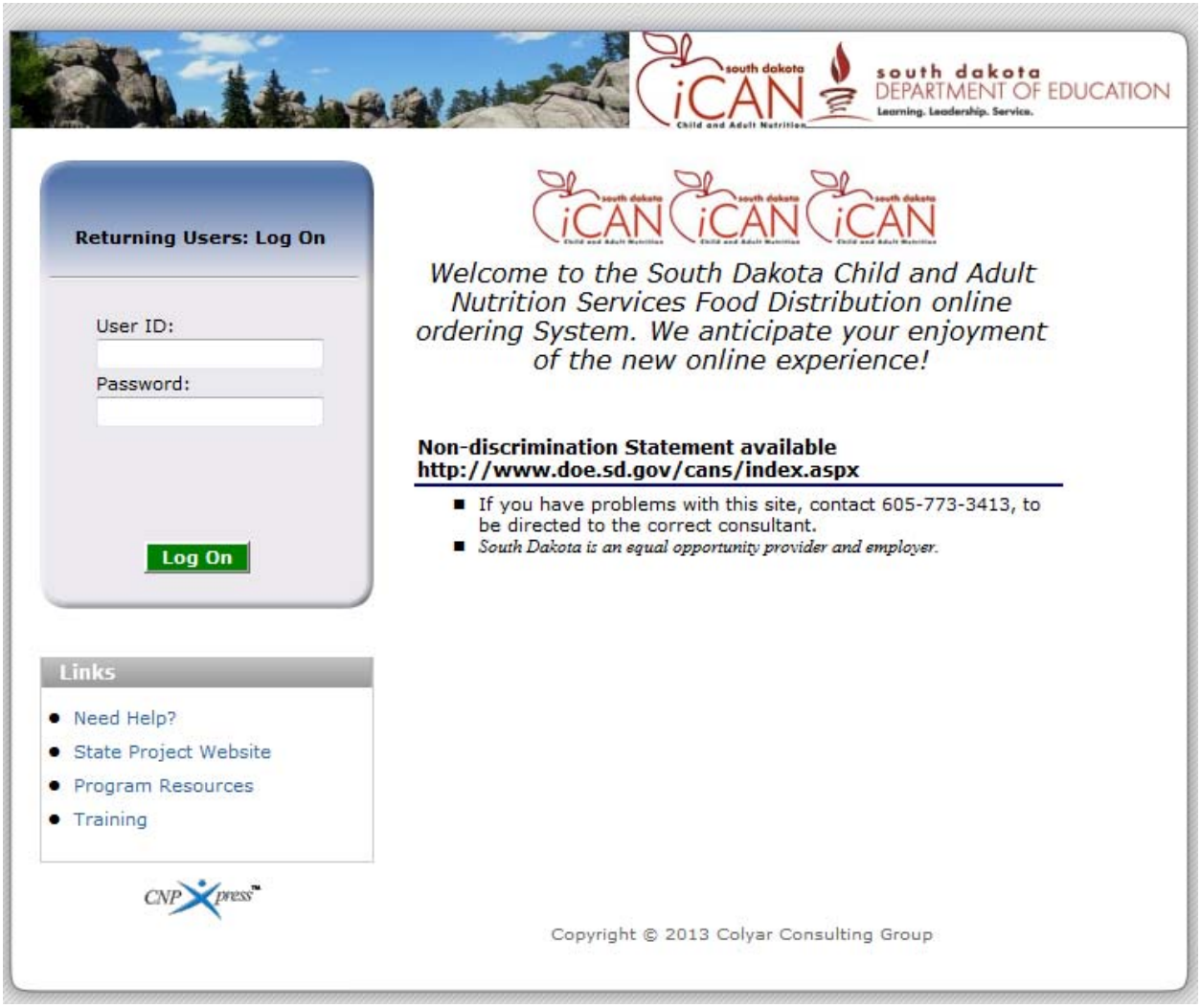
Nutrition Programs Website

https://ican.sd.gov/ican/splash/aspx



Food Distribution Manual

Updated 5-1-13

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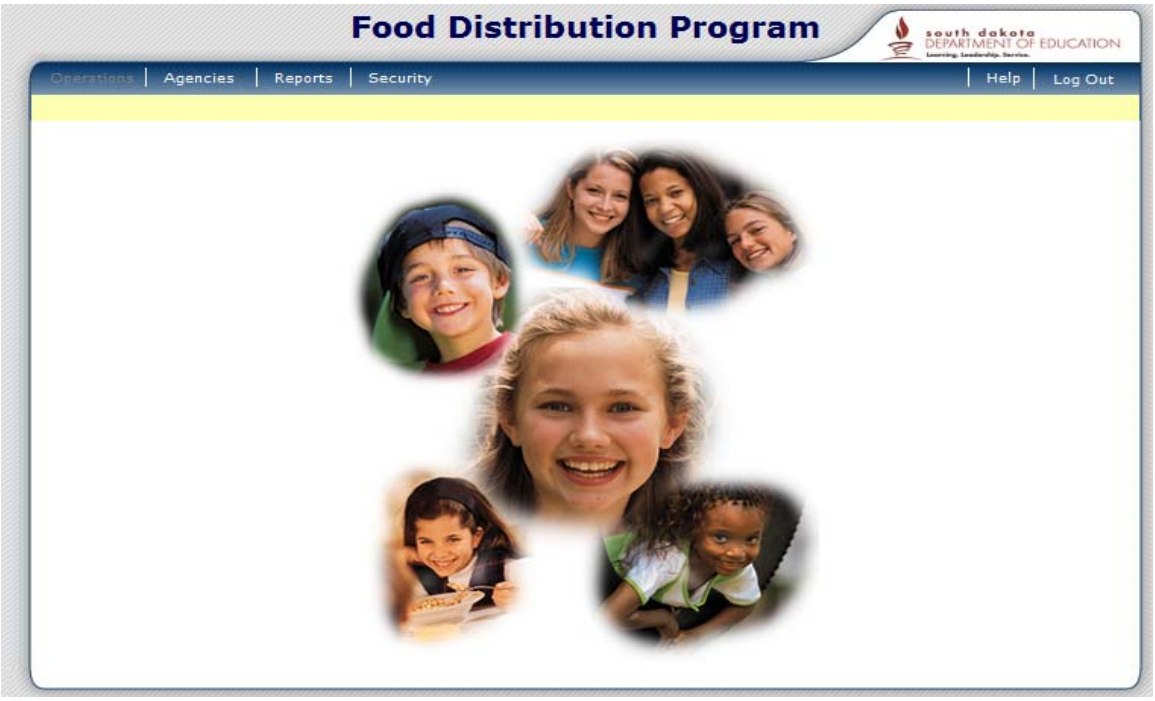
Chapter 1 – Logging in to the System

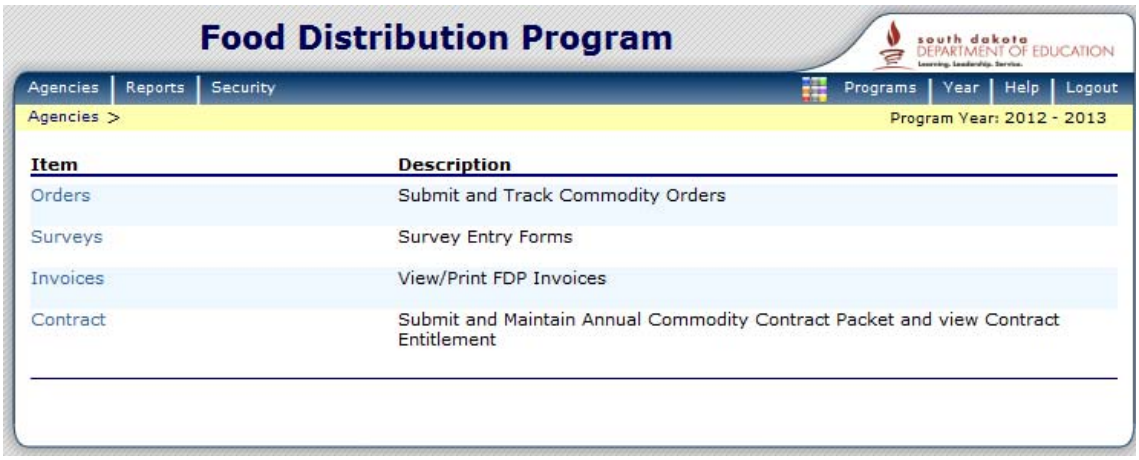
1) In the Log in box, enter your User Name.
2) Enter your Password.
3) Click *Log On*.

4) Click on *Agencies* in the blue bar at the top of the screen.

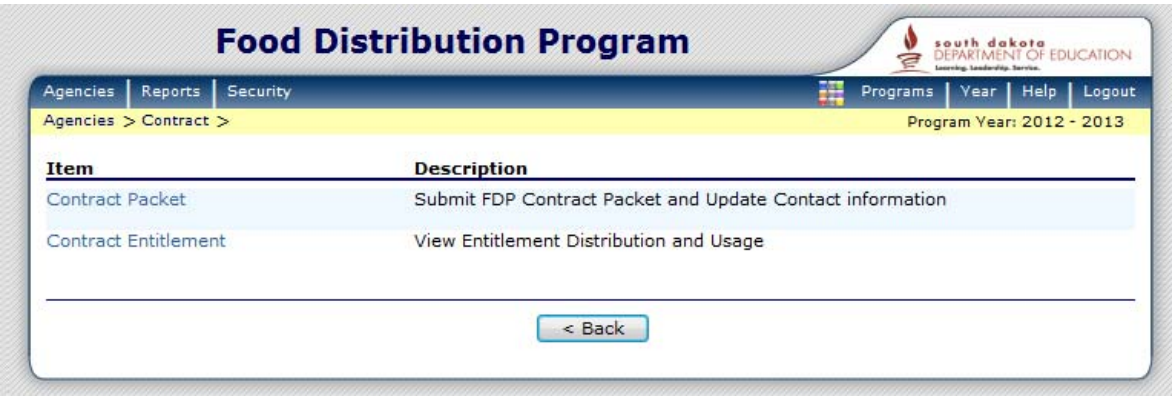


Chapter 2 – Updating the Contract

1. Log in to the system.
2. Click *Agencies* in the blue bar at the top of the screen.
3. Click *Contract*.

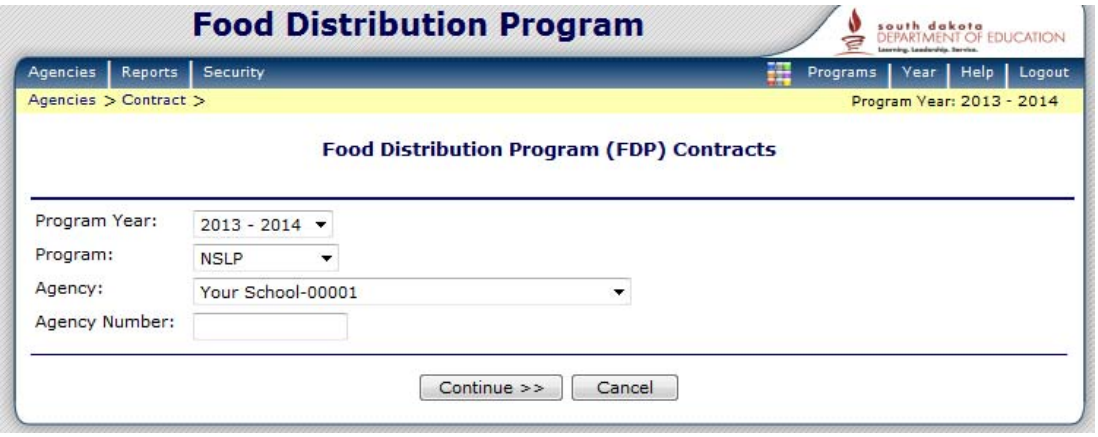


4. Click *Contract Packet*.

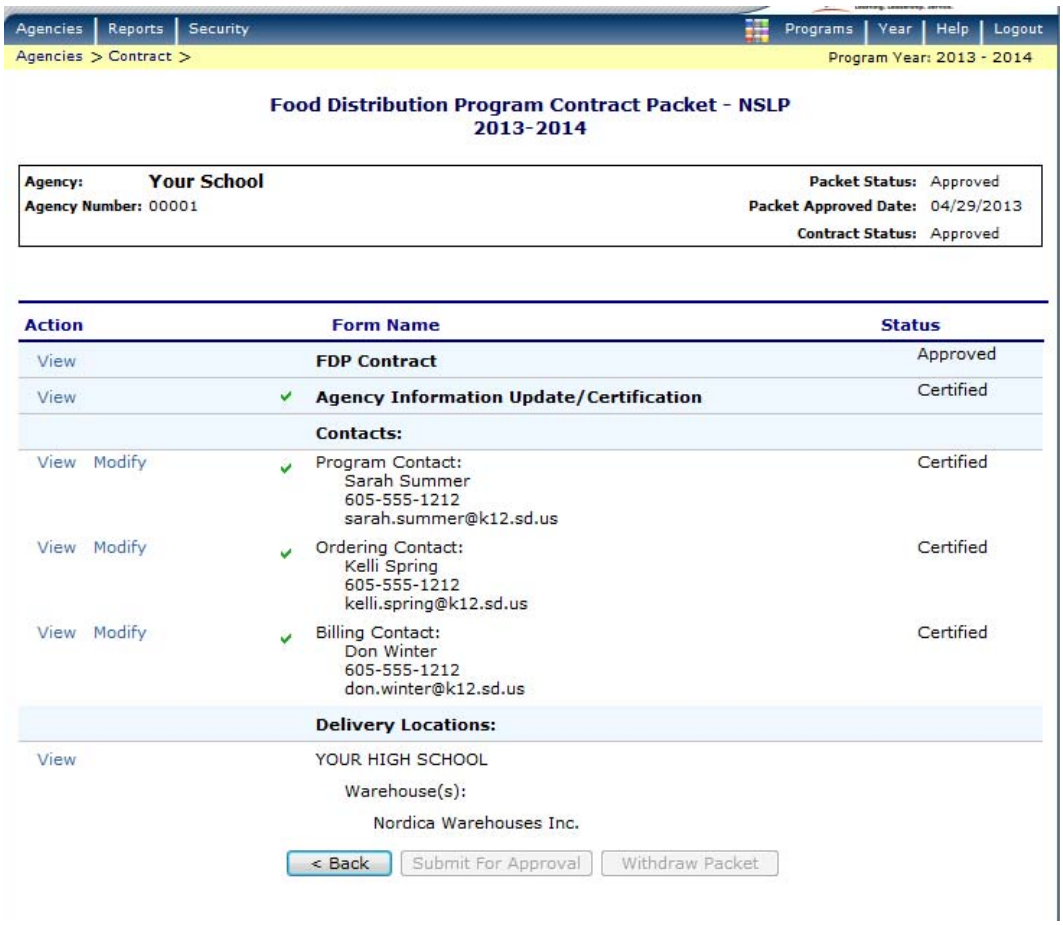


5. Your school name should already be listed so Click *Continue*.

For schools with **multiple agency numbers**, you must first select an individual location from the *Agency* drop-down box then Click *Continue*.



