Web-based Supply Chain Management (WBSCM)

Training Guide for the U.S. Department of Agriculture (USDA) Online Ordering Program for USDA Foods

Food Distribution Program (FDP)
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Help Desk Hours
8:00 AM to 6:00 PM Eastern Time

Help Desk Contact Information
877-WBSCM-4U
877-927-2648
WBSCM.servicedesk@CACI.com
eAuth Help Desk Info

800-457-3642 (option #1)
Email: eAuthHelpDesk@usda.gov

Help Desk Hours
8:00 AM to 8:00 PM Eastern Time
Setting Up Your WBSCM Account
Web-based Supply Chain Management
USDA Webpage


- This page has login information, eAuth information, and resources to assist you
- Always use Internet Explorer for best results
When FDP Creates Your WBSCM Account
You Will Receive this E-mail – Check SPAM

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear State Sadowski,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM). In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSCM System. The three step process listed below will help you complete your registration with WBSCM.

Important Notes:

- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSCM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSCM registration, you will be able to change your last name using the WBSCM “Maintain User Profile” function under the “Admin” menu option.

How to Complete Registration with WBSCM

Step 1. If you do not already have an eAuthentication account (Level 1 or 2), please access https://identitvmanager.eems.usda.gov/registration/index.aspx and select the link “Register for a Level 1 Account” [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.

Step 2. Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

https://portal.wbscm.usda.gov/registration?action=init&token=xy%3FXtlpCWVFw57oM1KBTUAtGJQehmMM7YxLS2PqDmHDQNwrcFdhH9wOap1YPzSyw%3B

Step 3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: http://www.usda.gov/wbscm Remember to bookmark this URL link for easy access to the login page.

If you have any questions, please contact your user administrator.
STEP 1 – WBSCM Registration

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Dear State Sadowski,

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How to Complete Registration with WBSCM

Step 1. If you do not already have an eAuthentication account (Level 1 or 2), please access https://identitvmanager.eems.usda.gov/registration_index.aspx and select the link “Register for a Level 1 Account” [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.

Step 2. Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

https://portal.wbscm.usda.gov/registration?action=init&token=x%2FXIpCWFvW57odM1KBTUAkGJQeliuMM7YrLS2PqDmHDQNwCfFH9wdOap1Yp3Ow%2B

Step 3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: http://www.usda.gov/wbscm Remember to bookmark this URL link for easy access to the login page.

If you have any questions, please contact your user administrator.
Click on “Level 1 Access”
Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:

- 12-24 characters
- One number
- One uppercase letter
- One lowercase letter
- One special character! @ $ % * 
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used
Create Your eAuth Account

User Information
- First Name* 
- Middle Initial 
- Last Name*

Contact Information
- Email* 
- Confirm Email*

Login Information
- User ID* 
- Password* 
- Confirm Password*

Security Questions
Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1* Select... 
2* Select... 
3* Select...

Continue
Click “Submit” Button

Create an eAuthentication Account

Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the edit button. If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: dan.sadowski@ct.gov
Name: Dan Sadowski
Email: dan.sadowski@ct.gov

Verify Security Questions & Answers

Q: What is the name of your first pet
A: Spot

Q: What city was your first job in
A: Jewett City

Q: What was the name of high school where you graduated
A: Griswold

Q: What is the name of your first school
A: Elementary

Edit  Submit
Check Your E-mail

Create an Account

Level 1 Access

Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations
You Will Receive a Second E-mail

Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations stateofcttest, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click **ACTIVATE MY ACCOUNT**

   NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:


The User ID you created is: stateofcttest
The email address you provided is: dan.sadowski@ct.gov

Please retain this information for future reference.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication **USER ACCOUNT HOME** link.

   NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:


If you need further assistance, click here to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click here.

Thank You,
-- The USDA eAuthentication Team
Your Account Has Been Activated!

