



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD 01-08

MEMORANDUM

TO: Food Distribution Program Participants
FROM: Tina Herzog, Food Distribution Program Director
Arizona Department of Education, Food Distribution Program
DATE: July 3, 2007
SUBJECT: Delivery and Contact Information SY08

Original Signed

There have been a few enhancements to the CNP2000 system over the summer, one of which is a new method for updating your information. You can now enter your contact information and delivery site information directly into CNP2000 instead of faxing in a Delivery Information Application. Just follow these steps to update your information:

Click on the Sponsors link on the left menu, go to Contracts Inquiry, select the year and program, then click next. (Figure 1)

Click on the View button (to the right of your information), which will display your contract for the year and at the bottom, gives you links to access and update your Delivery Locations and Commodity Contacts. (Figure 2)

Click on "Go" next to Delivery Locations and modify each site, clicking Update Location after you are finished with each site update. (Figure 3)

Click on "Go" next to Commodity Contacts and modify each contact, then click Submit at the bottom. (Figure 4)

Once all information has been updated, the FDP column on the contracts page will be checked with a "Yes", indicating to ADE that the information is updated for that sponsor. (Figure 5)

Again, this replaces the Delivery Information Application normally faxed as part of the application process. Once you update your information, ADE will be notified that the information is updated and we can then activate the sponsor in Food Distribution, pending approval of your NSLP application. Once you have been activated, you will need to contact us to make any changes, as you can only update information prior to activation. If you have any questions, please contact a member of the Food Distribution team or email us at FDP@azed.gov.

This institution is an equal opportunity provider.

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Figure 1

Contract Maintenance

Contract Information

Program Year:	2008
Program:	NSL
Status:	All

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Contract Search Results

Sponsor	CTDS	Valid		Status	View
		CNP	FDP		
Training Customer 006	010224000			Unapproved	View

Figure 2

Contract Maintenance

NSL: Contract Information for Program Year 2008

Sponsor - CTDS: Training Customer 006 - 010224000

Created By: therzog Last Modified By:
 Created On: 1/8/2007 2:21:06 PM Last Modified On:

Sponsor Type: Public Processing?: N

Allocation Grouping: Commodities

FDP ADP: 4052 - CNPWeb ADP: 0

Contract Status: Unapproved Approval Date:

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Entitlement

Type	Total	Used	Remaining	Bonus Used
A Entitlement	96386	0	96386	0
B Entitlement	41308	7795.49	33512.51	0

Related Data

Delivery Locations

- The Delivery Location "Training Site" has not yet been verified and saved.

Commodity Contacts

- The Food Service Direct Contact has not yet been defined.
- The Commodity Program Contact has not yet been verified and saved.
- The Commodity Billing Contact has not yet been verified and saved.

Figure 3

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- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
 - View Sponsor
 - Contracts Inquiry
 - Email

- SY 07-08 Processing Catalog
- SY 06-07 Processing Catalog

Processing Catalog

Delivery Location Maintenance

Modify Delivery Location for Training Customer 006 - 010224000		
Created By:		Last Modified By:
Created On: 06/29/1999		Last Modified On:
Site Name	Training Site	
County	Apache	
Address	Line 1: Training Site St.	
	Line 2:	
	City: Anywhere	State: AZ Zip: 85000 -
Site Contact	First Name: Jam	M.I. A
	Last Name: Contact	
	Phone: 602 111 1111	Ext: 456
	Fax: 602 111 1111	
	Email:	
Delivery Information	State Vendor #:	
	Status: Active	
	Load Factor: 3	
	Delivery Type: Warehouse	
Delivery Days: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>		
Instructions:		
Storage Capabilities	<input checked="" type="checkbox"/> Dry Storage	
	<input checked="" type="checkbox"/> Refrigerated Storage	
	<input checked="" type="checkbox"/> Freezer Storage	
Warehouses		
Warehouses NOT selected	Add / Remove	Selected Warehouses
(11110) UNITED COMMODITY (11111) SOUTHLAND BAGEL (11112) CHERRY CENTRAL (11113) CITRUS SYSTEMS (11114) FOODBRANDS AMERICA, IN (11115) HILMAR/NEW AGE GROUP (11116) J.M. SMUCKER COMPANY (11118) HOLLY RIDGE (11119) MCI FOODS INC (11122) WAWONA (11124) FOODS R US INC (11125) KOCH FOODS (11127) MICHAEL FOODS (11128) WILLAMSTON FOODS (22222) CHEROKEE FOODS-MURRAY	<< < > >>	(46976) ALLIANT FOODSERVICE
<input style="border: none; background-color: #ccc;" type="button" value=" < Back "/> <input style="border: none; background-color: #ccc;" type="button" value=" Update Location "/>		

