

Web Based Supply Chain Management (WBSCM)

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United States Department of Agriculture
Food and Nutrition Service



Multi- Food Ordering Timeline

- Delivery Schedule is set at beginning of the year.
- Sites can make delivery dates non-delivery dates (for example, if it falls on a holiday or an inventory day).
- Ordering for a set delivery date implies consent to receive an order. The National Warehouse is not required to call for an appointment.
- Thirty (30) business days before a delivery date, it will become available for you to order against.
- Orders must be entered by the SDA or RA before the 7 business day preceding the delivery date. Holidays and weekends don't count.
 - For example, the last date to enter an order for 3/12/2015 would be 3/3/2015. (You don't count the date of delivery or the weekends when counting the 7 days.)
- There should only be 1 multi-food order number per site per delivery. Each material should only be listed on the order once.

NW Delivery Calendar Report



United States Department of Agriculture
Web-Based Supply Chain Management

Home | **Operations** | **Admin** | **Reports** | **Help**

Order Processing | Complaint Administration | Recall Administration

NW Delivery Calendar Report

Detailed Navigation

- File Uploads/Downloads
- Catalog Maintenance
- Order Management
- Shipment Receipts
- Entitlement Management
- NW Delivery Calendar
 - Maintain National Warehouse Deliveries
 - NW Delivery Calendar Report**

Portal Favorites

Reports : Input Criteria

|

Delivery Schedule Report

Warehouse: *	<input type="text" value="2000"/>	<input type="button" value=""/>	<input type="button" value=""/>
SDA/ITO Organization:	<input type="text" value="4900134"/>	<input type="button" value=""/>	<input type="button" value=""/>
Ship-To Location:	<input type="text" value="5002955"/>	<input type="button" value=""/>	<input type="button" value=""/>
Program:	<input type="text" value="CSFP"/>	<input type="button" value=""/>	<input type="button" value=""/>
Delivery Date: *	<input type="text" value="01/01/2013"/>	To	<input type="text" value="06/30/2013"/>



NW Delivery Calendar Report

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

Home Operations Admin Reports Help
Order Processing | Complaint Administration | Recall Administration

NW Delivery Calendar Report

Detailed Navigation

- File Uploads/Downloads
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- Shipment Receipts
- Entitlement Management
- NW Delivery Calendar
 - Maintain National Warehouse Deliver
 - NW Delivery Calendar Report**

Portal Favorites

Go Back Print PDF Output

View DELIVERY_SCHEDI... Export Filter Settings

Export to Microsoft Excel

Sold-To Party	Sold-To Name	To Party	Ship-To Name	Program	Delivery date	Delivery (AM / PM)
4900134	NC Dept. of Ag and Consumer Services	5002955	1-26 ship to	CSFP	01/07/2013	AD
				CSFP	01/14/2013	AD
				CSFP	01/21/2013	ND
				CSFP	01/28/2013	AD
				CSFP	02/04/2013	AD
				CSFP	02/11/2013	AD
				CSFP	02/18/2013	ND
				CSFP	02/25/2013	AD
				CSFP	03/04/2013	AD
				CSFP	03/11/2013	AD
				CSFP	03/18/2013	AD
				CSFP	03/25/2013	AD
				CSFP	04/01/2013	AD
				CSFP	04/08/2013	AD
				CSFP	04/15/2013	AD
				CSFP	04/22/2013	AD
				CSFP	04/29/2013	AD
				CSFP	05/06/2013	AD
				CSFP	05/13/2013	AD
				CSFP	05/20/2013	AD
				CSFP	05/27/2013	AD
				CSFP	06/03/2013	AD
				CSFP	06/10/2013	AD
				CSFP	06/17/2013	AD
				CSFP	06/24/2013	AD

**Click “Export”, then “Export to Excel”.
This will allow you to download the data
and either save or print it for future use.**

Non-Delivery Dates

[Home](#) | [Operations](#) | [Admin](#) | [Reports](#) | [Help](#)

[Order Processing](#) | [Complaint Administration](#) | [Recall Administration](#)

Maintain National Warehouse Delivery Calendar

[Home](#) | [Navigation](#) | [File Uploads/Downloads](#) | [Catalog Maintenance](#) | [Order Management](#) | [Shipment Receipts](#) | [Entitlement Management](#) | [NW Delivery Calendar](#) | **Maintain National Warehouse Delivery Calendar** | [NW Delivery Calendar Report](#)

[Favorites](#)

Selection/Source Delivery Calendar

Organization: *

Ship-To Location: *

Program: *

Calendar Start Date: *

Repeat On

Day of Week: Frequency: Start Date:

Calendar

Date functions:

Non-Delivery Dates

January 2013							February 2013							March 2013									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
1	31	1	2	3	4	5	6	5	28	29	30	31	1	2	3	9	25	26	27	28	1	2	3
2	7	8	9	10	11	12	13	6	4	5	6	7	8	9	10	10	4	5	6	7	8	9	10
3	14	15	16	17	18	19	20	7	11	12	13	14	15	16	17	11	11	12	13	14	15	16	17
4	21	22	23	24	25	26	27	8	18	19	20	21	22	23	24	12	18	19	20	21	22	23	24
5	28	29	30	31	1	2	3	9	25	26	27	28	1	2	3	13	25	26	27	28	29	30	31
6	4	5	6	7	8	9	10	10	4	5	6	7	8	9	10	14	1	2	3	4	5	6	7

ALL Day AM
 PM Non Delivery Date

If you know your site will be closed on a date that was entered as a delivery date, you can make it a Non-Delivery Date. This will help to prevent an order from being placed on that date.

Make sure to “SAVE CHANGES” before navigating away.



