PROCESS OVERVIEW

Purpose

Domestic recipient organizations (or USDA on behalf of a recipient) use this procedure to manually enter a shipment receipt for a purchase order, sales order, or delivery order. The shipment receipt, also known as the Goods Receipt (GR), is the method by which the recipient confirms that materials that were requested in WBSCM have been delivered. The shipment receipt provides details such as when the shipment was received, who signed for it, and if any part of it was damaged and/or rejected. The recipient also uses this procedure to document quantities of materials received, reporting both good quantities and over, short, damaged (O/S/D) or late quantities.

Timely entry of a shipment receipt is a critical step in WBSCM. Current FNS policy requires entry of shipment receipts within two calendar days of receiving a delivery.

The receipting procedure described in this document applies to orders that contain one or more line items that are supplied by a vendor with electronic invoicing (eINV) capabilities in WBSCM. The shipment receipt is matched against the Advanced Shipment Notification (ASN) submitted by the vendor and other information associated with the purchase order (PO) to generate a payment invoice for the vendor. Late entry of the shipment receipt will cause delays and inaccuracies in the downstream process.

eINV functionality does not apply to services, third party barter shipments, or multi-food outbound shipments from a national warehouse.

Users can enter a shipment receipt in WBSCM two ways:

1. Use the *Enter Shipment Receipt* transaction to create a shipment receipt manually. This work instruction reviews the steps to perform the *Enter Shipment Receipt* transaction.
2. Use the *Upload Shipment Receipt* transaction to upload a shipment receipt from a comma separate value (CSV) or extensible markup language (XML) file.

The following related work instructions provide guidance for working with domestic shipment receipts in specific circumstances:

*   Modify Domestic Shipment Receipt - used when the user needs to modify a recently entered shipment receipt.
*   Cancel Shipment Receipt- used when an ASN does not exist (BOL # field is not populated) for a line item.
*   Enter Multi-Food Shipment Receipt - used for multi-food shipments, when the user needs to enter shipment receipts manually.
*   Upload Domestic Shipment Receipt - used to upload shipment receipts for any PO using a CSV or XML file. This functionality cannot be used for Multi-ASN PO Line Items.

Process Trigger

Perform this procedure when a recipient needs to receive a domestic shipment.

Prerequisites

*   The PO or sales order must exist in WBSCM.
*   eINV must be enabled for one or more line item(s) on the PO.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipts** folder ➔ **Enter Shipment Receipt** link to go to the *Enter Shipment Receipts* screen.
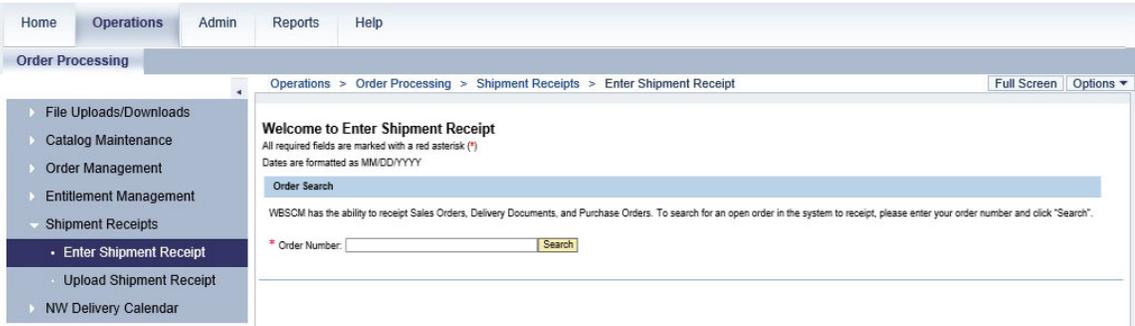
Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - o **Required (R)** – a mandatory field necessary to complete the transaction.
  - o **Optional (O)** – a non-mandatory field not required to complete the transaction.
  - o **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field.
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using this Portal path: **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipt** folder ➔ **Enter Shipment Receipt** link.

   Image: Enter Shipment Receipt Screen

2. Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

   Image: Enter Shipment Receipt Screen

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

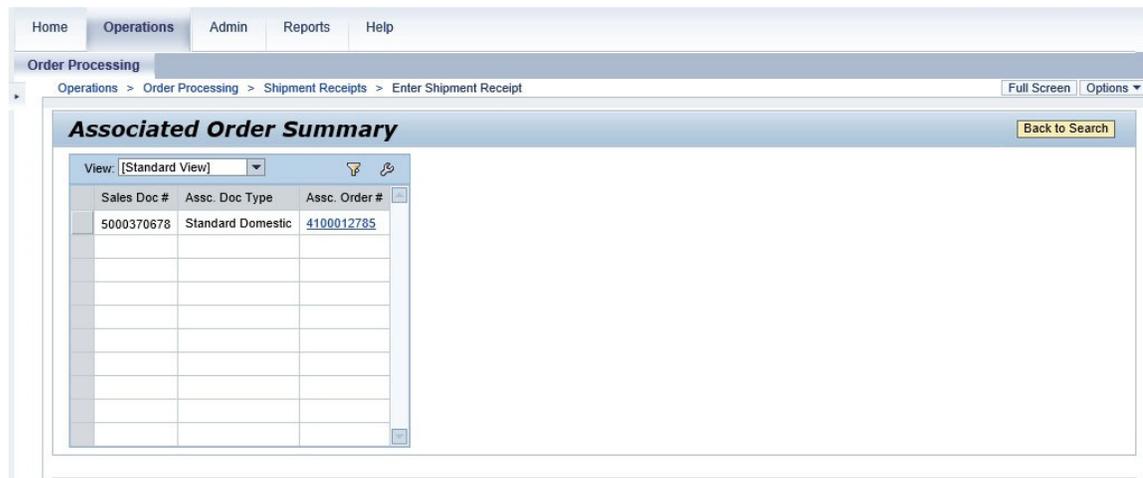 | Field | R/O/C | Description |
   |-------|-------|-------------|
   | Order Number: | R | This can be a sales order number, purchase order number, or delivery document number.

Example:
4100012785

(Note) In the case of inbound to warehouse receipts, only enter a purchase order number in this field.1EA42E9629D548D187FD88222D E5565B61DAE25139534354BB633244 76A7D0BC |

   (Note) In this example, a sales order number was entered.

Image: Enter Shipment Receipt Screen

| Home | Operations | Admin | Reports | Help |

Order Processing

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

Welcome to Enter Shipment Receipt
All required fields are marked with a red asterisk (*)
Dates are formatted as MM/DD/YYYY

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders. To search for an open order in the system to receipt, please enter your order number and click "Search".

* Order Number: [4100012785]   [Search]

4. Click [Search] (the **Search** button) to execute the search.

Image: Enter Shipment Receipt (Associated Order Summary) Screen

| Home | Operations | Admin | Reports | Help |

Order Processing

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

Associated Order Summary   [Back to Search]

View: [Standard View] ▾

Sales Doc #	Assc. Doc Type	Assc. Order #
5000370678	Standard Domestic	4100012785

5. If a list of one or more sales documents is displayed in the *Enter Shipment Receipt (Associated Order Summary)* screen, click the applicable PO number in the **Assc. Order #** column to continue.
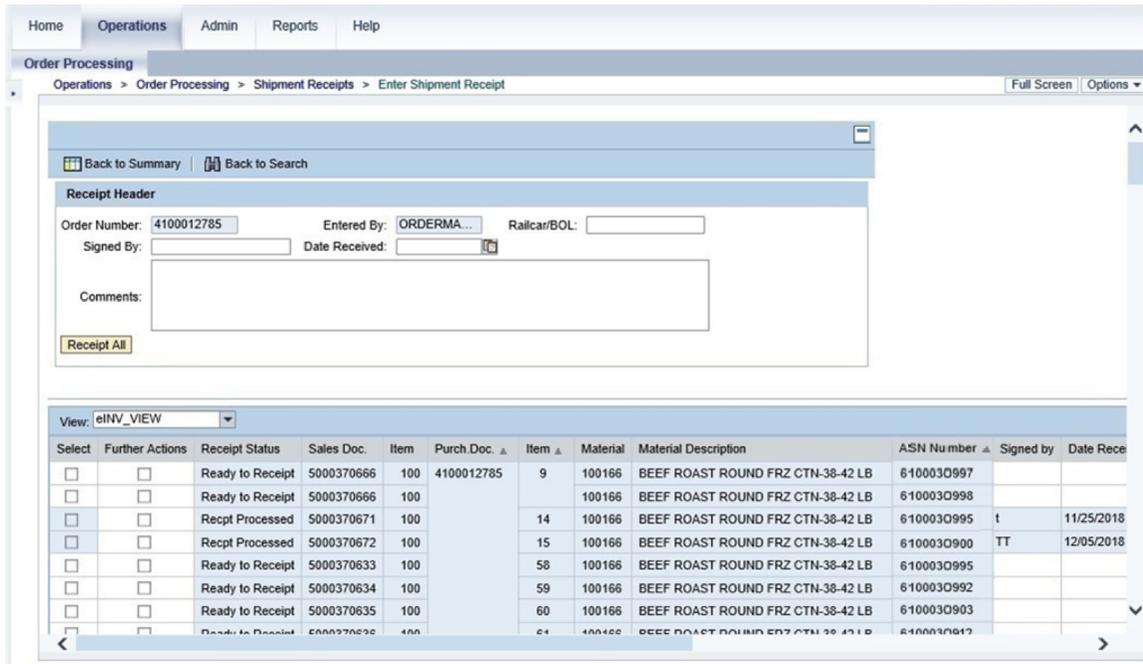
(Note) When searching by a sales order number, the *Associated Order Summary* screen is displayed. Click the PO number in the **Assc. Order #** column to continue to the *Shipment Receipt* screen.

(Note) Recipients are only able to see their own PO lines. USDA users can see all lines.
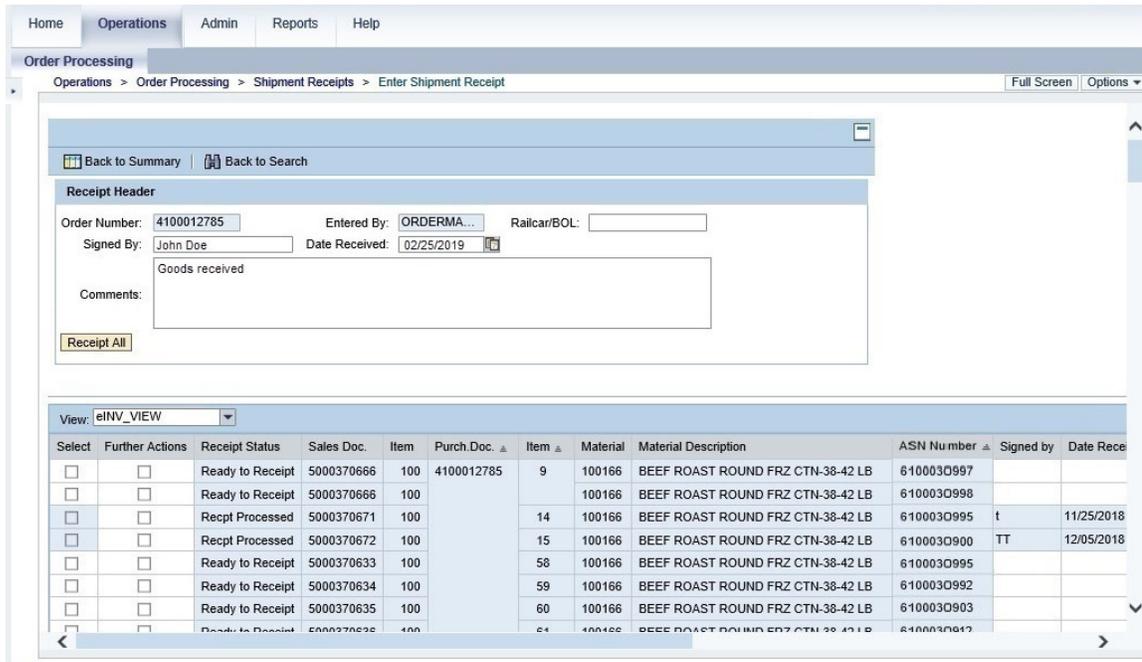
Image: Enter Shipment Receipt Screen

6.   Perform one of the following:

If	Then
The displayed view is DOMESTIC_VIEW	Review the Enter Multi-Food Shipment Receipt work instruction.
The user is entering a new receipt with the same **Signed By** and/or **Received Date** applied to multiple line items using fields in the *Receipt Header*	Go to Step 7. ![info icon] (Note) This option is most useful when receipting multiple PO lines with the same receipt date. When the PO has many lines with different information, the best practice is to receipt one line at a time to avoid inadvertently entering incorrect information.
The user is entering shipment receipt information for individual line item(s) only	Go to Step 10.
The user is ready to submit the receipt	Go to Step 20.

