



KENTUCKY
DEPARTMENT OF
AGRICULTURE

Inventory
Management of
Direct Delivery USDA
Foods

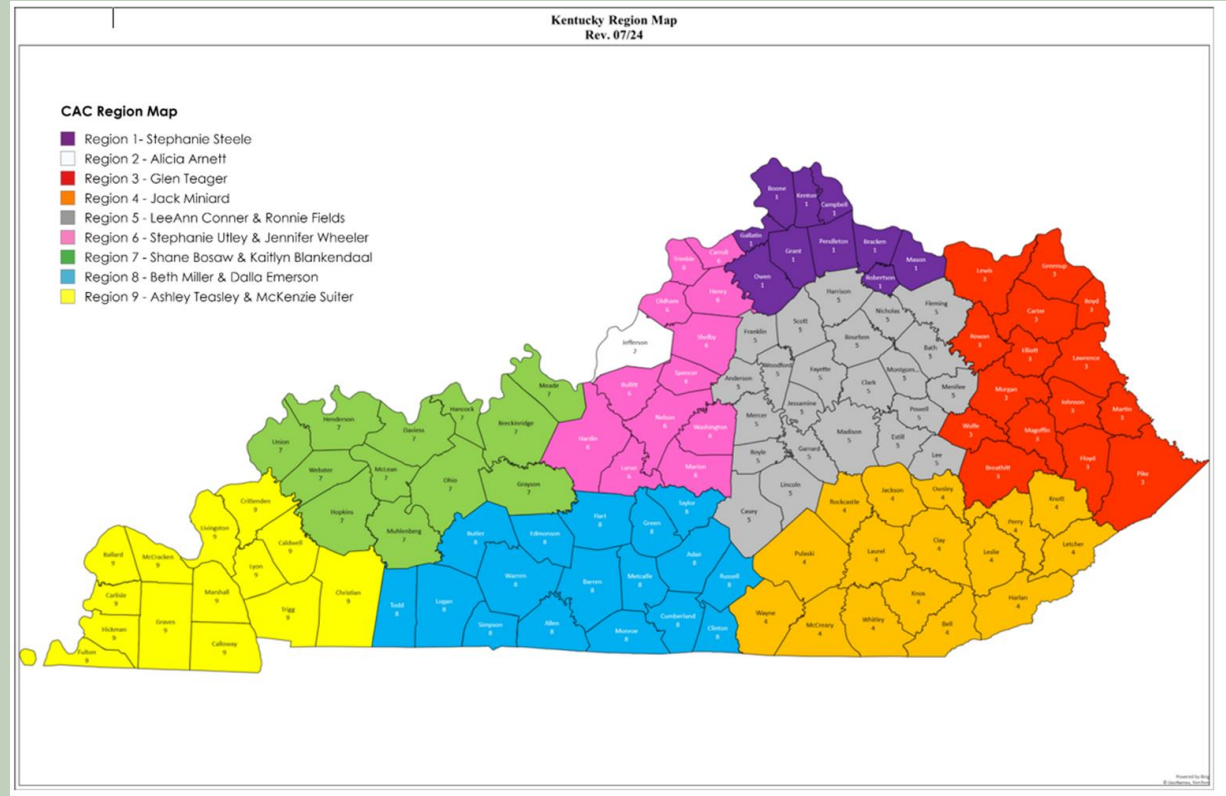
State Contracted Warehouses

KC Provisions: Region 1

GFS: Region 3-9

JCPS: Region 2 (Self-distributing)

Both Warehouses
require a 15-case
minimum per drop!





KC Provisions-Region 1

- Delivery Cost: \$5.50 per case
- Cost to R/A for Backhaul: \$4.95 per case
- Storage fee after 60 days:
 - Direct Delivery \$1.38 per case
- Storage fee after 30 days:
 - Processed \$1.38 per case
- Contact Information:
 - Jackie Zink
 - Phone: 859-234-4044
 - Fax: 859-234-0227
 - Email: kcprovisions@outlook.com
 - Mailing Address:
 - KC Provisions
 - PO Box 7123
 - 105 US HWY 27S
 - Cynthiana, KY 41031



Gordon Food Service-Region 3-9

- Delivery Cost: \$5.98 per case
- Cost to R/A for Backhaul: \$5.38 per case
- Storage fee after 60 days:
 - Direct Delivery: \$1.49/case
- Storage fee after 30 days:
 - Processed: \$1.49/case
- At this time, GFS does not charge for storage fees, but the contract states that they may choose to do so. These would be those prices, if they did choose to start charging.



