





# Introduction

## **WHAT IS A QUICK GUIDE?**

This resource was developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick Guides are an abbreviated resource to compliment ADE's Step-by-Step Instruction: How-to Guides. Quick Guides do not count towards Professional Standards training hours.

## **INTENDED AUDIENCE**

This resource is intended for School Food Authorities (SFAs) operating the USDA Foods in Schools Program who would like to request raw bulk USDA foods for the following School Year.

## **PURPOSE OF THIS QUICK GUIDE**

This quick guide has been created to provide step-by-step instruction on how to create and place a processing catalog requisition and complete all follow-up steps. For additional information on the catalog requisition process, please reference the [What to Expect: USDA Foods in Schools Catalog Requisition Process](#).

# Processing Catalog

An SFA requests raw bulk USDA Foods from the catalog to be received and used in the next school year.

The raw bulk USDA foods requested must be sent to a contracted processor to be converted to end products.

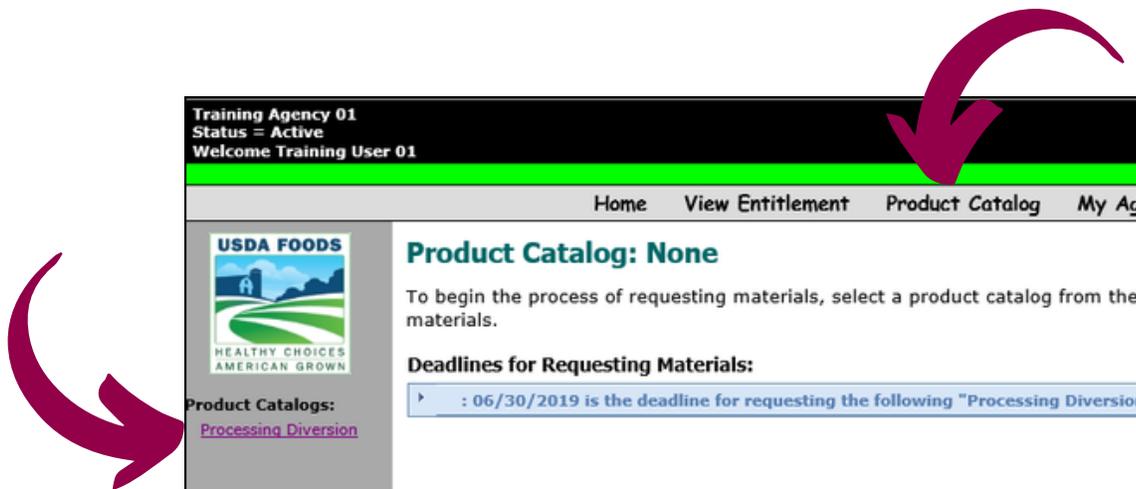
The catalog is available February - March.

Requisitions are processed in March and orders are placed with USDA in April.

The completed/purchased requisitions can be viewed in myFOODS by clicking View "Processor/Material/RA Detail Report".

## STEP 1: ACCESSING THE PROCESSING CATALOG

1. Click Product Catalog
2. If a catalog is available, the link will be on the left side of the screen. If the Processing Diversion link is not available, please contact USDAFoods@azed.gov to set this catalog link to active.
3. Click Processing Diversion.
4. A number of Categories will display, you may click each category to view all the materials available in that category.
5. OR you may click the blue band to expand and display all of the materials available in list form (not by category).



# Selecting Materials

An SFA can only request materials from one catalog at a time. Each product catalog requires a separate requisition.

The requisitions from one catalog must be completed before requesting materials from a different catalog.

When creating requisitions of the same material from more than one processor, separate requisitions must be created.

The SFA is required to enter a minimum of 300 pounds for each material to divert to a processor.

Using the same material for different end products will help to meet the 300 pound minimum requirement.



The following information is from the completion of the planners located in the “Documents” link in myFOODS. Each planner helps to identify end products needed for next years menu planning, including the necessary number of cases and pounds.