Figure 4

This institution is an equal opportunity provider.



- Entitlement
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- Allocations
- Refusals
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- SY 07-08 Processing Catalog
- SY 06-07 Processing Catalog

Commodity Contact Maintenance

List 2008 Contacts for Training Customer 006 - 010224000	
Food Service Director	
Copy	CNPWeb School Food Authority: Not Found
Contact	First Name: <input type="text"/> M.I. <input type="text"/> Last Name: <input type="text"/> Title: <input type="text"/> Phone: <input type="text"/> <input type="text"/> <input type="text"/> Ext. <input type="text"/> Fax: <input type="text"/> <input type="text"/> <input type="text"/> Email: <input type="text"/>
Address	Line 1: <input type="text"/> Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="AZ"/> Zip: <input type="text"/> - <input type="text"/>
Food Service Director Validation Errors: <ul style="list-style-type: none"> • First Name is required and must have more than one character. • Last Name is required and must have more than one character. • Line 1 is required, must have more than one character and cannot be all-numeric. • City is required, must have more than one character, and cannot be numeric. • Zip must be 5 digits. • Phone is required and must be numeric. 	
Commodity Program Contact	
Created By: _____ Last Modified By: _____ Created On: 6/29/1999 4:15:00 PM Last Modified On: _____	
Copy	from Food Service Director Contact
Contact	First Name: <input type="text" value="Training"/> M.I. <input type="text" value="A"/> Last Name: <input type="text" value="User"/> Title: <input type="text" value="Training User"/> Phone: <input type="text" value="602"/> <input type="text" value="111"/> <input type="text" value="1111"/> Ext. <input type="text" value="123"/> Fax: <input type="text" value="602"/> <input type="text" value="111"/> <input type="text" value="1111"/> Email: <input type="text" value="test_fdp_user@azed.gov"/>
Address	Line 1: <input type="text" value="Training User St."/> Line 2: <input type="text"/> City: <input type="text" value="Anywhere"/> State: <input type="text" value="AZ"/> Zip: <input type="text" value="85000"/> - <input type="text"/>
Commodity Billing Contact	
Created By: _____ Last Modified By: _____ Created On: 6/29/1999 4:15:00 PM Last Modified On: _____	
Copy	from Commodity Program Contact
Contact	First Name: <input type="text" value="Training"/> M.I. <input type="text" value="A"/> Last Name: <input type="text" value="User"/> Title: <input type="text" value="Training User"/> Phone: <input type="text" value="602"/> <input type="text" value="111"/> <input type="text" value="1111"/> Ext. <input type="text" value="123"/> Fax: <input type="text" value="602"/> <input type="text" value="111"/> <input type="text" value="1111"/> Email: <input type="text" value="test_fdp_user@azed.gov"/>
Address	Line 1: <input type="text" value="Training User St."/> Line 2: <input type="text"/> City: <input type="text" value="Anywhere"/> State: <input type="text" value="AZ"/> Zip: <input type="text" value="85000"/> - <input type="text"/>

Figure 5

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Contract Maintenance

Contract Information	
Program Year:	2008
Program:	NSL
Status:	All

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Contract Search Results					
Sponsor	CTDS	Valid		Status	View
		CNP	FDP		
Training Customer 001	010201000	✓ YES		Unapproved	View

Indicates NSLP application has been approved.

Indicates all delivery site and contact information is up to date.

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