



USDA Foods Ordering System for TEFAP Quick Steps for the Monthly Order

Around the 3rd of each month, DPI will open an order allocation in the USDA Foods Ordering System for your agency to log into the system and accept. You must submit your order by the 13th of the month.

Deliveries will occur the following month. For example, for the allocation submitted between September 3 and 13, those items will be delivered during the month of October.

- 1) Log in to into the DPI USDA Foods Ordering System between the 3rd and 13th of each month (<https://wi.cnpus.com/fdp/login.aspx>) .

- 2) At the bottom of the Welcome page, click “Continue” button.
- 3) Click on “2023” for the correct Program Year.
- 4) Click on the green “Allocations” tab.

Number	Name	Revision	Status	Approval Date	Action
209220	ADVOCAP Inc-Fond Du Lac	0	Approved	07/02/2021	View Revise

Number	Name	Revision	Status	Approval Date	Action
209220	ADVOCAP Inc-Fond Du Lac - Delivery Site	0	Approved	06/10/2021	View Revise

- 5) Across from the most recent Allocation, click on “Edit”

Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc35905	07/02/2021	07/13/2021	No	07/14/2021	08/06/2021		View Edit

6) The boxes will be prefilled with the number of cases that your agency was allocated for the month. It is possible to adjust the numbers to a lower number of cases. Scroll to the bottom and click “Next Page>”.

100880	CHIX WHOLE BAGGED (A503) Size: 36-43 LB CTN Storage: Freezer	43.44	1	<input type="text" value="1"/>	0	3.63	0.00	0.00
110950	CHICKEN BREAST BNLS IQF Size: 10/48 OZ Storage: Freezer	72.58	1	<input type="text" value="1"/>	0	2.77	0.00	0.00
110380	PORK CHOPS, BONELESS, FRZ Size: 40/1 LB Storage: Freezer	113.88	1	<input type="text" value="1"/>	0	3.57	0.00	0.00
110554	TURKEY DELI BREAST, SLICED, 8/5 LB Size: 8/5 LB Storage: Freezer	103.78	1	<input type="text" value="1"/>	0	3.63	0.00	0.00
Total Bonus		0.00	0					0.00
Total All Commodities		\$0.00	0					\$0.00

7) Review your order, scroll to the bottom, and click “Accept”.

110380	PORK CHOPS, BONELESS, FRZ Size: 40/1 LB Storage: Freezer	113.88	1	0	0	3.57	0.00	0.00
110554	TURKEY DELI BREAST, SLICED, 8/5 LB Size: 8/5 LB Storage: Freezer	103.78	1	0	0	3.63	0.00	0.00
Total Bonus		0.00	0					0.00
Total All Commodities		\$0.00	0					\$0.00

Don't forget to review the Surplus available. Any items you add from surplus will be added to the next month's delivery.

Between the 3rd and 13th of the month, you can log in to the USDA Foods Ordering System at any time, click the “Add Surplus” button to view what is currently available, and add as much surplus as your agency can use. The products on the surplus screen update whenever another agency declines any of their order allocation.

- 8) To review the surplus available, click on the green “**Allocations**” tab, and click on the “**Add Surplus**” button, to review what is available.

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School Food Authority Summary DHS - South 2 (901002)

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

School Food Authority Allocations Add Surplus

Alloc Id	Alloc Date	Accept By Date	Accepted?	Expire Date	Close Date	Avail Qty	Action
Alloc35905	07/02/2021	07/13/2021	Yes	07/14/2021	08/06/2021	0	View Edit

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- 9) Enter the number of cases you would like added to your next month’s delivery.

Warehouse: Madison Central Storage & Warehouse - TEFAP

Request Date	Expiration Date	Entitlement Available
7/2/2021	7/31/2021	\$8.01

Code	Description	ENT Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
Bonus Commodities							
100001	BUTTER PRINT SALTED CTN-36/1 LB Size: 36/1 LB Storage: Cooler	79.24	3	<input type="text" value="0"/>	0.56	0.00	
100159	BEEF FINE GROUND FRZ PKG-40/1 Size: 40/1 LB PKGS Storage: Freezer	108.97	3	<input type="text" value="0"/>	0.65	0.00	

- 10) Scroll to the bottom and click “**Next Page**”.

- 11) On the next screen scroll to the bottom and click “**Submit**”.

