

Office for Child Nutrition

CATS.NET Sponsor User's Guide for Demand Ordering

November 2014

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What is Demand Ordering

Demand Ordering is the process of the agencies pre-ordering commodity items prior to the beginning of a school year so that the State may plan and place orders in advance to the USDA and food processors without over ordering.

Objectives of Demand Ordering

- Help minimize inventory levels at state-contracted warehouses by only ordering the quantity of an item that was demand ordered by the agencies
- Tool to maximize entitlement used by schools to help offset food costs by emphasizing the use of entitlement dollars for direct diversion, DOD Fresh Fruit and Vegetable Program, as well as the brown box and processed items delivered through the State contracted warehouses

The Demand Ordering Process

The Demand Ordering Process consists of the following steps:

- 1) OCN determines which products are to be offered to the sponsors on a demand ordering basis for the upcoming school year
- 2) OCN sets up the Demand Ordering Survey for the upcoming school year and makes the survey available to the schools
- 3) Once the surveys are closed, OCN will tally the requests for each item by month to determine how much and when to have deliveries made to the warehouses
- 4) Prior to the monthly ordering process beginning for the upcoming school year, demand order items will be allocated to each sponsor by month using the quantity entered in the corresponding Demand Order Survey
- 5) As orders are opened each month, the sponsors will see the quantities of each demand order item entered into the survey under the Allocated column of the order form. There also may be surplus items and 60 day demand items available on an order form.
- 6) Sponsors will complete their orders and the goods will be shipped. All demand ordered items must be ordered on the monthly order form at 100% of the quantity requested in the Demand Order Survey

Demand Ordering Timeline

- **November 30, 2014** – Determine commodity items that will be demand ordered for the 2015-2016 school year
- **December 31, 2014** – Set up the Demand Order Survey and make available to the sponsors
- **January 31, 2015** – Close the Demand Order Surveys and begin the order planning phase
- **March 1, 2015 through April 30, 2015** – Place orders to the USDA for brown box items and raw commodities to be shipped to food processors
- **July 10, 2015** – Open the order form for August 2015

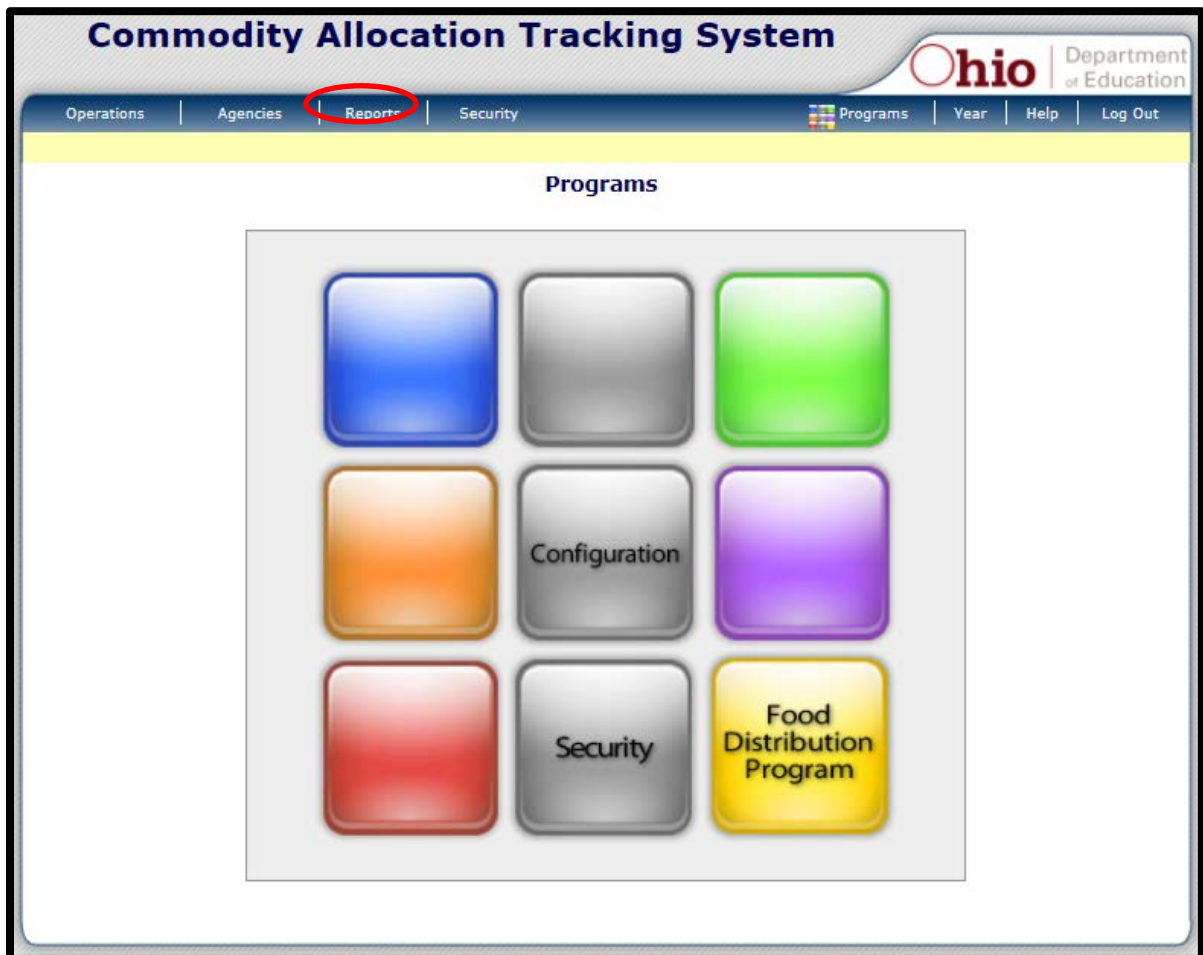
Demand Order Planning Tools

Demand Ordering Report

The Demand Ordering Report will be available to all sponsors so they may review the ordering of commodity items for the current and previous school years. This report will show how much of each commodity item was delivered to the sponsor by month.

The sponsor should use these ordered quantities to help project what they will be ordering by month in the upcoming school year.

1. After signing into CATS.NET, click "Reports" on the top menu bar to bring up the Reports Menu.



- Click the link for the Demand Order Report to bring up the Demand Ordering Report Parameters page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Program Year: 2014 - 2015

Food Distribution Program Reports

Report Filters

Report Group: ALL [v]

Apply Filter

Report List

Shipping and Invoicing Reports

Item	Description
Value of Commodities Offered/Received	Lists offered and received values by agency for entitlement, bonus and converted commodities.

Recipient Agency Reports

Item	Description
Account Balance Report	Generates Account Balance reports for one or more IRNs.
Demand Ordering Report	Displays the number of units shipped and their value, by month, for a selected Program and Program Year.
Statement of Commodities Shipped Report - OH	This report displays a statement of Commodities shipped for each agency in a selected Program Year, Program and Warehouse by County.

