

Receipting TEFAP Fresh Produce

Recipient organizations will enter goods receipts in WBSCM as usual for the TEFAP Fresh Produce boxes, following the standard WBSCM receipting process, which are described in detail in the **Enter Domestic Shipment Receipt (eINV)** work instruction.

For TEFAP Fresh Produce, note the following:

Quantities are receipted in “EA” units; one EA equals one box. Enter applicable quantities in the **Good Qty.**, **Damage Qty.**, and **Reject Qty.** fields as usual.

Receipt Item Details																
View: eINV_VIEW																
Select	Further Actions	Receipt Status	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	MIXED FRESH PRODUCE	6100252776			0.000	100.000	100.000	EA	0.000	7	0.000	0.000	EA	AAA228

If there are multiple shipments for the same delivery period, Vendors will provide separate ASNs. WBSCM’s receipting screen lists each ASN for the order on a separate row. Refer to the **ASN Number** and **BOL #** to confirm that the receipt information is entered in the correct row.

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View: eINV_VIEW																
Select	Further Actions	Receipt Status	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	PRODUCE	6100252888			0.000	50.000	50.000	EA	0.000	1	0.000	0.000	EA	BOL123
☐	☐	Ready to Receipt	PRODUCE	6100252889			0.000	50.000	50.000	EA	0.000	2	0.000	0.000	EA	BOL456

In the event the Vendor has not provided a separate ASN for each shipment, there will be only one row for the Sales Order. Enter the total quantity received as of the date of receipt.

When additional quantities are delivered, use **Modify Receipt** to revise the cumulative total in the quantity field(s). This functionality is available for up to seven days from the initial date of entry. See the **Modify Domestic Shipment Receipt (eINV)** work instruction for more detail.