A decorative graphic on the right side of the page consists of three blue circles of varying sizes, each with a lighter blue ring around its center. Two thin blue lines intersect at the top left and extend diagonally across the page, framing the circles.

WBSCM-Create ASN

Advance Shipping Notice

Once you receive your Purchase Order and you are ready to begin shipping, you will be required to submit the advanced shipping notice (ASN).

12/14/2011

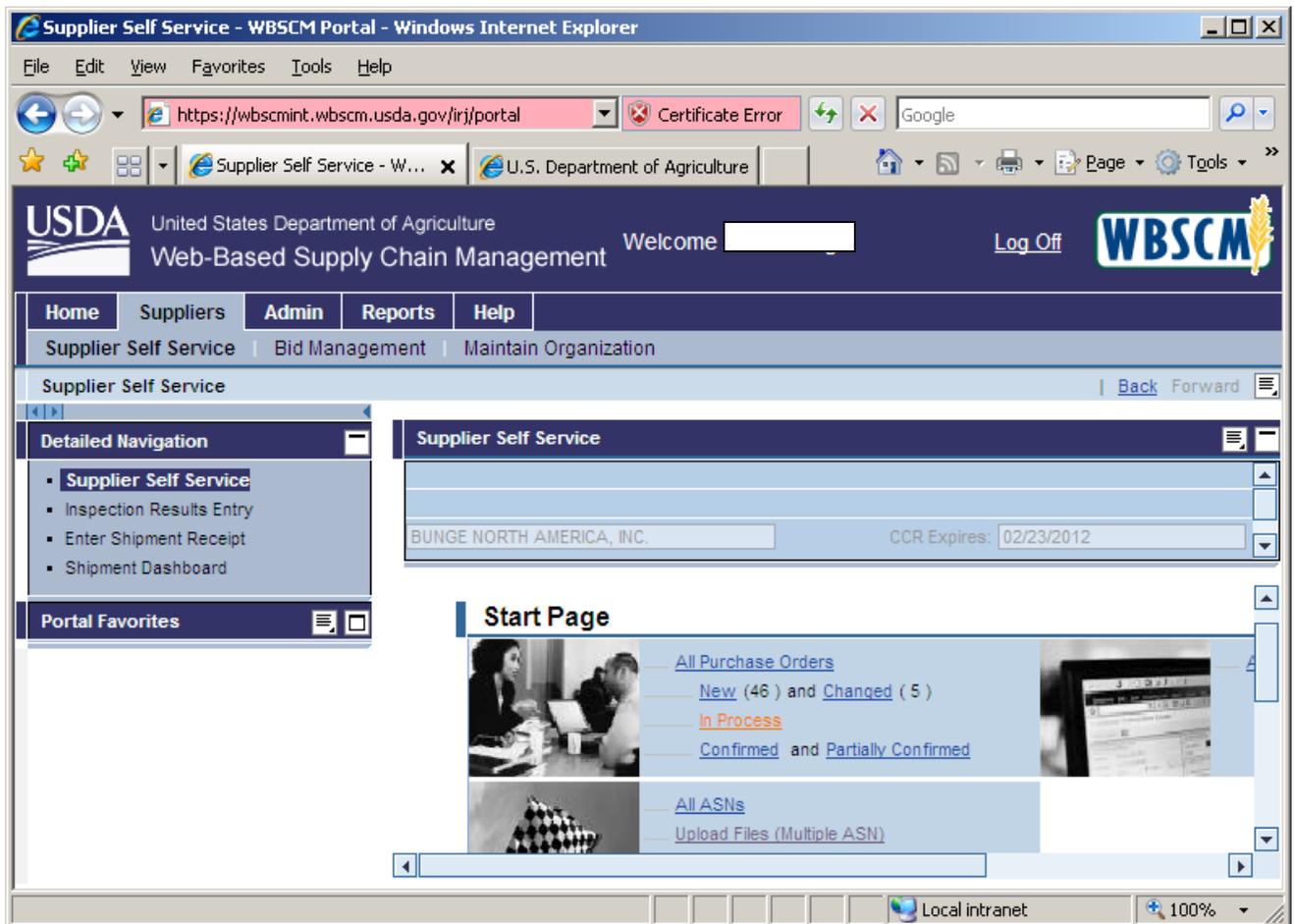
An Advanced Shipping Notification (ASN) is an electronic notification of pending deliveries; an electronic packing list.

The ASN should be generated when the product has been shipped from the plant or shipping point location. An ASN can be generated for partial shipments. One ASN must be created for each truck or railcar shipped.

Creation of ASN is only the first step in the payment process of a Purchase Order Contract, followed by the Inspection Results and then Invoicing.

ASN Creation

1. After logging into WBSCM, start the ASN transaction using the following Portal path: **Suppliers** tab → **Supplier Self Service** folder → **Supplier Self Service**



2. Click [All Purchase Orders](#) (the **All Purchase Orders** link) to display a list of Purchase Orders.

The screenshot shows the Supplier Self Service - WBSCM Portal. The browser address bar displays <https://wbscmint.wbscm.usda.gov/irj/portal>. The page header includes the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management". A navigation menu contains links for Home, Suppliers, Admin, Reports, and Help. Below the menu, there are links for "Supplier Self Service", "Bid Management", and "Maintain Organization".

The main content area displays a table of purchase orders. The table has the following columns: Document Number, Document Name, Document Date, Status, Total Value, and Purchase Order Number. The data rows are as follows:

| Document Number | Document Name | Document Date | Status | Total Value | Purchase Order Number |
|----------------------------|-------------------|---------------|-----------|------------------|-----------------------|
| 3100002020 | AG-DPRO-P-11-0773 | 05/27/2011 | New | 74,406.88 USD | 4100002111 |
| 3100001984 | AG-INTP-P-11-0613 | 05/09/2011 | New | 11,463.20 USD | 4200001634 |
| 3100001954 | AG-DPRO-P-11-0674 | 04/19/2011 | New | 332,651.25 USD | 4100002024 |
| 3100001935 | AG-DPRO-P-11-0669 | 04/13/2011 | New | 45,530.16 USD | 4100002013 |
| 3100001934 | AG-INTP-P-11-0587 | 04/13/2011 | Confirmed | 1,857,520.00 USD | 4200001601 |

The Purchase Order Number 4200001601 in the last row is highlighted with a red box. The status of this PO is "Confirmed".

3. In the **Purchase Order** column, locate the PO number for which you would like to create an ASN. Then under the **Document Number** column, click the corresponding hyperlink for the PO you will be creating the ASN. In this example, you would click (the **3100001934** link) to open the Purchase Order associated with PO # 4100001601.

NOTE:

- Before creating the ASN, be sure to review the PO for the correct line item number as well as the correct unit of measure for the order quantity. Depending on the PO, the quantity could be reflected as an each or in lbs.
- You cannot combine multiple shipments into one ASN and one invoice.
- ASNs and Invoices are a one to one match. Therefore, you have to create one ASN per shipment and invoice for that particular ASN. This is no different than the invoicing process prior to WBSCM. The vendor would submit a KC-366 with multiple shipments (those shipments are now ASNs) and an invoice would be submitted against each of those shipments listed on the KC-366.
- If you are doing partial shipments of 2 or more line items of a PO in one Railcar, you will need to create different ASN's for each line item but enter the same railcar name.
- In the new process, there is a function for uploading multiple shipments via spreadsheet into WBSCM and it will create the ASNs for you. However, you would still need to create individual invoices for all ASNs created by the spreadsheet.
- When product ships, the vendor should input the ASN immediately to inform recipients that materials are in route. Vendor may then input the inspection lot.
- The Display Document Flow should be viewed regularly to ensure ASNs are created for the correct line item and in the correct amount. This screen will list in a table, documents entered against the PO, i.e. ASNs and invoices, but not inspection lots (**See Screen Print Below**)

Supplier Self Service - WBSCM Portal - Windows Internet Explorer provided by MSN & Bing

https://portal.wbscm.usda.gov/

Supplier Self Service - WBSCM Portal

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

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service

Start Page > List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

| Document Type | Document Number | Document Name | Document Date | Status | Total Value |
|---------------------------------|-----------------|-------------------------|---------------|-----------------------------|----------------|
| Purchase Order | 3100000336 | AG-INTP-P-11-0104-P0002 | 06/24/2011 | Confirmed Confirmed | 443,772.00 USD |
| Shipping Notif. | 6100011921 | AG-INTP-P-11-0104-P0002 | 08/03/2011 | Sent Sent | 0.00 |
| Shipping Notif. | 6100011918 | AG-INTP-P-11-0104-P0002 | 08/03/2011 | Sent Sent | 0.00 |
| Shipping Notif. | 6100011923 | AG-INTP-P-11-0104-P0002 | 08/03/2011 | Sent Sent | 0.00 |
| Shipping Notif. | 6100011922 | AG-INTP-P-11-0104-P0002 | 08/03/2011 | Sent Sent | 0.00 |
| Shipping Notif. | 6100011919 | AG-INTP-P-11-0104-P0002 | 08/03/2011 | Sent Sent | 0.00 |
| Shipping Notif. | 6100011920 | AG-INTP-P-11-0104-P0002 | 08/03/2011 | Sent Sent | 0.00 |
| Invoice | 7100016457 | AG-INTP-P-11-0104-P0002 | 10/04/2011 | Document Sent Document Sent | 40,370.93 USD |
| Invoice | 7100016449 | AG-INTP-P-11-0104-P0002 | 10/04/2011 | Document Sent Document Sent | 40,370.93 USD |
| Invoice | 7100016468 | AG-INTP-P-11-0104-P0002 | 10/04/2011 | Document Sent Document Sent | 40,124.39 USD |
| Invoice | 7100016434 | AG-INTP-P-11-0104-P0002 | 10/04/2011 | Document Sent Document Sent | 40,370.93 USD |
| Invoice | 7100016452 | AG-INTP-P-11-0104-P0002 | 10/04/2011 | Document Sent Document Sent | 40,370.93 USD |
| Invoice | 7100016441 | AG-INTP-P-11-0104-P0002 | 10/04/2011 | Document Sent Document Sent | 40,370.93 USD |

Page 1 of 1

Internet | Protected Mode: Off | 100%

8:52 AM 10/11/2011

Process ASN Screen

Supplier Self Service - WBSM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wbscmint.wbscm.usda.gov/irj/portal Certificate Error Google

Supplier Self Service - W... U.S. Department of Agriculture

USDA United States Supplier Self Service - WBSM Portal
Web-based Supply Chain Management Welcome [] Log Off WBSM

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Supplier Self Service | Back Forward

Supplier Self Service

BUNGE NORTH AMERICA, INC. CCR Expires: 02/23/2012
ORCA Validity Period: 08/20/2010 - 08/20/2011

Create ASN Display History Display Document Flow Print Download

Basic Data

Document Number: 3100001850
Document Name: AG-INTP-P-11-0574
Document Date: 03/30/2011
Purchase Order No.: 4200001558
Requested Follow-On Documents: Shipping Notif., Invoice
Status: Confirmed

| Award Type | Scenario |
|------------|----------|
| DDLV | STD |

Item Overview

| No. | Status | Product | Short Text | Order quantity | | Required on |
|-----|-----------|---------|-----------------------------|----------------|----------------|-------------|
| 1 | Confirmed | 130538 | CORN-SOY BLEND BAG-HP-25 KG | 6,000 each | 83,250.00 USD | 04/15/2011 |
| 2 | Confirmed | 130539 | CORN-SOY BLEND BAG-25 KG | 8,000 each | 110,000.00 USD | 04/15/2011 |

Local intranet 100%

4. Click **Create ASN** (the **Create ASN** button) to open the *Process ASN* screen

The screenshot shows the USDA WBSM Portal interface. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this is a sub-navigation bar with 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Supplier Self Service' and displays details for a purchase order from BUNGE NORTH AMERICA, INC. The 'Item Overview' section contains a table with one line item:

| No. | Product | Description | Quantity | Unit of Measure | Purchase Order No. | Order Item |
|-----|---------|-----------------------------|----------|-----------------|--------------------|------------|
| 10 | 130538 | CORN-SOY BLEND BAG-HP-25 KG | 3,500 | each | 4200001558 | 1 |

The 'Quantity' field in the table is highlighted with a red box. Below the item overview is a 'Partner Information' table:

| Partner | Number | Name | Street | House No. | PostCode | Location | Telephone | Fax | E-mail |
|-------------------|---------|--------------------------|-----------------------------|-----------|------------|------------|--------------|-----|------------------------------|
| Sold-to Party | 2000020 | USDA | | | | Washington | | | |
| Goods Recipient | 4906010 | CATHOLIC RELIEF SERVICES | UNITED STATES CATHOLIC CONF | | 21201-3403 | BALTIMORE | | | |
| Ship-To Address | | Several | | | | | | | |
| Load Point | | Several | | | | | | | |
| Freight Forwarder | 7900008 | LIFELINK LOGISTICS | 46 FRONT ST | | 44017-1911 | BEREA | 000-000-0000 | | janet.cleveland@kcc.usda.gov |

5. In the example above, there is only one line item with a quantity of 3500 eaches. If you are shipping less than this in whatever means of transportation, i.e., truck, railcar etc., you will need to click in the field and change the quantity amount.

