

Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

These instructions are split into two sections.

- PART ONE: is for the creation a new invoice
- PART TWO: is how to submit a replacement invoice for an invoice that has been rejected by USDA.

[Part One: Invoice Creation-NEW – Pages 1-8](#)

[Part Two: Replacement Invoice Created from a REJECTED invoice – Pages 9-12](#)

Part One: Invoice Creation

Step 1: Proceed to Suppliers Self Service Page (SUS) by following the Portal Path:

- Suppliers→Supplier Self Service→Supplier Self Service

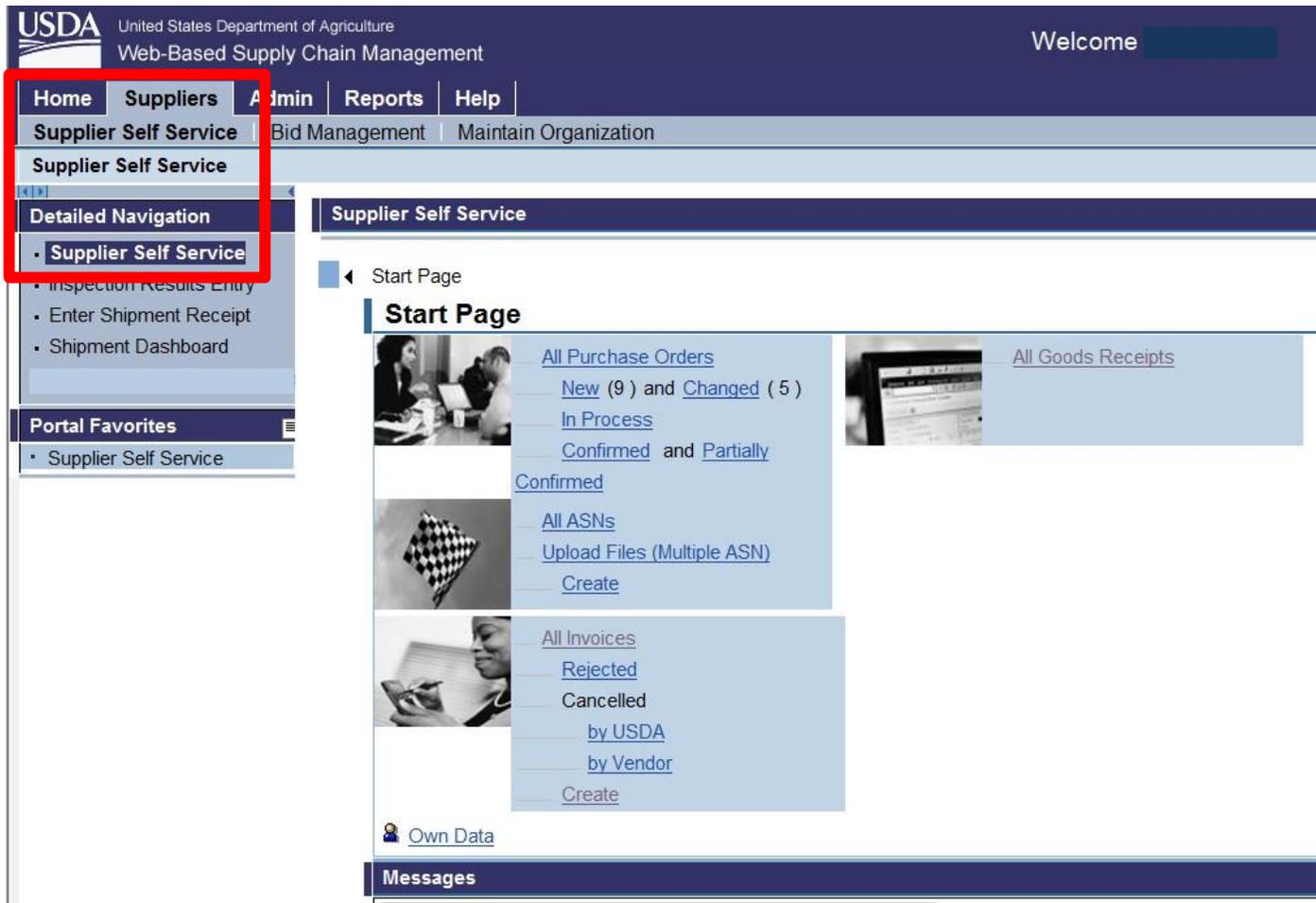


Figure 1.

Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Step 2: Click on “Create”.



Figure 2.

Step 3: Click on “For an ASN”.

