WISCONSIN COMMODITY SYSTEM INTERNET INSTRUCTIONS FOR THE SUMMER FOOD SERVICE PROGRAM

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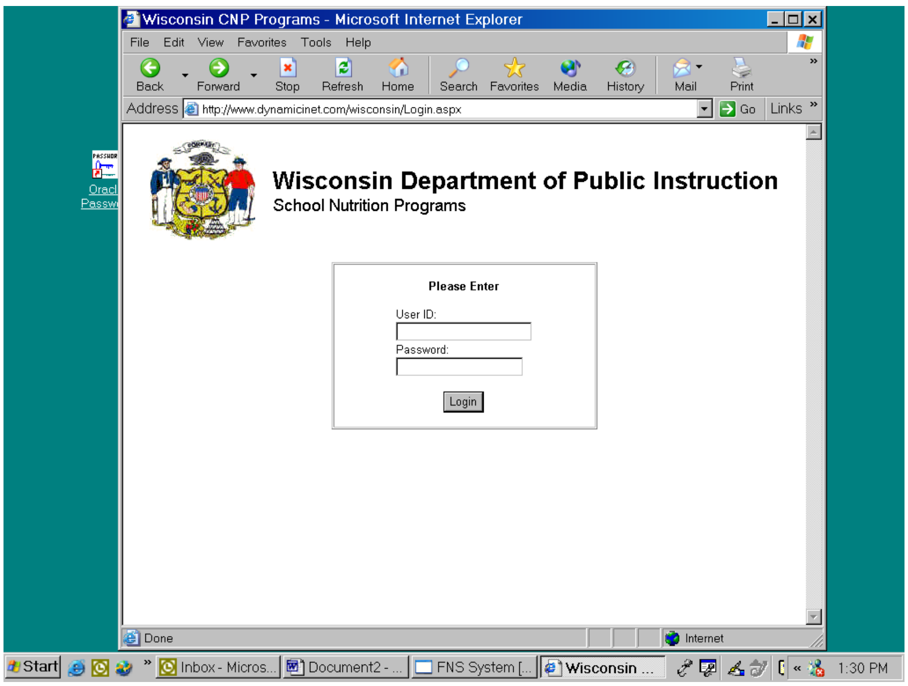
I. <u>STARTING THE SNT COMMODITY WEB PAGES</u>

1. Open your Internet Browser.

2. Use the mouse to click anywhere in the "Location:" area – at the top of the Browser page. The entire address should be highlighted to start with, if not, highlight it with the mouse.

3. Type in the following: http://dpi.wi.gov/fns/index.html to replace the address. Scroll down the web page to "Order USDA Commodities" section, and then click on "WI Commodity Ordering System."

4. The following "LOG-IN" screen will appear – you need to enter the User ID and Password

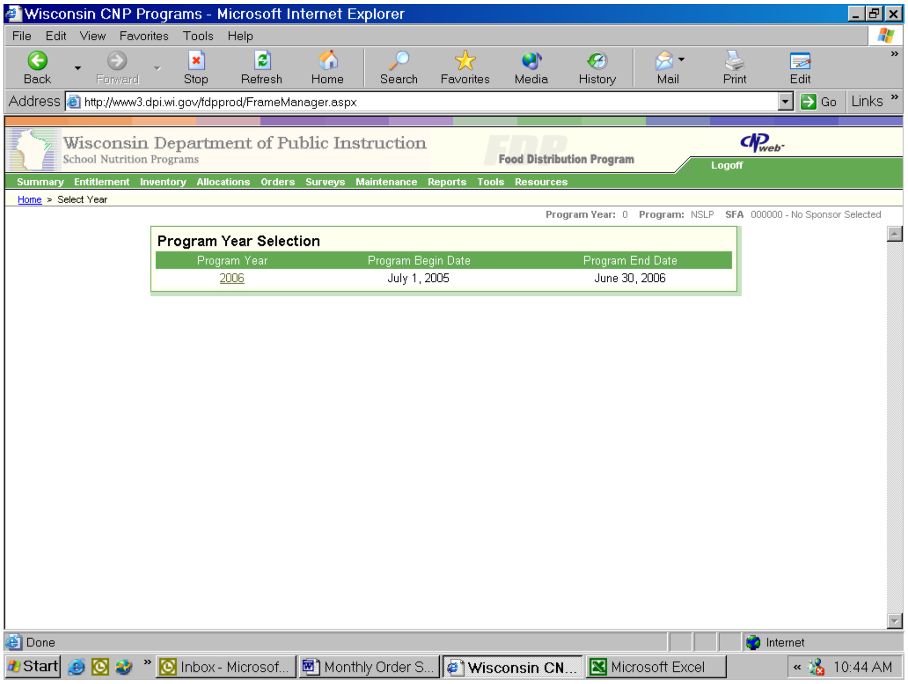


5. Type in your User ID. This is the User ID that is used for the Commodity Order System and for the fiscal claim system (agency code). Press TAB or use mouse to move to the Password entry box.

6. Type in the password. This is the password that is used for the Commodity Order System and for the fiscal claim system (4 digit password – unless your agency has changed the fiscal system password; then passwords will not match). After you have entered the User ID and Password, click on the Login button.

7. Once you have entered the commodity system, a message board will be displayed. The message board may change on a daily/weekly basis as necessary. Important updates, such as delays in products, will be displayed on this message board. Therefore, please make sure to read the information displayed on this page. Once you have read the message board information, click on the "Continue" button that is located below the message board information.

8. Select the program year by clicking on the desired program year. Program year is listed by the fiscal year. For example if the June delivery/pick-up is June 2009, click on program year 2009.



9. **Please note:** If your agency participates in more than one type of USDA Commodity Program [i.e. National School Lunch Program (NSLP), Emergency Food Assistance Program (TEFAP), or the Summer Food Service Program (SFSP)], the system will default to the most recently used program. Therefore, please make sure that under the Program section the system indicates "SFSP."

10. If the system has defaulted to a different program, click on the name of the program that is currently listed to the right of the word "Program." For example, to the right of the word "Program" the system indicates "NSLP." Click on "NSLP."

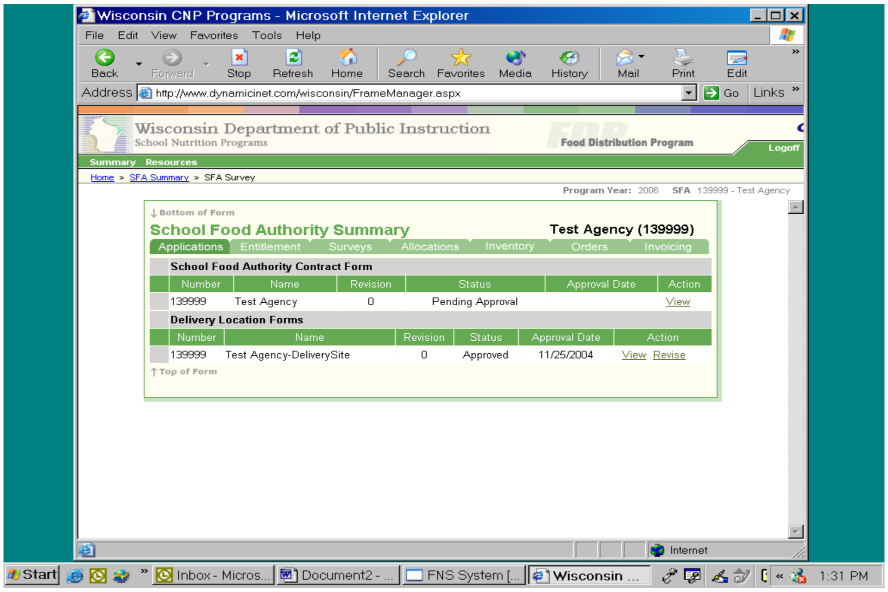
11. You will then be taken to a list of commodity programs that your agency currently participates in. Click on "SFSP." The system will now change to the SFSP Program.

II. <u>Contract Application and Delivery Location Forms</u>

1. Once you have selected the desired program year and program type, the School Food Authority Summary Screen will appear. All of your school specific information can be found on this Summary Screen. The Summary Screen is set up in a tabular format. Each of the tabs contains school specific information. (The tab choices as listed below are: Applications, Entitlement, Surveys, Allocations, Inventory, Orders and Invoicing).

