

# Food Distribution Program

## Direct Ship RA WBSCM Receipting Part I

*Texas Department of  
Agriculture*

*USDA Division*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Food Distribution Program

# Why WBSCM?

- The FDP Module in TX-UNPS does not have an upgrade.
- Since 2010, TDA has used the Web Based Supply Chain Management System (WBSCM) to submit RA orders to USDA.
- USDA owns and regularly upgrades WBSCM, making it the best solution to serve RAs in Texas now and in the future.

# Acknowledgement Statement

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

# Intended Audience

- Warehouses (State-Contracted Warehouses and Direct Ship-RAs) serving as the *initial delivery point* for receiving goods directly from vendor



WBSCM only has visibility from Entitlement to **Initial** Delivery Point

# Needs

Share one thing you'd like to take away from this session.

# WBSCM Transition Page QR Code:

Scan QR Code to visit the  
Food Distribution Program  
WBSCM Transition website



# Course Introduction

Course Outline  
and Objectives



01

**Introduction**

Course Overview and Objectives

02

**Review**

TX-UNPS vs. WBSCM terminology, navigation summary

03

**Entering Domestic Shipment Receipts**

Transaction portal path; receipt all; and receipt single line items.

# WBSCM Receipting: Part I

## Course Outline

# Course Objectives and Outcomes

**By the end of this course, participants will be able to:**

- Understand WBSCM Receipting Terminology and Acronyms
  
- Understand the process for:
  - **Entering Domestic Shipment Receipt (Part I)**
  - Modifying Domestic Shipment Receipt (Part II)
  - Canceling Domestic Shipment Receipt (Part III)
  
- Identify and understand Status Codes related to Receipts
  
- Review Portal Navigation Help Aids such as Favorites, Help, Full Screen, etc.

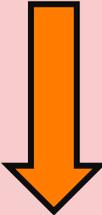
# 02 Review



## WBSCM Terms

Term	Definition
Requisition	Pre-cursor to a sales order. RAs create a requisition when they wish to order goods in WBSCM.
Sales Order	Formerly known as delivery orders.  Orders created by TDA to indicate the sale of products. This is created after requisitions have been created, submitted, consolidated, and approved and before the item goes to procurement for sourcing. This is done before the creation of a purchase requisition (PR).
Purchase Order	Order that AMS/FSA creates to signify that they are purchasing the goods from a specific vendor.

# TX-UNPS to WBSCM Terms and Navigation

TX-UNPS	Web-Based Supply Chain Management (WBSCM)
<p data-bbox="1386 715 1681 758">Delivery Orders</p>  <p data-bbox="1312 1022 1753 1165"><b>Overages, Shortages, and Damages (OS&amp;D) Report</b></p>	<p data-bbox="1982 715 2193 758">Operations</p>  <p data-bbox="1921 922 2252 965">Order Processing</p>  <p data-bbox="1895 1122 2277 1165"><b>Shipment Receipts</b></p>





# Entering Domestic Shipment Receipts



## WHEN

Use this procedure when shipments have arrived at Direct Ship RA warehouses



## WHY

- Confirm materials that were requested in WBSCM were delivered
- Document quantities of materials received and/or damaged.

# Log On To WBSCM Using Ship-To User Login

Log in using RA Ship-To Login not Individual User Login to submit receipts.



Log In with PIV/CAC

PIV/CAC  
Enter PIV/CAC PIN

Log In with Password

User ID [Forgot User ID](#)  
johnnie.smith@anytownisd.org

Password [Forgot Password](#)  
yourpassword

Show Password

Log In with Password

\*eAuth IDs may be:

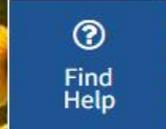
- Email Address, or
- Numbers (e.g. 17623), or
- Numbers and @ (e.g. 17@6342), or
- Letters and Numbers (e.g. SM1974)



Enter eAuth ID

Enter password

Hit log in button



# Domestic Shipment Receipts

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

NTRN

Back Forward History Favorites Personalize

Home Operations

Order Processing

Operations > Order Processing

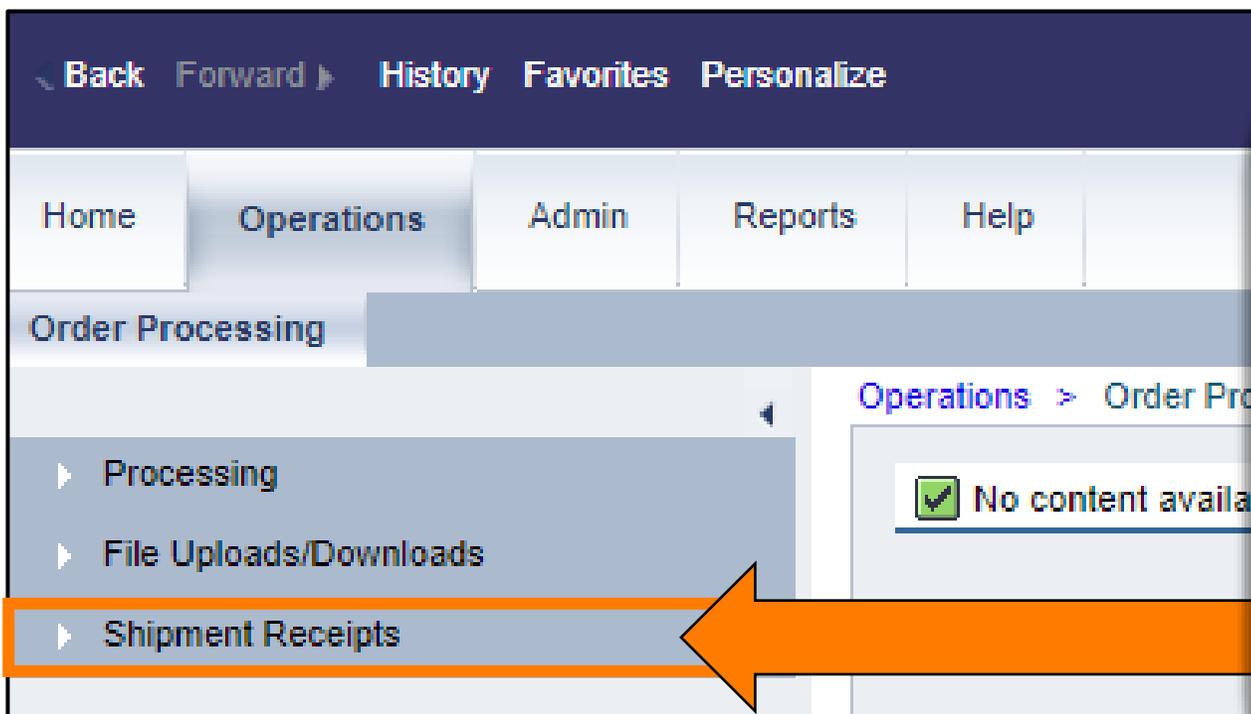
Processing  
File Uploads/Downloads  
Shipment Receipts