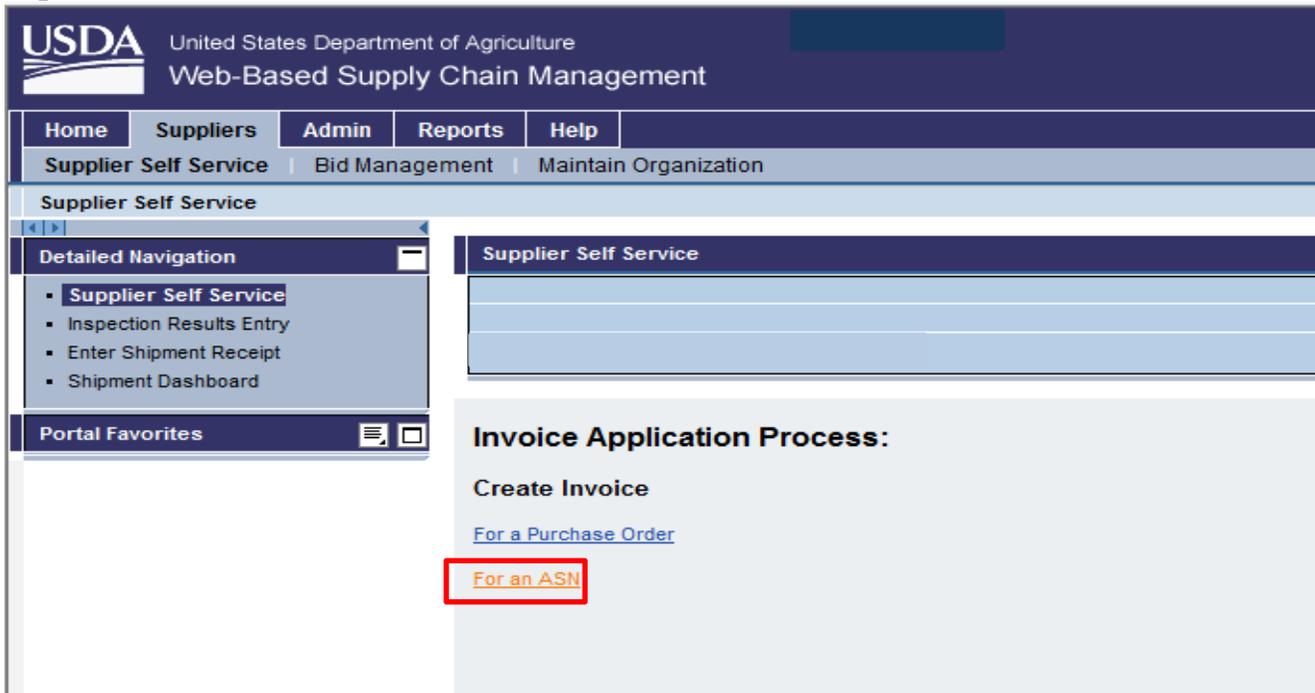


Figure 3.

Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Step 4: Locate the ASN number and select the corresponding row by clicking the blue box to the left of the number.

- The ASN for which an invoice is to be created should be highlighted in yellow before next step.
- Note: Use the filter feature to look for specific ASN or PO number to select.

Step 5: Click on “Create Invoice”

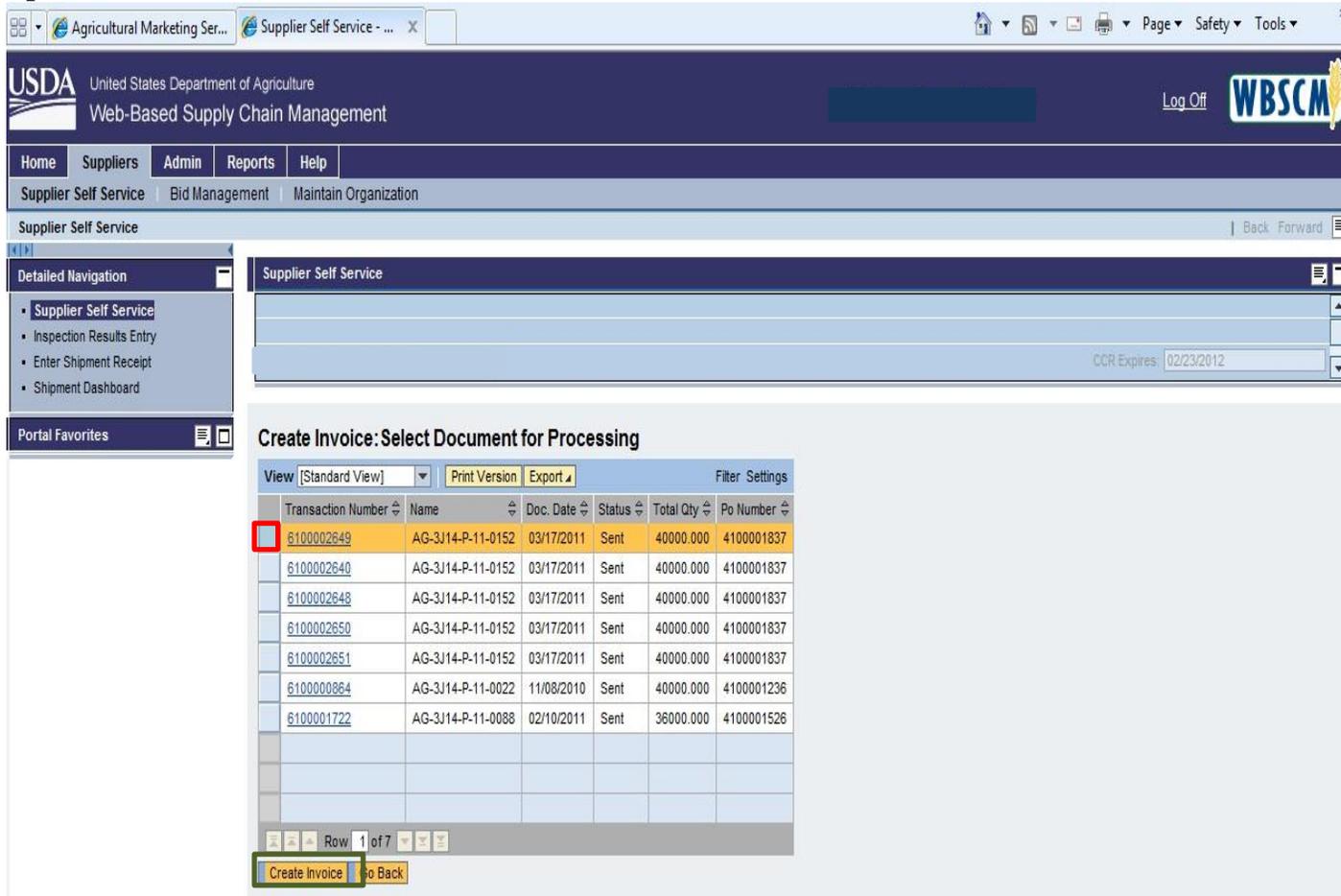


Figure 4.

- Note: If one does click on the ASN hyperlink, it will pull up the ASN information. One can continue to creating the invoice by scrolling to the bottom of the page and click “Create Invoice”.

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Step 6: Click on “Create Invoice”

- Review and verify all information is correct (**Quantity/Invoice Amount**).
- Note: WBSM invoice number always starts with a **71**.
- The “**Vendor Reference**” field is not required however any information entered in this box will display on the disbursement statement.

Document Action

Submit Hold Print/Download Cancel Back

Basic Data

Invoice: 7100004824 Status: In Process Description: AG-3J14-P-12-0054
Document Date: 02/08/2013 Reference Po No.: 4100002727 Invoice Amount: 100,000.00 USD
Vendor Reference:

Products and Services

View [Standard View] Filter Settings

Item Number	Product Name	Short Text	Quantity	Order Unit	Net value	Tax Code	Purchase Order No.	Purchase Order Item
15	130159	BEEF FINE GROUND FRZ PKG-40/1 LB	40,000.00	LB	100,000.00	U1	4100002727	0000000015

Row 1 of 1

Update Quantity

QM Selections

View [Standard View] Filter Settings

Figure 5.

