

Supplier Self Service – Click on All Purchase Orders

Supplier Self Service - WBSM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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

Supplier Self Service - WBSM Portal

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

Welcome HAC GUIDRY

Home Suppliers Admin Reports Help

Supplier Self Service | Bid Management | Maintain Organization

Supplier Self Service

Detailed Navigation

- Supplier Self Service
- Inspection Results Entry
- Enter Shipment Receipt
- Shipment Dashboard

Portal Favorites

Supplier Self Service

GUIDRY LIASON GROUP, INC.

All Purchase Orders

- New (8) and Changed (3)
- In Process
- Confirmed and Partially Confirmed

All ASNs

- Upload Files (Multiple ASN)
- Create

All Invoices

- Rejected
- Cancelled
- by USDA
- by Vendor
- Create

Own Data

Messages

Start

Inbox - Microsoft ...

FW: new purchase...

RE: new purchase ...

RE: new purchase ...

Locate your purchase order. You may have many. Click on the “document number” link. (THE Purchase order number is to the right.)

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GUIDRY LIASON GROUP, INC.

Start Page > List of Purchase Orders

List of Purchase Orders

Print Download

	Document ...	Document Name	Document D...	Status
<input type="checkbox"/>	3100001897	AG-DPRO-P-11-0650	04/05/2011	Confir
<input type="checkbox"/>	3100001890	AG-DPRO-P-11-0647-P0002	04/05/2011	Confir
<input type="checkbox"/>	3100001525	AG-INTP-P-11-0456	02/24/2011	Confir
<input type="checkbox"/>	3100001514	AG-INTP-P-11-0441	02/24/2011	New
<input type="checkbox"/>	3100001367	AG-DPRO-D-11-0397-P0001	02/10/2011	New
<input type="checkbox"/>	3100001366	AG-DPRO-D-11-0396-P0001	02/10/2011	New
<input type="checkbox"/>	3100001227	AG-INTP-P-11-0239	01/12/2011	Confir
<input type="checkbox"/>	3100001202	AG-DPRO-P-11-0233	01/03/2011	New
<input type="checkbox"/>	3100001119	AG-INTP-P-11-0171	12/02/2010	New
<input type="checkbox"/>	3100001118	AG-INTP-P-11-0170	12/02/2010	New

Done

Start

Click on the PRINT button

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Start Page > List of Purchase Orders > Display Purchase Order

Display Purchase Order

Create ASN Display History Display Document Flow Print Download

Basic Data

Document Number	3100001897
Document Name	AG-DPRO-P-11-0650
Document Date	04/05/2011
Purchase Order No.	4100001987
Requested Follow-On Documents	Shipping Notif., Invoice
Status	Confirmed
Award Type	
DDLV	

Done

Start [Icons] Inbox - Microsoft ... FW: new purchase... RE: new purchase ... RE: new purchase ... Sup

You will see "Your request is being processed"

