Food Distribution Program

WBSCM RA Receipting of USDA Foods Shipments

Matt McElhaney

Food Distribution Specialist

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

square meals

Food and Nutrition Division
Food Distribution Program

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
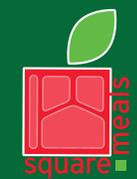Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)
This product was funded by USDA.
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Updated 6/30/2022
www.SquareMeals.org

01 **WBSCM Access**
User Admin creation of profiles for staff entering receipts

02 **Types of Receipt Entry**
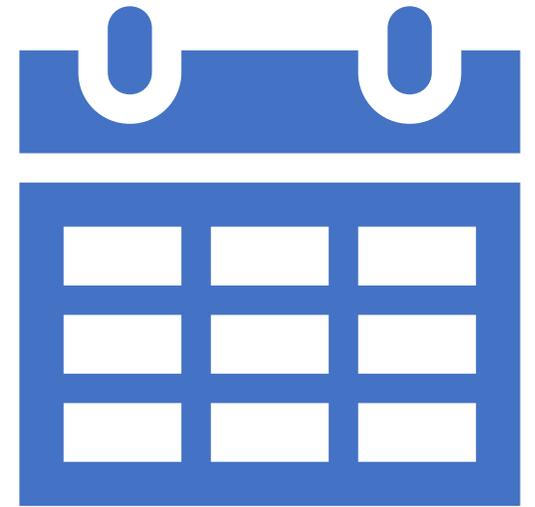Navigate and review initial entry, modification and cancellation functions of receipts

03 **NTRN Access**
Information regarding the training environment

WBSCM Receipting: Training Outline

Timeline

- 6/27 – Training / presentation

- 6/28 – 7/14 – NTRN Testing / User Admin creation of WBSCM profiles

- 7/18 – Full transition to receipt in WBSCM

WBSCM Access

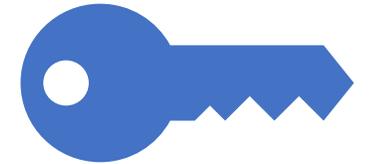User Admin creation of warehouse staff profiles

WBSCM Access

User Admins create user profiles within Org.

"Order Manager" role is required / "View Only" needed for reports

One user account per individual but no limit to number with access

Chrome is preferred browser (but works with others)

From: WBSCM_USER_REGISTRATION@AMS.USDA.GO <WBSCM_USER_REGISTRATION@AMS.USDA.GOV>
Sent: Wednesday, February 23, 2022 9:28 AM
To: Chad Chittenden <cchittenden@safoodbank.org>
Subject: Action Required: Register USDA WBSCM User Account

EXTERNAL EMAIL: Do not open attachments/click links if source is unknown.

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Chad Chittenden,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System.

To access WBSCM, you must have an active ID in the USDA eAuthentication (eAuth) system. **Follow the two-step WBSCM Registration process described below to (1) create an eAuth ID (if needed) and (2) subsequently link it to your WBSCM account(s).**

Helpful Tips:

- SAVE this email until you have completed Step 2 below.
- Your eAuth ID credentials must match your last name and email address in WBSCM (as referenced in this email) to successfully register your new account.
- Your eAuth ID can be linked to multiple WBSCM accounts.
- Use your eAuth ID and Password to access WBSCM.

How to Register a new WBSCM account

Step 1. Create eAuth ID

If you already have an active eAuth ID, with the required level of access, skip to Step 2.

If you do not have an eAuth ID, go to the USDA eAuthentication page and select **CREATE ACCOUNT** to start the registration process. Select the appropriate type based on your role:

   a. **Customers/Vendors/Business Partners -> Customer**
   b. **USDA Federal Employees/Affiliates/Contractors -> USDA Employee / Contractor**
   c. **USAID Federal Employees/Affiliates/Contractors -> Other Federal Employee / Contractor**

You will receive an email with a link to validate your email address and complete the eAuth registration process. You must access this link and finish creating your new eAuth ID within 30 minutes. If the link expires, you can restart the eAuth ID creation process.

You will receive a confirmation message indicating that your account was created successfully and is ready to use. Your eAuth credentials now become your login for WBSCM.

Note: USDA Internal users must also complete Identity Verification. Login the eAuth Update Account page, select **Verify My Identity,** accept the terms of service and provide the required information. You can complete an in-person identity verification, if needed, at a USDA Service Center/Local Registration Authority (LRA) location.

