

Step by Step Instruction: How to Schedule a Shipment & Complete a Shipment Verification

Professional Standards Learning Code 1170
Length: 30 minutes



Released June 2019

"How to Schedule a Shipment & Complete a Shipment Verification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the USDA Foods Program under the direction of the Arizona Department of Education.

*Step by Step
Instruction:
How to
Schedule a
Shipment &
Complete a
Shipment
Verification*

Intended Audience and Content

- This *How-To-Guide* is intended for Recipient Agencies (RAs) operating the USDA Foods Program who are required to schedule and verify shipments in myFOODs.
- The following slides provide guidance on how to schedule regular shipments and verify shipments that have been delivered.

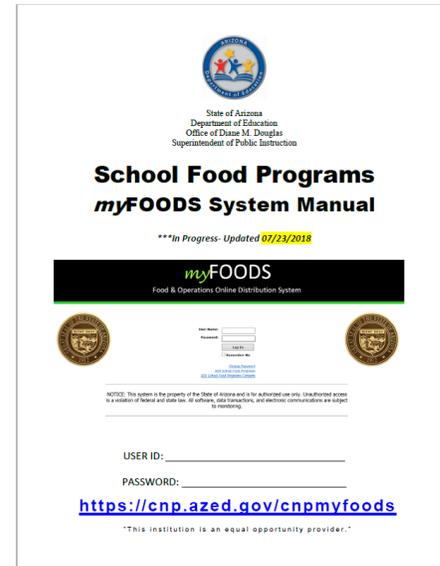
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Objectives

At the end of this training, attendees should be able to:

- understand how to how to identify the must ship by date;
- understand how to plan for future shipments;
- schedule a shipment and avoid excess storage fees; and
- complete a shipment verification.

Step by Step Instruction: How to Schedule a Shipment & Complete a Shipment Verification



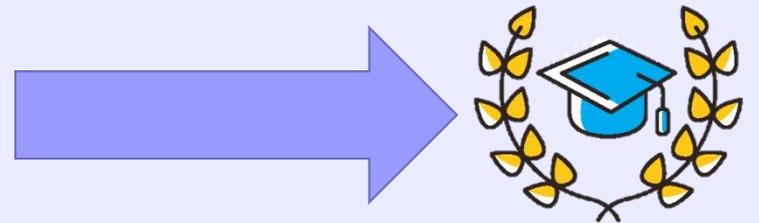
The instruction within this How-To-Guide is based on the [myFOODs system manual](https://cnp.azed.gov/cnpmyfoods).

- Section: My Shipments (pages 10-12)

It is recommended to review the myFOODs system manual in addition to completing this How-To-Guide for complete understanding of the scheduling and verifying shipments process.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



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Definitions

Available Materials: A list of USDA Foods materials requested on the Brown Box Product Catalog and purchased.

USDA Shipping Period: The first half or second half of the month in which you requested (Brown Box Catalog Requisition Process) the USDA Foods materials to be purchased and delivered to the warehouse.

Must Ship by Date: A date identified as the 45th day after a USDA Foods truck has been received at the warehouse. All cases must be scheduled for delivery, or in some cases received, by this date.

Warehouse: Contracted warehouse for distribution of USDA Foods. Currently, US Foods.

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The Step by Step Instruction will review:

My Shipments Overview	Slides 8-16
Understanding Dates	Slides 19-20
Scheduling Shipments	Slides 21-29
Editing a Shipment	Slides 31-34
Printing a Shipment	Slides 36-38
Completing a Shipment Verification	Slides 40-46

The following slides will only cover how-to instructions for Scheduling a Shipment and Completing a Shipment Verification. Please refer back to the [ADE Online Training Library](#) for other myFOODs system processes.

My Shipments Overview

My Shipments Overview

My Shipments

There are three tabs on the My Shipments page

Available Materials

- The materials requested on the Brown Box Catalog and purchased on the RA's behalf drawing down entitlement based on November 15th List of Materials case cost.

-Shipment Calendar

- A calendar view of the materials requested on the Brown Box Catalog and purchased on the RA's behalf drawing down entitlement based on November 15th List of Materials case cost.

My Shipments Overview

My Shipments

-Shipment List

- A list of all shipments that have been
 - a. scheduled;
 - b. delivered but not yet verified; and
 - c. delivered and verified.

Available Materials

Available Materials

A list of materials available to the RA based on requests made and purchased on the Brown Box Catalog. These materials have already drawn down the RA's entitlement by the November 15th List of Materials case cost.

- The materials in white are physically in inventory at the warehouse and are ready to schedule for delivery.
- The materials in red are physically in inventory at the warehouse and need to be scheduled for delivery immediately (RA is within 14 calendar days of the Must Ship By Date).
- The materials in yellow are NOT physically in inventory at the warehouse and cannot be scheduled for delivery (the USDA Shipping Period indicates ETA of the truck at the warehouse).

Available Materials

Three Tabs:

- Available Materials
- Shipment Calendar
- Shipment List

		Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	<input type="button" value="Decline"/>
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		11/1/2018	12/16/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>

1. USDA Shipping Period: The date the material is expected to be delivered to the warehouse – YOU selected this date on the Brown Box Catalog when you completed requisitions. Sort by clicking on USDA Shipping Period column header and take note of when these materials will be available to schedule shipments. If no USDA Shipping Period date is displayed, the material(s) has physically arrived at the warehouse and a Date Received at US Foods displays.

Available Materials

Three Tabs:

- Available Materials
- Shipment Calendar
- Shipment List



		Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	<input type="button" value="Decline"/>
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		11/1/2018	12/16/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>

2. Date Received at US Foods: The date the material physically arrived at the warehouse. This date starts the 45-day countdown. If no Date Received at US Foods is displayed, the material has not yet physically arrived at the warehouse.

Available Materials

Three Tabs:

- Available Materials
- Shipment Calendar
- Shipment List

		Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	<input type="button" value="Decline"/>
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		11/1/2018	12/16/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>

1. Must Ship By Date: The date this material must be scheduled to ship by. In many instances, the shipment may have been received by this date. If you do not schedule/receive your shipment on or before this date you will be invoiced \$1.10 per case for excess storage fees.

