

WBSCM Modifying Receipts

Direct Ship Recipient Agencies (RAs) use this procedure to change information on a recently entered shipment receipt that has been submitted and reflects as "Recpt Processed." *Same-day modifications do not require USDA approval.

Step 1

Select Order to Receipt

In WBSCM, log in using RA Ship-To credentials

1. Select the **"Operations"** tab
2. Click **"Shipment Receipts"**
3. In the **Enter Shipment Receipt** screen, enter the Purchase Order number, Sales Order number, **or** Requisition number in the **"Order Number"** field
4. Click the **"Search"** button
5. In the **Associated Order Summary** screen, click the hyperlinked number in the **Assoc. Order #** column



Modify Good Qty/Good Qty in CS

Step 2

1. On the **Enter Shipment Receipt Details** screen, click the check box in the **Further Actions** column for the line item to modify ***Only Items with "Recpt Processed" status can be modified**
2. Click the **"Modify Receipt"** button
3. If needed, enter or modify the **Signed By** and/or **Date Received** fields
4. If Prev. Qty is incorrect, enter the correct amount in the **Good Qty** column for pounds, or **Good Qty (in CS)** for cases

Step 3

Modify Overages, Shortages, and Damages

1. For overages, the **Over Qty** field will auto-populate based on quantities entered in the **Good Qty** or **Good Qty (in CS)** fields
2. For shortages, the amount **under** the ordered quantity will show in the **Open Qty** field based on the quantities entered in the **Good Qty** or **Good Qty (in CS)** fields
3. For **rejected** damaged items, enter quantities in the **Reject Qty** field
4. For **accepted** damaged items, click the icon in the **Damage Qty** field and enter quantities in the **Damage Qty** field of the **Enter Damage Details** box



1. Click the **"Submit Receipt"** button once all modifications are complete

Step 4



TEXAS DEPARTMENT OF AGRICULTURE
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