CALCTRA

Food Order Submission User Guide

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User Registration / Logging In

Enter https://foodordersubmission.calctra.ca.gov into your browser. A first-time user will need to register. It is not necessary to share a login as any approved user for a selected customer name is taken to a page housing all the same data. Click on the 'Don't have account?' link or 'Register' in the black band.

Login information can be saved by checking the 'Remember Me' box the next time the user logs in.
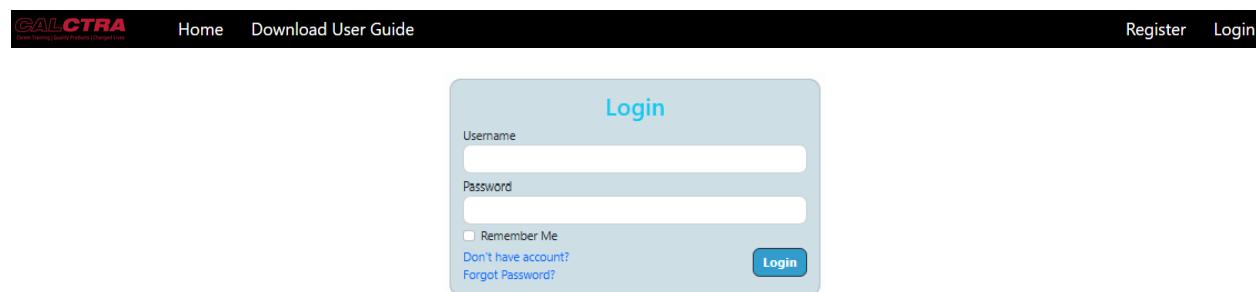
Upon initial customer registration, users will need to provide their name, username, customer, email, and a secured password. All sections are required before proceeding. A user can register for multiple locations by clicking on a customer name, holding down the control key and clicking on additional customer names. The password criteria are shown below in red.

Select the blue 'Register' button to continue.

NOTE:

If the user does not find their department within the 'Customer' list, please contact customerservice@calctra.ca.gov to be added.

If you are a registered user and change locations or need to add locations, please contact customerservice@calctra.ca.gov to update your ordering location.

Selecting a Customer / Enterprise / Quarter

On the 'Home' screen, select the drop-down arrow to open the customer, enterprises and quarters available for scheduling. Each quarter will identify a date range it will be available for submission.

Select the blue 'Begin' button to continue.

Steps to Submitting a Delivery Schedule

The complete entry of your delivery schedule will be found on this one screen within four separate tabs.

Submission Information / Purchase Order Information / Delivery Submissions / Product Deliveries

Submission Information

Customer: (ASP) AVENAL

Enterprise: POULTRY

Delivery Schedule Minimum Notification: 10

Quarter: FY25/26 Q3

Status: New

Submit Date:
Submit User:

Revise Date:
Revise User:

Submit SCHEDULE to CALCTRA

Purchase Order Information

PO #

PR #

Notes

Enter Notes to CALCTRA

Uploaded Forms

Type	Date Added	File Name	User

Form Type

SELECT | Choose File | No file chosen | **Upload**

Delivery Submissions

Date Submitted	File Name	User

Product Deliveries

Product #: 256500.0020 **Description:** CHX,HNQT,50LB/CS,6-15OZ	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	**Add Product To Delivery**
Product #: 256600.0010 **Description:** CHX,BNLS,DARK,CUBE,60LB/CS,PLN	**UOM:** LB 60 lb/cs **Delivery Increments:** 60	**Quantity Ordered:**	**Add Product To Delivery**
Product #: 256600.0031 **Description:** CHX,BRST,FRMD,40LB/CS,4 OZ,BRTH	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	**Add Product To Delivery**
Product #: 256600.1000 **Description:** CHX,BRST,B/S-LESS,50LB/CS,4-6OZ	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	**Add Product To Delivery**

Confirm all the submission information (Customer/Enterprise/Quarter) is correct. Please note the 'Delivery Schedule Minimum Notification' requirement listed for the selected enterprise.

Submission Information

Customer: (ASP) AVENAL

Enterprise: POULTRY

Delivery Schedule Minimum Notification: 10

Quarter: FY25/26 Q3

Status: New

Submit Date:
Submit User:

Revise Date:
Revise User:

Submit SCHEDULE to CALCTRA

An 'Error!' message will appear on the screen as soon as the user tabs/clicks out of the date with the quantity not meeting the minimum notification requirement, providing direction on what needs to be done to correct. The quantity will be removed after clicking 'OK'.

