

# WBSCM User Guide



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# Setup WBSCM Accounts for your Staff

Here are examples of the food service positions that you may need to authorize and add to your WBSCM Profile

- Food Service Director
- Kitchen Manager
- Ordering Manager
- Claim Specialist
- Business Manager

Steps to complete for the new user accounts for your staff:

1. Navigate to “Manage Users”
2. Create a New User – Personal Data Tab
3. Roll Data Tab
4. How Roll Data Applies

# Navigate to “Manage Users”

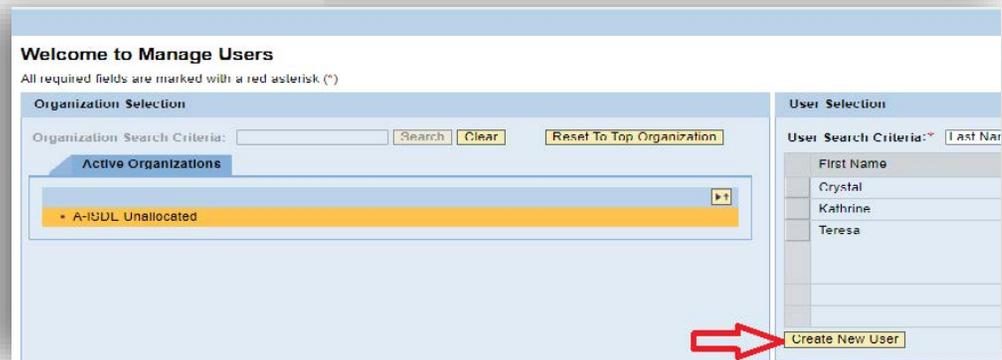
Step 1. Click on the “Admin” tab, then “Manage Users.”



Step 2. “Welcome to Manage Users” will appear as indicated by the red arrow.



Step 3. Click on the “Create New Users” button



# Create a New User – Personal Data Tab

Step 4. Click on “Personal Data” tab.

The screenshot displays the 'Manage Users' interface. On the left, the 'Organization Selection' panel shows 'ID Dept. of Education' selected. The 'User Search' panel on the right contains a search criteria field and a 'Create New User' button. Below these is the 'User Details' section with three tabs: 'Personal Data', 'Field Data', and 'Admin Data'. A red arrow points to the 'Personal Data' tab. The 'Personal Data' tab is active, showing fields for Company (0004000451), User ID, Title, First Name, Last Name, Email, Fax, Mobile Phone, and Phone. It also includes fields for Street Address, City, Zip Code, Country, State Or Province, and Time Zone. 'Save' and 'Cancel' buttons are at the bottom.

# Create a New User – Personal Data Tab

Step 5. Fill in information on the “Personal Data” tab.

\*Note that the last name and e-mail must be the same as what the employee uses when creating their individual eAuthentication (eAuth) account. Check with your staff to ascertain whether they have an eAuth account. If you participate in the USDA DoD Fresh Program, they may have an eAuth account. This account can be used for both FFAVORS and WBSCM.

If you have an individual who will order USDA Foods in the WBSCM portal they must create an eAuth account and it may not be concurrently while you are adding user roles.



The screenshot shows the 'User Details' form with the 'Personal Data' tab selected. The form contains the following fields:

Field	Value	Field	Value
Company:	0004000451	Street Address:	650 W State Street
User ID:		City:	Boise
Title:		Zip Code:	83702
First Name:*	First	Country:*	USA
Last Name:*	Last	State Or Province:	Idaho
Email:*	email here	Time Zone:	Mountain Time (Denver)
Fax:			
Mobile Phone:			
Phone:			

At the bottom of the form are 'Save' and 'Cancel' buttons. A callout bubble points to the 'Email' field with the text: "Email and last name must match the eAuth account".

# Roll Data Tab

Step 6. “Add” appropriate roles for the employee (see next page for definitions of roles). By clicking on the gray box next to the Available Role and then “Add”.

The screenshot displays the 'User Details' interface with the 'Role data' tab selected. It features two lists: 'Available Roles' and 'Current Roles'. The 'Available Roles' list contains 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. The 'Current Roles' list contains 'Order Manager - RA' and 'Org Admin - RA'. A red arrow points from the 'Add' button to the 'Available Roles' list. A callout bubble points to the 'User Admin - RA' role with the text 'Make sure to "Add" appropriate roles'. The 'Add' and 'Remove' buttons are located between the two lists. 'Save' and 'Cancel' buttons are at the bottom.

Make sure to "Add" appropriate roles

# How Role Data Applies

- Make sure that Order Manager – RA is selected for those that plan orders.
- Make sure that “Org Admin- RA” and “User Admin-RA” is selected for those that plan to create/modify access for other employees
- Anyone who wants to view reports, including the Order Manager, needs “View only -RA” Access. Click next to that role, click “Add”, then Click “Save”

## **Plan to Place Order**

Choose “Order Manager -RA”

## **Plan to Create/Modify Access for Other Employees**

Choose “Org Admin -RA”  
& “User Admin-RA”

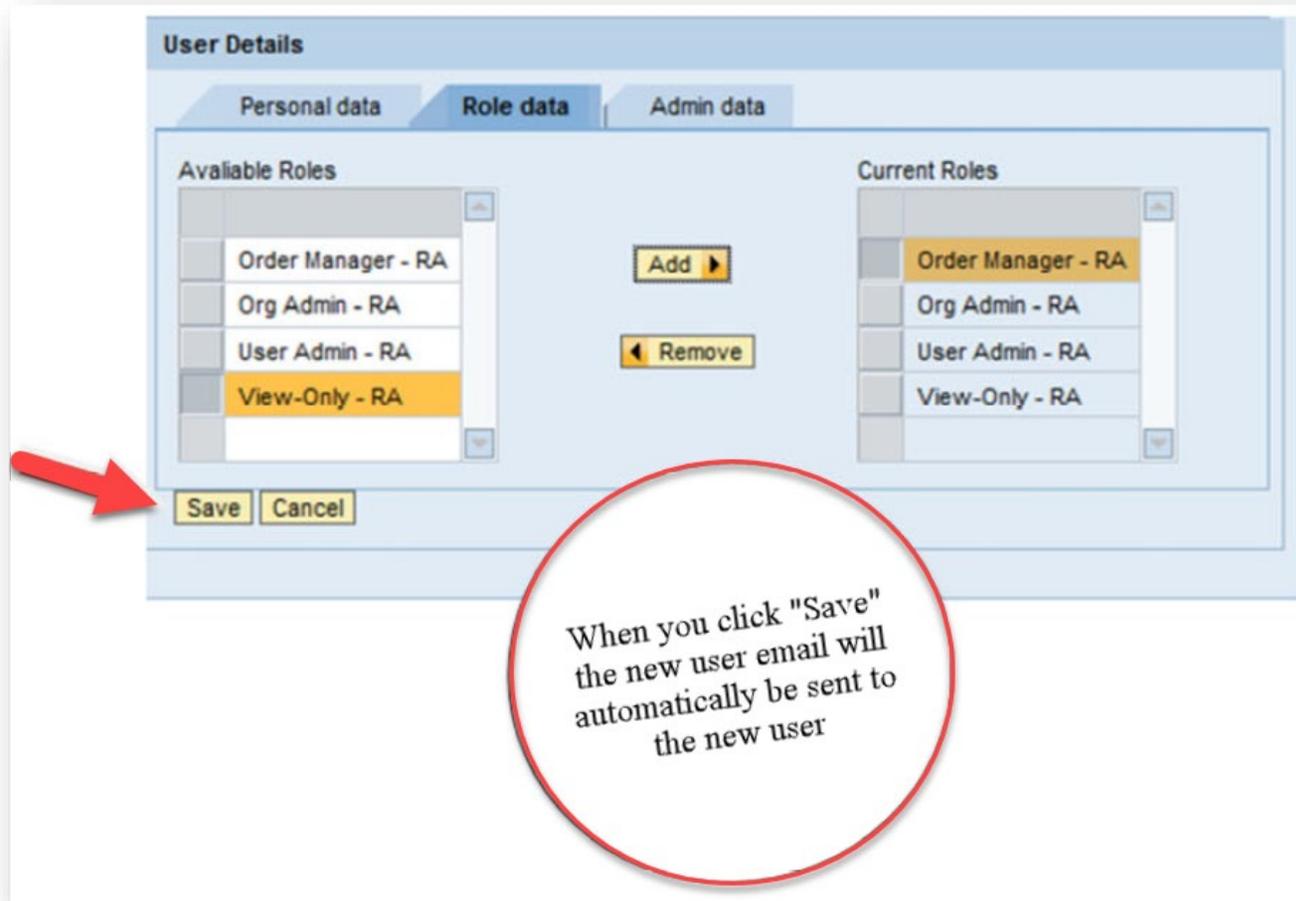
## **Anyone wanting to View Reports**

Choose “View Only-RA access”

\*Includes Order Manger

# New User-Save

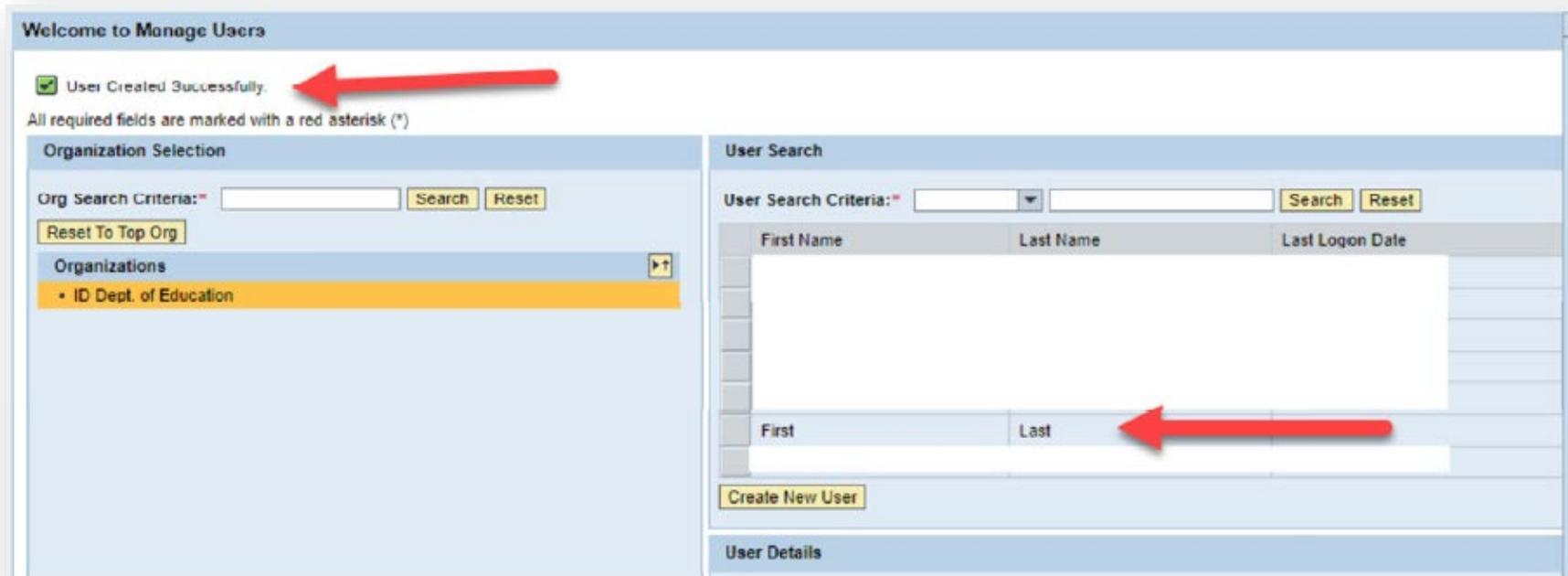
Step 7. Click "Save."



