

Vendor/SDA Reporting Template Instructions

**Please fill out each row from left to right. To receive payment, all columns must be completed.**

1. Fill out contact information at the top of the spreadsheet.
2. **Vendor Name:** Select Vendor Name from the drop-down list. Do not attempt to type in this field or an error message will display. If your Vendor Name is not on the list, first download the newest template, found at <https://www.ams.usda.gov/selling-food/pilot-project>. If your Vendor Name is still not listed on the newest template, you may enter it into the ‘Comments’ field. New vendors will appear on the template the following month.
3. **Recipient State:** Select the State that the product was delivered to.
4. **Recipient SFA:** Select the correct recipient SFA (School Food Authority) from the list. Do not attempt to type in this field or an error message will occur. Only the approved SFAs for the Recipient State that you have selected will appear in the drop-down list. Only SFAs, and not individual school names, are listed. If you are unsure of the recipient SFA, please contact the school you are selling to in order to get the SFA name. If the SFA you delivered to is not on the list, first download the newest version of the template and check to make sure you have the correct name for the SFA. If the SFA is still not on the list, you may enter it into the ‘Comments’ field. Newly participating SFAs will appear on the template the following month.
5. **SFA Code:** This field will automatically populate; no entry is necessary.
6. **Recipient City:** This field will automatically populate; no entry is necessary.
7. **Product Description:** Select the correct eligible product from the list. If your product has recently been approved but is not on the list, first download the newest version of the template. If it is still not on the list, you may enter it into the ‘Comments’ field. The new product will appear on the template the following month.
8. **Delivered Through:** If applicable, enter the name of the distributor that the product was delivered through. You may leave this column blank if the product was not delivered through an outside distributor.
9. **Product State of Origin:** Enter the State where the product was grown. Note: This is NOT the name of the State that the product was delivered to.
10. **Quantity:** Enter the quantity of product sold. Please enter only numbers into this field or an error message will display.
11. **Unit of Measure:** Enter the unit of measure (example: cases or pounds) that the product is measured in.
12. **Net Weight per Unit:** Enter the net weight per unit. Please enter only numbers into this field or an error message will display.
13. **Cost per Unit:** Enter the cost per unit. Please enter only numbers into this field or an error message will display.
14. **Total Cost:** Enter the total cost. Enter only numbers into this field or an error message will display.
15. **Delivery Date:** Enter the delivery date in the following format: MM/DD/YYYY. Please enter only the date into this field or an error message will display.
16. **Vendor Invoice #:** Enter the Vendor Invoice Number. An error message will display if a non-numerical character is entered.
17. **Comments:** This cell is used to enter new Vendors, SFAs, and Products that have not made it onto the template yet. If the correct Vendor, SFA, and Product are on the template, you may leave this field blank.