



Food Distribution Program

Sponsor User Manual



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1.0 Getting Started

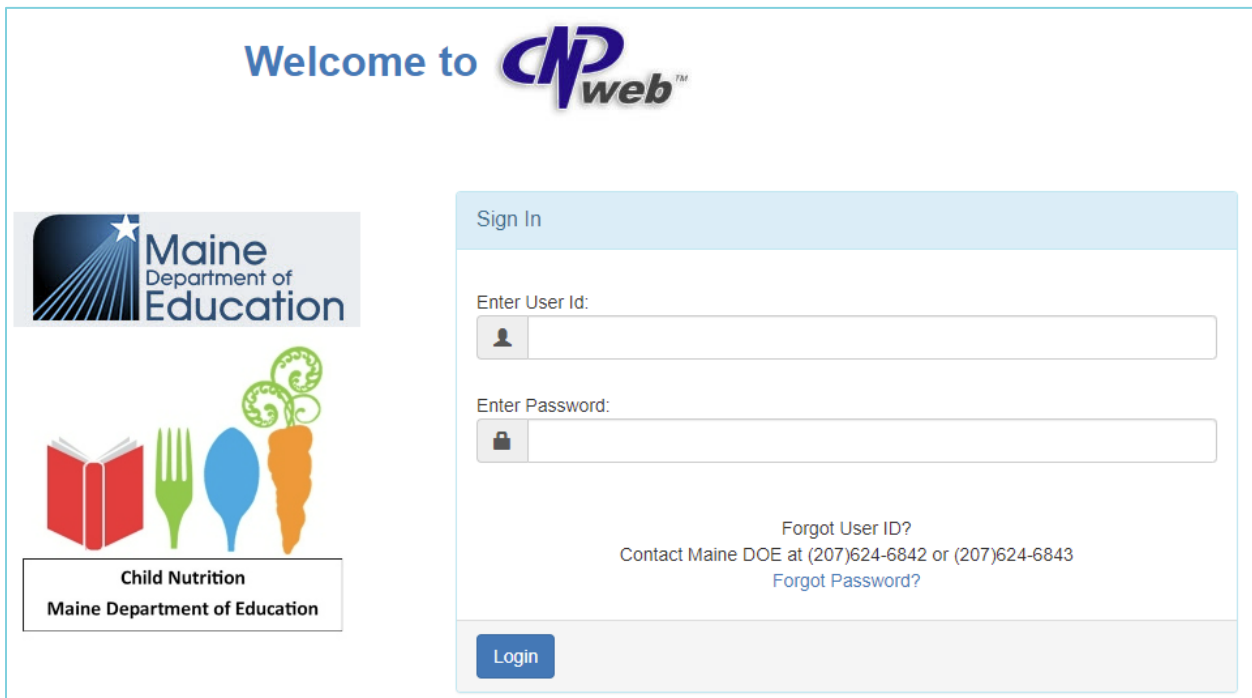
1.1 Accessing CNPWeb

The system can be accessed from any computer connected to the Internet by opening the browser and entering <https://me.cnpus.com/cnp/Login> into the browser's address line.

1.2 Logging In

To log on to the Food Distribution Program (FDP) module:

- 1) Access the system by typing the URL (<https://me.cnpus.com/cnp/Login>) into the address line of your web browser.
- 2) Enter your assigned user ID.
- 3) Enter your password.
- 4) Select **Login**.



Welcome to **CNPweb**

Maine Department of Education

Child Nutrition
Maine Department of Education

Sign In

Enter User Id:

Enter Password:

Forgot User ID?
Contact Maine DOE at (207)624-6842 or (207)624-6843
Forgot Password?

Login

1.2.1 First Time Logging In?

If this is your first time logging in, the system will automatically require you to change your password.

- 1) Enter your current password.
- 2) Select a new password and enter it into the box provided.
- 3) Re-enter your new password for confirmation.
- 4) Click **Change**.

