



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAMS

SWP Ordering Module - Vendor User Guide

Application Guide

Contents

Revision History	3
Revision History Chart	3
1. How do I get started?	4
2. Customer Number Management	4
3. Downloading Orders.....	6
4. Viewing Reports	8

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	Owner
4/13/2015	1.0	Online Application Vendor User Guide	Child Nutrition
6/20/2016	2.0	Updated screenshots	Child Nutrition

User Guide

1. How do I get started?

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

Login in to access the CNP Online Application and Claims

Login Name

Password

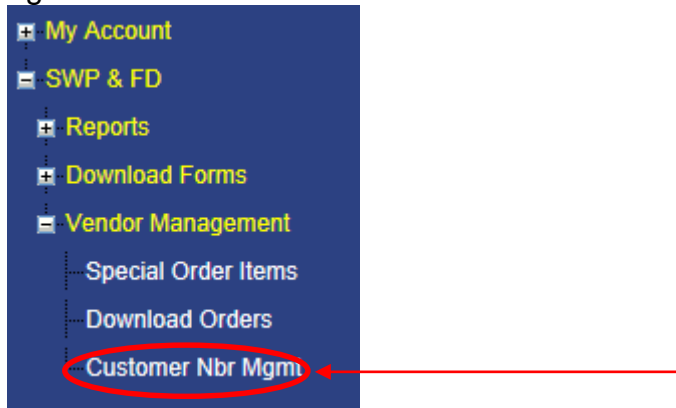
Remember Password (Only for State Agency Staff)

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. Customer Number Management

1. From the left menu, click on SWP&FD → Vendor Management → Customer Nbr Mgmt



2. Select a Region from the dropdown box and click the Select button

CUSTOMER NUMBER MANAGEMENT

Select Warehouse Select Region

- Region 1
- Region 2
- Region 5
- Region 6

User Guide

- In the screen that appears enter or update the customer numbers for your sites and click the Update Customer Number button at the bottom of the page to save the changes

School Name	Sponsor No	Site Code	Customer Number
Barbour County Primary School	003	0025	<input type="text"/>
Barbour County High School	003	0020	<input type="text"/>
Barbour County Intermediate School	003	0035	<input type="text"/>
Barbour County Junior High School	003	0040	<input type="text"/>
Bullock County High School	006	0050	<input type="text"/>
South Highlands Middle School	006	0030	<input type="text"/>
Union Springs Elem School	006	0040	<input type="text"/>
Georgiana School	007	0085	<input type="text"/>
Greenville Elementary School	007	0050	<input type="text"/>

3. Downloading Orders

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

Login in to access the CNP Online Application and Claims

Login Name

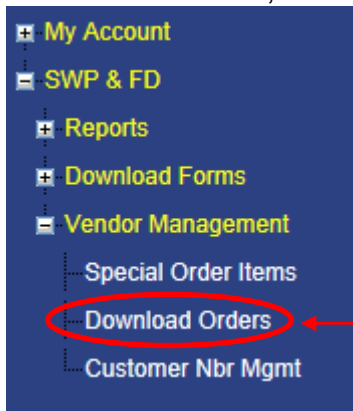
Password

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](#)

1. From the left menu, click on SWP&FD → Vendor Management → Download Orders



2. Select a Region from the dropdown box and click the Select button

DOWNLOAD ORDER MANAGEMENT

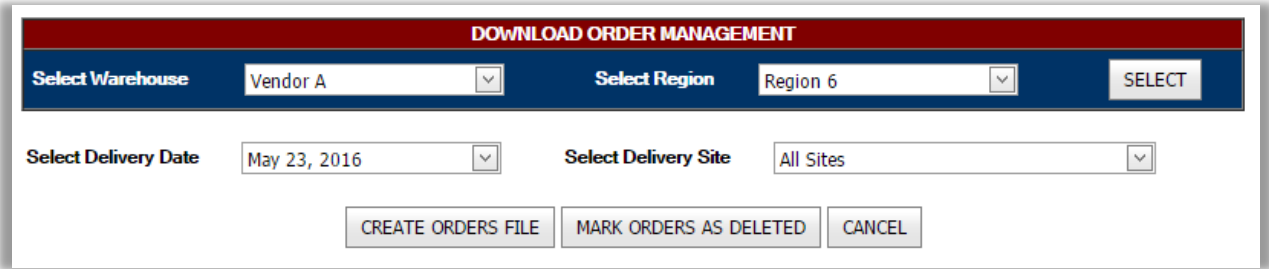
Select Warehouse: Vendor A

Select Region:

- Region 1
- Region 2
- Region 5
- Region 6

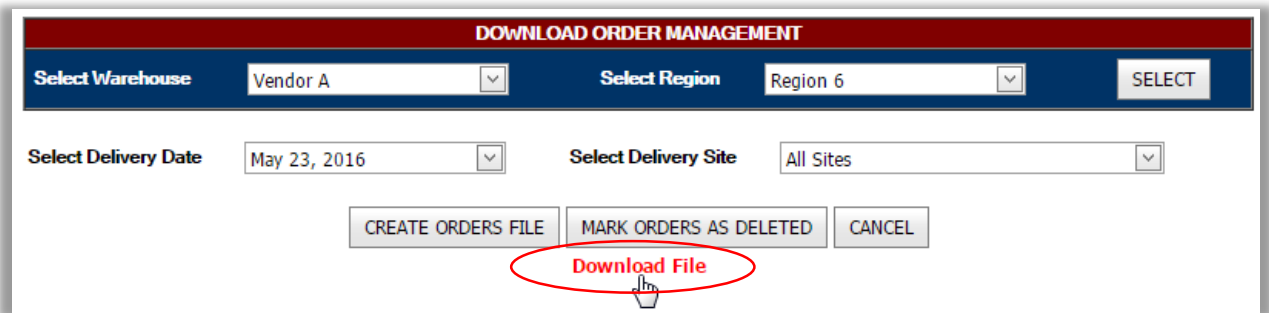
User Guide

3. Select a Delivery Site and Delivery Week from the dropdown boxes



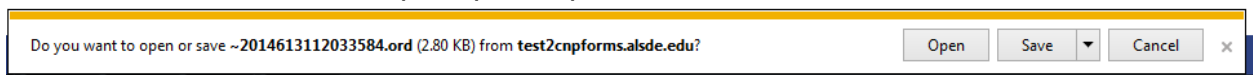
The screenshot shows the 'DOWNLOAD ORDER MANAGEMENT' interface. At the top, there is a red header bar with the title. Below it, there are two rows of dropdown menus. The first row has 'Select Warehouse' set to 'Vendor A', 'Select Region' set to 'Region 6', and a 'SELECT' button. The second row has 'Select Delivery Date' set to 'May 23, 2016' and 'Select Delivery Site' set to 'All Sites'. At the bottom, there are three buttons: 'CREATE ORDERS FILE', 'MARK ORDERS AS DELETED', and 'CANCEL'.

4. Click the Create Orders File button to build the import file with the orders matching the criteria selected in the dropdown boxes
5. After clicking the Create Orders File button, a Download File link will appear.



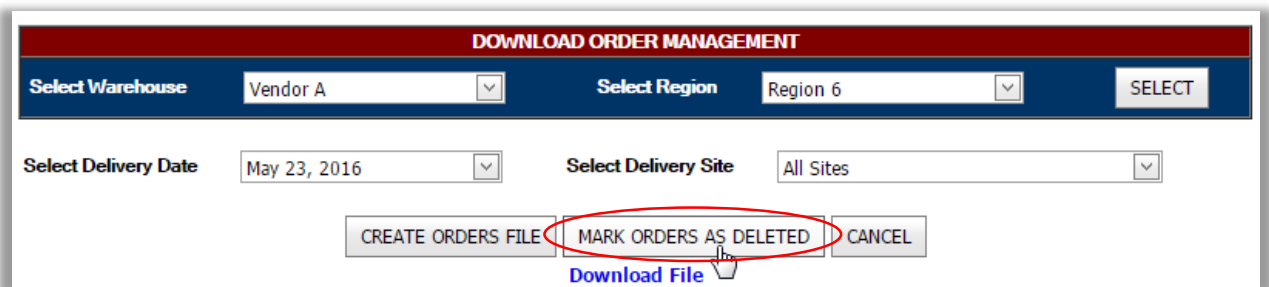
This screenshot is identical to the previous one, but with a red oval highlighting the 'Download File' link that appears below the 'MARK ORDERS AS DELETED' button. A mouse cursor is pointing at the link.