# User Created Successfully

Once the information is saved in the “Personal Data” tab, a message will appear that confirms “User Created Successfully”.

If you add the data roles later a “User Updated Successfully” message will appear.

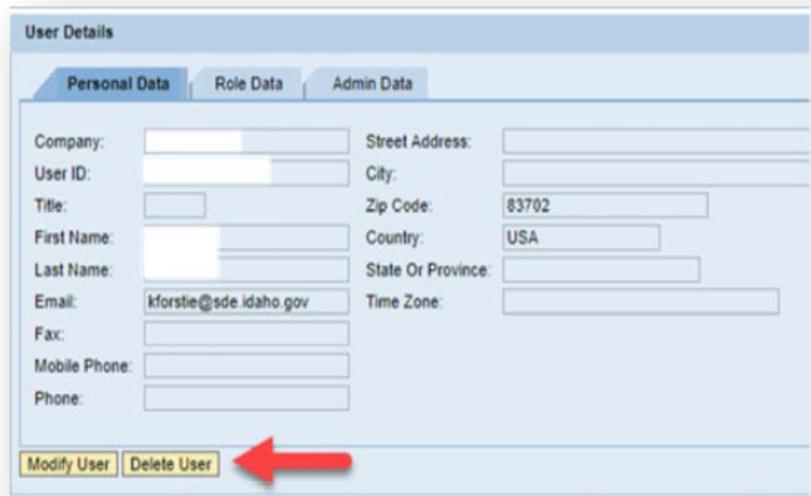


# Delete User

Step 1. Just as you can add a new user, you will be able to delete users. You will select the box next to the name you want to delete and select the “Delete User “button at the bottom.

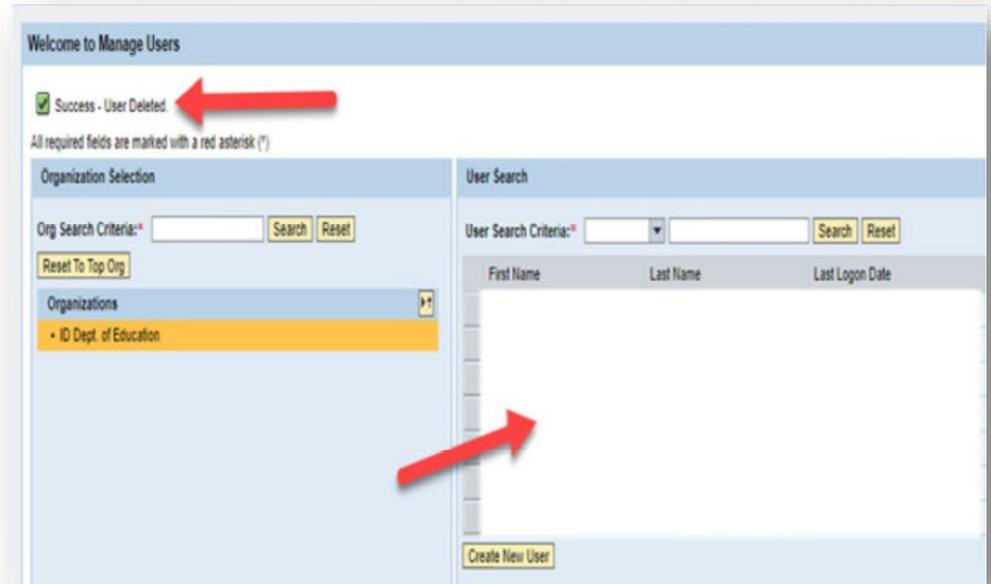
Step 2. You will then see the message at the top indicating “Success - User Deleted”.

## STEP 1



The screenshot shows the 'User Details' form with three tabs: 'Personal Data', 'Role Data', and 'Admin Data'. The 'Personal Data' tab is active. The form contains various input fields for user information, including Company, User ID, Title, First Name, Last Name, Email (kforstie@sde.idaho.gov), Fax, Mobile Phone, and Phone. At the bottom of the form, there are two buttons: 'Modify User' and 'Delete User'. A red arrow points to the 'Delete User' button.

## STEP 2



The screenshot shows the 'Welcome to Manage Users' page. At the top, there is a message: 'Success - User Deleted' with a green checkmark icon. A red arrow points to this message. Below the message, there is a section for 'Organization Selection' with a search criteria field and 'Search' and 'Reset' buttons. A 'Reset To Top Org' button is also present. Below this, there is a list of organizations, with 'ID Dept. of Education' highlighted in yellow. To the right, there is a 'User Search' section with a search criteria field and 'Search' and 'Reset' buttons. Below the search section, there is a table with columns for 'First Name', 'Last Name', and 'Last Logon Date'. At the bottom right, there is a 'Create New User' button. A red arrow points to the bottom right area of the page.

# WBSCM Registration for New User



1. The new user will need to create a Login.gov and an eAuthentication account if they do not have one as per the automated email received from WBSCM.
2. Follow all instructions in the WBSCM email including step 2 and answer the “Rules of Behavior” question to complete the registration process.
3. Use this guide to help guide which options to select on each of the websites associated to the complete registration process.

# Sample New User Email from WBSCM

The new user will then receive an email from WBSCM asking them to set up their account similar to the one shown. **Please, note this is a 2 step process to create an account.** The third step asks you to save the link in a bookmark

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) system.

If you are a [USAID Federal Employee or Contractor](#), please disregard this email and contact the [AMS Help Desk](#) for instructions on how to proceed.

WBSCM is a USDA eAuthentication (eAuth) protected application. To access WBSCM, go to the [USDA eAuthentication page](#), select the appropriate [User Type](#) based on your role, and follow the steps identified below:

- a. **Customers, Vendors, Business Partners**
  1. Select **Customer** and complete [Steps 1 and 2](#).
  2. Use [Login.gov](#) credentials to access WBSCM.
- b. **USDA Federal Employees, Affiliates, Contractors**
  1. Skip [Step 1](#) and complete [Step 2](#).
  2. Select **USDA Employee/Contractor** and use PIV/Lincpass credentials to access WBSCM.

If you have an existing eAuth account to access any [non-WBSCM application](#), skip [Step 1](#) and complete [Step 2](#) below.

#### Helpful Tips:

- **SAVE this email until you have completed Step 2 below.**
- Your [Login.gov](#) or PIV/Lincpass credentials must match your last name and email address in WBSCM (as referenced in this email) to successfully register your new account.
- [Login.gov](#) account requires a unique email address.
- A single [Login.gov](#) account can be used for USDA and non-USDA applications. For USDA protected applications, the [Login.gov](#) account must be linked to eAuth.
- Your [Login.gov](#) ID or PIV/Lincpass can be linked to multiple WBSCM accounts.

#### How to Register a new WBSCM account

##### **Step 1. Create Login.gov ID and link to eAuth**

This step is required only for public customers, vendors, and business partners conducting business with USDA. Go to the [USDA eAuthentication page](#), select **Customer**, then **Login.gov** option. You will be directed to the [Login.gov](#) website.

You can access WBSCM with an existing [Login.gov](#) ID or create a new one:

- a. If you already have an active [Login.gov](#) ID, **Sign in** with your existing credentials and complete the steps to perform a one-time process to link your [Login.gov](#) ID with USDA eAuth.
- b. To create a new [Login.gov](#) ID, choose **Create an account**; provide a unique email address, establish multi-factor authentication, and return to eAuth to link the new account with eAuth.

**Note:** If you don't have an existing eAuth account, when linking [Login.gov](#) ID with the eAuth system, choose **Continue without linking to an existing eAuth account**. This establishes an automatic link to a new eAuth account.

After [Login.gov](#) credentials are created and successfully linked to eAuth, the **Account Information** page displays a summary of your [Login.gov](#) credentials with a [green Linked checkmark](#). This completes Step 1. Log out, and go to [Step 2](#) to register your WBSCM account.

##### **Step 2. Register WBSCM Account**

This one-time step must be completed by all users to access WBSCM. To register your new WBSCM account, click on the link below and log in using your [Login.gov](#) or PIV/Lincpass credentials based on your user type. [This link is unique to your WBSCM account and should not be shared with others.](#)

<https://portal.wbscm.usda.gov/registration?action=init&token=euv7GnLWq5K44deTodVYZvEV%2F1qW0QvIqQ5gux1Sb6DDnXlyEGswvcPfw7K4YeyA>

(Copy and paste the link above in your Web Browser, if you encounter issues.)

Follow the system prompts to accept the **Rules of Behavior** and access WBSCM. This completes the WBSCM registration process.

**Note:** An active [Login.gov](#) ID or PIV/Lincpass can be linked to more than one WBSCM account. If you have an existing WBSCM account, be sure to [sign out of any active WBSCM sessions](#) and close the browser [before](#) registering a new account. If you have multiple WBSCM accounts, you will be prompted to select which one to use when logging into WBSCM.

Be sure to **Bookmark** WBSCM for future convenience: <https://portal.wbscm.usda.gov/>

If you have any questions, please contact your user administrator: [cedgar@sde.idaho.gov](mailto:cedgar@sde.idaho.gov)

You may also contact the WBSCM Service Desk at [wbscm.servicedesk@caci.com](mailto:wbscm.servicedesk@caci.com) or call 877-WBSCM-4U (877-927-2648)

#### Links in this email

USDA eAuthentication Page: <https://www.eauth.usda.gov/eauth/b/usda/login>

WBSCM Production Portal: <https://portal.wbscm.usda.gov/>

**From the automated email-** WBSCM is a USDA eAuthentication (eAuth) protected application. To access WBSCM, go to the [USDA eAuthentication page](#), select the appropriate User Type based on your role, and follow the steps identified below (from the email):

a. **Customers, Vendors, Business Partners**

1. Select **Customer** and complete **Steps 1 and 2**.
2. Use Login.gov credentials to access WBSCM.

The image displays two screenshots of the USDA eAuthentication website. The first screenshot shows the 'Login' page with the 'Customer' option selected. The second screenshot shows the 'Customer Login' page with the 'Login.gov' option selected. Red boxes and arrows highlight the selected options and the flow between the two pages.

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

### Login

Select your user type to continue

- Customer**  
Public citizens accessing USDA agency resources online
- USDA Employee/Contractor**  
Federal employees and contractors working for USDA
- Other Federal Employee/Contractor**  
Non-USDA federal agency employees and contractors

**Warning**

Upon login you agree to the following information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, and (3) any information stored on or transmitted to or from this computer or network.

