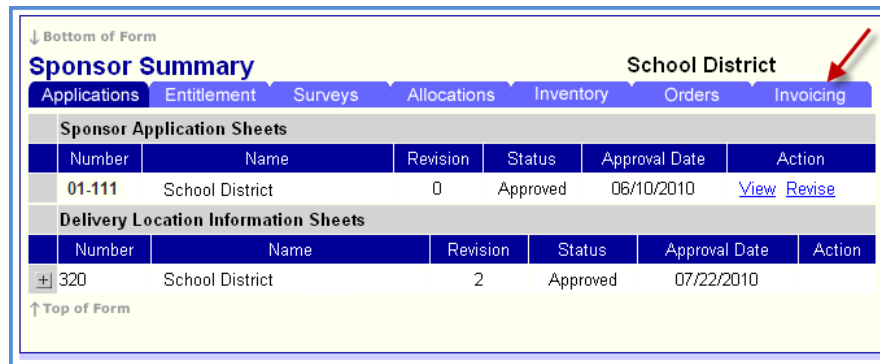


OSPI CNS Food Distribution Program Instruction Sheet

Instructions to Access Invoices

1. Log on to the ordering website, [CNPweb](#).
2. Select current school year.
3. Click on your invoicing tab.



↓ Bottom of Form

Sponsor Summary School District

Applications Entitlement Surveys Allocations Inventory Orders **Invoicing**

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
01-111	School District	0	Approved	06/10/2010	View Revise

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
+ 320	School District	2	Approved	07/22/2010	

↑ Top of Form

4. Click on view.



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Sponsor Summary School District

Applications Entitlement Surveys Allocations Inventory Orders **Invoicing**

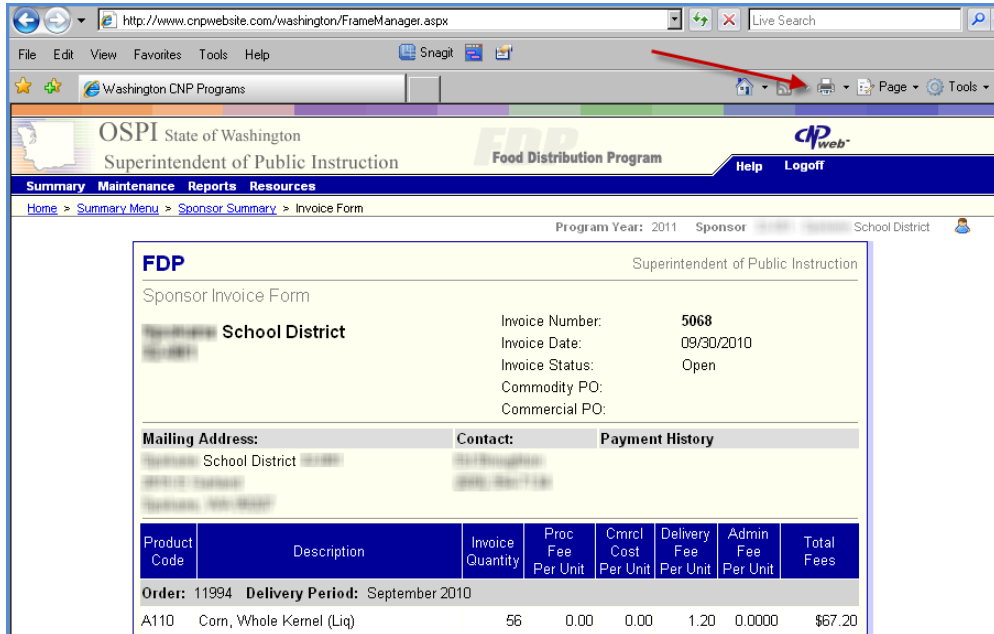
Sponsor Invoices

Invoice Id	Invoice Date	Invoice Type	Invoice Amt	Paid Amt	Paid Date	Action
5068	09/30/2010	Service/Process Fees	\$69,920.45	\$0.00		View
TOTALS:			\$69,920.45	\$0.00		

↑ Top of Form



5. To print your invoice, you can either click on the print icon of your web browser



a. Or position your cursor within the body of the invoice and right click. Select "print preview". Select "only the selected frame" from the drop-down list and then click on the print icon.

