

A decorative graphic on the right side of the page. It features three concentric blue circles of varying sizes. Two thin blue lines intersect at a point on the left side of the circles, extending towards the top right corner. The circles are positioned in the upper right and lower right areas of the page.

# 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**

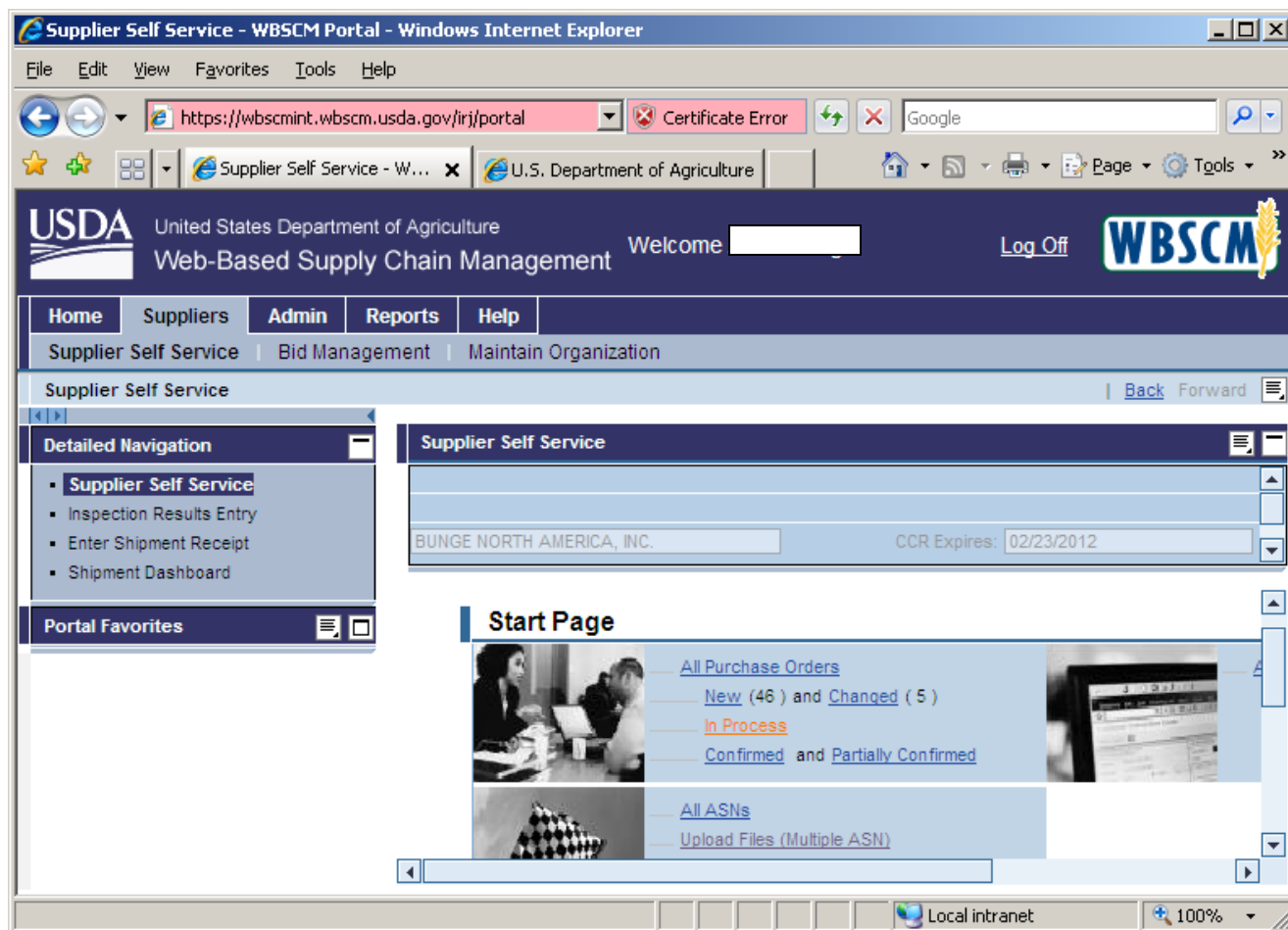
An Advanced Shipping Notification (ASN) is an electronic notification of pending deliveries; an electronic packing list.

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 USDA WBSM portal interface. At the top, there's a navigation bar with links like Home, Suppliers, Admin, Reports, and Help. Below this is a section for 'Supplier Self Service' with a table of purchase orders. The table has columns for Document Number, Document Name, Document Date, Status, Total Value, and Purchase Order Number. The last row of the table is highlighted with a red box around the Purchase Order Number 4200001601.

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

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/

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Supplier Self Service - WBSCM Portal

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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	
<a href="#">Purchase Order</a>	3100000336	AG-INTP-P-11-0104-P0002	06/24/2011	Confirmed	Confirmed	443,772.00 USD
<a href="#">Shipping Notif.</a>	6100011921	AG-INTP-P-11-0104-P0002	08/03/2011	Sent	Sent	0.00
<a href="#">Shipping Notif.</a>	6100011918	AG-INTP-P-11-0104-P0002	08/03/2011	Sent	Sent	0.00
<a href="#">Shipping Notif.</a>	6100011923	AG-INTP-P-11-0104-P0002	08/03/2011	Sent	Sent	0.00
<a href="#">Shipping Notif.</a>	6100011922	AG-INTP-P-11-0104-P0002	08/03/2011	Sent	Sent	0.00
<a href="#">Shipping Notif.</a>	6100011919	AG-INTP-P-11-0104-P0002	08/03/2011	Sent	Sent	0.00
<a href="#">Shipping Notif.</a>	6100011920	AG-INTP-P-11-0104-P0002	08/03/2011	Sent	Sent	0.00
<a href="#">Invoice</a>	7100016457	AG-INTP-P-11-0104-P0002	10/04/2011	Document Sent	Document Sent	40,370.93 USD
<a href="#">Invoice</a>	7100016449	AG-INTP-P-11-0104-P0002	10/04/2011	Document Sent	Document Sent	40,370.93 USD
<a href="#">Invoice</a>	7100016468	AG-INTP-P-11-0104-P0002	10/04/2011	Document Sent	Document Sent	40,124.39 USD
<a href="#">Invoice</a>	7100016434	AG-INTP-P-11-0104-P0002	10/04/2011	Document Sent	Document Sent	40,370.93 USD
<a href="#">Invoice</a>	7100016452	AG-INTP-P-11-0104-P0002	10/04/2011	Document Sent	Document Sent	40,370.93 USD
<a href="#">Invoice</a>	7100016441	AG-INTP-P-11-0104-P0002	10/04/2011	Document Sent	Document Sent	40,370.93 USD

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8:52 AM 10/11/2011

## Process ASN Screen

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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

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

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Supplier Self Service

BUNGE NORTH AMERICA, INC. CCR Expires: 02/23/2012

Railcar / BOL

Establishment Number

Item Overview

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

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Partner Information

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

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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	<a href="#">CHEESE PROCESS YEL SLC LVS-6/5 LB</a>	39,600.000	US pound	4100001695	1
20	130018	<a href="#">CHEESE PROCESS YEL SLC LVS-6/5 LB</a>	39,600.000	US pound	4100001695	2
30	130035	<a href="#">CHEESE BLEND AMER SKM LVS-12/2 LB</a>	39,600.000	US pound	4100001695	3
40	130035	<a href="#">CHEESE BLEND AMER SKM LVS-12/2 LB</a>	39,600.000	US pound	4100001695	4
50	130036	<a href="#">CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB</a>	39,600.000	US pound	4100001695	5
60	130036	<a href="#">CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB</a>	39,600.000	US pound	4100001695	6

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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 Hold Cancel Print Download