- Click the link for the Demand Order Report.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Program Year: 2014 - 2015

Demand Ordering Report Parameters

Program Year: 2014 - 2015 [v]

Program: NSLP [v]

Agency: XYZ-000012 [v]

Commodity Group: All Groups [v]

Commodity: All Commodities [v]

Sort Order: Item Number Description

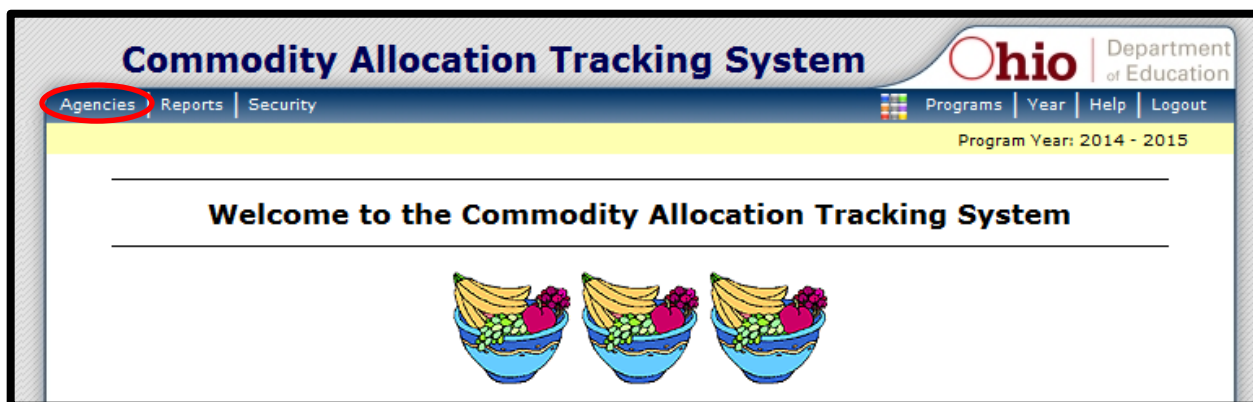
[Create Report](#) Cancel

- Select the desired Program Year and whether you desire the report sorted by Commodity Item Number or Description. All other values should remain unchanged. Click the <Create Report> button to bring up the report.

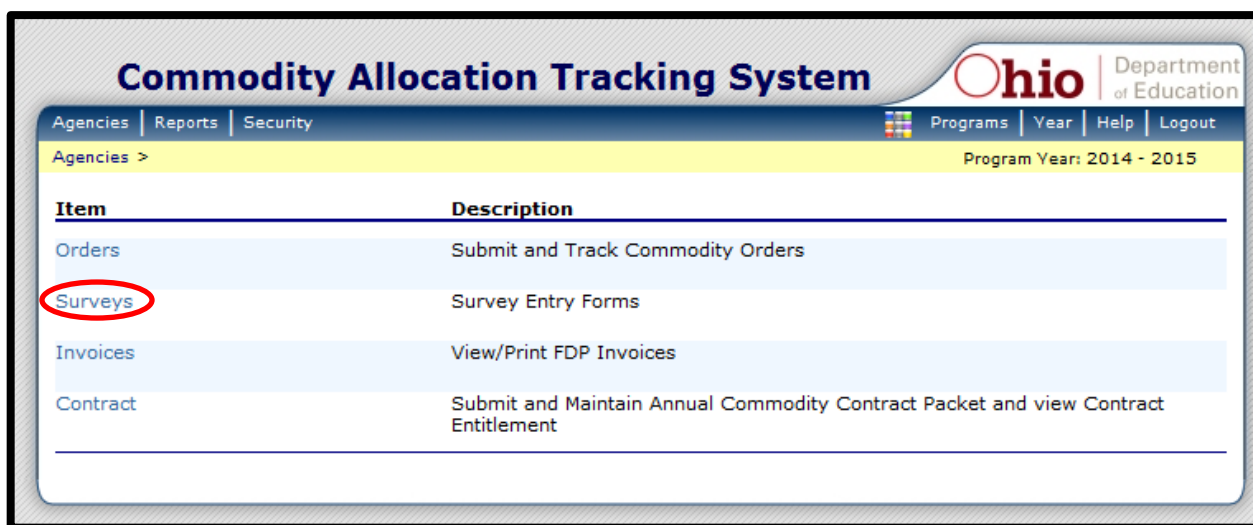
Demand Ordering Report															Ohio Department Of Education Food Distribution Program	
Agency: XYZ-000012															Program Year: 2014 - 2015	
Commodity Group: All Groups															Program: NSLP	
Commodity: All Commodities																
Item Number	Description	USDA Value Per Unit	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Units Received	Total USDA Value
P852	Ravioli Cheese Whole Grain	\$10.76	0	0	7	0	0	0	0	0	0	0	0	0	7	\$75.32
101031	Rice Brn US#1 Long Parboiled 25#	\$9.45	0	8	1	0	0	0	0	0	0	0	0	0	9	\$85.05
100434	Rotini Whole Grain 20	\$7.76	0	4	0	0	0	0	0	0	0	0	0	0	4	\$31.04
100330	Salsa Canned	\$19.88	0	3	1	0	0	0	0	0	0	0	0	0	4	\$79.44
100427	Spaghetti Whole Grain 20	\$6.71	0	0	1	0	0	0	0	0	0	0	0	0	1	\$6.71
100256	Strawberry Cups	\$36.25	0	4	12	0	0	0	0	0	0	0	0	0	16	\$580.00
110394	Tortilla, Whole Grain, Frozen, 27lb	\$17.20	0	7	2	0	0	0	0	0	0	0	0	0	9	\$154.80
P845	Turnovers Apple I/W WG 3, 96oz.	\$8.16	0	0	1	0	0	0	0	0	0	0	0	0	1	\$8.16
P880	WGR Berry Apple Crisp Nutrition Bar	\$0.89	0	0	2	0	0	0	0	0	0	0	0	0	2	\$1.78
P877	WGR Cinnamon Crisp Nutrition Bars	\$0.70	0	0	1	0	0	0	0	0	0	0	0	0	1	\$0.70
P878	WGR Cocoa Raisin Nutrition Bars	\$2.11	0	0	5	0	0	0	0	0	0	0	0	0	5	\$10.55
Total Units Received by Month:			0	168	522	0	0	0	0	0	0	0	0	0	688	\$16,952.58
10/31/2014															Page 3	

Entering a Demand Order Survey

1. After signing into CATS.NET, click “Agencies” on the top menu bar to bring up the Agency Main Menu.



2. Next, select “Surveys” on the Agency main Menu to bring up the Surveys Menu.



3. Make sure the “Program Year” and “Program” is correct and then click “Continue” to access the Survey Entry – NSLP page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > **Survey Entry** | Program Year: 2014 - 2015

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Survey Search

Program Year: 2014 - 2015
 Program: NSLP
 Agency: XYZ - 000012
 IRN:

Continue >> | Cancel

4. Click the “Survey Number” link for the corresponding demand order survey to be entered. This will bring up the Survey Form – NSLP page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > **Survey Entry - NSLP** | Program Year: 2014 - 2015

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
137	Not Submitted	Demand Order	Test Type A	08/31/2014	Open

Cancel

- On the Survey Form – NSLP page, start entering the quantity of each item for each month ordered.