Shipment Calendar



- Three Tabs:
- Available Materials
 - **Shipment Calendar**
 - Shipment List

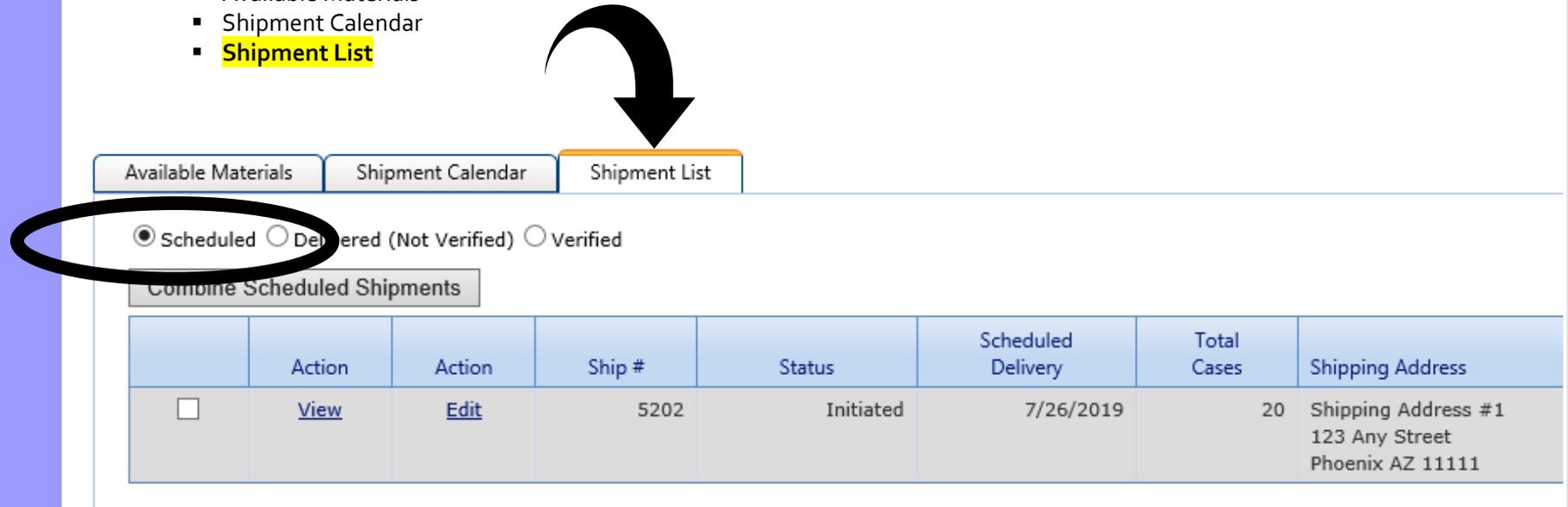
Material	NSL	Date Received At US Foods	Quantity	Action
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	12/6/2018	72	Decline
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	12/6/2018	72	Decline

The materials listed in green on this Shipment Calendar are the same materials listed on the Available Materials tab in white. The Date Received At US Foods reflects on both tabs as 12/6/2018.

Shipment List - Scheduled

Three Tabs:

- Available Materials
- Shipment Calendar
- **Shipment List**



The screenshot shows the 'Shipment List' tab selected. Below the tabs, there are three radio buttons: 'Scheduled' (selected), 'Delivered (Not Verified)', and 'Verified'. A 'Combine Scheduled Shipments' button is also present. Below this is a table with the following data:

	Action	Action	Ship #	Status	Scheduled Delivery	Total Cases	Shipping Address
<input type="checkbox"/>	View	Edit	5202	Initiated	7/26/2019	20	Shipping Address #1 123 Any Street Phoenix AZ 11111

The Shipment List tab displays shipments that have been Scheduled, Delivered but Not Verified, and Verified.

Scheduled: You have scheduled a list of materials for a specified delivery date at least 72 hours in advance of that date. The status of scheduled shipments is Initiated.

Shipment List – Delivered (Not Verified)

Three Tabs:

- Available Materials
- Shipment Calendar
- **Shipment List**



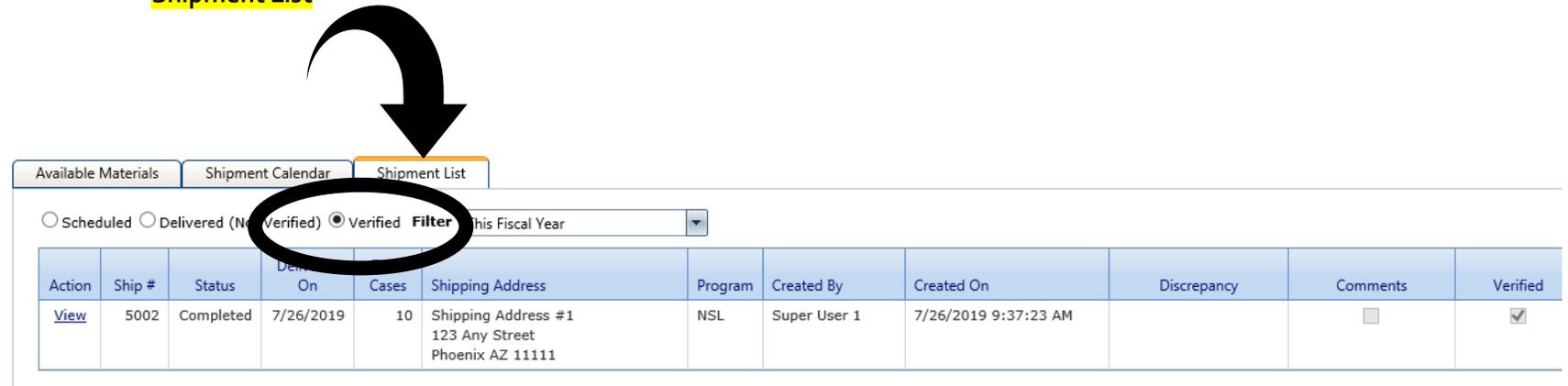
Action	Action	Ship #	Status	Delivered On	Total Cases	Shipping Address
View	Verify	5002	Completed	7/26/2019	10	Shipping Address #1 123 Any Street Phoenix AZ 11111

Delivered (Not Verified): You have scheduled and received a list of materials at your delivery site. The warehouse has confirmed delivery and therefore you are required to complete the shipment verification at this time. You will not be able to proceed in myFOODs without completing the verification process. The status of delivered (not verified) shipments is Completed.

Shipment List – Verified

Three Tabs:

- Available Materials
- Shipment Calendar
- **Shipment List**



Action	Ship #	Status	Delivered On	Cases	Shipping Address	Program	Created By	Created On	Discrepancy	Comments	Verified
View	5002	Completed	7/26/2019	10	Shipping Address #1 123 Any Street Phoenix AZ 11111	NSL	Super User 1	7/26/2019 9:37:23 AM			<input checked="" type="checkbox"/>

Verified: You have scheduled, received, and verified that the list of materials you received is the same as the materials listed on the Invoice the warehouse provided you upon delivery. The status of Verified shipments is Completed and ✓ Verified.

Comprehension Check

True or False: The materials listed in the Available Materials list are not mine but a list in which I can select from to become mine.



