

Corporate Vendor Administrator - Roles and Responsibilities

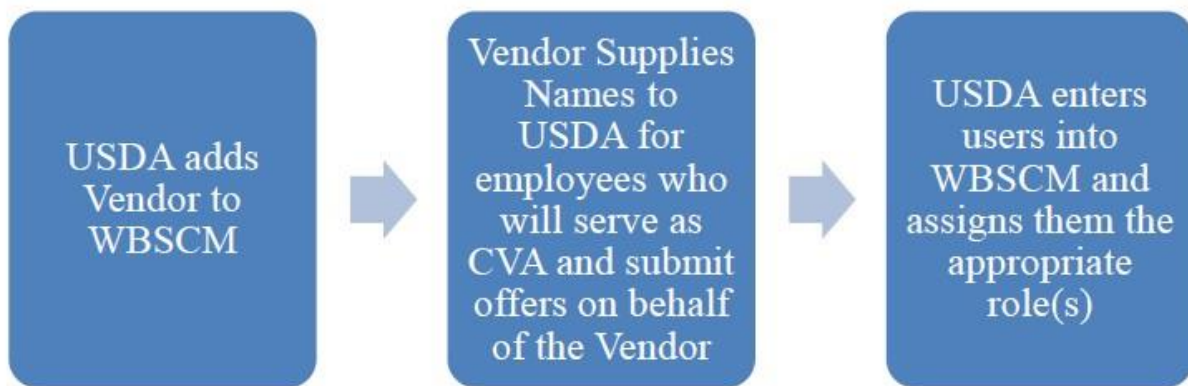
AMS WBSCM Support Team
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Corporate Vendor Administrator-Roles and Responsibilities

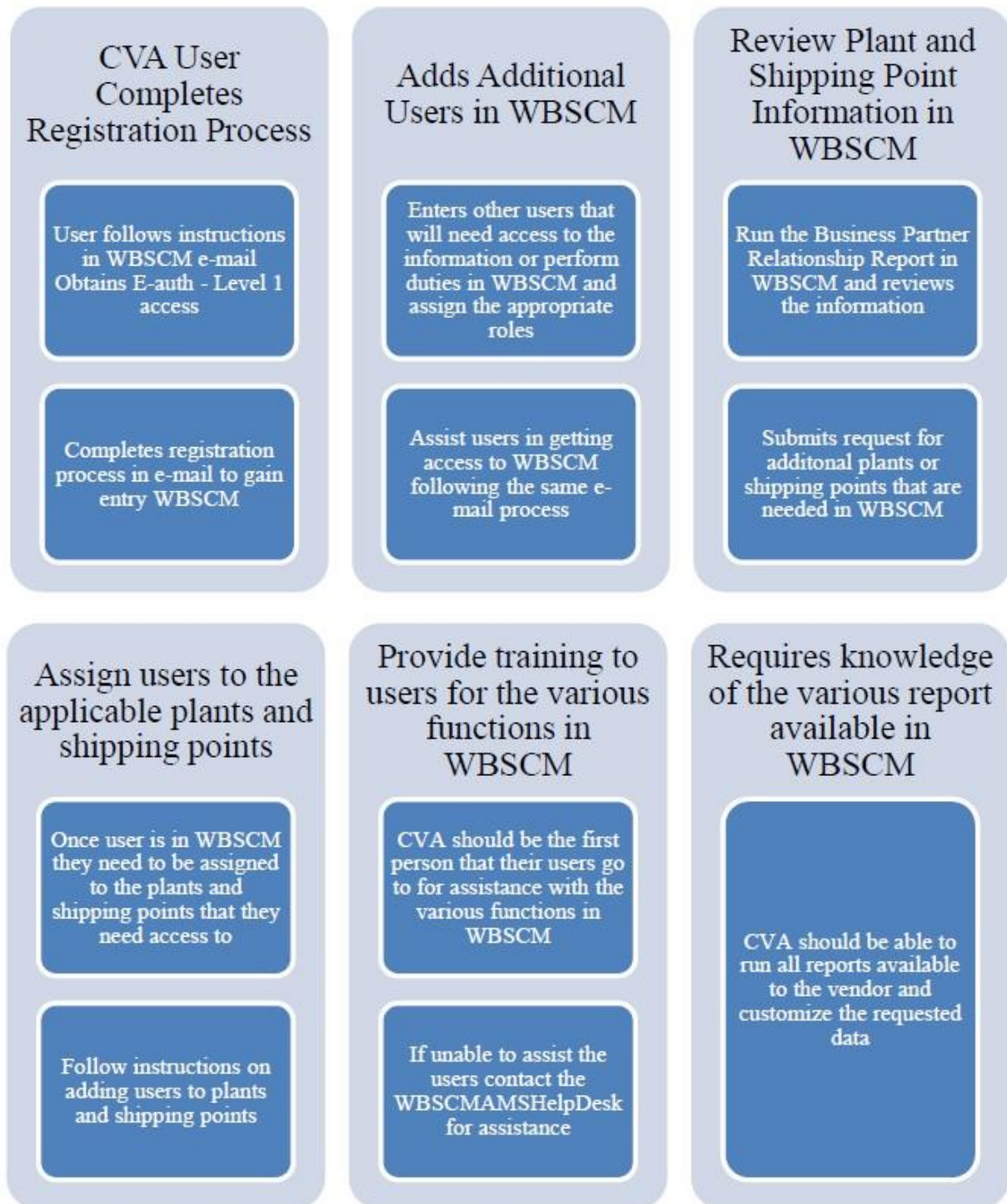
The role of Corporate Vendor Administrator (CVA) is critical for the success of a vendor to participate in USDA purchase programs. These instructions will outline the responsibilities and procedures for the various functions that the CVA needs to perform in the Web Based Supply Chain Management (WBSCM) System. The instructions are broken down into four areas.

