



## PROCESS OVERVIEW

### Purpose

The purpose of this transaction is to register a Plant or Shipping Point. When a Plant becomes a Business Partner, it must go through an approval process, including a USDA Plant inspection (often done by a third party). Registering a Plant or Shipping Point begins that process. Once the Plant or Shipping Point is registered, the vendor must notify the Contracting Officer. After approval, a Plant or Shipping Point may only ship the materials which were approved for that specific Plant/Shipping Point.

### Process Trigger

Perform this transaction to register a Plant/Shipping Point.

### Prerequisites

- Plant/Shipping Point must be setup in WBSCM.

### Portal Path

Follow the Portal path below to complete this transaction:

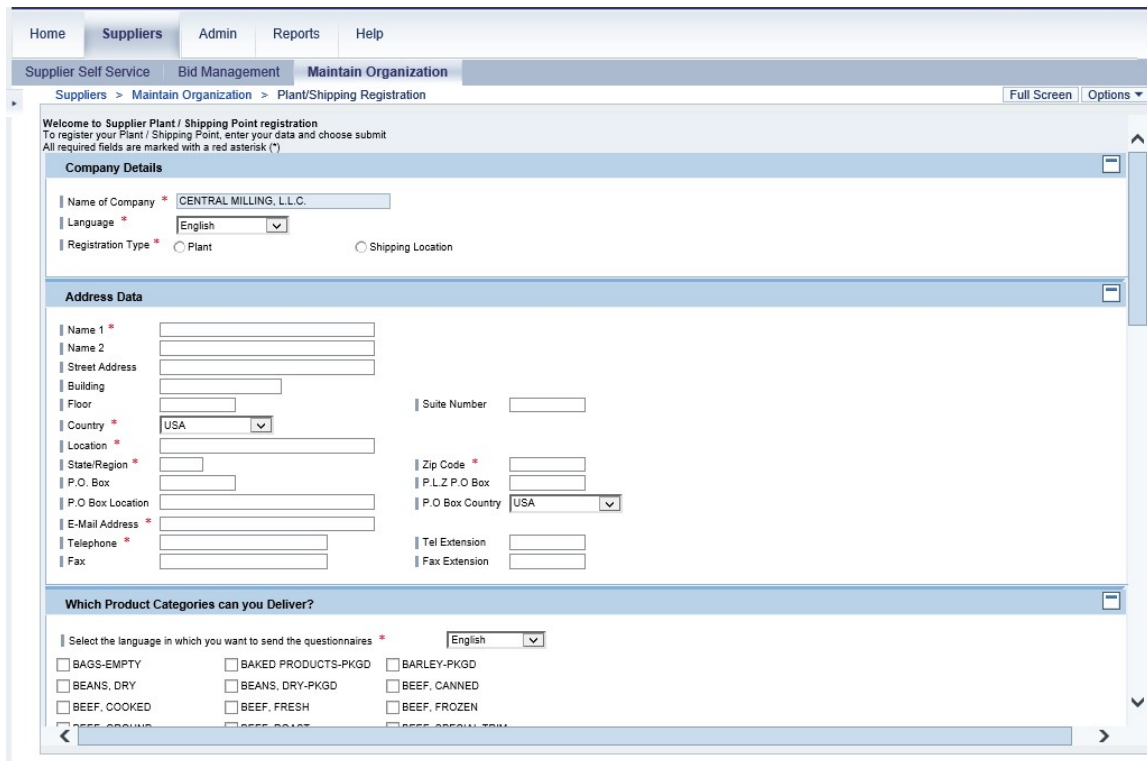
- Select **Suppliers** tab → **Maintain Organization** tab → **Plant/Shipping Registration** link to go to the *Plant/Shipping Registration* screen

### Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** - a mandatory field necessary to complete the transaction
  - **Optional (O)** - a non-mandatory field not required to complete the transaction
  - **Conditional (C)** - a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