Establishment Number

| Item Overview | | | | | | |
|---------------|---------|--|------------|-----------------|--------------------|------------|
| No. | Product | Description | Quantity | Unit of Measure | Purchase Order No. | Order Item |
| 10 | 130018 | CHEESE PROCESS YEL SLC LVS-6/5 LB | 39,600.000 | US pound | 4100001695 | 1 |
| 20 | 130018 | CHEESE PROCESS YEL SLC LVS-6/5 LB | 39,600.000 | US pound | 4100001695 | 2 |
| 30 | 130035 | CHEESE BLEND AMER SKM LVS-12/2 LB | 39,600.000 | US pound | 4100001695 | 3 |
| 40 | 130035 | CHEESE BLEND AMER SKM LVS-12/2 LB | 39,600.000 | US pound | 4100001695 | 4 |
| 50 | 130036 | CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB | 39,600.000 | US pound | 4100001695 | 5 |
| 60 | 130036 | CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB | 39,600.000 | US pound | 4100001695 | 6 |

Page 1 of 1

| Partner Information | | | | | | | | | |
|---------------------|---------|---------|--------|-----------|----------|------------|-----------|-----|--------|
| Partner | Number | Name | Street | House No. | PostCode | Location | Telephone | Fax | E-mail |
| Sold-to Party | 2000020 | USDA | | | | Washington | | | |
| Goods Recipient | | Several | | | | | | | |
| Ship-To Address | | Several | | | | | | | |

If you have multiple line items on your PO as in the example above, but are shipping for only one or a few line items, you will first need to click on the trash can icon to remove any line items that you do not want to use, leaving only the ones that you are applying to the ASN. If there are numerous line items to be “trash canned”, it is better to use the instructions for multiple ASN Upload.

Due to the large volume of shipments for International, it may be more useful to also use the multiple ASN Upload instructions (**See page 14**).

Process ASN

Goods Delivered to Recipient

Basic Data

Shipping Notif.
Document Name
Document Date
Status

| Comments | Schedule Line |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Delivery Information

Delivery Date (Expected)
Delivery Time (Expected)
Shipping Date

The basic data section will contain the **Shipping Notification** number also known as the **ASN** number which begins with “61”. Please retain this number.

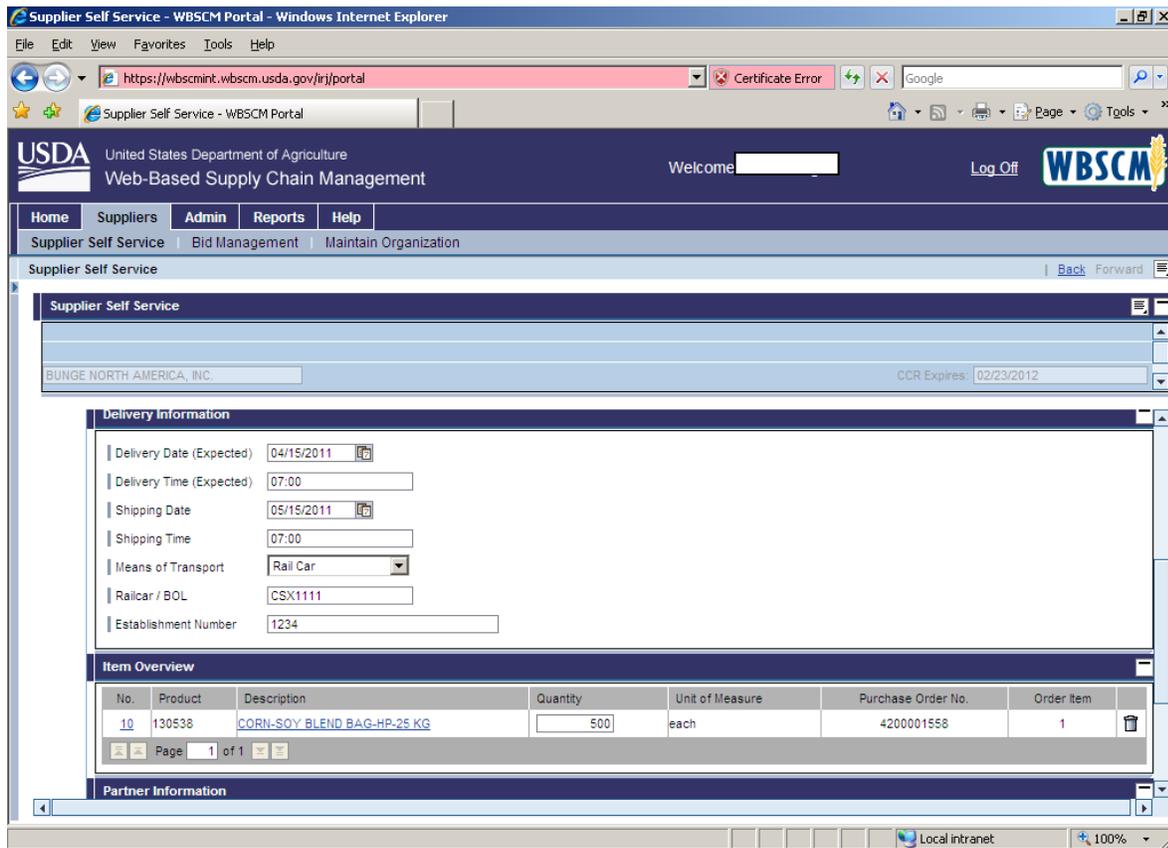
- Use the **Comments** field to discuss anything that might be pertinent to the shipment, such as fumigation needed upon arrival. This is a free form field and is approximately 50 characters in length.

Schedule Line field in the same row as the comments field. This applies to INTL shipments only. When a line item is divided into two shipping periods then this field requires the vendor to input a 1 or 2 depending on which ship period. The symbol is shown in the screen shot below on line item 3.

| Item Overview | | | | | |
|-------------------|-----------|---------|---|----------------|---|
| Number | Status | Product | Short Text | Order quantity | |
| 1 | Confirmed | 100968 | RICE, 2/7 LG, W-MLD, PRBL BAG-50 KG | 4,800 each | |
| 2 | Confirmed | 100968 | RICE, 2/7 LG, W-MLD, PRBL BAG-50 KG | 7,000 each | |
| 3 | Confirmed | 110137 | RICE, 2/4 LG, H-MLD BAG-25 KG | 56,000 each |  |

Page 1 of 1

Symbol of a Calendar, representing multiple shipping periods

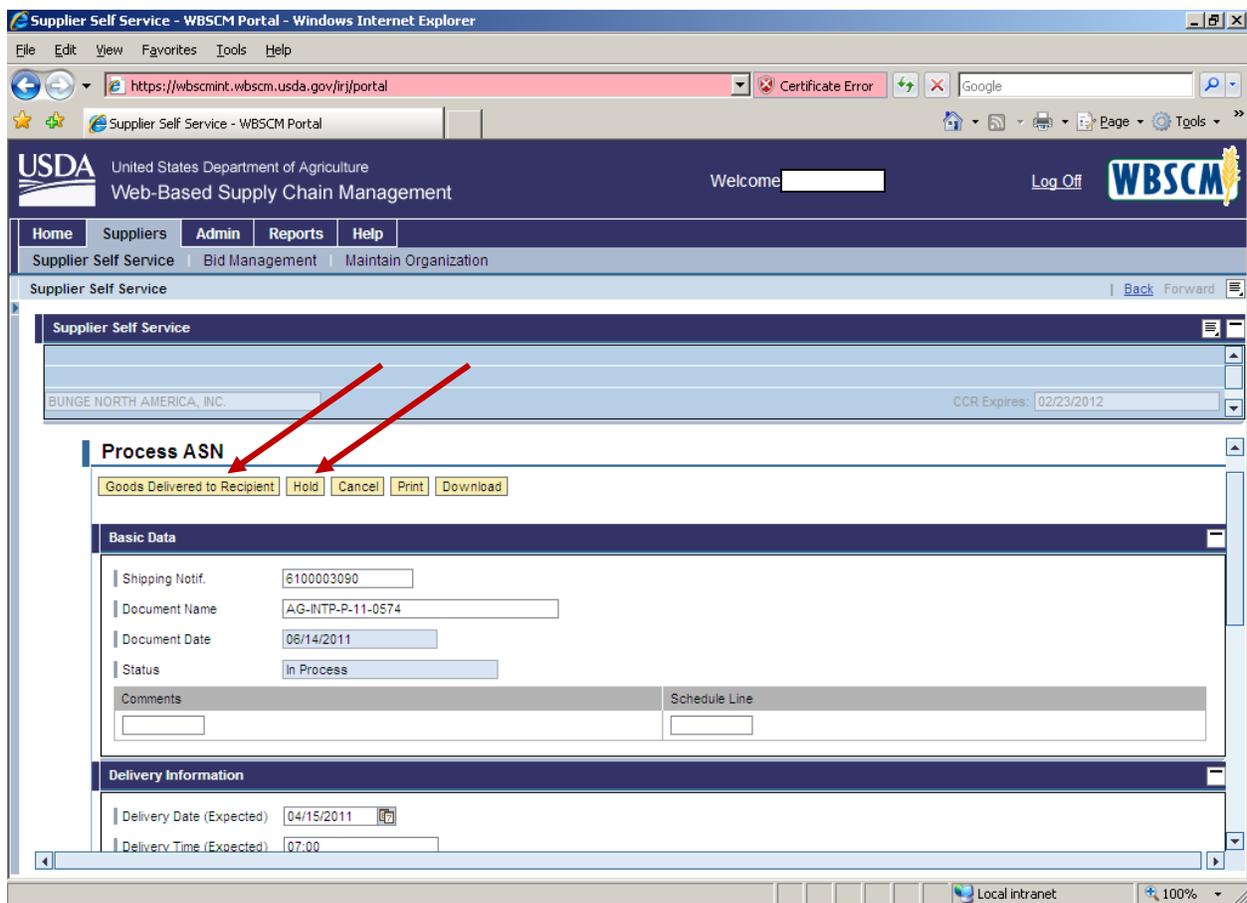


7. Go back to Fill in the Delivery Information Fields:

1. **Delivery Date (Expected)** - For the delivery date fields enter the expected date of delivery to give the recipient a head's up for planning purposes
2. **Delivery Time (Expected)** - For the delivery time fields enter the expected time of delivery to give the recipient a head's up for planning purposes (This is not a required field)
3. **Shipping Date** - Record the actual shipping date from plant or shipping point from BOL.
4. **Shipping Time** - Record the actual shipping time from plant or shipping point (This is not a required field)
5. **Means of Transport** - In the Means of Transport field, click on the Dropdown button to access the list of transport choices i.e., Railcar, Truck Ship, etc.
6. **Railcar/BOL** - Enter the Railcar, Truck or Bill of Lading (BOL) number in this field. For Ship means of conveyance, you will need to put the ship/vessel name in the Railcar/BOL field.
NOTE: Ship as a means of transportation is generally reserved for Bulk Grain and Bulk Oil.



