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. In this streamlined invoicing process, 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 will not be applied retroactively to line items that were already scheduled for delivery prior to implementation. During this transition period, there are two scenarios for receipting direct shipments:

1. If there are one or more eINV line items associated with a PO, the eINV screen and button options display for ALL line items. For any line items that are not identified as enabled for eINV, only standard receipt entry is available; additional functionality, as described in this document, is only available for eINV-supported line items.
2. If there are NO eINV line items associated with the PO, the eINV-specific buttons and options do not appear. The eINV functionality is not enabled for these POs.

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 (eINV)** - used for POs with one or more eINV line items, when the user wishes to modify a recently entered shipment receipt.
- **Cancel Shipment Receipt (eINV)** - used when an ASN does not exist (BOL # field is not populated) for a line item.
- **Enter Domestic Shipment Receipt** - used for non-eINV POs, when the user wishes to enter shipment receipts manually.
- **Upload Domestic Shipment Receipt** - used to upload shipment receipts for any PO (eINV and non-eINV) 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 shipment with eINV line item(s).

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.

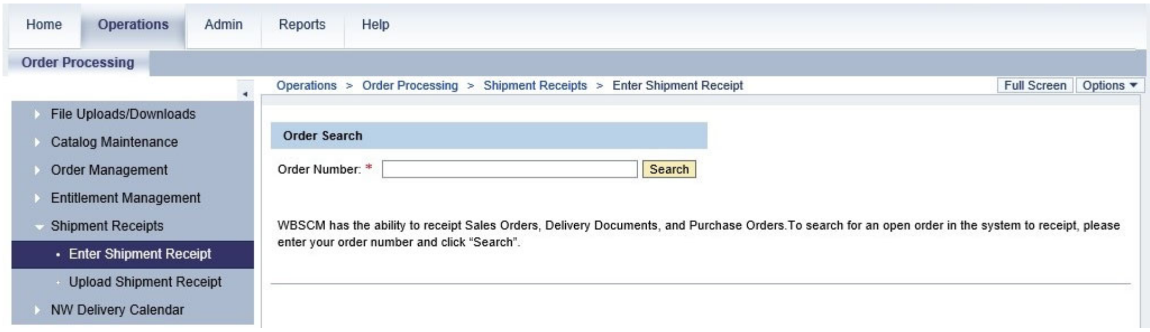
Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    - **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

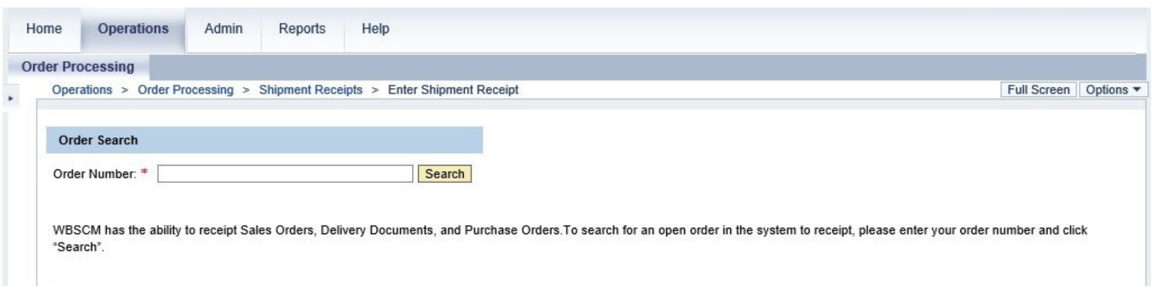
1. Start the transaction using this Portal path: **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipt** folder ➔ **Enter Shipment Receipt** link.

