

How to Schedule a Shipment & Complete a Shipment Verification



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) in Arizona operating the USDA Foods in Schools Program.

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.

TRAINING HOURS

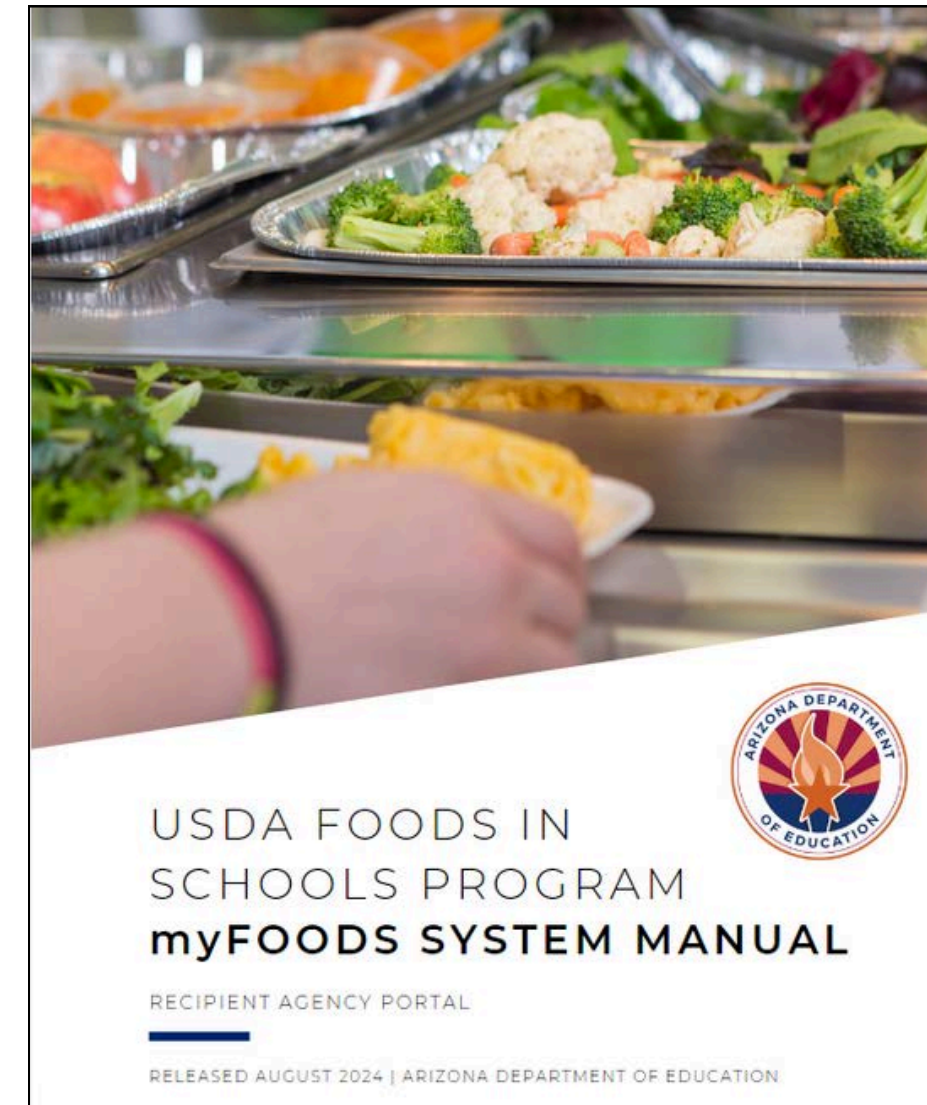
Information to include when documenting this training for Professional Standards:

Training Title: How to Schedule a Shipment & Complete a Shipment Verification

Key Area: 1000 - Nutrition

Learning Code: 1170

Length: 30 minutes



The instruction within this Online Course is based on guidance from the myFOODS System Manual. This manual can be accessed in the Documents section of the myFOODS system.

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.

Click [here](#) to access the manual.

Quiz Time



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 answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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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

SECTION 1



Definitions

**Available Materials:**

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

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 instances received, by this date.

Warehouse:

Contracted warehouse for distribution of USDA Foods.

My Shipments

THERE ARE THREE TABS ON THE MY SHIPMENTS PAGE

Available Materials

The materials requested on the Brown Box Catalog and Brown Box Catalog and purchased on the SFA's behalf drawing down entitlement based on the most updated market price published by USDA.

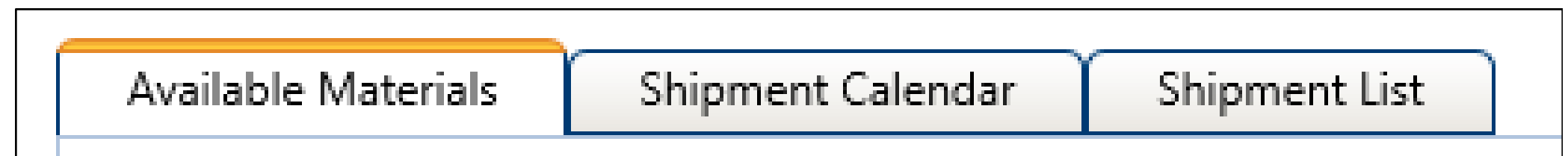
Shipment Calendar

A calendar view of the materials requested on the Brown Box Brown Box Catalog and purchased on the SFA's behalf drawing down entitlement based on the most updated market price published by USDA.

