



Assign User to a Plant

Process Overview

Purpose

The purpose of this transaction is to assign an existing user within an organization to a plant. Assigning a user to a plant allows the user to be a point of contact for the plant and permissions the user to submit bids/offers to USDA on the plant's behalf.

Process Trigger

Perform this procedure when you want to authorize a user to place bids for a plant.

Prerequisites

- User account must be set up in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Maintain Organization** tab → **Plants/Shipping Points - User Assignment** link to go to the *Main Assignment* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - A **Conditional field**: an entry that becomes required as a result of entering something previous to it, which then deems it required
 - An **Optional field**: you may enter information in an optional field, but an entry is not required for the completion of the transaction
- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

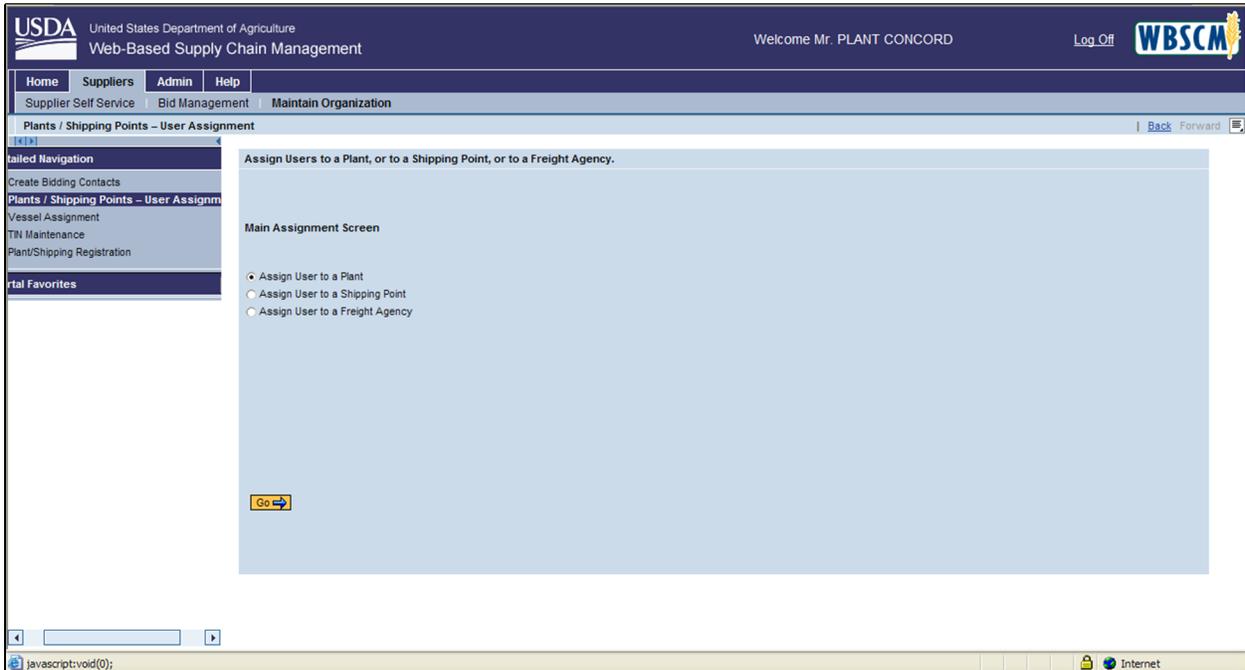
Reminders

- Remember to check your work
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.

Assign User to a Plant

Procedure

1. Start the transaction using the following Portal path: **Suppliers tab** → **Maintain Organization tab** → **Plants/Shipping Points - User Assignment**

