



Office of General Services  
**Food Distribution**

# Trade Mitigation Ordering

October 7, 2019

## Log on to WBSCM



United States Department of Agriculture  
USDA eAuthentication



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### eAuthentication Login

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#### Administrator Links

- ▶ [Local Registration Authority Login](#)

#### LincPass (PIV) ?



#### User ID & Password ?

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

[REGISTER](#) [LOGIN](#)

[Change my Password](#)

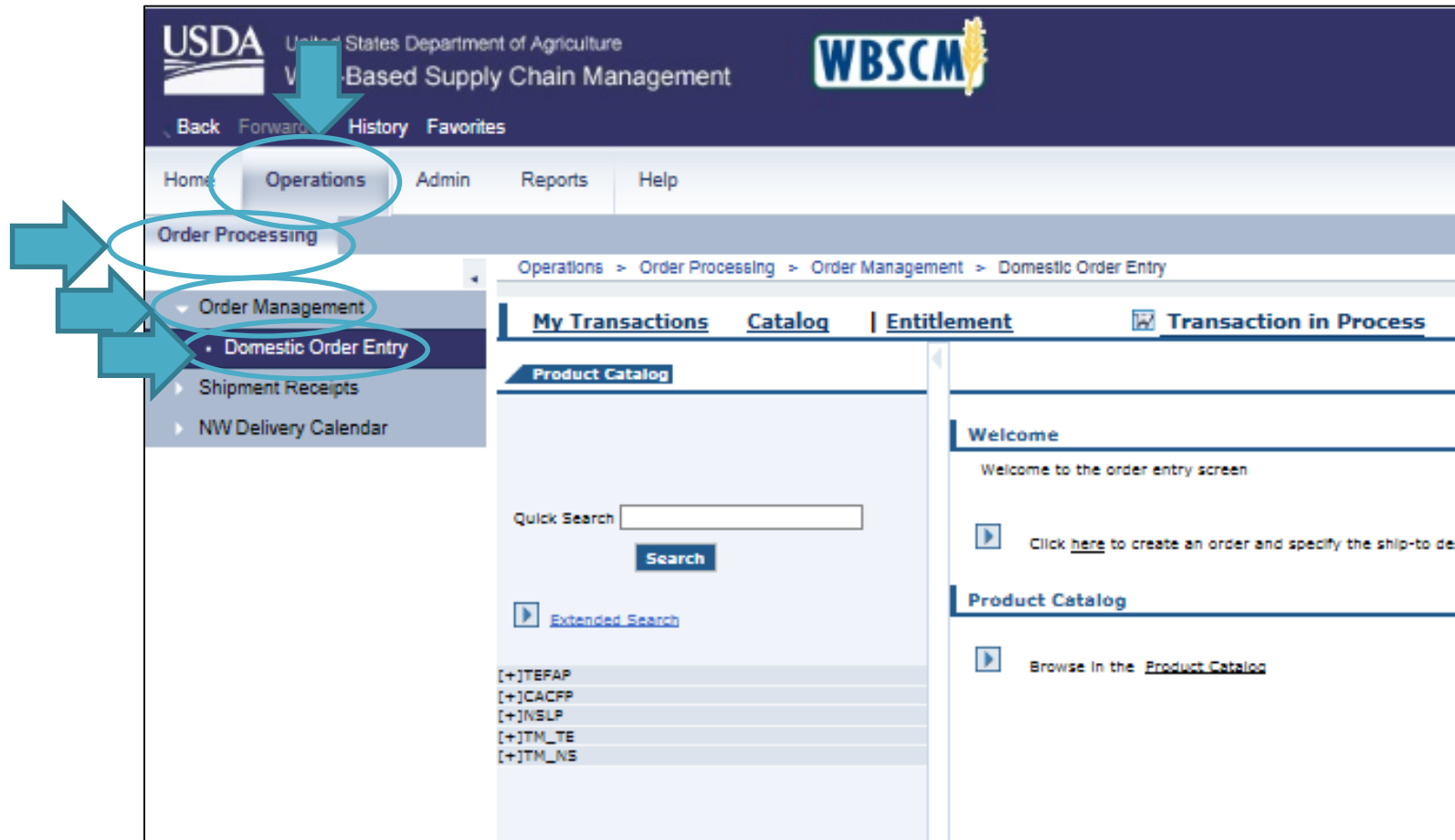
Forgot your User ID/Password or you are a new Food Service Director: email [OGSDonatedFoods@ogs.ny.gov](mailto:OGSDonatedFoods@ogs.ny.gov)



