

Sales Verification



What is Sales Verification?

- Sales Verification Requirement is stated in the Code of Federal Regulation, 7CFR 250.19. To read the regulation, go to <http://www.gpoaccess.gov/cfr/retrieve.html>
- The regulation states that each Manufacturer must establish a review system in order to assess the effectiveness of the distributor in meeting the requirements of the regulations.
- State needs to be certain that the RA's are receiving the proper commodity discount (Pass-Through-Value discount) on their commodity products.
- K12Foodservice.com allows Manufacturers to offer an easy, quick way for their customers to verify that they are receiving the correct Pass-Through-Value discount from the distributors.

How Does Sales Verification Work with K12foodservice.com?

- When data from a certified commercial distributor is received and processed, invoice level sales data is available on K12Foodservice.com.
- On a regular monthly schedule, NOI customers receive email reminders, with their username and password, to log on to K12Foodservice.com.
- Once logged in, NOI customers (RA's) are asked to compare their online account information for the previous month to the hard-copy invoices they receive from their distributors.
- The RA's are then asked to submit for each of their manufacturers whether or not the distributor gave them the correct case amounts and discounts on their commodity purchases.

Instructions for Completing Sales Verification

1. Log on to K12Foodservice.com

Click for RA
Access Form

The screenshot shows the K12 Foodservice.com website interface. At the top left is the K12 FOODSERVICE.com logo. Below it is a navigation bar with links: Home | Certified Distributors | Downloads | Consulting & Solutions | Company. A red box highlights a button that says "Click here to gain access to our FREE commodity tracking tool". An arrow points from the text "Click for RA Access Form" to this button. On the right side, there is a login form with fields for "USERNAME" and "PASSWORD", a "LOGIN" button, and a link "Forgot your login or need access?". A red box highlights the login form, and an arrow points from the text "Log In" to it. The main content area is divided into three columns. The left column contains logos for various food products and companies like Tyson, Schreiber, and Mrs. T's. The middle column features a "COMMODITY SENSE & EVENTS" section with a "K12 blackboard" logo and a list of links: Recipient Agencies, Distributors, Manufacturers, Brokers, State Agencies, CO-Operatives, Management Co., and USDA. The right column contains more logos, including Tyson, Schreiber, Mrs. T's, Michael Foods, and McCain. At the bottom of the page is the K12 Foodservice.com logo and the tagline "It's ready to eat."

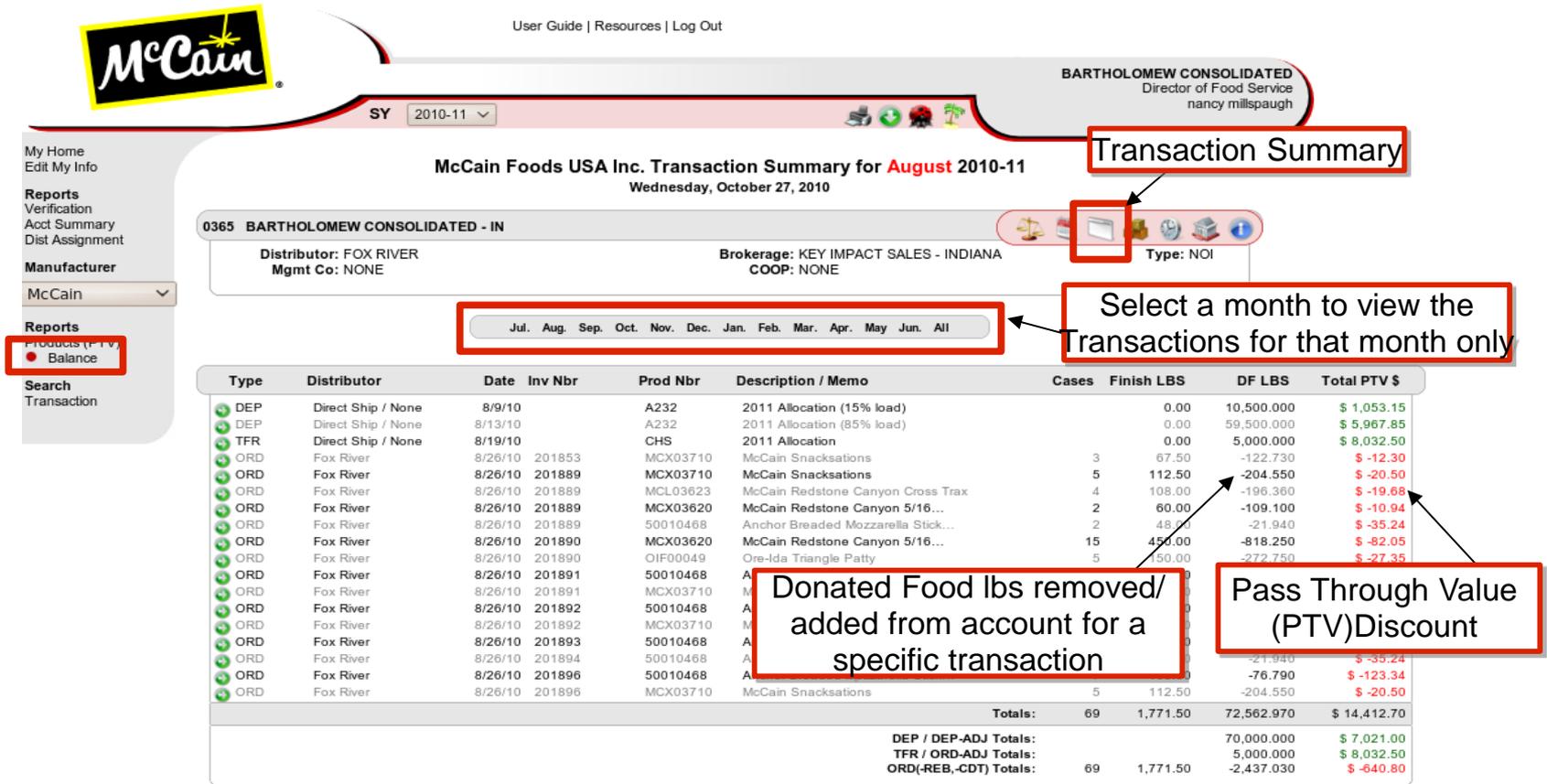
Instructions for Completing Sales Verification