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- If the **quantity** field needs corrected, make the necessary changes and then click on “Update Quantity”. The quantity and the invoice amount will be updated.

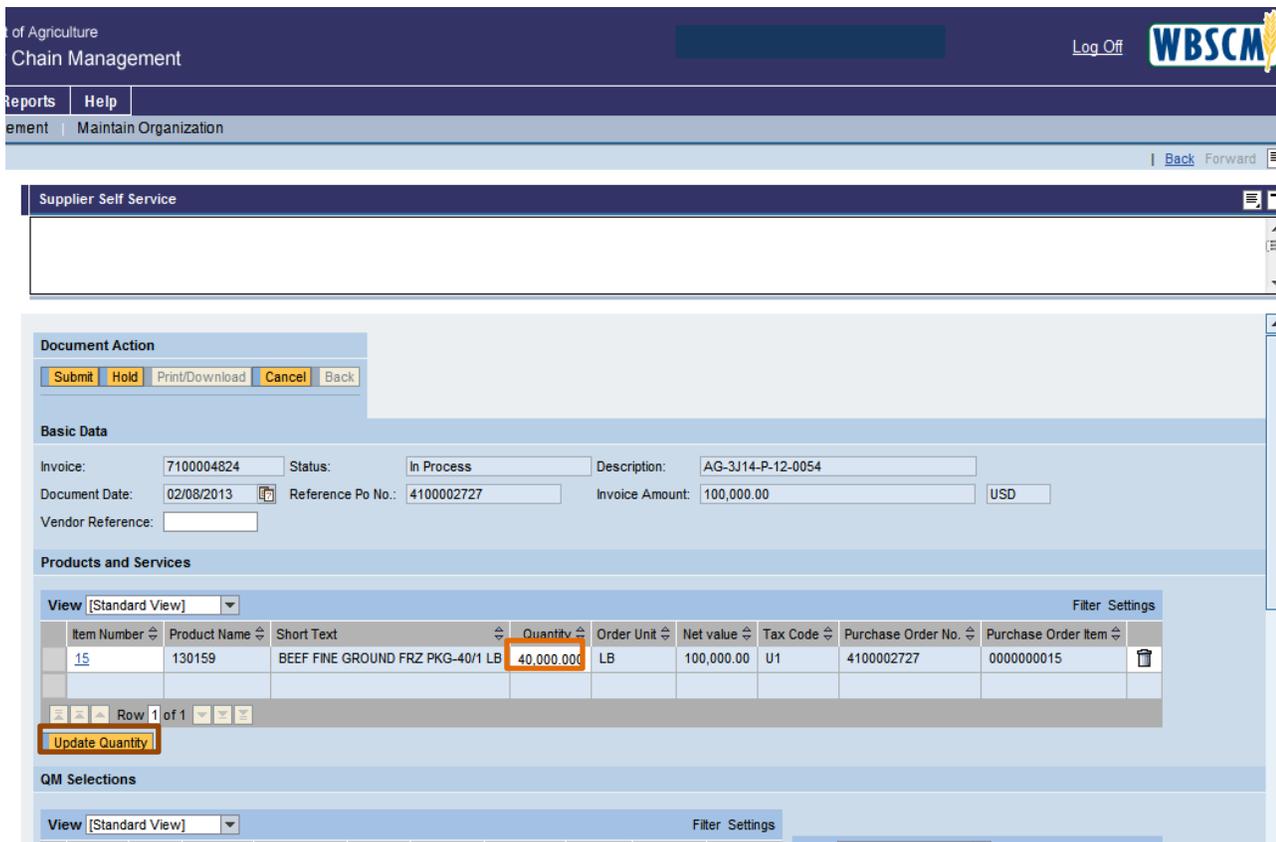


Figure 6.

Step 7: To add Attachments scroll to bottom of the page.

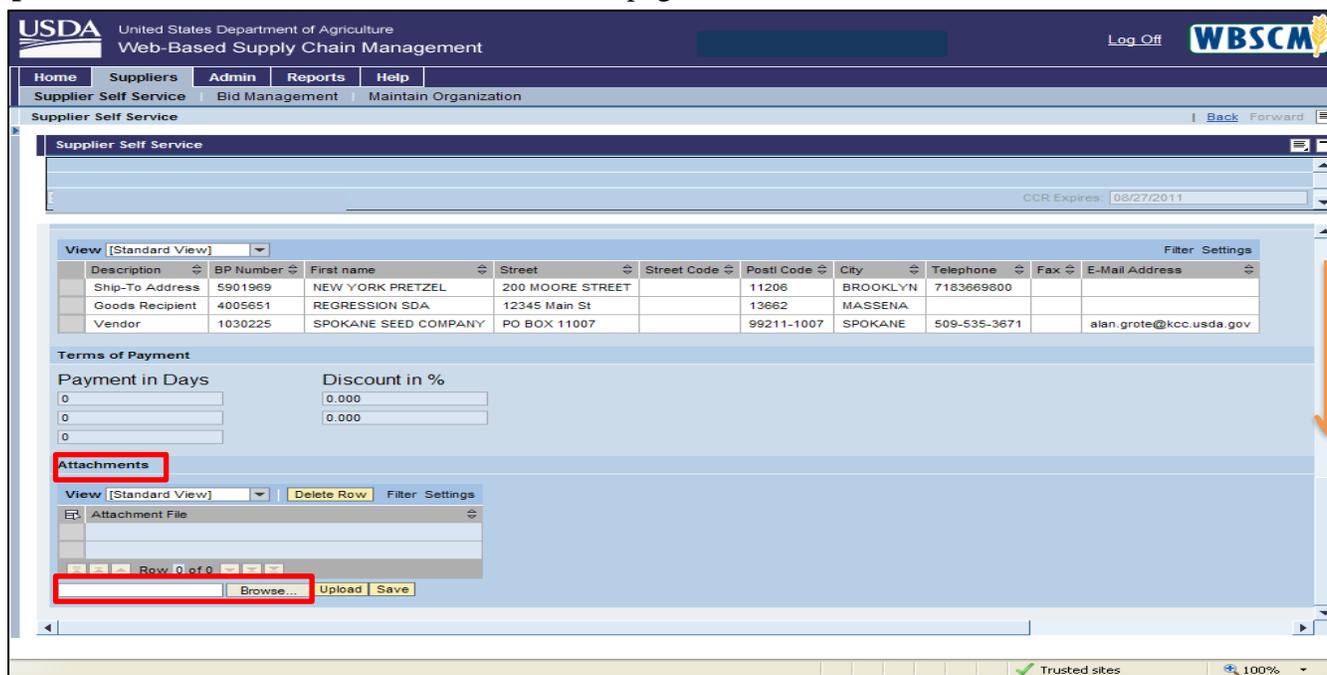


Figure 7.

