

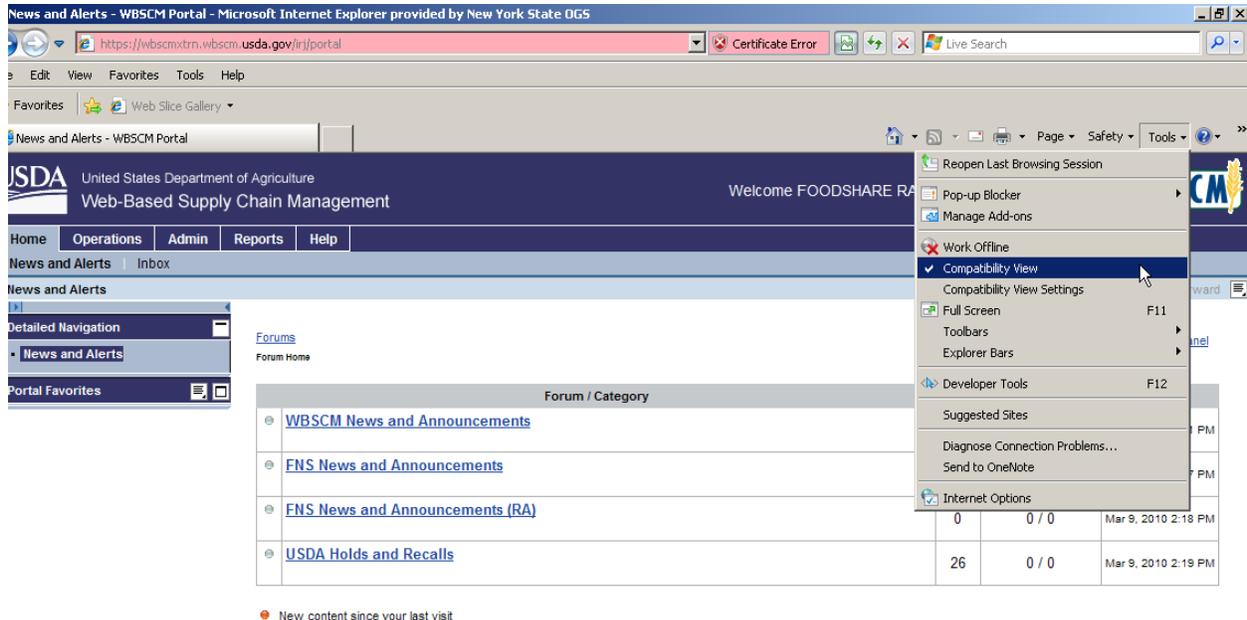
# **WBSCM**

## **Web-Based Supply Chain Management**

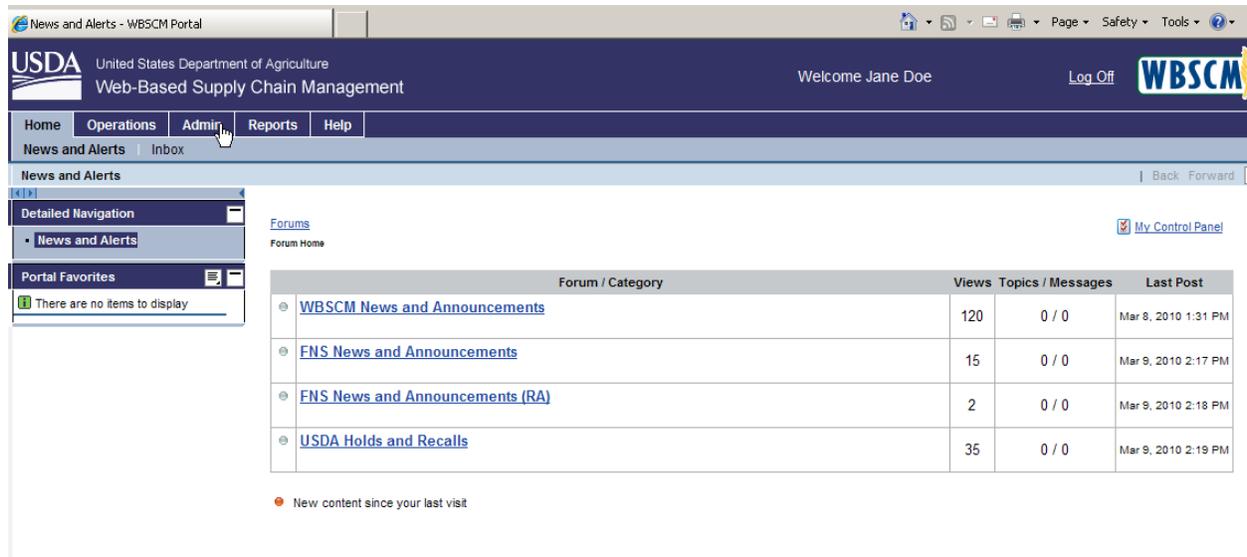
RA Training Guide developed to assist our recipients in utilizing USDA's online ordering program

**NYS OGS Food Distribution  
January 2016**

If you are using Internet Explorer (IE) 8, you will need to modify your view. Click Tools and Compatibility View in order to view all the functions in WBSCM.



Viewing your information, other users, adding and deleting users.



Maintain User Profile will show your information.

