



Office of General Services
Food Distribution

Bonus Ordering

December 2, 2021

[Log on to WBSCM](#)

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

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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:

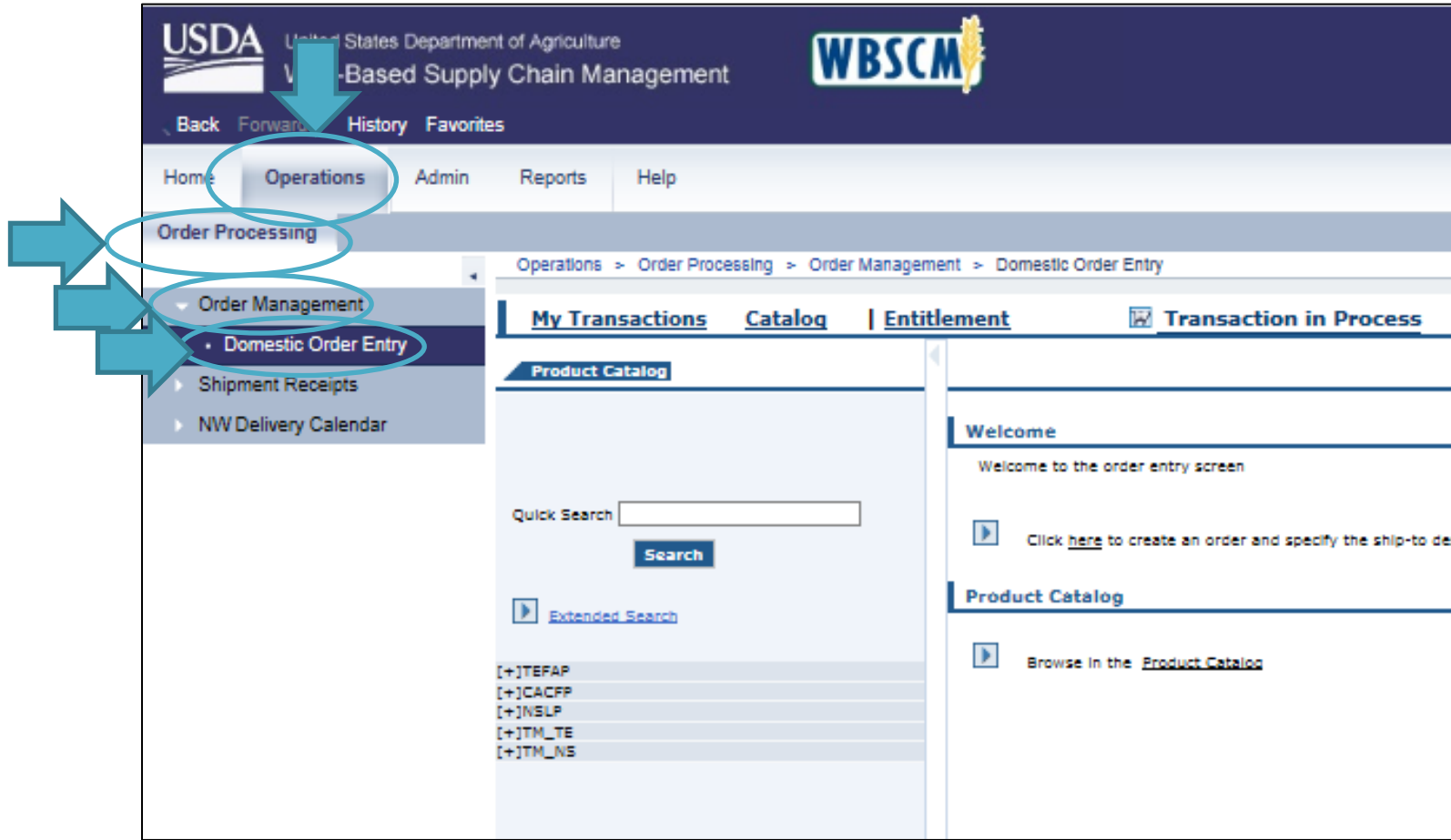
[I forgot my User ID](#) | [Password](#)

REGISTER **LOGIN**

[Change my Password](#)

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.

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Order Management > Domestic Order

Order Management

Domestic Order Entry

Shipment Receipts

NW Delivery Calendar

My Transactions Catalog Entitlement

Product Catalog

Quick Search Search

Extended Search

Bonus

Bonus

[+]TEFAP

[+]CACFP

[+]NSLP

[-]NSLP

[-]Direct Delivery

[+]Meat

[+]Poultry

[+]Fish

[+]Vegetables

[+]Beans (Canned and Dry)

[-]Fruits (Canned, Dried, Fresh, Frozen)

Entitlement

Bonus

- 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.

