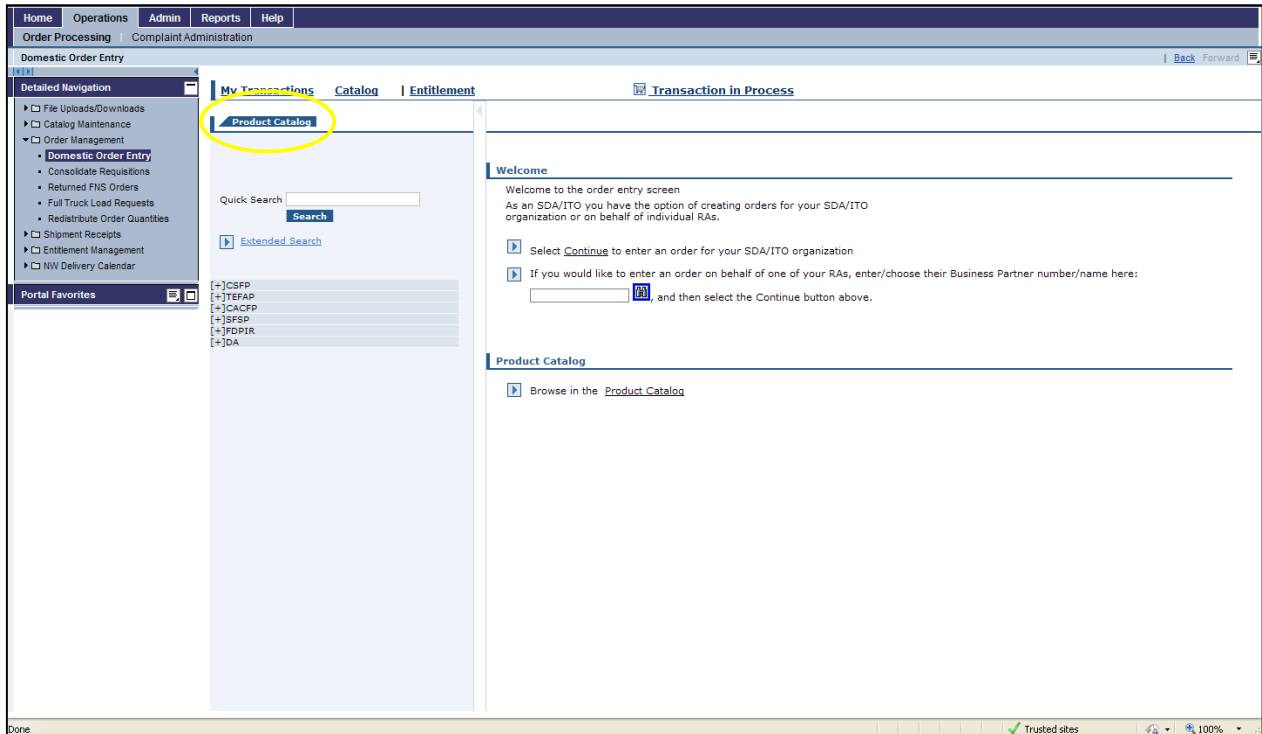






Placing your order in WBSCM

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

Domestic Order Entry Screen



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

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

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

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



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

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

Product Catalog Screen

The screenshot shows a web application interface for 'Domestic Order Entry'. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, there are tabs for 'Order Processing', 'Complaint Administration', and 'Recall Administration'. The main content area is titled 'Transaction in Process' and contains a 'Welcome' message and a 'Product Catalog' section. The 'Product Catalog' section lists various material types under 'Direct Delivery', including Meat, Poultry, Fish, Vegetables, Beans, Fruits, Juice, Dairy, Grains, Pasta/Rice, Flour, Oils, and Peanut/Sunflower. A search bar is visible on the left side of the page.

