# **Inspection Results**

Create an Inspection Lot and Input Results

Input inspection results and attach your certificate of analysis (COA), FGIS certificate, AMS certificate, or other inspection certificate

Save your Certificate of Analysis as a .pdf document and have available to view to input the results and upload as supporting documentation to your inspection results.

	P.O. Box 123, Kansas Cit	ty, Missour 64133	
Number: <u>42000012</u> e Item: <u>00003</u>		em Quantity: <u>72</u>	,000 ea.
	Lot No. XYZ 062711	Lot No. XYZ 062811	Lot No. XYZ 062011
Factor	2,800 ea.	2,800 ea.	5,000 ea.
Aflatoxin - ppb	15	12	15
Appearance & Odor	Pass	Pass	Pass
Bostwick Uncooked- cm	19	22	19
Bostwick Cooked - cm	12	8	12
Coagulase Positive	Pass	Pass	Pass
Dispersability E. Coli	Pass Pass	Pass Pass	Pass Pass
Fat - %	Pass 7	Pass 6	Pass 7
Fiber - %	1.9	2.0	1.9
Iron - MG/mg	1.5	32	1.5
Moisture - %	10.2	10.4	10.2
Protein - %	10.2	16	10.2
Salmonella	Pass	Pass	Pass
Sieve test #30 - %	85	01	85
Sieve test #6 - %	97	96	97
Sieve test #60 - %	56	60	56
Total Bacteria Count	0	0	0
Vitamin A - IU/mg	14000	9100	14000

In this exercise, we will be entering the inspection results for the Purchase Order and ASN 61000003190 from the example below.

ASN, Inspect				
PO No.	4200001271		3	
PO Line Item	Quantity	72,000	ea.	
ABC Co. Lot		ASN	Inspection	Lot
No.	ASN No.	Quantity	Result*	Quantity
XYZ 062711	61000003190	2,800	1000002303	2,800
XYZ 062811	61000003191	2,800		2,800
XYZ 062911	6100003192	2,800		5,000
X12 002911	61000003193	2,200		3,000
	Open Quantity	61,400		61,400

\* This Inspection Results number is the number that will be created. You will fill your sheet in after you complete your results and your inspection lot is created.

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	INVC-Invoiced - Paid - Closed	OOSP-Out of Spec	RE01-Name of Vendor Incorrect/Missi	RE02-Invoice Date Incorrect/Missing	
	RE03-Contract Number Incorrect/I/	iss RE04-Documents not readable	RE05-Des, Price, Quantity Incorrect	RE06-Shipping/Payment Terms Incorre	
	RE07-Tax Payer ID (TIN) Incorrect	RE08-Duplicate Invoice	RE09-Name/Phone Number Incorrect	RE10-Other Required Docn Incorrect	
	RE11-Reject the Lot completely-NR			PIPA-Partial Inv - Pending Approval	
	PIPP-Partial Inv - Pending Payment	RE12-Non-Confirming Product	INCD-Invoice Cancelled	PIPD-Partial Invoice Paid	
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- 1. Type in your PO number In the **Purchase Order** field.
- Click (the Matchcode button) in the Line Item field.
   Click Start Search (the Start Search button) in the box that pops up. (see below)

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4. Find the PO line item f	or your results and o	click 📃 (t	he <b>Blue</b> b	ox) to high	light th	e assi	ociated

line item. In our example this is line item 00003. Click OK (the OK button).

Tip: You can also skip steps 2 – 5 above and enter the line item number in the Line item field, but MAKE SURE you have entered the line item number in the correct format; For example (00003 is correct; 3, 03, or 0003 would be incorrect). Using the search feature ensures you select the PO line item in the correct format.

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Search Certificate w/o Reference Certificate w/Reference Certificate from FGIS Up	e to External Sam	ple			Change the Quanti
ot Status					

5. Change the Quantity to the lot quantity recorded on the certificate.

**CAUTION**: Following steps 2-5 above will automatically populate the ENTIRE PO line quantity (notice the 72,000 eaches in the quantity field above). Make sure you change the quantity to the number of eaches representing your inspection lot.

#### **Tips on Inspection Lot Quantity**

- The quantity should be the number of eaches (bags, cartons, units, etc.) covered by the lot on the certificate of analysis, FGIS certificate, or other inspection certificate. (*In this example we are using 2,800 ea.*)
- The quantity entered cannot exceed the total units of the PO line item.
- The quantity <u>can</u> be greater than the number of units on an Advanced Shipping Notice (ASN). In otherwords, the Inspection Lot quantity can cover more than one ASN and Invoice.
  - When you are ready to invoice you will select your "inspection lot" number and it will reduce the quantity available on the inspection lot by the ASN quantity (which will also be the quantity on your invoice).
    - i.e. Lot XYZ 062911, Inspection Lot = 5,000 ea. but the ASN quantity = 2,800 ea. When you invoice you will select the inspection lot no. and after you invoice 2,200 ea. will be open to use on another invoice.

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- 6. Select the radio button beside the **Certificate w/Reference to External Sample** field.
  - The input field is not validated by WBSCM. You can input your lot number or other certificate identification information here if that is helpful to your company.
  - Note: Certificate w/Reference to External Sample is currently the only active certificate type option. The FGIS upload feature has not been activated at this time.
- 7. Click **Execute** (the **Execute** button).
  - Note: You will not need to select any checks under the "Lot Status" field.

The "Record Results: Characteristic Overview" screen will pop-up in a new window. You may want to

maximize this screen by clicking 🛄 (the Maximize button).

#### ENTERING INSPECTION RESULTS CHARACTERISTICS

Inspection results are entered into the Results field. Depending upon the specification, the results will be either Qualitative or Quantitative.

- To enter Qualitative results, first click into the corresponding Result field which activates the Matchcode button, then select an option from the list. For a Quantitative result, enter the number into the Result field.
- For dates results from a date type factor i.e. manufacture date, fumigation date, etc you will use the format specified in the specifications column. Typically it is a YYMMDD type format.
- Use the scroll bar on the right to scroll down and make sure you have entered all required result fields. If you have any questions about what belongs in the result field, please contact your Contracting Specialist.

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8. Enter your results in the result column then use your down arrow key to enter your next result. For a quantitative result, you can simply enter the number then arrow down to the next cell.

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9. Click (the **Matchcode** button) to enter qualitative results such as grade, pass/fail, or appearance & odor factors.

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- 10. Click ✓ NPAS (The Negative/Pass) Option. Green checkmarks mean pass and the red "X" means fail.
- 11. Click <mark>🖋 <sup>Choose</sup> (</mark>the **Choose** button).