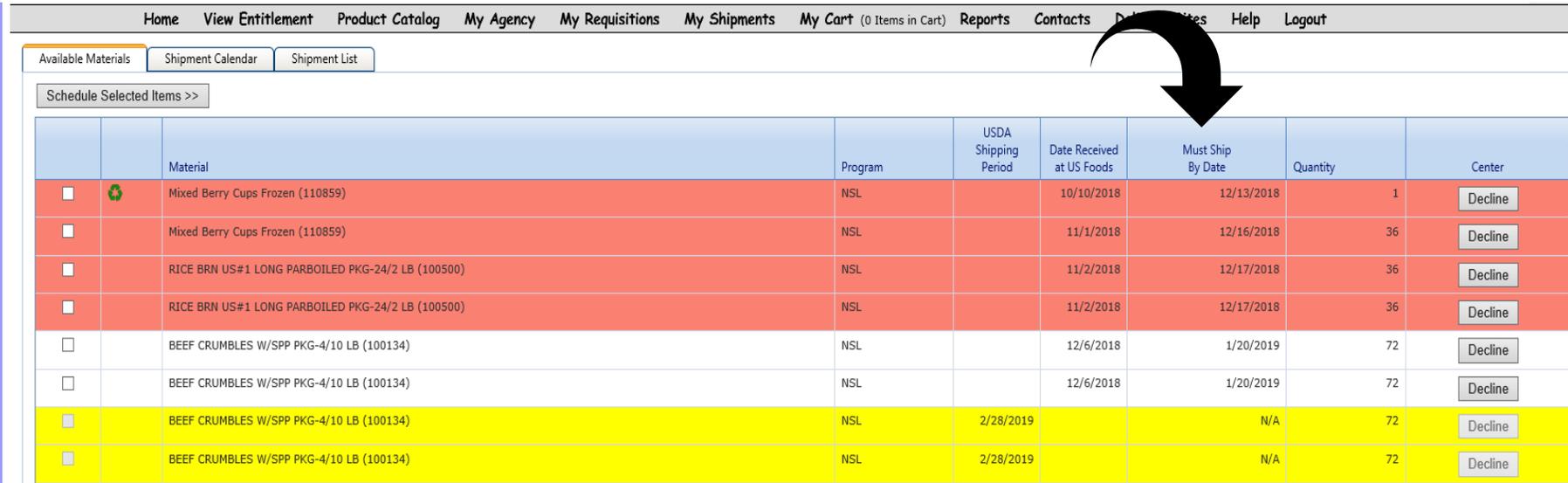
Comprehension Check

False. This list of materials was made available to me based on my Brown Box Catalog requisitions.



Scheduling a Shipment

Scheduling a Shipment



		Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	<input type="button" value="Decline"/>
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		11/1/2018	12/16/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>

1. Note the Must Ship By Date for each material listed. Based on your delivery day and frequency (click the My Agency link to view delivery information) are you more than 72hours from the Must Ship By Dates?

Yes - you may schedule the shipment. There may only be one available delivery date if you are scheduling a shipment within a week of your Must Ship By Date.

No - you would have to contact the USDA Foods Program to schedule the material for you, or you can Decline the material before the Must Ship By Date.

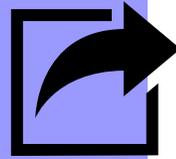
Scheduling a Shipment

		Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	<input type="button" value="Decline"/>
<input type="checkbox"/>		Mixed Berry Cups Frozen (110859)	NSL		11/1/2018	12/16/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>

- The items in red MUST be scheduled immediately as there will be limited delivery dates to choose from as you are within 14 days or less of the Must Ship By Date (delivery days AFTER the Must Ship By Date are not available). If you do not schedule a shipment, All the materials listed in red will automatically be removed from your Available Materials list on the Must Ship By Date and you will be invoiced excess storage fees* of \$1.10 per case (109 cases x 1.10=**\$119.90**).

*To avoid excess storage fees, schedule or decline the materials by the Must Ship By Date.

Scheduling a Shipment



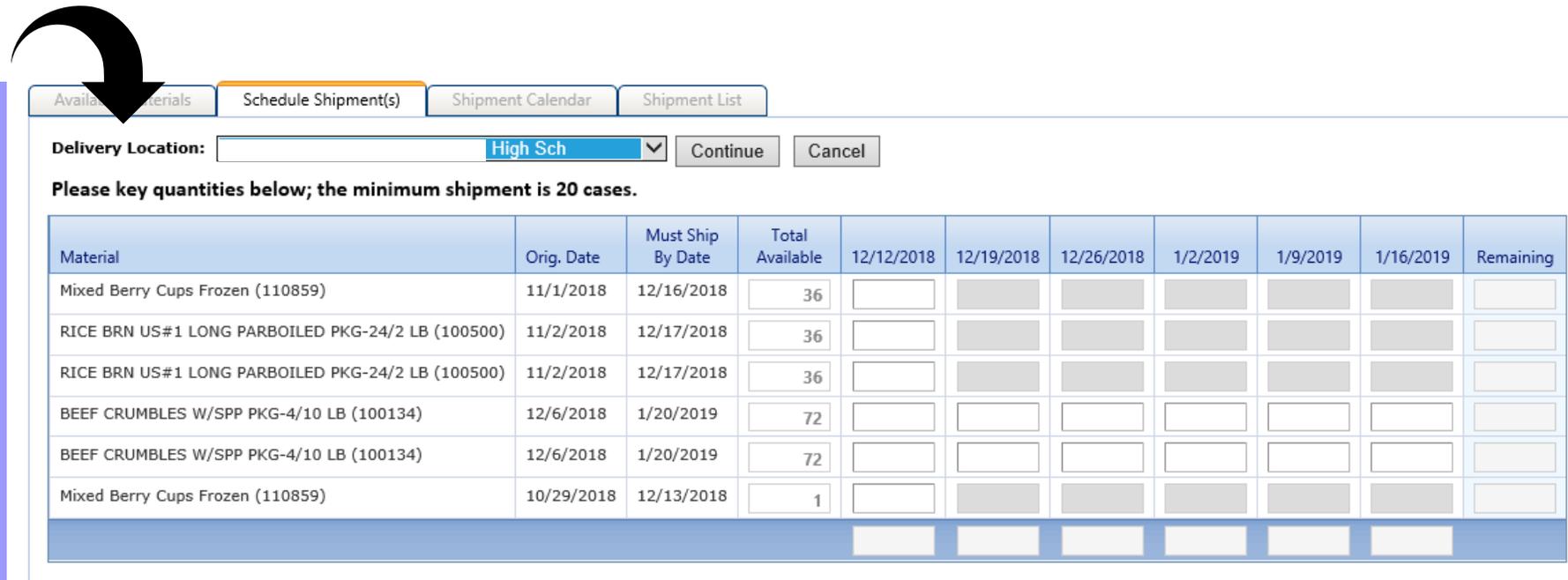
	Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input checked="" type="checkbox"/>	Mixed Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	Decline
<input checked="" type="checkbox"/>	Mixed Berry Cups Frozen (110859)	NSL		11/1/2018	12/16/2018	36	Decline
<input checked="" type="checkbox"/>	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	Decline
<input checked="" type="checkbox"/>	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NSL		11/2/2018	12/17/2018	36	Decline
<input checked="" type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	Decline
<input checked="" type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	Decline
<input type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	Decline

3. To select the materials you would like to schedule, click in the box* next to the material. Remember, you cannot check the materials in yellow as they are not in physical inventory at the warehouse.

4. Then click the Schedule Selected Items button.

* Holding down the control key while clicking in the boxes may help keep the boxes selected.