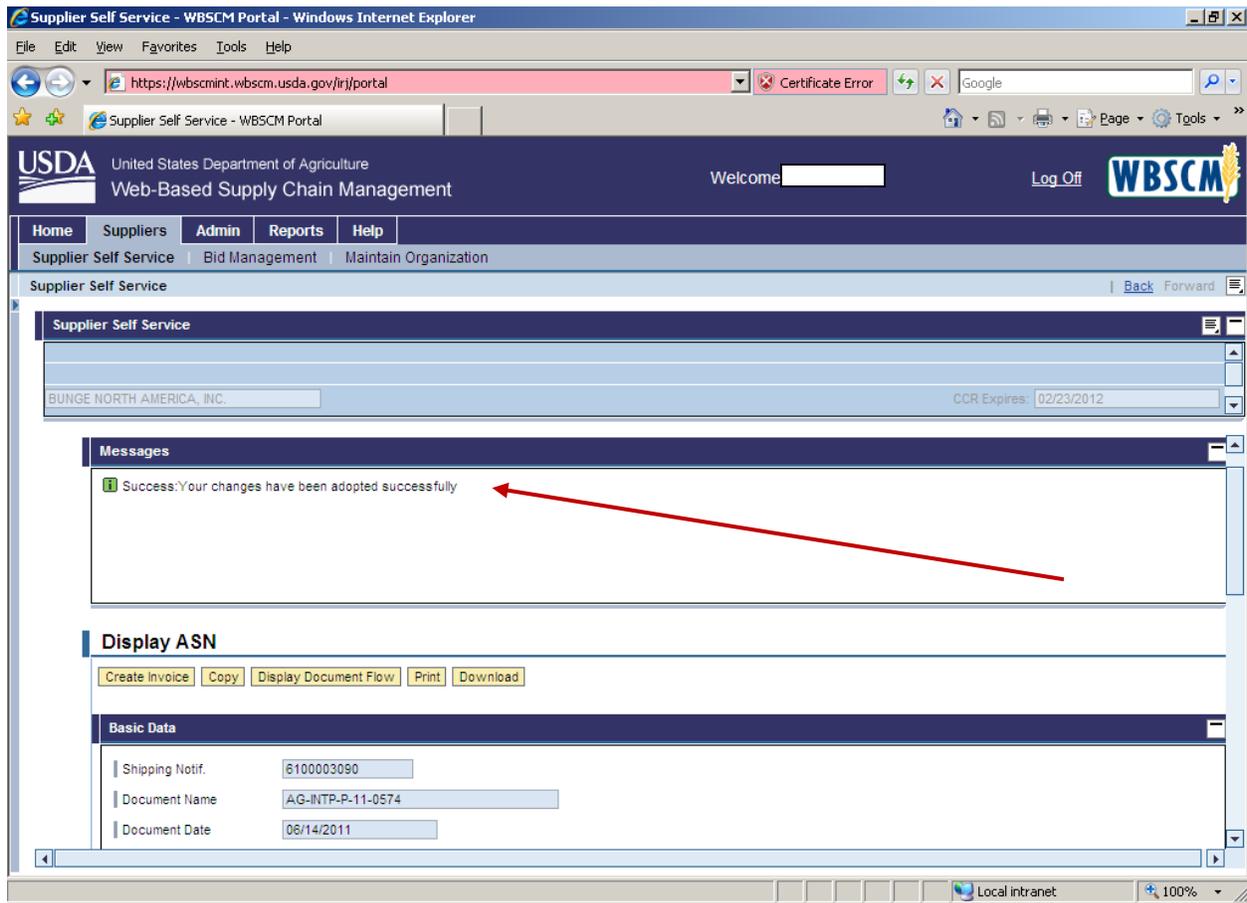
7. **Establishment Number** - This field is free-form field that is best used as vendor reference. Since an ASN and Invoices are a one to one, it is recommended that information in this field also be included as the Vendor's reference number on the corresponding invoice for tracking purpose.



8. Click **Goods Delivered to Recipient** (the **Goods Delivered to Recipient** button) to send the ASN. The system sends an email to all recipients in the partner information section.

If vendor is not ready to submit the ASN, you can click the **Hold** button instead. To access the ASN again use the following path: **Suppliers tab > Supplier Self Service folder > Supplier Self Service**, and then click the **All ASNs** hyperlink.

If you have not clicked on the **Goods Delivered To Recipient** button to submit the ASN, you may also cancel the transaction by clicking the **Cancel** button.

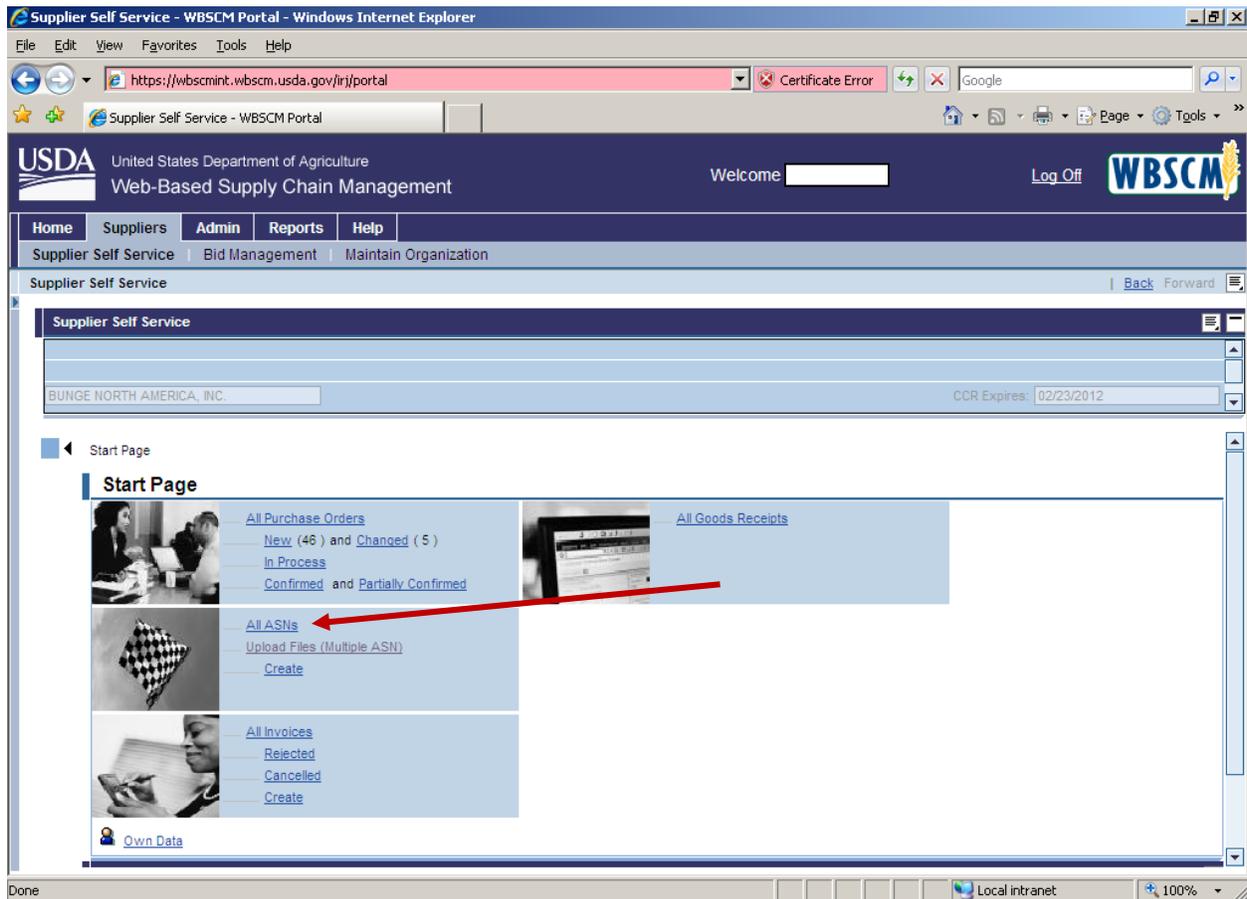


9. Once you click the **Goods Delivered to Recipient** button, you will get a notice that your changes were accepted and the ASN has now been created. Creation of the ASN also generates an email to the Recipients and the Freight Forwarder for planning purposes. You may then **Print** or **Download** a copy of the ASN for your records.

NOTE: Once the changes have been successfully adopted, you cannot delete, change or edit the ASN. **You will need to contact the WBSM Helpdesk.** A request must then be submitted to the WBSM Help Desk at FSAWBSMServiceRequest@kcc.usda.gov or call 816-823-4249

When submitting a request to have an ASN cancelled, please provide the helpdesk with:

- The Purchase Order number (Not the document number). The purchase order will begin with a "4"
- The ASN number to be cancelled
- The Line Item number of the ASN to be cancelled



10. If you want to view the ASN you just created, you can go to the Start Page of your Supplier Self Service menu and click on **“ALL ASNs”**.

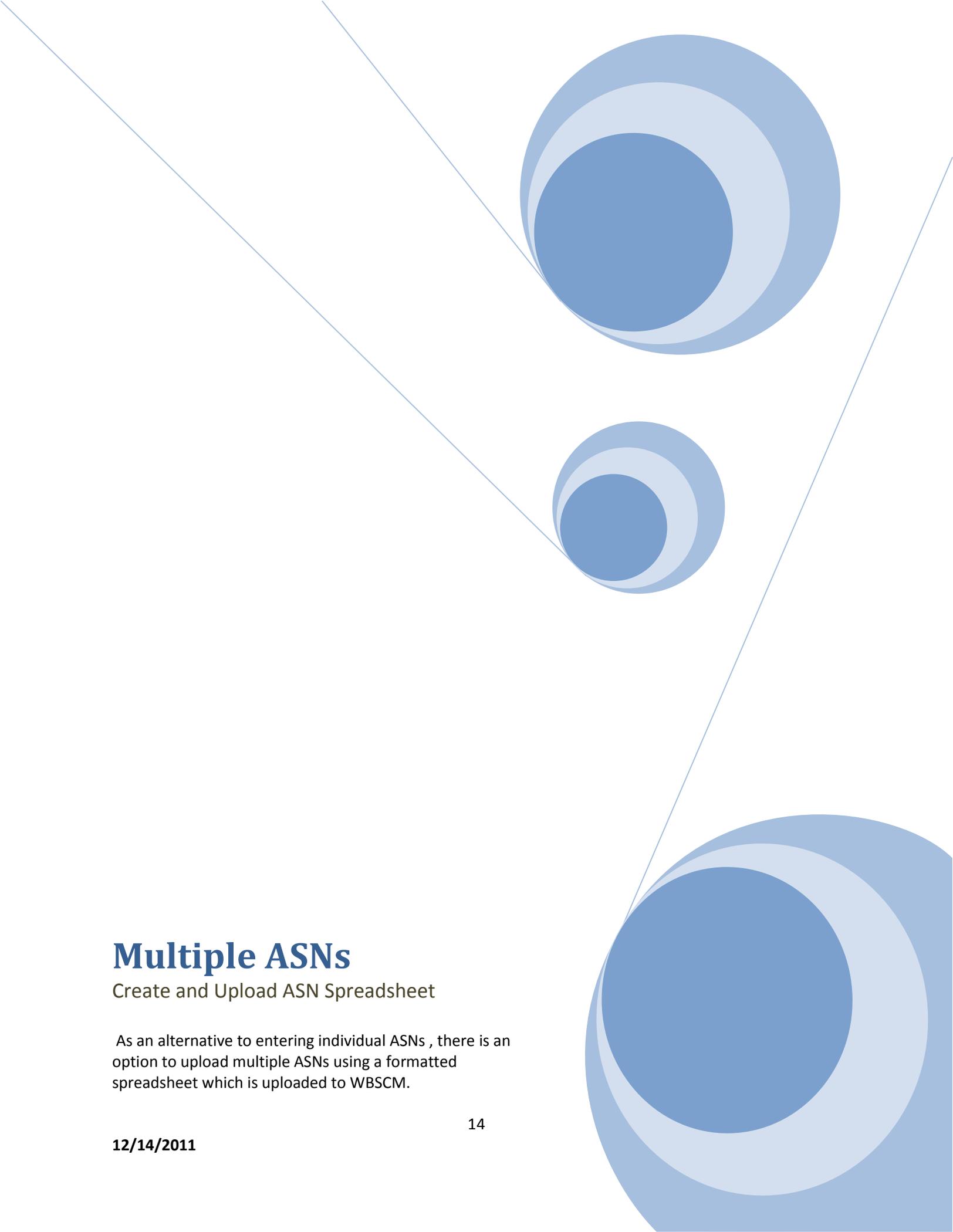
The screenshot shows the 'Supplier Self Service - WBSCM Portal' in a Windows Internet Explorer browser. The page header includes the USDA logo and 'Web-Based Supply Chain Management'. The main content area is titled 'List of ASNs' and contains a table with the following data:

| Document Number | Document Name | Document Date | Status |
|-----------------|-------------------|---------------|------------|
| 6100003090 | AG-INTP-P-11-0574 | 06/14/2011 | Sent |
| 6100003087 | AG-INTP-P-11-0574 | 06/13/2011 | Sent |
| 6100003086 | AG-INTP-P-11-0574 | 06/13/2011 | Canceled |
| 6100003085 | AG-INTP-P-11-0574 | 06/13/2011 | Canceled |
| 6100003084 | AG-INTP-P-11-0574 | 06/13/2011 | Canceled |
| 6100003079 | AG-INTP-P-11-0574 | 06/13/2011 | Canceled |
| 6100003078 | AG-INTP-P-11-0574 | 06/13/2011 | Canceled |
| 6100003075 | AG-INTP-P-11-0574 | 06/13/2011 | Canceled |
| 6100003074 | AG-INTP-P-11-0574 | 06/13/2011 | Sent |
| 6100003065 | AG-DPRO-P-11-0806 | 06/07/2011 | Sent |
| 6100003058 | AG-INTP-P-11-0587 | 05/26/2011 | In Process |
| 6100002869 | AG-INTP-P-11-0564 | 04/08/2011 | Sent |