No content available for this navigation node

Use this procedure  
to enter a shipment  
receipt for:

- Sales Orders
- Purchase Orders

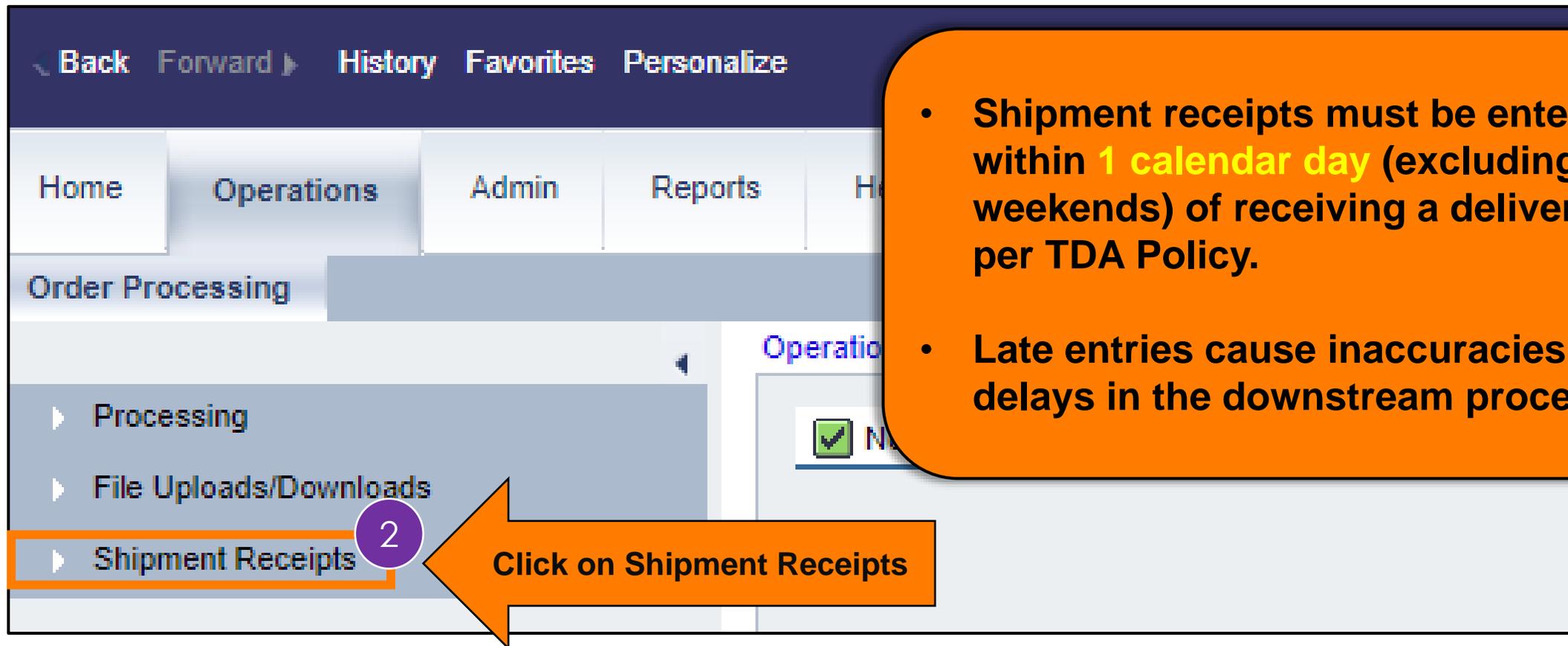
# Domestic Shipment Receipts



The shipment receipt (or Goods Receipt) confirms delivery of WBSCM requisitions to the initial warehouse destination:

- Quantities of materials received
- Good quantities
- Over, short, damaged (O/S/D) or late quantities

# Shipment Receipt Deadlines



Back Forward History Favorites Personalize

Home Operations Admin Reports H

Order Processing

▶ Processing

▶ File Uploads/Downloads

▶ **Shipment Receipts**

Operation

✔ N

**Click on Shipment Receipts**

- Shipment receipts must be entered within **1 calendar day** (excluding weekends) of receiving a delivery per TDA Policy.
- Late entries cause inaccuracies and delays in the downstream process.

# Enter Shipment Receipt Screen

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

NTRM

Back Forward History Favorites Personalize

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipme

Processing  
File Uploads/Downloads  
Shipment Receipts

- Enter Shipment Receipt

**Welcome to Enter Shipment Receipt**  
All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY.

**Shows Automatically**

- Navigation panel loads *Enter Shipment Receipt* screen automatically.
- Clicking on tab not required.

# Enter Shipment Receipt Navigation

The screenshot displays the USDA NTRN (National Tractor Registration) web application. The header includes the USDA logo, the text "United States Department of Agriculture" and "Web-Based Supply Chain Management", and the "NTRN" logo with a wheat stalk icon. Below the header is a navigation bar with links for "Back", "Forward", "History", "Favorites", and "Personalize". A secondary navigation bar contains "Home", "Operations", "Admin", "Reports", and "Help". The "Operations" menu is expanded, showing "Order Processing" and a sub-menu with "Processing", "File Uploads/Downloads", "Shipment Receipts", and "Enter Shipment Receipt". An orange callout box with a left-pointing arrow highlights a close button (a small square with a left-pointing arrow) at the top of the "Shipment Receipts" sub-menu. The main content area shows a breadcrumb trail "Receipts > Enter Shipment Receipt", a heading "Welcome to Enter Shipment Receipt", and a note: "All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY." Below this is an "Order Search" input field.

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

NTRN

Back Forward History Favorites Personalize

Home Operations Admin Reports Help

Order Processing

Processing  
File Uploads/Downloads  
Shipment Receipts  
Enter Shipment Receipt

Receipts > Enter Shipment Receipt

**Welcome to Enter Shipment Receipt**

All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY.

Order Search

Close navigation panel for larger main area view

# Enter Shipment Receipt Navigation

The screenshot shows a web application navigation menu with the following structure:

- Home
- Operations
- Admin
- Reports
- Help

Below the main menu, there is a sub-menu for "Order Processing" which is currently expanded to show:

- Op... g > Shipment Receipts > Enter Shipment Receipt

An orange callout arrow points to a small right-pointing arrow icon in the left sidebar, with the text: "Can click on arrow to access navigation panel".

