

# Corporate Vendor Administrator - Roles and Responsibilities

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AMS WBSCM Support Team  
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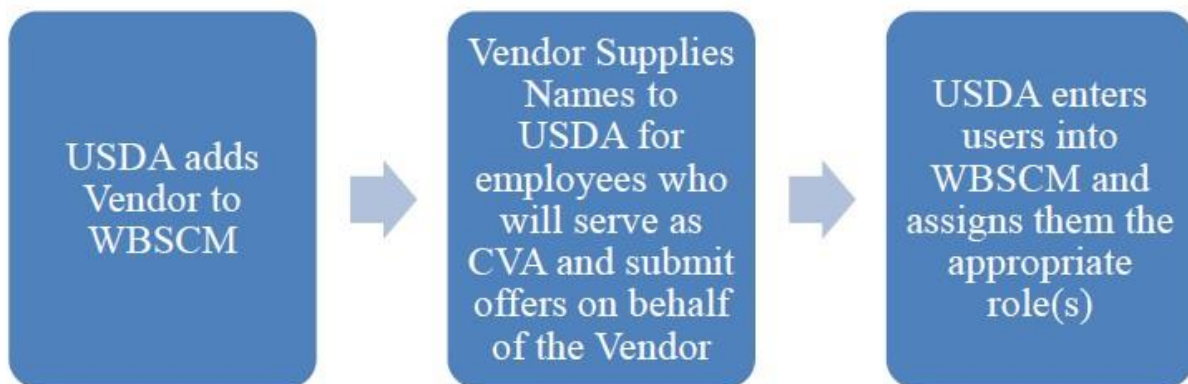
OCTOBER 11, 2018

## Corporate Vendor Administrator-Roles and Responsibilities

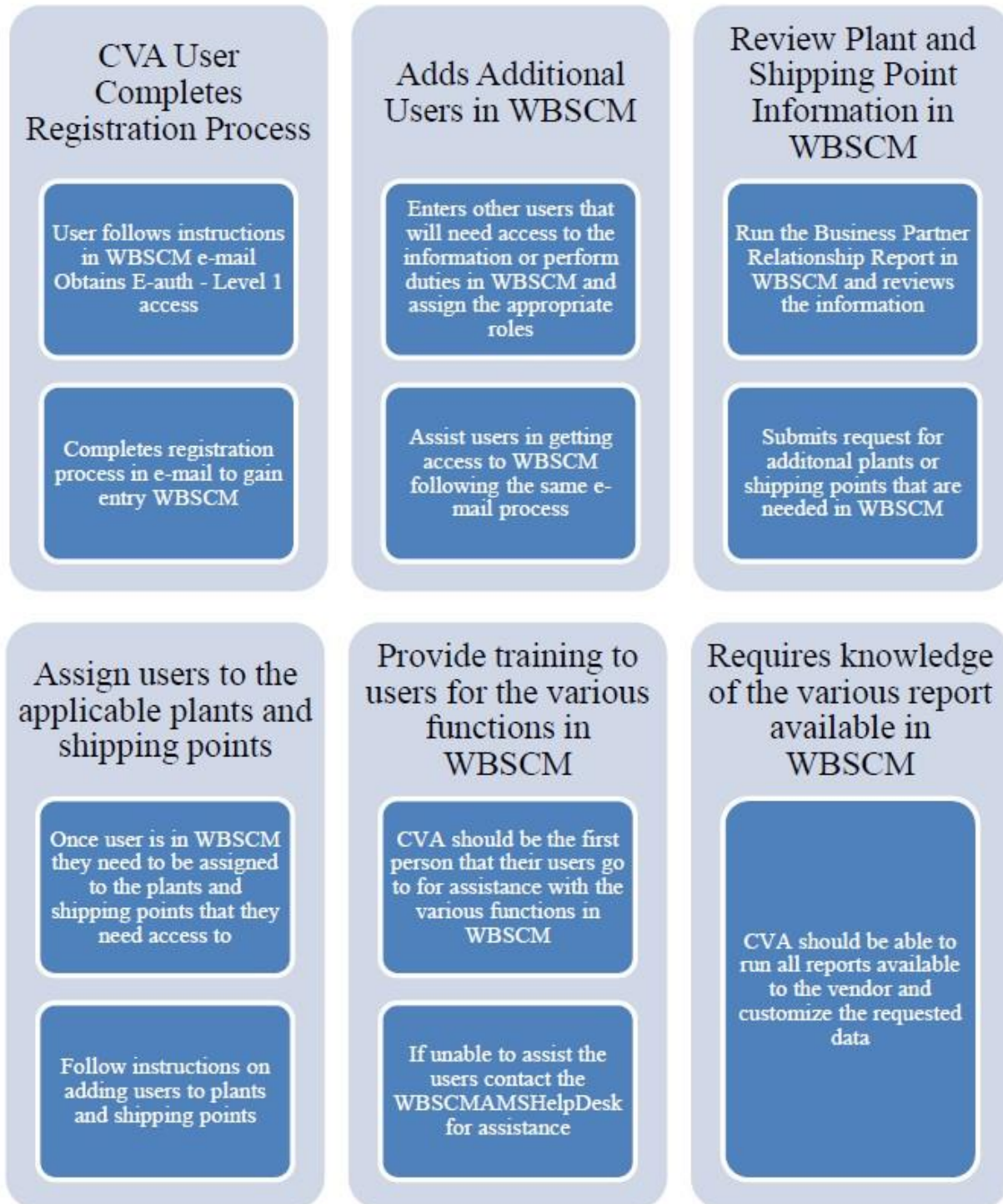
The role of Corporate Vendor Administrator (CVA) is critical for the success of a vendor to participate in USDA purchase programs. These instructions will outline the responsibilities and procedures for the various functions that the CVA needs to perform in the Web Based Supply Chain Management (WBSCM) System. The instructions are broken down into four areas.

