

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.



PROCEDURE

1. Start the transaction using the Portal path: Suppliers tab → Maintain Organization tab → Plant/Shipping Registration

Image: Plant/Shipping Registration Screen

Home Suppliers Admin	Reports Help		
Supplier Self Service Bid Manager	ent Maintain Organization		
	Suppliers > Maintain Organization > Plant/Shipping Registration	Full Screen Op	ptions
Plant/Shipping Registration Plants / Shipping Points – User	Welcome to Supplier Plant / Shipping Point registration To register your Plant / Shipping Point, enter your data and choose submit All required fields are marked with a red asterisk (*) Company Details		,
	Name of Company * CENTRAL MILLING, L.L.C. Language * English Registration Type * O Plant		
	Address Data		
	Name 1* Name 2 Street Address Building Floor Subscript Usation* State/Region* I Location* I State/Region* P.O Box P.O. Box Location E-Mail Address* Telephone* I Fax		
	Which Product Categories can you Deliver?		
	Select the language in which you want to send the questionnaires * English		
	BAGS-EMPTY BEANS DRY. BEANS DRY.PKGD BEEE CANNED		
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			>

2. Click (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.



lier Self Service			
	Bid Management Maint	tain Organization	
Suppliers > Maintain	1 Organization > Plant/Shipp	ing Registration	Full Screen Option
elcome to Supplier Plant register your Plant / Shipp I required fields are marked	/ Shipping Point registration sing Point, enter your data and choo d with a red asterisk (*)	se submit	
Company Details			
Name of Company *	CENTRAL MILLING, L.L.C.		
Language *	English		
Registration Type * (O Plant	C Shipping Location	
		(199) (1994) • (199) (199)	
Address Data			
Address Data			
Name 1 *			
Name 2			
Street Address			
Building			
Floor		Suite Number	
Country *	A V		
Location *			
State/Region *		Zip Code *	
P.O. Box		P.L.Z P.O Box	
P.O Box Location		P.O Box Country USA 🗸	
E-Mail Address			
Telephone *		Tel Extension	
		Fax Extension	

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 OPlant (the **Plant** radio button).



Suppliers > Mainta	n Organization > Plant/Shipping Regist		
elcome to Supplier Plan		tration	Full Screen Option
register your Plant / Ship required fields are marke	t / Shipping Point registration pping Point, enter your data and choose submit ed with a red asterisk (*)		
Company Details			—
Name of Company *	CENTRAL MILLING LLC		
Language *	English		
Registration Type *	Plant OShing	ning Location	
Tregistion type	Grant Osnipp	ing cocation	
Address Data			
Name 1 *			
Name 2			
Street Address			
Building			
Floor		Suite Number	
Country *	ISA V		
Location *			
State/Region *		Zip Code *	
P.O. Box		P.L.Z.P.O Box	
P.O Box Location		P.O Box Country USA	
E-Mail Address			
Telephone *		Tel Extension	
Fax		Fax Extension	

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

Field	R/O/C	Description
Name 1	R	Contact name or name of plant/shipping point. Example: Braman Illinois Plant
Street Address	0	A free-text field in which to enter the street address of the organization Example: 52 Water Street
Building	0	Secondary address designation for the physical location of the Plant/Shipping point. Example: 4
Location	R	The city where the distribution of products or resources is handled. Example: East Moline



Field	R/0/C	Description
State / Region	R	State where Plant/Shipping point is located. Example: IL
Zip Code	R	Postal zip code for the Plant/Shipping point. Example: 61244
E-Mail Address	R	Email address of contact for Plant/shipping point. Example: Plant.IL@Braman.com
Telephone	R	Contact telephone number for Plant/Shipping point. Example: 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

Suppliers > Maintain Organization > Plant/Shipping Registration Welcome to Supplier Plant / Shipping Point registration for equired fields are marked with a red asteriak (*) Company Details Name of Company * CENTRAL MILLING, L.C. Language * English COMPANY COMP	Full Screen Optio
Welcome to Supplier Plant / Shipping Point registration for register your Plant / Shipping Point, enter your data and choose submit Ul required fields are marked with a red asterisk (*) Company Details Name of Company * CENTRAL MILLING, LL.C. Language * English V Opsigned Plant	E
To register your Plant / Shipping Point, enter your data and choose submit Ul required fields are marked with a red asterisk (*) Company Details Name of Company * CENTRAL MILLING, L.L.C. Language * English CONSTRAL MILLING, L.L.C.	E
Company Details Name of Company * CENTRAL MILLING, LL.C. Language * English Residentiation Type * CEName	
Name of Company * CENTRAL MILLING, LL.C.	
Name of Company ~ DENI INAL MILLING, LLLC. Language * English Pagistration Type * 回日an C Shinaina Landian	
Registration Type * Collect	
Registration Type C Plant C Shinning Location	
Grieffing Coaution	
Address Data	
I Marco d & Discussion Director Director	
Name 1 [Braman lilinois Plant	
Street Address 52 Water Street	
Building 4	
Floor Suite Number	
Country * USA 🗸	
Location * East Moline	
State/Region * IL Zip Code * 81244	
P.C. Box	
P.O Box Location USA V	
E-Mail Address * Plant IL@Braman.com	
Telephone * 309/921000 X Telephone	



