



Office of General Services Food Distribution

USDA Foods Ordering

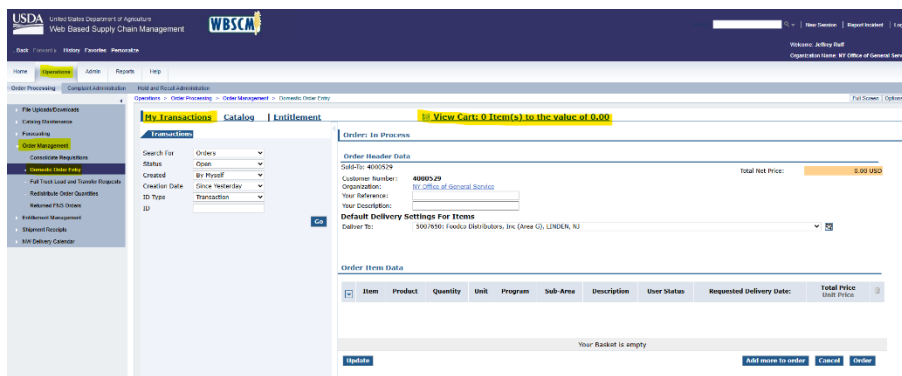
How to Remove Items the Cart
in WBSCM

Overview

This guide will show you how to remove an item from your cart, while placing a USDA Foods order through the Web Based Supply Chain Management (WBSCM) website. **This cannot be done once an order has been placed, only when building your order (while your order is in the cart).**

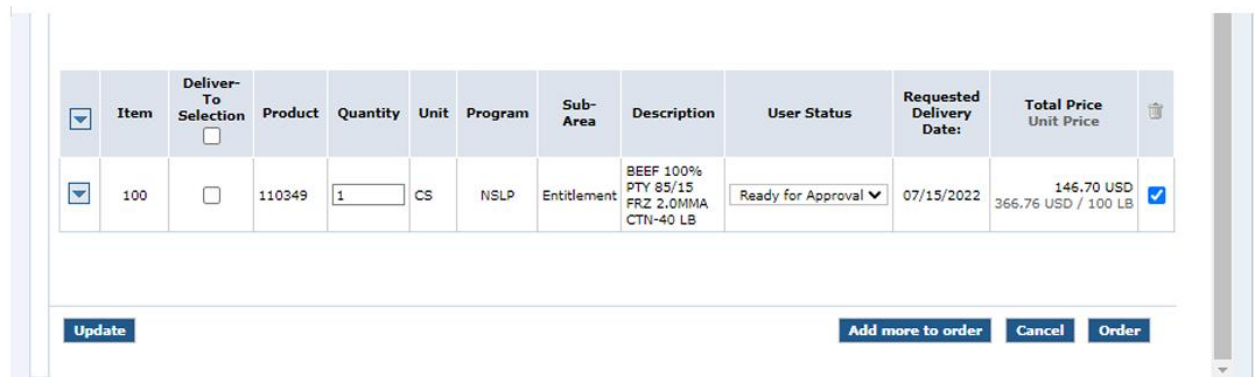
Step 1:

Log into WBSCM > Click on Operations > Order Management > Domestic Order Entry > Click on View Cart at the top.



Step 2:

Locate the item you would like to remove from your order > Click the check box in the Trash can column on the row. Lastly, click Update.



If you have any questions, please reach out to OGS Food Distribution at OGSDonatedFoods@OGS.ny.gov.

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