

# USDA Foods Ordering Schedule

Use this schedule of tasks to place requests for USDA Foods through WBSCM. Weekly tasks can be condensed as desired or as needed depending upon timing of USDA Entitlement release.

Week #1

## Preparation [Catalog Opens]

- Ensure all users needing WBSCM access can login
- Prepare all necessary documents:
  - [Approved Processor List](#)
  - Forecasting Documents (Commodity Calculator, etc.)
  - [QA WBSCM Requisition Checklist](#)
- Check Entitlement Summary Report
  - Review entitlement and DoD allocation
  - DoD allocation: If RA selected "NO" balance will be ZERO.
  - Contact TDA for downward adjustment of DoD funding

Week #2

## Seasonal Fruits and Vegetables Direct Delivery Requisitions

- Review and confirm TDA Warehouse
- Review and confirm Processor Ship-To locations receiving Direct Delivery for further processing
- [Begin Direct Delivery Seasonal Fruits and Vegetables Requisitions](#)
  - [Seasonal \(Round 1 Ordering ONLY\)](#)

Week #3

## Direct Delivery Requisitions

- Review and confirm TDA Warehouse
- Review and confirm Processor Ship-To locations receiving Direct Delivery for further processing
- [Begin Direct Delivery Requisitions](#)
- [USDA NSLP Foods List \(Brown Box\)](#)

\*Quality Assurance = QA  
Technical Assistance = TA

Week #4  
& #6

## ESC QA/TA Sessions Direct Delivery & Processing

- Additional time to conduct TA
- Utilize WBSCM Requisition Checklist
  - All checklist items complete?
- Confirm QA Check was Completed
  - Choose second staff member
  - Run QA for each request
- Move Requisitions from "Draft Status" to submit as "Ready for Approval"
- Contact ESC for Additional TA

Week #5

## Processing Diversion Requisitions

- Reference Forecasted Quantities from Commodity Calculator
- Reference list of Processors with Awarded Bids
- Review and confirm Processor Ship-To locations for further processing
- [Begin Processing Diversion Requisitions](#)

## Cancelations

- RA's should re-enter canceled requisitions into WBSCM before March 1<sup>st</sup>
- Anything that is canceled means it was entered incorrectly, and will return entitlement to the RA.

**Need additional help? Contact your ESC**



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