

Food Distribution Program

Direct Ship RA

WBSCM Receipting Part II

*Texas Department of
Agriculture
USDA Division*



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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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.

WBSCM Transition Page QR Code:

Scan QR Code to visit the
Food Distribution Program
WBSCM Transition website



01 Course Introduction

Course Outline
and Objectives



WBSCM Receipting: Part II

Course Outline

01

Introduction

Course Overview and Objectives

02

Portal Pathway and Required Fields

Transaction portal path, completing required fields to modify shipment receipts.

03

Modifying Good Qty

Completing required fields to modify good quantities in Lbs. and submit modifications.

04

Modifying Good Qty in CS

Completing required fields to modify good quantities in cases; submit modifications.

05

Modifying O/S/D

Completing required fields to modify overages, shortages, and damages.

Course Objectives and Outcomes

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

- Understand WBSCM Receipting Terminology and Acronyms

- Understand the process for:
 - Entering Domestic Shipment Receipt (Part I)
 - **Modifying Domestic Shipment Receipt (Part II)**
 - Canceling Domestic Shipment Receipt (Part III)

- Identify and understand Status Codes related to Receipts

- Review Portal Navigation Help Aids such as Favorites, Help, Full Screen, etc.

High Level Fulfillment Process



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

Log On To WBSCM

Log in using RA Ship-To Login not Individual User Login to submit receipts.

Log In with PIV/CAC

PIV/CAC
Enter PIV/CAC PIN

Log In with Password

User ID [Forgot User ID](#)
johnnie.smith@anytownisd.org

Password [Forgot Password](#)
yourpassword

Show Password

Log In with Password

*eAuth IDs may be:

- Email Address, or
- Numbers (e.g. 17623), or
- Numbers and @ (e.g. 17@6342), or
- Letters and Numbers (e.g. SM1974)

Enter eAuth ID

Enter password

Hit log in button

+ Create Account

Update Account

Find Help

Check for New Content

The screenshot shows the USDA WBSCM website interface. At the top left, the USDA logo and 'United States Department of Agriculture Web Based Supply Chain Management' are visible. The WBSCM logo is in the center. On the right, there is a search bar, 'New Session', and 'Log off' links. Below the header, there are navigation tabs for 'Home', 'Admin', 'Reports', and 'Help'. A 'News and Alerts' sidebar is on the left. The main content area features a news release titled 'WBSCM Monthly Release 2022R4.1.04 is now LIVE as of April 28, 2022'. Below the news release, there is a 'Forum Home' section with a search bar and a table of forum categories.

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:

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.

Modifying Shipment Receipts:

Portal Pathway and
Required Fields



WHEN

- Use this procedure after receipted line items have been submitted and appear as “Recpt Processed”
- Same-day modifications do not require USDA approval



WHY

- User needs to change some information on a recently entered shipment receipt
- Examples may include typos, incorrect shipment date, qty amount, etc for a line item

Modifying Shipment Receipts

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

NTRN

Back Forward History Favorites Personalize

Home Operations

Order Processing

Processing
File Uploads/Downloads
Shipment Receipts

Operations > Order Processing

No content available for this navigation node

Use this procedure to modify miscounted inventory for Good Qty (in Lbs.) or Good Qty in CS

Modifying Shipment Receipts

The screenshot displays 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 selected, and a sub-menu is open showing Order Processing, Processing, File Uploads/Downloads, and Shipment Receipts. The Shipment Receipts item is highlighted with an orange border. A large orange arrow points from the text 'Click on Shipment Receipts' to this item. To the right, an orange callout box contains the text: 'The shipment receipt (or Goods Receipt) confirms delivery of WBSCM requisitions to the initial warehouse destination'. Below the navigation bar, the breadcrumb path 'Operations > Order Processing' is visible, followed by a message box with a green checkmark icon and the text 'No content available for this navigation node'.