1. Adding Users/New User Registration Process
2. Adding Plants/Shipping Points
3. Assigning users to Plants/Shipping Points
4. Reports

New Vendor - Process



Corporate Vendor Responsibility



Adding Users and New User Registration Procedures:

Once the CVA has completed their registration process and can successfully log into WBSCM, then they must set-up other users who will need to have access to WBSCM. Due to security reasons, no users should be sharing the same login ID to access WBSCM. The CVA should assign the appropriate roles to the user that allows them to perform the functions in WBSCM that is required of them. The table below shows the various roles available for assignment and if they are applicable to AMS procurement.

Role	Description	Applicable to AMS Procurement
ASN Dispatcher-CVN	Allows user to create the required Advance Ship Notices	Yes
Commodity & Service All Activities-CVN	Allows users to perform activities associated with commodity purchases, except for Administrative activities such as creating users or adding plants/shipping points.	Yes
Commodity Offer-Vendor-CVN	Allows users to submit offers on behalf of the vendor	Yes
Corporate Vendor Admin-CVN	Allows users to perform all activities in WBSCM	Yes
Freight-All Activities-CVN	Allow user to perform all freight activities in WBSCM	No
Freight Offer-Vendor-CVN	Allows the user to submit offers for any freight request	No
Inspection Results-Vendor-CVN	Allows the user to enter inspection results in WBSCM for a material	Maybe - Review contract terms and conditions to determine if inspection lots are required
Invoice Processor-Vendor-CVN	Allows the user to create and submit invoices on behalf of the vendor	Yes
Vendor Disbursement-CVN	Allows the user to run the payment details report. This report provides information on the disbursement of payments to vendors by USDA	Yes

Corporate Vendor Administrator-Roles and Responsibilities

Navigate to: **Admin>Manage Users>Manage Users**

The screenshot shows the 'Manage Users' page. At the top, there is a navigation bar with 'Home', 'Suppliers', 'Admin' (highlighted with a red box), 'Reports', and 'Help'. Below this, a sub-navigation bar shows 'Manage Users' (also highlighted with a red box). On the left, a 'Detailed Navigation' sidebar lists 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted with a red box), and 'User Security Report'. The main content area, titled 'Manage Users', features a 'User Search Criteria' section with a dropdown and a search button. Below this is a table with columns 'First Name', 'Last Name', and 'Last Logon Date'. The table contains two rows: 'Mary Jones' with a logon date of '2013-10-22 12:03:11' and 'John Smith' with a logon date of '2013-10-22 10:39:53'. A 'Create New User' button is located at the bottom of the table.

