



Office of General Services
Food Distribution

Placing Direct Diversion Orders in WBSCM

February 13, 2019

National School Lunch Program

From its inception in 1946, the school lunch program has been making nutritious meals available to school children. Today, about 30 million children receive a nutritious lunch each school day in over 100,000 participating public and private nonprofit schools and residential child care institutions.

SECTIONS

Overview

New Directors

Order My USDA Food

Diversion (Processing)

USDA's DoD Fresh Fruit and Vegetable Program

Overview

Schools participating in the National School Lunch Program receive USDA foods. If your school does not currently participate in the NSLP

Food Preference Survey 2019-2020

- [SY 2019-20 Food Preference Survey Results](#)

School Year 2019-2020 Ordering

- [USDA Foods - Direct Delivery \(Brown Box\) Ordering Worksheet](#)
- [Instructions for Placing Orders in WBSCM](#)

Instructions for Diversion Ordering for Scho

- [Instructions](#)
- [Diversion Worksheet](#)

Please note:

Begin Here

- Visit the [OGS NSLP webpage](#)
- Print a copy of the Instructions
- Download a copy of the Diversion Worksheet



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Instructions

Instructions for School Year 2019 – 2020 Diversion

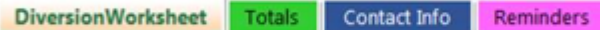
WBSCM is open to place Direct Diversion orders for the 2019-20 School Year. Orders for Diversion must be placed by 4:00 pm on Friday, March 1, 2019. Orders for processors that do not meet the full truckload minimum will be declined and the catalog will be reopened from March 6 - 8, 2019.

Webinars will be held the week of February 11th. (Details to follow).

The following documents can be downloaded from our website to assist you with the ordering process:

- (1) SY2019-20 Diversion Worksheet (<https://ogs.ny.gov/BU/SS/GDF/food-NSLP.asp>) and;
- (2) WBSCM Training Manual "WBSCM Training Guide – January 2016" (<https://ogs.ny.gov/BU/SS/GDF/food-wbscm.asp>).

The Diversion Worksheet should be utilized as a tool for ordering your USDA Foods in WBSCM to a further processor. There are Four Tabs in the Worksheet:



Diversion Worksheet Tab: Lists all of the processors and their end products. Simply enter the total number of cases for each item that you need for the 2019-20 School Year. The worksheet will calculate pounds and estimated entitlement value.

Totals Tab: This tab totals all of the pounds by material/processor so you have an easy view of what to order. Once you have completed the worksheet, you should print this tab and enter your orders into WBSCM. You will need the Business Partner ID listed in this tab when selecting your "deliver to" destination in WBSCM. After entering your order in WBSCM, run a Requisition Status Report to verify you sent the correct number of pounds/cases to the correct WBSCM Business Partner (BP) ID. All USDA Foods highlighted in green will be found in WBSCM under "Direct Delivery" and orders must be placed in case quantity.

Contact Info Tab: Contact information along with shipping requirements are available in this tab.

Reminders Tab: Some important points to remember when entering your orders into WBSCM.

Please remember:

- The Diversion Worksheet is a tool to help simplify the process. Orders must be entered in WBSCM to receive **end product**. Save this spreadsheet for further reference (processors may need additional information).
- NY's OGS does not properly procure any further processed items. All further end products you receive, utilizing USDA Foods, must go through your normal procurement process.
- If you fail to enter your orders in the timeline outlined above, we will be unable to accommodate your needs for the 2019-20 School Year. Please remember vacation breaks fall within this timeline.
- **End Product Alert** Schwan's: Be advised that end products such as pizza have the potential of containing three (3) raw USDA commodities. Example: Big Daddy's Pizza (P68591) - Schools may opt to utilize the following raw commodities: #110244 Cheese (P68951AB); #110418 Flour (P68591A); and #1100332 Tomato Paste (P68591). Optimal pass-through-value is obtained by diverting all three commodities.