Back Forward History Favorites Personalize

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing

Processing

File Uploads/Downloads

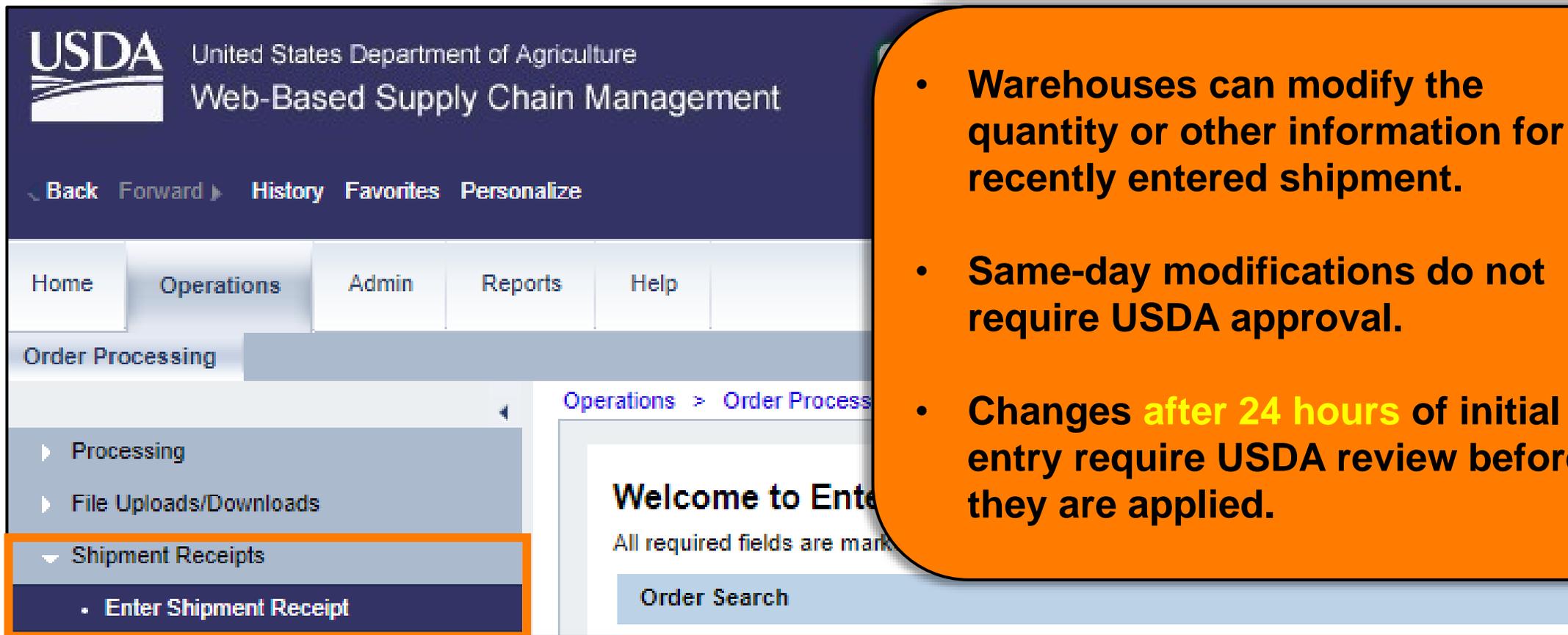
Shipment Receipts

Click on Shipment Receipts

No content available for this navigation node

The shipment receipt (or Goods Receipt) confirms delivery of WBSCM requisitions to the initial warehouse destination

Modifying Shipment Receipt Screen



The screenshot displays the USDA Web-Based Supply Chain Management interface. The top navigation bar includes the USDA logo and the text "United States Department of Agriculture" and "Web-Based Supply Chain Management". Below this, there are navigation links for "Back", "Forward", "History", "Favorites", and "Personalize". A secondary navigation bar contains "Home", "Operations", "Admin", "Reports", and "Help". The "Operations" menu is expanded, showing "Order Processing" and a sub-menu with "Processing", "File Uploads/Downloads", and "Shipment Receipts". The "Shipment Receipts" sub-menu is further expanded, highlighting the "Enter Shipment Receipt" option. The main content area shows a "Welcome to Enter" message and an "Order Search" button.

- Warehouses can modify the quantity or other information for a recently entered shipment.
- Same-day modifications do not require USDA approval.
- Changes **after 24 hours** of initial entry require USDA review before they are applied.

Enter Shipment Receipt

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

Welcome to Enter Shipment Receipt

All required fields are marked with a red asterisk (*). Dates are formatted as: MM/

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders.

* Order Number:

Search

Prerequisites

- The PO or Sales Order must exist in WBSCM.
- Previously submitted receipt.

Enter PO, SO, or Requisition #. Hit Search

Associated Order Summary Screen

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment R

Associated Order Summary

View: [Standard View] [Filter] [Refresh]

Sales Doc #	Assc. Doc Type	Assc. Order #
5000370678	Standard Domestic	4100012785

Recipients are only able to see orders associated with their own requisitions.

