Display Vessel Assignment

Process Overview

Purpose

The USDA maintains vessel Master Data information. When an international commodity or freight vendor submits an offer the Vessel ID is a required field. The list of available options for this field, however, is maintained by each vendor admin. The purpose of this transaction is to allow a WBSCM user to display the master list of vessels and assign vessels to their company. Detailed vessel information can be obtained in WBSCM's master list. In addition, vendors can assign and unassign vessels to their organization as necessary.

Process Trigger

Perform this transaction when you want to see a list of vessels assigned to your company, display detailed information about any vessel or when you want to assign or unassign a vessel to your company.

Prerequisites

- Authorization to modify vessel assignments for your company.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➔ **Maintain Organization** tab ➔ **Vessel Assignment** screen.

Tips and Tricks

- This transaction will not allow you to modify any fields.
- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    - A Conditional field: an entry that becomes required as a result of entering something previous to it, which then deems it required.
    - An Optional field: you may enter information in an optional field, but an entry is not required for the completion of the transaction.
- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

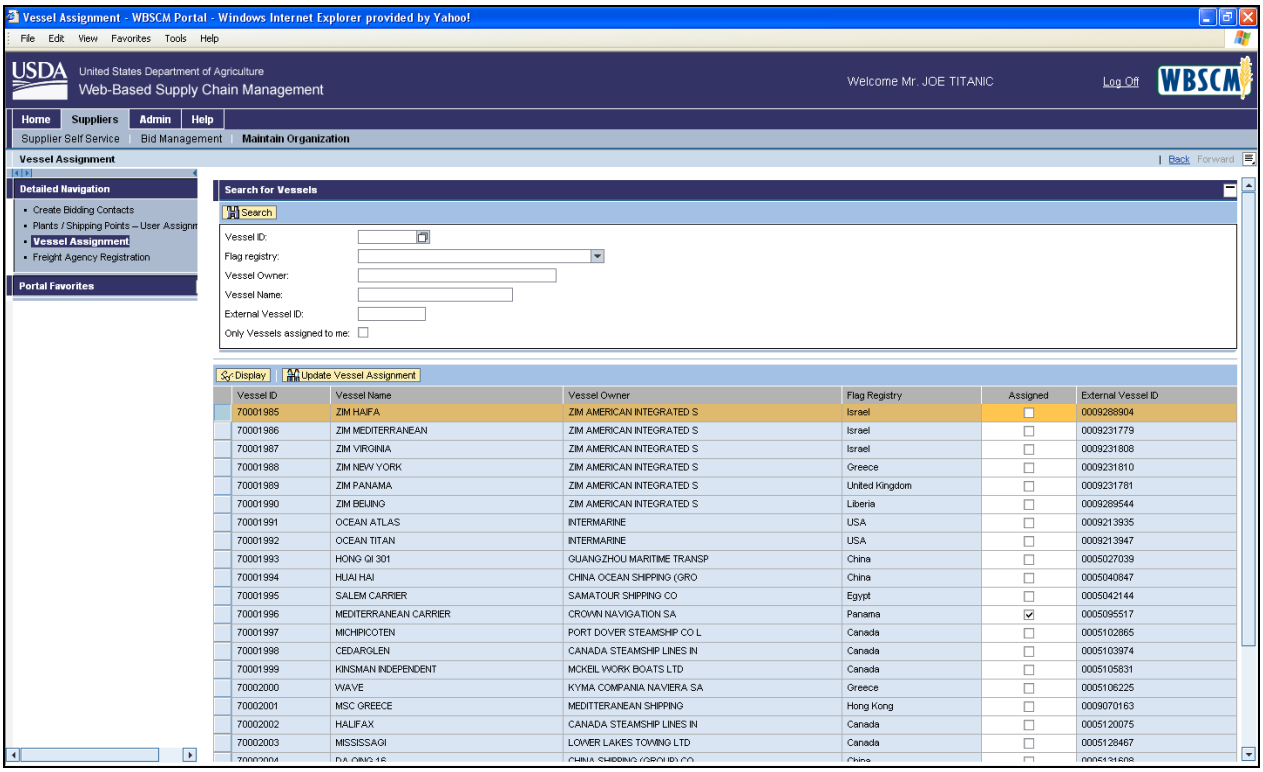
Reminders

- Remember to check your work.
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.

