Food Distribution Program

WBSCM Requisitions: Part I

Texas Department of Agriculture

USDA Division

Why WBSCM?

- The FDP Module in TX-UNPS does not have an upgrade.
- Since 2010, TDA has used the Web Based Supply Chain Management System (WBSCM) to submit RA orders to USDA.
- USDA owns and regularly upgrades WBSCM, making it the best solution to serve RAs in Texas now and in the future.

Acknowledgement Statement

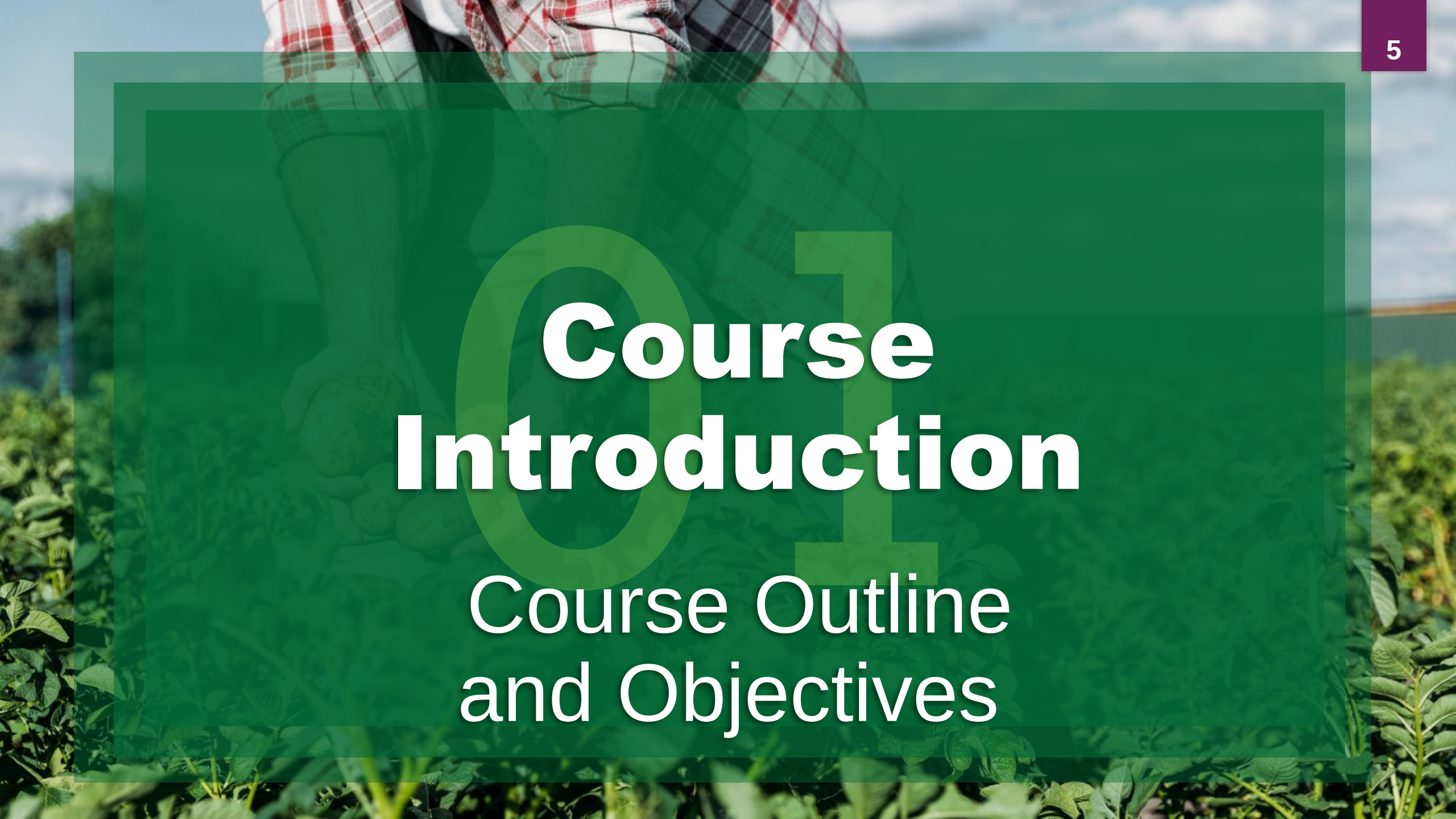
You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

RA User Check-In:

Visit the link to submit a 2-question survey.

https://bit.ly/3rlmTnZ



01

Course Introduction

Course Outline and Objectives

WBSCM Requisitions Part I Course Outline

01 **Introduction**

Course Overview and Objectives

02 **Fulfillment Overview**

Understanding process, requisition related terms and definitions

03 **Direct Delivery Requisition via Browse Catalog**

Direct Delivery: selecting products, delivery dates, and Ship-To locations; saving to draft, submitting requests via browsing catalog function

Course Objectives and Outcomes

By the end of this course, participants will be able to:

- ❑ Understand WBSCM Requisition Terminology and Acronyms

- ❑ Understand how to create a requisition for Direct Delivery via Browse Catalog, including:
  - ❑ Entering quantities
  - ❑ Selecting delivery location
  - ❑ Selecting delivery dates
  - ❑ Saving As Draft
  - ❑ Submitting requisition to TDA for review

02

Fulfillment Overview

High Level Fulfillment Process

WBSCM only has visibility from Entitlement to **Initial** Delivery Point

TX-UNPS vs. WBSCM Terms and Definitions

TX-UNPS	WBSCM	Definition
	Requisition	Pre-cursor to a sales order. RAs create a requisition when they wish to order goods in WBSCM.
Surveys	Catalog	Formerly known as surveys. Medium used to organize material or product to place requisitions in WBSCM.
Delivery Order	Sales Order	Formerly known as delivery orders. Orders created by TDA to indicate sale of products. SO (Sales Order) created **after** requisitions have been created, submitted, consolidated, and approved and before item goes to procurement for sourcing. This is done before the creation of a purchase requisition (PR).

03

Direct Delivery via Catalog

Training Portal Log-In

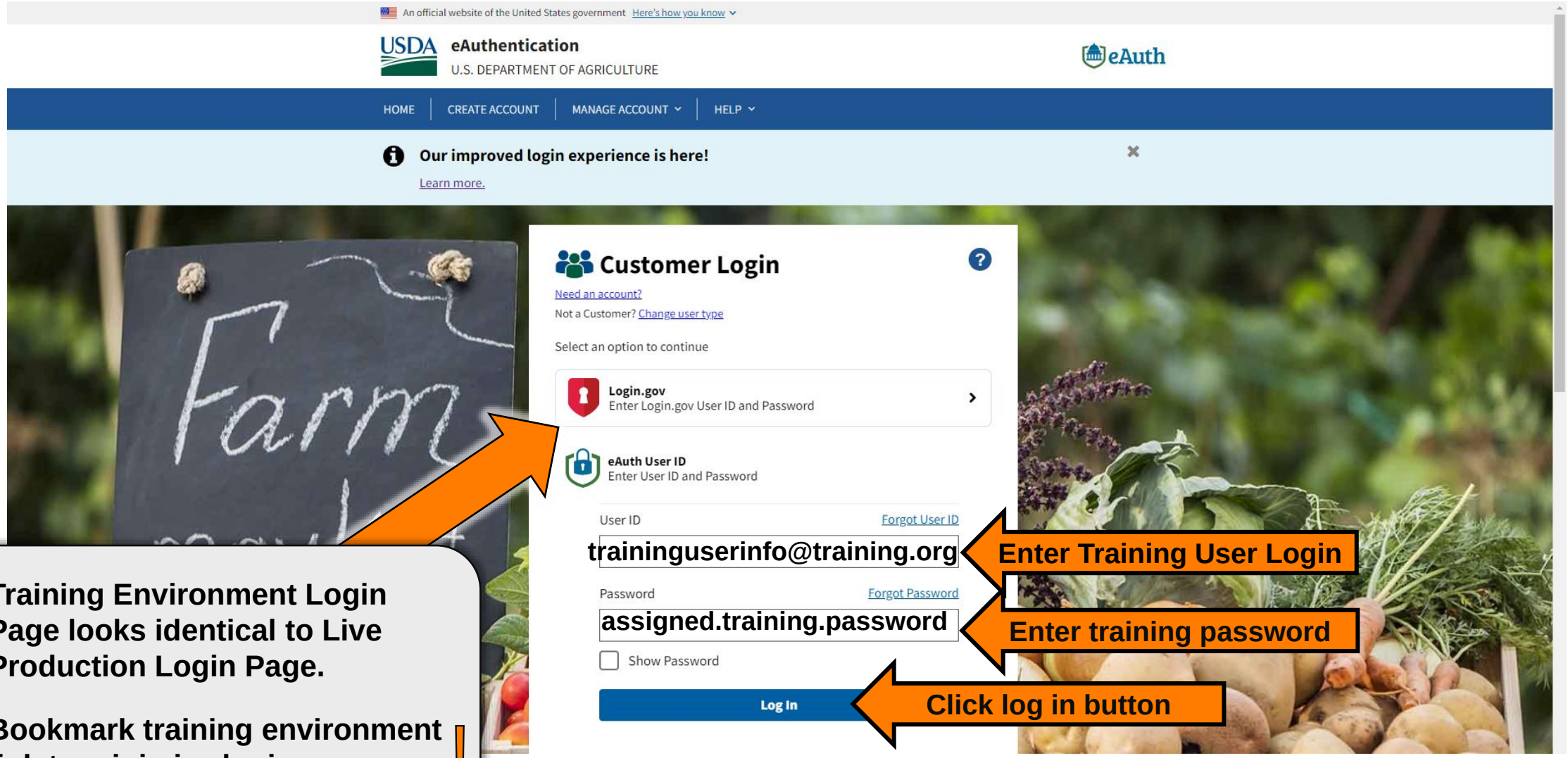
ESCs and RA Users Log In To WBSCM Training Environment
Login Required To Complete Assessment Questions

URL: wbscmntrn.wbscm.usda.gov

- **Note the "ntrn" section of web address**
- **This indicates the training environment**

RA Training Environment Username and Password previously provided via e-mail.

Log On To WBSCM Training Environment



- **Training Environment Login Page looks identical to Live Production Login Page.**
- **Bookmark training environment link to minimize login errors.**

!

Training Environment Log-In

RA Training Environment View

ESC Training Environment View

Check for New Content

Check Forum for updates.

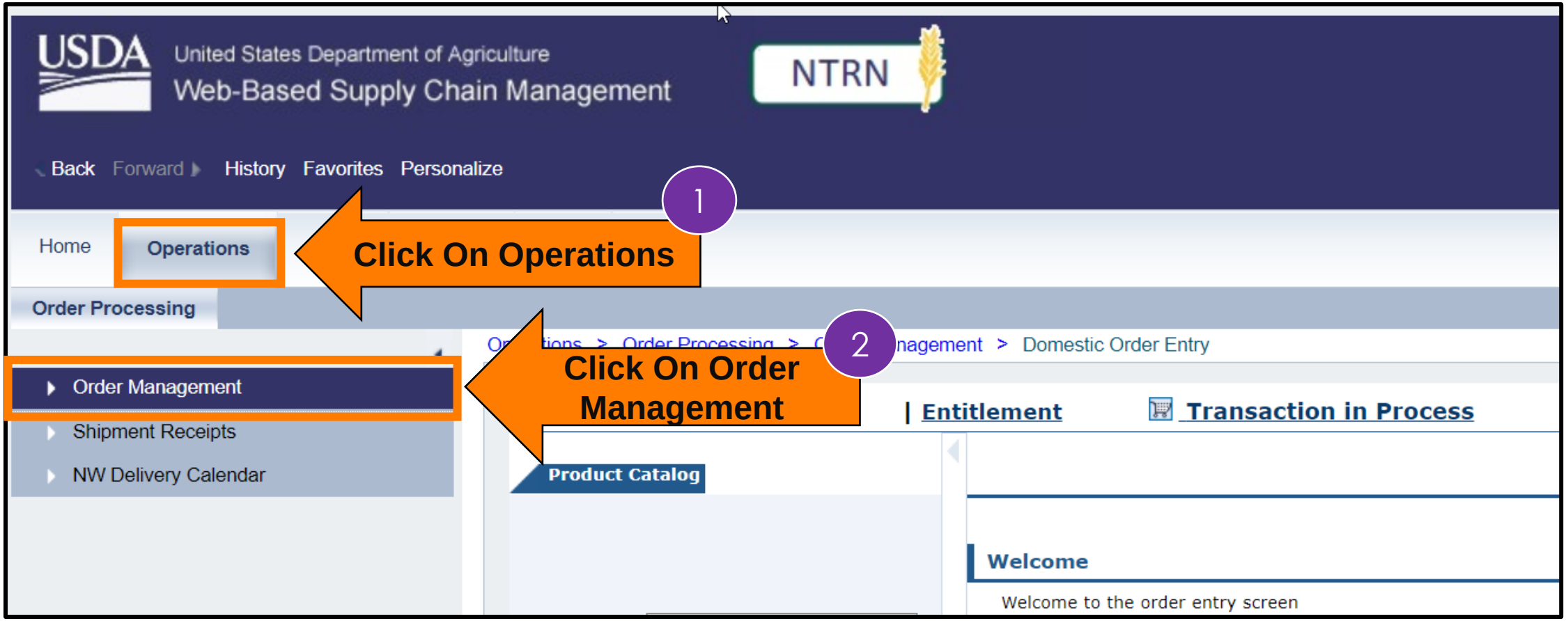
Direct Delivery via Catalog

Create A New Requisition for Each Ship-To Location

Example:

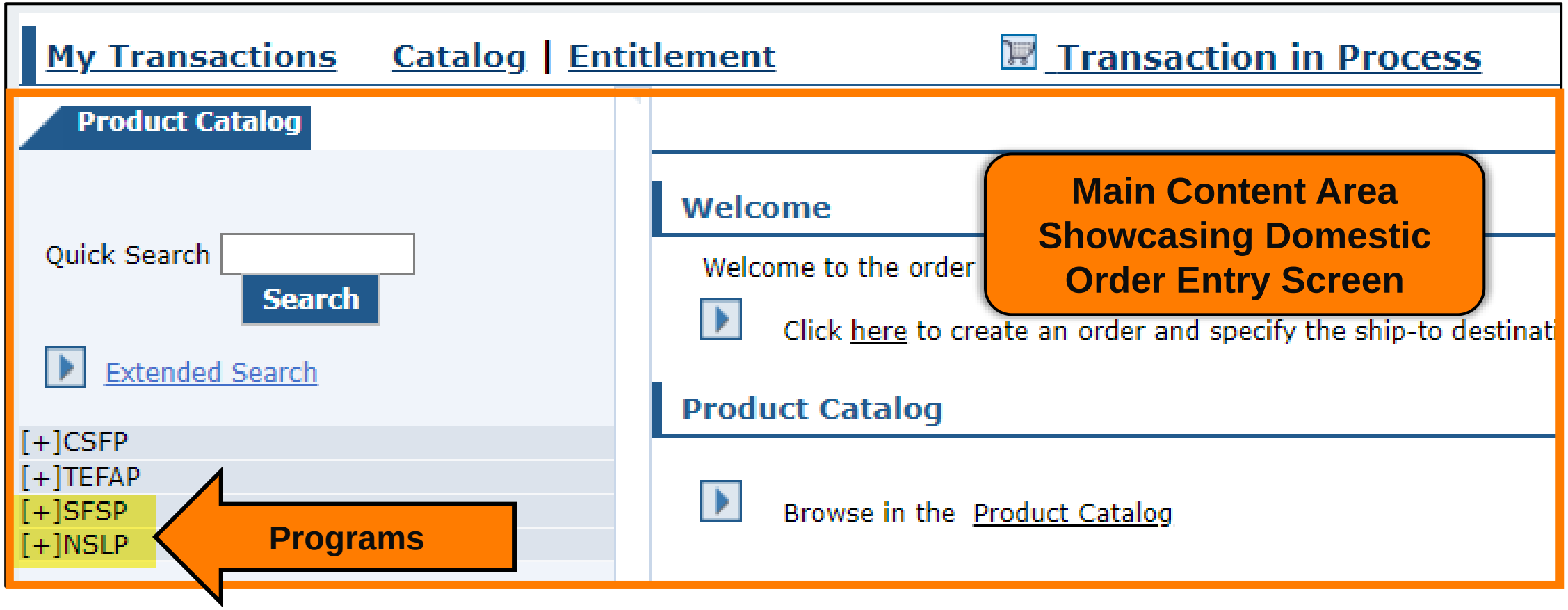
- Request #1 → Direct Delivery (Contracted Warehouse)
- Request #2 → Processing Ship To Location #1
- Request #3 → Processing Ship To Location #2

Direct Delivery via Catalog

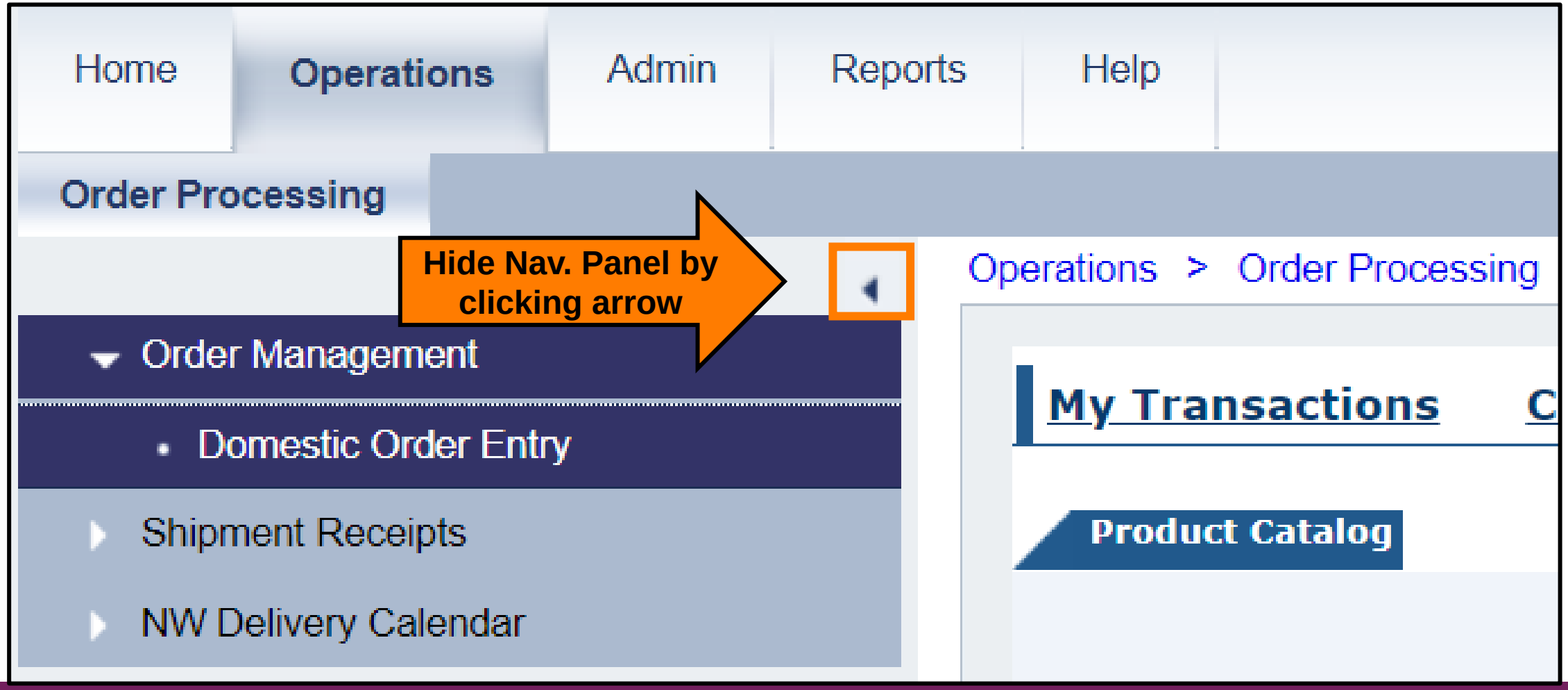


Direct Delivery via Catalog

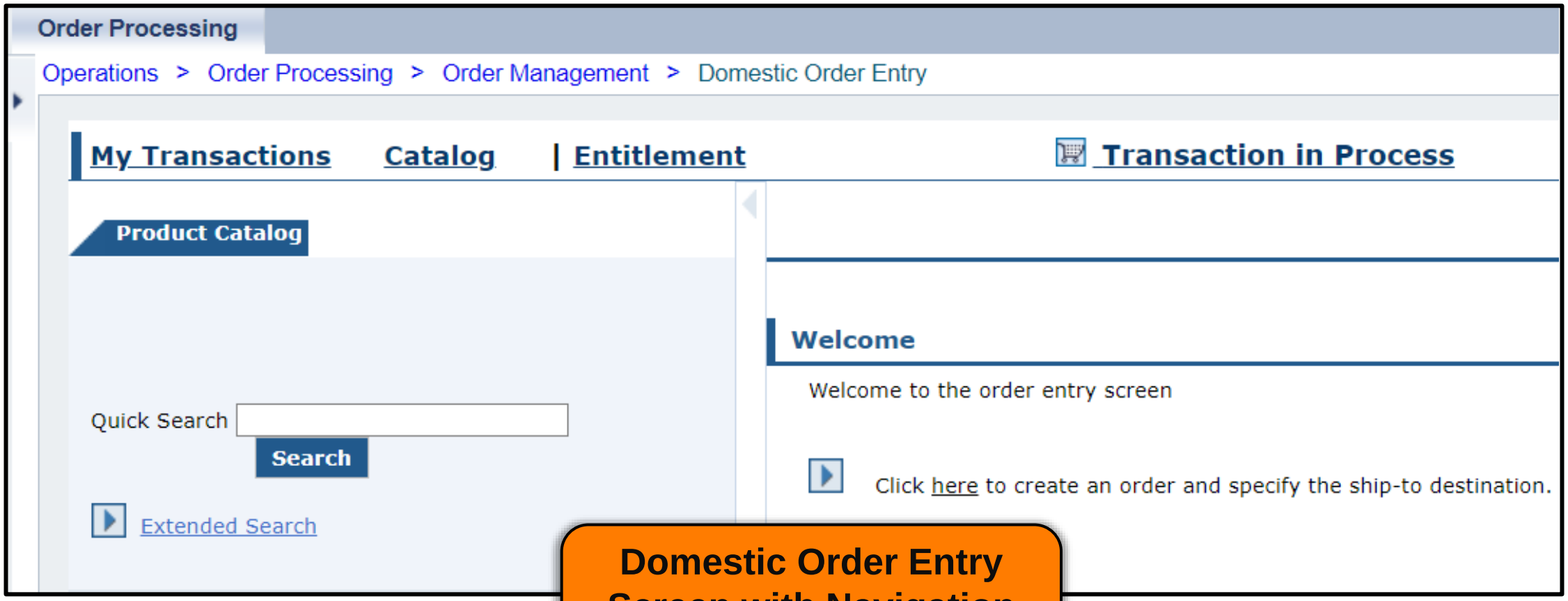
Direct Delivery via Catalog



Direct Delivery via Catalog



Direct Delivery via Catalog



Domestic Order Entry Screen with Navigation Panel hidden.