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



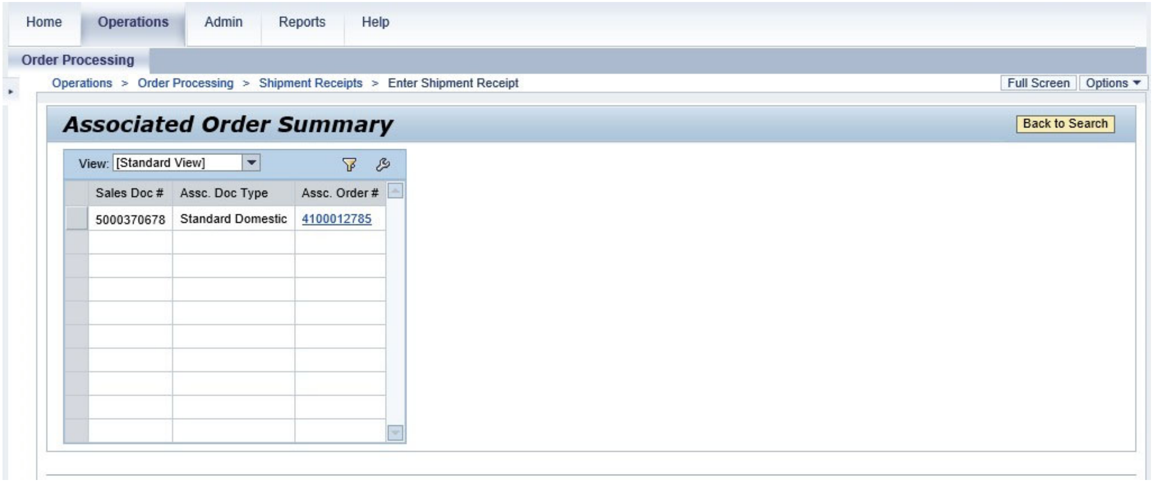
3. As required, complete/review the following fields:

Field	R/O/C	Description
Order Number: *	R	This can be a sales order number, purchase order number, or delivery document number. When entering this number, the recipient ensures that they are receipting against the correct order. **Example:** 4100012785 (Note) In the case of inbound to warehouse receipts, only enter a purchase order number in this field.1EA42E9629D548D187FD88222DE5565B61DAE25139534354BB63324476A7D0BC

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

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

Image: Enter Shipment Receipt (Associated Order Summary) Screen

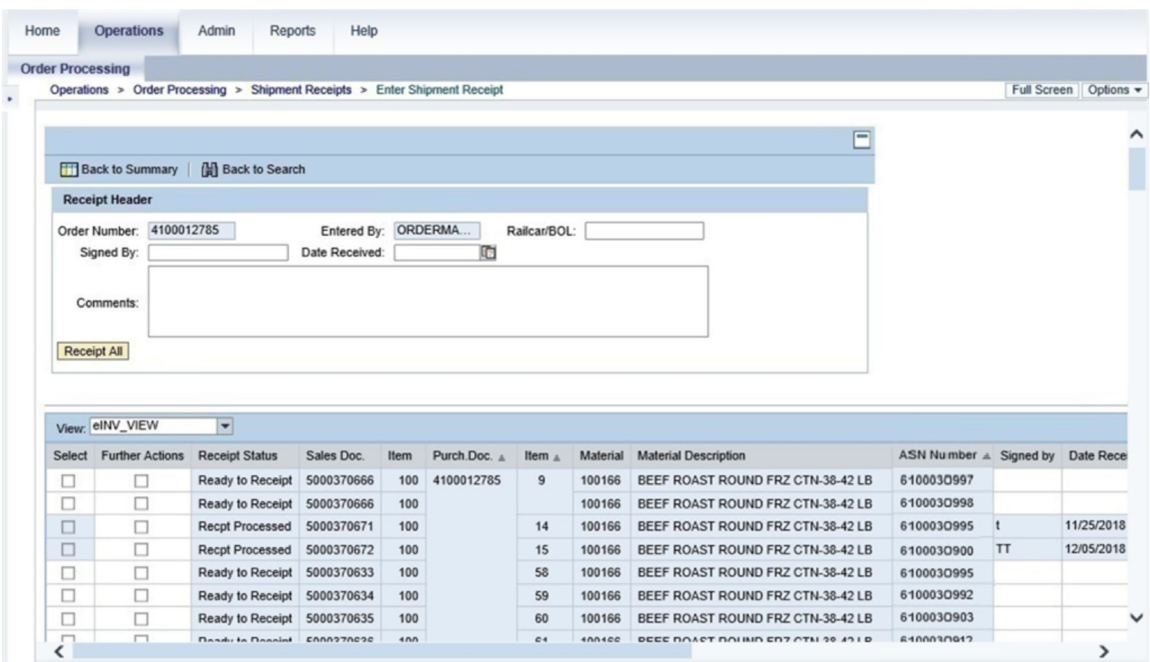


5. If a list of one or more sales documents is displayed in the *Enter Shipment Receipt (Associated Order Summary)* screen, click the applicable PO number in the **Assc. Order #** column to continue.

