

# *Step by Step Instruction:* How to Create a Brown Box Catalog Requisition

Professional Standards Learning Code 1170  
Length: 15 minutes



***Revised August 2022***

"How to Create a Brown Box Requisition" 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 Create  
a Brown Box  
Catalog  
Requisition*

## **Intended Audience and Content**

- This *How-To-Guide* is intended for Recipient Agencies (RAs) operating the USDA Foods in Schools Program who would like to request USDA Foods for use the following school year.
- The following slides provide guidance on how to create a Brown Box Catalog Requisition and the follow-up steps.

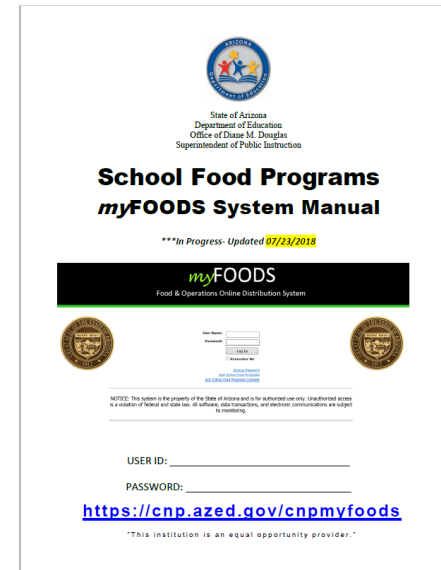
# *Step by Step Instruction: How to Create a Brown Box Catalog Requisition*

## **Objectives**

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

- understand how to read the Brown Box Catalog;
- create and place a requisition; and
- complete follow-up steps.

# Step by Step Instruction: How to Create a Brown Box Catalog Requisition



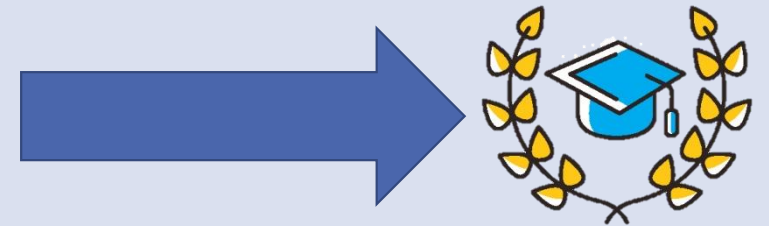
The instruction within this How-To-Guide is based on the [myFOODs system manual](https://cnp.azed.gov/cnpmyfoods).

- Section: Product Catalogs (pages 6-7)

*It is recommended to review the myFOODs system manual in addition to completing this How-To-Guide for complete understanding of important dates and requesting materials for the upcoming school year.*

## *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 lighter color like you see on this slide.



# *Step by Step Instruction: How to Create a Brown Box Catalog Requisition*

## **Definitions**

**Brown Box Catalog:** A list of available materials (USDA Foods) in which an RA can request cases up to their entitlement limit.

**Brown Box Catalog Requisition:** A request submitted through myFOODS to purchase cases of USDA Foods on behalf of the RA using the RA's available entitlement.

**USDA Shipping Period:** A date range in which an RA would like materials to be available in the Available Materials List, requested from the Catalog.

**School Year:** The operating period for Child Nutrition Programs- which is July 1-June 30.

# *Step by Step Instruction: How to Create a Brown Box Catalog Requisition*

*The Step by Step Instruction will review:*

Brown Box Catalog	Slides 8-11
Selecting Materials	Slides 12-18
Placing a Requisition	Slides 19-26
Follow-up Steps	Slides 27-30
Questions and Answers	Slides 31-32

*The following slides will only cover how-to instructions for Placing a Brown Box Catalog Requisition. **Please refer back to the [ADE Online Training Library](#) for other myFOODs system processes.***

