

Running A Requisition Status Report

The Requisition Status Report shows school's 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

Home | Operations | Admin | **Reports** | Help

Order Processing

Reports > Order Processing > Requisition Status Report

Reports : Input Criteria

 Execute |  Print PDF Output

Requisition Status Report 

[Reset Values](#)

 [Show Variants](#)

Program:  

Req. Delivery Date:  To  

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  

Shipment Receipt Date:  To  

1. Once you've logged into WBSCM, click on the "Reports" tab near the top of the page.
2. In the "Detailed Navigation" box, click on "Requisition Status Report"

Entering Query Data

3. Under “Reports: Input Criteria” fill in the following information:

- Enter “NSLP” for Program
- Enter the dates for the school year in “Requested Delivery Date” –example, for the School Year starting July 2023, enter “07/01/23” to “06/30/24”
- You do not need to fill in any of the other boxes!

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

Program:	<input type="text" value="NSLP"/>			
Req. Delivery Date:	<input type="text" value="7/1/2023"/>	To	<input type="text" value="6/30/2024"/>	
Material:	<input type="text"/>	To	<input type="text"/>	
Sold-To Party:	<input type="text"/>			
Ship-To Party:	<input type="text"/>			
Region:	<input type="text"/>	To	<input type="text"/>	
Req/Redist. Number:	<input type="text"/>	To	<input type="text"/>	
Req/Redist. Doc. Type:	<input type="text"/>			

4. Click “Print PDF Output” – this will create a PDF document that you can read on your computer. You can also click the execute button and export the report to excel or other format.

Requisition Status Report



You can Print or Save this Report

Requisition Status Report

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
1000097874 200 ZREQ	Ready for Approval	11/30/2013	NSLP	E	20	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICED CTN-40 LB	\$1,928.88		
1000097874 300 ZREQ	Ready for Approval	09/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 ZREQ	Ready for Approval	12/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 ZREQ	Approved by SDA	08/31/2013	NSLP	E	35	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100046 EGGS WHOLE FRZ CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 600 ZREQ	Approved by SDA	07/31/2013	NSLP	E	22	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,782.97	5000164872 100	Approved by SDA
1000097874 700 ZREQ	Ready for Approval	03/31/2014	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,782.97		
1000097874 800 ZREQ	Approved by SDA	09/30/2013	NSLP	E	26	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRZ CTN-32-48 LB	\$1,782.97		
1000097874 900 ZREQ	Ready for Approval	12/15/2013	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100119 TURKEY TACO FILLING CTN-30 LB	\$1,782.97		

The "Req./ Redis. Status" column shows the current status of your order for that item.

- "Ready for Approval" means the order has been submitted to the State, but the State has not yet submitted the order to USDA.
- "Approved by SDA" means the State has submitted the order to USDA.
- "Cancelled" means that the State or USDA cancelled your order for this item.
- "On Invitation" and "Purchased", appear as USDA moves through the procurement process for these items.

Requisition Status Report

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View Window Help

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Tools Sign Comment

Requisition Status Report

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
1000097874 200 ZREQ	Ready for Approval	11/30/2013	NSLP	E	20	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICED CTN-40 LB	\$1,928.88		
1000097874 300 ZREQ	Ready for Approval	09/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 ZREQ	Ready for Approval	12/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 ZREQ	Approved by SDA	08/31/2013	NSLP	E	35	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100046 EGGS WHOLE FRZ CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 600 ZREQ	Approved by SDA	07/31/2013	NSLP	E	22	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,782.97	5000164872 100	Approved by SDA
1000097874 700 ZREQ	Ready for Approval	03/31/2014	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,215.66		
1000097874 800 ZREQ	Approved by SDA	09/30/2013	NSLP	E	26	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRZ CTN-30-40-10	\$1,822.29	5000163749 100	Approved by SDA

Once the Status has changed to “Approved by SDA”, check the “Delivery Period” column and the “Order Qty” column to see if there have been any changes.

- For some items, the state may have moved a delivery period forward or back in order to share a truck with a neighboring state.
- Larger schools may notice that the quantity they ordered was adjusted up or down by a few cases – this allows the State to order a full truckload.



Understanding 'Status'

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.