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

### Customer Login

[Need an account?](#)  
Not a Customer? [Change user type](#)

Select an option to continue

- Login.gov**  
Enter Login.gov User ID and Password
- eAuth User ID**  
Enter User ID and Password

**Warning**

Upon login you agree to the following information:



**Warning**

Upon login you agree to the following information:

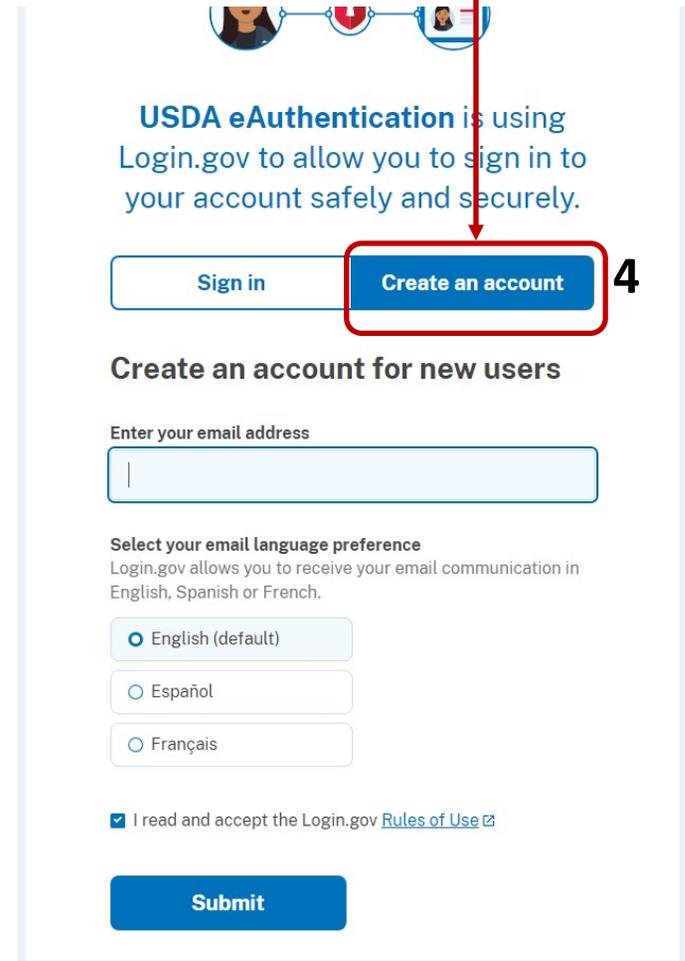
**How to Register a new WBSM account (Steps from the email)**

**Step 1. Create Login.gov ID and link to eAuth**

This step is required only for public customers, vendors, and business partners conducting business with USDA. Go to the [USDA eAuthentication page](#), select **Customer**, then **Login.gov** option. You will be directed to the Login.gov website.

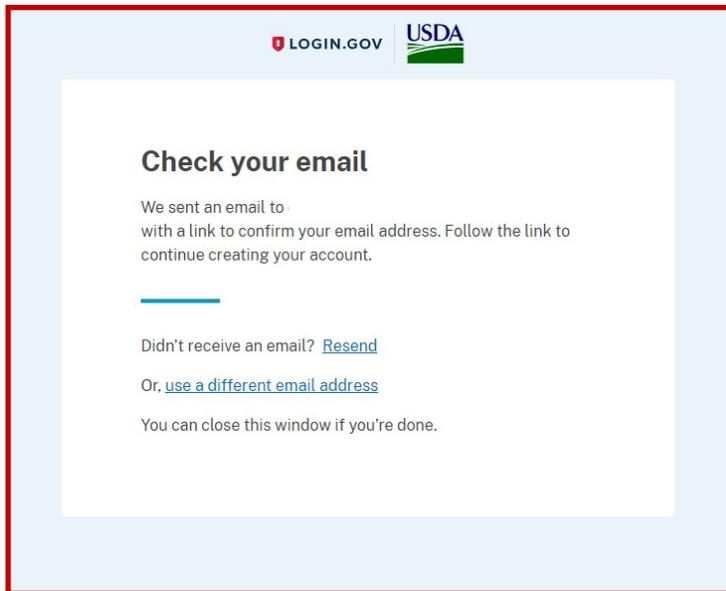
You can access WBSM with an existing Login.gov ID or create a new one:

- ~~a. If you already have an active Login.gov ID, **Sign in** with your existing credentials and complete the steps to perform a one-time process to link your Login.gov ID with USDA eAuth.~~
- b. To create a new Login.gov ID, choose **Create an account**; provide a unique email address, establish multi-factor authentication, and return to eAuth to link the new account with eAuth.



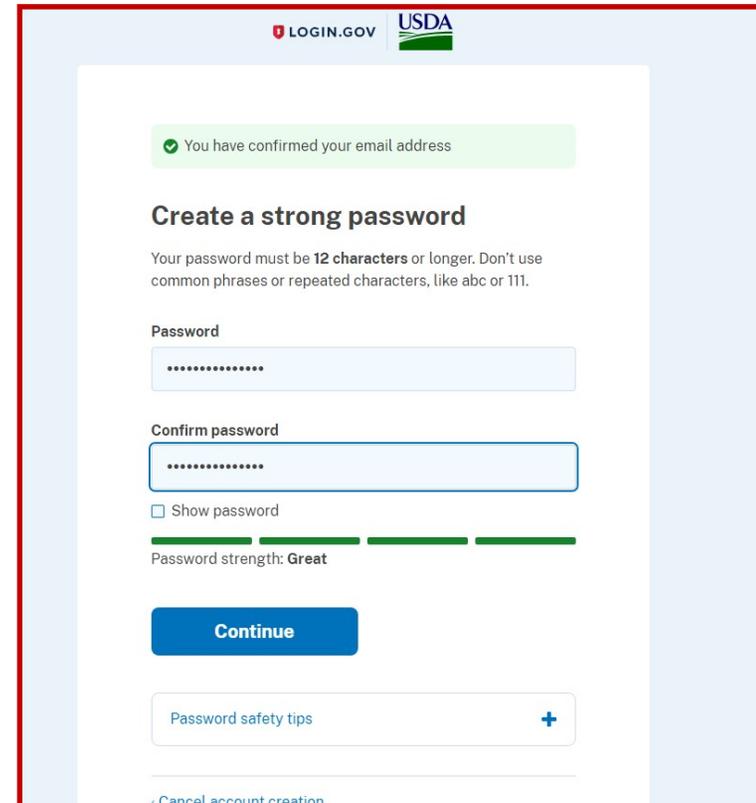
# Login.gov sends you a confirmation email to your registered email

5

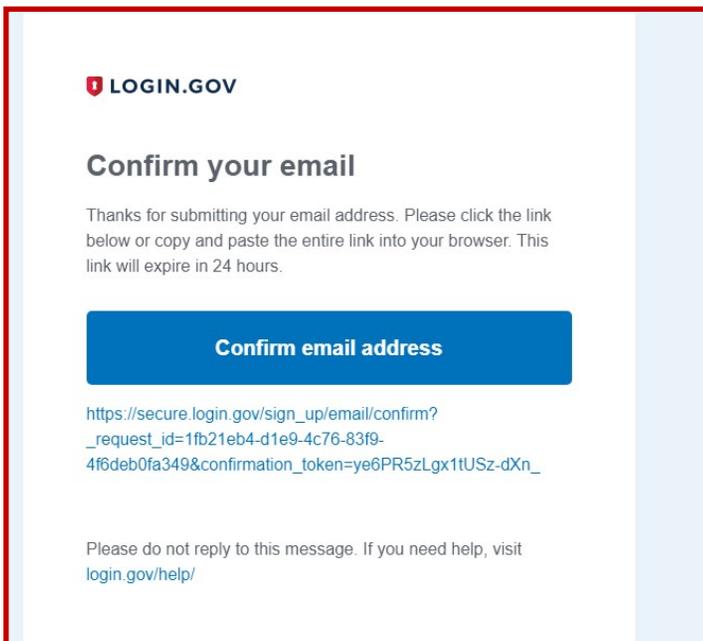


Then you create a password for Login.gov.

7



6



Log into Login.gov and click "Continue to USDA eAuthentication"

8

[Continue to USDA eAuthentication](#)

Then to link Login.gov ID with the eAuth system, choose "Continue without linking to an existing eAuth account". This establishes an automatic link to a new eAuth account.

9

The last part is following “Step 2” in the “Register USDA WBSCM User Account Email. Then clicking on the unique link to access the “WBSCM Rules of Behavior” page.

### Step 2. Register WBSCM Account

This one-time step must be completed by all users to access WBSCM. To register your new WBSCM account, click on the link below and log in using your Login.gov or PIV/Lincpass credentials based on your user type. This link is unique to your WBSCM account and should not be shared with others.

<https://portal.wbscm.usda.gov/registration?action=init&token=euv7GnLWq5K44deTodVYZvEV%2F1qW0QvlqQ5gux1Sb6DDnXlyEGswvcPfw7K4YeyA>

(Copy and paste the link above in your Web Browser, if you encounter issues.)

Follow the system prompts to accept the **Rules of Behavior** and access WBSCM. This completes the WBSCM registration process.

**Note:** An active Login.gov ID or PIV/Lincpass can be linked to more than one WBSCM account. If you have an existing WBSCM account, be sure to sign out of any active WBSCM sessions and close the browser before registering a new account. If you have multiple WBSCM accounts, you will be prompted to select which one to use when logging into WBSCM.

Be sure to **Bookmark** WBSCM for future convenience: <https://portal.wbscm.usda.gov/>

If you have any questions, please contact your user administrator: [cedgar@sde.idaho.gov](mailto:cedgar@sde.idaho.gov)

You may also contact the WBSCM Service Desk at [wbscm.servicedesk@caci.com](mailto:wbscm.servicedesk@caci.com) or call 877-WBSCM-4U (877-927-2648)

#### Links in this email

USDA eAuthentication Page: <https://www.eauth.usda.gov/eauth/b/usda/login>

WBSCM Production Portal: <https://portal.wbscm.usda.gov/>

**USDA** United States Department of Agriculture  
WBSCM User Validation

## WBSCM Rules of Behavior

Rules of Behavior  
(Version 1.0)

Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:

1. Participants shall understand and comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws.
3. Users shall protect their UserIDs and passwords from disclosure.

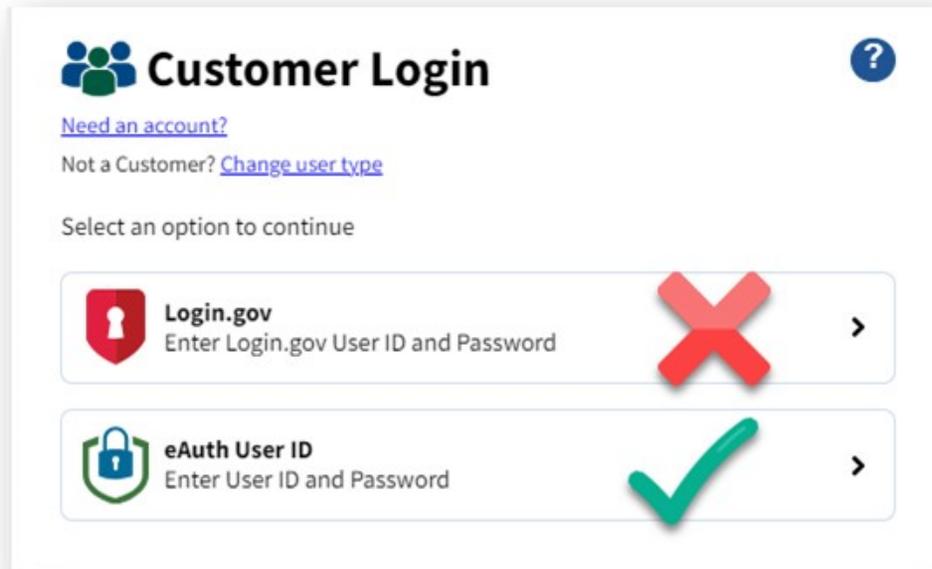
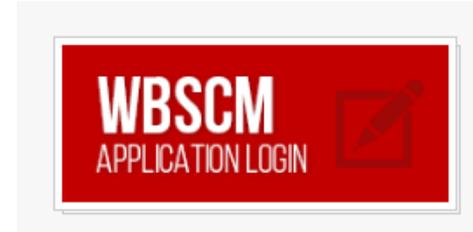
Accept  
 Reject

Please review the WBSCM Rules of Behavior. Clicking Accept will continue the validation process.