# Brown Box Catalog

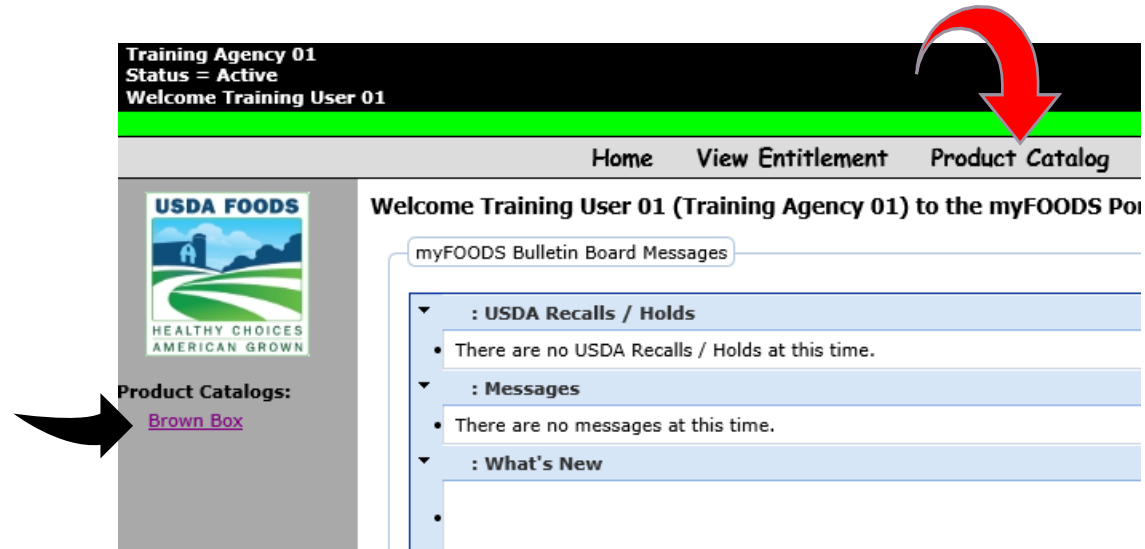


## *Brown Box Catalog*

### **Brown Box Catalog**

- An RA requests materials from the catalog to be received and used in the next school year
- Catalog is available February – March
- ADE processes requisitions in March and orders are placed with USDA in April
- ADE will announce completed/purchased requisitions in April/May
- View 209 Report – USDA Foods allocated and received

# Brown Box Catalog



1. Click Product Catalog (red arrow).
2. If a catalog is available, the link will be on the left side of the screen (black arrow).
3. Click Brown Box.

# Brown Box Catalog

Training Agency 01  
Status = Active  
Welcome Training User 01

Home View Entitlement Product Catalog

**USDA FOODS**  
HEALTHY CHOICES  
AMERICAN GROWN

Product Catalogs:  
[Brown Box](#)

Categories:  
[Beans](#)  
[Fruits](#)  
[Meat](#)  
[Veg/Fruit/Juice](#)

**Product Catalog: Brown Box**

To begin the process of requesting materials, select a product catalog materials.

**Brown Box Deadlines for Requesting Materials:**

▶ : 06/30/2019 is the deadline for requesting the following "Brown Box

4. A number of Categories 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).

**USDA FOODS**  
HEALTHY CHOICES  
AMERICAN GROWN

Product Catalogs:  
[Brown Box](#)

Categories:  
[Beans](#)  
[Fruits](#)  
[Meat](#)  
[Veg/Fruit/Juice](#)

**Product Catalog: Brown Box**

To begin the process of requesting materials, select a product catalog from the list of li materials.

**Brown Box Deadlines for Requesting Materials:**

▼ : 06/30/2019 is the deadline for requesting the following "Brown Box" catalog items.

APPLESAUCE CUP-96/4.5 (110361)
BEANS BLACK TURTLE CAN-6/10 (100359)
BEEF SPP PTY HSTYLE CKD 2.0MMA CTN-40 LB (110322)
BROCCOLI FRZ CTN-30 LB (110473)

## *Comprehension Check*

**True or False: Placing a Brown Box Catalog requisition is a way to obtain USDA Foods for the current school year.**



## *Comprehension Check*

**False. The Brown Box Catalog Requisition process is a request for materials the following school year.**



# Selecting Materials


## *Selecting Materials*

### **Selecting Materials**

- An RA can only request materials from one catalog at a time
- The requisition(s) from one catalog must be completed before requesting materials from a different catalog
- Create requisitions for USDA Shipping periods in which you want to begin scheduling the materials for shipment
- Create requisitions for similar USDA Shipping Periods to meet minimum case requirements when scheduling shipments

# Selecting Materials

1. Click on the Category of the material you are requesting.
2. Select the material you want and click Add To Cart.



**Product Catalogs:**  
[Brown Box](#)

**Categories:**  
[Beans](#)  
[Fruits](#)  
[Meat](#)  
[Veg/Fruit/Juice](#)

### Product Category: Beans

Selected Items				
Status:	Shopping in Progress			
Catalog:	Brown Box			

Indicator	Select	USDA Fact Sheet	Material #	Material Description
	<input type="checkbox"/>	<a href="#">Click to View</a>	100359	BEANS BLACK TURTLE CAN-6/10

Add To CartCheckout

3. Once a material has been added to the cart, you may click on other categories and add additional materials to the cart. You will be creating *minimal* requisitions using this process.
4. OR you may checkout with the one material in your cart. You will be creating *multiple* requisitions using this process.



