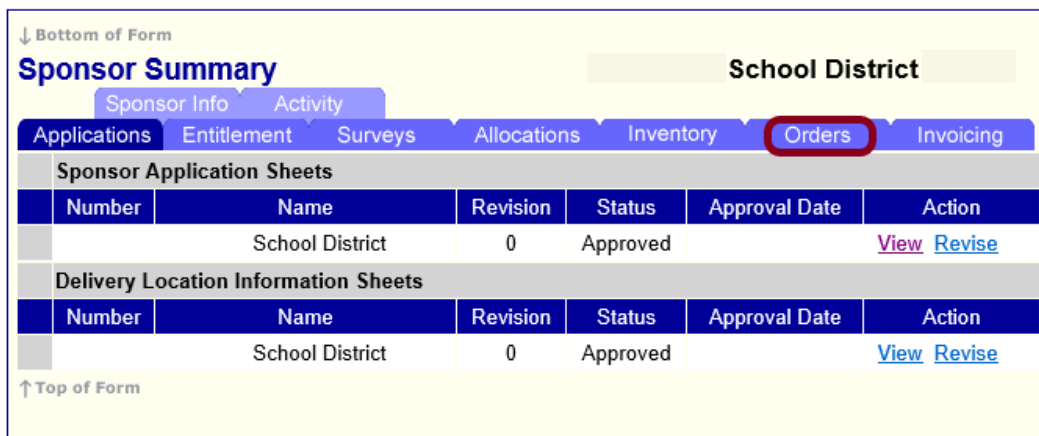


OSPI Child Nutrition Services Food Distribution Program

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.
 - b. For ordering questions or assistance, contact [Sarah Davis](#), 360-725-6215.
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 current year is always the spring year. Example SY 2024-2025, CNPweb 2025.
 - b. The Sponsor Summary Page opens, where data is entered or retried via specific tabs.
4. Click on the **Orders** tab to access the order summary page.



The screenshot shows the 'Sponsor Summary' page in CNPweb. At the top, there is a 'School District' dropdown menu. Below it is a navigation bar with tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders (highlighted with a red circle), and Invoicing. Under the 'Orders' tab, there are two tables: 'Sponsor Application Sheets' and 'Delivery Location Information Sheets'. Both tables have columns for Number, Name, Revision, Status, Approval Date, and Action. The data in both tables shows 'School District' with a revision of 0 and a status of 'Approved'. The 'Action' column for both tables contains 'View' and 'Revise' links. The page also has 'Bottom of Form' and 'Top of Form' navigation arrows.

Sponsor Summary						
Sponsor Application Sheets						
Number	Name	Revision	Status	Approval Date	Action	
	School District	0	Approved		View Revise	

Delivery Location Information Sheets						
Number	Name	Revision	Status	Approval Date	Action	
	School District	0	Approved		View Revise	



- Once the Orders tab is opened, select the warehouse from which to order by clicking the **Add** or **Edit** button.

↓ 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: <input type="text" value="October"/>					
	School District	Inland Empire Distribution Systems, Dry	Add		
	School District	Lineage Logistics - Grandview, Frozen	Add		

Order Id	Delivery Period	Delivery Location	Warehouse	Order Status	Action
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↑ Top of Form

- After the Sponsor Order Form opens, enter the **Order Quantity** requests in their respective columns.

FDP Superintendent of Public Instruction

Sponsor Order Form

Order Number: 75566
Order Type: Delivery
Order Status: Open

Deliver To: Contact: Delivery Period: October

Entitlement Remaining: \$1.34
Additional Entitlement: \$1.34

Code	Description	Unit Value	Available Qty	Order Qty	Additional Qty
Entitlement Commodities					
100256	Strawberries, Diced, Cups, Frozen Pack Size: 96/4.5 oz cup Processing Fee: 0.00 Serving Size: 0.50 Cup Servings Per Case: 96	53.51	112	<input type="text" value="112"/>	<input type="text" value="0"/>
110393	Pancakes, Whole Grain or Whole Grain-Rich, Frozen Pack Size: 144 count Processing Fee: 0.00 Serving Size: 1.20 oz Servings Per Case: 144	13.86	140	<input type="text" value="140"/>	<input type="text" value="0"/>
110859	Mixed Berries (Strawberries & Blueberries) Cups Pack Size: 96/4oz Processing Fee: 0.00 Serving Size: 0.50 cup Servings Per Case: 96	46.51	168	<input type="text" value="168"/>	<input type="text" value="0"/>
Total Cases:			420	420	0

Cancel [Submit](#)

"Do Not Use"

- a. You can request up to the quantity that is available as shown above. Error messages will be displayed if these rules are not met.
- b. All orders have to reach the minimum case count for delivery. If your order is under that minimum, you will need to add additional cases using the Surplus Order window.

