



PROCESS OVERVIEW

Purpose

The purpose of this transaction is for a Vendor to Display a Goods Receipt Report in order to verify that the customer has received shipment before they can submit an Invoice to the USDA. Customers are responsible for entering Goods Receipt information into WBSCM. Vendors have access only to those Goods Receipt Reports in which they were issued the Purchase Order.

Process Trigger

Use this transaction to execute the Goods Receipt Report. This report will help you ensure that the shipment was received by the customer so that the Vendor can submit an invoice to USDA.

Prerequisites

- Shipment was received.
- Customer has entered Goods Receipt information into WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab → **Supplier Self Service** tab → **Supplier Self Service** link to go to the *Supplier Self Service Page* initial Screen

Tips and Tricks

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

- A Conditional field: an entry that becomes required as a result of entering something previous to it, which then deems it required.
- An Optional field: you may enter information in an optional field, but an entry is not required for the completion of the transaction.

· Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

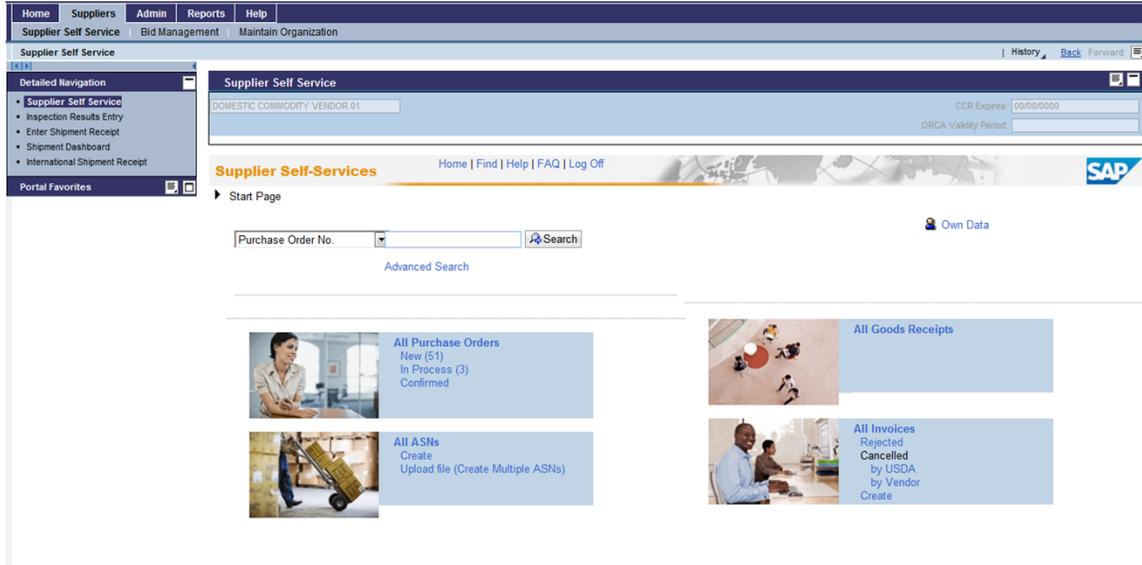
Reminders

- Remember to check your work.
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.

PROCEDURE

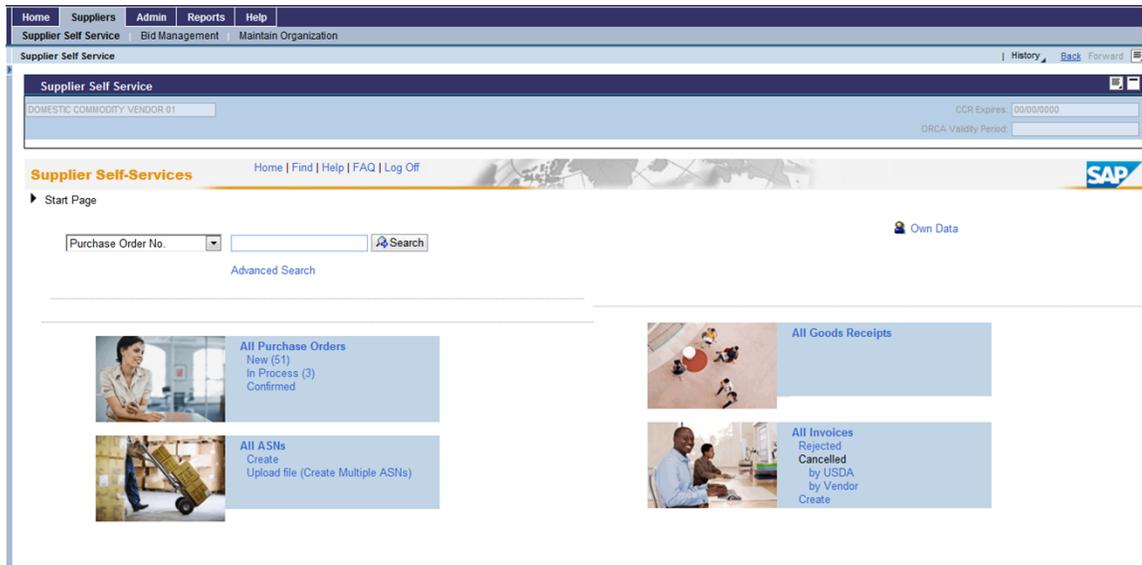
1. Start the transaction using the following Portal path: **Suppliers tab → Supplier Self Service tab → Supplier Self Service**

