

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 eInvoicing screen. After following the portal path: Suppliers→Supplier Self Service→e-Invoices for Processing and searching for eInvoices 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.

The screenshot shows the 'Additional Details' tab of the eInvoicing system. At the top, there are tabs for 'Search', 'Worklist', 'Additional Details', and 'Daily Invoices'. Below these is a 'Refresh Data' button. The main section has tabs for 'Vendor Shipments', 'Attachments', 'Receipt Confirmations', 'Quality Management', and 'Invoices'. A message states: 'Select checkboxes to process data further or add attachments. Select each row if you want to view additional data.' Below this is a table with columns: 'Process Further', 'Vendor Reference', 'Quantity Shipped (Actual)', 'Quantity Shipped', and 'Units'. The first row has a checked checkbox under 'Process Further', 'TEST 4' as the vendor reference, and '42,000.000' for both quantity shipped fields. The unit is 'LB'. To the right of the table, there are controls for 'View: Default View', 'Export', 'Select All' (checked), 'De-Select All' (unchecked), and a red-bordered button labeled 'Add Attachments'.

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

The screenshot shows the 'Add Attachments' pop-up window. At the top, a message states: 'File Required documents.docx was attached as requested.' Below this is a section titled 'List of selected Vendor Shipments' with a table containing columns: 'ASN Number', 'Item', 'Posting Date', 'Created by', 'Bill of Lading', 'ASN Schedule', 'Comments', and 'Product'. The first row has values: '6100254959', '30', '03/10/2022', an empty cell, 'BOL3', '1', 'Testing 3', and '100154'. Below the table is a section titled 'List of Mandatory Attachments' with a dropdown menu showing 'Certificate of Analysis'. To the right, there is a section for 'Attachment Type' with a dropdown menu also showing 'Certificate of Analysis'. Below this is a 'File Name' field with a 'Choose File' button and the text 'No file chosen'. There is also an 'Internal Use Only' checkbox and an 'Add Attachment' button. At the bottom right is a 'Close' button.

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 eInvoice (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.

Welcome to e-Invoices for Processing

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

The screenshot shows the 'e-Invoices for Processing' interface with the 'Attachments' tab selected. A table lists attachments with columns: Process Further, Document Number, ASN Number, Item, Purchase Order, Purchase Order Item, and Document Description. The 'Delete Attachments' button is highlighted with a red box.

Process Further	Document Number	ASN Number	Item	Purchase Order	Purchase Order Item	Document Description
<input checked="" type="checkbox"/>	2000056022	6100254959	30	4100008972	18	for Purchaseorder (1).pdf

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

The screenshot shows the 'e-Invoices for Processing' interface with the 'Attachments' tab selected. A 'Delete attachment confirmation' pop-up window is displayed, asking for confirmation to delete the selected attachment(s). The window contains a warning icon and the text: 'Are you sure you want to delete selected attachment(s)? This action is not reversible.' with 'Yes' and 'No' buttons.

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.

- For domestic shipments only - when getting ready to confirm the eInvoice and submit, if the eInvoice 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 eInvoice to be automatically approved and processed not requiring USDA review and approval.

Welcome to e-Invoices for Processing

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

The screenshot shows the 'e-Invoices for Processing' interface with the 'Additional Details' tab selected. A table lists shipment information with columns: Quantity Shipped, Units, Actual (Confirmed) Receipt Quantity, Receipt Units, Accept any LIQ, and Estimated LIQ. The 'Accept any LIQ' checkbox is highlighted with a red box.

Quantity Shipped	Units	Actual (Confirmed) Receipt Quantity	Receipt Units	Accept any LIQ	Estimated LIQ
42,000.000	LB		40,500.000	<input checked="" type="checkbox"/>	0.00

Below the table, there is a 'Create e-Invoices' section with a 'Please provide answers to the following question(s)' table. The question is 'Are all documents required for this material attached?' and the response is 'Yes'. There is also a 'Vendor Comments' field.

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.