



Office of General Services
Food Distribution

Trade Mitigation Ordering

February 26, 2019

Before placing Trade Mitigation Orders please first complete your orders for Brown Box and Processing.

Log on to WBSCM

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

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](#)

Quick Links

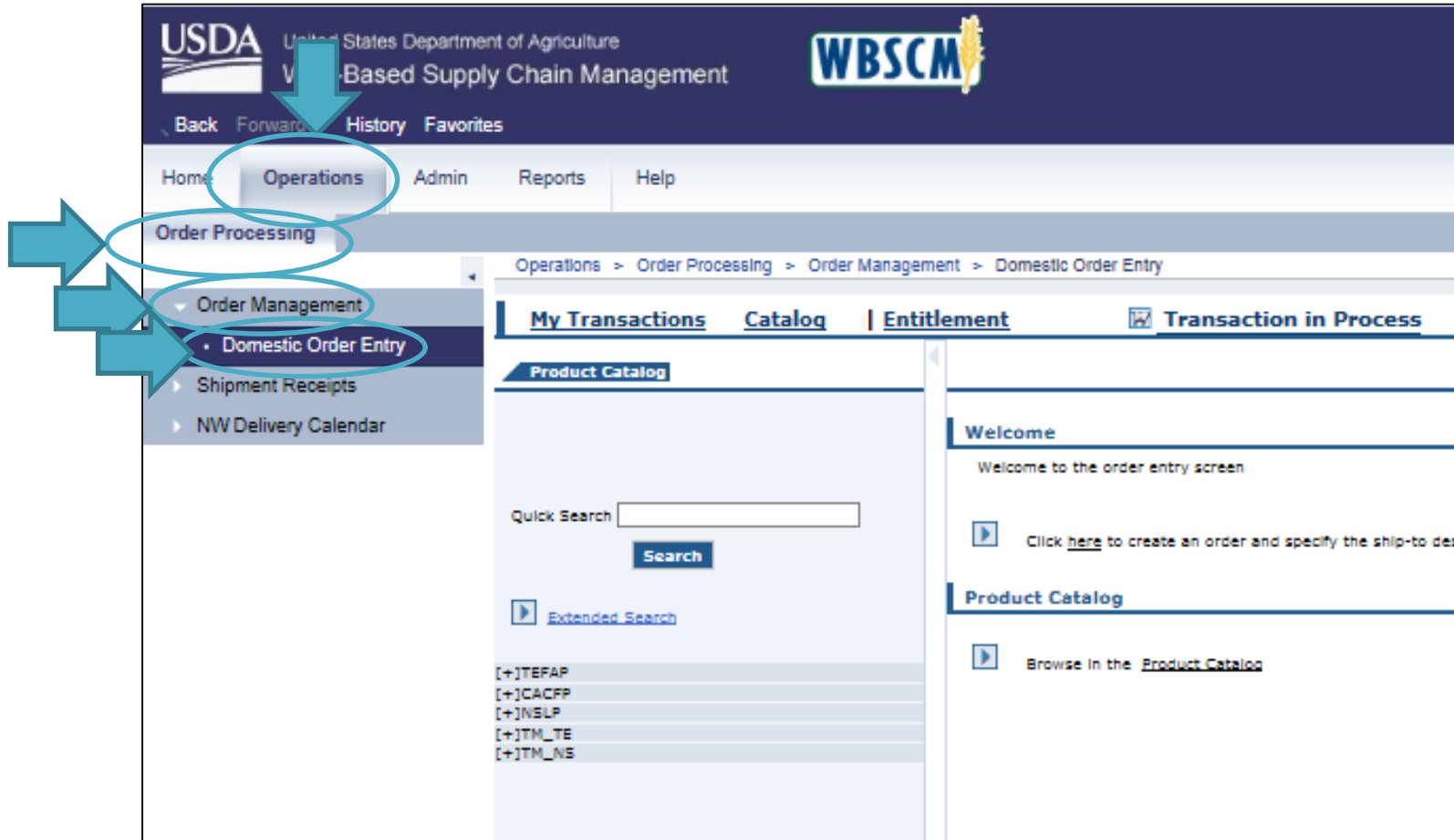
- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

Forgot your User ID/Password or you are a new Food Service Director: email OGSDonatedFoods@ogs.ny.gov

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



Search for the product to order. Trade Mitigation commodities for the National School Lunch Program will be found under the TM_NS catalog.