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

Image: Plant/Shipping	Registration Screen
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lier Self Service Bid Ma	anagement Maintain O	ganization	
Suppliers > Maintain Organ	nization > Plant/Shipping Re	stration	Full Screen Opt
Which Product Categories	can you Deliver?		
Select the language in which vo	ou want to send the questionnaires	English	
BAGS-EMPTY	BAKED PRODUCTS-PKGD	BARI EY-PKGD	
BEANS, DRY	BEANS, DRY-PKGD	BEEF. CANNED	
BEEF, COOKED	BEEF, FRESH		
BEEF. GROUND	BEEF. ROAST		
BISON PRODUCTS	BUCKWHEAT-PKGD	BULGUR-PKGD	
BUTTER	CEREAL. FORTIFIED	CEREAL INSTANT	
CEREAL, PROCESSED	CHEESE PROC, KOSHER	CHEESE, MOZZARELLA	
CHEESE, NATURAL AMER	CHEESE, PROCESSED	CHICKEN, BULK	
CHICKEN, CANNED	CHICKEN, COOKED	CHICKEN, FROZEN	
COMMODITIES F&V	CORN PRODUCTS	CORN-SOY BLEND-PKGD	
CORN-SOY MILK-PKGD	CORNMEAL-PKGD	CRACKER PROD, PROC	
DEHYDRATED POTATO	EGG PRODUCTS	EMERGENCY PRODS-PKGD	
FISH, CANNED	FISH, FROZEN	FLOUR, BAKERY	
FLOUR, BAKERY KOSHER	FLOUR, BAKERY MIX	FLOUR, MASA	
FLOUR, WHEAT	FLOUR, WHEAT-PKGD	FREIGHT-DOMESTIC	
FREIGHT-OCEAN	FRUIT, CANNED	FRUIT, DRIED	
FRUIT, FRESH	FRUIT, FROZEN	FRUIT, JUICE	
GOOSE, FROZEN	GRAIN PRODUCTS-BULK	GRAIN PRODUCTS-PKGD	
GRITS, GRAIN	HAM, FULLY COOKED	INFANT FORMULA	
LAMB PRODUCTS	MEAT PRODUCTS	MILK, EVAPORATED	
MILK, INSTANT	MILK, NON-FAT DRY	MILK, UHT	
MILK,NONFAT,DRY-PKGD	N/A (CHES PROC KOSH)	N/A (FLOUR, BAK KOSH)	
N/A (PENUT PROD,KOS)	N/A (RICE, GRAIN KOS)	N/A (SEED BUTR, KOS)	
N/A (VEG OIL KOSHER)	NON-STANDARD	NUTS	
OIL PRODS, RFND-BULK	OIL PRODS.CRUDE-BULK	OIL PRODUCTS-PKGD	