# Selecting Materials

5. Click Checkout.
6. Note the materials listed. If a material appears in the Checkout screen that you do not want, click Delete next to that material.

## Checkout Brown Box

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

Selected Items	
Status:	Shopping in Progress
Catalog:	Brown Box

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.

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	Estimated Value per Quantity	Dates and Quantities		
<a href="#">Delete</a>	110361 - APPLESAUCE CUP-96/4.5 (96/4.5 OZ)  One Truckload = 0 Cases  For Direct Shipment you must order at least 1/3 Truckload:  1/3 Truckload = 0 Cases	\$16.18	USDA Shipping Period(s)	Cases	Total Shipment Cost
			08/15/2019	<input type="text" value="0"/>	\$0.00
			08/30/2019	<input type="text" value="0"/>	\$0.00
			09/15/2019	<input type="text" value="0"/>	\$0.00
			09/30/2019	<input type="text" value="0"/>	\$0.00
			Material Total:		\$0.00
<a href="#">Delete</a>	100359 - BEANS BLACK TURTLE CAN-6/10 (6/#10 CAN)  One Truckload = 0 Cases  For Direct Shipment you must order at least 1/3 Truckload:  1/3 Truckload = 0 Cases	\$14.06	USDA Shipping Period(s)	Cases	Total Shipment Cost
			08/15/2019	<input type="text" value="0"/>	\$0.00
			08/30/2019	<input type="text" value="0"/>	\$0.00
			09/15/2019	<input type="text" value="0"/>	\$0.00
			09/30/2019	<input type="text" value="0"/>	\$0.00
			Material Total:		\$0.00

Update Cart Value

Continue

## Selecting Materials

### 7. Note the USDA Shipping Periods -

8/15/2019 = this request will arrive at US Foods the first half of month (8/1 – 8/15) and be available to schedule a shipment.

8/30/2019 = this request will arrive at US Foods the second half of month (8/15 – 8/30) and be available to schedule a shipment.

Dates and Quantities		
USDA Shipping Period(s)	Cases	Total Shipment Cost
08/15/2019	<input type="text" value="0"/>	\$0.00
08/30/2019	<input type="text" value="0"/>	\$0.00
09/15/2019	<input type="text" value="0"/>	\$0.00
09/30/2019	<input type="text" value="0"/>	\$0.00
Material Total:		\$0.00

USDA Shipping Period(s)	Cases	Total Shipment Cost
08/15/2019	<input type="text" value="0"/>	\$0.00
08/30/2019	<input type="text" value="0"/>	\$0.00
09/15/2019	<input type="text" value="0"/>	\$0.00
09/30/2019	<input type="text" value="0"/>	\$0.00
Material Total:		\$0.00

## Selecting Materials

8. When entering quantities, make sure you are considering:
- ☐ When the material is needed for your menu – must enter quantity in the first half of the month under the USDA Shipping Period if you need it for the second half of month
  - ☐ Storage capabilities – what is your max capacity to take dry, refrigerated, or frozen materials?

Dates and Quantities		
USDA Shipping Period(s)	Cases	Total Shipment Cost
08/15/2019	<input type="text" value="5"/>	\$80.90
08/30/2019	<input type="text" value="0"/>	\$0.00
09/15/2019	<input type="text" value="0"/>	\$0.00
09/30/2019	<input type="text" value="5"/>	\$80.90
Material Total:		\$161.80

USDA Shipping Period(s)	Cases	Total Shipment Cost
08/15/2019	<input type="text" value="5"/>	\$70.30
08/30/2019	<input type="text" value="0"/>	\$0.00
09/15/2019	<input type="text" value="0"/>	\$0.00
09/30/2019	<input type="text" value="5"/>	\$70.30
Material Total:		\$140.60

## Selecting Materials

9. When entering quantities, make sure you are considering:
- ❑ Meeting minimum case requirements (when scheduling a shipment) – when entering quantities for specific USDA Shipping Periods, make sure the total quantity for that period TOTAL your minimum case requirement (this can be found by clicking My Agency in myFOODS).

