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. For eINV line items, recipients can modify the quantity or other information for a recently entered shipment. Same-day modifications do not require USDA approval; subsequent 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 (eINV)** - used for POs with one or more eINV line items, when the recipient wishes to enter shipment receipts manually.
- **Enter Domestic Shipment Receipt** - used for non-eINV POs, when the recipient 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.
- **Cancel Shipment Receipt (eINV)** - 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 eINV 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 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.
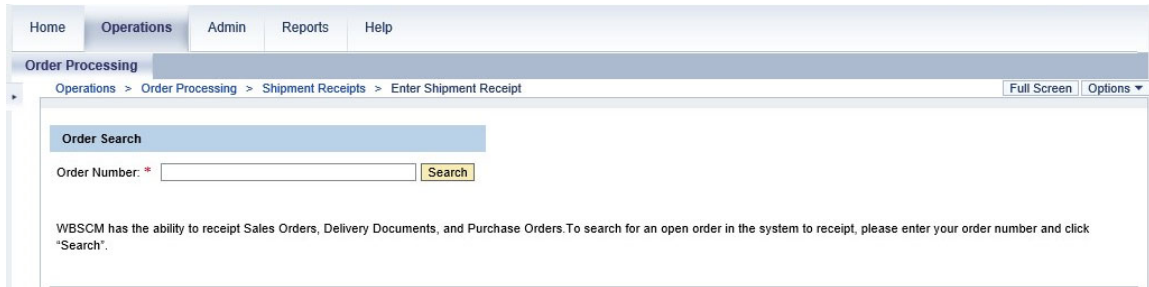
Image: Enter Shipment Receipt Screen
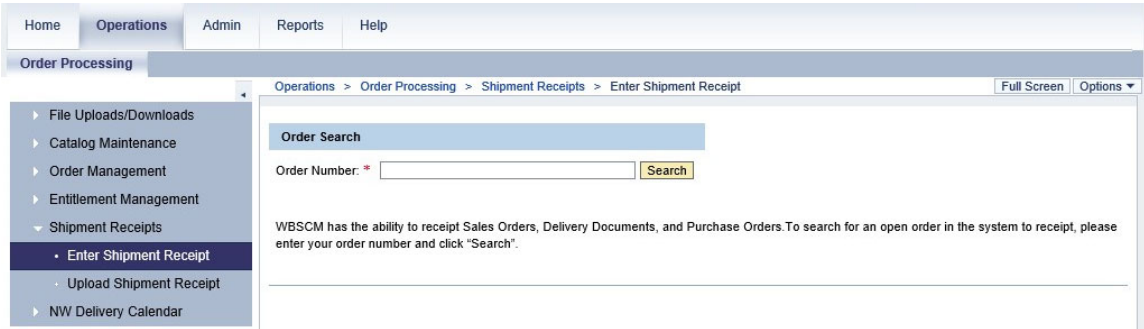
2. Click ◀ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

