Web-based Supply Chain Management (WBSCM)

Training Guide for the U.S. Department of Agriculture (USDA) Online Ordering Program for USDA Foods

CSDE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

FOOD DISTRIBUTION PROGRAM (FDP)
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education

WBSCM Help Desk Contact Info

HELP DESK HOURS

8:00 AM to 6:00 PM Eastern Time

HELP DESK CONTACT INFORMATION

877-WBSCM-4U

877-927-2648

WBSCMhelp@ams.usda.gov

eAuth Help Desk Info

ITS SERVICE DESK

800-457-3642

eAuthHelpDesk@ftc.usda.gov

HELP DESK HOURS

8:00 AM to 8:00 PM Eastern Time

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SETTING UP YOUR WBSCM ACCOUNT

When FDP Creates Your WBSCM Account You Will Receive this E-mail

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

If you did not receive the e-mail, check spam or contact your IT Department to allow this e-mail address

Dear State Sadowski,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM).
In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSCM system. **The three step process listed below will help you complete your registration with WBSCM.**

Important Notes:

- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSCM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSCM registration, you will be able to change your last name using the WBSCM "Maintain User Profile" function under the "Admin" menu option.

How to Complete Registration with WBSCM

Step 1. If you do not already have an eAuthentication account (Level 1 or 2), please access https://identitymanager.eems.usda.gov/registration/index.aspx and select the link "Register for a Level 1 Account" [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. **Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.**

Step 2. Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXIpCWVFW57odM1KBTUAkGJQeliuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%2B

Step 3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: http://www.usda.gov/wbscm **Remember to bookmark this URL link for easy access to the login page.**

If you have any questions, please contact your user administrator.

STEP 1 – WBSCM Registration

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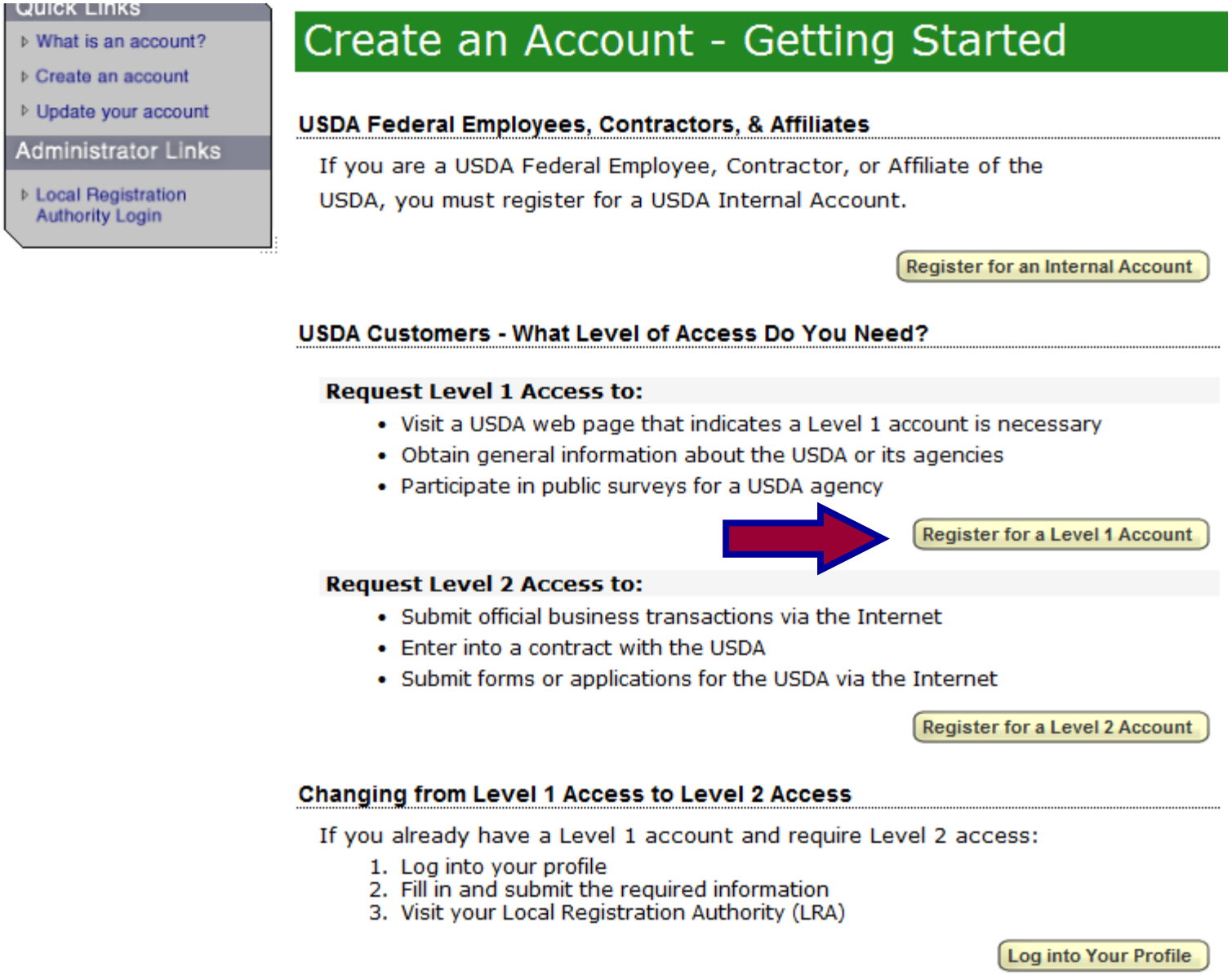
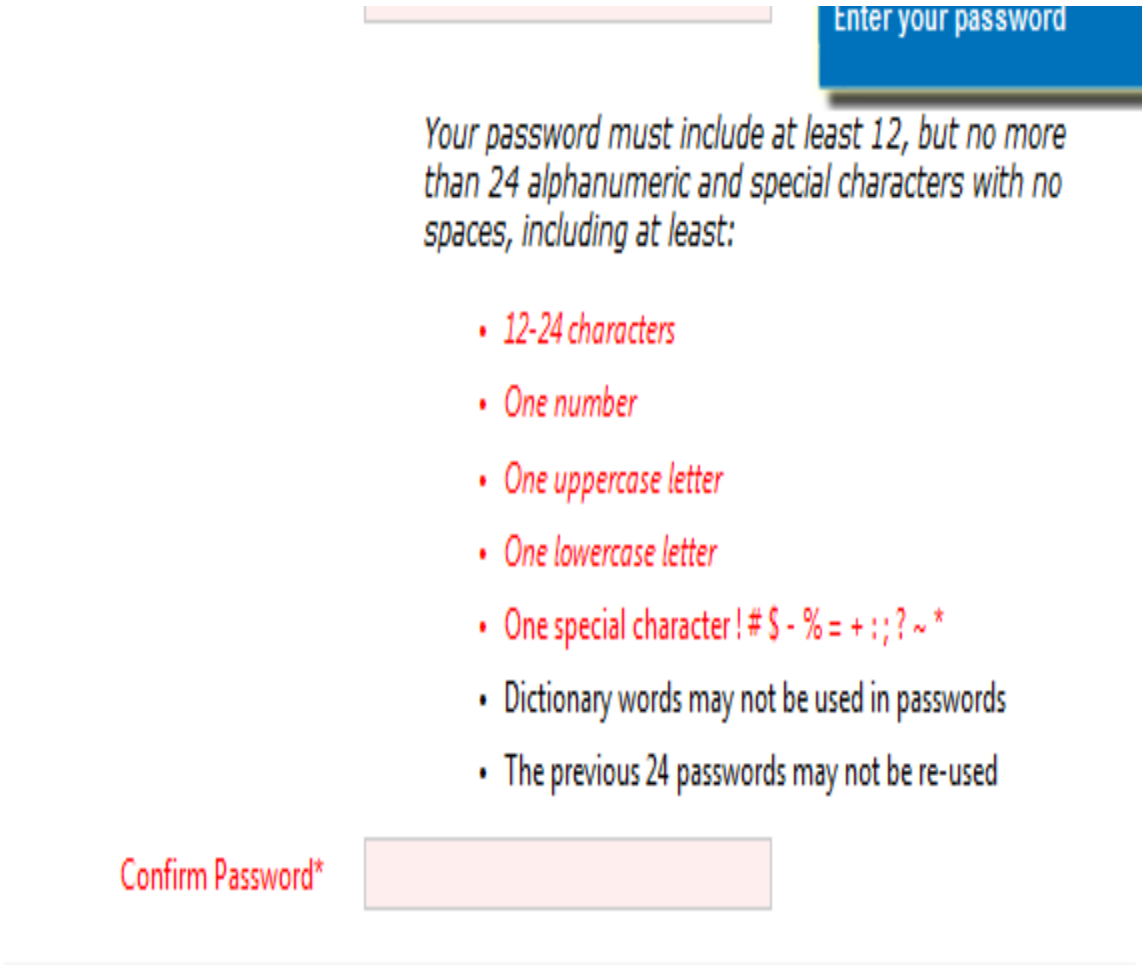
If you have any questions, please contact your user administrator.

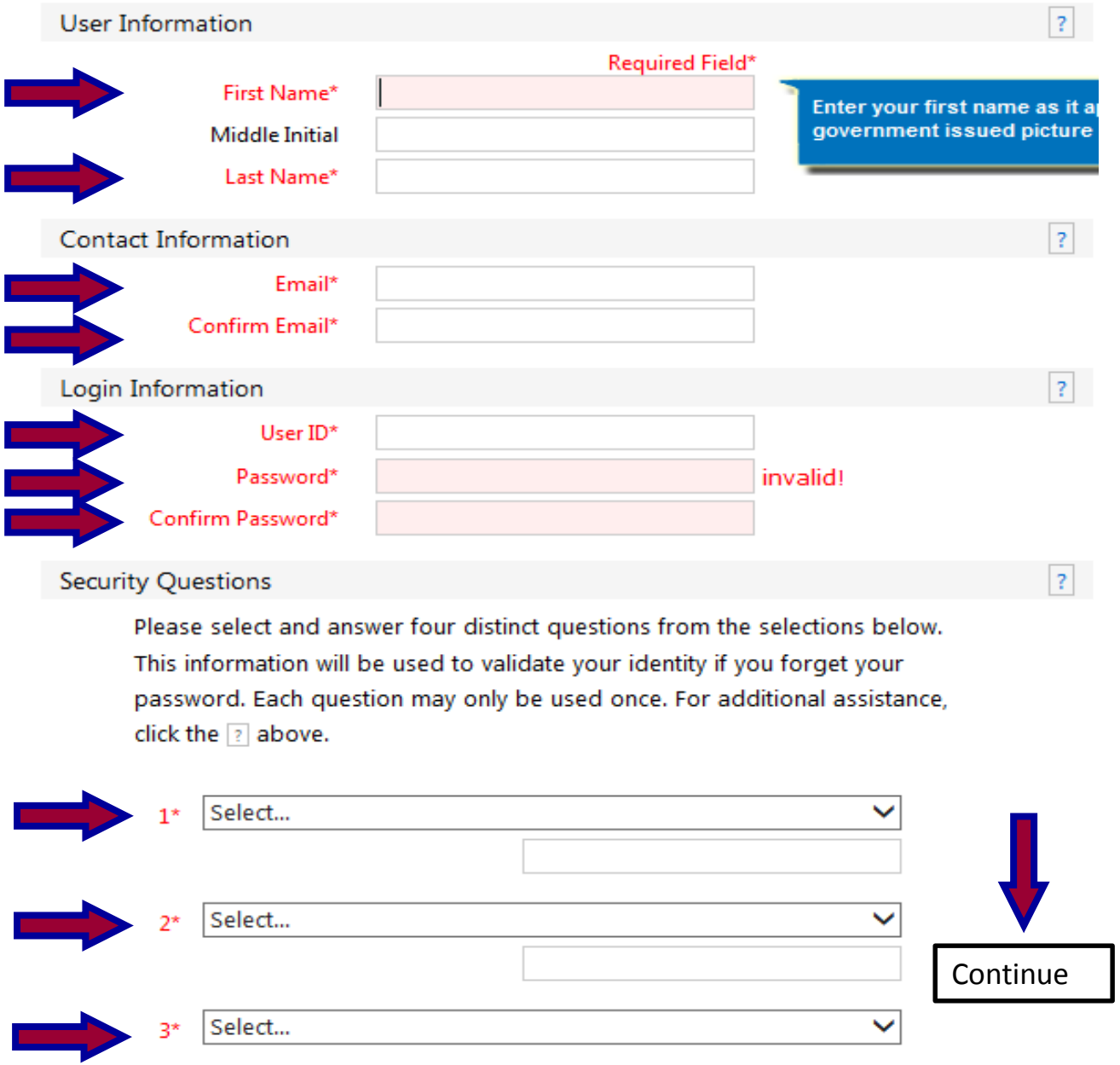
Click on “Register for a Level 1 Account”



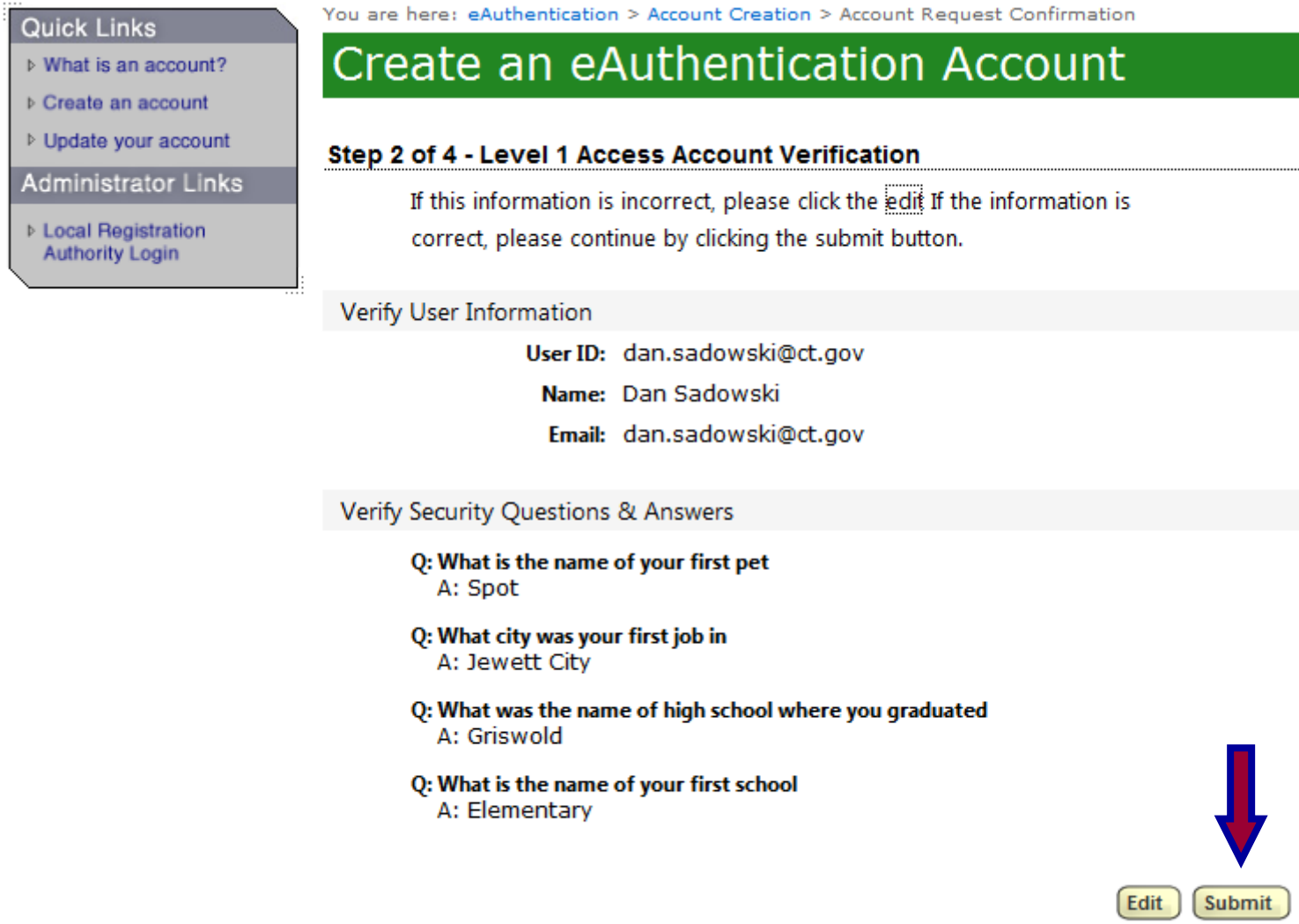
Create your Password



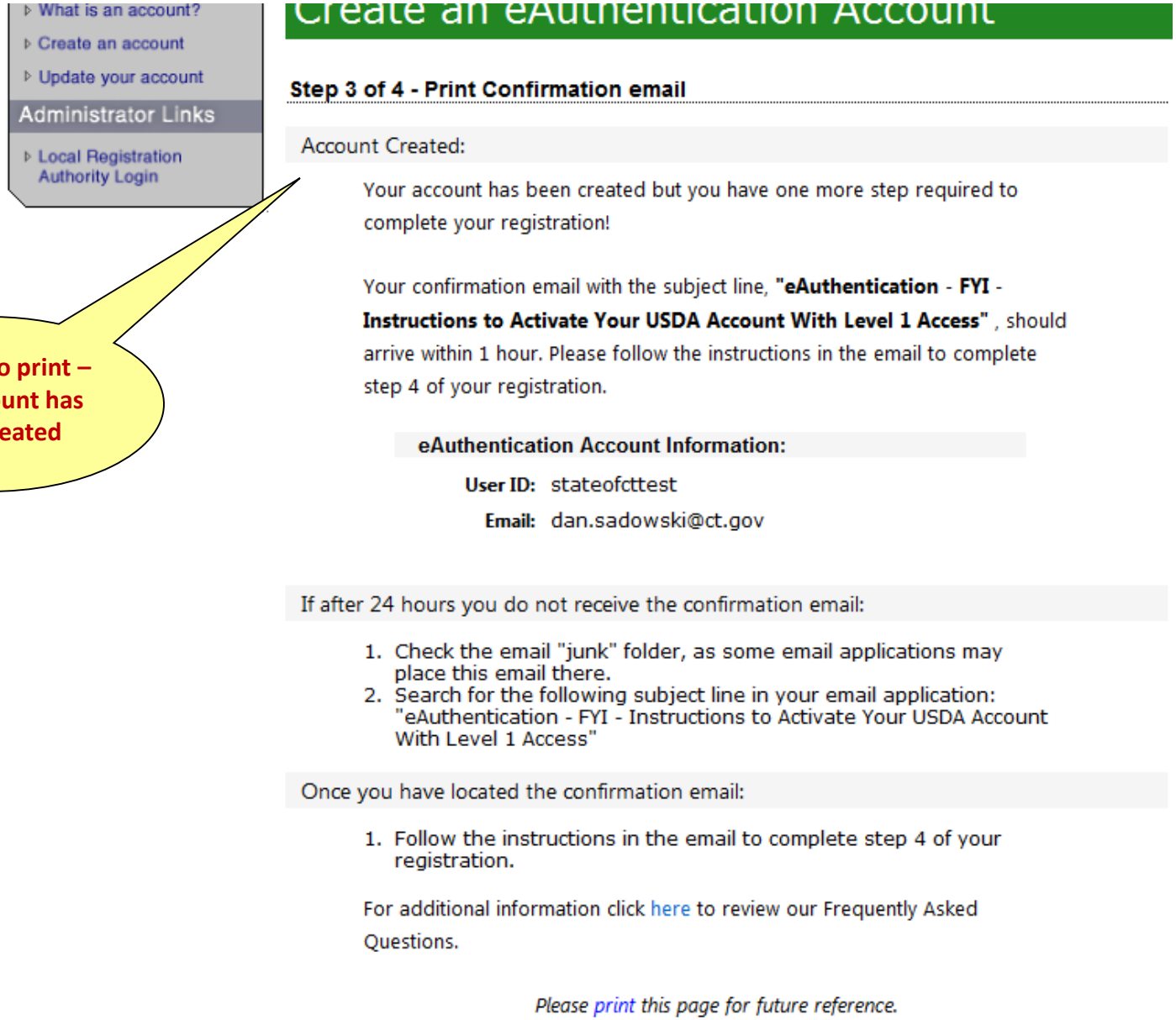
Create Your eAuth Account



Click “Submit” Button



Check Your E-mail



You Will Receive a Second E-mail

*** Please do not reply to this email. For assistance see below ***

If you did not receive the e-mail, check spam or contact your IT department

Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations stateofcttest, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click ACTIVATE MY ACCOUNT

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=10FCA266F0A04B3A9E645489E0184170

The User ID you created is: stateofcttest
The email address you provided is: dan.sadowski@ct.gov

Please retain this information for future reference.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication USER ACCOUNT HOME link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home

If you need further assistance, click here to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click here.

Thank You,
-- The USDA eAuthentication Team

Your Account Has Been Activated!

STEP 2 – Return to First E-mail and Complete Registration

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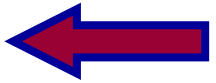
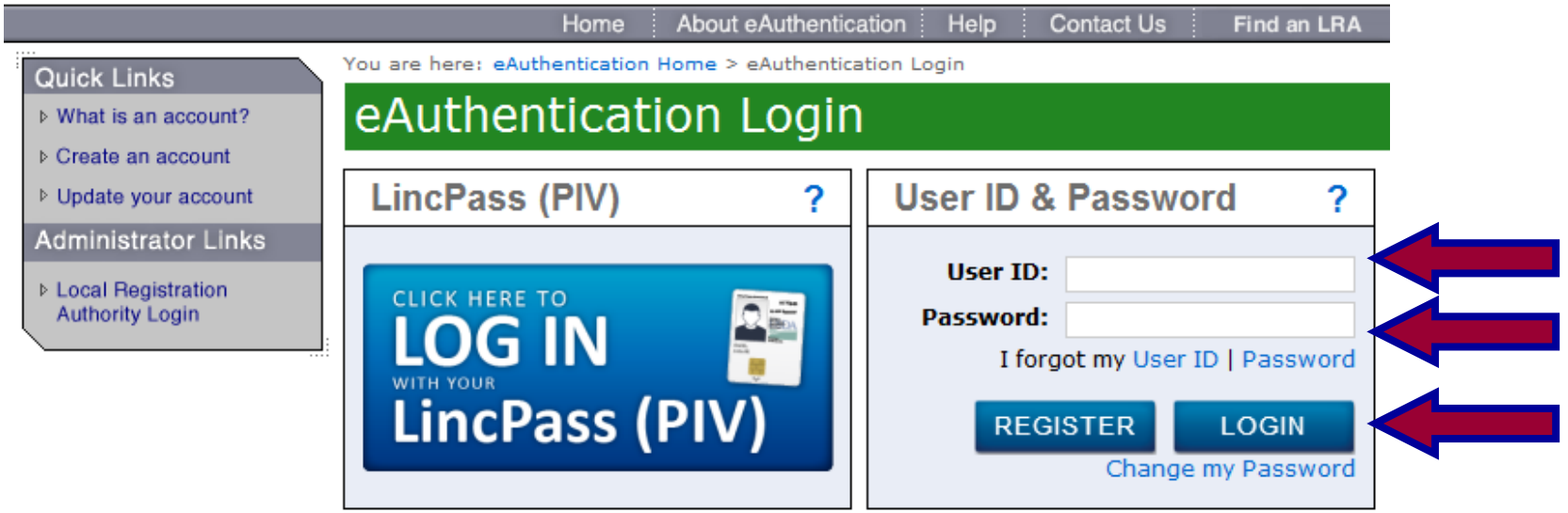
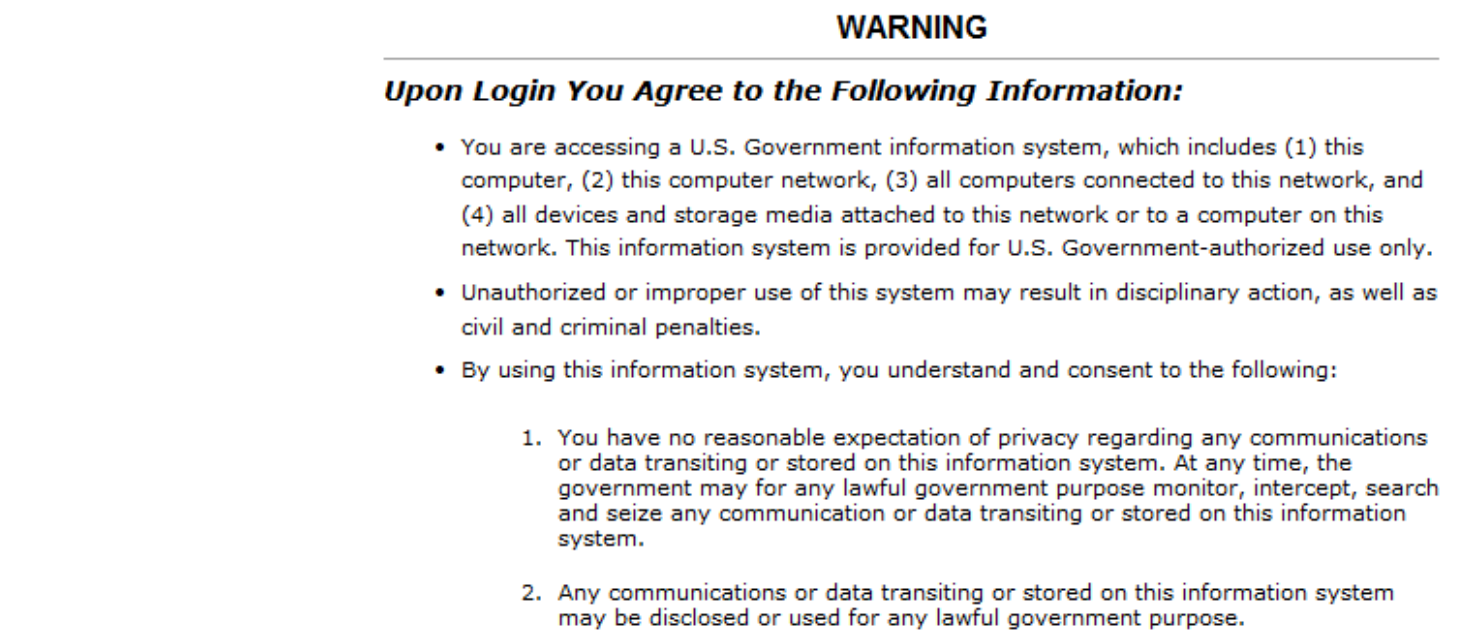


Step 3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: http://www.usda.gov/wbscm **Remember to bookmark this URL link for easy access to the login page.**

If you have any questions, please contact your user administrator.

Enter the eAuth User ID and Password You Just Created





WARNING

Upon Login You Agree to the Following Information:

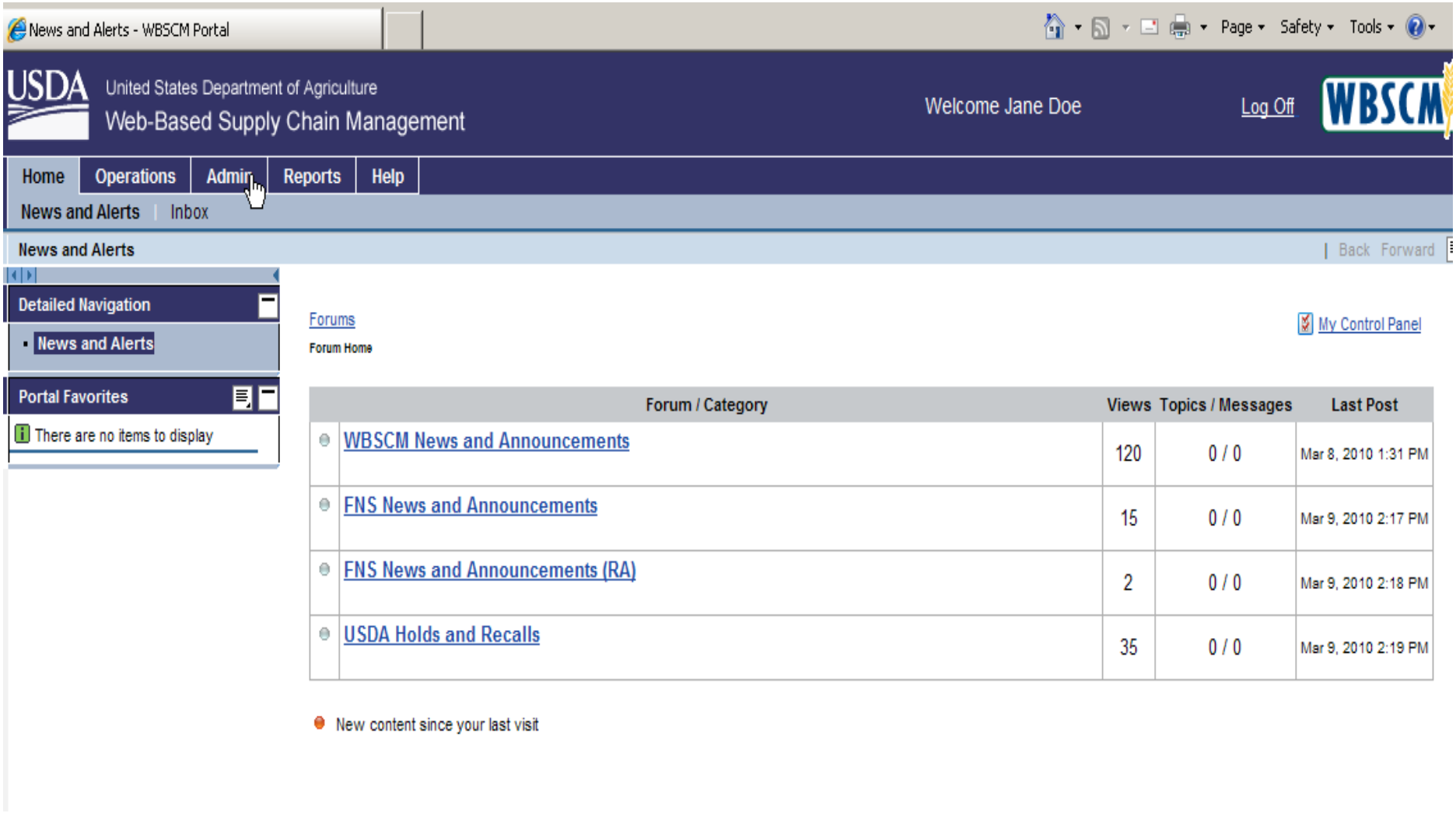
- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.

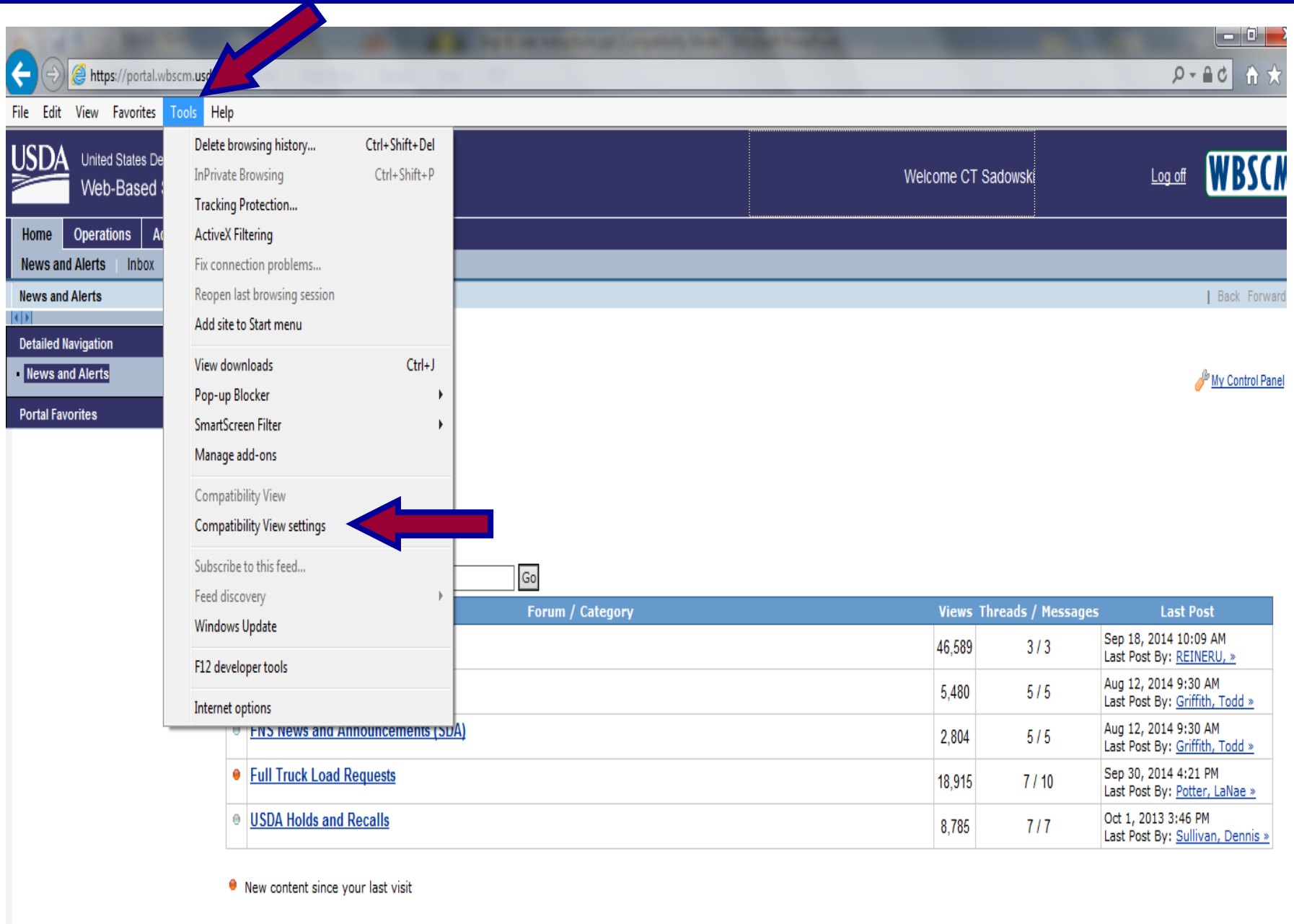
2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Click “Accept” and “Submit”

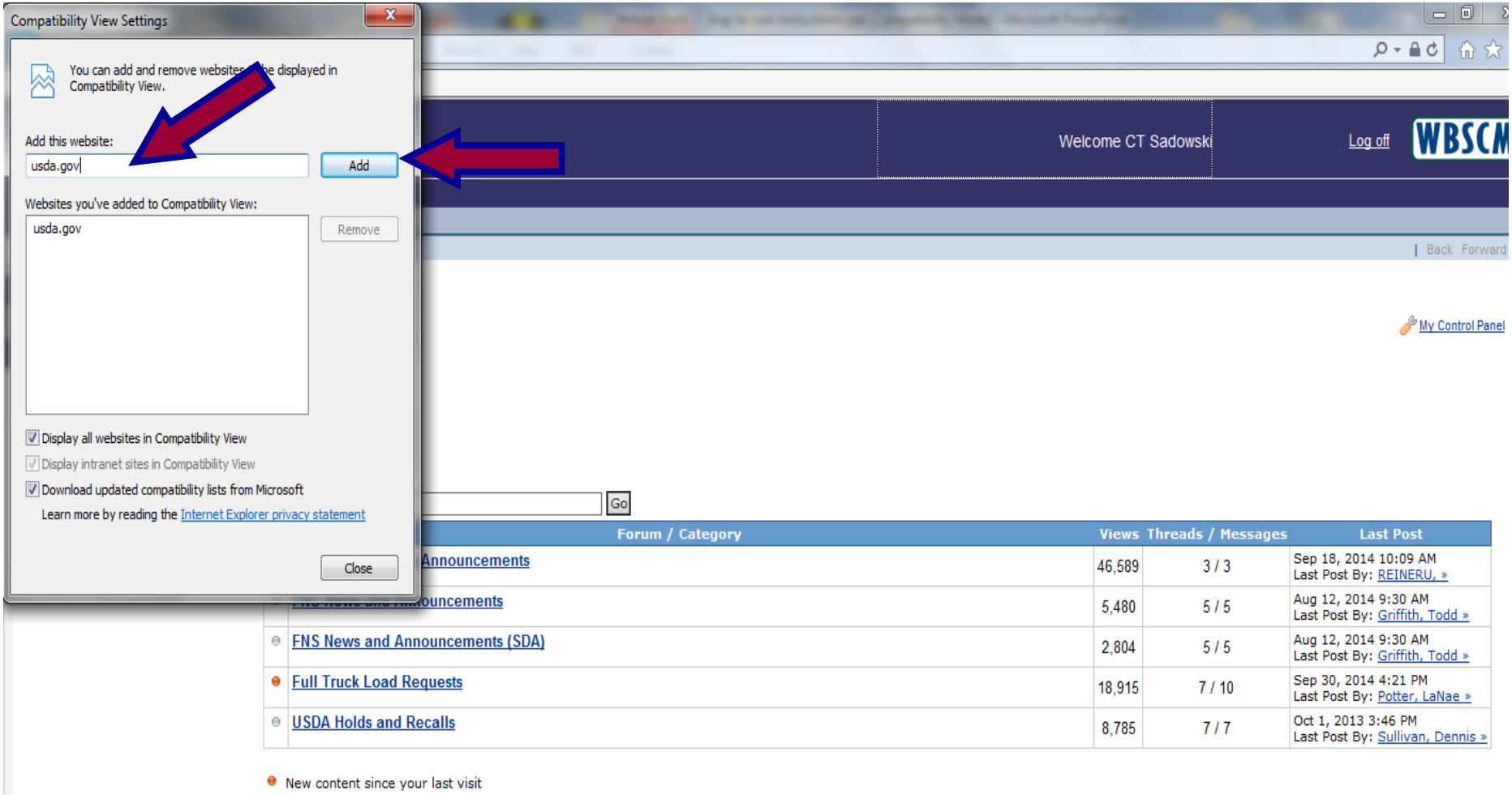
Congratulations! You have accessed the WBSCM!



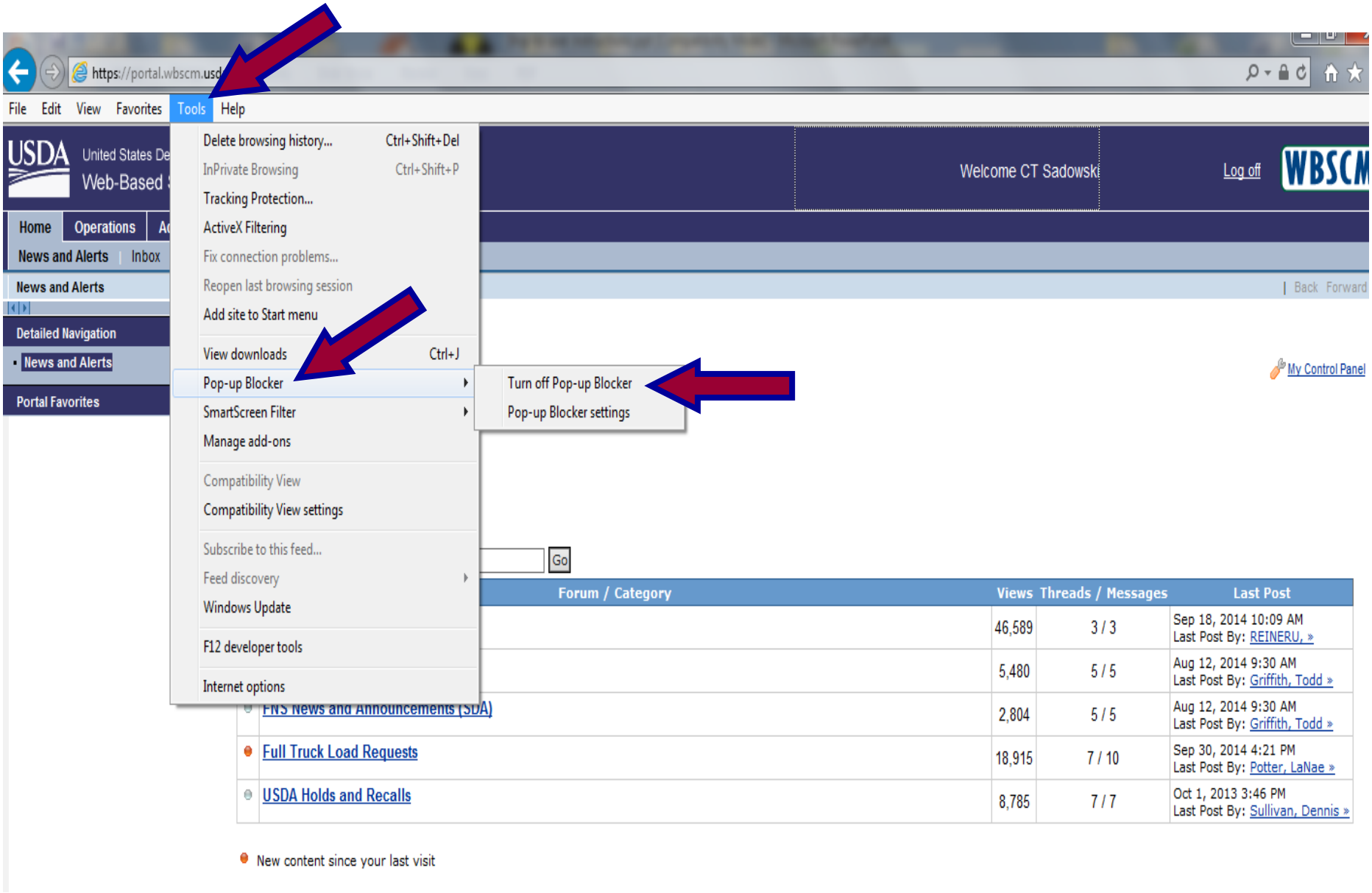
Click on “Tools” then “Compatibility View Settings”



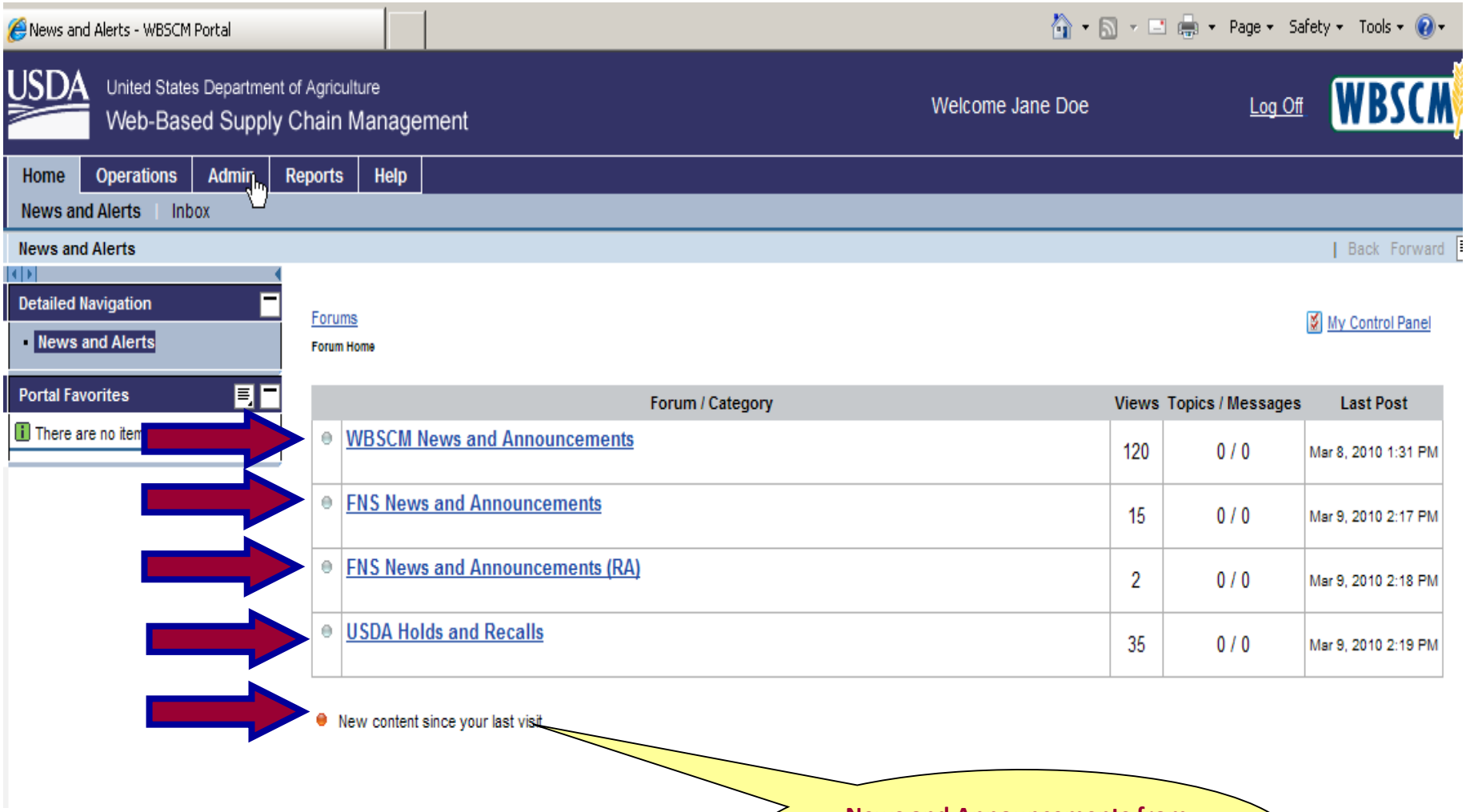
Add Web Site


Compatibility View Settings
You can add and remove websites to be displayed in Compatibility View.
Add this website:
usda.gov
Add
Websites you've added to Compatibility View:
usda.gov
Remove
Display all websites in Compatibility View
Display intranet sites in Compatibility View
Download updated compatibility lists from Microsoft
Learn more by reading the Internet Explorer privacy statement
Close
Welcome CT Sadowski
Log off
WBSCM
Back Forward
My Control Panel
Go
Forum / Category
Views
Threads / Messages
Last Post
Announcements
46,589
3 / 3
Sep 18, 2014 10:09 AM
Last Post By: REINERU, »
ouncements
5,480
5 / 5
Aug 12, 2014 9:30 AM
Last Post By: Griffith, Todd »
FNS News and Announcements (SDA)
2,804
5 / 5
Aug 12, 2014 9:30 AM
Last Post By: Griffith, Todd »
Full Truck Load Requests
18,915
7 / 10
Sep 30, 2014 4:21 PM
Last Post By: Potter, LaNae »
USDA Holds and Recalls
8,785
7 / 7
Oct 1, 2013 3:46 PM
Last Post By: Sullivan, Dennis »
New content since your last visit