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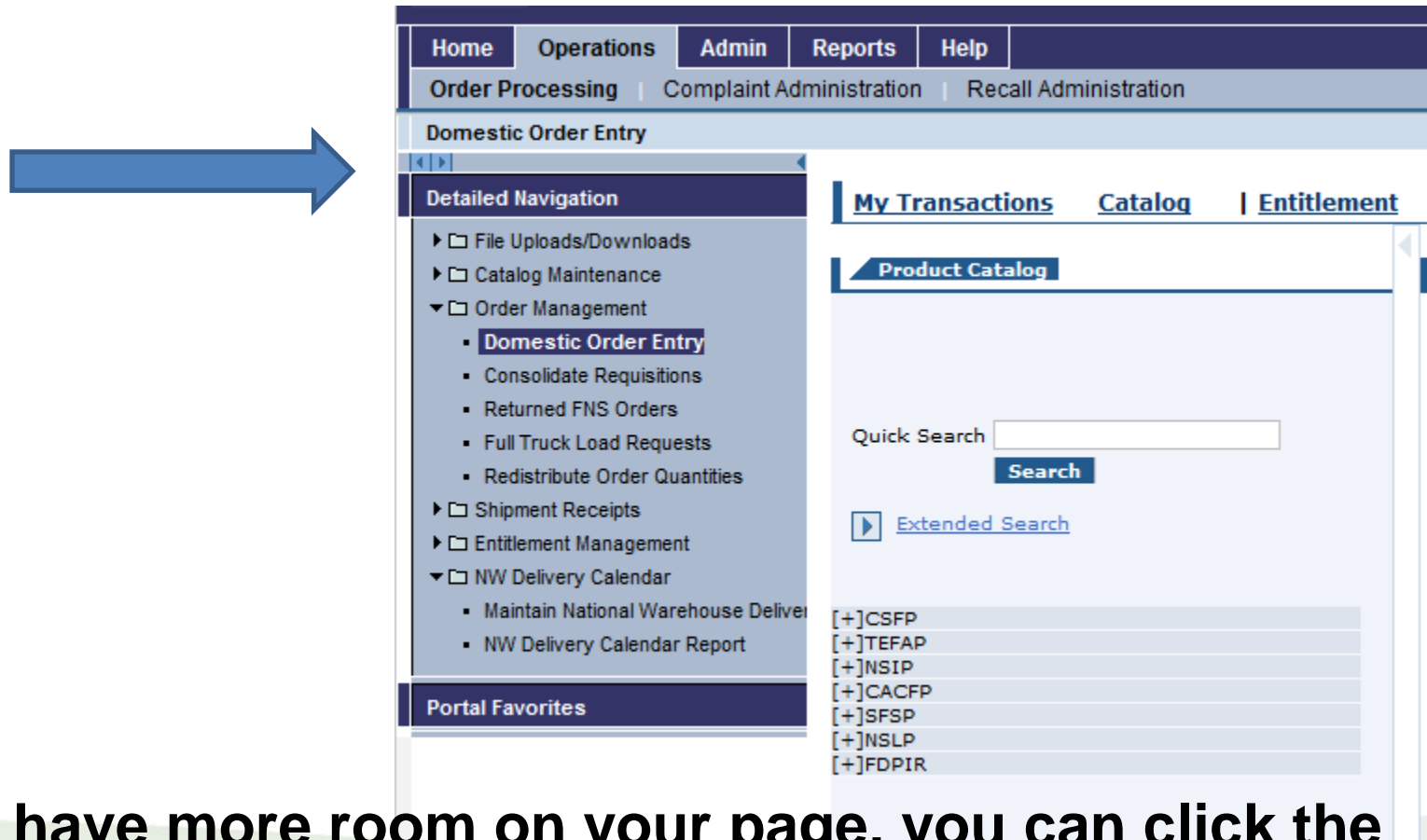
Multi-Food Ordering

The screenshot shows the USDA Foods Multi-Food Ordering system interface. At the top, there is a navigation bar with tabs for Home, Operations, Admin, Reports, and Help. Below this, there are sub-tabs for Order Processing, Complaint Administration, and Recall Administration. The main content area is titled "Domestic Order Entry" and features a "Detailed Navigation" sidebar on the left. The sidebar includes sections for "File Uploads/Downloads", "Catalog Maintenance", "Order Management" (with "Domestic Order Entry" selected), "Shipment Receipts", "Entitlement Management", and "NW Delivery Calendar". Below the sidebar is a "Portal Favorites" section. The main content area has tabs for "My Transactions", "Catalog", and "Entitlement", with a "Transaction in Process" icon. The "Product Catalog" section includes a "Quick Search" field with a "Search" button and an "Extended Search" link. A list of product codes is visible: [+]CSFP, [+]TEFAP, [+]NSIP, [+]CACFP, [+]SFSP, [+]NSLP, and [+]FDPIR. The "Welcome" section contains instructions for users and two options: "Select Continue to enter an order for your SDA/ITO organization" and "If you would like to enter an order on behalf of one of [redacted] RA, and then select the Continue". The "Product Catalog" section has a link to "Browse in the Product Catalog".

Navigate to Operations>Order Processing> Order Management> Domestic Order Entry. Wait for all 3 sections of the page to load. Click “Continue” to order for your site.



Making Space on your Screen



The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Detailed Navigation" and contains several categories, including "Order Management" which is expanded to show "Domestic Order Entry" as the selected item. A blue arrow points to a sideways triangle icon in the navigation menu, indicating how to collapse it. The main content area is titled "Product Catalog" and contains a "Quick Search" field with a "Search" button and an "Extended Search" link. Below the search fields is a list of product categories with expandable icons: [+CSFP, [+TEFAP, [+NSIP, [+CACFP, [+SFSP, [+NSLP, [+FDPIR.

To have more room on your page, you can click the sideways triangle to collapse the left navigation window.

Selecting a Ship To Destination

Use the drop down box to select your ship to.

My Transactions | Catalog | Entitlement

View Cart: 0 Item(s) to the value of 0.00

Product Catalog

Quick Search

[+]CSFP
[+]TEFAP
[+]NSIP
[+]CACFP
[+]SFSP
[+]NSLP
[+]FDPIR

Order: In Process

Sold-To: 4900134
Customer Number: 4900134
Subject: [NC Dept. of Ag and Consumer Services](#)
Your Reference:
Your Description:

Total Net Price: 0.00 USD

Default Delivery Settings For Items

Deliver To: 5002955: 1-26 ship to, LINCOLN, NE

Item	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
Your Basket is empty										

Click "Update."



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Selecting the Program Catalog

[My Transactions](#) | [Catalog](#) | [Entitlement](#) 🛒 No items in the shopping basket

Product Catalog

Quick Search

Search

[▶ Extended Search](#)

- [-]CSFP
- Multi-Food**
- [+]Direct Delivery
- [+]FDPIR
- [+]TEFAP
- [+]NSIP
- [+]CACFP
- [+]SFSP
- [+]NSLP
- [+]DA

Multi-Food

	Overview		Product	
	Quantity		Product Number (Program / Sub-Area)	Name
<input type="checkbox"/>	<input type="text"/> CS		100893 (CSFP / Multi-Food)	APPLE JUICE PLST BT
<input type="checkbox"/>	<input type="text"/> CS		100207 (CSFP / Multi-Food)	APPLESAUCE CAI
<input type="checkbox"/>	<input type="text"/> CS		100210 (CSFP / Multi-Food)	APRICOT HALVES C
<input type="checkbox"/>	<input type="text"/> CS		100380 (CSFP / Multi-Food)	BEANS GREAT NORTHEP LB
<input type="checkbox"/>	<input type="text"/> CS		100306 (CSFP / Multi-Food)	BEANS GREEN CA
<input type="checkbox"/>	<input type="text"/> CS		100385 (CSFP / Multi-Food)	BEANS LIGHT RED KIDN LB

Select the program you wish to order for, then click “Multi-Food”.