Commodity Allocation Tracking System

Operations | Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Surveys > Survey Form >
Program Year: 2014 - 2015

Survey Form - NSLP

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Survey Information

Survey Number:	137	Survey Type:	Demand Order
Due Date:	08/31/2014	Survey Name:	Test Type A

Special Instructions

Test Type A (Demand Order) Survey

Survey Form

Commodity	Unit Type	Units					
100258 - Apple Slices Frozen Entitlement Pack Size: 30 LB CTN / Facts Est. USDA Entitlement Value: \$14.59 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	Dec
		<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
100018 - Cheese American Sliced Entitlement Pack Size: 6/5 LB / Facts Est. USDA Entitlement Value: \$63.97 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	Dec
		<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
100212 - Fruit Mix Canned Entitlement Pack Size: 6/#10 CAN / Facts Est. USDA Entitlement Value: \$27.16 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	Dec
		<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="4"/>

Entitlement and Charges

Entitlement Remaining:	\$5,344.03	Estimated S&H Charges	\$0.00
Estimated Entitlement Used:	\$2,845.01	Estimated Processing Charges	\$0.00

< Back
Calculate Entitlement
Continue >>

NOTE: If the entry box next to each month is grayed out, the item is not available for delivery that month.

6. At any time during the entry of a demand order survey, the <Calculate Entitlement> button at the bottom of the page may be clicked to calculate Entitlement Remaining, Estimated Entitlement Used on this survey for all items, Estimated Processing charges for “P” items entered on this survey, and Estimated Shipping and Handling Charges for all items ordered on this survey.

Entitlement and Charges			
Entitlement Remaining:	\$146,250.00	Estimated S&H Charges	\$0.00
Estimated Entitlement Used:	\$0.00	Estimated Processing Charges	\$0.00

[< Back](#) [Calculate Entitlement](#) [Continue >>](#)

NOTE: Each time a survey is opened the initial Entitlement Remaining is the agency's Beginning Entitlement minus any Direct Diversion Surveys that have been saved, which includes DoD entitlement dollars requested, and any Food Orders that are being shipped directly to an agency's warehouse for the survey school year.

Saving a Demand Order Survey

Commodity Allocation Tracking System

Operations | Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Surveys > Survey Form >
Program Year: 2014 - 2015

Survey Form - NSLP

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Survey Information

Survey Number:	137	Survey Type:	Demand Order
Due Date:	08/31/2014	Survey Name:	Test Type A

Special Instructions

Test Type A (Demand Order) Survey

Survey Form

Commodity	Unit Type	Units					
100258 - Apple Slices Frozen Entitlement Pack Size: 30 LB CTN / Facts Est. USDA Entitlement Value: \$14.59 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	Dec
						5	5
		Jan	Feb	Mar	Apr	May	Jun
		5	5	5	5		
100018 - Cheese American Sliced Entitlement Pack Size: 6/5 LB / Facts Est. USDA Entitlement Value: \$63.97 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	Dec
						2	2
		Jan	Feb	Mar	Apr	May	Jun
		3	4	5	7		
100212 - Fruit Mix Canned Entitlement Pack Size: 6/#10 CAN / Facts Est. USDA Entitlement Value: \$27.16 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	Dec
						2	4
		Jan	Feb	Mar	Apr	May	Jun
		2	4	2	4		

Entitlement and Charges			
Entitlement Remaining:	\$5,344.03	Estimated S&H Charges	\$0.00
Estimated Entitlement Used:	\$2,845.01	Estimated Processing Charges	\$0.00

< Back
Calculate Entitlement
Continue >>

1. Click the Continue>> button at the bottom of the Survey Form – NSLP page to bring the Survey Form - NSLP page up in view only mode for review.

Commodity Allocation Tracking System

Operations | Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Surveys > Survey Form >
Program Year: 2014 - 2015

SAVE

Survey Form - NSLP

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Survey Information

Survey Number:	137	Survey Type:	Demand Order
Due Date:	08/31/2014	Survey Name:	Test Type A

Special Instructions

Test Type A (Demand Order) Survey

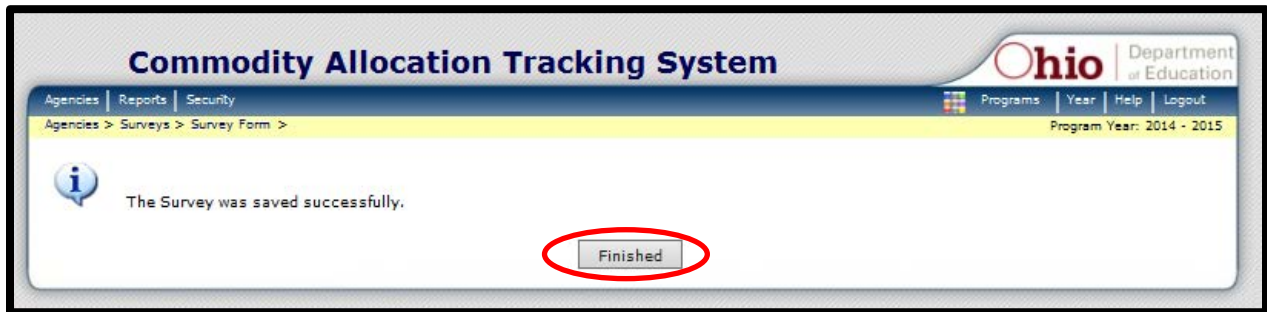
Survey Form

Commodity	Unit Type	Units							
100258 - Apple Slices Frozen Entitlement Pack Size: 30 LB CTN / Facts Est. USDA Entitlement Value: \$14.59 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	5	Dec	5
		Jan	5	Feb	5	Mar	5		
		Apr	5	May	5	Jun			
100018 - Cheese American Sliced Entitlement Pack Size: 6/5 LB / Facts Est. USDA Entitlement Value: \$63.97 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	2	Dec	2
		Jan	3	Feb	4	Mar	5		
		Apr	7	May	5	Jun			
100212 - Fruit Mix Canned Entitlement Pack Size: 6/#10 CAN / Facts Est. USDA Entitlement Value: \$27.16 Processing Charge: \$0.00 S&H Charge: \$0.000 Total Charge per Unit \$0.00	Cases	Jul	Aug	Sep	Oct	Nov	2	Dec	4
		Jan	2	Feb	4	Mar	2		
		Apr	4	May	2	Jun			