Direct Delivery via Catalog

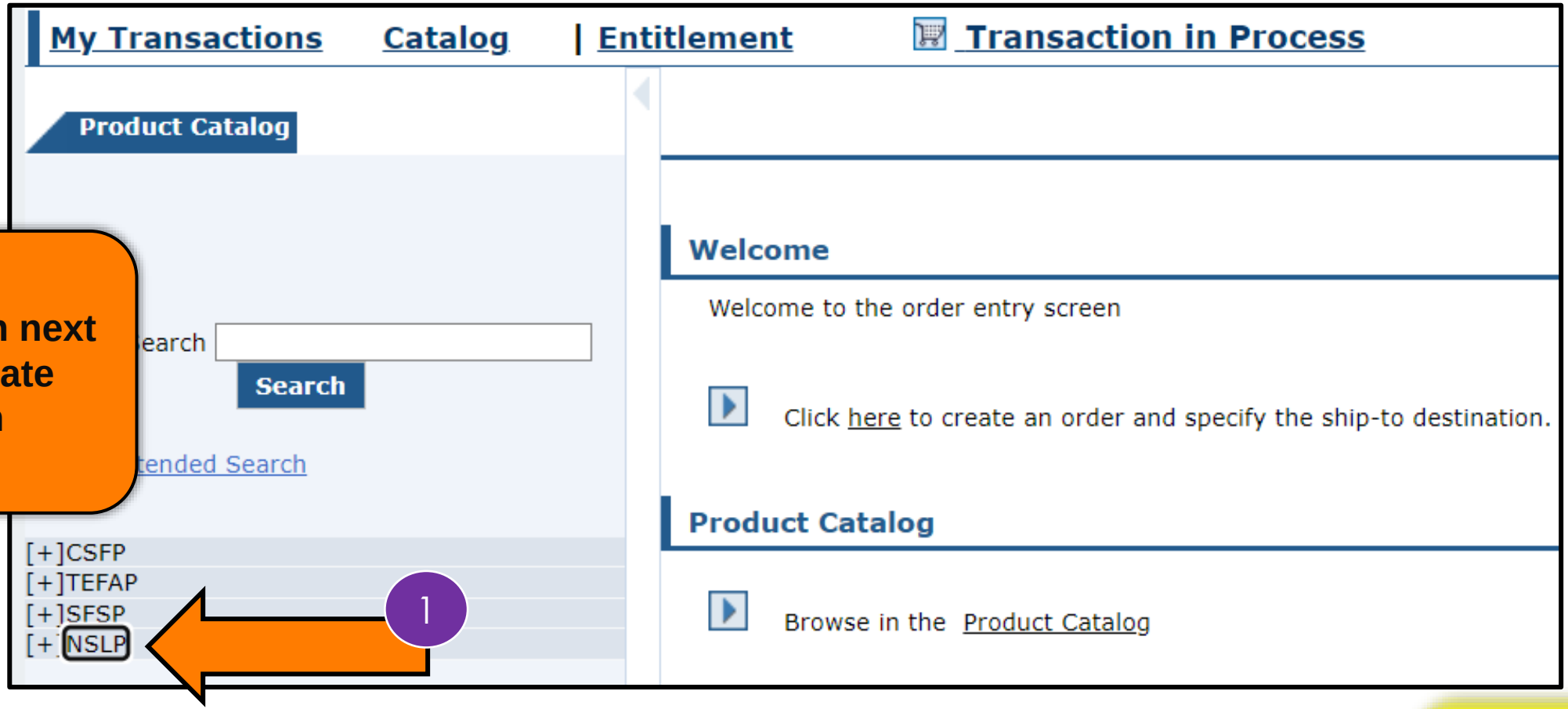
User needs to locate available products in catalog for requisition.

Direct Delivery via Browse Catalog

Processing Diversion via Extended Search

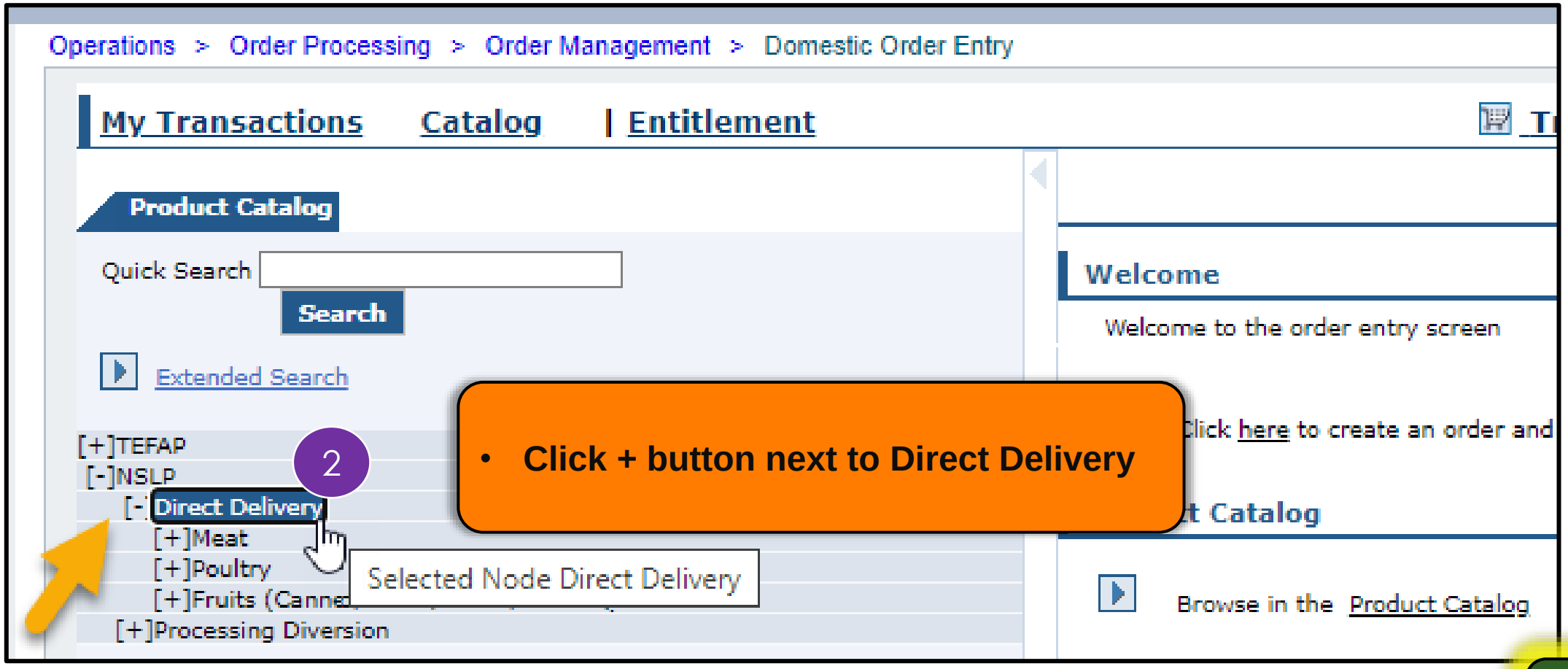
(*Locate specific product by material code or key word)

Direct Delivery via Catalog



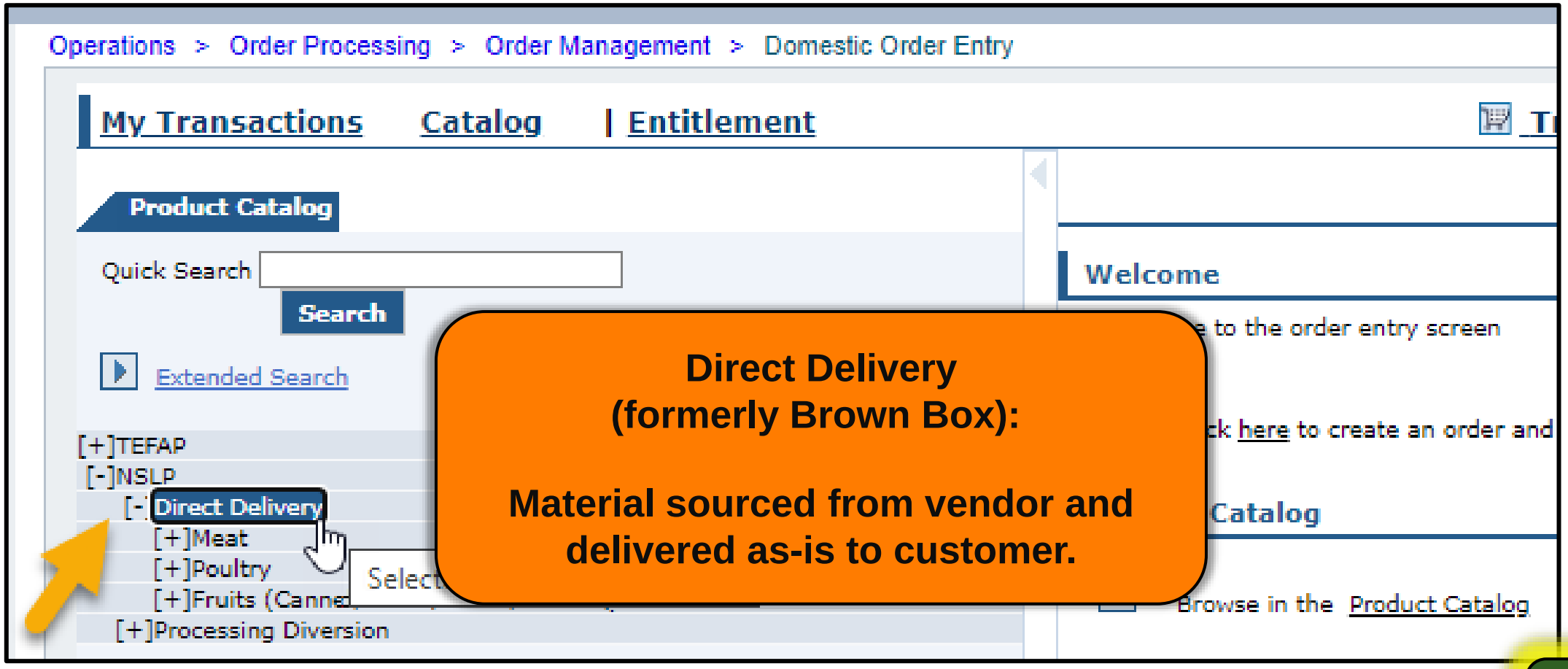
Click + button next to appropriate program

Direct Delivery via Catalog

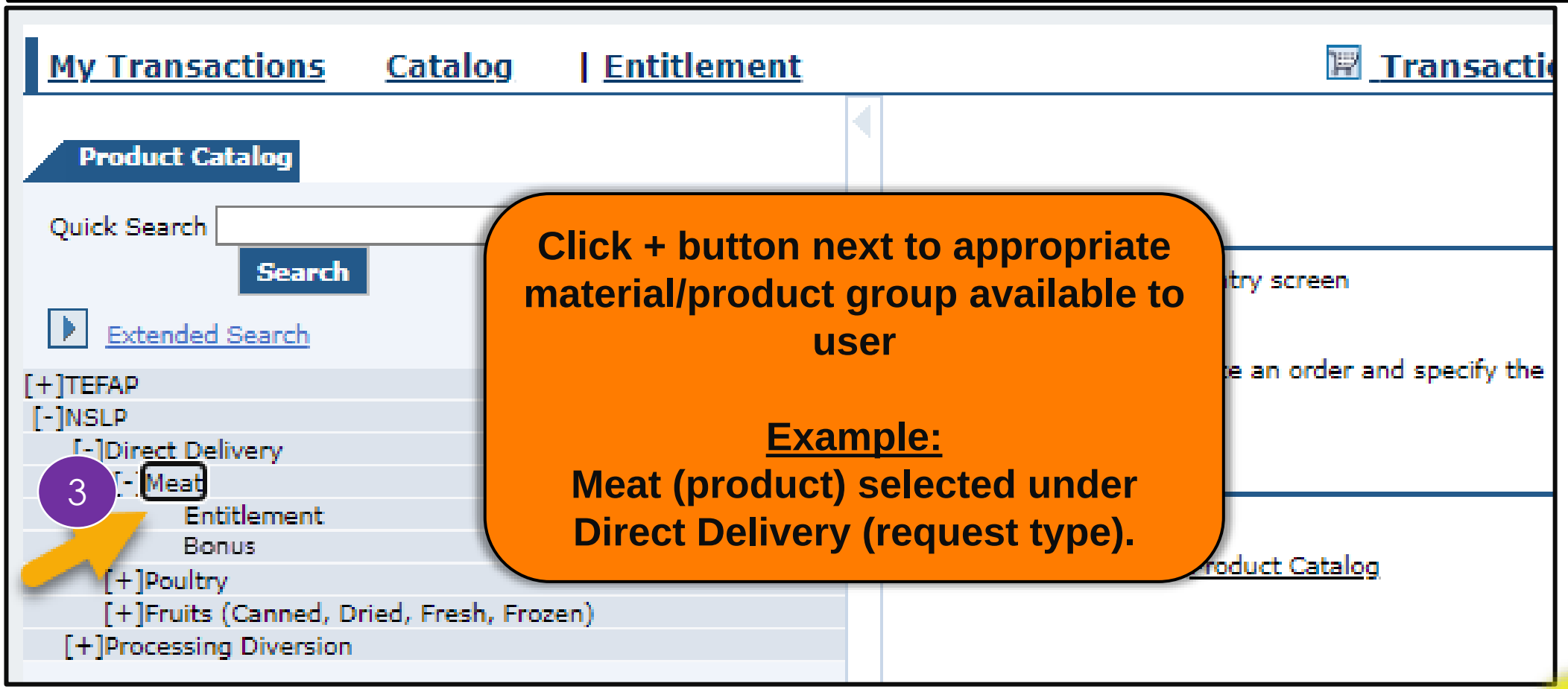


- **Click + button next to Direct Delivery**

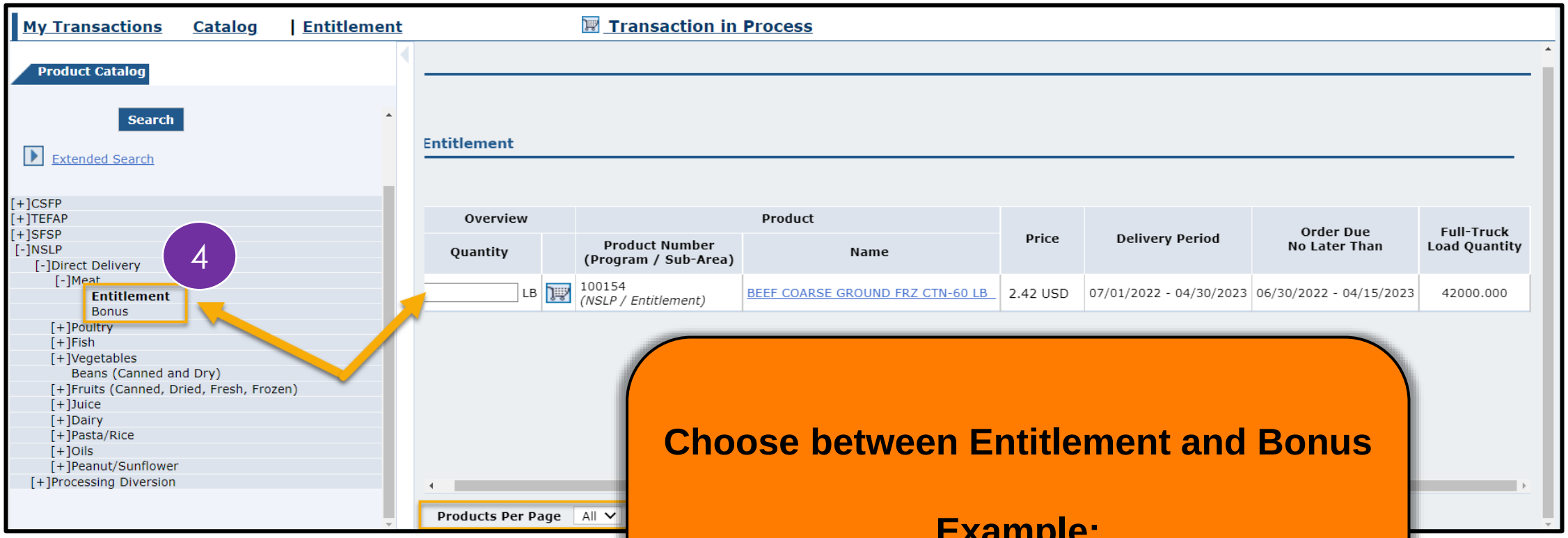
Direct Delivery via Catalog



Direct Delivery via Catalog



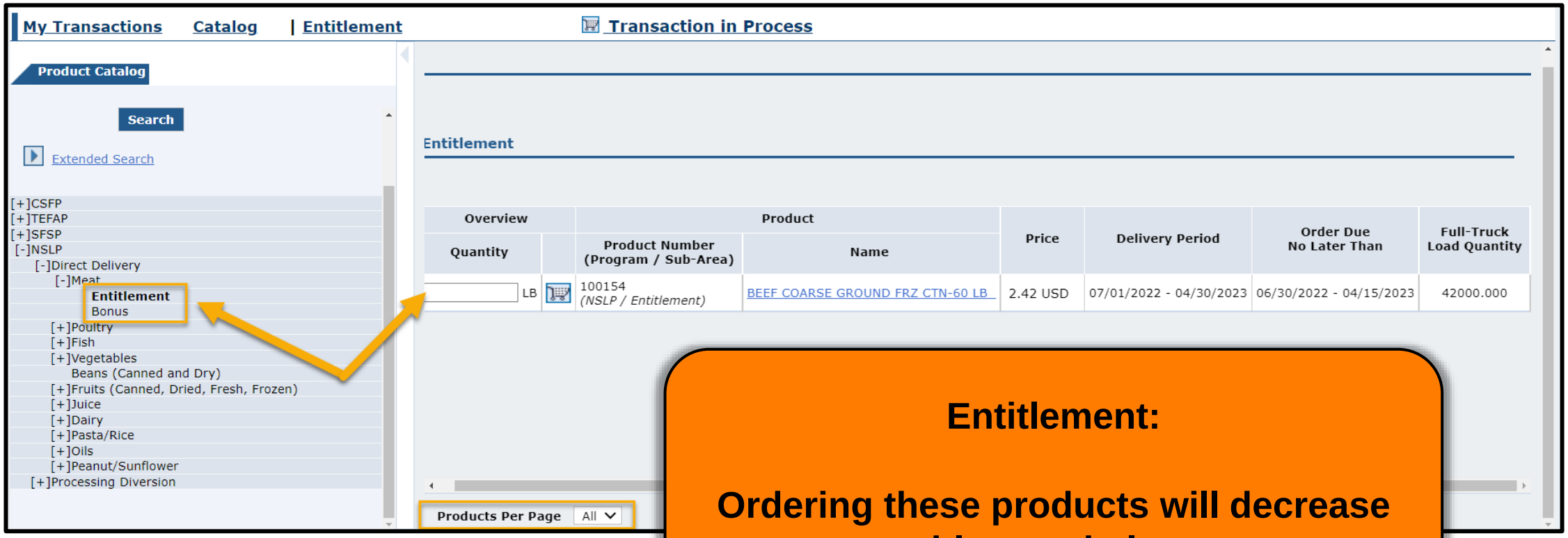
Direct Delivery via Catalog



Choose between Entitlement and Bonus

Example:
Entitlement (not Bonus) option selected under Meat

Entitlement Budget Selection

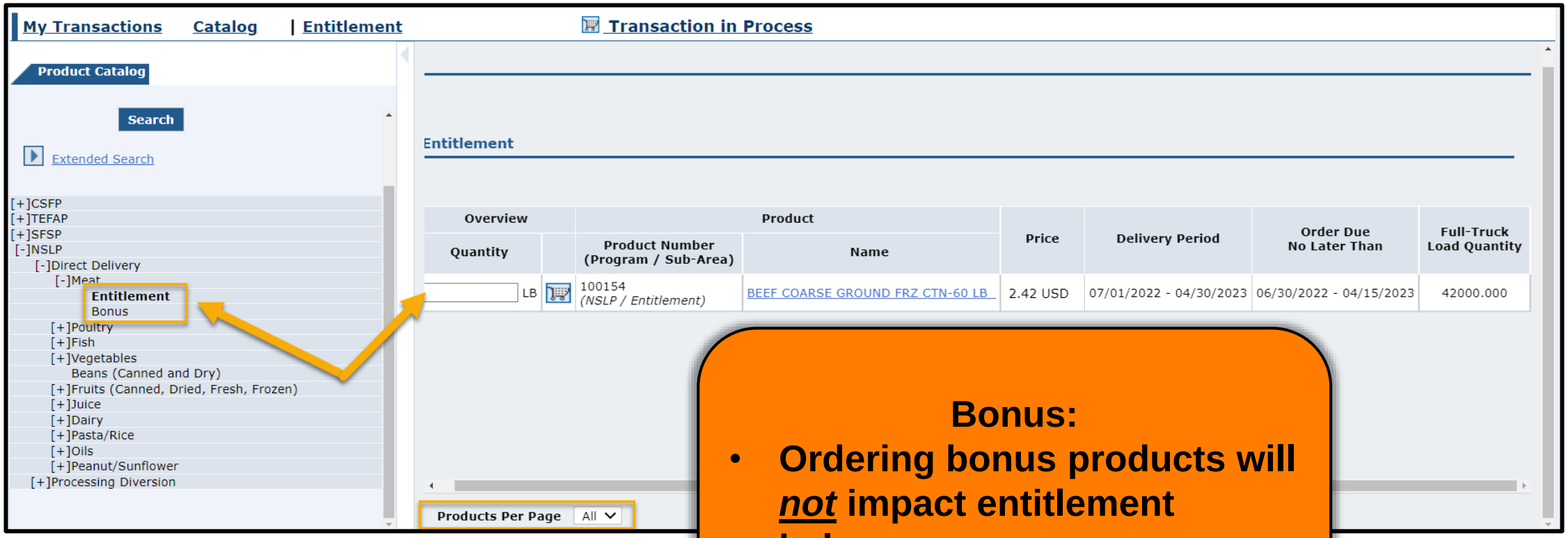


Entitlement:

Ordering these products will decrease entitlement balance.

Direct Delivery via Catalog

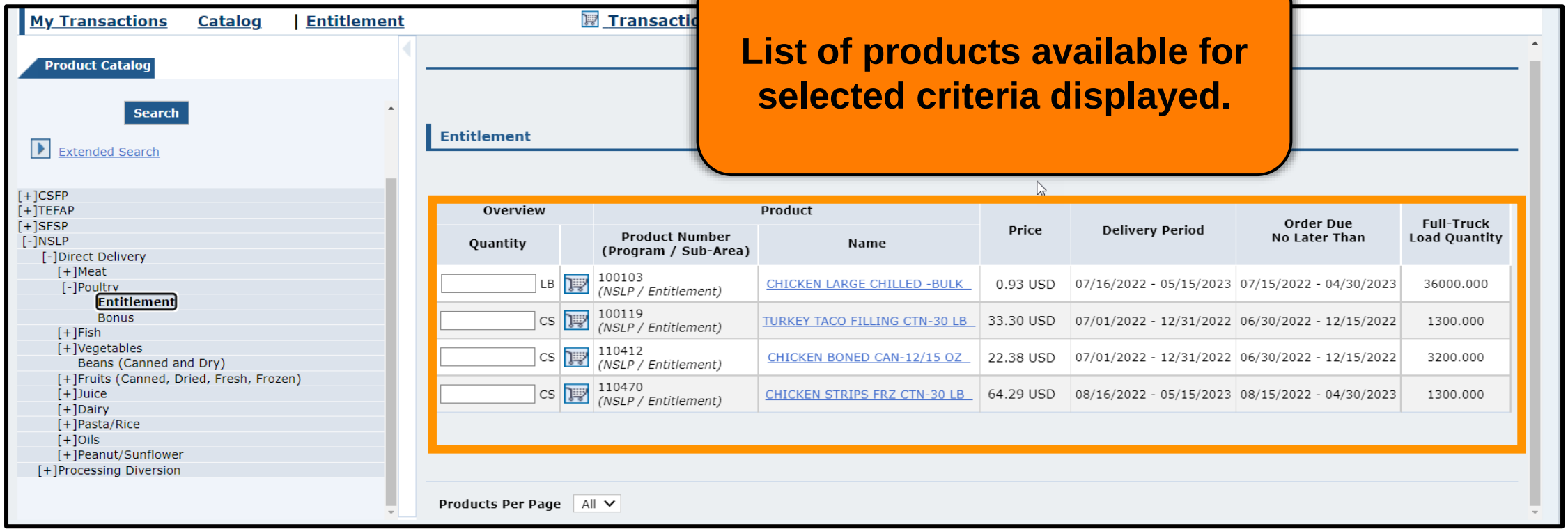
Entitlement Budget Selection



Bonus:

- **Ordering bonus products will *not* impact entitlement balance.**

Domestic Order Shopping Cart Screen

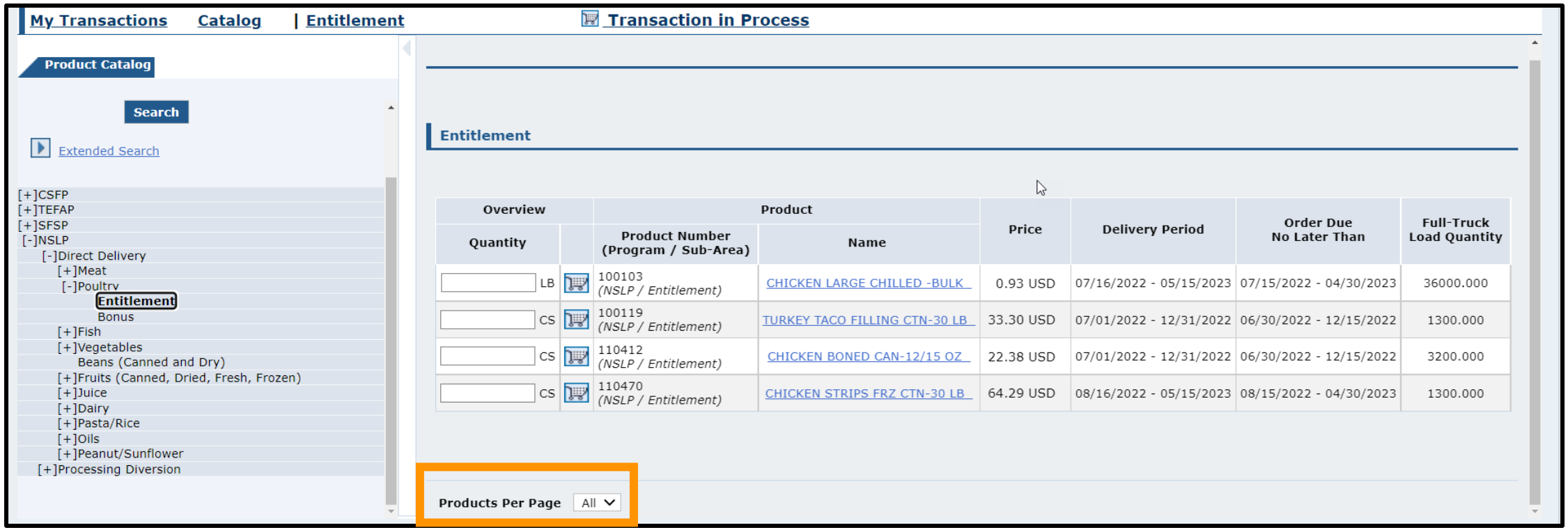


List of products available for selected criteria displayed.