GFS Contact Information

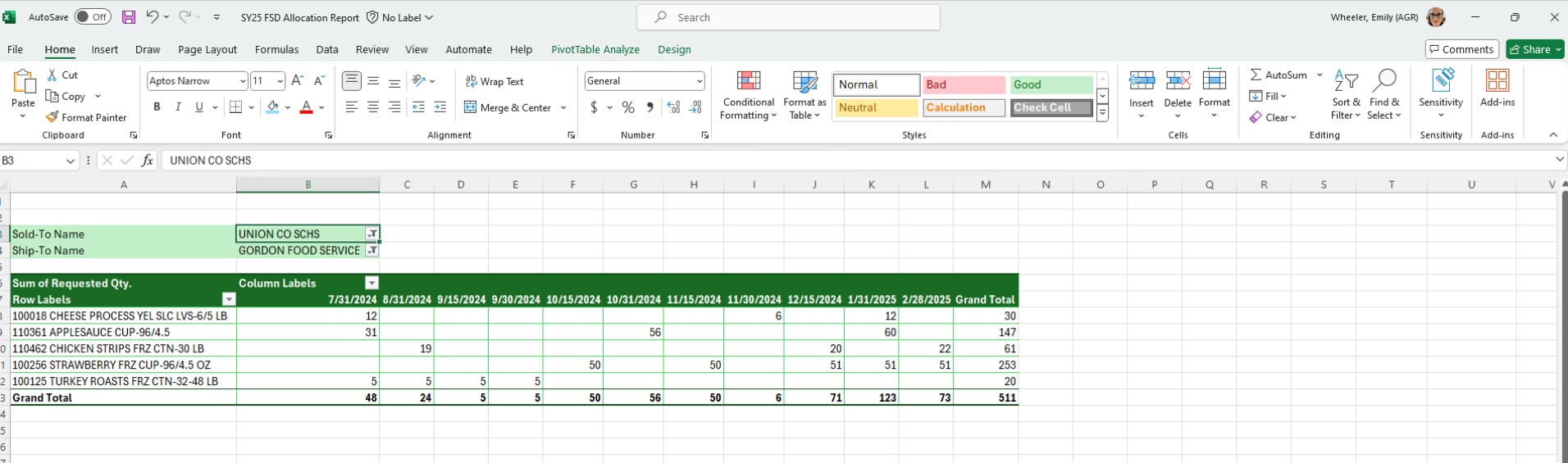
- Magan Mason
 - Magan.mason@gfs.com
 - 270-725-1727
- Lyndsey Crick
 - Lyndsey.crick@gfs.com
 - 502-641-1507
- Ben Chitwood
 - Ben.chitwood@gfs.com
 - 859-229-3951
- Mailing Address:
 - Gordon Food Service
 - 342 Gordon Industrial Dr.
 - Shephersville, KY 40165

It's a new School year, where do you start?

- Direct Delivery products will start arriving at the state contracted warehouses in mid-late July.
- To determine when your direct delivery products will be available to you, you can use these tools to keep track of your products:
 - Option 1: Pivot Table provided by KDA: SY25 FSD Allocation Report
 - Option 2: Requisition Status Report from WBSCM
 - Option 3: USDA Commodity Entitlement Report-Non-Processed Foods from GFS
- You will use all three of these tools to manage your direct delivery inventory.

Option 1: Information at a glance.

- Pivot Table provided by KDA: SY25 FSD Allocation Report
- Select your district and warehouse and it will show how many cases of your requested items are expected during each delivery period.
- **Please note: These are expected delivery dates, not actual. Also, this table does not show cancellations.**



The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is titled "Sum of Requested Qty." and is filtered by "Column Labels". The data is organized by "Row Labels" (item descriptions) and "Column Labels" (delivery dates). The "Grand Total" row shows the total quantity for each item and the overall total.