Error!   ☒

Your change has been cancelled. Please allow up to 10 business days notice. If this is an emergency request, please contact customer service at customerservice@calctra.ca.gov. The value will be reset to 0

Ok
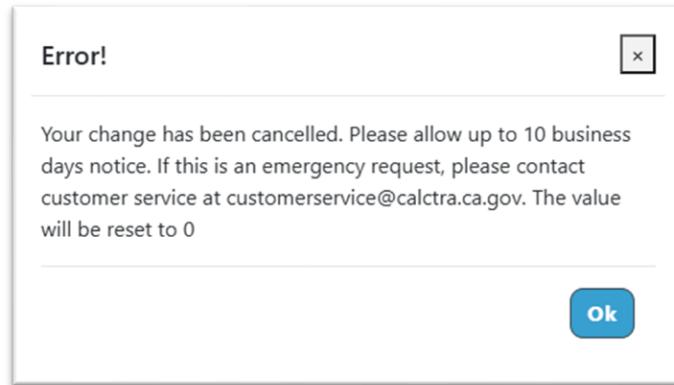
Adding Order Information and Documents

In the Purchase Order Information tab, enter PO # and upload a copy of the PO if available. If a PO # isn't available, but a PR # is, please add the number and document if available.

   NOTE: Information will be auto saved. Do NOT click 'Submit SCHEDULE to CALCTRA' button unless you are submitting a NEW/REVISED DELIVERY SCHEDULE.

Purchase Order Information

PO #   Notes

                                                  Enter Notes to CALCTRA

PR #

Uploaded Forms

Type	Date Added	File Name	User

Form Type

| SELECT ⌄ | Choose File No file chosen | Upload |

To upload a document, use the drop-down menu for 'Form Type' and select from the options. Click on 'Choose File' to select from users' saved documents.

Form Type

| SELECT ⌄ | Choose File No file chosen | Upload |

SELECT
Purchase Order
Purchase Order Amendment
Purchase Requisition

	File Name	User

A new window will appear. Select the document to be uploaded, click 'open'.
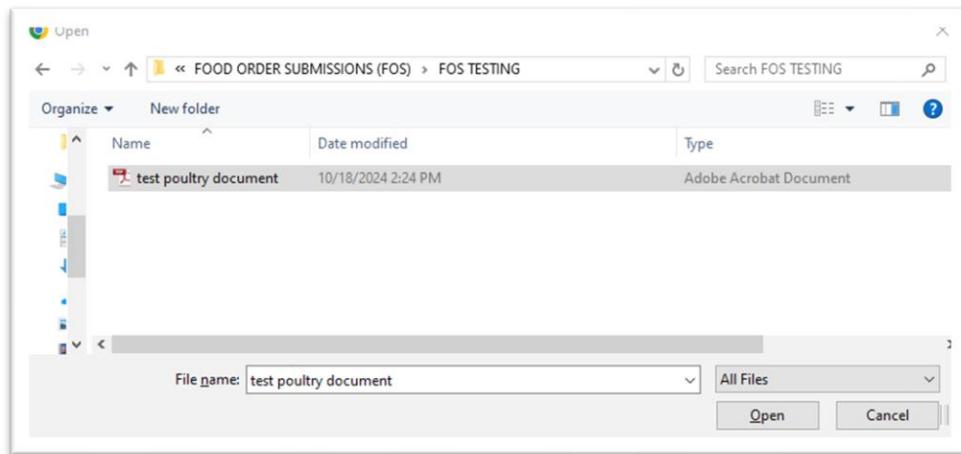
The selected document will appear in the field next to 'Choose File'. If this is the correct document, click the blue 'Upload' button.

The user will receive 'Purchasing document submitted successfully!' under 'Form Type' and will see the added document under 'File Name'. A copy can be obtained by selecting the document download icon located on the same line. If the wrong document was added, click the trash can icon next to the document download icon.

NOTE: Document upload is now complete. Do NOT click 'Submit SCHEDULE to CALCTRA' button unless you are submitting a NEW/REVISED DELIVERY SCHEDULE.

