

Web-based Supply Chain Management (WBSCM)

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



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

WBSCM.servicedesk@CAI.com

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

Email: eAuthHelpDesk@ftc.usda.gov

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SETTING UP YOUR WBSCM ACCOUNT



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

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). 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.

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

STEP 1 – WBSCM Registration

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Dear State Sadowski,

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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:

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Click on this link first

How to Complete Registration with WBSCM

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<https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXlpCWVFW57odM1KBTUakGJQeliuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%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.

Click on "Level 1 Access"

You are here: [eAuthentication Home](#) > [Site Map](#)

Site Map

Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

- [eAuthentication Home](#)
 - [Site Map](#)
 - [Login or Update Your Account](#)
 - [Account Information](#)
 - [What is an Account?](#)
 - [Create an Account](#)
 - [Create a Level 1 Customer Account](#)
 - [Create a Level 2 Customer Account](#)
 - [Find an LRA](#)
 - [Find an Agency Registration Lead](#)
 - [Register an Internal Account](#)
 - [General Information](#)
 - [About eAuthentication](#)
 - [Contact Us](#)
 - [eAuthentication Help](#)
 - [Frequently Asked Questions](#)
 - [User Guides & Documentation](#)
 - [Self-Service](#)
 - [Change Password](#)
 - [Forgotten Password](#)
 - [Forgotten User ID](#)
 - [Administration Links](#)
 - [LRA Information, Training, & Login](#)



Create your Password

Enter your password

Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:

- *12-24 characters*
- *One number*
- *One uppercase letter*
- *One lowercase letter*
- *One special character ! # \$ - % = + ; ? ~ **
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used

Confirm Password*

Create Your eAuth Account

User Information ?

First Name* Required Field*

Middle Initial

Last Name*

Enter your first name as it a government issued picture

Contact Information ?

Email*

Confirm Email*

Login Information ?

User ID*

Password* invalid!

Confirm Password*

Security Questions ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1*

2*

3*

Click "Submit" Button

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Confirmation

Create an eAuthentication Account

Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the [edit](#) button. If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: dan.sadowski@ct.gov

Name: Dan Sadowski

Email: dan.sadowski@ct.gov

Verify Security Questions & Answers

Q: What is the name of your first pet

A: Spot

Q: What city was your first job in

A: Jewett City

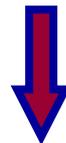
Q: What was the name of high school where you graduated

A: Griswold

Q: What is the name of your first school

A: Elementary

[Edit](#) [Submit](#)



Check Your E-mail



Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

Administrator Links

- [Local Registration Authority Login](#)

Create an Account

Level 1 Access

Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations

You Will Receive a Second E-mail

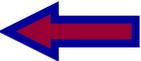
*** Please do not reply to this email. For assistance see below ***

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:

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

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!



[Home](#)

[About eAuthentication](#)

[Help](#)

[Contact Us](#)

[Find an LRA](#)

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication](#) > [Account Creation](#) > Account Activation

Create an eAuthentication Account

Step 4 of 4 - Account Activated

Your account has been activated with Level 1 Access Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

User ID: stateofcttest

Email: dan.sadowski@ct.gov

Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click [here](#) to review our Frequently Asked Questions.

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

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Important Notes:

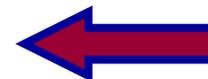
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<https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXIpCWVFW57odM1KBTUAKGJQeliuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%2B>



Click here

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 2 – Click on “I Agree”



The screenshot shows a web application interface. At the top, there is a navigation bar with links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. Below the navigation bar, there is a large blue warning dialog box. The dialog box contains the following text:

*****WARNING*****

- 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:
 - 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.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****

At the bottom of the dialog box, there are two buttons: "Cancel" and "I Agree".

Enter the eAuth User ID and Password You Just Created

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: [eAuthentication Home](#) > eAuthentication Login

eAuthentication Login

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)



User ID & Password ?

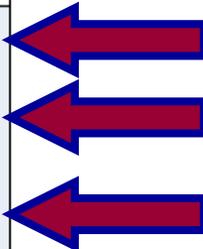
User ID:

Password:

[I forgot my User ID](#) | [Password](#)

REGISTER **LOGIN**

[Change my Password](#)



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"

WBSCM Rules of Behavior

Rules of Behavior

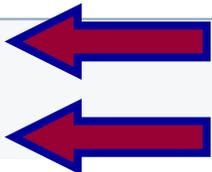
(Version 1.0)

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



Congratulations! You have accessed the WBSCM!

The screenshot shows the WBSCM portal interface. At the top, there is a header with the USDA logo, the text "United States Department of Agriculture Web-Based Supply Chain Management", a user greeting "Welcome Jane Doe", a "Log Off" link, and the WBSCM logo. Below the header is a navigation bar with tabs for "Home", "Operations", "Admin", "Reports", and "Help". A "News and Alerts" section is visible, including an "Inbox" link. On the left side, there is a sidebar with "Detailed Navigation" (showing "News and Alerts") and "Portal Favorites" (showing "There are no items to display"). The main content area features a "Forums" section with a "Forum Home" link and a "My Control Panel" link. A table lists the forum categories with their respective view counts, topic/message counts, and last post dates.

Forum / Category	Views	Topics / Messages	Last Post
WBSCM News and Announcements	120	0 / 0	Mar 8, 2010 1:31 PM
FNS News and Announcements	15	0 / 0	Mar 9, 2010 2:17 PM
FNS News and Announcements (RA)	2	0 / 0	Mar 9, 2010 2:18 PM
USDA Holds and Recalls	35	0 / 0	Mar 9, 2010 2:19 PM

● New content since your last visit

Click on "Tools" then "Compatibility View Settings"

The screenshot shows a web browser window with the address bar displaying <https://portal.wbscm.usda.gov>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The 'Tools' menu is open, showing various options. A red arrow points to the 'Tools' menu, and another red arrow points to the 'Compatibility View Settings' option. The background shows a web page with a navigation menu on the left, a header with 'Welcome CT Sadowski' and 'Log off', and a table of forum posts.

Forum / Category	Views	Threads / Messages	Last Post
FNS news and Announcements (SDA)	46,589	3 / 3	Sep 18, 2014 10:09 AM Last Post By: REINERU »
Full Truck Load Requests	5,480	5 / 5	Aug 12, 2014 9:30 AM Last Post By: Griffith, Todd »
USDA Holds and Recalls	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

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](#)

Forum / Category	Views	Threads / Messages	Last Post
Announcements	46,589	3 / 3	Sep 18, 2014 10:09 AM Last Post By: REINERU »
Announcements	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

The screenshot shows the Internet Explorer browser interface. The address bar displays the URL <https://portal.wbscm.usda.gov>. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing options such as Delete browsing history..., InPrivate Browsing, Tracking Protection..., ActiveX Filtering, Fix connection problems..., Reopen last browsing session, Add site to Start menu, View downloads, Pop-up Blocker, SmartScreen Filter, Manage add-ons, Compatibility View, Compatibility View settings, Subscribe to this feed..., Feed discovery, Windows Update, F12 developer tools, and Internet options. The 'Pop-up Blocker' option is selected, and its sub-menu is open, showing 'Turn off Pop-up Blocker' and 'Pop-up Blocker settings'. The background shows the USDA Web-Based System Control Module (WBSM) interface with a navigation menu on the left and a forum table on the right.

Forum / Category	Views	Threads / Messages	Last Post
	46,589	3 / 3	Sep 18, 2014 10:09 AM Last Post By: REINERU »
	5,480	5 / 5	Aug 12, 2014 9:30 AM Last Post By: Griffith, Todd »
	2,804	5 / 5	Aug 12, 2014 9:30 AM Last Post By: Griffith, Todd »
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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

Checking for New Content

The screenshot shows the USDA Web-Based Supply Chain Management (WBSCM) portal. The user is logged in as Jane Doe. The navigation menu includes Home, Operations, Admin, Reports, and Help. The current page is 'News and Alerts'. The left sidebar contains 'Detailed Navigation' with 'News and Alerts' selected, and 'Portal Favorites' which is currently empty. The main content area displays a forum list with the following data:

Forum / Category	Views	Topics / Messages	Last Post
 WBSCM News and Announcements	120	0 / 0	Mar 8, 2010 1:31 PM
 FNS News and Announcements	15	0 / 0	Mar 9, 2010 2:17 PM
 FNS News and Announcements (RA)	2	0 / 0	Mar 9, 2010 2:18 PM
 USDA Holds and Recalls	35	0 / 0	Mar 9, 2010 2:19 PM
 New content since your last visit			

Red arrows point from the 'Portal Favorites' section to the forum entries. A yellow callout bubble points to the 'New content since your last visit' indicator.

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

Very Important – Review and Update Your User Profile

The screenshot shows a web application interface for managing user profiles. At the top, there are navigation tabs: Home, Operations, and Admin. Below these are sub-tabs: Manage Users, Master Data, and Organization Maintenance. A message box at the top center displays a green checkmark and the text "Data was saved successfully". A yellow callout bubble points to this message with the text "This message will appear after you click 'Update'".

On the left side, there is a "Detailed Navigation" menu with the following items: Maintain User Profile, User Security Report, and Manage Users. Below this is a "Portal Favorites" section with items: Entitlement/Bonus Summary Report, Maintain Direct-Ship Delivery Periods, and Manage Users. Red arrows point from the "Admin" tab, the "Maintain User Profile" menu item, and the "Update" button to their respective locations.

The main content area is titled "Maintain User Profile" and contains an "Update" button with a floppy disk icon. Below the button are several form sections:

- Name:** Title (dropdown), First name: * (text box with "Dom"), Last name: * (text box with "Golia").
- Address:** Street (text box with "165 Capitol Ave. 5th Floor S"), House Number (text box), City (text box with "Hartford"), Region / State (dropdown with "Connecticut"), Postal Code (text box with "06106"), Country (dropdown with "USA").
- Communication:** A table with columns for Method, Value (Number / E-mail Address), and Recall Contact Preference. Each row has edit and delete icons.

Method	Value (Number / E-mail Address)	Recall Contact Preference
Telephone	860-555-5555	Preferred Method #3
Telephone	860-555-1234	Preferred Method #2
Email address	dom.golia@ansonia.org	Preferred Method #1

A yellow callout bubble at the bottom left points to the "Communication" section with the text "IMPORTANT Complete this section to receive hold/recall announcements".