Disable Pop-up Blocker

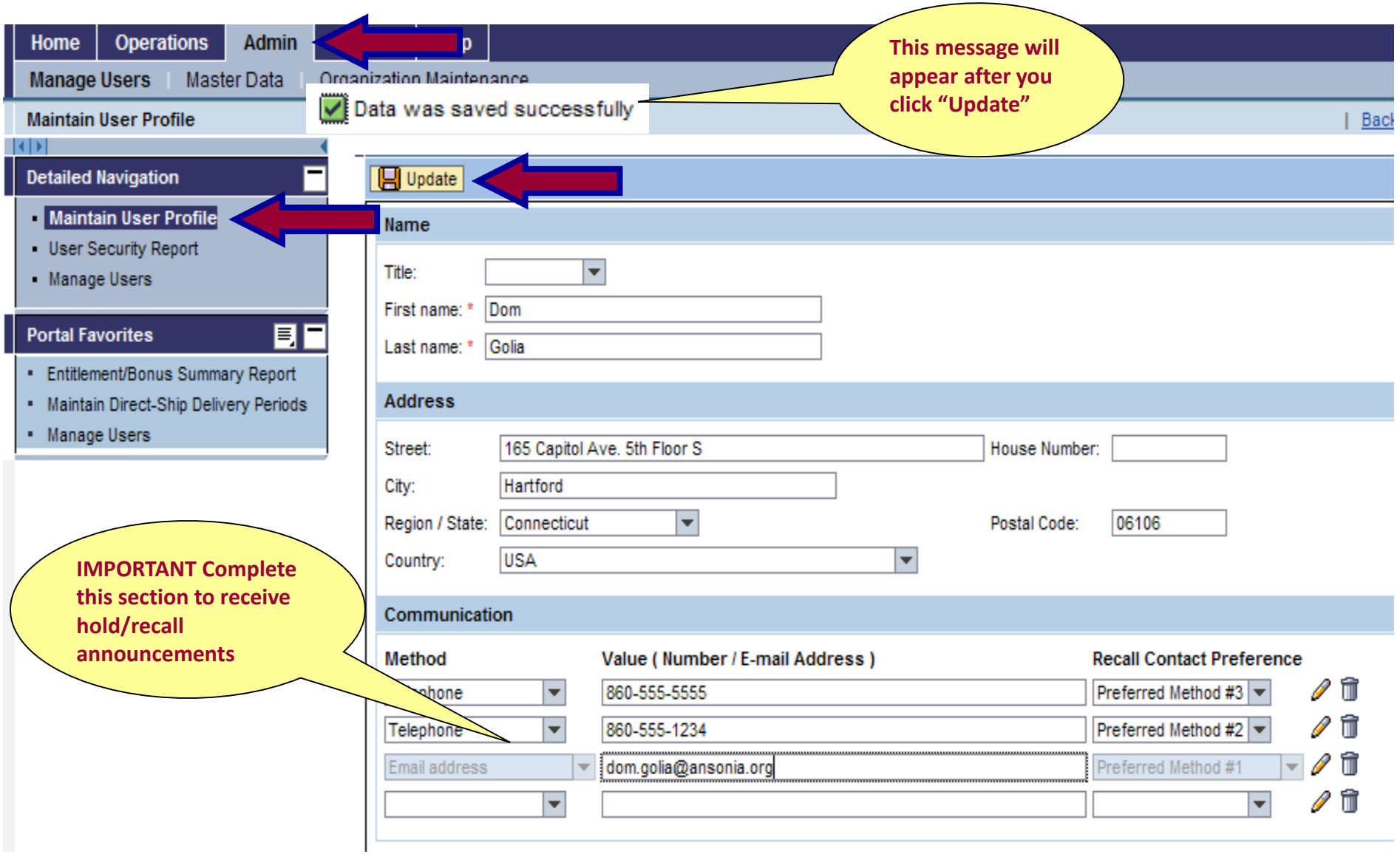


Checking for New Content

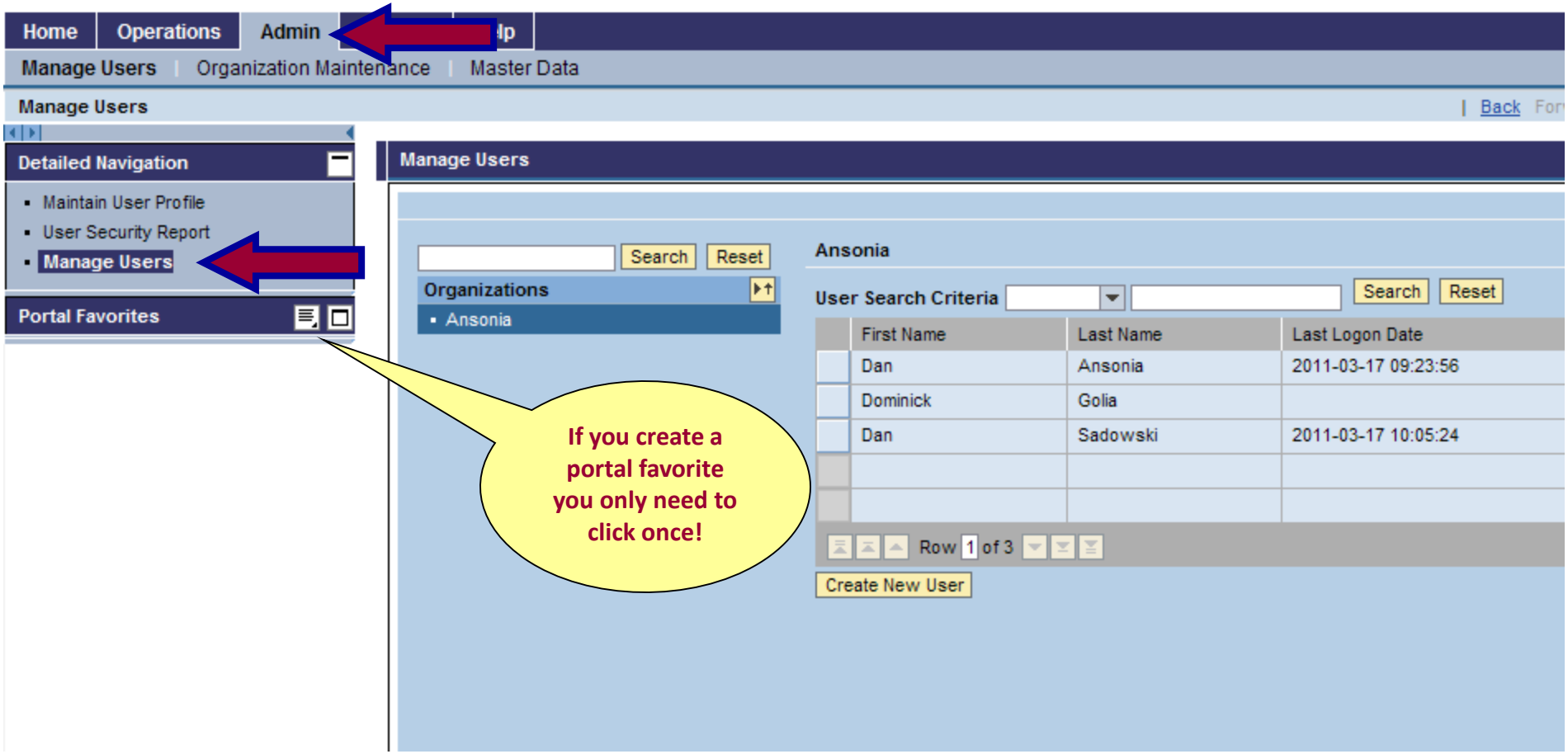


News and Announcements from USDA – If any dots are orange there is new information

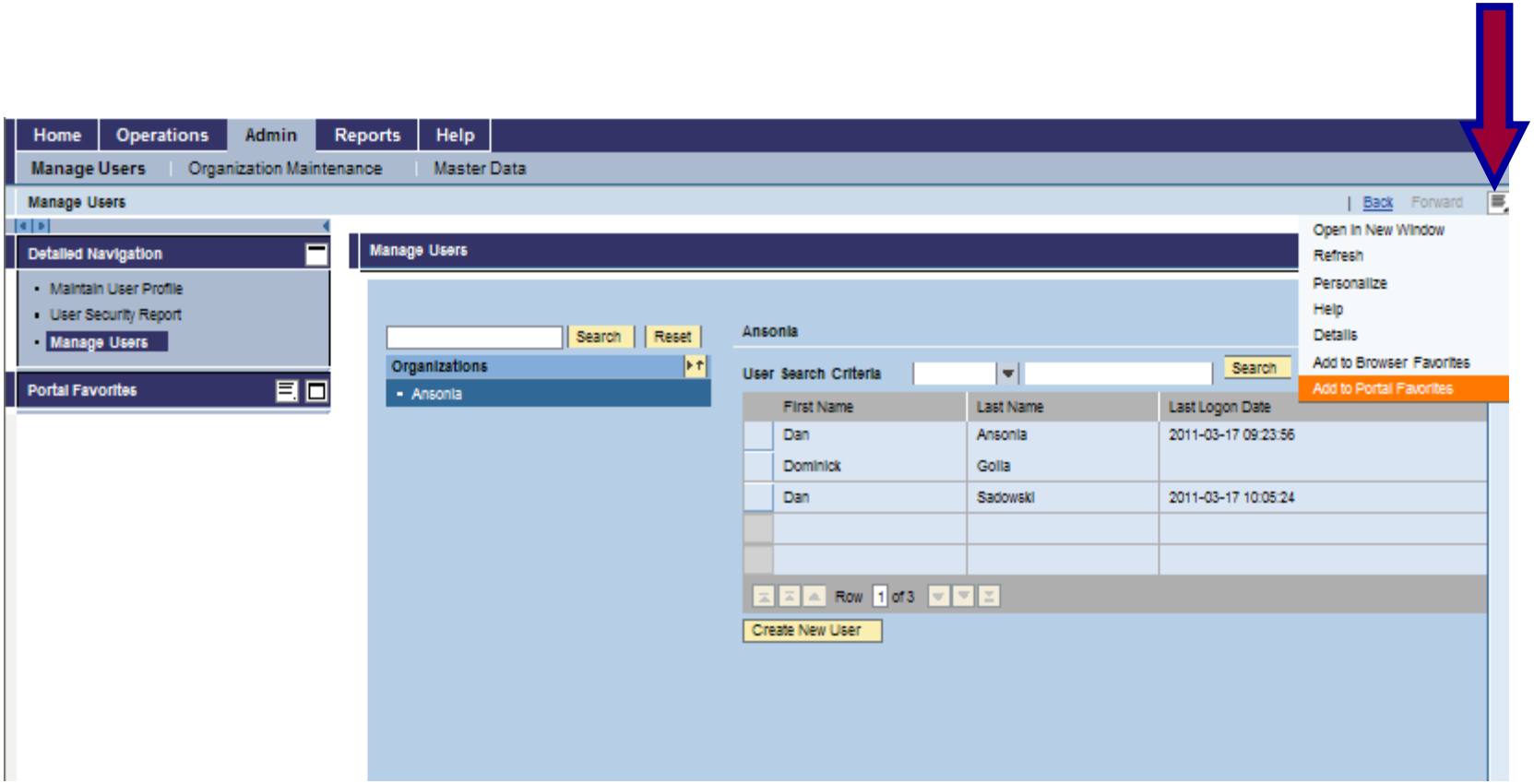
Very Important – Review and Update Your User Profile



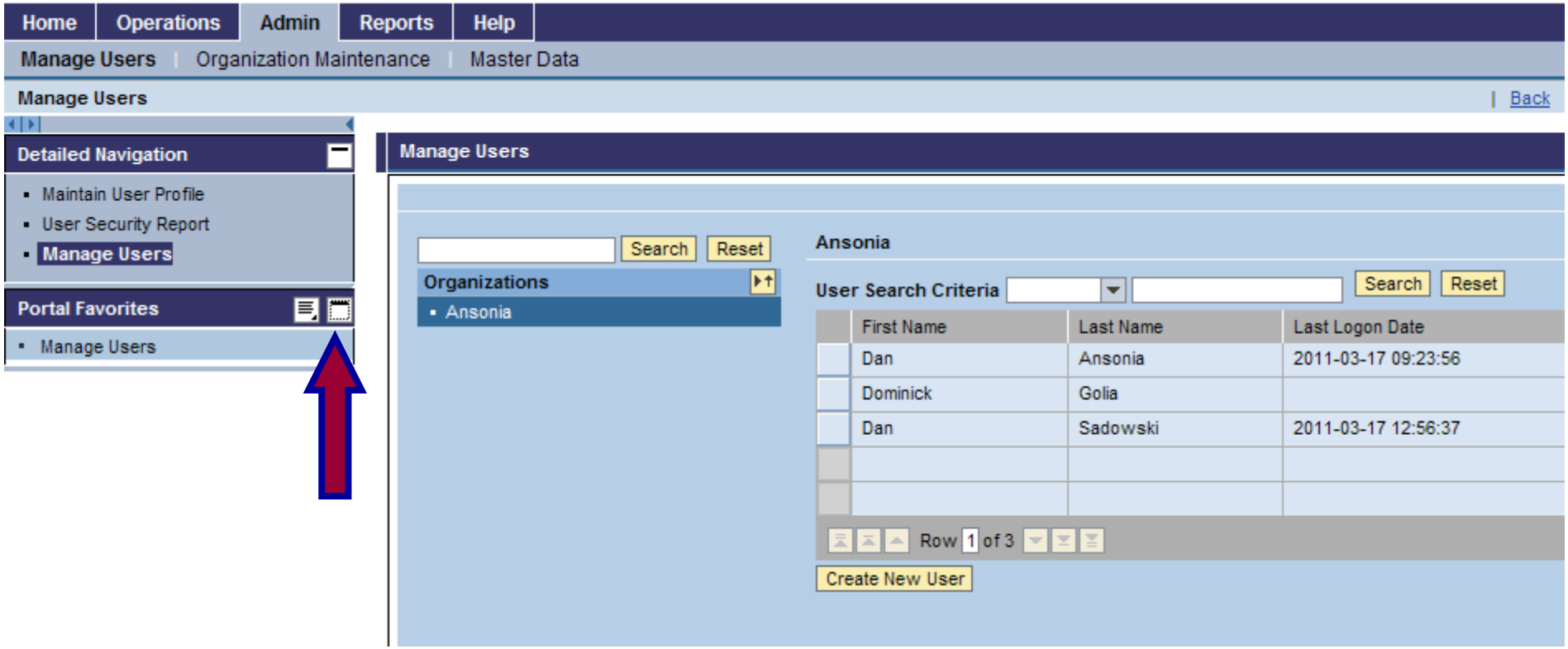
Managing Users



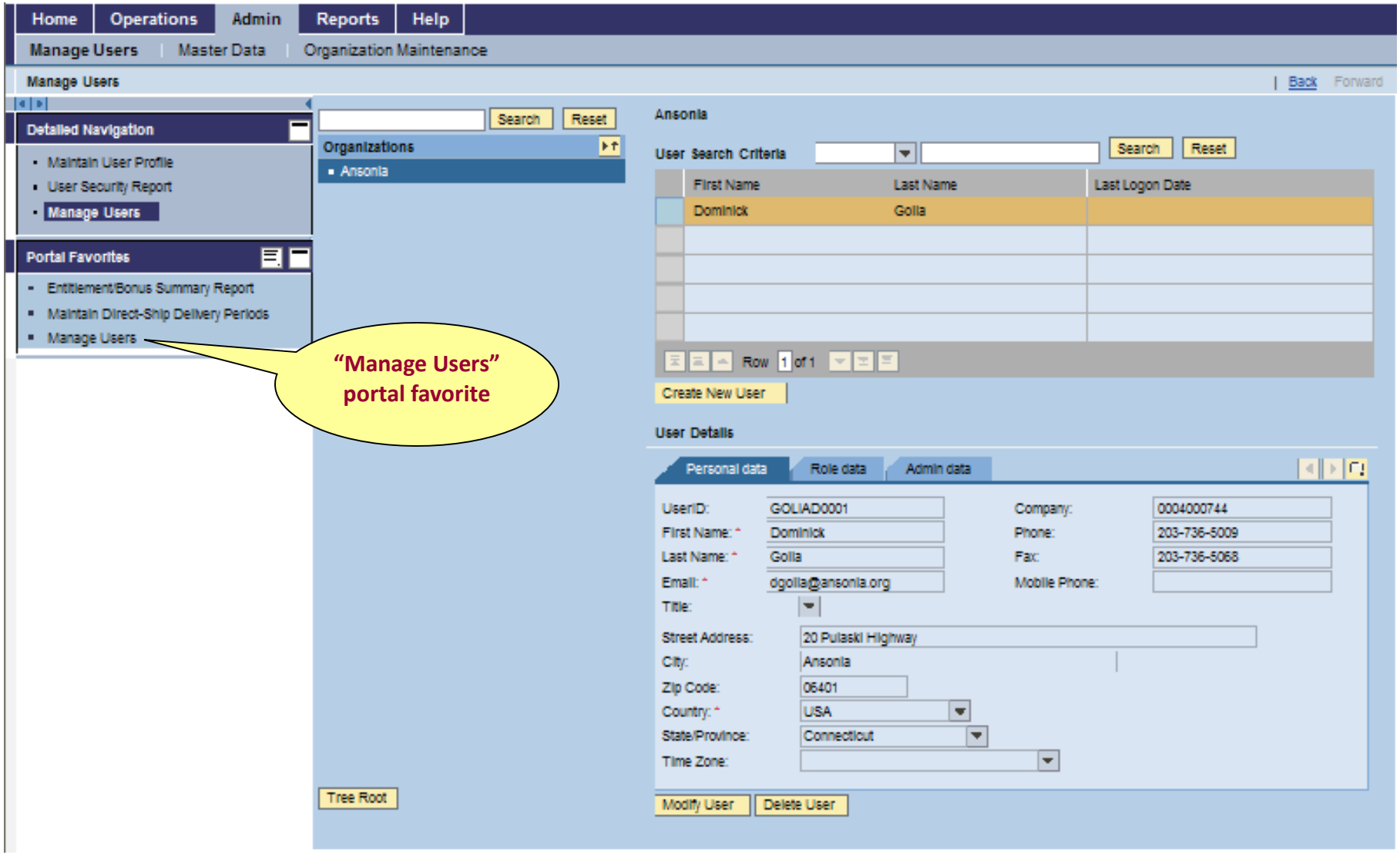
Create Portal Favorites



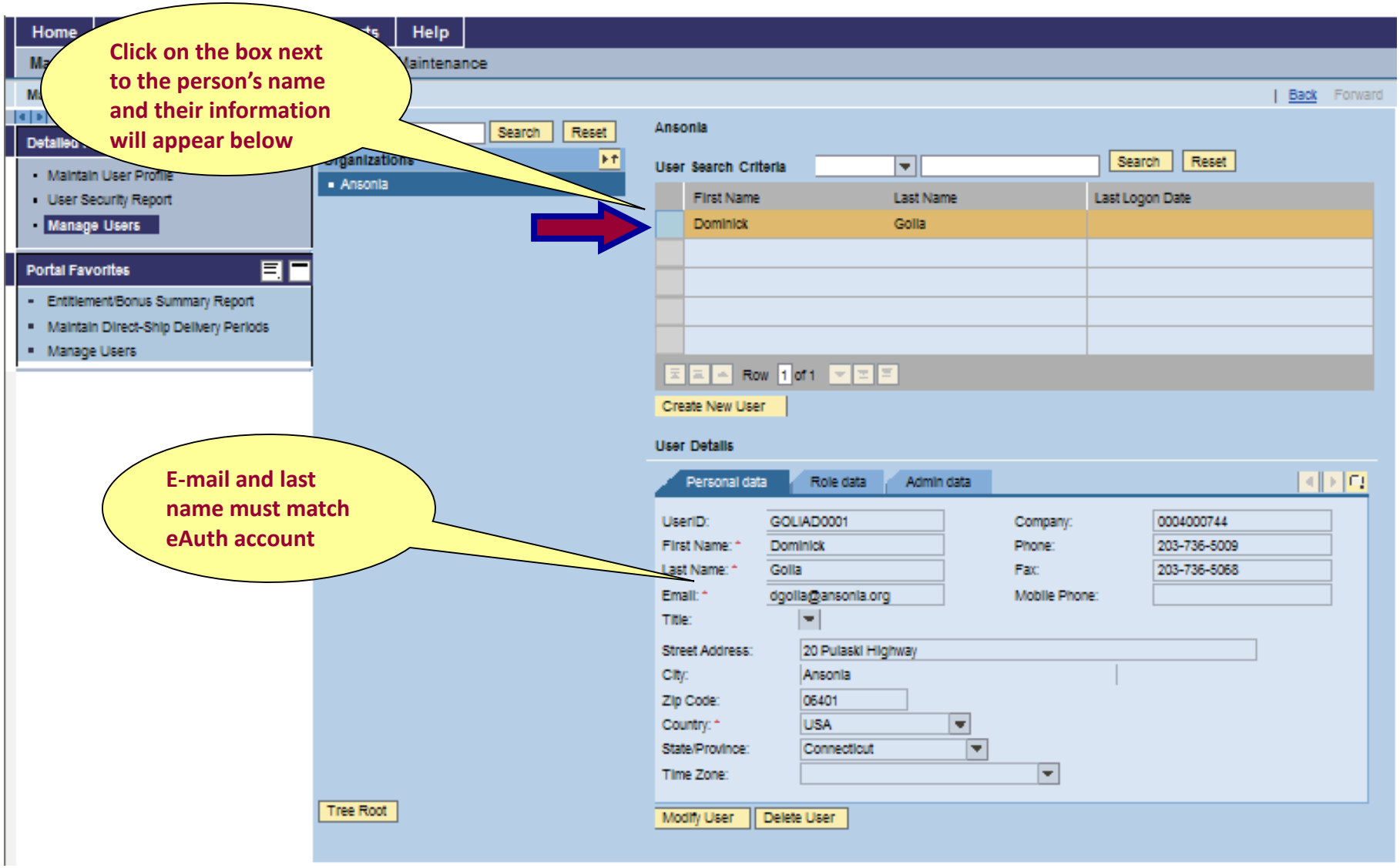
Click “Expand” Button



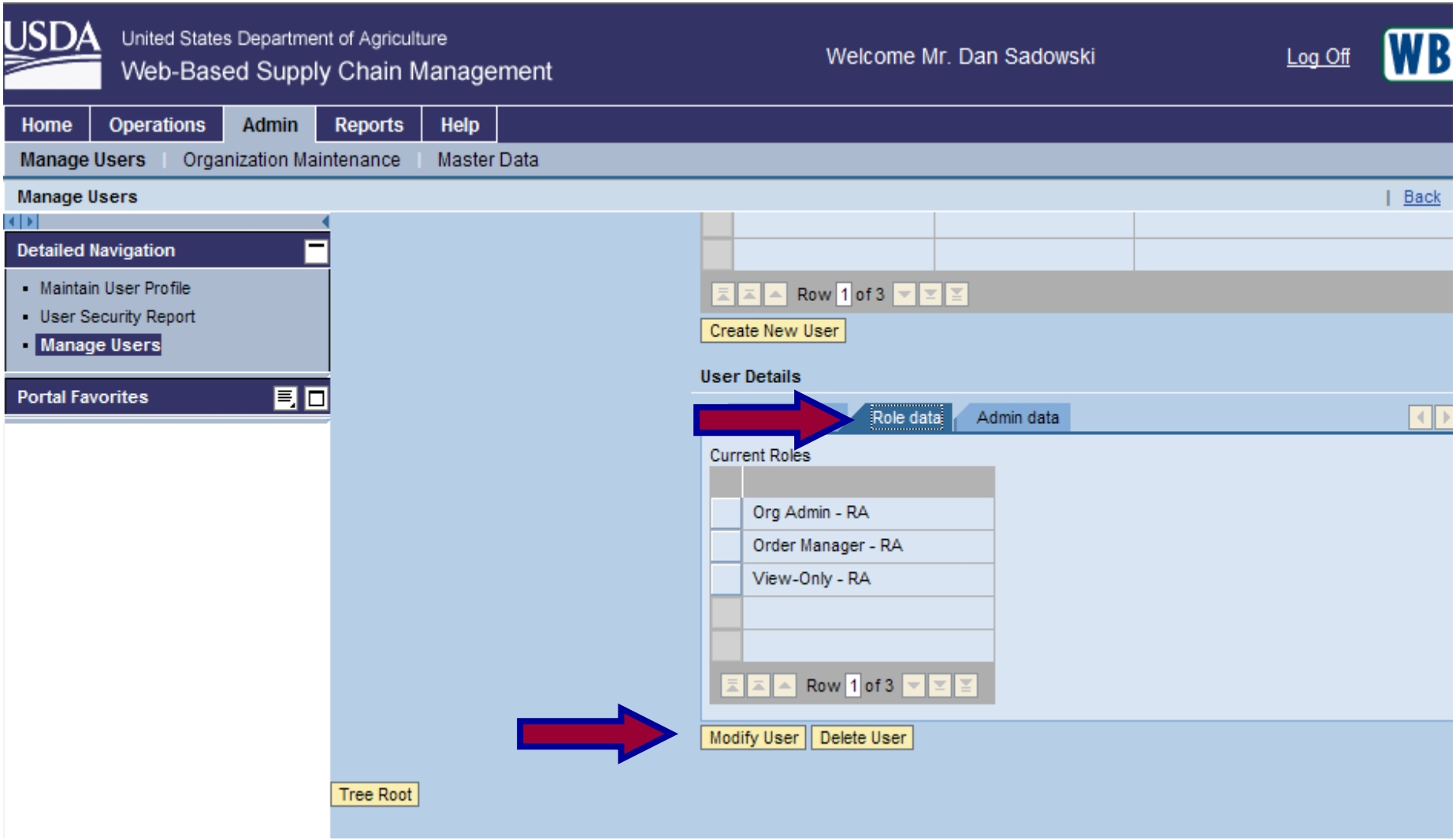
Portal Favorite Creation Completed



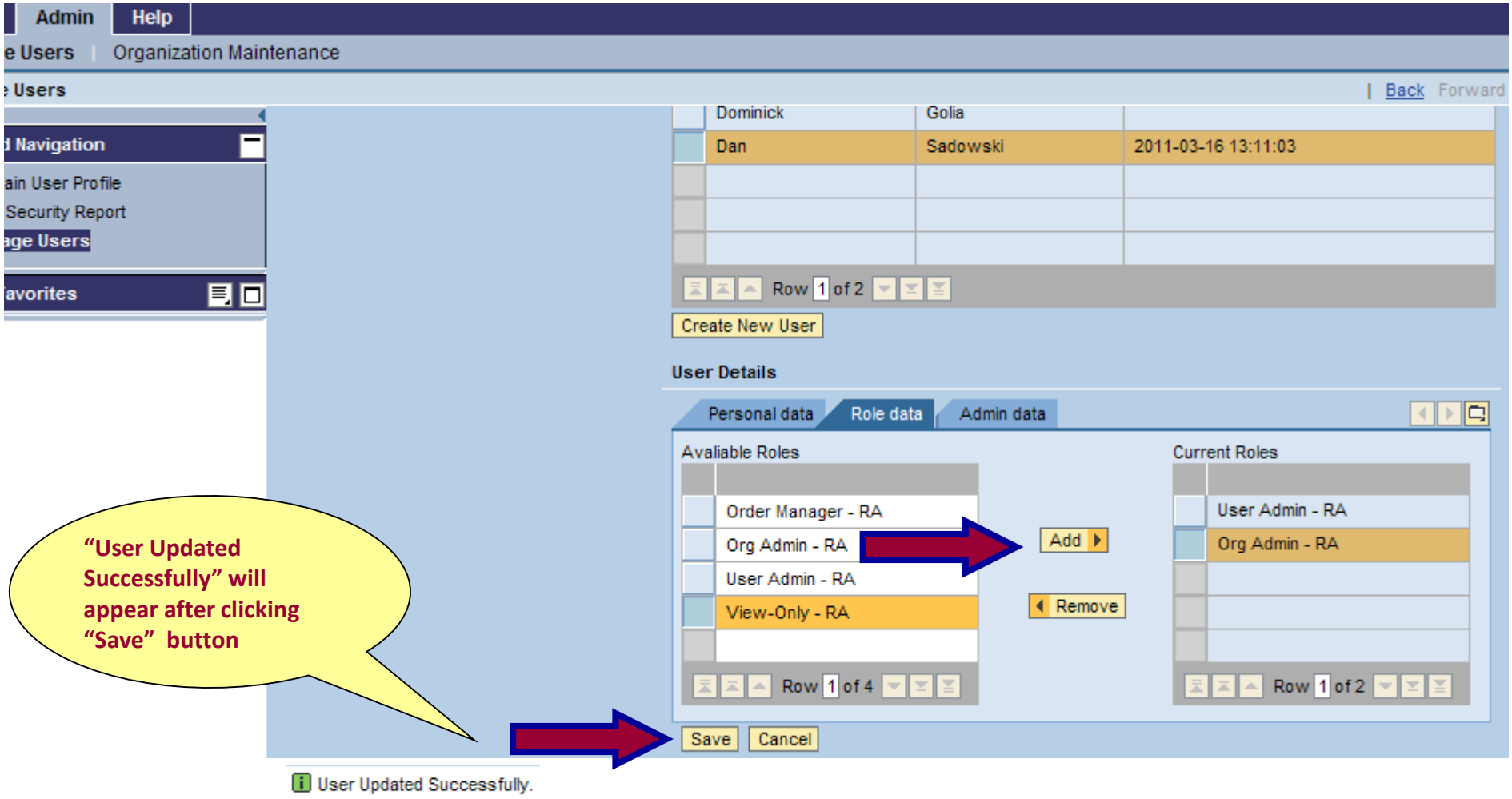
Update User


Click on the box next to the person's name and their information will appear below
E-mail and last name must match eAuth account
Home
Help
Maintenance
Back
Forward
Search
Reset
Maintain User Profile
User Security Report
Manage Users
Portal Favorites
Entitlement/Bonus Summary Report
Maintain Direct-Ship Delivery Periods
Manage Users
Ansonia
Ansonia
User Search Criteria
Search
Reset
First Name
Last Name
Last Logon Date
Dominick
Golia
Row 1 of 1
Create New User
User Details
Personal data
Role data
Admin data
UserID:
GOLIAD0001
First Name:
Dominick
Last Name:
Golia
Email:
dgolia@ansonia.org
Title:
Company:
0004000744
Phone:
203-736-5009
Fax:
203-736-5068
Mobile Phone:
Street Address:
20 Pulaski Highway
City:
Ansonia
Zip Code:
06401
Country:
USA
State/Province:
Connecticut
Time Zone:
Tree Root
Modify User
Delete User

Make Sure "Org Admin" and "Order Manager" are in "Current Roles"

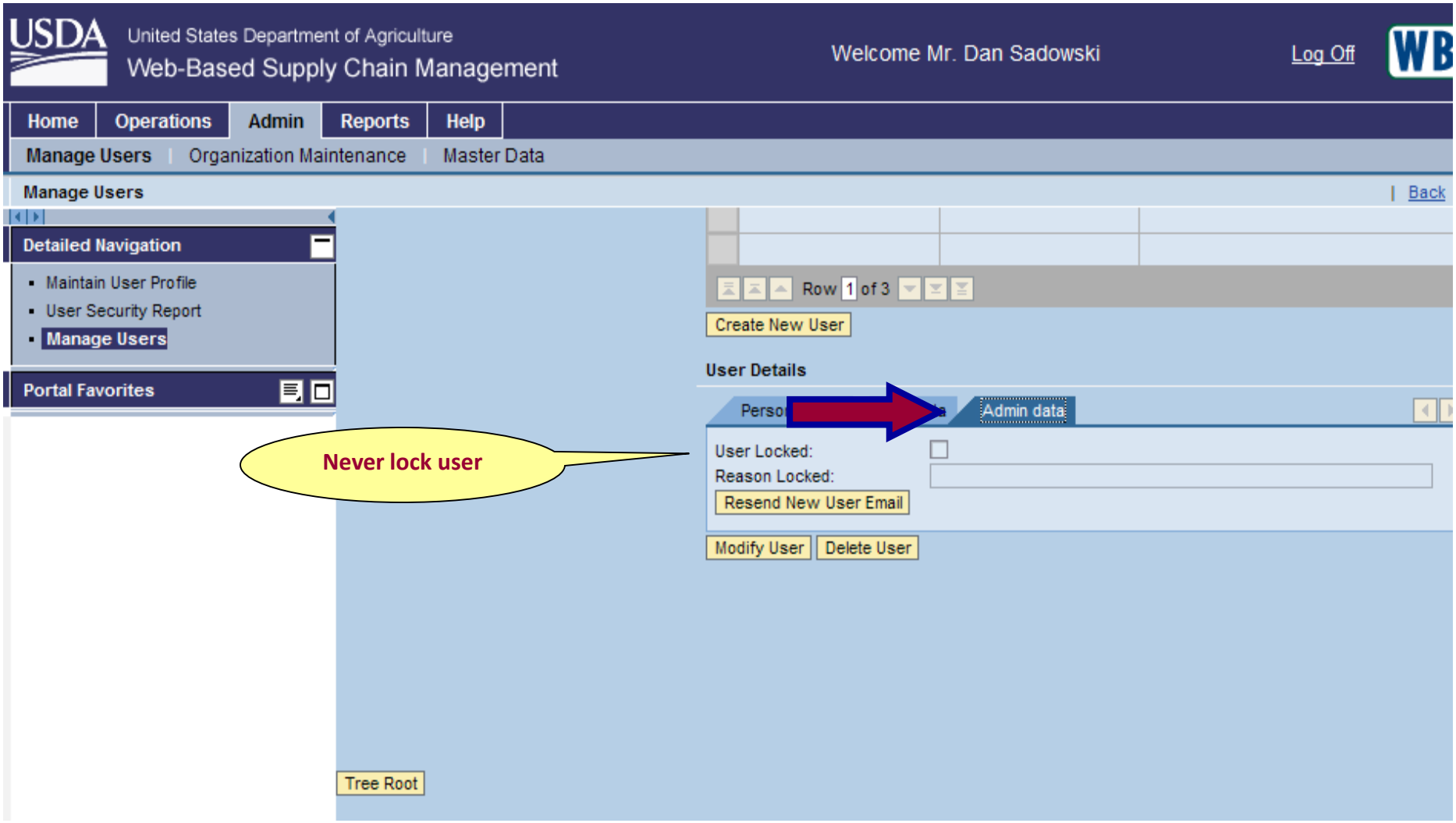


If Order Manager is not in "Current Roles" Add it



"User Updated Successfully" will appear after clicking "Save" button

“Admin Data” Tab



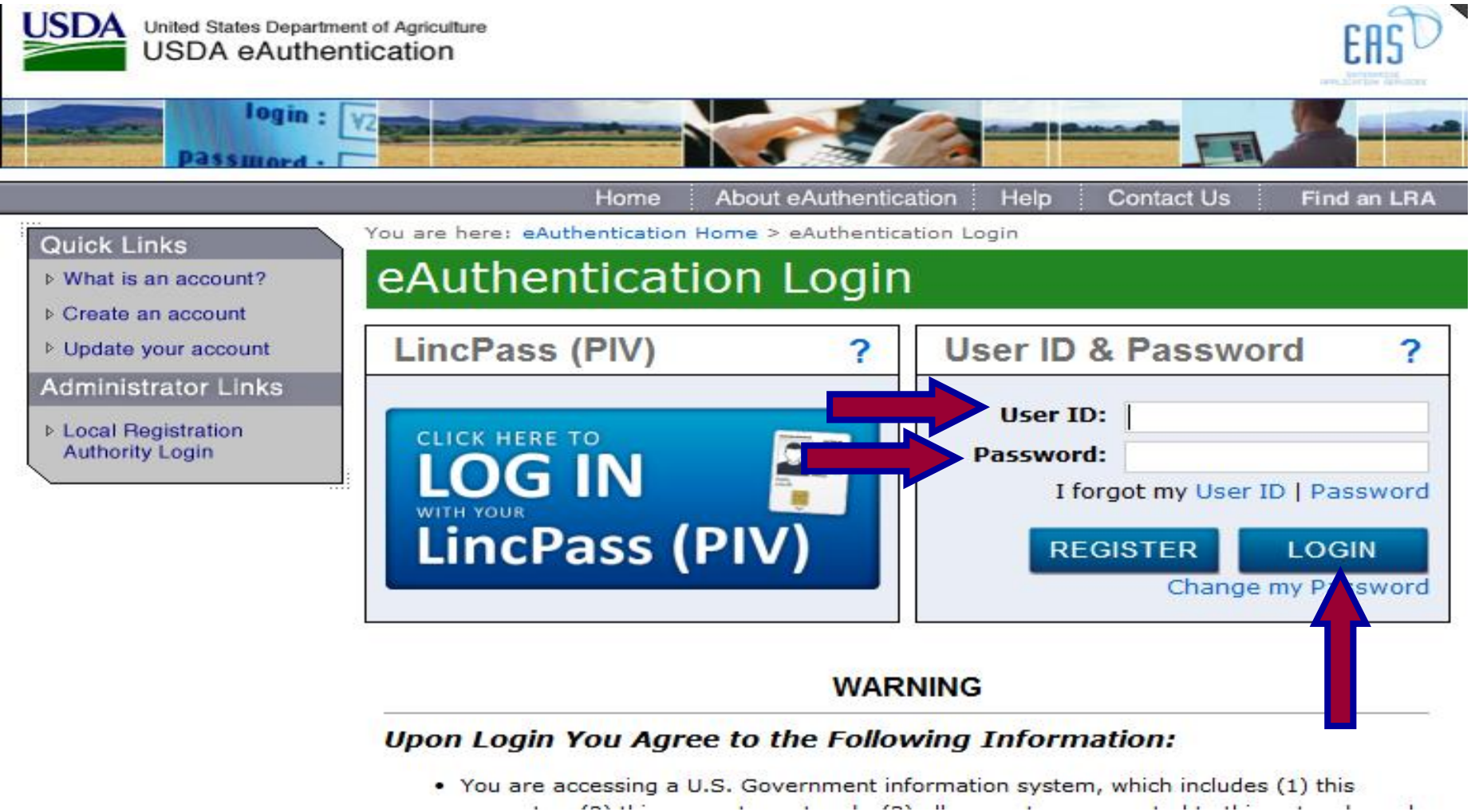
UPDATING eAUTHENTICATION ACCOUNT

WBSCM LINK
http://www.usda.gov/wbscm

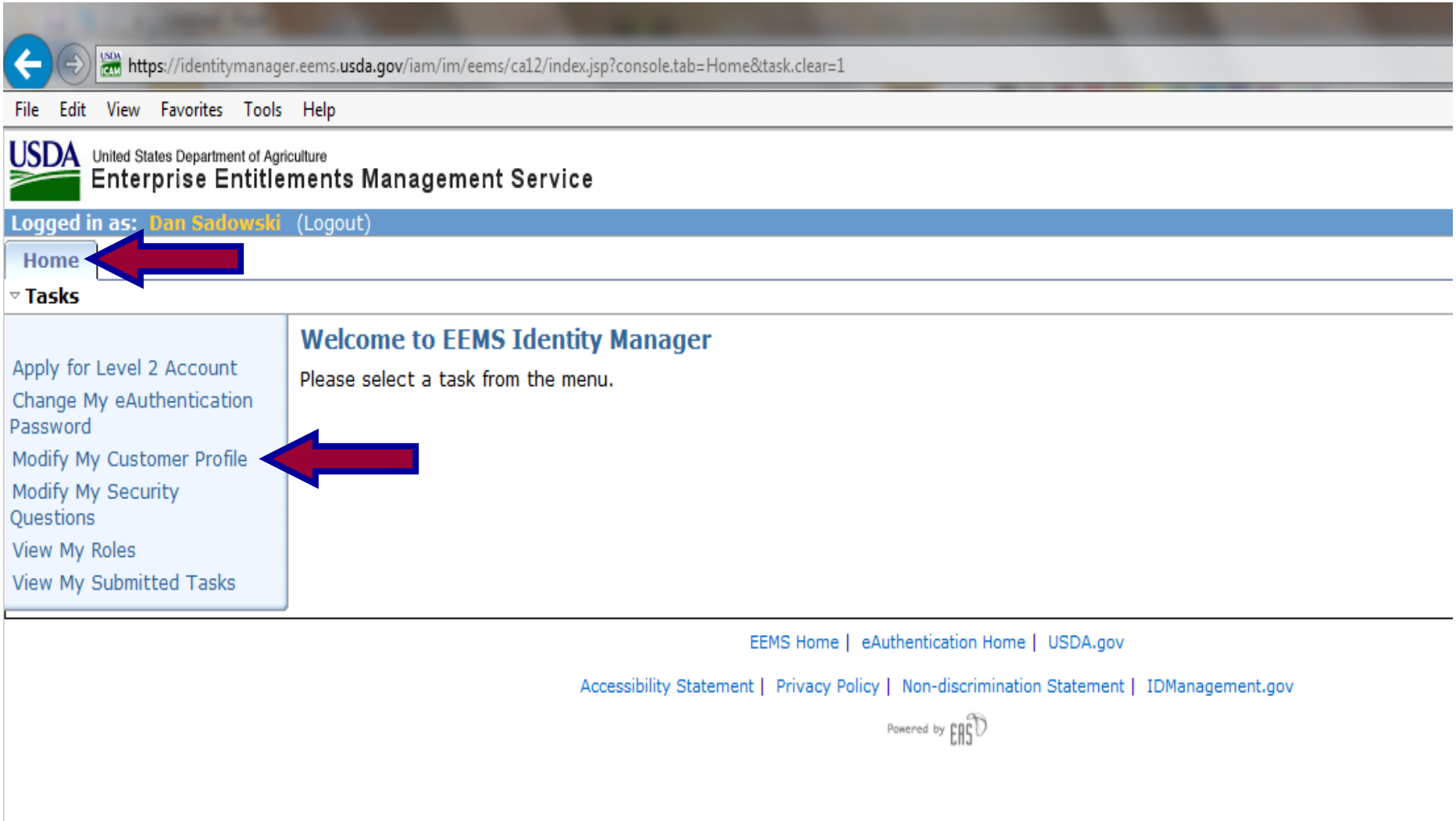
Updating eAuthentication Account

Click on "Update your account" Before Logging In

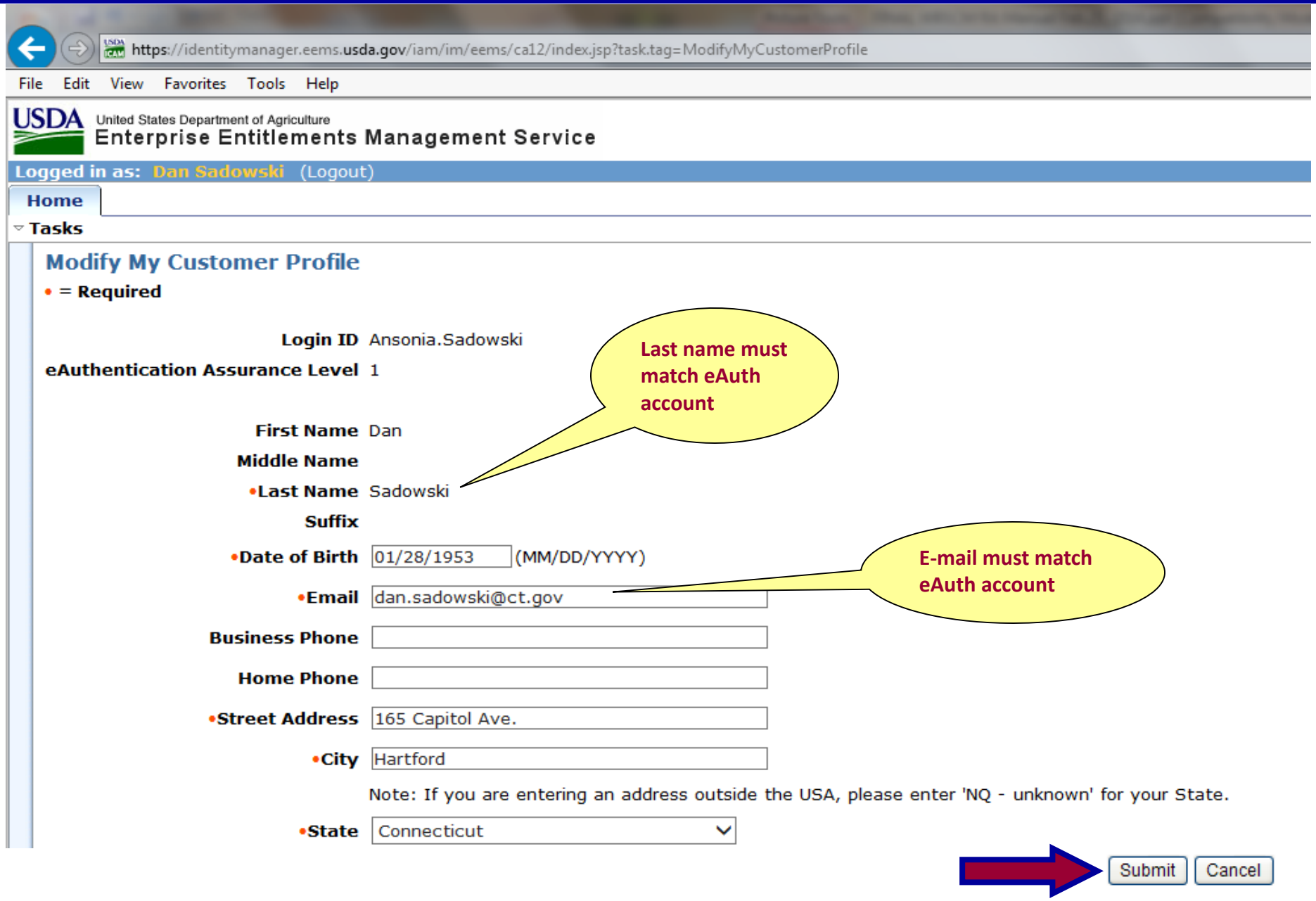
Enter User ID and Password and Click Login