The screenshot shows the 'Maintain User Profile' page. The header includes the USDA logo and 'United States Department of Agriculture Web-Based Supply Chain Management'. The user is logged in as 'Jane Doe'. The navigation menu on the left has 'Maintain User Profile' selected. The main content area is titled 'My profile' and contains an 'Update' button. The profile information is as follows:

Name	
Title:	[Dropdown]
First name: *	Jane
Last name: *	Doe

Address	
Street:	1600 Pennsylvania Avenue
House Number:	[Text]
City:	Washington
Region / State:	Virginia
Postal Code:	[Text]
Country:	USA

Communication	
Method	Value ( Number / E-mail Address )
Email address	viva_pham@sra.com
[Dropdown]	[Text]
[Dropdown]	[Text]
[Dropdown]	[Text]

Manage Users will display the people that are assigned to your facility in WBSCM.

The screenshot shows the 'Manage Users' page. The header includes the USDA logo and 'United States Department of Agriculture Web-Based Supply Chain Management'. The user is logged in as 'Jane Doe'. The navigation menu on the left has 'Manage Users' selected. The main content area is titled 'Manage Users' and contains a search bar and a table of users.

Organizations: Foodshare, Inc.

User Search Criteria: [Dropdown] [Text] [Search] [Reset]

First Name	Last Name	Last Logon Date
Jane	Doe	2010-12-8 05:49:38
FOODSHARE	RA	2010-03-22 14:23:44
FOODSHARE	RA	2010-03-22 14:25:57

Row 1 of 3

Create New User

Click on the box next to the person's name and their information will appear below. You can update or delete the user in this form. Click on the Create New User box to add users and complete the data on the three tabs, specifically, the Personal data and Role data tabs.

**User Search Criteria**

	First Name	Last Name	Last Logon Date
<input type="checkbox"/>	Jane	Doe	2010-12-8 05:49:38
<input type="checkbox"/>	FOODSHARE	RA	2010-03-22 14:23:44
<input type="checkbox"/>	FOODSHARE	RA	2010-03-22 14:25:57
<input type="checkbox"/>			
<input type="checkbox"/>			

Row 1 of 3

**User Details**

Personal data
Role data
Admin data

UserID:	<input type="text" value="RAF0003"/>	Company:	<input type="text" value="0004001029"/>
First Name: *	<input type="text" value="FOODSHARE"/>	Phone:	<input type="text"/>
Last Name: *	<input type="text" value="RA"/>	Fax:	<input type="text"/>
Email: *	<input type="text" value="viva_pham@sra.com"/>	Mobile Phone:	<input type="text"/>
Title:	<input type="text"/>		
Street Address:	<input type="text"/>		
City:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Country: *	<input type="text" value="USA"/>		
State/Province:	<input type="text" value="Virginia"/>		
Time Zone:	<input type="text"/>		

## ADDING LINKS TO YOUR PORTAL FAVORITES

You can add the links that you go to frequently on your home page of WBSCM by adding it to your Portal Favorites.

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

Home Operations Admin Reports Help

News and Alerts | Inbox

News and Alerts

Detailed Navigation

- News and Alerts

Portal Favorites

There are no items to display.

