

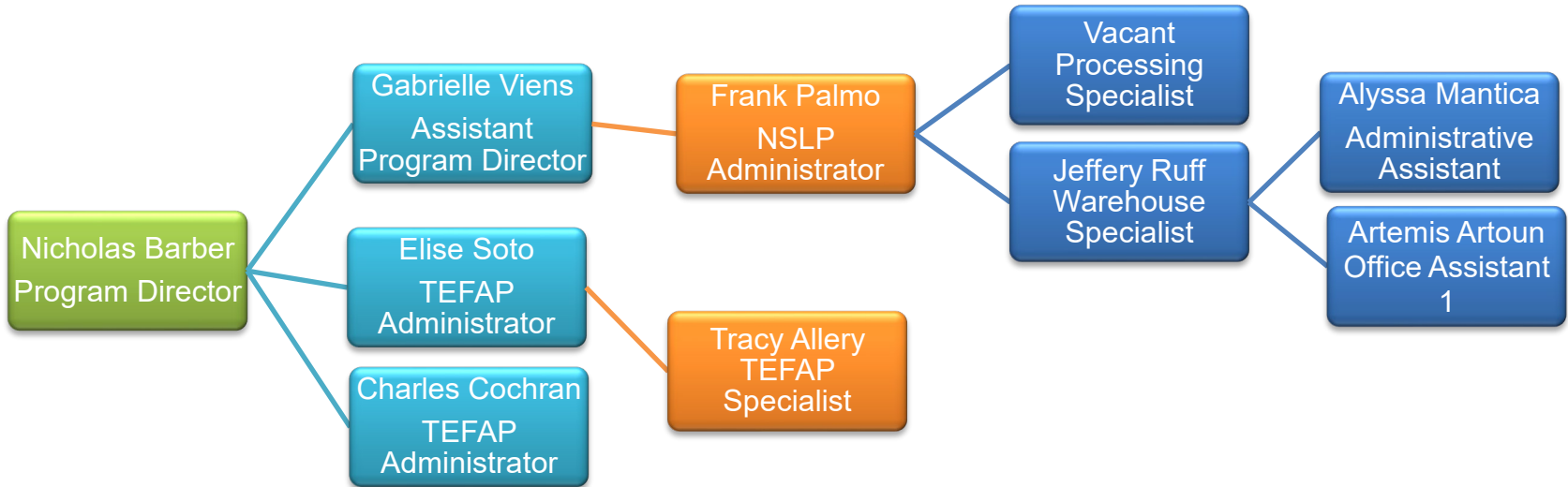


**Office of
General Services**

OGS Food Distribution USDA Foods 101 for Distributors

August 16, 2024

OGS USDA Food Distribution



Email: OGSDonatedFoods@ogs.ny.gov

Phone: Mon-Fri 7:30 am – 3:30 pm, 518-474-5122



Administers the Federal National School Lunch Program (NSLP)
Offers two types of support:
(1) Cash Reimbursement
(2) USDA Foods



Office of General Services
Food Distribution



Administers New York State's USDA Foods for schools.

What are USDA Foods?

Foods that are purchased by the USDA, from American Farmers, dairymen, ranchers, and fishermen to support nutritional assistance programs and American Agriculture.

USDA Foods are 100% domestic products.

Who orders and receives USDA Food Deliveries?

USDA Foods are ordered by both school districts and childcares as part of the following child nutrition programs:

- National School Lunch Program (NSLP)
 - School Districts
- Child and Adult Care Food Program (CACFP)
 - Childcares

How do schools and childcares order?

Ordering occurs in February each year for the next full school year (July 1 through June 30).

Schools are provided a USDA entitlement that they use to order through various programs, including USDA Direct Delivery (Brown Box).

