A decorative graphic on the right side of the page features three blue circles of varying sizes, each composed of concentric circles in different shades of blue. These circles are connected by thin, light blue lines that form a triangular shape pointing downwards.

Multiple ASN

Create and upload ASN spreadsheet

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

7/8/2011

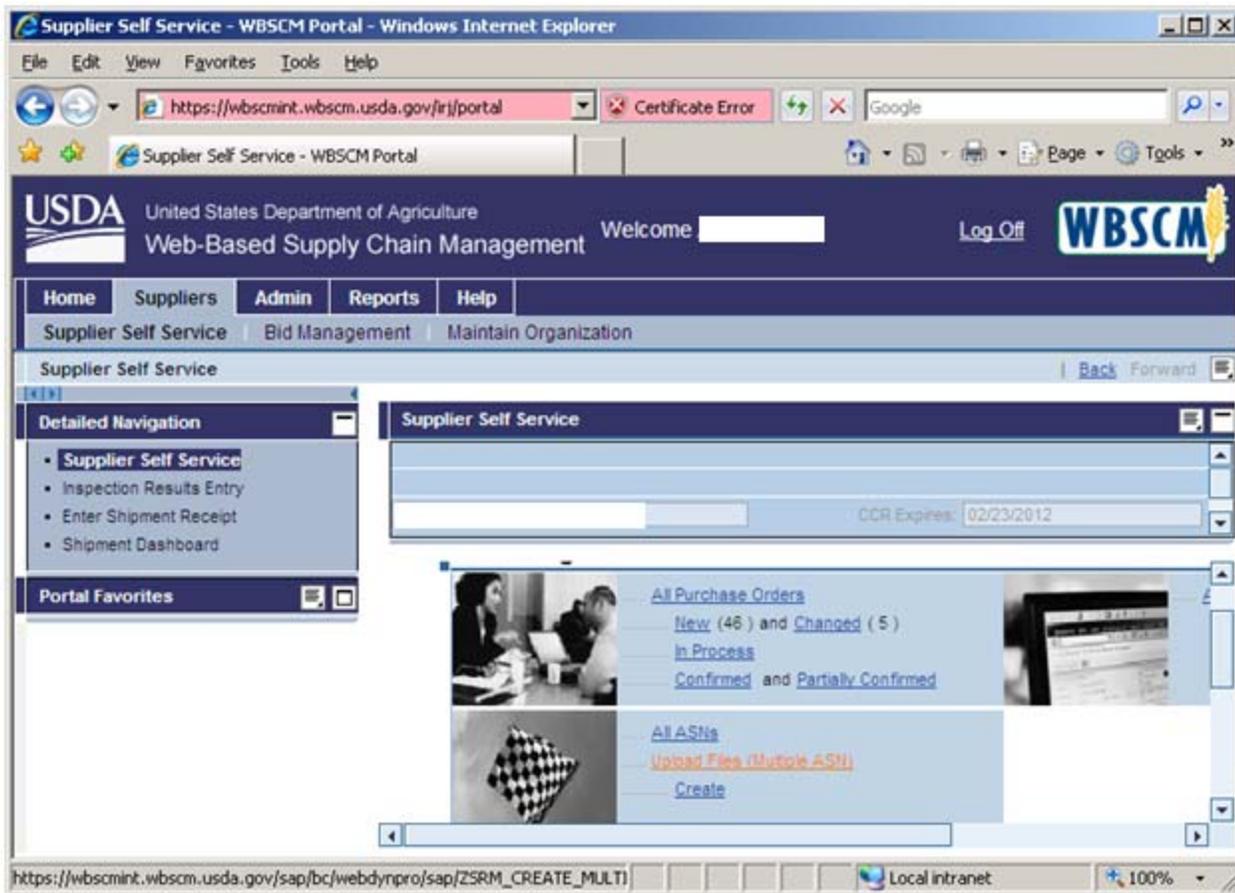
1	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Document num	PO Line Iter	Delivery Dat	Delivery T	Shipping Date	Route -Sh	Means of Tr	Establishme	Railcar Nu	Quantity	Comment	Schedule	Line
2	3100001850	1	7/15/2011	17:30	7/1/2011	18:30	Rail Car	USDA1000	BNSF4444	500			
3	3100001850	1	7/15/2011	17:30	7/1/2011	18:30	Rail Car	USDA1001	CXS3333	500			
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
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17													
18													
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21													
22													
23													
24													