After you click submit, you will then be logged into WBSCM.

# WBSCM for a Current User prior to 2022

1. Keep user name and password in a safe place where you can access it. Idaho Department of Education does not maintain the information and security questions you need if you forget how to log-on.
2. Find the WBSCM APPLICATION LOGIN tile on the USDA Foods & Processing webpage.
3. Make sure to Login in as a eAuth User ID



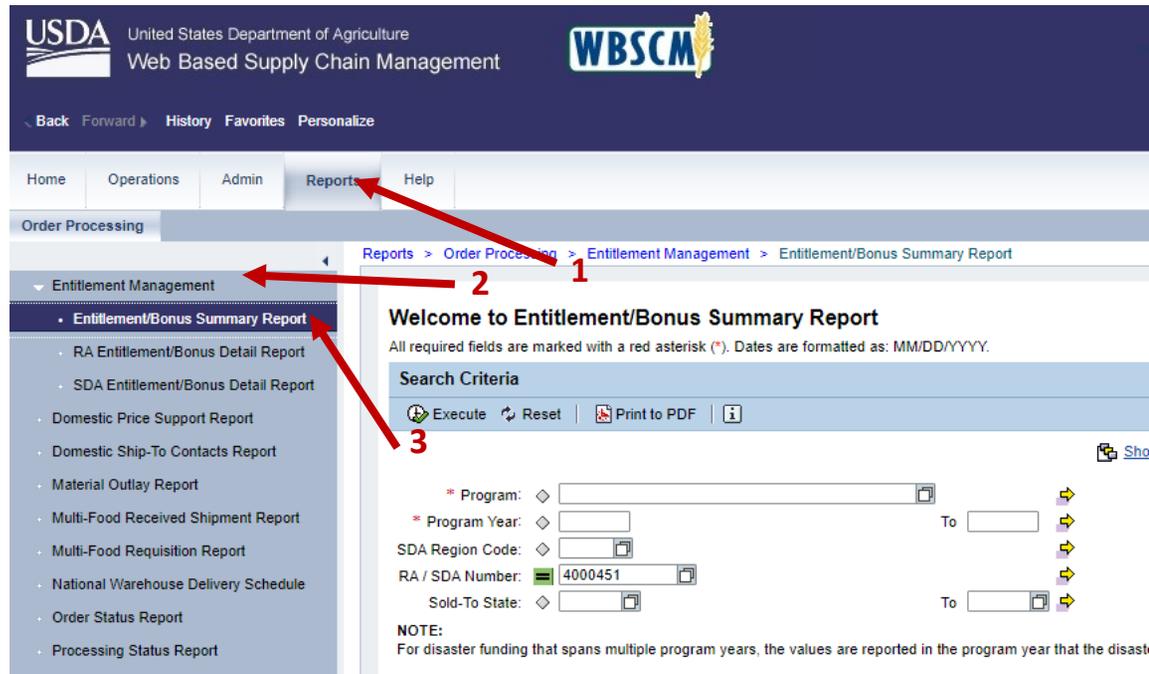
# If you Forget.....

The image shows a web form titled "Customer Login" with a help icon in the top right. Below the title is a link "< Back to login options". The form is for "eAuth User ID" and asks the user to "Enter User ID and Password". It features two input fields: "User ID" and "Password". The "User ID" field has a "Forgot User ID" link to its right, and the "Password" field has a "Forgot Password" link to its right. Both links are enclosed in red rectangular boxes. Below the password field is a "Show Password" checkbox, which is currently unchecked. At the bottom of the form is a blue "Log In" button.

The State agency will not have your Login Information!

# Running an Entitlement Summary

1. Log into WBSCM
2. Click on the “Reports” tab at the top of the page
3. Click “Entitlement: Management” in the left-hand column .
4. Click “Entitlement/Bonus Summary Report”



# IMPORTANT NOTE

**Program Year is the second half of any school year (i.e., SY24-25 would be Program Year 2025)**

5. Fill in “NSLP” for the Program
6. Fill in the Program Year (for example 2025 for school year 2024-2025)
7. Click “Print PDF Output” or you can click “Execute” and it will open in WBSCM.

The screenshot shows the USDA Web Based Supply Chain Management (WBSCM) interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The left sidebar lists various reports under 'Entitlement Management', with 'Entitlement/Bonus Summary Report' selected. The main content area displays the 'Welcome to Entitlement/Bonus Summary Report' page. The 'Search Criteria' section contains several input fields: '\* Program:' with 'NSLP' entered, '\* Program Year:' with '2024' entered, 'SDA Region Code:', 'RA / SDA Number:' with '4000451' entered, and 'Sold-To State:'. Below these fields is a 'NOTE:' section. Red annotations include: a circle around the 'Execute' button labeled '7'; an arrow pointing to the 'Program' field labeled '5'; an arrow pointing to the 'Program Year' field labeled '6'; and a long arrow pointing from the 'Program Year' field down to the text below the screenshot.

Be sure to place the correct Program Year for your future forecasting of Entitlement.

# IMPORTANT NOTE: Continued

The options and views when you click “Execute.” This is an option to Export the report to Microsoft Excel versus a PDF.

The screenshot displays a web application interface for generating reports. The main window shows the 'Entitlement/Bonus Summary Report' with a table of data. A red arrow points from the 'Export to Microsoft Excel' button in the report interface to a Microsoft Excel spreadsheet window that has opened, showing the same data.

**Entitlement/Bonus Summary Report Data:**

Program	Sold-To Party	Sold-To Name	Sold-To City
NSLP	4000451	ID Dept. of Education	BOISE

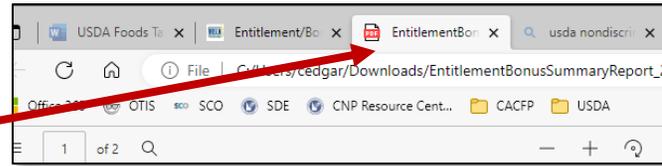
**Microsoft Excel Spreadsheet Data:**

Program	Sold-To Party	Sold-To Name	Sold-To City	Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount	Ent. Order Total
NSLP	4000451	ID Dept. of Education	BOISE	ID	2024	11,111,786.00	0.00	562,008.08

# IMPORTANT NOTE: Continued

8. Click “Open file”

The file may open in your browser on a new tab.



A screenshot of the USDA Web Based Supply Chain Management (WBSM) application. The page title is 'Welcome to Entitlement/Bonus Summary Report'. Below the title, it states 'All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY.' There is a 'Search Criteria' section with a toolbar containing 'Execute', 'Reset', and 'Print to PDF' buttons. The search criteria include: '\* Program: NSLP', '\* Program Year: 2024', 'SDA Region Code: [ ]', 'RA / SDA Number: 4000451', and 'Sold-To State: [ ]'. A 'Show Variants' button is also present. On the left, there is a navigation menu with 'Entitlement Management' expanded, showing 'Entitlement/Bonus Summary Report' as the selected item. A 'Downloads' window is open on the right side of the browser, showing the same file 'EntitlementBonusSummaryReport\_20230222.pdf' with an 'Open file' button.

# Viewing Entitlement Summary Report Details

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

Entitlement/Bonus Summary Report

Page 1 ( of 2 ) Wed. 02/22/2023 11:38:03 CST

Sold-To	Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
4000451 ID Dept. of Education BOISE, ID	NSLP	2024	\$11,111,786	\$0	\$562,008	469,212	\$10,549,778	\$0	0
1 Record(s)					\$2,008	469,212	\$10,549,778	\$0	0

The dollar amount of USDA Foods your school/organization is entitled to for this year.

The amount you spent on seasonal produce during the previous WBSM ordering period.

The amount of entitlement remaining for you to spend.

**\*\*Note: The first page of the report is not important, scroll to Page 2 for the summary.**

# Entering an Order in WBSCM

*Once you have planned your order based on available estimated entitlement and filled out the WBSCM Forecasting Worksheet, you're ready to log into WBSCM and place requisitions for USDA Foods. Use the WBSCM tile found on the Idaho USDA Foods & Processing webpage to be sure you are logging in directly to WBSCM.*

**Tip:** You may want to consider setting aside a designated amount of time with limited interruptions in order to successfully place orders in WBSCM. Please keep in mind WBSCM **will log you out** after a few minutes of inactivity so make sure you are actively working in the system during the ordering process.

There are no limitations on the amount of orders that can be placed in WBSCM. Therefore, the State Agency (SA) recommends placing multiple small orders by **product category** and **storage type; this will help you avoid selecting the wrong delivery location**. For example, place all orders for frozen fruit in a single session and proceed to order completion (this order would be delivered to Americold). Next, go in and place your orders for canned fruit, again you will need to complete the order (this order would be delivered to Northwest Distribution). By following the State agency recommendation, you will avoid the frustration of being timed out and losing everything in your cart and having to start over and potentially selecting an incorrect delivery location.

You will know an order has been successfully completed in WBSCM once you receive the “Confirmation of Receipt” page.

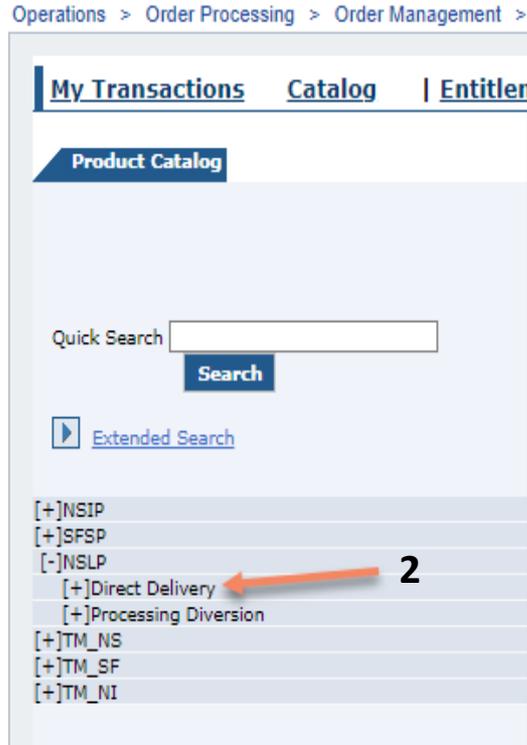
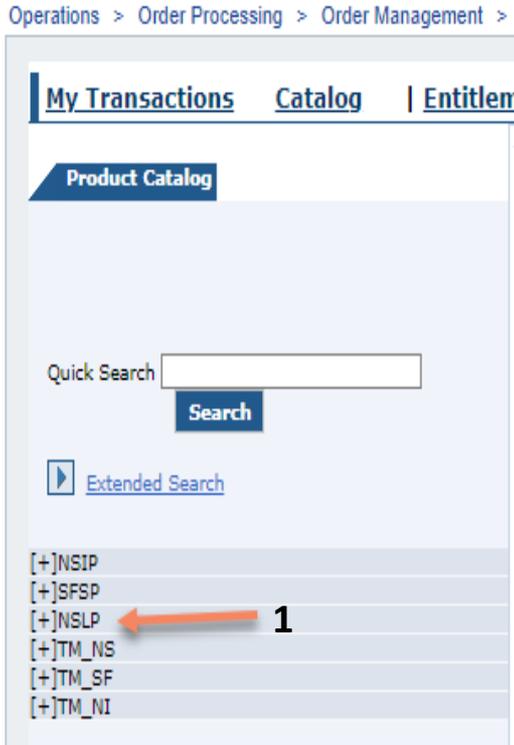
Once all orders have been placed, the State agency recommends running a WBSCM requisition status report to ensure that no orders have been overlooked.