First Name	Last Name	Last Logon Date
Mary	Jones	2013-10-22 12:03:11
John	Smith	2013-10-22 10:39:53

Click on "Create New User" and enter all user information on the Personal data tab below

The screenshot shows the 'Create New User' form. The 'Create New User' button from the previous screen is highlighted with a red box. The form is titled 'Manage Users' and has a 'User Search Criteria' section. Below this is a table with columns 'First Name', 'Last Name', and 'Last Logon Date'. The 'Create New User' button is highlighted with a red box. The form is divided into three tabs: 'Personal data', 'Role data', and 'Admin data'. The 'Personal data' tab is selected. The form fields are as follows:

Field	Value
UserID:	
First Name: *	Bob
Last Name: *	Barker
Email: *	vendoremailaddress@gr
Title:	
Street Address:	123 Main St
City:	Kansas City
Zip Code:	64111
Country: *	USA
State/Province:	Missouri
Time Zone:	Central Time (Dallas)
Company:	0001000230
Fax:	
Mobile Phone:	
Phone:	816-555-5555

At the bottom of the form are 'Save' and 'Cancel' buttons.

Corporate Vendor Administrator-Roles and Responsibilities

Click on the “Role Data” tab

Select the role that needs to be added from the Available Roles list and click the Add button to move the desired role to the Current Roles list – see chart on page 4 for the definition of roles

The screenshot shows the 'Manage Users' interface. On the left is a sidebar with a menu containing 'Maintain User Profile', 'Manage Users' (highlighted), 'User Security Report', and 'Vendor Business Partner Relati...'. The main content area has a breadcrumb trail 'Admin > Manage Users > Manage Users'. Below this is a 'Manage Users' section with a 'User Search Criteria' field set to 'First Name' and 'DARLA', with 'Search' and 'Reset' buttons. A table lists users with columns 'First Name', 'Last Name', and 'Last Logon Date'. The second row, 'Darla MartinTwo' with logon date '2018-10-11 08:34:58', is highlighted. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: 'Personal data', 'Role data' (highlighted with a red box), and 'Admin data'. Under 'Role data', there are two lists: 'Available Roles' and 'Current Roles'. The 'Available Roles' list includes 'Freight - All Activities - CVN', 'Freight Offer - Vendor - CVN', 'Inspection Results - Vendor - CVN', 'Invoice Processor - Vendor - CVN', and 'Vendor Disbursement - CVN'. An 'Add' button (highlighted with a red box) is between the lists, along with a 'Remove' button. The 'Current Roles' list includes 'Commodity Offer - Vendor - CVN', 'Vendor Disbursement - CVN', and 'Corporate Vendor Admin - CVN'. At the bottom are 'Save' and 'Cancel' buttons.

First Name	Last Name	Last Logon Date
Darla	Martin	
Darla	MartinTwo	2018-10-11 08:34:58

Available Roles	Current Roles
Freight - All Activities - CVN	Commodity Offer - Vendor - CVN
Freight Offer - Vendor - CVN	Vendor Disbursement - CVN
Inspection Results - Vendor - CVN	Corporate Vendor Admin - CVN
Invoice Processor - Vendor - CVN	
Vendor Disbursement - CVN	

When finished adding roles, click the Save button.

This is a close-up of the 'Available Roles' section from the previous screenshot. It shows a list of roles: 'Freight - All Activities - CVN', 'Freight Offer - Vendor - CVN', 'Inspection Results - Vendor - CVN', 'Invoice Processor - Vendor - CVN', and 'Vendor Disbursement - CVN'. Below the list are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

Corporate Vendor Administrator-Roles and Responsibilities

You should see a "User Created Successfully" message below and the newly added user should appear alphabetically in the list above.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for Home, Suppliers, Admin, Reports, and Help. Below the tabs is a 'Manage Users' section. On the left, there is a 'Detailed Navigation' menu with options: Maintain User Profile, Vendor Business Partner Relationship R, Manage Users (highlighted), and User Security Report. Below this is a 'Portal Favorites' section. The main content area has a 'User Search Criteria' dropdown. Below that is a table of users:

First Name	Last Name
Bob	Barker
Mary	Jones
John	Smith

Below the table is a 'Create New User' button. Underneath is the 'User Details' section with tabs for Personal data, Role data, and Admin data. The 'Role data' tab is selected, showing a 'Current Roles' section with a message: 'No Current Roles Assigned'. At the bottom, a green message box says 'User Created Successfully.'

