



JUL 31 2015

Office of the
Assistant
Secretary
for Administration

Office of
Operations

Materiel
Management
Service Center

1400 Independence
Avenue, SW
Stop Code 9897
Washington DC
20205

TO: Materiel Management Service Center - FSIS Customers

FROM: Carlos Casaus, Director 
Materiel Management Service Center

SUBJECT: Implementation of New Web Ordering/Warehouse Management System

On October 5, 2015 the Materiel Management Service Center (MMSC) (formerly Beltsville Service Center) will migrate to a new warehouse management system (WMS). This system will eliminate redundancies, improve service delivery and the customer experience. The new system also replaces the current web ordering system used to order forms, publications and supplies. A quick reference user guide and video is now available on our website (www.bsc.usda.gov). Please familiarize yourself with the user guide and view the video prior to ordering online in October. You can also access the video directly at: <https://www.youtube.com/watch?v=ztrTKPtSGQk&feature=youtu.be>.

To ensure fiscal year end billing and closeout suspense's are met, we will not accept orders after September 11, 2015. Please plan accordingly as we will only accept mission essential or emergency orders after September 11th.

Additionally, on October 5, 2015, administrative office supplies will be provided by Paperclips Etc., an Ability One company. Paperclips Etc. currently operates office supply stores around the country, including USDA Headquarters.

The MMSC staff is available to answer any questions at 1-877-576-6329.



**Office of Operations
Materiel Management Service Center**

United States Department of Agriculture

CUSTOMER ORDERING QUICK REFERENCE GUIDE



1. Access the Internet and type the following web address into address bar: <https://www.bsc.usda.gov/>
2. Click on Login (left side of the page)

USDA Office of Operations
Materiel Management Service Center
 United States Department of Agriculture

MMSC Home | About MMSC | Help | Contact MMSC | DM Home

You are here: [DM Home](#) / [OO](#) / Materiel Management Service Center

Popular Topics

- > **Customer Order Login**
- > Surplus Sales Schedule
- > Sales Catalog
- > Purchasing Government Property
- > Furniture Available for Transfer
- > Contact MMSC

Materiel Management Service Center

Our mission is to provide quality, applied property management services to USDA and other government agencies and/or organizations.

Effective October 1, 2014, we are now known as the **Materiel Management Service Center (MMSC)** (formerly the Beltsville Service Center). For more information, [Click Here](#)

Welcome to the Materiel Management Service Center

Material Management Service Center News	Customer Information	Key Initiatives
<ul style="list-style-type: none"> • Material Management Service Center Employee Spotlight 	<ul style="list-style-type: none"> • Directions to the Materiel Management Service Center • AWO User's Guide • Auctions - Surplus Government Personal Property • Ability One Supply Store - Paperclips, Etc. 	<ul style="list-style-type: none"> • Going Green

Materiel Management Service Center Offices

- [Centralized Excess Property Operation \(CEPO\)](#)
- [Consolidated Forms and Publications Distribution Center \(CFPDC\)](#)

USDA.gov | Site Map | Policies & Links | Our Performance | Report Fraud on USDA Contracts | VISITORS | Plain Writing | Open FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

3. Enter your E-Auth User ID and Password if you do not have a LincPass. Press Login.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER LOGIN

