



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application SWP Ordering Module Site Manual

Application Guide

Application Guide

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Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

Date	Version	Description	Author
04/13/2015	1.0	Online Application SWP Ordering Module Site Guide	Frank Speed

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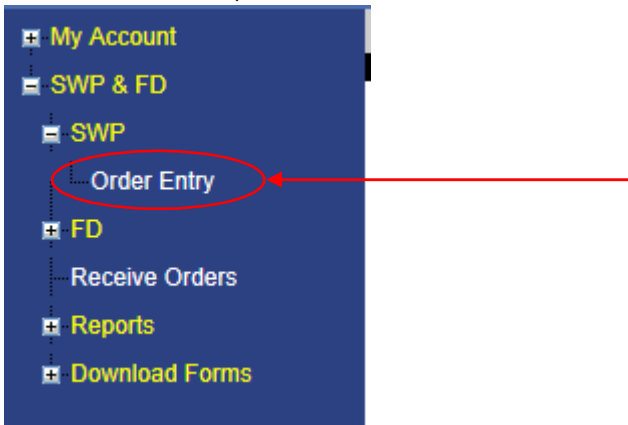
Placing an SWP Order

**Internet Explorer is the recommended web browser for the CNP Online Application*

1. Log in to the Online Application

The screenshot shows the login interface for the Alabama Department of Education Child Nutrition Programs. At the top, a blue header contains the text "ALABAMA DEPARTMENT OF EDUCATION CHILD NUTRITION PROGRAMS". Below this, the main heading reads "NEW LOGIN SCREEN FOR CNP ONLINE APPLICATION". Underneath, a sub-heading says "Login in to access the CNP Online Application and Claims". The login form includes fields for "Login Name" and "Password", a "Login" button, and a checkbox for "Remember Password (Only for State Agency Staff)". A red "Attention CNP Participants:" notice is present, stating that effective April 1, 2011, initial claims must be received within 20 days and revisions within 50 days. A link for "Online Workshop Registration" is also visible.

2. From the left menu, click on SWP&FD → SWP → Order Entry



3. Select a delivery week from the drop down list

The screenshot shows the "STATEWIDE PROCUREMENT ORDER ENTRY" form. It features a "Delivery Site:" dropdown menu with "Test Elementary School" selected. To its right is a "Delivery Week:" dropdown menu with a list of dates: "Jun 09, 2014", "Jun 16, 2014", "Jun 23, 2014", and "Jun 30, 2014". Below the dropdowns are "CANCEL ORDER" and "CHECK OUT" buttons. A "SELECT" button is located to the right of the "Delivery Week:" dropdown.

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- Click "Select" button

STATEWIDE PROCUREMENT ORDER ENTRY

Delivery Site: Delivery Week: SELECT

- Enter an item number and quantity into the Item Number and Quantity fields(*)

SWP ORDER ENTRY

Item Number	Quantity	Price	Item Total Cost	Item Brand	Pack Type	Description
<input type="text" value="11"/>	<input type="text" value="1"/>	\$35.98	\$35.98	Tyson	1/48 Count	Chicken breasts, split, individually frozen
<input type="text" value="2"/>	<input type="text" value="2"/>	\$33.09	\$66.18	Gold Kist	95/3 Oz	Chicken patty, breaded
<input type="text" value="3"/>	<input type="text" value="3"/>	\$14.53	\$43.59	King's Delight	97/1 Oz	Chicken for Biscuit
<input type="text" value="4"/>	<input type="text" value="4"/>	0	0	Koch	2/5Lb	Chicken Tenderloins, Whole Muscle

- Click the tab button move to the next line

- Once all items have been ordered, click the Check Out button to submit the order

STATEWIDE PROCUREMENT ORDER ENTRY

Delivery Site: Delivery Week: SELECT

CHECK OUT

SWP ORDER ENTRY

Item Number	Quantity	Price	Item Total Cost	Item Brand	Pack Type	Description
<input type="text" value="11"/>	<input type="text" value="1"/>	\$35.98	\$35.98	Tyson	1/48 Count	Chicken breasts, split, individually frozen
<input type="text" value="2"/>	<input type="text" value="2"/>	\$33.09	\$66.18	Gold Kist	95/3 Oz	Chicken patty, breaded
<input type="text" value="3"/>	<input type="text" value="3"/>	\$14.53	\$43.59	King's Delight	97/1 Oz	Chicken for Biscuit
<input type="text" value="4"/>	<input type="text" value="4"/>	\$20.93	\$83.72	Koch	2/5 Lb	Chicken Tenderloins, Whole Muscle
<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$0.00			

- To cancel an order, click the "Cancel" (**) button

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- Upon checking out you will be presented with a message stating that the order has been submitted and an option that will allow you to print a summary report of the order

STATEWIDE PROCUREMENT ORDER ENTRY

Delivery Site:

Delivery Week:

The following order has been submitted
This order has not been verified

PRINT

Item Number	Quantity	Price	Total Cost	Brand	Pack Type	Description
11	1	\$35.98	\$35.98	Tyson	1/48 Count	Chicken breasts, split, individually frozen
2	2	\$33.09	\$66.18	Gold Kist	95/3 Oz	Chicken patty, breaded
3	3	\$14.53	\$43.59	King's Delight	97/1 Oz	Chicken for Biscuit
4	4	\$20.93	\$83.72	Koch	2/5 Lb	Chicken Tenderloins, Whole Muscle
Order Total : \$229.47						

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Placing an SWP Order for the Same Site and a New Delivery Week

1. Click the “New Order” button to place a new order for a different delivery week. This will clear the screen of the previous order and unlock the Delivery Week dropdown box.