### Basic Data

Shipping Notif. 6100003294

Document Name AG-DPRO-D-11-0419

Document Date 07/13/2011

Status Created

Comments

Schedule Line

### Delivery Information

Delivery Date (Expected) 05/31/2011

Delivery Time (Expected) 07:00

Shipping Date 07/13/2011

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**



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

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BUNGE NORTH AMERICA, INC. CCR Expires: 02/23/2012

**Delivery Information**

Delivery Date (Expected): 04/15/2011

Delivery Time (Expected): 07:00

Shipping Date: 05/15/2011

Shipping Time: 07:00

Means of Transport: Rail Car

Railcar / BOL: CSX1111

Establishment Number: 1234

**Item Overview**

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

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**Partner Information**

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

- 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
- 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)
- Shipping Date** - Record the actual shipping date from plant or shipping point from BOL.
- Shipping Time** - Record the actual shipping time from plant or shipping point (This is not a required field)
- 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.
- 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.**

**Delivery Information**

Delivery Date (Expected): 05/20/2011

Delivery Time (Expected): 13:09

Shipping Date: 05/24/2011

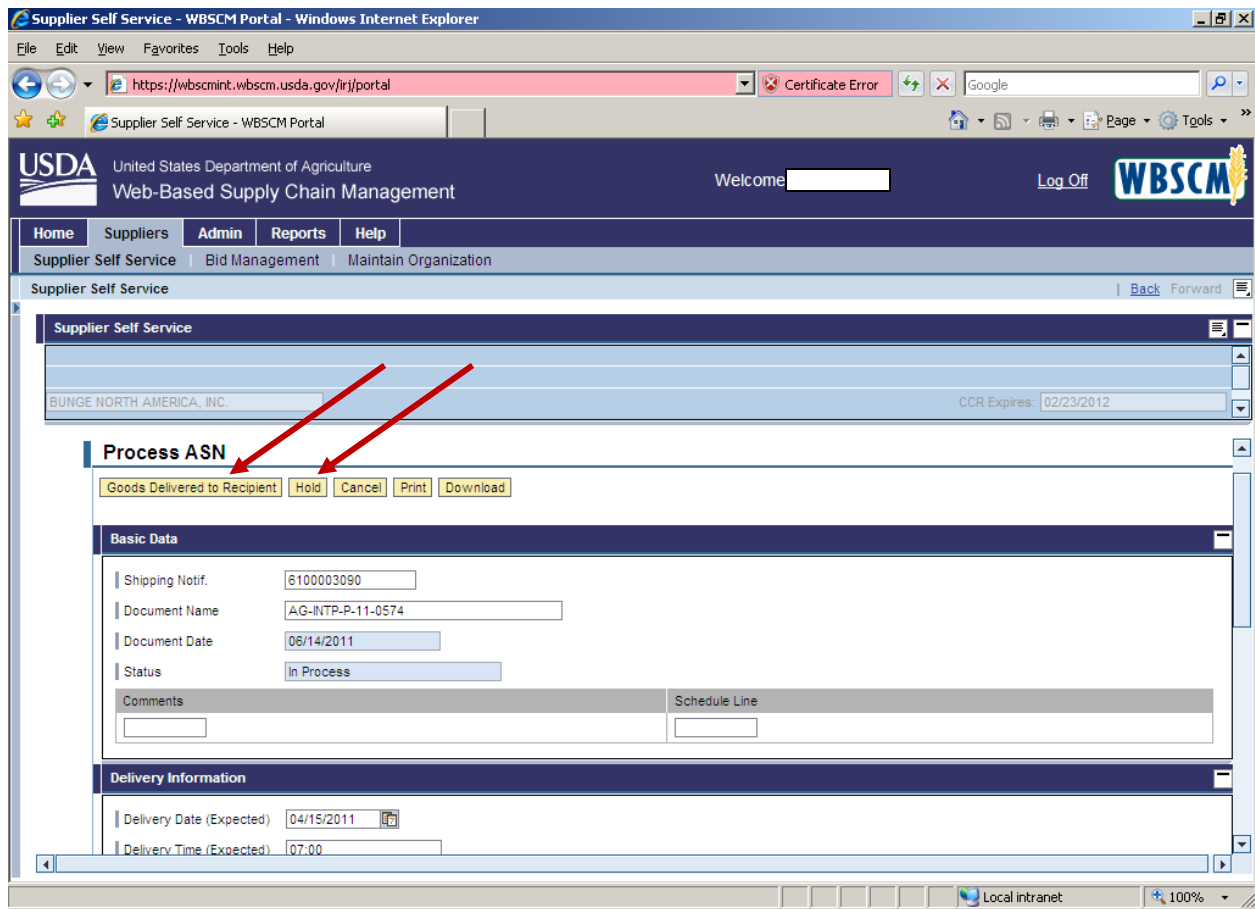
Shipping Time: 09:44

Means of Transport: Ship

Railcar / BOL: LIBERTY EAGLE

Establishment Number: 717758

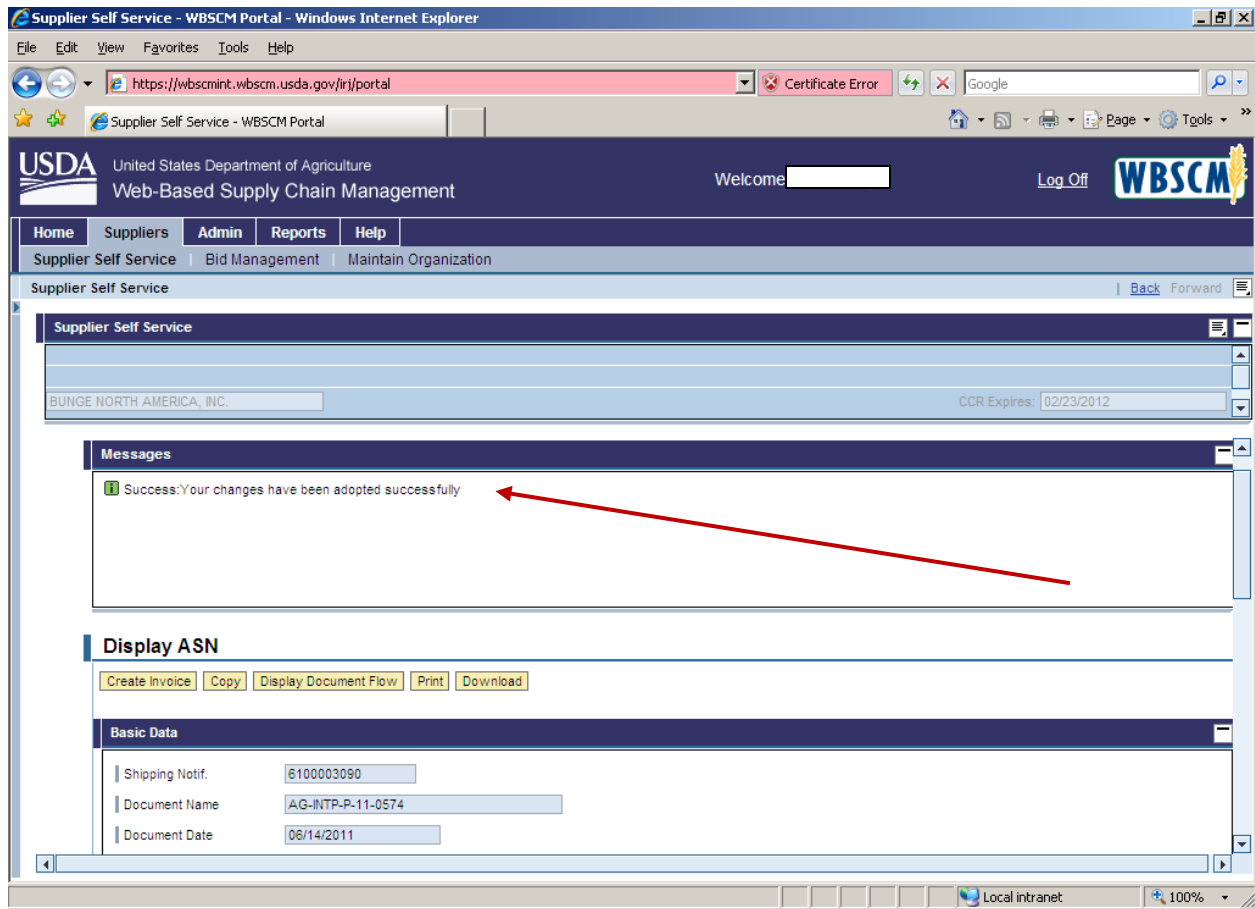
- Establishment Number** - This field is free-form field that is best used as vendor reference. Since an ASN and Invoices are a one to one, it is recommended that information in this field also be included as the Vendor's reference number on the corresponding invoice for tracking purpose.