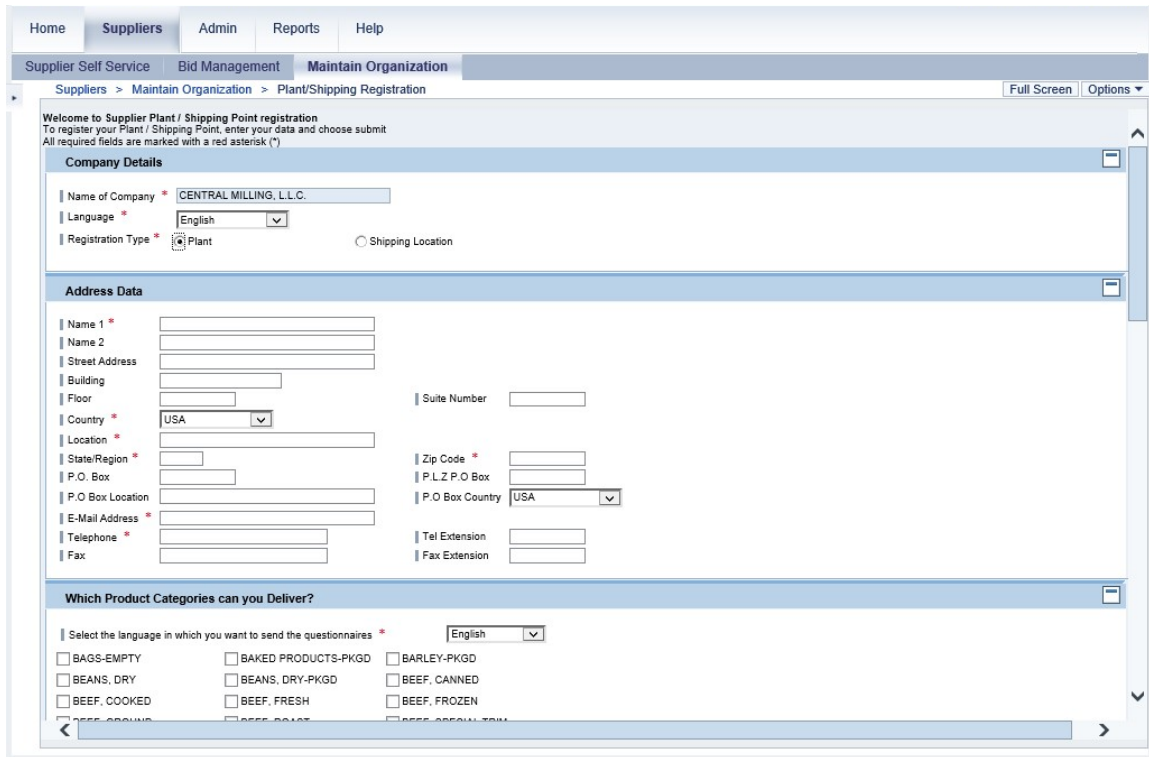


**Image: Plant/Shipping Registration Screen**



3. Select the radio button beside the **Plant or Shipping Location** field to select a plant or shipping location to register. For this example, click  Plant (the **Plant** radio button).

