

# Food Distribution Program

## WBSCM Requisitions: Part II

*Texas Department of Agriculture*  
*USDA Division*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Updated 2/28/2024  
[www.SquareMeals.org](http://www.SquareMeals.org)

# 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.

# 01 Course Introduction

Course Outline  
and Objectives



### **Introduction**

Course Overview and Objectives



### **Fulfillment Overview**

Understanding process, requisition related terms and definitions



### **Processing Diversion via Extended Search**

Processing Diversion: Selecting products and Deliver To/Ship-To's using Extended Search; submitting requests.



# **WBSCM Requisitions Part III**

## **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 Processing Diversion requisition via Extended Search for items to be ordered (including quantities, delivery location, and delivery dates).

# 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 <b>after</b> 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).

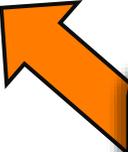


# Processing Diversion Requests: Extended Search

# 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 "Log In" button is at the bottom. Annotations with orange arrows point to the User ID field ("Enter Training User Login"), the Password field ("Enter training password"), and the "Log In" button ("Click log in button").

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

# Training Environment Log-In

## RA Training Environment View

The screenshot shows the top navigation bar of the RA Training Environment. On the left is the USDA logo with the text "United States Department of Agriculture" and "Web-Based Supply Chain Management". In the center is the "NTRN" logo with a wheat stalk icon. On the right is a search bar, a "New Session" link, and a "Log off" link. Below the search bar, the user is welcomed as "Akron 01 RA" and the organization is identified as "AKRON SCHOOL DISTRICT".

NTRN icon signals training environment.

User and Organization Name

## ESC Training Environment View

The screenshot shows the top navigation bar of the ESC Training Environment. On the left is the USDA logo with the text "United States Department of Agriculture" and "Web-Based Supply Chain Management". In the center is the "NTRN" logo with a wheat stalk icon. On the right is a search bar, a "New Session" link, and a "Log off" link. Below the search bar, the user is welcomed as "SDA CO USER ID 1" and the organization is identified as "CO Dept. of Human Services".

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](mailto:WBSCM.servicedesk@caci.com) or call 877-WBSCM-4U or 877-927-2648 with any questions.

[Back to top](#)

### Forum Home

Search All Forums:

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

Check Forum  
for updates.

# Locate specific product by product number.

Create A New Requisition for Each Ship-To Location

Example:

- Request #1 → Processing Ship To Location #1
- Request #2 → Processing Ship To Location #2
- Request #3 → Processing Ship To Location #3

# Processing via Extended Search

The screenshot displays the USDA NTRN web-based supply chain management interface. The header includes the USDA logo, the text "United States Department of Agriculture" and "Web-Based Supply Chain Management", and the "NTRN" logo with a wheat stalk icon. Below the header, there are navigation links: "Back", "Forward", "History", "Favorites", and "Personalize".

The main navigation menu includes "Home" and "Operations". An orange arrow labeled "1" points to the "Operations" link with the text "Click On Operations".

The "Order Processing" section is expanded, showing a list of options: "Order Management", "Shipment Receipts", and "NW Delivery Calendar". An orange arrow labeled "2" points to the "Order Management" link with the text "Click On Order Management".

The breadcrumb trail at the top of the content area reads: "Operations > Order Processing > Order Management > Domestic Order Entry".

On the right side, there are two buttons: "Entitlement" and "Transaction in Process".

At the bottom, there is a "Product Catalog" section and a "Welcome" message that says "Welcome to the order entry screen".

# Processing via Extended Search

The screenshot displays the USDA Web-Based Supply Chain Management 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 are navigation links: "Back", "Forward", "History", "Favorites", and "Personalize". A main navigation bar contains "Home", "Operations", "Admin", "Reports", and "Help". The "Operations" tab is active, and a sub-menu for "Order Processing" is open, showing "Order Management" and "Domestic Order Entry" (highlighted with an orange bar). A large orange arrow points to "Domestic Order Entry" with the text "Click On Domestic Order Entry". The breadcrumb trail reads "Operations > Order Processing > Order Management > Domestic Order Entry". On the right, there are tabs for "Entitlement" and "Transaction in Process". Below these is a "Product Catalog" section and a "Welcome" message: "Welcome to the order entry screen".

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

**Click On Domestic Order Entry**

# Domestic Order Entry Screen

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

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**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 will appear on Panel but will not be needed for Extended Search**

# Domestic Order Entry Screen

The screenshot shows a web application interface. At the top, there is a horizontal navigation bar with five tabs: Home, Operations, Admin, Reports, and Help. The 'Operations' tab is currently selected. Below this bar, there is a sub-navigation area with a tab labeled 'Order Processing'. To the left of the main content area is a vertical navigation panel. This panel has a dark blue header with a downward-pointing triangle and the text 'Order Management'. Below this header, there are two items: 'Domestic Order Entry' (indicated by a small white circle) and 'Shipment Receipts' (indicated by a small white triangle). An orange callout box with a white arrow points to a small white left-pointing arrow icon located in the right margin of the navigation panel. The main content area on the right shows a breadcrumb trail 'Operations > Order Processing' and a section titled 'My Transactions' with a 'C' icon. Below this is a blue button labeled 'Product Catalog'.

