

SUBMITTING INVOICES IN WBSCM FOR THE AMS UNPROCESSED FRUIT & VEGETABLE PILOT PROGRAM

November, 2017

Log into WBSCM (user must have been added to WBSCM and assigned the invoice creator role by the Corporate vendor administrator (CVA) or assigned the CVA role.

Proceed to Suppliers Self Service Page (SUS) by following the Portal Path:

- Suppliers → Supplier Self Service → Supplier Self Service

NOTE: The Suppliers, Supplier Self Service Tab, opens on the “Enter Shipment Receipt” screen, scroll down to click on the “Supplier Self Service” Tab.

The screenshot shows the USDA Web-Based Supply Chain Management (WBSCM) portal. At the top, the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management" are visible. Below the logo, there are navigation links: "Back", "Forward", "History", and "Favorites". The main navigation menu includes "Home", "Suppliers", "Admin", "Reports", and "Help". The "Suppliers" tab is highlighted in red. Below the main navigation, there are sub-tabs: "Supplier Self Service", "Bid Management", and "Maintain Organization". The "Supplier Self Service" tab is also highlighted in red. The breadcrumb trail shows "Suppliers > Supplier Self Service > Enter Shipment Receipt". The main content area features an "Order Search" section with a text input field for "Order Number" and a "Search" button. Below the search form, there is a line of text: "WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Pr".

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In the "All Invoices" section of the Supplier Self Services Page, click [Create](#) (the **Create** link) to begin the process of creating an invoice.

The screenshot shows the SAP Supplier Self Service interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. Below this, there are tabs for 'Supplier Self Service', 'Bid Management', and 'Maintain Organization'. The main content area is titled 'Supplier Self-Service' and includes a search bar for 'Purchase Order No.' and a 'Search' button. There are four main sections: 'All Purchase Orders' (New: 43, In Process: 2, Confirmed), 'All Goods Receipts', 'All ASNs' (Create, Upload file (Create Multiple ASNs)), and 'All Invoices' (Rejected, Cancelled by USDA, by Vendor, Create). The 'Create' link in the 'All Invoices' section is highlighted with a red box.

Select "For a Purchase Order"

The screenshot shows the 'Invoice Application Process' page in the SAP Supplier Self Service interface. The page title is 'Supplier Self Service'. Under the heading 'Invoice Application Process:', there are three links: 'Create Invoice', 'For a Purchase Order', and 'For an ASN'. The 'Create Invoice' link is highlighted with a red box, and the 'For a Purchase Order' link is also highlighted with a red box.

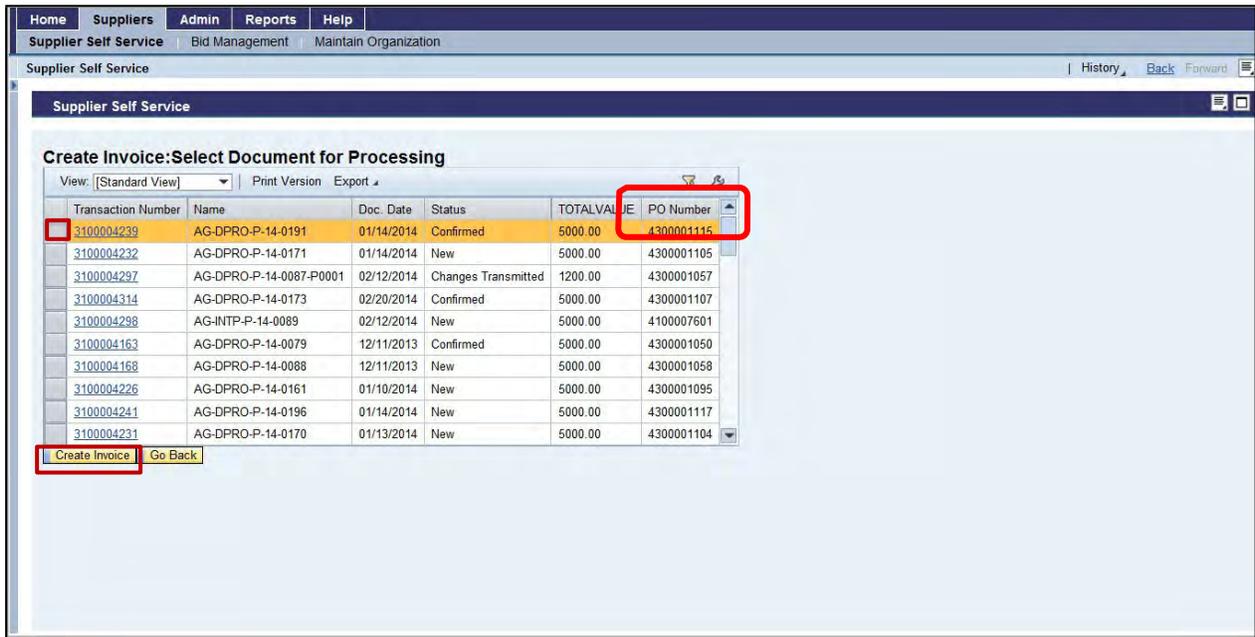
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A list of Purchase Orders (PO) will be displayed. Select the applicable PO that one wants to submit the invoice under by clicking the gray box to the left of the PO. The selected row should be highlighted in orange.