1. Adding Users/New User Registration Process
2. Adding Plants/Shipping Points
3. Assigning users to Plants/Shipping Points
4. Reports

### New Vendor - Process



Corporate Vendor Responsibility



## Corporate Vendor Administrator-Roles and Responsibilities

### Adding Users and New User Registration Procedures:

Once the CVA has completed their registration process and can successfully log into WBSCM, then they must set-up other users who will need to have access to WBSCM. Due to security reasons, no users should be sharing the same login ID to access WBSCM. The CVA should assign the appropriate roles to the user that allows them to perform the functions in WBSCM that is required of them. The table below shows the various roles available for assignment and if they are applicable to AMS procurement.

| Role  | Description   | Applicable to AMS Procurement   |
|---|---|---|
| <b>ASN Dispatcher-CVN</b>                         | Allows user to create the required Advance Ship Notices   | Yes   |
| <b>Commodity &amp; Service All Activities-CVN</b> | Allows users to perform activities associated with commodity purchases, except for Administrative activities such as creating users or adding plants/shipping points. | Yes   |
| <b>Commodity Offer-Vendor-CVN</b>                 | Allows users to submit offers on behalf of the vendor   | Yes   |
| <b>Corporate Vendor Admin-CVN</b>                 | Allows users to perform all activities in WBSCM   | Yes   |
| <b>Freight-All Activities-CVN</b>                 | Allow user to perform all freight activities in WBSCM   | No  |
| <b>Freight Offer-Vendor-CVN</b>                   | Allows the user to submit offers for any freight request  | No  |
| <b>Inspection Results-Vendor-CVN</b>              | Allows the user to enter inspection results in WBSCM for a material   | Maybe - Review contract terms and conditions to determine if inspection lots are required |
| <b>Invoice Processor-Vendor-CVN</b>               | Allows the user to create and submit invoices on behalf of the vendor   | Yes   |
| <b>Vendor Disbursement-CVN</b>                    | Allows the user to run the payment details report. This report provides information on the disbursement of payments to vendors by USDA                                | Yes   |

## Corporate Vendor Administrator-Roles and Responsibilities

Navigate to: **Admin>Manage Users>Manage Users**

The screenshot shows the 'Manage Users' page. At the top, there are navigation tabs: Home, Suppliers, Admin (highlighted), Reports, and Help. Below the tabs is a breadcrumb trail: Manage Users. On the left, there is a 'Detailed Navigation' menu with options: Maintain User Profile, Vendor Business Partner Relationship R, Manage Users (highlighted), and User Security Report. Below that is a 'Portal Favorites' section. The main content area is titled 'Manage Users' and contains a 'User Search Criteria' section with a dropdown menu, a search input field, and 'Search' and 'Reset' buttons. Below the search criteria is a table with columns: First Name, Last Name, and Last Logon Date. The table contains two rows: Mary Jones (2013-10-22 12:03:11) and John Smith (2013-10-22 10:39:53). At the bottom of the table is a 'Create New User' button.

Click on "Create New User" and enter all user information on the Personal data tab below

The screenshot shows the 'Manage Users' page with the 'Create New User' button highlighted. Below the button is the 'User Details' section, which has three tabs: Personal data (selected), Role data, and Admin data. The 'Personal data' tab contains the following form fields:

- UserID:
- Company:
- First Name: \*
- Last Name: \*
- Email: \*
- Phone:
- Title:
- Street Address:
- City:
- Zip Code:
- Country: \*
- State/Province:
- Time Zone:

At the bottom of the form are 'Save' and 'Cancel' buttons.

