

November 2013 FNS WBSCM Newsletter



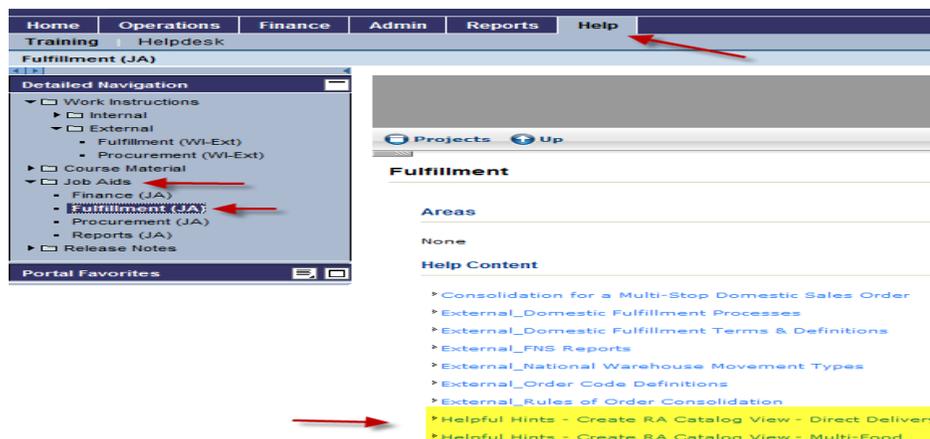
Web Based Supply Chain Management



WBSCM News & Updates

Job Aids

We have designed helpful hints documents to be used as a checklist for **Creating RA Catalog Views**. These documents are meant to help you quickly identify the necessary steps required to successfully complete this task. They are located in the Job Aids in WBSCM under the Help and Training tab.



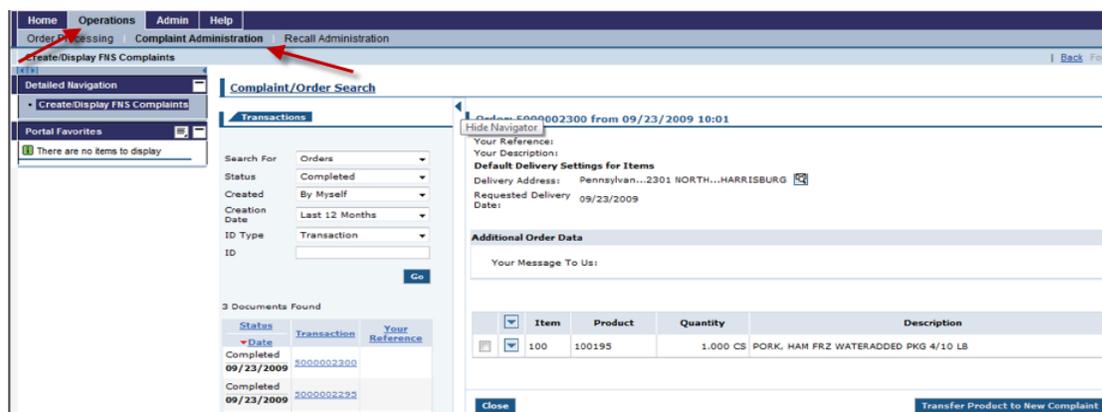
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WBSCM Tips

Steps to Creating an FNS Complaint

1. Before you can enter a complaint, an order must be in the order received status.
 2. Search for the completed sales order number. (You can use the different search criteria to narrow your search or you can search for the sales order number directly by putting the number in the ID field and selecting Transaction in the ID type field.
- Note: If you are searching for a Sales Order created more than a year ago, use the **In Period** option to enter a date range further back. For example: 03/28/2011 - 03/28/2012.*
3. Select the sales order from documents found
 4. And check the box next to the commodity you making the complaint against. You can only choose one commodity at a time. If you have several materials, then you will need to create a separate complaint for each material.
 5. Click Transfer product to new complaint