Click "Create Invoice"  at bottom of table.

If you don't know your Purchase Order number please contact Camillia Freeland-Taylor at camillia.freeland-taylor@ams.usda.gov or Kyle Hugo at kyle.hugo@ams.usda.gov.



The screenshot shows the 'Supplier Self Service' interface. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The main content area is titled 'Create Invoice: Select Document for Processing'. It features a table with the following columns: Transaction Number, Name, Doc. Date, Status, TOTAL VALUE, and PO Number. The first row is highlighted in orange. Below the table, there are two buttons: 'Create Invoice' and 'Go Back'.

Transaction Number	Name	Doc. Date	Status	TOTAL VALUE	PO Number
3100004239	AG-DPRO-P-14-0191	01/14/2014	Confirmed	5000.00	4300001115
3100004232	AG-DPRO-P-14-0171	01/14/2014	New	5000.00	4300001105
3100004297	AG-DPRO-P-14-0087-P0001	02/12/2014	Changes Transmitted	1200.00	4300001057
3100004314	AG-DPRO-P-14-0173	02/20/2014	Confirmed	5000.00	4300001107
3100004298	AG-INTP-P-14-0089	02/12/2014	New	5000.00	4100007601
3100004163	AG-DPRO-P-14-0079	12/11/2013	Confirmed	5000.00	4300001050
3100004168	AG-DPRO-P-14-0088	12/11/2013	New	5000.00	4300001058
3100004226	AG-DPRO-P-14-0161	01/10/2014	New	5000.00	4300001095
3100004241	AG-DPRO-P-14-0196	01/14/2014	New	5000.00	4300001117
3100004231	AG-DPRO-P-14-0170	01/13/2014	New	5000.00	4300001104

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Invoice creation page is displayed.

In the Vendor Reference box, please enter "FV Pilot"

The screenshot shows the 'Document Action' section with buttons for Submit, Hold, Print/Download, Cancel, and Back. Below is the 'Basic Data' section with the following fields: Invoice: 7100478579, Status: In Process, Description: AG-3J16-D-16-0538, Document Date: 05/31/2016, Reference Po No.: 4100010632, Invoice Amount: 258,400.00 USD, and Vendor Reference: FV Pilot (highlighted with a red box). The 'Products and Services' section shows a table with one item: Item Number 1, Product Name 310070, Short Text AMS PILOT-UF&V, Quantity 258,400.00, Unit EA, Net value 258,400.00, Tax Code I0, Purchase Order No. 4100010632, and Purchase Order Item 0000000001. An 'Update Quantity' button is visible below the table.

The quantity for the line item is derived from the Purchase Order less any quantities previously invoiced against this PO. The quantity should be the quantity for the bi-monthly invoice. Once the quantity (XX,XXX.XX) has been edited click the **Update Quantities** button.