Procedure

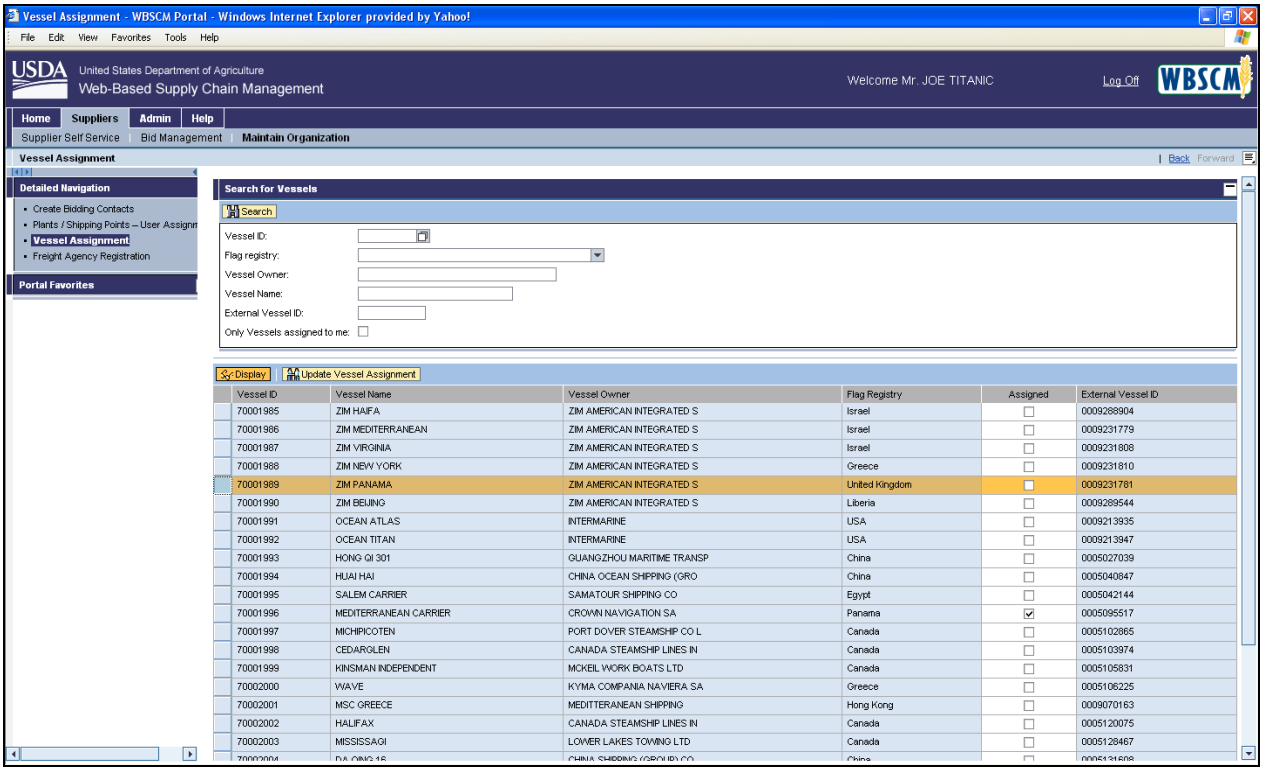
1. Start the transaction using the Portal path: **Suppliers** tab ➔ **Maintain Organization** tab ➔ **Vessel Assignment**