6. Click *Modify* words in blue to modify each of the categories.



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

Agencies > Contract > Program Year: 2013 - 2014

Commodity Contact Profile

Agency: Your School
Agency Number: 00001

Contact Information

Copy contact information from: Billing Contact Ordering Contact

Contact Type: Program Contact

Name: First Name: Sarah Last Name: Summer

Phone: 605-555-1212 **Ext:** **Fax:** 605-555-1212

Email Address: sarah.summer@k12.sd.us

Title: Business Manager

Address 1: 111 North West Avenue

Address 2:

City: Pierre

State: SD **Zip** 57501 -

Comments:

Contact Information Certification

☑ The above contact information is current and correct.

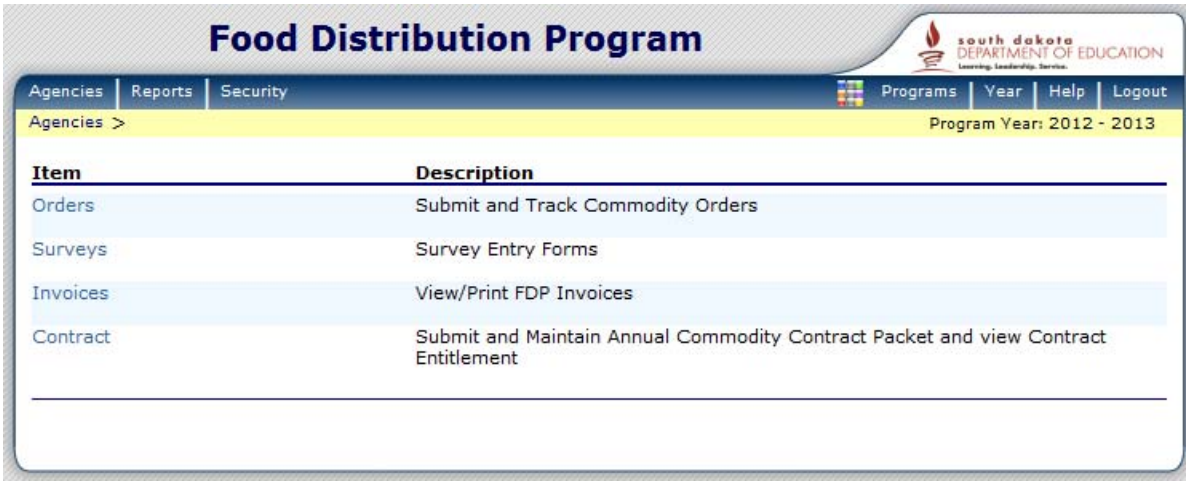
Created By: PamMcCown On: 04/29/2013 1:53:18 PM Modified By: pmccown On: 04/29/2013 3:59:42 PM

Save Cancel

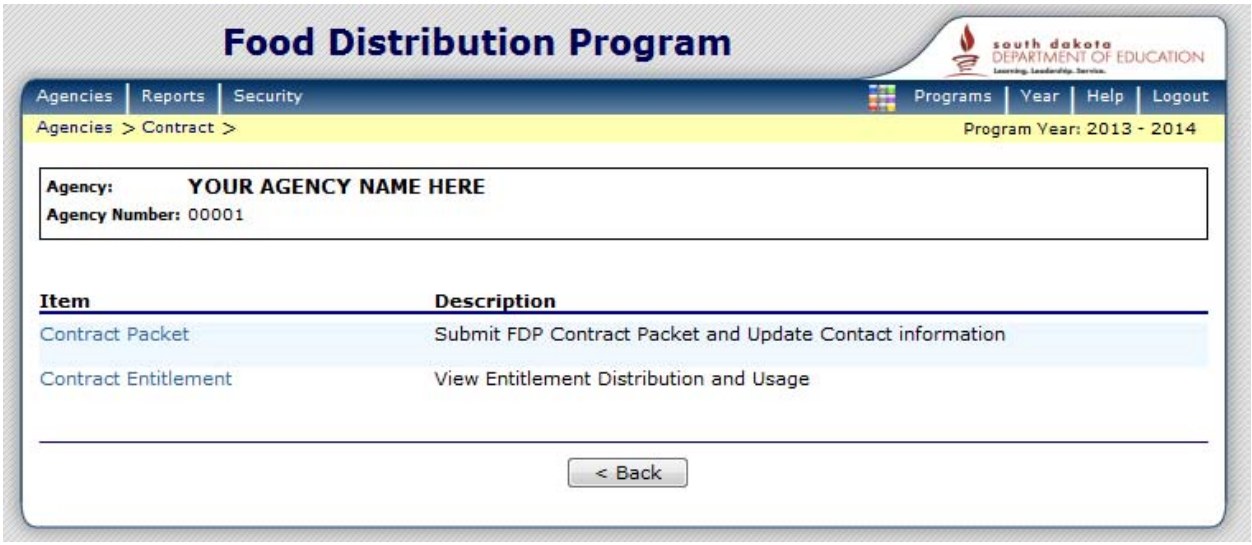
7. Click *Save* on each screen then click *Finished*. Note that the Contract will need to be updated whenever there is a change of personnel.

Chapter 3 – Contract Entitlement

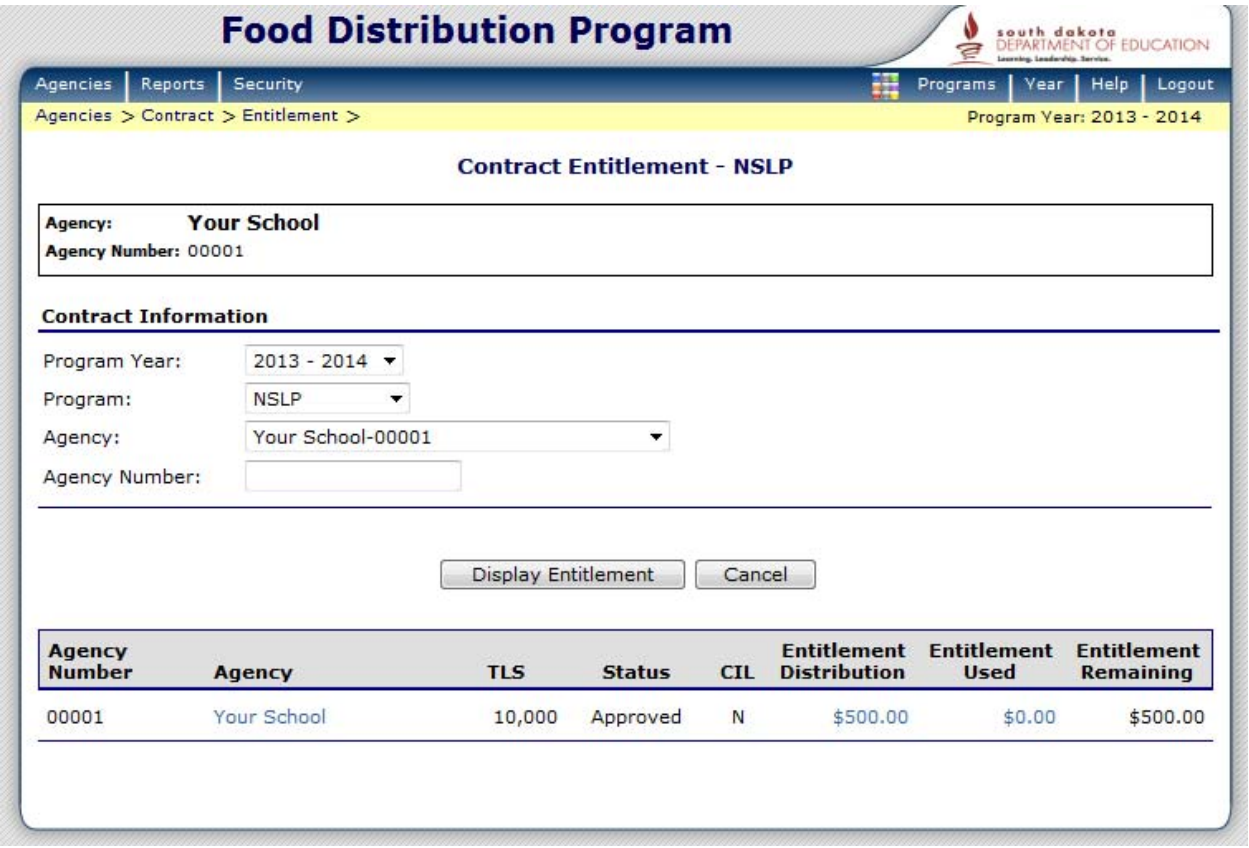
1. Log in to the system.
2. Click *Agencies* in the blue bar at the top of the page.
3. Click *Contract*.



4. Click *Contract Entitlement*.

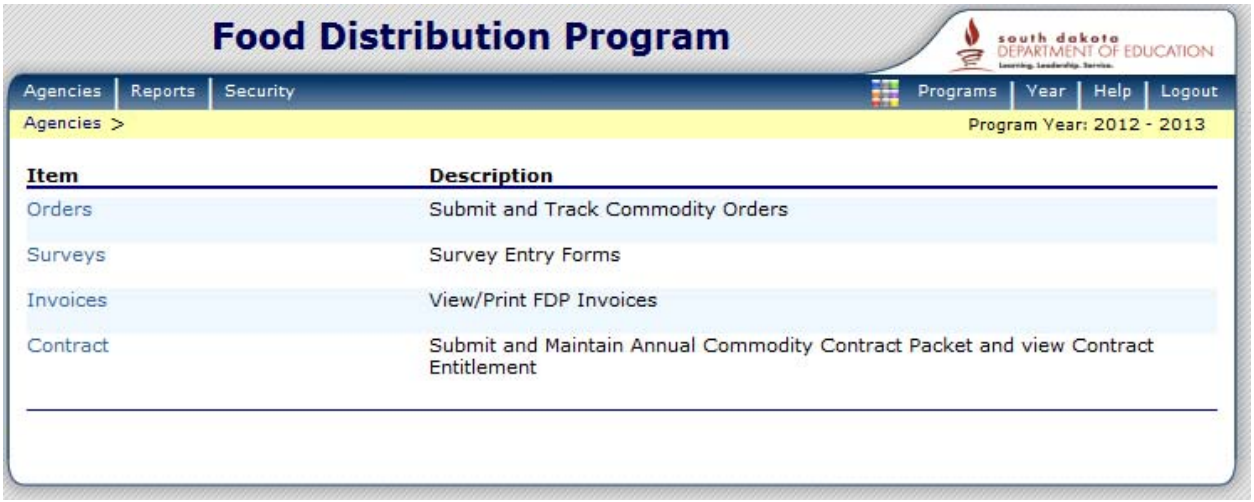


5. Your school name should already be listed so Click *Display Entitlement*.
    - For schools with **multiple agency numbers**, you must first select an individual location from the *Agency* drop-down box then Click *Display Entitlement*.
6. Click on any of the items in blue for further details. (Total Lunches Served (TLS), Entitlement Distribution, Entitlement Used or Entitlement Remaining.)

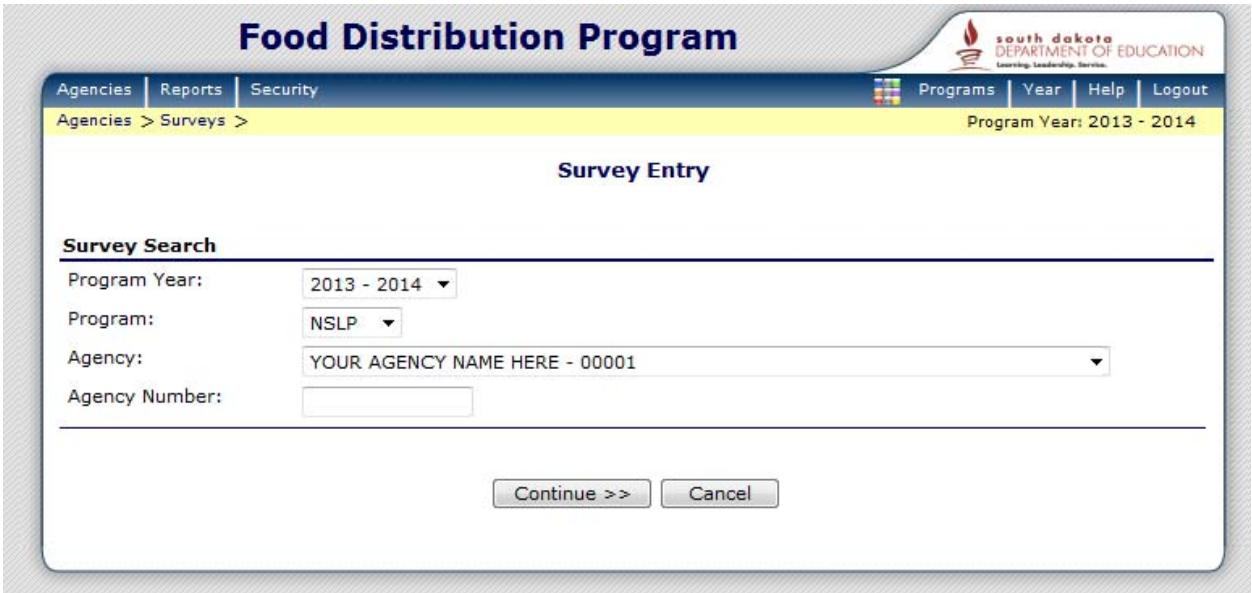


Chapter 4 – Filling out the Annual Survey

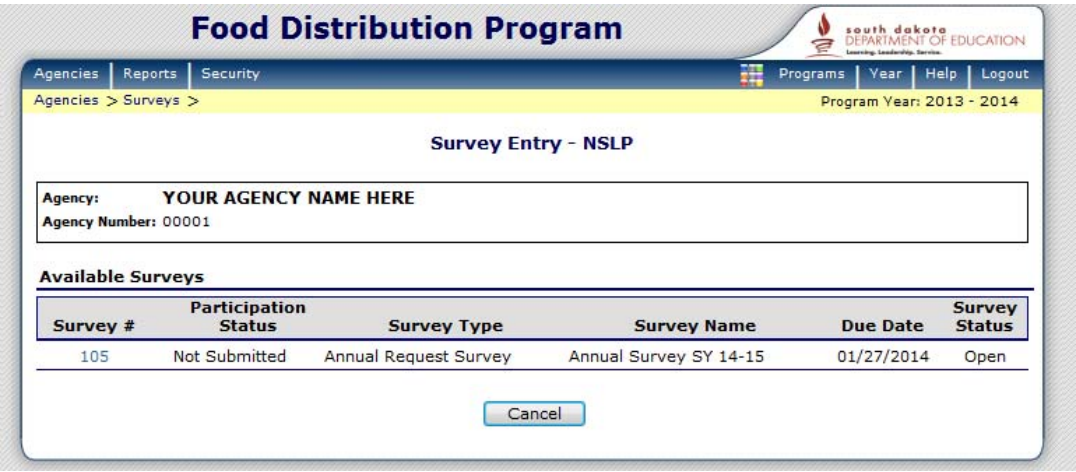
1. Log in to the system.
2. Click on *Agencies* on the blue bar at the top of the page.
3. Click on *Surveys*.