Image: Enter Shipment Receipt Screen

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

Field	R/O/C	Description
Railcar/BOL:	O	Rail car number or Bill of Lading number from the shipping document.
Signed By:	C	The name of the individual that signed for the receipt. **Example:** John Doe (Note) The **Signed By** field is optional when using the header information to Receipt All; this information can be entered manually for each line prior to submitting the receipt.
Date Received:	O	The date the materials were received. **Example:** 02/25/2019 (Note) The **Date Received:** field cannot be a date in the future. This date can be today's date or an earlier date. (Note) The **Date Received:** field is optional when using the header information to Receipt All; this information can be entered manually for

Field	R/O/C	Description
		each line item prior to submitting the receipt.
Comments:	O	Free text field to describe details related to the shipment, if necessary. **Example:** Goods received

8. Click ![Receipt All] (the **Receipt All** button) to copy all header data into all lines associated with the order. In this example, the header and **Receipt All** button are not used; the shipment is receipted as an individual line item.
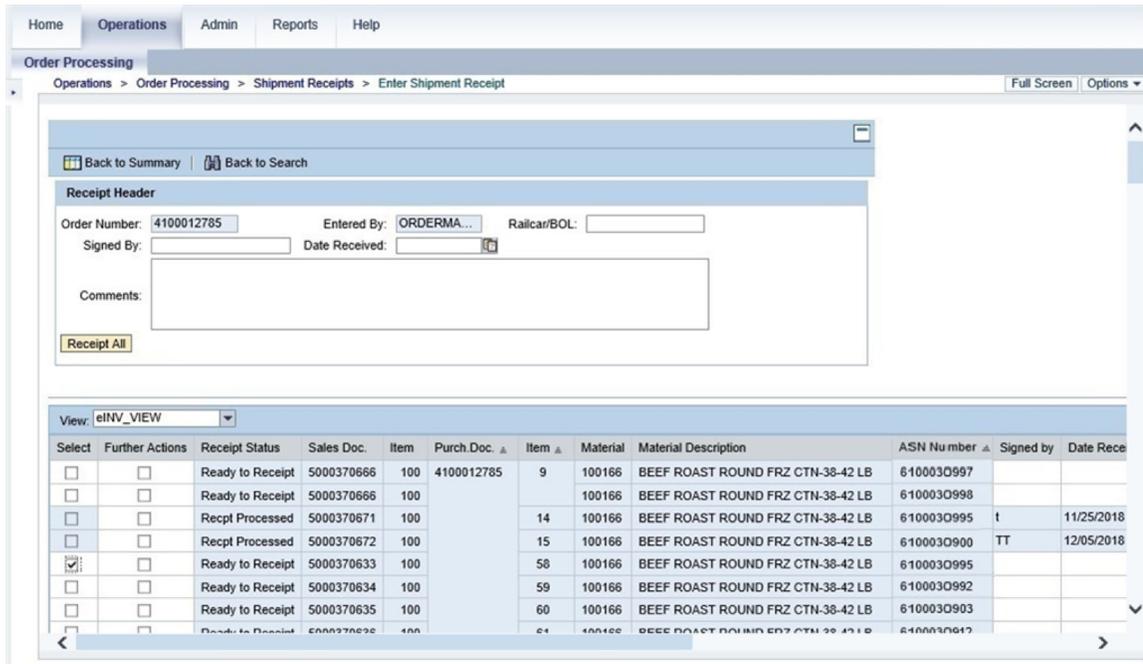
9. Return to Step 6.

Image: Enter Shipment Receipt Screen

10. Click ☐ (the **Checkbox**) in the **Select** column to select the desired line item(s) to enter a shipment receipt.

(Note) To deselect lines that should not be receipted at this time, click ☑ (the **Checkbox**).

Image: Enter Shipment Receipt Screen

11. Perform one of the following:

If	Then
The user needs to review and/or enter information for a single PO line item(s)	Go to Step 12.
The user needs to review and/or enter information for single PO line item with multiple BOL numbers	Go to Step 14.
The user needs to report damage	Go to Step 16.
The user is ready to submit the receipt	Go to Step 20.

(Note) The *Enter Shipment Receipt* screen is sorted by the defaulted order: **Purch. Doc** number, then **Item** number, and finally **ASN**.

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

Field	R/O/C	Description
Signed By	R	The name of the individual that signed for the receipt. **Example:** John Doe (Note) Enter **Signed By** for the line item if it has not already been populated by an entry in the *Receipt Header* section.

Field	R/O/C	Description
Date Received	R	The date the materials were received. **Example:** 02/25/2019 (Note) Enter **Date Received:** for the line item if it has not already been populated by an entry in the *Receipt Header* section.
Good Qty.	C	The amount of materials received in good condition, equal to or less than the ordered amount, in pounds (LB). (Note) This field is used for receipting materials reported in pounds. When receipting variable weight items, this value is automatically calculated once the **Good Qty (in CS)** is applied. (Note) The unit of measure (UoM) is applied based on the Sales Order.
Good Qty (in CS)	C	The amount of materials received in good condition, in cases (CS). The **Good Qty (in CS)** is not required when receipting in pounds. (Note) The field is auto populated with ASN quantity and can be updated. A value in the field calculates the **Good Qty** in pounds. This calculation does not work without an ASN for variable weight materials. If the ASN is not available, but entered later, the system updates the quantity in pounds. (Note) The unit of measure (UoM) is applied based on the PO.
Over Qty	O	The amount of materials receipted for a PO line as **Good Qty** or **Good Qty (in CS)** that exceeds the ordered amount. (Note) This field is auto populated based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding ASN Quantity. • Items that are receipted <u>over</u> the PO quantity appear in red. • Quantities that are receipted <u>under</u> the PO quantity are included in the **Open Qty** total for that line.

Field	R/O/C	Description
Previous Qty	O	The amount of materials that were previously receipted on the line item.
Open Qty	O	The amount of materials that have not yet been receipted for the line item. (Note) This field is auto populated based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding ASN quantity. However, for orders with a missing ASN, the field will populate with the PO quantity.
Reject Qty.	O	The amount of materials that are not usable and thus rejected.

(Note) Before entering values in the **Good Qty** field, always check the values in the **Previous Qty** and **Open Qty** fields.

If the ASN has not yet been entered, the **Good Qty (in CS)** will appear as zero, and the user will need to enter a good quantity.

Domestic Direct Ship Orders are receipted by domestic customers (or AMS due to prompt pay time constraints) using any of the above methods, as applicable.

13. Return to Step 11.

Image: Enter Shipment Receipt Screen

	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	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	BOL 104
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	BOL 987654

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

Field	R/O/C	Description
Signed by	R	The name of the individual that signed for the receipt. **Example:** Jane Doe (Note) Enter **Signed By** for the line item if it has not already been populated by an entry in the *Receipt Header* section.
Date Received	R	The date the materials were received. **Example:** 12/25/2019 (Note) Enter **Date Received:** for the line item if it has not already been populated by an entry in the *Receipt Header* section.
Good Qty.	C	The amount of materials received in good condition, equal to or less than the ordered amount, in pounds (LB). (Note) This field is used for receipting materials reported in pounds. When receipting variable weight items, this value is automatically calculated once the **Good Qty (in CS)** is applied.

Field	R/O/C	Description
		(Note) The Unit of measure (UoM) is applied based on the Sales Order.
Good Qty (in CS)	C	The amount of materials received in good condition, in cases (CS). The **Good Qty (in CS)** is not required when receipting in pounds. (Note) The field is auto populated with ASN quantity and can be updated. A value in the field calculates the **Good Qty** in pounds. This calculation does not work without an ASN for variable weight materials. If the ASN is not available, but entered later, the system updates the quantity in pounds. (Note) The Unit of Measure (UoM) is applied based on the PO.
Over Qty	O	The amount of materials receipted for a PO line as **Good Qty** or **Good Qty (in CS)** that exceeds the ordered amount. (Note) This field is auto populated based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding ASN Quantity.
Previous Qty	O	The amount of materials that were previously receipted on the line item.
Open Qty	O	The amount of materials that have not yet been receipted for the line item. (Note) This field is auto populated based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding ASN Quantity. However, for orders with a missing ASN, the field will populate with the PO quantity.
Reject Qty	O	The amount of materials that are not usable and thus rejected.

(Note) Purchase Orders with multiple ASNs will have a separate BOL number for

each ASN. During the receipting process, select the BOL number documented on the provided paperwork. As applicable, complete receipt details for each line item.

15. Return to Step 11.

16. Click the number icon in the **Damage Qty** column that corresponds to the line with damaged or rejected material. In this example, [58] (the **Damage Qty** button for line item #58) was selected.

> (Note) The *Enter Damage Details* dialog may be used to document details about materials that were reported as **Reject Qty.**; however, the **Damage Quantity** field should be left blank.

Image: Enter Damage Details Pop-up
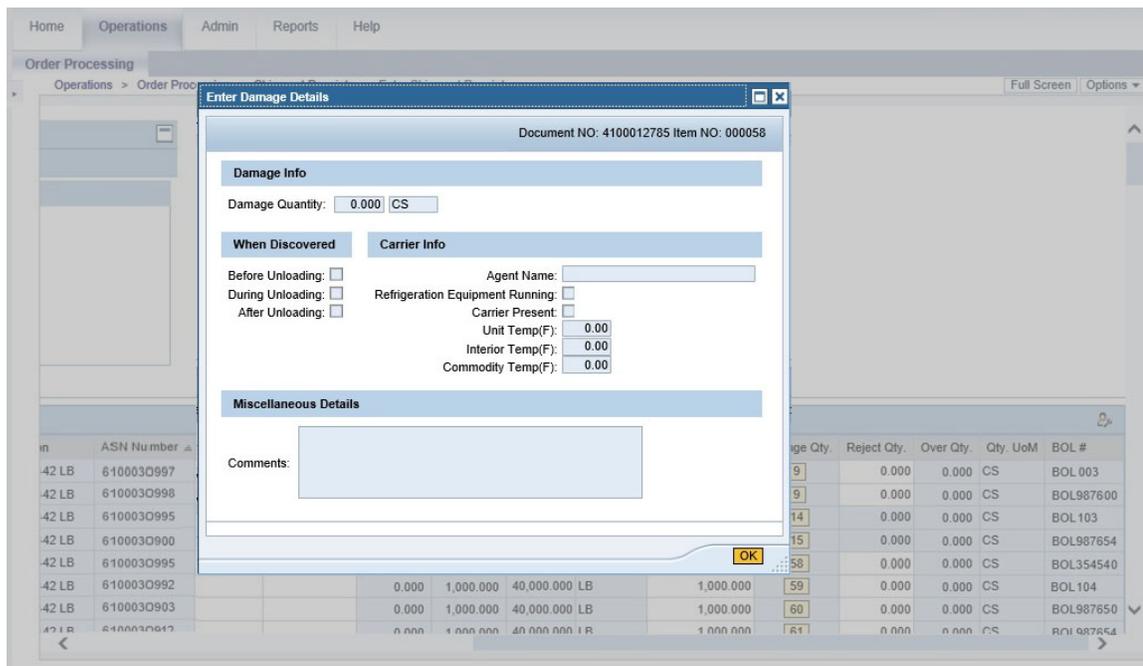
17. As required, complete/review the following fields:

Field	R/O/C	Description
Damage Quantity:	R	Total amount of materials damaged due to transport, unloading, or improper storage. (Note) Do not enter a rejected quantity in this field; if documenting reasons for rejecting materials, leave this field blank.
Before Unloading:	O	A checkbox to indicate that the damaged materials were received "before unloading" from the carrier.

Field	R/O/C	Description
During Unloading:	O	A checkbox to indicate that the damaged materials were received "during unloading" from the carrier.
After Unloading:	O	A checkbox to indicate that the damaged materials were received "after unloading" from the carrier.
Agent Name:	O	An agent who is responsible for delivering the materials to the recipient.
Refrigeration Equipment Running:	O	A checkbox to indicate that the refrigeration equipment was running at the time of receiving the materials.
Carrier Present:	O	A checkbox to indicate that the person who delivered the materials was present at the time of receiving the materials.
Unit Temp(F):	O	The temperature of the unit at the time of receiving.
Interior Temp(F):	O	The temperature of the interior container or truck where the materials were kept.
Commodity Temp(F):	O	The temperature of the materials received.
Comments:	O	Free text field to describe details related to the shipment, if necessary.

