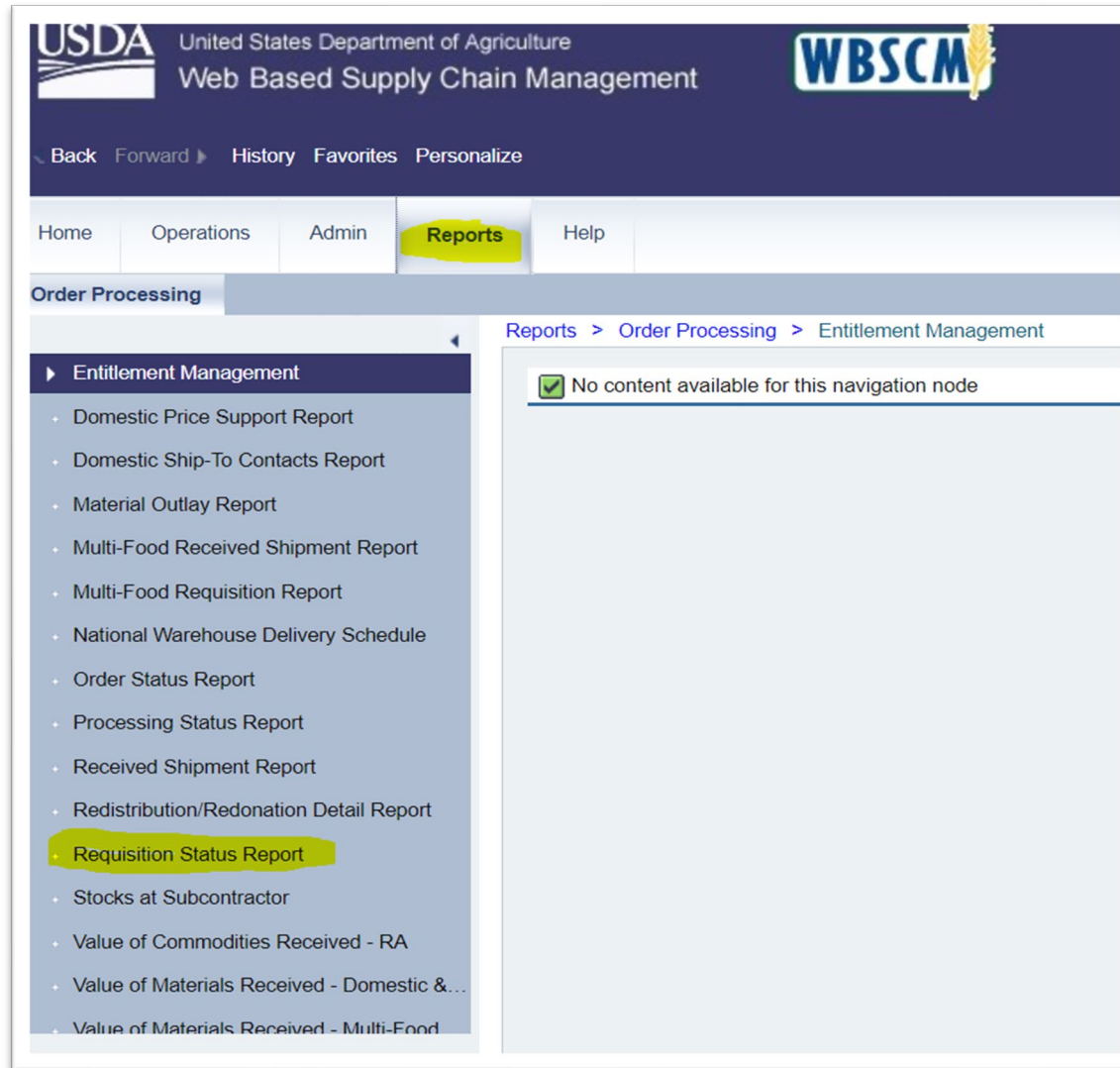# Running a Requisition Status Report in WBSCM

Running a Requisition Status Report

The Requisition Status Report shows schools the current status of their order. It can be used to see if ordered items have been submitted to USDA or cancelled, if delivery dates have been changed, or if items have been delivered to the warehouse.

