FFAVORS Web Ordering Manual

Updated 7/10/2016

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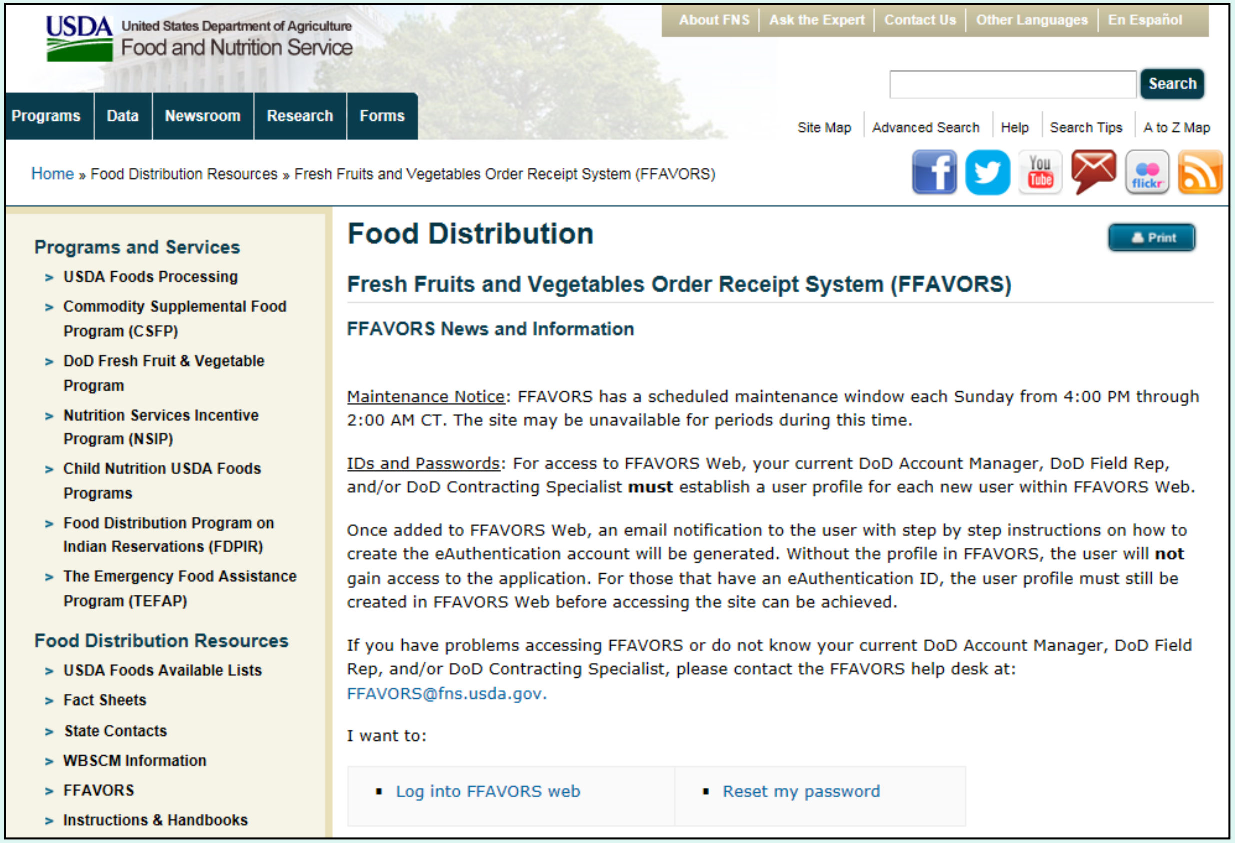
FFAVORS Access

Navigate to this address in the browser:

http://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors


USDA United States Department of Agriculture
Food and Nutrition Service
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Ask the Expert
Contact Us
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Newsroom
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Forms
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Home » Food Distribution Resources » Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

Programs and Services

- USDA Foods Processing
- Commodity Supplemental Food Program (CSFP)
- DoD Fresh Fruit & Vegetable Program
- Nutrition Services Incentive Program (NSIP)
- Child Nutrition USDA Foods Programs
- Food Distribution Program on Indian Reservations (FDPIR)
- The Emergency Food Assistance Program (TEFAP)

Food Distribution Resources

- USDA Foods Available Lists
- Fact Sheets
- State Contacts
- WBSCM Information
- FFAVORS
- Instructions & Handbooks

Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

FFAVORS News and Information

Maintenance Notice: FFAVORS has a scheduled maintenance window each Sunday from 4:00 PM through 2:00 AM CT. The site may be unavailable for periods during this time.

IDs and Passwords: For access to FFAVORS Web, your current DoD Account Manager, DoD Field Rep, and/or DoD Contracting Specialist **must** establish a user profile for each new user within FFAVORS Web.

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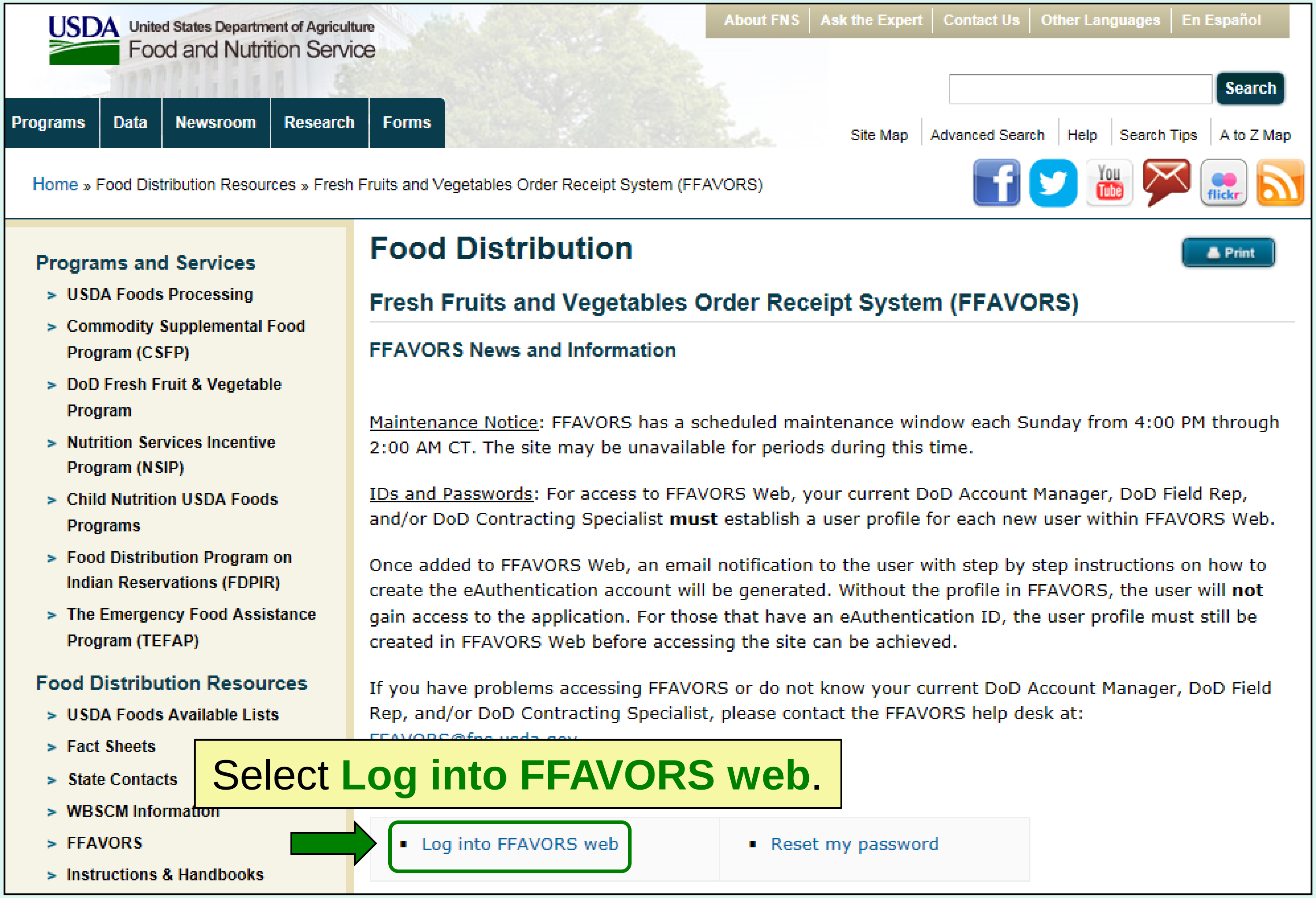
If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Rep, and/or DoD Contracting Specialist, please contact the FFAVORS help desk at: FFAVORS@fns.usda.gov.

I want to:

- Log into FFAVORS web
- Reset my password

FFAVORS Login


USDA United States Department of Agriculture
Food and Nutrition Service
About FNS
Ask the Expert
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Newsroom
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Forms
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Search Tips
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Home » Food Distribution Resources » Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

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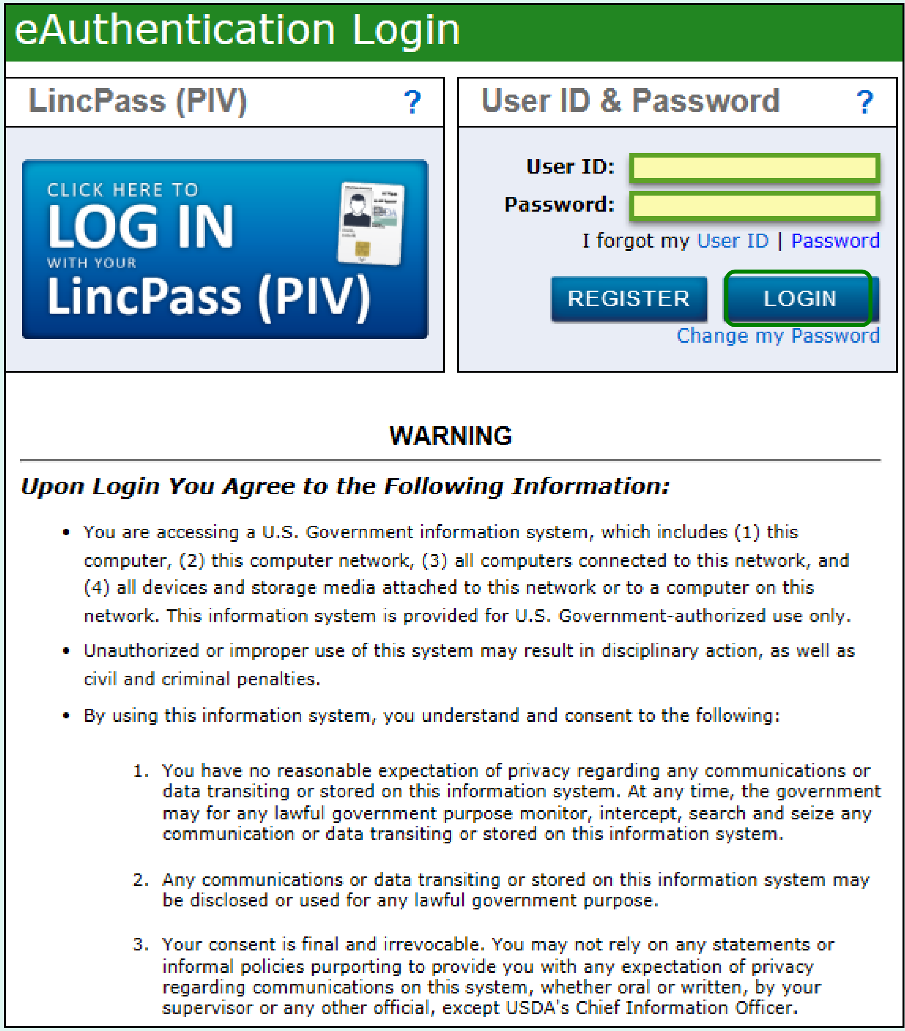
- Log into FFAVORS web
- Reset my password

Select **Log into FFAVORS web**.

FFAVORS Login



eAuthentication Login
LincPass (PIV)
?
CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)
User ID & Password
?
User ID:
Password:
I forgot my User ID | Password
REGISTER
LOGIN
Change my Password

WARNING

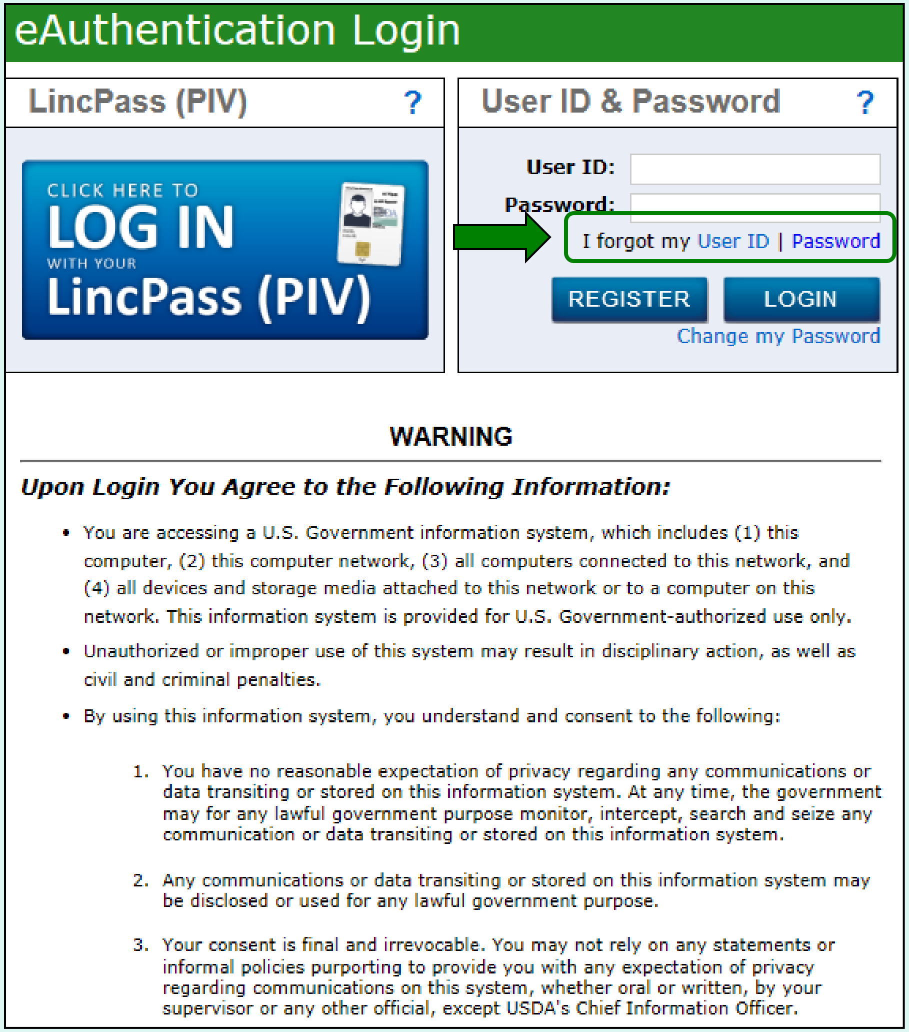
Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

  1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

- Enter ‘User ID’.
- Enter ‘Password’.
- Select **LOGIN** button.

FFAVORS Login



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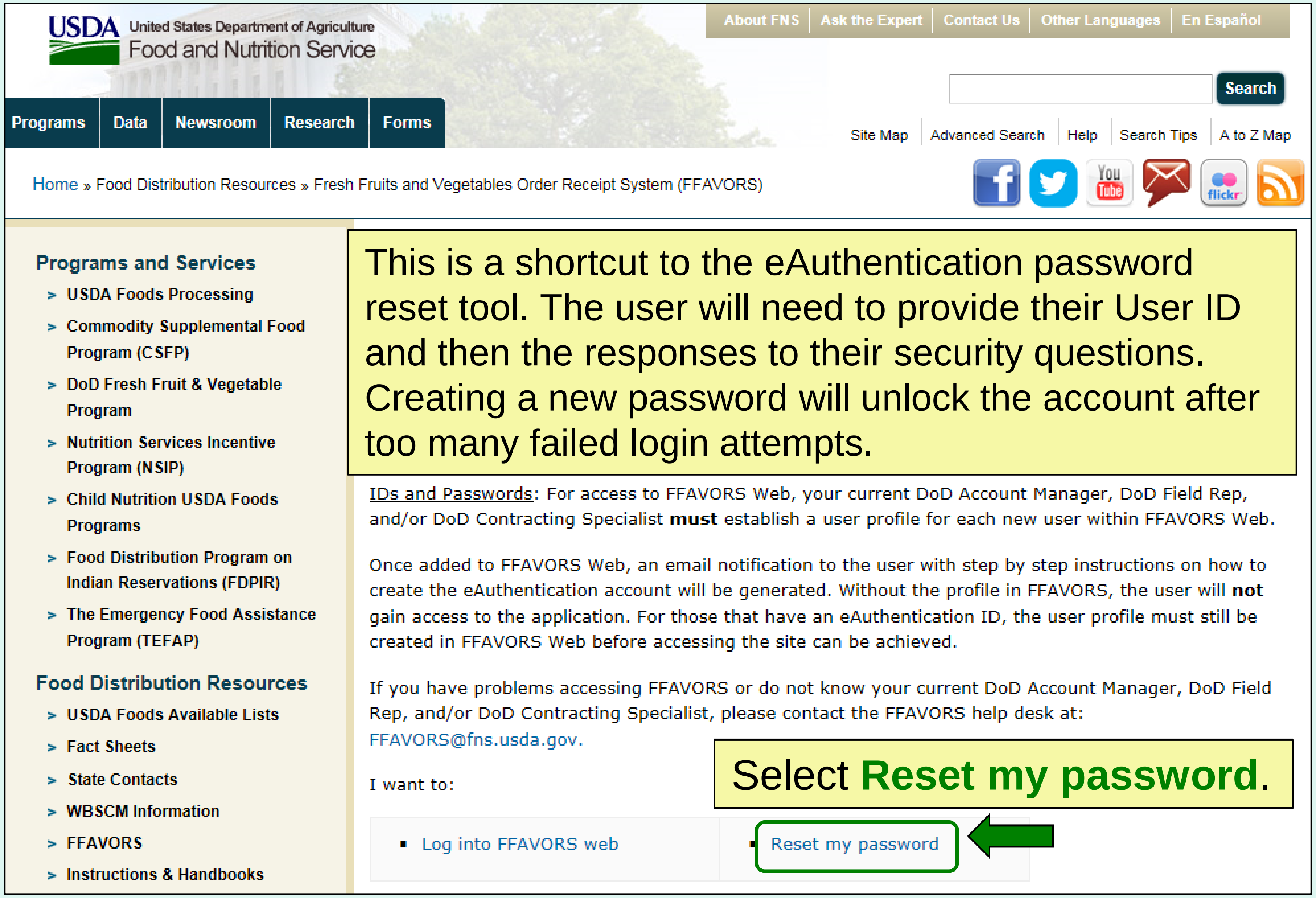
To use the eAuthentication self-service tools to recover login information, click on the appropriate link next to ‘**I forgot my User ID | Password**.’

User ID: To retrieve an existing User ID, the user will need to provide First Name, Last Name, and Email. The User ID(s) will be emailed.

Password: To set a new password, the user will need to provide their User ID and then the responses to the established security questions. Creating a new password will unlock the account after too many failed login attempts.

FFAVORS Login


USDA United States Department of Agriculture
Food and Nutrition Service
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Site Map | Advanced Search | Help | Search Tips | A to Z Map
Home » Food Distribution Resources » Fresh Fruits and Vegetables Order Receipt System (FFAVORS)
Programs and Services
USDA Foods Processing
Commodity Supplemental Food Program (CSFP)
DoD Fresh Fruit & Vegetable Program
Nutrition Services Incentive Program (NSIP)
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This is a shortcut to the eAuthentication password reset tool. The user will need to provide their User ID and then the responses to their security questions. Creating a new password will unlock the account after too many failed login attempts.

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I want to:

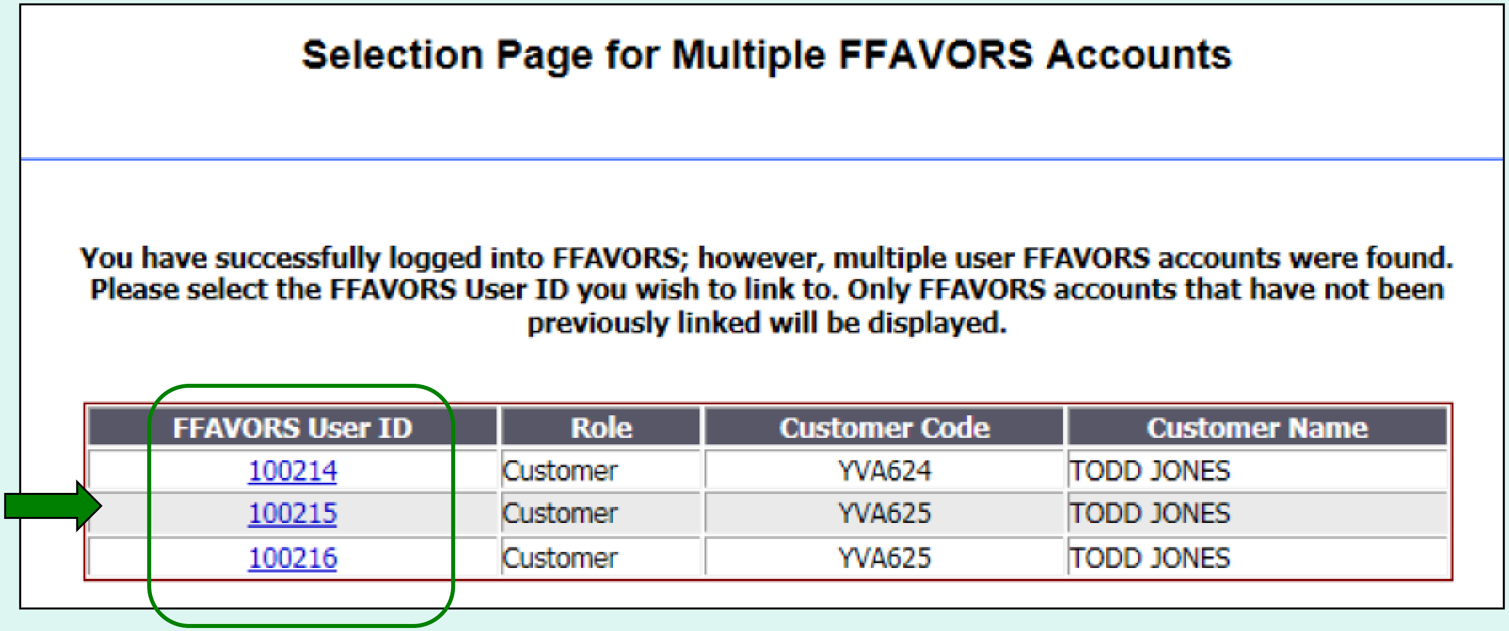
- Log into FFAVORS web
- Reset my password

Select **Reset my password**.

User Agreement & Registration

- The first time a user logs into the system, they will be prompted with ‘Website User Agreement’ and ‘Registration’ screens.
- The new user must agree to the terms of the User Agreement in order to begin placing orders through FFAVORS.
- The user should review all information on the ‘Registration’ screen. If this is correct, select the ‘Register’ button. If the information needs to be changed, select the ‘Exit’ button. Please contact the DLA Account Specialist or the FFAVORS Help Desk for assistance.

User Agreement & Registration



Selection Page for Multiple FFAVORS Accounts

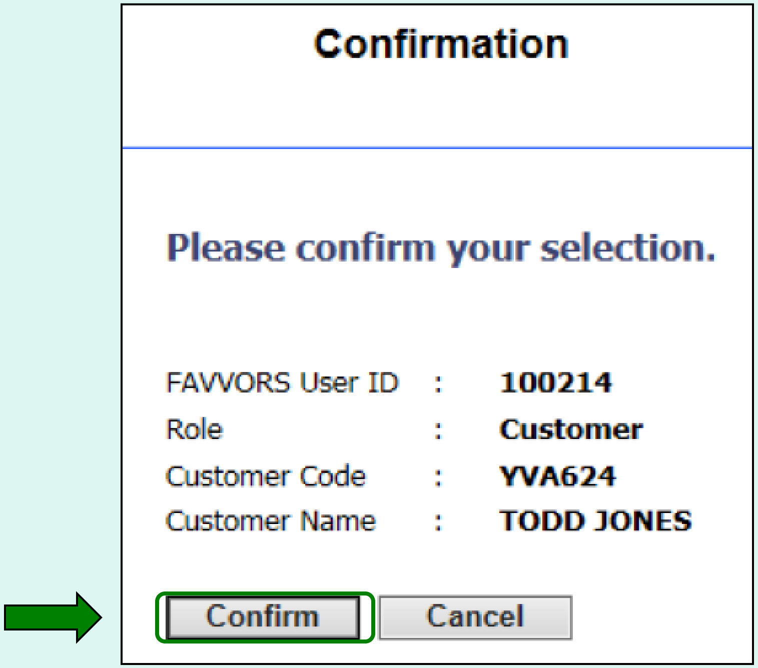
You have successfully logged into FFAVORS; however, multiple user FFAVORS accounts were found. Please select the FFAVORS User ID you wish to link to. Only FFAVORS accounts that have not been previously linked will be displayed.

FFAVORS User ID	Role	Customer Code	Customer Name
100214	Customer	YVA624	TODD JONES
100215	Customer	YVA625	TODD JONES
100216	Customer	YVA625	TODD JONES

Users who order for multiple customer organizations may have more than one profile. They will be prompted to select which FFAVORS user profile to link to the current User ID.

The customer organization is identified in the 'Customer Code' and 'Customer Name' columns. Select from the available 'FFAVORS User ID' numbers to proceed.

User Agreement & Registration



Confirmation

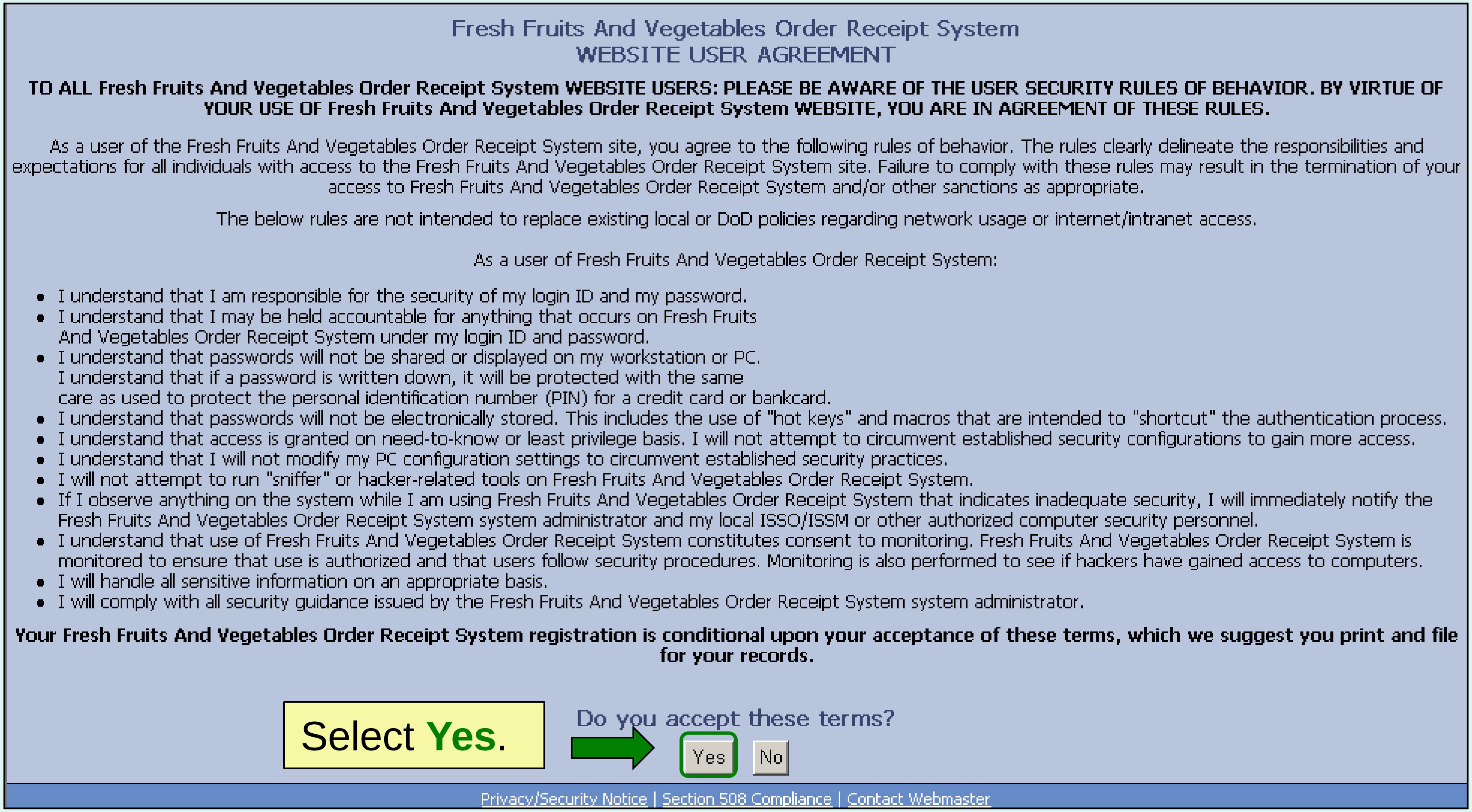
Please confirm your selection.

FAVVORS User ID : **100214**
Role : **Customer**
Customer Code : **YVA624**
Customer Name : **TODD JONES**

After choosing from the list of available FFAVORS profiles, select the **Confirm** button to continue.

To return to the selection screen, select **Cancel**.

User Agreement & Registration



Fresh Fruits And Vegetables Order Receipt System
WEBSITE USER AGREEMENT

TO ALL Fresh Fruits And Vegetables Order Receipt System WEBSITE USERS: PLEASE BE AWARE OF THE USER SECURITY RULES OF BEHAVIOR. BY VIRTUE OF YOUR USE OF Fresh Fruits And Vegetables Order Receipt System WEBSITE, YOU ARE IN AGREEMENT OF THESE RULES.

As a user of the Fresh Fruits And Vegetables Order Receipt System site, you agree to the following rules of behavior. The rules clearly delineate the responsibilities and expectations for all individuals with access to the Fresh Fruits And Vegetables Order Receipt System site. Failure to comply with these rules may result in the termination of your access to Fresh Fruits And Vegetables Order Receipt System and/or other sanctions as appropriate.

The below rules are not intended to replace existing local or DoD policies regarding network usage or internet/intranet access.

As a user of Fresh Fruits And Vegetables Order Receipt System:

- I understand that I am responsible for the security of my login ID and my password.
- I understand that I may be held accountable for anything that occurs on Fresh Fruits And Vegetables Order Receipt System under my login ID and password.
- I understand that passwords will not be shared or displayed on my workstation or PC. I understand that if a password is written down, it will be protected with the same care as used to protect the personal identification number (PIN) for a credit card or bankcard.
- I understand that passwords will not be electronically stored. This includes the use of "hot keys" and macros that are intended to "shortcut" the authentication process.
- I understand that access is granted on need-to-know or least privilege basis. I will not attempt to circumvent established security configurations to gain more access.
- I understand that I will not modify my PC configuration settings to circumvent established security practices.
- I will not attempt to run "sniffer" or hacker-related tools on Fresh Fruits And Vegetables Order Receipt System.
- If I observe anything on the system while I am using Fresh Fruits And Vegetables Order Receipt System that indicates inadequate security, I will immediately notify the Fresh Fruits And Vegetables Order Receipt System system administrator and my local ISSO/ISSM or other authorized computer security personnel.
- I understand that use of Fresh Fruits And Vegetables Order Receipt System constitutes consent to monitoring. Fresh Fruits And Vegetables Order Receipt System is monitored to ensure that use is authorized and that users follow security procedures. Monitoring is also performed to see if hackers have gained access to computers.
- I will handle all sensitive information on an appropriate basis.
- I will comply with all security guidance issued by the Fresh Fruits And Vegetables Order Receipt System system administrator.

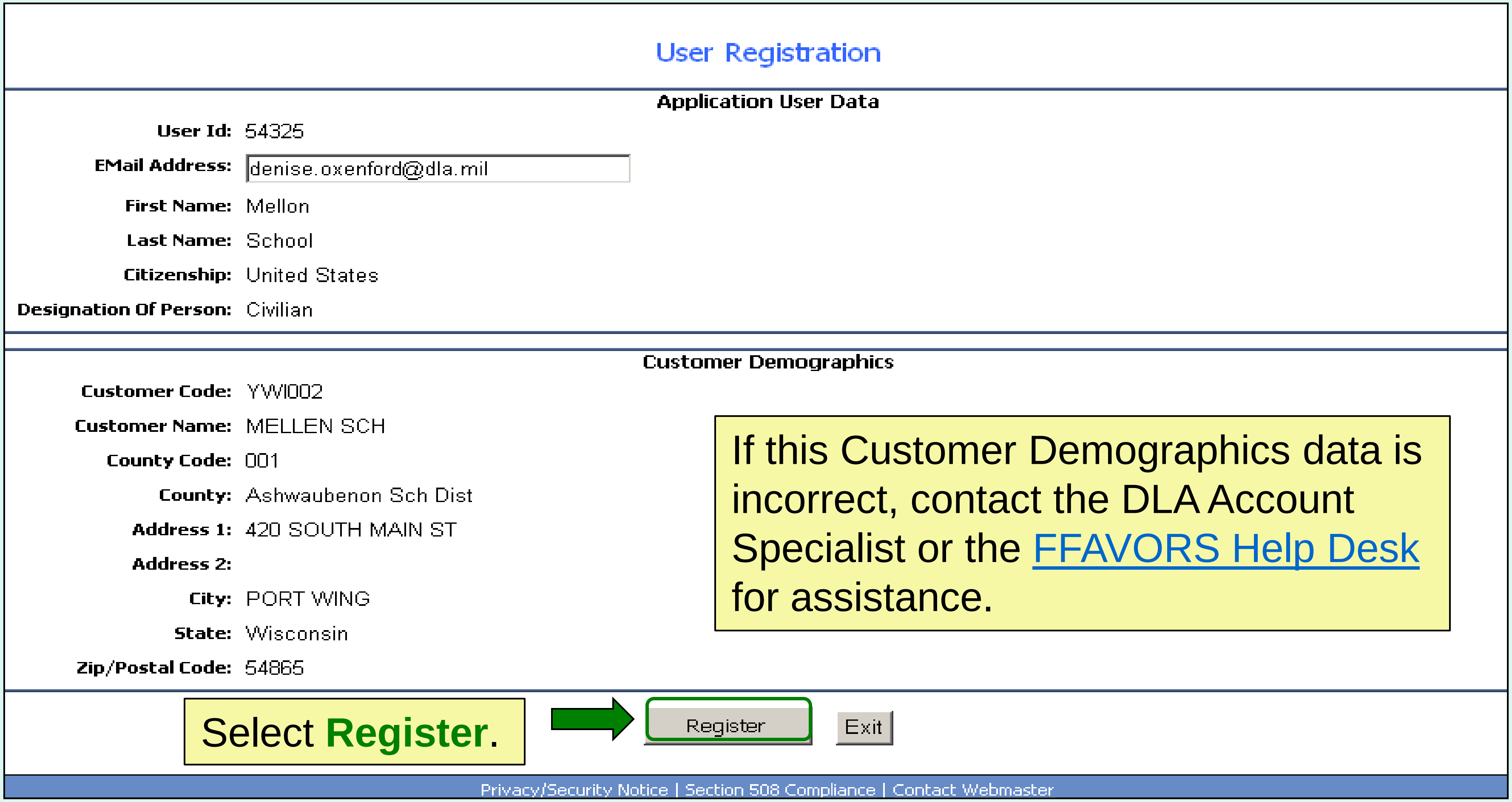
Your Fresh Fruits And Vegetables Order Receipt System registration is conditional upon your acceptance of these terms, which we suggest you print and file for your records.

Select **Yes.**

Do you accept these terms?

Privacy/Security Notice | Section 508 Compliance | Contact Webmaster

User Agreement & Registration



User Registration

Application User Data

User Id:	54325
EMail Address:	denise.oxenford@dla.mil
First Name:	Mellon
Last Name:	School
Citizenship:	United States
Designation Of Person:	Civilian

Customer Demographics

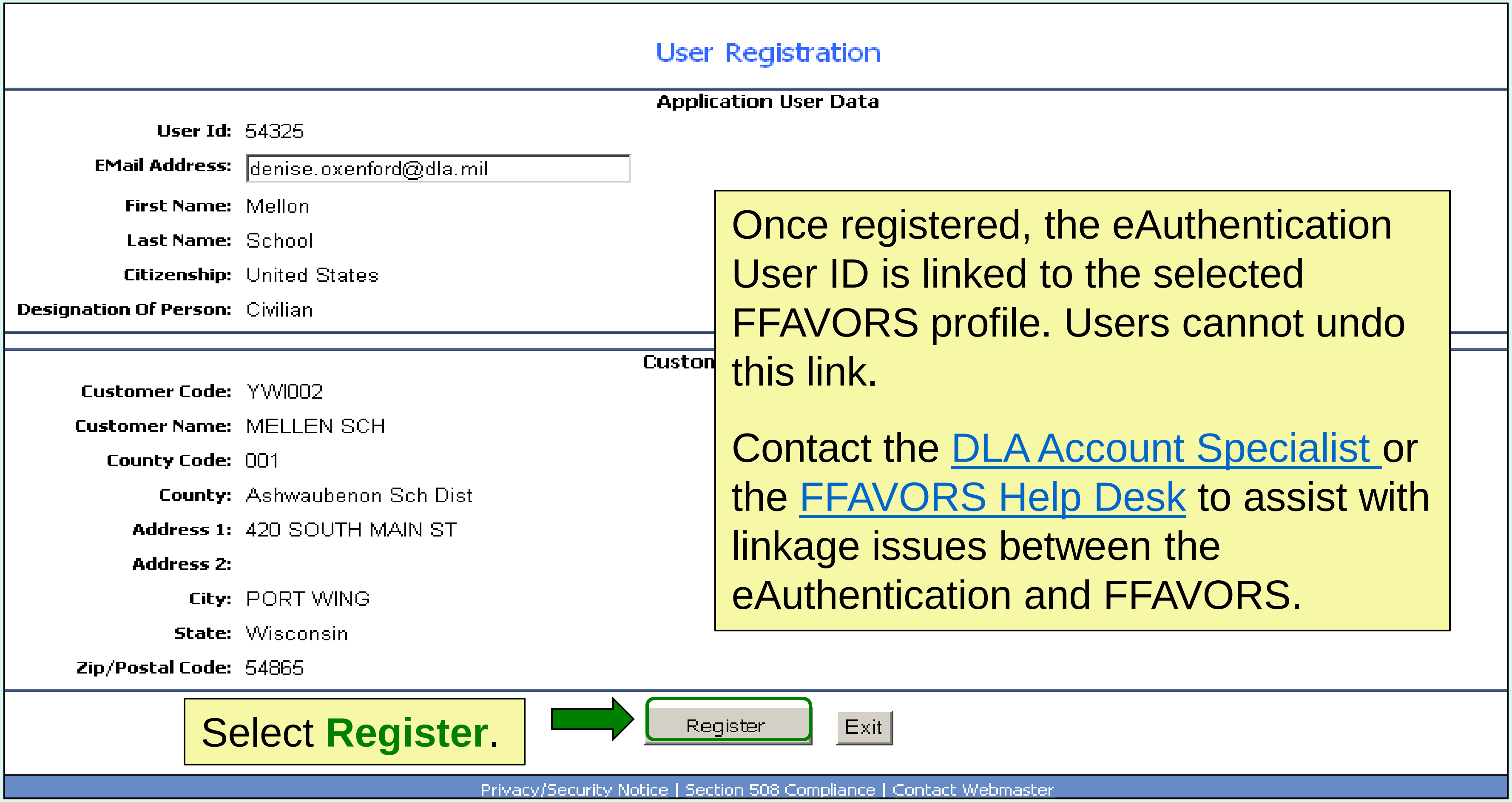
Customer Code:	YWI002
Customer Name:	MELLEN SCH
County Code:	001
County:	Ashwaubenon Sch Dist
Address 1:	420 SOUTH MAIN ST
Address 2:	
City:	PORT WING
State:	Wisconsin
Zip/Postal Code:	54865

If this Customer Demographics data is incorrect, contact the DLA Account Specialist or the FFAVORS Help Desk for assistance.

Select **Register**.

Register
Exit
Privacy/Security Notice | Section 508 Compliance | Contact Webmaster

User Agreement & Registration



User Registration

Application User Data

User Id: 54325
EMail Address: denise.oxenford@dla.mil
First Name: Mellon
Last Name: School
Citizenship: United States
Designation Of Person: Civilian

Custon

Customer Code: YWI002
Customer Name: MELLEN SCH
County Code: 001
County: Ashwaubenon Sch Dist
Address 1: 420 SOUTH MAIN ST
Address 2:
City: PORT WING
State: Wisconsin
Zip/Postal Code: 54865

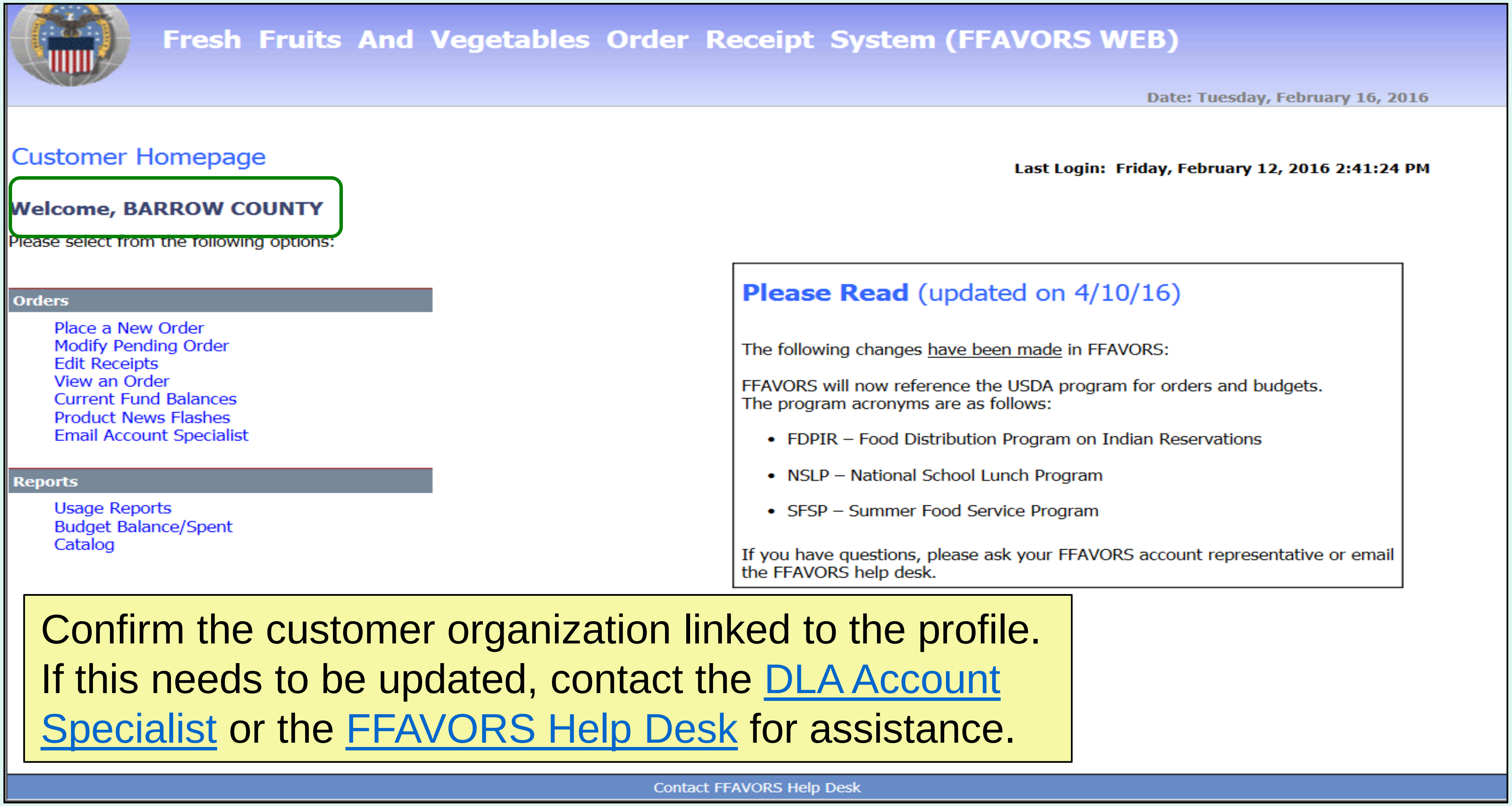
Register
Exit
Privacy/Security Notice | Section 508 Compliance | Contact Webmaster

Once registered, the eAuthentication User ID is linked to the selected FFAVORS profile. Users cannot undo this link.