(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

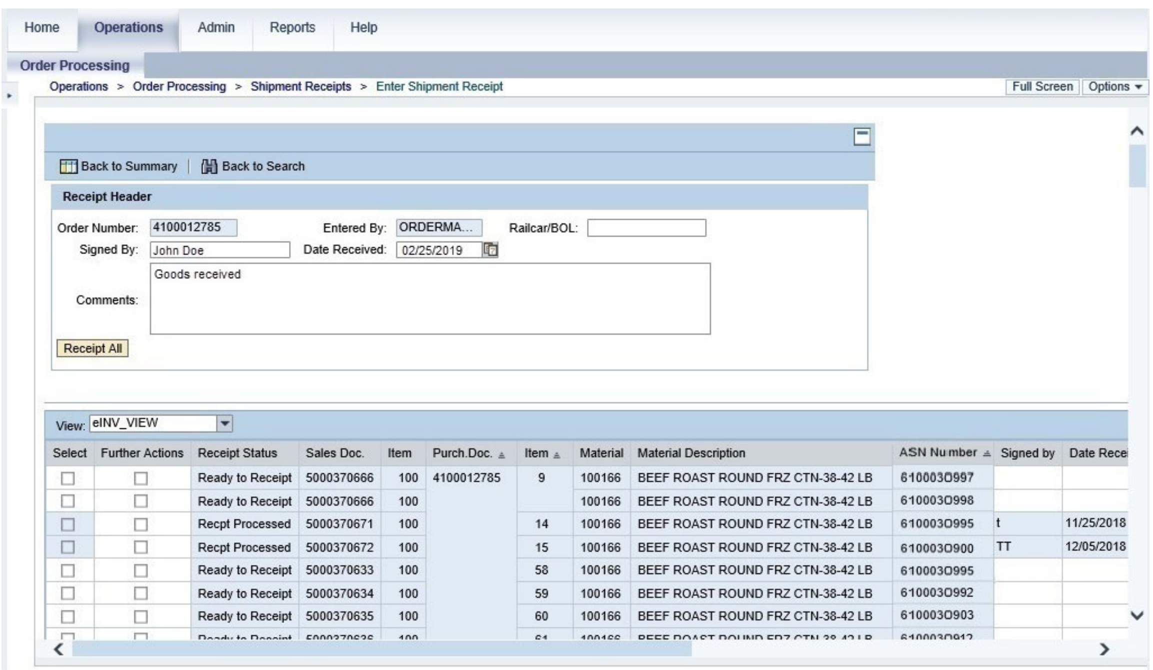


6. Perform one of the following:

If	**Then**
The displayed view is DOMESTIC_VIEW	Review the Enter Domestic 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. (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.

(Note) Users can create their own layout and save it as their personal view in the future using (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. As required, complete/review the following fields:

