

# CSFP Food Ordering

**New CSFP State Training**  
Arlington, VA  
February 24, 2015

**Lauren King-Dillon & Special Allen**  
*Household Operations Branch*



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# Agenda

- **Lauren King-Dillon & Special Allen**
  - **Ordering & Planning**
  - **Direct Shipments vs. Multi-Food Shipments**
  - **Inventory Management Best Practices**
  - **Group Exercise**



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# Ordering & Planning

- Types of Shipments
- WBSCM Order Status
- Order Entry Timeline
- Who Do You Ask for Help?



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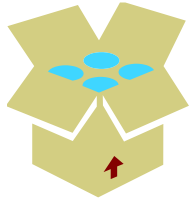


# Types of Shipments



- **Multi-Food Shipment**
  - A delivery from one of the 3 National Warehouses that consists of different food items (“materials”) needed to meet food package needs.
- **Direct Shipment**
  - A full truckload delivery of one or more programs that ships directly from the vendor to the State or local agency warehouse.
  - Can be split to deliver to up to 3 different locations.

# Multi-Food Shipments



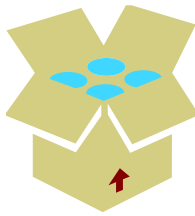
- **Catalog**
  - Displays inventory currently in stock
  - If it's 0 or negative, pick an alternative item
  - If a product is at 0 inventory and it's a single line item, contact your regional office to let them know when you will run out and how much you need to ensure complete packages.
- **Order-By Dates**
  - Multi-Food Requisitions should be entered 7 business days before delivery date
- **Receipting is Mandatory**
  - Required within 2 calendar days.
  - Without a receipt, the order won't display on your multi-food received shipment report



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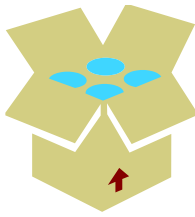
# Multi-Food Shipments (cont.)



- **Warehouse Locations**
  - Each “ship to” on the contract has a negotiated delivery date calendar (weekly, bi-monthly, monthly) which is set up at the beginning of each calendar year.
  - If a warehouse is planning on moving, the new site will need to be added to the contract.
- **Combined Loads**
  - Warehouse may ship with product to another destination to utilize full truck loads to save the program transportation costs.



# Multi-Food Shipments (cont.)



- **Multi-Food Requisitions**
  - **Due 7 BUSINESS DAYS** before delivery date
  - **Maximum of 1/3 truckload** per food group
  - **Order direct shipments** if possible (full or split trucks)
- **FNS monitors requisitions & requests modifications**
  - **1 requisition** per delivery date
  - **Each food item or material** should only be listed once on a requisition



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# WBSCM Status Codes – Multi-Food Shipments

Multi- Food WBSCM Status Code	WBSCM - Description
Cancelled	Order line item has been cancelled and cannot be reinstated.
Ready for Approval	Order line item has been entered and will be delivered on negotiated delivery date.
Order Received	Order has been delivered and a receipt has been entered in the system.



# Direct Shipments



- **Catalog**
  - Sales orders for April – June on invitation
  - Catalogs open to enter sales orders for remaining 2015 delivery dates
- **Order-By Dates**
  - Setting Lead Times
- **Receipting is Mandatory**
  - Done within 2 calendar days
- **Notifications**
- **Split Shipments**
  - Other CSFP locations, TEFAP or FDPIR

# WBSCM Status Codes – Direct Shipments

Direct Shipment WBSCM Status Codes	WBSCM - Description
Cancelled	Order has been cancelled and cannot be reinstated.
Ready for Approval	Order has been entered but not been approved by the SDA.
Returned by SDA	SDA has returned the order to the RA.
Approved by SDA	Rolled Up & Consolidated Orders from the RA/SDA that have been submitted to FNS for purchase.
Approved by SpAgency	FNS has approved the orders for purchase.
On Invitation	Order is currently on a solicitation to be purchased. No changes can be made until after it has been purchased and is on a Purchase Order.
Purchased	On a Purchase Order (contract)
Order Received	Order has been delivered and a receipt has been entered in the system.

