



FOOD AND NUTRITION  
**DIVISION**

Food Distribution Program

# Agencies Manual

Nevada Department of Agriculture | Division of Food & Nutrition | 775-353-3758 | [agri.nv.gov](http://agri.nv.gov)

**For the State of Nevada  
Food Distribution Program State Users**

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# Agencies

*The Agencies menu is the Agency user's gateway to many of the important Food Distribution Program functions. See the menu below and the following sections for more information on orders, surveys, commodity allocations, invoices, and contract functions.*

## Agencies Menu

Item	Description
Orders	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Commodity Allocations	View or Decline Commodity Allocations
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

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Figure 1: Agencies Menu

## Orders

The Orders menu is your access point to order commodities, and view commodity orders. You can also view shipments and report overages, shortages, and damages.

### To access orders

1. On the blue menu bar, select **Agencies**.
2. Select **Orders**.

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipping Inquiry	View Commodity Shipments
Shipment OS&D Reporting	Report on Shipment Overages, Shortages & Damages

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Figure 2: Orders menu screen

## Open Orders

### To create a new order

---

1. Select **Orders** from the Agencies menu.
2. Select **Open Orders**.

**Open Orders**

Agency:	<b>Hansen S.D. #415</b>
Agreement Number:	0415

**Order Search**

---

Program Year:  

Program:

Agency:

Agreement Number:

Figure 3: Open Orders screen

3. Select the Program Year from the dropdown.
4. Select the Program from the dropdown.
5. Select **Continue >>**.

**Open Orders - NSLP**

Agency:	<b>Hansen S.D. #415</b>
Agreement Number:	0415

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
No data available				

Figure 4: Open Orders - NSLP screen

6. Select **New Order**.

**New Order - NSLP**

Agency:	<b>CALIENTE YOUTH CENTER</b>
Agreement Number:	E028

Delivery Location:  

Warehouse:

Figure 5: New Order - NSLP screen

7. Select the Delivery Location from the dropdown.
8. Select the Warehouse from the dropdown.
9. Select **Continue >>**.

Agency:	<b>NIKE HOUSE</b>
Agreement Number:	8030

**Delivery Information**

Warehouse:	RENO WAREHOUSE	Delivery Date:	06/11/2012
Delivery Location:	NIKE HOUSE	Delivery Type:	Carrier Delivery
Delivery Address:	4775 PIONEER AVENUE LAS VEGAS, NV 89102-8102	Contact:	CHARLYNN JEFFREY (702) 871-5448

**Order**

[Generate Excel File](#)

Commodity	Available Current Allocation	Allocation Order Quantity	Available Surplus Inventory	Surplus Order Quantity	Total Order Quantity
<b>Bonus Commodities</b>					
<b>100208 - APPLESAUCE, CANNED</b> Pack Size: 6/#10 / Facts USDA Value: \$11.46  Processing Fee: \$0.00 S&H Fee: \$3.25 Total Unit Cost: \$3.25	0	<input type="text" value="0"/>	4,950	<input type="text" value="0"/>	0
<b>Entitlement Commodities</b>					
<b>100013 - CHEESE-PROC AM</b> Pack Size: 12/2# LOAVES / USDA Value: \$15.70  Processing Fee: \$0.00 S&H Fee: \$3.25 Total Unit Cost: \$3.25	10	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
<b>100361 - BEANS, REFRIED, CANNED</b> Pack Size: 24/#300 / USDA Value: \$7.10  Processing Fee: \$0.00 S&H Fee: \$3.25 Total Unit Cost: \$3.25	640	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
<b>100362 - BEANS, REFRIED, CANNED</b> Pack Size: 6/#10 / Facts USDA Value: \$15.00  Processing Fee: \$0.00 S&H Fee: \$3.25 Total Unit Cost: \$3.25	0	<input type="text" value="0"/>	4,950	<input type="text" value="0"/>	0
<b>100452 - CEREAL OATS 15</b> Pack Size: 12/15 OZ PKG / USDA Value: \$17.42  Processing Fee: \$0.00 S&H Fee: \$1.25 Total Unit Cost: \$1.25	20	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
<b>C614 - BEEF CHUCK ROAST</b> Pack Size: 38-42# CTN / USDA Value: \$74.11  Processing Fee: \$0.00 S&H Fee: \$3.25 Total Unit Cost: \$3.25	20	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
<b>Totals:</b>		0		0	0

**Entitlement**

Remaining:	\$0.00	S&H Fees:	0.00
Used: (Surplus Only)	\$0.00	Processing Fees:	0.00



Figure 6: Allocation Order Form - NSLP screen (partial)

10. Select the Delivery Period from the dropdown.

**Note:** For Agency users, the Delivery Type field is display only.

11. Select the Delivery Type from the dropdown, if applicable.
12. Enter order quantities in the textboxes.
13. Select **Calculate Entitlement** to display entitlement values  
**-OR-**  
Select **Save**.
14. Select Finished. If you do not receive the “finished” screen check for an error message displayed on your order guide. None of the order will be saved if an error exists. Correct error and save again.

