Illinois State Board of Education
Nutrition and Wellness Programs

Adding and/or rolling over End Product Information
On the Illinois Commodity System (ICS)

This must be completed before the schools go on to place the USDA Foods annual order

Instruction for <u>rolling over</u> end product information from the previous year

The items entered last year will be in a "rolled over" status; HOWEVER, until you follow the steps below, we will not be able to approve them for the schools to view.

1.) Log on to Illinois Commodity System (ICS)

2.) Go to *Processing* tab and click *Approved End Products*

3.) Select the *Program Year* and click *Next*

4.) *Select* end product

5.) Update any information.

6.) Set the *Product Status* to *pending approval*

7.) Click *SAVE*

8.) Repeat for each rolled over end product you would like to be approved for

Instruction for adding <u>new</u> end product information

1.) Log on to Illinois Commodity System (ICS)

2.) Go to *Processing* tab and click *Approved End Products*

3.) Click the *New* button

4.) Select the *Program Year*, then click *New again*

5.) Enter all information in the blank fields

6.) To add *Donated Food* (DF), click the *Add* button, enter the *DF*, and then click *Save*

7.) To add *CN Contribution*, click *Add*, enter the *CN Contribution*, and then click *Save*

8.) Go to *Product Status* button and click the arrow to change the status to *Pending Approval*

9.) Click *SAVE*

10.) To create another new End Product, go to *Processing* tab, click *Approved End Products*, and repeat steps 2 through 9.