# Purchase Periods for Direct Shipments



- **Quarterly**
  - All other materials
  - Orders go on solicitation 3 months prior to initial delivery period
  - Changes, additions and cancellations allowed before “Approved by SpAgency”
  - Purchase Order Modifications required for destination changes (30 days prior to start of delivery period)



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# Purchase Periods for Direct Shipments



- **Monthly**
  - Cheese and chicken
  - Orders go on solicitation 2 months prior to delivery period
  - Changes, additions and cancellations allowed before “Approved by SpAgency”
  - Purchase Order Modifications required for destination changes (30 days prior to start of delivery period)
- **Yearly**
  - IDIQ – Fruits & Vegetables
  - Orders due a year in advance
  - Can change destination before “Approved by SpAgency”
  - With HQ approval, can cancel and place additional orders
  - Purchase Order Modifications required for destination changes (45 days prior to start of delivery period)



# FOODS PURCHASED

Indefinite Delivery Indefinite Quantity (IDIQ)	Quarterly
Apricots	Remaining Fruits & Vegetables
Mixed Fruit	Juices
Peaches	Beans – Canned & Dry
Pears	Livestock & Chicken
Green Beans	
Whole Kernel Corn	
Peas	FSA Products (Grains, Rice and Dairy)
Tomatoes	
Carrots	
Vegetable Mix	
Sliced White Potatoes	



# Order Planning

Material	Material Description	Purchase Period	Orders Due	Example
<b>IDIQ VEGETABLES</b>				
100306	BEANS GREEN CAN-24/300	Yearly (September - August)	Spring of Prior Year	Orders for October 2014- September 2015 deliveries; Due May 2014
100308	CARROTS CAN-24/300			
100311	CORN WHOLE KERNEL CAN-24/300			
100314	PEAS CAN-24/300			
100331	POTATOES WHT SLICES CAN-24/300			
100328	TOMATO DICED CAN-24/300			
100320	VEG MIX CAN-24/300			
<b>NON IDIQ VEGETABLES</b>				
100363	BEANS VEGETARIAN CAN-24/300	Quarterly		* Orders for January - March deliveries due in October; Orders for April - June deliveries due in January; Orders for July - September deliveries due in April; Orders for October - December deliveries due in July*
100335	SPAGHETTI SAUCE MEATLESS CAN-24/300			
100323	SPINACH CAN-24/300			
100316	SWEET POTATOES W/ SYRUP CAN-24/300			
<b>IDIQ FRUITS</b>				
100210	APRICOT HALVES CAN-24/300	Yearly (September - August)	Spring of Prior Year	Orders for October 2014- September 2015 deliveries; Due May 2014
100211	MIXED FRUIT CAN-24/300			
100218	PEACHES CLING SLICES CAN-24/300			
100223	PEARS CAN-24/300			
<b>NON IDIQ FRUITS</b>				
100207	APPLESAUCE CAN-24/300	Quarterly		*Same*
100233	PLUMS PURPLE CAN-24/300			
<b>JUICES</b>				
100893	APPLE JUICE PLST BTL-8/64 FL OZ	Quarterly		*Same*
100899	CRANBERRYAPPLE JUICE PLST BTL-8/64 FL OZ			
100895	GRAPE CONCORD JUICE PLST BTL-8/64 FL OZ			
100897	ORANGE JUICE PLST BTL-8/64 FL OZ			
100898	TOMATO JUICE PLST BTL-8/64 FL OZ			
<b>MEAT/FISH</b>				
100127	BEEF CAN-24/24 OZ	Quarterly		*Same*
100138	BEEF CHILI W/O BEANS CAN-24/24 OZ			
100526	BEEF STEW CAN-24/24 OZ			
110412	CHICKEN BONED CAN-12/15 OZ	Monthly	2 months prior	Orders for August deliveries due in June; Orders for September deliveries due in July etc; EXCEPTION: Orders for October - December
100198	SALMON PINK CAN-24/14.75 OZ	Bi-Annually		Orders for September - December deliveries due in April; Orders for January - August deliveries due in October.



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# Order Planning (cont.)