Warning: The Additional quantity column on the far right side of the order page will not be processed. All cases entered into this section will be zeroed out after the regular order window closes. This may impact your case count, and you may be under the required delivery minimum as a result.

The only way to order additional cases to an order is to utilize the Surplus Order window.

7. Click the **Submit** button.
8. The Post Confirmation screen will display. The "**here**" button is a link that will take you back to the Sponsor Summary – Orders to place your next order.



9. The newly created order now has a unique Order ID and options of **Edit**, **View**, or **Delete**.
 - a. You are able to edit the order as many times as you need until the order window closes.
 - b. Best practice is to view your order after submission to ensure it is submitted the way you intend to receive the delivery.

Warning: Do not click on the Delete button. If you accidentally click on this button log out and then log back in.

↓ 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: October					
75567	School District	Inland Empire Distribution Systems, Dry	Edit	View	Delete
	School District	Lineage Logistics - Grandview, Frozen	Add		

Order Id	Delivery Period	Delivery Location	Warehouse	Order Status	Action
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↑ Top of Form

10. Canceling an Order: If you need to cancel an order at any time, please reach out to the Food Distribution Program team by sending an email to the [FDP Inbox](#).

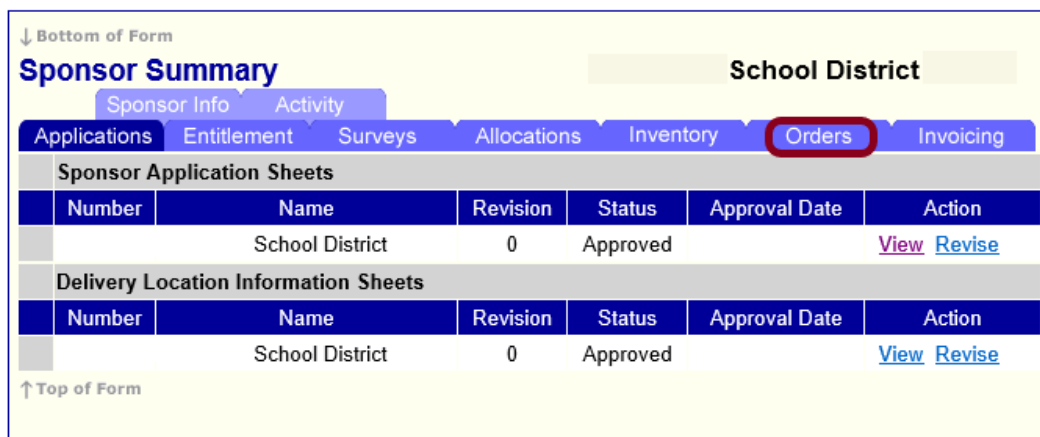
Surplus Ordering

A Surplus Order Period is offered after the regular order period closes. LEAs may order any item available on surplus during this period. LEAs that miss a regular order period are encouraged to utilize the surplus order period to create an order for delivery.

Group numbers are used for access to the surplus order period based on the Local Education Agency's (LEA) Total Lunches Served (TLS) numbers from the previous year.

Use the [Group Numbers in CNPweb Reference Sheet](#) and [Ordering Procedure Reference Sheet](#) for details.

1. Log into [CNPweb](#).
 - a. For login questions, User IDs, or Password reset, contact [Kristen Sharp](#), 360-725-6204.
 - b. For ordering questions or assistance, contact [Sarah Davis](#), 360-725-6215.
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 current year is always the spring year. Example SY 2024-2025, CNPweb 2025.
 - b. Sponsor Summary Page opens, where data is entered or retried via specific tabs.
4. Click the **Orders** tab to access the order summary page.



The screenshot shows the 'Sponsor Summary' page in CNPweb. At the top, there is a 'School District' dropdown menu. Below it is a navigation bar with tabs: 'Applications', 'Entitlement', 'Surveys', 'Allocations', 'Inventory', 'Orders' (highlighted with a red circle), and 'Invoicing'. Under the 'Orders' tab, there are two sections: 'Sponsor Application Sheets' and 'Delivery Location Information Sheets'. Each section contains a table with columns: 'Number', 'Name', 'Revision', 'Status', 'Approval Date', and 'Action'. The 'Sponsor Application Sheets' table has one row with 'School District' as the name, revision 0, and status 'Approved'. The 'Delivery Location Information Sheets' table also has one row with 'School District' as the name, revision 0, and status 'Approved'. Both rows have 'View' and 'Revise' links in the 'Action' column. The page is framed by 'Bottom of Form' at the top and 'Top of Form' at the bottom.