Contact the DLA Account Specialist or the FFAVORS Help Desk to assist with linkage issues between the eAuthentication and FFAVORS.

Select **Register**.

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Customer Homepage

Last Login: Friday, February 12, 2016 2:41:24 PM

Welcome, BARROW COUNTY

Please select from the following options:

Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

Please Read (updated on 4/10/16)

The following changes have been made in FFAVORS:

FFAVORS will now reference the USDA program for orders and budgets.
The program acronyms are as follows:

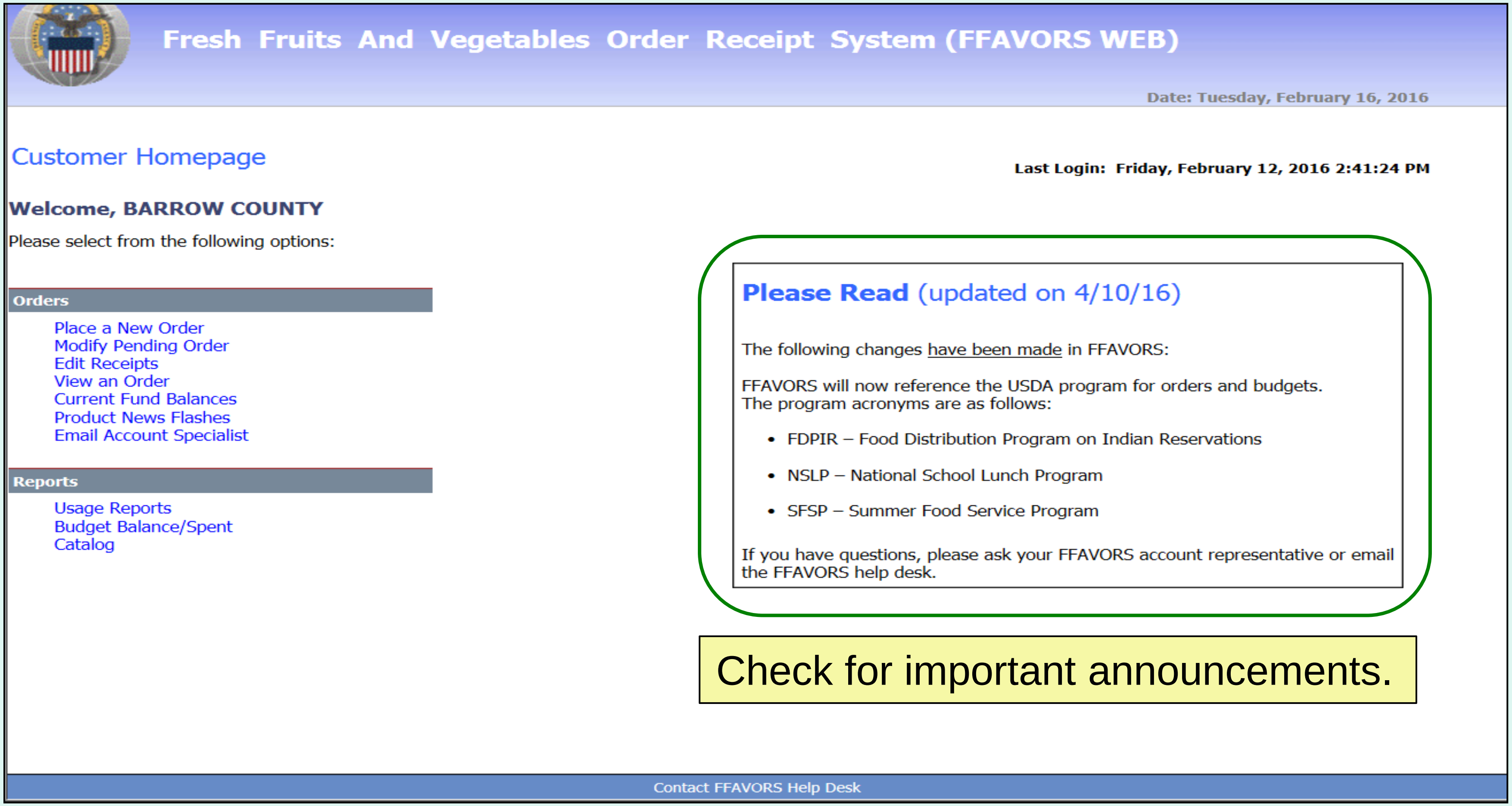
- FDPIR – Food Distribution Program on Indian Reservations
- NSLP – National School Lunch Program
- SFSP – Summer Food Service Program

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk.

Confirm the customer organization linked to the profile. If this needs to be updated, contact the DLA Account Specialist or the FFAVORS Help Desk for assistance.

Contact FFAVORS Help Desk

Customer Homepage



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Customer Homepage

Last Login: Friday, February 12, 2016 2:41:24 PM

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Please select from the following options:

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- Modify Pending Order
- Edit Receipts
- View an Order
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- SFSP – Summer Food Service Program

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk.

Check for important announcements.

Contact FFAVORS Help Desk

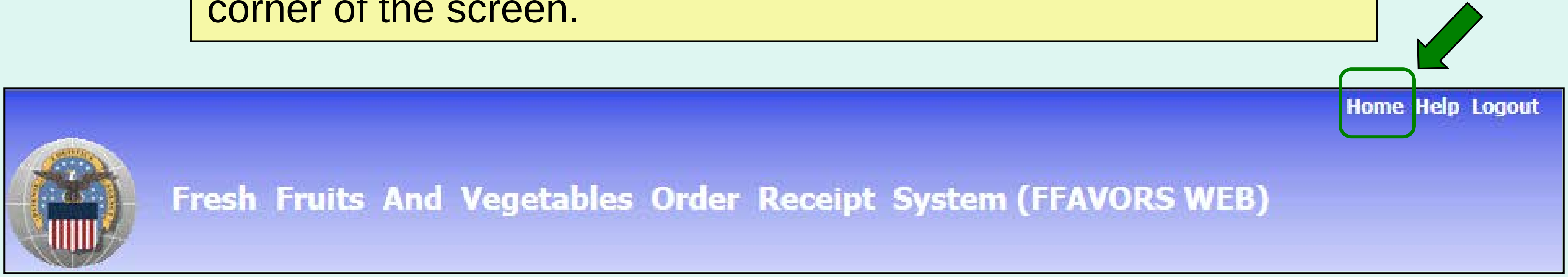
Customer Homepage

What can I do in FFAVORS?

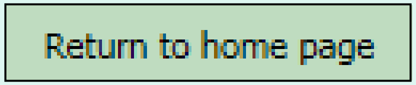
- Place orders for my organization or on behalf of customers (district/county users only).
- Change or delete pending orders.
- View past or pending orders.
- Edit and review receipts on delivered orders.
- Display current fund balances.
- View latest product news flashes.
- Contact my DLA Account Specialist or the FFAVORS Help Desk.
- Run reports on orders, funds, or catalog history.
- View the most up-to-date version of this manual.

Customer Homepage

To return to the Customer Homepage from elsewhere in the main application select **Home** from the menu in the upper right corner of the screen.


Home
Help
Logout
Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

To return to the Customer Homepage from within the ordering process, select **Return to home page** from the green menu on the left side of the screen.


Return to home page

Orders

The screenshots shown throughout this manual show examples from district and school customers participating in the National School Lunch Program (NSLP).

The general steps are similar for other FFAVORS customers, including:

- Participants in the Summer Food Service Program (SFSP)
- Participants in the Food Distribution Program on Indian Reservations (FDPIR)
- Military customers

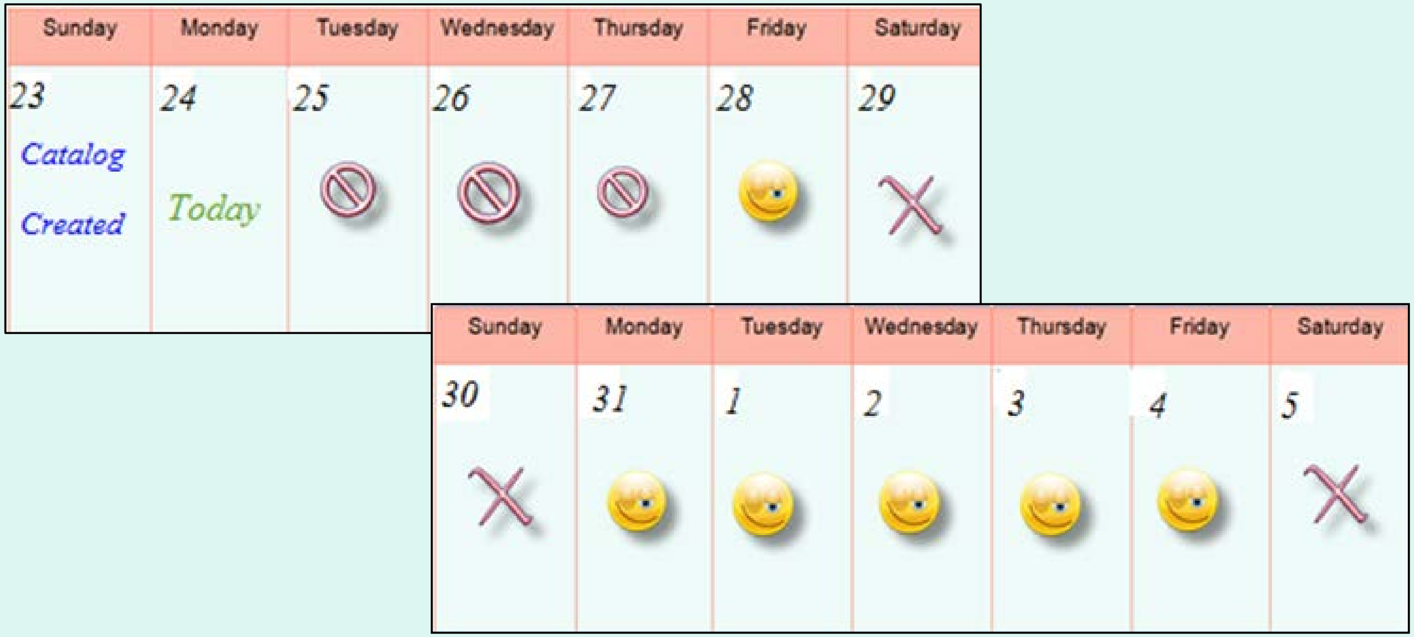
Orders

- Many of the activities available under the ‘Order’ heading open a separate ordering process with an internal navigation menu (green bar) on the left side of the screen.
- District users only: To switch to another customer account without exiting the ordering process, use the **Select a different customer**.
- After completing transactions in the ordering process, use the **Return to home page** links to return to the main menu.

Rules for Ordering

- A new catalog is created each Sunday.
- The catalog can be used to place orders for the following two weeks.
- Deliveries are available Monday through Friday only. There are no weekend deliveries.
- There is a required three (3) business day prep time between order and delivery date.
- The earliest available Requested Delivery Date (RDD) will be the fourth business day from the order date.
- Please direct questions about the available RDDs to the DLA Account Specialist.

Rules for Ordering



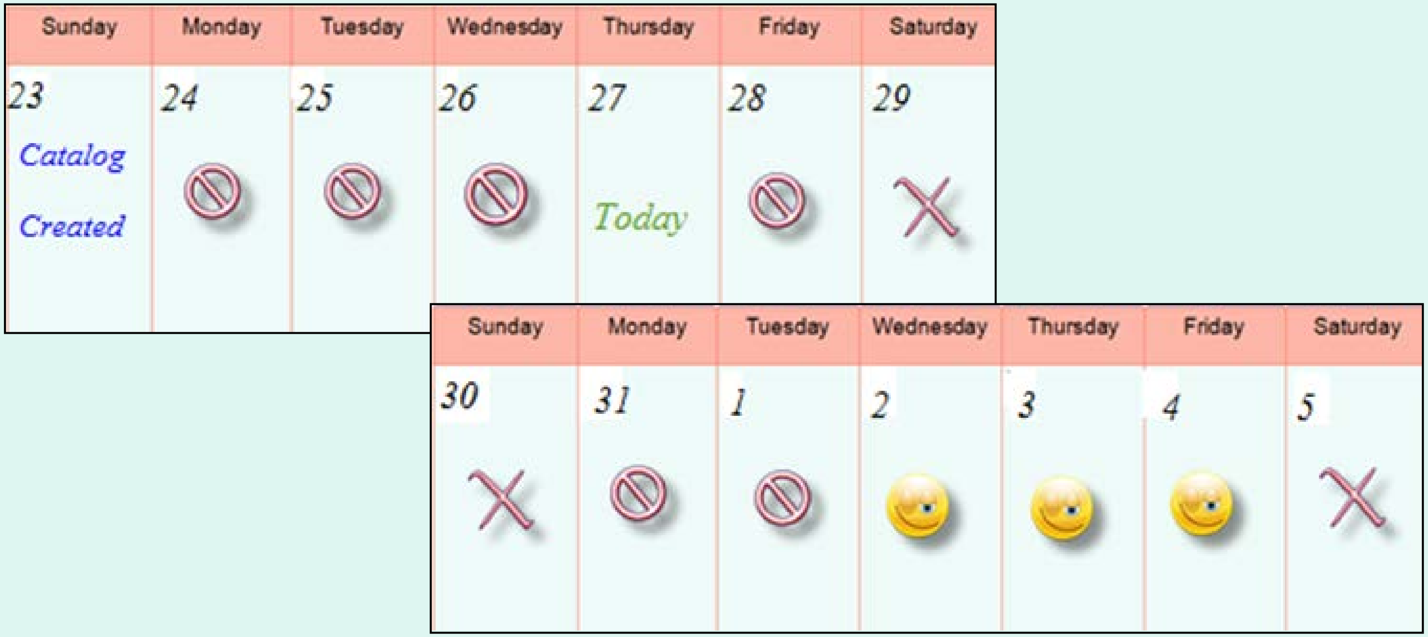
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 Catalog Created	24 Today	25 ⊘	26 ⊘	27 ⊘	28 ☺	29 ✗

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 ✗	31 ☺	1 ☺	2 ☺	3 ☺	4 ☺	5 ✗

EXAMPLE 1: Order placed on Monday the 24th

- The 3 business day prep period excludes the 25th, 26th, and 27th.
- The first available RDD is Friday the 28th.
- Deliveries are not available on weekends.
- Available RDDs are the 28th and the 31st through the 4th.

Rules for Ordering



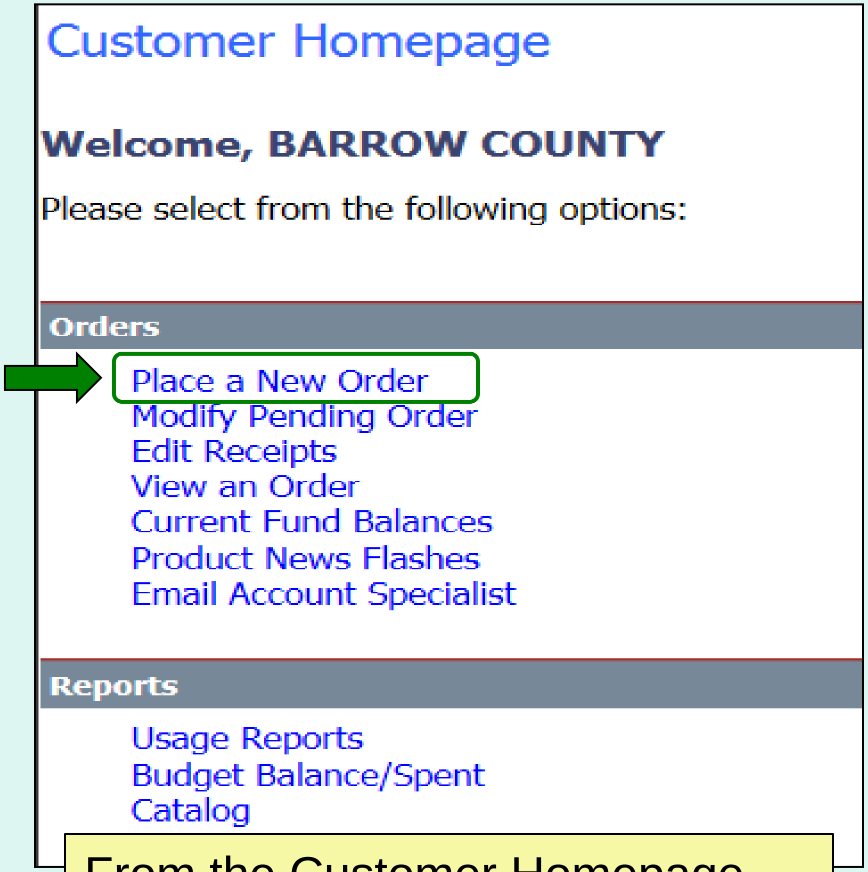
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 Catalog Created	24 ⊘	25 ⊘	26 ⊘	27 Today	28 ⊘	29 ✗

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 ✗	31 ⊘	1 ⊘	2 ☺	3 ☺	4 ☺	5 ✗

EXAMPLE 2: Order placed on Thursday the 28th

- The 3 business day prep period excludes the 28th, 31st, and 1st.
- The first available RDD is Wednesday the 2nd.
- Deliveries are not available on weekends.
- Available RDDs are the 2nd through the 4th.

Place a New Order



Customer Homepage

Welcome, BARROW COUNTY

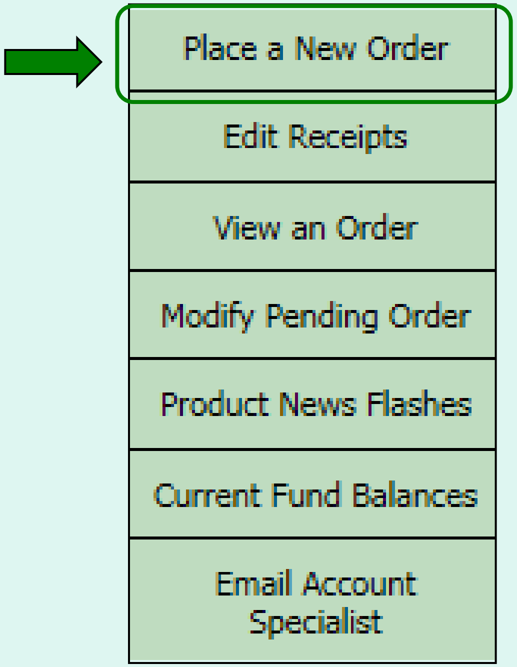
Please select from the following options:

Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

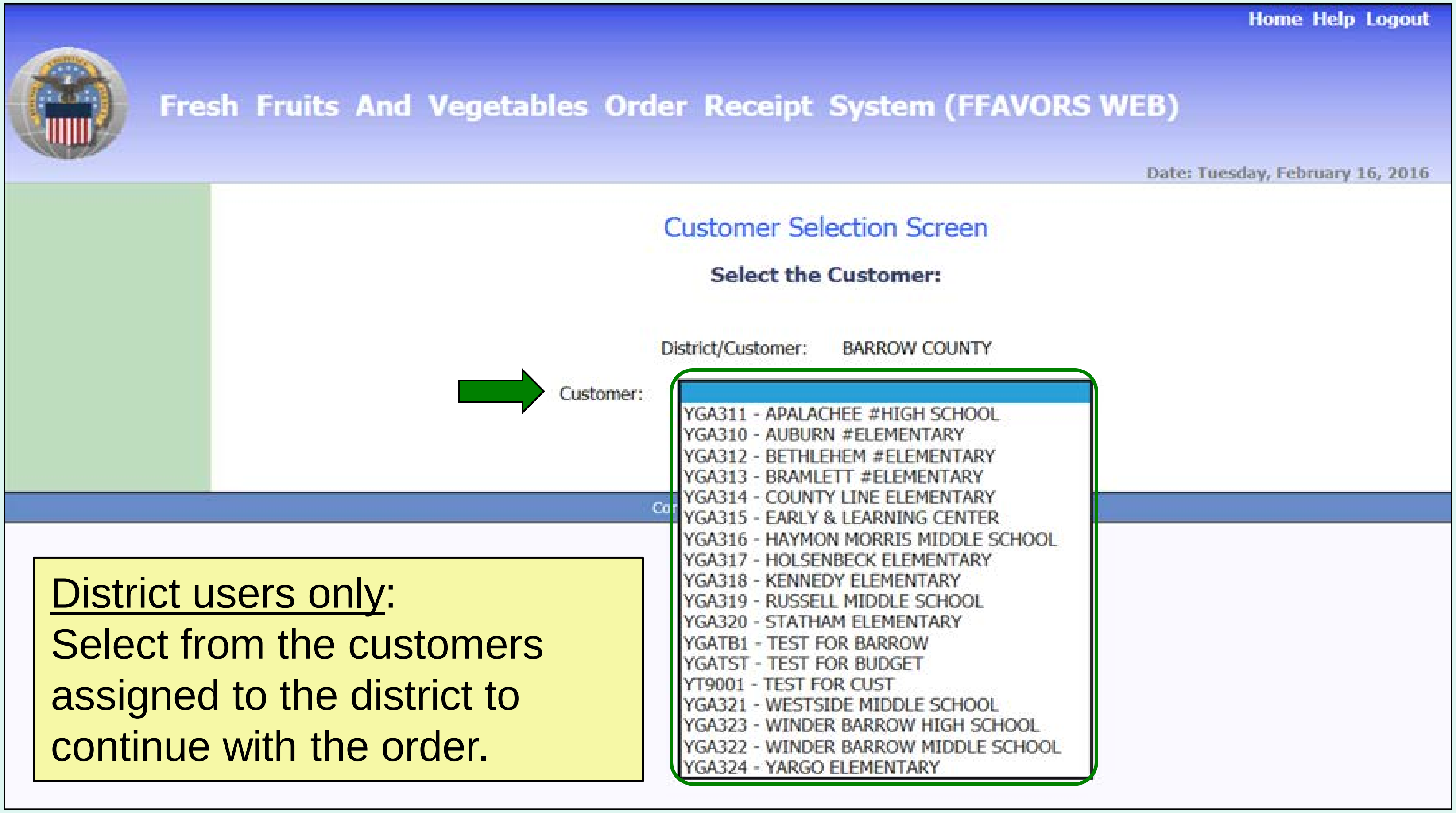
- Usage Reports
- Budget Balance/Spent
- Catalog


Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist

From the Customer Homepage, select the **Place a New Order** link under the ‘Orders’ menu.

From within the FFAVORS ordering process, select the **Place a New Order** link on the green menu on the left.

Place a New Order



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Customer Selection Screen

Select the Customer:

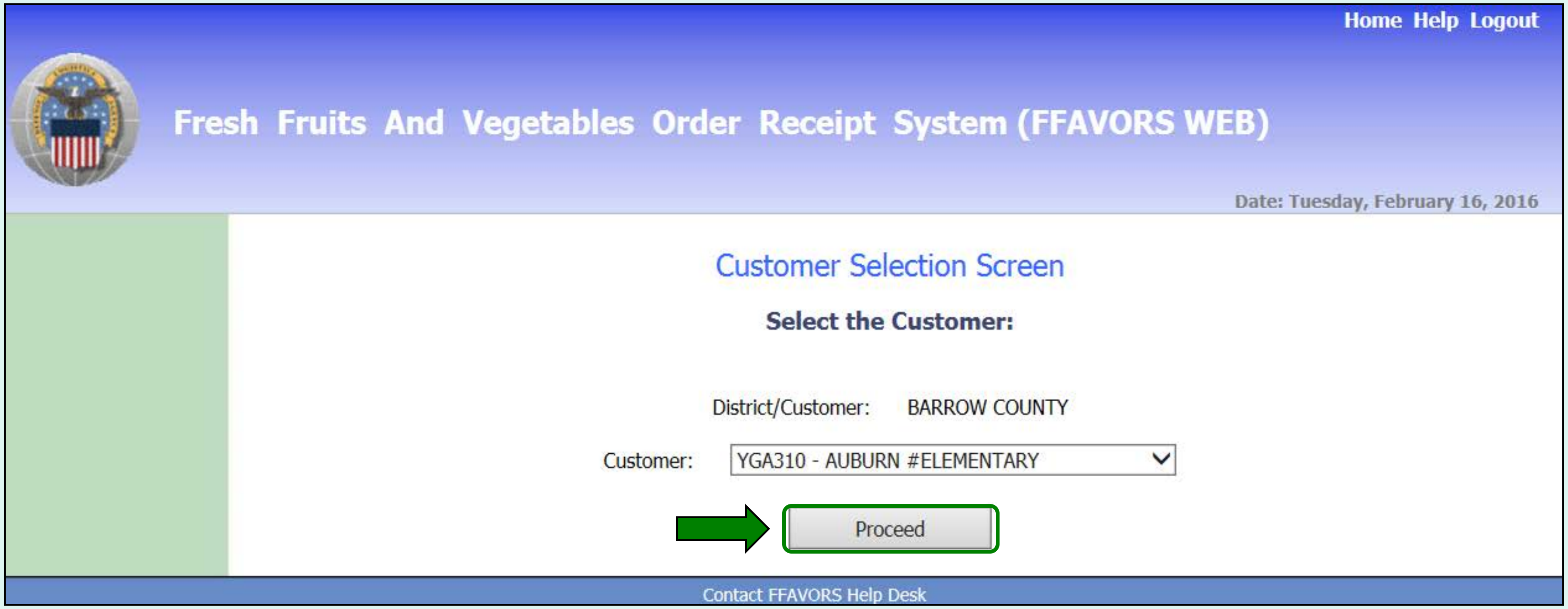
District/Customer: BARROW COUNTY

Customer:

- YGA311 - APALACHEE #HIGH SCHOOL
- YGA310 - AUBURN #ELEMENTARY
- YGA312 - BETHLEHEM #ELEMENTARY
- YGA313 - BRAMLETT #ELEMENTARY
- YGA314 - COUNTY LINE ELEMENTARY
- YGA315 - EARLY & LEARNING CENTER
- YGA316 - HAYMON MORRIS MIDDLE SCHOOL
- YGA317 - HOLSENBECK ELEMENTARY
- YGA318 - KENNEDY ELEMENTARY
- YGA319 - RUSSELL MIDDLE SCHOOL
- YGA320 - STATHAM ELEMENTARY
- YGATB1 - TEST FOR BARROW
- YGATST - TEST FOR BUDGET
- YT9001 - TEST FOR CUST
- YGA321 - WESTSIDE MIDDLE SCHOOL
- YGA323 - WINDER BARROW HIGH SCHOOL
- YGA322 - WINDER BARROW MIDDLE SCHOOL
- YGA324 - YARGO ELEMENTARY

District users only:
Select from the customers assigned to the district to continue with the order.

Place a New Order


Home Help Logout
Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)
Date: Tuesday, February 16, 2016
Customer Selection Screen
Select the Customer:

District/Customer: BARROW COUNTY

Customer: YGA310 - AUBURN #ELEMENTARY

Proceed
Contact FFAVORS Help Desk

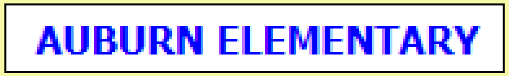
District users only:
Once a customer is chosen, select **Proceed**.

Place a New Order

Aside from the header, the remaining screens will be similar for both district users and other customers.

Customer Header:

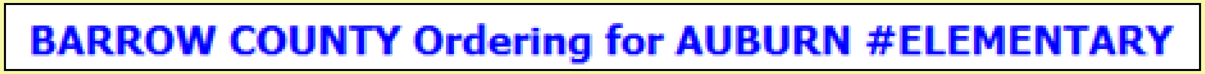
<Customer>



AUBURN ELEMENTARY

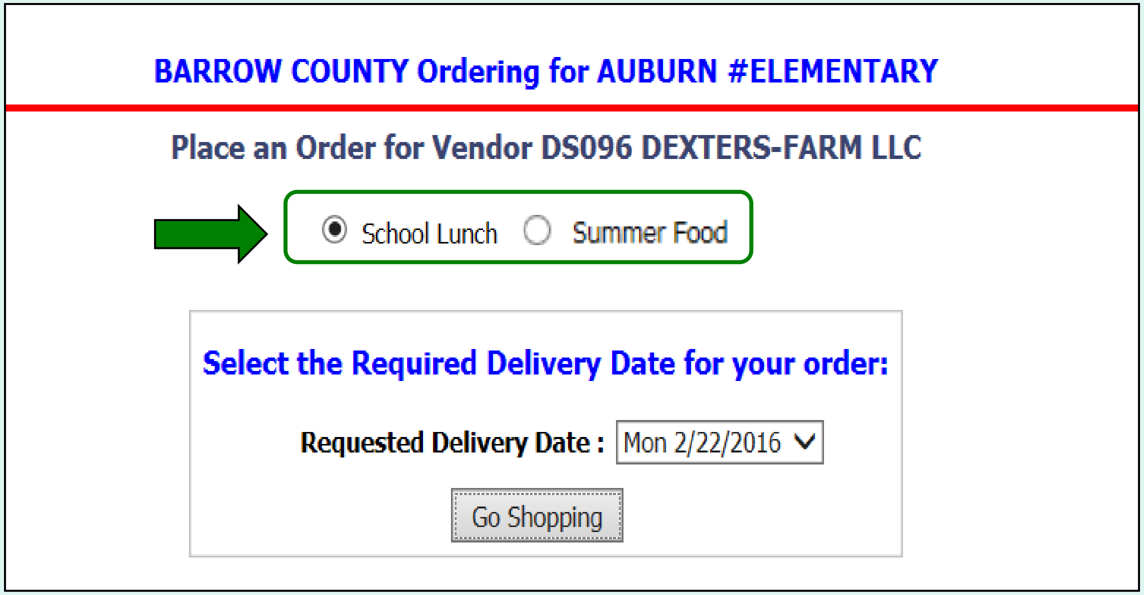
District Header:

<District> Ordering for *<Customer>*



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

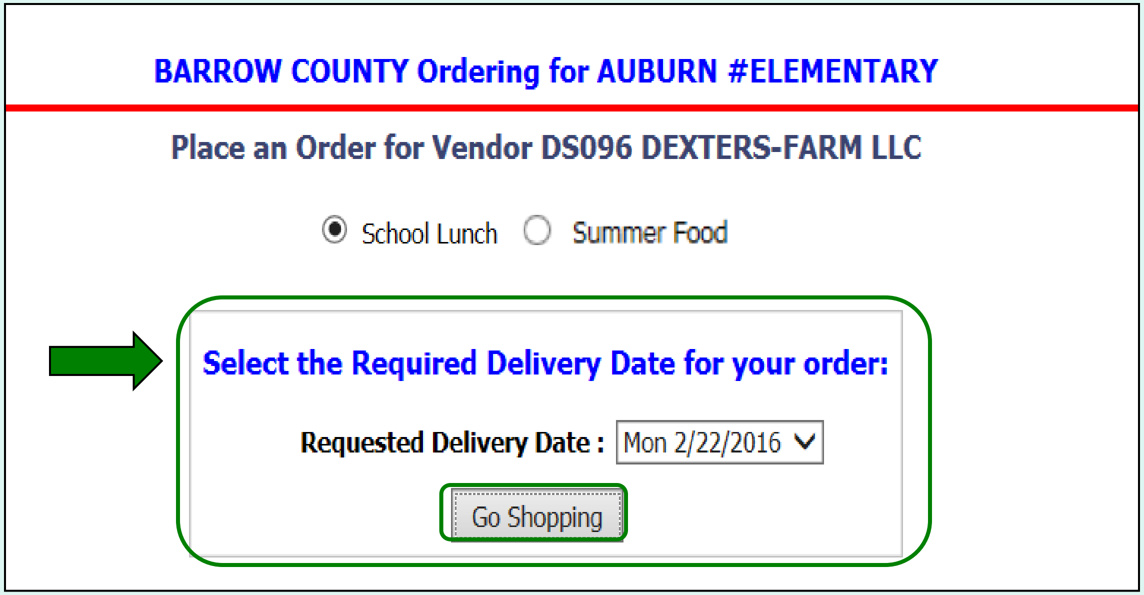
● School Lunch ○ Summer Food

Select the Required Delivery Date for your order:

Requested Delivery Date : Mon 2/22/2016

If more than one program is available, choose the appropriate radio button for this order.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

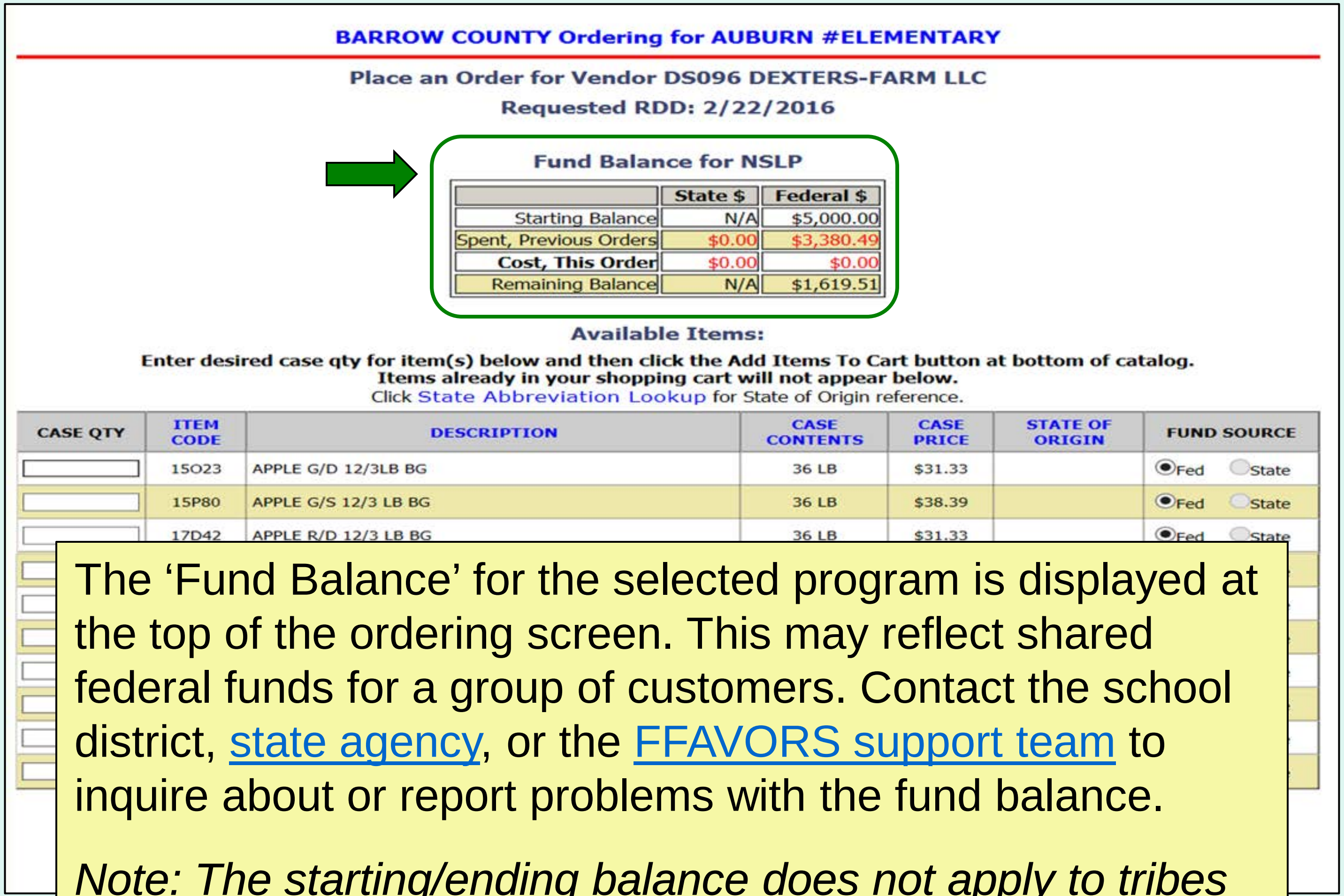
● School Lunch ○ Summer Food

Select the Required Delivery Date for your order:

Requested Delivery Date : Mon 2/22/2016

Select from the available options in the ‘Requested Delivery Date’ dropdown list. These dates are based on the Rules for Ordering. Then, click on the **Go Shopping** button.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

Fund Balance for NSLP

	State $	Federal $
Starting Balance	N/A	$5,000.00
Spent, Previous Orders	$0.00	$3,380.49
Cost, This Order	$0.00	$0.00
Remaining Balance	N/A	$1,619.51

Available Items:

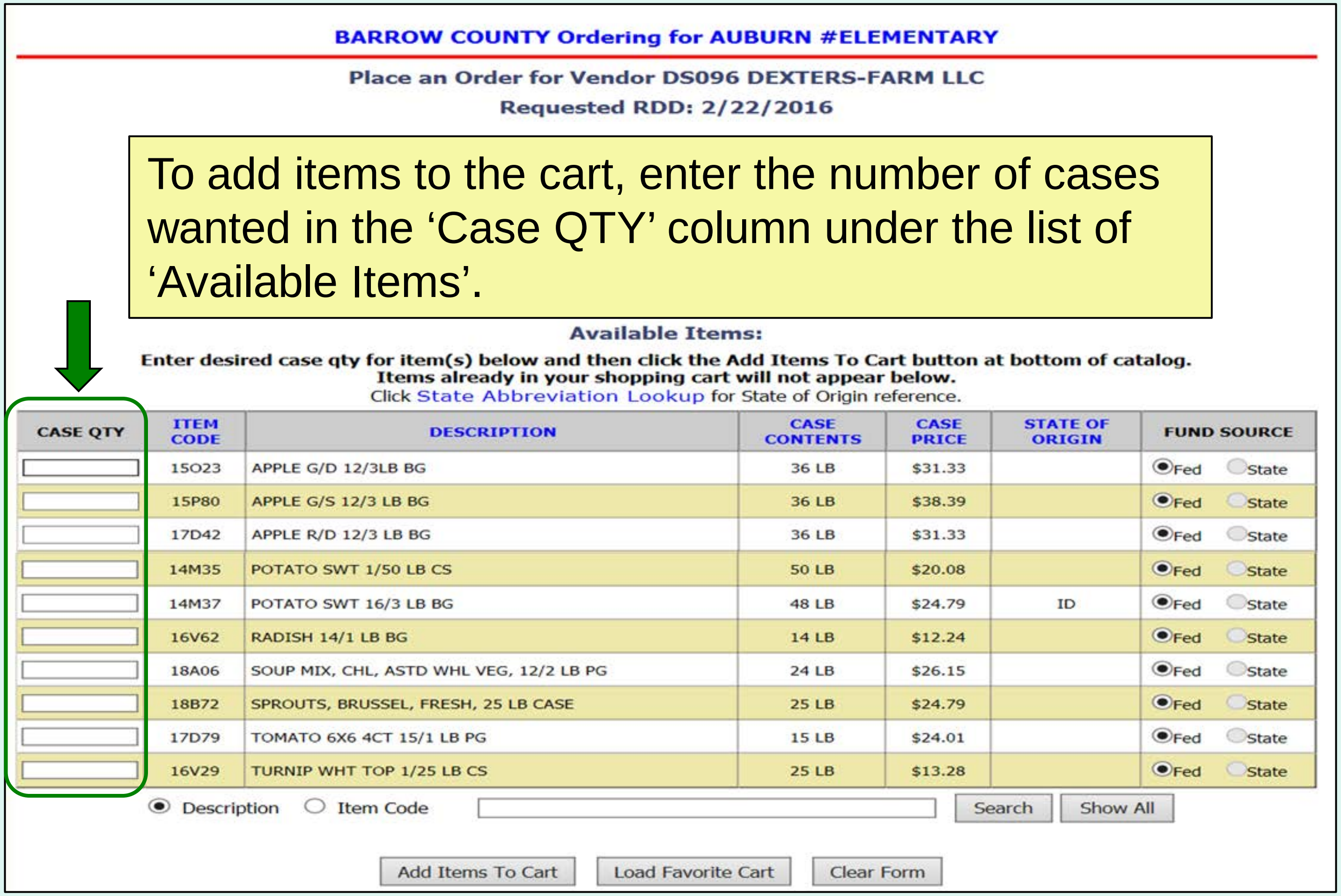
Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
☐	15O23	APPLE G/D 12/3LB BG	36 LB	$31.33		● Fed ○ State
☐	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
☐	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State

The 'Fund Balance' for the selected program is displayed at the top of the ordering screen. This may reflect shared federal funds for a group of customers. Contact the school district, state agency, or the FFAVORS support team to inquire about or report problems with the fund balance.

Note: The starting/ending balance does not apply to tribes and military customers.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

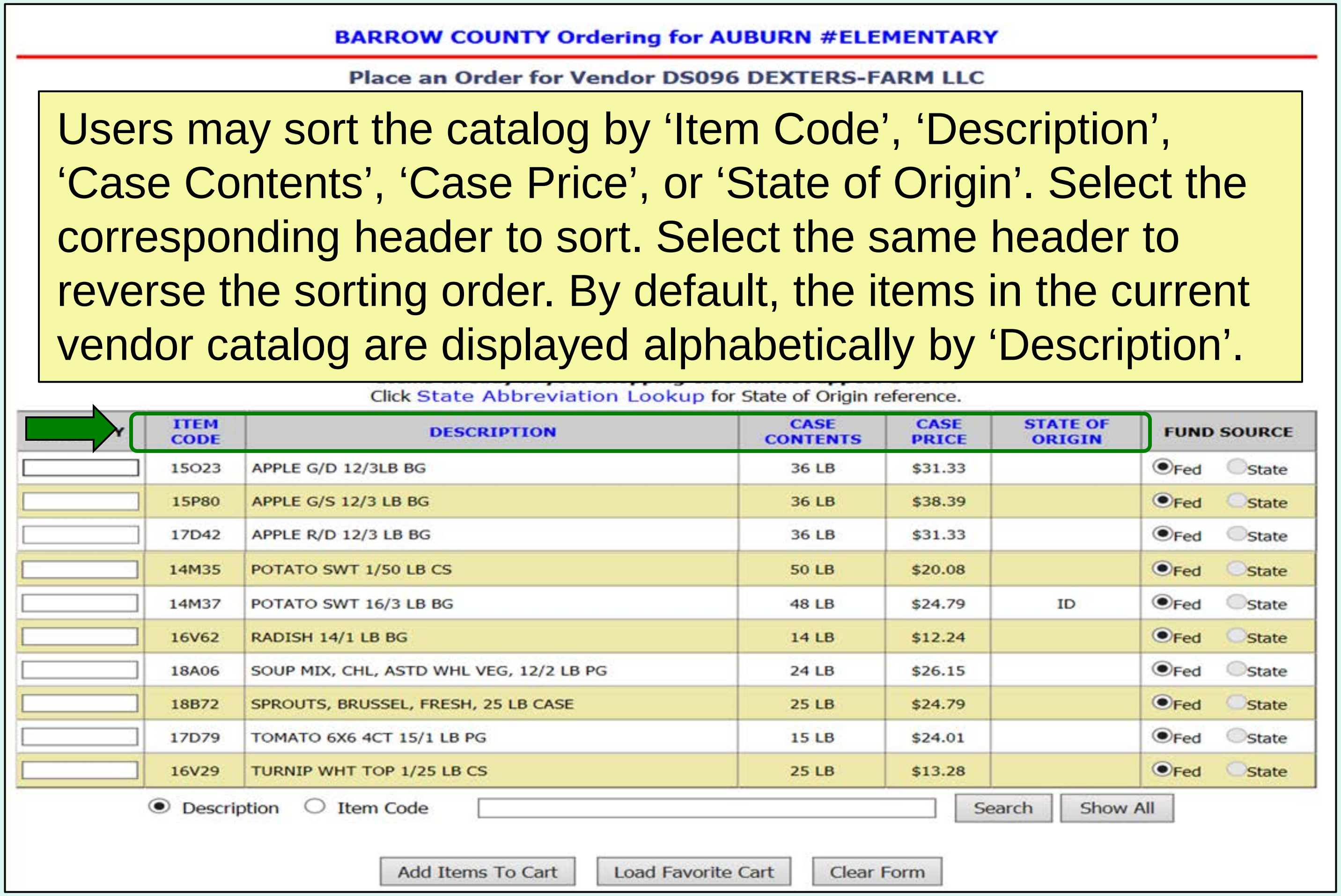
To add items to the cart, enter the number of cases wanted in the ‘Case QTY’ column under the list of ‘Available Items’.