Plants / Shipping Points – User Assignment Screen

2. Click  (the **Go** button) to continue.

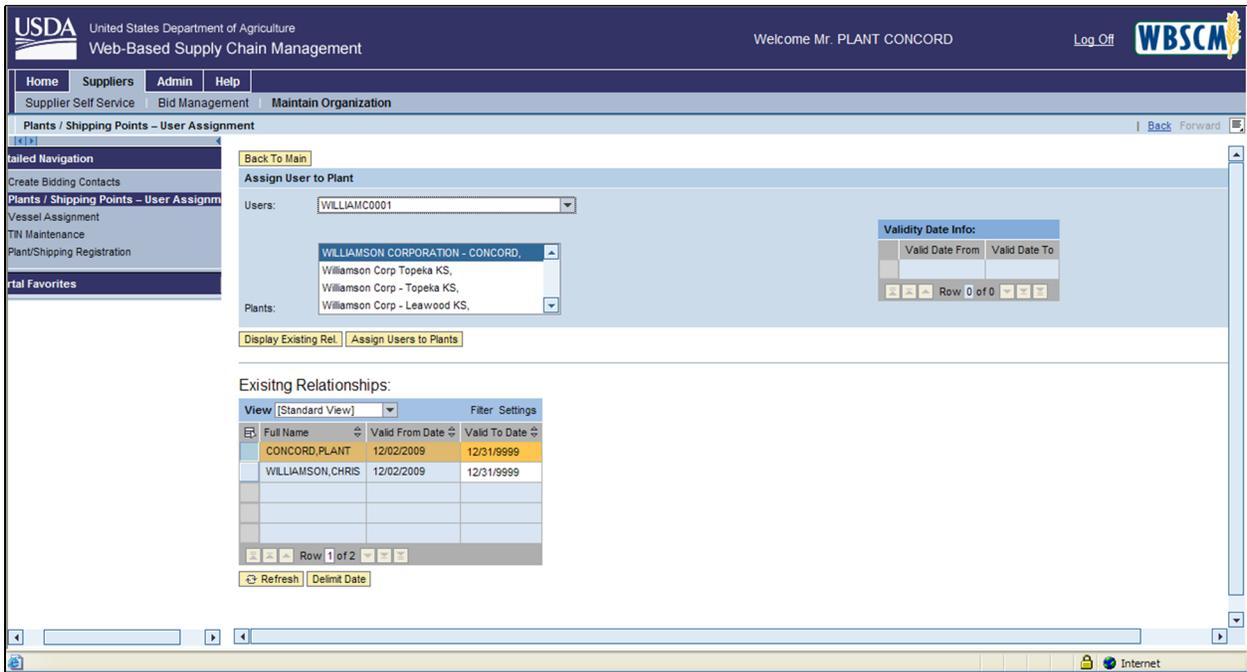


(Note) On the main screen, the options of assigning a user to a Plant, Shipping Point, or Freight Agency exist. For the purposes of this document, we are assigning a user to a Plant (the default option). The following steps are identical for a Shipping Point or Freight Agency.