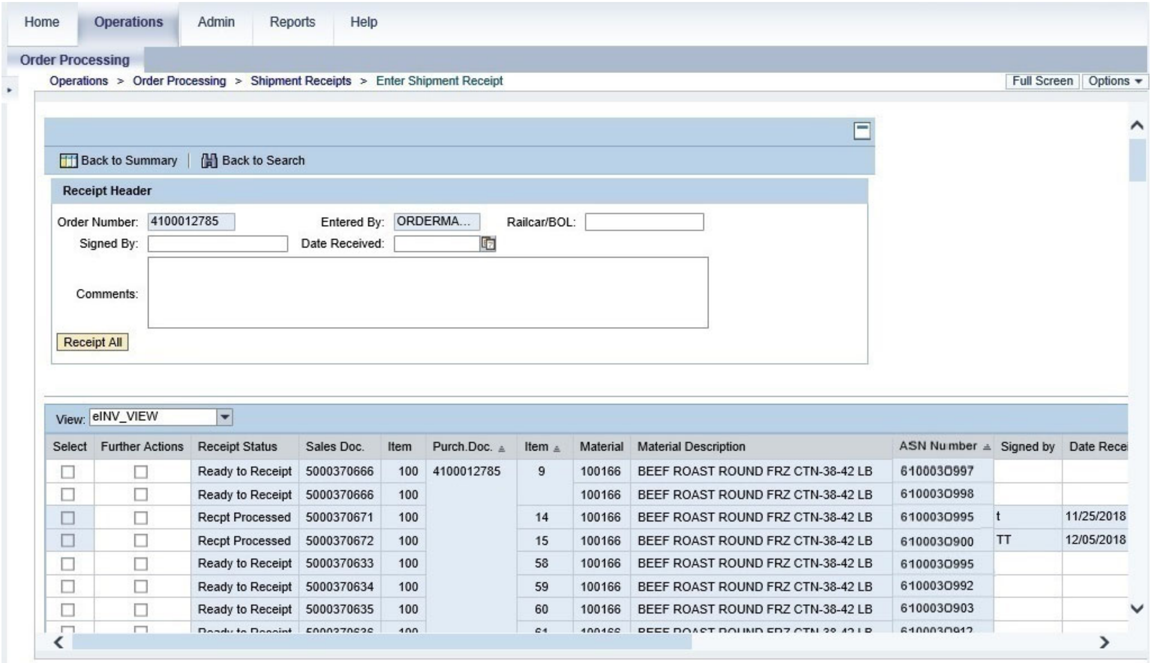
Field	R/O/C	Description
Railcar/BOL:	O	Rail car number or Bill of Lading number from the shipping document.
Signed By:	O	The name of the individual that signed for the receipt or the USDA agency that creates the receipt. **Example:** John Doe (Note) The **Signed By** field is optional when using the 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 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.