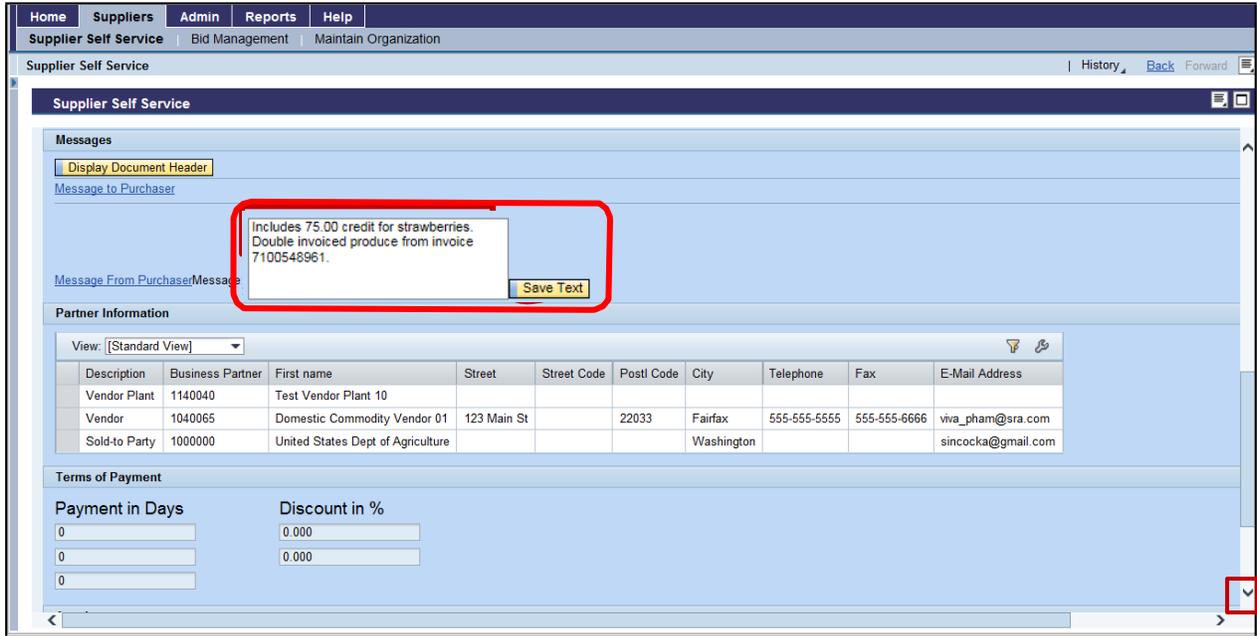
Note: the Invoice Quantity is the amount that was awarded under the PO line item or the remaining balance once invoices have been submitted and approved.

The screenshot shows the 'Supplier Self Service' interface. The 'Document Action' section has buttons for Submit, Hold, Print/Download, Cancel, and Back. The 'Basic Data' section includes: Invoice: 7100005344, Status: In Process, Description: AG-DPRO-P-14-0088, Document Date: 04/21/2014, Reference Po No.: 4300001058, Invoice Amount: 5,000.00 USD, and an empty Vendor Reference field. The 'Products and Services' section shows a table with one item: Item Number 1, Product Name 330099, Short Text DOD RES, Quantity 5,000.00 (highlighted with a red box), Unit EA, Net value 5,000.00, Tax Code I0, Purchase Order No. 4300001058, and Purchase Order Item 0000000001. The 'Update Quantity' button is highlighted with a red box. The 'QM Selections' section at the bottom has a table with columns: Select, Light, Insp.Lot, Created-On, Status, Orig.Qty, Open.Qty, Inv.Qty, Premium, Discount, PO-Item, Tot.Premium, Tot.Discout, and Other.Dis.

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Click  (the **Down** arrow) on the vertical scrollbar to display the **Message** box. **Optional**- enter text for clarification purposes in the **Message** box and click "Save Text".



Supplier Self Service

Messages

Display Document Header

Message to Purchaser

Message From Purchaser

Includes 75.00 credit for strawberries. Double invoiced produce from invoice 7100548961.