# Domestic Order Entry

The screenshot displays the USDA WBCSM interface. At the top, the USDA logo and 'United States Department of Agriculture Web-Based Supply Chain Management' are visible, along with the WBCSM logo. The navigation bar includes 'Back', 'Forward', 'History', and 'Favorites'. Below this, there are tabs for 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The 'Operations' tab is selected, and a sub-menu shows 'Order Processing', 'Complaint Administration', and 'Recall Administration'. The breadcrumb trail reads 'Operations > Order Processing > Order Management > Domestic Order Entry'. On the left, a navigation pane lists various functions, with 'Domestic Order Entry' highlighted. The main content area shows a 'Product Catalog' with a list of items, including 'NSIP', 'SFSP', 'NSLP', 'Direct Delivery', 'Meat', and various 'Entitlement' categories like 'Poultry', 'Fish', 'Vegetables', etc. A right-hand panel shows an 'Entitlement' section with an 'Overview' table containing a 'Quantity' column and several input fields, each with 'CS' below it.

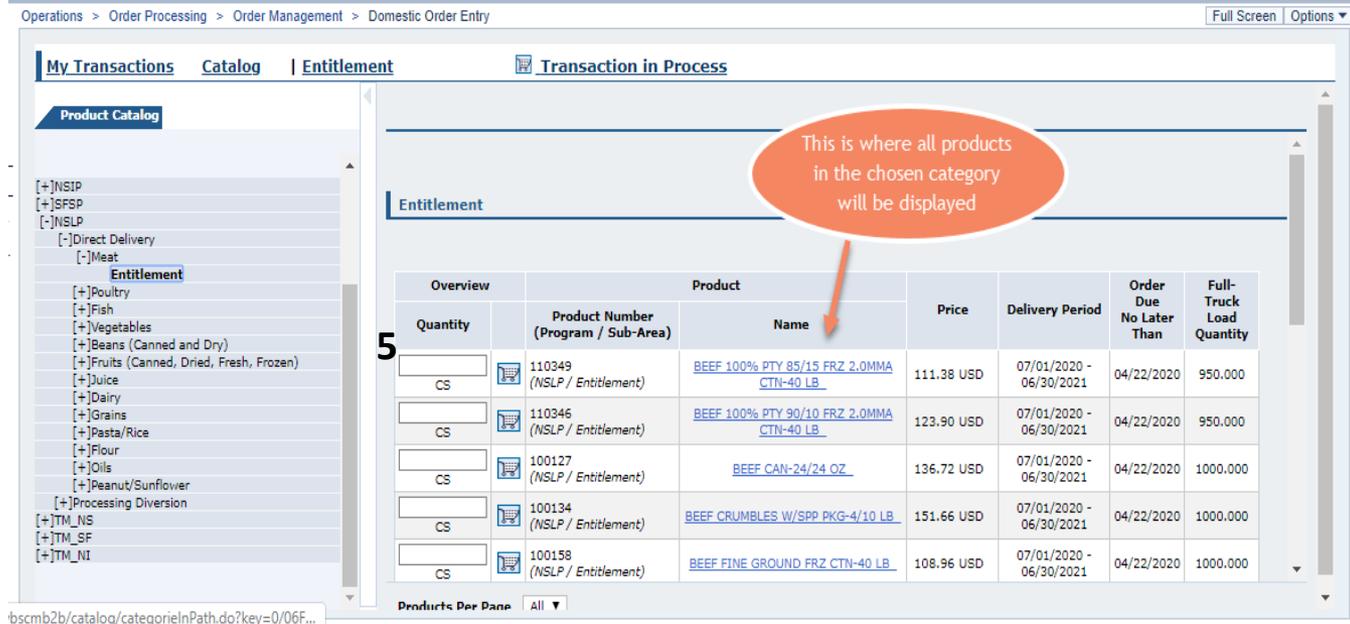
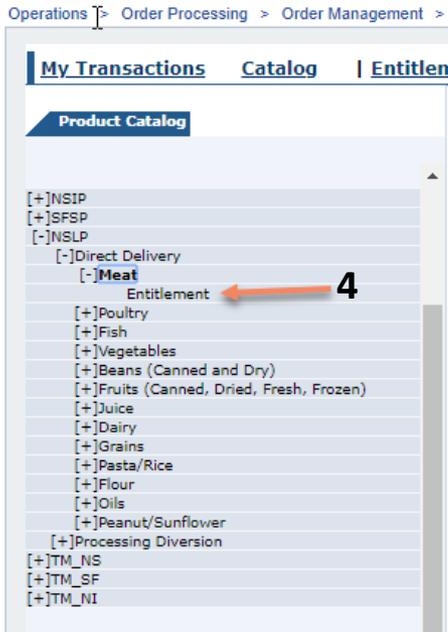
- Select “Operations” tab at the top of the page
- Select “Order Management” from the navigation pane on the left
- Select “Domestic Order Entry”

# Catalog Selection



- Select “NSLP” to place orders for the National School Lunch Program or “TM\_NS” to place orders for the Trade Mitigation Program **(TM or Trade Mitigation may not be applicable during the current ordering cycle)**
- Select “Direct Delivery” or “Processing Diversion”
- Select the appropriate product category (e.g. Meat, Poultry, Fruits, etc.)

# Display of Products



- Select “Entitlement”
- Products will be displayed as shown
- If you see the message indicating “no products found” it is because you have not chosen “Entitlement”

# Choosing Products

Operations > Order Processing > Order Management > Domestic Order Entry Full Screen Options

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

**Product Catalog**

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [-]Direct Delivery
  - [-]Meat
    - [+]Poultry
    - [+]Fish
    - [+]Vegetables
    - [+]Beans (Canned and Dry)
    - [+]Fruits (Canned, Dried, Fresh, Frozen)
    - [+]Juice
    - [+]Dairy
    - [+]Grains
    - [+]Pasta/Rice
    - [+]Flour
    - [+]Oils
    - [+]Peanut/Sunflower
    - [+]Processing Diversion
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

**Quantity Box is not operational on this screen**

**Select shopping cart icon or Product name.**

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name				
<input type="text"/>	110349 (NSLP / Entitlement)	<a href="#">BEEF 100% PTY 85/15 FRZ 2.0MMA CTN-40 LB</a>	111.38 USD	07/01/2020 - 06/30/2021	04/22/2020	950.000
CS						
<input type="text"/>	110346 (NSLP / Entitlement)	<a href="#">BEEF 100% PTY 90/10 FRZ 2.0MMA CTN-40 LB</a>	123.90 USD	07/01/2020 - 06/30/2021	04/22/2020	950.000
CS						
<input type="text"/>	100127 (NSLP / Entitlement)	<a href="#">BEEF CAN-24/24 OZ</a>	136.72 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
CS						
<input type="text"/>	100134 (NSLP / Entitlement)	<a href="#">BEEF CRUMBLES W/SPP PKG-4/10 LB</a>	151.66 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
CS						
<input type="text"/>	100158 (NSLP / Entitlement)	<a href="#">BEEF FINE GROUND FRZ CTN-40 LB</a>	108.96 USD	07/01/2020 - 06/30/2021	04/22/2020	1000.000
CS						

Products Per Page: All

- Find the product you want to order and either select the shopping cart icon or the product name hyperlink

# Quantity and Delivery Date

Operations > Order Processing > Order Management > Domestic Order Entry

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

**Product Catalog**

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [-]Direct Delivery
  - [-]Meat
  - Entitlement**
  - [+]Poultry
  - [+]Fish
  - [+]Vegetables
  - [+]Beans (Canned and Dry)
  - [+]Fruits (Canned, Dried, Fresh, Frozen)
  - [+]Juice
  - [+]Dairy
  - [+]Grains
  - [+]Pasta/Rice
  - [+]Flour
  - [+]Oils
  - [+]Peanut/Sunflower
  - [+]Processing Diversion
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

**Product Details**

**Product Number:** 100158  
**Name:** BEEF FINE GROUND FRZ CTTM-40 LB  
**Price:** 108.96 USD  
**Full Truck Load Quantity:** 1000.000 CS

Delivery Date	Order By Date	Quantity
07/15/2020		
07/31/2020		
08/15/2020		
08/31/2020		
09/15/2020		

- For this example Beef Fine Ground Frz was selected
- This is where the WBSCM Forecasting Worksheet you used to plan for your WBSCM orders comes into play
- Enter the desired quantity and delivery dates you selected on your forecasting worksheet for each item you want delivered to the State warehouse or manufacturer for further processing
  - Enter Case quantities for all Direct Delivery Products and enter Total Number of Pounds needed for all Raw Bulk Material being sent to a Processor.

# Move to Cart

Operations > Order Processing > Order Management > Domestic Order Entry

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

**Product Catalog**

- [+]NSIP
- [+]SFSP
- [-]NSLP
  - [-]Direct Delivery
    - [-]Meat
- Entitlement**
  - [+]Poultry
  - [+]Fish
  - [+]Vegetables
  - [+]Beans (Canned and Dry)
  - [+]Fruits (Canned, Dried, Fresh, Frozen)
  - [+]Juice
  - [+]Dairy
  - [+]Grains
  - [+]Pasta/Rice
  - [+]Flour
  - [+]Oils
  - [+]Peanut/Sunflower
  - [+]Processing Diversion
- [+]TM\_NS
- [+]TM\_SF
- [+]TM\_NI

11/30/2020	04/22/2020	
12/15/2020	04/22/2020	
01/15/2021	04/22/2020	
01/31/2021	04/22/2020	
02/15/2021	04/22/2020	
02/28/2021	04/22/2020	
03/15/2021	04/22/2020	
03/31/2021	04/22/2020	
04/15/2021	04/22/2020	
04/30/2021	04/22/2020	
05/15/2021	04/22/2020	
05/31/2021	04/22/2020	
06/15/2021	04/22/2020	
06/30/2021	04/22/2020	

 [Move to Cart](#) 

**\*\*\* NOTE: The dates are only an example of what you will see on this screen.**

- Once you enter the appropriate **cases** for direct delivery items or **pounds** for processing diversions select “Move to Cart”
  - “It is best to enter requisitions strategically so you make sure to order cases for all Direct Delivery Products and enter requisitions as pounds totals for all raw bulk materials to processors”

# View Cart

Order Processing | Complaint Administration | Recall Administration

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions | Catalog | Entitlement

View Cart: 1 Item(s) to the value of 98.95 USD

Product Catalog

Quick Search  Search

Extended Search

[-]NSLP  
[+]SFSF  
[-]NSLP  
[-]Direct Delivery  
[-]Meat  
Entitlement  
Bonus  
[+]Poultry  
[+]Vegetables  
[+]Fruits (Canned, Dried, Fresh, Frozen)  
[+]Juice  
[+]Dairy  
[+]Pasta/Rice  
[+]Flour  
[+]Processing Diversion

Quantity	Product Number (Program / Sub-Area)	Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
LB	100154 (NSLP / Entitlement)	BEEF COARSE GROUND FRZ CTN-60 LB	2.42 USD	04/01/2020 - 11/15/2020	03/31/2020 - 10/15/2020	42000.000
CS	100134 (NSLP / Entitlement)	BEEF CRUMBLES W/SPP PKG-4/10 LB	98.95 USD	08/01/2020 - 11/15/2020	07/15/2020 - 10/15/2020	1000.000
CS	100166 (NSLP / Entitlement)	BEEF ROAST ROUND FRZ CTN-38-42 LB	160.00 USD	02/01/2020 - 06/30/2020	01/15/2020 - 06/01/2020	1000.000
LB	100193 (NSLP / Entitlement)	PORK PICNIC BNLS FRZ CTN-60 LB	1.11 USD	03/01/2020 - 03/15/2021	02/15/2020 - 01/15/2021	40020.000

Products Per Page All

Do not click in this area! You will lose everything in your cart!