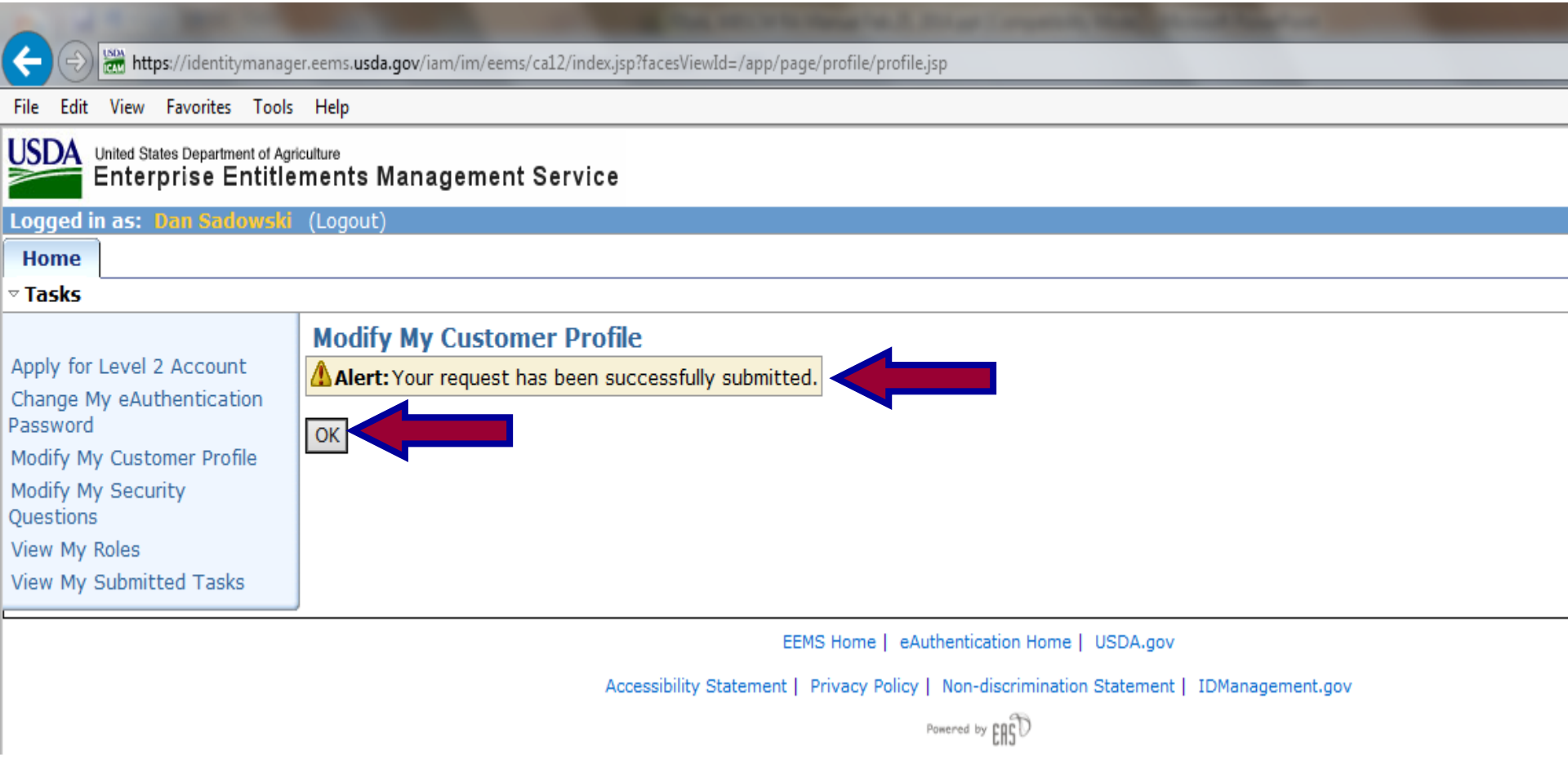
Click on “Home” and then Select Task



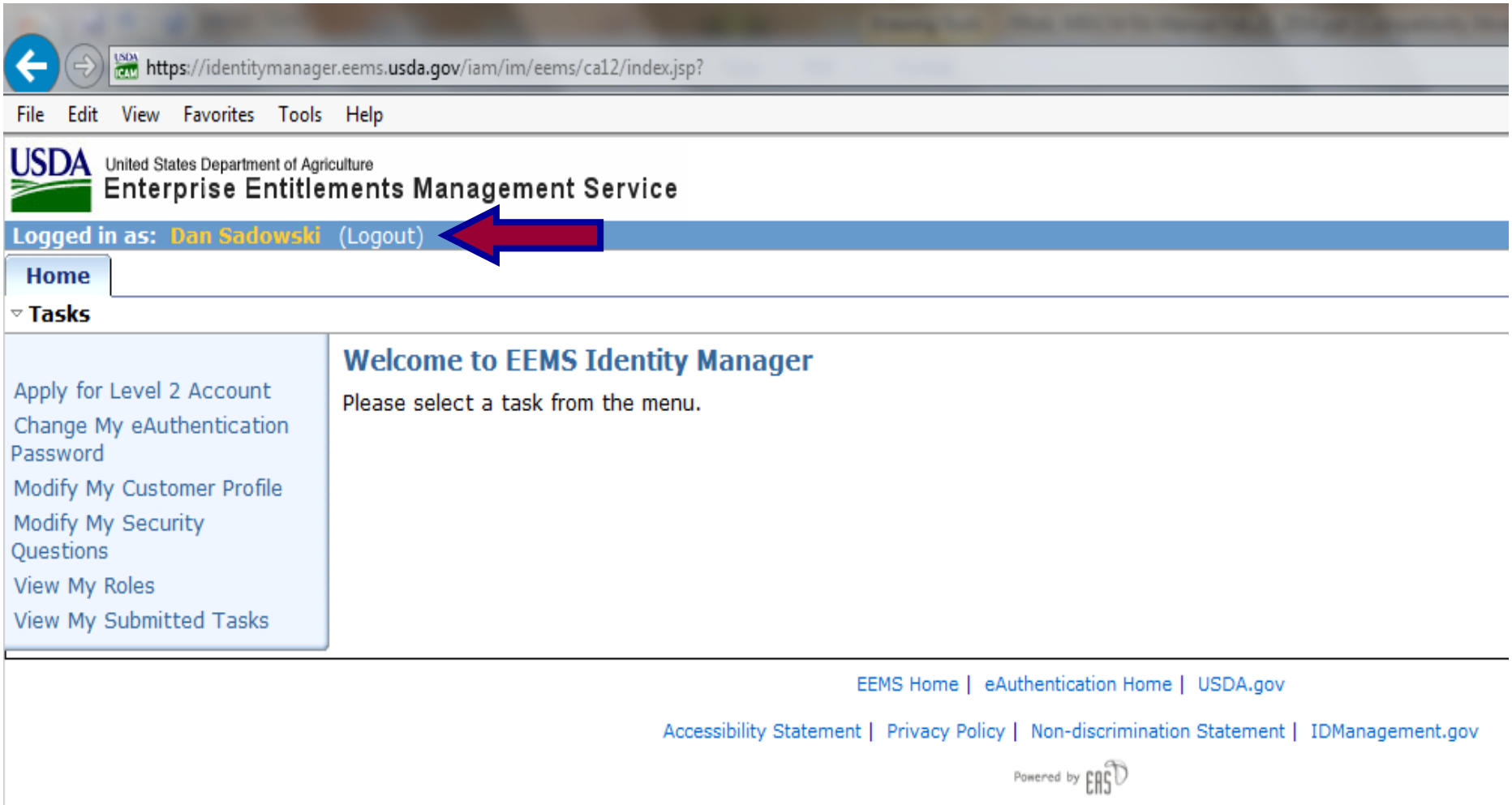
Complete All Required Information and Click "Submit"



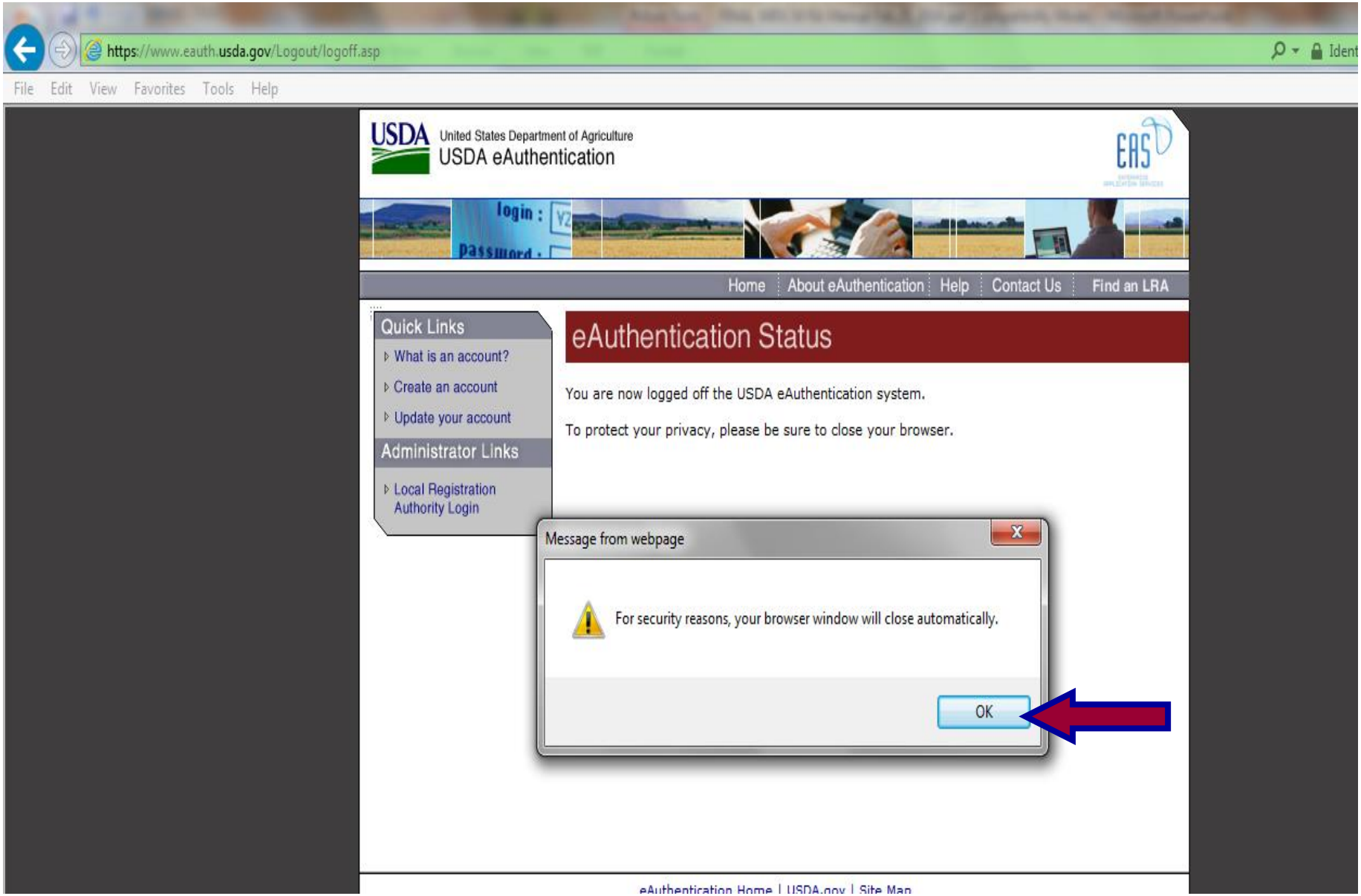
Account Has Been Updated – Click "OK"



Click “Logout”

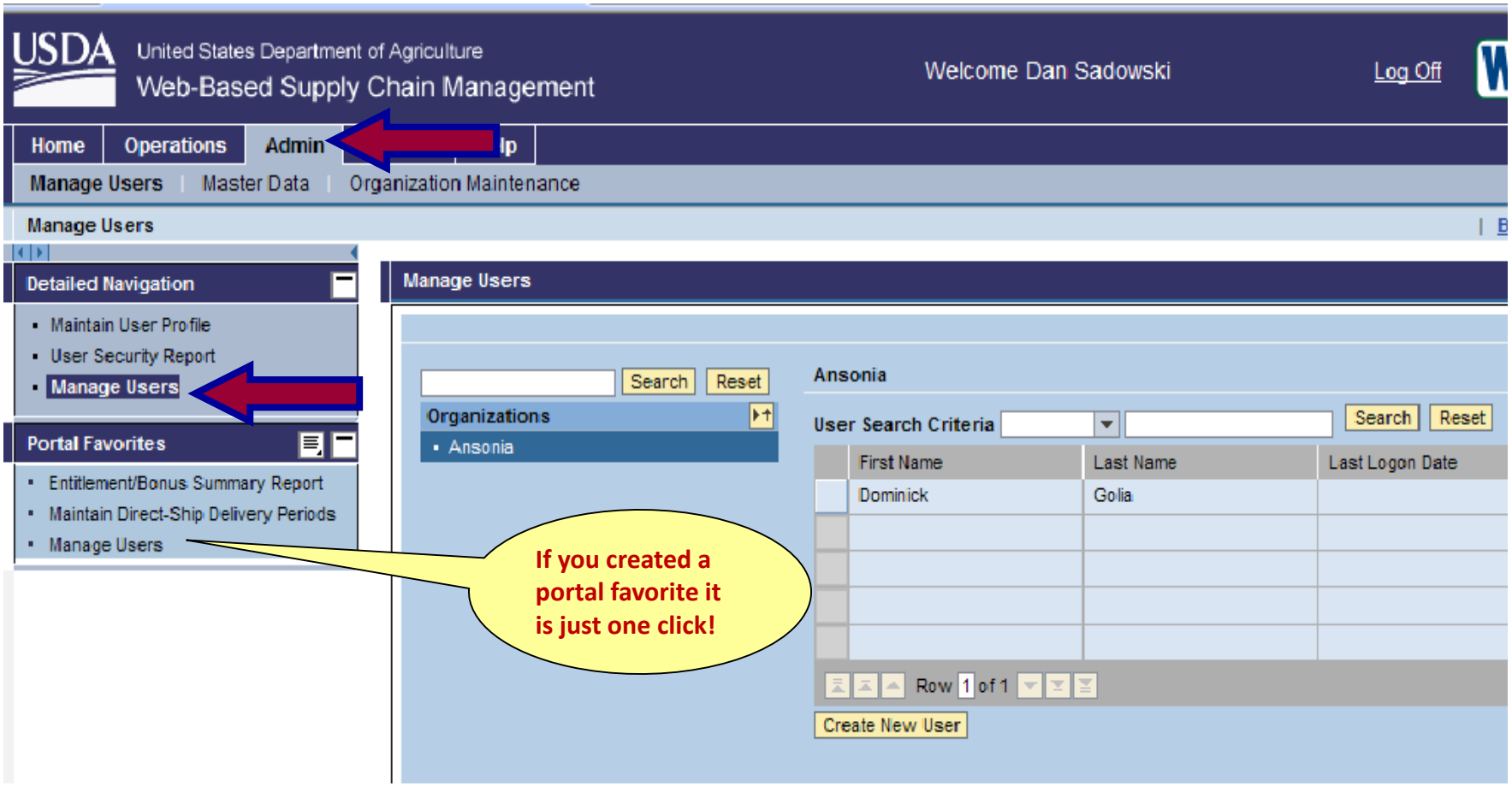


Click “OK” – Update finished

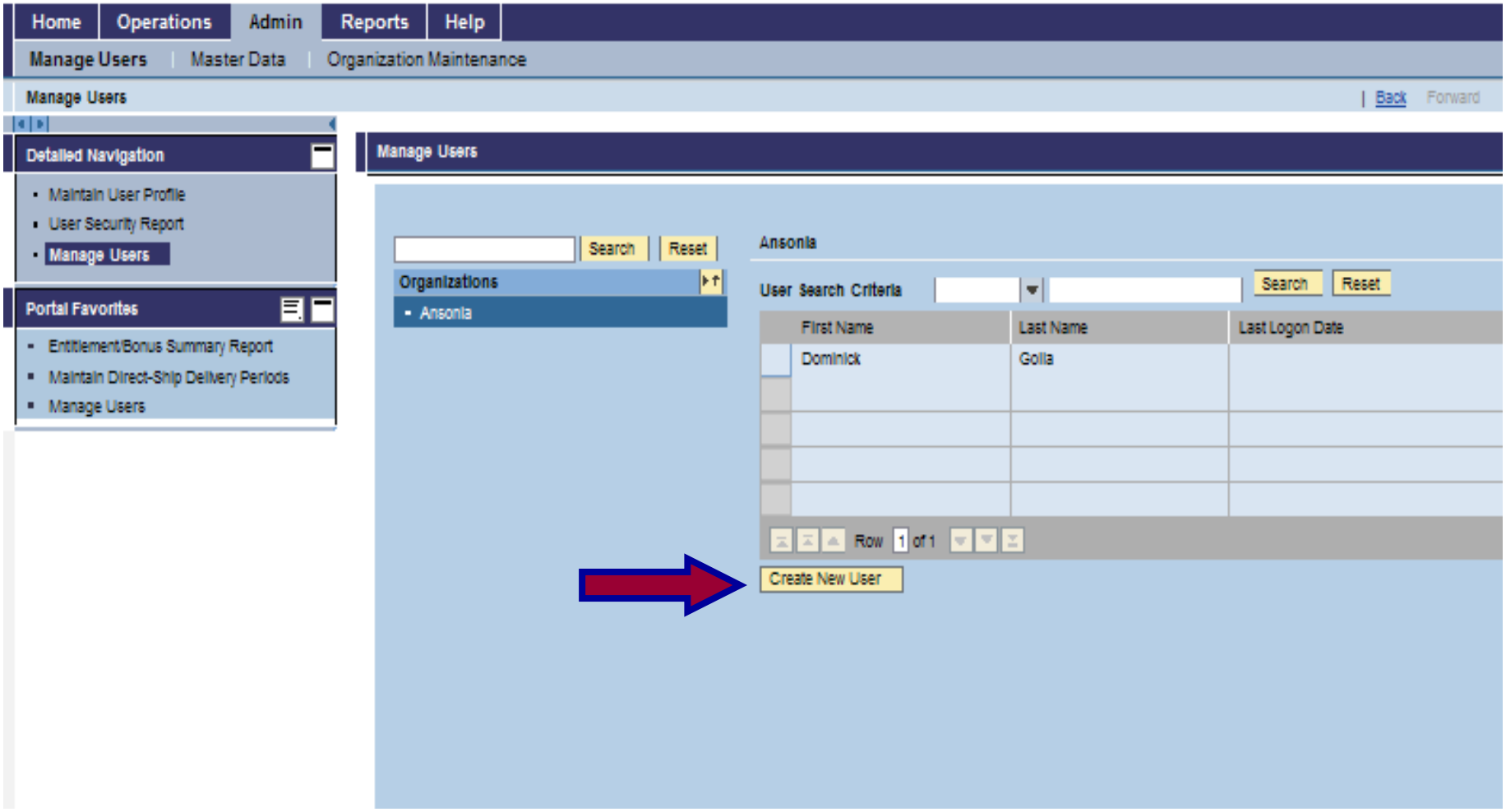


SETTING UP WBSCM ACCOUNT FOR YOUR STAFF

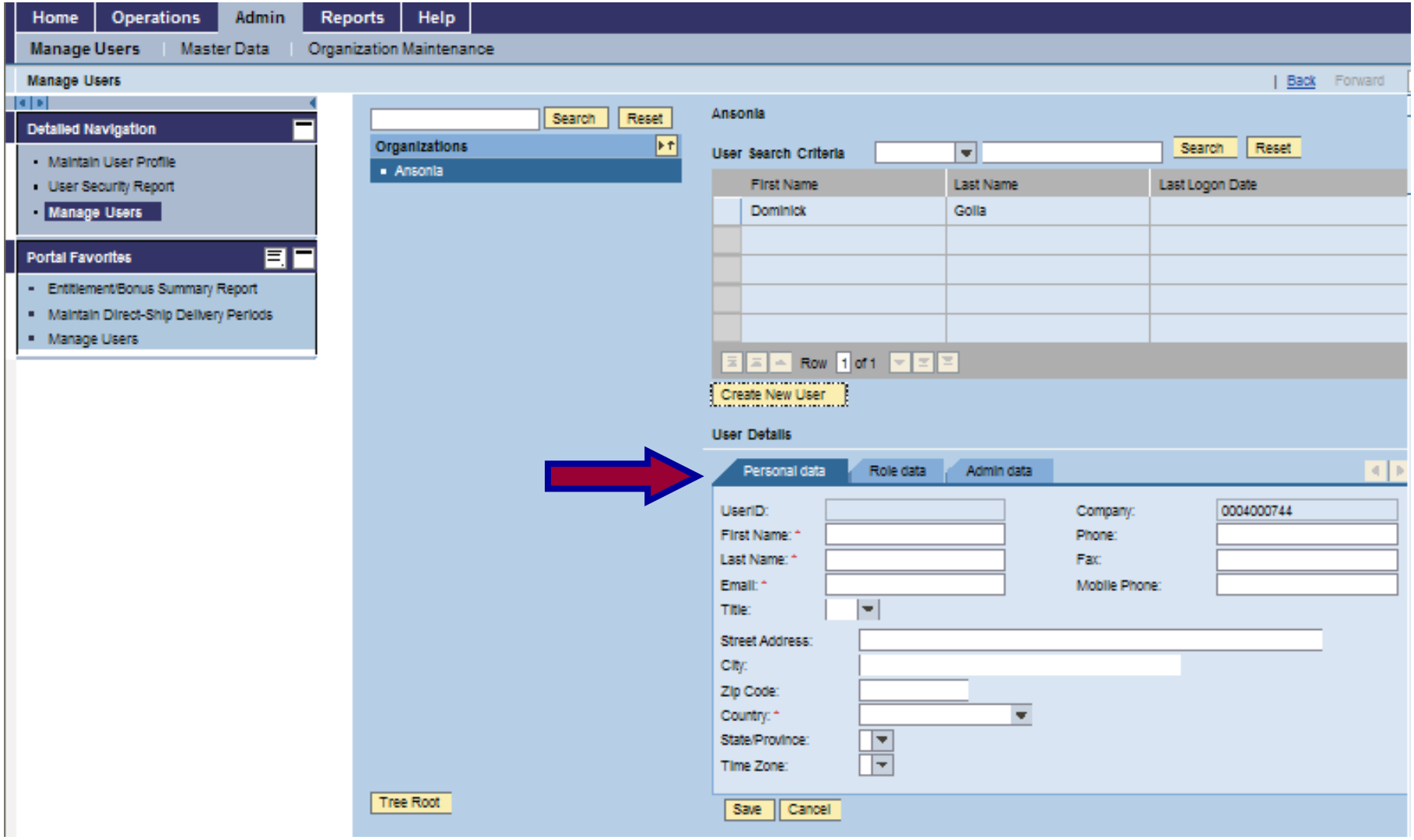
"Manage Users" Will Display the People Assigned to Your District in WBSCM



Creating a New User



Creating a New User – "Personal Data" Tab



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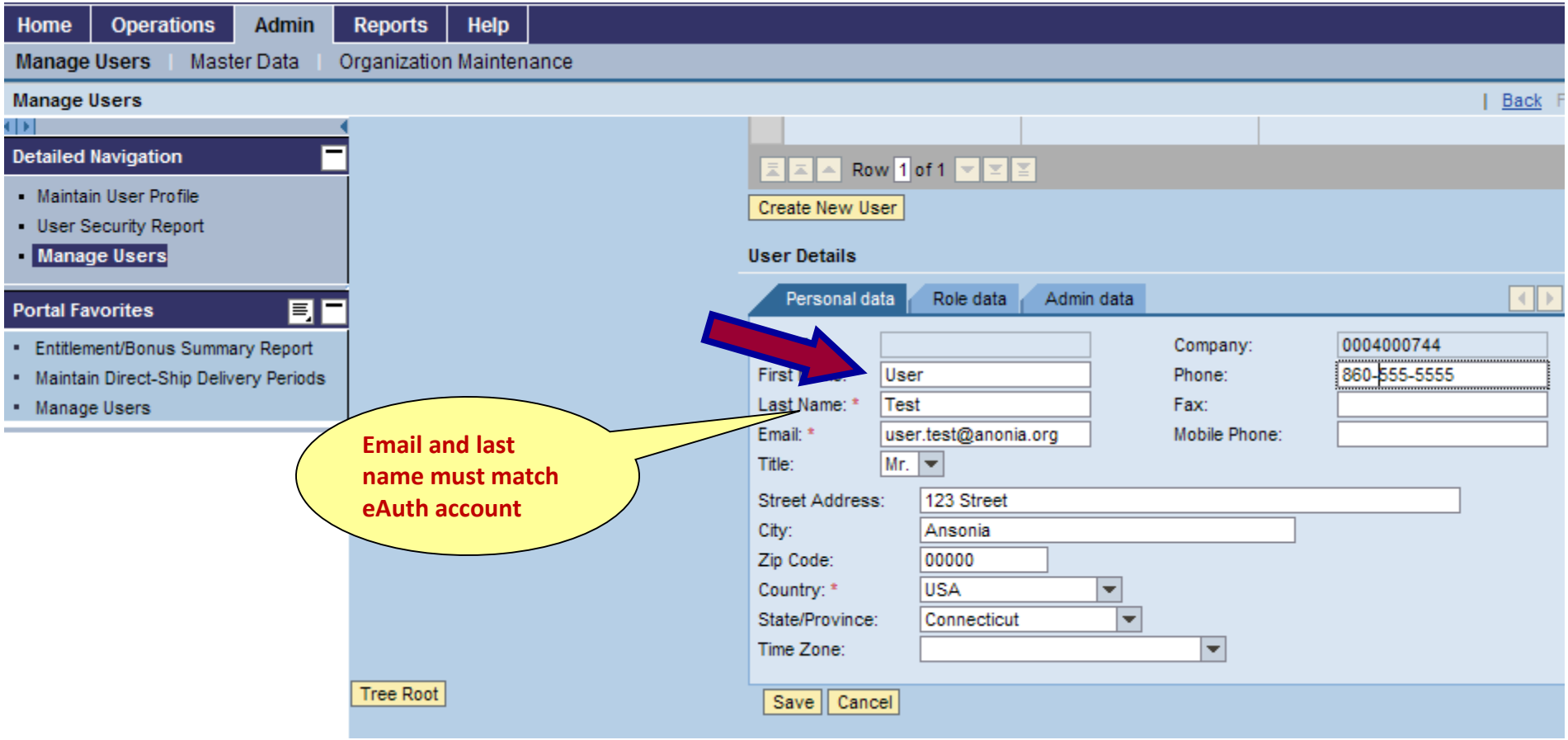
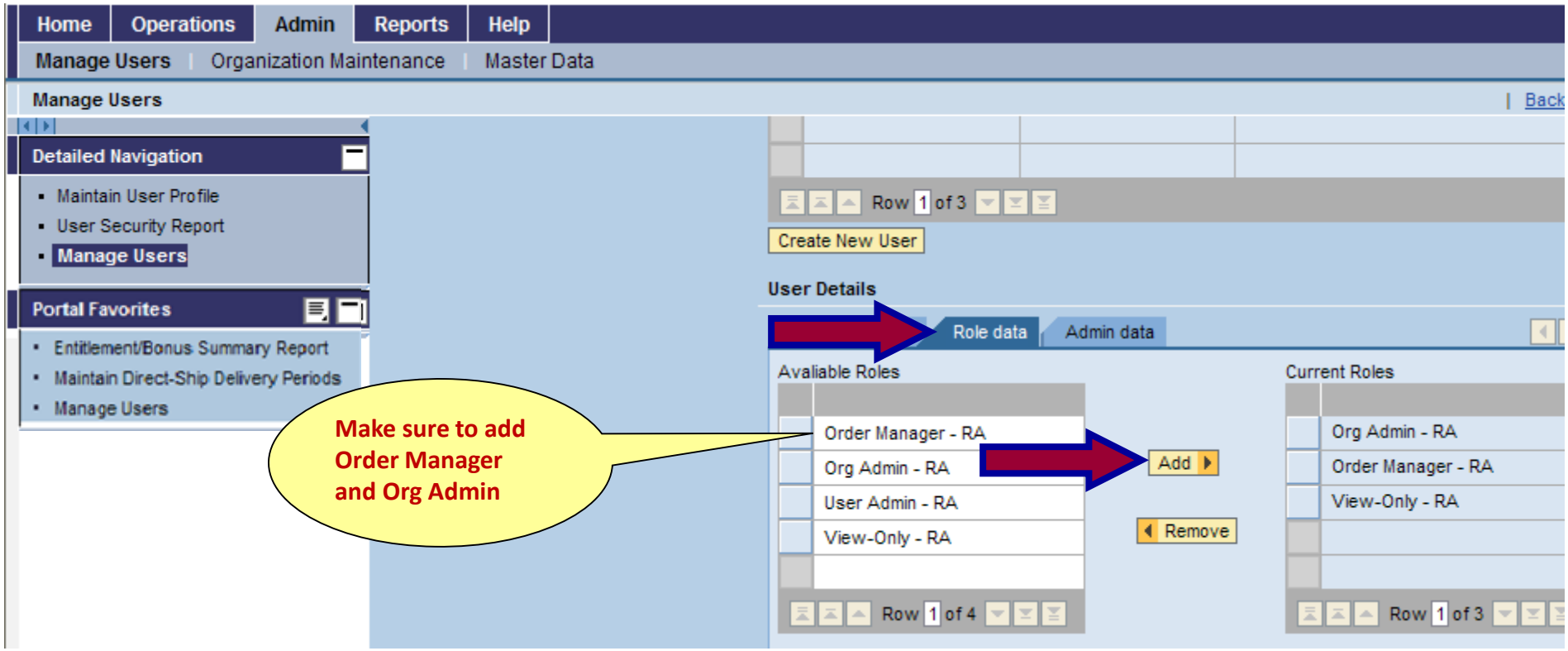
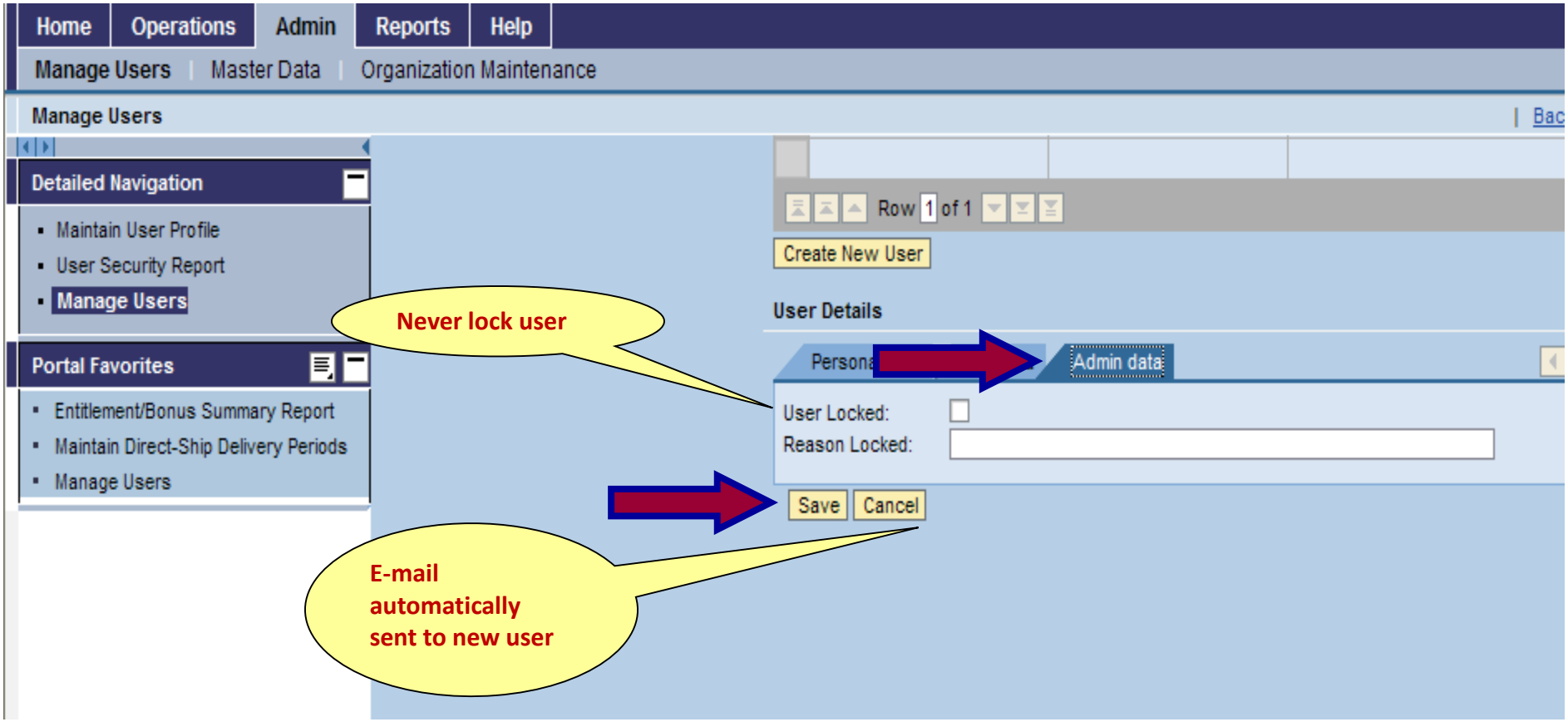


Creating a New User – "Role Data" Tab

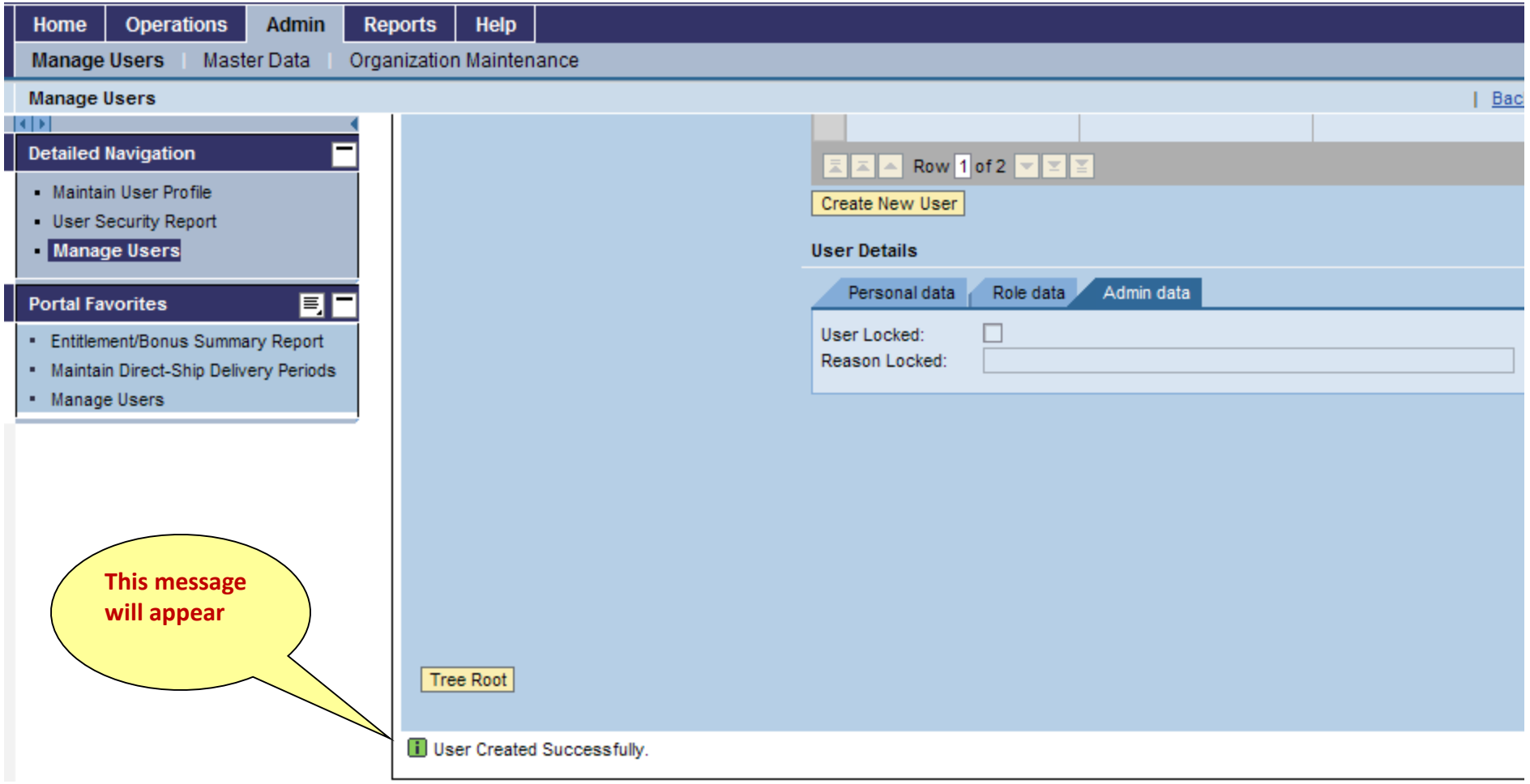


Creating a New User – "Admin Data" Tab

Email sent to user automatically



User Created Successfully



New User Will Receive Email
New User Will Start at Slide 7 (Step 1)

STEP 1 – WBSCM Registration

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear State Sadowski,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System.
In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSCM system. **The three step process listed below will help you complete your registration with WBSCM.**

Important Notes:

- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSCM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSCM registration, you will be able to change your last name using the WBSCM "Maintain User Profile" function under the "Admin" menu option.

How to Complete Registration with WBSCM

Step 1. If you do not already have an eAuthentication account (Level 1 or 2), please access https://identitymanager.eems.usda.gov/registration/index.aspx and select the link "Register for a Level 1 Account" [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. **Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.**

Step 2. Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXIpCWVFW57odM1KBTUAkGJQeIiuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%2B

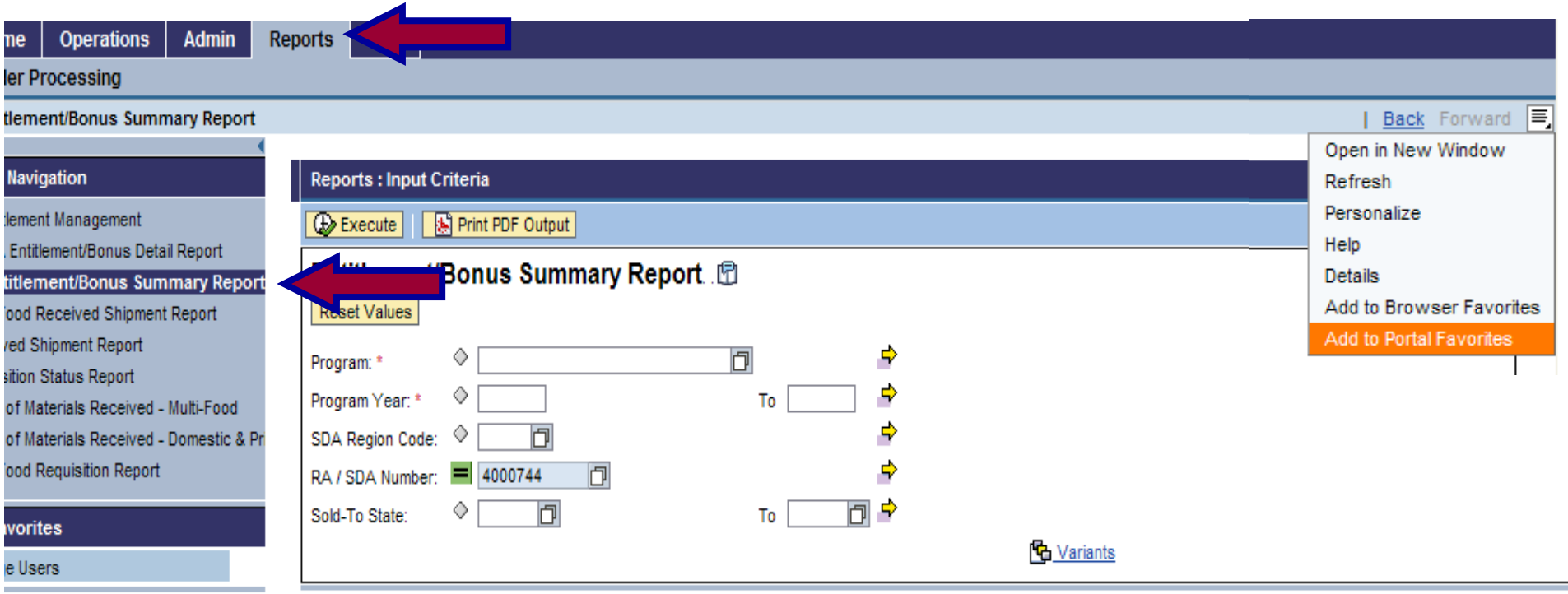
Step 3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: http://www.usda.gov/wbscm **Remember to bookmark this URL link for easy access to the login page.**

If you have any questions, please contact your user administrator.

