



Display FAS Sales Order

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.



Display FAS Sales Order

Procedure

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

FAS Order Entry Screen

The screenshot shows the WBSM portal interface. At the top, the USDA logo and 'United States Department of Agriculture Web-Based Supply Chain Management' are visible. The user is logged in as 'PVO User - 1'. The navigation menu on the left includes 'Home', 'Operations', 'Admin', and 'Help'. Under 'Operations', 'Order Processing' is selected, leading to 'FAS Order Entry'. The 'FAS Order Entry' screen has a 'Detailed Navigation' pane on the left with 'FAS Order Entry' highlighted. The main area has a 'My Transactions' tab and a search form. The search form includes dropdowns for 'Search For' (set to 'Orders'), 'Status' (set to 'Open'), 'Creation Date' (set to 'Since Yesterday'), 'ID Type' (set to 'Transaction'), and 'Type' (set to 'Order Type'). There are also input fields for 'ID', 'Sub-Type' (set to 'Order Sub-type'), and 'Cable #'. A 'Go' button is at the bottom of the search form. The right side of the screen displays a 'Welcome' message: 'Welcome to the 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.



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FAS Order Entry Screen

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



Use this field to indicate whether the search is for an order or an agreement.

Orders - A sales order placed in WBSCM by the PVO/IO to indicate a desire to order goods.

Agreements - 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.



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FAS Order Entry Screen

6. Select the status from the **Dropdown** list. In this case, select **Any** (the **Any** option) to display orders in both open and closed status.



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 search results.

pleted - Only orders that are completed (i.e. have already been delivered and receipted) will display 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.



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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.



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FAS Order Entry Screen

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



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

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

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



FAS Order Entry Screen

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



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FAS Order Entry Screen

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




3) The **Order Sub-Type** refers to whether the order is for direct distribution or monetization. The options are as follows:

Direct Distribute - commodities are distributed within the recipient country. The recipient country receives the benefit of food aid.

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



FAS Order Entry Screen

13. Click  (the **Go** button) to perform the search.



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FAS Order Entry Screen

FAS Order Entry - WBSCM Portal - Windows Internet Explorer

https://wbscmint.wbscm.usda.gov/ij/portal

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

Welcome PVO User - 1 Log Off WBSCM

Home Operations Admin Help

Order Processing Complaint Administration

FAS Order Entry

Back Forward

My Transactions Transaction in Process

Transactions

Search For Orders
Status Any
Creation Date Last 12 Months
ID Type Transaction
ID
Type Development
Sub-Type Direct Distribute
Cable #
Go

3 Documents Found

Status	Transaction	Agreement #
Open	5000006067	FFP43101007

https://wbscmint.wbscm.usda.gov/wbscmb2b/b2b/documentstatusdetailprepare.do?techkey=86D10B4BD6AC296AE100000C7869E48&object_id=... Internet | Protected Mode: On 100%

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



Display FAS Sales Order

FAS Order Entry Screen

FAS Order Entry - WBSCM Portal - Windows Internet Explorer

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

United States Department of Agriculture
Web-Based Supply Chain Management

Welcome PVO User - 1

Log Off

Home Operations Admin Help

Order Processing Complaint Administration

FAS Order Entry

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My Transactions

Transaction in Process

Order: 5000006067 from 11/24/2009 10:17

Agreement #: FFP43101007
Your Description:
S.I. Number:
Type: Development
Sub-type: Direct Distribute
Cable Number:
Default Delivery Settings for Items
Delivery Address: KABUL.....

Overall Status: Open
Delivery Status: Open
Total Net Price: 268,800.00 USD

Additional Order Data

Item	Product	Quantity	Program	Description	Total Price Unit Price	User Status
100	100511	100 MT		OIL, VEGETABLE BOTTLE, PLSTC-6/4 L	78,900.00 USD 789.00 USD / 1000 KG	Ready for Approval
110	F100511	100 MT		OIL, VEGETABLE BOTTLE, PLSTC-6/4 L-F	55,500.00 USD 555.00 USD / 1000 KG	
200	100510	100 MT		OIL, VEGETABLE CAN-6/4 L	78,900.00 USD 789.00 USD / 1000 KG	Ready for Approval
210	F100510	100 MT		OIL, VEGETABLE CAN-6/4 L-F	55,500.00 USD 555.00 USD / 1000 KG	

3 Documents Found

Status	Transaction	Agreement #
Open	5000006067	FFP43101007

Print Change Close

Internet | Protected Mode: On

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



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FAS Order Entry Screen

FAS Order Entry - WBSCM Portal - Windows Internet Explorer

https://wbscmint.wbscm.usda.gov/ij/portal

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

Welcome PVO User - 1 Log Off WBSCM

Home Operations Admin Help

Order Processing Complaint Administration

FAS Order Entry

Detailed Navigation

- Order Management
 - FAS Order Entry
 - USAID Order Entry
 - Maintain Railcar Tracking Table
- Shipment Receipts

Portal Favorites

My Transactions Transaction in Process

Order: 500006067 from 11/24/2009 10:17

Agreement #: FFP43101007
Your Description:
S.I. Number:
Type: Development
Sub-type: Direct Distribute
Cable Number:
Default Delivery Settings for Items
Delivery Address: KABUL.....

Overall Status: Open
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210	F100510	100 MT		OIL, VEGETABLE CAN-6/4 L-F	55,500.00 USD 555.00 USD / 1000 KG	

Print Change Close


Internet | Protected Mode: On 100%

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



Display FAS Sales Order

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.



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FAS Order Entry Screen

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



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

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

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

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

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

Shipping Requirements - shipping requirements, including containerization, fumigation and shipping documents.

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

Additional Comments - additional comments on the order.

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



19. You have completed this transaction.