18. Click [OK] (the **OK** button) to accept the damage details and return to the *Enter Shipment Receipt* screen.

Image: Enter Shipment Receipt Screen

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
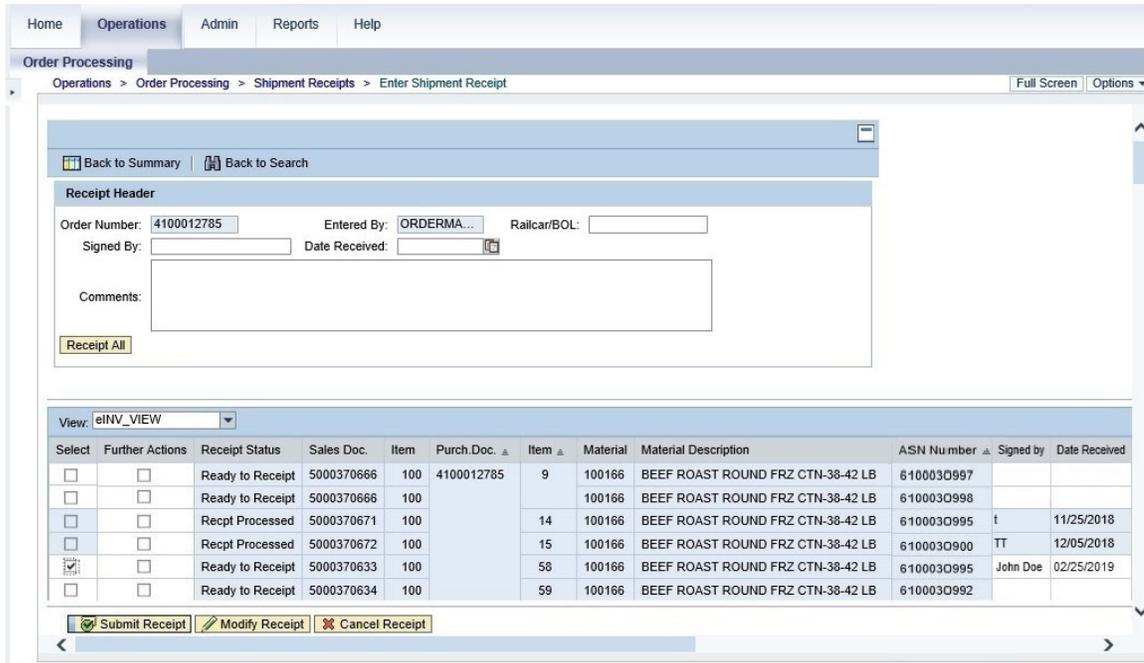
View: eINV_VIEW ▾

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	Date Received
☐	☐	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	11/25/2018
☐	☐	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O900	TT	12/05/2018
☑	☐	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O995	John Doe	02/25/2019
☐	☐	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	610003O992		

Submit Receipt | Modify Receipt | Cancel Receipt

19. Perform one of the following:

If	Then
The user needs to continue working on the current receipt	Go to Step 11.
The user is ready to submit the receipt	Go to Step 20.

Image: Enter Shipment Receipt Screen

20. Click ![Submit Receipt] (the **Submit Receipt** button) to submit the receipt to USDA.

(Note) The line item status codes for submitted receipts are:

- **Processing Recpt** - The receipt was submitted and is processing in WBSCM.
- **Pending Review** - The submitted receipt will be reviewed by USDA. This may reflect a difference in quantity between recipient and vendor or a modification after the initial day of entry.
- **Recpt Processed** - The receipt for delivery by vendor to the initial destination has been updated in WBSCM.
  - o For deliveries directly to the customer, the destination is the Ship-To.
  - o For deliveries with additional transportation services (e.g., Offshore), the initial destination is where the vendor transfers materials to the transportation provider (e.g., port).
- **Rcept2 Processed** - For deliveries that included additional transportation services, the receipt for delivery to final destination has been updated in WBSCM.

(Note) WBSCM will send an email notification to the vendor when a receipt is entered with over, short, or damaged (O/S/D) materials/commodities or if there was no ASN at the time the receipt was submitted

(Note) The Received Shipment Report will not include receipts that were entered without an ASN; however, the Order Status Report displays information for all receipted items as follows:

- Sales Order status will be **Purchased**. Once the ASN is submitted by the vendor, the **Sales Order** status will be changed to **Received** automatically. No action is required by the recipient.
- **Date Received**, **Signed by**, and **Entered by** fields contain information from the

receipt and can be used to confirm that receipt was entered even if the order status has not yet been updated. These fields may not be readily visible depending on the selected view and user customization for this report.

Image: Enter Shipment Receipt (Goods receipt Message) Screen

21. Review the confirmation message at the top of the screen.

> (Note) At the bottom of the screen, the **MsgType** column provides detail for each Order Number and item:
>
> - **S** indicates the receipt was successfully submitted.
> - **E** indicates an error. Based on the type of error received, instructions are displayed such as **Please retry Good Receipt for the line item** or **Please contact the WBSCM Helpdesk to complete Good Receipt for the item**.

22. The transaction is complete.

RESULT

A shipment receipt for a purchase order line item was created in WBSCM by manual data entry. Optional and required information was entered in a shipment receipt, including:

- Date Received
- Signed By
- Quantities received or rejected
- Damaged Goods information
- Comments

PROCESS OVERVIEW

Purpose

Domestic recipient organizations (or USDA on behalf of a recipient) use this procedure to modify a recently entered eInvoice (eINV) shipment receipt for a purchase order, sales order, or delivery order. The shipment receipt, also known as the Goods Receipt (GR), is the method by which the recipient confirms that materials that were requested in WBSCM have been delivered. Recipients can modify the quantity or other information for a recently entered shipment. Same-day modifications do not require USDA approval; changes after 24 hours of initial entry require USDA review before they are applied.

eINV functionality does not apply to services, third party barter shipments, or multi-food outbound shipments from a national warehouse.

The following additional work instructions allow recipients to enter domestic shipment receipts in specific circumstances:

- Enter Domestic Shipment Receipt - used when the recipient wishes to enter shipment receipts manually.
- Enter Multi-Food Shipment Receipt - used for multi-food shipment, when the recipient wishes to enter shipment receipts manually.
- Upload Domestic Shipment Receipt - used to upload shipment receipts for any PO using a CSV or XML file. This functionality cannot be used for Multi-ASN PO Line Items.
- Cancel Shipment Receipt - used when an ASN does not exist (BOL # field is not populated) for a line item.

Process Trigger

Perform this procedure when the recipient needs to modify a received shipment receipt.

Prerequisites

- The PO or sales order must exist in WBSCM.
- eINV must be enabled for one or more line item(s) on the PO.
- A receipt was previously submitted.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Order Processing** tab ➜ **Shipment Receipts** folder ➜ **Enter Shipment Receipt** link to go to the *Enter Shipment Receipt* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction.
  - **Optional (O)** – a non-mandatory field not required to complete the transaction.
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field.
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using this Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Shipment Receipt** folder ➜ **Enter Shipment Receipt** link.

Image: Enter Shipment Receipt Screen

2. Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

Image: Enter Shipment Receipt Screen

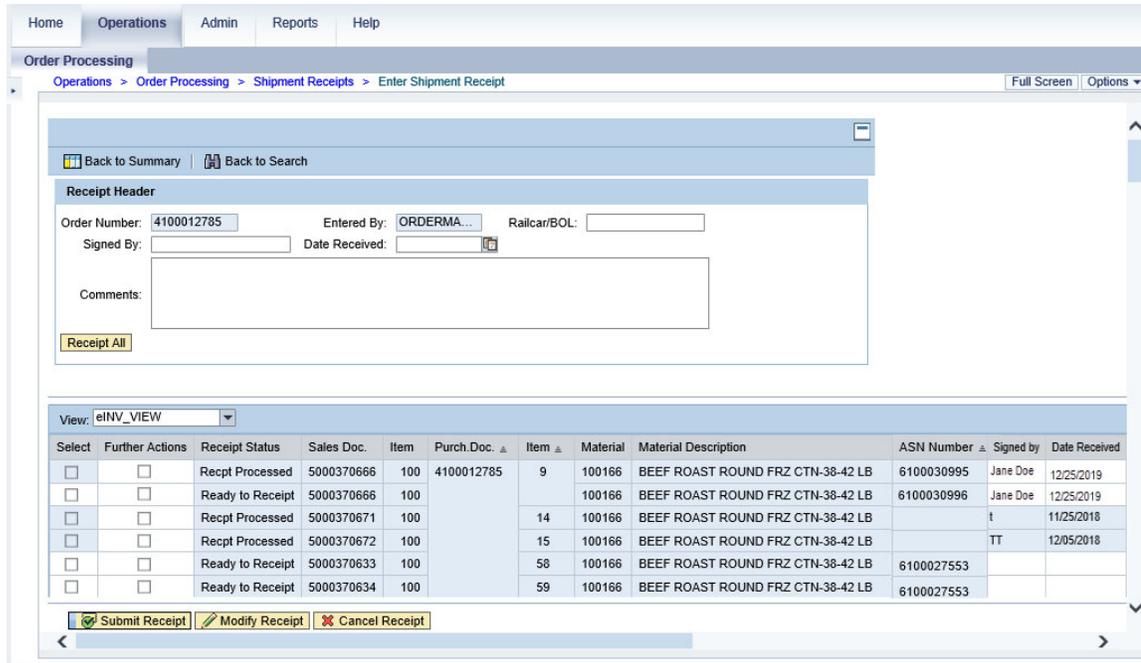

3. As required, complete/review the following fields:

Field	R/O/C	Description
Order Number:	R	This can be a sales order number, purchase order number, or delivery document number. **Example:** 4100012785

(Note) In this example, a sales order number was entered.

Image: Enter Shipment Receipt Screen

| Home | Operations | Admin | Reports | Help |

Order Processing

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

Welcome to Enter Shipment Receipt
All required fields are marked with a red asterisk (*)
Dates are formatted as MM/DD/YYYY

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders. To search for an open order in the system to receipt, please enter your order number and click "Search".

* Order Number: 4100012785   Search

4.   Click [Search] (the **Search** button) to execute the search.

Image: Enter Shipment Receipt (Associated Order Summary) Screen

| Home | Operations | Admin | Reports | Help |

Order Processing

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

Associated Order Summary   Back to Search

View: [Standard View]

Sales Doc #	Assc. Doc Type	Assc. Order #
5000370678	Standard Domestic	4100012785

5.   If a list of one or more sales documents is displayed in the *Enter Shipment Receipt (Associated Order Summary)* screen, click the applicable PO number in the **Assc. Order #** column to continue.

(Note) When searching by a sales order number, the *Associated Order Summary* screen is displayed. Click the PO number in the **Assc. Order #** column to continue to the *Shipment Receipt* screen.

(Note) Recipients are only able to see their own PO lines. USDA recipients can see all lines.

6.   Perform one of the following:

If	Then
No PO lines are displayed or the desired receipt is no longer viewable on the list of PO lines	The receipt cannot be modified using this process. A GR reversal and/or re-entry of the receipt may be required. Contact the WBSCM Helpdesk for assistance.
The PO line(s) to be modified are displayed.	Go to Step 7.

(Note) Recipients can create their own layout and save it as their personal view in the future

using ![Settings icon] (the **Settings** button). Refer to the Reporting Navigation job aid for tools and techniques to adjust the content and order of the output and save a custom view.

Image: Enter Shipment Receipt Screen

7. Click ☐ (the **Check** box) in the **Further Actions** column to select the shipment receipt line item to modify.

(Note) Only previously receipted line items (**Recpt Processed** status) can be modified.

(Note) If the receipt does not appear in the list or the checkbox in the **Further Actions** column is not available, a GR reversal and/or re-entry of the receipt may be required. Contact the WBSCM Helpdesk for assistance.

