


# Processing via Extended Search

Order Managers will use this procedure to request Processing Diversion via WBSCM Extended Search.

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## Processing Diversion via Extended Search

<p>1</p> 	<p>a) Find <b>your RA's</b> bid-awarded processors in the Approved Processors list on SquareMeals</p> <p>b) Only the product number(s) listed in the <b>"Food Items"</b> column are accepted by your bid-awarded processor</p> <p>c) Pick a processor for your request</p>
2	In WBSCM, select <b>"Operations"</b> tab
3	Select <b>"Order Management"</b>
4	Click <b>"Domestic Order Entry"</b>
5	Click the <b>"Extended Search"</b> link
6	In <b>"Product Number"</b> field, enter a product number listed for the processor in Step 1c.
7	Click <b>"Search"</b>
8	Confirm <b>Product Name</b> is desired product
9	Click shopping cart icon for the line item with the appropriate <b>Product Sub-Area</b> (Entitlement or Bonus)
10	Enter desired quantity in the <b>'Quantity'</b> column for selected delivery dates.
11	Click <b>"Move to Cart"</b> once all material quantities have been entered.
12	Repeat Steps 5-11 to add more materials for selected processor
13	At the top of screen, click <b>"View Cart"</b>



**Proceed to Table 2**



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Food and Nutrition Division  
National School Lunch Program

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## Assign Deliver-To and Change to DRAFT Status

1	Enter reference and description in “Your Reference” and “Your Description” if desired.
2	Click checkbox in “Deliver-To Selection” row header
3	Confirm all line items have been checked
4	Under “Default Delivery Settings...” select the processor in Step 1c from “Deliver To” dropdown list
5	Click “Update” to save.
6	Click “Order” to save your request until you have reviewed your order and are ready to finalize
7	Click “OK” when pop-up box appears to complete transaction.
8	Click “Print” to print or save confirmation of receipt as PDF for Changes to be notes



**For RAs with multiple Processor Locations:**  
Repeat steps in Tables 1 and 2 to create and submit a **separate** Processing request for **each Processor**.



**Proceed to Chart 3 for Submission**



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## Change Status to *READY* for Approval and Request Submission

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



**Request Complete!**



**Submitting Requests to Multiple Processors:**  
Create and submit a separate request for each processor



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