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. **Example:** 4100012785 (Note) For inbound to warehouse receipts, 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
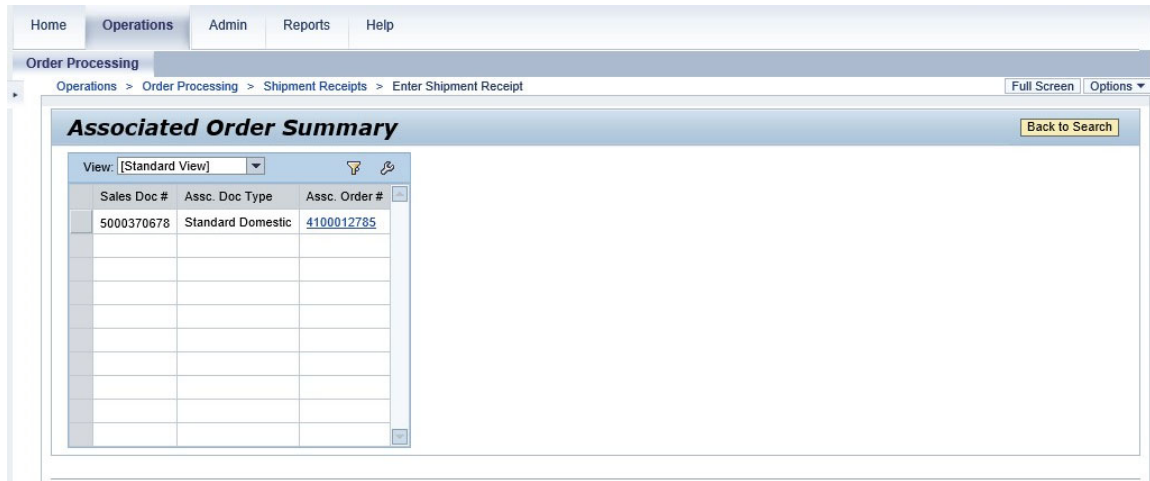
5. If a list of one or more sales documents is displayed in the *Enter Shipment Receipt (Associated Order Summary)* screen, click the applicable PO number in the **Assc. Order #** column to continue.

(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 recipients can see all lines.

6. Perform one of the following:

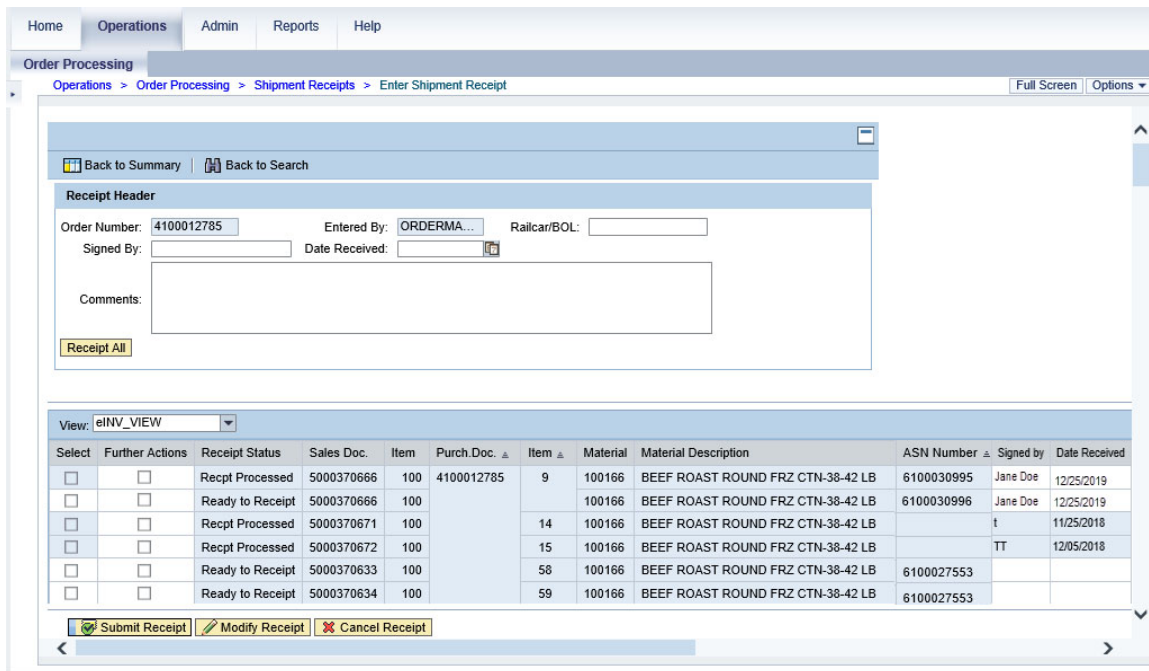| If	Then
No PO lines are displayed or the desired receipt is no longer viewable on the list of PO lines	The receipt cannot be modified using this process. A GR reversal (for non-eINV line items) and/or re-entry of the receipt may be required. Contact the WBSCM Helpdesk for assistance.
The PO line(s) 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 (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.
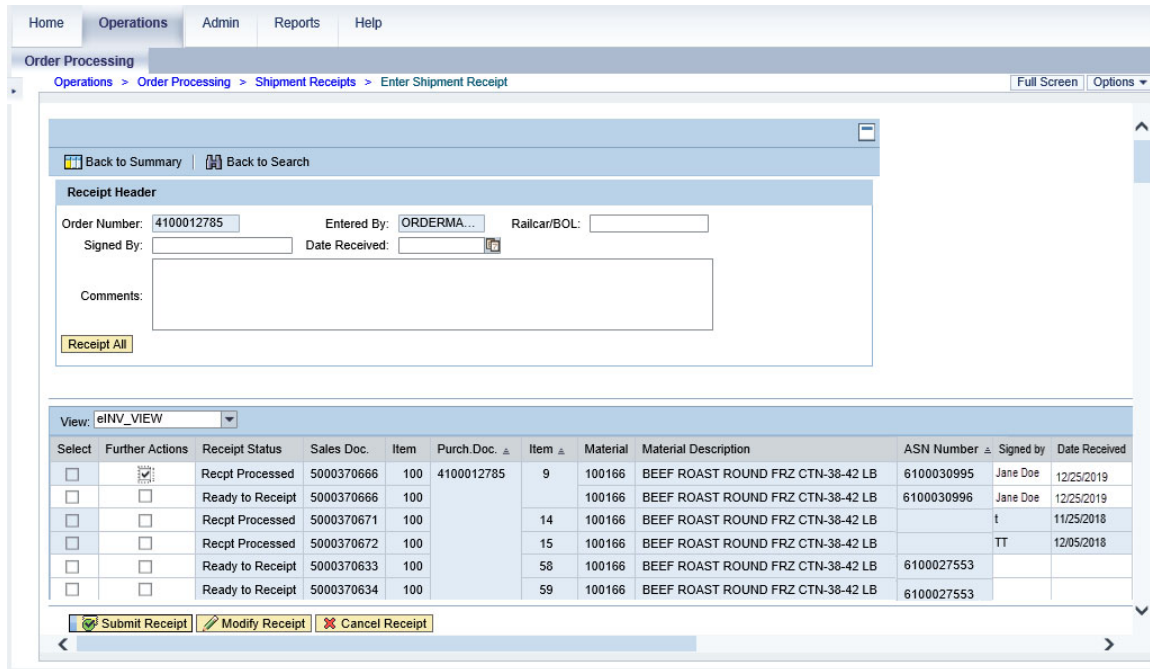
(Note) Only previously receipted line items (**Recpt Processed** status) can be modified.