Display Vessel Assignment Screen



2. Click (the **Blue** box**)** to the left of any row to select that line item.

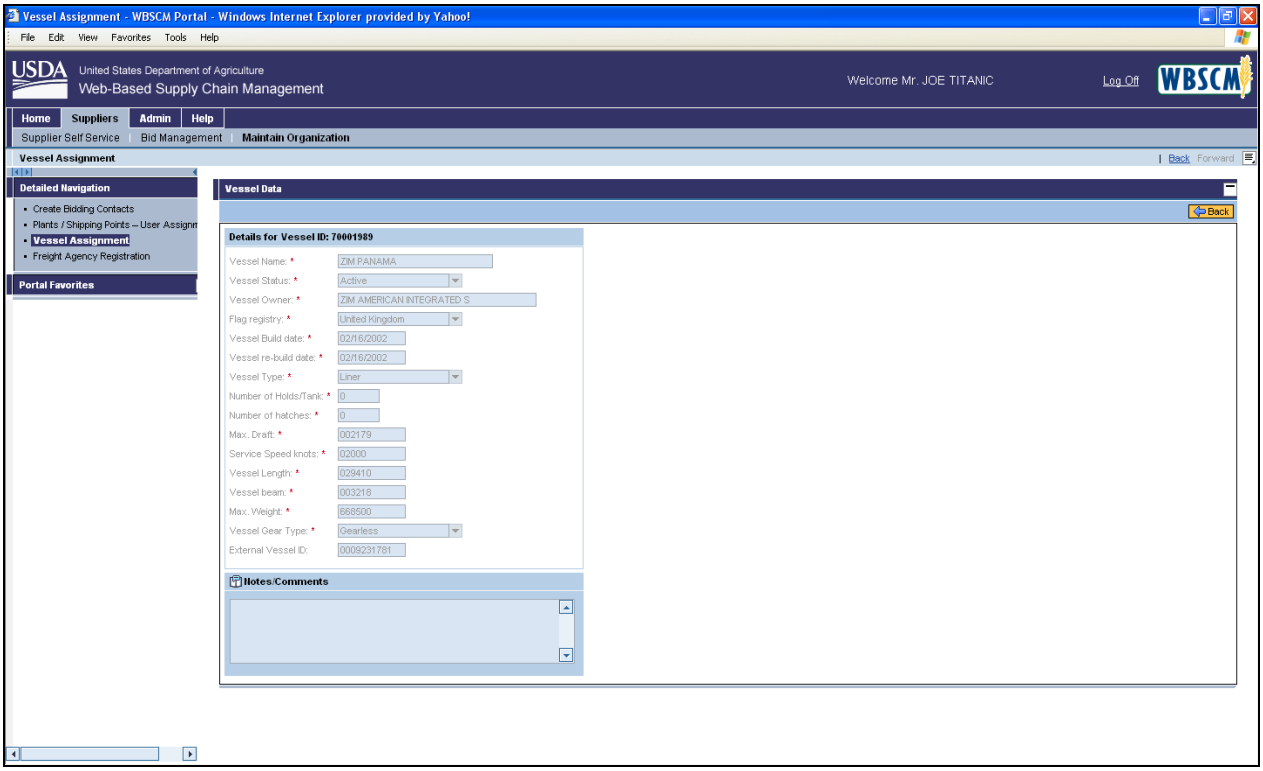
Display Vessel Assignment Screen



3. Click (the **Display** button) to view details related to the vessel.

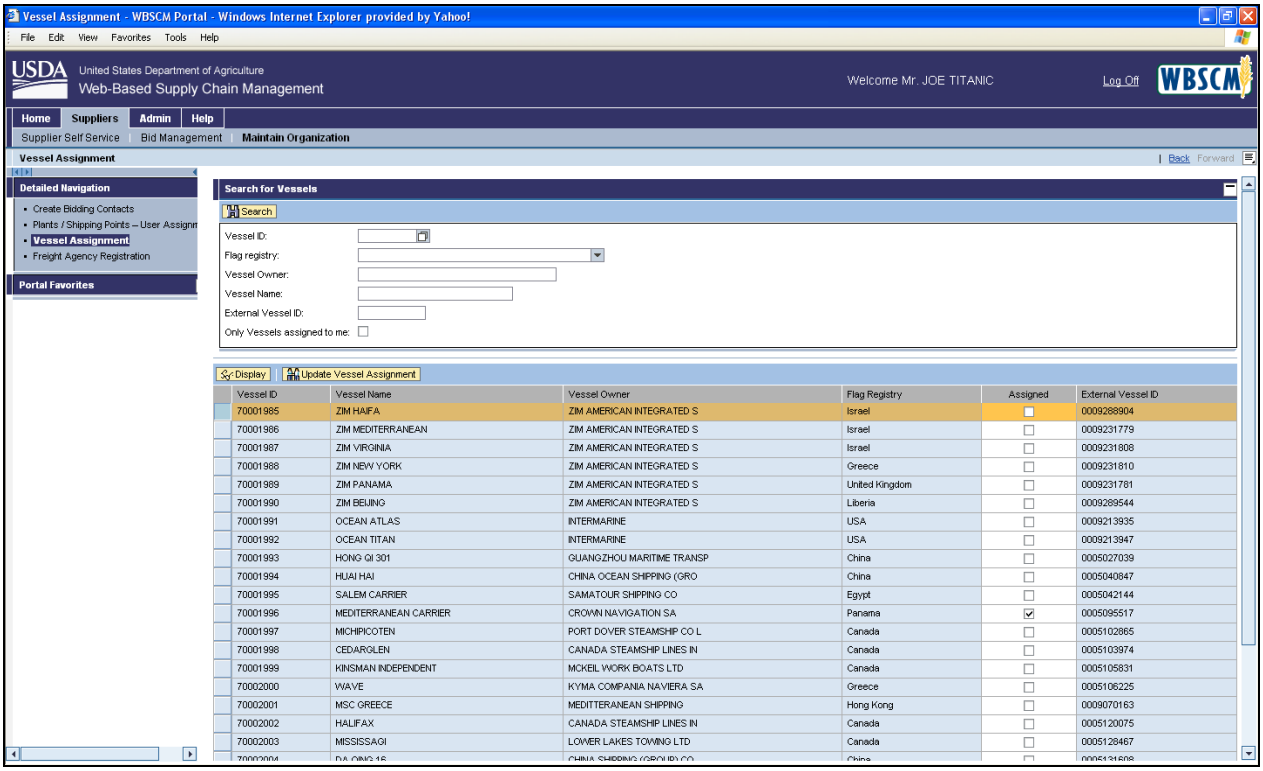
(Note) Any vendor can view vessel data for any vessel in the master list. However, vessel Master Data is maintained by the USDA. Vendors do not have the ability to edit vessel data.