11. You will see the ASNs in date order. The "Status" column indicates whether or not the ASN has been sent.

Statuses that an ASN may be in are:

- **In Process** – ASN has been created but has not been submitted
- **Cancelled** – ASN has been cancelled either by the Vendor or by USDA
- **Sent** - ASN has been created and submitted



Multiple ASNs

Create and Upload ASN Spreadsheet

As an alternative to entering individual ASNs , there is an option to upload multiple ASNs using a formatted spreadsheet which is uploaded to WBSCM.

In order to create your spreadsheet for the multiple ASN upload, you first need to log into WBSM to record your document number(s) and verify the line items for which you are creating the ASNs. Log into WBSM using the following Portal path: **Suppliers** tab → **Supplier Self Service** folder → **Supplier Self Service** → **All Purchase Orders**

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 displays a table of purchase orders for the organization BUNGE NORTH AMERICA, INC. The table has columns for Document Number, Document Name, Document Date, Status, Total Value, and Purchase Order Number. The Purchase Order Number 4200001634 is highlighted with a red box, and a red arrow points to the Document Number 3100001984 in the same row.

| Document ... | Document Name | Document D... | Status | Total Value | Purchase Ord... |
|----------------------------|-------------------|---------------|-----------|------------------|-----------------|
| 3100002020 | AG-DPRO-P-11-0773 | 05/27/2011 | New | 74,406.88 USD | 4100002111 |
| 3100001984 | AG-INTP-P-11-0613 | 05/09/2011 | New | 11,463.20 USD | 4200001634 |
| 3100001954 | AG-DPRO-P-11-0674 | 04/19/2011 | New | 332,651.25 USD | 4100002024 |
| 3100001935 | AG-DPRO-P-11-0669 | 04/13/2011 | New | 45,530.16 USD | 4100002013 |
| 3100001934 | AG-INTP-P-11-0587 | 04/13/2011 | Confirmed | 1,857,520.00 USD | 4200001601 |

1. In the **Purchase Order** column, locate the PO number for which you would like to create an ASN and record the corresponding **Document Number** that begins with “31”. The **Document Number** will be used on the spreadsheet, not the actual PO number. You may then click the corresponding hyperlink to view the PO and line items.

Sample Multiple ASN Spreadsheet

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-----------------|----------------|--------------------------|--------------------------|---------------|-----------------------|--------------------|----------------------|-------------------------------|----------|----------|---------------|---|
| | Document number | PO Line Item # | Delivery Date (Expected) | Delivery Time (Expected) | Shipping Date | Route - Shipping Time | Means of Transport | Establishment Number | Railcar Number/Bill of Lading | Quantity | Comments | Schedule Line | |
| 1 | | | | | | | | | | | | | |
| 2 | 3100002274 | 1 | 5/15/2011 | | 5/14/2011 | | Truck | ESTNUM1 | BOL1001 | 10400 | | | |
| 3 | 3100002274 | 4 | 5/15/2011 | | 5/14/2011 | | Truck | ESTNUM2 | BOL10102 | 10400 | | | |
| 4 | 3100002274 | 6 | 5/19/2011 | | 5/15/2011 | | Truck | ESTNUM3 | BOL10103 | 10400 | | | |
| 5 | 3100002274 | 15 | 5/19/2011 | | 5/15/2011 | | Truck | ESTNUM4 | BOL10204 | 10400 | | | |
| 6 | 3100002274 | 17 | 5/19/2011 | | 5/15/2011 | | Truck | ESTNUM5 | BOL10205 | 10400 | | | |
| 7 | 3100002274 | 28 | 5/21/2011 | | 5/17/2011 | | Truck | ESTNUM6 | BOL10306 | 13995 | | | |
| 8 | 3100002274 | 32 | 5/21/2011 | | 5/17/2011 | | Truck | ESTNUM7 | BOL10307 | 13948 | | | |
| 9 | 3100002274 | 48 | 5/22/2011 | | 5/17/2011 | | Truck | ESTNUM8 | BOL10048 | 12780 | | | |
| 10 | 3100002274 | 51 | 5/23/2011 | | 5/17/2011 | | Truck | ESTNUM9 | BOL1019 | 10575 | | | |
| 11 | 3100002274 | 63 | 5/24/2011 | | 5/20/2011 | | Truck | ESTNUM10 | BOL11010 | 12338 | | | |
| 12 | 3100002274 | 75 | 5/24/2011 | | 5/20/2011 | | Truck | ESTNUM11 | BOL1011 | 15000 | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |

2. Create your spreadsheet in Excel with data from your shipping documents to upload into WBSM.

Columns:

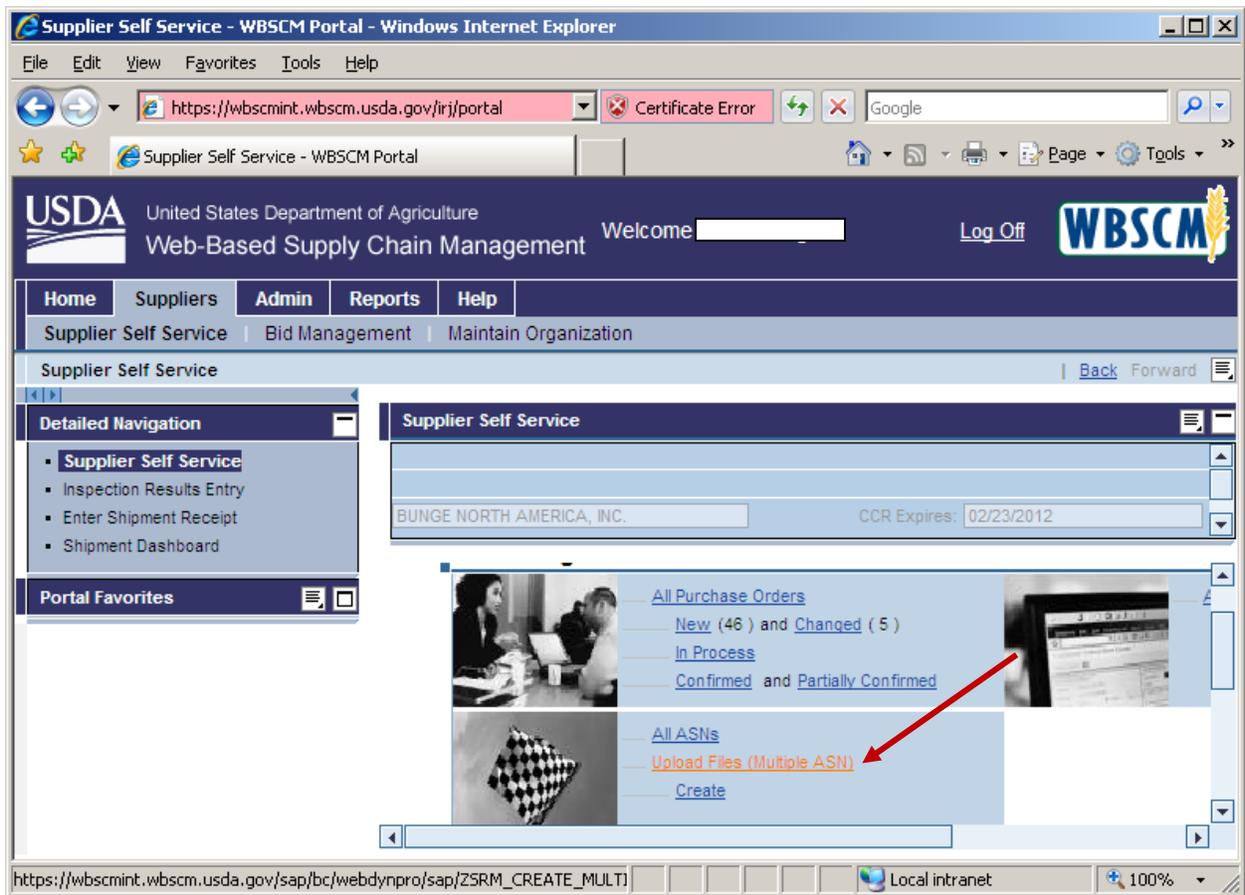
1. **Document Number** - The number recorded from WBSM corresponding to your PO Number.
2. **PO Line Item #** - This must be the actual line item number of the material from your PO that is being shipped. It is not just consecutive numbers of your spreadsheet lines.
3. **Delivery Date (Expected)** - For the delivery date fields enter the expected date of delivery to give the recipient a head's up for planning purposes.
4. **Delivery Time (Expected)** - For the delivery time fields enter the expected time of delivery to give the recipient a head's up for planning purposes.
5. **Shipping Date** - Record the actual shipping date from plant or shipping point from BOL.
6. **Shipping Time** - Record the actual shipping time from plant or shipping point.