- Each line with a delivery period selected will count as a single item in the cart
- As items are added to the cart you will notice that the quantity and value will increase as shown above in “View Cart”
- You can continue to add items from the current category
- Once you are done adding items click “View Cart” to continue and process your order
- **WARNING:** DO NOT go back and choose Domestic Order Entry from the navigation pane on the left side of the screen otherwise your cart will be emptied and you must start over

# Choosing Correct Delivery Location

Operations > Order Processing > Order Management > Domestic Order Entry

My Transactions | Catalog | Entitlement | View Cart: 2 Item(s) to the value of 296.85 USD

Order: In Process

Sold-To: 4000451

Customer Number: 4000451

Organization: ID Dept. of Education

Your Reference: [ ]

Your Description: [ ]

Total Net Price: 296.85 USD

Default Delivery Settings For Items

Deliver To: 5000915: NORTHWEST DISTRIBUTION SERVICE INC, EMMETT, ID

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.

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	100134	1	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP	Ready for Approval	08/15/2020	98.95 USD / 247.38 USD / 100

- Northwest Distribution is the State's contractor for storing and delivering USDA Foods
- All WBSCM orders for **dry** and **refrigerated** items should be directed to Northwest Distribution Service, Emmett, ID (5000915) as the appropriate delivery location
- All WBSCM orders for **frozen** items should be directed to the subcontractor Americold Corp, Nampa, ID (5000620)
- Processors for diverted foods have their own warehouses
- Please reference the WBSCM Forecasting Worksheet for correct delivery locations of bulk products for further processing

# Assigning Delivery Location

Home Operations Admin Reports Help

Order Processing Complaint Administration Recall Administration

Operations > Order Processing > Order Management > Domestic Order Entry Full Screen Opti

My Transactions Catalog Entitlement View Cart: 2 Item(s) to the value of 296.85 USD

**Transactions**

Search For: Orders  
Status: Open  
Created: By Myself  
Creation Date: Since Yesterday  
ID Type: Transaction  
ID:

**Order: In Process**

Sold-To: 4000451 Total Net Price: 296.85 USD

Customer Number: 4000451  
Organization: ID Dept. of Education  
Your Reference:   
Your Description:

**Default Delivery Settings For Items**

Deliver To: 5000915: NORTHWEST DISTRIBUTION SERVICE INC, EMMETT, ID

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.

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	100134	1	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP	Ready for Approval	08/15/2020	98.95 USD / 247.38 USD / 100

- Select the “Deliver To” location from the drop down menu
- For items going to the same delivery location you would only need to select the “Deliver to Selection” check box one time (this is why the SA strongly recommends placing orders for all items going to a single location)
- If you have multiple delivery locations for frozen, dry and/or further processing in your order you will need to check each box individually next to the item under the “Deliver-to Selection” category, as well as making sure you choose the correct “Deliver To” location from the drop down menu up above, followed by “Update” in the lower left corner
- It is possible to place an order with multiple delivery locations, however, the Stage agency does not recommend this practice

# Update Quantity or Delete Items

Administration > Retail Administration > Operations > Order Processing > Order Management > Domestic Order Entry Full Screen

**My Transactions** | **Catalog** | **Entitlement** View Cart: 2 Item(s) to the value of 296.85 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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	100134	<input type="text" value="1"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval <input type="checkbox"/>	08/15/2020	98.95 USD 247.38 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100134	<input type="text" value="2"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval <input type="checkbox"/>	08/31/2020	197.90 USD 247.38 USD / 100 LB	<input type="checkbox"/>

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

- You can change the quantity of the cases ordered here but you can't change the quantity to zero
- If you realize that an error has been made or you don't want to order an item listed, you MUST delete the line by selecting the check box under the trash can icon on the right side of the header bar
- You must select the **"Update"** button each time an item is deleted or a change is made to the quantity
  - By failing to select **"Update"** your changes will not be saved
- If no quantity changes are necessary and requested delivery dates are correct select the order button

# Add More to Order

Administration > Retail Administration > Operations > Order Processing > Order Management > Domestic Order Entry Full Screen

**My Transactions** | **Catalog** | **Entitlement** View Cart: 2 Item(s) to the value of 296.85 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"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	100134	<input type="text" value="1"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval <input type="button" value="v"/>	08/15/2020	98.95 USD 247.38 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100134	<input type="text" value="2"/>	CS	NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval <input type="button" value="v"/>	08/31/2020	197.90 USD 247.38 USD / 100 LB	<input type="checkbox"/>

- If you want to add additional items from the same product category to your order, choose “Add more to order” button
- DO NOT go back and choose Domestic Order Entry from the navigation pane on the left side of the screen, otherwise your cart will be emptied and you must start over
- If the items listed are correct proceed with submission by selecting the “Order” button

# Review Your Order



- Review your order
  - Are quantities correct?
  - Did you select the correct delivery location?
  - Did you hit "Update" after making changes?

# Proceed with Order



- If all steps have been completed, submit the order!

# Order Prompt Before Completion

The screenshot displays a web application interface for order processing. The main navigation bar includes "Order Processing", "Complaint Administration", and "Recall Administration". The breadcrumb trail is "Operations > Order Processing > Order Management > Domestic Order Entry". The page title is "My Transactions | Catalog | Entitlement" and the cart summary is "View Cart: 2 Item(s) to the value of 296.85 USD".

A confirmation dialog box titled "Message from webpage" is overlaid on the screen, asking "Do you really want to send the order?". The dialog has "OK" and "Cancel" buttons. An orange arrow points from the "OK" button to the "Update" button at the bottom of the page.

The main content area shows a table of items in the shopping cart:

Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval	08/15/2020	98.95 USD 247.38 USD / 100 LB
NSLP	Entitlement	BEEF CRUMBLES W/SPP PKG-4/10 LB	Ready for Approval	08/31/2020	197.90 USD 247.38 USD / 100 LB

At the bottom of the page, there are buttons for "Update", "Add more to order", "Cancel", and "Order".

- Click OK to process your order
- If you hit cancel all items will be removed from the shopping cart forcing you to have to start over

# Confirmation of Receipt Page

## Confirmation of receipt

Sold-To: 4000451

Order: 1000364752 from 03/25/2019 14:12      Total Net Price: 5,927.17 USD  
Customer (Number): A-ISDE Unallocated (4009858)  
Your Reference:  
Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100352 : CARROTS FRZ CTN-30 LB</b> Delivery Point: 5000620: AMERICOLD CORP, NAMPA, ID , NAMPA, ID Requested Delivery Date: 08/15/2020	391.000	CS	Ready for Approval	\$5,927.17 USD 50.53 USD / 100 LB

- If you don't get this confirmation page you have not completed your order
- If after reviewing the confirmation page you notice an error, please contact [USDAFoodsteam@sde.idaho.gov](mailto:USDAFoodsteam@sde.idaho.gov) immediately to have your order declined
- Print the confirmation page for your records

# Running A Requisition Status Report

The Requisition Status Report shows school's the current status of their order. It can be used to see if ordered items have been submitted to USDA or cancelled, if delivery dates have been changed, or if items have been delivered to the warehouse.

The screenshot shows a web application interface for running a Requisition Status Report. At the top, there is a navigation bar with links for Back, Forward, History, Favorites, and Personalize. Below this is a main menu with Home, Operations, Admin, Reports, and Help. The current page is titled "Order Processing" and "Reports > Order Processing > Requisition Status Report".

The left sidebar contains a list of reports under "Entitlement Management":

- Domestic Price Support Report
- Domestic Ship-To Contacts Report
- Material Outlay Report
- Multi-Food Received Shipment Report
- Multi-Food Requisition Report
- National Warehouse Delivery Schedule
- Order Status Report
- Processing Status Report
- Received Shipment Report
- Redistribution/Redonation Detail Report
- Requisition Status Report**
- Stocks at Subcontractor
- Value of Commodities Received - RA
- Value of Materials Received - Domestic &...
- Value of Materials Received - Multi-Food

The main content area is titled "Welcome to Requisition Status Report" and includes a note: "All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY." Below this is a "Search Criteria" section with the following fields:

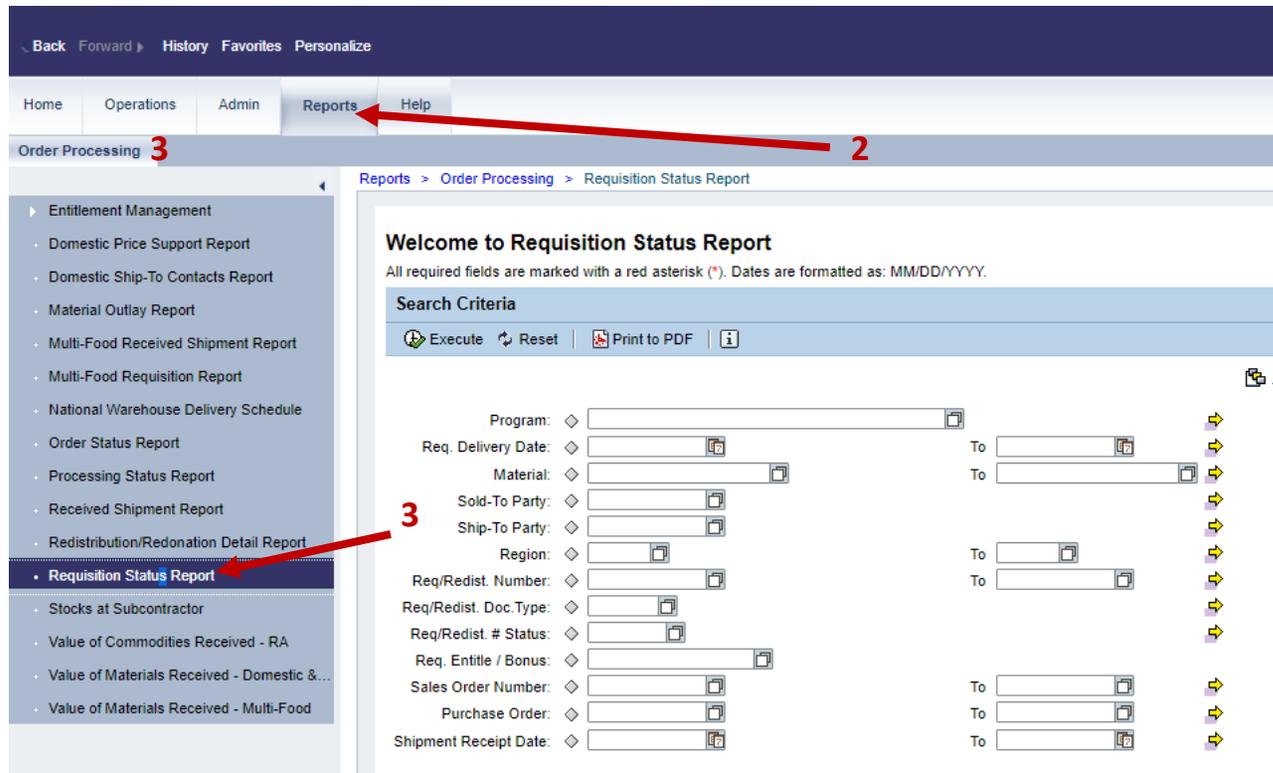
- Execute (icon)
- Reset (icon)
- Print to PDF (icon)
- Info (i icon)
- Share (Sh icon)

The search criteria fields are:

- Program:
- Req. Delivery Date:  To
- Material:  To
- Sold-To Party:
- Ship-To Party:
- Region:  To
- Req/Redist. Number:  To
- Req/Redist. Doc.Type:
- Req/Redist. # Status:
- Req. Entitle / Bonus:
- Sales Order Number:  To
- Purchase Order:  To
- Shipment Receipt Date:  To

# Running A Requisition Status Report

1. After you log into WBSM
2. Click on the “Reports” tab.
3. Under “Order Processing”, click “Requisition Status Report.”



