

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.

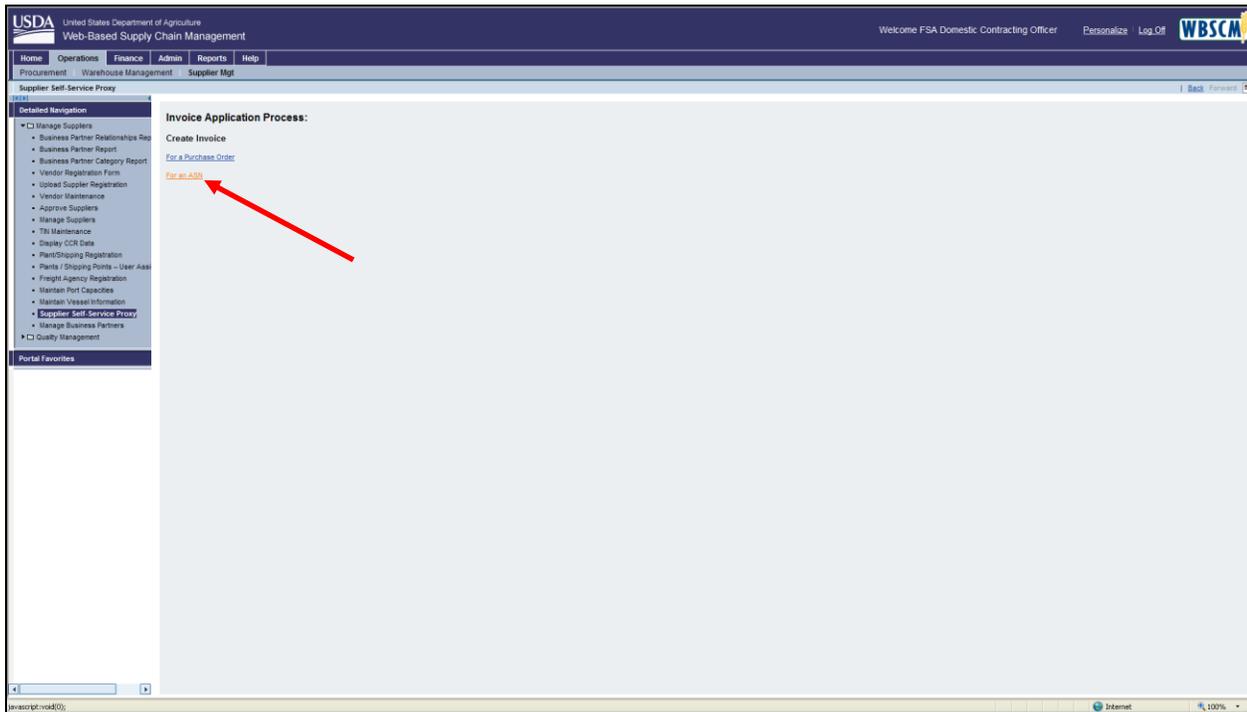
Portal Path

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 interface. 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 "Local intranet" and "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.)

Create Invoice: Select Document for Processing Screen

The screenshot shows the USDA Web-Based Supply Chain Management interface. The main content area is titled "Create Invoice: Select Document for Processing". It features a table with the following data:

Transaction Number	Name	Doc. Date	Status	Total Qty	Po Number
0100000030	AG-S14-P-10-0395	08/14/2010	Sent	800.000	4100002094

At the bottom of the table, there are two buttons: "Create Invoice" (highlighted in yellow) and "Go Back". A red arrow points to the "Create Invoice" button. Another red arrow points to a blue selection box next to the first transaction number in the table.

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.

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-3114-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

