

# 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 [Kristen Sharp](#), 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

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### 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		<a href="#">View</a> <a href="#">Revise</a>

#### Delivery Location Information Sheets

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

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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
<b>Entitlement Commodities</b>					
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
<b>Total Cases:</b>			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.

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**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: <b>September</b>					
17863	School District	United Warehouse, Dry	<a href="#">Edit</a>		<a href="#">View Delete</a>
	School District	Lineage Logistics	<a href="#">Add</a>		
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.

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**Sponsor Summary** School District

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Order Id	Delivery Location	Warehouse	Allocation Order	Surplus Order	Action
17863	United Warehouse				<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
17864	Lineage Logistics				<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

Delivery Period: September

Order Id	Delivery Period	Delivery Location	Warehouse	Order Status	Action

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- 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
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: 18.00 Serving Size: 0.60 oz Servings Per Case: 1140	3.75	2	96	<input type="text" value="0"/>
<b>Total Cases:</b>					<b>3</b>

Cancel Submit

Enter Surplus requests

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