

# **WBSCM**

## Web-Based Supply Chain Management

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

June 2011

# WBSCM Help Desk Contact Info

Help Desk Hours: 7:00 AM to 9:00 PM Eastern Time for WBSCM 2.0  
startup

(Utilization reviewed weekly for adjustment back to normal operating  
hours – normal hours are 8:00 AM to 6:00 PM Eastern Time)

## Help Desk Contact Information

Phone: 877-WBSCM-4U or 877-927-2648

Email: [WBSCMhelp@ams.usda.gov](mailto:WBSCMhelp@ams.usda.gov)

Web form link on WBSCM Portal: <https://srai.service-now.com>

ITS Service Desk at 800-457-3642

OR

[eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

# WHEN THE STATE SETS UP YOUR WBSCM ACCOUNT

# YOU WILL RECEIVE THIS EMAIL – Check SPAM

-----Original Message-----

From: WBSCM\_USER\_REGISTRATION@AMS.USDA.GOV [mailto:[WBSCM\\_USER\\_REGISTRATION@AMS.USDA.GOV](mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV)]  
Sent: Wednesday, March 16, 2011 1:31 PM  
To: [Golias, Dom](mailto:Golias, Dom)  
Subject: Action Required: Register USDA WBSCM User Account

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

Dear Dom Golias,

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.

1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.
2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSrlepBiduvQHpyof%2Fky1NiFBzopGNCZH%2BWBFWJzNvAKign2mrOXeH7nw2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator. [dan.sadowski@ct.gov](mailto:dan.sadowski@ct.gov)

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



Didn't Receive the Email? Check Spam or Contact Your IT Dept and ask them to make sure this email address is allowed

# STEP 1

-----Original Message-----

From: WBSCM\_USER\_REGISTRATION@AMS.USDA.GOV [mailto:[WBSCM\\_USER\\_REGISTRATION@AMS.USDA.GOV](mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV)]

Sent: Wednesday, March 16, 2011 1:31 PM

To: [Golia, Dom](#)

Subject: Action Required: Register USDA WBSCM User Account

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

Dear Dom [Golia](#),

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.



**1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.**

2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSrlepBiduvQHpyof%2Fky1NiFBzopGNCZH%2BWBWJzNvAKiqn2mrOXeH7nw2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator. [dan.sadowski@ct.gov](mailto:dan.sadowski@ct.gov)

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

# Click on “Level 1 Access”



[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](#)

## Create an Account

### What Level of Access do you need?

**If you are a USDA Federal Employee**, you should visit the **USDA Employee Create an Account** page to create a USDA eAuthentication Employee Account.

**If you are a customer (non USDA Federal Employee) of USDA**, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have an account with Level 1 Access, **log into your profile** and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 1 Access**.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

## Create your Password

### Required Requirements:

- 9 to 12 characters long
- At least one uppercase
- At least one lowercase
- At least one number (1 - 9)
- At least one special character

### Passwords Should Not:

- Be Dictionary Words
- Contain Profile Info (i.e. Mother's Maiden Name, Date of Birth, PIN, Phone, Email, etc)

*Change your password every 180 days!*

# Create Your eAuth Account

## Quick Links

▸ [What is an account?](#)

▸ **[Create an account](#)**

▸ [Update your account](#)

## Administrator Links

▸ [Local Registration Authority Login](#)

## Create an Account

Form Approved - OMB No. 0503-0014

[Create an Account Help](#)

Level 1 Access

### Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:	<input type="text" value="ansoniadom"/>	6-20 characters
Password*:	<input type="password" value="●●●●●●●●"/>	9-12 characters
Confirm Password*:	<input type="password" value="●●●●●●●●"/>	<a href="#">Click here</a> for additional requirements
First Name*:	<input type="text" value="Dom"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text" value="Golia"/>	
Home Postal/Zip Code:	<input type="text"/>	
Country Name*:	<input type="text" value="United States"/>	
<b>Email address must be valid to complete registration</b>		
Email*:	<input type="text" value="dom.golia@ansonia.org"/>	
Confirm Email*:	<input type="text" value="dom.golia@ansonia.org"/>	

Last Name  
Must  
Match  
WBSM  
Last Name

Email  
Must  
Match  
WBSM  
Email

# Click "Submit" Button



## 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 2 of 4: User Information Confirmation

Verify your Level 1 access information.

Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID:	<b>ansoniodom</b>
Password:	<b>** Not Shown **</b>
First Name:	<b>Dom</b>
Middle Initial:	
Last Name:	<b>Golia</b>
Home Postal/Zip Code:	
Country Name:	<b>United States</b>
Email:	<b>dom.golia@ansonio.org</b>

Please verify that your information is correct before clicking the Submit button.