The user should receive a unique, auto-generated email message with further instructions to set up a Level 1 eAuthentication account and proceed to log into WBSM.

Below is a partial example of the email message:

WBSM_USER_REGISTRATION@AMS.USDA.GO <WBSM_USER_REGISTRATION@ to me 10:22 AM (2 minutes ago) ☆ ↶ ↷

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Bob Barker,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSM) System. In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSM system. **The three step process listed below will help you complete your registration with WBSM.**

Important Notes:

- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSM registration, you will be able to change your last name using the WBSM "Maintain User Profile" function under the "Admin" menu option.

[How to Complete Registration with WBSM](#)

Resending new user e-mail:

In the event that a user did not receive the new user email, the CVA can resend the new user email. Under Manage Users, highlight the appropriate user and click on the Admin Data tab. Then click "Resend New User Email" to generate a new email notification. Note: Verify that the email address under the Personal Data tab is correct before resending the new user email.

The screenshot displays the 'Manage Users' interface. On the left is a navigation pane with 'Manage Users' selected. The main area has a 'Manage Users' header and a search section with 'User Search Criteria' and 'Search'/'Reset' buttons. Below is a table of users:

First Name	Last Name	Last Logon Date
Bob	Barker	
Mary	Jones	

A 'Create New User' button is below the table. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data' (highlighted with a red box). Under 'Admin data', there are fields for 'User Locked' (checkbox) and 'Reason Locked' (text input). A 'Resend New User Email' button is highlighted with a red box. At the bottom are 'Modify User' and 'Delete User' buttons.

To modify user roles:

Under Manage Users, highlight the applicable user, then click on the Role data tab and press the Modify User button.

The screenshot shows the 'Manage Users' interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The 'Manage Users' section is active. On the left, a 'Detailed Navigation' sidebar lists 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. Below this is a 'Portal Favorites' section. The main content area is titled 'User Search Criteria:' and contains a table with columns 'First Name' and 'Last Name'. The table lists two users: 'Bob Barker' and 'Mary Jones'. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: 'Personal data', 'Role data' (highlighted with a red box), and 'Admin data'. Under the 'Role data' tab, there is a 'Current Roles' list with two roles: 'ASN Dispatcher - CVN' and 'Invoice Processor - Vendor - CVN'. At the bottom of the 'User Details' section, there are two buttons: 'Modify User' (highlighted with a red box) and 'Delete User'.

If a role needs to be removed, select the role that needs to be removed from the Current Roles list and click the Remove button.

This screenshot shows the 'Manage Users' interface with the 'Role data' tab selected. The 'User Search Criteria:' section includes a 'Search' button and a 'Reset' button. The table of users is the same as in the previous screenshot. The 'User Details' section shows the 'Role data' tab. It features two lists: 'Available Roles' on the left and 'Current Roles' on the right. The 'Available Roles' list includes 'ASN Dispatcher - CVN', 'Commodity & Service - All Activities - CVN', 'Commodity Offer - Vendor - CVN', 'Corporate Vendor Admin - CVN', and 'Freight - All Activities - CVN'. The 'Current Roles' list includes 'ASN Dispatcher - CVN' and 'Invoice Processor - Vendor - CVN'. Between these lists are 'Add' and 'Remove' buttons. The 'Remove' button is highlighted with a red box. At the bottom of the 'User Details' section, there are 'Save' and 'Cancel' buttons.

Corporate Vendor Administrator-Roles and Responsibilities

If a role needs to be added, select the role that needs to be added from the Available Roles list and click the Add button to move the desired role to the Current Roles list.

