A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric layers of different shades of blue. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the circles.

Inspection Results

Create an Inspection Lot and Input Results

Input inspection results and attach your certificate of analysis (COA), FGIS certificate, AMS certificate, or other inspection certificate

Save your Certificate of Analysis as a .pdf document and have available to view to input the results and upload as supporting documentation to your inspection results.



Certificate of Analysis

ABC COMPANY

P.O. Box 123, Kansas City, Missouri 64133

PO Number: 4200001271

Line Item: 00003 Total Line Item Quantity: 72,000 ea.

Factor	Lot No. XYZ 062711 2,800 ea.	Lot No. XYZ 062811 2,800 ea.	Lot No. XYZ 062011 5,000 ea.
Aflatoxin - ppb	15	12	15
Appearance & Odor	Pass	Pass	Pass
Bostwick Uncooked- cm	19	22	19
Bostwick Cooked - cm	12	8	12
Coagulase Positive	Pass	Pass	Pass
Dispersability	Pass	Pass	Pass
E. Coli	Pass	Pass	Pass
Fat - %	7	6	7
Fiber - %	1.9	2.0	1.9
Iron - MG/mg	16	32	16
Moisture - %	10.2	10.4	10.2
Protein - %	17	16	17
Salmonella	Pass	Pass	Pass
Sieve test #30 - %	85	01	85
Sieve test #6 - %	97	96	97
Sieve test #60 - %	56	60	56
Total Bacteria Count	0	0	0
Vitamin A - IU/mg	14000	9100	14000

In this exercise, we will be entering the inspection results for the Purchase Order and ASN 6100003190 from the example below.

ASN, Inspection Results, and Invoicing Matrix

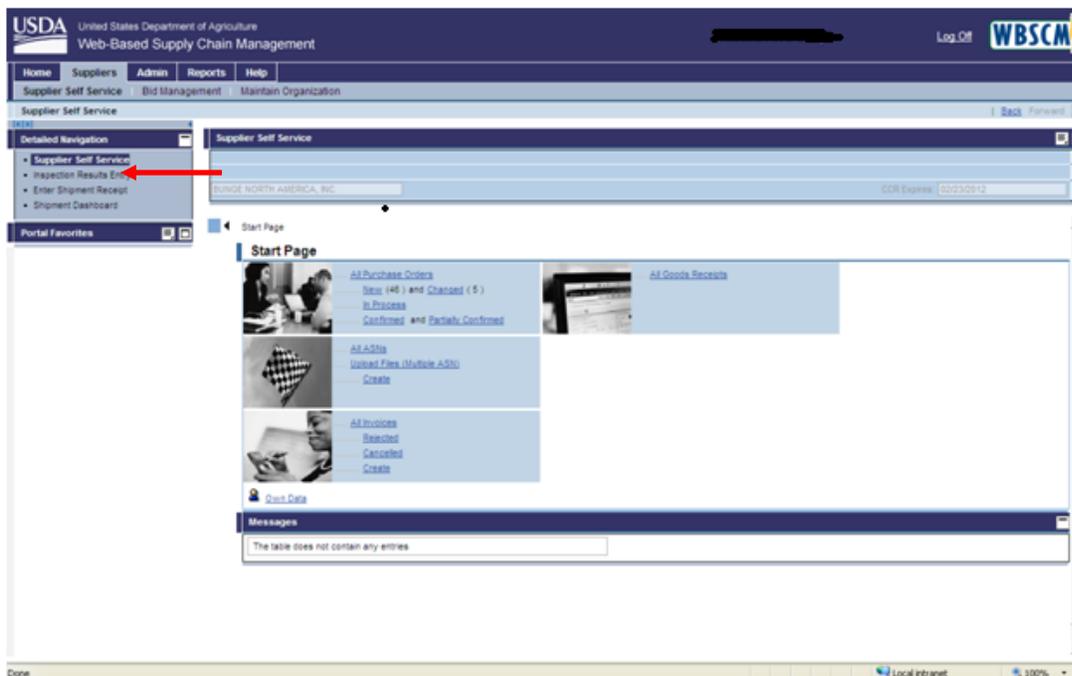
PO No. 4200001271 PO Line Item 3

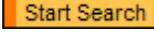
PO Line Item Quantity 72,000 ea.

ABC Co. Lot No.	ASN No.	ASN Quantity	Inspection Result*	Lot Quantity
XYZ 062711	6100003190	2,800	10000002303	2,800
XYZ 062811	6100003191	2,800		2,800
XYZ 062911	6100003192	2,800		5,000
	6100003193	2,200		
Open Quantity		<u>61,400</u>		<u>61,400</u>

* This Inspection Results number is the number that will be created. You will fill your sheet in after you complete your results and your inspection lot is created.

Go to WBSCM <https://portal.wbscm.usda.gov/> SUPPLIERS→SUPPLIER SELF SERVICE→INSPECTION RESULTS ENTRY



1. Type in your PO number in the **Purchase Order** field.
2. Click  (the **Matchcode** button) in the **Line Item** field.
3. Click  (the **Start Search** button) in the box that pops up. (see below)

Purchasing ...	Item	Procurement Doc.	Open Quantity	Material	B...	PO Quantity
4200001271	00001	AG-INTP-P-11-0466	1,600.000	130538	EA	1,600.000
4200001271	00002	AG-INTP-P-11-0466	0.000	130538	EA	6,000.000
4200001271	00003	AG-INTP-P-11-0466	72,000.000	130538	EA	72,000.000
4200001271	00004	AG-INTP-P-11-0466	59,200.000	130538	EA	59,200.000
4200001271	00005	AG-INTP-P-11-0466	7,600.000	130538	EA	7,600.000
4200001271	00006	AG-INTP-P-11-0466	64,400.000	130538	EA	64,400.000

4. Find the PO line item for your results and click  (the **Blue box**) to highlight the associated line item. In our example this is line item 00003. Click  (the **OK** button).

Tip: You can also skip steps 2 – 5 above and enter the line item number in the **Line item** field, but **MAKE SURE** you have entered the line item number in the correct format; For example (00003 is correct; 3, 03, or 0003 would be incorrect). Using the search feature ensures you select the PO line item in the correct format.

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Web-Based Supply Chain Management

Home Suppliers Admin Reports Help
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Inspection Results Entry

Quality Certificate Data Entry

PO Selection

Purchase Order: 4200001271 Line Item: 00003 Procurement Document: AG-8/TP-P-11-0468 Quantity: 72,000 UOM: EA

Certificate Type

- Search
- Certificate w/o Reference
- Certificate w/Reference to External Sample
- Certificate from FGS Upload

Input

Lot Status

<input checked="" type="checkbox"/> INCP-Incomplete	<input type="checkbox"/> RREC-Results Recorded	<input type="checkbox"/> INPA-Invoiced - Pending Approval	<input type="checkbox"/> INPP-Invoiced - Pending Payment
<input type="checkbox"/> INVC-Invoiced - Paid - Closed	<input type="checkbox"/> OOSP-Out of Spec	<input type="checkbox"/> RE01-Name of Vendor Incorrect/Miss	<input type="checkbox"/> RE02-Invoice Date Incorrect/Missing
<input type="checkbox"/> RE03-Contract Number Incorrect/Miss	<input type="checkbox"/> RE04-Documents not readable	<input type="checkbox"/> RE05-Des. Price, Quantity Incorrect	<input type="checkbox"/> RE06-Shipping/Payment Terms Incorre
<input type="checkbox"/> RE07-Tax Payer ID (TRN) Incorrect	<input type="checkbox"/> RE08-Duplicate Invoice	<input type="checkbox"/> RE09-Name/Phone Number Incorrect	<input type="checkbox"/> RE10-Other Required Docn Incorrect
<input type="checkbox"/> RE11-Reject the Lot completely-I/R/S	<input type="checkbox"/> MMSV-Material Master Spec Variation	<input type="checkbox"/> VOSP-Vendor Out of Spec	<input type="checkbox"/> PPA-Partial Inv - Pending Approval
<input type="checkbox"/> PPP-Partial Inv - Pending Payment	<input type="checkbox"/> RE12-Non-Confirming Product	<input type="checkbox"/> INCD-Invoice Canceled	<input type="checkbox"/> PPD-Partial Invoice Paid

Execute Change Display

5. Change the Quantity to the lot quantity recorded on the certificate.

CAUTION: Following steps 2-5 above will automatically populate the ENTIRE PO line quantity (notice the 72,000 eaches in the quantity field above). Make sure you change the quantity to the number of eaches representing your inspection lot.

Tips on Inspection Lot Quantity

- The quantity should be the number of eaches (bags, cartons, units, etc.) covered by the lot on the certificate of analysis, FGIS certificate, or other inspection certificate. **(In this example we are using 2,800 ea.)**
- The quantity entered cannot exceed the total units of the PO line item.
- The quantity can be greater than the number of units on an Advanced Shipping Notice (ASN). In otherwords, the Inspection Lot quantity can cover more than one ASN and Invoice.
 - When you are ready to invoice you will select your “inspection lot” number and it will reduce the quantity available on the inspection lot by the ASN quantity (which will also be the quantity on your invoice).
 - i.e. – Lot XYZ 062911, Inspection Lot = 5,000 ea. but the ASN quantity = 2,800 ea. When you invoice you will select the inspection lot no. and after you invoice 2,200 ea. will be open to use on another invoice.

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

Log Off WBSCM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Inspection Results Entry

Quality Certificate Data Entry

PO Selection

Purchase Order: 420001271 Line Item: 00003 Procurement Document: AQ-R19JA-11-0488 Quantity: 2000 UOM: EA

Certificate Type

- Search
- Certificate w/o Reference
- Certificate w/Reference to External Sample
- Certificate from FGIS Upload

Input

XYZ 042711

Lot Status

<input checked="" type="checkbox"/> INCP-Incomplete	<input type="checkbox"/> RREC-Results Recorded	<input type="checkbox"/> RPA-Invoiced - Pending Approval	<input type="checkbox"/> RPP-Invoiced - Pending Payment
<input type="checkbox"/> INVC-Invoiced - Paid - Closed	<input type="checkbox"/> OOSP-Out of Spec	<input type="checkbox"/> RES1-Name of Vendor Incorrect/Miss	<input type="checkbox"/> RES2-Invoice Date Incorrect/Missing
<input type="checkbox"/> RES3-Contract Number Incorrect/Miss	<input type="checkbox"/> RES4-Documents not readable	<input type="checkbox"/> RES5-Des, Price, Quantity incorrect	<input type="checkbox"/> RES6-Shipping/Payment Terms Incorrect
<input type="checkbox"/> RES7-Tax Payer ID (TR) Incorrect	<input type="checkbox"/> RES8-Duplicate Invoice	<input type="checkbox"/> RES9-Name/Phone Number Incorrect	<input type="checkbox"/> RES10-Other Required Docs Incorrect
<input type="checkbox"/> RE11-Reject the Lot completely-NRS	<input type="checkbox"/> MISV-Material Master Spec Variation	<input type="checkbox"/> VOSP-Vendor Out of Spec	<input type="checkbox"/> PPA-Partial Inv - Pending Approval
<input type="checkbox"/> PPP-Partial Inv - Pending Payment	<input type="checkbox"/> RE12-Non-Conforming Product	<input type="checkbox"/> NCD-Invoice Canceled	<input type="checkbox"/> PPO-Partial Invoice Paid

Execute Change Display

Local intranet 100%

6. Select the radio button beside the **Certificate w/Reference to External Sample** field.
 - The input field is not validated by WBSCM. You can input your lot number or other certificate identification information here if that is helpful to your company.
 - Note: Certificate w/Reference to External Sample is currently the only active certificate type option. The FGIS upload feature has not been activated at this time.
7. Click **Execute** (the **Execute** button).
 - Note: You will not need to select any checks under the “Lot Status” field.

The “Record Results: Characteristic Overview” screen will pop-up in a new window. You may want to maximize this screen by clicking  (the **Maximize** button).

ENTERING INSPECTION RESULTS CHARACTERISTICS

Inspection results are entered into the Results field. Depending upon the specification, the results will be either Qualitative or Quantitative.

- To enter Qualitative results, first click into the corresponding Result field which activates the Matchcode button, then select an option from the list. For a Quantitative result, enter the number into the Result field.
- For dates results from a date type factor i.e. manufacture date, fumigation date, etc you will use the format specified in the specifications column. Typically it is a YYMMDD type format.
- Use the scroll bar on the right to scroll down and make sure you have entered all required result fields. If you have any questions about what belongs in the result field, please contact your Contracting Specialist.

Record Results: Characteristic Overview

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH

Insp. Lot: 10000002303 4200001271-00003-XYZ 062711

Oper./Act: 0010 Inspection Tasks PInt: 1000

Ac...	Short text for the ins...	Specifications	Inspect	Inspected	SI...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	C...	Ch...	O...
2	AFLATOXIN	0.00 .. 20.00 ppb	2,800	2,800		15.00	15								10 F
2	APPEAR & ODOR FOR APPEARANCE AND O		2,800	2,800		FFFF FREE FFFFF FREE F									20 G
2	BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00	19								30 F
2	BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.00	12								40 F
2	COAGULASE POSITIV	COAGULASE POSITIV	2,800	2,800		NPAS NEGAT	NPAS NEGAT								50 G
2	DISPERSABILITY	DISPERSABILITY	2,800	2,800		DISP FREE	DISP FREE F								60 G
1	E. COLI	MICROBIOLOGICAL	2,800												70 Q
1	FAT	5.50 .. 100.00 %	2,800												80 F
1	FIBER	0.00 .. 2.50 %	2,800												90 F
1	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800												100 F
1	MOISTURE	10.10 .. 10.50 %	2,800												110 Q
1	PROTEIN	15.90 .. 100.00 %	2,800												120 F
1	SALMONELLA	MICROBIOLOGICAL	2,800												130 G
1	SIEVE TEST #30	0.00 .. 96.00 %	2,800												140 F
1	SIEVE TEST #6	95.00 .. 100.00 %	2,800												150 F

QE01 - WBSCM Portal - Windows Internet Explorer

https://wbscmint.wbscm.usda.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd13aportal_content12fgov.usda.wbscm.wbscm12fgov.usda.wbscm.wbscm

Record Results: Characteristic Overview

Menu Save Back Exit Cancel System Other inspection lot User settings... Defects... Inspection Method Control chart Histogram Run values (run chart) Results history More...

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper./Act: 0010 Inspection Tasks PInt: 1000

General Summarized Indicators

Force Further details...

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	SI...	Result	Original Va...	V...	Defect cl...	Attribute	Insp.descriptn
1		AFLATOXIN	0.00 .. 20.00 ppb	2,800								
1		APPEAR & ODOR FOFAPPEARANCE AND O		2,800								
1		BWK UNCOOK	0.00 .. 23.00 cm	2,800								
1		BWK COOKED	6.0 .. 24.0 cm	2,800								
1		COAGULASE POSITV/COAGULASE POSITV		2,800								
1		DISPERSABILITY	DISPERSIBILITY	2,800								
1		E.COLI	MICROBIOLOGICAL	2,800								
1		FAT	5.50 .. 100.00 %	2,800								
1		FIBER	0.00 .. 2.50 %	2,800								
1		IRON (Reported in MG)	14.70 .. 35.00 mg	2,800								
1		MOISTURE	10.10 .. 10.50 %	2,800								
1		PROTEIN	15.90 .. 100.00 %	2,800								
1		SALMONELLA	MICROBIOLOGICAL	2,800								
1		SIEVE TEST #30	0.00 .. 96.00 %	2,800								
1		SIEVE TEST #6	95.00 .. 100.00 %	2,800								
1		SIEVE TEST #60	0.00 .. 61.00 %	2,800								
1		TOTAL BACTERIA COU.	.. 50000 %	2,800								
1		VITAMIN A (REPORTE)	8400 .. 16000 mg	2,800								

RI1 (230)

- Enter your results in the result column then use your down arrow key to enter your next result. For a quantitative result, you can simply enter the number then arrow down to the next cell.

QE01 - WBSCM Portal - Windows Internet Explorer

https://wbscmint.wbscm.usda.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd13aportal_content12fgov.usda.wbscm.wbscm12fgov.usda.wbscm.wbscm

Record Results: Characteristic Overview

Menu Save Back Exit Cancel System Other inspection lot User settings... Defects... Inspection Method Control chart Histogram Run values (run chart) Results history More...

