WBSCM Go-Live Functionalities

The following functionalities went live in the WBSCM system on June 30, 2010:

- Organization/User Administration
- DoD Fresh Payments
- Price Support (PS)
- Multi-Food Outbound

Organization/User Administration

Organization/User Administration consists of loading existing materials, vendors, customers and users into WBSCM. This also includes maintenance of existing data and creation of new master data (materials, vendors, customers, and users).

DoD Fresh Payments

DoD Fresh Payments is a process in WBSCM that will enable FNS and AMS to enter budget information, create purchase orders and invoices to pay DFAS (Defense, Finance, and Accounting Service) vendors. New DoD vendors will be established in Financial Services. Obligations and payments will be established in eFMS (Electronic Funds Management System) and NPS (National Payment Service), respectively.

Price Support

The PS functionality that went live includes:

- Warehouse Setup and Invoicing
  - Setup of warehouse
  - Storage contracts
  - Establishment of budget from eFMS
  - Inbound commodity and freight purchase order with appropriate linkage
  - Inspection results
  - Payments to commodity, freight, and storage vendors
  - Invoicing
  - Interfaces to FMMI-R (Financial Management Modernization Initiative – Readiness)

- Inventory Adjustments and Interface to CORE (Core Accounting System)

- Sale of PS inventory
  - Creation of business partner
  - Sales order
  - Delivery document
  - Billing document and NRRS (National Receipts and Receivables System) interface

- Storage Payments
  - Creation of storage contracts
  - Automated generation of purchase orders to pay vendors
  - Submission and approval of invoice
  - Interfaces to FMMI-R

Multi-Food Outbound from National Warehouses (NW)

The Multi-Food Outbound processes that went live include:

- CSFP and FDPIR customers placing Multi-food requisitions with their associated NW
- NW downloading requisitions
- NW uploading BOL (Bill of Lading) to create delivery documents
- Inventory being decremented (quality or quantity decreased)
- Sold-to / Ship-to entering receipt against delivery document
- FNS adjusting inventory as required
- NW setup
- Loading inventories into each NW
- Establishing customer delivery calendars

WBSCM Minimum System Requirements

	Minimum Requirement	Notes
Hardware		
Processor	800MHz +	
Memory	512 MG +	
Hard Disk Drive	110 MB +	
Monitor Resolution	1024 x 768 16K colors or better	
Software		
Operating System	Microsoft Windows XP, Microsoft Windows 2000, or Microsoft Windows Vista	
Web Browser	Microsoft Internet Explorer 6.0 - Service Pack 2 or Microsoft Internet Explorer 7.0	**WBSCM is not compatible with Internet Explorer 8.0.** **Important: Uninstall Internet Explorer 8 or run Internet Explorer in IE7 compatibility mode.**
Adobe Flasher Player	Adobe Flash Player 8.0 or higher	Only needed for viewing uPerform simulations.
Additional Desktop Integration Software	Microsoft Office (MS-Word, MS-Excel); Adobe Acrobat Reader	Required for viewing documents attached to WBSCM transactions.
JavaScript Enabled	Yes	
Cookies Enabled	Yes	

- Records Management, which is only supported by Internet Explorer 6 and 7, requires the SAP Plug-ins. Other browsers (such as Firefox 2.0) do not support Records Management.

- For users who currently have Internet Explorer 8.0, the SAP Portal is not compatible with this version; and you are advised to uninstall it and install Internet Explorer 7.0, or run Internet Explorer in IE7 compatibility mode.

- Due to the Records Management requirement, Mac users can access WBSCM by visiting an Apple store to install Windows as a second operating system.

- The uPerform will work with a higher version of Adobe Flash Player. The latest version is 10.0.32.18. You can check the current version of Flash Player by going to http://www.adobe.com/products/flash/about. This web page runs a version test that reports your currently installed version of Flash Player and lists the latest available version for the platform.