Ordering from the Catalog

Domestic Order Entry

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

 [View Cart: 0 Item\(s\) to the value of 0.00](#)

Product Catalog

Quick Search

 [Extended Search](#)

[-] CSFP

Multi-Food

[+] Direct Delivery

[+] TEFAP

[+] NSIP

[+] CACFP

[+] SFSP

[+] NSLP

[+] FDPPIR

Multi-Food

	Overview		Product Number (Program / Sub-Area)	Product Name	Price	Available Qty	
	Quantity					Whouse	Pending Replenishments
<input type="checkbox"/>	<input type="text"/>	CS 	130258 (CSFP / Multi-Food)	APPLE SLICES FRZ CTN-30 LB	12.38 USD	0	0
<input type="checkbox"/>	<input type="text"/>	CS 	130378 (CSFP / Multi-Food)	BEANS BABY LIMA DRY PKG-12/2 LB	12.00 USD	0	0
<input type="checkbox"/>	<input type="text"/>	CS 	130380 (CSFP / Multi-Food)	BEANS GREAT NORTHERN DRY PKG-12/2 LB	22.19 USD	4650	5026
<input type="checkbox"/>	<input type="text"/>	CS 	130306 (CSFP / Multi-Food)	BEANS GREEN CAN-24/300	8.84 USD	0	0
<input type="checkbox"/>	<input type="text"/>	CS 	130379 (CSFP / Multi-Food)	BEANS PINK DRY PKG-12/2 LB	9.18 USD	0	0
<input type="checkbox"/>	<input type="text"/>	CS 	130455 (CSFP / Multi-Food)	CEREAL RICE 1080 PKG-16/12 OZ	91.76 USD	2685	0
<input type="checkbox"/>	<input type="text"/>	CS 	* 130749 (CSFP / Multi-Food)	CEREAL RICE CRISP -SUBST		0	0
<input type="checkbox"/>	<input type="text"/>	CS 	130457 (CSFP / Multi-Food)	CEREAL RICE CRISP 1008 PKG-16/12 OZ	55.70 USD	3944	0
<input type="checkbox"/>	<input type="text"/>	CS 	130931 (CSFP / Multi-Food)	CEREAL RICE CRISP 1440 PKG-8/18 OZ	15.44 USD	0	0
<input type="checkbox"/>	<input type="text"/>	CS 	130005 (CSFP / Multi-Food)	CHEESE CHD WHT BLOCK-40 LB	555.24 USD	1332	213
<input type="checkbox"/>	<input type="text"/>	CS 	130093 (CSFP / Multi-Food)	CHICKEN BONED CAN-24/29 OZ	522.00 USD	0	0

Select the materials you want by adding a check mark to the box, and entering the number of cases you want.



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Adding Items to the Cart

 **View Cart: 0 Item(s) to the value of 0.00**

<input type="checkbox"/>		CS	 130379 (CSFP / Multi-Food)	BEANS PINK DRY PKG-12/2 LB	9.18 USD	0	0
<input type="checkbox"/>		CS	 130455 (CSFP / Multi-Food)	CEREAL RICE 1080 PKG-16/12 OZ	91.76 USD	2685	0
<input type="checkbox"/>		CS	 * 130749 (CSFP / Multi-Food)	CEREAL RICE CRISP -SUBST		0	0
<input checked="" type="checkbox"/>	25	CS	 130457 (CSFP / Multi-Food)	CEREAL RICE CRISP 1008 PKG-16/12 OZ	55.70 USD	3944	0
<input type="checkbox"/>		CS	 130931 (CSFP / Multi-Food)	CEREAL RICE CRISP 1440 PKG-8/18 OZ	15.44 USD	0	0
<input type="checkbox"/>		CS	 130005 (CSFP / Multi-Food)	CHEESE CHED WHT BLOCK-40 LB	555.24 USD	1332	213
<input type="checkbox"/>		CS	 130093 (CSFP / Multi-Food)	CHICKEN BONED CAN-24/29 OZ	522.00 USD	0	0
<input type="checkbox"/>		CS	 130311 (CSFP / Multi-Food)	CORN WHOLE KERNEL CAN-24/300	8.67 USD	1148	0
<input type="checkbox"/>		CS	 130065 (CSFP / Multi-Food)	MILK INSTANT NDM PKG-12/25.6 OZ	19.75 USD	2141	0
<input checked="" type="checkbox"/>	25	CS	 130897 (CSFP / Multi-Food)	ORANGE JUICE PLST BTL-8/64 FL OZ	10.06 USD	1308	0
<input type="checkbox"/>		CS	 130323 (CSFP / Multi-Food)	SPINACH CAN-24/300	9.84 USD	1517	0
<input type="checkbox"/>		CS	 130324 (CSFP / Multi-Food)	TOMATO CAN-24/300	8.70 USD	921	0
<input type="checkbox"/>		CS	 130320 (CSFP / Multi-Food)	VEG MIX CAN-24/300	5.12 USD	2859	0

* = This product has a substitute associated with it.

Products Per Page

Click “Move to Cart”. You will notice the header above change to reflect what you have added.

 **View Cart: 2 Item(s) to the value of 1,644.00 USD**



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Your Cart

 **View Cart: 2 Item(s) to the value of 1,644.00 USD**

Order: In Process

Sold-To: 4900134

Customer Number: **4900134**

Subject: [NC Dept. of Aq and Consumer Services](#)

Your Reference:



Your Description:

Total Net Price: **1,644.00 USD**

Default Delivery Settings For Items

Deliver To: 

Requested Delivery Date for Items:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	130457	<input type="text" value="25"/>	CS	CSFP	Multi-Food	CEREAL RICE CRISP 1008 PKG-16/12 OZ	N/A	<input type="text" value="01/07/2013"/>	1,392.57 USD 464.19 USD / 100 LB	
<input type="checkbox"/>	200	130897	<input type="text" value="25"/>	CS	CSFP	Multi-Food	ORANGE JUICE PLST BTL-8/64 FL OZ	N/A	<input type="text" value="01/07/2013"/>	251.43 USD 28.90 USD / 100 LB	

Update

Add more to order

Cancel

Order

Here you can increase your quantity, or change your selected delivery date. Once you are sure the order is what you want, you should click “Update” then “Order”.