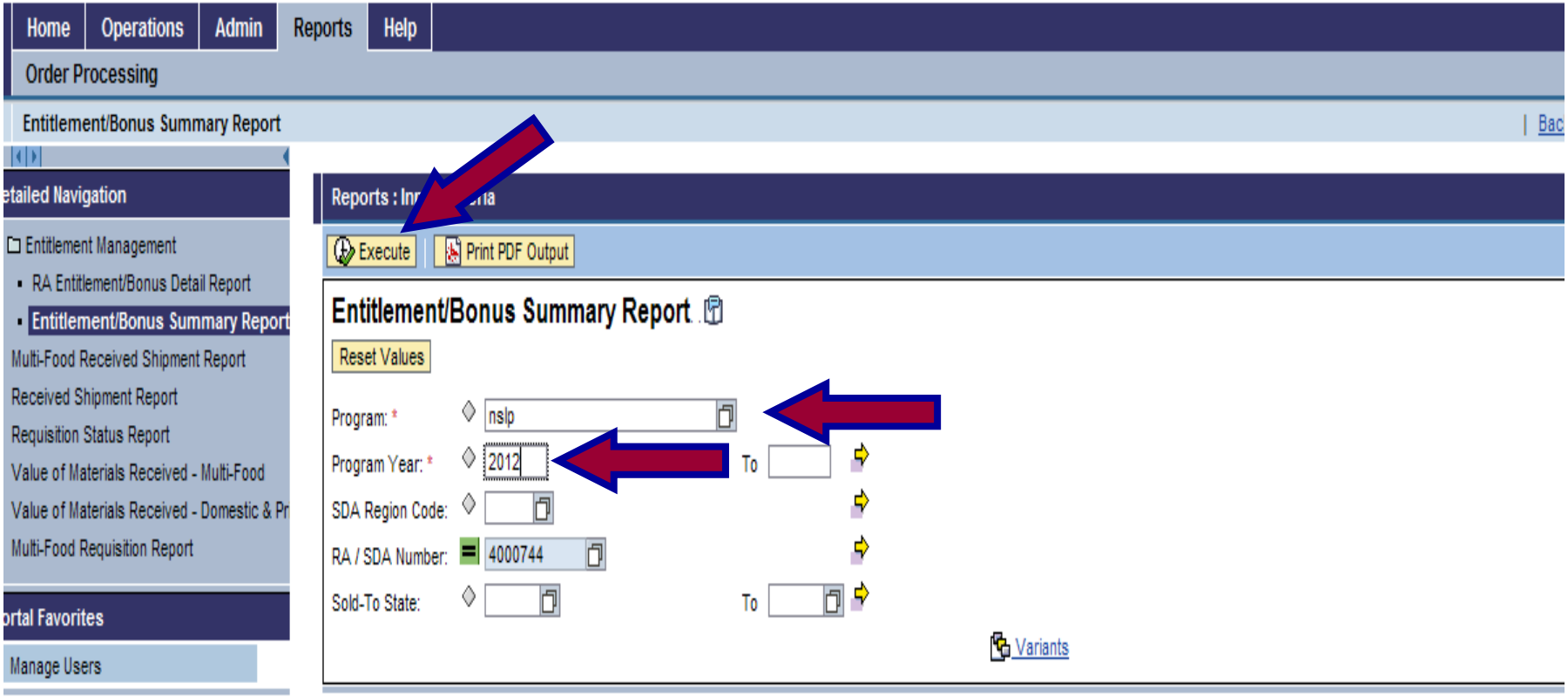
Connecticut State Department of Education • Revised September 2015 7

FINDING ENTITLEMENT

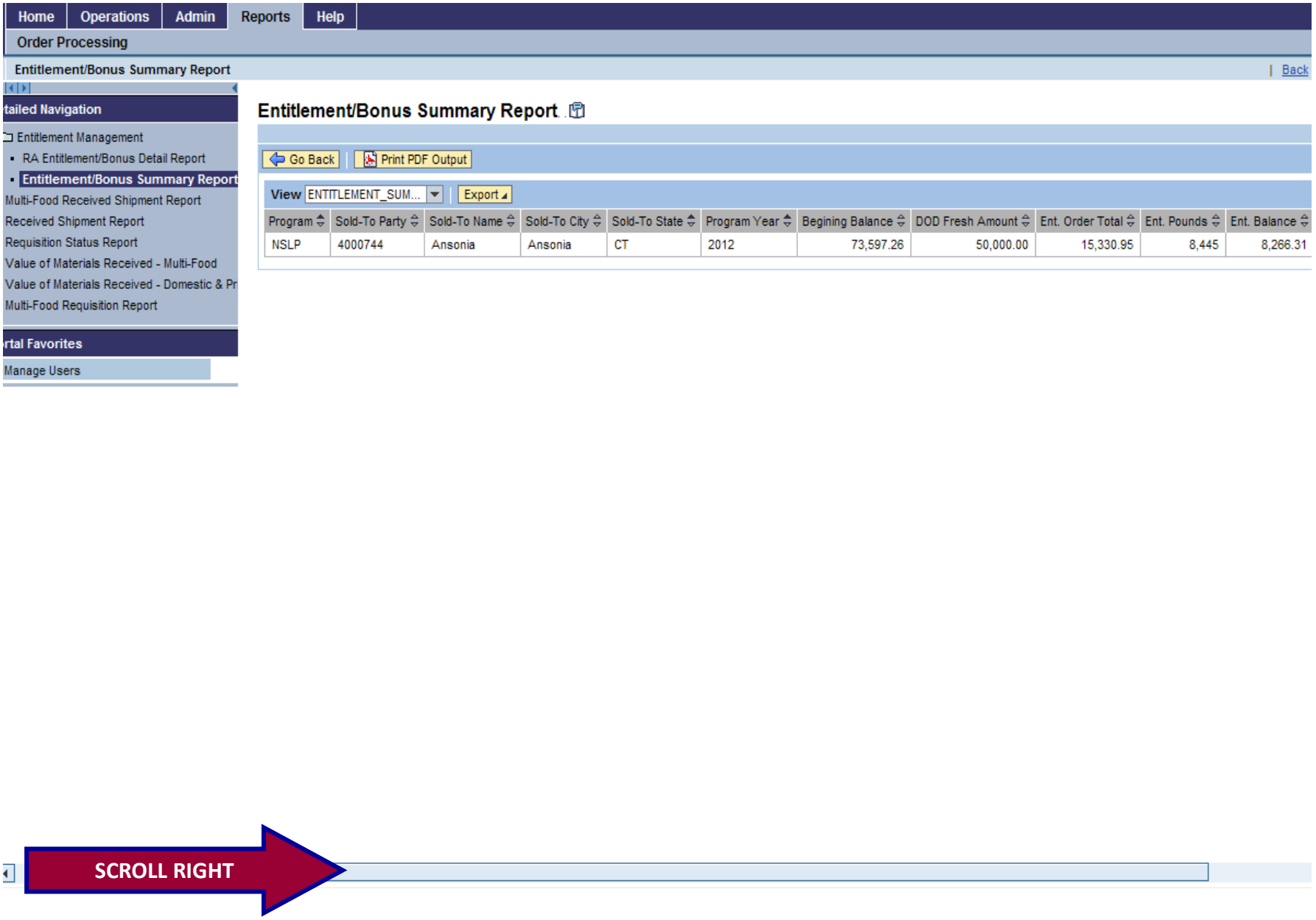
Creating Portal Favorites



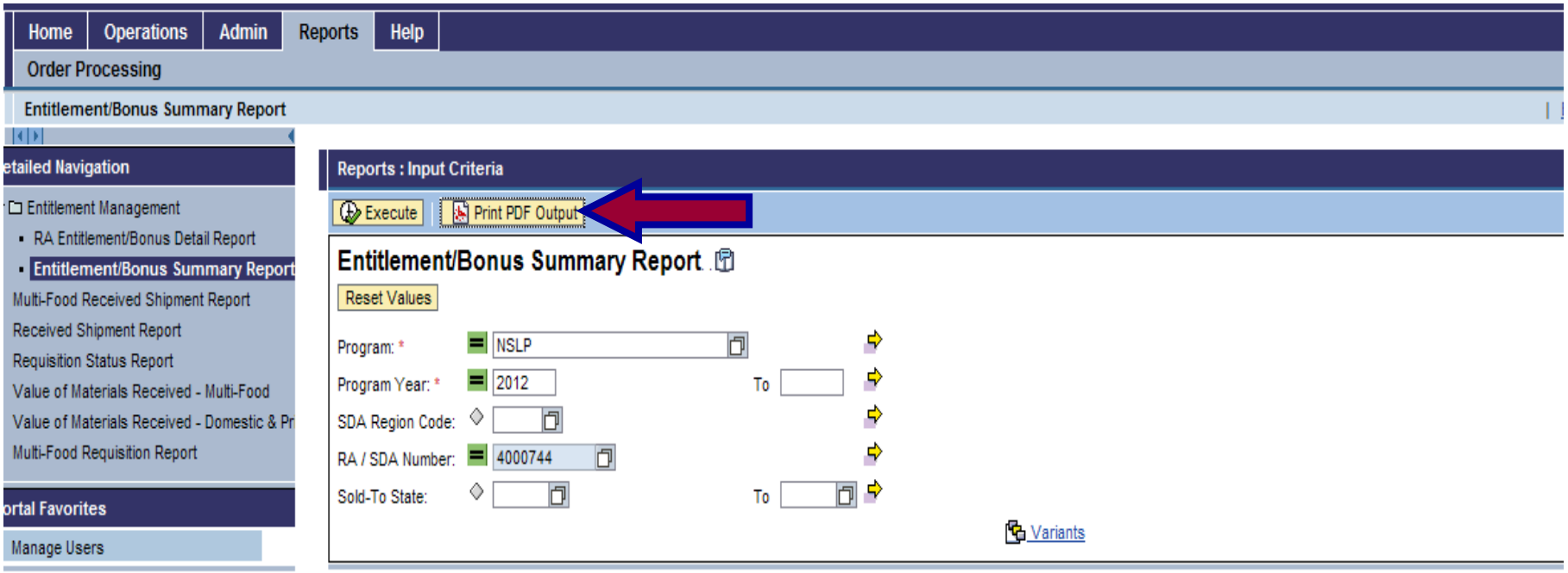
Enter Program and Program Year



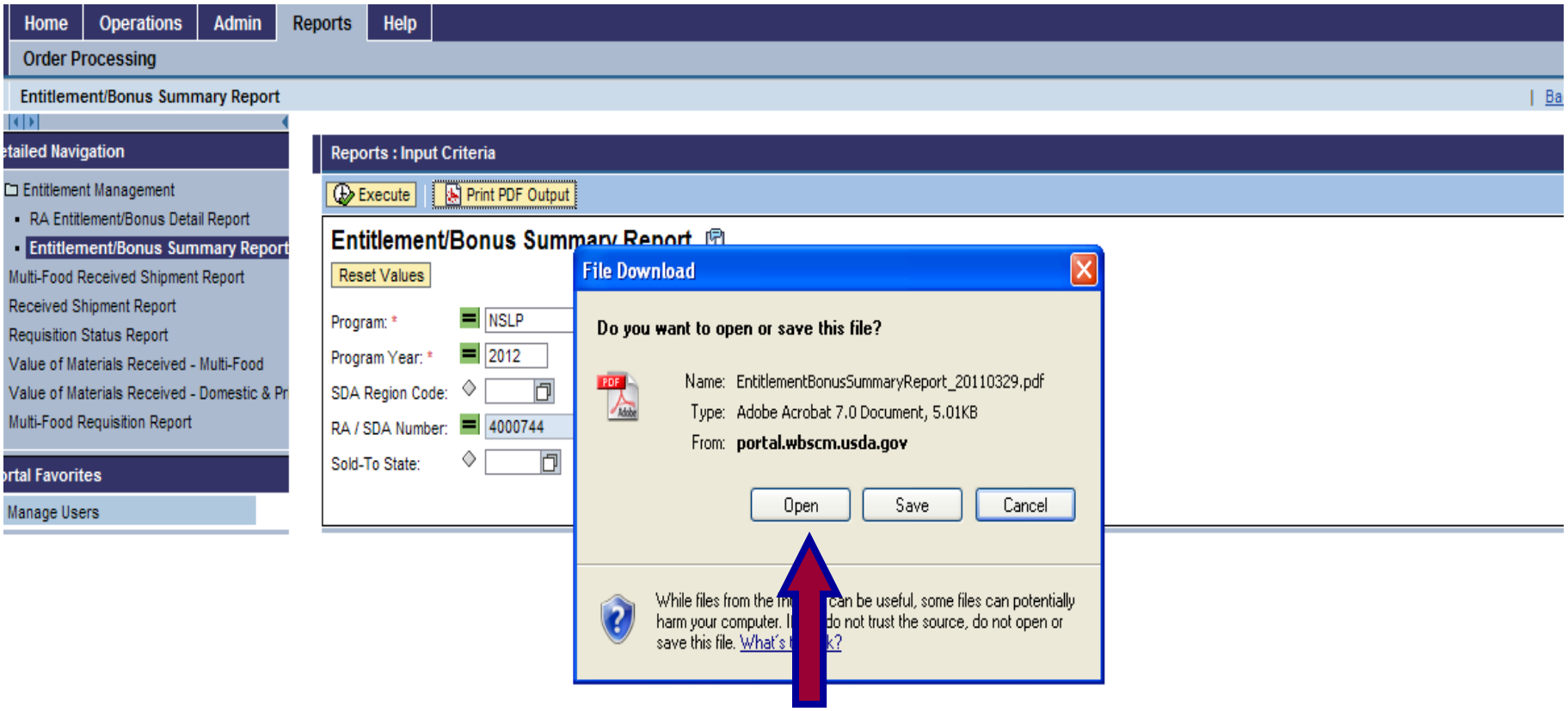
Entitlement/Bonus Summary Report



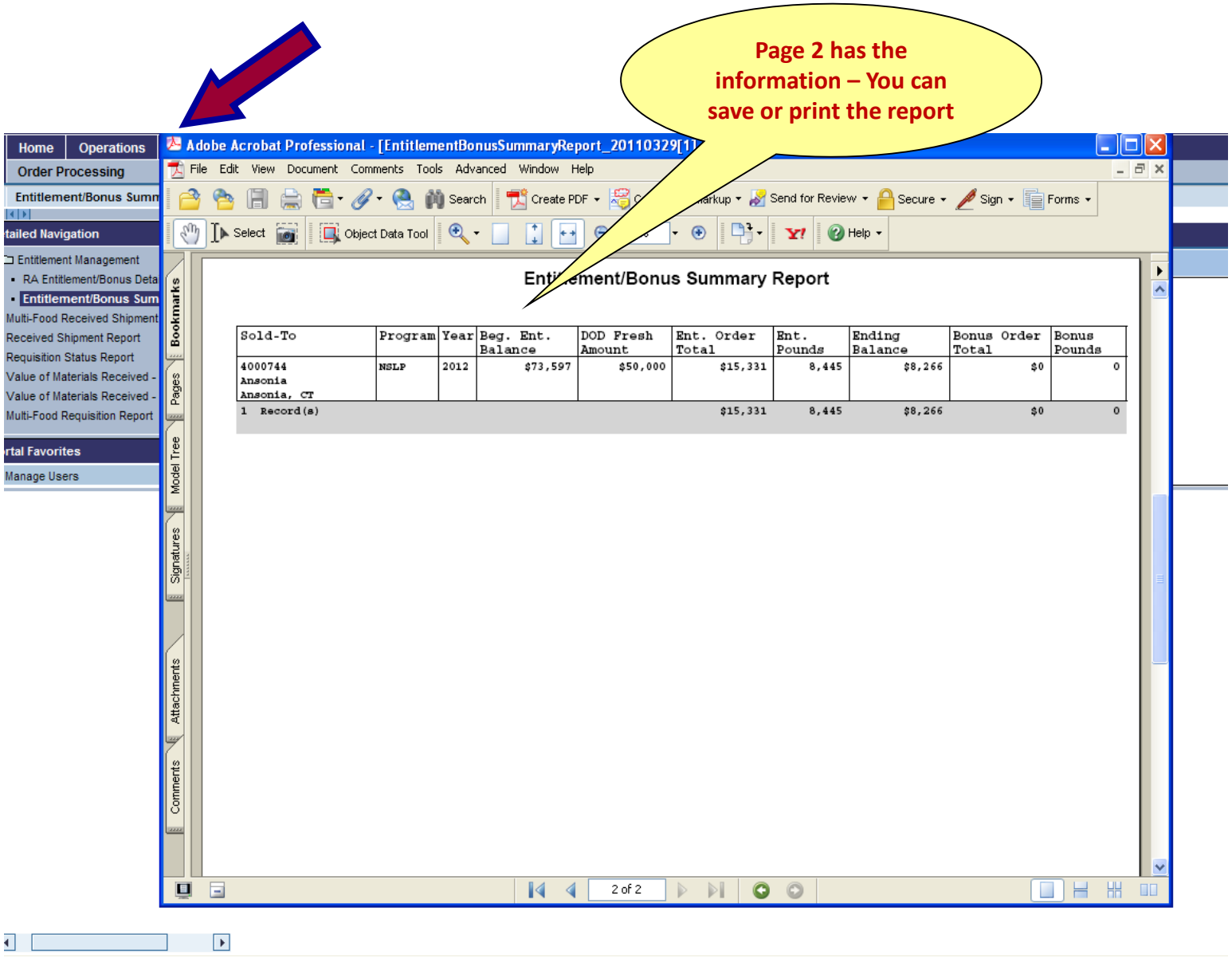
Entitlement/Bonus Summary Report Details



Entitlement/Bonus Summary Report Details



Entitlement/Bonus Summary Report Details

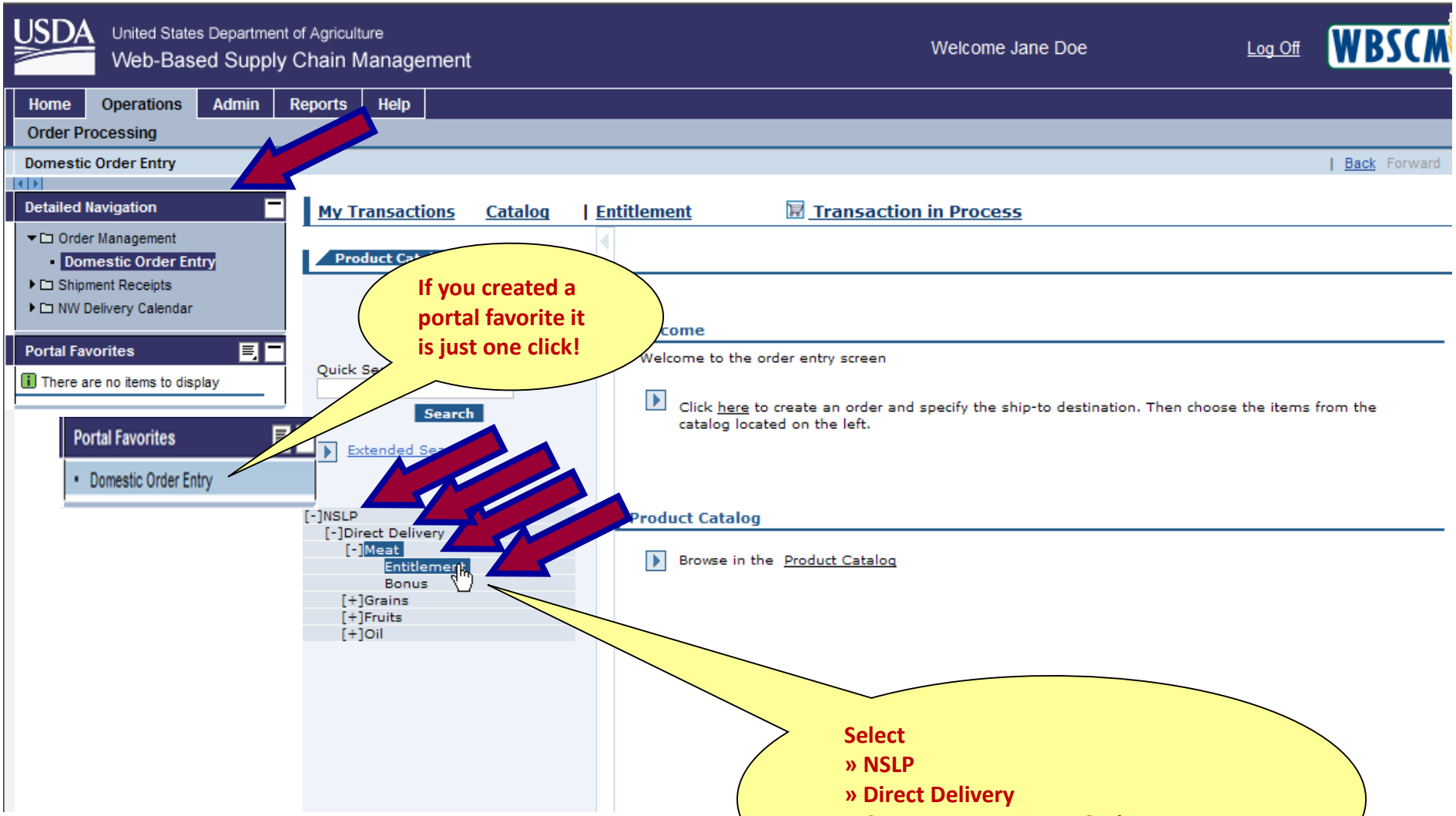


CREATING AN ORDER FOR DIRECT DELIVERY

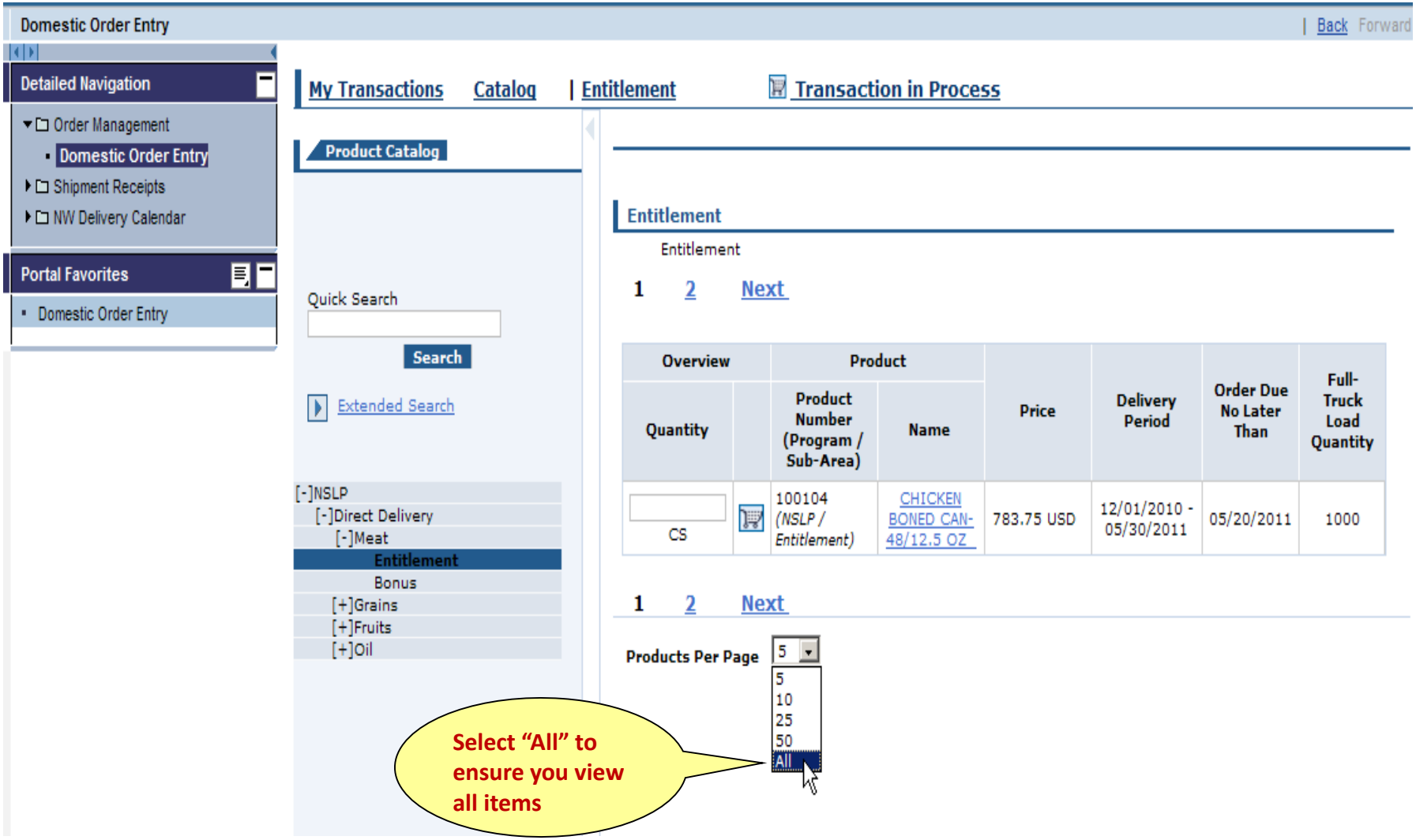
Complete Spreadsheet
Print and Have Ready When You Login to WBSCM

Code	Description	$/Case	$ Entitlement	ses	7/31/2014	8/15/2014	8/31/2014	9/15/2014	9/30/2014	10/15/2014	10/31/2014	11/15/2014
			$303.45									
	Due in WBSCM by 4/1/2014											
	Fruits				7/31/2014	8/15/2014	8/31/2014	9/15/2014	9/30/2014	10/15/2014	10/31/20	15/2014
100206	Apple Slices Can 6/10	$27.68	$27.68	1	NA	NA	NA	NA	NA	NA	NA	1
100258	Apple Slices Fzn 30lb	$11.43	$0.00	0	NA	NA	NA	NA	NA	0	NA	NA
100208	Applesauce Can 6/10	$17.67	$0.00	0	NA	NA	NA	0		0	NA	0
100261	Apricot Cups fzn 96/4.5oz	$32.50	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
100244	Blueberries Cultivated Fzn 30lb	$25.07	$275.77	11	NA	NA	NA	NA	NA	11	NA	NA
100299	Cherries dried 4/4lb	$75.02	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
100214	Cranberry Sauce Can 6/10	$22.44	$0.00	0	NA	NA	NA	NA	NA	0	NA	NA
100296	Fruit and Nut Mix Dried 5/5lb	$57.23	$0.00	0	NA	NA	NA	NA	NA	0	NA	NA
110161	Fruit Mix Dried 5/5lb	$48.67	$0.00	0	NA	NA	NA	NA	NA	NA	0	NA
110233	Mixed Fruit Exlt Sucrose 6/10	$30.68	$0.00	0	NA	NA	NA	NA	0	NA	NA	0
100241	Peaches Cup 96/4.4 frz	$28.95	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
110234	Peaches Diced Exlt Sucrose 6/10	$34.71	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
110236	Peaches slc Exlt Sucrose 6/10	$29.41	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
110237	Pears Diced Exlt Sucrose 6/10	$29.78	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
110239	Pears Slc Exlt Sucrose 6/10	$28.15	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
100293	Raisins 144/1.33oz	$18.16	$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA
100253	Strawberries Fzn 30lb	$28.88	$0.00	0	NA	NA	NA	NA	NA	NA	NA	0
100256	Strawberry Cup frz 96/4.5oz	$34.62	$0.00	0	NA	NA	NA	NA	NA	0	NA	NA

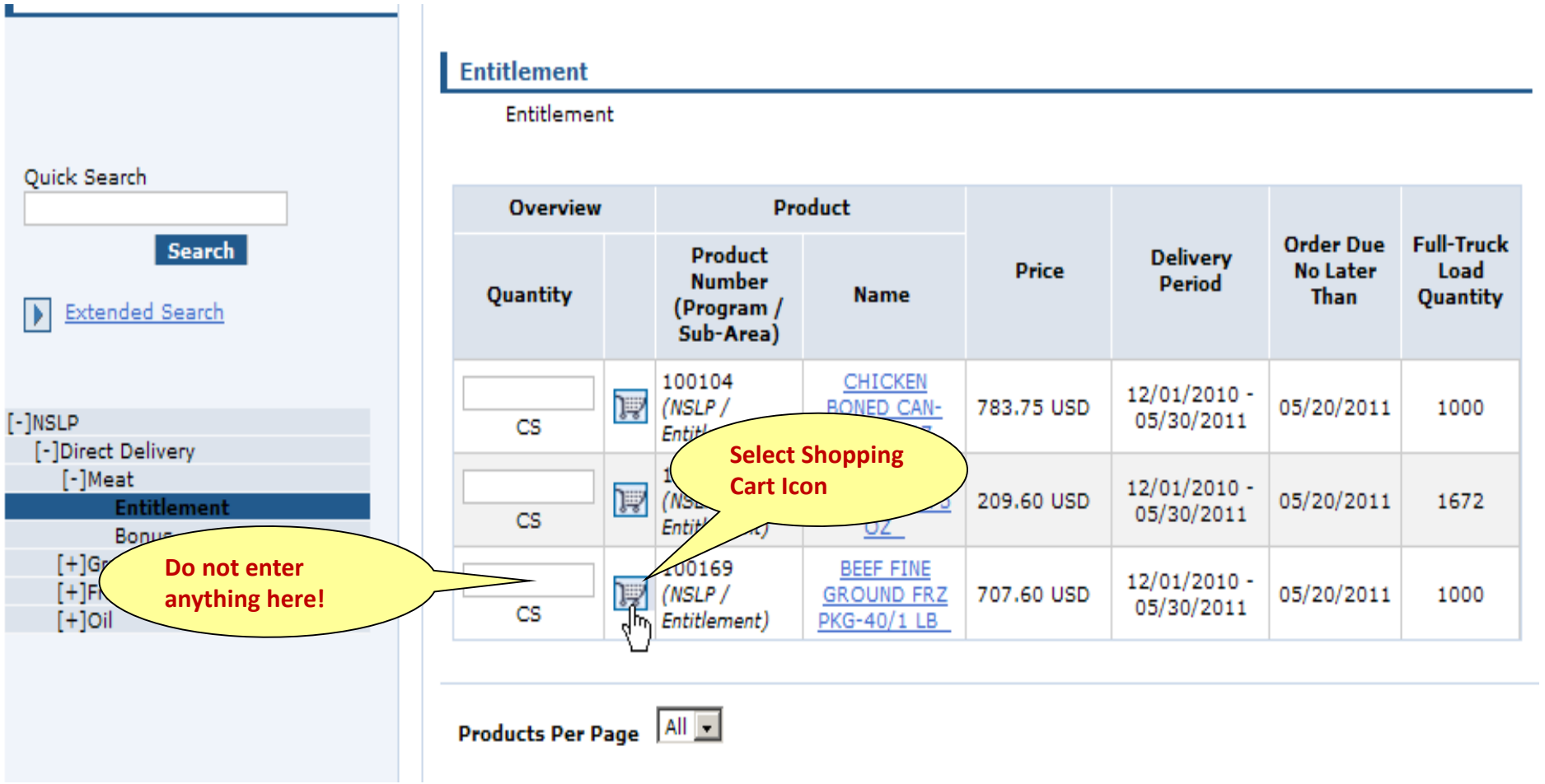
Domestic Order Entry



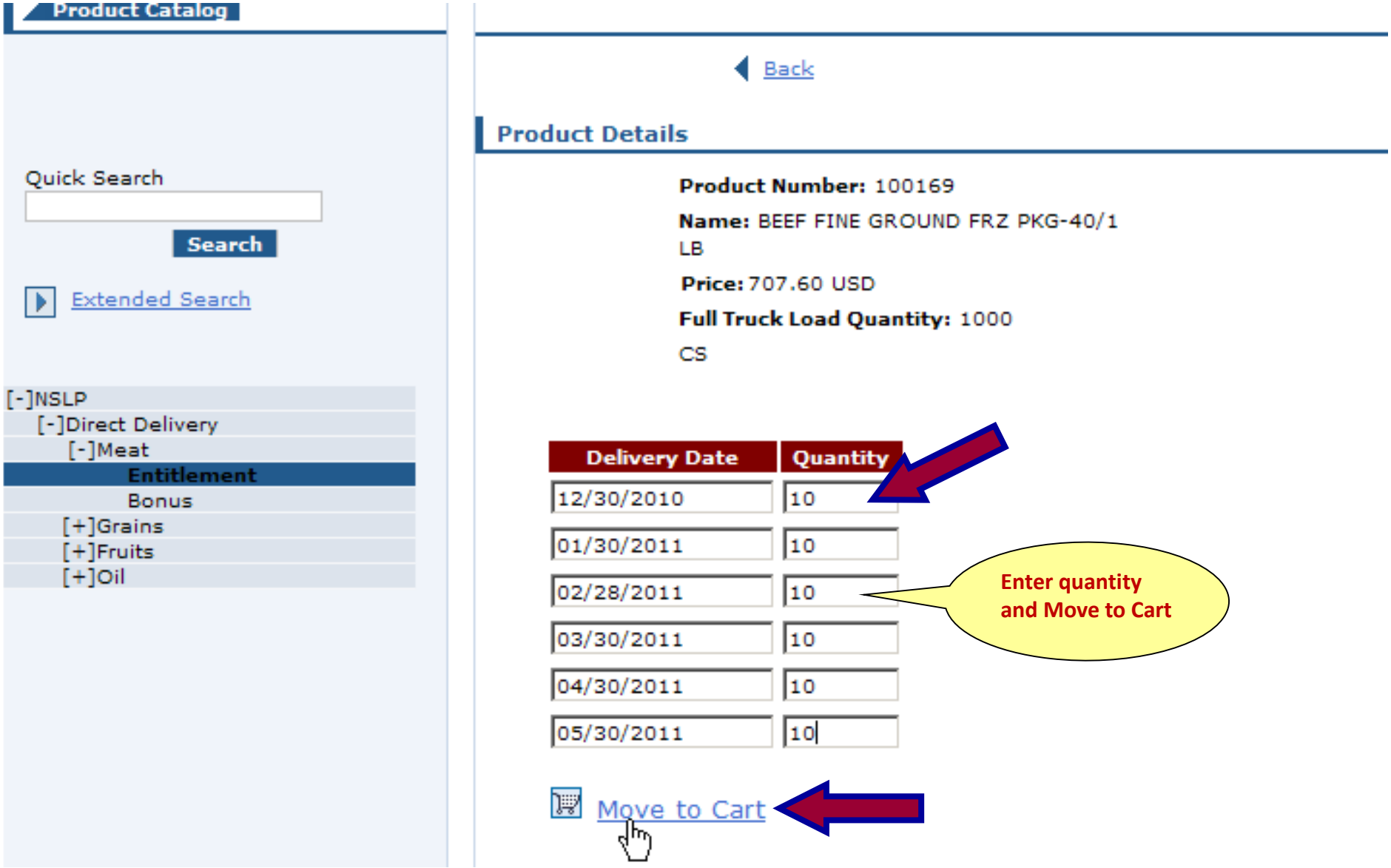
Select “All” to View All Items in the Catalog



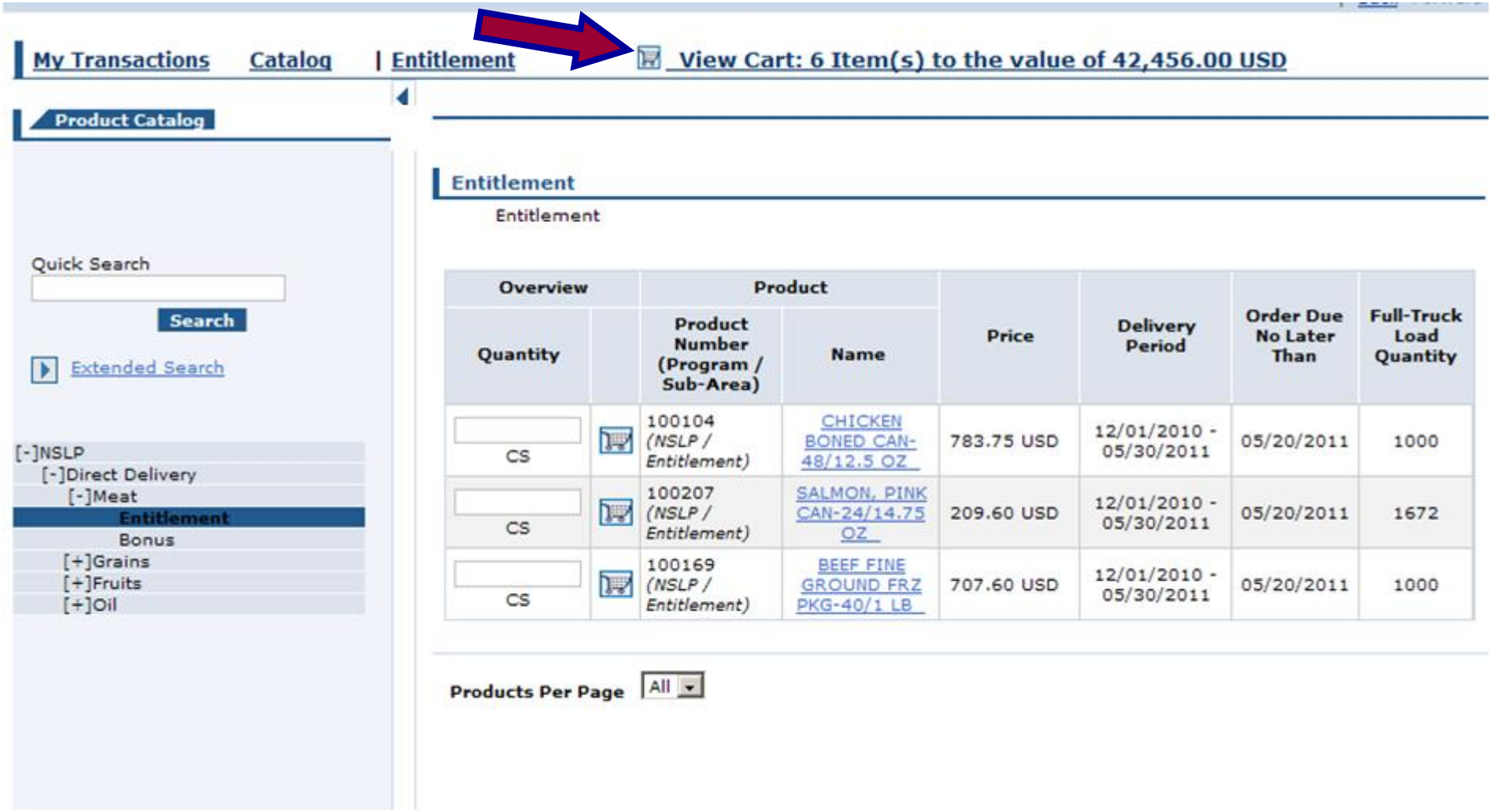
Select Shopping Cart Icon



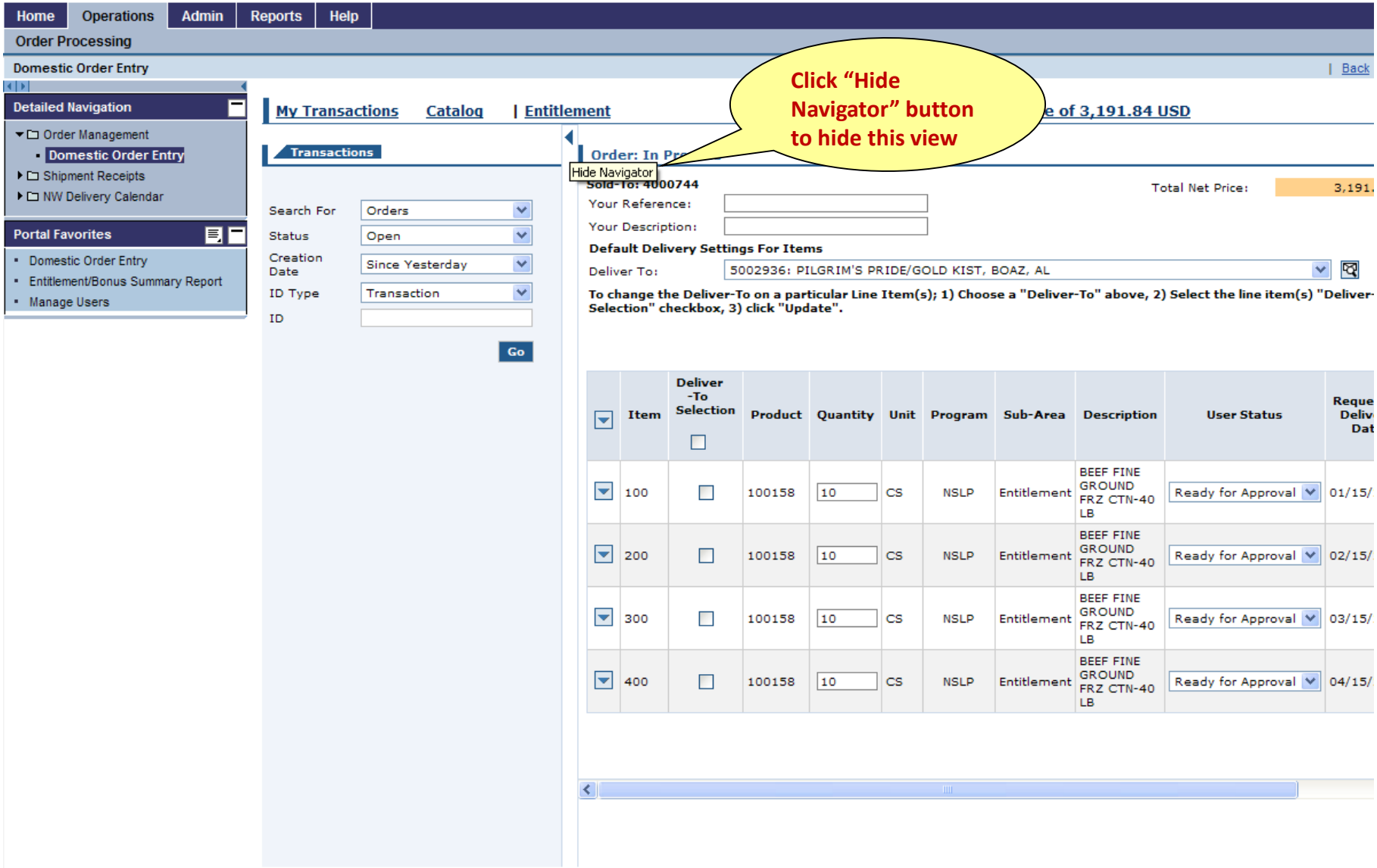
Enter Quantity and Move to Cart



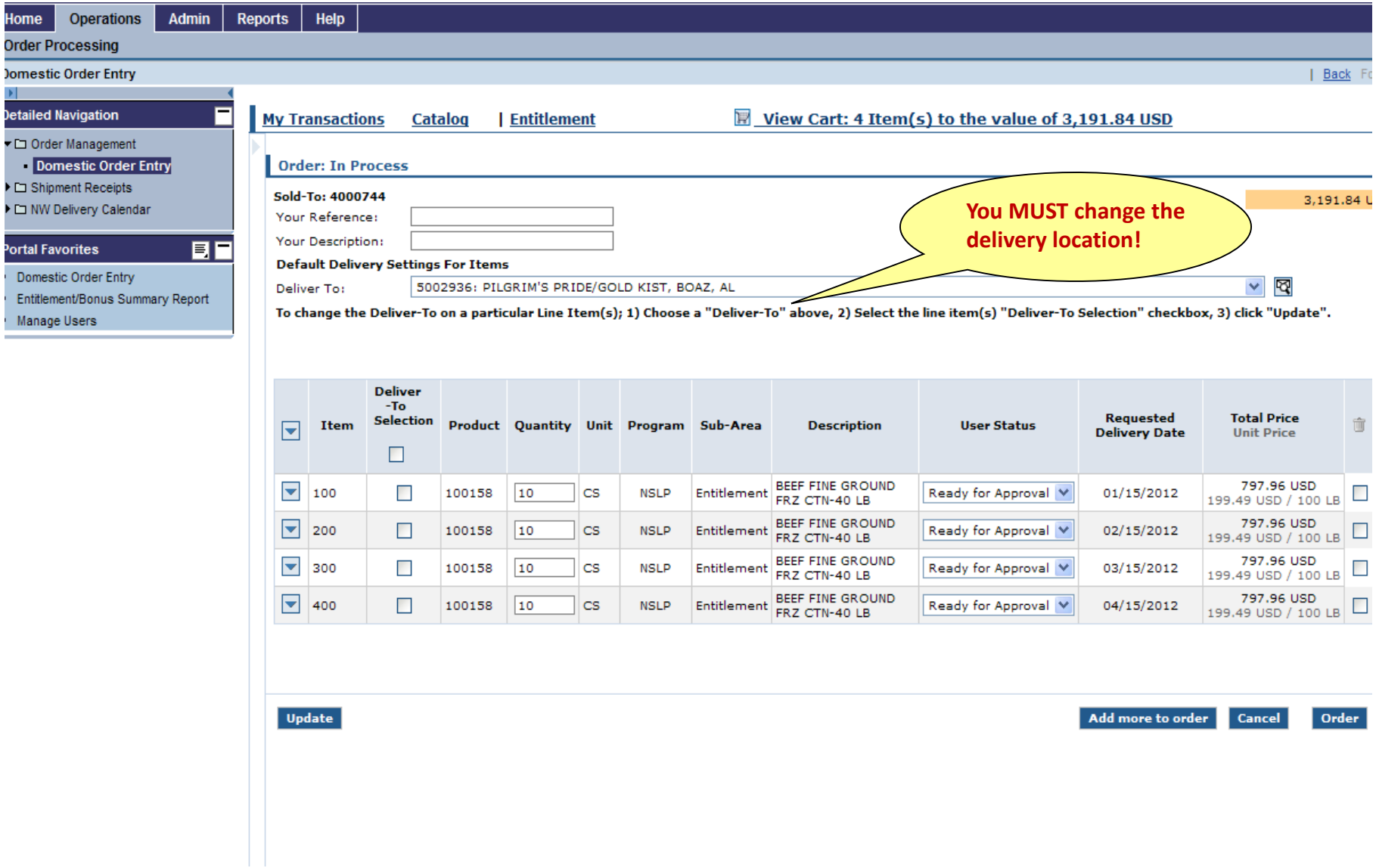
Continue Adding Items to Your Cart (Slides 58-59) or Click "View Cart" to Process Order



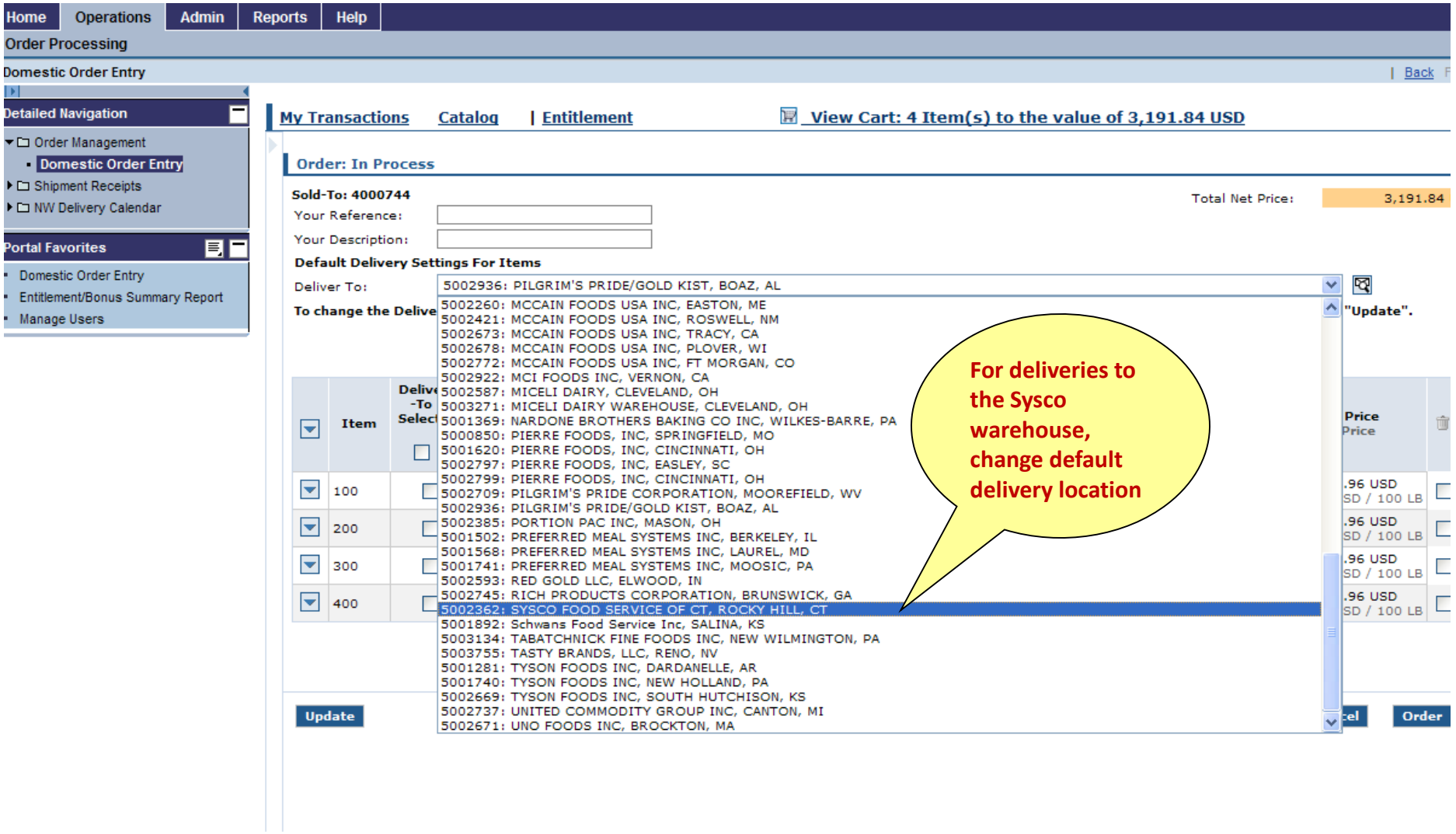
To Expand View



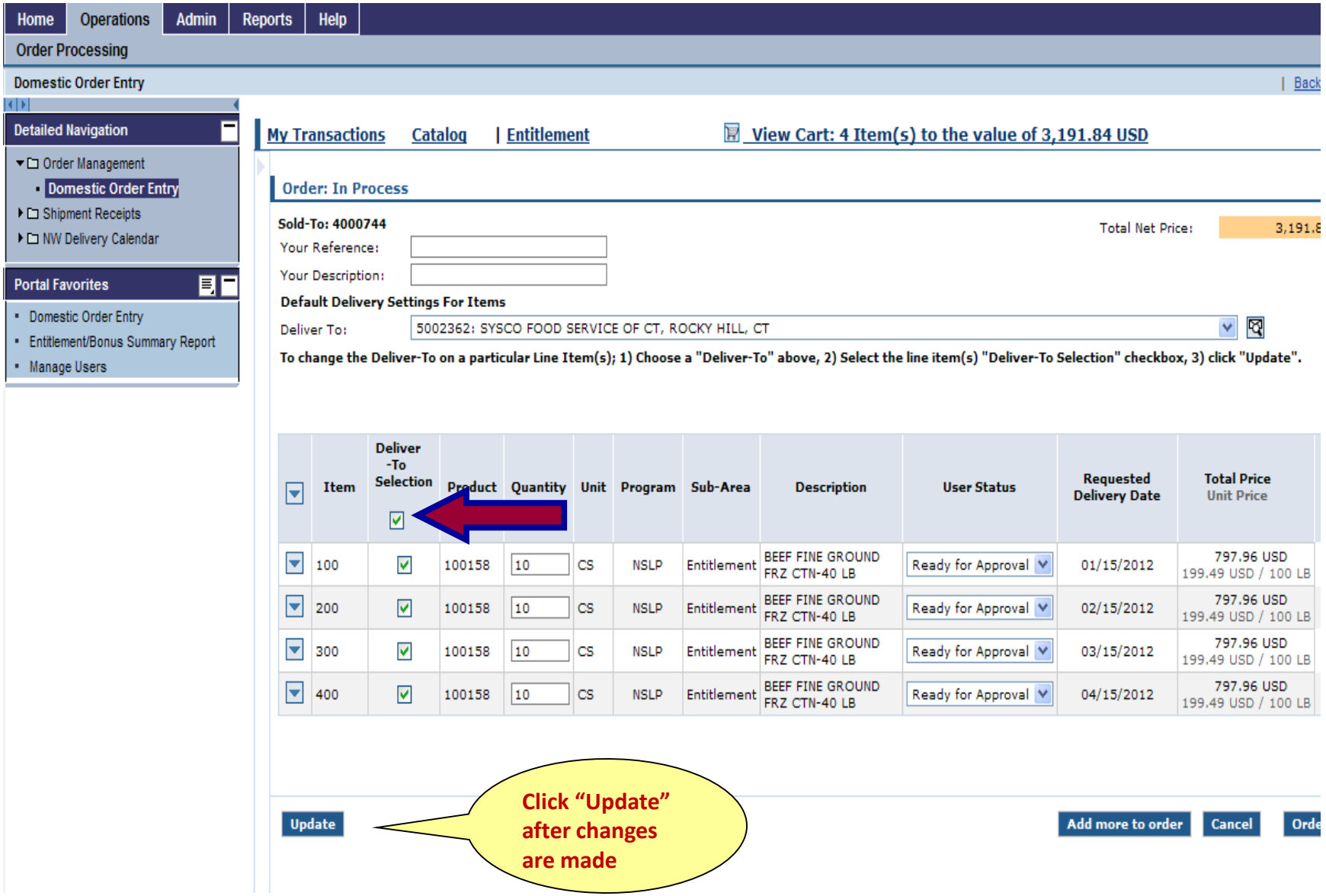
Changing Delivery Location



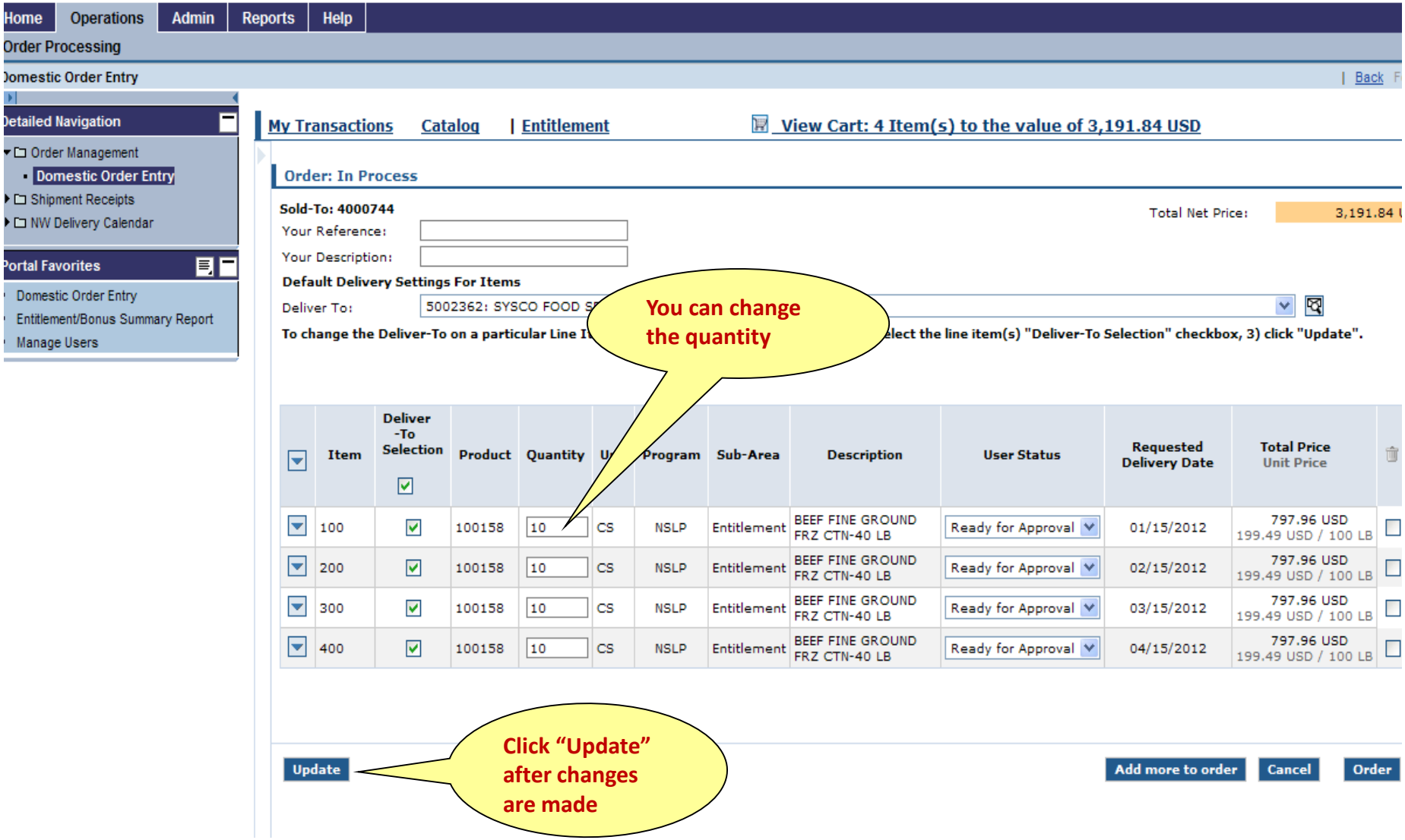
Make Sure the Delivery Location is Correct!