Display Vessel Assignment Screen



4. Click (the **Back** button).

Display Vessel Assignment Screen



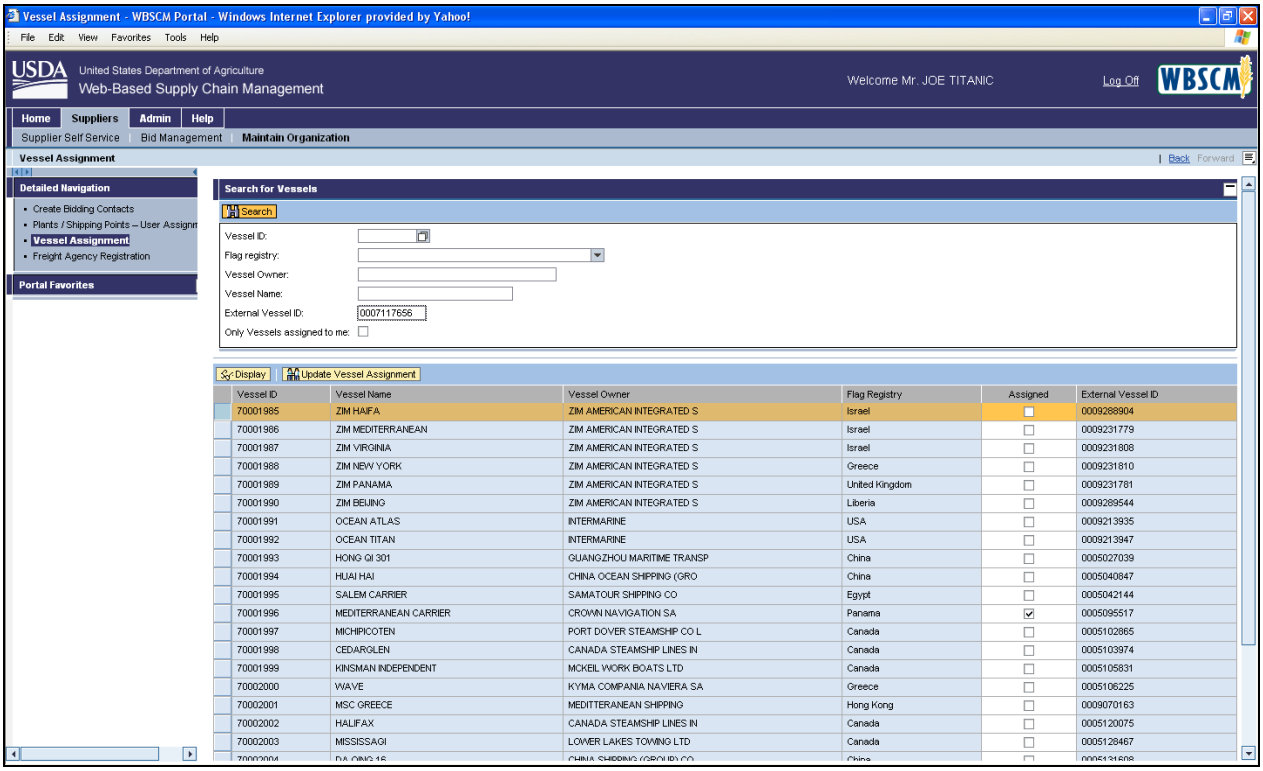
5. As required, complete/review the following fields:

Field	R/O/C	Description
External Vessel ID	R	BP number associated with the vessel. **Example:** 0007117656

(Note) During this stage of the process, a search is being conducted for an existing vessel. Using the screen above, a basic search can be performed. If the Vessel ID is known, Flag Registry (country), Vessel Owner, Vessel Name, External Vessel ID, enter it in the fields above. Users may also click the check box to display only vessels assign to their company. Click the **Search** button to display the list matching your criteria.