Managing Users

The screenshot shows a web application interface for managing users. At the top, there is a navigation bar with tabs for Home, Operations, Admin, and Help. A red arrow points to the Admin tab. Below this, there are sub-navigation links for Manage Users, Organization Maintenance, and Master Data. On the left side, there is a 'Detailed Navigation' sidebar with a tree view containing 'Maintain User Profile', 'User Security Report', and 'Manage Users'. A red arrow points to the 'Manage Users' item. Below the sidebar is a 'Portal Favorites' section with a list icon and a window icon. A yellow callout bubble points to the 'Manage Users' item in the sidebar, containing the text: 'If you create a portal favorite you only need to click once!'. The main content area is titled 'Manage Users' and features a search bar with 'Search' and 'Reset' buttons. Below the search bar, there is a section for 'Organizations' with a dropdown menu showing 'Ansonia'. To the right, there is a 'User Search Criteria' section with two input fields and 'Search' and 'Reset' buttons. Below this is a table with three columns: 'First Name', 'Last Name', and 'Last Logon Date'. The table contains three rows of user data. At the bottom of the table, there are navigation controls for rows, showing 'Row 1 of 3'. A 'Create New User' button is located at the bottom of the page.

Home | Operations | Admin | Help

Manage Users | Organization Maintenance | Master Data

Manage Users | [Back](#) | [Forward](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

Manage Users

Search Reset

Organizations

- Ansonia

User Search Criteria

First Name	Last Name	Last Logon Date
Dan	Ansonia	2011-03-17 09:23:56
Dominick	Golia	
Dan	Sadowski	2011-03-17 10:05:24

Row 1 of 3

Create New User

If you create a portal favorite you only need to click once!

Create Portal Favorites

The screenshot displays a web application interface for managing users. At the top, there is a navigation bar with tabs for Home, Operations, Admin, Reports, and Help. Below this, a breadcrumb trail shows 'Manage Users' | Organization Maintenance | Master Data. The main content area is titled 'Manage Users' and features a search bar with 'Search' and 'Reset' buttons. A dropdown menu for 'Organizations' is open, showing 'Ansonia' selected. Below the search bar, there is a table of users with columns for First Name, Last Name, and Last Logon Date. The table contains three rows of data. At the bottom of the table, there is a 'Create New User' button. A context menu is open on the right side of the page, listing various actions such as 'Open in New Window', 'Refresh', 'Personalize', 'Help', 'Details', 'Add to Browser Favorites', and 'Add to Portal Favorites'. A red arrow points to the 'Add to Portal Favorites' button.

Home | Operations | Admin | Reports | Help

Manage Users | Organization Maintenance | Master Data

Manage Users | Back | Forward

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria

First Name	Last Name	Last Logon Date
Dan	Ansonia	2011-03-17 09:23:56
Dominick	Golla	
Dan	Sadowski	2011-03-17 10:05:24

Row 1 of 3

Create New User

Open in New Window
Refresh
Personalize
Help
Details
Add to Browser Favorites
Add to Portal Favorites

Click "Expand" Button

Home Operations Admin Reports Help

Manage Users | Organization Maintenance | Master Data

Manage Users [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

	First Name	Last Name	Last Logon Date
<input type="checkbox"/>	Dan	Ansonia	2011-03-17 09:23:56
<input type="checkbox"/>	Dominick	Golia	
<input type="checkbox"/>	Dan	Sadowski	2011-03-17 12:56:37
<input type="checkbox"/>			
<input type="checkbox"/>			

Row 1 of 3

Create New User



Portal Favorite Creation Completed

The screenshot displays a web application interface with a top navigation bar containing 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this is a secondary navigation bar with 'Manage Users', 'Master Data', and 'Organization Maintenance'. The main content area is titled 'Manage Users' and includes a search bar with 'Search' and 'Reset' buttons. A left sidebar contains a 'Detailed Navigation' menu with 'Maintain User Profile', 'User Security Report', and 'Manage Users' (highlighted in a yellow callout bubble with the text '“Manage Users” portal favorite'). Below this is a 'Portal Favorites' section with 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery Periods', and 'Manage Users'. The main content area also features a 'Tree Root' button. The right side of the interface shows 'Ansonia' user search criteria, a table with columns 'First Name', 'Last Name', and 'Last Logon Date', and a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Personal data' tab is active, showing fields for UserID, First Name, Last Name, Email, Title, Street Address, City, Zip Code, Country, State/Province, and Time Zone. The 'Admin data' tab shows fields for Company, Phone, Fax, and Mobile Phone. At the bottom of the 'User Details' section are 'Modify User' and 'Delete User' buttons.

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users [Back](#) [Forward](#)

“Manage Users” portal favorite

Search Reset

Organizations

- Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User

User Details

Personal data | Role data | Admin data

UserID: GOLIAD0001 Company: 0004000744

First Name: Dominick Phone: 203-736-5009

Last Name: Golla Fax: 203-736-5068

Email: dgolla@ansonia.org Mobile Phone:

Title:

Street Address: 20 Putaski Highway

City: Ansonia

Zip Code: 06401

Country: USA

State/Province: Connecticut

Time Zone:

Modify User Delete User

Update User

The screenshot shows a web application interface for user management. On the left, there is a navigation menu with options like 'Maintain User Profile', 'User Security Report', and 'Manage Users'. The main area displays a table of users under the 'Ansonia' organization. A yellow callout bubble points to a checkbox in the first column of the table, with the text: 'Click on the box next to the person's name and their information will appear below'. A red arrow points from this callout to the first row of the table, which is highlighted in yellow. Below the table, there is a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data'. A second yellow callout bubble points to the 'Email' field in the 'Personal data' tab, with the text: 'E-mail and last name must match eAuth account'. The 'Email' field contains 'dgolla@ansonla.org'. Other fields include 'First Name: Dominick', 'Last Name: Golla', 'Company: 0004000744', 'Phone: 203-736-5009', 'Fax: 203-736-5068', 'Street Address: 20 Putaski Highway', 'City: Ansonia', 'Zip Code: 06401', 'Country: USA', 'State/Province: Connecticut', and 'Time Zone:'. At the bottom of the 'User Details' section, there are 'Modify User' and 'Delete User' buttons.

Click on the box next to the person's name and their information will appear below

First Name	Last Name	Last Logon Date
Dominick	Golla	

E-mail and last name must match eAuth account

UserID: GOLIAD0001
First Name: Dominick
Last Name: Golla
Email: dgolla@ansonla.org
Company: 0004000744
Phone: 203-736-5009
Fax: 203-736-5068
Street Address: 20 Putaski Highway
City: Ansonia
Zip Code: 06401
Country: USA
State/Province: Connecticut
Time Zone:

Make Sure “Org Admin” and “Order Manager” are in “Current Roles”

The screenshot displays the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and text "United States Department of Agriculture" and "Web-Based Supply Chain Management" are visible. The user is logged in as "Mr. Dan Sadowski". The navigation menu includes "Home", "Operations", "Admin", "Reports", and "Help". The "Admin" menu is expanded, showing "Manage Users", "Organization Maintenance", and "Master Data". The "Manage Users" page is active, showing a "Detailed Navigation" sidebar with "Maintain User Profile", "User Security Report", and "Manage Users". The "Current Roles" section is highlighted, showing a table with three roles: "Org Admin - RA", "Order Manager - RA", and "View-Only - RA". A red arrow points to the "Role data" tab, and another red arrow points to the "Current Roles" table. The "Tree Root" button is visible at the bottom left.

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

Welcome Mr. Dan Sadowski [Log Off](#) **WB**

Home Operations Admin Reports Help

Manage Users | Organization Maintenance | Master Data

Manage Users [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

Row 1 of 3

Create New User

User Details

Role data Admin data

Current Roles

<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 3

Modify User Delete User

Tree Root

If View Only RA or Order Manager are not in “Current Roles”, Add Them

The screenshot shows a web application interface for user management. At the top, there are tabs for 'Admin' and 'Help'. Below that, the breadcrumb 'Organization Maintenance' is visible. A table lists users, with 'Dan' selected. The 'User Details' section is open, showing 'Role data' and 'Admin data' tabs. The 'Role data' tab displays two columns: 'Available Roles' and 'Current Roles'. The 'Available Roles' list includes 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. The 'Current Roles' list includes 'User Admin - RA' and 'Org Admin - RA'. A red arrow points from the 'Add' button to the 'View-Only - RA' role. A yellow callout bubble points to the 'Save' button, stating: "User Updated Successfully" will appear after clicking "Save" button. At the bottom, a green information icon is followed by the text "User Updated Successfully."

First Name	Last Name	Created
Dominick	Golia	
Dan	Sadowski	2011-03-16 13:11:03

Role Name
Order Manager - RA
Org Admin - RA
User Admin - RA
View-Only - RA

Role Name
User Admin - RA
Org Admin - RA

“Admin Data” Tab

The screenshot shows the USDA Web-Based Supply Chain Management interface. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'Welcome Mr. Dan Sadowski' and 'Log Off' are on the right. A navigation bar contains 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, 'Manage Users' is selected, with sub-links for 'Organization Maintenance' and 'Master Data'. The main content area is titled 'Manage Users' and includes a 'Back' link. A 'Detailed Navigation' sidebar on the left lists 'Maintain User Profile', 'User Security Report', and 'Manage Users'. A 'Portal Favorites' section is also visible. The main content area features a table with 'Row 1 of 3' and a 'Create New User' button. Below the table is the 'User Details' section, which has two tabs: 'Personal' and 'Admin data'. A red arrow points from the 'Personal' tab to the 'Admin data' tab. Under the 'Admin data' tab, there are fields for 'User Locked:' (with a checkbox), 'Reason Locked:' (with a text input), and a 'Resend New User Email' button. At the bottom of the 'User Details' section are 'Modify User' and 'Delete User' buttons. A yellow callout bubble with the text 'Never lock user' points to the 'User Locked:' checkbox. A 'Tree Root' button is located at the bottom left of the main content area.

UPDATING eAUTHENTICATION ACCOUNT

WBSCM LINK

<http://www.usda.gov/wbscm>



Updating eAuthentication Account



United States Department of Agriculture

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[Topics](#)

[Programs and Services](#)

[Newsroom](#)

[Blog](#)

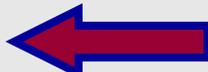
[Site Map](#) [Glossary](#) [A-Z Index](#) [Advanced Search](#) [Help](#)

You are here: [Home](#) / [Web Based Supply Chain Management](#)



I want to ...

[WBSCM Login](#)



[WBSCM Training Site](#)

(Sponsoring Agency assigned ID required for access)

Resources

[AMS](#)

[FAS](#)

[FNS](#)

[FSA](#)

[USAID](#)

Web Based Supply Chain Management

ABOUT WBSCM

The Web Based Supply Chain Management (WBSCM) system is an integrated, internet-based commodity acquisition, distribution, and tracking system built on Systems, Applications and Products in Data Processing (SAP) commercial software and an Oracle platform. WBSCM supports domestic and international food and nutrition programs administered by four United States Department of Agriculture (USDA) Agencies (Food and Nutrition Service (FNS), Farm Service Agency (FSA), Agriculture Marketing Service (AMS), and Foreign Agricultural Service (FAS)) and United States Agency for International Development (USAID). The eight domestic programs, including the National School Lunch Program (NSLP), the Emergency Food Assistance Program (TEFAP), and Food Distribution Program on Indian Reservations (FDPIR), serve over 30 million Americans and are administered through 98 State Distributing Agencies (SDAs) supporting over 100,000 Recipient Agency (RA) school districts, food banks, and feeding centers, and 110 Indian Tribal Organizations (ITOs) supporting over 75,000 program participants. USDA Foods account for nearly 20 percent of the value of school districts food purchase menus. Household-level programs, such as Commodity Supplemental Food Program (CSFP), TEFAP, and FDPIR serve food insecure groups such as senior citizens, Native Americans, and low income citizens. The five international programs which include Food for Peace, Food for Progress, and Food for Education, serve over 280 million people in over 65 countries with aid provided through the United Nations World Food Program and over 30 foreign governments and approximately 70 private voluntary organizations (PVOs).

