

Process Overview

Purpose

The purpose of this transaction is to display an FAS Sales Order in WBSCM. This transaction will be used primarily by Private Voluntary Organizations (PVOs), International Organizations (IOs), and FAS Order Managers. Users will be able to display the header level details (sold-to party, ship-to party, recipient country, net price, etc.) as well as the transactional level details (materials added to the sales order, and the quantities, unit of measure, per unit price, total price, and status for each line item on the order).

Process Trigger

Use this transaction to display an FAS Sales Order for reference or to check the status on the order. **Prerequisites**

FAS Sales Order must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

Select Operations tab → Order Processing tab → Order Management folder → FAS
 Order Entry link to go to the FAS Order Entry screen.

Tips and Tricks

- This transaction will not allow you to modify any fields.
- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
 - A Conditional field: an entry that becomes required as a result of entering something previous to it, which then deems it required.
 - An **Optional field:** you may enter information in an optional field, but an entry is not required for the completion of the transaction.
- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

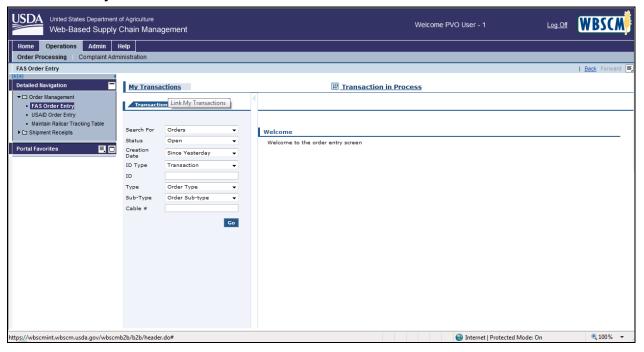
Reminders

- Remember to check your work
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.



Procedure

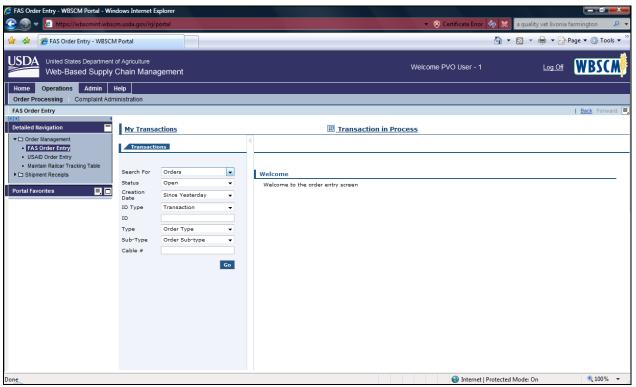
- Start the transaction using the following Portal path: Operations tab → Order Processing tab
 → Order Management folder → FAS Order Entry
- **FAS Order Entry Screen**



2. Click My Transactions (the My Transactions link) to perform a search for transactions you would like to display.



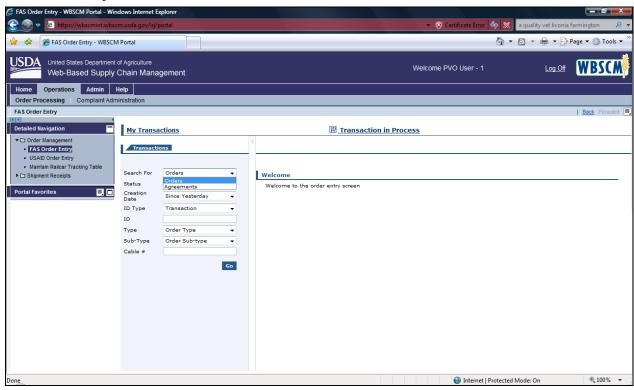
FAS Order Entry Screen



3. In the **Search For** field, click the **Dropdown** button.



FAS Order Entry Screen



4. From the Dropdown list, select Orders (the Orders option).

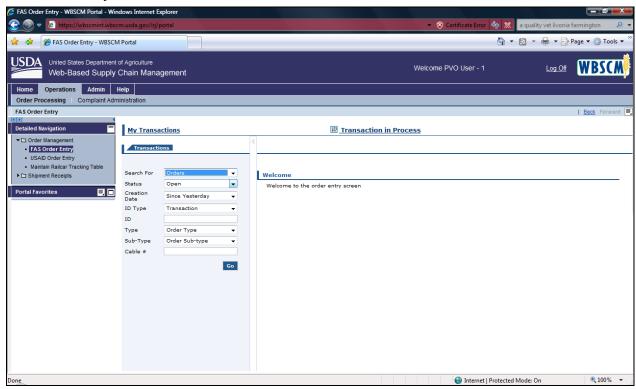


- 3) Use this field to indicate whether the search is for an order or an agreement.
- **rs** A sales order placed in WBSCM by the PVO/IO to indicate a desire to order goods.

ements - Typically used by FAS to search for FAS Agreements that are referenced in orders.