### To view or modify an order

1. Select **Orders** from the Agencies menu.
2. Select **Open Orders**.
3. Select the desired criteria (selection of an Agency or Agreement Number is required).
4. Select **Continue >>**.

**Open Orders - NSLP**

Agency:	<b>Hansen S.D. #415</b>
Agreement Number:	0415

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
152	Hansen High School	Northwest Distribution	5/9/2011 - 5/17/2011	<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>



**Figure 7: Open Orders - NSLP screen**

5. Select the Order Number link to view the order summary.  
**-OR-**  
Select the Modify link to modify the order detail.

### Agency Order - NSLP

<b>Agency:</b>	<b>Hansen S.D. #415</b>
<b>Agreement Number:</b>	0415

<b>Order#:</b> 152	<b>Order Status:</b> Open
<b>Warehouse:</b> Northwest Distribution	<b>Delivery Period:</b> 5/9/2011 - 5/17/2011
<b>Deliver To:</b> Hansen High School	<b>Date Entered:</b> 6/1/2011
550 South Main Street	<b>Entered by:</b> Developer
Hansen, ID 83334	<b>Date Processed:</b>

#### Bonus Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
<b>There are no commodities in this list.</b>							

#### Entitlement Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
B183	All - Purpose Flour 4/10#	4/10#	\$0.00	\$0.00	10	0	\$12.50
B445	Rolled Oats 12/3#	12/3#	\$0.00	\$0.00	12	0	\$15.00
B473	Peanut Butter Smooth	6/5#	\$0.00	\$0.00	6	0	\$7.50
<b>Totals</b>			\$0.00	\$0.00	28	0	\$35.00
<b>Grand Total</b>			\$0.00	\$0.00	28	0	\$35.00

Created By: Developer    On: 6/1/2011 4:12:06 PM



Figure 8: Agency Order - NSLP screen (Order Number link)

6. If modifying, make any desired changes.
7. Select **Calculate Entitlement** to display entitlement values  
**-OR-**  
Select **Continue >>**.
8. Review order and select **Submit Order**.
9. Select Finish and note order number.

### To delete an order

1. Select **Orders** from the Agencies menu.
2. Select **Open Orders**.
3. Select the desired criteria (selection of an Agency or Agreement Number is required).
4. Select **Continue >>**.
5. Select the Order Number link to View.
6. Select **Delete Order**.

### Order Inquiry

The Order Inquiry function enables you to view order details and activity.

### To search for an order

1. Select **Orders** from the Agencies menu.
2. Select **Order Inquiry**.

**Order Inquiry**

---

**Inquiry Criteria**

Program Year: 2010 - 2011 ▾  
 Program: NSLP ▾  
 Agency: Hansen S.D. #415-0415 ▾  
 Agreement Number:   
 Delivery Location: All Delivery Locations ▾  
 Delivery Date Range: From:   Through:  

---

**Display Criteria**

Order Status: All Orders ▾  
 Display Orders By:  Order Number  Commodity

**Figure 9: Order Inquiry screen**

3. Enter Inquiry Criteria in the respective fields.

**Note:** An Agency or Agreement Number is required.

4. Select the Order Status from the dropdown.
5. Select a Display Orders By radio button (required).
6. Select **Continue >>**.  
A list of orders displays from the selected criteria.

**Order Inquiry - NSLP**

Agency: Hansen S.D. #415  
 Agreement Number: 0415

---

**Order Criteria**

**Delivery Location:** All Delivery Locations      **Program Year:** 2010 - 2011  
**Delivery Date Range:** N/A      **Order Status:** All Orders

---

**Orders**

Order Number	Delivery Location	Delivery Period	Order Status
111	Activity Hansen High School	1/1/2011 - 1/30/2011	Processed
112	Activity Hansen High School	2/1/2011 - 2/28/2011	Invoiced
152	Activity Hansen High School	5/9/2011 - 5/17/2011	Open



**Figure 10: Order Inquiry - NSLP screen (by Order Number)**

### Order Inquiry - NSLP

---

Agency: **Hansen S.D. #415**  
Agreement Number: 0415

---

**Order Criteria**

Delivery Location: All Delivery Locations      Program Year: 2010 - 2011  
Delivery Date Range: N/A      Order Status: All Orders

---

**Commodities**

Item Number	Description	Pack Size	Order Qty
B183	All - Purpose Flour 4/10#	4/10#	10
A350	Applesauce Canned	6/#10	38
A130	Corn Frozen	30#	16
B473	Peanut Butter Smooth	6/5#	6
A160	Peas Frozen	30#	9
B445	Rolled Oats 12/3#	12/3#	12
<b>Total:</b>			<b>91</b>

---

Figure 11: Order Inquiry - NSLP screen (by Commodity)

### To view order details

1. Select **Orders** from the Agencies menu.
2. Select **Order Inquiry**.
3. Search for an order by Order Number (see preceding topic).

**Note:** You can also view the Order by searching by commodity. If searching by commodity, select the desired Item Number link (see preceding figure), then continue to Step 5.

