

## WI USDA Foods Ordering System

### How to Login and View the Summary Table

Below are instructions on logging into the WI USDA Foods Ordering System and description of the Summary Table.

1. Login to the [WI USDA Foods Ordering System](https://wiuat.cnpus.com/fdp/Login.aspx) (<https://wiuat.cnpus.com/fdp/Login.aspx>)
  - a. If you do not have User ID and password, email [dpisnusdafoods@dpi.wi.gov](mailto:dpisnusdafoods@dpi.wi.gov), or call the Wisconsin USDA Foods team at (608)267-4598.



Wisconsin Department of Public Instruction  
School Nutrition Programs

Please Enter

User ID:

Password

Login

2. Select the correct Program Year.
  - a. For example, click on Program Year “2024” for school year 2023-24.



| Program Year         | Program Begin Date | Program End Date |
|----------------------|--------------------|------------------|
| <a href="#">2017</a> | July 1, 2016       | June 30, 2017    |
| <a href="#">2018</a> | July 1, 2017       | June 30, 2018    |
| <a href="#">2019</a> | July 1, 2018       | June 30, 2019    |
| <a href="#">2020</a> | July 1, 2019       | June 30, 2020    |
| <a href="#">2021</a> | July 1, 2020       | June 30, 2021    |
| <a href="#">2022</a> | July 1, 2021       | June 30, 2022    |
| <a href="#">2023</a> | July 1, 2022       | June 30, 2023    |
| <a href="#">2024</a> | July 1, 2023       | June 30, 2024    |

3. Read the Welcome screen messages and click “Continue” at the bottom.



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

## WELCOME TO THE USDA FOODS ORDERING SYSTEM

Product Cancellations, Delays and Updates: [April 2023 delivery](#).

For more information, click [here](#) to email Dino Ante, or call 608.267.4599

Continue

4. In the upper right of the screen, confirm you are in the correct Program (NSLP).

↓ Bottom of Form

**School Food Authority Summary** **Test Agency (139999)**

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Contract Form ☐ Diversion Agreement ☐ Distributor Terms Sponsor Group: Direct Diversion Processing Activity Log

| Number | Name        | Revision | Status      | Approval Date | Action                                    |
|--------|-------------|----------|-------------|---------------|---|
| 139999 | Test Agency | 0        | Uncertified |               | <a href="#">View</a> <a href="#">Edit</a> |

**Delivery Location Forms**

| Number   | Name                     | Revision | Status   | Approval Date | Action                                      |
|----------|--------------------------|----------|----------|---------------|---|
| + 139999 | Test Agency-DeliverySite | 1        | Approved | 06/23/2023    | <a href="#">View</a> <a href="#">Revise</a> |

↑ Top of Form

- a. If you need to change Programs, click on “Program” in the upper right of the screen, and select “NSLP”.

↓ Bottom of Form

**School Food Authority Summary** **Test Agency (139999)**

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Contract Form ☐ Diversion Agreement ☐ Distributor Terms Sponsor Group: Direct Diversion Processing Activity Log

| Number | Name        | Revision | Status      | Approval Date | Action                                    |
|--------|-------------|----------|-------------|---------------|---|
| 139999 | Test Agency | 0        | Uncertified |               | <a href="#">View</a> <a href="#">Edit</a> |

**Delivery Location Forms**

| Number   | Name                     | Revision | Status   | Approval Date | Action                                      |
|----------|--------------------------|----------|----------|---------------|---|
| + 139999 | Test Agency-DeliverySite | 1        | Approved | 06/23/2023    | <a href="#">View</a> <a href="#">Revise</a> |

↑ Top of Form

- b. Click on “NSLP”.

**FDP Program Selection**

| Program              | Program Description |
|----------------------|---------------------|
| <a href="#">NSLP</a> | NSLP                |
| <a href="#">SFSP</a> | SFSP                |

## Summary Table – description of each green tab

Wisconsin Department of Public Instruction  
School Nutrition Programs

Food Distribution Program

Summary Allocations Orders Reports Resources

Home > SFA Summary > SFA Survey

Program Year: 2024 Program: NSLP SFA 100007 - Test School District

↓ Bottom of Form

### School Food Authority Summary

#### Test School District (100007)

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Contract Form ☒ Diversion Agreement ☒ Distributor Terms Sponsor Group: All, Direct Diversion Processing Activity Log

| Number | Name                 | Revision | Status      | Approval Date | Action                                    |
|--------|----------------------|----------|-------------|---------------|---|
| 100007 | Test School District | 0        | Uncertified |               | <a href="#">View</a> <a href="#">Edit</a> |

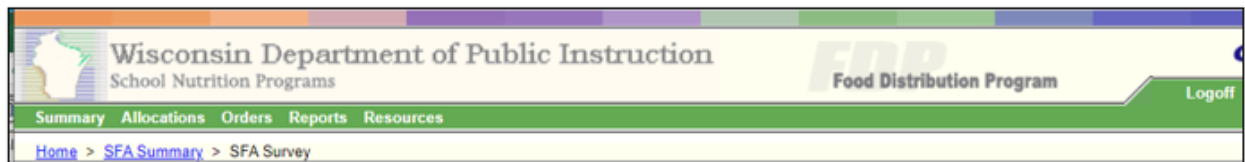
Delivery Location Forms

| Number | Name                              | Revision | Status   | Approval Date | Action                                      |
|--------|-----------------------------------|----------|----------|---------------|---|
| + 179  | Test School District-DeliverySite | 1        | Approved | 02/22/2023    | <a href="#">View</a> <a href="#">Revise</a> |