Shipment List

A list of all shipments that have been:

- scheduled;
- delivered but not yet verified; and
- verified.



Available Materials Tab

The Available Materials tab is a list of materials available to the SFA based on requests made and purchased on the Brown Box Catalog.

These materials have already drawn down the SFA's entitlement by the current 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 (SFA 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 the estimated time of arrival (ETA) of the truck at the warehouse).

Available Materials Tab

USDA Shipping Period: The date the material is expected to be delivered to the contracted warehouse (this date was finalized during catalog 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 contracted warehouse and a Date Received displays.



HomeView EntitlementProduct CatalogMy AgencyMy RequisitionsMy ShipmentsMy Cart (0 Items in Cart)ReportsContactsDelivery SitesHelpLogout

Available MaterialsShipment CalendarShipment List

Schedule Selected Items >>>Delivery Date:

		Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center
☐		Round Berry Cups Frozen (110859)	NAL		10/10/2018	12/13/2018	1	Decline
☐		Round Berry Cups Frozen (110859)	NAL		11/1/2018	12/14/2018	34	Decline
☐		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100900)	NAL		11/2/2018	12/17/2018	34	Decline
☐		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100900)	NAL		11/2/2018	12/17/2018	34	Decline
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL		12/6/2018	1/20/2019	72	Decline
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL		12/6/2018	1/20/2019	72	Decline
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL	2/28/2019		N/A	72	Decline
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL	2/28/2019		N/A	72	Decline

Available Materials Tab

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

The screenshot shows a web application interface with a top navigation bar containing links: Home, View Entitlement, Product Catalog, My Agency, My Requisitions, My Shipments, My Cart (0 Items in Cart), Reports, Contact, Delivery Sites, Help, and Logout. Below the navigation bar, there are three tabs: Available Materials (selected), Shipment Calendar, and Shipment List. Under the 'Available Materials' tab, there is a 'Schedule Selected Items >>' button and a 'Delivery Date' input field. The main content area is a table with the following columns: Material, Program, USDA Shipping Period, Date Received at warehouse, Must Ship By Date, Quantity, and Center. The table contains several rows of material data, with some rows highlighted in red and others in yellow. Each row has a checkbox on the left and a 'Decline' button on the right.

	Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center
☐	Round Berry Cups Frozen (110859)	NSL		10/10/2018	12/13/2018	1	Decline
☐	Round Berry Cups Frozen (110859)	NSL		11/1/2018	12/14/2018	34	Decline
☐	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100900)	NSL		11/2/2018	12/17/2018	34	Decline
☐	RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100900)	NSL		11/2/2018	12/17/2018	34	Decline
☐	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	Decline
☐	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL		12/6/2018	1/20/2019	72	Decline
☐	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	Decline
☐	BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NSL	2/28/2019		N/A	72	Decline

Available Materials Tab

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 the SFA does not schedule/receive the shipment on or before this date the SFA will be invoiced for excess storage fees.



Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (0 Items in Cart) Reports Contacts Delivery Site Help Logout									
Available Materials Shipment Calendar Shipment List									
Schedule Selected Items >> Delivery Date:									
		Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center	
☐		Round Berry Cups Frozen (110859)	NAL		10/10/2018	12/13/2018	1	Decline	
☐		Round Berry Cups Frozen (110859)	NAL		11/1/2018	12/14/2018	34	Decline	
☐		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100900)	NAL		11/2/2018	12/17/2018	34	Decline	
☐		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100900)	NAL		11/2/2018	12/17/2018	34	Decline	
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL		12/6/2018	1/20/2019	72	Decline	
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL		12/6/2018	1/20/2019	72	Decline	
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL	2/28/2019		N/A	72	Decline	
☐		BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	NAL	2/28/2019		N/A	72	Decline	

Shipment Calendar Tab

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 the warehouse reflects on both tabs.

USDA FOODS
HEALTHY CHOICES
AMERICAN GROWN

myFOODS
Arizona Department of Education

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

Available Materials Shipment Calendar Shipment List

today Jul, 2024 Month

Mon	Tue	Wed	Thu	Fri
01 Jul	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	01 Aug	2

Color Status

- Not Arrived at warehouse
- Arrived at warehouse
- Scheduled
- Delivered by
- Verified by Agency