4. Select the Order Number link to view that order.

**Agency Order - NSLP**

<b>Agency:</b>	<b>Hansen S.D. #415</b>
<b>Agreement Number:</b>	0415

<b>Order#:</b>	111	<b>Order Status:</b>	Processed
<b>Warehouse:</b>	Northwest Distribution	<b>Delivery Period:</b>	1/1/2011 - 1/30/2011
<b>Deliver To:</b>	Hansen High School	<b>Date Entered:</b>	4/4/2011
	550 South Main Street	<b>Entered by:</b>	Developer
	Hansen, ID 83334	<b>Date Processed:</b>	4/4/2011

**Bonus Commodities**

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A130	Corn Frozen	30#	\$0.00	\$0.00	11	0	\$13.75
<b>Totals</b>			\$0.00	\$0.00	11	0	\$13.75

**Entitlement Commodities**

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A160	Peas Frozen	30#	\$0.00	\$0.00	9	0	\$11.25
A350	Applesauce Canned	6/#10	\$0.00	\$0.00	23	0	\$28.75
<b>Totals</b>			\$0.00	\$0.00	32	0	\$40.00
<b>Grand Total</b>			\$0.00	\$0.00	43	0	\$53.75

Created By: Developer On: 4/4/2011 11:09:00 AM

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**Figure 12: Agency Order - NSLP screen (Order Number link)**

**To view order activity**

1. Select **Orders** from the Agencies menu.
2. Select **Order Inquiry**.
3. Search for an order by Order Number (see preceding topic).
4. Select the **Activity** link for an order.

**Agency Order Inquiry - NSLP**

<b>Agency:</b>	<b>Hansen S.D. #415</b>
<b>Agreement Number:</b>	0415

**Order Information**

<b>Order Number:</b>	111	<b>Program Year:</b>	2010 - 2011
<b>Warehouse:</b>	Northwest Distribution	<b>Delivery Period:</b>	1/1/2011 - 1/30/2011
<b>Delivery Location:</b>	Hansen High School		

**Order Activity**

Date	Transaction Type	Commodity	Comm Type	Units	Order Type	Entered By	Invoice Number
4/4/2011	Order Entry	A130 Corn Frozen	B	11	S	Developer	
4/4/2011	Order Entry	A160 Peas Frozen	E	9	S	Developer	
4/4/2011	Order Entry	A350 Applesauce Canned	E	23	S	Developer	

Order Types: A = Allocation Commodity Order; S = Surplus Commodity Order or Shipment

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**Figure 13: Agency Order Inquiry - NSLP screen (Activity link)**

## Shipping Inquiry

The Shipping Inquiry screen enables the user to search for shipments to a specified Agency based upon selected criteria. Once a shipment is selected, the Order detail displays.

### To view a shipment detail

1. Select **Orders** from the Agencies menu.
2. Select **Shipping Inquiry**.
3. Search for a Shipment using the search criteria.

**Shipping Inquiry**

---

**Shipment Search**

Program Year: 2010 - 2011  
Program: NSLP  
Agency: Hansen S.D. #415-0415  
Agreement Number:   
Delivery Location: All Delivery Locations  
Order Number (Optional):   
Commodity: All Commodities  
Delivery Date Range: From:  Through:

Figure 14: Shipping Inquiry screen

4. Select **Display Shipments**.

**Shipping Inquiry - NSLP**

---

Agency: Hansen S.D. #415  
Agreement Number: 0415

---

**Shipment Criteria**

Delivery Location: All Orders      Program Year: 2010 - 2011  
Order Number: All Orders      Delivery Date Range: All Delivery Dates  
Commodity: All Commodities

---

**Shipments**

Order Number	Commodity	Shipment Type	Quantity	Ship Date
112	A350 - Applesauce Cnd	Order Shipment	15	2/1/2011
112	A130 - Corn Frz	Order Shipment	5	2/1/2011
<b>Total:</b>			<b>20</b>	

Figure 15: Shipping Inquiry screen

5. Select an Order Number link.

Agency Order - NSLP

Agency:	Hansen S.D. #415		
Agreement Number:	0415		
Order#:	112	Batch Number:	6
Warehouse:	Northwest Distribution	Delivery Date:	2/1/2011
Delivery Location:	550 South Main Street Hansen, ID 83334	Carrier:	Northwest Distribution

---

**Order**

Commodity	Total Ordered Qty	Total Shipped Qty	Total Received Qty	Total Damaged Qty
A130 - Corn Frozen	5	5	5	0
A350 - Applesauce Canned	15	15	15	0

Comments:

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Figure 16: Shipping Inquiry – Agency Order screen

6. Select < **Back** when finished.

### Shipment Overages, Shortages, & Damages Reporting

**\*Note: Agencies are not currently being asked to enter information pertaining to Shipment Overages, Shortages & Damages Reporting. This information is provided for future use, but is not currently necessary for agencies.**

The Shipment OS&D Reporting function allows Agency users to report Overages, Shortage, and Damages issues with their deliveries. The Shipping OS&D Reporting – Shipment Search screen enables users to search for shipments based upon selected criteria.

