

## **Web-Based Supply Chain Management Resources**

### **for Customer Organizations**

#### 1.0 WBSCM Portal Settings & Navigation

- 1.1 WBSCM Browser Settings and Helpful Tips
- 1.2 WBSCM Portal Navigation
- 1.3 WBSCM Help Documentation
- 1.4 Create and Manage a WBSCM Incident
- 1.5 Manage WBSCM Forums
- 1.6 WBSCM User Accessibility Guide

#### 2.0 WBSCM User Access & Security

- 2.1 WBSCM User Administration
  - 2.1.1 Create User
  - 2.1.2 Display and Maintain User
  - 2.1.3 User Security Report
  - 2.1.4 WBSCM External Roles
- 2.2 WBSCM New User Registration
- 2.3 eAuthentication Tips and Support
- 2.4 Maintain User Profile

#### 3.0 WBSCM Organization Maintenance

- 3.1 Create Recipient Agency (RA)
- 3.2 Import New RA Organizations
- 3.3 Maintain Recipient Agency (RA)
- 3.4 Upload RA Updates
- 3.5 Mass Assign Ship-Tos to Recipient Agencies (RAs)
- 3.6 Set NW Non-Delivery Dates
- 3.7 Create Co-op Organization
- 3.8 Modify Co-op Organization

#### 4.0 WBSCM Entitlement Management

- 4.1 Maintain RA Entitlements
- 4.2 RA Entitlement Budgeting by Program
- 4.3 Set Entitlement Tolerance
- 4.4 Display Entitlement Balance
- 4.5 SDA Entitlement Bonus Detail Report
- 4.6 RA Entitlement/Bonus Detail Report

#### 5.0 WBSCM Catalog Maintenance

- 5.1 Manage RA Catalog Views
- 5.2 Maintain RA Delivery Periods and Order Lead Time
- 5.3 Display RA Catalog Views
- 5.4 Download Catalog

## Appendix W- WBSCM Resources for Customer Organizations

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### 6.0 WBSCM Ordering

#### 6.1 Domestic Fulfillment Process

#### 6.2 Domestic Direct Ship/Processing

##### 6.2.1 *Domestic Requisitions*

6.2.1.1 Create Domestic Requisition RA

6.2.1.2 Create Domestic Requisition SDA

6.2.1.3 Modify a Domestic Requisition

6.2.1.4 Review Requisition Status Report

##### 6.2.2 *Domestic Orders*

###### 6.2.2.1 *Order Consolidation*

6.2.2.1.1 Consolidate Requisitions to Create Standard Domestic Sales Order

6.2.2.1.2 Return or Decline a Domestic Requisition

6.2.2.1.3 Consolidation for a Multi-Stop Domestic Sales Order

6.2.2.1.4 Maintain Full Truck Load and Transfer Requests

6.2.2.2 Upload SDA Sales Orders

6.2.2.3 Modify and Resubmit Returned FNS Orders

6.2.2.4 Download Sales Orders

6.2.2.5 Review Order Status Report

6.2.2.6 Domestic Sales Order Statuses

6.2.2.7 Order Change Notification Email Option

6.2.2.8 Redistribute Order Quantities

6.2.2.8.1 Redistribution/Redonation Report

#### 6.3 *Multi-Food*

6.3.1 Create Multi-Food Order RA

6.3.2 Create Multi-Food Order SDA

6.3.3 Multi-Food Requisition Report

### 7.0 Receipting

#### 7.1 *Domestic Receipt (eInvoicing)*

7.1.1 Enter Domestic Shipment Receipt

7.1.2 Modify Domestic Shipment Receipt

7.1.3 Cancel Shipment Receipt (eINV)

7.2 Enter Multi-Food Shipment Receipt

7.3 Upload Domestic Shipment Receipts

7.4 Goods Receipt Detail Report

7.5 Domestic Receipting Views and Status

### 8.0 WBSCM Complaints

8.1 Create FNS Complaint

8.2 Display FNS Complaint

8.3 Complaint Statuses and Resolution Codes

### 9.0 WBSCM Recalls

9.1 Display Recall

9.2 Submit Recall Survey Response Form

9.3 Maintain Recall Notification Preferences

## Appendix W- WBSCM Resources for Customer Organizations

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### 10.0 Other WBSCM Reports

10.1 Working with Standard WBSCM Reports

10.2 List of Materials Report

10.3 *Received Shipment*

10.3.1 Received Shipment Report

10.3.2 Multi-Food Received Shipment Report

10.4 *Value of Materials Received*

10.4.1 Value of Materials Received – Domestic & Price Support Report

10.4.2 Value of Commodities Received – RA Report

10.4.3 Value of Materials Received – Multi-Food Report