



## Register Plant Shipping Point

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### Process Overview

#### Purpose

The purpose of this transaction is to register a plant or shipping point. When a Plant becomes a Business Partner, they must go through an approval process, including a USDA Plant inspection (often done by a third party). Registering a plant or shipping point begins that process. Once approved, a plant can only ship what they have been approved for.

#### Process Trigger

Perform this procedure when you want to register a plant/shipping point.

#### Prerequisites

- Plant/shipping point must be setup in WBSCM.

#### Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Maintain Organization** tab → **Plant/Shipping Registration** link to go to the *Plant/Shipping Point registration* screen.

#### Tips and Tricks

- 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.



# Register Plant Shipping Point

## Procedure

1. Start the transaction using the following Portal path: **Suppliers tab** → **Maintain Organization tab** → **Plant/Shipping Registration**

## Plant/Shipping Registration Screen

Plant/Shipping Registration - WBSCM Portal - Microsoft Internet Explorer

Address: https://wbscmdevweb1.usda.gov/irj/portal

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

Welcome \* HONEYG Log Off WBSCM

Home Suppliers Admin Help

Supplier Self Service Bid Management **Maintain Organization**

Plant/Shipping Registration

Detailed Navigation

- Create Bidding Contacts
- Plants / Shipping Points - User Assign
- Vessel Assignment
- TIN Maintenance
- Plant/Shipping Registration**

Portal Favorites

Welcome to supplier Plant / Shipping Point registration  
To register your Plant / Shipping Point, enter your data and choose submit

\* Required Entry

**Company Details**

Name of Company \* AXSUN TECHNOLOGIES INC

Language \* English

Plant  Shipping Location

**Address Data**

Name1 \*  
Name2 \*  
E-Mail Address \*  
Telephone \* Extension  
Fax \* Extension  
Street Address  
Building  
Floor Suite No  
Zip Code \* City/Location \*  
State/Region \*  
Country \* USA  
P.O. Box PLZ PO Box

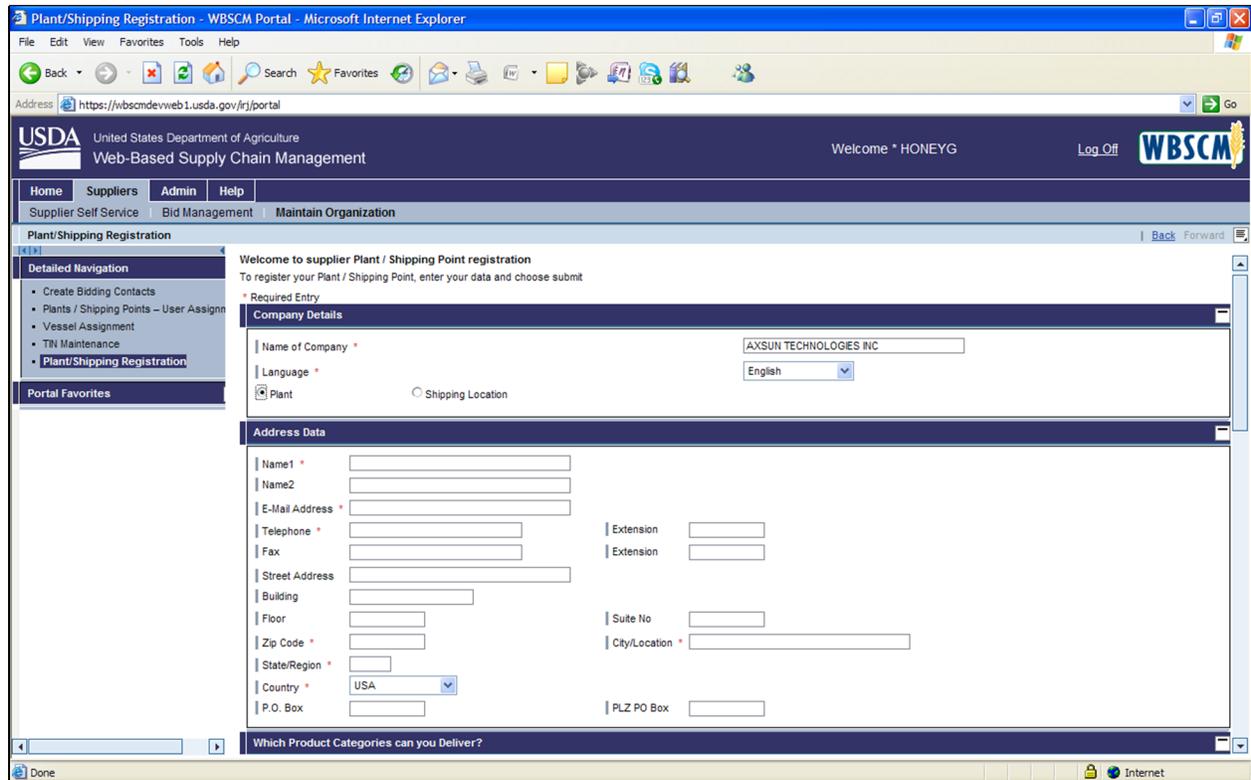
Which Product Categories can you Deliver?

