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 <u>All Purchase Orders</u> (the **All Purchase Orders** link) to display a list of Purchase Orders.

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		<u>3100002020</u>	AG-DPRO-P-11-0773	05/27/2011	New	74,406.88 USD	4100002111		
		<u>3100001984</u>	AG-INTP-P-11-0613	05/09/2011	New	11,463.20 USD	4200001634		
		<u>3100001954</u>	AG-DPRO-P-11-0674	04/19/2011	New	332,651.25 USD	4100002024		
		<u>3100001935</u>	AG-DPRO-P-11-0669	04/13/2011	New	45,530.16 USD	4100002013		
		<u>3100001934</u>	AG-INTP-P-11-0587	04/13/2011	Confirmed	1,857,520.00 USD	4200001601		
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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)

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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
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Process ASN Screen

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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 130530 CODN SOV RIEND BAG 25 KG	8 000 each	110 000 00 1150	04/15/2011
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4. Click Create ASN (the Create ASN button) to open the Process ASN screen

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Establishment Number										
Item Overview										
No. Product Description		Quantity	Unit o	f Measure		Purchase Ord	der No.		Order Item	
10 130538 CORN-SOY BL	LEND BAG-HP-25 KG	3,500	each			42000015	58		1	1
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Partner Information										
Partner Number Name	S	Street	House No.	PostCode	Location	Telephone	Fax	E-mail		
Sold-to Party 2000020 USDA					Washington					
Goods Recipient 4906010 CATHOL	LIC RELIEF SERVICES UN	NITED STATES CATHOLIC CONF		21201-3403	BALTIMORE					
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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.

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No.	Product	Description				Quantity		Unit of M	leasure	Purchase Order No.	Order Iter	n
<u>10</u>	130018	CHEESE PROCESS Y	EL SLC LVS-6/	5 LB		39,600.0	000 U	IS pound		4100001695	1	1
<u>20</u>	130018	CHEESE PROCESS Y	EL SLC LVS-6/	5 LB		39,600.0	000 U	IS pound		4100001695	2	î
<u>30</u>	130035	CHEESE BLEND AME	R SKM LVS-12/	2 <u>LB</u>		39,600.0	000 U	IS pound		4100001695	3	Û
<u>40</u>	130035	CHEESE BLEND AME	R SKM LVS-12/	2 LB		39,600.0	000 U	IS pound		4100001695	4	1
<u>50</u>	130036	CHEESE BLEND AME	R SKM YEL SLO	LVS-6/5 LB		39,600.0	000 U	IS pound		4100001695	5	1
60	130036	CHEESE BLEND AME	R SKM YEL SLO	: LVS-6/5 LB		39,600.0	000 U	IS pound		4100001695	6	î
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Goods	Recipient		Several									
			Contract									

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 Recipie	nt 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	i) 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.

6. 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								
ſ	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	2	Confirmed	110137	RICE, 2/4 LG, H-MLD BAG-25 KG	56,000 each			
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Symbol of a Calendar, representing multiple shipping periods

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Delivery Date 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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- 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.
 - 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	1	
Means of Transport	Ship		
Railcar / BOL	LIBERTY EAGLE		
Establishment Number	717758		

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.

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Shipping Notif.	6100003090				
Document Name	AG-INTP-P-11-0574				
Document Date	06/14/2011				
Status	In Process				
Comments		Schedule Line			
Delivery Information					-
Delivery Date (Expected)	04/15/2011 原				
Delivery Time (Expected)	07:00				-
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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.

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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 <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> 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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<u>6100003086</u>	AG-INTP-P-11-0574	06/13/2011	Canceled				
<u>6100003085</u>	AG-INTP-P-11-0574	06/13/2011	Canceled				
<u>6100003084</u>	AG-INTP-P-11-0574	06/13/2011	Canceled				
<u>6100003079</u>	AG-INTP-P-11-0574	06/13/2011	Canceled				
<u>6100003078</u>	AG-INTP-P-11-0574	06/13/2011	Canceled				
<u>6100003075</u>	AG-INTP-P-11-0574	06/13/2011	Canceled				
<u>6100003074</u>	AG-INTP-P-11-0574	06/13/2011	Sent				
<u>6100003065</u>	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 💌				
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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

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.

12/14/2011

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**

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	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
	<u>3100001954</u>	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
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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.

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1	A Document number	B PO Line Item #	C Delivery Date (Expected)	D Delivery Time (Expected)	E Shipping Date	F Route - Shipping Time	G Means of Transport	H Establishment Number	I Railcar Number/Bill of	J Quantity	K Comments	L Schedule Line	9	Μ	
2	3100002274	1	5/15/2011	(Expected)	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					
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Sample Multiple ASN Spreadsheet

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.
- 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.

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1	Document number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route - Shipping Time	Means of Transport	Establishment Number	t Railcar Number/Bill of Lading	Quantity	Comments	Schedule Line		
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				
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Sample Multiple ASN Spreadsheet

- 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.

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

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

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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.

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6 Click on the "Create ASN" button to complete the process.

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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".

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<u>6100003090</u>	AG-INTP-P-11-0574	06/14/2011	Sent
<u>6100003087</u>	AG-INTP-P-11-0574	06/13/2011	Sent
<u>6100003086</u>	AG-INTP-P-11-0574	06/13/2011	Canceled
6100003085	AG-INTP-P-11-0574	06/13/2011	Canceled
<u>6100003084</u>	AG-INTP-P-11-0574	06/13/2011	Canceled
<u>6100003079</u>	AG-INTP-P-11-0574	06/13/2011	Canceled
<u>6100003078</u>	AG-INTP-P-11-0574	06/13/2011	Canceled
<u>6100003075</u>	AG-INTP-P-11-0574	06/13/2011	Canceled
<u>6100003074</u>	AG-INTP-P-11-0574	06/13/2011	Sent
<u>6100003065</u>	AG-DPRO-P-11-0806	06/07/2011	Sent
<u>6100003058</u>	AG-INTP-P-11-0587	05/26/2011	In Process
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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.

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

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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.

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

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6100015294	AG-INTP-P-11-0162-P0001	000000010	100609	CORNMEAL BAG-HP-25 KG	420000348	1	3,600	45,884.70
6100015296	AG-INTP-P-11-0162-P0001	000000010	100609	CORNMEAL BAG-HP-25 KG	420000348	1	3,600	45,884.70
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6100016944	AG-INTP-P-11-0162-P0001	000000010	100609	CORNMEAL BAG-HP-25 KG	420000348	1	3,700	47,159.28
6100020142	AG-INTP-P-11-0162-P0001	000000010	100609	CORNMEAL BAG-HP-25 KG	420000348	1	3,600	45,884.70
6100020654	AG-INTP-P-11-0162-P0001	000000010	100609	CORNMEAL BAG-HP-25 KG	420000348	1	3,600	45,884.70
6100023238	AG-INTP-P-11-0162-P0001	000000010	100609	CORNMEAL BAG-HP-25 KG	420000348	1	3,660	46,649.45
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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.

 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.



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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

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3. 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.

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GOODS RECEIPT DETAIL REPORT

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4. 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 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.

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• 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"
- 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 <u>WBSCMhelp@ams.usda.gov</u> 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.

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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 accidently created an ASN for more that 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 accidently created for more that 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 421XXXXXXX. 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 <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or call 816-823-4249.