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.

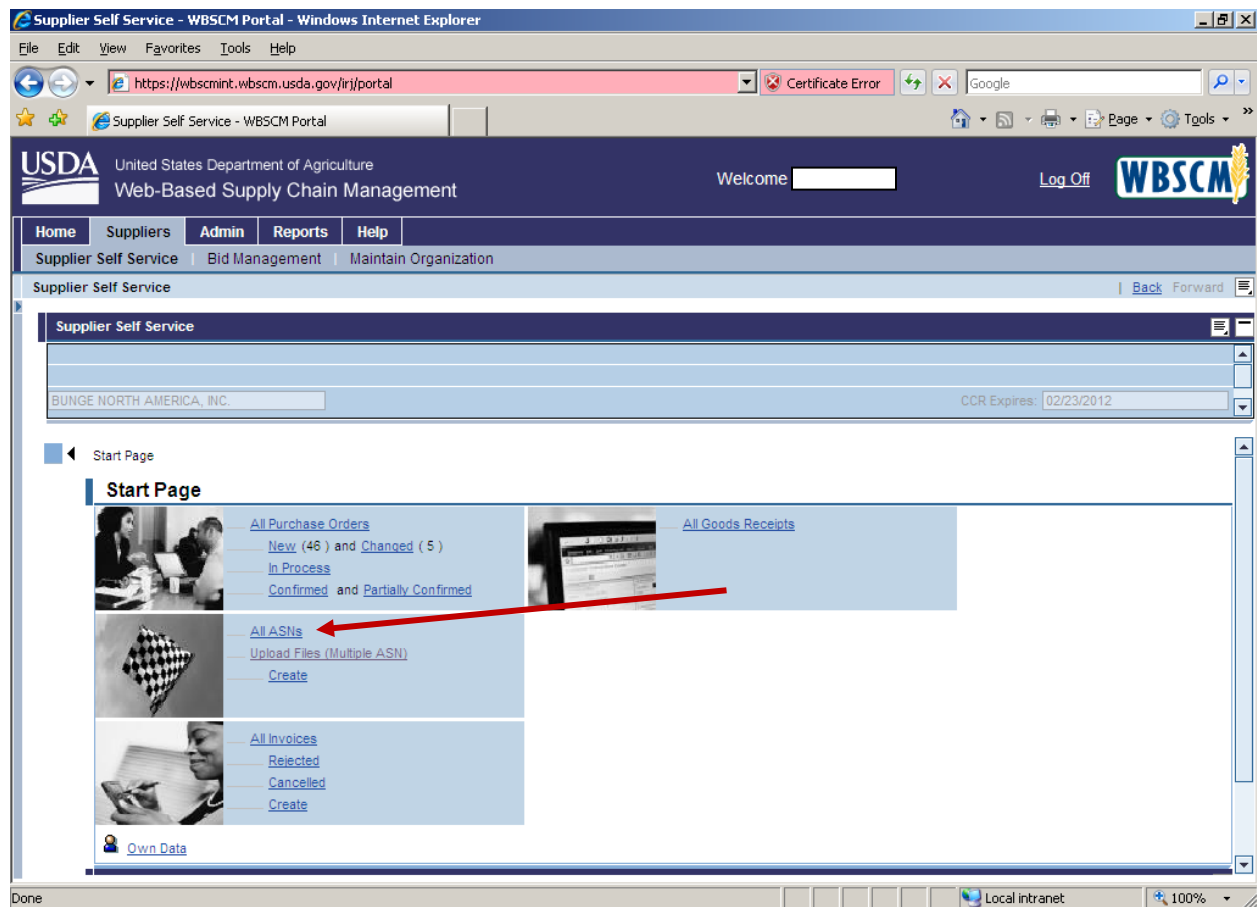


9. Once you click the **Goods Delivered to Recipient** button, you will get a notice that your changes were accepted and the ASN has now been created. Creation of the ASN also generates an email to the Recipients and the Freight Forwarder for planning purposes. You may then **Print** or **Download** 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 WBSCM Helpdesk.** A request must then be submitted to the WBSCM Help Desk at [FSAWBSCMServiceRequest@kcc.usda.gov](mailto:FSAWBSCMServiceRequest@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**”.

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BUNGE NORTH AMERICA, INC. CCR Expires: 02/23/2012

Start Page > List of ASNs

List of ASNs

Print Download

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

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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

A decorative graphic on the right side of the slide. It features three concentric blue circles of varying sizes. Two thin blue lines intersect at a point, forming an 'X' shape that passes through the center of the circles. The circles are positioned in the upper right and lower right areas of the slide.

## 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 WBSCM to record your document number(s) and verify the line items for which you are creating the ASNs. Log into WBSCM using the following Portal path: **Suppliers** tab → **Supplier Self Service** folder → **Supplier Self Service** → **All Purchase Orders**

The screenshot shows the 'Supplier Self Service' portal for BUNGE NORTH AMERICA, INC. The table below lists purchase orders with columns for Document Number, Document Name, Document Date, Status, Total Value, and Purchase Order Number. A red arrow points to the first row, and a red box highlights the Purchase Order number 4200001634.

Document ...	Document Name	Document D...	Status	Total Value	Purchase Ord...
<a href="#">3100002020</a>	AG-DPRO-P-11-0773	05/27/2011	New	74,406.88 USD	4100002111
<a href="#">3100001984</a>	AG-INTP-P-11-0613	05/09/2011	New	11,463.20 USD	4200001634
<a href="#">3100001954</a>	AG-DPRO-P-11-0674	04/19/2011	New	332,651.25 USD	4100002024
<a href="#">3100001935</a>	AG-DPRO-P-11-0669	04/13/2011	New	45,530.16 USD	4100002013
<a href="#">3100001934</a>	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 WBSCM.

### Columns:

1. **Document Number** - The number recorded from WBSCM 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.