2. Select the radio button beside the **Plant** or **Shipping Location** field to select a plant or shipping location to register. For the purposes of this document, we have selected **Plant**.



# Register Plant Shipping Point

## Plant/Shipping Registration Screen



3. As required, complete/review the following fields:

Field	R/O/C	Description
Name1	R	<b>Example:</b> Axsun Technologies Inc
E-Mail Address	R	<b>Example:</b> Atechnologies@axsun.com
Telephone	R	<b>Example:</b> (999)999-9999
Street Address	R	<b>Example:</b> 21 Axsun Blvd
Building	O	<b>Example:</b> 2



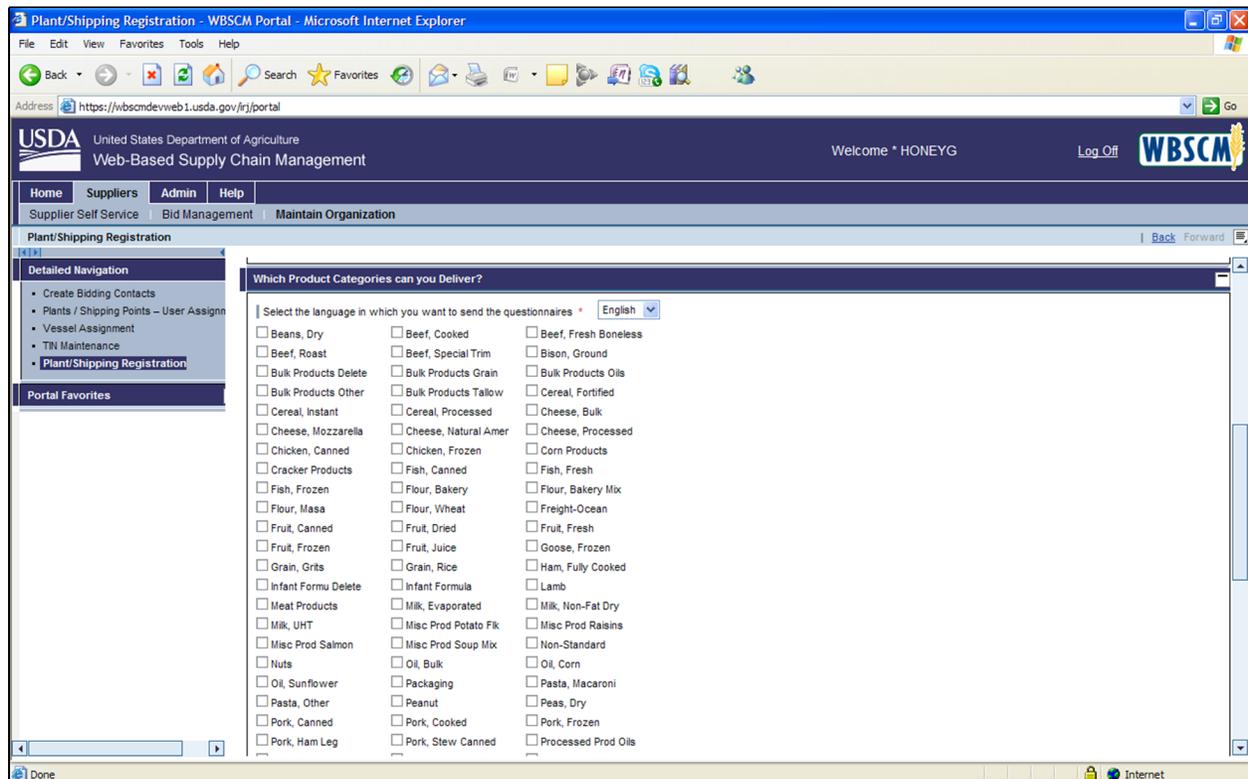
# Register Plant Shipping Point

Field	R/O/C	Description
Zip Code	R	<b>Example:</b> 11233
State / Region	R	<b>Example:</b> NY
City / Location	R	<b>Example:</b> New York



(Note) The fields with the red asticks are mandatory fields. If these fields do not have a value then there will be an error when trying to submit the registration.