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Order Confirmation

 [Transaction in Process](#)

Confirmation of receipt

Sold-To: 4900134

Order: 1000031351 from 12/19/2012 07:46
Customer (Number): NC Dept. of Ag and Consumer Services (4900134)
Your Reference:
Your Description:

Total Net Price: **1,644.00 USD**

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	130457 : CEREAL RICE CRISP 1008 PKG-16/12 OZ Delivery Point: 5002955: 1-26 ship to, LINCOLN, NE , LINCOLN, NE Requested Delivery Date:01/07/2013	25.000	CS	N/A	\$1,392.57 USD 464.19 USD / 100 LB
200	130897 : ORANGE JUICE PLST BTL-8/64 FL OZ Delivery Point: 5002955: 1-26 ship to, LINCOLN, NE , LINCOLN, NE Requested Delivery Date:01/07/2013	25.000	CS	N/A	\$251.43 USD 28.90 USD / 100 LB

[Print](#) [Close](#)

**Here is your order receipt.
Click "Close" to end ordering.**



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Reviewing Order

Home Operations Admin Reports Help

Order Processing

Multi-Food Requisition Report

Reports : Input Criteria

Execute Print PDF Output

Multi-food Requisition Report

Reset Values Show Variants

Program: CSFP

Req. Delivery Date: 01/01/2013 To 01/31/2013

Material: To

Sold-To Party:

Ship-To Party:

Region Code: To

Plant: 2000

Status:

Order Number:

Shipment Receipt Date:

To see orders entered for a time period...

Or to review the order you just entered or that you know the order number for.
Click Execute.

Home Operations Admin Reports Help

Order Processing

Multi-Food Requisition Report

Reports : Input Criteria

Execute Print PDF Output

Multi-food Requisition Report

Reset Values Show Variants

Program:

Req. Delivery Date: To

Material: To

Sold-To Party:

Ship-To Party:

Region Code: To

Plant: 2000

Status:

Order Number: 1000031351 To

Shipment Receipt Date: To

Multi-Food Requisition Report

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

Welcome Sugan Selvan - NC

Log Off WBSM

Home Operations Admin Reports Help

Order Processing

Multi-Food Requisition Report

Detailed Navigation

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

Portal Favorites

Multi-food Requisition Report

Go Back Print PDF Output

View MULTI_FOOD_REQ Export Export to Microsoft Excel

Status Text	Req. Delivery	Sales Order #	SO Item #	Delivery #	Del. Line Item	Linked Del. Item	Prod. Hierarchy	Material	Material Desc.	UoM	Qty. R
Ready for Approval	01/07/2013	1000031351	200				FRUIT/ORANGE/JUICE	130897	ORANGE JUICE PLST BTL-8/64 FL OZ	CS	
	01/07/2013	1000031351	100				CEREAL/RICE/BOX	130457	CEREAL RICE CRISP 1008 PKG-16/12 OZ	CS	

You can download by clicking “Export” and “Export to Excel”. Then you can share the order with your warehouse or use it to track inventory.

Modify a Multi-Food Order

The screenshot shows the USDA portal interface. At the top, there are navigation tabs: Home, Operations, Admin, Reports, and Help. Below these are sub-tabs: Order Processing, Complaint Administration, and Recall Administration. The main content area is titled "Domestic Order Entry". On the left, there is a "Detailed Navigation" sidebar with a tree view containing categories like File Uploads/Downloads, Catalog Maintenance, Order Management, Shipment Receipts, Entitlement Management, and NW Delivery Calendar. The "Order Management" category is expanded, showing sub-items: Domestic Order Entry (highlighted), Consolidate Requisitions, Returned FNS Orders, Full Truck Load Requests, and Redistribute Order Quantities. The main content area has a "Transactions" section with search filters: Search For (Orders), Status (Open), Created (By Myself), Creation Date (Since Yesterday), ID Type (Transaction), and ID (1000031351). A "Go" button is located at the bottom right of the search area.

If you know you entered the order and when you can select “By Myself” and the closest creation date window.

If your unsure of who ordered or when, you can run it wide open for your organization.

This screenshot is similar to the first one, showing the same USDA portal interface. The search filters in the "Transactions" section are: Search For (Orders), Status (Open), Created (By All Business Partner), Creation Date (Last 30 Days), ID Type (Transaction), and ID (empty). The "Go" button is at the bottom right.



Select the Order to Modify

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

Transactions

Search For:

Status:

Created:

Creation Date:

ID Type:

ID:

1 Document Found

Status	Transaction	Your Reference
▼ Date Open	1000031351	
12/19/2012		

Select the appropriate order number from the search results.



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Modifying an Order

 **Transaction in Process**


Order: 1000031351 from 12/19/2012 07:46

Your Reference:

Your Description:

Total Net Price:

1,644.00 USD

Delivery Address: 5002955: 1-26 ship to, LINCOLN, NE 

Additional Comments:

<input type="checkbox"/>		Item	Product	Quantity	Unit	Description	User Status	Program	Total Price Unit Price
<input type="checkbox"/>	<input type="checkbox"/>	100	130457	25.000	CS	CEREAL RICE CRISP 1008 PKG-16/12 OZ	N/A	CSFP / Multi-Food	\$ 1,392.57 USD 464.19 USD / 100 LB
<input type="checkbox"/>	<input type="checkbox"/>	200	130897	25.000	CS	ORANGE JUICE PLST BTL-8/64 FL OZ	N/A	CSFP / Multi-Food	\$ 251.43 USD 28.90 USD / 100 LB

[Print](#)

[Change](#)

[Close](#)

Click “Change”.



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Modifying an Order (cont.)