Create an eAuthentication Account

Step 4 of 4 - Account Activated

Your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

User ID: stateofcttest
Email: dan.sadowski@ct.gov

Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click here to review our Frequently Asked Questions.
STEP 2 – Return to First E-mail and Complete Registration

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How to Complete Registration with WBSCM

Step 1. If you do not already have an eAuthentication account (Level 1 or 2), please access https://identitymanager.eems.usda.gov/registration/index.aspx and select the link “Register for a Level 1 Account” [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.

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https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXIpCWVFW57odM1KBtUAkGIc6iuMM7YrLS2pQdHDQpRuscFhH9wdQaplYq3Iow%2B

Step 3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: http://www.usda.gov/wbscm Remember to bookmark this URL link for easy access to the login page.

If you have any questions, please contact your user administrator.
STEP 2 – Click on “I Agree”
Enter the eAuth User ID and Password You Just Created
WBSCM Rules of Behavior

Rules of Behavior

(Version 1.0)

Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:

1. Participants shall understand and comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws.

3. Users shall protect their UserIDs and passwords from disclosure.

Click “Accept” and “Submit”
Congratulations! You’re In!

WBSCM December Quarterly Release 2020R4.4.12 is now LIVE as of December 17, 2020

This release includes approximately seven new system improvements and bug fixes.

New WBSCM Users or New WBSCM Accounts: please visit the USDA WBSCM page for instructions and tutorials describing the USDA eAuth and WBSCM registration processes.

Interested in all recent changes? Review the current WBSCM Release Notes.

Select the Help tab to visit the WBSCM Training Home Page for latest announcements and help resources available to you.

Contact the WBSCM Service Desk at WBSCM.servicedesk@ct.gov or call 877-WBSCM-4U or 877-927-2648 with any questions.

Forums

Forum Home
Add Web Site

Compatibility View Settings

You can add and remove websites that are displayed in Compatibility View.

Add this website:
usda.gov

Websites you've added to Compatibility View:
usda.gov

- Display all websites in Compatibility View
- Display intranet sites in Compatibility View
- Download updated compatibility lists from Microsoft

Learn more by reading the Internet Explorer privacy statement.

Close
Disable Pop-up Blocker

- Right-click in the browser toolbar and select 'Tools' -> 'View downloads' -> 'Pop-up Blocker' -> 'Turn off Pop-up Blocker'.
Checking for New Content

If any dots are orange there is new information.

News and Announcements from USDA – If any dots are orange there is new information.
Updating eAuthentication Account
Updating eAuthentication Account

Web Based Supply Chain Management

ABOUT WBSCM

The Web Based Supply Chain Management (WBSCM) system is an integrated, internet-based commodity acquisition, distribution, and tracking system built on Systems, Applications and Products in Data Processing (SAP) commercial software and an Oracle platform. WBSCM supports domestic and international food and nutrition programs administered by four United States Department of Agriculture (USDA) Agencies (Food and Nutrition Service (FNS), Farm Service Agency (FSA), Agriculture Marketing Service (AMS), and Foreign Agricultural Service (FAS)) and United States Agency for International Development (USAID). The eight domestic programs, including the National School Lunch Program (NSLP), the Emergency Food Assistance Program (TEFAP), and Food Distribution Program on Indian Reservations (FDPIR), serve over 30 million Americans and are administered through 98 State Distributing Agencies (SDAs) supporting over 100,000 Recipient Agency (RA) school districts, food banks, and feeding centers, and 110 Indian Tribal Organizations (ITOs) supporting over 75,000 program participants. USDA Foods account for nearly 20 percent of the value of school districts food purchase menus. Household-level programs, such as Commodity Supplemental Food Program (CSFP), TEFAP, and FDPIR serve food insecure groups such as senior citizens, Native Americans, and low income citizens. The five international programs which include Food for Peace, Food for Progress, and Food for Education, serve over 280 million people in over 65 countries with aid provided through the United Nations World Food Program and over 30 foreign governments and approximately 70 private voluntary organizations (PVOs).