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
LB		100103 *(NSLP / Entitlement)*	CHICKEN LARGE CHILLED -BULK	0.93 USD	07/16/2022 - 05/15/2023	07/15/2022 - 04/30/2023	36000.000
CS		100119 *(NSLP / Entitlement)*	TURKEY TACO FILLING CTN-30 LB	33.30 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	1300.000
CS		110412 *(NSLP / Entitlement)*	CHICKEN BONED CAN-12/15 OZ	22.38 USD	07/01/2022 - 12/31/2022	06/30/2022 - 12/15/2022	3200.000
CS		110470 *(NSLP / Entitlement)*	CHICKEN STRIPS FRZ CTN-30 LB	64.29 USD	08/16/2022 - 05/15/2023	08/15/2022 - 04/30/2023	1300.000

Direct Delivery via Catalog

Domestic Order Shopping Cart Screen



Can adjust number of products to display at bottom of list

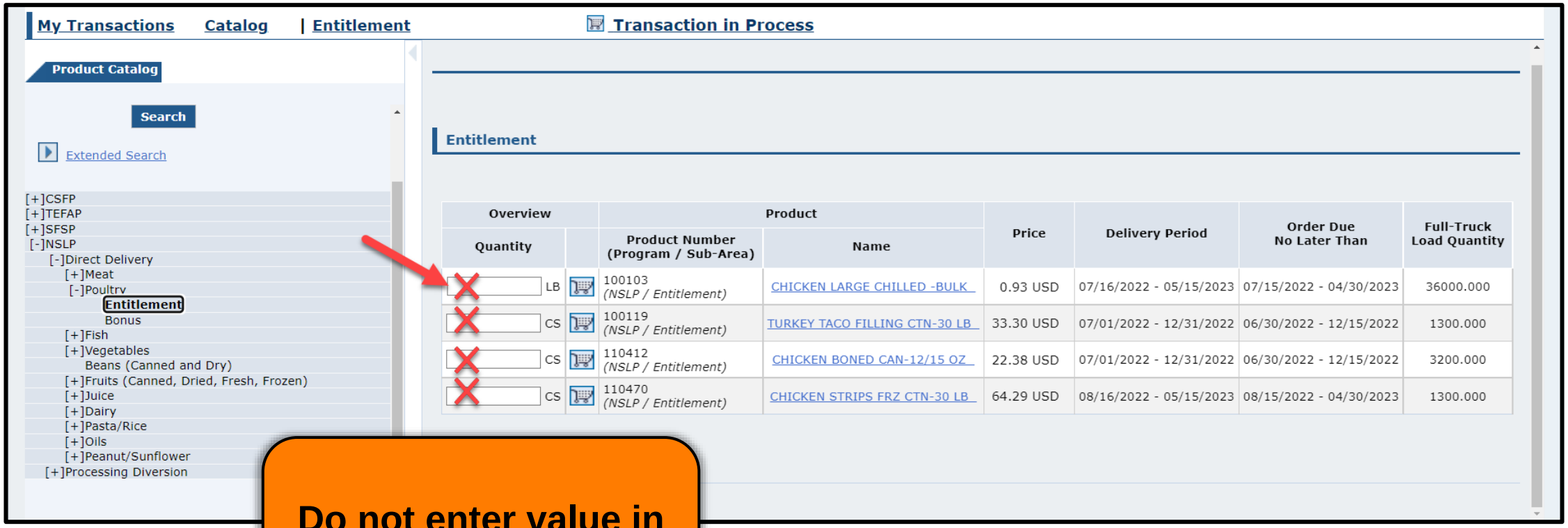
Direct Delivery via Catalog

RA-Assessment:

Visit the link to submit the required assessment.

https://forms.office.com/r/rEdmq9dELn

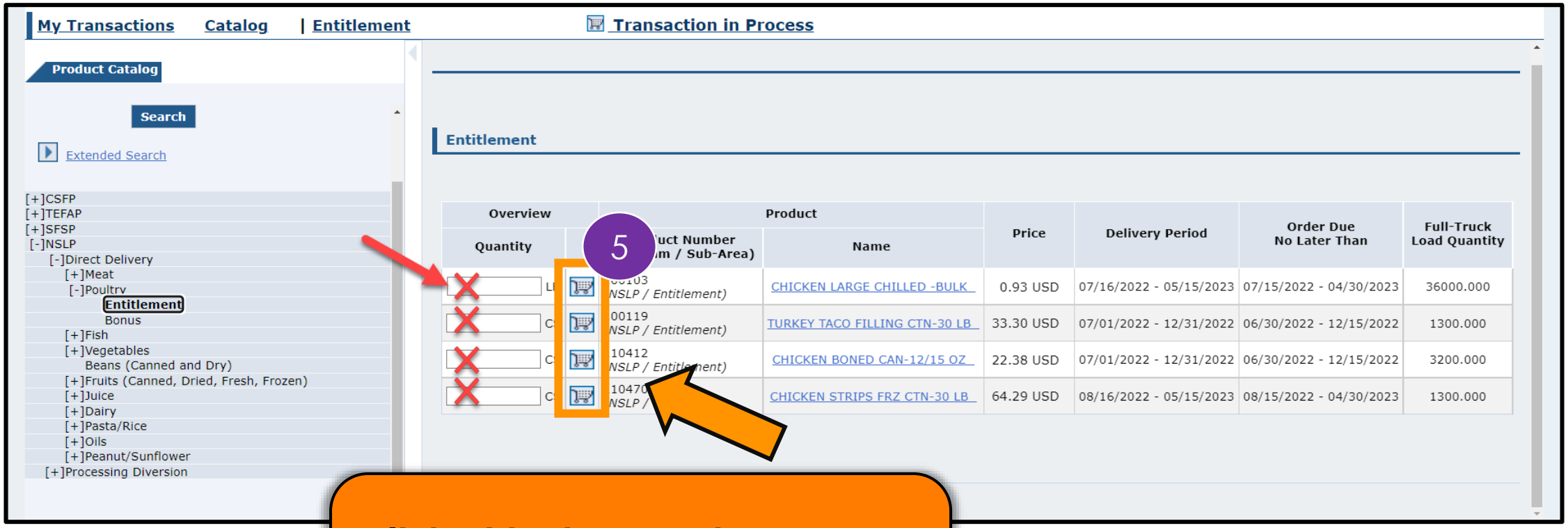
Domestic Order Shopping Cart Screen



Do not enter value in Quantity field

Direct Delivery via Catalog

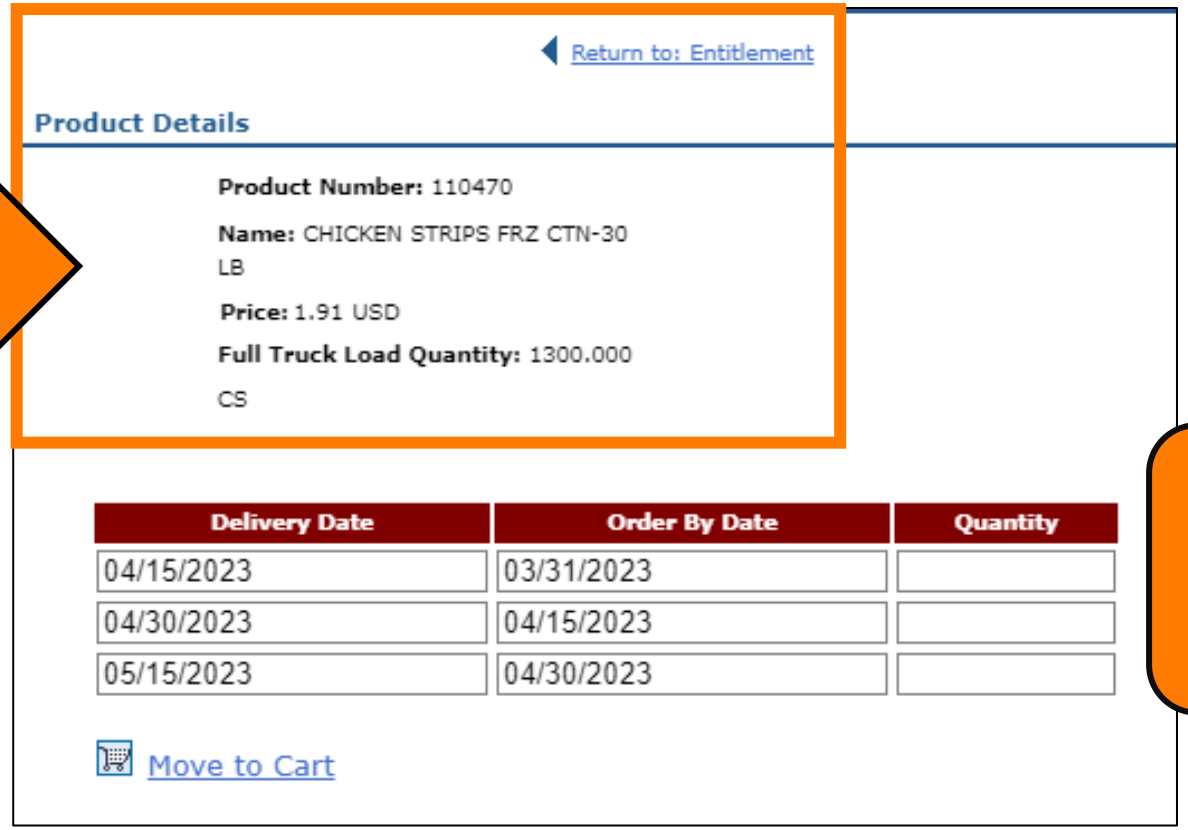
Domestic Order Shopping Cart Screen



Click Shipping Cart icon next to product to view product details and available delivery dates

Product Detail and Delivery Dates

Product Details

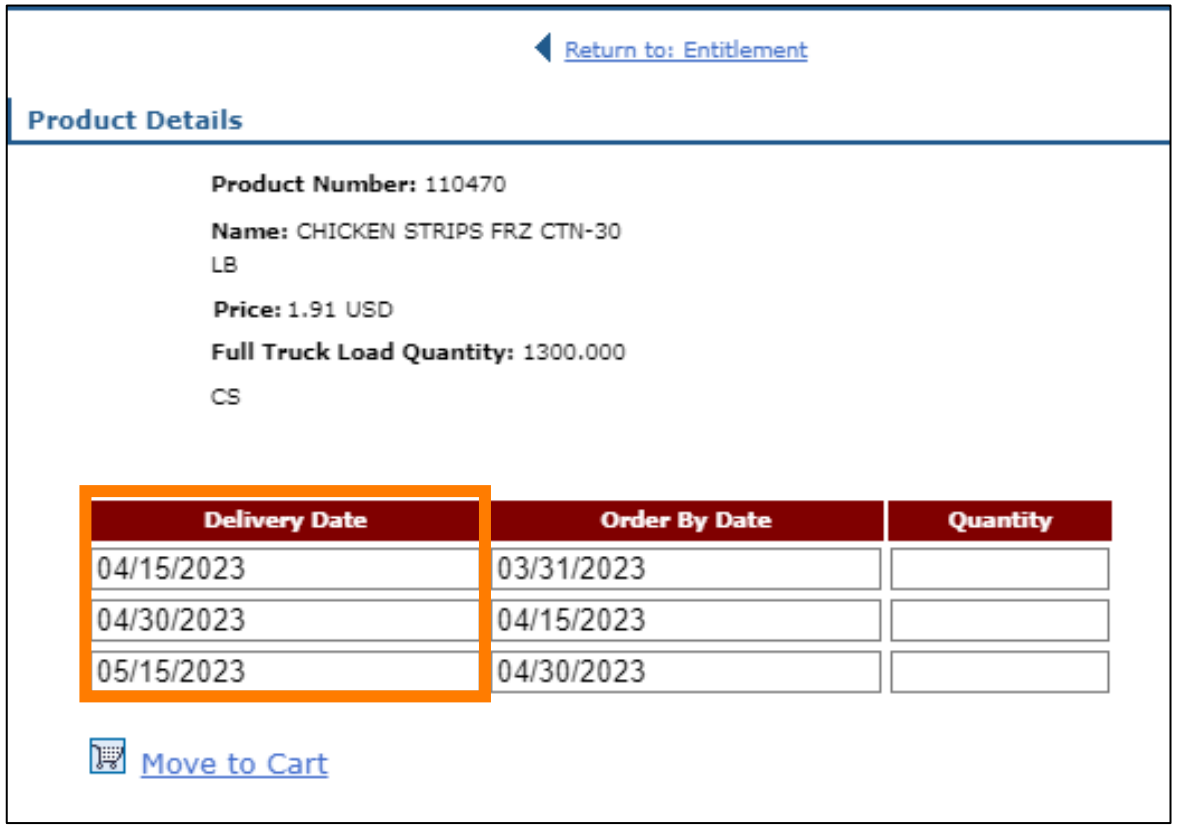


If scroll bar is present, use to see all available dates

Product Detail and Delivery Dates

Delivery Date

- **Range of dates when commodities may be delivered to selected Deliver To/ Ship-To (Contracted Warehouse for Direct Delivery)**
- **Pre-populated/not editable.**

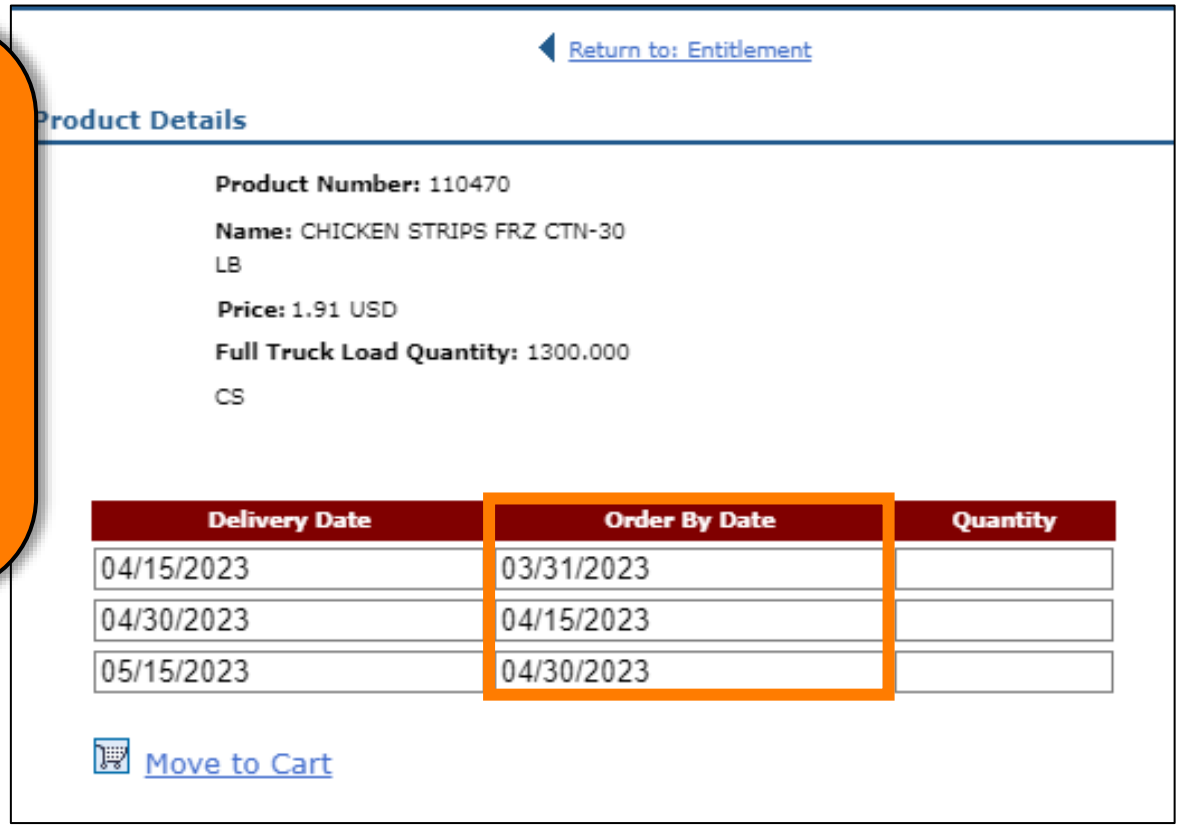


Direct Delivery via Catalog

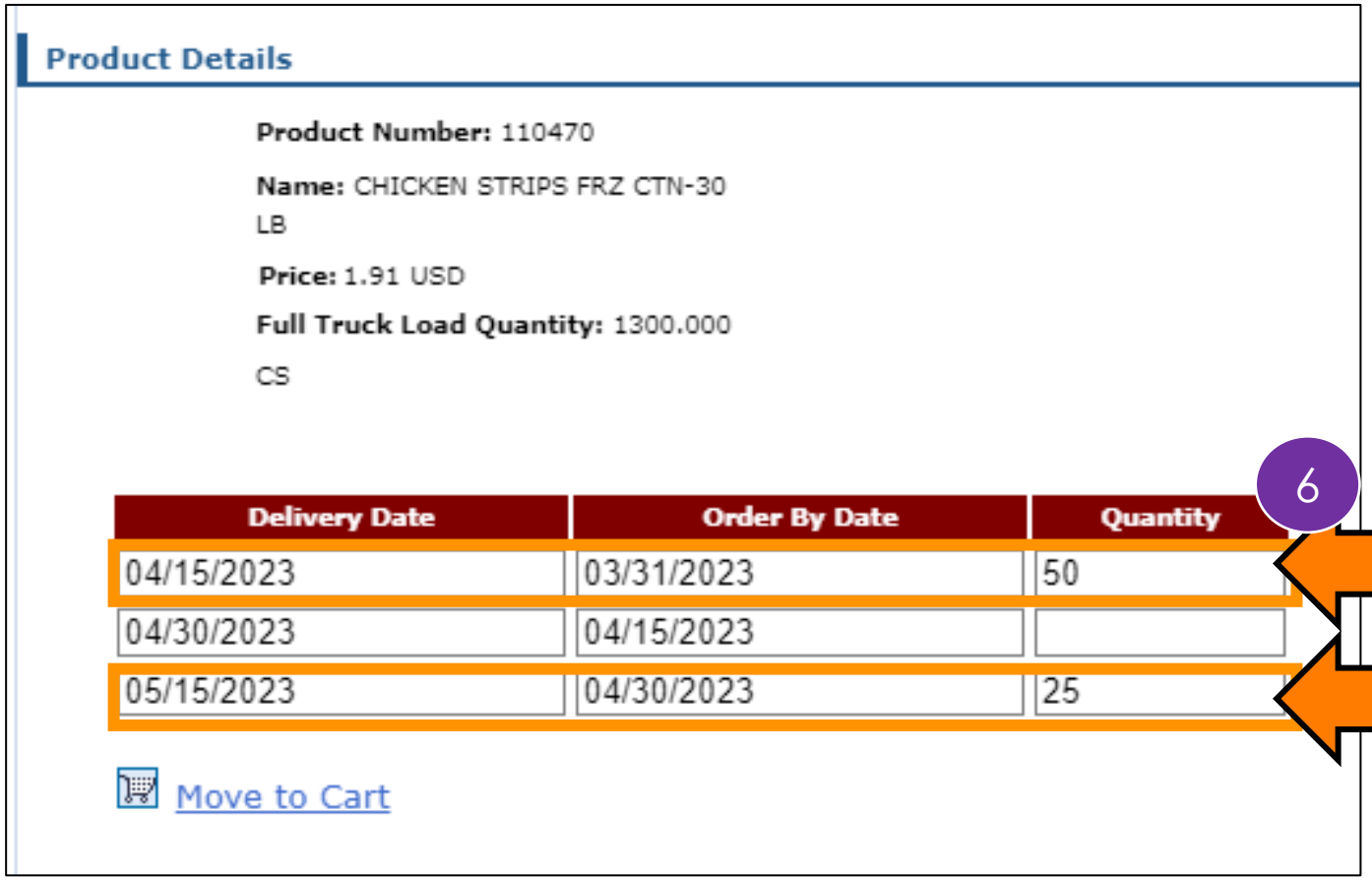
Product Detail and Delivery Dates

Order By Date

- **Last date to submit request for the corresponding *Delivery Date*.**
- **Pre-populated/not editable.**



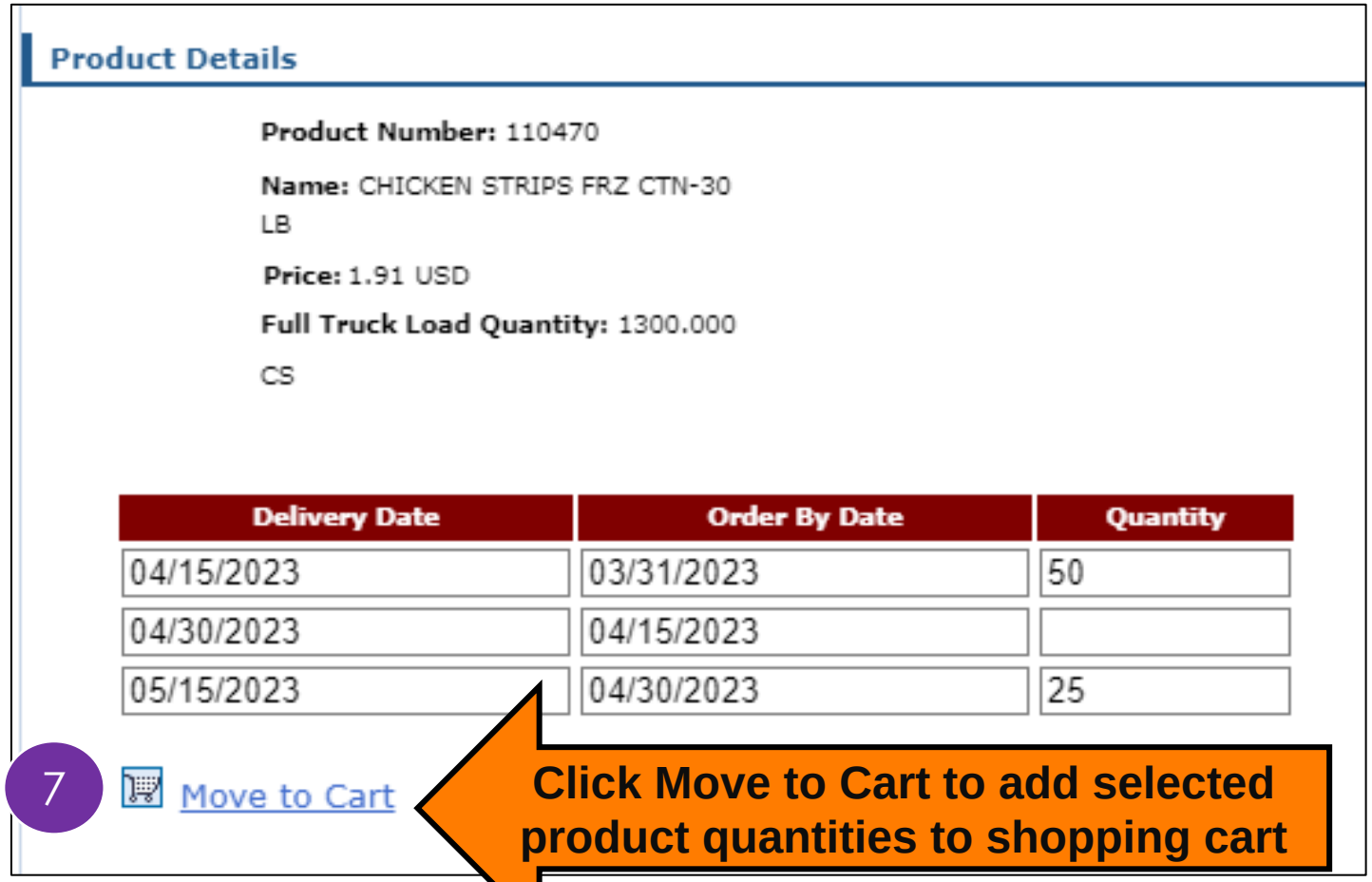
Product Detail and Delivery Dates



Quantity

- **Add desired *Quantity* in the field next to the desired *Delivery Date / Order By Date pair(s).***