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper./Act: 0010 Inspection Tasks PInt: 1000

General Summarized Indicators

Force Further details...

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	SI...	Result	Original Va...	V...	Defect cl...	Attribute	Insp.descriptn	L...	C...	Ch...	O...
2		AFLATOXIN	0.00 .. 20.00 ppb	2,800	2,800		15.00	15								10F
2		APPEAR & ODOR FOFAPPEARANCE AND O		2,800	2,800		FFFF FREE	FFFFF FREE F								20Q
2		BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00	19								30F
2		BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.0	12								40F
2		COAGULASE POSITV/COAGULASE POSITV		2,800	2,800		NPAS NEGAT	NPAS NEGAT								50Q
2		DISPERSABILITY	DISPERSIBILITY	2,800	2,800		DISP FREE	FDISP FREE F								60Q
1		E.COLI	MICROBIOLOGICAL	2,800												70Q
1		FAT	5.50 .. 100.00 %	2,800												80F
1		FIBER	0.00 .. 2.50 %	2,800												90F
1		IRON (Reported in MG)	14.70 .. 35.00 mg	2,800												100F
1		MOISTURE	10.10 .. 10.50 %	2,800												110Q
1		PROTEIN	15.90 .. 100.00 %	2,800												120F
1		SALMONELLA	MICROBIOLOGICAL	2,800												130Q
1		SIEVE TEST #30	0.00 .. 96.00 %	2,800												140F
1		SIEVE TEST #6	95.00 .. 100.00 %	2,800												150F

RI1 (230)

- Click  (the **Matchcode** button) to enter qualitative results such as grade, pass/fail, or appearance & odor factors.

QE01 - WSCM Portal - Windows Internet Explorer

https://wbscmint.wbscn.usda.gov/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd13aportal_content12fgov.usda.wbscn.wbscn12fgov.usda.wbscn.wbscn

Record Results: Characteristic Overview

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart | Histogram | Run values (run chart) | Results history | More...

Catalog Selection

- Attribute Characteristic attributes
- 1000 DOMESTIC STATISTICAL 1000
- MICROB MICROBIOLOGICAL
 - PASS/FAIL PASS_FAIL GRADE
 - NPAS NEGATIVE/PASS
 - PFAT POSITIVE/FAIL
 - Accepted (OK) NPAS

P-Batch QMBATCH

Print 1000

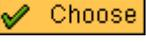
Further details...

Inspected	Si...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	C...	Ch...	Q...
2,800		15.00	15							10 F
2,800		FFFF FREE	FFFFF FREE F							20 Q
2,800		19.00	19							30 F
2,800		12.0	12							40 F
2,800		NPAS NEGAT	NPAS NEGAT							50 Q
2,800		DISP FREE	FFDISP FREE F							60 Q
										70 Q
										80 F
										90 F
										100 F
										110 Q
										120 F
										130 Q
										140 F
										150 F

Choose

<input type="checkbox"/>	1	PROTEIN	15.90 ... 100.00 %	2,800
<input type="checkbox"/>	1	SALMONELLA	MICROBIOLOGICAL	2,800
<input type="checkbox"/>	1	SIEVE TEST #30	0.00 ... 96.00 %	2,800
<input type="checkbox"/>	1	SIEVE TEST #6	95.00 ... 100.00 %	2,800

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- Click  NPAS (The Negative/Pass) Option. Green checkmarks mean pass and the red "X" means fail.
- Click  (the **Choose** button).

QE01 - WBSM Portal - Windows Internet Explorer

https://wbscmintr.wbscm.usda.gov/ir/servelet/prt/portal/prteventname/Navigate/prtroot/pcd/3aportal_content/2fgov.usda.wbscm.wbscm/2fgov.usda.wbscm.wbscm

Record Results: Characteristic Overview

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart | Histogram | Run values (run chart) | Results history | More...

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper./Act: 0010 Inspection Tasks PInt: 1000

General | Summarized | Indicators

Force Further details...

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	C...	Ch...	0
	2	E. COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT	NPAS NEGAT								70 Q
	2	FAT	5.50 .. 100.00 %	2,800	2,800		7.00	7								80 F
	2	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90	1.9								90 F
	2	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00	16								100 F
	2	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20	10.2								110 Q
	2	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00	17								120 F
	2	SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT	NPAS NEGAT								130 Q
	2	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00	85								140 F
	2	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00	97								150 F
	2	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00	56								160 F
	2	TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0	0								170 Q
	2	VITAMIN A (REPORTE)	8400 .. 16000 mg	2,800	2,800		14000	14000								180 F

Local intranet

Continue entering all qualitative and quantitative results until you have reached the end.

QE01 - WBSM Portal - Windows Internet Explorer

https://wbscmintr.wbscm.usda.gov/ir/servelet/prt/portal/prteventname/Navigate/prtroot/pcd/3aportal_content/2fgov.usda.wbscm.wbscm/2fgov.usda.wbscm.wbscm

Record Results: Characteristic Overview

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart | Histogram | Run values (run chart) | Results history | More...

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper./Act: 0010 Inspection Tasks PInt: 1000

General | Summarized | Indicators

Force Further details...

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	C...	Ch...	0
	2	E. COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT	NPAS NEGAT								70 Q
	2	FAT	5.50 .. 100.00 %	2,800	2,800		7.00	7								80 F
	2	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90	1.9								90 F
	2	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00	16								100 F
	2	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20	10.2								110 Q
	2	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00	17								120 F
	2	SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT	NPAS NEGAT								130 Q
	2	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00	85								140 F
	2	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00	97								150 F
	2	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00	56								160 F
	2	TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0	0								170 Q
	2	VITAMIN A (REPORTE)	8400 .. 16000 mg	2,800	2,800		14000	14000								180 F

Local intranet

12. Click  (the **Select all chars** button). This makes sure all factors and results are selected.

QE01 - WBSCM Portal - Windows Internet Explorer

https://wbscmint.wbscm.usda.gov/irj/servlet/prt/portal/prtventname/Navigate/prtroot/jpcd!3aportal_content!2fgov.usda.wbscm.wbscm!2fgov.usda.wbscm.wbscm

Record Results: Characteristic Overview

Menu | Save | Back | Exit | Cancel | System | Other inspection lot | User settings... | Defects... | Inspection Method | Control chart | Histogram | Run values (run chart) | Results history | More...

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper./Act: 0010 Inspection Tasks PInt 1000

General | Summarized | Indicators

Force Further details...

Ac... R...	Short text for...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	Ch...	Q...
3	E. COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT		✓						70 Q
3	FAT	5.50 .. 100.00 %	2,800	2,800		7.00	✓							80 F
3	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90	✓							90 F
3	IRON (reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00	✓							100 F
3	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20	✓							110 Q
3	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00	✓							120 F
3	SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT		✓						130 Q
3	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00	✓							140 F
3	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00	✓							150 F
3	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00	✓							160 F
3	TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0	✓							170 Q
3	VITAMIN A (REPORTE	8400 .. 16000 mg	2,800	2,800		14000	✓							180 F

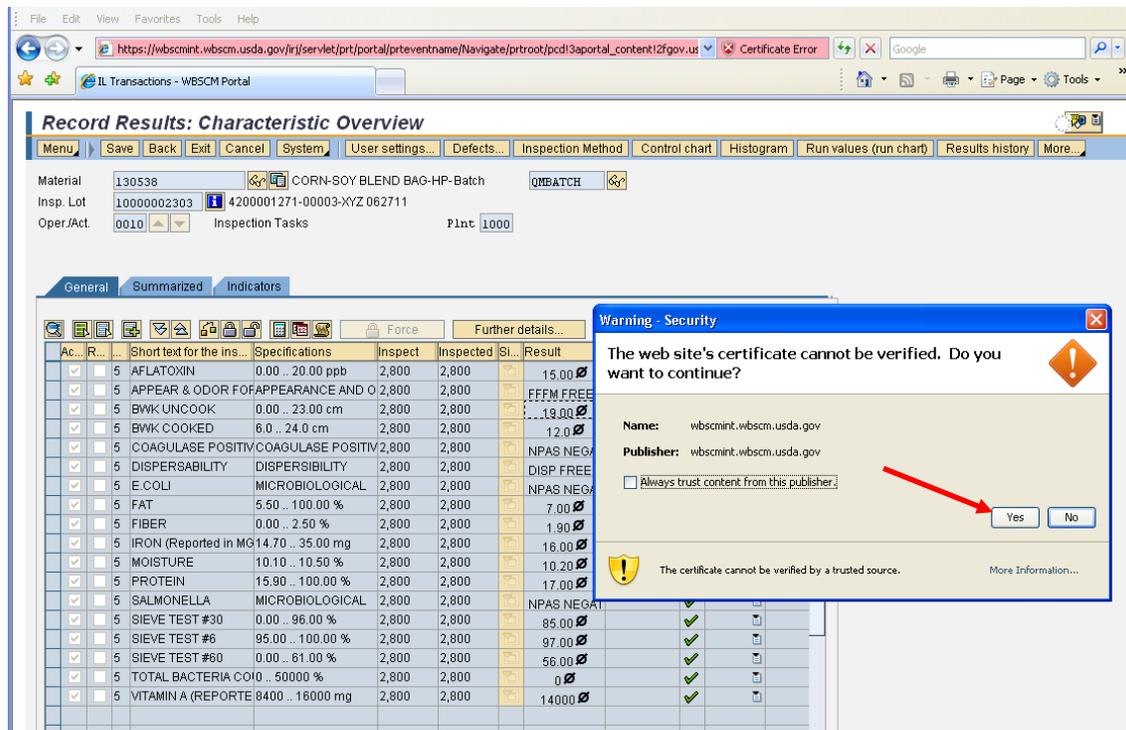
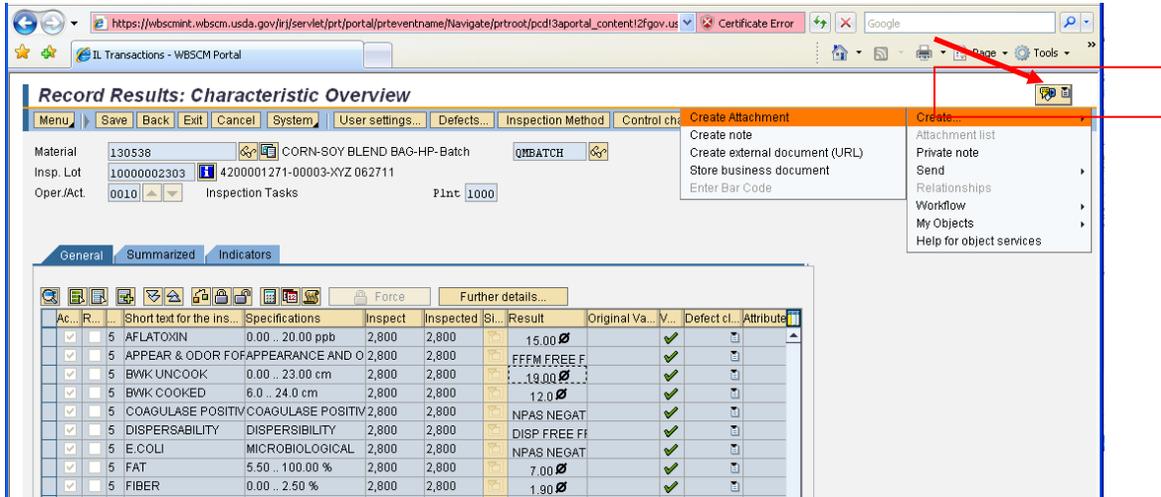
The valuation was successful

Local intranet

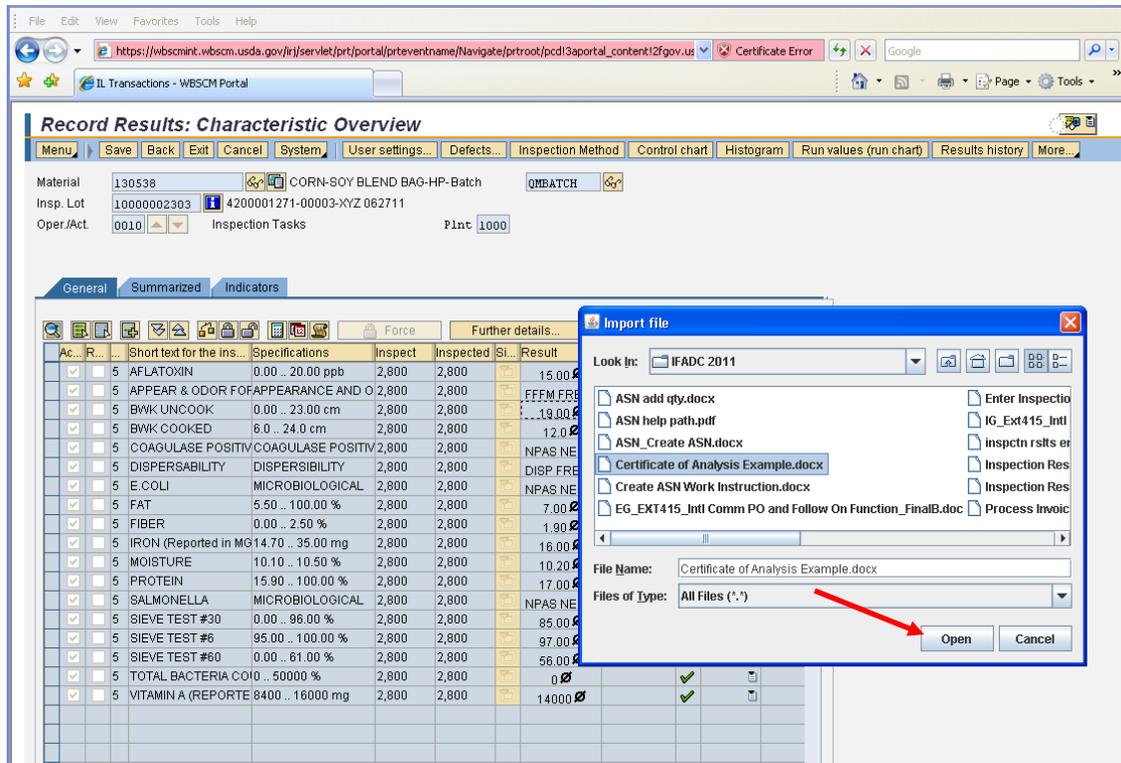
13. Click  (the **Valuate** button). This will compare your results to the specifications. The Valuation field shows all Green checkmarks when results are within specification and discount ranges. A Red "X" shows a characteristic that does not comply with the specifications. Call your Contracting Specialist if you receive a Red "X" after valuating.
 - o If you scroll to the right, a column called 'Inspection Description' will show you if any discounts applied based upon the inspection results. If you have any concerns, you should address them to your marketing specialists regarding discounts.

14. Attach your Inspection certificate. Your certificates are supporting documents and must be attached to the inspection lot.