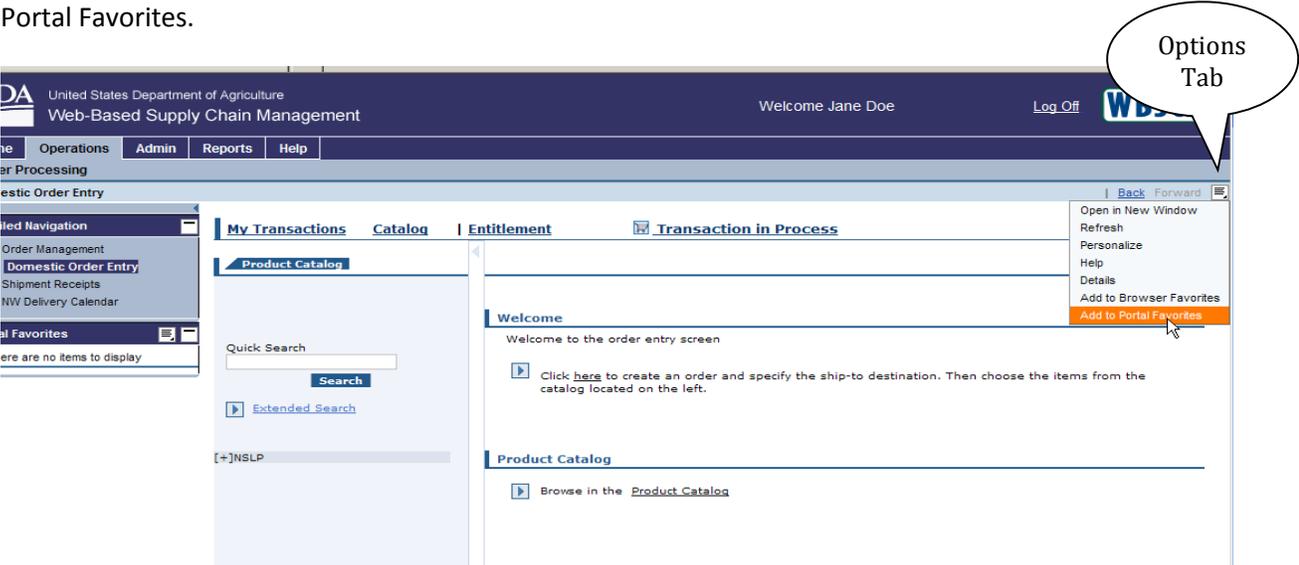
Forums  
Forum Home

Forum / Category

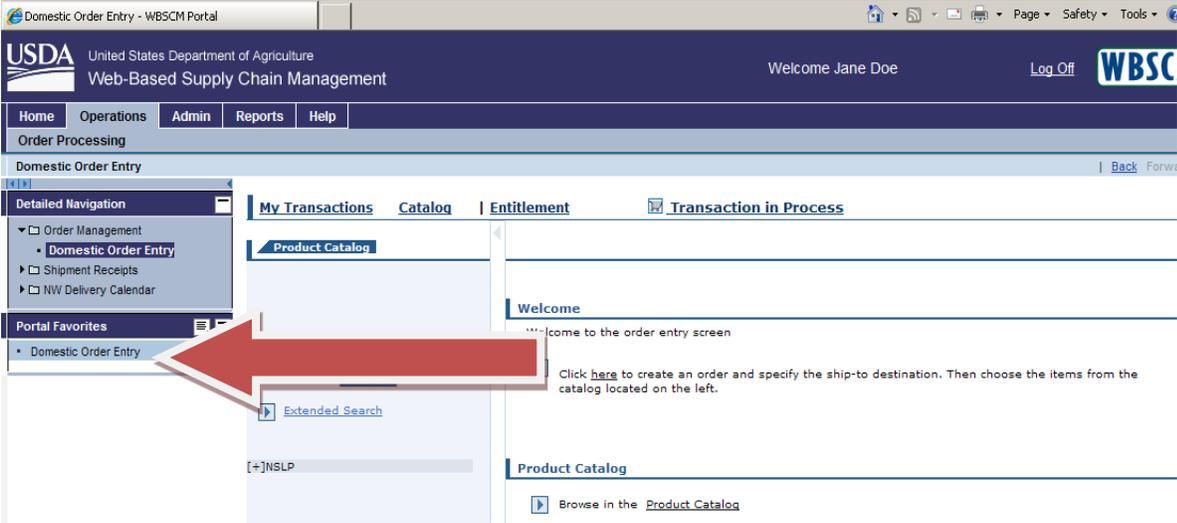
- WBSCM News and Announcements
- FNS News and Announcements
- FNS News and Announcements (RA)
- USDA Holds and Recalls

New content since your last visit

When you get to the function you want added to your favorites, click on the Options tab and select Add to Portal Favorites.



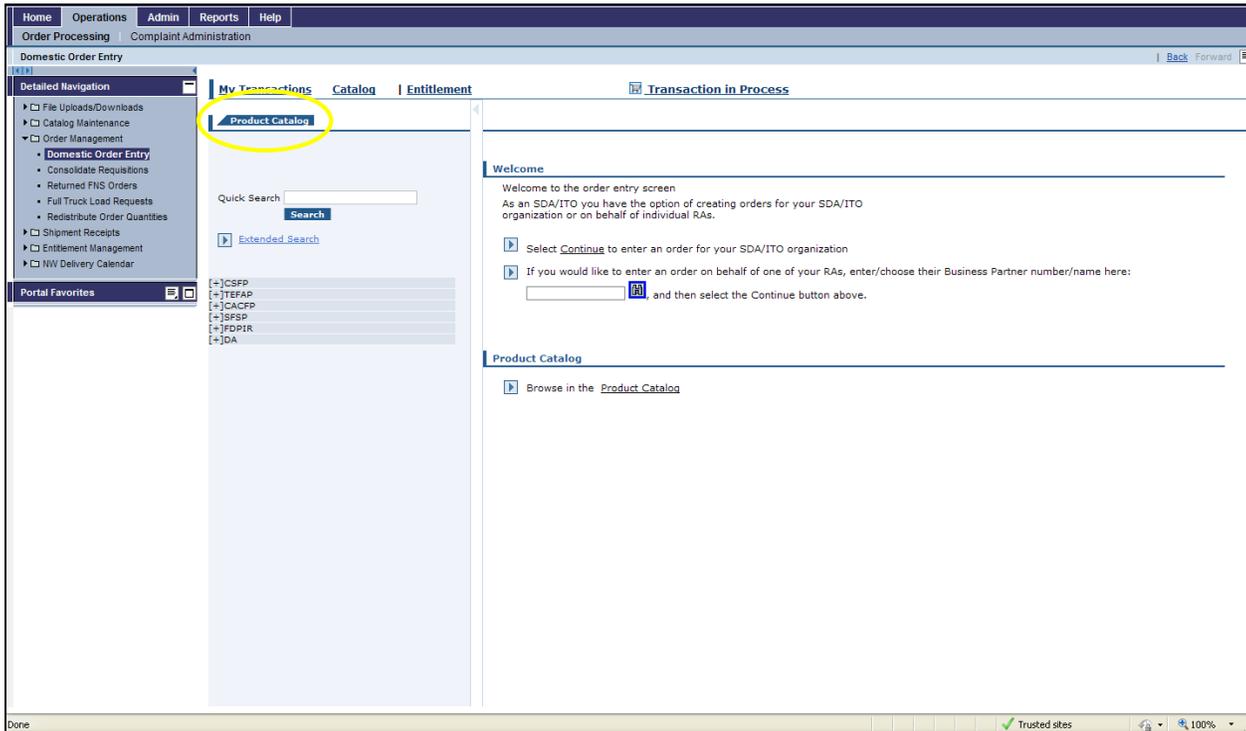
Now that function is added to your Portal Favorites!



