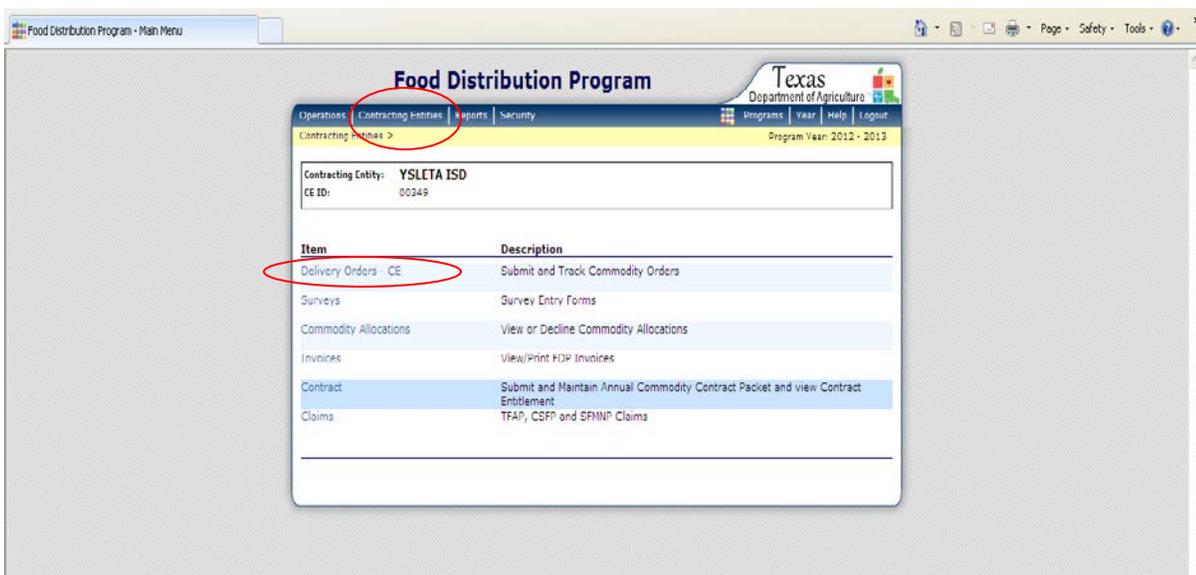


Information Sheet
TX-UNPS Food Distribution Program
Delivery Orders – CE

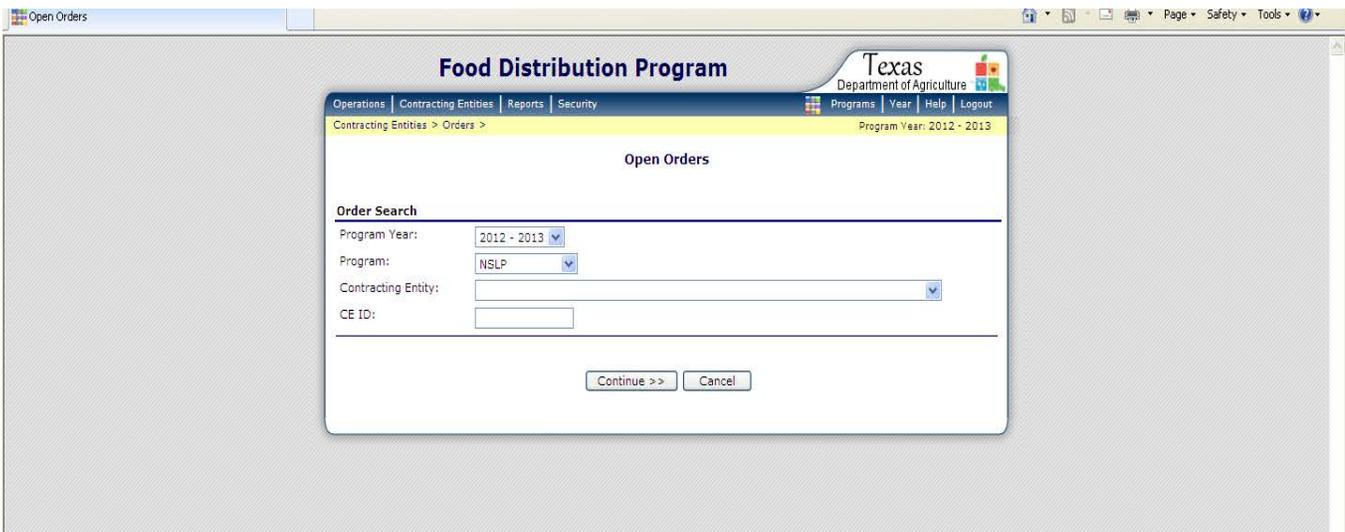
Purpose: To submit and track the Delivery of USDA Foods that have been allocated to your CE and stored at the assigned Contracted Warehouse.