## Corporate Vendor Administrator-Roles and Responsibilities

Click on the “Role Data” tab

Select the role that needs to be added from the Available Roles list and click the Add button to move the desired role to the Current Roles list – see chart on page 4 for the definition of roles

The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: Home, Suppliers, Admin (selected), Reports, and Help. Below this is a breadcrumb trail: Admin > Manage Users > Manage Users. A left sidebar contains a menu with options: Maintain User Profile, Manage Users (selected), User Security Report, and Vendor Business Partner Relati... The main content area is titled 'Manage Users' and contains a 'User Search Criteria' section with a dropdown for 'First Name' set to 'DARLA' and search buttons. Below this is a table with columns 'First Name', 'Last Name', and 'Last Logon Date'. The table contains two rows: one for 'Darla Martin' and another for 'Darla MartinTwo' with a logon date of '2018-10-11 08:34:58'. A 'Create New User' button is below the table. The 'User Details' section has three tabs: 'Personal data', 'Role data' (selected and highlighted with a red box), and 'Admin data'. Under 'Role data', there are two lists: 'Available Roles' and 'Current Roles'. The 'Available Roles' list includes: Freight - All Activities - CVN, Freight Offer - Vendor - CVN, Inspection Results - Vendor - CVN, Invoice Processor - Vendor - CVN, and Vendor Disbursement - CVN. An 'Add' button (highlighted with a red box) is between the lists, and a 'Remove' button is below it. The 'Current Roles' list includes: Commodity Offer - Vendor - CVN, Vendor Disbursement - CVN, and Corporate Vendor Admin - CVN. At the bottom of the 'Role data' section are 'Save' and 'Cancel' buttons.

When finished adding roles, click the Save button.

This is a close-up view of the 'Available Roles' list and the 'Save' and 'Cancel' buttons. The 'Available Roles' list contains five items: Freight - All Activities - CVN, Freight Offer - Vendor - CVN, Inspection Results - Vendor - CVN, Invoice Processor - Vendor - CVN, and Vendor Disbursement - CVN. The 'Save' button is highlighted with a red box.

## Corporate Vendor Administrator-Roles and Responsibilities

You should see a "User Created Successfully" message below and the newly added user should appear alphabetically in the list above.

The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below this is a 'Manage Users' header. On the left, there is a 'Detailed Navigation' menu with options: Maintain User Profile, Vendor Business Partner Relationship R, Manage Users (highlighted), and User Security Report. Below the navigation is a 'Portal Favorites' section. The main content area is titled 'User Search Criteria:' and contains a search table with columns 'First Name' and 'Last Name'. The table lists three users: Bob Barker, Mary Jones, and John Smith. Below the table is a 'Create New User' button. Underneath is the 'User Details' section, which has tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing a table titled 'Current Roles' with the message 'No Current Roles Assigned'. At the bottom of the interface, a green message box with a red border states 'User Created Successfully.'

The user should receive a unique, auto-generated email message with further instructions to set up a Level 1 eAuthentication account and proceed to log into WBSM.

Below is a partial example of the email message:

WBSM\_USER\_REGISTRATION@AMS.USDA.GO <WBSM\_USER\_REGISTRATION@> 10:22 AM (2 minutes ago) ☆ ↶ ▾  
to me ▾

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Bob Barker,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSM) System.

In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSM system. **The three step process listed below will help you complete your registration with WBSM.**

Important Notes:

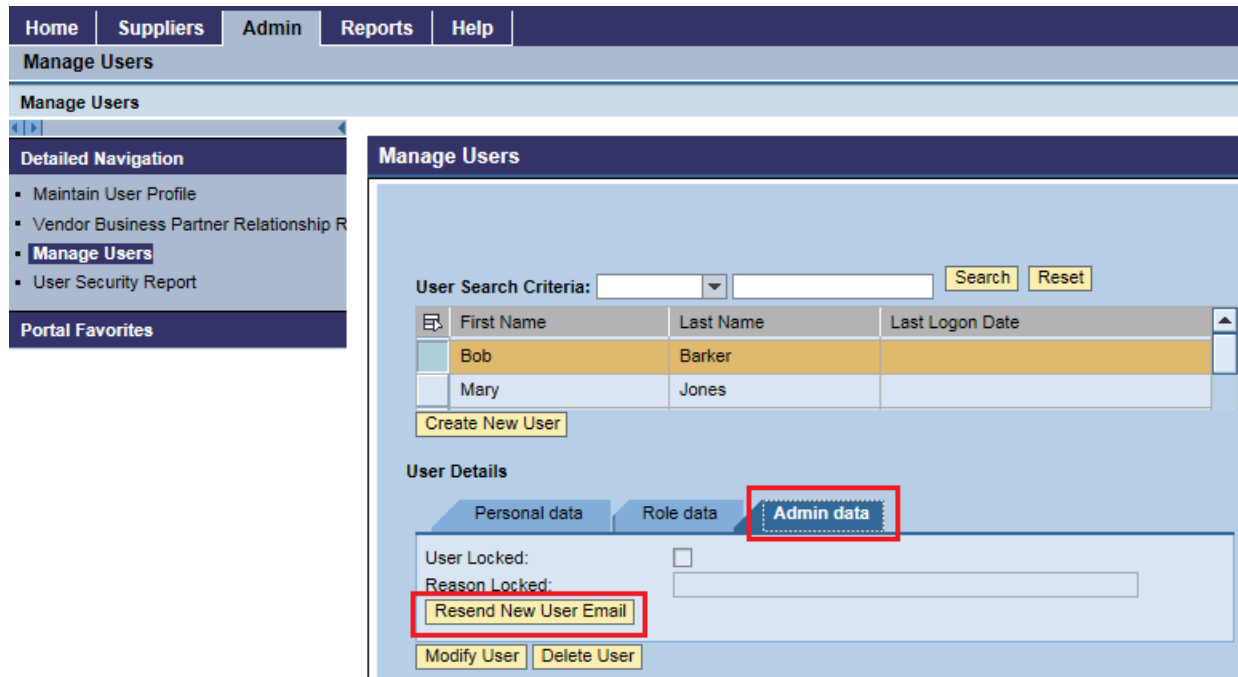
- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSM registration, you will be able to change your last name using the WBSM "Maintain User Profile" function under the "Admin" menu option.