2. In order to participate in the USDA Commodity Program, your agency must first review and complete the School Food Authority Contract Form and the Delivery Location Form. If your agency does not enter the information contained on the School Food Authority Contract Form and Delivery Location Form, your agency will not be able to use the system.

3. To Review and Edit the School Food Authority Contract Form, use your mouse to click on the edit button that is located below and to the right of section listed as "School Food Authority Contract Form."

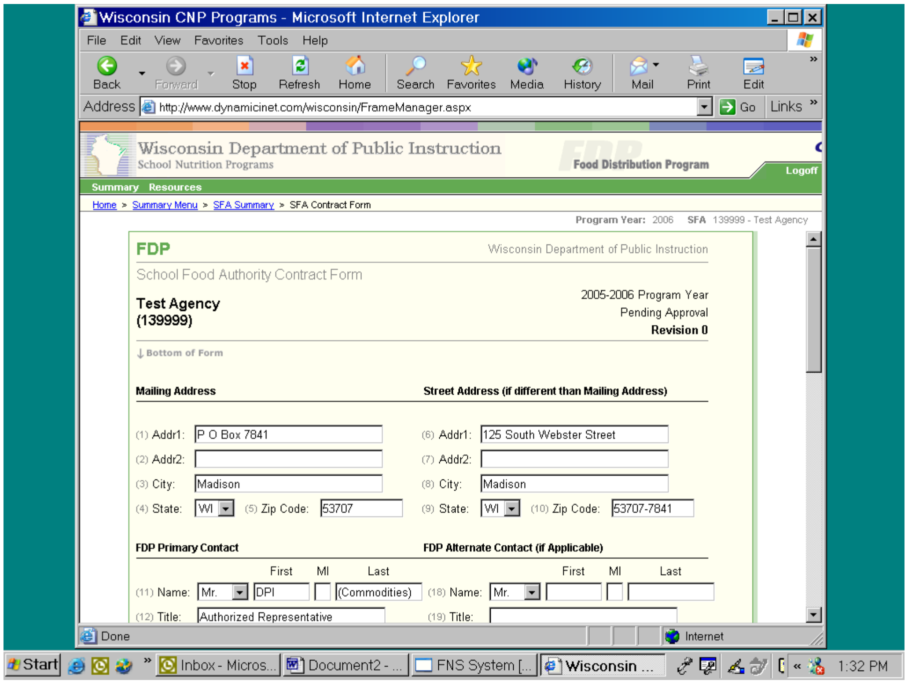


4. Review and update/enter all of the information listed on the School Food Authority Contract Form. Please note: the default for the Name title is “Mr.” so the Name title will need to be changed as necessary.

5. In row (41) the system lists 2 delivery options. However, for the Summer Food Service Program, the State delivery method **<u>must</u>** be selected. Therefore, this line will be defaulted to the State delivery method and grayed out to prevent entry for the Summer Food Service Program. For agencies that also participate in the National School Lunch Program during the school year and are using a commercial distributor to delivery commodities during the school year, you may still have the commercial distributor pick-up the commodities from the state-contracted warehouse. However, for the Summer Food Service Program, DPI **<u>will not</u>** provide the commodity order information to your distributor. Your agency will be responsible for providing the commodity order information to your distributor and for scheduling the pick-up with the state-contracted warehouse.

6. Please disregard rows (42) – (44) on the School Food Authority Contract Form. These rows do not apply to the Summer Food Service Program.

7. Once you review and update the information, you will need to check on the box located in row (46) to certify the information on the form is correct. Next, click on the “Submit” button to update the School Food Authority Contract Form. **Please note:** If you forget to check the box in row (46), the form **will not** be submitted and will remain in “Pending Submission” status.



8. After you have submitted the School Food Authority Contract Form, you will be taken to a message screen that will indicate whether you form has been successfully submitted. Read the message to ensure that the form was submitted successfully. At the bottom of the message screen, it will state "Click here to go to School Food Authority Summary." Click on the word "here" to go back to the School Food Authority Summary Screen.

9. After you have submitted the School Food Authority Contract Form, your contract status will change to "Pending Approval." This means that the form is "Pending "Approval" by DPI. You **do not** need to wait for DPI to approve this form. **Please note:** after the first initial approval of your School Food Authority Contract Form, the "Revise" button will replace the "Edit" button that was displayed prior to being "Approved."

10. Next you will need to verify the information on the Delivery Location Form. If your agency has indicated that you will pick-up product from the state-contracted warehouse, the delivery address portion of the form will already be completed by DPI. Therefore, if you will be picking-up product from the warehouse, you will only need to complete the contact information portion of this form. For these agencies, the warehouse listed will be the one that your agency will need to pick-up product from. Please make sure when you list delivery contact information that the contact listed has direct involvement with the delivery/pick-up of the commodities. The delivery contact person will be the person called, if there is a delivery/pick-up issue.

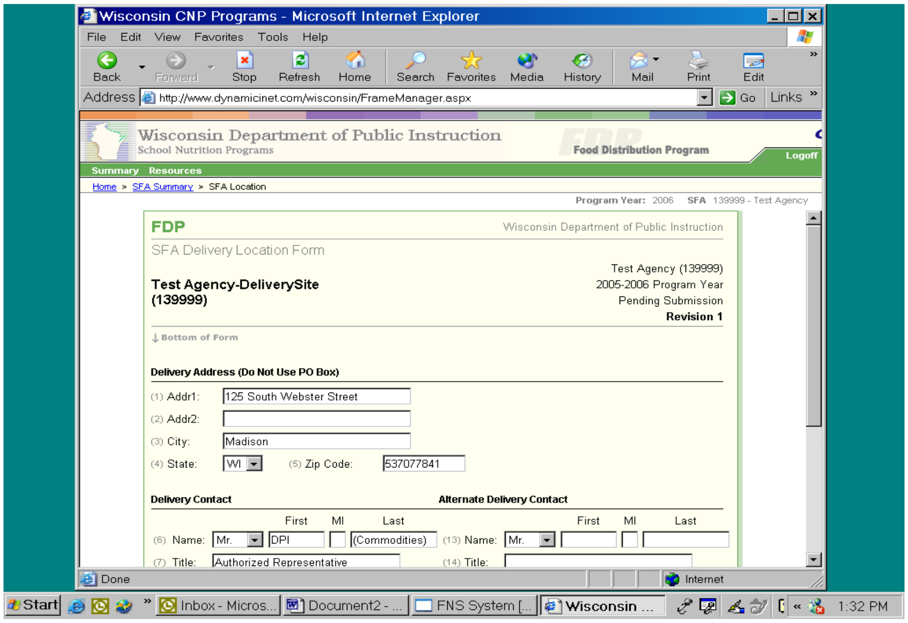
11. To review and enter the necessary information for the delivery location information, click on the "Revise" button that is located below and to the right of the section listed as "Delivery Location Forms."

12. Review and update all of the information listed on the SFA Delivery Location Form. After the information has been reviewed and updated, click on the "Submit" button that is located at the bottom of the form.

13. After you have submitted the Delivery Location Form, you will be taken back to a message screen that will indicate whether your form has been successfully submitted. Read the message to ensure that the form was submitted successfully. At the bottom of the message screen, it will state "Click here to go to School Food Authority Summary." Click on the word "here" to go back to the

School Food Authority Summary Screen.

14. After you have submitted and are in "Pending Approval" status for both the *School Food Authority Contract Form* and the *Delivery Location Form*, your agency will be eligible to receive Summer Food commodities.



III. <u>Allocations (Commodity Offer)</u>

A. General Information

1. For the Summer Food Program, there are two potential places in the system where your agency can order commodity product(s). Product that is being directly offered to your agency will be offered under the "Allocations" tab. However, additional items may also be available under the surplus screen. For both types, these products can be found by accessing the "Allocations" tab. In order to request and receive commodities for the Summer Food Program, your agency must place the order in the Commodity Internet system from **May 3-10th**. Any requests outside of this time frame will not be honored.

2. For any product that is offered and/or requested by your agency, an "Allocation" must first be created in the Commodity Internet System.

