

## DPI USDA Foods Ordering System

### Report Discrepancy between Order and Delivery

#### Overview

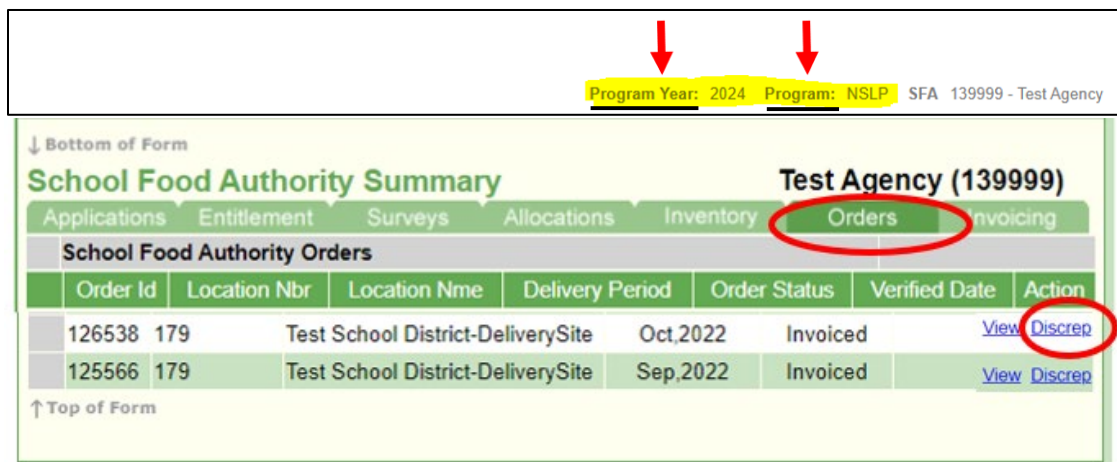
DPI generates Orders each month for **Direct Delivery and State Processed C Code Products**.

**For SFA's using State Delivery** - SFAs using State Delivery, Midwest Perishables Industries (MPI), must print the monthly order and give to staff to have in hand while receiving the MPI delivery truck. SFA staff should indicate discrepancies on the Order, and the MPI driver should mark the same discrepancies on MPI's copy. Discrepancies are reported to DPI in the WI USDA Foods Ordering System.

**For SFA's using Commercial Delivery** – For any order and delivery discrepancies, contact your commercial distributor for resolution.

#### Instructions to report a discrepancy to DPI (for SFA's using State Delivery only)

1. Login to the [WI USDA Foods Ordering System](https://wiuat.cnpus.com/fdp/Login.aspx) (<https://wiuat.cnpus.com/fdp/Login.aspx>)
  - a. If you do not have User ID and password, email [dpisnusdafoods@dpi.wi.gov](mailto:dpisnusdafoods@dpi.wi.gov), or call the Wisconsin USDA Foods team at (608)267-4598.
2. Select correct "Program Year" and "Program". Navigate to "SFA Summary" tabs.
3. Click on "Orders" tab.



The screenshot shows the 'School Food Authority Summary' page for 'Test Agency (139999)'. At the top, 'Program Year: 2024' and 'Program: NSLP' are highlighted in yellow with red arrows pointing to them. Below this is a navigation bar with tabs: Applications, Entitlement, Surveys, Allocations, Inventory, **Orders** (circled in red), and Invoicing. Under the 'Orders' tab, there is a table titled 'School Food Authority Orders' with columns: Order Id, Location Nbr, Location Nme, Delivery Period, Order Status, Verified Date, and Action. The table contains two rows of data. In the 'Action' column of the first row, the word 'Discrep' is circled in red.

Order Id	Location Nbr	Location Nme	Delivery Period	Order Status	Verified Date	Action
126538	179	Test School District-DeliverySite	Oct,2022	Invoiced		<a href="#">View</a> <a href="#">Discrep</a>
125566	179	Test School District-DeliverySite	Sep,2022	Invoiced		<a href="#">View</a> <a href="#">Discrep</a>

4. Click on "Discrep" (abbreviation for discrepancy).

5. Enter the discrepancy amounts in the white boxes on the right.
6. Click "Next Page" at bottom of screen.

100331	POTATOES WHT SLCS CAN-24/300 (A170)	24/#300 CAN	56	<input type="text" value="56"/>
100491	RICE US#2 LONG GRAIN PKG-24/2(B518)	24/2 LB PKG	32	<input type="text" value="32"/>
100893	APPLE JUICE PLST BTL- 8/64 FL (A274)	8/64 OZ PLS BTL	37	<input type="text" value="37"/>
110450	SPAGHETTI, PASTA BOX 20/1LB	20/1 LB BOX	67	<input type="text" value="30"/>
110563	SALMON PINK CANNED 24/14.75	24/14.75 OZ	28	<input type="text" value="0"/>
111480	V-MIXED VEGETABLES CAN-12/29 OZ	CAN-12/29 OZ	22	<input type="text" value="22"/>
			Total Cases: Dry	319
			<b>Total Cases All Commodities</b>	<b>367</b>

Trucker: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Rep: \_\_\_\_\_ Date: \_\_\_\_\_

7. Review the numbers entered for received are correct.
8. Click "Submit" at the bottom of the screen.

100491	RICE US#2 LONG GRAIN PKG-24/2(B518)	24/2 LB PKG	32	<input type="text" value="32"/>
100893	APPLE JUICE PLST BTL- 8/64 FL (A274)	8/64 OZ PLS BTL	37	<input type="text" value="37"/>
110450	SPAGHETTI, PASTA BOX 20/1LB	20/1 LB BOX	67	<input type="text" value="30"/>
110563	SALMON PINK CANNED 24/14.75	24/14.75 OZ	28	<input type="text" value="0"/>
111480	V-MIXED VEGETABLES CAN-12/29 OZ	CAN-12/29 OZ	22	<input type="text" value="22"/>
			Total Cases: Dry	254
			<b>Total Cases All Commodities</b>	<b>302</b>

After you click submit, a report is sent to DPI. DPI will review your Discrepancy Report, ask MPI for confirmation (or a correction), and adjust invoices and entitlement as appropriate. Your SFA's NSLP monthly claim will be credited as appropriate.

This institution is an equal opportunity provider.