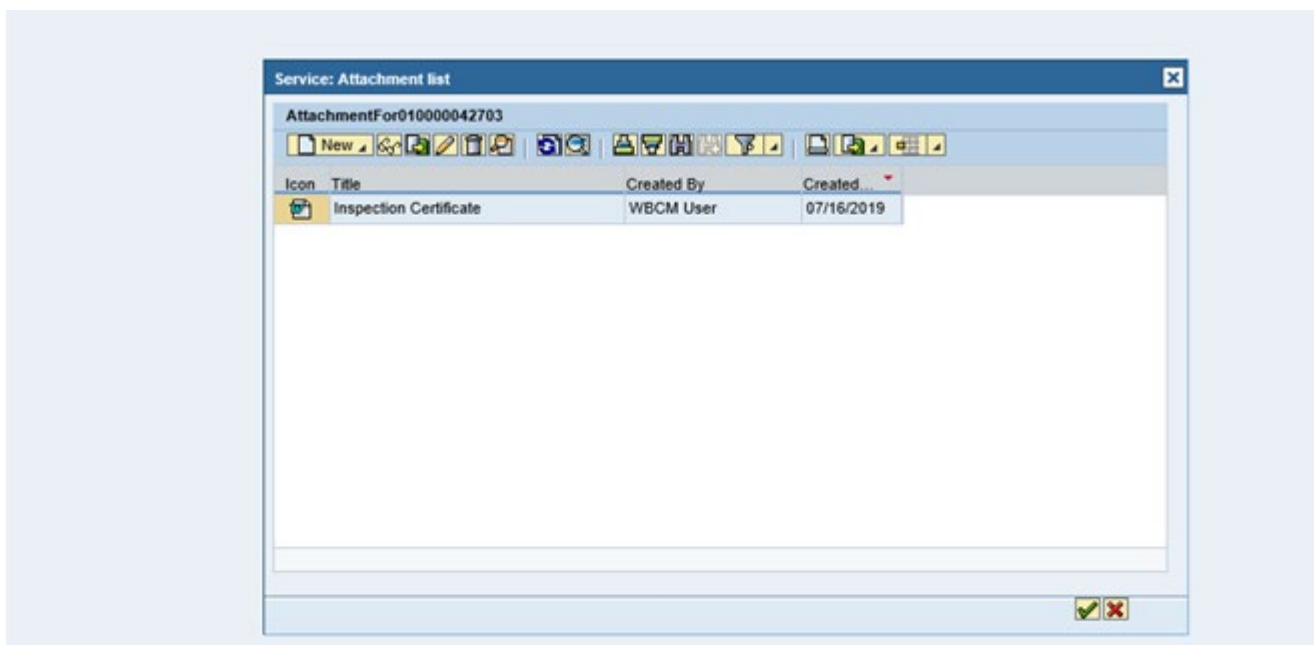






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# Entering Inspection Results



Click  (the **Continue** button) to close.





# Entering Inspection Results

**Record Results: Characteristic Overview**

Menu  Save Back Exit Cancel System  Other inspection lot User settings... Defects... Inspection Method Control chart >>

Material: 110200  CORN-SOY BLEND PLUS B... Batch: QMBATCH

Insp. Lot: 10000042703  4210003379-00001

Activity: 0010   Inspection Tasks: pInt: 1000

General Summarized Indicators



# Entering Inspection Results

**Record Results: Initial Screen**

Menu ▾ [ ] ◀ Back Exit Cancel System ▾ Other inspection lot User settings... Lot status Defects Result printout Usage decision »

Inspection Lot  CORN-SOY BLEND PLUS BAG-HP-25 KG

Operation  Inspection Tasks Work center

Char. filter  Plant

**Administrative data**

Inspector  Insp. start time

Click **Exit** (the **Exit** button) to close the inspection lot.

**Image: SAP Screen**

**SAP**

Menu ▾ [ ] ◀ Exit session System ▾

Click **Exit session** (the **Exit session** button) to return to the WBSCM portal.





# Recommended eINV Processing Order

**Process the worklist shipments in the following order:**

- Enter/Modify Shipment Receipts (GRs) (if required)
- Enter Vendor Reference (*Optional*)
- Upload Attachments
- Apply Inspection Lots
- Answer Vendor Certification Questions
- Save & **ALWAYS Double-Check that Information is Correct**, especially Inspection Lot Assignments
- Submit







# Tips-Tricks – Additional Details Invoicing

## QM Tab: Reassigning Inspection Lots

The **QM Tab** shows what Inspection Lot(s) is assigned to an ASN. This screen allows removal of an assignment before vendor confirms the shipment. **NOTE:** Once the shipment is confirmed, vendor can not make any changes unless the shipment is rejected by USDA.