Dates and Quantities		
USDA Shipping Period(s)	Cases	Total Shipment Cost
08/15/2019	5	\$80.90
08/30/2019	0	\$0.00
09/15/2019	0	\$0.00
09/30/2019	5	\$80.90
Material Total:		\$161.80

USDA Shipping Period(s)	Cases	Total Shipment Cost
08/15/2019	5	\$70.30
08/30/2019	0	\$0.00
09/15/2019	0	\$0.00
09/30/2019	5	\$70.30
Material Total:		\$140.60

## *Comprehension Check*

**True or False: The USDA Shipping Period is a great way to ensure I can meet minimum case requirements when scheduling a shipment.**



## *Comprehension Check*

**True. The USDA Shipping Period is a time frame in which physical inventory of USDA Foods will be delivered to the warehouse. If I select multiple materials for the same USDA Shipping Period, they will all be delivered to the warehouse within 2 weeks of each other.**



# Placing a Requisition

## *Placing a Requisition*

### **Placing a Requisition**

- An RA 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, you may only change or delete quantities, you may not add additional materials to the requisition
- An RA may place as many requisitions as necessary



# Placing a Requisition

Action	Material Description	Estimated Value per Quantity	Dates and Quantities		
<a href="#">Delete</a>	110361 - APPLESauce CUP-96/4.5 (96/4.5 OZ)  One Truckload = 0 Cases  For Direct Shipment you must order at least 1/3 Truckload:  1/3 Truckload = 0 Cases	\$16.18	USDA Shipping Period(s)	Cases	Total Shipment Cost
			08/15/2019	<input type="text" value="5"/>	\$80.90
			08/30/2019	<input type="text" value="0"/>	\$0.00
			09/15/2019	<input type="text" value="0"/>	\$0.00
			09/30/2019	<input type="text" value="5"/>	\$80.90
			Material Total:		\$161.80
<a href="#">Delete</a>	100359 - BEANS BLACK TURTLE CAN-6/10 (6/#10 CAN)  One Truckload = 0 Cases  For Direct Shipment you must order at least 1/3 Truckload:  1/3 Truckload = 0 Cases	\$14.06	USDA Shipping Period(s)	Cases	Total Shipment Cost
			08/15/2019	<input type="text" value="5"/>	\$70.30
			08/30/2019	<input type="text" value="0"/>	\$0.00
			09/15/2019	<input type="text" value="0"/>	\$0.00
			09/30/2019	<input type="text" value="5"/>	\$70.30
			Material Total:		\$140.60

1. An RA may update the cart value at any time.
2. Deleting a material can be completed on this page.
3. Click Continue.

# Placing a Requisition

## Review Requisition

Entitlement Year: 2019-2020, Net. Entitlement: \$31,999.68, Prior Reqs: \$0.00, **Cart Value: \$302.40**, Remaining Bal: \$31,697.28 (values are estimated)

Selected Items	
Status:	Shopping in Progress
Catalog:	Brown Box

Material Description	Estimated Value per Quantity	
110361 - APPLESAUCE CUP-96/4.5 (96/4.5 OZ)  One Truckload = 0 Cases	\$16.18	USDA Shipping Period(s) 08/15/2019 08/30/2019 09/15/2019 09/30/2019
100359 - BEANS BLACK TURTLE CAN-6/10 (6/#10 CAN)  One Truckload = 0 Cases	\$14.06	USDA Shipping Period(s) 08/15/2019 08/30/2019 09/15/2019 09/30/2019

[Modify Requisition](#) [Place Requisition](#) [Empty Cart](#)

- Note the entitlement values at the top of this page. If the remaining balance was negative, this requisition could not be placed.

# Placing a Requisition

## Review Requisition

Entitlement Year: 2019-2020, Net. Entitlement: \$31,999.68, Prior Reqs: \$0.00, **Cart Value: \$302.40**, Remaining Bal: \$31,697.28 (values are estimated)

Selected Items	
Status:	Shopping in Progress
Catalog:	Brown Box

Material Description	Estimated Value per Quantity	
110361 - APPLESAUCE CUP-96/4.5 (96/4.5 OZ)  One Truckload = 0 Cases	\$16.18	USDA Shipping Period(s) 08/15/2019 08/30/2019 09/15/2019 09/30/2019
100359 - BEANS BLACK TURTLE CAN-6/10 (6/#10 CAN)  One Truckload = 0 Cases	\$14.06	USDA Shipping Period(s) 08/15/2019 08/30/2019 09/15/2019 09/30/2019

[Modify Requisition](#) [Place Requisition](#) [Empty Cart](#)