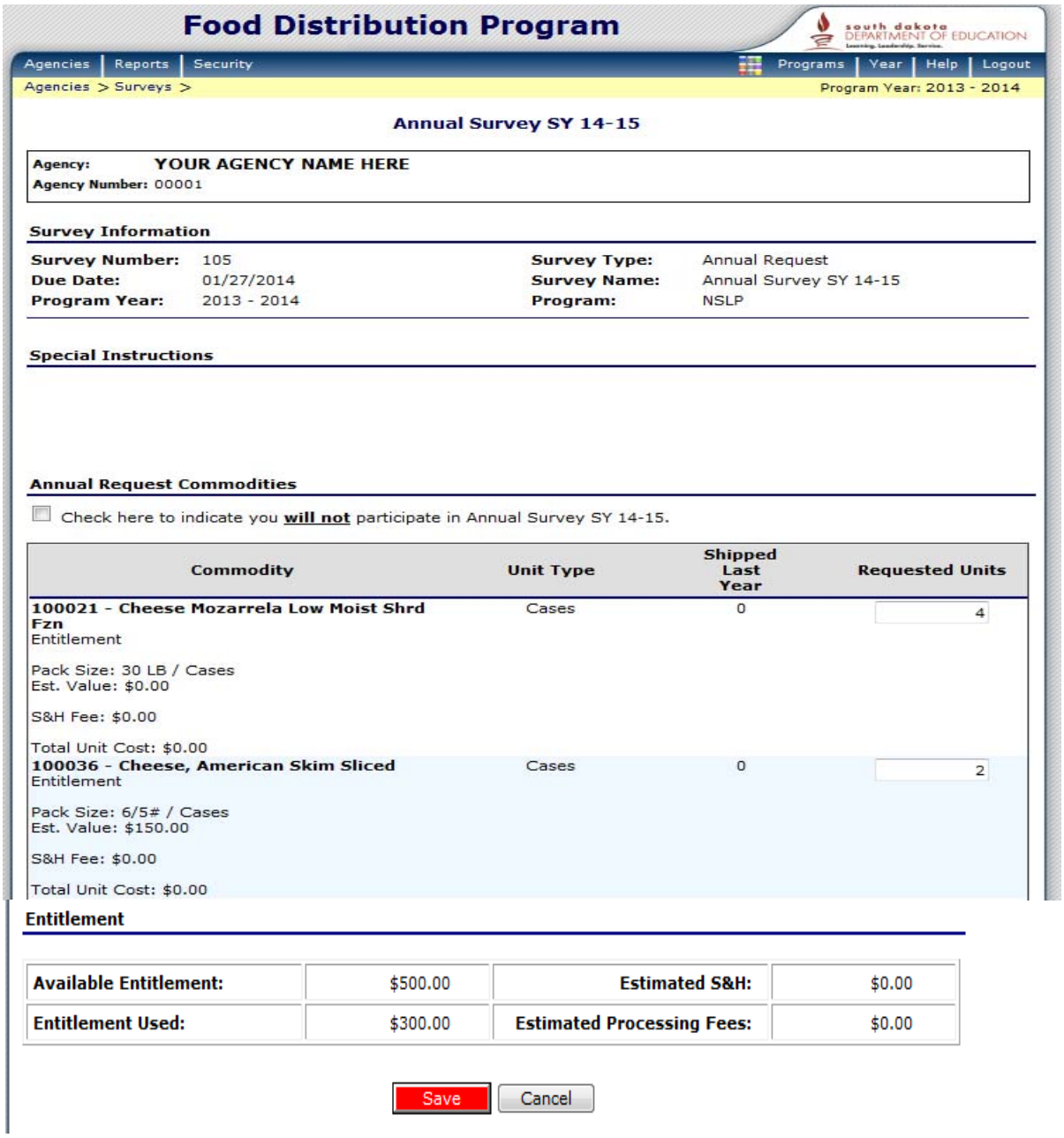
4. You school name should already be listed so Click *Continue*. (For schools with **multiple agency numbers**, select your locations individually from the *Agency* drop-down box and complete a Survey for each location. Click *Continue*.)



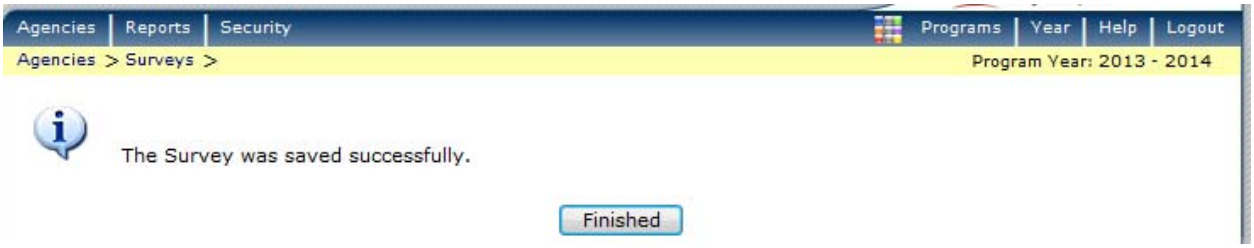
5. Click on the blue survey # to complete your annual request.



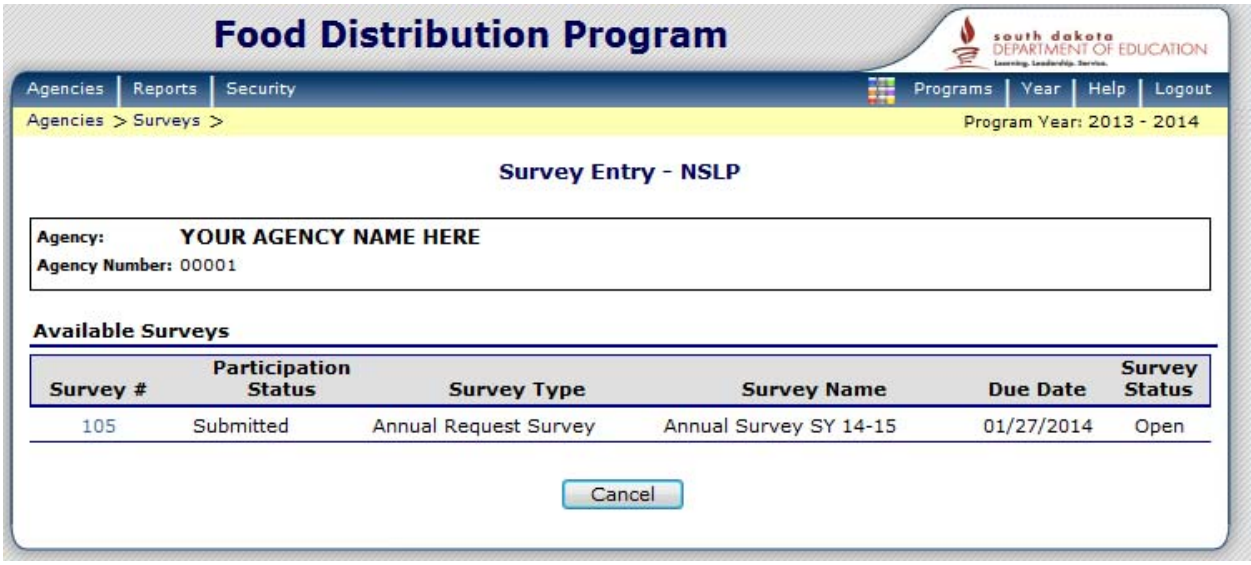
6. In the *Requested Unit* boxes, fill in the amount(s) you estimate you would order in the upcoming school year. (Please estimate to the best of your ability based on your current purchases and entitlement.)
7. Click *Save*.
   The system will not let you go over your entitlement. If you receive a red error message at the top of the screen, you have exceeded your entitlement and will need to adjust your order.



8. Click *Finished*



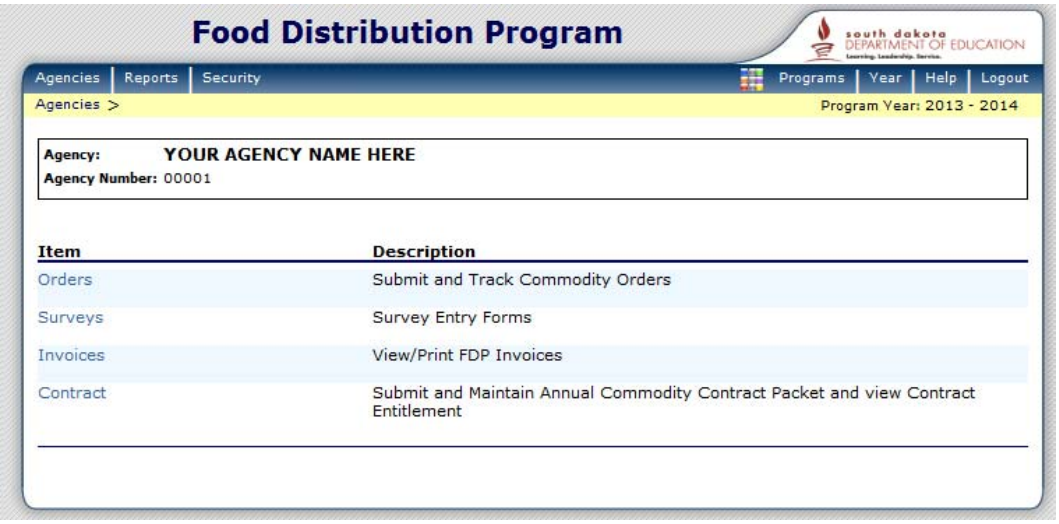
9. You can revise your survey any time prior to the the survey due date. Simply click on the blue *survey number* and make your changes. Be sure to click *Save* and *Finished* when you are done.



10. If you choose not to participate in the annual survey, please still go into the Survey and click the box that says "check here to indicate you <u>will not</u> participate in the Annual Survey". This way we know you are purposely not completing the survey and didn't just miss filling it out. Remember to click Save and Finished.

Chapter 5 – Submitting a Monthly Food Order

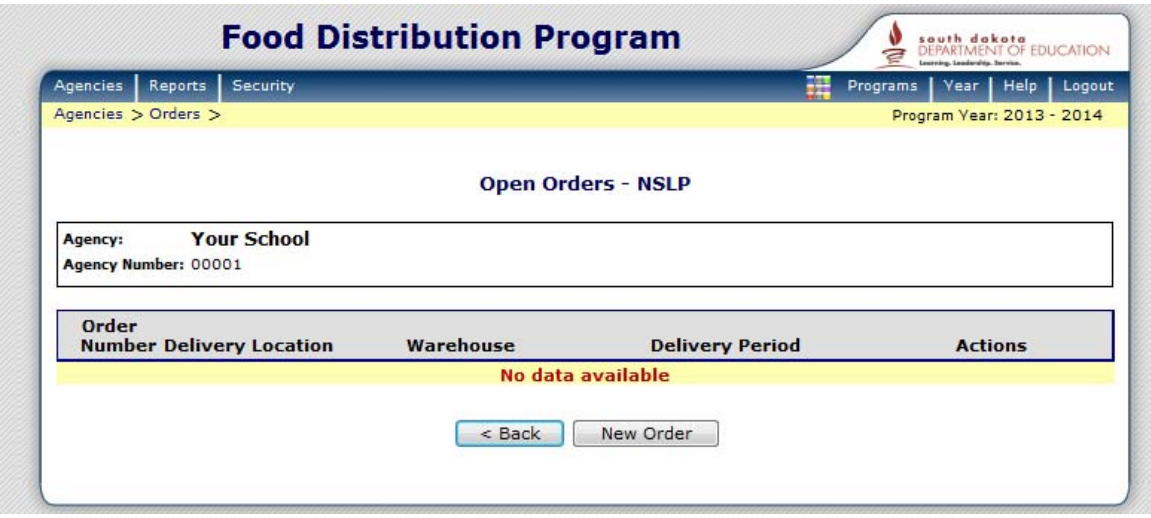
1. Log in to the system.
2. Click on *Agencies* in the blue bar at the top of the page.
3. Click on *Orders*