Welcome to e-Invoices for Processing  
Dates are formatted as MM/DD/YYYY

Search Worklist Additional Details Daily Invoices

Vendor Shipments Attachments Receipt Confirmations **QM** Invoices

View: Default View

Inspection Lot	Material	Lot Description	Material Description	Created on	USDA Status	Lot Status	Status	Lot Quantity	Consumed Quantity	Units	Total Lot Discount (in \$)
10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019		Results Recorded	OC	200	100	EA	0.00
10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	USDA Approved	Results confirmed	OC	200	200	EA	0.00

View: Default View Export Delete Assignment

Change	ASN Number	Item	Purchase Order	Purchase Order Item	Inspection Lot	Material	Lot Description	Material Description	Created on	Vendor	USDA Status	Lot Status	Light Indicator	Lot Quantity	ASN Quantity	Units	Lot Discount	Applica
<input type="checkbox"/>	6100561638	10	4210003330	1	10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807		Results Recorded	OC	200	50	EA	0.00	
<input type="checkbox"/>	6100561639	10	4210003330	1	10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807		Results Recorded	OC	200	50	EA	0.00	
<input type="checkbox"/>	6100561640	10	4210003330	1										0	50	EA	0.00	
<input type="checkbox"/>	6100561641	10	4210003330	1										0	50	EA	0.00	
<input type="checkbox"/>	6100561642	10	4210003330	2	10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807	USDA Approved	Results confirmed	OC	200	50	EA	0.00	
<input type="checkbox"/>	6100561643	10	4210003330	2	10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807	USDA Approved	Results confirmed	OC	200	50	EA	0.00	
<input type="checkbox"/>	6100561644	10	4210003330	2	10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807	USDA Approved	Results confirmed	OC	200	50	EA	0.00	
<input type="checkbox"/>	6100561645	10	4210003330	2	10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807	USDA Approved	Results confirmed	OC	200	50	EA	0.00	





## Tips-Tricks – Additional Details Invoicing

To delete a lot assignment, check the “**Change**” box for the inspection lot which needs to be unassigned, and select “**Delete Assignment**” - this will unassign the lot and free up the quantity –Lot Quantity becomes 0 and a different lot can be applied to the ASN

Search Worklist Additional Details Daily Invoices

Vendor Shipments Attachments Receipt Confirmations QM Invoices

View: Default View

Inspection Lot	Material	Lot Description	Material Description	Created on	USDA Status	Lot Status	Status	Lot Quantity	Consumed Quantity	Units	Total Lot Discount (in \$)
10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019		Results Recorded	OO	200	100	EA	0.00
10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	USDA Approved	Results confirmed	OO	200	200	EA	0.00

View: Default View Export Delete Assignment

Change	ASN Number	Item	Purchase Order	Purchase Order Item	Inspection Lot	Material	Lot Description	Material Description	Created on	Vendor	USDA Status	Lot Status	Light Indicator	Lot Quantity	ASN Quantity	Units	Lot Discount	Applicable D
<input checked="" type="checkbox"/>	6100561638	10	4210003330	1	10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807		Results Recorded	OO	200	50	EA	0.00	
<input type="checkbox"/>	6100561639	10	4210003330	1	10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807		Results Recorded	OO	200	50	EA	0.00	
<input type="checkbox"/>	6100561640	10	4210003330	1										0	50	EA	0.00	
<input type="checkbox"/>	6100561641	10	4210003330	1										0	50	EA	0.00	
<input type="checkbox"/>	6100561642	10	4210003330	2	10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807	USDA Approved	Results confirmed	OO	200	50	EA	0.00	
<input type="checkbox"/>	6100561643	10																
<input type="checkbox"/>	6100561644	10																
<input type="checkbox"/>	6100561645	10																

View: Default View

Inspection Lot	Material	Lot Description	Material Description	Created on	USDA Status	Lot Status	Status	Lot Quantity	Consumed Quantity	Units	Total Lot Discount (in \$)
10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019		Results Recorded	OO	200	50	EA	0.00
10000042508	100967	4210003330-00002-ERS TEST VOSP	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	USDA Approved	Results confirmed	OO	200	200	EA	0.00