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Step 8: Click the “browse” button.

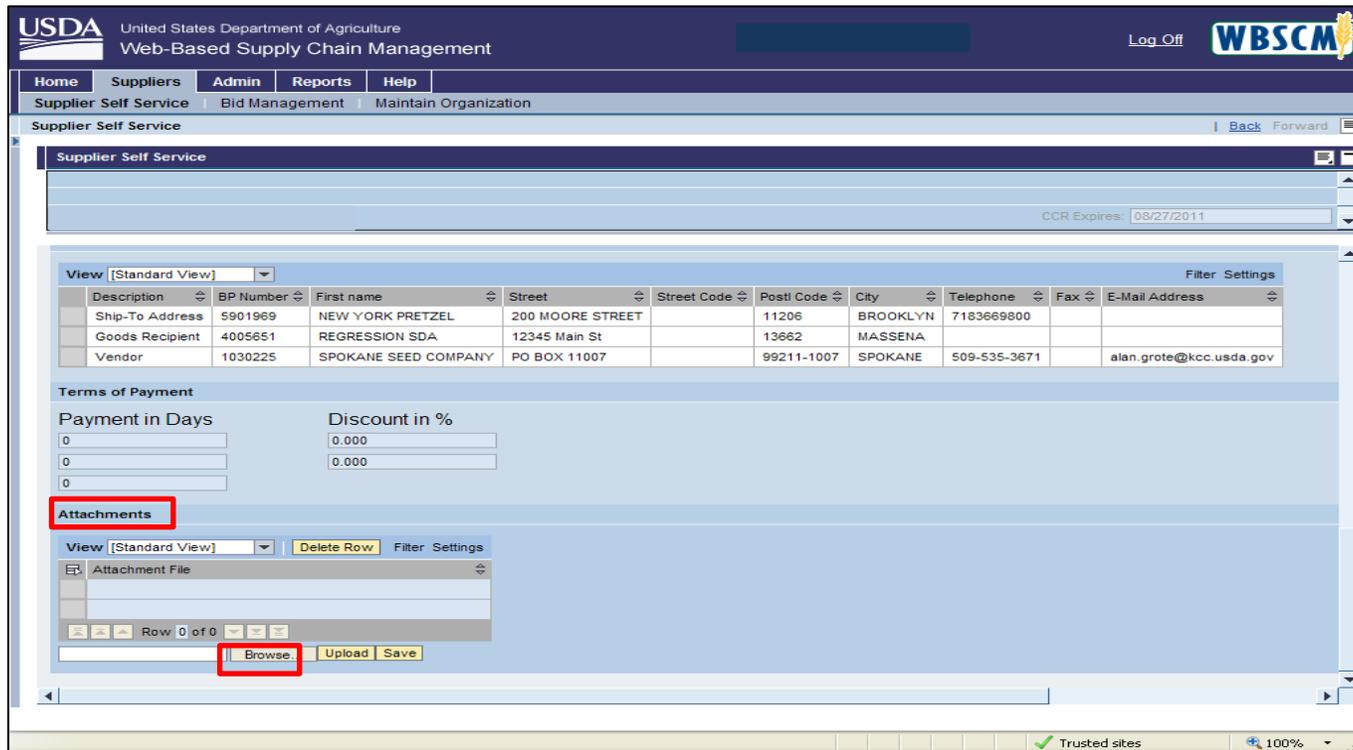


Figure 8.

Step 9: Go to location for the associated attachment(s). A pop-window will be displayed. Select the file and Click on the “open” button

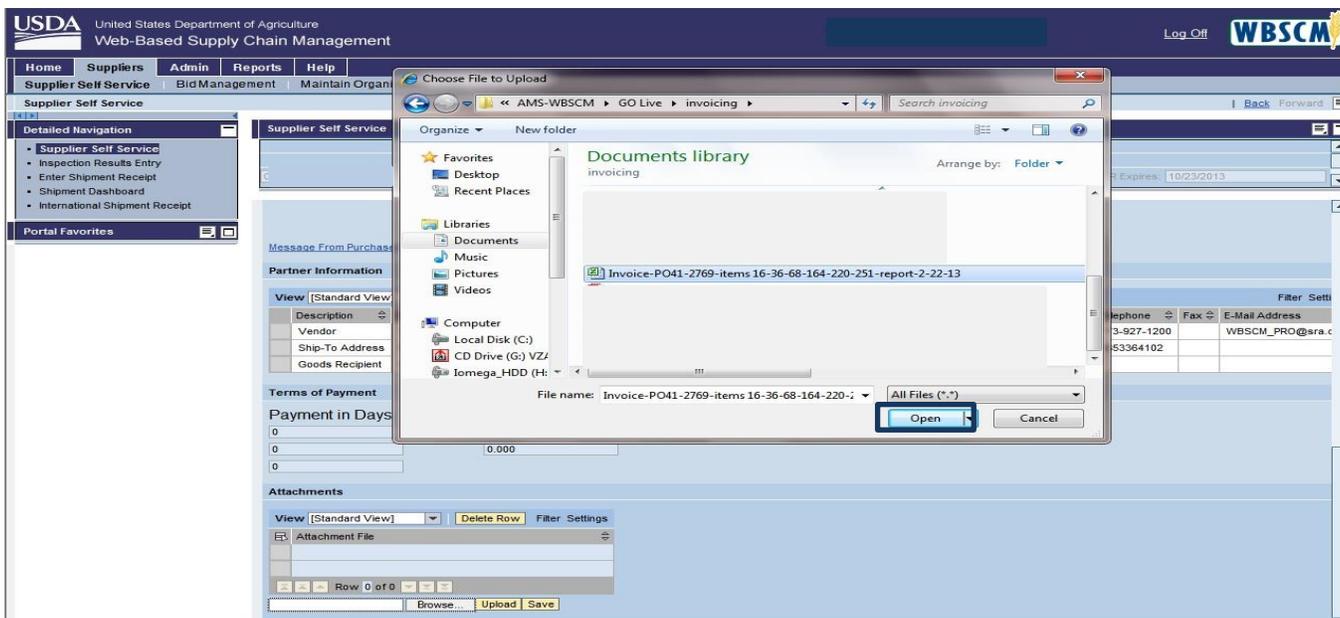


Figure 9.

