

Food Distribution Program

WBSCM Requisitions:

Part I

*Texas Department of
Agriculture*
USDA Division



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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www.SquareMeals.org



Food and Nutrition Division
Food Distribution Program

Why WBSCM?

- The FDP Module in TX-UNPS does not have an upgrade.
- Since 2010, TDA has used the Web Based Supply Chain Management System (WBSCM) to submit RA orders to USDA.
- USDA owns and regularly upgrades WBSCM, making it the best solution to serve RAs in Texas now and in the future.

Acknowledgement Statement

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

RA User Check-In:

Visit the link to submit
a 2-question survey.

<https://bit.ly/3rImTnZ>



01 Course Introduction

Course Outline
and Objectives



Introduction

Course Overview and Objectives



Fulfillment Overview

Understanding process, requisition related terms and definitions



Direct Delivery Requisition via Browse Catalog

Direct Delivery: selecting products, delivery dates, and Ship-To locations; saving to draft, submitting requests via browsing catalog function



WBSCM Requisitions Part I

Course Outline

Course Objectives and Outcomes

By the end of this course, participants will be able to:

- Understand WBSCM Requisition Terminology and Acronyms

- Understand how to create a requisition for Direct Delivery via Browse Catalog, including:
 - Entering quantities
 - Selecting delivery location
 - Selecting delivery dates
 - Saving As Draft
 - Submitting requisition to TDA for review

Fulfillment Overview

High Level Fulfillment Process



WBSCM only has visibility from Entitlement to **Initial** Delivery Point

TX-UNPS vs. WBSCM Terms and Definitions



TX-UNPS	WBSCM	Definition
	Requisition	Pre-cursor to a sales order. RAs create a requisition when they wish to order goods in WBSCM.
Surveys	Catalog	Formerly known as surveys. Medium used to organize material or product to place requisitions in WBSCM.
Delivery Order	Sales Order	Formerly known as delivery orders. Orders created by TDA to indicate sale of products. SO (Sales Order) created after requisitions have been created, submitted, consolidated, and approved and before item goes to procurement for sourcing. This is done before the creation of a purchase requisition (PR).

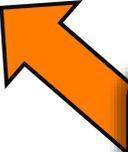
A person wearing a red and white plaid shirt is holding a large, green, leafy vegetable, possibly a collard green or similar, in a field. The background shows a vast field of similar plants under a blue sky with light clouds. The image is overlaid with a semi-transparent green rectangle containing the text.

Direct Delivery via Catalog

Training Portal Log-In

**ESCs and RA Users Log In To WBSCM Training Environment
Login Required To Complete Assessment Questions**

URL: wbscmntrn.wbscm.usda.gov

- 
- Note the "ntrn" section of web address
 - This indicates the training environment

**RA Training Environment Username and Password
previously provided via e-mail.**

Log On To WBSCM Training Environment

The screenshot shows the USDA eAuthentication login page. At the top, it says "USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE" and "eAuth". A navigation bar includes "HOME", "CREATE ACCOUNT", "MANAGE ACCOUNT", and "HELP". A message banner reads "Our improved login experience is here!". The main content area is titled "Customer Login" and offers two options: "Login.gov" (Enter Login.gov User ID and Password) and "eAuth User ID" (Enter User ID and Password). The "eAuth User ID" option is selected. The "User ID" field contains "traininguserinfo@training.org" and the "Password" field contains "assigned.training.password". A blue "Log In" button is at the bottom. Orange arrows point from text boxes to the User ID field, the Password field, and the Log In button. A chalkboard with "Farm" written on it is on the left, and a basket of vegetables is on the right.

- Training Environment Login Page looks identical to Live Production Login Page.
- Bookmark training environment link to minimize login errors. !

Enter Training User Login

Enter training password

Click log in button

Training Environment Log-In

RA Training Environment View

The screenshot shows the RA Training Environment interface. On the left is the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management". In the center is the "NTRN" logo with a wheat stalk icon. On the right is a search bar, "New Session", and "Log off" links. Below the search bar, it says "Welcome: Akron 01 RA" and "Organization Name: AKRON SCHOOL DISTRICT". At the bottom left are navigation links: "Back", "Forward", "History", "Favorites", and "Personalize".

NTRN icon signals training environment.

User and Organization Name

ESC Training Environment View

The screenshot shows the ESC Training Environment interface. On the left is the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management". In the center is the "NTRN" logo with a wheat stalk icon. On the right is a search bar, "New Session", and "Log off" links. Below the search bar, it says "Welcome: SDA CO USER ID 1" and "Organization Name: CO Dept. of Human Services". At the bottom left are navigation links: "Back", "Forward", "History", "Favorites", and "Personalize".

NTRN icon signals training environment.

User and Organization Name

Check for New Content

USDA United States Department of Agriculture
Web Based Supply Chain Management

WBSCM

Search [] New Session Log off

Welcome: Ms. Sarah Martin
Organization Name: TX Dept. of Agriculture

Home Admin Reports Help

News and Alerts Inbox

Home > News and Alerts > News and Alerts

WBSCM Monthly Release 2022R4.1.04 is now LIVE as of April 28, 2022

What's New? Several new and updated cloud-based business intelligence analytics reports for USDA to track and perform real-time analysis on sales order data, to get full visibility into all late or missing goods receipts, and to better track consumption against WBSCM entitlement budgets or State allocations for various disaster assistance and entitlement programs. There are also updates to the freight routing process and improved system notifications.

Two open issues from the WBSCM Upgrade are now resolved with this release. **Effective March 14, 2022**, all the core components of WBSCM were upgraded to the current patch levels. **Google Chrome** is now the recommended browser for WBSCM. Review the new [WBSCM Browser Settings and Helpful Tips](#) job aid for Chrome-specific settings and other tips, and the [WBSCM Upgrade Summary](#) job aid for a description of changes after the upgrade, open issues and associated workarounds.

Interested in all recent changes? Review the [current WBSCM Release Notes](#).

Select the **Help** tab to visit the **WBSCM Training Home Page** for latest announcements and help resources available to you.

Need a New WBSCM Account? - Please visit the [USDA WBSCM](#) page for instructions and tutorials describing the USDA eAuth and WBSCM registration processes. Once you have an established WBSCM log on credentials, begin with reviewing the [WBSCM Portal Navigation Video Tutorial](#) and the [WBSCM Portal Navigation Job Aid](#).

To execute reports in WBSCM, review the [Working with Standard WBSCM Reports](#) job aid that provides instructions on how to work with WBSCM screen components, navigate transactions, advance search options, and work with outputs such as reports and export files. The [Working with BI Cloud WBSCM Reports](#) job aid provides comprehensive instructions on how to navigate, customize layouts, and conduct transaction-level reporting and analytics using BI cloud reports.

Stay tuned to regular updates from the **WBSCM Communications mailbox** to be fully informed. Contact the WBSCM Service Desk at WBSCM.servicedesk@caci.com or call 877-WBSCM-4U or 877-927-2648 with any questions.

[Back to top](#)

Forum Home

Search All Forums: Go

Forum / Category	Views	Threads / Messages	Last Post
• WBSCM News and Announcements	84,296	54 / 54	Apr 29, 2022 7:55 AM Last Post By: Malvala, Pravee...
• FNS News and Announcements	10,730	4 / 4	Oct 6, 2021 1:14 PM Last Post By: Ziegler, Danielle
• FNS News and Announcements (SDA)	4,556	6 / 6	Oct 6, 2021 1:16 PM Last Post By: Ziegler, Danielle
• Full Truck Load and Transfer Requests	49,242	11 / 31	Apr 28, 2022 9:23 AM Last Post By: Cameron, Deborah
• USDA Holds and Recalls	13,827	16 / 16	Oct 26, 2017 3:34 PM

Check Forum
for updates.