Image: Enter Shipment Receipt Screen

8. Click ![Modify Receipt] (the **Modify Receipt** button).

Image: Enter Shipment Receipt Screen

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

Field	R/O/C	Description
Signed By	R	The name of the individual that signed for the receipt. **Example:** John Doe
Date Received	R	The date the materials were received. **Example:** 02/25/2019
Good Qty.	C	The amount of materials received in good condition, equal to or less than the ordered amount, in pounds (LB). **Example:** 100.000 (Note) This field is used for receipting materials reported in pounds. When receipting variable weight items, this field is automatically calculated once the modified **Good Qty (in CS)** is applied. (Note) When modifying this value, enter the total weight (including quantities shipped separately) and not an incremental change. For example, to change a receipt from 100 lbs. to 150 lbs., enter 150 (not 50).
Good Qty (in CS)	C	The amount of materials received in good condition, in cases (CS). The **Good Qty (in CS)** is not required when receipting in pounds. **Example:** 500.000 (Note) The field is auto populated with ASN quantity and can be updated. A value in the field calculates the **Good Qty** in pounds. This calculation does not work without an ASN for variable weight materials. If the ASN is not available, but entered later, WBSCM updates the quantity in pounds. (Note) When receipting material in pounds, the **Good Qty (in CS)** field is not entered. (Note) When modifying this value, enter the full quantity (including quantities shipped separately) and not an

Field	R/O/C	Description
		incremental change. For example, to change a receipt from 10 cases to 15 cases, enter 15 (not 5).
Over Qty	O	The amount of materials receipted for a PO line as **Good Qty** or **Good Qty (in CS)** that exceeds the ordered amount. (Note) This field is auto populated when the amount entered in **Good Qty** or **Good Qty (in CS)** is over the expected delivery quantity when [Modify Receipt] (the **Modify Receipt** button) is clicked. • Items that are receipted <u>over</u> the PO quantity appear in red. • Quantities that are receipted <u>under</u> the **Good Qty** or **Good Qty (in CS)** amount are included in the **Open Qty** total for that line.
Previous Qty	O	The amount of materials that were previously receipted on the line item.
Open Qty	O	The amount of materials that have not yet been receipted for the line item. (Note) This field is auto populated based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding ASN quantity. However, for orders with a missing ASN, the field will populate with the PO quantity.
Reject Qty.	O	The amount of materials that are not usable and thus rejected.
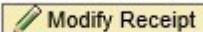
(Note) Before entering values in the **Good Qty** field, always check the values in the **Previous Qty** and **Open Qty** fields.

For **Domestic Direct Ship Orders**, users can enter receipts against orders containing LB, CS, and/or variable weight materials/commodities.

(Note) If the user attempts to modify a receipt that does not have an ASN submitted yet, it will generate the following error message: *The selected line item cannot be modified at this time. Recipient entered for PO Item 4100XXXX/000xxx with status 'Missing ASN' cannot be modified until an ASN is entered by the Vendor.*
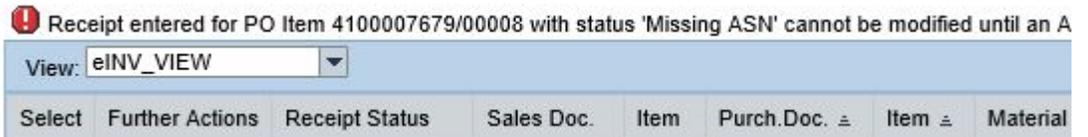
In this case, wait for the vendor to submit an ASN. When the receipt is entered without an ASN, a notification email is sent automatically to the vendor to remind them to submit an ASN.

Once the ASN is available, the user should be able to make modifications. If the receipt is no longer available for review, contact the WBSCM Helpdesk. USDA will perform any changes outside the modification timeframe.

Image: Enter Shipment Receipt Screen
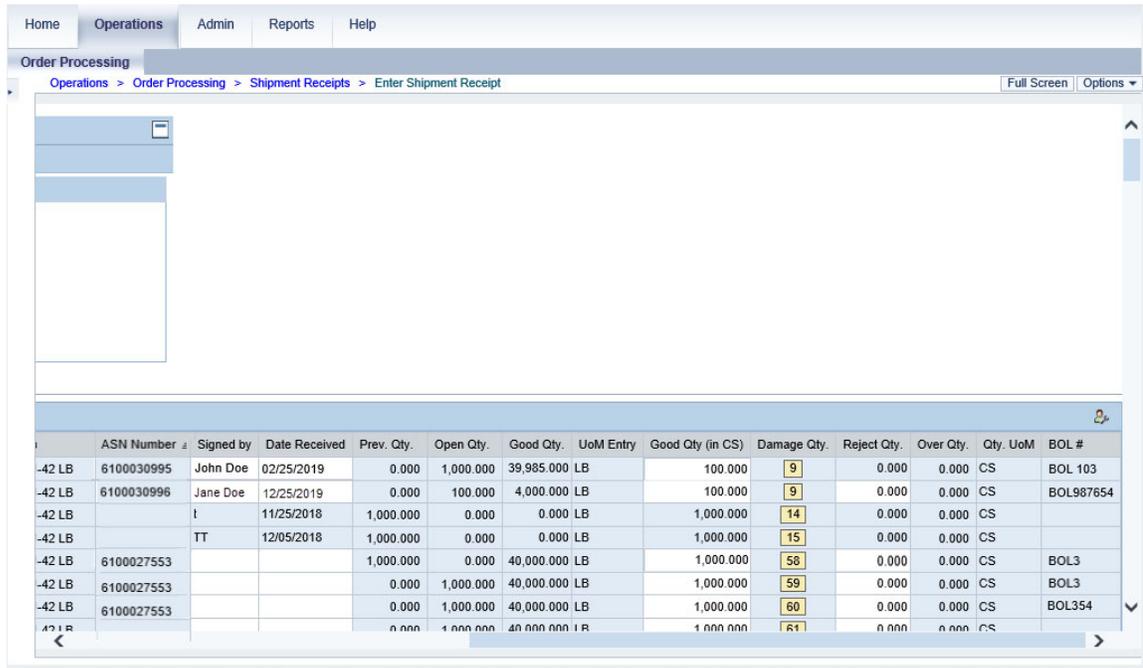
10. If necessary, click ◄ (the **Left arrow** button) on the horizontal scrollbar to view the left side of the screen.

Image: Enter Shipment Receipt Screen

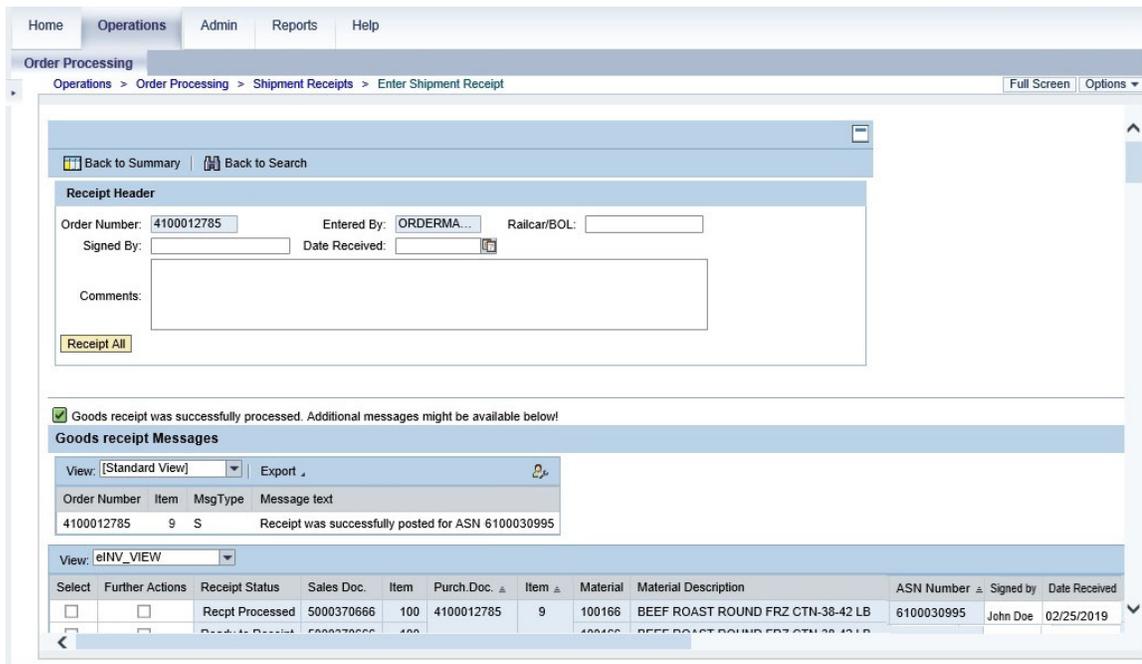**11.** Click [Submit Receipt] (the **Submit Receipt** button) to submit the receipt to USDA.

(Note) The line item status codes for submitted receipts are:

- **Processing Recpt** - The receipt was submitted and is processing in WBSCM.
- **Pending Review** - The submitted receipt will be reviewed by USDA. This may reflect a difference in quantity between recipient and vendor or a modification after the initial day of entry.
- **Recpt Processed** - The receipt for delivery by vendor to the initial destination has been updated in WBSCM.
  - o For deliveries directly to the customer, the destination is the Ship-To.
  - o For deliveries with additional transportation services (e.g., Offshore), the initial destination is where the vendor transfers materials to the transportation provider (e.g., port).
- **Rcept 2 Processed** - For deliveries that included additional transportation services, the receipt for delivery to final destination has been updated in WBSCM.

(Note) WBSCM will send an email notification to the vendor when a receipt is entered with over, short, damaged (O/S/D), or late materials/commodities or if there was no ASN at the time the receipt was submitted.

Image: Enter Shipment Receipt Screen

12. Review the confirmation message at the top of the screen.

(Note) At the bottom of the screen, the **MsgType** column provides detail for each Order Number and item:

- **S** indicates the receipt was successfully submitted.
- **E** indicates an error. Based on the type of error received, instructions are displayed such as **Please retry Good Receipt for the line item** or **Please contact the WBSCM Helpdesk to complete Good Receipt for the item**.

13. The transaction is complete.

RESULT

A shipment receipt for a purchase order line item was modified in WBSCM. Optional and required information was entered in a shipment receipt, possibly including:

- Date Received
- Signed By
- Quantities received or rejected
- Damaged Goods information
- Comments

If modifications were submitted after the date initially entered, the receipt will be reviewed by USDA.

PROCESS OVERVIEW

Purpose

The purpose of this transaction is for domestic recipient organizations (or USDA on behalf of a recipient) to cancel an eINV shipment receipt for a purchase order (PO), sales order, or delivery order. The shipment receipt is the process for a recipient to confirm delivery of materials/commodity delivery has occurred. The shipment receipt should be cancelled when it has been entered on an incorrect line item, allowing the user to reenter the shipment receipt for that line item.

The user **can** cancel a shipment receipt for a PO line item without an ASN, including for Domestic Direct Ship (3rd party) and National Warehouse orders.

The user **cannot** cancel the shipment receipt if:

- Shipment receipt was entered against a PO line item with an ASN.
- ASN was created after the shipment receipt was entered.
- Shipment receipt is for offshore shipment.

Process Trigger

Perform this procedure to cancel a receipted line item when it has been incorrectly receipted.

Prerequisites

- A PO line item must exist in WBSCM.
- An ASN has not been created for the line item.
- Shipment receipt has been entered in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Order Processing** tab ➜ **Shipment Receipts** folder ➜ **Enter Shipment Receipt** screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Shipment Receipts** folder ➜ **Enter Shipment Receipt** link.

Image: Enter Shipment Receipt Screen
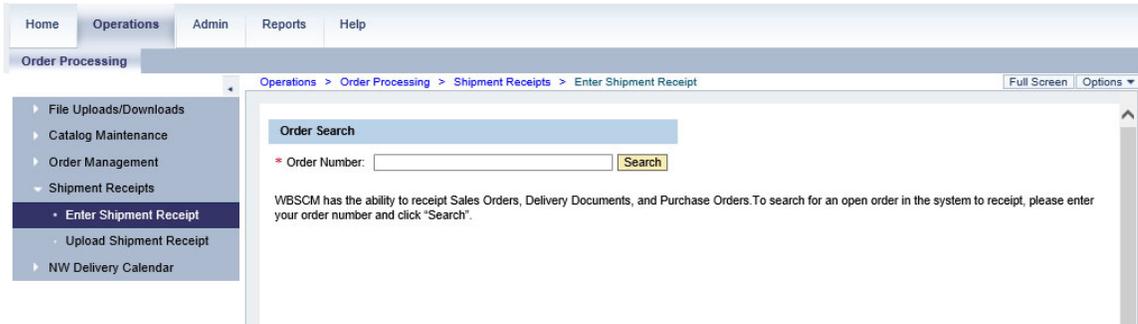
2. Click ◄ (the **Hide Navigator Arrow**) to minimize the Portal Menu. Note this can be done with any transaction in WBSCM.
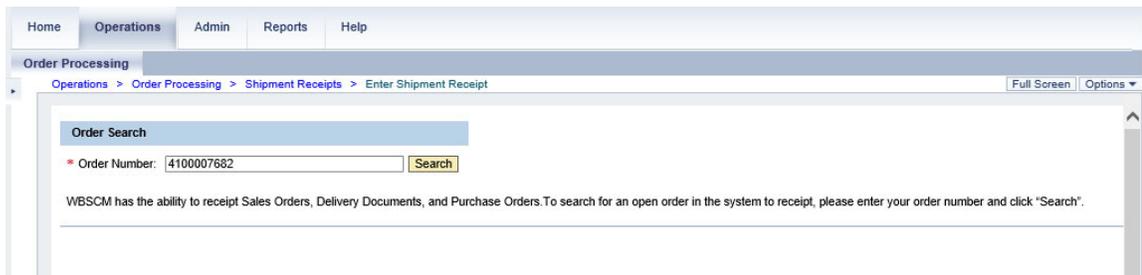
Image: Enter Shipment Receipt Screen

