



New CNP Directors' Training Summer 2021

**Food Distribution
&
Statewide Procurement**

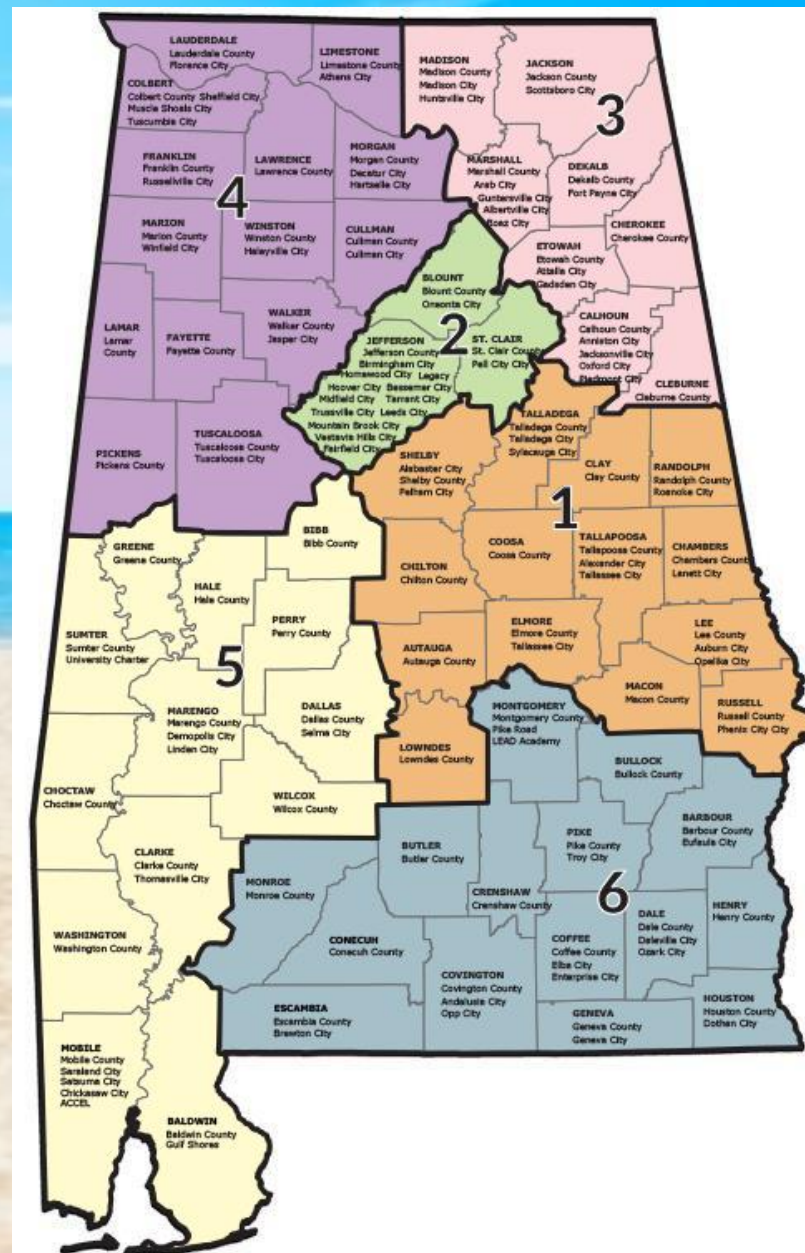
Food Distribution & Statewide Procurement

1) USDA Foods

- Entitlement Funding
- Survey driven orders
- 48 USDA Foods offered

2) SWP

- 559 Order Guide Items
- 58 Rebate Items
- Micro Purchase Catalog



Distributor USDA Foods Delivery Fees

Distributor	Region	Weekly Delivery	50% Pick-up	25% Extra Storage
Merchants Food Service	Region 1	\$ 2.53	\$ 1.27	\$.63
Wood Fruitticher	Region 2	\$ 4.50	\$ 2.25	\$ 1.13
Wood Fruitticher	Region 3	\$ 4.50	\$ 2.25	\$ 1.13
Wood Fruitticher	Region 4	\$ 4.50	\$ 2.25	\$ 1.13
Merchants Food Service	Region 5	\$ 2.53	\$ 1.27	\$.63
Merchants Food Service	Region 6	\$ 2.53	\$ 1.27	\$.63