Changes for agency contact name, emails, or delivery address

If needed, make any updates to the contact and delivery information under the green “**Applications**” tab.

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School Food Authority Summary ADVOCAP Inc-Fond Du Lac (209220)

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

School Food Authority Contract Form

Number	Name	Revision	Status	Approval Date	Action
209220	ADVOCAP Inc-Fond Du Lac	0	Pending Submission		View Edit

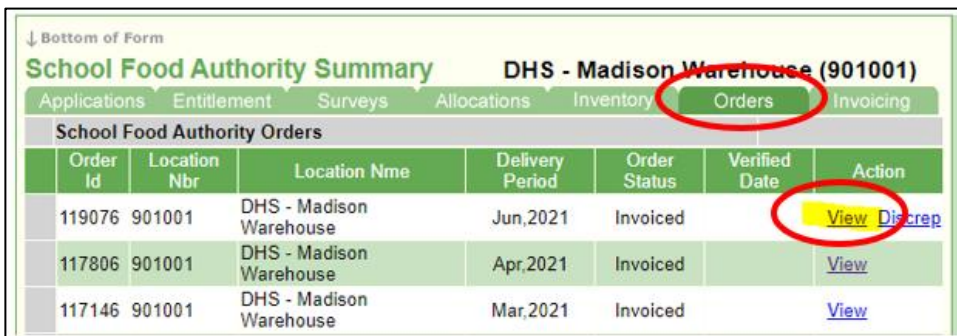
Delivery Location Forms

Number	Name	Revision	Status	Approval Date	Action
209220	ADVOCAP Inc-Fond Du Lac - Delivery Site	0	Approved	06/10/2021	View Revise

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Print your Agency's Monthly Order before the Delivery Day

After the 15th of the month, be sure to log into the USDA Foods Ordering System, click on the green "Orders" tab, and print the monthly order before the day of delivery.



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School Food Authority Summary **DHS - Madison Warehouse (901001)**

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

School Food Authority Orders

Order Id	Location Nbr	Location Nme	Delivery Period	Order Status	Verified Date	Action
119076	901001	DHS - Madison Warehouse	Jun,2021	Invoiced		View Discrep
117806	901001	DHS - Madison Warehouse	Apr,2021	Invoiced		View
117146	901001	DHS - Madison Warehouse	Mar,2021	Invoiced		View

Give the printed copy of the monthly order to the staff that will receive delivery. At the time of delivery, staff should use the printed order to verify the items and case counts are correct. This must be done before the delivery driver leaves.

Delivery Discrepancy

If there is a discrepancy bring this to the driver's attention so a correction can be made. Do not accept overages. If a shortage cannot be corrected, write on the printed order what the discrepancy is, and have the driver sign the document to verify the shortage. Shortages should be reported in the [DPI USDA Foods Ordering System](#) under the "Discrep" hyperlink.

Delivery Company, Midwest Perishable Inc (MPI)

It is important to keep your contact information up to date in the USDA Foods Ordering System. The first person listed on the Delivery Location Form will be emailed each month by the trucking company, Midwest Perishable, Inc. (MPI), with delivery date and a window of time for delivery.

The phone number for MPI is 608-273-8000. For more information about delivery procedures, please be sure to review the [detailed instruction guide](#) for the USDA Foods Ordering System.

Monthly Calendar (exact days may change depending on weekends and holidays)

3 rd of the month	DPI will open the allocation in the USDA Foods Ordering System
3 rd to 13 th of the month	Log into the USDA Foods Ordering System, and under the “Allocations” tab, review and submit your agency’s order allocation. Continue to log in during this time to “Add Surplus” if your agency can use it.
16 th of the month to the day of delivery	Log into the USDA Foods Ordering System and print your Order under the “Order” tab. Plan to have this on hand on day of delivery.
Delivery month	At least 3 days before delivery, you will receive an email from MPI indicating the delivery date and window of time for delivery.
Day of delivery	Use the printed Order from the DPI system to verify with the driver at time of delivery that you have received everything on your order. Write on the Order any discrepancies. Be sure the driver signs to confirm.

Questions or Trouble Submitting Your Monthly Order

If you have any trouble entering your order or with your delivery, there is a [detailed instruction guide](#) for the USDA Foods Ordering System on our website.

Feel free to contact laura.paella@dpi.wi.gov or 608-267-4598 or contact the USDA School Nutrition USDA Foods Team at dpisnusdafoods@dpi.wi.gov.