



Office of General Services
Food Distribution

Placing Orders in WBSCM 2019-2020 School Year

February 12, 2019

Fill out your Direct Delivery Ordering Worksheet. This file can be found on the [OGS Food Distribution NSLP](#) page.

Order In WBSM By	Category	Material Number	Description	Est Price per Case	Cases per Truck	Delivery Periods Available	Total Cases	Total \$ Amount
03/01/19	FRUIT	110361	APPLE SAUCE CUP-964.5	\$16.72	1,400	08/15/19, 09/15/19, 10/15/19, 11/15/19, 12/15/19, 01/31/20, 02/15/20, 03/31/20, 04/15/20	25	\$418.00
03/01/19	FRUIT	110541	APPLE SAUCE UNSWEETENED CAN-610	\$19.18	912	08/31/19, 09/15/19, 10/31/19, 11/30/19, 01/15/20, 02/15/20, 03/31/20, 04/15/20	5	\$95.90
03/01/19	FRUIT	110859	MIXED BERRY FRZ CUP-964.0Z	\$37.82	1,400	10/31/19, 01/15/20, 03/31/20	10	\$378.20
03/01/19	FRUIT	100212	MIXED FRUIT EX LT CAN-610	\$30.81	912	10/15/19, 10/31/19, 11/15/19, 01/15/20, 02/29/20, 03/15/20, 04/15/20	10	\$308.10
03/01/19	FRUIT	100241	PEACH FREESTONE DICED FRZ CUP-964.4 OZ	\$32.89	1,400	10/15/19, 11/15/19, 12/15/19, 02/15/20, 03/15/20	5	\$164.45
03/01/19	FRUIT	100220	PEACHES CLING DICED EX LT CAN-610	\$31.58	912	10/31/19, 11/30/19, 01/15/20, 02/29/20, 03/31/20, 04/15/20	4	\$126.32
03/01/19	FRUIT	100225	PEARS DICED EX LT CAN-610	\$27.12	912	10/15/19, 11/15/19, 01/15/20, 02/29/20, 03/15/20, 04/15/20	4	\$108.48
03/01/19	FRUIT	100256	STRAWBERRY FRZ CUP-964.5 OZ	\$37.41	1,400	10/15/19, 11/15/19, 12/15/19, 01/15/20, 02/29/20, 03/15/20, 04/15/20	13	\$486.33
03/01/19	VEGETABLES	100307	BEANS GREEN CAN-610	\$16.69	912	10/31/19, 11/30/19, 01/15/20, 03/15/20	10	\$166.90
03/01/19	VEGETABLES	100351	BEANS GREEN FRZ CTN-30 LB	\$18.22	1,320	10/15/19, 02/15/20, 03/15/20, 04/15/20	10	\$182.20
03/01/19	VEGETABLES	110473	BROCCOLI FRZ CTN-30 LB	\$43.30	1,134	10/15/19, 11/15/19, 12/15/19, 01/15/20, 02/15/20, 03/15/20	1	\$43.30
03/01/19	VEGETABLES	100352	CARROTS FRZ CTN-30 LB	\$15.95	1,320	10/15/19, 12/15/19, 02/29/20, 04/15/20	1	\$15.95
03/01/19	VEGETABLES	100348	CORN FRZ CTN-30 LB	\$16.97	1,320	10/31/19, 01/15/20, 03/31/20	1	\$16.97
03/01/19	VEGETABLES	100313	CORN WHOLE KERNEL (LIQ) CAN-610	\$18.09	912	10/15/19, 11/15/19, 01/31/20, 02/29/20, 03/31/20	1	\$18.09
03/01/19	VEGETABLES	100357	POTATOES OVENS FRY PKG-65 LB	\$23.60	1,320	10/15/19, 11/30/19, 01/15/20, 03/31/20, 04/30/20	1	\$23.60
03/01/19	VEGETABLES	100336	SPAGHETTI SAUCE MEATLESS CAN-610	\$15.83	952	08/31/19, 11/30/19, 02/29/20	10	\$158.30
03/01/19	BEANS	100364	BEANS VEGETARIAN CAN-610	\$13.97	864	08/31/19, 01/31/20, 03/15/20	10	\$139.70
03/01/19	JUICE	110651	ORANGE JUICE SINGLE FRZ CUP-964 OZ	\$19.99	1,408	08/15/19, 01/15/20	10	\$199.90
03/08/19	DAIRY	100022	CHEESE MOZ LM PART SKIM FRZ LVS-86 LB	\$76.34	840	08/31/19, 10/31/19, 01/15/20, 03/31/20	10	\$763.40
03/08/19	DAIRY	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-4	\$51.62	1,344	09/15/19, 11/15/19, 01/31/20, 03/31/20	5	\$258.10
03/08/19	DAIRY	100015	CHEESE CHEDYEL SHRED BAG	\$49.55	1,280	08/31/19, 10/15/19, 11/30/19, 01/15/20, 02/29/20	10	\$495.50

Fill out your A., B., and C., and the remaining boxes will auto calculate as you enter in cases of food.