Scheduling a Shipment



Available Materials | **Schedule Shipment(s)** | Shipment Calendar | Shipment List

Delivery Location:

Please key quantities below; the minimum shipment is 20 cases.

Material	Orig. Date	Must Ship By Date	Total Available	12/12/2018	12/19/2018	12/26/2018	1/2/2019	1/9/2019	1/16/2019	Remaining
Mixed Berry Cups Frozen (110859)	11/1/2018	12/16/2018	36	<input type="text"/>						
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	<input type="text"/>						
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	<input type="text"/>						
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	<input type="text"/>						
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	<input type="text"/>						
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1	<input type="text"/>						

5. Note the Delivery Location, if you have multiple delivery locations* you will select which one you would like the materials to go to from the drop down.

* If you have multiple delivery locations you must determine what quantity of a material goes to what location, the system does NOT divide up the materials for you. Example: There are 36 cases of Mixed Berry Cups Frozen available. You will have to decide how much each location gets. Shipments for different delivery locations are scheduled separately.

Scheduling a Shipment

Available Materials | **Schedule Shipment(s)** | Shipment Calendar | Shipment List

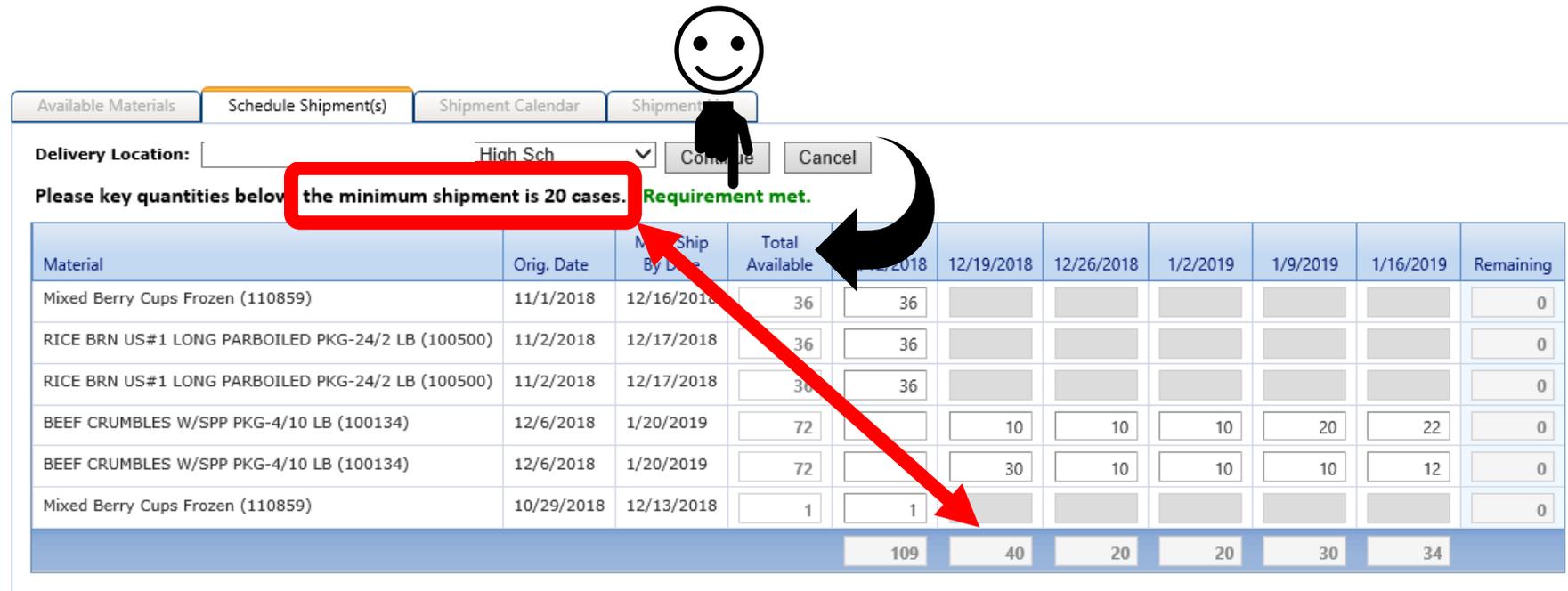
Delivery Location:

Please key quantities below; the minimum shipment is 20 cases.

Material	Orig. Date	Must Ship By Date	Total Available	12/12/2018	12/19/2018	12/26/2018	1/2/2019	1/9/2019	1/16/2019	Remaining
Mixed Berry Cups Frozen (110859)	11/1/2018	12/16/2018	36	<input type="text"/>						
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	<input type="text"/>						
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	<input type="text"/>						
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	<input type="text"/>						
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	<input type="text"/>						
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1	<input type="text"/>						

- Based on the Must Ship By Date for each material, the system displays the available shipping dates. The boxes that are greyed out are not available to schedule a shipment for THAT material (the grey boxes are delivery dates past the Must Ship By Date for that material).

Scheduling a Shipment



Available Materials | **Schedule Shipment(s)** | Shipment Calendar | Shipments

Delivery Location: High Sch Continue

Please key quantities below the minimum shipment is 20 cases. Requirement met.

Material	Orig. Date	Min Ship By Date	Total Available	12/18/2018	12/19/2018	12/26/2018	1/2/2019	1/9/2019	1/16/2019	Remaining
Mixed Berry Cups Frozen (110859)	11/1/2018	12/16/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72		10	10	10	20	22	0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72		30	10	10	10	12	0
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1	1						0
				109	40	20	20	30	34	

7. Based on the Total Available quantity and your storage capabilities, schedule all cases across available delivery date(s) for that material. Remember to schedule enough cases per delivery date to meet your minimum case requirement.

If you do not meet your minimum case requirement, the warehouse will charge you for the minimum.

8. Click Continue.

Scheduling a Shipment

Material	Orig. Date	Must Ship By Date	Total Available	12/12/2018	12/19/2018	12/26/2018	1/2/2019	1/9/2019	1/16/2019	Remaining
Mixed Berry Cups Frozen (110859)	11/1/2018	12/16/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72		10	10	10	20	22	0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	0	30	10	10	10	12	0
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1	1						0
				109	40	20	20	30	34	

9. You have an opportunity to Create Shipment(s) or Edit Amounts.
10. Click Edit Amounts.

Scheduling a Shipment

Available Materials | Schedule Shipment(s) | Shipment Calendar | Shipment List

Delivery Location: [High Sch] [Continue] [Cancel]

Please key quantities below; the minimum shipment is 20 cases.

Material	Orig. Date	Must Ship By Date	Total Available	12/12/2018	12/19/2018	12/26/2018	1/2/2019	1/9/2019	1/16/2019	Remaining
Mixed Berry Cups Frozen (110859)	11/1/2018	12/16/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72		10	10	10	20	22	0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	0	30	10	10	10	12	0
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1	1						0
				109	40	20	20	30	34	

- You may change the Delivery Location (if you have multiple) or change the quantity amounts by delivery date but you cannot add materials or remove materials on this screen. You can either Cancel the shipment and start over, or Create the Shipment and Edit.
- Click Continue when you have completed the edits.

