

Pre-order Survey Entry Instructions 2019-2020

This document provides instructions for completing the pre-order survey and accessing the Survey Request Report.

Log into **CNPweb**: <http://www.cnpwebsite.com/washington/>

Select Program Year **2020**

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2009	July 1, 2008	June 30, 2009
2010	July 1, 2009	June 30, 2010
2011	July 1, 2010	June 30, 2011
2012	July 1, 2011	June 30, 2012
2013	July 1, 2012	June 30, 2013
2014	July 1, 2013	June 30, 2014
2015	July 1, 2014	June 30, 2015
2016	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020

Click on the **Survey** tab

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Sponsor Summary School District

Sponsor Info Activity

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
	School District	0	Uncertified		View Edit

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
	School District	0	Approved		

Click **Edit** in the Action column for the Open Survey

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Sponsor Summary School District

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1153	2020 Pre-Order Survey	NSLP	02/22/2019	03/08/2019	Open	Edit View

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To begin entering the survey, click an **End Products** button for one of the Product Categories:

Survey Entry

School District

Survey Name:	2020 Pre-Order Survey	2020 Entitlement:	\$154,626.27
Survey ID:	1153	2020 Entitlement Used:	\$0.00
Program:	2020 NSLP	2020 Entitlement Balance:	\$154,626.27

Remaining Entitlement Available:

FDP Contact: *Marlon Hopkins, Food Distribution Supervisor* marlon.hopkins@k12.wa.us (360) 725-6209

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1	<input type="button" value="End Products"/>	Cheese	17	0	Mar 08	\$0.00
2	<input type="button" value="End Products"/>	Fruits and Vegetables	56	0	Mar 08	\$0.00
3	<input type="button" value="End Products"/>	Grains, Nuts, Oil	6	0	Mar 08	\$0.00
4	<input type="button" value="End Products"/>	Poultry	21	0	Mar 08	\$0.00
5	<input type="button" value="End Products"/>	Red Meat	19	0	Mar 08	\$0.00

Enter the number of cases your school needs for each month. Amount entered must be a valid integer (zero or a number). Blanks are not allowed and will cause an error.

To see the **Remaining Entitlement Available**, click the **Calc** button at the bottom of the page at any time.

Survey Entry

Survey Name:	2020 Pre-Order Survey	2020 Entitlement:	\$3,590.42
Survey ID:	1155	2020 Entitlement Used:	\$0.00
Program:	2020 NSLP	2020 Entitlement Balance:	\$3,590.42
Product Category:	Fruits and Vegetables		
Category Entitlement Used:	\$0.00	Remaining Entitlement Available:	\$3,590.42

FDP Contact: Marlon Hopkins, Food Distribution Supervisor | marlon.hopkins@k12.wa.us | (360) 725-6209

Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee
100206	Apple Slices Canned	6/#10	Dry	Entitlement	\$29.45	\$0.00
<div style="font-size: x-small; margin-bottom: 5px;">Enter before: Qty Total Aug Sep Oct Nov Dec Jan Feb Mar Apr May</div> <div style="font-size: x-small; margin-bottom: 5px;"> Mar 08 Cases 0 0 0 0 0 0 0 0 0 0 0 </div>						
W712	Potato - Tater Pals Oven 1/4" Shoe String 221241	27.00	Freezer	Entitlement	\$5.15	\$9.57
<div style="font-size: x-small; margin-bottom: 5px;">Enter before: Qty Total Aug Sep Oct Nov Dec Jan Feb Mar Apr May</div> <div style="font-size: x-small; margin-bottom: 5px;"> Mar 08 Cases 0 0 0 0 0 0 0 0 0 0 </div>						

Warning!

Has product quantity already been adjusted on the Survey Fill Screen?

Calc
Cancel
Submit

When the requested quantity exceeds total entitlement, the **Remaining Entitlement Available** is in red, with a red box around it and there is an error message:

Survey Name:	2020 Pre-Order Survey	2020 Entitlement:	\$16,062.40
Survey ID:	1155	2020 Entitlement Used:	\$11,591.05
Program:	2020 NSLP	2020 Entitlement Balance:	\$4,471.35
Product Category:	Cheese		
Category Entitlement Used:	\$17,053.15	Remaining Entitlement Available:	(\$990.75)
FDP Contact: Marlon Hopkins, Food Distribution Supervisor marlon.hopkins@k12.wa.us (360) 725-6209			
Input Errors: Please correct the following			
Row	Column	Error Description	
1	Entitlement	Quantity entered exceeds available entitlement. Amount Exceeded =\$990.75	

Change quantities and use the **Calc** button to recalculate until the Entitlement used is within the Remaining Entitlement Balance.

Click **Submit** at the bottom of the page to save this survey category detail.