Image: Plant/Shipping Registration Screen



4. As required, complete/review the following fields:

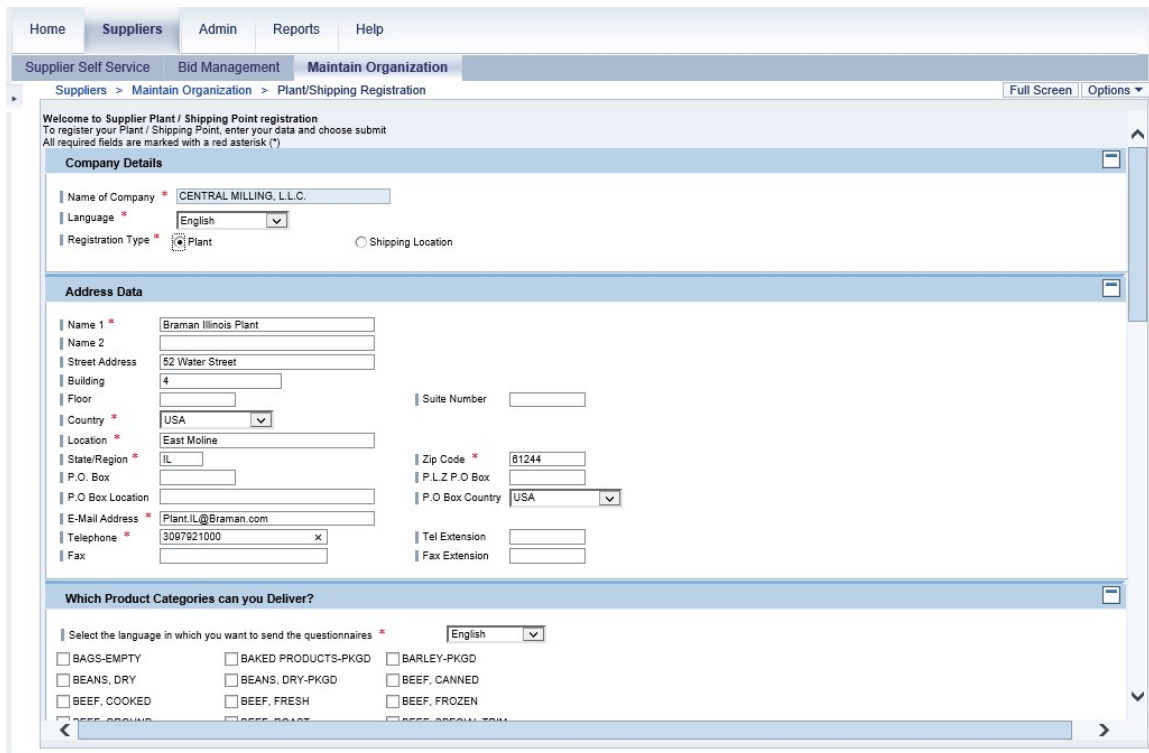
Field	R/O/C	Description
Name 1	R	Contact name or name of plant/shipping point.  <b>Example:</b> Braman Illinois Plant
Street Address	O	A free-text field in which to enter the street address of the organization  <b>Example:</b> 52 Water Street
Building	O	Secondary address designation for the physical location of the Plant/Shipping point.  <b>Example:</b> 4
Location	R	The city where the distribution of products or resources is handled.  <b>Example:</b> East Moline

Field	R/O/C	Description
State / Region	R	State where Plant/Shipping point is located.  <b>Example:</b> IL
Zip Code	R	Postal zip code for the Plant/Shipping point.  <b>Example:</b> 61244
E-Mail Address	R	Email address of contact for Plant/shipping point.  <b>Example:</b> Plant.IL@Braman.com
Telephone	R	Contact telephone number for Plant/Shipping point.  <b>Example:</b> 3097921000



(Note) The fields with the red asterisks are mandatory fields. If these fields do not have a value, there will be an error when trying to submit the registration.

**Image: Plant/Shipping Registration Screen**



The screenshot shows a web-based registration form with the following sections:

- Company Details:**
  - Name of Company \* CENTRAL MILLING, L.L.C.
  - Language \* English
  - Registration Type \*  Plant  Shipping Location
- Address Data:**
  - Name 1 \* Braman Illinois Plant
  - Name 2
  - Street Address 52 Water Street
  - Building 4
  - Floor
  - Suite Number
  - Country \* USA
  - Location \* East Moline
  - State/Region \* IL
  - Zip Code \* 61244
  - P.O. Box
  - P.L.Z P.O. Box
  - P.O. Box Location
  - P.O. Box Country USA
  - E-Mail Address \* Plant.IL@Braman.com
  - Telephone \* 3097921000
  - Tel Extension
  - Fax
  - Fax Extension
- Which Product Categories can you Deliver?:**
  - Select the language in which you want to send the questionnaires \* English
  - BAGS-EMPTY
  - BAKED PRODUCTS-PKGD
  - BARLEY-PKGD
  - BEANS, DRY
  - BEANS, DRY-PKGD
  - BEEF, CANNED
  - BEEF, COOKED
  - BEEF, FRESH
  - BEEF, FROZEN

- Click (the **Down** arrow) on the vertical scrollbar to access the **Product Category** checkboxes for this Plant.