(Note) If the receipt does not appear in the list or the checkbox in the **Further Actions** column is not available, a GR reversal (for non-eINV line items) and/or re-entry of the receipt may be required. Contact the WBSCM Helpdesk for assistance.
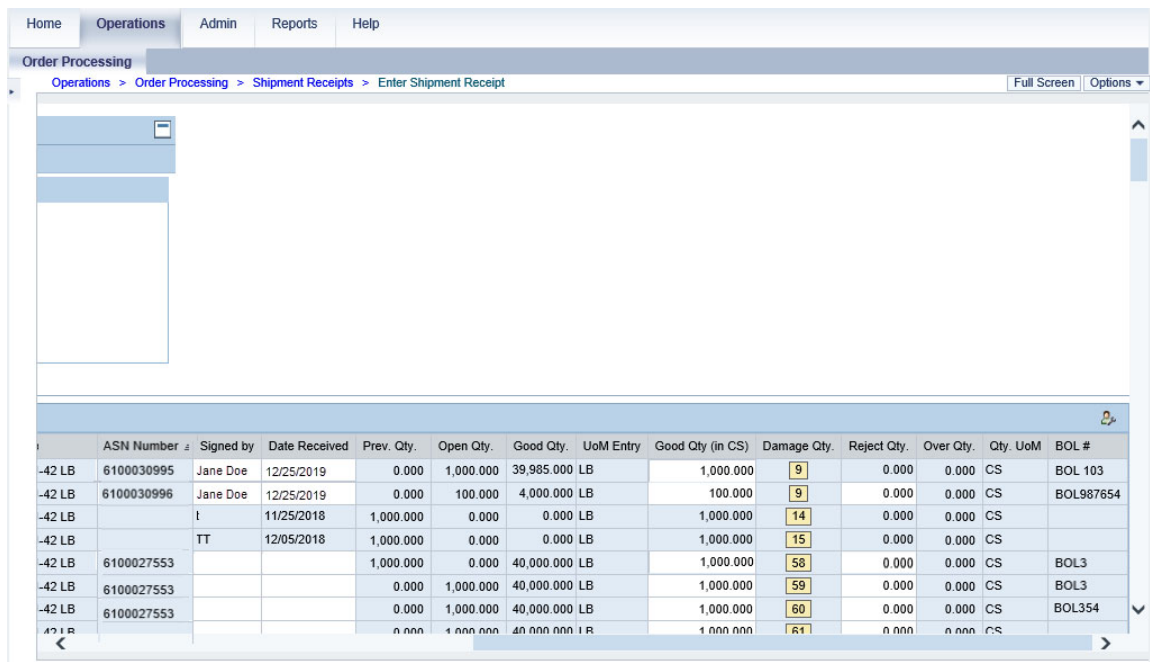
Image: Enter Shipment Receipt Screen