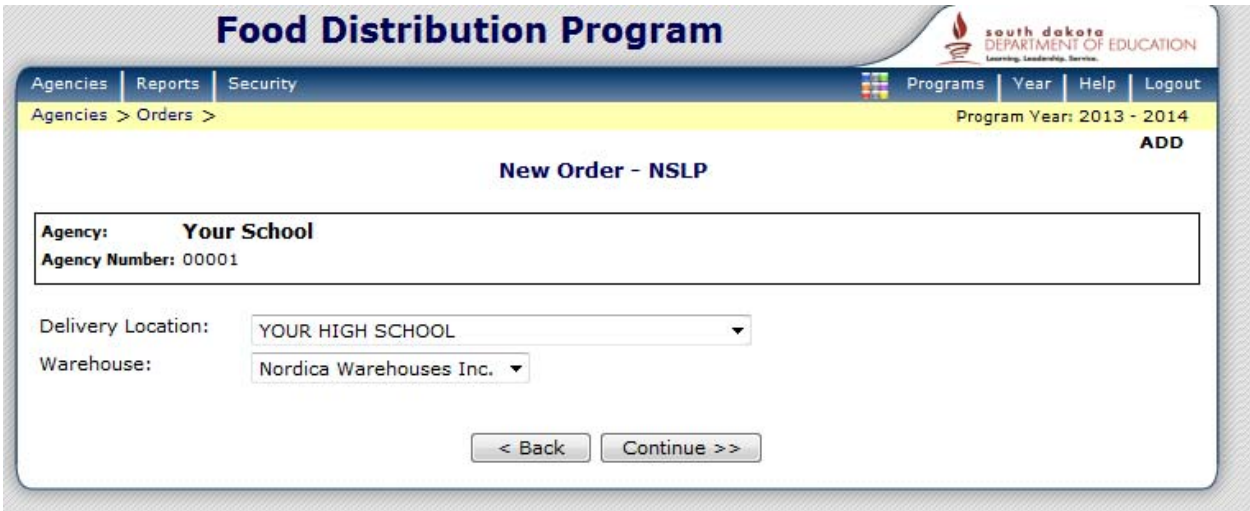
4. Click on *Open Orders*

5. Your school name should already appear in the *Agency* box, so Click *Continue.* (For schools with **multiple agency numbers**, select your locations individually from the *Agency* drop-down box. You must submit a separate order for each agency number that you wish to order for.)

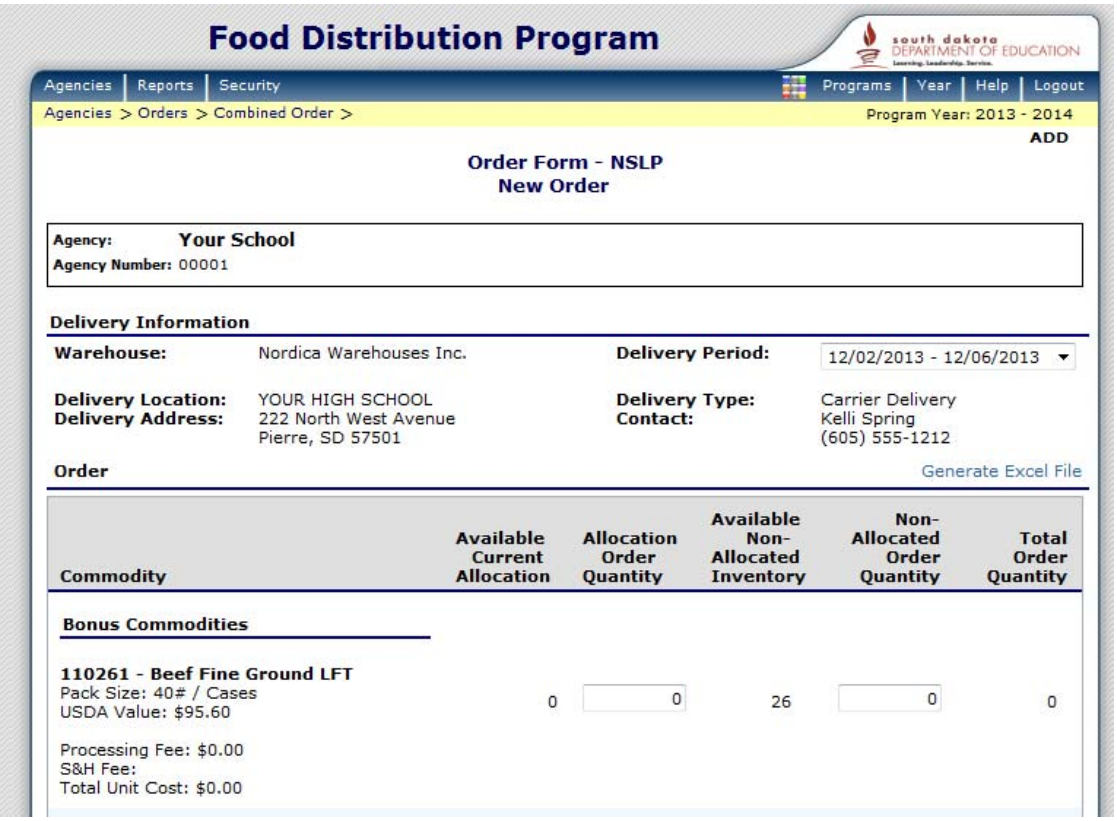
6. Click *New Order*



7. Click on the drop-box for *Delivery Location.* (There should be only one location listed to choose from.)
8. Click on the *Warehouse* drop-box. (There should be only one location to choose from.)
9. Click *Continue*



10. The New Order Form will display.



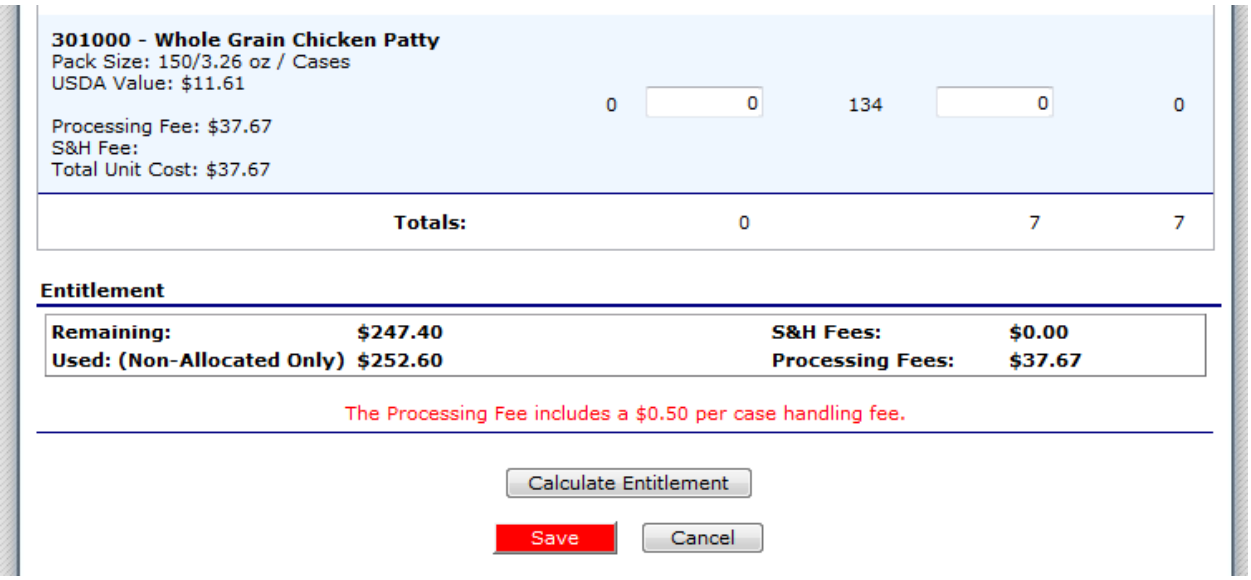
11. The *Delivery Period* is your delivery week for the month you are ordering for. There should only be one period to choose from in the drop-down box.
12. The Order Form has 5 columns. South Dakota will NOT use the first two columns; "Available Current Allocation" and "Allocation Order Quantity". You will be unable to enter amounts into either of these columns.
13. The iCAN ordering system is on a "first come, first served" basis. The amounts listed in the *NON-Allocated Order Quantity"* are the total amounts available in the warehouse. Quantities will decrease with each order that is placed in the system. If you wait until the last day to order, you risk having limited product and amounts to choose from.
14. In the *NON-Allocated Order Quantity* box enter the amount(s) you would like to receive for the order month.

15. Click *Calculate Entitlement*.

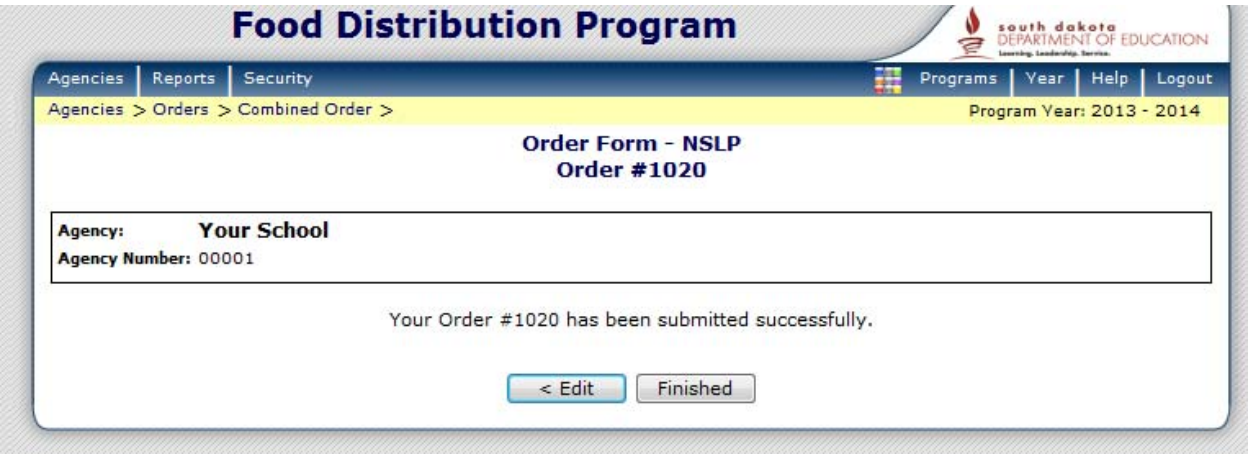
    The system will not let you go over your entitlement. If you receive a red error message at the top of the screen, you have exceeded your entitlement and will need to adjust your order.

16. Click *Save.*

    For a hard copy record of your order, you can do a Print Screen after you click *Save.* You can also do an *Order Inquiry* later to view your order. See chapter 6 of this manual.

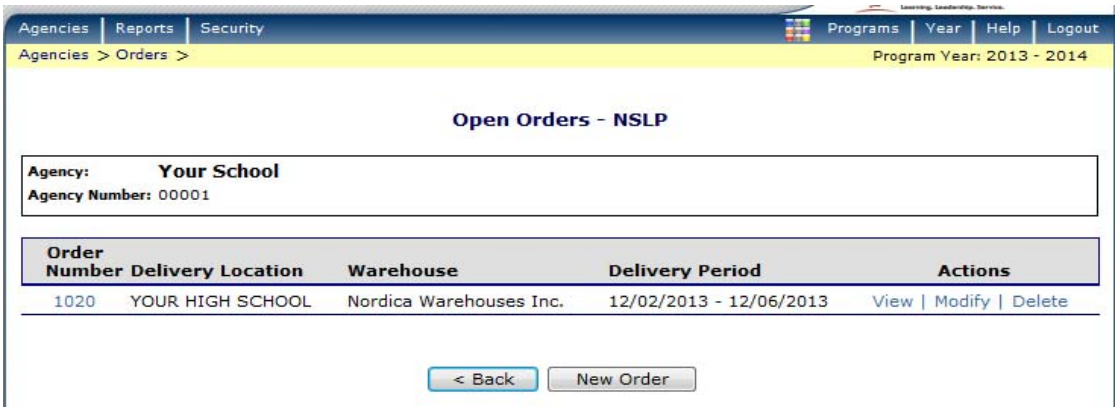


17. You will receive a message stating "Your Order #_____has been submitted successfully." Click *Finished*.

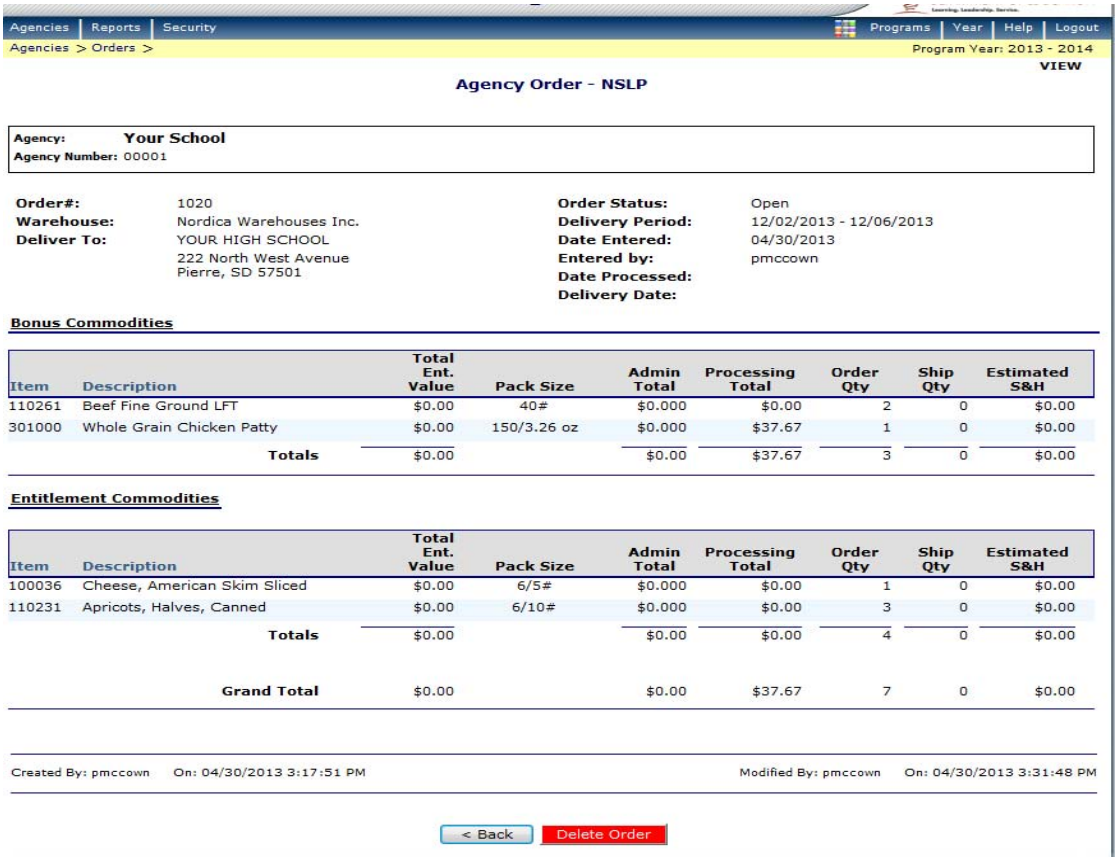


18. You can ***Delete*** your order at any time up until the order closes.

- Click *Agencies* on the blue bar at the top of the screen
- Click *Orders*
- Click *Open Orders*
- Click *Continue*
- Click on the *blue order number*