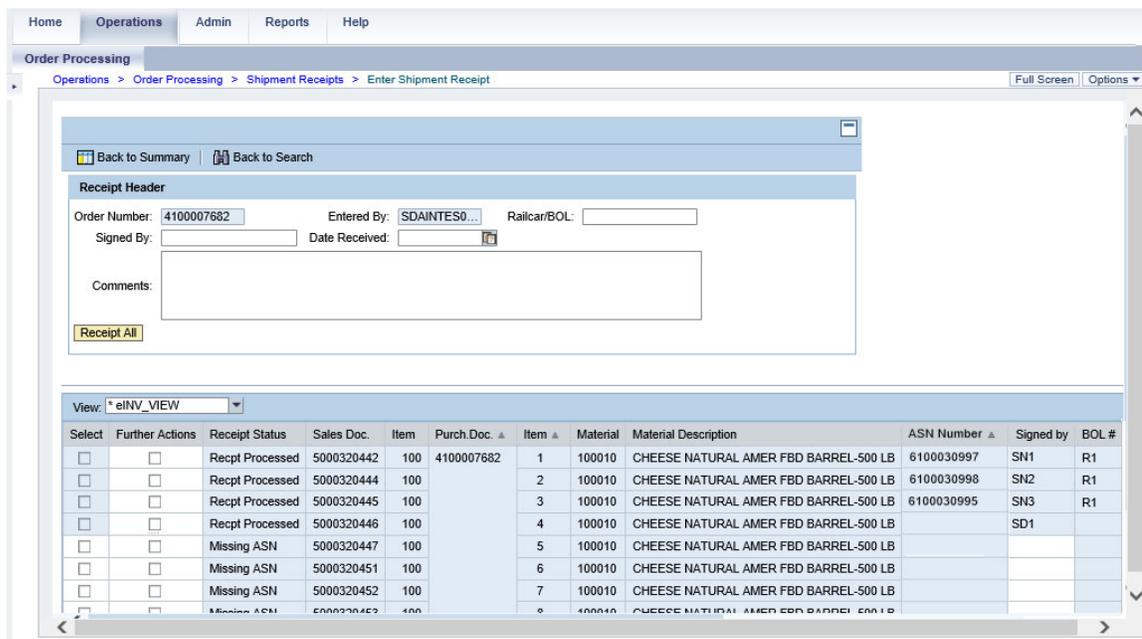**3.** As required, complete/review the following fields:

Field	R/O/C	Description
Order Number:	R	This can be a sales order number, purchase order number, or delivery document number. When entering this number, be sure to receipt against the correct order. **Example:** 4100007682 (Note) In this example, a purchase order number was entered.1EA42E9629D548D187FD88222DE5565B61DAE25139534354BB63324476A7D0BC

Image: Enter Shipment Receipts Screen

| Home | Operations | Admin | Reports | Help |

Order Processing

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

Order Search

*Order Number: 4100007682   [Search]

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders. To search for an open order in the system to receipt, please enter your order number and click "Search".

4. Click [Search] (the **Search** button) to execute the search.

Image: Enter Shipment Receipt Screen

| 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: 4100007682   Entered By: SDAINTES0...   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	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			

5. Confirm the **ASN Number** and **BOL #** fields are blank for the line item to be selected. If the fields are not blank the line item cannot be cancelled.

ℹ️ **(Note)** If necessary, use ❯ (the **Scrollbar** arrow) to view the **BOL #** field .

Image: Enter Shipment Receipts Screen

6. Click ☐ (the **Check** box) in the **Further Actions** column next to the line item to be cancelled. In this example, line item **4** was selected.

Image: Enter Shipment Receipts Screen

7. Click ✖ Cancel Receipt (the **Cancel Receipt** button) to cancel the line item.

(Note) The user will receive an error when:

- An ASN exists (**BOL #** field is populated) for the selected line item(s). In this case the

shipment receipt can be modified, but not cancelled. Refer to the Modify Domestic Shipment Receipt (eINV) work instruction.

- When the user selects multiple lines, the error message will appear if at least one has an existing ASN. The user must deselect each line item with an ASN in order to cancel the remaining lines.
- No line items are selected.

Image: Goods Receipt Cancellation Process Pop-Up Screen
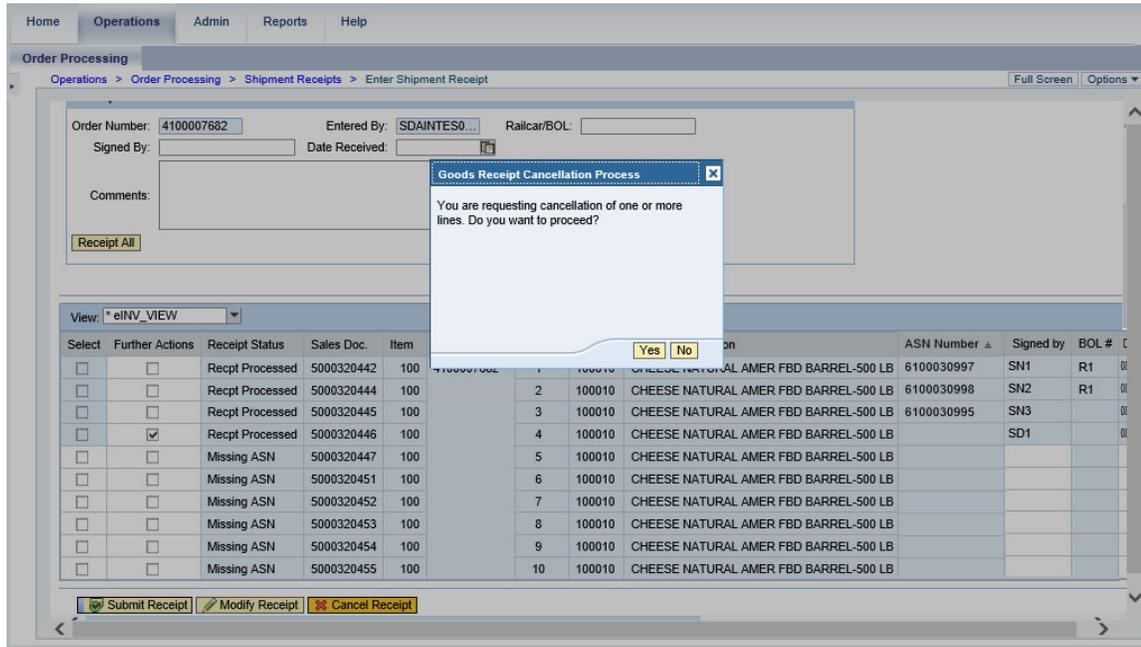
8. Click [Yes] (the **Yes** button) on the *Good Receipt Cancellation Process* Pop-Up Screen to cancel the line item.

(Note) The system generates the follow message, "*Goods Receipt cancelled successfully,*" and the status for the line item(s) is updated from Recpt Processed to Missing ASN.

Image: Enter Shipment Receipt Screen

9. The transaction is complete.

RESULT

A shipment receipt has been cancelled for a line item without an ASN for which shipment receipt was entered incorrectly. Once the shipment receipt is cancelled the line item is available to enter correct shipment receipt.

PROCESS OVERVIEW

Purpose

Domestic recipient organizations (or USDA on behalf of a recipient) use this procedure to manually enter a multi-food shipment receipt for a sales order or a delivery order. The shipment receipt, also known as the goods receipt (GR), is the method by which the recipient confirms that materials that were requested in WBSCM have been delivered. The shipment receipt provides details such as when the shipment was received, who signed for it, and if any part of it was damaged and rejected. The recipient also uses this procedure to document quantities of materials received, reporting both "good" quantities and over, short, or damaged (O/S/D) quantities.

Timely entry of a multi-food shipment receipt is a critical step in WBSCM. Current FNS Policy requires entry of shipment receipts within two calendar days of receiving a delivery.

Users can enter a multi-food shipment receipt in WBSCM two ways:

1. Use the *Enter Shipment Receipt* transaction to create a shipment receipt manually.
2. Use the *Upload Shipment Receipt* transaction to upload a shipment receipt from a comma separated value (CSV) or extensible markup language (XML) file. Refer to the Upload Domestic Shipment Receipts work instruction for additional details.

Process Trigger

Perform this procedure when a recipient has received a shipment and needs to create a multi-food shipment receipt against the received materials.

Prerequisites

*   The sales order or delivery document must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

*   Select **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipts** folder ➔ **Enter Shipment Receipt** link to go to the *Enter Shipment Receipt* screen.

Tips and Tricks

*   The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    *   **Required (R)** – a mandatory field necessary to complete the transaction
    *   **Optional (O)** – a non-mandatory field not required to complete the transaction
    *   **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
*   Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.

Enter Multi-Food Shipment Receipt

PROCEDURE

1. Start the transaction using the Portal path: **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipts** folder ➔ **Enter Shipment Receipt** link.

Image: Enter Shipment Receipt Screen

2. Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

Image: Enter Shipment Receipt Screen

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

Field	R/O/C	Description
Order Number:	R	This can be a sales order number, purchase order number, or delivery document number. **Example:** 1000264118 (Note) In the case of multi-food shipment enter a sales order number or a delivery document number.1EA42E9629D548D187FD88222DE5565B61DAE25139534354BB63324476A7D0BC

(Note) In this example, a sales order number was used. Only line items associated with the sales order are displayed in the *Enter Shipment Receipt* screen.

Image: Enter Shipment Receipt Screen

| Home | Operations | Admin | Reports | Help |

Order Processing Complaint Administration Recall Administration

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

Welcome to Enter Shipment Receipt
All required fields are marked with a red asterisk (*)
Dates are formatted as MM/DD/YYYY

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders. To search for an open order in the system to receipt, please enter your order number and click "Search".

* Order Number: 1000264118 [Search]

4. Click [Search] (the **Search** button) to execute the search.

Image: Enter Shipment Receipt (Associated Order Summary) Screen

| Home | Operations | Admin | Reports | Help |

Order Processing Complaint Administration Recall Administration

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

Associated Order Summary [Back to Search]

View: [Standard View] ▼

Sales Doc #	Assc. Doc Type	Assc. Order #
1000264118	Outbound Delivery	0080038473

5. If a list of one or more sales documents is displayed in the *Enter Shipment Receipt (Associated Order Summary)* screen, click the applicable number in the **Assc. Order #** column to continue. In this example, 0080038473 (the **0080038473** link) is selected.

(Note) When searching by a sales order number or delivery document number, the *Enter Shipment Receipt (Associated Order Summary)* screen is displayed. Click the number in the **Assc. Order #** column to continue to the *Enter Shipment Receipt* screen.

Image: Enter Shipment Receipt Screen

6.   Perform one of the following:

If	Then
The displayed view is eINV_VIEW	Review the Enter Domestic Shipment Receipt work instruction. (Note) For multi-food orders the view is always **DOMESTIC_VIEW**.
The user is entering a new receipt with the same **Signed By** and/or **Received Date** applied to multiple line items using fields in the *Receipt Header*	Go to Step 7. (Note) This option is most useful when receipting multiple PO lines with the same BOL number and receipt date. When the PO has many lines with different information, the best practice is to receipt one line at a time to avoid inadvertently entering incorrect information.
The user is entering shipment receipt information for individual line item(s) only	Go to step 10.
The user is ready to submit the receipt	Go to Step 18.

(Note) Users can create their own layout and save it as their Personal View for use in the future using (the **Settings Dialog** button). Refer to the Reporting Navigation job aid for tools and techniques to adjust the content and order of the output to save a personal view.

Image: Enter Shipment Receipt (Receipt Header) Screen

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

Field	R/O/C	Description
Railcar/BOL:	O	Rail car number or Bill of Lading number from the shipping document.
Signed By:	C	The name of the individual that signed for the receipt. **Example:** John Doe (Note) The **Signed By** field is optional when using the header information to Receipt All; this information can be entered manually for each line prior to submitting the receipt.
Date Received:	C	The date the materials were received. **Example:** 08/12/2021 (Note) The **Date Received:** field cannot be a date in the future. This date can be today's date or an earlier date.

Field	R/O/C	Description
		(Note) The **Date Received:** field is optional when using the header information to Receipt All; this information can be entered manually for each line item prior to submitting the receipt.
Comments:	O	Free text field to describe details related to the shipment, if necessary.

Image: Enter Shipment Receipt Screen

8. Click [Receipt All] (the **Receipt All** button) to copy all header data into all lines associated with the order. In this example, the header and **Receipt All** button are not used; the shipment is receipted as an individual line item.

