

# WBSCM

## User Guide



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# USDA Food Distribution Program WBSCM RA User Set-up

*Supporting Schools and Students to Achieve*

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

## Setup WBSCM Accounts for your Staff

Here are some of the food service positions that you may need to authorize and add to your WBSCM Profile

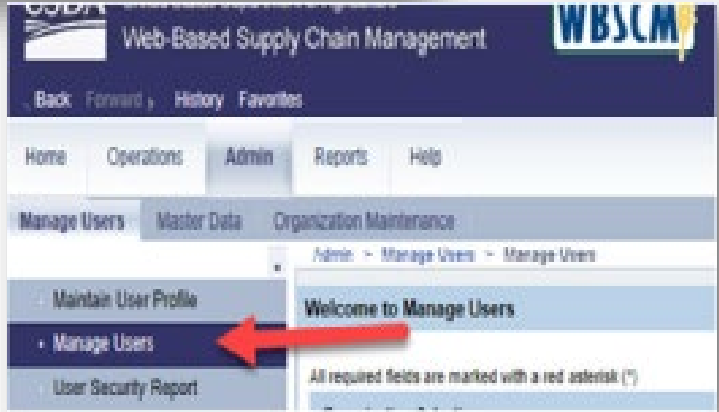
- Food Service Director
- Kitchen Manager
- Ordering Manager
- Claim Specialist
- Business Manager

## Setup WBSM Accounts for your Staff

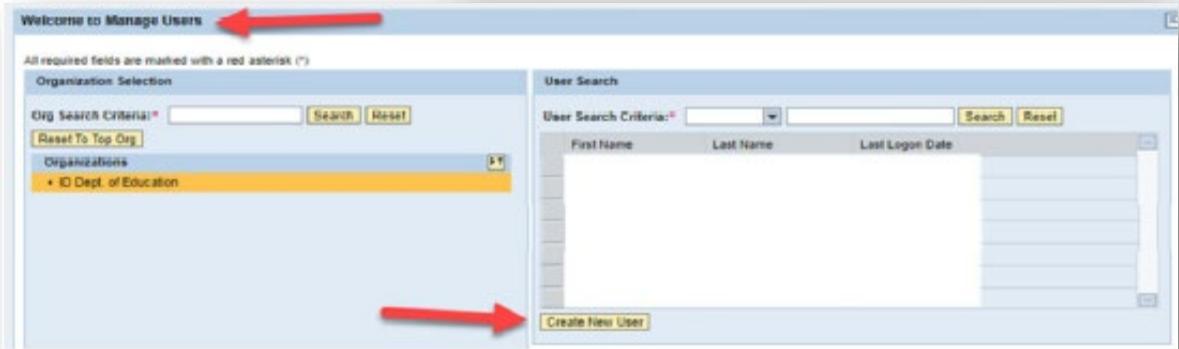
Step 1. Click on the “admin” tab, then “manage users”



Step 2. “Welcome to Manage Users” will appear as indicated by the red arrow.



Step 3. Click on the “Create New Users” button



# Create a New User – Personal Data Tab

Click on “Personal Data” tab

The screenshot displays the 'Welcome to Manage Users' interface. On the left, the 'Organization Selection' section includes a search criteria field, 'Search' and 'Reset' buttons, and a list of organizations with 'ID Dept. of Education' highlighted. On the right, the 'User Search' section has a similar search interface. Below these is the 'User Details' section, which contains three tabs: 'Personal Data', 'Field Data', and 'Admin Data'. A red arrow points to the 'Personal Data' tab. The 'Personal Data' tab is active, showing a form with fields for Company (0004000451), User ID, Title, First Name, Last Name, Email, Fax, Mobile Phone, and Phone. It also includes fields for Street Address, City, Zip Code, Country, State Or Province, and Time Zone. 'Save' and 'Cancel' buttons are at the bottom.

## Personal Data Tab Filled

Fill in information. Please note that the last name and e-mail must be the same one the employees uses when creating an individual eAuthentication (eAuth) account. Check with your staff first to ascertain whether or not they already have an eAuth account. If you participate in the USDA DoD Fresh Program they may have already created an eAuth account. This account can be used for both DoD and WBSCM.

If you have an individual who will order USDA Foods in the WBSCM portal they must create an eAuth account and it may be don't concurrently while you are adding user roles.



The screenshot shows a web form titled "User Details" with three tabs: "Personal Data", "Role Data", and "Admin Data". The "Personal Data" tab is active. The form contains the following fields:

Field	Value
Company:	0004000451
Street Address:	650 W State Street
User ID:	
City:	Boise
Title:	
Zip Code:	83702
First Name:	First
Country:	USA
Last Name:	Last
State Or Province:	Idaho
Email:	email here
Time Zone:	Mountain Time (Denver)
Fax:	
Mobile Phone:	
Phone:	

At the bottom of the form are "Save" and "Cancel" buttons. A callout bubble points to the "Email" field with the text: "Email and last name must match the eAuth account".

## Roll Data Tab

Make Sure to “Add” appropriate roles for the employee (see next page for definitions of roles). Click “Add” one at a time.

The screenshot shows a 'User Details' window with three tabs: 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active. It contains two lists: 'Available Roles' on the left and 'Current Roles' on the right. The 'Available Roles' list includes 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA' (highlighted in yellow), and 'View-Only - RA'. The 'Current Roles' list includes 'Order Manager - RA' and 'Org Admin - RA'. A red arrow points from the 'Add' button to the 'Current Roles' list. A speech bubble points to the 'User Admin - RA' role in the 'Available Roles' list with the text 'Make sure to "Add" appropriate roles'. At the bottom are 'Save' and 'Cancel' buttons.

Make sure to "Add" appropriate roles



# How Role Data Applies

- Make sure that Order Manager – RA is selected for those that plan orders
- Make sure that “Org Admin- RA” and “User Admin-RA” is selected for those that plan to create/modify access for other employees
- Anyone who wants to view reports, including the Order Manager, needs “View only -RA” Access. Click next to that role, click “Add”, then Click “Save”

## **Plan to Place Order**

Choose “Order Manager -RA”

## **Plan to Create/Modify Access for Other Employees**

Choose “Org Admin -RA”  
& “User Admin-RA”

## **Anyone wanting to View Reports**

Choose “View Only-RA access”

\*includes Order Manger

# New User-Save

When you click “Save” the new user email will automatically be sent to the new user.

**User Details**

Personal data | **Role data** | Admin data

**Available Roles**

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input checked="" type="checkbox"/>	View-Only - RA

**Current Roles**

<input checked="" type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input type="checkbox"/>	View-Only - RA

**Buttons:** Add, Remove, Save, Cancel

When you click "Save" the new user email will automatically be sent to the new user

# User Created Successfully

Once the information is saved in the “Personal Data” tab, a message will appear that confirms “User Created Successfully”.

If you add the data roles later a “User Updated Successfully” message will appear.

The screenshot displays the 'Manage Users' interface. At the top, a blue header bar reads 'Welcome to Manage Users'. Below this, a green checkmark icon precedes the text 'User Created Successfully.', which is highlighted by a red arrow. A note below states 'All required fields are marked with a red asterisk (\*)'.

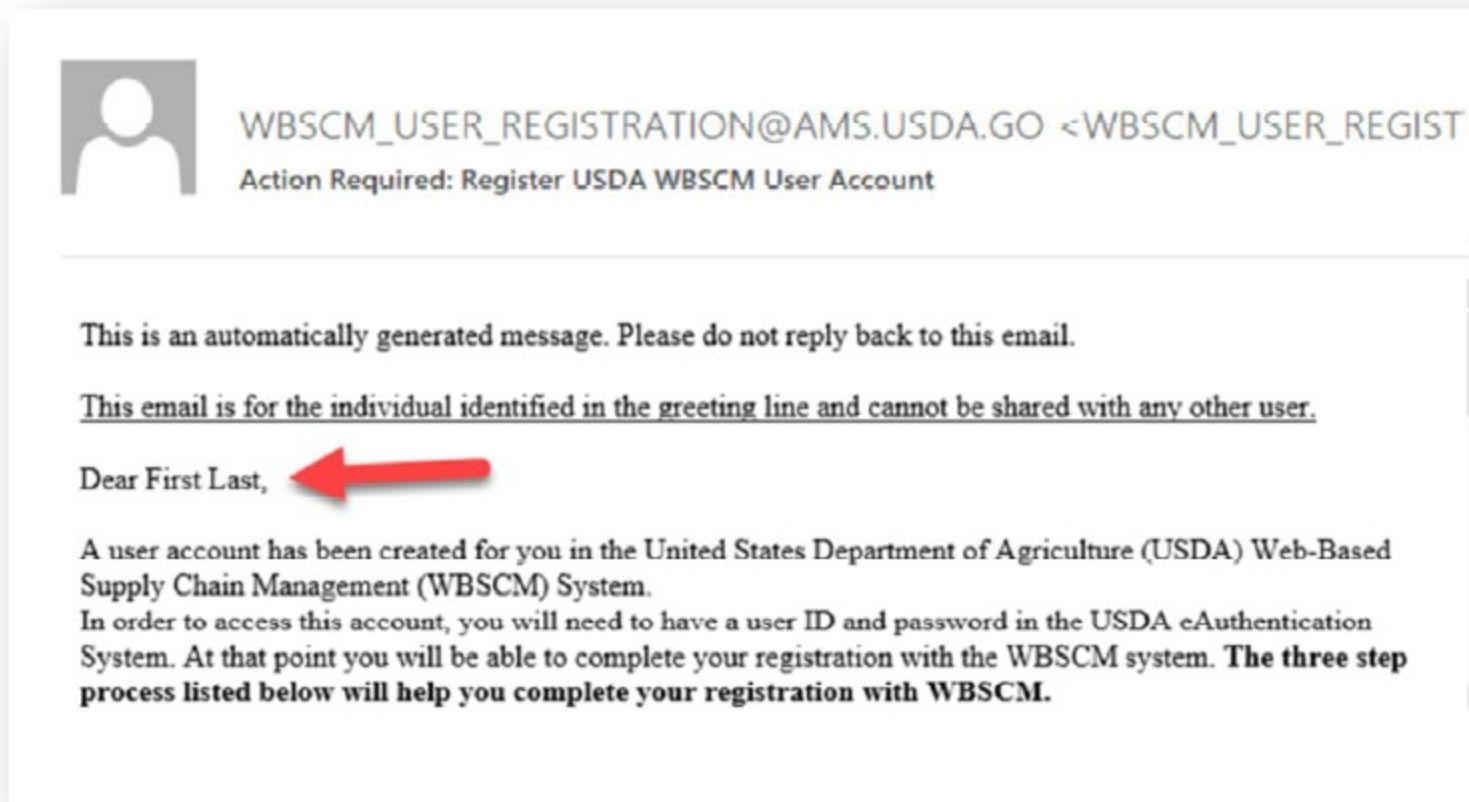
The interface is divided into two main sections:

- Organization Selection:** Features a search criteria input field, 'Search' and 'Reset' buttons, and a 'Reset To Top Org' button. Below is a list of organizations, with 'ID Dept. of Education' selected and highlighted in orange.
- User Search:** Includes a search criteria input field, 'Search' and 'Reset' buttons, and a 'Create New User' button. Below is a table with columns 'First Name', 'Last Name', and 'Last Logon Date'. The table contains one row with the values 'First' and 'Last', which is highlighted by a red arrow. The 'Last Logon Date' column is empty.