Password Change Required

Enter Current Password:

Enter New Password:

Re-Enter New Password:

Password Guidelines:
The password must contain 5 to 15 characters.
Must contain at least one letter and one digit.
May contain the following: (~!@#\$\$%^&*Q_~{}).
Cannot be the same as your user id.
Cannot be the same as your previous password.

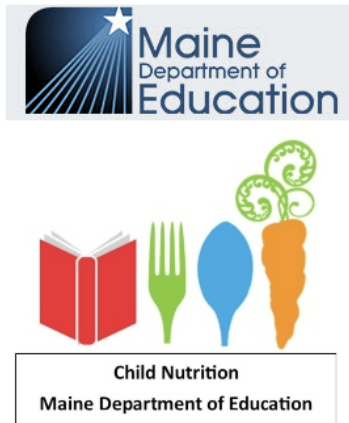
Change **Cancel**

1.2.2 Forgot Your Username?

If you have forgotten your CNPWeb username, contact Maine Department of Education (Maine DOE) at (207) 624-6842 or (207) 624-6843.

1.2.3 Forgot Your Password?

If you have forgotten your CNPWeb password, click the **Forgot Password?** link located on the login page. You will be asked to submit your user ID, and a temporary password will be sent to the email address associated with your CNPweb account.



Forgot Password

Enter User Id:

Enter your User Id and click on the Submit button to have a new temporary password generated and sent to your e-mail address.

1.3 Programs Menu

Once logged in, the Program Selection screen will display. Access to specific program modules is based on the user's security rights. Select the FDP program code to go to the Food Distribution Program page.

Program Selection

Program Code	Program Description
SNP	School Nutrition Programs
CACFP	Child and Adult Care Food Program
SFSP	Summer Food Service Program
FDP	Food Distribution Program

1.4 Notice Page

After selecting FDP, the Notice page may populate. This page can be toggled off and on by the state. The Notice page is used to provide sponsors with important information and updates. Once you have finished reading the information on the Notice page, click **Continue** to move forward.

1.5 Program Year

System data is organized by program year. The system will display the program begin and end dates to identify the correct year. You must select a program year before working in CNPWeb.

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023

1.6 FDP Home Page

After selecting the program year, you will be taken to the Sponsor Summary screen, which acts as the home page for your receiving agency (RA), i.e., sponsor. Throughout CNPWeb, you will see sponsor used instead of RA.

If you are an administrator for more than one sponsor, the Sponsor Select screen will populate. After selecting a sponsor, you will be redirected to their Sponsor Summary screen.

↓ Bottom of Form

Sponsor Summary						
Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Sponsor Application Sheets						
Number	Name	Revision	Status	Approval Date	Action	
		0	Approved	02/05/2021	View Revise	
Delivery Location Information Sheets						
Number	Name	Revision	Status	Approval Date	Action	
		0	Approved	02/05/2021	View Revise	

↑ Top of Form

1.7 FDP Home Page Navigation

The Sponsor Summary screen consists of three sections:

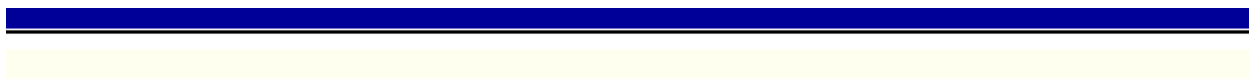
- 1) **Main Menu:** Blue banner at the top of the page that contains links to FDP functions available in CNPWeb. Links displayed may vary depending on the user's security access. Use the main menu to navigate to the different sections of the FDP module. If you experience problems with your user account or security settings, contact Maine DOE.



- 2) **Sponsor Summary:** Consists of seven tabs where most sponsor activities will be performed. For detailed information on the Sponsor Summary, see section 3.0.