Direct Delivery via Catalog

Create A New Requisition for Each Ship-To Location

Example:

- Request #1 → Direct Delivery (Contracted Warehouse)
- Request #2 → Processing Ship To Location #1
- Request #3 → Processing Ship To Location #2

Direct Delivery via Catalog

The screenshot shows the USDA NTRN web application interface. At the top left is the USDA logo and the text "United States Department of Agriculture Web-Based Supply Chain Management". To the right is the "NTRN" logo with a wheat stalk icon. Below the header is a navigation bar with "Back", "Forward", "History", "Favorites", and "Personalize" links. A main menu contains "Home" and "Operations" (highlighted with an orange box and labeled "1" with an arrow pointing to it and the text "Click On Operations"). Below this is a sub-menu for "Order Processing" containing "Order Management" (highlighted with an orange box and labeled "2" with an arrow pointing to it and the text "Click On Order Management"), "Shipment Receipts", and "NW Delivery Calendar". The breadcrumb trail reads "Operations > Order Processing > Order Management > Domestic Order Entry". On the right side, there are links for "Entitlement" and "Transaction in Process". At the bottom right, a "Welcome" message says "Welcome to the order entry screen".

Direct Delivery via Catalog

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

NTRN

Back Forward History Favorites Personalize

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Order Management

Order Management

- Domestic Order Entry
- Shipment Receipts
- NW Delivery Calendar

Click On Domestic Order Entry

3

Entitlement Transaction in Process

Welcome

Welcome to the order entry screen

*Note: This part of the process is a **request** for materials. This is not an order submission.

Direct Delivery via Catalog

[My Transactions](#) | [Catalog](#) | [Entitlement](#) |  [Transaction in Process](#)

Product Catalog

Quick Search [Search](#)

 [Extended Search](#)

- [+] CSFP
- [+] TEFAP
- [+] SFSP
- [+] NSLP

Welcome

Welcome to the order

 Click [here](#) to create an order and specify the ship-to destination

Product Catalog

 Browse in the [Product Catalog](#)

Main Content Area Showcasing Domestic Order Entry Screen

Programs ←



Direct Delivery via Catalog

The screenshot displays a web application interface with a top navigation bar containing 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, a secondary navigation bar shows 'Order Processing'. A callout box with an orange arrow points to a left-pointing arrow icon in the navigation panel, with the text 'Hide Nav. Panel by clicking arrow'. The navigation panel is expanded to show 'Order Management' with sub-items: 'Domestic Order Entry', 'Shipment Receipts', and 'NW Delivery Calendar'. The main content area shows a breadcrumb trail 'Operations > Order Processing', a 'My Transactions' section, and a 'Product Catalog' button.

Home **Operations** Admin Reports Help

Order Processing

Hide Nav. Panel by clicking arrow

Order Management

- Domestic Order Entry
- Shipment Receipts
- NW Delivery Calendar

Operations > Order Processing

My Transactions

Product Catalog

Direct Delivery via Catalog

The screenshot shows a web application interface for "Order Processing". The breadcrumb trail is "Operations > Order Processing > Order Management > Domestic Order Entry". The main navigation bar includes "My Transactions", "Catalog", and "Entitlement", with "Transaction in Process" also visible. The "Product Catalog" section is active, featuring a "Quick Search" input field, a "Search" button, and a link for "Extended Search". The right-hand pane displays a "Welcome" message: "Welcome to the order entry screen" and a button with a right-pointing arrow and the text "Click [here](#) to create an order and specify the ship-to destination."

**Domestic Order Entry
Screen with Navigation
Panel hidden.**

Direct Delivery via Catalog

User needs to locate available products in catalog for requisition.

Direct Delivery via
Browse Catalog

Processing Diversion via
Extended Search

(*Locate specific product by material code or key word)

Direct Delivery via Catalog

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

Product Catalog

Search **Search**

[Advanced Search](#)

- [+] CSFP
- [+] TEFAP
- [+] SFSP
- [+] **NSLP**

Welcome

Welcome to the order entry screen

[▶](#) Click [here](#) to create an order and specify the ship-to destination.

Product Catalog

[▶](#) Browse in the [Product Catalog](#)

Click + button next to appropriate program

1

Direct Delivery via Catalog

Direct Delivery via Catalog

Operations > Order Processing > Order Management > Domestic Order Entry

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

Product Catalog

Quick Search **Search**

[Extended Search](#)

- [+]TEFAP
- [-]NSLP
 - [-] Direct Delivery**
 - [+]Meat
 - [+]Poultry
 - [+]Fruits (Canned)
- [+]Processing Diversion

Selected Node Direct Delivery

Welcome

Welcome to the order entry screen

Click [here](#) to create an order and

Product Catalog

[Browse in the Product Catalog](#)

- Click + button next to Direct Delivery

Direct Delivery via Catalog

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions Catalog | Entitlement

Product Catalog

Quick Search

Search

[Extended Search](#)

- [+]TEFAP
- [-]NSLP
 - [-] Direct Delivery**
 - [+]Meat
 - [+]Poultry
 - [+]Fruits (Canned)
- [+]Processing Diversion

Select

Welcome

to the order entry screen

click [here](#) to create an order and

Catalog

Browse in the [Product Catalog](#)

Direct Delivery (formerly Brown Box):
Material sourced from vendor and delivered as-is to customer.

Direct Delivery via Catalog

The screenshot shows a web application interface with a navigation bar at the top containing links for [My Transactions](#), [Catalog](#), [Entitlement](#), and [Transaction](#). Below the navigation bar is a section titled **Product Catalog**. It features a "Quick Search" input field with a "Search" button and a link for "Extended Search". A list of product categories is displayed, including "[+]TEFAP", "[-]NSLP", "[-]Direct Delivery", "[-]Meat", "Entitlement", "Bonus", "[+]Poultry", "[+]Fruits (Canned, Dried, Fresh, Frozen)", and "[+]Processing Diversion". A purple circle with the number "3" and a yellow arrow points to the "[-]Meat" item. An orange callout box with a black border contains the text: "Click + button next to appropriate material/product group available to user" and "Example: Meat (product) selected under Direct Delivery (request type).".

Direct Delivery via Catalog

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

Product Catalog

Search

Extended Search

[+] CSFP
[+] TEFAP
[+] SFSP
[-] NSLP
[-] Direct Delivery
[-] Meat
 Entitlement
 Bonus
[+] Poultry
[+] Fish
[+] Vegetables
 Beans (Canned and Dry)
[+] Fruits (Canned, Dried, Fresh, Frozen)
[+] Juice
[+] Dairy
[+] Pasta/Rice
[+] Oils
[+] Peanut/Sunflower
[+] Processing Diversion

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
	LB	100154 (NSLP / Entitlement)	BEEF COARSE GROUND FRZ CTN-60 LB	2.42 USD	07/01/2022 - 04/30/2023	06/30/2022 - 04/15/2023	42000.000

Products Per Page All

Choose between Entitlement and Bonus

**Example:
Entitlement (not Bonus) option selected
under Meat**

Direct Delivery
via Catalog

Entitlement Budget Selection

My Transactions | Catalog | Entitlement | Transaction in Process

Product Catalog

Search

Extended Search

[+] CSFP
 [+] TEFAP
 [+] SFSP
 [-] NSLP
 [-] Direct Delivery
 [-] Meat
Entitlement Bonus
 [+] Poultry
 [+] Fish
 [+] Vegetables
 Beans (Canned and Dry)
 [+] Fruits (Canned, Dried, Fresh, Frozen)
 [+] Juice
 [+] Dairy
 [+] Pasta/Rice
 [+] Oils
 [+] Peanut/Sunflower
 [+] 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	07/01/2022 - 04/30/2023	06/30/2022 - 04/15/2023	42000.000

Products Per Page All

Entitlement:

Ordering these products will decrease entitlement balance.

