WBSCM Correct Returned Requisitions

Order Managers use this process to make corrections to requisitions that are returned by TDA and designated as "Returned by SDA" in WBSCM.

Order managers will receive an email from "WBSCM Notification_PSL QAS" noting a returned requisition

From: WBSCM Notification_PSL QAS <WF-BATCH@usda.gov>
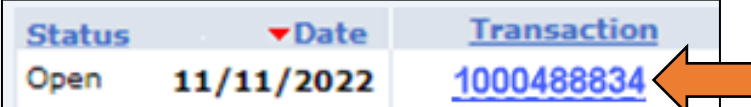Date: Sat, Jun 25, 2022 at 1:07 AM
Subject: Requisition Changes.htm

Requisition/Redistribution Document Changes
The following Requisition/Redistribution Documents were changed. Please review the details in the table below for more information.

Old status | New status

Requisition/Redistribution	Item	Program	Product	Product Name	Field Changed	Old Value	New Value	Changed At
1000488834	400	NSLP	110470	CHCKN STRIPS FRZ	Status Changed	Ready for Approval	Returned by SDA	06/24/2022 14:30:07 CST

1 — In WBSCM, follow the steps below to find the returned requisition

1.1	**Operations → Order Management → Domestic Order Entry**	1.5	Copy Requisition/Redistribution number from notification email
1.2	Click on **"My Transactions"**	1.6	Paste Requisition/Redistribution # in **"ID"** field → Click **"Go"**
1.3	Select **"Any"** from **"Status"** dropdown	1.7	Click on **"Transaction"** number link in results
1.4	Select **"Last 12 Months"** from **"Creation Date"** dropdown		

Status	▼Date	Transaction
Open	11/11/2022	1000488834

2 — Locate returned item on "Transaction in Process" screen

	Item	Product	Quantity	Unit	Description	User Status	Program	Total Price / Unit Price
☐ ▼	300	110470	5.000	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP / Entitlement	$ 9.56 USD / 6.37 USD / 100 LB
☑ ▲	400	110470	5.000	CS	CHICKEN STRIPS FRZ CTN-30 LB	Returned by SDA	NSLP / Entitlement	$ 9.56 USD / 6.37 USD / 100 LB

Print | Change | Close

2.1	Verify Line Item # from email is the same # as in the **"Item"** column	2.5	Select corrected Ship-To from **"Delivery Point"** dropdown
2.2	Click on empty checkbox to select returned item	2.6	Confirm selected Ship-To is correct → Click **"Update"**
2.3	Click **"Change"**	2.7	Select **"Ready for Approval"** from **"User Status"** dropdown
2.4	Click dropdown box next to item	2.8	Click **"Update"**
		2.9	Click **"Save"** to submit