   At a minimum, you need to have Flash Player version 8. To install the latest version, visit http://www.adobe.com/go/getflashplayer and follow the directions.

e-Learning Course Availability

The e-learning courses have been finalized and are now available at the ***WBSCM Program Web site*** (http://www.fsa.usda.gov/FSA/webapp?area=home&subject=coop&topic=wbs). At this web site, click on ftp://ftp.ams.usda.gov/WBSCMTraining to access the courses. The first thing you need to do is read the document titled "How to Open an e-Learning Course from FTP Website" which will provide step by step directions on how to access the courses. All external stakeholders who have identified themselves as WBSCM users are strongly encouraged to go to this training site and complete the courses that relate to your area of responsibility. You may choose to take all of the e-Learning courses.   If after following the instructions you still cannot access the courses, please send as email to WBSCM@kcc.usda.gov with your contact information and someone will be in contact to assist you.

File Transfer Protocol (FTP) Directories and WBSCM e-Learning Training

The FTP directories and WBSCM e-Learning training is now available at: ftp.ams.usda.gov. The following is the breakdown for these directories and training with corresponding links:

- Directory Communications
- Directory External Fulfillment
- Directory External Procurement
- How to Open WBSCM eLearning Course from FTP Website.doc (These are the actual instructions.)
- Directory Internal Fulfillment.

1. Directory Communications

- WBSCM Internet Explorer 7-IE7-Compatibility-View.doc
- WBSCM Minimum System Requirements_v1 5.doc
- WBSCM-Records Mgt User-Internet Explorer Settings v 2.doc
- WBSCM-User-Internet Explorer Settings v 3.doc

2. External Fulfillment Sub Directory

- Domestic:
  - EXT100_SDA_Org_Admin
  - EXT110_RA_Co-op_HQ_Receiver_Org_Admin
  - EXT130_Ship-To_Party_Admin
  - EXT140_Domestic_Fulfillment_View
  - EXT300_SDA_Order_Management
  - EXT310_Domestic_Order_Management
  - EXT315_ITO_NW_Order_Management
  - EXT330_SDA_PVO_Complaints_Admin
  - EXT340_SDA_Recall_Specialist
  - EXT350_National_Warehouse_Admin
  - EXT360_Price_Support_Warehouse_Administration

- General:
  - WBSCM220 - WBSCM Portal Basic Navigation.zip

- International:
  - EXT150_International_Fufillment_View
  - EXT320_PVO_FF_Order_Management
  - EXT330_SDA_PVO_Complaints_Admin
  - EXT370_International_Transportation_Management

File Transfer Protocol (FTP) Directories and WBSCM Training (Continued)

3. **External Procurement Sub Directory**

- Domestic:
  - EXT410_Commodity_Purchase_Orders_and_Follow_on_Functions_Domestic
  - EXT430_Commodity_Bidding_Domestic

- General:
  - EXT400_Corporate_Vendor_Admin_Activities
  - EXT500_External_Vendor_Reporting
  - WBSCM210_WBSCM_Portal_Basic_Navigation_for_USDA_Vendors

- International:
  - EXT415_Commodity_Purchase_Orders_and_Follow_on_Functions_International
  - EXT420_Freight_Bidding
  - EXT435_Commodity_Bidding_International
  - EXT440_Maintain_Freight_Purchase_Orders

4. **Internal Directory**

- FUL430_USAID_Fulfillment_View_Only
- PRO110_Procurement_View_Only
- WBSCM100_High_Level_Overview
- WBSCM200_WBSCM_Portal_Basic_Navigation
- WBSCM300_WBSCM_Reports_Basic_Navigation
- WBSCM600_User_Administration

e-Learning Training by External Stakeholder Type
The following table shows the types of external stakeholders and the corresponding course codes and names.

External Stakeholder Type	Course Code	Course Name
Order Manager - FF	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 320	PVO FF Order Management - External
Complaints Specialist - PVO	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 500	External Vendor Reporting - External
	EXT 330	SDA_PVO Complaints Administration - External
Order Manager - PVO	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 320	PVO FF Order Management - External