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
☐	15O23	APPLE G/D 12/3LB BG	36 LB	$31.33		● Fed ○ State
☐	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
☐	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State
☐	14M35	POTATO SWT 1/50 LB CS	50 LB	$20.08		● Fed ○ State
☐	14M37	POTATO SWT 16/3 LB BG	48 LB	$24.79	ID	● Fed ○ State
☐	16V62	RADISH 14/1 LB BG	14 LB	$12.24		● Fed ○ State
☐	18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15		● Fed ○ State
☐	18B72	SPROUTS, BRUSSEL, FRESH, 25 LB CASE	25 LB	$24.79		● Fed ○ State
☐	17D79	TOMATO 6X6 4CT 15/1 LB PG	15 LB	$24.01		● Fed ○ State
☐	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	$13.28		● Fed ○ State

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

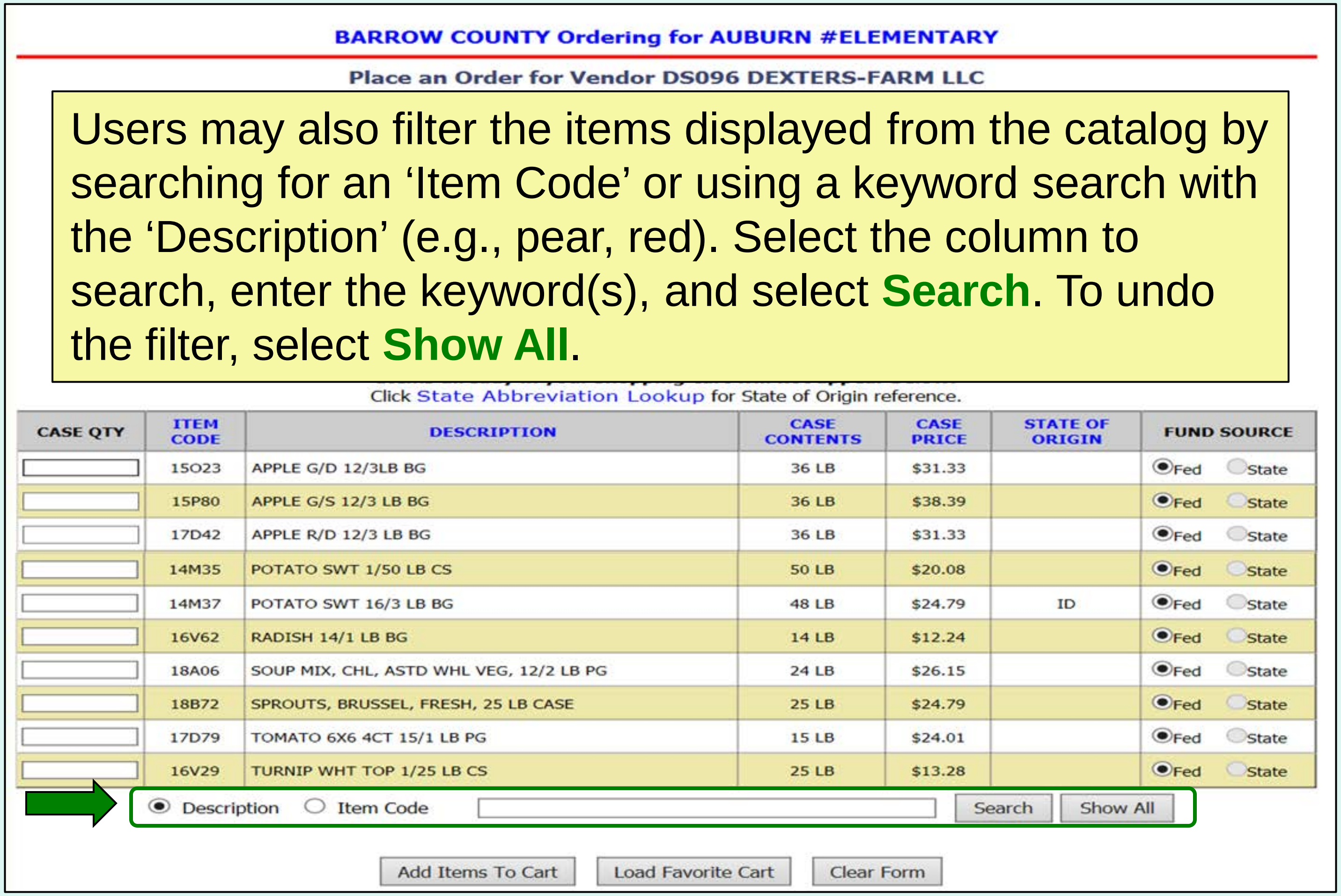
Users may sort the catalog by ‘Item Code’, ‘Description’, ‘Case Contents’, ‘Case Price’, or ‘State of Origin’. Select the corresponding header to sort. Select the same header to reverse the sorting order. By default, the items in the current vendor catalog are displayed alphabetically by ‘Description’.

Click State Abbreviation Lookup for State of Origin reference.

Y	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	15O23	APPLE G/D 12/3LB BG	36 LB	$31.33		● Fed ○ State
	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State
	14M35	POTATO SWT 1/50 LB CS	50 LB	$20.08		● Fed ○ State
	14M37	POTATO SWT 16/3 LB BG	48 LB	$24.79	ID	● Fed ○ State
	16V62	RADISH 14/1 LB BG	14 LB	$12.24		● Fed ○ State
	18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15		● Fed ○ State
	18B72	SPROUTS, BRUSSEL, FRESH, 25 LB CASE	25 LB	$24.79		● Fed ○ State
	17D79	TOMATO 6X6 4CT 15/1 LB PG	15 LB	$24.01		● Fed ○ State
	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	$13.28		● Fed ○ State

● Description ○ Item Code

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Users may also filter the items displayed from the catalog by searching for an ‘Item Code’ or using a keyword search with the ‘Description’ (e.g., pear, red). Select the column to search, enter the keyword(s), and select **Search**. To undo the filter, select **Show All**.

Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
☐	15O23	APPLE G/D 12/3LB BG	36 LB	$31.33		● Fed ○ State
☐	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
☐	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State
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☐	16V62	RADISH 14/1 LB BG	14 LB	$12.24		● Fed ○ State
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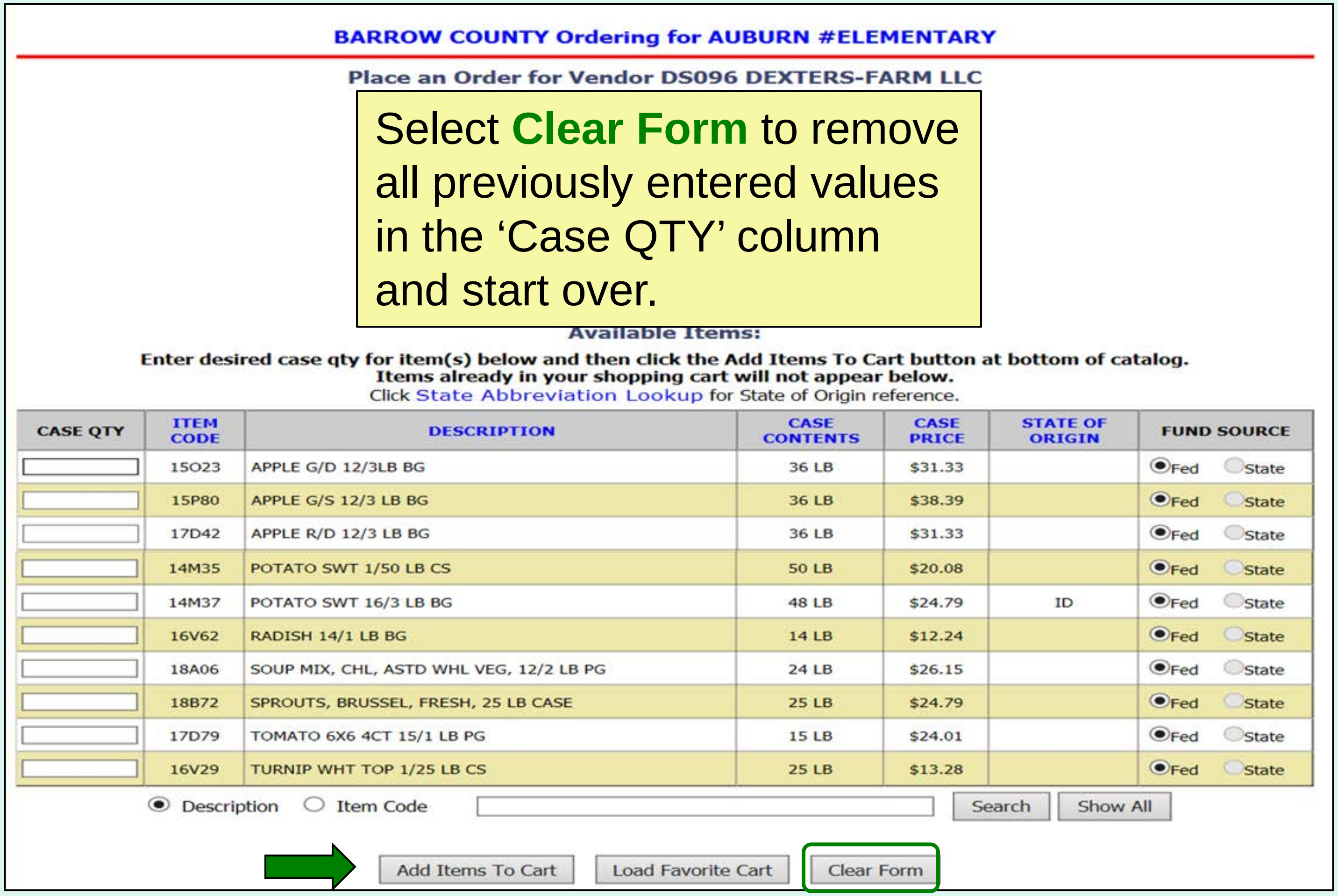
☐	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	$13.28		● Fed ○ State

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Select **Clear Form** to remove all previously entered values in the ‘Case QTY’ column and start over.

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
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	14M37	POTATO SWT 16/3 LB BG	48 LB	$24.79	ID	● Fed ○ State
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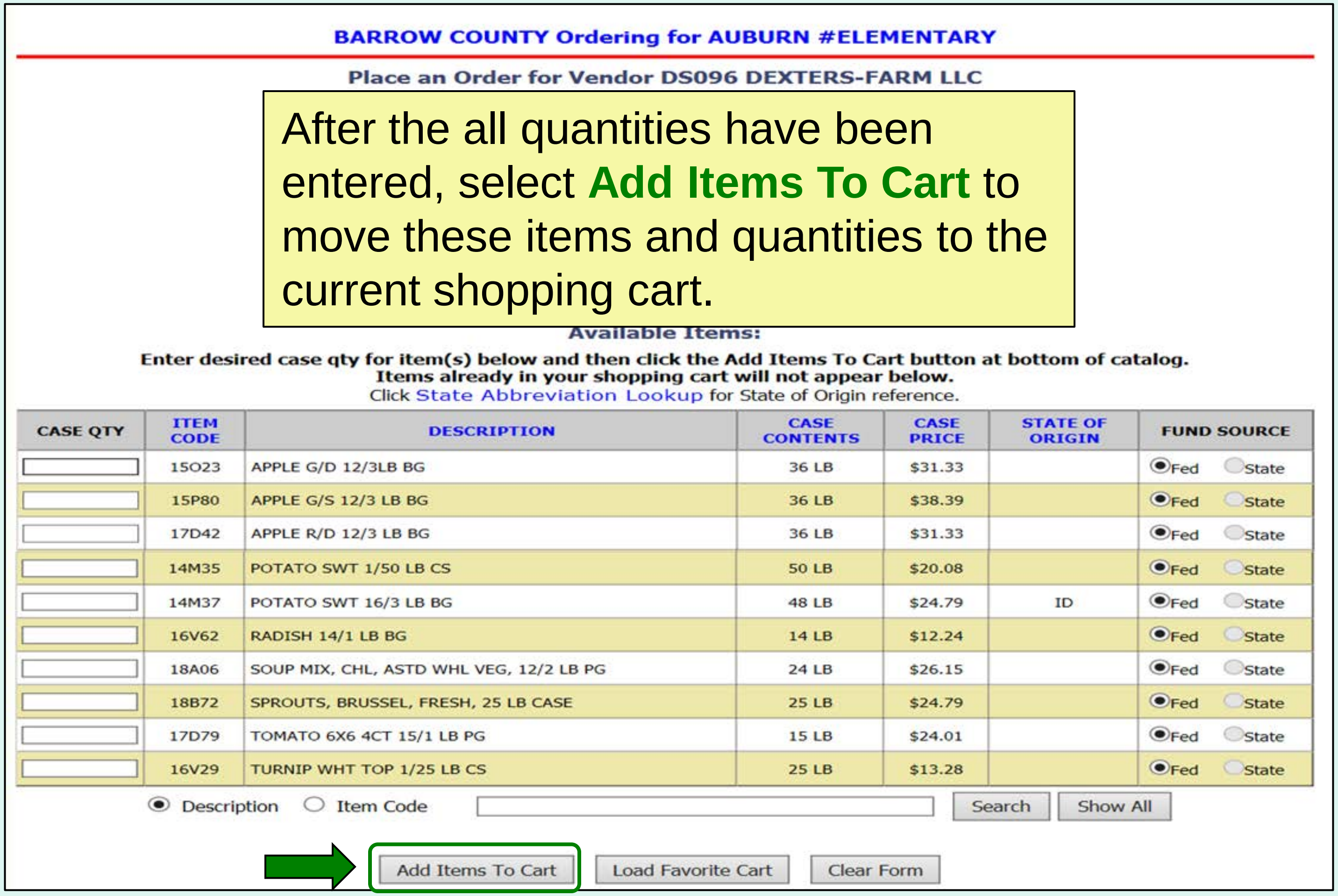
	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	$13.28		● Fed ○ State

Place a New Order

After the all quantities have been entered, select **Add Items To Cart** to move these items and quantities to the current shopping cart.



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

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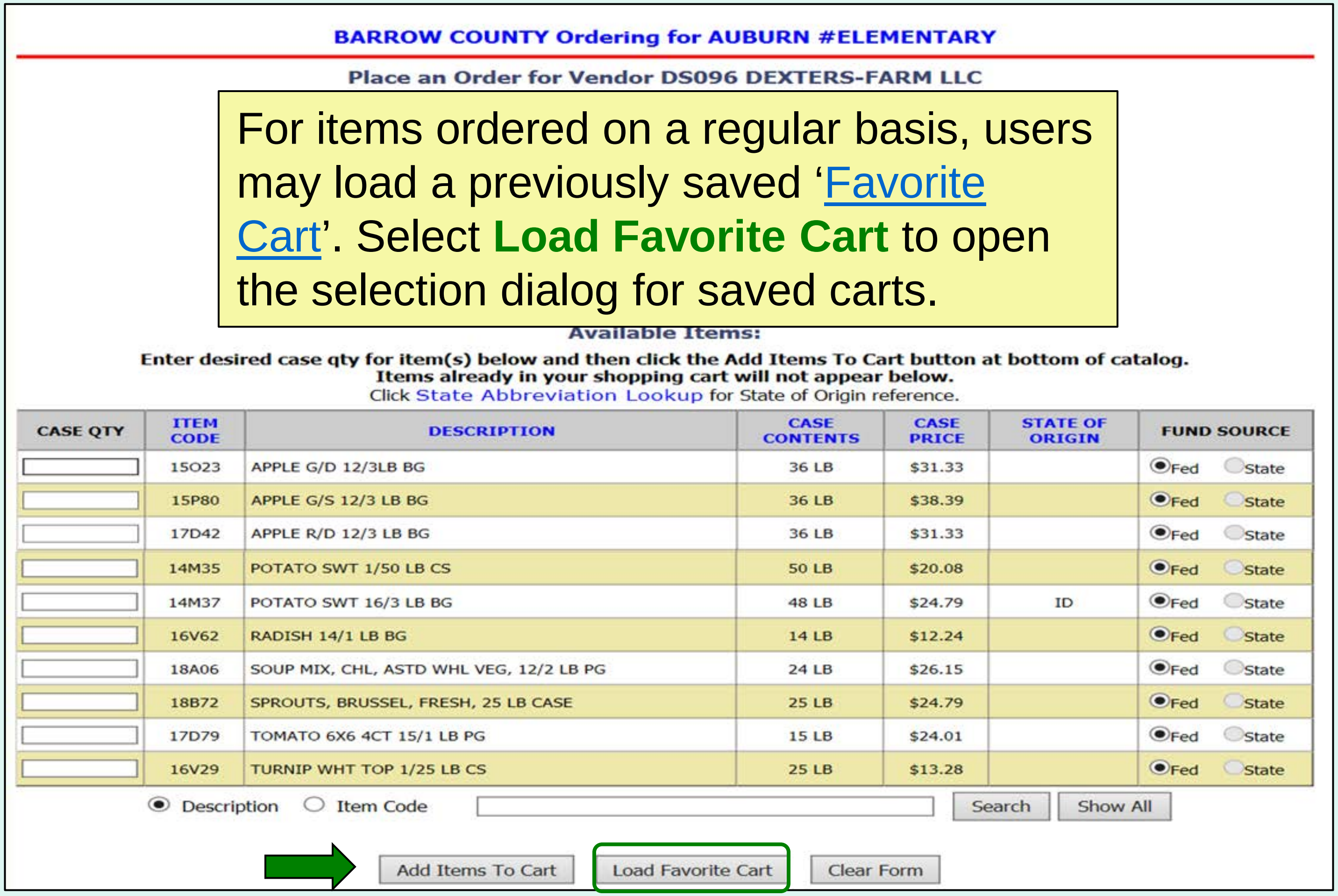
☐	17D79	TOMATO 6X6 4CT 15/1 LB PG	15 LB	$24.01		● Fed ○ State
☐	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	$13.28		● Fed ○ State

● Description ○ Item Code ☐ Search Show All

Place a New Order



For items ordered on a regular basis, users may load a previously saved '[Favorite Cart](#)'. Select **Load Favorite Cart** to open the selection dialog for saved carts.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
☐	15O23	APPLE G/D 12/3LB BG	36 LB	$31.33		● Fed ○ State
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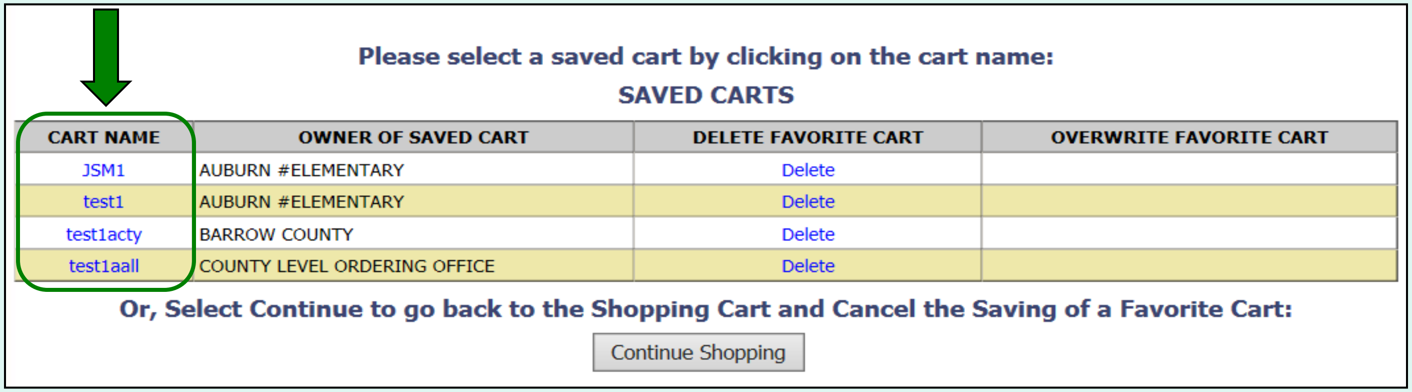
☐	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	$13.28		● Fed ○ State

● Description ○ Item Code

Place a New Order



Please select a saved cart by clicking on the cart name:

SAVED CARTS

CART NAME	OWNER OF SAVED CART	DELETE FAVORITE CART	OVERWRITE FAVORITE CART
JSM1	AUBURN #ELEMENTARY	Delete	
test1	AUBURN #ELEMENTARY	Delete	
test1acty	BARROW COUNTY	Delete	
test1aall	COUNTY LEVEL ORDERING OFFICE	Delete	

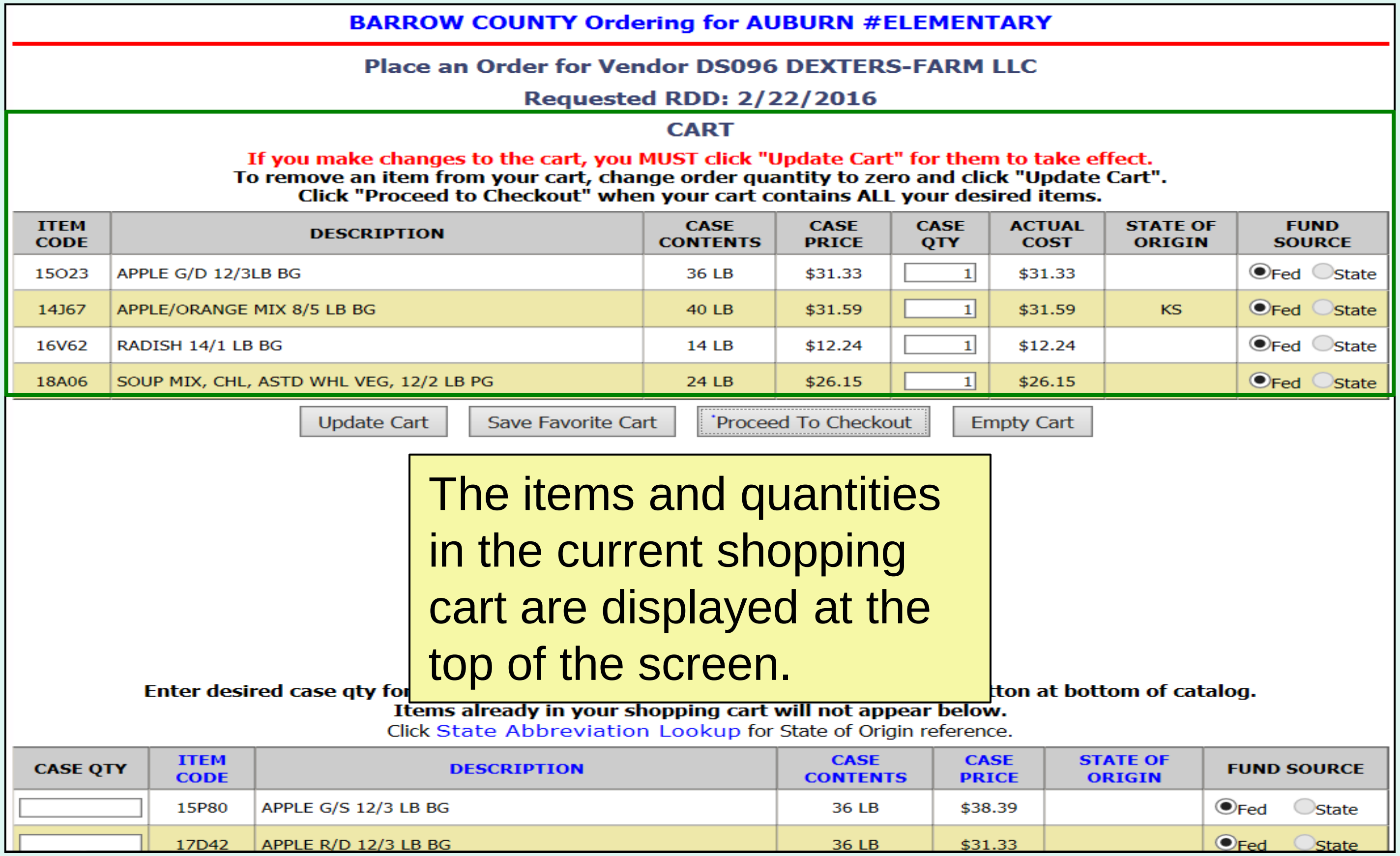
Or, Select Continue to go back to the Shopping Cart and Cancel the Saving of a Favorite Cart:

Select a favorite cart from the ‘Cart Name’ column in the list of ‘Saved Carts’ to add the items and quantities to the current shopping cart. *Note: This will overwrite any items previously added to the current cart.*

Other available actions:

- To return to the current shopping cart without loading a favorite cart, select **Continue Shopping**.
- Select **Delete** to remove a favorite cart that is no longer needed.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

CART

If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

The items and quantities in the current shopping cart are displayed at the top of the screen.

Enter desired case qty fo

ton at bottom of catalog.

Items already in your shopping cart will not appear below.

Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
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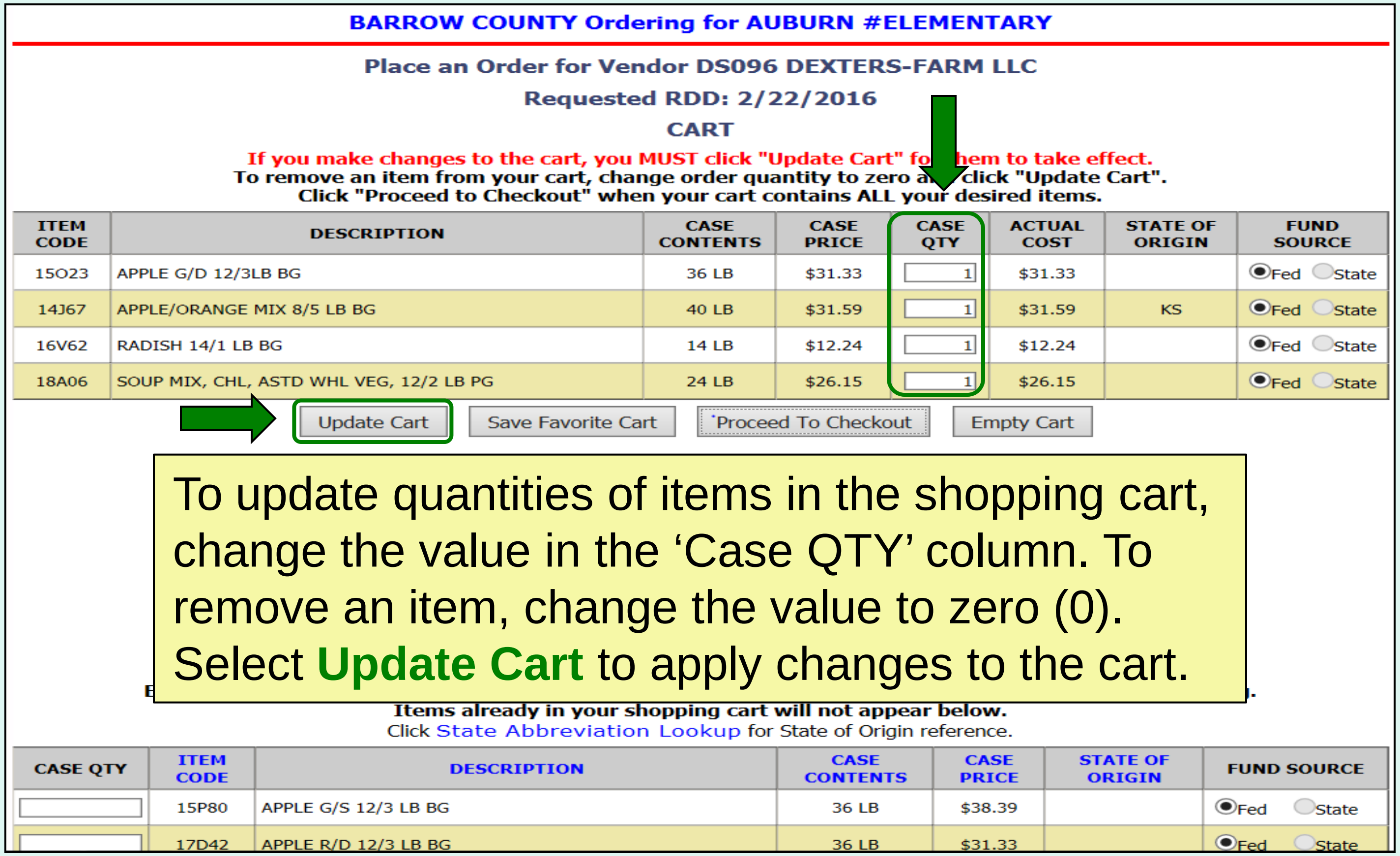
	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

CART

If you make changes to the cart, you MUST click "Update Cart" fo hem to take effect.
To remove an item from your cart, change order quantity to zero a click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
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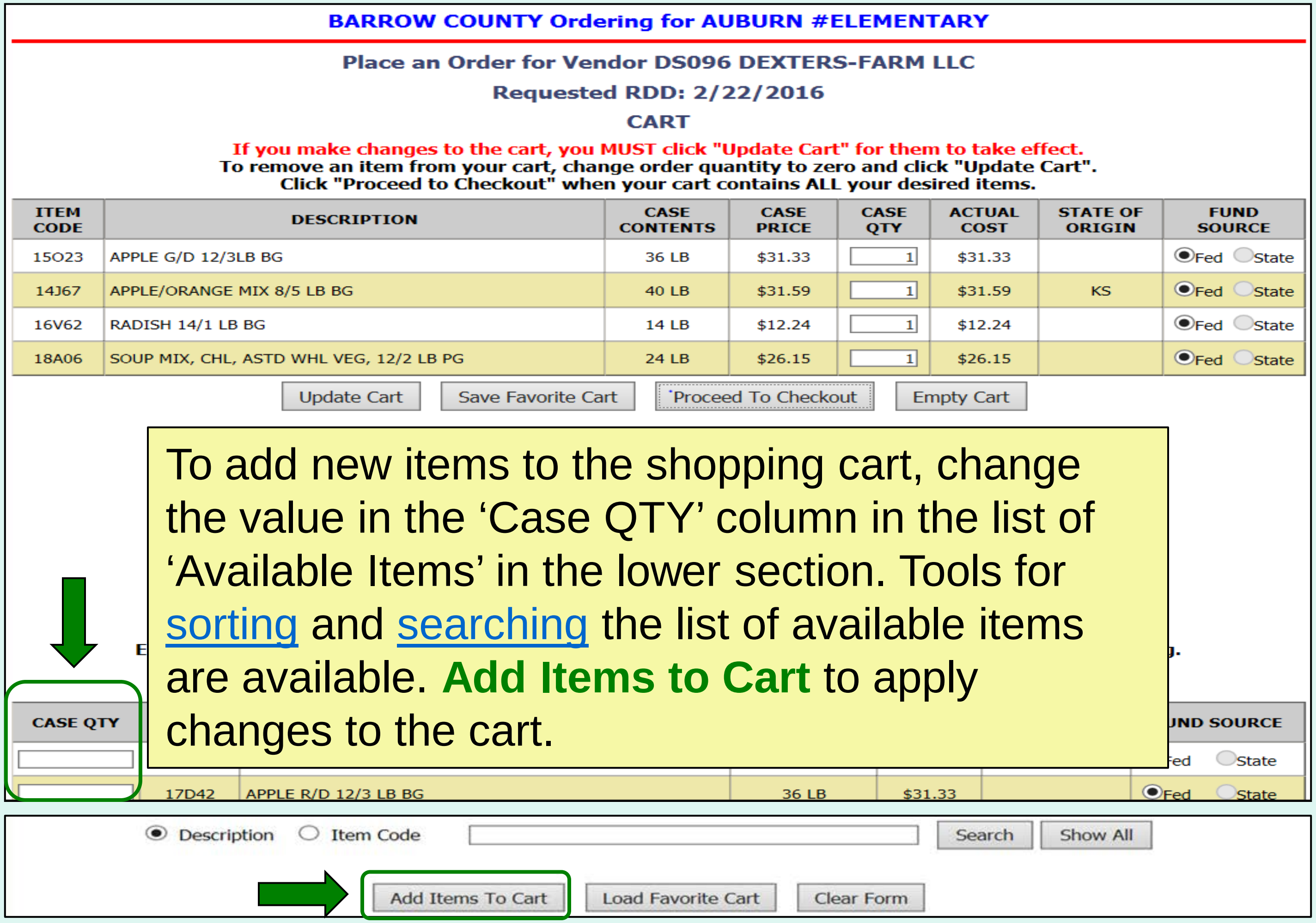
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

To update quantities of items in the shopping cart, change the value in the ‘Case QTY’ column. To remove an item, change the value to zero (0). Select **Update Cart** to apply changes to the cart.

Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

CART

If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
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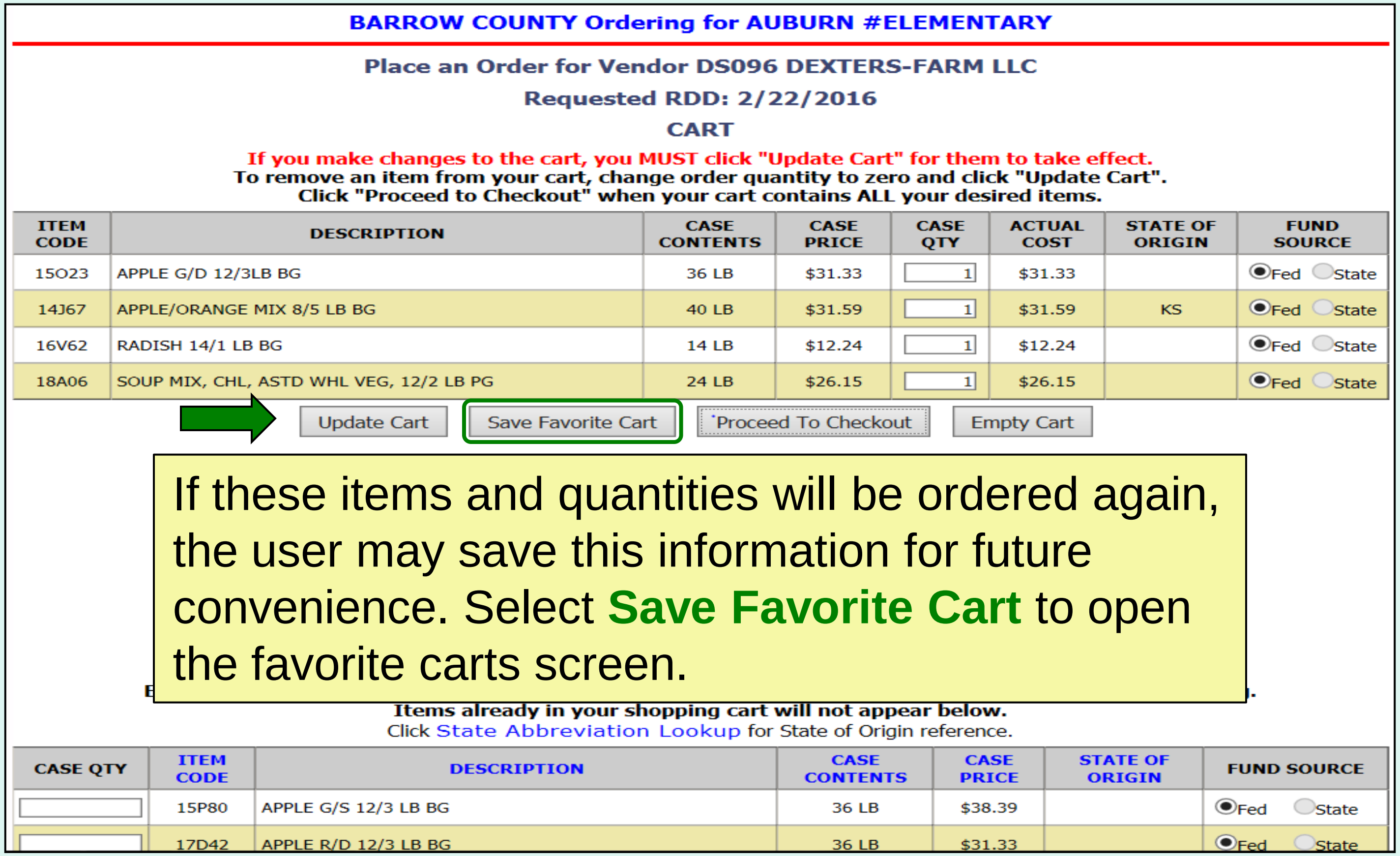
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

Update Cart
Save Favorite Cart
Proceed To Checkout
Empty Cart
CASE QTY
UND SOURCE
17D42
APPLE R/D 12/3 LB BG
36 LB
$31.33
● Fed ○ State
● Description
○ Item Code
Search
Show All
Add Items To Cart
Load Favorite Cart
Clear Form

To add new items to the shopping cart, change the value in the ‘Case QTY’ column in the list of ‘Available Items’ in the lower section. Tools for sorting and searching the list of available items are available. **Add Items to Cart** to apply changes to the cart.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

CART

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To remove an item from your cart, change order quantity to zero and click "Update Cart".
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15023	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

If these items and quantities will be ordered again, the user may save this information for future convenience. Select **Save Favorite Cart** to open the favorite carts screen.

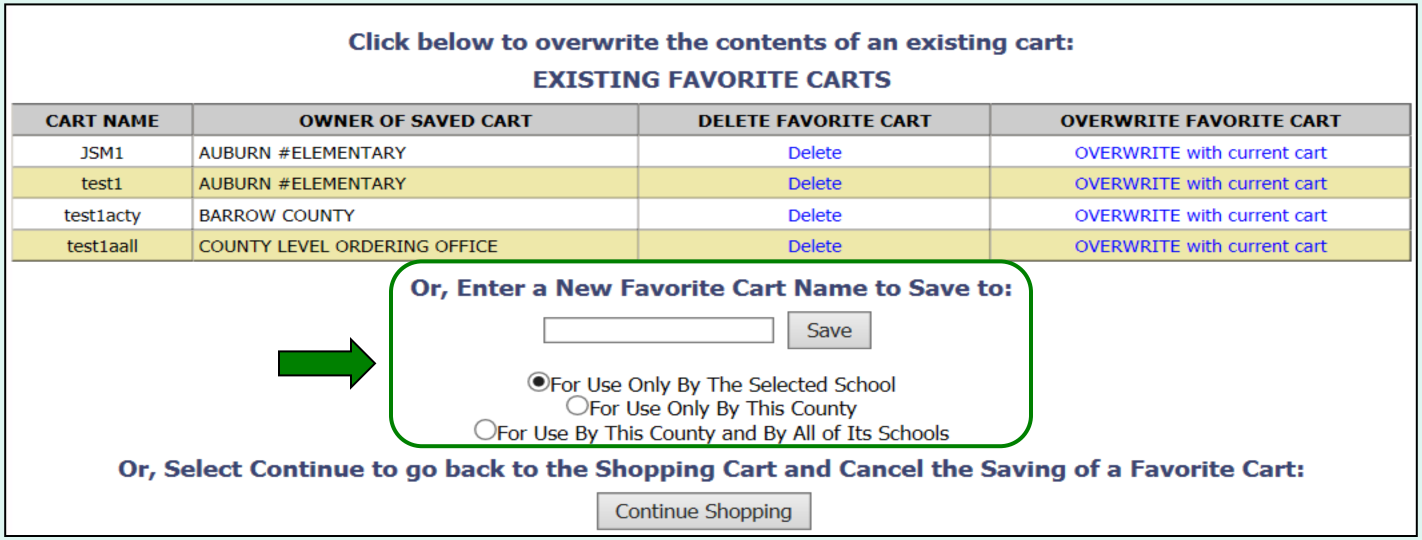
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State

Place a New Order

To create a new favorite cart, enter a name and select **Save**. District users may select who can access this saved cart:

- **Current School Only** – ‘For Use Only By The Select School’
- **District Only** – ‘For Use Only By This County’
- **District-wide** – ‘For Use By This county and By All of Its Schools’



Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

CART NAME	OWNER OF SAVED CART	DELETE FAVORITE CART	OVERWRITE FAVORITE CART
JSM1	AUBURN #ELEMENTARY	Delete	OVERWRITE with current cart
test1	AUBURN #ELEMENTARY	Delete	OVERWRITE with current cart
test1acty	BARROW COUNTY	Delete	OVERWRITE with current cart
test1aall	COUNTY LEVEL ORDERING OFFICE	Delete	OVERWRITE with current cart

Or, Enter a New Favorite Cart Name to Save to:

☐ Save

● For Use Only By The Selected School
○ For Use Only By This County
○ For Use By This County and By All of Its Schools

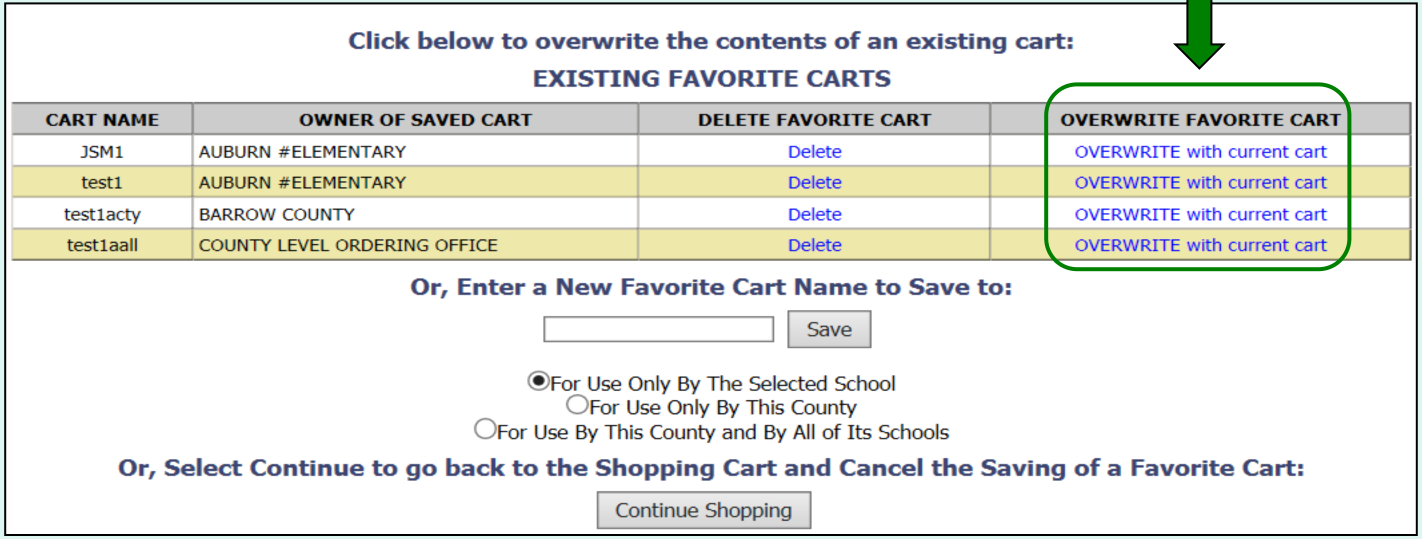
Or, Select Continue to go back to the Shopping Cart and Cancel the Saving of a Favorite Cart:

Continue Shopping

Place a New Order

To replace an existing favorite cart with the current items and quantities, select **OVERWRITE with current cart**.

Note: This cannot be undone.



