Food Distribution Program
Agencies Manual

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders</td>
<td>Submit and Track Commodity Orders</td>
</tr>
<tr>
<td>Surveys</td>
<td>Survey Entry Forms</td>
</tr>
<tr>
<td>Commodity Allocations</td>
<td>View or Decline Commodity Allocations</td>
</tr>
<tr>
<td>Invoices</td>
<td>View/Print FDP Invoices</td>
</tr>
<tr>
<td>Contract</td>
<td>Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Orders</td>
<td>Order Commodities</td>
</tr>
<tr>
<td>Order Inquiry</td>
<td>View Commodity Orders</td>
</tr>
<tr>
<td>Shipping Inquiry</td>
<td>View Commodity Shipments</td>
</tr>
<tr>
<td>Shipment 0580 Reporting</td>
<td>Report on Shipment Overages, Shortages &amp; Damages</td>
</tr>
</tbody>
</table>

Figure 2: Orders menu screen
Open Orders
To create a new order

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

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

6. Select New Order.

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

![Image of Allocation Order Form - NSLP screen (partial)](image)

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

### Delivery Information

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Delivery Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENO WAREHOUSE</td>
<td>4775 PIONEER AVENUE</td>
</tr>
</tbody>
</table>

### Order

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Available Current Allocation</th>
<th>Allocation Order Quantity</th>
<th>Available Surplus Quantity</th>
<th>Surplus Order Quantity</th>
<th>Total Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bonus Commodities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100208 - APPLESAUCE, CANNED</td>
<td>0</td>
<td>0</td>
<td>4,080</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>USDA Value: 0.148</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHF Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unit Cost: $3.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entitlement Commodities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100113 - CHEESE-PROC AM</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pack Size: 2400 LBS/CTN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USDA Value: 0.150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHF Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unit Cost: $3.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100301 - BEANS, REFRIED, CANNED</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pack Size: 1600 LBS/CTN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USDA Value: 0.160</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHF Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unit Cost: $3.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100302 - BEANS, REFRIED, CANNED</td>
<td>0</td>
<td>0</td>
<td>4,080</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pack Size: 1600 LBS/CTN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USDA Value: 0.160</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHF Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unit Cost: $3.16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100402 - CEREAL OATS 13</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pack Size: 2160 OZ CANS/CTN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USDA Value: 0.174</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHF Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unit Cost: $3.14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6614 - BEEF CHUCK ROAST</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pack Size: 1200 LBS/CTN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USDA Value: 0.240</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHF Fee: 0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unit Cost: $3.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th>Available Current Allocation</th>
<th>Allocation Order Quantity</th>
<th>Available Surplus Quantity</th>
<th>Surplus Order Quantity</th>
<th>Total Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Entitlement

<table>
<thead>
<tr>
<th>Remaining</th>
<th>$0.00</th>
<th>SHF Fees:</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used (Surplus Only)</td>
<td>$0.00</td>
<td>Processing Fees:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Calculate Entitlement**

**Save**

**Cancel**
**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 >>**.

```plaintext
Open Orders - NSLP
```

```
<table>
<thead>
<tr>
<th>Order Number</th>
<th>Delivery Location</th>
<th>Warehouse</th>
<th>Delivery Period</th>
<th>Actions</th>
</tr>
</thead>
</table>
```

**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.
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**.

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.

---

**Figure 9: Order Inquiry screen**

**Figure 10: Order Inquiry - NSLP screen (by Order Number)**
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.
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.
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.
4. Select Display Shipments.
5. Select an Order Number link.
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.

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

4. Select Display Shipments.
5. Select Report.

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 >>.

**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]

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Hansen S.O. #415</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Number:</td>
<td>0415</td>
</tr>
<tr>
<td>Shipment Information</td>
<td></td>
</tr>
<tr>
<td>Program Year:</td>
<td>2010 - 2011</td>
</tr>
<tr>
<td>Order Number:</td>
<td>112</td>
</tr>
<tr>
<td>Ship Date:</td>
<td>2/28/2011</td>
</tr>
<tr>
<td>Delivery Location:</td>
<td></td>
</tr>
<tr>
<td>Hansen High School</td>
<td>550 South Main Street Hansen, ID 83334</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Commodity</th>
<th>Pack Size</th>
<th>Units Shipped</th>
<th>Units Received</th>
<th>Units Damaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>A130</td>
<td>Corn Frozen</td>
<td>30#</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>A350</td>
<td>Applesauce Canned</td>
<td>6/#10</td>
<td>15</td>
<td>13</td>
<td>0</td>
</tr>
</tbody>
</table>

**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:**

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

<table>
<thead>
<tr>
<th>Agancy:</th>
<th>Hansen S.D. #415</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Number:</td>
<td>0415</td>
</tr>
</tbody>
</table>