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

9. Return to Step 6.

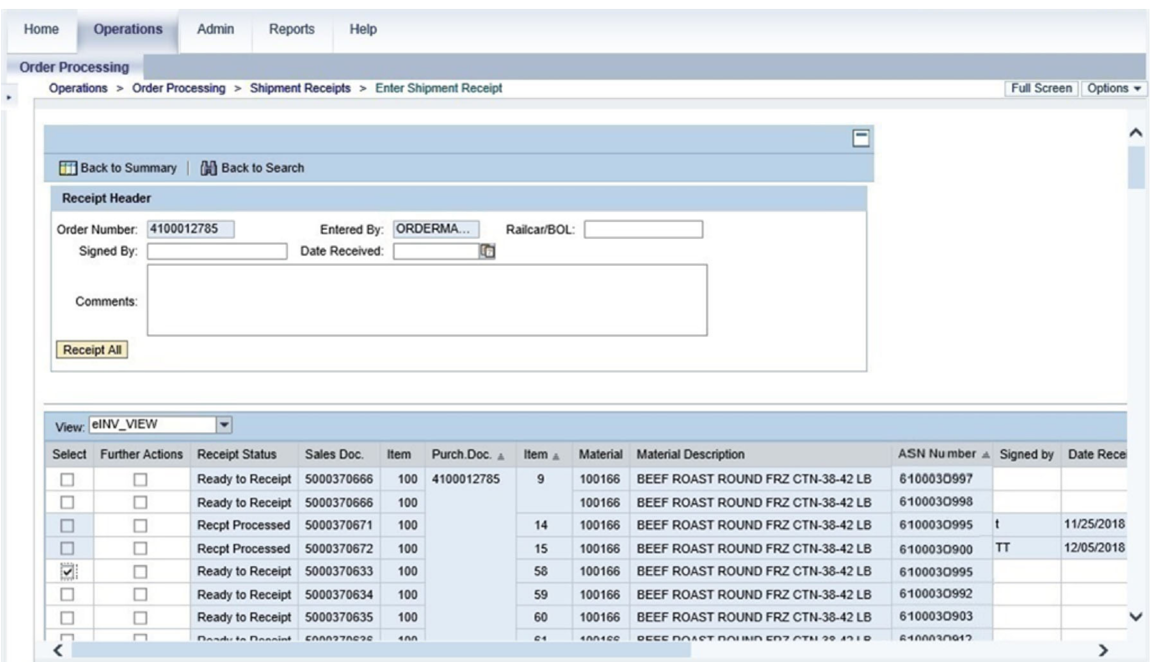
Image: Enter Shipment Receipt Screen



10. Click (the **Checkbox**) in the **Select** column to 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

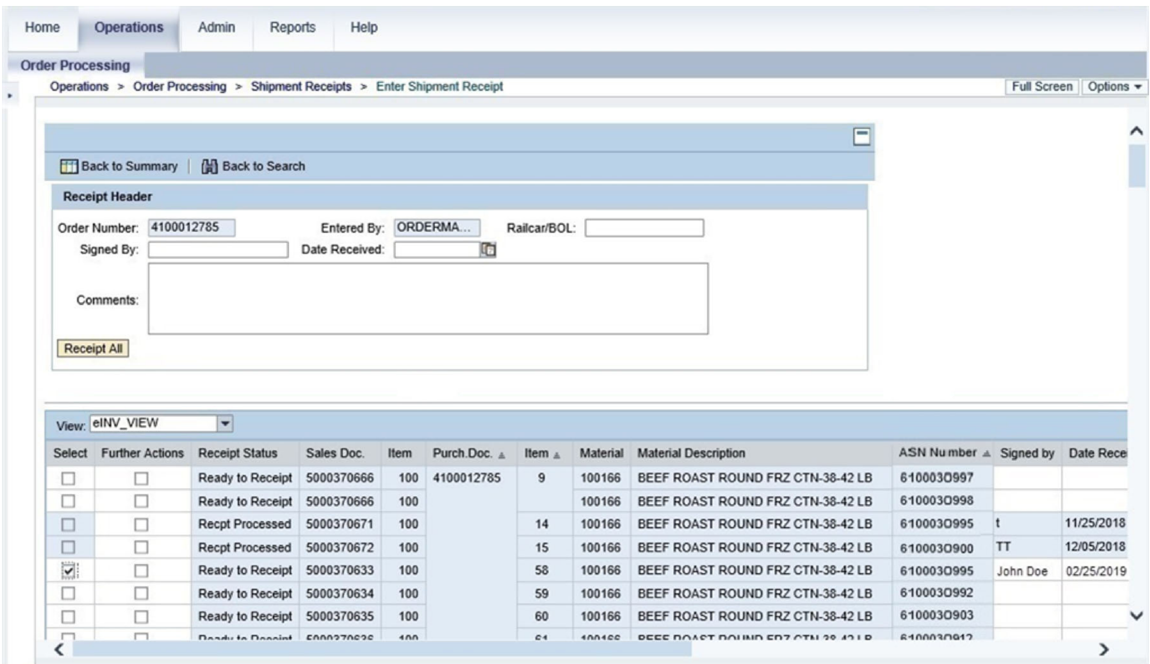


11. Perform one of the following:

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**.

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 or the USDA agency that creates 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.