Product Detail and Delivery Dates



Direct Delivery via Catalog

- **Portal returns to Domestic Ordering Screen**
- **View Cart summarizes items added and value**

RA-Assessment:

Visit the link to submit the required assessment

https://forms.office.com/r/aTV6Q8ez1Q

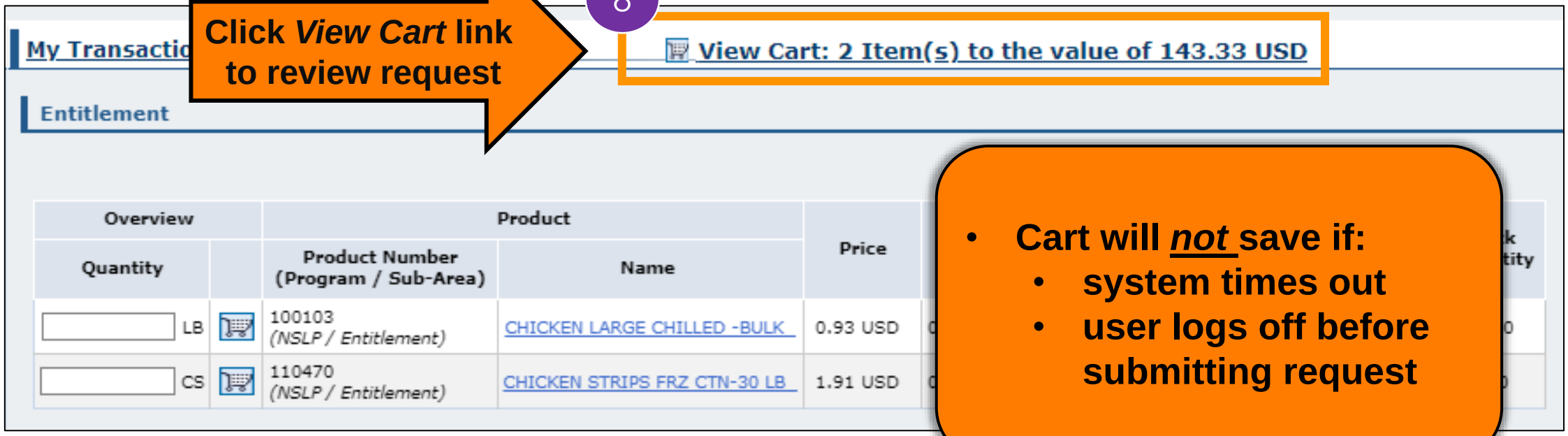
Direct Delivery via Catalog

Repeat Browse Catalog For Other Product Items For The Same Ship-To Destination

Direct Delivery via Catalog
View Cart

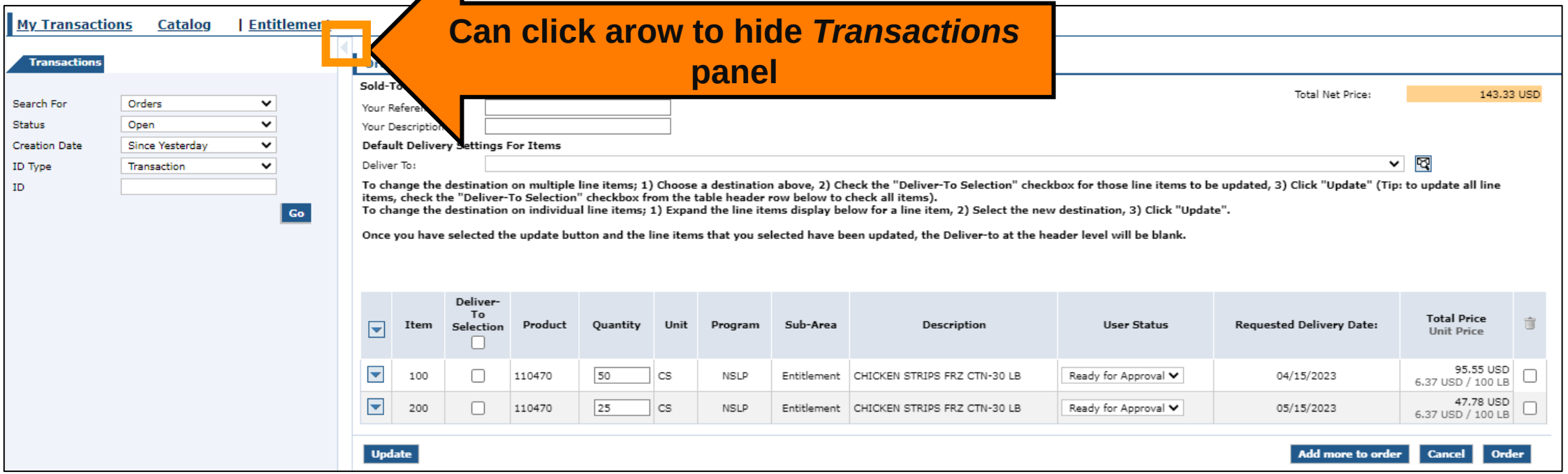
Click *View Cart* link to review request

8



- Cart will ***not*** save if:
  - system times out
  - user logs off before submitting request

In Process Screen: Maximize View



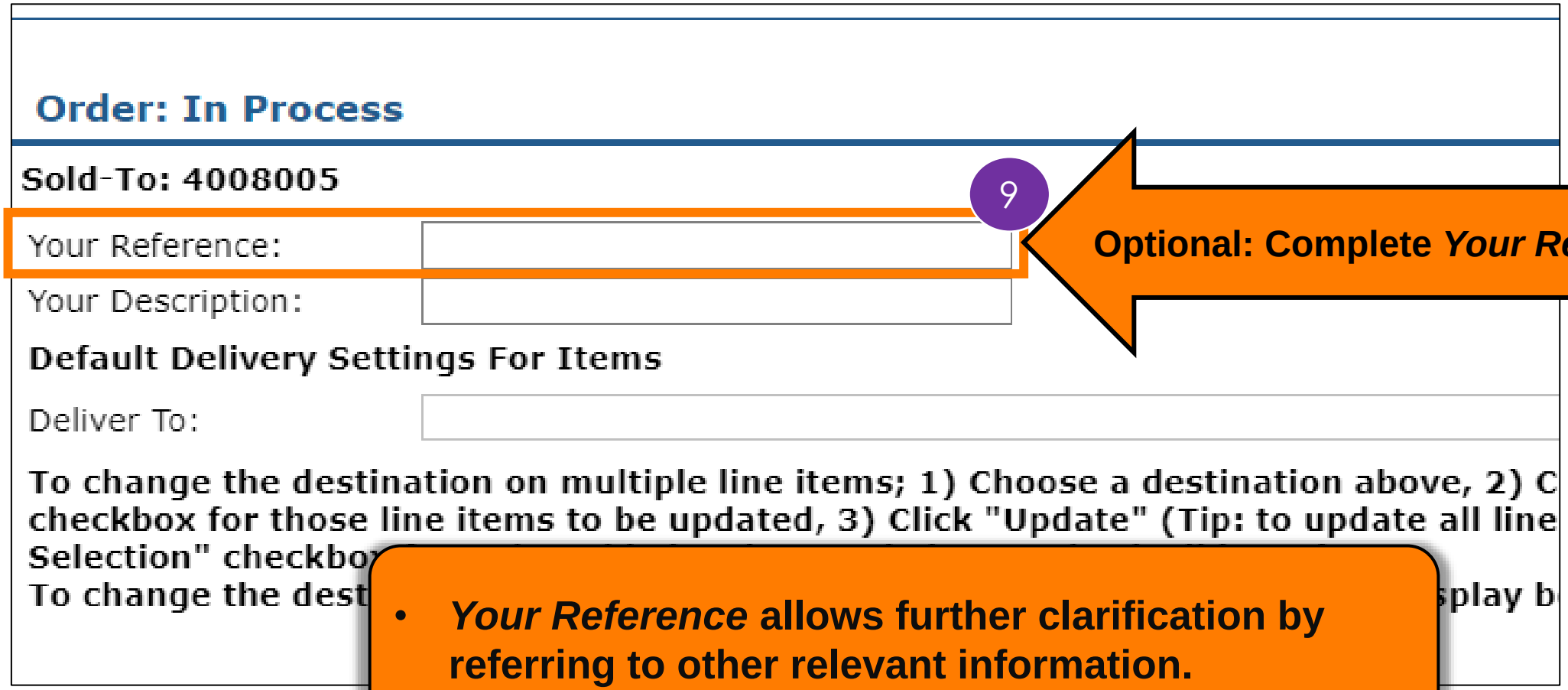
Direct Delivery via Catalog

Add Descriptive Information

Reference & Description

RAs can add descriptive information to each requisition for easier identification and clarification later in WBSCM.

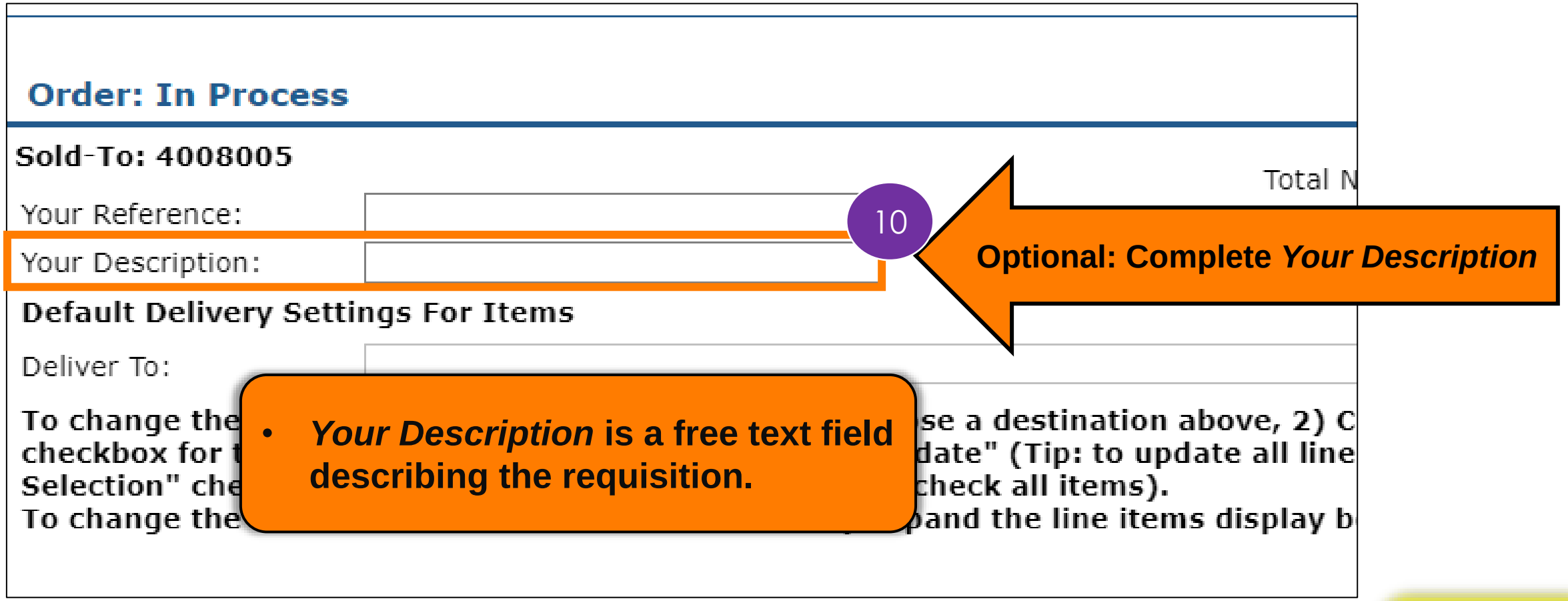
In Process Screen: Add Reference



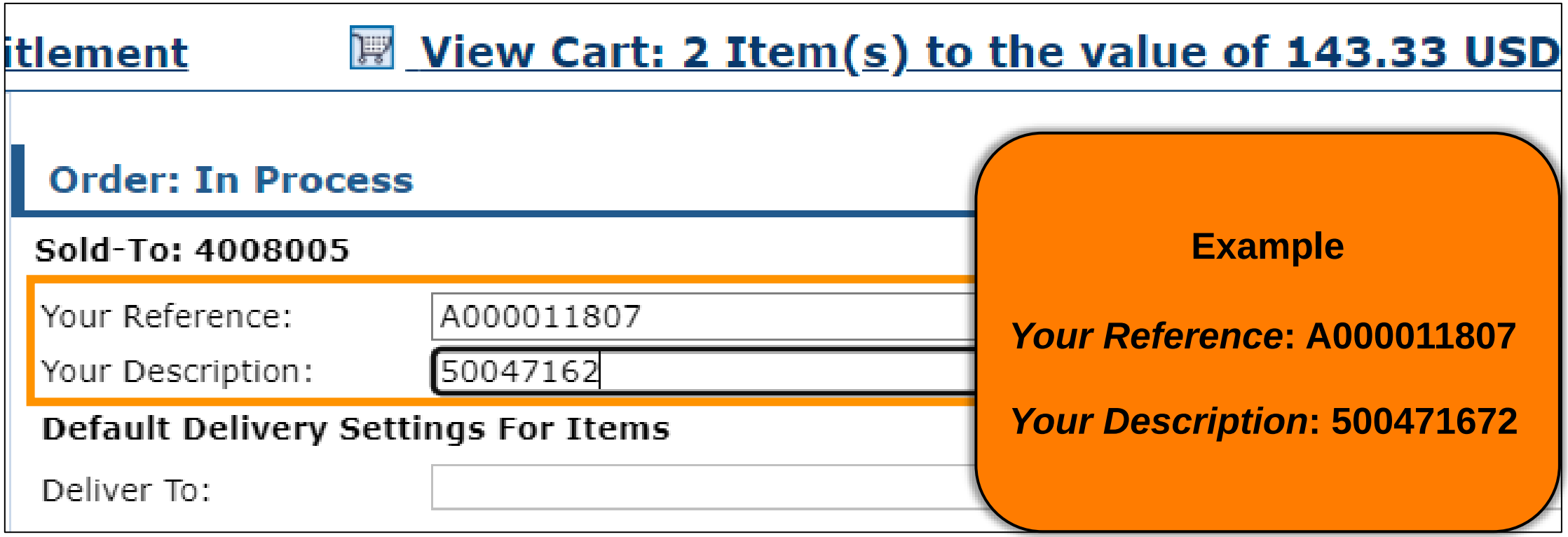
Optional: Complete *Your Reference*

- ***Your Reference*** **allows further clarification by referring to other relevant information.**

In Process Screen: Add Description



In Process Screen: Example

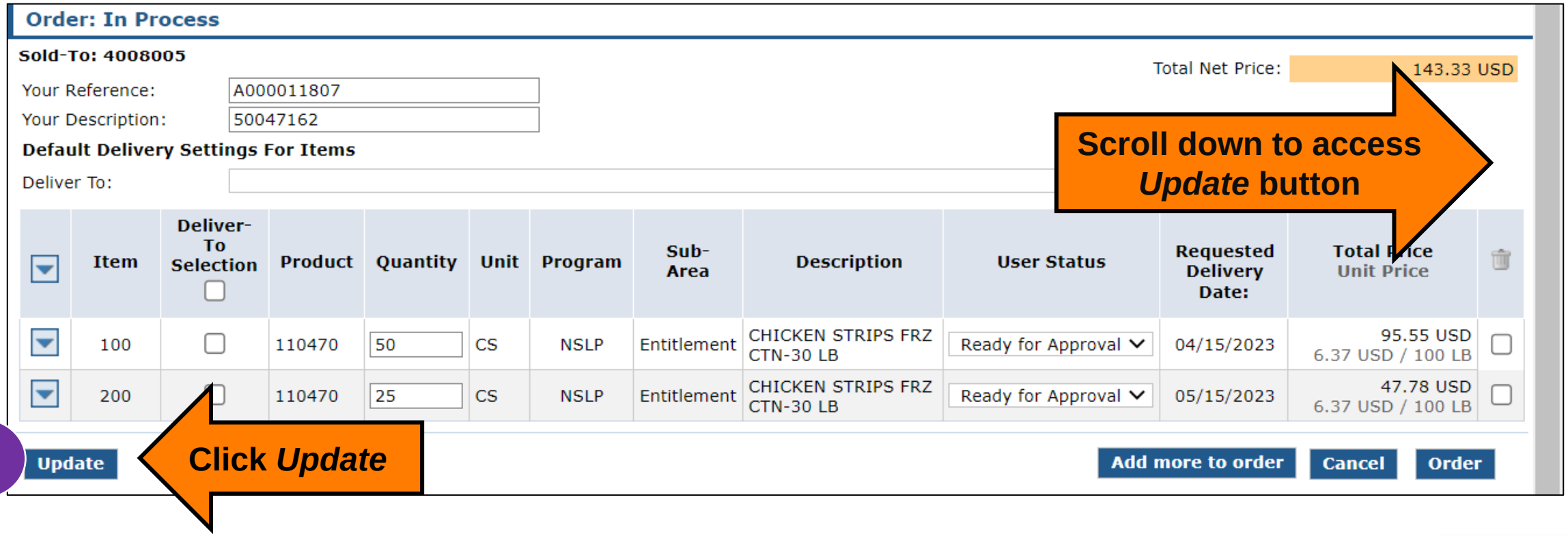


Example

***Your Reference*: A000011807**

***Your Description*: 500471672**

In Process Screen: Update



Direct Delivery via Catalog

RA-Assessment:

Visit the link to submit the required assessment

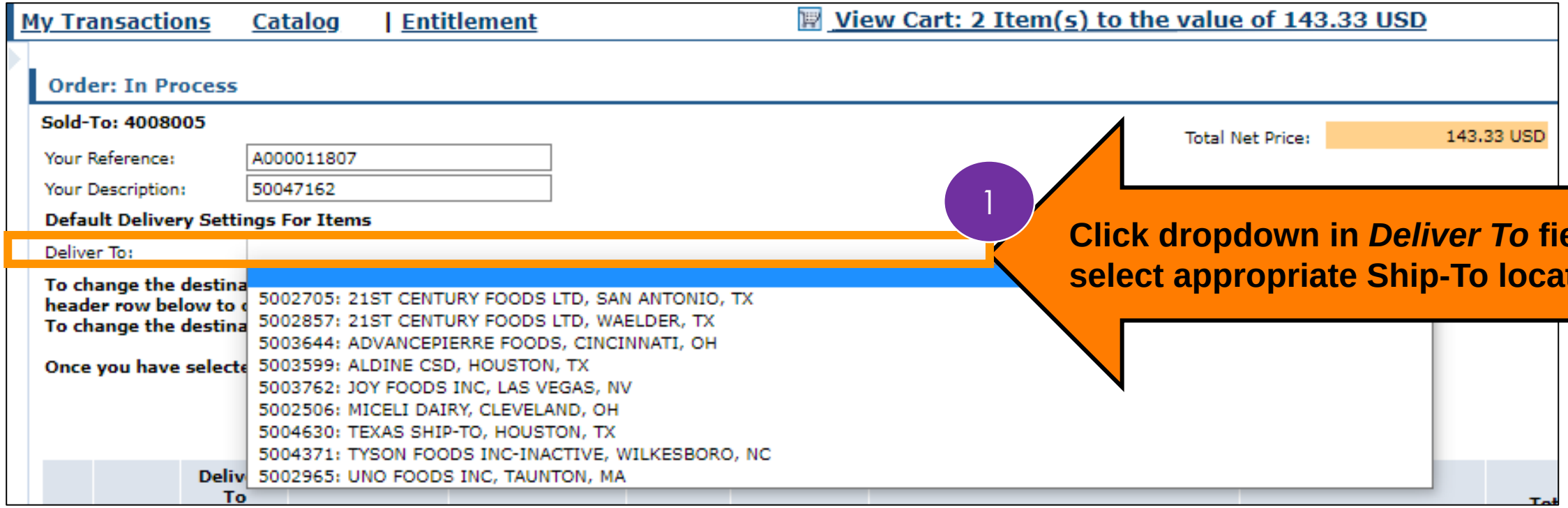
https://forms.office.com/r/NEY6e91r5d

Select Ship-To Destination

Apply All

All line items of goods in the cart will have the same Deliver To (Ship-To) location.

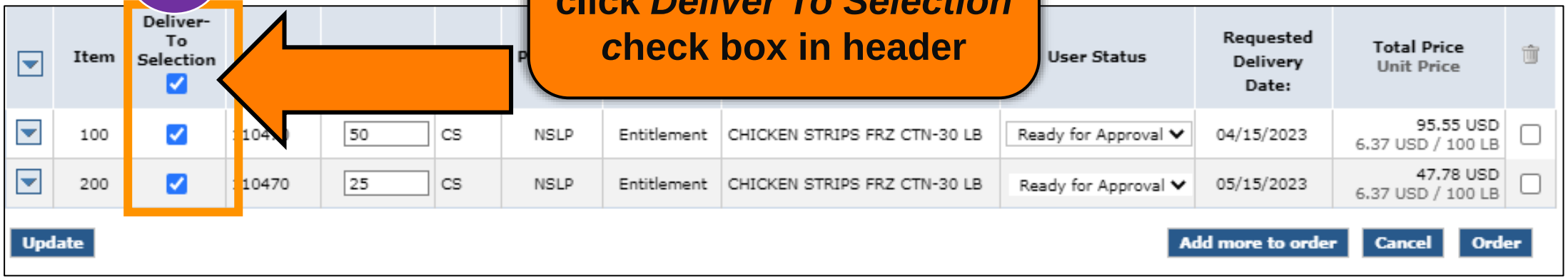
Select Deliver To/Ship-To



Deliver To/Ship-To Apply All

2

To apply Ship-To location to all line items, click *Deliver To Selection* check box in header



	Item	Deliver-To Selection							User Status	Requested Delivery Date:	Total Price Unit Price	
☑	100	☑	10470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	04/15/2023	95.55 USD 6.37 USD / 100 LB	☐
☑	200	☑	10470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	05/15/2023	47.78 USD 6.37 USD / 100 LB	☐

Update | Add more to order | Cancel | Order

Direct Delivery via Catalog

Deliver To/Ship-To Apply All

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	
	100	☑	110470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	04/15/2023	95.55 USD 6.37 USD / 100 LB	☐
	200	☑	110470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	05/15/2023	47.78 USD 6.37 USD / 100 LB	☐

3

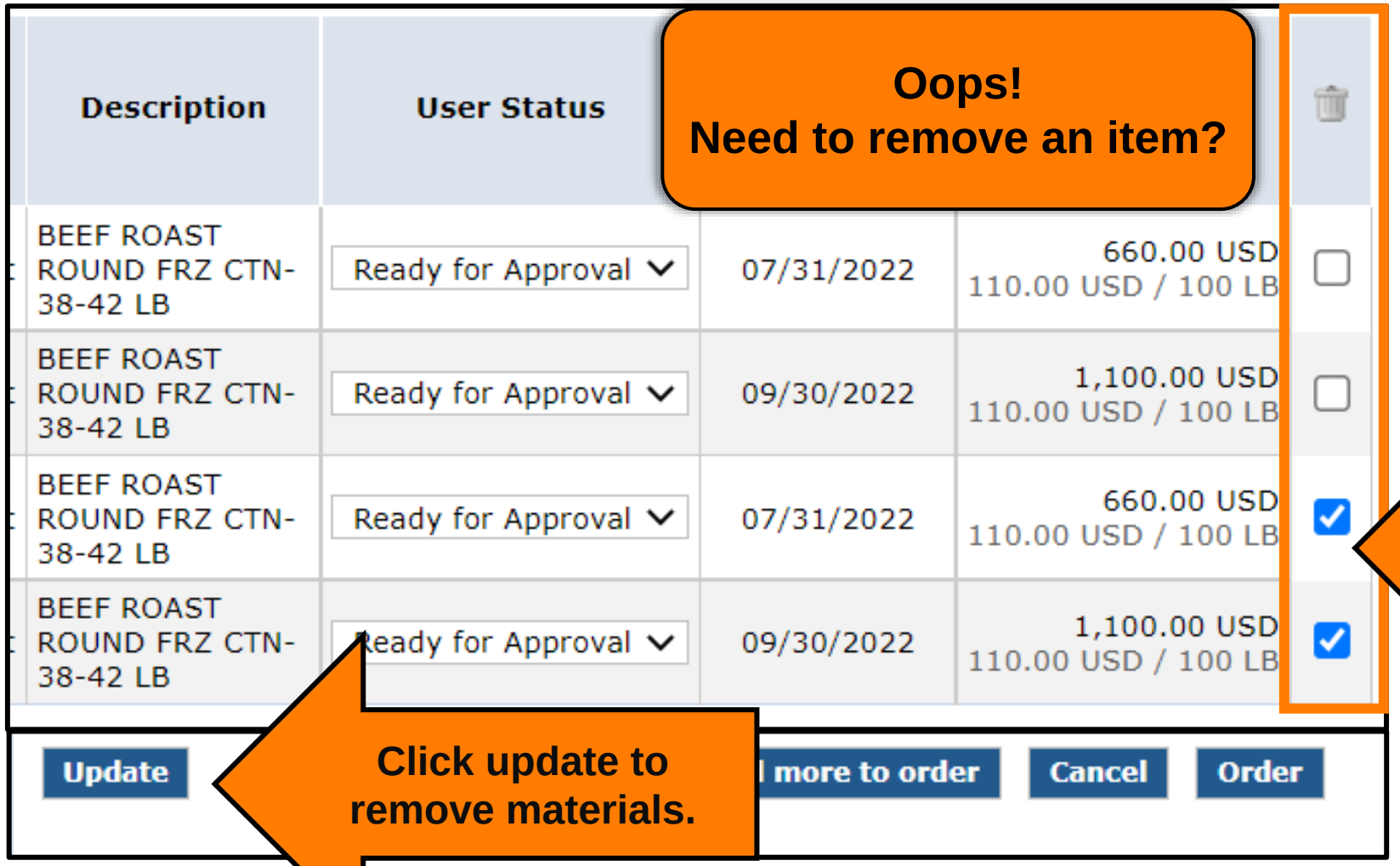
Update

Click Update

Add more to order | Cancel | Order

Direct Delivery via Catalog

Deliver To/Ship-To Apply All



Check the boxes next to materials to remove.