ROW 1 HAS THE FIELD DETAILS. **DO NOT CHANGE THIS ROW.**

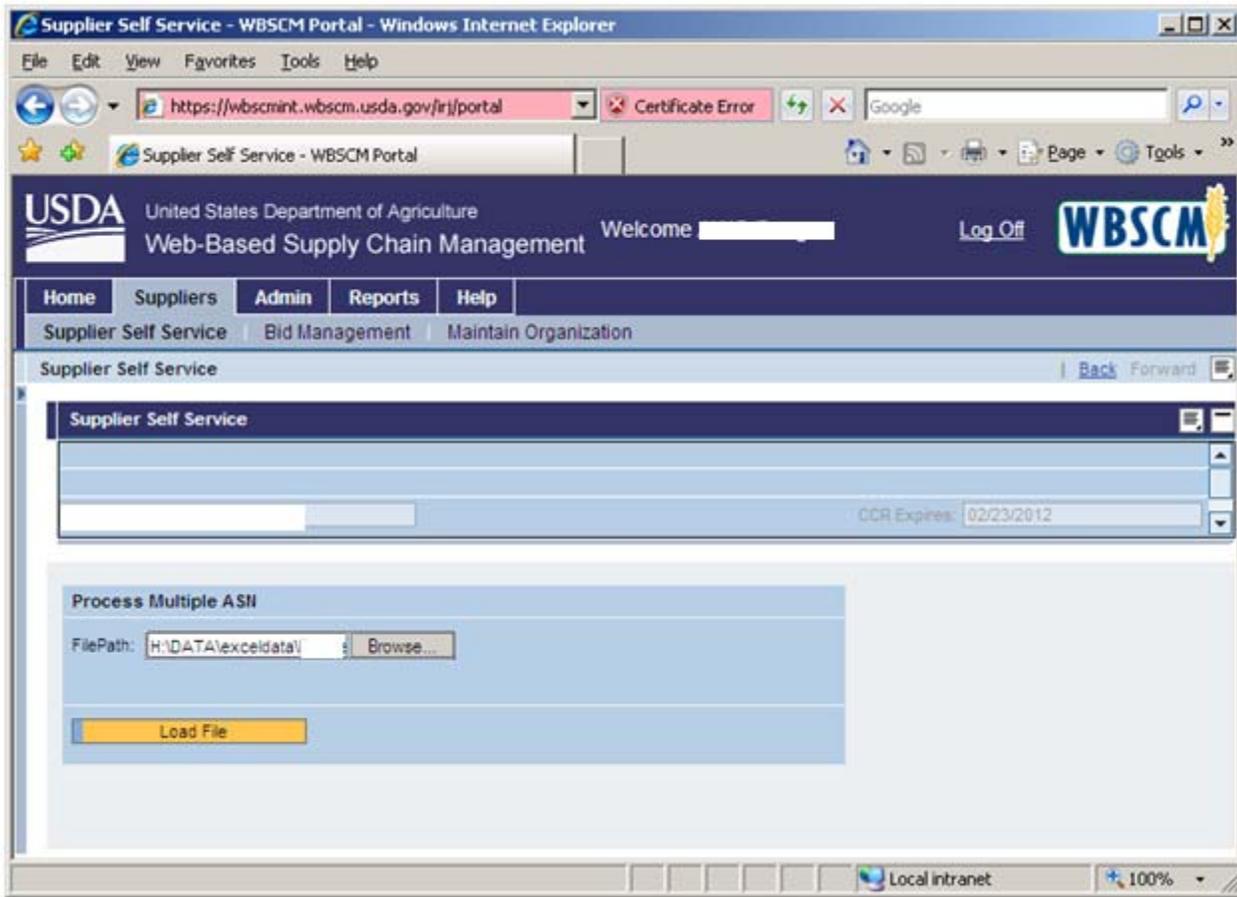
ENTER THE FOLLOWING INFORMATION STARTING FROM ROW 2.

- COLUMN
- A. ENTER THE PURCHASE ORDER NUMBER THAT STARTS WITH 31.
 - B. ENTER THE PURCHASE ORDER LINE ITEM NUMBER.
 - C. ENTER THE EXPECTED DELIVERY DATE IN THE FORMAT MM/DD/YYYY.
 - D. ENTER THE EXPECTED DELIVERY TIME IN THE FORMAT HH:MM:SS.
 - E. SHIPPING DATE (IF NO VALUE IS ENTERED THEN SYSTEM DEFAULTS TO THE CURRENT DATE).
 - F. SHIPPING TIME (IF NO VALUE IS ENTERED THEN SYSTEM DEFAULTS TO THE CURRENT TIME).
 - G. MEANS OF TRANSPORT (MAKE SURE IT MATCHES EXACTLY ONE OF THE FOLLOWING VALUES)
 - Rail Car (must have the space, it cannot be RailCar).
 - Truck
 - If other than Rail Car or Truck, contact USDA for other values.
 - H. ESTABLISHMENT NUMBER (OPTIONAL).
 - I. RAILCAR NUMBER OR BILL OF LADING NUMBER.
 - J. QUANTITY (**POUNDS**).
 - K. COMMENTS (OPTIONAL).
 - L. SCHEDULE LINE (THIS IS FOR INTERNATIONAL SHIPMENTS – OPTIONAL)

YOU MUST SAVE THE SPREADSHEET IN THE **.CSV** FORMAT.