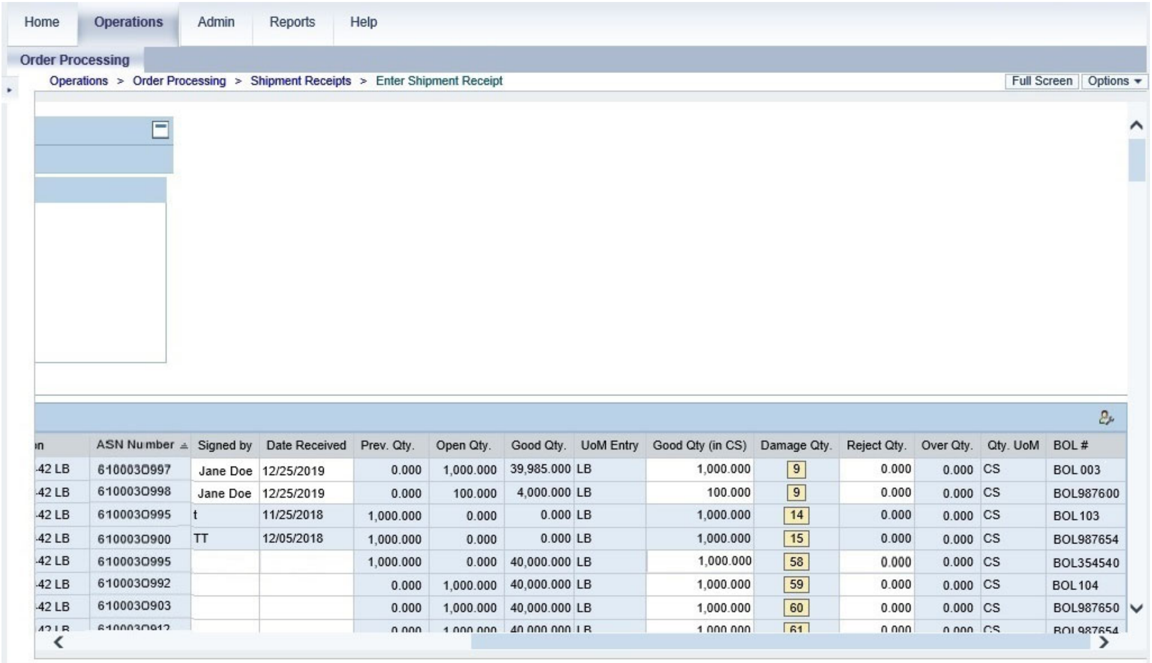
(Note) Before entering values in the **Good Qty** field, always check the values in the **Previous Qty** and **Open Qty** fields.

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



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 or the USDA agency that creates 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 quantity received which can be used. Ideally, this amount is equal to the ordered amount. Not the Unit of Measure (e.g. CS, LB) for the Good Quantity received. (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.

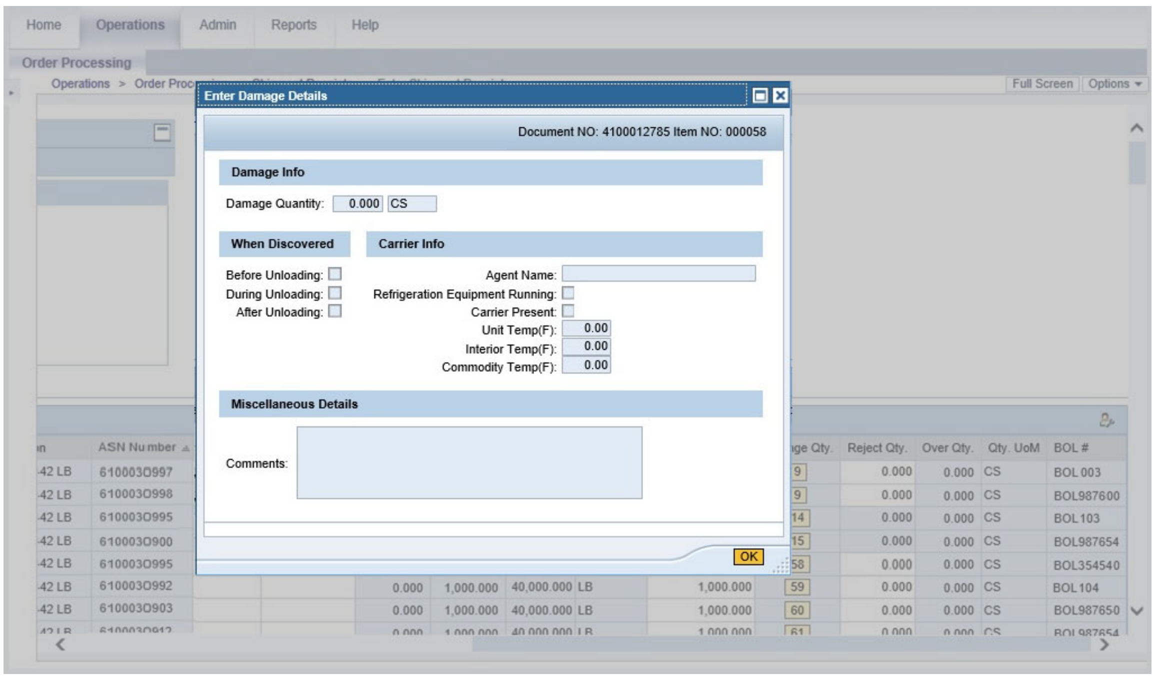
(Note) Purchase Orders with multiple ASNs will have a separate BOL number for each ASN. During the receipting process, select the BOL number documented on the provided paperwork. As applicable, complete receipt details for each line item.