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

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

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

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



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

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


Domestic Order Entry Screen

The screenshot shows the Domestic Order Entry screen with the following components:

- Navigation Bar:** Home, Operations, Admin, Reports, Help
- Page Header:** Order Processing, Complaint Administration
- Page Title:** Domestic Order Entry
- Left Panel:** Product Catalog with a search bar and a list of categories including Multi-Food, Meat, Poultry, Fish, Vegetables, Beans, Fruits, Juice, Dairy, Grains, Cereal, Pasta/Rice, Peanut/Sunflower, Infant products, CACFP, BFSP, FPIR, and DA.
- Main Content Area:** Transaction in Process pane showing an Entitlement table.

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name					
<input type="text"/>	130139 (CSFP / Entitlement)	PORK CAN-24/24 OZ	90.00 USD	09/16/2013 - 08/31/2018	09/12/2013 - 07/14/2018	1000.000	
<input type="text"/>	130187 (CSFP / Entitlement)	PORK HAM WATERAD SLC FRZ PKG-8/3 LB	82.40 USD	11/01/2013 - 08/31/2018	10/14/2013 - 07/14/2018	1000.000	
<input type="text"/>	130163 (CSFP / Entitlement)	BEEF LEAN ONLY TXTRD PATTY FRZ CTN-40 LB	85.18 USD	10/01/2013 - 08/31/2014	09/25/2013	950.000	
<input type="text"/>	130130 (CSFP / Entitlement)	BEEF SPP PATTY HOMESTYLE CKD CTN-40 LB	95.60 USD	10/01/2013 - 08/31/2014	09/25/2013	950.000	
<input type="text"/>	130161 (CSFP / Entitlement)	BEEF 100% PATTY FRZ CTN-40 LB	102.00 USD	10/01/2013 - 03/31/2014	09/14/2013 - 02/14/2014	950.000	
<input type="text"/>	130162 (CSFP / Entitlement)	BEEF LEAN PATTY FRZ CTN-40 LB	106.23 USD	10/01/2013 - 10/15/2013	09/25/2013	950.000	
<input type="text"/>	130173 (CSFP / Entitlement)	PORK ROAST LEG FRZ CTN-32-40 LB	1.33 USD	10/01/2013 - 10/30/2013	09/26/2013 - 09/27/2013	40000.000	
<input type="text"/>	130144 (CSFP / Entitlement)	PORK CRUMBLES W/ SPP PKG-4/10 LB	78.88 USD	10/01/2013 - 03/31/2014	09/15/2013 - 01/24/2014	1000.000	
<input type="text"/>	130182 (CSFP / Entitlement)	PORK HAM WATERAD FRZ CTN-12/3 LB	61.44 USD	10/01/2013 - 03/31/2014	09/15/2013 - 01/24/2014	1000.000	
<input type="text"/>	130166 (CSFP / Entitlement)	PORK ROAST ROUND FRZ CTN-30-40 LB	80.00 USD	10/01/2013 - 03/31/2014	09/15/2013 - 01/24/2014	1000.000	

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

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

Domestic Order Entry Screen

The screenshot shows the 'Domestic Order Entry' interface. At the top, there are navigation tabs: Home, Operations, Admin, Reports, Help. Below this, there are sub-tabs: Order Processing, Complaint Administration. The main header area includes 'Domestic Order Entry' and a search bar. The left sidebar contains 'My Transactions', 'Catalog', and 'Entitlement' tabs. The 'Product Catalog' section is active, showing a search bar and a list of product categories. The main content area displays 'Product Details' for Product Number 130161, including Name, Price, and Full Truck Load Quantity. Below this is a table with columns 'Delivery Date', 'Order By Date', and 'Quantity'. A yellow circle highlights the 'Order By Date' column header. At the bottom right, there is a 'Move to Cart' button.