My Transactions | Catalog | Entitlement 2 Item(s) to the value of 1,644.00 USD

Transactions

Search For:

Status:

Created:

Creation Date:

ID Type:

ID:

Go

1 Document Found

Status	Transaction	Your Reference
Open	1000031351	
12/19/2012		

Order: 1000031351 from 12/19/2012 07:46

Customer Number: 4900134 NC Dept. of Ag and Consumer Services Total Net Price: **1,644.00 USD**

Your Reference:

Your Description:

Deliver To:

Requested Delivery Date for Items:

Message

Additional Comments:

Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date	Total Price Unit Price	Cancellation	
<input type="checkbox"/>	100	130457	<input type="text" value="25"/>	CS	CEREAL RICE CRISP 1008 PKG-16/12 OZ	N/A	CSFP / Multi-Food	<input type="text" value="01/07/2013"/>	\$1,392.57 USD 464.19 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	130897	<input type="text" value="25"/>	CS	ORANGE JUICE PLST BTL-8/64 FL OZ	N/A	CSFP / Multi-Food	<input type="text" value="01/07/2013"/>	\$251.43 USD 28.90 USD / 100 LB	<input type="checkbox"/>

Now you can modify the delivery date, the quantity (as it is available), cancel a line item, or click “Add more to order”.



Adding More Materials

[My Transactions](#) | [Catalog](#) | [Entitlement](#) View Cart: 2 Item(s) to the value of 1,644.00 USD

Product Catalog

Quick Search

[Extended Search](#)

- [\[-\]CSFP](#)
- Multi-Food**
- [\[+\]Direct Delivery](#)
- [\[+\]TEFAP](#)
- [\[+\]NSIP](#)
- [\[+\]CACFP](#)
- [\[+\]SFSP](#)
- [\[+\]NSLP](#)
- [\[+\]FDPIR](#)

Multi-Food

1 2 3 4 [Next](#)

Overview		Product		Price	Available Qty	
Quantity	Product Number (Program / Sub-Area)	Name	Whouse		Pending Replenishments	
<input type="checkbox"/>	<input type="text"/> CS	130258 (CSFP / Multi-Food)	APPLE SLICES FRZ CTN-30 LB	12.38 USD	0	0
<input type="checkbox"/>	<input type="text"/> CS	130378 (CSFP / Multi-Food)	BEANS BABY LIMA DRY PKG-12/2 LB	12.00 USD	0	0
<input type="checkbox"/>	<input type="text"/> CS	130380 (CSFP / Multi-Food)	BEANS GREAT NORTHERN DRY PKG-12/2 LB	22.19 USD	4650	5026
<input type="checkbox"/>	<input type="text"/> CS	130306 (CSFP / Multi-Food)	BEANS GREEN CAN-24/300	8.84 USD	0	0
<input type="checkbox"/>	<input type="text"/> CS	130379 (CSFP / Multi-Food)	BEANS PINK DRY PKG-12/2 LB	9.18 USD	0	0

1 2 3 4 [Next](#)

Products Per Page

To add more to your order, you will have to navigate back into the catalog, select the items and quantities you want and move them to your cart. Be careful to not add a material that is already in your cart. Click “Move to cart”.

Saving & Closing

Remember to “Update”, “Save” and “Close” your order when finished.

The image shows a screenshot of a web application interface. At the top, there is a horizontal menu bar with several items, including 'OZ' and 'FOOD'. Below the menu bar, there are three buttons: 'Update', 'Add more to order', 'Close', and 'Save'. A large blue arrow labeled '1' points to the 'Update' button. Another large blue arrow labeled '2' points to the 'Close' and 'Save' buttons. Below the main interface, there is a dialog box titled 'Message from webpage' with a question mark icon. The text inside the dialog box reads: 'Do you really want to close the document? Unsaved data will be lost'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. A large blue arrow labeled '3' points to the 'OK' button.

When prompted, click “OK” to close the document.



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Food and Nutrition Service



Direct Shipments

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and "United States Department of Agriculture" are visible, along with the user's name "Welcome Lauren King-Dillon: New York" and a "Log off" link. A "QAS" button is also present. The navigation menu includes "Home", "Operations", "Admin", "Reports", and "Help". Under "Operations", there are links for "Order Processing", "Complaint Administration", and "Recall Administration". The "Domestic Order Entry" section is active, showing a "Detailed Navigation" sidebar with options like "File Uploads/Downloads", "Catalog Maintenance", "Order Management", and "Shipment Receipts". The main content area is titled "Product Catalog" and features a "Quick Search" field with a "Search" button and an "Extended Search" link. Below the search field is a list of product categories: "[+]CSFP", "[+]FDPIR", "[+]TEFAP", "[+]SFSP", "[+]NSLP", and "[+]DA". The "Transaction in Process" section contains a "Welcome" message and instructions for entering orders, including a "Continue" button and a "Partner number/name here:" field with a dropdown menu.

Navigate to:

Operations > Order Management > Domestic Order Entry > Continue

Direct Shipments (cont.)

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The 'Operations' menu is expanded to show 'Order Processing', 'Complaint Administration', and 'Recall Administration'. The 'Domestic Order Entry' section is active, displaying 'My Transactions', 'Catalog', and 'Entitlement' tabs. The 'Order: In Process' section shows a 'Sold-To' of 4000529 and a 'Customer Number' of 4000529. The 'Deliver To' dropdown list is open, showing a list of shipping addresses. The 'Update' button is visible at the bottom of the list.

Order: In Process

Sold-To: 4000529
Customer Number: 4000529
Subject: NY Office of General Service
Your Reference:
Your Description:

Default Delivery Settings For Items

Deliver To:

- 5002765: CONAGRA FOODS, TROY, OH
- 5003042: CONAGRA FOODS/LAMB WESTON, CONNELL, WA
- 5004259: CONAGRA FOODS/LAMB WESTON, DELHI, LA
- 5000300: CONN FREEZER WAREHOUSE INC, MILTON, NY
- 5002956: DON LEE FARMS, VERNON, CA
- 5002796: DON LEE FARMS DIST CENTER, LOS ANGELES, CA
- 5002855: DOWNSTATE DISTRIBUTION CENTER, BRENTWOOD, NY
- 5003960: ECS Warehouse, BUFFALO, NY
- 5003565: FOOD BANK OF CENTRAL NEW YORK, SYRACUSE, NY
- 5000439: FOOD BANK OF WESTERN NEW YORK, BUFFALO, NY
- 5001325: FOOD FEATURES INC, SYRACUSE, NY
- 5001182: FOOD FOR SURVIVAL HUNTS POINT, BRONX, NY
- 5000812: FOOD PATCH INC, MILLWOOD, NY
- 5002996: FRANCOZ BAKERY, BROOKLYN, NY
- 5004084: Food Bank for Westchester, ELMSFORD, NY
- 5004061: Food Bank of the Southern Tier, ELMIRA, NY
- 5004070: Foodlink Inc., ROCHESTER, NY
- 5002848: GIORGIO FOODS INC, READING, PA
- 5002444: HIGHLINER FOODS INC, PORTSMOUTH, NH
- 5002961: HIGHLINER FOODS INC, PEABODY, MA
- 5000017: HOLLEY COLD STORAGE/F&P CO, HOLLEY, NY
- 5002998: I BEIGEL BAKING COMPANY, BROOKLYN, NY
- 5004016: IDAHOAN FOODS, WINNEMUCCA, NV
- 5004320: IDAHOAN FOODS, IDAHO FALLS, ID
- 5002847: INTEGRATED FOOD SERVICE, GARDENA, CA
- 5002108: J & J SMACK FOOD CORPORATION, HATFIELD, PA
- 5002090: JENNIE-O TURKEY STORE SALES LLC, WILLMAR, MN
- 5002069: JR SIMPLOT COMPANY, NAMPA, ID
- 5002298: JR SIMPLOT COMPANY, CALDWELL, ID
- 5001101: JTM PROVISIONS INC, HARRISON, OH