At the bottom, there is a 'User Details' section.

# New User Email from WBSCM

The new user will then receive an email from WBSCM asking them to set up their account similar to the one shown. **Please note this is a 2 step process to create an account.** The third step asks you to save the link in a bookmark

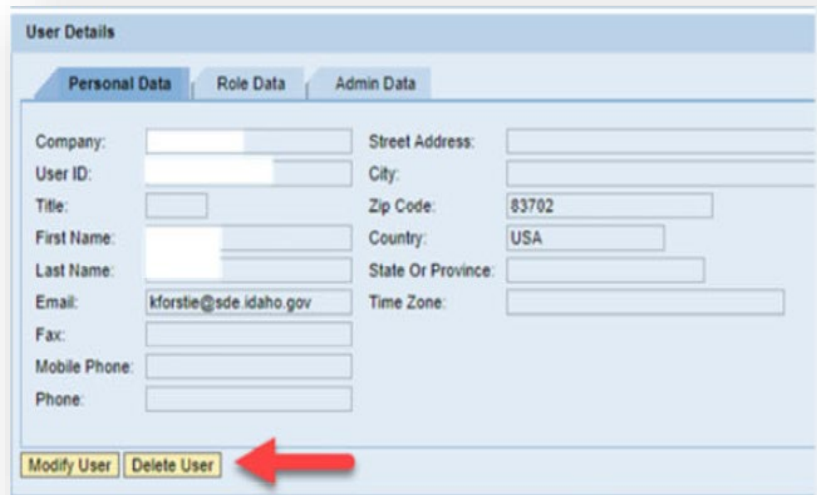


# User Deleted Successfully

Step 1. Just as you can add a new user, you will be able to delete users. You will select the box next to the name you want too delete and select the “Delete User “button at the bottom.

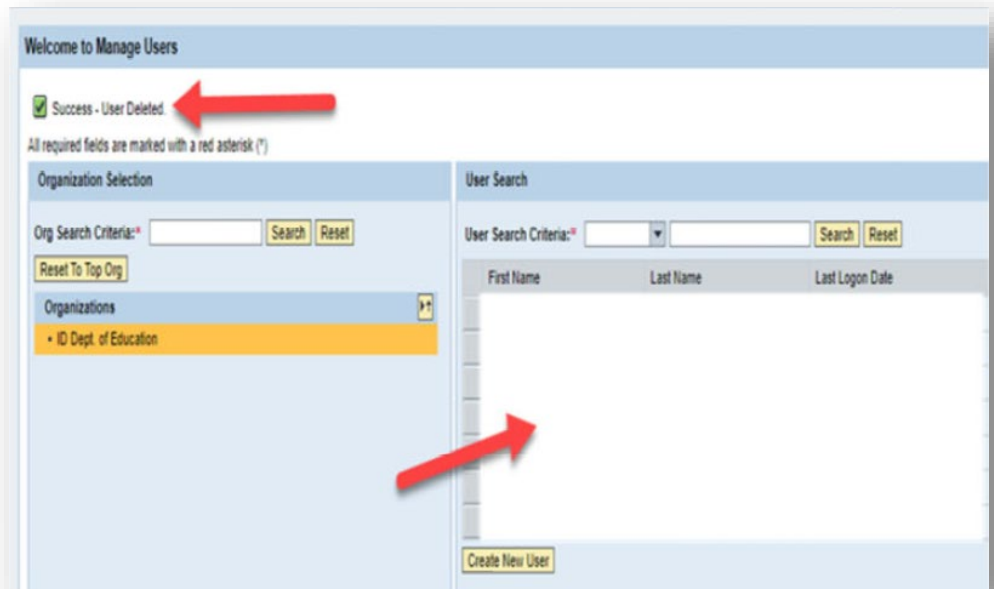
Step 2. You will then see the message at the top indicating “Success - User Deleted”.

## STEP 1



The screenshot shows the 'User Details' form with three tabs: 'Personal Data', 'Role Data', and 'Admin Data'. The 'Personal Data' tab is active, displaying fields for Company, User ID, Title, First Name, Last Name, Email (kforstie@sde.idaho.gov), Fax, Mobile Phone, and Phone. There are also fields for Street Address, City, Zip Code (83702), Country (USA), State Or Province, and Time Zone. At the bottom of the form, there are two buttons: 'Modify User' and 'Delete User'. A red arrow points to the 'Delete User' button.

## STEP 2



The screenshot shows the 'Welcome to Manage Users' page. At the top, there is a green checkmark icon and the text 'Success - User Deleted'. A red arrow points to this message. Below the message, there is a section for 'Organization Selection' with a search criteria field and 'Search' and 'Reset' buttons. A 'Reset To Top Org' button is also present. Below this, there is a list of organizations, with 'ID Dept. of Education' highlighted. To the right, there is a 'User Search' section with a search criteria field and 'Search' and 'Reset' buttons. Below the search section, there is a table with columns for 'First Name', 'Last Name', and 'Last Logon Date'. At the bottom right, there is a 'Create New User' button. A red arrow points to the bottom right area of the page.

## WBSCM Registration for New User



1. The new user will need to create an eAuthentication account if they do not have one.
2. Once the eAuth process is complete, go back to the WBSCM user registration email generated from WBSCM to the new user.
3. Follow all instructions in the WBSCM email including step 2 and answer the “Rules of Behavior” question to complete the registration process.

## Remember!

1. Keep user name and password in a safe place where you can access it. SDE does not maintain the information and security questions you need if you forget how to log-on
2. Bookmark the WBSCM URL link in your favorites so you have easy access to the login page.

# If you Forget.....

If you forget your user name or password you can click on the “Forgot User ID” or the “Forgot Password” area of the login page.

The screenshot displays the USDA eAuthentication login interface. At the top, the USDA logo and "eAuthentication U.S. DEPARTMENT OF AGRICULTURE" are on the left, and the eAuth logo is on the right. A navigation bar includes links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The main content area is split into two panels. The left panel, titled "Log In with PIV/CAC", features a graphic of a PIV card for "Alexander, Bobby S." and a "Log In with PIV/CAC" button. The right panel, titled "Log In with Password", includes input fields for "User ID" and "Password", a "Show Password" checkbox, and a "Log In with Password" button. In the "User ID" field, a red arrow points to a blue link labeled "Forgot User ID". In the "Password" field, a red arrow points to a blue link labeled "Forgot Password". Both panels have a help icon (question mark in a circle) in the top right corner.



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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

# Questions?

## **USDA Foods Team**

Idaho State Department of Education

650 W State Street

Boise, Idaho, 83703

208-332-6800

[USDAfoodsteam@sde.idaho.gov](mailto:USDAfoodsteam@sde.idaho.gov)

[www.sde.idaho.gov/cnp](http://www.sde.idaho.gov/cnp)



# Entering an Order in WBSCM

*Once you have planned your order based on available estimated entitlement and filled out the WBSCM Ordering Worksheet, you're ready to log into WBSCM and place requisitions for USDA Foods. Use the WBSCM tile found on the Idaho USDA Foods & Processing webpage to be sure you are logging in directly to WBSCM*

**Tip:** You May want to consider setting aside a designated amount of time with limited interruptions in order to successfully place orders on WBSCM. Please keep in mind WBSCM will log you out after a few minutes of inactivity so make sure you are actively working in the system during the ordering process.

There are no limitations on the amount of orders that can be placed in WBSCM. Therefore, the State agency (SA) recommends placing multiple small orders by **products category and storage type; this will help you avoid selecting the wrong delivery location**. For example, place all orders for frozen fruit in a single session and proceed to order completion (this order would be delivered to Americold). Next, go in and place your orders for canned fruit, again you will need to complete the order (this order would be delivered to Northwest Distribution). By following the State agency recommendation, you will avoid the frustration of being timed out and losing everything in your cart and having to start over and potentially selecting an incorrect delivery location.

You will know an order has been successfully completed in WBSCM once you receive the "Confirmation of Receipt" page.

Once all orders have been placed, the State agency recommends running a WBSCM requisition status report to ensure that no orders have been overlooked.

