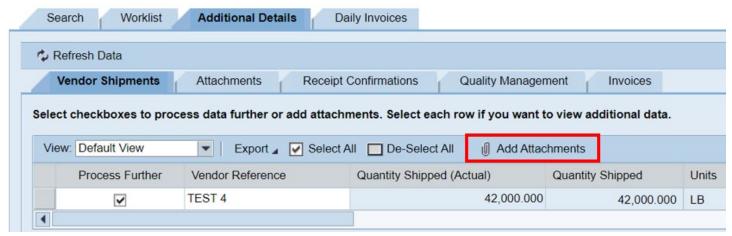
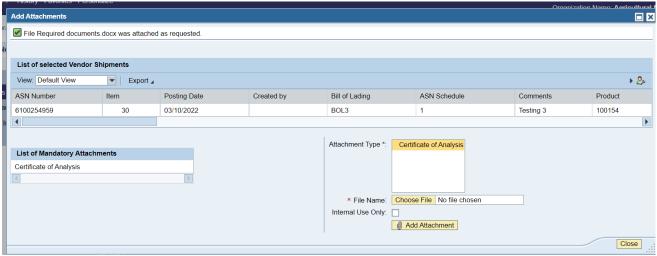
## E-Invoicing Updates Web-Based Supply Chain Management Fall 2022 - Commodity Chronicles

In a recent release, the Web-Based Supply Chain Management (WBSCM) team implemented some new features relating to attachments on the elnvoicing screen. After following the portal path: Suppliers — Supplier Self Service — e-Invoices for Processing and searching for elnvoices that need to be submitted, the following updates have been made:

1. After selecting "Process Further" and selecting "Add Attachments" (Screenshot 1), the attachments screen is now has a new pop-up window (Screenshot 2) which allows you to select your attachment type and upload the attachment(s). Previously a "Done" button needed to be selected to finalize the attachment process, is no longer required.

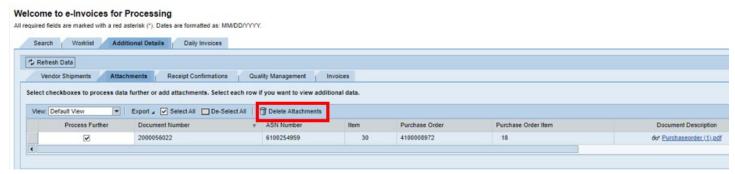


Screenshot 1: Click on the checkbox under the Process Further column then select Add Attachments highlighted in red.

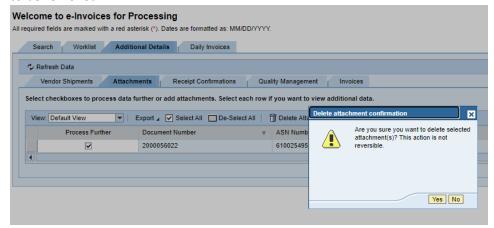


**Screenshot 2:** New pop-up window allows the Attachment Type to be selected and files to be uploaded without needing to select a Done button. Also, the message that the document was attached now displays at the top of the screen.

2. Attachments can now be deleted prior to submitting an elnvoice (Screenshot 3). When on the "Attachments" tab, select the checkbox under the "Process Further" column for all relevant attachment(s) that need to be deleted, then selected "Delete Attachments". A pop-up will appear (Screenshot 4) confirming deletion of attachment(s), select the appropriate answer – Yes or No.

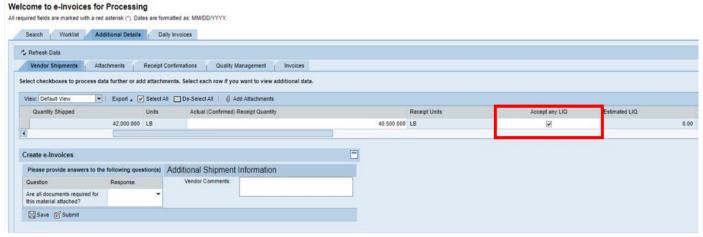


**Screenshot 3:** Select the Delete Attachments button after selected the checkbox for all relevant attachments that need to be removed.



**Screenshot 4:** After selecting the attachments to be deleted, a pop-up window will appear confirming to delete the selected attachment(s). The action for this is not reversible.

3. For domestic shipments only - when getting ready to confirm the elnvoice and submit, if the elnvoice has liquidated damages applied, was over or short in quantity and there is agreement that deductions should be made, there is a new checkbox that can be selected to acknowledge these differences. Specifically, if checking the box under the column "Accept any LIQ" (Screenshot 5), this indicates to USDA that the vendor agrees with the liquidated damages applied, short or over quantity. Checking this box will then cause the elnvoice to be automatically approved and processed not requiring USDA review and approval.



**Screenshot 5:** Selecting the checkbox under the Accept any LIQ column is acknowledging liquidated damages, short or over quantities applied and no modification of the Goods Receipt is necessary.

If there are any further questions on these new features or other updates to WBSCM, please reach out to WBSCMAMSHelpDesk@usda.gov and we'd be happy to assist.