If the document is deleted, a prompt confirming deletion is displayed. We highly discourage previously submitted purchasing documents from being deleted.
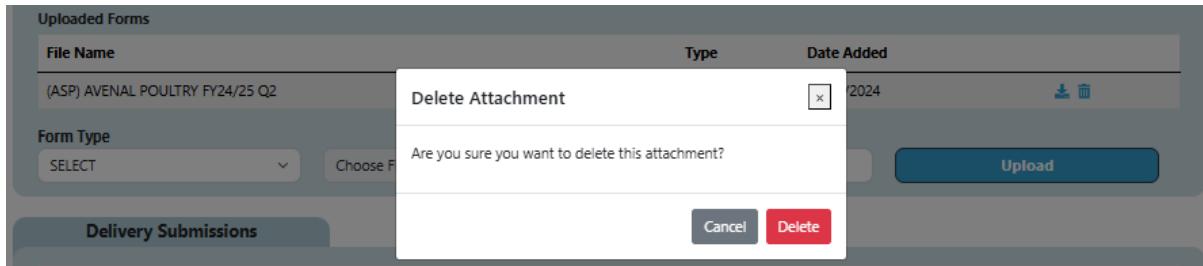
Record of Submitted Delivery Schedules

Copies of all delivery schedules submitted will be automatically saved and recorded in the 'Delivery Schedule' tab as read only. These schedules cannot be revised or deleted and are for reference only.

Delivery Submissions		
Date Submitted	**File Name**	**User**
10/24/2024, 07:56:12 AM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
10/24/2024, 08:21:57 AM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
10/24/2024, 11:59:53 AM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
10/24/2024, 02:51:40 PM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
11/01/2024, 02:03:02 PM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
11/01/2024, 02:38:22 PM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
11/01/2024, 02:38:42 PM	(ASP) AVENAL POULTRY FY24_25 Q2	PAM WILLIAMS
11/02/2024, 09:00:47 PM	(ASP) AVENAL POULTRY FY24_25 Q2	pam.williams@calpia.ca.gov

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Creating the Delivery Schedule

The 'Product Deliveries' tab is the list of available products within the enterprise available for scheduling. When minimized, the tab will show the item #, description, UOM, required delivery increments and the quantity ordered. Select 'Add Product To Delivery' button to open the calendar.

Product Deliveries

Product #: 256500.0020 **Description:** CHX,HNQT,50LB/CS,6-15OZ	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	[Add Product To Delivery]
Product #: 256600.0010 **Description:** CHX,BNLS,DARK,CUBE,60LB/CS,PLN	**UOM:** LB 60 lb/cs **Delivery Increments:** 60	**Quantity Ordered:**	[Add Product To Delivery]
Product #: 256600.1000 **Description:** CHX,BRST,B/S-LESS,50LB/CS,4-6OZ	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	[Add Product To Delivery]
Product #: 256600.0031 **Description:** CHX,BRST,FRMD,40LB/CS,4 OZ,BRTH	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	[Add Product To Delivery]

Once expanded, the available customer delivery days will be shown for selection. Clicking on the first date of entry, the user can tab through the entire calendar to add quantities.

Product Deliveries

Product #: 256500.0020
Description: CHX,HNQT,50LB/CS,6-15OZ   **UOM:** LB 50 lb/cs   **Delivery Increments:** 50   **Quantity Ordered:** 0   [Add Product To Delivery]

January	February	March
Wed	Wed	Wed
1/1	2/5	3/5
1/8	2/12	3/12
1/15	2/19	3/19
1/22	2/26	3/26
1/29	Month Total: 0	Month Total: 0
Month Total: 0		

At the bottom of each month, a total will populate with the quantities that are entered. At the same time, the 'Quantity Ordered' will update with a total for the entire quarter. Click on the 'Add Product to Delivery' button to minimize the product tab. All tabs can remain open if desired.

Product Deliveries

Product #: 256500.0020
Description: CHX,HNQT,50LB/CS,6-15OZ   **UOM:** LB 50 lb/cs   **Delivery Increments:** 50   **Quantity Ordered:** 3550   [Add Product To Delivery]

January	February	March
Wed	Wed	Wed
1/1 350	2/5	3/5 100
1/8 350	2/12 700	3/12 600
1/15 450	2/19 250	3/19
1/22	2/26	3/26 750
1/29	Month Total: 950	Month Total: 1450
Month Total: 1150		

If the product tab is minimized, the overall quantity will still be displayed. This will allow the user to see which products have already been input.

If the user attempts to enter a quantity that is not correct for the 'Delivery Increments' noted for that item, the quantity will not be added to either the monthly or quarter total. See example below on 2/26.

An 'Error!' message will appear on the screen as soon as the user tabs/clicks out of the date with the incorrect quantity increment, providing direction on what needs to be done to correct. The quantity must be corrected before continuing.

Once all entries have been completed, the minimized product tabs can be viewed for quick reference in either completing a purchase requisition or purchase order.