AutoSave Off

Diversion Worksheet - SY 2019-2020 (4) - Compatibility Mode - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help ACROBAT Tell me what you want to do

Paste Font Alignment Number Styles Cells

Clipboard Font Alignment Number Styles Cells

N6

	A	B	C	D	E
	Processor	USDA Code	Material Description	End Product Code	Description
1					
2	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00309	Appeeling Fruit Red Apple Chunk Bulk
3	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00310	Appeeling Fruit Apple Wedges Bulk
4	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00311	Appeeling Fruit Apple Wedges Bulk 10/1lb
5	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00400	Appeeling Fruit Apple Wedges
6	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00430	Appeeling Fruit Sliced Apples and Seedless Grapes
7		110149 Total			
8	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72001	Tangerine Chicken WG
9	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72003	General Tso's Chicken WG
10	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72005	Japanese Cherry Blossom Chicken WG
11	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72010	Lemongrass Chicken WG
12	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72013	Sriracha Honey Chicken WG
13	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P73001	Teriyaki Chicken
14	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P73002	New Orleans Chicken
15	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P73004	Thai Sweet Chili Chicken
16		100113 Total			
17	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74001	Mongolian Beef
18	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74002	Sliced Beef
19	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74003	Teriyaki Beef
20	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74005	Korean Beef
21		100156 Total			

DiversionWorksheet Totals Contact Information Reminders

Diversion Worksheet

Important Notes for the 2019-2020 School Year

- WBSCM is open to place Direct Diversion orders for the 2019-20 School Year. Orders for Diversion must be placed by 4:00 pm on Friday, March 1, 2019. Orders for processors that do not meet the full truckload minimum will be declined and the catalog will be reopened from March 6 - 8, 2019.



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How to use the Diversion Worksheet

- On the Diversion Worksheet tab, fill out column N with the amount of cases that you need for the entire school year. Columns O & P will auto populate.

	A	B	C	D	F	G	H	I	J	K	L	M	N	O	P
	Processor	USDA Code	Material Description	End Product Code	Case Weight	CN Serving Size	MMA per Serving	Bread Serving	Servings Per Case	# USDA Food Per Case	Nov 15 USDA Value	USDA Case Value	Total # of Cs Needed for SY2020	Total Pounds Needed	Est. USDA Entitlement
1	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00309	10.00	2	0	0	80	15.38	\$0.40	\$6.15		0	\$0.00
2	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00310	20.00	16	0	0	20	30.77	\$0.40	\$12.31		0	\$0.00
3	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00311	10.00	2	0	0	80	15.38	\$0.40	\$6.15		0	\$0.00
4	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00400	12.50	2	0	0	100	19.23	\$0.40	\$7.69		0	\$0.00
5	Appeeling Fruit, Inc.	110149	APPLES FOR FURTHER PROCESSING - BULK	P658324 00430	15.63	2.5	0	0	100	19.23	\$0.40	\$7.69		0	\$0.00
6		110149 Total												0	\$0.00
7	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72001	42.90	3.9	2	0.5	176	34.65	\$0.46	\$15.94		0	\$0.00
8	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72003	42.90	3.9	2	0.5	176	34.65	\$0.46	\$15.94		0	\$0.00
9	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72005	42.90	3.9	2	0.5	176	34.65	\$0.46	\$15.94		0	\$0.00
10	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72010	42.90	3.9	2	0.5	176	34.65	\$0.46	\$15.94		0	\$0.00
11	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P72013	42.90	3.9	2	0.5	176	34.65	\$0.46	\$15.94		0	\$0.00
12	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P73001	42.90	2.85	2	0	240	45.98	\$0.46	\$21.15		0	\$0.00
13	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P73002	42.90	2.85	2	0	240	45.98	\$0.46	\$21.15		0	\$0.00
14	Asian Food Solutions	100113	CHICKEN LEGS CHILLED -BULK	P73004	42.90	2.85	2	0	240	45.98	\$0.46	\$21.15		0	\$0.00
15		100113 Total												0	\$0.00
16	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74001	40.09	4.22	2	0	152	33.43	\$3.11	\$103.97		0	\$0.00
17	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74002	38.00	3.16	2	0	192	42.23	\$3.11	\$131.34		0	\$0.00
18	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74003	40.09	4.22	2	0	152	33.43	\$3.11	\$103.97		0	\$0.00
19	Asian Food Solutions	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	P74005	40.09	4.22	2	0	152	33.43	\$3.11	\$103.97		0	\$0.00
20		100156 Total												0	\$0.00
21	Craters Food Company	110242	CHEESE NAT AMER FBD BARREL-500 LB(4800)	P1617	23.63	3	1	2	126	7.88	\$1.60	\$12.61		0	\$0.00

DiversionWorksheet

Totals

Contact Information

Reminders

+



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How to use the Diversion Worksheet

- Information entered into the Diversion Worksheet tab will auto populate information on the Total tab in columns E & F. The information on this page is what you will need to enter your orders into WBSCM .