External Stakeholder Type	Course Code	Course Name
Transportation Specialist - PVO	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	PRO 110	Procurement View Only
	EXT 370	International Transportation Management
Commodity Plant	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 500	External Vendor Reporting
	EXT 410	Maintain Purchase Order – External
	EXT 430	Commodity Bidding – External
Freight Forwarder & Limited Access Freight Forwarder	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 370	International Transportation Management
	EXT 420	Freight Bidding – External
	EXT 430	Commodity Bidding – External
Corporate Administrator	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 400	Corporate Vendor Admin Activities
	EXT 410	Maintain Purchase Order – External
	EXT 420	Freight Bidding – External
	EXT 430	Commodity Bidding – External
	EXT 500	External Vendor Reporting
Corporate Vendor – Commodity or Services	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 400	Corporate Vendor Admin Activities
	EXT 410	Maintain Purchase Order – External
	EXT 420	Freight Bidding – External
	EXT 430	Commodity Bidding – External
	EXT 500	External Vendor Reporting

External Stakeholder Type	Course Code	Course Name
Steamship Lines & Ship's Broker	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 370	International Transportation Management
	EXT 400	Corporate Vendor Admin Activities
	EXT 410	Maintain Purchase Order – External
	EXT 420	Freight Bidding - External
Port Representative	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 370	International Transportation Management
	EXT 400	Corporate Vendor Admin Activities
	EXT 410	Maintain Purchase Order – External
	EXT 420	Freight Bidding - External
	EXT 500	External Vendor Reporting
Invoice Processor – Vendor	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 310	Domestic Order Management
	EXT 400	Corporate Vendor Admin Activities
	EXT 410	Maintain Purchase Order – External
	EXT 420	Freight Bidding - External
	EXT 430	Commodity Bidding – External
	EXT 500	External Vendor Reporting
Bidder Administration & Bidder	WBSCM 100	WBSCM High Level Process Overview
	WBSCM 200	WBSCM Portal Basic Navigation
	EXT 400	Corporate Vendor Admin Activities
	EXT 410	Maintain Purchase Order – External
	EXT 420	Freight Bidding - External
	EXT 430	Commodity Bidding – External
	EXT 500	External Vendor Reporting

WBSCM End User Computer Settings for Internet Explorer (IE)

To ensure that WBSCM runs correctly at Go-Live, end users will need to take steps to change their IE settings.

Note: Some settings may be managed by your System Administrator, so please check with them first before making any of these changes to your settings.

The following instructions will allow users to:

- Add WBSCM to the Trusted Sites List
- Add WBSCM to the Popup Blocker Exception List
- Allow JavaScript and Automatic Downloads
- Allow Cookies