SERVICE DESK

Standard Service Desk Support hours

Click on "Update your account" Before Logging In



You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

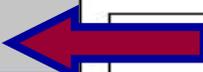
eAuthentication Login

Quick Links

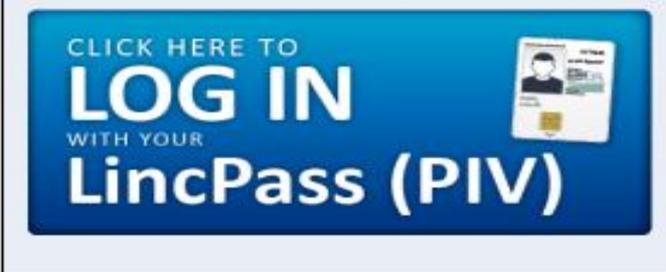
- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)



LincPass (PIV) ?



User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this

Enter User ID and Password and Click Login



You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

LincPass (PIV) [?](#)



User ID & Password [?](#)

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

REGISTER

LOGIN

[Change my Password](#)

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this

Click on "Home" and then Select Task

Browser address bar: <https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home&task.clear=1>

File Edit View Favorites Tools Help

USDA United States Department of Agriculture
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

Home (indicated by a red arrow)

Tasks

- Apply for Level 2 Account
- Change My eAuthentication Password
- Modify My Customer Profile** (indicated by a red arrow)
- Modify My Security Questions
- View My Roles
- View My Submitted Tasks

Welcome to EEMS Identity Manager
Please select a task from the menu.

[EEMS Home](#) | [eAuthentication Home](#) | [USDA.gov](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-discrimination Statement](#) | [IDManagement.gov](#)

Powered by CAS

Complete All Required Information and Click "Submit"

← →  https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?task.tag=ModifyMyCustomerProfile

File Edit View Favorites Tools Help

 United States Department of Agriculture
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

Home

▼ **Tasks**

Modify My Customer Profile

• = Required

Login ID Ansonia.Sadowski

eAuthentication Assurance Level 1

First Name Dan

Middle Name

• **Last Name** Sadowski

Suffix

• **Date of Birth** (MM/DD/YYYY)

• **Email**

Business Phone

Home Phone

• **Street Address**

• **City**

Note: If you are entering an address outside the USA, please enter 'NQ - unknown' for your State.

• **State**



Last name must match eAuth account

E-mail must match eAuth account

Account Has Been Updated – Click “OK”

The screenshot shows a web browser window with the URL <https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?facesViewId=/app/page/profile/profile.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture Enterprise Entitlements Management Service". Below the header, it indicates the user is logged in as "Dan Sadowski" with a "Logout" link. A navigation menu on the left includes "Home" and "Tasks". Under "Tasks", a list of options is shown, with "Modify My Customer Profile" selected. A yellow alert box with a warning icon displays the message "Alert: Your request has been successfully submitted." Two red arrows point to the alert box and the "OK" button below it. The footer contains links for "EEMS Home", "eAuthentication Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", "Non-discrimination Statement", and "IDManagement.gov", along with the text "Powered by EASD".

USDA United States Department of Agriculture
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

Home

Tasks

Apply for Level 2 Account
Change My eAuthentication Password
Modify My Customer Profile
Modify My Security Questions
View My Roles
View My Submitted Tasks

Modify My Customer Profile

Alert: Your request has been successfully submitted.

OK

EEMS Home | eAuthentication Home | USDA.gov

Accessibility Statement | Privacy Policy | Non-discrimination Statement | IDManagement.gov

Powered by EASD

Click "Logout"

← → https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?

File Edit View Favorites Tools Help

United States Department of Agriculture
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

Home

▼ **Tasks**

- Apply for Level 2 Account
- Change My eAuthentication Password
- Modify My Customer Profile
- Modify My Security Questions
- View My Roles
- View My Submitted Tasks

Welcome to EEMS Identity Manager
Please select a task from the menu.

EEMS Home | eAuthentication Home | USDA.gov

Accessibility Statement | Privacy Policy | Non-discrimination Statement | IDManagement.gov

Powered by

Click "OK" – Update finished

The screenshot shows a web browser window at the URL <https://www.eauth.usda.gov/Logout/logoff.asp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA".

The main content area features a red banner with the text "eAuthentication Status". Below the banner, the text reads: "You are now logged off the USDA eAuthentication system. To protect your privacy, please be sure to close your browser." A "Quick Links" sidebar on the left contains links for "What is an account?", "Create an account", and "Update your account". An "Administrator Links" sidebar contains a link for "Local Registration Authority Login".

A "Message from webpage" dialog box is displayed in the foreground. It contains a yellow warning icon and the text: "For security reasons, your browser window will close automatically." An "OK" button is located at the bottom right of the dialog box, and a red arrow points to it.

At the bottom of the page, the text "eAuthentication Home | USDA.gov | Site Map" is visible.

SETTING UP WBSCM ACCOUNT FOR YOUR STAFF



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

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

Welcome Dan Sadowski [Log Off](#)

Home Operations **Admin** Help

Manage Users | Master Data | Organization Maintenance

Manage Users

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golia	

Row 1 of 1

Create New User

If you created a portal favorite it is just one click!

Creating a New User

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users [Back](#) [Forward](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Manage Users

Search Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User



Creating a New User – “Personal Data” Tab

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users | Back | Forward

Organizations

- Ansonia

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User

User Details

Personal data | Role data | Admin data

UserID: Company: 0004000744

First Name: Phone:

Last Name: Fax:

Email: Mobile Phone:

Title:

Street Address:

City:

Zip Code:

Country:

State/Province:

Time Zone:

Save | Cancel

Creating a New User – “Personal Data” Tab

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users | [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Row 1 of 1

Create New User

User Details

Personal data | Role data | Admin data

First:

Last Name: *

Email: *

Title:

Company:

Phone:

Fax:

Mobile Phone:

Street Address:

City:

Zip Code:

Country: *

State/Province:

Time Zone:

Tree Root

Save Cancel

Email and last name must match eAuth account

Creating a New User – “Role Data” Tab

The screenshot displays the 'Manage Users' interface. At the top, there are navigation tabs: Home, Operations, Admin, Reports, and Help. Below these are sub-tabs: Manage Users, Organization Maintenance, and Master Data. The 'Manage Users' sub-tab is active, showing a 'Detailed Navigation' menu with options like 'Maintain User Profile', 'User Security Report', and 'Manage Users'. A 'Portal Favorites' section is also visible. The main content area shows the 'User Details' form for a new user, with the 'Role data' tab selected. The 'Available Roles' list contains four roles: 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. The 'Current Roles' list is empty. A yellow callout bubble with the text 'Make sure to add Order Manager and Org Admin' points to the first two roles in the 'Available Roles' list. Red arrows indicate the process of adding these roles to the 'Current Roles' list using the 'Add' button.

Make sure to add Order Manager and Org Admin

Available Roles	Current Roles
<input type="checkbox"/> Order Manager - RA	<input type="checkbox"/> Org Admin - RA
<input type="checkbox"/> Org Admin - RA	<input type="checkbox"/> Order Manager - RA
<input type="checkbox"/> User Admin - RA	<input type="checkbox"/> View-Only - RA
<input type="checkbox"/> View-Only - RA	

Creating a New User – “Admin Data” Tab

Email sent to user automatically

The screenshot displays the 'Manage Users' interface. At the top, there are navigation tabs: Home, Operations, Admin, Reports, and Help. Below these are sub-tabs: Manage Users, Master Data, and Organization Maintenance. The 'Manage Users' section is active, showing a 'Detailed Navigation' sidebar with options like 'Maintain User Profile', 'User Security Report', and 'Manage Users'. The main content area shows a 'Create New User' button and a 'User Details' form. The 'Admin data' tab is selected, and the 'User Locked' checkbox is unchecked. A red arrow points from the 'Admin data' tab to the 'User Locked' checkbox, and another red arrow points from the 'Save' button to a yellow callout bubble. A second yellow callout bubble points to the 'User Locked' checkbox.

Never lock user

E-mail automatically sent to new user

User Created Successfully

The screenshot displays a web application interface with a top navigation bar containing 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this is a breadcrumb trail: 'Manage Users | Master Data | Organization Maintenance'. The main content area is titled 'Manage Users' and includes a 'Back' link. On the left, there is a 'Detailed Navigation' menu with items: 'Maintain User Profile', 'User Security Report', and 'Manage Users'. Below that is a 'Portal Favorites' section with items: 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery Periods', and 'Manage Users'. The main content area features a 'Create New User' button and a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Admin data' tab is active, showing 'User Locked: ' and 'Reason Locked: '. At the bottom left of the main content area, there is a 'Tree Root' button. A green information icon followed by the text 'User Created Successfully.' is displayed at the bottom of the main content area. A yellow callout bubble with a black border points to this message, containing the text 'This message will appear'.

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%2FXIpcWVFW57odMIKBTUakGJQeliuMM7YiLS2PaDmHDQNwefdH9wdOap1Yp3Ow%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.

FINDING ENTITLEMENT



Creating Portal Favorites

The screenshot displays a web portal interface. At the top, a navigation bar includes 'Home', 'Operations', 'Admin', and 'Reports'. A red arrow points to the 'Reports' menu item. Below this, a sub-menu for 'Entitlement/Bonus Summary Report' is visible. On the left, a 'Navigation' pane lists various reports, with 'Entitlement/Bonus Summary Report' highlighted by a red arrow. The main content area shows the 'Reports : Input Criteria' section for the 'Entitlement/Bonus Summary Report'. It includes buttons for 'Execute' and 'Print PDF Output', and a 'Reset Values' button. Below these are input fields for 'Program: *', 'Program Year: *', 'SDA Region Code', 'RA / SDA Number' (with the value '4000744'), and 'Sold-To State'. A 'Variants' link is located at the bottom right of the report area. A context menu is open over the report title, listing options such as 'Open in New Window', 'Refresh', 'Personalize', 'Help', 'Details', 'Add to Browser Favorites', and 'Add to Portal Favorites', which is highlighted in orange.