- The form is required for all delivery types: delivery and pick up.
- The form must be completed at least 48 business hours **prior** to the CE's next delivery date.
- To access the Delivery Order Form: Click on Contracting Entities, then Delivery Orders – CE.
- **Order Statuses:**
 - Open = Orders that can be modified or deleted by a CE.
 - Processed = Orders that have been Processed by the warehouse. Orders in a processed status cannot be modified or deleted by a CE.
- Shipped = Orders that have been shipped to the CE Site.



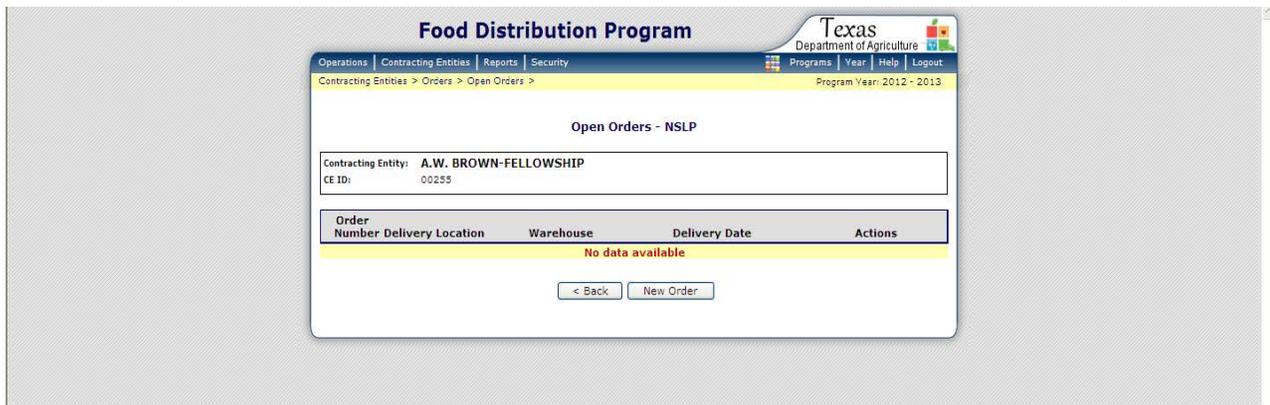
Open Orders: This screen will navigate to a list of orders that are in Open status, if any.

- Program Year: Drop down box. Defaults to current year.
- Program: Drop down box. Defaults to NSLP.
- Contracting Entity: Display only field. Displays the CE name.
- CE ID: This field is optional.
- Cancel Button: Navigates to the Main Menu.
- Continue Button: Navigates to the next screen.



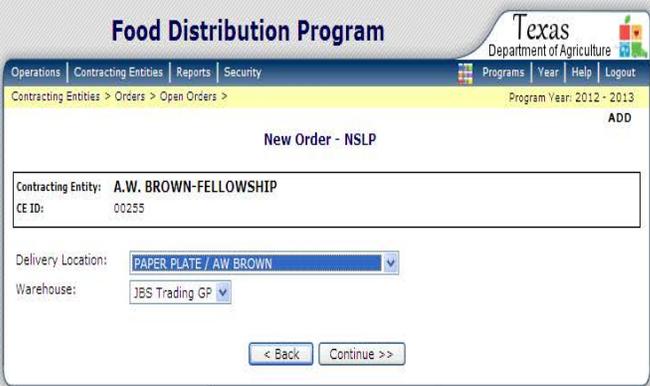
Open Order – NSLP: This screen displays a list of orders that are in *Open* status for your CE. You may create a New Order by clicking the New Order button.