USDA Foods and SWP Reports



1) USDA Reports

- Form 11
- Form 12
- Authorized Commodity Orders List

2) SWP Reports

- Grocery Order Form
- Verified Orders List

USDA Foods Reports

The Form 11 shows what USDA Foods are on order for your school system

- SWP & FD
 - State Admin
 - SWP
 - FD
 - USDA Foods News
 - Receive Orders
 - Reports
 - SWP Reports
 - FD Reports



Commodity Notice Of Availability Form 11	Commodity Notice Of Arrival Of Donated Food Form 12	UnAuthorized Commodity Orders List	Authorized Commodity Orders List	USDA Sponsor Entitlement
Commodity History Report	Commodity Item Allocated Quantity	Commodity Allocation Breakdown	Commodity Items Ordered For Warehouse	
Warehouse Commodity Allocation Notification Form 15			Warehouse Commodity Allocation Notification Pre Arrival	

FORM 11 - COMMODITY NOTICE OF AVAILABILITY

Program Year:

System:

USDA Foods Reports

The Form 12 shows what USDA Foods are currently available at the warehouse for your school system.

SWP & FD
State Admin
SWP
FD
USDA Foods News
Receive Orders
Reports
SWP Reports
FD Reports

Commodity Notice Of Availability Form 11	Commodity Notice Of Arrival Of Donated Food Form 12	UnAuthorized Commodity Orders List	Authorized Commodity Orders List	USDA Sponsor Entitlement
Commodity History Report	Commodity Item Allocated Quantity	Commodity Allocation Breakdown	Commodity Items Ordered For Warehouse	
Warehouse Commodity Allocation Notification Form 15			Warehouse Commodity Allocation Notification Pre Arrival	

FORM 12 - COMMODITY NOTICE OF ARRIVAL OF DONATED FOOD

Program Year: 2020

System: Alabama Institute for Deaf & Blind

SHOW REPORT (PDF) SHOW REPORT (EXCEL)

USDA Foods Reports

The Authorized Commodity Orders List shows USDA Foods Orders that have been approved.

SWP & FD
State Admin
SWP
FD
USDA Foods News
Receive Orders
Reports
SWP Reports
FD Reports

Commodity Notice Of Availability Form 11	Commodity Notice Of Arrival Of Donated Food Form 12	UnAuthorized Commodity Orders List	Authorized Commodity Orders List	USDA Sponsor Entitlement
Commodity History Report	Commodity Item Allocated Quantity	Commodity Allocation Breakdown	Commodity Items Ordered For Warehouse	
Warehouse Commodity Allocation Notification Form 15			Warehouse Commodity Allocation Notification Pre Arrival	

AUTHORIZED COMMODITY ORDERS LIST

Program Year	2020
System	Alabaster City Board of Education
Delivery Site	Creek View Elementary
Delivery Week	Aug 12, 2019
Approval Code	201900108122019P

SWP Reports

The Grocery Order Form is the Order Guide.

- SWP & FD
- State Admin
- SWP
- FD
- USDA Foods News
- Receive Orders
- Reports
- SWP Reports
- FD Reports

Grocery Order Form	Orders Placed on Request List	Verified Orders List	Purchase Order - Requisition Report	Purchase Order - Requisition Report with General Ledger Detail	Receiving List
Inventory List	General Ledger Detail List	Item Category List	Approved Product List	Usage Reports	Order Status
Orders Made	SWP Rebate Items	SWP Item Nutrition Facts			