## PLACING YOUR ORDER IN WBSCM

1. Start the transaction using the following Portal Path: **Operations** tab → **Order Management** folder → **Domestic Order Entry**

### Domestic Order Entry Screen



2. Click  to hide the detailed navigation menu. This can be done for all transactions in WBSCM.
3. The Product Catalog pane is where you begin selecting USDA Materials to add to your requisition. The first layer of the product catalog is a list of programs. You should only see program with which your RA is affiliated.

Click **[+]NSLP** or **[+]CACFP** (the Plus icon) next to program which your agency is affiliated. (For the purpose of this training manual all future reference will be made to NSLP but the same process would apply for CACFP.)

4. Once you select your program, you may see some of the following options: **Direct Delivery** and **Processing Diversion**.

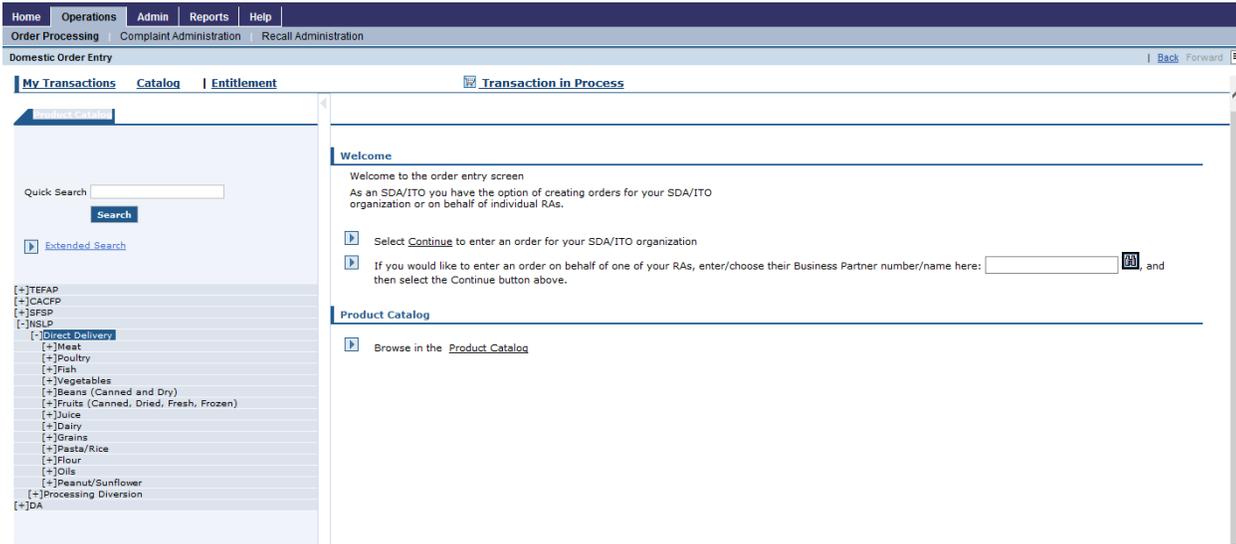
Click **[+]NSLP** next to **Direct Delivery** to place a Brown Box order.



**Direct Delivery** refers to an order that is properly procured by USDA and delivered directly to the customer's designated distributor.

**Processing Diversion** refers to an order that is properly procured by USDA and delivered directly to a further processor. All Bulk items are listed in this option.

## Product Catalog Screen



5. Under Direct Delivery you will see various material types.

Click **[+]Meat** next to meat to display offering options.

After clicking Meat, users will see all materials unless they choose **Entitlement** or **Bonus**.

6. After your selection, you may see two different options: **Entitlement** & **Bonus**. For this example, we selected **Entitlement** from the catalog.



**Entitlement** refers to USDA Materials that are ordered against the customer's entitlement budget. These types of orders will decrement the customer's entitlement balance.

Bonus refers to USDA Materials that are ordered without impacting the customer's entitlement.