- Click *Delete Order*

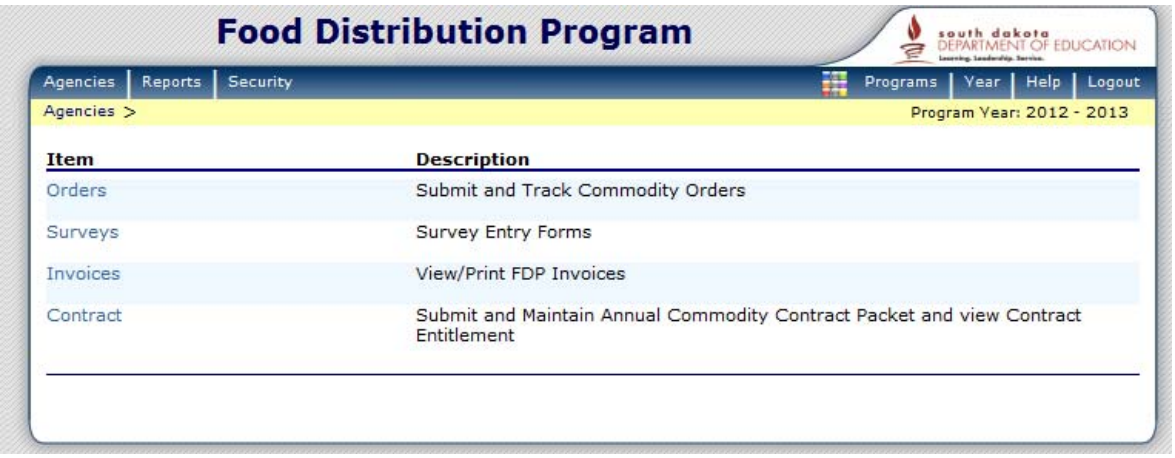


19. You can ***Modify*** your order at any time up until the order closes.
   - Click *Agencies* on the blue bar at the top of the screen
   - Click *Orders*
   - Click *Open Orders*
   - Click *Continue*
   - Click on the blue *Modify*

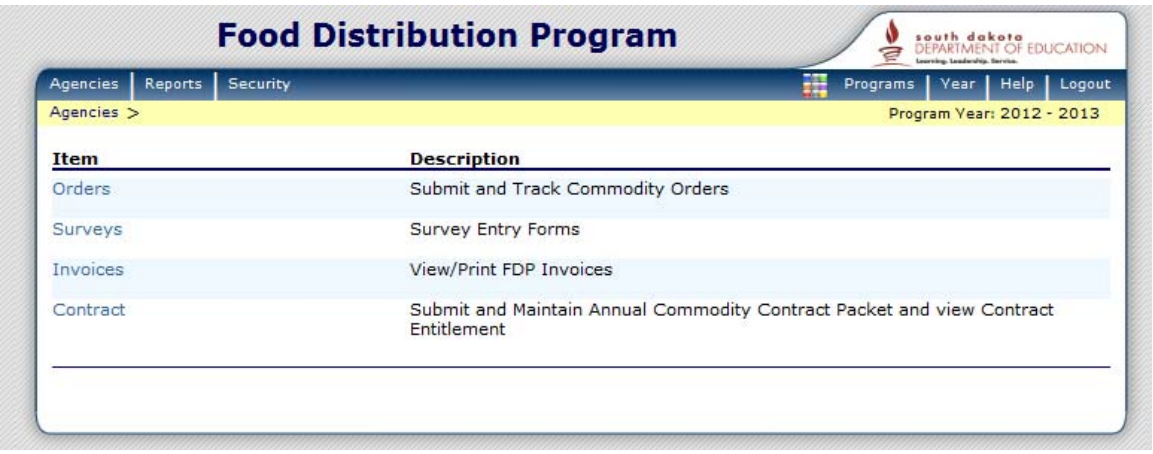
20. The order form opens back up. Make your changes then,
   - Click *Calculate Entitlement*
   - Click *Save*
   - Click *Finish*

Chapter 6– Order Inquiry or "What Did I Order For Delivery When?"

1. Log in to the system.
2. Click on *Agencies* in the blue bar at the top of the screen.



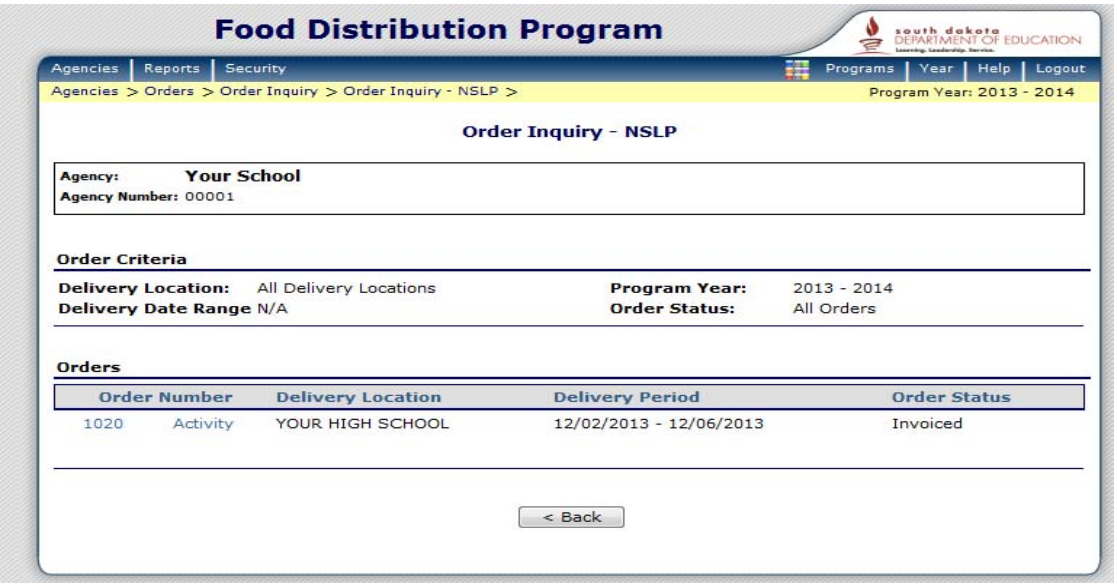
3. Click on *Orders*



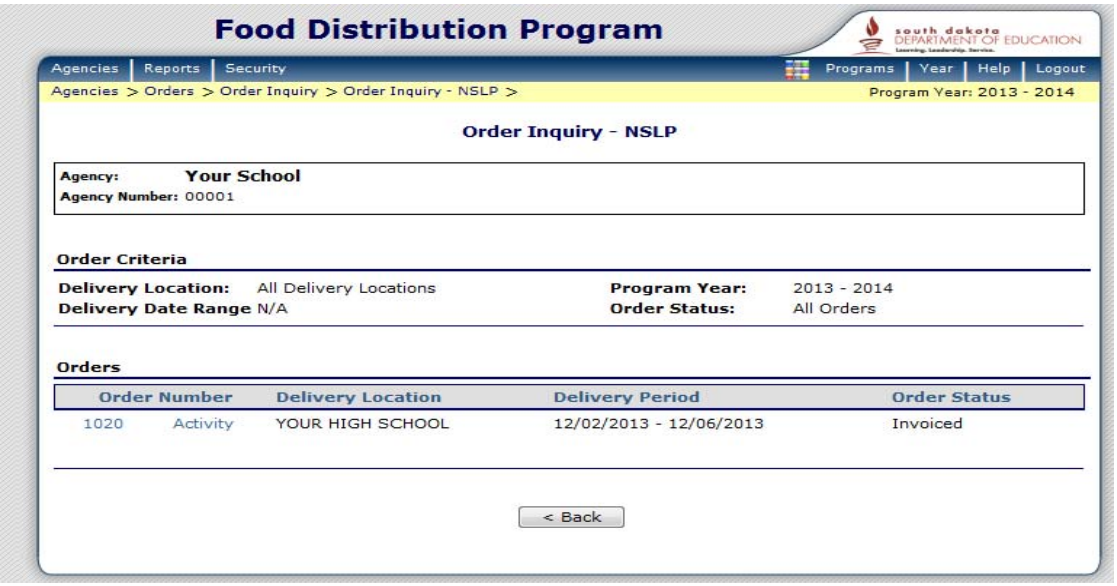
4. Click on *Order Inquiry*

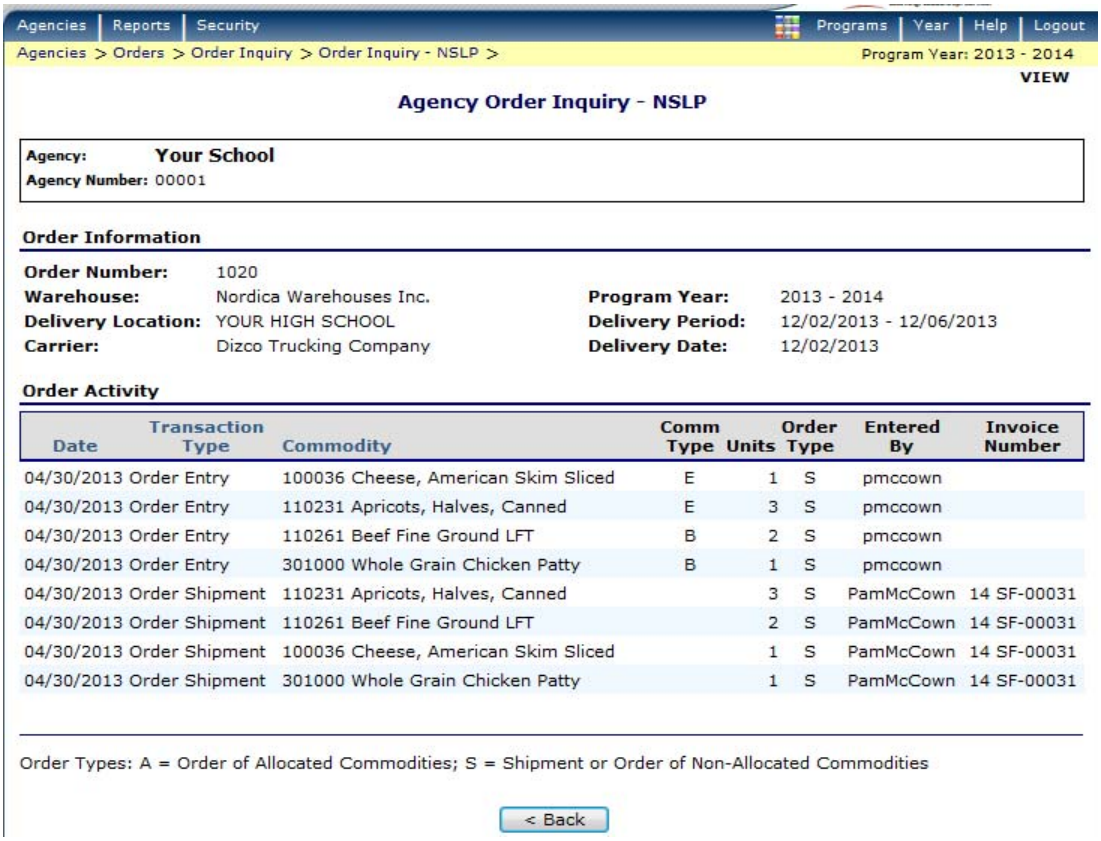
5. There are several drop-down boxes to choose from. You can have orders displayed based on *Delivery Date*, *Order Number*, by *Commodity* or simply display *All Orders*. Once you have made your selection, Click *Continue.*