Step 2. Register WBSCM Account

An active eAuth ID can be linked to more than one WBSCM account. If you have an existing WBSCM account, be sure to sign out of any active WBSCM sessions and close the browser before registering a new account.

To register your new WBSCM account, click on the link below and log in using your eAuth User ID and Password. This link is unique to your WBSCM account and cannot be used by others.

WBSCM Goods Receipt Functions

Domestic Shipment Receipt, Modifying and Cancelling Receipts

Domestic Shipment Receipts

Use this procedure to enter a shipment receipt for:

- **Sales Orders**
- **Purchase Orders**

Domestic Shipment Receipts
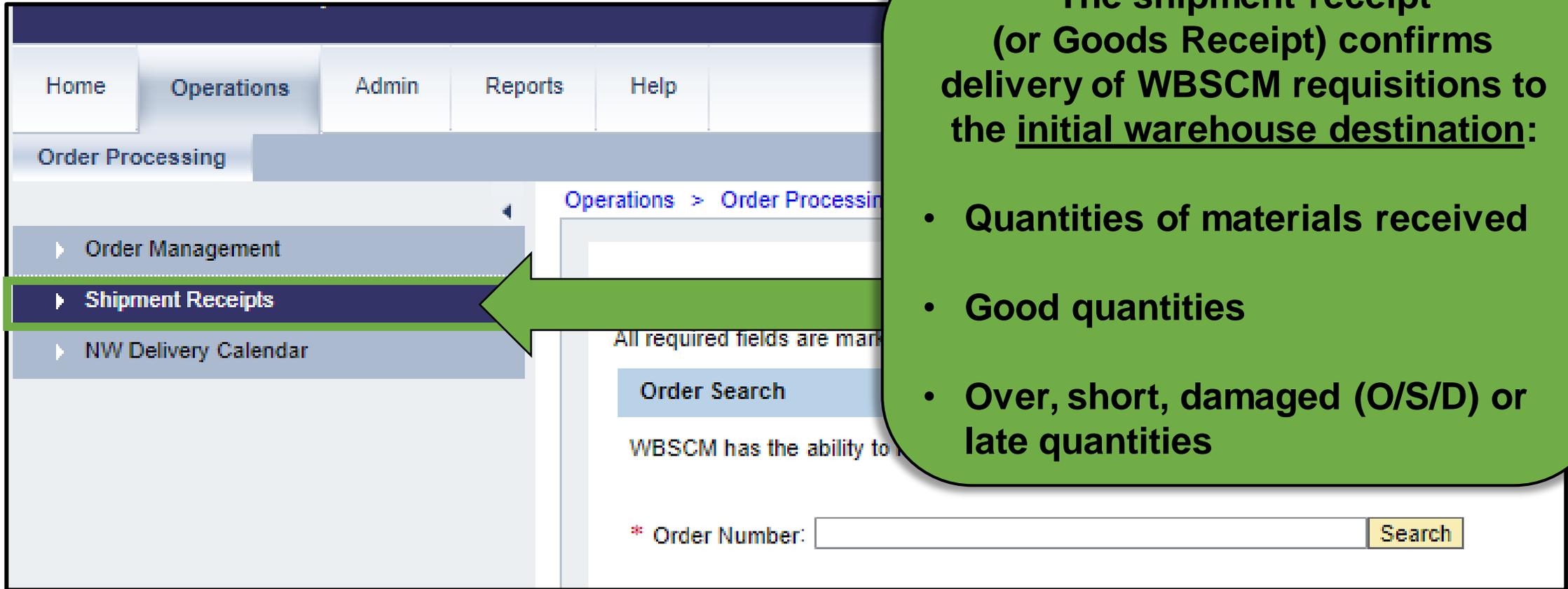
The shipment receipt
(or Goods Receipt) confirms delivery of WBSCM requisitions to the <u>initial warehouse destination</u>:

- Quantities of materials received

- Good quantities

- Over, short, damaged (O/S/D) or late quantities

Shipment Receipt Deadlines
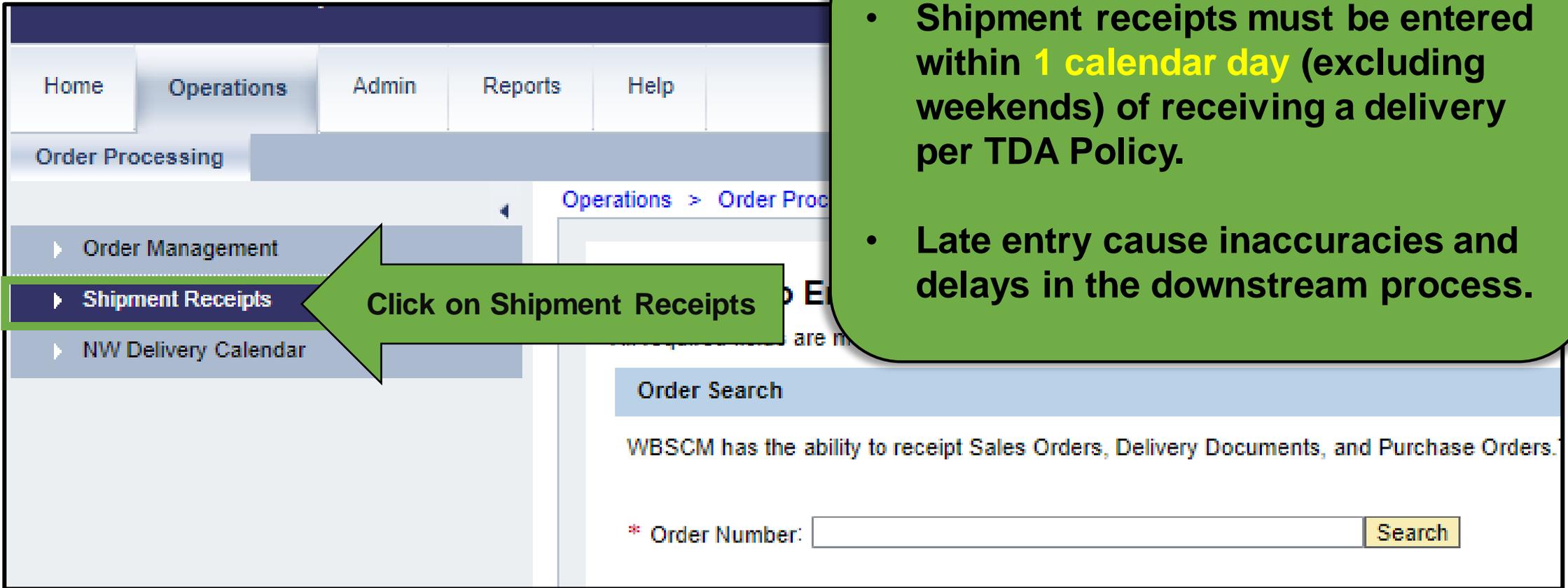
Home | Operations | Admin | Reports | Help

Order Processing

Operations > Order Proc

Order Management

Shipment Receipts   **Click on Shipment Receipts**

NW Delivery Calendar

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders.

* Order Number: [_____] [Search]

- **Shipment receipts must be entered within 1 calendar day (excluding weekends) of receiving a delivery per TDA Policy.**

- **Late entry cause inaccuracies and delays in the downstream process.**

Enter Shipment Receipt Screen

USDA United States Departriculture
Web-Based Sup n Management

NTRN

Back | Forward ▶ | History | Favoritesize

Home | Operations | Admin s | Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

- Order Management
- ▼ Shipment Receipts
  - • Enter Shipment Receipt

Welcome to Enter Shipment Receipt

sterisk (*). Dates are formatted as: MM/DD/YYYY.

Shows Automatically

- **Navigation panel loads *Enter Shipment Receipt* screen automatically.**

- **Clicking on tab not required.**

Entering Domestic Shipment Receipts

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

Welcome to Enter Shipment Receipt

All required fields are marked with a red asterisk (*). Dates are formatted as: MM/DD

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders.

* Order Number: 4100012785   [Search]

Prerequisites

The PO or Sales Order must exist in WBSCM.

Enter PO, SO, or Requisition #. Hit Search

Option 1: Single Line Receipting

Single Line Item(s)

- Use when receipt information for single line item(s) are different

- Need to report OS&D for some but not all items

Enter Shipment Receipt: By Line Item

Entering By Line Item(s)

- **Click Checkbox in *Select* column to select desired line item(s) to receipt.**

- **When checked, click the Checkbox to deselect lines not being receipted.**

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item	Material	Material Description	ASN Number	Signed by	Date F
☐	☐	Ready to Receipt	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030997		
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030998		
☐	☐	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	t	11/25/2
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030900	TT	12/05/2
☑	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995		
☐	☐	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030992		
☐	☐	Ready to Receipt	5000370635	100		60	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030903		
☐	☐	Ready to Receipt	5000370636	100		61	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030912		

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Enter Shipment Receipt: By Line Item