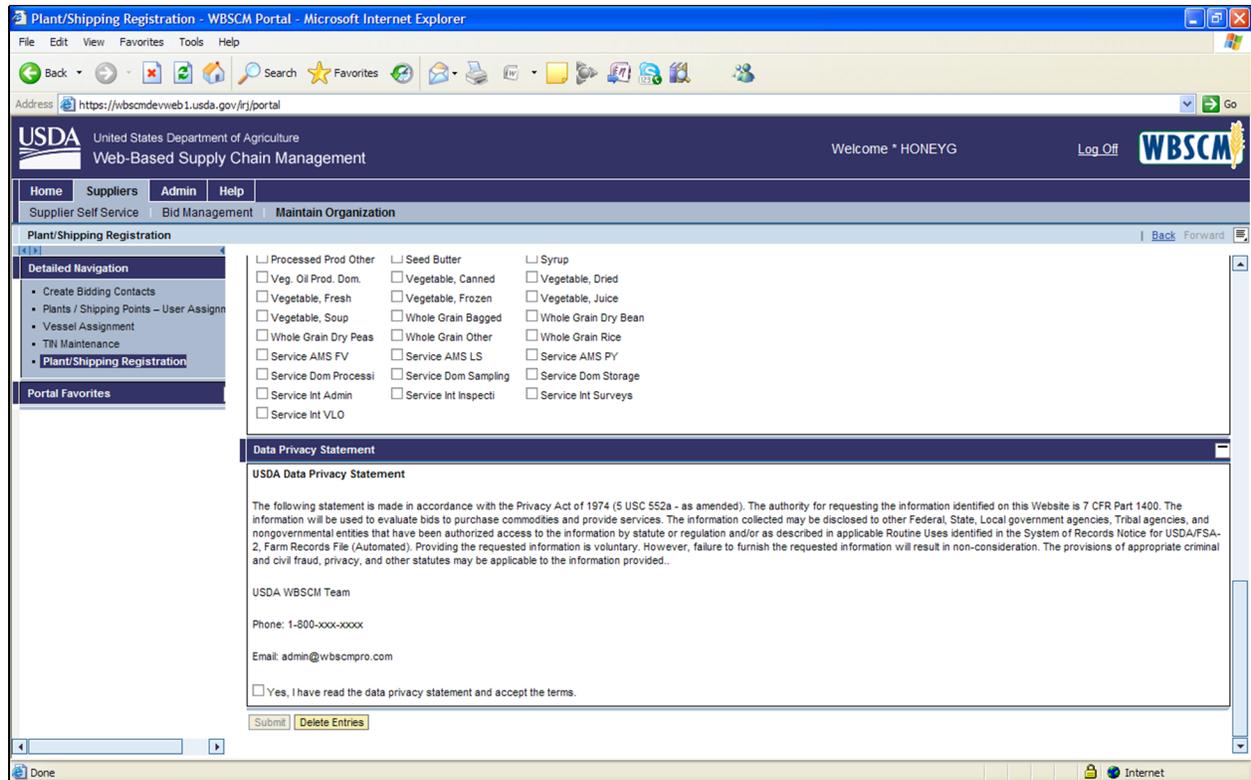
## Plant/Shipping Registration Screen



4. Select the check box beside the commodities your plant will distribute. For the purposes of this document, we have selected **Flour** and **Wheat**. Scroll down the page.



