

Local Food for Schools (LFS) Invoice System User Guide

Preparing an upload template

1. Open the Local Food for Schools invoice submission template. You must use this template. Do not alter the column headings.
 - a. Most of the reported submission errors come from adding columns, subtotals, blank lines, and changing the text of the column headers.
All these changes will cause upload errors.
2. Type or copy/paste the purchased items
3. Required fields:
 - a. Product
 - b. Farm
 - c. Farm County
 - d. Amount
 - i. This is the total dollar amount for that purchase. For example, if you purchased 6 cases of eggs, at \$50/case, you would enter the total, which is \$350.
4. Save the template on your computer with a name that makes sense to you. For example, October Farmer's Market, or July GFS.

Submitting the data

1. Log in to your account in GEMS/MARS.

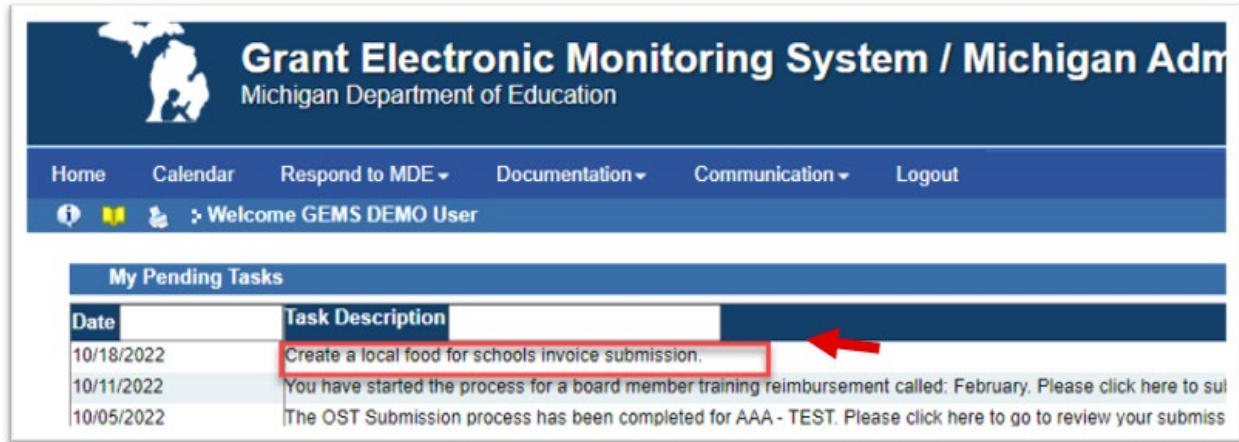
If you don't see a task for "create Local Food for Schools invoice submission" task, follow the steps below. If you have already completed any step, skip that step, and move on to the next.

 - a) [Create a MEIS account](#) if you do not already have one. DO NOT create additional MEIS accounts. This will cause problems in the systems.
 - b) [Create a MILogin for Third Party account](#)
 - c) [Link your MEIS and MILogin for Third Party accounts](#)
 - d) [Request GEMS/MARS link in MILogin for Third Party](#) (This is a link to GEMS/MARS. It does not give you access to the system.)
 - e) [Request GEMS/MARS System Access](#) (Specific grant and program access)

If you have followed all these steps above and are not granted access within 48 hours, email mde-gems-ohns@michigan.gov and ask for assistance.

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2. Under "My Pending Tasks," select "Create a local food for schools invoice submission."



a) A window will then pop up on the page where you can select the District and Month you are submitting invoice data for. In addition, you can give the submission a title, such as the distributor or products. Check the assurance statement box, then click "Submit."

Create a Local Food for Schools Invoice Submission

Select a District

Submission Name

Month

October 2022

I understand that while purchasing from a socially disadvantaged farmer, rancher, and small businesses is not a requirement, it is a target of this program. I will make an effort to prioritize purchases from a socially disadvantaged producer when possible.

