


Processing via Extended Search

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

1

Processing Diversion via Extended Search

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



Proceed to Table 2



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Food and Nutrition Division
 National School Lunch Program

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2

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

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