Scheduling a Shipment

Available Materials | Schedule Shipment(s) | Shipment Calendar | Shipment List

Delivery Location: High Sch

Create Shipment(s) Edit Amounts

Please review your items, then click the Create Shipment button. Important Note: Materials will be added to a previously scheduled shipment with the same delivery date and location (if there is one).

Material	Orig. Date	Must Ship By Date	Total Available	12/12/2018	12/19/2018	12/26/2018	1/2/2019	1/9/2019	1/16/2019	Remaining
Mixed Berry Cups Frozen (110859)	11/1/2018	12/16/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36	36						0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72		10	10	10	20	22	0
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72	0	30	10	10	10	12	0
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1	1						0
				109	40	20	20	30	34	

13. Click Create Shipment(s).

Scheduling a Shipment

Available Materials Shipment Calendar Shipment List

Schedule Selected Items >>

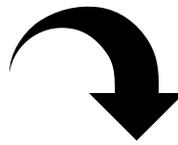
	Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center
<input type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB (100012)	NSL	1/15/2019		N/A	45	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB (100012)		1/15/2019		N/A	45	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB (100012)		3/15/2019		N/A	45	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB (100012)		3/15/2019		N/A	45	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ (110396)		1/15/2019		N/A	9	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ (110396)		4/15/2019		N/A	9	<input type="button" value="Decline"/>
<input type="checkbox"/>	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ (110396)		4/15/2019		N/A	9	<input type="button" value="Decline"/>

Information

Shipment #19360 created.
Shipment #19361 created.
Shipment #19362 created.
Shipment #19363 created.
Shipment #19364 created.
Shipment #19365 created.

- Six different shipments were scheduled. Shipments are labeled with a shipment number.
- Click OK. You will return to the Available Materials list.

Scheduling a Shipment



	Action	Action	Ship #	Status	Scheduled Delivery	Total Cases	Shipping Address	Program	Created By	Created On
<input type="checkbox"/>	View	Edit	19365	Initiated	1/16/2019	34	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19364	Initiated	1/9/2019	30	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19363	Initiated	1/2/2019	20	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19362	Initiated	12/26/2018	20	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19361	Initiated	12/19/2018	40	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19360	Initiated	12/12/2018	109	High Sch	NSL		12/7/2018 10:48:00 AM

16. To view Scheduled shipments, Click the Shipment List tab and select the Scheduled radio button.
17. These are the six shipments you scheduled based on Delivery Location and Delivery Date.
18. You may View or Edit the shipment from this screen.
19. Click Edit.

Editing a Scheduled Shipment

Editing a Scheduled Shipment

Available Materials | Shipment Calendar | Shipment List | **Edit Shipment**

Print Shipment | **Cancel Shipment**

Shipment #19365

Location: High Sch

Address: High Sch

Delivery Date: 1/16/2019

New Delivery Date: 12/12/2018

Phone: (623) 435-6344

Comments:

Program: NSL

Created By:

Created On: 12/7/2018 10:48:01 AM

Shipment Details:

Note: Materials cannot be added to an existing shipment. However, you may schedule a new shipment and combine it with this one from the shipment List View.

Action	Material	Qty
Remove	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	34

Total = 34

1. You may Cancel Shipment, change the Location, Delivery Date*, or Remove a material from this shipment.

* If you are within 5 days of the Must Ship By Date for a particular material, you will not see additional delivery dates in the New Delivery Date drop-down.

Editing a Scheduled Shipment

Available Materials | Shipment Calendar | Shipment List | **Edit Shipment**

Print Shipment | **Cancel Shipment**

Shipment #19365

Location: High Sch 

Address: High Sch

Delivery Date: 1/16/2019

New Delivery Date: 12/12/2018 

Phone: 12/12/2018

Comments: 12/19/2018

Program: 12/26/2018

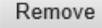
Created By: 1/2/2019

Created On: 1/9/2019 01 AM

1/16/2019

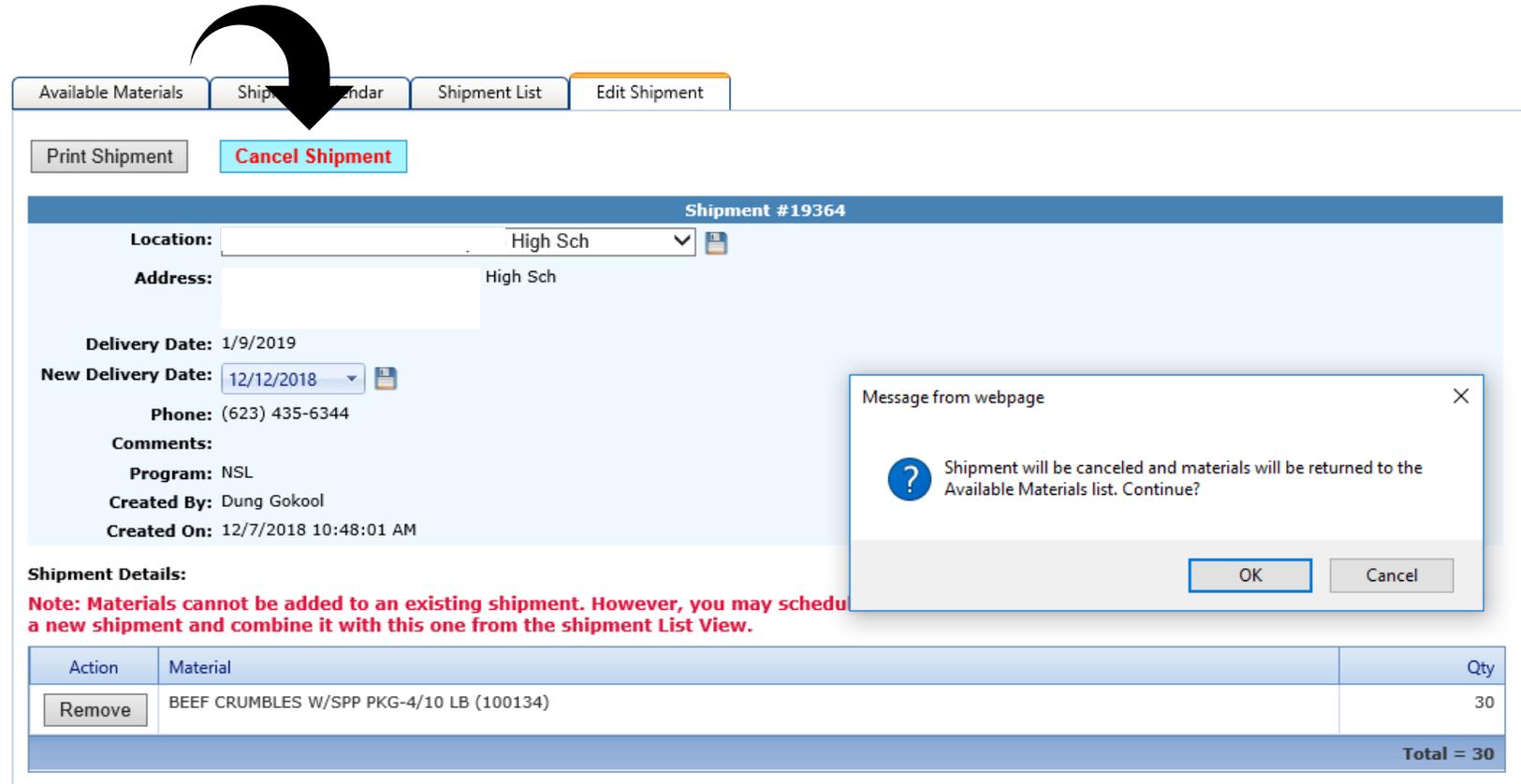
Shipment Details:

Note: Materials cannot be added to an existing shipment. However, you may schedule a new shipment and combine it with this one from the shipment List View.