6. Click on any blue order *Number* to view the order. Click *Back* when done.



7. Click any blue *Activity* to view order Transactions. Click *Back* when done.



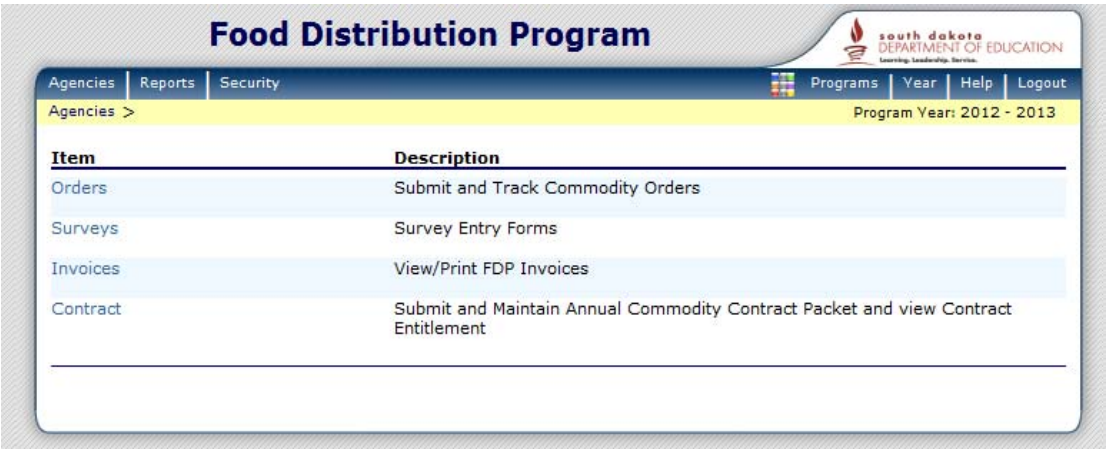


Date	Transaction Type	Commodity	Comm Type	Units	Order Type	Entered By	Invoice Number
04/30/2013	Order Entry	100036 Cheese, American Skim Sliced	E	1	S	pmccown	
04/30/2013	Order Entry	110231 Apricots, Halves, Canned	E	3	S	pmccown	
04/30/2013	Order Entry	110261 Beef Fine Ground LFT	B	2	S	pmccown	
04/30/2013	Order Entry	301000 Whole Grain Chicken Patty	B	1	S	pmccown	
04/30/2013	Order Shipment	110231 Apricots, Halves, Canned		3	S	PamMcCown	14 SF-00031
04/30/2013	Order Shipment	110261 Beef Fine Ground LFT		2	S	PamMcCown	14 SF-00031
04/30/2013	Order Shipment	100036 Cheese, American Skim Sliced		1	S	PamMcCown	14 SF-00031
04/30/2013	Order Shipment	301000 Whole Grain Chicken Patty		1	S	PamMcCown	14 SF-00031

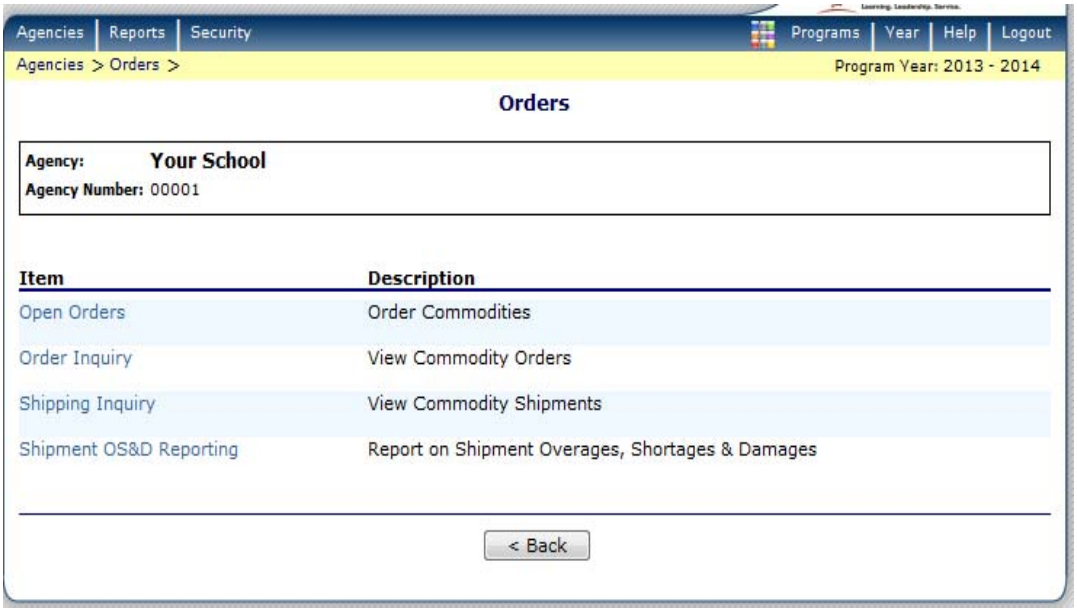
8. Click *Agencies* in the blue bar to return to the Main Menu.

Shipping Inquiry is another way to view order information.

1. Log in to the system
2. Click on *Agencies* in the blue bar at the top of the page
3. Click on *Orders*

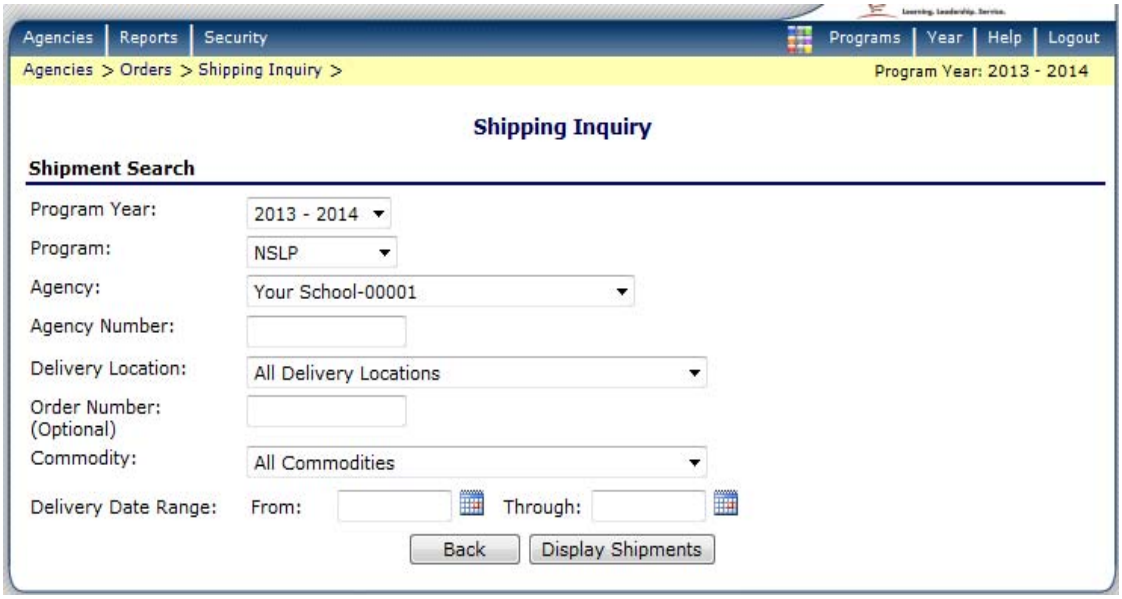


3. Click on *Shipping Inquiry*

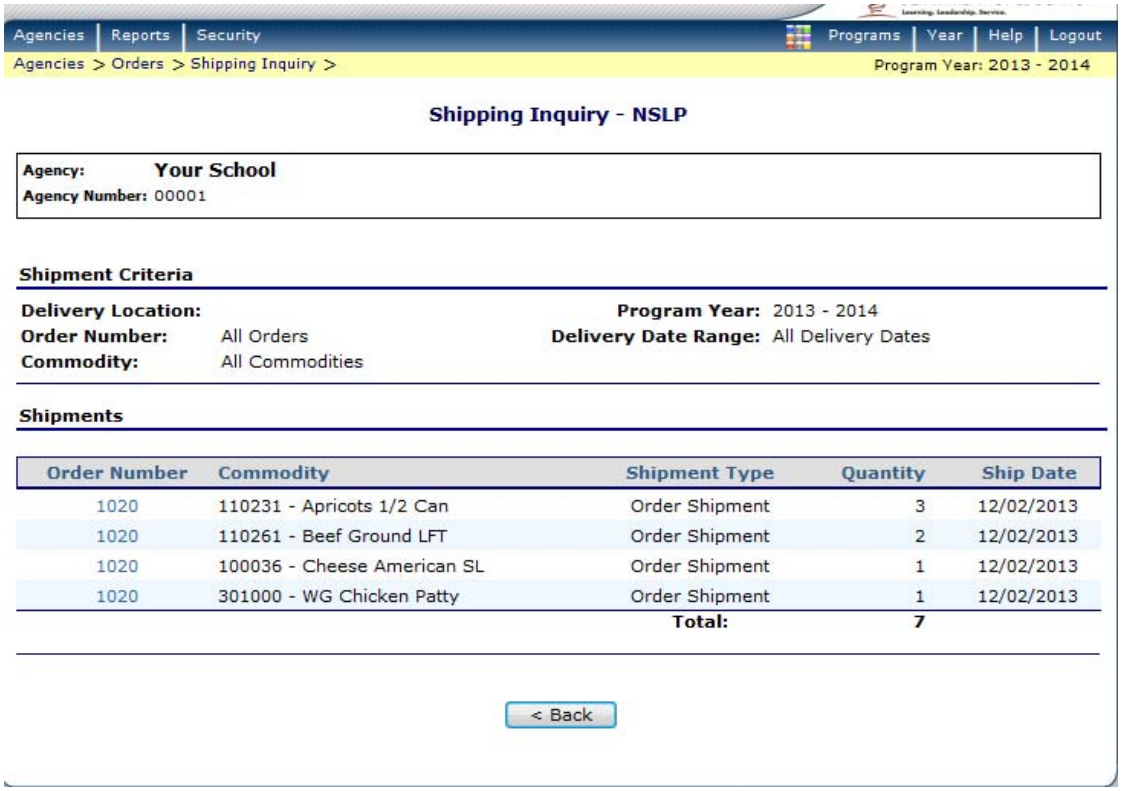


5. Choose from the drop-down boxes to refine your search.

6. Click *Display shipments*

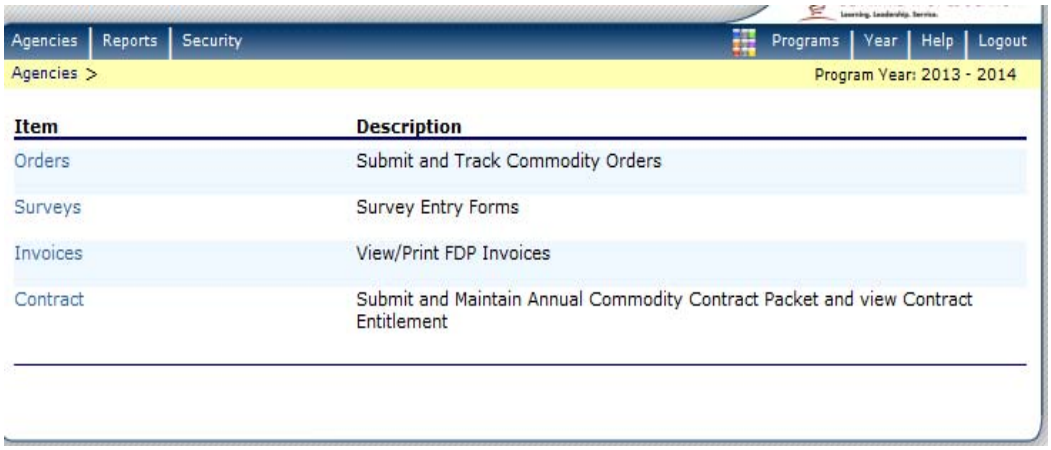


7. Click on a *blue order number* for additional information.

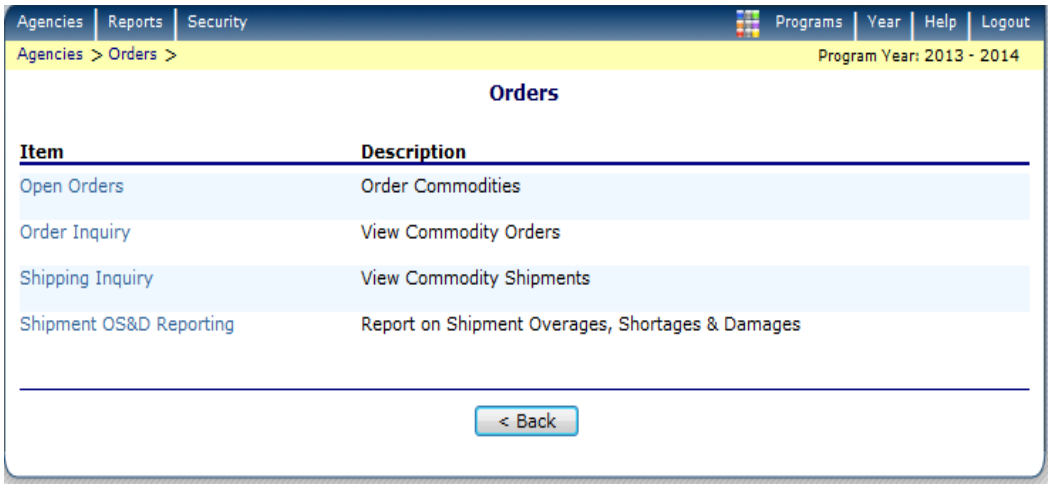


Chapter 7 – Receipting a Monthly Order

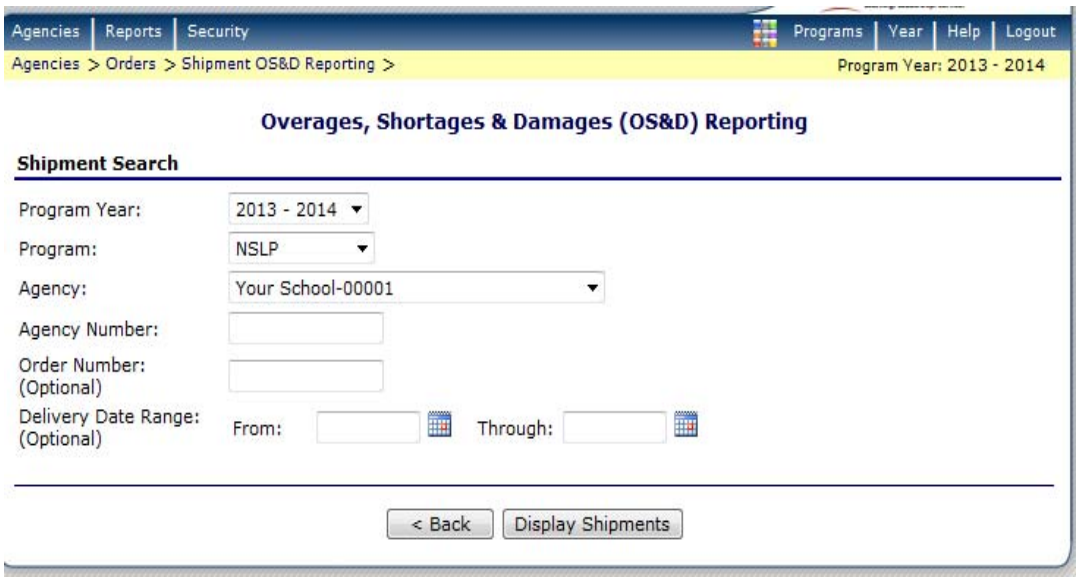
1. Log in to the system
2. Click on *Agencies* in the blue bar at the top of the page
3. Click on *Orders*