Row Labels	7/31/2024	8/31/2024	9/15/2024	9/30/2024	10/15/2024	10/31/2024	11/15/2024	11/30/2024	12/15/2024	1/31/2025	2/28/2025	Grand Total
100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	12							6		12		30
110361 APPLESauce CUP-96/4.5	31					56				60		147
110462 CHICKEN STRIPS FRZ CTN-30 LB		19							20		22	61
100256 STRAWBERRY FRZ CUP-96/4.5 OZ					50		50		51	51	51	253
100125 TURKEY ROASTS FRZ CTN-32-48 LB	5	5	5	5								20
Grand Total	48	24	5	5	50	56	50	6	71	123	73	511

Option 2: Requisition Status Report-WBSCM

- How to run the requisition status report:

1. Log in to WBSCM
2. Click on the “Reports” tab at the top of the page
3. Click “Requisition Status Report”
4. Complete the fields in the form and click the “Execute” button.
5. Print PDF or export to Excel.

The screenshot shows the USDA Web Based Supply Chain Management (WBSCM) interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports' (highlighted with a red box), and 'Help'. Below this, the 'Order Processing' section is active, and the 'Reports' tab is selected, leading to the 'Requisition Status Report' page.

The left sidebar contains a list of reports, with 'Requisition Status Report' highlighted by a red box. The main content area is titled 'Welcome to Requisition Status Report' and includes a 'Search Criteria' section. This section has an 'Execute' button (highlighted with a red box) and a 'Print to PDF' button (also highlighted with a red box). Below the buttons, there are several input fields for search criteria, including 'Program' (set to NSLP), 'Req. Delivery Date' (07/01/2023), 'To' (05/31/2024), 'Material', 'Sold-To Party' (4002822), 'Ship-To Party', 'Region', 'Req/Redist. Number', 'Req/Redist. Doc. Type', 'Req/Redist. # Status', 'Req. Entitle / Bonus', 'Sales Order Number', 'Purchase Order', and 'Shipment Receipt Date'. Each field has a dropdown arrow on its right side. A 'Show Variants' link is located at the bottom right of the search criteria section.

How to read a Requisition Status Report

Requisition Status Report

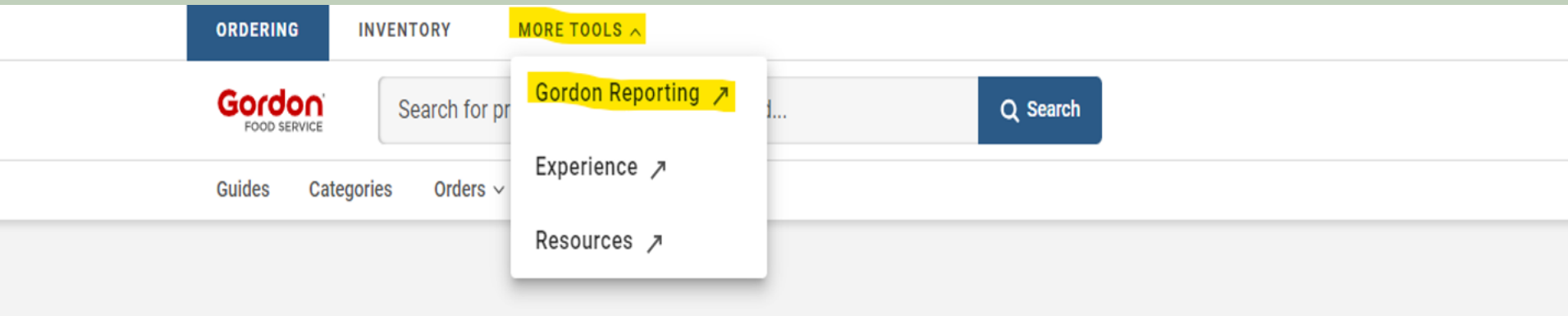
Sold-To		Sold-To Name									
4002822		MEADE CO SCHS Brandenburg KY									
Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000577585 100 ZREQ	Approved by SDA	07/31/2023	NSLP	E	30	CS	5002577 GORDON FOOD SERVICE SHEPERSVILLE KY	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	\$1,665.81	5000846115 100	Order Received Date RCVD: 07/19/2023
1000577585 200 ZREQ	Approved by SDA	09/30/2023	NSLP	E	20	CS	5002577 GORDON FOOD SERVICE SHEPERSVILLE KY	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	\$1,304.52	5000846116 100	Order Received Date RCVD: 09/27/2023
1000577585 300 ZREQ	Approved by SDA	03/15/2024	NSLP	E	21	CS	5002577 GORDON FOOD SERVICE SHEPERSVILLE KY	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	\$1,519.12	5000846119 100	Approved by SDA
1000577585 400 ZREQ	Approved by SDA	01/31/2024	NSLP	E	27	CS	5002577 GORDON FOOD SERVICE SHEPERSVILLE KY	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	\$1,953.15	5000846118 100	Approved by SDA
1000577585 500 ZREQ	Approved by SDA	11/30/2023	NSLP	E	26	CS	5002577 GORDON FOOD SERVICE SHEPERSVILLE KY	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	\$1,880.81	5000846117 100	Purchased
1000577585 600 ZREQ	Approved by SDA	10/15/2023	NSLP	E	20	CS	5004658 GORDON FOOD SERVICE LOUISVILLE KY	100241 PEACH FREESTONE DICED FRZ CUP-96/4.4 OZ	\$896.17	5000834541 100	Purchased

