

March 2014 FNS WBSCM Newsletter



Web Based Supply Chain Management



WBSCM News & Updates

ECOS to be taken offline Sep 15, 2014 (Updated)

Delivery Order data extracts:

Within ECOS, Agencies can extract needed delivery order data by utilizing one of the reports found under the 'Food Order' menu bar. As noted above, WBSCM contains all delivery ordering data for delivery dates of July 1, 2011 to the current WBSCM orders. By utilizing the selection criteria for each report, the option to extract the desired data can be achieved. To extract and archive the output, the file type of CSV will allow the greatest flexibility to store and retrieve this data if needed in the future.

The reports that may be of interest are: Delivery Order Status, Value of Commodities Received and the Commodity Code Outlays. For more information on the reports and what data each offers, select the 'Training' link on the ECOS menu bar and then select the 'Reports' link within the User Manuals.

WBSCM Consolidation Workbench– Potential Missing Requisitions

The WBSCM catalog was modified February 18, 2014 to change the order by date of May 1, 2014 for the July and August 2014 deliveries to February 19, 2014 removing the July and August delivery periods for the following materials:

110242 - CHEESE NAT AMER FBD BARREL-500 LB(40800)

110243 - CHEESE MOZ LITE UNFZ PROCESSR PK (41125)

110244 - CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)

Orders placed for these products with July and August delivery dates prior to the catalog change and Recipient Agency catalog view refresh will not be presented in the consolidation work bench (CWB).

To recover the requisitions for consolidation they can be accessed by clicking the Req's Past Order-By Date button. The button will not be enabled if requisitions are not present.

Change the delivery period (Ship-To Date) for the requisitions to a later (September or October) delivery date. The requisitions can then be submitted to the CWB for processing and Sales Order submission.

For additional information on CWB functions please reference the work instruction Consolidate Requisitions to Create Standard Domestic Sales Order found under the Help tab on the WBSCM home page.

Recipient Agency catalog views must be refreshed to ensure the correct delivery periods are presented and prevent additional requisition submissions with invalid delivery dates.

The refresh is accomplished by accessing the RA catalog view on the Operations tab => Order Processing option => Manage RA Catalog Views menu selection.

Select the Manage View/Organizations link for the RA catalog view you wish to update. When the view is displayed click on the Save Organization/View button to refresh the RA views.

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Reminder:

To ensure you receive the latest news and updates, register to receive free E-mail notifications when the WBSCM Homepage has been updated at <http://www.fns.usda.gov/fdd/fns-wbscm-information> and click



WBSCM Tips

1. Redistribute from Redonated Order

You can now redistribute from a redonated order (as of Release 2.2.15). Enter the Redonation Order # and perform a search. Then create a requisition from the redonation order and follow normal procedures for redistribution off a requisition.

Redonations are

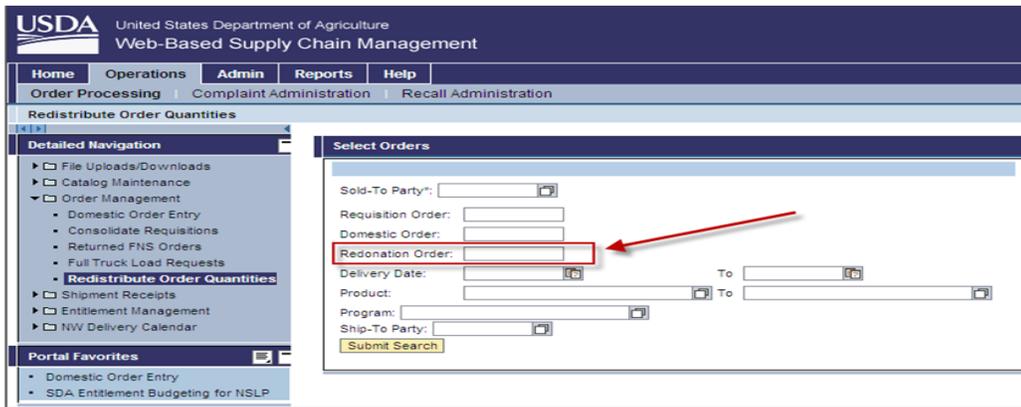
- * Transactions created by FNS to reflect transfers between States.
- * Redonation documents start with a 59* series.