The screenshot displays the USDA order entry system interface. At the top, there are navigation tabs: "My Transactions", "Catalog", "Entitlement", and "Transaction". Below these, the "Product Catalog" section is visible. A "Quick Search" input field is highlighted with a red oval, and a "Search" button is located below it. To the right, a "Welcome" message reads "Welcome to the order entry screen" with a button that says "Click here to create an order and...". Below the welcome message, the "Product Catalog" is expanded, showing a list of categories: "[+]TEFAP", "[+]CACFP", "[+]NSLP", "[+]TM_TE", and "[+]TM_NS". The "[+]TM_NS" category is circled in red, and a red arrow points from it to a dropdown menu. The dropdown menu shows the following options: "[-]TM_NS", "[-]Direct Delivery", "[+]Fruits", "[+]Meat", and "[+]Beans (Canned and Dry)".

- 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 product you are looking for.

Example

From the list of available items, I am interested in ordering some 100521 Fresh Gala Apples. I see that those apples are available from August – December but would like to see the exact delivery dates.

Material #	Description	Pack Size	Case Value	Delivery Dates	Orders Due By
100187	PORK HAM WATERAD SLC	FRZ PKG-8/5 LB	\$80.00	August 2019 – Sept 2019	March 1, 2019
100283	ORANGES FRESH	CTN-34-39 LB	\$17.92	Oct 2019 – Dec 2019	March 21, 2019
100370	BEANS RED KIDNEY	CAN-6/10	\$15.90	August 2019 – Dec 2019	March 21, 2019
100514	APPLES RED DELICIOUS FRESH	CTN-40 LB	\$18.59	August 2019 – Dec 2019	March 21, 2019
100521	APPLES GALA FRESH	G CARTON-40 LB	\$20.65	August 2019 – Dec 2019	March 21, 2019
100522	APPLES FUJI FRESH	F CARTON-40 LB	\$21.42	August 2019 – Dec 2019	March 21, 2019
110730	PORK PULLED CKD	PKG-8/5 LB	\$108.50	Oct 2019 – Dec 2019	March 1, 2019

Example Continued

Product code 100522 can be entered here and then click search

Or you can find the various products by expanding the TM_NS catalog

After the search results appear for the product, click on the cart or blue commodity name (hyperlink) to open the delivery dates and order.

Overview		Product	
Quantity		Product Number (Program / Sub-Area)	Name
<input type="text" value="CS"/>		100522 (TM_NS / Trade Mitigation)	APPLES FUJI FRESH F CARTON-40 LB
<input type="text" value="CS"/>		100521 (TM_NS / Trade Mitigation)	APPLES GALA FRESH G CARTON-40 LB
<input type="text" value="CS"/>		100514 (TM_NS / Trade Mitigation)	APPLES RED DELICIOUS FRESH CTN-40 LB
<input type="text" value="CS"/>		100283 (TM_NS / Trade Mitigation)	ORANGES CTN-34-39 LB

Example continued

- The product details screen comes up. Here it list the different delivery dates in the first column. The product order by date in the second column and the quantity in the third column.
- Fill in the number of cases needed for the delivery date needed and click move to cart.
 - *Please note that the delivery date for direct delivery products is when the product is expected to be at the distributor/warehouse.*

Product Details

Product Number: 100521
 Name: APPLES GALA FRESH G CARTON 12
 LB
 Price: 20.65 USD
 Full Truck Load Quantity: 924,000
 CS

Delivery Date	Order By Date	Quantity
07/05/2019	04/04/2019	
07/12/2019	04/04/2019	
07/19/2019	04/04/2019	
07/26/2019	04/04/2019	
08/02/2019	04/04/2019	
08/09/2019	04/04/2019	
08/16/2019	04/04/2019	
08/23/2019	04/04/2019	

I enter in the quantity needed per delivery date.

I click move to cart when quantity entering is complete.