At the bottom of the page, the text "Welcome to Enter Shipment Receipt" is displayed.

# Entering Domestic Shipment Receipts

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipts

## Welcome to Enter Shipment Receipt

All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY

### Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders.

\* Order Number:

### Prerequisites

The PO or Sales Order must exist in WBSCM.

Enter PO, SO, or Requisition #.  
Hit Search

3

# Associated Order Summary Screen

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Associated Order Summary

View: [Standard View]

Sales Doc #	Assc. Doc Type	Assc. Order #
5000205084	Standard Domestic	<a href="#">4100005926</a>

- “Associated Order Summary” screen appears when Order # entered for search
- Receipt Item Details screen will appear when PO # is entered for search

# Associated Order Summary Screen

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Associated Order Summary

View: [Standard View]

Sales Doc #	Assc. Doc Type	Assc. Order #
5000205084	Standard Domestic	<a href="#">4100005926</a>

4

Click On Assc. Order Number To Continue

Recipients are only able to see orders associated with their own requisitions.

# Entering Shipment Receipt Options

Enter Shipment Receipts

1

**Multiple Line Items (Receipt All)**  
Receipt multiple line items with the same Header Box information to report

2

**Single Line Item(s)**

- Enter receipt information for a single line item (or some but not all items)
- Need to report OS&D for some but not all items

## Multiple Line Items (Receipt All)

- Use when multiple line items of received goods have the same information to report from the Receipt Header box.
- Most useful when multiple PO lines have same receipt date



# Enter Shipment Receipts: Receipt All

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Enter Shipment Receipt Details

Back to Summary | Back to Search

**Receipt Header**

Order Number:  Entered By:  Railcar/BOL:

Signed By:  Date Received:

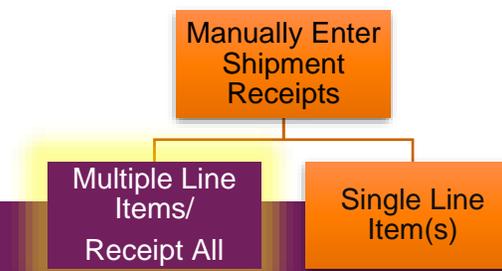
Goods received

Comments:

1 Complete/review the *Receipt Header* fields:

- Railcar/BOL
- Signed By
- Date Received
- Comments

- Use header to pre-fill some information for one more lines
- Receipt header is the only way to apply general comments or BOL info for receipted lines



# Enter Shipment Receipts: Receipt All

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Enter Shipment Receipt Details

[Back to Summary](#) | [Back to Search](#)

**Receipt Header**

Order Number: 4100005926      Entered By: LEET0001      **Railcar/BOL:**

Signed By: John Doe      Date Received: 03/23/2023

Comments: Goods received

[Receipt All](#)

## Railcar/BOL (Optional)

- Enter Railcar or Bill of Lading (BOL) number from the shipping document.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Receipts: Receipt All

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Enter Shipment Receipt Details

[Back to Summary](#) | [Back to Search](#)

**Receipt Header**

Order Number:	4100005926	Entered By:	LEET0001	Railcar/E
Signed By:	John Doe	Date Received:	03/23/2023	

Goods received

Comments:

[Receipt All](#)

## Signed By

- Enter the name of person that signed for the receipt.
  - Ex: John Doe

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Receipts: Receipt All

ations > Order Processing > Shipment Receipts > Enter Shipment Receipt

### Enter Shipment Receipt Details

[Back to Summary](#) | [Back to Search](#)

**Receipt Header**

Order Number:  Entered By:  Rail

Signed By:  **Date Received:**  

Goods received

Comments:

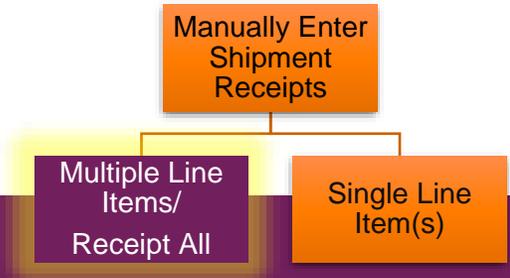
## Date Received

Enter date materials received.

- Ex: 02/25/2019



← Earlier Dates OK  Today



# Enter Shipment Receipts: Receipt All

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Enter Shipment Receipt Details

 Back to Summary |  Back to Search

**Receipt Header**

Order Number:  Entered By:

Signed By:  Date Received:  

Comments:

## Comments

Free text field to describe details related to the shipment, if necessary.

•Ex: Goods received

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Receipts: Receipt All

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

## Enter Shipment Receipt Details

[Back to Summary](#) | [Back to Search](#)

**Header Data**

Order No.: 4100005926 Entered By: LEET0001 Railcar/BOL:   
Signed By: John Doe Date Received: 03/23/2023   
Goods received  
Comments:

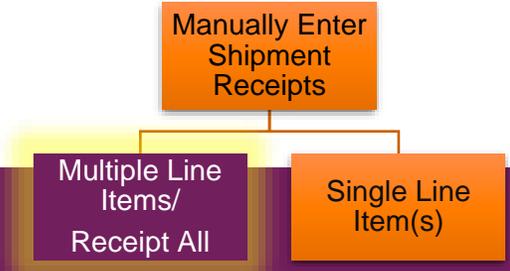
2 Click on *Receipt All* to copy all header data into all lines associated with the order.

**Receipt All**

## Receipt Item Details

View: eINV\_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>≡</small>	Item <small>≡</small>	Material	Material Description	ASN Number <small>≡</small>	Signed by	Date Received
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023



# Enter Shipment Receipts: Receipt All

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

### Enter Shipment Receipt Details

[Back to Summary](#) | [Back to Search](#)

**Receipt Header**

Order Number: 4100005926      Entered By: LEET0001      Railcar/BOL:

Signed By: John Doe      Date Received: 03/23/2023

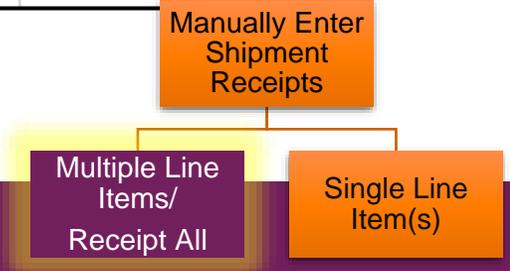
Comments: Goods received

**Receipt Item Details**

View: INV\_VIEW

Select	Item	Pur. Doc.	Item	Material	Material Description	ASN Number	Signed by	Date Received
<input checked="" type="checkbox"/>	100	4100005926	3	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023
<input checked="" type="checkbox"/>	Missing ASN	5000205109	200	4	100306	BEANS GREEN CAN-24/300	John Doe	03/23/2023

**All line items for order are selected**



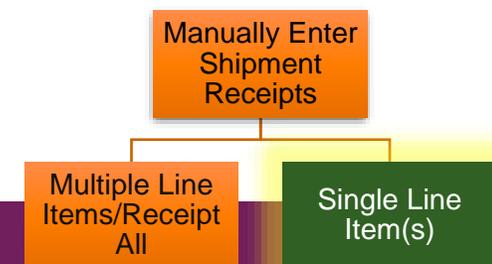
# Review Qty Columns For Each Line Item

	ASN Number <sub>△</sub>	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
1-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
1-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	4	0.000	0.000	CS	
1-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
1-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
1-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
1-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Review All Qty Columns

### Previous Qty

The amount of materials previously received on the line item.