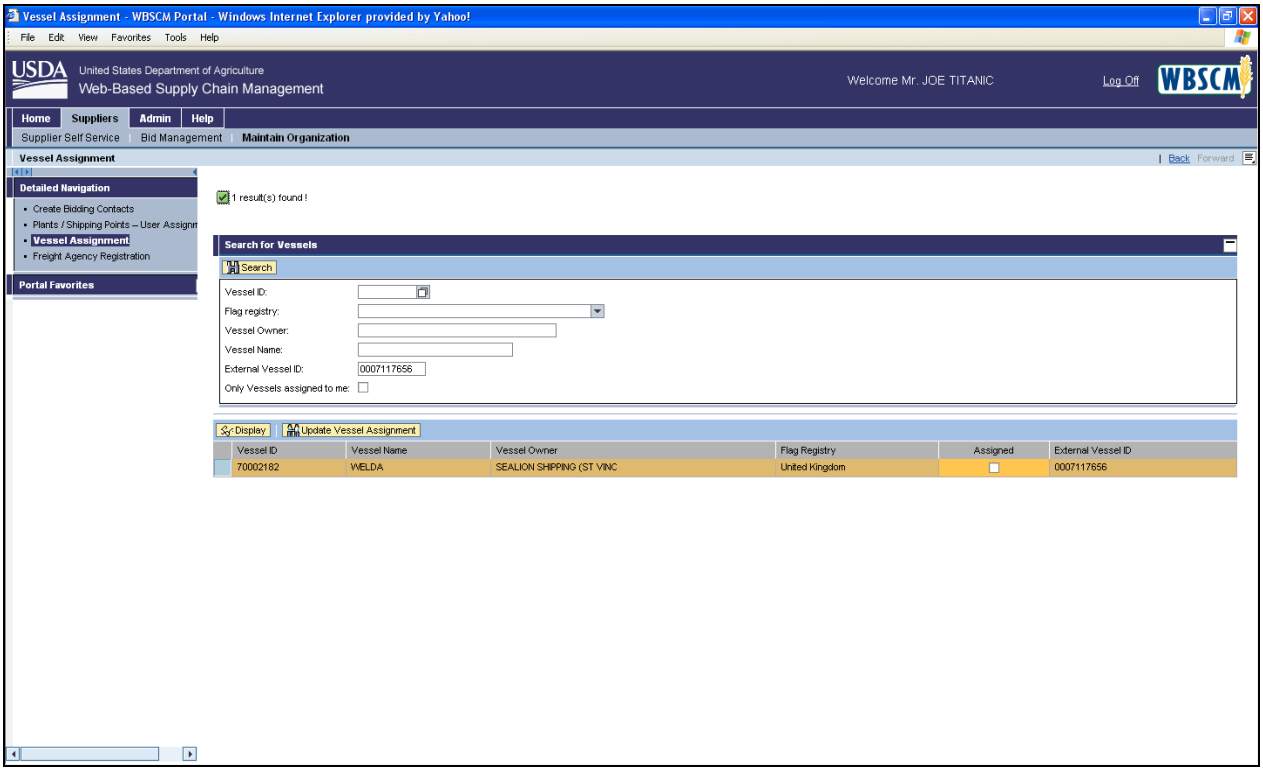
For purposes of this example, we will use the **External Vessel ID**, which is the most common criteria.

Display Vessel Assignment Screen



6. Click (the **Search** button).

Display Vessel Assignment Screen



7. In the **Assigned** field, select the check box to mark the vessel for assignment.

(Note) Placing a check mark assigns the vessel to your company. Removing the check mark from the check box unassigns the vessel from your company.