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JSM1	AUBURN #ELEMENTARY	Delete	OVERWRITE with current cart
test1	AUBURN #ELEMENTARY	Delete	OVERWRITE with current cart
test1acty	BARROW COUNTY	Delete	OVERWRITE with current cart
test1aall	COUNTY LEVEL ORDERING OFFICE	Delete	OVERWRITE with current cart

Or, Enter a New Favorite Cart Name to Save to:

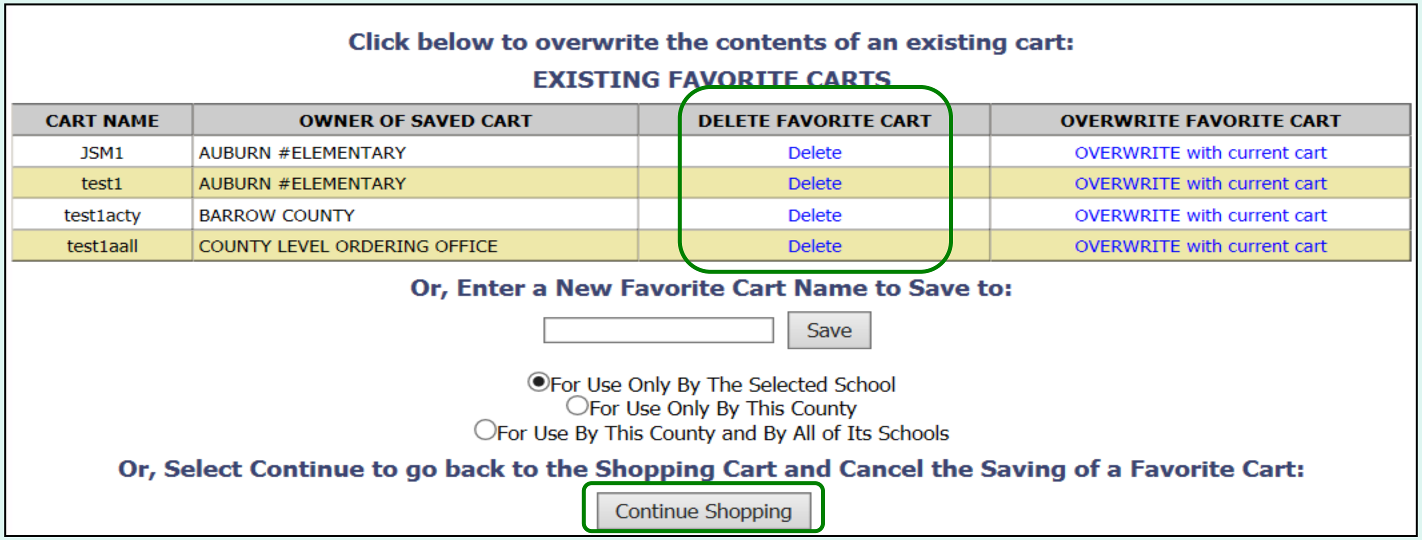
● For Use Only By The Selected School
○ For Use Only By This County
○ For Use By This County and By All of Its Schools

Or, Select Continue to go back to the Shopping Cart and Cancel the Saving of a Favorite Cart:

Place a New Order

Other available actions:

- To return to the current shopping cart without saving a favorite cart, select **Continue Shopping**.
- Select **Delete** to remove a favorite cart that is no longer needed.



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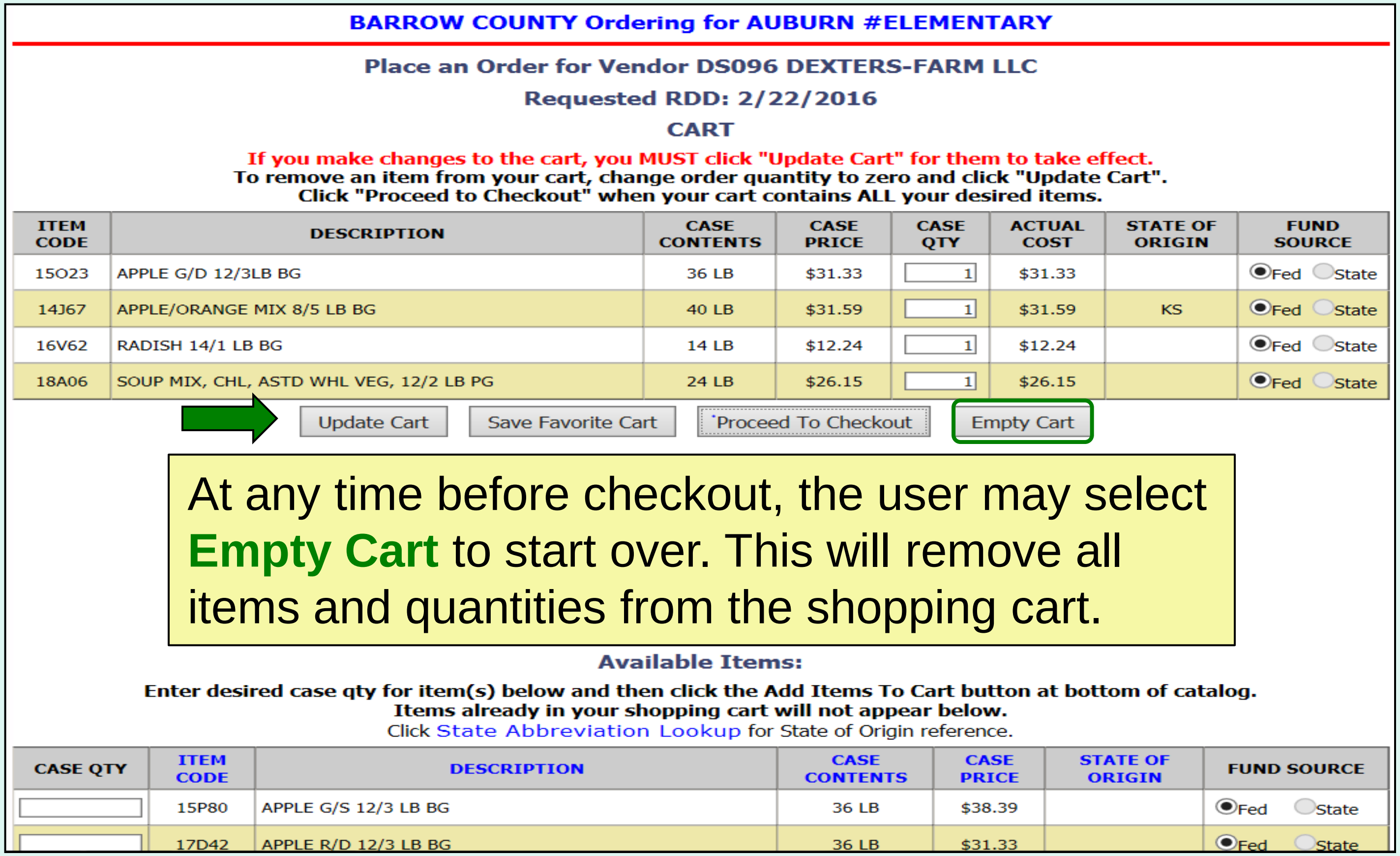
test1acty	BARROW COUNTY	Delete	OVERWRITE with current cart
test1aall	COUNTY LEVEL ORDERING OFFICE	Delete	OVERWRITE with current cart

Or, Enter a New Favorite Cart Name to Save to:

● For Use Only By The Selected School
○ For Use Only By This County
○ For Use By This County and By All of Its Schools

Or, Select Continue to go back to the Shopping Cart and Cancel the Saving of a Favorite Cart:

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

CART

If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

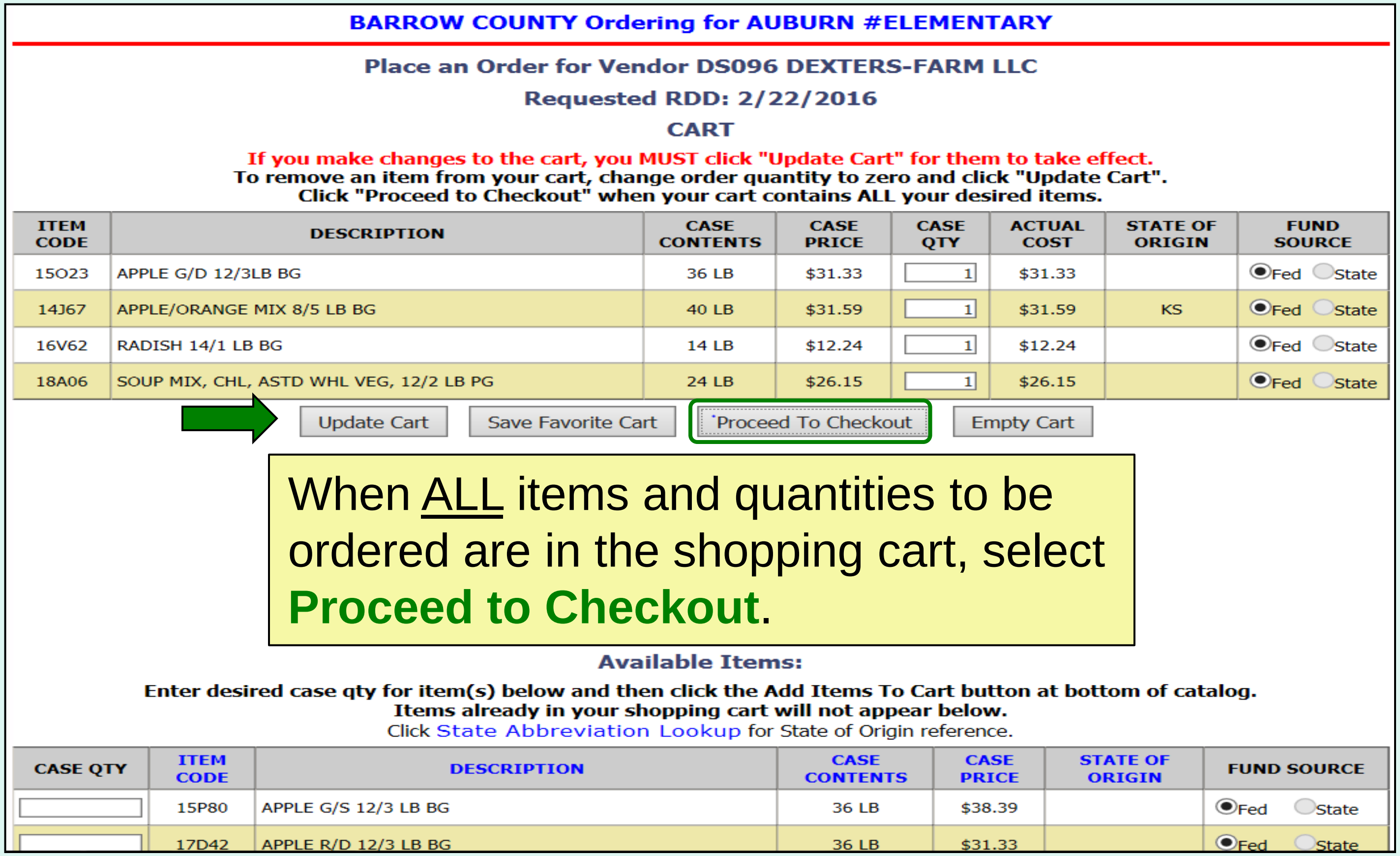
Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	15P80	APPLE G/S 12/3 LB BG	36 LB	$38.39		● Fed ○ State
	17D42	APPLE R/D 12/3 LB BG	36 LB	$31.33		● Fed ○ State

At any time before checkout, the user may select **Empty Cart** to start over. This will remove all items and quantities from the shopping cart.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

CART

If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

When ALL items and quantities to be ordered are in the shopping cart, select **Proceed to Checkout**.

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
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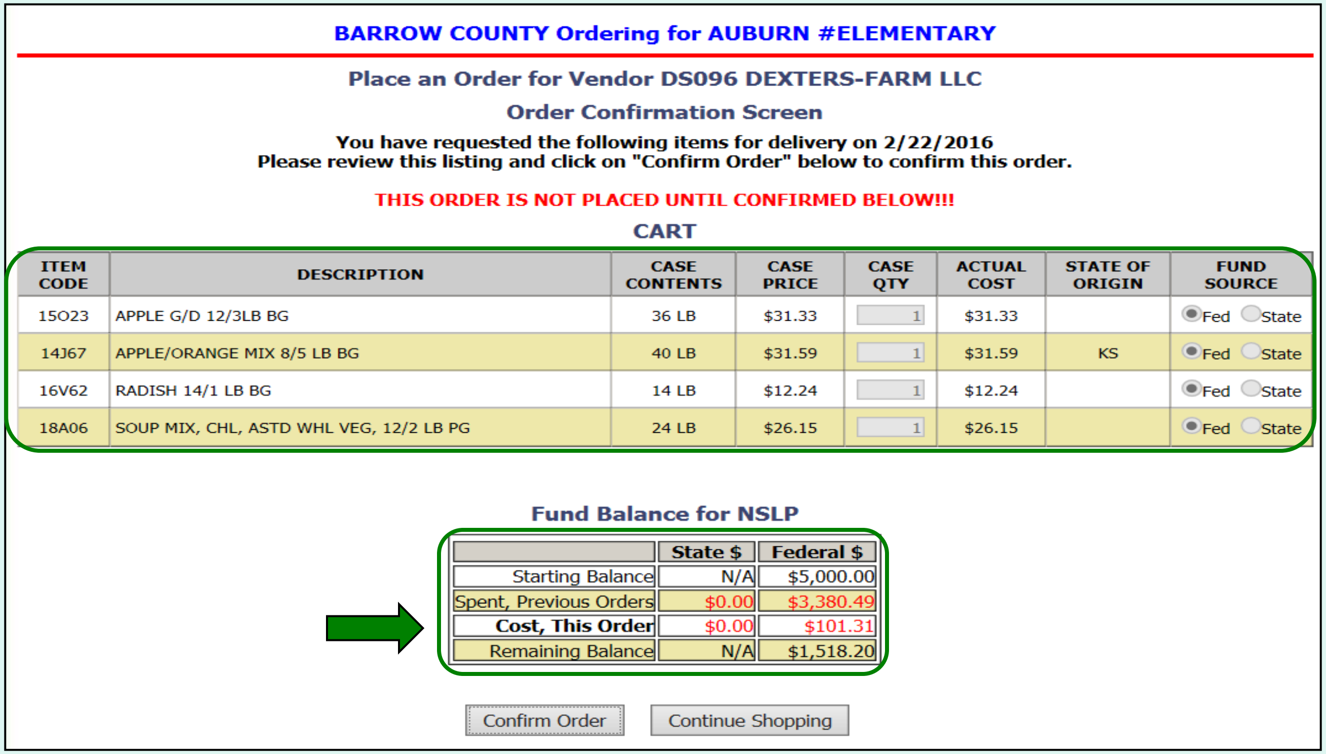
Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Order Confirmation Screen

You have requested the following items for delivery on 2/22/2016
Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

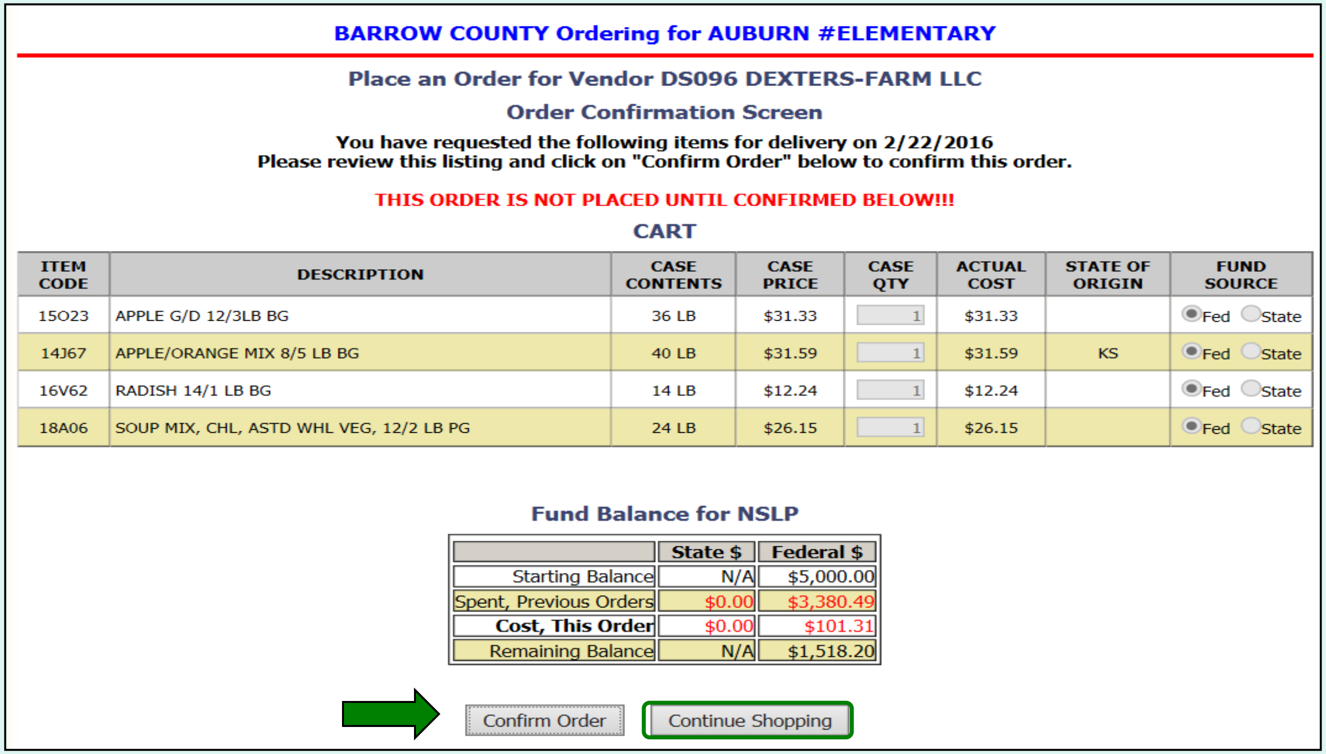
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15023	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

Fund Balance for NSLP

	State $	Federal $
Starting Balance	N/A	$5,000.00
Spent, Previous Orders	$0.00	$3,380.49
Cost, This Order	$0.00	$101.31
Remaining Balance	N/A	$1,518.20

On the ‘Order Confirmation Screen’ verify the order data, including items, quantities, and fund availability to cover the cost of this order.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Order Confirmation Screen

You have requested the following items for delivery on 2/22/2016
Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
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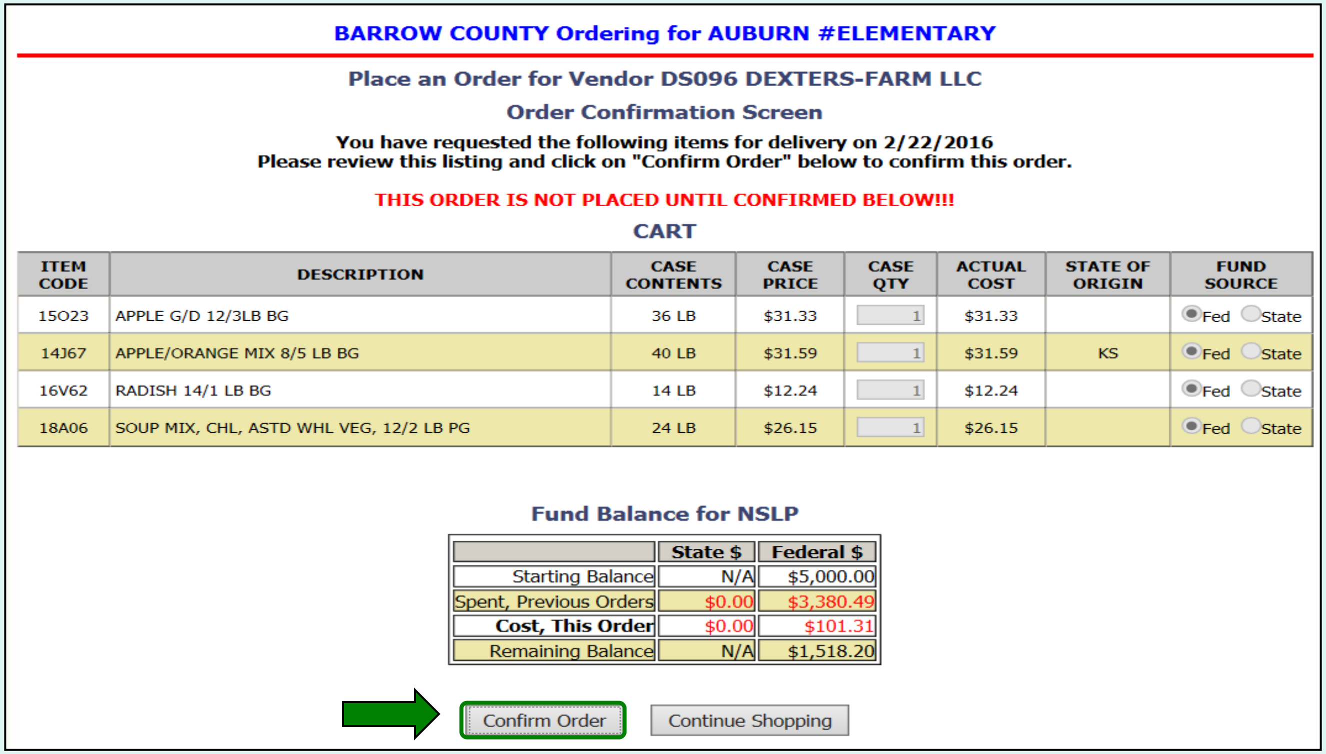
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

Fund Balance for NSLP

	State $	Federal $
Starting Balance	N/A	$5,000.00
Spent, Previous Orders	$0.00	$3,380.49
Cost, This Order	$0.00	$101.31
Remaining Balance	N/A	$1,518.20

To make changes to the order, select the **Continue Shopping** button to return to the shopping cart.

Place a New Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Order Confirmation Screen

You have requested the following items for delivery on 2/22/2016
Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
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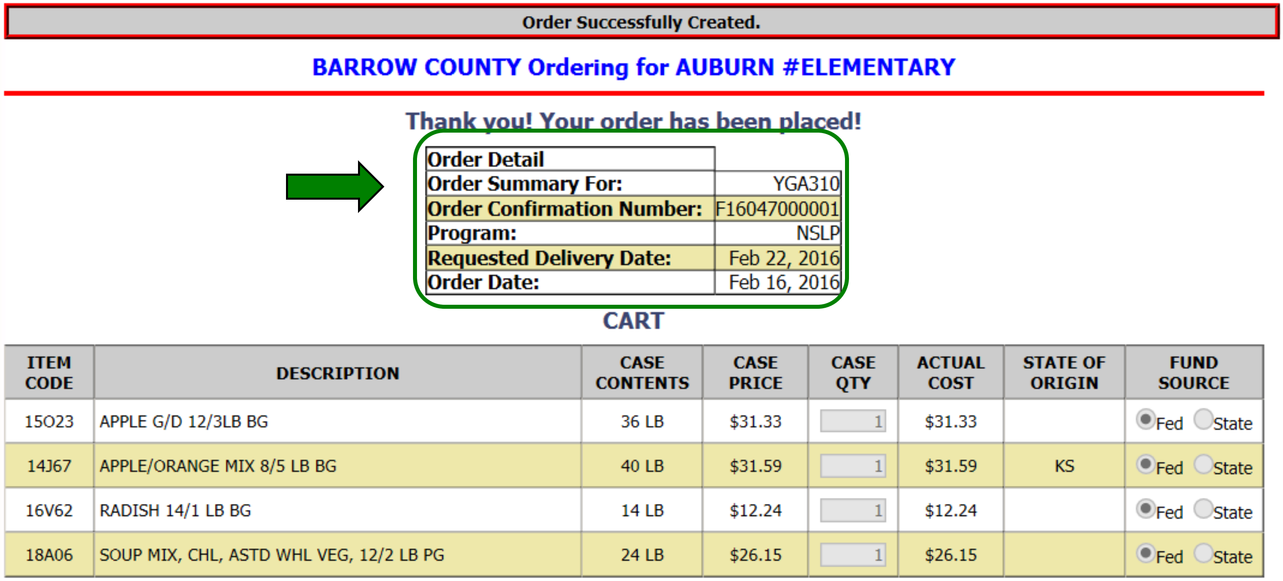
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

Fund Balance for NSLP

	State $	Federal $
Starting Balance	N/A	$5,000.00
Spent, Previous Orders	$0.00	$3,380.49
Cost, This Order	$0.00	$101.31
Remaining Balance	N/A	$1,518.20

To confirm all details and place the order, select the **Confirm Order** button.

Place a New Order



Order Successfully Created.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Thank you! Your order has been placed!

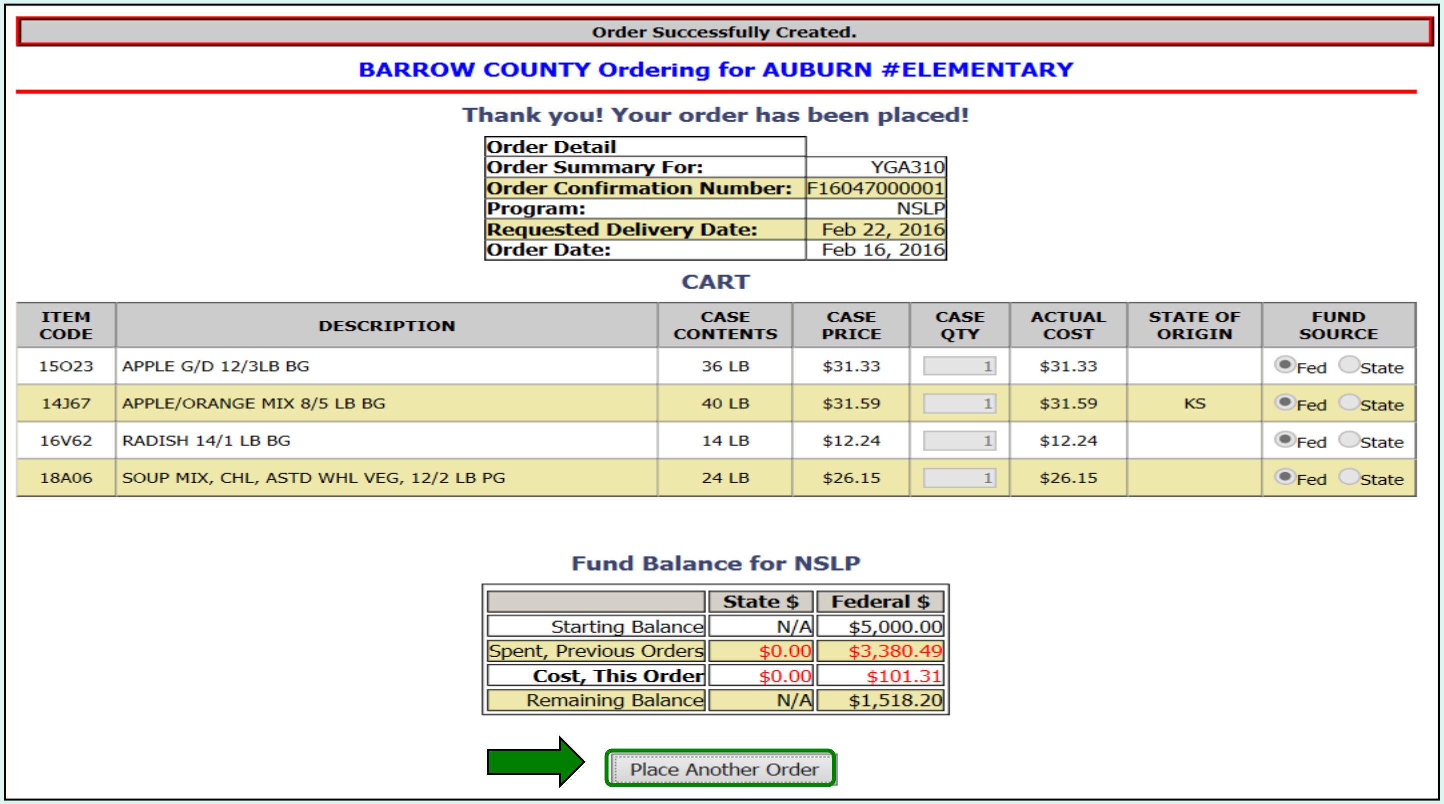
Order Detail	
Order Summary For:	YGA310
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	Feb 22, 2016
Order Date:	Feb 16, 2016

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

The order is complete. Make note of the ‘Order Confirmation Number’ for your records. To print a copy of the order summary, use the browser’s print function or press **CTRL + P** to open its printing menu.

Place a New Order



Order Successfully Created.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Thank you! Your order has been placed!

Order Detail	
Order Summary For:	YGA310
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	Feb 22, 2016
Order Date:	Feb 16, 2016

CART

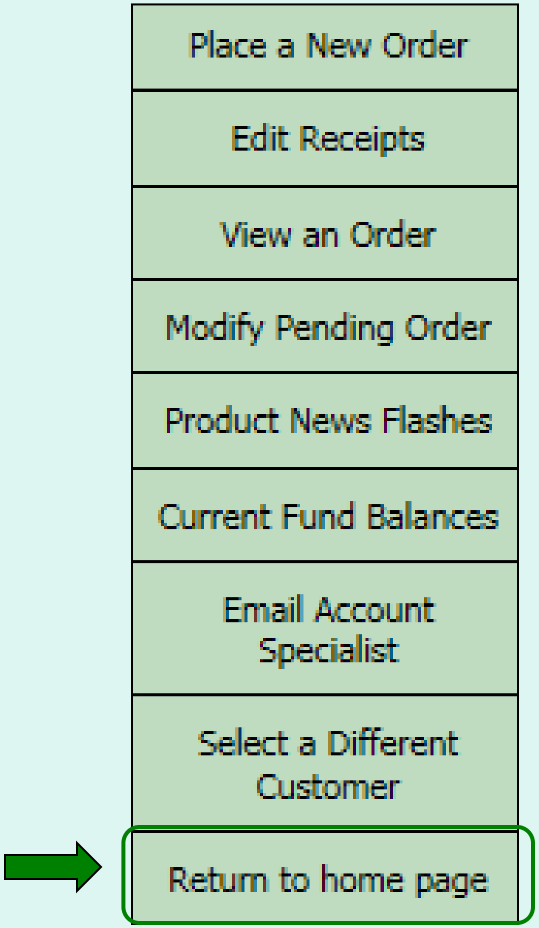
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15023	APPLE G/D 12/3LB BG	36 LB	$31.33	1	$31.33		● Fed ○ State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	$31.59	KS	● Fed ○ State
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	$12.24		● Fed ○ State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	$26.15		● Fed ○ State

Fund Balance for NSLP

	State $	**Federal $**
Starting Balance	N/A	$5,000.00
Spent, Previous Orders	$0.00	$3,380.49
Cost, This Order	$0.00	$101.31
Remaining Balance	N/A	$1,518.20

To place another order for the same customer, select **Place Another Order**.

Place a New Order

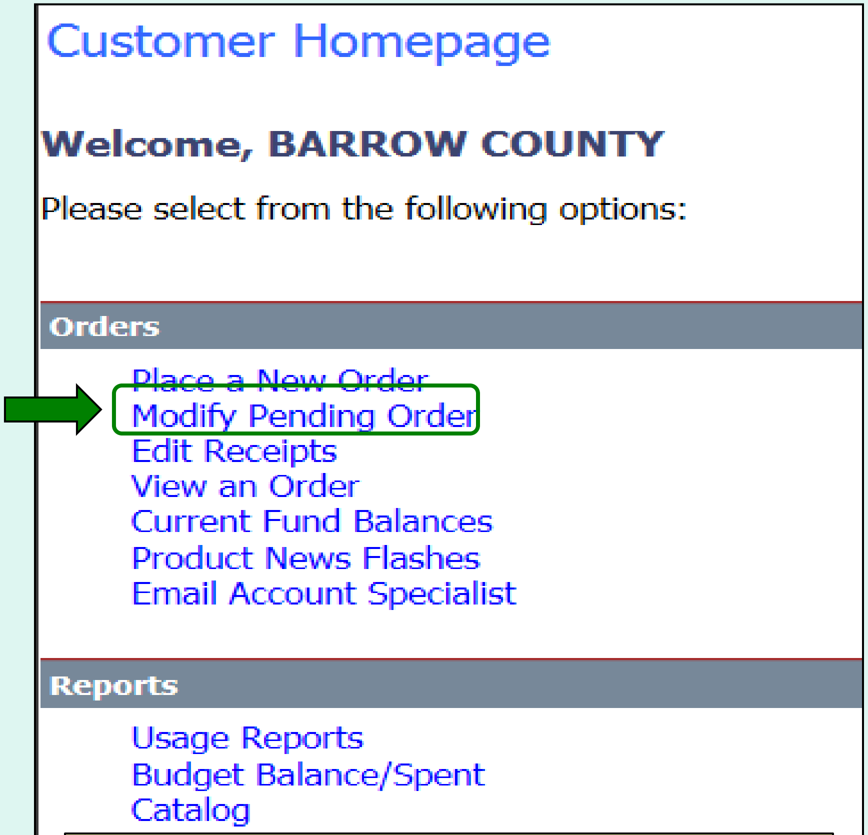

Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After placing a new order, select an activity from the green menu on the left side of the screen to continue.

District users only: To place orders or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

Modify Pending Order



Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

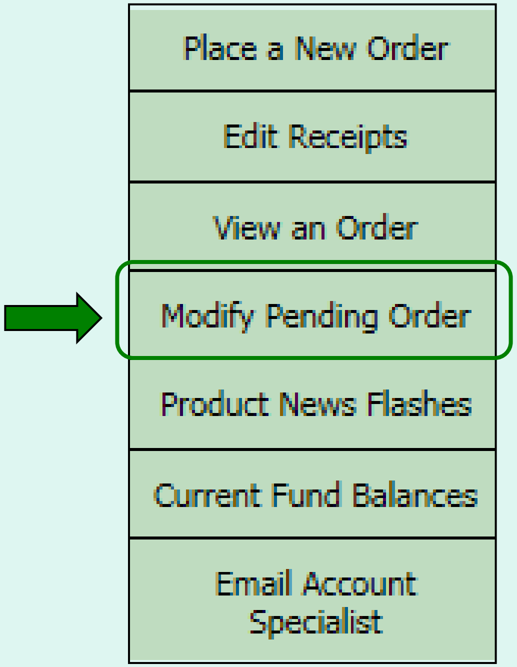
Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

From the Customer Homepage, select the **Modify Pending Order** link under the ‘Orders’ menu.

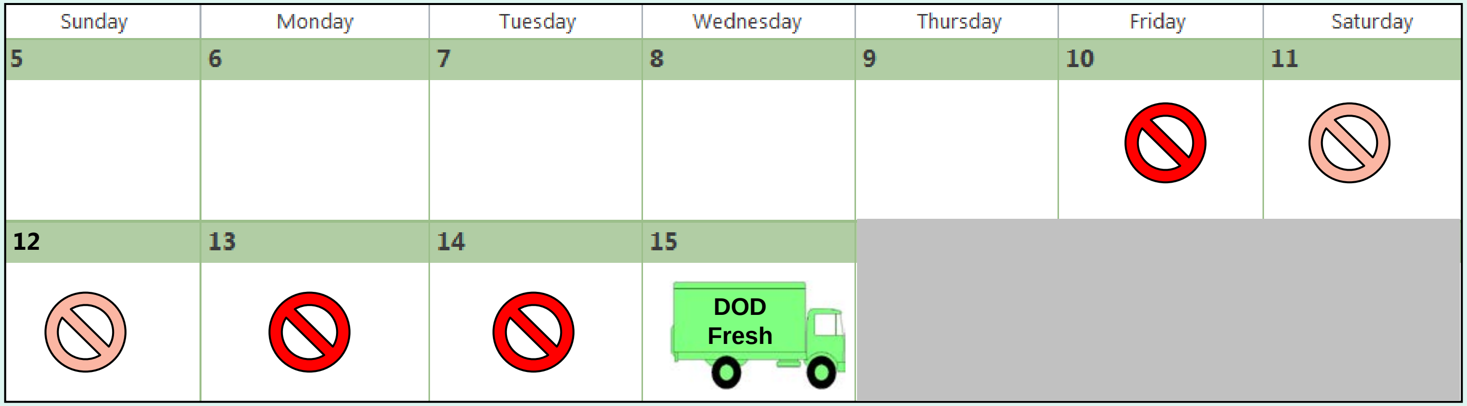

Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist

From within the FFAVORS ordering process, select the **Modify Pending Order** link on the green menu on the left.

Modify Pending Order

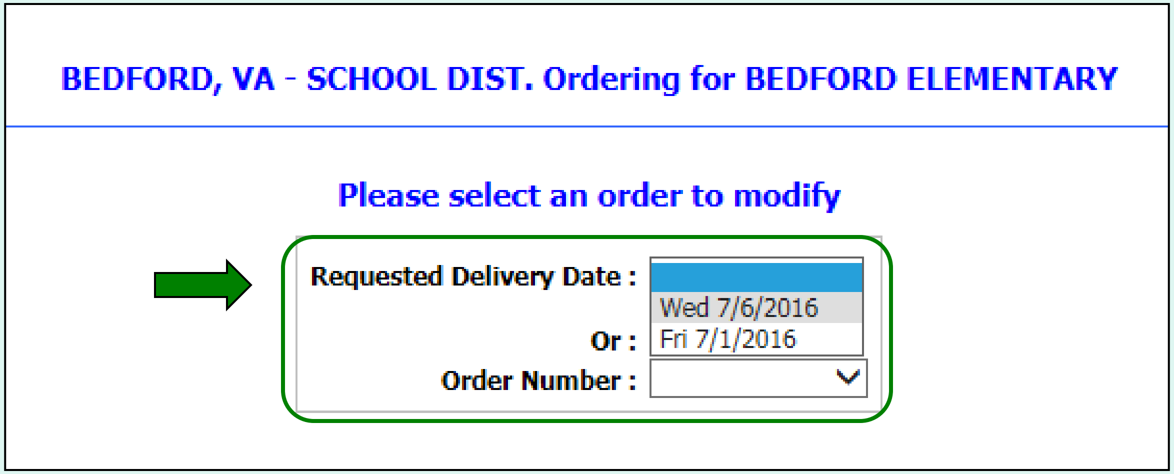
Users cannot modify orders within three business days of the RDD. See example below showing non-editable dates prior to a requested delivery.

For emergency modifications to pending orders that can no longer be accessed, contact the DLA Account Specialist.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
					🚫	🚫
12	13	14	15			
🚫	🚫	🚫	DOD Fresh			

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Please select an order to modify

Requested Delivery Date :

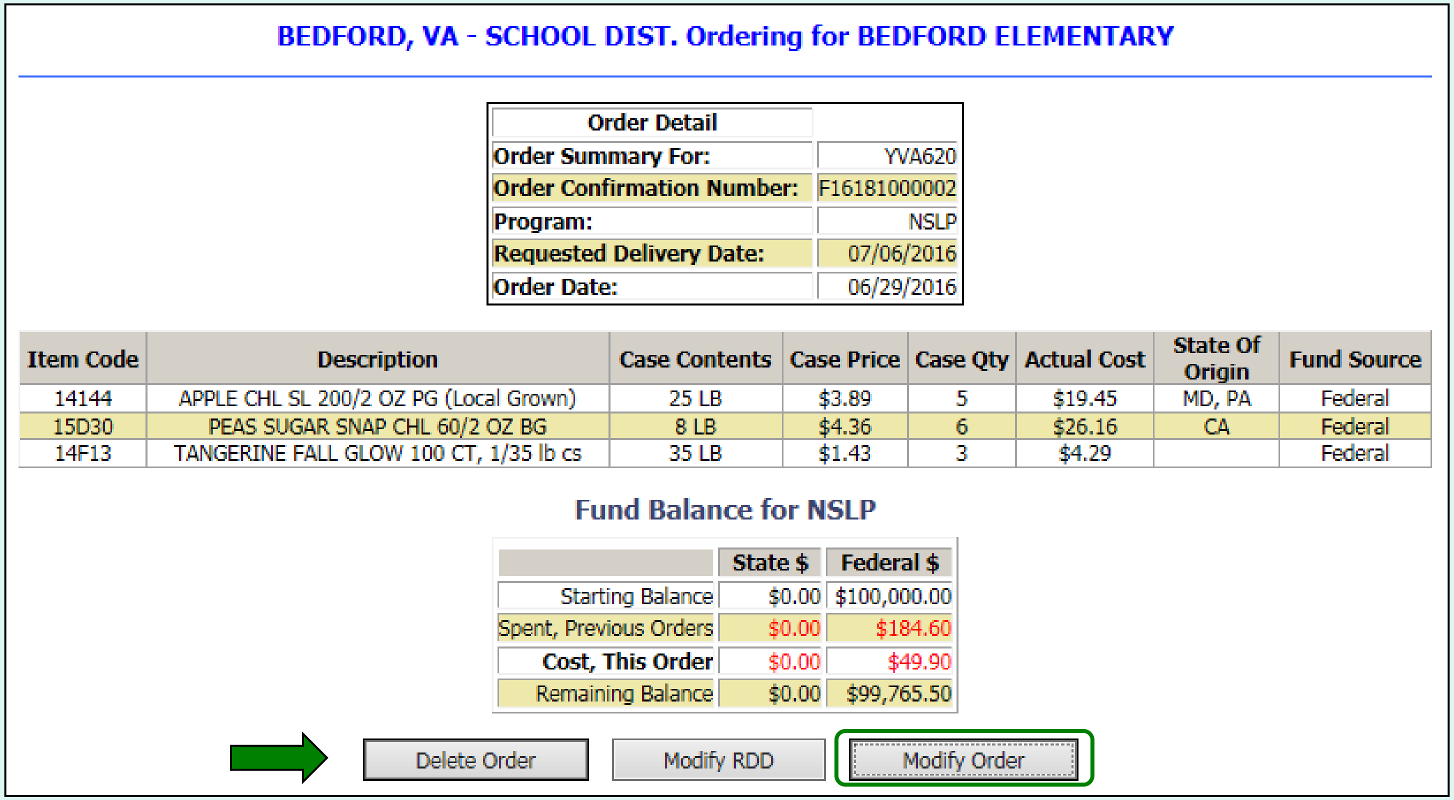
Wed 7/6/2016
Fri 7/1/2016

Or :

Order Number :

Choose a ‘Requested Delivery Date’ (RDD) or an ‘Order Number’ to select a pending order from the dropdown list.

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Order Detail	
Order Summary For:	YVA620
Order Confirmation Number:	F16181000002
Program:	NSLP
Requested Delivery Date:	07/06/2016
Order Date:	06/29/2016

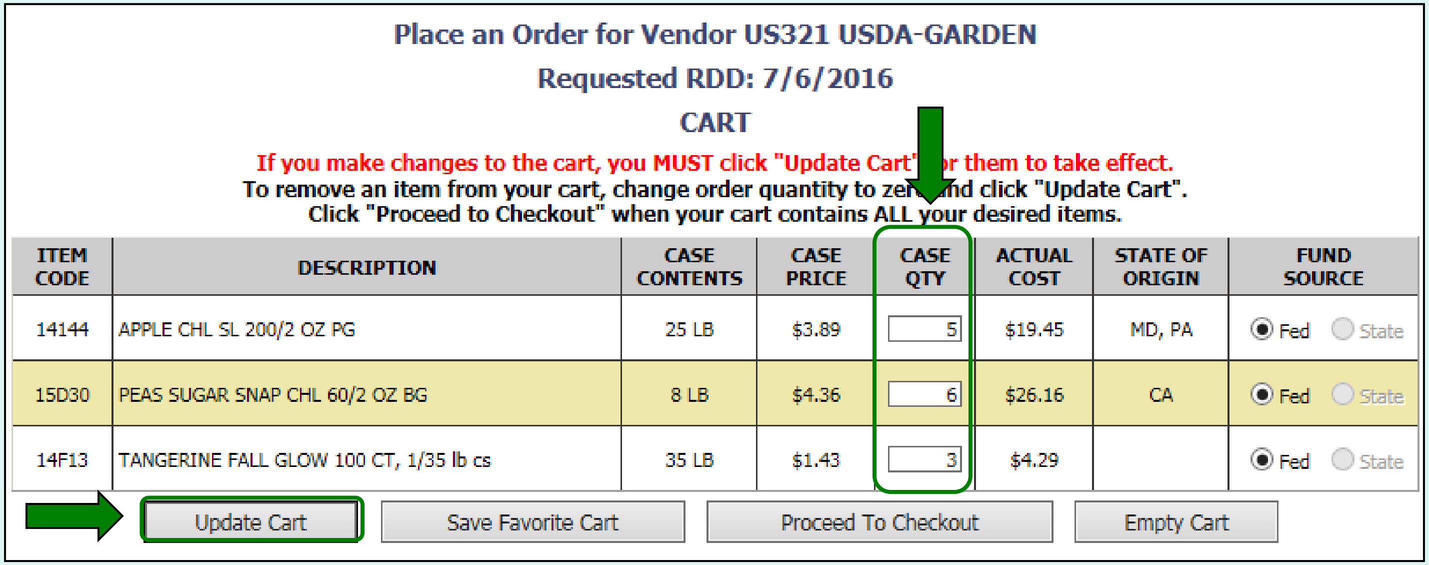
Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14144	APPLE CHL SL 200/2 OZ PG (Local Grown)	25 LB	$3.89	5	$19.45	MD, PA	Federal
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	Federal
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		Federal

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$100,000.00
Spent, Previous Orders	$0.00	$184.60
Cost, This Order	$0.00	$49.90
Remaining Balance	$0.00	$99,765.50

To make changes to items and quantities on the displayed order, select the **Modify Order** button.