The image shows a screenshot of the "Sponsor Summary" form. At the top left, there is a "Bottom of Form" link. The main heading is "Sponsor Summary". Below the heading is a row of seven tabs: "Applications", "Entitlement", "Surveys", "Allocations", "Inventory", "Orders", and "Invoicing". Under the "Applications" tab, there is a section titled "Sponsor Application Sheets" which contains a table with columns: "Number", "Name", "Revision", "Status", "Approval Date", and "Action". The table has one row with the values: "0", "Approved", "02/05/2021", and "View Revise". Below this is a section titled "Delivery Location Information Sheets" which contains a similar table with the same columns and values. At the bottom left, there is a "Top of Form" link.

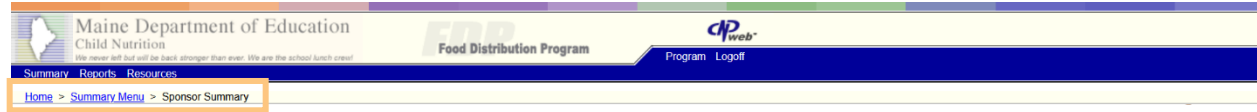
- 3) **Tools Menu:** Located on the right side of the screen under the blue Main Menu banner, the Tools menu contains links to program year and sponsor for quick navigation. If you have access to more than one sponsor, you can click the Sponsor link to view a list of sponsors you have permission to see. Selecting the Program Year link takes you to the Program Year Selection page.



Program Year: 2022 Sponsor 000000 - No Sponsor Selected

1.7.1 Breadcrumb Trail

In the upper left-hand corner of the screen, just under the main menu, a string of links will display as you navigate through different sections and pages of the FDP module. This “breadcrumb” trail will show on every page to help you find your way around.



1.8 Online Form Statuses

During the program enrollment process and subsequent revisions, online forms from your application packet will be in various states of submission and approval. You may see the following form statuses:

- Errors – The form has errors and has not been submitted to the state yet.
- Pending Submission – The form is complete but has not been submitted to the state yet.
- Pending Approval – The form is complete and has been submitted to the state.
- Needs Correction – The state has reviewed the form and returned it to the sponsor for corrections.
- Approved – The state has reviewed and approved the form.

1.9 Validation Errors

Validation rules exist for online forms in CNPWeb. If you attempt to submit a form that contains errors, messages containing detailed information concerning the error and its severity will display. Messages with a severity of “1” must be corrected before the form can be processed. Messages with a severity of “2” indicate some information may be missing or incomplete, but the form can still be processed.

Validation Errors		
Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as-is.		
Validation Errors - Section 1		
Field No.	Severity	Description
1	1	First and last name is required for FDP Contact.
2	1	Title is required for FDP Contact.

2.0 Security

2.1 Security Overview

Each user is responsible for any actions taken under their user ID. CNPWeb is designed to allow the sponsor and state to manage the distribution of federal funds for food programs. This means all user IDs are responsible for following CNPWeb, state, and federal security guidelines. USBE and the USDA will have their own policies, training, materials, and expectations regarding security, so these tips are only intended to complement, not replace, your state and federal rules and regulations.

2.2 Security Tips

The following are recommended practices to improve security:

- Choose a difficult password. Avoid identifiable components such as family names or birthdates, common words, etc.
- Do not write down your password.
- Do not step away from your computer while logged in to CNPWeb.
- Do not open multiple windows or tabs while using CNPWeb.
- Do not share your password with other users. If someone else certifies inaccurate data on a form for fraudulent purposes under your user ID, then you will be held responsible.

2.3 Changing Your Password

To change your password, contact Maine DOE for assistance.

3.0 Sponsor Summary

The Sponsor Summary screen serves as your home page. You can return to the Sponsor Summary screen at any time by selecting **Summary** from the main menu and then selecting the **Sponsor Summary** menu item.

The Sponsor Summary condenses data down into an easy-to-use tabular layout. The Sponsor Summary contains seven tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders, and Invoicing. Actions performed on each tab will be discussed in the following sections.