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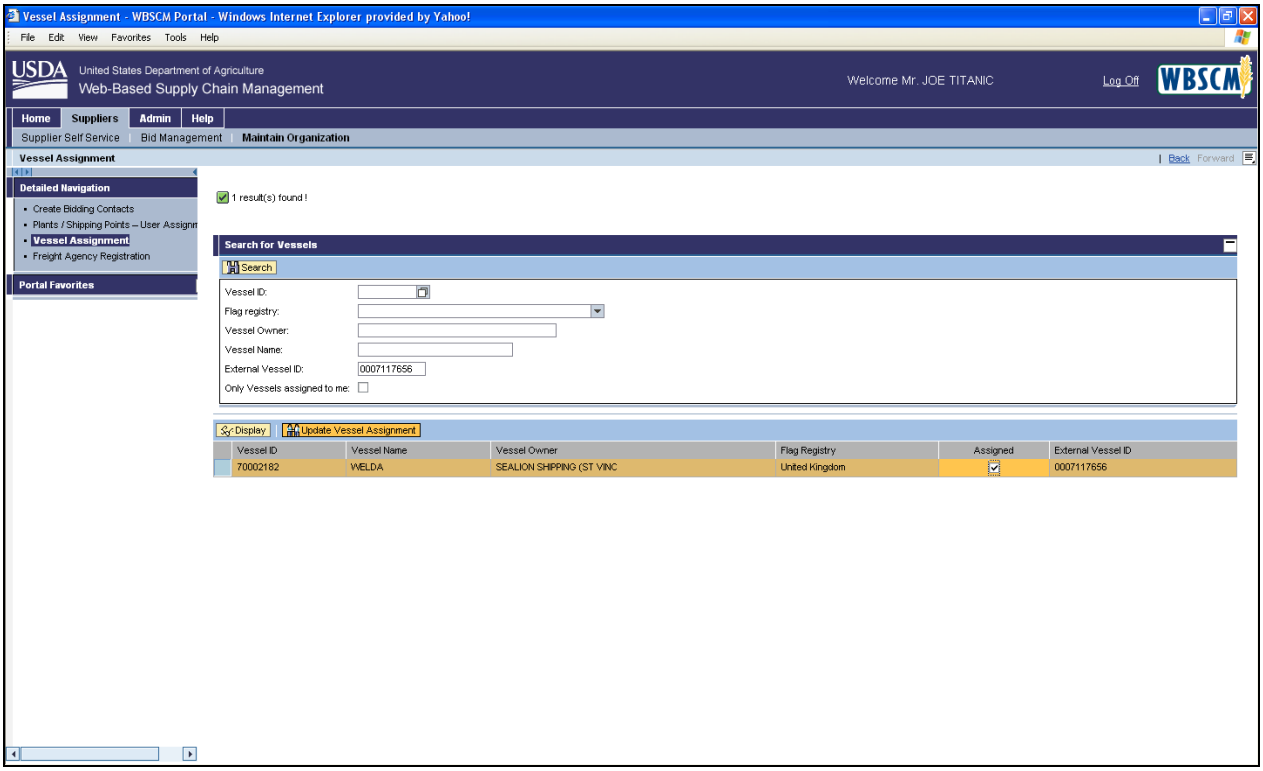
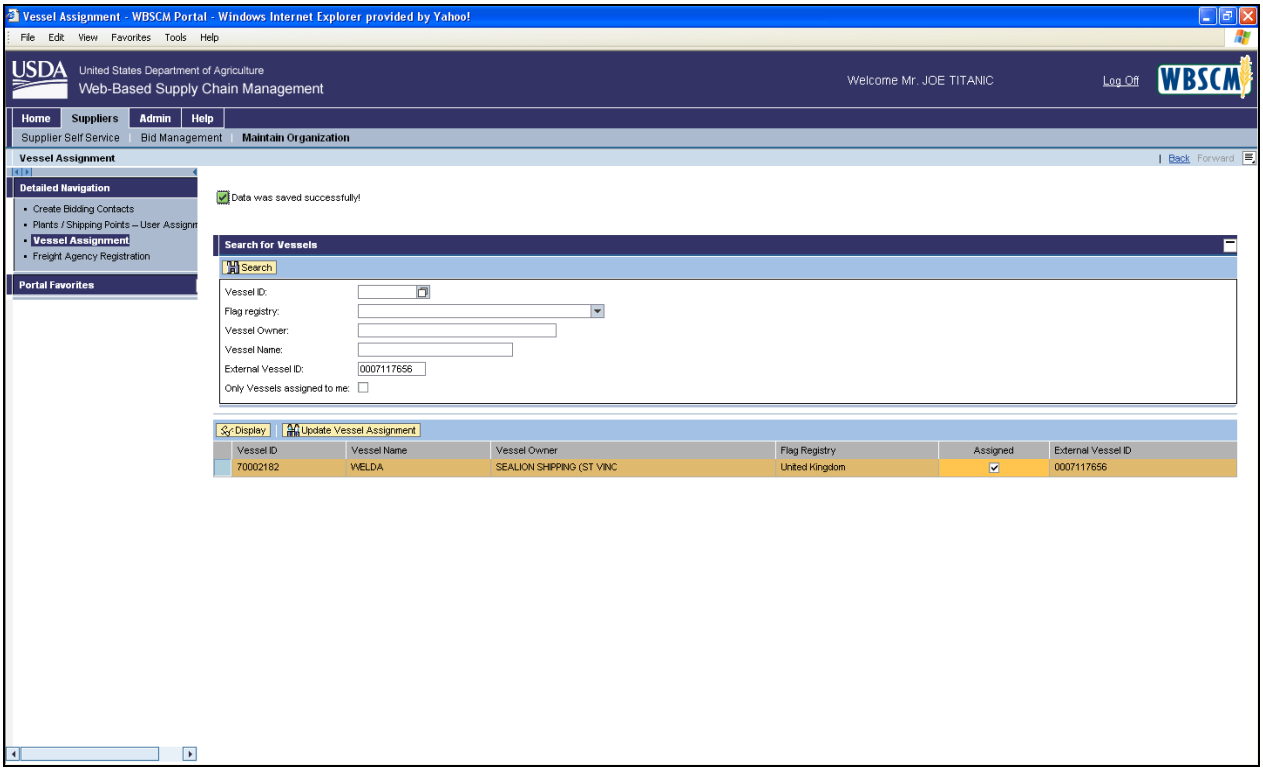


8. Click

(the **Update Vessel Assignment** button) to refresh changes made to the Assignment column.