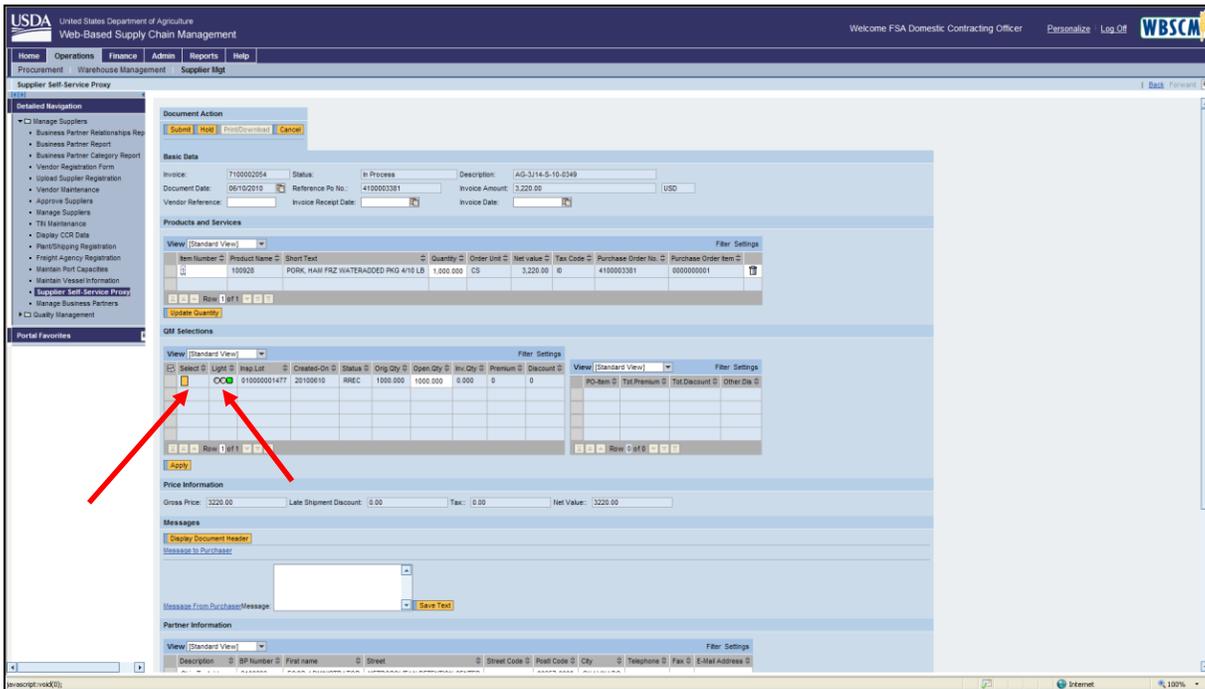
Description	SP Number	Firm Name	Street	Street Code	Post Code	City	Telephone	Fax	E-Mail Address
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- If the material you are invoicing for did not require inspection results, please go to Step 7 (pg 7).

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

Supplier Self-Service Proxy - SAP NetWeaver Portal - Windows Internet Explorer

File Edit View Favorites Tools Help Links Customize Links Windows Marketplace

https://portal.wbscm.usda.gov/ Live Search

Supplier Self-Service Proxy - SAP N...

USDA United States Department of Agriculture Web-Based Supply Chain Management Welcome Laurie A Sigman Log Off WBSM

