

DPI USDA Foods Ordering System

Update Delivery Information

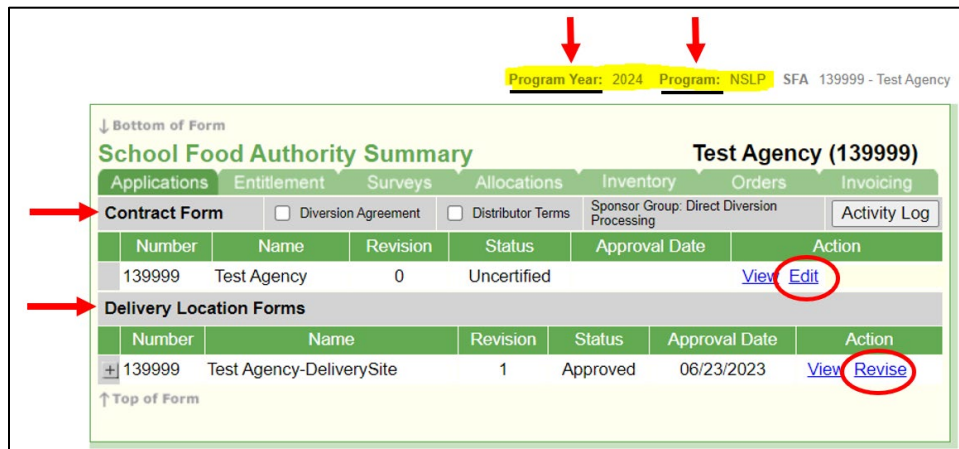
Overview

If your SFA opts for State Delivery with Midwest Perishable Industries (MPI), it is important to keep the “Application Delivery Location Form” updated. MPI emails the delivery date and approximate delivery time to the Delivery Contact and will deliver to the Delivery Address entered on this screen.

If your SFA opts for Commercial Distributor delivery – you do not need to update delivery information here (work with your commercial distributor).

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.



Program Year: 2024 Program: NSLP SFA 139999 - Test Agency

↓ 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

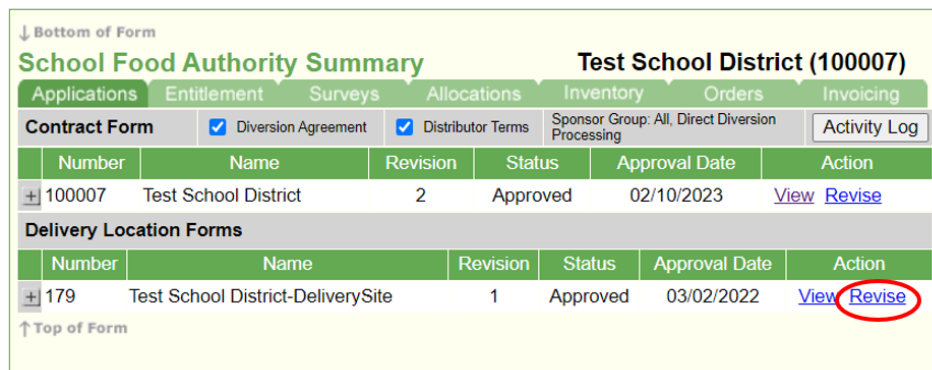
Number	Name	Revision	Status	Approval Date	Action
139999	Test Agency	0	Uncertified		View Edit

Delivery Location Forms

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

↑ Top of Form

3. Under Delivery Location Form, click “Revise” or “Edit”.
 - a. Clicking “View” is View Only, and you will not be able to save any changes.



↓ Bottom of Form

School Food Authority Summary Test School District (100007)

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

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

Number	Name	Revision	Status	Approval Date	Action
+	Test School District	2	Approved	02/10/2023	View Revise

Delivery Location Forms

Number	Name	Revision	Status	Approval Date	Action
+	Test School District-DeliverySite	1	Approved	03/02/2022	View Revise

↑ Top of Form

4. Enter all your delivery information updates.

Important to keep updated for SFAs receiving delivery from Midwest Perishable Industries (MPI)!

The screenshot shows the 'SFA Delivery Location Form' from the Wisconsin Department of Public Instruction. The form is for 'Test School District-DeliverySite (179)' and is in 'Pending Submission' status, 'Revision 2'. It includes fields for 'Delivery Address (Do Not Use PO Box)', 'Delivery Contact', and 'Alternate Delivery Contact'. Two blue arrows point to the 'Delivery Address' and 'Delivery Contact' sections, with text indicating their importance for SFAs receiving delivery from MPI and for receiving USDA Foods delivery emails. The 'Delivery Address' section includes fields for (1) Addr1, (2) Addr2, (3) City, (4) State, and (5) Zip Code. The 'Delivery Contact' section includes fields for (6) Name, (7) Title, (8) Email, (9) Phone, and (10) Ext. The 'Alternate Delivery Contact' section includes fields for (13) Name, (14) Title, (15) Email, (16) Phone, and (17) Ext. The 'Delivery Information' section includes a checkbox for (20) Storage Capabilities, with 'Dry', 'Cooler', and 'Freezer' checked. The form also shows 'Created by: 100007', 'Date Created: 2/24/2022', 'Modified by: anlead', and 'Date Modified: 3/2/2022'. There are 'Submit' and 'Cancel' buttons at the bottom.

Important! For SFAs receiving delivery from MPI!

Important! Delivery contact receives USDA Foods delivery emails!

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

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