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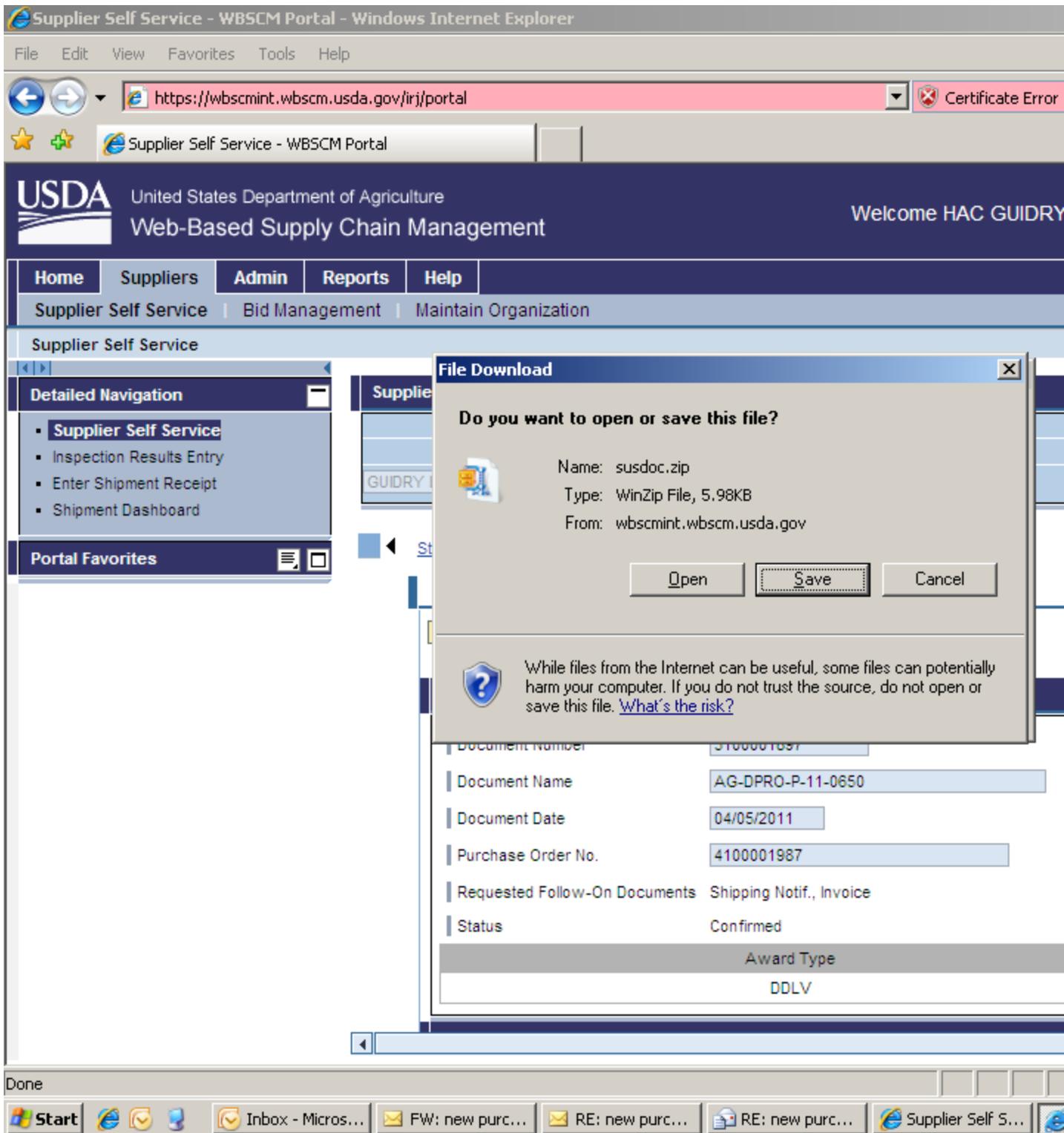
Basic Data

Document Number	31	Wait... Your request is being processed.
Document Name	AG	
Document Date	04	
Purchase Order No.	4100001987	
Requested Follow-On Documents	Shipping Notif., Invoice	
Status	Confirmed	
Award Type		
DDLV		

