

Illinois State Board of Education
Nutrition Programs

**Instructions for adding and/or rolling over End Product Information
on the Illinois Commodity System (ICS)**

Instruction for rolling over end product information from the previous year

- 1.) Log on to Illinois Commodity System (ICS)
- 2.) Go to *Processing* tab and click *Approved End Products*
- 3.) Select *2013* for 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 SY2013

Instruction for entering new end product information

- 1.) Log on to Illinois Commodity System (ICS)
- 2.) Go to *Processing* tab and click *Approved End Products*
- 3.) Select *2013* for the *Program Year* and click the *New* button
- 4.) Select *2013* for the *Program Year*, then click *Next*
- 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.