**Image: Plant/Shipping Registration Screen**

The screenshot shows a web application interface for 'Plant/Shipping Registration'. At the top, there are navigation tabs: Home, Suppliers, Admin, Reports, and Help. Below these are sub-tabs: Supplier Self Service, Bid Management, and Maintain Organization. The current page is 'Plant/Shipping Registration'. A language dropdown menu is set to 'English'. The main content area is titled 'Which Product Categories can you Deliver?' and contains a grid of checkboxes for various product categories. The categories are listed in three columns:

<input type="checkbox"/> BAGS-EMPTY	<input type="checkbox"/> BAKED PRODUCTS-PKGD	<input type="checkbox"/> BARLEY-PKGD
<input type="checkbox"/> BEANS, DRY	<input type="checkbox"/> BEANS, DRY-PKGD	<input type="checkbox"/> BEEF, CANNED
<input type="checkbox"/> BEEF, COOKED	<input type="checkbox"/> BEEF, FRESH	<input type="checkbox"/> BEEF, FROZEN
<input type="checkbox"/> BEEF, GROUND	<input type="checkbox"/> BEEF, ROAST	<input type="checkbox"/> BEEF, SPECIAL TRIM
<input type="checkbox"/> BISON PRODUCTS	<input type="checkbox"/> BUCKWHEAT-PKGD	<input type="checkbox"/> BULGUR-PKGD
<input type="checkbox"/> BUTTER	<input type="checkbox"/> CEREAL, FORTIFIED	<input type="checkbox"/> CEREAL, INSTANT
<input type="checkbox"/> CEREAL, PROCESSED	<input type="checkbox"/> CHEESE PROC, KOSHER	<input type="checkbox"/> CHEESE, MOZZARELLA
<input type="checkbox"/> CHEESE, NATURAL AMER	<input type="checkbox"/> CHEESE, PROCESSED	<input type="checkbox"/> CHICKEN, BULK
<input type="checkbox"/> CHICKEN, CANNED	<input type="checkbox"/> CHICKEN, COOKED	<input type="checkbox"/> CHICKEN, FROZEN
<input type="checkbox"/> COMMODITIES F&V	<input type="checkbox"/> CORN PRODUCTS	<input type="checkbox"/> CORN-SOY BLEND-PKGD
<input type="checkbox"/> CORN-SOY MILK-PKGD	<input type="checkbox"/> CORNMEAL-PKGD	<input type="checkbox"/> CRACKER PROD, PROC
<input type="checkbox"/> DEHYDRATED POTATO	<input type="checkbox"/> EGG PRODUCTS	<input type="checkbox"/> EMERGENCY PRODS-PKGD
<input type="checkbox"/> FISH, CANNED	<input type="checkbox"/> FISH, FROZEN	<input type="checkbox"/> FLOUR, BAKERY
<input type="checkbox"/> FLOUR, BAKERY KOSHER	<input type="checkbox"/> FLOUR, BAKERY MIX	<input type="checkbox"/> FLOUR, MASA
<input type="checkbox"/> FLOUR, WHEAT	<input type="checkbox"/> FLOUR, WHEAT-PKGD	<input type="checkbox"/> FREIGHT-DOMESTIC
<input type="checkbox"/> FREIGHT-OCEAN	<input type="checkbox"/> FRUIT, CANNED	<input type="checkbox"/> FRUIT, DRIED
<input type="checkbox"/> FRUIT, FRESH	<input type="checkbox"/> FRUIT, FROZEN	<input type="checkbox"/> FRUIT, JUICE
<input type="checkbox"/> GOOSE, FROZEN	<input type="checkbox"/> GRAIN PRODUCTS-BULK	<input type="checkbox"/> GRAIN PRODUCTS-PKGD
<input type="checkbox"/> GRITS, GRAIN	<input type="checkbox"/> HAM, FULLY COOKED	<input type="checkbox"/> INFANT FORMULA
<input type="checkbox"/> LAMB PRODUCTS	<input type="checkbox"/> MEAT PRODUCTS	<input type="checkbox"/> MILK, EVAPORATED
<input type="checkbox"/> MILK, INSTANT	<input type="checkbox"/> MILK, NON-FAT DRY	<input type="checkbox"/> MILK, UHT
<input type="checkbox"/> MILK, NONFAT, DRY-PKGD	<input type="checkbox"/> N/A (CHES PROC KOSH)	<input type="checkbox"/> N/A (FLOUR, BAK KOSH)
<input type="checkbox"/> N/A (PENUT PROD, KOS)	<input type="checkbox"/> N/A (RICE, GRAIN KOS)	<input type="checkbox"/> N/A (SEED BUTR, KOS)
<input type="checkbox"/> N/A (VEG OIL KOSHER)	<input type="checkbox"/> NON-STANDARD	<input type="checkbox"/> NUTS
<input type="checkbox"/> OIL PRODS, RFND-BULK	<input type="checkbox"/> OIL PRODS, CRUDE-BULK	<input type="checkbox"/> OIL PRODUCTS-PKGD

- Select the check box beside the commodities this plant will distribute. For the purposes of this document, Flour and Wheat will be selected. Click  (the **FLOUR, BAKERY** check box).