- **Yellow:** Expected Delivery Period
- **Green:** Quantity (Direct Delivery will show in cases, Processed Items will show in pounds)
- **Blue:** Material or product name
- **Orange:** Order Value (divide order value by total number of cases to get price per case)
- **Purple:** Sales order number (5000XXXXXX) will need this to file any complaints about that product & KC will need it on D3s.
- **Pink:** Order Status, this column will show the date received, purchases, approvals, and cancellations.

[illegible][illegible]

Option 3: GFS USDA Commodity Report Non-Processed

- This is the same report that we send out every two weeks.
- You have access to this report at any time in your GFS Experience.
- We will go through how to run it step by step and how to read it.
- Thanks to Magan Mason for sharing her GFS power point with us!



Option 3: GFS USDA Commodity Report Non-Processed



[Create a Personal View](#) 

Purchase History

Commodity Entitlement

Commodity Usage

Historical usage/ Velocity
Reports

Useful for

- Vendor Rebate reports
- Commodity Planning

Commodity Reports

- Processed
- Unprocessed

Commodity usage

- Usage for District/school for commodity items

Option 3: GFS USDA Commodity Report Non-Processed

FILE

USDA Commodity Entitlement : Details

Gordon Food Service Create a Personal View View Subscriptions View User Guide Powered by MicroStrategy

Purchase History **Commodity Entitlement** Commodity Usage

USDA Commodity Entitlement Report

DATA Last Updated: 4/11/2024 Report Run Time: 4/11/2024 12:47:41 PM

SUMMARY **DETAILS**

Available Filters
View by
☒ (All)
☐ Processed

Attributes
Select one or more attributes to add to the grid on the right:

Co-Op
District
RA
Vendor
USDA Material
White Dark Indicator
GFS Item

Metrics
Select one or more metrics to add to the grid on the right:

Unreleased Balance
Released Balance
Carryover Balance
Pending Balance
Usage Balance
Credit Balance
Remaining

Grid Based on Selected Elements

To view details filtered by a GFS item, click on the column name in the grid below or a specific item name