   The following categories will be listed for the "Allocation":

   a. Alloc Id – (Allocation Identification) For every allocation, the system will assign an identification code. The identification code contains both an alphabetic and numeric sequence. The alphabetic portion of the identification code will indicate the type of allocation. The numeric portion is a computer assigned code. There are 2 categories of allocations represented by the alphabetic portion of the code:
   Alloc = This represents an allocation that is a result of a fair-share allocation.
   Surp = This represents an allocation as a result of your agency placing a surplus request.
   b. Alloc Date – (Allocation Date) This is the first date that your agency will be able to place an order for the product that has been allocated. For the Summer Food Program, this date will be May 3rd for the one-time June delivery/pick-up.
   c. Accept Date – This is the last date that your agency will be able to place an order for the product that has been allocated. For the Summer Food Program this will be May 10th for the one-time June delivery/pick-up. After the Accept date has ended, the

system will not allow any agency to edit the allocation.

d. Accepted – This column indicates the status of the allocation. "Yes" status indicates that your agency **has** accessed the system, accepted/adjusted the allocation amounts, and clicked on the "Accept" button at the bottom of the screen. "No" status indicates that your agency **has not** accepted/adjusted the allocation amounts. Please note: If your agency accesses the system and just views an allocation, **you will not** receive the allocation. You must click on the "Accept" button to actually receive the allocation.

e. Expire Date – This is the date by which the State will complete your allocation requests into delivery orders. For the Summer Food Program this will be the around or after May 15th.

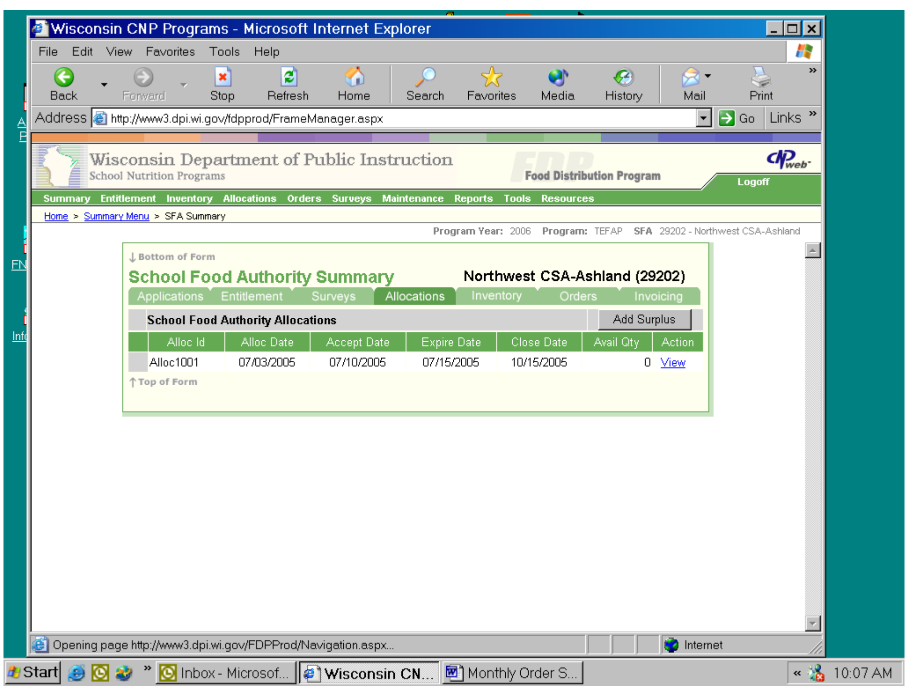
f. Avail Qty (Available Quantity) – The total number of cases allocated to your agency. **Please note:** after the allocation has been used to create an "Order" in the system, this amount will be zero.

B. Ordering Products Directly Allocated (Offered) to Your Agency

1. Based on your agencies established entitlement, your agency will be offered products directly under the "Allocations" tab. **Please note:** you will only receive these products, if your agency orders them. If your agency does not access the system and follow the below listed steps to "Accept" the products, your agency **will not** receive the product(s) that has been allocated to your agency.

2. To view and/or order the product allocated, please complete one of the following actions:
   a. View – Click on "View" under the Action column for the desired allocation. If you click on "View," your agency can only view the allocation. You **will not** be able to edit the allocation in view mode.
   b. Edit – Click on "Edit" under the Action column for the desired allocation. If you click on "Edit," your agency will be able to request product for the allocation.

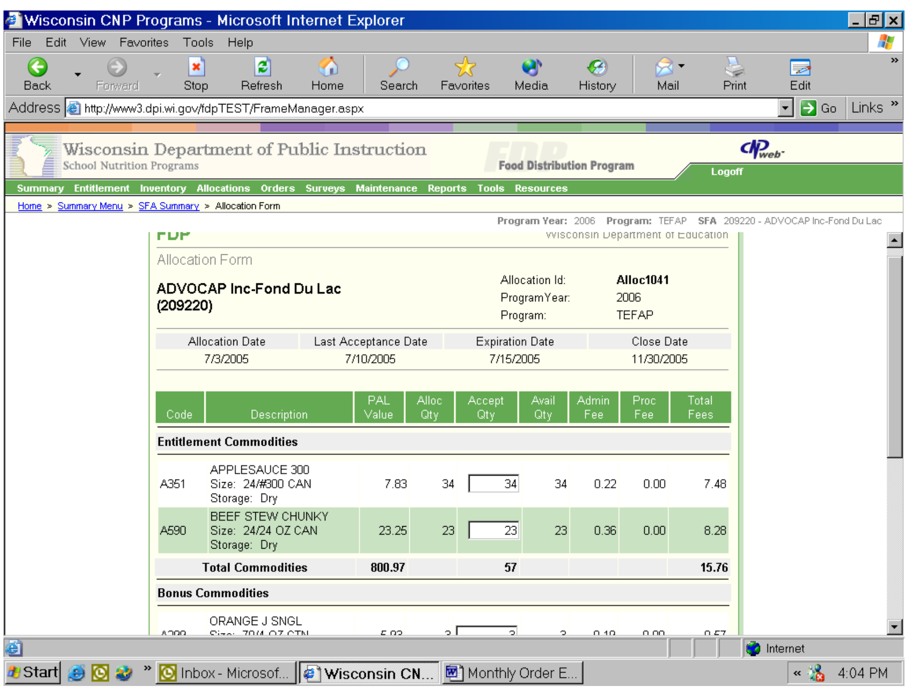
3. During the allocation period (between May 3 - May 10th) when your agency can request products, you will see both the "View" and the "Edit" options. However, after the allocation period has ended, you will only see the "View" option. At this point, no modifications can be made to this allocation.



4. To request product during the allocation period, click on “Edit” that is located under the Action category for that particular allocation.

5. Your agency will now see the products and amounts that are available to your agency to order for this allocation. The following categories will be listed:

    a. ENT Value (Entitlement Value) – This is the amount/case that USDA paid to purchase this particular product. For every case that your agency requests, this value will be subtracted from your agency’s total entitlement allotment. Each agency is given an entitlement allotment that is based on your agency’s total reimbursable Summer Food Program meals served. If the product is a bonus commodity, the entitlement value will be listed, but will not be subtracted from your agency’s total entitlement allotment.
    b. Alloc Qty (Allocated Quantity) –Based on what has been received in the warehouse, this is the amount of product that your agency has been allocated.
    c. Accept Qty (Accept Quantity) – This is the amount of product, that your agency would like to receive. Please note: when requesting amounts, your agency **can not** exceed the number that is listed in the Alloc Qty. Your agency may request none, less, or all of the Alloc Qty, but can not exceed the Alloc Qty. If your agency would like to request any additional amounts of available quantities, this will need to be done through a surplus request, which is covered later in the instructions.
    d. Handling Fee Per Case – This is the amount/case that your agency pays for the Department of Public Instruction (DPI) to handle the allocation and distribution of commodities. This per fee/case will include an administrative fee, an initial storage fee, and a delivery fee (if your agency is receiving delivery of commodities through the state-delivery system).
    e. Process Fee Per Case (Processing Fee Per Case) – If this product is the result of a bulk USDA commodity being processed into a finished end product through a state processing contract, a processing fee/case will also be charged.
    f. Total Fees – Based on the number of cases requested, this is the sum total of the Handling Fee Per Case and the Processing Fee Per Case.