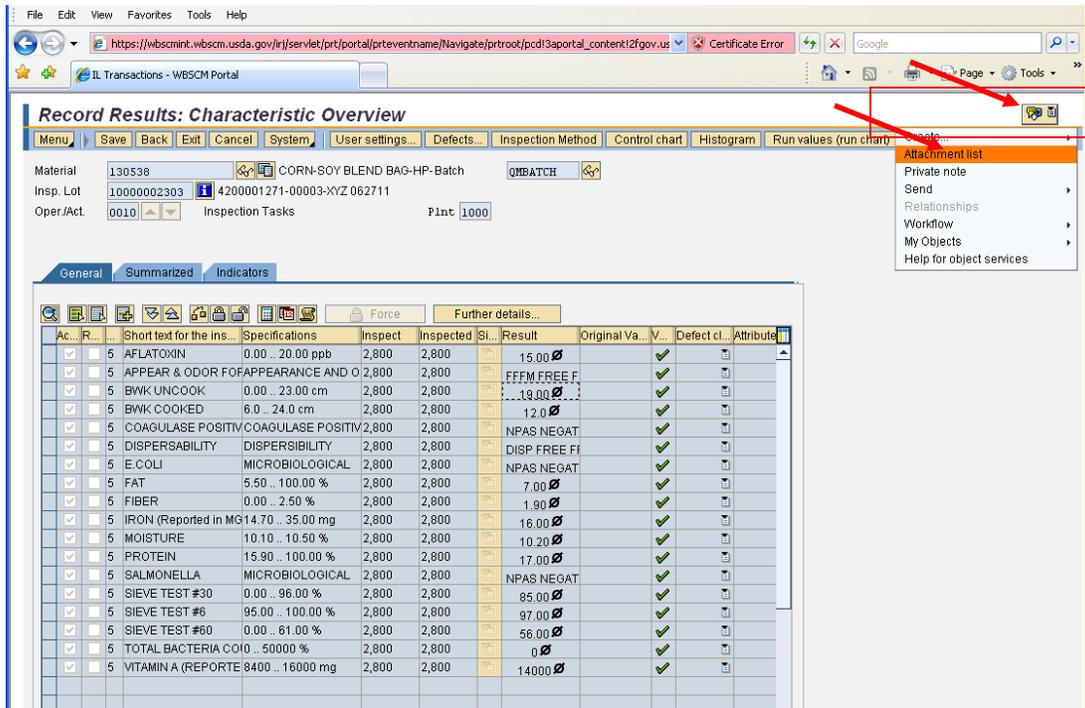
- Click  the Services for Object Button (Upper Right Corner)
- Click Create, then Create Attachment



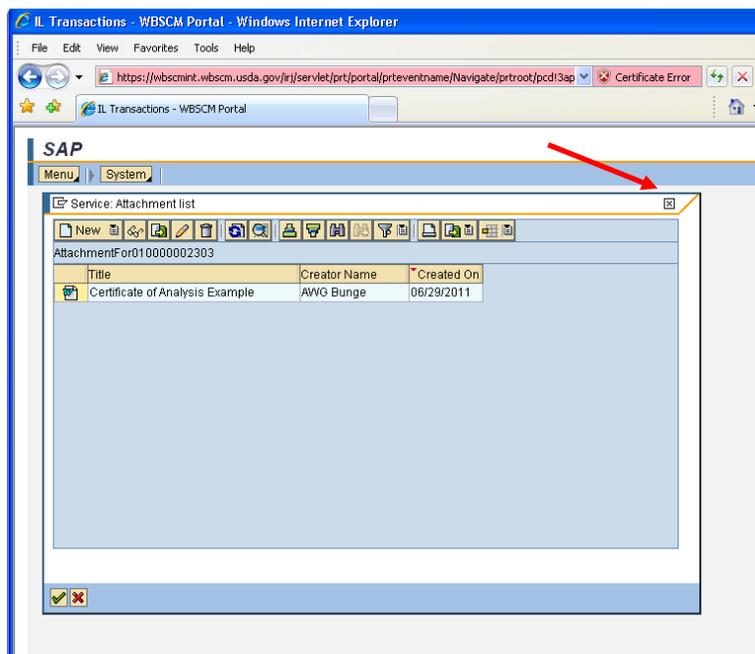
15. Click "Yes" or "run" for any message boxes that pop-up.



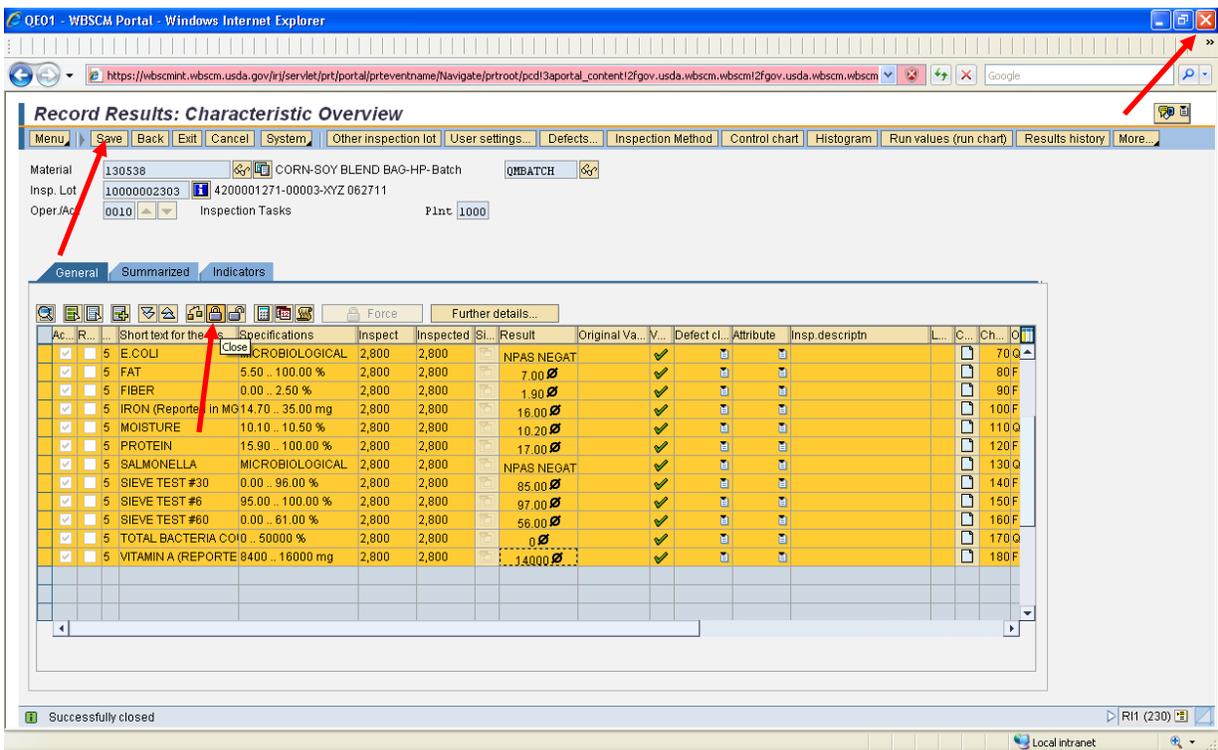
16. Find the .pdf file of your inspection certificate that you saved in the beginning and click the Open button.
 - o Note: Anytime you attach a document in WBSM, attaching a .pdf file will make life much easier for you and us.



17. You can go back and verify that your document was attached by clicking the  (Services for Object button).
18. Select Attachment List.
19. A box will display with all of your attachments for this inspection lot. (See below)



20. Close the Attachment list box.



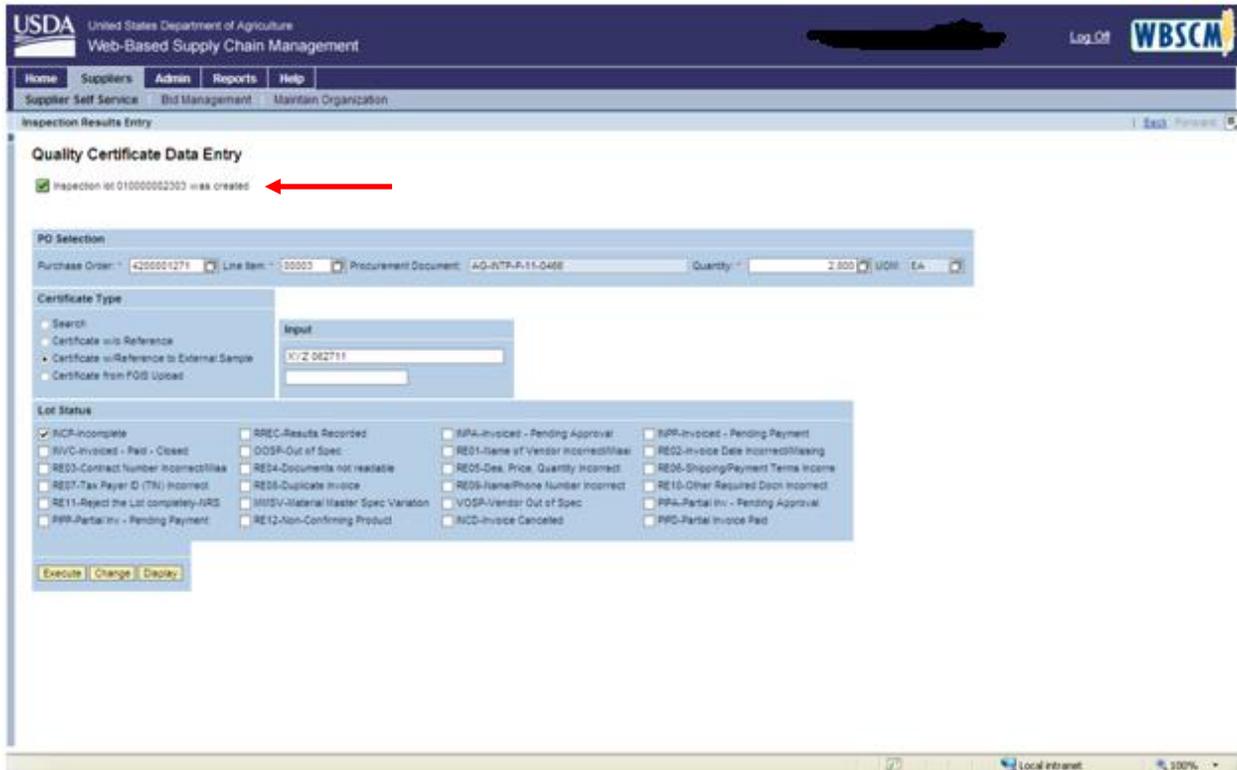
21. Click  (the **Close** button). This locks your results so that they can be saved.

22. Click  (the **Save** button).

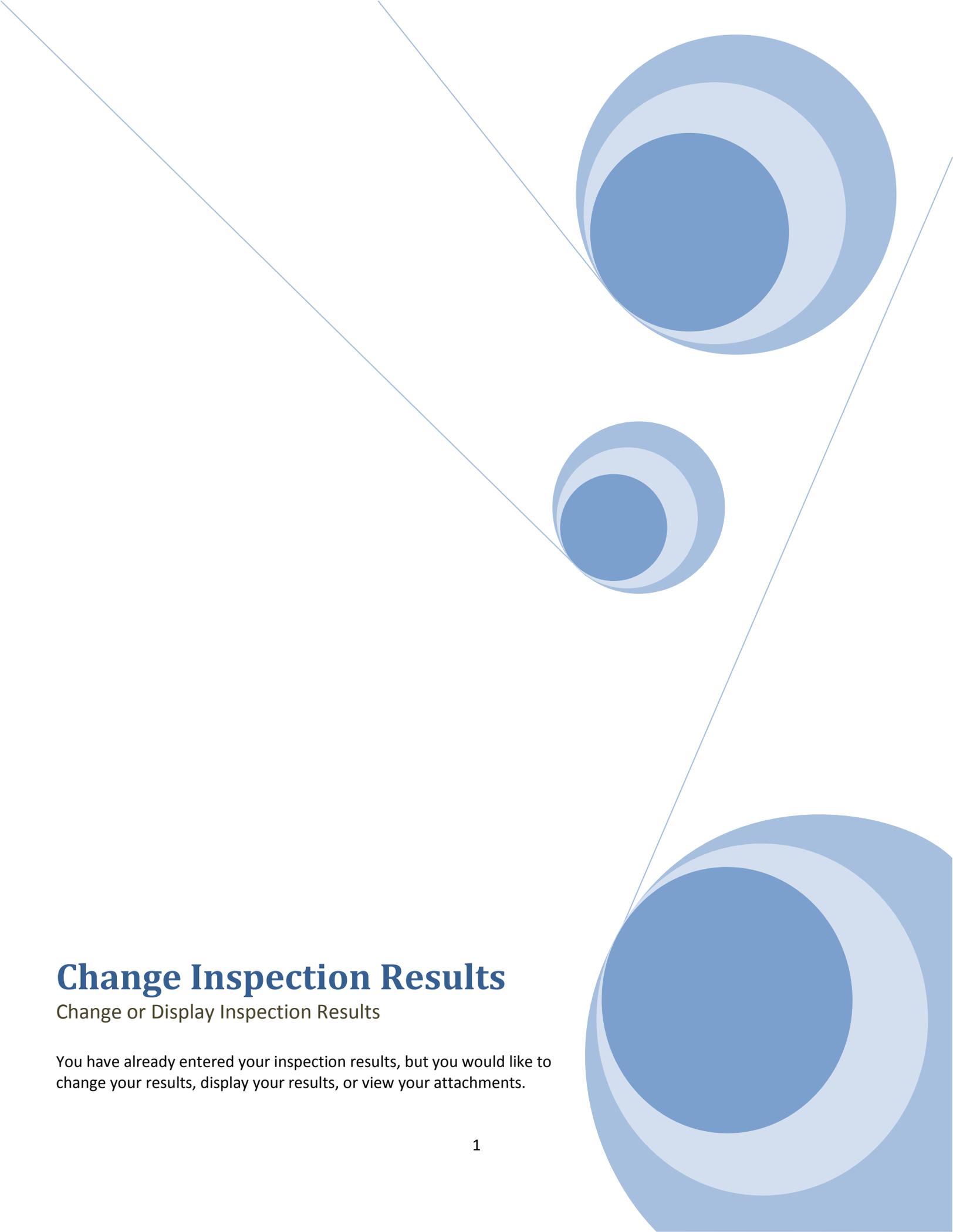
 (Note) It is **CRITICAL** to always Close and then Save (in that order). Both steps are required to save the Inspection Lot correctly.

23. Close the Record Results: Characteristic Overview window. Click on the X at the top right.

24. The Quality Certificate Data Entry screen displays the lot number you just created.



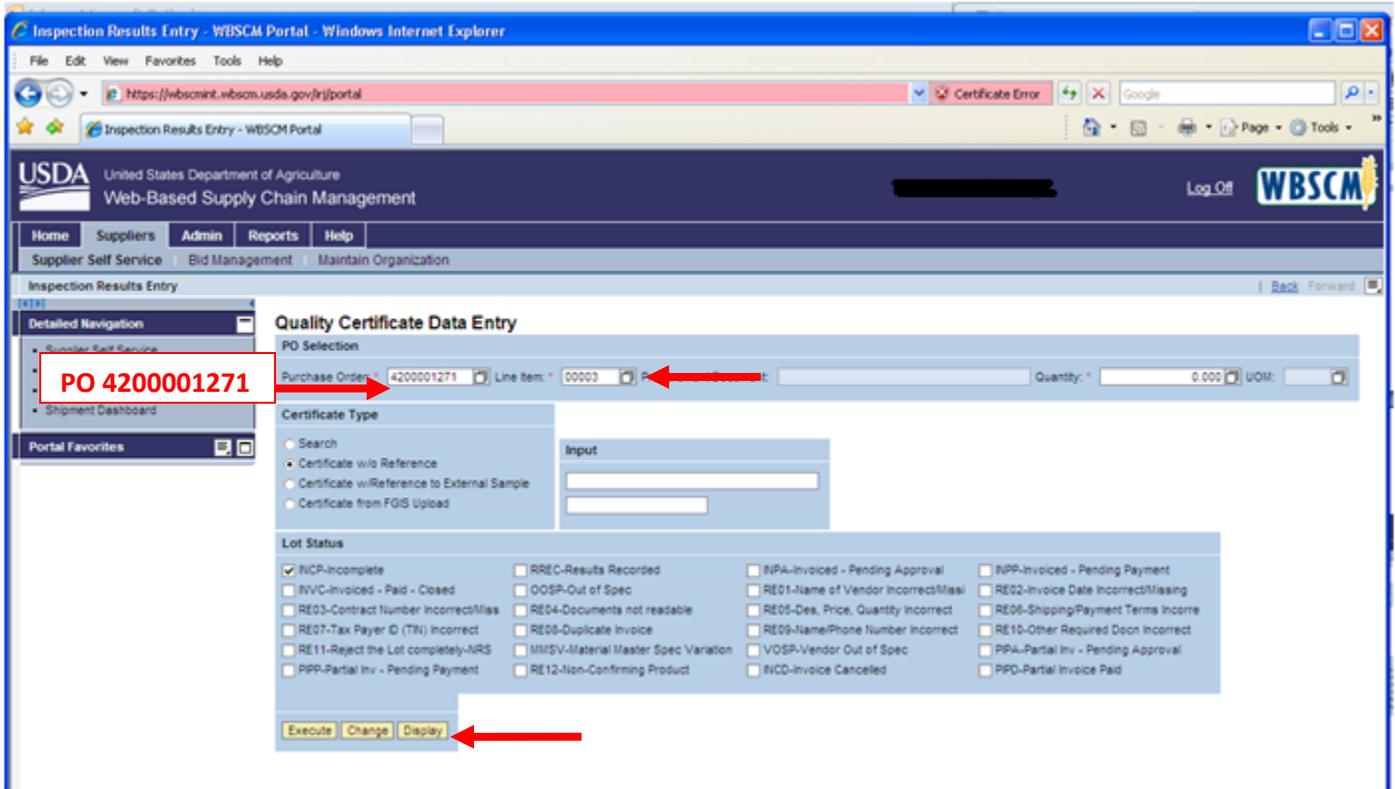
25. Make sure you recorded your lot number 01000002303.