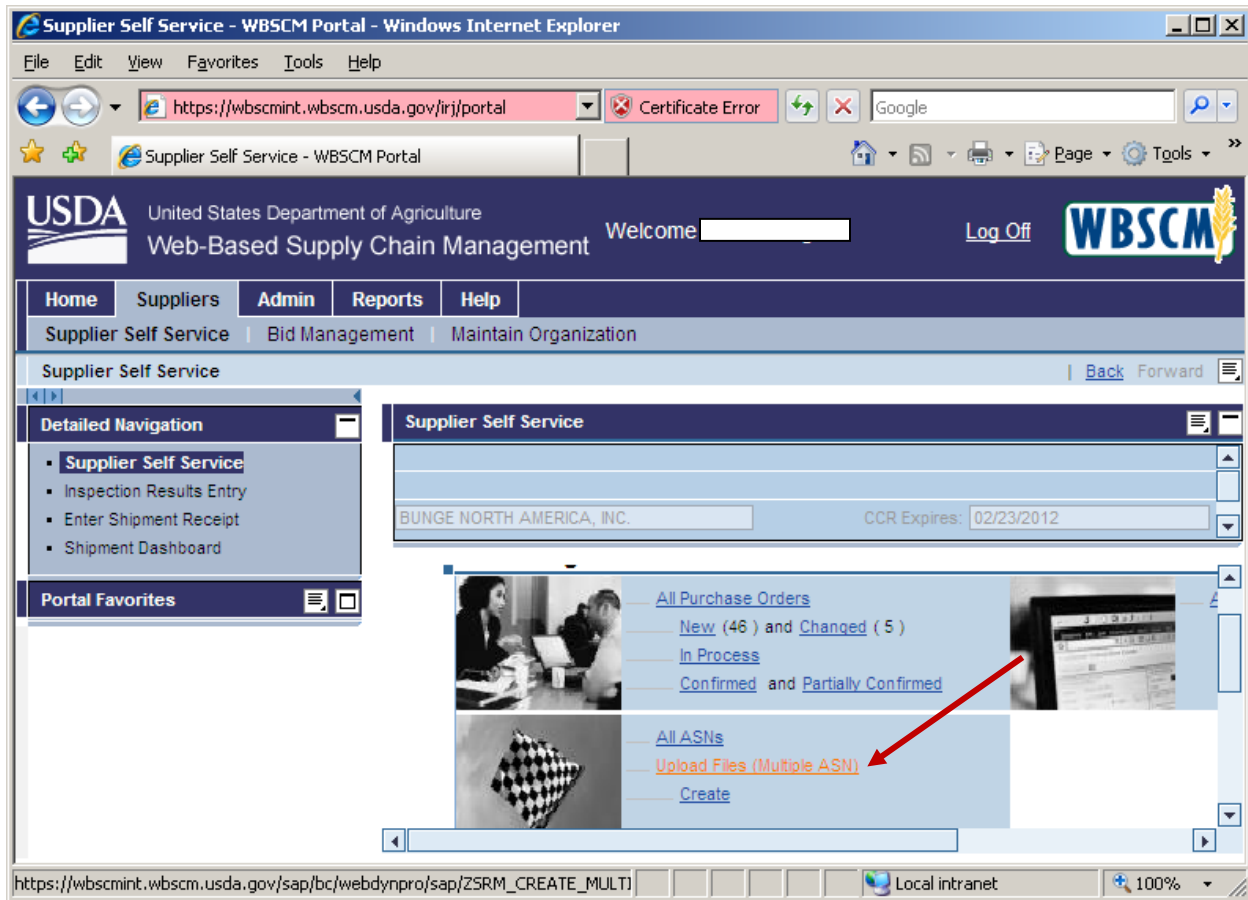


## Sample Multiple ASN Spreadsheet

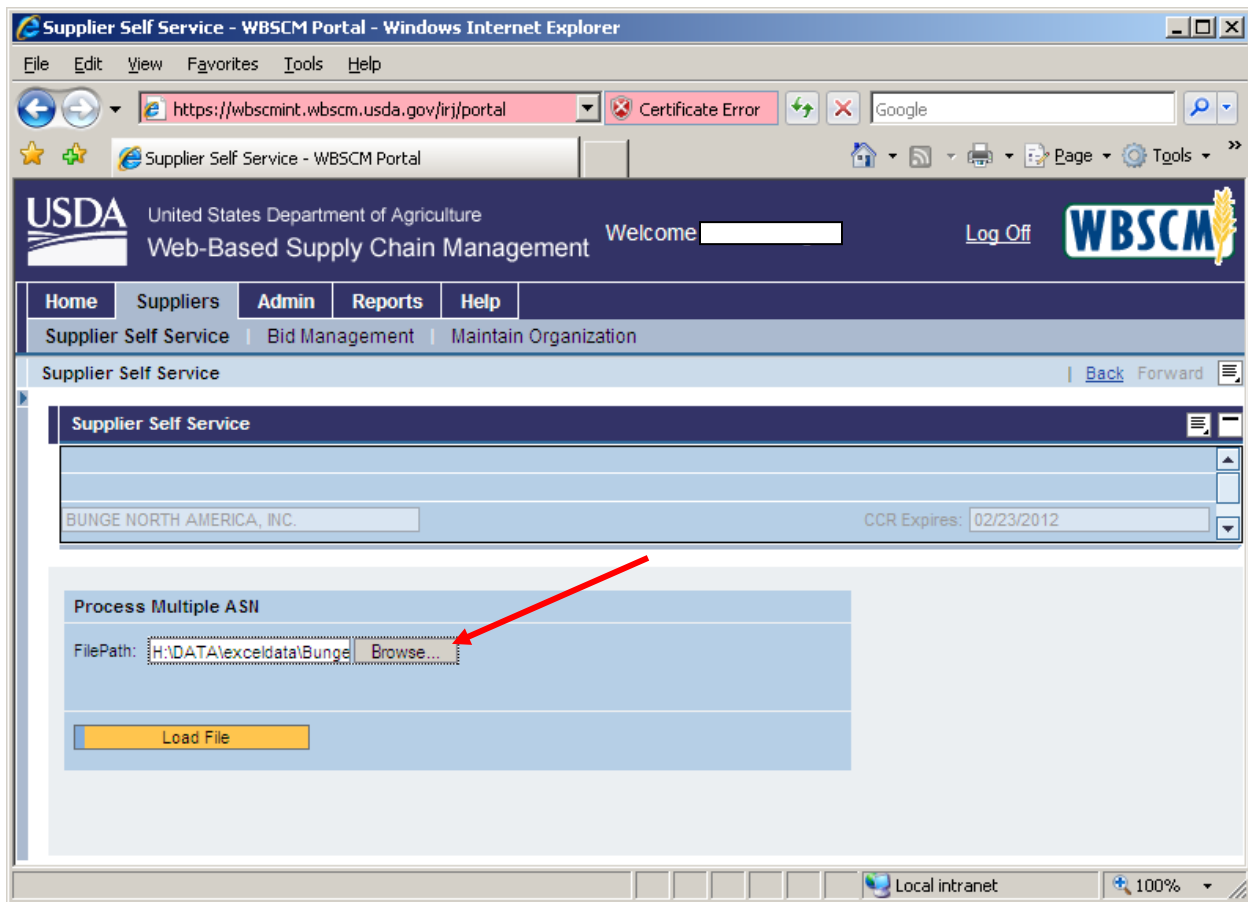
	A	B	C	D	E	F	G	H	I	J	K	L	M
	Document number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route - Shipping Time	Means of Transport	Establishment Number	Railcar Number/Bill of Lading	Quantity	Comments	Schedule Line	
1													
2	3100002274	1	5/15/2011		5/14/2011		Truck	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.

Supplier Self Service - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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

Supplier Self Service - WBSCM Portal

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Supplier Self Service Back Forward