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



plier Self Service Bid M	anagement Maintain O	ganization	
Suppliers > Maintain Organ	ization > Plant/Shipping Re	istration	Full Screen Opt
Which Product Categories	can you Deliver?		[
Select the language in which yo	ou want to send the questionnaires	English V	
BAGS-EMPTY	BAKED PRODUCTS-PKGD	BARLEY-PKGD	
BEANS, DRY	BEANS, DRY-PKGD	BEEF, CANNED	
BEEF, COOKED	BEEF, FRESH	BEEF, FROZEN	
BEEF, GROUND	BEEF, ROAST	BEEF, SPECIAL TRIM	
BISON PRODUCTS	BUCKWHEAT-PKGD	BULGUR-PKGD	
BUTTER	CEREAL, FORTIFIED	CEREAL, INSTANT	
CEREAL, PROCESSED	CHEESE PROC, KOSHER	CHEESE, MOZZARELLA	
CHEESE, NATURAL AMER	CHEESE, PROCESSED	CHICKEN, BULK	
CHICKEN, CANNED	CHICKEN, COOKED	CHICKEN, FROZEN	
COMMODITIES F&V	CORN PRODUCTS	CORN-SOY BLEND-PKGD	
CORN-SOY MILK-PKGD	CORNMEAL-PKGD	CRACKER PROD, PROC	
DEHYDRATED POTATO	EGG PRODUCTS	EMERGENCY PRODS-PKGD	
FISH, CANNED	FISH, FROZEN	FLOUR, BAKERY	
FLOUR, BAKERY KOSHER	FLOUR, BAKERY MIX	FLOUR, MASA	
FLOUR, WHEAT	FLOUR, WHEAT-PKGD	FREIGHT-DOMESTIC	
FREIGHT-OCEAN	FRUIT, CANNED	FRUIT, DRIED	
FRUIT, FRESH	FRUIT, FROZEN	FRUIT, JUICE	
GOOSE, FROZEN	GRAIN PRODUCTS-BULK	GRAIN PRODUCTS-PKGD	
GRITS, GRAIN	HAM, FULLY COOKED	INFANT FORMULA	
LAMB PRODUCTS	MEAT PRODUCTS	MILK, EVAPORATED	
MILK, INSTANT	MILK, NON-FAT DRY	MILK, UHT	
MILK,NONFAT,DRY-PKGD	N/A (CHES PROC KOSH)	N/A (FLOUR, BAK KOSH)	
N/A (PENUT PROD,KOS)	N/A (RICE, GRAIN KOS)	N/A (SEED BUTR, KOS)	
N/A (VEG OIL KOSHER)	NON-STANDARD	I NUTS	
OIL PRODS, RFND-BULK	OIL PRODS, CRUDE-BULK	OIL PRODUCTS-PKGD	

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

Image: Plant/Shipping Registration Screen

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plier Self Service Bid M	anagement Maintain C	Organization	Denting Option
Suppliers > Maintain Organ	lization > Plant/Snipping Re	registration	screen Option
RICE, WILD	SALMON-PKGD	SEED BUTTER	
SEED BUTTER, KOSHER	SERVICE AMS FV	SERVICE AMS LS	
SERVICE AMS PY	SERVICE DOM FREIGHT	SERVICE DOM NATLWHSE	
SERVICE DOM SAMPLING	SERVICE DOMESTIC	SERVICE INT ADMIN	
SERVICE INT INSPECT	SERVICE INT SURVEYS	SERVICE INT VLO	
SERVICE PS STORAGE	SHELL EGG	SORGHUM GRITS-PKGD	
SOUP MIX-PKGD	SOY PRODUCTS-PKGD	SYRUP	
TALLOW-BULK	TORTILLAS	TURKEY, BULK	
TURKEY, CANNED	TURKEY, COOKED	TURKEY, FROZEN	
VEG OIL PROD DOM	VEG OIL PROD, KOSHER	VEGETABLE, CANNED	
VEGETABLE, DRIED	VEGETABLE, FRESH	VEGETABLE, FROZEN	
VEGETABLE, JUICE	VEGETABLE, SOUP	WHEAT-SOY BLEND-PKGD	
Data Privacy Statement			
USDA Data Privacy Statem The following statement is m 1400. The information will be agencies, Tribal agencies, a	ent ade in accordance with the F s used to evaluate bids to pur nd nongovernmental entities s for LISDA/ESA 2 Eram De	Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is urchase commodities and provide services. The information collected may be disclosed to other Federal, State, Local gov s that have been authorized access to the information by statute or regulation and/or as described in applicable Routine L decords File (Automated). Providing the requested information is violutary. However, failure to furnish the requested infor	7 CFR Part ernment Ises identified in mation will resul
the system of Records Notic in non-consideration. The pr USDA WBSCM Team Phone: 1-877-WBSCM-4U Linaa. wuscha.serviceueskag Yes, I have read the data priv	productions of appropriate crimin source of appropriate crimin source of the term	inal and civil fraud, privacy, and other statutes may be applicable to the information provided.	
the system of Records Notic in non-consideration. The pr USDA WBSCM Team Phone: 1-877-WBSCM-4U Littrati. vusculisei vuceuresny Ves. I have read the data priv Submit Delete Entries	provisions of appropriate crimin processory	inal and civil fraud, privacy, and other statutes may be applicable to the information provided.	