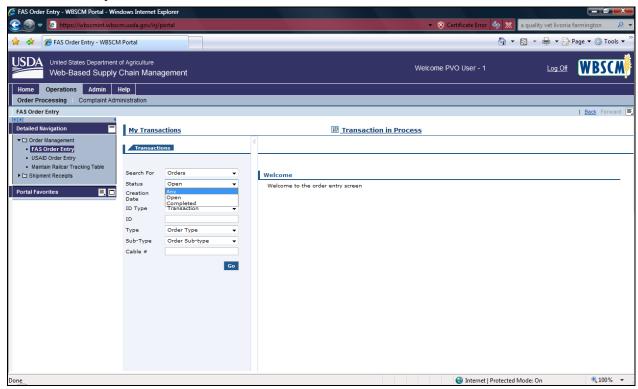
FAS Order Entry Screen



5. In the **Status** field, click the **Dropdown** button.



FAS Order Entry Screen



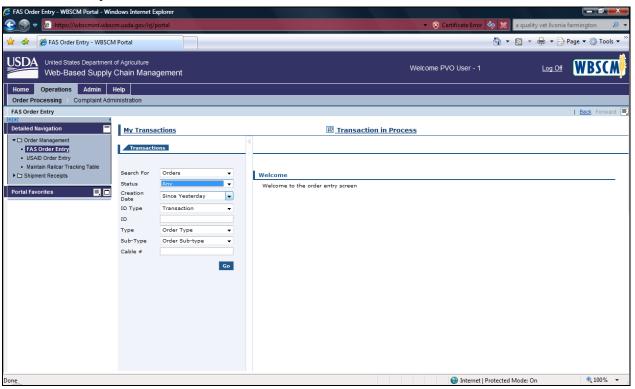
- 6. Select the status from the **Dropdown** list. In this case, select Any option) to display orders in both open and closed status.
- e) Use this field to display orders specifically in the **Open** or **Completed** Status, or orders in status.
- n Only orders that are open (i.e. have not yet been delivered or receipted) will display in ch results.

pleted- Only orders that are completed (i.e. have already been delivered and receipted) will ay in search results.

- Orders in both open or completed status will display.



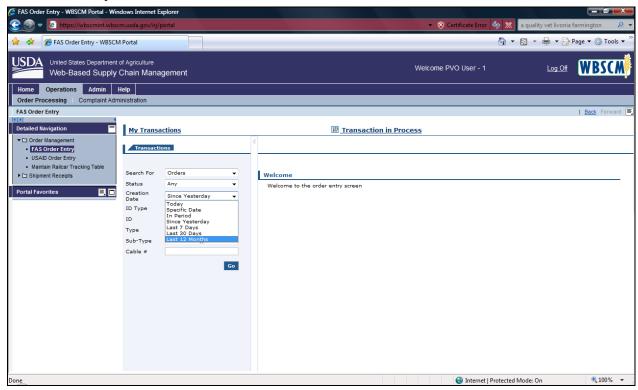
FAS Order Entry Screen



7. In the Creation Date field, click the Dropdown button.



FAS Order Entry Screen



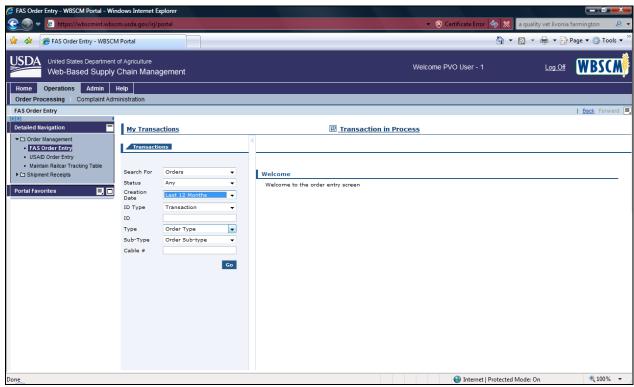
8. From the Dropdown list, select Last 12 Months (the Last 12 Months option).



(Note) A selection in this field displays all sales orders created within the selected date range. Possible selections for this field include: **Today**, **Specific Date**, **In Period**, **Since Yesterday**, **Last 7 Days**, **Last 30 Days**, or **Last 12 Months**. By selecting **Specific Date**, a free text field will display, prompting that the specific date in a MM/DD/YYYY format be entered. If **In Period** is selected, two free text fields will display, prompting that a range of dates in MM/DD/YYYY format be entered.