USDA FOODS
HEALTHY CHOICES
AMERICAN GROWN

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

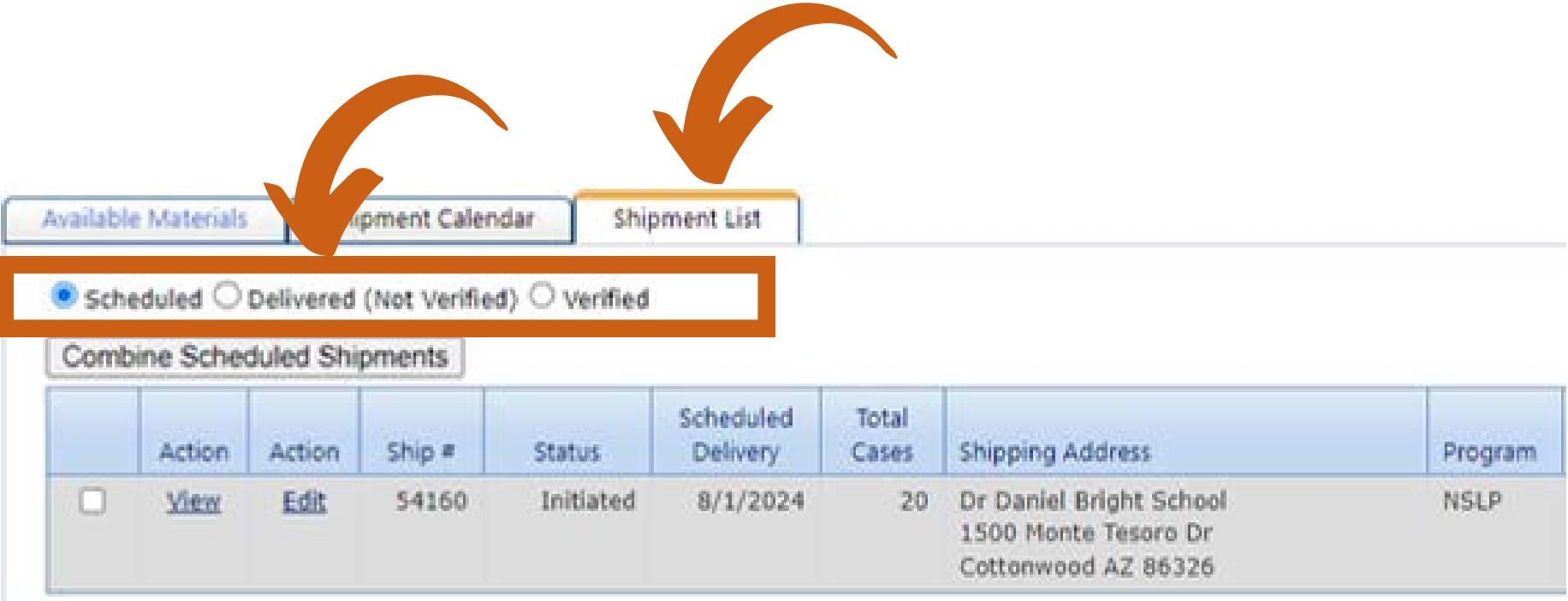
Available Materials Shipment Calendar Shipment List

Schedule Selected Items >> Delivery Date: []

	Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center
☐	Mixed Berry Cups Frozen (110859)	NSLP		7/8/2024	8/22/2024	48	Decline
☒	APPLESAUCE CUP-96/4.5 (110361)	NSLP	8/31/2024		N/A	18	Decline
☒	APPLESAUCE CUP-96/4.5 (110361)	NSLP	9/30/2024		N/A	18	Decline

Shipment List Tab

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



Scheduled: The SFA has scheduled a list of materials for a specified delivery date. The status of scheduled shipments is **Initiated**.

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

Verified: The SFA has scheduled, received, and verified that the list of materials received is the same as the materials listed on the Invoice the warehouse provided upon delivery. The status of Verified shipments is **Completed and Verified**.

Quiz Time

True or False: The materials in the Available Materials have not yet been allocated to the SFA and must be selected by the SFA.

A True

B False



Quiz Time

True or False: The materials in the Available Materials is not yet available to the SFA and must be selected by the SFA.

A True

B False

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



Scheduling a Shipment



SECTION 2

Must Ship By Date

CLICK THE MY AGENCY LINK TO VIEW DELIVERY INFORMATION

The Must Ship By Date for each material is listed. SFAs planning to schedule a shipment must decide if there is 72 hours from the Must Ship By Dates.

- If there is **more than 72 hours** from the Must Ship By Date, a shipment may be scheduled. There may only be one available delivery date when scheduling a shipment within a week of the Must Ship By Date.
- If there is **less than 72 hours** from the Must Ship By Date, the SFA must contact USDAFoods@azed.gov to schedule the material, or the SFA can **Decline** the material before the Must Ship By Date.



The screenshot shows the USDA Foods website interface. The top navigation bar includes links like Home, View Entitlement, Product Catalog, My Agency, My Requisitions, My Shipments, and My Cart. Below this, there are tabs for Available Materials, Shipment Calendar, and Shipment List. A table lists materials with columns for Material, Program, USDA Shipping Period, Date Received at warehouse, Must Ship By Date, Quantity, and Center. A blue arrow points to the 'Decline' button in the Center column for the first row.

	Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center
☐	Mixed Berry Cups Frozen (110859)	NSLP		7/8/2024	8/22/2024	48	Decline
☐	APPLESAUCE CUP-96/4.5 (110361)	NSLP	8/31/2024		N/A	18	Decline
☐	APPLESAUCE CUP-96/4.5 (110361)	NSLP	9/30/2024		N/A	18	Decline

