



**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