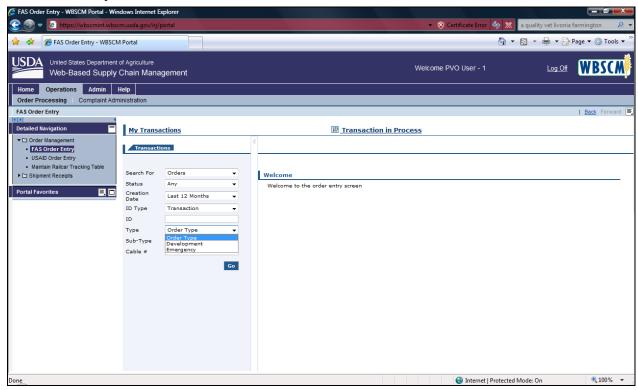
FAS Order Entry Screen



9. In the **Type** field, click the **Dropdown** button.



FAS Order Entry Screen



10. From the Dropdown list, select the Development option.



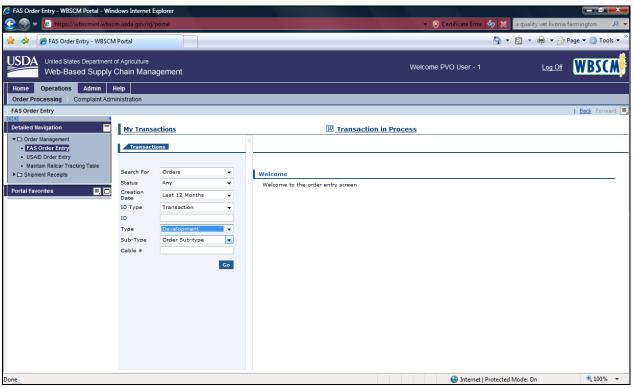
e) The **Order Type** refers to whether the order was for development or emergency purposes. anations are as follows:

slopment - order was planned in advance, and is used for developing a country's structure.

rgency - order may be planned in advance or at the last minute, and is used for helping a try undergoing a natural disaster, political crisis, or other emergency situation.



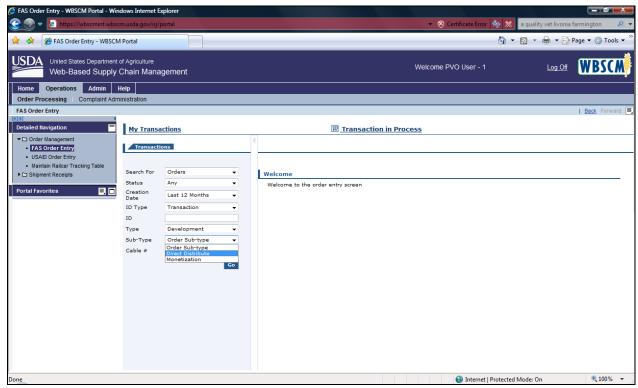
FAS Order Entry Screen



11. In the Sub-Type field, click the Dropdown button.



FAS Order Entry Screen



12. From the Dropdown list, select Direct Distribute (the Direct Distribute option).

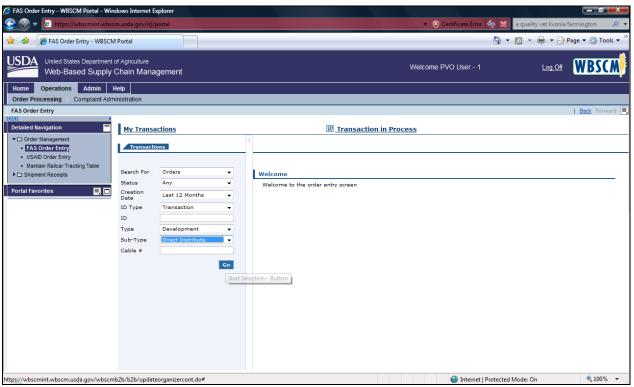


- e) The **Order Sub-Type** refers to whether the order is for direct distribution or monetization. anations are as follows:
- **>t Distribute** commodities are distributed within the recipient country. The recipient country ves the benefit of food aid.

etization - commodities are sold and the recipient country receives the monetary proceeds the sale of food aid.