Save Text

Partner Information

View: [Standard View]

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

Terms of Payment

Payment in Days

Discount in %

0 0.000

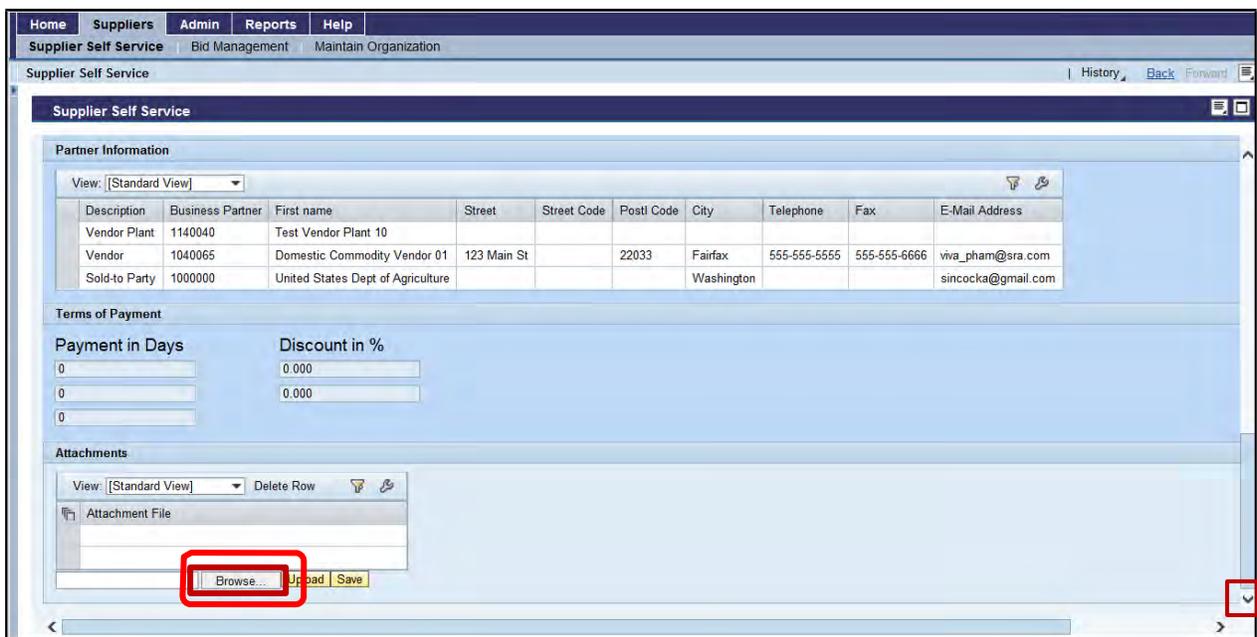
0 0.000

0

Click  (the **Down** arrow) on the vertical scrollbar to access the **Attachments** section. Attach the excel invoice file in this section. Click (the **Browse...** button).

Required attached documents include:

1. Excel Invoicing Template found [here](#).
2. Verification documentation of approved invoicing from state/school.



Supplier Self Service

Partner Information

View: [Standard View]

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

Terms of Payment

Payment in Days

Discount in %

0 0.000

0 0.000

0

Attachments

View: [Standard View] Delete Row

Attachment File

Browse... Upload Save

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Choose File to Upload from the Pop-up window

The screenshot shows a web browser window displaying the 'Welcome Domestic Vendor' page. A 'Choose File to Upload' dialog box is open, showing the 'Documents library' with two files: 'BOL' (4/15/2014 1:28 PM) and 'Further Instructions and Details1' (4/16/2014 12:05 PM). The background page shows a table with columns for Postl Code, City, Telephone, Fax, and E-Mail Address. The table contains the following data:

Postl Code	City	Telephone	Fax	E-Mail Address
22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
	Washington			sincocka@gmail.com

Double-click **Further Instructions and Details1** (the **File** name) or Open to attach to the invoice.

The screenshot shows the 'Supplier Self Service' page. The 'Partner Information' section displays a table with the following data:

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

The 'Terms of Payment' section shows input fields for 'Payment in Days' and 'Discount in %'. The 'Attachments' section shows a table with columns for Attachment File.