Sample Multiple ASN Spreadsheet

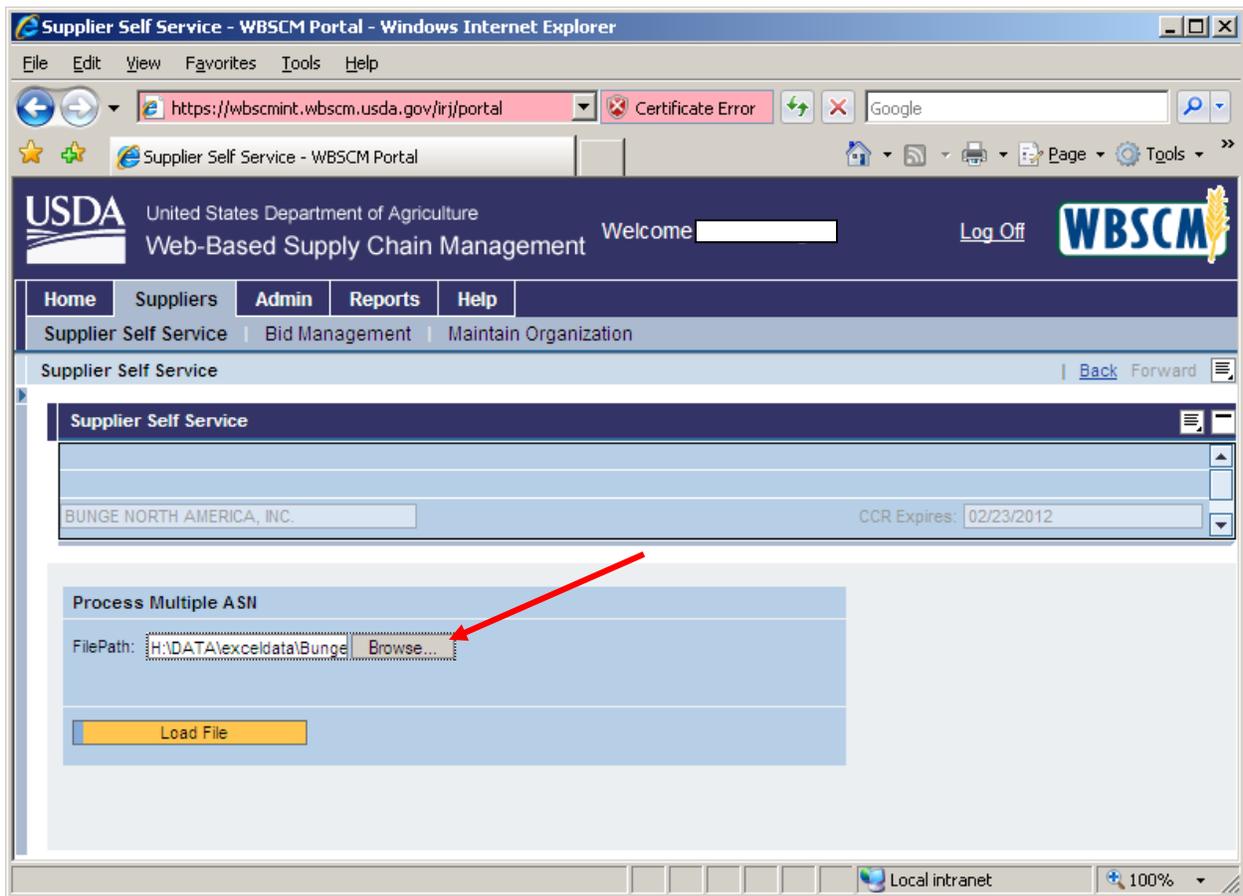
| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-----------------|----------------|--------------------------|--------------------------|---------------|-----------------------|--------------------|----------------------|-------------------------------|----------|----------|---------------|---|
| | Document number | PO Line Item # | Delivery Date (Expected) | Delivery Time (Expected) | Shipping Date | Route - Shipping Time | Means of Transport | Establishment Number | Railcar Number/Bill of Lading | Quantity | Comments | Schedule Line | |
| 1 | | | | | | | | | | | | | |
| 2 | 3100002274 | 1 | 5/15/2011 | | 5/14/2011 | | Truck | ESTNUM1 | BOL1001 | 10400 | | | |
| 3 | 3100002274 | 4 | 5/15/2011 | | 5/14/2011 | | Truck | ESTNUM2 | BOL10102 | 10400 | | | |
| 4 | 3100002274 | 6 | 5/19/2011 | | 5/15/2011 | | Truck | ESTNUM3 | BOL10103 | 10400 | | | |
| 5 | 3100002274 | 15 | 5/19/2011 | | 5/15/2011 | | Truck | ESTNUM4 | BOL10204 | 10400 | | | |
| 6 | 3100002274 | 17 | 5/19/2011 | | 5/15/2011 | | Truck | ESTNUM5 | BOL10205 | 10400 | | | |
| 7 | 3100002274 | 28 | 5/21/2011 | | 5/17/2011 | | Truck | ESTNUM6 | BOL10306 | 13995 | | | |
| 8 | 3100002274 | 32 | 5/21/2011 | | 5/17/2011 | | Truck | ESTNUM7 | BOL10307 | 13948 | | | |
| 9 | 3100002274 | 48 | 5/22/2011 | | 5/17/2011 | | Truck | ESTNUM8 | BOL10048 | 12780 | | | |
| 10 | 3100002274 | 51 | 5/23/2011 | | 5/17/2011 | | Truck | ESTNUM9 | BOL1019 | 10575 | | | |
| 11 | 3100002274 | 63 | 5/24/2011 | | 5/20/2011 | | Truck | ESTNUM10 | BOL11010 | 12338 | | | |
| 12 | 3100002274 | 75 | 5/24/2011 | | 5/20/2011 | | Truck | ESTNUM11 | BOL1011 | 15000 | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |

7. **Means of Transport** - The data must match the “Means of Transport” field exactly or it will not work. Example: Rail Car must have the space, it cannot be Railcar.
8. **Establishment Number** - This field is free form field that is best used as vendor reference. Since ASN and Invoices are one to one, it is recommended that information in this field also be included as the Vendor’s reference number on the corresponding invoice for tracking purpose.
9. **Railcar Number/Bill Of Lading** - Enter the rail car number for Rail Car or Bill of Lading (BOL) number for Truck in this field. For Ship means of conveyance, you will need to put the ship/vessel name in the Railcar/BOL field.
10. Use the **Comments** field to discuss anything that might be pertinent to the shipment, such as fumigation needed upon arrival. This is a free form field and is approximately 50 characters in length.
11. **Schedule Line** - This applies to INTL shipments only. When a line item is divided into two shipping periods, then this field requires the vendor to input 1 or 2 depending on which ship period is being shipped. If there is schedule line, leave this field blank.

NOTE: You must save the spreadsheet to a “csv” format to upload to WBSCM. Give the “csv” document a meaningful name so you can refer to it in the future and browse to find it easily in the upload process.



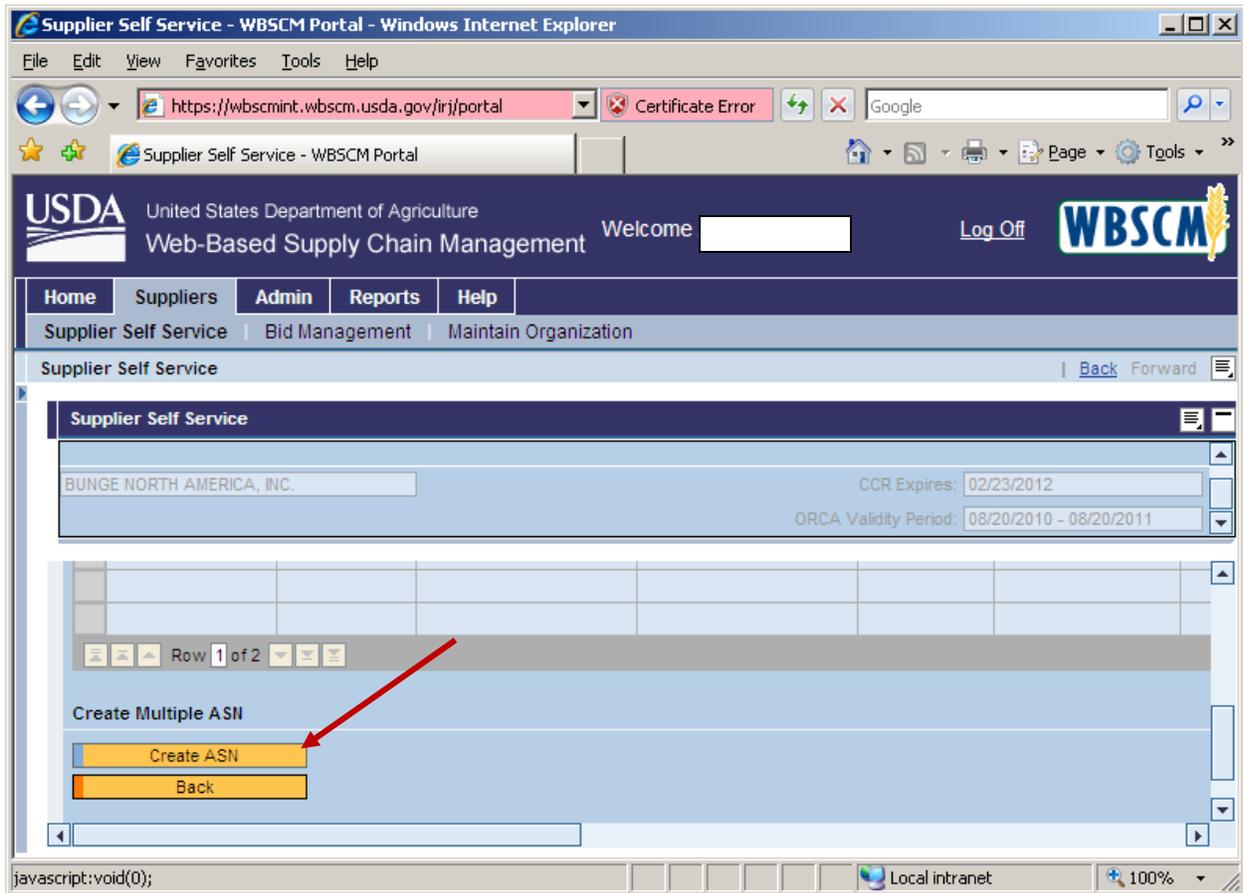
3. Once you complete the worksheet and have saved it to the "csv" format, go to the **WBSM SUPPLIERS→SUPPLIER SELF SERVICE→UPLOAD FILES (MULTIPLE ASN)**.



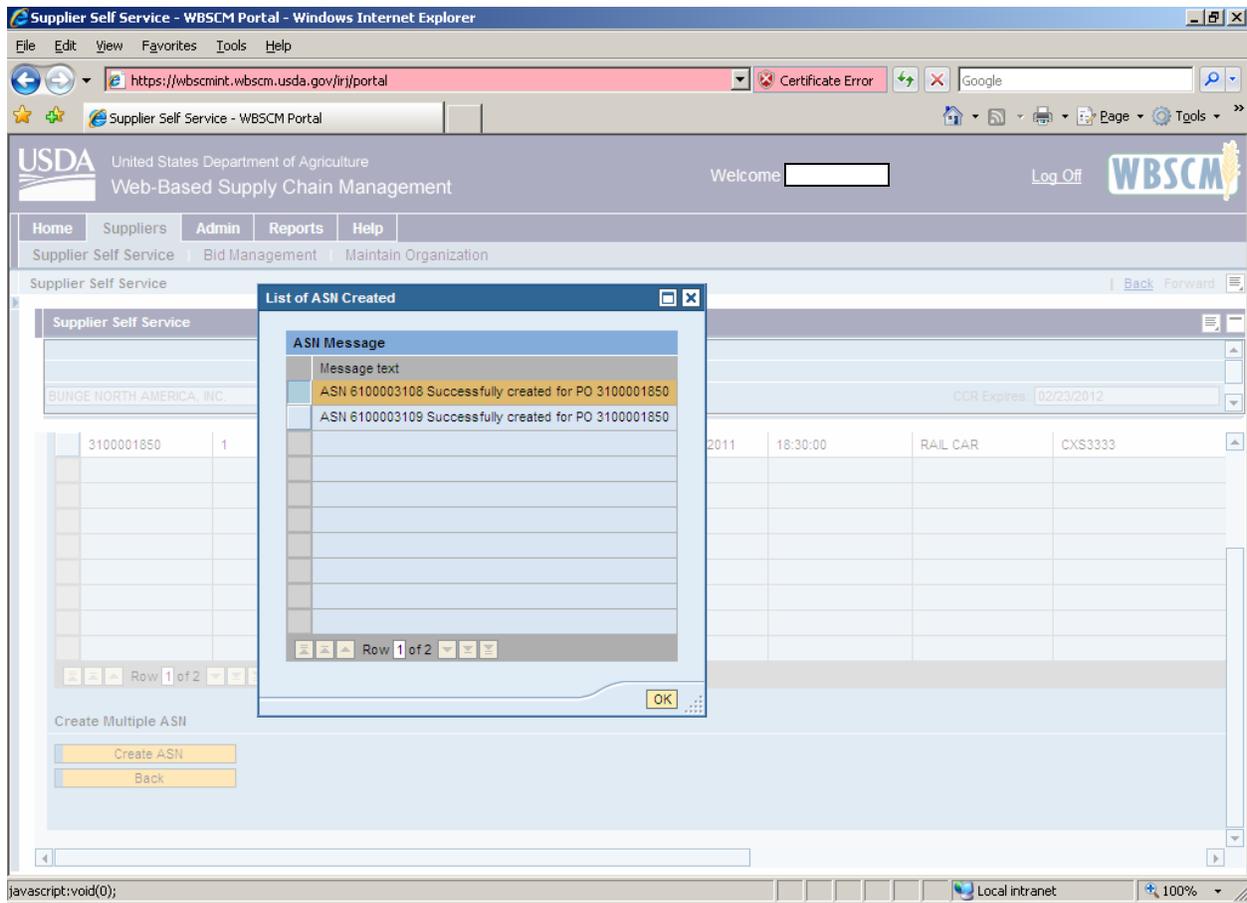
4. Using the “Browse” button, locate your saved “CSV” file and click on the “Load File” button.