(Note) The [Receipt All] (**Receipt All** button) does not submit the receipt to USDA.

9. Return to Step 6.

Image: Enter Shipment Receipt Screen
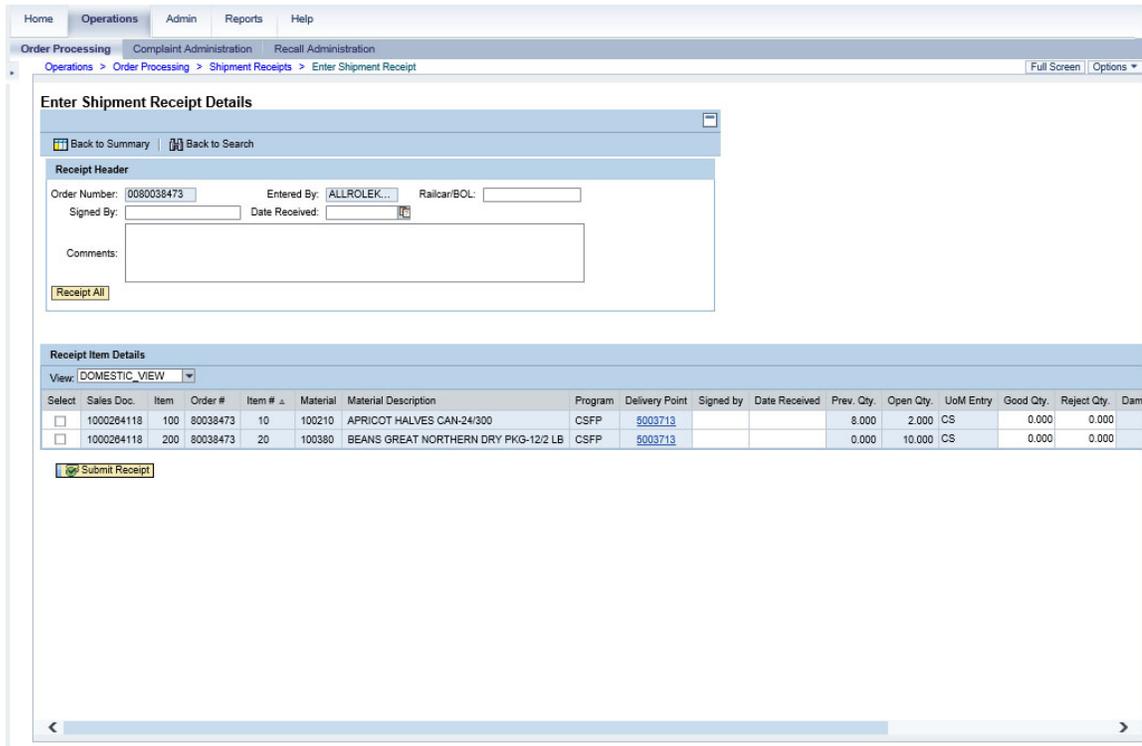
10. Click ☐ (the **Checkbox**) in the **Select** column to choose the desired line item(s) to enter a shipment receipt.

> (Note) Depending on previously completed steps, one or more lines may already be checked.

> (Note) To deselect lines that should not be receipted at this time, click ☑ (the **Checkbox**) in the **Select** column.

11. Perform one of the following:

If	Then
The user needs to review and/or enter information for line item(s)	Go to Step 12.
The user needs to report damage	Go to Step 14.
The user is ready to submit the receipt	Go to Step 18.

Image: Enter Shipment Receipt Screen

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

Field	R/O/C	Description
Signed by	R	The name of the individual that signed for the receipt. **Example:** John Doe (Note) Enter **Signed By** for the line item if it has not already been populated by an entry in the *Receipt Header* section.
Date Received	R	The date the materials were received. **Example:** 08/12/2021 (Note) Enter **Date Received** for the line item if it has not already been populated by an entry in the *Receipt Header* section.
Good Qty.	R	The amount of materials received in good condition, equal to or less than the ordered amount, in pounds (LB). (Note) The unit of measure (UoM) is applied based on the Sales Order.

Field	R/O/C	Description
Good Qty (in CS)	C	The amount of materials received in good condition, in cases (CS). The **Good Qty (in CS)** is not required when receipting in pounds. **Example:** 995 (Note) The unit of measure (UoM) is applied based on the PO.
Over Qty	C	The amount of materials receipted for a PO line as **Good Qty** or **Good Qty (in CS)** that exceeds the ordered amount. (Note) The **Over Qty** column is populated automatically based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding PO quantity. • Items that are receipted <u>over</u> the PO quantity appear in red. • Quantities that are receipted <u>under</u> the PO quantity are included in the **Open Qty** total for that line.
Prev. Qty.	O	The amount of materials that were previously receipted on the line item.
Open Qty.	C	The amount of materials that have not yet been receipted for the line item. **Example:** 1,000.000 (Note) The **Open Qty** column is populated automatically based on the **Good Qty** or **Good Qty (in CS)** fields and the corresponding PO quantity.
Reject Qty.	O	The amount of materials that are not usable and thus rejected.

(Note) Before entering values in the **Good Qty** field, always check the values in the **Previous Qty** and **Open Qty** fields.

There are three different entry options to enter a receipt against the purchase order, depending on the unit of measure for the material:

- **When receipting LB materials:** Enter only the **Good Qty** field (in LB).
- **When receipting CS materials:** Enter only the **Good Qty (in CS)** field. After the receipt

is entered, the system converts the number of cases into pounds using the standard conversion ratio for the material.

- **When receipting variable weight materials:** Enter both the **Good Qty** and **Good Qty (in CS)** fields.

Multi-Food Outbound Orders are receipted by domestic customers using any of the above methods.

13.   Return to Step 11.

Image: Enter Shipment Receipt Screen

14.   Click the number icon in the **Damage Qty.** column that corresponds to the line with damaged materials. In this example, [10] (the **Damage Qty.** button) for line item #10 is selected.

(Note) The *Enter Damage Details* dialog may be used to document details about materials that were reported as **Reject Qty.;** however, the **Damage Quantity** field should be left blank.

Image: Enter Damage Details Pop-Up

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

Field	R/O/C	Description
Damage Quantity:	R	Total amount of materials damaged due to transport, unloading, or improper storage. **Example:** 3 (Note) Do not enter a rejected quantity in this field; if documenting reasons for rejecting materials, leave this field blank.
Before Unloading:	O	A checkbox to indicate that the damaged materials were received "before unloading" from the carrier.
During Unloading:	O	A checkbox to indicate that the damaged materials were received "during unloading" from the carrier.

Field	R/O/C	Description
After Unloading:	O	A checkbox to indicate that the damaged materials were received "after unloading" from the carrier.
Agent Name:	O	An agent who is responsible for delivering the materials to the recipient.
Refrigeration Equipment Running:	O	A checkbox to indicate that the refrigeration equipment was running at the time of receiving the materials.
Carrier Present:	O	A checkbox to indicate that the person who delivered the materials was present at the time of receiving the materials.
Unit Temp(F):	O	The temperature of the unit at the time of receiving.
Interior Temp(F):	O	The temperature of the interior container or truck where the materials were kept.
Commodity Temp(F):	O	The temperature of the materials received.
Comments:	O	Free text field to describe details related to the shipment, if necessary. **Example:** Inventory damaged during storage process in house.

Image: Enter Damage Details Pop-Up
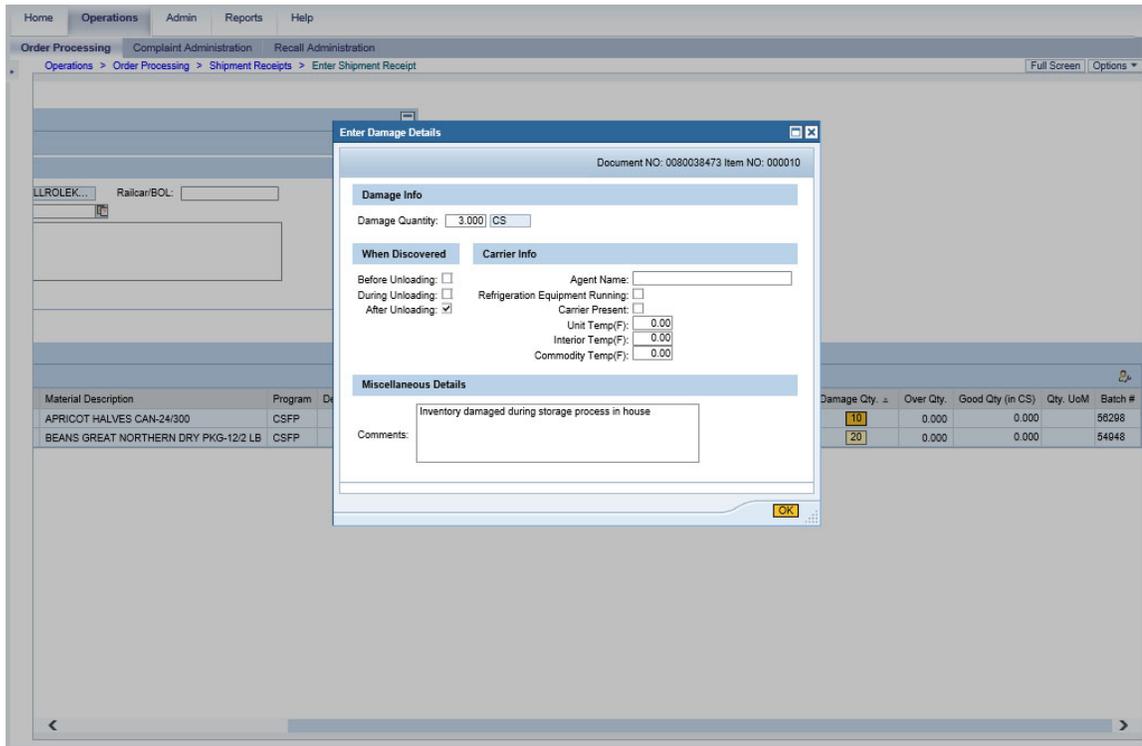
16. Click [OK] (the **OK** button) to accept the damage details and return to the *Enter Shipment Receipt* screen.

17. Perform one of the following:

If	Then
The user will continue working on the current receipt	Go to Step 10.
The user is ready to submit the receipt	Go to Step 18.

Image: Enter Shipment Receipt Screen

18. Click ![Submit Receipt] (the **Submit Receipt** button) to submit the receipt to USDA.

(Note) Once submitted, the completely receipted line items cannot be displayed through the **Enter Shipment Receipt** transaction and the receipt can no longer be edited. If the line item still has an **Open Qty**, the user is able to view the line and continue entering subsequent receipts. View receipted line items on the Multi-Food Received Shipment Report. Contact the WBSCM Help Desk for assistance with modifications or to cancel a previously submitted receipt.

Image: Enter Shipment Receipt (Goods receipt Messages) Screen
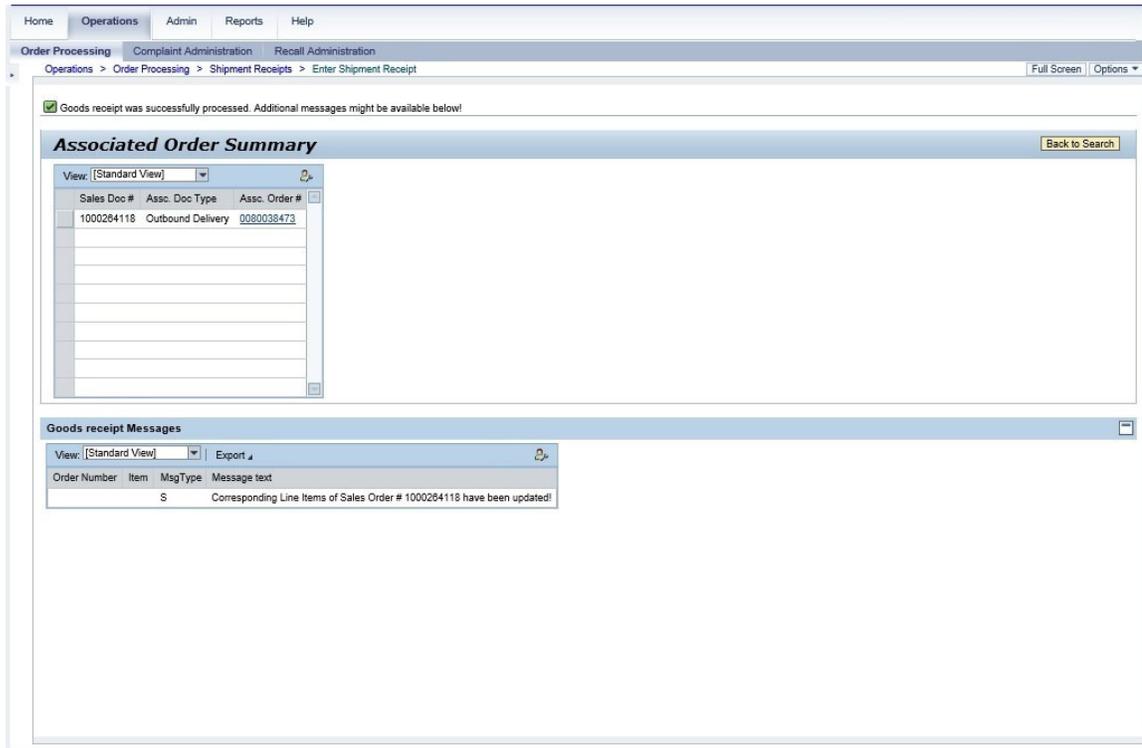
19.   Review the confirmation message at the top of the screen.

