

## Welcome to the FSA Level II Help Desk

This newsletter provides external stakeholder roles (Stevedores, Freight Forwarders and Commodity Vendors) information regarding issues noted during the processing of the Goods Receipt. The following instructions are merely a short term system work around. USDA is working with the system developers on long term system resolutions which will be released in the future.

1. **Advance Shipment Notifications (ASN)** - Commodity Vendors are reminded to submit the ASNs within two calendar days of commodity being shipped in order to expedite the Stevedore's ability to enter the Goods Receipt.
2. **Stevedore Assignments** - Commodity Vendors are reminded to ensure that the Stevedore assignment has been completed prior to the creation of the ASN.
3. **There are instances when the FGIS Checkload Certificate is utilized by USDA employees to enter the Goods Receipt for prompt invoice processing for certain commodities. In addition, there are instances when the Proof of Delivery is utilized by USDA employees to enter the Goods Receipt for prompt invoice processing. If the Commodity Goods Receipts entered by USDA employees differ from the Stevedore's information, the following steps should be taken:**
  - Print out Shipment Information Log (*See Appendix A*) and annotate the differences.
  - Sign and date the document.
  - Scan the document and Email to: [RA.MOKANSASC2.KCCOIPD@kcc.usda.gov](mailto:RA.MOKANSASC2.KCCOIPD@kcc.usda.gov)
  - Copy the associated Freight Forwarder.
4. **If the Stevedore inadvertently inputs a Commodity Goods Receipt for an incorrect quantity and needs to request a Goods Receipt Reversal, the following steps should be taken by the Stevedore:**
  - Contact the Help Desk – via
    - Email at: [FSAWBSCMSERVICEREQUEST@KCC.USDA.GOV](mailto:FSAWBSCMSERVICEREQUEST@KCC.USDA.GOV) or
    - Telephone at: (816) 823-4249.
  - The Help Desk will request that the USDA Contracting Personnel reverse the Goods Receipt. The Help Desk will notify the Stevedore that the Goods Receipt has been reversed and they may now reprocess the Goods Receipt.

**5. In WBSCM, there can only be one (1) active Stevedore per Purchase Order Line Item. When a Stevedore is unable to enter the Commodity Goods Receipt, it may be an indication that you are not the active Stevedore on the Purchase Order Line Item. The following steps should be taken by the Stevedore:**

- Contact the Commodity Vendor to have the Stevedore Assignment changed. If the Commodity Vendor is unavailable, you may also contact the Help Desk at the previously referenced e-mail and/or telephone number.
- The Commodity Vendor AND/OR the Help Desk will look at the International Shipment Receipt Log to determine if the active Stevedore's Goods Receipts are completed for the Purchase Order Line Item, Schedule Line Item. If the Schedule Line Item is not complete, the active Stevedore will be asked to notify the Commodity Vendor AND/OR the Help Desk when all the Commodity Goods Receipts have been entered.
- Upon notification from the active Stevedore that all Goods Receipts are entered for their Schedule Line Item, the Commodity Vendor AND/OR the Help Desk will assign the next Stevedore to the Purchase Order Line Item and notify the Stevedore that they can now input their Goods Receipt for the next Schedule Line Item.

**6. When the Freight Goods Receipt quantity for packaged commodities does not match the quantity on the Ocean Bill of Lading:**

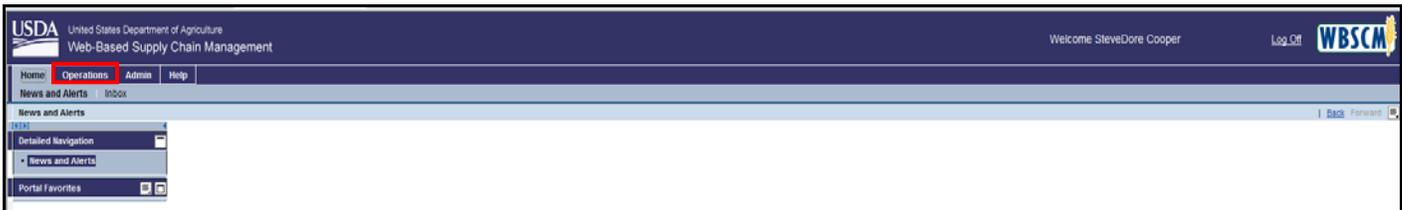
When this happens the Freight Forwarder should enter the Freight Goods Receipt by selecting the option to "Enter Good Quantity in GMT" rather than in UoM "EA". (See *Appendix B*)

## APPENDIX A- PRINT OUT SHIPMENT INFORMATION LOG

The following are the step to be taken to print out your shipment information log. Examples came from the Test Environment; therefore, are not valid information.

If you know your Purchase Order(s) number, go to step 4.

**Step 1 – Use the WBSCM International ASN Shipment Receipt Report (*which is received from USDA daily*) to obtain your Purchase Order Number(s) or Click on <Operations>**



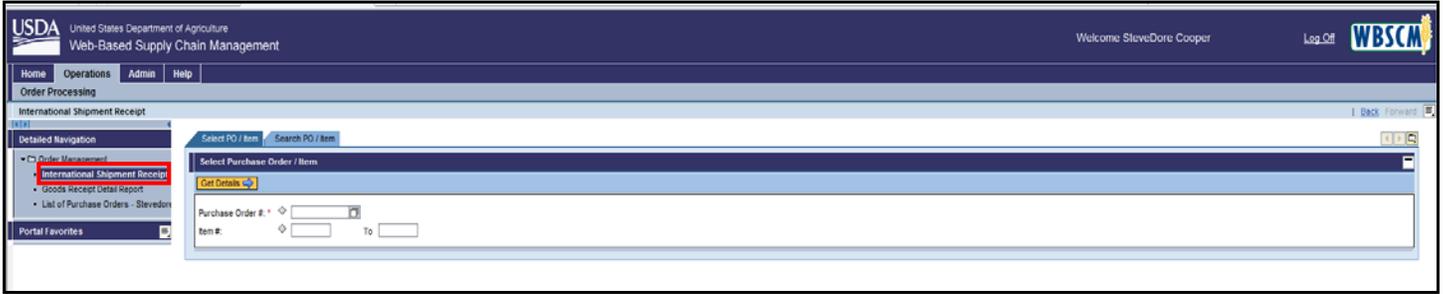
**Step 2 - Click on <Order Management> and then <List of Purchase Orders – Stevedore> then click on OK.**