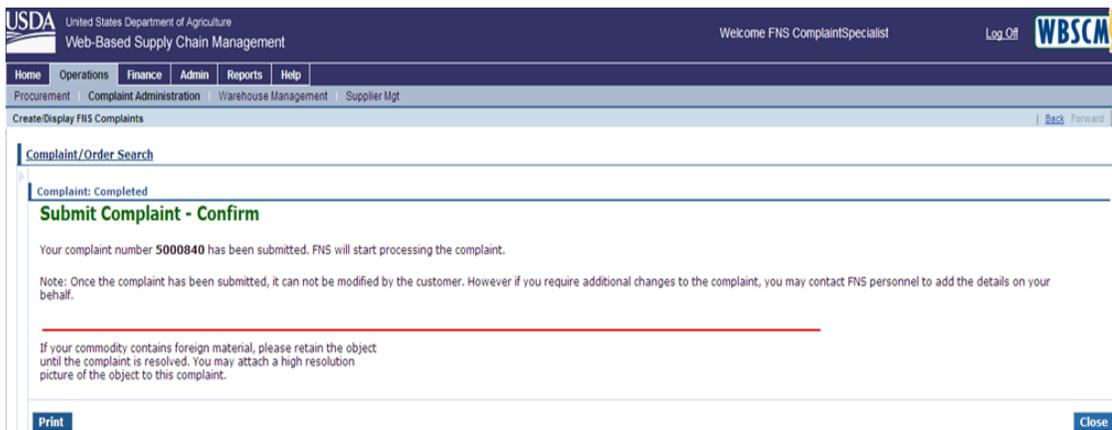
Reminder:

To ensure you receive the latest news and updates, register to receive free E-mail notifications when the WBSCM Homepage has been updated at www.fns.usda.gov/fdd/WBSCM and click the link "Email Updates" .

Continued on page 2

(Creating FNS Complaint Continued)

6. Fill out the questionnaire
7. Attach any related documents
8. If you are not finished with your complaint, click save to put the complaint in draft mode without sending it to USDA.
9. Once you have completed your complaint, click submit and your complaint will be sent to USDA.



Ship-To Inbox:

A mailbox has been established to receive requests to have SHIP-TO locations assigned to Domestic Business Partners and to establish new Ship-To locations within WBSCM. Please email FNS-7s to: WBSCM-Ship-To@fns.usda.gov.

A full list of FAQs and tips can be found on the FDD Website at http://www.fns.usda.gov/fdd/WBSCM/WBSCM_General.htm

WBSCM Toolbox Spotlight

Receiving when there is an Open Quantity

Sometimes while receipting, you may only have a partial load to receipt. This causes you to have a receipt with an open quantity. This means that you can go back into the receipt to update information if necessary until the load has been fully receipted. **Anything that was entered into the goods receipt the first time will not be replaced.** Therefore, it is important to note how much has already been receipted and what is left to receipt so that you do not produce a goods receipt with double quantities. In the screen shot below, you can see that the previous quantity receipted shows in the Prv. Qty. field and the amount left to receipt shows in the Open Qty field. In this example the user re-entered the amount that was previously receipted in the Good Qty field instead of 2 and is receiving an overage quantity. **Remember not to re-enter data**

Comments: USER 2-ALSO RECEIPTS FOR 998CS LIKE USER 1

Receipt All

Select	Sales Doc.	Item	Order #	Item #	Material	Material Descr.	Program	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	Good Qty (in CS)	Over Qty.
<input checked="" type="checkbox"/>	5000108891	100	4100001901	5	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP	MReza	11/20/2013	998.000	2.000	0.000	998.000	996.000
<input type="checkbox"/>	5000108889	100	4100001901	6	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108880	100	4100001901	8	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108870	100	4100001901	10	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108869	100	4100001901	11	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108863	100	4100001901	12	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,000.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108861	100	4100001901	13	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	998.000	0.000	0.000	0.000
<input type="checkbox"/>	5000108860	100	4100001901	14	100159	BEEF FINE GROUND FRZ PKG-40/1 LB	NSLP			0.000	1,001.000	0.000	0.000	0.000

Submit Receipt

Useful Links

WBSCM: <http://www.usda.gov/wbscm>

FDD: <http://www.fns.usda.gov/fdd/wbscm>

What's Next?

Future Targeted Initiatives

- * WBSCM Technical Upgrade

Upcoming Events

USDA Foods For School Training Sessions

- * February 5-7, 2014 in San Francisco, CA
- * February 19-21, 2014 in Denver, CO

Communicate with FNS – questions, concerns, issues

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WBSCM Service Desk

The WBSCM Service Desk contact information is as follows:

Call-in phone number is: 877-WBSCM-4U or 877-927-2648

Email inquiries:

WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal : <https://srai.service-now.com>. From this link users can access a form and submit it to the WBSCM Service Desk as well as monitor the status of their help ticket. This is a separate application from WBSCM and will require an additional login and password. Users will enter the WBSCM email address as the logon and a password can be created. Using this site is optional.

Hours of Operation: 8:00 AM to 6:00 PM ET

Suggestion Box

Is there something you would like to see in the newsletter? Send your thoughts and comments to ja-karra.nichols@fns.usda.gov