Change my Password

WARNING

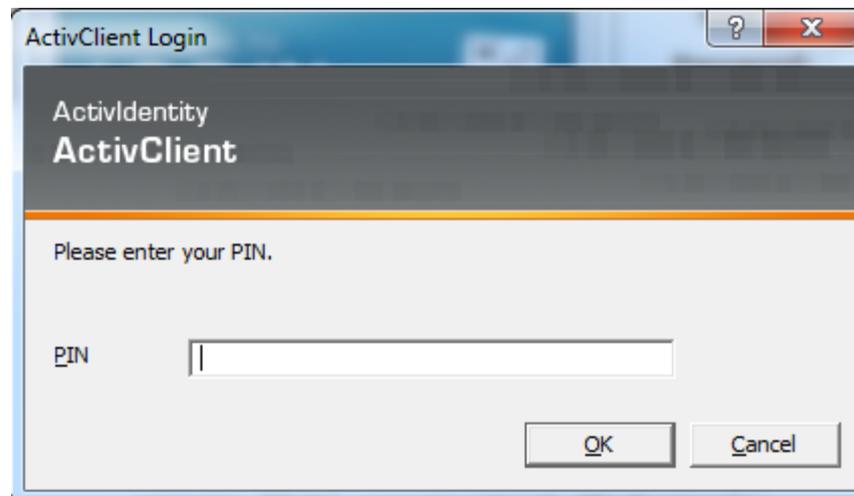
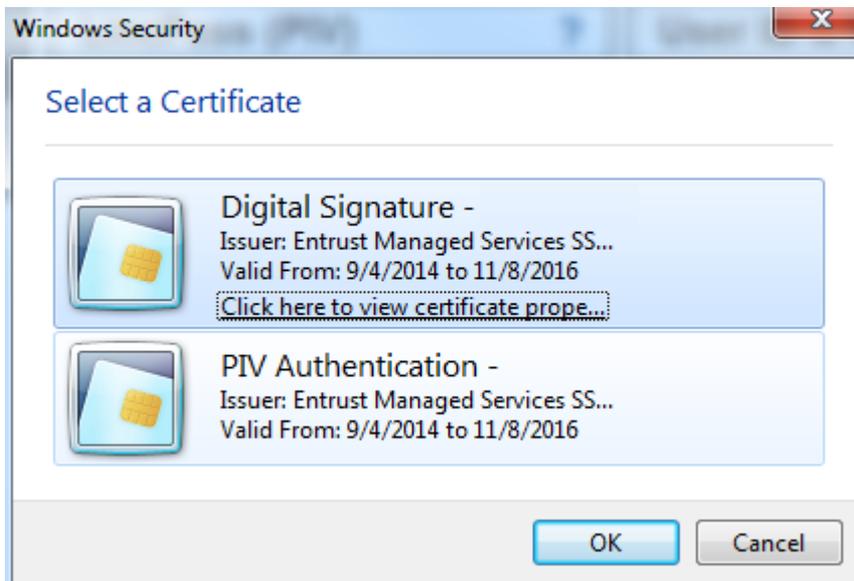
Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

Enter E-Authentication User ID and Password

4. Or click on Digital Signature or PIV and enter your PIN.



5. Click on Create Sales Order to place orders or Click on Sample Paperclips Products to view products available from Paperclips.

The screenshot displays the USDA Portal website. At the top, a green header contains the USDA logo and the text "Welcome to the USDA Portal". Below this is a dark navigation bar with five buttons: "Home", "Create Sales Order", "Product Catalog", "Sample Warehouse Products", and "Sample Paperclips Products". The "Create Sales Order" and "Sample Paperclips Products" buttons are highlighted with red boxes. In the center, a laptop displays "Online Orders" on its screen. Below the laptop are three service sections: "OUR MISSION" with a target icon, "CONTACT US" with a phone icon, and "PRODUCT CATALOG" with a document icon. Each section contains descriptive text and contact information.

USDA United States Department of Agriculture

Welcome to the USDA Portal

Home Create Sales Order Product Catalog Sample Warehouse Products Sample Paperclips Products

Online Orders

OUR MISSION

CONTACT US

PRODUCT CATALOG

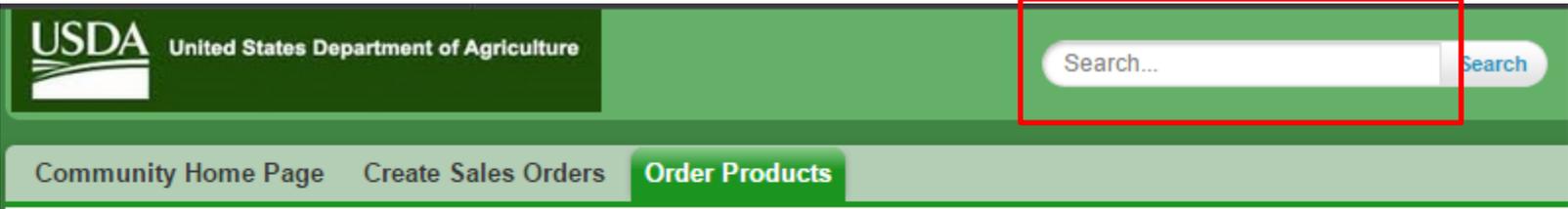
Our mission at [MMSC](#) is to provide quality supply and property management services to USDA and other government agencies and/or organizations.

6351 Ammendale Road
Beltsville, MD. 20705
Toll Free Number: (877) 576-6329
Phone: (301) 394-0400
Fax: (301) 394-0300
[Contact Warehouse Support](#)