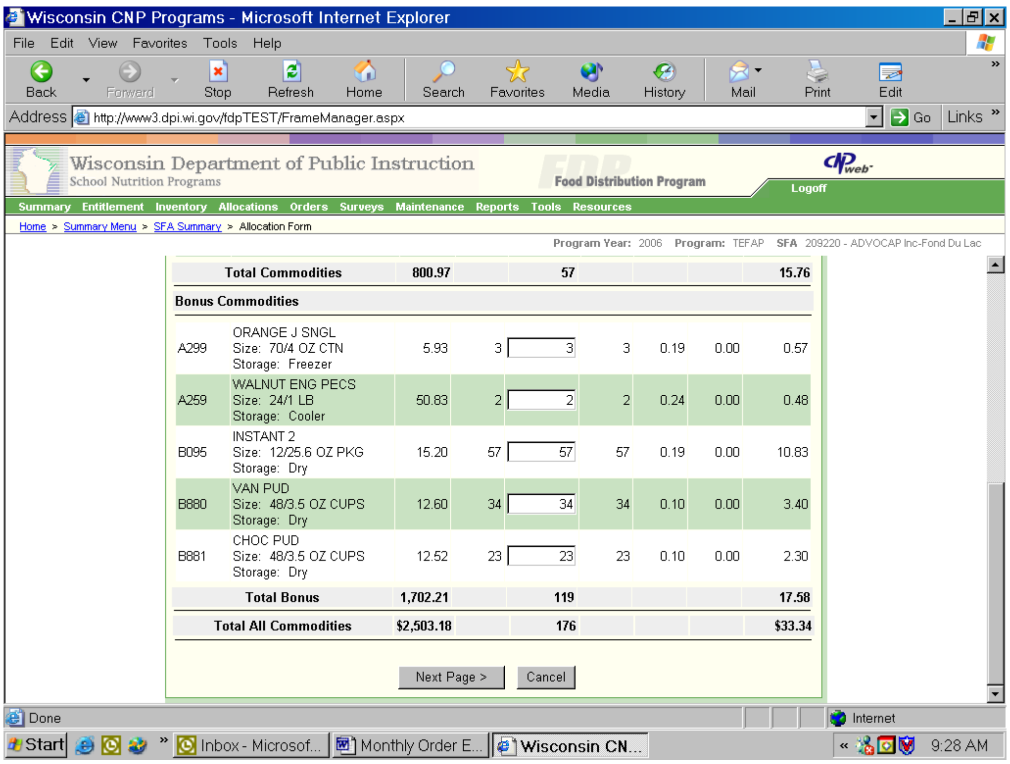


6. Listed under the Alloc Qty column for each commodity is the amount of cases that your

agency has been allocated. The system automatically pre-fills the quantity that your agency has been allocated into the Accept Qty column. If you want none or less than the amount than has been allocated to your agency, fill in the amount desired for each product in the Accept Qty column. To change the desired amount to less than your agency has been allocated, use the tab button. This will highlight the figure that has been pre-filled and you may now enter the desired amount. If you want none of the product, enter a zero.

Please note: you may not exceed the amount that your agency has been allocated. If your agency desires any available additional products, this must be done through a surplus request. The surplus request will be covered later in the instructions.

7. After your agency has entered the desired case numbers for all of the allocated product, click on the "Next Page" button that is located at the bottom of the screen. **IMPORTANT:** If you select the cancel button (that is located at the bottom of the screen) or exit out of this screen prior to selecting the "Next Button," your order **will not** be submitted and your agency **will not** receive the desired products.

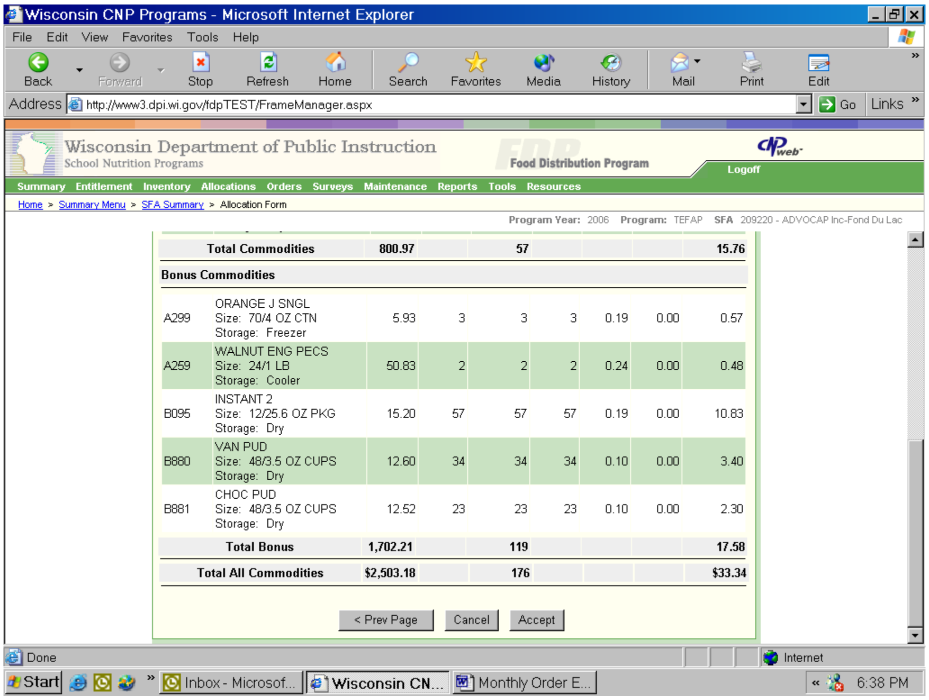


8. Once you have clicked on the "Next Page" button, your agency will be taken to the summary page of all requested products. Review all of the numbers in the "Accept Qty" column to ensure the accuracy of all numbers requested.

If you find an error on the numbers that are reflected on this page, click on the "Prev Page" (Previous Page) button that is located at the bottom of the screen and you will be taken back to the prior page. In order to see the "Prev Page" button, you may have to use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.

If your agency requests less or none of the amounts that have been allocated to you, the amounts refused will automatically become available in surplus as soon as your agency has clicked on the "Accept" button. At this point, any agency in your same warehouse region will have access to the amounts that your agency has refused through the surplus request screen.

9. Once you have confirmed the accuracy of the numbers, click on the "Accept" button that is located at the bottom of the screen. (In order to see the "Accept" button, you may have to use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.) When your allocation has been processed, you will be taken back to the "Allocations" tab screen. If you want to ensure that your order has been updated, click on the "View" button that is located on the far right side of where the allocation is listed.



Total Commodities		**800.97**		**57**				**15.76**
Bonus Commodities								
A299	ORANGE J SNGL Size: 70/4 OZ CTN Storage: Freezer	5.93	3	3	3	0.19	0.00	0.57
A259	WALNUT ENG PECS Size: 24/1 LB Storage: Cooler	50.83	2	2	2	0.24	0.00	0.48
B095	INSTANT 2 Size: 12/25.6 OZ PKG Storage: Dry	15.20	57	57	57	0.19	0.00	10.83
B880	VAN PUD Size: 48/3.5 OZ CUPS Storage: Dry	12.60	34	34	34	0.10	0.00	3.40
B881	CHOC PUD Size: 48/3.5 OZ CUPS Storage: Dry	12.52	23	23	23	0.10	0.00	2.30
Total Bonus		**1,702.21**		**119**				**17.58**
Total All Commodities		**$2,503.18**		**176**				**$33.34**