## Image: Plant/Shipping Registration Screen

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management **Maintain Organization**

Suppliers > Maintain Organization > Plant/Shipping Registration Full Screen Options

**Which Product Categories can you Deliver?**

Select the language in which you want to send the questionnaires \* English

<input type="checkbox"/> BAGS-EMPTY	<input type="checkbox"/> BAKED PRODUCTS-PKGD	<input type="checkbox"/> BARLEY-PKGD
<input type="checkbox"/> BEANS, DRY	<input type="checkbox"/> BEANS, DRY-PKGD	<input type="checkbox"/> BEEF, CANNED
<input type="checkbox"/> BEEF, COOKED	<input type="checkbox"/> BEEF, FRESH	<input type="checkbox"/> BEEF, FROZEN
<input type="checkbox"/> BEEF, GROUND	<input type="checkbox"/> BEEF, ROAST	<input type="checkbox"/> BEEF, SPECIAL TRIM
<input type="checkbox"/> BISON PRODUCTS	<input type="checkbox"/> BUCKWHEAT-PKGD	<input type="checkbox"/> BULGUR-PKGD
<input type="checkbox"/> BUTTER	<input type="checkbox"/> CEREAL, FORTIFIED	<input type="checkbox"/> CEREAL, INSTANT
<input type="checkbox"/> CEREAL, PROCESSED	<input type="checkbox"/> CHEESE PROC, KOSHER	<input type="checkbox"/> CHEESE, MOZZARELLA
<input type="checkbox"/> CHEESE, NATURAL AMER	<input type="checkbox"/> CHEESE, PROCESSED	<input type="checkbox"/> CHICKEN, BULK
<input type="checkbox"/> CHICKEN, CANNED	<input type="checkbox"/> CHICKEN, COOKED	<input type="checkbox"/> CHICKEN, FROZEN
<input type="checkbox"/> COMMODITIES F&V	<input type="checkbox"/> CORN PRODUCTS	<input type="checkbox"/> CORN-SOY BLEND-PKGD
<input type="checkbox"/> CORN-SOY MILK-PKGD	<input type="checkbox"/> CORNMEAL-PKGD	<input type="checkbox"/> CRACKER PROD, PROC
<input type="checkbox"/> DEHYDRATED POTATO	<input type="checkbox"/> EGG PRODUCTS	<input type="checkbox"/> EMERGENCY PRODS-PKGD
<input type="checkbox"/> FISH, CANNED	<input type="checkbox"/> FISH, FROZEN	<input checked="" type="checkbox"/> FLOUR, BAKERY
<input type="checkbox"/> FLOUR, BAKERY KOSHER	<input type="checkbox"/> FLOUR, BAKERY MIX	<input type="checkbox"/> FLOUR, MASA
<input type="checkbox"/> FLOUR, WHEAT	<input type="checkbox"/> FLOUR, WHEAT-PKGD	<input type="checkbox"/> FREIGHT-DOMESTIC
<input type="checkbox"/> FREIGHT-OCEAN	<input type="checkbox"/> FRUIT, CANNED	<input type="checkbox"/> FRUIT, DRIED
<input type="checkbox"/> FRUIT, FRESH	<input type="checkbox"/> FRUIT, FROZEN	<input type="checkbox"/> FRUIT, JUICE
<input type="checkbox"/> GOOSE, FROZEN	<input type="checkbox"/> GRAIN PRODUCTS-BULK	<input type="checkbox"/> GRAIN PRODUCTS-PKGD
<input type="checkbox"/> GRITS, GRAIN	<input type="checkbox"/> HAM, FULLY COOKED	<input type="checkbox"/> INFANT FORMULA
<input type="checkbox"/> LAMB PRODUCTS	<input type="checkbox"/> MEAT PRODUCTS	<input type="checkbox"/> MILK, EVAPORATED
<input type="checkbox"/> MILK, INSTANT	<input type="checkbox"/> MILK, NON-FAT DRY	<input type="checkbox"/> MILK, UHT
<input type="checkbox"/> MILK, NONFAT, DRY-PKGD	<input type="checkbox"/> N/A (CHES PROC KOSH)	<input type="checkbox"/> N/A (FLOUR, BAK KOSH)
<input type="checkbox"/> N/A (PEANUT PROD, KOS)	<input type="checkbox"/> N/A (RICE, GRAIN KOS)	<input type="checkbox"/> N/A (SEED BUTR, KOS)
<input type="checkbox"/> N/A (VEG OIL KOSHER)	<input type="checkbox"/> NON-STANDARD	<input type="checkbox"/> NUTS
<input type="checkbox"/> OIL PRODS, RFND-BULK	<input type="checkbox"/> OIL PRODS, CRUDE-BULK	<input type="checkbox"/> OIL PRODUCTS-PKGD