	A	B	C	D	E	F
	Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
2	Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
3	Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
4	Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87
5	Bake Crafters Food Company	5005230	110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	0	\$0.00
6	Basic American Foods	5002742	110227	POTATO FOR PROCESS INTO DEHY PRD-BULK	0	\$0.00
7	Basic American Foods	5004554	110381	BEANS PINTO DRY TOTE-2000 LB	0	\$0.00
8	Bongards Creameries	5004222	110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	0	\$0.00
9	Brookwood Farms	5002371	100193	PORK PICNIC BNLS FRZ CTN-60 LB	0	\$0.00
10	Brookwood Farms	5002371	100883	TURKEY THIGHS BNLS SKNLS CHILLED-BULK	0	\$0.00
11	Cains Foods - A TreeHouse Foods Company	5005220	100443	OIL VEGETABLE-BULK	0	\$0.00
12	Cargill Kitchen Solutions	5002919	100047	EGGS WHOLE LIQ BULK -TANK	0	\$0.00
13	Cargill Meat Solutions	5004014	100124	TURKEY CHILLED -BULK	0	\$0.00
14	Channel Fish Processing CO INC	5005540	110601	FISH AK PLCK FRZ BULK CTN-49.5 LB	0	\$0.00
15	Comida Vida, Inc.	5005255	100103	CHICKEN LARGE CHILLED - BULK	0	\$0.00
16	Comida Vida, Inc.	5005461	100154	BEEF COARSE GROUND FRZ CTN-60 LB	0	\$0.00
17	Comida Vida, Inc.	5005255	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	0	\$0.00
18	Comida Vida, Inc.	5005255	100193	PORK PICNIC BNLS FRZ CTN-60 LB	0	\$0.00
19	ConAgra Foods	5002765	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	0	\$0.00
Totals						



How to use the Diversion Worksheet

- The Contact Information tab has been provided so that schools may reach out to processors if they have any questions.