## Domestic Order Entry Screen

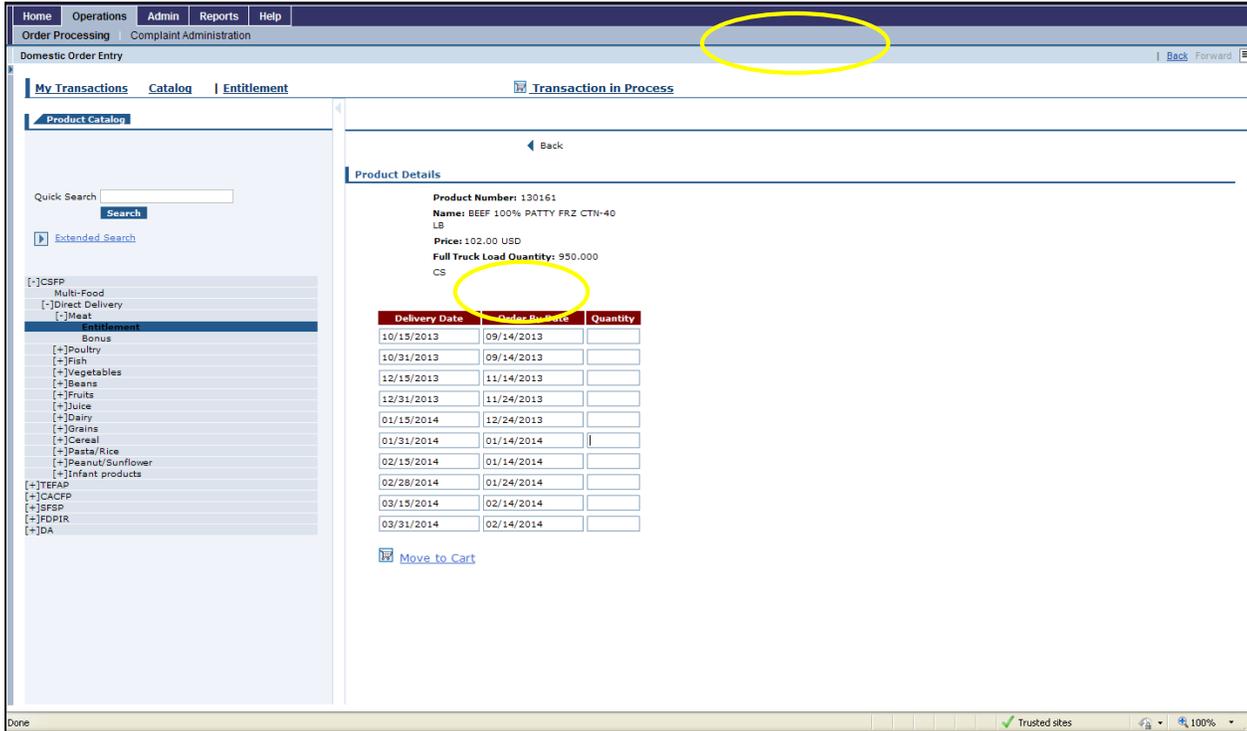
The screenshot shows the 'Domestic Order Entry' interface. On the left is a 'Product Catalog' with a search bar and a tree view of product categories. On the right is an 'Entitlement' table with columns for Quantity, Product Number, Product Name, Price, Delivery Period, Order Due No Later Than, and Full-Truck Load Quantity. The table lists various USDA materials like PORK CAN, PORK HAM WATERAD, BEEF LEAN, and BEEF SPP PATTY.

Quantity	Product Number (Program / Sub-Area)	Product Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/>	130139 (CSFP / Entitlement)	PORK CAN-24/24 OZ	90.00 USD	09/16/2013 - 08/31/2018	09/12/2013 - 07/14/2018	1000.000
<input type="text"/>	130187 (CSFP / Entitlement)	PORK HAM WATERAD SLC FRZ PKG-8/3 LB	82.40 USD	11/01/2013 - 08/31/2018	10/14/2013 - 07/14/2018	1000.000
<input type="text"/>	130163 (CSFP / Entitlement)	BEEF LEAN FNLY TXTRD PATTY FRZ CTN: 40 LB	85.18 USD	10/01/2013 - 08/31/2014	09/25/2013	950.000
<input type="text"/>	130130 (CSFP / Entitlement)	BEEF SPP PATTY HOMESTYLE CKD CTN: 40 LB	95.60 USD	10/01/2013 - 08/31/2014	09/25/2013	950.000
<input type="text"/>	130151 (CSFP / Entitlement)	BEEF 100% PATTY FRZ CTN-40 LB	102.00 USD	10/01/2013 - 03/31/2014	09/14/2013 - 02/14/2014	950.000
<input type="text"/>	130162 (CSFP / Entitlement)	BEEF LEAN PATTY FRZ CTN-40 LB	106.23 USD	10/01/2013 - 10/15/2013	09/25/2013	950.000
<input type="text"/>	130173 (CSFP / Entitlement)	PORK ROAST LEG FRZ CTN-32-40 LB	1.33 USD	10/01/2013 - 10/30/2013	09/26/2013 - 09/27/2013	40000.000
<input type="text"/>	130144 (CSFP / Entitlement)	PORK CRUMBLES W/ SPP PKG-4/10 LB	78.88 USD	10/01/2013 - 03/31/2014	09/15/2013 - 01/24/2014	1000.000
<input type="text"/>	130182 (CSFP / Entitlement)	PORK HAM WATERAD FRZ CTN-12/3 LB	61.44 USD	10/01/2013 - 03/31/2014	09/15/2013 - 01/24/2014	1000.000
<input type="text"/>	130166 (CSFP / Entitlement)	BEEF ROAST ROUND FRZ CTN-30 LB	88.55 USD	10/01/2013 - 08/31/2014	09/15/2013 - 07/14/2018	1000.000

7. A list of all the USDA Materials that fit your specification will display in the *Domestic Order Entry* pane.

Navigate to the material you wish to order. Click  the Shopping Cart icon next to the material you wish to add to your cart.