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Step 10: Click the “**Upload**” button.

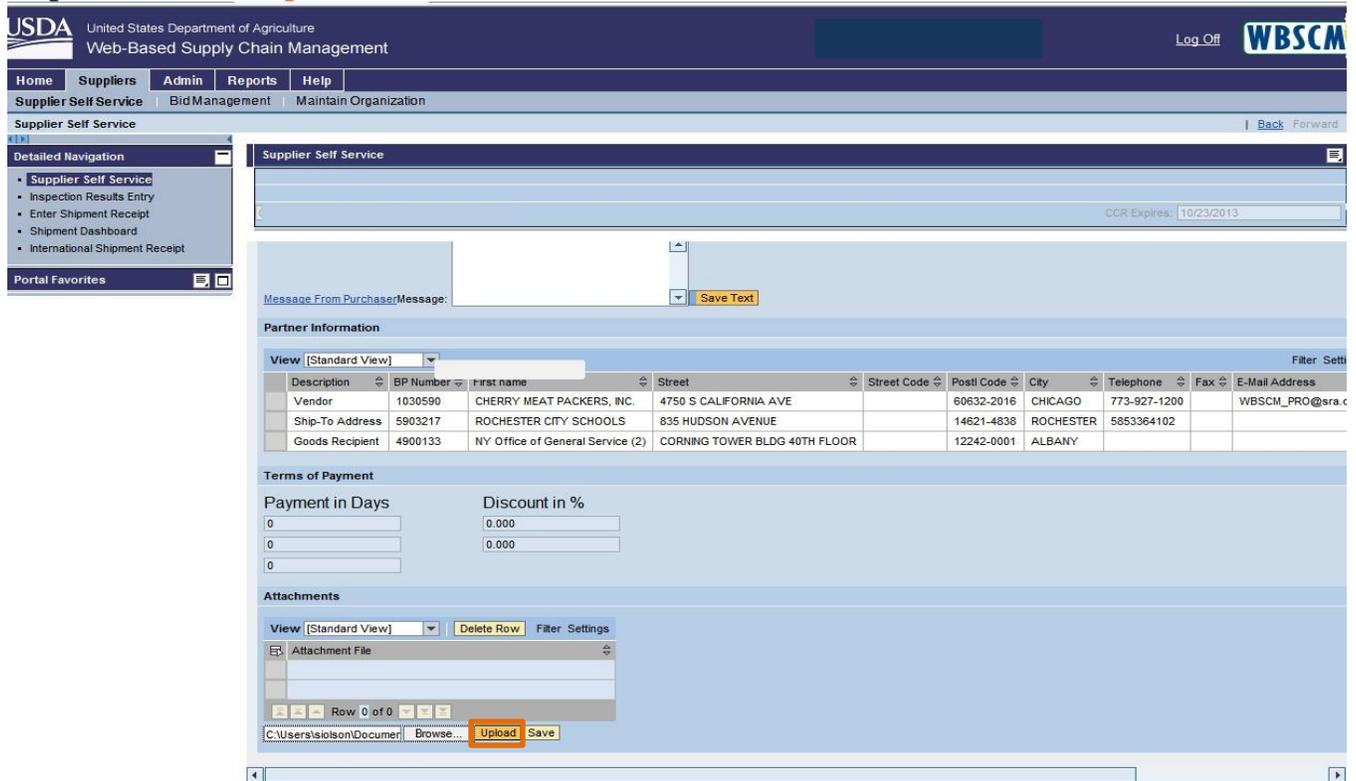


Figure 10.

Step 11: Click the “**Save**” button.

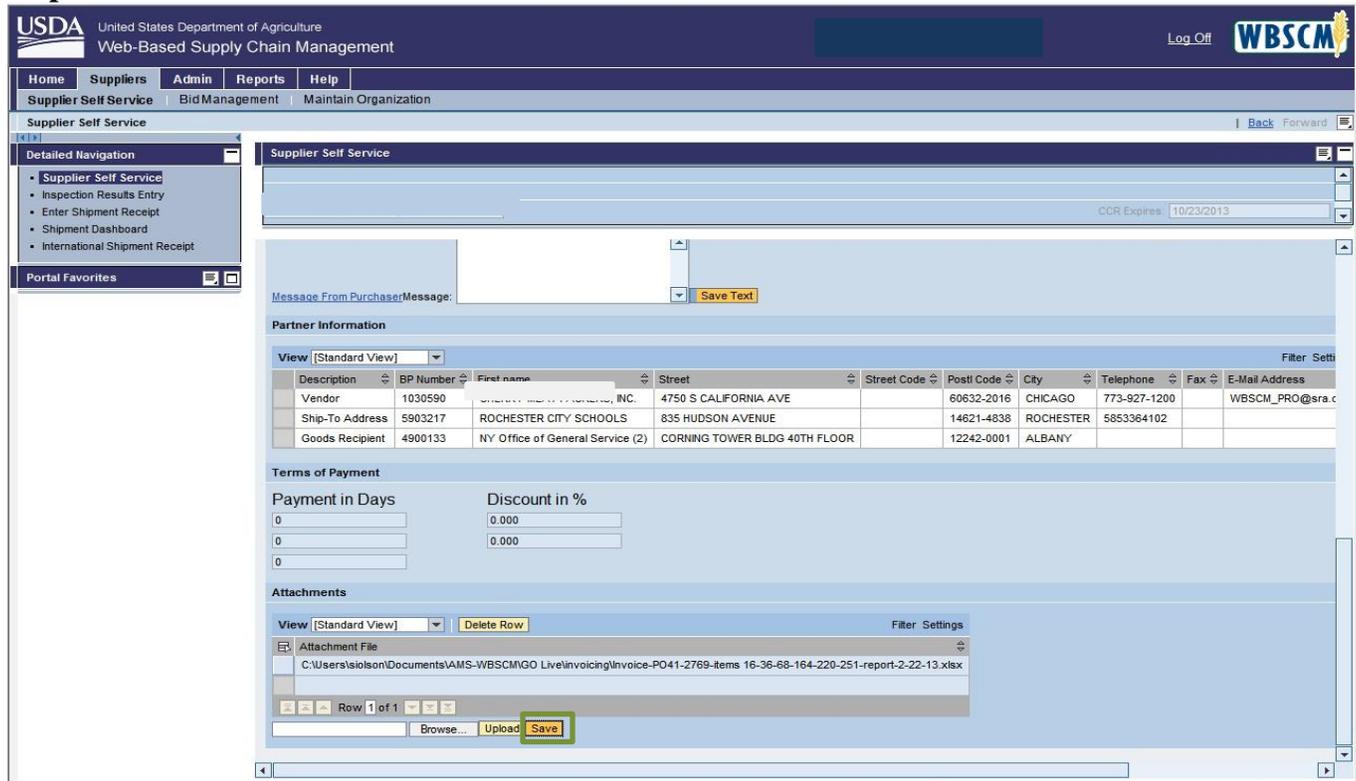


Figure 11.