## STEP 2: CREATING THE PROCESSING DIVERSION

1. Click on the category of the material being requested.
2. Select the desired material and click **Add To Cart**.
3. Once a material has been added to the cart, the SFA may click on other categories and add additional materials to the cart. This will create minimal requisitions using this process.
  - a. Alternatively, the SFA may checkout with the one material in the cart. This process creates multiple requisitions.
4. Click **Checkout**.
5. Note the materials listed. If an unwanted material appears in the checkout screen, click **Delete** next to that material.
6. An SFA must select a processor from the drop down – remember, only one processor per material can be selected. If the SFA needs to send the same material to a different processor, an additional requisition must be completed.
7. Enter a pound quantity of 300 or more.

### Checkout Processing Diversion

Entitlement Year: 2019-2020, Net. Entitlement: \$31,999.68, Prior Reqs: \$1,922.40, Cart Value: \$0.00, Remaining Bal: \$30,077.28 (values are estimated)

Status:		Selected Items		Use this screen to specify desired quantities and delivery dates. Click the "Update Cart Value" button to see the current shopping cart value. Click the "Continue" button to continue the Checkout process. Click the "Delete" link beside any item to remove that item from your cart.	
Catalog:		Processing Diversion		Note that "USDA Shipping Period(s)" indicate the first or second half of a month and not a specific date (e.g. 10/1 indicates USDA will deliver to US Foods sometime between 10/1 and 10/14).	
Action	Material Description	Processor	Estimated Value per Quantity	Quantities	
Delete	10015 - BEEF COARSE GROUND FRZ CTN-60 LB (1/60# CTN)	JTM PROVISIONS INC	\$2.22	Pounds 5,000	Total Shipment Cost \$0.00 Material Total: \$0.00
Delete	100103 - CHICKEN LARGE CHILLED -BULK (40 lb avg)	ASIAN FOOD SOLUTIONS	\$0.93	Pounds 3,500	Total Shipment Cost \$0.00 Material Total: \$0.00
Delete	100397 - PEANUT BUTTER SMOOTH DRUM-500 LB (40# UNITS)	Please select a processor...	\$0.84	Pounds 300	Total Shipment Cost \$0.00 Material Total: \$0.00

Update Cart Value   Continue

# Placing a Requisition

An SFA may leave materials in the cart and proceed with placing the requisition later (materials left in cart will not be purchased).

A placed requisition may be deleted or edited up until the deadline.

When editing a placed requisition, the SFA may only change or delete quantities, not add additional materials to the requisition.

An SFA may place as many requisitions as necessary.

## STEP 3: PLACING A REQUISITION

1. An SFA may update the cart value at any time.
2. Deleting a material may be completed on this page.
3. Click **Continue**.
4. Note the entitlement values at the top of the page. If the remaining balance is negative, the requisition cannot be placed.
5. Click **Modify Requisition** to increase or decrease pound quantity.
6. Click **Place Requisition**.
7. Click **My Requisitions** in the toolbar.
8. An SFA may edit requisitions here, to do so, click **Edit** to delete materials or change quantities.



### Review Requisition

Entitlement Year: 2019-2020, Net. Entitlement: \$31,999.68, Prior Reqs: \$1,922.40, **Cart Value: \$14,647.53**, Remaining Bal: \$15,429.75 (values are estimated)