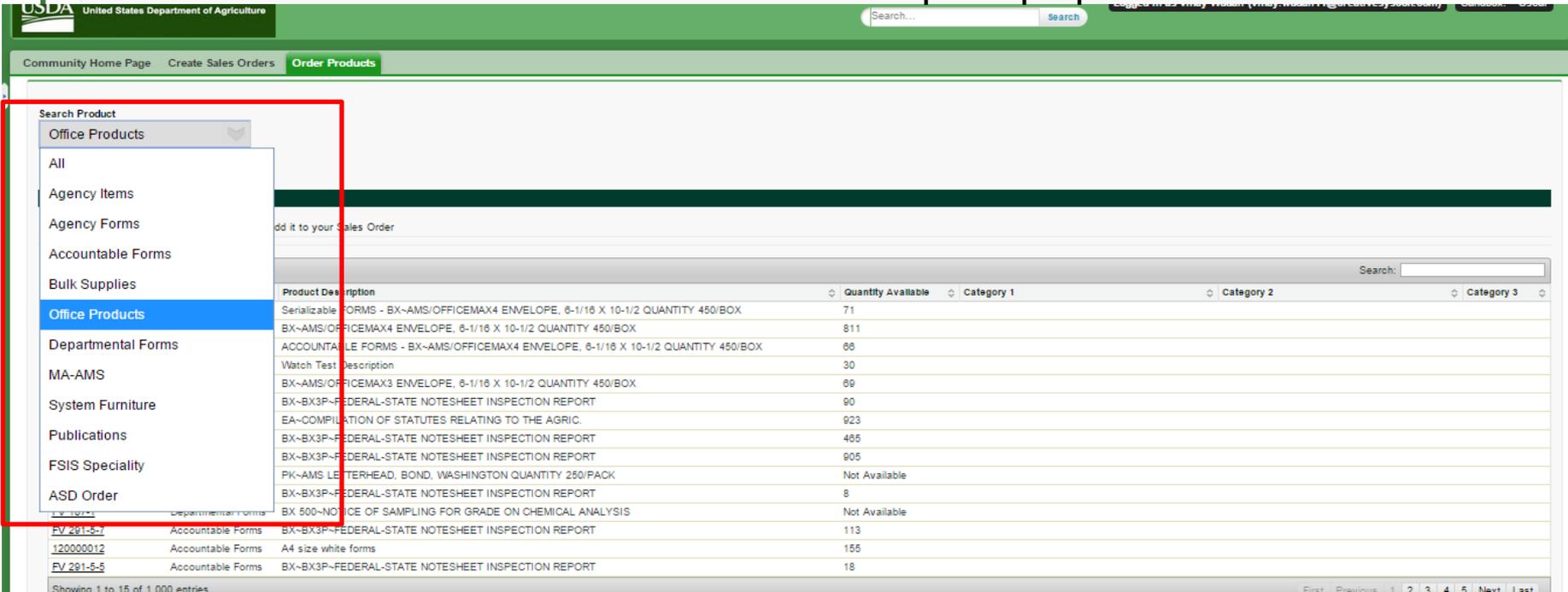
Search over 2000+ products available at the Warehouse

[Developed by Creative Systems and Consulting](#)

6. Click on Product Catalog and review the product lists available at MMSC.



Use Search function or Search Products dropdown menu. Product page will display items based on the search criteria as shown below, eg – **Office Products** to view Paperclips products



7. You can search by SKU (item #) or keyword. Enter item # or partial name of the product and click on search. The item will appear at the mid-section of your screen as shown below.

USDA United States Department of Agriculture

Logged in as vinay Wudali (vinay.wudali11@creativesyscon.com) Sandbox: Oscar

Community Home Page Create Sales Orders **Order Products**

Search Product
Office Products

Available Products

Please select the Product of your choice and add it to your Sales Order

Show 15 entries

Name	Product Class	Product Description	Quantity Available	Category 1	Category 2	Category 3
MSE02217114	Office Products	MSE Compatible LJ Toner Cyan Q2671A 4K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02217214	Office Products	MSE Compatible LJ Toner Yellow Q2672A 4K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02217314	Office Products	MSE Compatible LJ Toner Magenta Q2673A 4K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02213014	Office Products	MSE Compatible Toner Black C9730A 13K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02213114	Office Products	MSE Compatible Toner Cyan C9731A 12K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02213214	Office Products	MSE Compatible Toner Yellow C9732A 12K Yld		Inks & Toners	Printer Supplies & Parts	Technology

7(a). Paperclips products have 3 types of categories. You can sort by either category.