BEANS				
100380	BEANS GREAT NORTHERN DRY PKG-12/2 LB	Quarterly		*Same*
100385	BEANS LIGHT RED KIDNEY DRY PKG-12/2 LB			
100382	BEANS PINTO DRY PKG-12/2 LB			
100395	PEANUT BUTTER SMOOTH JAR-12/18 OZ			
CHEESE				
100035	CHEESE BLEND AMER SKM LVS-12/2 LB	Monthly	2 months prior	Orders for August deliveries due in June; Orders for September deliveries due in July etc; EXCEPTION: Orders for October - December
MILK				
100065	MILK INSTANT NDM PKG-12/25.6 OZ	Quarterly		*Same*
100050	MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ			
RICE/PASTA				
110511	PASTA MACARONI PLAIN ELBOW BOX-20/1 LB	Quarterly		*Same*
110450	PASTA SPAGHETTI BOX-20/1 LB			
100492	RICE US#2 LONG GRAIN PKG-30/2 LB			
100435	WHOLE GRAIN PASTA ROTINI MAC PKG-24/1			
CEREALS				
100473	FARINA WHEAT PKG-24/14 OZ	Quarterly		*Same*
100466	OATS ROLLED PKG-12/3 LB			
100446	CEREAL CORN SQUARES 1344 PKG-14/14 OZ			
100449	CEREAL CORN FLKS 1080 PKG-12/18 OZ			
100929	CEREAL OAT CIRCLES 1344 PKG-12/14 OZ			
100457	CEREAL RICE CRISP 1008 PKG-16/12 OZ			
110265	CEREAL CORN RICE BISC 1080 PKG-14/12 OZ			
100933	CEREAL WT BRAN FLKS 1344 PKG-14/17.3OZ			
110374	CEREAL WT SHREDDED 2160 PKG-10/16.4 OZ			



# Knowledge Check #1:

Which of the following is NOT an IDIQ Fruit?

- A. Applesauce
- B. Apricots
- C. Mixed Fruit
- D. Peaches
- E. Pears

**ANSWER: A. Applesauce**



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# Knowledge Check #2:

Which of the following are all IDIQ Vegetables?

- A. Carrots, Corn, Green Beans, Peas, Potatoes, Spaghetti Sauce & Veg Beans
- B. Carrots, Corn, Green Beans, Peas, Potatoes, Spinach & Veg Beans
- C. Carrots, Corn, Green Beans, Peas, Potatoes, Tomatoes & Veg Mix
- D. Carrots, Corn, Green Beans, Peas, Sweet Potatoes & Veg Beans

**ANSWER:**

C. Carrots, Corn, Green Beans, Peas, Potatoes, Tomatoes & Veg Mix

Spaghetti Sauce, Spinach, and Veg Beans are NON IDIQ

# Knowledge Check #3:

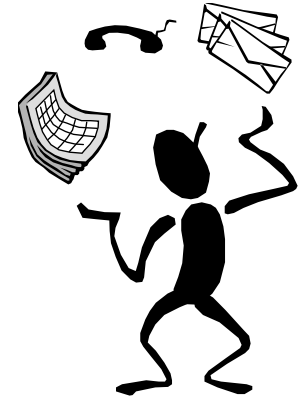
A full truck of juice is 1025 cases. How much can be placed on a multi-food requisition?

- A. 1025 cases
- B. 342 cases
- C. 250 cases
- D. 500 cases

**ANSWER: B. 342**

It can be split 100 cases of Apple J, 100 cases Orange J, 100 cases Grape J & 42 cases of Tomato J. As long as it does not exceed the total 342 cases

# Who to Contact



- **Multi-Food Delivery Issues**
  - Contact your respective warehouse
- **Food Availability Issues**
  - Contact your Regional Office for more information
  - If it's a new issue, they will contact HQ personnel
- **WBSCM Technical and Usage Issues**
  - WBSCM Help Desk
  - Email: [WBSCMhelp@ams.usda.gov](mailto:WBSCMhelp@ams.usda.gov)
  - Phone: 877-927-2648
  - Hours: 8:00 AM to 5:00 PM EST



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# Questions?



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# Thank You!



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