[Back](#) [Submit](#)



# Check Your Email



[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](#)

## 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 2nd Email

**From:** [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) [mailto:eAuthHelpDesk@ftc.usda.gov]  
**Sent:** Wednesday, March 16, 2011 1:49 PM  
**To:** Sadowski, Dan  
**Subject:** Action Required: Instructions to Activate Your USDA Account with Level 1 Access

Didn't Receive the Email? Check Spam or Contact Your IT Dept .

Level 1 Access

## Step 4 of 4: Link to Account Activation page

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

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

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)



The User ID you created is: Ansonia.Sadowski

The email address you provided is: [dan.sadowski@ct.gov](mailto:dan.sadowski@ct.gov)

**Please print and retain this message for future reference.**

**NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again**

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 view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.

Please include the following information in your email:

- Your first and last name
- Your eAuthentication User ID
- Indicate whether you are a public customer, federal employee, state, or district employee
- If you are a federal employee, provide the name of your employing agency
- The URL (Web Address) of the Web site or application you were attempting to access
- The text of any error messages and a detailed description of the problem

# 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](#)

## Account Activation

Thank you, your account has been activated.

**If you are a USDA Federal Employee**, no further action is needed.

**Please wait** approximately 20 minutes from the time of activation before using this account.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access**, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access**, no further action is needed.



Close Window

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

# STEP 2 – Go Back To The First Email

-----Original Message-----

From: WBSCM\_USER\_REGISTRATION@AMS.USDA.GOV [mailto:[WBSCM\\_USER\\_REGISTRATION@AMS.USDA.GOV](mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV)]

Sent: Wednesday, March 16, 2011 1:31 PM

To: [Goia, Dom](#)

Subject: Action Required: Register USDA WBSCM User Account

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

Dear Dom [Goia](#),

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.

1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.

**2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:**



<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSriepBiduvQHpYof%2Fky1NiFBzopGNCZH%2BWBWJzNvAKiqn2mrOXeH7nW2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator. [dan.sadowski@ct.gov](mailto:dan.sadowski@ct.gov)

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

---

# Click – “I Agree”



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

\*\*\*\*\*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\*\*\*\*\*



# Enter the eAuth USER ID and Password You Just Created



[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](#)

## eAuthentication Login

### Login with my User ID and Password

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)

[Change My Password](#)



## WBSCM Rules of Behavior

Rules of Behavior

(Version 1.0)

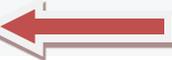
Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:

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

Submit



# Congratulations! You've Made it into WBSCM!

News and Alerts - WBSCM Portal

Home RSS Email Print Page Safety Tools

 United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Jane Doe

[Log Off](#)



Home Operations **Admin** Reports Help

News and Alerts | [Inbox](#)

News and Alerts

[Back](#) [Forward](#)

Detailed Navigation

News and Alerts

Portal Favorites

There are no items to display

[Forums](#)

[Forum Home](#)

[My Control Panel](#)

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

 New content since your last visit

# MS Internet Explorer 8 Compatibility & Disable Pop-Up Blocker

News and Alerts - WBSCM Portal - Microsoft Internet Explorer provided by New York State OGS

https://wbscmxtrn.wbscm.usda.gov/irj/portal

Certificate Error

Live Search

Tools

- Reopen Last Browsing Session
- Pop-up Blocker
- Manage Add-ons
- Work Offline
- Compatibility View
- Compatibility View Settings
- Full Screen F11
- Toolbars
- Explorer Bars
- Developer Tools F12
- Suggested Sites
- Diagnose Connection Problems...
- Send to OneNote
- Internet Options

Internet Explorer 8 Compatibility View & Disable Pop-Up Blocker

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

Forums

Forum Home

Forum / Category			
<a href="#">WBSCM News and Announcements</a>			
<a href="#">FNS News and Announcements</a>			
<a href="#">FNS News and Announcements (RA)</a>			
<a href="#">USDA Holds and Recalls</a>	0	0 / 0	Mar 9, 2010 2:18 PM
	26	0 / 0	Mar 9, 2010 2:19 PM

New content since your last visit

# CHECKING FOR NEW CONTENT – If the Little Dot is Green – There's New Info

The screenshot shows the USDA Web-Based Supply Chain Management (WBSCM) portal. The top navigation bar includes links for Home, Operations, Admin, Reports, and Help. The 'Admin' link is highlighted with a mouse cursor. Below the navigation bar, there are sections for 'News and Alerts' and 'Inbox'. A sidebar on the left contains 'Detailed Navigation' and 'Portal Favorites'. The main content area displays a forum list with columns for 'Forum / Category', 'Views', 'Topics / Messages', and 'Last Post'. A red arrow points to the 'FNS News and Announcements (RA)' forum entry. A speech bubble on the left explains that a green dot indicates new content.