Survey Search

<table>
<thead>
<tr>
<th>Program Year:</th>
<th>2010 - 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>NSLP</td>
</tr>
<tr>
<td>Agency:</td>
<td>Hansen S.D. #415-0415</td>
</tr>
<tr>
<td>Agreement Number:</td>
<td></td>
</tr>
</tbody>
</table>

[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

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Hansen S.D. #415</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Number:</td>
<td>0415</td>
</tr>
</tbody>
</table>

Available Surveys

<table>
<thead>
<tr>
<th>Survey #</th>
<th>Participation Status</th>
<th>Survey Type</th>
<th>Survey Name</th>
<th>Due Date</th>
<th>Survey Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1188</td>
<td>Not Submitted</td>
<td>Periodic Survey</td>
<td>Brown Box Survey</td>
<td>4/30/2011</td>
<td>Open</td>
</tr>
<tr>
<td>1189</td>
<td>Not Submitted</td>
<td>Processing Survey</td>
<td>2011 Beef Diversions</td>
<td>4/30/2011</td>
<td>Open</td>
</tr>
</tbody>
</table>

[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**

- **Survey Number:** 1154
- **Due Date:** 12/31/2009
- **Survey Type:** Periodic Survey
- **Survey Name:** PeriodicTest

**Special Instructions**

- Check here to indicate you will not participate in this survey.

**Survey Form**

- **Commodity:** Apple Sliced Frz Entitlement
  - Pack Size: 30 lb ctn
  - Est. USDA Value: $7.84
  - Processing Fee: $9.00

**Entitlement and Fees**

- **Entitlement Remaining:** $1,024,405.52
- **Estimated S&H Fees:** $0.00
- **Estimated Processing Fees:** $0.00

---

**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.

---

**Figure 23: Survey Form – Periodic screen**

**Figure 24: Commodity Allocations menu**
Allocation Inquiry

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

To view allocation details

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

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

5. Select Search.

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

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 >>**.

6. Select the Allocation Name link.

7. Enter the Quantity Declined in the textbox(es).

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**.
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.

8. Select an Invoice Number link.
INVOICE

Office of Food Distribution  
(555) 111-2222

Vendor # 2408-00

Bill To: Richard Jones  
1234 Main Street

Remit To: Cashier's Office  
P.O. Box 515006

Invoice No.: 04995 00001  
Invoice Date: 10/28/2009

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

Table:

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Commodity</th>
<th>Units</th>
<th>Total Weight</th>
<th>Unit Admin Fee</th>
<th>Unit Processing Fee</th>
<th>Unit S &amp; H Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>645906</td>
<td>Apple Slices Canned</td>
<td>15</td>
<td>705</td>
<td>0.00</td>
<td>0.00</td>
<td>3.25</td>
<td>46.75</td>
</tr>
<tr>
<td>956419</td>
<td>Beans, Green, Canned</td>
<td>57</td>
<td>2,660</td>
<td>0.00</td>
<td>0.00</td>
<td>3.25</td>
<td>185.25</td>
</tr>
<tr>
<td>200389</td>
<td>Peaches Cup 4.4 oz Fee</td>
<td>172</td>
<td>8,027</td>
<td>0.00</td>
<td>0.00</td>
<td>3.25</td>
<td>259.00</td>
</tr>
<tr>
<td>005499</td>
<td>Spaghetti Sauce, Meatless</td>
<td>214</td>
<td>6,649</td>
<td>0.00</td>
<td>0.00</td>
<td>3.25</td>
<td>695.50</td>
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<td>200389</td>
<td>Peaches Cup 4.4 oz Fee</td>
<td>35</td>
<td>1,645</td>
<td>0.00</td>
<td>0.00</td>
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<td>Spaghetti Sauce, Meatless</td>
<td>20</td>
<td>940</td>
<td>0.00</td>
<td>0.00</td>
<td>3.25</td>
<td>65.00</td>
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<tr>
<td>974601</td>
<td>Tomatoes, Diced</td>
<td>51</td>
<td>2,297</td>
<td>0.00</td>
<td>0.00</td>
<td>3.25</td>
<td>165.75</td>
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</tbody>
</table>

Total Administrative Fees: 0.00  
Total Processing Fees: 0.00  
Total S & H Fees: 2,205.50  
Other Charges/Credits: 24.00

Current Invoice: 2,429.80  
Credit Balances: (0.00)  
AMOUNT DUE*: 2,429.80

*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**.

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<td>Submit FDP Contract Packet and Update Contact information</td>
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<td>Contract Entitlement</td>
<td>View Entitlement Distribution and Usage</td>
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*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.).

*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.
To view a Contract

1. Access the Food Distribution Program Contract screen.
2. Select View for FDP Contract.
3. 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: CRMI

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

This above contact information is current and correct.

Created By: 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.
Contract Entitlement

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

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

To view entitlement distribution history

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

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