3.1 Applications Tab

The Applications tab is where you will find the Sponsor Application Sheets and Delivery Location Information Sheets. At the beginning of a new program year, you should see a link to add a Sponsor Application Sheet.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
					Add

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
--------	------	----------	--------	---------------	--------

↑ Top of Form

The sponsor is responsible for completing the Sponsor Application Sheet (see section 3.1.1) and the Delivery Location Information Sheets (see section 3.1.2) within this tab. State users will assign delivery locations to sponsors, and associated Delivery Location Information Sheets will populate on your Applications tab to be completed.

3.1.1 Completing the Sponsor Application Sheet

To access and complete the Sponsor Application Sheet:

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Applications tab is selected.
- 3) Click the **Add** action button next to the Sponsor Application Sheet.
 - a. If you are making changes to an existing Sponsor Application Sheet, you will select **Edit** (for Revision 0) or **Revise** (for Revision > 0).
- 4) The Sponsor Application Sheet will open. The system prepopulates information from the prior program year. If this is the first time you are using CNPWeb, the form will be blank. Complete the required fields, which include:
 - a. First and last name of FDP contact
 - b. Title of FDP contact
 - c. Email address of FDP contact
 - d. Phone number of FDP contact
 - e. Cell number of FDP contact

- f. First and last name of alternate FDP contact
- g. Title of alternate FDP contact
- h. Phone number of alternate FDP contact
- i. Cell number of alternate FDP contact
- j. Address for mail address
- k. City for mail address
- l. ZIP code for mail address
- m. Address for street address
- n. City for street address
- o. ZIP code for street address

FDP	Maine Department of Education
Sponsor Application Sheet	
	2022-2023 Program Year SFSP Program New Application
↓ Bottom of Form	
Program Contact	Alternate Contact
First MI Last	First MI Last
(1) Name: <input type="text" value="Mr."/> <input type="text"/> <input type="text"/> <input type="text"/>	(8) Name: <input type="text" value="Mr."/> <input type="text"/> <input type="text"/> <input type="text"/>
(2) Title: <input type="text"/>	(9) Title: <input type="text"/>
(3) Email: <input type="text"/>	(10) Email: <input type="text"/>
(4) Phone: <input type="text"/> (5) Ext.: <input type="text"/>	(11) Phone: <input type="text"/> (12) Ext.: <input type="text"/>
(6) Cell: <input type="text"/>	(13) Cell: <input type="text"/>
Mailing Address	
(29) Addr: <input type="text"/>	
(30) Addr: <input type="text"/>	
(31) City: <input type="text"/>	
(32) State: <input type="text" value="ME"/>	(33) Zip Code: <input type="text"/>
Street Address (Do Not Use PO Box)	
(34) Addr: <input type="text"/>	
(35) Addr: <input type="text"/>	
(36) City: <input type="text"/>	
(37) State: <input type="text" value="ME"/>	(38) Zip Code: <input type="text"/>

- Once you have provided the required information, scroll down to the Certification section and mark the **I certify that the information on this form is correct** checkbox.

Certification

(45) I certify the information on this form is correct.

- Click **Submit** at the bottom of the page. A Post Confirmation message will display. If the form contains any errors, you will be notified here. Click the **here** link provided to return to the Sponsor Summary.

Post Confirmation

The **Sponsor Application Sheet** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by Maine Department of Education. Please return to the entry form to review the errors and make the necessary corrections.

Click [here](#) to go to Sponsor Summary

- Select **Edit** next to the Sponsor Application Sheet shown on the Sponsor Summary page to return to the form. Correct the errors (shown in red).