	A	B	C	D	E	F
1	Company Name	Contact Name	Contact Phone	Contact Email	Website Address	Ship Requirements
2	Appeeling Fruit, Inc.	Stephanie Schreiber	610-926-6601 Ext. 122	sschreiber@appeelingfruit.com	www.appeelingfruit.com	2100 lbs or 168 cases (2 pallets) is our minimum delivered to a warehouse. We are using a Fee For Service value pass-thru option.
3	Asian Food Solutions	John Eberts	518-727-3019	john.eberts@asianfoodsolutions.com	www.asianfoodsolutions.com	Value Pass Thru=FFS min. shipment for chicken products is 6177 lb (144 cs, mixed chicken ok) or contact broker. Min. for shreds is 2 pallets, mixed shreds ok (1 truckload to start process) Additional contacts: Chris Gangi.
4	Bake Crafters Food Company	Cliff Coggins	423-443-4233	cliff@bakecrafters.com	www.bakecrafters.com	VPT=NOI - Minimum shipment is for finished breakfast and lunch sandwiches - 2 Pallet minimum of combined product codes.
5	Basic American Foods	Deniece Ledin	925-472-4139	dledin@baf.com	www.baffoodservice.com	Value Pass through is NOI. 10,000 gross lb. minimum for delivery.
6	Bonqard's Creameries	Sandy Wood	952-277-5597	sandy.wood@bonqards.com	www.bonqards.com	Value Pass Thru = NOI No minimum with DOT deliveries
7	Brookwood Farms	Ashley Wood	919-863-3612	ashleywood@brookwoodfarms.com	www.brookwoodfarms.com	FFS only. 14-day lead time on orders. 1000 pounds per total shipment.
8	Cains Foods - A TreeHouse Foods Company	Jason Herbel	404-765-6066	jherbel@treehousefoods.com	www.naturallyfresh.com	Value pass through is NOI
9	Cargill Kitchen Solutions	Janelle Nilson	763-271-5743	janelle_nilson@cargill.com	www.sunmifresh.com/schools	5000 lbs finished product weight for direct FFS shipments
	Cargill Meat Solutions	Valerie McCoy	502-415-3421	valerie_mccoy@cargill.com	www.k12shadybrookfarms.com	3,000 min. shipment. Our broker is KeyImpact. Contact is Tom O'Brien at 315-857-4598 or tom_obrien@kisaes.com. PTV is NOI. 700274, 8700131 & 700329 are in catch weights and will be invoiced by the pound.
10	Channel Fish Processing	Thomas Zaffiro	617-957-4630	tzaffiro@channelfish.com	www.channelfish.com	2000 LBS Finished Goods Combined School Orders - Fee For Service Contact Info G&K Area - Advantage Marketing Brigitte Rounds: Rounds@afmnet.com 631-348-8989 All other areas Thomas Zaffiro
11	Comida Vida, Inc.	Ashtyn Hilger		ashtyn.hilger@comidavida.com	www.comidavida.com	3 pallets minimum delivery. Mixed products ok but no mixed products in a pallet. Secondary contact: lincoln.yee@comidavida.com
12	Conagra Foodservice	Lynn DeLoye		lynn.deloye@conagra.com	www.conagrafoodservice.com	PTV Options: NOI, Direct Ship. Direct Shipment minimum per order is 2,500 lbs. Broker: Waypoint - Kristine Williams 215-350-3771.
13	Del Monte Foodservice	Mark Kemmerer		mark.kemmerer@delmonte.com	www.delmontefoods.com/food-service	10,000 lbs. NOI, Corey Dill cdill@kisaes.com 800-955-0600 ext 1421
14	ES Foods	Barbara Canty		bcanty@esfoods.com	www.esfoods.com	5000 lbs min ES Foods 516-682-5494, Vinny Giacinto 914-299-5514 vgiacinto@esfoods.com, broker Advantage(area G&K) 631-348-8989, rounds@afmnet.com, Affinity Group InFusion(area A,C,E,F+L) 315-488-3101 anorton@infusionsg.com, gpgreath@infusionsg.com
15	High Liner Foods	Dawn Enos	1603-818-5334	dawn.enos@highlinerfoods.com	www.highlinerfs.com	Minimum of 3200 lbs combined shipment - can be a combination of school
	DiversionWorksheet	Totals	Contact Information	Reminders		



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How to use the Diversion Worksheet

- The Reminders tab has been added to highlight two important points.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4		Processor	WBSCM BP ID	USDA	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement					
5		Bake Crafters Food Company	5005230	1102	BARREL-500 LB(40800)	0	\$0.00					
6		Basic American Foods	5002742	1102	TO DEHY PRD-BULK	0	\$0.00					
7		Basic American Foods	5004554		5000 LB	0	\$0.00					
8		Bongards Creameries	5004222	1102	BARREL-500 LB(40800)	0	\$0.00					
9		Brookwood Farms	5002371	100193	PORK PICNIC BNLS FRZ CTN-60 LB	0	\$0.00					
10		Brookwood Farms	5002371	100883	TURKEY THIGHS BNLS SKNLS CHILLED-BULK	0	\$0.00					
11		Cains Foods - A TreeHouse Foods Company	5005220	100443	OIL VEGETABLE-BULK	0	\$0.00					
12		Cargill Kitchen Solutions	5002919	100047	EGGS WHOLE LIQ BULK -TANK	0	\$0.00					
13		Cargill Meat Solutions	5004014	100124	TURKEY CHILLED -BULK	0	\$0.00					
14		Channel Fish Processing CO INC	5005540	110901	FISH AK PLCK FRZ BULK CTN-49.5 LB	0	\$0.00					
15		Comida Vida, Inc.	5005255	100103	CHICKEN LARGE CHILLED - BULK	0	\$0.00					
16		Comida Vida, Inc.	5005481	100154	BEEF COARSE GROUND FRZ CTN-60 LB	0	\$0.00					
17		Comida Vida, Inc.	5005255	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	0	\$0.00					
18		Comida Vida, Inc.	5005255	100193	PORK PICNIC BNLS FRZ CTN-60 LB	0	\$0.00					
19		ConAgra Foods	5002785	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	0	\$0.00					
20		Del Monte	5005443	100220	PEACHES CLING DICED EX LT CAN-6/19 (Direct Delivery)	0	\$0.00					
21		Del Monte	5005443	100225	PEARS DICED EX LT CAN-6/19 (Direct Delivery)	0	\$0.00					
22		ES Foods	5005508	110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	0	\$0.00					
23		Heinz North America	5004374	100332	TOMATO PASTE FOR BULK PROCESSING	0	\$0.00					
24												
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32												
33												
34												
35												
36												

Make sure that your BP Numbers match in the Deliver To section in your WBSCM Shopping Cart

All Blue Highlighted Materials will be found in WBSCM under 'Direct Delivery' and must be ordered in cases. The conversion has been done for you.