Update

Select the desired ship to from the “Deliver To” drop down list.

Click “Update”.

Enter Catalog

Select “CSFP” > “Direct Delivery”

The screenshot shows the USDA Web-Based Supply Chain Management interface. The left sidebar contains a 'Detailed Navigation' menu with the following structure:

- File Uploads/Downloads
- Catalog Maintenance
- Order Management
 - Domestic Order Entry
 - Complete Requisitions
 - Returned FNG Orders
 - Full Truck Load Requests
 - Redistribute Order Quantities
 - Shipment Receipts
 - Entitlement Management
 - NW Delivery Calendar

The main content area shows the 'Product Catalog' with a search bar and a 'Search' button. Below the search bar, there is a tree view of categories. The 'Entitlement' section is expanded, showing a list of products with the following data:

Quantity	Product Number (Program / Sub-Area)	Product Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
CS	100050 (CSFP / Entitlement)	MILK 1% MILK/TAT UNF 1500 BOX 12/32 FL OZ	9.41 USD	02/01/2015 - 07/31/2015	02/28/2015 - 07/15/2015	1800.000
CS	100008 (CSFP / Entitlement)	CHEESE CHED 80U FAT VEL CVTS-4/10 LB	93.76 USD	03/01/2015 - 08/31/2015	02/28/2015 - 08/15/2015	940.000
LB	100010 (CSFP / Entitlement)	CHEESE NATURAL AMER PFD BARREL-300 LB	2.62 USD	03/01/2015 - 03/31/2015	03/27/2015 - 03/15/2015	40000.000
CS	100020 (CSFP / Entitlement)	CHEESE PROCESS BLOCK-40 LB	92.37 USD	08/01/2015 - 10/31/2015	02/28/2015 - 06/30/2015	990.000

Pick the material group that you want to order from.

Chose Delivery Dates

The screenshot shows the USDA Web-Based Supply Chain Management interface. The main content area displays product details for 'MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ'. Below the product details is a table for selecting delivery dates and quantities.

Delivery Date	Order By Date	Quantity
03/15/2015	02/28/2015	
03/31/2015	03/15/2015	
04/15/2015	03/31/2015	
04/30/2015	04/15/2015	
05/15/2015	04/30/2015	
05/31/2015	05/15/2015	
06/15/2015	05/31/2015	
06/30/2015	06/15/2015	
07/15/2015	06/30/2015	1500
07/31/2015	07/15/2015	750

**Enter the desired number of cases for each delivery period.
Click “Move to Cart”.**



Submitting Order

Order: In Process

Sold-To: 4000529

Total Net Price: 21,176.64 USD

Customer Number: 4000529

Subject: [NY Office of General Service](#)

Your Reference: x

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	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	<input type="checkbox"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	100050	<input type="text" value="1500"/>	CS	CSFP	Entitlement	MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ	Ready for Approval <input type="button" value="v"/>	07/15/2015	14,117.76 USD 36.48 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100050	<input type="text" value="750"/>	CS	CSFP	Entitlement	MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ	Ready for Approval <input type="button" value="v"/>	07/31/2015	7,058.88 USD 36.48 USD / 100 LB	<input type="checkbox"/>
		* Deliver To:	<input type="text" value="5002855: DOWNSTATE DISTRIBUTION CENTER, BRENTWOOD, NY"/> <input type="button" value="v"/> <input type="button" value="🔍"/>									
		Your Message To Us:	<input type="text"/>									

**Confirm delivery locations.
 Enter Reference or Description Notes, if desired.**



United States Department of Agriculture
 Food and Nutrition Service



Confirming Order Submission

The screenshot displays the USDA Web-Based Supply Chain Management interface. The browser address bar shows <https://wbscmint.wbscm.usda.gov/>. The page title is "USDA United States Department of Agriculture Web-Based Supply Chain Management". The user is logged in as "Lauren King-Dillon" from "New York". The page shows a "Domestic Order Entry" section with a "View Cart: 2 Item(s) to the value of 21,176.64 USD". A dialog box is open in the center, asking "Do you really want to send the order?" with "OK" and "Cancel" buttons. The background shows an "Order: In Process" section with a table of items.

Item	To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	100050	1500	CS	CSFP	Entitlement	MILK 1% MILKFRAT UNIT 1500 BOX- 12/32 FL OZ	Ready for Approval	07/15/2015	14,117.76 USD 36.48 USD / 100 LB
200	<input type="checkbox"/>	100050	750	CS	CSFP	Entitlement	MILK 1% MILKFRAT UNIT 1500 BOX- 12/32 FL OZ	Ready for Approval	07/21/2015	7,058.88 USD 36.48 USD / 100 LB

Click "OK".