Direct Delivery
via Catalog

Entitlement Budget Selection

My Transactions | Catalog | Entitlement | Transaction in Process

Product Catalog

Search

Extended Search

[+] CSFP
 [+] TEFAP
 [+] SFSP
 [-] NSLP
 [-] Direct Delivery
 [-] Meat
 Entitlement Bonus
 [+] Poultry
 [+] Fish
 [+] Vegetables
 Beans (Canned and Dry)
 [+] Fruits (Canned, Dried, Fresh, Frozen)
 [+] Juice
 [+] Dairy
 [+] Pasta/Rice
 [+] Oils
 [+] Peanut/Sunflower
 [+] Processing Diversion

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
	LB	100154 (NSLP / Entitlement)	BEEF COARSE GROUND FRZ CTN-60 LB	2.42 USD	07/01/2022 - 04/30/2023	06/30/2022 - 04/15/2023	42000.000

Products Per Page All

- Bonus:**
- Ordering bonus products will ***not*** impact entitlement balance.

Direct Delivery
via Catalog

Domestic Order Shopping Cart Screen

My Transactions | Catalog | Entitlement | Transaction

Product Catalog

Search

Extended Search

[+]CSFP
 [+]TEFAP
 [+]SFSP
 [-]NSLP
 [-]Direct Delivery
 [+]Meat
 [-]Poultry
Entitlement
 Bonus
 [+]Fish
 [+]Vegetables
 Beans (Canned and Dry)
 [+]Fruits (Canned, Dried, Fresh, Frozen)
 [+]Juice
 [+]Dairy
 [+]Pasta/Rice
 [+]Oils
 [+]Peanut/Sunflower
 [+]Processing Diversion

Entitlement

List of products available for selected criteria displayed.

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	100103 (NSLP / Entitlement)	CHICKEN LARGE CHILLED -BULK		0.93 USD	07/16/2022 - 05/15/2023	07/15/2022 - 04/30/2023	36000.000
<input type="text"/> CS	100119 (NSLP / Entitlement)	TURKEY TACO FILLING CTN-30 LB		33.30 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	1300.000
<input type="text"/> CS	110412 (NSLP / Entitlement)	CHICKEN BONED CAN-12/15 OZ		22.38 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	3200.000
<input type="text"/> CS	110470 (NSLP / Entitlement)	CHICKEN STRIPS FRZ CTN-30 LB		64.29 USD	08/16/2022 - 05/15/2023	08/15/2022 - 04/30/2023	1300.000

Products Per Page All ▾

Direct Delivery
via Catalog

Domestic Order Shopping Cart Screen

My Transactions | Catalog | Entitlement | Transaction in Process

Product Catalog

Search

Extended Search

- [+] CSFP
- [+] TEFAP
- [+] SFSP
- [-] NSLP
- [-] Direct Delivery
- [+] Meat
- [-] Poultry
- Entitlement**
- Bonus
- [+] Fish
- [+] Vegetables
- Beans (Canned and Dry)
- [+] Fruits (Canned, Dried, Fresh, Frozen)
- [+] Juice
- [+] Dairy
- [+] Pasta/Rice
- [+] Oils
- [+] Peanut/Sunflower
- [+] 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	100103 (NSLP / Entitlement)	CHICKEN LARGE CHILLED -BULK	0.93 USD	07/16/2022 - 05/15/2023	07/15/2022 - 04/30/2023	36000.000
<input type="text"/>	CS	100119 (NSLP / Entitlement)	TURKEY TACO FILLING CTN-30 LB	33.30 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	1300.000
<input type="text"/>	CS	110412 (NSLP / Entitlement)	CHICKEN BONED CAN-12/15 OZ	22.38 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	3200.000
<input type="text"/>	CS	110470 (NSLP / Entitlement)	CHICKEN STRIPS FRZ CTN-30 LB	64.29 USD	08/16/2022 - 05/15/2023	08/15/2022 - 04/30/2023	1300.000

Products Per Page All

Can adjust number of products to display at bottom of list

Direct Delivery via Catalog

RA-Assessment:

Visit the link to submit the required assessment.

<https://forms.office.com/r/rEdmq9dELn>



Domestic Order Shopping Cart Screen

My Transactions | Catalog | Entitlement | Transaction in Process

Product Catalog

Search

Extended Search

[+]CSFP
 [+]TEFAP
 [+]SFSP
 [-]NSLP
 [-]Direct Delivery
 [+]Meat
 [-]Poultry
 Entitlement
 Bonus
 [+]Fish
 [+]Vegetables
 Beans (Canned and Dry)
 [+]Fruits (Canned, Dried, Fresh, Frozen)
 [+]Juice
 [+]Dairy
 [+]Pasta/Rice
 [+]Oils
 [+]Peanut/Sunflower
 [+]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	100103 (NSLP / Entitlement)	CHICKEN LARGE CHILLED -BULK	0.93 USD	07/16/2022 - 05/15/2023	07/15/2022 - 04/30/2023	36000.000
<input type="text"/> CS	100119 (NSLP / Entitlement)	TURKEY TACO FILLING CTN-30 LB	33.30 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	1300.000
<input type="text"/> CS	110412 (NSLP / Entitlement)	CHICKEN BONED CAN-12/15 OZ	22.38 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	3200.000
<input type="text"/> CS	110470 (NSLP / Entitlement)	CHICKEN STRIPS FRZ CTN-30 LB	64.29 USD	08/16/2022 - 05/15/2023	08/15/2022 - 04/30/2023	1300.000

Do not enter value in Quantity field

Direct Delivery via Catalog

Domestic Order Shopping Cart Screen

My Transactions | Catalog | Entitlement | Transaction in Process

Product Catalog

Search

Extended Search

[+]CSFP
 [+]TEFAP
 [+]SFSP
 [-]NSLP
 [-]Direct Delivery
 [+]Meat
 [-]Poultry
 Entitlement
 Bonus
 [+]Fish
 [+]Vegetables
 Beans (Canned and Dry)
 [+]Fruits (Canned, Dried, Fresh, Frozen)
 [+]Juice
 [+]Dairy
 [+]Pasta/Rice
 [+]Oils
 [+]Peanut/Sunflower
 [+]Processing Diversion

Entitlement

Overview	Product	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity	
Quantity	Product Number (m / Sub-Area)	Name				
<input type="checkbox"/>	00103 NSLP / Entitlement)	CHICKEN LARGE CHILLED -BULK	0.93 USD	07/16/2022 - 05/15/2023	07/15/2022 - 04/30/2023	36000.000
<input type="checkbox"/>	00119 NSLP / Entitlement)	TURKEY TACO FILLING CTN-30 LB	33.30 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	1300.000
<input type="checkbox"/>	10412 NSLP / Entitlement)	CHICKEN BONED CAN-12/15 OZ	22.38 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	3200.000
<input type="checkbox"/>	10470 NSLP /	CHICKEN STRIPS FRZ CTN-30 LB	64.29 USD	08/16/2022 - 05/15/2023	08/15/2022 - 04/30/2023	1300.000

5

Click Shipping Cart icon next to product to view product details and available delivery dates

Direct Delivery
via Catalog

Product Detail and Delivery Dates

Product Details

[Return to: Entitlement](#)

Product Details

Product Number: 110470
Name: CHICKEN STRIPS FRZ CTN-30
LB
Price: 1.91 USD
Full Truck Load Quantity: 1300.000
CS

Delivery Date	Order By Date	Quantity
04/15/2023	03/31/2023	
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	

 [Move to Cart](#)

If scroll bar is present,
use to see all available
dates

Direct Delivery
via Catalog

Product Detail and Delivery Dates

Delivery Date

- Range of dates when commodities may be delivered to selected Deliver To/ Ship-To (Contracted Warehouse for Direct Delivery)
- Pre-populated/not editable.