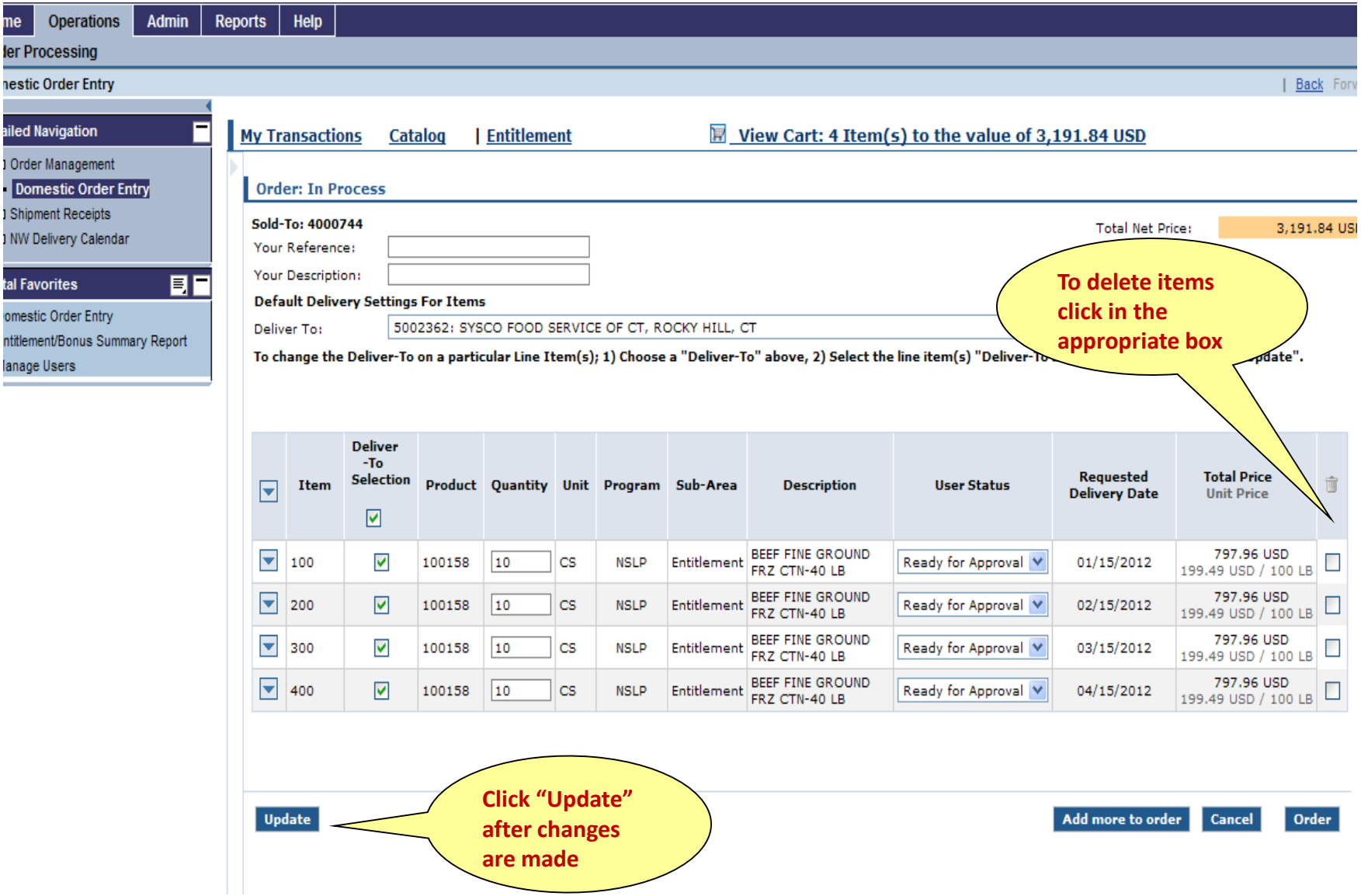
Update Delivery Location for Items



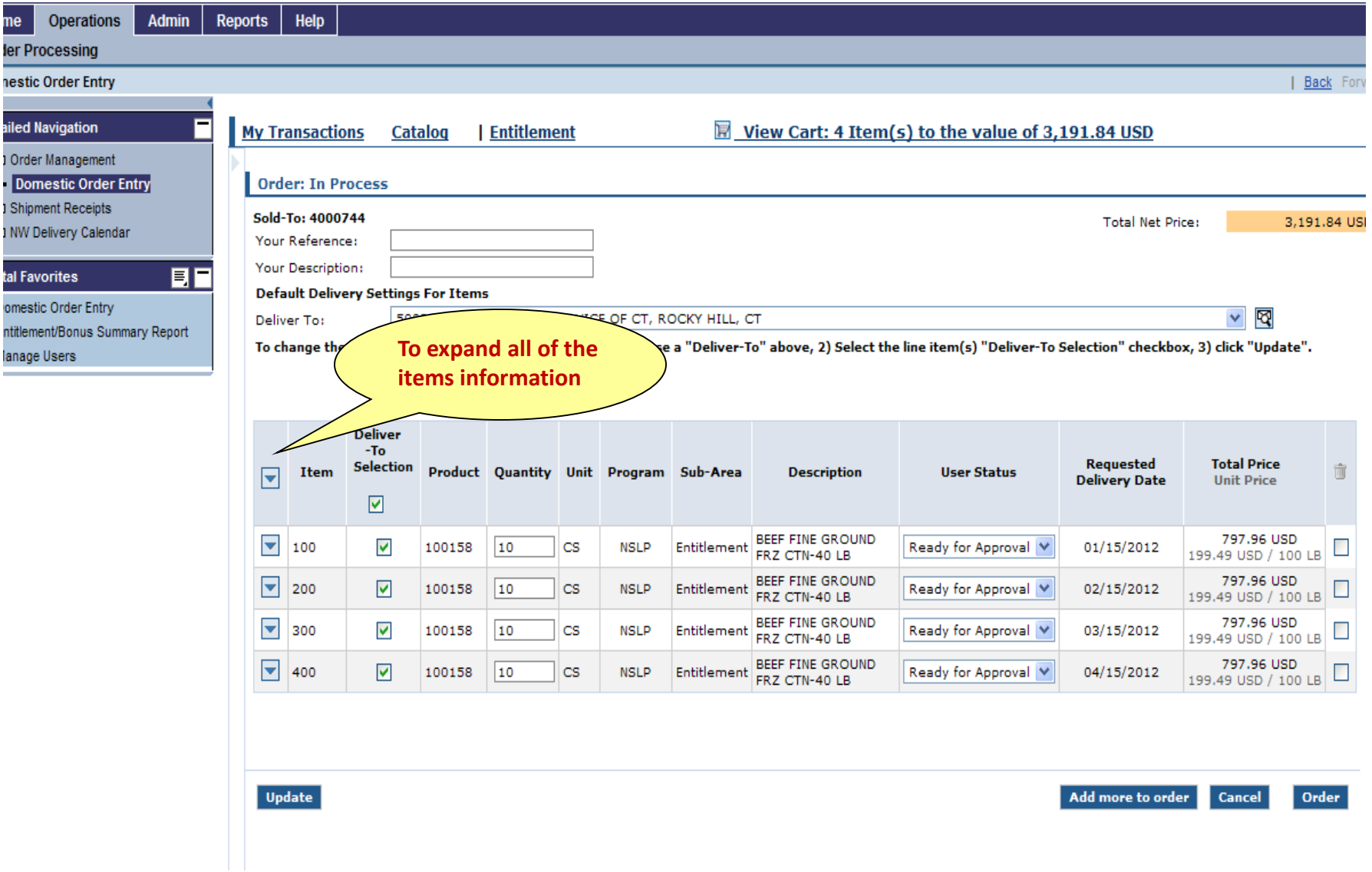
Update "Quantity" or Change "User Status" in Cart



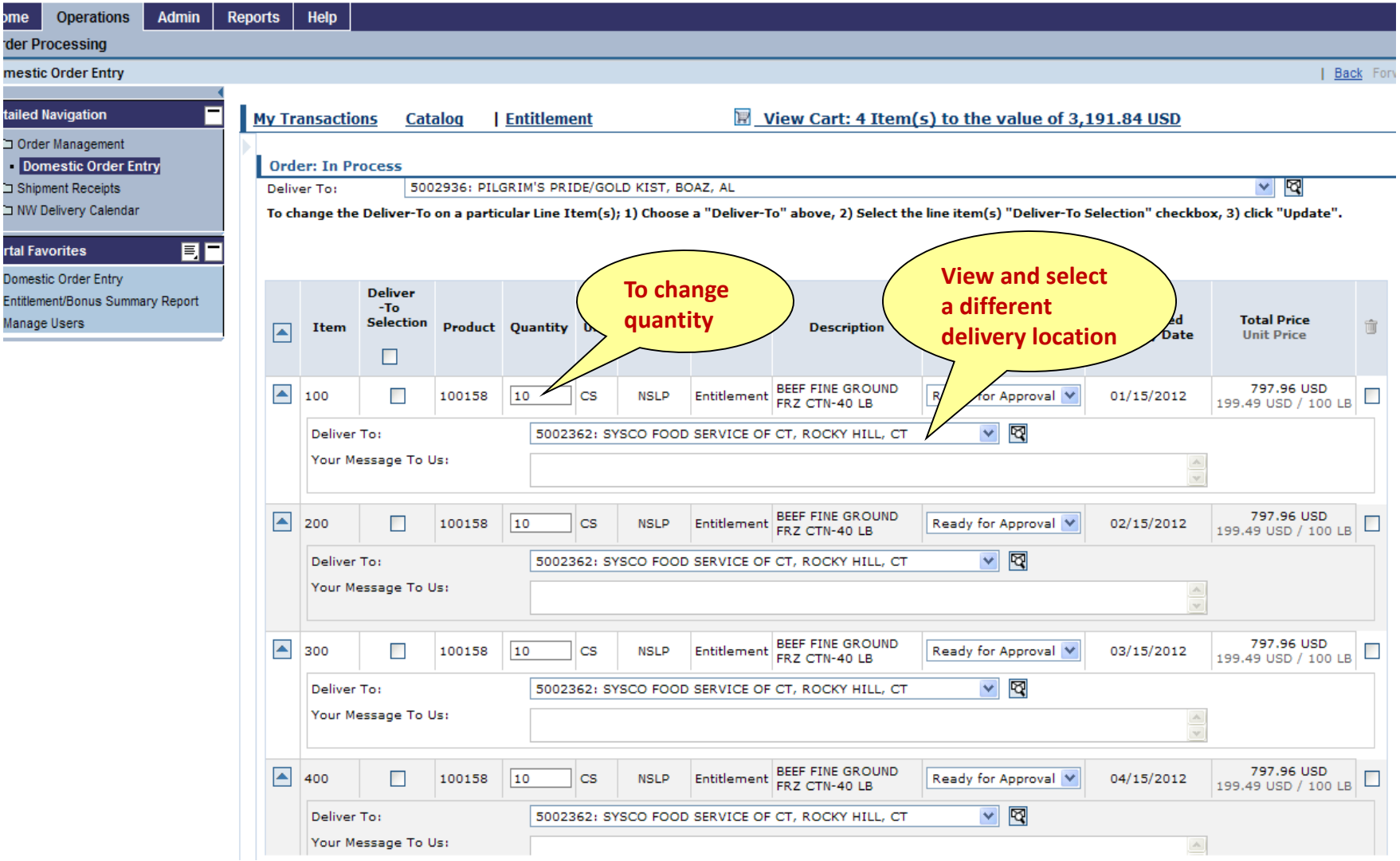
To Delete an Item in the Cart



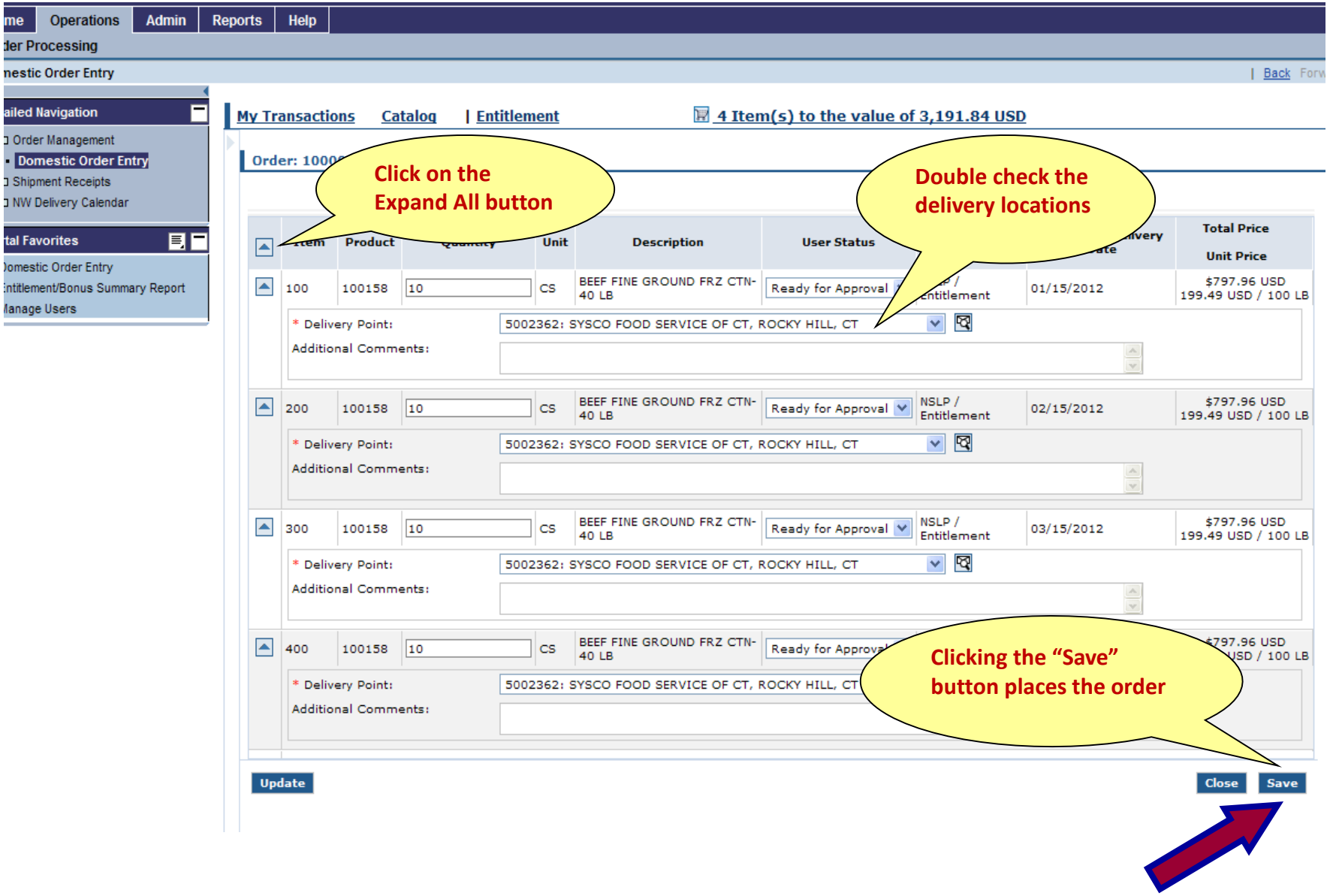
Expand Information for All Items in the Cart



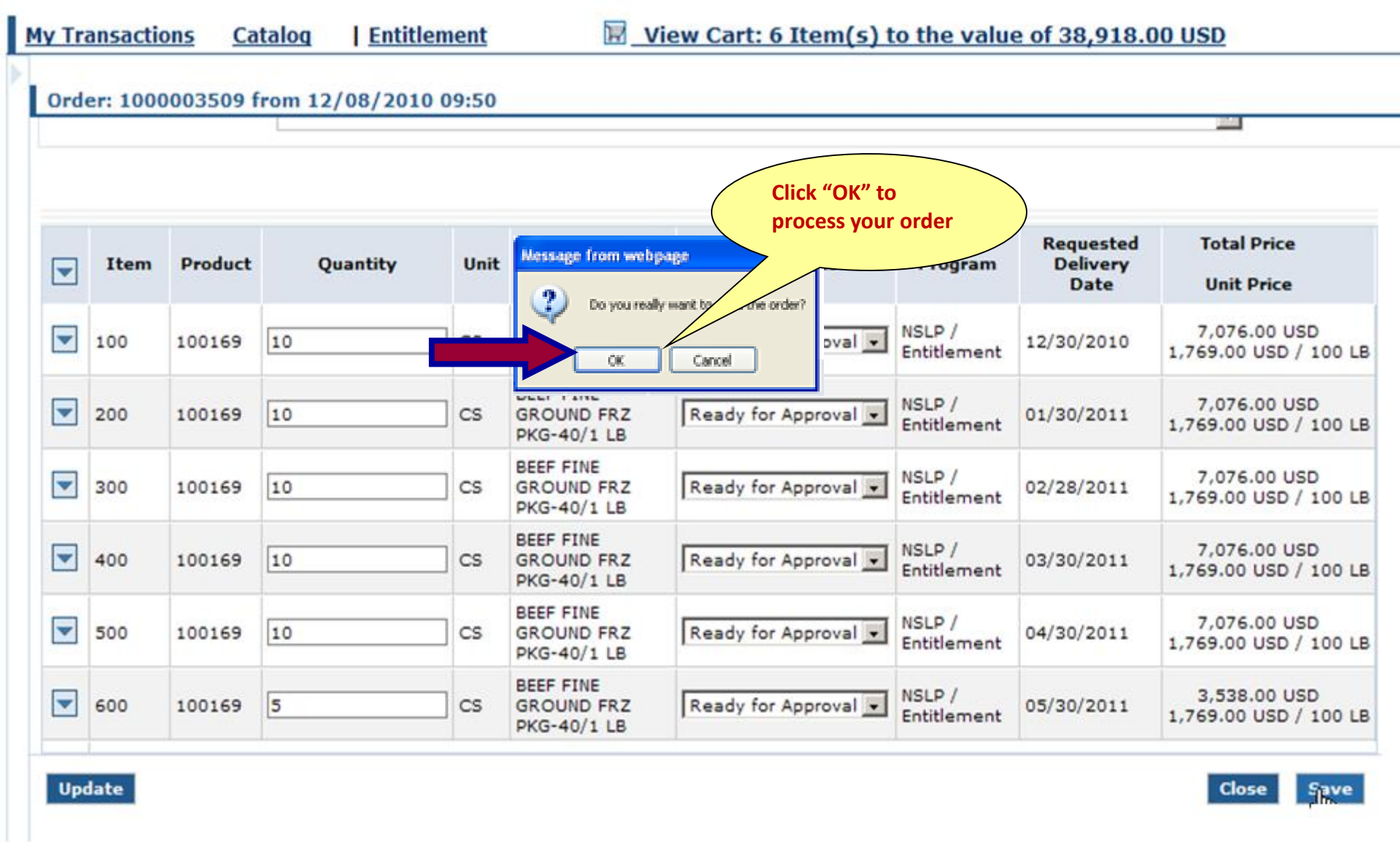
Expanding Lines will Show Info for Each Item in the Cart



Double Check the "Delivery Point" and Place Order



Changing Status to “Ready for Approval”



Confirmation of Receipt

My Transactions | Catalog | Entitlement | Transaction in Process

Confirmation of receipt

Sold-To: 4001029

Order: 1000003509
Your Reference:
Your Description:

38,918.00 USD

Is everything correct?
- If not, you must contact FDP to send the order back to you
- Make sure you have the order number

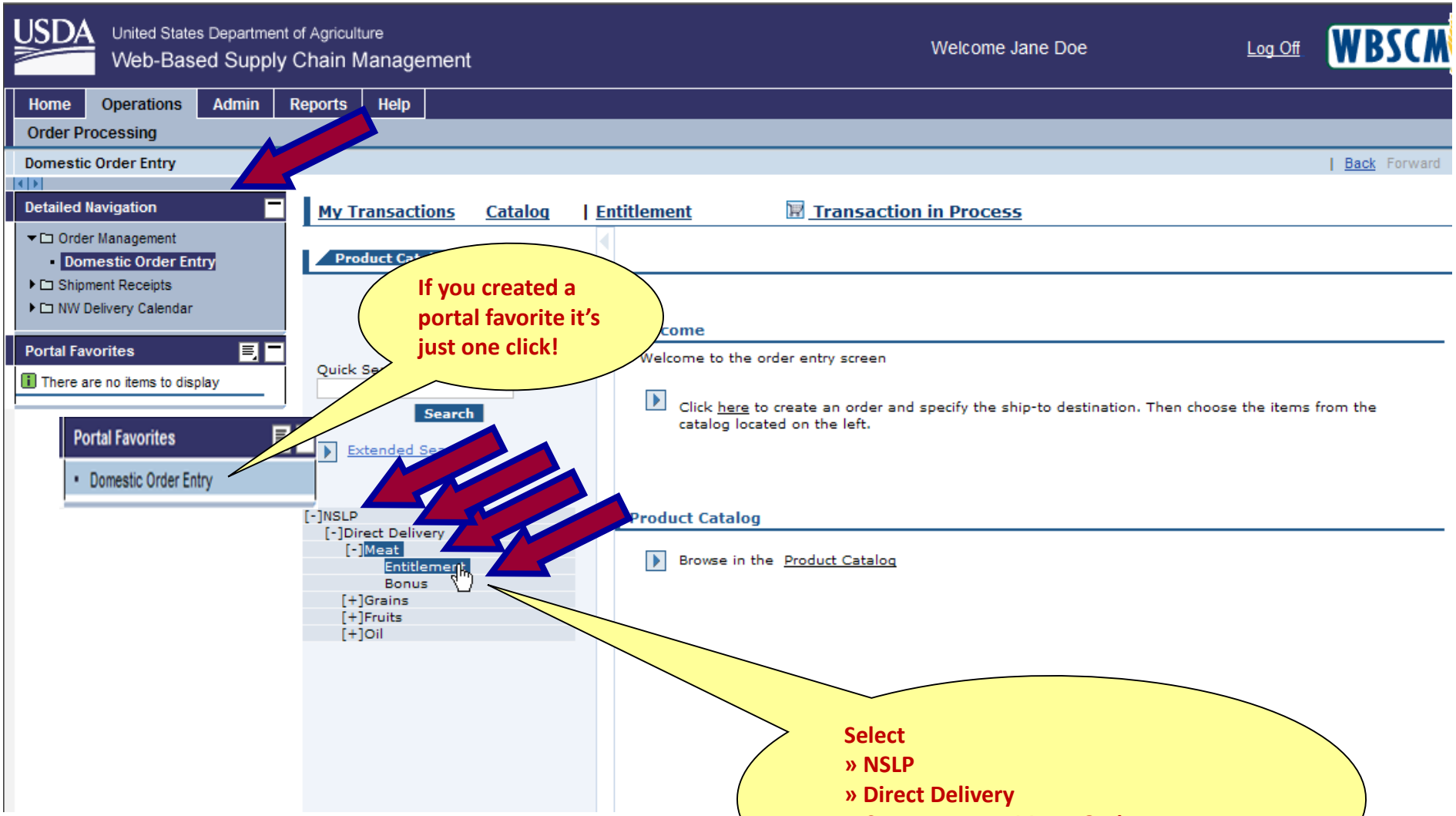
Item	Item Details	QTY	Unit	User Status	Total Price / Unit Price
100	**100169 : BEEF FINE GROUND FRZ PKG-40/1 LB** Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date: 12/30/2010	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
200	**100169 : BEEF FINE GROUND FRZ PKG-40/1 LB** Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date: 01/30/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
300	**100169 : BEEF FINE GROUND FRZ PKG-40/1 LB** Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date: 02/28/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
400	**100169 : BEEF FINE GROUND FRZ PKG-40/1 LB** Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date: 03/30/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
500	**100169 : BEEF FINE GROUND FRZ PKG-40/1 LB** Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date: 04/30/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
600	**100169 : BEEF FINE GROUND FRZ PKG-40/1 LB** Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date: 05/30/2011	5.000	CS	Ready for Approval	3,538.00 USD 1,769.00 USD / 100 LB

Print the confirmation page for your records

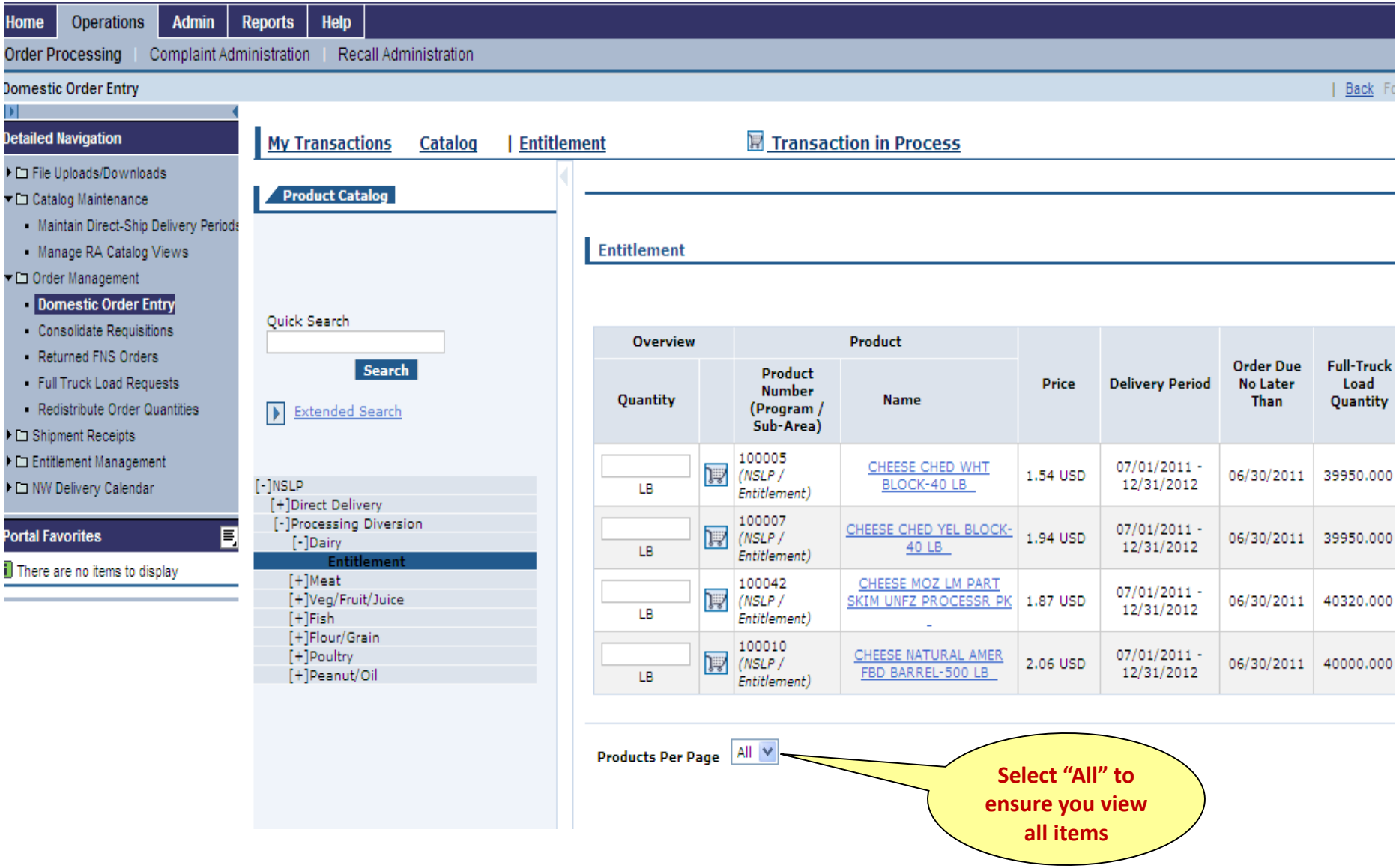
Print Clos

CREATING AN ORDER FOR DELIVERY TO A PROCESSOR

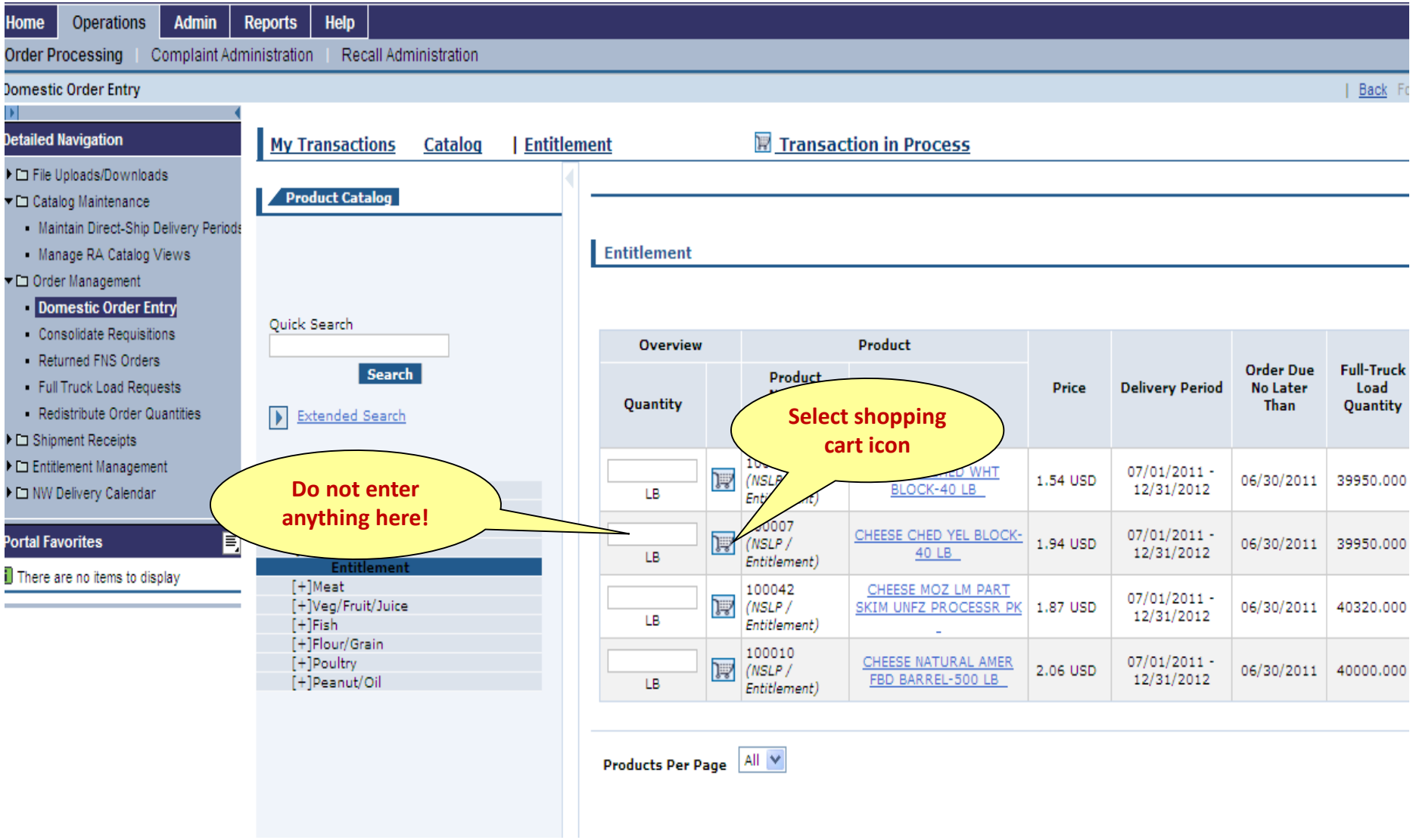
Domestic Order Entry for Processing



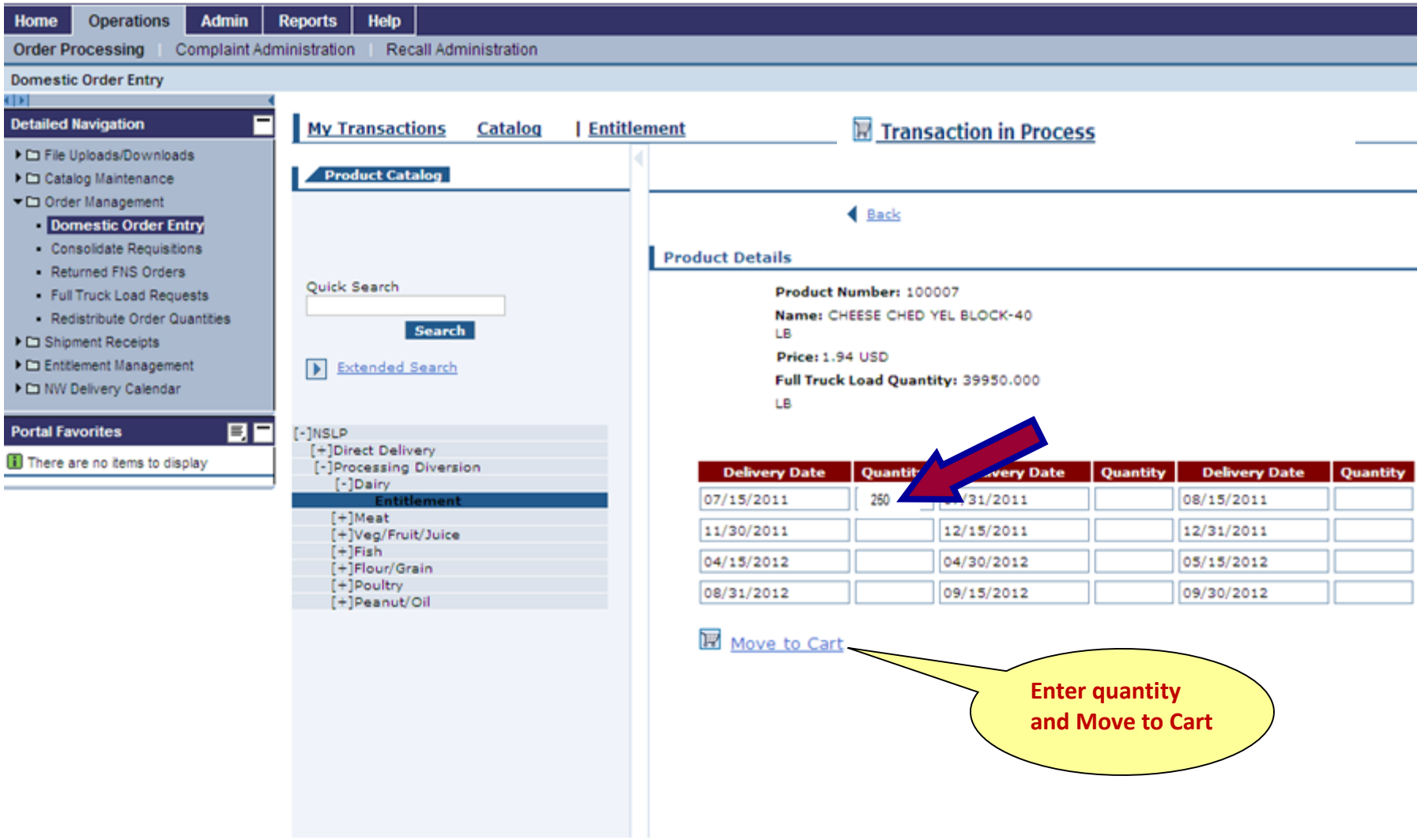
Select “All”


Home
Operations
Admin
Reports
Help
Order Processing
Complaint Administration
Recall Administration
Domestic Order Entry
Back
Detailed Navigation
File Uploads/Downloads
Catalog Maintenance
Maintain Direct-Ship Delivery Periods
Manage RA Catalog Views
Order Management
Domestic Order Entry
Consolidate Requisitions
Returned FNS Orders
Full Truck Load Requests
Redistribute Order Quantities
Shipment Receipts
Entitlement Management
NW Delivery Calendar
Portal Favorites
There are no items to display
My Transactions
Catalog
Entitlement
Transaction in Process
Product Catalog
Quick Search
Search
Extended Search
[-]NSLP
[+]Direct Delivery
[-]Processing Diversion
[-]Dairy
Entitlement
[+]Meat
[+]Veg/Fruit/Juice
[+]Fish
[+]Flour/Grain
[+]Poultry
[+]Peanut/Oil
Entitlement
Overview
Product
Quantity
Product Number (Program / Sub-Area)
Name
Price
Delivery Period
Order Due No Later Than
Full-Truck Load Quantity
LB
100005 (NSLP / Entitlement)
CHEESE CHED WHT BLOCK-40 LB
1.54 USD
07/01/2011 - 12/31/2012
06/30/2011
39950.000
LB
100007 (NSLP / Entitlement)
CHEESE CHED YEL BLOCK-40 LB
1.94 USD
07/01/2011 - 12/31/2012
06/30/2011
39950.000
LB
100042 (NSLP / Entitlement)
CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK
1.87 USD
07/01/2011 - 12/31/2012
06/30/2011
40320.000
LB
100010 (NSLP / Entitlement)
CHEESE NATURAL AMER FBD BARREL-500 LB
2.06 USD
07/01/2011 - 12/31/2012
06/30/2011
40000.000
Products Per Page
All
Select “All” to ensure you view all items