News and Alerts - WBSCM Portal

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

Welcome Jane Doe [Log Off](#)

Home Operations **Admin** Reports Help

News and Alerts | Inbox

News and Alerts | Back Forward

Detailed Navigation

- News and Alerts

Portal Favorites

There are no items to display

[Forums](#) [My Control Panel](#)

Forum Home

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

New content since your last visit

News and Announcements from USDA –If Dot is Green There's New Info

# Very Important – Review and Update Your User Profile

The screenshot shows a web application interface for managing user profiles. At the top, there is a navigation bar with tabs for Home, Operations, Admin, and a partially visible 'ip' tab. Below this, there are sub-tabs for Manage Users, Master Data, and Organization Maintenance. The main content area is titled 'Maintain User Profile' and includes a 'Data was saved successfully' message with a green checkmark icon. A red arrow points to the 'Admin' tab, and another red arrow points to the 'Maintain User Profile' option in the 'Detailed Navigation' sidebar. A third red arrow points to the 'Update' button, which is highlighted with a yellow background. A speech bubble above the 'Update' button contains the text: 'This Message will Appear After You Click "Update"'. Below the 'Update' button, the user profile form is displayed, with sections for Name, Address, and Communication. The 'Name' section includes fields for Title, First name (Dom), and Last name (Golia). The 'Address' section includes fields for Street (165 Capitol Ave. 5th Floor S), House Number, City (Hartford), Region / State (Connecticut), Postal Code (06106), and Country (USA). The 'Communication' section is a table with columns for Method, Value (Number / E-mail Address), and Recall Contact Preference. The table contains three rows of contact information, with the first row highlighted. A speech bubble on the left side of the page contains the text: 'Important - Complete this section to receive Hold/Recall Announcements'. The 'Email address' field in the communication table is highlighted with a dotted border.

Home Operations Admin ip

Manage Users | Master Data | Organization Maintenance

Maintain User Profile | Back

✓ Data was saved successfully

Update

**Detailed Navigation**

- Maintain User Profile
- User Security Report
- Manage Users

**Portal Favorites**

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

**Name**

Title:

First name: \*

Last name: \*

**Address**

Street:  House Number:

City:

Region / State:  Postal Code:

Country:

**Communication**

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@anson.org	Preferred Method #1	

# Managing Users

Home | Operations | Admin | elp

Manage Users | Organization Maintenance | Master Data

Manage Users | [Back](#) For

Detailed Navigation

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

Portal Favorites

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

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'll Only Need to Click Once!

# Create Portal Favorites

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 | Organization Maintenance | Master Data'. The main content area is titled 'Manage Users' and includes a search bar, a 'Search' button, and a 'Reset' button. A sidebar on the left shows 'Detailed Navigation' with options like 'Maintain User Profile', 'User Security Report', and 'Manage Users', along with a 'Portal Favorites' section. A context menu is open on the right, listing 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. 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.

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

# 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
	Dan	Ansonia	2011-03-17 09:23:56
	Dominick	Golia	
	Dan	Sadowski	2011-03-17 12:56:37

Row 1 of 3

Create New User



# Portal Favorite Creation Completed

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

Organizations

- Ansonia

Ansonia

User Search Criteria

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

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@ansonla.org Mobile Phone:

Title:

Street Address: 20 Putaski Highway

City: Ansonia

Zip Code: 06401

Country: USA

State/Province: Connecticut

Time Zone:

Tree Root

“Manage Users” Portal Favorite

# Update User

The screenshot shows a web application interface for managing users. On the left is a navigation menu with sections: Home, Operations, and Help. Under 'Manage Users', there are options for 'Maintain User Profile', 'User Security Report', and 'Manage Users'. A search table is displayed with columns for First Name, Last Name, and Last Logon Date. The first row is highlighted in yellow and contains the name 'Dominick Golla'. A red arrow points to a small box next to this row. Below the table is 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. A second callout points to the 'Email' field.

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

Email & Last Name Must Match eAuth Account

First Name	Last Name	Last Logon Date
Dominick	Golla	

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:			

# MAKE SURE ORG ADMIN & ORDER MANAGER ARE IN CURRENT ROLES

The screenshot displays 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. Below this is a navigation bar with tabs for "Home", "Operations", "Admin", "Reports", and "Help". Under the "Admin" tab, there are sub-links for "Manage Users", "Organization Maintenance", and "Master Data".