Complete and/or review the following single line item(s) fields:

- **Signed By**
- **Date Received**
- **Good Qty**
- **Good Qty (in CS)**

- **Over Qty**
- **Previous Qty**
- **Open Qty**
- **Reject Qty**

View:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. △	Item △	Material	Material Description	ASN Number △	Signe
☐	☐	Ready to Receipt	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O997	
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O998	
☐	☐	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O995	t
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O900	TT
☑	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O995	
☐	☐	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O992	
☐	☐	Ready to Receipt	5000370635	100		60	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O903	
☐	☐	Ready to Receipt	5000370636	100		61	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O912	

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Enter Shipment Receipt: By Line Item

Signed By

- In *Signed By,* enter name of the person that signed for a line item(s) if not already populated.
  - Ex: John Doe

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item	Material	Material Description	ASN Number	Signed by	Date Rece
☐	☐	Ready to Receipt	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030997		
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030998		
☐	☐	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	t	11/25/2018
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030900	TT	12/05/2018
☑	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	✓	
☐	☐	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030992		

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Enter Shipment Receipt: By Line Item

Receipt Header

Ord... Railcar/BOL: [   ]

Date Received

- Enter *Date Received* for line item(s) if not already populated.
  - Ex: 02/25/2019

Select		Recpt Status				Item	Material	Material Description	ASN Number	Signed by	Date Rece
☐	☐	Ready to Receipt	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O997		
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	61000O998		
☐	☐	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	61000O995	t	11/25/2018
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	61000O900	TT	12/05/2018
☑	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	61000O995		

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Enter Single Line Receipt: Good Cases

n	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
.42 LB	6100030997	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL003
.42 LB	6100030998	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987600
.42 LB	6100030995	t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	BOL103
.42 LB	6100030900	TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	BOL987654
.42 LB	6100030995			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL354540
.42 LB	6100030992			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL104
.42 LB	6100030903			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL987650
.42 LB	6100030912			0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	BOL987654

Good Qty in CS

- **Amount of materials received in good condition, in cases (CS).**

- **Not required when receipting in pounds.**

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Reporting Damages

n	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
.42 LB	6100030997	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 003
.42 LB	6100030998	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987600
.42 LB	6100030995	t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	BOL 103
.42 LB	6100030900	TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	BOL987654
.42 LB	6100030995			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL354540
.42 LB	6100030992			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL104
.42 LB	6100030903			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL987650
.42 LB	6100030912			0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	BOL987654

Reporting Damage

Click number icon in the *Damage Qty* column that corresponds to line item with damaged or rejected material.

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Reporting Damages

Damage Quantity

- Total amount of materials damaged due to transport, unloading, or improper storage.

- (Note) Do not enter rejected quantity in this field; if documenting reasons for rejecting materials, leave this field blank.

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Enter Shipment Receipts: Receipt All

Home   Operations   Admin   Reports   Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

Back to Summary | Back to Search

Receipt Header

Order Number: 4100012785   Entered By: ORDERMA...   Railcar/BOL:

Signed By: John Doe   Date Received: 02/25/2019

Comments: Goods received

Receipt All

Complete/review the *Receipt Header* fields:

- **Railcar/BOL**
- **Signed By**
- **Date Received**
- **Comments**

Manually Enter Shipment Receipts

Multiple Line Items/ Receipt All

Single Line Item(s)

Enter Shipment Screen

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

- **Repeat process as necessary for other line-item receipts needing OS&D documentation.**

- **Once OS&D is documented for all necessary line items, click *Submit Receipt* button.**

Enter Shipment Screen

The screen shows:

Home | Operations | Admin | Reports | Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt   Full Screen | Options ▼

Back to Summary | Back to Search

Receipt Header

Order Number: 4100012785   Entered By: ORDERMA...   Railcar/BOL
Signed By: _____   Date Received: _____
Comments:
[Receipt All]

☑ Goods receipt was successfully processed. Additional messages might be available below!

Goods receipt Messages

View: [Standard View] ▼   Export ↓

Order Number	Item	MsgType	Message text
4100012785	58	S	Receipt was successfully posted for ASN 6100027553

View: eINV_VIEW ▼

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item	Material	Material Description	ASN Number	Signed by	Date Rece
☐	☐	Ready to Receipt	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030997		
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030998		

Callout:
- **The transaction is complete.**
- **Review the confirmation message on the Enter Shipment Screen.**

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

Single Line Item(s)

Option 2: Receipt All

Multiple Line Items (Receipt All)

Use when multiple line items of received goods have the same information to report.