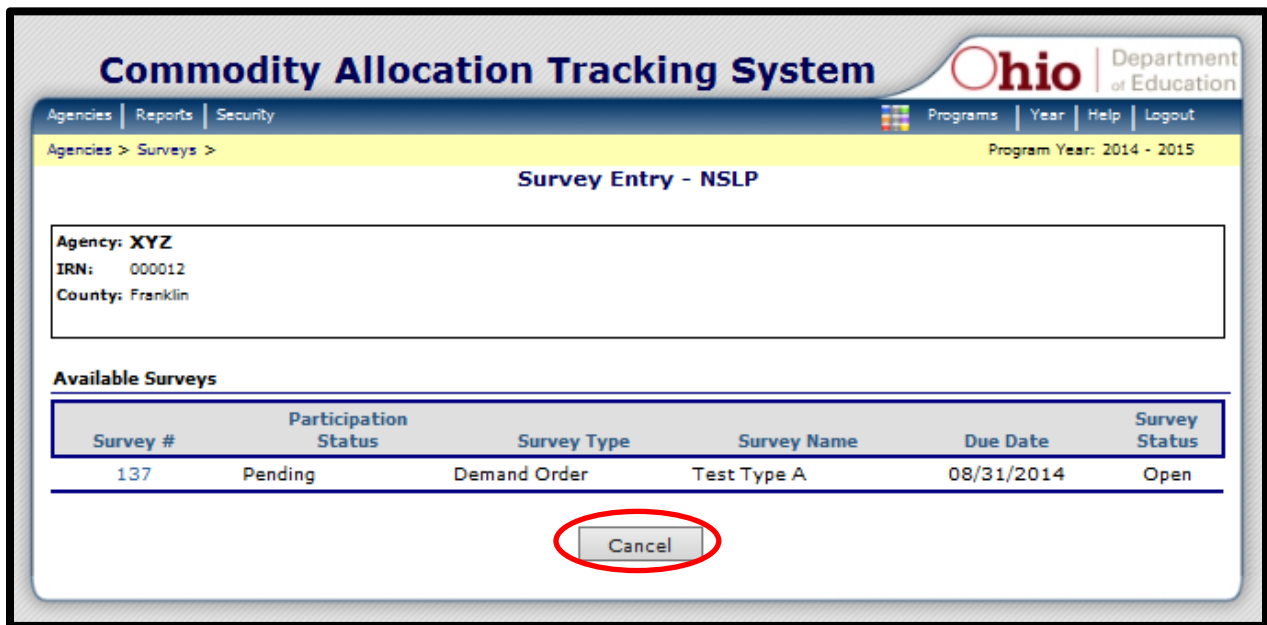
Entitlement and Charges			
Entitlement Remaining:	\$5,344.03	Estimated S&H Charges	\$0.00
Estimated Entitlement Used:	\$2,845.01	Estimated Processing Charges	\$0.00

< Back
Submit Survey
Save and finish later

2. Click the <Save and finish later> button to save the order. The message “The Survey was saved successfully,” will appear on the survey save confirmation page. The status of your survey will be changed to “Pending.”



3. Click the <Finished> button to return to the Survey Entry – NSLP page.



4. Click the <Cancel> button to navigate back to the Survey Entry page.

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies | Reports | Security' on the left and 'Programs | Year | Help | Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, a yellow banner displays 'Agencies > Surveys >' on the left and 'Program Year: 2014 - 2015' on the right. The main heading is 'Survey Entry'. A box contains the following information: 'Agency: XYZ', 'IRN: 000012', and 'County: Franklin'. Below this is a 'Survey Search' section with a horizontal line above it. It includes four fields: 'Program Year:' with a dropdown menu showing '2014 - 2015', 'Program:' with a dropdown menu showing 'NSLP', 'Agency:' with a dropdown menu showing 'XYZ - 000012', and 'IRN:' with an empty text input field. At the bottom of the form are two buttons: 'Continue >>' and 'Cancel'.

NOTE: Saving a survey in this manner will allow you to return to the survey at any time to enter additional items by month. Saving the survey in this manner will not trigger an edit that will require a percentage of your Entitlement Remaining to be used.

Modifying Surveys

On the Survey Entry – NSLP page, click the “Survey Number” for the corresponding demand order survey to be entered. This will bring up the Survey Form – NSLP page for further changes.

Commodity Allocation Tracking System **Ohio** Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Surveys > Program Year: 2014 - 2015

Survey Entry - NSLP

Agency: **XYZ**
IRN: 000012
County: Franklin

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
137	Pending	Demand Order	Test Type A	08/31/2014	Open

Submitting Surveys

After entering and saving all the items you will be ordering for each delivery month, the Demand Order Survey must be submitted to be finalized.

1. Click the <Continue> button at the bottom of the Survey Form – NSLP page, to bring the survey _NSLP page up in view only review mode.

Commodity Allocation Tracking System

Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Surveys > Survey Form >
Program Year: 2014 - 2015

Survey Form - NSLP

Agency: XYZ
IRN: 000012
County: Franklin

Survey Information

Survey Number: 137	Survey Type: Demand Order
Due Date: 08/31/2014	Survey Name: Test Type A

Special Instructions

Test Type A Survey

Survey Form

Commodity	Unit Type	Units					
100258 - Apple Slices Frozen Entitlement Pack Size: 30 LB CTN / Facts Est. USDA Entitlement Value: \$14.59 Processing Charge: \$0.00 S&H Charge: \$2.500 Total Charge per Unit \$2.50	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
		Oct	<input type="text"/>	Nov	<input type="text" value="5"/>	Dec	<input type="text" value="5"/>
		Jan	<input type="text" value="5"/>	Feb	<input type="text" value="5"/>	Mar	<input type="text" value="5"/>
		Apr	<input type="text" value="5"/>	May	<input type="text" value="5"/>	Jun	<input type="text"/>
100018 - Cheese American Sliced Entitlement Pack Size: 6/5 LB / Facts Est. USDA Entitlement Value: \$63.97 Processing Charge: \$0.00 S&H Charge: \$2.500 Total Charge per Unit \$2.50	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
		Oct	<input type="text"/>	Nov	<input type="text" value="2"/>	Dec	<input type="text" value="2"/>
		Jan	<input type="text" value="3"/>	Feb	<input type="text" value="4"/>	Mar	<input type="text" value="5"/>
		Apr	<input type="text" value="7"/>	May	<input type="text" value="5"/>	Jun	<input type="text"/>
100212 - Fruit Mix Canned Entitlement Pack Size: 6/#10 CAN / Facts Est. USDA Entitlement Value: \$27.16 Processing Charge: \$0.00 S&H Charge: \$2.500 Total Charge per Unit \$2.50	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
		Oct	<input type="text"/>	Nov	<input type="text" value="2"/>	Dec	<input type="text" value="4"/>
		Jan	<input type="text" value="2"/>	Feb	<input type="text" value="4"/>	Mar	<input type="text" value="2"/>
		Apr	<input type="text" value="4"/>	May	<input type="text" value="2"/>	Jun	<input type="text"/>

Entitlement and Charges			
Entitlement Remaining:	\$143,404.99	Estimated S&H Charges	\$207.50
Estimated Entitlement Used:	\$2,845.01	Estimated Processing Charges	\$0.00

< Back
Calculate Entitlement
Continue >>

2. Click the red "Submit Survey" button to finalize the Demand Order Survey.

Survey Form							
Commodity	Unit Type	Units					
100258 - Apple Slices Frozen Entitlement Pack Size: 30 LB CTN / Facts Est. USDA Entitlement Value: \$14.59 Processing Charge: \$0.00 S&H Charge: \$2.500 Total Charge per Unit \$2.50	Cases	Jul	Aug	Sep			
		Oct	Nov	5	Dec	5	
		Jan	5	Feb	5	Mar	5
		Apr	5	May	5	Jun	
100018 - Cheese American Sliced Entitlement Pack Size: 6/5 LB / Facts Est. USDA Entitlement Value: \$63.97 Processing Charge: \$0.00 S&H Charge: \$2.500 Total Charge per Unit \$2.50	Cases	Jul	Aug	Sep			
		Oct	Nov	2	Dec	2	
		Jan	3	Feb	4	Mar	5
		Apr	7	May	5	Jun	
100212 - Fruit Mix Canned Entitlement Pack Size: 6/#10 CAN / Facts Est. USDA Entitlement Value: \$27.16 Processing Charge: \$0.00 S&H Charge: \$2.500 Total Charge per Unit \$2.50	Cases	Jul	Aug	Sep			
		Oct	Nov	2	Dec	4	
		Jan	2	Feb	4	Mar	2
		Apr	4	May	2	Jun	

