Direct Delivery via Catalog

Order Managers will use this procedure to request Direct Delivery via the WBSCM Catalog.

1

	Direct Delivery via Catalog	
Step 1	In WBSCM, select "**Operations**" tab	
Step 2	In Navigation Panel, select **"Order Management"**	
Step 3	Click "**Domestic Order Entry"**	
Step 4	In **"Product Catalog"** panel, click "**NSLP"**	
Step 5	Click on **"Direct Delivery"**	
Step 6	Select the desired material group. (e.g. Meat, Poultry, etc.)	
Step 7	A. Click on **"Entitlement"**	B. During bonus periods, select **"Bonus"** if using bonus is desired and available
Step 8	Review unit of measure and material description to request accurate quantities	
Step 9	Click shopping cart icon for desired line item	
Step 10	Review available **"Delivery Date"**, **"Order By Date"**, and **"Quantity"** fields	
Step 11	Enter desired quantity in the **'Quantity"** column for selected delivery dates	
Step 12	Click **"Move to Cart"** once all material quantities have been entered	
Step 13	Repeat Steps 6-12 to add more materials	
Step 14	At the top of screen, click **"View Cart"**	

Proceed to Table 2 when you are ready to assign your Deliver to

Direct Delivery via Catalog

Order Managers will use this procedure to request Direct Delivery via WBSCM Catalog.

2

	Assign Deliver-To and Change to DRAFT status	
Step 1	Enter reference and description in **"Your Reference"** and **"Your Description"** if desired	
Step 2	Assign _**same**_ Deliver-To to all line items: a) Click checkbox in "**Deliver-To Selection**" row header. b) Under "**Default Delivery Settings…**" select Ship-To from "**Deliver To**" dropdown c) Click **"Update"** to save	
Step 3	Change Status to "**DRAFT**" status	
Step 4	Click **"Update"** to save	
Step 4	Click **"Order"** to save your request until you have reviewed your order and are ready to finalize	
Step 5	Click **"OK"** when pop-up box appears to complete transaction	
Step 6	Click **"Print"** to print which will allow for changes to be noted	

For RAs with Multiple Ship-to (Deliver-To) Locations:
Repeat steps in Tables 1 and 2 to create and submit a _**separate**_ request for _**each location**_.

Proceed to Chart 3 for Submission

Direct Delivery via Catalog

Order Managers will use this procedure to request Direct Delivery via WBSCM Catalog.

3 — Change Status to *Submit for Approval* and Request *Submission*

Step 1	In WBSCM, select "**Operations**" tab
Step 2	In Navigation Panel, select **"Order Management"**
Step 3	Click "**Domestic Order Entry"**
Step 4	At the top of the **"Product Catalog"** panel, click "**MY Transactions**"
Step 5	On the **Transaction Screen** change the following information: a) Change *status* to "**ANY**" b) Change *creation date* to "**Last 12 months**" c) Then click **"GO"**
Step 6	A list of Transactions will appear you will select the one you were working on based off your **Order Date** and **Transaction Number** a) Click on the "**Transaction Number"** you would like to open
Step 7	Your transaction will appear, and you can make any edits to the following areas at this time: a) **Status** = This must be completed **(Step 8)** b) **Deliver to** = Only if changes are necessary c) **Quantity** = Only if changes are necessary
Step 8	Under the Status column change Status to "**Ready for Approval**" status
Step 9	Click **"Update"** to save changes
Step 10	Click **"SAVE"** when you are ready to submit your requisition for approval
Step 11	Click **"OK"** when pop-up box appears to complete transaction
Step 12	Click **"Print"** to print or save confirmation of receipt as PDF for your records

Request Complete!

For RAs with Multiple Ship-to (Deliver-To) Locations:
Repeat steps in Tables 1 through 3 to create and submit a *separate* request for *each location*.