Domestic Order Entry Screen



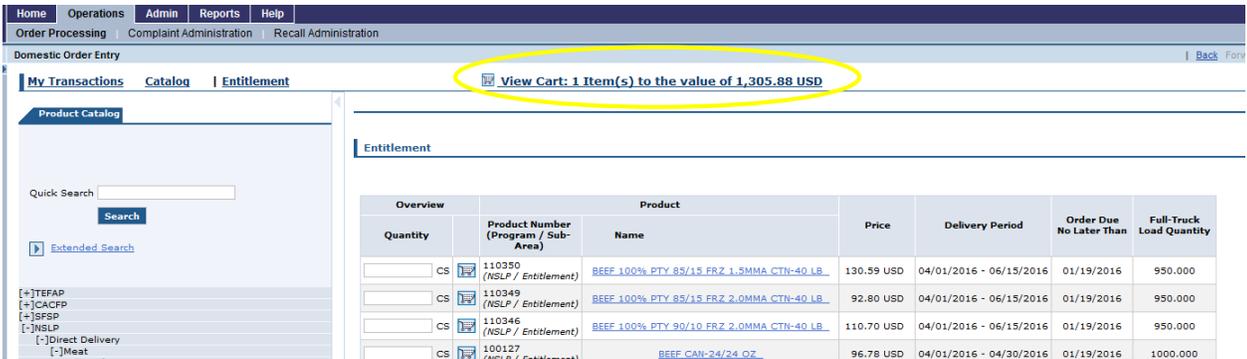
8. A list of possible Delivery Dates and Corresponding Order by Dates display.



You must refer to the OGS issued annual spreadsheet for the true Order by Dates. Failure to do so may result in your inability to order the material(s) you need.

Click  (the Quantity text box) to enter the amount of product you want to receive on the selected delivery date. In this case, we entered 10 in the Quantity text box for the delivery date 01/15/2014.

9. After specifying your quantities, click [Move to Cart](#) to move items to your shopping cart.



10. To add any additional materials to your shopping cart, follow steps #2 – 9. When you are ready to place your order, click  [View Cart: 1 Item\(s\) to the value of 1,020.00 USD](#) at the top of the screen.



If you do not have this view, then you are not in compatibility mode or you are in a program that is not support by WBSCM (i.e., google).

### Shopping Cart View

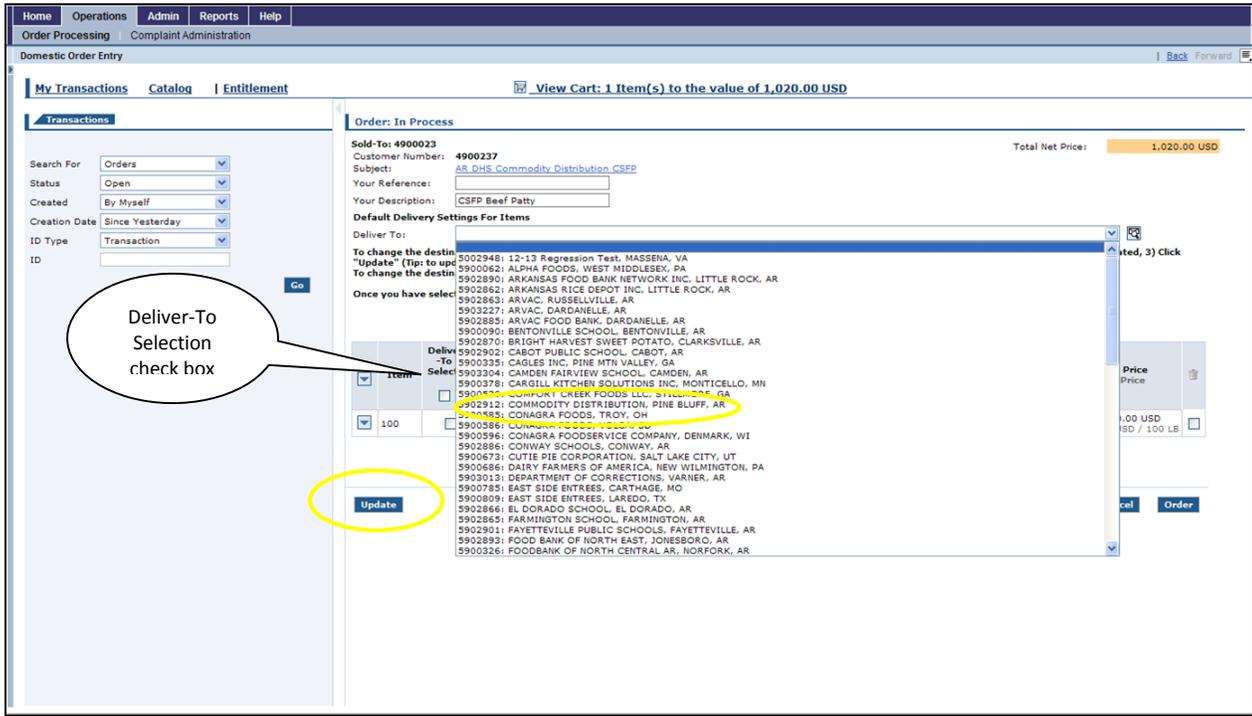
**Deliver-To Dropdown**

Item	Deliver To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price	Unit Price
100	<input type="checkbox"/>	130161	10	CS	CSFP	Entitlement	BEEF 100% PATTY FRZ CTN:40 LB	Ready for Approval	01/15/2014	1,020.00 USD	255.00 USD / 100 LB

11. The most important function in the shopping cart is ensuring the USDA Material is ordered for the correct destination. Direct Delivered USDA Materials (usually) are all delivered to the same location. The following direction can be used for that scenario.

12. In the Deliver-To field click  (the dropdown box) to select the Ship-To location.

Shopping Cart View – select the Ship-To



13. In this case, we selected **5900585; CONAGRA FOODS, TROY, OH** as the delivery location.



14. Click  (the Select/De-Select All Deliver-To Selection check box) to use the selected delivery location for all line items and click Update. NOTE: Click Update after any changes.