Home   **Operations**   Admin   Reports   Help

Order Processing

Hide Nav. Panel by clicking arrow

Order Management

- Domestic Order Entry
- ▶ Shipment Receipts

Operations > Order Processing

My Transactions C

Product Catalog

# Domestic Order Entry Screen

The screenshot shows a web application interface for Domestic Order Entry. At the top, there is a breadcrumb trail: "Operations > Order Processing > Order Management > Domestic Order Entry". Below this, a navigation bar contains "My Transactions", "Catalog", and "Entitlement" (separated by a vertical line), and a shopping cart icon followed by "Transaction in Process". The main content area is split into two columns. The left column is titled "Product Catalog" and contains a "Quick Search" input field with a "Search" button and a link for "Extended Search". The right column is titled "Welcome" and contains the text "Welcome to the order entry screen" and a link with a right-pointing arrow icon that says "Click [here](#) to create an order and specify the ship-to destination."

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

# Processing Diversion via Extended Search

User needs to locate  
available products in  
catalog for requisition.

Browse catalog for  
available products.

Locate specific  
*Processing Diversion*  
product via product  
number.

## Processing Diversion via Extended Search

- Not all processors receive all material/product numbers
- Requesting processing items via catalog increases the risk of sending materials to the wrong processor
- Requests for materials sent to the wrong processors **will be cancelled**
- Use Extended Search to locate materials **your bid-awarded processor** can receive at their facility



**CAUTION**

# Locate List of Approved Processors

1 [Programs > Food Distribution Program for NSLP > USDA Foods Processing Information](#)

**Go to USDA Foods Processing Information page on SquareMeals**

Get Started

Administration/Forms

Contracted Warehouses

Latest News

## About Processing USDA Foods

Processing of USDA-purchased foods allows eligible Contracting Entities (CEs) participating in the National School Lunch Program (NSLP), such as school districts, to convert raw bulk USDA foods into more convenient, ready-to-use end products. Most entities find they can:

- Stretch their USDA Food dollars by ordering lower-cost bulk products;
- Increase food safety by eliminating handling of raw product in school food service operations; and
- Increase cash outflow.

2 **Approved Processors**

**Scroll to “Approved Processors” section**

Once the procurement process is complete, co-op and non co-op processing schools can only divert USDA Foods for further processing to a company that has an approved State Processing Agreement (SPA) with the Texas Department of Agriculture.

3 [Click here for a list of 2022-2023 approved processors.](#)  
[Click here for a list of 2023-2024 approved processors.](#)

**Open list of approved processors**

Locate specific product by product number.

# List of Approved Processors

TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER [click here for 23-24](#)

Company	Ship-To Code for WBSCM	Frontload Status	Approved USDA Foods items for Processing Diversion
ALPHA FOODS CO.	5002780	Y	110244
FOSTER FARMS	5006061	Y	100103 110242
BA...DS	5002742	Y	110227 110381
BO...ES	5004222	Y	110242

Approved Processor List    LoM (Processing) PY2024

**EXAMPLE:**  
Foster Farms used as bid-awarded processor

Find Material/Product Number accepted by *your* bid-awarded processor for further processing

Find *your* bid-awarded processor

Locate specific product by product number.

# Processing via Extended Search

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

**Product Catalog**

Quick Search  [Search](#)

[Extended Search](#)

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

Welcome

Welcome to the order entry screen

ate an order and specify the ship-to destination.

[Browse in the Product Catalog](#)

**Click on "Extended Search"**

3

Locate specific product by product number.

# Processing via Extended Search

FOSTER FARMS	5006061	Y	100103 110242
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## REMINDER:

Use “List of Approved Processors” document to locate product numbers available for further processing by *your* bid-awarded processor.

Operations > Order Processing > Order Management > Do

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

### Product Catalog

4 [Return to Categories](#)

Product Number:  **Enter Product Number**

Name:

Search:  For Product Number and Name  
 For Product Number or Name

Locate specific product by product number.

# Processing via Extended Search

Operations > Order Processing > Order Management > Do

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

**Product Catalog**

[Return to Categories](#)

Product Number:

Name:

Search:  For Product Number and Name  
 For Product Number or Name

5

Click "Search"

Locate specific product by product number.

# Processing via Extended Search

Confirm Program and Sub Area  
(NSLP, Entitlement, Bonus, etc.)  
before selecting line item.

Overview		Product		Price
Quantity		Product Number (Program / Sub-Area)	Name	
<input type="text"/> LB		100103 (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/> LB		100103 (NSLP / Bonus)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/> LB		100103 (NSLP / Entitlement)	<a href="#">HILLED -BULK</a>	0.93 USD

6

Locate specific  
product by  
product  
number.

# Processing via Extended Search

## Quantity Column

- Note the UoM (Unit of Measure) when entering quantities.
  - Example: LB (pounds)

		Process		
		Product		Price
Quantity		Product Number (Program / Sub-Area)	Name	
	LB 	100103 (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
	LB 	100103 (NSLP / Bonus)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
	LB 	100103 (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD

Locate specific product by product number.