Enter Shipment Receipts: Receipt All

Receipt Header

Header Data →

4100005908

Sign... John Doe

Comments: GOODS RECEIVED.

Entered By: LEET0001

Date Received: 02/25/2019

Railcar/BOL:

Receipt All ← **Receipt All**

Click on *Receipt All* to copy all header data into all lines associated with the order.

Receipt Item Details

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. ⬆	Item ⬆	Material	Material Description
☐	☐	Missing ASN	5000205051	100	4100005908	1	100138	BEEF CHILI W/O BEANS CAN-24/24 OZ
☐	☐	Missing ASN	5000205051	200		2	100138	BEEF CHILI W/O BEANS CAN-24/24 OZ

Manually Enter Shipment Receipts

Multiple Line Items/ Receipt All

Single Line Item(s)

Enter Shipment Receipts: Receipt All

Receipt Header

Order Number: 4100005908	Entered By: LEET0001	Railcar/BOL:
Signed By: John Doe	Date Received: 02/25/2019	

Comments: GOODS RECEIVED.

[Receipt All]

Receipt Item Details

View: eINV_VIEW

All line items for order are selected

Select	Furth...	...c.	Item	Pur. Doc. ⬆	Item ⬆	Material	Material Description
☑		...051	100	4100005908	1	100138	BEEF CHILI W/O BEANS CAN-24/24 OZ
☑	Missing ASN	5000205051	200		2	100138	BEEF CHILI W/O BEANS CAN-24/24 OZ

Manually Enter Shipment Receipts

Multiple Line Items/ Receipt All

Single Line Item(s)

Enter Shipment Screen: Submit

Click *Submit Receipt* button to submit.

Manually Enter Shipment Receipts

Multiple Line Items/ Receipt All

Single Line Item(s)

Enter Shipment Screen: Confirmation

- **The transaction is complete.**
- **Review the confirmation message on the Enter Shipment Screen.**

Modifying Shipment Receipts

Primarily used for revising initial goods receipt entries

Edit window is 7 calendar days from date of initial entry

Limit of one modification after 24 hours from initial entry

Modifying Shipment Receipts

- **Receipt Processed: Receipt for delivery by vendor to initial destination has been updated in WBSCM.**

- **Only Recpt Processed status can be modified.**

Modifying Shipment Receipts

Click the Check box in Further Actions column to select shipment receipt line item to modify.

Click check box in Further Actions

Modifying Shipment Receipts

Home | Operations | Admin | Reports | Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

Full Screen | Options ▼

🔳 Back to Summary | 🔍 Back to Search

Receipt Header

Order Number: 4100012785   Entered By: ORDERMA...   Railcar/BOL: [ ]

Signed By: [ ]   Date Received: [ ]

Comments: [ ]

Receipt All

View: eINV_VIEW ▼

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item ▲	Material	Material Description	ASN Number ▲	Signed by	Date Received
☐	☑	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	Jane Doe	12/25/2019
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
☐	☐	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
☐	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
☐	☐	Ready to Receipt	500037?34	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

✅ Submit Receipt | ✏️ Modify Receipt

Click Modify Receipt

Modifying Shipment Receipts

Date Received
- **The date the materials were received.**
  - **Ex: 02/25/2019**

Enter Shipment Receipt Screen

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ⊵	Item ⊵	Material	Material Description	ASN Number ⊵	Signed by	Date Received
☐	☑	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	John Doe	02/25/2019
☐	☐	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
☐	☐	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
☐	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
☐	☐	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

View: eINV_VIEW

✅ Submit Receipt   Receipt

Click the Submit Receipt button to submit.

Enter Shipment Screen

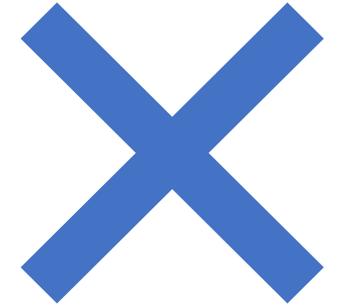The callout box on the screenshot reads:

- **The transaction is complete.**
- **Review the confirmation message on the Enter Shipment Screen.**

Cancelling Shipment Receipts

Primarily used for removing incorrect entries to sales orders yet received

Line item to successful cancellations are available for correct receipt entry

Some goods receipts cannot be cancelled (contact WBSCM Helpdesk)