[Return to: Entitlement](#)

Product Details

Product Number: 110470
Name: CHICKEN STRIPS FRZ CTN-30 LB
Price: 1.91 USD
Full Truck Load Quantity: 1300.000 CS

Delivery Date	Order By Date	Quantity
04/15/2023	03/31/2023	
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	

 [Move to Cart](#)

Direct Delivery
via Catalog

Product Detail and Delivery Dates

Order By Date

- Last date to submit request for the corresponding *Delivery Date*.
- Pre-populated/not editable.

[Return to: Entitlement](#)

Product Details

Product Number: 110470
Name: CHICKEN STRIPS FRZ CTN-30 LB
Price: 1.91 USD
Full Truck Load Quantity: 1300.000 CS

Delivery Date	Order By Date	Quantity
04/15/2023	03/31/2023	
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	

 [Move to Cart](#)

Direct Delivery
via Catalog

Product Detail and Delivery Dates

Product Details

Product Number: 110470

Name: CHICKEN STRIPS FRZ CTN-30
LB

Price: 1.91 USD

Full Truck Load Quantity: 1300.000
CS

Delivery Date	Order By Date	Quantity
04/15/2023	03/31/2023	50
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	25



[Move to Cart](#)

Quantity

- Add desired *Quantity* in the field next to the desired *Delivery Date / Order By Date* pair(s).

6

Direct Delivery
via Catalog

Product Detail and Delivery Dates

Product Details

Product Number: 110470

Name: CHICKEN STRIPS FRZ CTN-30
LB

Price: 1.91 USD

Full Truck Load Quantity: 1300.000
CS

Delivery Date	Order By Date	Quantity
04/15/2023	03/31/2023	50
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	25

7



[Move to Cart](#)

Click Move to Cart to add selected product quantities to shopping cart

Direct Delivery
via Catalog

Direct Delivery via Catalog

My Transactions | Catalog | Entitlement | [View Cart: 2 Item\(s\) to the value of 143.33 USD](#)

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	100103 (NSLP / Entitlement)	CHICKEN LARGE CHILLED -BULK	0.93 USD	04/15/23 - 05/15/2023	03/31/2023 - 04/30/2023	36000.000
<input type="text"/>	CS	1104 (NSLP / Entitlement)				04/30/2023	1300.000

- Portal returns to Domestic Ordering Screen
- View Cart summarizes items added and value

RA-Assessment:

Visit the link to submit the
required assessment

<https://forms.office.com/r/aTV6Q8ez1Q>



Direct Delivery via Catalog

Repeat Browse Catalog For Other Product Items For The Same Ship-To Destination

Direct Delivery via Catalog

View Cart

Click *View Cart* link to review request

8

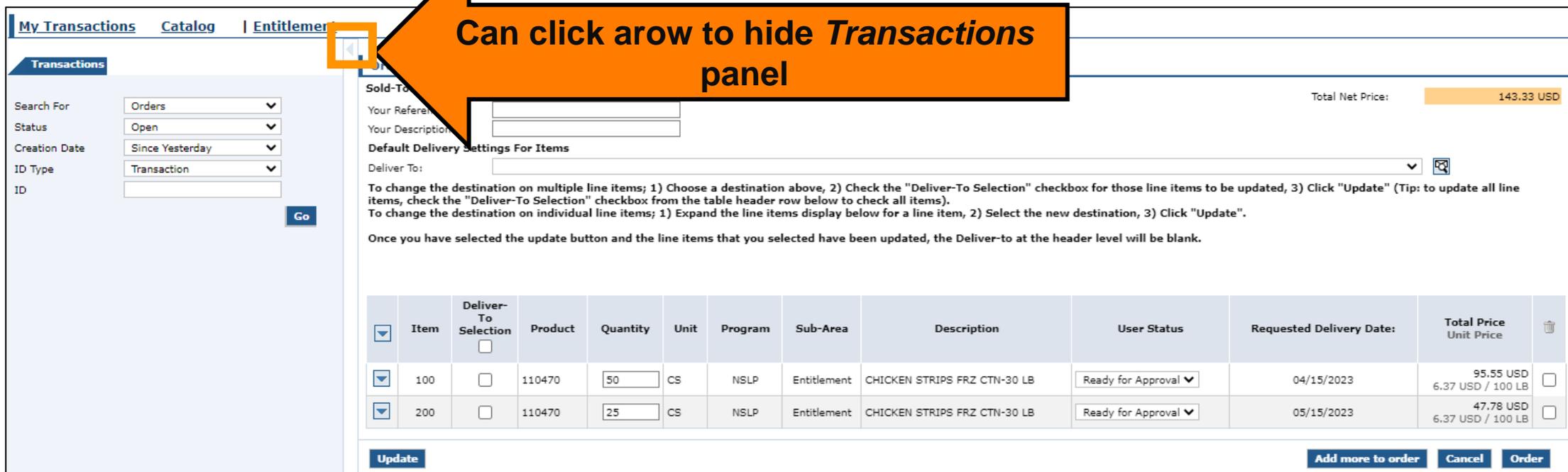
[View Cart: 2 Item\(s\) to the value of 143.33 USD](#)

Entitlement

Overview		Product		Price
Quantity		Product Number (Program / Sub-Area)	Name	
<input type="text"/>	LB	 100103 (NSLP / Entitlement)	CHICKEN LARGE CHILLED -BULK	0.93 USD
<input type="text"/>	CS	 110470 (NSLP / Entitlement)	CHICKEN STRIPS FRZ CTN-30 LB	1.91 USD

- Cart will not save if:
 - system times out
 - user logs off before submitting request

In Process Screen: Maximize View



Can click arrow to hide *Transactions* panel

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

Transactions

Search For: Orders
Status: Open
Creation Date: Since Yesterday
ID Type: Transaction
ID:

Go

Sold-To:
Your Reference:
Your Description:

Total Net Price: 143.33 USD

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"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	04/15/2023	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	05/15/2023	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Update **Add more to order** **Cancel** **Order**

Add Descriptive Information

Reference & Description

RAs can add descriptive information to each requisition for easier identification and clarification later in WBSCM.



In Process Screen: Add Reference

Order: In Process

Sold-To: 4008005

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) Click checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items click "Selection" checkbox)

To change the destination of a single line item, click the destination dropdown and select the destination.