# Processing via Extended Search

 [Transaction in](#)

**Product Name Column**

**Lists product/material name and details**

Search Results

6 Products Found

Overview		Product		Price
Quantity		Product Number (Program / Sub-Area)	Name	
<input type="text"/> LB		<b>100103</b> (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/> LB		<b>100103</b> (NSLP / Bonus)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/> LB		<b>100103</b> (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD

Locate specific product by product number.

# Processing via Extended Search

## Transaction in Process

### Search Results

6 Products Found

- Lists product material price per UoM (Unit of Measure in Cases or Lbs.).

Overview		Product		
Quantity		Product Number (Program / Sub-Area)	Name	Price
<input type="text"/> LB		100103 (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/> LB		100103 (NSLP / Bonus)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/> LB		100103 (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD

Locate specific product by product number.

# Processing via Extended Search

## Transaction in Process

### Search Results

Do not enter a value in  
*Quantity* field.

Quantity		Product		Price
		Product Number (Program / Sub-Area)	Name	
<input type="text"/>		<b>100103</b> (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/>	LB	 <b>100103</b> (NSLP / Bonus)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD
<input type="text"/>	LB	 <b>100103</b> (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a>	0.93 USD

← Leave blank

Locate specific  
product by  
product  
number.

# Processing via Extended Search

## Transaction in Process

### Search Results

6 Products Found

#### Overview

Quantity			Price
<input type="text"/>	LB	 <b>Click here</b>	<a href="#">CHICKEN LARGE CHILLED -BULK</a> 0.93 USD
<input type="text"/>	LB	 <b>100103</b> (NSLP / Bonus)	<a href="#">CHICKEN LARGE CHILLED -BULK</a> 0.93 USD
<input type="text"/>	LB	 <b>100103</b> (NSLP / Entitlement)	<a href="#">CHICKEN LARGE CHILLED -BULK</a> 0.93 USD

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

Locate specific product by product number.

# RA-Assessment:

Visit the link to submit the required assessment.

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



# Processing via Extended Search

**Product  
Details**

## Product Details

**Product Number:** 100103

**Name:** CHICKEN LARGE CHILLED -  
BULK

**Price:** 0.93 USD

**Full Truck Load Quantity:** 36000.000  
LB

Delivery Date	Order By Date	Quantity
01/31/2023	01/15/2023	
02/15/2023	01/31/2023	
02/28/2023	02/15/2023	
03/15/2023	02/28/2023	
03/31/2023	03/15/2023	
04/15/2023	03/31/2023	
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	

**Scroll if needed to  
see all available  
dates**

Locate specific  
product by  
product  
number.

# Processing via Extended Search

**Product Details**

**Product Number:** 100103  
**Name:** CHICKEN LARGE CHILLED - BULK  
**Price:** 0.93 USD  
**Full Truck Load Quantity:** 36000.000 LB

Delivery Date	Order By Date
01/31/2023	01/15/2023
02/15/2023	01/31/2023
02/28/2023	02/15/2023
03/15/2023	02/28/2023
03/31/2023	03/15/2023
04/15/2023	03/31/2023
04/30/2023	04/15/2023
05/15/2023	04/30/2023

## *Delivery Date*

- Range of dates when commodities may be delivered to selected Deliver To/Ship-To destination (Processor for Processing Diversion).
- Pre-populated/not editable.

Locate specific product by product number.

# Processing via Extended Search

## Product Details

**Product Number:** 100103

**Name:** CHICKEN LARGE CHILLED -  
BULK

**Price:** 0.93 USD

**Full Truck Load Quantity:** 36000.000  
LB

Delivery Date	Order By Date
01/31/2023	01/15/2023
02/15/2023	01/31/2023
02/28/2023	02/15/2023
03/15/2023	02/28/2023
03/31/2023	03/15/2023
04/15/2023	03/31/2023
04/30/2023	04/15/2023
05/15/2023	04/30/2023

## Order By Date

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

Locate specific product by product number.

# Processing via Extended Search

## Product Details

**Product Number:** 100103

**Name:** CHICKEN LARGE CHILLED -  
BULK

**Price:** 0.93 USD

**Full Truck Load Quantity:** 36000.000  
LB

Delivery Date	Order By Date	Quantity
01/31/2023	01/15/2023	100
02/15/2023	01/31/2023	
02/28/2023	02/15/2023	
03/15/2023	02/28/2023	
03/31/2023	03/15/2023	100
04/15/2023	03/31/2023	
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	

## Quantity

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

Locate specific product by product number.

# Processing via Extended Search

## Product Details

**Product Number:** 100103

**Name:** CHICKEN LARGE CHILLED -  
BULK

**Price:** 0.93 USD

**Full Truck Load Quantity:** 36000.000  
LB

Delivery Date	Order By Date	Quantity
01/31/2023	01/15/2023	100
02/15/2023	01/31/2023	
02/28/2023	02/15/2023	
03/15/2023	02/28/2023	
03/31/2023	03/15/2023	100
04/15/2023	03/31/2023	
04/30/2023	04/15/2023	
05/15/2023	04/30/2023	

 [Move to Cart](#)

**Click Move to Cart to add  
selected product quantities**

Locate specific  
product by  
product  
number.