Supplier Self-Service Screen



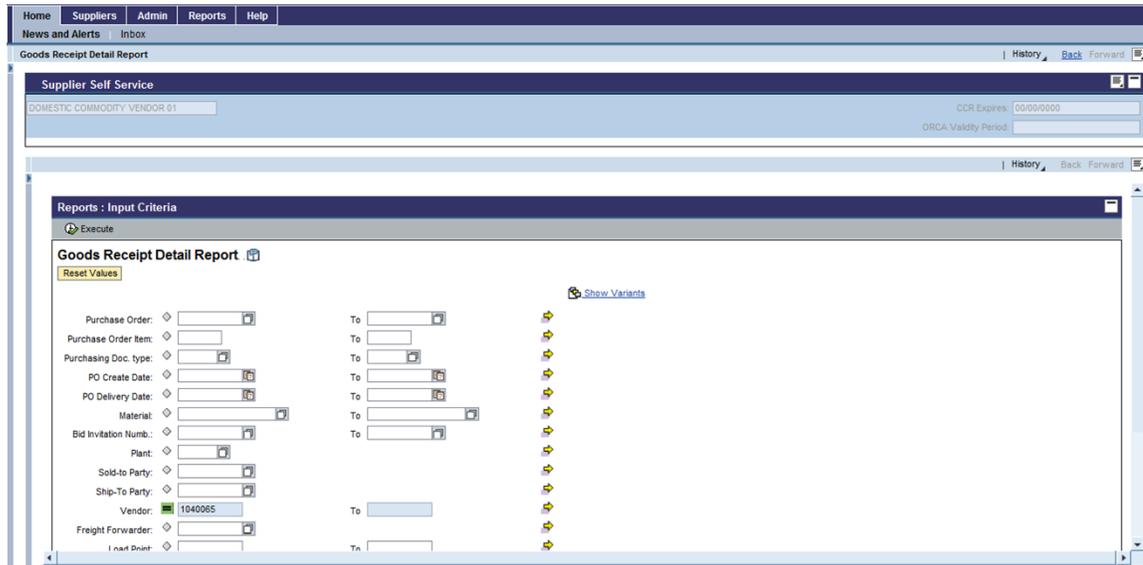
2. Click  (the Hide Navigator arrow) to minimize the Portal menu. Note that you can do this with any transaction in WBSCM- not just Supplier Self Service transactions.