Add WBSCM to the Trusted Sites List

- Open Internet Explorer.
- Select *Internet Options* from the *Tools* menu.
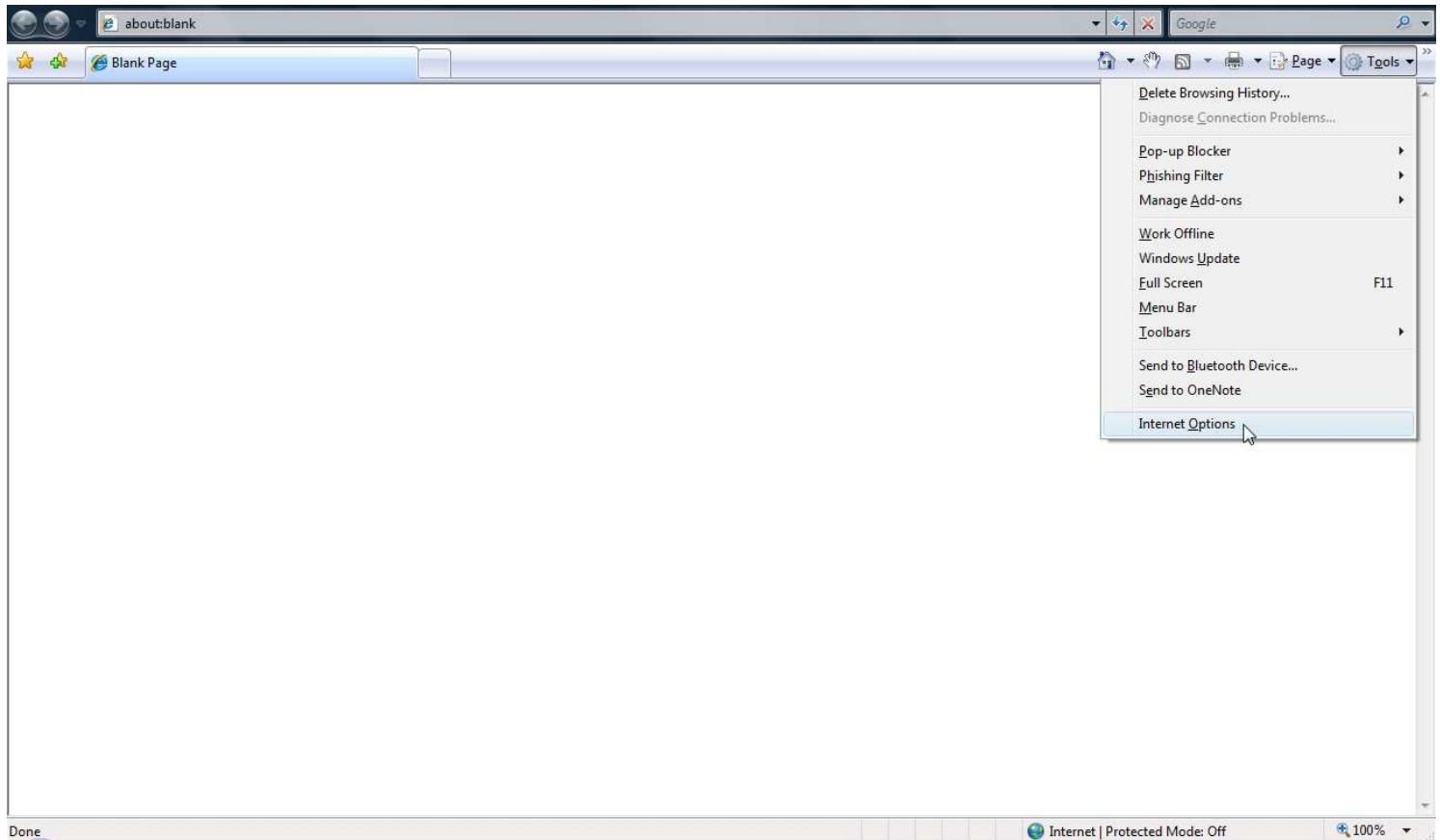
Add WBSCM to the Trusted Sites List (Continued)

- In *Internet Options* dialog box select the *Security* tab.
- Select *Trusted Sites* from the *Zone* choices.
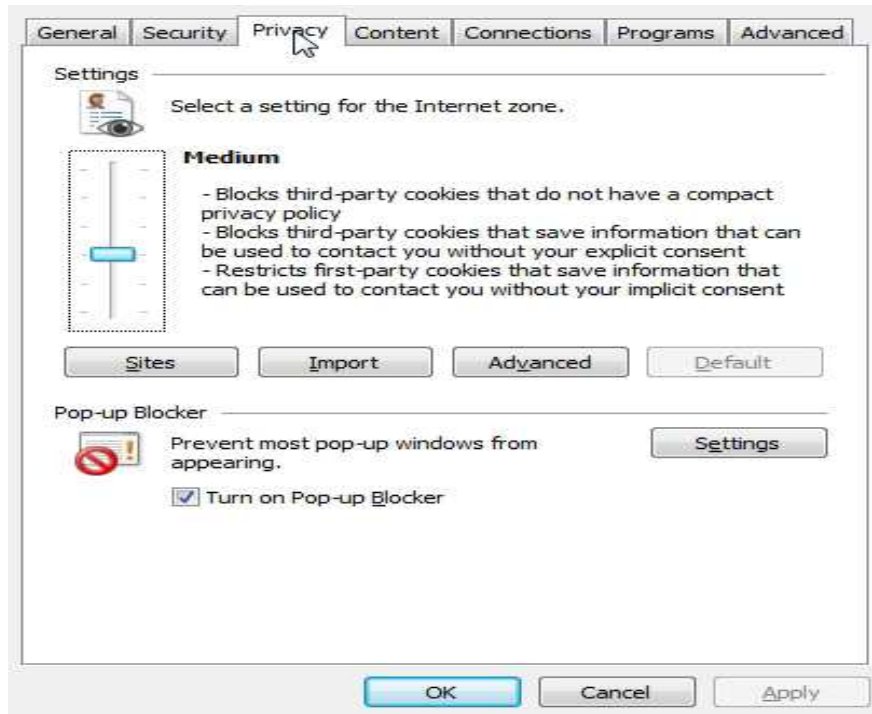- Click the *Sites* button.