Entitlement and Charges			
Entitlement Remaining:	\$143,404.99	Estimated S&H Charges	\$207.50
Estimated Entitlement Used:	\$2,845.01	Estimated Processing Charges	\$0.00

NOTE: If the Office for Child Nutrition decides that a minimum amount of your Entitlement Remaining has to be spent while completing the Demand Order Survey and it has not been met at the time the survey is submitted, the following error message will appear:

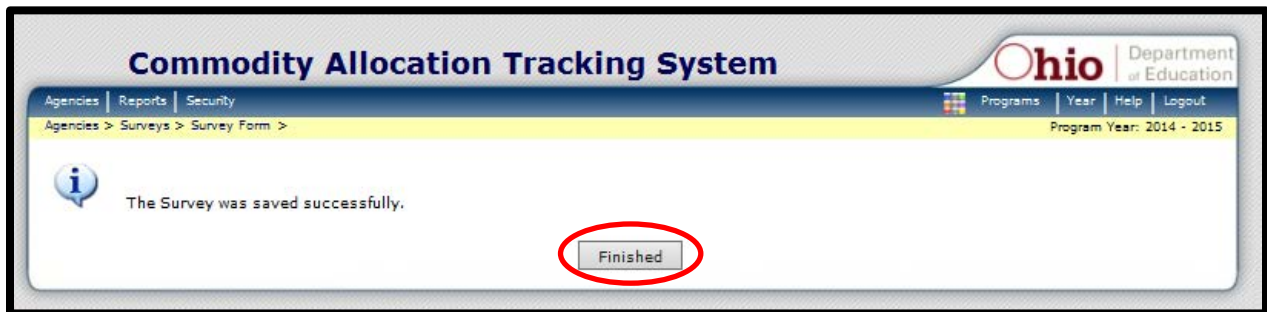
“At least xx% of your Entitlement Remaining must be utilized. Entitlement Remaining cannot be greater than \$xxxx.xx.”

Commodity Allocation Tracking System		Ohio Department of Education
Agencies Reports Security	Programs Year Help Logout	Program Year: 2014 - 2015
Agencies > Surveys > Survey Form >		SAVE
Survey Form - NSLP		
<ul style="list-style-type: none"> At least 90% of your total entitlement must be utilized. Entitlement Remaining cannot be greater than \$14,675.00. 		
Agency: XYZ IRN: 000012 County: Franklin		
Survey Information		
Survey Number:	137	Survey Type: Demand Order
Due Date:	08/31/2014	Survey Name: Test Type A

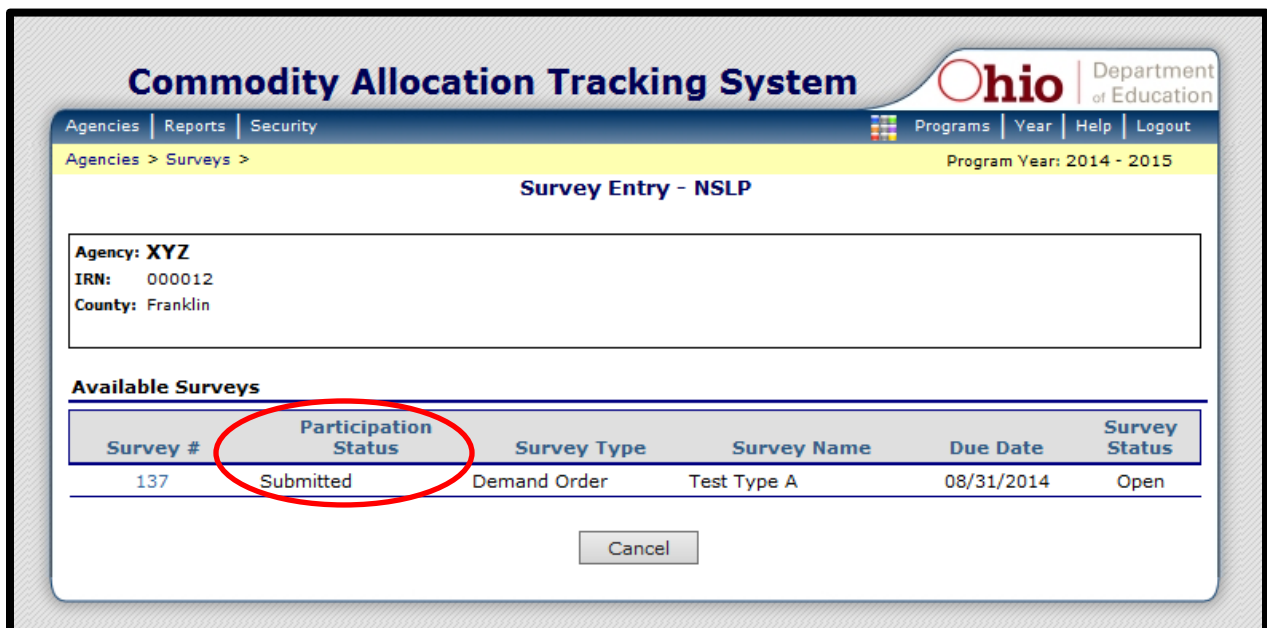
When this occurs, you should save your order by clicking “Save and Finish Later.”

NOTE: When you receive this error message, you must go back and modify the Demand Order Survey by adding more items and/or delivery months for items to your survey to “spend” the minimum amount.

3. Click the <Finished> button to access the Survey Entry – NSLP page.



4. The “Participation Status” will now display as “Submitted” indicating that the survey has been successfully submitted.

