

WBSCM Reports Sales Order Status



Life Cycle of a USDA Foods Sales Order in WBSCM

A sales order begins when the organization submits a requisition to TDA. The requisition is then reviewed and submitted to USDA as a sales order, and USDA works with vendors to procure the requested materials.

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Food and Nutrition Division
USDA Foods

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 9/24/2026
www.SquareMeals.org

WBSCM Sales Order Standard Progression

Draft Status

RA needs to cancel or submit requisition

Ready for
Approval

Requisition submitted to SDA for review and approval

Approved by
SDA

Requisition is approved by SDA and submitted to FNA

Approved by
SpAgency

Sales order is approved by FNA and submitted to AMS

On Invitation

Sales order is out for bid to vendors by AMS

Purchased

Sales order has been purchased, and pricing is locked

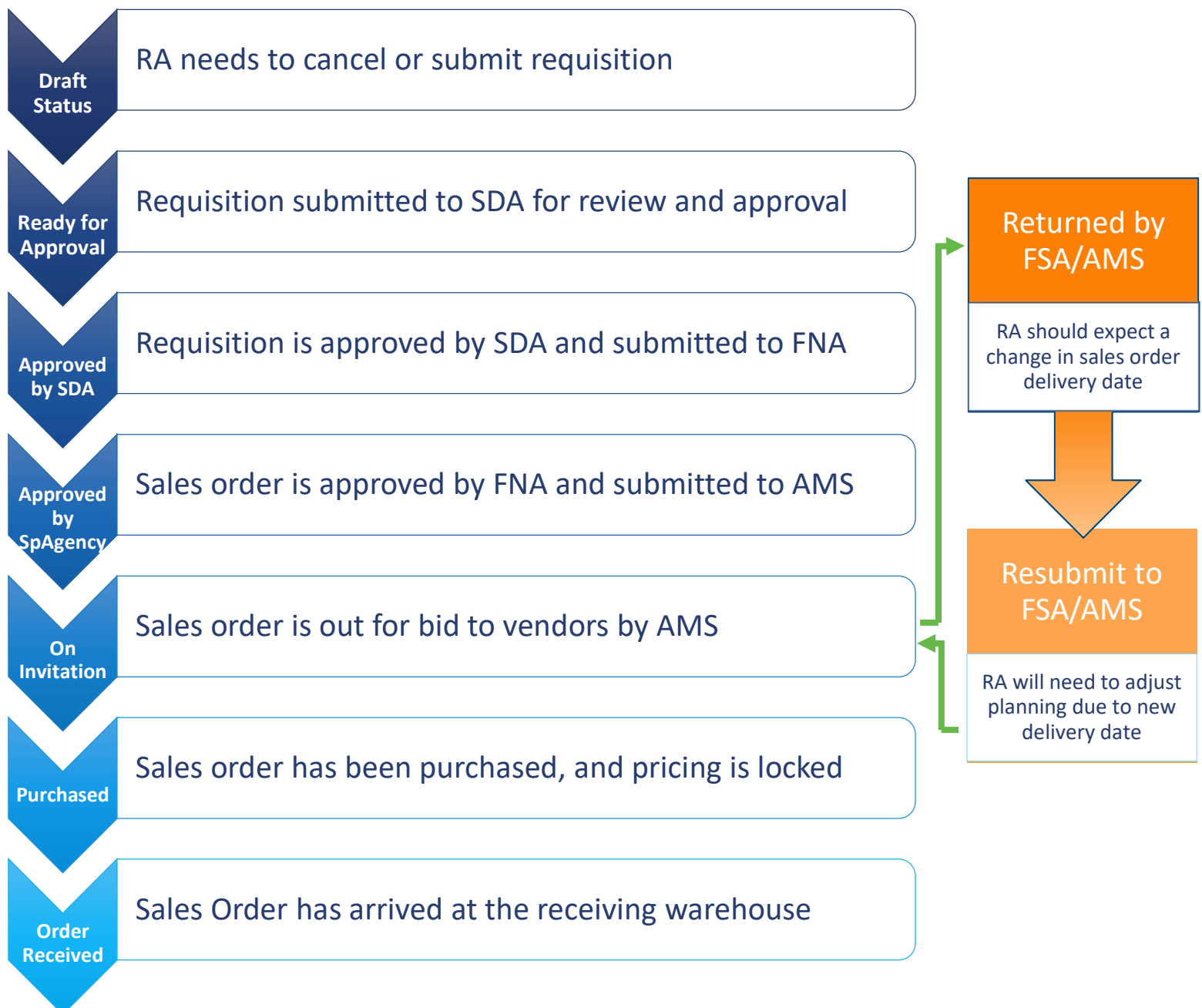
Order
Received

Sales Order has arrived at the receiving warehouse

WBSCM Sales Order with Industry Constraints

When the vendor or industry experiences supply constraints, there are two possible outcomes:

1. AMS sends the sales order back to FNA for feedback from the states. The SDA will determine whether the delivery date can be moved or if the sales order should be canceled.
2. AMS states that the material cannot be fulfilled, and the sales order is canceled.



USDA & WBSCM

Glossary and Terms

Acronyms	Definitions
Agricultural Marketing Service (AMS)	USDA agency that procures commodities for the domestic and international food aid programs and has the responsibility for procuring foods, based on agricultural markets it supports through its broader programs.
Food and Nutrition Administration (FNA)	USDA agency that receives funding for, and administers, domestic food distribution programs. This includes overall program and budget management, as well as customer interactions.
Farm Service Agency (FSA)	USDA agency that manages the financial reporting for the foreign aid distribution programs.
Recipient Agency (RA)	Organization; school district, charter, non-profit, or food bank.
State Distributing Agency (SDA)	Texas Department of Agriculture
SpAgency	“Sponsoring Agency,” referring to AMS or FNA

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Glossary and Terms

Term	Definitions
Applied	SDA has redistributed a requisition/sales order from one RA to another. Entitlement may be affected; SDA will communicate this.
Approved by SDA	Requisition is now a sales order and has been submitted to FNA for review
Approved by SpAgency	FNA has approved the sales order and submitted to AMS for procurement
Canceled	Requisition/Sales Order is canceled. The RA will need to adjust planning. Refer to the WBSCM Cancellation Reason Guide for further explanation of cancellation reason codes and next steps.
Draft	Requisition has been created but not submitted to SDA for approval. The requisition can still be edited by RA in this status.
On Invitation	AMS has put the sales order out for bid to vendors.
Order Received	Sales order is at the warehouse or processor.
Purchased	Sales order now has an awarded vendor. Pricing for the material is locked and will no longer fluctuate.
Ready for Approval	Requisition is submitted to SDA for review and sales order creation.
Resubmit to FSA/AMS	Sales order delivery date has been changed and resubmitted for vendors to bid on.
Returned by FSA/AMS	Sales order was unable to be purchased due to industry constraints. FNA will ask the SDA to choose between a later delivery date and canceling the sales order.
Returned by SpAgency	SDA has requested FNA to return a sales order. This will only occur during ordering periods for that material.