



OGS Food Distribution Requesting a Redistribution

Overview

Redistribution can be requested for USDA Direct Delivery (aka Brown Box) commodities that cannot be accepted by a school/childcare. This document provides guidance for submitting a Redistribution Request to OGS Food Distribution.

At the end of each school year, OGS Food Distribution is required to empty each area's distributor warehouse of USDA Commodities **by June 10, 2024**.

To ensure warehouses are emptied timely, **Redistribution Requests for the 2023-24 School Year are due no later than April 30, 2024**.

Important Notice: Redistribution is not guaranteed. You may not receive entitlement credit for redistributed products unless another district accepts them using their own entitlement. These products will remain allocated to your school district/childcare and on your reports until accepted by another school district/childcare. In the rare occurrence that the products are not accepted by another school district/childcare, the remaining quantity will be shipped to you. These products cannot be refused upon delivery, cancelled, or held for future deliveries.

Redistribution Requests and questions may be submitted to OGS Food Distribution at OGSDonatedFoods@OGS.ny.gov.

Procedure

Step 1: Log into <https://portal.wbscm.usda.gov/> > Click on Reports > Click on Requisition Status Report

Fill in the Req. Delivery Date for the entire school year 07/01/YYYY and 06/30/YYYY

The screenshot shows the USDA Web Based Supply Chain Management (WBSCM) portal. The user is logged in as Mr. Frank Palmo from the NY Office of General Service. The 'Reports' menu is active, and the 'Requisition Status Report' is selected. The main content area displays the 'Welcome to Requisition Status Report' page with search criteria fields. The 'Req. Delivery Date' field is highlighted with a red box and contains the dates 07/01/2021 and 06/30/2022. Other fields include Program, Material, Sold-To Party (4000678), Ship-To Party, Region, and various requisition numbers and dates.

Step 2: Once the report loads > Click Export > Export to Microsoft Excel.

⚠ We cannot accept redistribution requests as PDF files. Please only provide as Microsoft Excel files.

Reports > Order Processing > Requisition Status Report

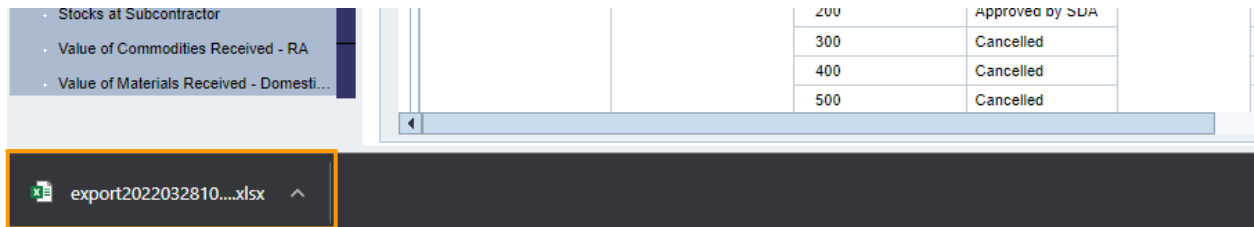
Requisition Status Report

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View: REQUISITION_STA... | Export

Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status	Sold-To Party	Sold
ZREQ	1000470747	100	Approved by SDA	4000678	J00
		200	Approved by SDA		J00
		300	Cancelled		J00
		400	Approved by SDA		J00
		500	Approved by SDA		J00
		700	Cancelled		J00
		800	Approved by SDA		J00
	1000470785	100	Cancelled		J00

Step 3: When the report generates at the bottom > Click on the file to open.



Step 4: Once the file opens > Highlight the lines you'd like redistributed.

📄 If you only want to redistribute a partial amount of the quantity on the line, you may change the Requested Qty. to the number of cases you wish to redistribute.

Example:


The screenshot shows the Microsoft Excel interface with the 'Requisition Status Report' data. The 'Home' tab is active. The data table is as follows:

	A	B	C	D
	Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status
1	ZREQ	1000470747	100	Approved by SDA
2	ZREQ	1000470747	200	Approved by SDA
3	ZREQ	1000470747	200	Approved by SDA

⚠ **Note:** Please do not hide, edit (other than highlight), or delete any columns or rows. OGS Food Distribution will need all information in this report to process the redistribution request.

Step 5: Save the file to your computer > Submit your Redistribution Request


Email this Requisition Status Report to OGSDonatedFoods@OGS.ny.gov as a Microsoft Excel file.

 Please include your school code, school name, and 'redistribution request' in your email or subject line (i.e., J100 OGS Food Distribution – Redistribution Request).

Contact Information:

OGS Food Distribution

 Email: ogsdonatedfoods@ogs.ny.gov

 Phone: (518) 474 – 5122