Sponsor Application Sheets					
Number	Name	Revision	Status	Approval Date	Action
	School District	0	Approved		View Revise

Delivery Location Information Sheets					
Number	Name	Revision	Status	Approval Date	Action
	School District	0	Approved		View Revise

5. Once the Orders tab is opened, select the warehouse from which to order by clicking the **Add** or **Edit** button.
 - a. The Surplus order buttons will only appear on the orders tab when it is that groups turn to access Surplus Orders.
 - b. Use the [Group Numbers in CNPweb Reference Sheet](#) to locate your group number.
 - c. The order buttons will not automatically appear, the page needs to be refreshed first. This can be done by toggling over to another tab and then back to the Orders tab.

The screenshot shows the 'Sponsor Summary' page for a 'School District'. The 'Orders' tab is selected, displaying a table with columns for 'Order Id', 'Delivery Location', 'Warehouse', 'Allocation Order', 'Surplus Order', and 'Action'. The table lists two entries: 'School District Inland Empire Distribution Systems, Dry' and 'School District Lineage Logistics - Grandview, Frozen'. The 'Add' button for the second entry is circled in red. Below the table is another table with columns for 'Order Id', 'Delivery Period', 'Delivery Location', 'Warehouse', 'Order Status', and 'Action'. The page also includes 'Bottom of Form' and 'Top of Form' navigation links.

6. The Surplus Order Form is structured with several sections.
 - a. **Entitlement Remaining** is the amount of funds that you have available to use for orders. You can not order more than you have available. Error messages will be displayed if these rules are not met.
 - b. **Bonus Commodities** is the section that does not draw down your Entitlement. Tip: use this section to add cases to your order if you have no Entitlement available.
 - c. **Entitlement Commodities** is the section that does draw down your Entitlement. Tip: use this section if you need to use up your remaining Entitlement funds.
 - d. There are also several types of Commodities available.
 - i. **USDA** items are coded as **100256**. Delivery fees apply.
 - ii. **W-code** items are coded as **W820**. Delivery and Processing fees apply.
 - iii. **Local Foods for Schools** items are coded as **LFS002**. No fees apply.

FDP Superintendent of Public Instruction

Sponsor Order Form

Order Number: 75566
 Order Type: Delivery
 Order Status: Open

Deliver To: Contact: Delivery Period: October

Entitlement Remaining: \$1.34
 Additional Entitlement: \$1.34

Code	Description	Unit Value	Order Qty	Surplus Inventory	Additional & Surplus Qty
Bonus Commodities					
LFS002	Beef, stew meat 5/10# pkgs Pack Size: 50 lbs. Processing Fee: 0.00	577.00	0	12	<input type="text" value="4"/>
LFS010	Salmon, Coho Pack Size: 30 lbs Processing Fee: 0.00	225.00	0	200	<input type="text" value="0"/>
LFS013	Raspberries, frozen - BULK Pack Size: 25 lbs. Processing Fee: 0.00	86.25	0	223	<input type="text" value="25"/>
Entitlement Commodities					
100256	Strawberries, Diced, Cups, Frozen Pack Size: 96/4.5 oz cup Processing Fee: 0.00 Serving Size: 0.50 Cup Servings Per Case: 96	53.51	112	10	<input type="text" value="0"/>
110393	Pancakes, Whole Grain or Whole Grain-Rich, Frozen Pack Size: 144 count Processing Fee: 0.00 Serving Size: 1.20 oz Servings Per Case: 144	13.86	140	15	<input type="text" value="0"/>
110859	Mixed Berries (Strawberries & Blueberries) Cups Pack Size: 96/4oz Processing Fee: 0.00 Serving Size: 0.50 cup Servings Per Case: 96	46.51	168	0	<input type="text" value="0"/>
Total Cases:			420		0

7. After the Surplus Order Form opens, enter the **Order Quantity** requests in the respective column.
 - a. The order form displays the "Order Qty" from the original order.
 - b. The order form displays the available state inventory of Surplus items.
 - c. You can only request the available state inventory. Error messages will be displayed if these rules are not met.

