

Processing Diversion via Catalog

Order Managers will use this procedure to request Processing Diversion via WBSCM Catalog.

1 Processing Diversion (Catalog)

1	a) Find your RA's bid-awarded processors in the Approved Processors list on SquareMeals b) Only the product number(s) listed in the " Food Items " column are accepted by your bid-awarded processor c) Pick a processor for your request 	
2	In WBSCM, select " Operations " tab	
3	Click " Order Management "	
4	Click " Domestic Order Entry "	
5	In " Product Catalog " panel, click " NSLP "	
6	Click " Processing Diversion "	
7	Select desired material group. (e.g. Meat, Poultry, etc.)	
8	A. Click on " Entitlement "	B. Select " Bonus " if applicable
9	Click shopping cart icon for item(s) with Product Number(s) that match products in Step 1b for selected processor in Step 1c	
10	Review available " Delivery Date ", " Order By Date ", and " Quantity " fields	
11	Enter desired quantity in ' Quantity ' column for selected delivery dates	
12	Click " Move to Cart " once all material quantities have been entered	
13	Repeat Steps 7-12 to add more materials	
14	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	Click checkbox in " Deliver-To Selection " row header
3	Confirm all line items have been checked
4	Under " Default Delivery Settings... " select the processor in Step 1c from " Deliver To " dropdown list
5	Click " Update " to save.
6	Click " Order " to submit request.
7	Click " OK " when pop-up box appears to complete transaction.
8	Click " Print " to print or save confirmation of receipt as PDF for your records.



Request Complete!

Submitting Requests to Multiple Processors:
 Create and submit a **separate** request for **each processor**



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