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

Summary

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

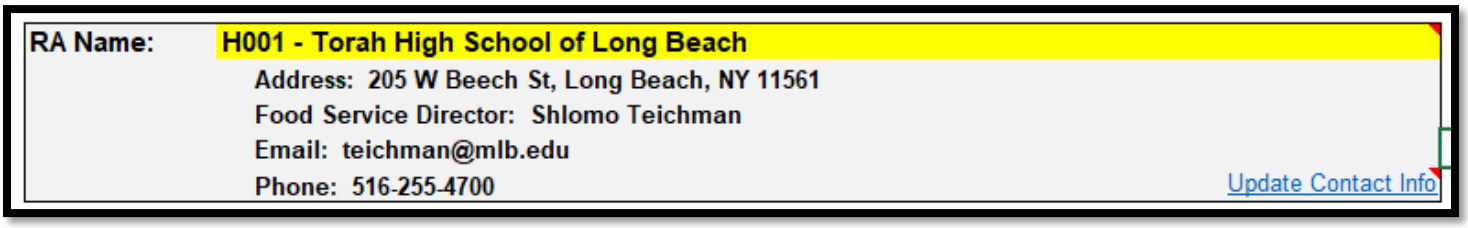
❗ This worksheet is not your order. You will need to submit your order in WBSCM.

Directions

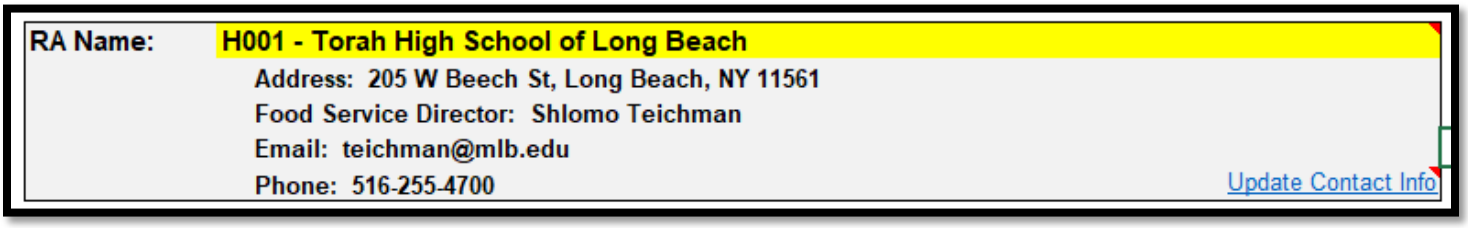
Step 0: Before you begin, please read the directions provided on the worksheet.

Step 1: Open the Direct Delivery (Kosher Brown Box) Ordering Worksheet.

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

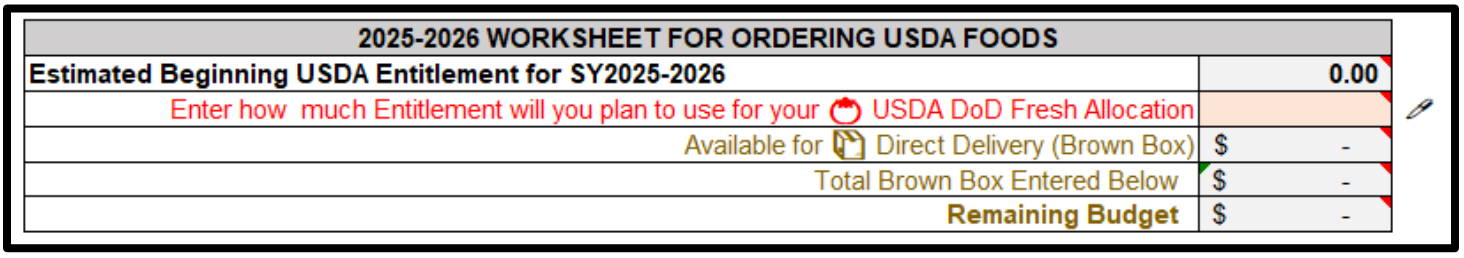


Step 3: Review your school district's address and director's information.



❗ 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 USDA DoD Fresh Program in the colored cells.



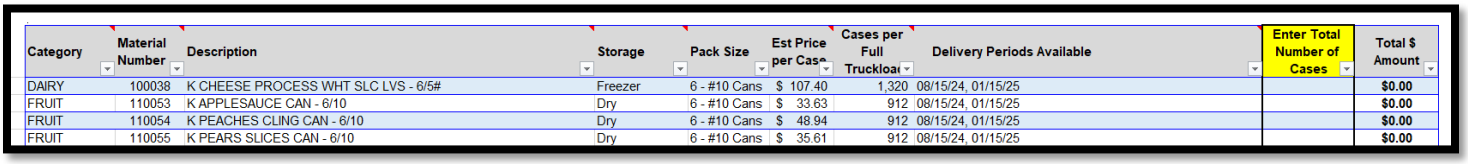
The **Available for Direct Delivery (Brown Box)** is the amount of entitlement available after you've set aside funds to use USDA DoD Fresh. This is how much you are budgeting for brown box.

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 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.

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 Truckloa	Delivery Periods Available	Enter Total Number of Cases	Total $ Amount
DAIRY	100038	K CHEESE PROCESS WHT SLC LVS - 6/5#	Freezer	6 - #10 Cans	$ 107.40	1,320	08/15/24, 01/15/25		$0.00
FRUIT	110053	K APPLESAUCE CAN - 6/10	Dry	6 - #10 Cans	$ 33.63	912	08/15/24, 01/15/25		$0.00
FRUIT	110054	K PEACHES CLING CAN - 6/10	Dry	6 - #10 Cans	$ 48.94	912	08/15/24, 01/15/25		$0.00
FRUIT	110055	K PEARS SLICES CAN - 6/10	Dry	6 - #10 Cans	$ 35.61	912	08/15/24, 01/15/25		$0.00

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.

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Questions?

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

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Phone: (518) 474-5122