Accessing Requisition Status Report

1. Log into WBSCM

2. Click on the "Reports" tab near the top of the page.

3. In the "Detailed Navigation" box, click on "Requisition Status Report"

Entering Query Data

4. Fill in the following information:

. Enter 'NSLP' for Program
. Enter the dates for the school year in the 'Requested Delivery Date' boxes. Example: for the school year starting July 2024, enter "07/01/2024" to "06/30/2025" *You do not need to fill in any other boxes.*

5. Click 'Print PDF Output' <u>or</u> click 'Execute' button and then export to Excel

Reports > Order Processing > Requisition Status Report

Welcome to Requisition Status Report

All required fields are marked with a red asterisk (*). Dates are formatted as: MM/DD/YYYY.

Search Criteria

Execute | Reset | Print to PDF | ℹ

Shc

Program:	◇	NSLP			
Req. Delivery Date:	◇	07/01/2024		To	06/30/2025
Material:	◇			To	
Sold-To Party:	◇				
Ship-To Party:	◇				
Region:	◇			To	
Req/Redist. Number:	◇			To	
Req/Redist. Doc.Type:	◇				
Req/Redist. # Status:	◇				
Req. Entitle / Bonus:	◇				
Sales Order Number:	◇			To	
Purchase Order:	◇			To	

Print/Save or Export the Report

You can Print to PDF or Export in excel format

Reports > Order Processing > Requisition Status Report   Full Screen | Optio

Requisition Status Report

⬅ Go Back | 📄 Print to PDF | ℹ

View: REQUISITION_STA... ▼ | Export ▾   ▶ 👤

Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party
ZREQ	1000551227	100	Approved by SDA	4000555	OR Dept. of Education		5006059
	1000551747		Approved by SDA		OR Dept. of Education		5006059
	1000552810		Cancelled		OR Dept. of Education		5006059
	1000583676		Cancelled		OR Dept. of Education		5006059
		200	Cancelled		OR Dept. of Education		5006059

Requisition Status Report

The "Req./ Redis. Status" column shows the current status of your order for that item. Status will progress using different status texts due to the life cycle of the order through the USDA Foods Supply Chain.
Go to the next slide to understand status changes.

Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent.(E) Bonus(B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000551227 100 ZREQ	Approved by SDA	08/31/2023	NSLP	E	195	CS	5006059 GS Foods CLACKAMAS OR	100348 CORN FRZ CTN-30 LB	$4,436.06	5000778917 100	Order Received Date RCVD: 08/17/2023
1000551747 100 ZREQ	Approved by SDA	08/15/2023	NSLP	E	31	CS	5006059 GS Foods CLACKAMAS OR	100261 APRICOT FRZ CUP-96/4.5 OZ	$1,382.20	5000779703 100	Order Received Date RCVD: 08/10/2023
1000552810 100 ZREQ	Cancelled	08/31/2023	NSLP	E	276	CS	5006059 GS Foods CLACKAMAS OR	110763 PEAS GREEN FRZ CTN-12/2.5 LB	$0.00		
1000583676	Cancelled	07/15/2023	NSLP	E	902	CS	5006059	100212	$0.00		

Understanding Status Changes

Status	What does it mean
Ready for Approval	Orders in WBSCM. ODE has to approve.
Approved by SDA	ODE has approved and submitted full trucks to USDA.
Approved by SPAgency	Approved by USDA.
On invitation	USDA purchasing activities.
Purchased	USDA has purchased the products, price is locked, and food is shipped.
Order Received	USDA Foods has arrived at the State Warehouse.
Cancelled	Order is cancelled.
Returned by: SDA/SPAgency/FSA/AMS	Order is returned for changes.

USDA Foods Order Life Cycle