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



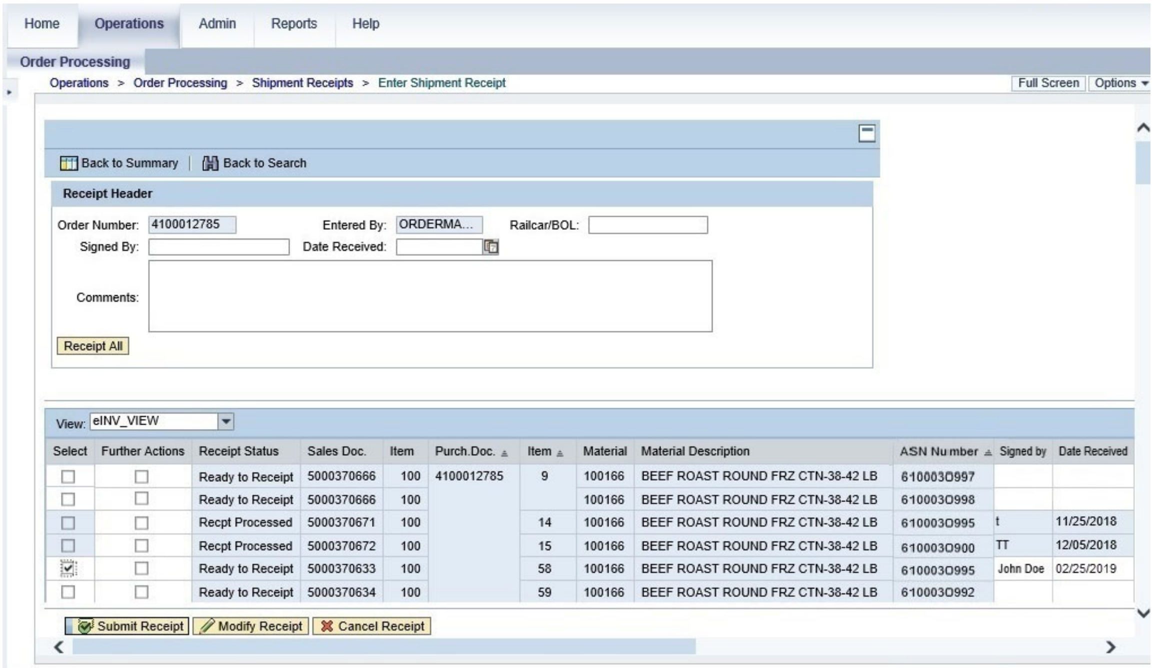
17. As required, complete/review the following fields:

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.