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Name         Base         Back         ER         Cancel         System         Other inspection lot         Use settings         Defects         Inspection Method         Control chart         Histogram         Run values (run chart)         Results history         More           Material         100300002303         # 200001271-00003-Y/C 062711         OperArt         0010         Inspection Tasks         Plnc         000           Central         Indicators         Force         Further details         Chart         700         700         700         700         900	$\mathbf{O}$	•	E	https://wbscmint.wbscm.us	da.gov/irj/servlet/prt/por	tal/prteveni	tname/Navigal	te/pr	troot/pcd!3aporl	al_content!2fgov.u	sda.wbscm.w	bscm!2fgov	.usda.wbscm.wbscm	<b>• 😵 </b> 🐓	×	Google		<u>_</u>
Material       130338       CORN-SOY BLEND BACH-HP-Bath       OPEATCH         Insp. Lot       10000002303       4200001271-00003-V/2 062711         Oper/Act       0013       Inspection Tasks       Platt         Image: Corn-Soy BLEND BACH-HP-Bath       OPEATCH       Image: Corn-Soy BLEND BACH-HP-Bath         Oper/Act       0013       Inspection Tasks       Platt         Image: Corn-Soy BLEND BACH-HP-Bath       OPEATCH       Image: Corn-Soy BLEND BACH-HP-Bath         Image: Corn-Soy BLEND BACH-HP-Bath       OPEATCH       Image: Corn-Soy BLEND BACH-HP-Bath         Image: Corn-Soy BLEND BACH-HP-Bath       OPEATCH       Image: Corn-Soy BLEND BACH-HP-Bath         Image: Corn-Soy BLEND BACH-HP-Bath       OPEATCH       Image: Corn-Soy BLEND BACH-HP-Bath         Image: Corn-Soy BLEND BACH-HP-Bath       OPEATCH       Image: Corn-Soy BLEND BACH-HP-Bath         Image: Corn-Soy BLEND BACH-HP-Bath       Image: Corn-Soy BLEND BACH-HP-Bath       Image: Corn-Soy Blend Bath         Image: Corn-Soy Bath       Image: Corn-Soy Bath       Image: Corn-Bath       Image: Corn-Soy Bath         Image: Corn-Acting Bath       Image: Corn-Acting Bath       Image: Corn-Bath       Image: Corn-Bath         Image: Corn-Acting Bath       Image: Corn-Bath       Image: Corn-Bath       Image: Corn-Bath       Image: Corn-Bath         Image: Corn-Bath <td>Re</td> <td>col</td> <td>rd</td> <td>Results: Chara</td> <td>acteristic Ove</td> <td>rview</td> <td></td> <td><b>100</b></td>	Re	col	rd	Results: Chara	acteristic Ove	rview												<b>100</b>
Inp. Lot       000002202       4200001271-00003-VYZ 062711         Oper Art       0000       inspection Tasks       Pint 1000         Imp. Lot       Inspection Tasks       Pint 1000         Imp. Lot       Impection Tasks       Pint 1000         Imp. Lot       Pint 1000       Pint 1000       Pint 1000         Imp. Pint 1000       Pint 1000       Pint 1000       P	Men	u,  )	S	ave Back Exit Can	cel System Oth	er inspecti	on lot Use	r set	tings Defe	cts Inspectio	n Method	Control ch	art Histogram	Run values	(run	chart) Result	ts history 🛛 N	lore
Inp. Lot       000002202       4200001271-00003-VYZ 062711         Oper Art       0000       inspection Tasks       Pint 1000         Imp. Lot       Inspection Tasks       Pint 1000         Imp. Lot       Impection Tasks       Pint 1000         Imp. Lot       Pint 1000       Pint 1000       Pint 1000         Imp. Pint 1000       Pint 1000       Pint 1000       P			-															
OperAtt       010       ispection Tasks       Pint 1000         General       Summarized       Indicators         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications       Image: Constraint of the Ins. Specifications         Image: Constraint of the Ins. Specifications							HP-Batch		QMBATCH	00								
General         Summarized         Indicators           A: Construct of the ins.         Force         Further details           A: Construct of the ins.         Specifications         Inspect inspecta Sill.         Result.         Original Va. V.         Defect cl         Attribute inspects reprint         Construct         Ch.         Cinc           A: Construct of the ins.         Specifications         Inspect in						62711		1										
Image: Control of the control of th	Oper.	/Act.	l	0010 🔺 🔻 Inspec	tion lasks		Pint 10	00										
Image: Control of the control of th																		
Image: Control of the control of th																		
Ac. R       Short text for the ins       Specifications       Inspected SL.       Result       Original Va       Defect cL.       Attribute       inspected II.       C       Ch       OT         2       E COLI       MICROBIOLOGICAL       2,800       2,800       7.00       7       1       2       8 OF         2       FAT       5.50100.00 %       2,800       7.00       7       1       2       8 OF         2       FIBER       0.00250 %       2,800       7.100       7       1       2       90F         2       FIDER       0.00250 %       2,800       18.00       16       1       2       90F       1100 F         2       MOISTURE       10.1010.50 %       2,800       7.10.0       17       1       2       110.0         2       SALMONELLA       MICROBIOLOGICAL       2,800       2,800       7.100       17       1       2       120F         2       SIEVE TEST #30       0.0096.00 %       2,800       97.00       97       1       140F         2       SIEVE TEST #60       0.00100.00 %       2,800       96.00       56       1       2       170.0         2		Эene	eral	Summarized India	cators													
Ac. R       Short text for the ins       Specifications       Inspected SL.       Result       Original Va       Defect cL.       Attribute       inspected II.       C       Ch       OT         2       E COLI       MICROBIOLOGICAL       2,800       2,800       7.00       7       1       2       8 OF         2       FAT       5.50100.00 %       2,800       7.00       7       1       2       8 OF         2       FIBER       0.00250 %       2,800       7.100       7       1       2       90F         2       FIDER       0.00250 %       2,800       18.00       16       1       2       90F       1100 F         2       MOISTURE       10.1010.50 %       2,800       7.10.0       17       1       2       110.0         2       SALMONELLA       MICROBIOLOGICAL       2,800       2,800       7.100       17       1       2       120F         2       SIEVE TEST #30       0.0096.00 %       2,800       97.00       97       1       140F         2       SIEVE TEST #60       0.00100.00 %       2,800       96.00       56       1       2       170.0         2																		
2       2       E.COLI       MICROBIOLOGICAL       2,800       2,800       NPAS NEGATINPAS NEGAT       1       2       70 0         2       FAT       5.50       100.00 %       2,800       7.00       7       1       2       86F         2       FAT       5.50       100.00 %       2,800       7.00       7       1       2       90F         2       FIBER       0.00       2.50 %       2,800       7.00       1       1       2       90F         2       IRON (Reported in M61470       .35.00 mg       2,800       2,800       1.80       16       1       2       90F         2       IRON (Reported in M61470       .35.00 mg       2,800       2,800       10.20       10.2       1       100F         2       PROTEIN       15.90       .100.00 %       2,800       2,800       7.00       7       1       2       2       130.0         2       SALMONELLA       MICROBIOLOGICAL       2,800       2,800       85.00       65       1       2       140F         2       SIEVE TEST #6       0.00       .400       97       1       2       160F       1700       1700       180F <td></td> <td></td> <td></td> <td><b>F</b> 🛛 🛧 🖓 🔂</td> <td>1 🗉 🖼 🔛</td> <td>Force</td> <td>Furt</td> <td>her (</td> <td>ietails</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>				<b>F</b> 🛛 🛧 🖓 🔂	1 🗉 🖼 🔛	Force	Furt	her (	ietails									