Home Operations Finance Suppliers Admin Reports Help

Order Processing Procurement Warehouse Management Supplier Mgt

Supplier Self-Service Proxy | Back Forward

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

Row 0 of 0

Browse... Upload Save

Local intranet 100%

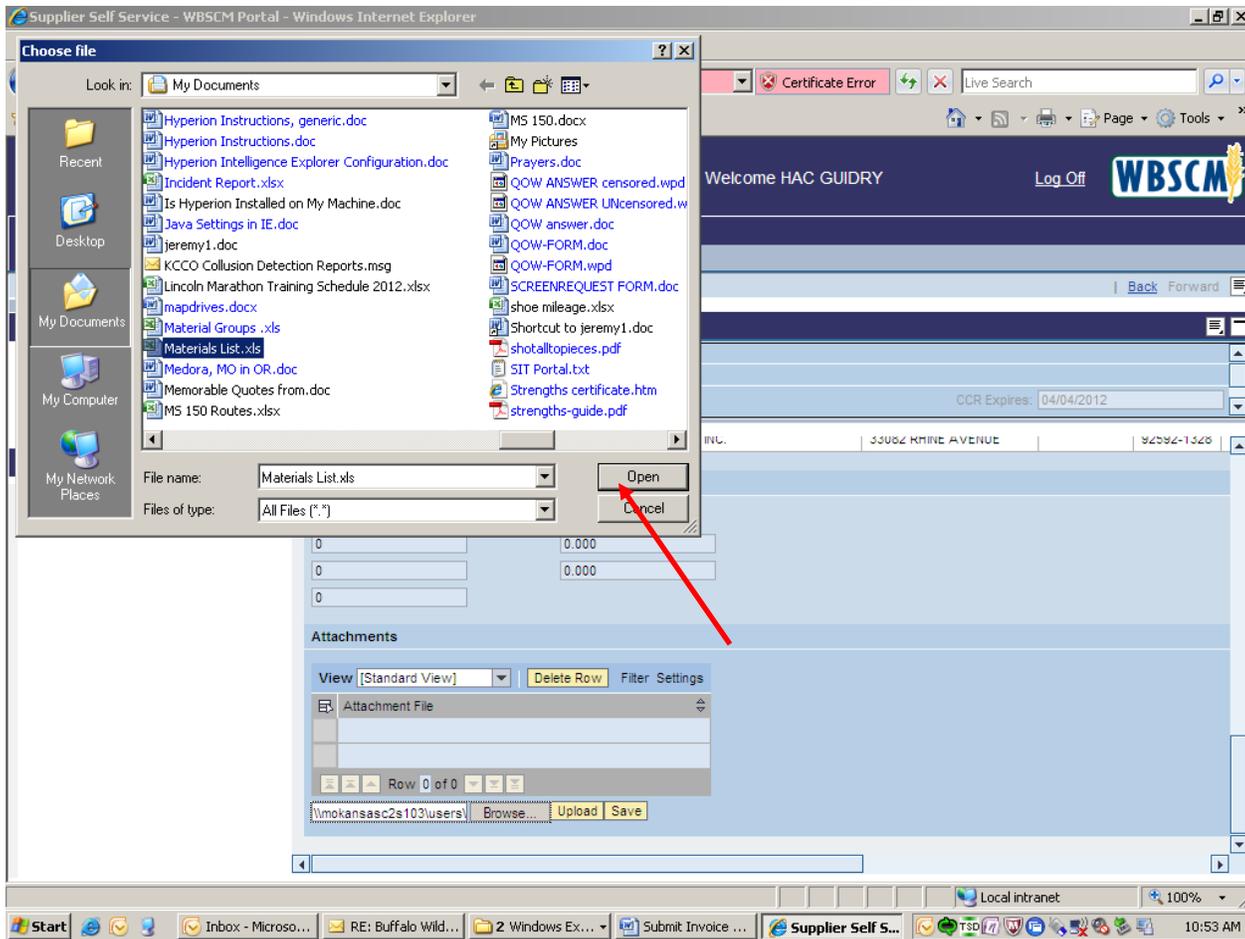
7. Attach any supporting documentation to the invoice. (Scroll down until you see the Attachments section.) It is recommended that you attach any documents that you have attached in the past to your invoice. Your inspection certificates (FGIS & COA) should have been attached to your inspection results.

Supplier Self-Service Screen

The screenshot shows the Supplier Self-Service screen in the WBSM Portal. The page is viewed in Internet Explorer. The header includes the USDA logo, the text "United States Department of Agriculture Web-Based Supply Chain Management", and a welcome message for "HAC GUIDRY". The navigation menu on the left includes "Supplier Self Service", "Inspection Results Entry", "Enter Shipment Receipt", and "Shipment Dashboard". The main content area displays the supplier name "GUIDRY LIASON GROUP, INC." and "Terms of Payment" with input fields for "Payment in Days" and "Discount in %". Below this is an "Attachments" section with a "Browse..." button highlighted by a red arrow.

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 contains two columns: "Payment in Days" and "Discount in %", each with three input fields. The "Attachments" section features a table with a "View" dropdown set to "Standard View", a "Delete Row" button, and "Filter Settings". The table has one row with the header "Attachment File". Below the table are navigation controls including "Row 0 of 0" and buttons for "Browse...", "Upload", and "Save". A red arrow points to the "Upload" button. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "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

The screenshot shows the Supplier Self-Service interface in a Windows Internet Explorer browser. The browser 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 a form for GUIDRY LIASON GROUP, INC. with a "CCR Expires: 04/04/2012" date. The form includes fields for "Vendor", "Terms of Payment", and "Attachments". The "Attachments" section shows a table with one row containing the file path "\\mokansasc2s103\users\brian.lawson\Materials_List.xls". Red arrows point to the "Browse..." button and the "Save" button.