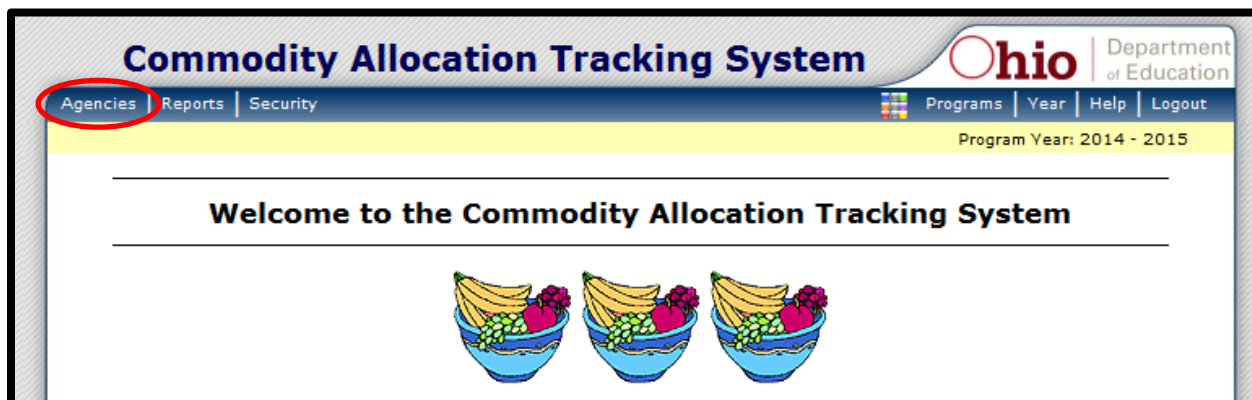


The < Back Button

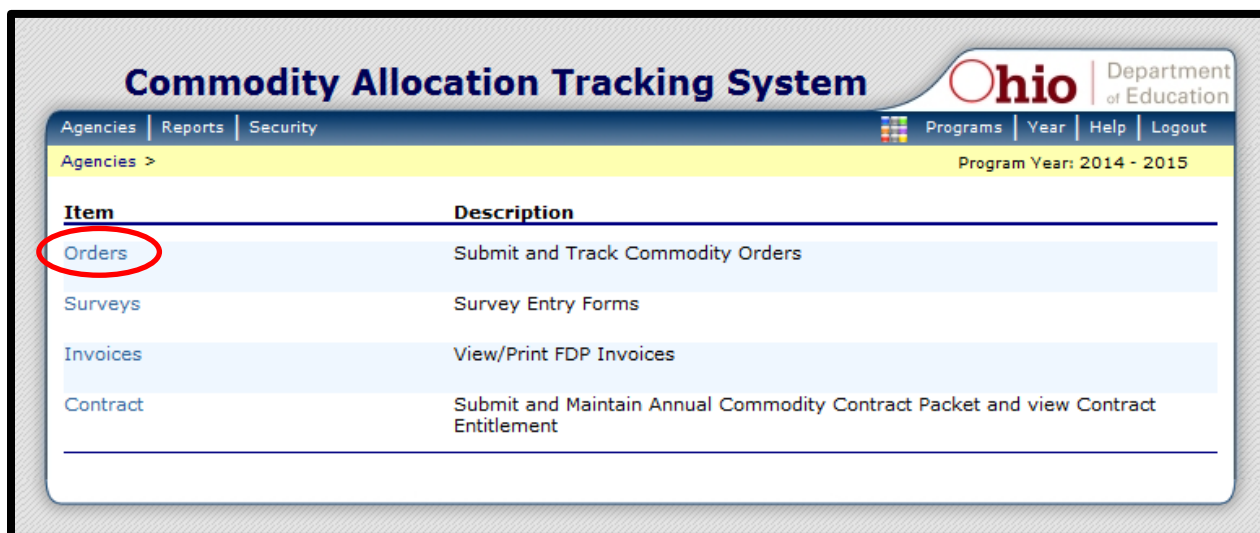
Anytime while entering a Demand Order Survey, the <Back> button can be clicked to exit the survey without saving any changes. The survey will appear as it did when it was opened as a new survey or as saved during the last survey modification.

Entering the Agency Order

1. After signing into CATS.NET, click “Agencies” on the top menu bar to bring up the Agency Main Menu.



2. Click “Orders” on the Agency Main Menu to bring up the Orders Menu.



3. Click "Open Orders."

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies | Reports | Security' on the left and 'Programs | Year | Help | Logout' on the right. Below this is a breadcrumb trail 'Agencies > Orders >' and 'Program Year: 2014 - 2015'. The main heading is 'Orders'. Below the heading is a table with two columns: 'Item' and 'Description'. The first row has 'Open Orders' in the 'Item' column and 'Order Commodities' in the 'Description' column. The second row has 'Order Inquiry' in the 'Item' column and 'View Commodity Orders' in the 'Description' column. A '< Back' button is located at the bottom center of the page.

4. Make sure the "Program Year" and "Program" are correct and then click "Continue."

The screenshot shows the 'Commodity Allocation Tracking System' interface for the 'Open Orders' search page. At the top, there is a navigation bar with 'Agencies | Reports | Security' on the left and 'Programs | Year | Help | Logout' on the right. Below this is a breadcrumb trail 'Agencies > Orders >' and 'Program Year: 2014 - 2015'. The main heading is 'Open Orders'. Below the heading is an 'Order Search' section with the following fields: 'Program Year:' with a dropdown menu showing '2014 - 2015', 'Program:' with a dropdown menu showing 'NSLP', 'Agency:' with a dropdown menu showing 'XYZ - 000012', and 'IRN:' with an empty text input field. At the bottom of the search section are two buttons: 'Continue >>' and 'Cancel'.

- Click “New Order” to start a new order for a delivery location. This will bring up the New Order – NSLP page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Open Orders - NSLP

Agency: XYZ
IRN: 000012
County: Franklin

Display open orders only
 Display ALL orders from July, 2014 through June, 2015

< Back New Order Go to Finalize Orders

Delivery Location	Warehouse	Delivery Period	Order Form / PDF
No data available			

Note: When an order for a delivery location does not appear, create a new order by clicking on the New Order button and selecting the location from the picklist.

< Back **New Order**

- On the New Order – NSLP page, select the delivery location that the order will be for by clicking on the “Delivery Location” drop down list. Then click “Continue” to bring up the new order.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

New Order - NSLP ADD

Agency: XYZ
IRN: 000012
County: Franklin

Delivery Period: 09/01/2014 - 09/30/2014
Delivery Location: **XYZ High School**
Warehouse: Sysco Food Service-Cincinnati 513-769-2362

< Back Continue >>

NOTE: If your agency has only one delivery location, you may click “Continue” to bring up the NSLP Order Form – New Order page.

NOTE: If an order already exists for the selected delivery location you will receive the following error message after clicking “Continue” – “An open order already exists for the selected Delivery Location / Warehouse / Delivery Period.” If this occurs, click the “Back” button to return to the Open Orders – NSLP page.

7. Begin entering the quantity of each item that you want to order for the given delivery period (month) and delivery location.

Commodity Allocation Tracking System

[Operations](#) | [Agencies](#) | [Reports](#) | [Security](#)

[Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Orders > Open Orders >
Program Year: 2014 - 2015

Order Form - NSLP

New Order

Agency: XYZ
IRN: 000012
County: Franklin

Delivery Information

Warehouse:	Sysco Food Service-Cincinnati 513-769-2362	Delivery Type:	Carrier Delivery <input type="button" value="v"/>
Delivery Location:	XYZ High School	Contact:	Greg Smith (287) 123-4567
Delivery Address:	123 Main St Anytown, OH 111111111	Agency PO #:	<input type="text"/>

Order Number(s):

Order

Bonus Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100381 - Beans Great Northern 25 Pack Size: 25 LB BAG / Cases / Facts USDA Entitlement Value: \$24.96 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	211	<input type="text" value="0"/>	0	0	11/20/2014
101014 - Beans Lentil Dry Bag 25 Lb Pack Size: 2 / 25 LB BAGS / Cases / Facts USDA Entitlement Value: \$13.00 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	151	<input type="text" value="0"/>	0	0	11/20/2014

There are three types of items that may be ordered: Allocated, Surplus, and 60 Day Demand.

- The Allocated items are the items that were entered when you completed the corresponding Demand Order Survey.
- The Surplus items are miscellaneous items that are showing excess inventory in our warehouse and we are offering these items out on a first-come-first-serve basis.

- The 60 Day Demand items are items that are ordered now but will not be delivered until the month after the delivery month currently being ordered for (e.g. If the order is for September, the 60 Day Demand items will be delivered in October.)

Any combination of these three item types may appear on an order form.

Entering Allocated Item Quantities

1. Under the “District Allocated” column, you will see the number of cases that were entered for each item for the current delivery month when you completed the Demand Order Survey.