Action	Material	Qty
	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	34
		Total = 34

2. Do not forget to click the save icon if changes are made to the Location or Delivery Date.

Editing a Scheduled Shipment



Available Materials | Shipment Calendar | Shipment List | Edit Shipment

Print Shipment | **Cancel Shipment**

Shipment #19364

Location: High Sch

Address: High Sch

Delivery Date: 1/9/2019

New Delivery Date: 12/12/2018

Phone: (623) 435-6344

Comments:

Program: NSL

Created By: Dung Gokool

Created On: 12/7/2018 10:48:01 AM

Message from webpage

Shipment will be canceled and materials will be returned to the Available Materials list. Continue?

OK | Cancel

Shipment Details:

Note: Materials cannot be added to an existing shipment. However, you may schedule a new shipment and combine it with this one from the shipment List View.

Action	Material	Qty
Remove	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	30
		Total = 30

3. If you select Cancel Shipment this shipment will be deleted from the Shipment List tab and the materials will be returned to the Available Materials list to be scheduled.

Editing a Scheduled Shipment



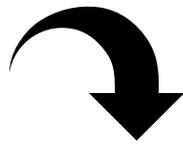
Available Materials			Shipment Calendar	Shipment List				
Schedule Selected Items >>								
	Material	Program	USDA Shipping Period	Date Received at US Foods	Must Ship By Date	Quantity	Center	
<input type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	64		<input type="button" value="Decline"/>
<input type="checkbox"/>	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	64		<input type="button" value="Decline"/>

4. Upon clicking Cancel Shipment, the materials are returned to the Available Materials list to be scheduled.

Note: If you cancel a shipment or remove materials from a scheduled shipment, you will not get a different Must Ship By Date.

Printing a Scheduled Shipment

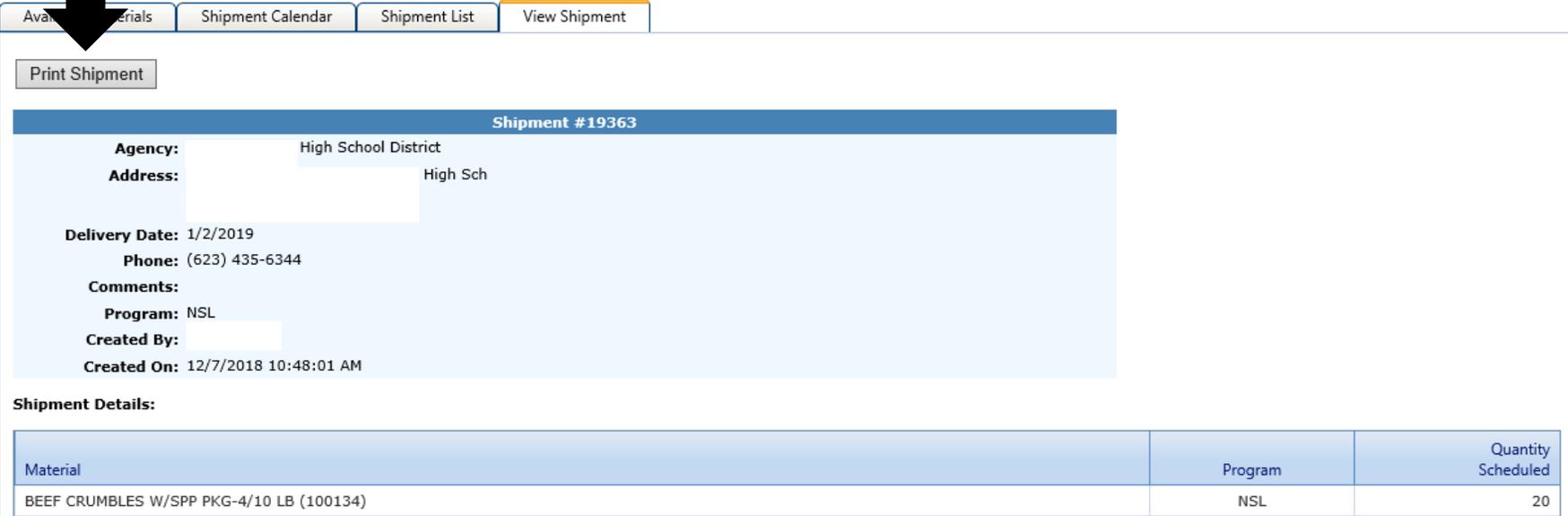
Printing a Scheduled Shipment



	Action	Action	Ship #	Status	Scheduled Delivery	Total Cases	Shipping Address	Program	Created By	Created On
<input type="checkbox"/>	View	Edit	19365	Initiated	1/16/2019	34	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19364	Initiated	1/9/2019	30	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19363	Initiated	1/2/2019	20	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19362	Initiated	12/26/2018	20	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19361	Initiated	12/19/2018	40	High Sch	NSL		12/7/2018 10:48:01 AM
<input type="checkbox"/>	View	Edit	19360	Initiated	12/12/2018	109	High Sch	NSL		12/7/2018 10:48:00 AM

1. Once all edits or shipment cancellations are complete, Click the Shipment List tab, and select the Scheduled radio button.
2. Click View.

Printing a Scheduled Shipment



Available Materials Shipment Calendar Shipment List **View Shipment**

Print Shipment

Shipment #19363

Agency: High School District
Address: High Sch

Delivery Date: 1/2/2019
Phone: (623) 435-6344

Comments:
Program: NSL
Created By:
Created On: 12/7/2018 10:48:01 AM

Shipment Details:

Material	Program	Quantity Scheduled
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	20

3. Displayed is a summary of your shipment.
4. Click Print Shipment for a printable copy of your shipment. Note, this copy is generated in Internet Explorer. If you are running myFOODs in anything other than Internet Explorer, you may not get all the information for the shipment.