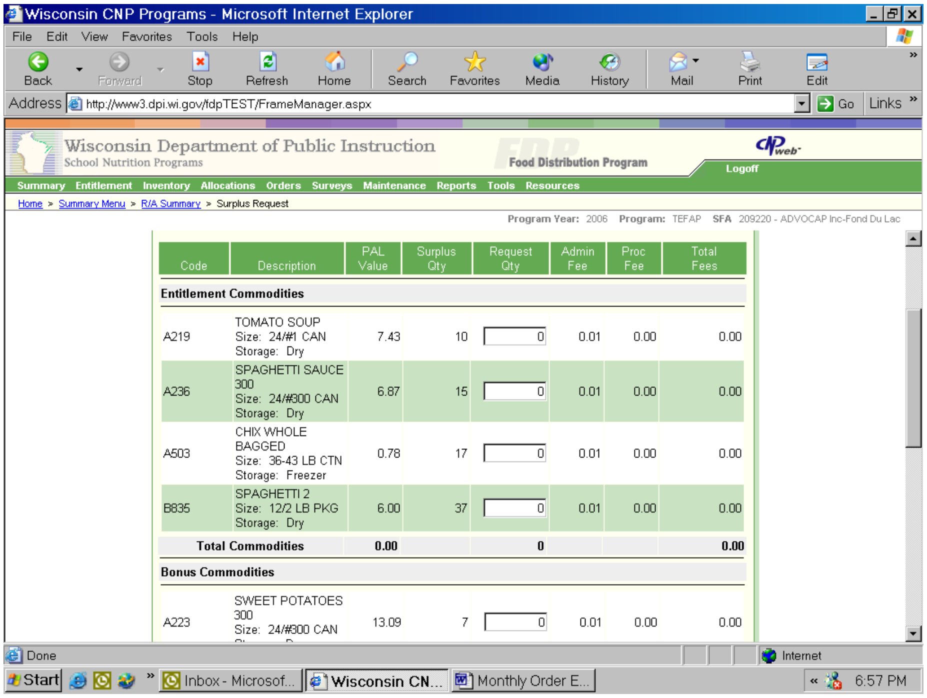
10. During the allocation period (between May 3rd - May 10th), your agency can modify the allocation request as many times as desired. Since refused product automatically becomes available in surplus as soon as your agency clicks on the "Accept" button, the system **will only** allow modifications that are a **decrease** in the amount of product requested. Once the Accept Date has passed, no further modifications will be possible.

C. <u>Ordering Additional Products Through Surplus Requests</u>

1. If your agency would like to request any available surplus products and amounts, click on the "Allocations" tab that is located on the School Food Authority Summary Screen.

2. Listed below and to the far right of the various tab options is an "Add Surplus" button, click on this button.

3. This screen will list all surplus commodities and amounts that are available out of the warehouse facility (Central Storage and Warehouse – Eau Claire or Geneva Lakes Cold Storage - Darien) that services your agency. The amounts are listed are grand totals available out of this warehouse and **are not** specific to just your agency. These amounts are available on a first come, first serve basis.



4. On this page the following categories are listed:

   a. ENT Value (Entitlement Value) – This is the amount/case that USDA paid to purchase this particular product. For every case that your agency requests, this value will be subtracted from your agency's total entitlement allotment. Each agency is given an entitlement allotment that is based on your agency's total reimbursable Summer Food Programs meals served. If the product is a bonus commodity, the entitlement value will be listed, but will not be subtracted from your agency's total entitlement allotment.
   b. Surplus Qty (Surplus Quantity) –Based on the warehouse facility that services your agency, this is the total amount of product that is in surplus. Please note: this is the total available for this warehouse facility and not a percentage that is available to just your agency.
   c. Request Qty (Request Quantity) – This is the amount of product, that your agency would like to receive. Please note: when requesting amounts, your agency can not exceed the number that is listed in the Surplus Qty.
   d. Admin Fee (Administrative Fee) – This is the amount/case that your agency pays for the Department of Public Instruction (DPI) to handle the allocation and distribution of commodities.
   e. Proc Fee (Processing Fee) – If this product is the result of a bulk USDA commodity being processed into a finished end product through a processing contract, a processing fee/case will also be charged.
   f. Total Fees – Based on the number of cases requested this is the total of the Administrative Fee and the Processing Fee. **Please note:** the total fees does not reflect any applicable storage and delivery fees per case. It only includes the administrative fee and the processing fee.

5. For any desired product, enter the desired amount in the Request Qty column. To enter the desired amount, use the tab button. This will highlight the zero that has been pre-filled and you may now enter the desired amount.

   IMPORTANT: In this surplus screen, the amount available of each product is the total amount available out of that warehouse facility. If your agency has the entitlement allotment dollars available, the system **will allow** you to take the entire surplus amount available. Therefore, please only request amounts that are reasonable for the size and servicing scope of your agency.

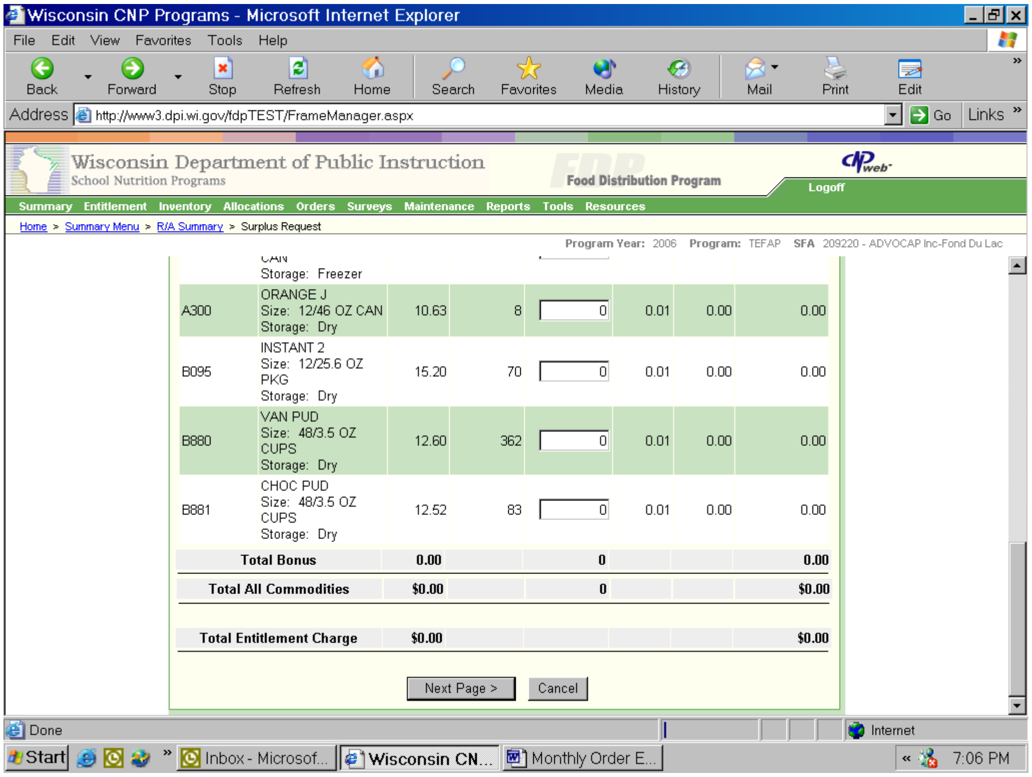
6. There are three different types of products that could potentially be available through the surplus screen.

   Entitlement Commodities = The entitlement value/case listed **will be** subtracted from your available yearly entitlement allotment. **Please note:** in order to request entitlement surplus commodities, your agency must have remaining entitlement dollars.
   If your agency **does not** have sufficient entitlement dollars and your agency requests entitlement product, you will receive an error message and the system will not process the surplus request.
   Bonus Commodities = These are products that based on agricultural surplus, were labeled as bonus commodity products. The entitlement value/case listed **will not** be subtracted from your available yearly entitlement allotment.
   Entitlement No Charge Commodities = These are products that were originally received into the state as an entitlement commodity, but the state has determined that the product will be available at **no** entitlement charge. Therefore, the entitlement value/case listed **will not** be subtracted from your yearly available entitlement allotment. Please note: Although no entitlement is applicable for these products, any applicable handling fees for these products **will be** assessed when ordered.

7. Once you have completed the desired amounts, click on the "Next Page" button that is located at the bottom of the screen. **IMPORTANT:** If you select the cancel button (that is located at the bottom of the screen) or exit out of this screen prior to selecting the "Next Button", your order **<u>will not</u>** be submitted and your agency **<u>will not</u>** receive the desired products.

8. Once you have clicked on the "Next Page" button, your agency will be taken to the summary page of all requested products. Review all of the numbers in the "Accept Qty" column to ensure the accuracy of all numbers requested.