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Click **Upload** (the **Upload** button) to attach the electronic document to the invoice in WBSCM.

The screenshot shows the 'Supplier Self Service' interface. The 'Attachments' section is active, displaying a table with one row: 'C:\fakepath\Further Instructions and Details1.pdf'. Below the table, the 'Upload' button is highlighted with a red box.

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

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

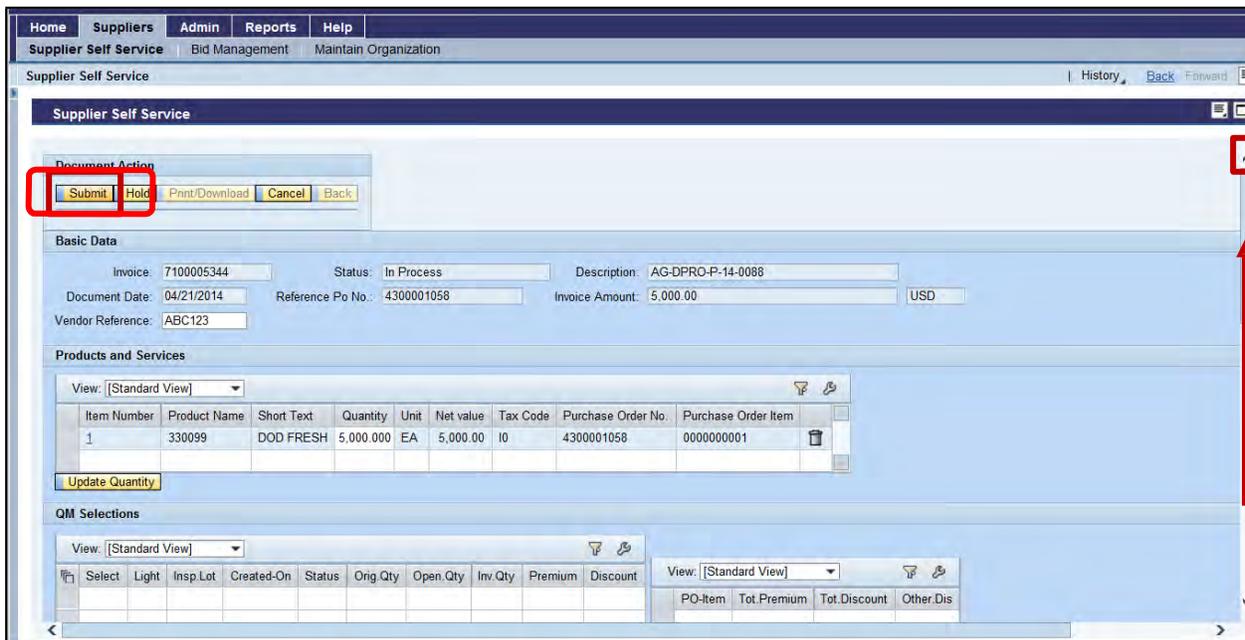
The screenshot shows the 'Supplier Self Service' interface. The 'Attachments' section is active, displaying a table with one row: 'C:\fakepath\Further Instructions and Details1.pdf'. Below the table, the 'Save' button is highlighted with a red box.

Description	Business Partner	First name	Street	Street Code	Postl Code	City	Telephone	Fax	E-Mail Address
Vendor Plant	1140040	Test Vendor Plant 10							
Vendor	1040065	Domestic Commodity Vendor 01	123 Main St		22033	Fairfax	555-555-5555	555-555-6666	viva_pham@sra.com
Sold-to Party	1000000	United States Dept of Agriculture				Washington			sincocka@gmail.com

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Click  (the **Up** arrow) on the vertical scrollbar to submit the invoice. Click  (the **Submit** button) to process the invoice