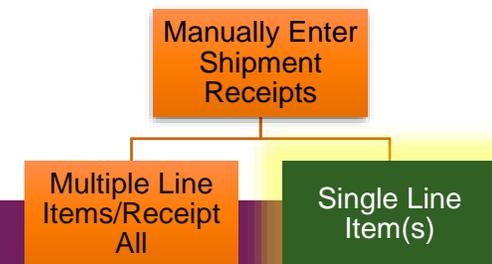


# Enter Shipment Receipt: By Line Item

	ASN Number <small>△</small>	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
I-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
I-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	4	0.000	0.000	CS	
I-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
I-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
I-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
I-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Open Qty

Amount of materials not yet receipted for the line item.



## Reporting Good Quantities

- In pounds
- By cases

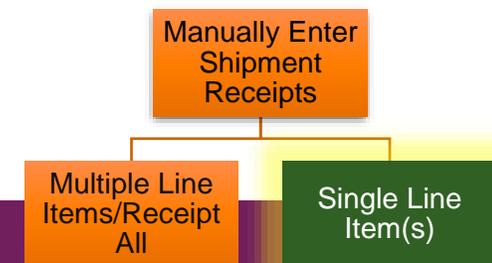


# Receipt All: Good Qty (in Lbs.)

in	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
42 LB	6100030997	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 003
42 LB	6100030998	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987600
42 LB	6100030995	t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	BOL103
42 LB	6100030900	TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	BOL987654
42 LB	6100030995			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL354540
42 LB	6100030992			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL104
42 LB	6100030903			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL987650
42 LB	6100030912			0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	BOL 987654

## Good Qty

- Amount of materials received
  - in good condition
  - equal to or less than the ordered amount
  - in pounds (LB)

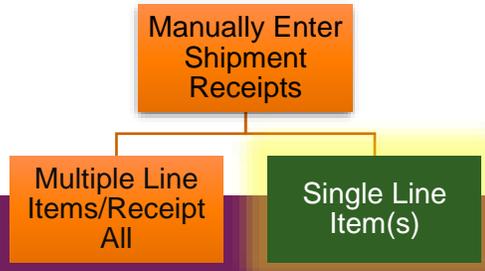


# Receipt All: Good Lbs.

**Review before entering Good Qty**

in	ASN	Desc	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
42 LB	6100030997		0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 003
42 LB	6100030998	Jane Doe	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987600
42 LB	6100030995	t	11/25/2018	1,000.000	0.000	0.000	1,000.000	14	0.000	0.000	CS	BOL103
42 LB	6100030900	TT	12/05/2018	1,000.000	0.000	0.000	1,000.000	15	0.000	0.000	CS	BOL987654
42 LB	6100030995		1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL354540
42 LB	6100030992		0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL104
42 LB	6100030903		0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL987650
42 LB	6100030912		0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	BOL 987654

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



# Receipt All: Good Qty (in Cases)

	ASN Number <small>△</small>	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	4	0.000	0.000	CS	
-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Good Qty in CS

- Amount of materials received in good condition, in cases (CS).
- Not required when receipting in pounds.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Enter Shipment Screen: Submit

**Receipt Header**

Order Number:  Entered By:  Railcar/BOL:

Signed By:  Date Received:

Comments:

**Receipt Item Details**

View:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>▲</small>	Item <small>▲</small>	Material	Material Description	ASN Number <small>▲</small>	Signed		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300		John Doe		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	400		6	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	600		8	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000

3

- To enter Good Qty received, click on appropriate column:
- For Lbs, Good Qty column becomes editable
- For cases, Good Qty (in CS) column becomes editable

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Screen: Submit

4

Click on line to be updated in Good Qty or Good Qty (in CS) column to enter quantities received

Item	Pur. Doc. <small>△</small>	Item <small>△</small>	Material Description	ASN Number <small>△</small>	Signed by	Date Received	Prev. Qty	Open Qty	Good Qty	UoM Entry	Good Qty (in CS)	Dam	Qty. UoM
100	4100005926	3	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0				0.000	10	CS
200		4	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0				0.000		CS
300		5	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	10	CS
400		6	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000		CS

Receipt

Enter amount received  
for each line item

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Screen: Submit

4

**Confirm that all line items have updated Good Qty amounts**

Receipt Status	Sales Doc.	Item	Pur. Doc. <small>△</small>	Item <small>△</small>	Material Description	ASN Number <small>△</small>	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Da	Qty.
Missing ASN	5000205109	100	4100005926	3	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1620	000	CS
Missing ASN	5000205109	300		5	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1600		CS
Missing ASN	5000205109	500		7	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1550		CS
Missing ASN	5000205109	600		8	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1625		CS

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Screen: Submit

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>△</small>	Item <small>△</small>	Material Description	ASN Number <small>△</small>	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1620
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1550
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	600		8	BEANS GREEN CAN-24/300		John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1625

Submit Receipt

5

Click **Submit Receipt** button to submit.

Manually Enter Shipment Receipts

Multiple Line Items/  
Receipt All

Single Line Item(s)

# Enter Shipment Screen: Confirmation

Goods receipt was successfully processed. Additional messages might be available below!

## Associated Order Summary

View: Default View

Sales Document	Associated Document Type	Associated Document
5000205084	Purchase Order	<a href="#">4100005926</a>

## Goods receipt Messages

View: Default View | Export

Order Number	Item	MsgType	Message Text
4100005926	9	S	Receipt was successfully posted
		S	Corresponding Line Items of Sales Order # 5000205084 have been updated!

- The transaction is complete.
- Review the confirmation message on the Enter Shipment Receipt Screen.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# Enter Shipment Screen: Confirmation

☑ Goods receipt was successfully processed. Additional messages might be available below!