7. Click (the **Down** arrow) on the vertical scrollbar to display additional product categories.

## Image: Plant/Shipping Registration Screen

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management **Maintain Organization**

Suppliers > Maintain Organization > Plant/Shipping Registration Full Screen Options

<input type="checkbox"/> RICE, WILD	<input type="checkbox"/> SALMON-PKGD	<input type="checkbox"/> SEED BUTTER
<input type="checkbox"/> SEED BUTTER, KOSHER	<input type="checkbox"/> SERVICE AMS FV	<input type="checkbox"/> SERVICE AMS LS
<input type="checkbox"/> SERVICE AMS PY	<input type="checkbox"/> SERVICE DOM FREIGHT	<input type="checkbox"/> SERVICE DOM NATLWHSE
<input type="checkbox"/> SERVICE DOM SAMPLING	<input type="checkbox"/> SERVICE DOMESTIC	<input type="checkbox"/> SERVICE INT ADMIN
<input type="checkbox"/> SERVICE INT INSPECT	<input type="checkbox"/> SERVICE INT SURVEYS	<input type="checkbox"/> SERVICE INT VLO
<input type="checkbox"/> SERVICE PS STORAGE	<input type="checkbox"/> SHELL EGG	<input type="checkbox"/> SORGHUM GRITS-PKGD
<input type="checkbox"/> SOUP MIX-PKGD	<input type="checkbox"/> SOY PRODUCTS-PKGD	<input type="checkbox"/> SYRUP
<input type="checkbox"/> TALLOW-BULK	<input type="checkbox"/> TORTILLAS	<input type="checkbox"/> TURKEY, BULK
<input type="checkbox"/> TURKEY, CANNED	<input type="checkbox"/> TURKEY, COOKED	<input type="checkbox"/> TURKEY, FROZEN
<input type="checkbox"/> VEG OIL PROD DOM	<input type="checkbox"/> VEG OIL PROD, KOSHER	<input type="checkbox"/> VEGETABLE, CANNED
<input type="checkbox"/> VEGETABLE, DRIED	<input type="checkbox"/> VEGETABLE, FRESH	<input type="checkbox"/> VEGETABLE, FROZEN
<input type="checkbox"/> VEGETABLE, JUICE	<input type="checkbox"/> VEGETABLE, SOUP	<input type="checkbox"/> WHEAT-SOY BLEND-PKGD
<input type="checkbox"/> YOGURT		

**Data Privacy Statement**

**USDA Data Privacy Statement**

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFR Part 1400. The information will be used to evaluate bids to purchase commodities and provide services. The information collected may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in non-consideration. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

USDA WBSCM Team  
Phone: 1-877-WBSCM-4U  
Email: [wbscm.serviceman@cdm.com](mailto:wbscm.serviceman@cdm.com)

Yes, I have read the data privacy statement and accept the terms.

8. Click  (the **WHEAT-SOY BLEND-PKGD** check box).

**Image: Plant/Shipping Registration Screen**

The screenshot shows a web application interface for 'Supplier Self Service' with a 'Maintain Organization' tab. The 'Plant/Shipping Registration' page displays a grid of commodity categories, each with a checkbox. The 'WHEAT-SOY BLEND-PKGD' checkbox is checked. Below the grid is a 'Data Privacy Statement' section with a 'Yes, I have read the data privacy statement and accept the terms.' checkbox.