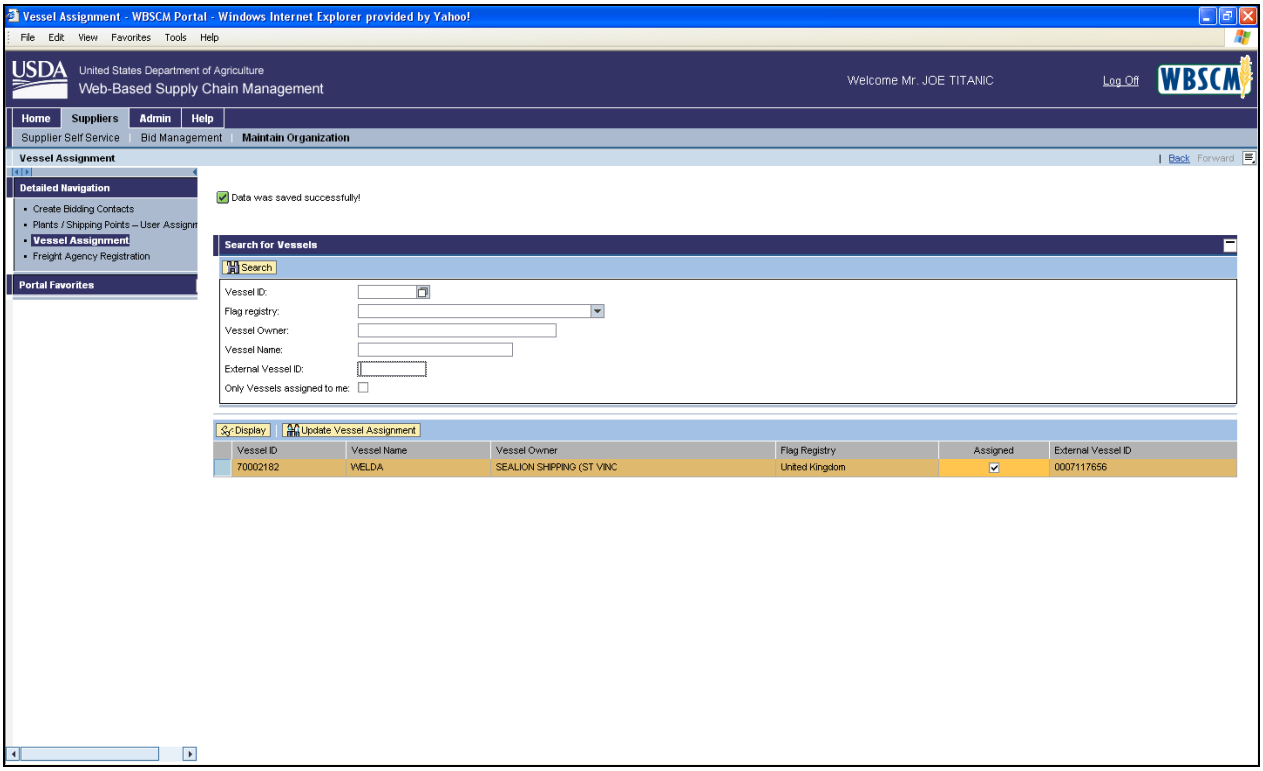
Display Vessel Assignment Screen



9. Delete the entry in the **External Vessel ID** field.

(Note) Here you are removing the value in the **External Vessel ID** field to search on other fields.

Display Vessel Assignment Screen



10. Select the check box beside the **Only Vessels Assigned To Me** field.

(Note) This allows the user to display just those vessels assigned to their company.