9

Optional: Complete Your Reference

- Your Reference allows further clarification by referring to other relevant information.**

Direct Delivery via Catalog

In Process Screen: Add Description

Order: In Process

Sold-To: 4008005

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

To change the checkbox for "Selection" che
 To change the

Total N

10

Optional: Complete *Your Description*

- Your Description* is a free text field describing the requisition.**

Direct Delivery via Catalog

In Process Screen: Example

itlement  [View Cart: 2 Item\(s\) to the value of 143.33 USD](#)

Order: In Process

Sold-To: 4008005

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

Example

Your Reference: A000011807

Your Description: 500471672

Direct Delivery
via Catalog

In Process Screen: Update

Order: In Process

Sold-To: 4008005

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

Total Net Price: **143.33 USD**

<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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▾	04/15/2023	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▾	05/15/2023	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Update **Add more to order** **Cancel** **Order**

Scroll down to access
Update button

Click Update

11

Direct Delivery
via Catalog

RA-Assessment:

Visit the link to submit the
required assessment

<https://forms.office.com/r/NEY6e91r5d>



Select Ship-To Destination

51

Apply All

All line items of goods in the cart will have the same Deliver To (Ship-To) location.



Select Deliver To/Ship-To

[My Transactions](#) | [Catalog](#) | [Entitlement](#)  [View Cart: 2 Item\(s\) to the value of 143.33 USD](#)

Order: In Process

Sold-To: 4008005

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

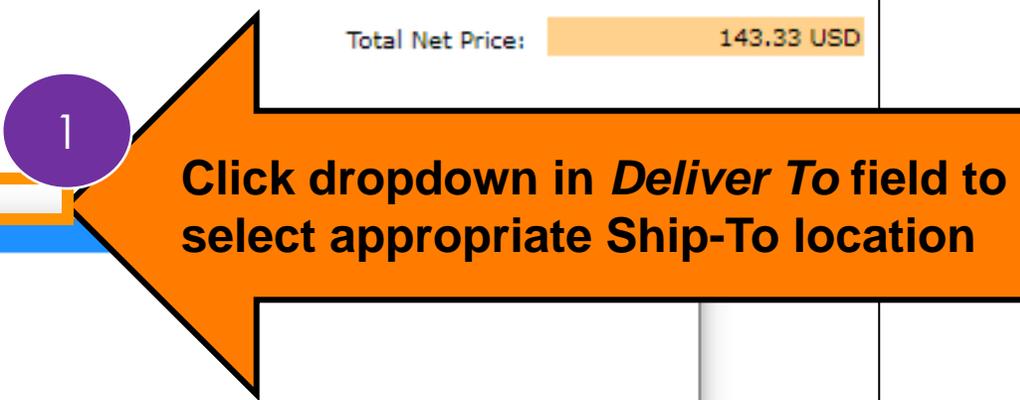
To change the destination header row below to

To change the destination

Once you have selected

5002705: 21ST CENTURY FOODS LTD, SAN ANTONIO, TX
5002857: 21ST CENTURY FOODS LTD, WAELDER, TX
5003644: ADVANCEPIERRE FOODS, CINCINNATI, OH
5003599: ALDINE CSD, HOUSTON, TX
5003762: JOY FOODS INC, LAS VEGAS, NV
5002506: MICELI DAIRY, CLEVELAND, OH
5004630: TEXAS SHIP-TO, HOUSTON, TX
5004371: TYSON FOODS INC-INACTIVE, WILKESBORO, NC
5002965: UNO FOODS INC, TAUNTON, MA

Total Net Price: **143.33 USD**



Click dropdown in *Deliver To* field to select appropriate Ship-To location

Direct Delivery
via Catalog

Deliver To/Ship-To Apply All

2

To apply Ship-To location to all line items, click *Deliver To Selection* check box in header

<input type="checkbox"/>	Item	Deliver-To Selection <input checked="" type="checkbox"/>							User Status	Requested Delivery Date:	Total Price Unit Price	
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	10470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	04/15/2023	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	10470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	05/15/2023	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Deliver To/Ship-To Apply All

<input type="checkbox"/>	Item	Deliver-To Selection <input checked="" type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	04/15/2023	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	05/15/2023	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Update **Add more to order** **Cancel** **Order**

3

**Click Update****Direct Delivery
via Catalog**

Deliver To/Ship-To Apply All

Description	User Status				
BEEF ROAST ROUND FRZ CTN-38-42 LB	Ready for Approval	07/31/2022	660.00 USD 110.00 USD / 100 LB	<input type="checkbox"/>	
BEEF ROAST ROUND FRZ CTN-38-42 LB	Ready for Approval	09/30/2022	1,100.00 USD 110.00 USD / 100 LB	<input type="checkbox"/>	
BEEF ROAST ROUND FRZ CTN-38-42 LB	Ready for Approval	07/31/2022	660.00 USD 110.00 USD / 100 LB	<input checked="" type="checkbox"/>	
BEEF ROAST ROUND FRZ CTN-38-42 LB	Ready for Approval	09/30/2022	1,100.00 USD 110.00 USD / 100 LB	<input checked="" type="checkbox"/>	

Update **more to order** **Cancel** **Order**

**Oops!
Need to remove an item?**

Check the boxes next to materials to remove.

Click update to remove materials.

Direct Delivery via Catalog

Update Draft Status

56

Update To Draft

Update Requisitions to
Draft Status to conduct
Quality Assurance



Update Draft Status

<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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	04/15/2024	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	05/15/2024	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Update **Add more to order** **Cancel** **Order**

- Mark requisition as Draft to conduct QA (Quality Assurance Check)
- Change “User Status” from “*Ready for Approval*” to “*Draft*” status for each line item

Update Draft Status

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Date:	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼			
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval ▼	05/10/24	6.37 USD / 100 LB	<input type="checkbox"/>

Update **Add more to order** **Cancel** **Order**

2

Click dropdown arrow for each item

Click dropdown arrow for each line item to change to *"Draft" status*

Update Draft Status

<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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>			<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Ready for Approval"/>	05/15/2014	6.37 USD / 100 LB	<input type="checkbox"/>

3

Update **Add more to order** **Cancel** **Order**

Select "Draft"

Select "Draft" from dropdown menu

Update Draft Status

	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"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	04/15/2024	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	05/15/2024	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

4

Update **Add more to order** **Cancel** **Order**

Confirm *User Status* for every line item is set to “Draft”

Update Draft Status

<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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	04/15/2024	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	05/15/2024	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Click Update

5

Click "Update" to save each line-item status as "Draft"

Direct Delivery
via Catalog

Submit Requisition As Draft

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status				
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	04/15/2024	6.37	95.55 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	05/15/2024	6.37	USD	<input type="checkbox"/>

Click "Order" to save as Draft

***Note:**
TDA cannot review requisitions in Draft

6

Direct Delivery via Catalog

Submit Requisition As Draft

<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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	110470	<input type="text" value="50"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft ▼	04/15/2024	95.55 USD 6.37 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110470	<input type="text" value="25"/>	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft ▼	05/15/2024	47.78 USD 6.37 USD / 100 LB	<input type="checkbox"/>

Update Cancel Order

When Requisitions Are in Draft Status:

- Requisitions have not been submitted to TDA
- TDA cannot order any materials in "Draft"
- ★ Total price does count against entitlement balance.

Direct Delivery
via Catalog

Submit Requisition As Draft

wbscmntrn.wbscm.usda.gov says
Do you really want to send the order?