A decorative graphic on the right side of the page. It 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. The largest circle is at the top right, a smaller one is in the middle, and the largest circle is at the bottom right.

Change Inspection Results

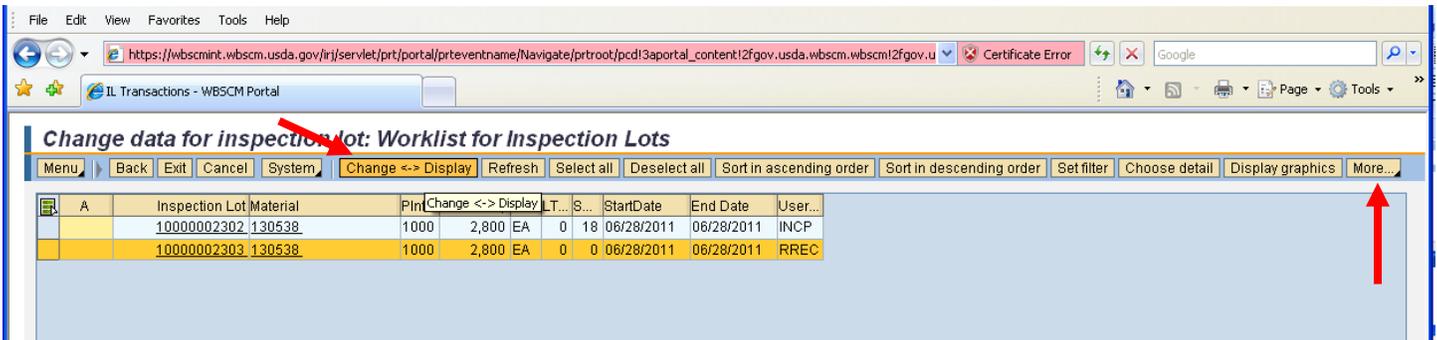
Change or Display Inspection Results

You have already entered your inspection results, but you would like to change your results, display your results, or view your attachments.

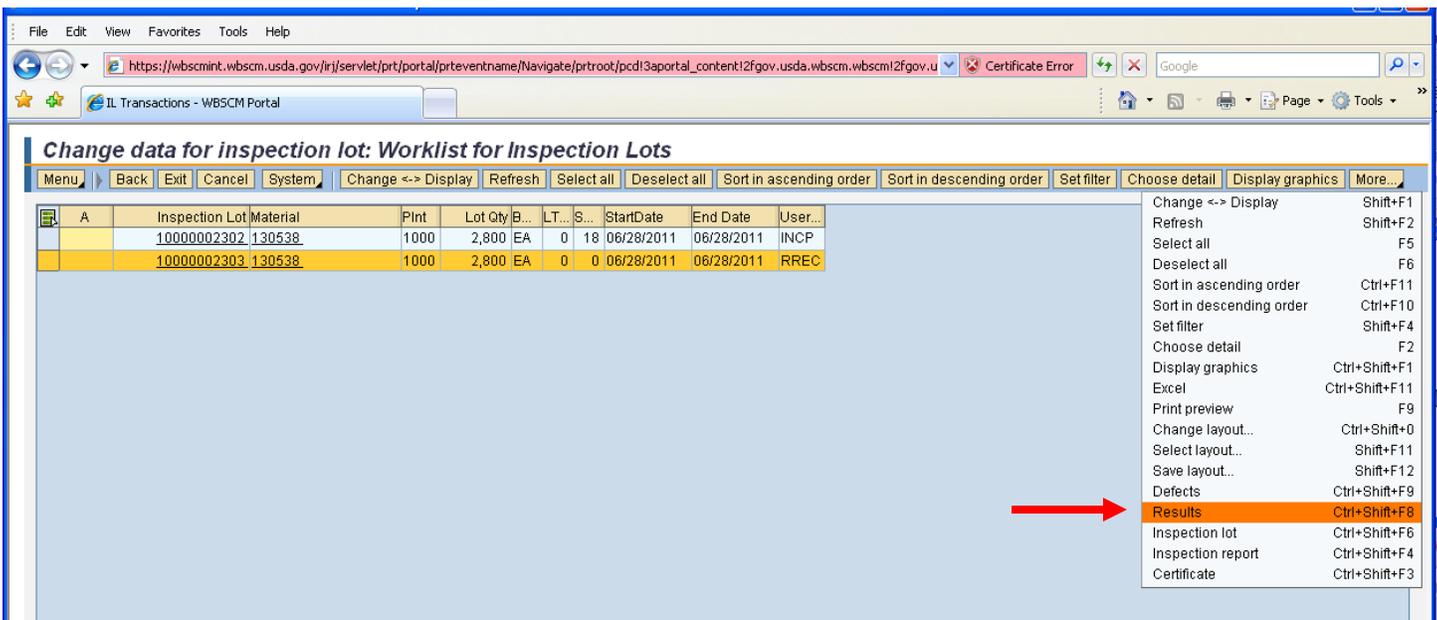


1. Go to WBSM <https://portal.wbscm.usda.gov/> SUPPLIERS→SUPPLIER SELF SERVICE→INSPECTION RESULTS ENTRY
2. Type in your PO number In the **Purchase Order** field.
3. Type in your PO Line Item in the **Line Item** field.
4. Click the **Display** button.
5. The “Display data for inspection lot: Worklist for Inspection Lots” will open in a new window.

	Material	PInt	Lot Qty	B...	LT...	S...	StartDate	End Date	User...
	10000002302_130538	1000	2,800	EA	0	18	06/28/2011	06/28/2011	INCP
	10000002303_130538	1000	2,800	EA	0	0	06/28/2011	06/28/2011	RREC



6. Find your inspection lot number and click (the **Blue** box) to highlight the inspection lot.
7. Click **Change <-> Display** (the **Change <-> Display** button) to put the inspection lot into change mode. (Note that previous screen shot is the "Display data for lot inspection lot" and now this screen shot is "Change data for inspection lot")
8. Click **More...** (the **More...** button) in the right-hand corner.



9. Select **Results** from the drop down box.
 - This will return you to the "Record Results: Characteristic Overview" where you can change your results.

File Edit View Favorites Tools Help

https://wbscmint.wbscn.usda.gov/irj/servlet/prt/portal/prtventname/Navigate/prtroot/pcd!3aportal_content!2fgov.usda.wbscn.wbscn!2fgov.u Certificate Error Google

IL Transactions - WBSCM Portal

Display Results: Characteristic Overview

Menu Back Exit Cancel System User settings... Inspection Method Control chart Histogram Run values (run chart) Results history Valuation parameter... Inspection Points More...

Material 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot 10000002303 4200001271-00003-XYZ 062711
 Oper./Act 0010 Inspection Tasks PInt 1000

General Summarized Indicators

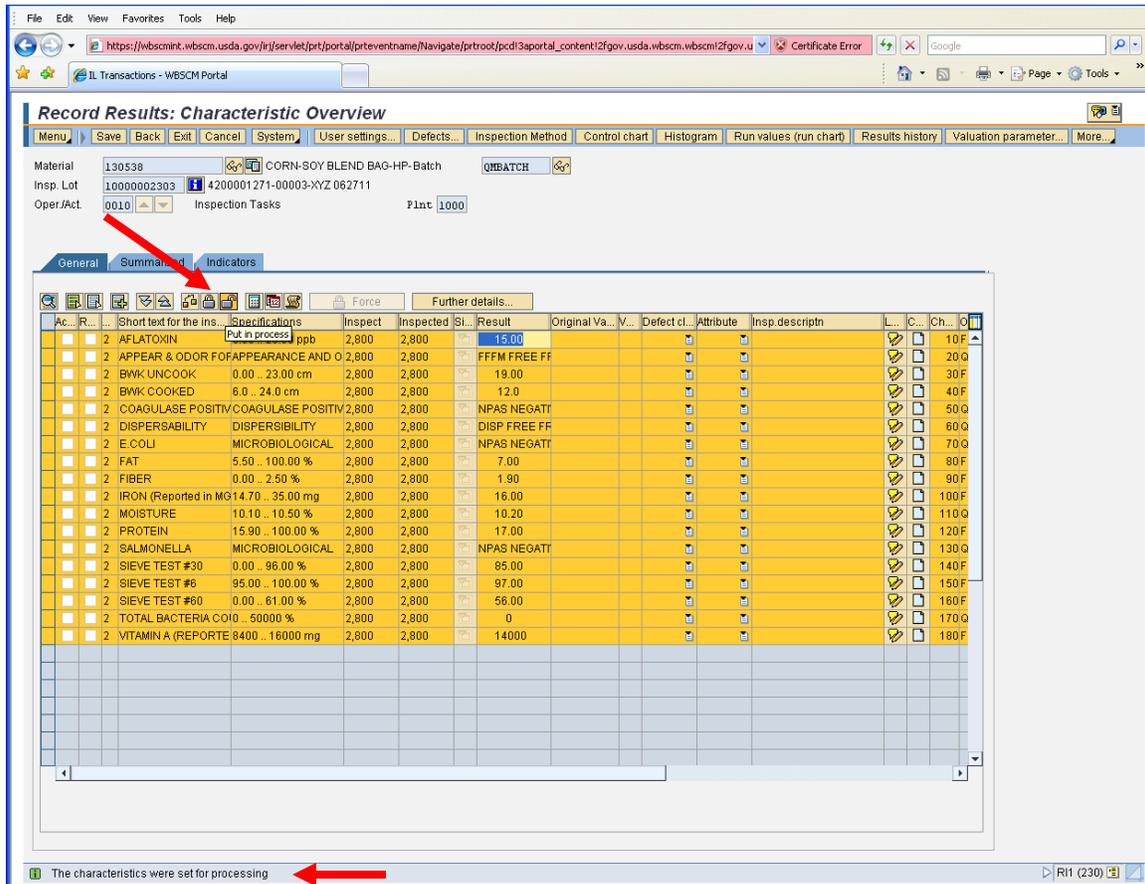
Force Further details...

Ac.	R	Short text for the ins...	Specifications	Inspect	Inspected	Si	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	Ch...	Origin resu...
		Select all chars												
		5	TOXIN 0.00 .. 20.00 ppb	2,800	2,800		15.00						10	FGIS Ce...
		5	APPEAR & ODOR FOFAPPEARANCE AND O	2,800	2,800		FFFM FREE F						20	Quality c...
		5	BWK UNCOOK 0.00 .. 23.00 cm	2,800	2,800		19.00						30	FGIS Ce...
		5	BWK COOKED 6.0 .. 24.0 cm	2,800	2,800		12.0						40	FGIS Ce...
		5	COAGULASE POSITIV COAGULASE POSITIV	2,800	2,800		NPAS NEGAT						50	Quality c...
		5	DISPERSABILITY DISPERSIBILITY	2,800	2,800		DISP FREE FF						60	Quality c...
		5	E.COLI MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT						70	Quality c...
		5	FAT 5.50 .. 100.00 %	2,800	2,800		7.00						80	FGIS Ce...
		5	FIBER 0.00 .. 2.50 %	2,800	2,800		1.90						90	FGIS Ce...
		5	IRON (Reported in MG) 14.70 .. 35.00 mg	2,800	2,800		16.00						100	FGIS Ce...
		5	MOISTURE 10.10 .. 10.50 %	2,800	2,800		10.20						110	Quality c...
		5	PROTEIN 15.90 .. 100.00 %	2,800	2,800		17.00						120	FGIS Ce...
		5	SALMONELLA MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT						130	Quality c...
		5	SIEVE TEST #30 0.00 .. 96.00 %	2,800	2,800		85.00						140	FGIS Ce...
		5	SIEVE TEST #6 95.00 .. 100.00 %	2,800	2,800		97.00						150	FGIS Ce...
		5	SIEVE TEST #60 0.00 .. 61.00 %	2,800	2,800		56.00						160	FGIS Ce...
		5	TOTAL BACTERIA COLO .. 50000 %	2,800	2,800		0						170	Quality c...
		5	VITAMIN A (REPORTE 8400 .. 16000 mg	2,800	2,800		14000						180	FGIS Ce...

R11 (230)

10. Click  (the **Select all chars** button). This makes sure all factors and results are selected.

11. Click  (the **Put in Process** button) to make factors editable. (See below)



Record Results: Characteristic Overview

Material: 130538 CORN-SOY BLEND BAG-HP- Batch: QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper./Act: 0010 Inspection Tasks PInt: 1000

General Summary Indicators

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	St...	Result	Original Va...	V...	Defect cl.	Attribute	Insp. descriptn	L...	C...	Ch...	O...
	2	AFLATOXIN	ppb	2,800	2,800		15.00									10F
	2	APPEAR & ODOR FOFAPPEARANCE AND O		2,800	2,800		FFFM FREE FF									20Q
	2	BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00									30F
	2	BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.0									40F
	2	COAGULASE POSITV	COAGULASE POSITV	2,800	2,800		NPAS NEGATT									50Q
	2	DISPERSABILITY	DISPERSIBILITY	2,800	2,800		DISP FREE FF									60Q
	2	E.COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGATT									70Q
	2	FAT	5.50 .. 100.00 %	2,800	2,800		7.00									80F
	2	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90									90F
	2	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00									100F
	2	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20									110Q
	2	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00									120F
	2	SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGATT									130Q
	2	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00									140F
	2	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00									150F
	2	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00									160F
	2	TOTAL BACTERIA CO/0	50000 %	2,800	2,800		0									170Q
	2	VITAMIN A (REPORTE	8400 .. 16000 mg	2,800	2,800		14000									180F

The characteristics were set for processing

- Notice the message at the bottom of the screen tells you the characteristics were set for processing, meaning the results are editable.