Modify Pending Order



Place an Order for Vendor US321 USDA-GARDEN

Requested RDD: 7/6/2016

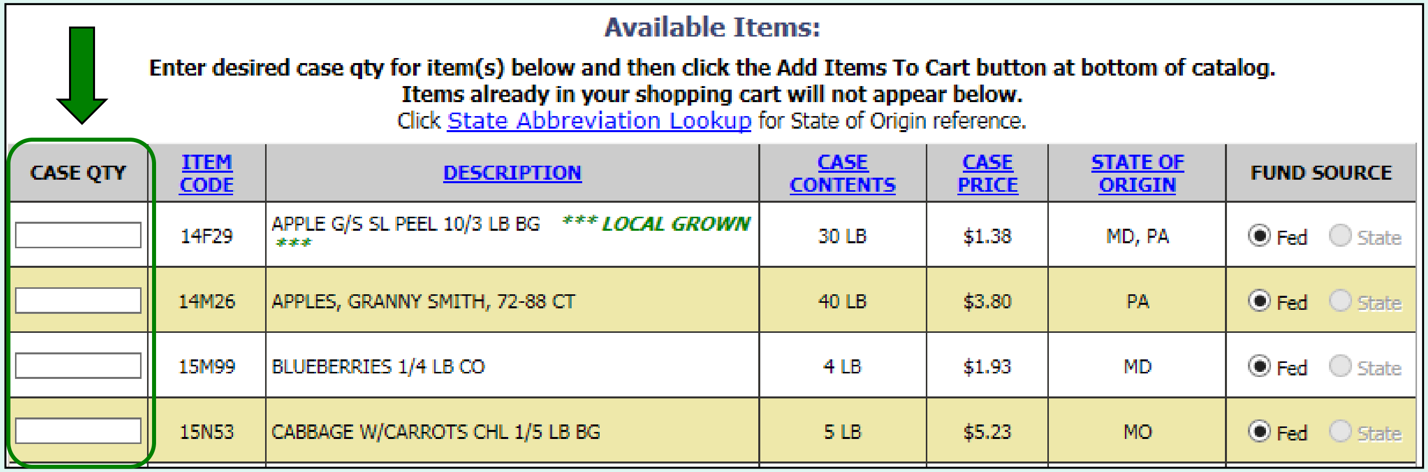
CART

If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$3.89	5	$19.45	MD, PA	● Fed ○ State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	● Fed ○ State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		● Fed ○ State

To update quantities of items in the shopping cart, change the value in the ‘Case QTY’ column. To remove an item, change the value to zero (0). Select **Update Cart** to apply changes to the cart.

Modify Pending Order

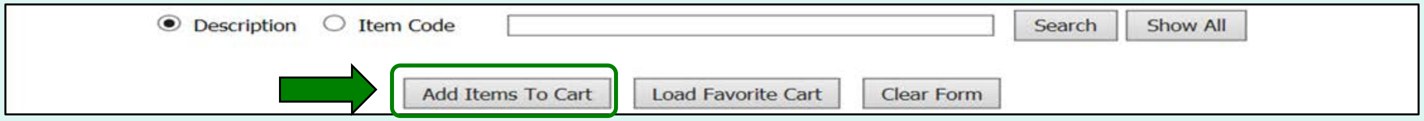


Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.
Items already in your shopping cart will not appear below.
Click State Abbreviation Lookup for State of Origin reference.

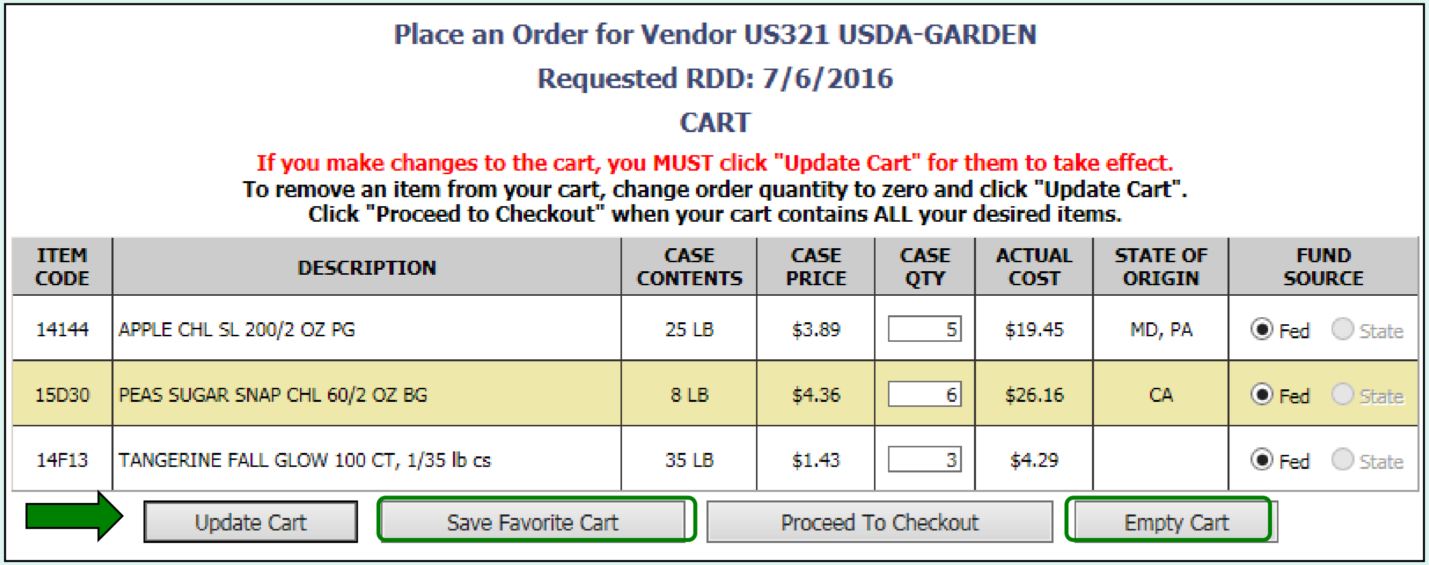
CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
☐	14F29	APPLE G/S SL PEEL 10/3 LB BG *** LOCAL GROWN ***	30 LB	$1.38	MD, PA	● Fed ○ State
☐	14M26	APPLES, GRANNY SMITH, 72-88 CT	40 LB	$3.80	PA	● Fed ○ State
☐	15M99	BLUEBERRIES 1/4 LB CO	4 LB	$1.93	MD	● Fed ○ State
☐	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	$5.23	MO	● Fed ○ State

To add new items to the shopping cart, change the value in the ‘Case QTY’ column in the list of ‘Available Items’ in the lower section. Tools for sorting and searching the list of available items are available. **Add Items to Cart** to apply changes to the cart.



● Description ○ Item Code

Modify Pending Order



Place an Order for Vendor US321 USDA-GARDEN

Requested RDD: 7/6/2016

CART

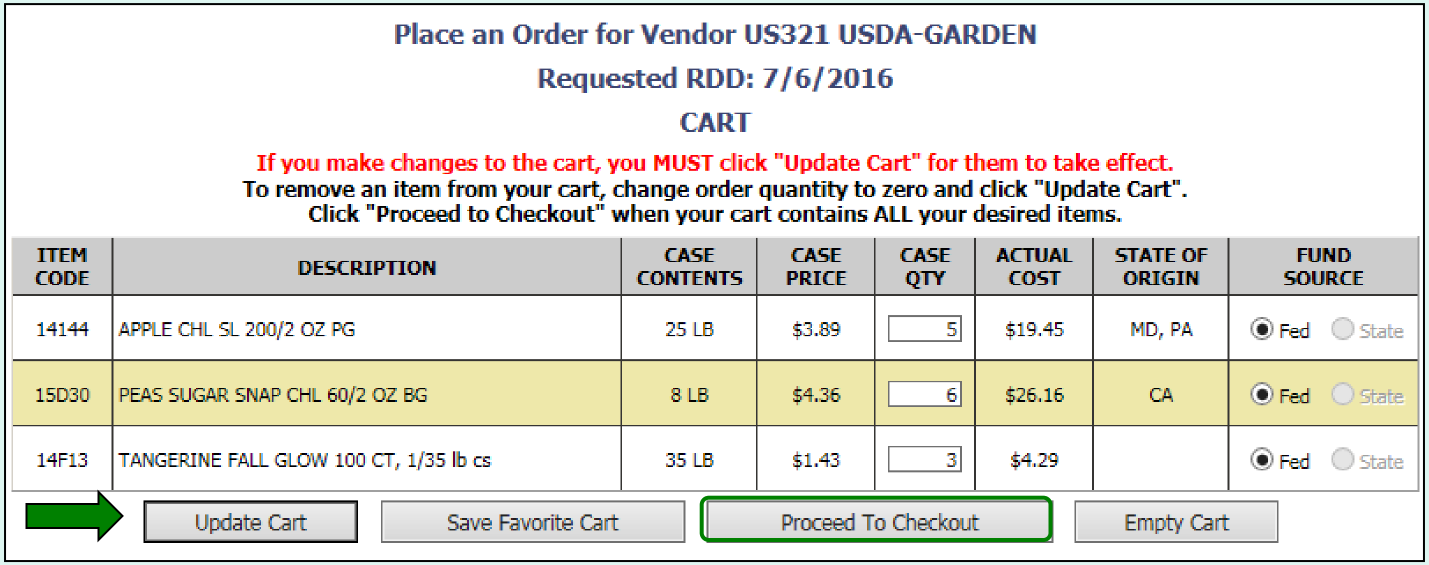
If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$3.89	5	$19.45	MD, PA	● Fed ○ State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	● Fed ○ State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		● Fed ○ State

Other available actions:

- Select **Save Favorite Cart** to save the items and quantities for future orders.
- Select **Empty Cart** to remove everything from the shopping cart and start over.

Modify Pending Order



Place an Order for Vendor US321 USDA-GARDEN

Requested RDD: 7/6/2016

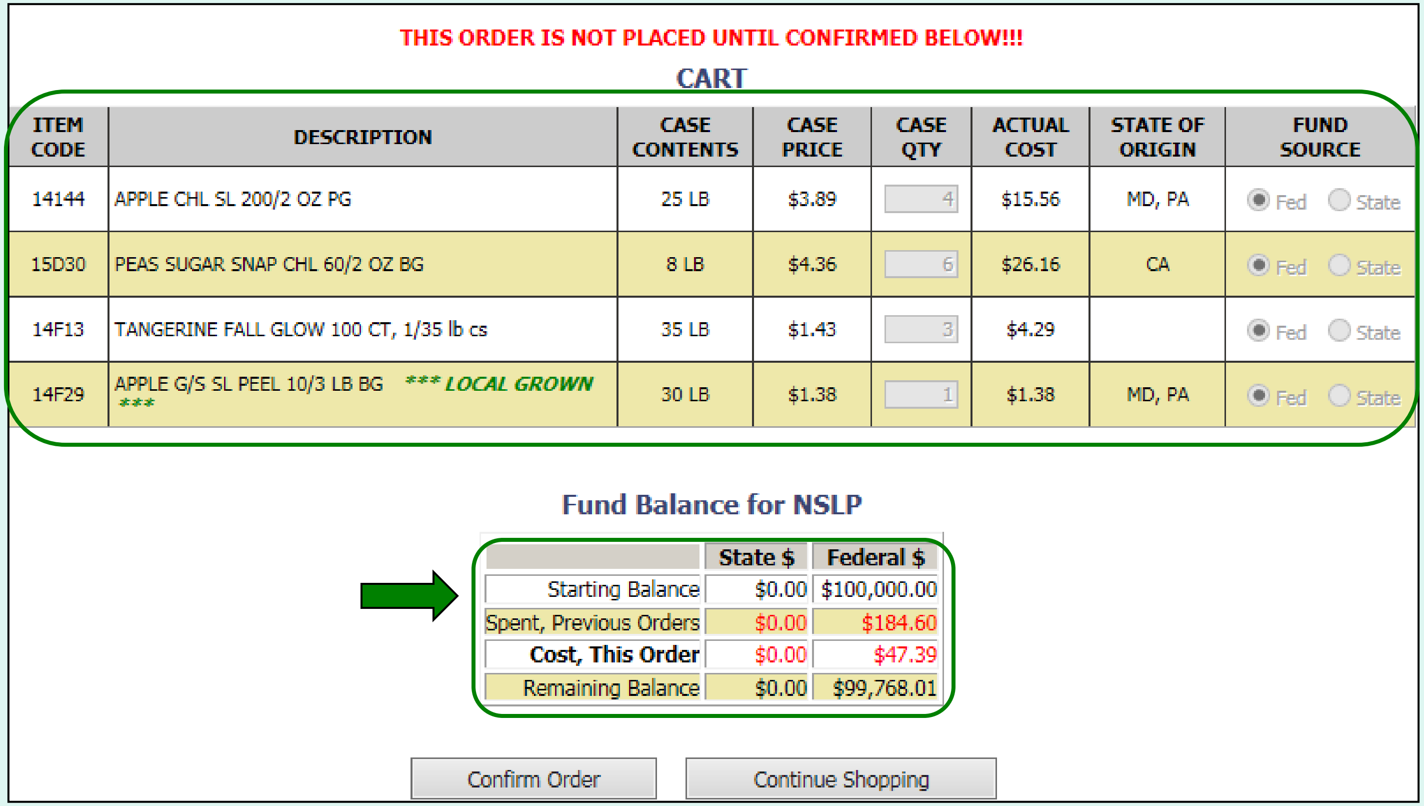
CART

If you make changes to the cart, you MUST click "Update Cart" for them to take effect.
To remove an item from your cart, change order quantity to zero and click "Update Cart".
Click "Proceed to Checkout" when your cart contains ALL your desired items.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$3.89	5	$19.45	MD, PA	● Fed ○ State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	● Fed ○ State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		● Fed ○ State

When ALL items and quantities to be ordered are in the shopping cart, select **Proceed to Checkout**.

Modify Pending Order



THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

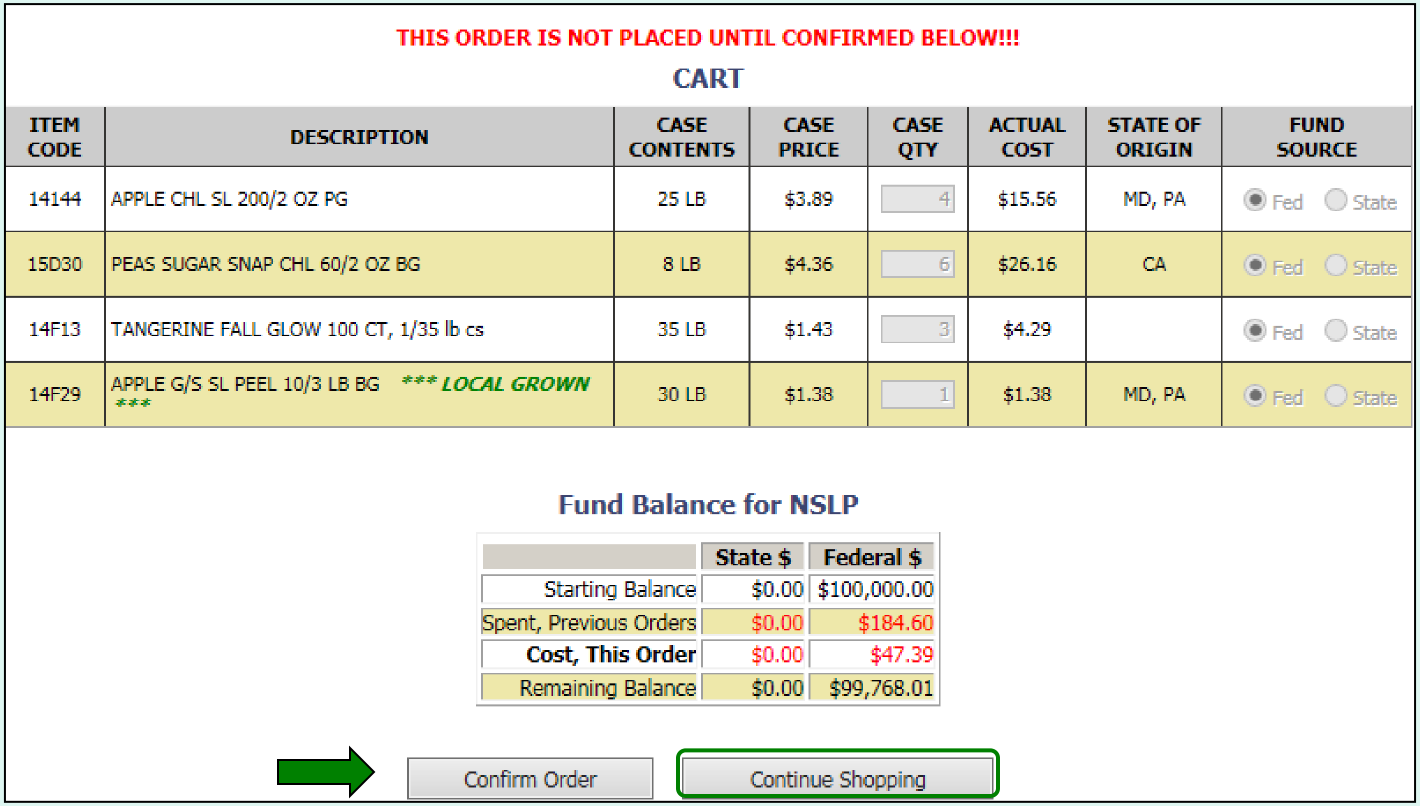
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$3.89	4	$15.56	MD, PA	● Fed ○ State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	● Fed ○ State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		● Fed ○ State
14F29	APPLE G/S SL PEEL 10/3 LB BG ***LOCAL GROWN***	30 LB	$1.38	1	$1.38	MD, PA	● Fed ○ State

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$100,000.00
Spent, Previous Orders	$0.00	$184.60
Cost, This Order	$0.00	$47.39
Remaining Balance	$0.00	$99,768.01

On the ‘Order Confirmation Screen’ verify the order data, including items, quantities, and fund availability to cover the cost of this order.

Modify Pending Order



THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

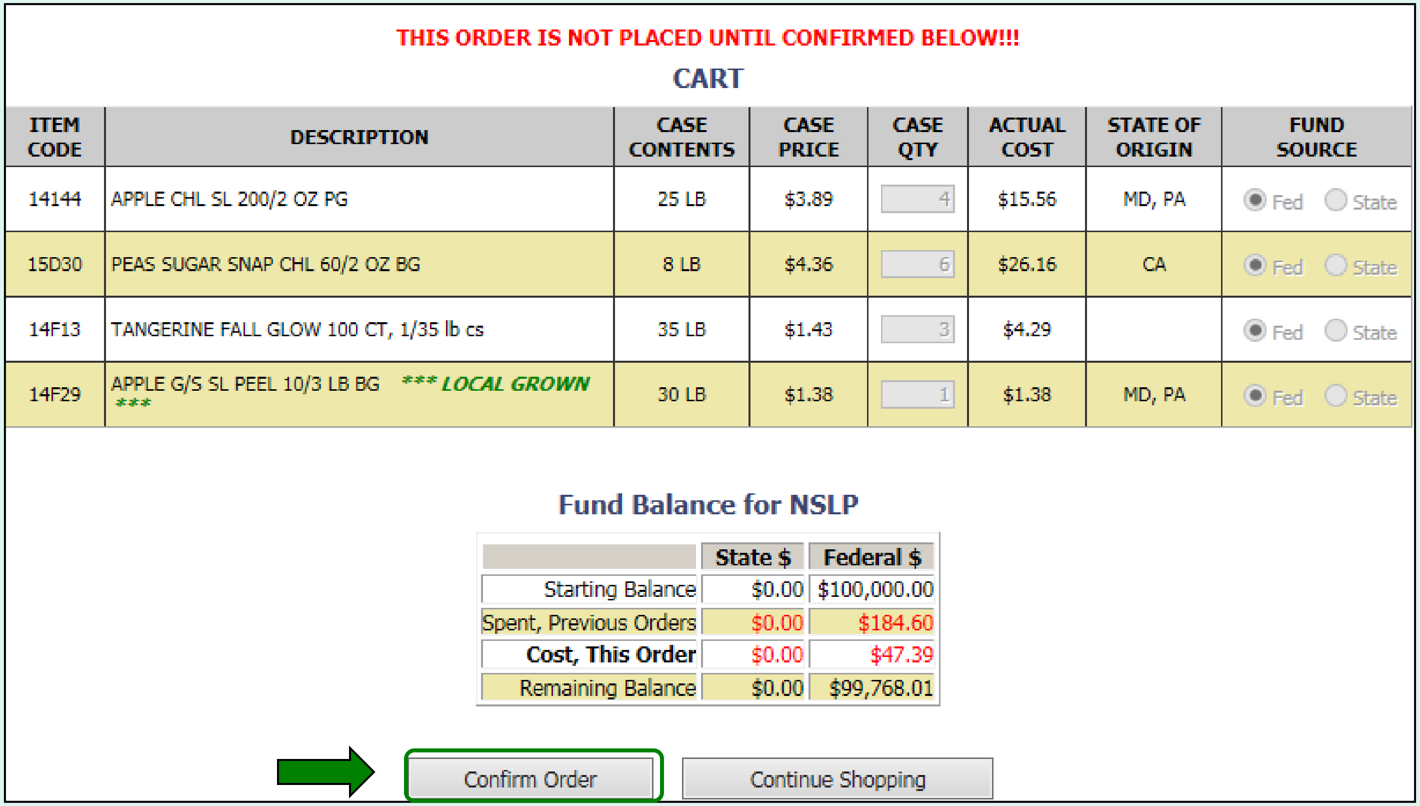
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$3.89	4	$15.56	MD, PA	● Fed ○ State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	● Fed ○ State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		● Fed ○ State
14F29	APPLE G/S SL PEEL 10/3 LB BG *** LOCAL GROWN ***	30 LB	$1.38	1	$1.38	MD, PA	● Fed ○ State

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$100,000.00
Spent, Previous Orders	$0.00	$184.60
Cost, This Order	$0.00	$47.39
Remaining Balance	$0.00	$99,768.01

To make additional changes to the order, select the **Continue Shopping** button to return to the shopping cart.

Modify Pending Order



THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

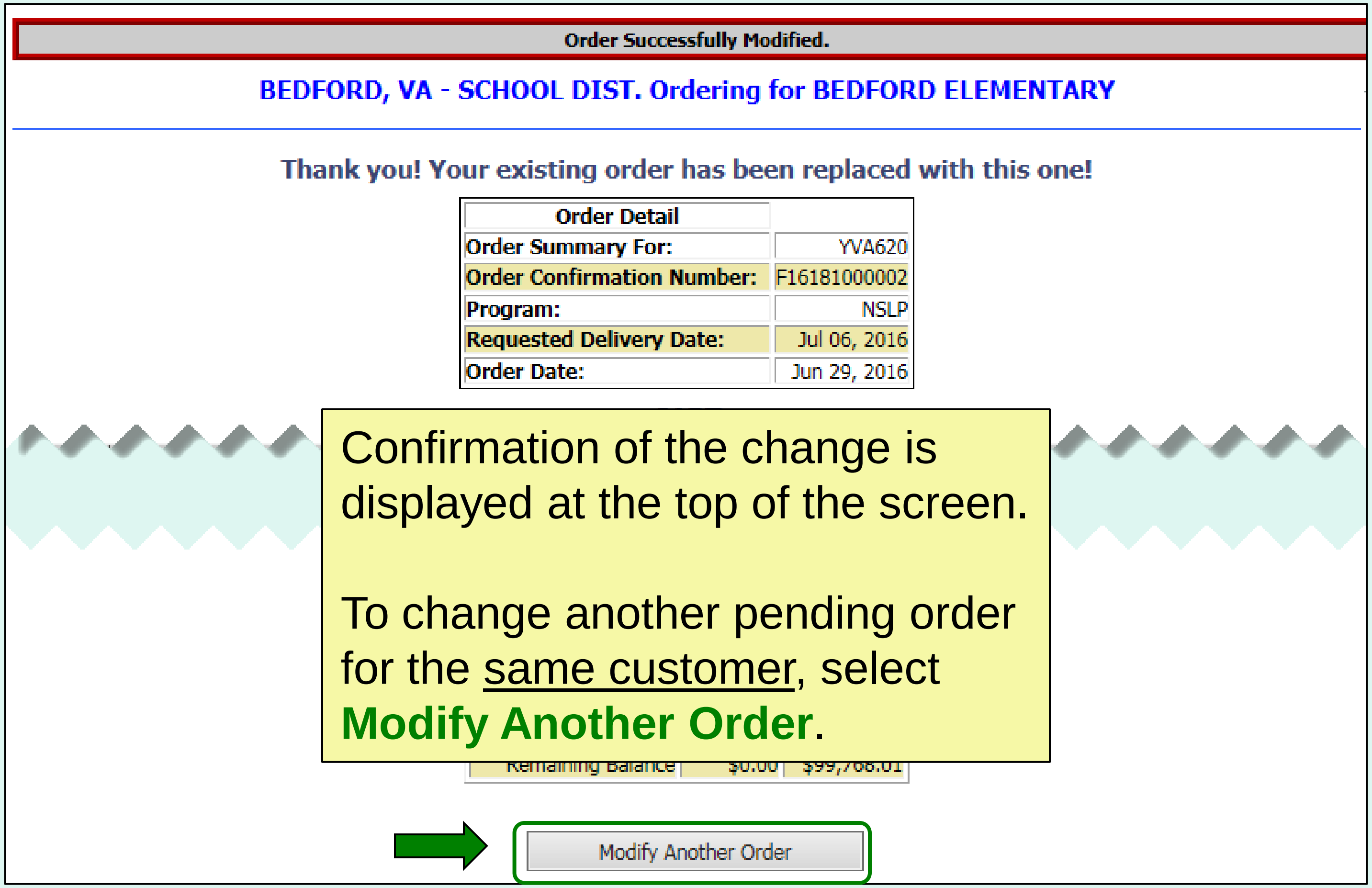
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$3.89	4	$15.56	MD, PA	● Fed ○ State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	● Fed ○ State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		● Fed ○ State
14F29	APPLE G/S SL PEEL 10/3 LB BG *** LOCAL GROWN ***	30 LB	$1.38	1	$1.38	MD, PA	● Fed ○ State

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$100,000.00
Spent, Previous Orders	$0.00	$184.60
Cost, This Order	$0.00	$47.39
Remaining Balance	$0.00	$99,768.01

To confirm all details and save the modified order, select the **Confirm Order** button.

Modify Pending Order



Order Successfully Modified.

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Thank you! Your existing order has been replaced with this one!

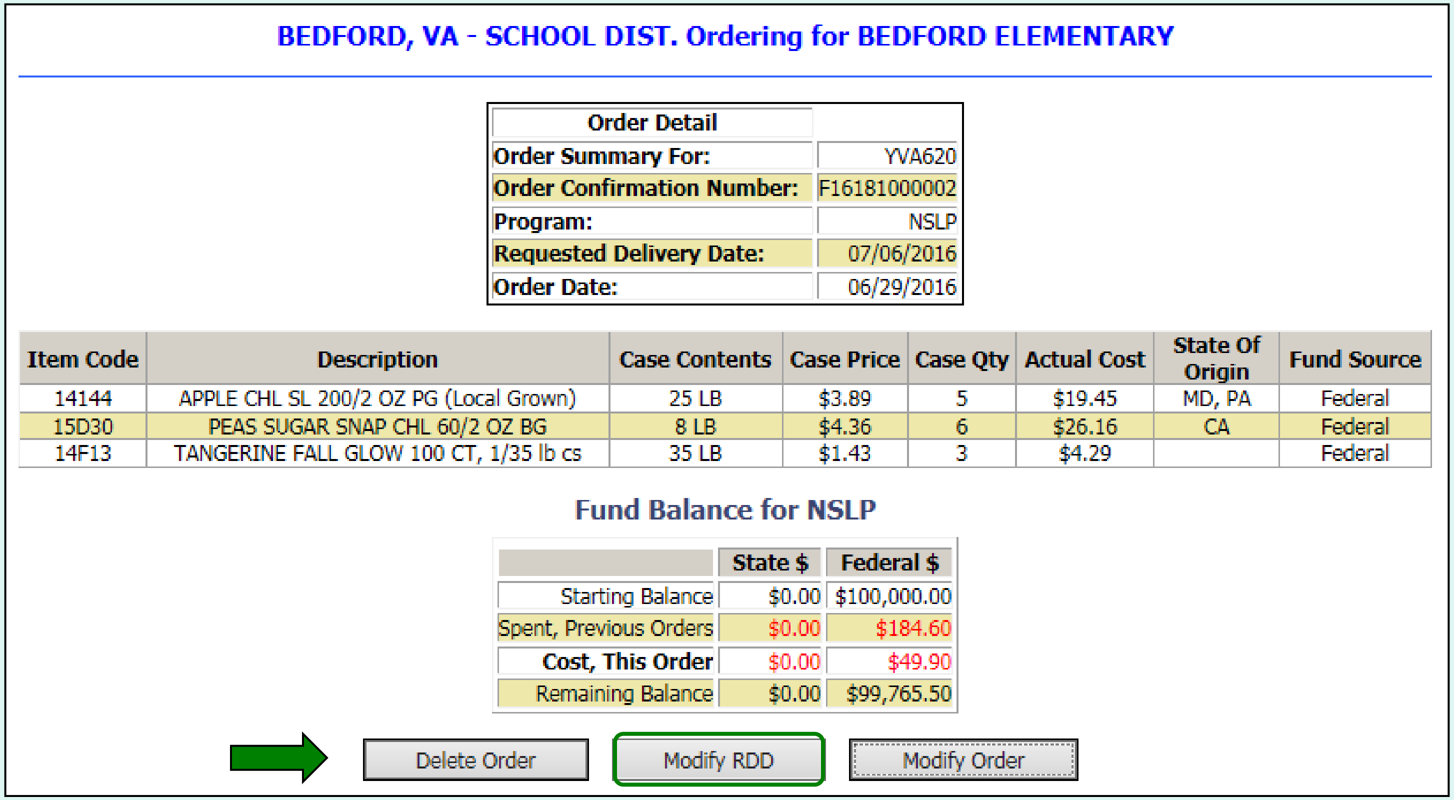
Order Detail	
Order Summary For:	YVA620
Order Confirmation Number:	F16181000002
Program:	NSLP
Requested Delivery Date:	Jul 06, 2016
Order Date:	Jun 29, 2016

Remaining Balance	$0.00	[illegible]

Confirmation of the change is displayed at the top of the screen.

To change another pending order for the same customer, select **Modify Another Order**.

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Order Detail	
Order Summary For:	YVA620
Order Confirmation Number:	F16181000002
Program:	NSLP
Requested Delivery Date:	07/06/2016
Order Date:	06/29/2016

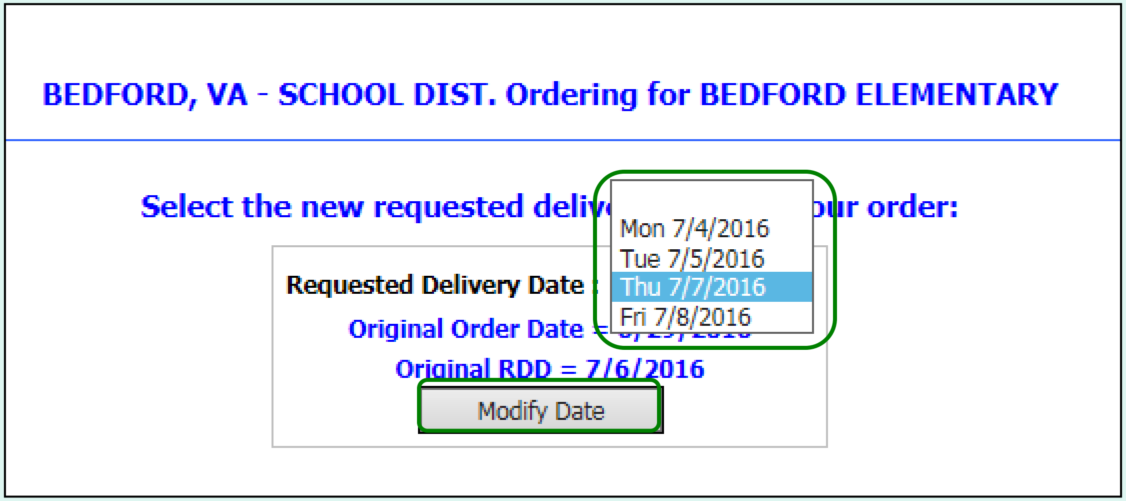
Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14144	APPLE CHL SL 200/2 OZ PG (Local Grown)	25 LB	$3.89	5	$19.45	MD, PA	Federal
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$4.36	6	$26.16	CA	Federal
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$1.43	3	$4.29		Federal

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$100,000.00
Spent, Previous Orders	$0.00	$184.60
Cost, This Order	$0.00	$49.90
Remaining Balance	$0.00	$99,765.50

To make changes to requested delivery date (RDD) on the displayed order, select the **Modify RDD** button.

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Select the new requested deliv our order:

Requested Delivery Date :

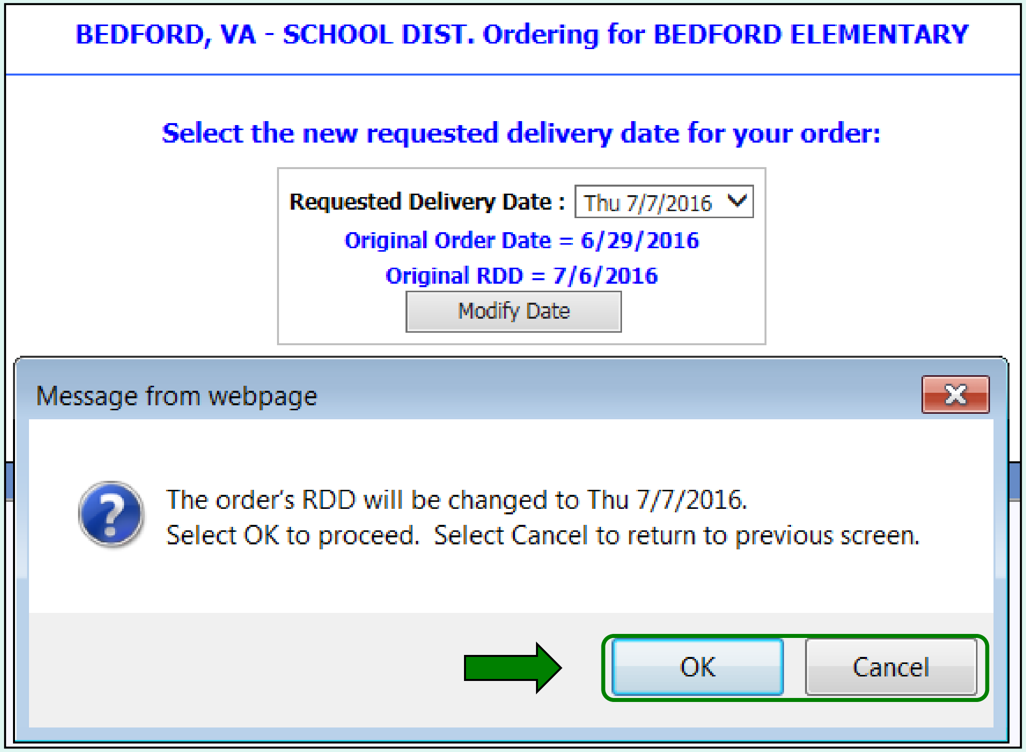
- Mon 7/4/2016
- Tue 7/5/2016
- Thu 7/7/2016
- Fri 7/8/2016

Original Order Date =

Original RDD = 7/6/2016

Select a new RDD from the available dates in the dropdown list. Then, select the **Modify Date** button.

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Select the new requested delivery date for your order:

Requested Delivery Date : Thu 7/7/2016

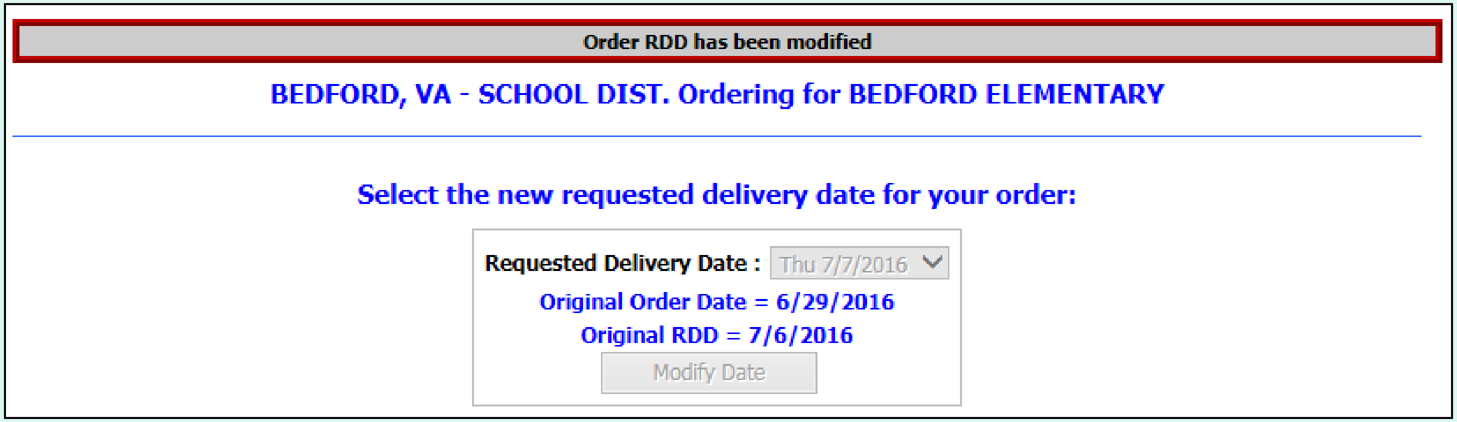
Original Order Date = 6/29/2016

Original RDD = 7/6/2016

The order's RDD will be changed to Thu 7/7/2016.
Select OK to proceed. Select Cancel to return to previous screen.

A pop-up will request confirmation of the change. Select **OK** to save the new RDD or select **Cancel** to return to the previous screen.

Modify Pending Order



Order RDD has been modified

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Select the new requested delivery date for your order:

Requested Delivery Date : Thu 7/7/2016

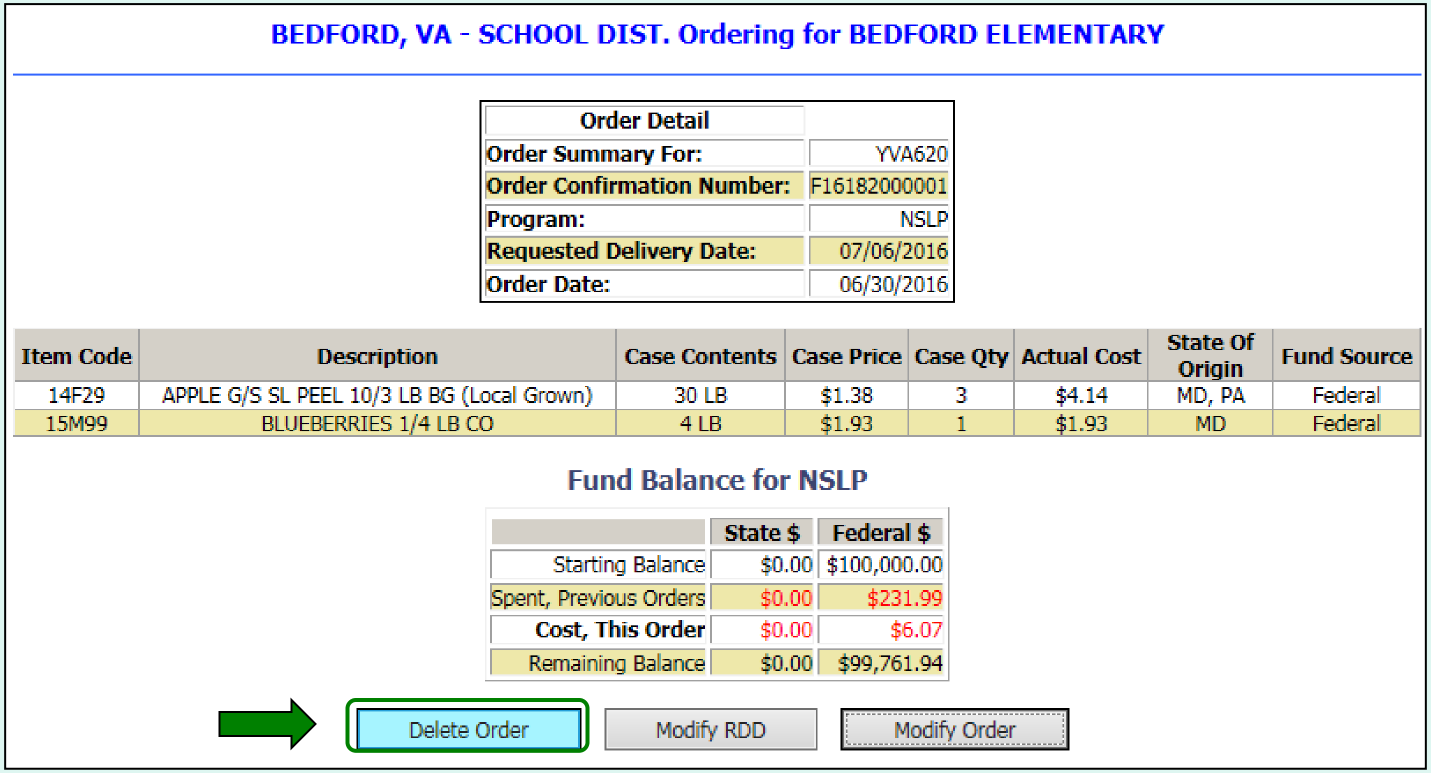
Original Order Date = 6/29/2016

Original RDD = 7/6/2016

Confirmation of the change is displayed at the top of the screen.

Use the buttons in the green menu on the left side of the screen to continue working in the FFAVORS ordering process or to exit.

