

Direct Delivery via Catalog

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

1 Direct Delivery via Catalog

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



Continue to Column 2

2 Assign Deliver-To and Submit Request

1	Enter reference and description in “Your Reference” and “Your Description” if desired
2	Assign <u>same</u> Deliver-To to all line items: <ul style="list-style-type: none"> 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
3	Click “Order” to submit request
4	Click “Update” when pop-up box appears to complete transaction
5	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 Column 1 and 2 to create and submit a separate request for each location.



TEXAS DEPARTMENT OF AGRICULTURE
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