SERVICE DESK

Standard Service Desk Support hours:
Click on “Update your account” Before Logging In
Enter User ID and Password and Click Login
Click on “Home” and then Select Task
Complete All Required Information and Click “Submit”

Login ID: Ansonia. Sadowski

- First Name: Dan
- Last Name: Sadowski
- Date of Birth: 01/28/1953 (MM/DD/YYYY)
- Email: dan.sadowski@ct.gov

Note: If you are entering an address outside the USA, please enter 'NQ - unknown' for your State.

State: Connecticut

Last name must match eAuth account
E-mail must match eAuth account
Connecticut State Department of Education

Account Has Been Updated – Click “OK”
Click “Logout”
Click “OK” – Update finished
Checking Entitlement
Reports, Entitlement Bonus Summary Report

- Click on "Reports" to access the reports section.
- Select the Entitlement Bonus Summary Report.
- Use the filters to set the program, program year, SDA region code, RA/SDA number, and sold-to state.
- Click "Execute" to generate the report.
- Click "Print PDF Output" to export the report as a PDF.
Enter Program and Program Year, and Execute
## Entitlement/Bonus Summary Report

### Entitlement/Bonus Summary Report

<table>
<thead>
<tr>
<th>Program</th>
<th>Sold-To Party</th>
<th>Sold-To Name</th>
<th>Sold-To City</th>
<th>Sold-To State</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSLP</td>
<td>4005054</td>
<td>CT Food Distribution Program</td>
<td>HARTFORD</td>
<td>CT</td>
<td>2022</td>
</tr>
</tbody>
</table>

Scroll Right
## Entitlement/Bonus Summary Report

### Reports > Order Processing > Entitlement Management > Entitlement/Bonus Summary Report

**Print a PDF or Export to Excel**

### Table: Entitlement/Bonus Summary Report

<table>
<thead>
<tr>
<th>Program</th>
<th>Sold-To Party</th>
<th>Sold-To Name</th>
<th>Sold-To City</th>
<th>Sold-To State</th>
<th>Program Year</th>
<th>Beginning Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSLP</td>
<td>4000574</td>
<td>CT Food Distribution Program</td>
<td>HARTFORD</td>
<td>CT</td>
<td>2022</td>
<td>19,872,286.00</td>
</tr>
</tbody>
</table>
Creating an Order for Direct Delivery
Complete Spreadsheet
Print and Have Ready When You Login to WBSCM

Connecticut Food Distribution Program
Worksheet for Calculating Direct Delivery of USDA Foods (Brown Box)

Ordering information for Non-processed Products
- Enter the number of cases requested for each item in the light blue boxes. All Direct Delivery products must be ordered by the case.
- Entitlement dollars and cases will calculate automatically.
- Requests are due in Web-based Supply Chain Management (WBSCM) by March 8, 2021.
- New items are highlighted in pink.
- USDA Foods that can be both Direct Delivery and Further Processed Items are highlighted in yellow.
- In the blue box below, enter the amount of entitlement dollars that you want to spend. The running total and remaining balance of your entitlement dollars calculate automatically in the yellow boxes.

Entitlement dollars for Direct Delivery Items:
Total amount of entitlement dollars spent: $0.00
Remaining balance of entitlement dollars: $0.00

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Fruits and Juice</th>
<th>$/Case</th>
<th>$ Entitlement</th>
<th>Cases</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>110541</td>
<td>Applesauce Can 6 # 10 cans (Kosher)</td>
<td>$21.60</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>110361</td>
<td>Applesauce Cups 96-4.5 oz cups</td>
<td>$19.76</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>100242</td>
<td>Blueberries Wild Frozen, 8-3 lb bags</td>
<td>$31.56</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>110859</td>
<td>Mixed Berry Cup 96-4 oz cups</td>
<td>$37.19</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>100212</td>
<td>Mixed Fruit Ex LT Syrup 6 # 10 cans</td>
<td>$30.55</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>110651</td>
<td>Orange Juice*, Cups, Individual, Frozen (*under juice)</td>
<td>$12.14</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>100220</td>
<td>Peaches, Diced Ex LT Syrup 6 #10 cans</td>
<td>$31.43</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>100238</td>
<td>Peaches, Sliced, Frozen, 12-2 lb bags</td>
<td>$29.15</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>100225</td>
<td>Pears Diced Ex LT Syrup 6 #10 cans</td>
<td>$31.31</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>100293</td>
<td>Raisins, Unsweetened, Individual Package 144/1.33 oz</td>
<td>$20.67</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>110860</td>
<td>Strawberries Frozen - Sliced, 6-5 lb bags</td>
<td>$37.27</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>100256</td>
<td>Strawberry Cup Frozen 96-4.5 oz cups</td>
<td>$44.10</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Fruits Subtotal: $0.00
Domestic Order Entry

