



United States Department of Agriculture

Office of the
Assistant
Secretary
for Administration

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Office of
Operations

Materiel
Management
Service Center

1400 Independence
Avenue, SW
Stop Code 9897
Washington DC
20205

TO: Materiel Management Service Center 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://youtu.be/oySigZ7XtLQ>.

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.

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