[How to Complete Registration with WBSM](#)



**Resending new user e-mail:**

In the event that a user did not receive the new user email, the CVA can resend the new user email. Under Manage Users, highlight the appropriate user and click on the Admin Data tab. Then click "Resend New User Email" to generate a new email notification. Note: Verify that the email address under the Personal Data tab is correct before resending the new user email.





## Corporate Vendor Administrator-Roles and Responsibilities

### To modify user roles:

Under Manage Users, highlight the applicable user, then click on the Role data tab and press the Modify User button.

The screenshot shows the 'Manage Users' interface. The navigation menu on the left includes 'Manage Users' and 'User Security Report'. The main content area displays 'User Search Criteria' with a search bar. Below it is a table of users:

| First Name | Last Name |
|------------|-----------|
| Bob        | Barker    |
| Mary       | Jones     |

A 'Create New User' button is located below the table. The 'User Details' section has three tabs: 'Personal data', 'Role data' (highlighted with a red box), and 'Admin data'. Under 'Role data', there is a 'Current Roles' list:

- ASN Dispatcher - CVN
- Invoice Processor - Vendor - CVN

At the bottom, there are 'Modify User' and 'Delete User' buttons, with 'Modify User' highlighted by a red box.

If a role needs to be removed, select the role that needs to be removed from the Current Roles list and click the Remove button.

This screenshot shows the 'Manage Users' interface with the 'Role data' tab selected. The 'User Search Criteria' section includes 'Search' and 'Reset' buttons. The user table is the same as in the previous screenshot. The 'User Details' section shows the 'Role data' tab with two lists:

- Available Roles:**
  - ASN Dispatcher - CVN
  - Commodity & Service - All Activities - CVN
  - Commodity Offer - Vendor - CVN
  - Corporate Vendor Admin - CVN
  - Freight - All Activities - CVN
- Current Roles:**
  - ASN Dispatcher - CVN
  - Invoice Processor - Vendor - CVN

Between the lists are 'Add' and 'Remove' buttons. The 'Remove' button is highlighted with a red box. At the bottom, there are 'Save' and 'Cancel' buttons.

## Corporate Vendor Administrator-Roles and Responsibilities

If a role needs to be added, select the role that needs to be added from the Available Roles list and click the Add button to move the desired role to the Current Roles list.

The screenshot shows the 'Manage Users' interface. On the left is a navigation menu with 'Manage Users' selected. The main area is titled 'User Search Criteria' and contains a search table with columns for First Name, Last Name, and Last Logon Date. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing two lists: 'Available Roles' and 'Current Roles'. The 'Available Roles' list includes 'ASN Dispatcher - CVN', 'Commodity & Service - All Activities - CVN', 'Commodity Offer - Vendor - CVN', 'Corporate Vendor Admin - CVN', and 'Freight - All Activities - CVN'. The 'Current Roles' list currently contains 'ASN Dispatcher - CVN'. An 'Add' button is highlighted with a red box, and a 'Remove' button is also visible. At the bottom are 'Save' and 'Cancel' buttons.

When finished adjusting the roles for the applicable user, press the Save button.

This screenshot is identical to the previous one, but the 'Save' button at the bottom left of the 'Role data' tab is now highlighted with a red box, indicating the final step in the process.

## Corporate Vendor Administrator-Roles and Responsibilities

You should see a "User Updated Successfully" message below.

The screenshot displays the 'Manage Users' interface. On the left is a navigation menu with 'Manage Users' selected. The main area shows a search table with columns for First Name, Last Name, and Last Logged. Below the table is a 'Create New User' button. The 'User Details' section has tabs for 'Personal data', 'Role data', and 'Admin data'. Under 'Role data', a list of 'Current Roles' includes 'ASN Dispatcher - CVN' and 'Commodity Offer - Vendor - CVN'. At the bottom of the details section are 'Modify User' and 'Delete User' buttons. A red-bordered box highlights a green information icon followed by the text 'User Updated Successfully.'

| First Name | Last Name | Last Logged |
|------------|-----------|-------------|
| Bob        | Barker    |             |
| Mary       | Jones     |             |

| Current Roles                  |
|--------------------------------|
| ASN Dispatcher - CVN           |
| Commodity Offer - Vendor - CVN |
|                                |
|                                |

### Locking a user from accessing WBSCM:

If a user has left the company or no longer needs access to WBSCM, the CVA can lock the user from accessing the system.

## Corporate Vendor Administrator-Roles and Responsibilities

Under Manage Users, highlight the appropriate user and click on the Admin Data tab, then Modify User.