Submitting the Delivery Schedule

If the user is not ready to proceed with submitting the delivery schedule to CALCTRA, they can log out using the 'Logout' option in the black band at the top of the screen. The data will be saved for them or any other approved user in the department.
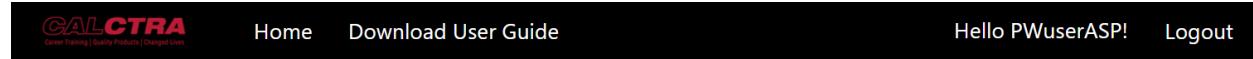
When the user logs in, they will be taken directly to the 'Home' screen where they can select the same or different customer, the Enterprise and Quarter to make a change or to submit a delivery schedule.

While the schedule is saved, it has not been submitted to CALCTRA. Within the calendar, the cells with quantity will be highlighted in yellow indicating they have not been submitted to CALCTRA.

Product Deliveries

Product #: 256500.0020
Description: CHX,HNQT,50LB/CS,6-15OZ

UOM: LB 50 lb/cs
Delivery Increments: 50

Quantity Ordered: 5000

[Add Product To Delivery]

January	February	March
Wed	Wed	Wed
1/7	2/4	3/4
1/14	2/11	3/11 2500
1/21	2/18	3/18 2500
1/28	2/25	3/25
Month Total: 0	Month Total: 0	Month Total: 5000

The user must click the blue 'Submit SCHEDULE to CALCTRA' button located in the 'Submission Information' tab, on the top right. This button is ONLY used to submit the new or revised delivery schedule. Do not click 'Submit SCHEDULE to CALCTRA' when adding purchasing documents.

Submission Information

Customer: (ASP) AVENAL

Enterprise: POULTRY

Delivery Schedule Minimum Notification: 10

Quarter: FY25/26 Q3

Status: New

Submit Date:
Submit User:

Revise Date:
Revise User:

[Submit SCHEDULE to CALCTRA]

Purchase Order Information

PO #

PR #

Notes

Enter Notes to CALCTRA

Uploaded Forms

Type	Date Added	File Name	User

Form Type

| SELECT ⌄ | Choose File | No file chosen | [Upload] |

Delivery Submissions

Date Submitted	File Name	User

Product Deliveries

Product #: 256500.0020 **Description:** CHX,HNQT,50LB/CS,6-15OZ	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:** 2500	[Add Product To Delivery]
Product #: 256600.0010 **Description:** CHX,BNLS,DARK,CUBE,60LB/CS,PLN	**UOM:** LB 60 lb/cs **Delivery Increments:** 60	**Quantity Ordered:**	[Add Product To Delivery]
Product #: 256600.0031 **Description:** CHX,BRST,FRMD,40LB/CS,4 OZ,BRTH	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:** 1550	[Add Product To Delivery]
Product #: 256600.1000 **Description:** CHX,BRST,B/S-LESS,50LB/CS,4-6OZ	**UOM:** LB 50 lb/cs **Delivery Increments:** 50	**Quantity Ordered:**	[Add Product To Delivery]

Once submitted, a new screen will appear displaying the confirmation of receipt. If the purchase order has been attached, the quarterly submission is complete. If the purchase order is pending, an approved user from the department must log in and attach a copy for processing by CALCTRA.

Submission Information

Customer: (ASP) AVENAL	**Status:** Revised
Enterprise: POULTRY	**Submit Date:** 1/5/2026 1:33:09 PM
	Submit User: pam.williams@calpia.ca.gov
Delivery Schedule Minimum Notification: 10	
	Revise Date: 1/6/2026 8:19:05 AM
Quarter: FY25/26 Q3	**Revise User:** pam.williams@calpia.ca.gov

Thank you for submitting your delivery schedule!

If you have any urgent questions or need further assistance, feel free to reach out to our customer support team at customerservice@calctra.ca.gov or call us at (916) 358-2733.

[Download Confirmation]

Downloading a copy of the Delivery Schedule

Users can download a copy of the submitted delivery schedule by clicking on the blue 'Download Confirmation' button.

[Download Confirmation]

A printable, read only copy of the delivery schedule is now available. The print layout and paper size may need to be adjusted depending on the number of delivery days selected.