# Processing via Extended Search

 [View Cart: 2 Item\(s\) to the value of 186.50 USD](#)

## Order: In Process

Sold-To: 4007980

Total Net Price: 186.50 USD

Your Reference:

Your Description:

### Default Delivery Settings For Items

Deliver To:

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

Once you have

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

<input type="checkbox"/>	Item	Requested Delivery Date:	Total Price Unit Price	
<input type="checkbox"/>	100 <input type="checkbox"/> 100103 100 LB NSLP Entitlement CHILLED -BULK <input type="checkbox"/> Ready for Approval	01/31/2023	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200 <input type="checkbox"/> 100103 100 LB NSLP Entitlement CHICKEN LARGE CHILLED -BULK <input type="checkbox"/> Ready for Approval	03/31/2023	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

**Update**

**Add more to order**

**Cancel**

**Order**

Locate specific product by product number.

# Limited Delivery Date Items

Limited Delivery Dates May Appear For **Some** Processing Products

Follow Guidance For These Products In The Next Slides

Browse catalog  
for available  
products.

# Limited Delivery Date Items

***Some - not all -*** processing products have limited delivery dates shown (due to USDA procurement)

Quantity		Product Number (Program / Sub-Area)	Name	Delivery Period
<input type="text"/>	LB	 100113 (NSLP / Entitlement)	<a href="#">CHICKEN LEGS CHILLED -BULK</a>	04/01/2024 - 06/30/2024
<input type="text"/>	LB	 100047 (NSLP / Entitlement)	<a href="#">EGGS WHOLE LIQ BULK -TANK</a>	07/01/2023 - 06/30/2024

**Limited** (orange arrow pointing to the first row's delivery period)

**Typical** (green arrow pointing to the second row's delivery period)

Browse catalog  
for available  
products.

# Limited Delivery Date Items

## FOR THESE LIMITED DATE ITEMS ONLY:

1. Enter total volume of pounds needed for entire school year in **first available delivery date**
2. Requests for end products from processor based on RA's schedule needs remain the same.

Product Number: 100113

Delivery Date	Order By Date	Quantity
04/15/2024	03/01/2023	
05/15/2024	03/01/2023	X
06/15/2024	03/01/2023	X

 [Move to Cart](#)

**LIMITED DELIVERY DATES**  
Enter total pounds desired for  
entire school year

Browse catalog  
for available  
products.

# Limited Delivery Date Items

## EXAMPLE:

- 5500 pounds desired for entire school year
- Number of total pounds will vary based on RA organization size and needs

Product Number: 100113

Delivery Date	Order By Date	Quantity
04/15/2024	03/01/2023	5500
05/15/2024	03/01/2023	×
06/15/2024	03/01/2023	×

 [Move to Cart](#)

Click Move to Cart to add selected product quantities

**LIMITED DELIVERY DATES**  
Enter total pounds desired for entire school year

Browse catalog for available products.

# Processing via Extended Search

Repeat Extended Search With Other Specific Product Numbers  
Available for ***Your*** Bid-Awarded Processor

Locate specific  
product by  
product  
number.

# Domestic Requisition In Progress

[View Cart: 2 Item\(s\) to the value of 186.50 USD](#)

Click *View Cart* link to review request.

Order: In Process

Sold-To: 4007980

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox)  
To change the destination on individual line items; 1) Expand the line items display below for

Once you have selected the update button and the line items that you selected have been updated

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description
<input type="checkbox"/>	100	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK

- Cart will not save if:
  - system times out
  - user logs off before clicking *Order*.

Update

Add more to order

Cancel

Order

Locate specific product by product number.

# Add Descriptive Information

## Reference & Description

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



# Domestic Requisition In Progress

## Order: In Process

Sold-To: 4007980

Your Reference:

Your Description:

### Default Delivery Settings For Items

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

Optional: Complete *Your Reference*

destination above, 2) Check the "Deliver-  
the "Deliver-To Selection" checkbox from  
the line items display below for a line item

that you selected have been updated, the

Locate specific  
product by  
product  
number.

# Domestic Requisition In Progress

## Order: In Process

Sold-To: 4007980

Your Reference:

Your Description:

Optional: *Your Description*

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

Choose a destination above, 2) Check the "Deliver-  
5, check the "Deliver-To Selection" checkbox from  
expand the line items display below for a line item

items that you selected have been updated, the

Locate specific  
product by  
product  
number.

# Domestic Requisition In Progress

 [View Cart: 2 Item\(s\) to th](#)

## Order: In Process

**Sold-To: 4000666**

Your Reference:

Your Description:

### Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "I updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" check

## Example

***Your Reference: A000011807***

***Your Description: 500471672***

Locate specific  
product by  
product  
number.

# Domestic Requisition In Progress

## Order: In Process

Sold-To: 4007980

Total Net Price:

186.50 USD

Your Reference:

Your Description:

### Default Delivery Settings For Items

Deliver To:



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

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

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval <input type="checkbox"/>	01/31/2023	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval <input type="checkbox"/>	03/31/2023	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

Update

Click Update

Add more to order

Cancel

Order

Locate specific product by product number.