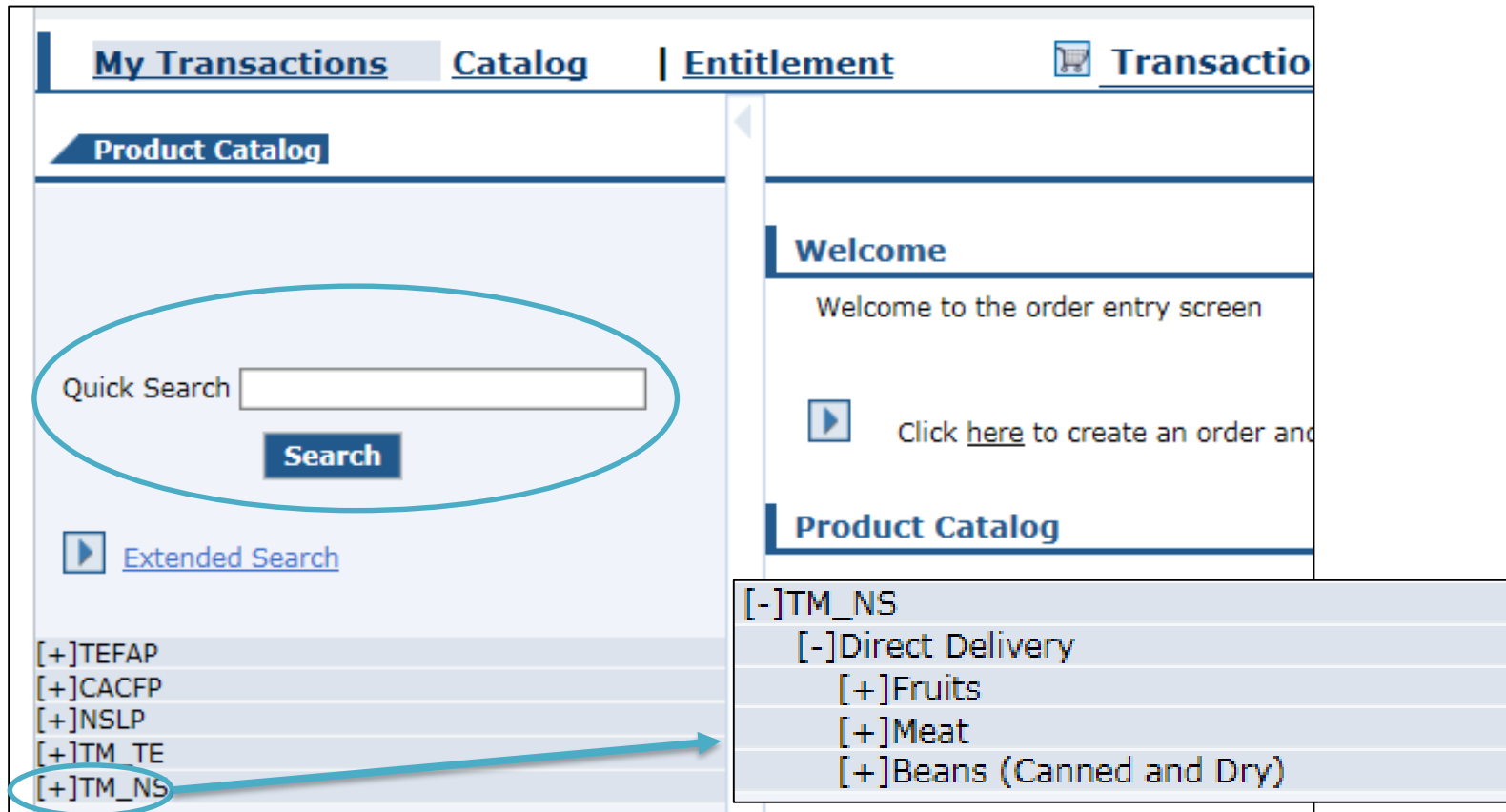
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Start ordering by clicking on the following: Operations tab > Order Processing > Order Management > Domestic Order Entry.



Search for the product to order. Trade Mitigation commodities for the National School Lunch Program will be found under the TM\_NS catalog.



- The quick search function can be used to search for a single commodity using the USDA material number.
- Products can also be found by clicking on the program name. Continue to click on the dropdowns to expand the catalog and find the product you are looking for.