The screenshot shows the 'Manage Users' interface. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below this is a 'Manage Users' header. On the left, there is a 'Detailed Navigation' menu with options: Maintain User Profile, Vendor Business Partner Relationship R, Manage Users (highlighted), and User Security Report. Below the menu is a 'Portal Favorites' section. The main content area is titled 'Manage Users' and contains a 'User Search Criteria' section with two input fields, a 'Search' button, and a 'Reset' button. Below this is a table with columns: First Name, Last Name, and Last Logon Date. The table contains one row with the name 'John Smith'. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: Personal data, Role data, and Admin data (highlighted with a red box). Under the Admin data tab, there are fields for 'User Locked:' (with an unchecked checkbox) and 'Reason Locked:' (with an empty text input). Below these fields are buttons for 'Resend New User Email', 'Modify User' (highlighted with a red box), and 'Delete User'.

Once in edit mode, check the User Locked box and enter text into the Reason Locked field. Click Save when finished.

This screenshot shows the 'Manage Users' interface in edit mode. The 'Admin data' tab is selected and highlighted with a red box. The 'User Locked:' checkbox is now checked. The 'Reason Locked:' text input field contains the text 'User resigned 02/15/2016'. Below the input field is a 'Save' button (highlighted with a red box) and a 'Cancel' button. The rest of the interface, including the navigation tabs, menu, and search criteria, remains the same as in the previous screenshot.

## Corporate Vendor Administrator-Roles and Responsibilities

After clicking save, you should receive a "User Updated Successfully" message below.

The screenshot displays the 'Manage Users' interface. At the top, there is a navigation bar with tabs for 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, the 'Manage Users' section is active. On the left, a 'Detailed Navigation' sidebar lists options: 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. The main content area shows a search criteria section with a dropdown and a text input, followed by 'Search' and 'Reset' buttons. Below the search is a table with columns 'First Name', 'Last Name', and 'Last Logon Date', containing one row for 'John Smith'. A 'Create New User' button is positioned below the table. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data' (selected). Under 'Admin data', there is a 'User Locked' checkbox which is checked, a 'Reason Locked' text input containing 'User resigned 02/15/2016', and a 'Resend New User Email' button. At the bottom of this section are 'Modify User' and 'Delete User' buttons. A red box highlights a green information icon followed by the text 'User Updated Successfully.' at the bottom of the interface.

Note: If a locked user needs to be unlocked to resume access to WBSCM, highlight the applicable user name, click on the Admin data tab, select Modify User, then remove the checkmark from the User Locked field, then press Save.

### Adding Plants and/or Shipping Points

Please refer to the Vendor Business Partner Relationship Report for a listing of all plants/shipping points currently defined in WBSCM for your company. This report is located at: Admin>Manage Users>Vendor Business Partner Relationship Report

New vendors will need to add plants and shipping points, if applicable, prior to submitting offers.

Navigate to: **Suppliers>Maintain Organization**

Click on Plant/Shipping Registration

Please note that the process is the same for creating a plant or shipping location.

-If creating a plant, select the radio button next to Plant.

-If creating a shipping location, select the radio button next to Shipping Location.

Enter the required Address data:

**Name 1** – ENTER THE NAME OF THE PLANT –ALL CAPs

**Street Address:** Enter street address

**Country:** USA

**Location:** Enter the location city

**State/Region:** Enter the two letter abbreviation of the State

**Zipcode:** Enter zipcode for the location

**E-Mail Address:** Provide e-mail address for contact person at the plant

**Telephone:** Phone number for contact person

Scroll through the Product Categories section and select the ones that best match the products the plant is approved to produce.

# Corporate Vendor Administrator-Roles and Responsibilities

When finished entering all of the data on this form, check that you have read the data privacy statement and press Submit.

The screenshot shows a web application interface for 'Supplier Plant / Shipping Point registration'. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are tabs for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The left sidebar contains 'Plant/Shipping Registration', 'Detailed Navigation', 'Plants / Shipping Points - User Assignm', 'Plant/Shipping Registration', and 'Portal Favorites'. The main content area is titled 'Welcome to Supplier Plant / Shipping Point registration' and contains the following sections:

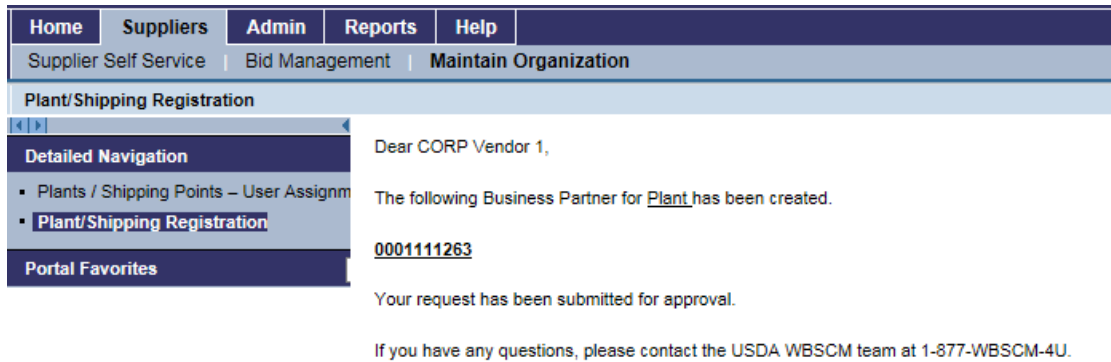
- Company Details:** Name of Company (Comm Domestic Vendor 1), Language (English), Registration Type (Plant selected).
- Address Data:** Name1 (COMM DOMESTIC VENDOR-COLUMBIA M), Name2, Street Address (12345 MAIN ST), Building, Floor, Suite No, Country (USA), Location (COLUMBIA), State/Region (MO), Zip Code (64111), P.O. Box, PLZ PO Box, PO Box Location, PO Box Country (USA), E-Mail Address (VENDOREMAILADDRESS@GMAIL.COM), Telephone (816-555-5555), Extension.
- Which Product Categories can you Deliver?:** A list of checkboxes for various product categories. 'VEGETABLE, CANNED' and 'VEGETABLE, FROZEN' are checked.
- Data Privacy Statement:** A section titled 'USDA Data Privacy Statement' with a paragraph of text, contact information for USDA WBSM Team (Phone: 1-877-WBSCM-4U, Email: wbscmhelp@ams.usda.gov), and a checked checkbox 'Yes, I have read the data privacy statement and accept the terms.'

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Delete Entries'.

After you submit your plant or shipping point, you should receive a confirmation message on the screen. Please note that the 7-digit business partner number will begin with "11" for a Plant, and "12" for a Shipping Location.



## Corporate Vendor Administrator-Roles and Responsibilities



The screenshot shows the WBSM portal interface. At the top, there is a navigation bar with tabs for Home, Suppliers, Admin, Reports, and Help. Below this, there are sub-tabs for Supplier Self Service, Bid Management, and Maintain Organization. The main content area is titled "Plant/Shipping Registration" and contains a message to a "CORP Vendor 1". The message states that a Business Partner for a "Plant" has been created with the ID "0001111263". It also mentions that the request has been submitted for approval and provides contact information for the USDA WBSM team at 1-877-WBSM-4U.

Immediately after the plant or shipping point has been submitted in WBSM, send an e-mail message to the AMS helpdesk at [WBSMAMSHelpDesk@ams.usda.gov](mailto:WBSMAMSHelpDesk@ams.usda.gov). In your email, please identify whether you created a plant or a shipping point, and include the name of the plant and/or shipping point, street address, city, state, and zip code. Sending an email will alert AMS that a plant and/or shipping point has been entered in WBSM and is awaiting USDA approval, as WBSM does not currently have functionality to notify USDA of pending registration requests.

### Assigning Users to Plants and/or Shipping Points

Once you have received notification that your plant and/or shipping point has been approved, you may proceed with assigning users to the plant and/or shipping point.

Users within your company that do not have the Corporate Vendor Admin role, will need to be assigned to each individual plant and/or shipping point for which the user will be performing various activities in WBSM, such as: submitting offers, reviewing POs, creating ASNs, submitting invoices, and executing reports.

Navigate to: **Suppliers>Maintain Organization**

Click on Plant/Shipping Points – User assignments

Please note that the process is the same for assigning a user to a plant or shipping location.

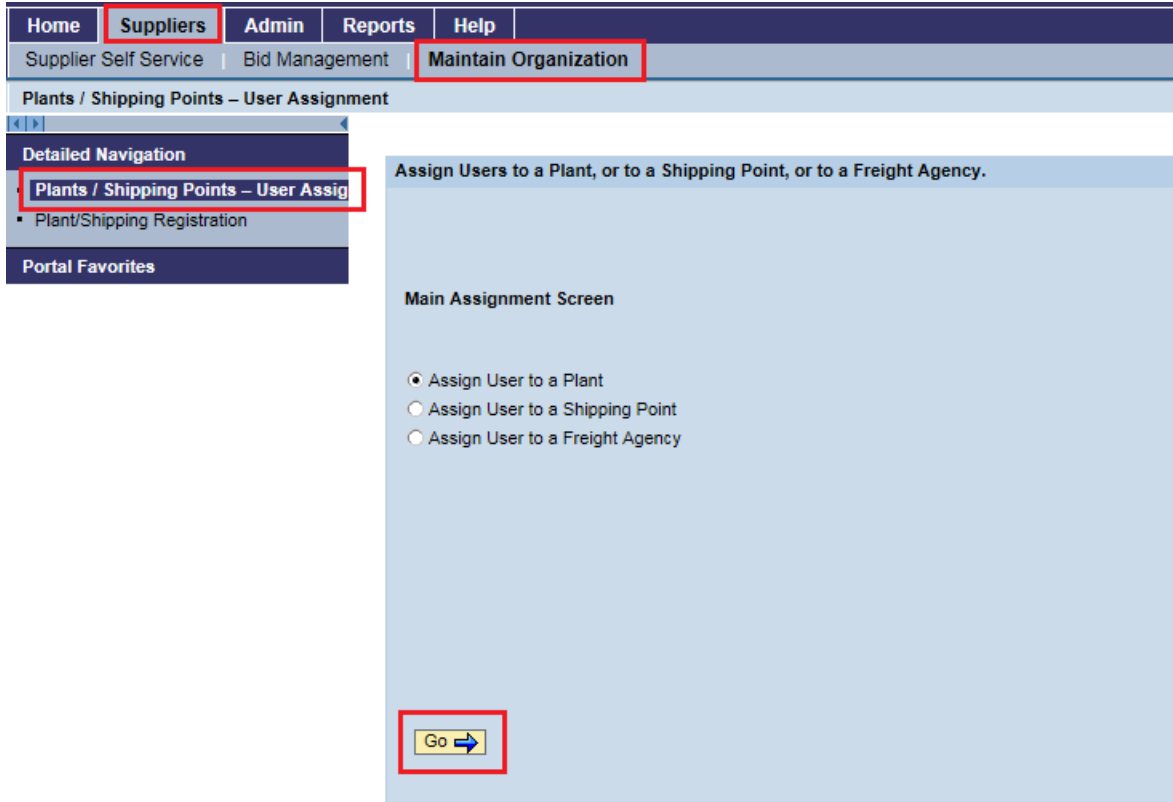
-If assigning to a plant, select the radio button next to Assign User to a Plant.