15. The RA has the option to populate **Deliver-To** fields at the line item level and each line item may have a different **Deliver-To** location if desired. This option would work best for USDA Materials listed under **Processing Diversion**.

My Transactions | Catalog | Entitlement View Cart: 3 Item(s) to the value of 10,951.27 USD

Order: In Process  
Once you have selected the update button, any changes you have been updated, the Deliver-to at the header level will be blank.

Item	Deliver To Selection	Product	Quantity	Unit	Sub-Area	Description	Ready for Approval	Approval Date	Total Price	Unit Price	
100	<input type="checkbox"/>	110244	2451	LB	NSLP Entitlement	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)			4,367.68 USD	178.20 USD / 100 LB	<input type="checkbox"/>
* Deliver To: 5004593: SCHWANS, ERIE, PA Your Message To Us:											
200	<input type="checkbox"/>	100154	1254	LB	NSLP Entitlement	BEEF COARSE GROUND FRZ CTN-60 LB	Ready for Approval	04/30/2016	2,484.05 USD	198.09 USD / 100 LB	<input type="checkbox"/>
* Deliver To: 5001101: JTM PROVISIONS INC, HARRISON, OH Your Message To Us:											
300	<input type="checkbox"/>	100124	2684	LB	NSLP Entitlement	TURKEY CHILLED -BULK	Ready for Approval	06/15/2016	4,099.54 USD	152.74 USD / 100 LB	<input type="checkbox"/>
* Deliver To: 5002090: JENNIE-O TURKEY STORE SALES LLC, WILLMAR, MN Your Message To Us:											

Update Add more to order Cancel Order

Expand the line items.

Drop-down to select individual line locations.

Don't forget to Update!!

Checking boxes under the  and selecting Update will remove a particular line.

16. Once all Deliver-To locations have been entered, updated and reviewed click the **Order** button to place your requisition.

17. A pop-up window will display, click the OK button to confirm you want to send the order.

## Confirmation of Receipt

The screenshot displays the 'Confirmation of receipt' page in the WBSCM system. The page is titled 'Transaction in Process' and shows the following details:

- Sold-To:** 4900023
- Order:** 1000042595 from 09/12/2013 13:29
- Customer (Number):** AR DHS Commodity Distribution CSFP (4900237)
- Your Reference:**
- Your Description:** CSFP Beef Patty
- Total Net Price:** 1,020.00 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	130161 : BEEF 100% PATTY FRZ CTN-40 LB Delivery Point: 5900585; CONAGRA FOODS, TROY, OH , TROY, OH Requested Delivery Date:01/15/2014	10.000	CS	Ready for Approval	\$1,020.00 USD 255.00 USD / 100 LB

Buttons for 'Print' and 'Close' are located at the bottom right of the table area. On the left side, there is a search filter section with dropdowns for 'Search For' (Orders), 'Status' (Open), 'Created' (By Myself), and 'Creation Date' (Since Yesterday). A 'Go' button is positioned below these filters.

18. The Confirmation of Receipt will display all pertinent information for your requisition. You should print this page before you close the browser and keep all copies for future reference.

You have completed this transaction. You may enter more orders at this time or a later date as needed.

# WBSCM Reports

## RA ENTITLEMENT/BONUS DETAIL REPORT

REPORTS → Entitlement Management → RA Entitlement/Bonus Detail Report

Enter Program and Program Year. Click Execute

The screenshot displays the 'Reports : Input Criteria' page for the 'RA Entitlement/Bonus Detail Report'. The interface includes a top navigation bar with 'Home', 'Operations', 'Admin', and 'Reports' (highlighted with a red arrow). Below this is a breadcrumb trail: 'Order Processing' > 'RA Entitlement/Bonus Detail Report'. A 'Detailed Navigation' sidebar on the left lists various reports, with 'RA Entitlement/Bonus Detail Report' selected and highlighted by a red arrow. The main content area features an 'Execute' button (with a green arrow) and a 'Print PDF Output' link. Below these is a 'Reset Values' button and a 'Show Variants' link. The input fields are: 'Program: \*' with a dropdown menu showing 'NSLP' (highlighted with a red arrow), 'Program Year: \*' with a dropdown menu showing '201?' (highlighted with a red arrow), 'RA Customer Number:' with a text box containing '4003178', and 'Entitlement / Bonus:' and 'Order Type:' with dropdown menus. A 'To' field is also present next to the 'Program Year' field.

## ENTITLEMENT/BONUS SUMMARY REPORT

Reports → Entitlement Management → Entitlement/Bonus Summary Report

Enter Program, Program Year and Click Execute

Click Print PDF Output

Program	Sold-To Party	Sold-To Name	Sold-To City	Sold-To State	Program Year	Beginning Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ent. Balance
NSLP	4000744	Ansonia	Ansonia	CT	2012	73,597.26	50,000.00	15,330.95	8,445	8,266.31

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: NSLP

Program Year: 2012

SDA Region Code:

RA / SDA Number: 4000744

Sold-To State:

File Download

Do you want to open or save this file?