(Note) At the bottom of the screen, the **MsgType** column provides detail for each Order Number and Item:

- **S** indicates the receipt was successfully submitted.
- **E** indicates an error. Based on the type of error received, instructions are displayed such as **Please retry Goods Receipt for the line item** or **Please contact the WBSCM Helpdesk to complete Goods Receipt for the item**.

20.   The transaction is complete.

RESULT

A multi-food shipment receipt for a purchase order line item was created in WBSCM by manual data entry. Optional and required information was entered in a shipment receipt, including:

- Date received
- Name of receiver
- Quantities received or rejected
- Damaged goods information
- Comments

<div style="background:#2e2e66; color:white; padding:4px 8px;">PROCESS OVERVIEW</div>

Purpose

Domestic recipient organizations (or USDA on behalf of a recipient) use this procedure to upload a file with shipment receipt information for a purchase order, sales order, or delivery order in lieu of manually entering each line item in WBSCM. The shipment receipt, also known as the goods receipt (GR), is the method by which the recipient confirms that materials/commodities that were requested in WBSCM have been delivered. The shipment receipt contains:

- When the shipment was received
- Who signed for the receipt
- Good, over, short, or damaged (O/S/D) quantities

Timely entry of a shipment receipt is a critical step in WBSCM. Current **FNS policy** requires <u>entry of shipment receipts within two calendar days of receiving a delivery</u>.

Users can enter a shipment receipt in WBSCM two ways:

1. Use the *Upload Shipment Receipt* transaction to upload a shipment receipt from a comma separate value (CSV) or extensible markup language (XML) file.
2. Use the *Enter Shipment Receipt* transaction to create a shipment receipt manually.

This transaction is beneficial to the receiving organization as personnel often enter this data in other systems as well, and it is much easier to transfer the file than to redo the manual entry.

Process Trigger

Perform this procedure when a recipient has received a direct shipment and needs to upload the shipment receipt to WBSCM.

Prerequisites

- The PO or sales order must exist in WBSCM.
- The upload file in XML or CSV format must exist.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipts** folder ➔ **Upload Shipment Receipts** link ➔ *Upload Shipment Receipts* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigational training and tips on creating favorites, performing searches, etc.
- If the user needs to enter a shipment receipt directly into WBSCM instead of uploading, refer to the **Enter Domestic Shipment Receipt** work instruction.

<div style="background:#2e2e5e;color:white;padding:4px;">**PROCEDURE**</div>

1. Start the transaction using this Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Shipment Receipts** folder ➜ **Upload Shipment Receipts** link to open the *Upload Shipment Receipts* screen.
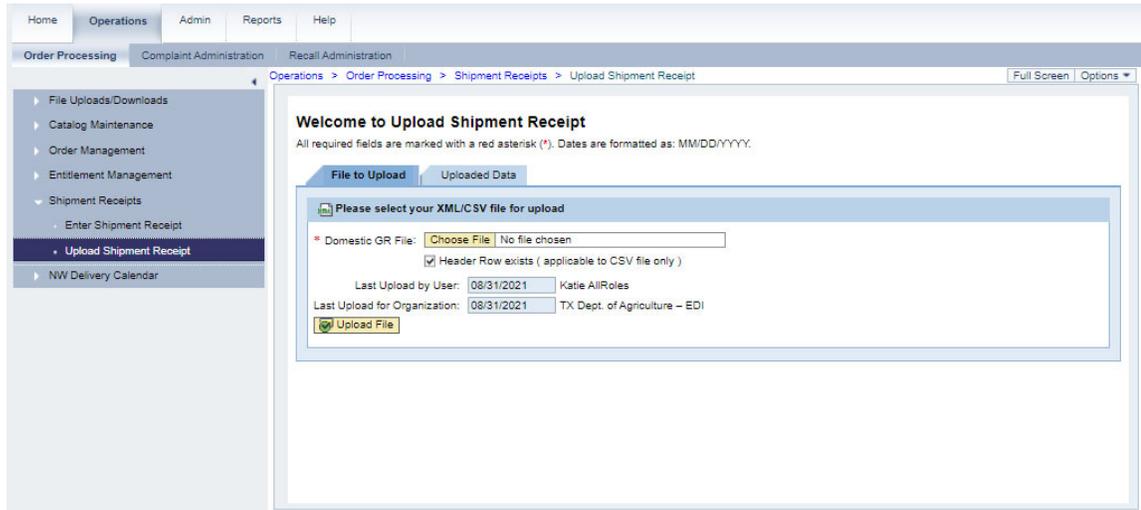
Image: Upload Shipment Receipts Screen

2. Click ⬜ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

3. Navigate to the upload file and open.

(Note) If the user requires a template to populate for the upload, refer to:

- **Upload Goods Receipt XML Template** is located at **WBSCM** ➜ **Help** ➜ **Job Aids** folder ➜ **Fulfillments (JA)** ➜ **Upload Goods Receipt SCM Template**.
    - o This template is provided as a guide for the required fields that must be output from the users' system if an XML file will be uploaded into WBSCM.
    - o The user should upload a new file with only new receipt data each time. (Do not resubmit the same receipts).
- **Upload Goods Receipt CSV Template** is located at **WBSCM** ➜ **Help** ➜ **Job Aids** folder ➜ **Fulfillments (JA)** ➜ **Upload Goods Receipt CSV Template**.
    - o The user should upload a new file with only new receipt data each time. (Do not resubmit the same receipts).
    - o The GR upload file has several columns that will not contain any information. All column headers that appear in the template are required for the upload: do not delete or change columns. No blank rows should be inserted between data sets.
    - o **Note for AMS users only:** Specialists cannot upload a GR file for invoices that they will be approving. E-mail the completed GR upload file to another specialist for uploading. Make sure the file stays in CSV format.

Image: Microsoft Excel (PO_XXXXXXXX_XX.csv) Screen
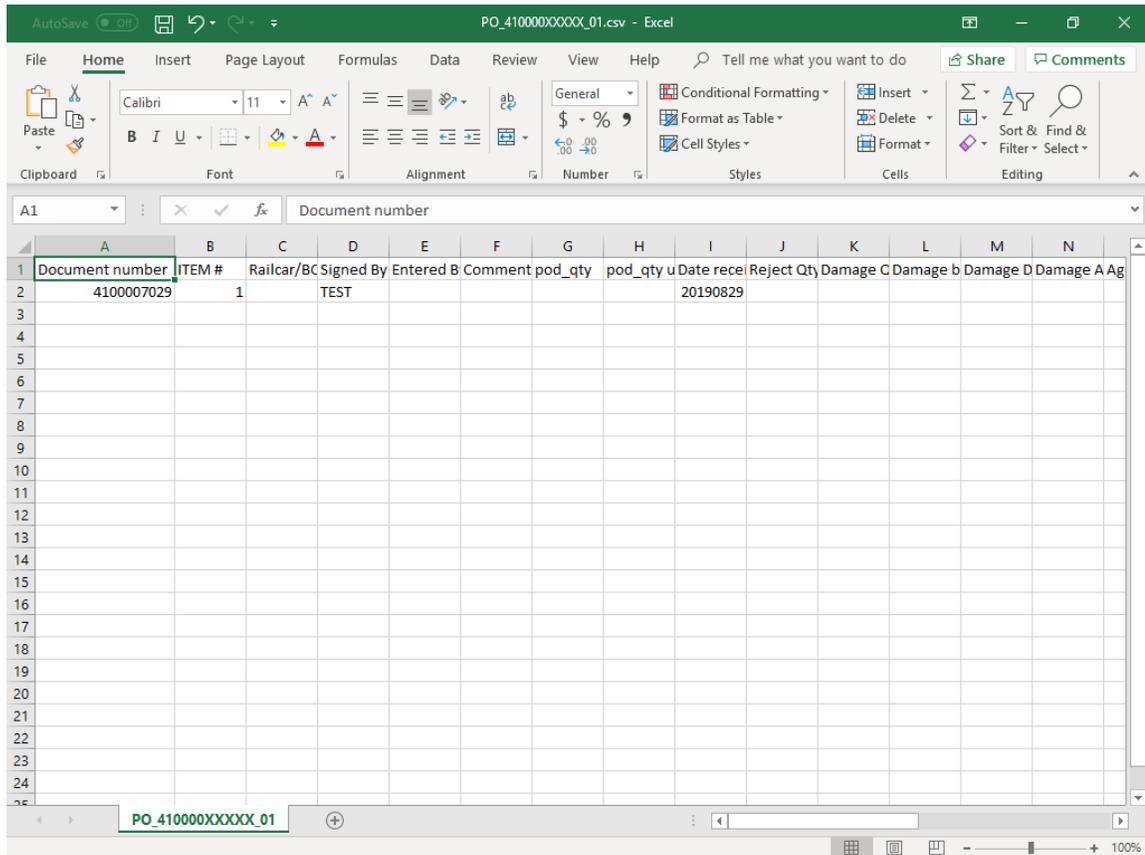
4.   Populate the data and save the upload file, as described in the file definition reference. Data entry is required for the following fields:

- **Document number**
- **ITEM #**
- **Signed By**
- **Date received**
- **Good Quantity (in PO UoM)** - items purchased by weight only
- **Good Quantity (in CS)** - items purchased by case and variable weight items

(Note) Before uploading a CSV or XML file, open the file to be sure all fields above are included and displayed in the proper order.

(Note) For variable weight items, the **Good Quantity (in LB)** will be calculated automatically in WBSCM based on the number of cases for eINV receipts. Any value entered in **Good Quantity (in PO UoM)** for variable weight items will be ignored during the upload.

For non-eINV receipts, both the **Good Quantity (in LB)** and the **Good Quantity** must be entered.

Image: Upload Shipment Receipt Screen

5. Click [Choose File] (the **Choose File** button) to locate the CSV or XML file to upload.

6. Locate and select the appropriate file to be uploaded. In this example, PO_41000XXXXX_01.csv upload file was selected.

(Note) Users have no restrictions on naming an upload file; however, a best practice recommendation is to name the file using the ten digit PO number, underscore, followed by the line item number.

Image: Upload Shipment Receipt Screen

7. Click [Upload File] (the **Upload File** button) to upload the shipment receipt to WBSCM.

(Note) If the upload file contains a header row, and the upload file is in CSV format, check the **Header Row exists (applicable to CSV file only)** check box.

Image: Upload Shipment Receipt Screen

8. Review the *Uploaded Data* tab to verify the uploaded data.

 (Note) (Optional) Click (the **Export** button) in the *Uploaded Data* section to download an Excel file for reference and review prior to submitting the receipt to USDA.

9. Click (the **Submit Receipt** button) to submit the shipment receipt to USDA.

Image: Enter Shipment Receipt (Goods receipt Messages) Screen

10. The transaction is complete.

(Note) If an error occurred during an upload, an **E** is displayed in the **MsgType** column. Additional information regarding the error is provided in the **Message text** column. Review the information provided and make corrections if needed. For assistance, contact the WBSCM Helpdesk.

RESULT

A shipment receipt for a purchase order, sales order, or delivery order was uploaded to WBSCM.