Supplier Self Service

BUNGE NORTH AMERICA, INC. CCR Expires: 02/23/2012

ASN Display

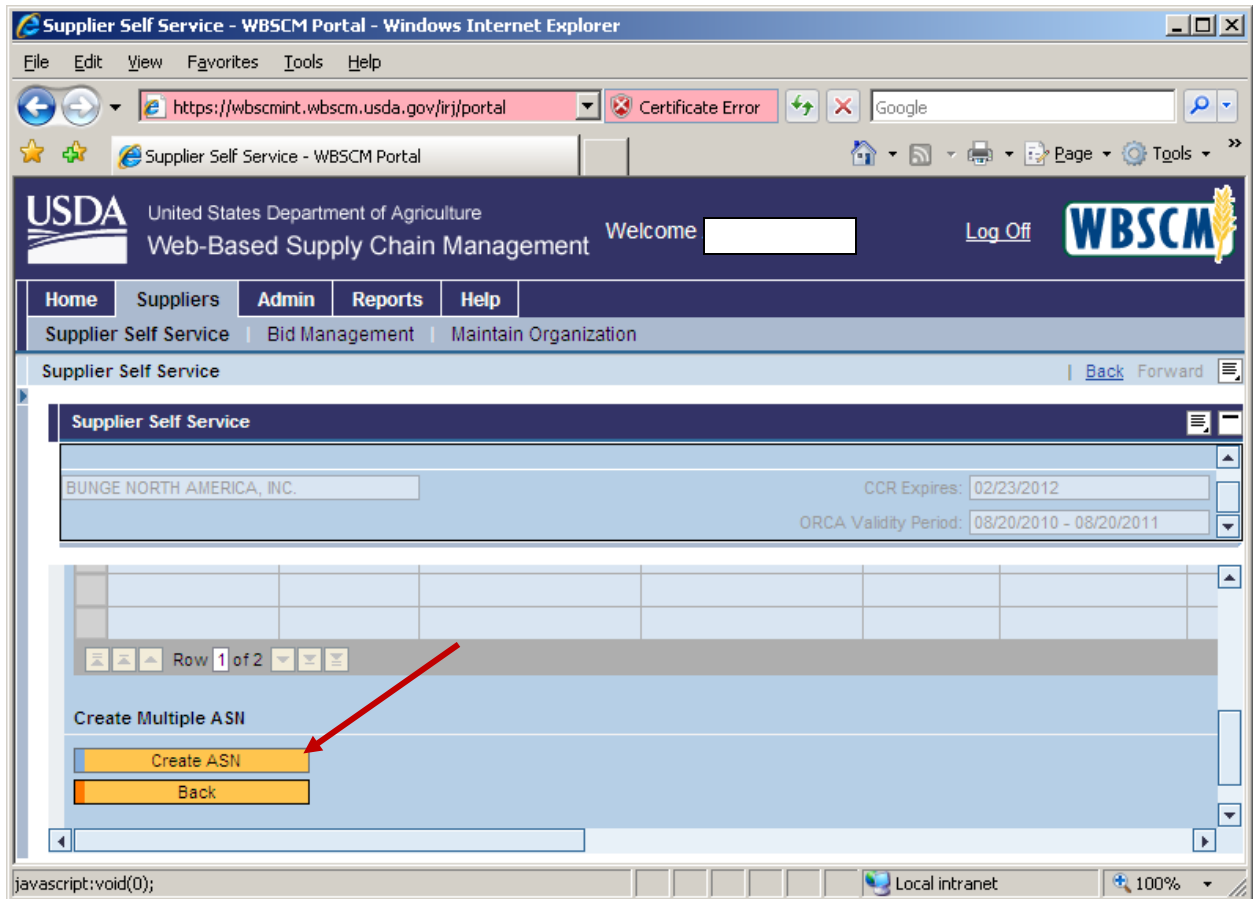
View [Standard View] Print Version Export

Document Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Me
3100001850	1	07/15/2011	17:30:00	07/01/2011	18:30:00	RA
3100001850	1	07/15/2011	17:30:00	07/01/2011	18:30:00	RA

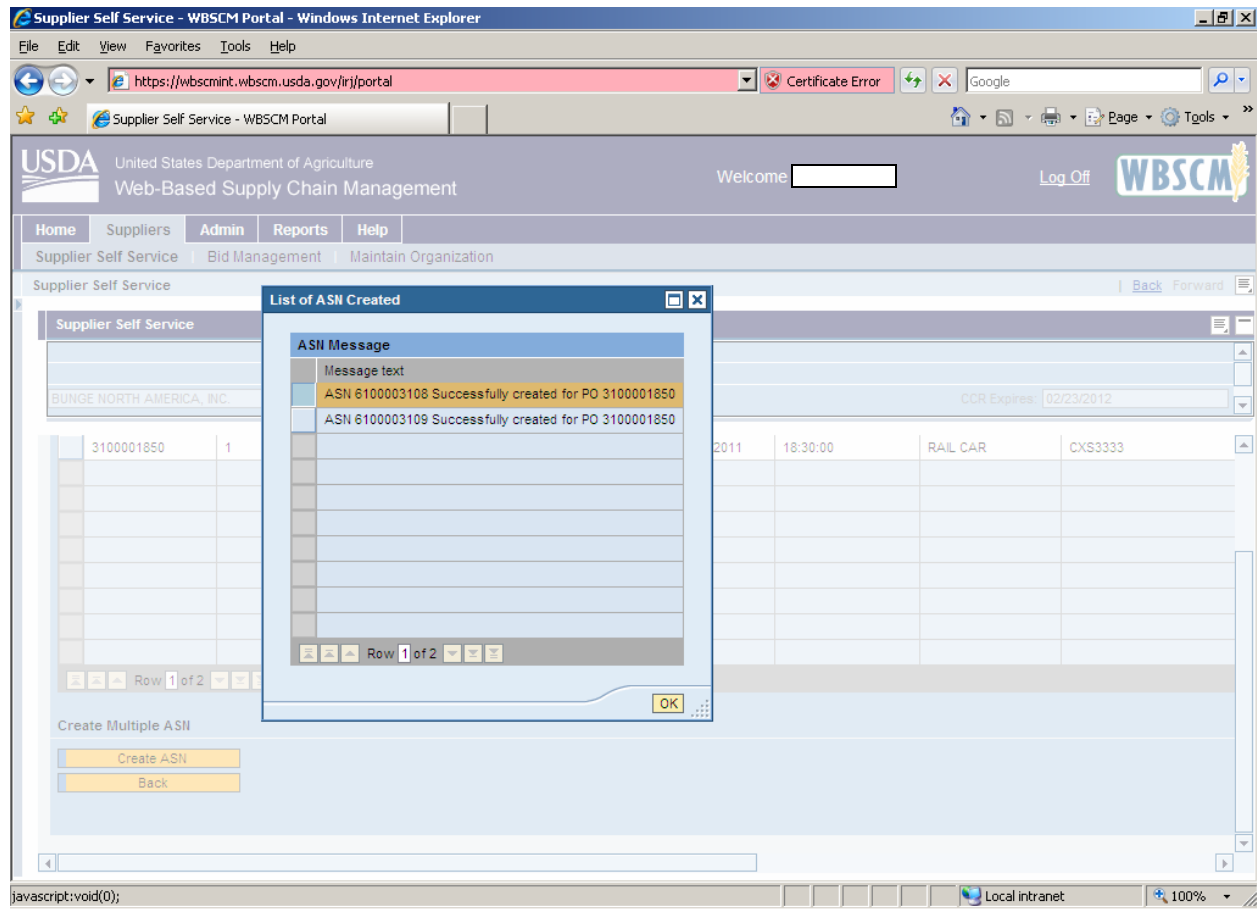
Done Local intranet 100%

Click on box and select all to create ASNs for all line items.