# Domestic Requisition In Progress

<input type="checkbox"/>	Item	Description	Quantity	Unit	Unit Price	Total Price	<input type="checkbox"/>
<input type="checkbox"/>	100	CHICKEN LARGE CHILLED -BULK	Ready for Approval	01/31/2023	93.25 USD	93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	CHICKEN LARGE CHILLED -BULK	Ready for Approval	03/31/2023	93.25 USD	93.25 USD / 100 LB	<input type="checkbox"/>

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

Click update to remove materials.

Check the boxes next to materials to remove.

Locate specific product by product number.

# RA-Assessment:

Visit the link to submit the required assessment.

<https://forms.office.com/r/MX6gsdAk8c>



# Select Ship-To Destination

54

## Apply All

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





# Deliver To/Ship-To Apply All

<input type="checkbox"/>	Item	Deliver-To Selection <input checked="" type="checkbox"/>	Product	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price		
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	01/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	03/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

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

Locate specific product by product number.

# Deliver To/Ship-To Apply All

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval <input type="button" value="v"/>	01/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval <input type="button" value="v"/>	03/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

Click Update

Locate specific product by product number.

# Update Draft Status

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## 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"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	01/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	03/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

**1**

**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

Locate specific product by product number.

# Update Draft Status

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested deliver Date:	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼			
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	03/2024	93.25 USD / 100 LB	

**2** Click dropdown arrow for each item

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

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

Locate specific product by product number.

# 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"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>			<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Ready for Approval"/>	05/2024	93.25 USD / 100 LB	<input type="checkbox"/>

**3**

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

Select **"Draft"**

Select **"Draft"** from dropdown menu

Locate specific product by product number.

# 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"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Draft <input type="text"/>	01/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Draft <input type="text"/>	03/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

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

4

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

Locate specific product by product number.

# 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"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>	01/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>	03/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>

Click Update

5

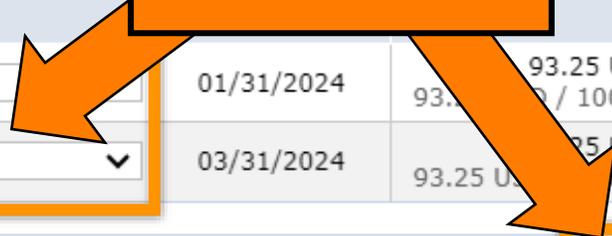
Click "Update" to save each line-item status as "Draft"

Locate specific product by product number.

# Submit Requisition As Draft

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status		Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Draft	01/31/2024	93.25 USD	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Draft	03/31/2024	93.25 USD	<input type="checkbox"/>

Click "Order" to save as Draft



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

6

Locate specific product by product number.

# 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"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Draft	01/31/2024	93.25 USD 93.25 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100103	<input type="text" value="100"/>	LB	NSLP	Entitlement	CHICKEN LARGE CHILLED -BULK	Draft	03/31/2024	93.25 USD 93.25 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.

Locate specific product by product number.

# 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

Click *OK* button in pop-up window to confirm.

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

Locate specific product by product number.

# Requisition Draft Receipt Confirmation

**Confirmation of receipt**

**Confirmation appears** (8)

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

Sold-To: 4007980

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Your Description:

Total Net Price: 186.50 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100103 - CHICKEN BREASTS, BROKEN BOW, OK , BROKEN BOW, OK	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB
200	100103 - CHICKEN BREASTS, BROKEN BOW, OK , BROKEN BOW, OK	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB

Requested Delivery Date: 03/31/2024

**Requisition # assigned to transaction** (9)

**User Status** (10)

Print Close

Locate specific product by product number.

# Submit Requisition As Draft

## Confirmation of receipt

**Sold-To: 4007980**

Order: 1000144443 from 08/01/2023 14:32  
Your Reference:  
Your Description:

Total Net Price: 186.50 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK Requested Delivery Date: 01/31/2024	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB
200	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK Requested Delivery Date: 03/31/2024	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB

**Print to conduct Quality Assurance Review**

**Click Print**

**Print Close**

11

Locate specific product by product number.

# Quality Assurance Checks

69

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

Locate specific product by product number.

# 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	<b>100117 : CHICKEN FAJITA STRIPS CTN-30 LB</b> 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	<b>100117 : CHICKEN FAJITA STRIPS CTN-30 LB</b> 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

Locate specific product by product number.

# Quality Assurance Check

## Confirmation of receipt

Sold-To: 4007980

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Your Description:

Total Net Price: 186.50 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<p>100103 : CHICKEN LARGE CHILLED -BULK</p> <p>Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK</p> <p>Requested Delivery Date: 01/31/2024</p>	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB
200	<p>100103 : CHICKEN LARGE CHILLED -BULK</p> <p>Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK</p> <p>Requested Delivery Date: 03/31/2024</p>	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB



2

**Check material description and product number for each line item**

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

Print Close

Locate specific product by product number.

# Quality Assurance Check

## Confirmation of receipt

Sold-To: 4007980

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Your Description:

Total Net Price: 186.50 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK Requested Delivery Date: 01/31/2024	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB
200	<b>100103 : CHICKEN LARGE CHILLED</b> Delivery Point: 5001288: Requested Delivery Date: 03/31/2024			Draft	\$93.25 USD 93.25 USD / 100 LB



3

**Check Delivery Point for each line item**

**Is this the correct processor?  
If "no", mark for correction.**

Print

Close

Locate specific  
product by  
product  
number.