# Domestic Order Entry

The screenshot displays the USDA Web-Based Supply Chain Management (WBSCM) interface. At the top, the USDA logo and "United States Department of Agriculture Web-Based Supply Chain Management" are visible, along with the WBSCM logo. The navigation bar includes links for Back, Forward, History, and Favorites. Below this, a tabbed interface shows "Operations" as the active tab, with other tabs for Home, Admin, Reports, and Help. Under the "Operations" tab, there are sub-tabs for "Order Processing", "Complaint Administration", and "Recall Administration". The "Order Processing" sub-tab is active, and the breadcrumb trail shows "Operations > Order Processing > Order Management > Domestic Order Entry". On the left, a navigation pane lists various functions: File Uploads/Downloads, Catalog Maintenance, Order Management (highlighted with an orange arrow), Consolidate Requisitions, Domestic Order Entry (highlighted with an orange arrow), Full Truck Load and Tran..., Redistribute Order Quant..., Returned FNS Orders, Entitlement Management, Shipment Receipts, and NW Delivery Calendar. The main content area is divided into three sections: "My Transactions", "Catalog", and "Entitlement". The "Catalog" section is active, showing a "Product Catalog" list with items like NSIP, SFSP, NSLP, Direct Delivery, Meat, Poultry, Fish, Vegetables, Beans, Fruits, Juice, Dairy, Grains, Pasta/Rice, Flour, Oils, Peanut/Sunflower, Processing Diversion, TM\_NS, TM\_SF, and TM\_NI. The "Entitlement" section is also visible, showing an "Overview" table with a "Quantity" column and five rows, each containing a "CS" value.

- Select "Operations" tab at the top of the page
- Select "Order Management" from the navigation pane on the left
- Select "Domestic Order Entry"

# Catalog Selection

Operations > Order Processing > Order Management >

[My Transactions](#) [Catalog](#) | [Entitlements](#)

**Product Catalog**

Quick Search

[Search](#)

[Extended Search](#)

- [+]NSIP
- [+]SFSP
- [+]NSLP
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

Operations > Order Processing > Order Management >

[My Transactions](#) [Catalog](#) | [Entitlements](#)

**Product Catalog**

Quick Search

[Search](#)

[Extended Search](#)

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [+]Direct Delivery
  - [+]Processing Diversion
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

Operations > Order Processing > Order Management >

[My Transactions](#) [Catalog](#) | [Entitlements](#)

**Product Catalog**

☒ [Extended Search](#)

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [+]Direct Delivery
    - [+]Meat
    - [+]Poultry
    - [+]Fish
    - [+]Vegetables
    - [+]Beans (Canned and Dry)
    - [+]Fruits (Canned, Dried, Fresh, Frozen)
    - [+]Juice
    - [+]Dairy
    - [+]Grains
    - [+]Pasta/Rice
    - [+]Flour
    - [+]Oils
    - [+]Peanut/Sunflower
  - [+]Processing Diversion
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

- Select “NSLP” to place orders for the National School Lunch Program or “TM\_NS” to place orders for the Trade Mitigation Program (**TM or Trade Mitigation may not be applicable during the current ordering cycle**)
- Select “Direct Delivery” or “Processing Diversion”
- Select the appropriate product category (e.g. Meat, Poultry, Fruits, etc.)

# Display of Products

Operations > Order Processing > Order Management >

**My Transactions** **Catalog** | **Entitlement**

**Product Catalog**

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [-]Direct Delivery
    - [-]Meat
      - Entitlement ←
      - [+]Poultry
      - [+]Fish
      - [+]Vegetables
      - [+]Beans (Canned and Dry)
      - [+]Fruits (Canned, Dried, Fresh, Frozen)
      - [+]Juice
      - [+]Dairy
      - [+]Grains
      - [+]Pasta/Rice
      - [+]Flour
      - [+]Oils
      - [+]Peanut/Sunflower
      - [+]Processing Division
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

Operations > Order Processing > Order Management > Domestic Order Entry

**My Transactions** **Catalog** | **Entitlement** **Transaction in Process**

**Product Catalog**

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [-]Direct Delivery
    - [-]Meat
      - Entitlement
      - [+]Poultry
      - [+]Fish
      - [+]Vegetables
      - [+]Beans (Canned and Dry)
      - [+]Fruits (Canned, Dried, Fresh, Frozen)
      - [+]Juice
      - [+]Dairy
      - [+]Grains
      - [+]Pasta/Rice
      - [+]Flour
      - [+]Oils
      - [+]Peanut/Sunflower
      - [+]Processing Division
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

**Entitlement**

This is where all products in the chosen category will be displayed

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Track Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name					
CS	110349 (NSLP / Entitlement)	BEEF 100% PTY 85/15 FRZ 2.0MMA CTN-40 LB		111.38 USD	07/01/2020 - 06/30/2021	04/22/2020	950.000
CS	110346 (NSLP / Entitlement)	BEEF 100% PTY 90/10 FRZ 2.0MMA CTN-40 LB		123.90 USD	07/01/2020 - 06/30/2021	04/22/2020	950.000
CS	100127 (NSLP / Entitlement)	BEEF CAN-24/24 OZ		136.72 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
CS	100134 (NSLP / Entitlement)	BEEF CRUMBLES W/SPP PKG-4/10 LB		151.66 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
CS	100158 (NSLP / Entitlement)	BEEF FINE GROUND FRZ CTN-40 LB		108.96 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000

Products Per Page: All

- Select “Entitlement”
- Products will be displayed as shown
- If you see the message indicating “no products found” it is because you have not chosen “Entitlement”

# Choosing Products

Operations > Order Processing > Order Management > Domestic Order Entry Full Screen Options






**My Transactions** **Catalog** | **Entitlement** Transaction in Process

**Product Catalog**

- [+]NSIP
- [+]SFSP
- [+]NSLP
  - [-]Direct Delivery
  - [-]Meat
    - Entitlement**
    - [+]Poultry
    - [+]Fish
    - [+]Vegetables
    - [+]Beans (Canned and Dry)
    - [+]Fruits (Canned, Dried, Fresh, Frozen)
    - [+]Juice
    - [+]Dairy
    - [+]Grains
    - [+]Pasta/Rice
    - [+]Flour
    - [+]Oils
    - [+]Peanut/Sunflower
    - [+]Processing Diversion
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

**Quantity Box is not operational on this screen**

**Select shopping cart icon or Product name.**

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name				
<input type="text"/>	 110349 (NSLP / Entitlement)	<a href="#">BEEF 100% PTY 85/15 FRZ 2.0MMA CTN-40 LB</a>	111.38 USD	07/01/2020 - 06/30/2021	04/22/2020	950.000
<input type="text"/>	 110346 (NSLP / Entitlement)	<a href="#">BEEF 100% PTY 90/10 FRZ 2.0MMA CTN-40 LB</a>	123.90 USD	07/01/2020 - 06/30/2021	04/22/2020	950.000
<input type="text"/>	 100127 (NSLP / Entitlement)	<a href="#">BEEF CAN-24/24 OZ</a>	136.72 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
<input type="text"/>	 100134 (NSLP / Entitlement)	<a href="#">BEEF CRUMBLES W/SPP PKG-4/10 LB</a>	151.66 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
<input type="text"/>	 100158 (NSLP / Entitlement)	<a href="#">BEEF FINE GROUND FRZ CTN-40 LB</a>	108.96 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000

Products Per Page: All

bscmb2b/catalog/categoryInPath.do?key=0/06F...

- Find the product you want to order and either select the shopping cart icon or the product name hyperlink

# Quantity and Delivery Date

Operations > Order Processing > Order Management > Domestic Order Entry

**My Transactions**

**Catalog**

**Entitlement**

**Transaction in Process**

## Product Catalog

[+]NSIP  
[+]SFSP  
[-]NSLP  
    [-]Direct Delivery  
        [-]Meat  
            **Entitlement**  
                [+]Poultry  
                [+]Fish  
                [+]Vegetables  
                [+]Beans (Canned and Dry)  
                [+]Fruits (Canned, Dried, Fresh, Frozen)  
                [+]Juice  
                [+]Dairy  
                [+]Grains  
                [+]Pasta/Rice  
                [+]Flour  
                [+]Oils  
                [+]Peanut/Sunflower  
            [+]Processing Diversion  
[+]TM\_NS  
[+]TM\_SF  
[+]TM\_NI

[Return to: Entitlement](#)

## Product Details

**Product Number:** 100158

**Name:** BEEF FINE GROUND FRZ CTM-40  
LB

**Price:** 108.96 USD

**Full Truck Load Quantity:** 1000.000  
CS

Delivery Date	Order By Date	Quantity
07/15/2020		
07/31/2020		
08/15/2020		
08/31/2020		
09/15/2020		

- For this example Beef Fine Ground Frz was selected
- This is where the WBSCM Ordering Guide (spreadsheet) you used to plan for your WBSCM orders comes into play
- Enter the desired quantity and delivery dates you selected on your ordering guide spreadsheet for each item you want delivered to the State warehouse or manufacturer for further processing



# Move to Cart

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions

Catalog

Entitlement

Transaction in Process

11/30/2020	04/22/2020	
12/15/2020	04/22/2020	
01/15/2021	04/22/2020	
01/31/2021	04/22/2020	
02/15/2021	04/22/2020	
02/28/2021	04/22/2020	
03/15/2021	04/22/2020	
03/31/2021	04/22/2020	
04/15/2021	04/22/2020	
04/30/2021	04/22/2020	
05/15/2021	04/22/2020	
05/31/2021	04/22/2020	
06/15/2021	04/22/2020	
06/30/2021	04/22/2020	

Product Catalog

[+]NSIP

[+]SFSP

[-]NSLP

[-]Direct Delivery

[-]Meat

Entitlement

[+]Poultry

[+]Fish

[+]Vegetables

[+]Beans (Canned and Dry)

[+]Fruits (Canned, Dried, Fresh, Frozen)

[+]Juice

[+]Dairy

[+]Grains

[+]Pasta/Rice

[+]Flour

[+]Oils


[+]Peanut/Sunflower


[+]Processing Diversion

[+]TM\_NS

[+]TM\_SF

[+]TM\_NI

 [Move to Cart](#)



**PLEASE NOTE:** Dates displayed in this screen shot will be different for Program Year 2022 (SY21-22)

- Once you enter the appropriate **cases** for direct delivery items or **pounds** for processing diversions select “Move to Cart”

# View Cart

Order Processing Complaint Administration Recall Administration

Operations > Order Processing > Order Management > Domestic Order Entry Full Screen Options