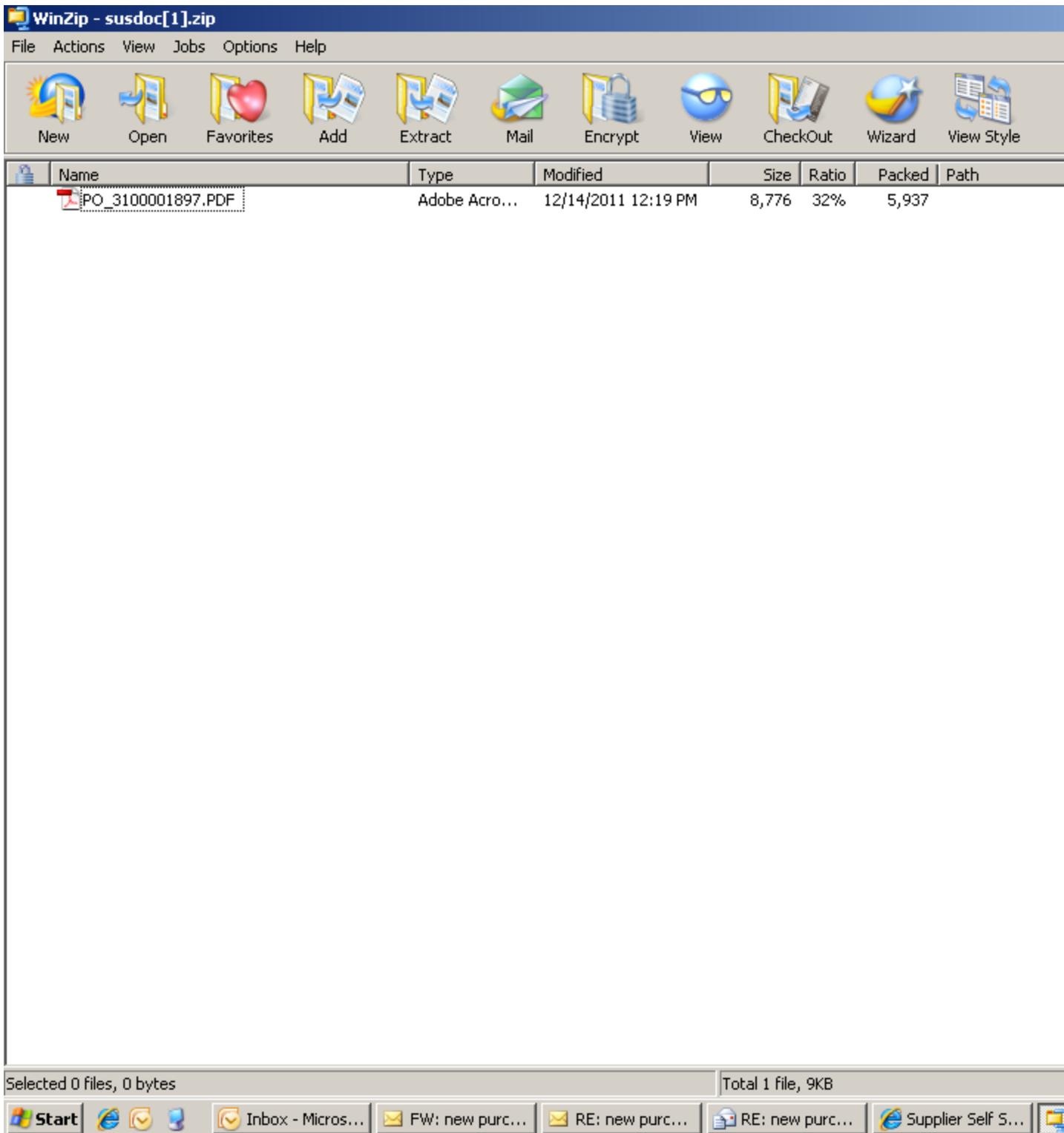
Waiting for https://wbscmint.wbscm.usda.gov/srm_zsrmsus(bD1lbiZjPTIzNSZwPTMyMTIyJnY9NyUyZTAwJmk9M...