Must Ship By Date



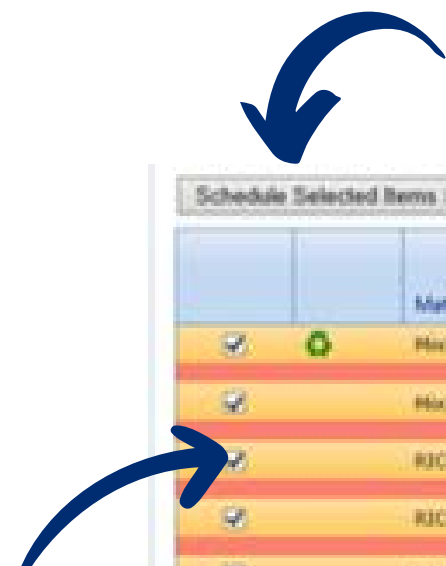
Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (0 Items in Cart) Reports Contacts Delivery Sites Help Logout									
Available Materials Shipment Calendar Shipment List									
Schedule Selected Items: >> Delivery Date:									
		Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center	
☐		Black Berry Cups Frozen (110059)	NAL		10/15/2018	12/13/2018	1	Decline	
☐		Black Berry Cups Frozen (110059)	NAL		11/1/2018	12/16/2018	36	Decline	
☐		RICE BHN USA1 LONG PARBOILED PKG-24/2 LB (100500)	NAL		11/2/2018	12/17/2018	36	Decline	
☐		RICE BHN USA1 LONG PARBOILED PKG-24/2 LB (100500)	NAL		11/2/2018	12/17/2018	36	Decline	
☐		DEEP CRUMBLES W/SPF PKG-4/10 LB (100134)	NAL		12/4/2018	1/20/2019	72	Decline	
☐		DEEP CRUMBLES W/SPF PKG-4/10 LB (100134)	NAL		12/4/2018	1/20/2019	72	Decline	
☐		DEEP CRUMBLES W/SPF PKG-4/10 LB (100134)	NAL	3/28/2019		N/A	72	Decline	
☐		DEEP CRUMBLES W/SPF PKG-4/10 LB (100134)	NAL	3/28/2019		N/A	72	Decline	

The items in red MUST be scheduled immediately as there will be limited delivery dates to choose from due to being within 14 days or less of the Must Ship By Date (delivery days AFTER the Must Ship By Date are not available). If no shipment is scheduled, all the materials listed in red will automatically be removed from the Available Materials list as of the Must Ship By Date and the SFA will be invoiced excess storage fees.



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

Schedule Selected Items



		Material	Program	USDA Shipping Period	Date Received at warehouse	Must Ship By Date	Quantity	Center
☒		Mixed Berry Cups Frozen (110059)	NOL		10/10/2018	12/13/2018	1	Decline
☒		Mixed Berry Cups Frozen (110059)	NOL		11/1/2018	12/14/2018	36	Decline
☒		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NOL		11/2/2018	12/17/2018	36	Decline
☒		RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	NOL		11/2/2018	12/17/2018	36	Decline
☒		BEEF CRUMBLES W/SPF PKG-4/10 LB (100134)	NOL		12/6/2018	1/20/2019	72	Decline
☒		BEEF CRUMBLES W/SPF PKG-4/10 LB (100134)	NOL		12/6/2018	1/20/2019	72	Decline

To select the materials you would like to schedule, click in the box next to the material.

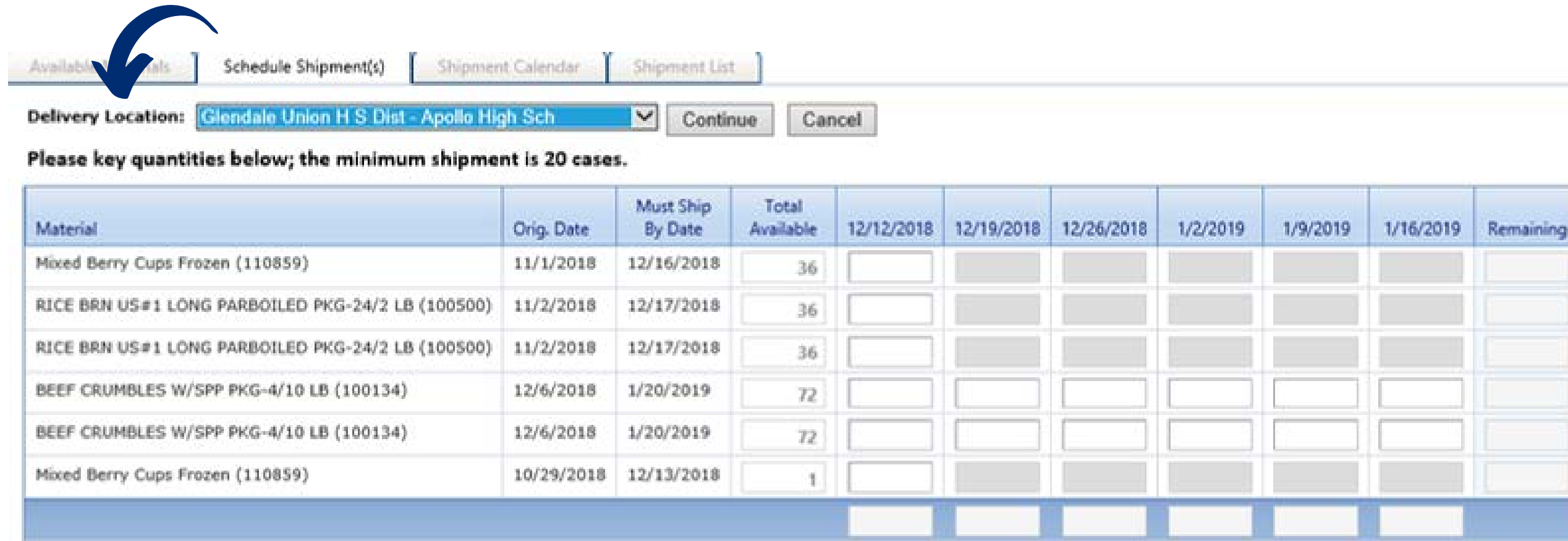
- Remember, the materials in yellow cannot be checked as they are not in physical inventory at the warehouse.

Click the **Schedule Selected Items** button.