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

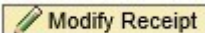(Note) Modifications that are entered on the same day as the initial shipment receipt submission do not require USDA review; later modifications require USDA approval before posting in WBSCM. Additionally, recipients only have the ability to modify a Goods Receipt for an eINV seven days after initial GR entry.

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). (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 incremental change. For example, to change a receipt from 10 cases to 15

| Field	R/O/C	Description
		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.*
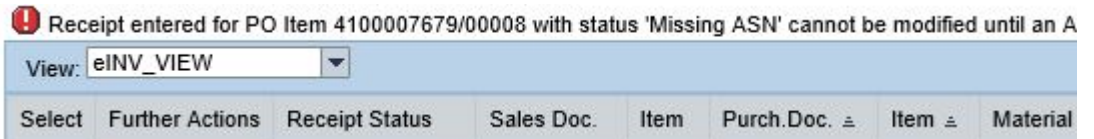
As practical, wait for the vendor to submit an ASN. When the receipt is entered without an ASN, a notification email is sent automatically to the vendor to remind them to submit an ASN.

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

Image: Enter Shipment Receipt Screen
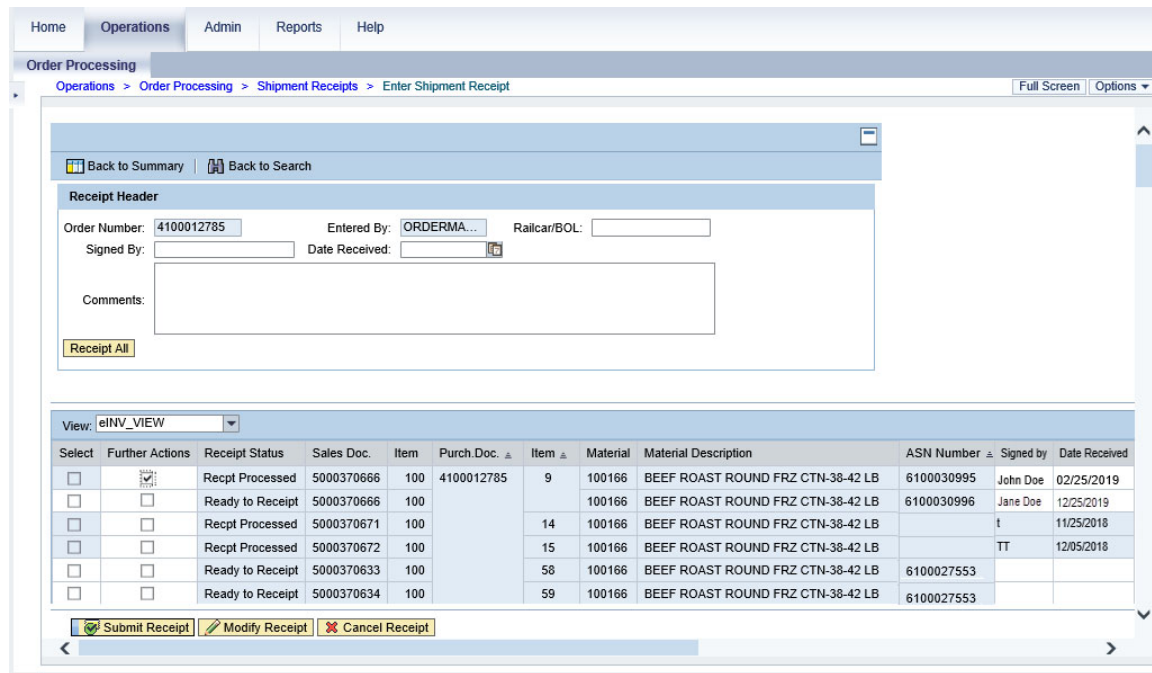
10. Click [Submit Receipt] (the **Submit Receipt** button) to submit the receipt to USDA.