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 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 information including 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. A summary table shows 'Total' values for 'Tot Premium' and 'Tot Discount' as 0.00.
- 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

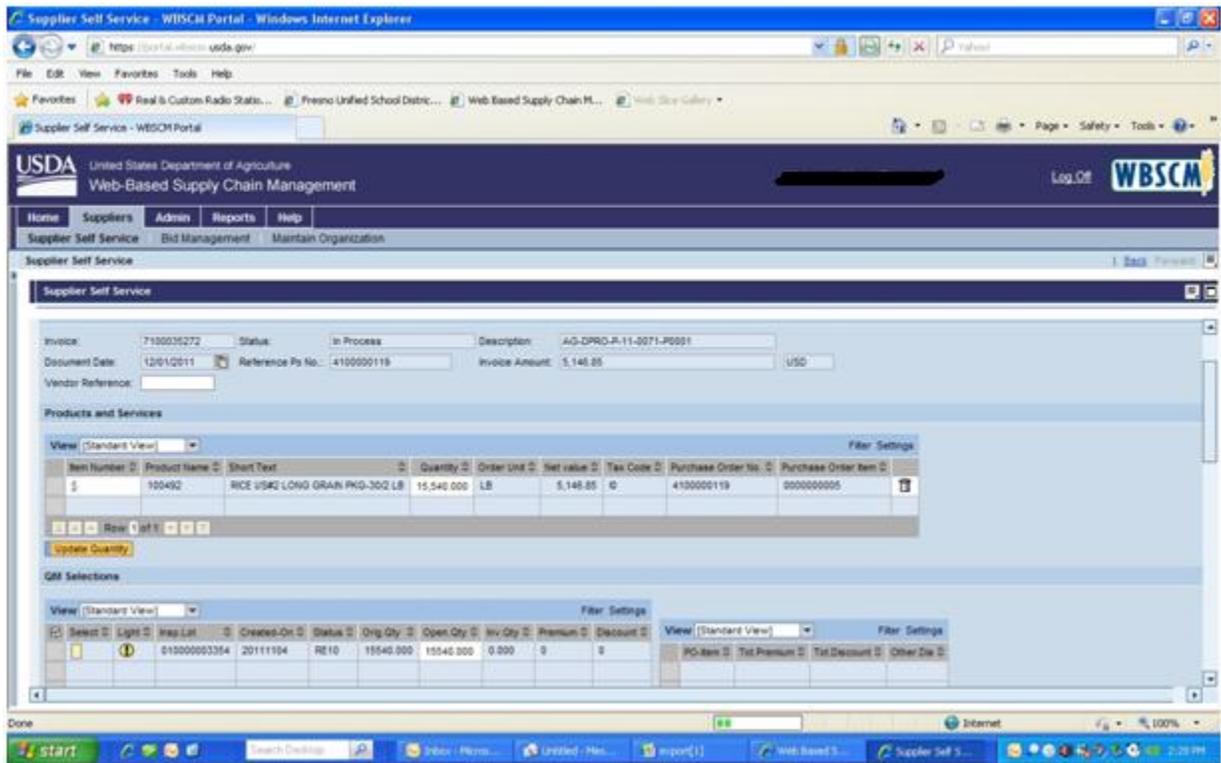
WBSCM Help desk can be contacted at FSAWBSCMServiceRequest@kcc.usda.gov or 816-823-4249

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 USDA Web-Based Supply Chain Management (WBSCM) interface. The top header includes the USDA logo and the text 'United States Department of Agriculture Web-Based Supply Chain Management'. The main content area shows an invoice for 'PORK HAMS WATER-RODED PIG 4#10 LB' with a quantity of 1,000.000. A red arrow points to a 'Light' icon in the 'OC' column of the 'Products and Services' table, indicating an error. The interface includes a navigation menu on the left, a top header with 'USDA' and 'WBSCM' logos, and various data entry fields and tables.