Fill in the number as cases wanted for each available product.

You can find out your entitlement from the EstEntitlement tab.

[Log on to WBSCM](#) and have your completed ordering worksheet available

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

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eAuthentication Login

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- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

LincPass (PIV) ?

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WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

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



Office of General Services
Food Distribution

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



Find the products you want to order

The screenshot displays the USDA order entry interface. At the top, there are navigation tabs: **My Transactions**, **Catalog**, **Entitlement**, and **Transaction in Process**. The **Product Catalog** section is active, featuring a **Quick Search** input field and a **Search** button, both highlighted with a red oval. Below this is an **Extended Search** link. On the left, a list of program names is shown: **[+]TEFAP**, **[+]CACFP**, **[+]NSLP** (highlighted with a red oval), and **[+]TM_TE**. A red arrow points from the **[+]NSLP** entry to a dropdown menu on the right that is expanded to show **[-]NSLP**, **[+]Direct Delivery**, and **[+]Processing Diversion**. The right-hand side of the screen contains a **Welcome** message and a **Product Catalog** section with a **Browse in the Product Catalog** link.

- 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 my direct delivery order worksheet, I see that I need to order 25 cases of 110361 Applesauce Cups-96/4.5.

I type in 110361 in the quick search, click search and three results appear.

Quick Search

[Extended Search](#)

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

Transaction in Process

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

I click on the blue hyper link on the third choice because I see it says NSLP next to the commodity code.

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.
- I 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.*

[Return to Search](#)

Product Details

Product Number: 110361
Name: APPLESAUCE CUP-96/4.5
Price: 15.82 USD
Full Truck Load Quantity: 1400.000
 CS

Enter Quantity needed in the third column.

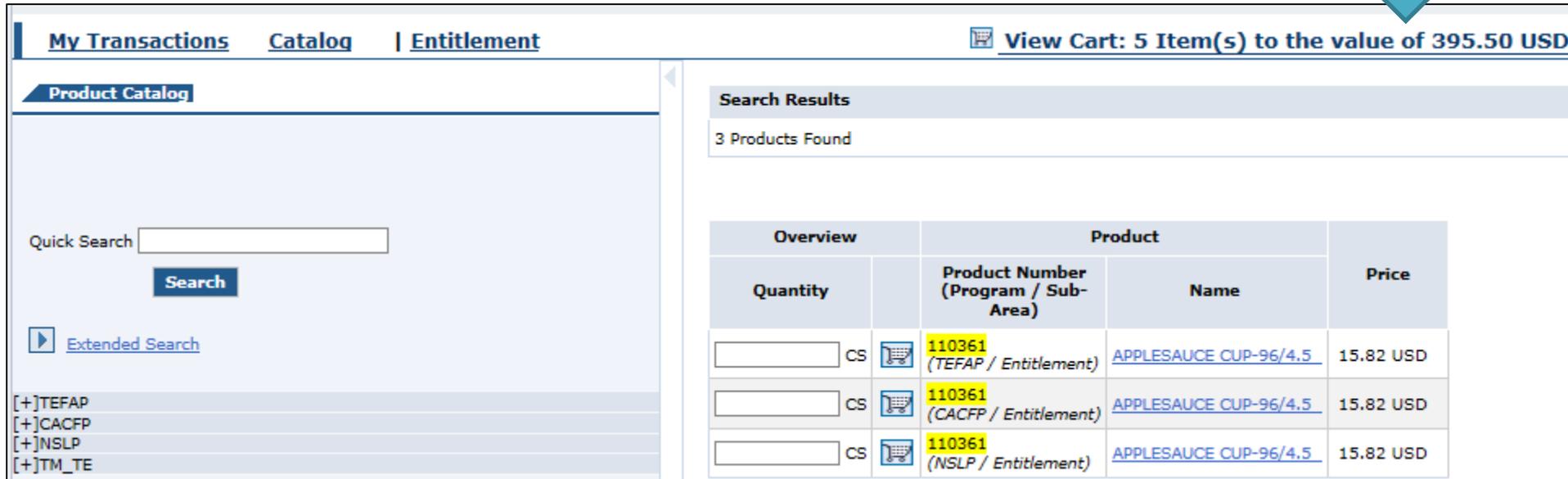
Delivery Date	Order By Date	Quantity
08/15/2019	03/01/2019	
09/15/2019	03/01/2019	
10/15/2019	03/01/2019	
11/15/2019	03/01/2019	
12/15/2019	03/01/2019	
01/31/2020	03/01/2019	
02/15/2020	03/01/2019	
03/31/2020	03/01/2019	
04/15/2020	03/01/2019	