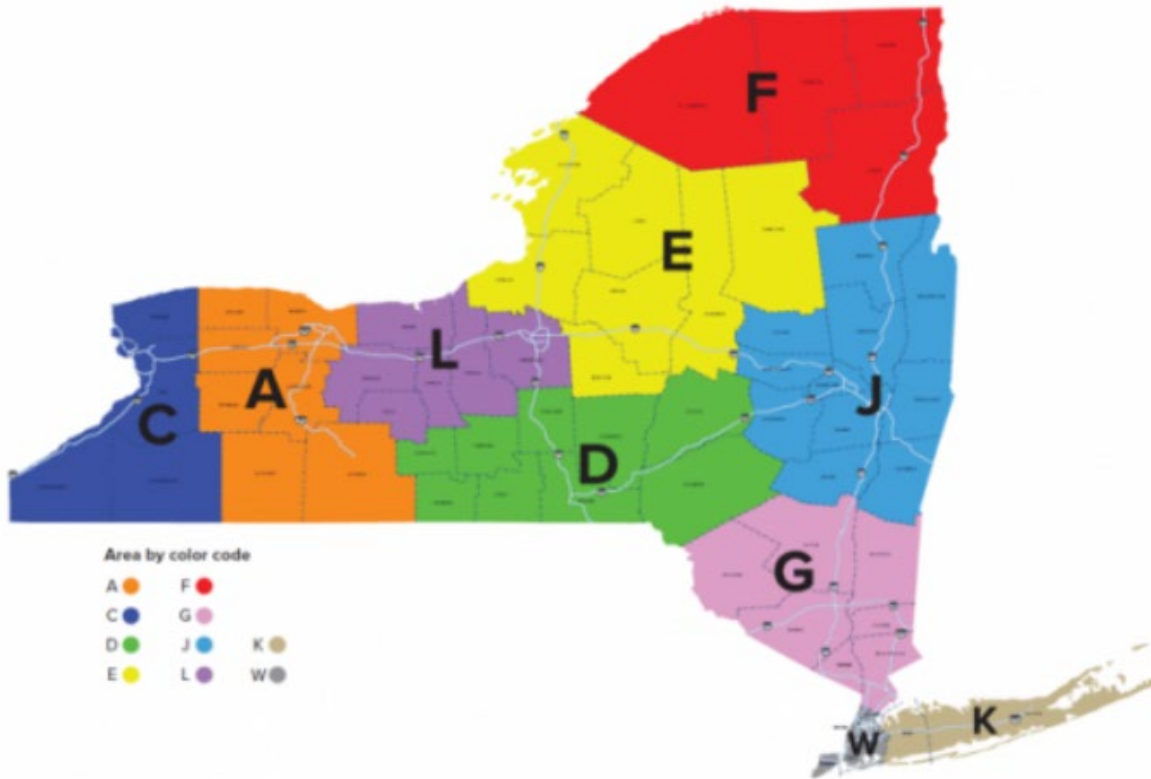
Why is this important?

- Unlike commercial product, USDA Foods cannot be easily re-ordered replace damage, missing, or mispicked products.
- So, if product is damage or missing, this means a school district will receive less food to support its child nutrition program (meaning, fewer students are fed).

What is USDA Direct Delivery (Brown Box)

- Procured End Products
 - I.e., Applesauce Cups (shelf stable), Turkey Roasts, Canned Mixed Fruit, Frozen Broccoli
 - USDA offers roughly 140 each year – however, NYS cannot possibly order them all. Therefore, we conduct a survey in January where school districts help select the 30-35 products that they will order.
- Orders are placed in February, submitted to USDA early April, and will start being delivered to the distributors in August/September for the next school year (July 1 – June 30)
 - Anticipated by the Requested Delivery Date.
 - Vendor/Carriers will schedule appointments for delivery.
- Once a shipment is received at a distributors warehouse, the products must be distributed to the school districts/childcares within 60 days.

