**ODE USDA Foods**

**Inventory Release System Quick Guide**

Now that you have placed your USDA Foods orders in the Web-Based-Supply-Chain-Management (WBSCM) system for your desired delivery dates to the state warehouse, the next step will be to utilize our USDA Foods warehouse/delivery contractors ordering system to release your items for preferred delivery dates and delivery sites.

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# OVERVIEW



# DETAILS

## ORDERS IN WBSCM

**Recipient Agency places orders in WBSCM for desired warehouse delivery date.**

Ordering usually occurs in spring but can re-open in fall for additional ordering.

Once ordering is complete, you do not need to re-enter the WBSCM system unless you want to run reports. Your orders are placed for your desired delivery dates to the state warehouse for the entire school year.

Useful reports include:

* ‘Requisition Status Report’ shows current order status of all requested foods;
* ‘Entitlement/Bonus Summary Report’ shows entitlement spent and remaining;
* ‘Value of Commodities Received’ shows actual USDA purchased value of all commodities received by the warehouse.

## ITEMS RECEIVED BY STATE WAREHOUSE

**WBSCM sends RA delivery received e-mail when food has been physically received by state warehouse.**

Once your items arrive at the state warehouse, WBSCM will notify you via e-mail that the order has been received the next business day. Within 1-3 business days, these items will be available for release to your specified delivery locations in the Gold Star ordering system. Your food items will appear in the system as available inventory. If you have received a WBSCM notification that your order has been received and it is not displaying in the Gold Star ordering system after 1-3 business days, please notify Gold Star immediately.

You will be allowed 90-day dwell/storage time from the date of receipt in the warehouse. 90-day dwell time applies to Direct Delivery foods only.

Processed products from processors will display in the system and will be available for release. However, this is not part of the contract and standard 60-day dwell time applies. Please contact Gold Star for more specific processor requirements. You should plan to release these items for delivery in Gold Star system based on the delivery schedule you set-up with processor. After 60 days, Gold Star will charge you private third party storage rates.

**Instructions on how to use the Gold Star ordering system are located on the ODE website. Please contact ODE or Gold Star for access to their system if you don’t have access already.**

## RELEASING ITEMS IN GOLD STAR SYSTEM

**RA logs into Gold Star system and releases food items for desired delivery window (20 case min.).**

You can release all or part of your received USDA Foods for a desired delivery window as long as you meet the 20 case minimum. You can place as many orders as you want up until the cut-off date.

Inventory received by the Gold Star system will be available for release all the way until midnight of the order deadline date. If you try to order past this date, it will need to be for a future delivery window. ODE publishes an annual order/delivery calendar that is posted on the [ODE USDA Foods website](https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Pages/default.aspx) under ‘Ordering Resources’ that matches dates in the Gold Star system

When selecting a date, Gold Star will do their best to give you that date but be aware your delivery can be changed anytime during the delivery window based on most efficient routing.

You will not lose your foods if you miss an order deadline; it just means you will need to place the food on a future delivery window as soon as possible. Please limit your food to no more than a 90-day dwell period (aka storage period) in the warehouse. Once 90 days has been exceeded there is a per-case, per-month dwell time charge from ODE that is paid to the contractor.

Contact information for active users must be maintained in WBSCM. Active delivery locations are maintained by ODE separately from WBSCM and given to Gold Star. Delivery location add/change forms can be found on the ODE website. Each RA is allowed up to two delivery locations unless special circumstances warrant more delivery locations.

Service Fees for storage and distribution will be charged in CNPweb directly against claims for reimbursement. You can view fees on the reports, invoice details link in CNPweb.

If you have USDA Food ordered that you do not need, or need to shop for USDA Foods that you did not order, feel free to use the [ODE Transfer Post](https://docs.google.com/spreadsheets/d/1MGKcuBJdt9TSz76Fm-3bD6b8XutAnNJeFwYUG089kkg/edit#gid=0). This google doc allows sponsors to post foods they do not want or the state to post available surplus. Instructions are posted on the form and it saves automatically.

# HELPFUL CONTACTS

**Gold Star NW at 800-574-3663 or** **sjimenez@toolsforschools.com**

**Gold Star NW General Support Help Desk:** **NorthwestHelpDesk@goldstarfoods.com**

**ODE USDA Foods team at** **ode.fooddistribution@ode.state.or.us**

# HELPFUL WEBSITES

**[Gold Star Ordering System](https://northwestonline.goldstarfoods.com/)**

**[Gold Star Online Ordering Instruction Manual](https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Documents/Northwest%20Distribution%20Division%20-%20Oregon%20Online%20Ordering%20Instructions..docx)**

[**WBSCM**](https://portal.wbscm.usda.gov/)

[**ODE USDA Foods Web Page**](https://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Pages/default.aspx)