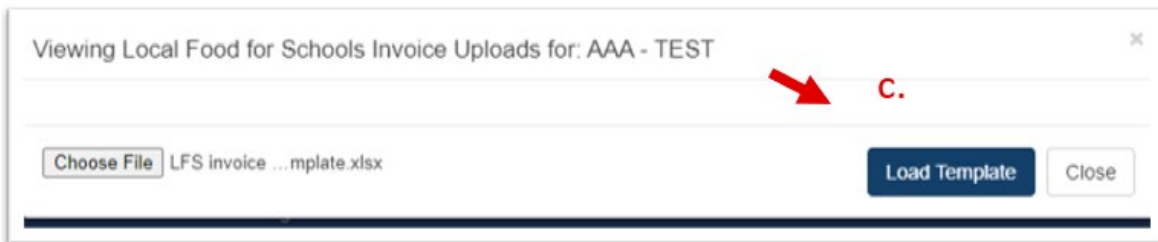
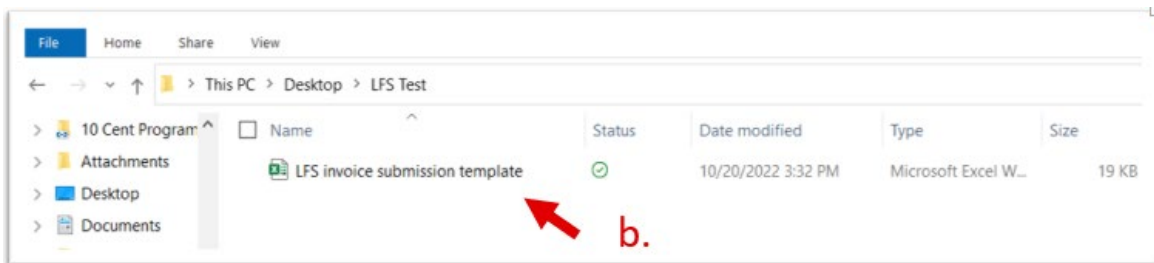
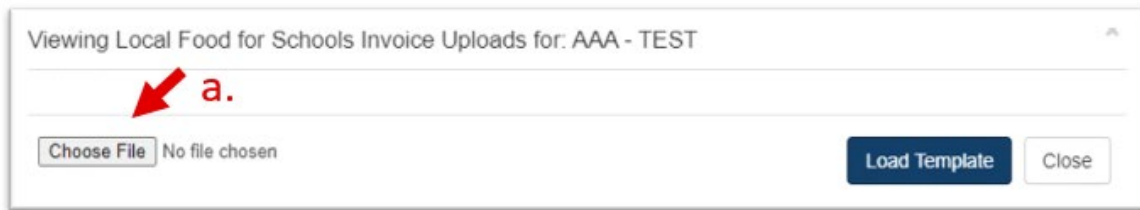
Submit Close

b) Your new submission will now appear at the top of "My Pending Tasks." Click on this new task.

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Date	Task Description
10/20/2022	You have initiated a new local food for schools invoice submission with the name of Test LFS invoice - October. Please click here to view.
10/18/2022	Create a local food for schools invoice submission.

- c) A pop-up will then appear for you to upload your prepared invoice Excel file template.
 - a. Step 1: click on "Choose File"
 - b. Step 2: select your relevant Excel file
 - c. Step 3: click on "Load Template." As a reminder, these fields are required in your Excel file: **Item, Farm, Farm County, and Cost Amount.**



These Fields are Required:

	A	B	C	D
1	Product:	Farm:	Farm County:	Other Vendor/Supplier (if applicable) 1:
2	milk pints	Happy Farm	Ottawa	
3	bulk potatoes	Underground magic	Mackinac	
4	dry great northern beans	Beanie Leanie	Delta	
5	eggs	Chicken King Farm	Lake	Favorite Food Hub
6				
7				
8				

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Other Vendor/Supplier (if applicable) 2:	\$ Amount:
	89.00
	412.48
	5.22
	16.98

- d) Each product in the invoice will then appear as an entry in your invoice submission. You can now click "Save" to submit for approval. You should then see a pop-up with the message: "Data submitted successfully."

Viewing Local Food for Schools Invoice Uploads for: AAA - TEST

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	\$ Amount	Submission Status
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	milk pints	Happy Farm	Ottawa			89.00	Pending
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	bulk potatoes	Underground magic	Mackinac			412.48	Pending
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	dry great northern beans	Beanie Leanie	Delta			5.22	Pending
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	eggs	Chicken King Farm	Lake	Favorite Food Hub		16.98	Pending

Month:

No file chosen



If you do not save, your data will not be transmitted to MDE. You can check the status of your data as shown below.

Checking the Status of Your Submission

1. To check the status of your submission, log-in to GEMS/MARS. From here, click on the submission you want to check. Under the column "Submission Status," you can view which invoices have been approved or disallowed.
 - a. If you see data that is still "pending," this data must be saved. If it is in Pending status, it will not be processed for payment.
 - b. If you see data that is "submitted," you do not need to do anything further. MDE has not processed this data yet.

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Viewing Local Food for Schools Invoice Uploads for: AAA - TEST

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	\$ Amount	Submission Status
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	milk pints	Happy Farm	Ottawa			89.00	Submitted
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	bulk potatoes	Underground magic	Mackinac			412.48	Submitted
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	dry great northern beans	Beanie Leanie	Delta			5.22	Submitted
<input checked="" type="checkbox"/>	00003	AAA - TEST	October 2022	eggs	Chicken King Farm	Lake	Favorite Food Hub		16.98	Submitted

Month
October 2022

Choose File No file chosen

Save Load Template Close