OSPI CNS Food Distribution Program Instruction Sheet

Instructions to Access Invoices

- 1. Log on to the ordering website, <u>CNPweb</u>.
- 2. Select current school year.
- 3. Click on your invoicing tab.

ponsor s		School District							
Applications	Entitlement Surveys	s í A	llocation	າຮ	Invent	tory	Orders	Inv	oicing
Sponsor A	pplication Sheets								
Number	Name	F	Revision	Sta	atus	Appr	oval Date	Ac	tion
01-111	School District		0	Арр	proved 06/10/2010		<u>View</u> <u>Revise</u>		
Delivery Location Information Sheets									
Number	Name		Revis	sion	Sta	tus	Approva	l Date	Action
+] 320	School District		2	2	Аррі	oved	07/22/2	2010	
Top of Form									

4. Click on view.

Applications	Entitlement	Surveys Allocation	s Inventory	Order	s Invo	bicing
Sponsor In	voices	· · · · · · · · · · · · · · · · · · ·				
Invoice Id	Invoice Date	Invoice Type	Invoice Amt	Paid Amt	Paid Date	Actio
5068	09/30/2010	Service/Process Fees	\$69,920.45	\$0.00		View
		TOTALS:	\$69,920,45	\$0.00		



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

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Summary Main	SPI State of Washington perintendent of Public Instruction	Food Distribution Program Help Logoff
Home > Summary	Menu > Sponsor Summary > Invoice Form	
		Program Year: 2011 Sponsor School District 🚨
	FDP	Superintendent of Public Instruction
	Sponsor Invoice Form	
	School District	Invoice Number: 5068 Invoice Date: 09/30/2010 Invoice Status: Open Commodity PO: Commercial PO:
	Mailing Address:	Contact: Payment History
	School District	Rollbroughter (BHD) Roll118
	Product Description	' Invoice Proc Cmrcl Delivery Admin Total Guantity Per Unit Per Unit Per Unit Fees
	Order: 11994 Delivery Period: September	2010
	A110 Corn, Whole Kernel (Liq)	56 0.00 0.00 1.20 0.0000 \$67.20

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.

🔊 Print Preview				
	🖶 🖾 1 Page View 🔹	As laid out on screen 💽	Shrink To Fit 💌	
<u> </u>	++	As laid out on screen Only the selected frame All frames individually	Page 1 of 1	
*		Selec	t Content (Alt+F)	
	Superintendent of Public	e Instruction Food Distribut	tion Program	