**My Transactions** **Catalog** | **Entitlement** View Cart: 1 Item(s) to the value of 98.95 USD

**Product Catalog**

Quick Search  Search

Extended Search

[+]NSLP  
[+]SFSP  
[-]NSLP  
[-]Direct Delivery  
[-]Meat  
    **Entitlement**  
    Bonus  
    [+]Poultry  
    [+]Vegetables  
    [+]Fruits (Canned, Dried, Fresh, Frozen)  
    [+]Juice  
    [+]Dairy  
    [+]Pasta/Rice  
    [+]Flour  
    [+]Processing Diversion

**Entitlement**

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name					
<input type="text"/> LB	100154 (NSLP / Entitlement)	BEEF COARSE GROUND FRZ CTN-60 LB		2.42 USD	04/01/2020 - 11/15/2020	03/31/2020 - 10/15/2020	42000.000
<input type="text"/> CS	100134 (NSLP / Entitlement)	BEEF CRUMBLES W/SPP PKG-4/10 LB		98.95 USD	08/01/2020 - 11/15/2020	07/15/2020 - 10/15/2020	1000.000
<input type="text"/> CS	100166 (NSLP / Entitlement)	BEEF ROAST ROUND FRZ CTN-38-42 LB		160.00 USD	02/01/2020 - 06/30/2020	01/15/2020 - 06/01/2020	1000.000
<input type="text"/> LB	100193 (NSLP / Entitlement)	PORK PICNIC BNLS FRZ CTN-60 LB		1.11 USD	03/01/2020 - 03/15/2021	02/15/2020 - 01/15/2021	40020.000

Products Per Page All

Do not click in this area! You will lose everything in your cart!

- Each line with a delivery period selected will count as a single item in the cart
- As items are added to the cart you will notice that the quantity and value will increase as shown above in “View Cart”
- You can continue to add items from the current category
- Once you are done adding items click “View Cart” to continue and process your order
- **WARNING:** DO NOT go back and choose Domestic Order Entry from the navigation pane on the left side of the screen otherwise your cart will be emptied and you must start over

# Choosing Correct Delivery Location

Home Operations Admin Reports Help

Order Processing Complaint Administration Recall Administration

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions Catalog Entitlement View Cart: 2 Item(s) to the value of 296.85 USD

Order: In Process

Sold-To: 4000451

Customer Number: 4000451

Organization: ID Dept. of Education

Your Reference:

Your Description:

Total Net Price: 296.85 USD

Default Delivery Settings For Items

Deliver To: 5000915: NORTHWEST DISTRIBUTION SERVICE INC, EMMETT, ID

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).  
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
	100	<input type="checkbox"/>	100134	1	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP	Ready for Approval	08/15/2020	98.95 USD / 247.38 USD / 100

- Northwest Distribution is the State's contractor for storing and delivering USDA Foods
- All WBSCM orders for **dry** and **chilled** items should be directed to Northwest Distribution Service, Emmett, ID (5000915) as the appropriate delivery location
- All WBSCM orders for **frozen** items should be directed to the subcontractor Americold Corp, Nampa, ID (5000620)
- Processors for diverted foods have their own warehouses
- Please reference the WBSCM Ordering Guide (spreadsheet) for correct delivery locations of bulk products for further processing

# Assigning Delivery Location

Home Operations Admin Reports Help

Order Processing Complaint Administration Recall Administration

Operations > Order Processing > Order Management > Domestic Order Entry Full Screen Opti

**My Transactions** **Catalog** **Entitlement** **View Cart: 2 Item(s) to the value of 296.85 USD**

**Transactions**

Search For: Orders   
 Status: Open   
 Created: By Myself   
 Creation Date: Since Yesterday   
 ID Type: Transaction   
 ID:  **Go**

**Order: In Process**

Sold-To: 4000451 Total Net Price: 296.85 USD

Customer Number: 4000451  
 Organization: ID Dept. of Education  
 Your Reference:   
 Your Description:

**Default Delivery Settings For Items**

Deliver To: 5000915: NORTHWEST DISTRIBUTION SERVICE INC, EMMETT, ID

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).  
 To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
<input type="checkbox"/>	100	<input type="checkbox"/>	100134	1	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP	Ready for Approval <input type="text"/>	08/15/2020	98.95 US 247.38 USD / 100 l

- Select the "Deliver To" location from the drop down menu
- For items going to the same delivery location you would only need to select the "Deliver to Selection" check box one time (this is why the SA strongly recommends placing orders for all items going to a single location)
- If you have multiple delivery locations for frozen, dry and/or further processing in your order you will need to check each box individually next to the item under the "Deliver-to Selection" category, as well as making sure you choose the correct "Deliver To" location from the drop down menu up above, followed by "Update" in the lower left corner
- It is possible to place an order with multiple delivery locations, however, the Stage agency does not recommend this practice

# Update Quantity or Delete Items

Administration > Retail Administration > Operations > Order Processing > Order Management > Domestic Order Entry Full Screen

**My Transactions** | **Catalog** | **Entitlement** View Cart: 2 Item(s) to the value of 296.85 USD

Your Reference:   
 Your Description:

**Default Delivery Settings For Items**  
 Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).  
 To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100134	<input type="text" value="1"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval <input type="button" value="v"/>	08/15/2020	98.95 USD 247.38 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100134	<input type="text" value="2"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval <input type="button" value="v"/>	08/31/2020	197.90 USD 247.38 USD / 100 LB	<input type="checkbox"/>

- You can change the quantity of the cases ordered here but you can't change the quantity to zero
- If you realize that an error has been made or you don't want to order an item listed, you MUST delete the line by selecting the check box under the trash can icon on the right side of the header bar
- You must select the **"Update"** button each time an item is deleted or a change is made to the quantity
  - By failing to select **"Update"** your changes will not be saved
- If no quantity changes are necessary and requested delivery dates are correct select the order button



# Add More to Order

Administration > Retail Administration > Operations > Order Processing > Order Management > Domestic Order Entry Full Screen

**My Transactions** | **Catalog** | **Entitlement** View Cart: 2 Item(s) to the value of 296.85 USD

Your Reference:   
Your Description:

**Default Delivery Settings For Items**  
Deliver To:  ▼

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).  
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100134	<input type="text" value="1"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval ▼	08/15/2020	98.95 USD 247.38 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100134	<input type="text" value="2"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval ▼	08/31/2020	197.90 USD 247.38 USD / 100 LB	<input type="checkbox"/>

- If you want to add additional items from the same product category to your order, choose "Add more to order" button
- DO NOT go back and choose Domestic Order Entry from the navigation pane on the left side of the screen, otherwise your cart will be emptied and you must start over
- If the items listed are correct proceed with submission by selecting the "Order" button

# Review Your Order



- Review your order
  - Are quantities correct?
  - Did you select the correct delivery location?
  - Did you hit “Update” after making changes?

# Proceed with Order



- If all steps have been completed, submit the order!



# Order Prompt Before Completion

The screenshot displays the WBSM system interface for 'Domestic Order Entry'. A modal dialog box is open, asking 'Do you really want to send the order?' with 'OK' and 'Cancel' buttons. An orange arrow points from the 'OK' button to the 'Update' button at the bottom of the screen. The background shows a table of items in the shopping cart and various navigation menus.

**Navigation Menus:**

- Order Processing
- Complaint Administration
- Recall Administration
- Operations > Order Processing > Order Management > Domestic Order Entry
- File Uploads/Downloads
- Catalog Maintenance
- Order Management
  - Consolidate Requisitions
  - Domestic Order Entry
  - Full Truck Load and Transfe...
  - Redistribute Order Quantities
  - Returned FNS Orders
- Entitlement Management
- Shipment Receipts
- NW Delivery Calendar

**Transactions Section:**

Search For: Orders  
Status: Open  
Created: By Myself  
Creation Date: Since Yesterday  
ID Type: Transaction  
ID:   
Go

**View Cart: 2 Item(s) to the value of 296.85 USD**


Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100		BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval	08/15/2020	98.95 USD 247.38 USD / 100 LB
200		BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval	08/31/2020	197.90 USD 247.38 USD / 100 LB

**Buttons:** Update, Add more to order, Cancel, Order

- Click OK to process your order
- If you hit cancel all items will be removed from the shopping cart forcing you to have to start over

# Confirmation of Receipt Page

## Confirmation of receipt

 Sold-To: 4000451

Order: 1000364752 from 03/25/2019 14:12

Total Net Price: 5,927.17 USD

Customer (Number): A-ISDE Unallocated (4009858)

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100352 : CARROTS FRZ CTN-30 LB</b> Delivery Point: 5000620: AMERICOLD CORP, NAMPA, ID , NAMPA, ID Requested Delivery Date: 08/15/2020	391.000	CS	Ready for Approval	\$5,927.17 USD 50.53 USD / 100 LB

- If you don't get this confirmation page you have not completed your order
- If after reviewing the confirmation page you notice an error, please contact [USDAFoodsteam@sde.idaho.gov](mailto:USDAFoodsteam@sde.idaho.gov) immediately to have your order declined
- Print the confirmation page for your records

# USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1            mail: U.S. Department of Agriculture  
              Office of the Assistant Secretary for Civil Rights  
              1400 Independence Avenue, SW  
              Washington, D.C. 20250-9410;
- 2            fax: (202) 690-7442; or
3.            email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

# Running an Entitlement Summary Report

- Log into WBSCM
- Click on the “Report” tab at the top of the page
- Click “Entitlement: Management” in the left-hand column
- Click “Entitlement/Bonus Summary Report”

The screenshot displays the USDA Web-Based Supply Chain Management (WBSCM) portal. The browser address bar shows <https://portal.wbscm.usda.gov/>. The page header includes the USDA logo, "United States Department of Agriculture", "Web-Based Supply Chain Management", and a welcome message "Welcome Rosie K".

The navigation menu at the top includes "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" tab is selected, and a red arrow points to it. Below the navigation menu, the "Entitlement/Bonus Summary Report" link is highlighted with a red arrow.