### Associated Order Summary

View: Default View

Sales Document	Associated Document Type	Associated Document
5000205084	Purchase Order	<a href="#">4100005926</a>

### Goods receipt Messages

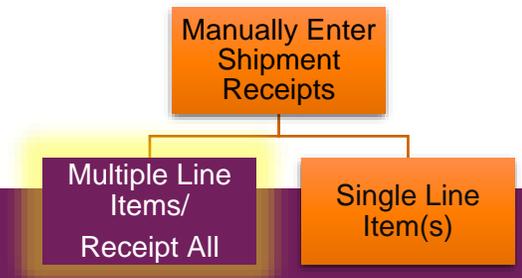
View: Default View | Export

Order Number	Item	MsgType	Message Text
4100005926		S	Receipt was successfully posted
		S	Corresponding Line Items of Sales Order # 5000205084 have been updated!



**The MsgType column codes:**

- **S:** receipt submitted successfully
- **E:** an error occurred



# Enter Shipment Screen: Success

Receipt Header

Order Number: 4100005926 Entered By: LEET0001 Railcar/BOL:

Signed By:  Date Received:

Comments:

Receipt Item Details

View: eINV\_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. $\Delta$	Item $\Delta$	Material	Material Description	ASN Number $\Delta$	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	1,620.000	0.000	1,620.000	CS	1,620.000
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000205109	200		4	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	1,620.000	0.000	1,620.000	CS	1,620.000
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000205109	300		5	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	1,600.000	20.000	1,600.000	CS	1,600.000
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000205109	400		6	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	1,620.000	0.000	1,620.000	CS	1,620.000
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000205109	500		7	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	1,550.000	70.000	1,550.000	CS	1,550.000
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000205109	500		8	100306	BEANS GREEN CAN-24/300		John Doe	03/23/2023	1,625.000	0.000	1,625.000	CS	1,625.000

- Submitted quantities now reflect in Prev Qty and Good Qty columns
- Any remaining quantities needed to be receipted reflect in Open Qty column

Status reflects as Recpt Processed when reviewing receipt at a later time

Manually Enter Shipment Receipts

Multiple Line Items/  
Receipt All

Single Line Item(s)

## Single Line Item(s)

- Use when receipt header information for single line item(s) are different
- Need to report OS&D for some but not all items

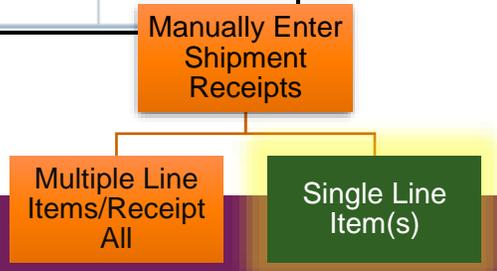


# Enter Shipment Receipt: By Line Item

- Entering By Line Item(s)**
- Click Checkbox in *Select* column to select desired line item(s) to receipt.
  - When checked, click the Checkbox to deselect lines not being receipted.

Railcar/BOL:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>△</small>	Item <small>△</small>	Material	Material Description	ASN Number <small>△</small>	Signed by	Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	400		6	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	600		8	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109								

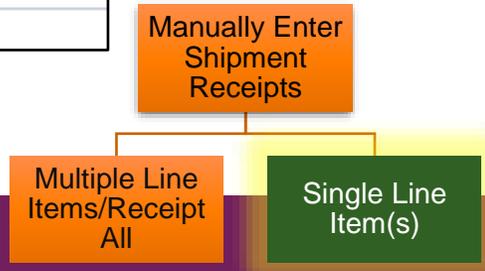


# Enter Shipment Receipt: By Line Item

- 2 Complete and/or review the following single line item(s) fields:**
- Signed By
  - Date Received
  - Good Qty
  - Good Qty (in CS)
  - Over Qty
  - Previous Qty
  - Open Qty
  - Reject Qty

Railcar/BOL:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>▲</small>	Item <small>▲</small>	Material	Material Description	ASN Number <small>▲</small>	Signed by
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	400		6	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	600		8	100306	BEANS GREEN CAN-24/300		



# Enter Shipment Receipt: By Line Item

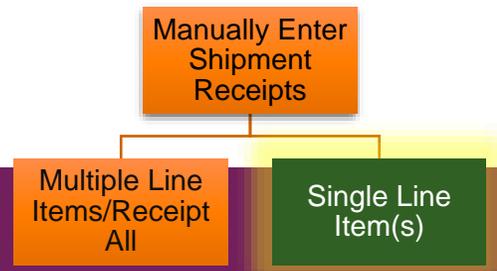
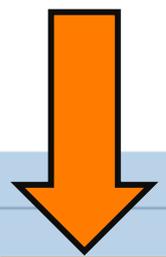
**Signed By**

- In *Signed By*, enter name of the person that signed for a line item(s) if not already populated.
  - Ex: John Doe

Railcar/BOL:

View: eINV\_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>▲</small>	Item <small>▲</small>	Material	Material Description	ASN Number <small>▲</small>	Signed by	Date Received
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	400		6	100306	BEANS GREEN CAN-24/300			
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	100306	BEANS GREEN CAN-24/300			



# Enter Shipment Receipt: By Line Item

Receipt Header

Order Number:  Railcar/BOL:

Signed by:

Comments:

Receipt Number:

View:

Select	Full	Material	Material Description	ASN Number	Signed by	Date Received				
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN		03/23/2023
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	400		6	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	100306	BEANS GREEN CAN-24/300		
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	600		8	100306	BEANS GREEN CAN-24/300		

## Date Received

- Enter *Date Received* for line item(s) if not already populated.
- Ex: 03/23/2023

Manually Enter Shipment Receipts

Multiple Line Items/Receipt All

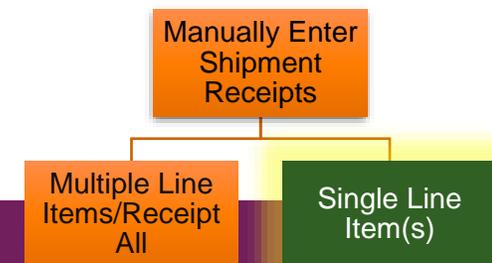
Single Line Item(s)

# Enter Shipment Receipt: By Line Item

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Previous Qty

The amount of materials previously received on the line item.

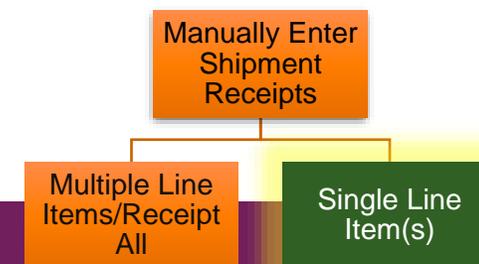


# Enter Shipment Receipt: By Line Item

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	0.000	1,620.000	0.000	CS	0.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Open Qty

Amount of materials not yet receipted for the line item.