- Add **.wbscm.usda.gov* to the *Trusted Sites* zone.
- Make sure *Require server verification (https:) for all sites in this zone* is unselected.
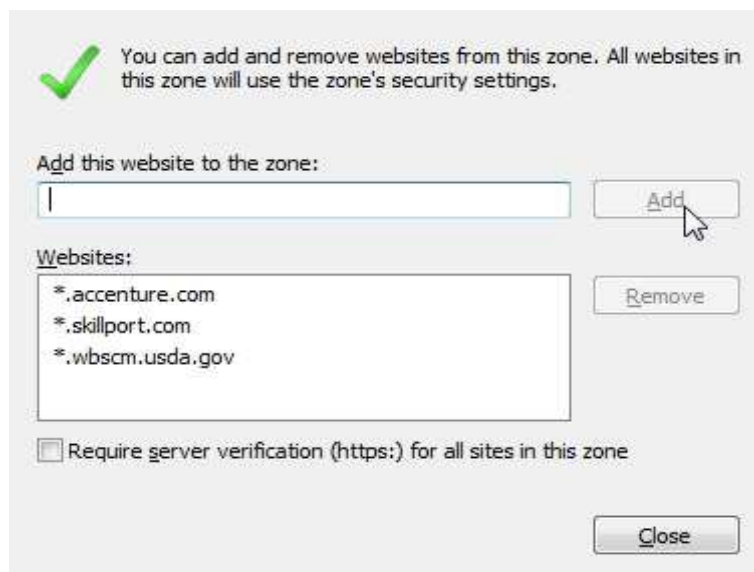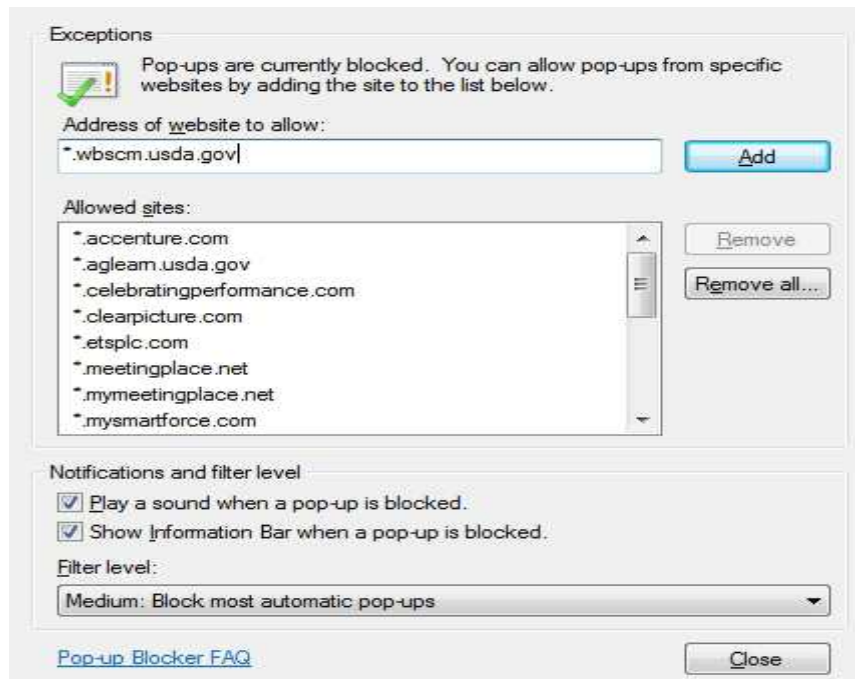
Add WBSCM to the Popup Blocker Exceptions List

- Open Internet Explorer.
- Select *Internet Options* from the *Tools* menu.
- In *Internet Options* dialog box select the *Privacy* tab.