 [Move to Cart](#)

Click Move after entering quantity

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

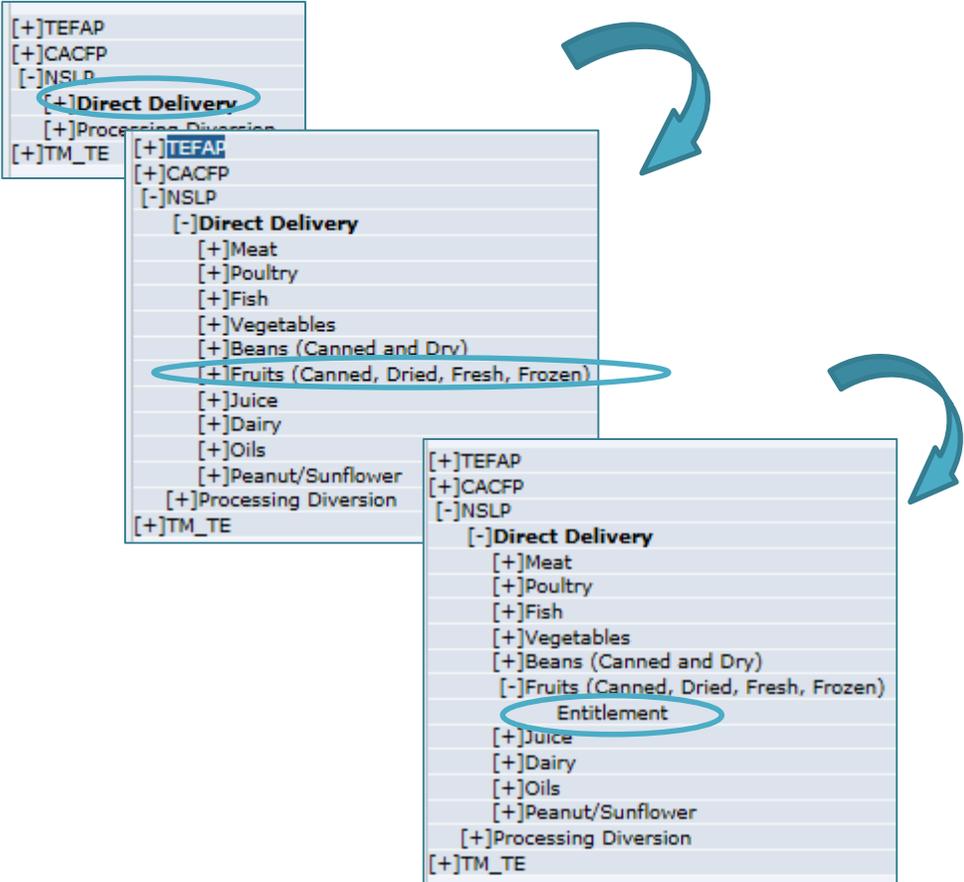
Search Results

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

Example continued.

- From my ordering work sheet I know I need 10 cases frozen strawberry cups. I am going to find these in the catalog by expanding the program options (clicking on them) and then clicking on the word "Entitlement," which is the last option.



I find the strawberry cups and click on the blue hyperlink.

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name					
<input type="text"/>	CS 110361 (NSLP / Entitlement)	APPLESAUCE CUP-96/4.5		15.82 USD	08/01/2019 - 04/15/2020	03/01/2019	1400.000
<input type="text"/>	CS 110541 (NSLP / Entitlement)	APPLESAUCE UNSWEETENED CAN-6/10		19.71 USD	08/16/2019 - 04/15/2020	03/01/2019	912.000
<input type="text"/>	CS 110859 (NSLP / Entitlement)	MIXED BERRY FRZ CUP-96/4.OZ		37.82 USD	10/16/2019 - 03/31/2020	03/01/2019	1400.000
<input type="text"/>	CS 100212 (NSLP / Entitlement)	MIXED FRUIT EX LT CAN-6/10		30.62 USD	10/01/2019 - 04/15/2020	03/01/2019	912.000
<input type="text"/>	CS 100241 (NSLP / Entitlement)	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ		40.22 USD	10/01/2019 - 03/15/2020	03/01/2019	1400.000
<input type="text"/>	CS 100220 (NSLP / Entitlement)	PEACHES CLING DICED EX LT CAN-6/10		31.70 USD	10/16/2019 - 04/15/2020	03/01/2019	912.000
<input type="text"/>	CS 100225 (NSLP / Entitlement)	PEARS DICED EX LT CAN-6/10		27.33 USD	10/01/2019 - 04/15/2020	03/01/2019	912.000
<input type="text"/>	CS 100256 (NSLP / Entitlement)	STRAWBERRY FRZ CUP-96/4.5 OZ		37.41 USD	10/01/2019 - 04/15/2020	03/01/2019	1400.000

Example continued.