If you created a portal favorite it is just one click!

Select
» NSLP
» Direct Delivery
» Category, e.g., Meat, Grains, etc.
» Entitlement
Select “All” to View All Items in the Catalog

Select “All” to ensure you view all items
### Entitlement

<table>
<thead>
<tr>
<th>Overview</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>Product Number (Program/Sub-Area)</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>CS</td>
<td>100104 (NSLP / Entitlement)</td>
</tr>
<tr>
<td>CS</td>
<td>100169 (NSLP / Entitlement)</td>
</tr>
</tbody>
</table>

**Select Shopping Cart Icon**

**Do not enter anything here!**
**Enter Quantity and Move to Cart**

**Product Details**

- **Product Number:** 100169
- **Name:** BEEF FINE GROUND FRZ PKG-40/1 LB
- **Price:** 707.60 USD
- **Full Truck Load Quantity:** 1000 CS

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/2010</td>
<td>10</td>
</tr>
<tr>
<td>01/30/2011</td>
<td>10</td>
</tr>
<tr>
<td>02/28/2011</td>
<td>10</td>
</tr>
<tr>
<td>03/30/2011</td>
<td>10</td>
</tr>
<tr>
<td>04/30/2011</td>
<td>10</td>
</tr>
<tr>
<td>05/30/2011</td>
<td>10</td>
</tr>
</tbody>
</table>

**Enter quantity and Move to Cart**
Continue Adding Items to Your Cart or Click “View Cart” to Process Order

<table>
<thead>
<tr>
<th>Overview</th>
<th>Product</th>
<th>Price</th>
<th>Delivery Period</th>
<th>Order Due No Later Than</th>
<th>Full-Truck Load Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>Product Number (Program/Sub-Area)</td>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS</td>
<td>100104 (NSLP/Entitlement)</td>
<td>CHICKEN BONED CAN-48/12.5 OZ</td>
<td>783.75 USD</td>
<td>12/01/2010 - 05/30/2011</td>
<td>05/20/2011</td>
</tr>
<tr>
<td>CS</td>
<td>100207 (NSLP/Entitlement)</td>
<td>SALMON, PINK CAN-24/14.75 OZ</td>
<td>209.60 USD</td>
<td>12/01/2010 - 05/30/2011</td>
<td>05/20/2011</td>
</tr>
<tr>
<td>CS</td>
<td>100169 (NSLP/Entitlement)</td>
<td>BEEF FINE GROUND FRZ PKG-40/1 LB</td>
<td>707.60 USD</td>
<td>12/01/2010 - 05/30/2011</td>
<td>05/20/2011</td>
</tr>
</tbody>
</table>
Click “Hide Navigator” button to hide this view.
Changing Delivery Location

Use the drop down to change locations.
Make Sure the Delivery Location is Correct! All Direct Delivery Items go to HPC Foodservice
Update Delivery Location for Items

Click “Update” after changes are made.
Update “Quantity”

You can change the quantity

Click “Update” after changes are made
To Delete an Item in the Cart

Click “Update” after changes are made

To delete items click in the appropriate box
### Expand Information for All Items in the Cart

- **To expand all of the items information:**

  1. Click on the **Expand Information for All Items in the Cart** button.

  ![Expand Information for All Items in the Cart](image1.png)