Customer	District	Vendor	USDA Material	White Dark Indicator	GFS Item	Remaining
Logan County Schools	Logan County Schools	Pilgrim's Pride Corp (Pierce)	100108 CHICKEN LARGE CHILLED BULK	White	0 n/a	268.34
Logan County Schools	Logan County Schools	PI J.T.M. FOOD GROUP INC (HARRISO	100154 BEEF COARSE GROUND FRZ CTN-60 LB	None	0 n/a	475.00
Logan County Schools	Logan County Schools	PI J.T.M. FOOD GROUP INC (HARRISO	100883 TURKEY THIGHS BNLS SKINS CHILLED-BULK	None	0 n/a	0.00
Logan County Schools	Logan County Schools	PI J.T.M. FOOD GROUP INC (HARRISO	110242 CHEESE NAT AMER FBD BARREL 500 LB(40800)	None	0 n/a	347.84
Logan County Schools	Logan County Schools	USDA Commodities	100008 CHEESE CHD YEL SHRED BAG-6/5 LB	None	199720 CHEESE CHD SHRD	0.00
Logan County Schools	Logan County Schools	USDA Commodities	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	None	334450 CHEESE SLCD YEL	0.00
Logan County Schools	Logan County Schools	USDA Commodities	100101 CHICKEN DICED CTN-40 LB	None	110530 CHX DCD	4.00
Logan County Schools	Logan County Schools	USDA Commodities	100101HP CHICKEN DICED CTN 40LB	None	110530 CHX DCD	16.00
Logan County Schools	Logan County Schools	USDA Commodities	100187 PORK HAM WATERAD SLC FRZ PKG-8/5 LB	None	651470 HAM SLCD W/A	13.00
Logan County Schools	Logan County Schools	USDA Commodities	100256 STRAWBERRY FRZ CUP-96/4.5 OZ	None	655010 STRAWBERRY CUP	59.00
Logan County Schools	Logan County Schools	USDA Commodities	100307 BEANS GREEN CAN-6/10	None	110730 BEAN GRN	29.00
Logan County Schools	Logan County Schools	USDA Commodities	110462 CHICKEN STRIPS FRZ CTN-30 LB	None	691971 CHX STRP	11.00
Logan County Schools	Logan County Schools	USDA Commodities	110473 BROCCOLI FRZ CTN-30 LB	None	549292 BROCCOLI FZ	0.00
Logan County Schools	Logan County Schools	USDA Commodities	111053 Corn UNGLTD	None	175295 CORN UNGLTD	0.00
Logan County Schools	Logan County Schools	PI GENERAL FILTRATION	100193 PORK PICNIC BNLS FRZ CTN-60 LB	None	0 n/a	2,007.20
Logan County Schools	Logan County Schools	PI MCCAIN FOODS (ROCHELLE, IL)	100506 POTATO BULK FOR PROCESS FRZ	None	0 n/a	2,535.40
Logan County Schools	Logan County Schools	Yargo 5Th Taste	100113 CHICKEN LEGS CHILLED- BULK	Dark	0 n/a	891.60
Logan County Schools	Logan County Schools	PI-GOLD CREEK FOODS LLC	100103 CHICKEN LARGE CHILLED BULK	Dark	0 n/a	268.13
Logan County Schools	Logan County Schools	PI-GOLD CREEK FOODS LLC	100105 CHICKEN LARGE CHILLED BULK	White	0 n/a	1,068.01

USDA Commodity...

2020/21

2021/22

2022/23

2023/24

State (1)

(All)

Co-Op (3)

RA

None

Vendor

None

District (1)