View: Default View Export Delete Assignment

Change	ASN Number	Item	Purchase Order	Purchase Order Item	Inspection Lot	Material	Lot Description	Material Description	Created on	Vendor	USDA Status	Lot Status	Light Indicator	Lot Quantity	ASN Quantity	Units	Lot Discount	Applicable D
<input type="checkbox"/>	6100561638	10	4210003330	1										0	50	EA	0.00	
<input type="checkbox"/>	6100561639	10	4210003330	1	10000042506	100967	4210003330-00001-ERS TESTING	RICE, 2/7 LG, W-MLD BAG-50 KG	02/06/2019	1010807		Results Recorded	OO	200	50	EA	0.00	
<input type="checkbox"/>	6100561640	10	4210003330	1										0	50	EA	0.00	





## Tips-Tricks – Additional Details Invoicing

To see the Additional Information Tabs, highlight the row, and click **Further Actions**

### Welcome to e-Invoices for Processing

Dates are formatted as MM/DD/YYYY

Search

Worklist



Daily Invoices


#### Work Items From Search Results

Please select one or more rows from the table below and navigate to the appropriate task button to continue

View: Vendor view

Export

	Purchase Order	PO Item	ASN Number	Bill of Lading	Vendor Reference	Means of Transport	PO Required Date	Date Shipped
	4210002778	2	6100229632	LAWSON PO ITEM 2		Rail Car	03/21/2019	02/26/2019

 Further Actions

☒ Display Receipt







## Tips-Tricks – Additional Details Invoicing

Highlight the row & you can see the Additional Information Tabs.

### Welcome to e-Invoices for Processing

Dates are formatted as MM/DD/YYYY

Search Worklist **Additional Details** Daily Invoices

Refresh Data

Vendor Shipments Attachments Receipt Confirmations QM Invoices

View: Default View Export ☒ Select All ☐ De-Select All Add Attachments

Process Further	ASN Number	Item	Purchase Order	Purchase Order Item	ASN Schedule	Shipment Status	Shipped Date
<input type="checkbox"/>	6100229632	20	4210002778	2		Draft - Vendor	02/26/2019

Search Worklist **Additional Details** Daily Invoices

Refresh Data

Vendor Shipments Attachments Receipt Confirmations QM Invoices

View: Default View Export ☒ Select All ☐ De-Select All Add Attachments

Process Further	ASN Number	Item	Purchase Order	Purchase Order Item	ASN Schedule	Shipment Status	Shipped Date
<input type="checkbox"/>	6100229632	20	4210002778	2		Draft - Vendor	02/26/2019

Properties **Additional Information** Comments Linked Documents Status Log Attachments

View: Default View Export ☐ Select All ☐ De-Select All Add Attachments

Question	Response
LIQ Amount Adjustment	0.00
Misc. Amount Adjustment	0.00
QM Discount Adjustment	0.00
Do Inspection Certificate Results(COA/FGIS) match Inspection Lot Results?	Yes
Do Inspection Certificates(COA/FGIS) have signatures?	Yes





## Tips-Tricks – Additional Details Invoicing

Vendor can access the processed Invoices through the E-Invoices for Processing screen (Shipment Status 45 or 40) –Invoice Tab (use the wrench to customize the layout)

By clicking on the link vendor can access the PDF copy of the invoice. Vendor can also export this report to Excel by using the “Export” option.

**Welcome to e-Invoices for Processing**

Dates are formatted as MM/DD/YYYY

Suppliers > Supplier Self Service > e-Invoices for Processing

Search Worklist Additional Details Daily Invoices

Vendor Shipments Attachments Receipt Confirmations **Invoices**

View: Invoices-01 BY P D Export

Purchase Order	Purchase Order Item	ASN Number	Bill of Lading	Invoice Number	Invoice Line	Invoice Date	Vendor Reference	IBD Number	IBD Line	Material	Material Description	Invoice Quantity	Unit
4210003320	1	6100560719	EST-2646	6r5400000103	1	12/05/2018	S400000103	180442085	10	100552	BEANS, BLACK BAG-50 KG	190	EA
		6100560721	EST-2648	6r5400000106	1	12/05/2018	S400000106	180442086	10	100552	BEANS, BLACK BAG-50 KG	190	EA
		6100560722	EST-2649	6r5400000107	1	12/05/2018	S400000107	180442090	10	100552	BEANS, BLACK BAG-50 KG	190	EA
		6100560723	EST-2650	6r5400000072	1	11/21/2018	S400000072	180442087	10	100552	BEANS, BLACK BAG-50 KG	195	EA
4210003320	▲ 1									*		765	EA
▲ 4210003320										**		765	EA
▲										***		765	EA