Selected Items		Buttons: To make modifications to this requisition, click the <b>Modify Requisition</b> button. To submit this requisition, click the <b>Place Requisition</b> button. To cancel this requisition, click the <b>Cancel Requisition</b> button.							
Status:	Shopping in Progress	Note that "USDA Shipping Period(s)" indicate the first or second half of a month or year (e.g. 10/1 indicates USDA will deliver to US Foods sometime between 10/1 and 10/14)							
Catalog:	Processing Diversion								
Material Description	Processor	Estimated Value per Quantity	Quantities						
100154 - BEEF COARSE GROUND FRZ CTN-60 LB (1/60# CTN) One Truckload = 0 Pounds	JTM PROVISIONS INC	\$2.22	<table border="1"><thead><tr><th>Pounds</th><th>Total Shipment Cost</th></tr></thead><tbody><tr><td>5000</td><td>\$11,124.00</td></tr><tr><td><b>Mat'l Total:</b></td><td><b>\$11,124.00</b></td></tr></tbody></table>	Pounds	Total Shipment Cost	5000	\$11,124.00	<b>Mat'l Total:</b>	<b>\$11,124.00</b>
Pounds	Total Shipment Cost								
5000	\$11,124.00								
<b>Mat'l Total:</b>	<b>\$11,124.00</b>								
100103 - CHICKEN LARGE CHILLED -BULK (40 lb avg) One Truckload = 0 Pounds	ASIAN FOOD SOLUTIONS	\$0.93	<table border="1"><thead><tr><th>Pounds</th><th>Total Shipment Cost</th></tr></thead><tbody><tr><td>3500</td><td>\$3,270.75</td></tr><tr><td><b>Mat'l Total:</b></td><td><b>\$3,270.75</b></td></tr></tbody></table>	Pounds	Total Shipment Cost	3500	\$3,270.75	<b>Mat'l Total:</b>	<b>\$3,270.75</b>
Pounds	Total Shipment Cost								
3500	\$3,270.75								
<b>Mat'l Total:</b>	<b>\$3,270.75</b>								
100157 - PEANUT BUTTER SMOOTH DRUM-500 LB (40# CTN) One Truckload = 0 Pounds	TYSON FOODS INC	\$0.84	<table border="1"><thead><tr><th>Pounds</th><th>Total Shipment Cost</th></tr></thead><tbody><tr><td>300</td><td>\$252.78</td></tr><tr><td><b>Mat'l Total:</b></td><td><b>\$252.78</b></td></tr></tbody></table>	Pounds	Total Shipment Cost	300	\$252.78	<b>Mat'l Total:</b>	<b>\$252.78</b>
Pounds	Total Shipment Cost								
300	\$252.78								
<b>Mat'l Total:</b>	<b>\$252.78</b>								
<p><input type="button" value="Modify Requisition"/> <input type="button" value="Place Requisition"/> <input type="button" value="Empty Cart"/></p>									

## STEP 4: FOLLOW-UP STEPS

Once the SFA completes a Processing Diversion Catalog Requisition, upon ADE notification of completed Processing Diversion catalog purchases, review the, “Processor/Material/RA Detail Report” found in myFOODS reports.

Select the upcoming fiscal year and click **Show Grid**. This can be exported to an Excel document.

### Processor / Material / RA Detail Report (F00TR5LZ\_PG)

Fiscal Year

Agency

Processor Group

Commodity

Click the icon in the table/grid header below to export the report data to the desired format.  
Then click 'Save' or 'Save As' before clicking 'Open' (i.e. clicking 'Open' first may produce unpredictable results).  
When exporting to Excel, you may see a message regarding the data being in a different format; if so, click 'Yes' to continue opening the file.

Processor Group Name	Material Desc	Sales Order Num	Agency Desc	Material Num	Ship
JTM PROVISIONS INC	BEEF COARSE GROUND FRZ CTN-60 LB (100154)		Training Agency 01 (010000001)	100154	6/2:
ASIAN FOOD SOLUTIONS	CHICKEN LARGE CHILLED -BULK (100103)		Training Agency 01 (010000001)	100103	6/2:
TYSON FOODS INC	PEANUT BUTTER SMOOTH DRUM-500 LB (100397)		Training Agency 01 (010000001)	100397	6/2:

# Questions and Answers

## **Once I have been notified to review the report, what do I do?**

Gain access to:

- [www.k12foodservice.com](http://www.k12foodservice.com)
- [www.Processorlink.com](http://www.Processorlink.com)

## **If I do not gain access to the above listed sites, what happens?**

You will not be able to view and manage your pound balances with each processor. If your pounds are not actively being used, the USDA Foods Program may remove the pounds from your account.

## **How do I place orders for end products?**

You complete a planner (found in myFOODS Documents) for the pounds and processors identified in the “Processor/Material/RA Detail Report”. This planner should be sent to the appropriate broker and distributor.

**Communicate with your broker, distributor, and State Agency often!**

# Thank you!

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