<input type="checkbox"/> RICE, WILD	<input type="checkbox"/> SALMON-PKGD	<input type="checkbox"/> SEED BUTTER
<input type="checkbox"/> SEED BUTTER, KOSHER	<input type="checkbox"/> SERVICE AMS FV	<input type="checkbox"/> SERVICE AMS LS
<input type="checkbox"/> SERVICE AMS PY	<input type="checkbox"/> SERVICE DOM FREIGHT	<input type="checkbox"/> SERVICE DOM NATLWHSE
<input type="checkbox"/> SERVICE DOM SAMPLING	<input type="checkbox"/> SERVICE DOMESTIC	<input type="checkbox"/> SERVICE INT ADMIN
<input type="checkbox"/> SERVICE INT INSPECT	<input type="checkbox"/> SERVICE INT SURVEYS	<input type="checkbox"/> SERVICE INT VLO
<input type="checkbox"/> SERVICE PS STORAGE	<input type="checkbox"/> SHELL EGG	<input type="checkbox"/> SORGHUM GRITS-PKGD
<input type="checkbox"/> SOUP MIX-PKGD	<input type="checkbox"/> SOY PRODUCTS-PKGD	<input type="checkbox"/> SYRUP
<input type="checkbox"/> TALLOW-BULK	<input type="checkbox"/> TORTILLAS	<input type="checkbox"/> TURKEY, BULK
<input type="checkbox"/> TURKEY, CANNED	<input type="checkbox"/> TURKEY, COOKED	<input type="checkbox"/> TURKEY, FROZEN
<input type="checkbox"/> VEG OIL PROD DOM	<input type="checkbox"/> VEG OIL PROD, KOSHER	<input type="checkbox"/> VEGETABLE, CANNED
<input type="checkbox"/> VEGETABLE, DRIED	<input type="checkbox"/> VEGETABLE, FRESH	<input type="checkbox"/> VEGETABLE, FROZEN
<input type="checkbox"/> VEGETABLE, JUICE	<input type="checkbox"/> VEGETABLE, SOUP	<input checked="" type="checkbox"/> WHEAT-SOY BLEND-PKGD
<input type="checkbox"/> YOGURT		

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USDA WBSCM Team  
Phone: 1-877-WBSCM-411  
Email: [wbscm.servicereqs@caci.com](mailto:wbscm.servicereqs@caci.com)

Yes, I have read the data privacy statement and accept the terms.

9. Review the USDA Data Privacy Statement. If the terms are acceptable, select the check box to agree to the terms.

Click  (the **Yes, I have read the data privacy statement and accept the terms** check box).



Image: Plant/Shipping Registration Screen

Home Suppliers Admin Reports Help

Supplier Self Service Bid Management Maintain Organization

Suppliers > Maintain Organization > Plant/Shipping Registration Full Screen Options

<input type="checkbox"/> RICE, WILD	<input type="checkbox"/> SALMON-PKGD	<input type="checkbox"/> SEED BUTTER
<input type="checkbox"/> SEED BUTTER, KOSHER	<input type="checkbox"/> SERVICE AMS FV	<input type="checkbox"/> SERVICE AMS LS
<input type="checkbox"/> SERVICE AMS PY	<input type="checkbox"/> SERVICE DOM FREIGHT	<input type="checkbox"/> SERVICE DOM NATLWHSE
<input type="checkbox"/> SERVICE DOM SAMPLING	<input type="checkbox"/> SERVICE DOMESTIC	<input type="checkbox"/> SERVICE INT ADMIN
<input type="checkbox"/> SERVICE INT INSPECT	<input type="checkbox"/> SERVICE INT SURVEYS	<input type="checkbox"/> SERVICE INT VLO
<input type="checkbox"/> SERVICE PS STORAGE	<input type="checkbox"/> SHELL EGG	<input type="checkbox"/> SORGHUM GRITS-PKGD
<input type="checkbox"/> SOUP MIX-PKGD	<input type="checkbox"/> SOY PRODUCTS-PKGD	<input type="checkbox"/> SYRUP
<input type="checkbox"/> TALLOW-BULK	<input type="checkbox"/> TORTILLAS	<input type="checkbox"/> TURKEY, BULK
<input type="checkbox"/> TURKEY, CANNED	<input type="checkbox"/> TURKEY, COOKED	<input type="checkbox"/> TURKEY, FROZEN
<input type="checkbox"/> VEG OIL PROD DOM	<input type="checkbox"/> VEG OIL PROD, KOSHER	<input type="checkbox"/> VEGETABLE, CANNED
<input type="checkbox"/> VEGETABLE, DRIED	<input type="checkbox"/> VEGETABLE, FRESH	<input type="checkbox"/> VEGETABLE, FROZEN
<input type="checkbox"/> VEGETABLE, JUICE	<input type="checkbox"/> VEGETABLE, SOUP	<input checked="" type="checkbox"/> WHEAT-SOY BLEND-PKGD
<input type="checkbox"/> YOGURT		