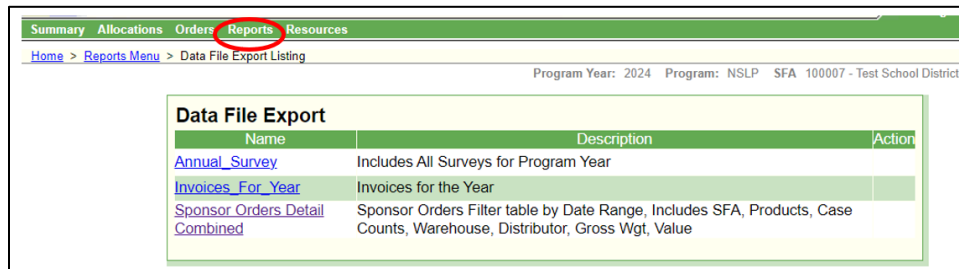
↑ Top of Form

- 1) Applications = Contact and delivery information. Contact information on the first row; Delivery address and contact information on second row.  
*Update contact and delivery info as needed.*
- 2) Entitlement = The amount of entitlement your SFA earns is based on last year's lunches.  
*Check if your SFA has a positive balance. Primary Contact should watch for emails with ordering opportunities.*
- 3) Surveys = These are your Expected Orders. (Adj is short for Adjusted. DPI may adjust orders after the Survey closes.)  
*Be sure to review the "Adj" amounts.*
- 4) Allocations = Used for extra ordering opportunities like "fair share and surplus". Primary contact on Application tab will be emailed if opportunities come up this year. (You'll also see this tab is used by DPI each month to convert "Survey Adj" to "Orders" depending on actual state warehouse inventory.)
- 5) Inventory – not used, blank.
- 6) Orders – Orders for Direct Delivery Brown Box and C Codes are generated by DPI by the 16<sup>th</sup> each month previous to Order month. For example, DPI will generate September Orders on August 16.
- 7) Invoicing – Invoices for handling and processing fees are generated by DPI by the 16<sup>th</sup> of the month previous to Order month for Direct Delivery and C Code products. For example, DPI will generate September Invoices on August 16. Invoices for Direct Diversion and Cheese Rebate products are one time and generated in August. **DPI automatically deducts the SFA fees that are owed from NSLP claim.**

## Thin Green Menu at Top

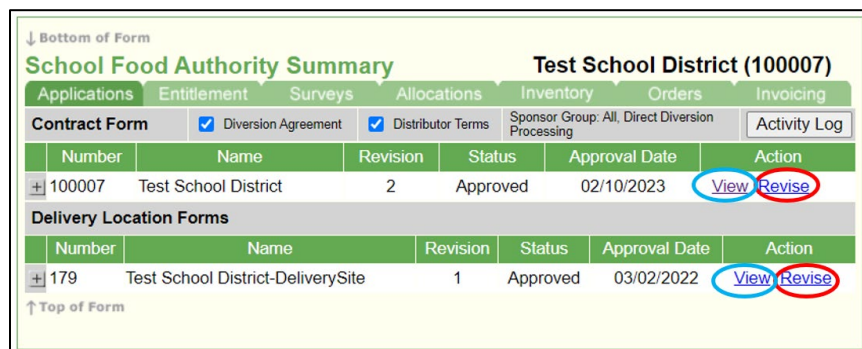


1. Clicking “Summary” is like a “Home” button to return to the SFA Summary table.
2. “Allocations, Orders and Resources” on the menu bar at top are not used, blank. (Use the Allocations and Orders on the Summary Table!)
3. Click “Reports” to download Excel versions of your Surveys, Orders, and Invoices and Orders pages and for a summary of all received year to date (CARS report).

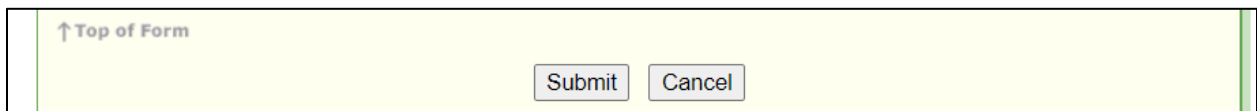


## Navigating

1. “Summary” at the top menu is like a “Home” button to return to the SFA Summary table.
2. When you click “View”, the screen will be **View Only**. You will not be able to make changes to the page, and the bottom of the page will only show “Cancel” to exit.
3. When you click “Revise” or “Edit”, you will be able to make updates and “Submit” changes at the bottom.



4. “Submit” is like a “Save” button. Submit is at the bottom of editable pages.
5. “Cancel” is like an “Exit Without Save” button. Cancel will NOT delete your saved data. Cancel is at the bottom of almost all pages.



This institution is an equal opportunity provider.