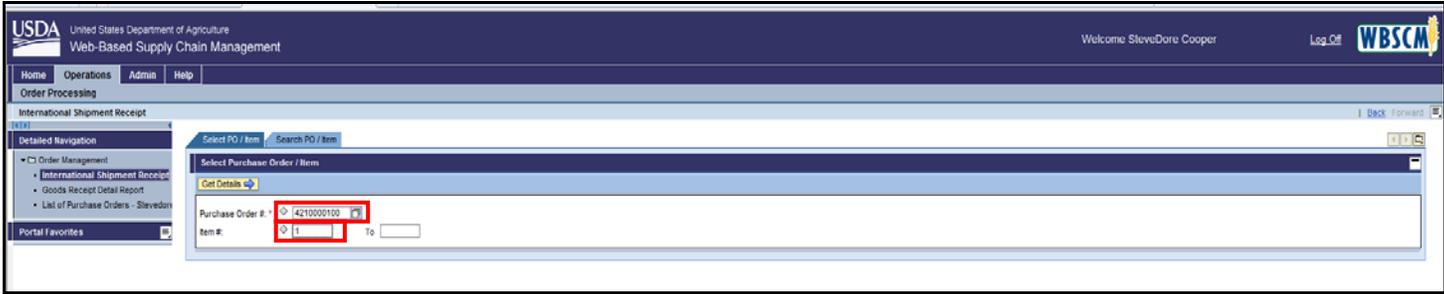
**Step 3 - This will generate the Stevedore's Purchase Orders.**



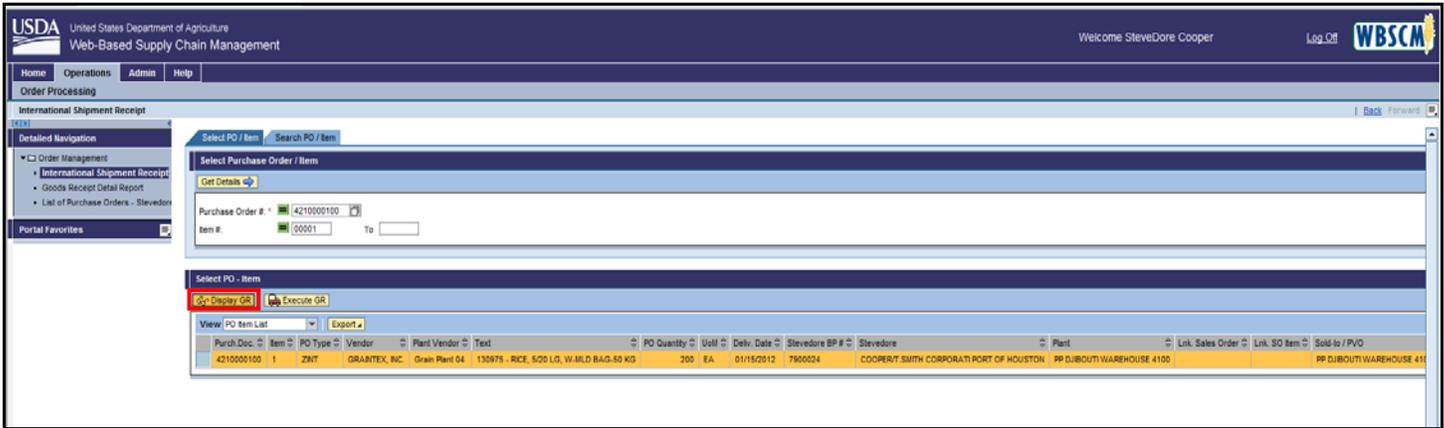
**Step 4 – Creating/Displaying the International Shipment Receipt.**  
**Click on <Operations> <Order Management> and then <International Shipment Receipt>**



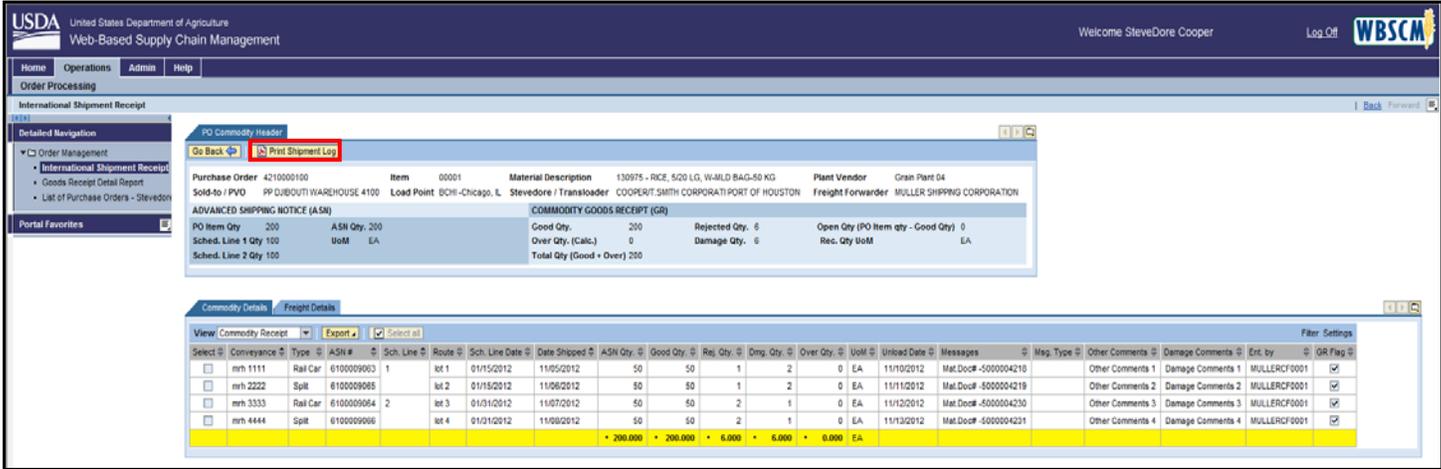
**Step 5 - Populate the Purchase Order Number and Item number (Optional). Stevedores are restricted to PO Line items assigned to them.**