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Step 12: Scroll back up to the top of the page and click the “Submit” button.

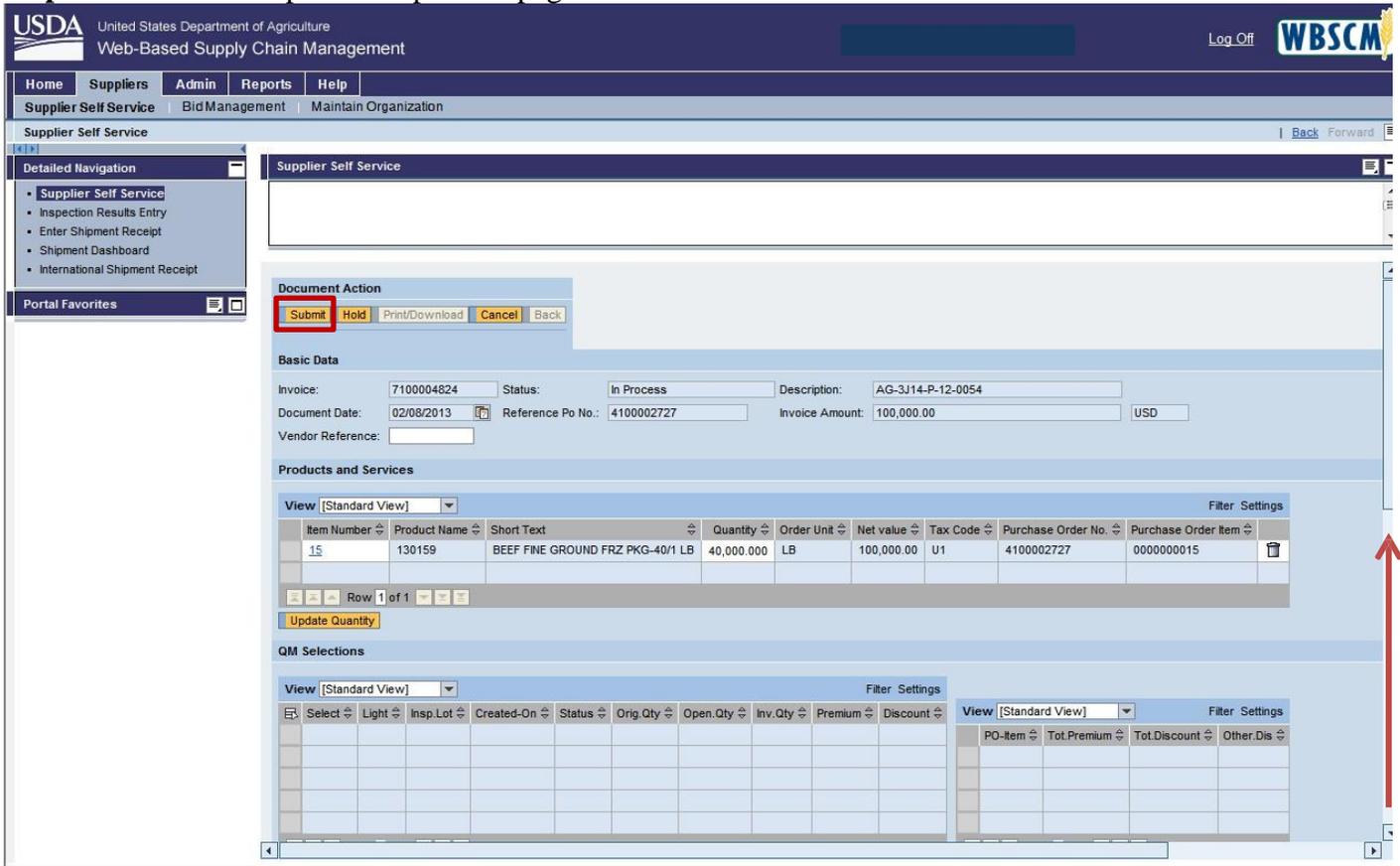


Figure 12.

- If successful, a message will show at the top of the page “invoice created successfully”