The "Detailed Navigation" sidebar on the left lists various reports under "Entitlement Management":

- Entitlement Management
  - RA Entitlement/Bonus Detail Report
  - Entitlement/Bonus Summary Report
  - Multi-Food Received Shipment Report
  - Requisition Status Report
  - Redistribution/Redonation Detail Report
  - Value of Commodities Received - RA
  - Value of Materials Received - Multi-Food
  - Multi-Food Requisition Report
  - Domestic Ship-To Contacts Report

A red arrow points to the "Entitlement/Bonus Summary Report" link in the sidebar.

The main content area shows the "Input Criteria" section for the "Entitlement/Bonus Summary Report". It includes a "Report Values" button and a "Show Variants" link. The input fields are:

- Program:
- Program Year:  To
- SDA Region Code:
- RA / SDA Number:
- Sold-To State:  To

## IMPORTANT NOTE:

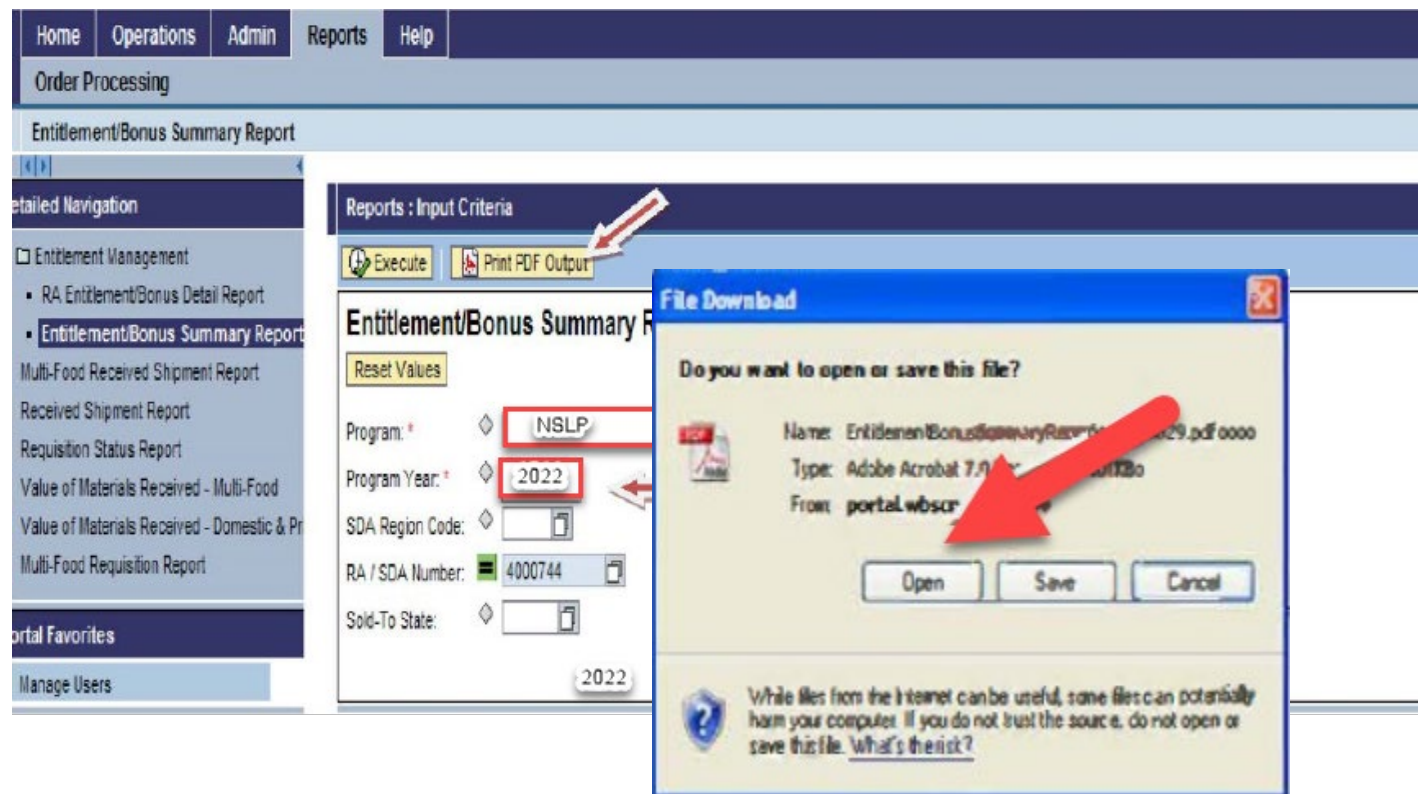
**Program Year is the later half of any school year (i.e., SY21-22 would be Program Year 2022)**

- Fill in “NSLP” for the Program
- Fill in the Program Year (for example 2022 for school year 2020-2022)
- Click “Print PDF Output”

The screenshot shows the 'Entitlement/Bonus Summary Report' interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, the 'Reports : Input Criteria' section contains 'Execute' and 'Print PDF Output' buttons. A red arrow points to the 'Print PDF Output' button. The 'Entitlement/Bonus Summary Report' section includes a 'Reset Values' button and several input fields: 'Program' (set to 'NSLP'), 'Program Year' (set to '2022'), 'SDA Region Code', 'RA / SDA Number' (set to '4000744'), and 'Sold-To State'. Red arrows point to the 'Program' and 'Program Year' fields. A '2022' button is located at the bottom center. The left sidebar shows a 'Detailed Navigation' menu with options like 'Entitlement Management', 'RA Entitlement/Bonus Detail Report', 'Entitlement/Bonus Summary Report', 'Multi-Food Received Shipment Report', 'Received Shipment Report', 'Requisition Status Report', 'Value of Materials Received - Multi-Food', 'Value of Materials Received - Domestic & Pr', and 'Multi-Food Requisition Report'. The 'Portal Favorites' section includes 'Manage Users'.

## IMPORTANT NOTE: Continued

- Click “Open”





## Running an Entitlement Summary Report Details

**Entitlement/Bonus Summary Report**

Sold-To	Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
4090744 Ansonia, CT	NRHP	2012	\$73,597	\$50,000	\$15,331	8,445	\$8,266	\$0	0
1 Record(s)					\$15,331	8,445	\$0	\$0	0

This is the dollar amount of USDA Foods that your school/organization is entitled to for this year.

This is the entitlement dollar amount that you've spent on USDA Foods already.

This is the amount of entitlement remaining that you can still spend.

The first page of the report is not important – scroll to page 2, and this is what you'll see.

## Running A Requisition Status Report

The Requisition Status Report shows school's the current status of their order. It can be used to see if ordered items have been submitted to USDA or cancelled, if delivery dates have been changed, or if items have been delivered to the warehouse.



# Running A Requisition Status Report

The screenshot shows the WBSCM interface for running a Requisition Status Report. At the top, the 'Reports' tab is selected. On the left, the 'Detailed Navigation' sidebar has 'Requisition Status Report' highlighted. The main content area is titled 'Requisition Status Report' and contains a 'Reports : Input Criteria' section. This section includes a 'Reset Values' button and a list of input fields with dropdown menus and date pickers. The fields are: Program, Req. Delivery Date (with a 'To' field), Material (with a 'To' field), Sold-To Party, Ship-To Party, Region (with a 'To' field), Requisition Number (with a 'To' field), Requisition Status, Sales Order Number (with a 'To' field), and Entitlement / Bonus. There are also 'Execute' and 'Print PDF Output' buttons at the top of the input criteria section.

- Once you've logged into WBSCM, Click on the "Reports" tab near the top of the page
- In the "Detailed Navigation" box, click on "Requisition Status Report".

# Running A Requisition Status Report

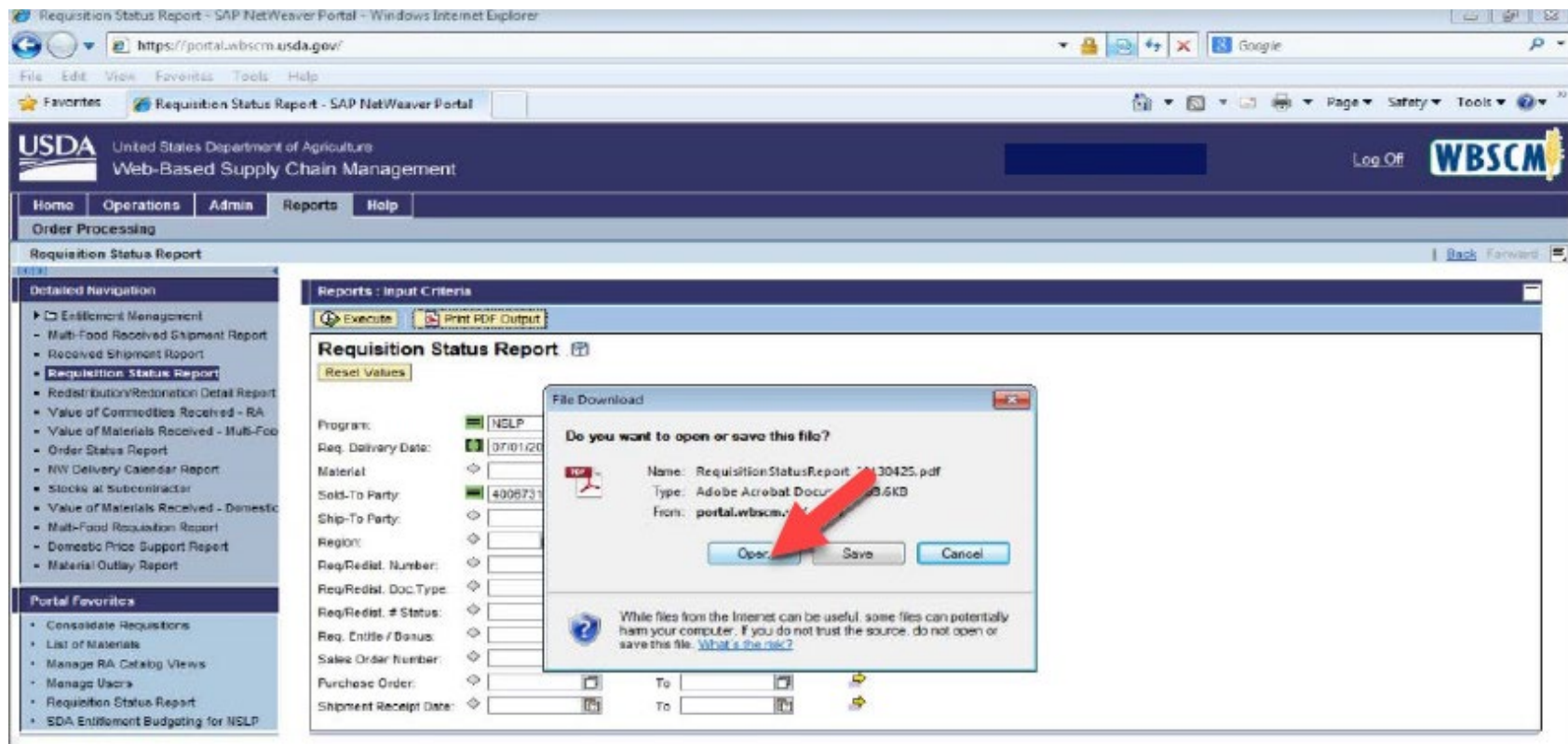
The screenshot shows a web application interface for running a Requisition Status Report. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, the 'Order Processing' section is active. On the left, a 'Detailed Navigation' menu lists various reports, with 'Requisition Status Report' highlighted. The main area is titled 'Reports: Input Criteria' and contains a form for the 'Requisition Status Report'. The form includes fields for 'Program' (set to 'NSLP'), 'Req. Delivery Date' (set to '07/01/2019'), and 'To' (set to '06/30/2020'). Other fields include 'Material', 'Sold-To Party', 'Ship-To Party', 'Region', 'Req/Redist. Number', 'Req/Redist. Doc.Type', 'Req/Redist. # Status', 'Req. Entitle / Bonus', 'Sales Order Number', 'Purchase Order', and 'Shipment Receipt Date'. Red arrows point to the 'Reports: Input Criteria' section and the 'Program', 'Req. Delivery Date', and 'To' fields. The 'Print PDF Output' button is also visible.