Program Contact

Alternate Contact

Program Contact				Alternate Contact			
	First	MI	Last		First	MI	Last
(1) Name:	Mr. ▾	<input type="text"/>	<input type="text"/>	(8) Name:	Mr. ▾	<input type="text"/>	<input type="text"/>
(2) Title:	<input type="text"/>			(9) Title:	<input type="text"/>		
(3) Email:	<input type="text"/>			(10) Email:	<input type="text"/>		
(4) Phone:	<input type="text"/>	(5) Ext.:	<input type="text"/>	(11) Phone:	<input type="text"/>	(12) Ext.:	<input type="text"/>
(6) Cell:	<input type="text"/>			(13) Cell:	<input type="text"/>		

- Once all errors have been corrected, scroll to the bottom of the page, reselect the **I certify that the information on this form is correct** checkbox, and click **Submit**. If there are no errors, the form will move to Pending Approval status.
 - Maine DOE will review the submitted form for approval. Once approved, the Sponsor Application Sheet's status will update to Approved.

- 9) Note that the system will verify if you have an NSLP Sponsor Application in Approved or Pending Approval status. If you do not, you will receive an error message that the NSLP application must be completed and submitted to the state prior to the submission of your FDP Sponsor Application Sheet. This is a USDA requirement.

Certification

(45) I certify the information on this form is correct.

You do not currently have a NSLP information sheet for Program Year 2023 in a Pending Approval or Approved status. You must complete the enrollment process for the National School Lunch Program before your FDP information sheet can be Certified and Approved.

3.1.2 Completing the Delivery Location Information Sheet

The completion of your Delivery Location Information Sheets works similarly to the Sponsor Application Sheet.

To access and complete the Delivery Location Information Sheet:

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Applications tab is selected.
- 3) Click the **Add** action button next to the Delivery Location Information Sheet.
 - a. If you are making changes to an existing Delivery Location Information Sheet, you will select **Edit** (for Revision 0) or **Revise** (for Revision > 0).
- 4) The Delivery Location Information Sheet will open. The system prepopulates information from the prior program year. If this is the first time you are using CNPWeb, the form will be blank. Complete the required fields, which include:
 - a. Address for delivery location
 - b. City for delivery location
 - c. ZIP code for delivery location
 - d. First and last name of delivery location contact
 - e. Phone number of delivery location contact
 - f. Cell number of delivery location contact
 - g. First and last name of alternate delivery location contact
 - h. Phone number of alternate delivery location contact
 - i. Cell number of alternate delivery location contact
 - j. Storage capability (at least one storage type is required)

- 5) Once all required information has been provided, scroll to the bottom of the form and click **Submit**.
- 6) A Post Confirmation message will display. If the form contains any errors, you will be notified here. Click the **here** link provided to return to the Sponsor Summary.
- 7) Select **Edit** next to the Delivery Location Information Sheet shown on the Sponsor Summary page to return to the form. Correct the errors. An example of the Delivery Location Information Sheet with errors for required fields is shown below.
- 8) Complete steps 1-7 for all available Delivery Location Information Sheets listed on the Applications tab.

FDP
Maine Department of Education

Sponsor Delivery Location Sheet

2020-2021 Program Year
Errors
Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as-is.

Validation Errors - Section 1

Field No.	Severity	Description
1	1	Address line is required for Delivery Location Address.
2	1	City is required for Delivery Location
4	1	Zip Code is required for Delivery Location

Delivery Address (Do Not Use PO Box)

(1) Addr:

(2) City:

(3) State: ME (4) Zip Code:

Validation Errors - Section 2

Field No.	Severity	Description
5	1	First and last name is required for Delivery Location Contact.
8	1	Phone number is required for Delivery Location Contact.
10	1	Cell number is required for Delivery Location Contact.
11	1	First and last name is required for Alternate Delivery Location Contact.
14	1	Phone number is required for Alternate Delivery Location Contact.
16	1	Cell number is required for Alternate Delivery Location Contact.
17	1	At least one storage type is required.

Delivery Contact

(5) Name: Mr.

(6) Title:

(7) Email:

(8) Phone: (9) Ext.:

(10) Cell:

(17) Storage Capabilities: Dry Refrigerated Frozen

(18) Indicate here if you wish to pick up your products: No

Alternate Delivery Contact

(11) Name: Mr.