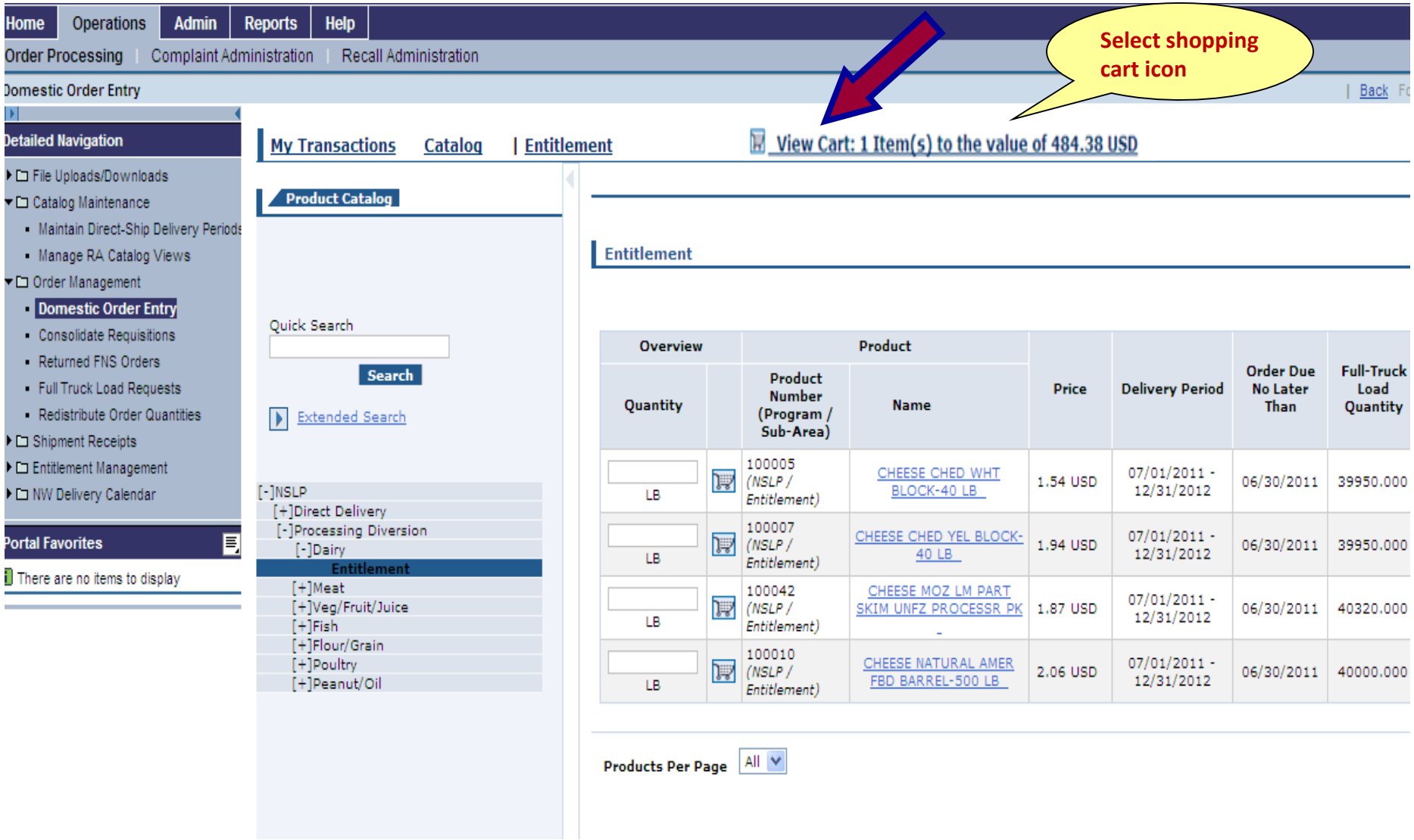
Select Shopping Cart Icon



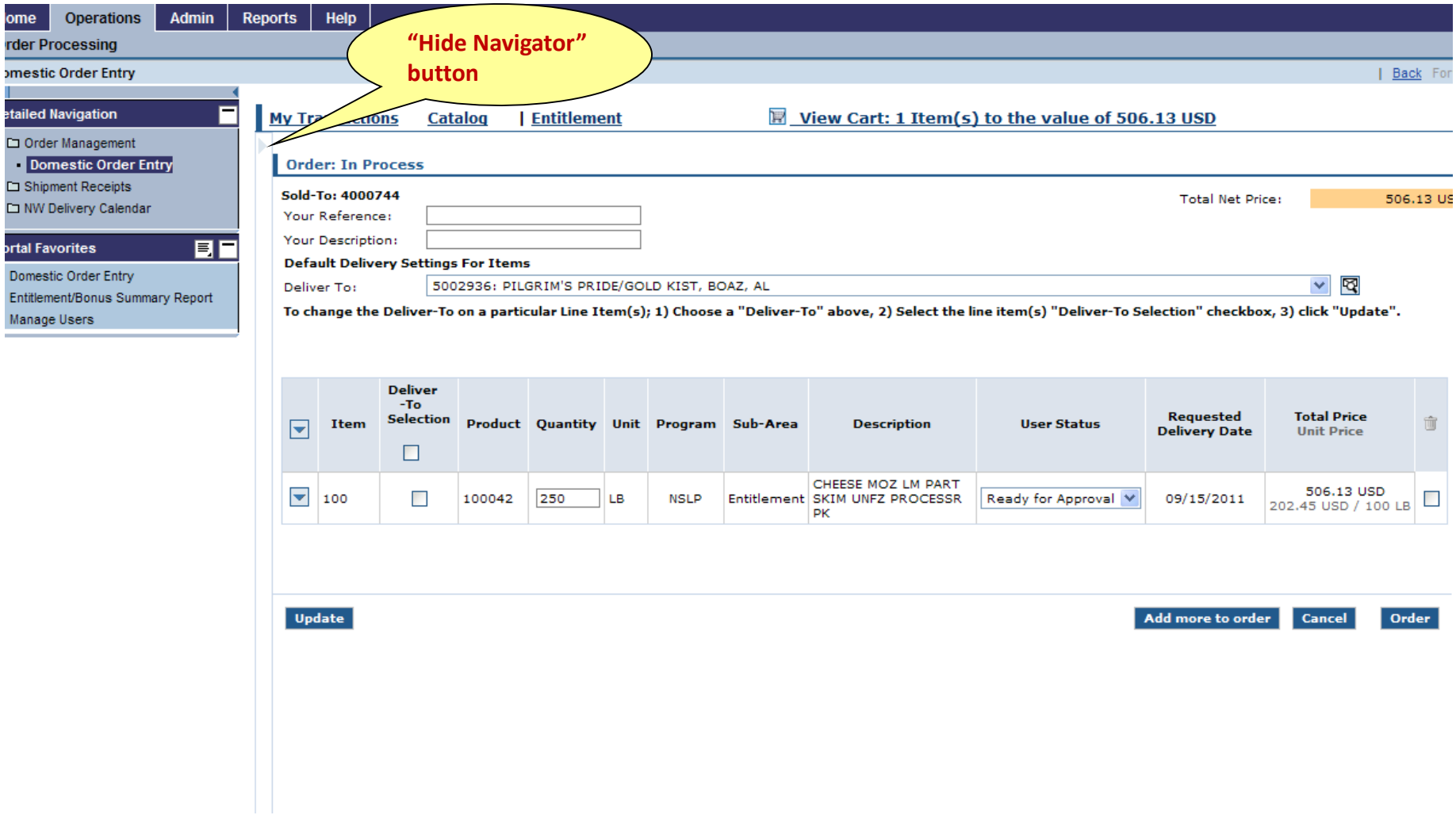
Enter Quantity and Move to Cart



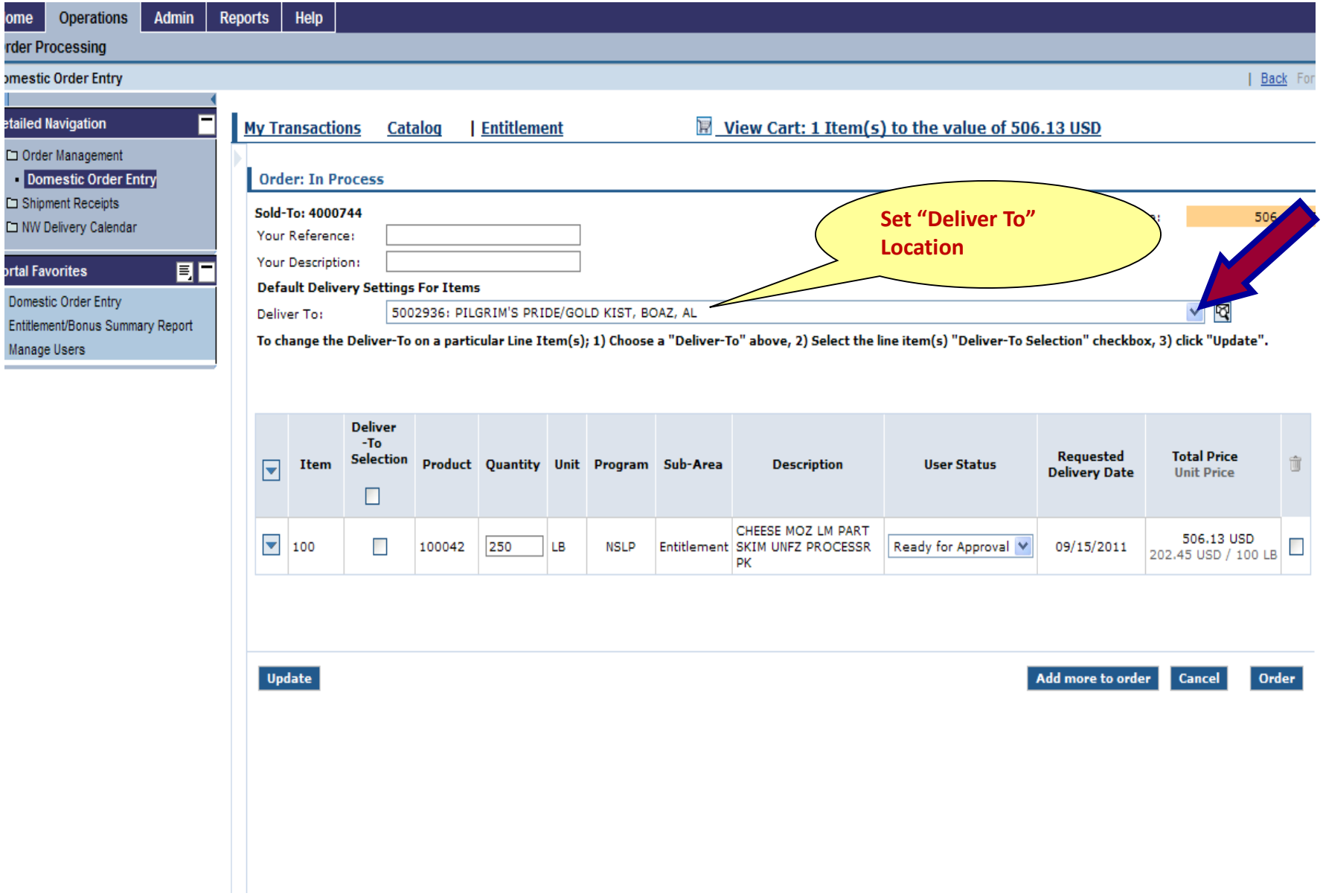
Sending Item to One Processor



To Expand View



Set “Delivery To” Location



FDP Spread Sheet for "Delivery To" Location

Connecticut Food Distribution Program (FDP) School Year 2014-15

Business Partner Identification Numbers (BPIN)

New Product Code	BPIN	Business Partner	City	State
100332				
	5002953	RED GOLD	ELWOOD	IN
100980				
	5004259	CONAGRA/LAMB WESTON	DELHI	LA
		SIMPLOT		
	5002678	MCCAIN FOODS	PLOVER	WI
110227				
	5004016	IDAHOAN	WINNEMUCCA	NY
	5002742	BASIC AMERICAN FOODS	BLACKFOOT	ID
	5002743	JR SIMPLOT CO	MOSES LAKE	WA
100506				
	5003042	CONAGRA/LAMB WESTON	CONNELL	WA
	5002298	JR SIMPLOT CO	CALDWELL	ID
	5002260	MCCAIN FOODS	EASTON	ME
100326				
	5002786	LITEHOUSE	LOWELL	MI
100113				
	5004656	ASIAN FOOD SOLUTIONS	MORGANTOWN	NC
	5003859	SCHWAN'S	SAN ANTONIO	TX
	5002795	LING'S	LOS ANGELES	CA
100100				
	5002709	PILGRIM'S PRIDE CORPORATION	MOOREFIELD	WV
	5002718	TYSON FOODS INC	DARDANELLE	AR
100103				
	5002937	GOLD KIST INC	BOAZ	AL
	5001345	KINGS DELIGHT	GAINESVILLE	GA
	5001740	TYSON FOODS INC	NEW HOLLAND	PA
100114				
	5003194	HARVEST FOOD	FRESNO	CA
100124				
	5001403	HOUSE OF RAEFORD	RAEFORD	NC
	5002090	JENNIE-O TURKEY STORE	WILLMAR	MN
100047				
	5002919	CARGILL/SUNNY FRESH	MONTICELLO	MN
	5001283	MICHAEL FOODS/MG WALDBAUM CO	WAKEFIELD	NE
100883				
	5001101	JTM FOOD GROUP	HARRISON	OH
100154				
	5002956	DON LEE FARMS	VERNON	CA
	5001101	JTM FOOD GROUP	HARRISON	OH

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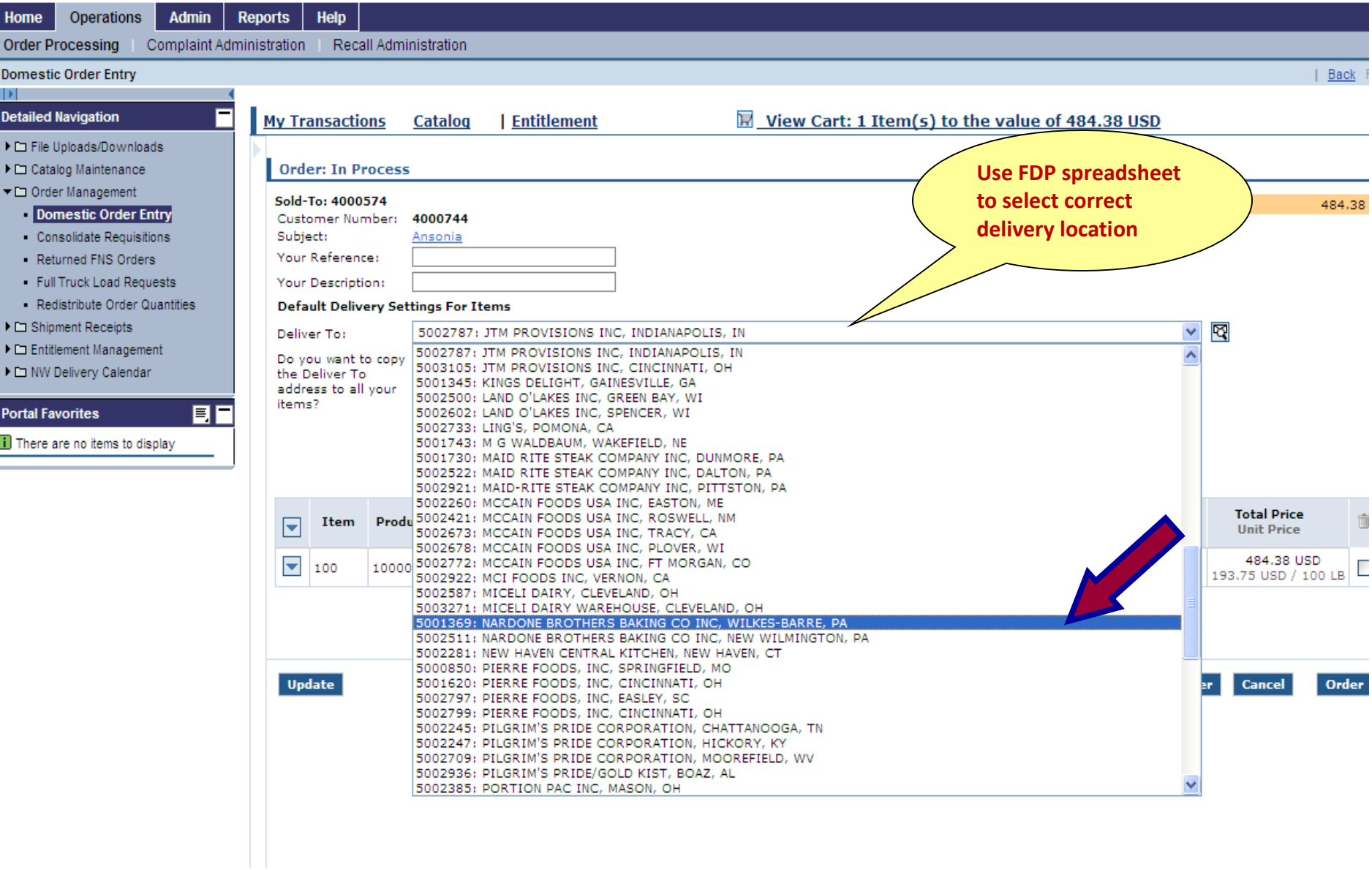
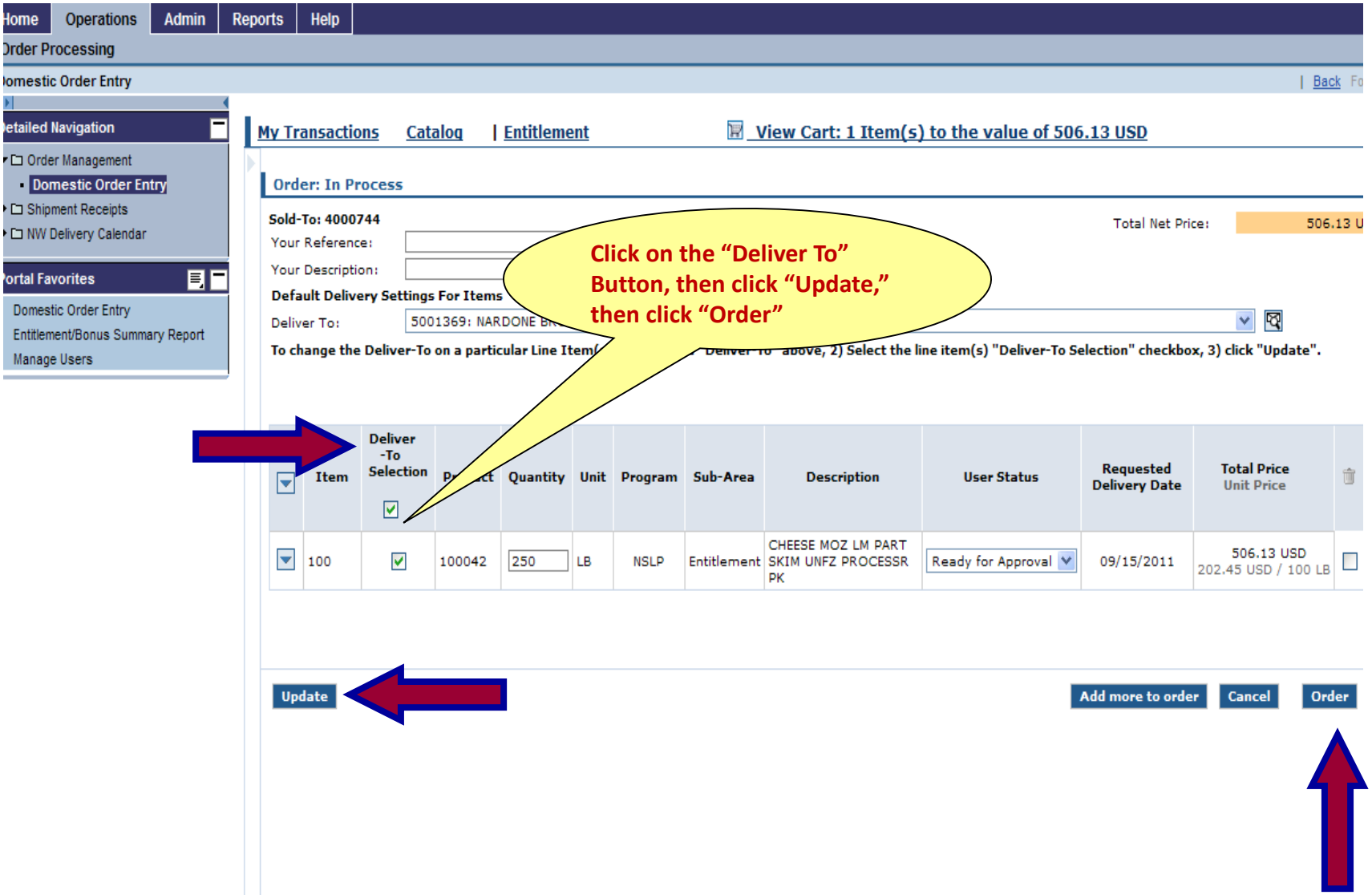
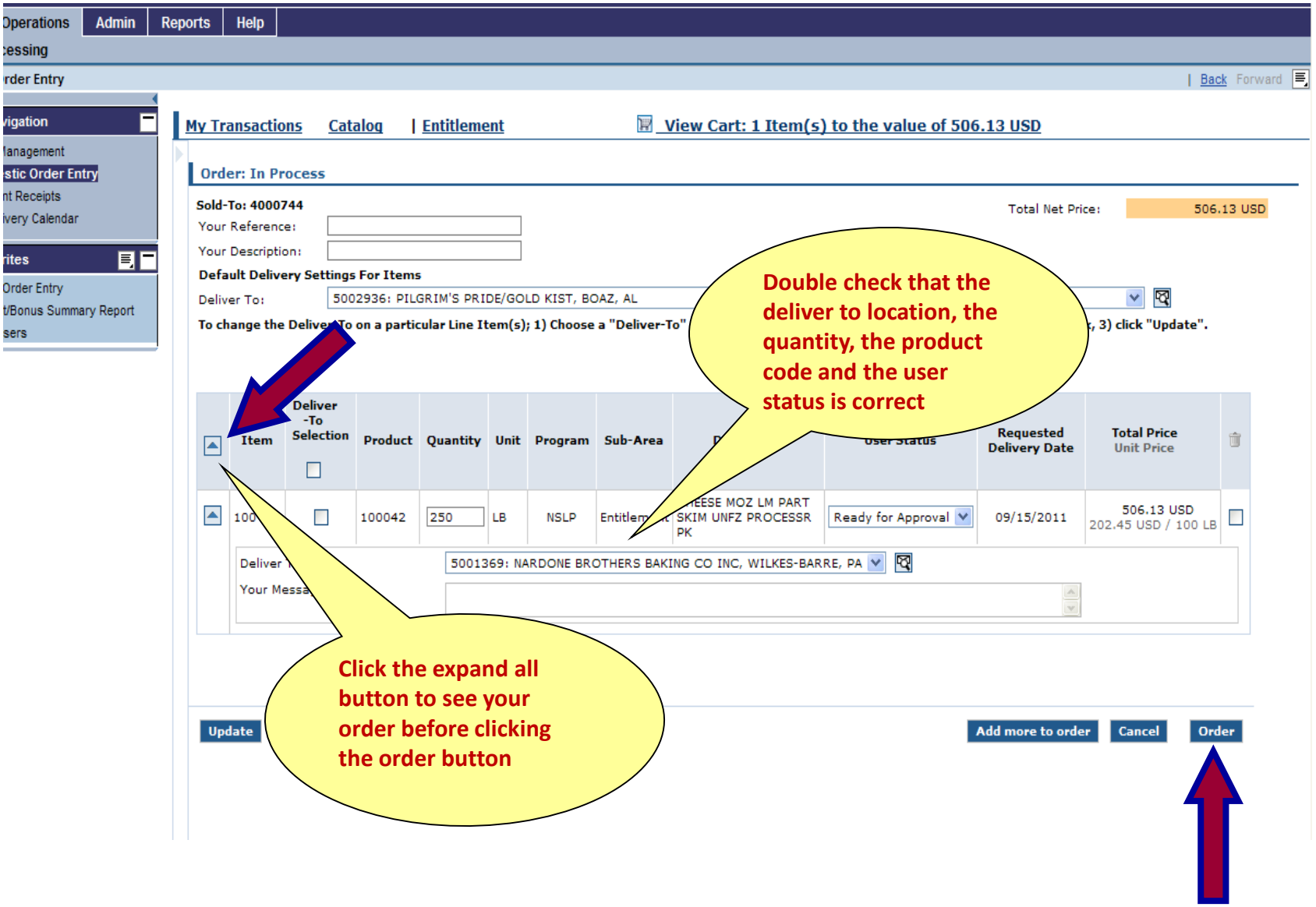
www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/FDP/BPID.pdf

Select Default Delivery

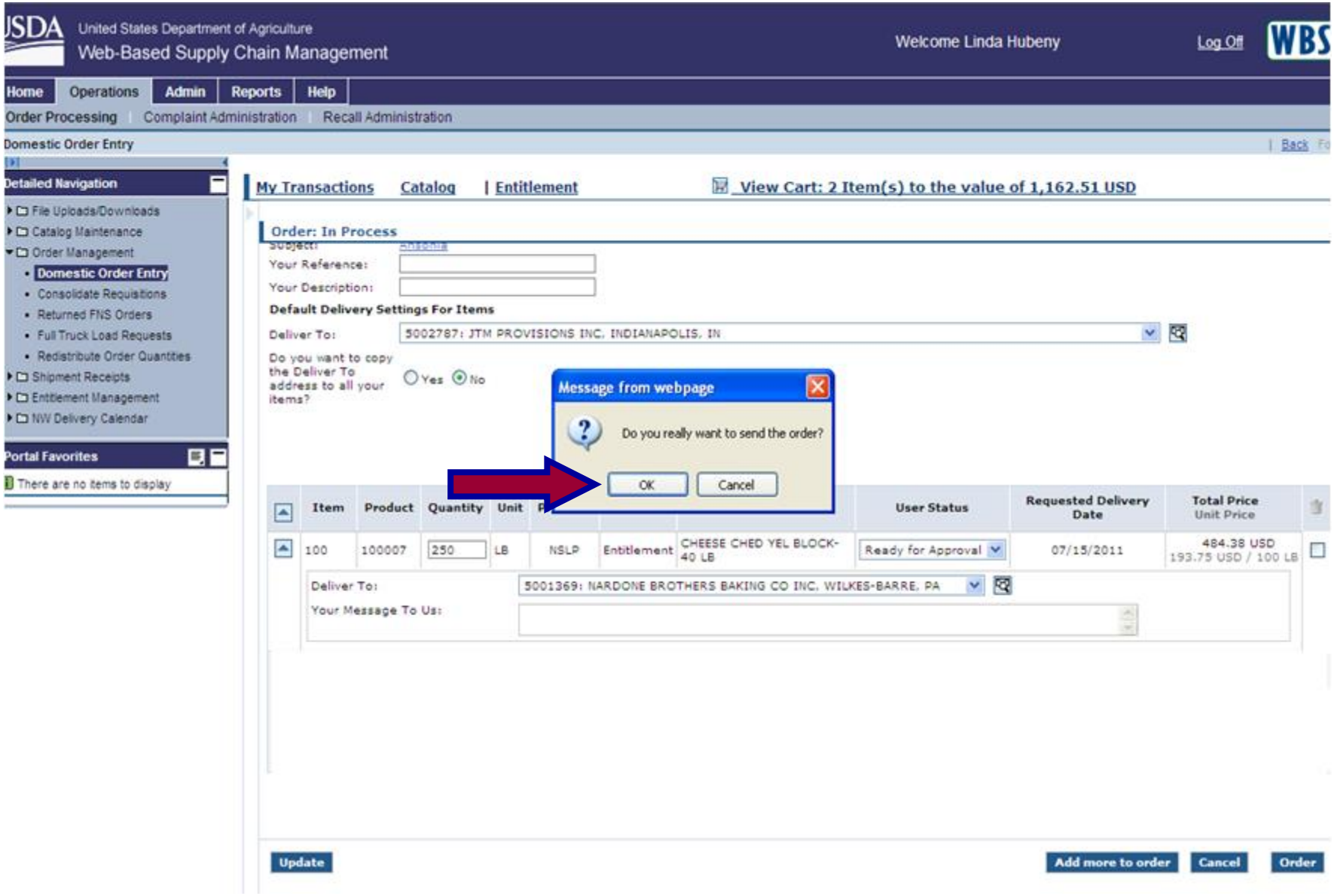



Home
Operations
Admin
Reports
Help
Order Processing
Domestic Order Entry
Back
Detailed Navigation
Order Management
Domestic Order Entry
Shipment Receipts
NW Delivery Calendar
Portal Favorites
Domestic Order Entry
Entitlement/Bonus Summary Report
Manage Users
My Transactions
Catalog
Entitlement
View Cart: 1 Item(s) to the value of 506.13 USD
Order: In Process
Sold-To: 4000744
Your Reference:
Your Description:
Total Net Price:
506.13 U
Default Delivery Settings For Items
Deliver To:
5001369: NARDONE BR
To change the Deliver-To on a particular Line Item(Deliver To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".
Click on the "Deliver To" Button, then click "Update," then click "Order"
Item
Deliver -To Selection
Product
Quantity
Unit
Program
Sub-Area
Description
User Status
Requested Delivery Date
Total Price
Unit Price
100
100042
250
LB
NSLP
Entitlement
CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK
Ready for Approval
09/15/2011
506.13 USD
202.45 USD / 100 LB
Update
Add more to order
Cancel
Order

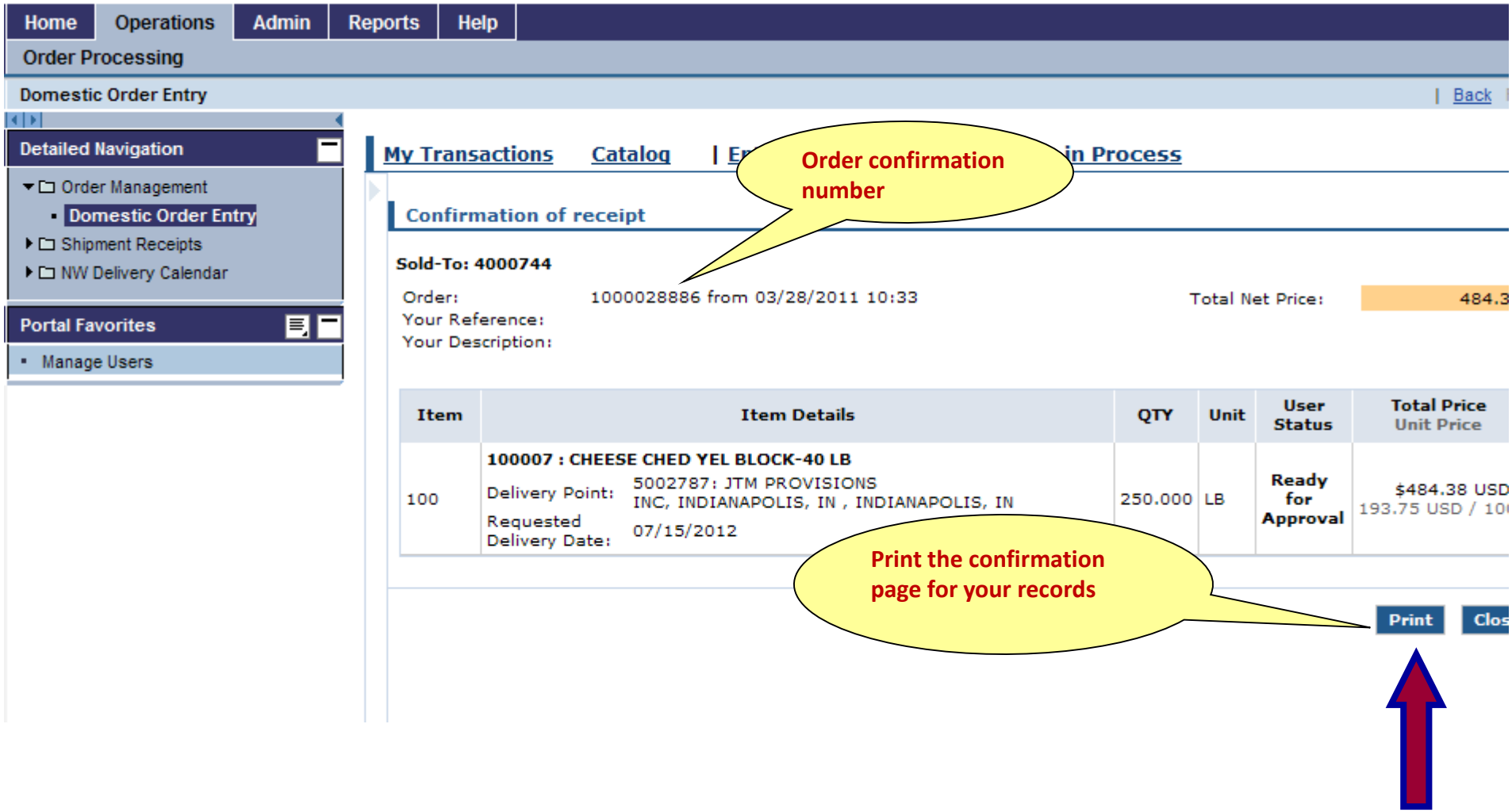
Double Check the "Deliver to" Section and Order



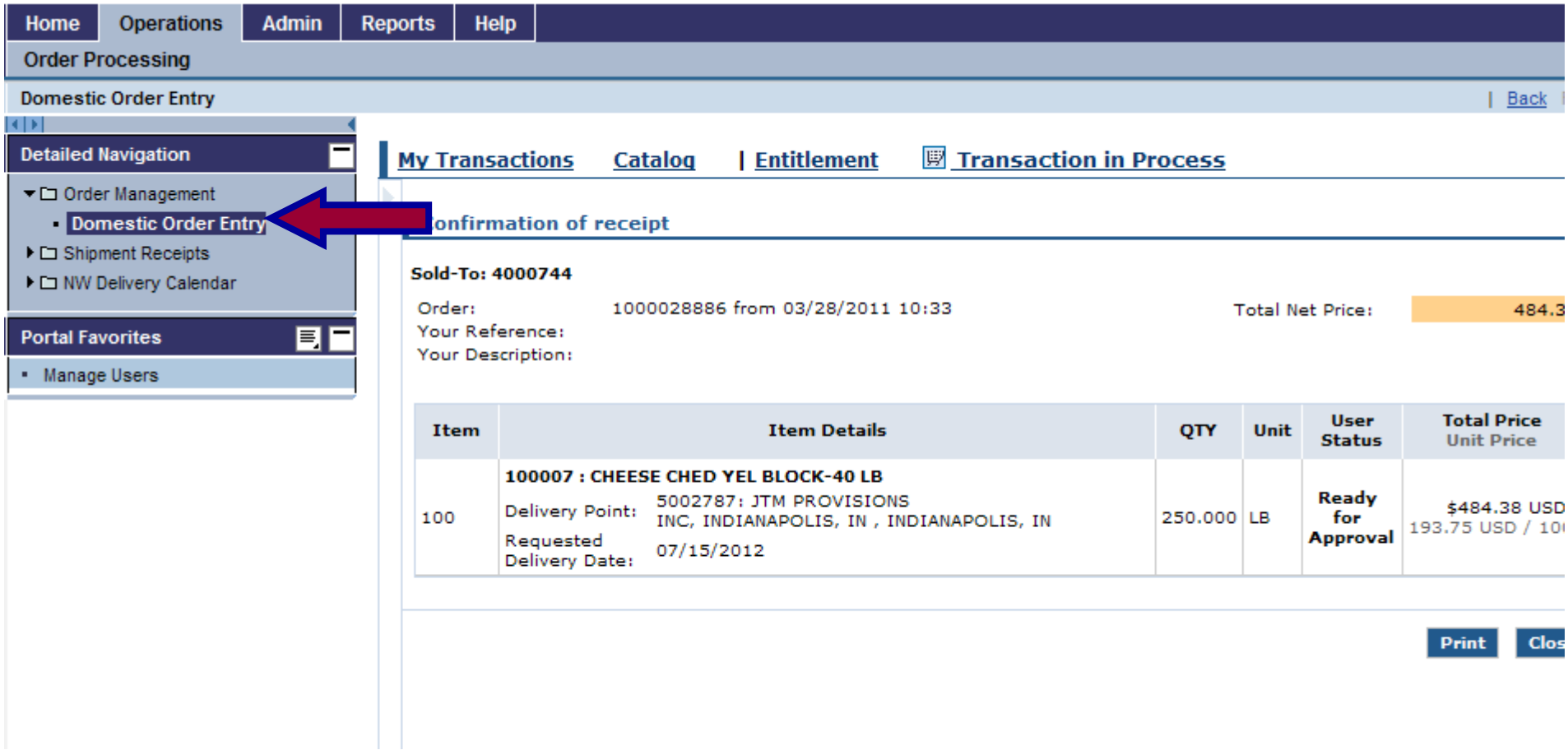
Completing Order – Click "OK"



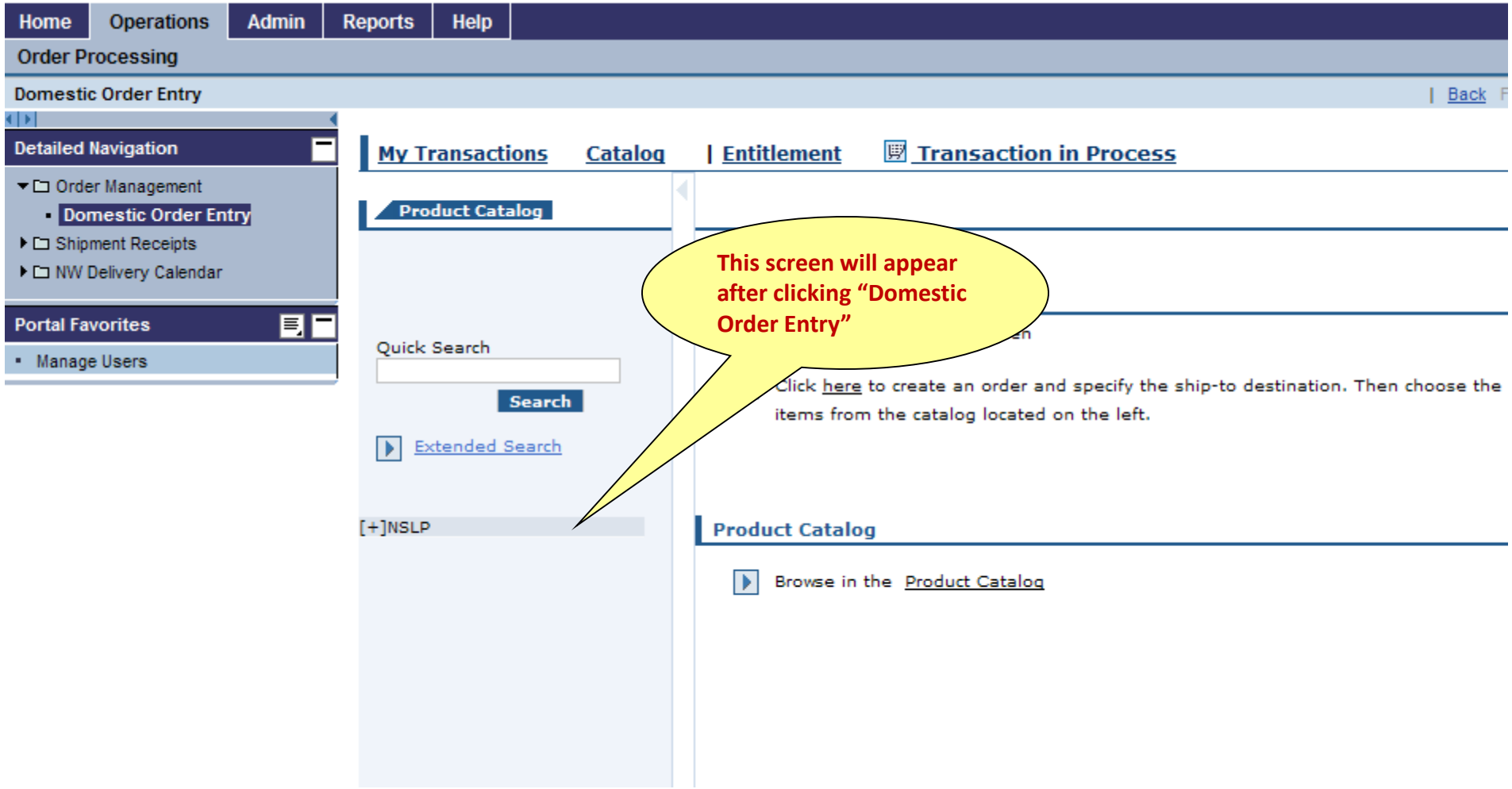
Confirmation of Receipt



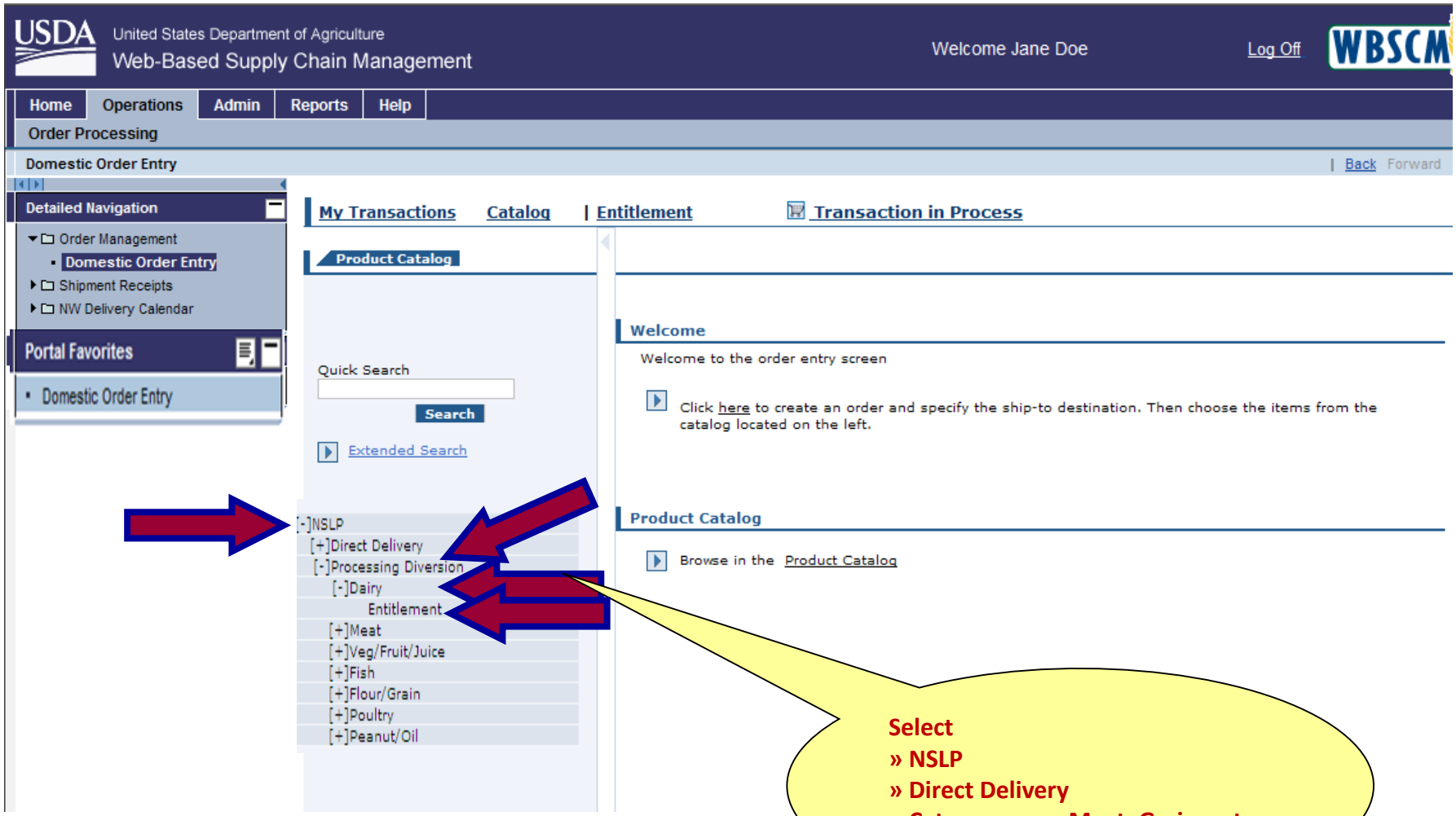
Creating a New Order



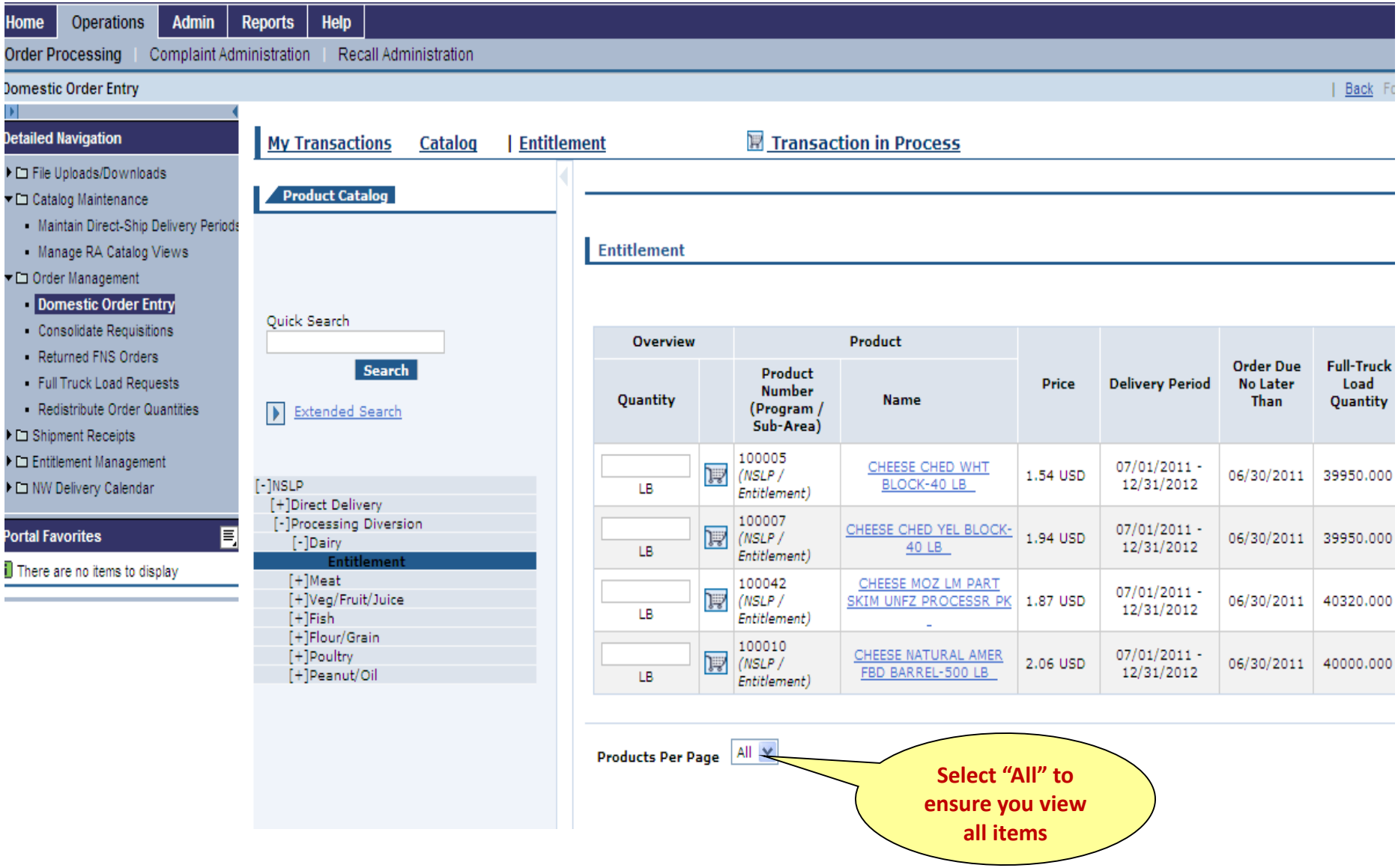
Creating a New Order



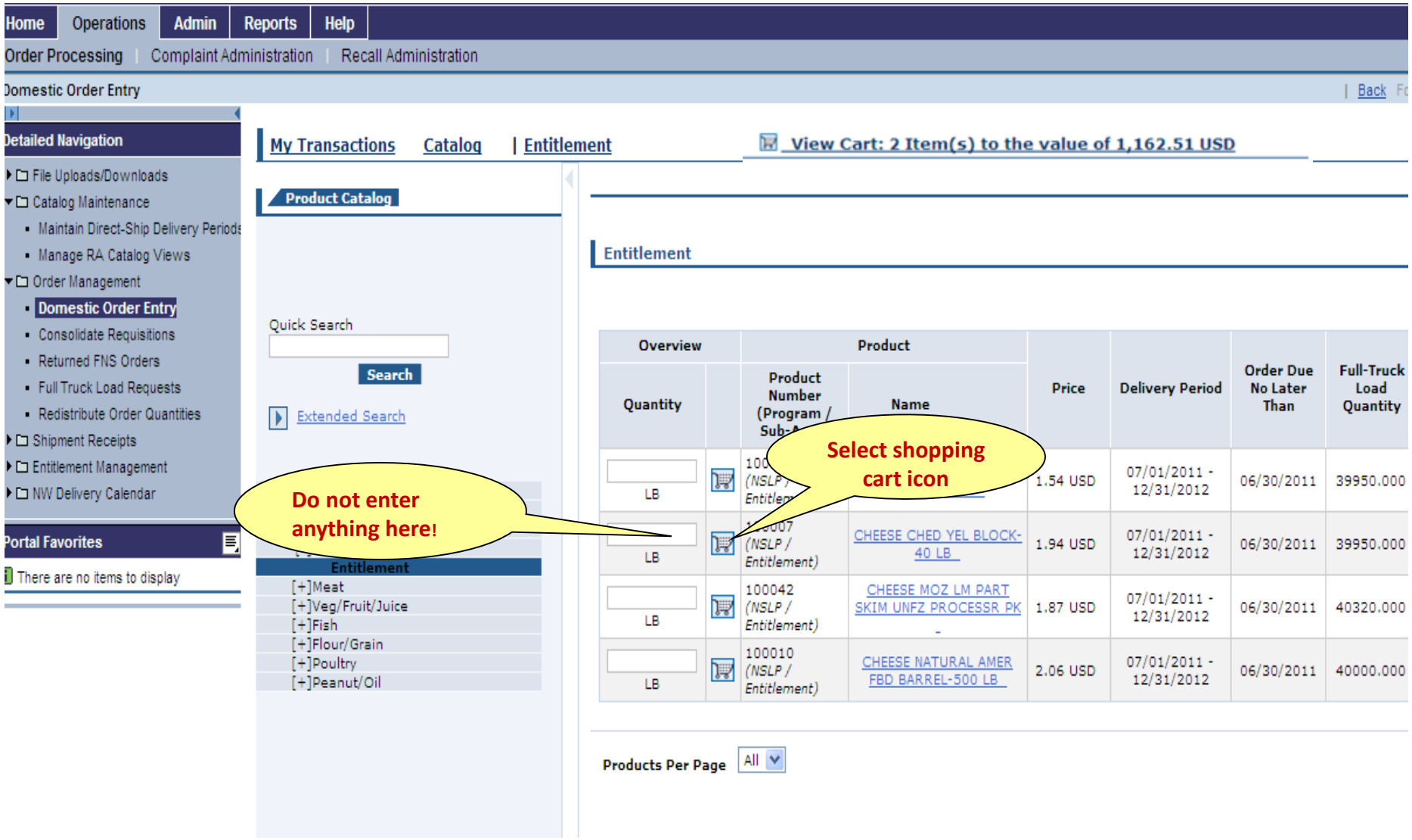
Domestic Order Entry for Processing



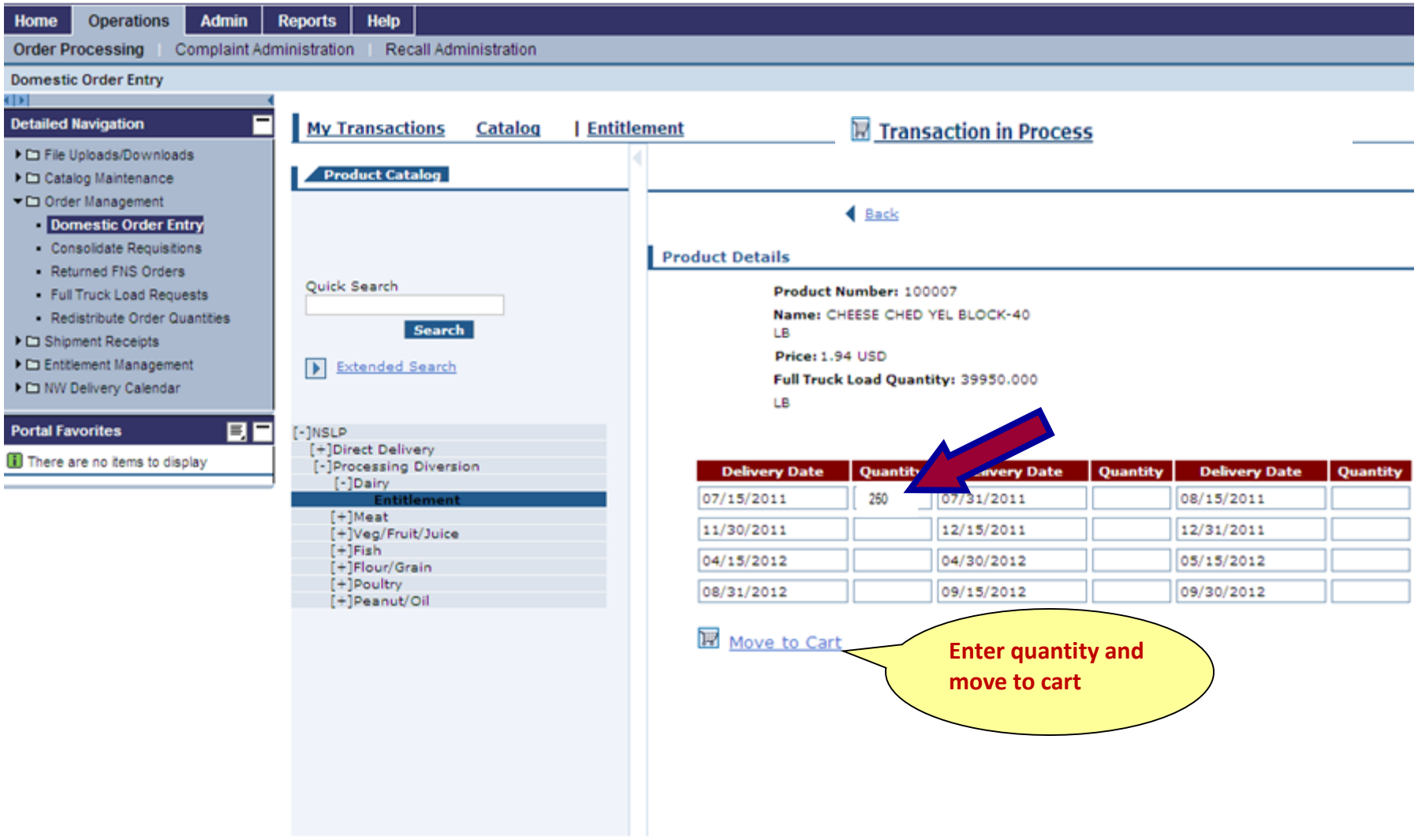
Select “All”