7

OK Cancel

22.40 USD

Sold-To:
Your Reference:
Your Description:
Default Delivery Settings

***Note:**
Clicking "OK" saves the requisition as a Draft

Direct Delivery
via Catalog

Requisition Draft Receipt Confirmation

Confirmation of receipt

Confirmation appears 8

- Status marked as **Draft**
- Has not been submitted to TDA

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44

Your Reference: 9

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	B SHIP-TO, HOUSTON, TX , HOUSTON, TX	50.000	CS	Draft 10	\$95.55 USD USD / 100 LB
200	Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	Draft	\$47.78 USD 6.37 USD / 100 LB

Requisition # assigned to transaction 9

Draft 10

Print Close

Direct Delivery
via Catalog

Submit Requisition As Draft

Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44
Your Reference:
Your Description:

Total Net Price: 143.33 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	\$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	Draft	\$47.78 USD 6.37 USD / 100 LB

Print to conduct Quality Assurance Review

Click Print

Print Close

11

Direct Delivery via Catalog

RA-Assessment:

Visit the link to submit the
required assessment

<https://forms.office.com/r/fviKeCrYyR>



Quality Assurance Checks

68

Quality Assurance:
Identifying errors before
submission



Conduct Quality Assurance

1 Select additional staff members to conduct Quality Assurance Checks

2 Use Requisition Checklist for guidance

3 Staff should check requisitions for:

- Quantities
- Unit of Measure
- Ship-To Location
- Delivery Dates to selected Ship-To Location

Quality Assurance Check

1

- Retrieve the printed PDF for each Direct Delivery Requisition in Draft status.
- Follow the steps in the next slides to identify errors
- Mark errors on print out to correct in WBSCM later.

6/30/23, 10:44 AM

Confirmation of receipt

SAP Internet Sales - Order Form

Sold-To: 4008005

Order:
Your Reference: 1000144430 from 06/30/2023 10:44
Your Description:

Total Net Price: 3,150.00 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	\$2,100.00 USD 140.00 USD / 100 LB
200	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	Draft	\$1,050.00 USD 140.00 USD / 100 LB

Direct Delivery
via Catalog

Quality Assurance Check

Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44 Total Net Price: **143.33 USD**

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP... HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	\$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP... HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024			Draft	\$47.78 USD 6.37 USD / 100 LB

Check material description and product number for each line item

**Is this the product you want?
If "no", mark for correction.**

Print **Close**

Quality Assurance Check

Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44

Total Net Price: 143.33 USD

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	\$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024				\$47.78 USD 6.37 USD / 100 LB



3

Check Delivery Point for each line item

**Is this your assigned warehouse?
If "no", mark for correction.**

Print

Close

Direct Delivery
via Catalog

Quality Assurance Check

Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44
Your Reference:
Your Description:

Most Direct Delivery commodities will be in cases, some will be in LBS
Ex: Direct Delivery Flour marked as LBS for Unit of Measure

143.33 USD

Item	Item Details	QTY	Unit	Status	Total Price Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	\$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STRIPS Delivery Point: Requested Delivery Date:			Draft	\$47.78 USD 6.37 USD / 100 LB



4

Check Unit for each line item
Confirm *calculations* for QTY use the correct unit of measure for Direct Delivery
If incorrect, mark for correction and re-calculate QTY.

Print

Close

Direct Delivery via Catalog

Quality Assurance Check

Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44
 Your Reference:
 Your Description:

Total Net Price: 143.33 USD

Item	Item Description	QTY	Unit	User Status	Total Price Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	\$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024			Draft	\$47.78 USD 6.37 USD / 100 LB

Confirm Qty number is correct for the Requested Delivery Date to warehouse

If Qty for Requested Delivery Date not correct, mark for correction

Direct Delivery
via Catalog

Quality Assurance Check

Repeat Quality Assurance Check for:

- Each Direct Delivery ***Line Item***
- Each Direct Delivery ***Requisition***

Update Status to Ready for Approval

76

Update Draft Status to Ready for Approval

Update requisitions to
“Ready for Approval” for
submission to TDA after
Quality Assurance Checks are
complete.



Updating Status to Ready for Approval

Retrieve all Requisition Print Outs used for Quality Assurance checks prior to logging into WBSCM

Ready For Approval

The screenshot shows a web application interface with a dark blue header containing navigation links: Back, Forward, History, Favorites, and Personalize. Below the header is a light blue navigation bar with tabs for Home and Operations. The Operations tab is highlighted with an orange box and a purple circle containing the number 1. A large orange arrow points from the text 'Click "Operations"' to the Operations tab. Below the navigation bar is a sidebar with a list of options: Order Management, Shipment Receipts, and NW Delivery Calendar. The main content area shows a breadcrumb trail: Operations > Order Processing > Order Management. Below the breadcrumb trail is a message: No content available for this navigation node. A large orange rounded rectangle contains the text: Click Operations Tab to return to requisitions saved in "Draft" Status.

Back Forward History Favorites Personalize

Home Operations

Order Process

1

Click "Operations"

Operations > Order Processing > Order Management

No content available for this navigation node

Order Management

Shipment Receipts

NW Delivery Calendar

Click Operations Tab to return to requisitions saved in "Draft" Status

Ready For Approval

The screenshot shows a web application interface with a dark blue header containing navigation links: Back, Forward, History, Favorites, and Personalize. Below this is a light blue navigation bar with tabs for Home, Operations, Admin, Reports, and Help. The 'Operations' tab is active. Underneath, there is a sub-menu for 'Order Processing' which is expanded to show 'Order Management', 'Shipment Receipts', and 'NW Delivery Calendar'. The 'Order Management' item is highlighted with an orange bar. A purple circle with the number '2' is positioned to the left of this bar. An orange arrow points from a text box to the 'Order Management' item. Another orange text box is positioned below the navigation menu. The breadcrumb trail 'Operations > Order Processing > Order Management' is visible above the sub-menu. A message 'content available for this navigation node' is displayed below the breadcrumb trail.

2

Click "Order Management"

Click Order Management to search requisitions

Direct Delivery via Catalog

Ready For Approval

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Order Management > Domestic Order Entry

3

My Transactions

Transaction

Product Catalog

Welcome

Welcome to the order entry screen

Click [here](#) to create an order and specify

Product Catalog

Browse in the [Product Catalog](#)

Quick Search

[+] CS

[+] TE

[+] SF

[+] NS

Click "My Transactions"