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

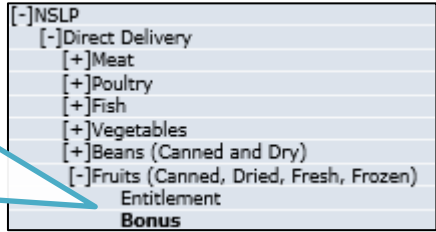


Example Continued

Product code 100293 can be entered here and then click search



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



Bonus

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	100293 (NSLP / Bonus)	RAISINS BOX-144/1.33 OZ	25.77 USD	03/01/2022 - 08/31/2022	12/08/2021	2964.000

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 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.*

I click move to cart when quantity entering is complete.

[Return to: Bonus](#)

Product Details

Product Number: 100293
 Name: RAISINS BOX-144/1.33 OZ
 Price: 25.77 USD
 Full Truck Load Quantity: 2964.000
 CS

Delivery Date	Order By D	
03/15/2022	12/08/2021	
03/31/2022	12/08/2021	
04/15/2022	12/08/2021	
04/30/2022	12/08/2021	
05/15/2022	12/08/2021	
05/31/2022	12/08/2021	
06/15/2022	12/08/2021	
06/30/2022	12/08/2021	
07/15/2022	12/08/2021	
07/31/2022	12/08/2021	
08/15/2022	12/08/2021	

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

 [Move to Cart](#)



Office of General Services
Food Distribution

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

My Transactions | **Catalog** | Entitlement

[View Cart: 4 Item\(s\) to the value of 2,577.12 USD](#)

Product Catalog

Quick Search [Search](#)

[Extended Search](#)

[+] TEFAP
 [+] CACFP
 [+] SFSP
 [-] NSLP

Bonus

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	100293 (NSLP / Bonus)	RAISINS BOX-144/1.33 OZ		25.77 USD	03/01/2022 - 08/31/2022	12/08/2021	2964.000

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 up 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.

178
 OGS REDISTRIBUTION ACCOUNT
 Total Net Price: 2,577.12 USD

or 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) Click "Update".
 on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".
 update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price	Unit Price	
100	<input type="checkbox"/>	100293	25	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	03/15/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>
200	<input type="checkbox"/>	100293	25	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	03/31/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>
300	<input type="checkbox"/>	100293	25	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	04/15/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>
400	<input type="checkbox"/>	100293	25	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	04/30/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>

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

Example continued.

Order: In Process

Sold-To: 4000529 Total Net Price: 2,577.12 USD

Customer Number: 4003178
 Organization: [NYS OGS REDISTRIBUTION ACCOUNT](#)
 Your Reference:
 Your Description:

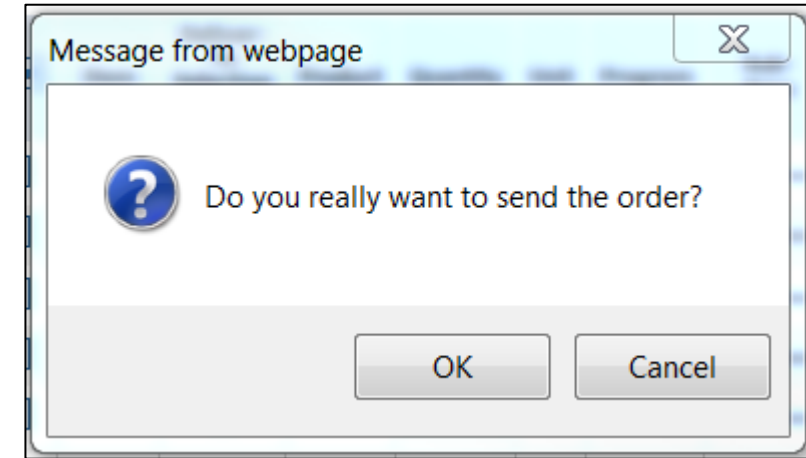
Default Delivery Settings For Items

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	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price	Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100293	<input type="text" value="25"/>	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	03/15/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100293	<input type="text" value="25"/>	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	03/31/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input type="checkbox"/>	100293	<input type="text" value="25"/>	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	04/15/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	400	<input type="checkbox"/>	100293	<input type="text" value="25"/>	CS	NSLP	Bonus	RAISINS BOX-144/1.33 OZ	Ready for Approval	04/30/2022	644.28 USD	214.76 USD / 100 LB	<input type="checkbox"/>



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

- 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