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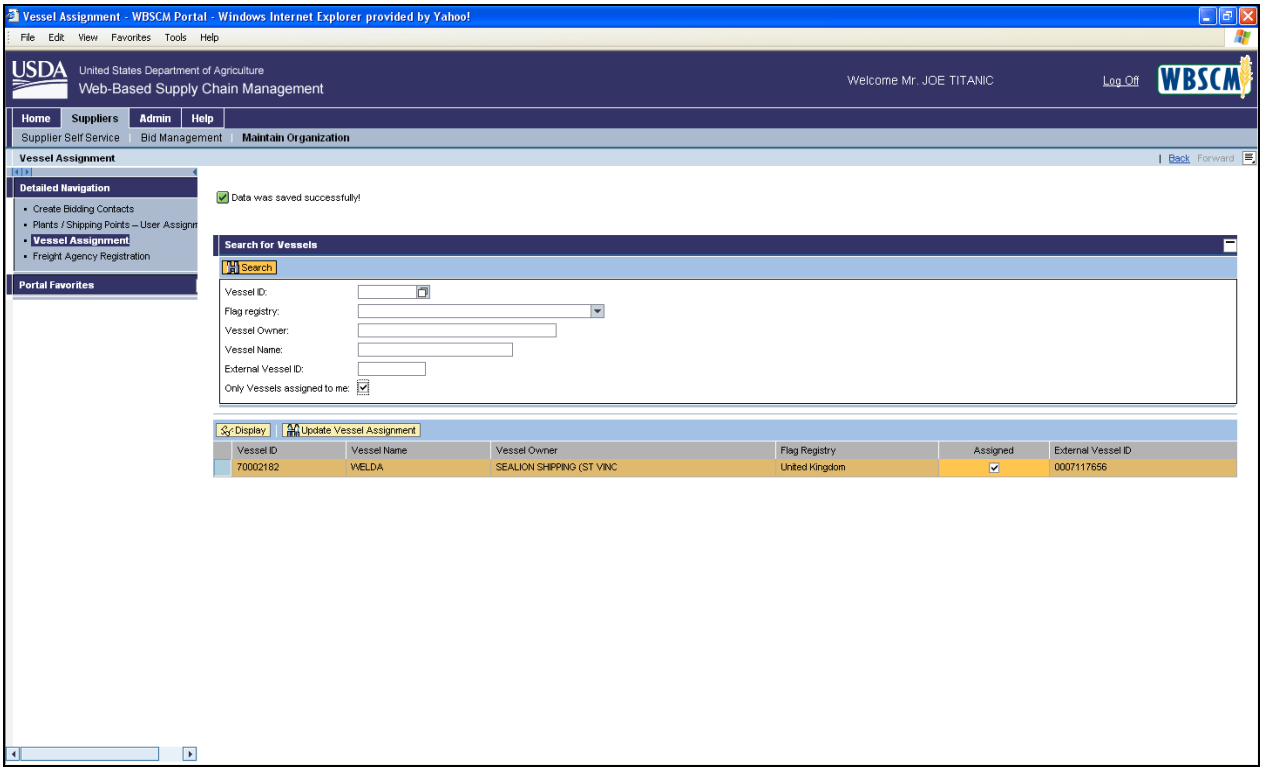
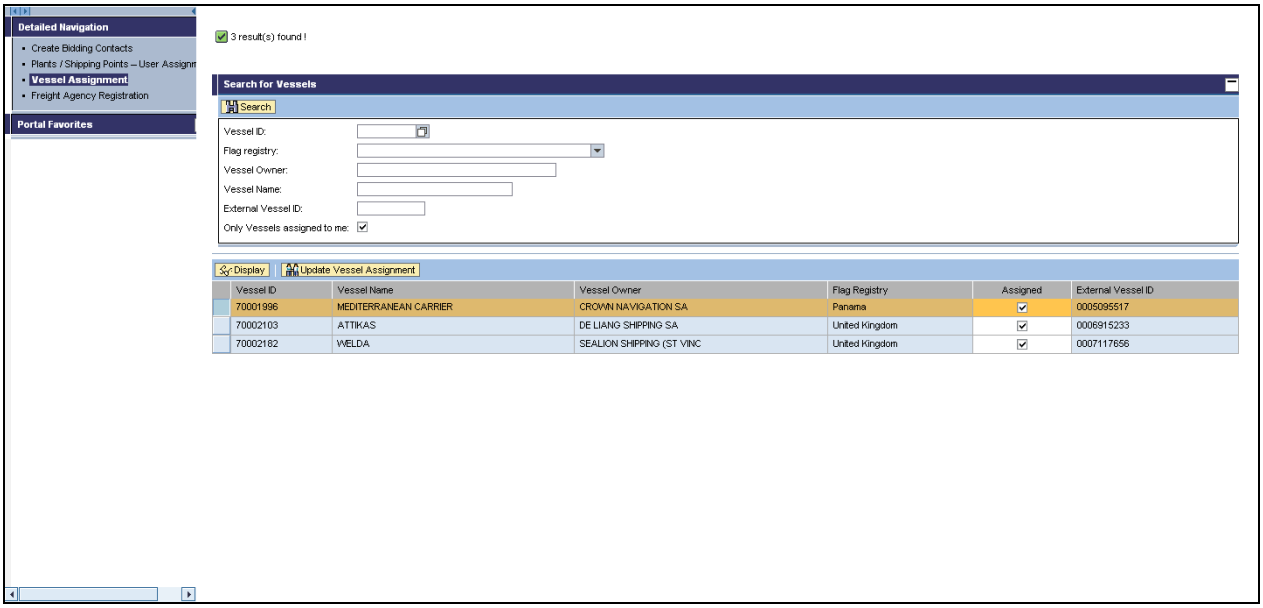


11. Click Search (the **Search** button).

End of simulation.



12. You have completed this simulation.