- Under “Reports: Input Criteria” Fill in the following information
  - Enter” NSLP” for Program
  - Enter the dates for the school year in “Requested Delivery Date” for the School Year starting August 2020, enter “07/01/2019” to “06/30/2020”
  - You do not need to fill in any of the other boxes

**ADJUST SCHOOL YEAR DATES AS NEEDED - SY starting August 2021 enter “07/01/2020 to “06/30/2021”**

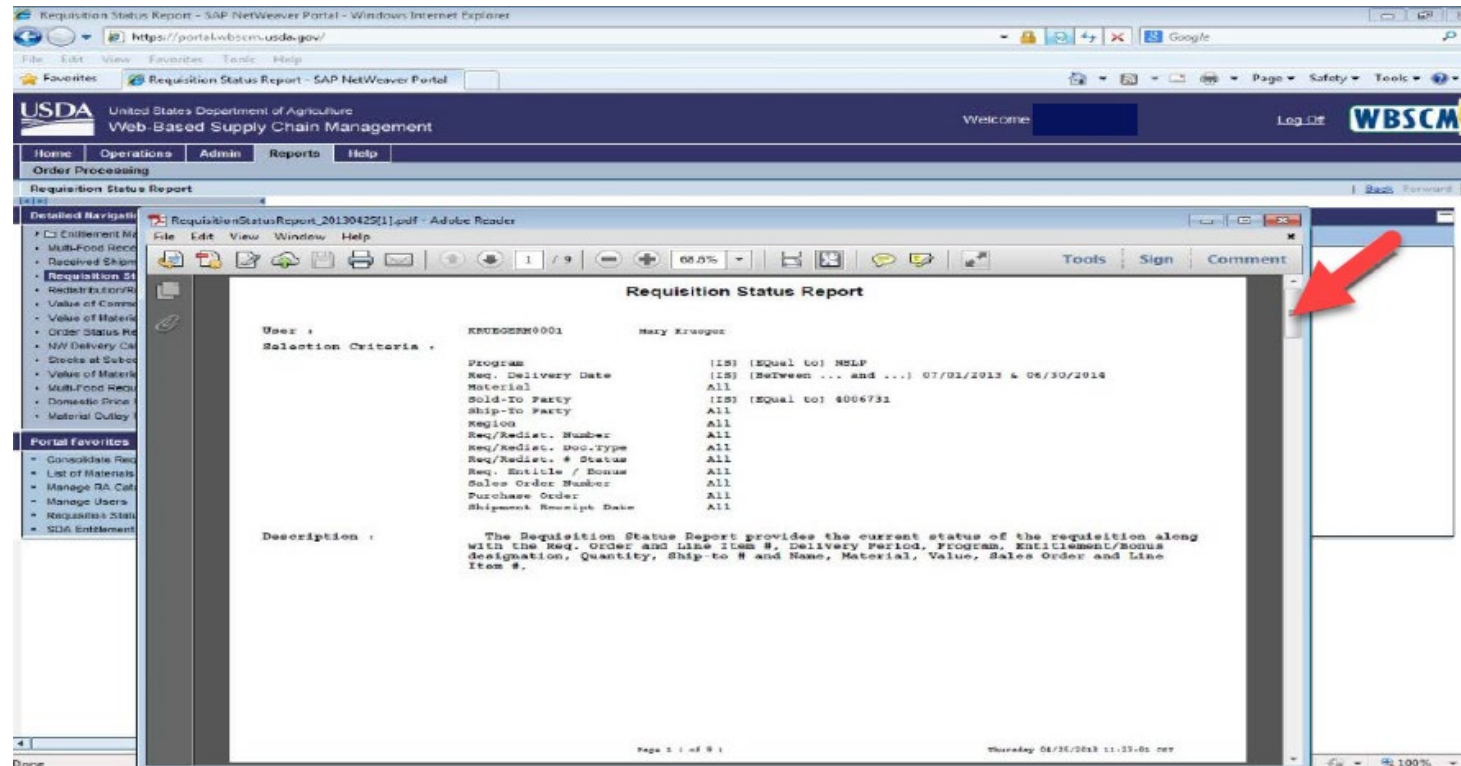
- Click “Print PDF Output” – this will create a PDF document that you can read on your computer. you do not need to hook up to a printer to click this button.

# Running A Requisition Status Report



- When the file download box pops up, click “Open”

# Running A Requisition Status Report



- The PDF of the Requisition Status Report will open up. The first page will look like this
- Now scroll to the second page

# Running A Requisition Status Report

Requisition Status Report

RequisitionStatusReport\_20130425[1].pdf - Adobe Reader

File Edit View Window Help

3 / 9 68.6%

Tools Sign Comment

**Requisition Status Report**

Req./Redist. Order/Item Type	Req. Redis. Status	Delivery Period	Program	Ent. (R) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000097874 200 SRQ	Ready for Approval	11/30/2013	WSLP	X	20	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICKED CTN-40 LB	\$1,928.88		
1000097874 300 SRQ	Ready for Approval	09/15/2013	WSLP	X	30	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRS 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 SRQ	Ready for Approval	12/15/2013	WSLP	X	30	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRS 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 SRQ	Approved by SDA	06/31/2013	WSLP	X	35	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	100046 BONE WHOLE FRS CTN-5/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 400 SRQ	Approved by SDA	07/31/2013	WSLP	X	22	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRS CTN-40 LB	\$1,782.97	5000144872 100	Approved by SDA
1000097874 700 SRQ	Ready for Approval	03/31/2014	WSLP	X	15	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRS CTN-40 LB	\$1,215.66		
1000097874 800 SRQ	Approved by SDA	09/30/2013	WSLP	X	26	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRS CTN-32-48 LB	\$1,822.29	5000163749 100	Approved by SDA
1000097874 900 SRQ	Ready for Approval	12/15/2013	WSLP	X	15	CR	5003530 REINHART FOODSERVICE COLCHESTER VT	100119 TURKEY TACOS FILLING CTN-30 LB	\$628.00		

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- The “Req/Redis. Status” column shows the current status of your order for that item.
- Refer to the WBSM Status Definitions document for detailed explanation of status.

# Running A Requisition Status Report

Requisition Status Report

Req./Redist. Order/Item Type	Req./Redist. Status	Delivery Period	Program	Ent. (R) Bonus (B)	Order Qty	On Hand	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000097874 300 SREQ	Ready for Approval	11/30/2013	NSLP	E	30	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICKED CTN-40 LB	\$1,928.68		
1000097874 300 SREQ	Ready for Approval	09/15/2013	NSLP	E	30	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRS 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 SREQ	Ready for Approval	12/15/2013	NSLP	E	30	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRS 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 SREQ	Approved by SDE	08/31/2013	NSLP	E	35	LB	5093530 REINBART FOODSERVICE COLCHESTER VT	100845 SPED MEAL FRS CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDE
1000097874 600 SREQ	Approved by SDE	07/15/2013	NSLP	E	22	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRS CTN-40 LB	\$1,782.97	5000164872 100	Approved by SDE
1000097874 700 SREQ	Ready for Approval	03/31/2014	NSLP	E	15	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRS CTN-40 LB	\$1,215.64		
1000097874 800 SREQ	Approved by SDE	09/30/2013	NSLP	E	24	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRS CTN-32-48 LB	\$1,823.29	5000163749 100	Approved by SDE
1000097874 900 SREQ	Ready for Approval	12/15/2013	NSLP	E	15	CE	5093530 REINBART FOODSERVICE COLCHESTER VT	100119 TURKEY TACO FILLING CTN-30 LB	\$828.00		

