

To request the additional Surplus product follow the steps outlined below:

1. Once you have logged into the system ([Login](#)) and are in the 2022 Program Year (School Year 2021-22), click on the “Allocations” tab.
2. Click on “Add Surplus” button.
3. In the “Accept Qty” column, indicate the number of cases you wish to order.
4. After your agency has entered the desired case numbers for the allocated product, click on the “Next Page” button that is located at the bottom of the screen.
5. Review all of the numbers in the “Accept Qty” column to ensure the accuracy of all numbers requested. Click on the “Accept” button.
6. When your surplus order has been processed, you will be taken back to the *School Food Authority Summary* screen. If you want to ensure that your order has been updated, go back into the “Allocations” tab and click on the “View” button that is located on the far right side of where the surplus transaction is listed.

For detailed instructions on accessing and requesting product through the *Surplus* screen, please refer to pages 22 - 24 of the [Online Instructions – School Lunch Program](#).