Record Results: Characteristic Overview

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH

Insp. Lot: 10000002303 4200001271-00003-XYZ 062711

Oper./Act: 0010 Inspection Tasks PInt: 1000

Ac.	R...	Short text for the ins...	Specifications	Inspect	Inspected	SI...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	C...	Ch...	O
2		AFLATOXIN	0.00 .. 20.00 ppb	2,800	2,800		15.00									10F
2		APPEAR & ODOR FOFAPPEARANCE AND O		2,800	2,800		FFFM FREE FF									20Q
2		BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00									30F
2		BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.0									40F
2		COAGULASE POSITV COAGULASE POSITV		2,800	2,800		NPAS NEGATT									50Q
2		DISPERSABILITY	DISPERSIBILITY	2,800	2,800		DISP FREE FF									60Q
2		E.COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGATT									70Q
2		FAT	5.50 .. 100.00 %	2,800	2,800		8.5	7.0								80F
2		FIBER	0.00 .. 2.50 %	2,800	2,800		1.90									90F
2		IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00									100F
2		MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20									110Q
2		PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00									120F
2		SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGATT									130Q
2		SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00									140F
2		SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00									150F
2		SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00									160F
2		TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0									170Q
2		VITAMIN A (REPORTE)	8400 .. 16000 mg	2,800	2,800		14000									180F

12. Make your changes. This example is changing the Fat result from 7.0 to 8.5.

Record Results: Characteristic Overview

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH

Insp. Lot: 10000002303 4200001271-00003-XYZ 062711

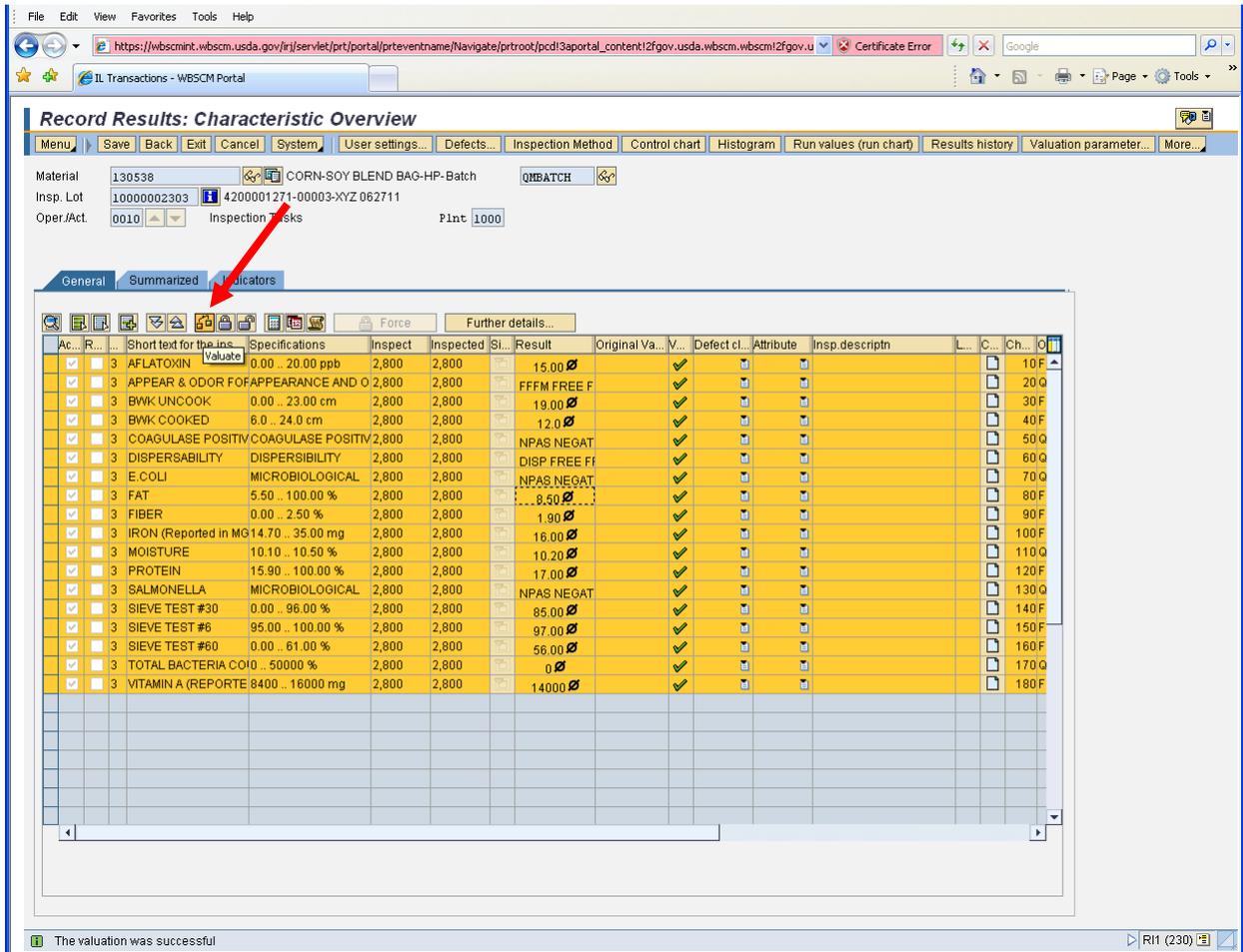
Oper./Act: 0010 Inspection Tasks PInt: 1000

Select all chars

Ac.	R...	Short text for the ins...	Specifications	Inspect	Inspected	SI...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	C...	Ch...	O
2		AFLATOXIN	0.00 .. 20.00 ppb	2,800	2,800		15.00									10F
2		APPEAR & ODOR FOFAPPEARANCE AND O		2,800	2,800		FFFM FREE FF									20Q
2		BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00									30F
2		BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.0									40F
2		COAGULASE POSITV COAGULASE POSITV		2,800	2,800		NPAS NEGATT									50Q
2		DISPERSABILITY	DISPERSIBILITY	2,800	2,800		DISP FREE FF									60Q
2		E.COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGATT									70Q
2		FAT	5.50 .. 100.00 %	2,800	2,800		8.5	7.0								80F
2		FIBER	0.00 .. 2.50 %	2,800	2,800		1.90									90F
2		IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00									100F
2		MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20									110Q
2		PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00									120F
2		SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGATT									130Q
2		SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00									140F
2		SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00									150F
2		SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00									160F
2		TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0									170Q
2		VITAMIN A (REPORTE)	8400 .. 16000 mg	2,800	2,800		14000									180F

13. Click  (the **Select all chars** button). This makes sure all factors and results are selected.

14. Click  (the **Valuate** button). This will compare your results to the specifications. (See below)



Record Results: Characteristic Overview

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH

Insp. Lot: 10000002303 4200001271-00003-XYZ 062711

Oper./Act: 0010 Inspection Tasks Plnt: 1000

General Summarized **Indicators**

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	L...	Ch...	O...
<input checked="" type="checkbox"/>	3	AFLATOXIN	0.00 .. 20.00 ppb	2,800	2,800		15.00								10 F
<input checked="" type="checkbox"/>	3	APPEAR & ODOR FOFAPPEARANCE AND O		2,800	2,800		FFFM FREE F								20 Q
<input checked="" type="checkbox"/>	3	BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00								30 F
<input checked="" type="checkbox"/>	3	BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.0								40 F
<input checked="" type="checkbox"/>	3	COAGULASE POSITV COAGULASE POSITV		2,800	2,800		NPAS NEGAT								50 Q
<input checked="" type="checkbox"/>	3	DISPERSABILITY DISPERSIBILITY		2,800	2,800		DISP FREE FI								60 Q
<input checked="" type="checkbox"/>	3	E.COLI MICROBIOLOGICAL		2,800	2,800		NPAS NEGAT								70 Q
<input checked="" type="checkbox"/>	3	FAT	5.50 .. 100.00 %	2,800	2,800		8.50								80 F
<input checked="" type="checkbox"/>	3	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90								90 F
<input checked="" type="checkbox"/>	3	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00								100 F
<input checked="" type="checkbox"/>	3	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20								110 Q
<input checked="" type="checkbox"/>	3	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00								120 F
<input checked="" type="checkbox"/>	3	SALMONELLA MICROBIOLOGICAL		2,800	2,800		NPAS NEGAT								130 Q
<input checked="" type="checkbox"/>	3	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00								140 F
<input checked="" type="checkbox"/>	3	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00								150 F
<input checked="" type="checkbox"/>	3	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00								160 F
<input checked="" type="checkbox"/>	3	TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0								170 Q
<input checked="" type="checkbox"/>	3	VITAMIN A (REPORTE	8400 .. 16000 mg	2,800	2,800		14000								180 F

The valuation was successful

R11 (230)

Record Results: Characteristic Overview

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH

Insp. Lot: 10000002303 4200001271-00003-XYZ 062711

Oper./Act.: 0010 Inspection Tasks PInt: 1000

Ac...	R...	Short text for the in...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect cl.	Attribute	Insp. descriptn	L...	C...	Ch...	O...
5	5	AFLATOXIN	0.00 .. 20.00 ppb	2,800	2,800		15.00		✓							10F
5	5	APPEAR & ODOR FOFAPPEARANCE AND O		2,800	2,800		FFFM FREE F		✓							20Q
5	5	BWK UNCOOK	0.00 .. 23.00 cm	2,800	2,800		19.00		✓							30F
5	5	BWK COOKED	6.0 .. 24.0 cm	2,800	2,800		12.0		✓							40F
5	5	COAGULASE POSITIV	COAGULASE POSITIV	2,800	2,800		NPAS NEGAT		✓							50Q
5	5	DISPERSABILITY	DISPERSABILITY	2,800	2,800		DISP FREE F		✓							60Q
5	5	E.COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT		✓							70Q
5	5	FAT	5.50 .. 100.00 %	2,800	2,800		8.50		✓							80F
5	5	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90		✓							90F
5	5	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00		✓							100F
5	5	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20		✓							110Q
5	5	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00		✓							120F
5	5	SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT		✓							130Q
5	5	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00		✓							140F
5	5	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00		✓							150F
5	5	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00		✓							160F
5	5	TOTAL BACTERIA CO10	.. 50000 %	2,800	2,800		0		✓							170Q
5	5	VITAMIN A (REPORTE	8400 .. 16000 mg	2,800	2,800		14000		✓							180F

Successfully closed

15. Click  (the **Close** button). This locks your results so that they can be saved.

16. Click  (the **Save** button).



(Note) Remember to always Close and then Save. Both steps are required to save the Inspection Lot.

17. Close the Record Results: Characteristic Overview Window.

- You will be returned the Quality Certificate Data Entry screen.



Common Problems and Error Messages

WBSCM Help desk can be contacted at FSAWBSCMServiceRequest@kcc.usda.gov or 816-823-4249

1. **How does the vendor enter inspection results for multiple containers on the ASN because there is no reference to the lot number?** The inspections should be by item number not lot number. The inspection results are entered by the vendor based on the inspection plan associated to the material.
2. **What are the different Status codes and what do they mean?**

REL = Released

INSP = Inspection active

PASG = Plan/specification assigned

CCTD = Insp. characteristics created

CALC = Sample calculated

RREC = Results confirmed

INCD = Invoice Cancelled

INCP = Incomplete

INPA = Invoiced – Pending approval

INPP = Invoiced – Pending Payment

INVC = Invoiced – Paid – closed

MMSV = Material Master Spec Variation

OOSP = Out of Spec

PIPA = Partial Inv – Pending Approval

RREC = Results recorded

VOSP = Vendor Out of spec

- If your Lot status is INCP, use the “Change Inspection Results handout” document to ensure that you have all Green Checkmarks for your Characteristics. Also, you must close and save the document in that order.

QE01 - WBSCM Portal - Windows Internet Explorer

https://wbscmint.wbscm.usda.gov/ir1/servlet/prtportal/prteventname/Navigate/prtroot/pcd3aportal_content!2fgov.usda.wbscm.wbscm12fgov.usda.wbscm.wbscm

Record Results: Characteristic Overview

Menu Save Back Exit Cancel System Other inspection lot User settings... Defects... Inspection Method Control chart Histogram Run values (run chart) Results history More...

Material: 130538 CORN-SOY BLEND BAG-HP-Batch QMBATCH
 Insp. Lot: 10000002303 4200001271-00003-XYZ 062711
 Oper. Act: 0010 Inspection Tasks Flnt: 1000

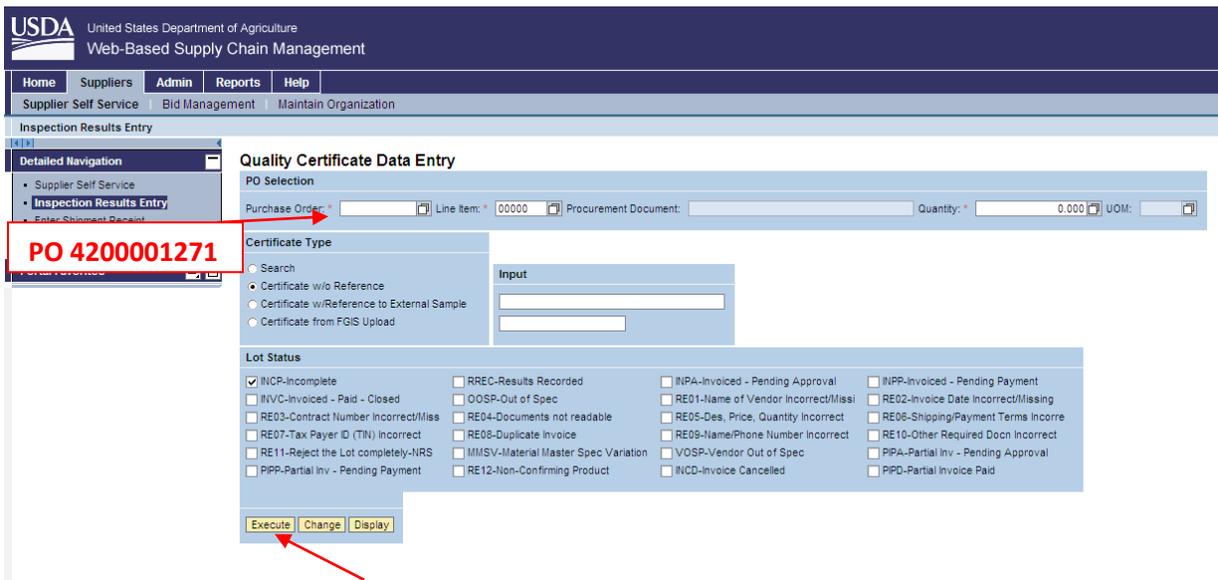
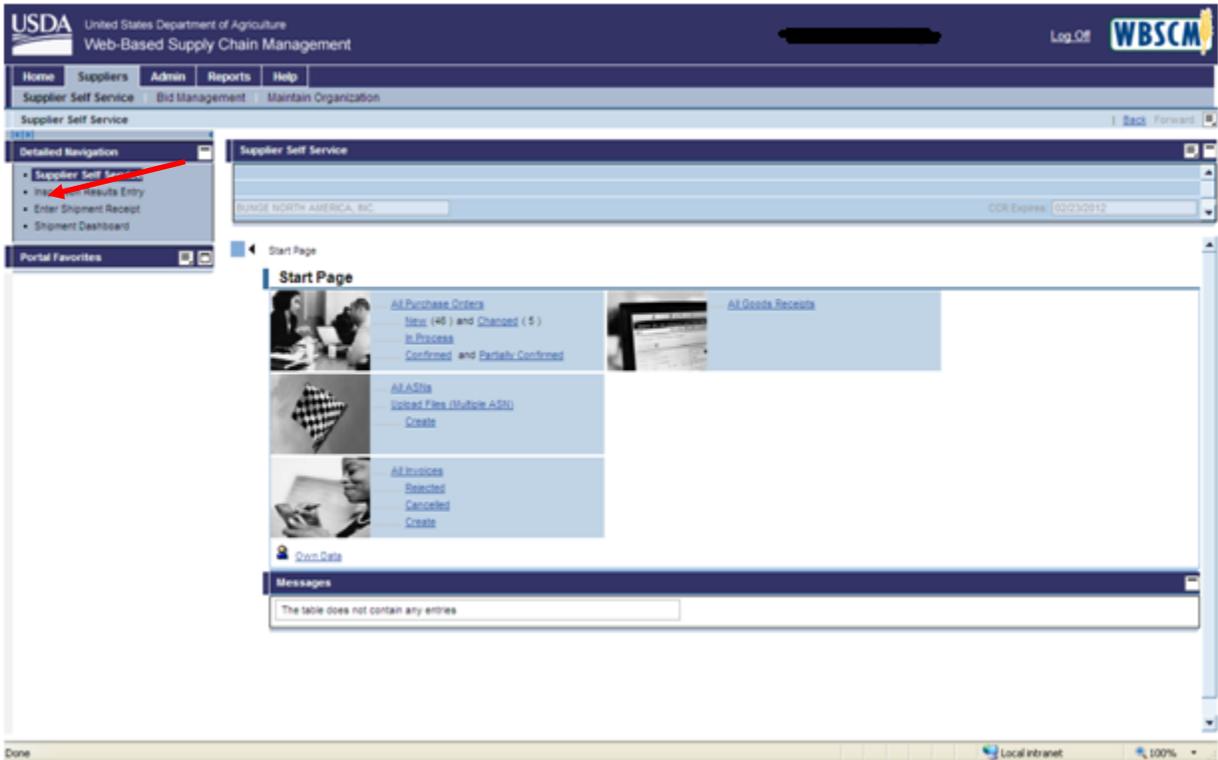
General Summarized Indicators

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	Y...	Defect cl...	Attribute	Insp. descriptn	L...	C...	Ch...	U...
<input checked="" type="checkbox"/>	5	E. COLI	CROBIOLOGICAL	2,800	2,800		NPAS NEGAT			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					70 Q
<input checked="" type="checkbox"/>	5	FAT	5.50 .. 100.00 %	2,800	2,800		7.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					80 F
<input checked="" type="checkbox"/>	5	FIBER	0.00 .. 2.50 %	2,800	2,800		1.90			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					90 F
<input checked="" type="checkbox"/>	5	IRON (Reported in MG)	14.70 .. 35.00 mg	2,800	2,800		16.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					100 F
<input checked="" type="checkbox"/>	5	MOISTURE	10.10 .. 10.50 %	2,800	2,800		10.20			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					110 G
<input checked="" type="checkbox"/>	5	PROTEIN	15.90 .. 100.00 %	2,800	2,800		17.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					120 F
<input checked="" type="checkbox"/>	5	SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					130 G
<input checked="" type="checkbox"/>	5	SIEVE TEST #30	0.00 .. 96.00 %	2,800	2,800		85.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					140 F
<input checked="" type="checkbox"/>	5	SIEVE TEST #6	95.00 .. 100.00 %	2,800	2,800		97.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					150 F
<input checked="" type="checkbox"/>	5	SIEVE TEST #60	0.00 .. 61.00 %	2,800	2,800		56.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					160 F
<input checked="" type="checkbox"/>	5	TOTAL BACTERIA COID	0.00000 %	2,800	2,800		0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					170 G
<input checked="" type="checkbox"/>	5	VITAMIN A (REPORTE	8400 .. 16000 mg	2,800	2,800		14000			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					180 F

Successfully closed R11 (230) Local intranet

- I have created an inspection lot and I am getting an error message saying I don't have enough quantity. What do I do? Check and see what inspection lots you have created against the PO and Item number.