2       FAT       550100.00 %       2,800       7.00       7       1       1       9       1       80F         2       FIBER       0.00250 %       2,800       1.90       1       1       9       1       10       100F         2       IRON (Reported in MG 14703500 mg 2,800       2,800       1.90       1       1       9       1       100         2       MOISTURE       10.1010.50 %       2,800       2,800       10.20       10.2       1       100       120F       1100         2       MOISTURE       10.1010.50 %       2,800       2,800       17.00       17       1       9       1300         2       SALMONELLA       MICROBIOLOGICAL       2,800       7.800       7.800       7.00       7       1       9       1300         2       SIEVE TEST #0       0.0061.00 %       2,800       7.800       77.00       7       1       9       1       160F         2       SIEVE TEST #6       0.0061.00 %       2,800       7.800       7       1       9       1       160F         2       SIEVE TEST #6       0.0061.00 %       2,800       7.800       0       0	A	.c F			Specifications	Inspect	Inspected	Si	Result	Original Va V	Defect cl	Attribute	Insp.descriptn	L				
2       FIBER       0.002.50 %       2,800       2,800       1.90       1.9       1       1       90 F         2       IRON (Reported in MG14.7035.00 mg)       2,800       2,800       1.60       1       1       100 F         2       IRON (Reported in MG14.7035.00 mg)       2,800       2,800       10.20       10.2       1       100 F         2       PROTEIN       15.90100.00 %       2,800       2,800       17.00       17       1       90 F       130.0         2       SALMONELLA       MICROBIOLOGICAL       2,800       2,800       80.00       85.00       85       1       100 F       130.0         2       SALVENEET #50       0.0061.00 %       2,800       97.00       97       1       100 F       140 F         2       SIEVE TEST #60       0.0061.00 %       2,800       70.0       97       1       100 F       180 F         2       VITAMIN A (REPORTE 840016000 mg       2,800       2,800       0       0       1       180 F         3       3       4       4       4       4       4       4       4       4					MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT	TNPAS NEGAT	Ē	I C	1					
■       2       IRON (Reported in MG 14.7035.00 mg       2,800       2,800       16.00       16       1       1       ♥       100F         2       MGISTURE       10.1010.50 %       2,800       71.00       10.2       10.2       10.2       10.2       10.0       110.0         2       PROTEIN       15.80100.00 %       2,800       71.70       1       1       ♥       110.0         2       SALMONELLA       MICROBIOLOGICAL 2,800       2,800       N17.00       17       1       ♥       130.0         2       SALMONELLA       MICROBIOLOGICAL 2,800       2,800       85.00       85       1       1       ♥       140F         2       SIEVE TEST #6       95.00       10.00 %       2,800       76.60       97       1       ♥       140F         2       SIEVE TEST #6       95.00       10.00 %       2,800       76.60       56       1       ♥       160F         2       SIEVE TEST #6       95.00       10.00 %       2,800       76.60       56       1       10.0       140F         2       SIEVE TEST #6       0.00100.00 %       2,800       76.60       56       1       10.0       10.0<									7.00	r	Ē	i č	1					
1       2       MOISTURE       10.10.1050 % 2,800       2,800       10.20       10.2       1				2 FIBER	0.00 2.50 %	2,800	2,800		1.90	1.9	T.	i đ	1					
2       2       PROTEIN       15.90100.00 %       2,800       17.00       17       1       1       2       120F         2       SALMONELLA       MICROBIOLOGICAL       2,800       1800       NPAS NEGATIONAS NEGATIONAS       1 <td></td> <td></td> <td></td> <td>2 IRON (Reported in MC</td> <td>314.70 35.00 mg</td> <td>2,800</td> <td>2,800</td> <td></td> <td>16.00</td> <td>16</td> <td>Ū.</td> <td>I Ū</td> <td>1</td> <td></td> <td></td> <td>100 F</td> <td></td> <td></td>				2 IRON (Reported in MC	314.70 35.00 mg	2,800	2,800		16.00	16	Ū.	I Ū	1			100 F		
2       2       SALMONELLA       MICROBIOLOGICAL       2,800       2,800       NPAS NEGATI NPAS NEGATI       1				2 MOISTURE	10.10 10.50 %	2,800	2,800		10.20	10.2	ī	I D	1	8	· 🗋	110 Q		
2       SIEVE TEST #30       0.0096.00 %       2,800       2,800       85.00       65       1       1       ♀       1 40 F         2       SIEVE TEST #6       95.00100.00 %       2,800       70.00       97       1       1       ♀       1 160 F         2       SIEVE TEST #6       0.0096.00 %       2,800       70.00       97       1       1       ♀       1 160 F         2       SIEVE TEST #60       0.0096.00 %       2,800       2,800       0       0       1       ♀       1 160 F         2       TOTAL BACTERIA COI05000 %       2,800       2,800       0       0       1       ♀       1 170 •         2       VITAMIN A (REPORTE 840016000 mg       2,800       1 4000       1 4000       1       1 80 F         4				2 PROTEIN	15.90 100.00 %	2,800	2,800		17.00	17	ī	1	1	8	· 🗋	120 F		
2       SIEVE TEST #30       0.0096.00 %       2,800       2,800       85.00       65       1       1       ♀       1 40 F         2       SIEVE TEST #6       95.00100.00 %       2,800       70.00       97       1       1       ♀       1 160 F         2       SIEVE TEST #6       0.0096.00 %       2,800       70.00       97       1       1       ♀       1 160 F         2       SIEVE TEST #60       0.0096.00 %       2,800       2,800       0       0       1       ♀       1 160 F         2       TOTAL BACTERIA COI05000 %       2,800       2,800       0       0       1       ♀       1 170 •         2       VITAMIN A (REPORTE 840016000 mg       2,800       1 4000       1 4000       1       1 80 F         4				2 SALMONELLA	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT	TNPAS NEGAT	ī		1	8		130 Q		
2       SIEVE TEST #60       0.0061.00 %       2,800       2,600       56.00       56       1       1       Image: Constraint of the constraint of t				2 SIEVE TEST #30	0.00 96.00 %	2,800	2,800		85.00	85	Ē		1			140 F		
2       SIEVE TEST #60       0.0061.00 %       2,800       2,600       56.00       56       1       1       Image: Constraint of the constraint of t				2 SIEVE TEST #6	95.00 100.00 %	2,800	2,800		97.00	97			1	8	1	150 F		
2       TOTAL BACTERIA CO1050000 %       2,800       2,800       0       0       1       1       170         2       VITAMINA (REPORTE 840016000 mg       2,800       14000       14000       1       1       180 F         4 <td></td> <td></td> <td></td> <td>2 SIEVE TEST #60</td> <td>0.00 61.00 %</td> <td></td> <td></td> <td></td> <td>56.00</td> <td>56</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>160 F</td> <td></td> <td></td>				2 SIEVE TEST #60	0.00 61.00 %				56.00	56						160 F		
1       2       VITAMIN A (REPORTE 840016000 mg       2,800       14000       14000       2       180 F         1       1       1       1       1       1       1       1       1         1				2 TOTAL BACTERIA CO	050000 %	2.800	2.800		0	0						170 Q		
									14000	14000								
Image: Second						2,000	-,							~				
Image: Second		-	-												-			
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R1 (230) <sup>•</sup>		•																
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Continue entering all qualitative and quantitative results until you have reached the end.

