ODE USDA Foods Direct Delivery Transfer Post

Per CFR 7 Part 250, USDA Foods ordered in WBSCM by the Recipient Agencies (RAs) during the annual ordering period must be ordered and distributed only in amounts that may be utilized efficiently and without waste. The Transfer Post is an optional tool created by ODE to help RAs post items they cannot use and claim items they can pick up as additional products. Posting and claiming USDA Foods cases on the Transfer Post constitute opportunities for RAs to adjust their initial WBSCM USDA Foods orders quantities before cases are shipped out to their delivery sites. 'ODE Surplus items' may also be posted there by ODE.

Requesting Access to the Transfer Post
First time users must request access to ODE by submitting the Transfer Post Access Form.
Please read the entire Transfer Post Rules before submitting the form.

Transfer Post Rules
- Only USDA Foods Direct Delivery cases currently stored in the State warehouse (and not yet delivered to the RAs and not placed on order for delivery) can be posted by RAs.
- All entries are first come first served. Priority is given to RAs that have unspent entitlement balances.
- Product and quantity posted by RA are not guaranteed until checked by ODE.
- Shipping fees transfer to the RA that claimed the items. Incurred storage fees will not transfer.
- Do not post short shelf-life items and items already 'transferred' (from posted or surplus).
- Do not post large case quantities without ODE's pre-approval and contact the ODE USDA Foods Team.
- In case of posting or claiming error, contact ODE USDA Foods Team asap.
- ODE will approve items in the 'State Use Only' pink columns at least once per week. Once checked by ODE, inventory will be displayed in the Warehouse Inventory Release system within 1-3 business days.
- Items transferred by ODE show up in WBSCM as 'applied'. Then, the warehouse contractor reallocates them in the Warehouse Inventory Release system and the 90-days dwell time will start re-counting.
- If you have items already delivered to your sites, or not yet arrived in the warehouse, and you cannot use them, do not post them on the Transfer Post but contact the ODE USDA Foods Team.

Posting items using the Blue Boxes
- Do not change another RA's posting. Scroll down until you see the next available posting template.
- Click the cell under the 'Recipient Agency Name Posting' header and select your RA name from the 'Select RA Name from dropdown' list.
- Click under the 'USDA Foods Product Description' header and select the USDA Foods product from the 'Select Item from dropdown' list.
- Enter the date in the 'Date Posted' column.
- Enter the case quantity in the 'Quantity Being Posted' column.

Claiming items using the Green Boxes
- Look for the next available row in the 'Recipient Agency Name Claiming' column.
- Select your RA name from the 'Select RA Name from dropdown' list.
- Enter the case quantity in the 'Quantity Being Claimed' column.