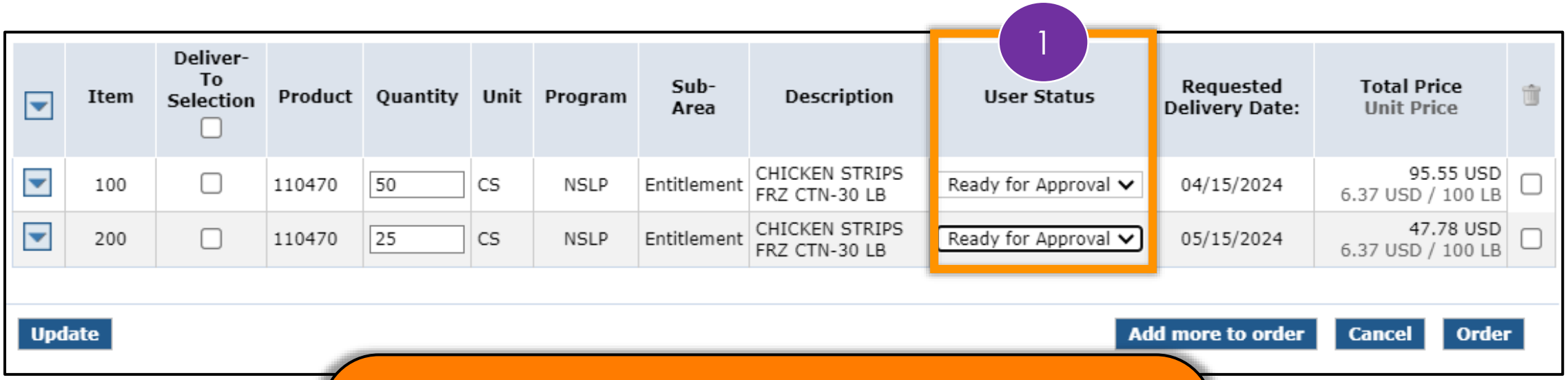
Click update to remove materials.

Update Draft Status

Update To Draft

Update Requisitions to Draft Status to conduct Quality Assurance

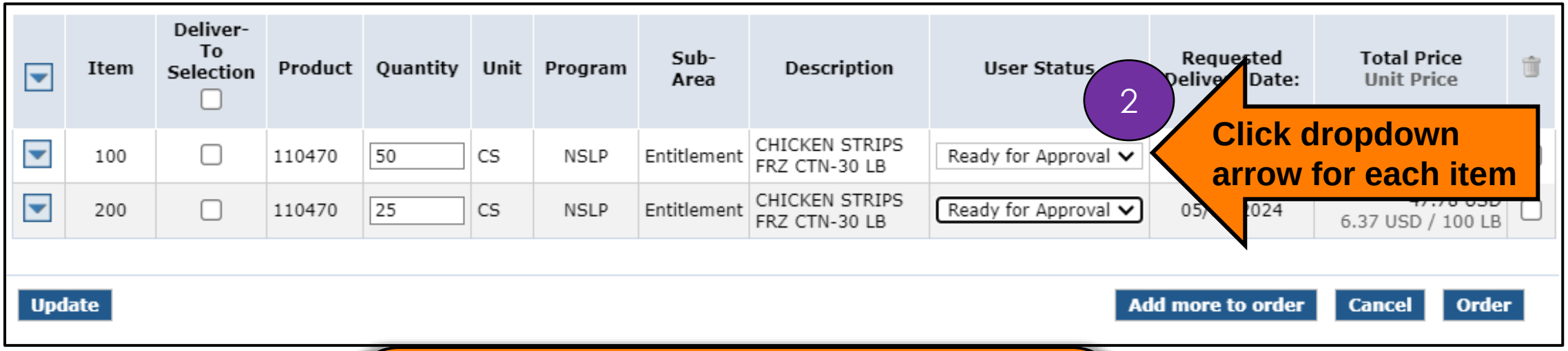
Update Draft Status



	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	
	100		110470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	04/15/2024	95.55 USD 6.37 USD / 100 LB	
	200		110470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	05/15/2024	47.78 USD 6.37 USD / 100 LB	

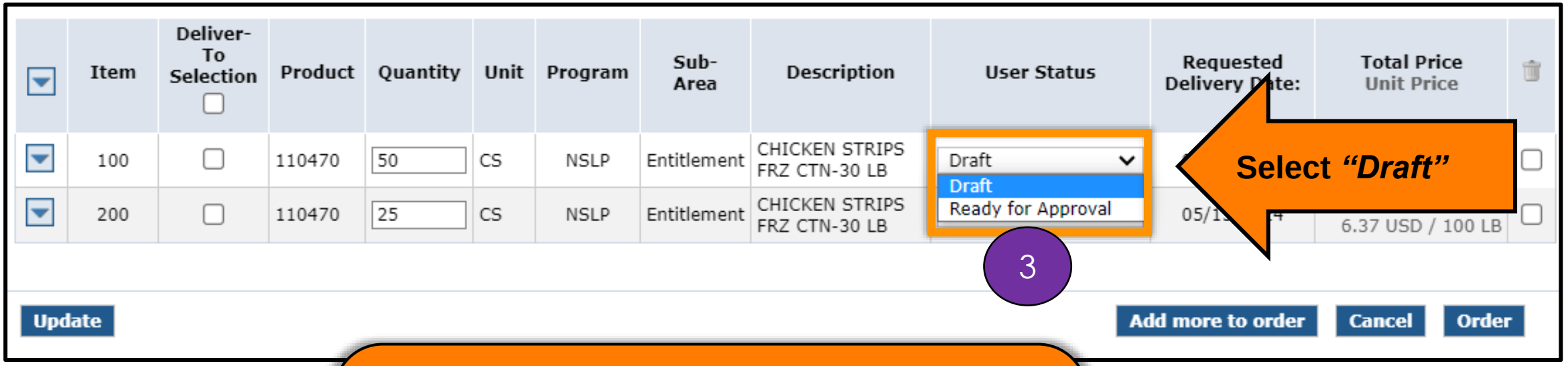
- **Mark requisition as Draft to conduct QA (Quality Assurance Check)**
- **Change "User Status" from "*Ready for Approval*" to "*Draft" status* for each line item**

Update Draft Status



Click dropdown arrow for each line item to change to "*Draft*" *status*

Update Draft Status



Select *"Draft"*

3

Select "*Draft*" from dropdown menu

Update Draft Status

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price
100	☐	110470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	04/15/2024	95.55 USD 6.37 USD / 100 LB
200	☐	110470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	05/15/2024	47.78 USD 6.37 USD / 100 LB

4

Update | Add more to order | Cancel | Order

Confirm *User Status* for every line item is set to "*Draft*"

Update Draft Status

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price / Unit Price
100	☐	110470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	04/15/2024	95.55 USD 6.37 USD / 100 LB
200	☐	110470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	05/15/2024	47.78 USD 6.37 USD / 100 LB

Update

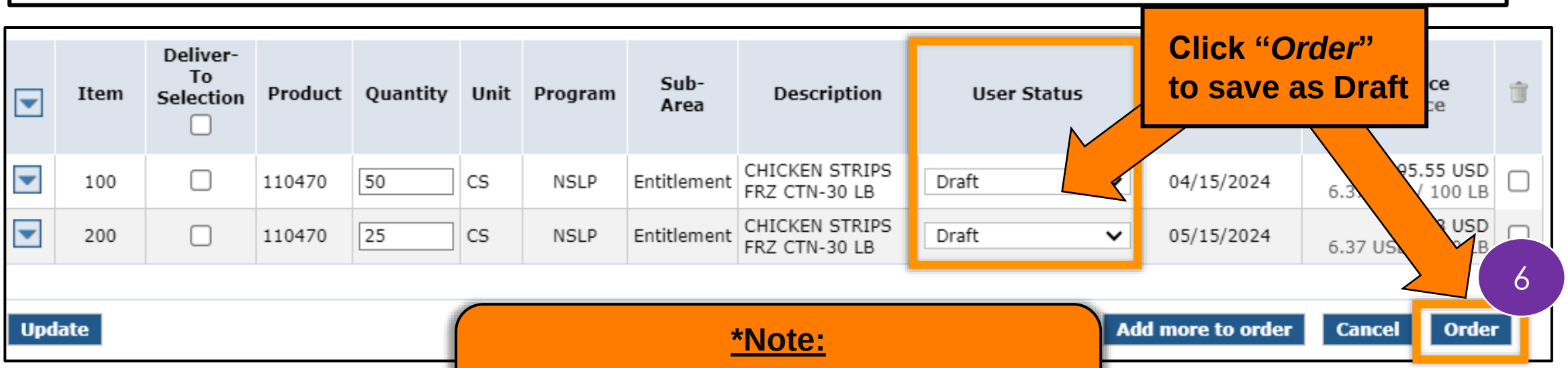
Click Update

5

Add more to order | Cancel | Order

Click "Update" to save each line-item status as "*Draft*"

Submit Requisition As Draft



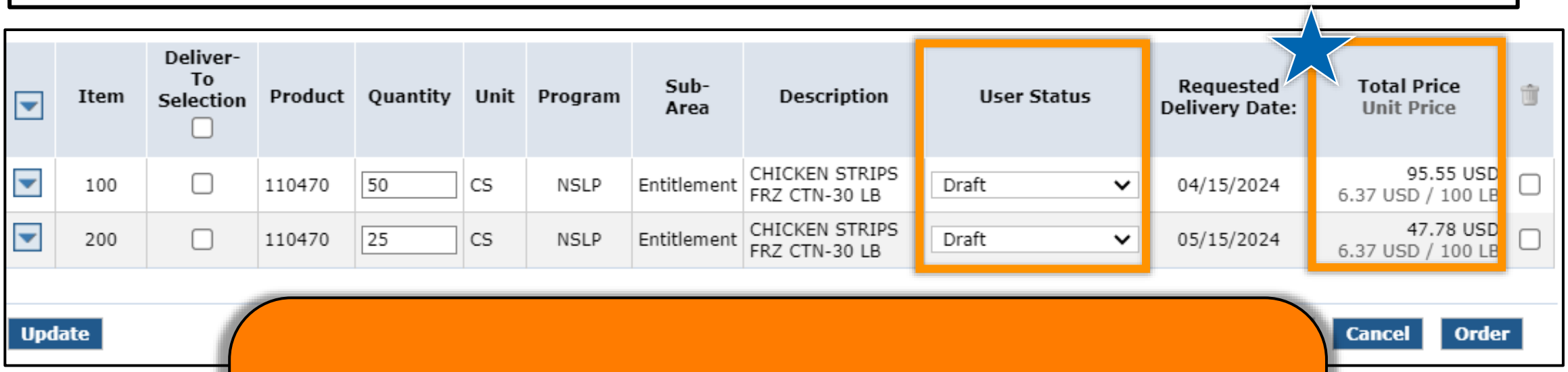
Click "*Order*" to save as Draft

6

***Note:**

TDA cannot review requisitions in Draft

Submit Requisition As Draft



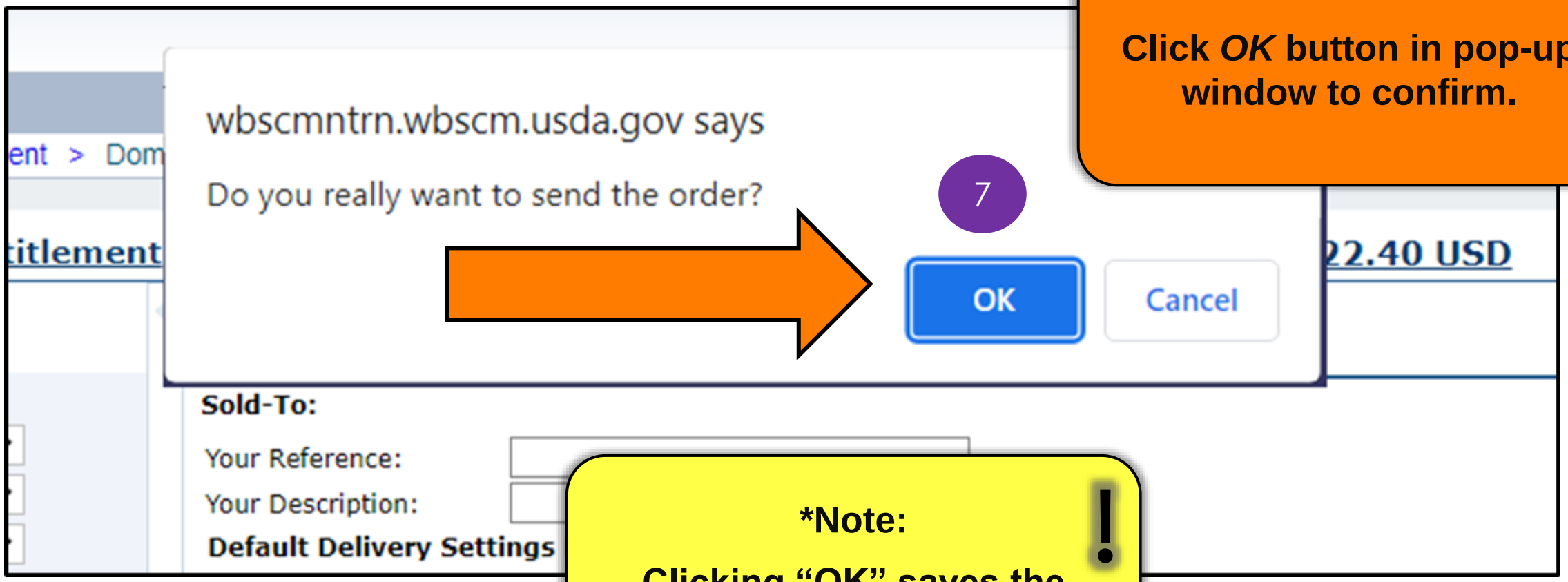
Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price / Unit Price
100	☐	110470	50	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	04/15/2024	95.55 USD 6.37 USD / 100 LB
200	☐	110470	25	CS	NSLP	Entitlement	CHICKEN STRIPS FRZ CTN-30 LB	Draft	05/15/2024	47.78 USD 6.37 USD / 100 LB

Update Cancel Order

When Requisitions Are in Draft Status:

- Requisitions have not been submitted to TDA
- TDA cannot order any materials in “Draft”
- Total price ***does*** count against entitlement balance.

Submit Requisition As Draft

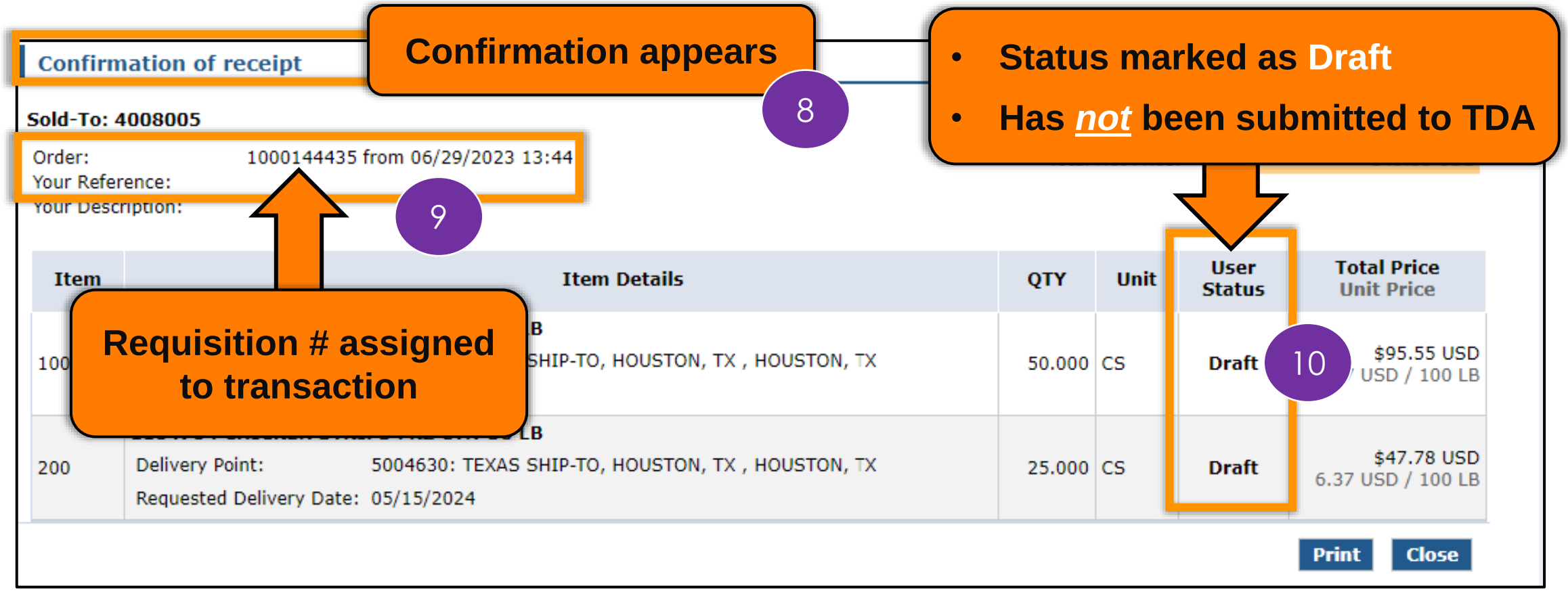


Click *OK* button in pop-up window to confirm.

***Note:**

Clicking "OK" saves the requisition as a Draft

Requisition Draft Receipt Confirmation



Submit Requisition As Draft

Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44
Your Reference:
Your Description:

Total Net Price: 143.33 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	**110470 : CHICKEN STRIPS FRZ CTN-30 LB** Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	**Draft**	$95.55 USD 6.37 USD / 100 LB
200	**110470 : CHICKEN STRIPS FRZ CTN-30 LB** Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2	25.000	CS	**Draft**	$47.78 USD 6.37 USD / 100 LB

Print to conduct Quality Assurance Review

Click Print

Print Close

11

Direct Delivery via Catalog

RA-Assessment:

Visit the link to submit the required assessment

https://forms.office.com/r/fviKeCrYyR

Quality Assurance Checks

Quality Assurance:
Identifying errors *before* submission

Conduct Quality Assurance

1. Select additional staff members to conduct Quality Assurance Checks

2. Use Requisition Checklist for guidance

3. Staff should check requisitions for:
   - ❑ Quantities
   - ❑ Unit of Measure
   - ❑ Ship-To Location
   - ❑ Delivery Dates to selected Ship-To Location

Quality Assurance Check

1

- Retrieve the printed PDF for each Direct Delivery Requisition in Draft status.
- Follow the steps in the next slides to identify errors
- Mark errors on print out to correct in WBSCM later.

