

## How to place SY 2025 USDA Foods Annual Order

Make sure there will be room in your storage areas when your first delivery starts in either September or November.

Please pass this information onto the person who will be placing SY2025 Annual survey.

- Log in <https://me.cnpus.com>
- Enter your User ID and password
- Select FDP •Select Program Year 2025
- From the Alphabet, select the first letter of your sponsor/district name, or select 'All'. The sponsor(s) that you relate to, will appear.

Click on the hyperlinked number next to the name of your sponsor/district. •Takes you to Sponsor Summary page.

Tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders, and Invoicing

- Select Surveys tab
- Select SY2025 USDA Food Annual Survey
- Select Edit

Select **End Products** in each product category- (items purchased in cases/brown box) in the blank box or boxes showing the months, enter the total cases you want for the entire year. The months that are listed are the months that the trucks are supposed to be delivered to the warehouse and not the months you will receive your items. These months can be changed if splitting with other states. Select **Raw Products** in each product category- (items purchased in raw pounds) Net off Invoice program (NOI items) If you decide to participate in this program, you will need to use your distributors SY 2025 NOI catalogs. This will tell you how many total pounds you will need to enter each of the blank boxes for each individual manufacturers you are requesting for the entire year. **This program is optional and has a default month being used.** Remember those who participated in SY2024, if you have any remaining lbs. left over, those lbs. will be swiped at the end of the school year and not rolled over to the following school year.

**DoD/FFAVORS**, this will be listed under the 'fruit' category, End products. Dollars Diverted to DOD FFAVORS

If you decide to participate in the DOD/FFAVOR program. In the blank box, enter the total dollar amount you want to spend for the entire year. **This program is optional and has a default month being used.** You must enter 150 or more to participate in this program, as there is a minimum delivery of \$150.00 per order and per school, so you must enter in 150 or more in the box. **You don't use a period or comma when entering the amount.** Your sponsor dollars amount that were requested from the Annual Survey will be entered into the FFAVORS database.