# SNP Claim Upload Instructions

1. Access [SNP Claim Upload Template.](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/SNP%20Claim%20Upload%20Template.xlsx)
2. Create a header record.
   1. This information corresponds to the Sponsor Claim in CNPweb.
   2. There will be only one header record in each upload file.
   3. Use the header column names and sample row as guides.
   4. Refer to the Batch Header Record Layout table in the SNP Claim Upload File Specifications for more details.
3. Create a site records.
   1. This information corresponds to the Site Claim in CNPweb.
   2. Each site eligible to claim in the selected month should be listed on a separate row.
   3. Use the site column names and sample row as guides.
   4. Ensure that each line is terminated in a pipe character “|” in its own cell.
   5. Refer to the Batch Detail Site Record table in the SNP Claim Upload File Specifications for more details.
4. **Delete ALL colored rows (instructions, column names, and sample data) in the template file.**
5. Save the file as a comma delimited (\*.CSV) file.
   1. Name it [Program][mmyy].csv.
   2. For example, an October 2015 SNP claim would be named “SNP1015.csv”.
6. Ensure the file is saved as a comma delimited file (\*.CSV).
7. In CNPweb, click on the upload icon (Icon)next to the Add button for the appropriate claim month.
8. Click on the Browse… button and select the file.
9. Click Upload File.
10. CNPweb will validate the data as it is uploaded.
    1. Critical errors, such as invalid site numbers, will result in the upload failing. Correct the issues referenced and re-upload the file.
    2. Standard errors, such as conflicting data, will result in validation errors. Users will need to correct these in CNPweb by editing individual claims.
11. **Certify and submit the Sponsor Claim manually.**

Most Point-of-Service system vendors will customize an export process to pull data from your POS system into a correctly formatted csv file. In this case, start at step 6.

To assist a vendor in building the customized export process, provide them with the upload template and “NSLP Claim Upload File Specifications” document for the appropriate nutrition program.