Enter Program and Program Year

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report [Back](#)

Entitlement/Bonus Summary Report

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: * 

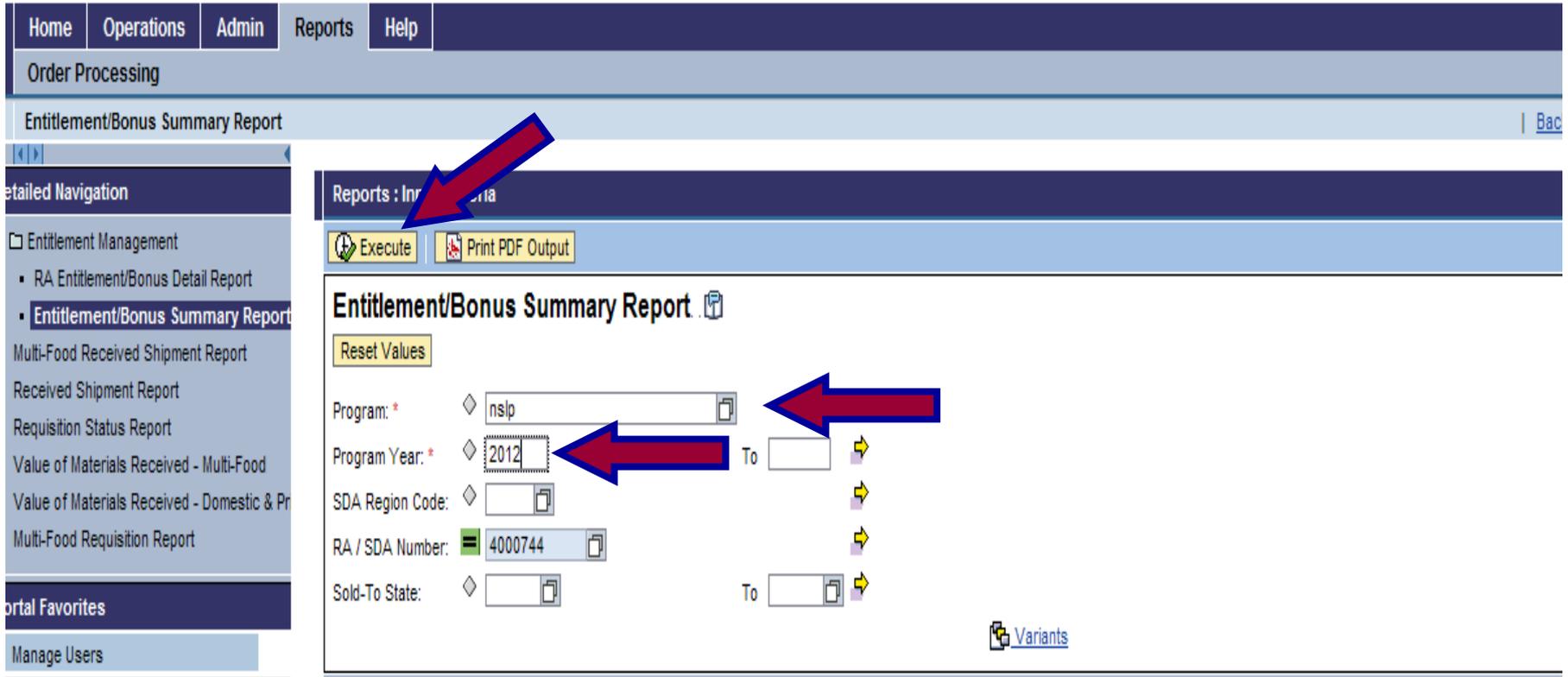
Program Year: * To 

SDA Region Code: 

RA / SDA Number: 

Sold-To State: To 

 [Variants](#)



The screenshot shows a web application interface for generating reports. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this is a breadcrumb trail: 'Order Processing' > 'Entitlement/Bonus Summary Report'. A left-hand navigation menu lists various reports, with 'Entitlement/Bonus Summary Report' selected. The main content area features a 'Reports : In Progress' header and two buttons: 'Execute' and 'Print PDF Output'. The 'Execute' button is highlighted with a red arrow. Below the buttons is the report title 'Entitlement/Bonus Summary Report' and a 'Reset Values' button. The form contains several fields: 'Program: *' with a dropdown menu showing 'nslp' (indicated by a red arrow), 'Program Year: *' with a dropdown menu showing '2012' (indicated by a red arrow), 'SDA Region Code:', 'RA / SDA Number:' with the value '4000744', and 'Sold-To State:'. Each dropdown menu has a small arrow icon to its right. At the bottom right, there is a 'Variants' link with a small icon.

Entitlement/Bonus Summary Report Details

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

Entitlement Management

- RA Entitlement/Bonus Detail Report
- Entitlement/Bonus Summary Report**

Multi-Food Received Shipment Report

Received Shipment Report

Requisition Status Report

Value of Materials Received - Multi-Food

Value of Materials Received - Domestic & Pr

Multi-Food Requisition Report

Portal Favorites

Manage Users

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: * NSLP

Program Year: * 2012 To

SDA Region Code: 4000744

RA / SDA Number: 4000744

Sold-To State: To

Variants

Entitlement/Bonus Summary Report Details

The screenshot displays a web application interface for generating reports. At the top, there is a navigation menu with tabs for Home, Operations, Admin, Reports, and Help. Below this, the page title is 'Entitlement/Bonus Summary Report'. A sidebar on the left contains a 'Detailed Navigation' menu with options like 'Entitlement Management', 'RA Entitlement/Bonus Detail Report', and 'Entitlement/Bonus Summary Report'. The main content area is titled 'Reports : Input Criteria' and includes buttons for 'Execute' and 'Print PDF Output'. Below these buttons, there is a form for 'Entitlement/Bonus Summary Report' with fields for Program (NSLP), Program Year (2012), SDA Region Code, RA / SDA Number (4000744), and Sold-To State. A 'File Download' dialog box is overlaid on the form, displaying the file name 'EntitlementBonusSummaryReport_20110329.pdf', its type 'Adobe Acrobat 7.0 Document, 5.01KB', and the source 'portal.wbscm.usda.gov'. The dialog box has 'Open', 'Save', and 'Cancel' buttons. A red arrow points to the 'Open' button. At the bottom of the dialog box, there is a warning message: 'While files from the internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's this link?'.

Entitlement/Bonus Summary Report Details

The screenshot displays the Adobe Acrobat Professional interface. The title bar reads "Adobe Acrobat Professional - [EntitlementBonusSummaryReport_20110329]". The menu bar includes File, Edit, View, Document, Comments, Tools, Advanced, Window, and Help. The toolbar contains various icons for file operations and editing. The main content area shows a report titled "Entitlement/Bonus Summary Report".

The report contains the following table:

Sold-To	Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
4000744 Ansonia Ansonia, CT	NSLP	2012	\$73,597	\$50,000	\$15,331	8,445	\$8,266	\$0	0
1 Record(s)					\$15,331	8,445	\$8,266	\$0	0

The status bar at the bottom indicates "2 of 2" pages.

CREATING AN ORDER FOR DIRECT DELIVERY



Complete Spreadsheet

Print and Have Ready When You Login to WBSCM

Code	Description	\$/Case	\$ Entitlement	Cases	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	10/31/2014	11/15/2014
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	NA	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

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

Welcome Jane Doe [Log Off](#) **WBCSM**

Home Operations **Admin** Reports Help

Order Processing

Domestic Order Entry [Back](#) [Forward](#)

Detailed Navigation

- Order Management
 - Domestic Order Entry**
 - Shipment Receipts
 - NW Delivery Calendar

Portal Favorites

There are no items to display

Portal Favorites

- Domestic Order Entry**

My Transactions Catalog | Entitlement Transaction in Process

Product Catalog

Welcome to the order entry screen

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

Product Catalog

Browse in the [Product Catalog](#)

[-] NSLP
[-] Direct Delivery
[-] Meat
Entitlement
Bonus
[+] Grains
[+] Fruits
[+] Oil

If you created a portal favorite it is just one click!

Select
» NSLP
» Direct Delivery
» Category, e.g., Meat, Grains, etc.
» Entitlement or Bonus

Select "All" to View All Items in the Catalog

Domestic Order Entry | [Back](#) [Forward](#)

Detailed Navigation

- Order Management
 - Domestic Order Entry**
- Shipment Receipts
- NW Delivery Calendar

Portal Favorites

- Domestic Order Entry

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

Product Catalog

Quick Search

[Extended Search](#)

- [-] NSLP
- [-] Direct Delivery
- [-] Meat
- Entitlement**
- Bonus
- [+] Grains
- [+] Fruits
- [+] Oil

Entitlement

Entitlement

1 2 [Next](#)

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name				
<input type="text"/> CS	100104 (NSLP / Entitlement)	CHICKEN BONED CAN-48/12.5 OZ	783.75 USD	12/01/2010 - 05/30/2011	05/20/2011	1000

1 2 [Next](#)

Products Per Page

- 5
- 10
- 25
- 50
- All**

Select "All" to ensure you view all items

Select Shopping Cart Icon

Quick Search

Search

[Extended Search](#)

- [-]NSLP
- [-]Direct Delivery
- [-]Meat
- Entitlement**
- Bonus
- [+]Gr
- [+]F
- [+]Oil

Entitlement

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>		100104 (NSLP / Entitl)	CHICKEN BONED CAN-	783.75 USD	12/01/2010 - 05/30/2011	05/20/2011	1000
<input type="text"/>		1 (NSLP / Entitl)	U2	209.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1672
<input type="text"/>		100169 (NSLP / Entitlement)	BEEF FINE GROUND FRZ PKG-40/1 LB	707.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1000

Select Shopping Cart Icon

Do not enter anything here!

Products Per Page

Enter Quantity and Move to Cart

Product Catalog

Quick Search

Search

 [Extended Search](#)

[\[-\] NSLP](#)

[\[-\] Direct Delivery](#)

[\[-\] Meat](#)

Entitlement

Bonus

[\[+\] Grains](#)

[\[+\] Fruits](#)

[\[+\] Oil](#)

[← Back](#)

Product Details

Product Number: 100169

Name: BEEF FINE GROUND FRZ PKG-40/1
LB

Price: 707.60 USD

Full Truck Load Quantity: 1000
CS

Delivery Date	Quantity
12/30/2010	10
01/30/2011	10
02/28/2011	10
03/30/2011	10
04/30/2011	10
05/30/2011	10

Enter quantity
and Move to Cart



[Move to Cart](#)

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

My Transactions | Catalog | Entitlement  **View Cart: 6 Item(s) to the value of 42,456.00 USD**

Product Catalog

Quick Search **Search**

 [Extended Search](#)

- [\[-\] NSLP](#)
- [\[-\] Direct Delivery](#)
- [\[-\] Meat](#)
- [Entitlement](#)**
- [Bonus](#)
- [\[+\] Grains](#)
- [\[+\] Fruits](#)
- [\[+\] Oil](#)

Entitlement

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>	 CS	100104 (NSLP / Entitlement)	CHICKEN BONED CAN-48/12.5 OZ	783.75 USD	12/01/2010 - 05/30/2011	05/20/2011	1000
<input type="text"/>	 CS	100207 (NSLP / Entitlement)	SALMON, PINK CAN-24/14.75 OZ	209.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1672
<input type="text"/>	 CS	100169 (NSLP / Entitlement)	BEEF FINE GROUND FRZ PKG-40/1 LB	707.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1000

Products Per Page

To Expand View

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry [Back](#)

My Transactions Catalog Entitlement

Order: In Progress Total Net Price: 3,191.84 USD

Sold-To: 4000744

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-Selection" checkbox, 3) click "Update".