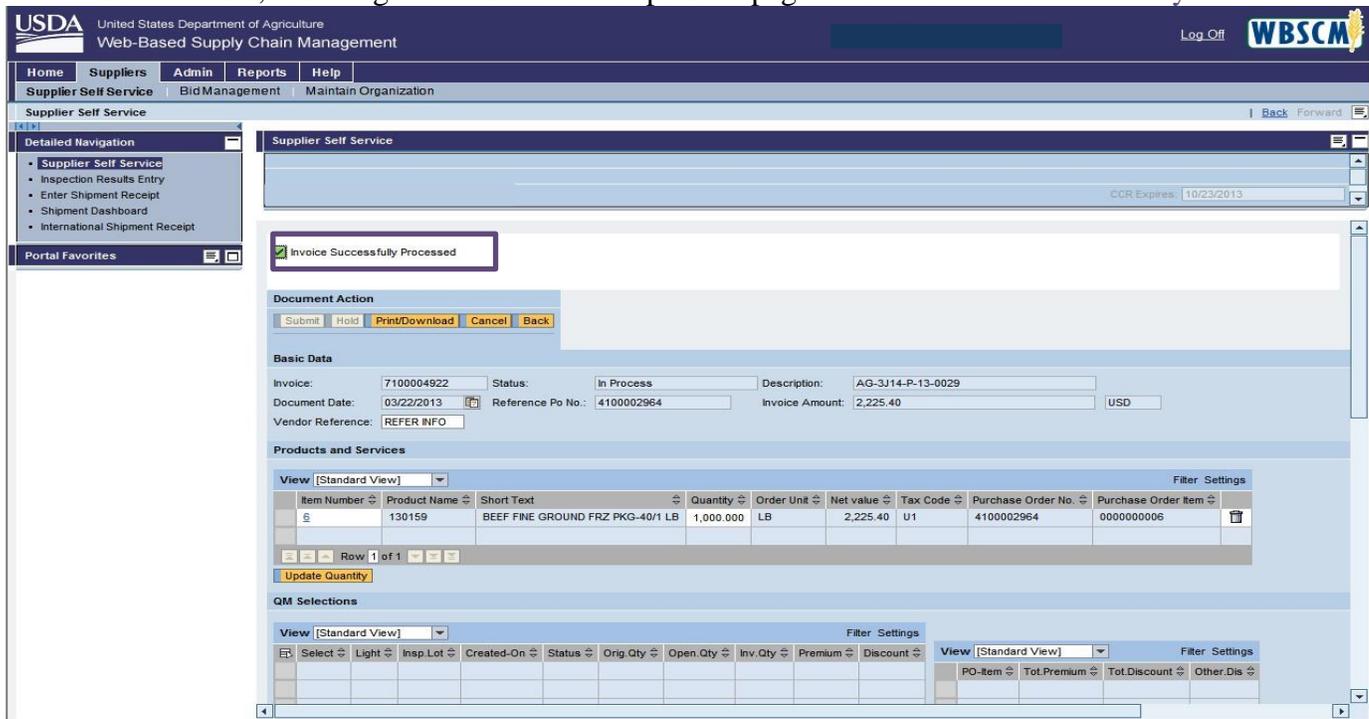


Figure 13.

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Part Two: Replacement Invoice:

When USDA rejects an invoice, the rejected invoice will be shown on the SUS page under the “Rejected” link (see below). An e-mail will also be sent to those users that have the role of Corporate Vendor Admin role or any user with the Invoice approver role and assigned to that plant.

Following the instructions below will result in the rejected invoice to be removed from the list. If these procedures are NOT followed, then the rejected invoice will continue to show under the “Rejected” list.

Step 1.1: Proceed to Suppliers Self Service Page (SUS) and follow the Portal Path:

- Suppliers→Supplier Self Service→Supplier Self Service

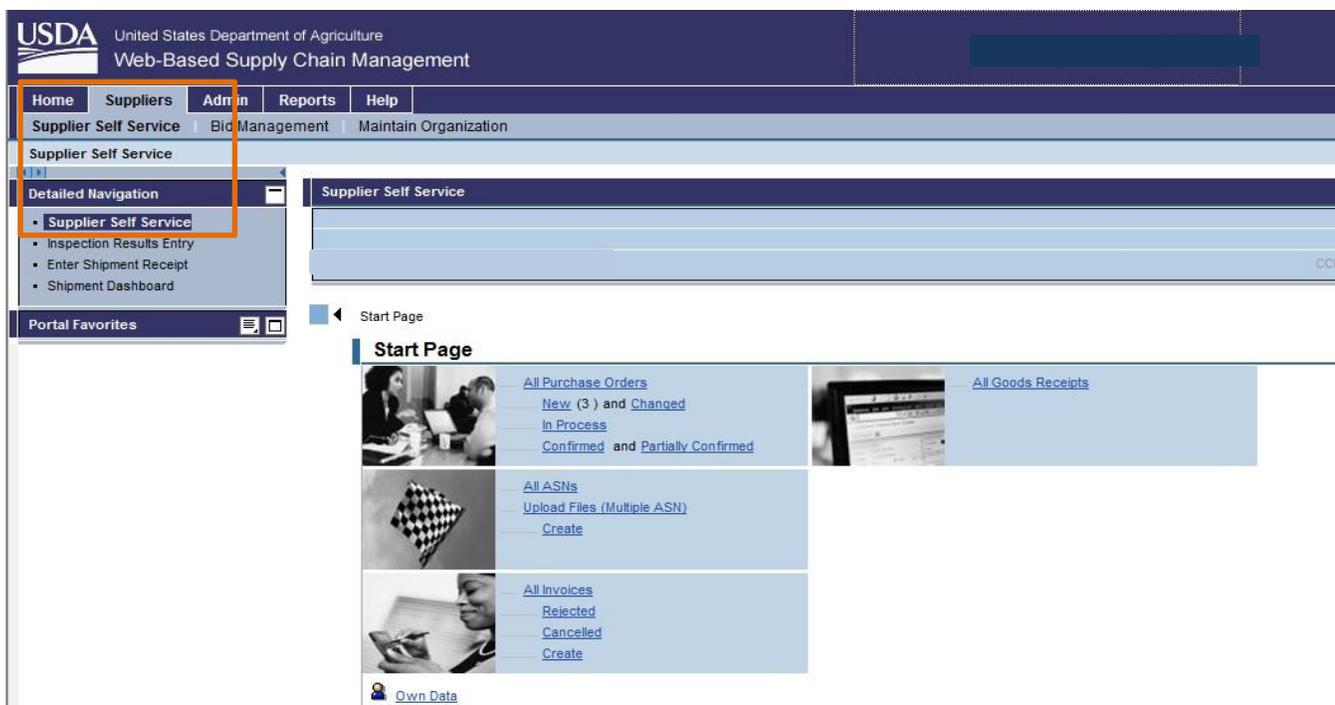


Figure 14.

Step 2.1: Click on “Rejected”



Figure 15.

Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Step 3.1: Locate and click on the invoice (invoice number always starts with **71XXXXXXXX**) that needs to be resubmitted.

The screenshot displays the USDA Web-Based Supply Chain Management (WBSM) interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The 'Supplier Self Service' section is active, showing a 'List of Rejected Invoices and Credit Memos' table. The table has columns for Type, Document Number, Document Name, Document Date, Status, and Gross Price. The first row, representing an invoice with document number 7100004677, is highlighted with a red box. The status for this invoice is 'Rejected by Customer'.