STATEWIDE PROCUREMENT ORDER ENTRY

Delivery Site: Delivery Week:

The following order has been submitted
 This order has not been verified

PRINT

Item Number	Quantity	Price	Total Cost	Brand	Pack Type	Description
11	1	\$35.98	\$35.98	Tyson	1/48 Count	Chicken breasts, split, individually frozen
2	2	\$33.09	\$66.18	Gold Kist	95/3 Oz	Chicken patty, breaded
3	3	\$14.53	\$43.59	King's Delight	97/1 Oz	Chicken for Biscuit
4	4	\$20.93	\$83.72	Koch	2/5 Lb	Chicken Tenderloins, Whole Muscle
Order Total : \$229.47						

2. Select a delivery week from the drop down list
3. Click the Select button
4. Enter an item number and quantity into the Item Number and Quantity fields(*)
5. Click the tab button move to the next line
6. Once all items have been ordered, click the Check Out button to submit the order
7. To cancel an order, click the “Cancel” (**) button

(*) If the “Please wait...” popup message appears (it appears during the data saving process), click “OK” then continue.

(**) The order is **only** canceled when the “Cancel Order” button is clicked. If you close the browser without canceling, the order is still there to be canceled or submitted.

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Receiving an Order

This process is the same for both SWP and Commodity Orders. If a site has both an SWP and a Commodity order for the same delivery week to receive, both orders will appear on the same approval page.

1. Log in to the Online Application

ALABAMA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS

NEW LOGIN SCREEN FOR CNP ONLINE APPLICATION

Login in to access the CNP Online Application and Claims

Login Name:

Password:

Remember Password (Only for State Agency Staff)

Attention CNP Participants:
Effective April 1, 2011, initial claims are required to be received within twenty (20) days of the month reported and upward (\$) revisions must be received within fifty (50) days of the month reported.

[Online Workshop Registration](#)

2. From the left menu, click on SWP&FD → Receive Orders

- My Account
- SWP & FD
 - SWP
 - Order Entry
 - FD
 - Receive Orders**
 - Reports
 - Download Forms

3. Select an Approval Code from the Approval Code dropdown list

RECEIVE ORDERS

Delivery Site:

Approval Code:

00000006302014

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4. Click "Select" button(*)
5. If the quantity received was different from the quantity ordered, enter the received amount in the "Quantity Received" field
6. Click "Recalculate" button

RECEIVE ORDERS

Delivery Site:
Approval Code:

Statewide Procurement Order Receipt

Item Number	Item Name	Quantity	Price	Item Total Cost	Quantity Received	Received Item Total Cost
11	Chicken breasts, split, individually frozen	1	35.98	35.98	<input type="text" value="1"/>	35.98
2	Chicken patty, breaded	2	33.09	66.18	<input type="text" value="2"/>	66.18
3	Chicken for Biscuit	3	14.53	43.59	<input type="text" value="2"/>	29.06
4	Chicken Tenderloins, Whole Muscle	4	20.93	83.72	<input type="text" value="2"/>	41.86
				Order Total : \$229.47	Received Order Total : \$173.08	

SWP Invoice Number: ! Please Enter SWP Invoice Number

7. Enter the invoice number

RECEIVE ORDERS

Delivery Site:
Approval Code:

Statewide Procurement Order Receipt

Item Number	Item Name	Quantity	Price	Item Total Cost	Quantity Received	Received Item Total Cost
11	Chicken breasts, split, individually frozen	1	35.98	35.98	<input type="text" value="1"/>	35.98
2	Chicken patty, breaded	2	33.09	66.18	<input type="text" value="2"/>	66.18
3	Chicken for Biscuit	3	14.53	43.59	<input type="text" value="2"/>	29.06
4	Chicken Tenderloins, Whole Muscle	4	20.93	83.72	<input type="text" value="2"/>	41.86
				Order Total : \$229.47	Received Order Total : \$173.08	

SWP Invoice Number:

8. Click "Save Invoice Number(s)" button to save the data
9. Entering an Invoice Number will remove the order from the dropdown list

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Viewing Reports

1. Log in to the Online Application (<https://cnpforms.alsde.edu>)

**ALABAMA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS**

NEW LOGIN SCREEN FOR CNP ONLINE APPLICATION

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Login Name

Password

Remember Password (Only for State Agency Staff)

Attention CNP Participants:
Effective April 1, 2011, initial claims are required to be received within twenty (20) days of the month reported and upward (\$) revisions must be received within fifty (50) days of the month reported.

[Online Workshop Registration](#)

2. From the left menu, click on SWP&FD → Reports



3. Select either SWP Reports or FD Reports
4. A grid will appear at the top of the screen listing all of the available reports

Grocery Order Form	Orders Placed on Request List	Verified Orders List	Purchase Order - Requisition Report	Purchase Order - Requisition Report with General Ledger Detail	Receiving List
Inventory List	General Ledger Detail List	Item Category List	Approved Product List	Usage Reports	Order Status
Orders Made					

5. Select a report by clicking on the report's name

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6. Complete the required fields and click the Show Report button to view the report

PURCHASE ORDER - REQUISITION REPORT

Program Year	<input type="text" value="2015"/>
System	<input type="text" value="Test City School System"/>
Delivery Site	<input type="text" value="Test Elementary School"/>
Delivery Week	<input type="text"/>
Approval Code	<input type="text"/>

7. Unless provided with an option all reports will render in PDF.