Hide Navigator

Click "Hide Navigator" button to hide this view

Search For: Orders

Status: Open

Creation Date: Since Yesterday

ID Type: Transaction

ID:

Go

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Reque Deliv Dat
100	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/
200	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/
300	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/
400	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/

Changing Delivery Location

Home Operations Admin Reports Help

Order Processing

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My Transactions | **Catalog** | **Entitlement** View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

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".

3,191.84 USD

<input type="checkbox"/>	Item	Deliver-To Selection	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"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	01/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	02/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	03/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	400	<input type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	04/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>

You MUST change the delivery location!

Make Sure the Delivery Location is Correct!

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry | Back

My Transactions [Catalog](#) | [Entitlement](#) View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744 Total Net Price: 3,191.84

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Delivery Location:

Item	Deliver To Select	Price
<input type="checkbox"/>	5002260: MCCAIN FOODS USA INC, EASTON, ME	
<input type="checkbox"/>	5002421: MCCAIN FOODS USA INC, ROSWELL, NM	
<input type="checkbox"/>	5002673: MCCAIN FOODS USA INC, TRACY, CA	
<input type="checkbox"/>	5002678: MCCAIN FOODS USA INC, PLOVER, WI	
<input type="checkbox"/>	5002772: MCCAIN FOODS USA INC, FT MORGAN, CO	
<input type="checkbox"/>	5002922: MCI FOODS INC, VERNON, CA	
<input type="checkbox"/>	5002587: MICELI DAIRY, CLEVELAND, OH	
<input type="checkbox"/>	5003271: MICELI DAIRY WAREHOUSE, CLEVELAND, OH	
<input type="checkbox"/>	5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA	
<input type="checkbox"/>	5000850: PIERRE FOODS, INC, SPRINGFIELD, MO	
<input type="checkbox"/>	5001620: PIERRE FOODS, INC, CINCINNATI, OH	
<input type="checkbox"/>	5002797: PIERRE FOODS, INC, EASLEY, SC	
<input type="checkbox"/>	5002799: PIERRE FOODS, INC, CINCINNATI, OH	
<input type="checkbox"/>	5002709: PILGRIM'S PRIDE CORPORATION, MOOREFIELD, WV	.96 USD SD / 100 LB
<input type="checkbox"/>	5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL	.96 USD SD / 100 LB
<input type="checkbox"/>	5002385: PORTION PAC INC, MASON, OH	.96 USD SD / 100 LB
<input type="checkbox"/>	5001502: PREFERRED MEAL SYSTEMS INC, BERKELEY, IL	.96 USD SD / 100 LB
<input type="checkbox"/>	5001568: PREFERRED MEAL SYSTEMS INC, LAUREL, MD	.96 USD SD / 100 LB
<input type="checkbox"/>	5001741: PREFERRED MEAL SYSTEMS INC, MOOSIC, PA	.96 USD SD / 100 LB
<input type="checkbox"/>	5002593: RED GOLD LLC, ELWOOD, IN	
<input type="checkbox"/>	5002745: RICH PRODUCTS CORPORATION, BRUNSWICK, GA	
<input type="checkbox"/>	5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT	
<input type="checkbox"/>	5001892: Schwans Food Service Inc, SALINA, KS	
<input type="checkbox"/>	5003134: TABATCHNICK FINE FOODS INC, NEW WILMINGTON, PA	
<input type="checkbox"/>	5003755: TASTY BRANDS, LLC, RENO, NV	
<input type="checkbox"/>	5001281: TYSON FOODS INC, DARDANELLE, AR	
<input type="checkbox"/>	5001740: TYSON FOODS INC, NEW HOLLAND, PA	
<input type="checkbox"/>	5002669: TYSON FOODS INC, SOUTH HUTCHISON, KS	
<input type="checkbox"/>	5002737: UNITED COMMODITY GROUP INC, CANTON, MI	
<input type="checkbox"/>	5002671: UNO FOODS INC, BROCKTON, MA	

For deliveries to the Sysco warehouse, change default delivery location

Update Delivery Location for Items

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My Transactions | **Catalog** | **Entitlement** [View Cart: 4 Item\(s\) to the value of 3,191.84 USD](#)

Order: In Process

Sold-To: 4000744 Total Net Price: **3,191.84**

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

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".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	01/15/2012	797.96 USD 199.49 USD / 100 LB
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	02/15/2012	797.96 USD 199.49 USD / 100 LB
<input type="checkbox"/>	300	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	03/15/2012	797.96 USD 199.49 USD / 100 LB
<input type="checkbox"/>	400	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	04/15/2012	797.96 USD 199.49 USD / 100 LB

Click "Update" after changes are made

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

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Order Processing

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My Transactions Catalog Entitlement [View Cart: 4 Item\(s\) to the value of 3,191.84 USD](#)

Order: In Process

Sold-To: 4000744 Total Net Price: 3,191.84 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5002362: SYSCO FOOD SERVICE

To change the Deliver-To on a particular Line Item, select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	U	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	<input type="checkbox"/>
<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	01/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	02/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	03/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	400	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval <input type="button" value="v"/>	04/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>

You can change the quantity

Click "Update" after changes are made

To Delete an Item in the Cart

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry | Back Forward

My Transactions Catalog Entitlement View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744 Total Net Price: 3,191.84 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

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" and click "Update".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	<input type="checkbox"/>
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	400	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>

To delete items click in the appropriate box

Click "Update" after changes are made

Expanding Lines will Show Info for Each Item in the Cart

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry [Back](#) [Forward](#)

My Transactions Catalog Entitlement **View Cart: 4 Item(s) to the value of 3,191.84 USD**

Order: In Process

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	U	NSLP	Entitlement	Description	Ready for Approval	Delivered Date	Total Price	Unit Price
100	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Your Message To Us:											
200	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Your Message To Us:											
300	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Your Message To Us:											
400	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Your Message To Us:											

To change quantity

View and select a different delivery location

Double Check the "Delivery Point" and Place Order

Home Operations Admin Reports Help

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My Transactions | [Catalog](#) | [Entitlement](#) **4 Item(s) to the value of 3,191.84 USD**

Order: 1000

Item	Product	Quantity	Unit	Description	User Status	Entitlement	Delivery Date	Total Price	Unit Price		
100	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	NSLP / Entitlement	01/15/2012	\$797.96 USD	199.49 USD / 100 LB		
				* Delivery Point:	5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT						
				Additional Comments:							
200	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	NSLP / Entitlement	02/15/2012	\$797.96 USD	199.49 USD / 100 LB		
				* Delivery Point:	5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT						
				Additional Comments:							
300	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	NSLP / Entitlement	03/15/2012	\$797.96 USD	199.49 USD / 100 LB		
				* Delivery Point:	5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT						
				Additional Comments:							
400	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	NSLP / Entitlement	03/15/2012	\$797.96 USD	199.49 USD / 100 LB		
				* Delivery Point:	5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT						
				Additional Comments:							

Click on the Expand All button

Double check the delivery locations

Clicking the "Save" button places the order

Update [Close](#) [Save](#)

Changing Status to "Ready for Approval"

[My Transactions](#) | [Catalog](#) | [Entitlement](#)

[View Cart: 6 Item\(s\) to the value of 38,918.00 USD](#)

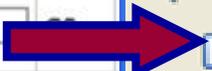
Order: 1000003509 from 12/08/2010 09:50

<input type="checkbox"/>	Item	Product	Quantity	Unit	Program	Requested Delivery Date	Total Price
<input type="checkbox"/>	100	100169	10		NSLP / Entitlement	12/30/2010	7,076.00 USD 1,769.00 USD / 100 LB
<input type="checkbox"/>	200	100169	10	CS	BEEF FINE GROUND FRZ PKG-40/1 LB Ready for Approval	NSLP / Entitlement	01/30/2011 7,076.00 USD 1,769.00 USD / 100 LB
<input type="checkbox"/>	300	100169	10	CS	BEEF FINE GROUND FRZ PKG-40/1 LB Ready for Approval	NSLP / Entitlement	02/28/2011 7,076.00 USD 1,769.00 USD / 100 LB
<input type="checkbox"/>	400	100169	10	CS	BEEF FINE GROUND FRZ PKG-40/1 LB Ready for Approval	NSLP / Entitlement	03/30/2011 7,076.00 USD 1,769.00 USD / 100 LB
<input type="checkbox"/>	500	100169	10	CS	BEEF FINE GROUND FRZ PKG-40/1 LB Ready for Approval	NSLP / Entitlement	04/30/2011 7,076.00 USD 1,769.00 USD / 100 LB
<input type="checkbox"/>	600	100169	5	CS	BEEF FINE GROUND FRZ PKG-40/1 LB Ready for Approval	NSLP / Entitlement	05/30/2011 3,538.00 USD 1,769.00 USD / 100 LB

Message from webpage

Do you really want to process the order?

Click "OK" to process your order



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

 Close

CREATING AN ORDER FOR DELIVERY TO A PROCESSOR



Domestic Order Entry for Processing

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

Welcome Jane Doe [Log Off](#) **WBCSM**

Home Operations **Admin** Reports Help

Order Processing

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Detailed Navigation

- Order Management
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 - Shipment Receipts
 - NW Delivery Calendar

Portal Favorites

There are no items to display

Portal Favorites

- Domestic Order Entry**

My Transactions Catalog | Entitlement Transaction in Process

Product Catalog

Quick Search

Search

Welcome to the order entry screen

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

Product Catalog

Browse in the [Product Catalog](#)

- [-]NSLP
- [-]Direct Delivery
- [-]Meat
- Entitlement**
- Bonus
- [+]Grains
- [+]Fruits
- [+]Oil

If you created a portal favorite it's just one click!