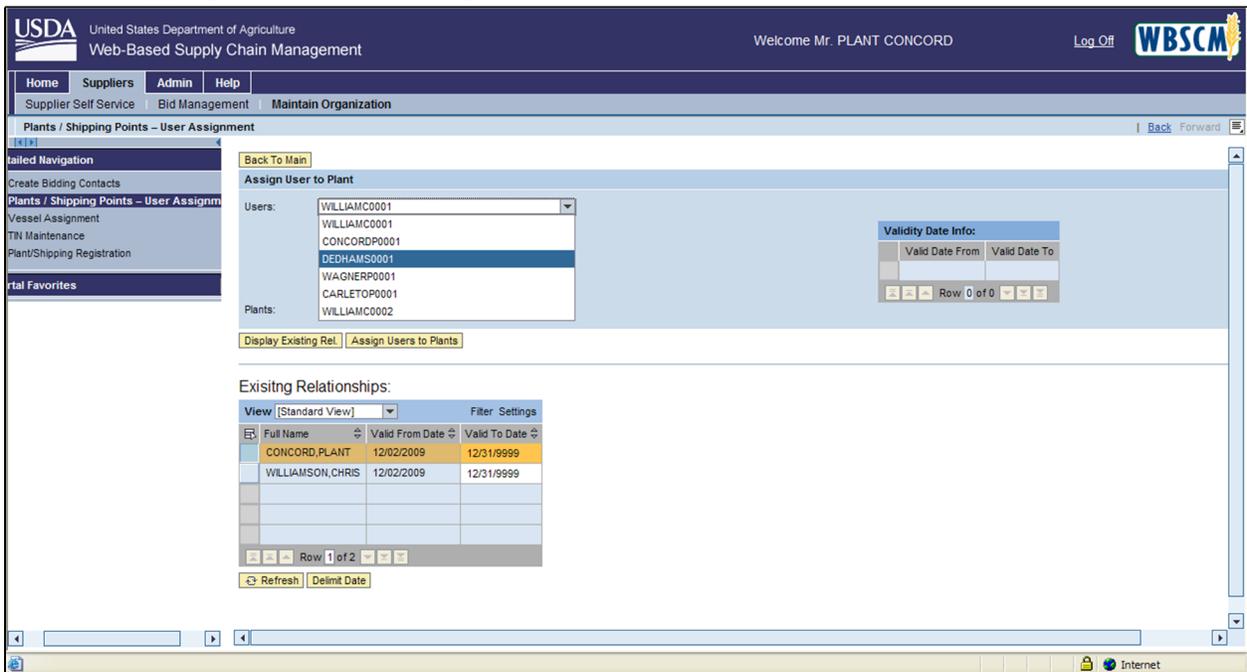
Assign User to a Plant

Plants / Shipping Points – User Assignment Screen



3. In the **Users** field, click on the **Dropdown** button to select the user you want to assign.

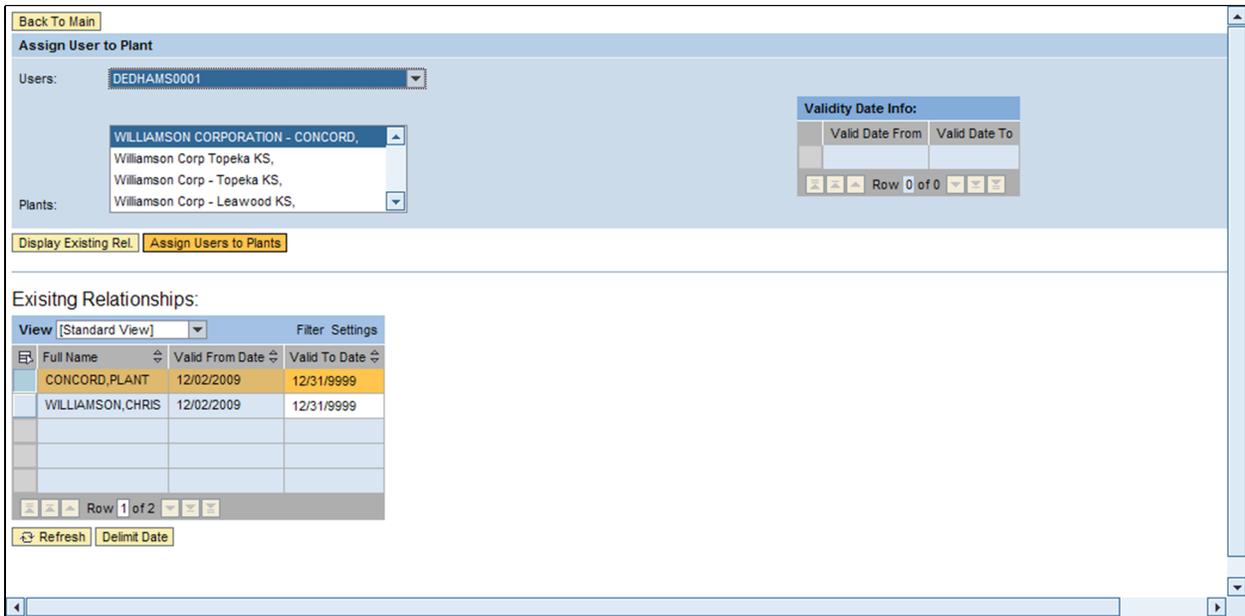
Plants / Shipping Points – User Assignment Screen



4. Select the appropriate plant you want to assign the user to. For the purposes of this document, we selected **DEDHAMS0001** (the **DEDHAMS0001** option).