Order: In Process
Sold-To: 4000529
Customer Number: 4000529
Subject: NY Office of General Services
Your Reference:

Total Net Price:

DiversionWorksheet Totals Contact Information Reminders

- That your BP(Business Partner) Numbers match in the Deliver To section of each line in the WBSCM Shopping Cart
- That Blue Highlighted Materials will be found in WBSCM under 'Direct Delivery' and must be ordered in cases. The conversion has been done for you.

[illegible]

- When the Diversions Worksheet tab has been completed go to the Totals Tab and print it.
- It is important to use this print out for ordering in WBSCM because some processors have multiple ship-to locations for the different raw products.

Log on to WBSCM with the Totals Tab print out in hand

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

Home About eAuthentication Help Contact Us Find an LRA

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

eAuthentication Login

Quick Links

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

Administrator Links

- ▶ Local Registration Authority Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

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

REGISTER **LOGIN**

[Change my Password](#)

If you have forgotten your User ID/Password or you are a new Food Service Director: email OGS.DonatedFoods@ogs.ny.gov with your school code in the subject line.



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Start ordering by clicking on the following: Operations tab > Order Processing > Order Management > Domestic Order Entry.

The screenshot displays the USDA Web-Based Supply Chain Management (WBSCM) interface. The top navigation bar includes the USDA logo, the text "United States Department of Agriculture Web-Based Supply Chain Management", and the WBSCM logo. Below this, a secondary navigation bar contains links for "Back", "Forward", "History", and "Favorites". The main navigation menu includes "Home", "Operations", "Admin", "Reports", and "Help". The "Operations" tab is selected and highlighted with a red circle. A red arrow points to the "Order Processing" link in the left sidebar, which is also circled in red. Another red arrow points to the "Order Management" link, which is also circled in red. A third red arrow points to the "Domestic Order Entry" link, which is also circled in red. The breadcrumb trail at the top of the main content area reads: "Operations > Order Processing > Order Management > Domestic Order Entry". The main content area is divided into two columns. The left column contains a "Product Catalog" section with a "Quick Search" input field, a "Search" button, and a link to "Extended Search". Below this, there is a list of product codes: "[+]TEFAP", "[+]CACFP", "[+]NSLP", and "[+]TM_TE". The right column contains a "Welcome" section with the text "Welcome to the order entry screen" and a link to "Click here to create an order and specify the ship-to destination". Below this, there is a "Product Catalog" section with a link to "Browse in the Product Catalog".



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Find the products needed to order in WBSCM

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING - BULK	769	\$304.32
Asian Food Solutions	5004686	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

The screenshot shows the WBSCM interface with the following elements:

- Navigation Tabs:** My Transactions, Catalog, Entitlement, Transaction in Process.
- Product Catalog Section:**
 - Welcome:** Welcome to the order entry screen. Click [here](#) to create an order and specify the ship-to d.
 - Product Catalog:** Browse in the [Product Catalog](#).
- Search Functionality:**
 - Quick Search:** A text input field with a **Search** button.
 - Extended Search:** A link to expand search options.
 - Product List:** A list of products with expandable options:
 - [+]TEFAP
 - [+]CACFP
 - [+]NSLP (highlighted with a blue circle)
 - [+]TM_TE

Arrows from the table above point to the Quick Search field and the expanded product list, indicating the search process.

- The quick search function can be used to search for a single commodity using the USDA material number.
- Products can also be found by clicking on the program name. Continue to click on the dropdowns to expand the catalog and find the needed product.

