



**NOTICE TO THE TRADE
AMS Vendors
Release 3.4 - WBSCM Trainings**

USDA plans to implement Web-Based Supply Chain Management (WBSCM) Release 3.4 on April 9, 2015. Prior to the WBSCM Release 3.4 date, the Agricultural Marketing Service (AMS) is providing current and potential vendors an opportunity to participate in a LiveMeeting (Microsoft Office LiveMeeting 2007) for an overview of those changes to WBSCM. The training will only focus on those areas in WBSCM affected by the release and is not intended to be a full end-to-end bid process training. The areas most affected by the Release are the offer (RFx) screen, and reports. The LiveMeetings will provide vendors an instructor-led overview on the areas that are impacted by Release 3.4. Questions will be answered during the training. Class size will be limited to a maximum of 25 participants. Vendors are encouraged to have those users that are responsible for submitting offers and reviewing reports participate in one of the two training sessions being offered.

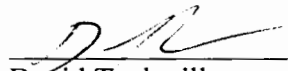
Please see below for the dates and times for the training sessions. Anyone who wishes to participate must submit their name, email address, company name, and date preferred to the WBSCMAMSHelpdesk@ams.usda.gov . Sign up will be on a first come first serve basis.

Prior to the applicable training session, an email notification will be sent to the person signed up for the training with the meeting date and time. Please follow the instructions in the meeting notice for accessing the LiveMeeting. Again, space is limited to 25 participants in each session. In order for the training to start on-time, please join the meeting at least 10 minutes before the start time to allow sufficient time for the LiveMeeting software to install properly.

In addition to the LiveMeeting training, there is a WBSCM training environment available for vendors to further review the changes prior to and after the implementation of Release 3.4. The training environment is available from 1:00 p.m. Monday through 12:00 p.m. Friday (Eastern Time). The data is refreshed each week. To obtain a login ID and a training data set, please send an email request to WBSCMAMSHelpdesk@ams.usda.gov .

If you have questions regarding the training or external training environment, please contact Sue Olson at 315-946-5074 (office); 202-222-5592 (cell) or send an e-mail to the WBSCMAMSHelpdesk@ams.usda.gov.

Training	Date	Time (Eastern)
WBSCM Release 3.4 overview	April 1, 2015	1-3 p.m.
WBSCM Release 3.4 overview	April 7, 2015	1-3 p.m.



David Tuckwiller
Director

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Agricultural Marketing Service, Commodity Procurement Staff
1400 Independence Ave., SW, Room 3522-S, STOP 0239
Washington, DC 20250-0239
Voice 202.720.4517 Fax 202.720.5871