Welcome to the FSA Level II Help Desk

This newsletter provides external stakeholder roles (Stevedores, Freight Forwarders and Commodity Vendors) information regarding issues noted during the processing of the Goods Receipt. The following instructions are merely a short term system work around. USDA is working with the system developers on long term system resolutions which will be released in the future.

1. **Advance Shipment Notifications (ASN)** - Commodity Vendors are reminded to submit the ASNs within two calendar days of commodity being shipped in order to expedite the Stevedore’s ability to enter the Goods Receipt.

2. **Stevedore Assignments** - Commodity Vendors are reminded to ensure that the Stevedore assignment has been completed prior to the creation of the ASN.

3. There are instances when the FGIS Checkload Certificate is utilized by USDA employees to enter the Goods Receipt for prompt invoice processing for certain commodities. In addition, there are instances when the Proof of Delivery is utilized by USDA employees to enter the Goods Receipt for prompt invoice processing. If the Commodity Goods Receipts entered by USDA employees differ from the Stevedore’s information, the following steps should be taken:
   - Print out Shipment Information Log (*See Appendix A*) and annotate the differences.
   - Sign and date the document.
   - Scan the document and Email to: RA.MOKANSASC2.KCCOIPD@kcc.usda.gov
   - Copy the associated Freight Forwarder.

4. If the Stevedore inadvertently inputs a Commodity Goods Receipt for an incorrect quantity and needs to request a Goods Receipt Reversal, the following steps should be taken by the Stevedore:
   - Contact the Help Desk – via
     - Email at: FSAWBSCMServiceRequest@kcc.usda.gov or
     - Telephone at: (816) 823-4249.
   - The Help Desk will request that the USDA Contracting Personnel reverse the Goods Receipt. The Help Desk will notify the Stevedore that the Goods Receipt has been reversed and they may now reprocess the Goods Receipt.
5. In WBSCM, there can only be one (1) active Stevedore per Purchase Order Line Item. When a Stevedore is unable to enter the Commodity Goods Receipt, it may be an indication that you are not the active Stevedore on the Purchase Order Line Item. The following steps should be taken by the Stevedore:

- Contact the Commodity Vendor to have the Stevedore Assignment changed. If the Commodity Vendor is unavailable, you may also contact the Help Desk at the previously referenced e-mail and/or telephone number.

- The Commodity Vendor AND/OR the Help Desk will look at the International Shipment Receipt Log to determine if the active Stevedore’s Goods Receipts are completed for the Purchase Order Line Item, Schedule Line Item. If the Schedule Line Item is not complete, the active Stevedore will be asked to notify the Commodity Vendor AND/OR the Help Desk when all the Commodity Goods Receipts have been entered.

- Upon notification from the active Stevedore that all Goods Receipts are entered for their Schedule Line Item, the Commodity Vendor AND/OR the Help Desk will assign the next Stevedore to the Purchase Order Line Item and notify the Stevedore that they can now input their Goods Receipt for the next Schedule Line Item.

6. When the Freight Goods Receipt quantity for packaged commodities does not match the quantity on the Ocean Bill of Lading:

When this happens the Freight Forwarder should enter the Freight Goods Receipt by selecting the option to “Enter Good Quantity in GMT” rather than in UoM “EA”. (See Appendix B)
APPENDIX A - PRINT OUT SHIPMENT INFORMATION LOG

The following are the steps to be taken to print out your shipment information log. Examples came from the Test Environment; therefore, are not valid information.

If you know your Purchase Order(s) number, go to step 4.

Step 1 – Use the WBSCM International ASN Shipment Receipt Report (which is received from USDA daily) to obtain your Purchase Order Number(s) or Click on <Operations>

Step 2 - Click on <Order Management> and then <List of Purchase Orders – Stevedore> then click on OK.

Step 3 - This will generate the Stevedore’s Purchase Orders.
Step 4 – Creating/Displaying the International Shipment Receipt. Click on <Operations> <Order Management> and then <International Shipment Receipt>.

Step 5 - Populate the Purchase Order Number and Item number (Optional). Stevedores are restricted to PO Line items assigned to them.

Step 6 – Highlight the line you want to select. Click on <Display GR>.
Step 7 – Goods Receipt is displayed. Click on <Print Shipment Log button>. This will generate a PDF file which contains the International Shipment Receipt Log.

![International Shipment Receipt Log]

The International Shipment Receipt Log is displayed.
APPENDIX B- FREIGHT GOODS RECEIPT – GOOD QUANTITY IN GMT

The following are the step to be taken to “Enter Good Quantity in GMT” rather than UoM “EA”.

Step 1 - Operations/Order Processing/Shipment Receipts/International Shipment Receipts

Documents needed before entering this data: FPO, Old KC 366 equivalent which shows Over/Short/Damage, Mates Receipt Loss, VLO Certificate, Ocean Bill of Lading (OBL).

Type Freight Purchase Order Number in the Purchase Order # Field and click on the Yellow box above “Get Details”. Your screen will display all Lines from the FPO.
Step 2 - Click on Blue Box next to the appropriate Line Number. The row will turn yellow once the blue box is clicked on.

Step 3 - Select the Execute GR button.
Step 4 - If the commodity is Veg Oil, click the button that shows “Enter Goods Qty in GMT”. The Good Qty will be “0” and the next column UoM will show EA.

Step 5 - After you change the button, it should read “Enter Goods Qty in EA” and the Good Qty Column will show 0.000 (decimals for GMT) and the UoM column will show “GMT”.
Step 6 - Click the box at the beginning of the row. Enter your Good Quantity, which should equal the Ocean Bill of Lading Quantity.

![Image of a screen showing a step in the process]

Step 7 – By using the scroll bar at the bottom of the screen, scroll to the right and also enter, if applicable, the Mates Receipt quantity, and the VLO quantity, OBL number (16 characters field, if more than 16 characters used in the OBL, please use the last 16 not the first 16 characters), On Board date of the OBL. You will need to scroll to the right for the additional fields.

![Image of a screen showing the next step in the process]
Step 8 - Scroll back to the left and click on the Validate/Check Button.

Step 9 - If the validation was successful, you will see a message here. If you have errors, this message will reflect the error, and you will need to scroll to the right and review the line.

Step 10 - After your validation is successful, you will click on the “Post Freight Receipt” button.
Step 11 - You will receive this successful message. You are done with the Freight Goods Receipt process.