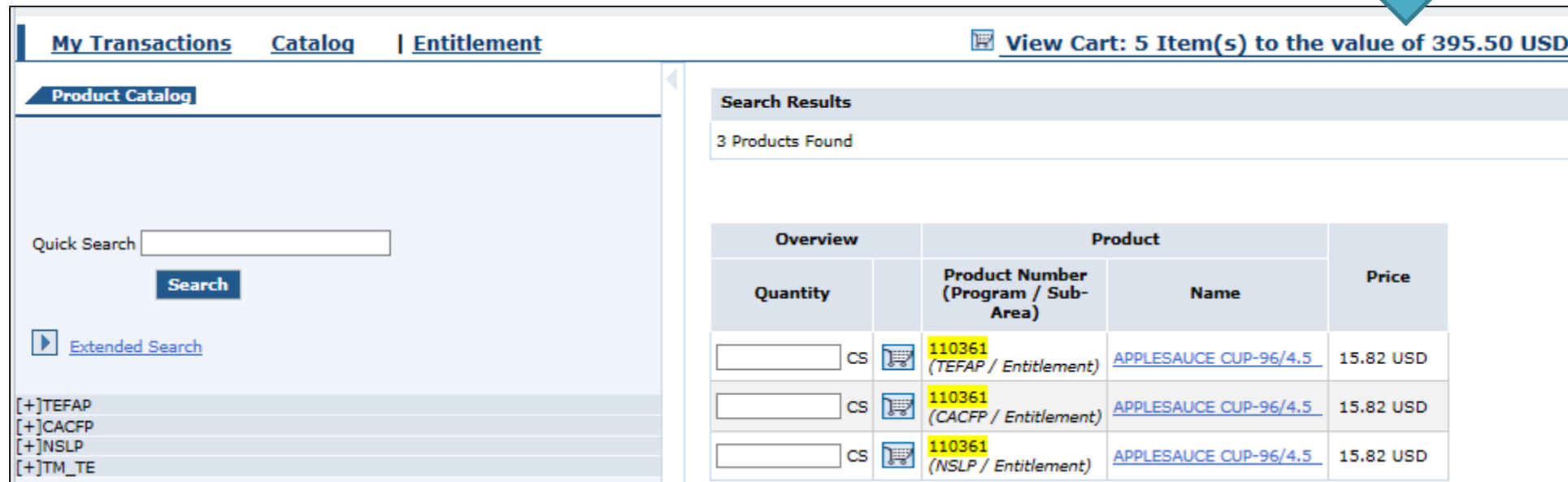
 [Move to Cart](#)



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Example continued.

- Once move to cart is clicked, the screen returns to the Product Catalog page. There is now a balance in the cart.
- Time to search for the next product to add to the cart.



My Transactions | **Catalog** | Entitlement

[View Cart: 5 Item\(s\) to the value of 395.50 USD](#)

Product Catalog

Quick Search

Search

[Extended Search](#)

[+]TEFAP
[+]CACFP
[+]NSLP
[+]TM_TE

Search Results

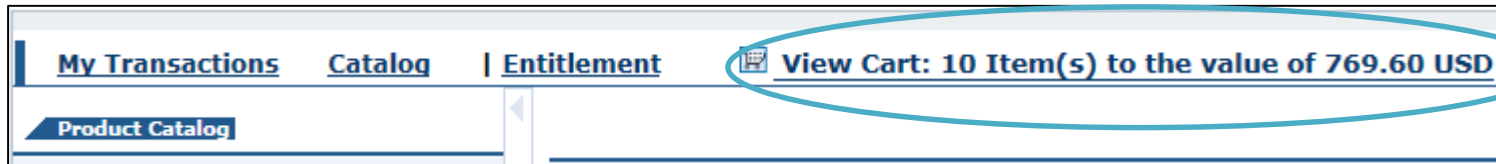
3 Products Found

Overview		Product		Price
Quantity		Product Number (Program / Sub-Area)	Name	
<input type="text"/>	CS	110361 (TEFAP / Entitlement)	APPLESAUCE CUP-96/4.5	15.82 USD
<input type="text"/>	CS	110361 (CACFP / Entitlement)	APPLESAUCE CUP-96/4.5	15.82 USD
<input type="text"/>	CS	110361 (NSLP / Entitlement)	APPLESAUCE CUP-96/4.5	15.82 USD

Although there is a value here, these orders will not impact your entitlement

Example continued.

- When I am ready to submit my direct delivery orders. I will click on the link to view my cart.



