WBSCM Final Phase – Rollout set for April 1

The last phase of WBSCM functionality is scheduled to rollout, April 1. This phase includes functionality from the approval of the Purchase Order/Contract through Contract Closeout.

What does this mean?

Ordering Entities: You will begin using WBSCM for entering your orders. Orders through FNS or USAID will be selected through the use of catalogs. Orders through FAS will be attached to your FAS Agreement.

Commodity Vendors, Steamship Lines and their Agents： Invitations/Solicitations will be on the WBSCM Public Procurement Page located at https://portal.wbscm.usda.gov/publicprocurement. Bids will be submitted and evaluated in WBSCM.

What do I need to do to?

Obtain an e-Auth ID (see instructions below). If you already have an e-auth ID, but have not received a WBSCM E-mail with logon instructions, follow the steps below:

Commodity Vendor:
1. Ensure that your registration in CCR is up to date and accurately reflects company data.
2. Fill out a vendor registration form located at *Web Based Supply Chain Management* section on DACO page under Related Topics: http://www.fsa.usda.gov/FSA/webapp?area=home&subject=coop&topic=wbs. Under Service Category on Page 2 mark "Freight & Ocean". Many vendors have already been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
3. Obtain WBSCM Corporate Vendor User Administration role by completing the attached WBSCM User Access Authorization Form SCM2. The Administrator's signature in Block 20 must be signed.
4. Submit completed Form SCM2 to the e-mail address or fax number located at the bottom of the form. Many Corporate Vendor User Administrators have been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
5. Once you have received an e-mail and obtained access to WBSCM, the necessary plants and users may be added by the Corporate Vendor User Administrator.
6. To conduct business, open Internet Explorer and Navigate to the WBSCM URL
   https://portal.wbscm.usda.gov . If you have trouble navigating to the WBSCM URL, refer to the attachment titled "WBSCM End User Settings for Internet Explorer" for tips.

Domestic Transportation Companies (Steamship Lines, Trucking Companies and Railroads):
1. Ensure that your registration in CCR is up to date and accurately reflects company data.
2. Fill out a vendor registration form located at *Web Based Supply Chain Management* section on DACO page under Related Topics: http://www.fsa.usda.gov/FSA/webapp?area=home&subject=coop&topic=wbs. Under Service Category on Page 2 mark "Freight & Ocean". Many vendors have already been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
3. Obtain WBSCM Corporate Vendor User Administration role by completing the attached WBSCM User Access Authorization Form SCM2. The Administrator's signature in Block 20 must be signed.
4. Submit completed Form SCM2 to the e-mail address or fax number located at the bottom of the form. Many Corporate Vendor User Administrators have been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
5. You will receive an e-mail giving you access to WBSCM.

Steamship Line (SSL):
1. Ensure that your registration in CCR is up to date and accurately reflects company data.
2. Fill out a vendor registration form located at ***Web Based Supply Chain Management*** section on DACO page under Related Topics: http://www.fsa.usda.gov/FSA/webapp?area=home&subject=coop&topic=wbs. Many vendors have already been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
3. Obtain WBSCM role(s) by completing the attached WBSCM User Access Authorization Form SCM2 for each person in the organization that requires access.
   - Name Freight Agent(s) that represent you in Section 16 (this must be done before Freight Agents gain access to WBSCM).
   - The Administrator's signature in Block 20 must be signed.
4. Submit completed Form SCM2 to the e-mail address or fax number located at the bottom of the form. Many Users have been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
5. You will receive an e-mail giving you access to WBSCM.
6. To conduct business, open Internet Explorer and Navigate to the WBSCM URL *https://portal.wbscm.usda.gov* . If you have trouble navigating to the WBSCM URL, refer to the attachment titled "WBSCM End User Settings for Internet Explorer" for tips.