### To report overages, shortages, & damages

1. Select **Orders** from the Agencies menu.
2. Select **Shipment OS&D Reporting**.
3. Search for a Shipment using the search criteria.

**Overages, Shortages & Damages (OS&D) Reporting**

---

**Shipment Search**

Program Year:	2010 - 2011
Program:	NSLP
Agency:	Hansen S.D. #415-0415
Agreement Number:	
Order Number: (Optional)	
Delivery Date Range: (Optional)	From: <input type="text"/>  Through: <input type="text"/> 

---

Figure 17: Overages, Shortages & Damages (OS&D) Reporting screen

4. Select Display Shipments.

**Overages, Shortages & Damages (OS&D) Reporting - NSLP**

<b>Agency:</b>	<b>Hansen S.D. #415</b>				
<b>Agreement Number:</b>	0415				

---

**Shipment Criteria**

<b>Order Number:</b>	All Orders	<b>Program Year:</b>	2010 - 2011		
<b>Delivery Date Range:</b>	All Delivery Dates				

---

**Shipments**

Order Number	Delivery Location	Ship Date	Reporting Due Date	Status	Action
112	Hansen High School	2/1/2011	6/15/2012	Not Reported	Report Resolve View

**Figure 18: Overages, Shortages & Damages (OS&D) Reporting screen**

5. Select **Report**.

**Overages, Shortages & Damages (OS&D) Report - NSLP**

<b>Agency:</b>	<b>Hansen S.D. #415</b>				
<b>Agreement Number:</b>	0415				

---

**Shipment Information**

<b>Program Year:</b>	2010 - 2011	<b>Delivery Location:</b>	Hansen High School 550 South Main Street Hansen, ID 83334		
<b>Order Number:</b>	112	<b>Ship Date:</b>	2/28/2011		

---

**Commodities**

*Enter the number of undamaged units that were received. Report damaged units received as Units Damaged.*

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
A130	Corn Frozen	30#	5	<input type="text" value="5"/>	<input type="text" value="0"/>
A350	Applesauce Canned	6/#10	15	<input type="text" value="15"/>	<input type="text" value="0"/>

**Comments:**

**Figure 19: Overages, Shortages & Damages (OS&D) Report - NSLP screen**

6. Enter the number of Units Received in the respective textboxes.
7. Enter the number of Units Damaged in the respective textboxes.
8. Enter any comments.
9. Select **Continue >>**.
10. Review information and select **Submit Report**.

**To resolve overages, shortages, & damages**

1. Select **Orders** from the Agencies menu.
2. Select **Shipment OS&D Reporting**.
3. Search for a Shipment using the search criteria.

4. Select **Resolve**.

**Overages, Shortages & Damages (OS&D) Report - NSLP**

<b>Agency:</b>	<b>Hansen S.D. #415</b>				
<b>Agreement Number:</b>	0415				

**Shipment Information**

<b>Program Year:</b>	2010 - 2011	<b>Delivery Location:</b>	Hansen High School 550 South Main Street Hansen, ID 83334		
<b>Order Number:</b>	112				
<b>Ship Date:</b>	2/28/2011				

**Overages, Shortages & Damages (OS&D) Report**

Enter the number of *undamaged* units that were received. Report damaged units received as Units Damaged.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
A130	Corn Frozen	30#	5	5	0
A350	Applesauce Canned	6/#10	15	13	0

**Comments:**

Reported By: Developer on: 06/01/2011

**Overages, Shortages & Damages (OS&D) Resolution**

Please describe how the OS&D issues reported above were resolved.

**Resolution:**

Figure 20: Overages, Shortages & Damages (OS&D) Resolution - NSLP screen

5. Describe how the OS&D issues were resolved in the **Resolution** textbox.
6. Select **Continue >>**.
7. Select **Submit Resolution**.

### To view overages, shortages, & damages

1. Select **Orders** from the Agencies menu.
2. Select **Shipment OS&D Reporting**.
3. Search for a Shipment using the search criteria.
4. Select **View**.
5. View desired information.
6. Select **< Back** or **Cancel** when finished.

## Surveys

The Surveys function enables Agency users to view and complete surveys.

### To search for and complete a survey

1. On the blue menu bar, select **Agencies**.
2. Select **Surveys**.

**Survey Entry**

<b>Agency:</b>	<b>Hansen S.D. #415</b>
<b>Agreement Number:</b>	0415

**Survey Search**

---

Program Year:

Program:

Agency:

Agreement Number:

---

Figure 21: Survey Entry – Survey Search screen

3. Select Program Year from dropdown list.
  4. Select Program from dropdown list.
  5. Select Agency from dropdown list
- OR-**  
Enter Agreement Number in textbox (this option is typically not recommended).
6. Select **Continue >>**.  
A list of Available Surveys displays for the Agency.

**Survey Entry - NSLP**

<b>Agency:</b>	<b>Hansen S.D. #415</b>
<b>Agreement Number:</b>	0415

**Available Surveys**

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1188	Not Submitted	Periodic Survey	Brown Box Survey	4/30/2011	Open
1189	Not Submitted	Processing Survey	2011 Beef Diversions	4/30/2011	Open

Figure 22: Survey Entry – Available Surveys screen

7. Select the Survey # link to display survey details.
  8. Complete the survey form.
- OR-**  
Select the checkbox to indicate that “you will not participate in this survey”.
9. For periodic surveys select **Continue >>**.