# Running A Requisition Status Report

2. Under “Search Criteria” Fill in the following information:

Enter” NSLP” for Program

Enter the dates for the school year in “Requested Delivery Date”, for example – if you only wanted to see a certain date frame in a school year you would type the starting date and the “To” date (“02/20/2023” to “02/22/2023”) or you can click the diamond next to the date box and select an option for the dates.

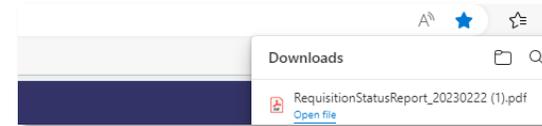
You do not need to fill in any of the other boxes.

The screenshot displays the 'Requisition Status Report' interface. The main form is titled 'Search Criteria' and includes fields for Program, Date (Req. Delivery Date), Material, Party, Region, and various numbers. The 'Date' field is set to '02/20/2023' to '02/22/2023'. A red arrow points to the diamond icon next to the 'Req. Delivery Date' field, which is linked to a 'Selection Options' dialog box. This dialog box shows a list of date range options: 'Simple value', 'Greater than or equal to', 'Less than or equal to', 'Greater than', 'Less than', 'Not equal to', 'Between', and 'Outside range'. The 'Greater than or equal to' option is selected. The interface also features a navigation menu on the left with options like 'Entitlement Management', 'Domestic Price Support Report', and 'Requisition Status Report' (which is highlighted). The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The 'Reports' section is expanded to show 'Order Processing > Requisition Status Report'.

- Click “Print to PDF.” This option creates a PDF document and does not require a printer. The file may open up in a new tab or in the “Downloads” of your browser.

Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000566992 100 REQ	Approved by SDA	07/15/2023	NSLP	E	912	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100225 PEARS DICED EX LT CAN-6/10	\$36,391.44	5000803500 100	Purchased
1000566999 100 REQ	Approved by SDA	08/31/2023	NSLP	E	912	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100225 PEARS DICED EX LT CAN-6/10	\$36,391.44	5000803511 100	Purchased

2 Record(s) 1,824 \$72,782.880



- The other option is to click “Execute” for a Microsoft Excel file.

Processing

Reports > Order Processing > Requisition Status Report **4**

Welcome to Requisition Status Report

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

Search Criteria **3**

Execute Reset Print to PDF

Program:

Req. Delivery Date:  To

Material:  To

Sold-To Party:

Ship-To Party:

Region:  To

Req/Redist. Number:  To

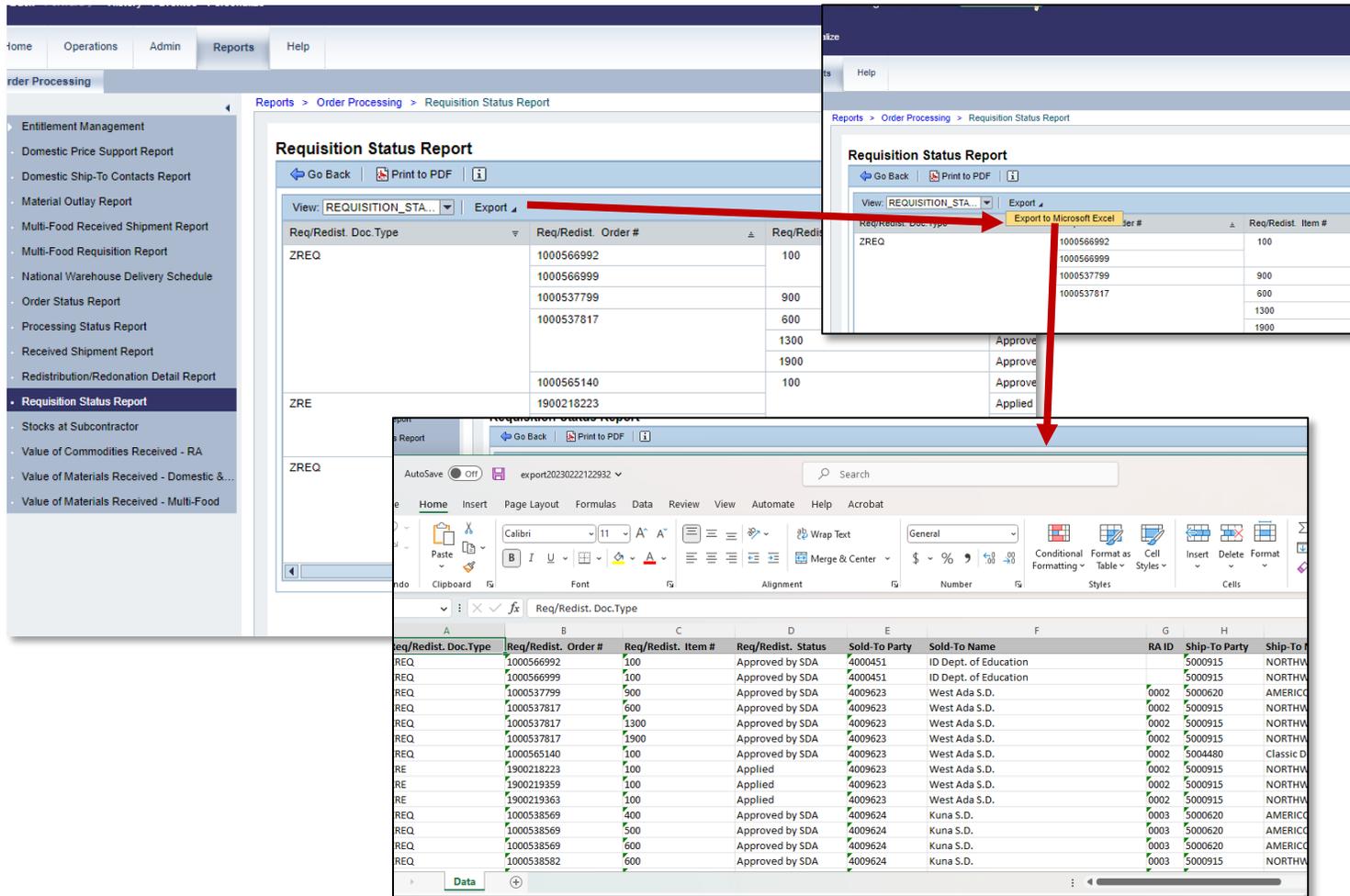
Req/Redist. Doc.Type:

Req/Redist. # Status:

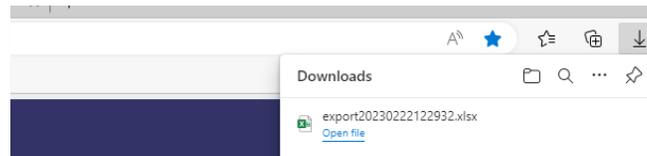
Req. Entitle / Bonus:

Sales Order Number:  To

5. After clicking “Execute”, click “Export” and then “Export to Microsoft Excel”



The file will show up as a “Downloads” in your browser.



# Information on the Requisition Status Report

Refer to the WBSM Status Definitions document for detailed explanation of status.

Shows the current status of your order for that item.

Page view | Read aloud | Add text | Draw | Highlight | Erase

### Requisition Status Report

Sold-To		Sold-To Name									
4000451		ID Dept. of Education BOISE ID									
Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000566992 100 ZREQ	Approved by SDA	07/15/2023	NSLP	E	912	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100225 PEARS DICED EX LT CAN-6/10	\$36,391.44	5000803500 100	Purchased
1000566999 100 ZREQ	Approved by SDA	08/31/2023	NSLP	E	912	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100225 PEARS DICED EX LT CAN-6/10	\$36,391.44	5000803511 100	Purchased
2 Record(s)					1,824		\$72,782.880				

Sold-To		Sold-To Name									
4009623		West Ada S.D. Meridian ID									
Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000537799 900 ZREQ	Approved by SDA	03/15/2023	NSLP	E	224	CS	5000620 AMERICOLD CORP NAMPA ID	100158 BEEF FINE GROUND FRZ CTN-40 LB	\$27,553.79	5000775230 100	Purchased
1000537817 600	Approved by SDA	03/15/2023	NSLP	E	85	CS	5000915 NORTHWEST	110541 APPLESAUCE	\$2,613.80	5000762760 100	Purchased

**Requisition Status Report**

Sold-To		Sold-To Name									
4000451		ID Dept. of Education BOISE ID									
Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000566992 100 ZREQ	Approved by SDA	07/15/2023	NSLP	E	912	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100225 PEARS DICED EX LT CAN-6/10	\$36,391.44	5000803500 100	Purchased
1000566999 100 ZREQ	Approved by SDA	08/31/2023	NSLP	E	912	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100225 PEARS DICED EX LT CAN-6/10	\$36,391.44	5000803511 100	Purchased
2 Record(s)						1,824			\$72,782.880		
Sold-To		Sold-To Name									
4009623		West Ada S.D. Meridian ID									
Req./Redist.	Req. /	Delivery	Program	Ent. (E)	Order	UoM	Ship-To	Material	Order	Sales Order	Order

- When the Status has changed to “Approved by SDA”, check the “Delivery Period” column and the “Order Qty” column to see if any changes have been made to the initial order.
- For some items, the State may have moved the delivery period forward or back in order to share a truck with a neighboring state.
- Larger schools may notice that the quantity ordered was adjusted up or down by a few cases- this allows the State to order a full truckload.

