

# OSPI CNS Food Distribution Program Information Sheet

## SY 2022–23 Pre-Order Survey Instructions

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

### Timeline

- The Pre-Order Survey opens Monday, February 7, 2022, with the final submission due on Friday, February 25, 2022.
- Submit your initial survey by February 18.
- On February 22, OSPI CNS will pull the product list and remove any items that don't meet USDA's minimum truck load quantity for our state.
- Sponsors will have until February 25 to finalize surveys.

### Steps to Complete the Pre-Order Survey

1. Log in to [CNPweb](#).
  - a. We recommend you save the [CNPweb](#) link as a favorite link for easy access.
  - b. Your User ID and password are the same as when you log in to complete orders.
  - c. For Survey questions, please [email Sarah Davis](#).
2. Select New School Year – 2023

Program Year Selection		
Program Year	Program Begin Date	Program End Date
<a href="#">2009</a>	July 1, 2008	June 30, 2009
<a href="#">2010</a>	July 1, 2009	June 30, 2010
<a href="#">2011</a>	July 1, 2010	June 30, 2011
<a href="#">2012</a>	July 1, 2011	June 30, 2012
<a href="#">2013</a>	July 1, 2012	June 30, 2013
<a href="#">2014</a>	July 1, 2013	June 30, 2014
<a href="#">2015</a>	July 1, 2014	June 30, 2015
<a href="#">2016</a>	July 1, 2015	June 30, 2016
<a href="#">2017</a>	July 1, 2016	June 30, 2017
<a href="#">2018</a>	July 1, 2017	June 30, 2018
<a href="#">2019</a>	July 1, 2018	June 30, 2019
<a href="#">2020</a>	July 1, 2019	June 30, 2020
<a href="#">2021</a>	July 1, 2020	June 30, 2021
<a href="#">2022</a>	July 1, 2021	June 30, 2022
<a href="#">2023</a>	July 1, 2022	June 30, 2023



3. Select the "Surveys" tab.

↓ Bottom of Form

**Sponsor Summary** School District

Sponsor Info Activity

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

**Sponsor Application Sheets**

Number	Name	Revision	Status	Approval Date	Action
		0	Approved		<a href="#">View</a> <a href="#">Revise</a>

**Delivery Location Information Sheets**

Number	Name	Revision	Status	Approval Date	Action
		1	Approved		<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

4. Select "Edit" in the "Action" column for the 2023 Pre-Order Survey.

↓ Bottom of Form

**Sponsor Summary** School District

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1168	2023 Pre-Order Survey	NSLP	02/07/2022	02/25/2022	Open	<a href="#">Edit</a>

↑ Top of Form

5. To begin entering the survey, select the "End Products" button for one of the Product Categories. You will be navigated to the expanded product category to input quantities for each month.

**Survey Entry**

Survey Name: Pre-Order Survey Entitlement: \$7,931.32

Survey ID: Entitlement Used: \$0.00

Program: NSLP Entitlement Balance: \$7,931.32

Remaining Entitlement Available: \$7,931.32

FDP Contact: Sarah Davis, Fiscal Analyst sarah.davis@k12.wa.us (360) 725-6215

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1	<a href="#">End Products</a>	Cheese	25	0	Feb 26	\$0.00
2	<a href="#">End Products</a>	Fruits and Vegetables	48	0	Feb 26	\$0.00
3	<a href="#">End Products</a>	Grains, Nuts, Oil	13	0	Feb 26	\$0.00
4	<a href="#">End Products</a>	Poultry	24	0	Feb 26	\$0.00
5	<a href="#">End Products</a>	Red Meat	16	0	Feb 26	\$0.00

[Exit Survey](#)

- a. Enter the amount 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.

**Survey Entry**



Survey Name: Pre-Order Survey Entitlement: \$7,931.32  
 Survey ID: Entitlement Used: \$0.00  
 Program: NSLP Entitlement Balance: \$7,931.32  
 Product Category: Cheese  
 Category Entitlement Used: \$0.00 Remaining Entitlement Available: \$7,931.32

FDP Contact: Sarah Davis, Fiscal Analyst sarah.davis@k12.wa.us (360) 725-6215

Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee						
100012	Cheddar Rdu Fat Shredded Y	6/5 lb	Freezer	Entitlement	\$53.87	\$0.00						
Enter before:												
	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Feb 26	Cases	0	0	0	0	0	0	0	0	0	0	0
100021	Mozzarella, LMPS Shredded Frz	30 LB	Freezer	Entitlement	\$55.40	\$0.00						
Enter before:												
	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Feb 26	Cases	0	0	0	0	0	0	0	0	0	0	0

b. To see the Remaining Entitlement Available update, select the "Calc" button at the bottom of the page at any time.