Example

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

My Transactions

Catalog

Entitlement

Transaction in Process

Product Catalog

Quick Search

110149

Search

Extended Search

[+]TEFAP

[+]CACFP

[+]NSLP

[+]TM_TE

Search Results

1 Product Found

Overview		Product	
Quantity	Product Number (Program / Sub-Area)	Name	Price
<input type="text"/> LB	110149 (NSLP / Entitlement)	APPLES FOR FURTHER PROCESSING # BULK	0.35 USD

Take the USDA Code for Bulk Apples and type it into the quick search and click search. Then click on the Apples hyperlink.

Example


Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

[Return to Search](#)

Product Details

Product Number: 110149
Name: APPLES FOR FURTHER PROCESSING # BULK
Price: 0.35 USD
Full Truck Load Quantity: 39600.000 LB

Delivery Date	Order By Date	Quantity
10/15/2019	03/01/2019	769 x
12/31/2019	03/01/2019	

 [Move to Cart](#)

Enter the number of pounds or cases needed from the Totals Tab Print out into the desired delivery date and then click move to cart.



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Example

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

My Transactions

Catalog

Entitlement

View Cart: 1 Item(s) to the value of 266.61 USD

Product Catalog

Quick Search

100113

Search

Extended Search

[+]TEFAP

[+]CACFP

[+]NSLP

[+]TM_TE

Search Results

1 Product Found

Overview	Product		
Quantity	Product Number (Program / Sub-Area)	Name	Price
<input type="text"/> LB	100113 (NSLP / Entitlement)	CHICKEN LEGS CHILLED -BULK	0.44 USD

Notice that the value of the first commodity chosen now appears in the cart.

Example

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN 60 LB	1404	\$4,360.87

Product Details

Product Number: 100113
Name: CHICKEN LEGS CHILLED
 -BULK
Price: 0.44 USD
Full Truck Load Quantity:
 36000.000
 LB

Delivery Date	Order By Date	Quantity
04/15/2020	04/03/2019	1040
05/15/2020	04/03/2019	

 [Move to Cart](#)

Enter the number of pounds or cases needed from the Totals Tab Print out into the desired delivery date and then click move to cart.

Example

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

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

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/> LB		100156 (NSLP / Entitlement)	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	3.38 USD	09/01/2019 - 12/31/2019	03/22/2019	42000.000
<input type="text"/> LB		100154 (NSLP / entitlement)	BEEF COARSE GROUND FRZ CTN-60 LB	2.00 USD	09/01/2019 - 12/31/2019	03/22/2019	42000.000
<input type="text"/> LB		100193 (NSLP / Entitlement)	PORK PICNIC BNLS FRZ CTN-60 LB	1.39 USD	08/16/2019 - 12/31/2019	03/22/2019	40020.000

Click on NSLP > Processing Diversion > Meat > Entitlement and looked for the matching commodity. Then click on the BEEF BNLS SPECIAL TRM hyperlink.



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Example

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

Product Details

Product Number: 100156
Name: BEEF BNLS SPECIAL TRM FRZ CTN-60 LB
Price: 3.38 USD
Full Truck Load Quantity: 42000.000 LB

Delivery Date	Order By Date	Quantity
09/15/2019	03/22/2019	1404 x
12/31/2019	03/22/2019	

 [Move to Cart](#)

Enter the number of pounds or cases needed from the Totals Tab Print out into the desired delivery date and then click move to cart.



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Example

Click on View Cart to complete the order



 [View Cart: 3 Item\(s\) to the value of 5,465.98 USD](#)

Order: In Process



Sold-To: 4003178

Your Reference:

Your Description:





Total Net Price: 5,465.98 USD

Default Delivery Settings For Items

Deliver To:  

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	110149	<input type="text" value="769"/>	LB	NSLP	Entitlement	APPLES FOR FURTHER PROCESSING # BULK	Ready for Approval 	10/15/2019	266.61 USD 34.67 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100113	<input type="text" value="1040"/>	LB	NSLP	Entitlement	CHICKEN LEGS CHILLED -BULK	Ready for Approval 	04/15/2020	457.08 USD 43.95 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input type="checkbox"/>	100156	<input type="text" value="1404"/>	LB	NSLP	Entitlement	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	Ready for Approval 	09/15/2019	4,742.29 USD 337.77 USD / 100 LB	<input type="checkbox"/>

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

In the cart enter the delivery locations for each of the raw products. *Please note that for Diversion products Do Not use the default delivery settings.* Since each raw product will be shipped to a different enter the delivery information on each line.