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# Example

From the list of available items below, you are interested in ordering some 110541 APPLESAUCE UNSWEETENED - CANNED. You see that those apples are available from January 2020 – March 2020, but would like to see the exact delivery dates.


Material #	Description	Pack Size	Case Value	Delivery Dates	Orders Due By
110541	APPLESAUCE UNSWEETENED – CANNED	6/10# CANS	\$19.75	January 2020 – March 2020	October 18, 2019
110462	UNSEASONED CHICKEN STRIPS, COOKED, FROZEN	30 POUND CASE	\$49.69	January 2020 – March 2020	October 18, 2019

# Example Continued

**My Transactions** **Catalog** | **Entitlement**  **Transaction in Process**

Product code 110541 can be entered here and then click search


Quick Search

 [Extended Search](#)

Or you can find the various products by expanding the TM\_NS catalog

Click on the cart or blue commodity name (hyperlink) to open the delivery dates and order.

**Trade Mitigation**

Overview		Product	
Quantity		Product Number (Program / Sub-Area)	Name
<input type="text" value="CS"/>		110541 (TM_NS / Trade Mitigation)	<a href="#">APPLESAUCE UNSWEETENED CAN-6/10</a>

# Example continued

- The product details screen comes up. Here it lists the different delivery dates in the first column. The product order by date in the second column and the quantity in the third column.
- Fill in the number of cases needed for the delivery date needed and click move to cart.
  - *Please note that the delivery date for direct delivery products is when the product is expected to be at the distributor/warehouse.*

Click move to cart when quantity entering is complete.

**Product Details**


**Product Number:** 110541

**Name:** APPLESauce UNSWEETENED CAN-6/10

**Price:** 19.75 USD

**Full Truck Load Quantity:** 912.000 CS

Delivery Date	Order By Date	Quantity
01/31/2020	10/23/2019	
02/15/2020	10/23/2019	
02/29/2020	10/23/2019	
03/15/2020	10/23/2019	
03/31/2020	10/23/2019	

 [Move to Cart](#)

Enter in the quantity needed per delivery date.

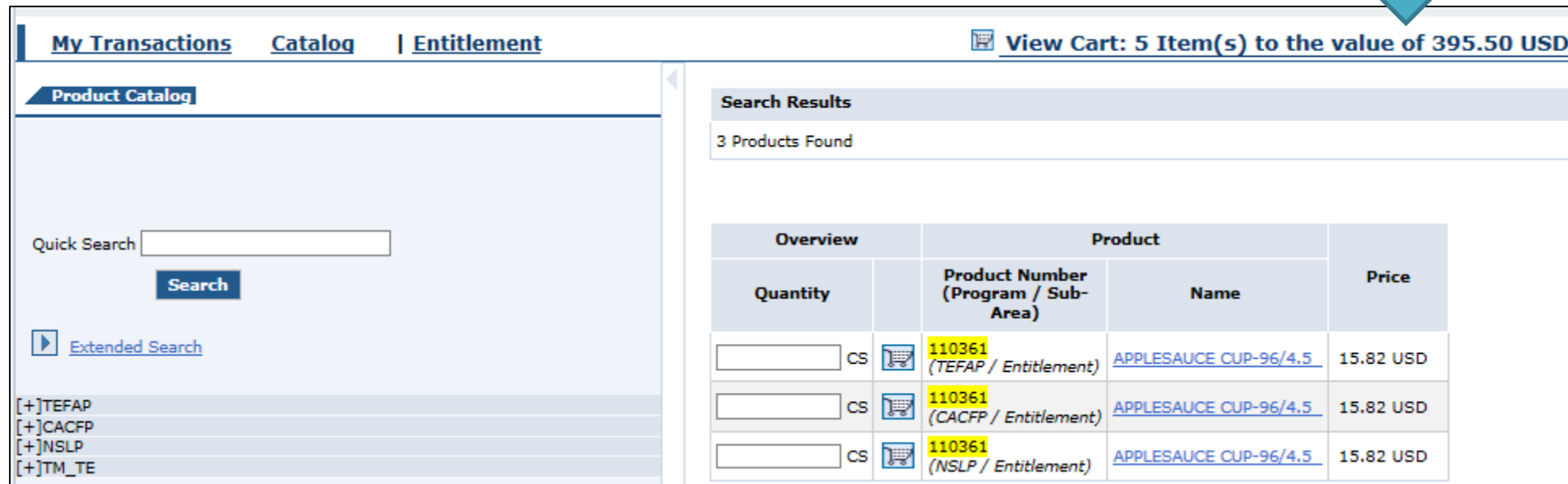


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# Example continued.

