

Printing a Purchase Order

June 19, 2013

Portal Path: Suppliers → Supplier Self Service → Supplier Self Service

Click on “All Purchase Orders”

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

Welcome [User Name] Log Off WBSM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service [Back Forward]

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard
- International Shipment Receipt

Portal Favorites

Supplier Self Service

Start Page

All Purchase Orders

New (10) and Changed (6)

In Process

Confirmed and Partially Confirmed

All ASNs

Upload Files (Multiple ASN)

Create

All Invoices

Rejected

Cancelled by USDA

Cancelled by Vendor

Create

Click inside the blue box next to the Purchase Order that you would like to display. Once it is highlighted, click on the “Print” button

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Portal Favorites

Supplier Self Service

Start Page > List of Purchase Orders

List of Purchase Orders

Print Download

Document N...	Document Name	Document Date	Status	Total Value	Purchase Order...
3100003401	AG-3J15-P-13-0023	05/22/2013	New	791,460.00 USD	4100003028
3100003381	AG-3J14-P-13-0036	05/14/2013	New	445,500.00 USD	4100003017
3100003373	AG-3J15-P-13-0020	05/13/2013	New	848,160.00 USD	4100003007
3100003354	AG-3J15-P-13-0012-P0001	04/23/2013	New	933,300.00 USD	4100002980
3100003340	AG-3J15-P-13-0010-P0003	04/17/2013	In Process	868,500.00 USD	4100002972
3100003215	AG-3J14-P-13-0018-P0001	01/16/2013	In Process	437,600.00 USD	4100002915
3100003125	AG-3J14-P-13-0005-P0003	10/17/2012	Confirmed	1,172,294.00 USD	4100002848
3100003090	AG-3J14-P-12-0060	09/18/2012	New	20,000.00 USD	4100002828
3100002890	AG-3J15-P-12-0009-P0002	05/16/2012	In Process	182,350.08 USD	4100002728
3100002882	AG-3J14-P-12-0048-P0005	05/14/2012	In Process	734,176.00 USD	4100002710
3100002828	AG-3J14-P-12-0039	04/18/2012	New	820,057.60 USD	4100002681
3100002789	AG-3J16-P-12-0048-P0003	04/06/2012	Confirmed	6,476.92 USD	4100002658
3100002561	AG-3J14-P-12-0019	01/06/2012	Confirmed	191,052.00 USD	4100002503
3100002501	AG-3J14-P-12-0012-P0001	11/30/2011	New	80,202.12 USD	4100002473
3100002360	AG-3J14-P-11-0235	09/14/2011	New	135,001.05 USD	4100002360

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A pop-up window displays, click on “Open”

The screenshot shows a web application interface with a navigation menu on the left and a main content area. A 'File Download' dialog box is open in the center, displaying the file name 'susdoc.zip', its type 'Compressed (zipped) Folder, 11.9KB', and the source 'wbscmint.wbscm.usda.gov'. The 'Open' button is highlighted with a red box. Below the dialog, a table of purchase orders is visible.

Document N...	AG-3J14-P-13-0018-P0001	01/16/2013	In Process	437,600.00 USD	4100002915
3100003125	AG-3J14-P-13-0005-P0003	10/17/2012	Confirmed	1,172,294.00 USD	4100002848
3100003090	AG-3J14-P-12-0060	09/18/2012	New	20,000.00 USD	4100002828
3100002890	AG-3J15-P-12-0009-P0002	05/16/2012	In Process	182,350.08 USD	4100002728
3100002882	AG-3J14-P-12-0048-P0005	05/14/2012	In Process	734,176.00 USD	4100002710
3100002828	AG-3J14-P-12-0039	04/18/2012	New	820,057.60 USD	4100002681

Double click on the PDF file name

The screenshot shows the same web application interface. A 'List of Purchase Orders' table is visible. A file explorer window is open over the table, showing a file named 'PO_3100003401' selected. The file name is highlighted with a red box.

Document N...	AG-3J16-P-12-0048-P0003	04/06/2012	Confirmed	6,476.92 USD	4100002658
3100002581	AG-3J14-P-12-0019	01/06/2012	Confirmed	191,052.00 USD	4100002503
3100002501	AG-3J14-P-12-0012-P0001	11/30/2011	New	80,202.12 USD	4100002473
3100002360	AG-3J14-P-11-0235	09/14/2011	New	135,001.05 USD	4100002360

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June 19, 2013

The Purchase Order is displayed in PDF format. Click on the printer sign to print PDF file

**United States Department of Agriculture
Agriculture Marketing Service**
1400 Independence Ave
Washington, DC 20250-0256

Purchase order
Description: AG-3J15-P-13-0023
Purchase order number: 4100003028 / 3100003401
Date: 05/22/2013
Contracting Officer: SIT_SUE OLSON
Purchasing Group: AMS_Poultry

**Purchase Order
Domestic Commodity**

Supplier:	Supplier Plant Address:	Vendor Shipping Point Address
LTD. PO BOX 31117 AMARILLO, TX-79120-1117(US) Phone: 806-372-5781 Email: WBSCM_PRO@sra.com	MEAT-AMARILLO TX 4206 AMARILLO BLVD. EAST AMARILLO, TX -79120-1117(US) Phone: 806-372-5781 Fax: 806-373-4061 Email: WBSCM_PRO@sra.com	MEAT-AMARILLO TX 4206 AMARILLO BLVD. EAST AMARILLO, TX-79120-1117(US) Phone: 806-372-5781 Fax: 000-000-0000 Email: WBSCM_PRO@sra.com

Purchase Order Header
PO Scenario: Standard
Award Type: Definite Delivery
Solicitation Number: 2000003583
Solicitation Description: AG-PCHX-S-13-0015

Item	Description	Required By	Units	Quantity/UOM	Unit price/ Net value
1	130880-CHICKEN WHOLE BAGGED FRZ CTN-36-43 LB	07/01/2013-07/15/2013	990.000 CS	39,600.000 LB 41,580.000 LB	207.00 USD/100 LB 81,972.00 USD

Additional Comments: New Program Code NSLP_HQ in SIT
ZFD - FOB Destination Solicitation Item: 250 Sales order: 5000042299 Item : 100

Goods Recipient: **Ship-to Address:**

3100002561	AG-3J14-P-12-0019	01/06/2012	Confirmed	191,052.00 USD	4100002503
3100002501	AG-3J14-P-12-0012-P0001	11/30/2011	New	80,202.12 USD	4100002473
3100002360	AG-3J14-P-11-0235	09/14/2011	New	135,001.05 USD	4100002360