Freight Agent
1. Ensure that your registration in CCR is up to date and accurately reflects company data.
2. Obtain WBSCM role(s) by completing the attached WBSCM User Access Authorization Form SCM2 for each person in the organization that requires access.
   - Name each Steamship Line(s) in Section 16 (SSL's must register before Freight Agents gain access to WBSCM).
   - The Administrator's signature in Block 20 must be signed.
3. Submit completed Form SCM2 to the e-mail address or fax number located at the bottom of the form. Many Users have been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
4. You will receive an e-mail giving you access to WBSCM.
5. To conduct business, open Internet Explorer and Navigate to the WBSCM URL *https://portal.wbscm.usda.gov* . If you have trouble navigating to the WBSCM URL, refer to the attachment titled "WBSCM End User Settings for Internet Explorer" for tips.
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Freight Forwarder:
1. Ensure that your registration in CCR is up to date and accurately reflects company data.
2. Obtain WBSCM role(s) by completing the attached WBSCM User Access Authorization Form SCM2 for each person in the organization that requires access.
   - Name each PVO(s) you represent in Section 16.
   - The Administrator's signature in Block 20 must be signed.
3. Submit completed Form SCM2 to the e-mail address or fax number located at the bottom of the form. Many Users have been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
4. You will receive an e-mail giving you access to WBSCM.
5. To conduct business, open Internet Explorer and Navigate to the WBSCM URL *https://portal.wbscm.usda.gov* . If you have trouble navigating to the WBSCM URL, refer to the attachment titled "WBSCM End User Settings for Internet Explorer" for tips.

PVO/ NGO:
1. Ensure that your registration in CCR is up to date and accurately reflects company data.
2. Obtain WBSCM role(s) by completing the attached WBSCM User Access Authorization Form SCM2 for each person in the organization that requires access.
   - Name each Freight Forwarder(s) that represent you in Section 16.
   - The Administrator's signature in Block 20 must be signed.

PVO/ NGO: Continued

3. Submit completed Form SCM2 to the e-mail address or fax number located at the bottom of the form. Many Users have been loaded in WBSCM and may not need to complete a new form. To inquire regarding your registration status, contact 1-877-WBSCM4U.
4. You will receive an e-mail giving you access to WBSCM.
5. To conduct business, open Internet Explorer and Navigate to the WBSCM URL *https://portal.wbscm.usda.gov* . If you have trouble navigating to the WBSCM URL, refer to the attachment titled "WBSCM End User Settings for Internet Explorer" for tips.

WBSCM eAuthentication Registration

The eAuthentication, or eAuth, is a secured system used by USDA to enable customers to obtain accounts that will allow them to access USDA web applications and services via the Internet. Users will access the WBSCM system online through the Enterprise Portal (WBSCM web page) for a "single view" of the integrated WBSCM functionality.

To access the Enterprise Portal, users will need to first set up an eAuth account. If you already have an eAuth account, either Level 1 or Level 2, **no further action is required**. If you do not have an eAuth account you will need to create one. All WBSCM users will only need to have a Level 1 access account to use the portal.

To create an eAuth account, please follow this link and click "Level 1 Access" at the bottom of the Create an Account page: http://www.eauth.egov.usda.gov/eauthCreateAccount.html. Please disregard the information under the heading "If you are a customer (non USDA Federal Employee)" as all WBSCM users will only need to have Level 1 access.

Once you have a user account set up, you will receive an email notification with a link to complete registration within the WBSCM portal. To access this link, you will need to be able to login with a valid eAuth username and password.

The email address and last name used to register your eAuth account must match those used when your WBSCM portal account is created.

Where to I obtain WBSCM Help?

Helpdesk

To obtain assistance using WBSCM, please contact the WBSCM Helpdesk at any of the following:

- telephone 877-WBSCM-4U or 877-927-2648
- email: WBSCMhelp@ams.usda.gov
- Web form link on WBSCM Portal (https://srai.service-now.com).

Helpdesk information is posted on the WBSCM Home Page under the Help tab > Helpdesk tab at https://portal.wbscm.usda.gov.

Level 1 Help desk hours are Monday – Friday from 8:00 am to 6:00 pm eastern time. In addition, the Level 1 Help Desk will have extended hours in the evening, through 9:00 pm eastern on:
- April 7 – 8
- April 11 – 15
- April 18 – 20

WBSCM is off-line Sunday evenings from 7:00 pm to 11:00 pm eastern. Unplanned outages will be communicated through the WBSCM splash page.

Help within the WBSCM Portal

To obtain guidance within the system, click on the "HELP" tab.

Decommissioning the Legacy Ordering System for International Food Aid (FARES)

With the rollout of the final phase of WBSCM comes the "lockdown of the old ordering system, FARES. As of March 24, the FARES system was placed in a "View Only" mode (with the exception of comments) for business.

