WBSCM Entering Receipts

Direct Ship RAs use this procedure to manually enter shipment receipts (also known as Good Receipts, or GR) to confirm Direct Delivery materials requested in WBSCM have been delivered to their organization's warehouse.

Receipt All
Applying Receipt Header Information to Multiple Lines

01 Select Sales Order, Purchase Order, or Requisition to receipt

02 Enter and apply Receipt Header information to all line items

03 Enter Good Qty received in Lbs or CS (cases) for all line items

04 Submit receipt

For more details see Page 2

Single Line Item
Entering Receipt Information for a Single Line Item
(or some but not all items)

01 Select Sales Order, Purchase Order, or Requisition to receipt

02 Select line items requiring reporting including:
- Date received and Signed By information
- Good Qty in Lbs or CS (cases)
- Damages

03 Submit receipt

For more details see Page 4

WBSCM Entering Receipts

Receipt All
Applying Receipt Header Information to Multiple Lines

Step 1

Select Order to Receipt

1. In WBSCM, log in using RA Ship-To credentials

2. Select the "**Operations**" tab

3. Click "**Shipment Receipts**"
   *Must be entered within 1 calendar day (excluding weekends) of receiving a delivery

4. In the **Enter Shipment Receipt** screen, enter the Purchase Order number, Sales Order number, *or* Requisition number

5. Click the "**Search**" button

6. In the **Associated Order Summary** screen, click the hyperlinked number in the **Assc. Order #** column

Step 2

Enter Receipt Header Information

1. On the **Enter Shipment Receipt Details** screen, complete the Receipt Header fields

   • In the **Railcar/BOL** field, enter Railcar or BOL (Bill of Lading) number from the shipping document [Optional]
   *field is only available when using Receipt All

   • In the **Signed By** field, enter the name of the person who signed for the receipt

   • In the **Date Received** field, enter or select the date materials were received

   • In the **Comments** field, enter text to describe details related to the shipment if necessary [Optional]
   *field only available when using Receipt All

2. Click the "**Receipt All**" button to copy all header information to all lines associated with the order

Continue to Step 3

Receipt All
Applying Receipt Header Information to Multiple Lines

Step 3

Enter Good Qty
in Lbs. or CS (cases)

1. Review **Prev. Qty** and **Open Qty** fields for quantities previously entered and open quantities left to receipt for each line item
2. Click on the line to be updated
   A. Click **Good Qty** column cells to edit quantities in Lbs.
   B. Click **Good Qty (in CS)** column cells to edit quantities in cases
3. Enter total quantities received in good condition
4. Repeat process as necessary for line items requiring quantity updates
5. Confirm all line items have updated **Good Qty** and/or **Good Qty (in CS)** amounts

*Quantities for overages and shortages are calculated based on the amounts entered in the **Good Qty** or **Good Qty (in CS)** fields and will auto-populate in:
- The **Open Qty** field for shortages
- The **Over Qty** field overages

Submit Receipt

Step 4

1. Click "**Submit Receipt**" button to submit
2. Review confirmation message(s) in the **Enter Shipment Receipt** Screen

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After Submission

- Confirmation in the **Goods receipt Messages** screen will include the following codes
  1. S: receipt submitted successfully
  2. E: an error occurred

- Remaining quantities needing to be entered reflect in the **Open Qty** column

- Status reflects as "**Recpt Processed**" when reviewing receipt at a later time

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Food and Nutrition Division
National School Lunch Program

TEXAS DEPARTMENT OF AGRICULTURE
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WBSCM Entering Receipts

Single Line Item
Entering Receipt information for a single line item

Step 1

Select Order to Receipt

1. In WBSCM, log in using RA Ship-To credentials

2. Select the "**Operations**" tab

3. Click "**Shipment Receipts**"
   *Must be entered within 1 calendar day (excluding weekends) of receiving a delivery

4. In the **Enter Shipment Receipt** screen, enter the Purchase Order number, Sales Order number, *or* Requisition number

5. Click the "**Search**" button

6. In the **Associated Order Summary** screen, click the hyperlinked number in the **Assc. Order #** column

Step 2

Enter Receipt Information By Line Item

1. Click the checkbox in the **Select** column for the desired line item(s) to receipt

2. In the **Signed By** column, enter the name of the person who signed for the receipt

3. In the **Date Received** field, enter or select the date materials were received

4. Review **Prev. Qty** and **Open Qty** fields for quantities previously entered and open quantities left to receipt for each line item

5. Enter total quantities received in good condition

   A. Click **Good Qty** column cells to edit quantities in Lbs.

   B. Click **Good Qty (in CS)** column cells to edit quantities in cases

6. Repeat process as necessary for line items requiring quantity updates

7. Confirm line item(s) have updated **Good Qty** or **Good Qty (in CS)** amounts

Continue

WBSCM Entering Receipts

Single Line Item
Entering Receipt information for a single line item

Report Overages and Shortages

Quantities for overages and shortages are calculated based on the amounts entered in the **Good Qty** or **Good Qty (in CS)** fields and will auto-populate in:
- The **Open Qty** field for shortages
- The **Over Qty** field overages

Report Damages

1. Click the number icon in the **Damage Qty** column for damaged line items
2. In the **Enter Damage Details box:**
   A. Enter amount of damaged materials accepted in the **Damaged Quantity** field
   B. If damaged items are rejected, leave **Damage Quantity** field blank
   C. In the **Comments** field, enter details about damages for **Damage Qty**, or details about **Rejected Qty** for rejected items
   D. Check the appropriate box in the **When Discovered** section
   E. Check all appropriate boxes and enter all information in the **Carrier Info** section
   F. Click the **OK** button to accept damage

Step 3

Submit Receipt

1. Click "**Submit Receipt**" button to submit
2. Review confirmation message(s) in the **Enter Shipment Receipt** Screen

After Submission ✔

- Confirmation in the **Goods receipt Messages** screen will include the following codes
  1. S: receipt submitted successfully
  2. E: an error occurred
- Remaining quantities needing to be entered reflect in the **Open Qty** column
- Status reflects as "**Recpt Processed**" when reviewing receipt at a later time