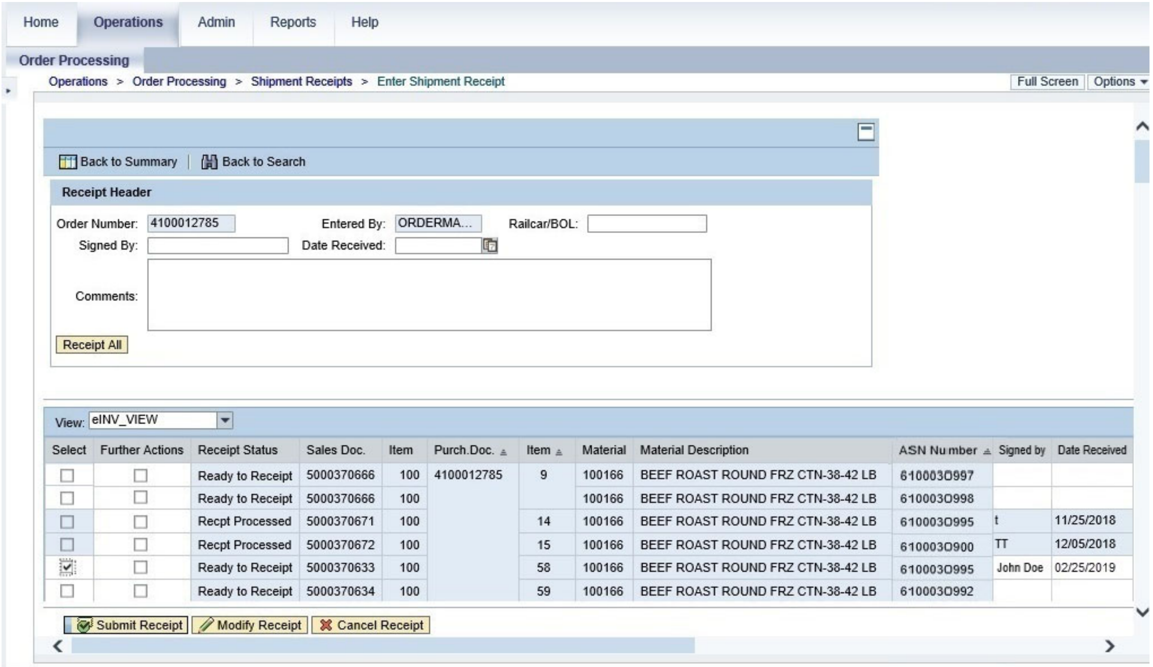
Image: Enter Shipment Receipt Screen



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.
  - For deliveries directly to the 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).
- **Rcept2 Processed** - For deliveries that included additional transportation services, the receipt for delivery to final destination has been updated in WBSCM.

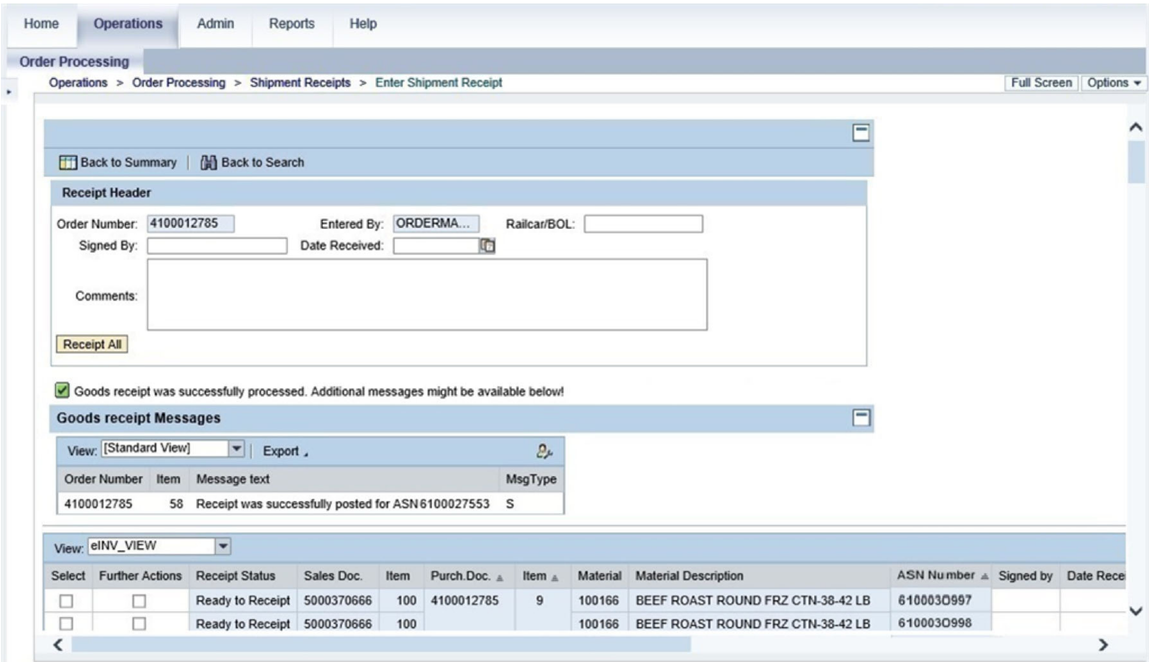
(Note) WBSCM will send an email notification to the vendor when a receipt is entered with over, short, or damaged (O/S/D) materials/commodities or if there was no ASN at the time the receipt was submitted.

(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