**Note:** You can select the Calculate Entitlement button to calculate the Estimated Entitlement Used, Estimated Fees, and Estimated S&H values before selecting **Continue >>**. This information also displays on the Survey Entry – Submit screen.

10. Select **Continue >>**.
11. Review information and select **Submit**.

**Note:** For periodic surveys, the number of units that an Agency can request may or may not be limited.

Survey Information			
<b>Survey Number:</b>	1154	<b>Survey Type:</b>	Periodic Survey
<b>Due Date:</b>	12/31/2009	<b>Survey Name:</b>	PeriodDateTest

  

Special Instructions			
<b>Survey Form</b>			
<input type="checkbox"/> Check here to indicate you <b>will not</b> participate in this survey.			

  

Commodity	Unit Type	Units					
<b>A346 - Apple Sliced Frz Entitlement</b> Pack Size: 30 lb ctn Est. USDA Value: \$7.84 Processing Fee: \$0.00	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
		Oct	<input type="text"/>	Nov	<input type="text"/>	Dec	<input type="text"/>
		Jan	<input type="text"/>	Feb	<input type="text"/>	Mar	<input type="text"/>
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>

  

Entitlement and Fees			
<b>Entitlement Remaining:</b>	\$1,024,405.52	<b>Estimated S&amp;H Fees:</b>	\$0.00
<b>Estimated Entitlement Used:</b>	\$0.00	<b>Estimated Processing Fees:</b>	\$0.00

  

Figure 23: Survey Form – Periodic screen

## Commodity Allocations

Users can access the Allocation Inquiry and Decline Allocation functions from the Commodity Allocations.

### To access Commodity Allocations

1. On the blue menu bar, select **Agencies**.
2. Select **Commodity Allocations**.

Item	Description
Allocation Inquiry	View Allocations
Decline Allocation	Decline Allocation Offers

Figure 24: Commodity Allocations menu

## Allocation Inquiry

The Allocation Inquiry screen enables you to search for an allocation and view allocation details.

**Allocation Inquiry**

---

**Allocation Search**

<b>Program Year:</b>	2010 - 2011	<b>Allocation Type:</b>	All Types
<b>Program:</b>	NSLP	<b>Allocation Month:</b>	All Months
<b>Agency:</b>	[Dropdown]		
<b>Agreement Number:</b>	[Text Box]		

---

Figure 25: Allocation Inquiry – Allocation Search screen

### To view allocation details

1. On the blue menu bar, select **Agencies**.
2. Select **Commodity Allocations**.
3. Select **Allocation Inquiry**.
4. Enter any desired search criteria.

**Note:** An Agency Name or Agreement Number is required.

5. Select **Search**.

**Allocation Inquiry - NSLP**

---

<b>Agency:</b> Aberdeen S.D. #058
<b>Agreement Number:</b> 0058

---

**Allocation Information**

<b>Program Year:</b> 2010 - 2011	<b>Allocation Type:</b> ALL
<b>Program:</b> NSLP	<b>Allocation Month:</b> ALL

---

Allocation Name	Allocation Type	Date Allocated	Decline By	Qty Allocated	Qty Remaining
MultiProgram	Allocation Offer	5/6/2011	5/6/2011	3	1
Both Alloc4	Allocation Offer	5/9/2011	5/9/2011	3	3
SpecAlloc	Special Allocation	5/9/2011	n/a	5	3
DavidTest	Allocation Offer	5/13/2011	5/24/2011	3	3
TriAlloc1	Allocation Offer	5/13/2011	5/20/2011	3	3
SURP104	Surplus Request	5/17/2011	n/a	2	0
Ovshp104	Overshipment	5/18/2011	n/a	2	0
SURP108	Surplus Request	5/20/2011	n/a	1	0
SURP109	Surplus Request	5/25/2011	n/a	3	0
Totals				25	13

---

Figure 26: Allocation Inquiry – NSLP screen

6. Select an **Allocation Name** link to view the Commodity Allocation Report  
**-OR-**  
 Select a **Qty Remaining** link to view the Allocation Detail.

### Commodity Allocation Report

Agreement Number: 0058  
Agency: Aberdeen S.D. #058

Allocation Name: MultiProgram  
Program: NSLP  
Year: 2011

Allocation Date: 5/6/2011

Close Date: 5/17/2011

#### Entitlement Commodities

Item Number	Description	Pack Size	Processing Fee	Alloc Qty	Unit Value	Total Value
100235	Cherries Frozen	30#	\$0.00	1	\$27.52	\$27.52
100307	Green Beans Canned	6/#10	\$0.00	1	\$14.17	\$14.17
100352	Carrots Frozen Sliced	30#	\$0.00	1	\$9.31	\$9.31
Total Assistance:				3		\$51.00

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Figure 27: Commodity Allocation Report screen

