



## 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 is not your actual order. **Orders must be entered into WBSCM**

### Directions

**Step 1:** Open the Direct Delivery Ordering Worksheet.

Before you begin, please read the directions provided on the Direct Delivery worksheet.

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

A	B	C	D	E
	RA Code/Name:	Select Your School District		
		Select Your School District		
		A001 - Renaissance Academy Charter School of the Arts		
		A004 - Avoca CS		
		A005 - Alfred-Almond CS		
		A006 - Canaseraga CS		
		A007 - Hope Hall		
		A009 - Avon CS		
		A010 - Haverling CS/Bath CSD		

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

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
	<a href="#">Update Contact Info</a>

! 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) in the colored cells. This will drawdown our available Entitlement funds balance.

2026-2027 WORKSHEET FOR ORDERING USDA FOODS		
Estimated Beginning USDA Entitlement for SY2026-2027		0.00
Enter the amount you plan to set aside for use in other programs:	USDA DoD Fresh Allocation	
	USDA Pilot Project Allocation	
	Direct Diversion (Processing)	
	<b>Total Set Aside for Other Programs</b>	\$ -
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.

2026-2027 WORKSHEET FOR ORDERING USDA FOODS		
Estimated Beginning USDA Entitlement for SY2026-2027		\$ 39,859.19
Enter the amount you plan to set aside for use in other programs:	USDA DoD Fresh Allocation	\$ 5,000.00
	USDA Pilot Project Allocation	\$ -
	Direct Diversion (Processing)	\$ 10,000.00
	<b>Total Set Aside for Other Programs</b>	\$ 15,000.00
Remaining Available for Direct Delivery (Brown Box)		\$ 24,859.19
Total Value of Brown Box Entered Below		\$ -
Remaining Brown Box Budget		\$ 24,859.19

**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	Serving Sizes (Ounces)	Est Price per Case	Cases per Full Truckload	Delivery Periods Available	Enter Total Number of Cases	Total \$ Amount
Fruit	111790	APPLE JUICE SINGLE FRZ CUP-96/4 OZ	Frozen	96/4 oz cup	4.00	\$ 19.40	1,408			\$0.00
Fruit	110361	APPLE SAUCE CUP-96/4.5	Dry	96/4.5 oz cup	4.50	\$ 19.48	1,400			\$0.00
Fruit	110541	APPLE SAUCE UNSWEETENED CAN-6/10	Dry	6/#10 can	4.00	\$ 26.08	912			\$0.00
Vegetable	100360	BEANS GARBANZO CAN-6/10	Dry	6/#10 can	4.00	\$ 18.44	864			\$0.00
Vegetable	111054	BEANS GREEN FRZ CTN-12/2 LB	Frozen	12/2 lb bag	4.00	\$ 19.19	1,620			\$0.00
Meat	100158	BEEF FINE GROUND FRZ CTN-40 LB	Frozen	40 lb case	1.34	\$ 179.21	1,000			\$0.00
Fruit	110623	BLUEBERRY HIGHBUSH FRZ CTN-12/2.5 LB	Frozen	12/2.5 lb bag	4.00	\$ 46.42	1,320			\$0.00
Vegetable	110473	BROCCOLI FRZ CTN-30 LB	Frozen	30 lb case	4.00	\$ 56.60	1,134			\$0.00

**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. !**

## Ordering Worksheet Key:

Column	Definition
Category:	Food Category
Material Number:	USDA Material Number
Description:	USDA Material Description and Pack Size
Storage:	Type of Storage Needed
Pack Size:	Number and size of servings per case
Serving Size	Estimated number of servings per case in ounces
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 date listed is the end date 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, on your Requisition Status Report
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

### Still have Questions...

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

Email: [ogsdonatedfoods@ogs.ny.gov](mailto:ogsdonatedfoods@ogs.ny.gov)

Phone: (518) 474-5122