Order							
Bonus Commodities							
Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100381 - Beans Great Northern 25 Pack Size: 25 LB BAG / Cases / Facts USDA Entitlement Value: \$24.96 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	211	<input type="text" value="0"/>	0	0	11/20/2014
101014 - Beans Lentil Dry Bag 25 Lb Pack Size: 2 / 25 LB BAGS / Cases / Facts USDA Entitlement Value: \$13.00 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	151	<input type="text" value="0"/>	0	0	11/20/2014
Entitlement Commodities							
Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$25.83 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00 Demand Order Survey Units Allocated: 21 Remaining to Order: 21	21	<input type="text" value="0"/>	345	<input type="text" value="0"/>	0	0	11/20/2014
100208 - Applesauce Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$19.23 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	456	<input type="text" value="0"/>	0	0	11/20/2014

Enter the quantity of the item you want to order in the corresponding “Order Quantity” field by delivery date.

NOTE: You MUST order all of the units you entered for an item on the Demand Order Survey. CATS.net allows you to order those units across delivery locations and delivery

dates.

- For Items that were allocated from the Demand Order Survey, you will see a blue shaded box titled “Demand Order Survey Units” under the Commodity information for that item. This box contains the Allocated Quantity which is the quantity taken directly from your Demand Order Survey and the Remaining to Order quantity which is the quantity that still must be ordered for that commodity item.

Entitlement Commodities							
Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$25.83 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	21	18	345	0	0	18	11/20/2014
Demand Order Survey Units Allocated: 21 Remaining to Order: 3							

Entering Surplus Items

Commodity Allocation Tracking System

Operations | Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Orders > Open Orders >
Program Year: 2014 - 2015

Order Form - NSLP New Order

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Delivery Information

Warehouse: Sysco Food Service-Cincinnati 513-769-2362	Delivery Type: <input type="text" value="Carrier Delivery"/>
Delivery Location: XYZ High School	Contact: Greg Smith (287) 123-4567
Delivery Address: 123 Main St Anytown, OH 111111111	Agency PO #: <input type="text"/>

Order Number(s):

Order

Bonus Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100381 - Beans Great Northern 25 Pack Size: 25 LB BAG / Cases / Facts USDA Entitlement Value: \$24.96 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	211	<input type="text" value="0"/>	0	0	11/20/2014
101014 - Beans Lentil Dry Bag 25 Lb Pack Size: 2 / 25 LB BAGS / Cases / Facts USDA Entitlement Value: \$13.00 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00	0	<input type="text" value="0"/>	151	<input type="text" value="0"/>	0	0	11/20/2014

1. When entering a surplus item, enter the quantity in the corresponding "Surplus Order Quantity" field by delivery date

NOTE: Surplus quantities are ordered first come; first serve so after entering a surplus item's order quantity, click the <Save> button at the bottom of the order form to reserve your quantity. If you wait until a later time to save your order, the quantity you entered may not be available and you will receive the following message on a new error page:

Warning: The order submitted for the following commodities could not be fully satisfied due to insufficient inventory. Your order has been updated with the remaining inventory available.

Commodity Allocation Tracking System

Ohio | Department of Education

Operations | Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

**Order Form - NSLP
Order 30780**

Agency: XYZ
IRN: 000012
County: Franklin

Order 30780 has been submitted successfully.

Warning: The order submitted for the following commodities could not be fully satisfied due to insufficient inventory. Your order has been updated with the remaining inventory available.

Commodity	Submitted Order	Updated Order
Entitlement Commodities:		
Order ID: 30780		
P649 - PBJ WG Pockets Strawberry		
USDA Value: \$4.22	4	2
Processing Fee: \$28.25		
Pack Size: 72/2.80 OZ		

Done
Return to Order

2. Click the <Done> button to complete the order save or click the <Return to order> button to return to the order for further entry or updates.

Entering 60 Day Items

Total Charge per Unit: \$0.00							
P878 - WGR Cocoa Raisin Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$2.11 Processing Charge: \$30.29 S&H Charge: Total Charge per Unit: \$30.29	0	<input type="text" value="0"/>	12	<input type="text" value="0"/>	0	<input type="text" value="0"/>	11/20/2014
60 Day Demand (sponsor can order any quantity from each commodity)							
Entitlement Commodities							
Commodity	Requested Units		Delivery Date				
P816 - Applesauce Cups Blue Raspberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$11.42 Processing Charge: \$16.46 S&H Charge: 0 Total Charge per Unit: \$0.00	<input type="text" value="0"/>		12/18/2014				
P815 - Applesauce Cups Blueberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$11.42 Processing Charge: \$16.46 S&H Charge: 0 Total Charge per Unit: \$0.00	<input type="text" value="0"/>		12/18/2014				
P817 - Applesauce Cups Cinnamon Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$13.71 Processing Charge: \$15.13 S&H Charge: 0 Total Charge per Unit: \$0.00	<input type="text" value="0"/>		12/18/2014				
P818 - Applesauce Cups Strawberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$11.42	<input type="text" value="0"/>		12/18/2014				

When entering a 60 day demand item, enter the quantity in the corresponding "Requested Units" field by delivery date.

NOTE: there is no limit to the quantity ordered for each item as long as you have remaining entitlement dollars and storage space for the items ordered

Calculate Entitlement

P879 - WGR Cocoa Cherry Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$4.39 Processing Charge: \$30.29 S&H Charge: 0 Total Charge per Unit: \$0.00	0	12/18/2014
P878 - WGR Cocoa Raisin Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$2.11 Processing Charge: \$30.29 S&H Charge: 0 Total Charge per Unit: \$0.00	0	12/18/2014

Entitlement			
Remaining:	\$8,189.04	S&H Charge:	\$0.00
Used (60 Day Demand and Surplus Only):	\$308.29	Processing Charge:	\$165.45

At any time during the entry of an order, the <Calculate Entitlement> button at the top or bottom of the page may be clicked to calculate remaining entitlement, entitlement spent on this order for surplus and 60 day demand items, processing charges for “P” items ordered, and shipping and handling charges.

NOTE: Items that were allocated to an agency from a Demand Order Survey have already been charged against the agency’s entitlement and will not be included in the calculation for the open order

Saving the Order

P879 - WGR Cocoa Cherry Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$4.39 Processing Charge: \$30.29 S&H Charge: 0 Total Charge per Unit: \$0.00	<input type="text" value="0"/>	12/18/2014
P878 - WGR Cocoa Raisin Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$2.11 Processing Charge: \$30.29 S&H Charge: 0 Total Charge per Unit: \$0.00	<input type="text" value="0"/>	12/18/2014

Entitlement			
Remaining:	\$8,189.04	S&H Charge:	\$0.00
Used (60 Day Demand and Surplus Only):	\$308.29	Processing Charge:	\$165.45

While entering an order, the order can be saved by clicking the red <Save> button at the top or bottom of the order form. The save button can be clicked and the order saved at any time. This will allow an agency to enter a partial order and come back later to complete the order. If the save is successful, the “The combined order was saved successfully” message page will appear. Click the <Finished> button to return to the Open Orders – NSLP page or the < Edit button to update the order just saved:

Commodity Allocation Tracking System Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

The Combined Order was saved successfully.