*Printing a
Scheduled
Shipment*



Arizona Department of Education

December 07, 2018

RA Code:

Program: NSL

Shipment: #19363

Delivery Date: 01/02/2019

Delivery Time: 6:00 AM to 2:30 PM

Food will be shipped to

High Sch

<u>Units</u>	<u>Material #</u>	<u>Material Description</u>	<u>Unit-Size</u>	<u>Unit Value</u>	<u>Total Value</u>
20	100134	BEEF CRUMBLES W/SPP PKG-4/10 LB	4/10 LB CTN	126.99	2,539.80
20	Total Units			Total Value:	\$2,539.80

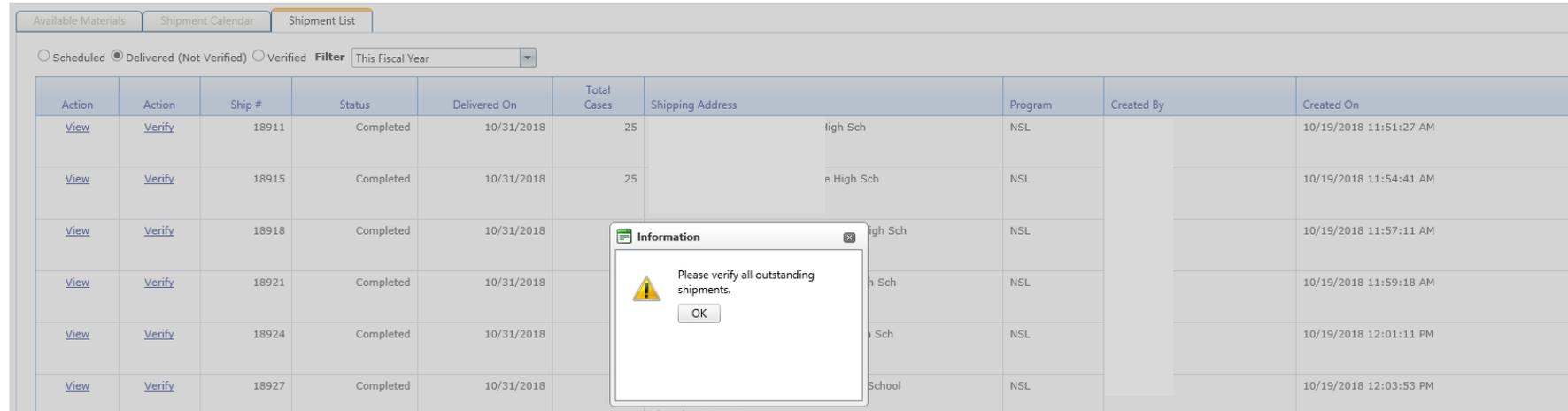
Delivery Fee: \$3.20

Total Delivery Fee: \$64.00

Shipment Total: 2,603.80

Verifying a Shipment

Verifying Shipments



Available Materials | Shipment Calendar | **Shipment List**

Scheduled Delivered (Not Verified) Verified Filter: This Fiscal Year

Action	Action	Ship #	Status	Delivered On	Total Cases	Shipping Address	Program	Created By	Created On
View	Verify	18911	Completed	10/31/2018	25	High Sch	NSL		10/19/2018 11:51:27 AM
View	Verify	18915	Completed	10/31/2018	25	High Sch	NSL		10/19/2018 11:54:41 AM
View	Verify	18918	Completed	10/31/2018		High Sch	NSL		10/19/2018 11:57:11 AM
View	Verify	18921	Completed	10/31/2018		High Sch	NSL		10/19/2018 11:59:18 AM
View	Verify	18924	Completed	10/31/2018		High Sch	NSL		10/19/2018 12:01:11 PM
View	Verify	18927	Completed	10/31/2018		School	NSL		10/19/2018 12:03:53 PM

Information

⚠ Please verify all outstanding shipments.

OK

1. 4-5 days after the warehouse has delivered your materials, they will verify what they delivered to you. You will need to determine if the warehouse verified correctly by completing a verification of your own.
2. If there are shipments that need verification, the system will automatically load the Shipment List, Delivered (Not Verified) page. You will not be able to complete ANY functionality until the verification process is completed.
3. Click OK.

Scheduled Delivered (Not Verified) Verified **Filter** This Fiscal Year

Action	Ship #	Status	Delivered On	Total Cases	Shipping Address	Program	Created By	Created On
View Verify	18911	Completed	10/31/2018	25	High Sch	NSL		10/19/2018 11:51:27 AM
View Verify	18915	Completed	10/31/2018	25	Shedd's High Sch	NSL		10/19/2018 11:51:41 AM

4. Click Verify.

Verifying Shipments

Verifying Shipments

Available Materials | Shipment Calendar | Shipment List | **Verify Shipment**

Save Verification

Shipment Verification Type:
 Verify Shipment AS IS (No Changes) Shipment Has Changes

Material Number	Material Name	Quantity Scheduled	Quantity Shipped	Quantity Verified
LDLC32300B	3oz Natural Shape Hamburger Patty/Bulk Pack	12	12	<input type="text" value="12"/>
100117	CHICKEN FAJITA STRIPS CTN-30 LB	4	4	<input type="text" value="4"/>
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	<input type="text" value="2"/>
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	<input type="text" value="2"/>
100220	PEACHES CLING DICED EX LT CAN-6/10	1	1	<input type="text" value="1"/>
100220	PEACHES CLING DICED EX LT CAN-6/10	2	2	<input type="text" value="2"/>
100219	PEACHES CLING SLICES EX LT CAN-6/10	2	2	<input type="text" value="2"/>

Other Materials Were Received Which Are Not Listed Above
 Supporting Documentation Received

Comments:

5. Review the shipment. You are comparing the Quantity Shipped column to your invoice from the delivery driver.
6. If there are no discrepancies, select the Verify Shipment AS IS (No Changes) radio button; You cannot make changes to the amount listed in the Quantity Verified column. Click Save Verification.

Verifying Shipments

Available Materials | Shipment Calendar | Shipment List | **Verify Shipment**

Save Verification

Shipment Verification Type:
 Verify Shipment AS IS (No Changes) Shipment Has Changes

Material Number	Material Name	Quantity Scheduled	Quantity Shipped	Quantity Verified
LDLC32300B	3oz Natural Shape Hamburger Patty/Bulk Pack	12	12	<input type="text" value="12"/>
100117	CHICKEN FAJITA STRIPS CTN-30 LB	4	4	<input type="text" value="4"/>
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	<input type="text" value="2"/>
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	<input type="text" value="2"/>
100220	PEACHES CLING DICED EX LT CAN-6/10	1	1	<input type="text" value="1"/>
100220	PEACHES CLING DICED EX LT CAN-6/10	2	2	<input type="text" value="2"/>
100219	PEACHES CLING SLICES EX LT CAN-6/10	2	2	<input type="text" value="2"/>

Other Materials Were Received Which Are Not Listed Above
 Supporting Documentation Received

Comments:

7. If there are discrepancies, select the Shipment Has Changes radio button. You can now make changes to the Quantity Verified column.