CALCTRA POULTRY DELIVERY SCHEDULE

Schedule Date: 1/5/2026 1:33:09 PM
Customer: (ASP) AVENAL   **FY/Qtr:** FY25/26 Q3   **PR#:**
User: pam.williams@calpia.ca.gov   **PO#:**
Notes:

Item #	Description	Fac	3/4/2026	3/11/2026	Total
MARCH					
256500.0020	CHX,HNQT,50LB/CS,6-15OZ	ASP		2500	2500
256600.0031	CHX,BRST,FRMD,40LB/CS,4 OZ,BRTH	ASP	1550		1550

Item #	Description	Fac	March		TOTAL
TOTALS					
256500.0020	CHX,HNQT,50LB/CS,6-15OZ	ASP	2500		2500
256600.0031	CHX.BRST.FRMD.40LB/CS.4 OZ.BRTH	ASP	1550		1550

The submitted schedule will now be listed under the 'Delivery Submissions' tab for future reference. A copy can also be downloaded here by clicking on the document download icon on the same line to the far right of the document.

Delivery Submissions

Date Submitted	File Name	User	
11/08/2024, 09:11:20 AM	(ASP) AVENAL POULTRY FY24_25 Q3	pam.williams@calpia.ca.gov	⬇

A delivery schedule that has been revised will include a section at the bottom named 'CHANGES FROM PRIOR SUBMISSION'. All changes made to the prior submission will be listed by item # and will include quantity changes to specific delivery days.

CALCTRA POULTRY DELIVERY SCHEDULE

Schedule Date: 1/5/2026 1:45:33 PM
Customer: (ASP) AVENAL   **FY/Qtr:** FY25/26 Q3   **PR#:**
User: pam.williams@calpia.ca.gov   **PO#:**
Notes:

JANUARY

Item #	Description	Fac	1/21/2026	Total
256600.1000	CHX,BRST,B/S-LESS,50LB/CS,4-6OZ	ASP	2300	2300

FEBRUARY

Item #	Description	Fac	2/11/2026	2/18/2026	Total
256600.0010	CHX,BNLS,DARK,CUBE,60LB/CS,PLN	ASP	900		900
256600.1000	CHX,BRST,B/S-LESS,50LB/CS,4-6OZ	ASP		1500	1500

MARCH

Item #	Description	Fac	3/4/2026	3/11/2026	3/25/2026	Total
256500.0020	CHX,HNQT,50LB/CS,6-15OZ	ASP		2500		2500
256600.0010	CHX,BNLS,DARK,CUBE,60LB/CS,PLN	ASP			1800	1800
256600.0031	CHX,BRST,FRMD,40LB/CS,4 OZ,BRTH	ASP	1550			1550

TOTALS

Item #	Description	Fac	January	February	March	TOTAL
256500.0020	CHX,HNQT,50LB/CS,6-15OZ	ASP			2500	2500
256600.0010	CHX,BNLS,DARK,CUBE,60LB/CS,PLN	ASP		900	1800	2700
256600.0031	CHX,BRST,FRMD,40LB/CS,4 OZ,BRTH	ASP			1550	1550
256600.1000	CHX,BRST,B/S-LESS,50LB/CS,4-6OZ	ASP	2300	1500		3800

CHANGES FROM PRIOR SUBMISSION

Product 256600.1000 has been added with a quantity of 2300 for 1/21/2026
Product 256600.1000 has been added with a quantity of 1500 for 2/18/2026

 Delivery schedules can be conveniently shared with Procurement to assist in completing a purchase order for submission, with the warehouse for confirming shipments, or nutritional department team members, and various kitchen staff for a record of incoming shipments.

Please ensure all appropriate staff members have the most current delivery schedule. You can find the Schedule Date in the upper left-hand corner.

Emailing Documents Within the FOS System

Users can email delivery schedules and purchasing documents directly from the website to specific staff members by selecting the 'Email latest Delivery Schedule/Uploaded Files' button within the 'Delivery Submissions' section.

The following form will appear:

Enter the appropriate email addresses. You can list multiple emails by separating the addresses with a semicolon.

The Subject line and/or Body can be edited by the sender.

The latest submitted delivery schedule will automatically be sent when you use this function. If you would like to add any other purchasing documents (PR, PO, Amendment), check the appropriate box.

Once complete, click the 'Send Email' button to dispatch the email with attachments to the listed contacts.

Scheduling a New Enterprise

If the user is ready to create a new delivery schedule for a different enterprise, select the 'Home' option in the black band at the top of the screen.

CALCTRA   Home   Download User Guide   Hello PWuserASP!   Logout

The user will be taken directly to the 'Home' screen to begin the process again by selecting a customer, enterprise and quarter from the drop-down list.

Welcome

This is the Food Order Submission. Select the enterprise and quarter to submit a Food Order schedule.

Customer
(ASP) AVENAL

Enterprise
Select an enterprise

Quarter
Select a quarter

Begin