Go to WBSCM <https://portal.wbscm.usda.gov/> SUPPLIERS→SUPPLIER SELF SERVICE→INSPECTION RESULTS ENTRY



Type your PO number in the Purchase Order field. Type the Item number in the Line Item Field. Click **Display**

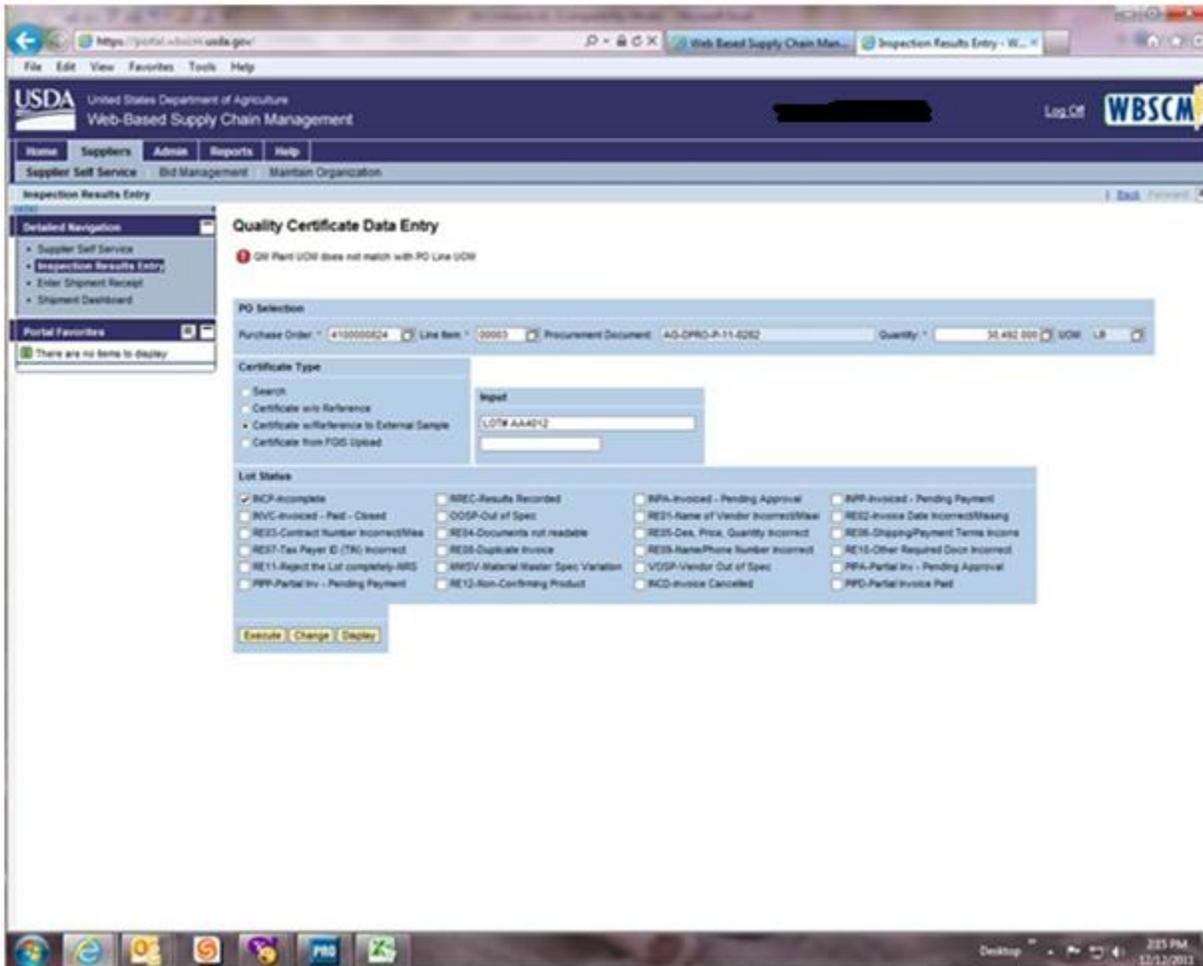
This will open up a window with all the inspection results associated with the PO and Item number you entered.

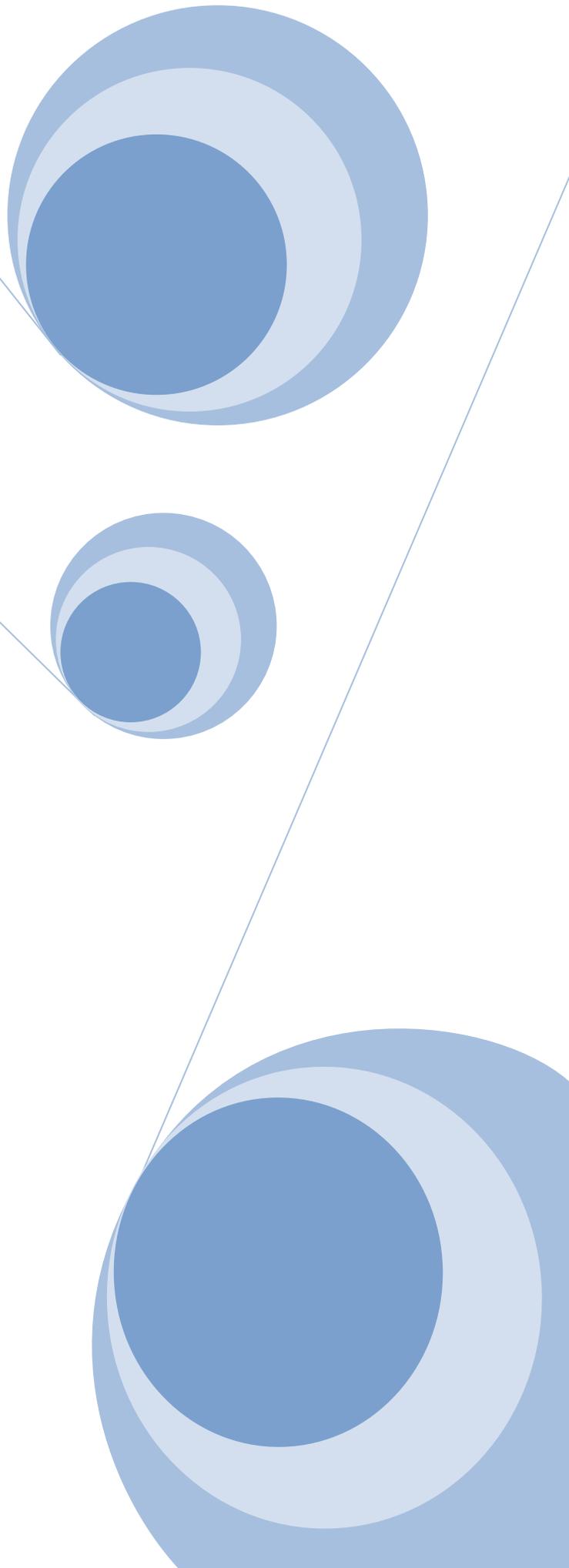
Display data for inspection lot: Worklist for Inspection Lots

Insp. Lot	Material	Pint	Lot Qty	B...	LT...	S...	StartDate	End Date	System Status
10000000100609		1000	1,280	EA	0	0	05/25/2011	05/25/2011	UD ICCO PRII ST
10000000100609		1000	480	EA	0	0	05/25/2011	05/25/2011	UD ICCO STUP
10000000100609		1000	3,110	EA	0	0	05/25/2011	05/25/2011	UD ICCO STUP
10000000100609		1000	600	EA	0	0	05/27/2011	05/27/2011	UD ICCO STUP
10000000100609		1000	1,540	EA	0	0	05/27/2011	05/27/2011	UD ICCO STUP
10000000100609		1000	1,800	EA	0	0	05/31/2011	05/31/2011	UD ICCO STUP
10000000100609		1000	760	EA	0	0	05/31/2011	05/31/2011	UD ICCO STUP
10000000100609		1000	1,360	EA	0	0	06/03/2011	06/03/2011	UD ICCO STUP
10000000100609		1000	1,190	EA	0	0	06/03/2011	06/03/2011	UD ICCO STUP
10000000100609		1000	1,920	EA	0	0	06/07/2011	06/07/2011	UD ICCO STUP
10000000100609		1000	1,690	EA	0	0	06/07/2011	06/07/2011	UD ICCO STUP
10000000100609		1000	2,050	EA	0	0	05/20/2011	05/20/2011	UD ICCO STUP

Ensure that you don't have lots that need to be removed. If you need a lot removed for any reason, please contact the WBSM Help desk at FSAWBSMServiceRequest@kcc.usda.gov or 816-823-4249 and request that your lot number be blocked. Please provide PO, line item and inspection lot number. Also provide a brief explanation why you need it blocked.

5. When I put the PO and line item in the text boxes, I received an error message that says “QM Plant UOM does not match with PO Line item UOM”. What do I do? Please contact the WBSCM Help desk FSAWBSCMServiceRequest@kcc.usda.gov or 816-823-4249 and let them know the PO and line item number you are receiving the error message against.





Submit Invoice

Submit Invoice and attach supporting documentation

Purpose

The purpose of this transaction is to process an invoice as a vendor for an ASN.

Process Trigger

Perform this transaction after inspection results are entered.

Prerequisites

- Purchase Order and all follow on documents complete.

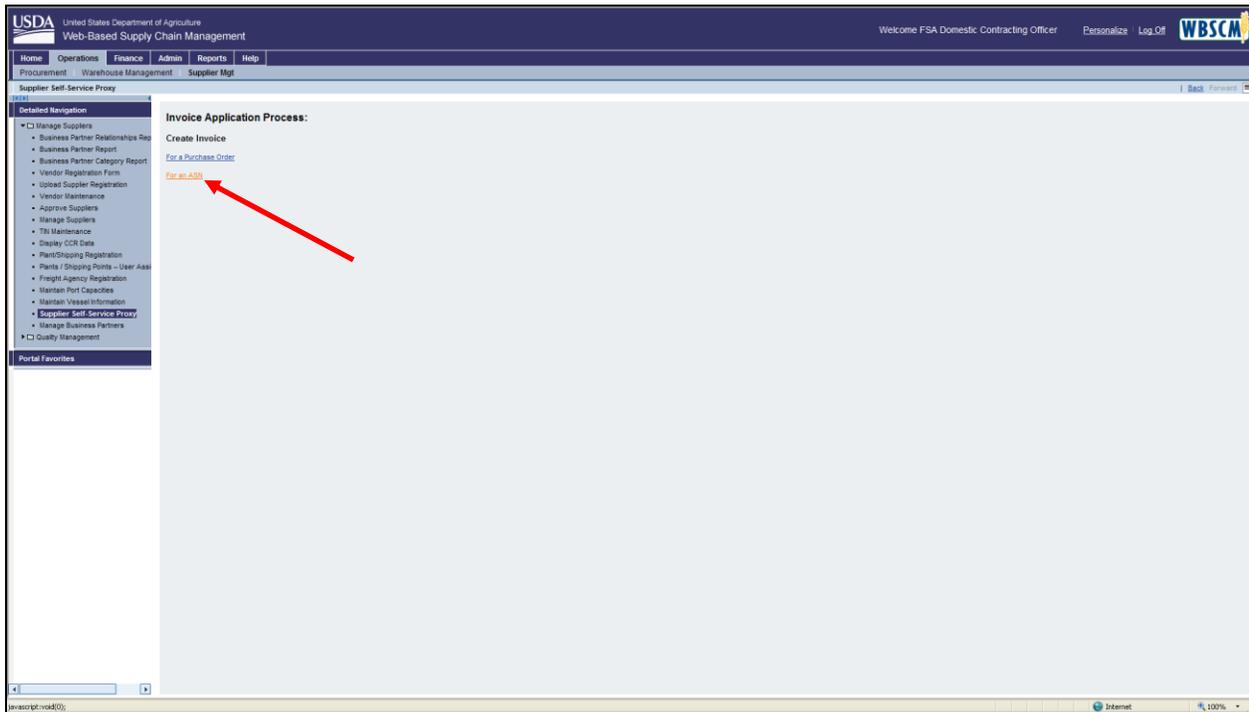
Portal Path

1. Select **Suppliers** tab → **Supplier Self-Service**

Under the All Invoices section, click **Create** (the **Create** link) to create an invoice.

The screenshot displays the USDA Web-Based Supply Chain Management (WBSM) Portal. The browser window title is "Supplier Self-Service Proxy - WBSM Portal - Windows Internet Explorer". The address bar shows "https://portal.wbscm.usda.gov/". The page header includes the USDA logo, "United States Department of Agriculture", "Web-Based Supply Chain Management", and a welcome message for "Brian G Lawson". The navigation menu includes "Home", "Operations", "Finance", "Suppliers", "Admin", "Reports", and "Help". Below the menu, there are links for "Order Processing", "Procurement", "Warehouse Management", and "Supplier Mgt". The main content area is titled "Supplier Self-Service Proxy" and includes a breadcrumb trail: "Find Supplier > List of Suppliers > Start Page". The "Start Page" section contains several panels: "All Purchase Orders" (with sub-links for New, In Process, Confirmed, and Partially Confirmed), "All Goods Receipts", "All ASNs" (with sub-links for Upload Files and Create), and "All Invoices" (with sub-links for Rejected, Cancelled, by USDA, by Vendor, and Create). A red arrow points to the "Create" link in the "All Invoices" panel. Below the "Start Page" is a "Messages" section with a table that is currently empty, displaying the message "The table does not contain any entries". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Fw: Winter Runnin..., S:\BOSD-Shared..., Submit Invoice Ha...), and the active "Supplier Self-Ser..." window. The system tray shows the local intranet and a 100% zoom level.

Invoice Application Process Screen



2. Click **For an ASN** (the **For an ASN** link) to create an invoice for an ASN.
 - The only time you select 'For a Purchase Order' is for Service One type contracts. (Freight, Survey, Stevedore, etc.)