- CE field: Display only field. Displays the CE name.
- CE id: Display only field. Displays the CE id.
- **No Data Available** – signifies you have no *Open* orders at this time. Note: If a list is displayed, you may view, modify or delete the order while the status is Open.
- Back Button: Navigates to the previous screen
- New Order Button: Navigates to the Delivery Order Form.



New Order – NSLP: This screen allows you to select the Delivery Location (site) for the order.

- Contracting Entity: Display only field. Displays the CE name.
- CE id: Display only field. Displays the CE id number
- Delivery Location: Drop down list. Select the Delivery Location for the order. (List defaults from the FDP Contract Packet Screen.)
 - Note: email commodityoperations@texasagriculture.gov to add additional sites to the drop down list.
- Warehouse: Display only field. Displays the name of the CE's assigned contracted warehouse.
- Back Button: Navigates to previous screen.



The screenshot shows a web application interface for the Texas Department of Agriculture. The main heading is "Food Distribution Program". The navigation menu includes "Operations", "Contracting Entities", "Reports", "Security", "Programs", "Year", "Help", and "Logout". The breadcrumb trail is "Contracting Entities > Orders > Open Orders >". The current page is titled "New Order - NSLP" and includes an "ADD" button. The form contains the following fields:

- Contracting Entity: A.W. BROWN-FELLOWSHIP
- CE ID: 00255
- Delivery Location: PAPER PLATE / AW BROWN (dropdown menu)
- Warehouse: JBS Trading GP (dropdown menu)

At the bottom of the form are two buttons: "<< Back" and "Continue >>".

- Continue Button: Navigates to the New Order Form.

Order Form – Delivery Information Section

- Contracting Entity – Display Only field. Defaults to the CE name.
- CE ID – Optional text box.
- Delivery Information:
 - Warehouse: Display only field. Displays the CE’s assigned contracted warehouse.
 - Delivery Location: Display only field. Displays the name of the delivery location/site you selected in the previous screen.
 - Delivery Address: Display only field. Displays the address of the delivery location/site.
 - Delivery Date: Drop Down List. Select the date for the delivery order. Note: the first date displayed is the next available delivery date. The dates that display are based on the route schedule assigned to you by the contracted warehouse.
 - Delivery Type: Display only field. Note: The delivery type is assigned by the contracted warehouse.
 - Contact: Display only field. Displays the contact name for the delivery site. Information defaulted from the Contract Packet; Delivery Location section.
 - Generate to Excel File: hyperlink; exports the form to excel.

Food Distribution Program Texas Department of Agriculture

Operations | Contracting Entities | Reports | Security | Programs | Year | Help | Logout

Contracting Entities > Orders > Open Orders > Combined Order > Program Year: 2012 - 2013

Order Form - NSLP
New Order

Contracting Entity: YSLETA ISD
CE ID: 00349

Delivery Information

Warehouse:	DEES FOOD SERVICE	Delivery Date:	07/30/2012
Delivery Location:	ALICIA CHACON INTERNATIONAL	Delivery Type:	Delivery
Delivery Address:	221 PRADO EL PASO, TX 79907	Contact:	MICHAEL U VASQUEZ (915) 434-0125

Order [Generate Excel File](#)

Delivery Order Form – Order Section

- **Commodity Column:** Display only field. Displays the description of item, including item number, pack size, and cost. Note: click on the hyperlink to display USDA Fact Sheet.
- **Entitlement Commodities – sub-column:** Display only field. Displays the type of commodities listed on the form; Entitlement of Bonus.
- **Available Current Allocation Column:** Display only field. Displays the quantity of cases allocated to your CE. Note: fields with zero in this column are not allocated to your CE.
- **Allocation Order Quantity Column:** This is a Text Box. Enter the number of cases requested for delivery to this delivery location. Note: The requested quantity cannot be greater than the allocated amount.
- **Available Surplus Inventory Column:** Display only field. Displays the quantity of Surplus (available) inventory that is unallocated for this contracted warehouse. Note: Surplus inventory is extra inventory that a CE may request be allocated to them. If the product is entitlement, the CE must have available entitlement to request the product.
- **Surplus Order Quantity Column:** This is a text box field. Enter the quantity of Surplus inventory requested for this site, if any.
- **Total Order Quantity Column:** Display only field. Displays the total requested for each line item.
- **Totals Column:** Display only field. Displays the grand total of all requests, by column.

