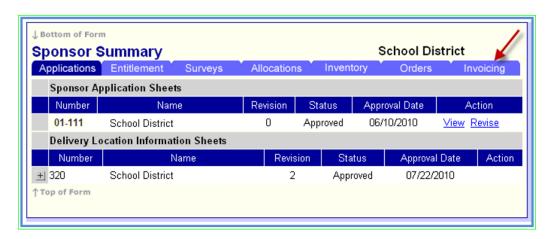
# OSPI Child Nutrition Services Food Distribution Program

## Instructions to Access Invoices

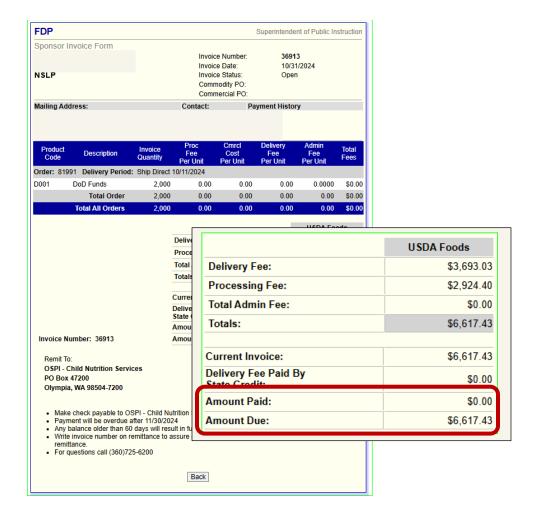
- Log into <u>CNPweb</u>.
  - a. For login questions, User IDs, or Password reset, contact the <u>Food Distribution</u> inbox.
  - b. For invoice questions or assistance, contact <u>Sarah Davis</u>, 360-725-6215.
- 2. After reviewing the Message Board, click the **Continue** button found at the top or bottom of the page.
- 3. Select the current **Program Year**.
  - a. The current year is always the spring year. Example SY 2025-2026, CNPweb 2026.
  - b. The Sponsor Summary Page opens, where data is entered or retried via specific tabs.
- 4. Click on the **Invoicing** tab to access the Sponsor Invoice page.





5. Click on the **View** button to open the invoice. The amount due is what should be paid.





OSPI CNS September 2025

### 6. Print your invoice

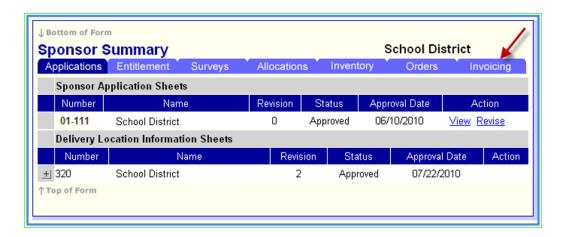
Please know that browsers Google Chrome and Microsoft Edge have the below Printing hack available. If you have trouble printing, please submit a request to the <a href="mailto:fooddistribution@k12.wa.us">fooddistribution@k12.wa.us</a> and our staff will send you a pdf of your invoice.

### Printing instructions:

- Step 1. Ctrl A (select all text) then Ctrl P (access the printer)
- Step 2. Chose the printer or save as an Adobe PDF

# Using account credits

- 1. Log into CNPweb.
  - a. For login questions, User IDs, or Password reset, contact the <u>Food Distribution</u> inbox.
  - b. For invoice questions or assistance, contact <u>Sarah Davis</u>, 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 2025-2026, CNPweb 2026.
  - b. The Sponsor Summary Page opens, where data is entered or retried via specific tabs.
- 4. Click on the **Invoicing** tab to access the Sponsor Invoice page.



OSPI CNS September 2025

- 5. View credits on the Sponsor Invoices section. They will be visible in the year issued.
  - a. Pair the credit with an invoice of grater amount as shown below.
  - b. Submit the remaining amount due and include both Invoice Id numbers on the payment remittance for the OSPI Fiscal Office to connect the invoice and credit.

Sponsor Invoices					Add Invoice	
Invoice Id	Invoice Date	Invoice Type	Invoice Amt	Paid Amt	Paid Date	Action
38753	09/30/2025	Service/Process Fees	\$9,771.12	\$0.00		<u>View</u>
38864	09/30/2025	Manual Invoice	(\$469.96)	\$0.00		<u>View</u>
		Total Sponsor Invoices:	\$9,301.16	\$0.00		

OSPI CNS September 2025