DPI USDA Foods Ordering System

View and Print Monthly Orders

Overview

DPI generates Orders each month for **Direct Delivery and State Processed C Code Products**. Orders are based on items on the SFAs Surveys AND the products that are actually in our contracted warehouse. Sometimes expected deliveries are late to our contracted warehouse, so those items do not get put on the SFA's Order for the month the SFA expected (information from the Survey tab).

If an expected product is late arriving to the contracted warehouse, those cases are considered delayed. When the late truck arrives, those cases may be added to the SFA's next month's order. If USDA or DPI cancels orders, those cases will be removed from the SFA's survey, and they will not be on the Order.
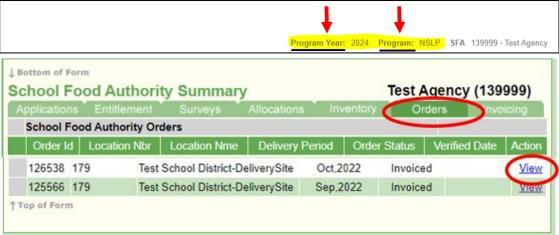
For State Delivery only - SFAs using State Delivery, Midwest Perishables Industries (MPI), must print the monthly order and give to staff to have on hand while receiving the MPI delivery truck.

Note – DPI does not generate an "Order" for **USDA DoD Produce, Direct Diversion, or Cheese Rebate.**

Instructions

1. Login to the WI USDA Foods Ordering System (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.

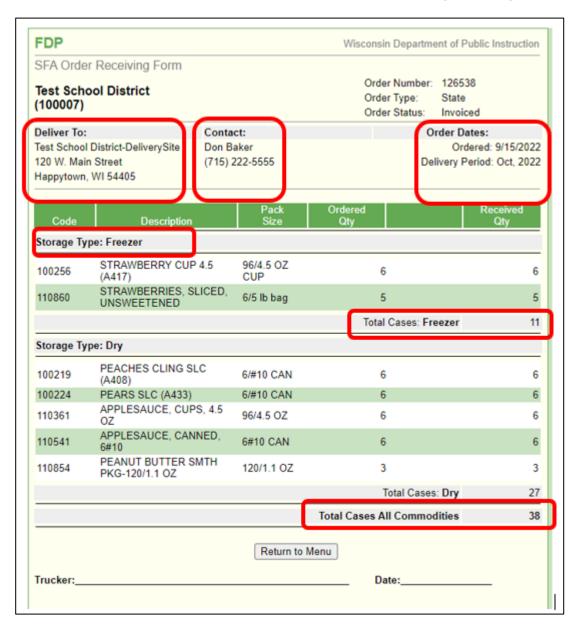2. Select correct "Program Year" and "Program". Navigate to "SFA Summary" tabs.

3. Click on "Orders" tab.

4. Click on "View"

5. Review Your Order

    a. Deliver To: If your SFA uses MPI for deliveries, this is the address they deliver. If this is wrong, contact DPI right away.

    b. Contact: If your SFA uses MPI for deliveries this is the person that MPI will email with delivery date and approximate time.

    c. Ordered: This is the date DPI generated the order (during the month previous to the order month)

    d. Delivery Period: This is the delivery month (for commercial distributors, you may need to request delivery in their system.)

    e. Storage Type: Order is sorted by storage type for storage planning purposes.

    f. Total Cases: Case count are subtotaled and totaled for storage planning purposes.

FDP Wisconsin Department of Public Instruction

SFA Order Receiving Form

Test School District
(100007)

Order Number: 126538
Order Type: State
Order Status: Invoiced

Deliver To:
Test School District-DeliverySite
120 W. Main Street
Happytown, WI 54405

Contact:
Don Baker
(715) 222-5555

Order Dates:
Ordered: 9/15/2022
Delivery Period: Oct, 2022

Code	Description	Pack Size	Ordered Qty		Received Qty
Storage Type: Freezer					
100256	STRAWBERRY CUP 4.5 (A417)	96/4.5 OZ CUP	6		6
110860	STRAWBERRIES, SLICED, UNSWEETENED	6/5 lb bag	5		5
				Total Cases: **Freezer**	11
Storage Type: Dry					
100219	PEACHES CLING SLC (A408)	6/#10 CAN	6		6
100224	PEARS SLC (A433)	6/#10 CAN	6		6
110361	APPLESAUCE, CUPS, 4.5 OZ	96/4.5 OZ	6		6
110541	APPLESAUCE, CANNED, 6#10	6#10 CAN	6		6
110854	PEANUT BUTTER SMTH PKG-120/1.1 OZ	120/1.1 OZ	3		3
				Total Cases: **Dry**	27
				Total Cases All Commodities	38

[Return to Menu]

Trucker:_____ Date:_____

6. If your SFA uses MPI for deliveries, be sure your receiving staff have the Order in hand to verify while MPI driver is still at your location.

7. Click on "Return to Menu" at bottom.

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