Go to https://wi.cnpus.com/fdp/Login.aspx

Wisconsin Department of Public Instruction
School Nutrition Programs

```
Please Enter

User ID:
[                    ]
Password
[                    ]

        [ Login ]
```

- Enter user ID and Password and "Login"

After reading this message, click on the "Continue" button at the bottom of the page.

WELCOME TO THE USDA FOODS ORDERING SYSTEM

UNCERTIFIED STATUS

Your agency will remain in **"UNCERTIFIED"** status until our School Nutrition consultants has reviewed and approved your National School Lunch Program (NSLP) contract. The review and approval process takes place during the summer break. Once your NSLP contract is approved, your agency status will automatically change to "approved". However, if your status remains "uncertified" by September, please contact your lunch program consultant to verify the status of your NSLP contract.

The annual and supplemental survey balancing process is complete.

To view any adjustments made, SFAs should access their SY 2021 Annual Order Surveys under Program: NSLP, Program Year: 2021, Survey tab, "View" link. The "Adj" column reflects the adjustments, if any, was made.

For more information, click here to email Dino Ante, or call 608.267.4599

[Continue]

- Read message board and click on "continue"

Program Year Selection

Program Year	Program Begin Date	Program End Date
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023

-
- Choose program year "2023"

School Food Authority Summary ▮▮▮▮▮ **School District** (▮▮▮▮)

| Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing |

School Food Authority Orders

Order Id	Location Nbr	Location Nme	Delivery Period	Order Status	Verified Date	Action
113053	1246	▮▮▮▮ School District-DeliverySite	Sep,2020	Invoiced		View Discrep

- Go to the " Orders" tab
- Click on "View"

FDP

Wisconsin Department of Public Instruction

SFA Order Receiving Form

▮▮▮▮ **School District**)

Order Number: 113053
Order Type: State
Order Status: Invoiced

Deliver To:
▮▮▮ School District-DeliverySite
▮▮▮ e Street
▮▮▮▮▮▮

Contact:
▮▮▮▮▮▮

Order Dates:
Ordered: 8/14/2020
Delivery Period: Sep, 2020

Code	Description	Pack Size	Ordered Qty		Received Qty
Storage Type: Freezer					
100256	STRAWBERRY CUP 4.5 (A417)	96/4.5 OZ CUP	15		15
110624	BLUEBERRIES, HIGHBUSH	30 LB CTN	5		5
110846	STRAWBERRY, WHOLE, UNSWT IQF	6/5 LB	15		15
110859	MIXED BERRY, FRZ, CUP, 96/4	96/4 OZ	8		8
			Total Cases: **Freezer**		43

- This is your list of food for the month.
- To print the entire order screen, follow the instructions outlined here: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/how-to-print-entire-webpage.pdf
- Use the printed list as your checklist during delivery.

HOW TO REPORT SHORTAGE OR OVERAGE

- In the event of a shortage, notify the driver and obtain the driver's signature in the Trucker signature line – noting the discrepancy on your copy of the order checklist.

- Report the discrepancy in your online order by clicking on the "Discrep" option.
- Update the amount you received under the "Received Qty" column and click on "Next Page"
- Click on the "Submit" button

NOTE: You must report the discrepancy by the 7th of the month following the delivery month (example: by October 7th for September deliveries).

For more information regarding Delivery and Receiving procedures, please visit our webpage: Delivery Service and Receiving Procedures: Frequently Asked Questions (wi.gov)

This institution is an equal opportunity provider.