- Once move to cart is clicked, the screen returns to the Product Catalog page. There is now a balance in the cart.
- Time to search for the next product to add to the cart.



The screenshot shows a web application interface for a product catalog. At the top, there are navigation tabs: "My Transactions", "Catalog", and "Entitlement". A blue arrow points to a link in the top right corner that reads "View Cart: 5 Item(s) to the value of 395.50 USD". Below the navigation tabs, the "Product Catalog" section is visible on the left, featuring a "Quick Search" input field and a "Search" button. On the right, the "Search Results" section displays "3 Products Found". Below this, a table lists the products with columns for "Quantity", "Overview", "Product", and "Price".

Overview		Product		Price
Quantity		Product Number (Program / Sub-Area)	Name	
<input type="text"/>	CS	110361 (TEFAP / Entitlement)	<a href="#">APPLESAUCE CUP-96/4.5</a>	15.82 USD
<input type="text"/>	CS	110361 (CACFP / Entitlement)	<a href="#">APPLESAUCE CUP-96/4.5</a>	15.82 USD
<input type="text"/>	CS	110361 (NSLP / Entitlement)	<a href="#">APPLESAUCE CUP-96/4.5</a>	15.82 USD

Although there is a value here, these orders will not impact your entitlement



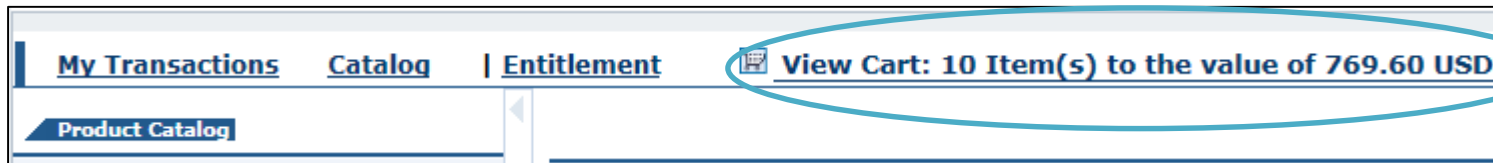
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# Example continued.

- When I am ready to submit my direct delivery orders. I will click on the link to view my cart.



3. Check the delivery to selections box after distributor is selected

**View Cart: 10 Item(s) to the value of 769.60 USD**

Total Net Price: 769.60 USD

Items For Items

on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).  
on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".  
If the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	08/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	10/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	12/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	400	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	02/15/2020	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	500	<input type="checkbox"/>	110361	5	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4,5	Ready for Approval	04/15/2020	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	600	<input type="checkbox"/>	100256	2	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4,5 OZ	Ready for Approval	10/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>

1. At this time updates can up made to order quantity, orders can be deleted on a line basis or the entire order can be canceled. When you all updates are made please click on the update button

2. From the drop down I am going to select my distributor.

Update

Add more to order

Cancel

Order



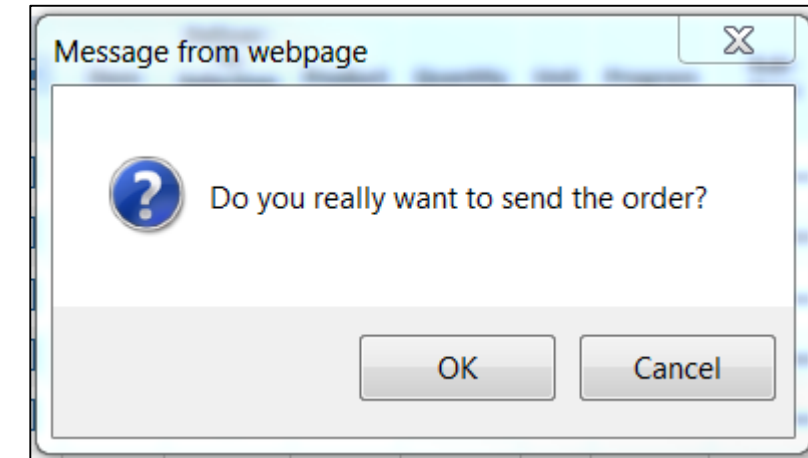
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# Example continued.