**Step 6 – Highlight the line you want to select. Click on <Display GR>.**



**Step 7 – Goods Receipt is displayed. Click on <Print Shipment Log button>. This will generate a PDF file which contains the International Shipment Receipt Log.**



**PO Commodity Header**

Purchase Order: 4210000100    Item: 00001    Material Description: 130975 - RICE, 5/20 LG, W-MLD BAG-50 KG    Plant Vendor: Grain Plant 04  
 Sold-to / PVO: PP DJIBOUTI WAREHOUSE 4100    Load Point: BCHI-Chicago, IL    Stevedore / Transloader: COOPER/T. SMITH CORPORATI PORT OF HOUSTON    Freight Forwarder: MULLER SHIPPING CORPORATION

**ADVANCED SHIPPING NOTICE (ASN)**

PO Item Qty: 200    ASN Qty: 200    Good Qty: 200    Rejected Qty: 6    Open Qty (PO Item Qty - Good Qty): 0  
 Sched. Line 1 Qty: 100    UoM: EA    Over Qty (Calc.): 0    Damage Qty: 6    Rec. Qty UoM: EA  
 Sched. Line 2 Qty: 100    Total Qty (Good + Over): 200

**Commodity Receipt (GR)**

Select	Conveyance	Type	ASN #	Sch. Line	Route	Sch. Line Date	Date Shipped	ASN Qty	Good Qty	Rej. Qty	Dmg. Qty	Over Qty	UoM	Unload Date	Messages	Msg. Type	Other Comments	Damage Comments	Ent. by	GR Flag
<input type="checkbox"/>	mrh 1111	Rail Car	6100009063	1	lot 1	01/15/2012	11/05/2012	50	50	1	2	0	EA	11/10/2012	Mat.Doc# -500004210		Other Comments 1	Damage Comments 1	MULLERCF0001	<input checked="" type="checkbox"/>
<input type="checkbox"/>	mrh 2222	Split	6100009065	1	lot 2	01/15/2012	11/06/2012	50	50	1	2	0	EA	11/11/2012	Mat.Doc# -500004219		Other Comments 2	Damage Comments 2	MULLERCF0001	<input checked="" type="checkbox"/>
<input type="checkbox"/>	mrh 3333	Rail Car	6100009064	2	lot 3	01/31/2012	11/07/2012	50	50	2	1	0	EA	11/12/2012	Mat.Doc# -500004230		Other Comments 3	Damage Comments 3	MULLERCF0001	<input checked="" type="checkbox"/>
<input type="checkbox"/>	mrh 4444	Split	6100009066	2	lot 4	01/31/2012	11/08/2012	50	50	2	1	0	EA	11/13/2012	Mat.Doc# -500004231		Other Comments 4	Damage Comments 4	MULLERCF0001	<input checked="" type="checkbox"/>
								200.000	200.000	6.000	6.000	8.000	EA							

The International Shipment Receipt Log is displayed.

### International Shipment Receipt Log

Purchase Order / Item		Material Description		Plant Vendor			
4210000100 - 00001		130975 - RICE, 5/20 LG, W-MLD BAG-50 KG		Grain Plant 04			
Sold-to / PVO		Load Point		Stevedore / Transloader		Freight Forwarder	
PP DJIBOUTI WAREHOUSE 4100		BCHI -Chicago, IL		COOPER/T. SMITH CORPORATI PORT OF HOUSTON		MULLER SHIPPING CORPORATION	
ADVANCED SHIPPING NOTICE (ASN) - Record Type 03				COMMODITY GOODS RECEIPT (GR) - Record Type 04			
PO Item Qty	200	ASN Qty.	200	Good Qty	200	Rejected Qty	6
Sched. Line 1	100	UoM	EA	Over Qty	0	Damaged Qty.	6
Sched. Line 2	100	Total Qty (Good + Over)		200		UoM	EA

FREIGHT DETAILS - Record Type 11										FREIGHT GOODS RECEIPT (GR) - Record Type 14							
Freight PO# / Item	Freight Vendor	Destination	Dest. Date	EA in Gr. KG	PO QTY (GMT)	PO QTY (EA)	Open Qty (GMT)	Open Qty (EA)	Vessel	Good Qty (GMT)	Good Qty (EA)	Rej. Qty (EA)	Dmg. Qty (EA)	OBL Number	Load Date	Other Comments	Damage Comments
4250000036 - 00001	DOUBLE B FOODS, INC.	Djibouti	01/31/2012	50.100	10.021	200			ADVANTAGE	10.020	200	1	2	SHIP 12	11/13/2012	Other Comments 1	Damage Comments 1
4250000036 - 00001	DOUBLE B FOODS, INC.	Djibouti	01/31/2012	50.100			0.001		ADVANTAGE								
<b>Summary</b>					10.021	200	0.001			10.020	200	1.000	2.000				