General     Summarized     Indicators       S     Force     Further details	cord	Results: Char	acteristic Ove	erview									Ki ji
a. Lot       10000002303       ¥ 2000012711-00003-XYZ 062711         nr. /Act       Inspection Tasks       Pint 1000         General       Summarized       Indicators         Sec. 2       Short text for the ins Specifications       Inspect Inspected Si Result       Original Va V Defect cl Attribute         V       Force       Further details       MicRoBioLogicAL       2800       NPAS NEGATINPAS NEGAT       Image description         2       FAT       5.50100.00%       2,800       NPAS NEGATINPAS NEGAT       Image description       Image description         2       FIBER       0.002.50%       2,800       7.00       7       Image description       Image description         2       FIBER       0.002.50%       2,800       1.90       1.9       Image description       Image description         2       FIDER       0.002.50%       2,800       1.90       1.9       Image description       Image description         2       FIDER       0.002.50%       2,800       1.90       1.9       Image description       Image description         2       SALMONELLA       MICROBIOLOGICAL       2,800       1.02       Image description       Image description       Image description       Image description       <	)  ) Sa	ave Back Exit Car	ncel System Oth	ier inspecti	on lot Use	er sett	ings De	efects Inspectio	n Method 🛛 Contr	ol chart Histogram	Run values	(run chart)	Results history More
p. Lot       10000002303       14200001271-00003-XVZ 062711         pr. Act.       010       Inspection Tasks       Pinc 1000         General       Summarized       Indicators         Sect al char       Short text for the ins Specifications       Inspect       Inspected Si Result       Original Va V Defect cl Attribute       Inspect inspect         2       FAT       5:50 100.00 %       2,800       P.00       7.00       7       T       T       100         2       FIBER       0.00 250 %       2,800       P.00       180       T       100       100         2       FIBER       0.00 250 %       2,800       P.00       10.20       10.2       T       100       100         2       RON Reported in MG147.0 50.00 mg       2,800       P.10.0       17.00       17       T       1000       100       100 <td< td=""><td>-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td><i>a</i>.</td><td></td><td></td><td></td><td></td><td></td></td<>	-1							<i>a</i> .					
Olio         Inspection Tasks         Pint 1000           General         Summarized         Indicators           Image: Summarized         Image: Summarized         Image: Summarized           Image: Summarized         Image: Summarized         Image: Summarized         Image: Summarized           Image: Summarized         Image: Summarized         Image: Summarized         Image: Summarized         Image: Summarized           Image: Summarized Summarized         Image: Summarized         Image: Summarized <t< td=""><td></td><td></td><td></td><td></td><td>-HP-Balon</td><td></td><td>UMBATCH</td><td>00'</td><td></td><td></td><td></td><td></td><td></td></t<>					-HP-Balon		UMBATCH	00'					
General         Summarized         Indicators           Image: State of the inserve inspected Si         Force         Further details           Ac         Short text for the ins         Specifications         Inspected Si           State of the inserve inspected Si         Result         Original Va V         Defect cl           State of the inserve inspected Si         Result         Original Va V         Defect cl           State of the inserve inspected Si         Result         Original Va V         Defect cl           State of the inserve inspected Si         Result         Original Va V         Defect cl           State of the inserve inspected Si         Result         Original Va V         Defect cl           State of the inserve inspected Si         Result         Original Va V         Defect cl         Attribute         Inspected L           2         FIBER         0.00         26.00         7.00         7         T <td>-</td> <td></td> <td></td> <td>002711</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	-			002711									
Image: Section of the secti	ACI.	0010 🔺 🔻 Inspe	ection Lasks		Pint 1	000							
Image: Section of the secti													
Image: Section of the secti	_												
Ac., S.         Short text for the ins         Specifications         Inspected         Sill.         Result         Original Va V         Defect cl         Attribute         Insp. descript         L.         C           Elect all chars	eneral	Summarized Ind	licators										
Ac., S.         Short text for the ins         Specifications         Inspected         Sill.         Result         Original Va V         Defect cl         Attribute         Insp. descript         L.         C           Elect all chars													
Sect all chars         MICROBIOLOGICAL         2,800         2,800         NPAS NEGATINPAS NEGAT         I		<b>3 4 4 4 4 4 4 4 4 4 4</b>	8 🖩 🖻 🖉 🔜	Force	Fur	ther c	letails						
2       FAT       5.50.100.0%       2,800       2,700       7       1       2       2         2       FIBER       0.00.250%       2,800       2,800       1.90       1.9       1       2       2       1       1.90       1.9       1       2       2       1       1.90       1.9       1       2       2       1       1.00.0%       2,800       2,800       1.90       1.9       1       1       2       2       1       1.90       1.9       1       1       2       2       1       1.00.110.0       1.90       1.90       1       1       2       2       1       1.00.110.2       1       1       2       2       1       1.00.00%       2,800       1.00.00       1       2       1       2       1       1       1       1       2       1       1       2       1 <td></td> <td>Short text for the ins</td> <td>. Specifications</td> <td>Inspect</td> <td>Inspected</td> <td>I Si</td> <td>Result</td> <td>Original Va V</td> <td>. Defect cl Attrib</td> <td>ute Insp.descriptn</td> <td>L</td> <td>C Ch C</td> <td>D</td>		Short text for the ins	. Specifications	Inspect	Inspected	I Si	Result	Original Va V	. Defect cl Attrib	ute Insp.descriptn	L	C Ch C	D
2       FIBER       0.002.50 %       2,800       2,800       1.90       1.9       1	Slect	all chars	MICROBIOLOGICAL	2,800	2,800	1	NPAS NEG	ATI'NPAS NEGAT	1	1	8	700	2
IRON (Reported in MG14.7035.00 mg         2,800         16.00         16         1 </td <td></td> <td>2 FAT</td> <td>5.50 100.00 %</td> <td>2,800</td> <td>2,800</td> <td></td> <td>7.00</td> <td>7</td> <td>1</td> <td>1</td> <td>8</td> <td>80 F</td> <td></td>		2 FAT	5.50 100.00 %	2,800	2,800		7.00	7	1	1	8	80 F	
2       MOISTURE       10.1010.50 %       2,800       2,800       10.20       10.2       1		2 FIBER	0.00 2.50 %	2,800	2,800	1	1.90	1.9	1	1			
2         PROTEIN         15.90100.00 %         2,800         2,800         17.00         17         1		IRON (Reported in M	IG14.70 35.00 mg	2,800	2,800	1	16.00	16	1	1	\$	100 F	
2         PROTEIN         15.90100.00 %         2,800         2,800         17.00         17         1		MOISTURE	10.10 10.50 %	2,800	2,800	1	10.20	10.2	1	1	8	1100	
2         SALMONELLA         MICROBIOLOGICAL         2,800         NPAS NEGATI NPAS NEGAT         I <t< td=""><td></td><td>2 PROTEIN</td><td>15.90 100.00 %</td><td>2,800</td><td>2,800</td><td>1</td><td>17.00</td><td>17</td><td></td><td></td><td></td><td></td><td></td></t<>		2 PROTEIN	15.90 100.00 %	2,800	2,800	1	17.00	17					
2         SIEVE TEST #30         0.0096.00 %         2,800         2,800         85.00         85         T         T         ♥         D           2         SIEVE TEST #6         95.00100.00 %         2,800         2,800         97.00         97         T         T         ♥         D           2         SIEVE TEST #6         0.0061.00 %         2,800         2,800         97.00         97         T         T         ♥         D           2         SIEVE TEST #60         0.0061.00 %         2,800         260.0         56.00         56         T         ♥         D           2         SIEVE TEST #60         0.00061.00 %         2,800         10         0         T         0         0         T         10         ♥         D		2 SALMONELLA	MICROBIOLOGICAL	2,800	2,800	1	NPAS NEG.	ATI'NPAS NEGAT					
■       2       SIEVE TEST #6       95.00100.00 %       2,800       260       97.00       97       ■       ■		2 SIEVE TEST #30	0.00 96.00 %	2,800		1	85.00	85					
■         2         SIEVE TEST #60         0.0061.00 %         2,800         2600         56.00         56         ■         ■         ♥         □           ■         2         TOTAL BACTERIA COI050000 %         2,800         2,800         0         0         ■         ■         ♥         □		2 SIEVE TEST #6	95.00 100.00 %	2.800	2.800	71	97.00	97					
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12. Click 🗊 (the Select all chars button). This makes sure all factors and results are selected.

