

# Direct Delivery via Quick Search

Order Managers will use this procedure to request Direct Delivery via WBSCM Quick Search.

## 1 Direct Delivery via Quick Search

1	In WBSCM, select “Operations” tab	
2	In Navigation Panel, select “Order Management”	
3	Click “Domestic Order Entry”	
4	A. In “Product Catalog” panel, type in at least part of product name in “Quick Search” field.	B. “Extended Search” option: Search criteria for product name and product number
5	Review unit of measure for desired product line items. <b>Direct Delivery items will be measured by CS (cases).</b> ★	
6	Click shopping cart icon for desired line items in <b>CS (cases)</b>	
7	Enter desired quantity in the ‘Quantity’ column for selected delivery dates	
8	Click “Move to Cart” once all material quantities have been entered	
9	Repeat Steps 4-8 to add more materials to cart via Quick Search	
10	At the top of screen, click “View Cart”	



**Continue to Column 2**

## 2 Assign Deliver-To and Submit Request

1	Enter reference and description in “Your Reference” and “Your Description” if desired
2	Assign <u>same</u> Deliver-To to all line items: <ol style="list-style-type: none"> <li>Click checkbox in “Deliver-To Selection” row header.</li> <li>Under “Default Delivery Settings...” select Ship-To from “Deliver To” dropdown.</li> <li>Click “Update” to save.</li> </ol>
3	Click “Order” to submit request
4	Click “OK” when pop-up box appears to complete transaction
5	Click “Print” to print or save confirmation of receipt as PDF for your records



**Request Complete!**

**For RAs with Multiple Ship-to (Deliver-To) Locations:**  
Repeat steps in Column 1 and 2 to create and submit a separate request for each location.



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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