## Reporting Good Quantities

- In pounds
- By cases

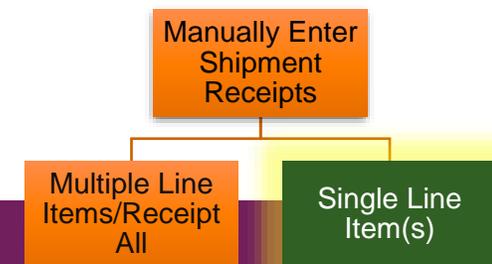


# Enter Single Line Receipt: Good Lbs.

in	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
42 LB	6100030997	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 003
42 LB	6100030998	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987600
42 LB	6100030995	t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	BOL103
42 LB	6100030900	TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	BOL987654
42 LB	6100030995			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL354540
42 LB	6100030992			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL104
42 LB	6100030903			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL987650
42 LB	6100030912			0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	BOL 987654

## Good Qty

- Amount of materials received
  - in good condition
  - equal to or less than the ordered amount
  - in pounds (LB)



# Enter Single Line Receipt: Good Lbs.

in	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
42 LB	6100030997	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 003
42 LB	6100030998	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987600
42 LB	6100030995	t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	BOL103
42 LB	6100030900	TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	BOL987654
42 LB	6100030995			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL354540
42 LB	6100030992			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL104
42 LB	6100030903			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL987650
42 LB	6100030912			0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	BOL 987654

## Good Qty

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

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

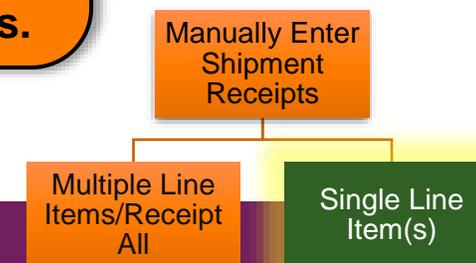
Single Line  
Item(s)

# Enter Single Line Receipt: Good Cases

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1600	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Good Qty in CS

- Enter amount of materials received in good condition, in cases (CS).
- Not required when receipting in pounds.



## Reporting Overages

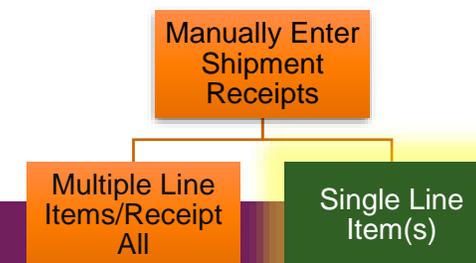


# Reporting Overages

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	0.000	1,620.000	0.000	CS	1600	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Over Qty

Amount of materials receipted for a line item as *Good Qty* or *Good Qty (in CS)* that **exceeds** ordered amount.



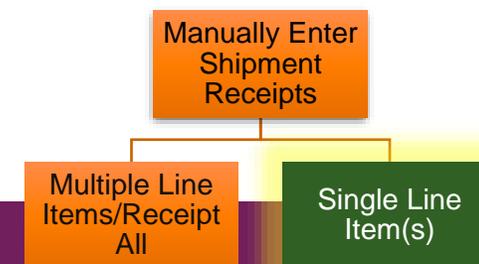
## Reporting Shortages



# Reporting Shortages

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	1,600.000	20.000	1,600.000	CS	1,600.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

**For Shortages:**  
 If previously received, amount of materials for PO line as *Good Qty* or *Good Qty (in CS)* under the ordered amount are included in *Open Qty* total for that line.

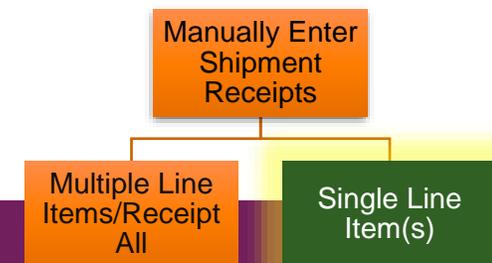


# Reporting Shortages

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	1,600.000	20.000	1,600.000	CS	1,600.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Example:

If 1,620 cases were ordered but only 1600 (with no damages) were accepted, report 1600 in Good Qty in CS. column.



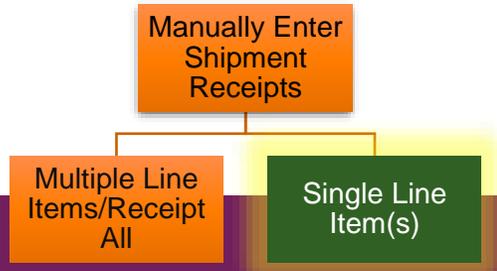
## Reporting Damages



# Reporting Damages

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	1,600.000	20.000	1,600.000	CS	1,600.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

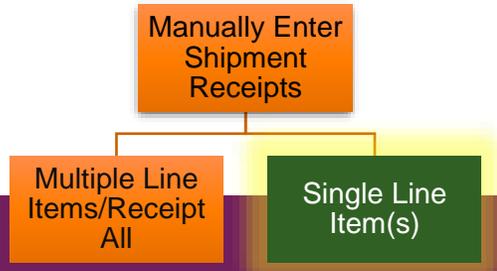
**Reject Qty**  
The amount of materials that are not usable and thus rejected.



# Reporting Damages

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	1,600.000	20.000	1,600.000	CS	1,600.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

**Reporting Damage**  
Click number icon in the *Damage Qty* column that corresponds to line item with damaged or rejected material.



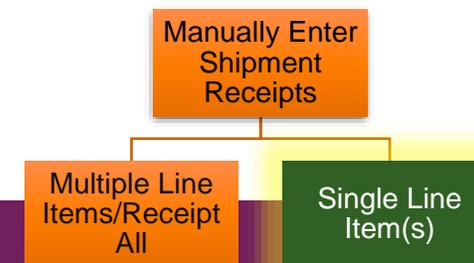
# Reporting Damages

ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL
			0.000	1,620.000	0.000	CS	0.000	3	0.000	0.000	CS	
	John Doe	03/23/2023	1,600.000	20.000	1,600.000	CS	1,600.000	4	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	5	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	6	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	7	0.000	0.000	CS	
			0.000	1,620.000	0.000	CS	0.000	8	0.000	0.000	CS	

## Reporting Damage

Example:

- Line item #6
- Select *Damage Qty* button.



# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

Welcome: Texas

**Damage Info**

Damage Quantity:

**When Discovered**

Before Unloading:   
 During Unloading:   
 After Unloading:

**Carrier Info**

Agent Name:   
 Refrigeration Equipment Running:   
 Carrier Present:   
 Unit Temp(F):   
 Interior Temp(F):   
 Commodity Temp(F):

**Miscellaneous Details**

Comments:

OK

0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C
0	8	0.000	0.000	C

## Damage Quantity

- Enter total amount of materials damaged due to transport, unloading, or improper storage.
- (Note) Do not enter rejected quantity in this field; if documenting reasons for rejecting materials, leave this field blank.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Reporting Rejections Without Damage

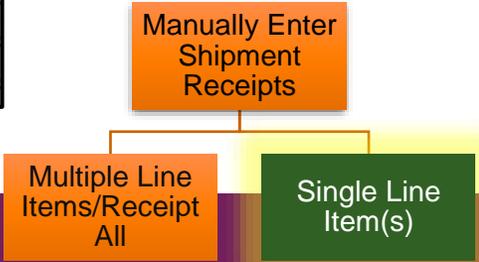
The screenshot shows a software window titled "Enter Damage Details" with the following sections:

- Document Info:** Document NO: 4100005926 Item NO: 000006
- Damage Info:** Damage Quantity: 0.000 CS
- When Discovered:** Before Unloading:  During Unloading:  After Unloading:
- Carrier Info:** Carrier Name: [text box] Refrigeration Equipment Running:  Carrier Present:  Unit Temp(F): 0.00 Interior Temp(F): 0.00 Commodity Temp(F): 0.00
- Miscellaneous Details:** Comments: [text box]

Two orange arrows point to the "Damage Quantity" field and the "Comments" field, respectively.

**Leave blank if documenting details about *Reject Qty***

**Enter details about *Reject Qty***





# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:

During Unloading:

After Unloading:

**Carrier Info**

Agent Name:

Refrigeration Equipment Running:

Carrier Present:

Unit Temp(F):

Interior Temp(F):

Commodity Temp(F):

**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

## Before Unloading

- Check box to indicate damaged materials were received "before unloading" from the carrier.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:

**During Unloading:**

After Unloading:

**Carrier Info**

Agent Name:

Refrigeration Equipment Running:

Carrier Present:

Unit Temp(F):

Interior Temp(F):

Commodity Temp(F):

**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

## During Unloading

- Check box to indicate damaged materials were received "during unloading" from the carrier.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:   
 During Unloading:   
 After Unloading:

**Carrier Info**

Agent Name:   
 Refrigeration Equipment Running:   
 Carrier Present:   
 Unit Temp(F):   
 Interior Temp(F):   
 Commodity Temp(F):

**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

## After Unloading

- Check box to indicate damaged materials were received "after unloading" from the carrier.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:   
During Unloading:   
After Unloading:

**Carrier Info**

Agent Name:

Refrigeration Equipment Running:   
Carrier Present:   
Unit Temp(F):   
Interior Temp(F):   
Commodity Temp(F):

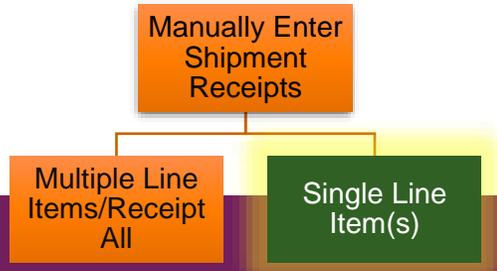
**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

**Agent Name**

An agent who is responsible for delivering the materials to the recipient.



# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:   
During Unloading:   
After Unloading:

**Carrier Info**

Agent Name:   
**Refrigeration Equipment Running:**   
Carrier Present:   
Unit Temp(F):   
Interior Temp(F):   
Commodity Temp(F):

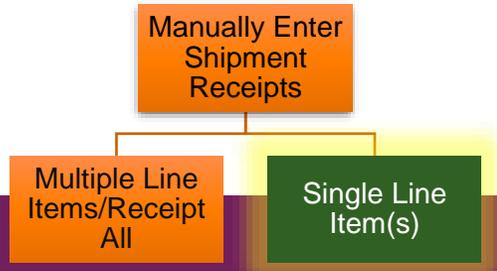
**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

**Refrigeration Equipment Running**

Check box to indicate refrigeration equipment was running at time of receiving the materials.



# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:   
During Unloading:   
After Unloading:

**Carrier Info**

Agent Name:   
Refrigeration Equipment Running:   
**Carrier Present:**   
Unit Temp(F):   
Interior Temp(F):   
Commodity Temp(F):

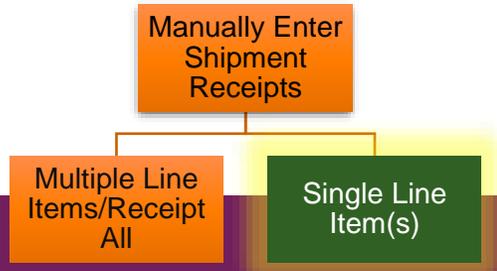
**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

**Carrier Present**

**Check box to indicate person who delivered materials was present at time of receiving materials.**



# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:   
 During Unloading:   
 After Unloading:

**Carrier Info**

Agent Name:   
 Refrigeration Equipment Running:   
 Carrier Present:   
 Unit Temp(F):   
 Interior Temp(F):   
 Commodity Temp(F):

**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

## Unit Temp F

The temperature of the unit at the time of receiving.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**

Before Unloading:   
 During Unloading:   
 After Unloading:

**Carrier Info**

Agent Name:   
 Refrigeration Equipment Running:   
 Carrier Present:   
 Unit Temp(F):   
**Interior Temp(F):**   
 Commodity Temp(F):

**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

## Interior Temp F

The temperature of the interior container or truck where the materials were kept.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Reporting Damages

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:

**When Discovered**

Before Unloading:   
During Unloading:   
After Unloading:

**Carrier Info**

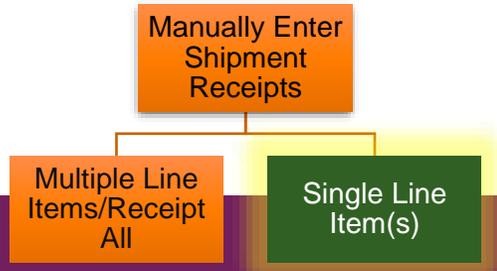
Agent Name:   
Refrigeration Equipment Running:   
Carrier Present:   
Unit Temp(F):   
Interior Temp(F):   
**Commodity Temp(F):**

**Miscellaneous Details**

Comments:

	Damage Qty.	Reject Qty.	Over Qty.	C
0	3	0.000	0.000	C
0	4	0.000	0.000	C
0	5	0.000	0.000	C
0	6	0.000	0.000	C
0	7	0.000	0.000	C