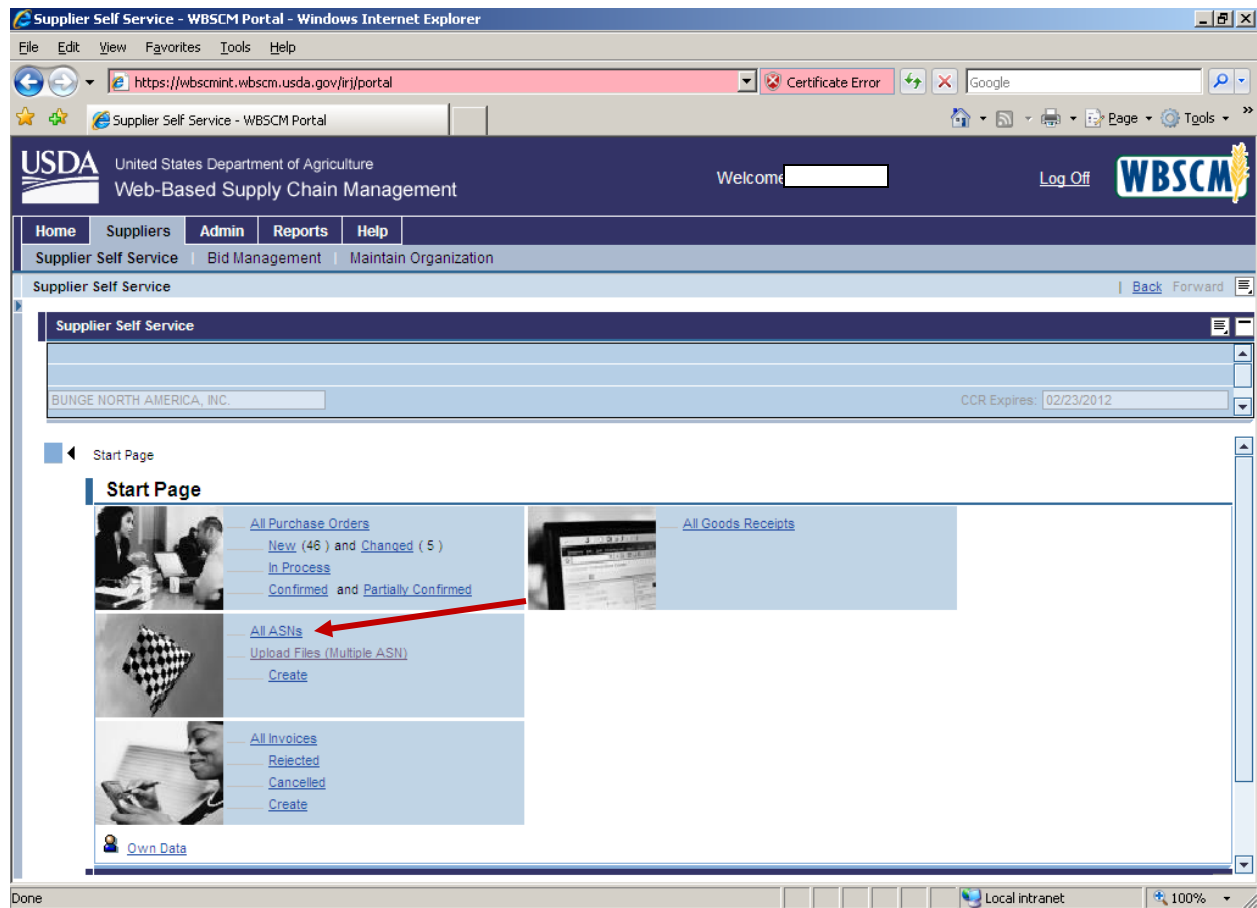
- The information from your "CSV" spreadsheet should appear on the ASN Display View. You must select all the line items that you want to apply for ASN creation.



- 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”**.

Supplier Self Service - WBSM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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Start Page > List of ASNs

List of ASNs

Print Download

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

Done Local Intranet 100%

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

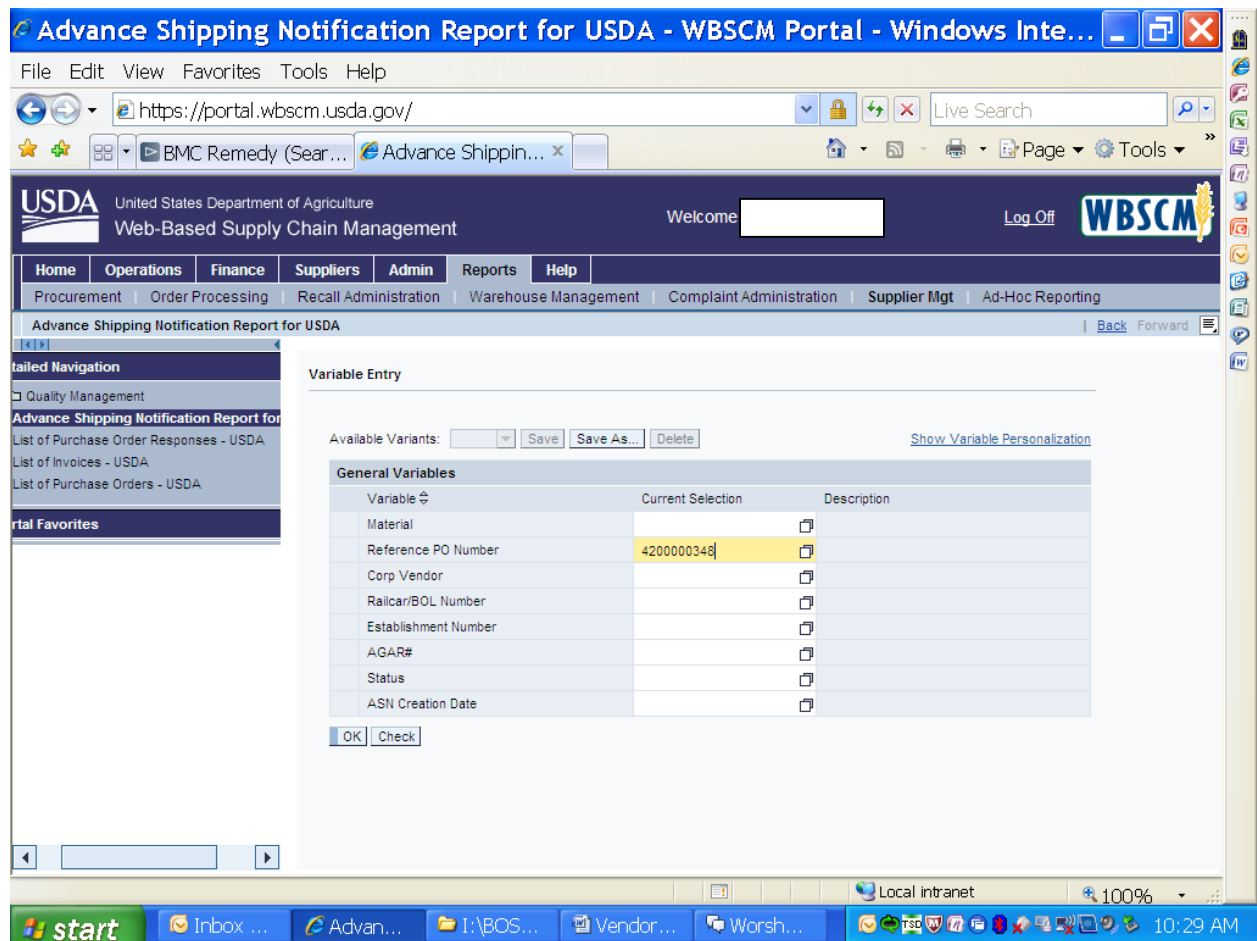
1. After logging into WBSM, start the transaction using the following Portal path:  
**Reports** tab → **Supplier Management** folder → **Advanced Shipping Notification Report**.

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) portal. The browser address bar displays <https://wbsmint.wbscm.usda.gov/ir/portal>. The page header includes the USDA logo, "United States Department of Agriculture", "Web-Based Supply Chain Management", a "Welcome" message, and a "Log Off" link. The navigation menu shows "Home", "Suppliers", "Admin", "Reports", and "Help". The "Reports" tab is selected, and the "Supplier Mgt" folder is expanded, showing the "Advance Shipping Notification Report" link. The "Detailed Navigation" menu on the left lists "Advance Shipping Notification Rep", "List of Invoices", "List of Purchase Orders", "List of Purchase Order Responses", and "PO Inspection Lot MIC Discount Report". The "Portal Favorites" section is also visible. The main content area is titled "Variable Entry" and contains a "Variable Entry" form. The form has a "Available Variables:" dropdown menu, "Save", "Save As...", and "Delete" buttons, and a "Show Variable Personalization" link. Below this is a table of "General Variables" with columns for "Variable", "Current Selection", and "Description".

Variable	Current Selection	Description
Material		
Reference PO Number		
AGAR#		
Railcar/BOL Number		
Establishment Number		
Status		
ASN Creation Date		

At the bottom of the form are "OK" and "Check" buttons.

