

OSPI Child Nutrition Services Food Distribution Program

USDA Foods Program Sponsor Ordering and Surplus Instructions for CNPweb

Ordering

1. Log into [CNPweb](#).
 - a. For login questions, User IDs, or Password reset, contact [Erica Olivera](#), 360-725-6204.
2. After reviewing the Message Board, click the **Continue** button found at the top or bottom of the page.
3. Select the current **Program Year**.
 - a. The Sponsor Summary Page opens, where data is entered or retried via specific tabs
4. Click on the Orders tab.

Summary Maintenance Reports Resources
Home > Summary Menu > Sponsor Summary
Program Year: Sponsor School District

↓ Bottom of Form

Sponsor Summary

School District

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
+	School District	2	Approved		View Revise

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
+	School District	1	Approved		
+	School District - Frz	1	Approved		

↑ Top of Form

5. Once the Orders tab is opened, select the warehouse from which to order by clicking the Add hyperlink.
6. After the Sponsor Order Form opens, enter the **Order Quantity** and **Additional Quantity** requests in their respective columns.



FDP Superintendent of Public Instruction
 Sponsor Order Form

School District Order Number: **Not Assigned**
 Order Type: OrderType
 Order Status: OrderStatus

Deliver To: **School District** Contact: Delivery Period: September
 Entitlement Remaining: \$22,424.42
 Additional Entitlement: \$0.00

Code	Description	Unit Value	Available Qty	Order Qty	Additional Qty
Entitlement Commodities					
100293	Raisins Individual box Pack Size: 12 lb Processing Fee: 0.00 Serving Size: 1.33 Oz Servings Per Case: 144	19.71	2	2	3
100327	Tomato Paste Pack Size: 6/#10 Processing Fee: 0.00	21.90	2	2	0
Total Cases:			4	4	3

Cancel Submit

- a. Additional Units may not be requested unless Order Quantity equals Available Quantity.
 - b. Error messages will be displayed if these rules are not met.
7. Click the **Submit** button.
 8. The Post Confirmation screen will display. Click here to go to the Sponsor Summary – Orders to place your next order.
 - a. The newly created order now has a unique Order ID.
 - b. Options are Edit, View, or Delete.

Bottom of Form

Sponsor Summary School District

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Order Id	Delivery Location	Warehouse	Allocation Order	Surplus Order	Action
Delivery Period: September					
17863	School District	United Warehouse, Dry	Edit	View	Delete
	School District	Lineage Logistics	Add		

Order Id	Delivery Period	Delivery Location	Warehouse	Order Status	Action
----------	-----------------	-------------------	-----------	--------------	--------

Surplus Ordering

After all allocation requests are filled, the ordering cycle is reopened for Surplus ordering.

1. Click the **Orders** tab to access the order summary page.
2. Click the Edit link to order surplus.

↓ Bottom of Form

School District

Sponsor Summary

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Order Id	Delivery Location	Warehouse	Allocation Order	Surplus Order	Action
Delivery Period: September					
17863	United Warehouse		→		Edit View Delete
17864	Lineage Logistics		→		Edit View Delete
Order Id	Delivery Period	Delivery Location	Warehouse	Order Status	Action

↑ Top of Form

- a. The order form displays the "Order Qty" from the original order.
- b. If additional unit requests were filled, they are displayed in the "Surplus Qty" column. This number may be edited up to the amount in Surplus Inventory.

School District

Order Number: 17863
Order Type: Delivery
Order Status: Open

Deliver To: School District **Contact:** **Delivery Period:** September

Entitlement Remaining: \$9,189.78
Additional Entitlement: \$0.00

Code	Description	Unit Value	Order Qty	Surplus Inventory	Additional & Surplus Qty
Entitlement Commodities					
100293	Raisins 144 Individual box Pack Size: 144/1.33 oz Processing Fee: 0.00 Serving Size: 1.33 oz Servings Per Case: 144	19.71	2	92	<input type="text" value="3"/>
W881	Ketchup 6/#10/cs REDYL99 Pack Size: 1140/6 oz Processing Fee: 18.06 Serving Size: 0.60 oz Servings Per Case: 1140	3.75	2	96	<input type="text" value="0"/>
Total Cases:					3

Enter Surplus requests

3. Click **Submit** to save the Surplus order request.