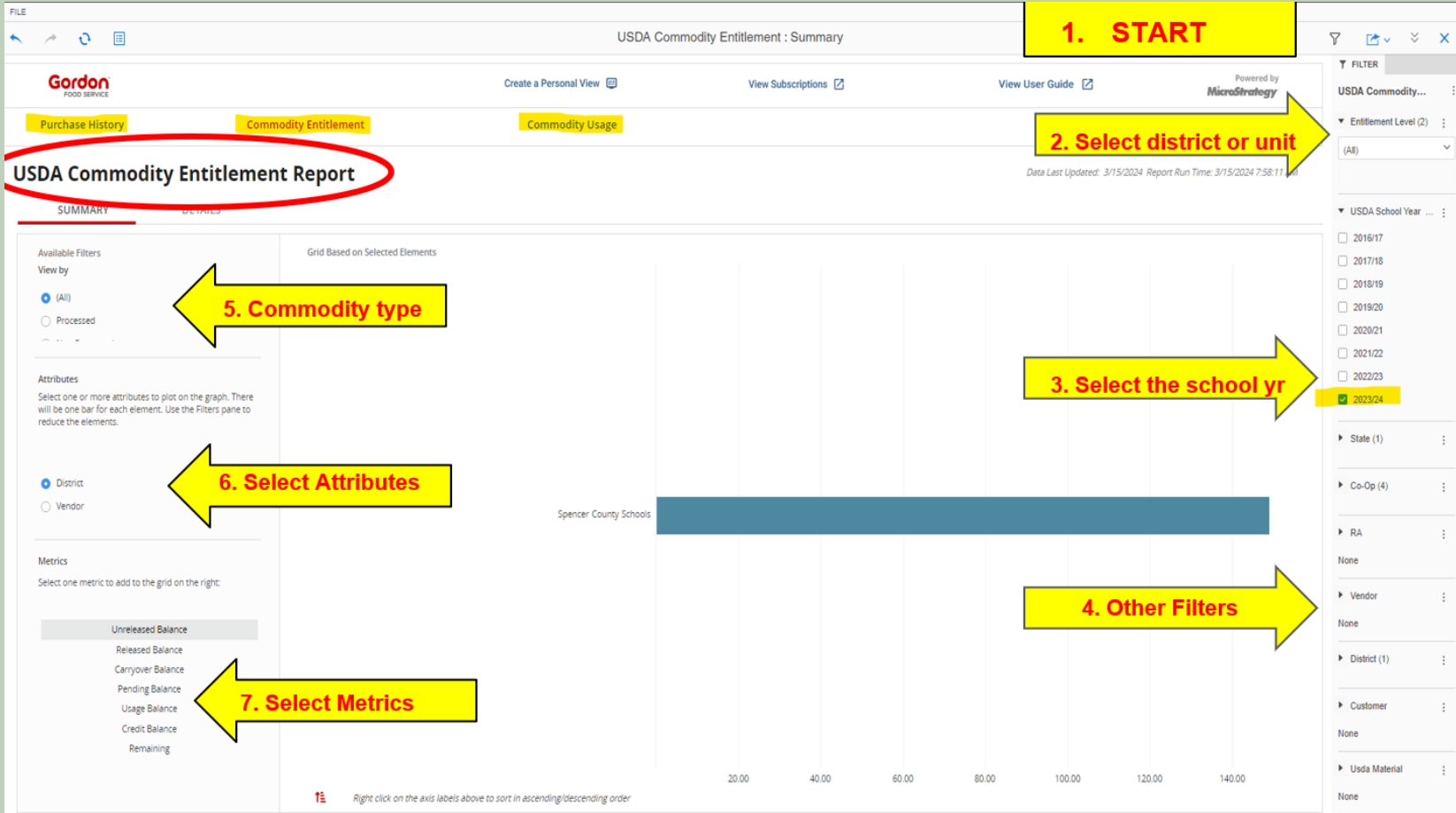
Customer

None

USDA Material

None

Option 3: GFS USDA Commodity Report Non-Processed



Option 3: GFS USDA Commodity Report Non-Processed

Commodity Entitlement

Commodity Usage

Entitlement Report

Data Last Updated: 4/11/2024 Report Run Time: 4/11/2024

2021/21

☐ 2021/22

☐ 2022/23

☒ 2023/24

State (1)

☒ (All)

☒ KY

Grid Based on Selected Elements

To view details filtered by a GFS Item, click on the column name in the grid below or a specific item name