Order		Generate Excel File			
Commodity	Available Current Allocation	Allocation Order Quantity	Available Surplus Inventory	Surplus Order Quantity	Total Order Quantity
Entitlement Commodities					
100121 - TURKEY BREAST DELI FRZ CTN-40 LB Pack Size: 40 LB CTN Facts USDA Value: \$102.00	0	<input type="text" value="0"/>	150	<input type="text" value="0"/>	0
100241 - PEACH FSTONE DICD FRZ CUP-96/4.4 OZ Pack Size: 96/4.4 OZ CUP Facts USDA Value: \$28.25	180	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
110237 - PEARS DICED EX LT SUCROSE CAN-6/10 Pack Size: 6/#10 CAN USDA Value: \$22.12	349	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
3731 - FC CN Home Style Breaded Chicken Pa Pack Size: 105/3.95 USDA Value: \$0.00	100	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
FTS004 - Apples Gala Pack Size: 40 lb case USDA Value: \$34.00	340	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0
Totals:		0		0	0

Delivery Order Form – Delivery Comments

- Delivery Comments: Text Box. Displays delivery comments entered in the Contract Packet – Delivery Location Profile for this site.

Delivery Order Form - Entitlement

- Remaining: Display only field. Displays the amount of entitlement remaining (uncommitted) for the CE.
- Used (Surplus Only): Display only field. Displays the value of Surplus, if any, the CE requested for this site.
- Calculate Entitlement Button: Click this button to calculate the value of surplus requested for this site and display the amount in the *Used: (Surplus Only)* field.
- Save Button: saves your entry, navigates to the Finished screen and displays and Order # for this order.
- Cancel – Cancels the order and navigates back to the Open Order screen

Delivery Comments:

Entitlement

Remaining:	\$201,649.72
Used: (Surplus Only)	\$0.00

Calculate Entitlement

Save Cancel

CE Delivery Order Form Reminders

Deadlines for Creating CE Delivery Order Form:

- CE must request items for delivery at least **48 BUSINESS hours prior** to their scheduled delivery.
 - For example, delivery date is 3rd Wednesday of the month. Create the Delivery Order Form no later than midnight Sunday or before the close of business on Friday.
 - If the delivery date is on Monday, the order must be created no later than midnight Wednesday.
- The 48 hours (two business days) provides the contracted warehouse sufficient time to process the order for delivery.
- If the CE receives an allocation of FRESH product, the CE must request the FRESH product on their next scheduled delivery date.
 - If the CE does not request the FRESH items on their next scheduled delivery, TDA will create the order for the CE. Only the FRESH items will be listed on the Order Form.

Modifications/Changes:

- A CE can modify or delete a CE Delivery Order Form if the status is OPEN. Once the status has been changed to PROCESSED, the CE must call the warehouse to make an adjustment to the order.
- If you create an order form for future weeks or months (beyond your next scheduled delivery date), you may modify those orders to include product from future allocations.
 - For example, if today is November and you create an order form for January, you may go back and “modify” your January order form with new allocations that occurred between November and January.

- If you participate in the Farm to School Program, please remember to request your Farm to School allocations on your CE Delivery Order Form for the next scheduled delivery date following the allocation.
- If you do not have a USER NAME & PASSWORD, please complete a FND 101 Form.
- You may email commodityoperations@texasagriculture.gov for a copy of the form.

Surplus Inventory:

- Surplus inventory is inventory that is greater than the original demand by the CE's in the applicable contracted warehouse region.
- Surplus inventory may be bonus or entitlement.
- Bonus surplus does not utilize entitlement.
- CE's must have available entitlement to request entitlement surplus.