Select
» NSLP
» Direct Delivery
» Category, e.g., Meat, Grains ,etc.
» Entitlement or Bonus

Select "All"

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Domestic Order Entry | [Back](#) | [F...](#)

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 - Returned FNS Orders
 - Full Truck Load Requests
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- 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

[Extended Search](#)

- [\[-\] NSLP](#)
- [\[+\] Direct Delivery](#)
- [\[-\] Processing Diversion](#)
- [\[-\] Dairy](#)
- Entitlement**
- [\[+\] Meat](#)
- [\[+\] Veg/Fruit/Juice](#)
- [\[+\] Fish](#)
- [\[+\] Flour/Grain](#)
- [\[+\] Poultry](#)
- [\[+\] Peanut/Oil](#)

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>		100005 (NSLP / Entitlement)	CHEESE CHED WHT BLOCK-40 LB	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		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
<input type="text"/>		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

Select "All" to ensure you view all items

Select Shopping Cart Icon

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Portal Favorites

There are no items to display

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

Product Catalog

Quick Search

[Extended Search](#)

Entitlement

Quantity	Product	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/> LB	100007 (NSLP / Entitlement)  CHEESE CHED WHT BLOCK-40 LB	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> LB	100007 (NSLP / Entitlement)  CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> 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
<input type="text"/> 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 ▾

Do not enter anything here!

Select shopping cart icon

Enter Quantity and Move to Cart

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Domestic Order Entry

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- NW Delivery Calendar

Portal Favorites

There are no items to display

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

Product Catalog

Quick Search

[Extended Search](#)

[-] NSLP

- [+] Direct Delivery
- [-] Processing Diversion
- [-] Dairy

Entitlement

- [+] Meat
- [+] Veg/Fruit/Juice
- [+] Fish
- [+] Flour/Grain
- [+] Poultry
- [+] Peanut/Oil

Product Details

[Back](#)

Product Number: 100007
Name: CHEESE CHED YEL BLOCK-40 LB
Price: 1.94 USD
Full Truck Load Quantity: 39950.000 LB

Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
07/15/2011	250	07/31/2011		08/15/2011	
11/30/2011		12/15/2011		12/31/2011	
04/15/2012		04/30/2012		05/15/2012	
08/31/2012		09/15/2012		09/30/2012	

[Move to Cart](#)

Enter quantity and Move to Cart

Sending Item to One Processor

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Domestic Order Entry | [Back](#) [F](#)

My Transactions | [Catalog](#) | [Entitlement](#)

Product Catalog

Quick Search

Search

[Extended Search](#)

- [\[-\] NSLP](#)
- [\[+\] Direct Delivery](#)
- [\[-\] Processing Diversion](#)
- [\[-\] Dairy](#)
- Entitlement
- [\[+\] Meat](#)
- [\[+\] Veg/Fruit/Juice](#)
- [\[+\] Fish](#)
- [\[+\] Flour/Grain](#)
- [\[+\] Poultry](#)
- [\[+\] Peanut/Oil](#)

View Cart: 1 Item(s) to the value of 484.38 USD

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>		100005 (NSLP / Entitlement)	CHEESE CHED WHT BLOCK-40 LB	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		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
<input type="text"/>		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 shopping cart icon

To Expand View

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry [Back](#) [For](#)

My Transactions Catalog Entitlement [View Cart: 1 Item\(s\) to the value of 506.13 USD](#)

Order: In Process

Sold-To: 4000744 Total Net Price: 506.13 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

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".

<input type="checkbox"/>	Item	Deliver-To Selection	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"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	<input type="text" value="Ready for Approval"/>	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>

"Hide Navigator" button

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Set "Delivery To" Location

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Order Processing

Domestic Order Entry | Back For

[My Transactions](#) | [Catalog](#) | [Entitlement](#) View Cart: 1 Item(s) to the value of 506.13 USD

Order: In Process

Sold-To: 4000744

Your Reference:

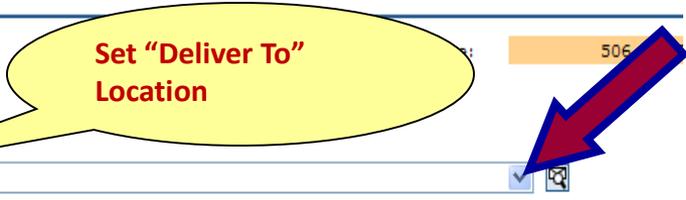
Your Description:

Default Delivery Settings For Items

Deliver To:

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".

<input type="checkbox"/>	Item	Deliver -To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval <input type="checkbox"/>	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>



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

Select Default Delivery

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Portal Favorites

There are no items to display

My Transactions | **Catalog** | **Entitlement** View Cart: 1 Item(s) to the value of 484.38 USD

Order: In Process

Sold-To: 4000574
Customer Number: **4000744**
Subject: [Ansonia](#)
Your Reference:
Your Description:

Default Delivery Settings For Items

Deliver To:

Do you want to copy the Deliver To address to all your items?

<input type="checkbox"/>	Item	Produ	
<input type="checkbox"/>	100	10000	5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN
			5003105: JTM PROVISIONS INC, CINCINNATI, OH
			5001345: KINGS DELIGHT, GAINESVILLE, GA
			5002500: LAND O'LAKES INC, GREEN BAY, WI
			5002602: LAND O'LAKES INC, SPENCER, WI
			5002733: LING'S, POMONA, CA
			5001743: M G WALDBAUM, WAKEFIELD, NE
			5001730: MAID RITE STEAK COMPANY INC, DUNMORE, PA
			5002522: MAID RITE STEAK COMPANY INC, DALTON, PA
			5002921: MAID-RITE STEAK COMPANY INC, PITTSTON, PA
			5002260: MCCAIN FOODS USA INC, EASTON, ME
			5002421: MCCAIN FOODS USA INC, ROSWELL, NM
			5002673: MCCAIN FOODS USA INC, TRACY, CA
			5002678: MCCAIN FOODS USA INC, PLOVER, WI
			5002772: MCCAIN FOODS USA INC, FT MORGAN, CO
			5002922: MCI FOODS INC, VERNON, CA
			5002587: MICELI DAIRY, CLEVELAND, OH
			5003271: MICELI DAIRY WAREHOUSE, CLEVELAND, OH
			5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA
			5002511: NARDONE BROTHERS BAKING CO INC, NEW WILMINGTON, PA
			5002281: NEW HAVEN CENTRAL KITCHEN, NEW HAVEN, CT
			5000850: PIERRE FOODS, INC, SPRINGFIELD, MO
			5001620: PIERRE FOODS, INC, CINCINNATI, OH
			5002797: PIERRE FOODS, INC, EASLEY, SC
			5002799: PIERRE FOODS, INC, CINCINNATI, OH
			5002245: PILGRIM'S PRIDE CORPORATION, CHATTANOOGA, TN
			5002247: PILGRIM'S PRIDE CORPORATION, HICKORY, KY
			5002709: PILGRIM'S PRIDE CORPORATION, MOOREFIELD, WV
			5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL
			5002385: PORTION PAC INC, MASON, OH

Total Price
Unit Price

484.38 USD
193.75 USD / 100 LB

Use FDP spreadsheet to select correct delivery location

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Portal Favorites

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- Entitlement/Bonus Summary Report
- Manage Users

Order: In Process

Sold-To: 4000744 Total Net Price: 506.13 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

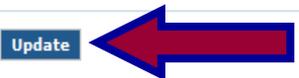
Deliver To: ▼

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	<input checked="" type="checkbox"/>	100042	<input type="text" value="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	



[Add more to order](#) [Cancel](#) [Order](#)



Double Check the "Deliver to" Section and Order

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Management

Order Entry

My Transactions | Catalog | Entitlement | View Cart: 1 Item(s) to the value of 506.13 USD

Order: In Process

Sold-To: 4000744 | Total Net Price: 506.13 USD

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", 2) click "Update", 3) click "Update".

Item	Deliver To Selection	Product	Quantity	Unit	Program	Sub-Area	Product Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	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

Deliver To: 5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA

Your Message:

Click the expand all button to see your order before clicking the order button

Double check that the deliver to location, the quantity, the product code and the user status is correct

Completing Order – Click “OK”

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

Welcome Linda Hubeny [Log Off](#) **WBS**

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Portal Favorites

There are no items to display

My Transactions | **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

Order: In Process

subject: [subject](#)

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

Do you want to copy the Deliver To address to all your items? Yes No

Message from webpage

Do you really want to send the order?

Item	Product	Quantity	Unit	F	User Status	Requested Delivery Date	Total Price		
100	100007	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE CHED YEL BLOCK-40 LB	Ready for Approval	07/15/2011	484.38 USD 193.75 USD / 100 LB

Deliver To:

Your Message To Us:

Confirmation of Receipt

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[My Transactions](#) [Catalog](#) | [In Process](#)

Confirmation of receipt

Sold-To: 4000744

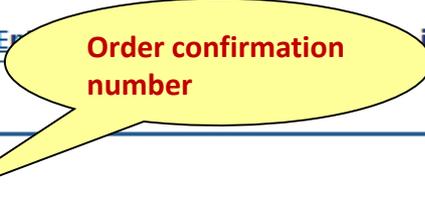
Order: 1000028886 from 03/28/2011 10:33 Total Net Price: 484.3

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100007 : CHEESE CHED YEL BLOCK-40 LB Delivery Point: 5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN , INDIANAPOLIS, IN Requested Delivery Date: 07/15/2012	250.000	LB	Ready for Approval	\$484.38 USD 193.75 USD / 100

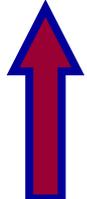
[Print](#) [Close](#)



Order confirmation number



Print the confirmation page for your records



Creating a New Order

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Confirmation of receipt

Sold-To: 4000744

Order: 1000028886 from 03/28/2011 10:33 Total Net Price: 484.3

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100007 : CHEESE CHED YEL BLOCK-40 LB Delivery Point: 5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN , INDIANAPOLIS, IN Requested Delivery Date: 07/15/2012	250.000	LB	Ready for Approval	\$484.38 USD 193.75 USD / 100

[Print](#) [Close](#)

Creating a New Order

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- Manage Users

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

Product Catalog

Quick Search

Search

[Extended Search](#)

[+] NSLP

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

Product Catalog

[Browse in the Product Catalog](#)

This screen will appear after clicking "Domestic Order Entry"

Domestic Order Entry for Processing

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

Welcome Jane Doe [Log Off](#) **WBSCM**

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Order Processing

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- Order Management
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- Shipment Receipts
- NW Delivery Calendar

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- Domestic Order Entry

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

Welcome

Welcome to the order entry screen

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

Product Catalog

Browse in the [Product Catalog](#)

Select

- » NSLP
- » Direct Delivery
- » Category, e.g., Meat, Grains, etc.
- » Entitlement or Bonus

Select "All"

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Domestic Order Entry | [Back](#) | [F](#)

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- NW Delivery Calendar

Portal Favorites

There are no items to display

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

Product Catalog

Quick Search

[Extended Search](#)

- [-] NSLP
- [+] Direct Delivery
- [-] Processing Diversion
- [-] Dairy
- Entitlement**
- [+] Meat
- [+] Veg/Fruit/Juice
- [+] Fish
- [+] Flour/Grain
- [+] Poultry
- [+] Peanut/Oil

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>		100005 (NSLP / Entitlement)	CHEESE CHED WHT BLOCK-40 LB	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		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
<input type="text"/>		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

Select "All" to ensure you view all items

Sending Item to Multiple Processors

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- NW Delivery Calendar

My Transactions
Catalog
Entitlement

Product Catalog

Quick Search

Search

[Extended Search](#)

Portal Favorites

There are no items to display

Entitlement

- [+]Meat
- [+]Veg/Fruit/Juice
- [+]Fish
- [+]Flour/Grain
- [+]Poultry
- [+]Peanut/Oil

Entitlement

View Cart: 2 Item(s) to the value of 1,162.51 USD

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-A)	Name				
<input style="width: 50px;" type="text"/> LB	 1000007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input style="width: 50px;" type="text"/> LB	 1000007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input style="width: 50px;" type="text"/> 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
<input style="width: 50px;" type="text"/> 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

Entitlement

Do not enter anything here!

