



### Overview

This guide will show you how to remove an item from your cart, while placing a USDA Foods order through the Web Based Supply Chain Management (WBSCM) website. **This cannot be done once an order has been placed**, only when building your order.

### Step 1:

Log into WBSCM > Click on Operations > Order Management > Domestic Order Entry > Click on View Cart at the top.

The screenshot shows the WBSCM interface. The 'Operations' menu is highlighted in orange. In the left sidebar, 'Order Management' and 'Domestic Order Entry' are also highlighted in orange. At the top of the main content area, a button labeled 'View Cart: 1 Item(s) to the value of 146.70 USD' is highlighted in orange. The page header includes the USDA logo, 'United States Department of Agriculture', 'Web Based Supply Chain Management', and 'WBSCM'. The user is logged in as 'Mr. Frank Palmo' from the 'NY Office of General Service'.

### Step 2:

Locate the item you would like to remove from your order > Click the check box in the Trash can column on the row

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	<input type="checkbox"/>
<input type="checkbox"/>	100	<input type="checkbox"/>	110349	1	CS	NSLP	Entitlement	BEEF 100% PTY 85/15 FRZ 2.0MMA CTN-40 LB	Ready for Approval	07/15/2022	146.70 USD 366.76 USD / 100 LB	<input checked="" type="checkbox"/>

Buttons at the bottom: Update, Add more to order, Cancel, Order

If you have any questions, please reach out to OGS Food Distribution at [OGSDonatedFoods@OGS.ny.gov](mailto:OGSDonatedFoods@OGS.ny.gov).