Supplier Self-Service Screen

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

Welcome FSA Domestic Contracting Officer Personalize Log Off WBSM

Home Operations Finance Admin Reports Help
Procurement Warehouse Management Supplier Mgt

Supplier Self-Service Proxy

Document Action
Submit Hold Print/Download Cancel

Basic Data
Invoice: 710002054 Status: In Process Description: AG-314-S-10-0349
Document Date: 06/15/2010 Reference Po No.: 410003381 Invoice Amount: 3,220.00 USD
Vendor Reference: Invoice Receipt Date: Invoice Date:

Products and Services
View (Standard View) Filter Settings

Item Number	Product Name	Short Text	Quantity	Order Unit	Net Value	Tax Code	Purchase Order No.	Purchase Order Item
1	PORK, HAM FRZ WATERADDED PKG 4*10 LB		1,000.000	CS	3,220.00	0	4100003381	000000001

QM Selections
View (Standard View) Filter Settings

Select	Light	Insp Lot	Created On	Status	Orig Qty	Open Qty	Inv Qty	Premium	Discount	View (Standard View)	Filter Settings		
										PO Item	Tot Premium	Tot Discount	Other Dis

Price Information
Gross Price: 3220.00 Late Shipment Discount: 0.00 Tax: 0.00 Net Value: 3220.00

Messages
Display Document Header
Message to Purchaser
Message From Purchaser: Message
Partner Information
View (Standard View) Filter Settings

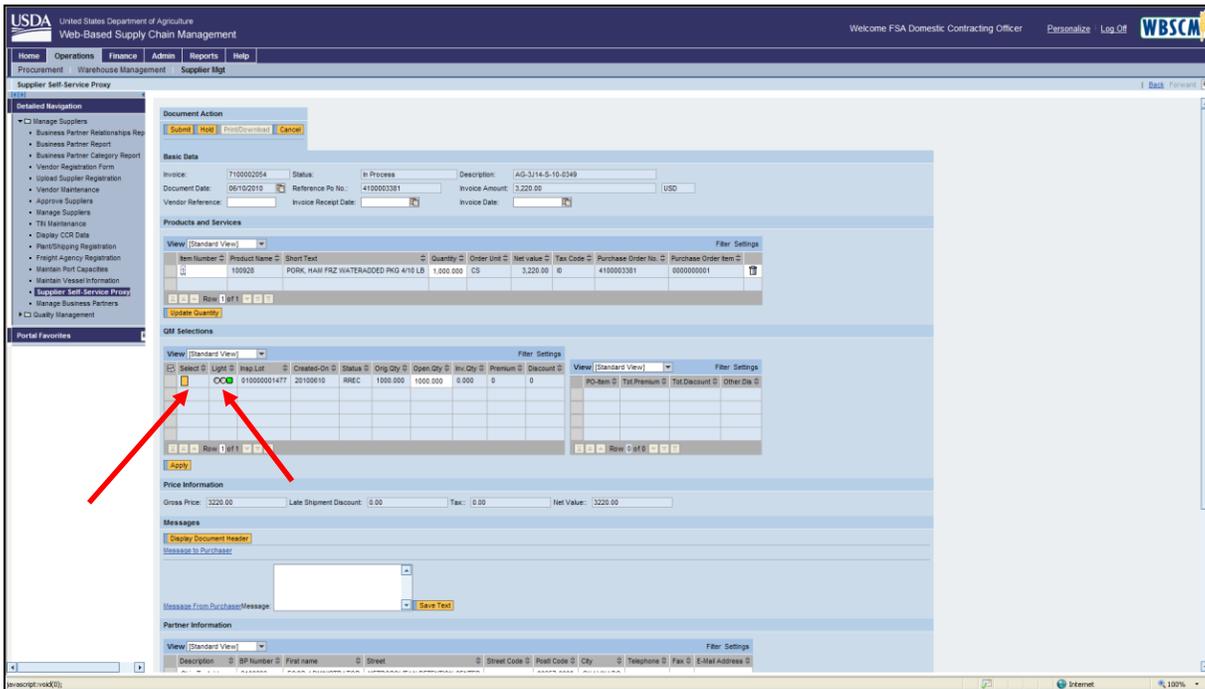
Description	SP Number	Firm Name	Street	Street Code	Post Code	City	Telephone	Fax	E-Mail Address
-------------	-----------	-----------	--------	-------------	-----------	------	-----------	-----	----------------

- If the material you are invoicing for did not require inspection results, please go to Step 7 (pg 7).

If you did have inspection Result, Click [1](#) (the 1 link) under the Item Number header to display detail under the QM Selections.

- For tracking purposes, it might help if you fill in the Vendor Reference text box. It is recommended that you use the Establishment Number that was entered on the ASN.

Supplier Self-Service Screen



5. Click  (the **orange box**) beside your inspection lot to select this line item. If you see a **Red light**, this means your inspection results associated with this line item were not completed correctly.

Please refer to the Change Inspection Results Handout. If you are unable to resolve the Red light, please contact the help desk at FSAWBSCMSERVICEREQUEST@kcc.usda.gov or 816-823-4249.

Supplier Self-Service Screen

The screenshot shows the 'Supplier Self-Service Proxy' interface. At the top, it displays 'USDA United States Department of Agriculture Web-Based Supply Chain Management' and 'Welcome FSA Domestic Contracting Officer'. The main content area is titled 'Document Action' and 'Basic Data'. Below this is the 'Products and Services' section, which contains a table with columns for Item Number, Product Name, Short Text, Quantity, Order Unit, Net Value, Tax Code, Purchase Order No., and Purchase Order Item. The table lists one item: '1 10008 PORK, HAM FRZ WATERADDED PKG 410 LB, 1,000.000 CS, 3,220.00, 0, 4100003381, 000000001'. Below the table is the 'QM Selections' section, which includes a table with columns for Select, Light, Insp Lot, Created On, Status, Orig Qty, Open Qty, Inv Qty, Premium, and Discount. The 'Apply' button is highlighted with a red arrow.

- Click **Apply** (the **Apply** button). Please note any quality discounts that were applied to the invoice. Scroll to the right and you will see the discounts.

View [Standard View]	Filter Settings		
PO-Item	Tot.Premium	Tot.Discount	Other.Dis
4100003381-00001	0.00	0.00	
Total	0.00	0.00	

Row 1 of 3

Supplier Self-Service Screen

The screenshot displays the 'Supplier Self-Service Proxy' interface. The browser title is 'Supplier Self-Service Proxy - SAP NetWeaver Portal - Windows Internet Explorer'. The address bar shows 'https://portal.wbscm.usda.gov/'. The page header includes the USDA logo, 'United States Department of Agriculture', 'Web-Based Supply Chain Management', and 'Welcome Laurie A Sigman'. A navigation menu at the top includes 'Home', 'Operations', 'Finance', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are sub-menus for 'Order Processing', 'Procurement', 'Warehouse Management', and 'Supplier Mgt'. The main content area is titled 'Supplier Self-Service Proxy' and features a table with the following data:

Vendor	1002300	COMMERCIAL LYNKs INC.	4709B EISENHOWER AVE.	22304-4832	ALEXANDRIA
--------	---------	-----------------------	-----------------------	------------	------------

Below the table, there is a 'Terms of Payment' section with input fields for 'Payment in Days' and 'Discount in %'. The 'Attachments' section is highlighted with a red arrow and contains a 'View' dropdown set to 'Standard View', a 'Delete Row' button, and a table with one row labeled 'Attachment File'. At the bottom of the attachments section, there are 'Browse...', 'Upload', and 'Save' buttons.

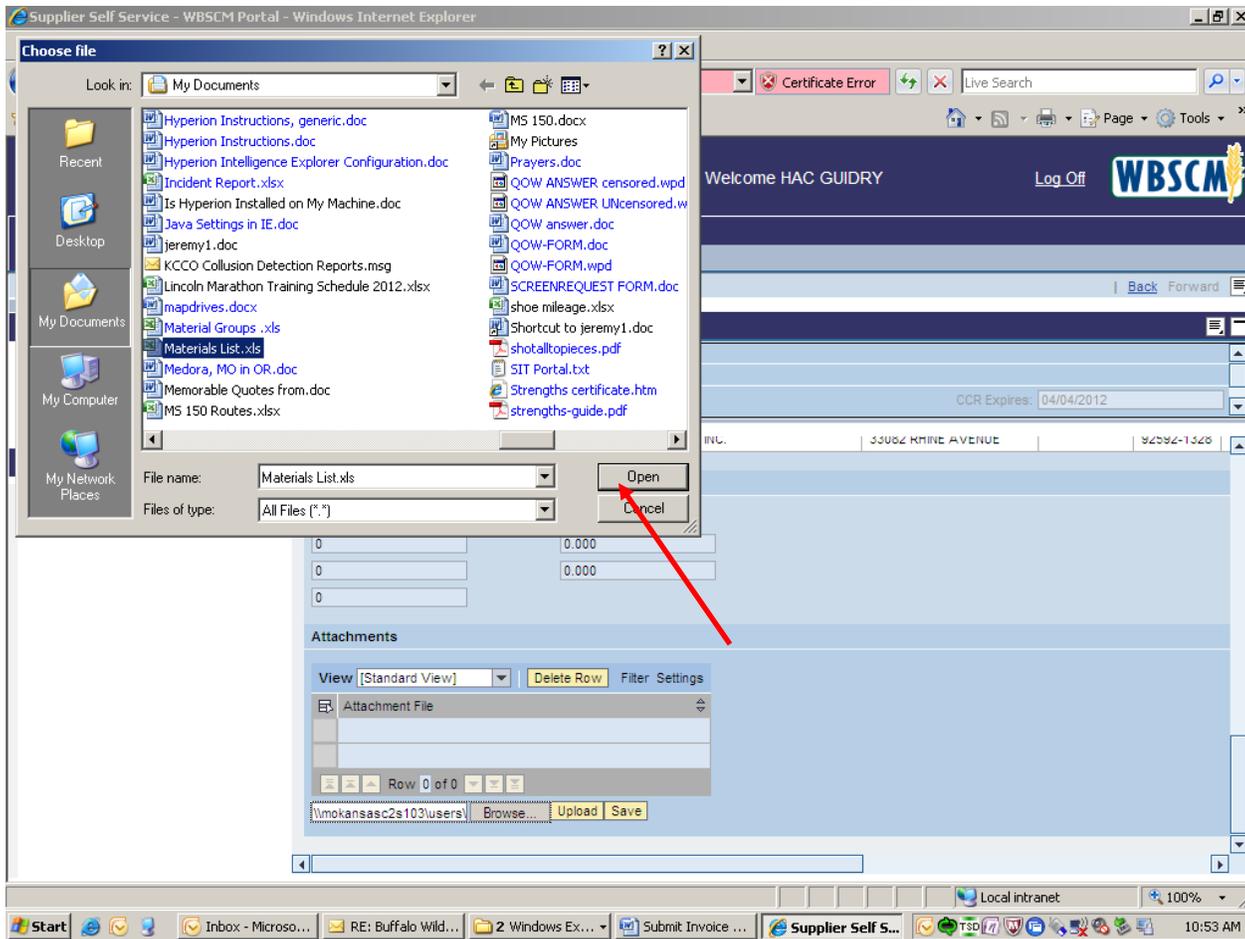
7. Attach any supporting documentation to the invoice. (Scroll down until you see the Attachments section.) It is recommended that you attach any documents that you have attached in the past to your invoice. Your inspection certificates (FGIS & COA) should have been attached to your inspection results.

Supplier Self-Service Screen

The screenshot shows the Supplier Self-Service interface in a Windows Internet Explorer browser. The address bar displays <https://wbscmint.wbscm.usda.gov/irj/portal>. The page header includes the USDA logo, the text "United States Department of Agriculture Web-Based Supply Chain Management", and a welcome message "Welcome HAC GUIDRY". A "Log Off" link and the WBSCM logo are also present. The navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". The "Supplier Self Service" section is active, showing details for "GUIDRY LIASON GROUP, INC." with a "CCR Expires: 04/04/2012" date. The "Terms of Payment" section contains two columns: "Payment in Days" and "Discount in %", each with three input fields. The "Attachments" section features a "View" dropdown set to "Standard View", a "Delete Row" button, and a "Filter Settings" link. Below this is a table with one row for "Attachment File". At the bottom of the attachment section, there is a "Browse..." button, an "Upload" button, and a "Save" button. A red arrow points to the "Browse..." button. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, RE: Buffalo Wild..., 2 Windows Ex..., Submit Invoice...), and the "Supplier Self S..." application. The system tray shows "Local intranet", "100%", and the time "10:50 AM".

8. Click on the Browse button to select the document you want to upload.

Supplier Self-Service Screen



9. Locate the document you want to upload and then click the OPEN button.

Supplier Self-Service Screen

The screenshot shows the Supplier Self-Service interface in a Windows Internet Explorer browser. The browser's address bar displays the URL <https://wbscmint.wbscm.usda.gov/irj/portal>. The page header includes the USDA logo, the text "United States Department of Agriculture Web-Based Supply Chain Management", and a welcome message "Welcome HAC GUIDRY". A "Log Off" link and the WBSCM logo are also present. The navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". The "Supplier Self Service" section is active, showing details for "GUIDRY LIASON GROUP, INC." with a "CCR Expires: 04/04/2012" date. The "Terms of Payment" section includes input fields for "Payment in Days" and "Discount in %". The "Attachments" section features a table with a "View" dropdown set to "Standard View", a "Delete Row" button, and a "Filter Settings" link. The table has one row with the header "Attachment File". Below the table are navigation controls, including "Row 0 of 0". At the bottom of the attachment section, there are "Browse...", "Upload", and "Save" buttons. A red arrow points to the "Upload" button. The browser's taskbar at the bottom shows several open applications, including "Inbox - Micro...", "RE: Buffalo Wild...", "2 Windows Ex...", "Submit Invoice...", and "Supplier Self S...". The system clock shows "10:55 AM".

10. Click on the Upload button. To upload more documentation, go to step 7 and repeat the upload process.

Supplier Self-Service Screen

Supplier Self Service - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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

Supplier Self Service - WBSCM Portal

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

Welcome HAC GUIDRY Log Off WBSCM

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Supplier Self Service Back Forward

Detailed Navigation

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

Portal Favorites

Supplier Self Service

GUIDRY LIASON GROUP, INC. CCR Expires: 04/04/2012

Vendor 1030750 GUIDRY LIASON GROUP, INC. 33082 RHINE AVENUE 92592-1326

Terms of Payment

Payment in Days Discount in %

0 0.000

0 0.000

0

Attachments

View [Standard View] Delete Row Filter Settings

Attachment File

\\mokansasc2s103\users\brian.lawson\Materials_List.xls

Row 1 of 1

Browse... Upload Save

javascript:void(0); Local intranet 100%

Start Inbox - Microso... RE: Buffalo Wild... 2 Windows Ex... Submit Invoice ... Supplier Self S... 10:57 AM

11. The document is now uploaded and you can see it in the Attachment File section.

12. Click Save to save the attachments to the invoice.

Supplier Self-Service Screen

The screenshot shows the 'Supplier Self-Service Proxy' interface. At the top, it identifies the user as 'Welcome FSA Domestic Contracting Officer' and includes a 'Log Off' link. The navigation menu includes 'Home', 'Operations', 'Finance', 'Admin', 'Reports', and 'Help'. The main content area is divided into several sections:

- Document Action:** Contains buttons for 'Submit', 'Hide', 'Print/Download', and 'Cancel'. A red arrow points to the 'Submit' button.
- Basic Data:** Displays invoice details such as Invoice Number (000002054), Status (In Process), Description (AG-3J14-S-10-0349), Document Date (06/10/2010), Reference Po No. (4100003381), Invoice Amount (3,220.00), Vendor Reference, Invoice Receipt Date, and Invoice Date.
- Products and Services:** A table listing items with columns for Item Number, Product Name, Short Text, Quantity, Order Unit, Net Value, Tax Code, Purchase Order No., and Purchase Order Item. One item is listed: '1 100928 PORK, HAM FRZ WATERADDED PKG 470 LB' with a quantity of 1,000.000 and a net value of 3,220.00.
- QM Selections:** A table for Quality Management selections with columns for Select, Light, Insp Lot, Created-On, Status, Orig Qty, Open Qty, Inv Qty, Premium, and Discount. One row is visible with a checked 'Select' box and a value of 1000.000 for 'Orig Qty'.
- Price Information:** Shows Gross Price (3220.00), Late Shipment Discount (0.00), Tax (0.00), and Net Value (3220.00).
- Messages:** Includes a 'Display Document Header' button and a 'Message In Purchaser' section with a dropdown menu.
- Partner Information:** A table for partner details with columns for Description, BP Number, First Name, Street, Street Code, Post Code, City, Telephone, Fax, and E-Mail Address.

13. Click **Submit** (the **Submit** button).

Supplier Self-Service Screen

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

Welcome FSA Domestic Contracting Officer Personalize Log Off WBSM

Supplier Self-Service Proxy

Invoice Successfully Processed

Document Action

Basic Data

Invoice: 7100002054 Status: In Process Description: AG-3J14-S-10-0349
 Document Date: 05/10/2010 Reference Po No.: 4100003381 Invoice Amount: 3,220.00 USD
 Vendor Reference: Invoice Receipt Date: Invoice Date:

Products and Services

Item Number	Product Name	Short Text	Quantity	Order Unit	Net Value	Tax Code	Purchase Order No.	Purchase Order Item
1	100928	PORK, HAM FRZ WATERADDED PKG 410 LB	1,000.000	CS	3,220.00	0	4100003381	000000001

QM Selections

Select	Light	Inv Lot	Created-On	Status	Orig Qty	Open Qty	Inv Qty	Premium	Discount
X	OC	01000001477	20100610	RREC	1000.000	1000.000	0.000	0	0

Price Information

Gross Price: 3220.00 Late Shipment Discount: 0.00 Tax: 0.00 Net Value: 3220.00

Messages

Display Document Header

Message To Purchaser

Message From Purchase: Message

Partner Information

14. You have completed this transaction. Please record your invoice number.



(Note) Notice the confirmation message at the top of the screen indicating that the invoice was processed successfully.