The screenshot shows the 'Supplier Self Service - WBSM Portal' in a Windows Internet Explorer browser. The address bar displays 'https://wbscmint.wbscm.usda.gov/irj/portal'. The page header includes the USDA logo and 'Web-Based Supply Chain Management'. Below the header are navigation tabs: Home, Suppliers, Admin, Reports, and Help. The main content area features a 'Supplier Self Service' section with a sub-header and a table titled 'ASN Display'. The table has columns for Document Number, PO Line Item #, Delivery Date (Expected), Delivery Time (Expected), Shipping Date, and Route-Shipping Time. Two rows of data are visible, both with Document Number 3100001850 and PO Line Item # 1. A red callout box on the left side of the table contains the text: 'Click on box and select all to create ASNs for all line items.' The status bar at the bottom shows 'Done' and 'Local intranet'.

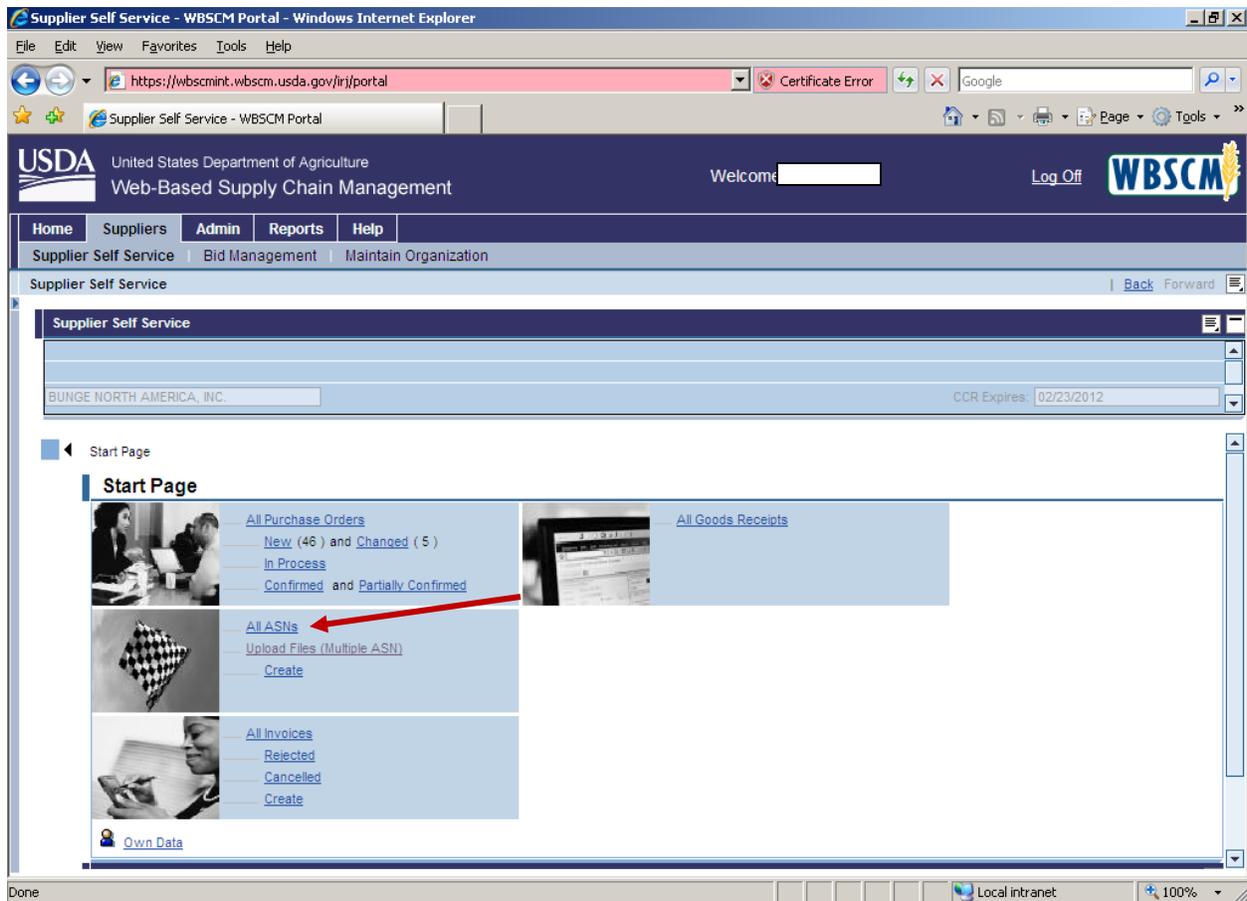
5. The information from your "CSV" spreadsheet should appear on the ASN Display View. You must select all the line items that you want to apply for ASN creation.



6 Click on the **“Create ASN”** button to complete the process.



7. You will get a message stating that the ASN was successfully created for the line items selected on the Display ASN view. Click "OK" to close the box.



8. If you want to view the ASNs you just created using the uploaded spreadsheet, you can go to the Start Page of your Supplier Self Service menu and click on “**ALL ASNs**”.

The screenshot shows the 'Supplier Self Service' portal for BUNGE NORTH AMERICA, INC. The 'List of ASNs' table is as follows:

| Document Number | Document Name | Document Date | Status |
|-----------------|-------------------|---------------|------------|
| 6100003090 | AG-INTP-P-11-0574 | 06/14/2011 | Sent |
| 6100003087 | AG-INTP-P-11-0574 | 06/13/2011 | Sent |
| 6100003086 | AG-INTP-P-11-0574 | 06/13/2011 | Cancelled |
| 6100003085 | AG-INTP-P-11-0574 | 06/13/2011 | Cancelled |
| 6100003084 | AG-INTP-P-11-0574 | 06/13/2011 | Cancelled |
| 6100003079 | AG-INTP-P-11-0574 | 06/13/2011 | Cancelled |
| 6100003078 | AG-INTP-P-11-0574 | 06/13/2011 | Cancelled |
| 6100003075 | AG-INTP-P-11-0574 | 06/13/2011 | Cancelled |
| 6100003074 | AG-INTP-P-11-0574 | 06/13/2011 | Sent |
| 6100003065 | AG-DPRO-P-11-0806 | 06/07/2011 | Sent |
| 6100003058 | AG-INTP-P-11-0587 | 05/26/2011 | In Process |
| 6100002869 | AG-INTP-P-11-0564 | 04/08/2011 | Sent |

9. You will see the ASNs in date order and the status indicates whether or not it has been sent.

Statuses that an ASN may be in are:

- **In Process** – ASN has been created but has not been submitted
- **Cancelled** – ASN has been cancelled either by the Vendor or by USDA
- **Sent** - ASN has been created and submitted

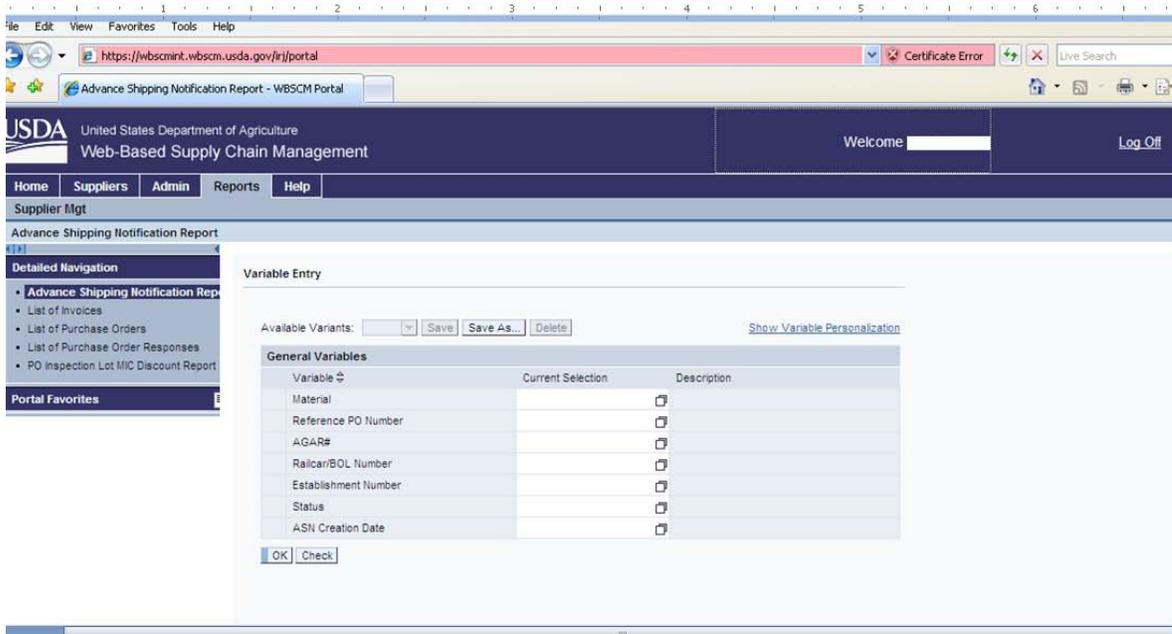
NOTE:

However, the **Advanced Shipping Notification Report** is probably a better option for viewing the ASNs, because it will show the ASNs created for each PO line item.

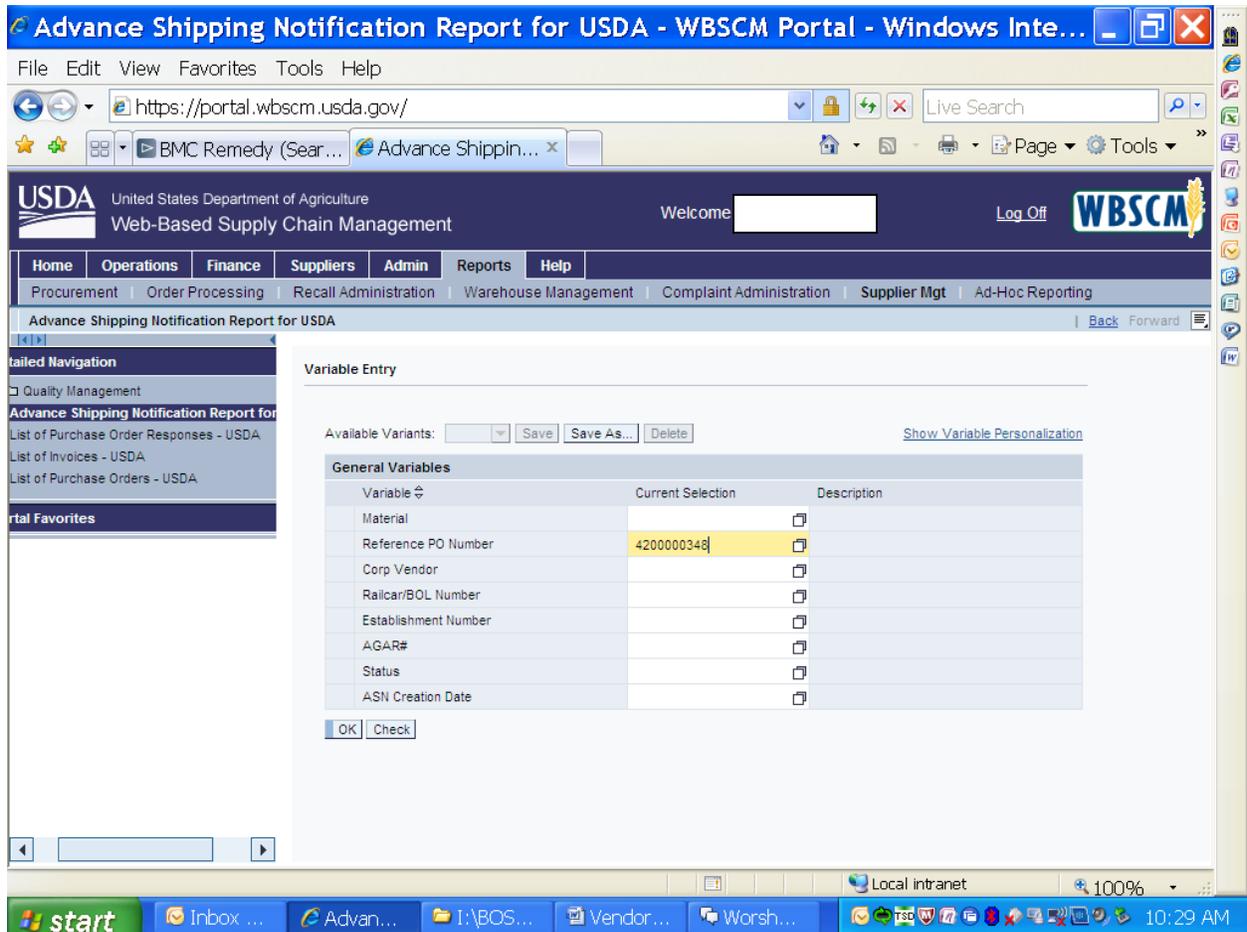
This report will only show ASNs that were created prior to the date the report was created.