Example

Processor	WBSCM BP ID	USDA Code	Material Descr	Total Pounds OR Cases Needed	Est. USDA Entitlement
Appeeling Fruit, Inc.	5004845	110149	APPLES FOR FURTHER PROCESSING – BULK	769	\$304.32
Asian Food Solutions	5004656	100113	CHICKEN LEGS CHILLED -BULK	1040	\$477.34
Asian Food Solutions	5005420	100156	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	1404	\$4,360.87

Item	Deliver To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	110149	769	LB	NSLP	Entitlement	APPLES FOR FURTHER PROCESSING # BULK	Ready for Approval	10/15/2019	266.61 USD 34.67 USD / 100 LB
* Deliver To: 5004845: APPEELING FRUIT INC, DAUBERVILLE, PA Your Message To Us:										
200	<input type="checkbox"/>	100113	1040	LB	NSLP	Entitlement	CHICKEN LEGS CHILLED -BULK	Ready for Approval	04/15/2020	457.08 USD 43.95 USD / 100 LB
* Deliver To: 5004656: ASIAN FOOD SOLUTIONS, RUSSELLVILLE, AL Your Message To Us:										
300	<input type="checkbox"/>	100156	1404	LB	NSLP	Entitlement	BEEF BNLS SPECIAL TRM FRZ CTN-60 LB	Ready for Approval	09/15/2019	337.77 USD 4,742.29 USD
* Deliver To: 5005420: ASIAN FOOD SOLUTIONS, ADDISON, IL Your Message To Us:										

- Expand the lines of the cart by clicking on the left most arrow in the header column.
- Find the matching processor and WBSCM BP ID from the drop down for each of the lines.

*Please note that prices of goods may vary until they are in purchased status.



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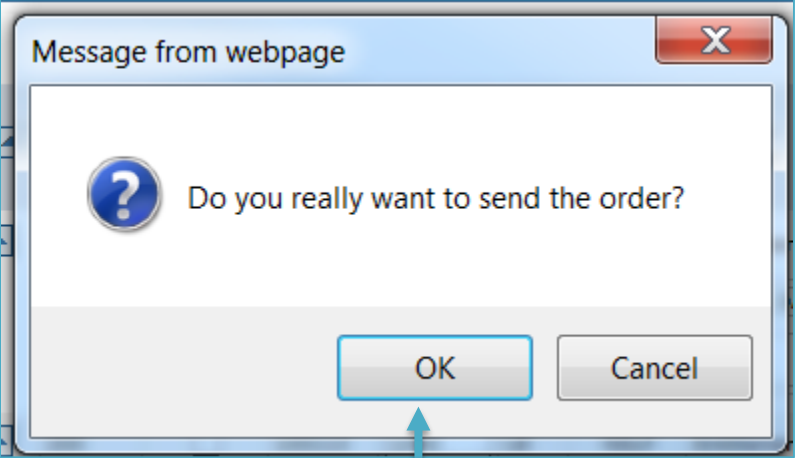
Example

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
▲	100	<input type="checkbox"/>	110149	769	LB	NSLP	Entitlement	APPLES FOR FURTHER PROCESSING - BULK	Ready for Approval ▼	10/15/2019	266.61 USD 34.67 USD / 100 LB	<input type="checkbox"/>
<div>* Deliver To: 5004845: APPELING FRUIT INC, DAUBERVILLE, PA</div> <div>Your Message To Us: <input type="text"/></div>												
▲	200	<input type="checkbox"/>	100113	1040	LB	NSLP	Entitlement	CHICKEN LEGS CHILLED -BULK	Ready for Approval ▼	04/15/2020	457.08 USD 43.95 USD / 100 LB	<input type="checkbox"/>
<div>* Deliver To: 5004656: ASIAN FOOD SOLUTIONS, RUSSELLVILLE, AL</div> <div>Your Message To Us: <input type="text"/></div>												
▲	300	<input type="checkbox"/>	100156	1404	LB	NSLP	Entitlement	BEEF RAILS SPECIAL TRM PRZ CTN-60 LB	Ready for Approval ▼	09/15/2019	4,742.29 USD 337.77 USD / 100 LB	<input type="checkbox"/>
<div>* Deliver To: 5005420: ASIAN FOOD SOLUTIONS, ADDISON, IL</div> <div>Your Message To Us: <input type="text"/></div>												
<div>Update Add more to order Cancel Order</div>												