Note: Category 1 – Represents the product type specific to search criteria. Based on above e.g.: Ink & toners

Category 2 – represents parts or supplies for the products searched. e.g.: Printer

Category 3 – represents family or domain of the product belongs to e.g.: Technology

8. You can click on an item to view the details by clicking the link on item number.

USDA United States Department of Agriculture

Search... Search

Logged in as vinay Wudali (vinay.wudali11@creativesyscon.com) Sandbox: Oscar

Community Home Page Create Sales Orders **Order Products**

Search Product
Office Products

Available Products

Please select the Product of your choice and add it to your Sales Order

Show 15 entries

Name	Product Class	Product Description	Quantity Available	Category 1	Category 2	Category 3
MSE02217114	Office Products	MSE Compatible LJ Toner Cyan Q2671A 4K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02217214	Office Products	MSE Compatible LJ Toner Yellow Q2672A 4K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02217314	Office Products	MSE Compatible LJ Toner Magenta Q2673A 4K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02213014	Office Products	MSE Compatible Toner Black C9730A 13K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02213114	Office Products	MSE Compatible Toner Cyan C9731A 12K Yld		Inks & Toners	Printer Supplies & Parts	Technology
MSE02213214	Office Products	MSE Compatible Toner Yellow C9732A 12K Yld		Inks & Toners	Printer Supplies & Parts	Technology

Click on Item Number

9. Detail item view is visible and user can click on Add to Cart to select the item. Please note the unit of measure to ensure you order the desired quantity.

USDA United States Department of Agriculture

Search... Search

Logged in as vinay Wudali (vinay.wudali11@creativesysco)

Community Home Page Create Sales Orders Order Products

Product

Add to Cart

▼ Product Detail

Item Number	MSE02217214	Item Description	MSE Compatible LJ Toner Yellow Q2672A 4K Yld
Default Location	<u>00000</u>	Default Unit of Measure	CQ
Cost	0.00	Image Width	150.00
Image Height	150.00		

Click on Add to Cart

10. Item will be added to your Sales Order along with User details.

Community Home Page Products List Sales Orders Products Catalog Paperclip Catalog

Sales Order SO-000356 [Printable View](#)

[Sales Order Lines \[1\]](#)

Sales Order Detail

[Edit](#) [Submit Order](#)

Customer Information

Customer Account	AMS	Owner	vinay Wudali [Change]
Customer Contact	vinay Wudali	Created By	vinay Wudali , 3/31/2015 11:59 AM
Contact Email	vinay.wudali@creativesyscon.com	Customer Comments	
Contact Phone Number	(410) 340-7427		
Paperclip Tracking Number			
Contact Id Number	123		
Warehouse Tracking Numbers			

Sales Order Information

Sales Order #	SO-000356	Type	Standard
Order Date	3/31/2015	Status	In Progress
Ship Date	4/2/2015	Total Quant To Ship	1.000000
		Mode of Delivery	Best Way

PaperClips Information

Paperclips Order Number		Tracking Code	None
SalesOrder SubmitResponse		Paperclips Shipping Information	Not Applicable
Paperclips Status		Paperclips Customer Service Number	18008919295

Pricing Info and Terms

Fixed Cost Shipping	<input type="checkbox"/>	Standard Discount (%)	0.00%
Shipping Cost	\$0.00	Shipping Discount (%)	0.00%
		Shipping Charged	\$0.00
		Total Tax	\$0.00
		Final Order Total	\$0.00

Address Information

Billing Company	AMS	Shipping Location	
Billing Street	543 Pine Garden Lane,#1	Delivery Address Type	Account Shipping
Billing City	Sunnyvale	Delivery Company	AMS
Billing State /Province	California	Delivery ATTN to	
Billing Zip / Postal Code	94086	Delivery ATTN Phone	
Billing Country	United States of America	Delivery Street	
		Delivery Street(Line2)	
		Delivery City	
		Delivery State	
		Delivery Country	
		Delivery Postal Code	

Custom Links [Update Alternate Address](#)

[Edit](#) [Submit Order](#)

11. User has option to edit details, like change mode of delivery from Best Way to FedEx by clicking on Edit button.

Community Home Page Products List Sales Orders Products Catalog Paperclip Catalog

Sales Order SO-000356 [Printable View](#)

[Sales Order Lines \[1\]](#)

Sales Order Detail [Edit](#) [Submit Order](#)

Customer Information

Customer Account	AMS	Owner	vinay Wudali [Change]
Customer Contact	vinay Wudali	Created By	vinay Wudali , 3/31/2015 11:59 AM
Contact Email	vinay.wudali@creativesyscon.com	Customer Comments	
Contact Phone Number	(410) 340-7427		
Paperclip Tracking Number			
Contact Id Number	123		
Warehouse Tracking Numbers			

Sales Order Information

Sales Order #	SO-000356	Type	Standard
Order Date	3/31/2015	Status	In Progress
Ship Date	4/2/2015	Total Quant To Ship	1.000000
		Mode of Delivery	Best Way

PaperClips Information

Paperclips Order Number		Tracking Code	None
SalesOrder SubmitResponse		Paperclips Shipping Information	Not Applicable
Paperclips Status		Paperclips Customer Service Number	18008919295

Pricing Info and Terms

Fixed Cost Shipping	<input type="checkbox"/>	Standard Discount (%)	0.00%
Shipping Cost	\$0.00	Shipping Discount (%)	0.00%
		Shipping Charged	\$0.00
		Total Tax	\$0.00
		Final Order Total	\$0.00