#### Allocation Inquiry - Allocation Detail

##### Allocation Information

Program Year:	2010 - 2011	Allocation Type:	Special Allocation
Program:	NSLP	Allocation Name:	SpecAlloc
Agency:	Aberdeen S.D. #058 - 0058	Allocation Date:	5/9/2011
Warehouse:	All Warehouses		

Item Number	Commodity Description	Pack Size	Quantity Allocated	Quantity Remaining
P943	15 Cheese Pizza	96 Servings	5	3
Totals			5	3

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Figure 28: Allocation Inquiry – Allocation Details screen

## Decline Allocation

The Decline Allocation screen provides sponsors with the ability to refuse regular allocations of a commodity. A sponsor's entitlement is charged for commodities at the time the allocation is made, declining allocations allows the sponsor to return their entitlement for commodities they have no intention of ordering. Allocations must be refused prior to the allocation 'Refuse By' date set for the allocation and only remaining quantities can be refused.

#### Decline Allocation - NSLP

Agency:	Hansen S.D. #415
Agreement Number:	0415

---

Program Year: 2010 - 2011  
Program: NSLP

< Back    Continue >>

Figure 29: Decline Allocation screen

## To decline an allocation

1. On the blue menu bar, select **Agencies**.
2. Select **Commodity Allocations**.
3. Select the Program Year from the dropdown.
4. Select the Program from the dropdown.

5. Select **Continue >>**.

**Decline Allocation - NSLP**

Agency:	Hansen S.D. #415
Agreement Number:	0415

Allocation Name	Warehouse	Allocation Date	Last Day To Decline
JanAlloc	North Warehouse	1/19/2010	1/30/2010

**Figure 30: Decline Allocation - NSLP screen**

6. Select the Allocation Name link.
7. Enter the Quantity Declined in the textbox(es).

**Decline Allocation - NSLP**

Agency:	Hansen S.D. #415
Agreement Number:	0415

**Decline Allocation Form**

<b>Allocation Name:</b> JanAlloc	<b>Warehouse:</b> North Warehouse
<b>Allocation Date:</b> 1/19/2010	<b>Last Day to Decline:</b> 1/30/2010

Commodity	Available Quantity	Quantity Declined
<b>Entitlement Commodities:</b>		
<b>A408 - Peaches Cling Slc 10</b> USDA Value: \$27.82 Processing Fee: \$0.00 Pack Size: 6/#10	30	<input style="width: 50px;" type="text" value="5"/>
<b>Total Units Declined</b>		<b>5</b>



**Figure 31: Decline Allocation - NSLP screen**

8. Select **Continue >>**.
9. Select **Decline Allocations**.

**Note:** Refusing an allocation of a commodity will adjust the sponsor's entitlement accordingly and result in the commodity being moved to Surplus Inventory.

## Invoices

The Invoices function allows Agency users to view and print their invoices for remittance. The Invoices screen enables the user to search for invoices.

### To print an invoice

1. On the blue menu bar, select **Agencies**.
2. Select **Invoices**.

**Invoices**

---

Program Year:

Program:

Agency:

Agreement Number:

---

**Figure 32: Invoices screen**

3. Select a Program Year from the dropdown.
4. Select a Program from the dropdown.
5. Select an Agency from the dropdown.  
**-OR-**  
 Enter an Agreement Number.
6. Select **Continue >>**.
7. Select an Invoice Number link.

**FDP Invoice Listing**

Agency: **Hansen S.D. #415**

Agreement Number: 0415

Show All Invoices  
 Show Outstanding Invoices Only  
Any balance over 60 days may result in future distributions being put on hold

**Invoices**

Invoice Number	Invoice Date	Due Date	Invoice Type	Invoice Amount	Balance
11 SF-00769	10/22/2010	11/21/2010	Orders - Warehouse	\$110.50	\$110.50
11 SF-00737	10/21/2010	11/20/2010	Orders - Warehouse	\$386.75	\$386.75
11 SF-00470	10/6/2010	11/5/2010	Orders - Warehouse	\$172.25	\$172.25
Totals:				\$669.50	\$669.50

**Figure 33: FDP Invoice Listing – NSLP screen**

8. Select an Invoice Number link.

Back Print Invoice

INVOICE

Office of Food Distribution  
(555) 111-2222

Vendor # 2408-00

Bill To:

Richard Jones  
1234 Main Street

Invoice No.: 04595 00001  
Invoice Date: 10/28/2008

Division: 3  
Shipped Via: Warehouse  
Batch No.: 4595

Remit To:

