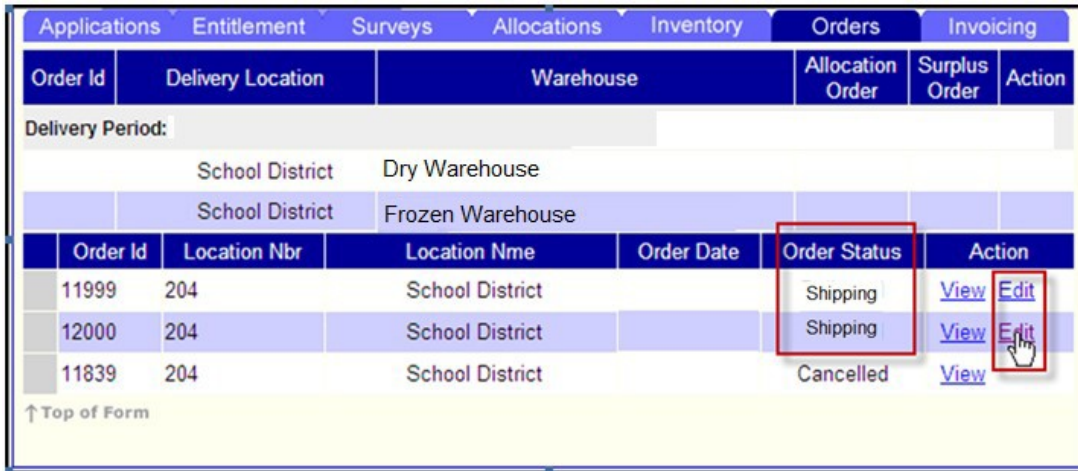


## Delivery Discrepancy Instructions

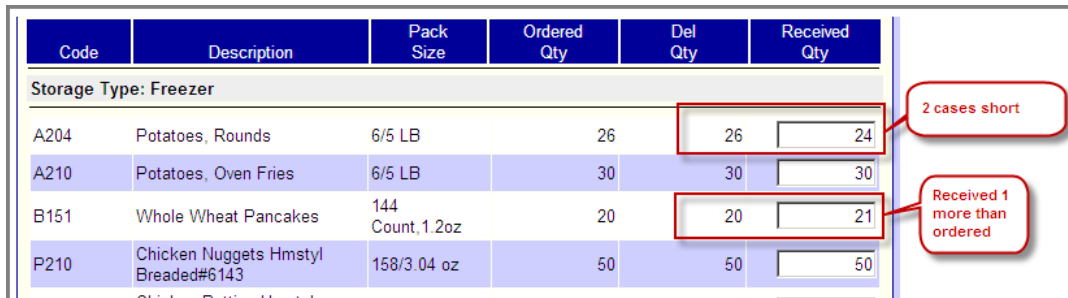
**Part One:** Report an order discrepancy (over, short or damaged quantities) by following the steps below.

Note: Order discrepancies must be entered in CNPweb before the last working day of the month. If Invoices have been completed and you have still not submitted your discrepancy, contact the FDP office for assistance. Entitlement will be adjusted at the end of each month.

1. Log into the CNPWeb <http://www.cnpwebsite.com/washington>
2. Select the current school year
3. Click on the Orders tab
4. Click Edit in the action column to open the order and report the discrepancy



5. Click in the Received Qty box to report any discrepancies. Make changes only where needed.



6. Click in the Adjustment Comments box to let us know what has happened. The completion of this box is required.

Adjustment Comments:

7. Click **Submit** to save and send the discrepancy report.

**Part Two:** Report if you received an item that is not on your order by following the steps below.

1. Click on the "here" button to add a product

<b>Total Cases:</b>	101	101	101	0
Click <a href="#">here</a> to add a product received but not in the original order.				
Adjustment Comments:				
<input type="text"/>				
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>		

2. Click on the drop down box and select the item you received.

Click <a href="#">here</a> to add a product received but not in the original order.					
Product To Add	Order Qty	Delivered Qty	Received Qty	Invoiced Qty	
<input type="text"/>	0	0	0	0	
<b>Total Cases With Added Products:</b>		101	101	101	0

3. Enter the quantity in the Received Qty box.

Click <a href="#">here</a> to add a product received but not in the original order.					
Product To Add	Order Qty	Delivered Qty	Received Qty	Invoiced Qty	
<input type="text"/>	0	0	0	0	
<b>Total Cases With Added Products:</b>		101	101	101	0

4. If more than one extra item has been received, repeat steps 1-3.

Click <a href="#">here</a> to add a product received but not in the original order.					
Product To Add	Order Qty	Delivered Qty	Received Qty	Invoiced Qty	
<input type="text"/>	0	0	0	0	
100362 - Beans, Refried, Low Sodium, Canned	0	0	3	0	
<b>Total Cases With Added Products:</b>		223	223	226	223

5. Click **Submit** to save and send the discrepancy report.