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How to Use the Direct Delivery (Brown Box) Ordering Worksheet

Summary

OGS's Direct Delivery (Brown Box) Ordering Worksheet is a tool meant to help you plan and order brown box products.

! This worksheet is not your order. You will need to submit your order in WBSCM.

Directions

Step 0: Before you begin, please read the directions provided on the worksheet.

Step 1: Open the Direct Delivery Ordering Worksheet.

Step 2: Select your school district from the yellow drop-down box.







The screenshot shows a spreadsheet with columns A through E. In cell A1, there is a dropdown menu labeled 'RA Code/Name:'. The dropdown is open, showing a list of school districts. The first option is 'Select Your School District' (highlighted in blue). Below it are: 'A001 - Renaissance Academy Charter School of the Arts', 'A004 - Avoca CS', 'A005 - Alfred-Almond CS', 'A006 - Canaseraga CS', 'A007 - Hope Hall', 'A009 - Avon CS', and 'A010 - Haverling CS/Bath CSD'. The spreadsheet title bar at the bottom reads '2024-2025 WORKSHEET FOR ORDERING USDA FOODS'.

Step 3: Review your school district's address and director's information.

The screenshot shows a spreadsheet cell containing contact information for the selected school district. The text is as follows:
RA Code/Name: **A001 - Renaissance Academy Charter School of the Arts**
Address: 299 Kirk Rd, Rochester, NY 14612
Food Service Director: Jamie Lee Sebastian
Email: sebastian@renacad.org
Phone: (585) 225-4200 x 248
In the bottom right corner of the cell, there is a blue link that says 'Update Contact Info'.

! If a change needs to be made, click on 'Update Contact Info' to email us the correct information.

Step 4: Enter the amount of entitlement, your district would like to set aside to use toward other programs, such as USDA DoD Fresh, USDA Pilot, and USDA Direct Diversion (Processing).







2024-2025 WORKSHEET FOR ORDERING USDA FOODS		
Estimated Beginning USDA Entitlement for SY2024-2025		\$ -
Enter the amount you plan to set aside for use in other programs:	 USDA DoD Fresh Allocation	
	 USDA Pilot Project Allocation	
	 Direct Diversion (Processing)	
	Total Set Aside for Other Programs	\$ -
	Remaining Available for  Direct Delivery (Brown Box)	\$ -
Total Value of  Brown Box Entered Below		\$ -
Remaining  Brown Box Budget		\$ -

The **Remaining Available for Direct Delivery (Brown Box)** is the amount of entitlement available after you've set aside funds to use toward other programs. This is how much you are budgeting for brown box.

The **Total Value of Brown Box Entered Below** will change as you enter the number of cases you will need for each product in the table.

The **Remaining Brown Box Budget** is the amount of entitlement left available for brown box.

Once you've entered the amount to set aside for these programs, the worksheet will update automatically.

2024-2025 WORKSHEET FOR ORDERING USDA FOODS		
Estimated Beginning USDA Entitlement for SY2024-2025		\$ 27,924.14
Enter the amount you plan to set aside for use in other programs:	 USDA DoD Fresh Allocation	\$ 1,000.00
	 USDA Pilot Project Allocation	
	 Direct Diversion (Processing)	\$ 5,000.00
	Total Set Aside for Other Programs	\$ 6,000.00
	Remaining Available for  Direct Delivery (Brown Box)	\$ 21,924.14
Total Value of  Brown Box Entered Below		\$ -
Remaining  Brown Box Budget		\$ 21,924.14

Step 5: Enter the number of cases you will need for each product in the Enter Total Number of Cases column of the table (yellow).

Category	Material Number	Description	Storage	Pack Size	Est Price per Case	Cases per Full Truckload	Delivery Periods Available	Enter Total Number of Cases	Total \$ Amount
Fruit	110361	Applesauce, Unsweetened, Cups, Shelf-Stable	Dry	96/4.5 oz cup	\$ 18.92	1,400	08/15/24, 10/15/24, 12/15/24, 02/15/25, 03/15/25, 04/15/25		\$0.00
Fruit	110623	Blueberries, Unsweetened, Frozen	Frozen	12/2.5 lb bag	\$ 36.95	1,320	8/15/24, 12/15/24, 02/15/25		\$0.00
Fruit	111643	Cherries, Tart, Dried, Individual Portion	Dry	250/1.36 oz bag	\$ 114.73	1,584	8/15/24, 12/15/24, 02/15/25		\$0.00
Fruit	100212	Mixed Fruit (Peaches, Pears, Grapes), Extra Light Syrup, Canned	Dry	6/#10 can	\$ 42.37	912	10/15/24, 12/15/24, 02/15/25, 04/15/25		\$0.00
Fruit	100220	Peaches, Diced, Extra Light Syrup, Canned	Dry	6/#10 can	\$ 42.39	912	10/15/24, 11/15/24, 01/15/25, 02/15/25, 03/15/25		\$0.00
Fruit	100225	Pears, Diced, Extra Light Syrup, Canned (K)	Dry	6/#10 can	\$ 37.20	912	10/15/24, 11/15/24, 01/15/25, 03/15/25		\$0.00
Fruit	110860	Strawberries, Sliced, Unsweetened, Frozen (IQF)	Frozen	6/5 lb bag	\$ 46.97	1,320	10/15/24, 11/15/24, 01/15/25, 03/15/25		\$0.00

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Column	Definition
Category:	Food Category
Material Number:	USDA Material Number
Description:	USDA Material Description and Pack Size
Storage:	Type of Storage Needed
Pack Size:	provided if not in description
Est. Price per Case:	Estimated price per case. Price may vary.
Cases per Full Truckload:	Number of cases needed to order a full truckload
Delivery Periods Available:	This is the end of the two (2) week delivery period when the product would arrive at your distributor's warehouse. This is the Requested Delivery Date in WBSCM.
Enter Total Number of Cases:	This is the total number of cases you will need for the year
Total \$ Amount:	The estimated value of the cases entered

Step 6: Once you've completed the worksheet, you will need to submit your order in the [Web Based Supply Chain Management \(WBSCM\)](#) system.

! This worksheet is not your order. You will need to submit your order in WBSCM.

Questions?

If you have any questions or need assistance, please contact our office:

Email: ogsdonatedfoods@ogs.ny.gov

Phone: (518) 474-5122