Type	Document Number	Document Name	Document Date	Status	Gross Price
Invoice	7100004677	AG-3J14-P-12-0058	10/24/2012	Rejected by Customer	86,296.00 USD
Invoice	7100004494	AG-3J14-P-12-0023	07/17/2012	Rejected by Customer	108,166.80 USD
Invoice	7100004419	AG-3J14-P-12-0054	07/09/2012	Rejected by Customer	102,268.00 USD
Invoice	7100004217	AG-3J16-P-12-0047-P0001	04/10/2012	Rejected by Customer	2,054.48 USD
Invoice	7100004214	AG-3J16-P-12-0047-P0001	04/10/2012	Rejected by Customer	2,054.48 USD
Invoice	7100002898	AG-3J14-P-12-0023	01/25/2012	Rejected by Customer	108,012.28 USD
Invoice	7100002897	AG-3J14-P-12-0023	01/25/2012	Rejected by Customer	108,166.80 USD

Figure 16.

Instructions on Creating Invoices and Submitting Replacement Invoices Rejected by USDA

Step 4.1: Click on the “Create Replacement Invoice” button

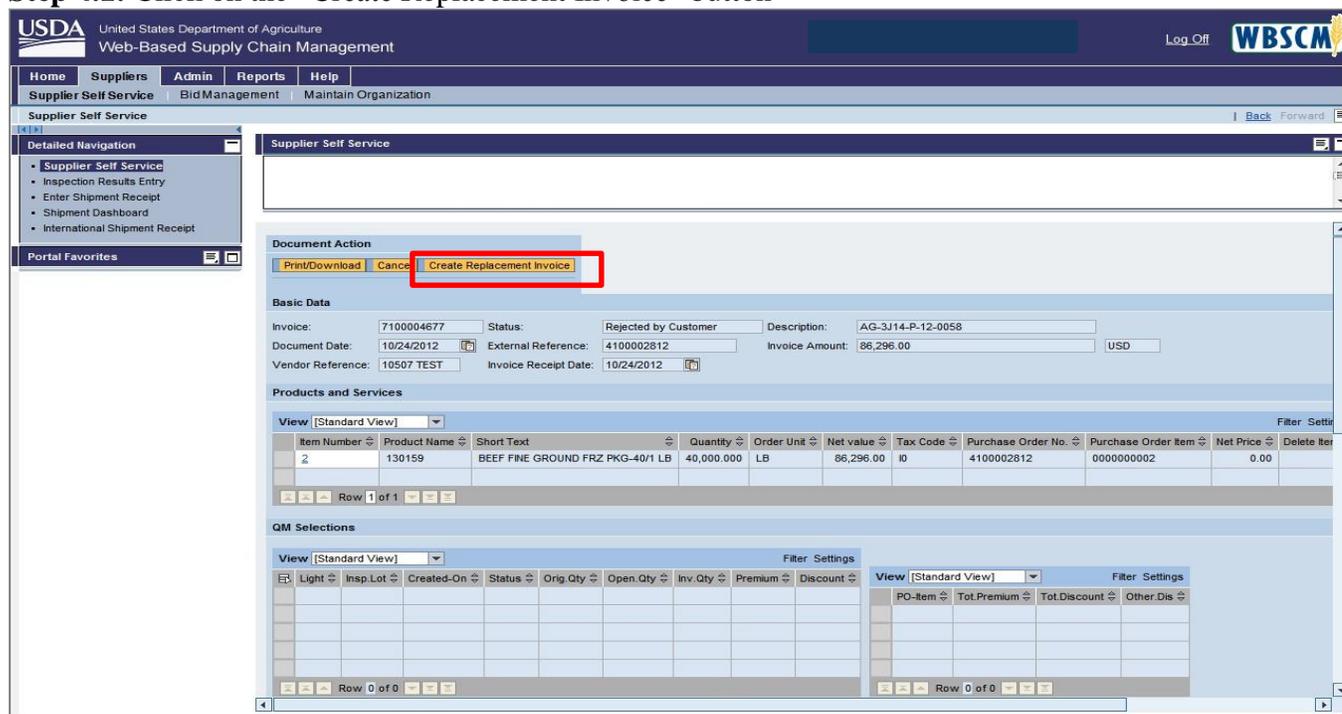


Figure 17.

Step 5.1: Click on “Continue to Create Invoice”

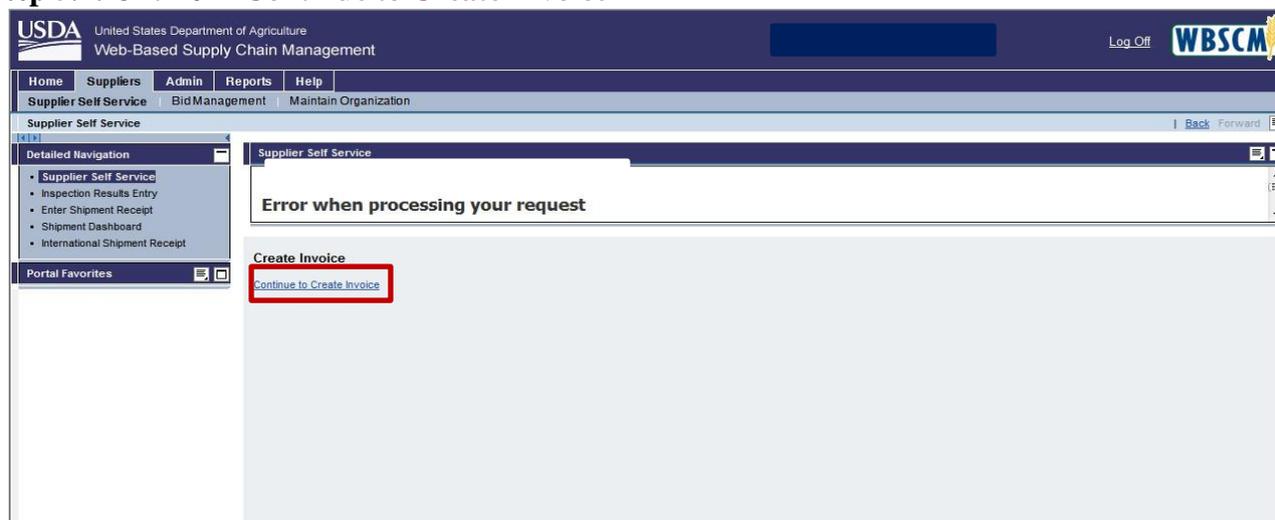


Figure 18.

- Follow the same procedures as submitting an invoice.

To complete submission of new replacement invoice follow the instructions contained in pages 4 through 9 making sure that all updates and attachments are added.