Cancelling Shipment Receipts

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #
☐	☐	Recpt Processed	5000320442	100	4100007682	1	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997	SN1	R1
☐	☐	Recpt Processed	5000320444	100		2	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998	SN2	R1
☐	☐	Recpt Processed	5000320445	100		3	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030995	SN3	R1
☐	☑	Recpt Processed	5000320446	100		4	100010	CHEESE NATURAL AMER FBD BARREL-500 LB		SD1	
☐	☐	Missing ASN	5000320447	100		5	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	5000320451	100		6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN									
☐	☐	Missing ASN									
☐	☐	Missing ASN									
☐	☐	Missing ASN									

View: * eINV_VIEW

Receipt All

Submit Receipt   Modify Rec

- **Click the Check box in the Further Actions column next to line item to be cancelled.**

- **In this example, line item 4 was selected.**

Cancelling Shipment Receipts

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #
☐	☐	Recpt Processed	5000320442	100	4100007682	1	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997	SN1	R1
☐	☐	Recpt Processed	5000320444	100		2	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998	SN2	R1
☐	☐	Recpt Processed	5000320445	100		3	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030995	SN3	R1
☐	☑	Recpt Processed	5000320446	100		4	100010	CHEESE NATURAL AMER FBD BARREL-500 LB		SD1	
☐	☐	Missing ASN	5000320447	100		5	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	5000320451	100		6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	5000320452	100		7	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	5000320453	100		8	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	5000320454	100		9	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	5000320455	100		10	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			

Receipt All

View: * eINV_VIEW

Submit Receipt   Modify Receipt   ✖ Cancel Receipt

Click *Cancel Receipt*

Cancelling Shipment Receipts

Goods Receipt Cancellation Process

You are requesting cancellation of one or more lines. Do you want to proceed?

Yes   No

Click Yes button on the *Good Receipt Cancellation Process* Pop-Up Screen to cancel line item.

Signed By: Date Received:

Comments:

Receipt All

View: * eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item				
☐	☐	Recpt Processed	5000320442	100	4100007002	1	100010	CHEESE NATU...
☐	☐	Recpt Processed	5000320444	100		2	100010	CHEESE NATURA
☐	☐	Recpt Processed	5000320445	100		3	100010	CHEESE NATURA
☐	☑	Recpt Processed	5000320446	100		4	100010	CHEESE NATURA
☐	☐	Missing ASN	5000320447	100		5	100010	CHEESE NATURA
☐	☐	Missing ASN	5000320451	100		6	100010	CHEESE NATURA
☐	☐	Missing ASN	5000320452	100		7	100010	CHEESE NATURA
☐	☐	Missing ASN	5000320453	100		8	100010	CHEESE NATURA
☐	☐	Missing ASN	5000320454	100		9	100010	CHEESE NATURA
☐	☐	Missing ASN	5000320455	100		10	100010	CHEESE NATURA

✅ Submit Receipt   ✏ Modify Receipt   ❌ Cancel Receipt

Cancelling Shipment Receipts Complete

"Goods Receipt cancelled successfully" message is generated.

Select	Further Actions	Receipt Status	Item ▲	Material	Material Description	ASN Number ▲	Signed by	BOL #
☐	☐	Recpt Processed	1	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030997	SN1	R1
☐	☐	Recpt Processed	2	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030998	SN2	R1
☐	☐	Recpt Processed	3	100010	CHEESE NATURAL AMER FBD BARREL-500 LB	6100030995	SN3	R1
☐	☐	Missing ASN	4	100010	CHEESE NATURAL AMER FBD BARREL-500 LB		SD1	
☐	☐	Missing ASN	5	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	6	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	7	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	8	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	9	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			
☐	☐	Missing ASN	10	100010	CHEESE NATURAL AMER FBD BARREL-500 LB			

☑ Goods Receipt cancelled successfully

View: *eINV_VIEW

Submit Receipt   Modify Receipt

GR Reversal and Re-Entry

A GR reversal and/or re-entry of receipt may be required if:

- Receipt does not appear in list OR
- Checkbox in Further Actions column is not available.

Contact the WBSCM Helpdesk for assistance.

WBSCM Help Desk Contact Information

Help Desk Hours:
8:00 AM to 6:00 PM
Eastern Time

Help Desk Contact Information:
877-927-2648

WBSCM.servicedesk@CACI.com

NTRN Access

Information to WBSCM's training environment

NTRN Training Environment

Safe environment to play (no live data)

Available Monday thru Thursdays

Limited set of data (USDA daily refresh)

TDA will provide user IDs and passwords

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.