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)

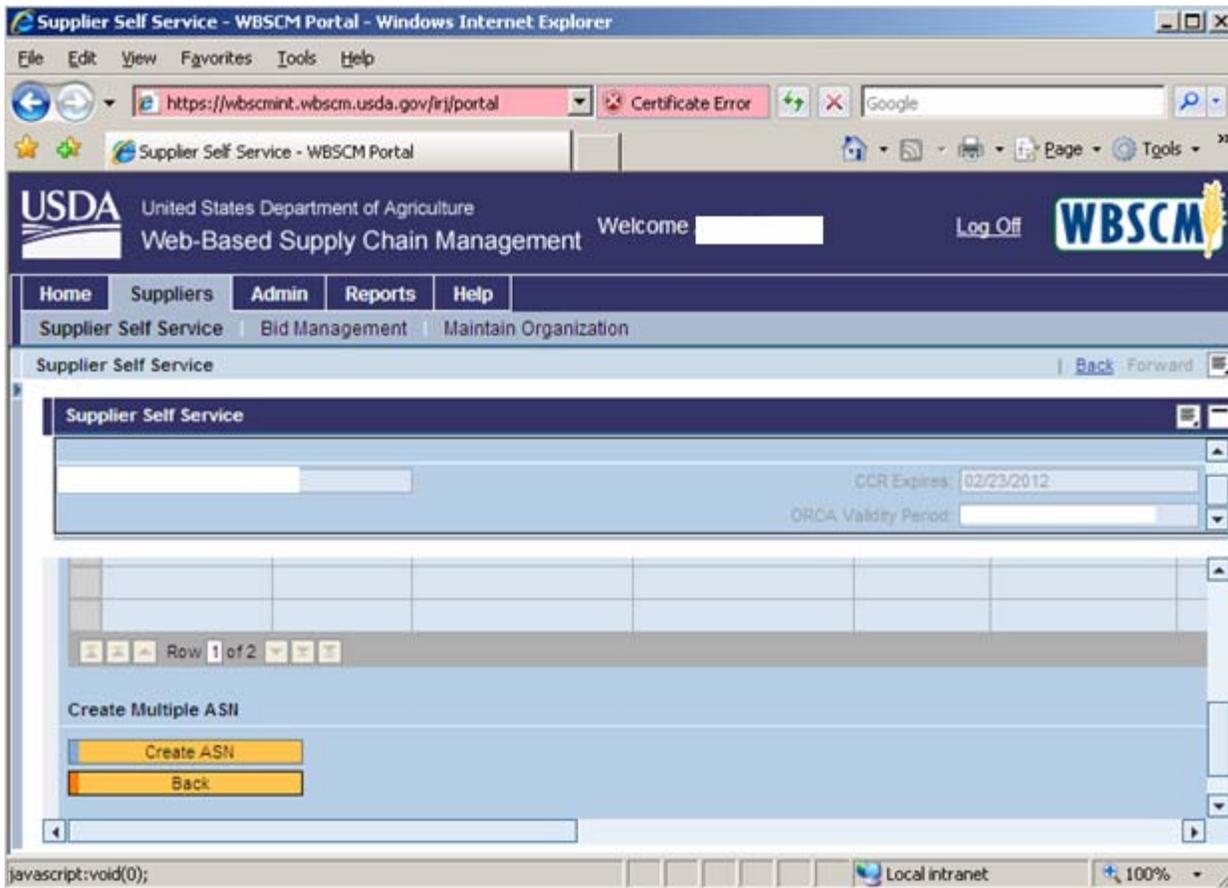


Using the "Browse" button locate your completed excel file and click on the "Load File" button

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) Portal. The browser window title is "Supplier Self Service - WBSM Portal - Windows Internet Explorer". The address bar shows "https://wbscmint.wbscm.usda.gov/irj/portal" with a "Certificate Error" warning. 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 main navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". Below this, there are links for "Supplier Self Service", "Bid Management", and "Maintain Organization". The "Supplier Self Service" section is active, showing a "CCR Expires: 02/23/2012" status. The "ASN Display" section is visible, featuring a "View" dropdown set to "Standard View", "Print Version", and "Export" buttons. A table displays ASN data with the following 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 3100001850 and PO Line Item # 1. An arrow points to the first row's Document Number cell.