(12) Title:

(13) Email:

(14) Phone: (15) Ext.:

(16) Cell:

Created by: sponfdpsupport Date Created: 1/25/2021 Modified by: Date Modified:

↑ Top of Form

- 9) Once all errors have been corrected, scroll to the bottom of the form and click **Submit**. If there are no errors, the form will move to Pending Approval status.
 - a. Maine DOE will review the submitted form for approval. Once approved, the Delivery Location Information Sheet status will update to Approved.



Note: If anything changes during the year, you can revise the Sponsor Application or Delivery Location Information Sheet and resubmit to Maine DOE for approval.

3.2 Entitlement Tab

The Entitlement tab will display your entitlement history, including the amount you were originally given, how much has been used to date, and the remaining balance. Maine DOE will enter this data and keep it up to date as the program year progresses.

↓ Bottom of Form

Sponsor Summary

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Program	Current Year Entitlement	Rollover Entitlement	Entitlement Used	Remaining Balance	Bonus	
NSLP	187,644.91	0.00	187,644.28	0.63	0.00	

↑ Top of Form

3.3 Surveys Tab

The Surveys tab displays a summary of your survey history, which will be updated by Maine DOE. This is where sponsors go to complete their Annual Survey every February. Occasionally, Maine DOE may include other surveys during the year due to bonus/surplus being made available, and those will show here as well once available.

Please note that you cannot complete the Annual Survey until all forms on the Applications tab (Sponsor Application and associated Delivery Location Information Sheets) have been completed and approved by Maine DOE.

To access and complete the Annual Survey:

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Surveys tab is selected.
- 3) Locate the Annual Survey and click **Edit**.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1008	SY2023 USDA Food Annual Survey	NSLP	02/15/2022	03/04/2022	Balance	Edit

↑ Top of Form

- 4) The Survey Entry form will open, listing all product categories available on the survey. This is where you will enter quantities requested for your Annual Order. Click the **End Products** or **Raw Products** button next to each product category to enter the amount of the selected product that you want for each month of the program year.

Survey Entry

Survey Name: SY2022 USDA Food Annual Survey 2022 Entitlement: \$89,647.45

Survey ID: 1006 2022 Entitlement Used: \$85,314.76

Program: 2022 NSLP 2022 Entitlement Balance: \$4,332.69

Remaining Entitlement Available:

FDP Contact:

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1	End Products	Beans	2	0	Feb 22	\$89.00
2	End Products	Beef	3	0	Feb 22	\$26,140.80
3	End Products Raw Products	Cheese	6	0	Feb 22	\$13,670.00

5) In this example, **End Products** for beans was selected. You will be provided a list of the types of beans available for selection. Enter the desired amounts under each month. The Calculate (Calc) button will total up the number of cases for the year, but it will not save the form. Select **Submit** to calculate and save the data entered.

Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee
100360	BEANS GARBANZO CAN-6/10	6/#10 CAN	Dry	Entitlement	\$12.59	\$0.00
<i>Enter before:</i>						
	Qty	Total	Aug			
Feb 22	Cases	4	<input type="text" value="4"/>			
<hr/>						
100370	BEANS RED KIDNEY CAN-6/10	6/#10 CAN	Dry	Entitlement	\$19.32	\$0.00
<i>Enter before:</i>						
	Qty	Total	Sep			
Feb 22	Cases	2	<input type="text" value="2"/>			
<hr/>						
<input type="button" value="Calc"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>						



Note: Maine DOE will give you a deadline by which you must complete the survey data entry. Once that date passes, they will close the survey, and you will only be able to view what you selected on the Surveys tab.

3.4 Allocations Tab

The Allocations tab displays a listing of all your allocations (items received from the USDA that have been reserved for you).

Use the Allocations tab to view the details of an allocation and add surplus items.