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Order Detail	
Order Summary For:	YVA620
Order Confirmation Number:	F16182000001
Program:	NSLP
Requested Delivery Date:	07/06/2016
Order Date:	06/30/2016

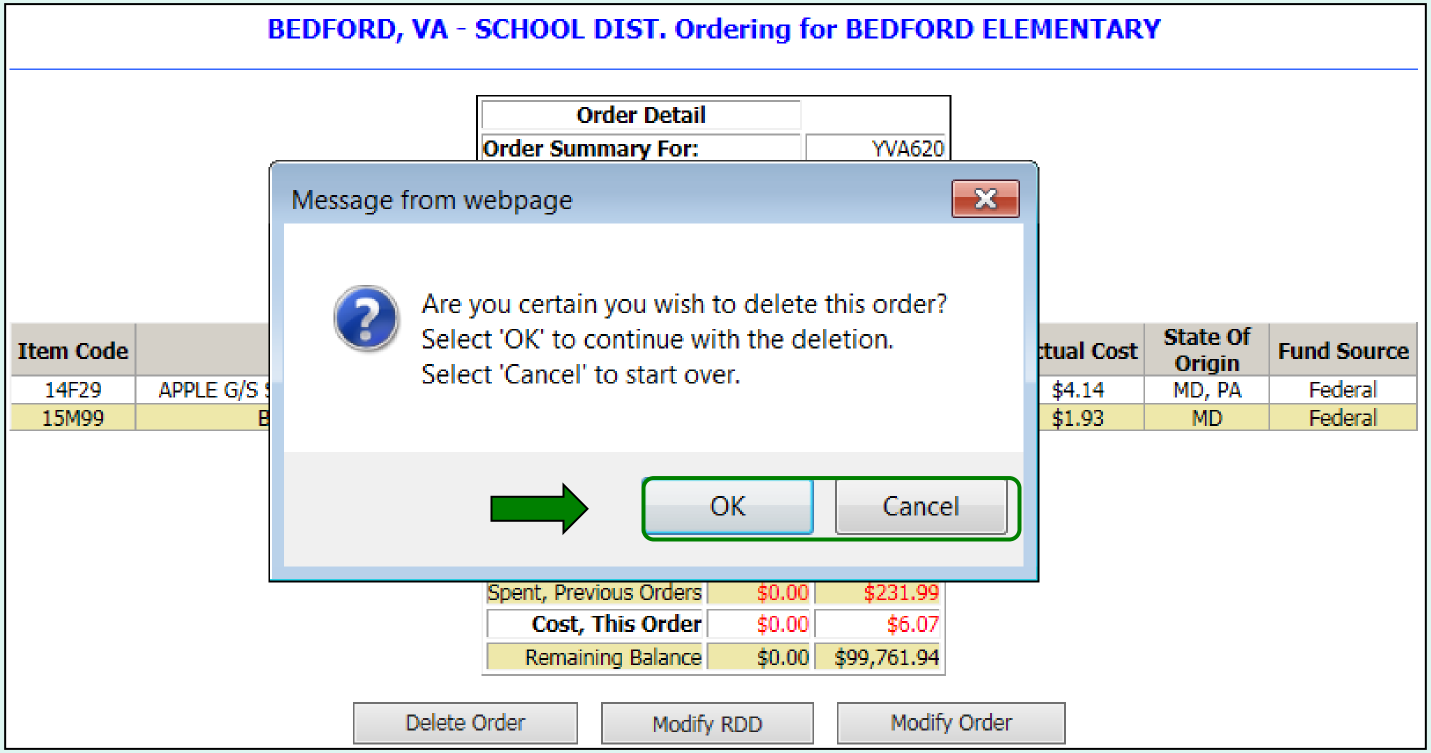
Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14F29	APPLE G/S SL PEEL 10/3 LB BG (Local Grown)	30 LB	$1.38	3	$4.14	MD, PA	Federal
15M99	BLUEBERRIES 1/4 LB CO	4 LB	$1.93	1	$1.93	MD	Federal

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$100,000.00
Spent, Previous Orders	$0.00	$231.99
Cost, This Order	$0.00	$6.07
Remaining Balance	$0.00	$99,761.94

To cancel the displayed order, select the **Delete Order** button.

Modify Pending Order



BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Order Detail

Order Summary For: YVA620

Message from webpage

Are you certain you wish to delete this order?
Select 'OK' to continue with the deletion.
Select 'Cancel' to start over.

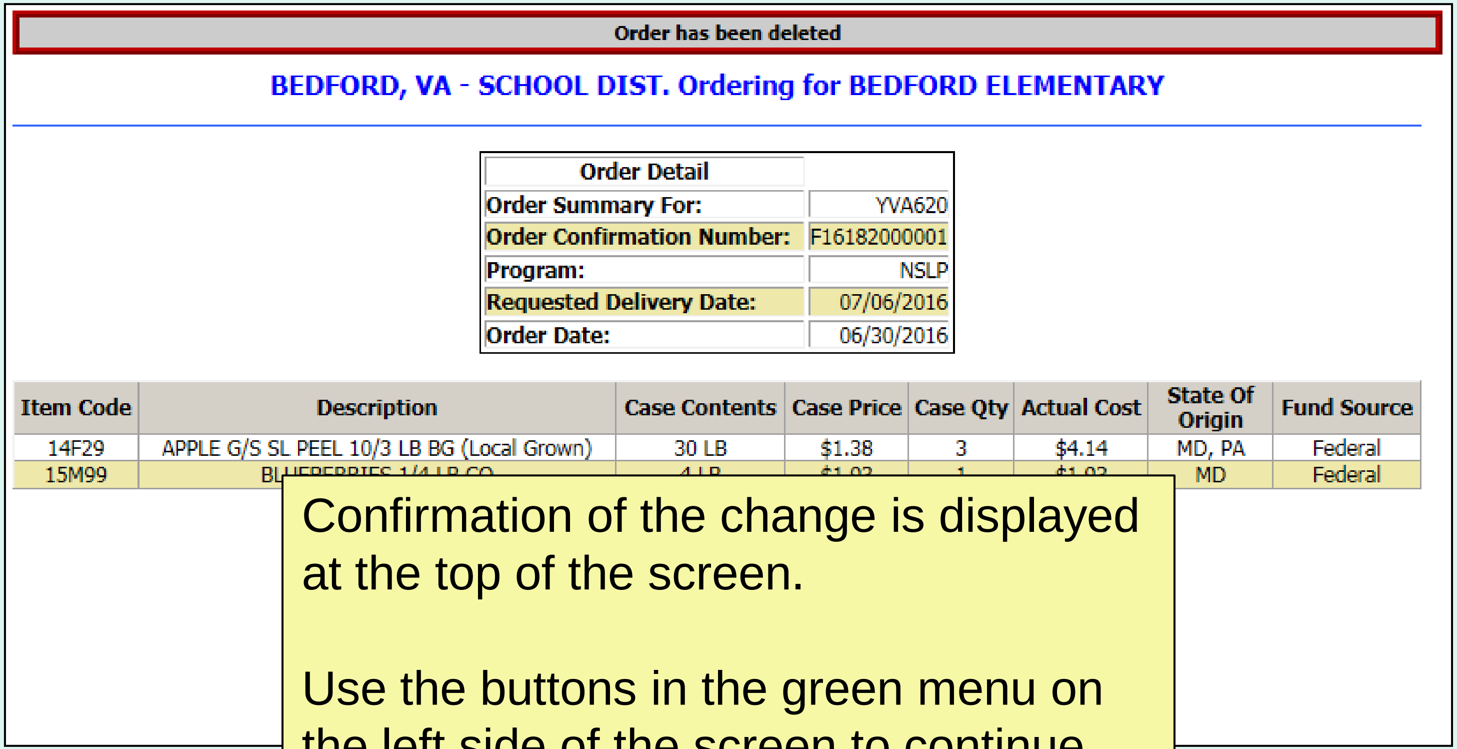
Item Code		tual Cost	State Of Origin	Fund Source
14F29	APPLE G/S	$4.14	MD, PA	Federal
15M99	B	$1.93	MD	Federal

Spent, Previous Orders	$0.00	$231.99
Cost, This Order	$0.00	$6.07
Remaining Balance	$0.00	$99,761.94

To confirm deletion of the displayed order, select **OK**. Select **Cancel** to exit without deleting.

Note: After the deletion is confirmed, the value for ‘Cost, This Order’ will display as $0.00.

Modify Pending Order



Order has been deleted

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

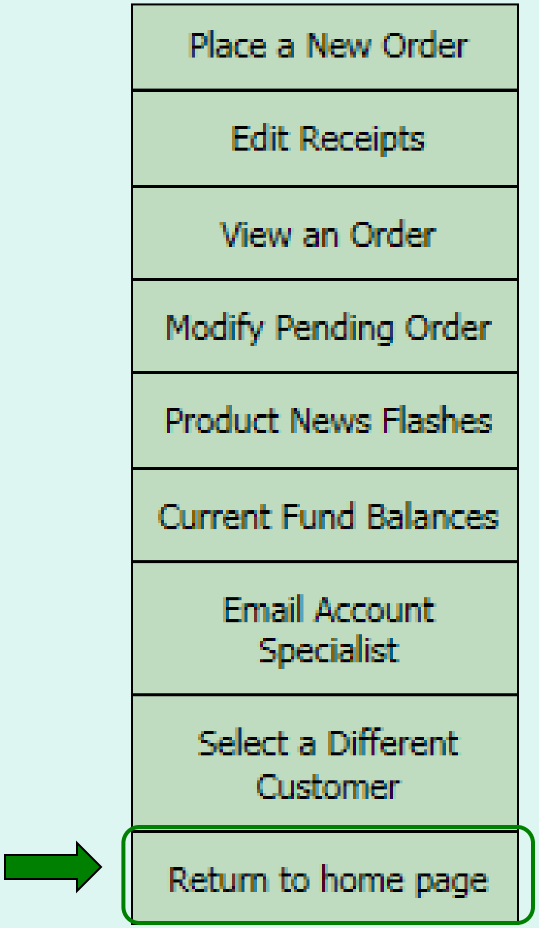
Order Detail	
Order Summary For:	YVA620
Order Confirmation Number:	F16182000001
Program:	NSLP
Requested Delivery Date:	07/06/2016
Order Date:	06/30/2016

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14F29	APPLE G/S SL PEEL 10/3 LB BG (Local Grown)	30 LB	$1.38	3	$4.14	MD, PA	Federal
15M99	BLUEBERRIES 1/4 LB CO	4 LB	$1.03	1	$1.03	MD	Federal

Confirmation of the change is displayed at the top of the screen.

Use the buttons in the green menu on the left side of the screen to continue working in the FFAVORS ordering process or to exit.

Modify Pending Order

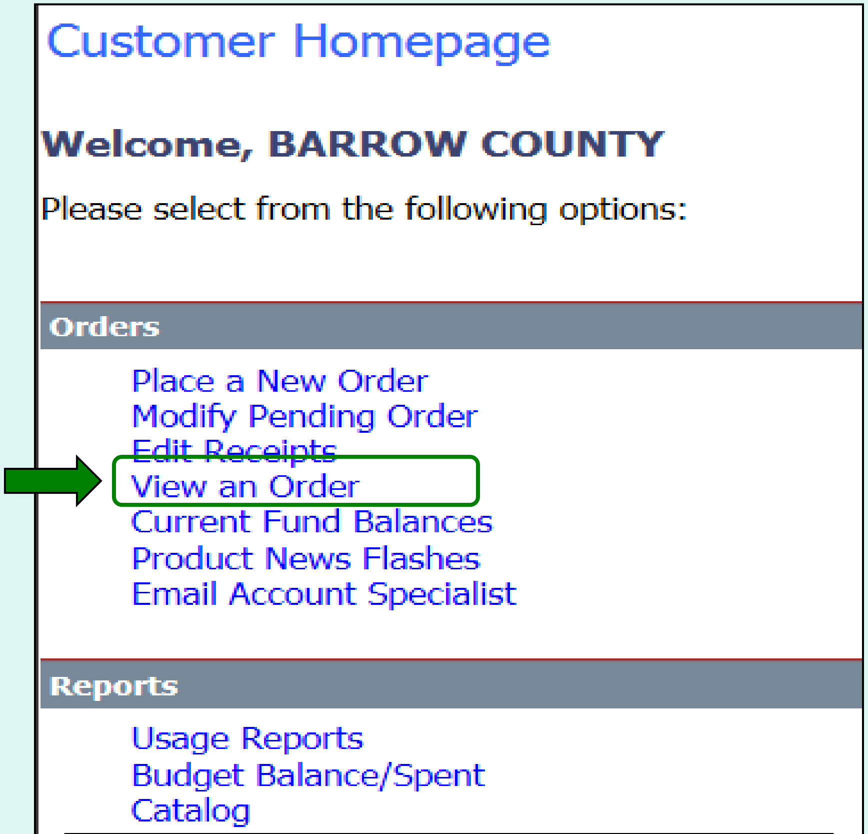

Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After modifying the order, select an activity from the green menu on the left side of the screen to continue.

District users only: To modify orders or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

View an Order



Customer Homepage

Welcome, BARROW COUNTY

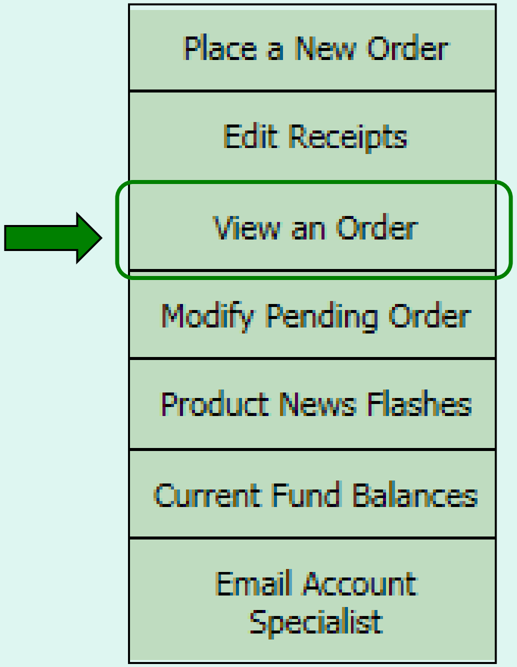
Please select from the following options:

Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

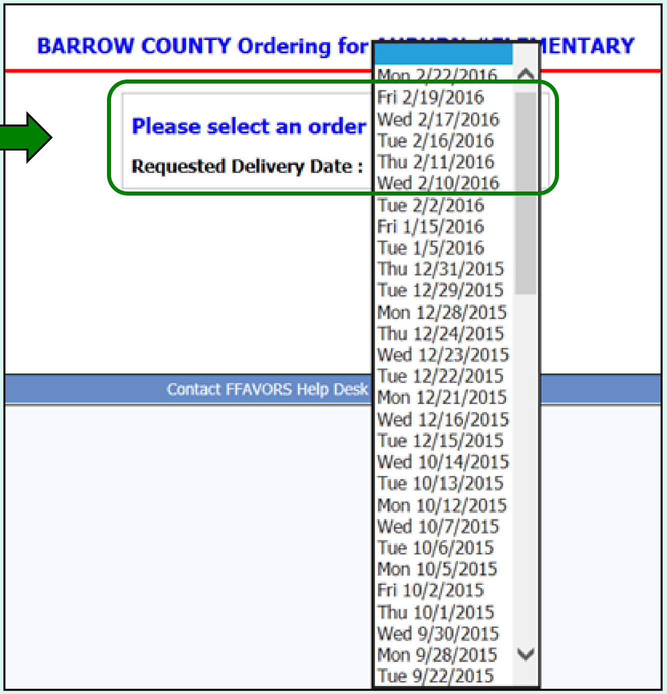


- Place a New Order
- Edit Receipts
- View an Order
- Modify Pending Order
- Product News Flashes
- Current Fund Balances
- Email Account Specialist

From the Customer Homepage, select the **View an Order** link under the ‘Orders’ menu.

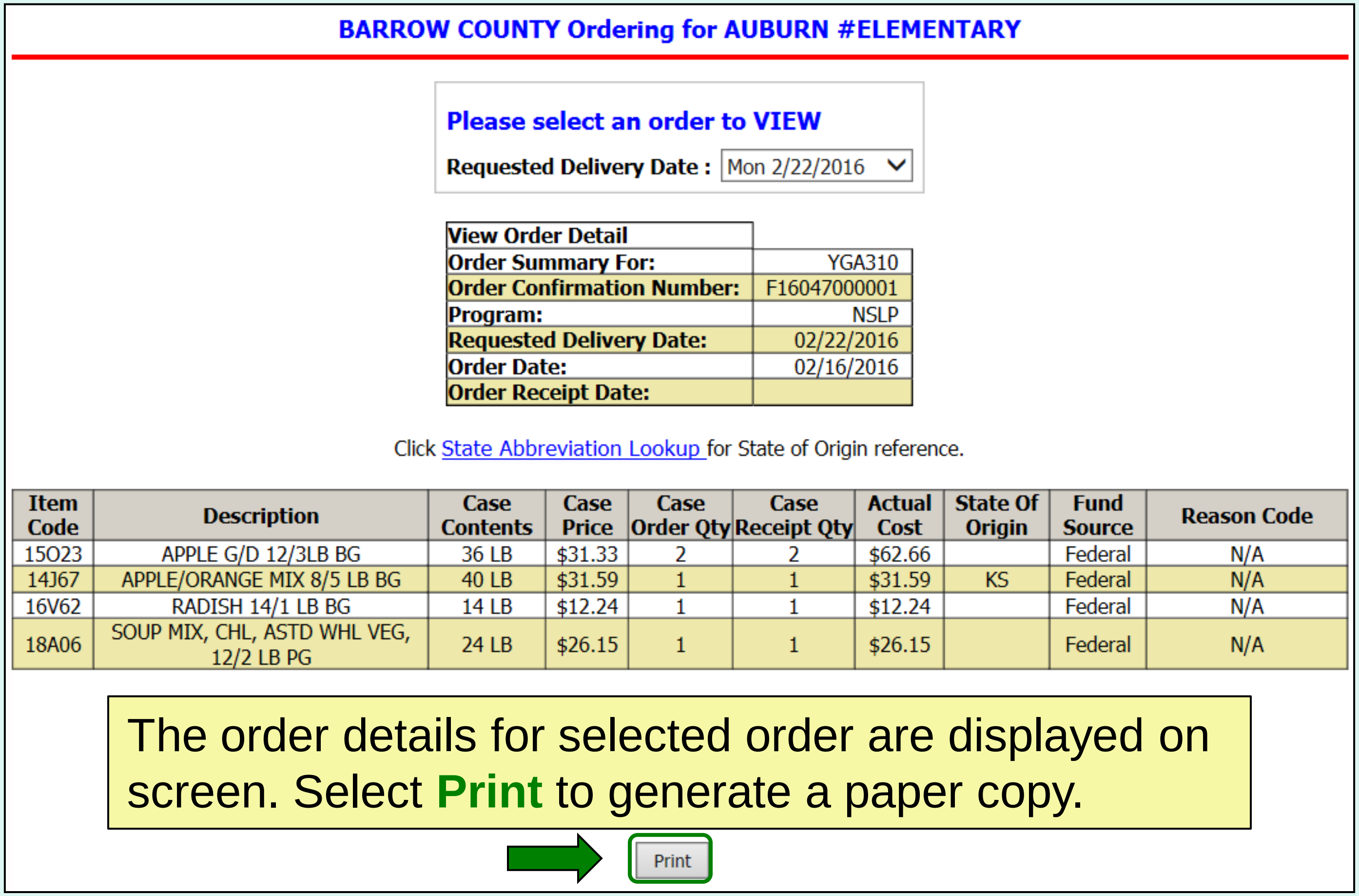
From within the FFAVORS ordering process, select the **View an Order** link on the green menu on the left.

View an Order


BARROW COUNTY Ordering for
ENTARY
Please select an order
Requested Delivery Date :
Mon 2/22/2016
Fri 2/19/2016
Wed 2/17/2016
Tue 2/16/2016
Thu 2/11/2016
Wed 2/10/2016
Tue 2/2/2016
Fri 1/15/2016
Tue 1/5/2016
Thu 12/31/2015
Tue 12/29/2015
Mon 12/28/2015
Thu 12/24/2015
Wed 12/23/2015
Tue 12/22/2015
Mon 12/21/2015
Wed 12/16/2015
Tue 12/15/2015
Wed 10/14/2015
Tue 10/13/2015
Mon 10/12/2015
Wed 10/7/2015
Tue 10/6/2015
Mon 10/5/2015
Fri 10/2/2015
Thu 10/1/2015
Wed 9/30/2015
Mon 9/28/2015
Tue 9/22/2015
Contact FFAVORS Help Desk

Choose a ‘Requested Delivery Date’ (RDD) to select an order from the dropdown list.

View an Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Please select an order to VIEW

Requested Delivery Date : Mon 2/22/2016

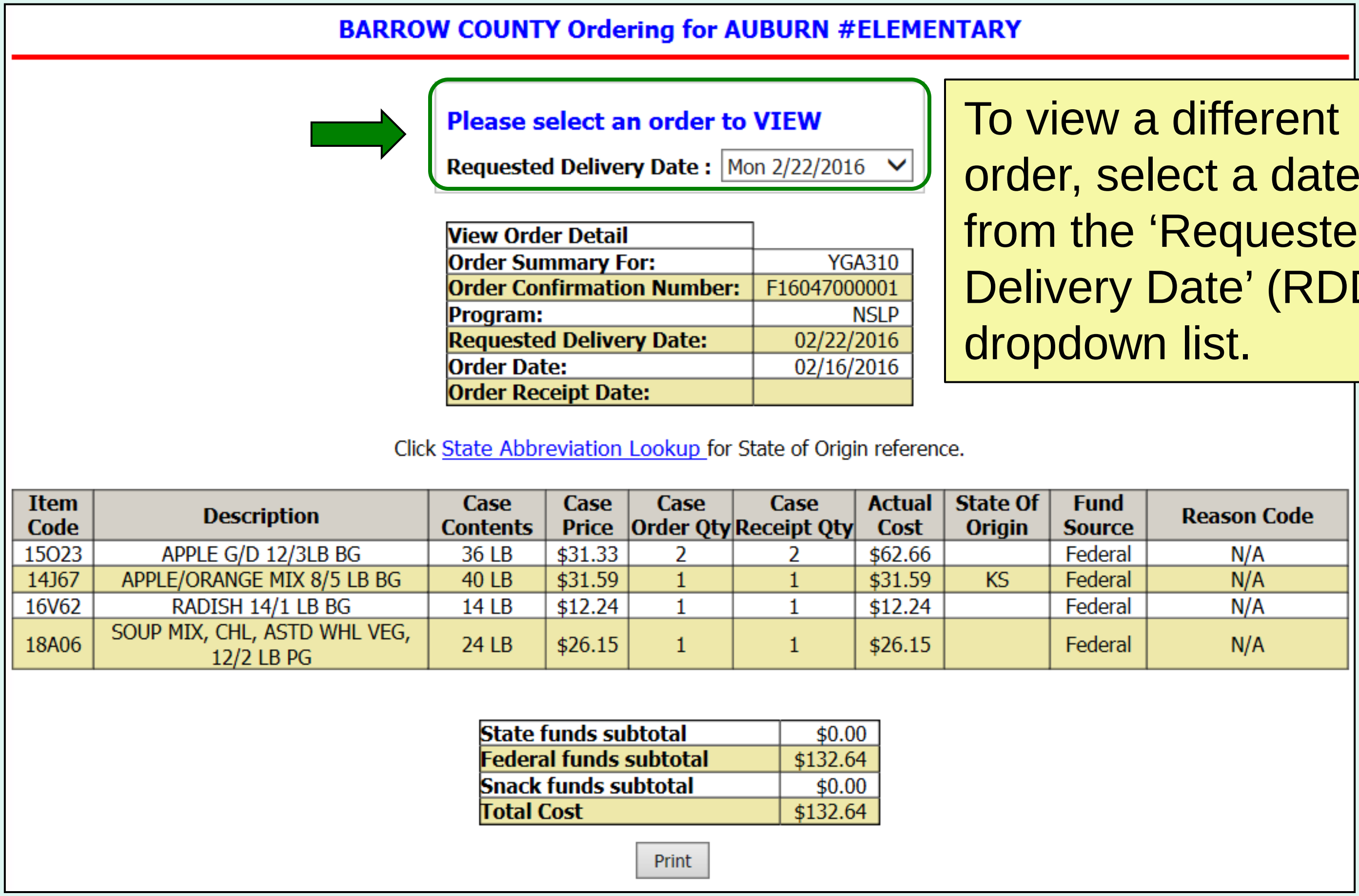
View Order Detail	
Order Summary For:	YGA310
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/22/2016
Order Date:	02/16/2016
Order Receipt Date:	

Click State Abbreviation Lookup for State of Origin reference.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	State Of Origin	Fund Source	Reason Code
15023	APPLE G/D 12/3LB BG	36 LB	$31.33	2	2	$62.66		Federal	N/A
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	1	$31.59	KS	Federal	N/A
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	1	$12.24		Federal	N/A
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	1	$26.15		Federal	N/A

The order details for selected order are displayed on screen. Select **Print** to generate a paper copy.

View an Order



BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Please select an order to VIEW

Requested Delivery Date : Mon 2/22/2016

View Order Detail	
Order Summary For:	YGA310
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/22/2016
Order Date:	02/16/2016
Order Receipt Date:	

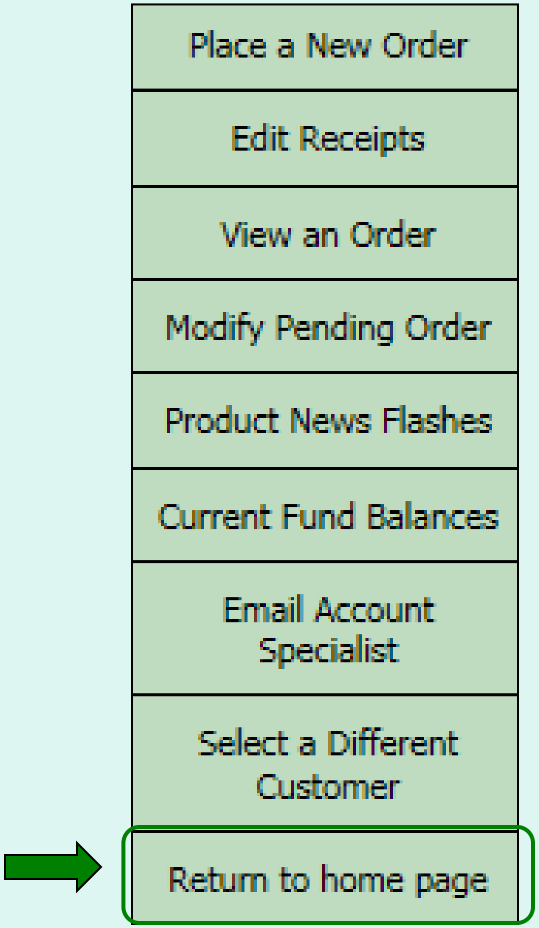
Click State Abbreviation Lookup for State of Origin reference.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	State Of Origin	Fund Source	Reason Code
15023	APPLE G/D 12/3LB BG	36 LB	$31.33	2	2	$62.66		Federal	N/A
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	$31.59	1	1	$31.59	KS	Federal	N/A
16V62	RADISH 14/1 LB BG	14 LB	$12.24	1	1	$12.24		Federal	N/A
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	$26.15	1	1	$26.15		Federal	N/A

State funds subtotal	$0.00
Federal funds subtotal	$132.64
Snack funds subtotal	$0.00
Total Cost	$132.64

To view a different order, select a date from the ‘Requested Delivery Date’ (RDD) dropdown list.

View an Order


Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After viewing the order, select an activity from the green menu on the left side of the screen to continue.

District users only: To view orders or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

Receipting Requirement

General Information

- ‘Receipts’ refer to confirmation of items received entered by the customer after delivery.
- These are not bills to be paid by the customer.
- Accurate receipts ensure that entitlement funds are drawn down based on what is actually received.

Receipting Requirement

Timeline for Receipting

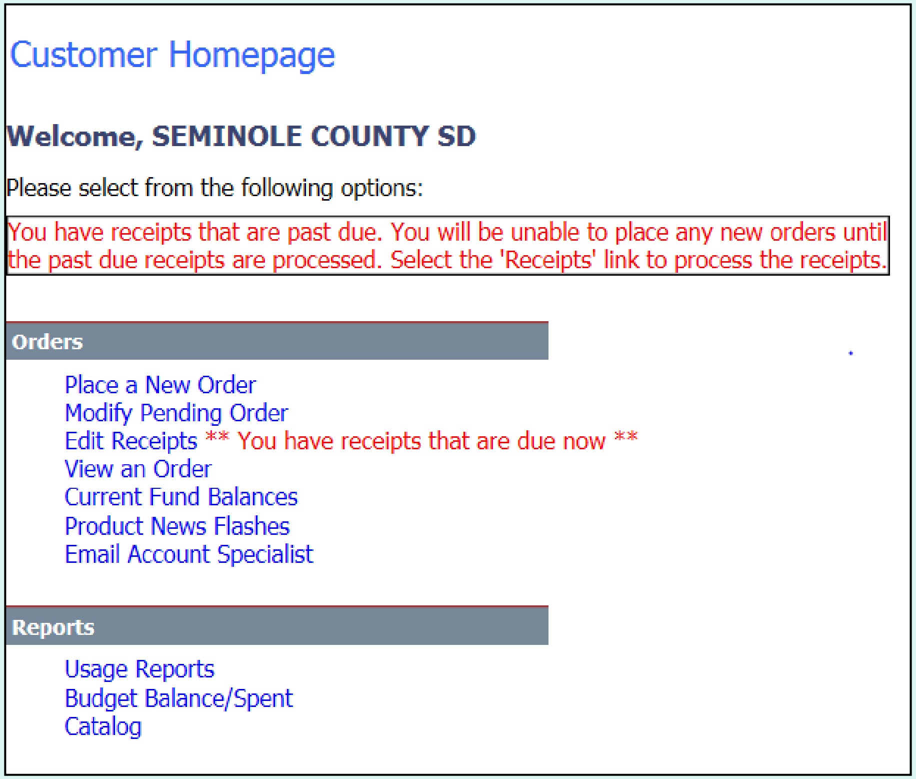
- Receipts become available to be entered on the order's requested delivery date (RDD). If a delivery arrives early, the customer will need to wait until the RDD.
- Receipts should be entered within seven (7) calendar days of the RDD.
- Processed or not, all receipts remain on the 'Edit Receipts' list for a full seven (7) calendar days after the RDD. Receipts may be updated multiple times as needed during this time.

Receipting Requirement

Past Due Receipts

- Receipts are considered past due if they have not been entered in FFAVORS by the end of the 7th day after the scheduled RDD.
- When there are past due receipts, no orders can by placed by (or on behalf of) the customer. The order block is removed after these receipts are entered.
- Contact the DLA Account Specialist with any questions about receipting or problems with past due receipts.

Receipting Requirement



Customer Homepage

Welcome, SEMINOLE COUNTY SD

Please select from the following options:

You have receipts that are past due. You will be unable to place any new orders until the past due receipts are processed. Select the 'Receipts' link to process the receipts.

Orders

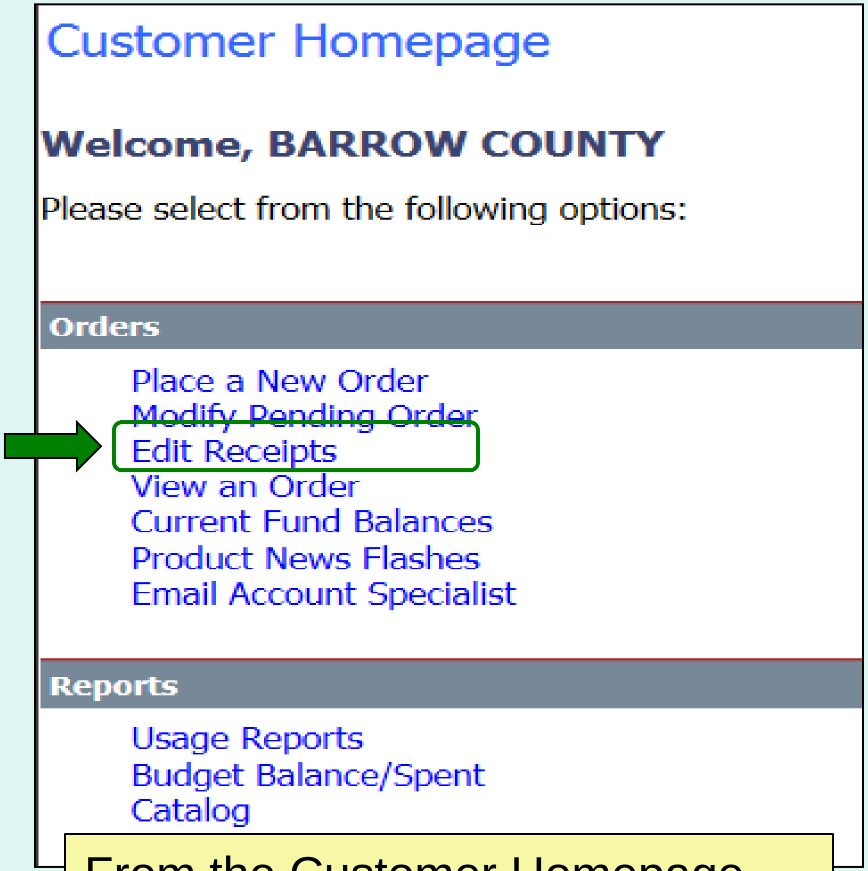
Place a New Order
Modify Pending Order
Edit Receipts ** You have receipts that are due now **
View an Order
Current Fund Balances
Product News Flashes
Email Account Specialist

Reports

Usage Reports
Budget Balance/Spent
Catalog

When there are past due receipts on the customer account, a warning is displayed on the Customer Homepage. No new orders can be created until the past due receipts are processed.

Edit Receipts



Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

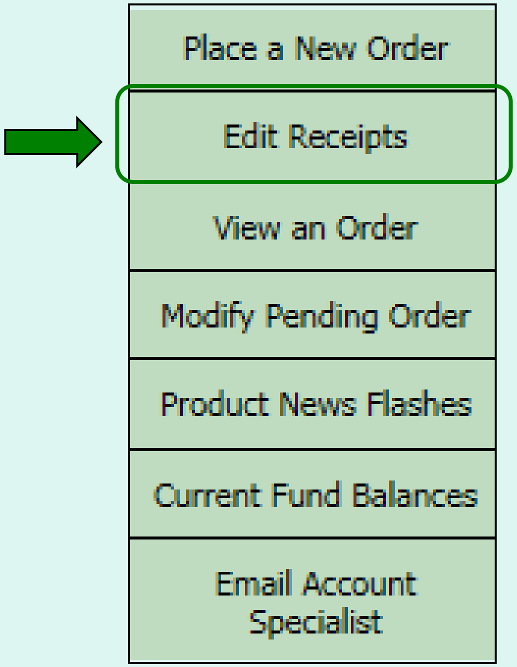
Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

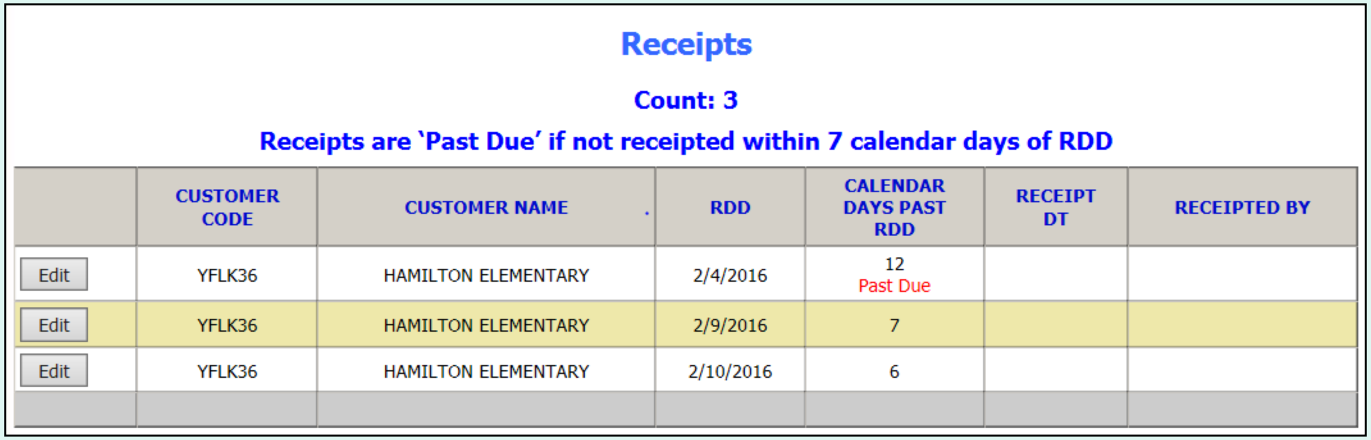
- Usage Reports
- Budget Balance/Spent
- Catalog

From the Customer Homepage, select the **Edit Receipts** link under the ‘Orders’ menu.


Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist

From within the FFAVORS ordering process, select the **Edit Receipts** link on the green menu on the left.

Edit Receipts



Receipts

Count: 3

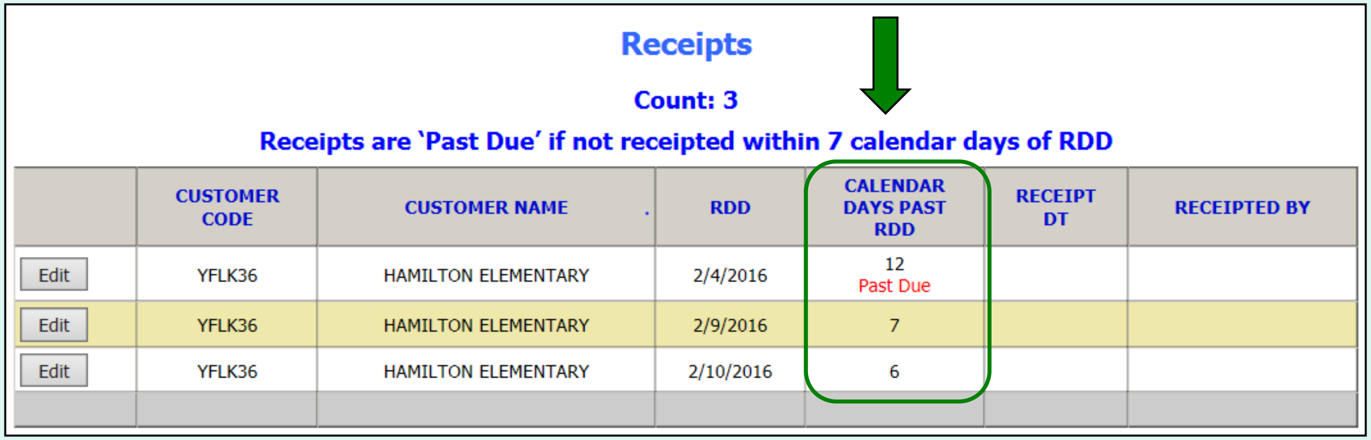
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD

	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

All editable receipts for the customer are displayed, which include:

- Receipts that have not been entered and are greater than 7 days past RDD
- All receipts within 7 days of RDD

Edit Receipts



Receipts

Count: 3

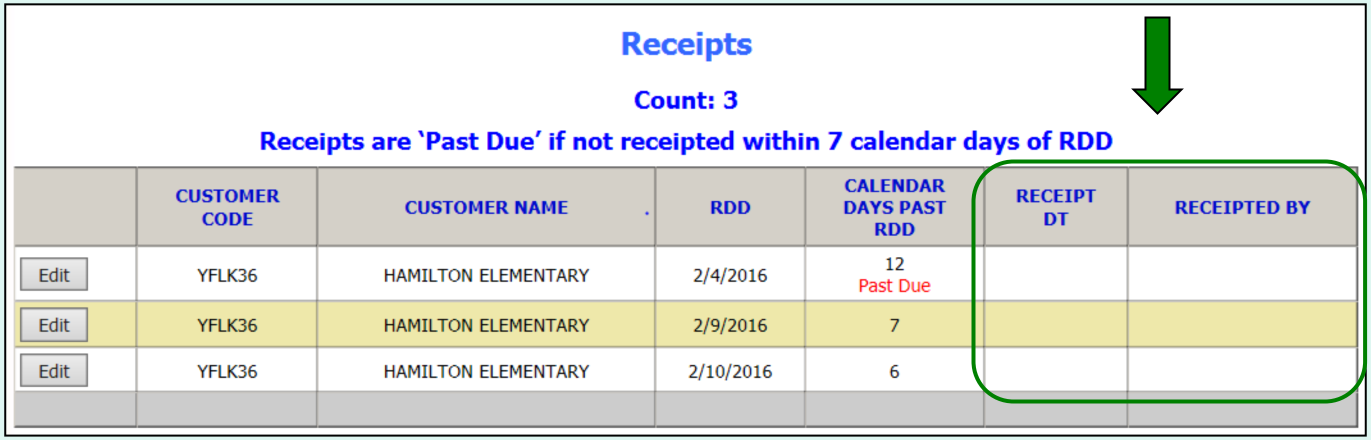
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD

	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

The 'Calendar Days Past RDD' column displays the number of days since the RDD selected at the time the order was placed. This may not be the same as the actual delivery date.

When the 7th day has passed, the 'Past Due' label is displayed.

Edit Receipts



Receipts

Count: 3

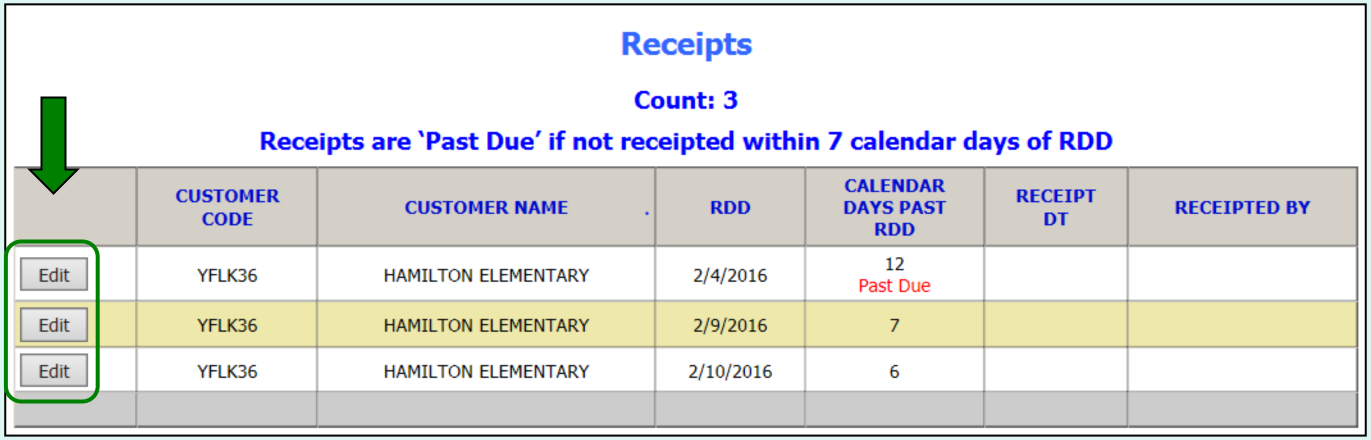
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD

	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

ALL receipts will remain editable until the 7th day has passed.

To confirm that a receipt has been entered, check the 'Receipt Dt' and 'Receipted By' columns. These will contain the date of the last edit and the user who completed the transaction. If these are blank, the receipt has not yet been entered.