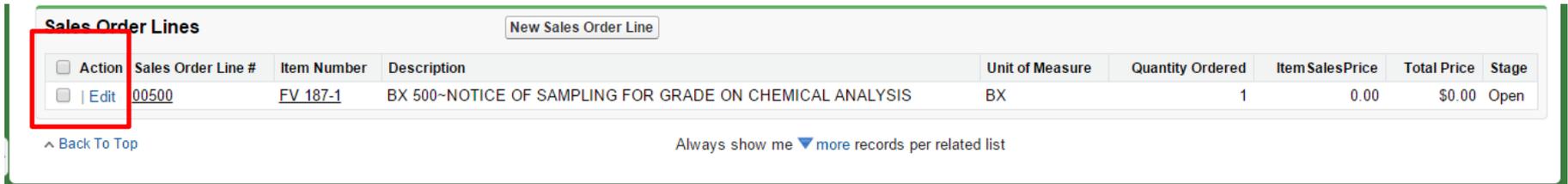
Address Information

Billing Company	AMS	Shipping Location	
Billing Street	543 Pine Garden Lane,#1	Delivery Address Type	Account Shipping
Billing City	Sunnyvale	Delivery Company	AMS
Billing State /Province	California	Delivery ATTN to	
Billing Zip / Postal Code	94086	Delivery ATTN Phone	
Billing Country	United States of America	Delivery Street	
		Delivery Street(Line2)	
		Delivery City	
		Delivery State	
		Delivery Country	
		Delivery Postal Code	

Custom Links [Update Alternate Address](#)

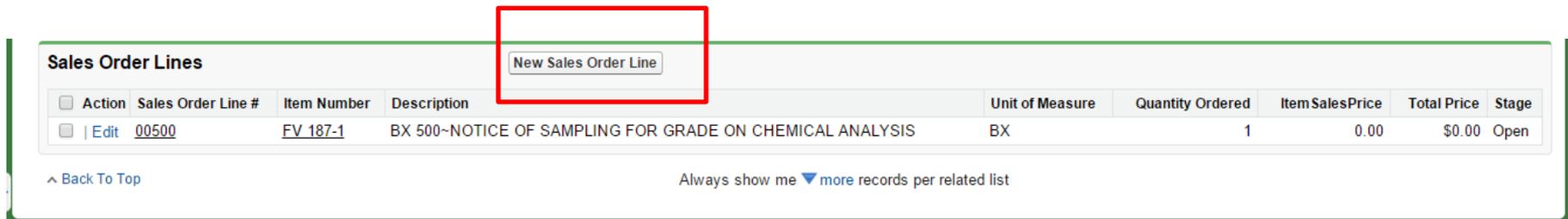
[Edit](#) [Submit Order](#)

12. You can view items added to Sales Order and you may edit details, such as quantity needed by clicking on Edit.

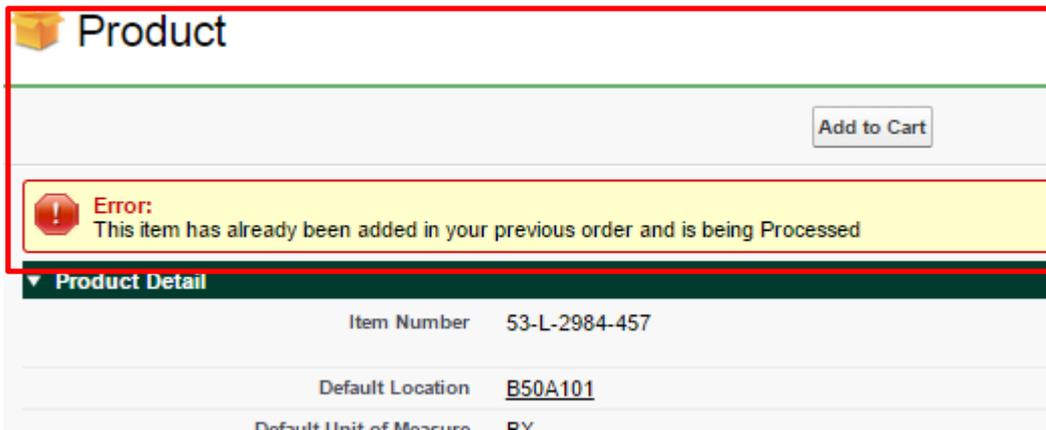


The screenshot shows the 'Sales Order Lines' interface. At the top right, there is a button labeled 'New Sales Order Line'. Below it is a table with the following columns: Action, Sales Order Line #, Item Number, Description, Unit of Measure, Quantity Ordered, Item Sales Price, Total Price, and Stage. The first row of data is: Edit, 00500, FV 187-1, BX 500~NOTICE OF SAMPLING FOR GRADE ON CHEMICAL ANALYSIS, BX, 1, 0.00, \$0.00, Open. The 'Edit' button in the first row is highlighted with a red box. Below the table, there is a link for 'Back To Top' and a note: 'Always show me more records per related list'.