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- 13. Click (the **Valuate** button). This will compare your results to the specifications. The Valuation field shows all Green checkmarks when results are within specification and discount ranges. A Red "X" shows a characteristic that does not comply with the specifications. Call your Contracting Specialist if you receive a Red "X" after valuating.
  - If you scroll to the right, a column called 'Inspection Description' will show you if any discounts applied based upon the inspection results. If you have any concerns, you should address them to your marketing specialists regarding discounts.

- 14. Attach your Inspection certificate. Your certificates are supporting documents and must be attached to the inspection lot.
  - Click **P** the Services for Object Button (Upper Right Corner)
  - Click Create, then Create Attachment

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15. Click "Yes" or "run" for any message boxes that pop-up.

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- 16. Find the .pdf file of your inspection certificate that you saved in the beginning and click the Open button.
  - Note: Anytime you attach a document in WBSCM, attaching a .pdf file will make life much easier for you and us.

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			APPEAR & ODOR F     BWK UNCOOK     BWK COOKED     DISPERSABILITY     COLULASE POSIT     DISPERSABILITY     FICOLU     FAT     FIBER     IRON (Reported in 1     MOISTURE     PROTEIN     SALMONELLA	OF APPEARANCE AND C 0.0023.00 cm 6.0.24.0 cm YC COAGULASE POSITIP DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % MG14.70.35.00 mg 10.1010.50 % 15.90100.00 % MICROBIOLOGICAL	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800		FFFM FREE F 13.00 Ø NPAS NEGAT DISP FREE FI NPAS NEGAT 7.00 Ø 1.90 Ø 16.00 Ø 17.00 Ø NPAS NEGAT	- - - - - - - - - - - - - - - - - - -	× × × × × × × × × × × × × ×								
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			5         APPEAR & ODOR F           5         BWK UNCOOK           6         BWK COOKED           5         BWK COOKED           5         DSPERSABILITY           6         E.COLI           5         FAT           6         FIGER           5         IRON (Reported in 1)           6         PROTEIN           5         SIEVE TEST #30           5         SIEVE TEST #30	OF APPEARANCE AND C 0.0023.00 cm 6.0.24.0 cm YC COAGULASE POSITIP DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % MG14.70.35.00 mg 10.1010.50 % 15.90100.00 % MICROBIOLOGICAL	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800		FFFM FREE F 13.00 Ø NPAS NEGAT DISP FREE FI NPAS NEGAT 7.00 Ø 1.90 Ø 16.00 Ø 17.00 Ø NPAS NEGAT	- - - - - - - - - - - - - - - - - - -	× × × × × × × × × × × × × ×								
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			5         APPEAR & ODOR F           5         BWK UNCOOK           6         BWK COOKED           5         BWK COOKED           5         DSPERSABILITY           6         E.COLI           5         FAT           6         FIGER           5         IRON (Reported in 1)           6         PROTEIN           5         SIEVE TEST #30           5         SIEVE TEST #30	OFAPPEARANCE AND 0 0.0023.00 cm 6.0.24.0 cm TV COAGULASE POSITY DISPERSIBILITY MICROBICLOGICAL 5.50100.00 % 0.00250 % 10.1010.50 % 15.90100.00 % MICROBICLOGICAL 0.0096.00 % 95.00100.00 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800		FFFM FREE F 13.00 Ø 12.0 Ø NPAS NEGAT DISP FREE FI NPAS NEGAT 1.90 Ø 1.90 Ø 10.20 Ø 17.00 Ø NPAS NEGAT 85.00 Ø 97.00 Ø	- - - - - - - - - - - - - - - - - - -	× × × × × × × × × × × × × ×								

- 17. You can go back and verify that your document was attached by clicking the Discussion (Services for Object button).
- 18. Select Attachment List.
- 19. A box will display with all of your attachments for this inspection lot. (See below)

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20. Close the Attachment list box.

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- 21. Click (the **Close** button). This locks your results so that they can be saved.
- 22. Click Save (the Save button).



(Note) It is **CRITICAL** to always Close and then Save (in that order). Both steps are required to save the Inspection Lot correctly.

23. Close the Record Results: Characteristic Overview window. Click on the X at the top right.

24. The Quality Certificate Data Entry screen displays the lot number you just created.

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25. Make sure you recorded your lot number 01000002303.

# **Change Inspection Results**

Change or Display Inspection Results

You have already entered your inspection results, but you would like to change your results, display your results, or view your attachments.

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	Lot Status				
	NCP-incomplete	RREC-Results Recorded	NPA-Invoiced - Pending Approval	NPP-Invoiced - Pending Payment	
	NVC-Invoiced - Paid - Closed	OOSP-Out of Spec	RE01-Name of Vendor Incorrect/Masi		
	RE03-Contract Number Incorrect/Miss	RE04-Documents not readable	RE05-Des, Price, Quantity Incorrect	RE06-Shipping/Payment Terms Incorre	
	RE07-Tax Payer ID (TIN) Incorrect RE11-Reject the Lot completely-NRS	RE08-Duplicate Invoice MMSV-Material Master Spec Variation	RE09-Name/Phone Number Incorrect	RE10-Other Required Docn Incorrect PIPA-Partial Inv - Pending Approval	
	PPP-Partial Inv - Pending Payment	RE12-Non-Confirming Product	NCD-Invoice Cancelled	PPO-Partial Invoice Paid	
			0	0	
	Execute Change Display				

- 1. Go to WBSCM https://portal.wbscm.usda.gov/ SUPPLIERS→SUPPLIER SELF SERVICE→INSPECTION RESULTS ENTRY
- 2. Type in your PO number In the **Purchase Order** field.
- 3. Type in your PO Line Item in the Line Item field.
- 4. Click the Display Display button.
- 5. The "Display data for inspection lot: Worklist for Inspection Lots" will open in a new window.

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- 6. Find your inspection lot number and click (the **Blue** box) to highlight the inspection lot.
- Click Change <-> Display (the Change < -> Display button) to put the inpsection lot into change mode. (Note that previous screen shot is the "Display data for lot inspection lot" and now this screen shot is "Change data for inspection lot")
- 8. Click More... (the More... button) in the right-hand corner.

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- 9. Select **Results** from the drop down box.
  - This will return you to the "Record Results: Characteristic Overview" where you can change your results.

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10. Click 🔳 (the Select all chars button). This makes sure all factors and results are selected.

11. Click 🔲 (the **Put in Process** button) to make factors editable. (See below)

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Center	ai I		in a loro											
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	2	AFLATOXIN	Put in process ppb	2,800	2,800	1	15.00		1	1	1	8	10 F 📤	
	2	APPEAR & ODOR FO	FAPPEARANCE AND	2,800	2,800		FFFM FREE F		1		1	🦻 🗋	20 Q	
	2	BWK UNCOOK	0.00 23.00 cm	2,800	2,800		19.00		1		1	8	30 F	
	2	BWK COOKED	6.0 24.0 cm	2,800	2,800		12.0		1			🦻 🗋	40 F	
	2	COAGULASE POSIT	IV COAGULASE POSITI	V2,800	2,800		NPAS NEGAT		Ľ.		1	🤣 🗋	50 Q	
	2	DISPERSABILITY	DISPERSIBILITY	2,800	2,800		DISP FREE FI		1			8	60 Q	
	2	E.COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT		1		1	8	70 Q	
	2	FAT	5.50 100.00 %	2,800	2,800		7.00		<b></b>			Ý D	80 F	
	2	FIBER	0.00 2.50 %	2,800	2,800	1	1.90		1			8	90 F	
	2	IRON (Reported in M	IG14.70 35.00 mg	2,800	2,800	1	16.00		<b>1</b>			ŵ D	100 F	
		MOISTURE	10.10 10.50 %	2,800	2,800	1	10.20		1			8	110 Q	
	2	PROTEIN	15.90 100.00 %	2,800	2,800		17.00					8	120 F	
	2	SALMONELLA	MICROBIOLOGICAL	2.800	2,800	75	NPAS NEGAT		1			ŵ Ō	130 Q	
	2		0.00 96.00 %	2,800	2,800	75	85.00					ŵ Ō	140 F	
	2		95.00 100.00 %	2,800	2.800	75	97.00		1			ŵ Ō	150 F	
	2	SIEVE TEST #60	0.00 61.00 %	2,800	2,800	71	56.00		1			ŵ Ō	160 F	
	2	TOTAL BACTERIA C		2,800	2,800	7	0		1			ž ŭ	170 Q	
		VITAMIN A (REPORT		2,800	2,800		14000		1			ŵ D	180 F	
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• Notice the message at the bottom of the screen tells you the characteristics were set for processing, meaning the results are editable.