Supplier Self-Service Screen



3. From the Supplier Self Service Page, click **All Goods Receipts** (the **All Goods Receipts** link) to continue.

Goods Receipt Detail Report Screen

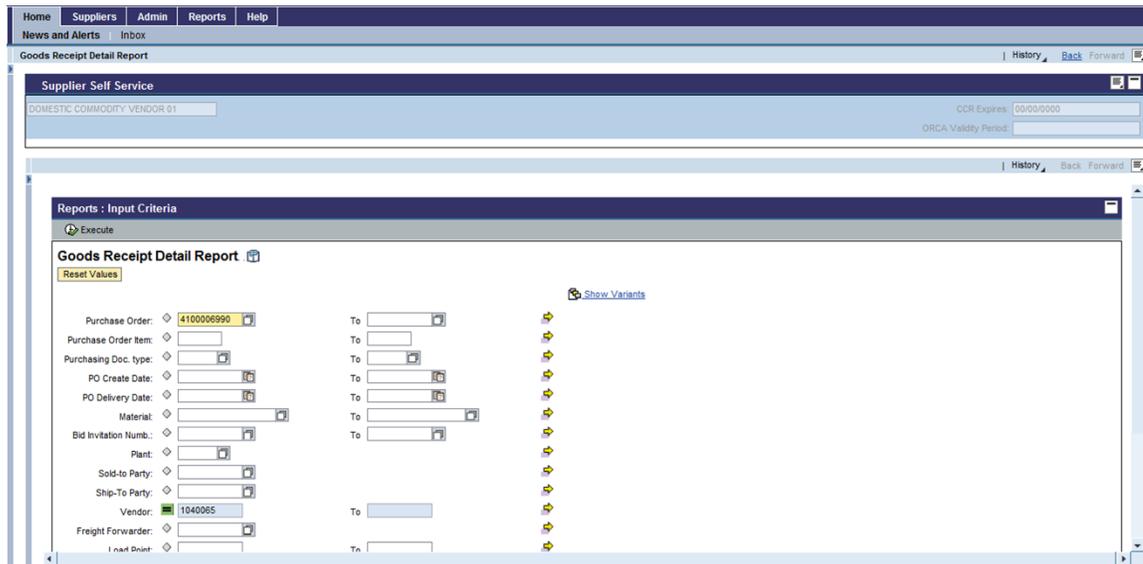


The screenshot shows the 'Goods Receipt Detail Report' screen in a web application. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below this is a 'Supplier Self Service' section with a dropdown menu set to 'DOMESTIC COMMODITY VENDOR 01'. To the right, there are fields for 'CCR Expires' (00/00/0000) and 'ORCA Validity Period'. The main area is titled 'Reports : Input Criteria' and contains a form for the 'Goods Receipt Detail Report'. The form has a 'Reset Values' button and a 'Show Variants' link. The form fields are organized into two columns, each with a 'To' label and a dropdown arrow. The fields include: Purchase Order, Purchase Order Item, Purchasing Doc. type, PO Create Date, PO Delivery Date, Material, Bid Invitation Num., Plant, Sold-to Party, Ship-to Party, Vendor (populated with 1040065), and Freight Forwarder. There are also empty fields for 'To' next to each of these fields.

4. View the Goods Receipt Detail Report by clicking on the Execute link. Narrow your search by entering values such as the Purchase Order, PO Creation Date, Material, Freight Forwarder, Load Port, etc.

For example, enter "410006990" in the **Purchase Order** field to search for Goods Receipt information for this particular Purchase Order.

Goods Receipt Detail Report Screen



This screenshot is identical to the previous one, but the 'Purchase Order' field in the 'Goods Receipt Detail Report' form is now populated with the value '410006990'. The 'Vendor' field remains populated with '1040065'.

5. Notice that the Vendor Business Partner ID associated with the Log-in will be populated in the Vendor field.

All Goods Receipt information related to this vendor and the search parameters will be displayed by clicking on the Execute link.

Goods Receipt Detail Report Screen

The screenshot shows the 'Reports: Input Criteria' section of the Goods Receipt Detail Report. It includes a 'Reset Values' button and a 'Show Variants' link. The search criteria are organized into two columns with 'To' labels:

- Purchase Order: 4100006990
- Purchase Order Item: [Empty]
- Purchasing Doc. type: [Empty]
- PO Create Date: [Empty]
- PO Delivery Date: [Empty]
- Material: [Empty]
- Bid Invitation Num.: [Empty]
- Plant: [Empty]
- Sold-To Party: [Empty]
- Ship-To Party: [Empty]
- Vendor: 1040065
- Freight Forwarder: [Empty]
- Load Dist: [Empty]

- Click (the **Execute** link) to generate the Goods Receipt Report.

Goods Receipt Detail Report

The screenshot shows the 'Goods Receipt Detail Report' table. The table has the following columns: Ship-To City, Ship-To State, Plant, Plant Desc, Material, Material Desc, Requested Qty, and Sales Unit. The data is as follows:

Ship-To City	Ship-To State	Plant	Plant Desc.	Material	Material Desc.	Requested Qty.	Sales Unit
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000	130019	CHEESE PROCESS WHT SLC LVS-6/5 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS WHT SLC LVS-6/5 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS WHT SLC LVS-6/5 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000	130020	CHEESE PROCESS BLOCK-40 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS BLOCK-40 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS BLOCK-40 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000	130021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	40,000.000	LB

- Drag (the **Horizontal** scrollbar) to view additional columns.

Goods Receipt Detail Report Screen

Ship-To City	Ship-To State	Plant	Plant Desc	Material	Material Desc	Requested Qty	Sales Unit
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000	130019	CHEESE PROCESS WHT SLC LVS-6/5 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS WHT SLC LVS-6/5 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS WHT SLC LVS-6/5 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000	130020	CHEESE PROCESS BLOCK-40 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS BLOCK-40 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE PROCESS BLOCK-40 LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000	130021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	40,000.000	LB
Syracuse	NY	2000	NW AMERICOLD-SYRACUSE 2000		CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	40,000.000	LB

8. You have completed this transaction.



(Note) Damaged or rejected quantities will be displayed. The columns of the Goods Receipt Report and the order in which they are displayed can be customized via the Settings link. Once a Goods Receipt has been issued and all follow-on documents created, the invoice can be paid.



Work Instruction
Display Goods Receipt Report

RESULT

The transaction has been successfully completed.