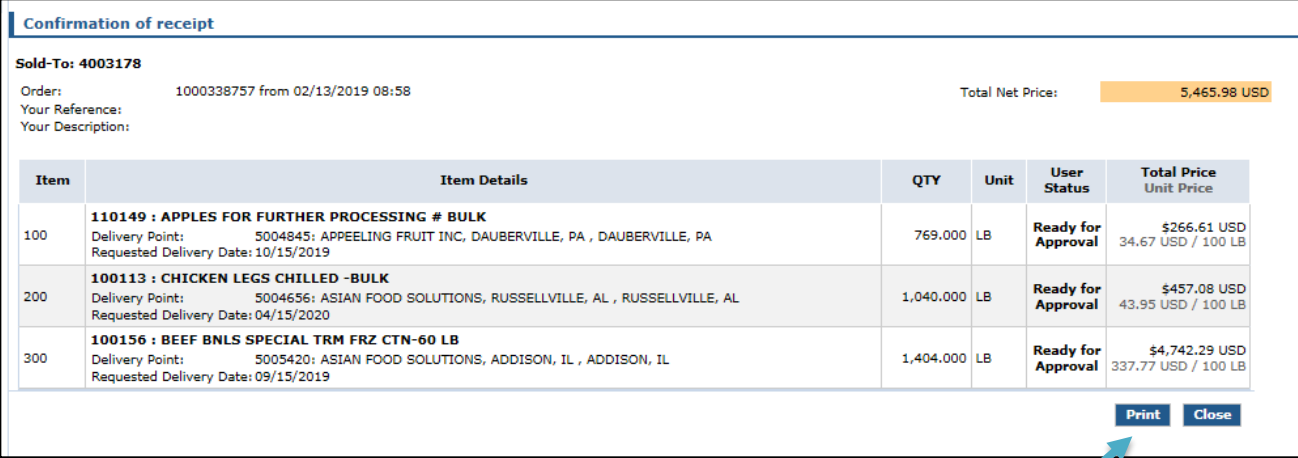
Any updates can be done at this time. The quantity can be changed, entire lines can be deleted and you could add more to the order.

When ordering is complete click order.

Example



Click Ok to complete the order.



Print your Order Confirmation.

Ordering Complete

If you forgot to order something

- As long as it is before the ordering due date, go back into WBSCM and order it.
- You will need to have entitlement available for additional orders.

Errors

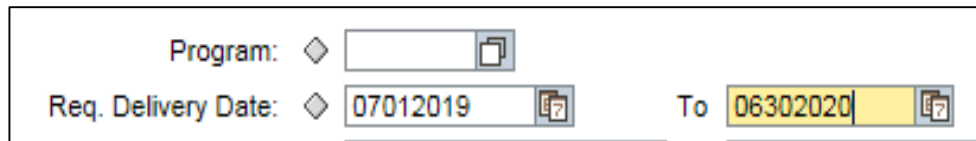
- WBSCM says I've exceeded my entitlement. – reduce commodities in your cart, click update and resubmit.
- WBSCM says I need a delivery location on the line where it is missing – enter the delivery location, and click order.






How Do I?

See what I've ordered?

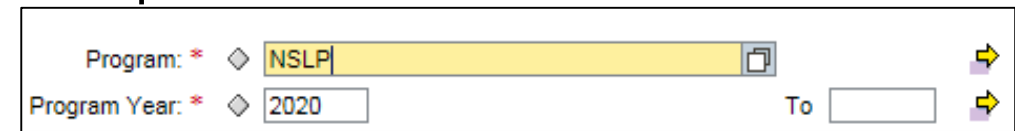
- Run your Requisition Status Report.






Program: 
Req. Delivery Date:  To 

See how much entitlement I have?

- Run your Entitlement/Bonus Summary Report



Program: *  
Program Year: * To 

Reset my WBSCM password?

- Email OGSDonatedFoods@ogs.ny.gov with my school code in the subject line

What browser does WBSCM need?

- WBSCM prefers Internet Explorer, if you use another browser you may lose functionality and your orders may not be submitted

Help on WBSCM can be found at <https://ogs.ny.gov/BU/SS/GDF/food-wbscm.asp>

Any Questions?

Email

OGSDonatedFoods@ogs.ny.gov