



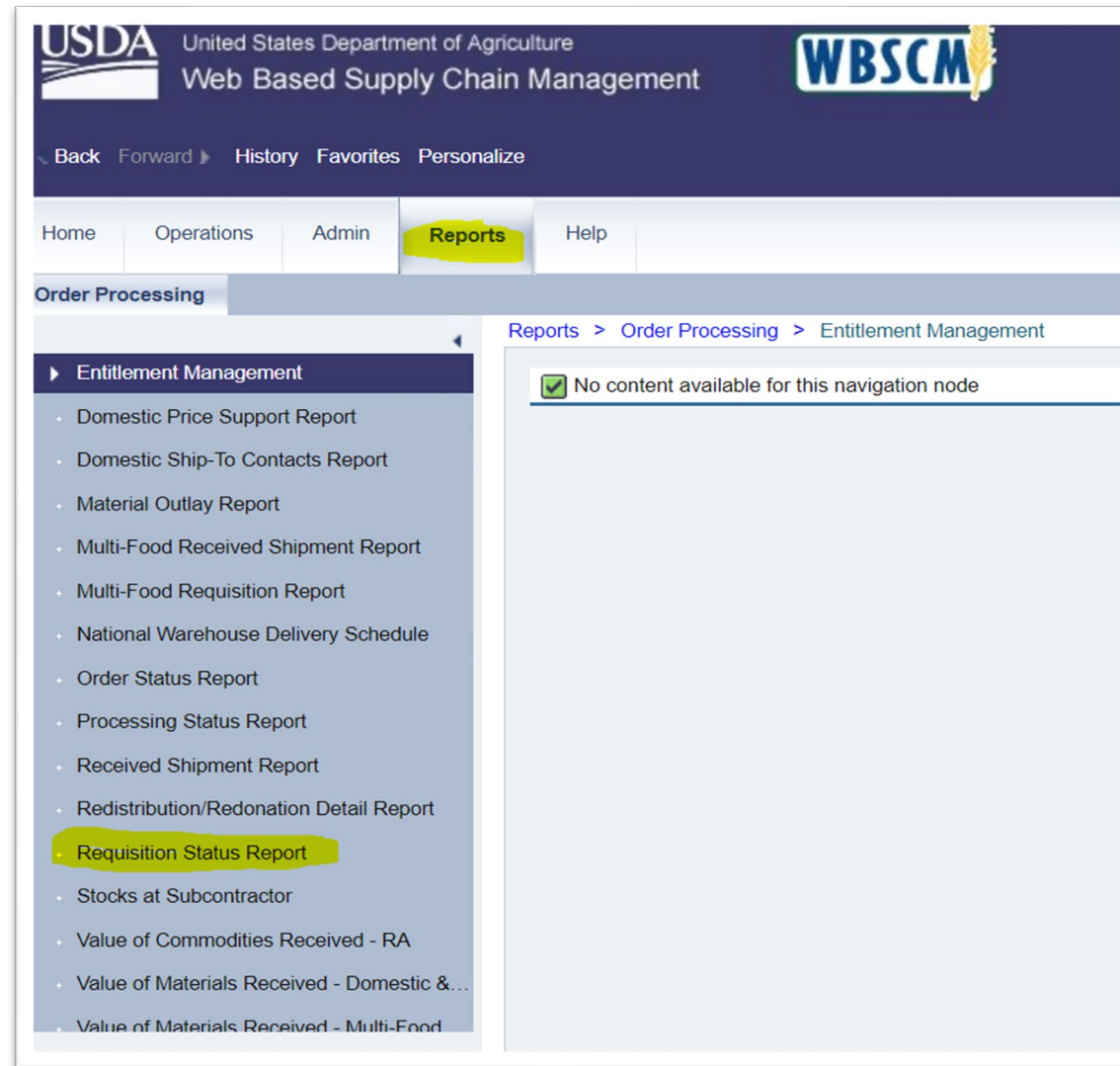
Running a Requisition Status Report in WBSCM

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 2025, enter "07/01/2025" to "06/30/2026"
You do not need to fill in any other boxes.

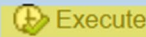

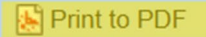

5. Click 'Print to PDF' or click 'Execute' button and then export to Excel


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 



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 

Print/Save or Export the Report

Reports > Order Processing > Requisition Status Report Full Screen Options

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

You can Print to PDF
or Export in excel
format

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

USDA Foods Order Life Cycle