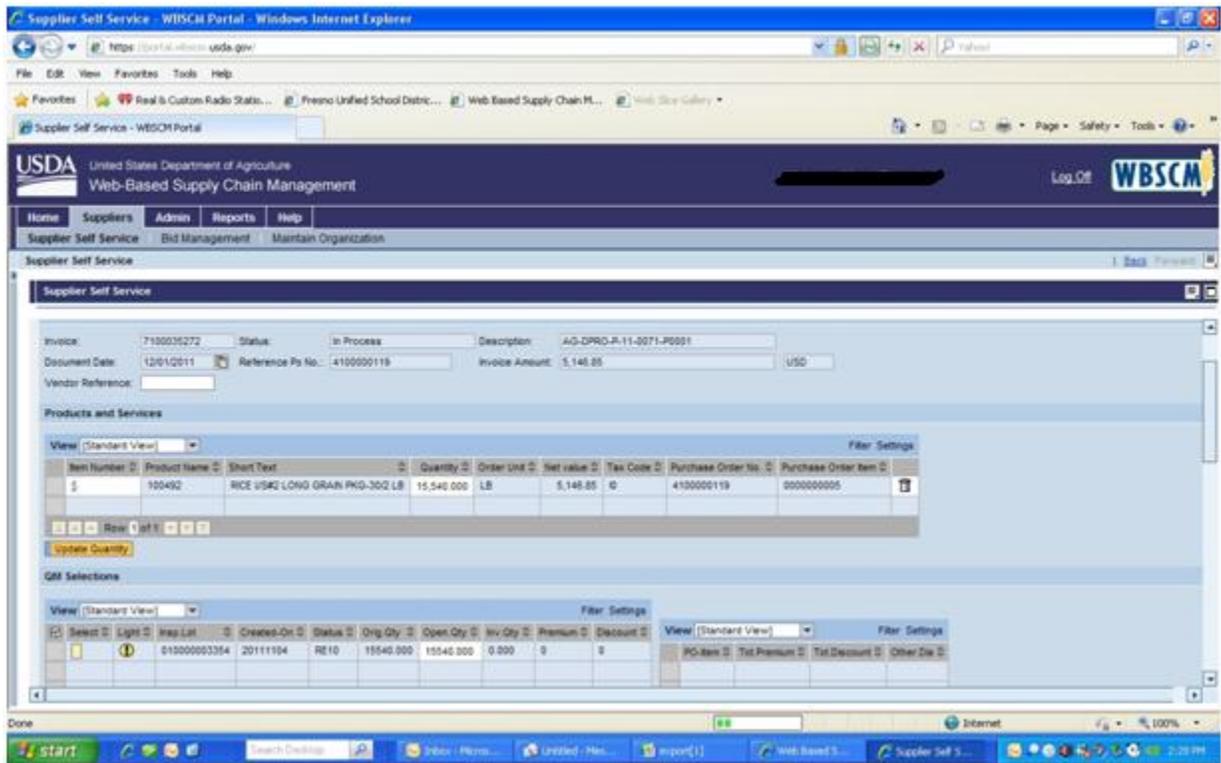
Common Problems and Error Messages

WBSCM Help desk can be contacted at FSAWBSCMServiceRequest@kcc.usda.gov or 816-823-4249

1. **My invoice was rejected by USDA. What do I do?**
 - a. Contact your contracting specialist and find out why the invoice was rejected.
 - b. Correct the reason it was rejected.
 - c. Follow the Submit Invoice Handout and create a new invoice. You don't correct the rejected invoice.
2. **How do I apply discounts to my invoice?** Any quality discounts will be applied to your invoice automatically, based upon the inspection results entered.
3. **I get an error message that says I need to enter inspection results. What do I do?** You need to enter inspection results. Please follow the instructions for entering inspection results.
4. **I see a red light on my line item in Step 5.** (Screen shot below) You did not correctly enter your inspection results associated with this line item. Please refer to the Change Inspection Results Handout.

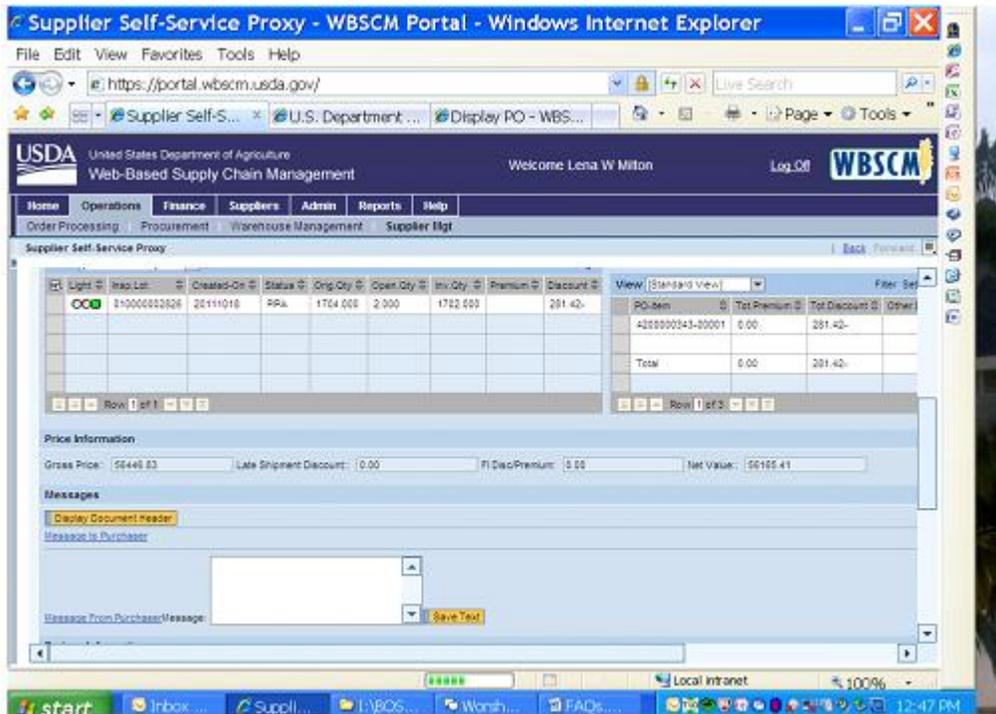
The screenshot displays the 'Supplier Self-Service Proxy' interface. At the top, it shows 'USDA United States Department of Agriculture Web-Based Supply Chain Management' and 'Welcome FSA Domestic Contracting Officer'. The main content area is titled 'Supplier Self-Service Proxy' and includes a 'Document Action' section with 'Submit', 'Hold', 'Print/Download', and 'Cancel' buttons. Below this is the 'Basic Data' section with fields for Invoice (T10002054), Status (In Process), Description (AG-3174-S-10-0349), Document Date (06/19/2010), Reference Po No. (4100003381), Invoice Amount (3,220.00), Vendor Reference, Invoice Receipt Date, and Invoice Date. The 'Products and Services' section contains a table with columns: Item Number, Product Name, Short Text, Quantity, Order Unit, Net Value, Tax Code, Purchase Order No., and Purchase Order Item. A red arrow points to the 'Light' icon in the 'OC' column of the first row. Below this is the 'QM Selections' section with another table. The 'Price Information' section shows Gross Price (3220.00), Late Shipment Discount (0.00), Tax (0.00), and Net Value (3220.00). The 'Messages' section has a 'Display Document Header' button and a 'Message to Purchaser' field. The 'Partner Information' section has a 'View' dropdown and a table with columns: Description, BP Number, First name, Street, Street Code, Post Code, City, Telephone, Fax, and E-Mail Address.

5. **When submitting my invoice, I get a yellow circle with an exclamation point next to my inspection lot. What do I do?** Contact the WBSCM help desk at FSAWBSCMServiceRequest@kcc.usda.gov or 816-823-4249 and we will submit a technical help desk ticket for you.



6. **I get an error message when trying to invoice that says I have open quantities, but the lot is flagged. What do I do?** Please contact the WBSCM help desk at FSAWBSCMServiceRequest@kcc.usda.gov or call 816-823-4249.
7. **What does the error message "Material xxxxxx has quality inspection setup. No inspection lots found." mean?** It means that Inspection results need to be entered. Please follow the inspection results instructions.

8. In the screen below, there is a discount of \$281.42 but no explanation why. How can I determine what the reason was for the discount?



Bring up the Display Results: Characteristic Overview for this Inspection Lot. It is shown below. (Please refer to “Change Inspection Results handout” document.

Display Results: Characteristic Overview

Menu | Back | Exit | Cancel | System | User settings... | Inspection Method | Control chart | Histogram | Run values (run chart) | Results history | More...

Material: 100563 FLOUR, BREAD BAG-50 KG Batch QMBATCH
 Insp. Lot: 10000002826 420000343-00001
 Oper./Act: 0010 Inspection Tasks PInt: 1000

General | Summarized | Indicators

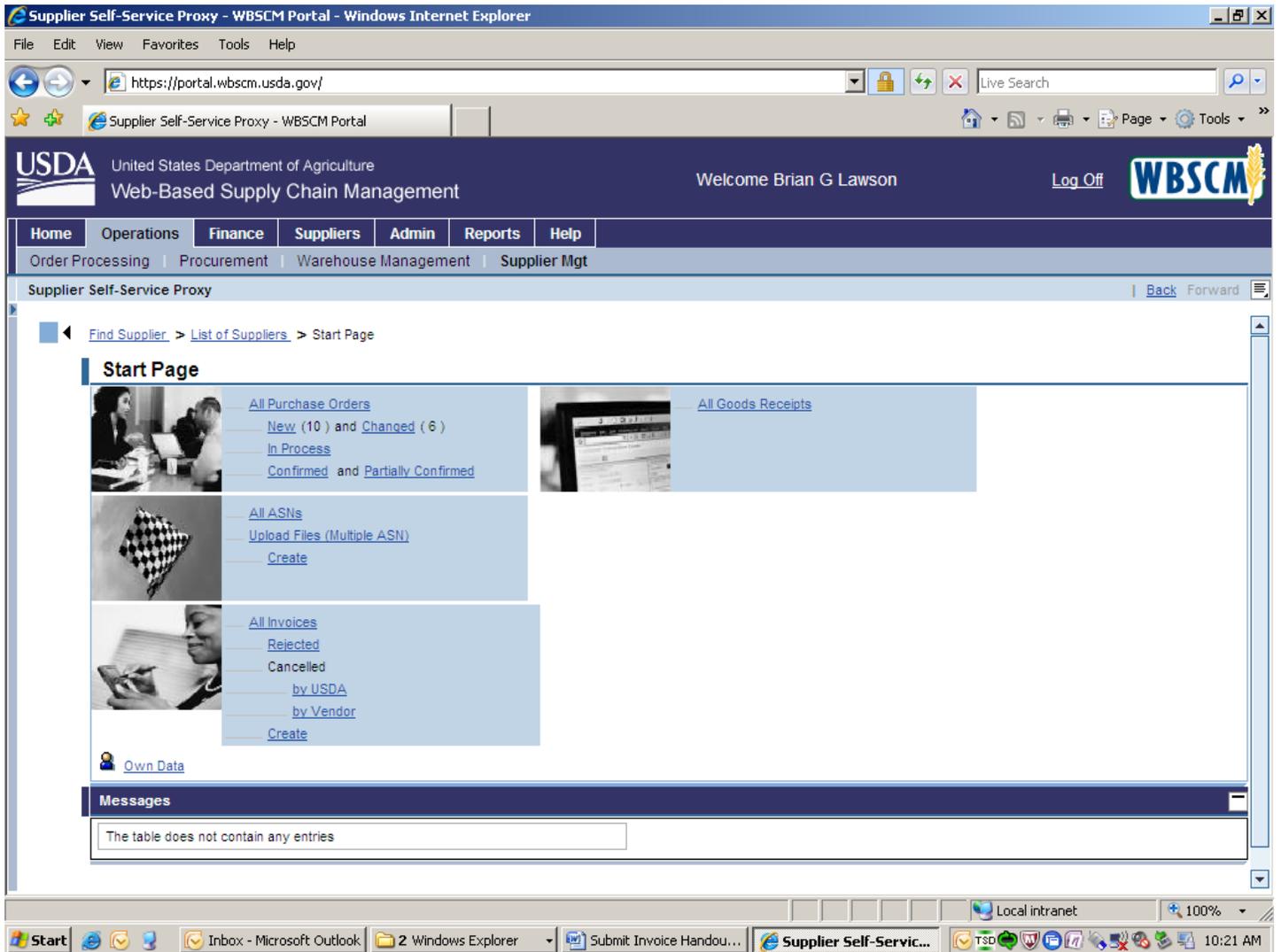
Force Further details...

Ac...	R...	Short text for the ins...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect cl...	Attribute	Insp. descriptn	Ch...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 IRON (Reported in MG	20.00 .. 360.00 mg	1,704	1,704	<input type="checkbox"/>	25.20		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 MOISTURE	0 .. 15	1,704	1,704	<input type="checkbox"/>	14		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 NIACIN	24.00 .. 999999.00 mg	1,704	1,704	<input type="checkbox"/>	26.70		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 PROTEIN	10.80 .. 100.00 %	1,704	1,704	<input type="checkbox"/>	11.80		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 RIBOFLAVIN	1.80 .. 999999.00 mg	1,704	1,704	<input type="checkbox"/>	2.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 THIAMIN	3 .. 999999 mg	1,704	1,704	<input type="checkbox"/>	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>			1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 VITAMIN A (REPORTE	8800 .. 99999 lb	1,704	1,704	<input type="checkbox"/>	14927		<input checked="" type="checkbox"/>	<input type="checkbox"/>			1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 VOMITOXIN VALUE	0 .. 1 ppm	1,704	1,704	<input type="checkbox"/>	0		<input checked="" type="checkbox"/>	<input type="checkbox"/>			1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 ASH	0.00 .. 5.00 %	1,704	1,704	<input type="checkbox"/>	0.69		<input checked="" type="checkbox"/>	<input type="checkbox"/>		281.42	1

Note the column labeled “Insp.descriptn”. Despite the label, this is actually the Discount. There is a \$281.42 discount for Ash. Apparently even though the Ash value is within limits, there is a discount levied for having a non-zero inspection result.

9. How do I know what the status of an invoice is?

In WBCSM go to the Supplier Self Service Page and click on “All Invoices” Find your invoice.



The payment can take up to thirty days depending upon your payment terms. If your payment terms are 30 days net, it will take 30 days to receive payment. After you submit the invoice, the invoice has the status “Document Sent”. After it has been approved by USDA, the status will be “Accepted by Customer”. After payment has been made, the status will be “Payment Made”. If an invoice has been rejected, the status will say “Rejected by Customer”.

If you are unsure what your payment terms are, please contact your contracting specialist.

The screenshot shows the USDA Web-Based Supply Chain Management (WBSM) portal. The user is logged in as Brian G Lawson. The main navigation menu includes Home, Operations, Finance, Suppliers, Admin, Reports, and Help. The current page is titled "Supplier Self-Service Proxy" and displays a table of invoices under the "Basic Data" section.

Invoice No.	Invoice Name	Doc. Date	Status	Gross Amount
7100021271	AG-INTB-P-11-0022	10/18/2011	Payment Made	6035613.60
7100021062	AG-DPRO-P-11-0110	10/18/2011	Payment Made	9423.75
7100021057	AG-DPRO-P-11-0110	10/18/2011	Payment Made	8981.46
7100021056	AG-DPRO-P-11-0190	10/18/2011	Payment Made	8835.92
7100021050	AG-DPRO-P-11-0190	10/18/2011	Payment Made	8835.92
7100021044	AG-DPRO-P-11-0190	10/18/2011	Document Sent	8850.81
7100021040	AG-DPRO-P-11-0110	10/18/2011	Rejected by Customer	9423.75
7100021038	AG-DPRO-P-11-0207	10/18/2011	Document Sent	12654.00
7100021034	AG-DPRO-P-11-0207	10/18/2011	Payment Made	12690.00
7100020850	AG-INTB-P-11-0028	10/17/2011	Payment Made	2713140.80

The table indicates that there are 78 rows displayed out of a total of 183 rows. The interface also includes a "Detailed Navigation" sidebar with options like "Manage Suppliers", "Vendor Business Partner Relations", and "Supplier Self-Service Proxy".