Edit Receipts



Receipts

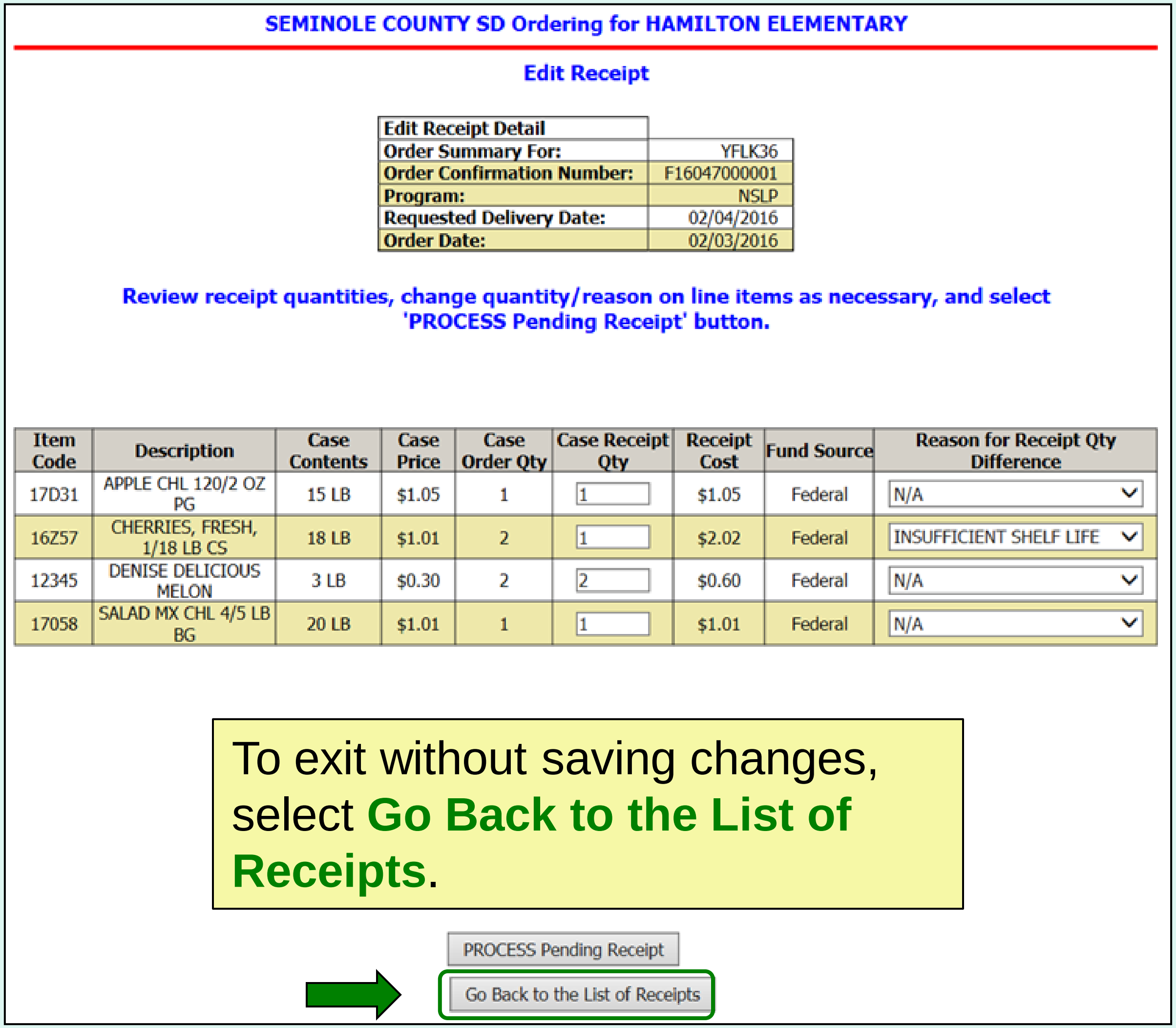
Count: 3

Receipts are 'Past Due' if not receipted within 7 calendar days of RDD

	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

To enter or update a receipt, select **Edit**.

Edit Receipts



SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

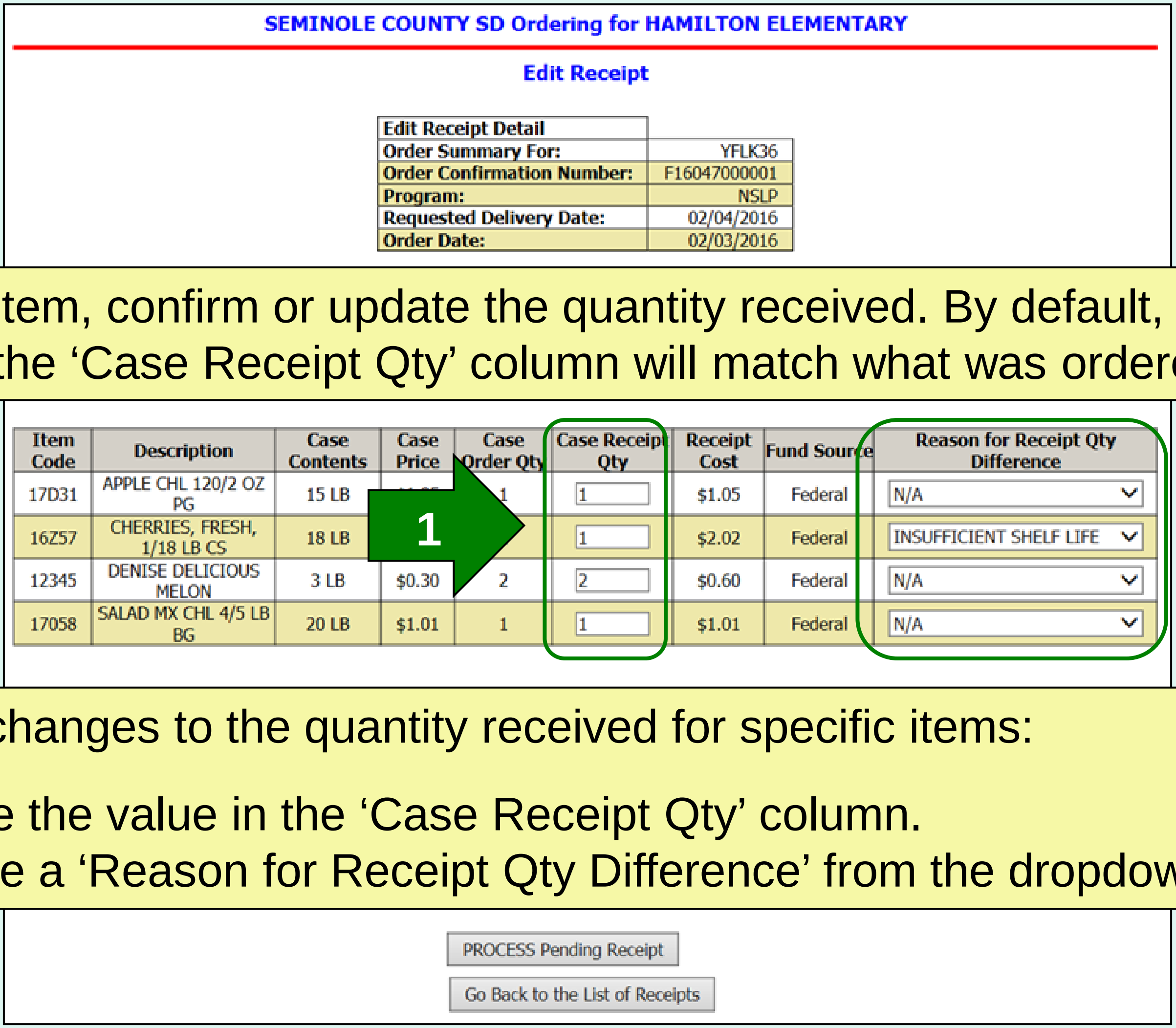
Edit Receipt Detail	
Order Summary For:	YFLK36
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/04/2016
Order Date:	02/03/2016

Review receipt quantities, change quantity/reason on line items as necessary, and select 'PROCESS Pending Receipt' button.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17D31	APPLE CHL 120/2 OZ PG	15 LB	$1.05	1	1	$1.05	Federal	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB	$1.01	2	1	$2.02	Federal	INSUFFICIENT SHELF LIFE
12345	DENISE DELICIOUS MELON	3 LB	$0.30	2	2	$0.60	Federal	N/A
17058	SALAD MX CHL 4/5 LB BG	20 LB	$1.01	1	1	$1.01	Federal	N/A

To exit without saving changes, select **Go Back to the List of Receipts**.

Edit Receipts



SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YFLK36
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/04/2016
Order Date:	02/03/2016

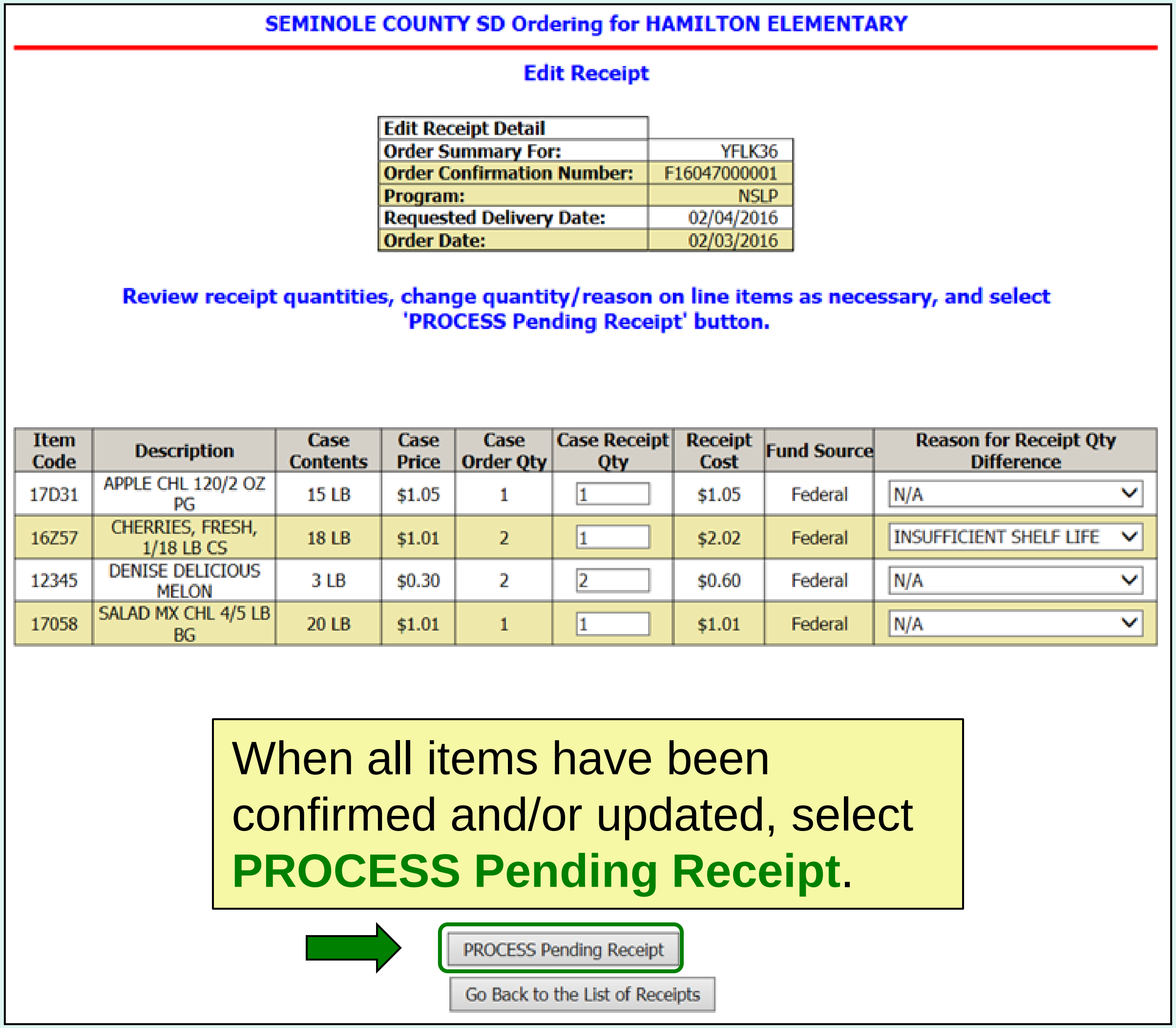
For each item, confirm or update the quantity received. By default, the values in the ‘Case Receipt Qty’ column will match what was ordered.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17D31	APPLE CHL 120/2 OZ PG	15 LB		1	1	$1.05	Federal	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB			1	$2.02	Federal	INSUFFICIENT SHELF LIFE
12345	DENISE DELICIOUS MELON	3 LB	$0.30	2	2	$0.60	Federal	N/A
17058	SALAD MX CHL 4/5 LB BG	20 LB	$1.01	1	1	$1.01	Federal	N/A

To make changes to the quantity received for specific items:

1. Update the value in the ‘Case Receipt Qty’ column.
2. Choose a ‘Reason for Receipt Qty Difference’ from the dropdown.

Edit Receipts



SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

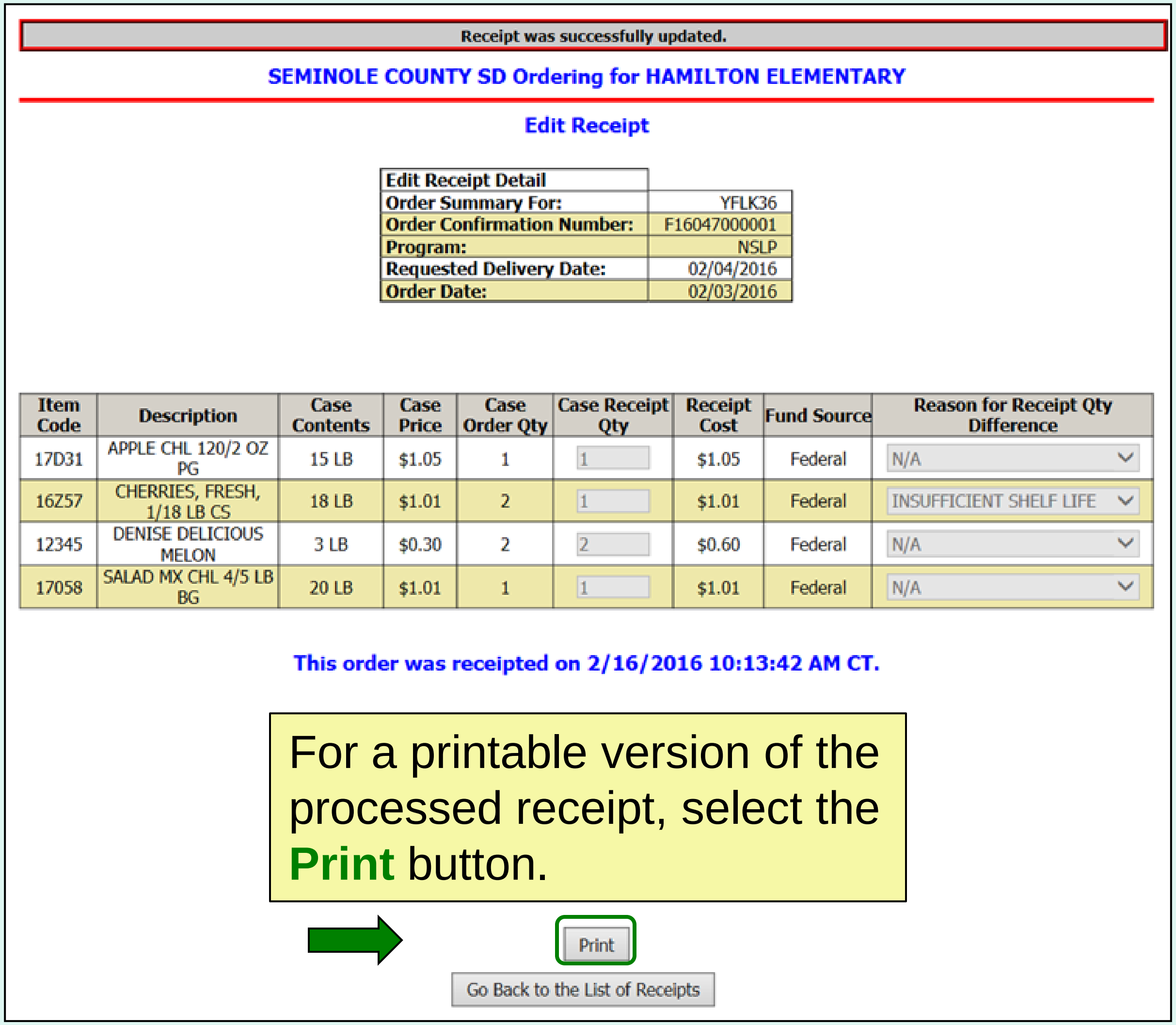
Edit Receipt Detail	
Order Summary For:	YFLK36
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/04/2016
Order Date:	02/03/2016

Review receipt quantities, change quantity/reason on line items as necessary, and select 'PROCESS Pending Receipt' button.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17D31	APPLE CHL 120/2 OZ PG	15 LB	$1.05	1	1	$1.05	Federal	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB	$1.01	2	1	$2.02	Federal	INSUFFICIENT SHELF LIFE
12345	DENISE DELICIOUS MELON	3 LB	$0.30	2	2	$0.60	Federal	N/A
17058	SALAD MX CHL 4/5 LB BG	20 LB	$1.01	1	1	$1.01	Federal	N/A

When all items have been confirmed and/or updated, select **PROCESS Pending Receipt**.

Edit Receipts



Receipt was successfully updated.

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

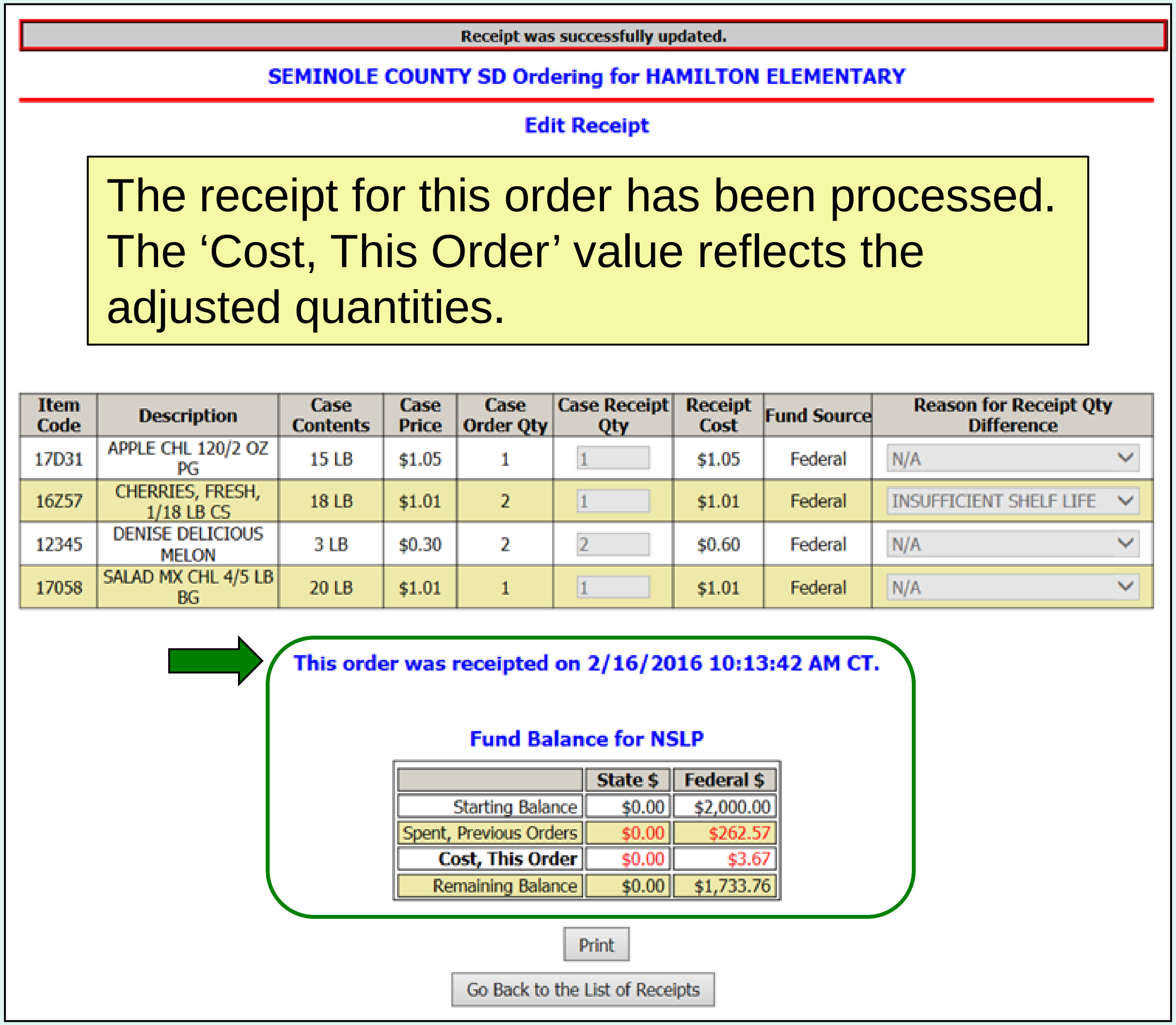
Edit Receipt Detail	
Order Summary For:	YFLK36
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/04/2016
Order Date:	02/03/2016

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17D31	APPLE CHL 120/2 OZ PG	15 LB	$1.05	1	1	$1.05	Federal	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB	$1.01	2	1	$1.01	Federal	INSUFFICIENT SHELF LIFE
12345	DENISE DELICIOUS MELON	3 LB	$0.30	2	2	$0.60	Federal	N/A
17058	SALAD MX CHL 4/5 LB BG	20 LB	$1.01	1	1	$1.01	Federal	N/A

This order was receipted on 2/16/2016 10:13:42 AM CT.

For a printable version of the processed receipt, select the **Print** button.

Edit Receipts



Receipt was successfully updated.

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

The receipt for this order has been processed. The ‘Cost, This Order’ value reflects the adjusted quantities.

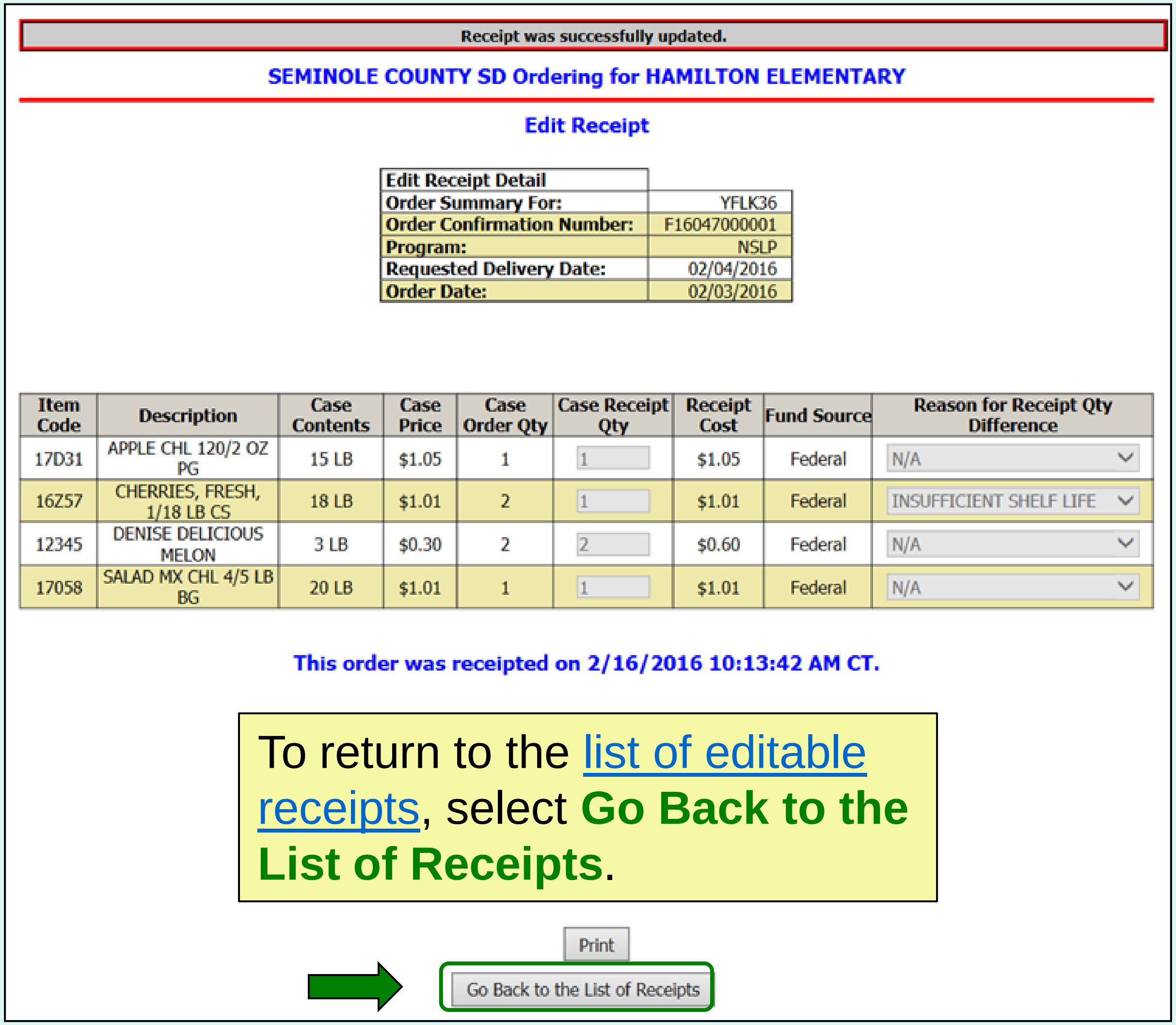
Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17D31	APPLE CHL 120/2 OZ PG	15 LB	$1.05	1	1	$1.05	Federal	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB	$1.01	2	1	$1.01	Federal	INSUFFICIENT SHELF LIFE
12345	DENISE DELICIOUS MELON	3 LB	$0.30	2	2	$0.60	Federal	N/A
17058	SALAD MX CHL 4/5 LB BG	20 LB	$1.01	1	1	$1.01	Federal	N/A

This order was receipted on 2/16/2016 10:13:42 AM CT.

Fund Balance for NSLP

	State $	Federal $
Starting Balance	$0.00	$2,000.00
Spent, Previous Orders	$0.00	$262.57
Cost, This Order	$0.00	$3.67
Remaining Balance	$0.00	$1,733.76

Edit Receipts



Receipt was successfully updated.

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

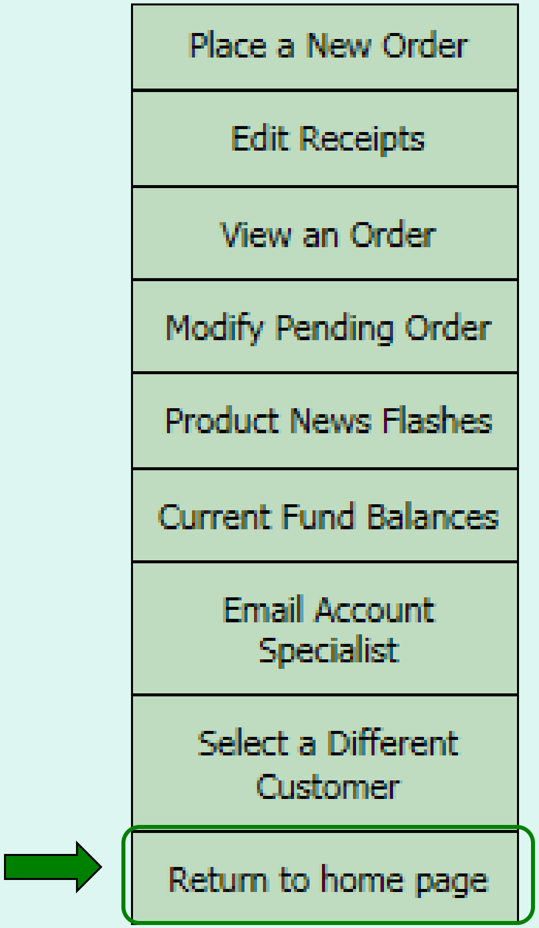
Edit Receipt Detail	
Order Summary For:	YFLK36
Order Confirmation Number:	F16047000001
Program:	NSLP
Requested Delivery Date:	02/04/2016
Order Date:	02/03/2016

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17D31	APPLE CHL 120/2 OZ PG	15 LB	$1.05	1	1	$1.05	Federal	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB	$1.01	2	1	$1.01	Federal	INSUFFICIENT SHELF LIFE
12345	DENISE DELICIOUS MELON	3 LB	$0.30	2	2	$0.60	Federal	N/A
17058	SALAD MX CHL 4/5 LB BG	20 LB	$1.01	1	1	$1.01	Federal	N/A

This order was receipted on 2/16/2016 10:13:42 AM CT.

To return to the list of editable receipts, select **Go Back to the List of Receipts**.

Edit Receipts

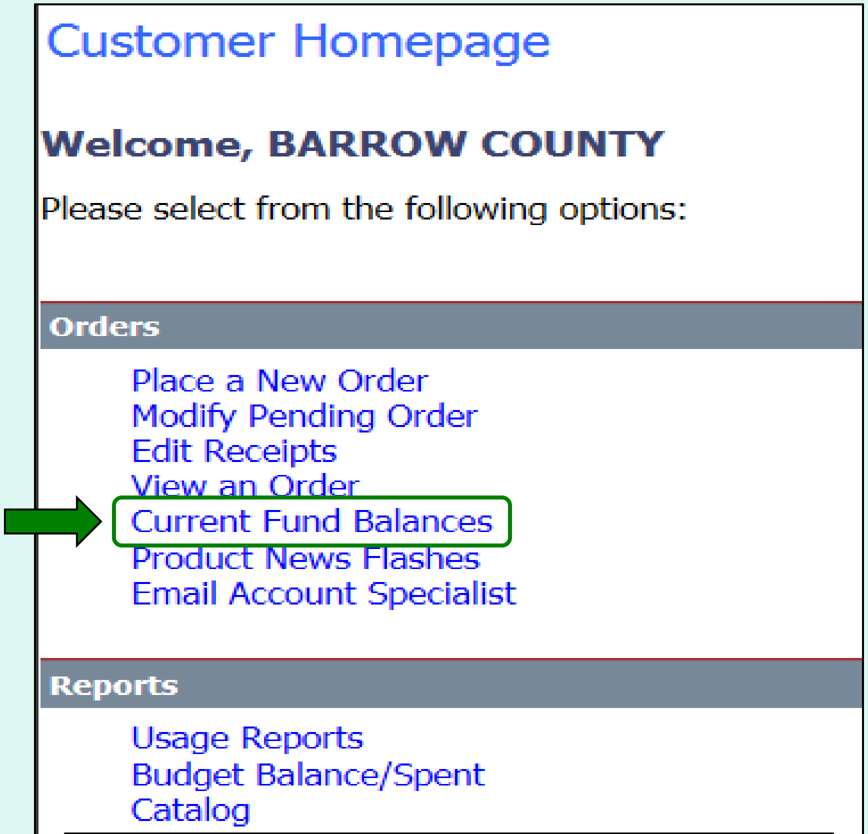

Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After editing the receipt, select an activity from the green menu on the left side of the screen to continue.

District users only: To edit receipts or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

Current Fund Balances



Customer Homepage

Welcome, BARROW COUNTY

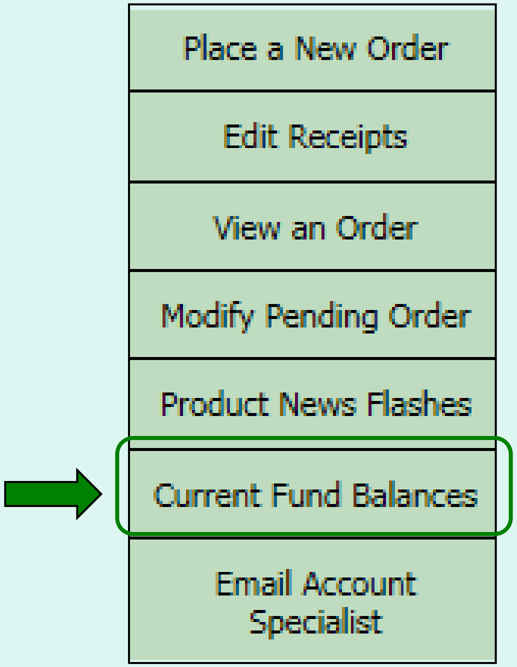
Please select from the following options:

Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

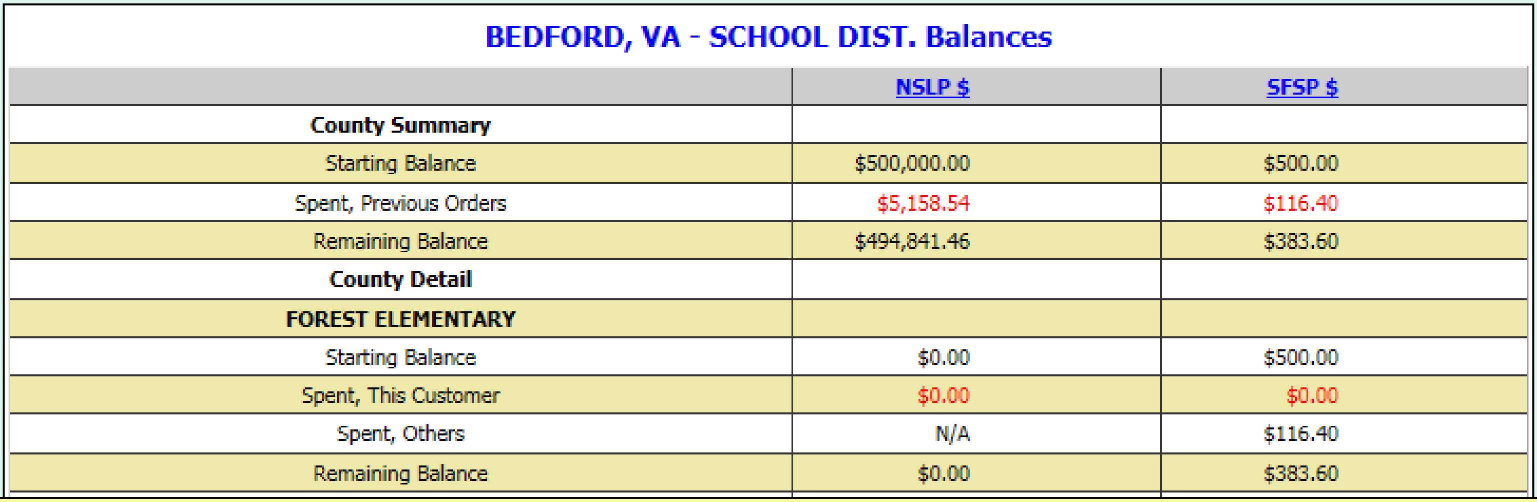
- Usage Reports
- Budget Balance/Spent
- Catalog


Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist

From the Customer Homepage, select the **Current Fund Balances** link under the ‘Orders’ menu.

From within the FFAVORS ordering process, select the **Current Fund Balances** link on the green menu on the left.

Current Fund Balances



BEDFORD, VA - SCHOOL DIST. Balances

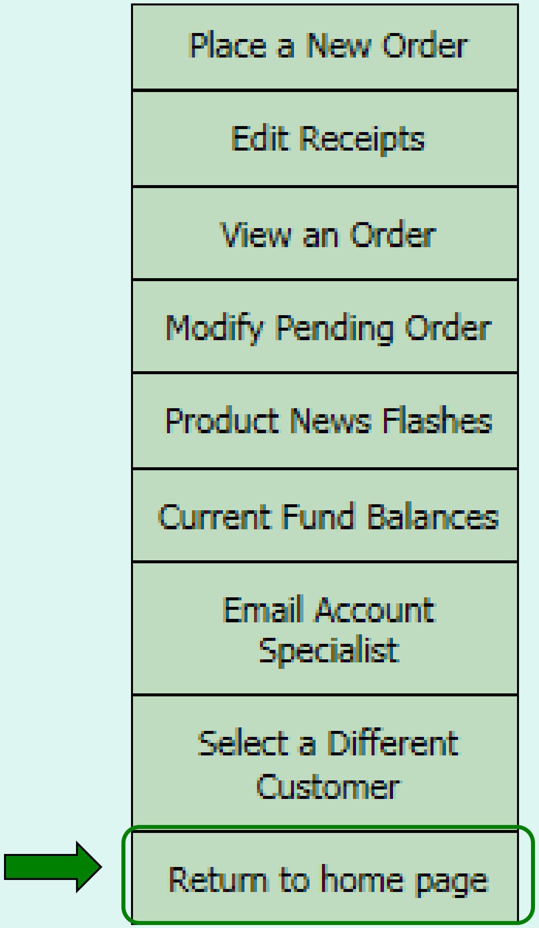
	NSLP $	SFSP $
County Summary		
Starting Balance	$500,000.00	$500.00
Spent, Previous Orders	$5,158.54	$116.40
Remaining Balance	$494,841.46	$383.60
County Detail		
FOREST ELEMENTARY		
Starting Balance	$0.00	$500.00
Spent, This Customer	$0.00	$0.00
Spent, Others	N/A	$116.40
Remaining Balance	$0.00	$383.60

This screen displays a summary of federal funds available and spending to date for each program for the current budget year. For each customer, the balance shown may reflect spending by other customers who share the funds (‘Spent, Others’).

District users may view a summary of the district funds (‘County Summary’) as well as a breakdown for each customer (‘County Detail’).

Other users may view only the funds available to their organization.

Current Fund Balances

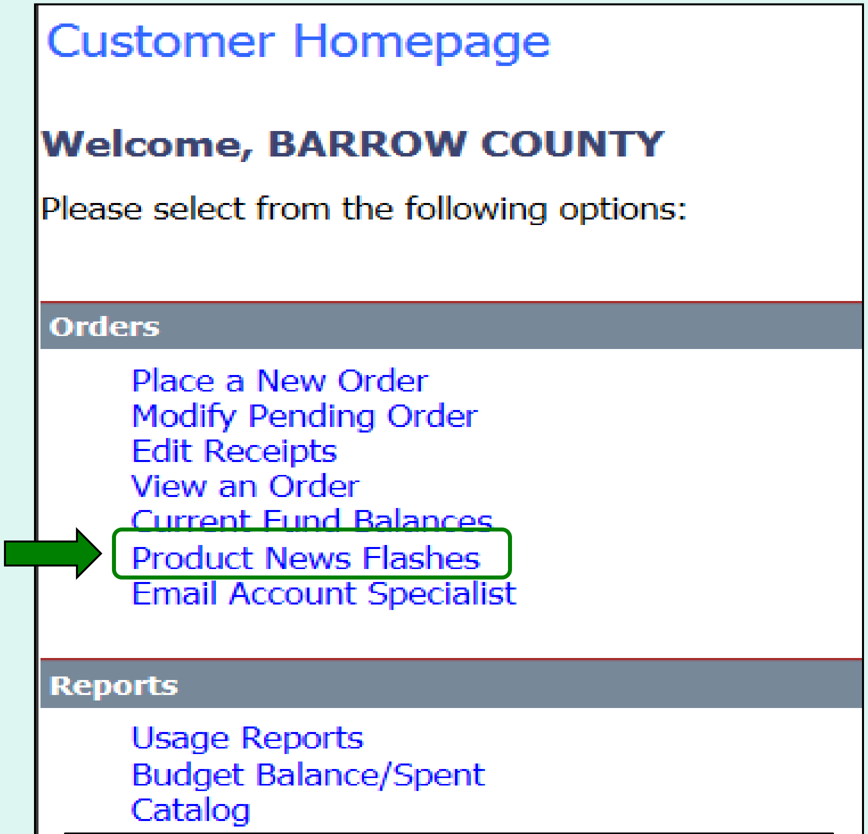

Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After viewing the current balances, select an activity from the green menu on the left side of the screen to continue.

District users only: To edit receipts or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

Product News Flashes



Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

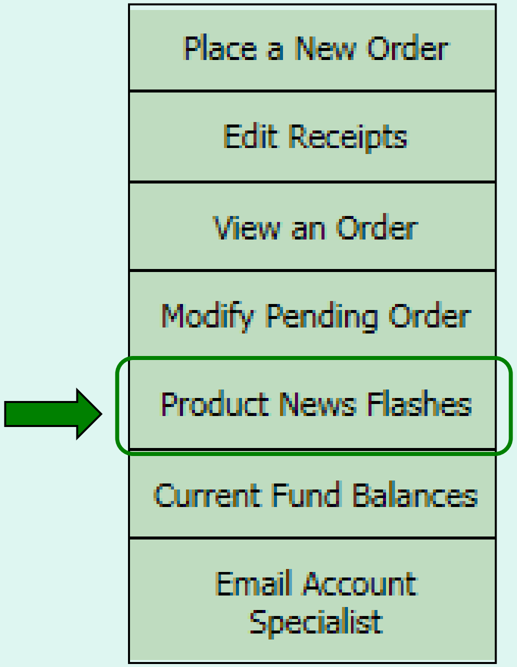
Orders

Place a New Order
Modify Pending Order
Edit Receipts
View an Order
Current Fund Balances
Product News Flashes
Email Account Specialist

Reports

Usage Reports
Budget Balance/Spent
Catalog

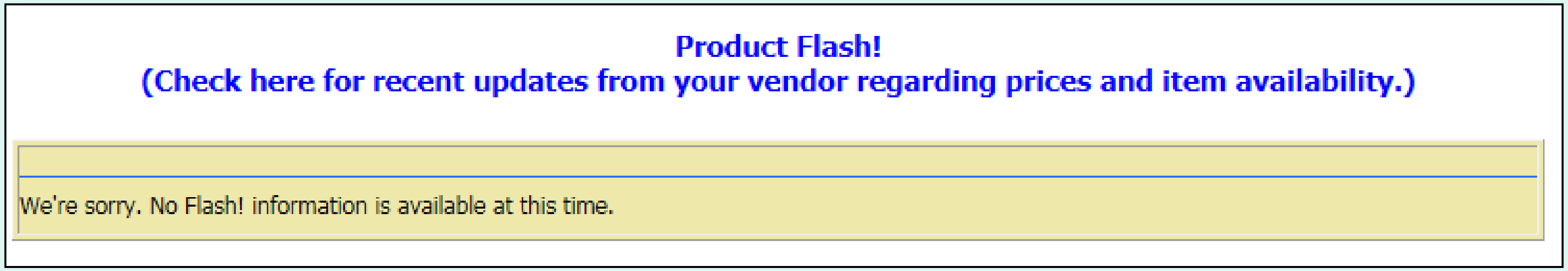
From the Customer Homepage, select the **Product News Flashes** link under the ‘Orders’ menu.



Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist

From within the FFAVORS ordering process, select the **Product News Flashes** link on the green menu on the left.

Product News Flashes

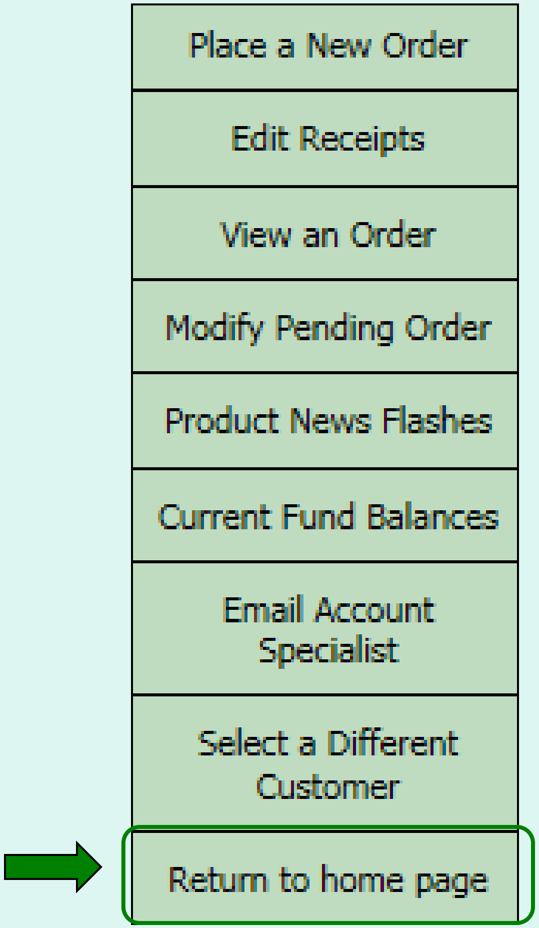


Product Flash!
(Check here for recent updates from your vendor regarding prices and item availability.)

We're sorry. No Flash! information is available at this time.

Check this screen periodically for product updates and item availability from the vendor.