Start [Icons] Inbox - Microsoft ... FW: new purchase... RE: new purchase ... RE: new purchase ... Sup

Then you will see this box: Click open



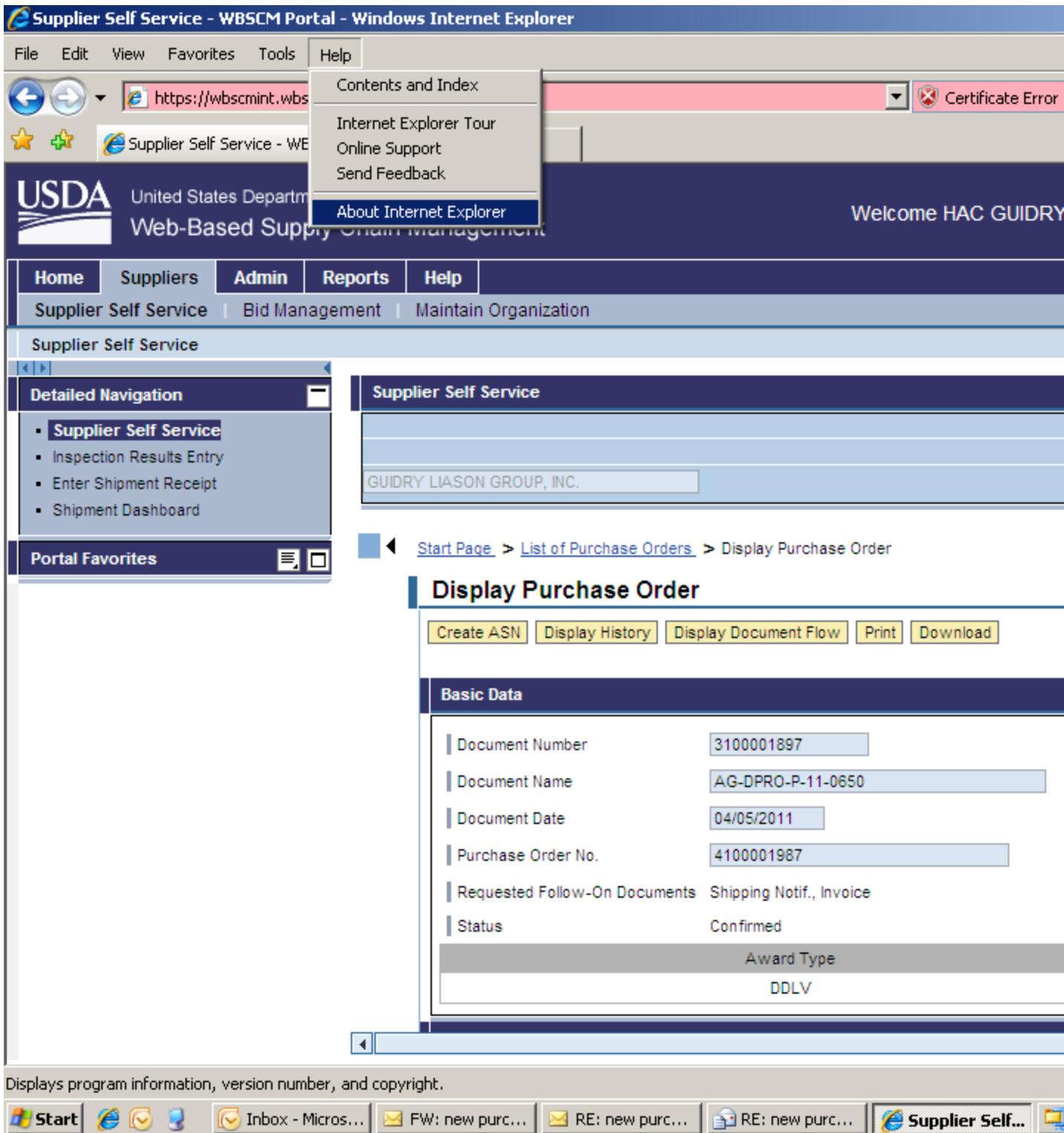
You will then see this. Click on the PDF file and then click open.



This should do it for you. If you have any issues, please let me know ASAP.

Before you email me, make sure you know what version of Internet explorer you are using. See screen shot below. Help > About Internet Explorer > Make sure you are using Internet Explorer versions 7. Or if you are using 8, make sure you are in compatibility mode.

Also make sure your Zoom is at 100%. See screen shot below.



Bottom right of screen should say 100%



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