Report Title	Goods Receipt Detail Report
Purpose	This report displays information for orders that have been receipted into WBSCM. Internal users can see all orders for their agency. External users can see only orders for their organization.
Portal Navigation Path	**Reports** tab ➜ **Order Processing** tab ➜ **Goods Receipt Detail Report** link
Target Audience	Order Managers from internal and external agencies
Report Selection Screen	
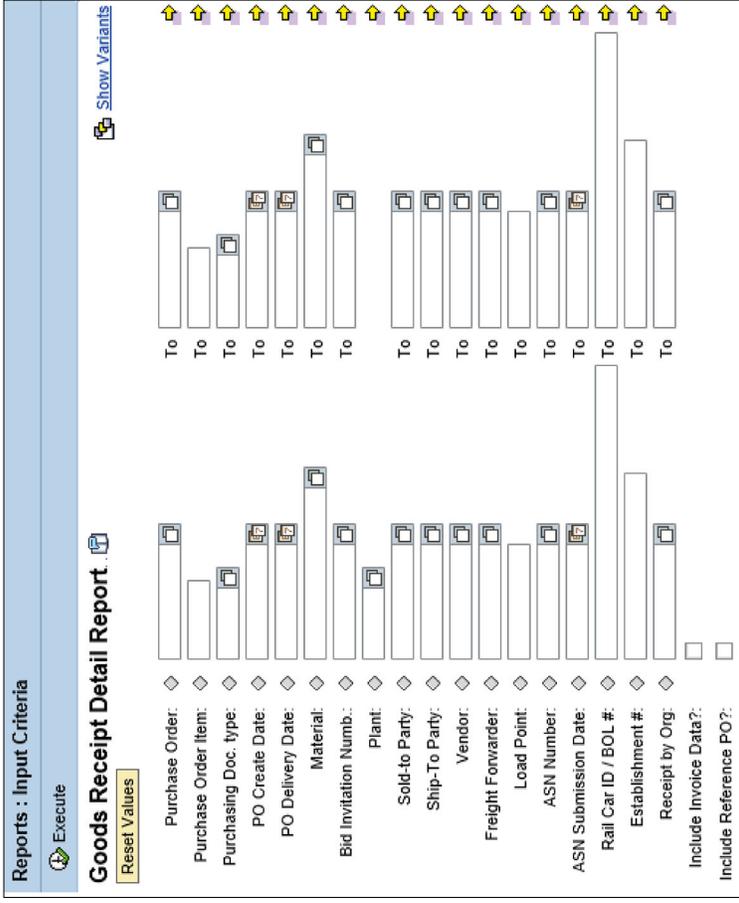
Enter selection criteria using [ ] (the **Matchcode** icon) to search and populate the fields or type directly into the fields.

- The user must enter at least one of the following search criteria: **Purchase Order, PO Create Date, PO Delivery Date, Bid Invitation Numb, ASN Number, ASN Submission Date,** or **Material**. Internal users can also enter **Vendor.**
  - Entering multiple criteria will result in narrower/faster report output.

Click ⊕ Execute (the **Execute** button) to apply selection criteria and generate the report.

Report Output

Goods Receipt Detail Report

Go Back

View: GR_STATUS | Print Version Export

Sold-To Party	Sold-To Name	Ship-To Party	Ship-To Name	Ship-To City	Ship-To State	Plant	Plant Desc.
4000559	PA Dept. of Agriculture	5003275	PHILABUNDANCE	PHILADELPHIA	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003264	COMMUNITY FOOD WAREHOUSE	SHARON	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5002052	YORK COUNTY FOOD BANK	YORK	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003275	PHILABUNDANCE	PHILADELPHIA	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5002052	YORK COUNTY FOOD BANK	YORK	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5002046	FOOD FOR FAMILIES	JOHNSTOWN	PA	1000	DOMESTIC STATISTICAL 1000

Note: To view additional fields (columns), use the horizontal scrollbar; to view additional records (rows), use the vertical scrollbar. Below screenshot displays additional shipment receipt information by scrolling.

Goods Receipt Detail Report

Go Back

View: GR_STATUS | Print Version Export

PO Base UoM	PO Delivery Date	Record Type	Record Id	Item Qty.	Sched. line Qty.	ASN Qty.	Good Qty.
LB	04/15/2020	01 - Com. Line Item	000001	38,000.000	0.000	0.000	0.000
LB	04/15/2020	03 - Com. ASN/Inb. Del.	1	0.000	0.000	38,000.000	0.000
LB	04/15/2020	04 - Com. Goods Receipt	2000003797	0.000	0.000	0.000	37,990.000
LB	04/15/2020	01 - Com. Line Item	000002	40,000.000	0.000	0.000	0.000
LB	04/15/2020	03 - Com. ASN/Inb. Del.	1	0.000	0.000	40,000.000	0.000
LB	04/30/2020	01 - Com. Line Item	000006	8,000.000	0.000	0.000	0.000

The default View (**GR_STATUS**) includes the following fields:

Fields 1 - 18	Fields 19 - 35	Fields 36 - 54	Fields 55 - 73	Fields 74 – 91
• Sold-To Party	• Bid Invitation	• Stevedore	• Var. Wt. Material	• Damage Qty.
• Sold-To Name	• Purchase Order #	• Stevedore Org	• Ack. Delivery Date	• Rejected Qty
• Ship-To Party	• PO Line Item	• PO Qty.	• Gr Reversed	• Rx. Qty. UoM
• Ship-To Name	• Key PO	• Document Ref. Number	• Means of Transp. Txt	• Batch Number
• Ship-To City	• Key PO Item	• Delivery #	• Over Qty.	• Receipt by Org Name
• Ship-To State	• PO Create Date	• Del. Line Item	• Means of Transp.	• Signed By
• Plant	• Vendor #	• PO Base UoM	• Establishment #	• Entered By
• Plant Description	• Vendor Name	• PO Delivery Date	• Rail Car ID/BOL #	• Before Unloaded?
• Material	• Vendor Plant	• Record Type	• Invoice Reference	• During Unload?
• Material Description	• Vendor Plant Description	• Record ID	• ASN Sub. Date	• After Unload?
• Requested Qty.	• Load Point	• Item Qty.	• Date Shipped	• Carrier Present?
• Sales Unit	• Load Point Description	• Schedule line Qty.	• Time Shipped	• Agent Name
• Sales Organization	• Terminal	• ASN Qty.	• Date Expected	• Refrig. Eq running?
• Sales Order #	• Terminal Description	• Good Qty.	• Time Expected	• Unit Temp (F)
• SO Item #	• Vessel Name	• Invoice Qty.	• Date Received	• Interior Temp (F)
• Purchase Req	• Freight Forwarder	• Document UoM	• Invoice Posting Date	• Commodity Temp (F)
• Purchase Req Item	• Freight Forwarder Name	• Calc Units	• Invoice Due Date	• Damaged Comments
• Requested Delivery Date		• Calc. Unity UoM	• Acknowledged?	• Comments
		• Good Qty. (in CS)	• Ack. Discharge Date	

Report Output (cont.)

Note: The **ASN Qty** field displays updated quantity if the vendor has updated the ASN. For multiple ASNs, each quantity is separated by a semicolon.

Users can create and save a customized layout via the 🔧 (the **Open Settings Dialog** button). Users may also select a different layout (default or previously saved) from the **View** drop-down list.

Click the `Print Version` (the **Print Version** button) to produce a formatted print-ready document (cannot be edited). Use `Export ⌄` (the **Export** button) to work with the report data in Microsoft Excel or a similar application.

Refer to the Reporting Navigation job aid for additional guidance.

WBSCM provides users with electronic invoicing (eINV), which is accessed via the receipting screen for direct delivery and warehouse replenishment orders.

- **Uploading Receipts** –Uploaded receipts may be reviewed and/or edited if eINV is enabled for the PO; see Modifying Receipts below.

- **Entering Receipts** –
  - o The receipting view displayed depends on whether eINV has been enabled for one or more line items on a PO:
    - ▪ **eINV_VIEW** – Used to process all eINV direct delivery and warehouse replenishment orders
    - ▪ **DOMESTIC_VIEW** – Used to process all non-eINV direct delivery and warehouse replenishment orders and outbound multifood orders
  - o For eINV_VIEW, the user usually does not need to enter **Good Qty** and/or **Good Qty (in CS)** if the ASN is available at the time of receipting.
    - ▪ **Good Qty** or **Good Qty (in CS)** is pre-populated with quantity from ASN; user may edit.
    - ▪ **Good Qty** for variable weight materials is calculated automatically based on the **Good Qty (in CS)** after receipt has been submitted.
  - o POs may contain a mixture of eINV line items and non-eINV line items. The ability to modify, is not be available for non-eINV line items.

- **Modifying Receipts** – Receipts for eINV-enabled line items can be edited to correct typos or make other changes. It is no longer be necessary to open a WBSCM incident unless seven days have passed since initial entry or a receipt needs to be cancelled. Please note when modifying a receipt, the previously entered quantity is replaced with the new value. Enter the entire quantity not an incremental value. For example, if the **Good Qty (in CS)** was previously entered as 25 and the correct value is 35, enter 35 not 10.

- **Receipt Status** –

Status	Description
Ready to Receipt	An ASN is available. **Good Qty**. or **Good Qty (in CS)** is pre-populated, as applicable; **Good Qty** for variable weight is calculated automatically.
Missing ASN	Receipt may be entered; however, **Good Qty**. and/or **Good Qty (in CS)** are not be pre-populated or calculated automatically.
Processing Recpt	The receipt was submitted and is being processed in WBSCM.
Recpt Processed	The receipt for delivery by vendor to the initial destination has been updated in WBSCM. - For deliveries directly to customer, the destination is the Ship-To. - For deliveries with additional transportation services (e.g. Offshore), the initial destination is where the vendor transfers materials to the transportation provider (e.g. port).
Recpt2 Processed	For deliveries that included additional transportation services, the receipt for delivery to final destination has been updated in WBSCM.
Pending Review	The submitted receipt will be reviewed by USDA. This may reflect a difference in quantity between recipient and vendor or a modification after the initial day of entry.

Comparison of WBSCM Receipting Views

DOMESTIC_VIEW

Receipt Item Details

View: DOMESTIC_VIEW

Select	Sales Doc.	Item	Order #	Item #	Material	Material Description	Program	Delivery Point	Signed by	Date Received	Prev. Qty.	Open Qty.	UoM Entry	Good Qty.	Reject Qty.	Damage Qty.	Over Qty.	Good Qty (in CS)	Qty UoM	Batch #
☐	5000377506	100	410013161	11	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	11	0.000	0.000	CS	
☐	5000377505	100	410013161	12	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	12	0.000	0.000	CS	
☐	5000377504	100	410013161	13	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	13	0.000	0.000	CS	
☐	5000377503	100	410013161	14	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5001120			0.000	940.000	LB	0.000	0.000	14	0.000	0.000	CS	
☐	5000377472	100	410013161	15	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	15	0.000	0.000	CS	
☐	5000377471	100	410013161	16	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	16	0.000	0.000	CS	
☐	5000377470	100	410013161	17	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	17	0.000	0.000	CS	
☐	5000377469	100	410013161	18	100008	CHEESE CHED RDU FAT YEL CUTS-4/10 LB	CSFP	5002586			0.000	940.000	LB	0.000	0.000	18	0.000	0.000	CS	

Submit Receipt

1. Table is displayed as **DOMESTIC_VIEW**.
2. PO number and item columns are labeled **Order #** and **Item #**.
3. View includes columns for **Delivery Point**, **Program**, and **Batch #**.
4. Columns for reporting quantities are displayed in the following order: **Good Qty.**, **Reject Qty.**, **Damage Qty.**, and **Good Qty (in CS)**.
5. The only button is **Submit Receipt.**

eINV_VIEW

Receipt Item Details

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item	Material	Material Description	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 #
☐		Ready to Receipt	5000376805	100	4100013132	5	100425	PASTA SPAGHETTI CTN-20 LB	8100563882			0.000	2.000.000	40.000.000	LB	2,000.000	5	0.000	0.000	CS	123
☐		Ready to Receipt	5000376803	100		6	100425	PASTA SPAGHETTI CTN-20 LB				0.000	2.000.000	40.000.000	LB	2,000.000	6	0.000	0.000	CS	123
☐		Ready to Receipt	5000376800	100		7	100425	PASTA SPAGHETTI CTN-20 LB				0.000	2.000.000	40.000.000	LB	2,000.000	7	0.000	0.000	CS	123
☐		Ready to Receipt	5000376799	100		8	100425	PASTA SPAGHETTI CTN-20 LB				0.000	2.000.000	40.000.000	LB	2,000.000	8	0.000	0.000	CS	123
☐		Ready to Receipt	5000376816	100		10	100425	PASTA SPAGHETTI CTN-20 LB				0.000	500.000	10.000.000	LB	500.000	10	0.000	0.000	CS	123

[✓ Submit Receipt] [✎ Modify Receipt] [✖ Cancel Receipt]

1. Table is displayed as **eINV_VIEW**.
2. View includes columns for **Further Actions** and **Receipt Status**.
3. PO number and item columns are labeled **Purch.Doc.** and **Item**.
4. The **ASN Number** (Advanced Shipment Notification) and the related **BOL #** (Bill of Lading Number) are displayed in this view.
5. Columns for reporting quantities are displayed in the following order: **Good Qty., Good Qty (in CS), Damage Qty., Reject Qty.**
6. There are three buttons: **Submit Receipt, Modify Receipt** and **Cancel Receipt.**