Confirmation Page

 [Transaction in Process](#)

Confirmation of receipt

Sold-To: 4000529

Order: 1000275682 from 02/23/2015 19:13
Customer (Number): NY Office of General Service (4000529)
Your Reference: New State Training Test 1
Your Description:

Total Net Price: **21,176.64 USD**

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100050 : MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ Delivery Point: 5002855: DOWNSTATE DISTRIBUTION CENTER, BRENTWOOD, NY , BRENTWOOD, NY Requested Delivery Date: 07/15/2015	1,500.000	CS	Ready for Approval	\$14,117.76 USD 36.48 USD / 100 LB
200	100050 : MILK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ Delivery Point: 5002855: DOWNSTATE DISTRIBUTION CENTER, BRENTWOOD, NY , BRENTWOOD, NY Requested Delivery Date: 07/31/2015	750.000	CS	Ready for Approval	\$7,058.88 USD 36.48 USD / 100 LB

[Print](#)

[Close](#)

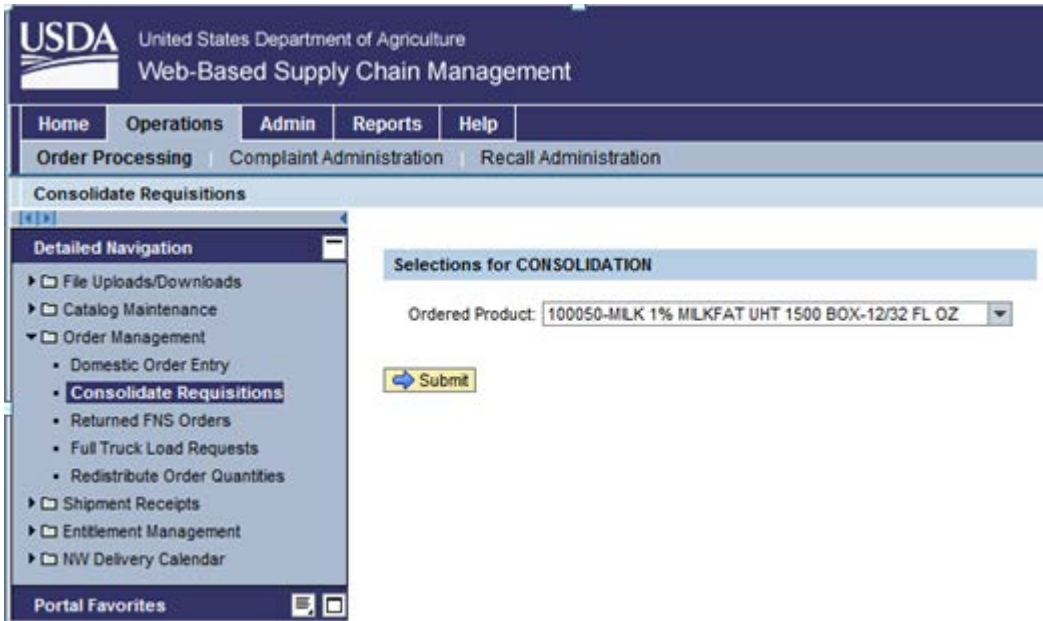
Click “Close”.
Repeat steps for other ship to locations.



United States Department of Agriculture
Food and Nutrition Service



Consolidate Requisitions



The screenshot shows the USDA Web-Based Supply Chain Management interface. The header includes the USDA logo and the text 'United States Department of Agriculture Web-Based Supply Chain Management'. Below the header is a navigation menu with tabs for 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Under 'Operations', there are sub-links for 'Order Processing', 'Complaint Administration', and 'Recall Administration'. The main content area is titled 'Consolidate Requisitions'. On the left, there is a 'Detailed Navigation' sidebar with a tree view showing 'Order Management' > 'Consolidate Requisitions' selected. The main content area has a section titled 'Selections for CONSOLIDATION' with a dropdown menu for 'Ordered Product' showing '100050-MLK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ' and a 'Submit' button.

Navigate to:

Operations > Order Management> Consolidate Requisitions

Select material you desire to work on from the drop down list and click “Submit”.

Consolidation Workbench

[Back](#) | [Req's Past Order-By Date](#) | Ordered Product: 100050-MLK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ | Unit Of Measure: CS | FTL Quantity: 1,500

View:	Expand All	Unallocate	Return	Decline	Update Req											
Row L1	For FTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group No	Sold-To	Sold-To Name	Req No	Req Item No	Internal Ord	Program	Order By Date
▶ +0 /-0	1,500	07/15/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>		833441724	4000529	NY OFFICE OF GENERAL S	1000275682	100	ENTITLE-CY15	CSFP	06/30/2015
▶ +750 /-0	750	07/31/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>		202341521	4000529	NY OFFICE OF GENERAL S	1000275682	200	ENTITLE-CY15	CSFP	07/15/2015
▶ +750 /-0	750	07/31/2015	5001182	FOOD FOR SURVIVAL HUNT	BRONX	NY	<input type="checkbox"/>		749723643	4000529	NY OFFICE OF GENERAL S	1000275683	100	ENTITLE-CY15	CSFP	07/15/2015

[Unallocated Items](#) | [Returned Items](#) | [Declined Items](#)

Orders available to consolidate into Sales Orders.

[Back](#) | [Req's Past Order-By Date](#) | Ordered Product: 100050-MLK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ | Unit Of Measure: CS | FTL Quantity: 1,500

View:	Expand All	Unallocate	Return	Decline	Update Req											
Row L1	For FTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group No	Sold-To	Sold-To Name	Req No	Req Item No	Internal Ord	Program	Order By Date
▶ +0 /-0	1,500	07/15/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>		833441724	4000529	NY OFFICE OF GENERAL S	1000275682	100	ENTITLE-CY15	CSFP	06/30/2015
▶ +750 /-0	750	07/31/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>		202341521	4000529	NY OFFICE OF GENERAL S	1000275682	200	ENTITLE-CY15	CSFP	07/15/2015
▶ +750 /-0	750	07/31/2015	5001182	FOOD FOR SURVIVAL HUNT	BRONX	NY	<input type="checkbox"/>		749723643	4000529	NY OFFICE OF GENERAL S	1000275683	100	ENTITLE-CY15	CSFP	07/15/2015

[Unallocated Items](#) | [Returned Items](#) | [Declined Items](#)

Update “Group No” (also called “Correlation #” or “Allocation #”) on partial quantities and the enter key.

[Back](#) | [Req's Past Order-By Date](#) | Ordered Product: 100050-MLK 1% MILKFAT UHT 1500 BOX-12/32 FL OZ | Unit Of Measure: CS | FTL Quantity: 1,500

View:	Expand All	Unallocate	Return	Decline	Update Req											
Row L1	For FTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group No	Sold-To	Sold-To Name	Req No	Req Item No	Internal Ord	Program	Order By Date
▶ +0 /-0	1,500	07/15/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>		833441724	4000529	NY OFFICE OF GENERAL S	1000275682	100	ENTITLE-CY15	CSFP	06/30/2015
▼ +0 /-0	1,500	07/31/2015	*	*	*	*	<input checked="" type="checkbox"/>		202341521	4000529	NY OFFICE OF GENERAL S	*	*	ENTITLE-CY15	CSFP	07/15/2015
	750	07/31/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>		202341521	4000529	NY OFFICE OF GENERAL S	1000275682	200	ENTITLE-CY15	CSFP	07/15/2015
	750	07/31/2015	5001182	FOOD FOR SURVIVAL HUNT	BRONX	NY	<input type="checkbox"/>		202341521	4000529	NY OFFICE OF GENERAL S	1000275683	100	ENTITLE-CY15	CSFP	07/15/2015

You will see the orders regroup and the “For FTL” column will 0 out.