5. Click Modify Requisition if you would like to increase/decrease the quantity.

# Placing a Requisition

## Review Requisition

Entitlement Year: 2019-2020, Net. Entitlement: \$31,999.68, Prior Reqs: \$0.00, **Cart Value: \$302.40**, Remaining Bal: \$31,697.28 (values are estimated)

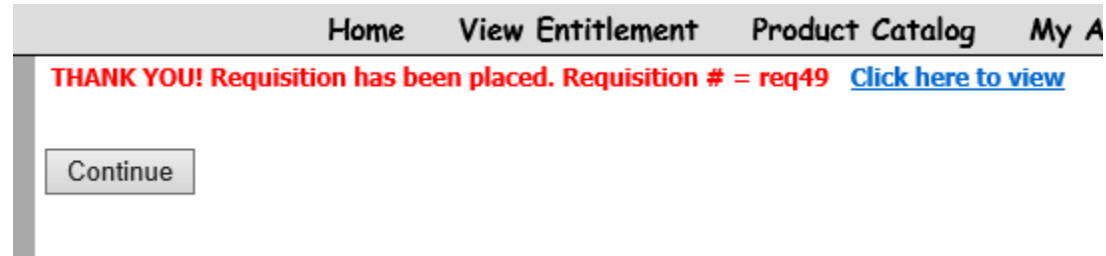
Selected Items	
Status:	Shopping in Progress
Catalog:	Brown Box

Material Description	Estimated Value per Quantity	
110361 - APPLESAUCE CUP-96/4.5 (96/4.5 OZ)  One Truckload = 0 Cases	\$16.18	USDA Shipping Period(s) 08/15/2019 08/30/2019 09/15/2019 09/30/2019
100359 - BEANS BLACK TURTLE CAN-6/10 (6/#10 CAN)  One Truckload = 0 Cases	\$14.06	USDA Shipping Period(s) 08/15/2019 08/30/2019 09/15/2019 09/30/2019

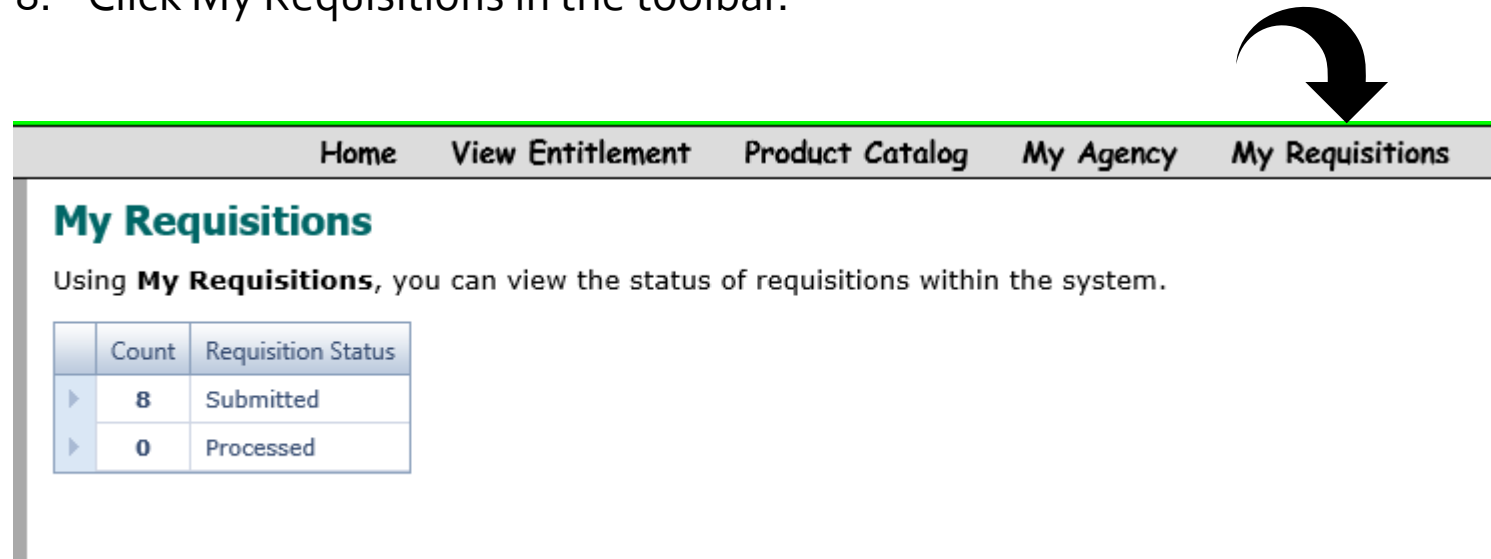
[Modify Requisition](#) [Place Requisition](#) [Empty Cart](#)

6. Click Place Requisition.

## Placing a Requisition




7. An email was sent to the user whom is logged in and placed the requisition.
8. Click My Requisitions in the toolbar.



## Placing a Requisition

### My Requisitions

Using **My Requisitions**, you can view the status of requisitions within the system.