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.



- 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/ Live Search

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Welcome [User] Log Off WBSM

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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

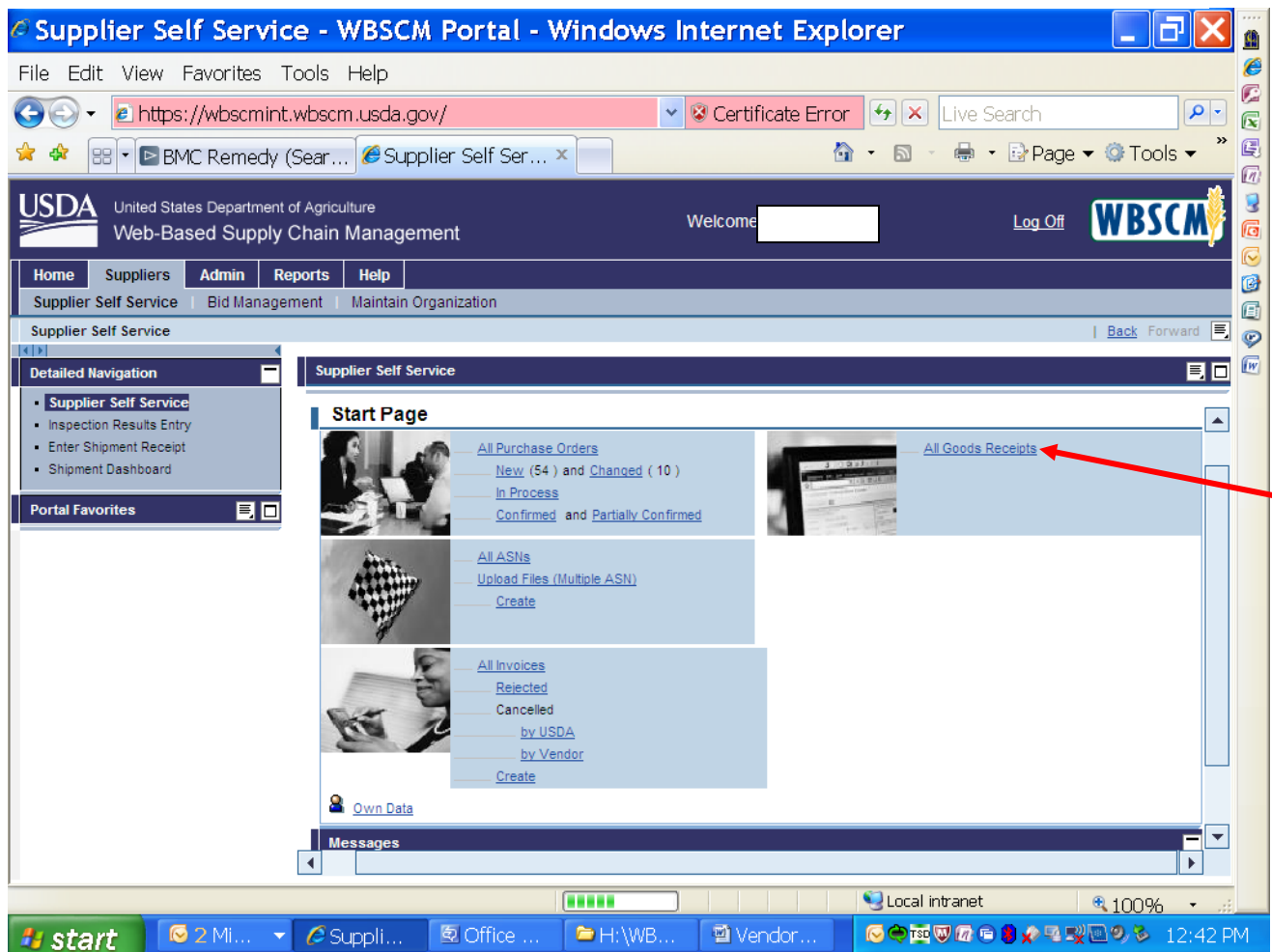
Done Local intranet 100% 12:51 PM

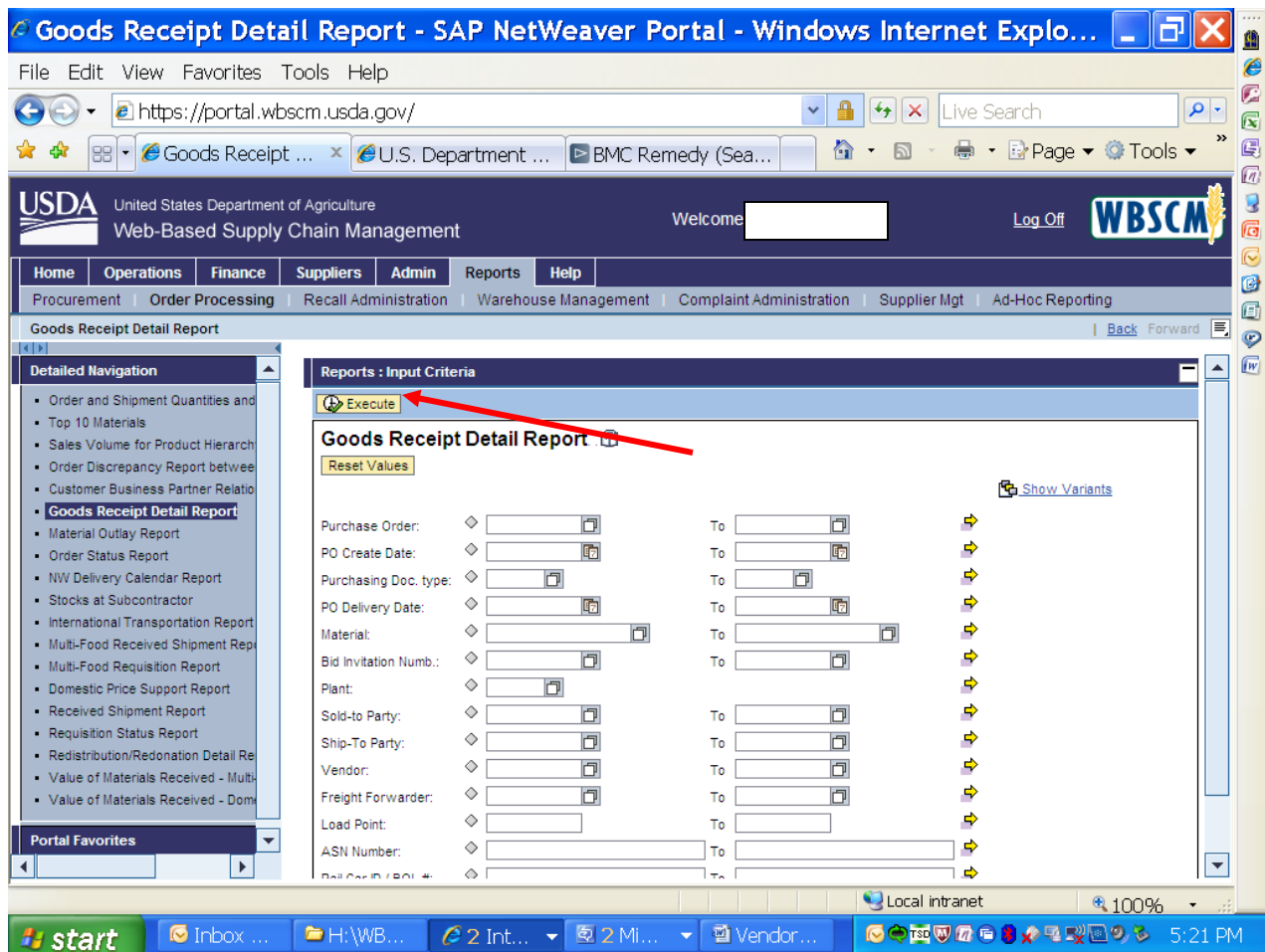
The report will provide a variety of information by PO line item number. This report can also be downloaded into an Excel spreadsheet by clicking on **"Export to Excel"** button.