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

Delivery Location



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							
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36							
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36							
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72							
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72							
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1							

Note the Delivery Location. If the SFA has multiple delivery locations, select which location the materials should go to from the drop-down.

When multiple delivery locations are selected, the quantity of materials for each location must be chosen.



Shipments for different delivery locations are scheduled separately.

Available Shipping Dates

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							
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36							
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36							
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72							
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72							
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1							

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.

Minimum Case Requirement

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

Delivery Location: **Glendale Union H S Dist - Apollo High Sch**

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							
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36							
RICE BRN US#1 LONG PARBOILED PKG-24/2 LB (100500)	11/2/2018	12/17/2018	36							
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72							
BEEF CRUMBLES W/SPP PKG-4/10 LB (100134)	12/6/2018	1/20/2019	72							
Mixed Berry Cups Frozen (110859)	10/29/2018	12/13/2018	1							

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 the minimum case requirement.

- If the minimum case requirement is not met, the warehouse will charge for the minimum.

Click **Continue**.

Edit Amounts

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

Delivery Location: Glendale Union H S Dist - Apollo 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	

The SFA has an opportunity to Create Shipment(s) or Edit Amounts.

- The SFA may change the Delivery Location (if there are multiple) or change the quantity amounts by delivery date but the SFA cannot add materials or remove materials on this screen. This screen only allows the user to Cancel the shipment and start over or Create the Shipment and Edit.

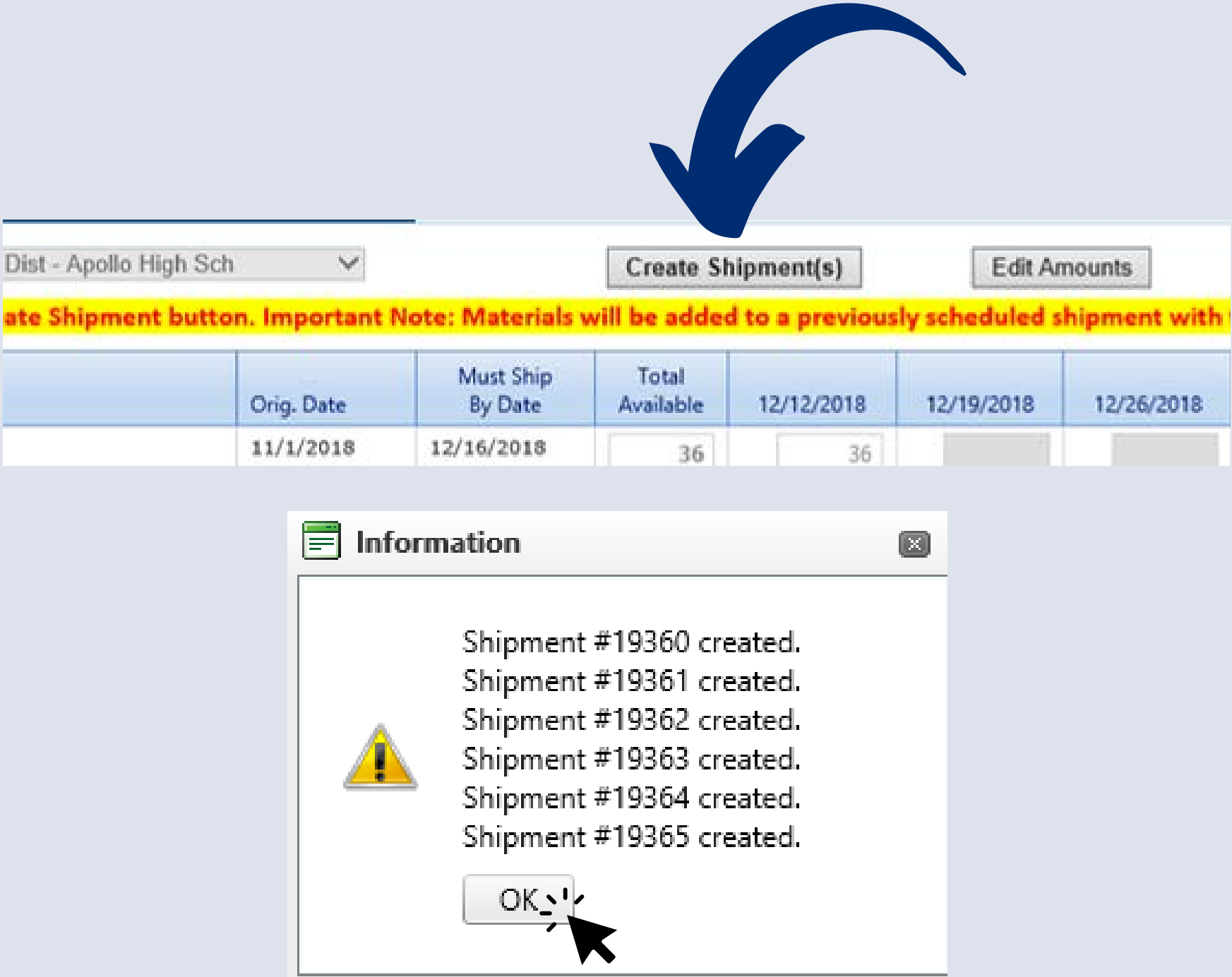
Click **Continue** when edits are completed.

Shipment Numbers

CLICK CREATE SHIPMENT(S)

Scheduled shipments are labeled with shipment numbers.

Clicking **OK** will return the user to the Available Materials list.



