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.



Invoice Application Process Screen

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- 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.)

Create Invoice: Select Document for Processing Screen

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3. Select the purchase order you would like to reference in the invoice. In this case, we selected (the **Blue** box) next to the Transaction Number. Click Create Invoice (the **Create Invoice** button) to create the invoice.

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4. 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.

5.

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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 <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249.

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6. 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.

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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.

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

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

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

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- $\label{eq:11.1} \textbf{11.} \ \textbf{The document is now uploaded and you can see it in the Attachment File section.}$
- **12.** Click Save to save the attachments to the invoice.

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13. Click Submit (the Submit button).

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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 <a href="https://www.estimatestead-action-beccmuscle-action-beccmu

- 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.

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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 <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249 and we will submit a technical help desk ticket for you.

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- 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 <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or call 816-823-4249.
- 7. What does the error message "Material xxxxx 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?

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

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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 WBSCM 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".

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