**Order Details:**
- **Sold To:** 4000744
- **Total Net Price:** 3,191.84 USD

**Order Table:***
<table>
<thead>
<tr>
<th>Item</th>
<th>Product</th>
<th>Quantity</th>
<th>Unit</th>
<th>Program</th>
<th>Sub-Area</th>
<th>Description</th>
<th>User Status</th>
<th>Requested Delivery Date</th>
<th>Total Price Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100158</td>
<td>10</td>
<td>CS</td>
<td>NSLP</td>
<td>Entitlement</td>
<td>BEEF FINE GROUND FRZ CTN-40 LB</td>
<td>Ready for Approval</td>
<td>01/15/2012</td>
<td>797.96 USD / 199.49 USD / 100 LB</td>
</tr>
<tr>
<td>200</td>
<td>100158</td>
<td>10</td>
<td>CS</td>
<td>NSLP</td>
<td>Entitlement</td>
<td>BEEF FINE GROUND FRZ CTN-40 LB</td>
<td>Ready for Approval</td>
<td>02/15/2012</td>
<td>797.96 USD / 199.49 USD / 100 LB</td>
</tr>
<tr>
<td>300</td>
<td>100158</td>
<td>10</td>
<td>CS</td>
<td>NSLP</td>
<td>Entitlement</td>
<td>BEEF FINE GROUND FRZ CTN-40 LB</td>
<td>Ready for Approval</td>
<td>03/15/2012</td>
<td>797.96 USD / 199.49 USD / 100 LB</td>
</tr>
<tr>
<td>400</td>
<td>100158</td>
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<td>CS</td>
<td>NSLP</td>
<td>Entitlement</td>
<td>BEEF FINE GROUND FRZ CTN-40 LB</td>
<td>Ready for Approval</td>
<td>04/15/2012</td>
<td>797.96 USD / 199.49 USD / 100 LB</td>
</tr>
</tbody>
</table>

**Actions:**
- **Update**
- **Add more to order**
- **Cancel**
- **Order**
Expanding Lines will Show Info for Each Item in the Cart

To change quantity

View and select a different delivery location
Double Check the “Delivery Point” and Place Order

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Number</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>User Status</th>
<th>Entitlement</th>
<th>Delivery Date</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100158</td>
<td>10</td>
<td>CS</td>
<td>BEEF FINE GROUND FRZ CTN-40 LB</td>
<td>Ready for Approval</td>
<td>NSLP / Entitlement</td>
<td>01/13/2012</td>
<td>$797.96 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>199.49 USD / 100 LB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delivery Point:</td>
<td>50023621: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click on the Expand All button
- Double check the delivery locations
- Clicking the “Save” button places the order

Connecticut State Department of Education • Revised January 2021
Completing Order, Click OK

Click “OK” to process your order
Confirmation of Receipt

Is everything correct?
- If not, you must contact FDP to send the order back to you
- Make sure you have the order number

Print the confirmation page for your records

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Details</th>
<th>QTY</th>
<th>Unit</th>
<th>User Status</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Unit Price</td>
</tr>
<tr>
<td>100</td>
<td>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td>10.000</td>
<td>CS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,769.00 USD / 100 LB</td>
</tr>
<tr>
<td>200</td>
<td>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td>10.000</td>
<td>CS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,769.00 USD / 100 LB</td>
</tr>
<tr>
<td>300</td>
<td>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td>10.000</td>
<td>CS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,769.00 USD / 100 LB</td>
</tr>
<tr>
<td>400</td>
<td>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td>10.000</td>
<td>CS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,769.00 USD / 100 LB</td>
</tr>
<tr>
<td>500</td>
<td>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td>10.000</td>
<td>CS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,769.00 USD / 100 LB</td>
</tr>
<tr>
<td>600</td>
<td>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT</td>
<td>5.000</td>
<td>CS</td>
<td>Ready for Approval</td>
<td>3,538.00 USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,769.00 USD / 100 LB</td>
</tr>
</tbody>
</table>
Creating an Order for Delivery to a Processor
Domestic Order Entry for Processing