The main content area is titled "Manage Users" and includes a "Back" link. On the left, there is a "Detailed Navigation" sidebar with options: "Maintain User Profile", "User Security Report", and "Manage Users" (which is highlighted). Below this is a "Portal Favorites" section.

The central area shows 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: "Role data" (selected) and "Admin data". Under the "Role data" tab, there is a "Current Roles" table with the following entries:

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

Below the "Current Roles" table, there are "Modify User" and "Delete User" buttons. A red arrow points to the "Role data" tab, and another red arrow points to the "Modify User" button. At the bottom left, there is a "Tree Root" button.

# If Order Manager Isn't in "Current Roles" – Add it

Admin Help

Organization Maintenance

Back Forward

Dominick	Golia	
Dan	Sadowski	2011-03-16 13:11:03

Row 1 of 2

Create New User

User Details

Personal data Role data Admin data

Available Roles

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

Row 1 of 4

Add Remove

Current Roles

<input type="checkbox"/>	User Admin - RA
<input checked="" type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	
<input type="checkbox"/>	

Row 1 of 2

Save Cancel

**“User Updated Successfully” will Appear After “Save” Button is Clicked**

**i User Updated Successfully.**

# ADMIN DATA TAB

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

Personal data **Admin data**

User Locked:

Reason Locked:

Resend New User Email

Modify User Delete User

Tree Root

**NEVER LOCK USER**

# SETUP WBSCM ACCOUNT FOR YOUR STAFF

# Manage Users Will Display the People that are 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**

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's 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 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

The screenshot shows a web application interface for user management. The top navigation bar includes tabs for Home, Operations, Admin, Reports, and Help. Below this, there are sub-tabs for 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 'Detailed Navigation' and 'Portal Favorites' sections. The main area displays a table of users with columns for First Name, Last Name, and Last Logon Date. A red arrow points to the 'Personal data' tab in the 'User Details' section, which is currently selected. The 'Personal data' tab contains various input fields for user information, including User ID, First Name, Last Name, Email, Title, Street Address, City, Zip Code, Country, State/Province, and Time Zone. There are also fields for Company, Phone, and Mobile Phone. The 'Create New User' button is highlighted with a dashed border. The 'Save' and 'Cancel' buttons are at the bottom of the form.

Home | Operations | Admin | Reports | Help

Manage Users | Master Data | Organization Maintenance

Manage Users | Back | Forward

Organizations

- Ansonia

User Search Criteria

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

Tree Root

# 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 Name: \*  Company:

Last Name: \*  Phone:

Email: \*  Fax:

Title:  Mobile Phone:

Street Address:

City:

Zip Code:

Country: \*

State/Province:

Time Zone:

Tree Root

Save Cancel

**Email & Last Name Must Match eAuth Account**

# Creating a New User – Role Data Tab

The screenshot displays a web application interface for user management. 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 includes a 'Create New User' button. A 'Detailed Navigation' sidebar on the left lists options like 'Maintain User Profile', 'User Security Report', and 'Manage Users'. The 'User Details' section is active, showing the 'Role data' tab. This tab contains two tables: 'Available Roles' and 'Current Roles'. The 'Available Roles' table lists 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. A red arrow points from a callout bubble to the 'Org Admin - RA' row, and another red arrow points from this row to an 'Add' button. A 'Remove' button is also visible. The 'Current Roles' table shows 'Org Admin - RA', 'Order Manager - RA', and 'View-Only - RA'. A callout bubble with the text 'Make Sure to Add Order Manager & Org Admin' points to the 'Org Admin - RA' row in the 'Available Roles' table.

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

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

Row 1 of 3

Create New User

User Details

Role data | Admin data

Available Roles

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

Row 1 of 4

Current Roles

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

Row 1 of 3

Make Sure to Add Order Manager & Org Admin

# Creating a New User – Admin Data Tab

Email sent to user automatically

The screenshot displays the 'Manage Users' interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, there are sub-tabs for 'Manage Users', 'Master Data', and 'Organization Maintenance'. The left sidebar contains 'Detailed Navigation' with options like 'Maintain User Profile', 'User Security Report', and 'Manage Users', and 'Portal Favorites' with options like 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery Periods', 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. Another red arrow points from the 'Save' button to a callout bubble that says 'Email Automatically Sent to New User'. A third callout bubble says 'NEVER LOCK USER' and points to the 'User Locked' checkbox.