Home
Operations
Admin
Reports
Help
Order Processing
Complaint Administration
Recall Administration
Domestic Order Entry
Back
Detailed Navigation
File Uploads/Downloads
Catalog Maintenance
Maintain Direct-Ship Delivery Periods
Manage RA Catalog Views
Order Management
Domestic Order Entry
Consolidate Requisitions
Returned FNS Orders
Full Truck Load Requests
Redistribute Order Quantities
Shipment Receipts
Entitlement Management
NW Delivery Calendar
Portal Favorites
There are no items to display
My Transactions
Catalog
Entitlement
Transaction in Process
Product Catalog
Quick Search
Search
Extended Search
[-]NSLP
[+]Direct Delivery
[-]Processing Diversion
[-]Dairy
Entitlement
[+]Meat
[+]Veg/Fruit/Juice
[+]Fish
[+]Flour/Grain
[+]Poultry
[+]Peanut/Oil
Entitlement
Overview
Product
Quantity
Product Number (Program / Sub-Area)
Name
Price
Delivery Period
Order Due No Later Than
Full-Truck Load Quantity
LB
100005 (NSLP / Entitlement)
CHEESE CHED WHT BLOCK-40 LB
1.54 USD
07/01/2011 - 12/31/2012
06/30/2011
39950.000
LB
100007 (NSLP / Entitlement)
CHEESE CHED YEL BLOCK-40 LB
1.94 USD
07/01/2011 - 12/31/2012
06/30/2011
39950.000
LB
100042 (NSLP / Entitlement)
CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK
1.87 USD
07/01/2011 - 12/31/2012
06/30/2011
40320.000
LB
100010 (NSLP / Entitlement)
CHEESE NATURAL AMER FBD BARREL-500 LB
2.06 USD
07/01/2011 - 12/31/2012
06/30/2011
40000.000
Products Per Page
All
Select “All” to ensure you view all items

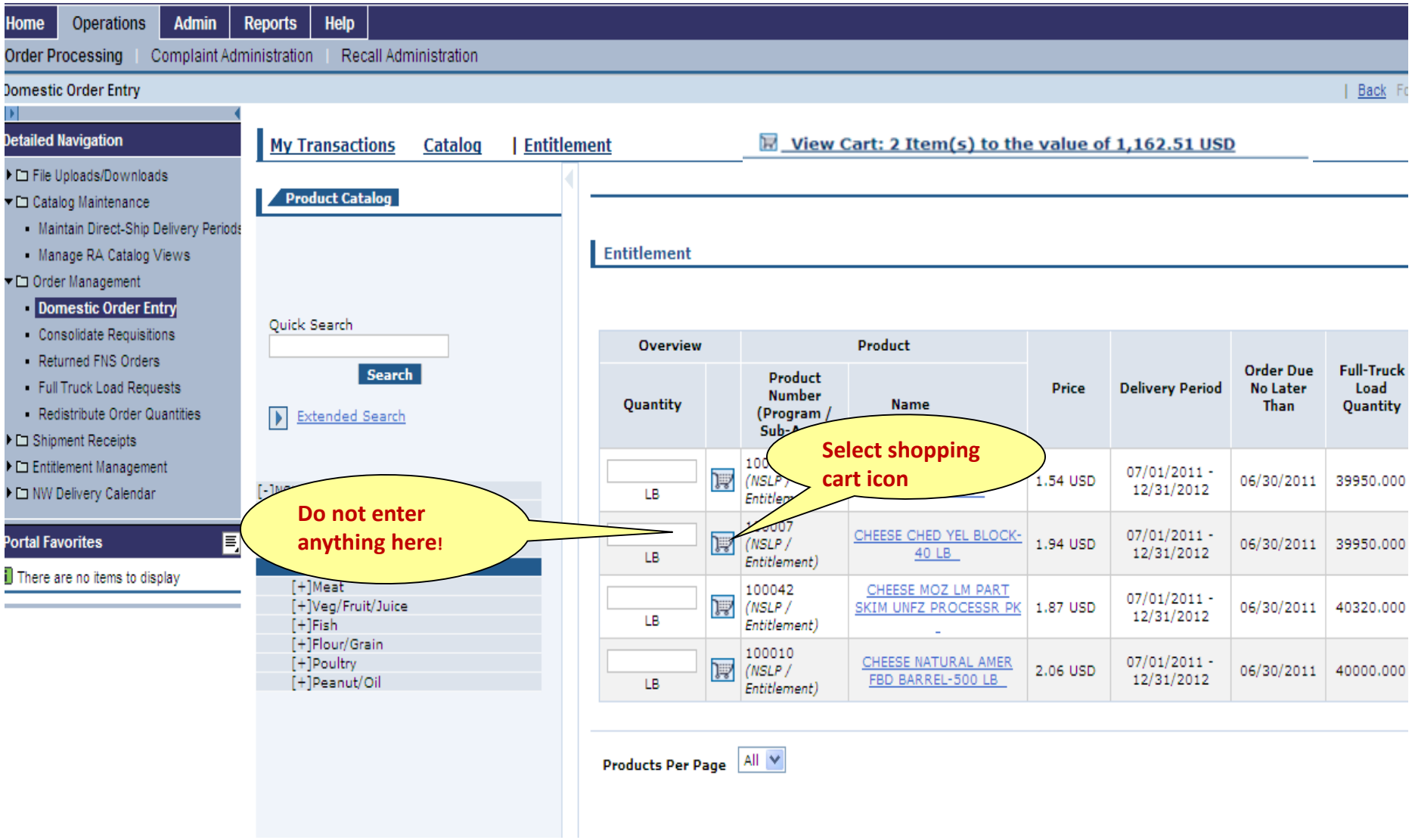
Sending Item to Multiple Processors



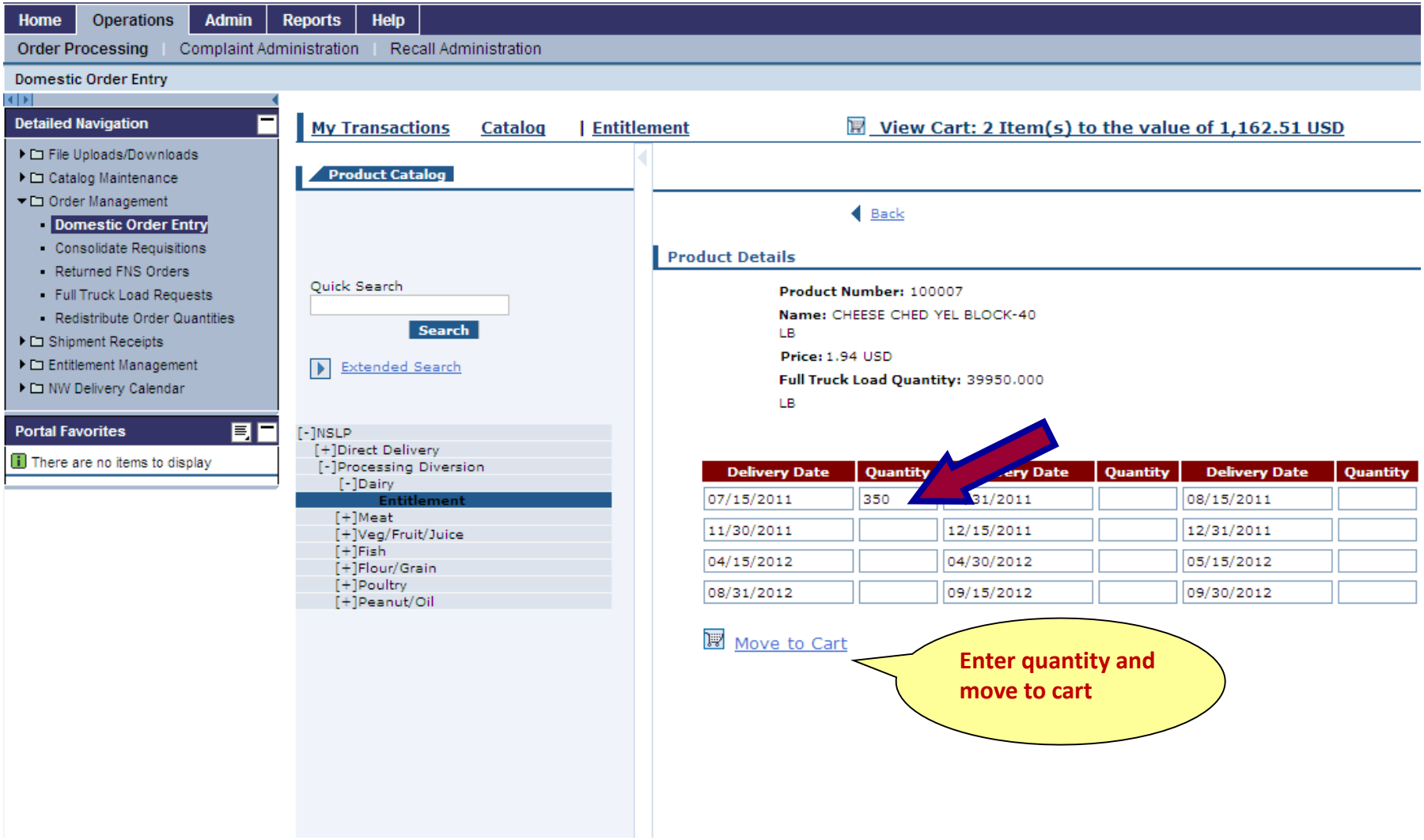
Enter Quantity and Move to Cart



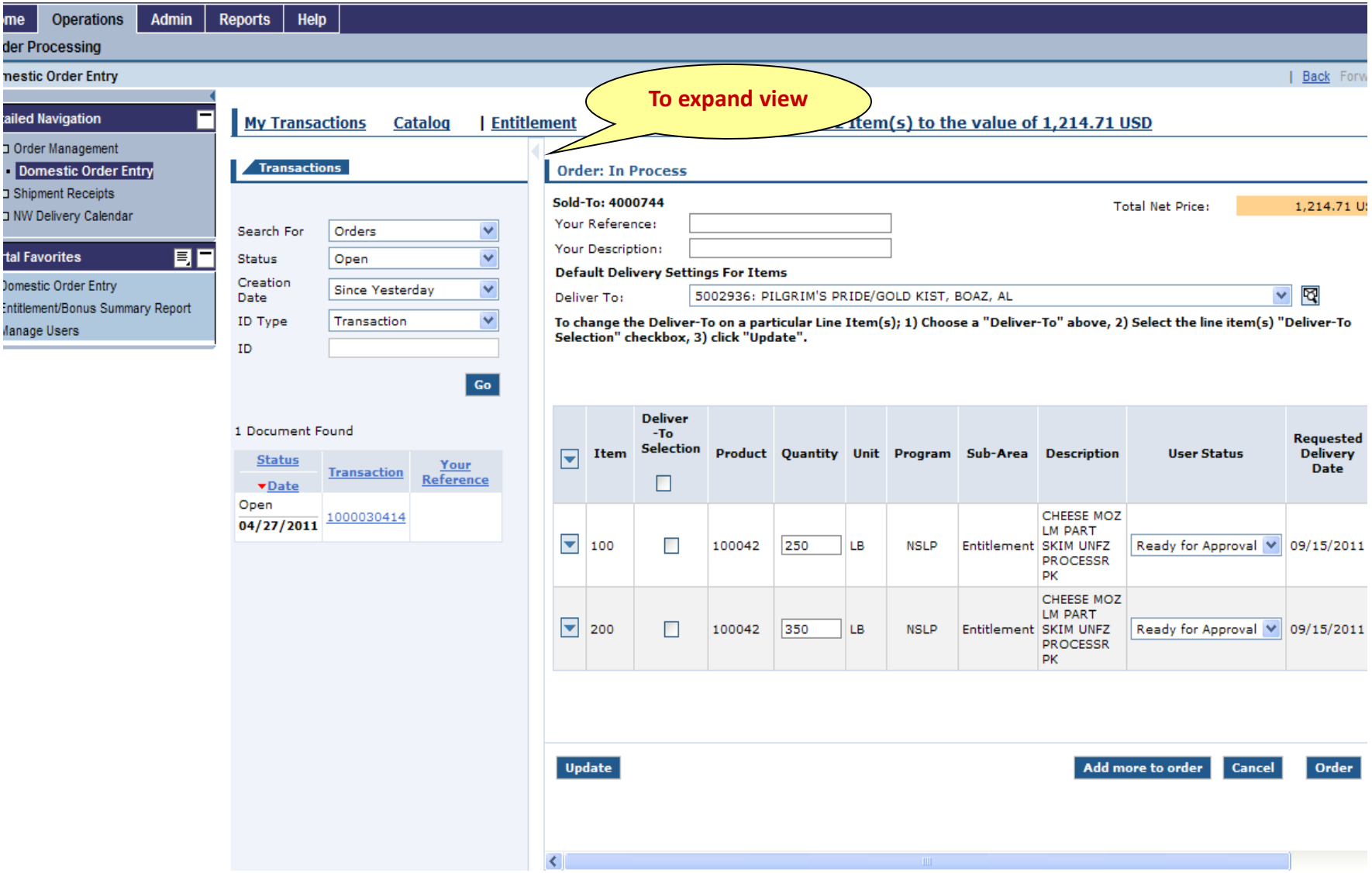
Sending Item to Multiple Processors



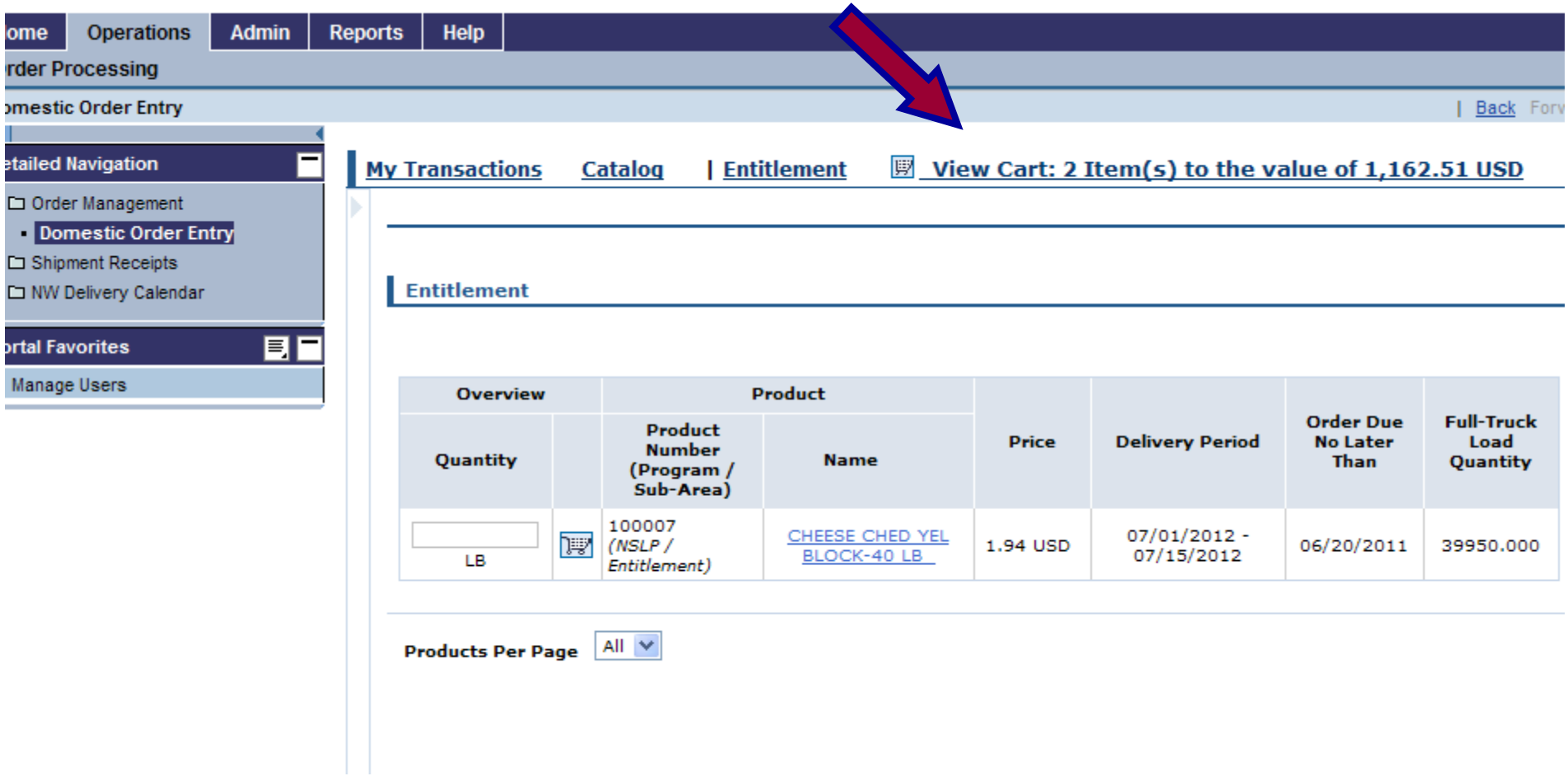
Enter Quantity and Move to Cart



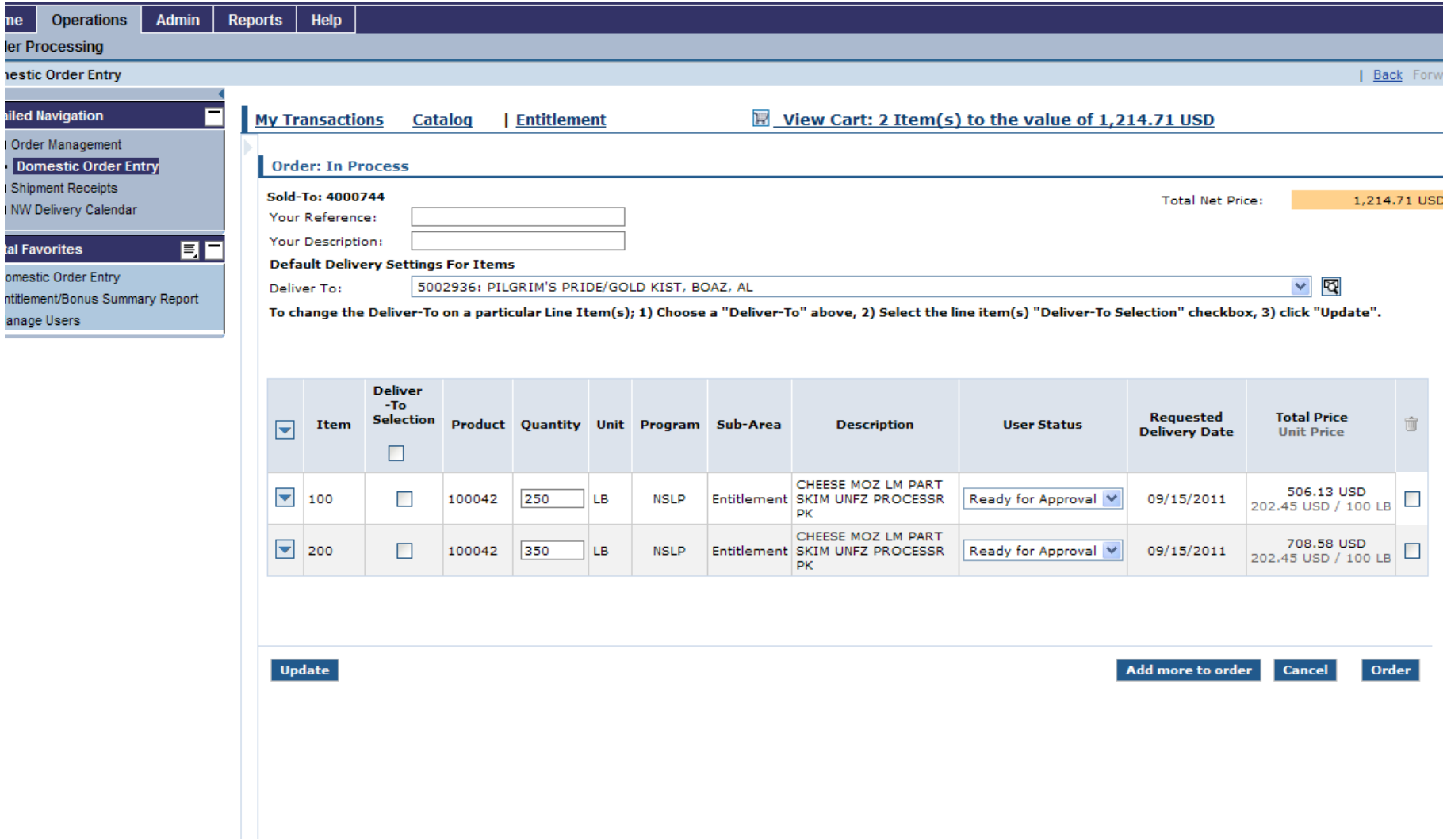
Expand View


me
Operations
Admin
Reports
Help
der Processing
nestic Order Entry
Back
ailed Navigation
Order Management
Domestic Order Entry
Shipment Receipts
NW Delivery Calendar
tal Favorites
Domestic Order Entry
Entitlement/Bonus Summary Report
Manage Users
To expand view
My Transactions
Catalog
Entitlement
item(s) to the value of 1,214.71 USD
Transactions
Search For
Orders
Status
Open
Creation Date
Since Yesterday
ID Type
Transaction
ID
Go
1 Document Found
Status
Date
Transaction
Your Reference
Open
04/27/2011
1000030414
Order: In Process
Sold-To: 4000744
Total Net Price:
1,214.71 U
Your Reference:
Your Description:
Default Delivery Settings For Items
Deliver To:
5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL
To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".
Item
Deliver -To Selection
Product
Quantity
Unit
Program
Sub-Area
Description
User Status
Requested Delivery Date
100
100042
250
LB
NSLP
Entitlement
CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK
Ready for Approval
09/15/2011
200
100042
350
LB
NSLP
Entitlement
CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK
Ready for Approval
09/15/2011
Update
Add more to order
Cancel
Order

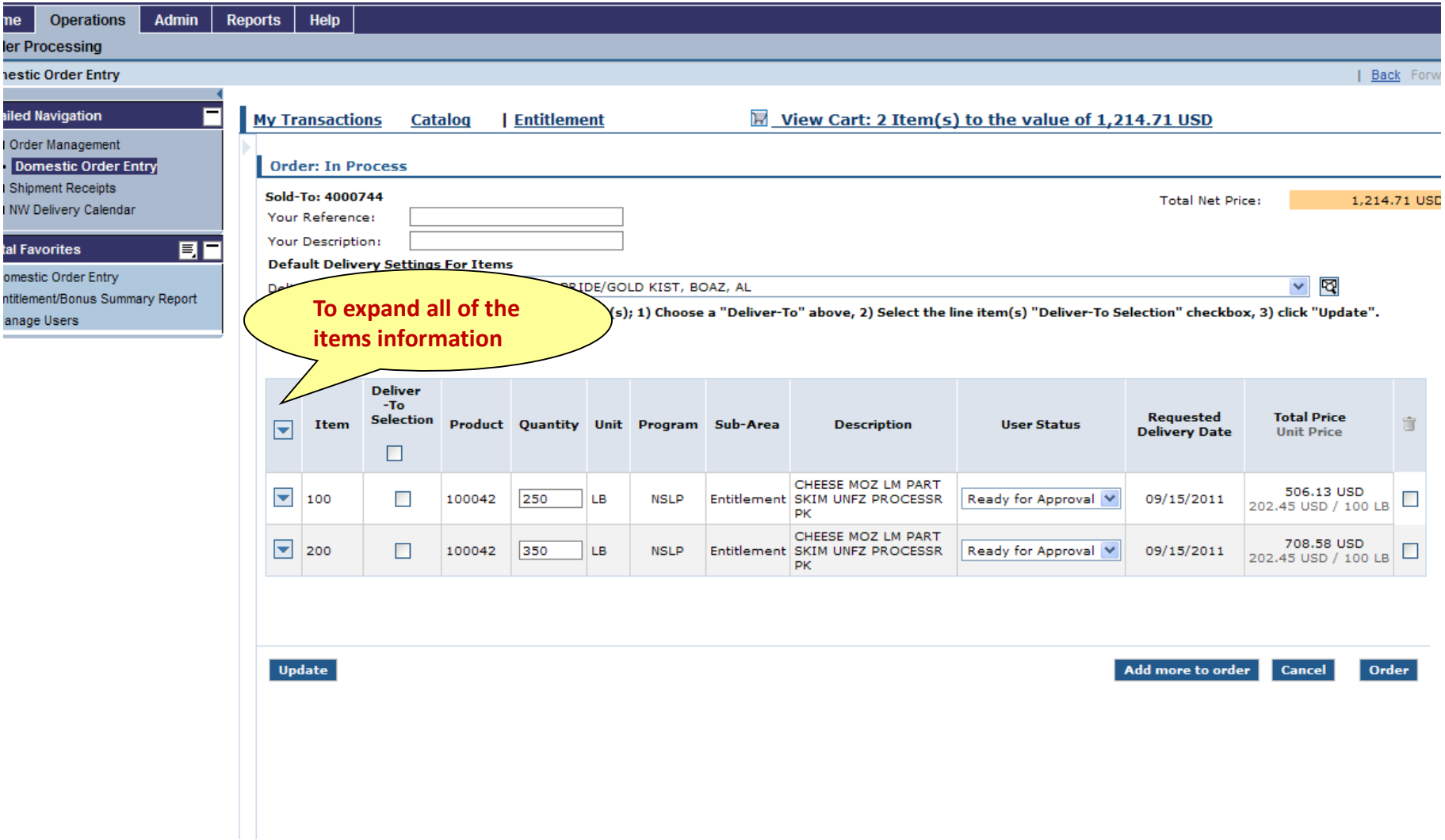
Click “View Cart” to Process Order



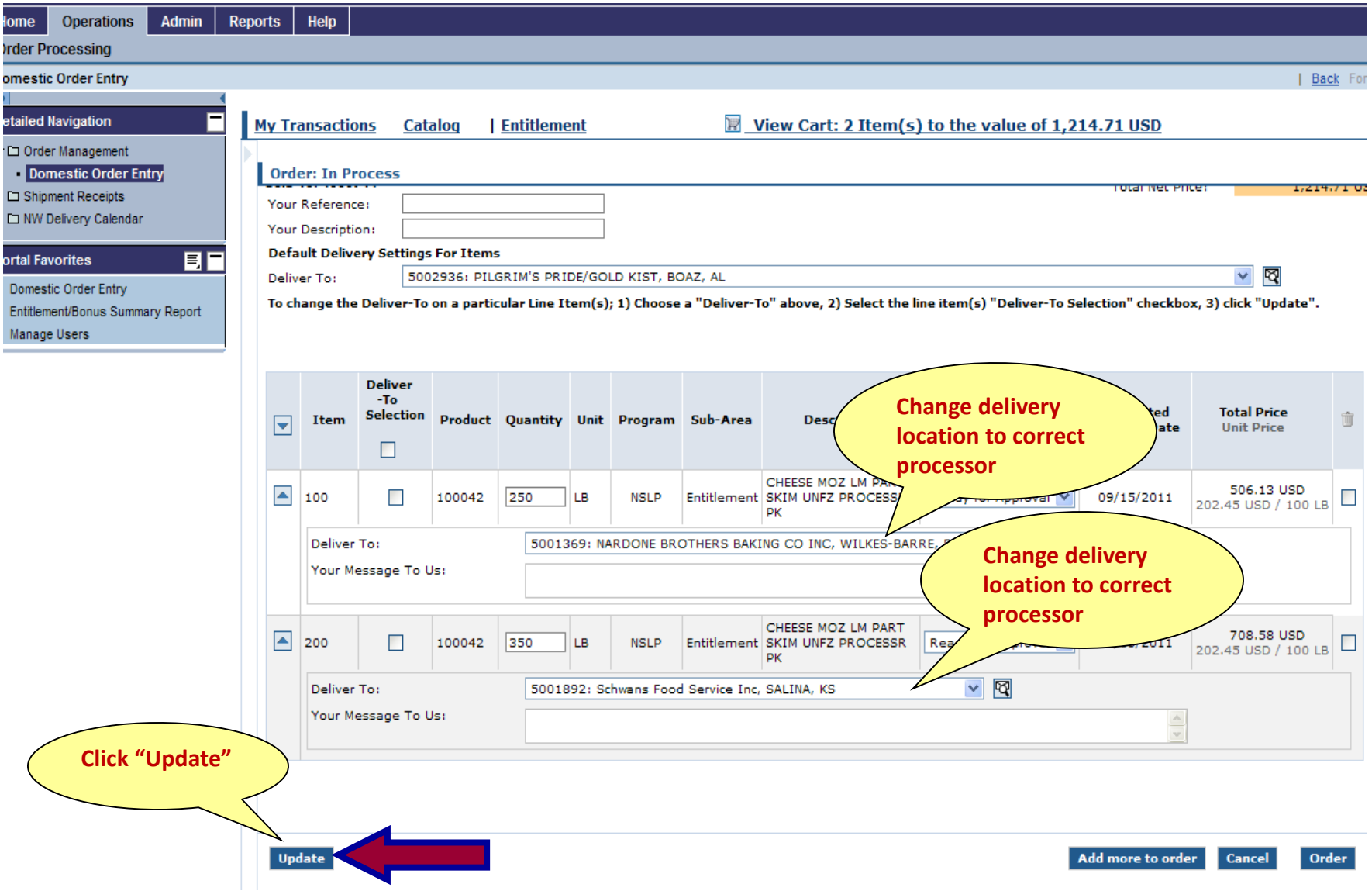
This Screen will Appear after Hiding Pane



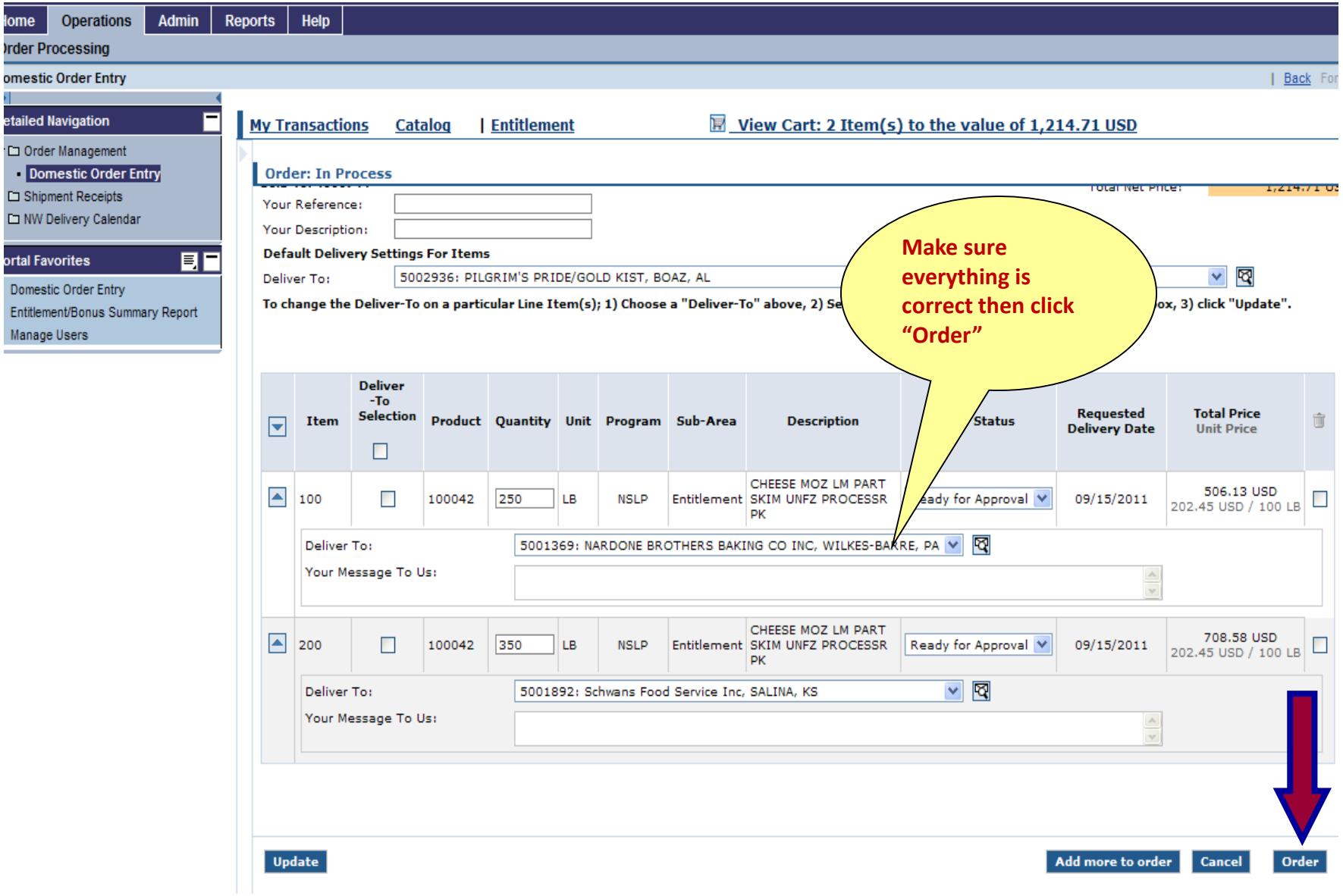
Change Delivery Location!



