

HOW TO REVIEW AND MODIFY YOUR DELIVERY INFORMATION

1. Access the *Wisconsin USDA Food Ordering System*: [Login](#).
2. Enter your User ID and Password.
3. Read the "Message Board" and click on the "**Continue**" button at the bottom of the page.
4. Click on "**2023**" Program Year for School Year 2022-23.
5. Once you're in the "**School Food Authority Contract Form**" screen, click on "**Edit**" or "**Revise**" under the Action column.
6. Review and update your contact information.
7. Line (41) - choose your delivery method:
 - "**State**" – delivery through the state-contracted company Midwest Perishables (MPI)
 - "**Distributor**" – delivery through your contracted commercial delivery vendor
8. Line (42):
 - If "**State**" in Line (41) – this should be blank. If not blank, scroll to the top of the drop-down menu and choose the blank space.
 - If "**Distributor**" in Line (41) – choose the commercial delivery vendor from the drop-down menu.
9. Once completed, place a check mark in Line 47 and click on the "**Submit**" button.
10. This will take you to a screen message that states: "**Click here to go to School Food Authority Summary.**" Click on the word or hyperlink "**here**" to go back to the *School Food Authority Summary* screen.
11. After you've submitted the "School Food Authority Contract Form," your contract status will change to "**Pending Approval.**"

Next, you must also update your "Delivery Location Form" (located below the Contract form). Please follow the instructions below:

1. Once you're in the "**Delivery Location Form**" screen - click on "**Revise**" under the Action column.
2. Review and update (if necessary) the information and click on "**Submit.**"
3. This will take you to a screen message that states: "**Click here to go to Sponsor Summary.**" Click on the word or hyperlink "**here**" to go back to the *School Food Authority Summary* screen.

Complete instructions on the *Wisconsin USDA Foods Ordering System* is available:
[Online Instructions - School Lunch Program](#).