6/30/23, 10:44 AM

Confirmation of receipt

SAP Internet Sales - Order Form

Sold-To: 4008005

Order:

Your Reference: 1000144430 from 06/30/2023 10:44

Your Description:

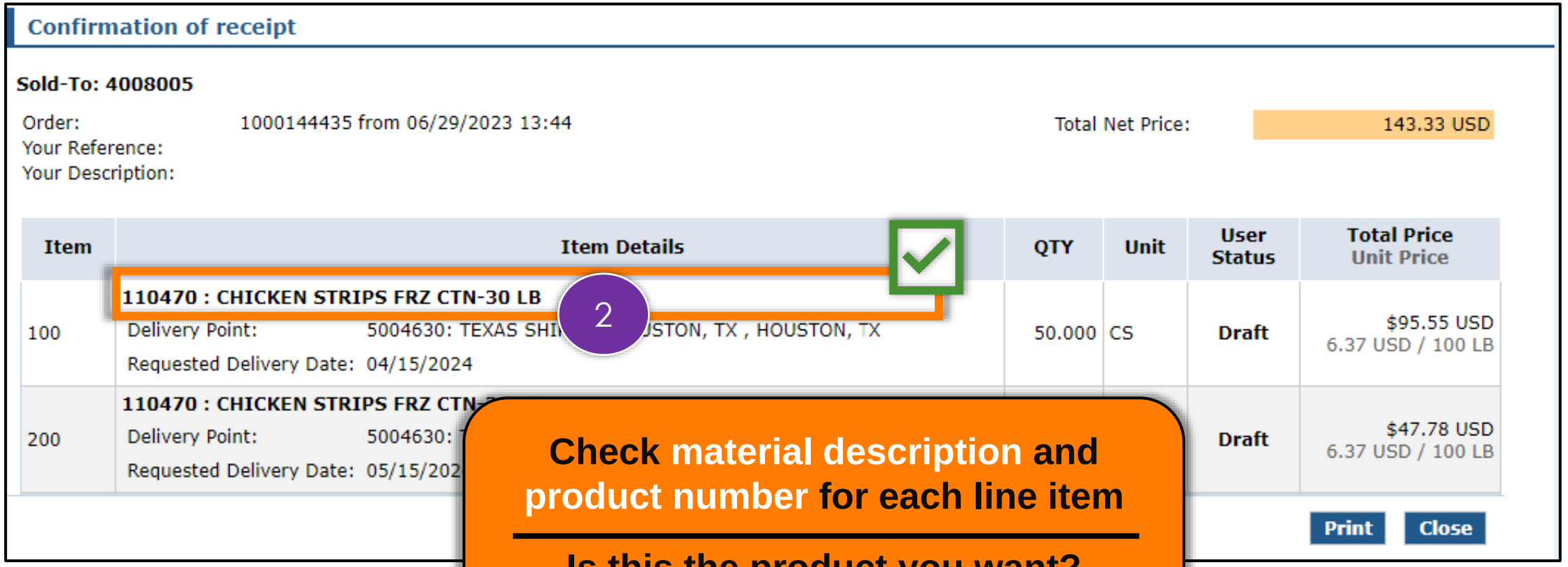
Total Net Price: 3,150.00 USD

Item

Item Details

Item		QTY	Unit	User Status	Total Price / Unit Price
100	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX Requested Delivery Date: , HOUSTON, TX 04/15/2024	50.000	CS	Draft	$2,100.00 USD 140.00 USD / 100 LB
200	100117 : CHICKEN FAJITA STRIPS CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX Requested Delivery Date: , HOUSTON, TX 05/15/2024	25.000	CS	Draft	$1,050.00 USD 140.00 USD / 100 LB

Quality Assurance Check



Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44
Your Reference:
Your Description:

Total Net Price: 143.33 USD

Item	Item Details	QTY	Unit	User Status	Total Price / Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHI…USTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STRIPS FRZ CTN… Delivery Point: 5004630: … Requested Delivery Date: 05/15/202…			Draft	$47.78 USD 6.37 USD / 100 LB

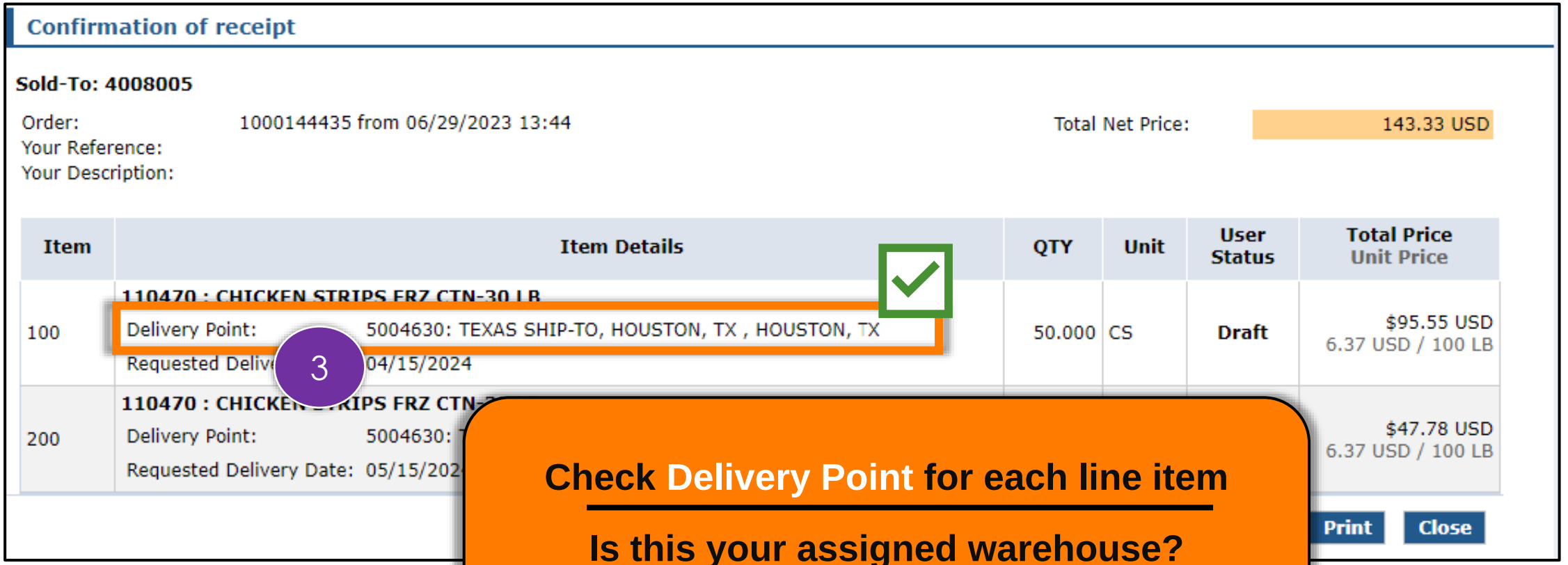
Print Close

2

Check material description and product number for each line item

Is this the product you want?
If “no”, mark for correction.

Quality Assurance Check



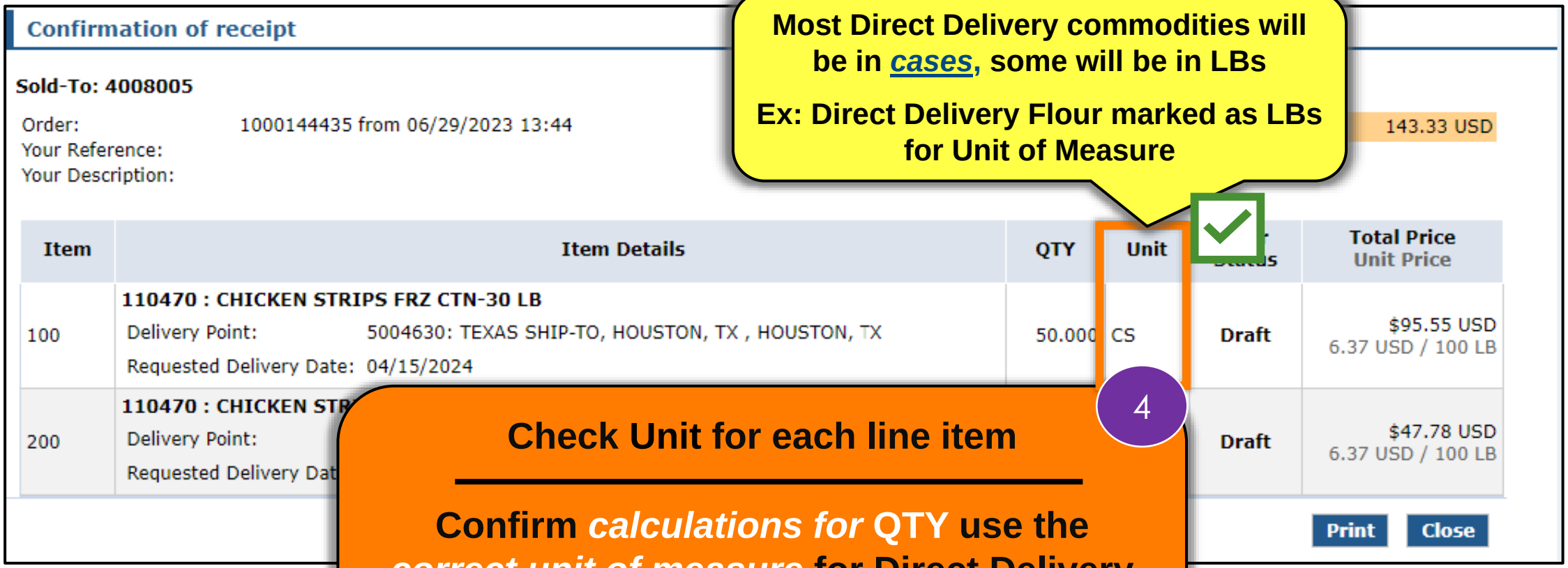
3

Check Delivery Point for each line item

Is this your assigned warehouse?
If "no", mark for correction.

Direct Delivery via Catalog

Quality Assurance Check



Confirmation of receipt

Sold-To: 4008005

Order: 1000144435 from 06/29/2023 13:44
Your Reference:
Your Description:

143.33 USD

Item	Item Details	QTY	Unit	Status	Total Price / Unit Price
100	110470 : CHICKEN STRIPS FRZ CTN-30 LB Delivery Point: 5004630: TEXAS SHIP-TO, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	Draft	$95.55 USD 6.37 USD / 100 LB
200	110470 : CHICKEN STR Delivery Point: Requested Delivery Dat			Draft	$47.78 USD 6.37 USD / 100 LB

Print Close

Most Direct Delivery commodities will be in *cases*, some will be in LBs

Ex: Direct Delivery Flour marked as LBs for Unit of Measure

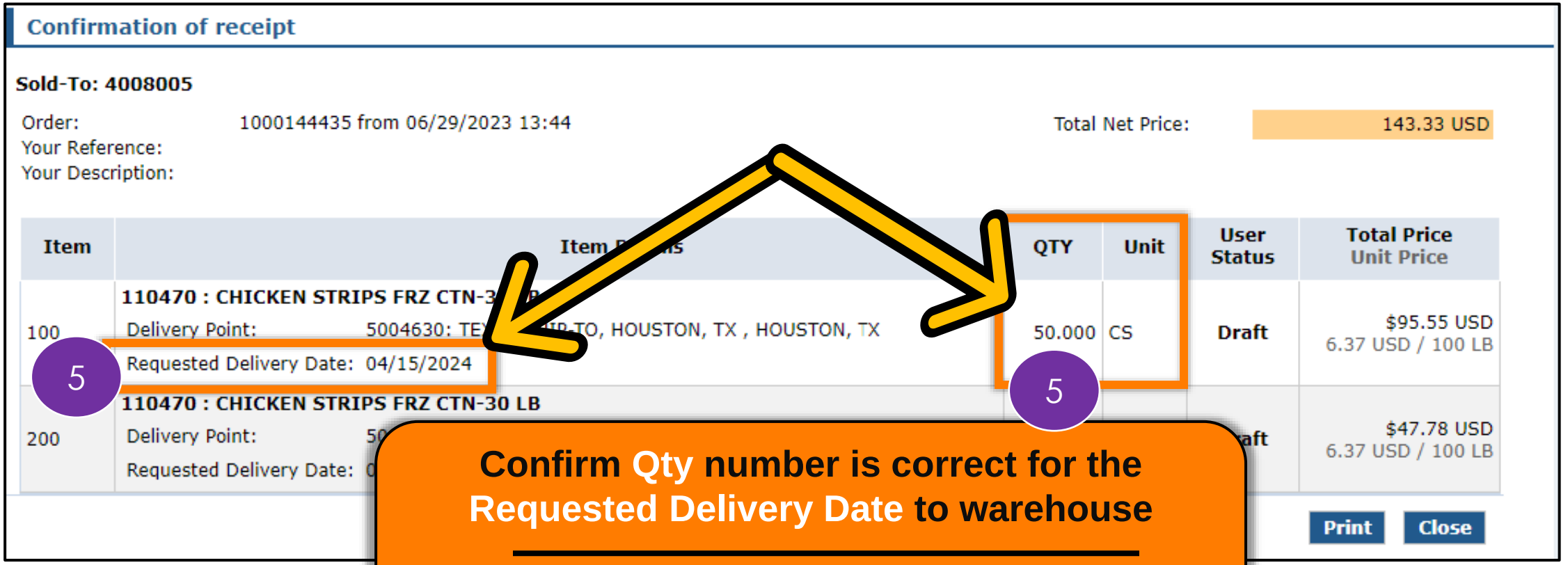
4

Check Unit for each line item

Confirm *calculations for* QTY use the *correct unit of measure* for Direct Delivery

If incorrect, mark for correction and re-calculate QTY.

Quality Assurance Check



Confirm Qty number is correct for the Requested Delivery Date to warehouse

If Qty for Requested Delivery Date not correct, mark for correction

Direct Delivery via Catalog

Quality Assurance Check

Repeat Quality Assurance Check for:

- Each Direct Delivery ***Line Item***
- Each Direct Delivery ***Requisition***

Update Status to Ready for Approval

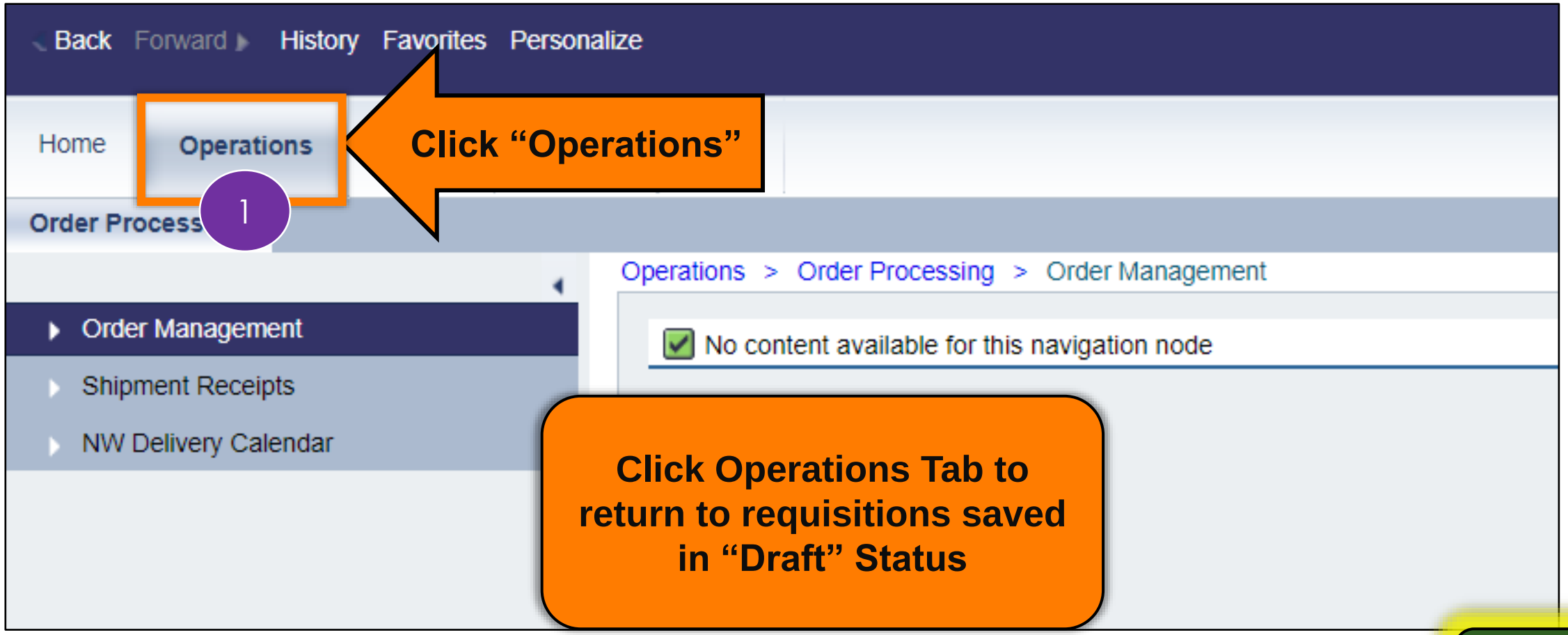
Update Draft Status to Ready for Approval

Update requisitions to "Ready for Approval" for submission to TDA after Quality Assurance Checks are complete.

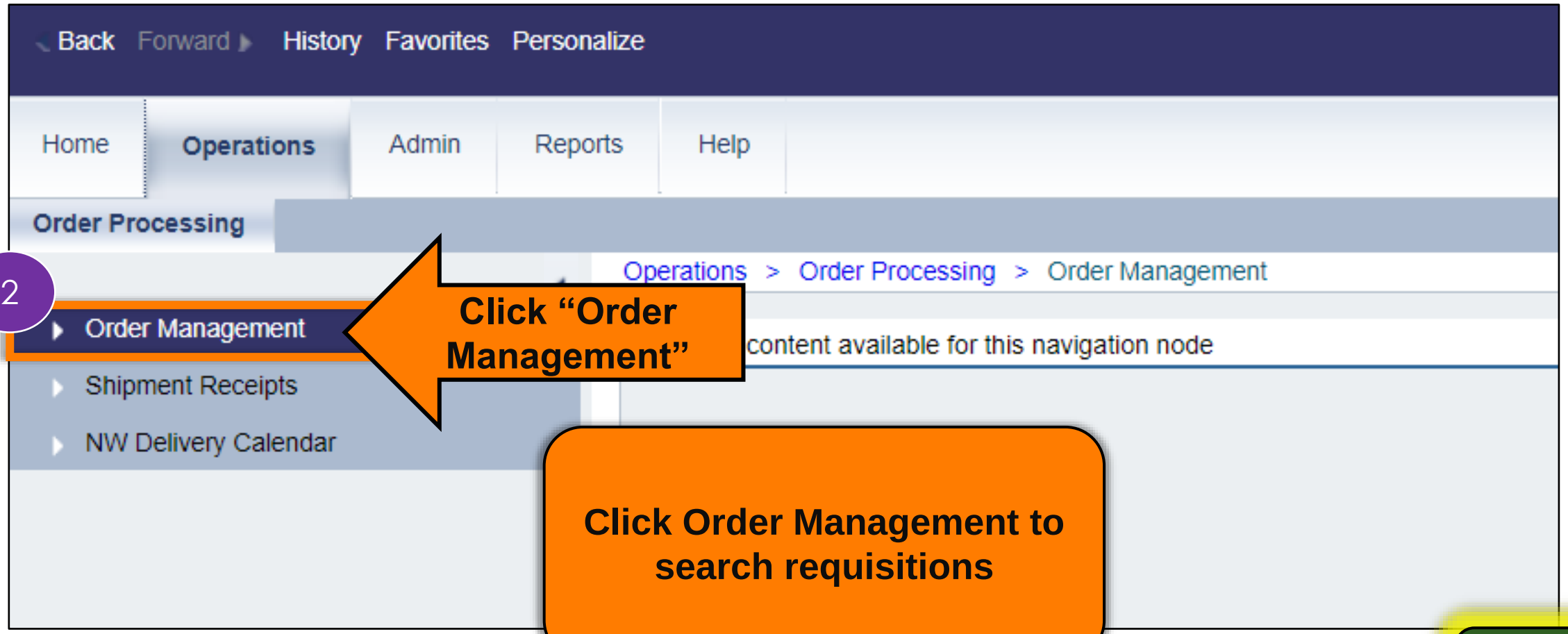
Updating Status to Ready for Approval

Retrieve all Requisition Print Outs used for Quality Assurance checks prior to logging into WBSCM