## 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

**Goods Receipt Detail Report - SAP NetWeaver Portal - Windows Internet Explo...**

File Edit View Favorites Tools Help

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

Goods Receipt ... U.S. Department ... BMC Remedy (Sea...

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**Goods Receipt Detail Report** | Back Forward

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	

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start Inbox ... H:\WB... 2 Int... 2 Mi... Vendor...

5:49 PM

- 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

**Goods Receipt Detail Report - SAP NetWeaver Portal - Windows Internet Explo...**

File Edit View Favorites Tools Help

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

Goods Receipt ... U.S. Department ... BMC Remedy (Sea...

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**Goods Receipt Detail Report** | Back Forward

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

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- 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.***

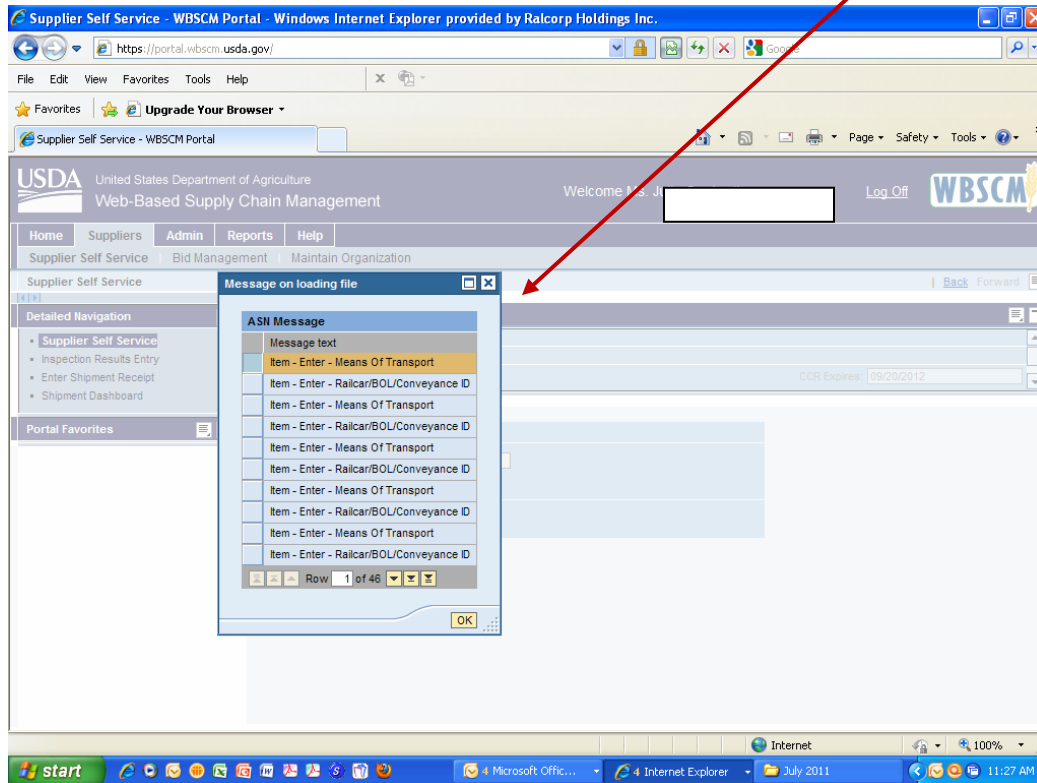


## Common Problems and Error Messages

- **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 310000XXXX 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 0000000006.”**
  - 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.



- WBSCM 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. WBSCM 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 0000000080.

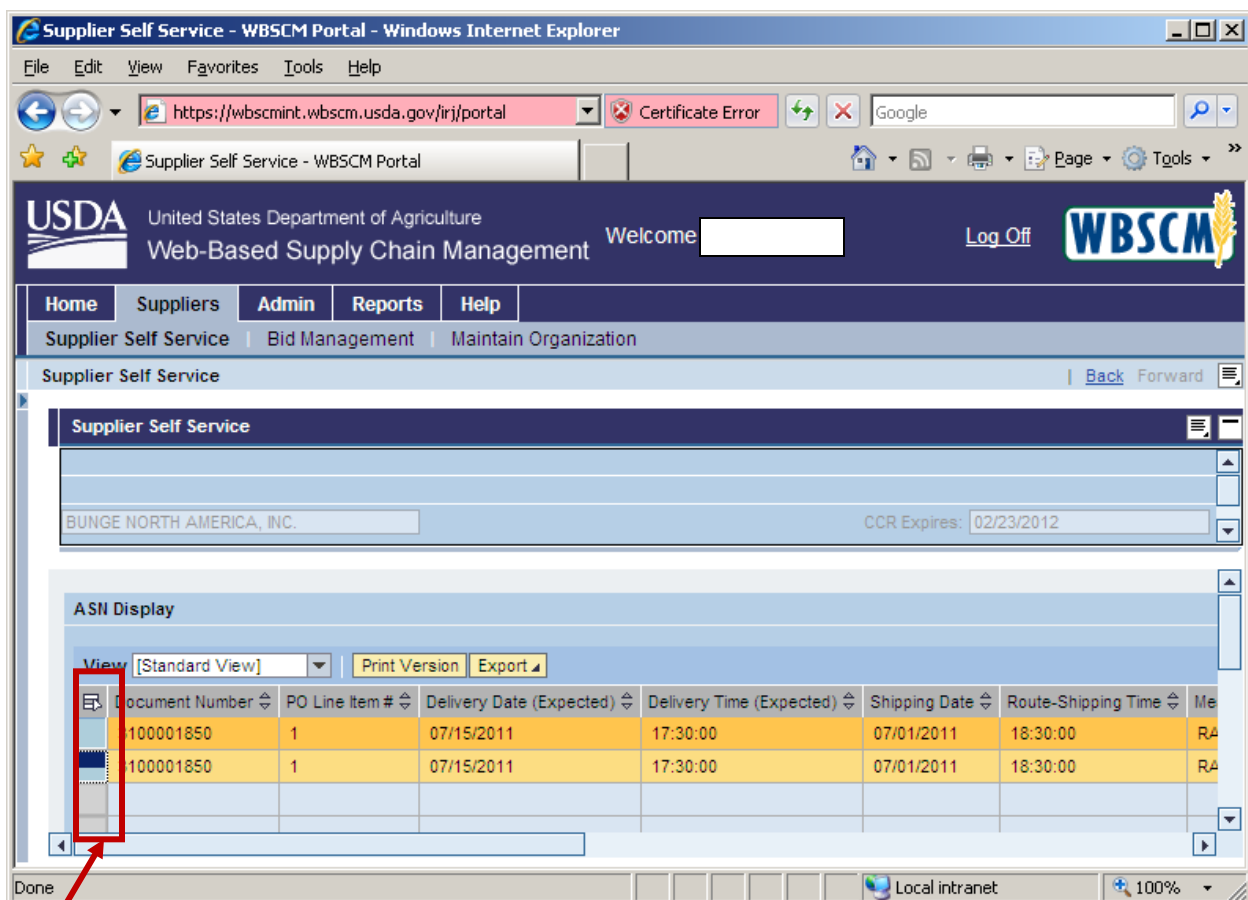
- The error message is given because the quantity entered reflects more shipped for that shipping period than the amount remaining as open on the PO line quantity. It cannot be more than the quantity per line item of PO within a specific schedule line (shipping period). *You will need to contact the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



**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: 0000000012.”**

- 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](mailto:FSAWBSCMServiceRequest@kcc.usda.gov) or call 816-823-4249.***