2. Select a manufacturer to view from the drop-down menu on the left (navigation) side of the screen.

The screenshot displays the K12 FOODSERVICE.com website interface. At the top left is the logo for K12 FOODSERVICE.com. In the top center, there are links for "User Guide | Resources | Log Out". On the top right, the user's name "BARTHOLOMEW CONSOLIDATED" and title "Director of Food Service" are shown, along with the name "nancy millspaugh". On the left side, there is a navigation menu with the following items: "My Home", "Edit My Info", "Reports" (with sub-items "Verification", "Acct Summary", and "Dist Assignment"), and "Manufacturer". A red box labeled "Menu" with an arrow points to the "Manufacturer" dropdown menu. The main content area features a "Quick Invoice Nbr Lookup by Number or Date" form with input fields for "Invoice Number", "Invoice Date from" (set to 7/1/2010), and "to" (set to 10/27/2010), along with "Preview" and "Search" buttons. Below this is a section titled "K12 Updates, Events, and Postings" which states "There are no postings at this time."

Instructions for Completing Sales Verification

- Click on "Balance" to see your current balance, then click the "Transaction Summary" icon  to view transactions for the previous



Transaction Summary

McCain Foods USA Inc. Transaction Summary for August 2010-11
Wednesday, October 27, 2010

0365 BARTHOLOMEW CONSOLIDATED - IN

Distributor: FOX RIVER
Mgmt Co: NONE

Brokerage: KEY IMPACT SALES - INDIANA
COOP: NONE

Type: NOI

Jul. Aug. Sep. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May Jun. All

Type	Distributor	Date	Inv Nbr	Prod Nbr	Description / Memo	Cases	Finish LBS	DF LBS	Total PTV \$
DEP	Direct Ship / None	8/9/10		A232	2011 Allocation (15% load)		0.00	10,500.000	\$ 1,053.15
DEP	Direct Ship / None	8/13/10		A232	2011 Allocation (85% load)		0.00	59,500.000	\$ 5,967.85
TFR	Direct Ship / None	8/19/10		CHS	2011 Allocation		0.00	5,000.000	\$ 8,032.50
ORD	Fox River	8/26/10	201853	MCX03710	McCain Snacksations	3	67.50	-122.730	\$ -12.30
ORD	Fox River	8/26/10	201889	MCX03710	McCain Snacksations	5	112.50	-204.550	\$ -20.50
ORD	Fox River	8/26/10	201889	MCL03623	McCain Redstone Canyon Cross Trax	4	108.00	-196.360	\$ -19.68
ORD	Fox River	8/26/10	201889	MCX03620	McCain Redstone Canyon 5/16...	2	60.00	-109.100	\$ -10.94
ORD	Fox River	8/26/10	201889	50010468	Anchor Breaded Mozzarella Stick...	2	48.00	-21.940	\$ -35.24
ORD	Fox River	8/26/10	201890	MCX03620	McCain Redstone Canyon 5/16...	15	450.00	-818.250	\$ -82.05
ORD	Fox River	8/26/10	201890	OIF00049	Ore-Ida Triangle Patty	5	150.00	-272.750	\$ -27.35
ORD	Fox River	8/26/10	201891	50010468					
ORD	Fox River	8/26/10	201891	MCX03710					
ORD	Fox River	8/26/10	201892	50010468					
ORD	Fox River	8/26/10	201892	MCX03710					
ORD	Fox River	8/26/10	201893	50010468					
ORD	Fox River	8/26/10	201894	50010468					
ORD	Fox River	8/26/10	201896	50010468					
ORD	Fox River	8/26/10	201896	MCX03710	McCain Snacksations	5	112.50	-204.550	\$ -20.50
Totals:						69	1,771.50	72,562.970	\$ 14,412.70
DEP / DEP-ADJ Totals:								70,000.000	\$ 7,021.00
TFR / ORD-ADJ Totals:								5,000.000	\$ 8,032.50
ORD-(REB,-CDT) Totals:						69	1,771.50	-2,437.030	\$ -640.80