- Click the *Settings* button in the *Pop-up Blocker* section.
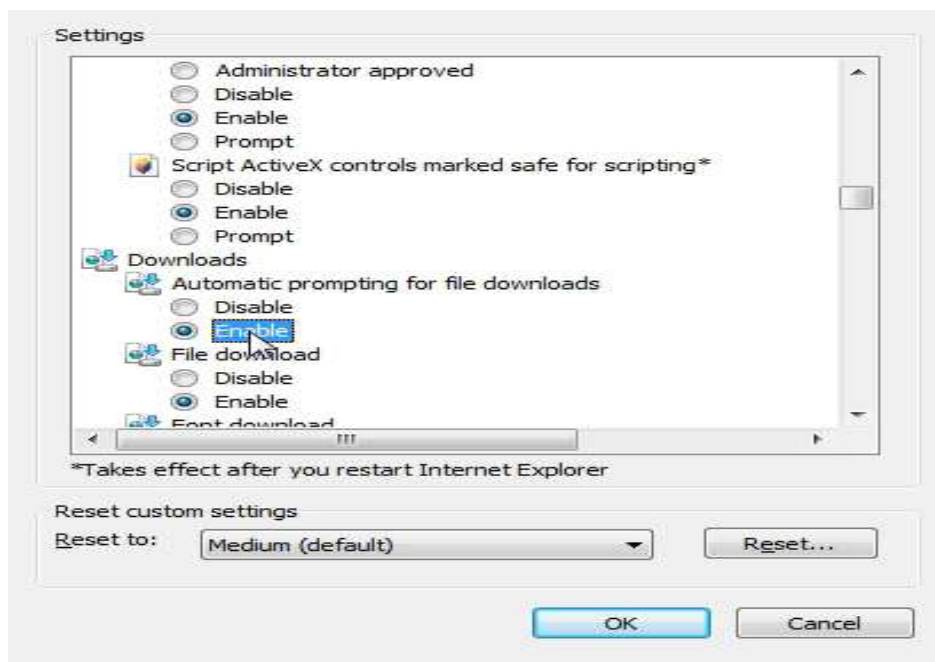- Add *.wbscm.usda.gov* to the *Address of website to allow* box.

- Click **Add.**
- NOTE: Please add *.wbscm.usda.gov* to the exceptions list of any third-party browser toolbars in the browser, like Google Toolbar, AOL toolbar, etc.

Allow JavaScript and Automatic Downloads

- Open Internet Explorer.
- Select *Internet Options* from the *Tools* menu.
- In *Internet Options* dialog box select the *Security* tab.
- Select *Trusted Sites from the Zone* choices.
- Click the *Custom level* button.

- Select *Enable in Downloads* → *Automatic prompting for file downloads.*
- Select *Enable in Scripting* → *Active Scripting.*
- Select *Enable in Scripting* → *Allow paste options via script.*
- Select *Enable in Scripting* → *Scripting of Java applets.*
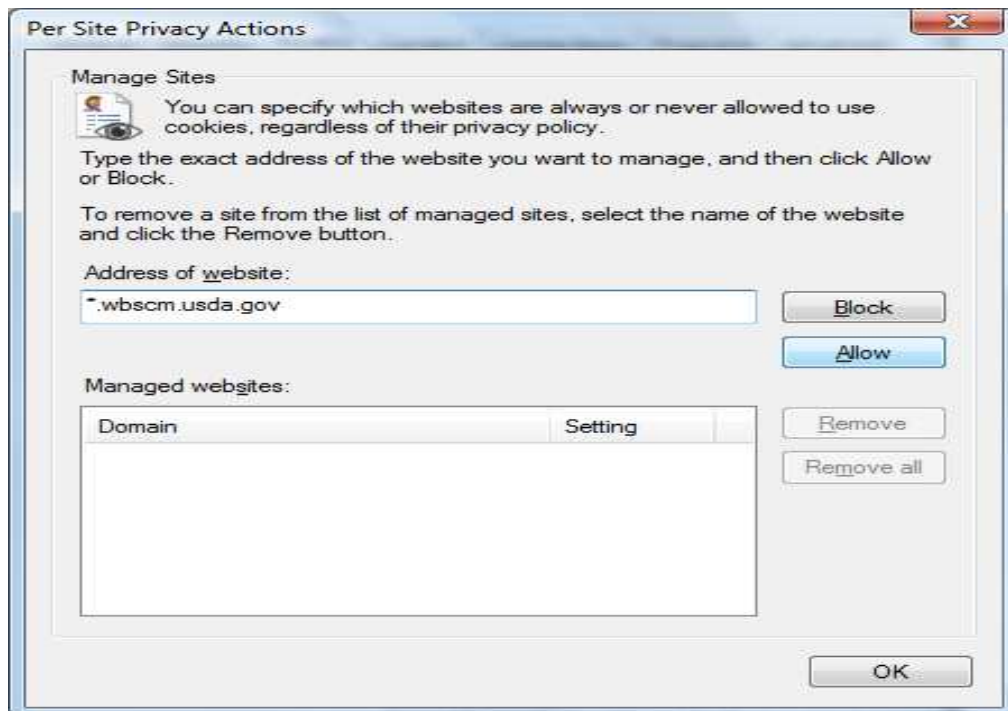
Allow Cookies