The screenshot shows a software interface for scheduling shipments. At the top, there is a dropdown menu labeled 'Dist - Apollo High Sch' and two buttons: 'Create Shipment(s)' and 'Edit Amounts'. A large blue arrow points to the 'Create Shipment(s)' button. Below the buttons is a yellow banner with red text that reads: 'ate Shipment button. Important Note: Materials will be added to a previously scheduled shipment with'. Below the banner is a table with the following columns: 'Orig. Date', 'Must Ship By Date', 'Total Available', '12/12/2018', '12/19/2018', and '12/26/2018'. The first row of data shows '11/1/2018' for 'Orig. Date', '12/16/2018' for 'Must Ship By Date', and '36' for 'Total Available'. Below the table is an 'Information' dialog box with a yellow warning icon. The dialog box contains the following text: 'Shipment #19360 created.', 'Shipment #19361 created.', 'Shipment #19362 created.', 'Shipment #19363 created.', 'Shipment #19364 created.', and 'Shipment #19365 created.'. At the bottom of the dialog box is an 'OK' button with a mouse cursor pointing to it.

Orig. Date	Must Ship By Date	Total Available	12/12/2018	12/19/2018	12/26/2018
11/1/2018	12/16/2018	36	36		

Information

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

OK

View Scheduled Shipments

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

☒ **Scheduled** ☐ Delivered (Not Verified) ☐ Verified

Combine Scheduled Shipments

	Action	Action	Ship #	Status	Scheduled Delivery	Total Cases	Shipping Address	Program	Created By	Created On
☐	View	Edit	19365	Initiated	1/16/2019	34	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19364	Initiated	1/9/2019	30	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19363	Initiated	1/3/2019	20	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19362	Initiated	12/26/2018	20	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19361	Initiated	12/19/2018	40	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19360	Initiated	12/12/2018	109	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:00 AM

To view Scheduled shipments, click the Shipment List tab and select the Scheduled button.

- Scheduled shipments will be listed by Delivery Location and Delivery Date.
- The shipment may be viewed or edited from this screen.

Click **Edit**.

Editing a Scheduled Shipment



SECTION 3

Edit Scheduled Shipments

Available Materials | Shipment Calendar | Shipment List

☒ Scheduled ☐ Delivered (Not Verified) ☐ Verified

Combine Scheduled Shipments

	Action	Action	Ship #	Status	Scheduled Delivery	Total Cases	Shipping Address	Program	Created By	Created On
☐	View	Edit	19365	Initiated	1/16/2019	34	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19364	Initiated	1/9/2019	30	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19363	Initiated	1/3/2019	20	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19362	Initiated	12/26/2018	20	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19361	Initiated	12/19/2018	40	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:01 AM
☐	View	Edit	19360	Initiated	12/12/2018	109	Glendale Union H S Dist - Apollo High Sch 8045 N. 47th Avenue Glendale AZ 85302	HSL	Dung Gokool	12/7/2018 10:48:00 AM

After navigating to the list of scheduled shipments by clicking the Shipment List tab and selecting the Scheduled button, click **Edit** to modify the shipment.

Editing a Scheduled Shipment

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

Home View Entitlement Product Catalog My Shipments My Requisitions My Cart (0 Items in Cart)

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

Print Shipment **Cancel Shipment**

Shipment #54173

Location: Humboldt Unif Dist - Bradshaw Mtn High Sch-WEST

Address: Humboldt Unif Dist - Bradshaw Mtn High Sch-WEST
6000 E Long Look Dr
Prescott Valley AZ 86314

New Delivery Date: 8/7/2024

Phone: (928) 830-7634

Comments:

Program: NSLP

Created By: Bill Hall

Created On: 8/1/2024 1:47:10 PM

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.