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	AFLATOXIN	0.00 20.00 ppb	2,800	2,800	01	15.00	onginar va v	Delect cl	_	Tipp.descriptin	₩ ₩	10 F 📤		
	APPEAR & ODOR FO			2,800	1	FFFM FREE F		-		1	ê 🖗	20 Q		
2	BWKUNCOOK	0.00 23.00 cm	2,800	2,800	1	19.00				8	80	30 F		
2	BWK COOKED	6.0 24.0 cm	2,800	2,800		12.0				1	8 🗋	40 F		
2	COAGULASE POSITI	V COAGULASE POSITI	V2,800	2,800		NPAS NEGAT				1	80 🗅	50 Q		
2	DISPERSABILITY	DISPERSIBILITY	2,800	2,800		DISP FREE FI				1	6	60 Q		
2	E.COLI	MICROBIOLOGICAL	2,800	2,800		NPAS NEGAT				1	8 🗅	70 Q		
2	FAT	5.50 100.00 %	2,800	2,800		8.5				H I	🦻 🗋	80 F		
2	FIBER	0.00 2.50 %	2,800	2,800		1.90		1		1	🤣 🗋	90 F		
2			2,800	2,800		16.00				1	🤣 🗋	100 F		
	MOISTURE	10.10 10.50 %	2,800	2,800		10.20				8	🤣 🗋	110 Q		
2		15.90 100.00 %	2,800	2,800		17.00				۱.	🦻 🗋	120 F		
2		MICROBIOLOGICAL		2,800		NPAS NEGAT				B .	8 D	130 Q		
2		0.00 96.00 %	2,800	2,800		85.00				1	<u> </u>	140 F		
	SIEVE TEST #6	95.00 100.00 %	2,800	2,800	10	97.00				8	20	150 F		
	SIEVE TEST #60	0.00 61.00 %	2,800	2,800		56.00				1	8 D	160 F		
	TOTAL BACTERIA CO		2,800	2,800		0				8	8 D	170 Q		
2	VITAMIN A (REPORTE	E 8400 16000 mg	2,800	2,800		14000				1	80	180 F		
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12. Make your changes. This example is changing the Fat result from 7.0 to 8.5.

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Selei	t all cr	ATOXIN	0.00 20.00 ppb	2,800	2,800		15.00		1	8		'	10 F 🔺			
	2	APPEAR & ODOR FO	FAPPEARANCE AND (	2,800	2,800	TO FFF	M FREE FF		1	8	Ø	1	20 Q			
	2	BWKUNCOOK	0.00 23.00 cm	2,800	2,800		19.00		1	1	Ó,		30 F			
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	2	BWK COOKED	6.024.0 cm	2,800	2,800		12.0		1				40 F			
Ħ					2,800		12.0 AS NEGATI		ă.		8	· 🗋				
Ħ	2	COAGULASE POSITIV	6.0 24.0 cm / COAGULASE POSITI DISPERSIBILITY			TO NP				1	R R		40 F			
H	2 2	COAGULASE POSITIN DISPERSABILITY	COAGULASE POSITI DISPERSIBILITY	2,800 2,800	2,800 2,800	To NP/	AS NEGATI P FREE FF		T T T	8 8 8	10 10 10 10		40 F 50 Q 60 Q			
	2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL	2,800 2,800 2,800	2,800 2,800 2,800	TO NP/ TO DIS TO NP/	AS NEGATI P FREE FF AS NEGATI	3.5					40 F 50 Q 60 Q 70 Q			
	2 2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI FAT	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50 100.00 %	2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800	TO NP/ TO DIS TO NP/	AS NEGATI P FREE FF AS NEGATI 8.50	3.5					40 F 50 Q 60 Q 70 Q 80 F			
	2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI FAT FIBER	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % 0.002.50 %	2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800	TO NP/ TO DIS TO NP/ TO C	AS NEGATI P FREE FF AS NEGATI 8.50 8 1.90	3.5					40 F 50 Q 60 Q 70 Q 80 F 90 F			
	2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI FAT FIBER IRON (Reported in MC	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50 100.00 % 0.00 2.50 % 314.70 35.00 mg	2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800	Tol     NP/       Tol     DIS       Tol     NP/       Tol     NP/       Tol     NP/       Tol     NP/       Tol     NP/	AS NEGATI P FREE FF AS NEGATI 8.50 8 1.90 16.00	3.5					40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F			
	2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI FAT FIBER IRON (Reported in MC MOISTURE	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50 100.00 % 0.00 2.50 % 314.70 35.00 mg 10.10 10.50 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800	TotNP/TotDISTotNP/TotInternetTotInternetTotInternetTotInternet	AS NEGATI P FREE FF AS NEGATI 8.50 8 1.90 16.00 10.20	3.5			00000000000000000000000000000000000000		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITI DISPERSABILITY E.COLI FAT FIBER IRON (Reported in MC MOISTURE PROTEIN	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % 0.002.50 % 314.7035.00 mg 10.1010.50 % 15.90100.00 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	To     NP/       To     DIS       To     NP/	AS NEGATI P FREE FR AS NEGATI 8.50 8 1.90 1 16.00 1 10.20 1 17.00 1	3.5			\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q 120 F			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI FAT FIBER IRON (Reported in MC MOISTURE PROTEIN SALMONELLA	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50.100.00 % 0.00.2.50 % 014.70.35.00 mg 10.10.10.50 % 15.90.100.00 % MICROBIOLOGICAL	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	TO NP/ TO DIS TO NP/ TO CONTRACTOR TO CONTRACTOR TO NP/	AS NEGATI IP FREE FF AS NEGATI 8.50 ( 1.90 ( 16.00 ( 10.20 ( 17.00 ( AS NEGATI	3.5			\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q 120 F 130 Q			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E-COLI FAT FIBER IRON (Reported in MC MOISTURE PROTEIN SALMONELLA SIEVE TEST #30	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % 0.002.50 % 014.7035.00 mg 10.1010.50 % 15.90100.00 % MICROBIOLOGICAL 0.0096.00 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	Total     NP/       Total     DIS       Total     NP/	AS NEGATI IP FREE FF AS NEGATI 1.90 E 16.00 I 10.20 I 17.00 AS NEGATI 85.00 I	3.5			\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q 120 F 130 Q 140 F			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E COLI FAT FIBER IRON (Reported in MC MOISTURE PROTEIN SALMONELLA SIEVE TEST #30 SIEVE TEST #6	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % 0.002.50 % 14.7035.00 mg 10.1010.50 % 15.90100.00 % MICROBIOLOGICAL 0.0096.00 % 95.00100.00 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	MP/       M	AS NEGATI P FREE FF AS NEGATI 8.50 8 1.90 1 10.20 1 17.00 4 AS NEGATI 85.00 97.00 1	3.5			\$		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q 120 F 130 Q 140 F 150 F			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E.COLI FAT FIBER IRON (Reported in MC MOISTURE PROTEIN SALMONELLA SIEVE TEST #30 SIEVE TEST #60	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % 0.002.50 % 14.7035.00 mg 10.1010.50 % 15.90100.00 % MICROBIOLOGICAL 0.0096.00 % 0.0061.00 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	MP/       M	AS NEGATI P FREE FF AS NEGATI 8.50 8 1.90 1 10.20 1 17.00 1 AS NEGATI 85.00 97.00 5 56.00 1	3.5			\$		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q 120 F 130 Q 140 F 150 F 160 F			
	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	COAGULASE POSITIN DISPERSABILITY E COLI FAT FIBER IRON (Reported in MC MOISTURE PROTEIN SALMONELLA SIEVE TEST #30 SIEVE TEST #6	COAGULASE POSITI DISPERSIBILITY MICROBIOLOGICAL 5.50100.00 % 0.002.60 % 14.7035.00 mg 10.1010.50 % 15.90100.00 % MICROBIOLOGICAL 0.0096.00 % 95.00100.00 % 0.00.0 %	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800 2,800	Image: NP       Image: NP	AS NEGATI P FREE FF AS NEGATI 8.50 8 1.90 1 10.20 1 17.00 4 AS NEGATI 85.00 97.00 1	3.5 · · · · · · · · · · · · · · · · · · ·			\$		40 F 50 Q 60 Q 70 Q 80 F 90 F 100 F 110 Q 120 F 130 Q 140 F 150 F	_		