OGS Food Distribution Areas



Web-based Supply Chain Management (WBSCM)

The screenshot displays two login panels side-by-side. The left panel is titled 'Log In with PIV/CAC' and features a circular help icon. It shows a sample PIV/CAC card with the following details: 'JAN2020', 'USDA', 'Alexander, Bobby S.', and a yellow chip. Below the card is a blue button labeled 'Log In with PIV/CAC'. The right panel is titled 'Log In with Password' and also has a circular help icon. It contains a 'User ID' field with a 'Forgot User ID' link, a 'Password' field with a 'Forgot Password' link, and a 'Show Password' checkbox. A blue button labeled 'Log In with Password' is at the bottom.

- Login regularly so your account does not lock

<https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>

Note: Google Chrome is the only officially supported browser for WBSCM. Microsoft Edge works well too!

Web-based Supply Chain Management (WBSCM)

- View Reports
- Receipt received shipments

WBSCM Common Reports

- Requisition Status Report provides
 - A list of allocations to school districts/childcares for a sales order.
 - Real-time order status information (adjustments, order status, dates, etc.).
- Redistribution Redonation Detail Report
 - A list of allocations and adjustments for a sales order.
 - Real-time order status information (adjustments, order status, dates, etc.).
 - Includes redistribution and adjustments.
- Order Status Report
 - High level order information (status, delivery date, vendor, quantity, etc.).

The screenshot shows the WBSCM (Web Based Supply Chain Management) interface. The header includes the USDA logo and the text "United States Department of Agriculture Web Based Supply Chain Management" and "WBSCM". Below the header is a navigation bar with "Back", "Forward", "History", "Favorites", and "Personalize". The main navigation menu includes "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" menu is expanded, showing a list of reports under "Order Processing", with "Requisition Status Report" selected. The main content area displays the "Welcome to Requisition Status Report" page. It includes a search criteria section with fields for Program, Req. Delivery Date, Material, Sold-To Party, Ship-To Party, Region, Req/Redist. Number, Req/Redist. Doc Type, and Req/Redist. # Status. The page also features a "Search Criteria" section with "Execute", "Reset", and "Print to PDF" buttons. A note states: "All required fields are marked with a red asterisk (*). Dates are formatted as: MM/DD/YYYY." The New York State logo and "Office of General Services" are visible in the bottom right corner.

WBSCM Receipting

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

File Uploads/Downloads
 Catalog Maintenance
 Order Management
 Entitlement Management
 Shipment Receipts
 • Enter Shipment Receipt
 Upload Shipment Receipt
 NW Delivery Calendar

Welcome to Enter Shipment Receipt
 All required fields are marked with a red asterisk (*)
 Dates are formatted as MM/DD/YYYY

Order Search

WBSCM has the ability to receipt Sales Orders, Delivery Documents, and Purchase Orders. To search for an open order in the system to receipt, please enter your order number and click "Search".

* Order Number: Search

Home Operations Admin Reports Help

Order Processing

Operations > Order Processing > Shipment Receipts > Enter Shipment Receipt

Back to Summary | Back to Search

Receipt Header

Order Number: 4100012785 Entered By: ORDERMA... Railcar/BOL:

Signed By: John Doe Date Received: 02/25/2019

Goods received

Comments:

Receipt All

View: eINV_VIEW

Select	Further Actions	Receipt Status	Sales Doc.	Item	Purch.Doc.	Item	Material	Material Description	ASN Number	Signed by	Date Rece
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100	4100012785	9	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030997		
<input type="checkbox"/>	<input type="checkbox"/>	Ready to Receipt	5000370666	100			100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030998		
<input type="checkbox"/>	<input type="checkbox"/>	Receipt Processed	5000370671	100		14	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030995	t	11/25/2018
<input type="checkbox"/>	<input type="checkbox"/>	Receipt Processed	5000370671	100		15	100166	BEEF ROAST ROUND FRZ CTN-38-42 LB	6100030996	TT	12/05/2018

- 709-5 Rev 3. Standards.
- Example:
 - Must receipt within two (2) Business days of receiving.