



United States Department of Agriculture

Agricultural Marketing Service Commodity Procurement Program



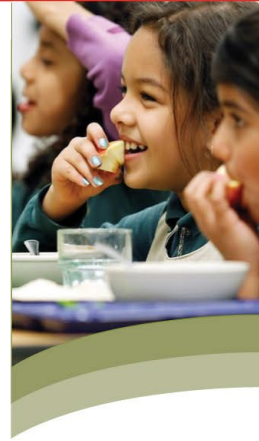
Introduction



LaShawne Brown – Contracting Officer - Specialty Crops Procurement Division – Fruit & Tree Nut Branch - Dried Fruit, Dried Fruit and Nut Mix, Tree Nuts, Bottled and Frozen Juice, Quarterly Canned Fruit)

Carol Givens-Verser – Agricultural Marketing Specialist - Specialty Crops Procurement Division – Vegetable and Pulse Branch (Soup and Tomato Products)

Invoices The Process:



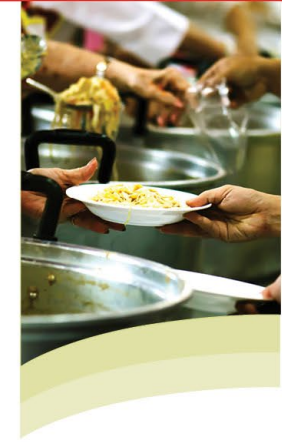
ASN:

- Contractor shall enter a WBSCM advanced shipment notice (ASN) on or before the date of shipment
- Contractors are encouraged to create the ASN for the purchase order item number as soon as a delivery appointment has been scheduled, but not less than 24 hours
- The Contractor must provide accurate information when creating the ASN. The ASN provides an alert to the appropriate recipient agency that the product will be shipped for a sales order
- When you enter the ASN please ship the product – the recipient and end user are expecting it



Supporting Documentation:

- A. Proof of product conformance—as required in the applicable commodity specifications document or solicitation—such as:
 - (i) Official checkloading certificate(s), and/or
 - (ii) Certificate of Analysis (COA), and/or
 - (iii) Certificate of Conformance (per FAR Clause 52.246-15), and/or
 - (iv) AMS Commodity Inspection Certificate or Graders Memorandum
- B. Any waiver request granted by the Contracting Officer, if applicable



Supporting Documentation (con't.)

- C. The Contracting Officer reserves the right to specify any combination of documents listed above to evidence proof of product conformance
- D. Bill of Lading/Proof of Delivery (PO/LI #, SO#, Ship to location, Recipient Signature, Number of Cases Received (notated damages/overages/shortages) and Date Received

COMMODITY PROCUREMENT PROGRAM

STRAIGHT BILL OF LADING FORM-Original Wet Weight
 RECEIVED Subject to the provisions of the contract which governs the sale of the goods of the Bill of Lading

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| | | |
|--|---|---|
| FROM: [REDACTED] | COMMODITY NO: LARFB Pelletier USDA Los Angeles Reg Food Bank Pelletier 2300 Pelletier Pl INDUSTRY CA 90601 USA | DATE: 12/18/2021 MUST ARRIVE BY: 12/23/2021 VEHICLE NO: 5388 SEAL NO'S: 4438642 LOAD NO'S: 20252281 ROUTE: TRANSPORTATION INSIGHT LLC |
| 80443267 / 20252281 SHIPPER NUMBER (Must be shown on freight bill) | PREPAID (If no charges are to be prepaid, check "To Collect" on the invoice.) | CUST PO: 4100023507-5000723806-100#71 PREPAID CREDITORS must show account number and address to bill. |
| SHIPPING INSTRUCTIONS: [REDACTED] | | |

Commodity is foodstuffs O/T frozen NMFC 73365 Class 65 unless otherwise specifically stated

| ITEM NUMBER | QTY SHIPPED | UDM | TOTAL WEIGHT | DESCRIPTION | |
|-------------|--|-----|--------------|---------------------|-------|
| 100921 | 2,200 | CS | 40,920 | 24/1 AM BTY VEG | GVEGT |
| | Batch 12221Q4(110) Batch J1821Q4(1,650) Batch J1921Q4(440) | | | | |
| ZCHEP | 5 | EA | 0 | Chap Pallet | |
| ZGRAY | 15 | EA | 0 | Morgan Pallet (NVI) | |
| Total | 2,215 | | 40,920 | | |

PRODUCT: Vegetarian Soup

S.O. #: 5000723806-100

MATERIAL #: 100921

DATE REC: 12/23/21

CASES REC: 2,200 CS

REC. BY: [Signature]

LARFB - LA 5

Approval Examples:

Perfect Invoice to be (Auto Approved)

- Advanced Shipping Notification (ASN) and the Goods Receipt quantities match.
- Delivery Date is within the NLT date.
- Example:
 - ✓ ASN: 1,620 cases
 - ✓ GR Quantity: 1,620 cases
 - ✓ Date Received: 1/20/2022
- (Delivered within NLT) date.

Imperfect Invoice (Pending Approval)

- ASN and the Goods Receipt quantities don't match.
- Date Received is outside the NLT date.
- Example:
 - ✓ ASN: 1,620 cases
 - ✓ GR Quantity: 1,619 cases
 - ✓ Date Received: 1/16/2022
- (Delivered outside the NLT) date.

What's New:

LQ Feature

Domestic Shipments now provides vendors with new fields during shipment confirmation to speed up the invoice & approval process. This process is helpful when there are shortages or overages, late deliveries, or when shipped vs delivered quantities don't match.



- Actual Receipt Received Quantities
- Accept Liquidated Value Adjustments (LIQ)

| Process Further | Vendor Reference | Quantity Shipped (Actual) | Quantity Shipped | Units | Actual (Confirmed) Receipt Quantity | Receipt Units | Accept any LIQ | Estimated LIQ | Date Received | ADP Number |
|--------------------------|------------------|---------------------------|------------------|-------|-------------------------------------|---------------|-------------------------------------|---------------|---------------|------------|
| <input type="checkbox"/> | TA_VENCOR08 | 45,000.000 | 45,000.000 | LB | | 0.000 | <input checked="" type="checkbox"/> | 0.00 | | 810001800 |



SF-30's and Invoicing:

- SF-30 issued to extend NLT
- SF-30 issued to change price (discount or upward adjustment)

DO NOT SUBMIT AN INVOICE UNTIL A FULLY EXECUTED SF-30 IS RETURNED TO YOU

FULLY EXECUTED - SIGNED BY THE CO

If invoiced prior to any changes:

- We cannot modify delivery dates in WBSCM – results in liquidated damages
- We cannot modify prices in WBSCM – results in miscellaneous adjustments
- Creates additional administrative actions – results in delayed vendor payment

Happy Path to successful submission and approval:



Follow all steps required in WBSCM

Submit all required documentation

Review quantities and liquidated damages (if applicable)

Ensure POD/BOL is signed, dated and includes quantity received and noted damages (if applicable)

DO NOT SUBMIT AN INVOICE UNTIL A FULLY EXECUTED SF-30 IS RETURNED TO YOU



Resources:

If you need any assistance on the eINV process,
please reach out to your assigned Contract
Specialist or the WBSCMAMSHelpDesk@usda.gov

Video:

How to Modify a Goods Receipt and Submit an
Electronic Invoice - YouTube

https://www.youtube.com/watch?v=A3eYN_vO72I