ADVANCED SHIPPING NOTICE (ASN) - Record Type 03								COMMODITY GOODS RECEIPT (GR) - Record Type 04							
Conveyance	Type	ASN #	Sch. Line	Route	Sch. Line Date	Date Shipped	ASN Qty	Good Qty	Rej. Qty	Dmg. Qty	Over Qty calc.	Unload Date	Other Comments	Damage Comments	
mrh 1111	Rail Car	6100009063	1	lot 1	01/15/2012	11/05/2012	50	50	1	2		11/10/2012	Other Comments 1	Damage Comments 1	
mrh 2222	Split	6100009065	1	lot 2	01/15/2012	11/06/2012	50	50	1	2		11/11/2012	Other Comments 2	Damage Comments 2	
mrh 3333	Rail Car	6100009064	2	lot 3	01/31/2012	11/07/2012	50	50	2	1		11/12/2012	Other Comments 3	Damage Comments 3	
mrh 4444	Split	6100009066	2	lot 4	01/31/2012	11/08/2012	50	50	2	1		11/13/2012	Other Comments 4	Damage Comments 4	
<b>Summary</b>							200.000	200.000	6.000	6.000					



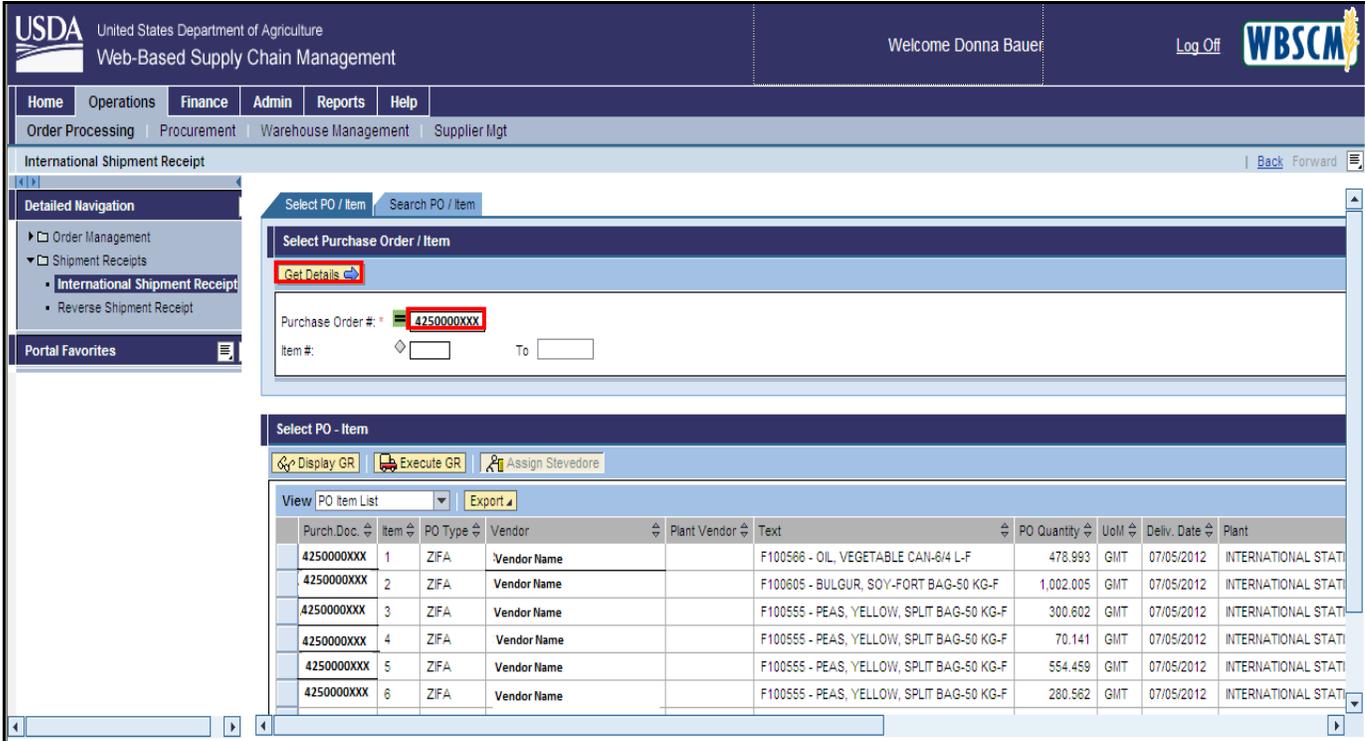
## APPENDIX B- FREIGHT GOODS RECEIPT – GOOD QUANTITY IN GMT

The following are the step to be taken to “Enter Good Quantity in GMT” rather than UoM “EA”.

### Step 1 - Operations/Order Processing/Shipment Receipts/International Shipment Receipts

Documents needed before entering this data: FPO, Old KC 366 equivalent which shows Over/Short/Damage, Mates Receipt Loss, VLO Certificate, Ocean Bill of Lading (OBL).

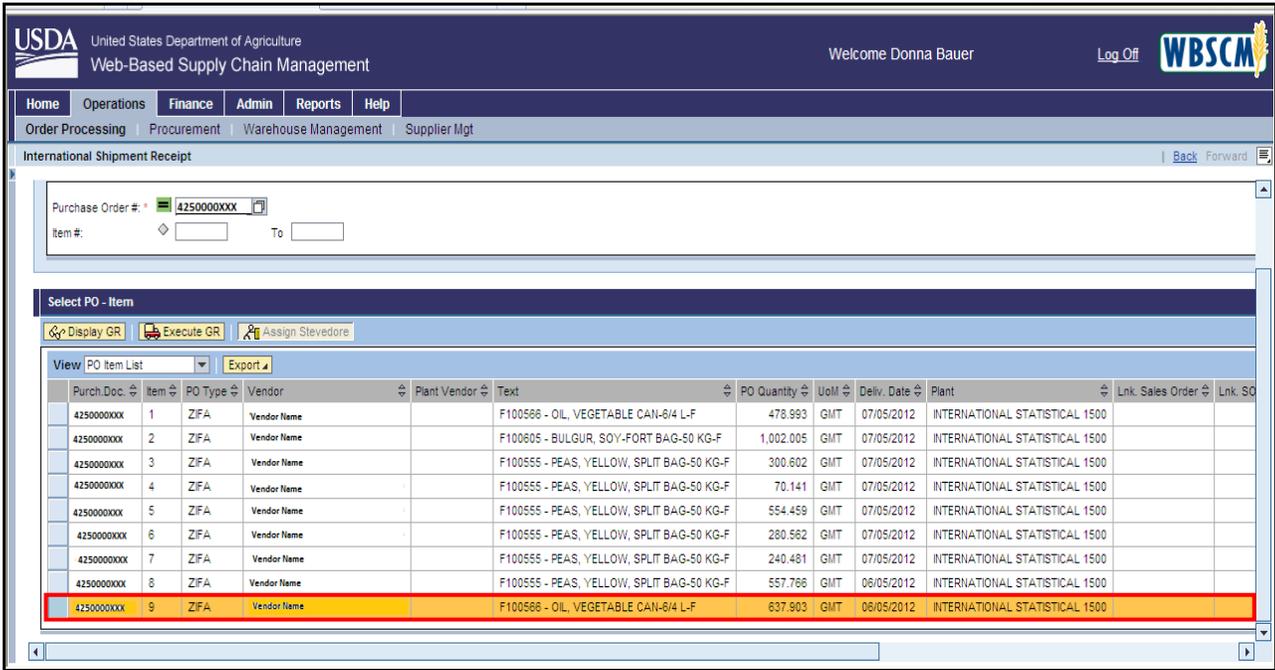
Type Freight Purchase Order Number in the Purchase Order # Field and click on the Yellow box above “Get Details”. Your screen wil display all Lines from the FPO.