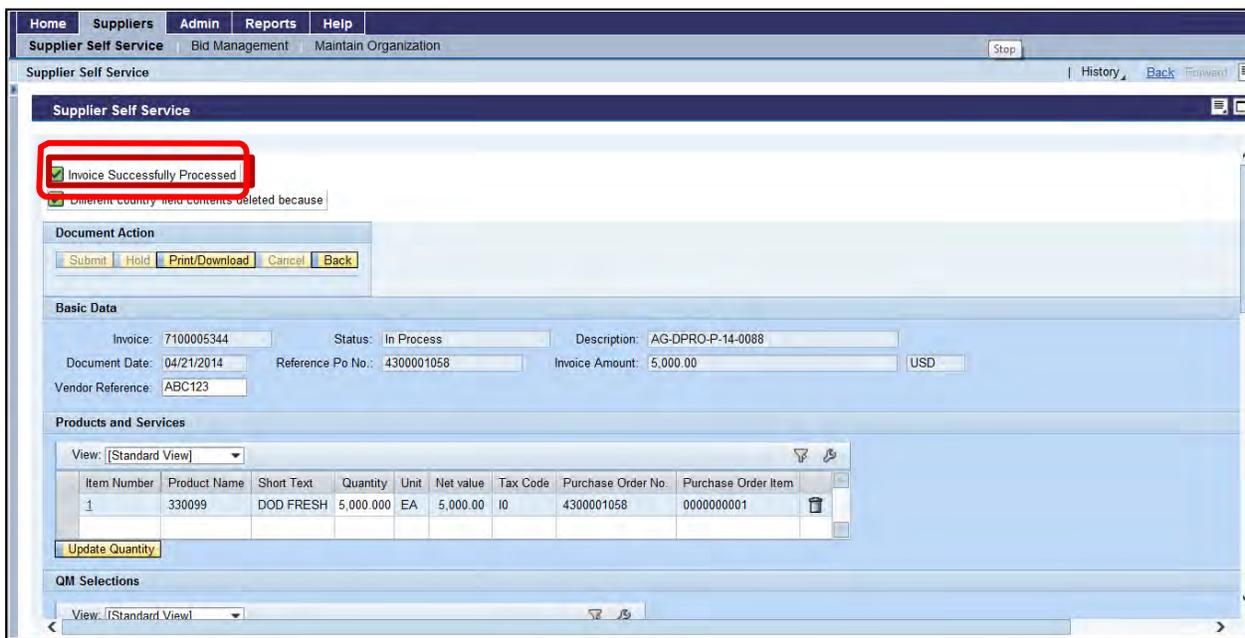


The screenshot shows the 'Supplier Self Service' interface. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The main content area is titled 'Supplier Self Service' and contains several sections:

- Document Action:** A row of buttons including 'Submit', 'Hold', 'Print/Download', 'Cancel', and 'Back'. The 'Submit' button is highlighted with a red box.
- Basic Data:** Fields for Invoice (7100005344), Status (In Process), Description (AG-DPRO-P-14-0088), Document Date (04/21/2014), Reference Po No. (4300001058), Invoice Amount (5,000.00), and Vendor Reference (ABC123).
- Products and Services:** A table with columns: Item Number, Product Name, Short Text, Quantity, Unit, Net value, Tax Code, Purchase Order No., and Purchase Order Item. The first row shows Item Number 1, Product Name 330099, Short Text DOD FRESH, Quantity 5,000.000, Unit EA, Net value 5,000.00, Tax Code 10, Purchase Order No. 4300001058, and Purchase Order Item 0000000001.
- QM Selections:** A table with columns: Select, Light, Insp Lot, Created-On, Status, Org Qty, Open Qty, Inv Qty, Premium, Discount, PO-Item, Tot Premium, Tot Discount, and Other Dis.

A vertical scrollbar on the right side of the page has an upward-pointing arrow icon at the top, which is also highlighted with a red box.

One should receive message "Invoice Successfully Processed".



The screenshot shows the 'Supplier Self Service' interface after the invoice has been processed. A red box highlights a green checkmark and the text 'Invoice Successfully Processed' at the top of the main content area. Below this message, there is a small error message: 'Different country field contents deleted because'. The rest of the interface, including the 'Document Action' buttons, 'Basic Data' fields, and 'Products and Services' table, remains the same as in the previous screenshot.

You have completed this transaction.