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Allocations tab is selected.
- 3) A list of your allocations will display. Allocations can occur more than once and for various surveys and reasons. To view the details of an allocation, click **View**.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

Sponsor Allocations Add Surplus

Alloc Id	Alloc Desc	Alloc Date	Accept Date	Close Date	Avail Qty	Action
Svy1559	back fill March	02/28/2022	03/15/2022	03/15/2022	0	View
Svy1560	back fill march-2	02/28/2022	03/15/2022	03/15/2022	0	View
Svy1561	back fill March-3	02/28/2022	03/15/2022	03/15/2022	0	View

4) The Allocation Form details page will display.

Allocation Date	Last Acceptance Date	Close Date
2/28/2022	3/15/2022	3/15/2022

Code	Description	Unit Value	Alloc Qty	Accept Qty	Avail Qty	Proc Fee	Total Fees
Entitlement Commodities							
110541	APPLESAUCE UNSWEETENED CAN-6/10 Size: 6/#10 CAN	32.27	2	2	1	0.00	0.00
		64.54			2		0.00
Total All Commodities		\$64.54			2		\$0.00

3.4.1 Adding Surplus Items

Sponsors can add surplus items from the Allocations tab.

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Allocations tab is selected.
- 3) Click **Add Surplus**.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

Sponsor Allocations Add Surplus

Alloc Id	Alloc Desc	Alloc Date	Accept Date	Close Date	Avail Qty	Action
Svy1559	back fill March	02/28/2022	03/15/2022	03/15/2022	0	View

- 4) A Surplus Request form will open. Enter the requested quantities next to each item. You may need to click **Next Page** at the bottom of the form to view all items.

Surplus Request Form

ProgramYear: 2022
 Program: NSLP
 Entitlement Group: TEST
 Region: 1

Request Date	Close Date	Entitlement Available
6/16/2022	7/1/2022	\$203.44

Code	Description	Value	Surplus Qty	Request Qty	Proc Fee	Total Fees
------	-------------	-------	-------------	-------------	----------	------------

Entitlement Commodities

100134	BEEF CRUMBLES W/SPP PKG-4/10 LB Size: 4/10 Lb Storage: Freezer	148.88	94	<input type="text" value="0"/>	0.00	0.00
100173	PORK ROAST LEG FRZ CTN- 32-40 LB Size: 32-40 LB CTN Storage: Freezer	76.40	17	<input type="text" value="0"/>	0.00	0.00

5) When finished, click **Submit**.

3.5 Inventory Tab

The Inventory tab displays a listing of your inventory, sorted by allocations. This view does not span multiple program years. Select the **Expand (+)** button next to an item to see the allocations that make up the selected inventory.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement Surveys Allocations **Inventory** Orders Invoicing

Sponsor Inventory (Open Allocations) * (multiple Alloc and/or Close Dates)

	Code	Description	Pack Size	Avail Qty	Alloc Date	Close Date
[-]	100134	BEEF CRUMBLES W/SPP PKG-4/10 LB	4/10 Lb	1	10/29/2021	11/13/2021
	Alloc Id: Svy1128 - November Survey			1	10/29/2021	11/13/2021
[+]	110473	BROCCOLI FRZ CTN-30 LB	30 LB	1	10/29/2021	11/13/2021
[+]	110211	FLOUR WHITE WHOLE WHEAT BLEND BAG-8/5 LB	8/5 Lb Pkg/Ctn	1	10/29/2021	11/13/2021
[+]	100277	ORANGE JUICE SINGLE CTN-70/4 OZ	70/4 OZ CTN	1	10/29/2021	11/13/2021

3.6 Orders Tab

The Orders tab displays a listing of all of your orders, sorted by the delivery date in descending order. Orders made from both allocations and surplus are included. You can use the Orders tab to view, edit, or delete an existing order, or you can create a new order.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Orders New Order

Order Id	Period	Delivery Location	Status	Action
1179	September Orders		Received	View
1503	October Orders		Received	View
1660	November orders		Received	View

3.6.1 Editing an Existing Order

To make changes to an existing order:

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Orders tab is selected.
- 3) Locate the desired order from the list and use the action buttons to the right.
 - a. Click **View** to open and review the order. Orders in Received status can only be viewed – no changes can be made.
 - b. Click **Edit** to make changes to the order.
 - c. Click **Delete** to remove the order.