United States Department of Agriculture
Food and Nutrition Service



Submitting Requisitions

The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The main content area shows 'Consolidate Requisitions' with a detailed navigation sidebar on the left. The central table lists requisition items with columns for Row ID, For FTL, Quantity, Ship Date, Ship-To, Ship-To Name, Ship-To City, Ship-To Rg, Multi Stop, Group No, Sold-To, Sold-To Name, Req No, Req Item No, Internal Ord, Program, and Order By Date. Below this, the 'Unallocated Items' table is visible, with columns for Req No, Req Item No, Ship Date, Quantity, Ship-To, Ship-To Name, Ship-To City, Ship-To Rg, Multi Stop, Group No, Sold-To Name, Order By Date, Internal Ord, Program, Customer, and Functional Area.

Row ID	For FTL	Quantity	Ship Date	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group No	Sold-To	Sold-To Name	Req No	Req Item No	Internal Ord	Program	Order By Date
+0 I-0		1,500	07/15/2015	5002855	DOWNSTATE DISTRIBUTION	BRENWOOD	NY	<input type="checkbox"/>	835441724	4000529	NY OFFICE OF GENERAL S	1000275682	100	ENTITLE-CY15	CSFP	06/20/2015
+0 I-0		1,500	07/31/2015	*	*	*	*	<input checked="" type="checkbox"/>	202341521	4000529	NY OFFICE OF GENERAL S	*	+	ENTITLE-CY15	CSFP	07/15/2015
		750	07/31/2015	5002855	DOWNSTATE DISTRIBUTION	BRENTWOOD	NY	<input type="checkbox"/>	202341521	4000529	NY OFFICE OF GENERAL S	1000275682	200	ENTITLE-CY15	CSFP	07/15/2015
		750	07/31/2015	5001102	FOOD FOR SURVIVAL HUNT	BRONX	NY	<input type="checkbox"/>	202341521	4000529	NY OFFICE OF GENERAL S	1000275683	100	ENTITLE-CY15	CSFP	07/15/2015

Req No	Req Item No	Ship Date	Quantity	Ship-To	Ship-To Name	Ship-To City	Ship-To Rg	Multi Stop	Group No	Sold-To Name	Order By Date	Internal Ord	Program	Customer	Functional Area

Select the rows you wish to submit. Click “Update Req”.

Submitting Requisitions (cont.)

The screenshot displays the USDA Web-Based Supply Chain Management interface. The browser address bar shows <https://wbscmint.wbscm.usda.gov/>. The page title is "Consolidate Requisitions". The user is logged in as "Lauren King-Dillon, New York". The interface includes a navigation menu with options like "Home", "Operations", "Admin", "Reports", and "Help". A sidebar on the left contains "Detailed Navigation" with options such as "File Uploads/Downloads", "Catalog Maintenance", "Order Management", and "Consolidate Requisitions". The main content area shows a table of requisitions with columns for "Row LT", "For FTL", "Quantity", "Ship Date", "Ship-To", "Ship-To Name", "Ship-To City", "Ship-To Rq", "Multi Site", "Group No", "Sold-To", "Sold-To Name", "Req No", "Req Item No", "Internal Ord", "Program", and "Order By Date". A dialog box titled "Order Consolidation" is overlaid on the table, containing the text: "No more changes possible after Update Req. Continue to Submit Order?". The dialog box has "Yes" and "No" buttons. The "Yes" button is highlighted, indicating the user's selection.

Click "Yes" to submit.

Cleared Workbench

The screenshot displays the USDA Web-Based Supply Chain Management interface. The browser address bar shows <https://wbscmint.wbscm.usda.gov/>. The page header includes the USDA logo, "United States Department of Agriculture", and "Web-Based Supply Chain Management". A user greeting "Welcome Lauren King Dillon: New York" and a "Log off" button are visible. The main navigation menu includes "Home", "Operations", "Admin", "Reports", and "Help". The "Admin" menu is expanded, showing "Order Processing", "Complaint Administration", and "Recall Administration". The "Consolidate Requisitions" page is active, displaying a message: "Requisitions for Material 100050 currently being updated by background process. Please select a different material." Below this, there are filters for "Ordered Product: 100050-MLK 1% MLK/FAT UHT 1500 BDX-12/32 FL QZ" and "Unit Of Measure: CS" with a "FTL Quantity: 1,500". A "View" dropdown is set to "Standard View", and a "Submit for Sales Order Creation" button is present. A table with columns for "Row LT", "For FTL", "Quantity", "Ship Date", "Ship-To", "Ship-To Name", "Ship-To City", "Ship-To Rq", "Multi Stop", "Group No", "Sold-To", "Sold-To Name", "Req No", "Req Item No", "Internal Ord", and "Program" is shown, with a message "The table does not contain any data." Below this, there are tabs for "Unallocated Items", "Returned Items", and "Decided Items". A second table with columns for "Req No", "Req Item No", "Ship Date", "Quantity", "Ship-To", "Ship-To Name", "Ship-To City", "Ship-To Rq", "Multi Stop", "Group No", "Sold-To Name", "Order By Date", "Internal Ord", "Program", "Customer", and "Functional Area" is displayed, also showing no data. The Windows taskbar at the bottom shows the time as 8:25 PM on 2/22/2015.

You will see the requisitions disappear from the workbench as they are consolidated into sales orders.



United States Department of Agriculture
Food and Nutrition Service



Order Status Report

Reports : Input Criteria

Execute | Print PDF Output

Order Status Report

[Reset Values](#)

[Show Variants](#)

Program: CSFP

Req. Delivery Date: 06/01/2015 To 08/01/2015

Material: 100050 To

Sold-To Party: 4000529

Ship-To Party:

Region Code: To

Purchasing Group:

Status:

Order Type:

Order Number: To

Incl. Re-Dist./Re-Don. Docs ? YES

Shipment Receipt Date: To

Navigate to: Reports > Order Processing > Order Status Report



United States Department of Agriculture
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Q&A



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