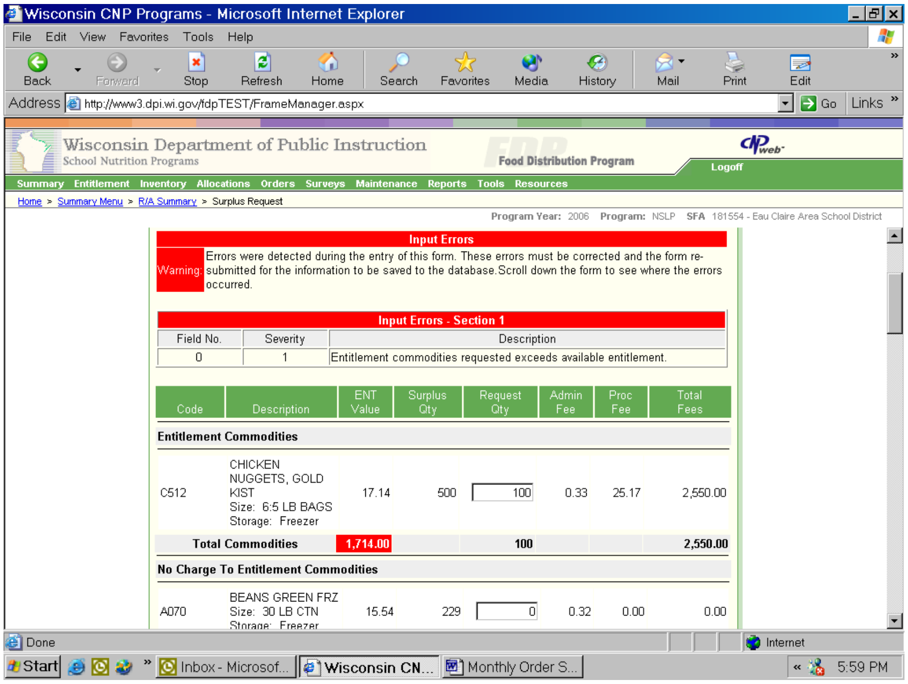
   If you find an error on the numbers that are reflected on this page, click on the "Prev Page" (Previous Page) button that is located at the bottom of the screen and you will be taken back to the prior page. In order to see the "Prev Page" button, you may have to use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.



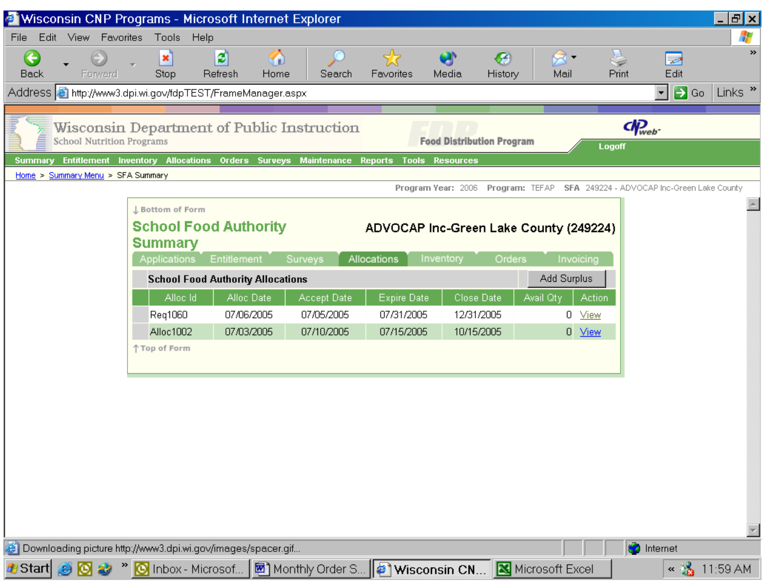
IMPORTANT: Surplus requests **can not** be modified once submitted. So please ensure that the surplus request is accurate prior to submission. If you want to print a copy of the surplus request, click on the print button that is located at the top of the web page tool bar.

9. Once you have confirmed the accuracy of the numbers, click on the "Submit" button that is located at the bottom of the screen. (In order to see the "Submit" button, you may have to use the scroll button that is located on the right-hand side of the screen, and scroll down to the bottom of the page.) When your order has been processed, you will be taken back to the "Allocations" tab screen. If you want to ensure that your order has been updated, click on the "View" button that is located on the far right side of where the allocation is listed.

IMPORTANT: If your agency does not have sufficient entitlement dollars for the quantity requested, you will receive an error message. In order to "Submit" the surplus request, your agency will need to decrease the request to an amount that is within the available entitlement allotment that your agency has.



10. Under the Allocation tab, all surplus requests begin with "Surp" under the Alloc Id (Allocation Id) column.



11. Once DPI has processed your allocation requests, your agency can view the delivery order (This will be completed on or after May 15th). All open allocations (including allocations and surplus requests) will be processed into one order for the one-time June delivery/pick-up.

Please note: The products and quantities available through the surplus request will change as other agencies place allocation requests. Therefore, if your agency desires specific amounts of surplus items, you may want to view the surplus request screen multiple times.

IV. Orders

A. <u>General Information</u>

1. Orders can be viewed by accessing the "Order" tab that is listed on the School Food Authority Summary Screen.

2. The following categories will be listed under the "Order" tab:

   a. Order Id – For every order, the system will automatically assign an identification code.

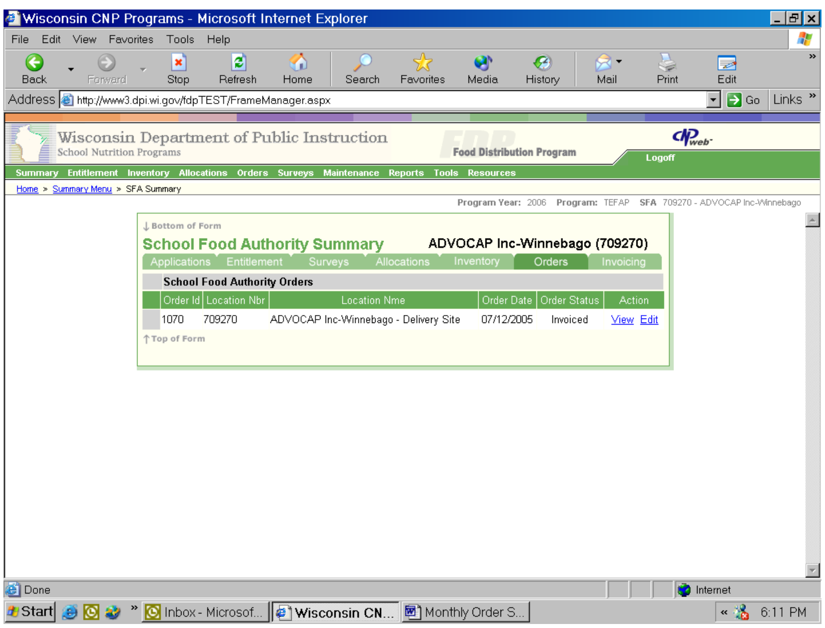
   b. Location Nbr – (Location Number) For every delivery location that is created and exists in the system, the system automatically assigns a number identification code to that delivery location.

   c. Location Name – This is the name of your agency, as listed in this system.

   d. Delivery Period – This indicates the month that the order is for (i.e. June, 2009 is for June 2009 orders).

   e. Order Status – This indicates whether or not an invoice for any applicable handling fees has been assessed as a result of this order. "Invoiced" means that an invoice has been created based on this order.

