2017 ANNUAL INDUSTRY MEETING
FOR USDA FOODS CONTRACTORS AND SUPPLIERS
Doubletree Hotel by Hilton – Crystal City
Arlington, Virginia

WBSCM TRAINING SESSION
AGENDA
Tuesday, October 24, 2017
Room: Salon A

8:30 - 9:00  Step-by-step demonstration on submitting a vendor response
            • How to create an offer
            • How to export/import prices
            • How to add an offshore bid (ie, to the U.S. port and/or to the final destination)
            • Highlight the NEW offer remark/attachment feature
            • How to enter constraints

9:00 - 9:15  ASN’s and Invoices
            • Create and submit ASN’s (manual/upload)
            • Creating invoices including replacement invoices

9:15 - 10:00 Reports
            • ASN report
            • List of invoices report
            • PO item report
            • GR detail report
            • Vendor BP Relationship report
            • Questions