3. Check the delivery to selections box after distributor is selected

1. At this time updates can be made to order quantity, orders can be deleted on a line basis or the entire order can be canceled. When you all updates are made please click on the update button

2. From the drop down I am going to select my distributor.

[View Cart: 10 Item\(s\) to the value of 769.60 USD](#)

Total Net Price: 769.60 USD

Options For Items

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

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

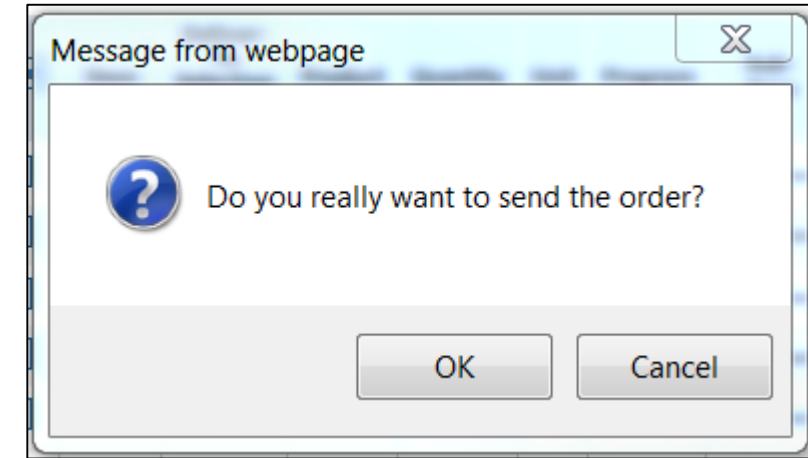
<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price	Unit Price	
<input checked="" type="checkbox"/>	100	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	08/15/2019	79.10 USD	58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	200	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	10/15/2019	79.10 USD	58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	12/15/2019	79.10 USD	58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	400	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	02/15/2020	79.10 USD	58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	500	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	04/15/2020	79.10 USD	58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	600	<input type="checkbox"/>	100256	2	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4,5 OZ	Ready for Approval	10/15/2019	74.82 USD	138.56 USD / 100 LB	<input type="checkbox"/>

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

Example continued.

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	08/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	10/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	12/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	400	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	02/15/2020	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	500	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	04/15/2020	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	600	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	10/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	700	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	11/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	800	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	12/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	900	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	02/29/2020	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	1000	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	04/15/2020	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>

Update Add more to order Cancel Order



Click Order and Click Ok

Print Your Order Confirmation

Confirmation of receipt

Sold-To: 4003178

Order: 1000338509 from 02/12/2019 07:51 Total Net Price: 769.60 USD

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	100256 : STRAWBERRY FRZ CUP-96/4.5 OZ Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 10/15/2019	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
200	100256 : STRAWBERRY FRZ CUP-96/4.5 OZ Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 11/15/2019	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
300	100256 : STRAWBERRY FRZ CUP-96/4.5 OZ Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 12/15/2019	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
400	100256 : STRAWBERRY FRZ CUP-96/4.5 OZ Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 02/29/2020	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
500	100256 : STRAWBERRY FRZ CUP-96/4.5 OZ Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 04/15/2020	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
600	110361 : APPLESAUCE CUP-96/4.5 Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 08/15/2019	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
700	110361 : APPLESAUCE CUP-96/4.5 Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 10/15/2019	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
800	110361 : APPLESAUCE CUP-96/4.5 Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 12/15/2019	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
900	110361 : APPLESAUCE CUP-96/4.5 Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 02/15/2020	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
1000	110361 : APPLESAUCE CUP-96/4.5 Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 04/15/2020	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB

Print **Close**

Print button is located at the bottom of the page.

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.

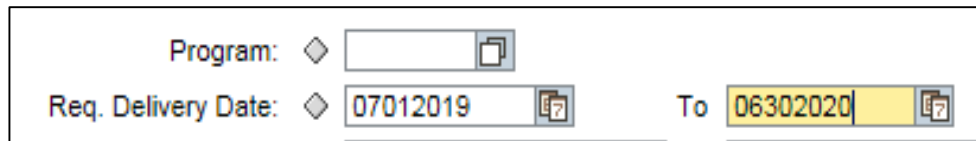
Errors




- WBSCM says I need a delivery location – enter the delivery location, click the deliver to check box and resubmit.

How Do I?

See what I've ordered?

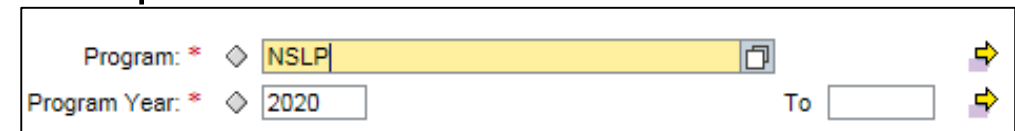
- Run your Requisition Status Report.






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

What browser does WBSCM need?

- Internet Explorer

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

Any Questions?

Email

OGSDonatedFoods@ogs.ny.gov