The screenshot shows the 'Manage Users' interface. On the left is a navigation menu with 'Manage Users' selected. The main area has a 'User Search Criteria' section with a table listing users: Bob Barker and Mary Jones. Below this is a 'Create New User' button. The 'User Details' section has tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing two lists: 'Available Roles' and 'Current Roles'. The 'Available Roles' list includes 'ASN Dispatcher - CVN', 'Commodity & Service - All Activities - CVN', 'Commodity Offer - Vendor - CVN' (highlighted), 'Corporate Vendor Admin - CVN', and 'Freight - All Activities - CVN'. Between the lists are 'Add' and 'Remove' buttons. The 'Current Roles' list currently contains 'ASN Dispatcher - CVN'. At the bottom are 'Save' and 'Cancel' buttons.

First Name	Last Name	Last Logon Date
Bob	Barker	
Mary	Jones	

Available Roles:

- ASN Dispatcher - CVN
- Commodity & Service - All Activities - CVN
- Commodity Offer - Vendor - CVN
- Corporate Vendor Admin - CVN
- Freight - All Activities - CVN

Current Roles:

- ASN Dispatcher - CVN

When finished adjusting the roles for the applicable user, press the Save button.

This screenshot is identical to the previous one, but with the 'Save' button at the bottom left highlighted with a red box, indicating the final step in the process.

Corporate Vendor Administrator-Roles and Responsibilities

You should see a "User Updated Successfully" message below.

The screenshot displays the 'Manage Users' interface. On the left is a navigation pane with 'Manage Users' selected. The main area shows a table of users with 'Bob Barker' and 'Mary Jones'. Below the table is a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing 'Current Roles' with 'ASN Dispatcher - CVN' and 'Commodity Offer - Vendor - CVN'. At the bottom, a red-bordered box highlights the message: 'User Updated Successfully.'

Manage Users

Detailed Navigation

- Maintain User Profile
- Vendor Business Partner Relationship R
- Manage Users**
- User Security Report

Portal Favorites

User Search Criteria:

First Name	Last Name	Last Login
Bob	Barker	
Mary	Jones	

User Details

Current Roles

ASN Dispatcher - CVN
Commodity Offer - Vendor - CVN

User Updated Successfully.

Locking a user from accessing WBSCM:

If a user has left the company or no longer needs access to WBSCM, the CVA can lock the user from accessing the system.

Corporate Vendor Administrator-Roles and Responsibilities

Under Manage Users, highlight the appropriate user and click on the Admin Data tab, then Modify User.

The screenshot shows the 'Manage Users' interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The 'Admin' tab is active. On the left, a 'Detailed Navigation' menu lists 'Maintain User Profile', 'Vendor Business Partner Relationship R', 'Manage Users' (highlighted), and 'User Security Report'. The main content area is titled 'Manage Users' and contains a 'User Search Criteria' section with a dropdown and input field, and 'Search' and 'Reset' buttons. Below this is a table with columns 'First Name', 'Last Name', and 'Last Logon Date', showing a user named 'John Smith'. A 'Create New User' button is below the table. The 'User Details' section has three tabs: 'Personal data', 'Role data', and 'Admin data' (highlighted with a red box). Under 'Admin data', there is a 'User Locked' checkbox (unchecked), a 'Reason Locked' text field, and a 'Resend New User Email' button. At the bottom, there are 'Modify User' (highlighted with a red box) and 'Delete User' buttons.

Once in edit mode, check the User Locked box and enter text into the Reason Locked field. Click Save when finished.

This screenshot shows the 'Manage Users' interface after editing. The 'Admin data' tab is still highlighted. The 'User Locked' checkbox is now checked. The 'Reason Locked' text field contains the text 'User resigned 02/15/2016'. The 'Save' button is highlighted with a red box. The 'Resend New User Email' button is no longer visible. The 'Modify User' and 'Delete User' buttons are still present at the bottom.

After clicking save, you should receive a "User Updated Successfully" message below.