Select
- NSLP
- Processing
- Category, e.g., Meat, Grains, etc.
- Entitlement
Select “All” to ensure you view all items.
Select Shopping Cart Icon

Do not enter anything here!
Enter Quantity and Move to Cart

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Delivery Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/15/2011</td>
<td>250</td>
<td>12/15/2011</td>
<td>150</td>
</tr>
<tr>
<td>11/30/2011</td>
<td>150</td>
<td>12/31/2011</td>
<td>150</td>
</tr>
<tr>
<td>04/15/2012</td>
<td>150</td>
<td>04/30/2012</td>
<td>150</td>
</tr>
<tr>
<td>08/31/2012</td>
<td>150</td>
<td>09/15/2012</td>
<td>150</td>
</tr>
</tbody>
</table>

Enter quantity and Move to Cart
Sending Item to One Processor

Select shopping cart icon
“Hide Navigator” button
Set “Delivery To” Location

To change the Deliver-To on a particular Line Item(s): 1) Choose a "Deliver-To" above. 2) Select the line item(s) "Deliver-To Selection" checkbox. 3) Click "Update".
## FDP BPID Sheet for “Delivery To” Location

### Business Partner Identification Numbers (BPID) for Approved Food Processors for the Connecticut Food Distribution Program (FDP)

#### School Year 2021-22

<table>
<thead>
<tr>
<th>Processor Name</th>
<th>Material Code</th>
<th>Commodity Type</th>
<th>Business Partner ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albies</td>
<td>110244</td>
<td>Cheese, Mozzarella LM, Part Skim</td>
<td>5005138</td>
</tr>
<tr>
<td>Bake Crafters Food Company</td>
<td>110242</td>
<td>Natural American Cheese, Barrel</td>
<td>5005230</td>
</tr>
<tr>
<td>Bongards Creameries</td>
<td>110242</td>
<td>Natural American Cheese, Barrel</td>
<td>5004222</td>
</tr>
<tr>
<td>Brookwood Farms</td>
<td>100193</td>
<td>Pork Boneless Picnic</td>
<td>5002371</td>
</tr>
<tr>
<td>Cargill Kitchen Solutions</td>
<td>100047</td>
<td>Eggs, Liquid Whole</td>
<td>5002919</td>
</tr>
<tr>
<td>Cargill Meat Solutions</td>
<td>100124</td>
<td>Chilled Turkey</td>
<td>5004014</td>
</tr>
</tbody>
</table>

Use the BPID spreadsheet to select correct delivery location.
Click on the “Deliver To” Button, then click “Update,” then click “Order”
Double Check the “Deliver to” Section and Order

Double check that the deliver to location, the quantity, the product code and the user status is correct.

Click the expand all button to see your order before clicking the order button.
 Completing Order – Click “OK”
Confirmation of Receipt

Order confirmation number

Print the confirmation page for your records
Creating a New Order
Creating a New Order

This screen will appear after clicking “Domestic Order Entry”
Domestic Order Entry for Processing

Select » NSLP
   » Direct Delivery
   » Category, e.g., Meat, Grains, etc.
   » Entitlement
Select “All” to ensure you view all items.
Sending Item to Multiple Processors

Select shopping cart icon

Do not enter anything here!
Enter Quantity and Move to Cart
Sending Item to Multiple Processors

Do not enter anything here!

Select shopping cart icon
Connecticut State Department of Education • Revised January 2021

Enter Quantity and Move to Cart

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Delivery Date</th>
<th>Quantity</th>
<th>Delivery Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/30/2011</td>
<td>35</td>
<td>06/15/2011</td>
<td>35</td>
<td>05/30/2012</td>
<td>35</td>
</tr>
<tr>
<td>11/30/2011</td>
<td>35</td>
<td>12/15/2011</td>
<td>35</td>
<td>05/31/2012</td>
<td>35</td>
</tr>
<tr>
<td>04/30/2012</td>
<td>35</td>
<td>04/15/2012</td>
<td>35</td>
<td>09/15/2012</td>
<td>35</td>
</tr>
</tbody>
</table>