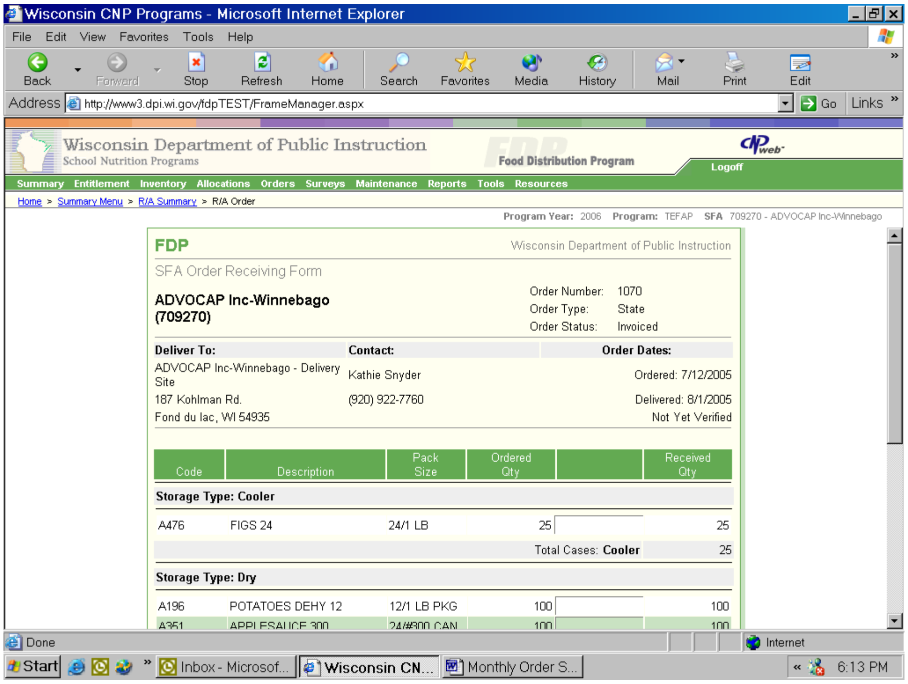
3. To view a particular "Order," click on the "View" button that is located on the far right side of the desired order name. If you want to print a copy of the order, click on the print button that is located at the top of the web page tool bar.



<u>Please note:</u> DPI will no longer mail out the order sheets. Regardless of whether your agency will be picking-up product or receiving delivery of commodities, the procedures below must be followed.

4. Once DPI has processed the allocations into orders, your agency will need to print a copy of the order from the system to be used and signed by the trucking company/state-contracted warehouse personnel when receiving in your commodity order. To print a copy of the order, click on the "View" button that is located on the far right side of the desired order and then

click on the print button that is located at the top of the web page tool bar.



5. When your agency initially views the order, the Ordered Qty and the Received Qty will be identical. Also, initially when your agency views the order, the order will state, "Not Yet Verified" at the top of the page. "Not Yet Verified" refers to whether your agency has reported delivery shortages. "Not Yet Verified" **does not** mean that modifications can be made to the existing order.

6. When receiving in your commodity order, use the amounts listed in the Received Quantity column located on the far right-hand side of the form.

7. If your agency has a shortage/overage/damage on a particular product(s), the school personnel checking in the commodity order should have the trucker (for delivery) or warehouse personnel (for pick-up) adjust the quantity listed in the Received Quantity and initial next to the adjustment. This adjustment needs to be indicated on both the school's order receiving form and the trucker's/warehouse personnel's order form. Your agency must retain a copy of the signed order form on file for proof of discrepancy.

8. Both the trucker/warehouse personnel and the school personnel must sign and date both copies of the order form. The signatures are located at the bottom of the order form.

9. If the trucking company/warehouse can reconcile the discrepancy, they will resolve the discrepancy.

10. If your agency has experienced a shortage/overage/damage that could not be reconciled by the trucking company/warehouse, you will need to follow the procedures listed below:

    a. The discrepancy must be entered into the internet system. In order to receive the appropriate adjustment for this discrepancy, your agency **<u>must</u>** enter adjustments into the system by July 15th. After this deadline, **no financial adjustments will be allowed** to your agency's account.

    b. To enter the adjustment, click on the order tab and then click on the "Discrep"

(Discrepancy) button that is listed on the far-right hand side of the desired order.

c. The system automatically pre-fills the Received Qty column with the Ordered Qty column. The only time that your agency needs to enter data into this column is when there is a delivery discrepancy.

d. To make an adjustment on a product, use the tab button to move to the Received Quantity field for the appropriate commodity. This will highlight the figure that has been pre-filled and you may now enter the adjusted amount.

e. After your agency has entered the necessary adjustments, click on the "Next Page" button that is located at the bottom of the screen. **IMPORTANT:** If you select the cancel button (that is located at the bottom of the screen) or exit out of this screen prior to selecting the "Next Button," your adjustment **will not** be submitted and your agency **will not** receive the desired adjustment.

f. Once you have clicked on the "Next Page" button, your agency will be taken to the summary page of all received products. Review all of the numbers in the "Received Qty" column to ensure the accuracy of all numbers received.

g. If you find an error on the numbers that are reflected on this page, click on the "Prev Page" (Previous Page) button that is located at the bottom of the screen and you will be taken back to the prior page. In order to see the "Prev Page" button, you may have to use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.

h. Once you have confirmed the accuracy of the numbers, click on the "Submit" button that is located at the bottom of the screen. (In order to see the "Submit" button, you may have to use the scroll button that is located on the right-hand side of the screen; and scroll down to the bottom of the page.) When your order has been processed, you will be taken back to the "Allocations" tab screen. If you want to ensure that your order has been updated, click on the "View" button that is located on the far right side of where the order is listed.

i. Based on the submitted adjustments, DPI will reconcile all discrepancies with the trucking company. If the trucking company disagrees with the discrepancy(ies), your agency will be contacted to provide proof of the discrepancy.

11. If your agency does not experience a delivery shortage, your agency **does not** need to access the system to verify the amounts delivered. After July 15th, the system will automatically change the order to "Verified" if no delivery shortages have been reported.

V. Invoicing

A. General Information

When an "Order" is created in the system, the system will automatically generate an applicable "Invoice" for any handling charges as a result of the "Order."

Any costs accrued through the ordering of commodities, can be accessed through this "Invoicing" tab.

For the Summer Food Program, an invoice and payment instructions will be mailed out to each agency by the end of May. After May 15, a copy of the invoice can also be accessed directly through the internet system.

If your agency is shorted product and/or received damaged product that is documented by both trucker/warehouse personnel and the school personnel on both copies of the order form, your agency may subtract off the applicable fees when submitting payment for the commodities received. However, to be eligible for the adjustment, a copy of the documented shortage/damage on the signed order sheet must be included along with the payment. In addition, **you must** report the shortage/damage in the commodity internet system. Instructions regarding this process are covered above on page 19 of this document.

Please follow the instructions below for payment of the commodity invoice.

1. If your agency received the commodity order in full, send the payment and the remittance slip mailed to your agency to the address listed on the remittance slip. Please include the invoice number on your check.

2. If your agency received damaged product and/or was shorted product that was documented/signed by the warehouse/trucking company on both the warehouse/trucking company and your agency's copy of the order, report the delivery discrepancy in the Commodity Internet system by July 15, 2009.

3. If your agency needs to deduct the handling charge and/or the processing fee for the shorted or damaged product:
    - Submit a copy of the order sheet that shows the warehouse/trucker's and your agency's receiving person's signature and which product you are deducting for.
    - Adjust the amount due on the invoice.
    - Submit the remittance slip mailed to your agency along with the payment.
    - Please include the invoice number on your check.

B. <u>Accessing Invoices</u>

1. To access any applicable handling charges, click on the "Invoicing" tab that is listed on the School Food Authority Summary Screen.

2. The following categories will be listed under the "Invoicing" tab:

    a. Invoice Id - For every invoice, the system will automatically assign an identification code.
    b. Delivery Period – The delivery period indicates the month in which the invoice costs were accrued (i.e. June,2009 would be the invoice for the June 2009 order).
    c. Invoice Type – There are two types of invoices: order invoice and credit memo. For every order that is created, the system will automatically generate an "order invoice" for all applicable handling charges. All DPI approved credit adjustments will be indicated as a "credit memo."
    d. Invoice Amount – This is the total amount due for this particular invoice.

3. To access details of a specific invoice, click on the "View" button that is located to the right of the desired invoice.

4. On the top right-hand corner of each invoice, the following information will be displayed:

    a. Invoice Number – For every invoice created, the system automatically generates an identification number.
    b. Delivery Period - The delivery period indicates the month in which the invoice costs were accrued (i.e. June,2009 would be the invoice for the June 2009 order).
    c. Invoice Type – There are two types of invoices: order invoice and credit memo. For every order that is created, the system will automatically generate an "order invoice" for all applicable handling charges. All DPI approved credit adjustments will be indicated as a "credit memo."

d. Reference Order. This refers to the corresponding "Order Id" listed under the "Order" tab. The "Reference Order" designates the order being invoiced for.