GROCERY ORDER FORM

Select Warehouse Merchants
Select Region Region 1

ORDER REQUEST FORM REGION: 1

School: _____ Delivery Week: _____

<u>Order Quantity</u>	<u>Item No</u>	<u>Pack Type</u>	<u>Description</u>	<u>Shelf No</u>	<u>Brand</u>	<u>Cost After Rebate</u>	<u>Invoice Price</u>	<u>Total</u>
_____	14118	60/2 Oz	Cereal, Cinnamon Toast Crunch, Cup Pack, 2oz WG, (CACFP)	14886	General Mills 148861 (CACFP Approved)	\$23.93	\$52.52	_____

SWP Reports

The Verified Orders List shows SWP Orders that have been approved.

SWP & FD
State Admin
SWP
FD
USDA Foods News
Receive Orders
Reports
SWP Reports
FD Reports

Grocery Order Form	Orders Placed on Request List	Verified Orders List	Purchase Order - Requisition Report	Purchase Order - Requisition Report with General Ledger Detail	Receiving List
Inventory List	General Ledger Detail List	Item Category List	Approved Product List	Usage Reports	Order Status
Orders Made	SWP Rebate Items	SWP Item Nutrition Facts			

VERIFIED ORDERS LIST

Program Year: 2020

Vendor: Merchants

Region: Region 1

System: Opelika City Board of Education

Delivery Site: Northside Intermediate School

Delivery Week: Mar 23, 2020

Approval Code: F179NORTH3-25-2020

SHOW REPORT

Ordering USDA Foods

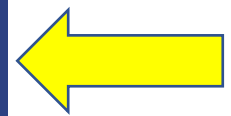
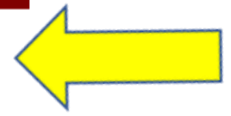
- Find your Delivery Site and Week then hit “SELECT”
- Select your USDA Foods and “CHECK OUT”

SWP & FD

- State Admin
- SWP
- FD
- Order Entry**

FOOD DISTRIBUTION ORDER ENTRY

Delivery Site: Delivery Week:



Commodity Name	Material Nbr	Sales Order Nbr	Item Nbr	Wt / Case	Cost / Case	Qty Allocated (In Case(s))	Qty available for Approval (In Case(s))	Qty available for Checkout (In Case(s))	Order Qty (In Case(s))	Item Amount (\$)
CHICKEN CUT-UP FRZ CTN-40 LB	100098	5000524812	100	40	41.44	446	17	17	<input type="text" value="0"/>	\$0.00
CHICKEN CUT-UP FRZ CTN-40 LB	100098	5000524815	100	40	35.2	446	446	446	<input type="text" value="0"/>	\$0.00
CHICKEN CUT-UP FRZ CTN-40 LB	100098	5000524863	100	40	35.2	440	440	440	<input type="text" value="0"/>	\$0.00

Ordering USDA Foods

- You will have the option to print your order
- **DO NOT FORGET TO AUTHORIZE YOUR ORDERS**

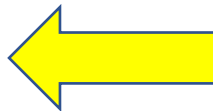
STATE WIDE PROCUREMENT MANAGEMENT

Item Exceptions | Place SWP Order | Order Authorization | SWP Receive Order

FOOD DISTRIBUTION ORDER ENTRY

Delivery Site: Delivery Week:

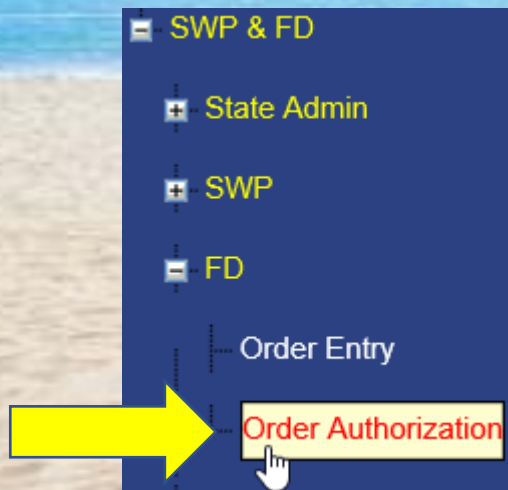
PRINT



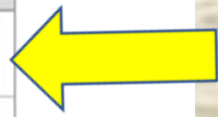
Commodity Name	Material Nbr	Sales Order Nbr	Item Nbr	Wt / Case	Cost / Case	Qty Allocated (In Case(s))	Qty available for Approval (In Case(s))	Qty available for Checkout (In Case(s))	Order Qty (In Case(s))	Item Amount (\$)
CHICKEN CUT-UP FRZ CTN-40 LB	100098	5000524812	100	40	41.44	446	17	0	17	\$704.48
ORDER TOTAL :									17	\$704.48

Ordering USDA Foods

- You must Authorize approved orders or the warehouse will never receive them.


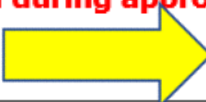




A vertical navigation menu with a dark blue background. The items are: SWP & FD, State Admin, SWP, FD, Order Entry, and Order Authorization. A yellow arrow points to the 'Order Authorization' item, which is highlighted with a yellow background and a white mouse cursor icon.

Montgomery County Board of Education				
				051-0000
STATE WIDE PROCUREMENT MANAGEMENT				
Item Exceptions	Place SWP Order	Order Authorization	SWP Receive Order	
STATEWIDE PROCUREMENT AND FOOD DISTRIBUTION ORDER AUTHORIZATION				
#	Delivery Site	Delivery Week		
	Dalraida Elementary School	6/22/2020	Authorize	
	Dannelly Elementary School	6/22/2020	Authorize	
	Baldwin Magnet School	7/27/2020	Authorize	

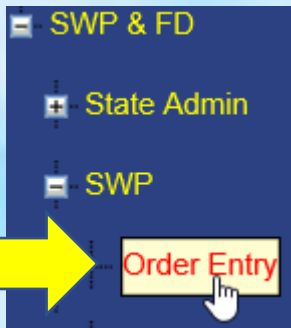
Ordering USDA Foods

- The Authorization Code should include:
 1. School System 3-digit code first
 2. School 4-digit site code second
 3. Delivery date in numbers only
 4. The letters "USDA" or "C" at the end

STATEWIDE PROCUREMENT - FOOD DISTRIBUTION ORDER APPROVAL						
Delivery Site	Dalraida Elementary School			Delivery Week	6/22/2020	
You must click the Recalculate button for any changes to be saved. Failing to click the recalculate button will result in the original order being submitted during approval.						
 Change Delivery Week		 ReCalculate		 Cancel Order		 Approve Order
Approval Number:		<input type="text" value="051-0200-6222020USDA"/>		SWP Order Total: \$499.20		
SWP ORDER ENTRY						
Item Number	Quantity	Price	Item Total Cost	Item Brand	Pack Type	Description
<input type="text" value="19023"/>	<input type="text" value="4"/>	9.26	\$37.04	CF Sauer	200/12 Gram	Mayonnaise, Reduced Fat, Single serve
<input type="text" value="19025"/>	<input type="text" value="4"/>	8.05	\$32.20	Heinz	200/0 Oz	*Mustard, Prepared, Single serve*
<input type="text" value="10508"/>	<input type="text" value="4"/>	27.98	\$111.92	Polks	4/2 Lb	Ham, Biscuit

Ordering SWP Items

- Find your Delivery Site and Week then hit “SELECT”
- Enter your SWP Items and Quantities
- Select “CHECK OUT” when finished



STATEWIDE PROCUREMENT ORDER ENTRY

Delivery Site: Delivery Week:

SWP ORDER ENTRY

Item Number	Quantity	Price	Item Total Cost	Item Brand	Pack Type	Description
<input type="text" value="10000"/>	<input type="text" value="1"/>	97.43	\$97.43	*Advance	1000/0.48Oz	*Beef, Nugget, Steak, Breaded
<input type="text" value="0"/>	<input type="text"/>	\$0.00	\$0.00			