Enter quantity and move to cart
Click “View Cart” to Process Order
This Screen will Appear after Hiding Pane

<table>
<thead>
<tr>
<th>Item</th>
<th>Deliver-To Selection</th>
<th>Product</th>
<th>Quantity</th>
<th>Unit</th>
<th>Program</th>
<th>Sub Area</th>
<th>Description</th>
<th>User Status</th>
<th>Requested Delivery Date</th>
<th>Total Price / Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td>100042</td>
<td>250</td>
<td>LB</td>
<td>NSLP</td>
<td>Entitlement</td>
<td>CHEESE MOZ LN PART SKIM UNFZ PROCESOR PK</td>
<td>Ready for Approval</td>
<td>09/15/2011</td>
<td>506.12 USD / 202.45 USD / 100 LB</td>
</tr>
<tr>
<td>200</td>
<td></td>
<td>100042</td>
<td>350</td>
<td>LB</td>
<td>NSLP</td>
<td>Entitlement</td>
<td>CHEESE MOZ LN PART SKIM UNFZ PROCESOR PK</td>
<td>Ready for Approval</td>
<td>09/15/2011</td>
<td>706.50 USD / 202.45 USD / 100 LB</td>
</tr>
</tbody>
</table>

Update Add more to order Cancel Order
Change Delivery Location!

To expand all of the items information
Update Delivery Location for Items

Change delivery location to correct processor

Click “Update”

Change delivery location to correct processor
Check that Delivery Location is Correct

Make sure everything is correct then click "Order"
Click “OK” to complete order
## Confirmation of Receipt

Is everything correct?
- If not, you must contact FDP to send the order back to you
- Make sure you have the order number

### Confirmation of receipt

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Details</th>
<th>QTY</th>
<th>Unit</th>
<th>User Status</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>CHEESE CHED YEL BLOCK- 40 LB</td>
<td>250</td>
<td>LBS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD / 100 LB</td>
</tr>
<tr>
<td>200</td>
<td>CHEESE CHED YEL BLOCK- 40 LB</td>
<td>350</td>
<td>LBS</td>
<td>Ready for Approval</td>
<td>7,076.00 USD / 100 LB</td>
</tr>
</tbody>
</table>

Print the confirmation page for your records
Requisition Status Report
Enter NSLP and dates then click “Execute”
## Requisition Status Report

![Requisition Status Report](image.png)

- **Use this bar to scroll right and left.**

### Table:

<table>
<thead>
<tr>
<th>Req/Redist. Doc Type</th>
<th>Req/Redist. Order #</th>
<th>Req/Redist. Item #</th>
<th>Req/Redist. Status</th>
<th>Sold-To Party</th>
<th>Sold-To Name</th>
<th>RA ID</th>
<th>Ship-To Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZREQ</td>
<td>100042677</td>
<td>100</td>
<td>Approved by SDA</td>
<td>4000744</td>
<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
</tr>
<tr>
<td></td>
<td></td>
<td>200</td>
<td>Approved by SDA</td>
<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>300</td>
<td>Approved by SDA</td>
<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>400</td>
<td>Approved by SDA</td>
<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>500</td>
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<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
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</tr>
<tr>
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<td>600</td>
<td>Approved by SDA</td>
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<td>Approved by SDA</td>
<td>Ansonia</td>
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<tr>
<td></td>
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<td>800</td>
<td>Cancelled</td>
<td>Ansonia</td>
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<tr>
<td></td>
<td></td>
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<td>Ansonia</td>
<td>10001</td>
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<td></td>
<td></td>
<td>1000</td>
<td>Approved by SDA</td>
<td>Ansonia</td>
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<tr>
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<td>1100</td>
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<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>1200</td>
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<td>10001</td>
<td>5004843</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>10001</td>
<td>5004843</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1400</td>
<td>Cancelled</td>
<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
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<tr>
<td></td>
<td></td>
<td>1500</td>
<td>Cancelled</td>
<td>Ansonia</td>
<td>10001</td>
<td>5004843</td>
<td></td>
</tr>
</tbody>
</table>
## Requisition Status Report