The screenshot displays the 'Manage Users' interface. At the top, there is a navigation bar with tabs: Home, Suppliers, Admin, Reports, and Help. Below this, a 'Manage Users' header is present. On the left, a 'Detailed Navigation' sidebar lists options: Maintain User Profile, Vendor Business Partner Relationship R, Manage Users (highlighted), and User Security Report. Below the sidebar is a 'Portal Favorites' section. The main content area, titled 'Manage Users', includes a 'User Search Criteria' section with a dropdown menu, a text input field, and 'Search' and 'Reset' buttons. Below the search criteria is a table with columns: First Name, Last Name, and Last Logon Date. The table contains one row with the values 'John' and 'Smith'. Below the table is a 'Create New User' button. The 'User Details' section has three tabs: Personal data, Role data, and Admin data (selected). Under the Admin data tab, there is a 'User Locked' checkbox (checked), a 'Reason Locked' text input field containing 'User resigned 02/15/2016', a 'Resend New User Email' button, and 'Modify User' and 'Delete User' buttons. At the bottom of the interface, a green message box with an information icon states 'User Updated Successfully.', which is highlighted by a red rectangle.

First Name	Last Name	Last Logon Date
John	Smith	

User Locked: ☒
Reason Locked: User resigned 02/15/2016
Resend New User Email
Modify User Delete User

User Updated Successfully.

Note: If a locked user needs to be unlocked to resume access to WBSCM, highlight the applicable user name, click on the Admin data tab, select Modify User, then remove the checkmark from the User Locked field, then press Save.

Adding Plants and/or Shipping Points

Please refer to the Vendor Business Partner Relationship Report for a listing of all plants/shipping points currently defined in WBSCM for your company. This report is located at: Admin>Manage Users>Vendor Business Partner Relationship Report

New vendors will need to add plants and shipping points, if applicable, prior to submitting offers.

Navigate to: **Suppliers>Maintain Organization**

Click on Plant/Shipping Registration

Please note that the process is the same for creating a plant or shipping location.

-If creating a plant, select the radio button next to Plant.

-If creating a shipping location, select the radio button next to Shipping Location.

Enter the required Address data:

Name 1 – ENTER THE NAME OF THE PLANT –ALL CAPs

Street Address: Enter street address

Country: USA

Location: Enter the location city

State/Region: Enter the two letter abbreviation of the State

Zipcode: Enter zipcode for the location

E-Mail Address: Provide e-mail address for contact person at the plant

Telephone: Phone number for contact person

Scroll through the Product Categories section and select the ones that best match the products the plant is approved to produce.

Corporate Vendor Administrator-Roles and Responsibilities

When finished entering all of the data on this form, check that you have read the data privacy statement and press Submit.

Home **Suppliers** Admin Reports Help

Supplier Self Service Bid Management **Maintain Organization**

Plant/Shipping Registration

Detailed Navigation

- Plants / Shipping Points -- User Assignment
- Plant/Shipping Registration**
- Portal Favorites

Welcome to Supplier Plant / Shipping Point registration
To register your Plant / Shipping Point, enter your data and choose submit
* Required Entry

Company Details

Name of Company * Comm Domestic Vendor 1

Language * English

Registration Type * ☒ Plant ☐ Shipping Location

Address Data

Name1 * COMM DOMESTIC VENDOR-COLUMBIA M

Name2

Street Address 12345 MAIN ST

Building

Floor Suite No

Country * USA

Location * COLUMBIA

State/Region * MO Zip Code * 64111

P.O. Box PLZ PO Box

PO Box Location PO Box Country USA

E-Mail Address * VENDOREMAILADDRESS@GMAIL.COM

Telephone * 816-555-5555 Extension

Fax Extension

Which Product Categories can you Deliver?

Select the language in which you want to send the questionnaires * English

☐ BAGS-EMPTY ☐ BAKED PRODUCTS-PKGD ☐ BARLEY-PKGD

☐ BEANS, DRY ☐ BEANS, DRY-PKGD ☐ BEEF, CANNED

☐ VEG OIL PROD, KOSHER ☒ VEGETABLE, CANNED ☐ VEGETABLE, DRIED

☐ VEGETABLE, FRESH ☒ VEGETABLE, FROZEN ☐ VEGETABLE, JUICE

☐ VEGETABLE, SOUP ☐ WHEAT-SOY BLEND-PKGD ☐ YOGURT

Data Privacy Statement

USDA Data Privacy Statement

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFR Part 1400. The information will be used to evaluate bids to purchase commodities and provide services. The information collected may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/PSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in non-consideration. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