# Quality Assurance Check

## Confirmation of receipt

Sold-To: 4007980

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Your Description:

Total Net Price: 186.50 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK Requested Delivery Date: 01/31/2024	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB
200	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: Requested	100.000	LB	Draft	\$93.25 USD 93.25 USD / 100 LB

**Check Unit for each line item**

Confirm *calculations for QTY* use the *correct unit of measure* for Processing

If incorrect, mark for correction and re-calculate QTY.

4

Print Close

Locate specific product by product number.

# Quality Assurance Check

**Confirmation of receipt**

Sold-To: 4007980

Order: 1000144442 from 08/01/2023 11:53      Total Net Price: 37.30 USD

Your Reference:  
Your Description:

Item	Item Description	QTY	Unit	User Status	Total Price Unit Price
100	100103 : CHICKEN LARGE CHILLED - BULK Delivery Point: 5001288: TYS Requested Delivery Date: 09/15/2023	15.000	LB	Draft	\$13.99 USD 93.25 USD / 100 LB
200	100103 : CHICKEN LARGE CHILLED -BULK Delivery Point: Requested Delivery Date:			Draft	\$23.31 USD 93.25 USD / 100 LB

Print    Close

5

5

**Confirm Qty number and Unit of Measure are correct for the Requested Delivery Date to processor**

---

**If Qty/UoM for Requested Delivery Date not correct, mark for correction**

Locate specific product by product number.

# Quality Assurance Check

Repeat Quality Assurance Check for:

- Each Processing ***Line Item***
- Each Processing ***Requisition***

# Update Status to Ready for Approval

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## 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, Operations, and Order Process. 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 dark blue background and light blue text, listing navigation options: Order Management, Shipment Receipts, and NW Delivery Calendar. The main content area has a breadcrumb trail: Operations > Order Processing > Order Management. Below the breadcrumb trail is a message box with a green checkmark icon and the text: '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"

Order Management

Shipment Receipts

NW Delivery Calendar

Operations > Order Processing > Order Management

No content available for this navigation node

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

Locate specific product by product number.

# 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, a sub-menu is open for 'Order Processing', showing '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 next to this bar. An orange arrow points from a text box to the 'Order Management' item. Another orange text box is positioned below the menu.

Back Forward History Favorites Personalize

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Order Management

2

Order Management

Shipment Receipts

NW Delivery Calendar

content available for this navigation node

Click "Order Management"

Click Order Management to search requisitions

Locate specific product by product number.

# Ready For Approval

Home Operations Admin Reports Help

Order Processing

Order Management

- Domestic Order Entry
- Shipment Receipts
- NW Delivery Calendar

3

Click "My Transactions"

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

Transaction

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

Locate specific product by product number.

# Ready For Approval

The screenshot displays the 'Order Processing' section of a web application. The breadcrumb trail is 'Operations > Order Processing > Order Management > Domestic Order Entry'. The main content area is titled 'My Transactions' and includes tabs for 'Catalog' and 'Entitlement'. A search filter section is visible with the following fields:

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

A large orange arrow points from the right towards the 'Status' and 'Creation Date' fields, which are highlighted with an orange border. Below the search filters is a 'Go' button. To the right, there is a 'New Transaction' section with a link that says 'Click [here](#) to create an order'.

**Change "Status" and "Creation Date" fields to search for saved requisitions**

Locate specific product by product number.

# 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

**4** Click "Status" Dropdown

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

**New Transaction**

Click [here](#) to create a

Locate specific product by product number.

# Ready For Approval

Operations > Order Processing > Order Management > Domes

My Tra

Transa

Search For

Status

Creation Date

ID Type

ID

36 Documents Found

Any

Last 12 Months

Today

Specific Date

In Period

Since Yesterday

Last 7 Days

Last 30 Days

Last 12 Months

Go

5

- Click "Creation Date" field dropdown
- Change "Creation Date" to "Last 12 Months"

Click "Creation Date"  
Dropdown

Locate specific  
product by  
product  
number.

# Ready For Approval

Operations > Order Processing > Order Management > Domestic Order Entry

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

**Transactions**

Search For: Orders  
Status: Any  
Creation Date: Last 12 Months  
ID Type: Transaction  
ID:

Go

5 Documents Found

Status	Transaction	Your Reference
Open	<a href="#">1000144430</a>	
06/30/2023		
Open	<a href="#">1000144410</a>	
05/29/2023		
Open		

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

Click hyperlinked number in "Transaction" column to view requisition

Click hyperlink

6

Locate specific product by product number.