13. You can add more items to Sales Order by clicking on New Sales Order Line.



The screenshot shows the 'Sales Order Lines' interface. At the top right, there is a button labeled 'New Sales Order Line', which is highlighted with a red box. Below it is a table with the following columns: Action, Sales Order Line #, Item Number, Description, Unit of Measure, Quantity Ordered, Item Sales Price, Total Price, and Stage. The first row of data is: Edit, 00500, FV 187-1, BX 500~NOTICE OF SAMPLING FOR GRADE ON CHEMICAL ANALYSIS, BX, 1, 0.00, \$0.00, Open. Below the table, there is a link for 'Back To Top' and a note: 'Always show me more records per related list'.



The screenshot shows the 'Product' detail page. At the top left, there is a product icon and the word 'Product'. Below it is a button labeled 'Add to Cart'. Below the button, there is a yellow error message box with a red exclamation mark icon. The message reads: 'Error: This item has already been added in your previous order and is being Processed'. Below the error message, there is a section titled 'Product Detail' with the following information: Item Number: 53-L-2984-457, Default Location: B50A101, and Default Unit of Measure: BX.

13 (a). If you try to order an item that is the same as a previous order, the system will give you an error notice. Products can be reordered only after the previous Sales Order Status is "Completed" or "Closed".

14. On Sales Order Line Edit page, select Item # Look up and choose from the list of items to be added.

Community Home Page Products List Sales Orders Products Catalog Paperclip Catalog

Sales Order Line Edit

Save Cancel

▼ Sales Order Line Information

Sales Order # SO-000357 Item #

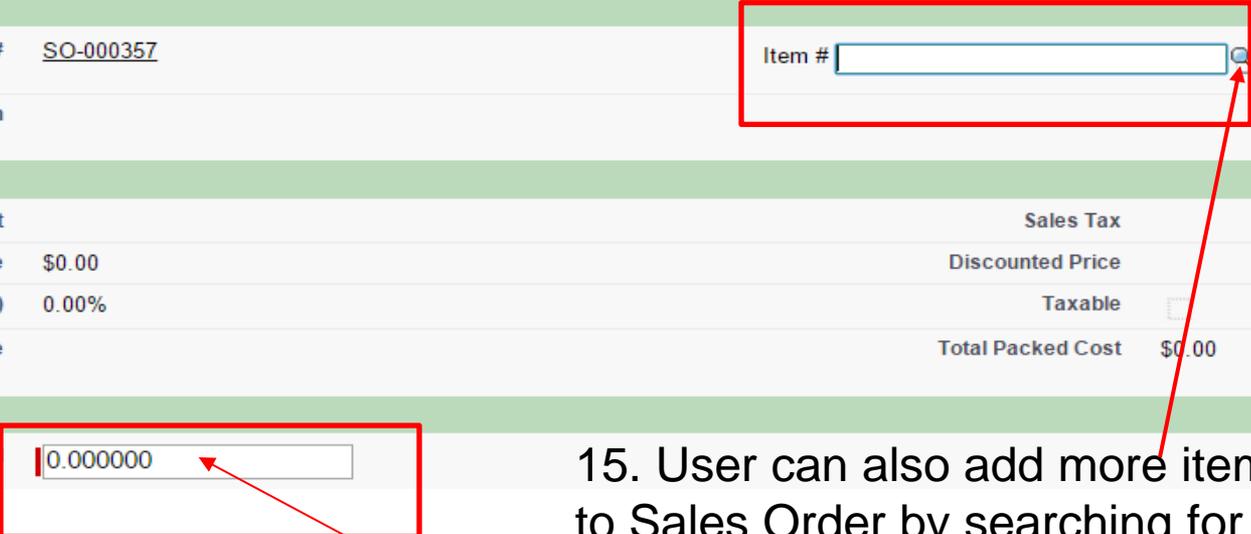
Description

▼ Pricing Details

Item Cost		Sales Tax	
Tax Value	\$0.00	Discounted Price	
Discount (%)	0.00%	Taxable	<input type="checkbox"/>
Total Price		Total Packed Cost	\$0.00