There are 18 transactions for August.

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Instructions for Completing Sales Verification

- Compare the products, case quantities, and commodity discounts displayed on the Transaction Summary to your invoices from the distributor for that month.

Transaction Summary

McCain Foods USA Inc. Transaction Summary for August 2010-11
Wednesday, October 27, 2010

0365 BARTHOLOMEW CONSOLIDATED - IN

Distributor: FOX RIVER Mgmt Co: NONE Brokerage: KEY IMPACT SALES - INDIANA COOP: NONE Type: NOI

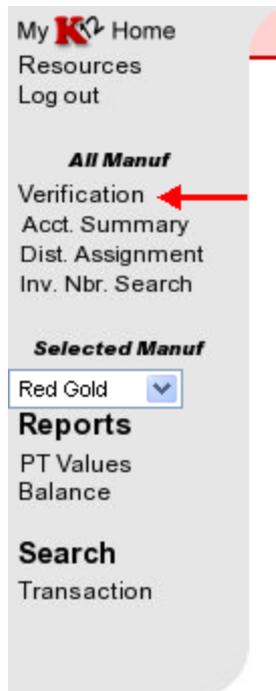
Jul. Aug. Sep. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May Jun. All

Type	Distributor	Date	Inv Nbr	Prod Nbr	Description / Memo	Cases	Finish LBS	DF LBS	Total PTV \$
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ORD	Fox River	8/26/10	201892	50010468	A				
ORD	Fox River	8/26/10	201892	MCX03710	M				
ORD	Fox River	8/26/10	201893	50010468	A				
ORD	Fox River	8/26/10	201894	50010468	A				
ORD	Fox River	8/26/10	201896	50010468	A				
ORD	Fox River	8/26/10	201896	MCX03710	McCain Snacksations	5	112.50	-204.550	\$ -20.50
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There are 18 transactions for August.

Instructions for Completing Sales Verification

5. Complete steps 2-4 for each of your NOI manufacturers
6. Click “Verification” on the left (navigation) side of the screen



Instructions for Completing Sales Verification

7. For each Manufacturer, select “Yes” or “No”, enter comments if desired, and click submit.
 - a. Select “Yes” if the data on the transaction summary reflects the discount and cases received as shown on your hard-copy invoices.
 - b. If you find a discrepancy, click ”NO” for that manufacturer and write a brief message describing the problem. This message will automatically be set to that manufacturer and your broker. Some one will contact you shortly to resolve the problem. You can also contact the distributor, broker, or manufacturer directly.

Instructions for Completing Sales Verification

User Guide | Resources | Log Out



BARTHOLOMEW CONSOLIDATED
Director of Food Service
nancy millspaugh

My Home
Edit My Info

Reports

- Verification
- Acct Summary
- Dist Assignment

Manufacturer

To complete the verification of your transactions, please compare the hard copy invoice from your distributor(s) to the transaction data that can be found on the "Transaction Summary" page in the Balance section of the website. Once you have completed the comparison for all of your NOI processors, return to this page and click either YES or NO, then click Submit for each processor. By submitting YES response, you are acknowledging that all of your hard copy invoices match what is listed on the Transaction Summary of the website. By submitting a NO response, you are acknowledging that there is a problem with your transactions. When a NO response is submitted, an email is automatically sent to your broker, and the regional sales person for that processor, along with any comments you have written in the box provided below. Please note that Sales Verification is only required for processors that you are doing Indirect Sales Discount/NOI with.

If you have any additional questions about Sales Verification, please consult the K12Foodservice.com Survivor's Guide, which can be found by clicking the palm tree at the top of the page, or calling us at (301)251-5515.

Sales Verification for the month of September

	Yes	No	Comments	
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="button" value="Submit"/>
	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="button" value="Submit"/>
			This account does not require verification.	