Entitlement

Select shopping cart icon

Enter Quantity and Move to Cart

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Domestic Order Entry

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- 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

Product Details

[Back](#)

Product Number: 100007
Name: CHEESE CHED YEL BLOCK-40 LB
Price: 1.94 USD
Full Truck Load Quantity: 39950.000 LB

Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
07/15/2011	250	07/31/2011		08/15/2011	
11/30/2011		12/15/2011		12/31/2011	
04/15/2012		04/30/2012		05/15/2012	
08/31/2012		09/15/2012		09/30/2012	

[Move to Cart](#)

Enter quantity and move to cart

Sending Item to Multiple Processors

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My Transactions
Catalog
Entitlement

View Cart: 2 Item(s) to the value of 1,162.51 USD

Entitlement

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-A)	Name				
<input type="text"/> LB	100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> LB	100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> 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
<input type="text"/> 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

Product Catalog

Quick Search

Search

[Extended Search](#)

Portal Favorites

There are no items to display

[+]Meat
 [+]Veg/Fruit/Juice
 [+]Fish
 [+]Flour/Grain
 [+]Poultry
 [+]Peanut/Oil

Do not enter anything here!

Select shopping cart icon

Enter Quantity and Move to Cart

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Portal Favorites

There are no items to display

My Transactions | **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

Product Catalog

Quick Search

[Extended Search](#)

Entitlement

- [+]Meat
- [+]Veg/Fruit/Juice
- [+]Fish
- [+]Flour/Grain
- [+]Poultry
- [+]Peanut/Oil

Product Details

Product Number: 100007
Name: CHEESE CHED YEL BLOCK-40 LB
Price: 1.94 USD
Full Truck Load Quantity: 39950.000 LB

Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
07/15/2011	350	08/31/2011		08/15/2011	
11/30/2011		12/15/2011		12/31/2011	
04/15/2012		04/30/2012		05/15/2012	
08/31/2012		09/15/2012		09/30/2012	

[Move to Cart](#)

Enter quantity and move to cart

Expand View

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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	Transaction	Your Reference
Open	1000030414	
04/27/2011		

Order: In Process

Sold-To: 4000744 Total Net Price: 1,214.71 USD

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".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date
<input type="checkbox"/>	100	<input type="checkbox"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval <input type="text"/>	09/15/2011
<input type="checkbox"/>	200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval <input type="text"/>	09/15/2011

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

To expand view

Click "View Cart" to Process Order

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Order Processing

Domestic Order Entry | [Back](#) [Forward](#)

My Transactions | [Catalog](#) | [Entitlement](#) |  [View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text" value="1"/> LB		100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2012 - 07/15/2012	06/20/2011	39950.000

Products Per Page 



This Screen will Appear after Hiding Pane

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry Back Forward

My Transactions Catalog Entitlement View Cart: 2 Item(s) to the value of 1,214.71 USD

Order: In Process

Sold-To: 4000744 Total Net Price: 1,214.71 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

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	Total Price Unit Price	🗑️
		<input type="checkbox"/>										
▼	100	<input type="checkbox"/>	100042	<input type="text" value="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	<input type="checkbox"/>
▼	200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval ▼	09/15/2011	708.58 USD 202.45 USD / 100 LB	<input type="checkbox"/>

Update
Add more to order
Cancel
Order

Change Delivery Location!

Home Operations Admin Reports Help

Order Processing

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My Transactions Catalog Entitlement [View Cart: 2 Item\(s\) to the value of 1,214.71 USD](#)

Order: In Process

Sold-To: 4000744 Total Net Price: 1,214.71 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

<input type="checkbox"/>	Item	Deliver-To Selection	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"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval <input type="button" value="v"/>	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval <input type="button" value="v"/>	09/15/2011	708.58 USD 202.45 USD / 100 LB	<input type="checkbox"/>

To expand all of the items information

Update Delivery Location for Items

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Order Processing

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Order: In Process TOTAL NET PRICE: 1,214.71 USD

Your Reference:

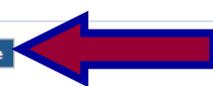
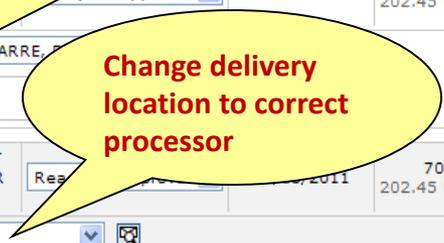
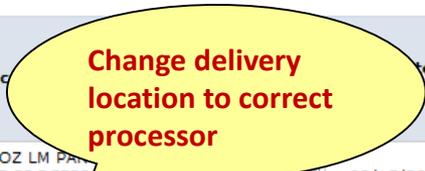
Your Description:

Default Delivery Settings For Items

Deliver To:

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".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	Requested Date	Total Price	Unit Price	<input type="checkbox"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	09/15/2011	506.13 USD	202.45 USD / 100 LB	<input type="checkbox"/>
Deliver To: <input type="text" value="5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA"/> <input type="button" value="v"/> <input type="button" value="x"/>												
Your Message To Us: <input type="text"/>												
<input type="checkbox"/>	200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	09/15/2011	708.58 USD	202.45 USD / 100 LB	<input type="checkbox"/>
Deliver To: <input type="text" value="5001892: Schwans Food Service Inc, SALINA, KS"/> <input type="button" value="v"/> <input type="button" value="x"/>												
Your Message To Us: <input type="text"/>												



Check that Delivery Location is Correct

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My Transactions | **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,214.71 USD](#)

Order: In Process Total Net Price: 1,214.71 USD

Your Reference:

Your Description:

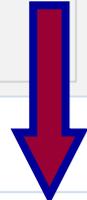
Default Delivery Settings For Items

Deliver To:

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the "Deliver-To" box, 3) click "Update".

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	Status	Requested Delivery Date	Total Price	Unit Price
100	<input type="checkbox"/>	100042	<input type="text" value="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
Deliver To:		<input type="text" value="5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA"/> <input type="button" value="v"/> <input type="button" value="🔍"/>									
Your Message To Us:		<input type="text"/>									
200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	708.58 USD	202.45 USD / 100 LB
Deliver To:		<input type="text" value="5001892: Schwans Food Service Inc, SALINA, KS"/> <input type="button" value="v"/> <input type="button" value="🔍"/>									
Your Message To Us:		<input type="text"/>									

Make sure everything is correct then click "Order"



Completing Order

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

Welcome Linda Hubeny [Log Off](#) **WBS**

Home **Operations** **Admin** **Reports** **Help**

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Portal Favorites

There are no items to display

My Transactions **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

Order: In Process

subject: [Ansonia](#)

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

Do you want to copy the Deliver To address to all your items? Yes No

Message from webpage

Do you really want to complete order?

Click "OK" to complete order

Item	Product	Quantity	Unit	Pr	User Status	Requested Delivery Date	Total Price Unit Price		
100	100007	<input type="text" value="250"/>	LB	NSLP Entitlement	CHEESE CHED YEL BLOCK-40 LB	Ready for Approval	07/15/2011	484.38 USD 193.75 USD / 100 LB	<input type="button" value="🗑️"/>
Deliver To:		<input type="text" value="5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA"/> <input type="button" value="🔍"/>							
Your Message To Us:		<input type="text"/>							
200	100007	<input type="text" value="350"/>	LB	NSLP Entitlement	CHEESE CHED YEL BLOCK-40 LB	Ready for Approval	07/15/2011	678.13 USD 193.75 USD / 100 LB	<input type="button" value="🗑️"/>
Deliver To:		<input type="text" value="5002359: SCHWAN'S FOOD SERVICE, DENMARK, WI"/> <input type="button" value="🔍"/>							
Your Message To Us:		<input type="text"/>							

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	CHEESE CHED YEL BLOCK- 40 LB Delivery Point: 5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA Requested Delivery Date:12/30/2010	250	LBS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
200	CHEESE CHED YEL BLOCK- 40 LB Delivery Point: 5002359: SCHWAN'S FOOD SERVICE, DENMARK, WI Requested Delivery Date:01/30/2011	350	LBS	Ready for Approval	7,076.00 U 1,769.00 USD / 100 LB

Print the
confirmation page for
your records

[Print](#) [Close](#)

RUNNING REPORTS



Requisition Status Report

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 - Received Shipment Report
 - Requisition Status Report**
 - Value of Materials Received - Multi-Food
 - Value of Materials Received - Domestic
 - Multi-Food Requisition Report

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- Manage Users

Reports : Input Criteria

Execute Print PDF Output

Requisition Status Report

Reset Values

Program:

Req. Delivery Date: To

Material: To

Sold-To Party:

Ship-To Party:

Region: To

Requisition Number: To

Requisition Status:

Sales Order Number: To

Entitlement / Bonus:

[Variants](#)

Requisition Status Report

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Reports : Input Criteria

[Execute](#) [Print PDF Output](#)

Requisition Status Report [Print](#)

[Reset Values](#)

Program: [Clear](#) [Help](#)

Req. Delivery Date: [Clear](#) To [Clear](#) [Help](#)

Material: [Clear](#) To [Clear](#) [Help](#)

Sold-To Party: [Clear](#) [Help](#)

Ship-To Party: [Clear](#) [Help](#)

Region: [Clear](#) To [Clear](#) [Help](#)

Requisition Number: [Clear](#) To [Clear](#) [Help](#)

Requisition Status: [Clear](#) [Help](#)

Sales Order Number: [Clear](#) To [Clear](#) [Help](#)

Entitlement / Bonus: [Clear](#) [Help](#)

[Variants](#)

Enter NSLP and dates then click "Execute"

Requisition Status Report

- Detailed Navigation
- Entitlement Management
 - Multi-Food Received Shipment Report
 - Received Shipment Report
 - Requisition Status Report**
 - Value of Materials Received - Multi-Food
 - Value of Materials Received - Domestic
 - Multi-Food Requisition Report
- Portal Favorites
- Manage Users

Requisition Status Report

[Go Back](#) [Print PDF Output](#)

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	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L	
	200	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE	
	300	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE	
	400	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100256	STRAWBERRY	
	500	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	
	600	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	
	700	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	
	800	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI	
	900	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI	
	1000	Approved by SDA	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI	
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	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	
	200	Ready for Approval	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	
	300	Ready for Approval	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	
	400	Ready for Approval	Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO	



Requisition Status Report

- Detailed Navigation
- Entitlement Management
 - Multi-Food Received Shipment Report
 - Received Shipment Report
 - Requisition Status Report**
 - Value of Materials Received - Multi-Food
 - Value of Materials Received - Domestic
 - Multi-Food Requisition Report
- Portal Favorites
- Manage Users

Requisition Status Report

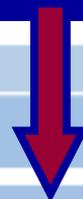
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View **REQUISITION_STAT...** [Export](#)

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	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	900	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	1000	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
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	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO

Each column can be sorted in ascending or descending order

Requisition Status Report Settings



Filter Settings

Program	Entitlement/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	1,467.20				
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	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

Settings

View: REQUISITION_STAT... Save Save as... Delete Properties...