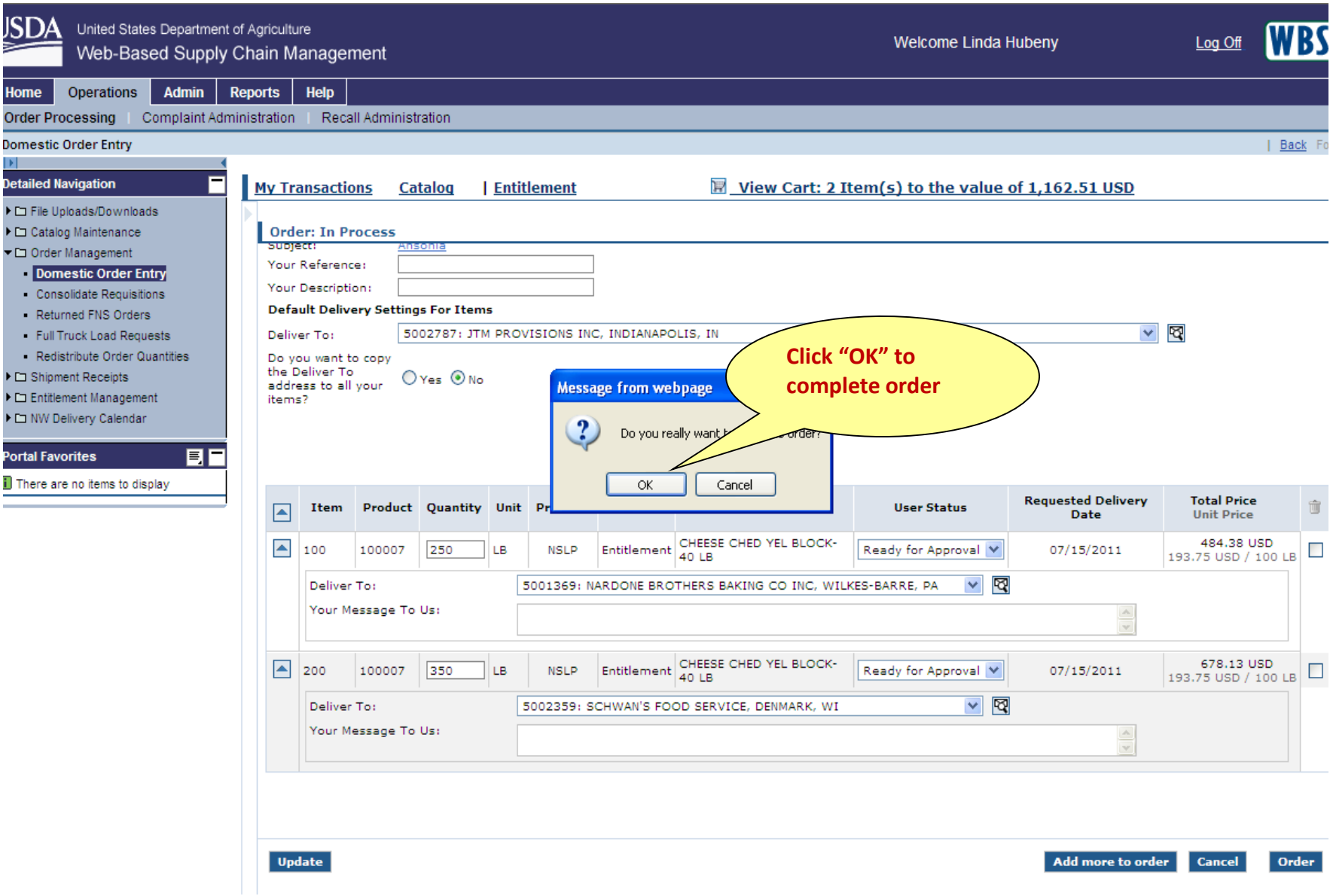
Update Delivery Location for Items



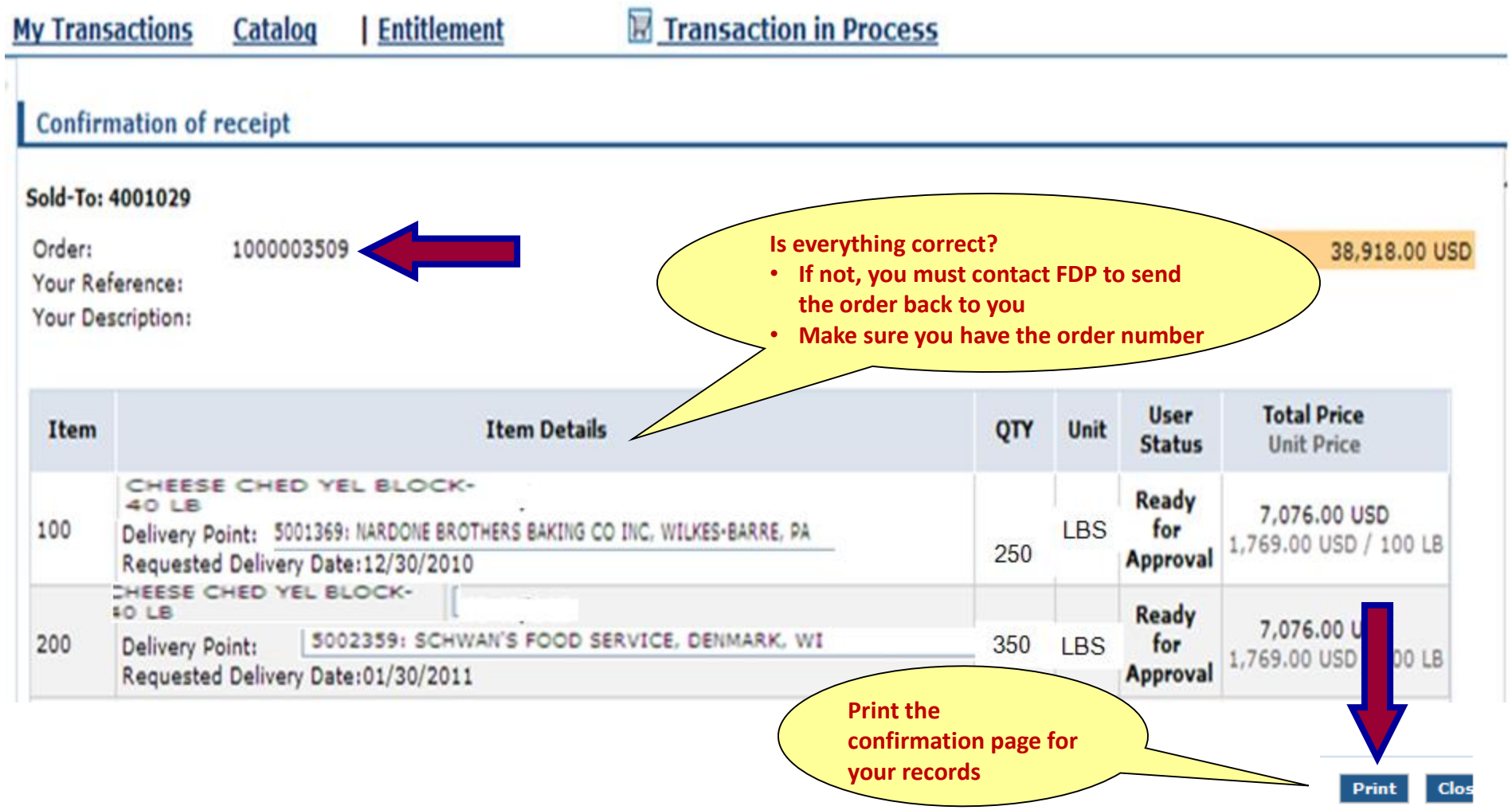
Check that Delivery Location is Correct



Completing Order

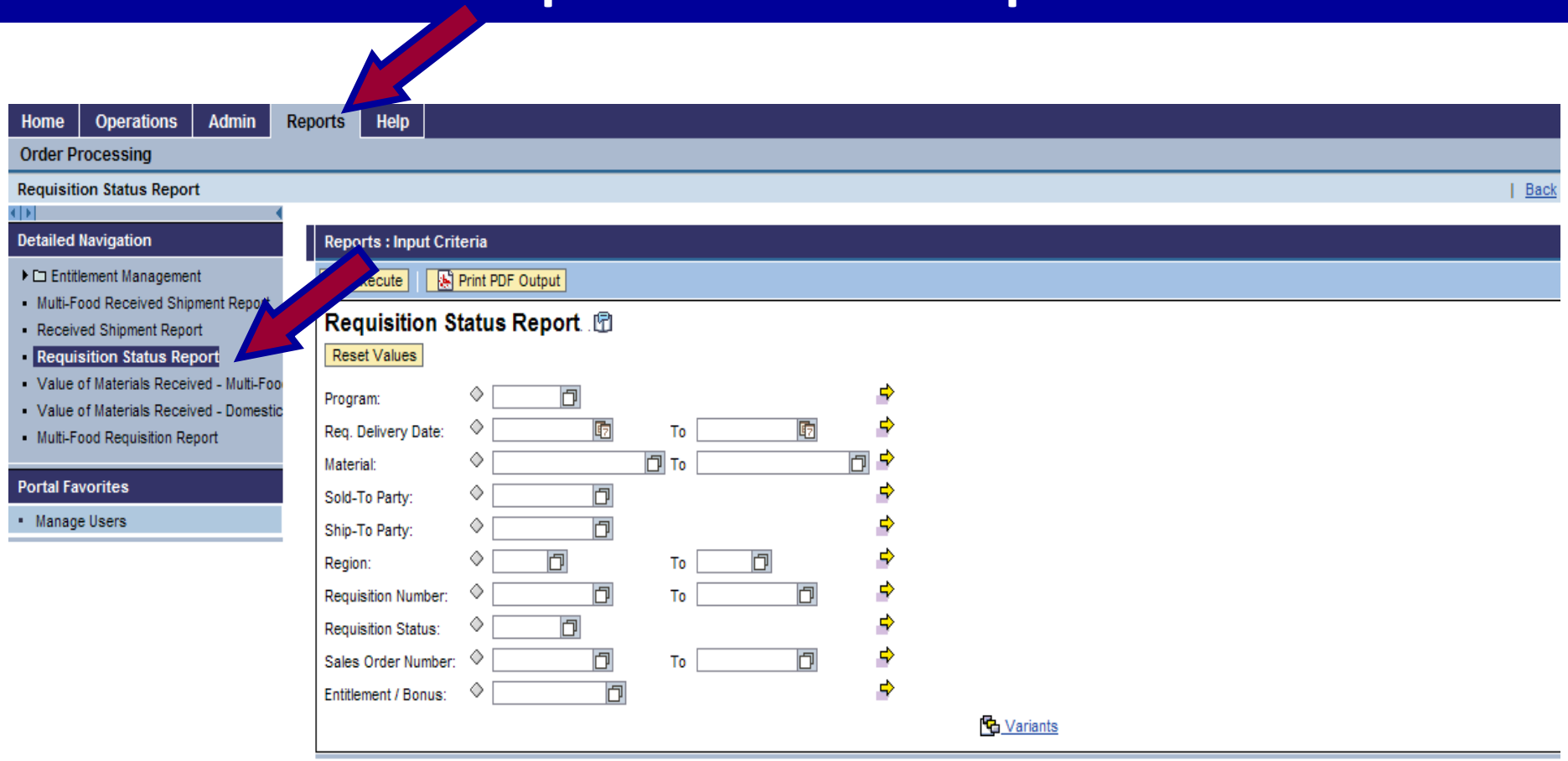


Confirmation of Receipt

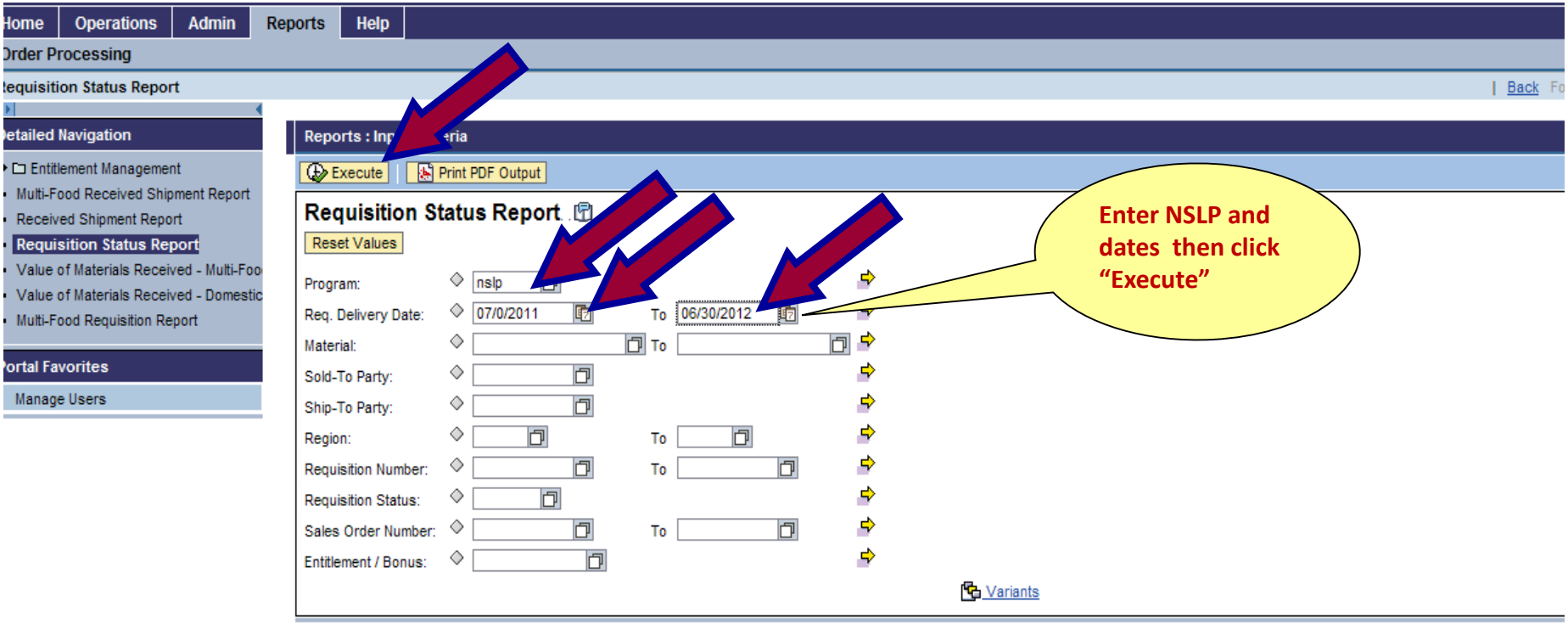


RUNNING REPORTS

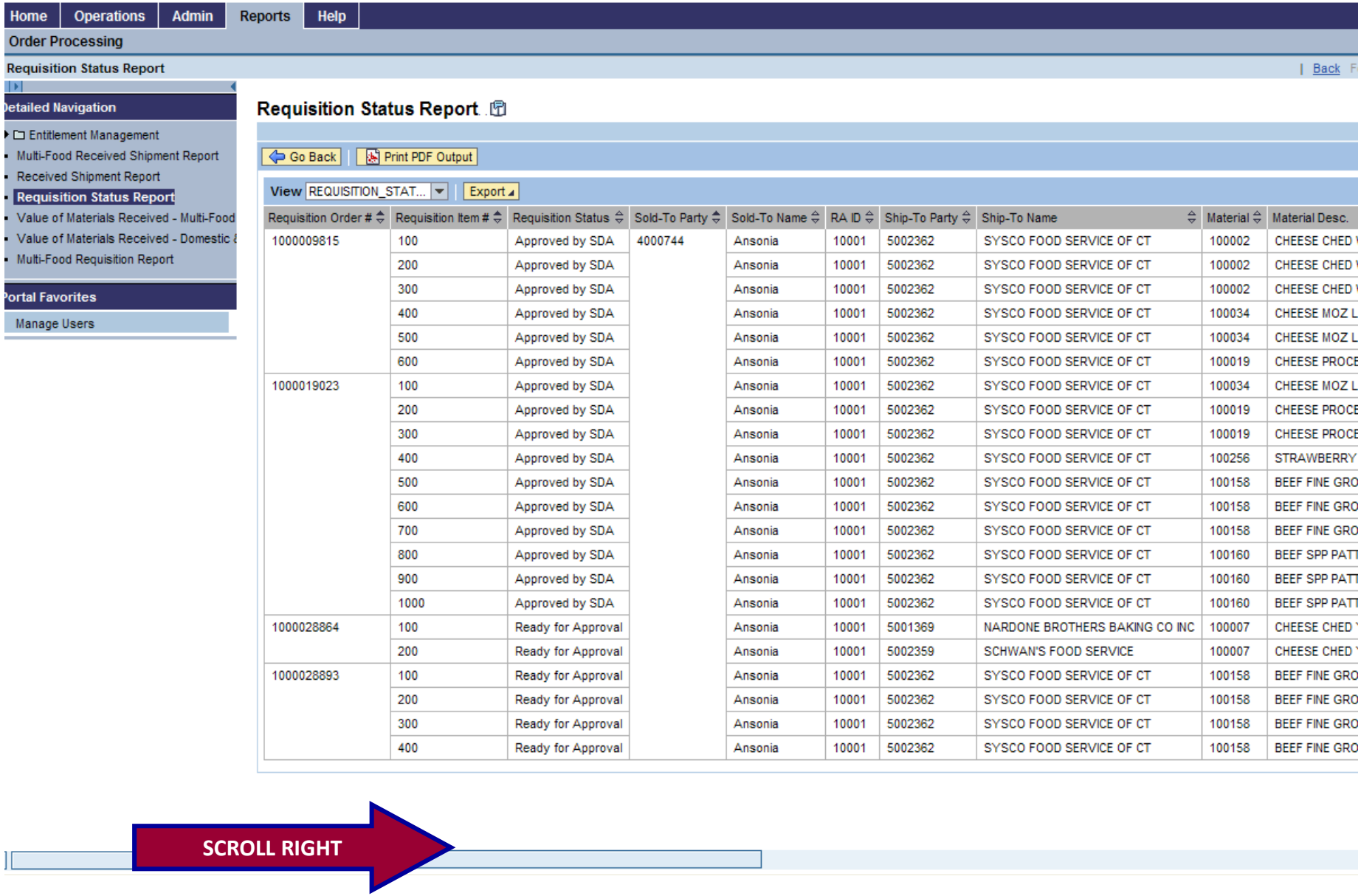
Requisition Status Report



Requisition Status Report

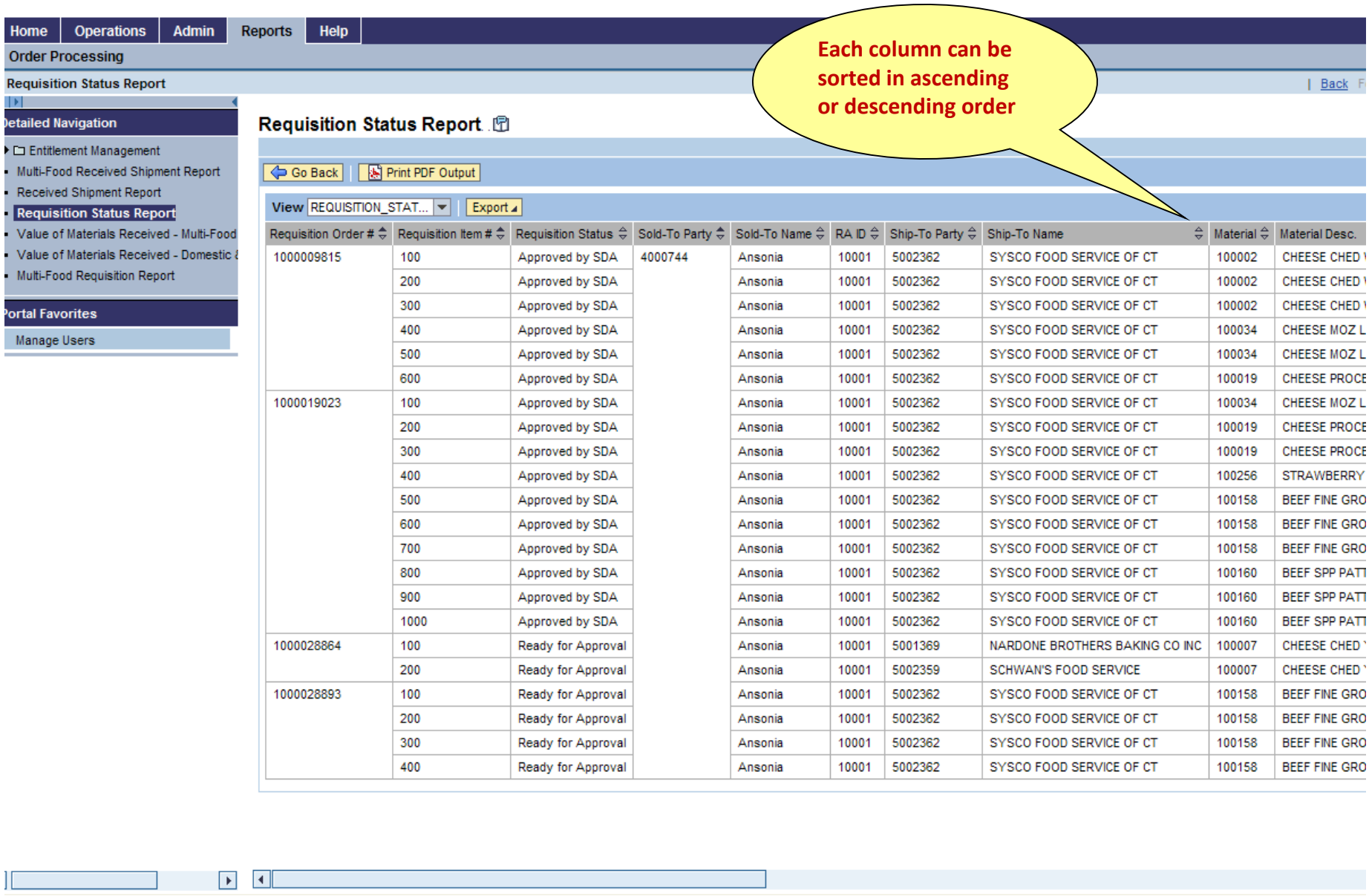


Requisition Status Report



Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO

Requisition Status Report



Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO

Requisition Status Report Settings

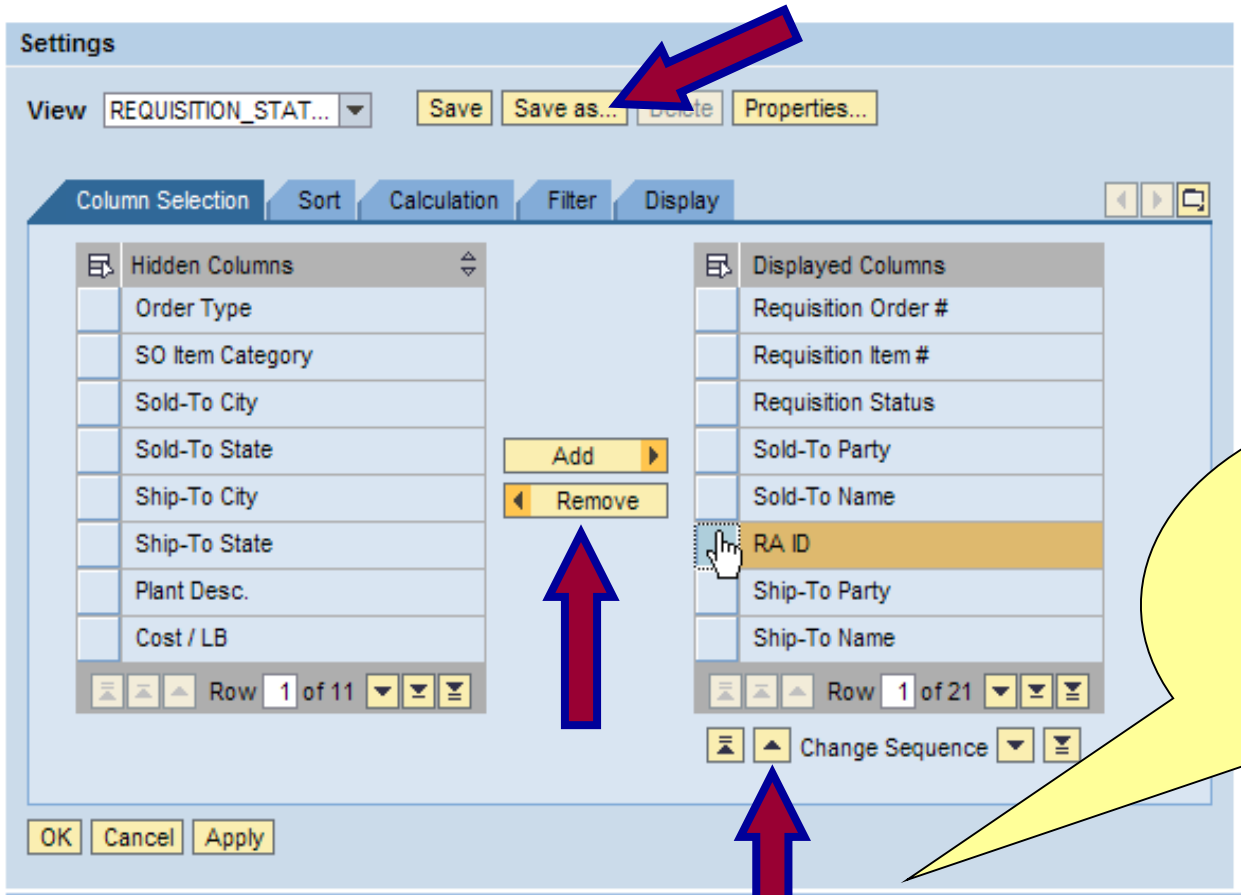
Filter Settings

Program	Entitlment/Bonus Ind	Requested Qty.	Sales Unit	Net Dollar Value	ZDOM Order #	ZDOM Order Itm #	ECOS # / Reference #	Sales Order Status
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.20				
NSLP	ENTITLE-SY11	7.000	CS	1,467.2				
NSLP	ENTITLE-SY11	6.000	CS	4,245.				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				
NSLP	ENTITLE-SY11	6.000	CS	413.06				
NSLP	ENTITLE-SY11	6.000	CS	4,245.60				

You can modify your report view to show only the columns you need to see on your report

- **Remove columns you don't need to see**
- **Add columns you want to see**
- **To view how this would look, click the "Settings" button**

Requisition Status Report Settings



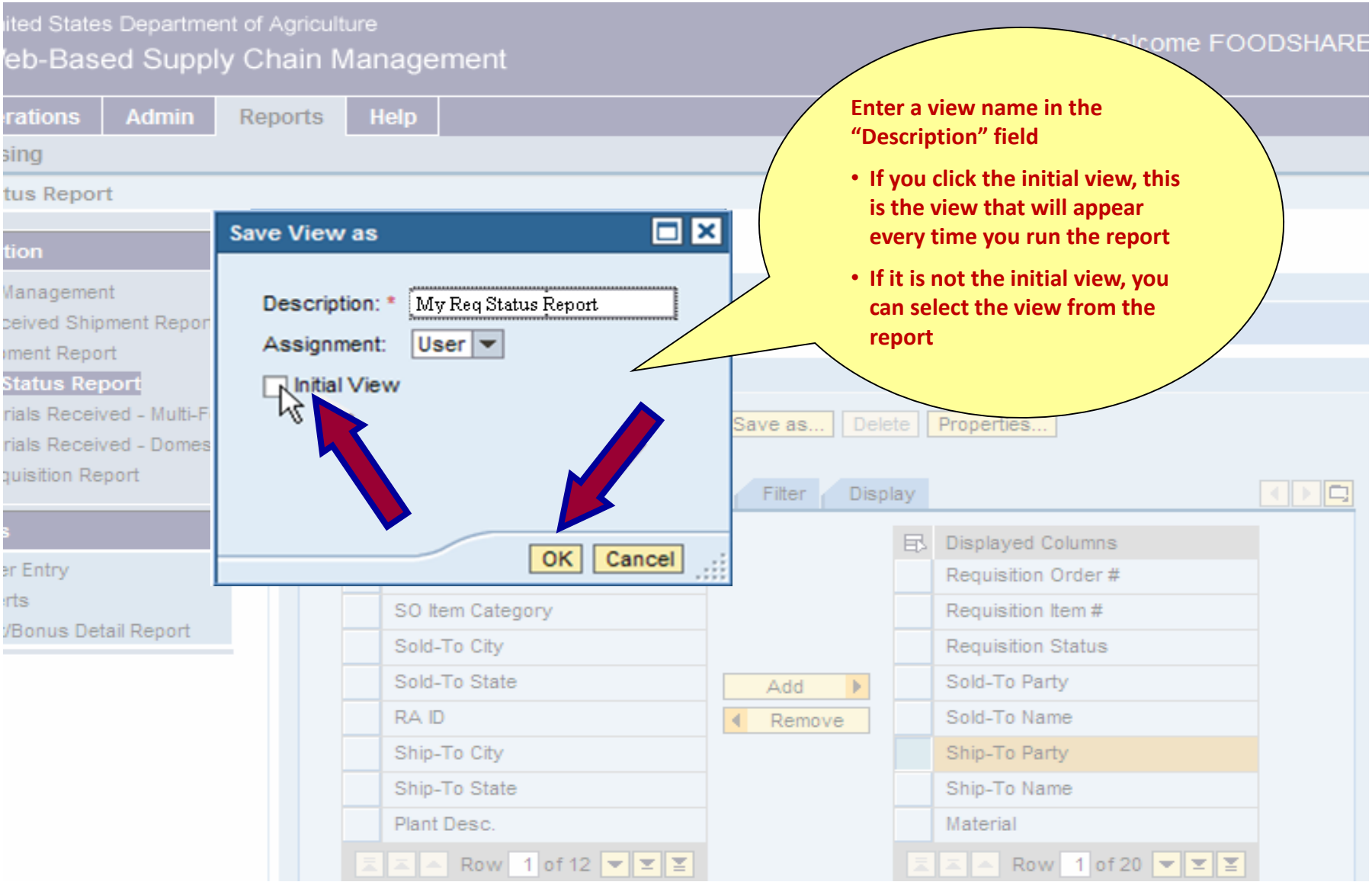
You can change the sequence of the columns by highlighting the column and shifting up or down

When you have the report with the columns you want, click "Save as" so you can always access this view

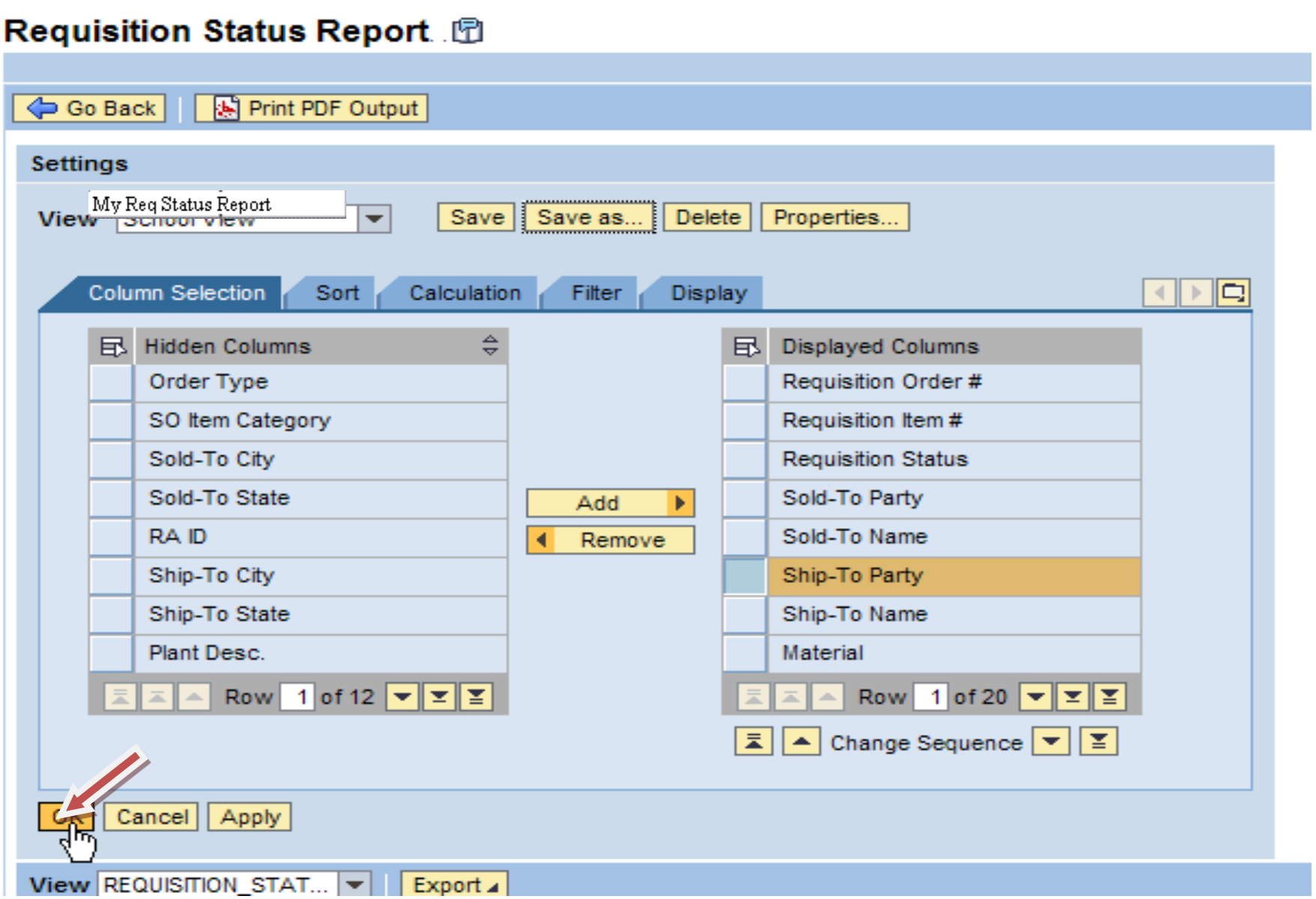
View REQUISITION_STAT... | Export

Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE

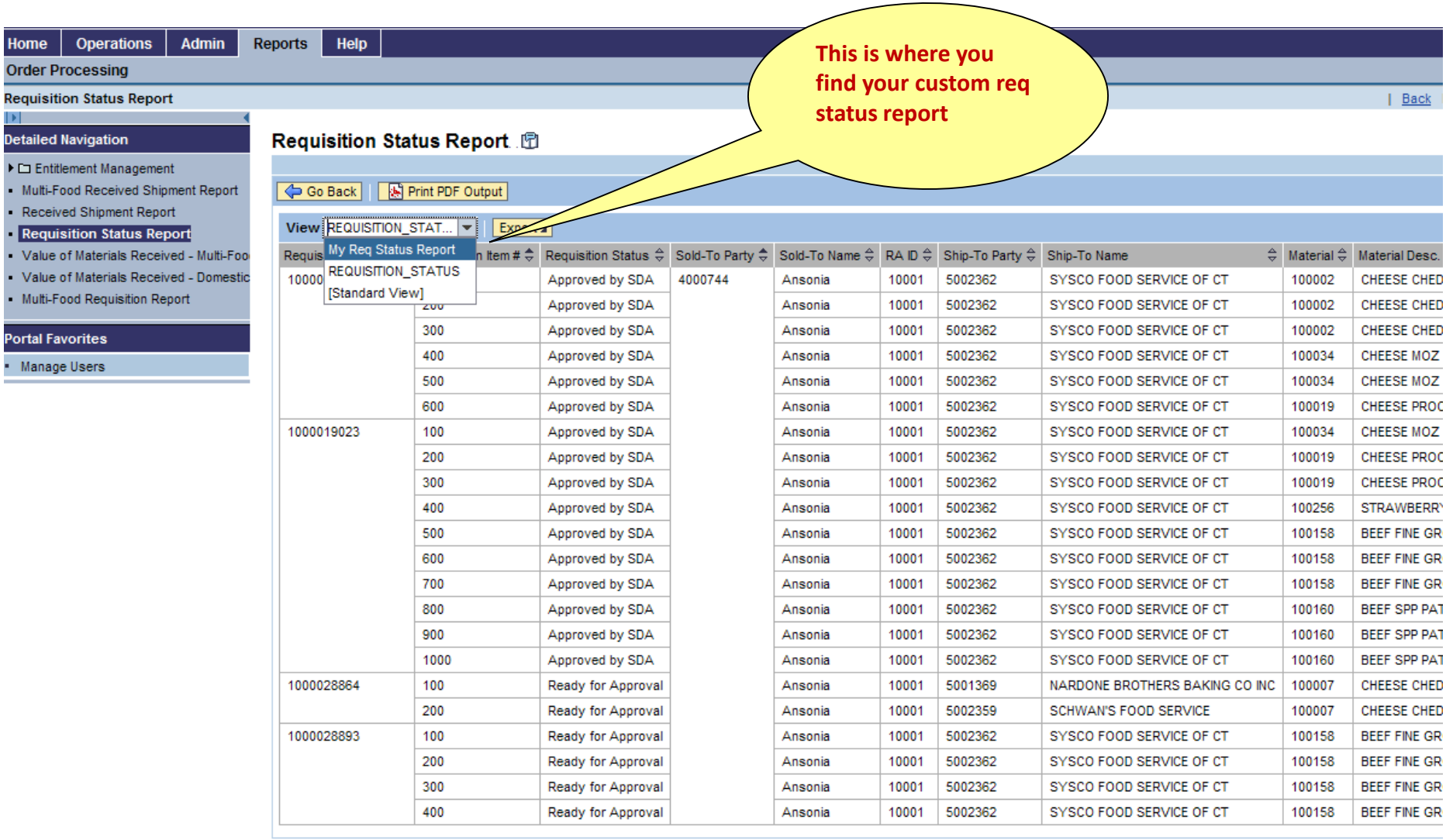
Requisition Status Report Settings



Requisition Status Report Settings

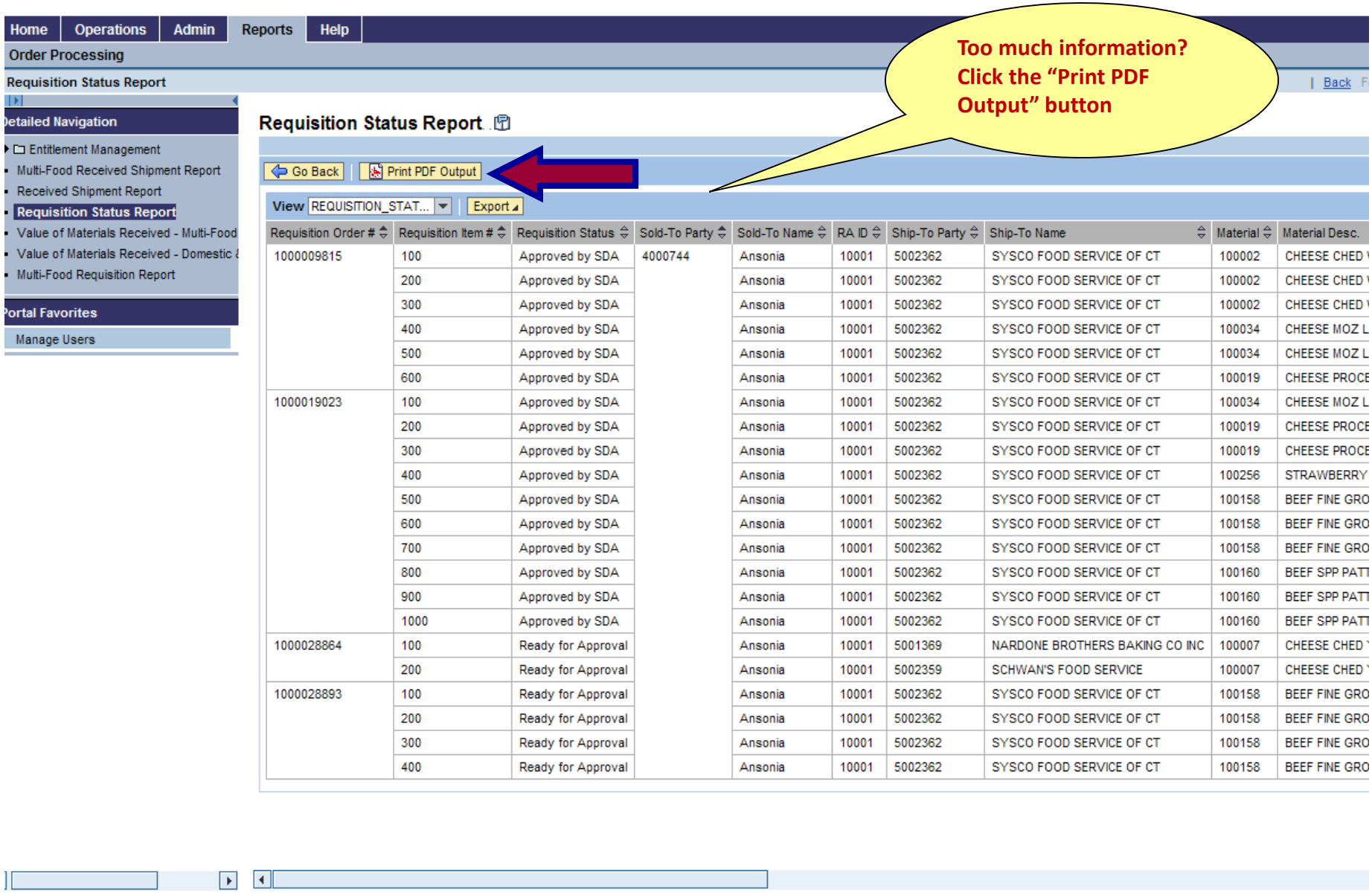


Requisition Status Report Settings



Requis	Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
10000		Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERR
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR

Requisition Status Report



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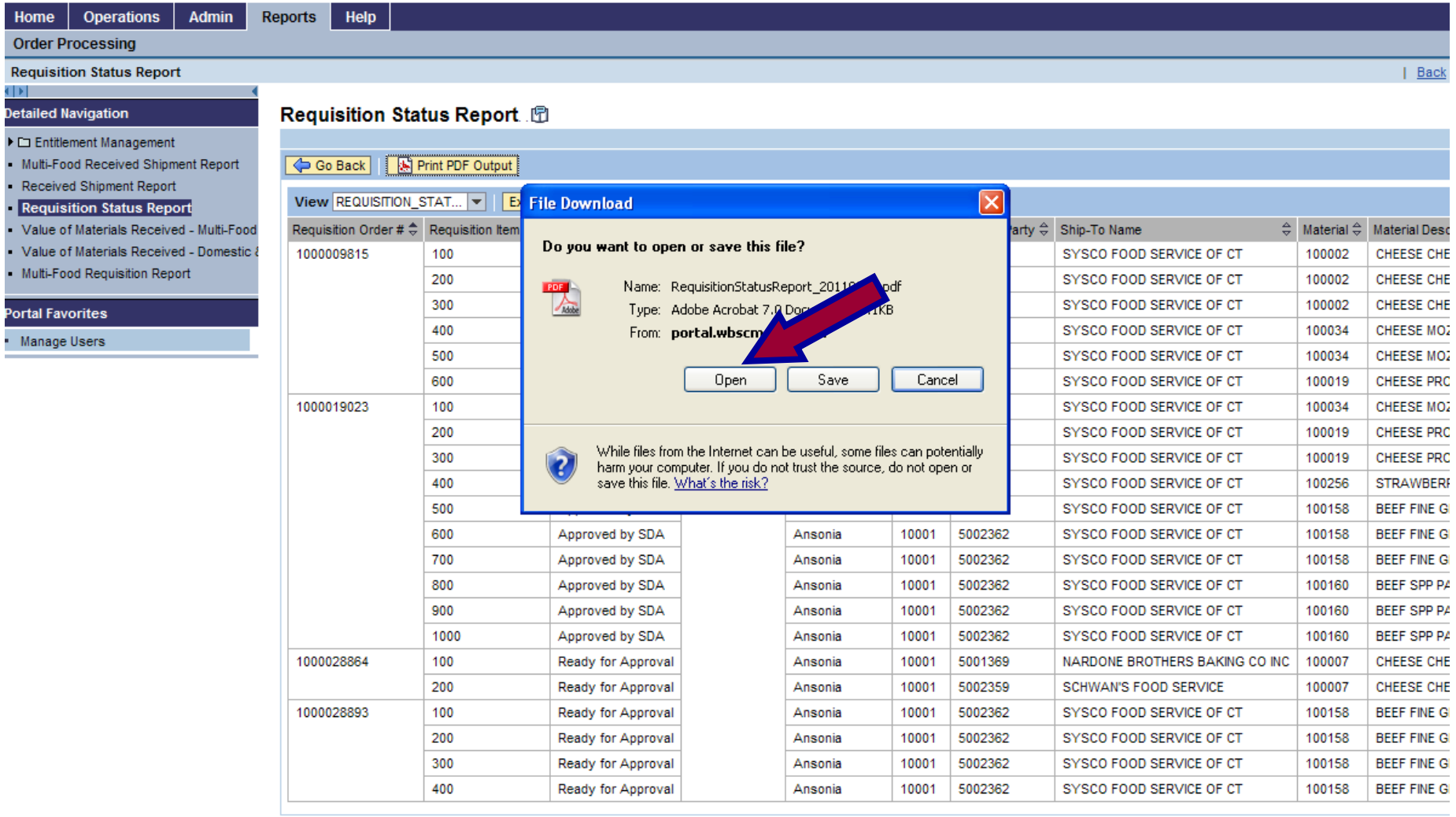
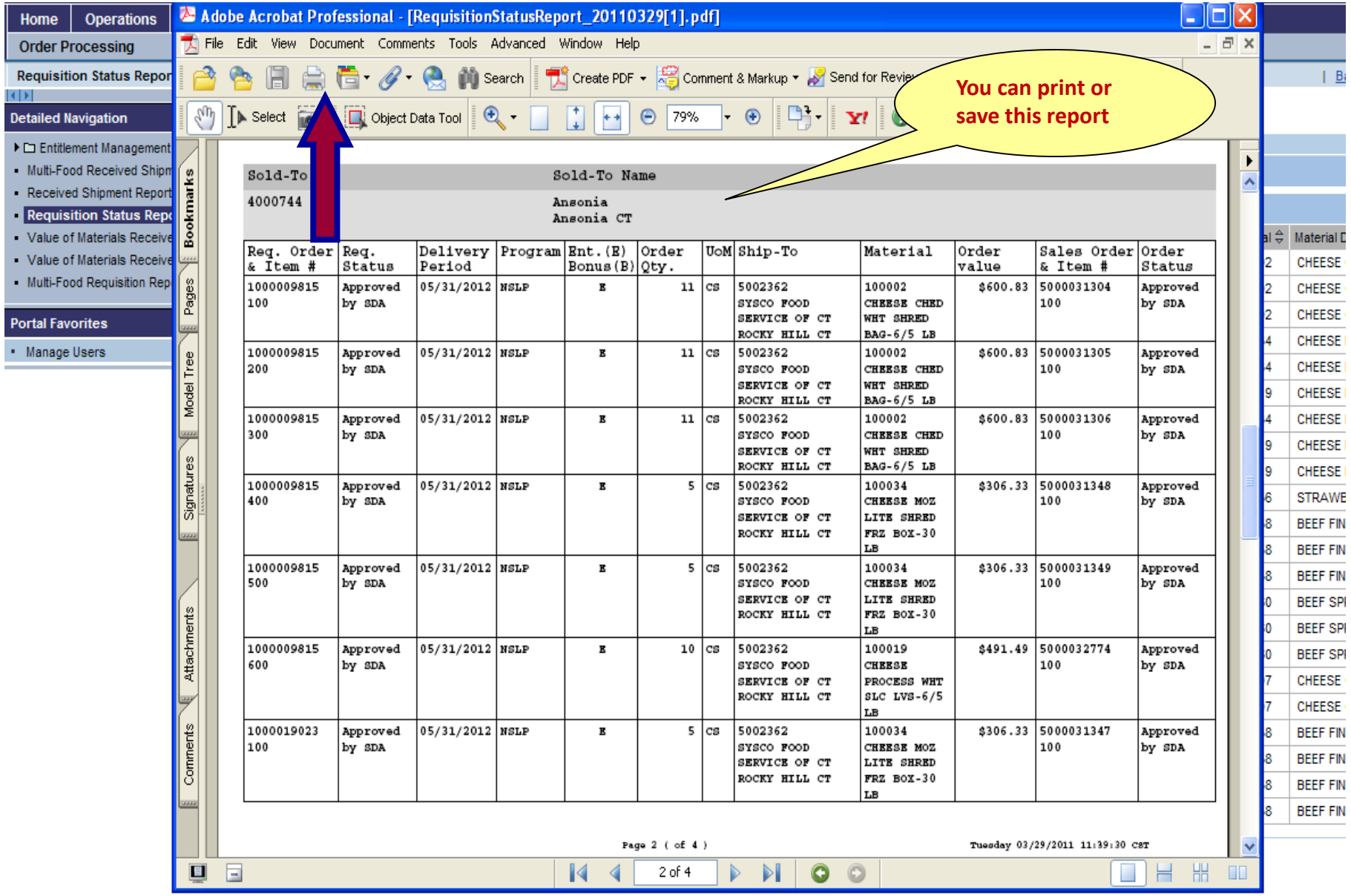
Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATT
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO

Requisition Status Report

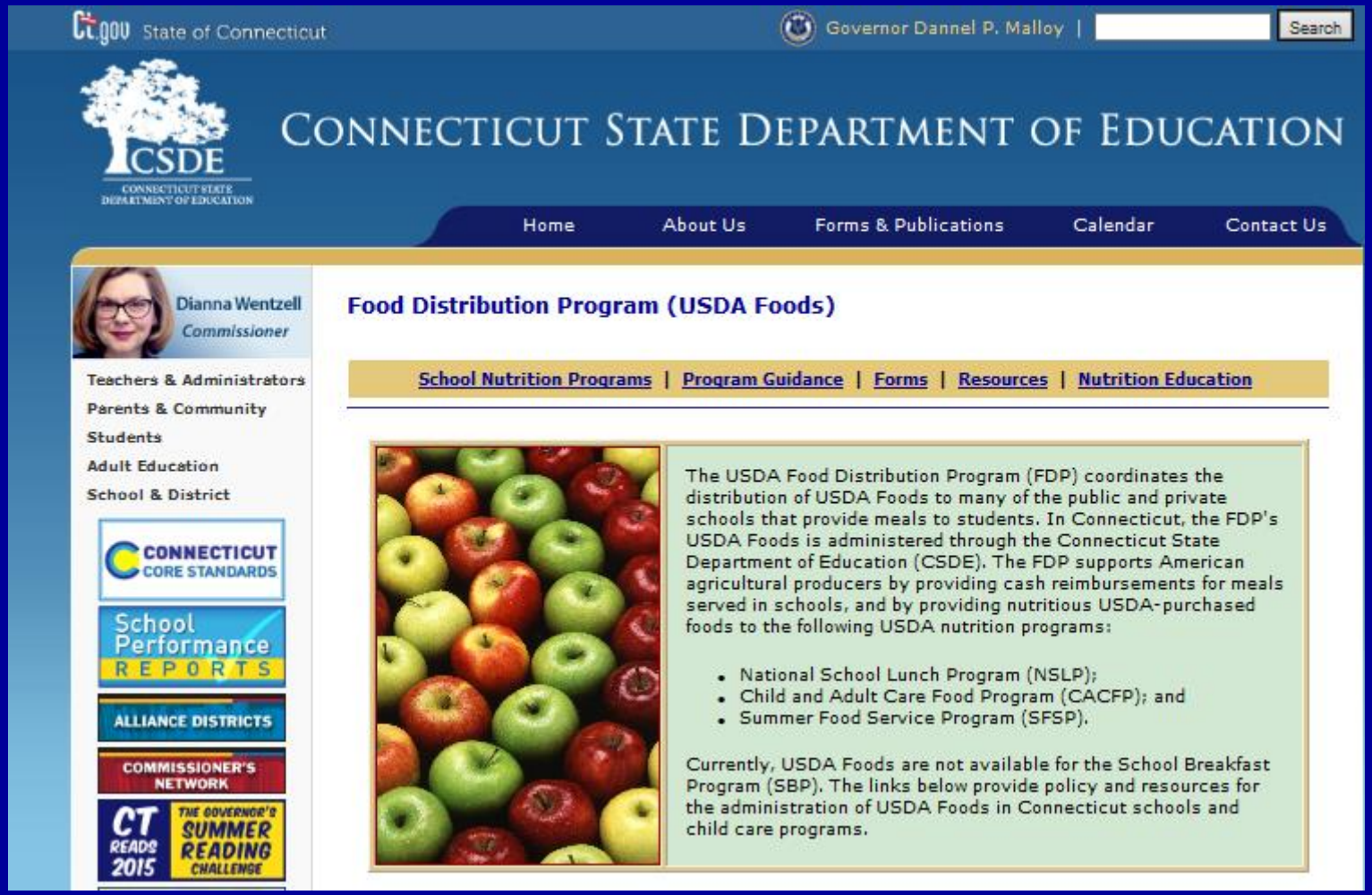


Requisition Order #	Requisition Item					Ship-To Name	Material	Material Desc
1000009815	100					SYSCO FOOD SERVICE OF CT	100002	CHEESE CHE
	200					SYSCO FOOD SERVICE OF CT	100002	CHEESE CHE
	300					SYSCO FOOD SERVICE OF CT	100002	CHEESE CHE
	400					SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	500					SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	600					SYSCO FOOD SERVICE OF CT	100019	CHEESE PRC
1000019023	100					SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	200					SYSCO FOOD SERVICE OF CT	100019	CHEESE PRC
	300					SYSCO FOOD SERVICE OF CT	100019	CHEESE PRC
	400					SYSCO FOOD SERVICE OF CT	100256	STRAWBERF
	500					SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	600	Approved by SDA		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	700	Approved by SDA		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	800	Approved by SDA		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA
	900	Approved by SDA		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA
	1000	Approved by SDA		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA
1000028864	100	Ready for Approval		Ansonia	10001	5001369 NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHE
	200	Ready for Approval		Ansonia	10001	5002359 SCHWAN'S FOOD SERVICE	100007	CHEESE CHE
1000028893	100	Ready for Approval		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	200	Ready for Approval		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	300	Ready for Approval		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	400	Ready for Approval		Ansonia	10001	5002362 SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G

Requisition Status Report



Food Distribution Program (USDA Foods)



www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333790

Connecticut FDP Contact Information

Linda S. Hubeny, Program Director
linda.hubeny@ct.gov

Dan Sadowski, Program Specialist
dan.sadowski@ct.gov

860-807-2086

Connecticut State Department of Education
Bureau of Health, Nutrition, Family Services and Adult Education
25 Industrial Park Road, Middletown, CT 06457

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