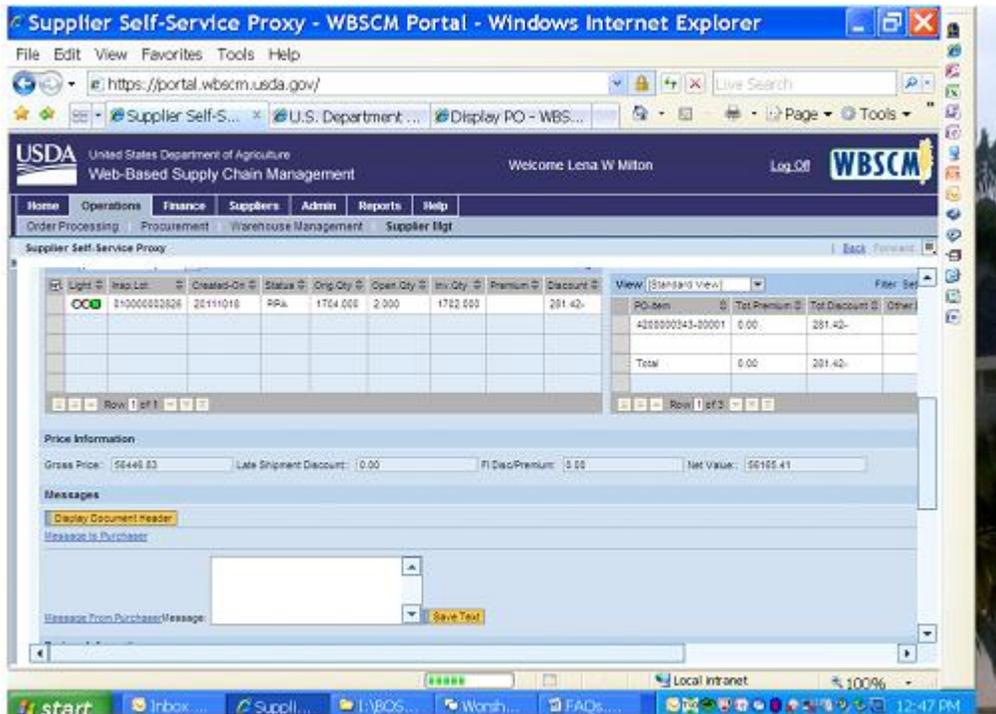
Item Number	Product Name	Short Text	Quantity	Order Unit	Net Value	Tax Code	Purchase Order No.	Purchase Order Item
100928	PORK HAMS WATER-RODED PIG 4#10 LB		1,000.000	CS	3,220.00	0	4100003381	0000000001

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

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		25.20		✓				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 MOISTURE	0 .. 15	1,704	1,704		14		✓				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 NIACIN	24.00 .. 999999.00 mg	1,704	1,704		26.70		✓				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 PROTEIN	10.80 .. 100.00 %	1,704	1,704		11.80		✓				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 RIBOFLAVIN	1.80 .. 999999.00 mg	1,704	1,704		2.00		✓				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 THIAMIN	3 .. 999999 mg	1,704	1,704		3		✓				1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 VITAMIN A (REPORTE	8800 .. 99999 lb	1,704	1,704		14927		✓				1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 VOMITOXIN VALUE	0 .. 1 ppm	1,704	1,704		0		✓				1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5 ASH	0.00 .. 5.00 %	1,704	1,704		0.69		✓			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.

Supplier Self-Service Proxy - WBCSM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

https://portal.wbscm.usda.gov/ Live Search

Supplier Self-Service Proxy - WBCSM Portal

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

Welcome Brian G Lawson Log Off WBCSM

Home Operations Finance Suppliers Admin Reports Help

Order Processing Procurement Warehouse Management Supplier Mgt

Supplier Self-Service Proxy Back Forward

Find Supplier > List of Suppliers > Start Page

Start Page

All Purchase Orders
New (10) and Changed (6)
In Process
Confirmed and Partially Confirmed

All Goods Receipts

All ASNs
Upload Files (Multiple ASN)
Create

All Invoices
Rejected
Cancelled
by USDA
by Vendor
Create

Own Data

Messages

The table does not contain any entries

Local intranet 100%

Start Inbox - Microsoft Outlook 2 Windows Explorer Submit Invoice Handou... Supplier Self-Servic... TSD 10:21 AM

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 shows 13 rows of invoice data. The status column includes "Payment Made", "Document Sent", and "Rejected by Customer". The gross amount column shows values ranging from 8835.92 to 6035613.60. The interface also includes a "Detailed Navigation" sidebar with options like "Manage Suppliers", "Vendor Registration Form", and "Supplier Self-Service Proxy".