The screenshot shows the USDA Web-Based Supply Chain Management (WBCSM) interface. The user is logged in as Donna Bauer. The navigation menu includes Home, Operations, Finance, Admin, Reports, and Help. The current page is 'International Shipment Receipt'. The 'Purchase Order #' field is populated with '4250000XXX' and is highlighted with a red box. A yellow box highlights the 'Get Details' button above the field. Below the field, there is a table with the following data:

Purch. Doc	Item	PO Type	Vendor	Plant Vendor	Text	PO Quantity	UoM	Deliv. Date	Plant
4250000XXX	1	ZIFA	Vendor Name		F100566 - OIL, VEGETABLE CAN-6/4 L-F	478.993	GMT	07/05/2012	INTERNATIONAL STATI
4250000XXX	2	ZIFA	Vendor Name		F100605 - BULGUR, SOY-FORT BAG-50 KG-F	1,002.005	GMT	07/05/2012	INTERNATIONAL STATI
4250000XXX	3	ZIFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	300.602	GMT	07/05/2012	INTERNATIONAL STATI
4250000XXX	4	ZIFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	70.141	GMT	07/05/2012	INTERNATIONAL STATI
4250000XXX	5	ZIFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	554.459	GMT	07/05/2012	INTERNATIONAL STATI
4250000XXX	6	ZIFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	280.562	GMT	07/05/2012	INTERNATIONAL STATI

**Step 2 - Click on Blue Box next to the appropriate Line Number. The row will turn yellow once the blue box is clicked on.**



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Purchase Order #: 4250000000  
Item #: To

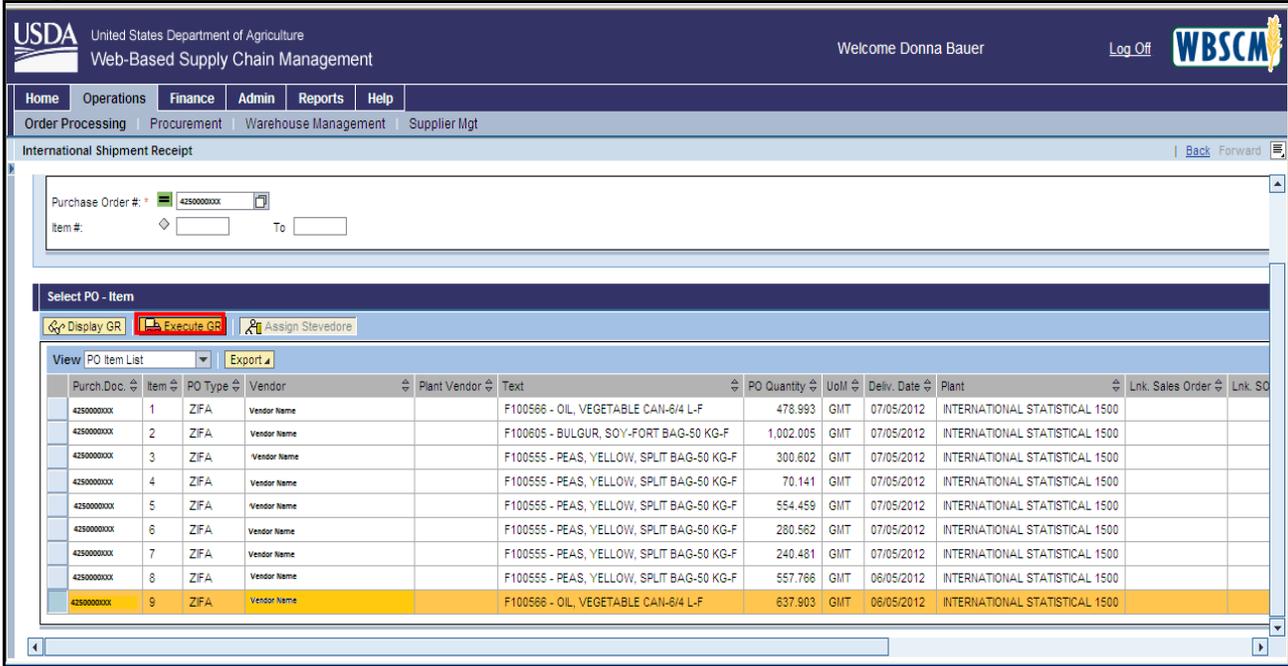
Select PO - Item

[Display GR](#) [Execute GR](#) [Assign Stevedore](#)

View PO Item List [Export](#)

