Food Distribution Program

WBSCM RA Receipting of USDA Foods Shipments

Matt McElhaney

Food Distribution Specialist



Food and Nutrition Division Food Distribution Program TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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. This institution is an equal opportunity provider.



Updated 6/30/2022 www.SquareMeals.org





WBSCM Access

User Admin creation of profiles for staff entering receipts



Types of Receipt Entry

Navigate and review initial entry, modification and cancellation functions of receipts



NTRN Access

Information regarding the training environment

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



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

From: WBSCM_USER_REGISTRATION@AMS.USDA.GO <WBSCM_USER_REGISTRATION@AMS.USDA.GOV>

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
- ${\rm c.} \quad {\rm USAID} \ {\rm Federal} \ {\rm Employees} / {\rm Affiliates} / {\rm Contractors} \ {\rm -> \ Other} \ {\rm Federal} \ {\rm Employee} \ / \ {\rm Contractors} \$

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 <u>eAuth Update Account</u> 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 <u>USDA Service Center/Local Registration Authority (LRA) location</u>.

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.





WBSCM Goods Receipt Functions

Domestic Shipment Receipt, Modifying and Cancelling Receipts

Domestic Shipment Receipts



Domestic Shipment Receipts



The shipment receipt (or Goods Receipt) confirms delivery of WBSCM requisitions to the initial warehouse destination:

Quantities of materials received

Over, short, damaged (O/S/D) or

Search

Shipment Receipt Deadlines

| Home Order Pro | Operations ocessing | Admin | Reports | Help | | | Shipment receipts must be entered within 1 calendar day (excluding weekends) of receiving a delivery per TDA Policy. |
|--|--|-------|----------|-------------|------------|------------------|--|
| Order Shipr NW E | r Management nent Receipts < Delivery Calendar | Click | on Shipm | perations > | order Pr | oc El re m | Late entry cause inaccuracies and delays in the downstream process. |
| | | | | Orde | r Search | | |
| | | | | WBSC | M has the | ability to | o receipt Sales Orders, Delivery Documents, and Purchase Orders |
| | | | | * Orde | er Number: | | Search |

Enter Shipment Receipt Screen



Entering Domestic Shipment Receipts



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



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. A | Item 🛓 | Material | Material Description | ASN Number .a | 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 | π | 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 | | |
| - | | Deadu te Dessint | E000270626 | 100 | | 64 | 100100 | PEEE DOART DOUND ED7 OTN 20 421 P | 6100030012 | | |



Shipment Receipts

Single Line

Item(s)

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

| D G G | ate Rece ood Qty ood Qty | eived (in CS) | • • | Pre Op Re | evious (en Qty ject Qty | Qty | | | | | |
|-------------|--------------------------------|--|--|--|--------------------------------|----------------------------|--|---|--|---------|------------|
| 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 | 6100030997 | | |
| | | | | | | | | | | | |
| | | Ready to Receipt | 5000370666 | 100 | | | 100166 | BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030998 | - | |
| | | Ready to Receipt Recpt Processed | 5000370666 5000370671 | 100 100 | | 14 | 100166 100166 | BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030998 6100030995 | t | |
| | | Ready to Receipt Recpt Processed Recpt Processed | 5000370666 5000370671 5000370672 | 100 100 100 | | 14 15 | 100166 100166 100166 | BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030998 6100030995 6100030900 | t TT | |
| | | Ready to Receipt Recpt Processed Recpt Processed Ready to Receipt | 5000370666 5000370671 5000370672 5000370633 | 100 100 100 100 | | 14 15 58 | 100166 100166 100166 100166 | BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030998 6100030995 6100030900 6100030995 | t TT | |
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| | | Ready to Receipt Recpt Processed Recpt Processed Ready to Receipt Ready to Receipt | 5000370666 5000370671 5000370672 5000370633 5000370634 5000370635 | 100 100 100 100 100 100 | | 14 15 58 59 60 | 100166 100166 100166 100166 100166 100166 | BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030998 6100030995 6100030900 6100030995 6100030992 6100030903 | t TT | Manually E |

Multiple Line Single Line Items/Receipt Item(s)

All



Manually Enter Shipment Receipts

Single Line

Item(s)

Multiple Line

Items/Receipt

All





Item(s)

Items/Receipt

All

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 | 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 | тт | 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 |
| 4918 (| £100030017 | | | 0 000 | 1 000 000 | 40 000 000 | IR | 1 000 000 | 61 | 0 000 | 0 000 | | BOI 987654 |
| | | | | | | • Ar cc | nount (ondition | of materials | y III (receive (CS). | ed in go | od | | |

lanually Enter Shipment Receipts

Single Line

Item(s)

