

Processor Refresher Training: Receiving and Reporting

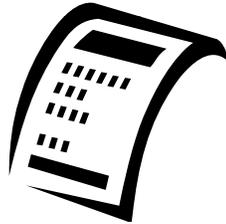


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Enter a Single Shipment Receipt

- Shipment receipts are entered when materials are received by the customer or processor. The following can enter shipment receipts:
 - Ship-to Org Admin (Processor)
 - SDA/ITO/RA Order Manager
- These customers are responsible for entering the following information into the goods receipt:
 - Signed By
 - Date Received
 - Railcar/BOL
 - Comments



Enter Damaged Goods Information

- The customer/processor is responsible for entering the following information into the goods receipt if the goods are damaged:
 - Quantity of Good Product
 - Quantity of Damaged Product
 - Descriptive information about the Damaged Quantities received



How To Submit a Complaint

- If the processor receives product that is defective in some way, they need to contact the SDA who ordered the product to start a complaint in our system.
- The SDA will enter a complaint into WBSCM or ECOS and a Complaint Specialist will contact the Processor to resolve the complaint.



Payment to the USDA Foods Vendor

- Goods Receipt (GR) information entered by the customer helps facilitate payment to the USDA Foods vendor
- If a customer's receipt is not entered, FSA/AMS Contracting Officers can enter GR information based on a signed Proof of Delivery (POD) document uploaded into the system with the vendor invoice



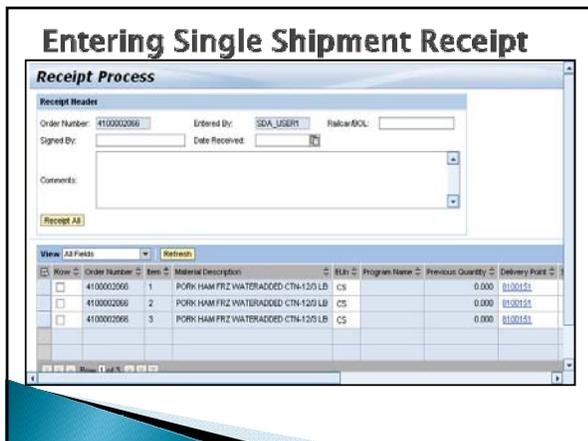
Sales Order Status

- Processing a Goods Receipt does the following:
 - Updates the Sales Order line item status to "Order Received"
 - Part of the "matching" process used by finance to pay vendors
 - Stores information for reporting purposes









Entering Single Shipment Receipt

Item	Previous Quantity	Delivery Point	Signed By	Date Received	Open Quantity	Good Quantity	Over Quantity	Damage Quantity
	0.000	\$100.151	J. Doe	2009.07.01	500.000	495	0.000	
	0.000	\$100.151	J. Doe	2009.07.01	200.000	200.000	0.000	
	0.000	\$100.151	J. Doe	2009.07.01	300.000	300.000	0.000	

Entering Single Shipment Receipt

Document NO: 4100002066 Item NO: 000001

Damage Info
 Damage Quantity: 0.000 CS Good Quantity: 495.000

When Discovered **Carrier Info**

Before Unloading: Agent Name: _____
 During Unloading: Refrigeration Equipment Running:
 After Unloading: Carrier Present:
 Unit Temp(F): 0.00
 Interior Temp(F): 0.00
 Commodity Temp(F): 0.00

Miscellaneous Details

Comments: _____

Demonstration and Walkthrough

The instructor will walk through the following demonstrations:

Enter Single Shipment Receipt

Reports available at your fingertips through WBSCM

- Order Status Report
- Requisition Status Report
- Shipment Received Report



Any questions?