Count			Requisition Status			
8			Submitted			
Action	Action	Requisition #	Catalog	Estimated Value	Created On	Created By
<a href="#">View</a>	<a href="#">Edit</a>	req2	Brown Box	\$277.00	4/4/2019 10:11:09 AM	Training User 01
<a href="#">View</a>	Closed	req13	Surplus	\$266.60	4/4/2019 10:45:53 AM	Training User 01
<a href="#">View</a>	<a href="#">Edit</a>	req24	Brown Box	\$277.00	5/8/2019 10:37:13 AM	Training User 01
<a href="#">View</a>	Closed	req26	Surplus	\$919.80	5/8/2019 10:48:46 AM	Training User 01
<a href="#">View</a>	<a href="#">Edit</a>	req28	Brown Box	\$277.00	5/15/2019 11:47:40 AM	Training User 01
<a href="#">View</a>	Closed	req33	Surplus	\$331.20	5/15/2019 12:16:46 PM	Training User 01
<a href="#">View</a>	<a href="#">Edit</a>	req43	Brown Box	\$138.50	5/29/2019 11:46:32 AM	Training User 01
<a href="#">View</a>	<a href="#">Edit</a>	req49	Brown Box	\$302.40	6/20/2019 11:04:14 AM	Training User 01
0			Processed			

9. Click the expand/collapse arrow.
10. An RA may Edit a requisition here.
11. Click Edit – an RA may delete a material or change quantities.

## *Comprehension Check*

**True or False: Once a Brown Box Catalog requisition is placed, I can no longer delete, modify, or edit the requisition as the USDA Foods Program has already processed my request.**



## *Comprehension Check*

**False. An RA can delete requisitions and start over, or modify quantities on a submitted requisition. The Brown Box Catalog is available for a few weeks to ensure plenty of time to place requisitions. The USDA Foods Program will not process the requisition until the due date.**





# Follow-up Steps

## Follow-up Steps

Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (0 Items in Cart) Reports Contacts Delivery Sites Help Logout

**USDA Foods Allocated and Received (FOO209LZ)**

Fiscal Year: V 2019-2020  
 Program: NSL Schools (including RCC)  
 Agency: Canyon State Academy 07-21-07-000

Run Report Show Grid Return to Report List

If you completed a Brown Box Catalog requisition, upon ADE notification of completed Brown Box catalog purchases, review the **“209 Report – USDA Foods Allocated and Received”** found in myFOODS Reports. Select the upcoming fiscal year and click “Show Grid” (you may export the document to excel).

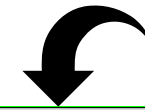
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Type	ID	Comm Code	Commodity Name	Bonus	Program Short Name	Unit Cost	Ship Date	Qty Planned	Qty Received	Is Completed	Is Cancelled	Invoice Num	Total Value
1	ALLOCPANNED	0	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	FALSE	NSL	54.28	8/15/2019 0:00	2	0	FALSE	FALSE		108.56
2	ALLOCPANNED	0	100036	CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB	FALSE	NSL	50.60	8/15/2019 0:00	2	0	FALSE	FALSE		101.20
3	ALLOCPANNED	0	100101	CHICKEN DICED CTN-40 LB	FALSE	NSL	71.18	8/15/2019 0:00	4	0	FALSE	FALSE		284.72
4	ALLOCPANNED	0	100396	PEANUT BUTTER SMOOTH JAR-6/5 LB	FALSE	NSL	29.14	8/15/2019 0:00	3	0	FALSE	FALSE		87.42
5	ALLOCPANNED	0	100500	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB	FALSE	NSL	37.19	8/15/2019 0:00	6	0	FALSE	FALSE		223.14
6	ALLOCPANNED	0	110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	FALSE	NSL	112.38	8/15/2019 0:00	6	0	FALSE	FALSE		674.28
7	ALLOCPANNED	0	100012	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	FALSE	NSL	61.42	9/15/2019 0:00	6	0	FALSE	FALSE		368.52
8	ALLOCPANNED	0	100117	CHICKEN SAUCE CTN-40 LB	FALSE	NSL	47.54	8/15/2019 0:00	4	0	FALSE	FALSE		190.16