Customer	District	Vendor	Usda Material	White Dark Indicator	GFS Item	Remaining
Logan County Schools	Logan County Schools	Pilgrim's Pride Corp (Pierce)	100103 CHICKEN LARGE CHILLED BULK	White	0 n/a	
Logan County Schools	Logan County Schools	PI-J.T.M. FOOD GROUP INC (HARRISO	100154 BEEF COARSE GROUND FRZ CTN-60 LB	None	0 n/a	
Logan County Schools	Logan County Schools	PI-J.T.M. FOOD GROUP INC (HARRISO	100883 TURKEY THIGHS BNLS SKNLS CHILLED-BULK	None	0 n/a	0.00
Logan County Schools	Logan County Schools	PI-J.T.M. FOOD GROUP INC (HARRISO	110242 CHEESE NAT AMER FBD BARREL-500 LB(40800)	None	0 n/a	347.84
Logan County Schools	Logan County Schools	USDA Commodities	100003 CHEESE CHED YEL SHRED BAG-6/5 LB	None	199720 CHEESE CHED SHRD	0.00
Logan County Schools	Logan County Schools	USDA Commodities	100018 CHEESE PROCESS YEL SLC LVS-6/5 LB	None	334450 CHEESE SLCD YEL	0.00
Logan County Schools	Logan County Schools	USDA Commodities	100101 CHICKEN DICED CTN-40 LB	None	110530 CHIX DCD	4.00
Logan County Schools	Logan County Schools	USDA Commodities	100101NP CHICKEN DICED CTN 40LB	None	110530 CHIX DCD	16.00
Logan County Schools	Logan County Schools	USDA Commodities	100187 PORK HAM WATERAD SLC FRZ PKG-8/5 LB	None	651470 HAM SLCD W/A	13.00
Logan County Schools	Logan County Schools	USDA Commodities	100256 STRAWBERRY FRZ CUP-96/4.5 OZ	None	655010 STRAWBERRY CUP	59.00
Logan County Schools	Logan County Schools	USDA Commodities	100307 BEANS GREEN CAN-6/10	None	110730 BEAN GRN	29.00
Logan County Schools	Logan County Schools	USDA Commodities	110462 CHICKEN STRIPS FRZ CTN-30 LB	None	691971 CHIX STRP	11.00
Logan County Schools	Logan County Schools	USDA Commodities	110473 BROCCOLI FRZ CTN-30 LB	None	549292 BROCCOLI FZ	0.00
Logan County Schools	Logan County Schools	USDA Commodities	111053 Corn UNSLTD	None	175295 CORN UNSLTD	0.00
Logan County Schools	Logan County Schools	PI-GENERAL FILTRATION	100193 PORK PICNIC BNLS FRZ CTN-60 LB	None	0 n/a	2,007.20
Logan County Schools	Logan County Schools	PI-MCCAIN FOODS (ROCHELLE, IL)	100506 POTATO BULK FOR PROCESS FRZ	None	0 n/a	2,535.40
Logan County Schools	Logan County Schools	Yangs 5Th Taste	100113 CHICKEN LEGS CHILLED -BULK	Dark	0 n/a	851.60
Logan County Schools	Logan County Schools	PI-GOLD CREEK FOODS LLC	100103 CHICKEN LARGE CHILLED BULK	Dark	0 n/a	268.13
Logan County Schools	Logan County Schools	PI-GOLD CREEK FOODS LLC	100103 CHICKEN LARGE CHILLED BULK	White	0 n/a	1,068.01

Show Data

Export

Excel

PDF

Data

Co-Op (3)

RA

None

Vendor

None

District (1)

Customer

None

Usda Material

None

Option 3: GFS USDA Commodity Report Non-Processed

Drilldowns = Underlined Headers in USDA Commodity Entitlement Reports Non-Processed & Processed

- To display balance detail or invoice detail, select underlined headers or numbers

GFS Item Code

Cases
Allocated

Cases
on order

Cases
Delivered

Cases
Available to
order

RA	Vendor	GFS Item Number	GFS Item Description	<u>Unreleased Balance</u>	<u>Released Balance</u>	<u>Carryover Balance</u>	<u>Pending Balance</u>	Credit Balance	<u>Usage Balance</u>	Remaining
00026	USDA COMMODITIES	655010	STRAWBERRY CUP 96-4.5Z COMM	<u>0.00</u>	<u>11.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>11.00</u>	0.00
00028	USDA COMMODITIES	110520	BEEF GRND 40# COMM	<u>0.00</u>	<u>23.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>23.00</u>	0.00
00028	USDA COMMODITIES	110530	CHIX DCD 40# COMM	<u>0.00</u>	<u>25.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>25.00</u>	0.00
00028	USDA COMMODITIES	110570	POTATO WDGS 6-5# COMM	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>4.00</u>	0.00
00028	USDA COMMODITIES	110670	PEAR HLVS 6-10 COMM	<u>0.00</u>	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>4.00</u>	0.00
00028	USDA COMMODITIES	110680	PEAR SLCD 6-10 COMM	<u>0.00</u>	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>10.00</u>	0.00