Assign User to a Plant

Plants / Shipping Points – User Assignment Screen



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Assign User to Plant

Users: DEDHAMS0001

Plants: WILLIAMSON CORPORATION - CONCORD,
Williamson Corp Topeka KS,
Williamson Corp - Topeka KS,
Williamson Corp - Leawood KS,

Validity Date Info:
Valid Date From Valid Date To
Row 0 of 0

Display Existing Rel. Assign Users to Plants

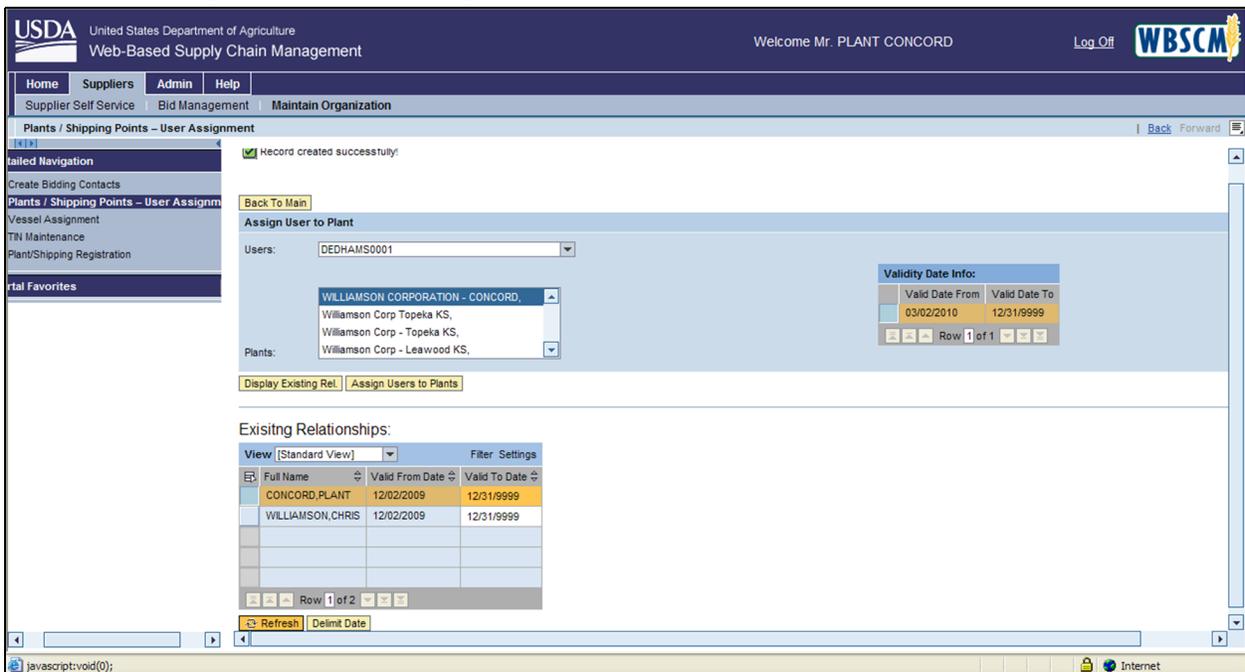
Existing Relationships:

Full Name	Valid From Date	Valid To Date
CONCORD_PLANT	12/02/2009	12/31/9999
WILLIAMSON, CHRIS	12/02/2009	12/31/9999

Refresh Delimit Date

- Click **Assign Users to Plants** (the **Assign Users to Plants** button) to assign the selected user to the selected plant.

Plants / Shipping Points – User Assignment Screen



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Welcome Mr. PLANT CONCORD Log Off WBSCM

Home Suppliers Admin Help
Supplier Self Service Bid Management Maintain Organization

Plants / Shipping Points – User Assignment

Record created successfully!

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Assign User to Plant

Users: DEDHAMS0001

Plants: WILLIAMSON CORPORATION - CONCORD,
Williamson Corp Topeka KS,
Williamson Corp - Topeka KS,
Williamson Corp - Leawood KS,

Validity Date Info:
Valid Date From Valid Date To
03/02/2010 12/31/9999
Row 1 of 1

Display Existing Rel. Assign Users to Plants

Existing Relationships:

Full Name	Valid From Date	Valid To Date
CONCORD_PLANT	12/02/2009	12/31/9999
WILLIAMSON, CHRIS	12/02/2009	12/31/9999

Refresh Delimit Date

- Click **Refresh** (the **Refresh** button) to display the relationship you have created.