6. Click the link and follow the prompt to Open or Save the file.



The screenshot shows a file download prompt dialog box. The text inside reads: 'Do you want to open or save ~2014613112033584.ord (2.80 KB) from test2cnpforms.alsde.edu?'. There are three buttons: 'Open', 'Save', and 'Cancel'.

7. After securing the file, you have the option to "Mark the Orders as Deleted". Clicking this button will delete the orders contained in the file from your view. If you do not delete the orders, the orders will appear each time you generate an orders file.



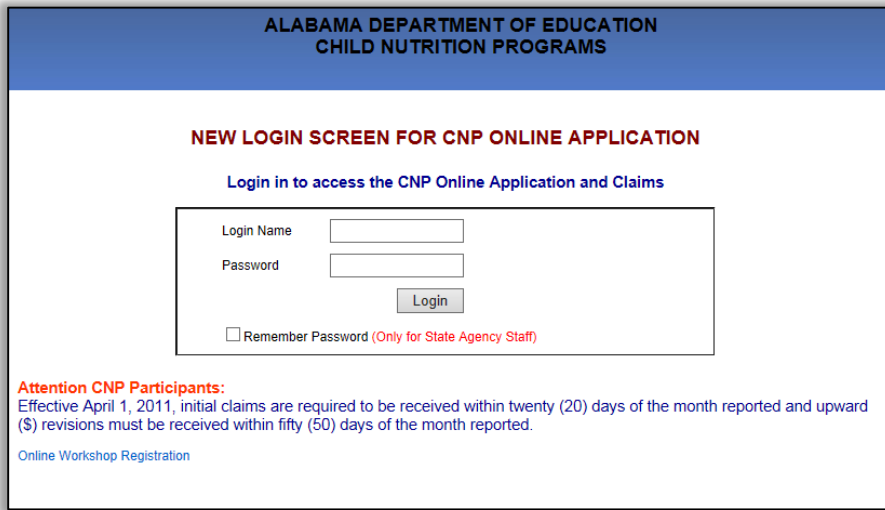
This screenshot is identical to the previous one, but with a red oval highlighting the 'MARK ORDERS AS DELETED' button. A mouse cursor is pointing at the button. Below the button, the 'Download File' link is visible.

We recommend completing this step only after you have imported the file into your system.

User Guide

4. Viewing Reports

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



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	Verified Orders List	Order Status	Usage Reports	Orders Made	
--------------------	----------------------	--------------	---------------	-------------	--

SWP

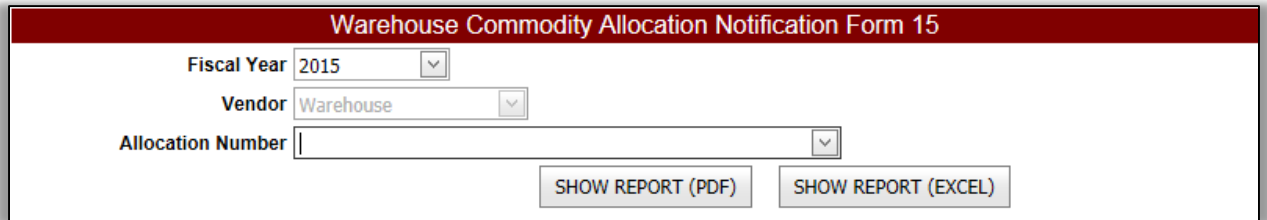
Warehouse Commodity Allocation Notification Form 15	Commodity Notice Of Arrival Of Donated Food Form 12	Commodity Items Ordered For Warehouse
---	---	---------------------------------------

Commodities

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

User Guide

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



Warehouse Commodity Allocation Notification Form 15

Fiscal Year

Vendor

Allocation Number

7. Click the Show Report (PDF) button for an Adobe PDF version of the report or click the Show Report (Excel) button to download a copy of the report in Excel format.