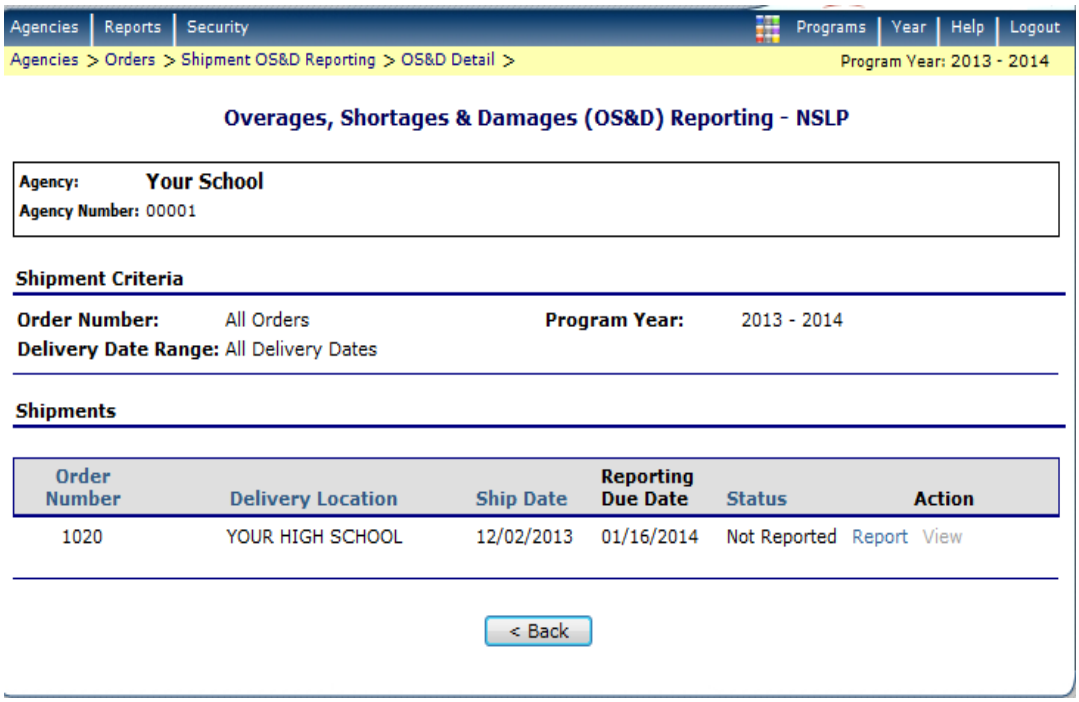
4. Click on *Shipment OS&D Reporting*



5. Click *Display Shipments*.

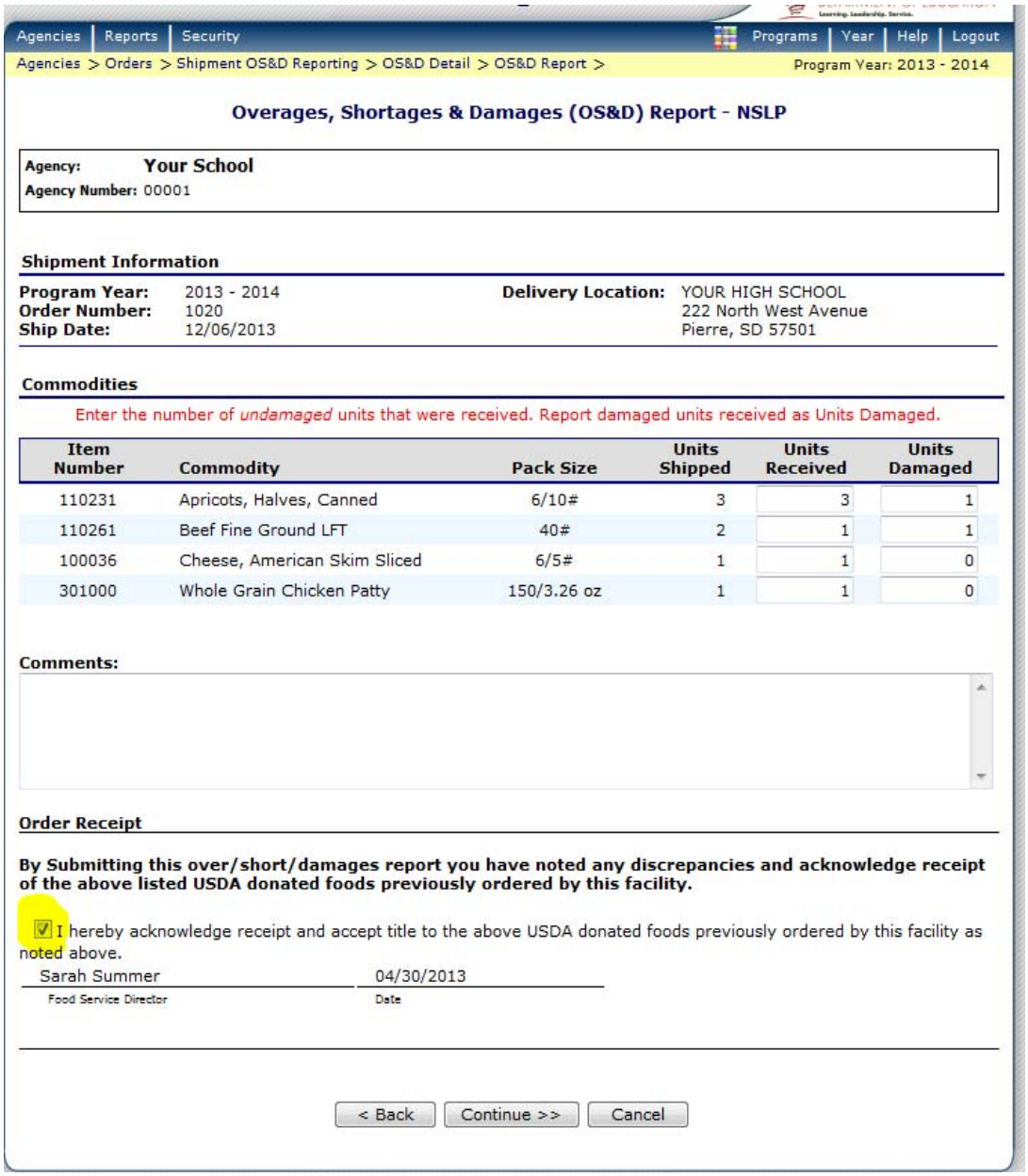


6. Click on *Report* (in blue)



7. Fill in the *Units Received* and *Units Damaged*– if you received 3, and 1 is damaged, fill in 3 and 1. If you were supposed to get 2 but only received 1 and that 1 was damaged, fill in 1 and 1 (see example below). Complete the unit information for each commodity listed.

   If you received something that is not listed, put that items information in the Comments section. Include item number, Commodity description and the number of Units received and/or damaged.
8. Check the *Order Receipt Box* and Click *Continue*.
9. If everything is correct, click *Submit Report*. Click *Finished*.



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

Agencies > Orders > Shipment OS&D Reporting > OS&D Detail > OS&D Report > Program Year: 2013 - 2014

Overages, Shortages & Damages (OS&D) Report - NSLP

Agency: Your School
Agency Number: 00001

Shipment Information

Program Year: 2013 - 2014
Order Number: 1020
Ship Date: 12/06/2013

Delivery Location: YOUR HIGH SCHOOL
222 North West Avenue
Pierre, SD 57501

Commodities

Enter the number of *undamaged* units that were received. Report damaged units received as Units Damaged.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
110231	Apricots, Halves, Canned	6/10#	3	3	1
110261	Beef Fine Ground LFT	40#	2	1	1
100036	Cheese, American Skim Sliced	6/5#	1	1	0
301000	Whole Grain Chicken Patty	150/3.26 oz	1	1	0

Comments:

Order Receipt

By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

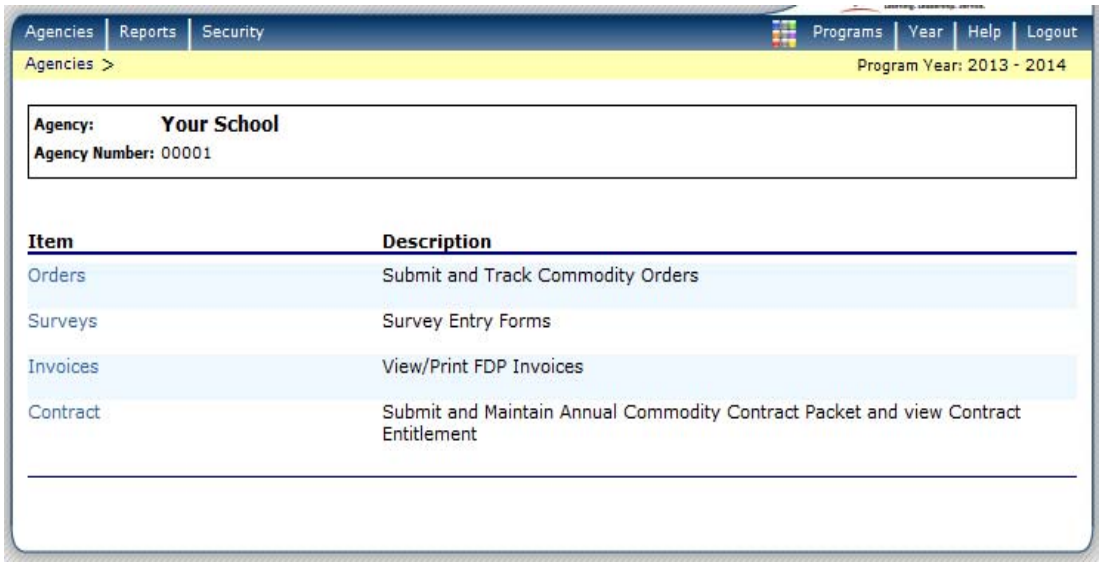
☑ I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Sarah Summer — Food Service Director
04/30/2013 — Date

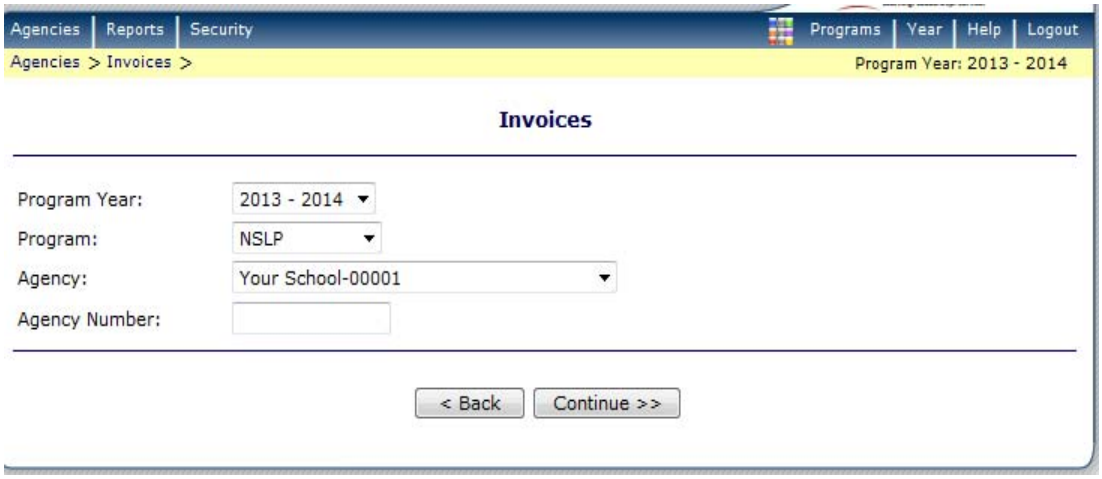
< Back | Continue >> | Cancel

Chapter 8 – Invoices

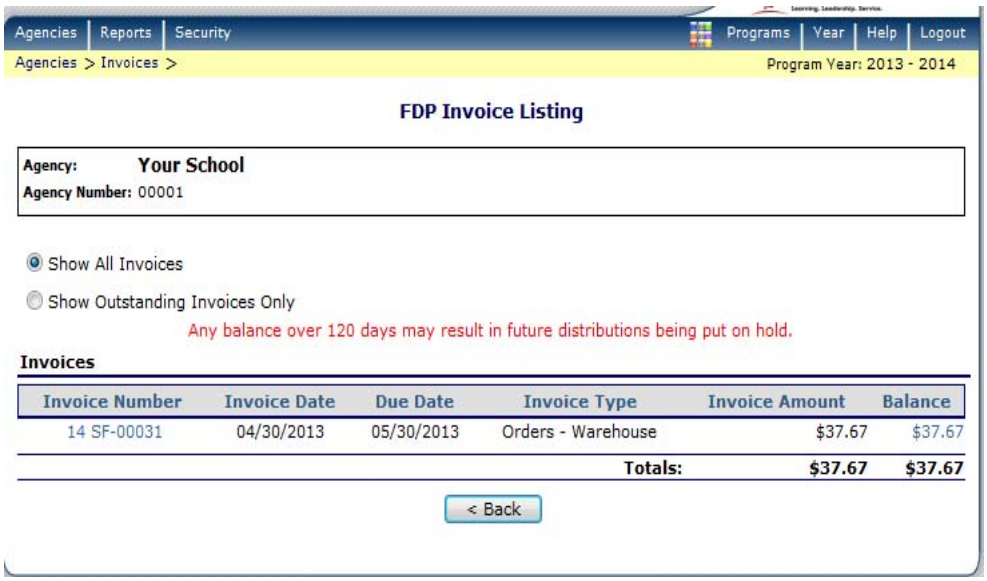
1. Log in to the system
2. Click on *Agencies* in the blue bar at the top of the page
3. Click on *Invoices*