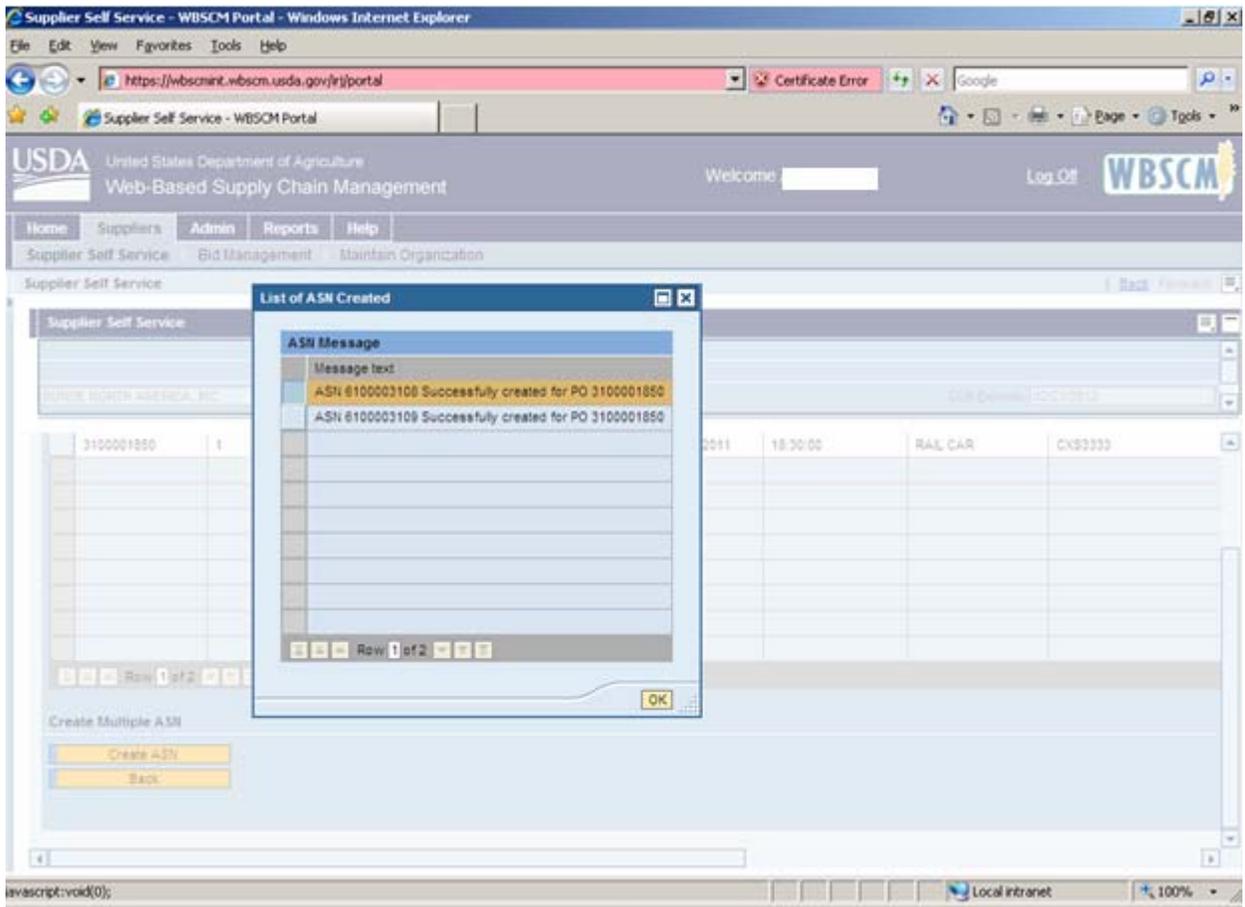
Document Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Me
3100001850	1	07/15/2011	17:30:00	07/01/2011	18:30:00	RA
3100001850	1	07/15/2011	17:30:00	07/01/2011	18:30:00	RA

The data from the csv spreadsheet should appear. Click on the box with the arrow and select all.



You must click on the “Create ASN” button to complete the process

Once you click the “Create ASN” button, you cannot delete, change or edit the ASN. You will need to contact the appropriate commodity specialist to reverse the ASN.



You will get a message stating that the ASN was successfully created for both line items

Click "OK" to close the box