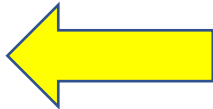
Ordering SWP Items

- You will have the option to print your order
- **DO NOT FORGET TO AUTHORIZE YOUR ORDERS**

STATEWIDE PROCUREMENT ORDER ENTRY

Delivery Site: Delivery Week:

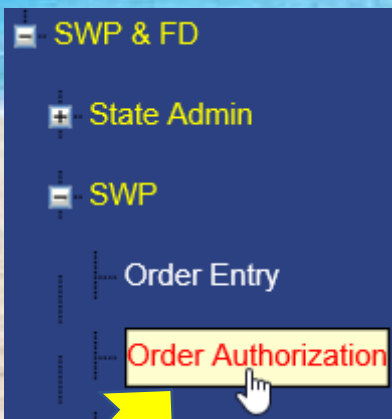
**The following order has been submitted
This order has not been verified**

PRINT 

Item Number	Quantity	Price	Total Cost	Brand	Pack Type	Description
10000	1	\$97.43	\$97.43	Advance	1000/0 Oz	*Beef, Nugget, Steak, Breaded*
Order Total : \$97.43						

Ordering SWP Items

- You must Authorize approved orders or the warehouse will never receive them.


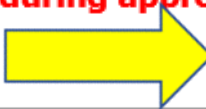




A vertical navigation menu with a dark blue background. It contains the following items from top to bottom: 'SWP & FD' with a folder icon, 'State Admin' with a plus icon, 'SWP' with a folder icon, 'Order Entry' with a plus icon, and 'Order Authorization' with a plus icon. A yellow arrow points to the 'Order Authorization' item, and a mouse cursor is hovering over it.

Pike County Board of Education				
				055-0000
STATE WIDE PROCUREMENT MANAGEMENT				
Item Exceptions	Place SWP Order	Order Authorization	SWP Receive Order	
STATEWIDE PROCUREMENT AND FOOD DISTRIBUTION ORDER AUTHORIZATION				
#	Delivery Site	Delivery Week		
	Banks Middle School	6/15/2020	Authorize	←
	Goshen Elementary School	6/22/2020	Authorize	
	Goshen High School	6/22/2020	Authorize	

Ordering SWP Items

- The Authorization Code should include:
 1. School System 3-digit code first
 2. School 4-digit site code second
 3. Delivery date in numbers only

STATEWIDE PROCUREMENT - FOOD DISTRIBUTION ORDER APPROVAL						
Delivery Site	Banks Middle School			Delivery Week	6/15/2020	
You must click the Recalculate button for any changes to be saved. Failing to click the recalculate button will result in the original order being submitted during approval.						
 <input type="button" value="Change Delivery Week"/>		 <input type="button" value="ReCalculate"/>		 <input type="button" value="Cancel Order"/>		<input type="button" value="Approve Order"/> 
Approval Number:		<input type="text" value="055-0011-6152020"/>		SWP Order Total:		\$97.43
SWP ORDER ENTRY						
Item Number	Quantity	Price	Item Total Cost	Item Brand	Pack Type	Description
<input type="text" value="10000"/>	<input type="text" value="1"/>	97.43	\$97.43	Advance	1000/0 Oz	*Beef, Nugget, Steak, Breaded*
<input type="text" value="0"/>	<input type="text"/>	\$0.00	\$0.00			

Canceling USDA Foods and SWP Orders

- **Canceling orders is your responsibility**
- **Communicate with your distributor**
- **Notify Food Distribution staff**
 - **Provide Specific Approval Codes**
 - **Provide Specific Delivery Dates**

- 
- Remember to order all USDA Foods within 60 days.
 - Request transfers of USDA Foods you will not use.
 - These are your accounts to manage.

Food Distribution FoodDist@alsde.edu
Statewide Procurement SWP@alsde.edu
334-694-4659

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1.mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2.fax: (202) 690-7442; or

3.email: program.intake@usda.gov.

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