## Follow-up Steps

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Type	ID	Comm Code	Commodity Name	Bonus	Program Short Name	Unit Cost	Ship Date	Qty Planned	Qty Received	Is Completed	Is Cancelled	Invoice Num	Total Value
1	ALLOCPANNED	0	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	FALSE	NSL	54.28	8/15/2019 0:00	2	0	FALSE	FALSE		108.56
2	ALLOCPANNED	0	100036	CHEESE BLEND AMER SKM YEL SLC LVS-6/5 LB	FALSE	NSL	50.60	8/15/2019 0:00	2	0	FALSE	FALSE		101.20
3	ALLOCPANNED	0	100101	CHICKEN DICED CTN-40 LB	FALSE	NSL	71.18	8/15/2019 0:00	4	0	FALSE	FALSE		284.72
4	ALLOCPANNED	0	100396	PEANUT BUTTER SMOOTH JAR-6/5 LB	FALSE	NSL	29.14	8/15/2019 0:00	3	0	FALSE	FALSE		87.42
5	ALLOCPANNED	0	100500	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB	FALSE	NSL	37.19	8/15/2019 0:00	6	0	FALSE	FALSE		223.14
6	ALLOCPANNED	0	110554	TURKEY BREAST DELI SLICED FRZ PKG-8/5 LB	FALSE	NSL	112.38	8/15/2019 0:00	6	0	FALSE	FALSE		674.28
7	ALLOCPANNED	0	100012	CHEESE CHD RDU FAT YEL SHRED BAG-6/5 LB	FALSE	NSL	61.42	9/15/2019 0:00	6	0	FALSE	FALSE		368.52
8	ALLOCPANNED	0	100117	CHICKEN SAUTE STRIPS CTN-30 LB	FALSE	NSL	47.54	8/15/2019 0:00	4	0	FALSE	FALSE		190.16

The materials listed on the “209 Report – USDA Foods Allocated and Received” report will be displayed in the Available Materials list by July 1.

Click My Shipments.



Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (0 Items in Cart)		
Available Materials	Shipment Calendar	Shipment List
Schedule Selected Items >>		
	Material	Program
<input type="checkbox"/>	Cheese White Cheddar Reduced Fat Shredded (100011)	NSL
<input type="checkbox"/>	CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB (110080)	NSL
<input type="checkbox"/>	CORN FRZ CTN-30 LB (100348)	NSL
<input type="checkbox"/>	Egg Patties Round Frozen (110931)	NSL
<input type="checkbox"/>	OIL VEGETABLE BTL-6/1 GAL (100439)	NSL
<input type="checkbox"/>	PEANUT BUTTER SMOOTH PKG-100/1.1 OZ (110710)	NSL
<input type="checkbox"/>	PEARS SLICES EX LT CAN-6/10 (100224)	NSL
<input type="checkbox"/>	PORK HAM WATERAD FRZ PKG 4/10 LB (100184)	NSL
<input type="checkbox"/>	Spaghetti Sauce Meatless Can 6/10 (100336)	NSL
<input type="checkbox"/>	SPAGHETTI SAUCE MEATLESS POUCH-6/105 OZ (110177)	NSL

## Follow-up Steps

Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (0 Items in Cart)			
Available Materials Shipment Calendar Shipment List			
Schedule Selected Items >>			
		Material	Program
<input type="checkbox"/>		Cheese White Cheddar Reduced Fat Shredded (100011)	NSL
<input type="checkbox"/>		CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB (110080)	NSL
<input type="checkbox"/>		CORN FRZ CTN-30 LB (100348)	NSL
<input type="checkbox"/>		Egg Patties Round Frozen (110931)	NSL
<input type="checkbox"/>		OIL VEGETABLE BTL-6/1 GAL (100439)	NSL
<input type="checkbox"/>		PEANUT BUTTER SMOOTH PKG-100/1.1 OZ (110710)	NSL
<input type="checkbox"/>		PEARS SLICES EX LT CAN-6/10 (100224)	NSL
<input type="checkbox"/>		PORK HAM WATERAD FRZ PKG 4/10 LB (100184)	NSL
<input type="checkbox"/>		Spaghetti Sauce Meatless Can 6/10 (100336)	NSL
<input type="checkbox"/>		SPAGHETTI SAUCE MEATLESS POUCH-6/106 OZ (110177)	NSL

Remember, an RA cannot schedule shipments for materials in yellow. You must wait until the USDA Shipping Period and the physical truck to arrive. The materials will then be in white and an RA can schedule shipments.