Multiple Line Items/Receipt All

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 | BOL98760 |
| 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 | тт | 12/05/2018 | 1,000.000 | 0.000 | 0.000 | LB | 1,000.000 | 15 | 0.000 | 0.000 | CS | BOL98765 |
| 42 LB | 6100030995 | | | 1,000.000 | 0.000 | 40,000.000 | LB | 1,000.000 | 58 | | 0.000 | CS | BOL35454 |
| 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 | BOL98765 |
| 121 R | 6100030012 | | 1 | 0 000 | 1 000 000 | 40 000 000 | IR | 1 000 000 | 61 | 0 000 | 0 000 | 05 | ROI 98765 |

Reporting Damage

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



| | | | Re | port | ting | D | an | na | ges | | |
|------------------------|--|---|--|--|-----------------------|--------------------|-------------------------------|---------------------------------|---|---|------------|
| Home | Operations | Admin Reports | Help | | | | | | | | ļ |
| Order Proc | cessing | | | | | | | | | | |
| Operat | tions > Order Proc | Enter Damage Details | 6 | Document NO: 41000 | 12785 Item NO: 000058 | × | (| | Damage 0 | Quantity | |
| | | Damage Info Damage Quantity: When Discovered Before Unloading: During Unloading: After Unloading: | 0.000 CS Carrier Info Ag Refrigeration Equipmer Carri Un Interio Commodit | ent Name: tt Running: er Present: tt Temp(F): 0.00 r Temp(F): 0.00 y Temp(F): 0.00 | | | | •Tota dama unloa •(Not | I amount of ma aged due to tra ading, or impro e) Do not enter tity in this field | aterials insport, oper storage. r rejected | |
| | | Miscellaneous Deta | ils | | | | _ | docu | monting rose | ns for rojecting | |
| in -42 LB -42 LB | ASN Number = 6100030997 6100030998 | Comments: | | | | ige Qty. 9 9 | Reject Qty. 0.000 0.000 | mate | rials, leave this | s field blank. | |
| -42 LB | 6100030995 | | | | | 14 | 0.000 | 0.000 05 | BOL 103 | | |
| -42 LB | 6100030900 | | | | OK | 15 | 0.000 | 0.000 CS | BOL987654 | | |
| 42 LB | 6100030995 | | 0.000 4.000.000 | 40 000 000 L P | 1 000 000 | 58 | 0.000 | 0.000 CS | BOL354540 | Manually Enter | |
| 42 LB | 6100030992 | | 0.000 1,000.000 | 40,000,000 LB | 1,000.000 | 59 | 0.000 | 0.000 CS | BOL104 BOL087650 | Shipment | |
| 421R | £100030003 | | 0.000 1.000.000 | 40,000,000 LB | 1,000,000 | 61 | 0.000 | 0.000 05 | ROI 987654 | Receipts | |
| | | | | | | | | _ | | Multiple Line Items/Receipt All | gle emi |

Enter Shipment Receipts: Receipt All

| Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt • Railcar/BOL • Signed By • Date Received • Date Received • Comments • Goods received • Comments • Manually Enter Shipment Receipt All • Manually Enter Shipment Receipt • Receipt All • Railcar/BOL • Signed By • Date Received • Comments • Manually Enter Shipment Receipt • Receipt All • Manually Enter Shipment • Receipt All • Manually • Proceept All • Proceept | Order Processing | 9 | | | | Complete/review | elds: |
|--|------------------------|--|--|-------------------|-------|---|-------------------------|
| Order Number: 4100012785 Entered By: ORDERMA Railcar/BOL: Comments Signed By: John Doe Date Received: 02/25/2019 Comments: Goods received Comments: Manually Enter Shipment Receipt All | Operations > | Order Processing > Sh Summary 🛗 Back to ader | ipment Receipts > Enter Shi Search | pment Receipt | · · · | Railcar/BOL Signed By Date Received | 5103. |
| Comments: Receipt All Manually Enter Shipment Receipts | Order Numb Signed B | er: 4100012785 By: John Doe Goods received | Entered By: ORD Date Received: 02/2 | ERMA Railcar/BOL: | | Comments | |
| | Commen | ts: | | | | Manually Shipm Recei | r Enter ient ipts |