USDA WBSM Team

Phone: 1-877-WBSM-4U

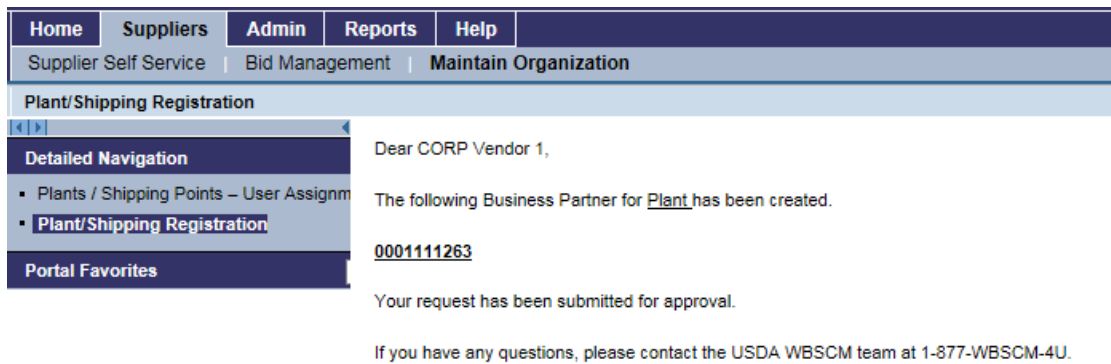
Email: wbscmhelp@ams.usda.gov

☒ Yes, I have read the data privacy statement and accept the terms.

Submit Delete Entries

After you submit your plant or shipping point, you should receive a confirmation message on the screen. Please note that the 7-digit business partner number will begin with "11" for a Plant, and "12" for a Shipping Location.

Corporate Vendor Administrator-Roles and Responsibilities



Immediately after the plant or shipping point has been submitted in WBSM, send an e-mail message to the AMS helpdesk at WBSCMAMSHelpDesk@ams.usda.gov. In your email, please identify whether you created a plant or a shipping point, and include the name of the plant and/or shipping point, street address, city, state, and zip code. Sending an email will alert AMS that a plant and/or shipping point has been entered in WBSM and is awaiting USDA approval, as WBSM does not currently have functionality to notify USDA of pending registration requests.

Assigning Users to Plants and/or Shipping Points

Once you have received notification that your plant and/or shipping point has been approved, you may proceed with assigning users to the plant and/or shipping point.

Users within your company that do not have the Corporate Vendor Admin role, will need to be assigned to each individual plant and/or shipping point for which the user will be performing various activities in WBSM, such as: submitting offers, reviewing POs, creating ASNs, submitting invoices, and executing reports.

Navigate to: **Suppliers>Maintain Organization**

Click on Plant/Shipping Points – User assignments

Please note that the process is the same for assigning a user to a plant or shipping location.

-If assigning to a plant, select the radio button next to Assign User to a Plant.

-If assigning to a shipping point, select the radio button next to Assign User to a Shipping Point.

NOTE: AMS vendors will not assign users to a freight agency.

Corporate Vendor Administrator-Roles and Responsibilities

Select the appropriate radio button and then press Go.

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Plants / Shipping Points – User Assignment

Detailed Navigation

Plants / Shipping Points – User Assign

Plant/Shipping Registration

Portal Favorites

Assign Users to a Plant, or to a Shipping Point, or to a Freight Agency.

Main Assignment Screen

☒ Assign User to a Plant

☐ Assign User to a Shipping Point

☐ Assign User to a Freight Agency

Go ➔

To see which users are already assigned to a specific plant:

Highlight the plant, then press the Display Existing Rel button. All users currently assigned to the plant will be shown in the Existing Relationships box below.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Display Existing Rel Assign Users to Plants

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	12/31/9999

Refresh Delimit Date

To add a new user to this plant, select the user (WBSCM ID) from the user dropdown and press the Assign Users to Plants button. If you are uncertain of the user's WBSCM ID, navigate to **Admin>Manage Users**, highlight the applicable user and review the User ID field on the Personal data tab.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Validity Date Info:

Valid Date From	Valid Date To

Display Existing Rel. Assign Users to Plants

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date

Refresh Delimit Date

You should get a "Record created successfully" message at the top of the screen.