Click On Order Number To Continue

Modifying Shipment Receipts

[Back to Summary](#) | [Back to Search](#)

Receipt Header
 Order Number: Entered By: Railcar/BOL:
 Signed By: Date Received:
 Comments:

View:

Select	Further Actions	Description	ASN Number	Signed by	Date Received
<input type="checkbox"/>	<input type="checkbox"/>	ST ROUND FRZ CTN-38-42 LB	6100030995	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100	100166
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100	14
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100	15
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370633	100	58
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370634	100	59
		BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
		BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
		BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
		BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
		BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

Click the Check box in Further Actions column to select shipment receipt line item to modify.

Click check box in Further Actions

GR Reversal and Re-Entry

Back to Summary | Back to Search

Receipt Header

Order Number: 4100012785 Entered By: ORDERMA... Railcar/BO
 Signed By: Date Received:
 Comments:
 Receipt All

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item			
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370666	100	4100012785	9			
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370666	100					
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed				14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	t 11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	TT 12/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553

Submit Receipt | Modify Receipt | Cancel Receipt

A GR reversal and/or re-entry of receipt may be required if:

- Receipt does not appear in list OR
- Checkbox in Further Actions column is not available.

Contact the WBSCM Helpdesk for assistance.

Modifying Shipment Receipts

Back to Summary | Back to Search

Receipt Header

Order Number: 4100012785 Entered By: ORDERMA... Railcar/BOL:

Signed By: Date Received:

Comments:

Receipt All

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370666	100	4100012785
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100	
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100	
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370633	100	
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370634	100	

Submit Receipt | Modify Receipt | Cancel Receipt

- **Receipt Processed:** Receipt for delivery by vendor to initial destination has been updated in WBSCM.
- **Only Recpt Processed status can be modified.**
- **For line items to modify Qty in CS, ASN number must exist.**

Modifying Shipment Receipts

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt Full Screen Options

Back to Summary | Back to Search

Receipt Header

Order Number: 4100012785 Entered By: ORDERMA... Railcar/BOL:

Signed By: Date Received:

Comments:

Receipt All

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. <small>▲</small>	Item <small>▲</small>	Material	Material Description	ASN Number <small>▲</small>	Signed by	Date Received
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receive	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

Click Modify Receipt

Modifying Shipment Receipts

Receipt Header

Order Number: Entered By: Railcar/BOL:

Signed By: Date Received:

Comments:

Signed By

- Enter the name of the individual that signed for the receipt.
 - Ex: John Doe

View:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number	Signed by	Date Received
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

Modifying Shipment Receipts

Receipt Header

Order Number: Entered By: Railcar/BOL:

Signed By: Date Received:

Comments:

Date Received

- The date the materials were received.
 - Ex: 02/25/2019

View:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	Date Received
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

Modifying Shipment Receipts

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Modifying Shipment Receipts

```
graph TD; A[Modifying Shipment Receipts] --> B[Modify Shipment by Good Qty in Lbs.]; A --> C[Modify Shipment by Good Qty CS];
```

**Modify Shipment by *Good Qty*
in Lbs.**

**Modify Shipment by *Good Qty*
CS**

03

Modifying Receipts: Good Qty (in Lbs)

Modifying Shipment Receipts

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000							CS	BOL3
-42 LB	6100027553			0.000	1,000.000							CS	BOL3
-42 LB	6100027553			0.000	1,000.000							CS	BOL354
-42 LB				0.000	1,000.000							CS	

Previous Qty

The amount of materials that were previously receipted on the line item.

Modify Shipment
by *Good Qty* in
Lbs.

Modifying Shipment Receipts

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Open Qty

The amount of materials that have not yet been received for the line item.

Modify Shipment
by Good Qty in
Lbs.

Modifying Shipment Receipts

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Good Qty

- Amount of materials received in good condition, equal to or less than the ordered amount, in pounds (LB).

Modify Shipment
by Good Qty in
Lbs.

Modifying Shipment Receipts

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Good Qty

- Edit when *Prev. Qty* is incorrect.
- To modify, enter total weight (including quantities shipped separately).
- Do not enter an incremental change.

Modify Shipment
by Good Qty in
Lbs.