Purch.Doc.	Item	PO Type	Vendor	Plant Vendor	Text	PO Quantity	UoM	Deliv. Date	Plant	Lnk. Sales Order	Lnk. SO
4250000000	1	ZFA	Vendor Name		F100566 - OIL, VEGETABLE CAN-6/4 L-F	478.993	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	2	ZFA	Vendor Name		F100605 - BULGUR, SOY-FORT BAG-50 KG-F	1,002.005	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	3	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	300.602	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	4	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	70.141	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	5	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	554.459	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	6	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	280.562	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	7	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	240.481	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	8	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	557.766	GMT	06/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	9	ZFA	Vendor Name		F100566 - OIL, VEGETABLE CAN-6/4 L-F	637.903	GMT	06/05/2012	INTERNATIONAL STATISTICAL 1500		

**Step 3 - Select the Execute GR button.**



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Purchase Order #: 4250000000  
Item #: To

Select PO - Item

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View PO Item List [Export](#)

Purch.Doc.	Item	PO Type	Vendor	Plant Vendor	Text	PO Quantity	UoM	Deliv. Date	Plant	Lnk. Sales Order	Lnk. SO
4250000000	1	ZFA	Vendor Name		F100566 - OIL, VEGETABLE CAN-6/4 L-F	478.993	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	2	ZFA	Vendor Name		F100605 - BULGUR, SOY-FORT BAG-50 KG-F	1,002.005	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	3	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	300.602	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	4	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	70.141	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	5	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	554.459	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	6	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	280.562	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	7	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	240.481	GMT	07/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	8	ZFA	Vendor Name		F100555 - PEAS, YELLOW, SPLIT BAG-50 KG-F	557.766	GMT	06/05/2012	INTERNATIONAL STATISTICAL 1500		
4250000000	9	ZFA	Vendor Name		F100566 - OIL, VEGETABLE CAN-6/4 L-F	637.903	GMT	06/05/2012	INTERNATIONAL STATISTICAL 1500		

**Step 4 - If the commodity is Veg Oil, click the button that shows “Enter Goods Qty in GMT”. The Good Qty will be “0” and the next column UoM will show EA.**

The screenshot shows the 'International Shipment Receipt' page. The 'Enter Goods Qty in GMT' button is highlighted with a red box. Below the button is a table with columns for various shipment metrics. The 'Good Qty' column shows '0' and the 'UoM' column shows 'EA'.

Select	Freight PO #	PO Item #	Freight Vendor	Destination	Dest. Date	EA in Gross KG	PO Qty. (GMT)	PO Qty. (EA)	Open Qty. (GMT)	Open Qty. (EA)	Vessel name	Good Qty.	UoM.	Good Qty. (GMT)
<input type="checkbox"/>	4250000000	9	Freight Vendor Name	FOREIGN-PREP	05/01/2012	24.602	637.903	25.927	637.903	25.927	EOT SPAR	0	EA	0.000

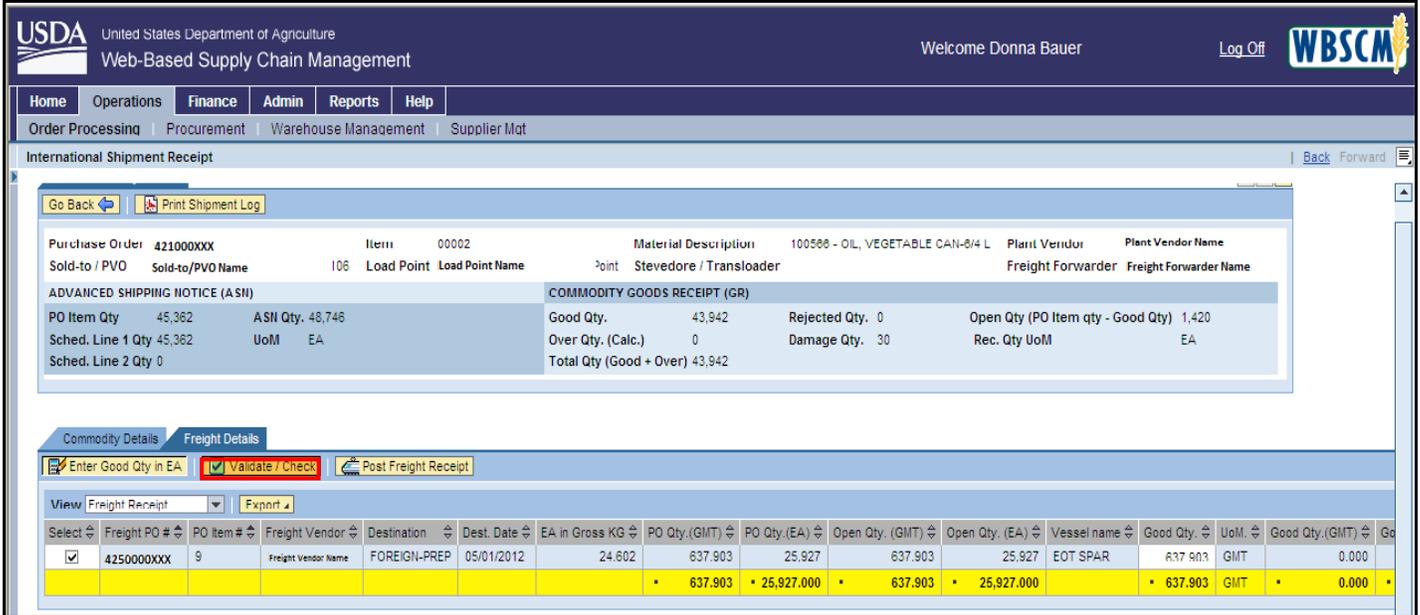
**Step 5 - After you change the button, it should read “Enter Goods Qty in EA” and the Good Qty Column will show 0.000 (decimals for GMT) and the UoM column will show “GMT”.**

The screenshot shows the 'International Shipment Receipt' page after the button has been changed. The 'Enter Goods Qty in EA' button is highlighted with a red box. The 'Good Qty' column now shows '0.000' and the 'UoM' column shows 'GMT'.

