Bonus Ordering
Log on to WBSCM

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. Bonus commodities for the National School Lunch Program will be found under the NSLP > Direct Delivery catalog.

- 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 100293 Raisins. I see that the raisins are available from August – December but would like to see the exact delivery dates.

<table>
<thead>
<tr>
<th>Material</th>
<th>Material Description</th>
<th>Price/Truck</th>
<th>Cases/Truck</th>
<th>Delivery Periods</th>
<th>Orders Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>100293</td>
<td>RAISINS BOX-144/1.33 OZ</td>
<td></td>
<td>2,964</td>
<td>Mar-Aug</td>
<td>December 06</td>
</tr>
<tr>
<td>100373</td>
<td>BEANS GREAT NORTHERN, CAN</td>
<td></td>
<td>864</td>
<td>Apr-Dec</td>
<td>December 06</td>
</tr>
<tr>
<td>110850</td>
<td>FISH AK POLLOCK STICKS FRZ PKG-20/2 LB</td>
<td>$127,949.80</td>
<td>950</td>
<td>Mar-Sep</td>
<td>December 06</td>
</tr>
</tbody>
</table>
Example Continued

Product code 100293 can be entered here and then click search.

Or you can find the various products by expanding the NSLP 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.
Example continued

- The product details screen comes up. Here it lists 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.

Enter the quantity needed per delivery date. Please note that your screen may have less dates than this.

I click move to cart when quantity entering is complete.
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.

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.

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.

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

Click Order and Click Ok
Print Your Order Confirmation

Print button is located at the bottom of the page.
Ordering Complete

If you forgot to order something
• If it is before the ordering due date, go back into WBSCM and order more.

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.

See how much entitlement I have?
• Run your Entitlement/Bonus Summary Report

Reset my WBSCM password?
• Click on the forgot password link on the login page.

What browser does WBSCM need?
• Chrome – This is a change!

Help on WBSCM can be found at https://ogs.ny.gov/usda-food-distribution/web-based-supply-chain-management
Any Questions?

Email

OGSDonatedFoods@ogs.ny.gov