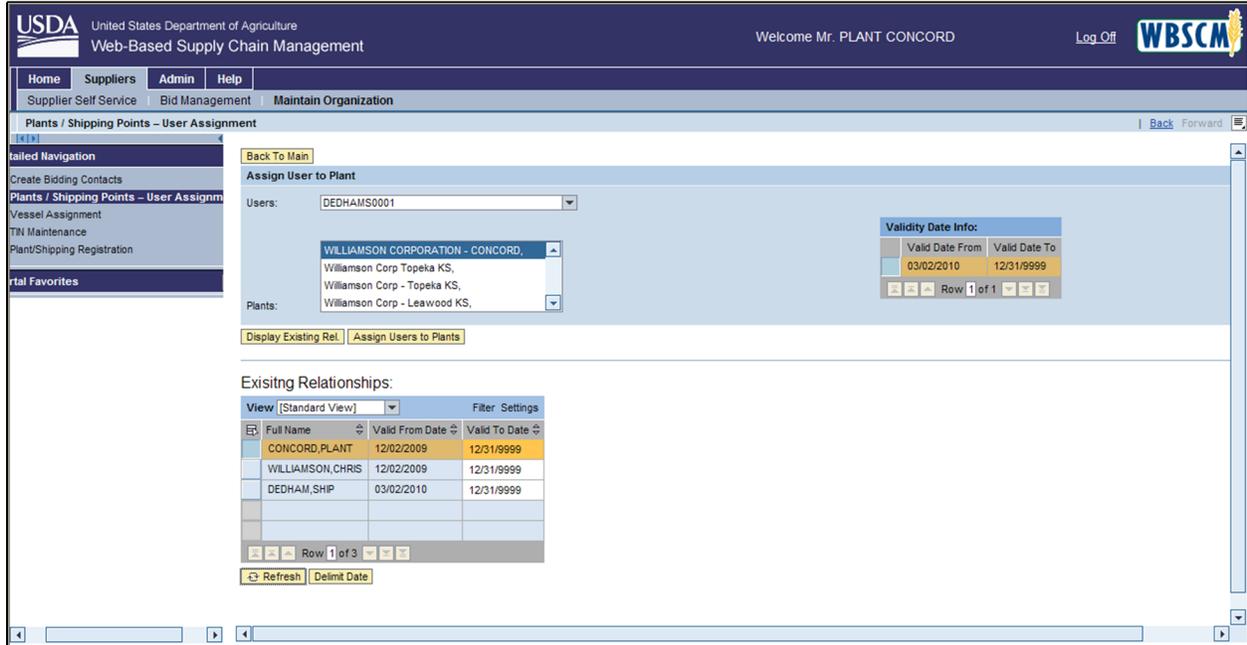
Assign User to a Plant



(Note) The system displays the message, "Record created successfully".

The Validity Date Info for the selected user defaults from the day the user is assigned to 12/31/9999. Click the arrow in the **Valid To Date** field to change the validity date or to remove the users authority for a plant/shipping point/freight agency.

Plants / Shipping Points – User Assignment Screen



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Assign User to Plant

Users: DEDHAMS001

Plants: WILLIAMSON CORPORATION - CONCORD
Williamson Corp Topeka KS,
Williamson Corp - Topeka KS,
Williamson Corp - Leawood KS,

Display Existing Rel. Assign Users to Plants

Validity Date Info:

Valid Date From	Valid Date To
03/02/2010	12/31/9999

Row 1 of 1

Existing Relationships:

Full Name	Valid From Date	Valid To Date
CONCORD_PLANT	12/02/2009	12/31/9999
WILLIAMSON, CHRIS	12/02/2009	12/31/9999
DEDHAM_SHIP	03/02/2010	12/31/9999

Refresh Delimit Date

7. You have completed this transaction.