Select	Freight PO #	PO Item #	Freight Vendor	Destination	Dest. Date	EA in Gross KG	PO Qty. (GMT)	PO Qty. (EA)	Open Qty. (GMT)	Open Qty. (EA)	Vessel name	Good Qty.	UoM.	Good Qty. (GMT)
<input type="checkbox"/>	4250000000	9	Freight Vendor Name	FOREIGN-PREP	05/01/2012	24.602	637.903	25.927	637.903	25.927	EOT SPAR	0.000	GMT	0.000



**Step 8 - Scroll back to the left and click on the Validate/Check Button.**



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Purchase Order	4210000000	Item	00002	Material Description	100566 - OIL, VEGETABLE CAN-6/4 L	Plant Vendor	Plant Vendor Name
Sold-to / PVO	Sold-to/PVO Name	106	Load Point	Load Point Name	Stevedore / Transloader	Freight Forwarder	Freight Forwarder Name
ADVANCED SHIPPING NOTICE (ASN)				COMMODITY GOODS RECEIPT (GR)			
PO Item Qty	45,362	ASN Qty.	48,746	Good Qty.	43,942	Rejected Qty.	0
Sched. Line 1 Qty	45,362	UoM	EA	Over Qty. (Calc.)	0	Damage Qty.	30
Sched. Line 2 Qty	0			Total Qty (Good + Over)	43,942	Open Qty (PO Item qty - Good Qty)	1,420
						Rec. Qty UoM	EA

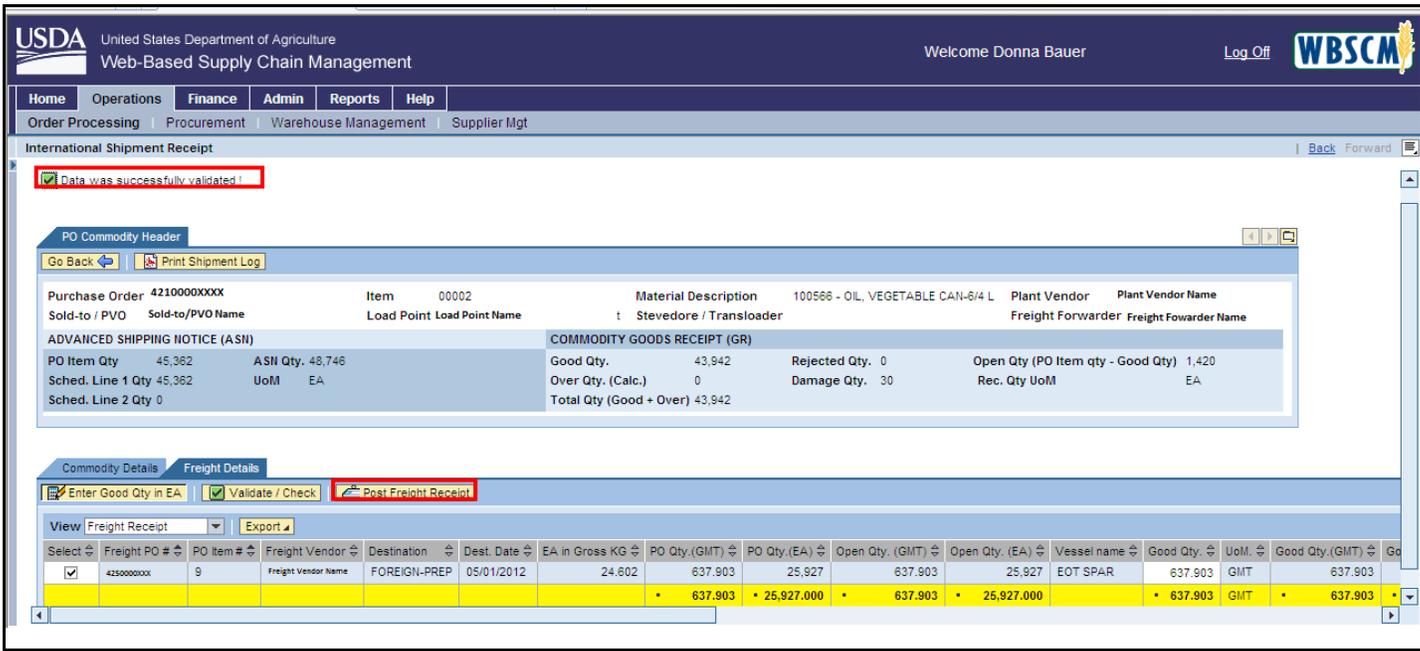
Commodity Details | Freight Details

Enter Good Qty in EA  **Validate / Check**  Post Freight Receipt

View: Freight Receipt [Export](#)

Select	Freight PO #	PO Item #	Freight Vendor	Destination	Dest. Date	EA in Gross KG	PO Qty.(GMT)	PO Qty.(EA)	Open Qty. (GMT)	Open Qty. (EA)	Vessel name	Good Qty.	UoM	Good Qty.(GMT)	Go
<input checked="" type="checkbox"/>	4250000000	9	Freight Vendor Name	FOREIGN-PREP	05/01/2012	24,602	637,903	25,927	637,903	25,927	EOT SPAR	637,903	GMT	0,000	
							+ 637,903	+ 25,927,000	+ 637,903	+ 25,927,000		+ 637,903	GMT	+ 0,000	

**Step 9 - If the validation was successful, you will see a message here. If you have errors, this message will reflect the error, and you will need to scroll to the right and review the line.**



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**Data was successfully validated!**