Verifying Shipments

Available Materials | Shipment Calendar | Shipment List | **Verify Shipment**

Save Verification

Shipment Verification Type:
 Verify Shipment AS IS (No Changes) Shipment Has Changes

Material Number	Material Name	Quantity Scheduled	Quantity Shipped	Quantity Verified
LDLC32300B	3oz Natural Shape Hamburger Patty/Bulk Pack	12	12	<input type="text" value="10"/>
100117	CHICKEN FAJITA STRIPS CTN-30 LB	4	4	<input type="text" value="4"/>
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	<input type="text" value="2"/>
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	<input type="text" value="2"/>
100220	PEACHES CLING DICED EX LT CAN-6/10	1	1	<input type="text" value="1"/>
100220	PEACHES CLING DICED EX LT CAN-6/10	2	2	<input type="text" value="2"/>
100219	PEACHES CLING SLICES EX LT CAN-6/10	2	2	<input type="text" value="2"/>

Other Materials Were Received Which Are Not Listed Above
 Supporting Documentation Received

Comments:

8. Enter the amount you actually received. Remember, you are comparing the Quantity Shipped column to your invoice, not the Quantity Scheduled column.
9. Once all amounts are correct, Click Save Verification.

Verifying Shipments

Available Materials | Shipment Calendar | Shipment List | **Verify Shipment**

Save Verification

Shipment Verification Type:
 Verify Shipment AS IS (No Changes) Shipment Has Changes

Material Number	Material Name	Quantity Scheduled	Quantity Shipped	Quantity Verified
LDLC32300B	3oz Natural Shape Hamburger Patty/Bulk Pack	12	12	10
100117	CHICKEN FAJITA STRIPS CTN-30 LB	4	4	4
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	
100241	PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	2	2	
100220	PEACHES CLING DICED EX LT CAN-6/10	1	1	
100220	PEACHES CLING DICED EX LT CAN-6/10	2	2	
100219	PEACHES CLING SLICES EX LT CAN-6/10	2	2	

Other Materials Were Received Which Are Not Listed Above
 Supporting Documentation Received

Comments:

Information

 Shipment has been verified.

OK

10. The shipment has been verified. If you verified the shipment incorrectly, contact the USDA Foods Program and we will delete the verification so you may complete it correctly.
11. Click OK.

Verifying Shipments

Available Materials Shipment Calendar **Shipment List**

Scheduled Delivered (Not Verified) Verified **Filter** This Fiscal Year

Action	Ship #	Status	Delivered On	Total Cases	Shipping Address	Program	Created By	Created On	Discrepancy	Comments	Verified	Verified By	Verified On
View	18924	Completed	10/31/2018	25		NSL		10/19/2018 12:01:11 PM			<input checked="" type="checkbox"/>		12/7/2018 10:35:48 AM
View	18921	Completed	10/31/2018	25		NSL		10/19/2018 11:59:18 AM			<input checked="" type="checkbox"/>		12/7/2018 10:35:16 AM
View	18918	Completed	10/31/2018	30		NSL		10/19/2018 11:57:11 AM			<input checked="" type="checkbox"/>		12/7/2018 10:35:08 AM
View	18915	Completed	10/31/2018	25		NSL		10/19/2018 11:54:41 AM	Yes		<input checked="" type="checkbox"/>		12/7/2018 10:34:59 AM
View	18911	Completed	10/31/2018	25		NSL		10/19/2018 11:51:27 AM	Yes		<input checked="" type="checkbox"/>		12/7/2018 10:33:02 AM

- Click the Shipment List tab and select the Verified radio button. You should see the shipment(s) you verified listed here.
- If you indicated a discrepancy between the myFOODs Quantity Shipped column and your delivery invoice, you will be contacted by the US Foods Program to rectify the discrepancy.
- You now have access to all functionality in myFOODs.

Technical Assistance

If you have any questions about Scheduling and Verifying Shipments, use:

- The myFOODs System Manual located on the at:
<http://www.azed.gov/hns/sfp/usda-foods/>
under the **Guidance and Training** tab.

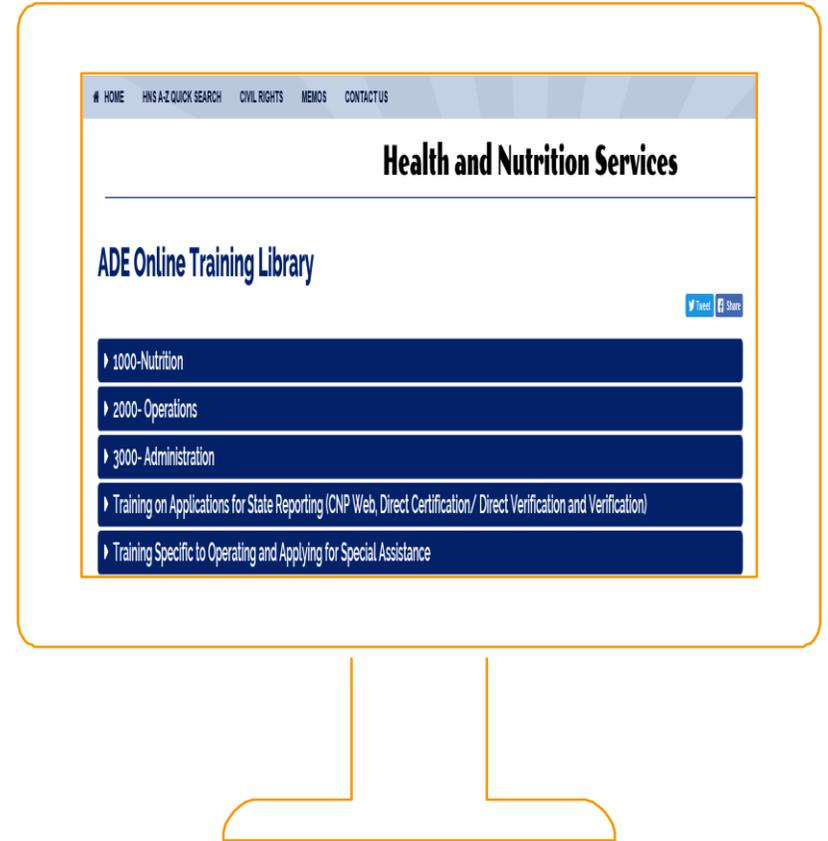
*For other questions about Scheduling or Verifying Shipments,
please contact your USDA Foods in Schools Program at
USDAFoods@azed.gov.*

End of Training

ADE Online Training Library

Online trainings are easy to use and available year round. Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects, or as an introduction to a regulation.

Please take some time to browse through the [ADE Online Training Library](#) to review additional resources.



End of Training

Congratulations!

You have completed the ***Step by Step Instruction: Scheduling and Verifying Shipments.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
 - Training Title: ***Step by Step Instruction: Scheduling and Verifying Shipments***
 - Learning Code: 1170
 - Key Area: 1000- Nutrition
 - Length: 30 minutes
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

**Request a
Certificate**

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) account.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: ***Step by Step Instruction: How to Schedule a Shipment & Complete a Shipment Verification***

Professional Standards Learning Code: **1170**

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