### Export to Microsoft Excel to sort report

<table>
<thead>
<tr>
<th>Req/Redist Doc Type</th>
<th>Req/Redist Order #</th>
<th>Req/Redist Item #</th>
<th>Req/Redist Status</th>
<th>Sold-To Party</th>
<th>Sold-To Name</th>
<th>RA ID</th>
<th>Ship-To Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZREQ</td>
<td>1000412077</td>
<td>100</td>
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<td>4000744</td>
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</tr>
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<tr>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
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<td>1500</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can modify your report view to show only the columns you need to see on your report:

- Remove columns you don’t need to see
- Add columns you want to see
- To view how this would look, click the “Settings” button
Requisition Status Report Settings

Always “save as” to save your new report.

You can change the sequence of the columns here.
Requisition Status Report Settings

Enter a view name in the “Description” field
- If you click the initial view, this is the view that will appear every time you run the report
- If it is not the initial view, you can select the view from the report
Requisition Status Report Settings

View: School View

Settings:
- Save
- Save as...
- Delete
- Properties...

Column Selection:
- Hidden Columns
  - Order Type
  - SO Item Category
  - Sold-To City
  - Sold-To State
  - RA ID
  - Ship-To City
  - Ship-To State
  - Plant Desc.
- Displayed Columns
  - Requisition Order #
  - Requisition Item #
  - Requisition Status
  - Sold-To Party
  - Sold-To Name
  - Ship-To Party
  - Ship-To Name
  - Material

Options:
- Add
- Remove
- Cancel
- Apply

Export
Requisition Status Report Settings

This is where you find your custom Requisition Status Report.

<table>
<thead>
<tr>
<th>View</th>
<th>Item #</th>
<th>Recquisition Status</th>
<th>Sold-To Party</th>
<th>RA ID</th>
<th>Ship-To Party</th>
<th>Ship-To Name</th>
<th>Material</th>
<th>Material Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Req Status Report</td>
<td></td>
<td>Approved by SDA</td>
<td>100009023</td>
<td>10000</td>
<td>SYSCO FOOD SERVICE OF CT</td>
<td>Ansonia</td>
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## Requisition Status Report

### Detailed Navigation
- Entitlement Management
- MultiFood Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Value of Materials Received
- MultiFood Requisition Report
- Portal Favorites
- Manage Users

### Requisition Status Report

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Too much information? Click the “Print PDF Output” button.
# Requisition Status Report

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Requisition Status Report

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Food Distribution Program (USDA Foods)

Overview

The mission of the U.S. Department of Agriculture's (USDA) Food Distribution Program is to strengthen the nation's nutrition safety net by providing food and nutrition assistance to school children and families; and support American agriculture by distributing high quality, 100 percent American-grown USDA Foods. In Connecticut, the USDA Food Distribution Program for school nutrition programs and the Summer Food Service Program (SFSP) is administered through the Connecticut State Department of Education (CSDE).

Overview

- Overview of USDA Foods Program in Connecticut (CSDE)
- The Truck Stops Here (CSDE Presentation from SNACT 2016 Fall Conference)
- Thinking Outside of the Brown Box with USDA Foods (CSDE Presentation from SNACT 2018 USDA Foods Seminar)

Nondiscrimination Statements (USDA and CSDE)

https://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-Foods
Connecticut FDP Contact Information

Allison Calhoun-White
allison.calhoun-white@ct.gov
860-807-2008

Monica Pacheco
monica.pacheco@ct.gov
860-807-2086

This presentation is available at https://portal.ct.gov/-/media/SDE/Nutrition/FDP/WBSCM_Training.pdf
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(1) mail: U.S. Department of Agriculture
     Office of the Assistant Secretary for Civil Rights
     1400 Independence Avenue, SW
     Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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