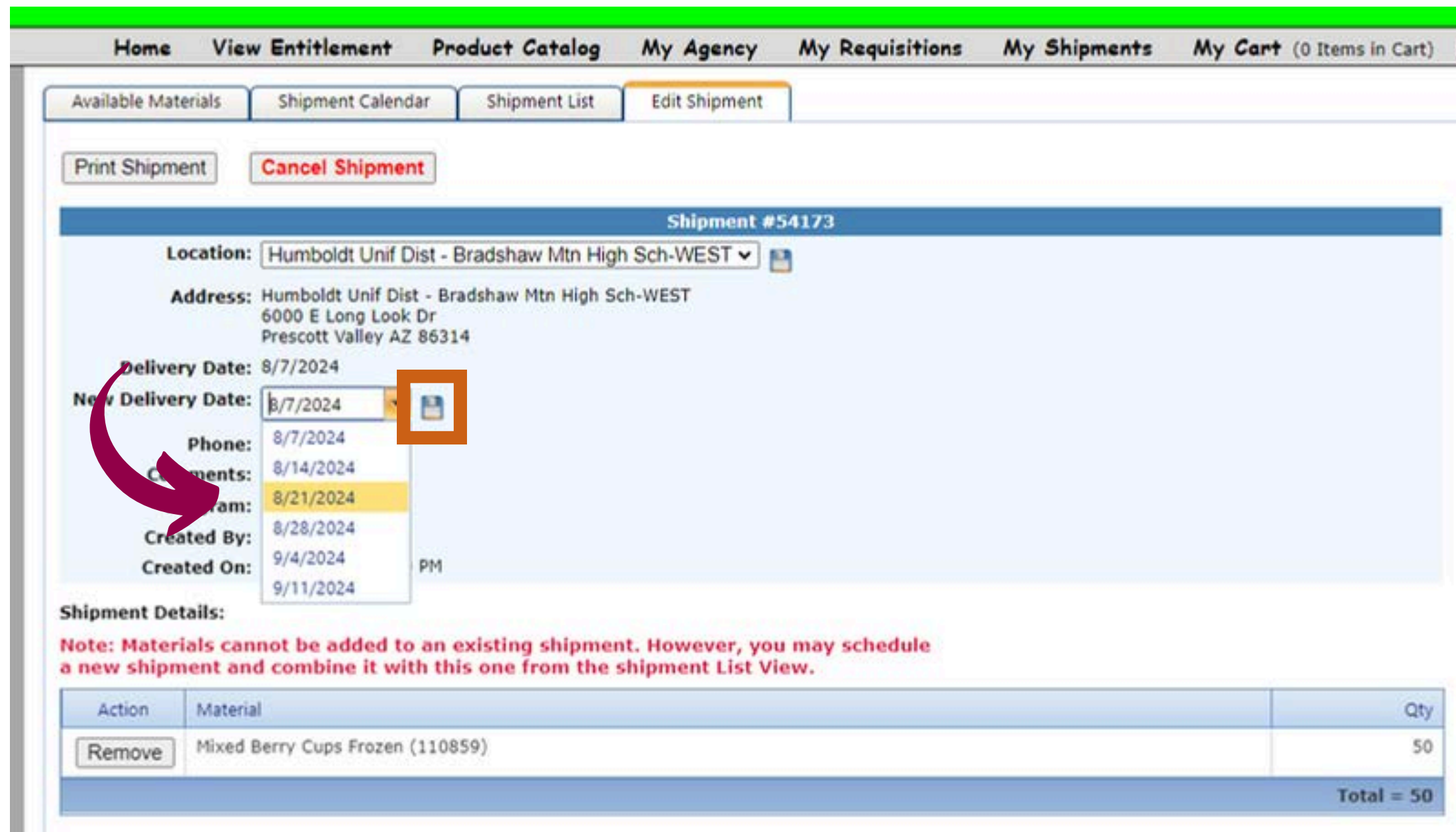
Action	Material	Qty
Remove	Mixed Berry Cups Frozen (110859)	50
		Total = 50



If a material is within 5 days of the Must Ship By Date, the SFA will not see additional delivery dates in the New Delivery Date drop-down.

Editing a Scheduled Shipment

The SFA must click the Save icon if changes are made to the location or delivery date.



Home View Entitlement Product Catalog My Agency My Requisitions My Shipments My Cart (0 Items in Cart)

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

Print Shipment Cancel Shipment

Shipment #54173

Location: Humboldt Unif Dist - Bradshaw Mtn High Sch-WEST

Address: Humboldt Unif Dist - Bradshaw Mtn High Sch-WEST
6000 E Long Look Dr
Prescott Valley AZ 86314

Delivery Date: 8/7/2024

New Delivery Date: 8/7/2024

Phone: 8/7/2024

Comments: 8/14/2024

Created By: 8/21/2024

Created On: 8/28/2024

9/4/2024 PM

9/11/2024

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	Mixed Berry Cups Frozen (110859)	50
Total = 50		

Cancelling a Scheduled Shipment

If the SFA selects 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.

HomeView EntitlementProduct CatalogMy AgencyMy RequisitionsMy ShipmentsMy Cart (0 Items in Cart)

Available MaterialsShipment CalendarShipment ListEdit Shipment

Print ShipmentCancel Shipment

Shipment #54173

Location: Humboldt Unif Dist - Bradshaw Mtn High Sch-WEST

Address: Humboldt Unif Dist - Bradshaw Mtn High Sch-WEST
6000 E Long Look Dr
Prescott Valley AZ 86314

Delivery Date: 8/7/2024

New Delivery Date: 8/7/2024

Phone: 8/7/2024

Comments: 8/14/2024

Program: 8/21/2024

Created By: 8/28/2024

Created On: 9/4/2024

9/11/2024

PM

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	Mixed Berry Cups Frozen (110859)	50
		Total = 50



Cancelling a shipment or removing materials from a scheduled shipment, will not generate a different Must Ship By Date.

Verifying a Shipment

SECTION 4



Verifying a Shipment

4 to 5 days after the warehouse has delivered materials, the warehouse will verify what materials were delivered. The SFA will need to determine if the warehouse verified correctly by completing a shipment verification. To begin, click **OK**.



Click **Verify**.

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
View	Verify	18911	Completed	10/31/2018	25	Glendale Union H S Dist - Apollo Hig 8045 N. 47th Avenue Glendale AZ 85302

Verifying a Shipment

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
100224	PEARS SLICES EX LT CAN-6/10	44	44	44