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

Image: Plant/Shipping Registration Screen

	phers Au	min Reports He	lp	
pplier Self Serv	vice Bid M	anagement Maintain O	Drganization	
Suppliers >	Maintain Organ	ization > Plant/Shipping Re	egistration Full Screen C	ptions
RICE, WILD	د	SALMON-PKGD	SEED BUTTER	
SEED BUTT	TER, KOSHER	SERVICE AMS FV	SERVICE AMS LS	
SERVICE A	MS PY	SERVICE DOM FREIGHT	SERVICE DOM NATLWHSE	
SERVICE D	OOM SAMPLING	SERVICE DOMESTIC	SERVICE INT ADMIN	
SERVICE IN	NT INSPECT	SERVICE INT SURVEYS	SERVICE INT VLO	
SERVICE P	'S STORAGE	SHELL EGG	SORGHUM GRITS-PKGD	
SOUP MIX-	PKGD	SOY PRODUCTS-PKGD	SYRUP	
TALLOW-BU	ULK	TORTILLAS	TURKEY, BULK	
TURKEY, C	ANNED	TURKEY, COOKED	TURKEY, FROZEN	
VEG OIL PF	ROD DOM	VEG OIL PROD, KOSHER	VEGETABLE, CANNED	
VEGETABL	E, DRIED	VEGETABLE, FRESH	VEGETABLE, FROZEN	
VEGETABL	E, JUICE	VEGETABLE, SOUP	WHEAT-SOY BLEND-PKGD	
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USDA Data F The following 1400. The inf agencies, Tri the System o in non-consid	Privacy Statem g statement is m formation will be ibal agencies, and of Records Notic deration. The pr	ent ade in accordance with the F used to evaluate bids to pur nd nongovernmental entities re for USDA/FSA-2, Farm Re ovisions of appropriate crimin	Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFR Pri rchase commodifies and provide services. The information collected may be disclosed to other Federal, State, Local government that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identi scords File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will nal and civil fraud, privacy, and other statutes may be applicable to the information provided.	art ied in result
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USDA WBS(Phone: 1-877 Email: wbsch	n.serviceuesk@ read the data priv	caci.com acy statement and accept the term	s.	
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USDA WBS(Phone: 1-877 cmail: wosch Yes, I have Submit Del	In servicedeskig read the data privi	econ.com	s.	>

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).



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Suppliers > Maintain Orga	nization > Plant/Shipping Re	gistration Full Screen	Optio
RICE, WILD	SALMON-PKGD	SEED BUTTER	
SEED BUTTER, KOSHER	SERVICE AMS FV	SERVICE AMS LS	
SERVICE AMS PY	SERVICE DOM FREIGHT	SERVICE DOM NATLWHSE	
SERVICE DOM SAMPLING	SERVICE DOMESTIC	SERVICE INT ADMIN	
SERVICE INT INSPECT	SERVICE INT SURVEYS	SERVICE INT VLO	
SERVICE PS STORAGE	SHELL EGG	SORGHUM GRITS-PKGD	
SOUP MIX-PKGD	SOY PRODUCTS-PKGD	SYRUP	
TALLOW-BULK	TORTILLAS	TURKEY, BULK	
TURKEY, CANNED	TURKEY, COOKED	TURKEY, FROZEN	
VEG OIL PROD DOM	VEG OIL PROD, KOSHER	VEGETABLE, CANNED	
VEGETABLE, DRIED	VEGETABLE, FRESH	VEGETABLE, FROZEN	
VEGETABLE, JUICE	VEGETABLE, SOUP	WHEAT-SOY BLEND-PKGD	
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VOGURT Data Privacy Statement USDA Data Privacy Statem The following statement is n 1400. The information will b agencies, Tribal agencies, a the System of Records Noti in non-consideration. The p USDA WBSCM Team Phone: 1-877-WBSCM-4U VSL have read the data nit	nent nade in accordance with the F e used to evaluate bids to pur and nongovernmental entities ce for USDA/FSA-2, Farm Re rovisions of appropriate crimin	Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFF chase commodities and provide services. The information collected may be disclosed to other Federal, State, Local governme that have been authorized access to the information stute or regulation and/or as described in applicable Routine Uses id cords File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information nal and civil fraud, privacy, and other statutes may be applicable to the information provided.	Part t ntified vill res
☐ YOGURT Data Privacy Statement USDA Data Privacy Statem The following statement is n 1400. The information will b agencies, Tribal agencies, the System of Records Noti in non-consideration. The p USDA WBSCM Team Phone: 1-877-WBSCM-4U ✓ Yes, I have read the data priv Submit Databe Patrice	nent nade in accordance with the F e used to evaluate bids to pur and nongovernmental entities ce for USDA/FSA-2, Farm Re rovisions of appropriate crimin generations	Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFF chase commodities and provide services. The information collected may be disclosed to other Federal, State, Local governmen that have been authorized access to the information by statule or regulation and/or as described in applicable Routine Uses id cords File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information ral and civil fraud, privacy, and other statutes may be applicable to the information provided.	Part t ntified i vill resu

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.





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.



RESULT

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