FDP Superintendent of Public Instruction

Sponsor Order Form

Order Number: 75566
 Order Type: Delivery
 Order Status: Open

Deliver To: **Contact:** **Delivery Period:**
 October

Entitlement Remaining: \$1.34
 Additional Entitlement: \$1.34

Code	Description	Unit Value	Order Qty	Surplus Inventory	Additional & Surplus Qty
Bonus Commodities					
LFS002	Beef, stew meat 5/10# pkgs Pack Size: 50 lbs. Processing Fee: 0.00	577.00	0	12	<input type="text" value="4"/>
LFS010	Salmon, Coho Pack Size: 30 lbs Processing Fee: 0.00	225.00	0	200	<input type="text" value="0"/>
LFS013	Raspberries, frozen - BULK Pack Size: 25 lbs. Processing Fee: 0.00	86.25	0	223	<input type="text" value="25"/>
Entitlement Commodities					
100256	Strawberries, Diced, Cups, Frozen Pack Size: 96/4.5 oz cup Processing Fee: 0.00 Serving Size: 0.50 Cup Servings Per Case: 96	53.51	112	10	<input type="text" value="0"/>
110393	Pancakes, Whole Grain or Whole Grain-Rich, Frozen Pack Size: 144 count Processing Fee: 0.00 Serving Size: 1.20 oz Servings Per Case: 144	13.86	140	15	<input type="text" value="0"/>
110859	Mixed Berries (Strawberries & Blueberries) Cups Pack Size: 96/4oz Processing Fee: 0.00 Serving Size: 0.50 cup Servings Per Case: 96	46.51	168	0	<input type="text" value="0"/>
			Total Cases:	420	0

- Click **Submit** to save the Surplus order request.
- The Post Confirmation screen will display. The **"here"** button is a link that will take you back to the Sponsor Summary – Orders to place your next order.

Post Confirmation

The **Sponsor Summary - Orders** completed successfully

Order Changes successfully completed

Click [here](#) to go to Sponsor Summary - Orders

10. Click on the View button to double check your order and check your total case counts.

↓ 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: October					
	School District	Inland Empire Distribution Systems, Dry	Add	Add	
75566	School District	Lineage Logistics - Grandview, Frozen	Edit	Edit	View Delete

11. You need to ensure you have 20 cases for each Warehouse that you are planning a delivery for. If you are under 20 cases at the end of the Surplus order window the order will be cancelled.

FDP Superintendent of Public Instruction

Sponsor Order Form

School District Order Number: 75566
Order Type: Delivery
Order Status: Open

Deliver To: Contact: Delivery Period: October

Entitlement Remaining: \$1.34
Additional Entitlement: \$1.34

Code	Description	Unit Value	Allocation Qty	Add Units Qty	Surplus Qty	Total Qty
Bonus Commodities						
LFS002	Beef, stew meat 5/10# pkgs Pack Size: 50 lbs. Processing Fee: 0.00	577.00	0	0	4	4
LFS013	Raspberries, frozen - BULK Pack Size: 25 lbs. Processing Fee: 0.00	86.25	0	0	25	25
Entitlement Commodities						
100256	Strawberries, Diced, Cups, Frozen Pack Size: 96/4.5 oz cup Processing Fee: 0.00 Serving Size: 0.50 Cup Servings Per Case: 96	53.51	112	0	0	112
110393	Pancakes, Whole Grain or Whole Grain-Rich, Frozen Pack Size: 144 count Processing Fee: 0.00 Serving Size: 1.20 oz Servings Per Case: 144	13.86	140	0	0	140
110859	Mixed Berries (Strawberries & Blueberries) Cups Pack Size: 96/4oz Processing Fee: 0.00 Serving Size: 0.50 cup Servings Per Case: 96	46.51	168	0	0	168
Total Cases:			420	0	29	449

12. Tips for navigating the Surplus orders.

- a. Remember this is a live shopping event with all others from your group and region in with you vying for the same inventory.
- b. Have an idea of what you need before Surplus opens. Frozen or Dry and specific items if needed.
- c. Find the items you need first and submit the order quickly. You are able to add to Surplus as many times as you like.

Resources

- [Group Numbers in CNPweb Reference Sheet](#)
- [Ordering Procedure Reference Sheet](#)

Acronym Reference

- CNS- Child Nutrition Services
- FDP- Food Distribution Program
- LEA- Local Education Agency
- OSPI- Office of Superintendent of Public Instruction
- TLS- Total Lunches Served
- USDA- United States Department of Agriculture