WBSCM Correct Returned Requisitions

Order Managers use this process to make corrections to requisitions that are returned by TDA and designated as "Returned by SDA" in WBSCM.

Order managers will receive an email from "WBSCM Notification_PSL QAS" noting a returned requisition

Ere at												
From: WBSCM Notification_PSL QAS>WF-BATCH@usda.gov>												
Date: S	Gat, Jun 25, 2022 at 1:07 AM											
Subjec	t: Requisition Changes.htm			Old	Now							
Poquia	ition/Redistribution Document Changes			Olu	New							
The fo	lowing Requisition/Redistribution Documents were changed	Dloaco rov	iow the details in the table	Status	Status							
The to		Ficase rev	lew the details in the table]						
	Requisition/Redistribution Item Program Product	Produc	t Name Field Changed	Old Value	New Value	Changed At						
X	1000488834 400 NSLP 110470	CHCKN S	N STRIPS FRZ Status Changed Ready for Approval Returned by SDA 06/24/2022 14:30:0									
1	In WRSCM follow the ste	ne h	olow to find	the rotur	nod roqu	visition						
		sha n		the retur	neu requ							
		1										
44	Operations \rightarrow Order Management		Copy Requisition/Redistribution number from notification									
1.1						m notification						
	→ Domestic Order Entry	1.5	email			m notification						
	→ Domestic Order Entry	1.5	email			om notification						
1.2	→ Domestic Order Entry Click on "My Transactions"	1.5	email 🗙 Paste Requisitior	n/Redistributio	on # in " ID " fi	Teld \rightarrow Click " Go "						
1.2	→ Domestic Order Entry Click on "My Transactions"	1.5	email X Paste Requisition	n/Redistributio	on # in " ID " fi	The latent state in the second state of the s						
1.2 1.3	 → Domestic Order Entry Click on "My Transactions" Select "Any" from "Status" dropdown 	1.5	email Paste Requisition Click on " Transa	n/Redistributio	on # in " ID " fi er link in resu	Teld \rightarrow Click " Go "						
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Locate returned item on "Transaction in Process" screen

Item	Product	Quantity	Unit		Description	User Status	Program	Total Price Unit Price		
300	110470	5.000	cs	CHICKEN	STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP / Entitlement	\$ 9.56 USD 6.37 USD / 100 LB		
400	110470	5.000	CS	CHICKEN	STRIPS FRZ CTN-30 LB	Returned by SDA	NSLP / Entitlement	\$ 9.56 USD 6.37 USD / 100 LB		
I								Change Close		
Verify Line Item # from email is the same # as in the " Item " column Click on empty checkbox to select returned item				2.	5 Select correc	Select corrected Ship-To from " Delivery Point " dropdown Confirm selected Ship-To is correct → Click " Update "				
				 2.	6 Confirm selec					
				2.	7 Select "Read	Select "Ready for Approval" from "User Status" dropdown				
Click "Change"				2.	8 Click "Update	Click "Update"				
Click dropdown box next to item					9 Click "Save"	Click "Save" to submit				
	Verify L same # Click of returne Click "	Item Product	Item Product Quantity 300 110470 5.000 400 110470 5.000 400 110470 5.000 400 110470 5.000 Verify Line Item # from email i same # as in the "Item" colum Click on empty checkbox to sereturned item Click "Change" Click dropdown box next to item	Item Product Quantity Unit 300 110470 5.000 CS 400 110470 5.000 CS 400 110470 5.000 CS 400 110470 5.000 CS Verify Line Item # from email is the same # as in the "Item" column Item Click on empty checkbox to select returned item Click "Change" Click dropdown box next to item Item	Item Product Quantity Unit 300 110470 5.000 CS CHICKEN 400 110470 5.000 CS CHICKEN 400 110470 5.000 CS CHICKEN Verify Line Item # from email is the same # as in the "Item" column 2. 2. Click on empty checkbox to select returned item 2. 2. Click "Change" 2. 2. Click dropdown box next to item 2.	ItemProductQuantityUnitDescription3001104705.000CSCHICKEN STRIPS FRZ CTN-30 LB4001104705.000CSCHICKEN STRIPS FRZ CTN-30 LB4001104705.000CSCHICKEN STRIPS FRZ CTN-30 LBVerify Line Item # from email is the same # as in the "Item" columnClick on empty checkbox to select returned item2.5Select correctClick "Change"2.8Click "UpdateClick dropdown box next to item2.9Click "Save"	ItemProductQuantityUnitDescriptionUser Status2001104705.000CSCHICKEN STRIPS FRZ CTN-30 LBReady for Approval4001104705.000CSCHICKEN STRIPS FRZ CTN-30 LBReturned by SDA4001104705.000CSCHICKEN STRIPS FRZ CTN-30 LBReturned by SDAVerify Line Item # from email is the same # as in the "Item" column2.5Select corrected Ship-To from 1Click on empty checkbox to select returned item2.6Confirm selected Ship-To is coClick "Change"2.8Click "Update"Click dropdown box next to item2.9Click "Save" to submit	Item Product Quantity Unit Description User Status Program 300 110470 5.000 CS CHICKEN STRIPS FRZ CTN-30 LB Ready for Approval NSLP / Entitlement 400 110470 5.000 CS CHICKEN STRIPS FRZ CTN-30 LB Ready for Approval NSLP / Entitlement 400 110470 5.000 CS CHICKEN STRIPS FRZ CTN-30 LB Ready for Approval NSLP / Entitlement Verify Line Item # from email is the same # as in the "Item" column 2.5 Select corrected Ship-To from "Delivery Poin 2.6 Confirm selected Ship-To is correct -> Click "U 2.7 Select "Ready for Approval" from "User State Click "Change" 2.8 Click "Update" 2.9 Click "Save" to submit		





Updated 11/9/2022 www.SquareMeals.org

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Food and Nutrition Division National School Lunch Program This product was funded by USDA. This institution is an equal opportunity provider.