Enter Shipment Screen

| Operation | sing s > Order Proc k to Summary | essing > Shipmen | it Receipts > E | Enter Sh | ipment Receipt | | | | Rep | eat | proce | ess as necessary for | |
|---------------------------|--|--|--|--|----------------------------|--|--|--|--|----------------|---|---|---|
| Receip Order N Sign | t Header umber: 410001 ved By: | 2785 | Entered By Date Received | : ORD | DERMA R | tailcar/BOL | : | | othe OS8 | er lir kD d | ne-ite ocun | em receipts needing mentation. | |
| Com | ments: | | | | | | | | Onc | e O | S&Di arv lir | is documented for all ne items, click <i>Submit</i> | |
| Receip | | | | | | | | | Rec | eipt | butto | on. | L |
| Receip View: e | NV_VIEW | • Receint Status | Sales Doc | Item | Purch Doc | Item - | Material | Material Description | Rec | eipt | butto | on. | |
| Receip View: e | NV_VIEW | Receipt Status Ready to Receipt | Sales Doc. 5000370666 | Item 100 | Purch.Doc. ≟ 4100012785 | ltem ≞ 9 | Material 100166 | Material Description BEEF ROAST ROUND FRZ CTN-38-42 | Rec | eipt | butto | on. | |
| Receip | NV_VIEW Further Actions | Receipt Status Ready to Receipt Ready to Receipt | Sales Doc. 5000370666 5000370666 | Item 100 100 | Purch.Doc. ≜ 4100012785 | ltem ≞ 9 | Material 100166 100166 | Material Description BEEF ROAST ROUND FRZ CTN-38-42 BEEF ROAST ROUND FRZ CTN-38-42 LB | Rec | eipt | butto | on. | |
| Receip | NV_VIEW Further Actions | Receipt Status Ready to Receipt Ready to Receipt Receipt Receipt Receipt Receipt Receipt | Sales Doc. 5000370666 5000370666 5000370671 | Item 100 100 | Purch.Doc. ≟ 4100012785 | Item <u>≜</u> 9 14 | Material 100166 100166 100166 | Material Description BEEF ROAST ROUND FRZ CTN-38-42 BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB | Rec | eipt | butto | on. | |
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| View: e | NV_VIEW Further Actions | Receipt Status Ready to Receipt Ready to Receipt Recpt Processed Recpt Processed Ready to Receipt Ready to Receipt | Sales Doc. 5000370666 5000370666 5000370671 5000370672 5000370633 5000370634 | Item 100 100 100 100 100 100 | Purch.Doc. ≟ 4100012785 | Item <u>▲</u> 9 14 15 58 59 | Material 100166 100166 100166 100166 100166 | Material Description BEEF ROAST ROUND FRZ CTN-38-42 BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030995 6100030995 6100030995 6100030995 | t John Doe | 11/25/2018 12/05/2018 02/25/2019 | Manually Enter Shipment | - |

Enter Shipment Screen

| perations > Order Proc | essing > Shipment Rec | ceipts > Enter | Shipment Receipt | | | | | Full Scree | en Options 🕶 | | | |
|--|---|--|---|---|--|---------------------------------|----------------------------|-------------------|-----------------|---|-------|---------------------|
| 📆 Back to Summary | Back to Search | | | | | | | | ^ | | | |
| Receipt Header | | | | | | | | | | | | |
| Order Number: 410001 Signed By: | 2785 E Date | Entered By: 0 e Received: | RDERMA | Railcar/BOL | • The t | ransaction | is com | plete | е. | | | |
| | | | | | Revie | aw the conf | firmatio | n me | essao | | | |
| Comments: | | | | | on th | o Entor Shi | inmont | Sore | on | e | | |
| Comments: | | | | | on th | e Enter Shi | pment | Scre | en. | | | |
| Comments: Receipt All Goods receipt was so | ccessfully processed. Add | dditional messa | ges might be availa | ble below! | on th | e Enter Shi | pment | Scre | en. | | | |
| Comments: Receipt All Goods receipt was su | iccessfully processed. Adi | dditional messa | ges might be availa | ble below! | on th | e Enter Shi | pment | Scre | en. | | | |
| Comments: Receipt All Goods receipt was su View: [Standard View | iccessfully processed. Ad | Iditional messa | ges might be availa | ble below! By | on th | e Enter Shi | pment | Scre | en. | | | |
| Comments: Receipt All Goods receipt was su Course receipt mess View: [Standard View Order Number Item | Iccessfully processed. Add | dditional messa | ges might be availa | ble below! 2,, | on th | e Enter Shi | pment | Scre | en. | | | |
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| Comments: Receipt All Goods receipt was su Social receipt mess View: [Standard View Order Number Item 4100012785 58 New: eINV_VIEW elect Further Actions | Iccessfully processed. Ad ages Export a MsgType Message tex S Receipt was Receipt Status Sale Ready to Receipt 5000 | dditional messa xt s successfully p es Doc. Iten 10370666 11 | ges might be availa osted for ASN 6100 n Purch.Doc. | ble below! 2 ₃ 027553 Item ≜ 1 9 1 | Material Material Descrip 100166 BEEF ROAST F | ption ROUND FRZ CTN-38-42 LB | ASN Number ± 6100030997 | Scre Signed by | Date Rece | | Manus | ally Enter pment |