Click "My Transactions" to locate saved requisitions in Draft Status

Direct Delivery via Catalog

Ready For Approval

Order Processing

Operations > Order Processing > Order Management > Domestic Order Entry

Order Management

- Domestic Order Entry
- Shipment Receipts
- NW Delivery Calendar

My Transactions Catalog Entitlement

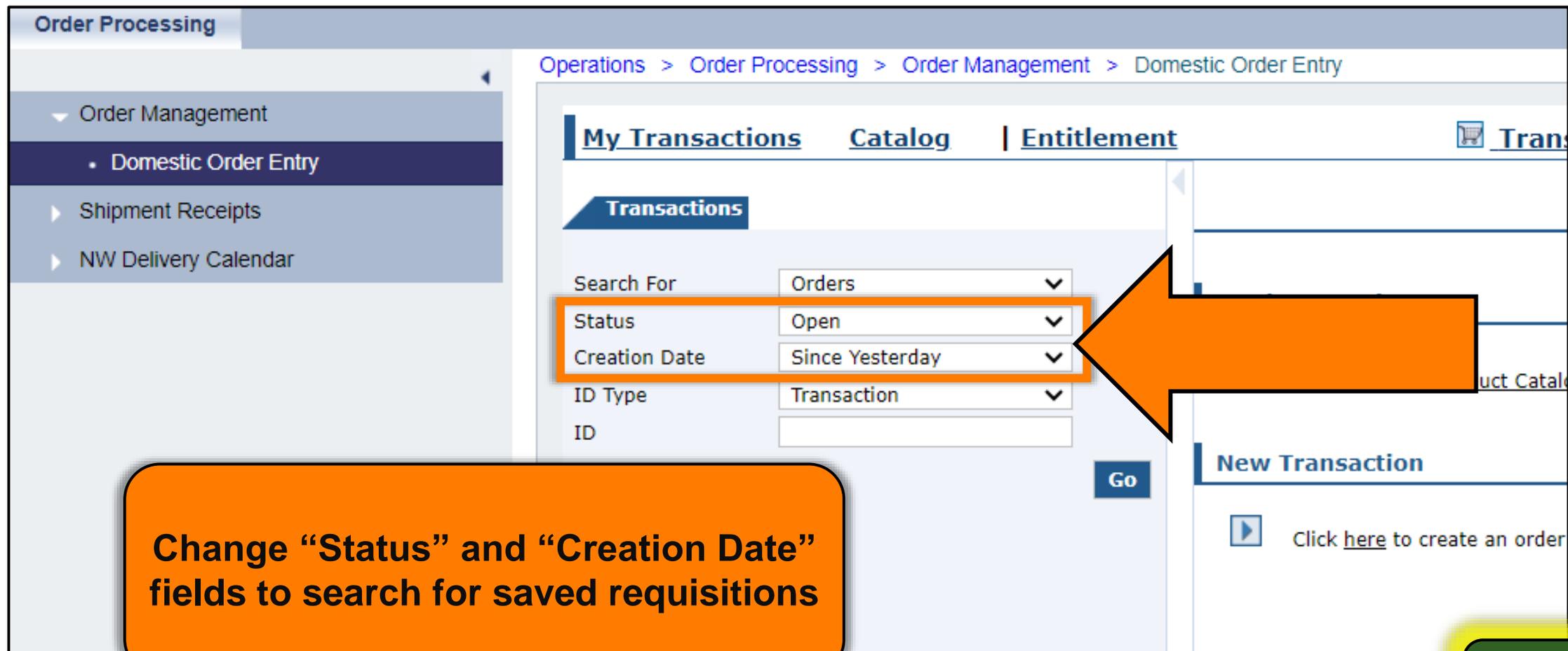
Transactions

Search For	Orders	▼
Status	Open	▼
Creation Date	Since Yesterday	▼
ID Type	Transaction	▼
ID		

Go

New Transaction

Click [here](#) to create an order



Change “Status” and “Creation Date” fields to search for saved requisitions

Ready For Approval

Operations > Order Processing > Order Management > Domestic Order Entry

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

Transactions

Search For: Orders

Status: **Open** | **Any** | Open | Completed

Creation Date

ID Type

ID

Click "Status" Dropdown

4

New Transaction

Click [here](#) to create a

- Click "Status" field dropdown
- Change "Status" to "Any"

Ready For Approval

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions

Transa

Search For

Status Open

Creation Date Since Yesterday

ID Type Today

ID Specific Date

In Period

Since Yesterday

Last 7 Days

Last 30 Days

Last 12 Months

Go

Product Catalog

Product Catalog

New Transaction

Click [here](#) to create an order

- Click “Creation Date” field dropdown
- Change “Creation Date” to “*Last 12 Months*”

Click “Creation Date” Dropdown

5

Ready For Approval

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions | Catalog | Entitlement

Transaction in Process

Transactions

Search For:
Status:
Creation Date:
ID Type:
ID:

Click hyperlinked number in "Transaction" column to view requisition

5 Documents Found

6

Status	Transaction	Your Reference
Open	1000144430	
06/30/2023		
Open	1000144410	
05/29/2023		
Open		

Click hyperlink

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog to

Direct Delivery
via Catalog

Ready For Approval

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

Transactions Catalog | Entitlement Transaction in Process

Order: 1000144435 from 06/29/2023 13:44

Your Reference: Total Net Price: 143.33 USD
 Your Description:

Additional Comments:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Program	Total Price Unit Price
<input type="checkbox"/>	100	110470	50.000	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft		\$ 95.55 USD 1.91 USD / 100 LB
<input type="checkbox"/>	200	110470	25.000	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft		\$ 47.78 USD 1.91 USD / 100 LB

7

Print Change Close

Update all requisitions in
"Draft" status

Direct Delivery
via Catalog

Ready For Approval

Transaction in Process

Order: 1000144435 from 06/29/2023 13:44

Your Reference: Total Net Price: 143.33 USD
 Your Description:

Additional Comments:

To update requisition, click the "Change" button

<input type="checkbox"/>	Item	Product	Quantity	Program	Total Price Unit Price
<input type="checkbox"/>	100	110470	50.000	NSLP / Entitlement	\$ 95.55 USD 27 USD / 100 LB
<input type="checkbox"/>	200	110470	25.000	NSLP / Entitlement	\$ 47.78 USD USD / 100 LB

Click →

Direct Delivery
via Catalog

Ready for Approval

Order: 1000144435 from 06/29/2023 13:44

Total Net Price: 143.33 USD

Click down arrow icon to edit Delivery Point

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	110470	50	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft	NSLP / Entitlement	04/15/2024	\$95.55 USD 6.37 USD / 100 LB
<input type="checkbox"/>	200	110470	25	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft	NSLP / Entitlement	05/15/2024	\$47.78 USD 6.37 USD / 100 LB

Update

Close Save

“Quantity” and “User Status” fields are now editable

Direct Delivery via Catalog

Ready for Approval

Order: 1000144435 from 06/29/2024

Your Reference:

Your Description:

Price: 143.33 USD

Message

Additional Comments:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	110470	50	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft	NSLP / Entitlement	04/15/2024	\$95.55 USD 6.37 USD / 100 LB
<input type="checkbox"/>	200	110470	25	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft	NSLP / Entitlement	05/15/2024	\$47.78 USD 6.37 USD / 100 LB

Update **Close** **Save**

- Edit quantity for line items marked as incorrect on Quality Assurance print outs
- If no edits needed, leave quantities as is.

9

Ready for Approval

- Click down arrow icon to edit Delivery Points marked as incorrect on Quality Assurance print outs
- If no edits needed, leave as is.

Total Net Price: 143.33 USD

	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	110470	<input type="text" value="50"/>	CS	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	NSLP / Entitlement	04/15/2024	\$95.55 USD 6.37 USD / 100 LB
<input type="checkbox"/>	200	110470	<input type="text" value="25"/>	CS	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	NSLP / Entitlement	05/15/2024	\$47.78 USD 6.37 USD / 100 LB

Update

Close

Save

Direct Delivery
via Catalog

Ready for Approval

Order: 1000144430 from 06/30/2023 10:44

Your Reference:

Your Description:

Total Net Price: 3,150.00 USD

Message

Additional Comments:

Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price	Unit Price
100	100117	50	CS	CHICKEN FAJITA STRIPS CTN-30 LB	Draft	NSLP / Entitlement	04/15/2024	\$2,100.00 USD	140.00 USD / 100 LB
				* Delivery Point:	5004630: TEXAS SHIP-TO, HOUSTON, TX				
				Additional Comments: <input type="text"/>					
200	100117	25				NSLP / Entitlement	05/15/2024	\$1,050.00 USD	140.00 USD / 100 LB

To edit Delivery Point, click drop down arrow

***Note:**

- All warehouses and processors will appear in Delivery Point dropdown
- Select your warehouse for Direct Delivery items !