Modifying Shipment Receipts

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/2/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB				0.000	100.000	4,000.000	LB	100.000	8	0.000	0.000	CS	BOL987654
-42 LB				1,000.000	0.000	0.000				0.000	0.000	CS	
-42 LB				1,000.000	0.000	0.000	LB			0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Modify *Prev. Qty* in
Good Qty Column

Enter 600 not 400

Example:

To change the *Prev. Qty* from 1,000 to 600,
enter 600 and not the difference (400).

Modify Shipment
by Good Qty in
Lbs.

04

Modifying Receipts: Goods Qty in CS

Modifying Good Qty in CS

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Good Qty in (CS)

- Amount of materials received in good condition, in cases (CS).
- Use this procedure to modify miscounted inventory for Good Qty (in CS)

Modify Shipment
by Good Qty in
CS

Modifying Good Qty in CS

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Good Qty in (CS)

- *Good Qty (in CS)* is not required when modifying *Good Qty* (which is in pounds).

Modify Shipment
by *Good Qty in CS*

Modifying Good Qty in CS

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Good Qty in (CS)

- The field is auto populated with ASN quantity and can be updated.
- A value in the field calculates the Good Qty in pounds.
- Calculation does not work without an ASN for variable weight materials.
- If the ASN is not available, but entered later, WBSCM updates the quantity in pounds.

Modifying Good Qty in CS

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Good Qty in (CS)

- To modify, enter the full quantity (including quantities shipped separately)
- Do not enter an incremental change.

Modify Shipment
by Good Qty in
CS

Modifying Good Qty in CS

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Example:

To modify the *Good Qty in CS* from 100 cases to 150, enter 150 and not the difference (50).

Modify Shipment
by *Good Qty in CS*

04

Modifying Overages, Shortages, and Damages

Damages

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Reject Qty

The amount of materials that are not usable and thus rejected.

Overages

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB											0.000	CS	BOL354
-42 LB											0.000	CS	

Over Qty

- Amount of materials receipted for line item as *Good Qty* or *Good Qty (in CS)* that exceeds ordered amount.
- When **Modify Receipt** button is clicked, items receipted over PO quantity appear in red.

Shortages

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553											CS	BOL3
-42 LB	6100027553											CS	BOL3
-42 LB	6100027553											CS	BOL354
-42 LB												CS	

For Shortages:

Amount of materials receipted for PO line as *Good Qty* or *Good Qty (in CS)* under the ordered amount are included in *Open Qty* total for that line.

Shortage Example

	ASN Number	Signed by	Date Received	Prev. Qty.	Open Qty.	Good Qty.	UoM Entry	Good Qty (in CS)	Damage Qty.	Reject Qty.	Over Qty.	Qty. UoM	BOL #
-42 LB	6100030995	Jane Doe	12/25/2019	0.000	1,000.000	39,985.000	LB	1,000.000	9	0.000	0.000	CS	BOL 103
-42 LB	6100030996	Jane Doe	12/25/2019	0.000	100.000	4,000.000	LB	100.000	9	0.000	0.000	CS	BOL987654
-42 LB		t	11/25/2018	1,000.000	0.000	0.000	LB	1,000.000	14	0.000	0.000	CS	
-42 LB		TT	12/05/2018	1,000.000	0.000	0.000	LB	1,000.000	15	0.000	0.000	CS	
-42 LB	6100027553			1,000.000	0.000	40,000.000	LB	1,000.000	58	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	59	0.000	0.000	CS	BOL3
-42 LB	6100027553			0.000	1,000.000	40,000.000	LB	1,000.000	60	0.000	0.000	CS	BOL354
-42 LB				0.000	1,000.000	40,000.000	LB	1,000.000	61	0.000	0.000	CS	

Example:

If 1,000 cases were ordered but only 998 (with no damages) were accepted, report 998 in Good Qty in CS. column.

Modifying Receipt Without ASN

! Receipt entered for PO Item 4100007679/00008 with status 'Missing ASN' cannot be modified until an ASN is entered by the Vendor.

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.D	Item	Material	Material Description
--------	-----------------	----------------	------------	------	---------	------	----------	----------------------



To modify receipts without an ASN:

- Wait for vendor to submit an ASN.
- Once ASN is submitted, make modifications.
- If receipt is no longer available for review, contact the WBSCM Helpdesk.

Enter Shipment Receipt Screen

|

Receipt Header

Order Number: Entered By: Railcar/BOL:

Signed By: Date Received:

Comments:

View:

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	Date Received
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	John Doe	02/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

If necessary, click the Left arrow button on the horizontal scrollbar to view the left side of the screen.