-If assigning to a shipping point, select the radio button next to Assign User to a Shipping Point.

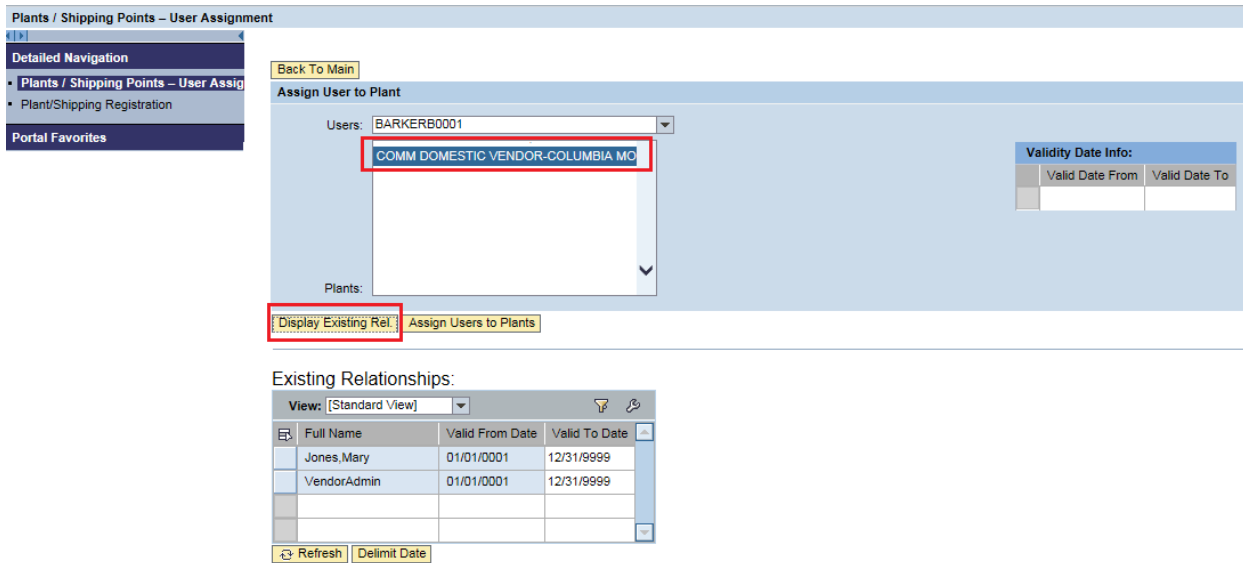
NOTE: AMS vendors will not assign users to a freight agency.

# Corporate Vendor Administrator-Roles and Responsibilities

Select the appropriate radio button and then press Go.



To see which users are already assigned to a specific plant:  
Highlight the plant, then press the Display Existing Rel button. All users currently assigned to the plant will be shown in the Existing Relationships box below.



## Corporate Vendor Administrator-Roles and Responsibilities

To add a new user to this plant, select the user (WBSCM ID) from the user dropdown and press the Assign Users to Plants button. If you are uncertain of the user's WBSCM ID, navigate to **Admin>Manage Users**, highlight the applicable user and review the User ID field on the Personal data tab.

The screenshot shows the 'Plants / Shipping Points - User Assignment' interface. On the left is a navigation menu with 'Plants / Shipping Points - User Assign' selected. The main area is titled 'Assign User to Plant'. It features a 'Users:' dropdown menu with 'BARKERB0001' selected and highlighted by a red box. Below it is a list of plants, with 'COMM DOMESTIC VENDOR-COLUMBIA MO' selected and highlighted by a red box. To the right is a 'Validity Date Info' table with columns for 'Valid Date From' and 'Valid Date To'. Below the plant list is a 'Plants:' label. At the bottom, there is a 'Display Existing Rel.' section with an 'Assign Users to Plants' button highlighted by a red box. Below this is an 'Existing Relationships' table with columns for 'Full Name', 'Valid From Date', and 'Valid To Date'. The table is currently empty. There are 'Refresh' and 'Delimit Date' buttons at the bottom of the table.