Plants / Shipping Points – User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

Record created successfully!

Corporate Vendor Administrator-Roles and Responsibilities

To verify that the user was added, highlight the applicable plant, and press the Display Existing Rel button. See below that this vendor was added to the specified plant.

Plants / Shipping Points - User Assignment

Back To Main

Assign User to Plant

Users: BARKERB0001

Plants: COMM DOMESTIC VENDOR-COLUMBIA MO

Display Existing Rel. Assign Users to Plants

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker, Bob	01/01/0001	12/31/9999
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	12/31/9999

Refresh Delimit Date

Follow the same process to assign the user to additional plants. If you need to add users to a shipping point, press the Back to Main button and select the Assign User to a Shipping Point radio button and repeat the same process as assigning a user to a plant.

Once a user is assigned to a plant, there isn't a way to delete them from that plant, but you can deactivate their plant access with a validity period. NOTE: once you deactivate a user's plant access, if you later decide that user's plant access needs to be reactivated, you will need to contact the helpdesk for assistance at WBSCMAMSHelpDesk@ams.usda.gov.

To deactivate a user's plant access, highlight the applicable plant, and press the Display Existing Rel button.

Corporate Vendor Administrator-Roles and Responsibilities

Plants / Shipping Points – User Assignment

Detailed Navigation

- Plants / Shipping Points – User Assign
- Plant/Shipping Registration

Portal Favorites

[Back To Main](#)

Assign User to Plant

Users: BARKERB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

[Display Existing Rel.](#) [Assign Users to Plants](#)

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker,Bob	01/01/0001	12/31/9999
Jones,Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	12/31/9999

[Refresh](#) [Delimit Date](#)

Highlight the applicable user in the Existing Relationships box and manually change the Valid To Date field entry to the date that user access to that plant should end, then press the Delimit Date button.

Plants / Shipping Points – User Assignment

Detailed Navigation

- Plants / Shipping Points – User Assign
- Plant/Shipping Registration

Portal Favorites

[Back To Main](#)

Assign User to Plant

Users: VENDORAB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

[Display Existing Rel.](#) [Assign Users to Plants](#)

Validity Date Info:

Valid Date From	Valid Date To

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker,Bob	01/01/0001	12/31/9999
Jones,Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	03/21/2016

[Refresh](#) [Delimit Date](#)

You should receive a Record changed successfully message at the top of the screen.

Corporate Vendor Administrator-Roles and Responsibilities

Record changed successfully!

Back To Main

Assign User to Plant

Users: VENDORAB0001

COMM DOMESTIC VENDOR-COLUMBIA MO

Plants:

Validity Date Info:

Valid Date From	Valid Date To

Display Existing Rel. Assign Users to Plants

Existing Relationships:

View: [Standard View]

Full Name	Valid From Date	Valid To Date
Barker, Bob	01/01/0001	12/31/9999
Jones, Mary	01/01/0001	12/31/9999
VendorAdmin	01/01/0001	03/21/2016

Refresh Delimit Date

Reports

For a list of available reports in WBSCM, along with step-by-step instructions, click on the Help tab, click Job Aids, and select Reports.

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

QAS PSL

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Training Helpdesk

Help > Training > Job Aids

Job Aid (JA) Announcement

USDA and Vendors now have new streamlined steps to submit bid responses. Additionally, reports on disbursement and AMS International authorized users are available. Screen images in WBSCM job aids may be used for training purposes.

Job Aids

Job Aids are quick reference documents. In the job aids library, job aids are grouped by category. Job aids are organized by category, including:

- Finance (JA)
- Fulfillment (JA)
- General Help (JA)
- Procurement (JA)
- Reports (JA)
- Work Instructions
- Release Notes

Reports

Help Content Show Filtered Documents

Other Documentation

- Accounting Document for a Material
- Advance Shipping Notification (ASN) Report
- Business Partner Category Report
- Complaints Report
- Customer Business Partner Relationship Report