Direct Delivery via Catalog

Ready for Approval

Order: 1000144430 from 06/30/2023 10:44

Your Reference:
Your Description:

Total Net Price: 3,150.00 USD

Message

Additional Comments

***REMINDER: !**
Select your warehouse for Direct Delivery

10

Choose correct warehouse from dropdown list

Item	Unit	Description	User Status	Program	Delivery Date:	Total Price
						Unit Price
100	100117	CHICKEN FAJITA STRIPS CTN 30 LB	Draft	NSLP / Entitlement	04/15/2024	\$2,100.00 USD 140.00 USD / 100 LB
200	100117	25		NSLP / Entitlement	05/15/2024	\$1,050.00 USD 140.00 USD / 100 LB

* Delivery Point:
Additional Comments:

- 5004630: TEXAS SHIP-TO, HOUSTON, TX
- 5002705: 21ST CENTURY FOODS LTD, SAN ANTONIO, TX
- 5002857: 21ST CENTURY FOODS LTD, WAELDER, TX
- 5003644: ADVANCEPIERRE FOODS, CINCINNATI, OH
- 5003599: ALDINE CSD, HOUSTON, TX
- 5003762: JOY FOODS INC, LAS VEGAS, NV
- 5002506: MICELI DAIRY, CLEVELAND, OH
- 5004630: TEXAS SHIP-TO, HOUSTON, TX
- 5004371: TYSON FOODS INC-INACTIVE, WILKESBORO, NC
- 5002965: UNO FOODS INC. TAUNTON, MA

Update

Close Save

Direct Delivery via Catalog

Ready for Approval

Order: 1000144430 from 06/30/2023 10:44

Your Reference:

Total Net Price: 3,150.00 USD

Your Description:

Message

Additional

11

Click arrow to close Delivery Point dropdown if desired

Item	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price	Unit Price	
100	50	CS	CHICKEN FAJITA STRIPS CTN-30 LB	Draft	NSLP / Entitlement	04/15/2024	\$2,100.00 USD	140.00 USD / 100 LB	
* Delivery Point:		5003599: ALDINE CSD, HOUSTON, TX							
Additional Comments:		<input type="text"/>							
200	25	CS	CHICKEN FAJITA STRIPS CTN-30 LB	Draft	NSLP / Entitlement	05/15/2024	\$1,050.00 USD	140.00 USD / 100 LB	

Update

Close

Direct Delivery via Catalog

Ready for Approval

Order: 1000144430 from 06/30/2023 10:44

Your Reference:
Your Description:

Total Net Price: **3,150.00 USD**

Message

Additional

Click "Update" to save changes

	Item	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	CS	CHICKEN FAJITA STRIPS CTN-30 LB	Draft	NSLP / Entitlement	04/15/2024	\$2,100.00 USD 140.00 USD / 100 LB
<input type="checkbox"/>	200	CS	CHICKEN FAJITA STRIPS CTN-30 LB	Draft	NSLP / Entitlement	05/15/2024	\$1,050.00 USD 140.00 USD / 100 LB

Update ← **Click**

12

Close **Save**

Direct Delivery via Catalog

Ready for Approval

Order: 1000144430 from 06/30/2023 10:44

Your Reference:
Your Description:

Total Net Price: 3,150.00 USD

Message

Additional Comments:

	Item	Product	Quantity	Unit	Description	User Status	Pro
<input type="checkbox"/>	100	100117	<input type="text" value="50"/>	CS	CHICKEN FAJITA STRIPS CTN-30 LB	<input type="text" value="Draft"/>	Entitlem
<input type="checkbox"/>	200	100117	<input type="text" value="25"/>	CS	CHICKEN FAJITA STRIPS CTN-30 LB	<input type="text" value="Draft"/>	NSLP / Entitlement

13

Click dropdown in "User Status" column for each line item once all updates are complete

Direct Delivery via Catalog

Ready for Approval

Order: 1000144435 from 06/29/2023 13:44

Your Reference:
Your Description:

Total Net Price: 143.33 USD

Message

Additional Comments:

14

Select "Ready for Approval" for each line item

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Pr
<input type="checkbox"/>	100	110470	<input type="text" value="50"/>	CS	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	
<input type="checkbox"/>	200	110470	<input type="text" value="25"/>	CS	CHICKEN STRIPS FRZ CTN-30 LB	<input type="text" value="Draft"/>	

Update

Close

Save

Direct Delivery via Catalog

Ready for Approval

Order: 1000144435 from 06/29/2023 13:44

Your Reference:
Your Description:

Total Net Price: **143.33 USD**

Message

Additional Comments:

15
Click "Update" to save "Ready for Approval" status

<input type="checkbox"/>	Item	Product			User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input checked="" type="checkbox"/>	100	110470			Ready for Approval	NSLP / Entitlement	04/15/2024	\$95.55 USD 6.37 USD / 100 LB
<input checked="" type="checkbox"/>	200	110470	25	CS	Ready for Approval	NSLP / Entitlement	05/15/2024	\$47.78 USD 6.37 USD / 100 LB

Update

Close

Save

Direct Delivery
via Catalog

Submit Requisition

Order: 1000144435 from 06/29/2023 13:44

Your Reference:
Your Description:

Total Net Price: 143.33 USD

Message

Additional Comments:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Total Price
<input checked="" type="checkbox"/>	100	110470	<input type="text" value="50"/>	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP Entit
<input checked="" type="checkbox"/>	200	110470	<input type="text" value="25"/>	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP Entitlement

16

Click "Save" to submit to TDA for review

Update



Save

Direct Delivery
via Catalog

Submit Requisition

Apply wbscmntrn.wbscm.usda.gov says
Do you really want to save the transaction?

OK

	Item	Product	Quantity	Unit	
▼	100	110470	<input type="text" value="50"/>	CS	CH FR
▼	200	110470	<input type="text" value="25"/>	CS	CH FR

Update

17

Click "OK" at top of screen
to submit to TDA for review

Direct Delivery
via Catalog

Submit Requisition

Confirmation of receipt

Sold-To: 4008005

Order: 1000144430 from 06/30/2023 10:44

Your Reference:

Your Description:

3,150.00 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Ready for Approval	\$2,100.00 USD 140.00 USD / 100 LB
200	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	Ready for Approval	\$1,050.00 USD 140.00 USD / 100 LB

Print **Close**

Confirmation of receipt with User Status marked "Ready for Approval" displayed

Direct Delivery via Catalog

Submit Requisition

Confirmation of receipt

Sold-To: 4008005

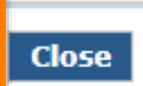
Order: 1000144430 from 06/30/2023 10:44
Your Reference:
Your Description:

Total Net Price: **3,150.00 USD**

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Ready for Approval	\$2,100.00 USD 140.00 USD / 100 LB
200	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	Ready for Approval	\$1,050.00 USD 140.00 USD / 100 LB

18

Click *Print* button to print requisition for user's records as appropriate



Direct Delivery
via Catalog

Ready for Approval

Repeat Update to “Ready for Approval” for each Direct Delivery Requisition

Questions?

Recall, Reflect, and Release

Visit the link to submit
your response.

<https://bit.ly/3CU2g4F>



Lab Time:



For WBSCM Resources

Visit WBSCM Transition Page



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Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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