Name: EntitlementBonusSummaryReport\_20110329.pdf

Type: Adobe Acrobat 7.0 Document, 5.01KB

From: portal.wbcsmdod.gov

Open Save Cancel

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 the risk?](#)

Home Operations Adobe Acrobat Professional [EntitlementBonusSummaryReport\_20110329.pdf]

File Edit View Print Comments Tools Advanced Window Help

Send for Review Secure Sign Forms

Select Object Data Tool Help

Entitlement/Bonus Summary Report

Sold-To	Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
4000744 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

2 of 2

Page 2 has the Info. You Can Save or Print the Report

# REQUISITION STATUS REPORT

Reports → Requisition Status Report

Enter Program and Requested Delivery Date Range

Click Execute

Home | Operations | Admin | Reports | Help

Order Processing

Requisition Status Report

Detailed Navigation

- Entitlement Management
- Multi-Food Received Shipment Report
- Requisition Status Report**
- Redistribution/Redonation Detail Report
- Value of Commodities Received - RA
- Value of Materials Received - Multi-Food
- Multi-Food Requisition Report
- Domestic Ship-To Contacts Report

Portal Favorites

- Domestic Order Entry

Reports : Input Criteria

Execute | Print PDF Output

Requisition Status Report

Reset Values

Show Variants

Program:

Req. Delivery Date:   To

Material:   To

Sold-To Party:

Ship-To Party:

Region:   To

Req/Redist. Number:   To

Req/Redist. Doc.Type:

Req/Redist. # Status:

Req. Entitle / Bonus:

Sales Order Number:   To

Purchase Order:   To

Shipment Receipt Date:   To

Home Operations Admin Reports Help

Order Processing

Requisition Status Report [Back](#)

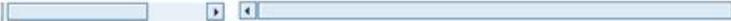
**Requisition Status Report**

Go Back Print PDF Output

View REQUISITION\_STAT Expert

Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009615	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L	
	200	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE	
	300	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE	
	400	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY	
	500	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	
	600	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	
	700	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	
	800	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100180	BEEF SPP PATI	
	900	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100180	BEEF SPP PATI	
	1000	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100180	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	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	
	200	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	
	300	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	
	400	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FNE GRO	

Each Column can be Sorted Ascending or Descending



SCROLL RIGHT

Requisition Status Report Settings

Program	Entitlement/Bonus Ind	Requested Qty.	Sales Unit	Net Dollar Value	ZDOM Order #	ZDOM Order Item #	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. Remove columns you don't need to see and Add columns you want to see on your report. To view how this would look, click the "Settings" Button.

**Settings**

View: REQUISITION\_STAT... [Save] [Save as...] [Delete] [Properties...]

Column Selection | Sort | Calculation | Filter | Display

Hidden Columns	Displayed Columns
<input type="checkbox"/> Order Type	<input type="checkbox"/> Requisition Order #
<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"/> Ship-To City	<input type="checkbox"/> Sold-To Name
<input type="checkbox"/> Ship-To State	<input checked="" type="checkbox"/> RA ID
<input type="checkbox"/> Plant Desc.	<input type="checkbox"/> Ship-To Party
<input type="checkbox"/> Cost / LB	<input type="checkbox"/> Ship-To Name

[Add] [Remove] [Change Sequence]

OK [Cancel] [Apply]

View: REQUISITION\_STAT... [Export]

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

You can also change the sequence of the columns by highlighting the column and shifting up / down. Once you have the report with the columns you want, you should click "Save as". so you can always access this view.

United States Department of Agriculture  
Web-Based Supply Chain Management

Admin Reports Help

Save View as

Description: \* My Req Status Report

Assignment: User

Initial View

OK Cancel

Enter a view name in the Description field. If you click the initial view then this is the view that will appear every time you run the report. If it's not the initial view, you can select the view from the report.

Order Type  
SO Item Category  
Sold-To City  
Sold-To State  
RA ID  
Ship-To City  
Ship-To State  
Plant Desc.

Displayed Columns  
Requisition Order #  
Requisition Item #  
Requisition Status  
Sold-To Party  
Sold-To Name  
Ship-To Party  
Ship-To Name  
Material

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Requisition Status Report

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View REQUISITION\_STAT... [Standard View]

Here's Where You Find Your Custom Req Status Report

Requisition #	Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.	
10000	300	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED	
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED	
	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	100034	CHEESE MOZ	
	1000019023	100		Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC	
1000028864	300	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC	
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERR	
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA1	
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA1	
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA1	
	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	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	

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Requisition Status Report

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

Too Much Info?!  
Click the "Print PDF Output" Button



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File Edit View Document Tools Advanced Window Help

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. (R) 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 FRG 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 FRG 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 FRG BOX-30 LB	\$306.33	5000031347 100	Approved by SDA

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## VALUE OF COMMODITIES RECEIVED – RA

Reports → Value of Commodities Received – RA

Enter Program and Shipment Receipt Date Range

Click Execute

The screenshot displays the 'Value of Commodities Received - RA' report configuration interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The left sidebar contains 'Detailed Navigation' with a tree view where 'Value of Commodities Received - RA' is selected. The main content area is titled 'Reports : Input Criteria' and features an 'Execute' button and a 'Print PDF Output' link. Below this is the report title 'Value of Commodities Received - RA' and a 'Reset Values' button. The configuration fields are as follows:

- Program:
- Shipment Receipt Date:  To
- Req. Delivery Date:  To
- Material:  To
- Sold-To Party:
- Ship-To Party:

A 'Show Variants' link is located to the right of the configuration fields.