Redistributions are

- * Transactions created by SDAs to transfer materials to/between RAs.
- * Redistribution documents start with a 19* series.

Ship-To Inbox:

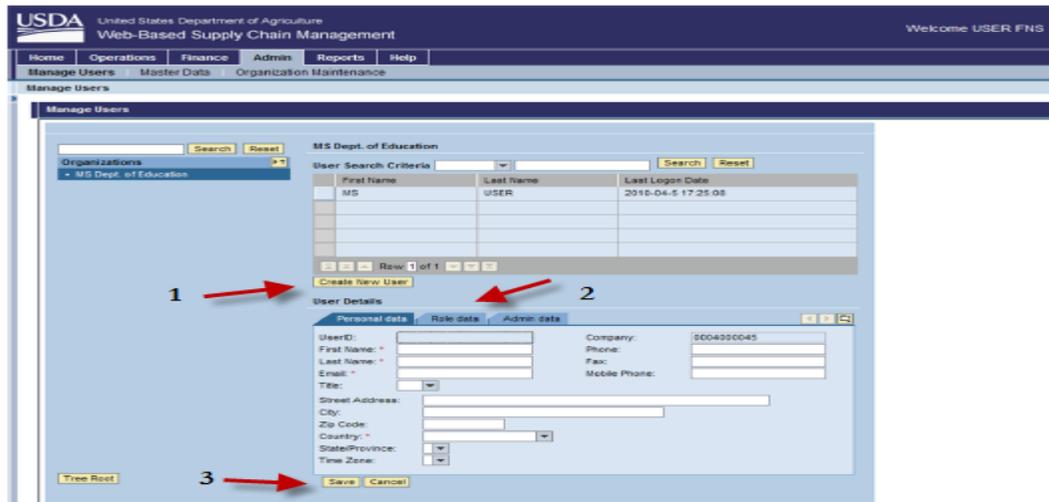
A mailbox has been established to receive requests to have SHIP-TO locations assigned to Domestic Business Partners and to establish new Ship-To locations within WBSCM. Please email FNS-7s to: WBSCM-Ship-To@fns.usda.gov.



2. User Admin Role: Create and Modify Users

The User Admin role allows each organization to add, remove and modify users and their roles. After entering the user's information remember to assign roles by clicking on the roles tab and clicking submit after you have made your changes. Once a user is created you will have the option to modify them by clicking the modify button.

Manage Users Screen



Toolbox Spotlight

Quick Reference for WBSCM Registration

1. Look for the WBSCM Registration email. This email is automatically sent when your User Admin creates an account in WBSCM. The Subject line will read **Action Required: Register USDA WBSCM User Account**

2. Proceed to step 1 in the email. This is a two step process.

A. **Create** an E-auth account- **Follow the link in this step. You will receive an email after you create this account** (See Screenshot 1)

B. **Activate** the E-Auth Account

To activate the account you will receive an email. Subject Line will read **Action Required: Instructions to Activate your USDA account with Level 1 Access** (See Screenshot 2)

Click on the link in step 3. This will activate the account.

3. After you have activated the E-Auth account, you now need to officially register the account. To do this, return to the email with the subject line **Action Required: Register USDA WBSCM User Account** (See Screenshot 1)