Ready For Approval

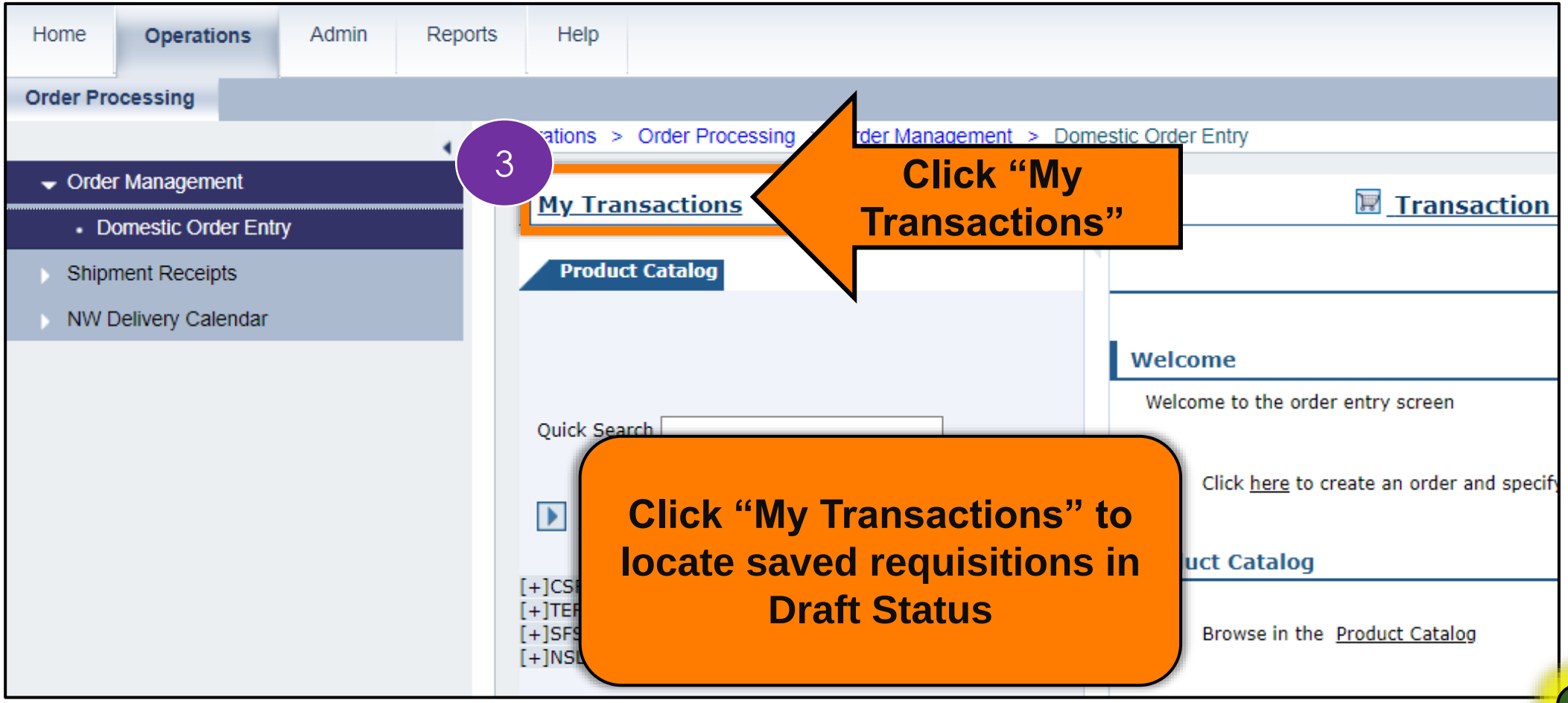


Ready For Approval

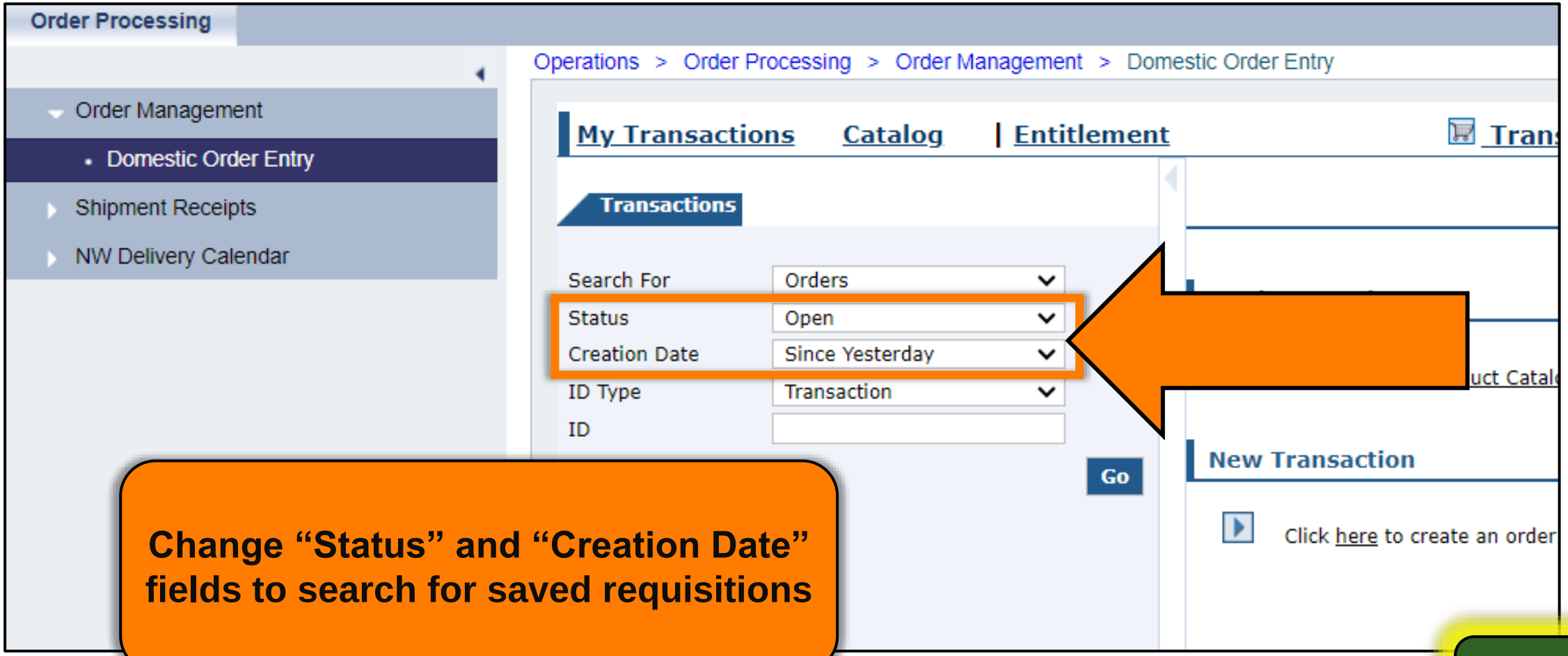


Click Order Management to search requisitions

Ready For Approval

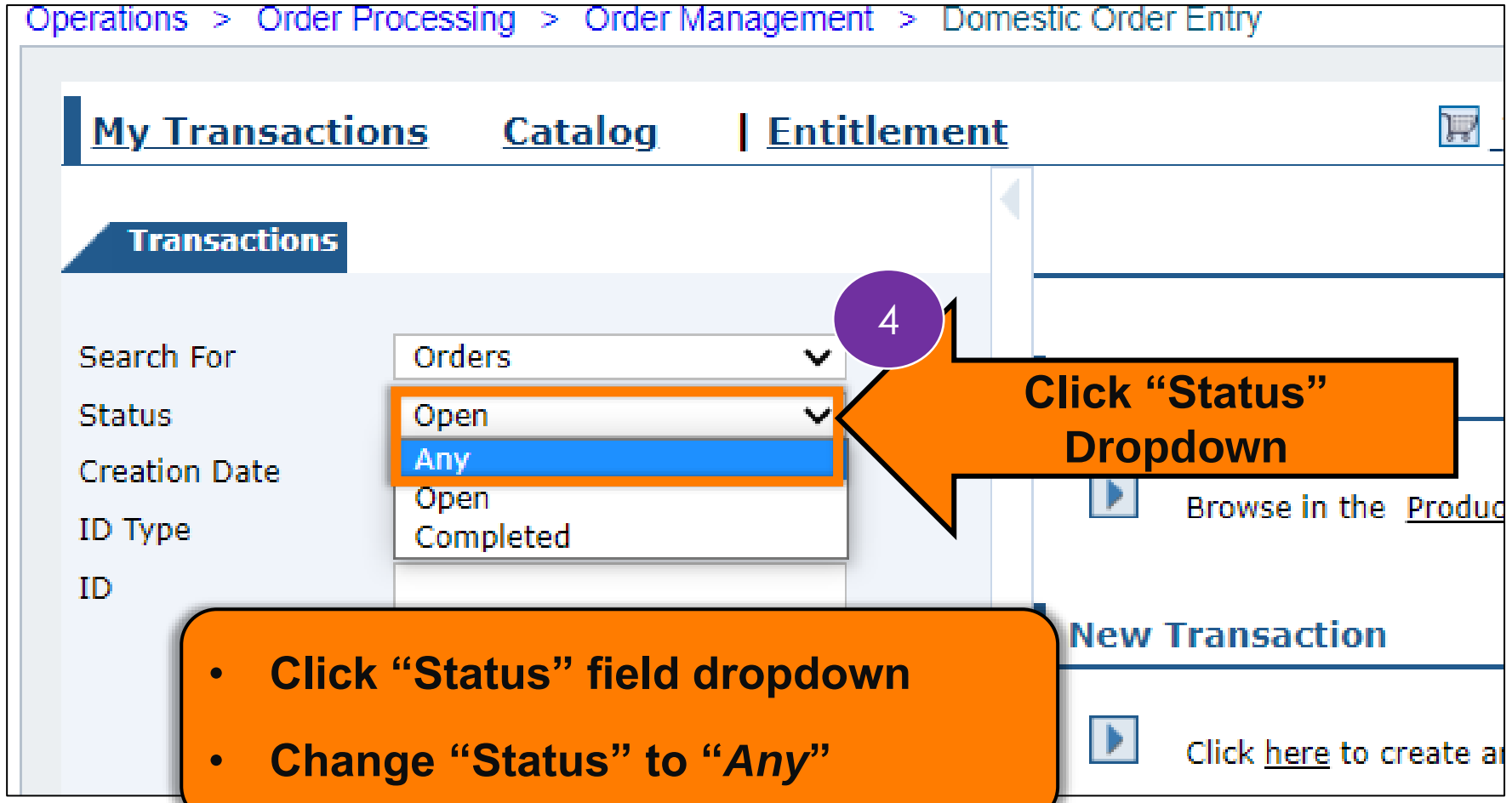


Ready For Approval



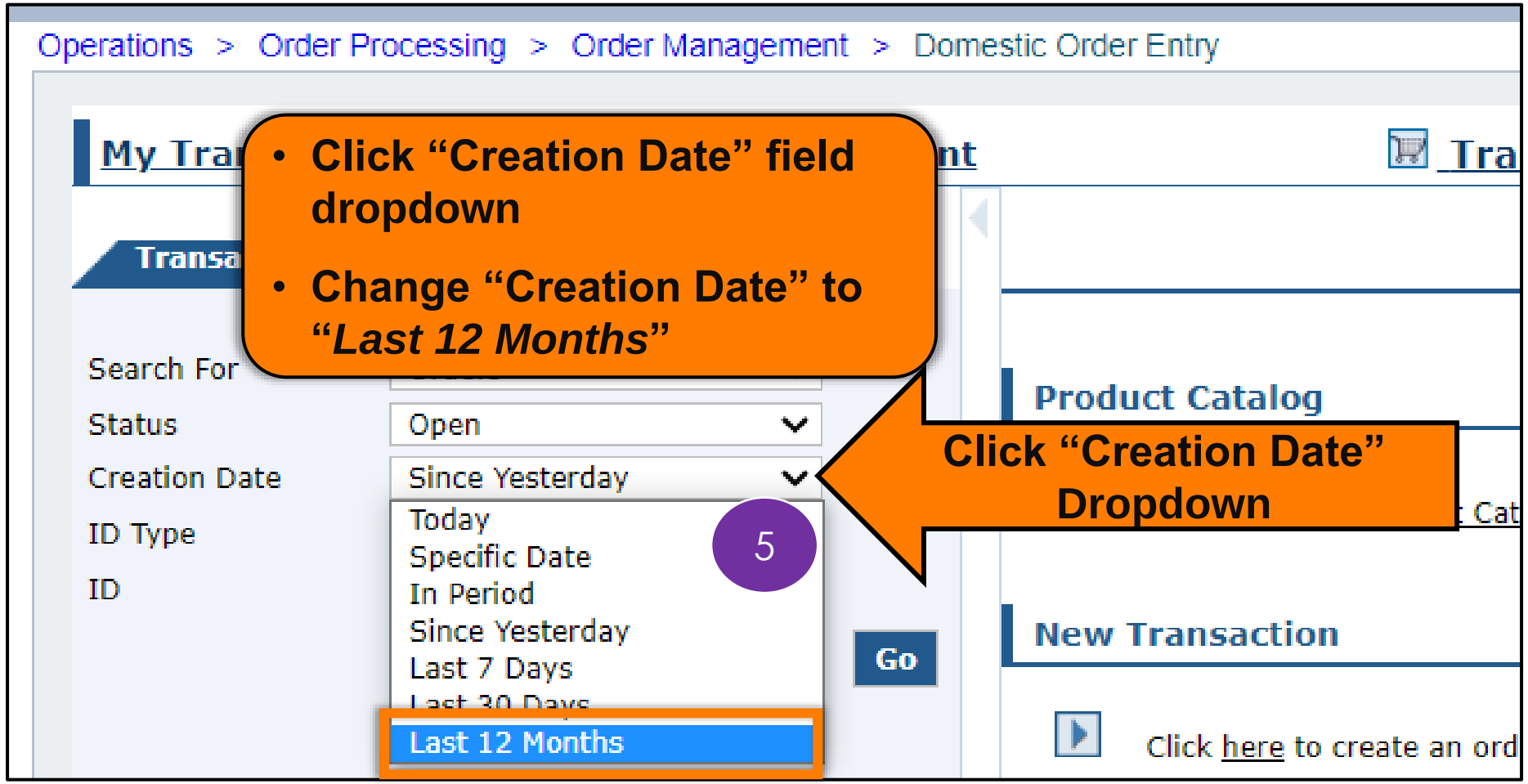
Change "Status" and "Creation Date" fields to search for saved requisitions

Ready For Approval

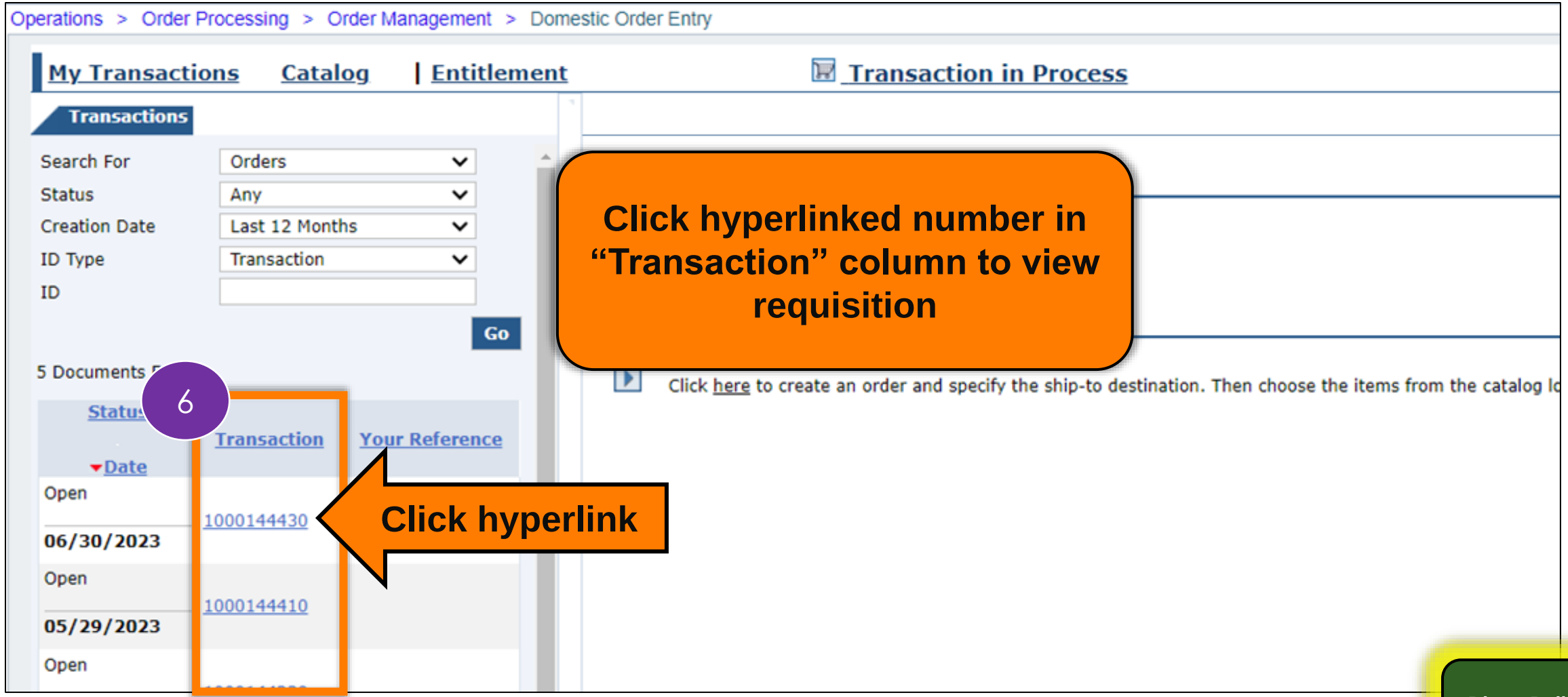


- **Click "Status" field dropdown**
- **Change "Status" to "*Any*"**

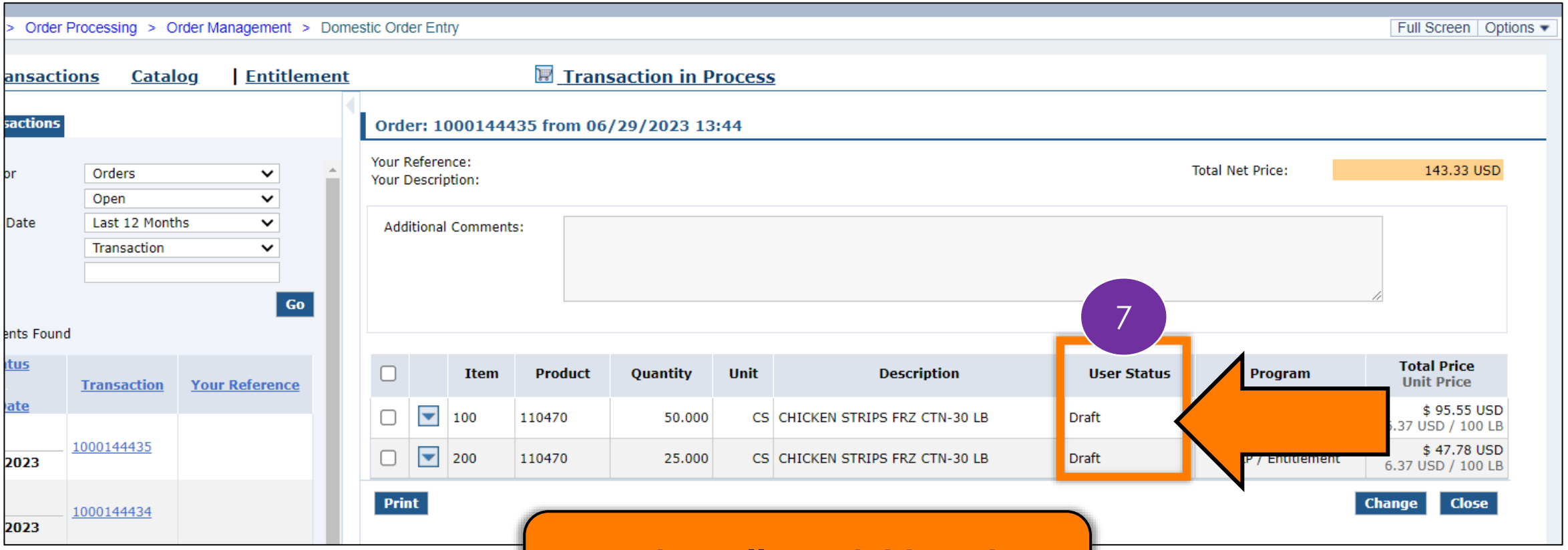
Ready For Approval



Ready For Approval

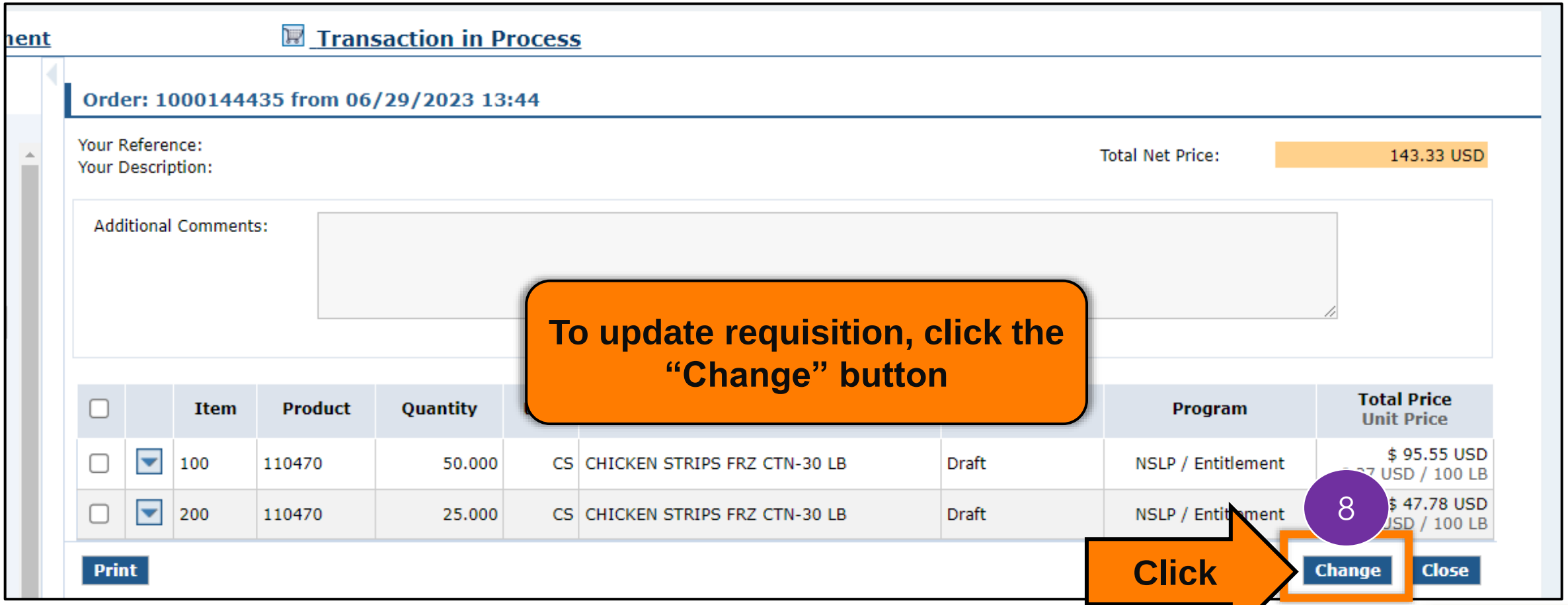


Ready For Approval



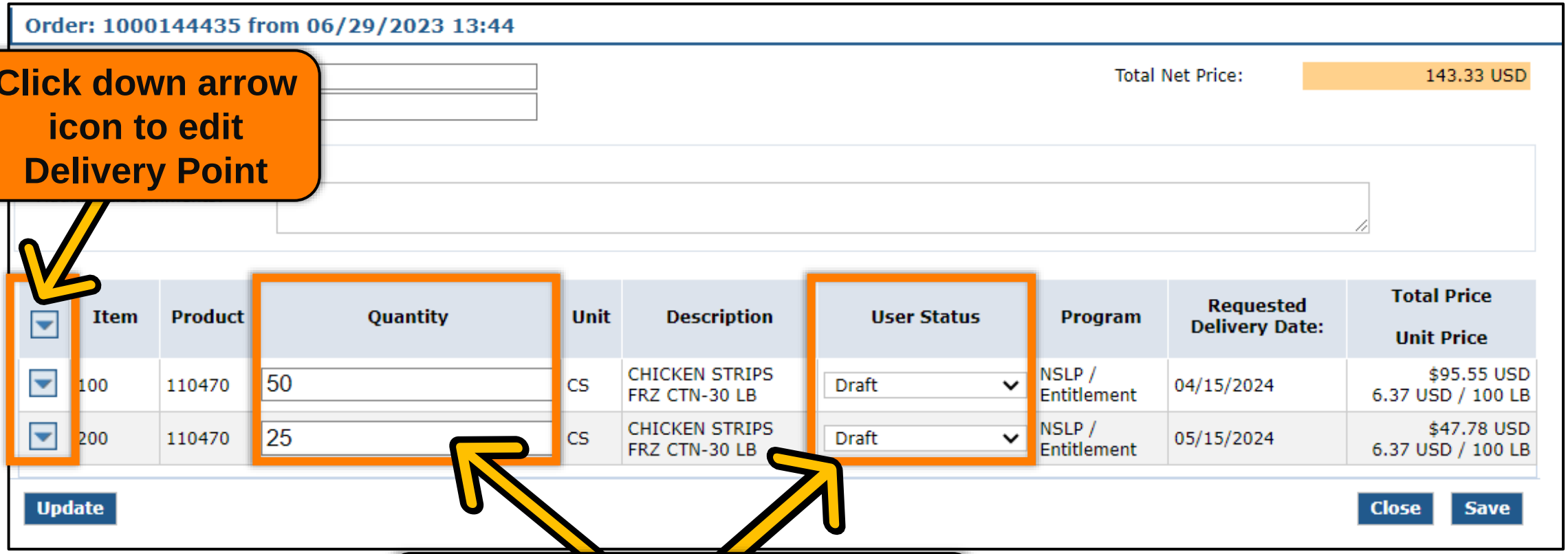
Update all requisitions in "Draft" status

Ready For Approval



Direct Delivery via Catalog

Ready for Approval

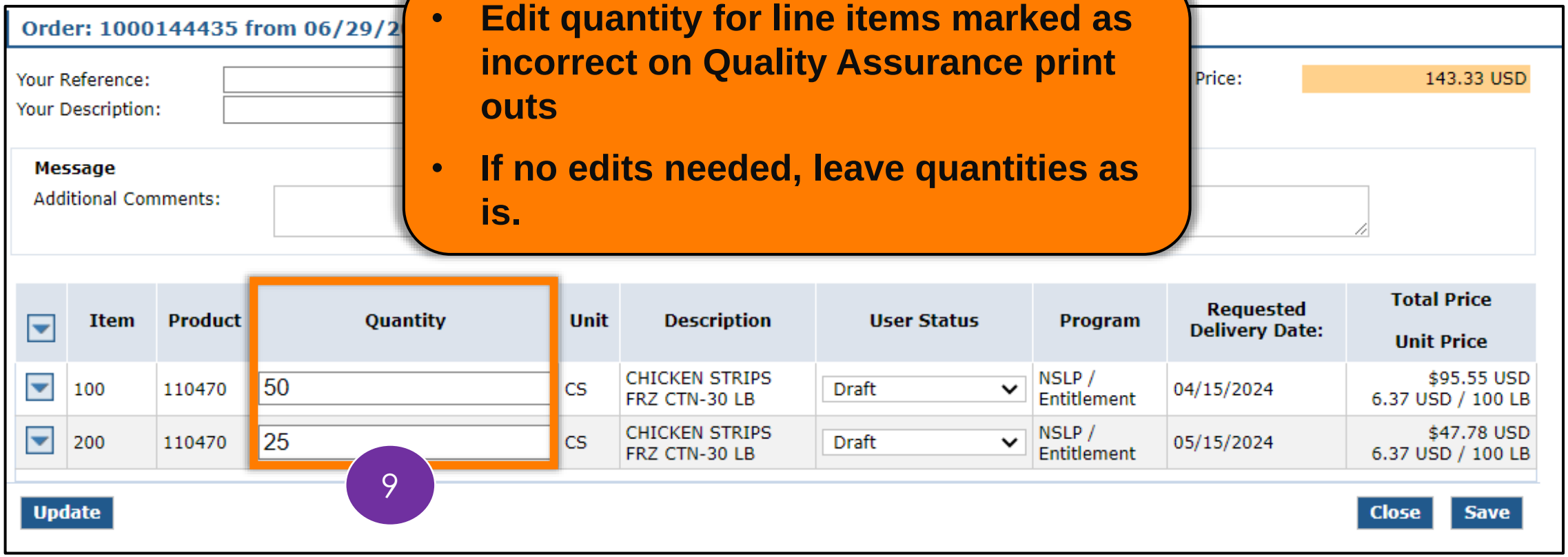


Click down arrow icon to edit Delivery Point

"*Quantity*" and "*User Status*" fields are now editable

Ready for Approval

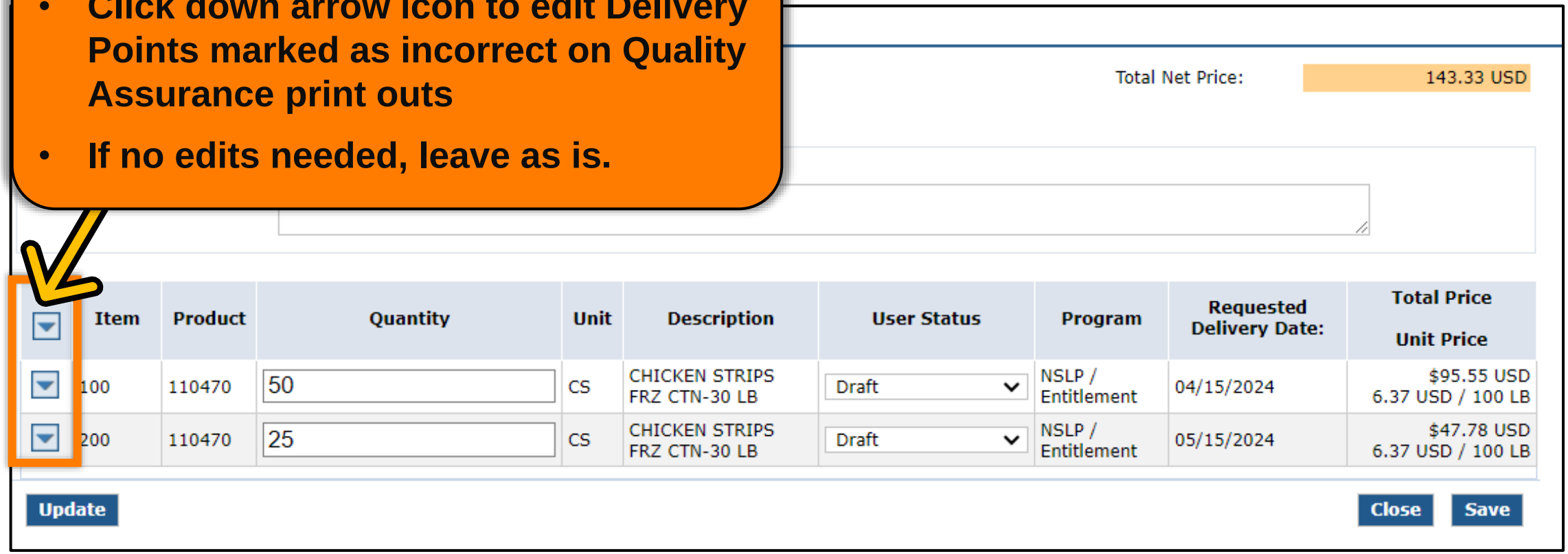
- **Edit quantity for line items marked as incorrect on Quality Assurance print outs**
- **If no edits needed, leave quantities as is.**