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Purchase Order	4210000000	Item	00002	Material Description	100566 - OIL, VEGETABLE CAN-6/4 L	Plant Vendor	Plant Vendor Name
Sold-to / PVO	Sold-to/PVO Name	106	Load Point	Load Point Name	Stevedore / Transloader	Freight Forwarder	Freight Forwarder Name
ADVANCED SHIPPING NOTICE (ASN)				COMMODITY GOODS RECEIPT (GR)			
PO Item Qty	45,362	ASN Qty.	48,746	Good Qty.	43,942	Rejected Qty.	0
Sched. Line 1 Qty	45,362	UoM	EA	Over Qty. (Calc.)	0	Damage Qty.	30
Sched. Line 2 Qty	0			Total Qty (Good + Over)	43,942	Open Qty (PO Item qty - Good Qty)	1,420
						Rec. Qty UoM	EA

Commodity Details | Freight Details

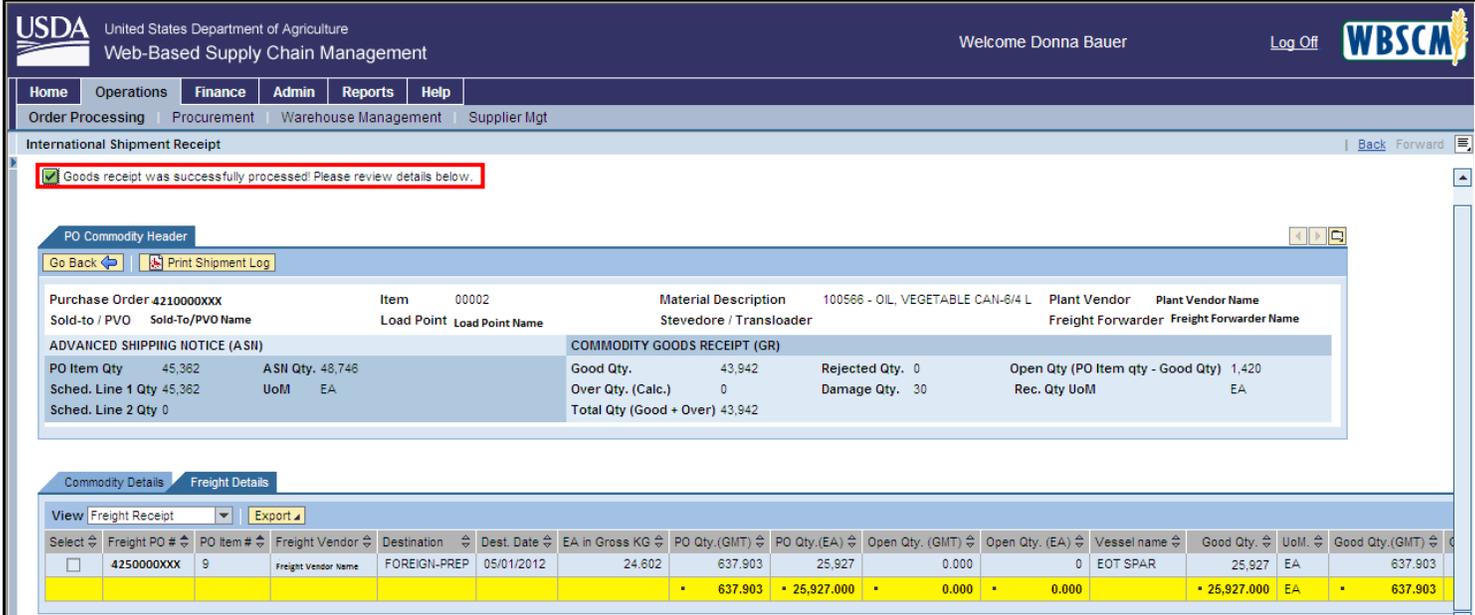
Enter Good Qty in EA  **Validate / Check**  Post Freight Receipt

View: Freight Receipt [Export](#)

Select	Freight PO #	PO Item #	Freight Vendor	Destination	Dest. Date	EA in Gross KG	PO Qty.(GMT)	PO Qty.(EA)	Open Qty. (GMT)	Open Qty. (EA)	Vessel name	Good Qty.	UoM	Good Qty.(GMT)	Go
<input checked="" type="checkbox"/>	4250000000	9	Freight Vendor Name	FOREIGN-PREP	05/01/2012	24,602	637,903	25,927	637,903	25,927	EOT SPAR	637,903	GMT	637,903	
							+ 637,903	+ 25,927,000	+ 637,903	+ 25,927,000		+ 637,903	GMT	+ 637,903	

**Step 10 - After your validation is successful, you will click on the "Post Freight Receipt" button.**

## Step 11 - You will receive this successful message. You are done with the Freight Goods Receipt process.



**International Shipment Receipt**

Goods receipt was successfully processed! Please review details below.

**PO Commodity Header**

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Purchase Order 4210000XXX	Item 00002	Material Description 100566 - OIL, VEGETABLE CAN-6/4 L	Plant Vendor	Plant Vendor Name
Sold-to / PVO	Sold-To/PVO Name	Load Point	Load Point Name	Stevadore / Transloader
ADVANCED SHIPPING NOTICE (ASN)		COMMODITY GOODS RECEIPT (GR)		
PO Item Qty 45,362	ASN Qty. 48,746	Good Qty. 43,942	Rejected Qty. 0	Open Qty (PO Item qty - Good Qty) 1,420
Sched. Line 1 Qty 45,362	UoM EA	Over Qty. (Calc.) 0	Damage Qty. 30	Rec. Qty UoM EA
Sched. Line 2 Qty 0		Total Qty (Good + Over) 43,942		

**Commodity Details** | Freight Details

View: Freight Receipt | Export

Select	Freight PO #	PO Item #	Freight Vendor	Destination	Dest. Date	EA in Gross KG	PO Qty. (GMT)	PO Qty. (EA)	Open Qty. (GMT)	Open Qty. (EA)	Vessel name	Good Qty.	UoM.	Good Qty. (GMT)
<input type="checkbox"/>	4250000XXX	9	Freight Vendor Name	FOREIGN-PREP	05/01/2012	24,602	637.903	25,927	0.000	0	EOT SPAR	25,927	EA	637.903
							• 637.903	• 25,927.000	• 0.000	• 0.000		• 25,927.000	EA	• 637.903