

DPI USDA Foods Ordering System

Update Contact Information

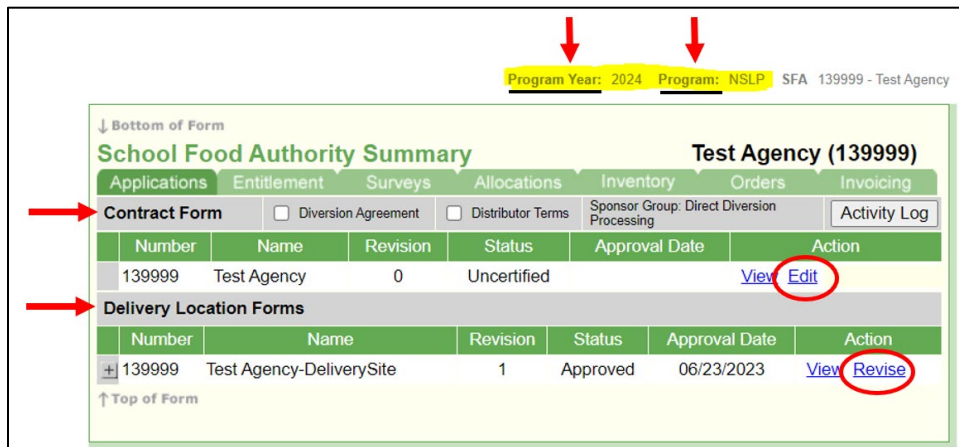
Overview

It is important to keep contact information updated for emails about USDA Foods ordering opportunities, trainings, and product announcements.

The USDA Foods “Primary Contact” receives the important emails about WI USDA Foods including time sensitive ordering opportunities. The Primary Contact is often the only staff receiving emails, and the primary contact is responsible for forwarding emails about USDA Foods to others as needed.

Instructions

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, or call the Wisconsin USDA Foods team at (608)267-4598.
2. Select correct “Program Year” and “Program”. Navigate to “SFA Summary” tabs. Click on “Application” tab.



↓ Bottom of Form

School Food Authority Summary Test Agency (139999)

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Contract Form Diversion Agreement Distributor Terms Sponsor Group: Direct Diversion Processing Activity Log

Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency	0	Uncertified		View Edit

Delivery Location Forms

Number	Name	Revision	Status	Approval Date	Action
+ 139999	Test Agency-DeliverySite	1	Approved	06/23/2023	View Revise

↑ Top of Form

3. Under Contract Form, click “Edit” or “Revise”.
 - a. Clicking “View” is View Only, and you will not be able to save any changes.
4. Enter all your updates. Primary Contact receives almost all emails regarding USDA Foods. The FDP Alternate is only emailed if the primary contact email is no longer valid. The Food Safety Coordinator receives emails about USDA Foods Product Recalls.

Summary Allocations Orders Reports Resources
 Home > Summary Menu > SFA Summary > SFA Contract Form
 Program Year: 2023 Program: NSLP SFA 100007 - Test School District

FDP Wisconsin Department of Public Instruction
 School Food Authority Contract Form Program: NSLP
 Test School District (100007) 2022-2023 Program Year
 Pending Submission Revision 3

↓ Bottom of Form

Mailing Address **Street Address (if different than Mailing Address)**

(1) Addr1: 510 W Main St (6) Addr1:
 (2) Addr2: (7) Addr2:
 (3) City: Happytown (8) City:
 (4) State: WI (5) Zip Code: 59999 (9) State: WI (10) Zip Code:

FDP Primary Contact **FDP Alternate Contact (if Applicable)**

(11) Name: Ms. Callie Flower (18) Name: Mr. Don Baker
 (12) Title: Food Service Supervisor (19) Title: Assistant Administrator
 (13) E-mail: cflower@happy.k12.wi.us (20) E-mail: cbaker@happy.k12.wi.us
 (14) Phone: (715) 222-5555 (15) Ext.: (21) Phone: (715) 222-5556 (22) Ext.:
 (16) Fax: (17) Ext.: (23) Fax: (24) Ext.:

Food Safety Coordinator **Food Safety Coordinator Backup**

(25) Name: Ms. Callie Flower (32) Name: Mr. Don Baker
 (26) Title: Food Service Supervisor (33) Title: Assistant Administrator
 (27) E-mail: cflower@happy.k12.wi.us (34) E-mail: cbaker@happy.k12.wi.us
 (28) Phone: (715) 222-5555 (29) Ext.: (35) Phone: (715) 222-5556 (36) Ext.:
 (30) Fax: (31) Ext.: (37) Fax: (38) Ext.:

Program Information
 (40) Program Verification Date: 9/6/2022

Important! Primary receives USDA Foods emails and order opportunities!

Food Safety receives emails about Product Recalls

Alternate only used if can't reach Primary

5. Scroll down and click "Submit" at the bottom.

6. Now your Application is in Pending Approval until DPI approves your updates.

This institution is an equal opportunity provider.