Enter Shipment Receipt Screen

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc. ▲	Item ▲	Material	Material Description	ASN Number ▲	Signed by	Date Received
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recpt Processed	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	John Doe	02/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	Jane Doe	12/25/2019
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		t	11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Recpt Processed	5000370672	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB		TT	12/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370633	100		58	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370634	100		59	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100027553		

Submit Receipt Receipt

Click the Submit Receipt button to submit.

Enter Shipment Screen: Confirmation

Goods receipt was successfully processed. Additional messages might be available below!

Associated Order Summary

View: Default View

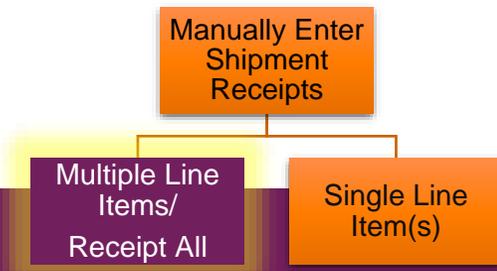
Sales Document	Associated Document Type	Associated Document
5000205084	Purchase Order	4100005926

Goods receipt Messages

View: Default View | Export

Order Number	Item	MsgType	Message Text
4100005926	9	S	Receipt was successfully posted
		S	Corresponding Line Items of Sales Order # 5000205084 have been updated!

- The transaction is complete.
- Review the confirmation message on the Enter Shipment Receipt Screen.



Enter Shipment Screen: Confirmation

☑ Goods receipt was successfully processed. Additional messages might be available below!

Associated Order Summary

View: Default View

Sales Document	Associated Document Type	Associated Document
5000205084	Purchase Order	4100005926

Goods receipt Messages

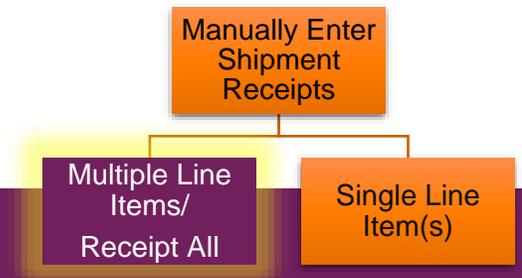
View: Default View | Export

Order Number	Item	MsgType	Message Text
4100005926		S	Receipt was successfully posted
		S	Corresponding Line Items of Sales Order # 5000205084 have been updated!



The MsgType column codes:

- **S:** receipt submitted successfully
- **E:** an error occurred



Quick Reference: Line-Item Status Codes

Status Code	Definition
Processing Recpt	Receipt was submitted and is processing in WBSCM.
Pending Review	Submitted receipt will be reviewed by USDA. May reflect a difference in quantity between recipient and vendor or a modification after initial day of entry.
Recpt Processed	Receipt for delivery by vendor initial destination has been updated in WBSCM. For deliveries directly to customer, destination is the Ship-To.
Rcept2 Processed	For deliveries that included additional transportation services, receipt for delivery to final destination has been updated in WBSCM.
<p>*Note: WBSCM will send email notification to vendor when receipt is entered with over, short, or damaged (O/S/D) materials/commodities or if no ASN was available at time receipt was submitted.</p>	

KNOWLEDGE CHECK



WBSCM Modify Receipt Knowledge Check

Question:

A Direct Ship RA (Recipient Agency) is trying to modify a receipt for a shipment that has no PO lines displayed, OR the desired receipt is no longer viewable in the list of PO lines. What should happen next?

- A. The receipt cannot be modified using the modify process.
- B. A GR reversal and/or re-entry of the receipt may be required.
- C. Contact the WBSCM Helpdesk for assistance.
- D. All of the above.

A**B****C****D**

Knowledge Check:

Scan QR Code or visit the
Link below to access
the Knowledge Check



<https://bit.ly/44nz7uO>



WBSCM Modify Receipt Knowledge Check

A

A. The receipt cannot be modified using the modify process.

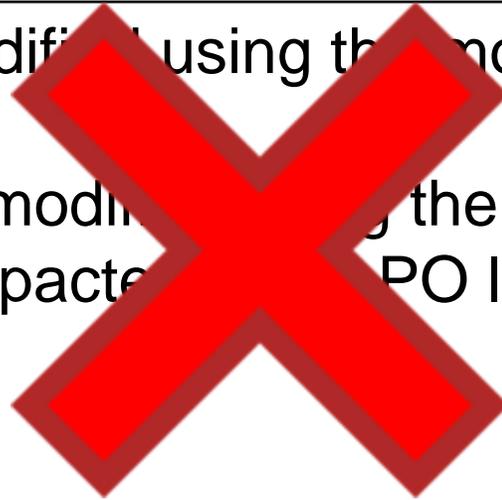
While the receipt cannot be modified using the modify process, there are other factors that are also impacted when PO lines needing to be modified are not visible.