### Invoice

**Company:** CARROLL DRY CORN INGREDIENTS, INC.  
P.O. Box 5506  
MINNEAPOLIS MN 55440-5506

**Description:** 12-INTP-19-C-0002

**Invoice Category:** eINV

**Invoice Number:** 848009183

**Date:** 12/05/2018

**Contact Person:** CARROLL DRY CORN INGREDIENTS, INC.

**Telephone:** 112223333

**Fax:** 112223333

**Email:** xyz@vendor.com

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**Invoice Recipient:**

United States Department of Agriculture  
Farm Service Agency  
Benson Facility # Malthrop 8738  
P.O. Box 41925  
Kansas City, MO 64141-8295

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**Products and Services**

Item	Material	Material Description	Purchase Order / Item
	Vendor Reference	ASN Number / Bill of Lading / Inspection Lot	Inbound Delivery / Item
	Invoice Quantity	Invoice Quantity UoM	Price per Unit
1	100552	BEANS, BLACK BAG-50 KG	4210003320 / 1
	6100560719	EST-2646	180442085 / 10
	100.000	EA	5,000.00 USD / 1,000 EA
			950.00 USD
			<b>Total Amount</b> 950.00 USD





# Tips-Tricks – Additional Details Invoicing

You can determine type of attachment by accessing the document in the attachment's section. Properties of the attachment indicate type of attachment. Same document can be associated with different attachment types, hence it's not shown in the grid.

Refresh Data

Vendor Shipments **Attachments** Receipt Confirmations QM Invoices

View: Default View Export ☒ Select All ☐ De-Select All

Process Further	Document Number	ASN Number	Item	Purchase Order	Purchase Order Item	Document Description	Attachment Status	Created by	Created on	Purch. Group	Document Type Descr.
<input type="checkbox"/>	2000001429	6100016613	10	4210001324	1	<a href="#">PSL_QAS_ASN.csv</a>	Doc. Submitted	SOLICITF0007	06/04/2019	310	Vendor Documents
<input type="checkbox"/>	2000001429	6100016614	10	4210001324	1	<a href="#">PSL_QAS_ASN.csv</a>	Doc. Submitted	SOLICITF0007	06/04/2019	310	Vendor Documents

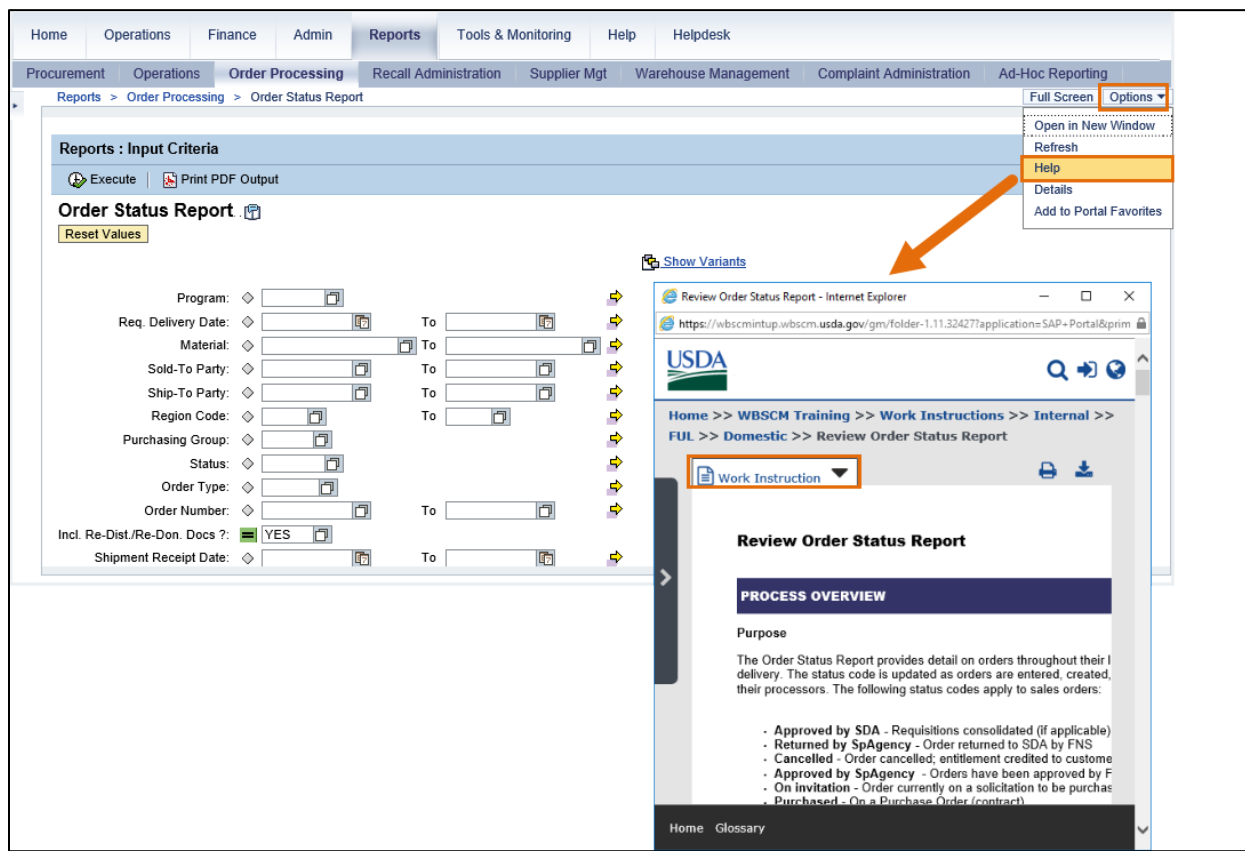
**Properties** Comments Linked Documents Status Log