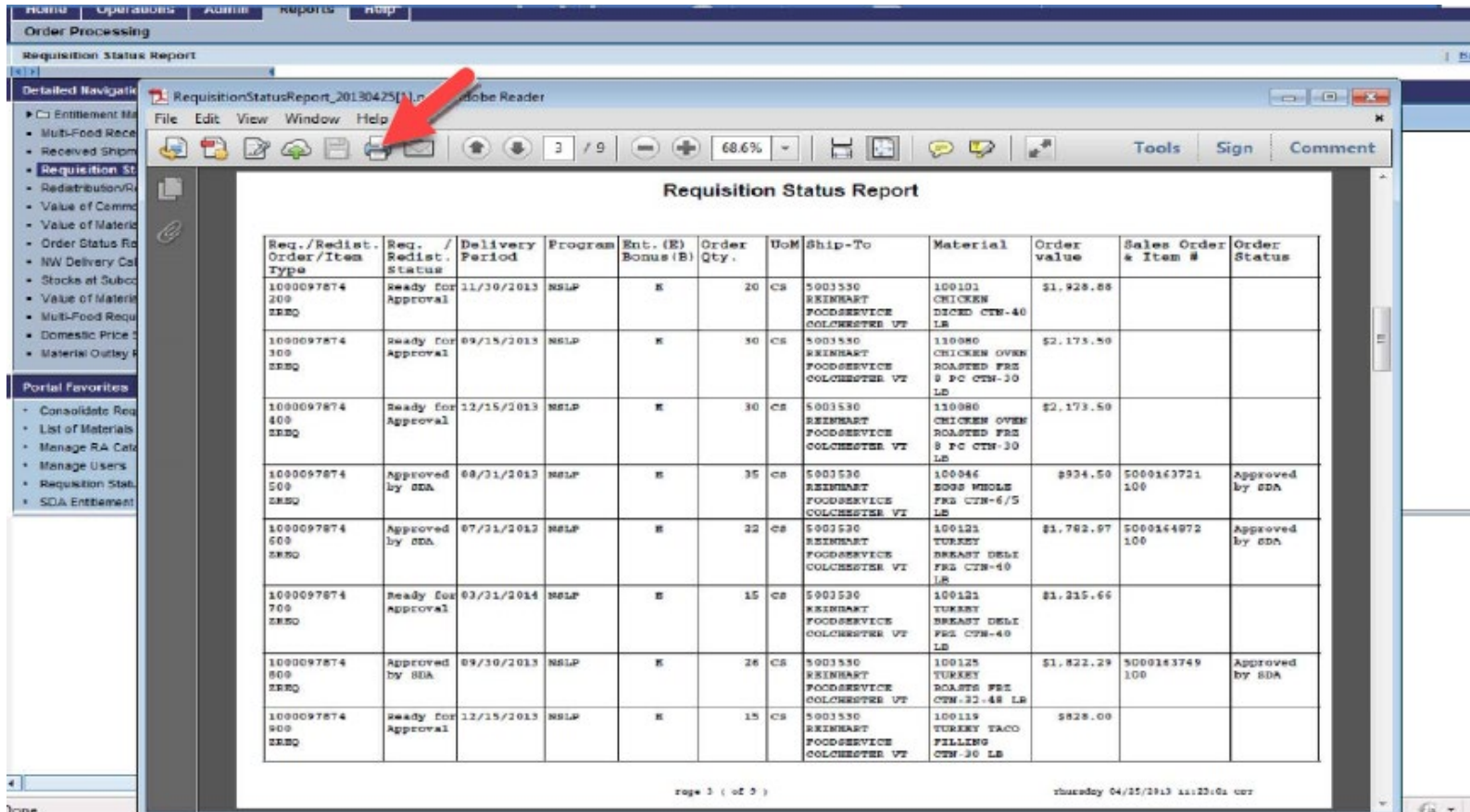
Page 3 of 5

Thursday 04/25/2013 11:23:01 am

- When the Status has changed to “Approved by SDE”, check the “Delivery Period” column and the “Order Qty” column to see if there have been any changes to the initial order.
- For some items, the State may have moved the delivery period forward or back in order to share a truck with a neighboring state.
- Larger schools may notice that the quantity ordered was adjusted up or down by a few cases- this allows the State to order a full truckload.



# Running A Requisition Status Report





The screenshot shows a software application window titled "Requisition Status Report". The interface includes a menu bar (File, Edit, View, Window, Help), a toolbar with various icons, and a main data table. A red arrow points to the "Print" icon in the toolbar. The table displays requisition details, including item numbers, descriptions, quantities, and statuses.

Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order # Item #	Order Status
1000097874 209 ZREQ	Ready for Approval	11/30/2013	NSLP	E	20	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICKED CTN-40 LB	\$1,928.88		
1000097874 300 ZREQ	Ready for Approval	09/15/2013	NSLP	E	30	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	130080 CHICKEN OVER ROASTED FRG 8 P.C CTN-30 LB	\$2,173.50		
1000097874 400 ZREQ	Ready for Approval	12/15/2013	NSLP	E	30	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	130080 CHICKEN OVER ROASTED FRG 8 P.C CTN-30 LB	\$2,173.50		
1000097874 500 ZREQ	Approved by SDA	08/31/2013	NSLP	E	35	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	100046 BONS WHOLE FRG CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 600 ZREQ	Approved by SDA	07/31/2013	NSLP	E	22	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELE FRG CTN-40 LB	\$1,762.97	5000164972 100	Approved by SDA
1000097874 700 ZREQ	Ready for Approval	03/31/2014	NSLP	E	15	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELE FRG CTN-40 LB	\$1,215.66		
1000097874 800 ZREQ	Approved by SDA	09/30/2013	NSLP	E	26	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRG CTN-22.48 LB	\$1,822.29	5000163749 100	Approved by SDA
1000097874 900 ZREQ	Ready for Approval	12/15/2013	NSLP	E	15	CS	5001530 REINHART FOODSERVICE COLCHESTER VT	100119 TURKEY TACO FILLING CTN-30 LB	\$828.00		

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- You can print or save this report for future reference.

# WBSCM Status Definitions

<div>  United States Department of Agriculture  Web-Based Supply Chain Management </div> <div>  </div> <div> <a href="#">New Session</a>   <a href="#">Log off</a>  Welcome: <b>Ms. Teresa Goodsell</b> </div>	
<div> <a href="#">Back</a> <a href="#">Forward</a> <a href="#">History</a> <a href="#">Favorites</a> </div>	
<b>WBSCM STATUS DEFINITIONS</b> <b>*Sales Order Change Emails &amp; Requisition Status Report</b>	
STATUS	DEFINITION
DRAFT	Requisition created by recipient agency but not submitted for State Approval
READY FOR APPROVAL	Requisition created and Submitted to State for Approval
CANCELLED	Requisition / order was cancelled. Entitlement returned to customer account
APPROVED BY SDA	Requisition approved by State and forwarded to USDA
RETURNED BY SpAgency	Order returned by Food and Nutrition Service (FNS) – USDA (internal for USDA)
APPROVED BY SpAgency	Order approved by Food and Nutrition Service (FNS) to go out to bid
ON INVITATION	Order that has been placed on a bid invitation by Food and Nutrition Service (FNS)
PURCHASED	Order that has been fully purchased
ORDER RECEIVED	Order that has been delivered to distributor
APPLIED	Order that has been changed (positive or negative entitlement)



## Running a Value of Commodities Received - RA Report

The value of the Commodities Received Report shows Recipient Agencies (RA) the value of the USDA Foods received during a defined time period. The report provides information that Business Managers may need at the end of the school year.

The screenshot displays the WBSCM Reports page. At the top, there is a navigation bar with tabs: Home, Operations, Admin, Reports, and Help. The 'Reports' tab is selected. Below this, there is a sub-navigation bar with 'Order Processing' and 'Value of Commodities Received - RA'. The 'Value of Commodities Received - RA' report is selected, and its configuration page is shown. On the left side, there is a 'Detailed Navigation' menu with various reports, including 'Value of Commodities Received - RA', which is highlighted. Below this is a 'Portal Favorites' section. The main content area is titled 'Reports : Input Criteria' and contains a form for configuring the report. The form includes fields for 'Program', 'Actual Delivery Date', 'Req. Delivery Date', 'Material', 'Sold-To Party', and 'Ship-To Party', each with a search icon. There are also 'Execute' and 'Print PDF Output' buttons. A red arrow points to the 'Reports' tab, and another red arrow points to the 'Value of Commodities Received - RA' report in the Detailed Navigation menu.

Home Operations Admin **Reports** Help

Order Processing

Value of Commodities Received - RA

Detailed Navigation

- Entitlement Management
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Redistribution/Redemption Detail Report
- Value of Commodities Received - RA**
- Value of Materials Received - Multi-Food
- Order Status Report
- MW Delivery Calendar Report
- Stocks at Subcontractor
- Value of Materials Received - Domestic &
- Multi-Food Requisition Report
- Domestic Price Support Report
- Material Outlay Report

Portal Favorites

- Consolidate Requisitions
- List of Materials
- Manage RA Catalog Views
- Manage Users
- Redistribute Order Quantities
- Requisition Status Report
- SDA Entitlement Budgeting for NSLP

Reports : Input Criteria

Execute Print PDF Output

Value of Commodities Received - RA

Reset Values

Show Variants

Program:

Actual Delivery Date:   To:

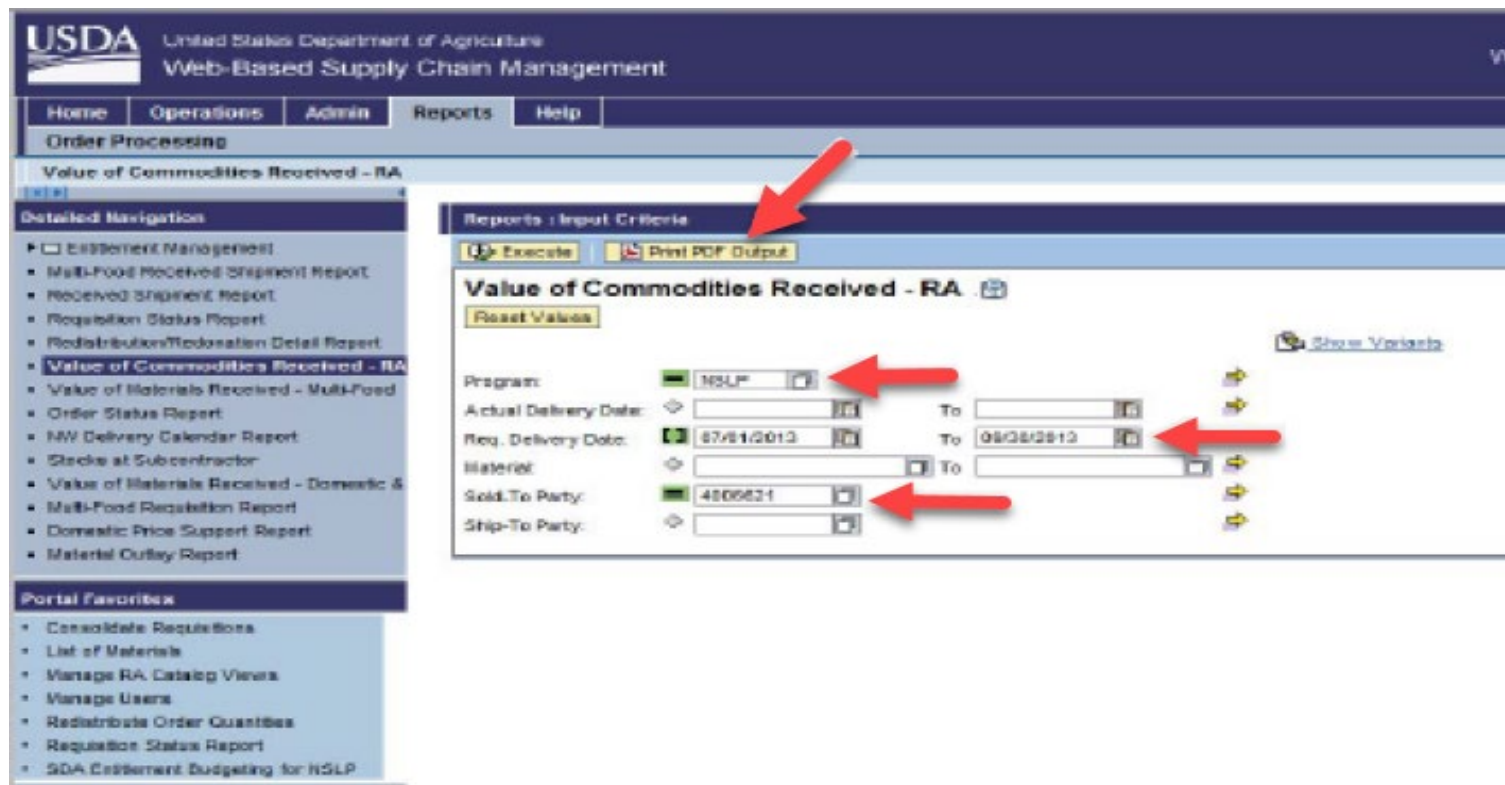
Req. Delivery Date:   To:

Material:   To:

Sold-To Party:

Ship-To Party:

- Once you've logged into WBSCM, click on the "Reports" tab near the top of the page
- Scroll down in the box on the left side to find and select "Value of Commodities Received – RA" report



USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Home Operations Admin Reports Help

Order Processing

Value of Commodities Received - RA

Detailed Navigation

- Entitlement Management
- Multi-Poed Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Redistribution/Redistribution Detail Report
- Value of Commodities Received - RA**
- Value of Materials Received - Multi-Poed
- Order Status Report
- NW Delivery Calendar Report
- Stocks at Subcontractor
- Value of Materials Received - Domestic &
- Multi-Poed Requisition Report
- Domestic Price Support Report
- Material Outlay Report

Portal Favorites

- Consolidate Requisitions
- List of Materials
- Manage RA Catalog Views
- Manage Users
- Redistribute Order Quantities
- Requisition Status Report
- SDA Entitlement Budgeting for NSLP

Reports : Input Criteria

Execute Print PDF Output

Value of Commodities Received - RA

Reset Values

Program: NSLP

Actual Delivery Date: To

Req. Delivery Date: 8/7/2013 To 9/9/2013

Material: To

Sold-To Party: 4806621

Ship-To Party: To

Show Variables

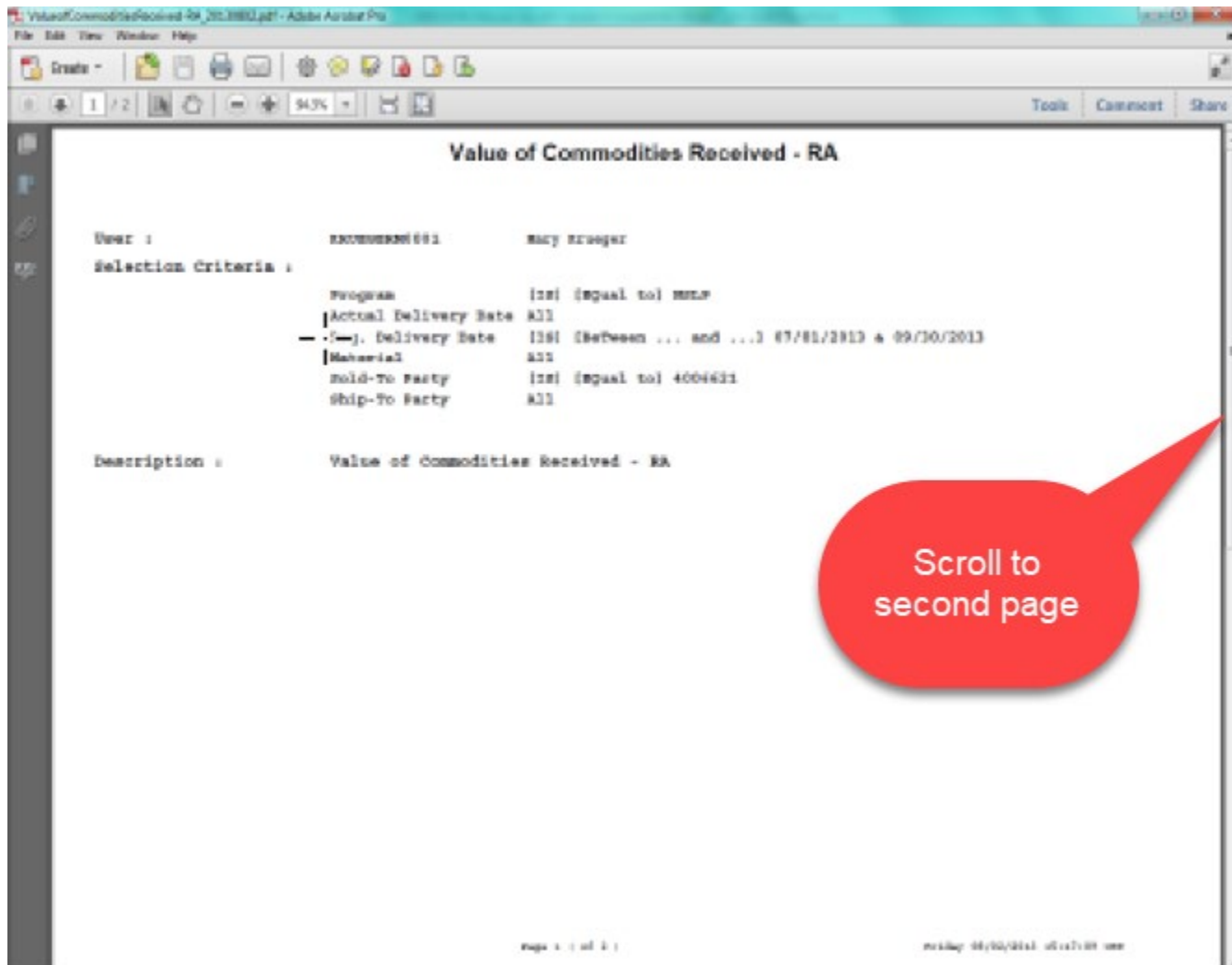
- In the “Report: Input Criteria” section, fill in the following information
  - Enter “NSLP” for National School Lunch Program or “TM\_NS” for Trade Mitigation – NSLP orders
  - Enter the desired date range under “Req. Delivery Date”
  - Sold to Party will auto-populate with RA number
- Click “Print PDF Output” this will create a viewable PDF document

**When the File Download box pops up, click “Open”**



Do you want to open or save ValueofCommoditiesReceived-RA\_20130802.pdf (5.31 KB) from portal.webcm.usda.gov?

Open Save Cancel



- The “Value of Commodities Received Report” PDF will open. The first page will look like the screen shot above, now scroll to the second page.

Value of Commodities Received - RA

Sold-To: 4006621

Sold-To Name: [REDACTED]

Reg./Reinst. Order/Item Type	Est./Act. Received Date	Program	Ent. (E) Bonus (B)	Confirmed Qty	Unit	Ship-To	Material	Order value	Unit Value	Sales Order & Item#
1000182898 500 ZBBQ	07/31/2013	NSLP	E	17	CS	000000 REEMART FOODSERVICE COLCHESTER VT	100101 CHECKER DOCKED CTR-40 LB	\$1,882.31	\$2.77	0000168706 100
1000182898 1000 ZBBQ	07/31/2013	NSLP	E	32	CS	000000 REEMART FOODSERVICE COLCHESTER VT	100121 TURRET BREAKFAST DELI FREE CTR-40 LB	\$2,488.87	\$1.98	0000164872 100
1000182898 1000 ZBBQ	07/31/2013	NSLP	E	76	CS	000000 REEMART FOODSERVICE COLCHESTER VT	100021 CHECKER NO2 LM PART SOM BROD FREE BEE-101LB	\$4,358.93	\$1.96	0000166061 100
1000182917 600 ZBBQ	07/31/2013	NSLP	E	20	CS	000000 REEMART FOODSERVICE COLCHESTER VT	100021 CHECKER NO2 LM PART SOM BROD FREE BEE-101LB	\$2,128.64	\$1.96	0000166061 100
4 Records								145	\$9,749.65	

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- The total value of USDA Foods received during the defined period will display at the bottom of the report.
- This report can be saved and or printed

# USDA Non-Discrimination Statement

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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