# Questions and Answers

## Questions and Answers

*Is it okay if an RA does not place requisitions for the following year?*

- Yes, it is ok but the RA will only receive materials by placing Surplus Catalog requisitions throughout the year OR putting entitlement towards the DoD Fresh Produce program.

*Once requisitions have been placed, can RA's make modifications?*

- Yes, an RA may modify, delete, and create requisitions up until the due date (USDA Foods Program gives 3-6 weeks to place requisitions).

*Once an RA has been notified that all requisition requests have been purchased with USDA, can an RA then change their requisition requests?*

- No, once all materials are purchased on an RA's behalf, the RA must plan to schedule the materials for shipment once available in the Available Materials list. This can be found by clicking My Shipment in myFOODS.

*Are Brown Box Catalog requisitions to request materials for the current year?*

- No, the Brown Box Catalog requisition process is to request materials for the upcoming school year.

# Technical Assistance

If you have any questions about Brown Box Catalog Requisitions, use:

- The myFOODs System Manual at: [https://www.azed.gov/sites/default/files/2019/05/myFOODS%20Training%20Manual\\_2018%20SY19.pdf?id=5cf00b231dcb250954d3c2ab](https://www.azed.gov/sites/default/files/2019/05/myFOODS%20Training%20Manual_2018%20SY19.pdf?id=5cf00b231dcb250954d3c2ab)

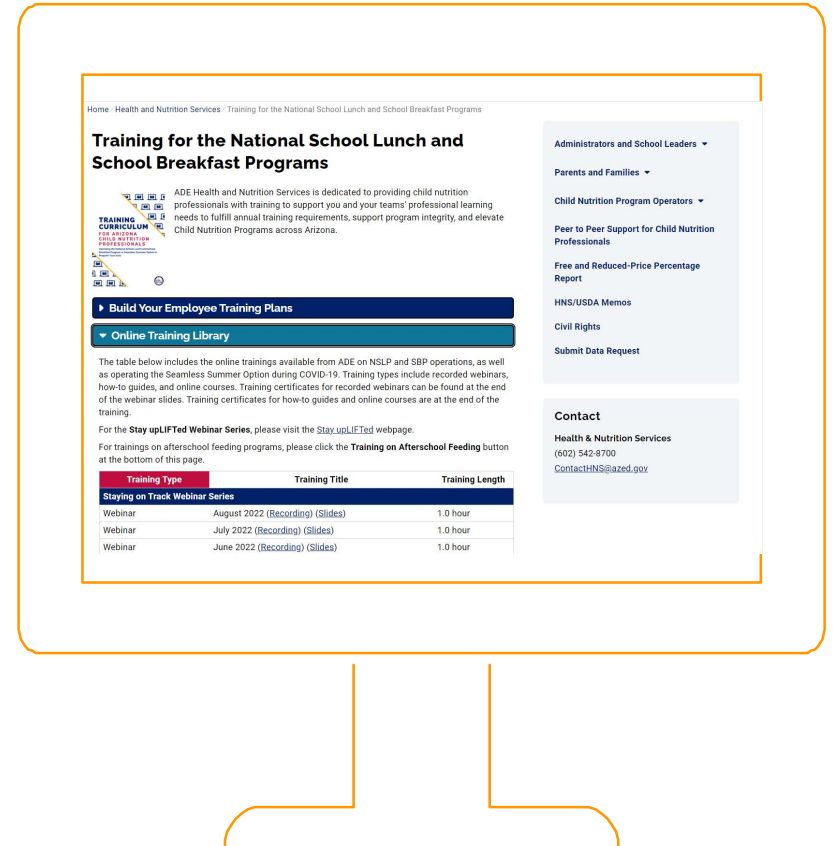
*For other questions about Brown Box Catalog Requisitions, please contact your USDA Foods Program at [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov).*

*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: How to Create a Brown Box Catalog Requisition.***

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: How to Create a Brown Box Catalog Requisition***
  - Learning Code: 1170
  - Key Area: 1000- Nutrition
  - Length: 15 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 Create a Brown Box Catalog Requisition***

Professional Standards Learning Code: **1170**

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- 2. fax: (202) 690-7442; or*
- 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*