Cashier's Office  
P.O. Box 515006

Item Number	Commodity	Units	Total Weight	Unit Admin Fee	Unit Processing Fee	Unit S & H Fees	Total
<b>Order # 345502 Shipment Adjustment</b>							
645086	Apple Slices Canned	-15	705	0.00	0.00	3.25	- 48.75
<b>Order # 345502 Restocking Fee</b>							
	15 cases @ \$1.62/cs	1	0	0.00	0.00	0.00	24.30
<b>Order # 345502 Restocking Fee</b>							
	15 cases @ \$1.62/cs	1	0	0.00	0.00	0.00	24.30
<b>Order # 345678 Ship Date 10/02/2008</b>							
645086	Apple Slices Canned	200	9,400	0.00	0.00	3.25	650.00
056419	Beans, Green, Canned	57	2,660	0.00	0.00	3.25	185.25
200189	Peaches Cup 4.4 oz Frz	172	8,027	0.00	0.00	3.25	559.00
005489	Spaghetti Sauce, Meatless	214	6,848	0.00	0.00	3.25	695.50
<b>Order # 345693 Ship Date 10/07/2008</b>							
200189	Peaches Cup 4.4 oz Frz	35	1,645	0.00	0.00	3.25	113.75
005489	Spaghetti Sauce, Meatless	20	940	0.00	0.00	3.25	65.00
874601	Tomatoes, Diced	51	2,397	0.00	0.00	3.25	165.75
Total Administrative Fees:							0.00
Total Processing Fees:							0.00
Total S & H Fees:							2,385.50
Other Charges/Credits:							24.30
Current Invoice:							2,409.80
Credit Balance:							(0.00)
<b>AMOUNT DUE*:</b>							<b>\$ 2,409.80</b>

\*Payment will be past due after 11/27/2008. Any balance older than 60 days may result in future distributions being put on hold.  
\*If the AMOUNT DUE is a credit, the credit amount will be deducted from your next invoice.  
\*Please write the Invoice Number on remittance to assure correct accounting.

Figure 34: FDP Invoices – NSLP screen \*

Note: PDF function required to view entire document.

9. Select **Print Invoice** to print.

## Contract

The Contract menu option enables you to submit and maintain your annual commodity contract packet and view contract entitlement information.

### To access Contract

---

1. On the blue menu bar, select **Agencies**.
2. Select **Contract**.

Item	Description
Contract Packet	Submit FDP Contract Packet and Update Contact information
Contract Entitlement	View Entitlement Distribution and Usage

**Figure 35: Contract menu**

### Contract Packet

The Food Distribution Program Contract Packet is the starting point for all tasks related to the Agency's annual commodities contract. This screen contains all contracts and forms for an Agency's contract packet, including the Agency Information Update / Certification, Contacts information, and Delivery Location information.

An Agency information header displays in a box at the top of the screen and contains the Agency name and Agreement Number. In addition, it displays the Packet Status, Packet Approved Date (if applicable) and Contract Status.

An Annual Contract can only be deleted if there are no records associated with the contract (i.e., Allocations, Orders, etc.).

**Food Distribution Program (FDP) Contracts**

---

Program Year:	<input type="text" value="2010 - 2011"/>
Program:	<input type="text" value="NSLP"/>
Agency:	<input type="text" value="NIKE HOUSE-E030"/>
Agreement Number:	<input type="text"/>

**Figure 36: Food Distribution (FDP) Contracts (selection) screen**

### To access the contract packet

---

1. On the blue menu bar, select **Agencies**.
2. Select **Contract**.
3. Select Program Year from the dropdown.
4. Select Program from the dropdown.
5. Select **Continue >>**.  
The Agency's Contract Packet displays.

**Food Distribution Program Contract Packet - NSLP  
2010-2011**

<b>Agency:</b>	<b>NIKE HOUSE</b>	<b>Contract Status:</b> Approved
<b>Agreement Number:</b>	E030	

Action	Form Name
 View Modify	<b>FDP Contract</b>
	<b>Contacts:</b>
View Modify	Program Contact: Jayce Trannpolevsky 324-342-3142 Ext. 523 Jay.TSky@NV.edu
View Modify	Ordering Contact: Johnathan Teschevskon 534-234-5623 Ext. 241 John.Tesch@NV.edu
Add	Billing Contact:
Add/Remove Location	<b>Delivery Locations:</b>
View Modify	NIKE HOUSE Warehouse(s):  RENO WAREHOUSE
View Modify	Adidas House Warehouse(s): RENO WAREHOUSE
View Modify	Reebok Village Warehouse(s): RENO WAREHOUSE
View Modify	<b>Notes (0)</b>
<input type="button" value=" &lt; Back"/> <input type="button" value=" Terminate Contract"/> 	

**Packet History**

Event	Event Date/Time	User
A packet was created for year 2010-2011.	07/07/2011 3:27:01 PM	Developer

**Figure 37: Food Distribution Program Contract Packet– FDP screen**

**To view a Contract**

1. Access the Food Distribution Program Contract screen.
1. Select **View** for FDP Contract.
2. Select **Cancel** when finished.

**To view or modify Contact information**

The following section pertains to **Program, Ordering, and Billing** Contact information. Contact Information for each contact type must be created for each sponsor, as this contact information will appear on various documents printed using the Reports functionality.

1. Access the Food Distribution Program Contract screen.
2. Select **View** for the Program, Ordering, or Billing Contact.
3. View any desired information.
4. If viewing, select **Cancel**.