☐ Other Materials Were Received Which Are Not Listed Above

☐ Supporting Documentation Received

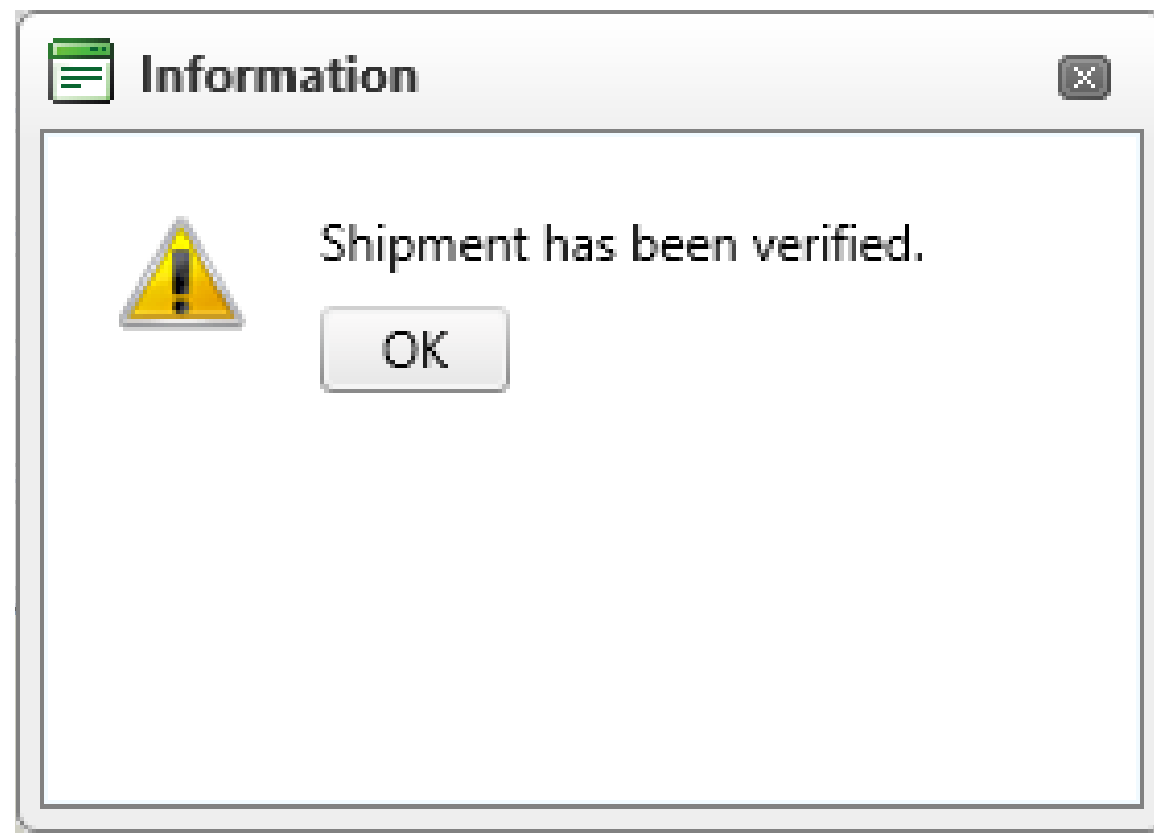
Comments:

Review the shipment comparing the Quantity Shipped column to the invoice from the delivery driver.

- If there are no discrepancies, select the **Verify Shipment AS IS (No Changes)** button; the SFA cannot make changes to the amount listed in the Quantity Verified column. Click **Save Verification**.
- If there are discrepancies, select the **Shipment Has Changes** button. The SFA can now make changes to the Quantity Verified column.
 - Enter the amount actually received. Remember, to compare the Quantity Shipped column to the invoice, not the Quantity Scheduled column.
 - Once all amounts are correct, Click **Save Verification**.

Verifying a Shipment

The shipment has been verified.



If a shipment is verified incorrectly, contact USDAFoods@azed.gov to have the verification deleted so it can be completed correctly.

Verifying a Shipment

Click the **Shipment List** tab and select the **Verified** button. All verified shipments will be listed here. If a discrepancy was indicated between the myFOODS Quantity Shipped column and delivery invoice, an HNS representative will be in contact to rectify the discrepancy.

Available MaterialsShipment CalendarShipment 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	Glendale Union H S Dist - Sunnyslope High Sch 35 W. Dunlap Ave. Phoenix AZ 85021	HSL	Mary Perez	10/19/2018 12:45:11 PM					12/7/2018 10:35:48 AM
View	18921	Completed	10/31/2018	25	Glendale Union H S Dist - Moon Valley High Sch 3625 W. Cactus Rd. Phoenix AZ 85029	HSL	Mary Perez	10/19/2018 11:59:18 AM					12/7/2018 10:35:16 AM
View	18918	Completed	10/31/2018	30	Glendale Union H S Dist - Independence High Sch 6602 N. 75th Avenue Glendale AZ 85303	HSL	Mary Perez	10/19/2018 11:57:11 AM					12/7/2018 10:35:04 AM
View	18915	Completed	10/31/2018	25	Glendale Union H S Dist - Glendale High Sch 6216 W. Glendale Avenue Glendale AZ 85301	HSL	Mary Perez	10/19/2018 11:54:41 AM	Yes				12/7/2018 10:34:59 AM
View	18911	Completed	10/31/2018	25	Glendale Union H S Dist - Apollo High Sch 8545 N. 47th Avenue Glendale AZ 85302	HSL	Mary Perez	10/19/2018 11:51:27 AM	Yes				12/7/2018 10:33:02 AM



The SFA now has access to all functionality in myFOODS.

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



USDAFoods@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
Step by Step Instruction: How to Schedule a
Shipment & Complete a Shipment Verification**

Information to include when documenting this
training for Professional Standards:

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

Key Area: 1000 – Nutrition

Learning Code: 1170

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.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:

Key Area: 1000 – Nutrition

Step by Step Instruction:

Learning Code: 1170

**How to Schedule a
Shipment & Complete a
Shipment Verification**

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.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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