# Ready For Approval

Transactions | **Catalog** | Entitlement

Transaction in Process

Order: 1000144442 from 08/01/2023 11:53

Your Reference: Total Net Price: 186.50 USD  
 Your Description:

Additional Comments:

Date	Transaction	Your Reference		Item	Product	Quantity	Unit	Description	User Status	Program	Total Price Unit Price
2023	<a href="#">1000144443</a>		<input type="checkbox"/>								
2023	<a href="#">1000144442</a>		<input type="checkbox"/>	100	100103	100.000	LB	CHICKEN LARGE CHILLED -BULK	Draft		\$ 93.25 USD 93.25 USD / 100 LB
2022	<a href="#">1000144370</a>		<input type="checkbox"/>								
2022	<a href="#">1000144360</a>		<input type="checkbox"/>								
2022	<a href="#">1000144351</a>		<input type="checkbox"/>								
2022	<a href="#">1000144350</a>		<input type="checkbox"/>	200	100103	100.000	LB	CHICKEN LARGE CHILLED -BULK	Draft	NS Entitlement	\$ 93.25 USD 93.25 USD / 100 LB

Print Change Close

Update all requisitions in  
"Draft" status

Locate specific  
product by  
product  
number.

# Ready For Approval

Order: 1000144443 from 08/01/2023 14:32

Your Reference:  
Your Description:

Total Net Price: 186.50 USD

Additional Comments:

To update requisition, click the  
"Change" button

<input type="checkbox"/>		Item	Product	Quantity	Unit	Description	User Status	Program	Total Price Unit Price
<input type="checkbox"/>	▼	100	100103	100.000	LB	CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	\$ 93.25 USD 93.25 USD / 100 LB
<input type="checkbox"/>	▼	200	100103	100.000	LB	CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	\$ 93.25 USD USD / 100 LB

Print

Click

Change

Close

8

Locate specific  
product by  
product  
number.

# Ready for Approval

Order: 1000144443 from 08/01/2023 14:32

Total Net Price: 186.50 USD

To edit Delivery Point  
click down arrow



<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	100103	100	LB	CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	01/31/2024	\$93.25 USD 93.25 USD / 100 LB
<input type="checkbox"/>	200	100103	100	LB	CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

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



Locate specific  
product by  
product  
number.

# Ready for Approval

Order: 1000144443 from 08/01/2022 14:22

Your Reference:

Your Description:

Price: 186.50 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	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	Draft <input type="text"/>	NSLP / Entitlement	01/31/2024	\$93.25 USD 93.25 USD / 100 LB
<input type="checkbox"/>	200	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	Draft <input type="text"/>	NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

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

9

Locate specific product by product number.

# 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: 186.50 USD

	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>	NSLP / Entitlement	01/31/2024	\$93.25 USD 93.25 USD / 100 LB
<input type="checkbox"/>	200	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>	NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

Update

Close

Save

Locate specific product by product number.

# Ready for Approval

Order: 1000144443 from 08/01/2023 14:32

Your Reference:  Total Net Price: 186.50 USD  
 Your Description:

**Message**  
 Additional Comments:

Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price	Unit Price
100	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	01/31/2024	\$93.25 USD	93.25 USD / 100 LB
				* Delivery Point:	<input type="text" value="5004630: TEXAS SHIP-TO, HOUSTON, TX"/>				
200	100103	<input type="text" value="100"/>				NSLP / Entitlement	03/31/2024	\$93.25 USD	93.25 USD / 100 LB

To edit Delivery Point, click drop down arrow

**\*Note:**

- All warehouses and processors will appear in Delivery Point dropdown
- Select the correct processor for Processing items

Locate specific product by product number.

# Ready for Approval

Order: 1000144443 from 08/01/2023 14:32

Your Reference:   
Your Description:

Total Net Price: 186.50 USD

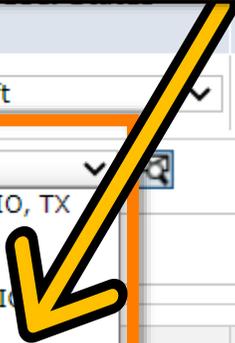
Message  
Additional Com

**\*REMINDER:**  
Select your bid **!**  
awarded  
processor for  
processing  
items

10

Choose correct *processor*  
from dropdown list

Item	Unit	Description	Processor	Delivery Date:	Total Price	Unit Price
100	10010	CHICKEN LARGE CHILLED -BULK	Draft	01/31/2024	\$93.25 USD	93.25 USD / 100 LB
* Delivery Point:		5004630: TEXAS SHIP-TO, HOUSTON, TX				
Additional Comments:		5002705: 21ST CENTURY FOODS LTD, SAN ANTONIO, TX				
		5001600: AUSTIN ISD, AUSTIN, TX				
		5001746: BORDEN MILK PRODUCTS, CONROE, TX				
		5002308: GOLD STAR FOOD SERVICE, SAN ANTONIO, TX				
		5003762: JOY FOODS INC, LAS VEGAS, NV				
		5004630: TEXAS SHIP-TO, HOUSTON, TX				
		5001288: TYSON FOODS INC, BROKEN BOW, OK				
200	100103	100		03/31/2024	\$93.25 USD	93.25 USD / 100 LB



Update

Close

Save

Locate specific product by product number.

# Ready for Approval

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Total Net Price: 186.50 USD

Your Description:

Message

11

Additional Co

Click arrow to close Delivery Point dropdown if desired

	Item	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price
								Unit Price
<input type="checkbox"/>	100	100103	100	LB CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	01/31/2024	\$93.25 USD 93.25 USD / 100 LB
* Delivery Point:		5001288: TYSON FOODS INC, BROKEN BOW, OK						
Additional Comments:		<input type="text"/>						
<input type="checkbox"/>	200	100103	100	LB CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

Update

Close

Save

Locate specific product by product number.