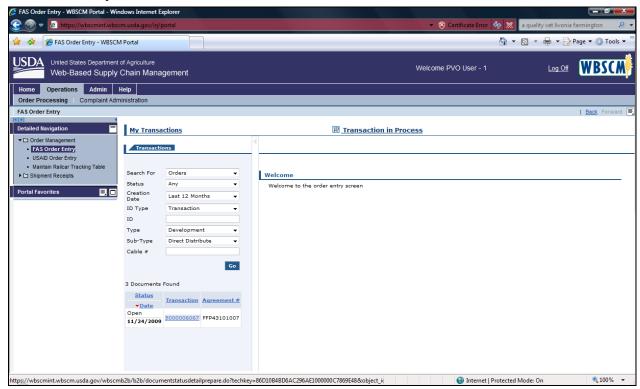
FAS Order Entry Screen



13. Click Go button) to perform the search.



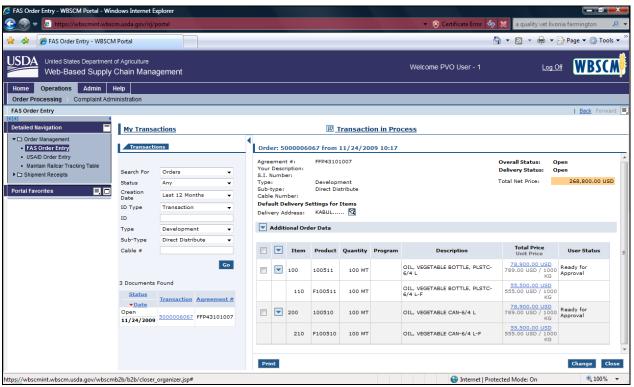
FAS Order Entry Screen



14. Select the order you would like to display. In this case, select 5000006067 (the **5000006067** link) to open sales order #5000006067.



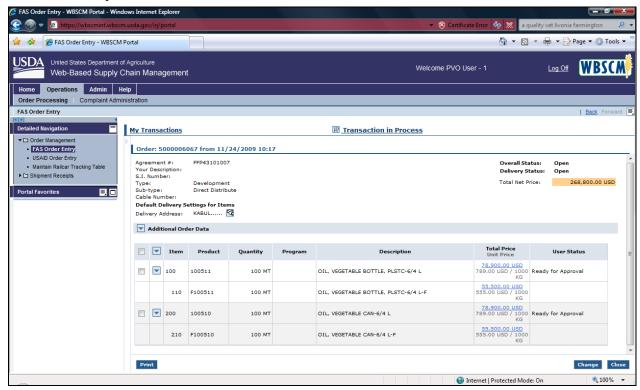
FAS Order Entry Screen



15. Click (the **Hide Navigator** button) to hide the search pane.



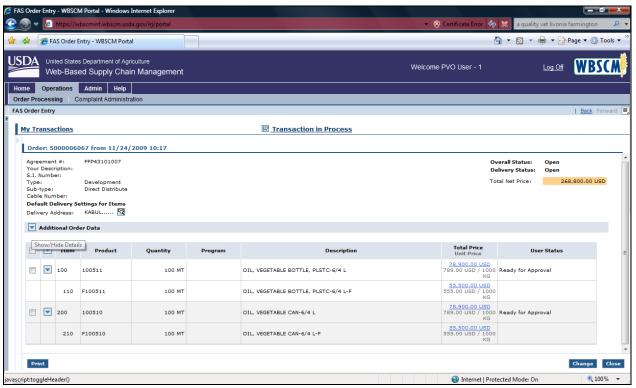
FAS Order Entry Screen



16. Click **!** (the **Hide Navigator** button) to hide the Portal menu.



FAS Order Entry Screen



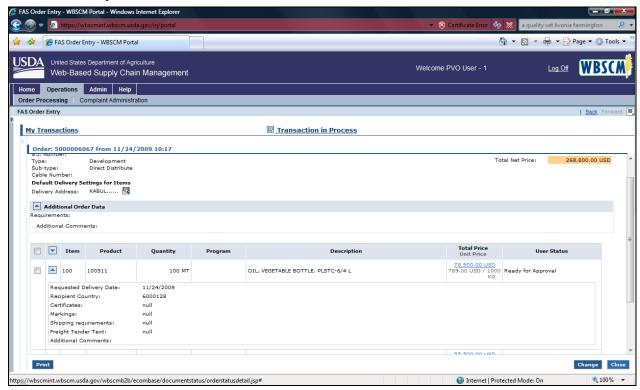
17. Click (the **Dropdown** button) in a line item, to display additional information on a particular line item.



(Note) Each line item with a dropdown arrow (given a 100, 200, 300 numbering schema) represents a commodity on the sales order. The items below it (given the 110, 120, 130, 140 numbering schema) represent any mandatory or optional substitutes associated with the commodity.



FAS Order Entry Screen



18. Click Close (the Close button) to close the screen.



e) Clicking the dropdown arrow displays additional information specific to that commodity line. This includes the following fields:

Jested Delivery Date - date when the PVO/IO requests to receive commodities.

pient Country - program country that receives the benefits of the aid shipment. In cases of t distribution, the recipient country receives the food aid. In cases of monetization, the ient country receives the proceeds from the sale of food aid.

ificates - certificates that need to accompany the shipment when shipping to the contracted to point.

tings - specific bag markings required by the program agency based on the recipient country.

ping Requirements - shipping requirements, including containerization, fumigation and ding documents.

yht Tender Text - additional information that may be needed on the freight tender.

tional Comments - additional comments on the order.

that the order can be printed by clicking the **Print** button. If your User ID allows access to ng changes to the order, use the **Change** button.



19. You have completed this transaction.