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



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

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

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

The screenshot shows the 'Domestic Order Entry' interface with the shopping cart summary. The top navigation is the same as the previous screenshot. The main header area includes 'Domestic Order Entry' and a search bar. The left sidebar contains 'My Transactions', 'Catalog', and 'Entitlement' tabs. The main content area displays 'Entitlement' with a table showing the cart items. A yellow circle highlights the text 'View Cart: 1 Item(s) to the value of 1,305.88 USD'. The table has columns: Overview, Product, Price, Delivery Period, Order Due No Later Than, and Full-Truck Load Quantity.

Quantity	Product Number (Program / Sub-Area)	Product Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/>	CS 110350 (NSLP / Entitlement)	BEEF 100% PTY 85/15 FRZ 1.5MMA CTN-40 LB	130.59 USD	04/01/2016 - 06/15/2016	01/19/2016	950.000
<input type="text"/>	CS 110349 (NSLP / Entitlement)	BEEF 100% PTY 85/15 FRZ 2.0MMA CTN-40 LB	92.80 USD	04/01/2016 - 06/15/2016	01/19/2016	950.000
<input type="text"/>	CS 110346 (NSLP / Entitlement)	BEEF 100% PTY 90/10 FRZ 2.0MMA CTN-40 LB	110.70 USD	04/01/2016 - 06/15/2016	01/19/2016	950.000
<input type="text"/>	CS 100127 (NSLP / Entitlement)	BEEF CAN-24/24 OZ	96.78 USD	04/01/2016 - 04/30/2016	01/19/2016	1000.000

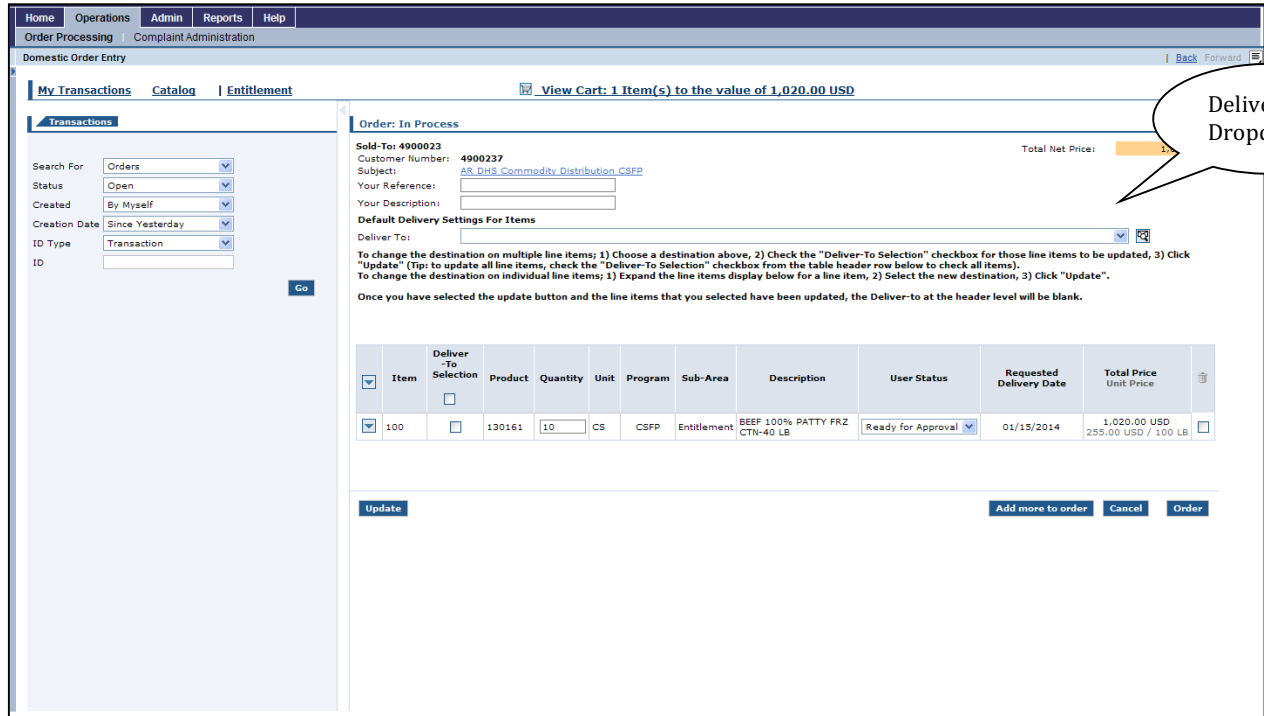
10. To add any additional materials to your shopping cart, follow steps #2 – 9. When you are ready to place your order, click