Advanced Shipping Notification Report

1. After logging into WBSCM, start the transaction using the following Portal path: **Reports** tab → **Supplier Management** folder → **Advanced Shipping Notification Report**.



2. You should be able to search on any of the criteria listed above, or you can leave all of the fields blank and select **OK** to run the report wide open.



3. In the example above, we are running the report based on the PO Number then click OK.

Advance Shipping Notification Report for USDA - SAP NetWeaver Portal - Wind...

File Edit View Favorites Tools Help

https://portal.wbscm.usda.gov/

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

Welcome [User Name] Log Off WBCSM

Home Operations Finance Suppliers Admin Reports Help

Procurement Order Processing Recall Administration Warehouse Management Complaint Administration Supplier Mgt Ad-Hoc Reporting

Advance Shipping Notification Report for USDA

on Report for USDA Last Data Update: 12/11/2011 00:31:1

As Table Information **Export to Excel** Filter Settings

| ASN Number | AGAR # | ASN Item Number | Material | Material Description | Reference PO Number | PO Item Number | Quantity | Net ASN Value |
|------------|-------------------------|-----------------|----------|-----------------------|---------------------|----------------|----------|---------------|
| | | | | | | | EA | |
| 6100015291 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100015293 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100015294 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100015296 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100015298 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 14,800 | 188,637.10 |
| 6100016562 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100016563 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100016565 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,900 | 49,708.43 |
| 6100016944 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,700 | 47,159.28 |
| 6100020142 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100020654 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,600 | 45,884.70 |
| 6100023238 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,660 | 46,649.45 |
| 6100023294 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,620 | 46,139.62 |
| 6100023590 | AG-INTP-P-11-0162-P0001 | 0000000010 | 100609 | CORNMEAL BAG-HP-25 KG | 4200000348 | 1 | 3,620 | 46,139.62 |

Done Local intranet 100%

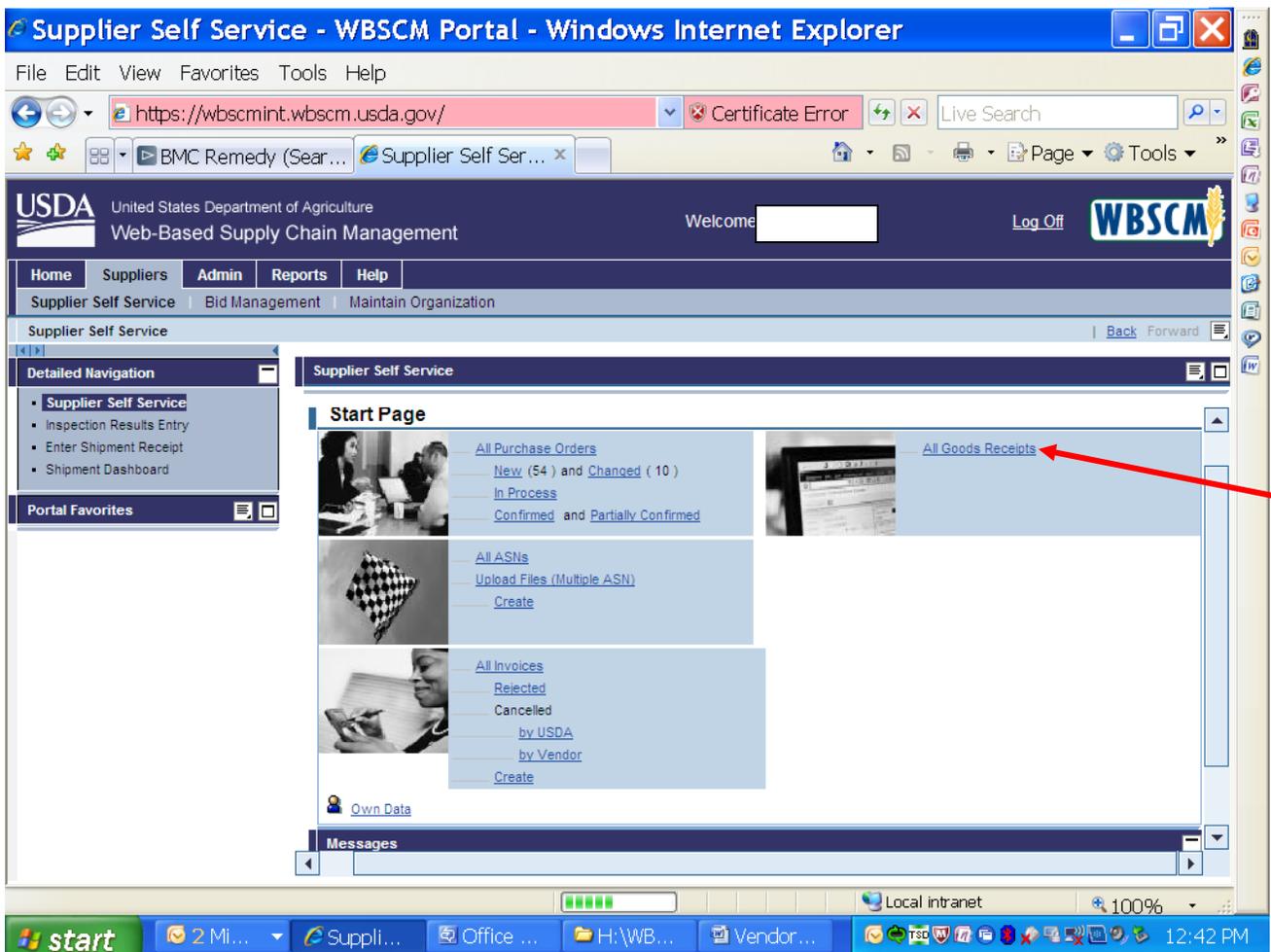
start Inbox ... 2 In... I:\BO... 3 Mi... 7-8-1... 12:51 PM

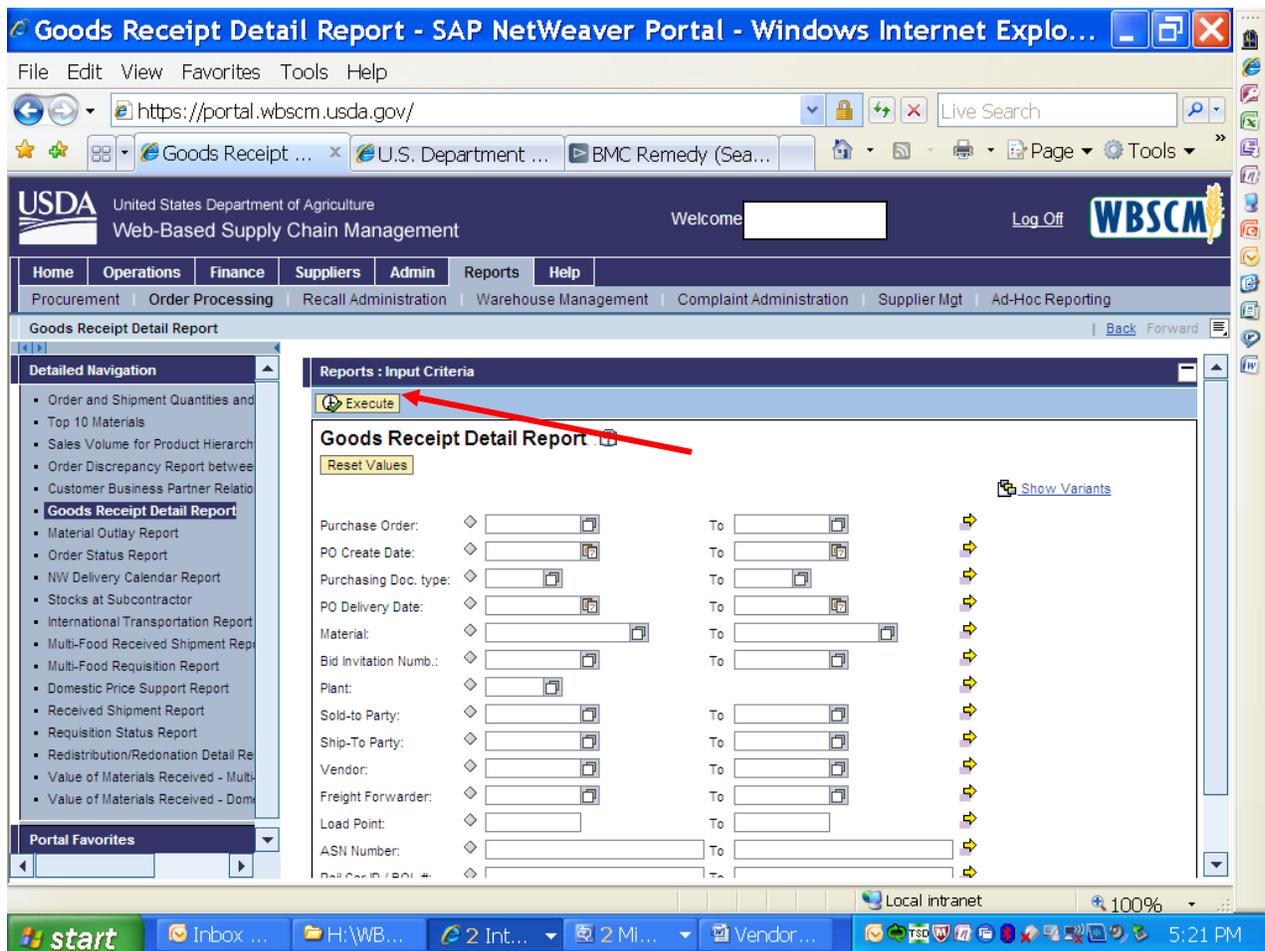
The report will provide a variety of information by PO line item number. This report can also be downloaded into an Excel spreadsheet by clicking on **“Export to Excel”** button.

GOODS RECEIPT DETAIL REPORT

Another useful report to view prior to invoicing is the Goods Receipt Detail Report. This report provides information on created ASNs as well as the Goods Receipt entered for each ASN.

1. After logging into WBSCM, start the ASN transaction using the following Portal path: **Suppliers** tab → **Supplier Self Service** folder → **Supplier Self Service** → **All Goods Receipts**.





2. You should be able to search on any of the criteria listed above by entering values such as the Purchase Order, PO Creation Date, Material, Freight Forwarder, Load Port, etc. Click on the **Execute** to run the report. The criteria may be a single item or a range.

GOODS RECEIPT DETAIL REPORT

| Material | Requested Qty. | Requested Del. Date | Purchase Order # | PO Line Item | PO Qty. | ASN Qty. | Good Qty. | Good Qty. (in CS) | Document Ref. Number | Means of Transport |
|----------|----------------|---------------------|------------------|--------------|---------|----------|-----------|-------------------|----------------------|--------------------|
| 100609 | 730 | 10/05/2011 | 4200000348 | 1 | 29,200 | 0 | 0 | | | |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 0 | | | |
| | 730 | 10/05/2011 | | | 29,200 | 3,600 | 0 | | 6100020142 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 3,600 | 0 | | 6100020654 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 3,660 | 0 | | 6100023238 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 3,620 | 0 | | 6100023294 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 3,620 | 0 | | 6100023590 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 310 | 0 | | 6100025694 | Truck |
| | 730 | 10/05/2011 | | | 29,200 | 3,660 | 0 | | 6100025782 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 3,590 | 0 | | 6100026142 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 3,540 | 0 | | 6100026188 | Rail Car |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 3,572 | | 5000021796 | |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 3,494 | | 5000021799 | |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 3,648 | | 5000021811 | |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 3,616 | | 5000021812 | |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 3,601 | | 5000021815 | |
| | 730 | 10/05/2011 | | | 29,200 | 0 | 310 | | 5000021816 | |

- In the example above, the report was run using the PO number. The report provides a variety of information based on the criteria selected on previous screen.