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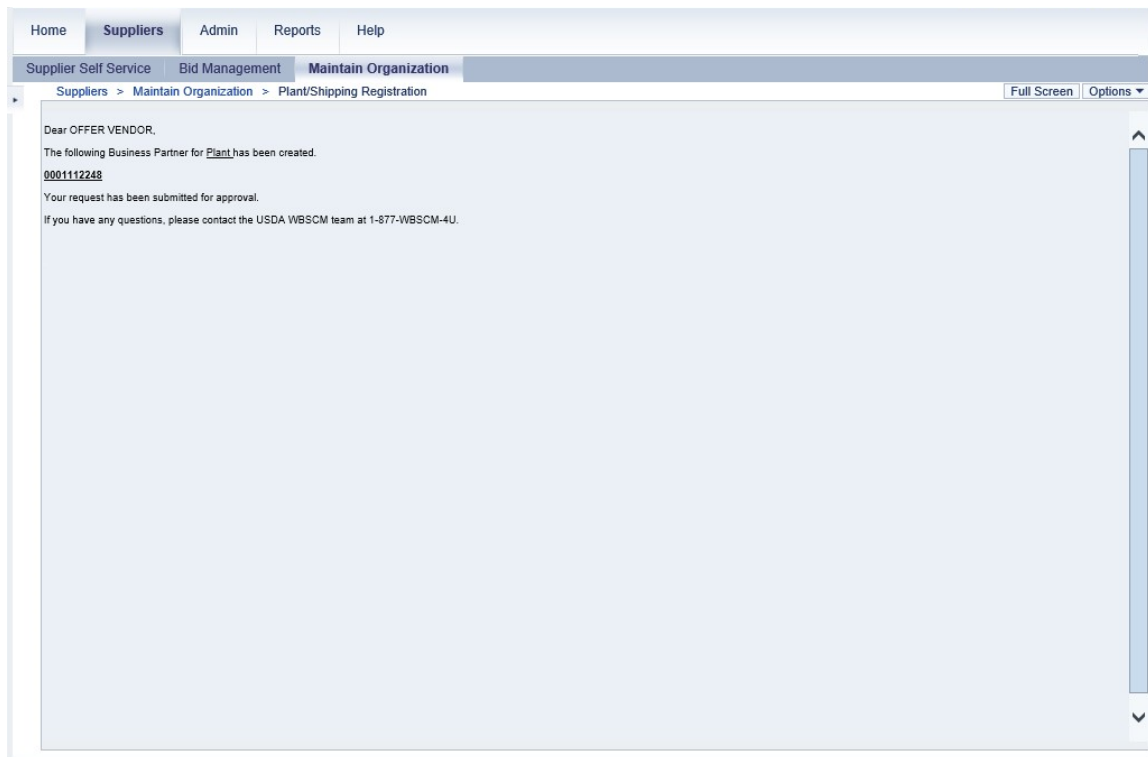
Submit Delete Entries

10. Click **Submit** (the **Submit** button) to submit this plant registration for approval.



(Note) The user needs to notify the WBSCM Service Desk to have their new plant/shipping point submitted for approval by AMS.

**Image: Plant/Shipping Registration Screen**



**11.** This transaction is complete.



(Note) The system displays the message, "Dear VENDOR, The following Business Partner for Plant has been created. 0001140187 Your request has been submitted for approval. If you have any questions, please contact the USDA WBSCM team at 1-877-WBSCM-4U." The number in this note will be unique to each business partner.



Work Instruction  
Register Plant or Shipping Point (External)

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**RESULT**

The Vendor Administrator has successfully created vendor plant or shipping point in the WBSCM system. This allows Vendors to perform procurement activities.