WBSCM Minimum System Requirements Updated

	Minimum Requirement	Notes:
Hardware		
Processor	800MHz +	
Memory	512 MG +	
Hard Disk Drive	110 MB +	
Monitor Resolution	1024 x 768 16K colors or better	
Software		
Operating System	Microsoft Windows XP, or Microsoft Windows Vista	
Web Browser	Microsoft Internet Explorer 6.0 - Service Pack 2 or Microsoft Internet Explorer 7.0	**WBSCM is not compatible with Internet Explorer 8.0 running in native mode. WBSCM will support Internet Explorer 8.0 running in IE 7.0 compatibility mode.**
Adobe Flasher Player	Adobe Flash Player 8.0, 9.0, or 10.2	Only needed for viewing uPerform simulations.
Additional Desktop Integration Software	Microsoft Office (MS-Word, MS-Excel); Adobe Acrobat Reader	Required for viewing documents attached to WBSCM transactions.
Additional Software for Records Management	Internet Explorer web browser SAP Plug-in	This software will only be applicable to USAID, USDA, and Freight Forwarder staff and supports only Internet Explorer 6 and 7 browsers.
Additional Software for Procurement	Java Runtime Environment 1.4.2 or higher	This software will only be applicable to USAID, USDA users of Procurement transactions.

- Records Management requires the SAP Plug-ins which only supports Internet Explorer 6 and 7. Other browsers (Firefox 2.0) do not support Records Management.

- For users who currently have Internet Explorer 8.0, the SAP Portal is not compatible with this version and you are advised to uninstall it and install Internet Explorer 7.0, or run Internet Explorer in IE7 compatibility mode.

- Due to the Records Management requirement, Mac users can use their Macs to access WBSCM by visiting an Apple store to install Windows as a second operating system.

- Sun JRE version 1.4.2 or Higher is only needed by Internal users who execute the following Procurement transactions which have approver workflows:
  - Process Bid Invitation
  - Process Contract
  - Process Purchase Order

- The uPerform will work with a higher version of Adobe Flash Player. The latest version is 10.0.32.18. You can check the current version of Flash Player by going to http://www.adobe.com/products/flash/about. This page runs a version test that reports your currently installed Flash Player version and lists the latest available version for the platform. At a minimum, you need to have Flash Player version 8. To install the latest version of Flash Player, visit http://www.adobe.com/go/getflashplayer, and follow the directions.

WBSCM Instructor Led Training (ILT) Update

ILT for Private Voluntary Organizations, Freight Forwarders, Ocean Carriers and their Brokers took place in Kansas City, Missouri, during the week of March 7th and March 14th. At this time there is no future ILT planned for any of the external vendors, however, e-learning classes are available as described in the following paragraph.

Updated e-Learning Courses

The e-learning courses are available at the **WBSCM Program Web site** (http://www.fsa.usda.gov/FSA/webapp?area=home&subject=coop&topic=wbs). To access the courses at this web site, click on ftp://ftp.ams.usda.gov/WBSCMTraining.

Recently some of the e-Learning courses have been updated to more accurately reflect the current way the WBSCM System operates. Therefore, you may want to see if any of the courses listed below are related to your area of business and if so, take those courses over.

The following is the breakdown of the directory locations for the updated courses:
Directory: Updated Documentation/External/Fulfillment/Domestic

- EXT100 SDA Organization Administration
- EXT110 RA Co-op Organization Administration
- EXT130 Ship To Party Administration
- EXT300 SDA Order Management
- EXT315 National Warehouse Order Management
- EXT360 Price Support Warehouse Administration

Directory: Updated Documentation/External/Fulfillment/International

- EXT320 PVO Order Management

Directory: Updated Documentation/External/Procurement/Domestic

- EXT435 Domestic Commodity Bidding

Directory: Updated Documentation/External/Procurement/International

- EXT420 International Freight Bidding
- EXT435 International Commodity Bidding

Newsletter Distribution and Feedback

We encourage anyone who is currently receiving this newsletter to please distribute it to any parties who you think might be interested in learning about the current WBSCM activities.

We would appreciate receiving your feedback! Please email your WBSCM questions or suggestions to: **_WBSCM@kcc.usda.gov_**.