This report can also be printed by clicking on the **Print** button or downloaded into Excel by clicking on the **Export** button at the top of screen.

GOODS RECEIPT DETAIL REPORT

The screenshot displays the 'Goods Receipt Detail Report' in the SAP NetWeaver Portal. The report is viewed in a Windows Internet Explorer browser window. The page header includes the USDA logo and 'Web-Based Supply Chain Management'. The navigation menu shows 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. The report title is 'Goods Receipt Detail Report' with 'Back' and 'Forward' links. The table below shows the following data:

| Establishment # | Rail Car ID / BOL # | Date Shipped | Date Expected | Date received | Over Qty. | Damage Qty. | Reject Qty. | Rx. Qty. UoM | Signed By | Entered By |
|-----------------|---------------------|--------------|---------------|---------------|-----------|-------------|-------------|--------------|----------------|-------------|
| 23-55951 | HS 470719 | 09/07/2011 | 09/15/2011 | | | | | | | |
| 23-55952 | N S 469386 | 09/08/2011 | 09/15/2011 | | | | | | | |
| 23-55953 | TBOX 666020 | 09/14/2011 | 09/15/2011 | | | | | | | |
| 23-55954 | BNSF 761102 | 09/14/2011 | 09/15/2011 | | | | | | | |
| 23-55955 | TBOX 660293 | 09/15/2011 | 09/15/2011 | | | | | | | |
| 23-57170 | 9/21/2011 | 09/21/2011 | 09/15/2011 | | | | | | | |
| 23-55956 | TBOX666471 | 09/21/2011 | 09/15/2011 | | | | | | | |
| 23-55957 | TBOX 670940 | 09/22/2011 | 09/15/2011 | | | | | | | |
| 23-55958 | TBOX 665360 | 09/22/2011 | 09/15/2011 | | | | | | | |
| | HS 470719 | | | 09/28/2011 | 0 | 18 | 0 | EA | Sharita Gibson | HASSENSA000 |
| | N S 469386 | | | 09/28/2011 | 0 | 2 | 0 | EA | Sharita Gibson | HASSENSA000 |
| | TBOX 666020 | | | 10/03/2011 | 0 | 11 | 0 | EA | Sharita Gibson | HASSENSA000 |
| | BNSF 761102 | | | 10/03/2011 | 0 | 4 | 0 | EA | Sharita Gibson | HASSENSA000 |
| | TBOX 660293 | | | 10/03/2011 | 0 | 11 | 0 | EA | Sharita Gibson | HASSENSA000 |
| | 9/21/2011 | | | 09/23/2011 | 0 | 0 | 0 | EA | Sharita Gibson | HASSENSA000 |

- The above screenshot includes but is not limited to the additional data on the Goods Receipt Detail Report reflected.



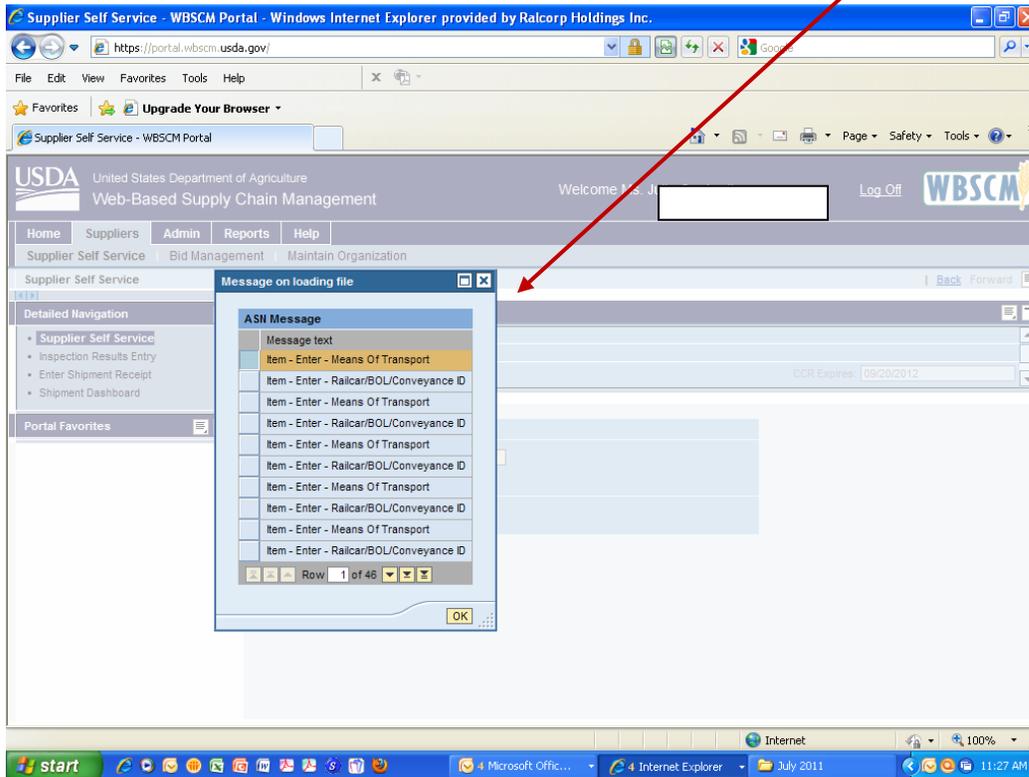
Once a Goods Receipt has been issued and all follow-on documents created, the invoice can be entered, processed, approved and then paid.



Common Problems and Error Messages

- **Creating an ASN entering the wrong unit of measure (UOM) in the quantity field.**
 - Although you may be shipping in barrels, drums, metric tons, pounds, etc, when creating the ASN, the quantities must be entered in the same UOM that the PO is in. If created in the wrong UOM, *you will need to contact the WBSCM Helpdesk to have the ASN cancelled.*
- **Creating an ASN for the wrong line item number on the PO.**
 - If the ASN was created for the incorrect line item, you cannot delete or edit the ASN. *You will need to contact the WBSCM Helpdesk to have the ASN cancelled.*
- **Unable to upload the excel spreadsheet for multiple ASN creation.**
 - The spreadsheet must be saved in a “CSV” format to upload to WBSCM.
- **When trying to upload spreadsheet for multiple ASN creation, you receive an Error Message saying “Document Number is invalid”.**
 - The number to use in the Document Number column of your spreadsheet is the WBSCM generated number that begins with a “31” and corresponds to the PO for which you are creating the ASN.
- **When trying to upload spreadsheet for multiple ASN creation, you receive an Error Message saying ““Object 31000XXXX does not exist”.**
 - Go back to the PO and verify that the document number is correct. If so, log out of WBSCM and go back in to try to upload the spreadsheet again. If you still receive the same error message, please open an incident ticket with the WBSCM Help Desk.
- **When trying to upload spreadsheet for multiple ASN creation, received Error Messages saying “Schedule line is not required for line item 000000006.**
 - The error message is given because this particular line items (6) does not have a schedule line (shipping period designated as 1 or 2); therefore it should be left blank on the spreadsheet for that line item.

- When trying to upload spreadsheet for multiple ASN creation, received Error Message telling me to enter means of transport, enter Railcar/BOL/Conveyance ID multiple times. I have the information on my spreadsheet but it acts like it is not reading anything in the cells.



- WBSM is not reading the upload due to the column names of the spreadsheet being incorrect. For the Excel spreadsheet to be uploaded, the column field names must match exactly the columns of the sample spreadsheet. WBSM has to know where to put the data from the spreadsheet and it is acquired from the column names.

For example, on your spreadsheet:

- 1) Column F may have “Route” but must be **“Route -Shipping Time”**
- 2) Column I on may have said “Railcar” but must be **“Railcar Number/Bill Of Lading”**

- When trying to upload spreadsheet for multiple ASN creation, received Error Message saying “schedule line quantity is greater than PO line quantity for item 000000080.

- The error message is given because the quantity entered reflects more shipped for that shipping period than the amount remaining as open on the PO line quantity. It cannot be more than the quantity per line item of PO within a specific schedule line (shipping period). *You will need to contact the WBSM Helpdesk to have the ASN cancelled.*

➤ When trying to create an ASN or upload a spreadsheet for multiple ASN creation, you get an Error Message that reads: **Errors:Enter a transport ID Errors:System status INCM is active (SUS Shipping Notification 6100041956).**

- If you get this error message, it is a WBSCM Technical issue. You will need to contact the WBSCM Helpdesk at WBSCMhelp@ams.usda.gov or call 877-927-2648 and advise that this is a **Level 1 Technical issue**. Please supply them with the document number being used as well as a screen print.

➤ When trying to upload a spreadsheet for multiple ASNs, WBSCM is only creating one ASN.

- After clicking on the “Load File” button, the information from your excel spreadsheet should appear on the ASN Display View. You must select the line items that you want to apply for ASN creation. **Although you have several lines of data from your spreadsheet to appear, if you only select one line item, only one ASN will be created.**

The screenshot shows the 'Supplier Self Service' interface in Internet Explorer. The page title is 'Supplier Self Service - WBSCM Portal'. The URL is 'https://wbscmint.wbscm.usda.gov/irj/portal'. The page displays the 'ASN Display' section for 'BUNGE NORTH AMERICA, INC.' with a 'CCR Expires' date of 02/23/2012. Below this, there is a table with columns: Document Number, PO Line Item #, Delivery Date (Expected), Delivery Time (Expected), Shipping Date, Route-Shipping Time, and Me. Two rows of data are shown, both with Document Number 100001850 and PO Line Item # 1. A red box highlights the selection checkboxes for both rows. A red arrow points from the text below to this box.

| Document Number | PO Line Item # | Delivery Date (Expected) | Delivery Time (Expected) | Shipping Date | Route-Shipping Time | Me |
|-----------------|----------------|--------------------------|--------------------------|---------------|---------------------|----|
| 100001850 | 1 | 07/15/2011 | 17:30:00 | 07/01/2011 | 18:30:00 | RA |
| 100001850 | 1 | 07/15/2011 | 17:30:00 | 07/01/2011 | 18:30:00 | RA |

Each box must be highlighted to create more than one ASN.

➤ **Error Message saying “there is no open or suitable item for creating the ASN for PO 31xxxxxxx”.**

- The message is advising that either you have created ASNs for the full amount of the PO quantity or you are trying to create an ASN for more than the remaining balance of the PO. View your ASNs for the particular PO to ensure you are not trying to duplicate an ASN that has already been created or you may have accidentally created an ASN for more than the shipment amount.

You may view all ASN created against a PO by going to the **Start Page** of your **Supplier Self Service** menu and click on “**ALL PO’s**”. In the **Purchase Order** column, locate the **PO number** for which you would like to view transactions. Then under the **Document Number** column, click the corresponding hyperlink for the **PO**. On the **Display PO** screen, click on the “**Display Document Flow**” at the top of the screen. By clicking on the **ASN hyperlink**, you are able to view the line numbers and quantities for which each ASN was created.

You will need to contact the WBSCM Helpdesk to have the ASN cancelled.

➤ **Error Message saying “ASN quantity is greater than PO quantity for item: 000000012.**

- The message is advising that you are trying to create an ASN for more than the remaining balance of the PO line item 12. View your ASNs for the particular PO to ensure you are creating an ASN for the correct line item or that ASNs already created for line item 12 were not accidentally created for more than the shipment amount on previous ASNs. ***You will need to contact the WBSCM Helpdesk to have the ASN cancelled.***

➤ **You are trying to create multiple ASN(s), one for each car for PO 421XXXXXX. You had already created one ASN but now when you try to create your second ASN you get the message “No line items left”.**

- When you created the first ASN, you did not “**Trash Can**” the line items that you were not shipping which caused you to create one ASN for all line items of the PO. ***You will need to contact the WBSCM Helpdesk to have the ASN cancelled.***

If you have Issues with ASNs, Inspection Results, or Invoicing, contact the WBSCM Help Desk at FSAWBSCMServiceRequest@kcc.usda.gov or call 816-823-4249.