<input type="checkbox"/>	Item	Deliver-To Selection <input type="checkbox"/>	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input checked="" type="checkbox"/>	100	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	08/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	200	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	10/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	12/15/2019	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	400	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	02/15/2020	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	500	<input type="checkbox"/>	110361	<input type="text" value="5"/>	CS	NSLP	Entitlement	APPLESAUCE CUP-96/4.5	Ready for Approval	04/15/2020	79.10 USD 58.59 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	600	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	10/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	700	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	11/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	800	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	12/15/2019	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	900	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	02/29/2020	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1000	<input type="checkbox"/>	100256	<input type="text" value="2"/>	CS	NSLP	Entitlement	STRAWBERRY FRZ CUP-96/4.5 OZ	Ready for Approval	04/15/2020	74.82 USD 138.56 USD / 100 LB	<input type="checkbox"/>

Update Add more to order Cancel Order



Click Order  
and Click Ok

# Print Your Order Confirmation

**Confirmation of receipt**

**Sold-To: 4003178**

Order: 100038809 from 02/12/2019 07:51

Your Reference:

Your Description:

Total Net Price: 769.60 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100256 : STRAWBERRY FRZ CUP-96/4.5 OZ</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 10/15/2019	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
200	<b>100256 : STRAWBERRY FRZ CUP-96/4.5 OZ</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 11/15/2019	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
300	<b>100256 : STRAWBERRY FRZ CUP-96/4.5 OZ</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 12/15/2019	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
400	<b>100256 : STRAWBERRY FRZ CUP-96/4.5 OZ</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 02/29/2020	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
500	<b>100256 : STRAWBERRY FRZ CUP-96/4.5 OZ</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 04/15/2020	2.000	CS	Ready for Approval	\$74.82 USD 138.56 USD / 100 LB
600	<b>110361 : APPLESauce CUP-96/4.5</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 08/15/2019	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
700	<b>110361 : APPLESauce CUP-96/4.5</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 10/15/2019	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
800	<b>110361 : APPLESauce CUP-96/4.5</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 12/15/2019	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
900	<b>110361 : APPLESauce CUP-96/4.5</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 02/15/2020	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB
1000	<b>110361 : APPLESauce CUP-96/4.5</b> Delivery Point: 5002591: SYSCO FOOD SERVICES OF ALBANY, HALFMOON, NY , HALFMOON, NY Requested Delivery Date: 04/15/2020	5.000	CS	Ready for Approval	\$79.10 USD 58.59 USD / 100 LB

**Print** **Close**

Print button is located at the bottom of the page.



# Ordering Complete

## If you forgot to order something

- As long as it is before the ordering due date, go back into WBSCM and order it.
- You will need to have entitlement available for additional orders.

## Errors

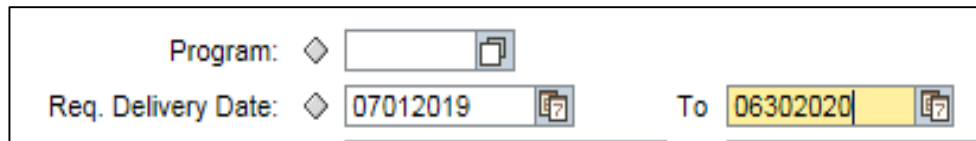
- WBSCM says I need a delivery location – enter the delivery location, click the deliver to check box and resubmit.






# How Do I?

## See what I've ordered?

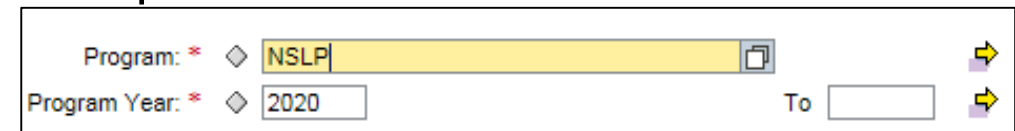
- Run your Requisition Status Report.






Program:    
Req. Delivery Date:   To  

## See how much entitlement I have?

- Run your Entitlement/Bonus Summary Report



Program: \*     
Program Year: \*  To  

## Reset my WBSCM password?

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

## What browser does WBSCM need?

- Internet Explorer

Help on WBSCM can be found at <https://ogs.ny.gov/BU/SS/GDF/food-wbscm.asp>

# Any Questions?

Email

[OGSDonatedFoods@ogs.ny.gov](mailto:OGSDonatedFoods@ogs.ny.gov)



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