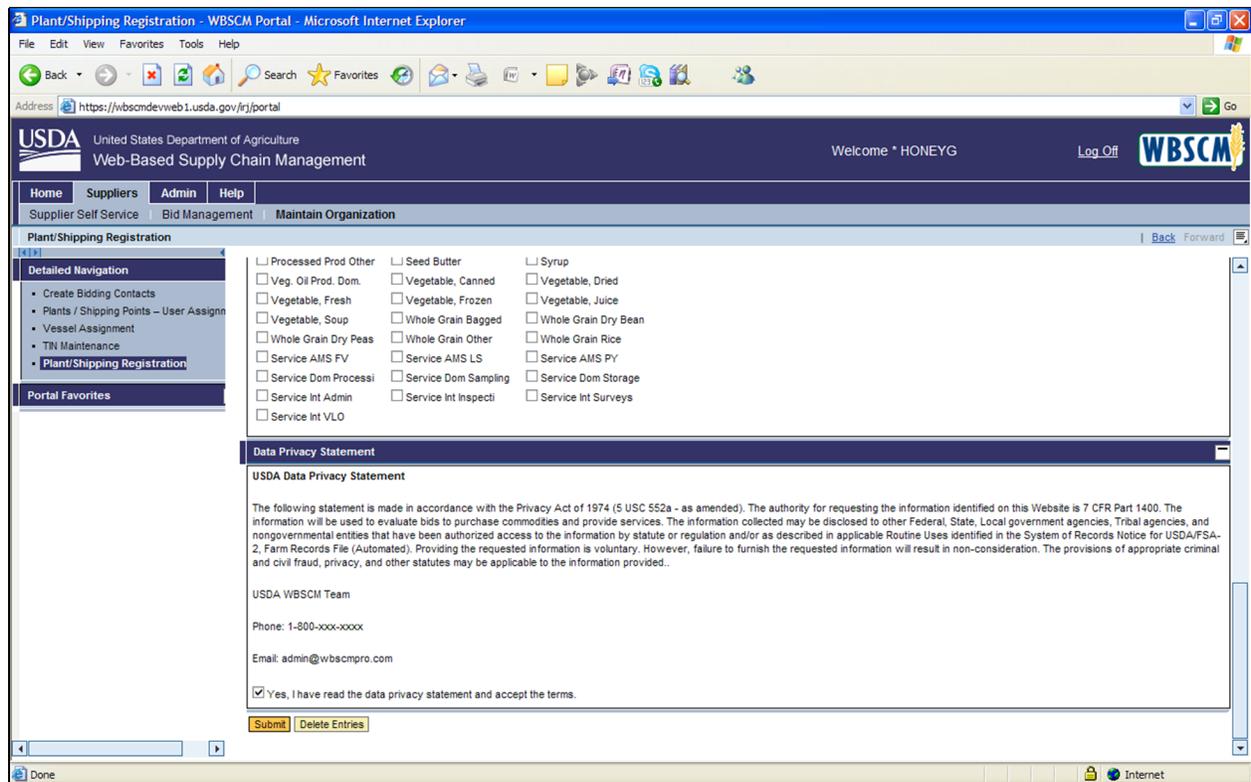
### Plant/Shipping Registration Screen



5. Review the *USDA Data Privacy Statement*. If the terms are acceptable, select the check box to agree to the terms.

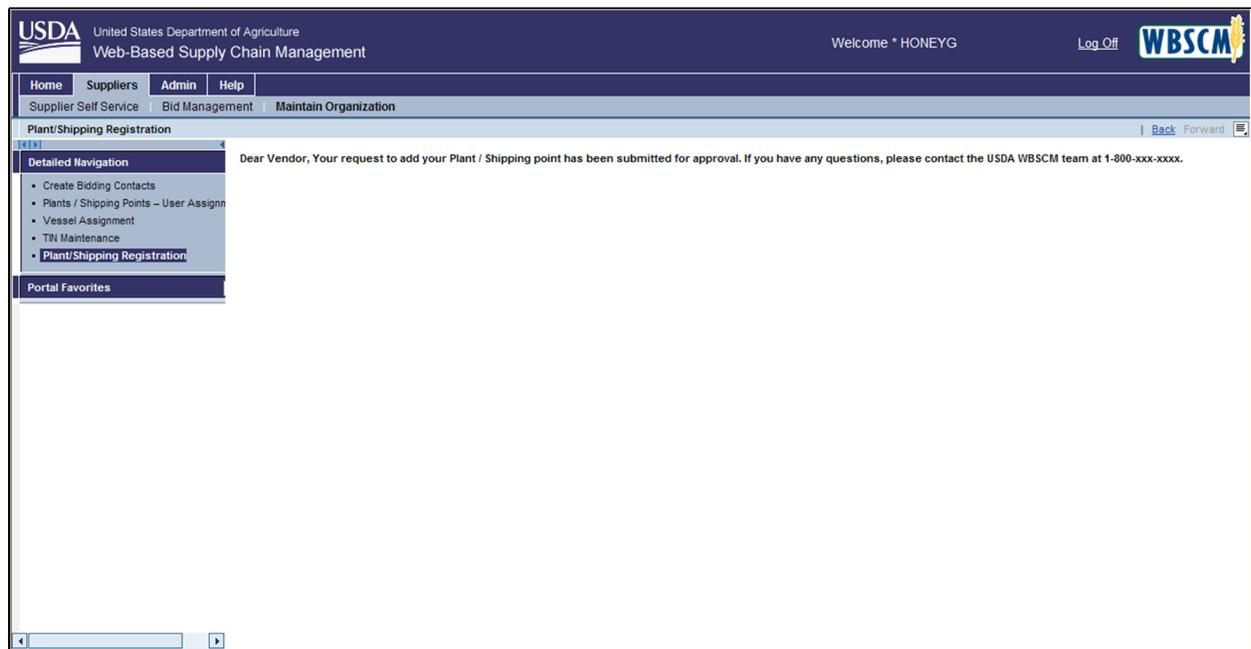


## Plant/Shipping Registration Screen



6. Click **Submit** (the **Submit** button) to submit the registration form.

## Plant/Shipping Registration Screen





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7. You have completed this transaction.



(Note) The system displays the message, "Dear Vendor, Your request to add your Plant/Shipping point has been submitted for approval. If you have any questions, please contact the USDA WBSCM team at 1-800-xxx-xxxx."