WBSCM Modify Receipt Knowledge Check

A

A. The receipt cannot be modified using the modify process.

While the receipt cannot be modified using the modify process, there are other factors that are also impacted. PO lines needing to be modified are not visible.



WBSCM Modify Receipt Knowledge Check

B

B. A GR reversal and/or re-entry of the receipt may be required.

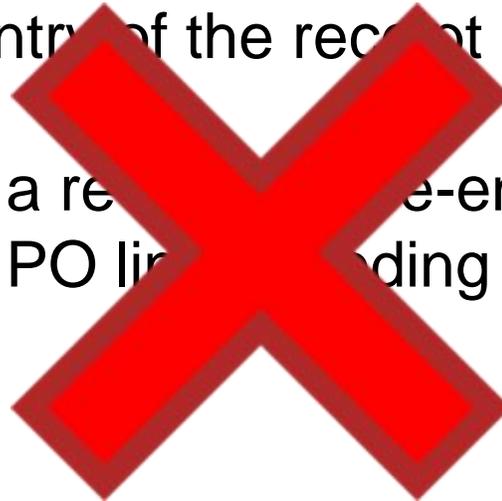
While the receipt will require a reversal or re-entry, there are other factors that are also impacted when PO lines needing to be modified are not visible.

WBSCM Modify Receipt Knowledge Check

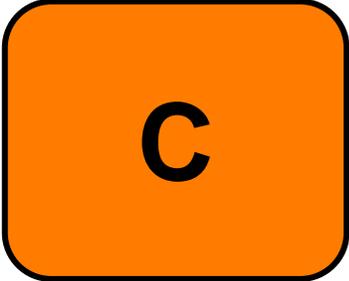
B

B. A GR reversal and/or re-entry of the receipt may be required.

While the receipt will require a re-entry, there are other factors that are also impacted when PO lines pending to be modified are not visible.



WBSCM Modify Receipt Knowledge Check



C

C. Contact the WBSCM Helpdesk for assistance.

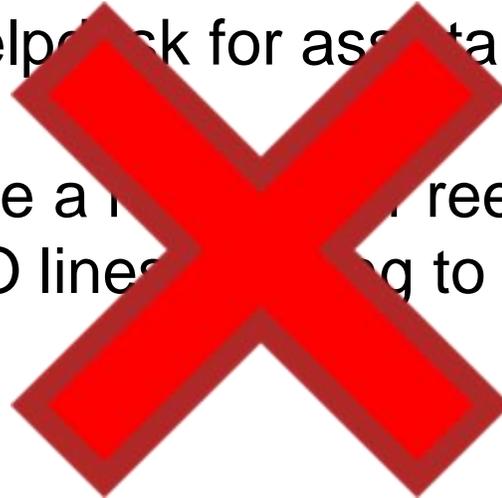
While the receipt will require a reversal or reentry, there are other factors that are also impacted when PO lines needing to be modified are not visible.

WBSCM Modify Receipt Knowledge Check

C

C. Contact the WBSCM Helpdesk for assistance.

While the receipt will require a receipt reentry, there are other factors that are also impacted when PO lines that are to be modified are not visible.



WBSCM Modify Receipt Knowledge Check

D

D. All of the above.

When PO lines needing modification are not displayed, the following conditions apply:

- The receipt cannot be modified using this process.
- A GR reversal and/or re-entry of the receipt may be required.
- Contact the WBSCM Helpdesk for assistance.

WBSCM Modify Receipt Knowledge Check

D

. All of the above.

When PO lines needing modification are not displayed, the following conditions apply:

- The receipt cannot be modified using this process.
- A GR reversal and/or re-creation of the receipt may be required.
- Contact the WBSCM Helpdesk for assistance.

Questions?



For WBSCM Assistance

See Contact Information Section on WBSCM Transition Page



Lab Time:



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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