NEVER LOCK USER

Email Automatically Sent to New User

# User Created Successfully

The screenshot displays a web application interface with a dark blue header containing navigation tabs: Home, Operations, Admin, Reports, and Help. Below the header, a breadcrumb trail shows 'Manage Users | Master Data | Organization Maintenance'. The main content area is titled 'Manage Users' and features a left-hand navigation pane with sections for 'Detailed Navigation' (containing 'Maintain User Profile', 'User Security Report', and 'Manage Users') and 'Portal Favorites' (containing 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery Periods', and 'Manage Users'). The main content area includes a 'Create New User' button, a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data', and a 'Tree Root' button. A green information icon and the text 'User Created Successfully.' are visible at the bottom of the main content area. A speech bubble on the left side of the image points to this message with the text 'This Message Will Appear'.

**NEW USER WILL RECEIVE EMAIL**

**THE NEW USER WILL START AT SLIDE 6**

# Finding Entitlement

# CREATING PORTAL FAVORITES

The screenshot displays a web portal interface with the following elements:

- Top Navigation Bar:** Contains menu items: Home, Operations, Admin, Reports, and Help. A red arrow points to the **Help** menu.
- Page Title:** Entitlement/Bonus Summary Report. Includes [Back](#) and [Forward](#) links.
- Left Navigation Pane:** Lists various reports, with **Entitlement/Bonus Summary Report** highlighted. A red arrow points to this link.
- Main Content Area:**
  - Reports : Input Criteria** section with **Execute** and **Print PDF Output** buttons.
  - Reset Values** button.
  - Form fields for:
    - Program: \* (dropdown)
    - Program Year: \* (dropdown) To (dropdown)
    - SDA Region Code: (dropdown)
    - RA / SDA Number: (text input with value 4000744)
    - Sold-To State: (dropdown) To (dropdown)
  - [Variants](#) link.
- Context Menu:** Opened over the report title, containing options: Open in New Window, Refresh, Personalize, Help, Details, Add to Browser Favorites, and **Add to Portal Favorites** (highlighted in orange).

# Enter Program & Program Year

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report | [Back](#)

Reports : In Criteria

Execute Print PDF Output

### Entitlement/Bonus Summary Report

Reset Values

Program: \*  

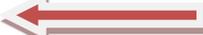
Program Year: \*  To  

SDA Region Code:  

RA / SDA Number:  

Sold-To State:  To  

 [Variants](#)



# Entitlement/Bonus Summary Report

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

[Back](#)

tailed Navigation

- 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

rtal Favorites

Manage Users

## Entitlement/Bonus Summary Report .

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

View ENTITLEMENT\_SUM... [Export](#)

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

SCROLL RIGHT



# 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:

RA / SDA Number: 4000744

Sold-To State: To

Variants

# 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

SDA Region Code:

RA / SDA Number: 4000744

Sold-To State:

File Download

Do you want to open or save this file?

Name: EntitlementBonusSummaryReport\_201110329.pdf

Type: Adobe Acrobat 7.0 Document, 5.01KB

From: portal.wbcsn.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?](#)

# Entitlement/Bonus Summary Report Details

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

# Running Reports

# Requisition Status Report

Home Operations Admin **Reports** Help

Order Processing

Requisition Status Report [Back](#)

**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

**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

Home Operations Admin Reports Help

Order Processing

Requisition Status Report [Back](#) [Forward](#)

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](#)

Enter NSLP and Dates – Then Click “Execute”

# Requisition Status Report

Order Processing

Requisition Status Report [Back](#)

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

SCROLL RIGHT



# Requisition Status Report

Order Processing

Requisition Status Report

[Back](#)

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

Each Column can be Sorted Ascending or Descending

# 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. 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.

# 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 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.

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

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.

Filter Display

Displayed Columns

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

Row 1 of 12

Row 1 of 20

# Requisition Status Report Settings

## Requisition Status Report

 Go Back

 Print PDF Output

### Settings

View

My Req Status Report

Save

Save as...

Delete

Properties...

Column Selection

Sort

Calculation

Filter

Display



 Hidden Columns
<input type="checkbox"/> Order Type
<input type="checkbox"/> SO Item Category
<input type="checkbox"/> Sold-To City
<input type="checkbox"/> Sold-To State
<input type="checkbox"/> RA ID
<input type="checkbox"/> Ship-To City
<input type="checkbox"/> Ship-To State
<input type="checkbox"/> Plant Desc.

Row 1 of 12

Add

Remove

 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 20

Change Sequence

OK

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REQUISITION\_STATUS [Standard View]

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	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	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
200	Ready for Approval	Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED		
1000028893	100	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	200	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	300	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	
	400	Ready for Approval	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR	

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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
	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

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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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**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 CHD 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 CHD 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 CHD 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

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