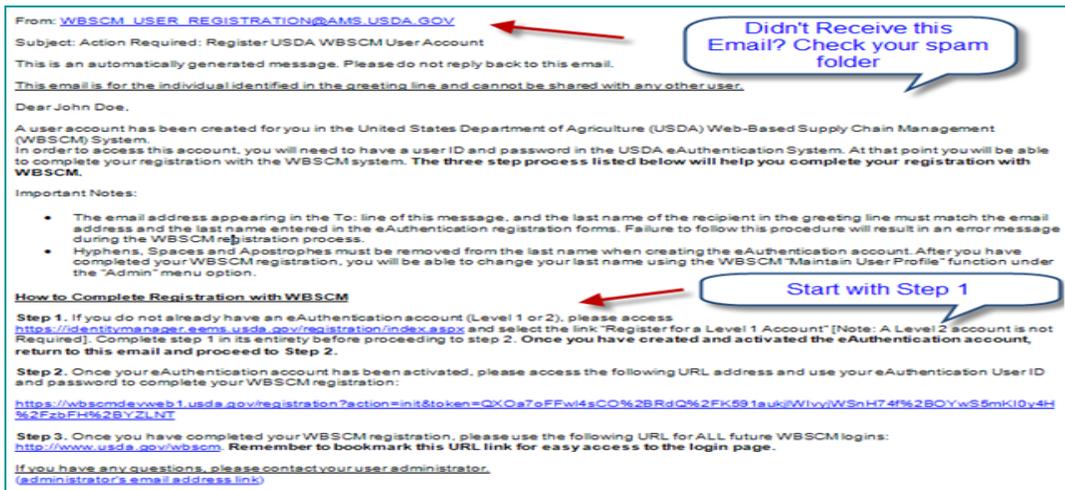
A. Click on the link in step 2

B. Log in using your new login ID and password

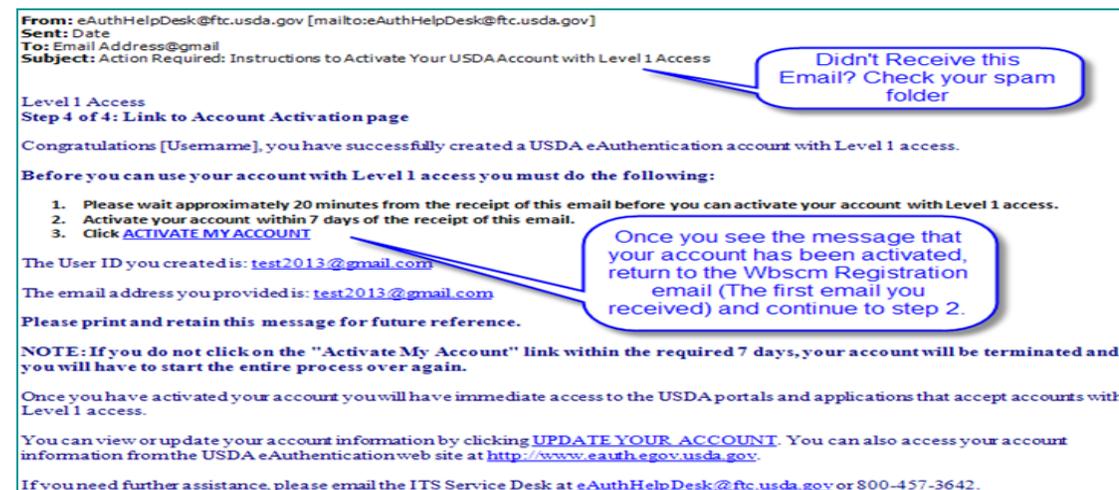
C. Accept the Rules of Behavior

D. Read the reminder in step 3

Screenshot 1



Screenshot 2



Useful Links

WBSCM: <http://www.usda.gov/wbscm>

FDD: <http://www.fns.usda.gov/fdd/fns-wbscm-information>

What's Next?

Future Targeted Initiatives

* WBSCM Technical Upgrade

Upcoming Events

ACDA Conference

April 27th-29th– Austin, TX

Communicate with FNS – questions, concerns, issues

Dennis Sullivan – FNS Systems Branch Chief, FNS WBSCM Project Manager

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WBSCM Service Desk

The WBSCM Service Desk contact information is as follows:

Call-in phone number is: 877-WBSCM-4U or 877-927-2648

Email inquiries:
WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal: <https://srai.service-now.com>. From this link users can access a form and submit it to the WBSCM Service Desk as well as monitor the status of their help ticket. This is a separate application from WBSCM and will require an additional login and password. Users will enter the WBSCM email address as the logon and a password can be created. Using this site is optional.

Hours of Operation: 8:00 AM to 6:00 PM ET

Suggestion Box

Is there something you would like to see in the newsletter? Send your thoughts and comments to ja-karra.nichols@fns.usda.gov