**For more information about reports in WBSM, here is the Help site in WBSM:**

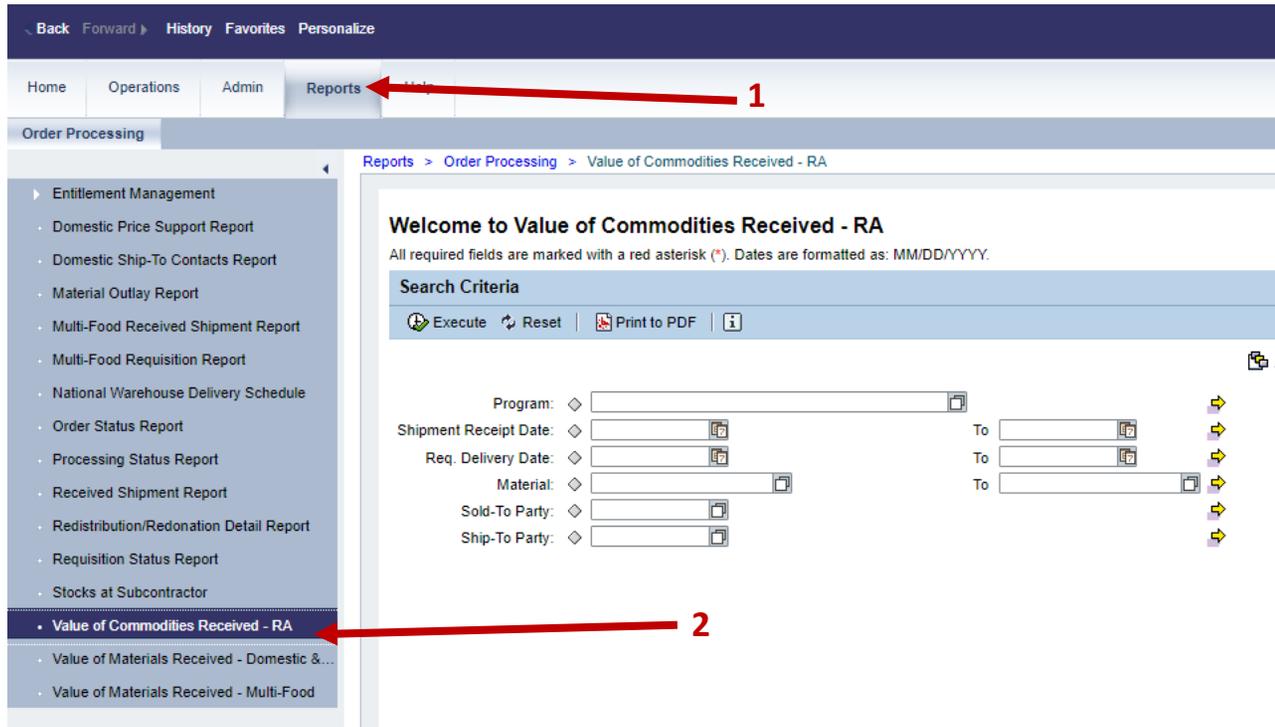
<https://help.wbscm.usda.gov/gm/folder-1.11.26967>

# Running a Value of Commodities Received - RA Report

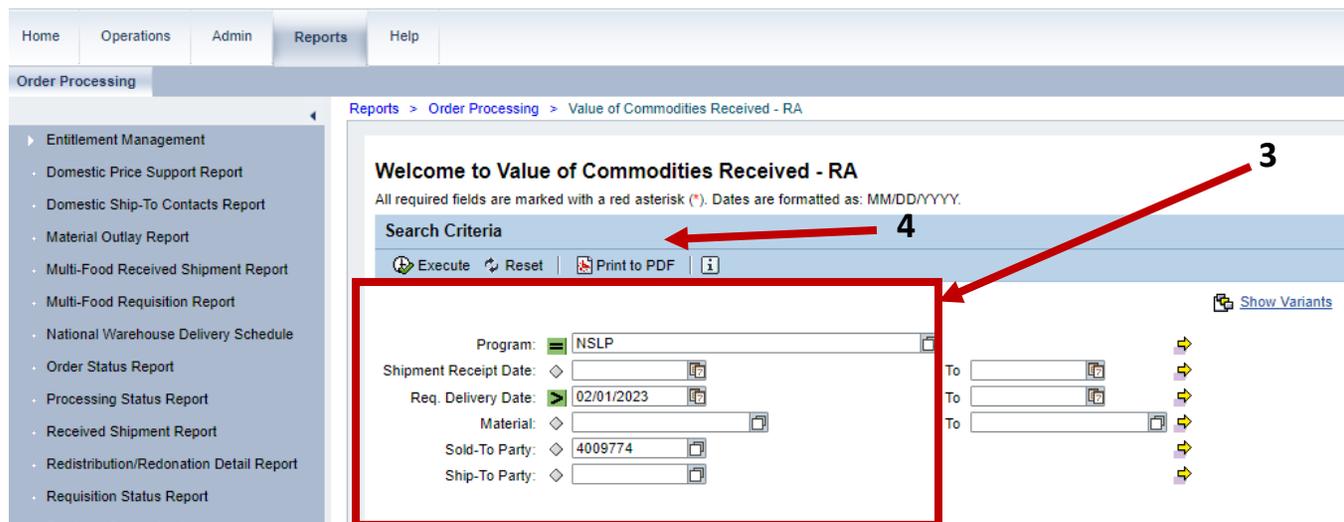
The value of the Commodities Received Report shows Recipient Agencies (RA) the value of the USDA Foods received during a defined time period. The report provides information that Business Managers may need at the end of the school year.

The screenshot shows a web application interface for running a report. The top navigation bar includes links for Back, Forward, History, Favorites, and Personalize. Below this is a secondary navigation bar with Home, Operations, Admin, Reports, and Help. The main content area is titled 'Order Processing' and contains a breadcrumb trail: Reports > Order Processing > Value of Commodities Received - RA. A left-hand navigation menu lists various reports, with 'Value of Commodities Received - RA' highlighted. The main content area displays the title 'Welcome to Value of Commodities Received - RA' and a note: 'All required fields are marked with a red asterisk (\*). Dates are formatted as: MM/DD/YYYY.' Below this is a 'Search Criteria' section with buttons for Execute, Reset, Print to PDF, and an information icon. The search criteria fields are: Program (dropdown), Shipment Receipt Date (date picker), Req. Delivery Date (date picker), Material (dropdown), Sold-To Party (dropdown), and Ship-To Party (dropdown). Each date field has a 'To' field next to it, and each dropdown has a search icon and a yellow arrow icon.

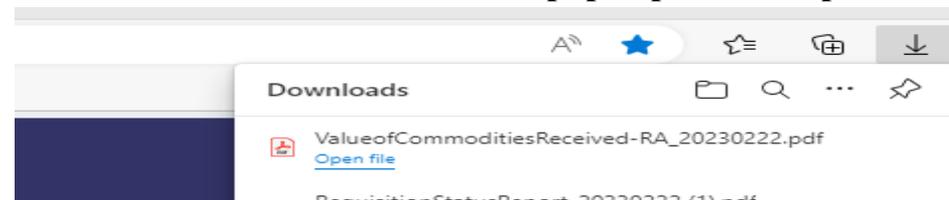
1. After you log into WBSCM, click on the “Reports”
2. Under “Order Processing”, click on the “Value of Commodities Received – RA”



3. In the “Search Criteria” section, fill in the following information:
  - Do not enter a Program in the Program field. Leaving this field wide open will provide a more thorough report that includes any product received under any available program (e.g., NSLP, Trade Mitigation, and/or Bonus).
  - Enter the desired date range under “Req. Delivery Date.”
    - “End of Year Report should be a date range of 7/1/20XX – 6/30/20XX to capture an entire Program Year.
  - Sold to Party will auto-populate with RA number.
  
4. Click “Print to PDF” this will create a viewable PDF document, no printer needed



**When the File Download box pops up, click “Open file”**



5. The “Value of Commodities Received Report” PDF may open in a new browser tab. Scroll to the second page for the report.

The total value of USDA Foods received during the defined period is displayed at the bottom of the report.

CommoditiesReceived-RA x CNP Resource Center / Child Nut x Idaho Child Nutrition Programs x +

downloads/ValueofCommoditiesReceived-RA\_20230222.pdf

source Cent... CACFP USDA

Page view | Read aloud | Add text | Draw | Highli

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### Value of Commodities Received - RA

Sold-To		Sold-To Name								
4009774		Idaho School for the Deaf and Blind Gooding ID								
Req./Redist. Order/Item Type	Est. /Act. Received Date	Program	Ent. (E) Bonus (B)	Ordered Qty.	UoM	Ship-To	Material	Order value	Unit Value	Sales Order & Item#
1000534986 700 ZREQ	02/15/2023	NSLP	E	3	CS	5000620 AMERICOLD CORP NAMPA ID	100158 BEEF FINE GROUND FRZ CTN-40 LB	\$396.44	\$3.30	5000775229 100
1000535003 500 ZREQ	02/15/2023	NSLP	E	1	CS	5000915 NORTHWEST DISTRIBUTION SERVICE INC EMMETT ID	100307 BEANS GREEN CAN-6/10	\$28.41	\$0.75	5000773716 100
2 Record(s)				4				\$424.850		

6. The report may also be exported to Microsoft Excel. Click “Execute” and the report will show up inside WBSCM.
7. Click “Export” and then “Export to Microsoft Excel.”

The image illustrates the steps to generate and export the 'Value of Commodities Received - RA' report. The interface includes a navigation menu on the left, a search criteria section, and an 'Execute' button. The report table displays data for 'ZREQ' with 'Req/Redist. Order #' 1000534986 and 'Req/Redist. Item #' 700. The 'Export' button is used to download the report as a Microsoft Excel file.

Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status
ZREQ	1000534986	700	Approved
ZREQ	1000535003	500	Approved

Below is the sample of the Microsoft Excel view of the report. Both the PDF and Microsoft Excel files may be saved and/or printed.

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H
	Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party
1	ZREQ	1000534986	700	Approved by SDA	4009774	Idaho School for the Deaf and Blind	0961	5000620
2	ZREQ	1000535003	500	Approved by SDA	4009774	Idaho School for the Deaf and Blind	0961	5000915
3								
4								
5								
6								
7								
8								
9								

# Helpful Tips

- Watch the USDA Foods Orders videos in the Idaho Child Nutrition Programs YouTube channel to prepare for the upcoming ordering process.  
<https://www.youtube.com/channel/UC7BfZAWetaXMNQvrJ-Zm9Rg>
- Use the Forecasting Worksheet and the Entitlement/Bonus Summary Report to put in your orders for the School Year.
- Watch for the auto generated emails from WBSCM after inputting your orders to ensure they have not been cancelled due to errors
- For more information about reports in WBSCM, here is the Help site in WBSCM:  
<https://help.wbscm.usda.gov/gm/folder-1.11.26967>

# WBSCM Status Definitions

## Domestic Sales Order Statuses

Status Code	Status	Definition
E0001	Applied	Redonations, Redistributions, Entitlement Increments and Decrements have occurred on an order
E0002	Cancelled	Requisition / Sales Order cancelled
E0003	Ready for Approval	Requisition created & submitted to Co-op or SDA for approval
E0004	Returned by Co-op	Requisition returned by Co-op for changes
E0005	Approved by Co-op	Requisition approved by Co-op
E0006	Returned by SDA	Requisition returned by SDA for changes
E0007	Approved by SDA	Sales Order approved by SDA
E0008	Returned by SpAgency	Sales Order returned by FNS
E0009	Approved by SpAgency	Sales Order approved by FNS
E0010	Returned by FSA / AMS	Sales Order returned by FSA/AMS
E0011	On Invitation	Sales Order placed on a bid invitation
E0012	Purchased	Sales Order fully purchased
E0014	Order Received	Sales Order received <b>Note:</b> For eINV orders, the status will be updated to <b>Order Received</b> after both receipt and ASN have been submitted.
E0015	Resubmit to FSA/AMS	Sales Order resubmitted to FSA/AMS

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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/ad-3027.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:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

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# Questions?

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