- Open Internet Explorer.
- Select *Internet Options* from the *Tools* menu.
- In *Internet Options* dialog box select the *Privacy* tab.
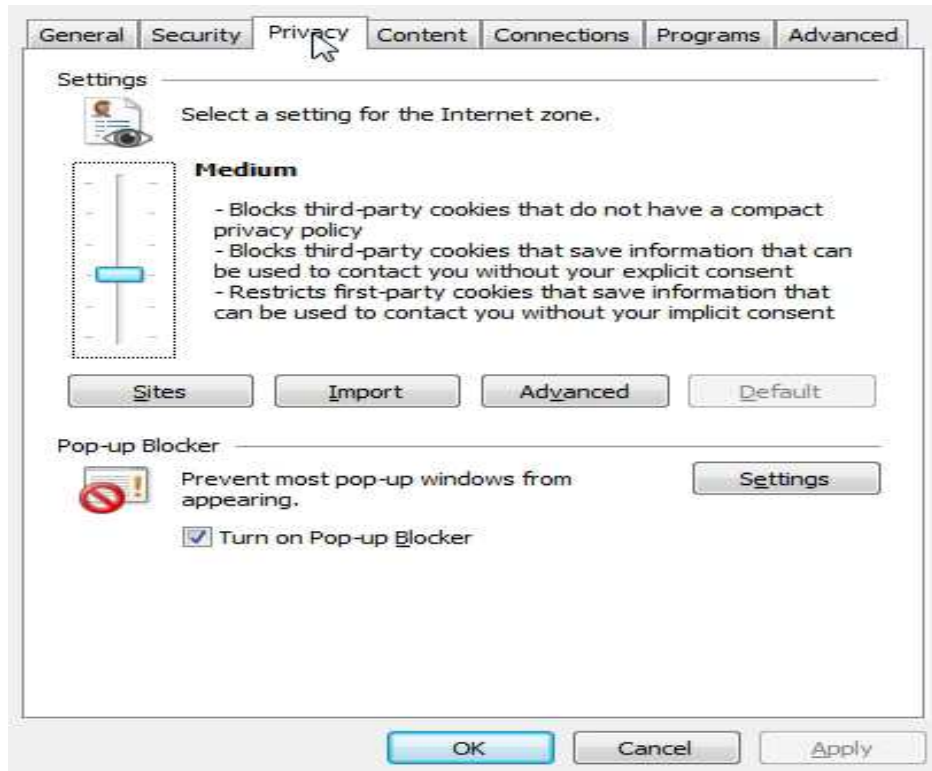
- Click the *Sites* button in the *Settings* section.
- Add **.wbscm.usda.gov* to the *Address of website box.*
- Click *Allow.*

WBSCM Helpdesk Contact Information

To obtain assistance using WBSCM, please contact the WBSM helpdesk at either of the following:

- telephone 877-WBSCM-4U or 877-927-2648
- email: WBSCMhelp@ams.usda.gov

Newsletter Distribution and Feedback

We encourage anyone who is currently receiving this newsletter to please distribute it to any parties who you think might be interested in learning about the current WBSCM activities.

We would appreciate receiving your feedback! Please email your WBSCM questions or suggestions to: *WBSCM@kcc.usda.gov*.