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

| Z | John D | 00 | Date F | Received | : 02/25/2019 | 67 | T and an D | copy | all head | der data |
|-------------|---------------|----------------|------------|----------|--------------|--------|------------|-------------------------|------------|----------------------|
| Comme | GOOD: | S RECEIVED. | | | | | | | th the o | order. |
| Receipt Al | | ceipt All | | | | | | | | |
| | | | | | | | | | | |
| Receipt Ite | m Details | | | | | | | | | |
| View: eINV | /_VIEW | • | | | | | | | | |
| Select Fur | rther Actions | Receipt Status | Sales Doc. | Item | Pur. Doc. 🛓 | ltem ≞ | Material | Material Description | | |
| | | Missing ASN | 5000205051 | 100 | 4100005908 | 1 | 100138 | BEEF CHILI W/O BEANS CA | N-24/24 OZ | Manually Enter |
| | | Missing ASN | 5000205051 | 200 | | 2 | 100138 | BEEF CHILI W/O BEANS CA | N-24/24 OZ | Shipment Receipts |

Enter Shipment Receipts: Receipt All

| Receipt Heade | ər | | | | | | | |
|-----------------|-------------------|-------------------|----------|-------------|--------|-----------|--------------------------|------------|
| Order Number: | 4100005908 | En | tered By | LEET0001 | | Railcar/B | OL: | |
| Signed By: | John Doe | Date F | Received | 02/25/2019 | 62 | | | |
| | GOODS RECEIVED. | | | | | | | |
| Comments: | | | | | | | | |
| Control to. | | | | | | | | |
| | | | | | | | | |
| Receipt All | | | | | | | | |
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| Receipt Item De | etails | | | | | | | |
| View: eINV_VIE | | | | | | | | |
| Select Furth | All line items fo | | Item | Pur. Doc. 🛎 | ltem ≞ | Material | Material Description | |
| | order are select | ed ⁾⁵¹ | 100 | 4100005908 | 1 | 100138 | BEEF CHILI W/O BEANS CAN | N-24/24 OZ |
| | Missing ASN 5 | 000205051 | 200 | | 2 | 100138 | BEEF CHILI W/O BEANS CAN | N-24/24 OZ |
| | | | | | | | | |
| | | | | | | | | Mult |
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Enter Shipment Screen: Submit

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| | | | Recpt Pro | cessed | 5000370666 | 100 | 4100012785 | 9 | 100166 | BEEF ROAST ROUND FRZ CTN-38-42 LB | 6100030995 | Jane Doe | 12/25/2019 |
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Click the Submit Receipt button to submit.

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| | | 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 |
| | | Recot Processed | 5000320445 | 100 | | 3 | 100010 | CHEESE NATURAL AMER FRD BARREL-500 LB | 6100030995 | SN3 | R1 |
| | V | Recpt Processed | 5000320446 | 100 | | 4 | 100010 | CHEESE NATURAL AMER FBD BARREL-500 LB | | SD1 | |
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Cancelling Shipment Receipts Complete

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GR Reversal and Re-Entry

| Order I Si <u>c</u> Cor Recei | Number: 410001 gned By: mments: | 12785 | Entered By Date Received | r: ORDI | ERMA R | tailcar/BO | A G may • R • C | R reversal and/or re- be required if: Receipt does not appe Checkbox in Further A | entry of re ear in list C actions col | eceip DR Iumn | t |
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| View: Select | eINV_VIEW Further Actions | Receipt Status Recpt Processed | Sales Doc. 5000370666 | Item 100 | Purch.Doc. ≜ 4100012785 | ltem ₂ 9 | is Con assi | s not available. tact the WBSCM Help stance. | desk for | | Rec 5/201 |
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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



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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

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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)

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