▼ Inventory/Quantity Info

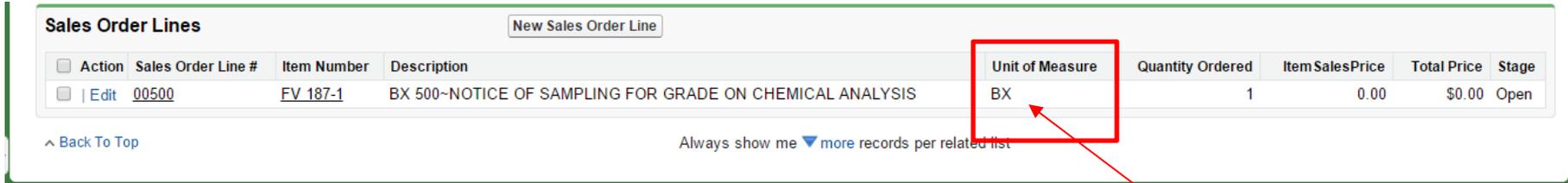
Quantity Needed



15. User can also add more items to Sales Order by searching for more items using Item # Look up and update Quantity needed.

16. Continue steps 13 to 15 until your entire order is ready to be submitted to the Materiel Management Service Center.

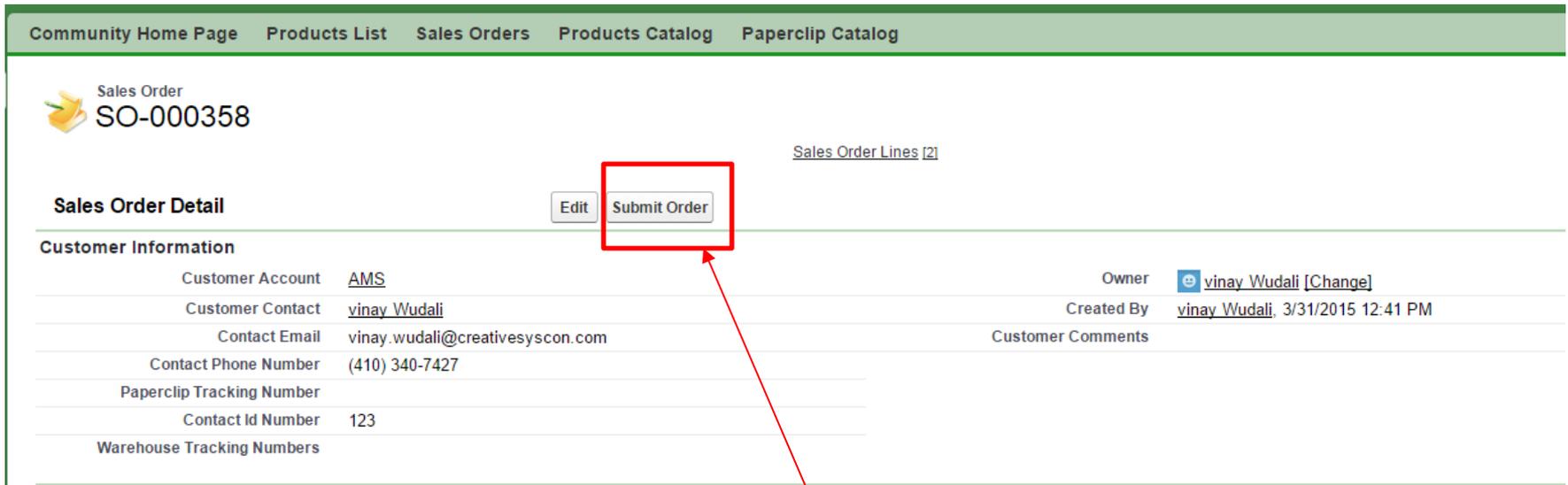
17. Once your items are selected, enter the quantity that you need.



Action	Sales Order Line #	Item Number	Description	Unit of Measure	Quantity Ordered	Item Sales Price	Total Price	Stage
<input type="checkbox"/> Edit	00500	FV 187-1	BX 500~NOTICE OF SAMPLING FOR GRADE ON CHEMICAL ANALYSIS	BX	1	0.00	\$0.00	Open

Always show me [more records per related list](#)

Please be sure to look to the right of the item name and verify the unit of measure.



Community Home Page Products List Sales Orders Products Catalog Paperclip Catalog

Sales Order SO-000358

[Sales Order Lines \[2\]](#)

[Edit](#) **Submit Order**

Customer Information

Customer Account	AMS	Owner	vinay Wudali [Change]
Customer Contact	vinay Wudali	Created By	vinay Wudali , 3/31/2015 12:41 PM
Contact Email	vinay.wudali@creativesyscon.com	Customer Comments	
Contact Phone Number	(410) 340-7427		
Paperclip Tracking Number			
Contact Id Number	123		
Warehouse Tracking Numbers			

18. **Click Submit Order.** This would confirm your order with MMSC and send notification to Customer placing the order.