NOTE: When an order is saved, edits take place to ensure that the agency has not ordered more units than they have had allocated to them, that they have not ordered more surplus units than are available, and that they have enough entitlement dollars remaining for the ordered items (surplus and 60 day demand items only).

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Order Form - NSLP

YOUR ORDER HAS NOT BEEN SAVED FOR THE FOLLOWING REASON(S):

- Units ordered exceeds amount available.

Agency: XYZ
 IRN: 000012
 County: Franklin

Delivery Information

Warehouse: Sysco Food Service-Cincinnati 513-769-2362 Delivery Type: Carrier Delivery

Delivery Location: XYZ High School Contact: Greg Smith (287) 123-4567

Delivery Address: 123 Main St, Anytown, OH 111111111 Agency PO #:

Order Number(s): 30780

Order *

Entitlement Commodities							
Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$25.83 Processing Charge: \$0.00 S&H Charge: Total Charge per Unit: \$0.00 Demand Order Survey Units Allocated: 21 Remaining to Order: 0	21	22	345	0	0	22	11/20/2014

Whenever any of the above conditions are not properly met and an error message is returned to the page, the order HAS NOT been saved. If the error is specific to an entry made for a commodity item, the entry box will be outlined in red. Correct the error and click the save button again.

NOTE: CATS.NET has a time-out of approximately 20 minutes. If you do not save an order and walk away from the computer for over 20 minutes, the order will time out and you will lose any data that was entered!

The <Cancel> Button

P879 - WGR Cocoa Cherry Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$4.39 Processing Charge: \$30.29 S&H Charge: 0 Total Charge per Unit: \$0.00		<input type="text" value="0"/>	12/18/2014
P878 - WGR Cocoa Raisin Nutrition Bars Pack Size: 120/2.2oz / Cases / Facts USDA Entitlement Value: \$2.11 Processing Charge: \$30.29 S&H Charge: 0 Total Charge per Unit: \$0.00		<input type="text" value="0"/>	12/18/2014
Entitlement			
Remaining: Used (60 Day Demand and Surplus Only):	\$8,189.04 \$308.29	S&H Charge: Processing Charge:	\$0.00 \$165.45
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Calculate Entitlement"/>			

Anytime while entering an order, the <Cancel> button can be clicked exit the order without saving any changes. The order will appear as it did when it was opened as a new order or modified

Finalizing Open Orders

After entering and saving all orders for the delivery month, the orders must be finalized. This is new to demand ordering as an edit must be made across all delivery locations that ensures that all items allocated from the demand order survey are 100% ordered.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Open Orders - NSLP

Agency: XYZ
IRN: 000012
County: Franklin

Display open orders only
 Display ALL orders from July, 2014 through June, 2015

Override Units Required to Order edit.

< Back New Order **Go to Finalize Orders**

Delivery Location	Warehouse	Delivery Period	Order Form
XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/01/2014 - 11/30/2014	View Modify Delete

Note: When an order for a delivery location does not appear, create a new order by clicking on the New Order button and selecting the location from the picklist.

< Back New Order

1. Click the <Go to Finalize Orders> button on the Open Orders – NSLP page to bring up the Finalize Open Orders page

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Finalize Open Orders

Check / Uncheck all

Select	Delivery Month	Order #	Delivery Location	Warehouse	Delivery Date
<input type="checkbox"/>	November	30780	XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/20/2014

Finalize Open Orders < Back

2. Click the “Select” checkbox to finalize each open order for the delivery month. The “Check / Uncheck all” checkbox may also be clicked to finalize multiple open orders.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > | Program Year: 2014 - 2015

Finalize Open Orders

Check / Uncheck all

Select	Delivery Month	Order #	Delivery Location	Warehouse	Delivery Date
<input checked="" type="checkbox"/>	November	30780	XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/20/2014

Finalize Open Orders < Back

3. Click the red <Finalize Open Orders> button at the bottom of the page to complete the process. If successful, the “The selected orders have been successfully finalized” message page will appear:

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > | Program Year: 2014 - 2015

i The selected orders have been successfully finalized.

Finished

4. Click the <Finished> button to return to the Open Order – NSLP page.

NOTE: If 100% of the items entered on the corresponding delivery month from the Demand Order Survey have not been ordered the following error message will appear:

100% of all District Allocated units must be ordered before your orders can be finalized.
Please update your order(s) as needed

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Finalize Open Orders

Check / Uncheck all

Select	Delivery Month	Order #	Delivery Location	Warehouse	Delivery Date
<input checked="" type="checkbox"/>	November	30780	XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/20/2014

• 100.00% of all District Allocated units must be ordered before your orders can be finalized. Please update your order(s) as needed.

Delivery Month	Commodity	Units Required
November	100206 - Apple Slices Canned	3

[Finalize Open Orders](#) [< Back](#)

- Click the < Back button to bring up the Open Order – NSLP page. You may then click the “Modify” link to modify an existing order or click the <New Order> button to create an order for a delivery location not yet entered.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Open Orders - NSLP

Agency: XYZ
 IRN: 000012
 County: Franklin

Display open orders only
 Display ALL orders from through

Override Units Required to Order edit.

[< Back](#) [New Order](#) [Go to Finalize Orders](#)

Delivery Location	Warehouse	Delivery Period	Order Form
XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/01/2014 - 11/30/2014	View Modify Delete

Note: When an order for a delivery location does not appear, create a new order by clicking on the New Order button and selecting the location from the picklist.

[< Back](#) [New Order](#)

Once finalized, all finalized orders on the Open Order – NSLP page will be accessible in view only format and the <Go to Finalize Orders> button disabled:

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Open Orders - NSLP

Agency: **XYZ**
 IRN: 000012
 County: Franklin

Display open orders only
 Display ALL orders from through

Override Units Required to Order edit.

Delivery Location	Warehouse	Delivery Period	Order Form
XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/01/2014 - 11/30/2014	View Modify Delete

Note: When an order for a delivery location does not appear, create a new order by clicking on the New Order button and selecting the location from the picklist.

After finalizing all of your open orders you can still add new orders for any delivery location that an order was not previously placed for. On the Open Orders – NSLA page click the <New Order> button to start a new order for a deliver location.

- Once you have completed entering the new orders, you must finalize them

NOTE: Once you have initially finalized your orders, by rule, 100% of your demand order items have been entered and your finalized orders are in view only mode. Therefor if you do create a new order after finalizing the original orders, only surplus or 60 day demand items may be entered without a resulting error message.

NOTE: Once you have finalized all of your orders, and you need to correct an entry, you must contact OCN. An OCN staff member will then “Un-finalize” all of you orders. You may then go back into any of your orders and make the appropriate corrections.

- Once you have completed the corrections, you must finalize them

Modifying Orders

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Open Orders > Program Year: 2014 - 2015

Open Orders - NSLP

Agency: **XYZ**
IRN: 000012
County: Franklin

Display open orders only
 Display ALL orders from through

Override Units Required to Order edit.

Delivery Location	Warehouse	Delivery Period	Order Form
XYZ High School	Sysco Food Service-Cincinnati 513-769-2362	11/01/2014 - 11/30/2014	View Modify Delete

Note: When an order for a delivery location does not appear, create a new order by clicking on the New Order button and selecting the location from the picklist.

1. On the Open Order – NSLP page, click the “Modify” link next to an existing order to bring up the order for further changes