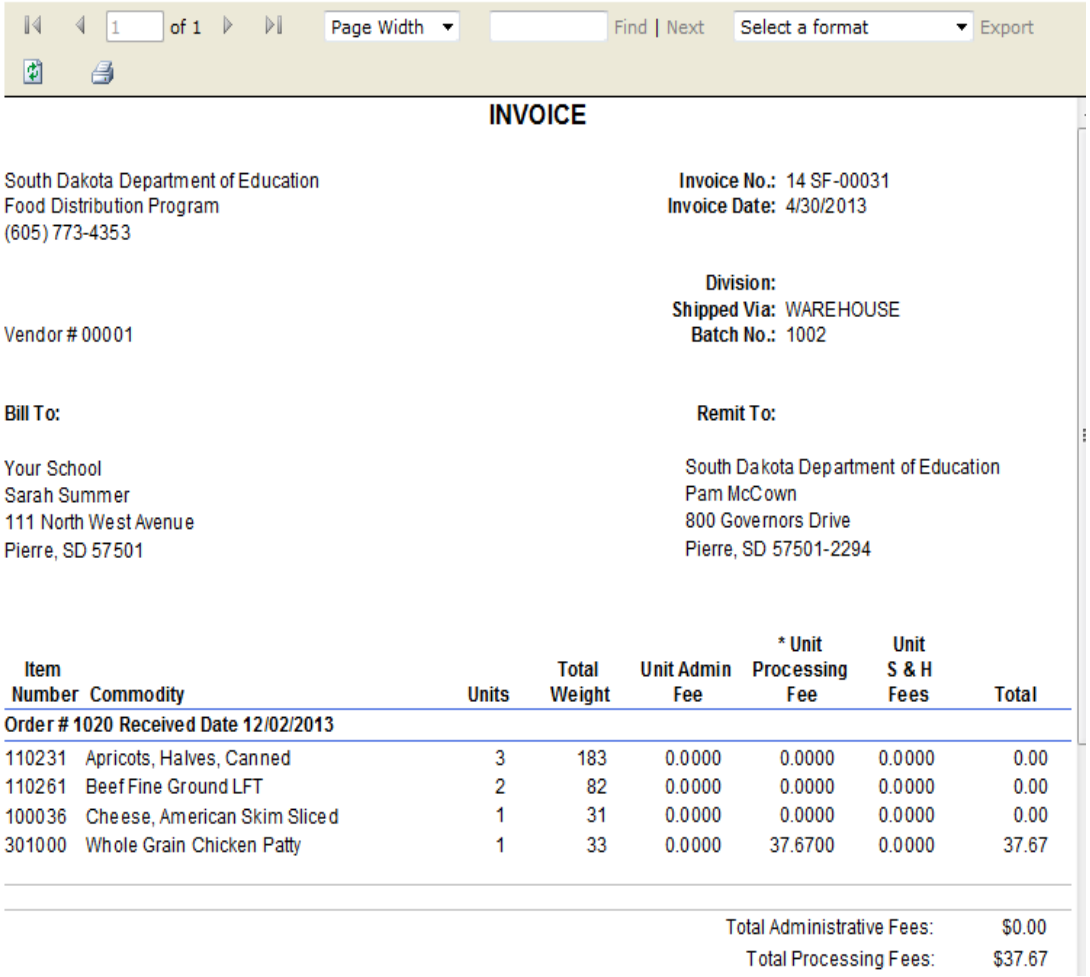
4. Click *Continue*



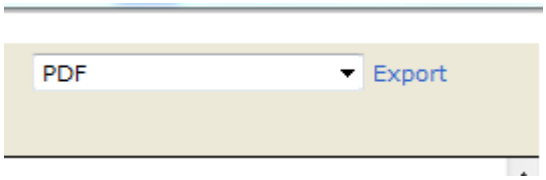
5. Click on the *blue Invoice Number* (In this case 14 SF-00031).



A new window will open with the invoice showing. Make sure your internet is allowing "pop-ups" from the website.



6. At the top there is a drop down menu that says *Select a format*. Click the *down arrow* next to it and select *PDF*. Then click *Export*.



7. The invoice will then open using Adobe Acrobat (downloaded for free off the internet if you don't have the software on your computer) and you can print your invoice.

INVOICE

South Dakota Department of Education
Food Distribution Program
(605) 773-4353

Invoice No.: 14 SF-00031
Invoice Date: 4/30/2013

Division:
Shipped Via: WAREHOUSE
Batch No.: 1002

Vendor # 00001

Bill To:

Your School
Sarah Summer
111 North West Avenue
Pierre, SD 57501

Remit To:

South Dakota Department of Education
Pam McCown
800 Governors Drive
Pierre, SD 57501-2294

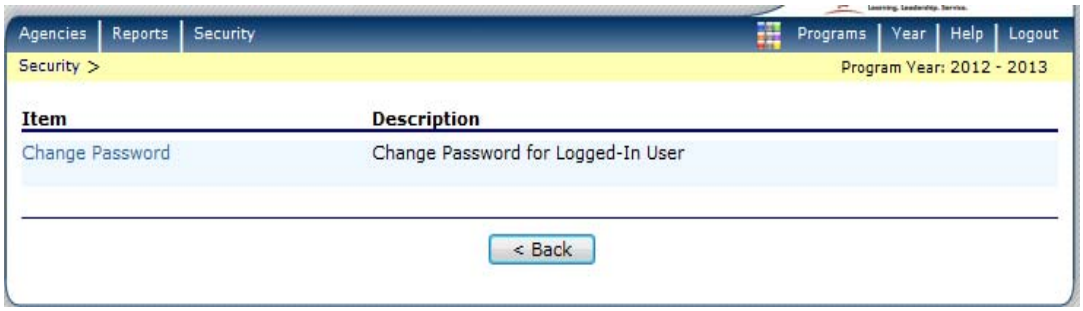
Item Number	Commodity	Units	Total Weight	Unit Admin Fee	* Unit Processing Fee	Unit S & H Fees	Total
Order # 1020 Received Date 12/02/2013							
110231	Apricots, Halves, Canned	3	183	0.0000	0.0000	0.0000	0.00
110261	Beef Fine Ground LFT	2	82	0.0000	0.0000	0.0000	0.00
100036	Cheese, American Skim Sliced	1	31	0.0000	0.0000	0.0000	0.00
301000	Whole Grain Chicken Patty	1	33	0.0000	37.6700	0.0000	37.67

Total Administrative Fees:	$0.00
Total Processing Fees:	$37.67
Total S & H Fees:	$0.00
Other Charges/Credits:	$0.00
Current Invoice:	$37.67
Credit Balance:	$0.00
***Amount Due:**	**$37.67**

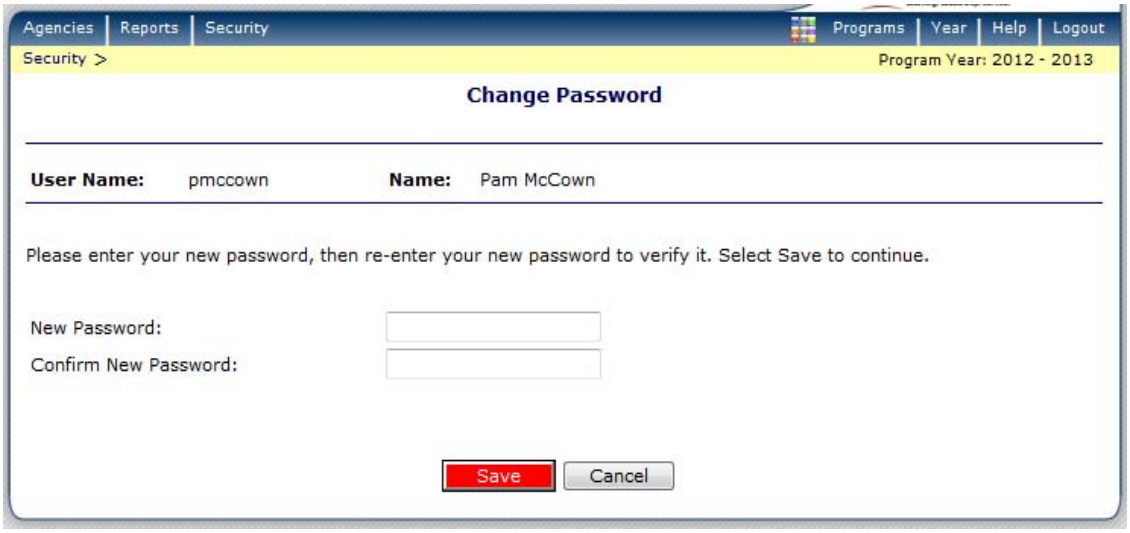
* Payment will be past due after **5/30/2013.**
* Any balance older than 120 days may result in future distributions being put on hold.
* Please write the Invoice Number on remittance to assure correct accounting.
* If the AMOUNT DUE is a credit, the credit amount will be deducted from your next invoice.
* The Processing Fee includes a $0.50 per case handling fee.

Chapter 9 – Changing your Password

1. This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to contact 605-773-3413 and have your password reset for you.
2. Log in to the system
3. Click on *Security*
4. Click *Change Password*



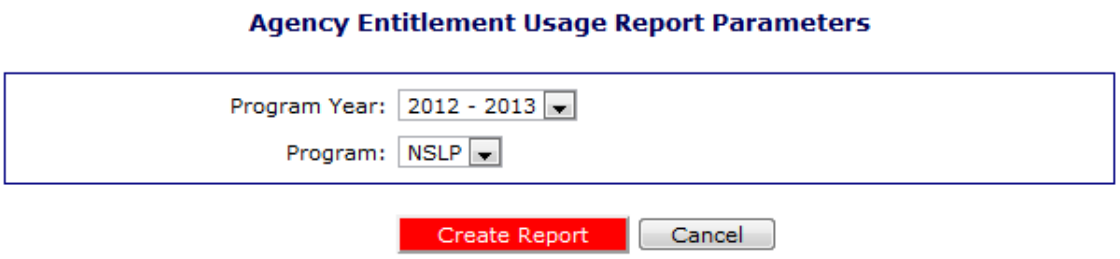
5. Type a new password in both fields.
   A password must contain a combination of the following:
   - Be at least 10 characters long
   - Contain at least one number
   - Contain at least one special character ($, %, ^, &, +, =)
6. Click *Save.*

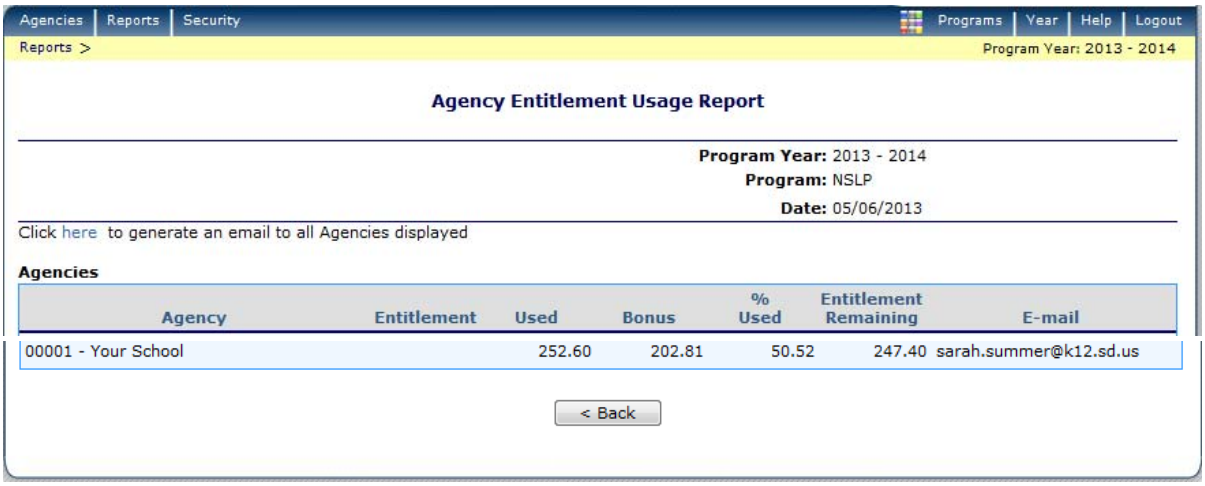


Chapter 10 - Reports

1. Click on *Reports* in the blue bar at the top of the page.

2. To see your entitlement usage throughout the year, Click on *Entitlement Usage Report*
3. Report will default to your district/school unless your user account is linked to more than one school. Click *Create Report*





4. To see the total value of food received, Click on *Statement of Commodities Shipped*

5. Change the parameters to the Program Year you want or use the Date Range to get specific month(s). The Agency should default to your agency unless you have more than one agency linked to your user account. Click *Create Report*. You will get a pop up window so make sure your computer is allowing pop ups.

Value Of Commodities Shipped

South Dakota Department of Education
Food Distribution Program

Program Year: 2013 - 2014

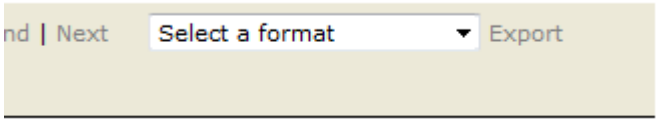
From 7/1/2013 To 6/30/2014

Program: NSLP

Agency: Your School-00001

Commodity Type	Item Number	Description	Pack Size	Units	Total Value
Bonus Commodities					
State Processed Foods					
	301000	WG Chicken Patty	150/3.26 oz	1	$11.61
Total State Processed Foods				**1**	**$11.61**
USDA Foods					
	110261	Beef Ground LFT	40#	2	$191.20
Total USDA Foods				**2**	**$191.20**
Total Bonus Commodities				**3**	**$202.81**
Entitlement Commodities					
USDA Foods					
	100036	Cheese American SL	6/5#	1	$150.00
	110231	Apricots 1/2 Can	6/10#	3	$102.60
Total USDA Foods				**4**	**$252.60**
Total Entitlement Commodities				**4**	**$252.60**
Grand Total				**7**	**$455.41**

5/6/2013

Page 1 of 1 Pages

6. Use the drop down menu by *Select a Format* and Click on *Acrobat (PDF) File* and then Click *Export*. The PDF will either open or prompt you to save to your computer. You can then view or print this report to see the total Value of USDA Foods Received.