The page at <https://oscar-usda.cs11.force.com> says:

Please verify the Customer ID number and address before Submitting. Click 'Cancel' if you want to edit, or change the Customer ID, Press Cancel
(560 Crystal City, Crystal City, VA, United States, 20171)

OK Cancel

USDA
United States Department of Agriculture

Community Home Page Sales Orders Products Catalog Paperclips Catalog

Sales Order
SO-000520

Sales Order Detail Edit Submit Order

Customer Information

Customer Account	AMS	Owner	vinay Wudali [Change]
Customer Contact	vinay Wudali	Created By	vinay Wudali 4/20/2015 10:05 AM
Contact Email	vinay.wudali@creativesyscon.com	Customer Comments	
Contact Phone Number	(410) 340-7427		
Paperclip Tracking Number			
Warehouse Tracking Numbers			
Customer ID	123		

Sales Order Information

Sales Order #	SO-000520	Type	Standard
Order Date	4/20/2015	Status	Partially Complete
Ship Date	4/22/2015	Total Quant To Ship	27.000000
		Mode of Delivery	Best Way

PaperClips Information

Paperclips Order Number		Tracking Code	None
SalesOrderSubmitResponse		Paperclips Shipping Information	Not Applicable
Paperclips Status		Paperclips Customer Service Number	18008919295

20. You will receive a Pop-Up, asking you to confirm your Address and Customer ID. If the Customer ID and Address are not correct, you can Cancel and Edit the Customer ID to display the correct address.

21. If the Customer ID and Address are correct, Click on OK and your order will be submitted.

Sales Order
SO-000520

[Sales Order Lines](#) (2)

Sales Order Detail

[Edit](#) [Submit Order](#)

Customer Information

Customer Account	AMS	Owner	vinay Wudali [Change]
Customer Contact	vinay Wudali	Created By	vinay Wudali , 4/20/2015 10:05 AM
Contact Email	vinay.wudali@creativesyscon.com	Customer Comments	
Contact Phone Number	(410) 340-7427		
Paperclip Tracking Number			
Warehouse Tracking Numbers			
Customer ID	123		

Sales Order Information

Sales Order #	SO-000520	Type	Standard
Order Date	4/20/2015	Status	Submitted
Ship Date	4/22/2015	Total Quant To Ship	27.000000
		Mode of Delivery	Best Way

PaperClips Information

Paperclips Order Number	88383	Tracking Code	None
SalesOrder SubmitResponse		Paperclips Shipping Information	Tracking Number will be available in 2-4 days
Paperclips Status		Paperclips Customer Service Number	18008919295

22. You may review **Paperclips Order Number** under Paperclips Information section, including updates on status and tracking.

22(a). You will then receive an order # confirmation, which begins with (**SO-**). All orders “**Processed from Paperclips**” will be shipped directly from **Paperclips Etc.**

Sales Order Lines

[New Sales Order Line](#)

Action	Sales Order Line #	Item Number	Description	Unit of Measure	Quantity Ordered	Item Sales Price	Total Price	Stage
Edit	00503	KNMA04P431	Cyan Toner 24K YLD	EA	5	78.99	\$394.95	Processed from Paperclips
Edit	00504	AMSPUB-4	BX~BX~SUP. GUIDE TO THE PERF.MGMT.THE PERF. -AND- REGION QUANTITY 34/BOX	BX	4	0.00	\$0.00	Open

23. A confirmation email will be sent with the Sales Order Number, Price and Total Items ordered (Sample Depicted Below). Please reference this email for further communication with MMSC.

Hi vinay Wudali,

Your recent order has been placed successfully. Please use the link below to view your order.

The order status will be updated as the order progresses.

Order Details:

Order Number : SO-000200

Total Price : \$298.96

Total Items : 5

Buyer : vinay Wudali

<https://oscar-usda.cs11.force.com/shopping/a2JZ0000000rbza>

For further questions regarding warehouse items, please email us at

CFPDC@dm.usda.gov.

For any questions regarding Paperclips Etc. products, please call [1-800-891-9295](tel:1-800-891-9295) or mail to support@paperclipsetc.com.

Thank you,

Material Management Service Center (MMSC)

Field Supply - Quick Ordering Facts

- Your E-mail address and Account Number is used to identify you in the system.
- To place an order, obtain the status of an order, or obtain return instructions, call 1-877-576-6329 or send an email to CFPDC@dm.usda.gov .
- To confirm the order, obtain the status of an order, or obtain return instructions for **Paperclips Orders**, call 1-800-891-9295 or send an email to support@paperclipsetc.com .
- Written orders may be faxed to 301-394-0300.