Ordering Direct Delivery


How to Order Brown Box Items from the Warehouse

- When KC receives a shipment of USDA foods, they will contact the districts stating individual districts' allocations.
- The district will order their direct delivery products using a D3 form.
- KC provisions will charge a storage fee after 60 days of free storage. \$1.38 per case.
- There is a 15-case minimum per drop.
- It is the responsibility of the FSD to keep track of their total inventory at the warehouse.

Date: 10/18/2024

GFS-Regions 3-9

- Login to GFS and select site and delivery date
- You can search by USDA food name or search “USDA Commodity”
- GFS also has a feature to build a custom order guide. If you need assistance in this process, please contact your GFS rep.

ITEM		SIZE	PRICE	QTY	TOTAL
	TURKEY BRST DELI 8-5# COMM	Case	\$3.49	<input type="text"/>	-
	#765951 Commodity 5 Pounds/Package, 8 Packages/Case				
<div><div><div>CO</div><div>OG</div></div><div><input type="checkbox"/> Compare</div></div>		3 USDA Allocations			...
Commodity-Green Means Go		Ordered: 05/18/22, 3 Cases			

On Order Guide

of cases ready to order- Cases in the building

GFS-Region 3-9

- You can label your invoices before submitting your order. This will keep direct delivery orders on a separate invoice.
- The unit price for Direct Delivery foods will be the delivery price on the invoices.

Shopping Cart

ACTIVE CART

SAVED CARTS

CUSTOMER


#1

ORDER QUANTITY

0 Lines, 0 Total items

Enter a P.O. Number

BB or Brown Box

 Deliver on: Jul. 12

Important Reminders

- **The requisition status report and the GFS non processed report (and order guide) should match!**
 - **If they do not match, please contact your GFS rep!**
- Refrigerated and frozen items are delivered to an outside storage facility first, then moved to the Shepherdsville Warehouse. It will take about a week for delivered items to show as “In Stock” on your GFS order guide, even though they will show as "Order Received" in WBSCM.
- If you have not ordered a Direct Delivery product within 6 months from the date that it was delivered to the warehouse, it will be reallocated to another district.
 - String Cheese has a 90-day shelf life, so it will need to be ordered within 3 months, rather than 6 months.
- I will give you a warning at 3 months, but it is the responsibility of the FSD to track and order direct delivery items in a timely manner.
 - Individual warnings will not be given out, it will be an email blast stating the products that need to be moving. Please read all KDA emails carefully and thoroughly.
- Menu the USDA Foods that you have ordered, so you can use the inventory allocated to your district!

Date Labeling Phrases

- Officially, USDA foods should only arrive with a “best by” date. This date does not indicate spoilage.
- Examples of commonly used phrases:
 - A "**Best if Used By/Before**" date indicates when a product will be of best flavor or quality. It is not a purchase or safety date.
 - A "**Sell-By**" date tells the store how long to display the product for sale for inventory management. It is not a safety date.
 - A "**Use-By**" date is the last date recommended for the use of the product while at peak quality. It is not a safety date except for when used on infant formula as described below.
 - A "**Freeze-By**" date indicates when a product should be frozen to maintain peak quality. It is not a purchase or safety date.
 - <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/food-product-dating>

Truck Day!

- When your USDA Foods are delivered to your school, an authorized school employee must verify the quantity and condition of each item on the invoice. The employee must sign off on the invoice once accuracy has been accepted.
- If there are problems with the delivery (shortages, overages, damage, etc.), the employee must document that information on the invoice and the driver and employee must both sign.
- Any overages or damaged items should be taken back with the driver.
- All Brown box items must be dated and labeled as USDA foods.
 - You can use stickers, Red “C”, or some other label indicating USDA Foods.
 - First in, First out is critical for inventory management.





THANK YOU FOR
JOINING US!
PLEASE FEEL FREE TO
ASK ANY QUESTIONS!