[Return to: Entitlement](#)

Product Details

Product Number: 100256
Name: STRAWBERRY FRZ CUP-96/4.5 OZ
Price: 37.41 USD
Full Truck Load Quantity: 1400.000 CS

Delivery Date	Order By Date	Quantity
10/15/2019	03/01/2019	2
11/15/2019	03/01/2019	2 <input type="text" value="x"/>
12/15/2019	03/01/2019	2
01/15/2020	03/01/2019	
02/29/2020	03/01/2019	2
03/15/2020	03/01/2019	
04/15/2020	03/01/2019	2

 [Move to Cart](#)

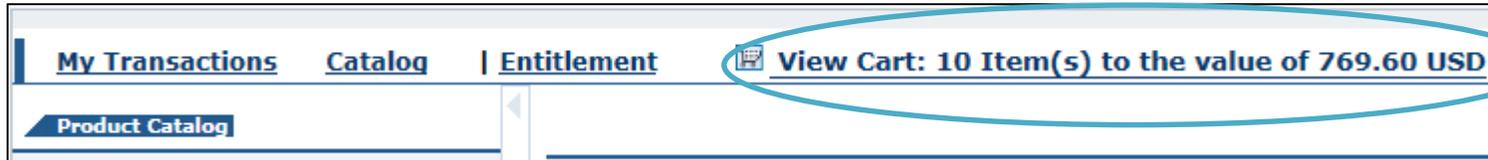
I enter in the quantity needed per delivery date.

I click move to cart when quantity entering is complete.



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

Instructions 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.

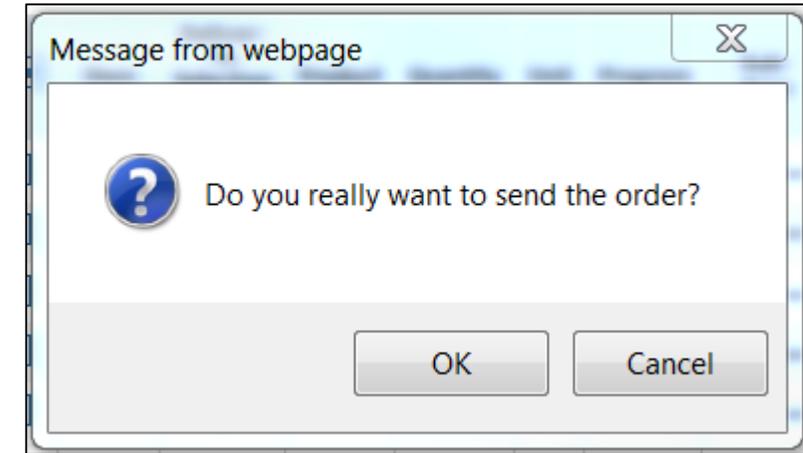
<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price	Unit Price	
<input checked="" type="checkbox"/>	100	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	08/15/2019	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: 1000388509 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.

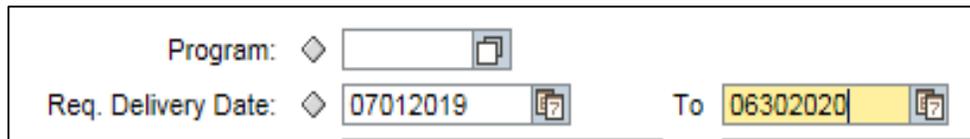
Errors

- WBSCM says I've exceeded my entitlement. – reduce commodities in your cart, click update and resubmit.
- 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?

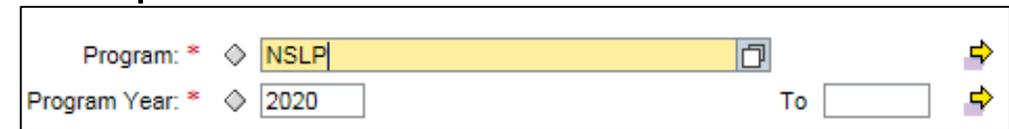
- Run your Requisition Status Report.



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