5. Every invoice will give detailed information on the handling fees associated with each commodity For each commodity being invoiced, the following categories will be listed:

   a. Invoice Quantity – Indicates the total number of cases ordered and invoiced.

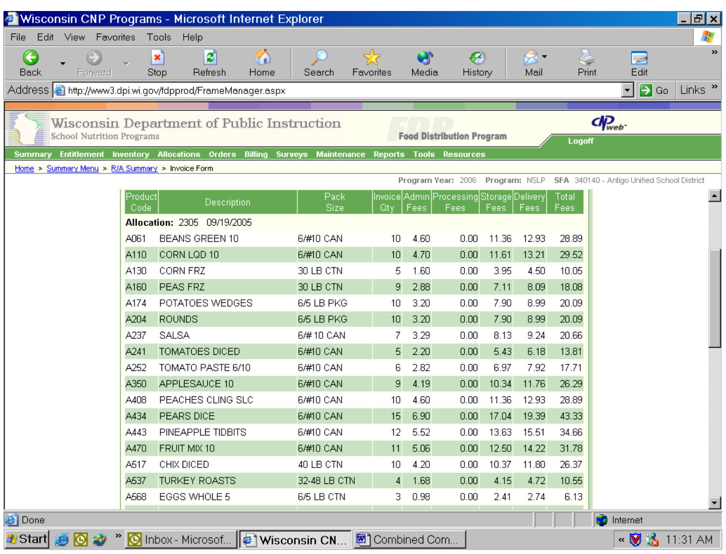
   b. Admin Fees (Administrative Fees) – This is the amount that your agency pays for the Department of Public Instruction (DPI) to handle the allocation and distribution of commodities. The figure displayed in this column is the **total administrative fee** for that particular commodity (i.e. 10 cases of A061 ordered multiplied times .46/case administrative fee = $4.60 displayed in the administrative column for A061).

   c. Processing Fees - If this product is the result of a bulk USDA commodity being processed into a finished end product through a processing contract, a processing fee will also be charged. The figure displayed in this column is the **total processing fee** for that particular commodity (i.e. 20 cases of C410 ordered multiplied times $27.56/case processing fee = $551.20 displayed in the processing fees column for C410).

   d. Storage Fees – Once USDA commodities are delivered by USDA into the state of Wisconsin, DPI has to pay the state-contracted warehouse to store the products prior to delivery to schools. This is the amount that DPI pays the contracted warehouse to store the commodities. The figure displayed in this column is the total storage fee for that particular commodity (i.e. 10 cases of A408 ordered multiplied times $1.136/case storage fee = $11.36 displayed in the storage fees column for A408).

   e. Delivery Fees – This column applies only to agencies using the state-contracted delivery. DPI has to pay the contracted warehouse to delivery commodities to agencies selecting this delivery option. This is the amount that DPI pays the contracted warehouse to delivery the commodities. The figure displayed in this column is the total delivery fee for that particular commodity (i.e. 12 cases of A434 ordered multiplied times $1.2927/case delivery fee - $15.51 displayed in the delivery fees column for A434).

   f. Total Fees – Based on the number of cases requested this is the total of the all applicable fees (Administrative Fees, Processing Fee, Storage Fees, Delivery Fees).



Product Code	Description	Pack Size	Invoice Qty	Admin Fees	Processing Fees	Storage Fees	Delivery Fees	Total Fees
Allocation: 2305 09/19/2005								
A061	BEANS GREEN 10	6/#10 CAN	10	4.60	0.00	11.36	12.93	28.89
A110	CORN LQD 10	6/#10 CAN	10	4.70	0.00	11.61	13.21	29.52
A130	CORN FRZ	30 LB CTN	5	1.60	0.00	3.95	4.50	10.05
A160	PEAS FRZ	30 LB CTN	9	2.88	0.00	7.11	8.09	18.08
A174	POTATOES WEDGES	6/5 LB PKG	10	3.20	0.00	7.90	8.99	20.09
A204	ROUNDS	6/5 LB PKG	10	3.20	0.00	7.90	8.99	20.09
A237	SALSA	6/# 10 CAN	7	3.29	0.00	8.13	9.24	20.66
A241	TOMATOES DICED	6/#10 CAN	5	2.20	0.00	5.43	6.18	13.81
A252	TOMATO PASTE 6/10	6/#10 CAN	6	2.82	0.00	6.97	7.92	17.71
A350	APPLESAUCE 10	6/#10 CAN	9	4.19	0.00	10.34	11.76	26.29
A408	PEACHES CLING SLC	6/#10 CAN	10	4.60	0.00	11.36	12.93	28.89
A434	PEARS DICE	6/#10 CAN	15	6.90	0.00	17.04	19.39	43.33
A443	PINEAPPLE TIDBITS	6/#10 CAN	12	5.52	0.00	13.63	15.51	34.66
A470	FRUIT MIX 10	6/#10 CAN	11	5.06	0.00	12.50	14.22	31.78
A517	CHIX DICED	40 LB CTN	10	4.20	0.00	10.37	11.80	26.37
A537	TURKEY ROASTS	32-48 LB CTN	4	1.68	0.00	4.15	4.72	10.55
A568	EGGS WHOLE 5	6/5 LB CTN	3	0.98	0.00	2.41	2.74	6.13

6. At the bottom of each of the above listed columns, the total cumulative fee is also indicated. This includes the total invoice amount.

7. To print a copy of the invoice, click on the print button that is located at the top of the web page tool bar.

VI. Commodity Allocation and Receipt Summary (CARS) Report

It is each agency's responsibility to print out and maintain a copy of the CARS report for auditing purposes. The summary covers the commodity distribution that your agency received during the specified SFSP program. This summary shows the commodities received by your agency, the value of the items, and the percentage of your entitlement received.

The amount next to the line, "Total Value Received: Entitlement and Bonus:" is what your agency may need for year end reports.

Please note: Since the SFSP commodity delivery will be received in June 2009, the commodity value activity should be recorded under program year 2009 (regardless of which program year your agency actually participates in the SFSP program).

To access a copy of the CARS report:

1. Below the web tool par and above the School Food Authority Summary portion of the system in the left-hand corner (below the outline of the state of Wisconsin), the following words are listed: Summary, Allocations, Orders, Reports, and Resources.

2. Click on the word "Reports."

3. Click on the words "CARS Report." The CARS report will now be displayed.

4. In the top right-hand corner of the CARS report, the following school specific information will be listed:

   Program Year – This is the designated Program Year for the selected CARS report.

   Yearly Entitlement – For the designated Program Year, this is the annual entitlement available in the commodity internet system. **Please note:** yearly entitlement is the entitlement that has been distributed in the commodity internet system. The yearly entitlement will typically be more than the USDA determined annual entitlement (USDA published meal rate times total # meals served in the prior school year, or if new USDA published meal rate times the total # estimated meals that will be served). Therefore, the yearly entitlement will not be a true indicator of the USDA determined actual entitlement.

   Actual Entitlement – For the designated Program Year, this is the actual annual entitlement that your agency was entitled to and reflects the USDA published meal rate times the total # of meals served in the prior year (if new, this is the USDA published meal rate times total # of estimated meals that will be served).

5. At the bottom of the CARS report, the following information will be listed:

   Total Value Received: Entitlement and Bonus – For the designated Program Year, this is the total value of commodities received.

   Total Percent Offered – For the designated Program Year, this is the total percentage of annual entitlement that was made available to your agency for ordering.

Total Percent Received – For the designated Program Year, this is the total percentage of annual entitlement that was received by your agency. **Please note:** since the yearly entitlement in the system will be more than the USDA determined actual entitlement, the total percent received is based on the actual entitlement and not the yearly entitlement (USDA meal rate times total # of meals served in the prior school year).

6. To print a copy of the CARS report, click on the "Print" button located on the web tool bar.

VII. Exiting the System

To exit out of the system, click on the "Logoff" button that is located at the top of the page, in the far right-hand corner of the green tool bar section.