Column Selection Sort Calculation Filter Display

Hidden Columns

- Order Type
- SO Item Category
- Sold-To City
- Sold-To State
- Ship-To City
- Ship-To State
- Plant Desc.
- Cost / LB

Add Remove

Displayed Columns

- Requisition Order #
- Requisition Item #
- Requisition Status
- Sold-To Party
- Sold-To Name
- RA ID
- Ship-To Party
- Ship-To Name

Change Sequence

Row 1 of 11 Row 1 of 21

OK Cancel Apply

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			100002	CHEESE CHED'
	300	Approved by SDA		Ansonia	10001			100002	CHEESE CHED'
	400	Approved by SDA		Ansonia	10001			100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001			100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001			100019	CHEESE PROC'

Requisition Status Report Settings

United States Department of Agriculture
Web-Based Supply Chain Management

Operations Admin Reports Help

Requisition Status Report

Save View as

Description: * My Req Status Report

Assignment: User

Initial View

OK Cancel

Save as... Delete Properties...

Filter Display

Displayed Columns	
<input type="checkbox"/>	Requisition Order #
<input type="checkbox"/>	Requisition Item #
<input type="checkbox"/>	Requisition Status
<input type="checkbox"/>	Sold-To Party
<input type="checkbox"/>	Sold-To Name
<input checked="" type="checkbox"/>	Ship-To Party
<input type="checkbox"/>	Ship-To Name
<input type="checkbox"/>	Material

Row 1 of 12

Row 1 of 20

SO Item Category

Sold-To City

Sold-To State

RA ID

Ship-To City

Ship-To State

Plant Desc.

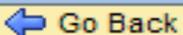
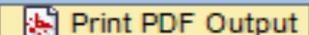
Add Remove

Enter a view name in the "Description" field

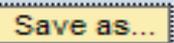
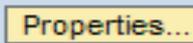
- If you click the initial view, this is the view that will appear every time you run the report
- If it is not the initial view, you can select the view from the report

Requisition Status Report Settings

Requisition Status Report

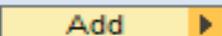
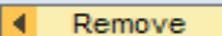
 | 

Settings

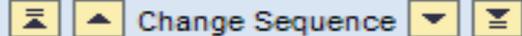
View    

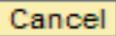
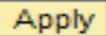
Column Selection | **Sort** | **Calculation** | **Filter** | **Display** 

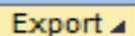
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<input type="checkbox"/> SO Item Category	<input type="checkbox"/> Requisition Item #
<input type="checkbox"/> Sold-To City	<input type="checkbox"/> Requisition Status
<input type="checkbox"/> Sold-To State	<input type="checkbox"/> Sold-To Party
<input type="checkbox"/> RA ID	<input type="checkbox"/> Sold-To Name
<input type="checkbox"/> Ship-To City	<input checked="" type="checkbox"/> Ship-To Party
<input type="checkbox"/> Ship-To State	<input type="checkbox"/> Ship-To Name
<input type="checkbox"/> Plant Desc.	<input type="checkbox"/> Material

Row 1 of 12  | Row 1 of 20 



View 

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This is where you find your custom req status report

Requisition Status Report

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View: REQUISITION_STAT... My Req Status Report REQUISITION_STATUS [Standard View] Export

Requis	Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
10000	200	Approved by SDA	4000744	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
1000019023	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	STRAWBERRY	
	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	5001389	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
1000028864	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
1000028893	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	
	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	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	900	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	1000	Approved by SDA		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100160	BEEF SPP PATI
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	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
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	300	Ready for Approval		Ansonia	10001	5002362	SYSKO FOOD SERVICE OF CT	100158	BEEF FINE GRO
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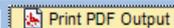
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 - Value of Materials Received - Multi-Food
 - Value of Materials Received - Domestic
 - Multi-Food Requisition Report
- Portal Favorites
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View REQUISITION_STAT... 

Requisition Order #	Requisition Item	Party	Ship-To Name	Material	Material Desc	
1000009815	100		SYSKO FOOD SERVICE OF CT	100002	CHEESE CHE	
	200		SYSKO FOOD SERVICE OF CT	100002	CHEESE CHE	
	300		SYSKO FOOD SERVICE OF CT	100002	CHEESE CHE	
	400		SYSKO FOOD SERVICE OF CT	100034	CHEESE MO2	
	500		SYSKO FOOD SERVICE OF CT	100034	CHEESE MO2	
	600		SYSKO FOOD SERVICE OF CT	100019	CHEESE PRC	
1000019023	100		SYSKO FOOD SERVICE OF CT	100034	CHEESE MO2	
	200		SYSKO FOOD SERVICE OF CT	100019	CHEESE PRC	
	300		SYSKO FOOD SERVICE OF CT	100019	CHEESE PRC	
	400		SYSKO FOOD SERVICE OF CT	100256	STRAWBERF	
	500		SYSKO FOOD SERVICE OF CT	100158	BEEF FINE G	
	600	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158 BEEF FINE G
	700	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158 BEEF FINE G
	800	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100160 BEEF SPP PA
	900	Approved by SDA	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100160 BEEF SPP PA
	1000	Approved by SDA	Ansonia	10001 5002362	SYSKO 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	SYSKO FOOD SERVICE OF CT	100158 BEEF FINE G
	200	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158 BEEF FINE G
	300	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158 BEEF FINE G
	400	Ready for Approval	Ansonia	10001 5002362	SYSKO FOOD SERVICE OF CT	100158 BEEF FINE G

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Select Object Data Tool 79%

You can print or save this report

Sold-To: 4000744
Sold-To Name: Ansonia, Ansonia CT

Req. Order & Item #	Req. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000009815 100	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHED WHT SHRED BAG-6/5 LB	\$600.83	5000031304 100	Approved by SDA
1000009815 200	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHED WHT SHRED BAG-6/5 LB	\$600.83	5000031305 100	Approved by SDA
1000009815 300	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHED WHT SHRED BAG-6/5 LB	\$600.83	5000031306 100	Approved by SDA
1000009815 400	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031348 100	Approved by SDA
1000009815 500	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031349 100	Approved by SDA
1000009815 600	Approved by SDA	05/31/2012	NSLP	E	10	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100019 CHEESE PROCESS WHT SLC LVS-6/5 LB	\$491.49	5000032774 100	Approved by SDA
1000019023 100	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031347 100	Approved by SDA

Page 2 (of 4) Tuesday 03/29/2011 11:39:30 CST

Food Distribution Program (USDA Foods)

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Food Distribution Program (USDA Foods)

[School Nutrition Programs](#) | [Program Guidance](#) | [Forms](#) | [Resources](#) | [Nutrition Education](#)



The USDA Food Distribution Program (FDP) coordinates the distribution of USDA Foods to many of the public and private schools that provide meals to students. In Connecticut, the FDP's USDA Foods is administered through the Connecticut State Department of Education (CSDE). The FDP supports American agricultural producers by providing cash reimbursements for meals served in schools, and by providing nutritious USDA-purchased foods to the following USDA nutrition programs:

- National School Lunch Program (NSLP);
- Child and Adult Care Food Program (CACFP); and
- Summer Food Service Program (SFSP).

Currently, USDA Foods are not available for the School Breakfast Program (SBP). The links below provide policy and resources for the administration of USDA Foods in Connecticut schools and child care programs.

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

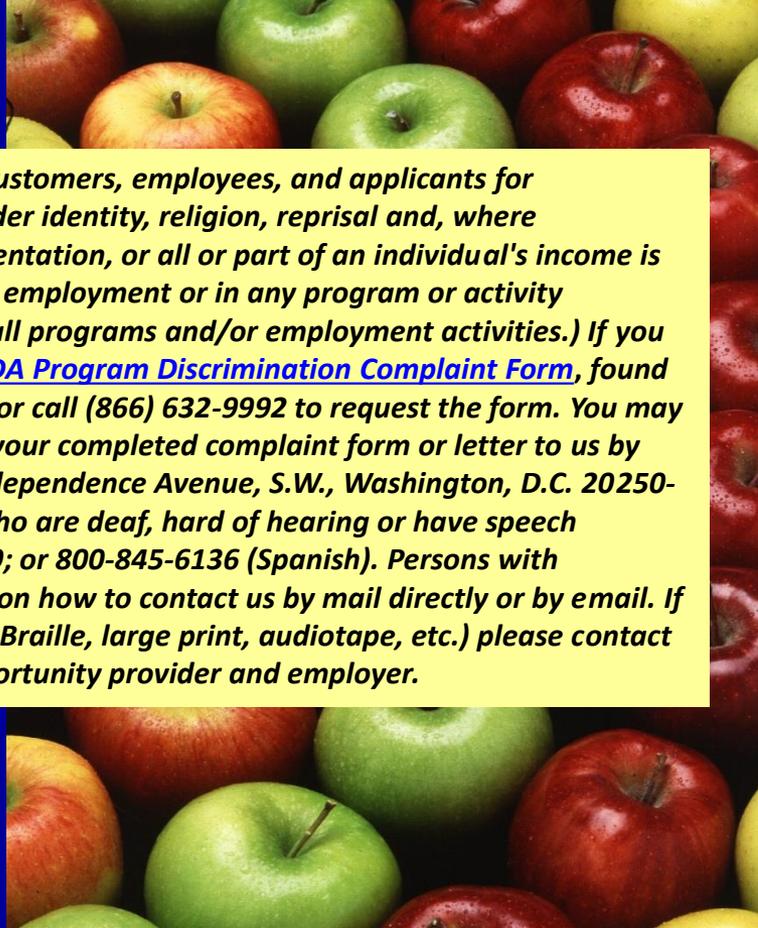
Connecticut FDP Contact Information

Allison Calhoun-White
allison.calhoun-white@ct.gov
860-807-2008

Monica Pacheco
monica.pacheco@ct.gov
860-807-2086



Connecticut State Department of Education
Bureau of Health, Nutrition, Family Services and Adult Education
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