**Commodity Temp F**  
The temperature of the materials received.



# Reporting Damages

Enter Damage Details

Document NO: 4100005926 Item NO: 000006

**Damage Info**

Damage Quantity:  CS

**When Discovered**      **Carrier Info**

Before Unloading:       Agent Name:

During Unloading:       Refrigeration Equipment Running:

After Unloading:       Carrier Present:

Unit Temp(F):

Interior Temp(F):

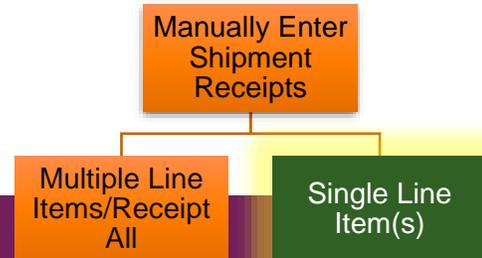
Commodity Temp(F):

**Miscellaneous Details**

Comments:

	Damage Qty	
0	3	
0	4	0.000
0	5	0.000
0	6	0.000
0		0.000

**Click Ok Button To  
Accept Damage**



# RA-Assessment:

1. Complete Part 1 in the Assessment Handout.
2. Scan QR Code or click/type in the link below in your browser to submit your answer.



<https://forms.office.com/r/ESSws8cp8r>

# Enter Shipment Screen

## Enter Shipment Receipt Details

|

**Receipt Header**  
 Order Number:  Entered By:  Railcar/BOL:   
 Signed By:  Date Received:   
 Comments:

**Receipt Item Details**  
 View:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Pur. Doc. <small>▲</small>	Item <small>▲</small>	Material	Material Description	ASN M
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	100	4100005926	3	100306	BEANS GREEN CAN-24/300	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	200		4	100306	BEANS GREEN CAN-24/300	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	300		5	100306	BEANS GREEN CAN-24/300	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	400		6	100306	BEANS GREEN CAN-24/300	John Doe 03/23/2023
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	500		7	100306	BEANS GREEN CAN-24/300	
<input type="checkbox"/>	<input type="checkbox"/>	Missing ASN	5000205109	600		8	100306	BEANS GREEN CAN-24/300	

- Repeat process as necessary for other line-item receipts needing OS&D documentation.
- Once OS&D is documented for all necessary line items, click **Submit Receipt** button.

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/Receipt  
All

Single Line  
Item(s)

# Enter Shipment Screen: Confirmation

Goods receipt was successfully processed. Additional messages might be available below!

## Associated Order Summary

View:

Sales Document	Associated Document Type	Associated Document
5000205084	Purchase Order	<a href="#">4100005926</a>

## Goods receipt Messages

View:  |

Order Number	Item	MsgType	Message Text
4100005926	9	S	Receipt was successfully posted
		S	Corresponding Line Items of Sales Order # 5000205084 have been updated!

- The transaction is complete.
- Review the confirmation message on the Enter Shipment Receipt Screen.

Manually Enter Shipment Receipts

Multiple Line Items/  
Receipt All

Single Line Item(s)

# Enter Shipment Screen: Confirmation

Goods receipt was successfully processed. Additional messages might be available below!

## Associated Order Summary

View: Default View

Sales Document	Associated Document Type	Associated Document
5000205084	Purchase Order	<a href="#">4100005926</a>

## Goods receipt Messages

View: Default View | Export

Order Number	Item	MsgType	Message Text
4100005926		S	Receipt was successfully posted
		S	Corresponding Line Items of Sales Order # 5000205084 have been updated!

### The MsgType column codes:

- **S:** receipt submitted successfully
- **E:** an error occurred

Manually Enter  
Shipment  
Receipts

Multiple Line  
Items/  
Receipt All

Single Line  
Item(s)

# RA-Assessment:

1. Complete Part 2 in the Assessment Handout.
2. Scan QR Code or click/type the link below in your browser to submit your answer.



<https://forms.office.com/r/hvYA2CBQ9s>

# Line-Item Status Codes

Status Code	Definition
Processing Recpt	Receipt was submitted and is processing in WBSCM.
Pending Review	Submitted receipt will be reviewed by USDA. May reflect a difference in quantity between recipient and vendor or a modification after initial day of entry.
Recpt Processed	Receipt for delivery by vendor initial destination has been updated in WBSCM. For deliveries directly to customer, destination is the Ship-To.
Rcept2 Processed	For deliveries that included additional transportation services, receipt for delivery to final destination has been updated in WBSCM.
<p>*Note: WBSCM will send email notification to vendor when receipt is entered with over, short, or damaged (O/S/D) materials/commodities or if no ASN was available at time receipt was submitted.</p>	

# KNOWLEDGE CHECK



# Knowledge Check:

Scan QR Code or visit the  
Link below to access  
the Knowledge Check



<https://bit.ly/3D782jI>



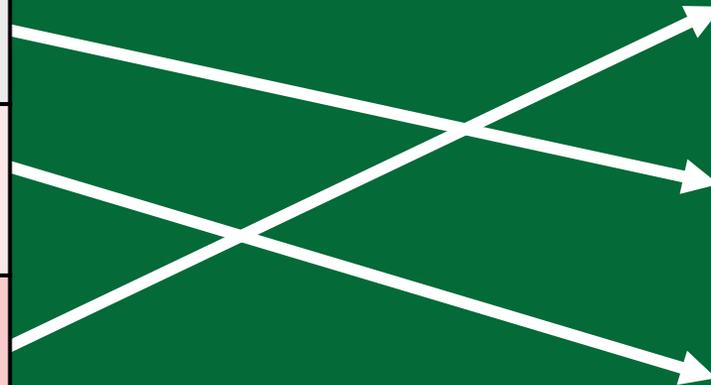
## Knowledge Check

Match the scenario to the corresponding transaction type

## WBSCM Shipment Receipt Transactions

Transaction
1. Entering Single Line Item Receipt
2. Entering Multiple Line Item Receipt
3. Reporting Damage

Scenario
<b>A.</b> A shipment with several materials has a PO with many lines containing different information. Some of the products are damaged.
<b>B.</b> A shipment was received with several materials. None of the items are damaged but the PO has many lines with different receipt information to report.
<b>C.</b> A shipment with multiple lines on the PO was received. The PO lists items with the same receipt date.



# Questions?

# For WBSCM Assistance

See Contact Information  
Section on WBSCM  
Transition Page



# Lab Time:



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- 2. fax:**  
(833) 256-1665 or (202) 690-7442; or
- 3. email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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[www.SquareMeals.org](http://www.SquareMeals.org)



Food and Nutrition Division  
Food Distribution Program

# Contact Us



<https://squaremeals.org/Programs/FDPWBSCMTransitionProject.aspx>



Contact Your Education Service Center