13. Click 🗊 (the Select all chars button). This makes sure all factors and results are selected.

14. Click 🛍 (the Valuate button). This will compare your results to the specifications. (See below)

ial     130538     Image: Convesory Blend BAG-HP-Batch       i.l.d     10000002303     14200001271-00003-XYZ 062711       i/Act     0010     Image: Convesory Blend Bag-HP-Batch       i/Act     0010     Image: Convesory Bag-HP-Batch       i/Act     i/Act     Image: Convesory	0/IBATCH 00 Si Result 55.0.0 FFFM FREE 19.0.0 NPAS NEGA DISP FREE NPAS NEGA	Original Va V I		Run values (run chart)   Ite Insp. descriptn	L C Ch 0 10 20	0 17 17 ▲	More
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Lot         10000002303         1420001271-00003-XYZ 062711           (Act.         0010         Inspection 7 Sks         P1nt         1000           General         Summarized         Clicators         Force         Furth           Ceneral         Summarized         Clicators         Section 7 Sks         P1nt         1000           Ceneral         Summarized         Clicators         Force         Furth           Ac.         R.         Short text for the inspection 0.00, 20.00 ppb         2,800         2,8	her details Si Result 15.00 Ø FFFM FREE 19.00 Ø NPAS NEGA DISP FREE NPAS NEGA	Original Va V F	11 11 11		10	)F 🔺	
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General         Summarized         Force         Furth           Ac.         R.         Short text for the inc.         Specifications         Inspect         Inspect         Inspect         Rest for the inc.           Ac.         Short text for the inc.         Specifications         Inspect         Inspect for the inc.         Specifications         Inspect for the inc.           AC.         A APEAR & ODOR FOFAPEARANCE AND 0 2,800         2,800         2,800         2,800         2,800           A         BWK CUNCOCK         0.00         2,300 cm         2,800         2,800           A         BWK COOKED         6.0         24.0 cm         2,800         2,800           A         BERSABILITY         DISPERSABILITY         DISPERSIBILITY         2,800         2,800           A         BER         O.00         2.000         2,800         2,800         2,800           A         BER         O.00         2.00         2,800         2,800         2,800           A         BER         O.00         2.00         2,800         2,800         2,800           A         BER         O.00         2.00         2,800         2,800         2,800           A         BER         O.	her details Sl Result 15.00 FFFM FREE 19.00 NPA8 NEGA DISP FREE NPA8 NEGA	F V	11 11 11		10	)F 🔺	
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Image: Second	FFFM FREE           19.00 Ø           12.0 Ø           NPAS NEGA           DISP FREE           NPAS NEGA	F V	10 10	1	20		
Image: Second	19.00 <b>Ø</b> 12.0 <b>Ø</b> NPAS NEGA DISP FREE NPAS NEGA	V V VT	•		20		
Image: Second	12.0 <b>Ø</b> NPAS NEGA DISP FREE NPAS NEGA	NT V				F	
Image: Second	Image: NPAS NEGA           Image: Disp free           Image: NPAS NEGA	NT 🖌		1	40		
Image: Second	DISP FREE		1	•	50		
Image: Second state         3         FAT         5.50 100.00 %         2,800         2,800           Image: Second state         3         FIBER         0.00 2.50 %         2,800         2,800           Image: Second state         3         IRON (Reported in MG14.70 35.00 mg         2,800         2,800	NPAS NEGA			•	60		
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	10.20 💋	✓	Ē.	<b>D</b>	110		
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15. Click (the **Close** button). This locks your results so that they can be saved.

16. Click Save (the Save button).



(Note) Remember to always Close and then Save. Both steps are required to save the Inspection Lot.

- 17. Close the Record Results: Characteristic Overview Window.
  - You will be returned the Quality Certificate Data Entry screen.

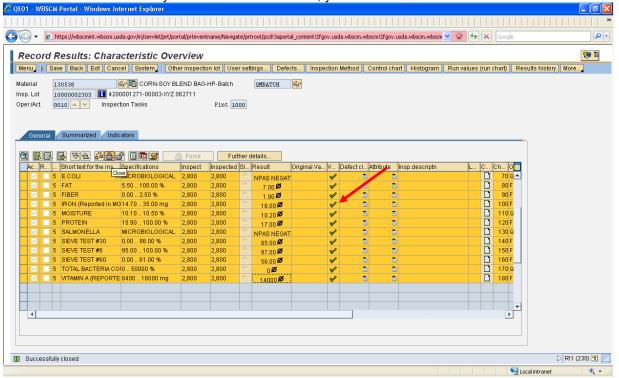


### **Common Problems and Error Messages**

WBSCM Help desk can be contacted at <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249

- How does the vendor enter inspection results for multiple containers on the ASN because there is no reference to the lot number? The inspections should be by item number not lot number. The inspection results are entered by the vendor based on the inspection plan associated to the material.
- 2. What are the different Status codes and what do they mean?
- REL = Released **INSP** = Inspection active PASG = Plan/specification assigned CCTD = Insp. characteristics created CALC = Sample calculated RREC = Results confirmed INCD = Invoice Cancelled INCP = Incomplete INPA = Invoiced - Pending approval INPP = Invoiced – Pending Payment INVC = Invoiced - Paid - closed MMSV = Material Master Spec Variation OOSP = Out of Spec PIPA = Partial Inv – Pending Approval RREC = Results recorded VOSP = Vendor Out of spec

3. If your Lot status is INCP, use the "Change Inspection Results handout" document to ensure that you have all Green Checkmarks for your Characteristics. Also, you must close and save the document in that order.



4. I have created an inspection lot and I am getting an error message saying I don't have enough quantity. What do I do? Check and see what inspection lots you have created against the PO and Item number.

Go to WBSCM https://portal.wbscm.usda.gov/ SUPPLIERS→SUPPLIER SELF SERVICE→INSPECTION RESULTS ENTRY

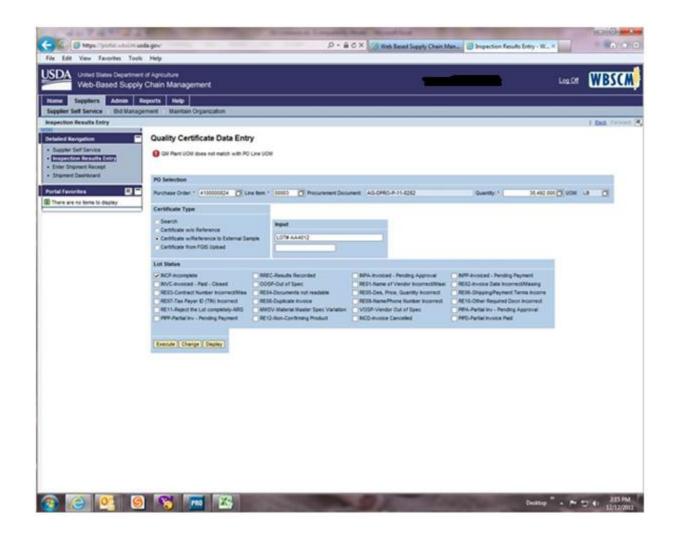


Type your PO number In the Purchase Order field. Type the Item number in the Line Item Field. Click Display This will open up a window with all the inspection results associated with the PO and Item number you entered.