Direct Delivery via Catalog

Ready for Approval

- **Click down arrow icon to edit Delivery Points marked as incorrect on Quality Assurance print outs**
- **If no edits needed, leave as is.**

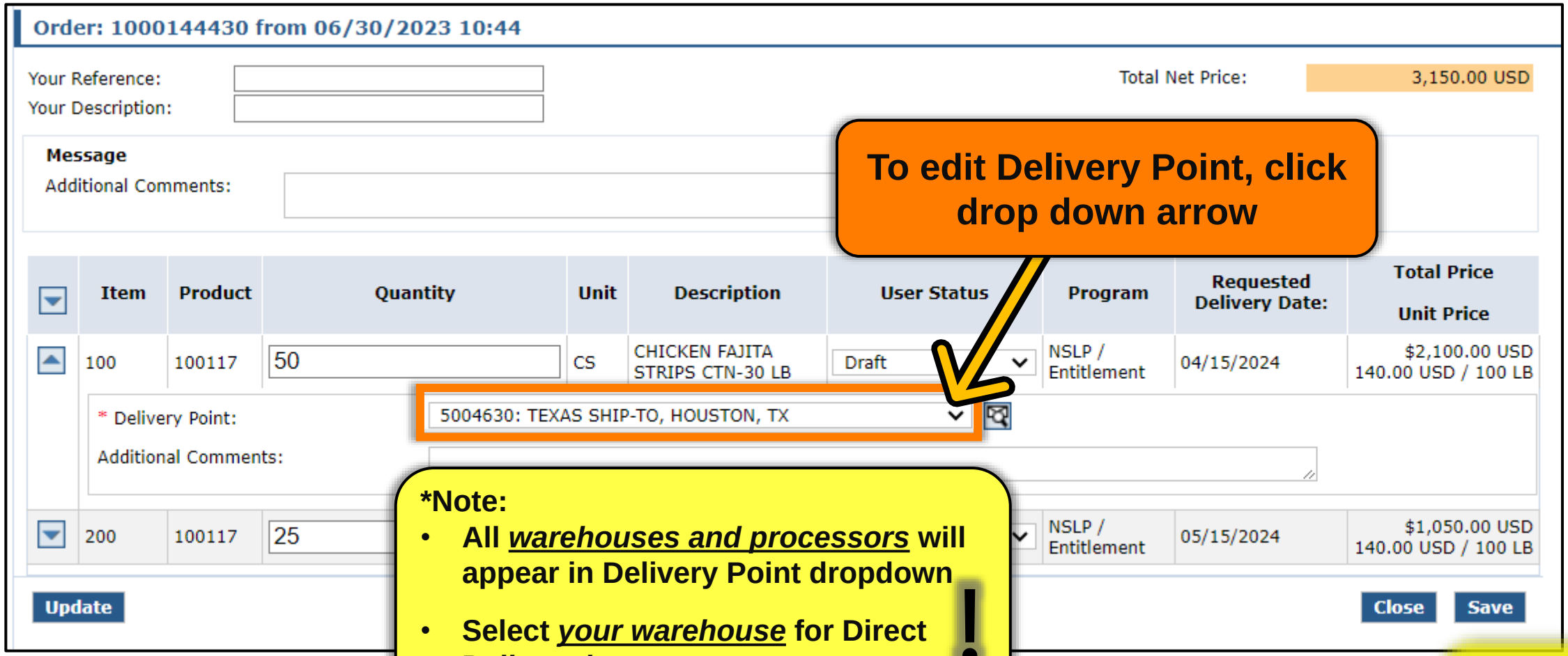


Total Net Price: 143.33 USD

	Item	Product	Quantity	Unit	Description	User Status	Program	Requested Delivery Date:	Total Price Unit Price
	100	110470	50	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft	NSLP / Entitlement	04/15/2024	$95.55 USD 6.37 USD / 100 LB
	200	110470	25	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft	NSLP / Entitlement	05/15/2024	$47.78 USD 6.37 USD / 100 LB

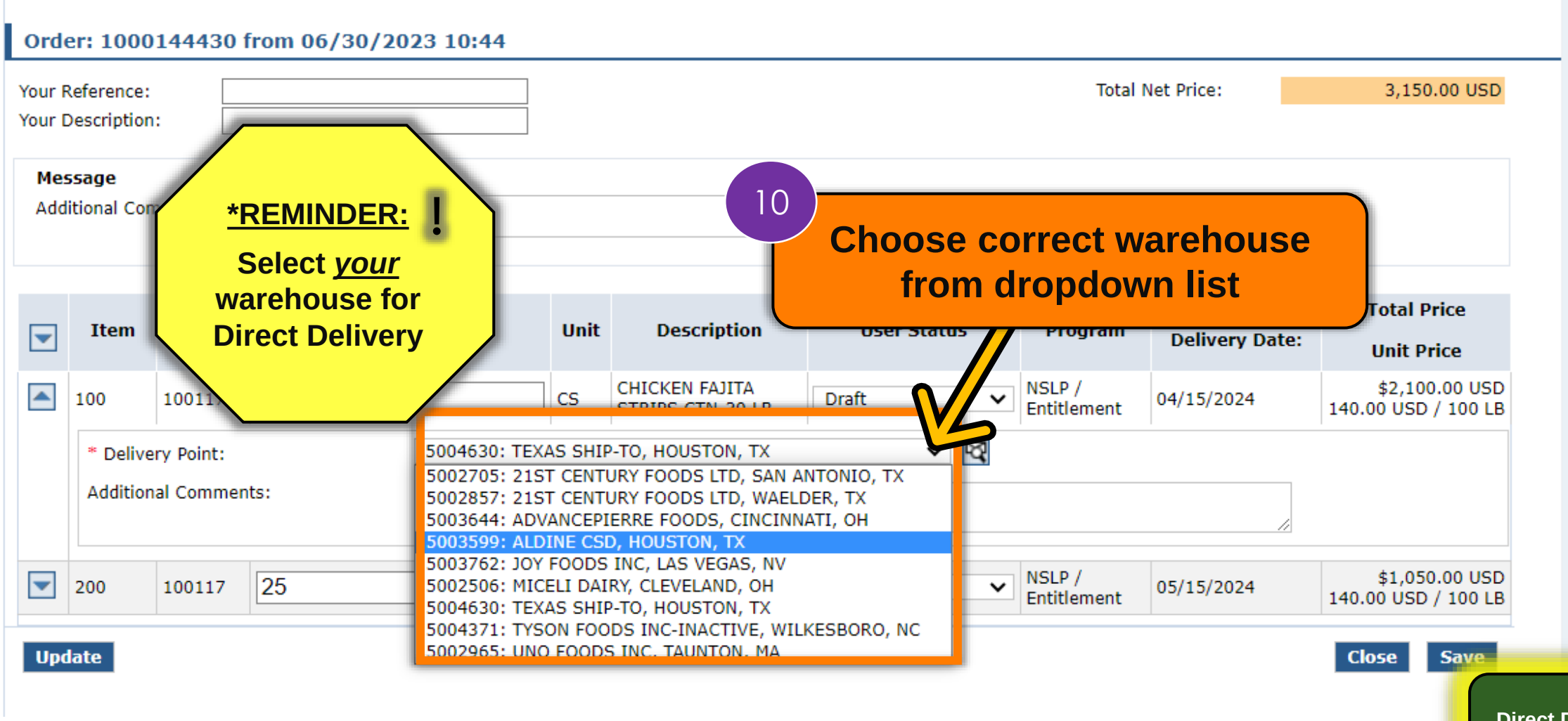
Update Close Save

Ready for Approval



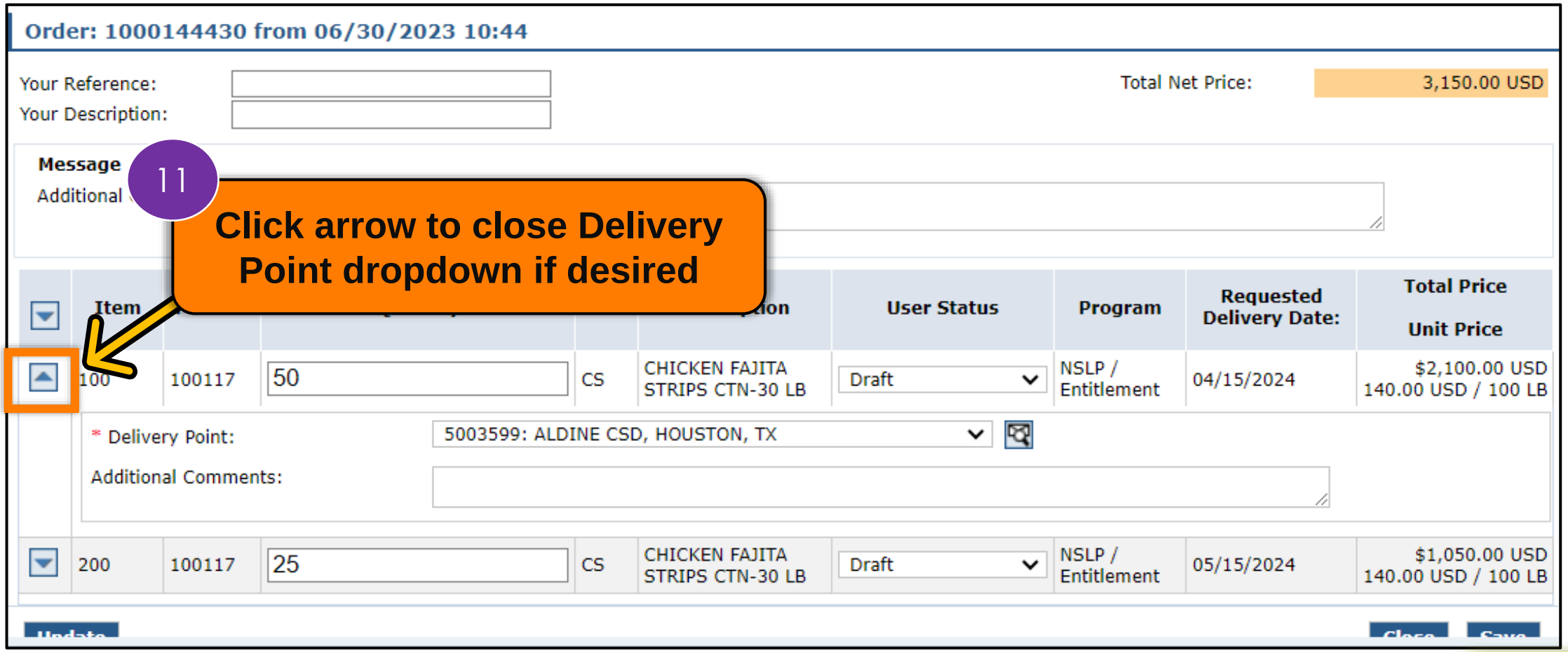
Direct Delivery via Catalog

Ready for Approval



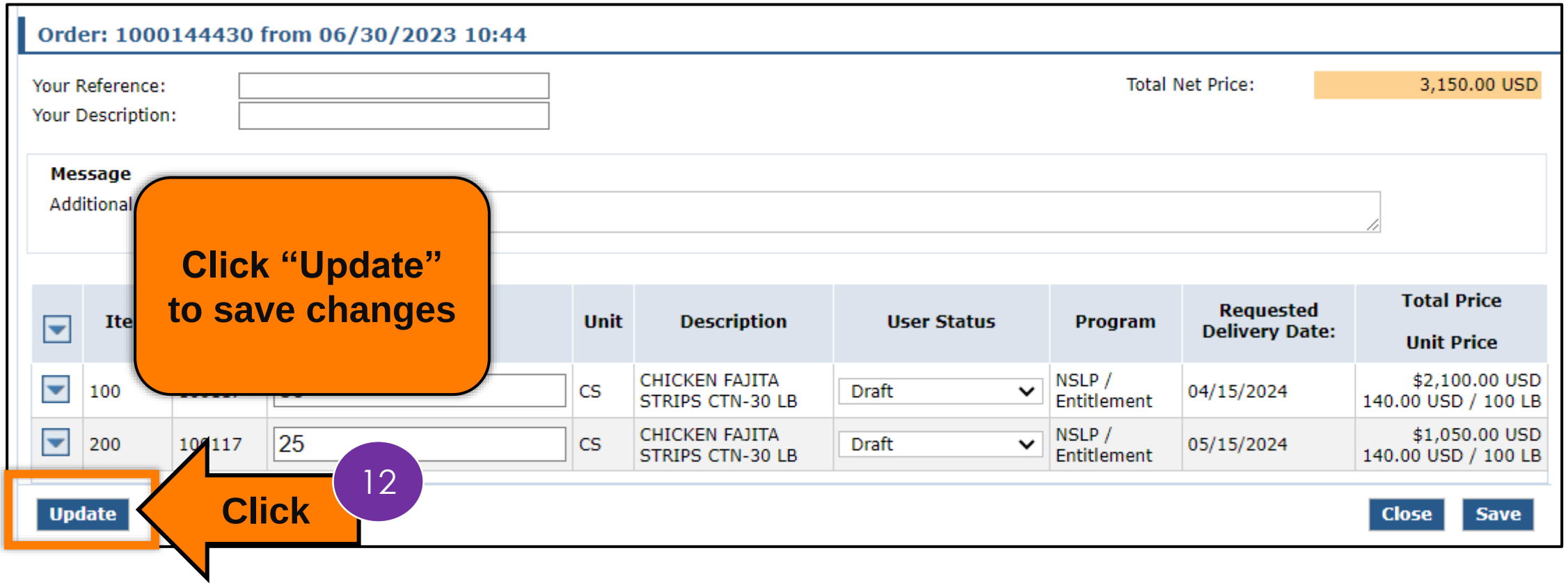
Direct Delivery via Catalog

Ready for Approval



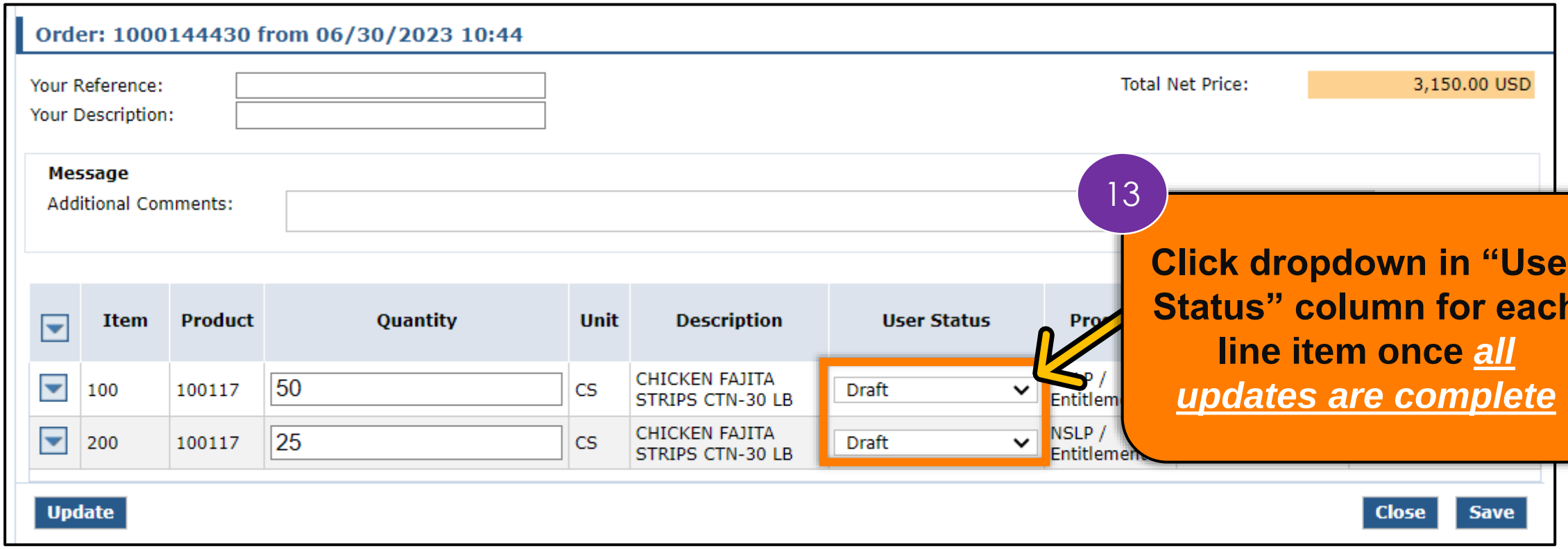
Direct Delivery via Catalog

Ready for Approval



Direct Delivery via Catalog

Ready for Approval



Ready for Approval

Order: 1000144435 from 06/29/2023 13:44

Your Reference:
Your Description:

Total Net Price: 143.33 USD

Message

Additional Comments:

14

Select "Ready for Approval" for each line item

	Item	Product	Quantity	Unit	Description	User Status	Pr		
	100	110470	50	CS	CHICKEN STRIPS FRZ CTN-30 LB	Draft			
	200	110470	25	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval / Cancelled / Draft	NSLP / Entitlement	05/15/2024	$47.78 USD 6.37 USD / 100 LB

Update Close Save

Direct Delivery via Catalog

Ready for Approval

Order: 1000144435 from 06/29/2023 13:44

Your Reference:
Your Description:

Total Net Price: 143.33 USD

Message

Additional Comments:

15

Click "Update" to save "Ready for Approval" status

	Item	Produc			User Status	Program	Requested Delivery Date:	Total Price Unit Price
	100	110470			Ready for Approval	NSLP / Entitlement	04/15/2024	$95.55 USD 6.37 USD / 100 LB
	200	11[illegible]0	25	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP / Entitlement	05/15/2024	$47.78 USD 6.37 USD / 100 LB

Update Close Save

Direct Delivery via Catalog

Submit Requisition

Order: 1000144435 from 06/29/2023 13:44

Your Reference:
Your Description:

Total Net Price: 143.33 USD

Message

Additional Comments:

	Item	Product	Quantity	Unit	Description	User Status		Total Price
	100	110470	50	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP Entitl	
	200	110470	25	CS	CHICKEN STRIPS FRZ CTN-30 LB	Ready for Approval	NSLP Entitlement	.37 USD / 100 LB

Update

16

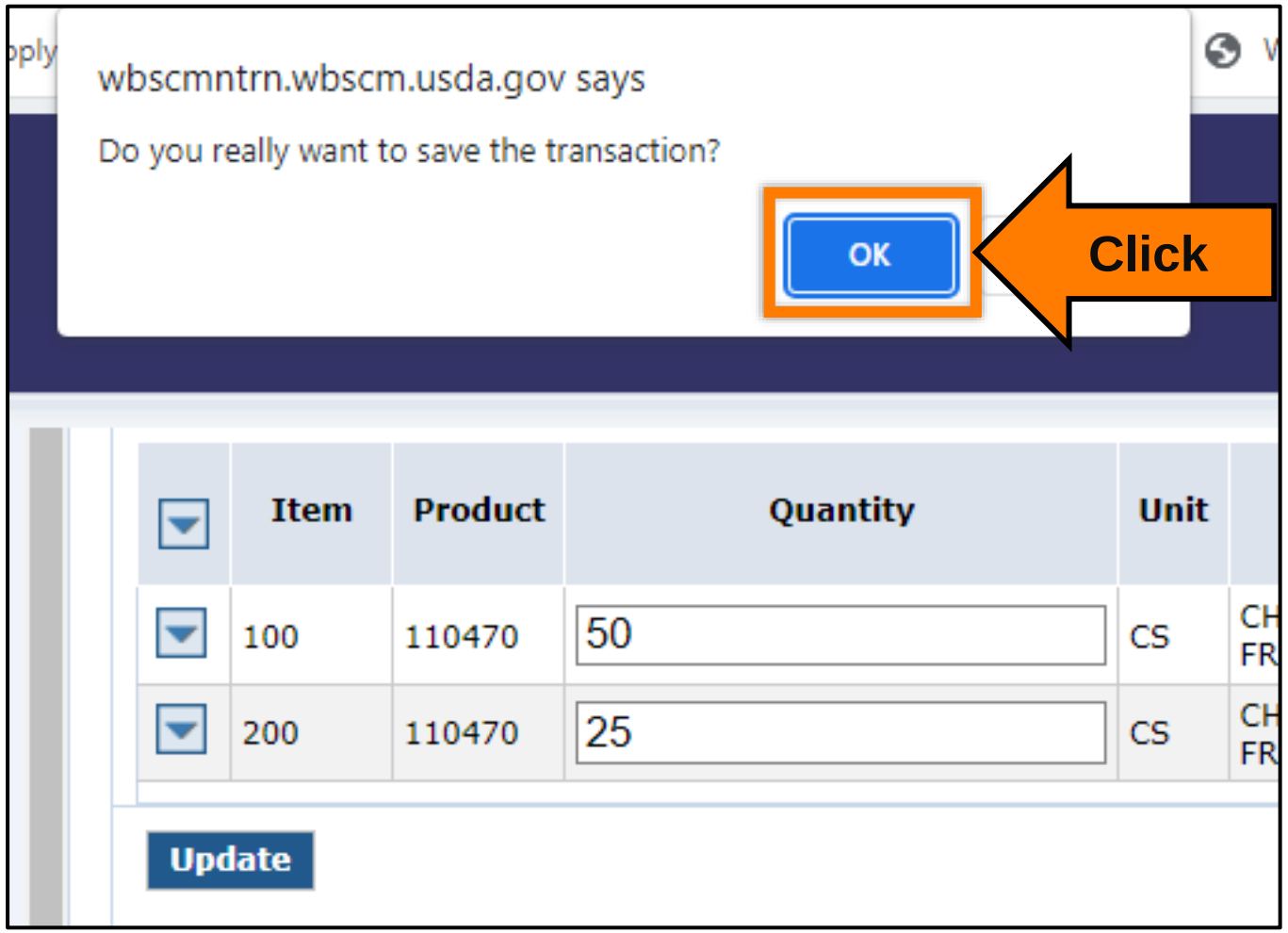
Click "Save" to submit to TDA for review

Click

Save

Direct Delivery via Catalog

Submit Requisition



17

Click "OK" at top of screen to submit to TDA for review

Submit Requisition

Confirmation of receipt with User Status marked "Ready for Approval" displayed

Confirmation of receipt

Sold-To: 4008005

Order: 1000144430 from 06/30/2023 10:44

3,150.00 USD

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	**100117 : CHICKEN FAJITA STRIPS CTN-30 LB** Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	**Ready for Approval**	$2,100.00 USD 140.00 USD / 100 LB
200	**100117 : CHICKEN FAJITA STRIPS CTN-30 LB** Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	**Ready for Approval**	$1,050.00 USD 140.00 USD / 100 LB

Print Close

Submit Requisition

Confirmation of receipt

Sold-To: 4008005

Order: 1000144430 from 06/30/2023 10:44
Your Reference:
Your Description:

Total Net Price: 3,150.00 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	**100117 : CHICKEN FAJITA STRIPS CTN-30 LB** Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 04/15/2024	50.000	CS	**Ready for Approval**	$2,100.00 USD 140.00 USD / 100 LB
200	**100117 : CHICKEN FAJITA STRIPS CTN-30 LB** Delivery Point: 5003599: ALDINE CSD, HOUSTON, TX , HOUSTON, TX Requested Delivery Date: 05/15/2024	25.000	CS	**Ready for Approval**	$1,050.00 USD 140.00 USD / 100 LB

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Click *Print* button to print requisition for user's records as appropriate

Click

Print Close

Ready for Approval

Repeat Update to “Ready for Approval” for each Direct Delivery Requisition

Questions?

Recall, Reflect, and Release

Visit the link to submit your response.

https://bit.ly/3CU2g4F

Lab Time:

For WBSCM Resources

Visit WBSCM Transition Page

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

Contact Us

https://squaremeals.org/Programs/FDPWBSCMTransitionProject.aspx

Contact Your Education Service Center