View: Default View Export

Property Description	Property Value
Attachment Type	AMS Poultry Grading Cert
Attachment Type	Bill of Lading
Attachment Type	Certificate of Analysis



# Context Sensitive Help



The screenshot displays the USDA WBSM system interface. The main window shows the 'Order Status Report' screen with various input criteria fields. In the top right corner, there is a menu with options: 'Full Screen', 'Options', 'Open in New Window', 'Refresh', 'Help', 'Details', and 'Add to Portal Favorites'. The 'Options' button is highlighted with an orange box, and an orange arrow points to it. A secondary window titled 'Review Order Status Report - Internet Explorer' is overlaid on the right side of the screen, displaying the help content for the 'Review Order Status Report'.

The secondary window shows the following content:

- Home >> WBSM Training >> Work Instructions >> Internal >> FULL >> Domestic >> Review Order Status Report
- Work Instruction (selected)
- Review Order Status Report**
- PROCESS OVERVIEW**
- Purpose**
- The Order Status Report provides detail on orders throughout their life cycle. The status code is updated as orders are entered, created, their processors. The following status codes apply to sales orders:
- Approved by SDA - Requisitions consolidated (if applicable)
  - Returned by SpAgency - Order returned to SDA by FNS
  - Cancelled - Order cancelled; entitlement credited to customer
  - Approved by SpAgency - Orders have been approved by FNS
  - On Invitation - Order currently on a solicitation to be purchased
  - Purchased - On a Purchase Order (contract)

WBSM has an on-screen help feature to provide assistance related to the current transaction. To launch help:

- Click (the Options button) on the right side of the screen.
- Select (the Help option).

A new window opens and displays the help materials that relate to the transaction. If more than one related help document is available, users are prompted to select from a list. The selected document opens, and the selection screen closes. In the example below, Context Sensitive Help for the Order Status Report launches the related step-by-step work instruction. The default option is Work Instruction; however, users can use the drop-down menu in the upper right corner to select another document type.

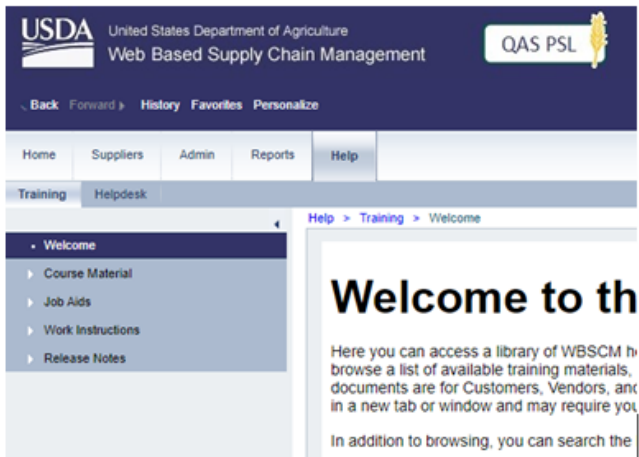




# Context Sensitive Help

❖ Assistance is available:

- WBSCM Work Instructions







# Moving Forward...

- ❖ Direct all questions to:
  - The AMS Helpdesk - [WBSCMAMSHelpDesk@usda.gov](mailto:WBSCMAMSHelpDesk@usda.gov)







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# Long Term Contracting

*The Way Forward* – Wesley J. Harris – Division Director.





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# Break-out Rooms

- **Peas, Beans, & Lentils, Packaged Grain, and Package Flour (Group 1)**
- **Rice and Fortified Rice (Group 2)**
- **Vegetable Oil (Group 3)**
- **Corn Soy Blend, Super Cereal, and Cornmeal (Group 4)**
- **Bulk Grains, Oils, and Empty Bags (Group 5)**