**TIP:** You can copy information from a saved Contact by selecting the “Copy contact information from” checkbox at the top of the form. For example:

**Contact Information**

Copy contact information from:  Billing Contact  Ordering Contact

**Commodity Contact Profile**

Agency: **American Falls S.D. #381**  
 Agreement Number: 0381

**Contact Information**

Copy contact information from:  Billing Contact  Ordering Contact

Contact Type: Program

Name:  First Name  Last Name

Phone:  -  Ext:  Fax:  -

Email Address:

Title:

Address 1:

Address 2:

City:  American Falls

State:  ID  Zip 83211 -

Comments:

**Contact Information Certification**

The above contact information is current and correct.

Created By: cnp\_system On: 3/14/2011 3:18:07 PM Modified By: On:



**Figure 38: Commodity Contact Profile screen**

**To view a Delivery Location Profile**

1. Access the Food Distribution Program Contract screen.
2. Select **View** for the desired Delivery Location.
3. Select **< Back** when finished.

### Delivery Location Profile

Agency:	American Falls S.D. #381		
Agreement Number:	0381		

---

**Delivery Location Information**

Delivery Location Name: Hillcrest Elementary School

Status:

Delivery Location Type:

Address 1:

Address 2:

City:

State:  Zip:  -

County:

---

**Contact Information**

	First Name	Last Name	
Name:			..
Email Address:			
Phone:		Ext:	Fax:

---

**Delivery Information**

Delivery Option:

Carrier:

Receiving Options:  Ground  Dock

Can Accommodate Trailer:  Yes  No

Storage Capabilities:  Dry  Refrigerated  Frozen

Delivery Days:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Created By: onp\_system On: 3/14/2011 3:18:07 PM



Figure 39: Delivery Location Profile screen

## Contract Entitlement

The Contract Entitlement function enables you to view entitlement distribution, entitlement used, and remaining entitlement amounts for your Agency.

**Contract Entitlement - NSLP**

<b>Agency:</b>	<b>NIKE HOUSE</b>
<b>Agreement Number:</b>	E030

---

**Contract Information**

Program Year: 2010 - 2011

Program: NSLP

Agency: NIKE HOUSE-E030

Agreement Number:

Agreement Number	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
E030	<a href="#">NIKE HOUSE</a>	250,000	Approved	N	\$1,250,000.00	\$1,248,140.84	\$1,859.16

**Figure 40: Contract Entitlement – NSLP screen**

**To view entitlement distribution detail**

1. On the blue menu bar, select **Agencies**.
2. Select **Contract**.
3. Select **Contract Entitlement**.
4. Select the link under the Agency column.

**Entitlement Distribution Detail - NSLP**

<b>Agency:</b>	<b>American Falls S.D. #381</b>
<b>Agreement Number:</b>	0381

---

Agreement Number	Agency	TLS	Total TLS	%	Agency Entitlement	DOD
0381	American Falls S.D. #381	220,894	220,894	100.00 %	\$365,125	
<b>Totals</b>		<b>220,894</b>	<b>220,894</b>	<b>100.00 %</b>	<b>\$365,125</b>	

**Figure 41: Entitlement Distribution Detail – NSLP screen**

**To view entitlement distribution history**

1. On the blue menu bar, select **Agencies**.
2. Select **Contract**.
3. Select **Contract Entitlement**.
4. Select the link under the Entitlement Distribution column.

**Entitlement Distribution History - NSLP**

Agency: <b>American Falls S.D. #381</b>			
Agreement Number: 0381			
<b>Entitlement</b>	<b>Entitlement Used</b>	<b>Entitlement Remaining</b>	
\$365,125.19	\$390.41	\$364,734.78	
<b>Entitlement</b>	<b>Amount</b>	<b>Description/Adjustment</b>	<b>Date</b>
\$0.00	\$0.00		
\$132,880.76	\$132,880.76	Program Distribution	5/6/2011
\$365,125.19	\$232,244.43	Program Distribution	5/11/2011

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**Figure 42: Contract Entitlement – NSLP screen**

5. Select the Manual Adjustment link to view the adjustment details.

**To view entitlement distribution usage**

1. On the blue menu bar, select **Agencies**.
2. Select **Contract**.
3. Select **Contract Entitlement**.
4. Select the link under the Entitlement Used column.

**Note:** Selecting a link in the Description column displays the Commodity Allocation Report.

**Entitlement Usage - NSLP**

Agency: <b>American Falls S.D. #381</b>			
Agreement Number: 0381			
<b>Entitlement</b>	<b>Entitlement Used</b>	<b>Entitlement Remaining</b>	
\$365,125.19	\$390.41	\$364,734.78	
<b>Entitlement</b>	<b>Used</b>	<b>Description</b>	<b>Date</b>
<b>Beginning</b>	\$365,125.19		
	\$365,046.67	\$78.52	MultiProgram 5/6/2011
	\$364,948.70	\$97.97	Both Alloc4 5/9/2011
	\$364,809.74	\$138.96	DavidTest 5/13/2011
	\$364,776.82	\$32.92	AnotherTestDavi 5/13/2011
	\$364,734.78	\$42.04	TriAlloc1 5/13/2011
	\$364,734.78		

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**Figure 43: Entitlement Usage – NSLP screen**

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