W582	Cheese Toast Garlic #66256	16.87 lb	Freezer	Entitlement	\$12.47	\$29.25						
Enter before:												
	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	Cases	0	0	0	0	0	0	0	0	0	0	0
W589	Macaroni & Cheese 05915	30	Freezer	Entitlement	\$10.67	\$35.30						
Enter before:												
	Qty	Total	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	Cases	0	0	0	0	0	0	0	0	0	0	0

- i. When the requested quantity exceeds total entitlement, the "Remaining Entitlement Available" will appear in red and an error message will populate.
- ii. Change quantities and use the "Calc" button to recalculate until the Entitlement used is within the Remaining Entitlement Balance.

**Survey Entry**

**School District**

Survey Name: Pre-Order Survey Entitlement: \$176,004.26  
 Survey ID: Entitlement Used: \$159,083.94  
 Program: NSLP Entitlement Balance: \$16,920.32  
 Product Category: Cheese  
 Category Entitlement Used: \$32,094.26 Remaining Entitlement Available: **(\$3,934.56)**

FDP Contact: Sarah Davis, Fiscal Analyst sarah.davis@k12.wa.us (360) 725-6215

Input Errors: Please correct the following

Row	Column	Error Description
1	Entitlement	Quantity entered exceeds available entitlement. Amount Exceeded =\$3,934.56

- c. Select the "Submit" button at the bottom of the page to save the survey category detail. You will be navigated to a system confirmation page.
6. Select the "Click here to go to Survey Entry" link to continue inputting your selections for each category in the survey.

**Post Confirmation**

The **Survey Entry Submission** completed successfully

You have successfully saved the survey information.

Click [here](#) to go to Survey Entry  
 ↑ [Click here to return to the Survey Entry page to select another category](#)

7. The remaining entitlement balance and entitlement used will show for each category as you complete the survey.

**Survey Entry**

**School District**

Survey Name: Pre-Order Survey Entitlement: \$176,004.26  
 Survey ID: Entitlement Used: \$159,083.94  
 Program: NSLP Entitlement Balance: \$16,920.32

Remaining Entitlement Available: **\$16,920.32**

FDP Contact: Sarah Davis, Fiscal Analyst sarah.davis@k12.wa.us (360) 725-6215

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1		Cheese	25	0	Feb 26	\$10,453.40
2		Fruits and Vegetables	48	0	Feb 26	\$9,761.54
3		Grains, Nuts, Oil	13	0	Feb 26	\$4,097.54
4		Poultry	24	0	Feb 26	\$2,247.73
5		Red Meat	16	0	Feb 26	\$11,161.03

8. After completing the Survey, select the "View" option to see the Total Entitlement Value and Total Processing Fees.

↓ Bottom of Form

**Sponsor Summary** School District

Sponsor Info Activity

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1168	2023 Pre-Order Survey	NSLP	02/07/2022	02/25/2022	Open	Ed <a href="#">View</a>

↑ Top of Form

b. See Total Entitlement Value and Total Processing Fees for the Survey at the bottom of the Survey Entry page.

**FDP** Superintendent of Public Instruction

Survey Results

School District Program Year: Pre-Order Survey

Survey Name: Pre-Order Survey

Survey Id: 1157

Month:

Program	Survey Start Date	Survey End Date	Status
NSLP			Open

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
Category: Cheese							
W566	Bagel Pizza Breakfast 78977	\$49,900.00	\$180,800.00	5,000	5,000	0	5,000
W570	Cheese Stuffed Bread Stick #73338	\$6,984.60	\$14,448.00	420	420	0	420
W579	Pizza, Pepperoni/Cheese Stuffed Cr 16" 77387-12615	\$10,832.00	\$23,000.00	800	800	0	800
W582	Cheese Toast Garlic #66256	\$16,211.00	\$38,025.00	1,300	1,300	0	1,300
Category: Grains, Nuts, Oil							
100439	Oil, Vegetable	\$501.80	\$0.00	20	20	0	20
100465	Oats, Rolled, Quick Cooking	\$1,496.00	\$0.00	80	80	0	80
100494	Rice, Long Grain, White Parboiled	\$169.20	\$0.00	20	20	0	20
101031	Rice Brown US#1 Long Parboiled	\$268.80	\$0.00	30	30	0	30
<b>Totals</b>		<b>\$86,363.40</b>	<b>\$256,273.00</b>	<b>CS 7,670 LB 0</b>	<b>CS 7,670 LB 0</b>	<b>CS 0 LB 0</b>	<b>CS 7,670 LB 0</b>

Use the Survey Request Report to see Products, Quantities Requested, and Month requested. You can use this report to verify that you meet the minimum case requirement.