# Ready for Approval

Order: 1000144443 from 08/01/2023 14:32

Your Reference:   
Your Description:

Total Net Price: 186.50 USD

### Message

Additional Comments:

Click "Update" to save changes

<input type="checkbox"/>	Item	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	LB	CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	01/31/2024	\$93.25 USD 93.25 USD / 100 LB
<input type="checkbox"/>	200	100103 100	LB CHICKEN LARGE CHILLED -BULK	Draft	NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

Update

Click

12

Close

Save

Locate specific product by product number.

# Ready for Approval

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Total Net Price:

186.50 USD

Your Description:

## Message

Additional Comments:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Pro
<input type="checkbox"/>	100	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>	NSLP / Entitlem
<input type="checkbox"/>	200	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	<input type="text" value="Draft"/>	NSLP / Entitlem

13

Click dropdown in “User Status” column for each line item once *all updates are complete*

Update

Close

Save

Locate specific product by product number.

# Ready for Approval

**Order: 1000144443 from 08/01/2023 14:32**

Your Reference:

Your Description:

Total Net Price: **186.50 USD**

**Message**

Additional Comments:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status			
<input type="checkbox"/>	100	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	Draft <b>Ready for Approval</b> Cancelled Draft	Entitlement	01/31/2024	93.25 USD / 100 LB
<input type="checkbox"/>	200	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK		NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

**Update** **Close** **Save**

14

Select "Ready for Approval" for each line item

Locate specific product by product number.

# Ready for Approval

**Order: 1000144443 from 08/01/2023 14:32**

Your Reference:

Your Description:

Total Net Price: **186.50 USD**

**Message**

Additional Comments:

	Item	Product	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
<input type="checkbox"/>	100	100103			Ready for Approval	NSLP / Entitlement	01/31/2024	\$93.25 USD 93.25 USD / 100 LB
<input type="checkbox"/>	200	100103	100	CHICKEN LARGE CHILLED -BULK	Ready for Approval	NSLP / Entitlement	03/31/2024	\$93.25 USD 93.25 USD / 100 LB

**Update** **Close** **Save**

15

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

Locate specific  
product by  
product  
number.

# Submit Requisition

**Order: 1000144443 from 08/01/2023 14:32**

Your Reference:  Total Net Price: **186.50 USD**

Your Description:

**Message**

Additional Comments:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	User Status	Total Price
<input type="checkbox"/>	100	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	NSLP Entitle
<input type="checkbox"/>	200	100103	<input type="text" value="100"/>	LB	CHICKEN LARGE CHILLED -BULK	Ready for Approval ▼	NSLP Entitlement 93.25 USD / 100 LB

**Update** **Save**

16

Click "Save" to submit to TDA for review

Click

Locate specific product by product number.

# Submit Requisition

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

**OK**

**Click**

17

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

	Item	Product	Quantity	Unit	Description	User S
▼	100	100103	100	LB	CHICKEN LARGE CHILLED -BULK	Ready for A
▼	200	100103	100	LB	CHICKEN LARGE CHILLED -BULK	Ready for A

Locate specific product by product number.

# Requisition Receipt Confirmation

Confirmation of receipt

Sold-To: 4007980

Order: 1000144443 from 08/01/2023 14:32

Your Reference:

Your Description:

Item	Item Details
100	100103 : CHICKEN LARGE CHILLED -BULK Delivery Point: 5001288: TYSON FOODS INC, BROK

Requisition Number displayed at top of screen.

Locate specific product by product number.

# Requisition Receipt Confirmation

## Confirmation of receipt

**Sold-To: 4007980**

Order: 1000144443 from 08/01/2023 14:32

Total Net Price: 186.50 USD

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK Requested Delivery Date: 01/31/2024	100.000	LB	Ready for Approval	\$93.25 USD 93.25 USD / 100 LB
200	<b>100103 : CHICKEN LARGE CHILLED -BULK</b> Delivery Point: 5001288: TYSON FOODS INC, BROKEN BOW, OK , BROKEN BOW, OK Requested Delivery Date: 03/31/2024	100.000	LB	Ready for Approval	\$93.25 USD 93.25 USD / 100 LB

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

Print

Close

Locate specific product by product number.

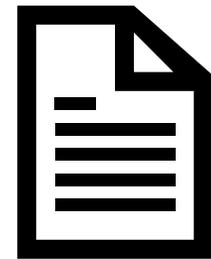
# Processing via Extended Search

Repeat Extended Search With Other Specific Product Items As Desired

Locate specific product by product number.

# Run Entitlement Report

**Run the Entitlement Report after submitting each requisition to see Entitlement Balances.**



# RA-Assessment :

Visit the link to submit the  
required assessment

<https://forms.office.com/r/3wFdSXiSA6>



# Questions?

# Recall, Reflect, and Release

Visit the link to submit  
your response.

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





# For WBSCM Assistance

See Contact Information Section on WBSCM Transition Page



# Lab Time:



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- 2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
- 3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
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<https://squaremeals.org/Programs/FDPWBSCMTransitionProject.aspx>



Contact Your Education Service Center