

# OSPI Child Nutrition Services Food Distribution Program

## Instructions to Access Invoices

1. Log into [CNPweb](#).
  - a. For login questions, User IDs, or Password reset, contact the [Food Distribution inbox](#).
  - b. For invoice 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 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.

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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
01-111	School District	0	Approved	06/10/2010	<a href="#">View</a> <a href="#">Revise</a>

**Delivery Location Information Sheets**

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

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

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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		<a href="#">View</a>
TOTALS:			\$69,920.45	\$0.00		

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**FDP** Superintendent of Public Instruction

Sponsor Invoice Form

NSLP

Invoice Number: 36913  
 Invoice Date: 10/31/2024  
 Invoice Status: Open  
 Commodity PO:  
 Commercial PO:

Mailing Address: Contact: Payment History

Product Code	Description	Invoice Quantity	Proc Fee Per Unit	Comrcl Cost Per Unit	Delivery Fee Per Unit	Admin Fee Per Unit	Total Fees
Order: 81991 Delivery Period: Ship Direct 10/11/2024							
D001	DoD Funds	2,000	0.00	0.00	0.00	0.0000	\$0.00
Total Order		2,000	0.00	0.00	0.00	0.00	\$0.00
Total All Orders		2,000	0.00	0.00	0.00	0.00	\$0.00

USDA Foods

	USDA Foods
Delivery Fee:	\$3,693.03
Processing Fee:	\$2,924.40
Total Admin Fee:	\$0.00
Totals:	\$6,617.43
Current Invoice:	\$6,617.43
Delivery Fee Paid By State Credit:	\$0.00
Amount Paid:	\$0.00
Amount Due:	\$6,617.43

Invoice Number: 36913

Remit To:  
 OSPI - Child Nutrition Services  
 PO Box 47200  
 Olympia, WA 98504-7200

- Make check payable to OSPI - Child Nutrition
- Payment will be overdue after 11/30/2024
- Any balance older than 60 days will result in full remittance.
- Write invoice number on remittance to assure remittance.
- For questions call (360)725-6200

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## 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 [fooddistribution@k12.wa.us](mailto:fooddistribution@k12.wa.us) 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](#).
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5. View credits on the Sponsor Invoices section. They will be visible in the year issued.
  - a. Pair the credit with an invoice of greater 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		<a href="#">View</a>	
38864	09/30/2025	Manual Invoice	(\$469.96)	\$0.00		<a href="#">View</a>	
Total Sponsor Invoices:			\$9,301.16	\$0.00			