3.6.2 Adding a New Order

To place a new order:

- 1) Log in to CNPWeb and select the desired program year.
- 2) The Sponsor Summary screen will display. Ensure the Orders tab is selected.
- 3) Click **New Order**.

↓ Bottom of Form

Sponsor Summary

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Orders New Order

Order Id	Period	Delivery Location	Status	Action
1179	September Orders		Received	View

4) Select a location and delivery period. Click **Next**.

Select Location and Period

Location:

Delivery Period:

5) A Sponsor Order Form will display, listing all available commodities. Enter the amounts you would like to order in the Order Qty column next to the desired items. You may need to click **Next Page** at the bottom of the form to see all items. When finished, click **Submit**.

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Sponsor Order Form

Order Number: 3033

Order Type: Carrier

Order Status: Open

Deliver To:	Contact:	Delivery Date:

Code	Description	Unit Value	Available Qty	Order Qty
Entitlement Commodities				
100134	BEEF CRUMBLES W/SPP PKG-4/10 LB Pack Size: 4/10 Lb Processing Fee: 0.00	112.44	1	<input type="text" value="0"/>
100277	ORANGE JUICE SINGLE CTN-70/4 OZ Pack Size: 70/4 OZ CTN Processing Fee: 0.00	7.88	1	<input type="text" value="0"/>

6) The new order will display in the list on the Orders tab.

3.7 Invoicing Tab

Maine DOE does not use the invoicing function. Your Invoicing tab will display no data.

4.0 Annual Process

This section is simply to list out, in order, the things that a sponsor must do to participate in the Food Distribution Program (FDP).

- 1) January/February
 - a. Complete the Sponsor Application Sheet and Delivery Location Information Sheets listed on the Applications tab of the Sponsor Summary. These forms must be in Approved status before moving on to step 2.
 - b. Ensure that your entitlement is showing in the Entitlement tab of the Sponsor Summary. If it is not, contact Maine DOE.
- 2) Mid to Late February
 - a. Complete the Annual Survey on the Surveys tab of the Sponsor Summary before the Maine DOE close date.
 - b. Work with Maine DOE, if necessary, to adjust your Annual Survey entry if they contact you for that purpose. This may be due to tracking balancing issues, a product recall, etc. There are a variety of reasons this might occur, and Maine DOE will work with you to make adjustments.
- 3) March through July
 - a. Periodically check to see if there are any new surveys available on the Surveys tab of the Sponsor Summary and keep an eye out for any notifications via email from Maine DOE about changes in the system. The Notice page that displays after logging in to CNPWeb and navigating to the FDP home page may also include updates.
- 4) July/August
 - a. Periodically check the Allocations tab of the Sponsor Summary to see when commodities arrive in the warehouse and what will be reserved for you. Once Maine DOE has filled and allocated all commodities, you can proceed to step 5.
- 5) September through December
 - a. Once Maine DOE has filled and allocated everything, you can enter your orders via the Orders tab of the Sponsor Summary.
 - b. The warehouse will deliver your products based on the orders you enter.

5.0 Reports

Reports can be accessed in the main menu. Any reports that you have access to can be found here.

To view a report:

- 1) Log in to CNPWeb and select the desired program year.
- 2) Select **Reports** from the main menu.



- 3) The Reports menu will display. Select the report you would like to generate/view.

Reports Menu	
Menu Item	Description
Value of Commodities Received	Value of Commodities Received

- 4) Some reports will ask you to select parameters. Select the appropriate data for your report and click **View Report**.

FDP Maine Department of Education

Value Of Commodities Received

Sponsor:

Program: Program Year:

- 5) The report will display on the screen.

6.0 Resources

There is a Resource link in the main menu that leads to the Maine DOE website where you can find information about the various child nutrition programs Maine DOE administers, links to USDA resources, and Maine DOE program contacts.

