Part One: Report an order discrepancy (over, short or damaged quantities) by following the steps below.

Note: Order discrepancies must be entered in CNPweb before the last working day of the month. If Invoices have been completed and you have still not submitted your discrepancy, contact the FDP office for assistance. Entitlement will be adjusted at the end of each month.

- 1. Log into the CNPWeb http://www.cnpwebsite.com/washington
- 2. Select the current school year
- 3. Click on the Orders tab
- 4. Click Edit in the action column to open the order and report the discrepancy

order Id	Delivery Location	Wareh	ouse	Allocation Order	Surplus Order	Actio
elivery Perio	d:					
	School District	Dry Warehouse				
	School District	Frozen Warehouse				
Order Id	Location Nbr	Location Nme	Order Date	Order Status	Acti	on
11999	204	School District		Shipping	View E	dit
12000	204	School District		Shipping	View E	dit.
11839	204	School District		Cancelled	View	Ù

5. Click in the Received Qty box to report any discrepancies. Make changes only where needed.

Description	Pack Size	Ordered Qty	Del Qty	Received Qty	
pe: Freezer					2 cases short
Potatoes, Rounds	6/5 LB	26	26	24	
Potatoes, Oven Fries	6/5 LB	30	30	30	
Whole Wheat Pancakes	144 Count,1.2oz	20	20	21	Received 1 more than ordered
Chicken Nuggets Hmstyl Breaded#6143	158/3.04 oz	50	50	50	
	Description pe: Freezer Potatoes, Rounds Potatoes, Oven Fries Whole Wheat Pancakes Chicken Nuggets Hmstyl Breaded#6143	Description Pack Size pe: Freezer Potatoes, Rounds 6/5 LB Potatoes, Oven Fries 6/5 LB Whole Wheat Pancakes 144 Count, 1.2oz Chicken Nuggets Hmstyl Breaded#6143 158/3.04 oz	Description Pack Size Ordered Qty pe: Freezer Potatoes, Rounds 6/5 LB 26 Potatoes, Oven Fries 6/5 LB 30 Whole Wheat Pancakes 144 Count, 1.2oz 20 Chicken Nuggets Hmstyl Breaded#6143 158/3.04 oz 50	Description Pack Size Ordered Qty Del Qty pe: Freezer Potatoes, Rounds 6/5 LB 26 26 Potatoes, Oven Fries 6/5 LB 30 30 Whole Wheat Pancakes 144 Count, 1.2oz 20 20 Chicken Nuggets Hmstyl Breaded#6143 158/3.04 oz 50 50	DescriptionPack SizeOrdered QtyDel QtyReceived Qtype: FreezerPotatoes, Rounds6/5 LB262624Potatoes, Oven Fries6/5 LB303030Whole Wheat Pancakes144 Count, 1.2oz202120Chicken Nuggets Hmstyl Breaded#6143158/3.04 oz505050

6. Click in the Adjustment Comments box to let us know what has happened. The completion of this box is required.

Adjustment Comments:	
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7. Click **Submit** to save and send the discrepancy report.

Part Two: Report if you received an item that is not on your order by following the steps below.

1. Click on the "here" button to add a product



2. Click on the drop down box and select the item you received.

		The second se		
Product To Add	der Qty	Delivered Qty	Received Qty	Invoiced Qty
✓	0	0	0	0
Total Cases With Added Products:	101	101	101	0

3. Enter the quantity in the Received Qty box.

Click here to add a product received but not in the original order.				/
Product To Add	Order Qty	Delivered Qty	Received	Invoiced Qty
×	0	0	0	0
Total Cases With Added Products:	101	101	101	0

4. If more than one extra item has been received, repeat steps 1-3.

Click here to add a product received but not in the original order.				
Product To Add	Order Qty	Delivered Qty	Received Qty	Invoiced Qty
✓	0	0	0	0
100362 - Beans, Refried, Low Sodium, Canned 🗸	0	0	3	0
Total Cases With Added Products:	223	223	226	223

5. Click **Submit** to save and send the discrepancy report.