You should get a "Record created successfully" message at the top of the screen.

The screenshot shows the 'Plants / Shipping Points - User Assignment' interface after a successful assignment. A red box highlights a message at the top: 'Record created successfully!' with a green checkmark icon. Below the message is a 'Back To Main' button. The 'Assign User to Plant' form is still visible, with the 'Users:' dropdown menu showing 'BARKERB0001'.

## Corporate Vendor Administrator-Roles and Responsibilities

To verify that the user was added, highlight the applicable plant, and press the Display Existing Rel button. See below that this vendor was added to the specified plant.

The screenshot shows the 'Plants / Shipping Points - User Assignment' interface. The 'Users' dropdown is set to 'BARKERB0001' and the 'Plants' dropdown is set to 'COMM DOMESTIC VENDOR-COLUMBIA MO'. The 'Display Existing Rel.' button is highlighted. Below the main form is a table titled 'Existing Relationships:' showing user assignments.

| Full Name   | Valid From Date | Valid To Date |
|-------------|-----------------|---------------|
| Barker,Bob  | 01/01/0001      | 12/31/9999    |
| Jones,Mary  | 01/01/0001      | 12/31/9999    |
| VendorAdmin | 01/01/0001      | 12/31/9999    |

Follow the same process to assign the user to additional plants. If you need to add users to a shipping point, press the Back to Main button and select the Assign User to a Shipping Point radio button and repeat the same process as assigning a user to a plant.

Once a user is assigned to a plant, there isn't a way to delete them from that plant, but you can deactivate their plant access with a validity period. NOTE: once you deactivate a user's plant access, if you later decide that user's plant access needs to be reactivated, you will need to contact the helpdesk for assistance at [WBSCMAMSHelpDesk@ams.usda.gov](mailto:WBSCMAMSHelpDesk@ams.usda.gov).

To deactivate a user's plant access, highlight the applicable plant, and press the Display Existing Rel button.

## Corporate Vendor Administrator-Roles and Responsibilities

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Display Existing Rel. Assign Users to Plants

Validity Date Info:

| Valid Date From | Valid Date To |
|-----------------|---------------|
|                 |               |

Existing Relationships:

View: [Standard View]

| Full Name   | Valid From Date | Valid To Date |
|-------------|-----------------|---------------|
| Barker,Bob  | 01/01/0001      | 12/31/9999    |
| Jones,Mary  | 01/01/0001      | 12/31/9999    |
| VendorAdmin | 01/01/0001      | 12/31/9999    |

Refresh Delimit Date

Highlight the applicable user in the Existing Relationships box and manually change the Valid To Date field entry to the date that user access to that plant should end, then press the Delimit Date button.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: VENDORAB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Display Existing Rel. Assign Users to Plants

Validity Date Info:

| Valid Date From | Valid Date To |
|-----------------|---------------|
|                 |               |

Existing Relationships:

View: [Standard View]

| Full Name   | Valid From Date | Valid To Date |
|-------------|-----------------|---------------|
| Barker,Bob  | 01/01/0001      | 12/31/9999    |
| Jones,Mary  | 01/01/0001      | 12/31/9999    |
| VendorAdmin | 01/01/0001      | 03/21/2016    |

Refresh Delimit Date

You should receive a Record changed successfully message at the top of the screen.

## Corporate Vendor Administrator-Roles and Responsibilities

Record changed successfully!

Back To Main

Assign User to Plant

Users: VENDORAB0001

Plants: COMM DOMESTIC VENDOR-COLUMBIA MO

Validity Date Info:

| Valid Date From | Valid Date To |
|-----------------|---------------|
|                 |               |

Display Existing Rel. Assign Users to Plants

Existing Relationships:

View: [Standard View]

| Full Name   | Valid From Date | Valid To Date |
|-------------|-----------------|---------------|
| Barker, Bob | 01/01/0001      | 12/31/9999    |
| Jones, Mary | 01/01/0001      | 12/31/9999    |
| VendorAdmin | 01/01/0001      | 03/21/2016    |

Refresh Delimit Date

## Reports

For a list of available reports in WBSCM, along with step-by-step instructions, click on the Help tab, click Job Aids, and select Reports.

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

QAS PSL

Back Forward History Favorites

Home Suppliers Admin Reports Help

Training Helpdesk

Help > Training > Job Aids

**Job Aid (JA) Announcement**

USDA and Vendors now have new streamlined steps to submit bid responses. Additionally, reports on disbursement.

AMS International authorized users. Screen images in WBSCM job aids may vary.

**Job Aids**

Job Aids are quick reference documents in a library, job aids are grouped by category. Job aids are organized by category, including:

Home >> WBSCM Training >> Job Aids >> Reports

**Reports**

Help Content Show Filtered Documents

Other Documentation

- Accounting Document for a Material
- Advance Shipping Notification (ASN) Report
- Business Partner Category Report
- Complaints Report
- Customer Business Partner Relationship Report