(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
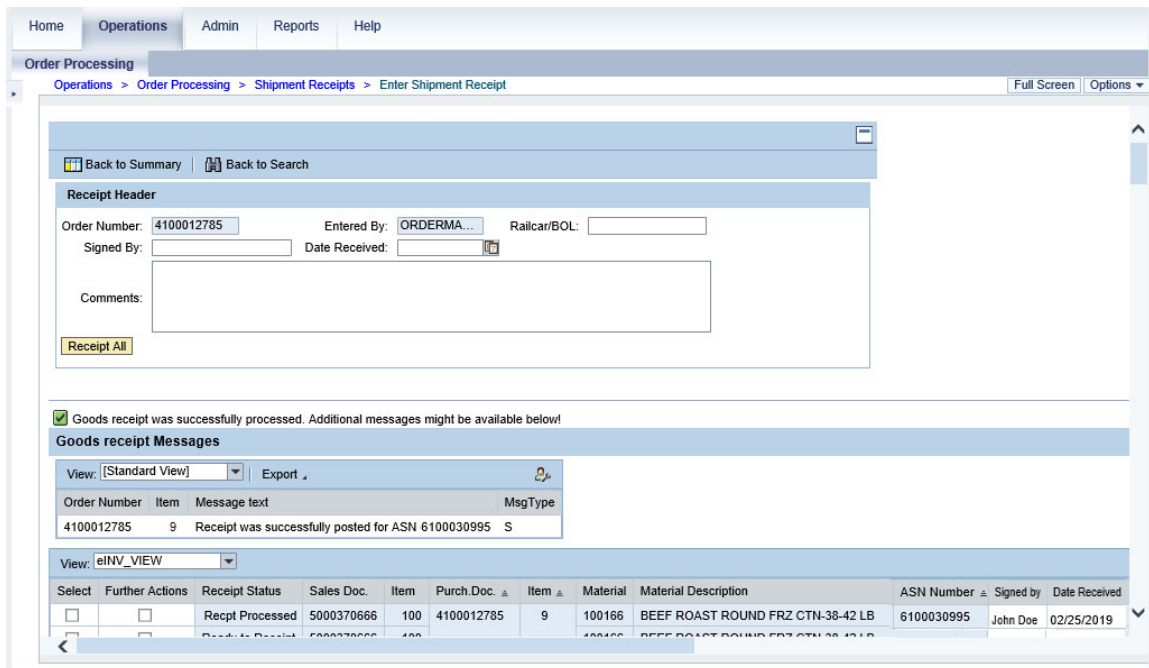
11.   Review the confirmation message at the top of the screen.

(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**.

12.   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.