Survey Entry

Survey Name:	2020 Pre-Order Survey	2020 Entitlement:	\$3,590.42
Survey ID:	1155	2020 Entitlement Used:	\$0.00
Program:	2020 NSLP	2020 Entitlement Balance:	\$3,590.42
Product Category:	Fruits and Vegetables		
Category Entitlement Used:	\$0.00	Remaining Entitlement Available:	\$3,590.42
FDP Contact: Marlon Hopkins, Food Distribution Supervisor marlon.hopkins@k12.wa.us (360) 725-6209			

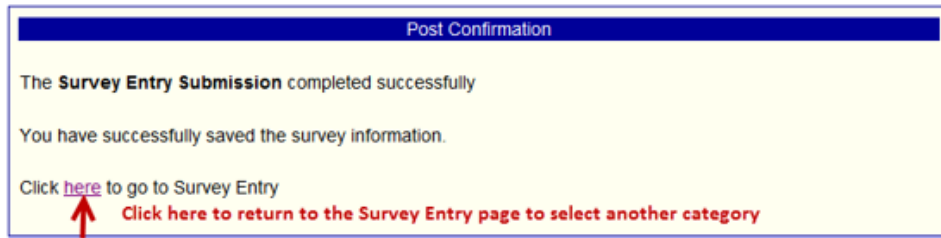
Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee																										
100206	Apple Slices Canned	6#10	Dry	Entitlement	\$29.45	\$0.00																										
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="width: 5%;">Enter before:</td> <td>Qty</td> <td>Total</td> <td>Aug</td> <td>Sep</td> <td>Oct</td> <td>Nov</td> <td>Dec</td> <td>Jan</td> <td>Feb</td> <td>Mar</td> <td>Apr</td> <td>May</td> </tr> <tr> <td style="background-color: #ffcccc;">Mar 08</td> <td>Cases</td> <td>0</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> </table>							Enter before:	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Mar 08	Cases	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Enter before:	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May																				
Mar 08	Cases	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>																				

Warning!

Has product quantity already been adjusted on the Survey Fill Screen?

↑

The system confirms that data was saved.



Continue entering requested quantities for all Product Categories.

When complete, the Survey Entry screen will show the Entitlement Used in each Category and the Remaining Entitlement Balance.

Survey Entry

School District

Survey Name: 2020 Pre-Order Survey 2020 Entitlement: \$3,590.42
Survey ID: 1155 2020 Entitlement Used: \$2,993.61
Program: 2020 NSLP 2020 Entitlement Balance: \$596.81

Remaining Entitlement Available: **\$596.81**

FDP Contact: Marlon Hopkins, Food Distribution Supervisor marlon.hopkins@k12.wa.us (360) 725-6209

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1		Cheese	5	0	Mar 08	\$875.85
2		Fruits and Vegetables	2	0	Mar 08	\$1,884.50
3		Grains, Nuts, Oil	1	0	Mar 08	\$15.26
4		Poultry	1	0	Mar 08	\$78.88
5		Red Meat	1	0	Mar 08	\$139.12

Click **Exit Survey** to return to your Sponsor Summery screen.

After completing the Survey, click the **VIEW** option to see **Total Entitlement Value** and **Total Processing Fees**. See Entitlement Value and Processing Fee for each product category. See Total Entitlement Value and Total Processing Fees for the Survey at the bottom of the page.

Click **View** for Survey

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Sponsor Summary School District

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1155	2020 Pre-Order Survey	NSLP	02/22/2019	03/08/2019	Open	Edit View

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The View-Survey Results page shows the Entitlement Value (at the time of the survey) and the Processing Fees for the quantities requested. You are also able to view these results by month by clicking on the dropdown box.

At the bottom of the screen, see columns totaled.

FDP Superintendent of Public Instruction

Survey Results

School District Program Year: 2020
Survey Name: 2020 Pre-Order Survey
Survey Id: 1155
Month:

Program	Survey Start Date	Survey End Date	Status
NSLP	2/22/2019	3/8/2019	Open

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: Cheese							
100012	Cheddar Rdu Fat Shredded Y	\$3,057.50	\$0.00	50	50	0	50
100021	Mozzarella, LMPS Shredded Frz	\$4,963.15	\$0.00	85	85	0	85
W288	Breakfast Wrap 40275	\$840.65	\$6,579.00	215	215	0	215
W461	Bean & Cheddar Cheese Burrito WG IW 97576	\$126.50	\$1,012.00	25	25	0	25
W500	Pizza Pepperoni 4 x 6 96WWP2 4x6	\$465.30	\$871.80	30	30	0	30
Totals		\$9,453.10	\$8,462.80	CS 405 LB 0	CS 405 LB 0	CS 0 LB 0	CS 405 LB 0

Click **Export** to get the same data in Excel CSV format

Quantity Requested / Revised On Surveys By Month

Survey: 1155 - 2020 Pre-Order Survey ▼ Sponsor: School District ▼

Retrieve Reset Export

A dialog box opens. Select **Open** or **Save** (Save; Save AS; Save and Open options).

Save as Excel instead of CSV

Do you want to open or save 2_22_2018 SurveyResults.csv (127 bytes) from cnpwebsite.com?

Open Save ▼ Cancel ×