### View as an Excel Spreadsheet

1. Select the "Reports" menu in the Menu bar.

OSPI State of Washington  
Superintendent of Public Instruction

Food Distribution

Summary Maintenance **Reports** Resources

[Home](#) > Reports Menu

Program Year:

2. Select the "Survey Request Report".

Reports Menu	
Menu Item	Description
<a href="#">Product Cost Per Serving</a>	Product Cost Per Serving
<a href="#">Survey Request Report</a>	Quantity Requested By Month
<a href="#">Value of Commodities Shipped</a>	Value Of Commodities Shipped
<a href="#">FDP Reports</a>	Food Distribution Reports

3. Select the "Retrieve" button to see the requested quantities.

**Quantity Requested / Revised On Surveys By Month**  
 Survey: 1168 - 2023 Pre-Order Survey Sponsor:

**Quantity Requested / Revised On Surveys By Month**  
 Survey: 1168 - 2023 Pre-Order Survey Sponsor:

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

Do you want to open or save 1\_27\_2022 SurveyResults.csv (135 bytes) from cnpwebsite.com?

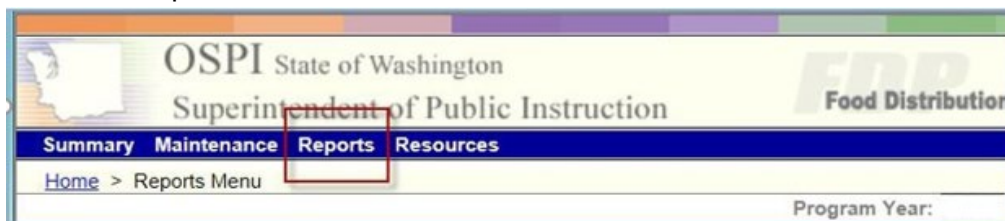
6. View the Report, we recommend saving the data as an Excel document.

SurveyId	Warehouse	Warehouse	ProductId	ProductCd	ProductDs	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
1142	Lineage Lc	620	1092	100012	Cheddar F	40	40	10	25	25	20	10	10	180
1142	Lineage Lc	620	2346	W462	Burrito Be	12	12	12	12	12	12	12	12	96

b. The last column on the right is the Total requested for the year.

### Print the Survey Request Report from CNPWeb

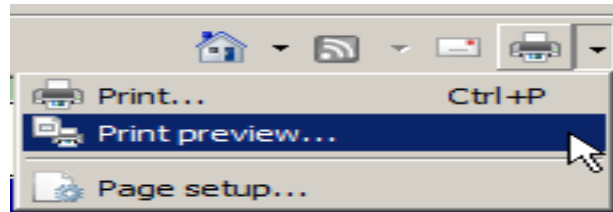
1. Select the "Reports" menu in the Menu bar.



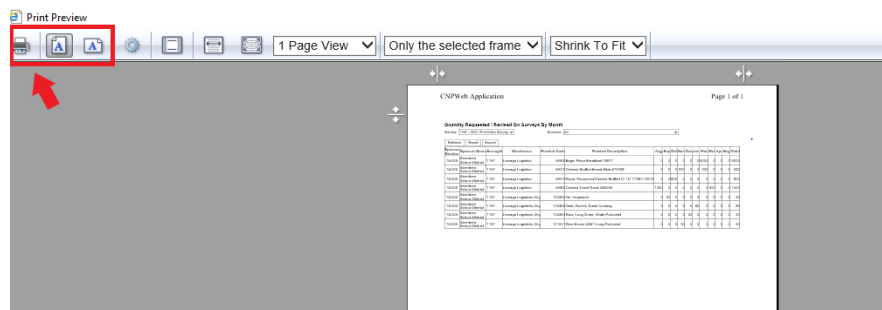
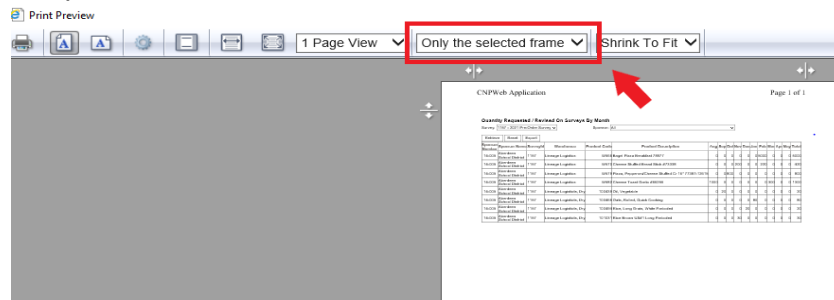
2. Select the "Survey Request Report".

Reports Menu	
Menu Item	Description
<a href="#">Product Cost Per Serving</a>	Product Cost Per Serving
<a href="#">Survey Request Report</a>	Quantity Requested By Month
<a href="#">Value of Commodities Shipped</a>	Value Of Commodities Shipped
<a href="#">FDP Reports</a>	Food Distribution Reports

3. Select the "Retrieve" button to see the requested quantities.
4. Open a Print Preview dialog box.
  - a. Option: Select: File> Menu> Print Preview
  - b. Option: Right-click and select Print Preview Print Icon and select Print Preview



5. In the print preview dialog box select "Only the selected frame" option. This will cause the report to reformat.



**Questions?** Please [email Sarah Davis](#).