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Ensure that you don't have lots that need to be removed. If you need a lot removed for any reason, please contact the WBSCM Help desk at <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249 and request that your lot number be blocked. Please provide PO, line item and inspection lot number. Also provide a brief explanation why you need it blocked.

5. When I put the PO and line item in the text boxes, I received an error message that says "QM Plant UOM does not match with PO Line item UOM". What do I do? Please contact the WBSCM Help desk <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249 and let them know the PO and line item number you are receiving the error message against.



## **Submit Invoice**

Submit Invoice and attach supporting documentation

#### Purpose

The purpose of this transaction is to process an invoice as a vendor for an ASN.

#### **Process Trigger**

Perform this transaction after inspection results are entered.

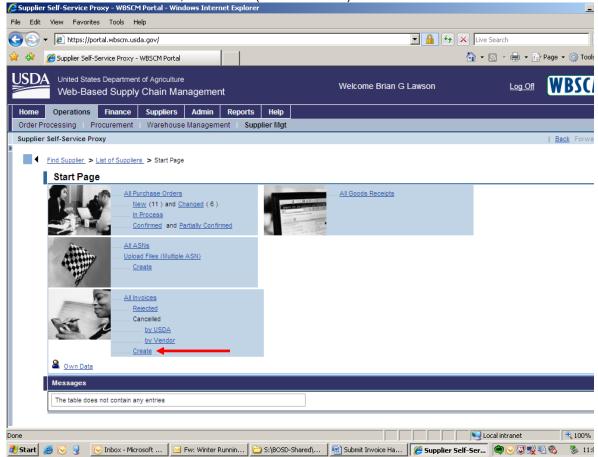
#### Prerequisites

• Purchase Order and all follow on documents complete.

#### **Portal Path**

#### 1. Select Suppliers tab > Supplier Self-Service

Under the All Invoices section, click create (the Create link) to create an invoice.



#### **Invoice Application Process Screen**

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- 2. Click For an ASN (the For an ASN link) to create an invoice for an ASN.
  - The only time you select 'For a Purchase Order' is for Service One type contracts. (Freight, Survey, Stevedore, etc.)

**Create Invoice: Select Document for Processing Screen** 

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3. Select the purchase order you would like to reference in the invoice. In this case, we selected (the **Blue** box) next to the Transaction Number. Click Create Invoice (the **Create Invoice** button) to create the invoice.

#### Supplier Self-Service Screen

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Vendor Maintenance	Document Date: 06/10/2010 C Reference Po No.: 100003381 Invoice Amount: 3,220.00 USD			
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4. If the material you are invoicing for did not require inspection results, please go to Step 7 (pg 7).

If you did have inspection Result, Click <sup>1</sup> (the **1** link) under the Item Number header to display detail under the QM Selections.

• For tracking purposes, it might help if you fill in the Vendor Reference text box. It is recommended that you use the Establishment Number that was entered on the ASN.

#### Supplier Self-Service Screen

5.

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Click (the **orange** box) beside your inspection lot to select this line item. If you see a **Red** light, this means your inspection results associated with this line item were not completed correctly.

Please refer to the Change Inspection Results Handout. If you are unable to resolve the Red light, please contact the help desk at <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249.

### Supplier Self-Service Screen

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6. Click Apply (the Apply button). Please note any quality discounts that were applied to the invoice. Scroll to the right and you will see the discounts.

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**7.** Attach any supporting documentation to the invoice. (Scroll down until you see the Attachments section.) It is recommended that you attach any documents that you have attached in the past to your invoice. Your inspection certificates (FGIS & COA) should have been attached to your inspection results.

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**8.** Click on the Browse button to select the document you want to upload.

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**9.** Locate the document you want to upload and then click the OPEN button.

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**10.** Click on the Upload button. To upload more documentation, go to step 7 and repeat the upload process.

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- **12.** Click Save to save the attachments to the invoice.

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**13.** Click Submit (the Submit button).

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**14.** You have completed this transaction. Please record your invoice number.



(Note) Notice the confirmation message at the top of the screen indicating that the invoice was processed successfully.



# **Common Problems and Error Messages**

WBSCM Help desk can be contacted at <a href="https://www.estimatestead-action-beccmuscle-action-beccmu

- 1. My invoice was rejected by USDA. What do I do?
  - a. Contact your contracting specialist and find out why the invoice was rejected.
  - b. Correct the reason it was rejected.
  - c. Follow the Submit Invoice Handout and create a new invoice. You don't correct the rejected invoice.
- 2. How do I apply discounts to my invoice? Any quality discounts will be applied to your invoice automatically, based upon the inspection results entered.
- 3. I get an error message that says I need to enter inspection results. What do I do? You need to enter inspection results. Please follow the instructions for entering inspection results.
- 4. I see a red light on my line item in Step 5. (Screen shot below) You did not correctly enter your inspection results associated with this line item. Please refer to the Change Inspection Results Handout.

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When submitting my invoice, I get a yellow circle with an exclamation point next to my inspection lot. What do I do? Contact the WBSCM help desk at <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or 816-823-4249 and we will submit a technical help desk ticket for you.

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- 6. I get an error message when trying to invoice that says I have open quantities, but the lot is flagged. What do I do? Please contact the WBSCM help desk at <u>FSAWBSCMServiceRequest@kcc.usda.gov</u> or call 816-823-4249.
- 7. What does the error message "Material xxxxx has quality inspection setup. No inspection lots found." mean? It means that Inspection results need to be entered. Please follow the inspection results instructions.

8. In the screen below, there is a discount of \$281.42 but no explanation why. How can I determine what the reason was for the discount?

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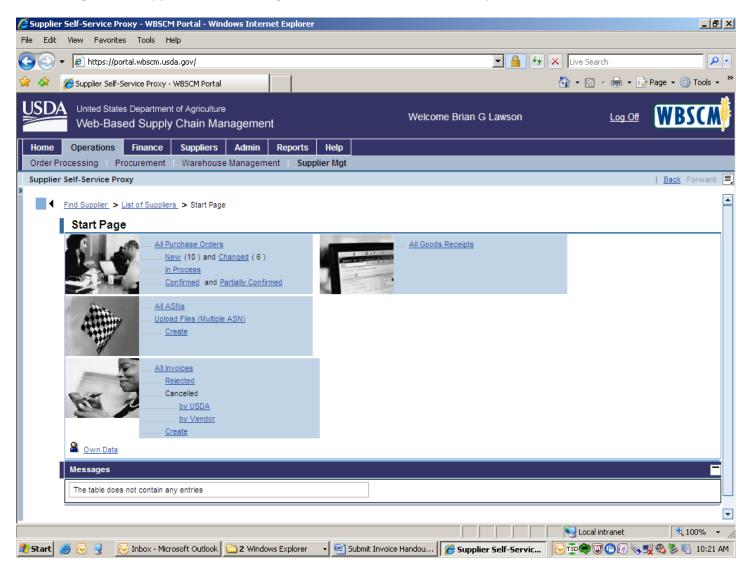
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Note the column labeled "Insp.descriptn". Despite the label, this is actually the Discount. There is a \$281.42 discount for Ash. Apparently even though the Ash value is within limits, there is a discount levied for having a non-zero inspection result.

#### 9. How do I know what the status of an invoice is?

In WBSCM go to the Supplier Self Service Page and click on "All Invoices" Find your invoice.



The payment can take up to thirty days depending upon your payment terms. If your payment terms are 30 days net, it will take 30 days to receive payment. After you submit the invoice, the invoice has the status "Document Sent". After it has been approved by USDA, the status will be "Accepted by Customer". After payment has been made, the status will be "Payment Made". If an invoice has been rejected, the status will say "Rejected by Customer".

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If you are unsure what your payment terms are, please contact your contracting specialist.