 [View Cart: 1 Item\(s\) to the value of 1,020.00 USD](#) at the top of the screen.




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

Shopping Cart View



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

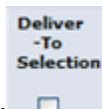
11. The most important function in the shopping cart is ensuring the USDA Material is ordered for the correct destination. Direct Delivered USDA Materials (usually) are all delivered to the same location. The following direction can be used for that scenario.

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

Shopping Cart View – select the Ship-To

The screenshot displays the 'Shopping Cart View' for an order. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. The main header shows 'Order Processing' and 'Complaint Administration'. The page title is 'Domestic Order Entry'. The main content area is titled 'View Cart: 1 Item(s) to the value of 1,020.00 USD'. On the left, there are filters for 'Search For', 'Status', 'Created', 'Creation Date', 'ID Type', and 'ID'. The main area shows 'Order: In Process' details, including 'Sold-To: 4900023', 'Customer Number: 4900237', and 'Subject: AR, DHS Commodity Distribution CSFP'. A list of delivery locations is shown, with '5900585: CONAGRA FOODS, TROY, OH' selected. A callout bubble points to a 'Deliver-To Selection' checkbox. An 'Update' button is circled in yellow. The total net price is 1,020.00 USD.

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



14. Click (the Select/De-Select All Deliver-To Selection check box) to use the selected delivery location for all line items and click Update. NOTE: Click Update after any changes.
15. The RA has the option to populate **Deliver-To** fields at the line item level and each line item may have a different **Deliver-To** location if desired. This option would work best for USDA Materials listed under **Processing Diversion**.

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

Order: In Process
Once you have selected the update button, the Deliver-To at the header level will be blank.

Item	Deliver To Selection	Product	Quantity	Unit	Sub-Area	Description	Ready for Approval	Order Date	Total Price	Unit Price	
100	<input type="checkbox"/>	110244	2451	LB	NSLP Entitlement	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)			4,357.68 USD	178.20 USD / 100 LB	<input type="checkbox"/>
* Deliver To: 5004593: SCHWANIS, ERIB, PA Your Message To Us:											
200	<input type="checkbox"/>	100154	1254	LB	NSLP Entitlement	BEEF COARSE GROUND FRZ CTN-60 LB	Ready for Approval	04/30/2016	2,484.05 USD	198.09 USD / 100 LB	<input type="checkbox"/>
* Deliver To: 5001101: JTM PROVISIONS INC, HARRISON, OH Your Message To Us:											
300	<input type="checkbox"/>	100124	2684	LB	NSLP Entitlement	TURKEY CHILLED -BULK	Ready for Approval	06/15/2016	4,099.54 USD	152.74 USD / 100 LB	<input type="checkbox"/>
* Deliver To: 5002090: JENNIE-O TURKEY STORE SALES LLC, WILLMAR, MN Your Message To Us:											

Update Add more to order Cancel Order

Expand the line items.

Drop-down to select individual line locations.

Don't forget to Update!!

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

- Once all Deliver-To locations have been entered, updated and reviewed click the **Order** button to place your requisition.
- A pop-up window will display, click the OK button to confirm you want to send the order.

Confirmation of Receipt

The screenshot displays a web application interface for 'Domestic Order Entry'. The main content area is titled 'Confirmation of receipt' and shows the following information:

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

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

At the bottom right of the table area, there are buttons for 'Print' and 'Close'.

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

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