Product News Flashes

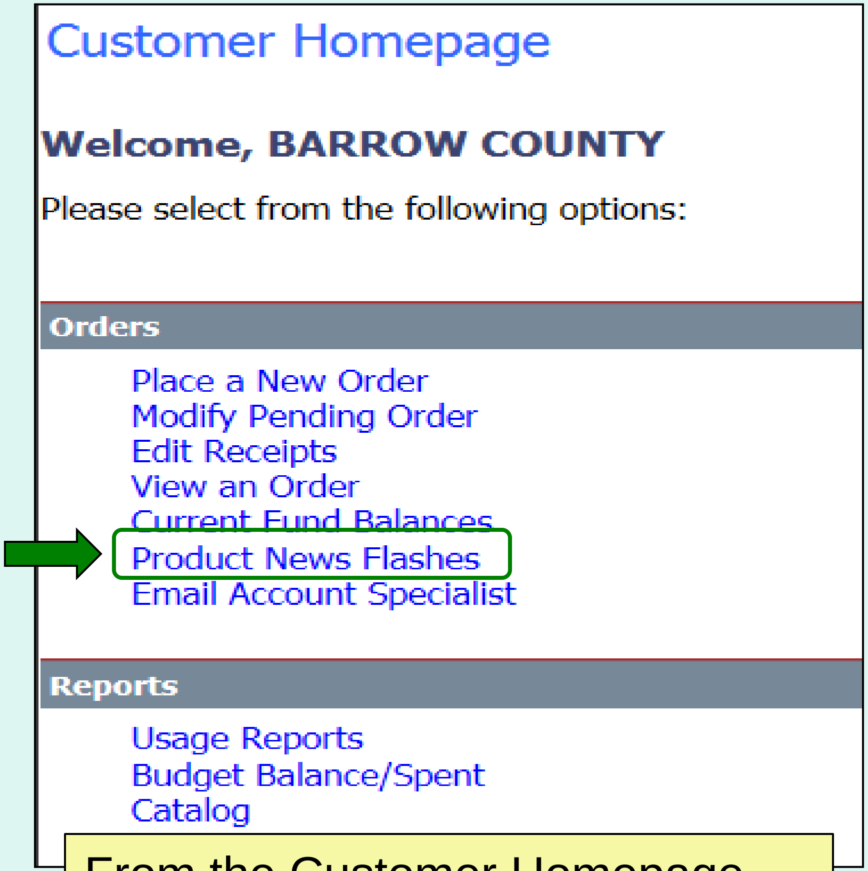

Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After viewing the news flashes, select an activity from the green menu on the left side of the screen to continue.

District users only: To edit receipts or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

Email Account Specialist



Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

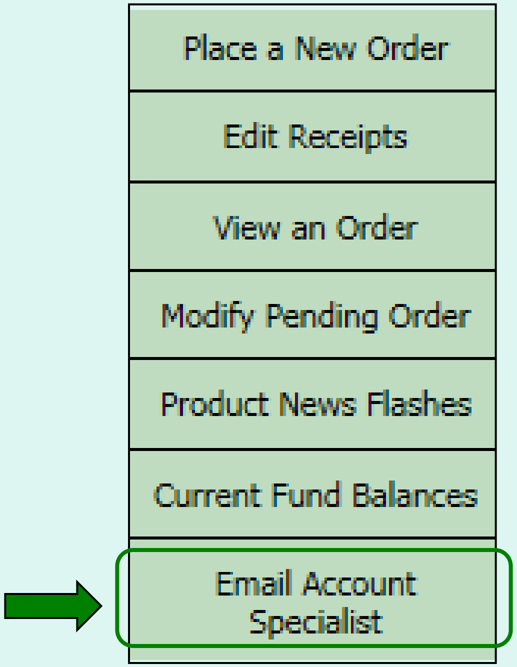
Orders

- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

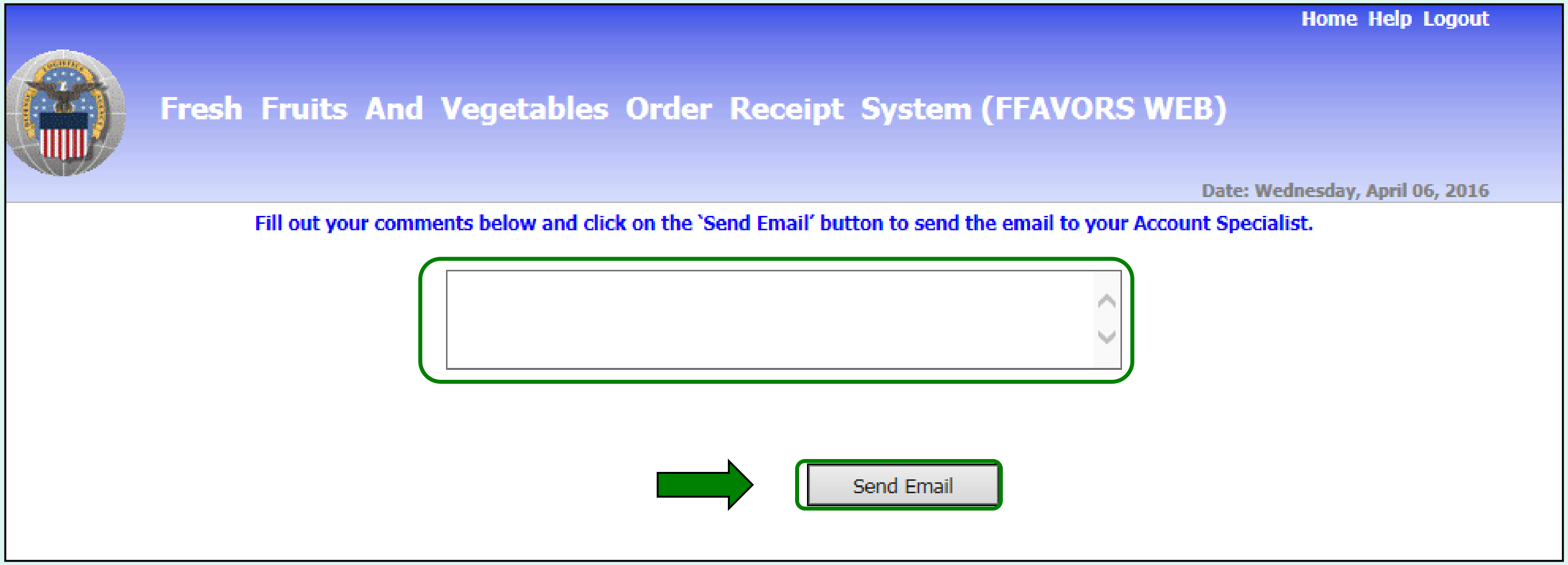
- Usage Reports
- Budget Balance/Spent
- Catalog

From the Customer Homepage, select the **Email Account Specialist** link under the ‘Orders’ menu.


Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist

From within the FFAVORS ordering process, select the **Email Account Specialist** link on the green menu on the left.

Email Account Specialist



Home Help Logout

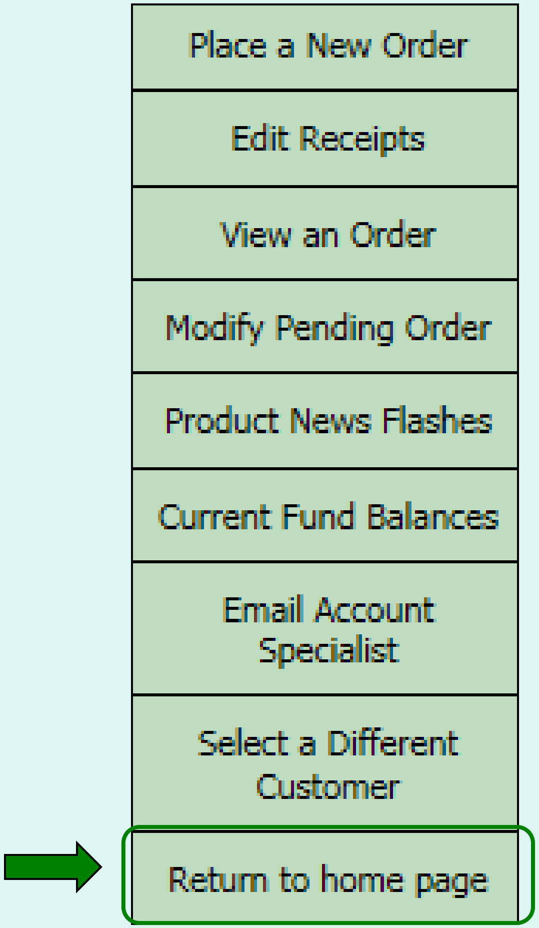
Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, April 06, 2016

Fill out your comments below and click on the 'Send Email' button to send the email to your Account Specialist.

To report problems or ask questions related to produce orders, users may send a message to their assigned DLA Account Specialist(s) from within FFAVORS. Enter any questions or comments in the message block and select **Send Email**.

Email Account Specialist


Place a New Order
Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Return to home page

After sending the email, select an activity from the green menu on the left side of the screen to continue.

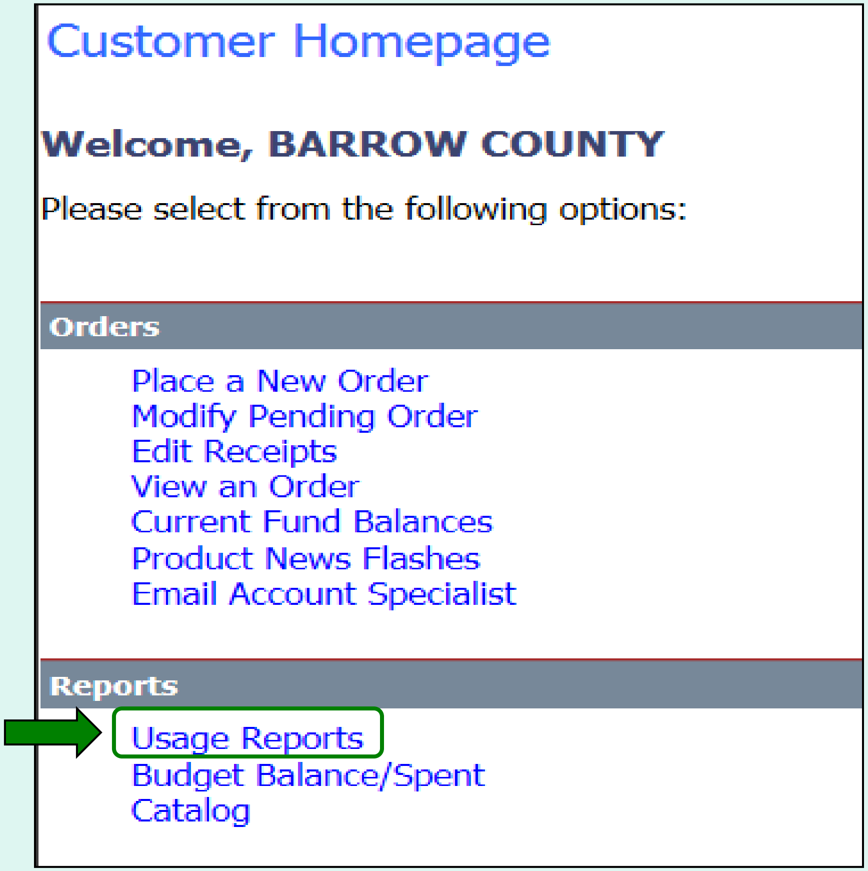
District users only: To edit receipts or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

To exit the ordering process, select **Return to home page** in the green menu on the left side of the screen.

Reports

- Users may access three types of reports in FFAVORS:
  - Usage Report
  - Budget/Balance Spent
  - Catalog
- To save a copy of a report to their computer, users will use the Export function in the Crystal Reports interface.
- Printing is not available from the Crystal Reports interface; however, users may print a copy after the report is exported and saved to the computer.
- Additional guidance for working with the FFAVORS reports is available in a separate document under the **Report Help** button.

Usage Reports



Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

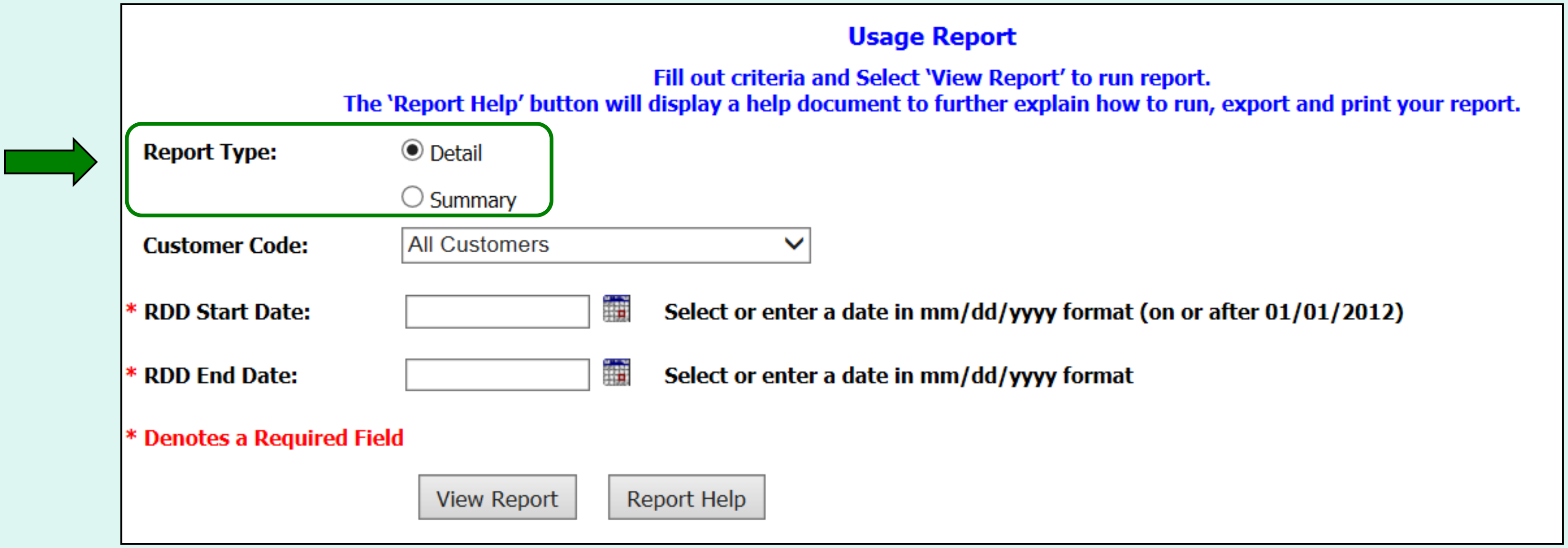
- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

In the Customer Homepage, select the **Usage Reports** link under the ‘Reports’ menu.

Usage Reports



Usage Report

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Report Type: ● Detail ○ Summary

Customer Code: All Customers

* RDD Start Date: Select or enter a date in mm/dd/yyyy format (on or after 01/01/2012)

* RDD End Date: Select or enter a date in mm/dd/yyyy format

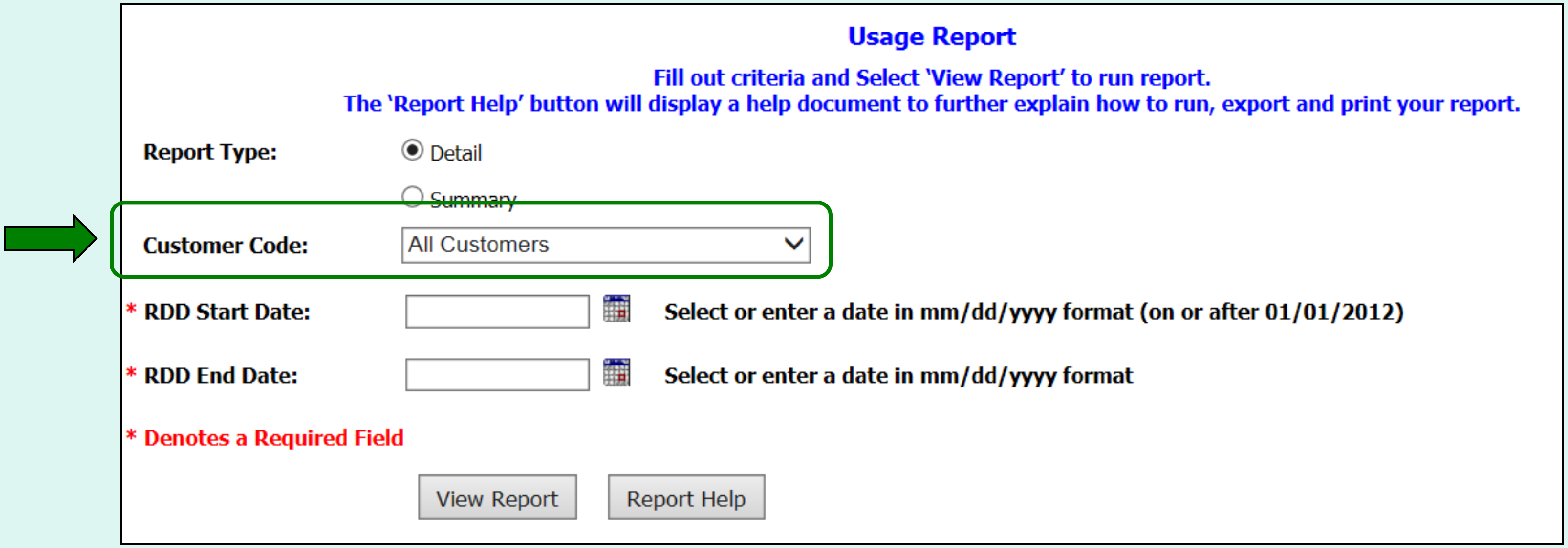
* Denotes a Required Field

Choose a 'Report Type':

- **Detail** – Include all details for every line item and order.
- **Summary** – Show the total value, weight, and quantity.

Note: Detail is selected by default.

Usage Reports



Usage Report

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Report Type: ● Detail ○ Summary

Customer Code: All Customers

* RDD Start Date: Select or enter a date in mm/dd/yyyy format (on or after 01/01/2012)

* RDD End Date: Select or enter a date in mm/dd/yyyy format

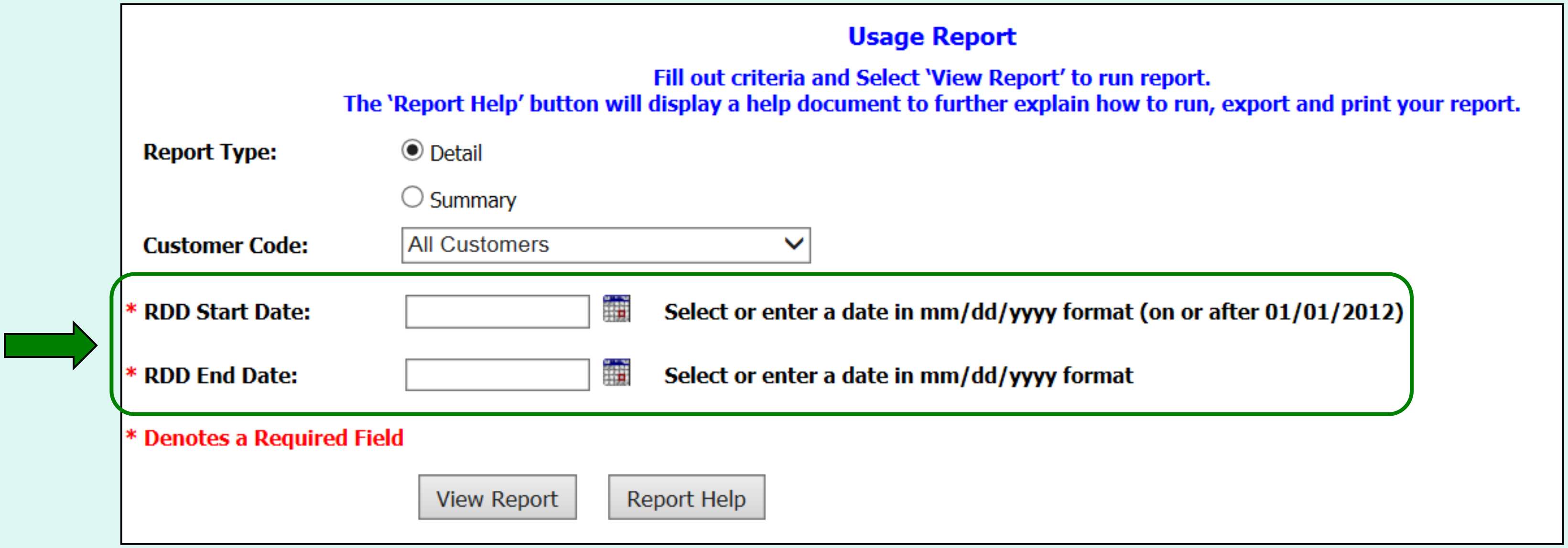
* Denotes a Required Field

District Users only:

Choose a 'Customer Code':
- **All Customers** – Include all customers in report.
- **<Customer Code>** – Show report for a specific customer.

Note: All Customers is selected by default.

Usage Reports



Usage Report

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Report Type: ● Detail ○ Summary

Customer Code: All Customers

* **RDD Start Date:** Select or enter a date in mm/dd/yyyy format (on or after 01/01/2012)

* **RDD End Date:** Select or enter a date in mm/dd/yyyy format

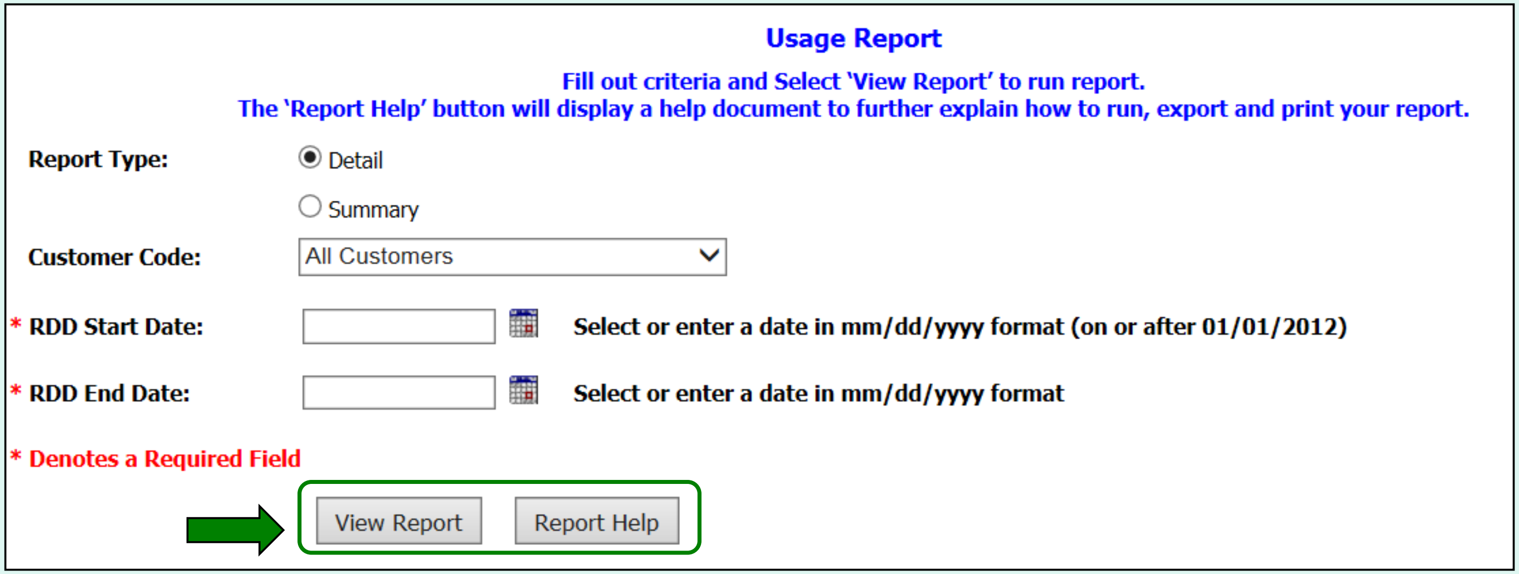
* Denotes a Required Field

Choose the date period to include in the report:

- 'RDD Start Date' – earliest date to include
- 'RDD End Date' – latest date to include

Note: These dates are required.

Usage Reports



Usage Report

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Report Type: ● Detail ○ Summary

Customer Code: All Customers

* RDD Start Date: Select or enter a date in mm/dd/yyyy format (on or after 01/01/2012)

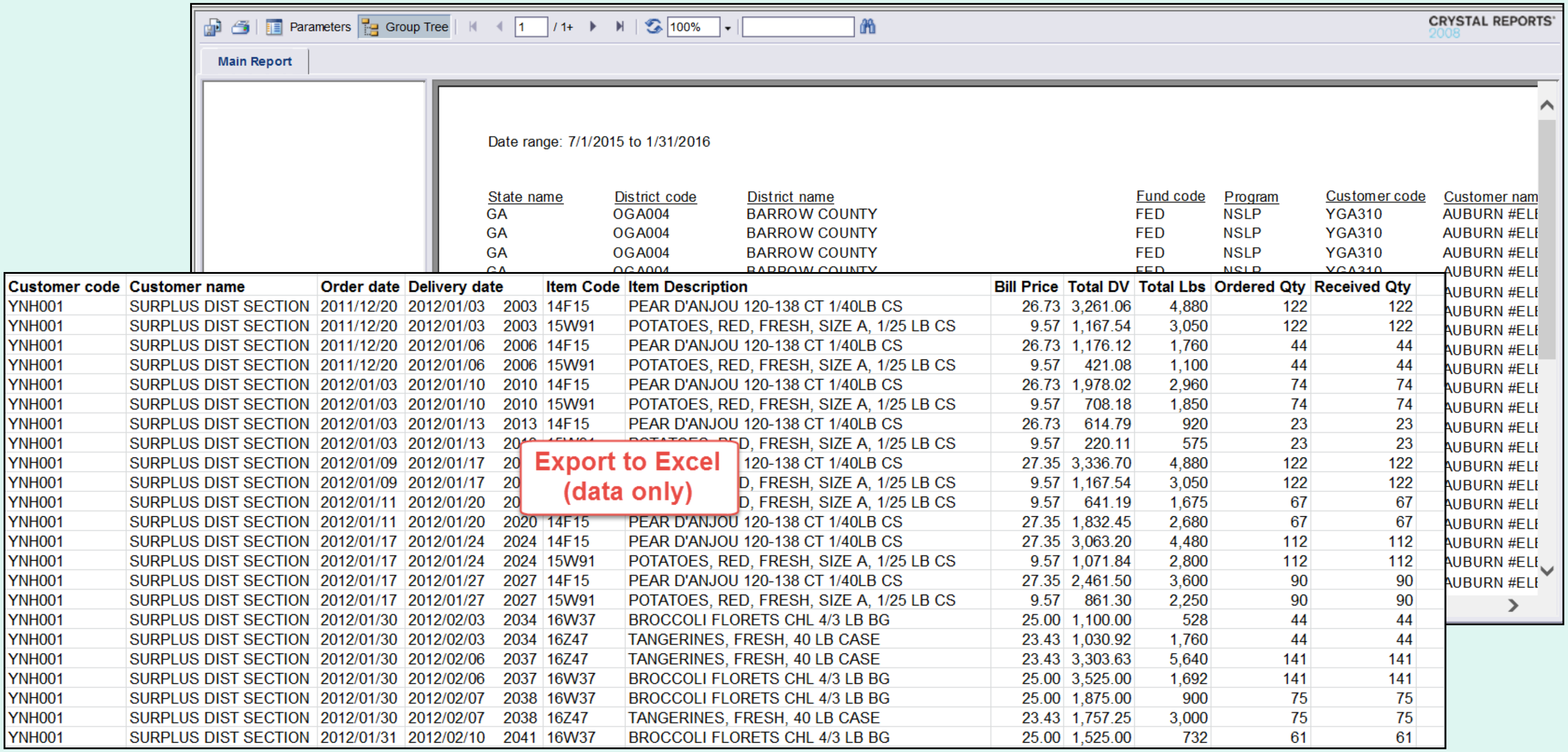
* RDD End Date: Select or enter a date in mm/dd/yyyy format

* Denotes a Required Field

Select **View Report** to apply the selected criteria and open the report interface.

To view a help document that explains how to work with the report, select **Report Help**.

Usage Reports



Date range: 7/1/2015 to 1/31/2016

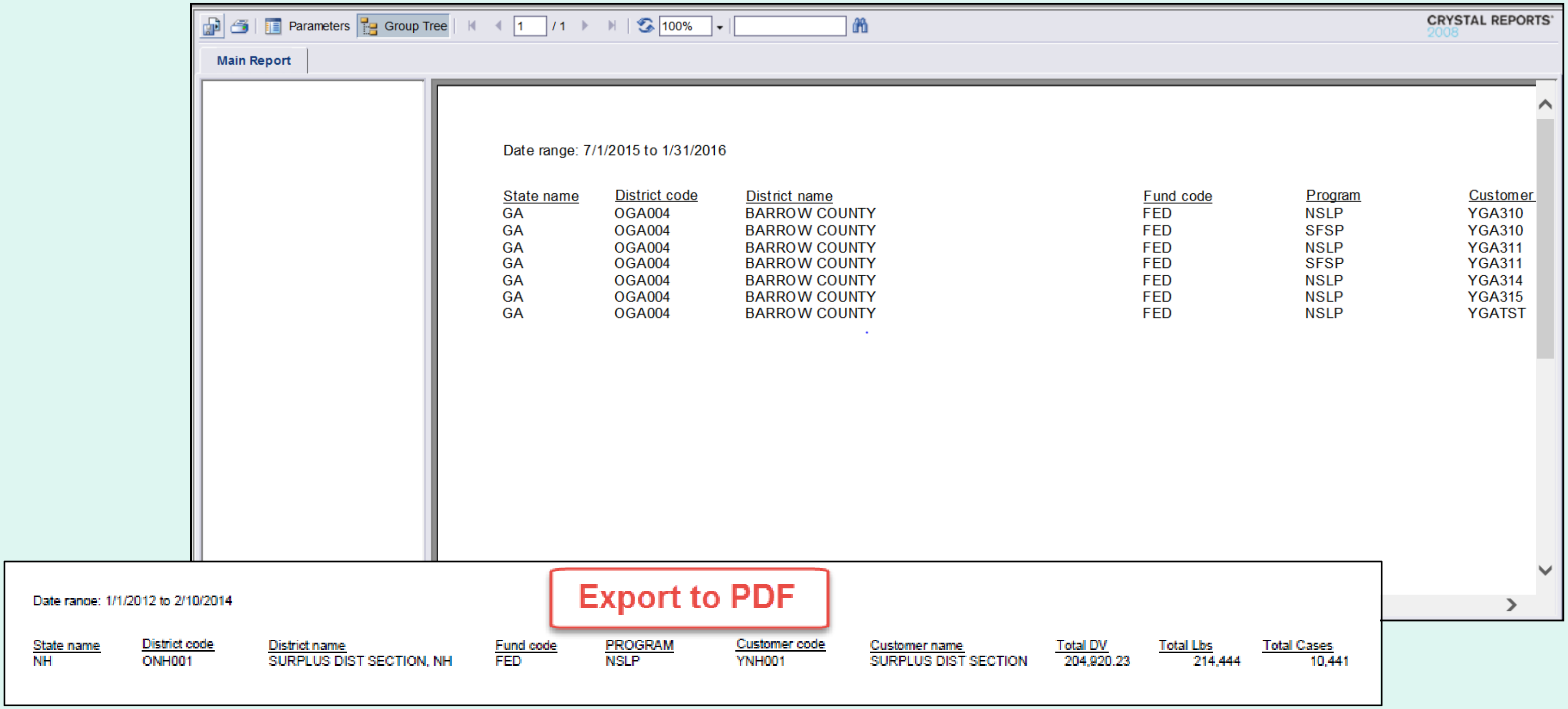
State name	District code	District name	Fund code	Program	Customer code	Customer nam
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA310	AUBURN #EL
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA310	AUBURN #EL
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA310	AUBURN #EL

Customer code	Customer name	Order date	Delivery date		Item Code	Item Description	Bill Price	Total DV	Total Lbs	Ordered Qty	Received Qty
YNH001	SURPLUS DIST SECTION	2011/12/20	2012/01/03	2003	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	26.73	3,261.06	4,880	122	122
YNH001	SURPLUS DIST SECTION	2011/12/20	2012/01/03	2003	15W91	POTATOES, RED, FRESH, SIZE A, 1/25 LB CS	9.57	1,167.54	3,050	122	122
YNH001	SURPLUS DIST SECTION	2011/12/20	2012/01/06	2006	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	26.73	1,176.12	1,760	44	44
YNH001	SURPLUS DIST SECTION	2011/12/20	2012/01/06	2006	15W91	POTATOES, RED, FRESH, SIZE A, 1/25 LB CS	9.57	421.08	1,100	44	44
YNH001	SURPLUS DIST SECTION	2012/01/03	2012/01/10	2010	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	26.73	1,978.02	2,960	74	74
YNH001	SURPLUS DIST SECTION	2012/01/03	2012/01/10	2010	15W91	POTATOES, RED, FRESH, SIZE A, 1/25 LB CS	9.57	708.18	1,850	74	74
YNH001	SURPLUS DIST SECTION	2012/01/03	2012/01/13	2013	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	26.73	614.79	920	23	23
YNH001	SURPLUS DIST SECTION	2012/01/03	2012/01/13	20		D, FRESH, SIZE A, 1/25 LB CS	9.57	220.11	575	23	23
YNH001	SURPLUS DIST SECTION	2012/01/09	2012/01/17	20		120-138 CT 1/40LB CS	27.35	3,336.70	4,880	122	122
YNH001	SURPLUS DIST SECTION	2012/01/09	2012/01/17	20		D, FRESH, SIZE A, 1/25 LB CS	9.57	1,167.54	3,050	122	122
YNH001	SURPLUS DIST SECTION	2012/01/11	2012/01/20	20		D, FRESH, SIZE A, 1/25 LB CS	9.57	641.19	1,675	67	67
YNH001	SURPLUS DIST SECTION	2012/01/11	2012/01/20	2020	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	27.35	1,832.45	2,680	67	67
YNH001	SURPLUS DIST SECTION	2012/01/17	2012/01/24	2024	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	27.35	3,063.20	4,480	112	112
YNH001	SURPLUS DIST SECTION	2012/01/17	2012/01/24	2024	15W91	POTATOES, RED, FRESH, SIZE A, 1/25 LB CS	9.57	1,071.84	2,800	112	112
YNH001	SURPLUS DIST SECTION	2012/01/17	2012/01/27	2027	14F15	PEAR D'ANJOU 120-138 CT 1/40LB CS	27.35	2,461.50	3,600	90	90
YNH001	SURPLUS DIST SECTION	2012/01/17	2012/01/27	2027	15W91	POTATOES, RED, FRESH, SIZE A, 1/25 LB CS	9.57	861.30	2,250	90	90
YNH001	SURPLUS DIST SECTION	2012/01/30	2012/02/03	2034	16W37	BROCCOLI FLORETS CHL 4/3 LB BG	25.00	1,100.00	528	44	44
YNH001	SURPLUS DIST SECTION	2012/01/30	2012/02/03	2034	16Z47	TANGERINES, FRESH, 40 LB CASE	23.43	1,030.92	1,760	44	44
YNH001	SURPLUS DIST SECTION	2012/01/30	2012/02/06	2037	16Z47	TANGERINES, FRESH, 40 LB CASE	23.43	3,303.63	5,640	141	141
YNH001	SURPLUS DIST SECTION	2012/01/30	2012/02/06	2037	16W37	BROCCOLI FLORETS CHL 4/3 LB BG	25.00	3,525.00	1,692	141	141
YNH001	SURPLUS DIST SECTION	2012/01/30	2012/02/07	2038	16W37	BROCCOLI FLORETS CHL 4/3 LB BG	25.00	1,875.00	900	75	75
YNH001	SURPLUS DIST SECTION	2012/01/30	2012/02/07	2038	16Z47	TANGERINES, FRESH, 40 LB CASE	23.43	1,757.25	3,000	75	75
YNH001	SURPLUS DIST SECTION	2012/01/31	2012/02/10	2041	16W37	BROCCOLI FLORETS CHL 4/3 LB BG	25.00	1,525.00	732	61	61

Export to Excel (data only)

EXAMPLE 1: Usage Report (Detail)

Usage Reports


Parameters
Group Tree
1
/ 1
100%
CRYSTAL REPORTS 2008
Main Report
Export to PDF

Date range: 7/1/2015 to 1/31/2016

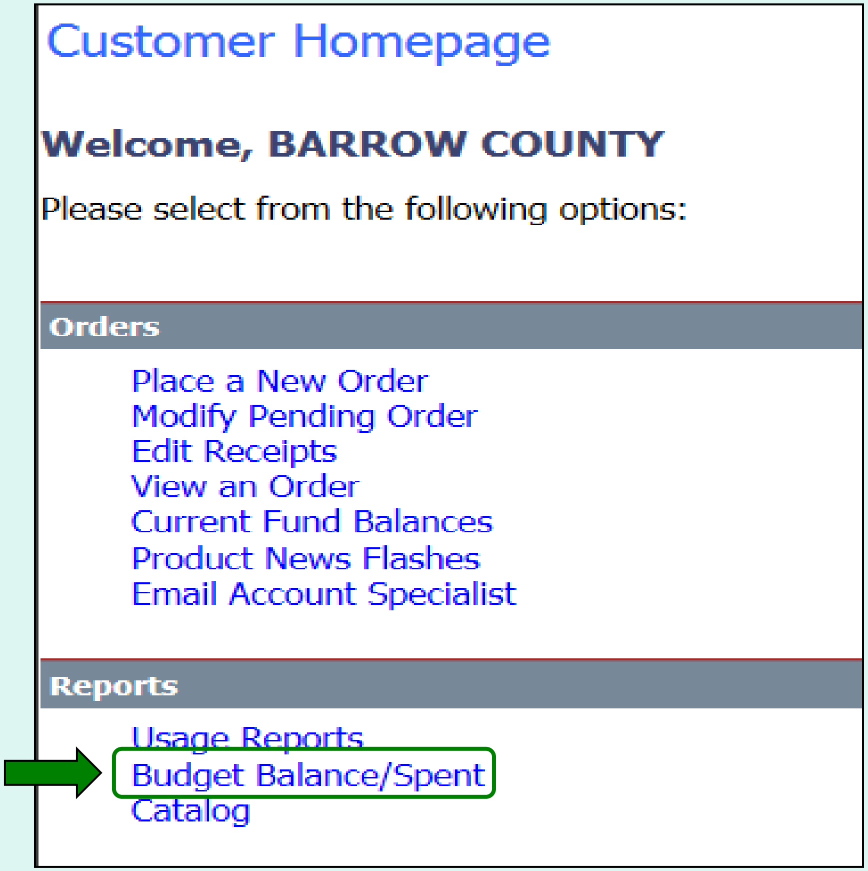
State name	District code	District name	Fund code	Program	Customer
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA310
GA	OGA004	BARROW COUNTY	FED	SFSP	YGA310
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA311
GA	OGA004	BARROW COUNTY	FED	SFSP	YGA311
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA314
GA	OGA004	BARROW COUNTY	FED	NSLP	YGA315
GA	OGA004	BARROW COUNTY	FED	NSLP	YGATST

Date range: 1/1/2012 to 2/10/2014

State name	District code	District name	Fund code	PROGRAM	Customer code	Customer name	Total DV	Total Lbs	Total Cases
NH	ONH001	SURPLUS DIST SECTION, NH	FED	NSLP	YNH001	SURPLUS DIST SECTION	204,920.23	214,444	10,441

EXAMPLE 2: Usage Report (Summary)

Budget Balance/Spent



Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

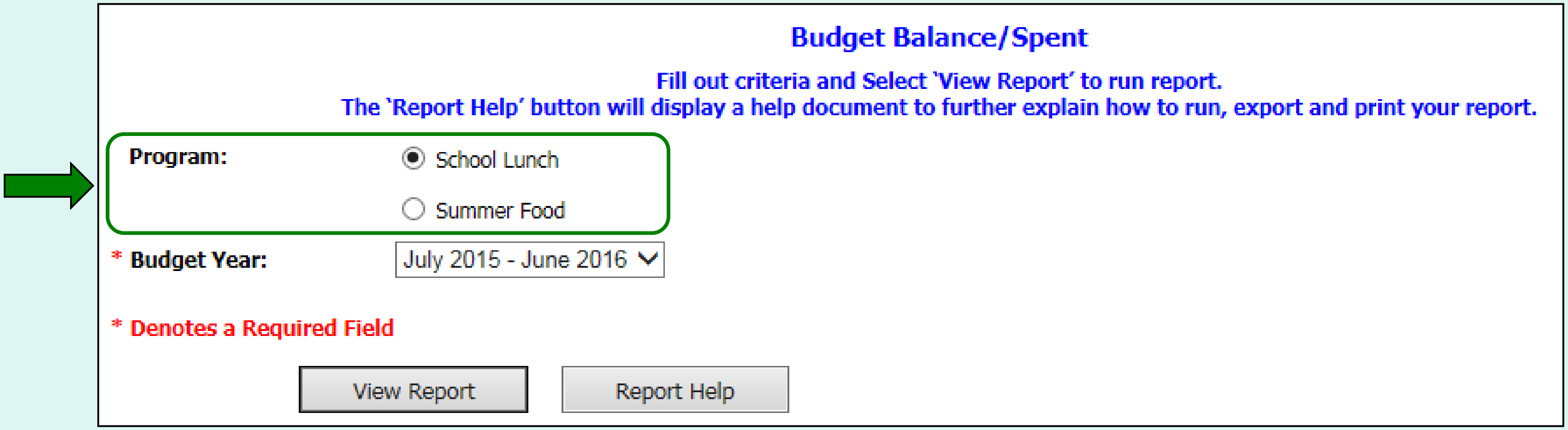
- Place a New Order
- Modify Pending Order
- Edit Receipts
- View an Order
- Current Fund Balances
- Product News Flashes
- Email Account Specialist

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

In the Customer Homepage, select the **Budget Balance/Spent** link under the ‘Reports’ menu.

Budget Balance/Spent



Budget Balance/Spent

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Program: ● School Lunch ○ Summer Food

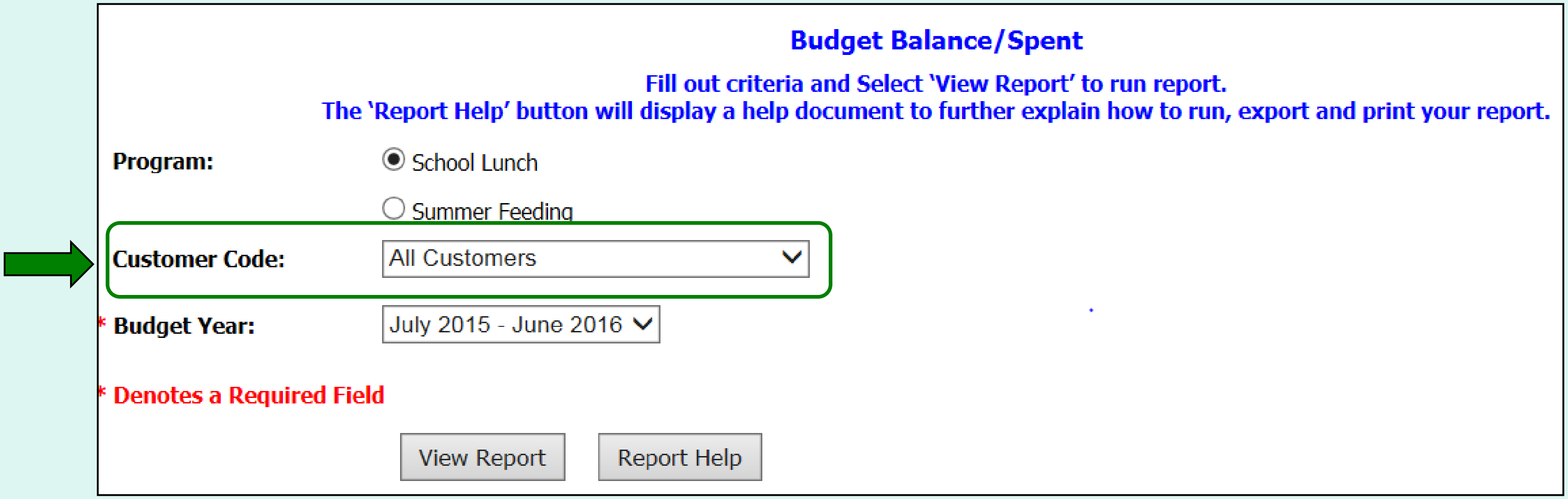
* **Budget Year:** July 2015 - June 2016

* Denotes a Required Field

Choose a 'Program' if there is more than one option.

Note: By default, the first program on the list is selected.

Budget Balance/Spent



Budget Balance/Spent

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Program: ● School Lunch ○ Summer Feeding

Customer Code: All Customers

* **Budget Year:** July 2015 - June 2016

* **Denotes a Required Field**

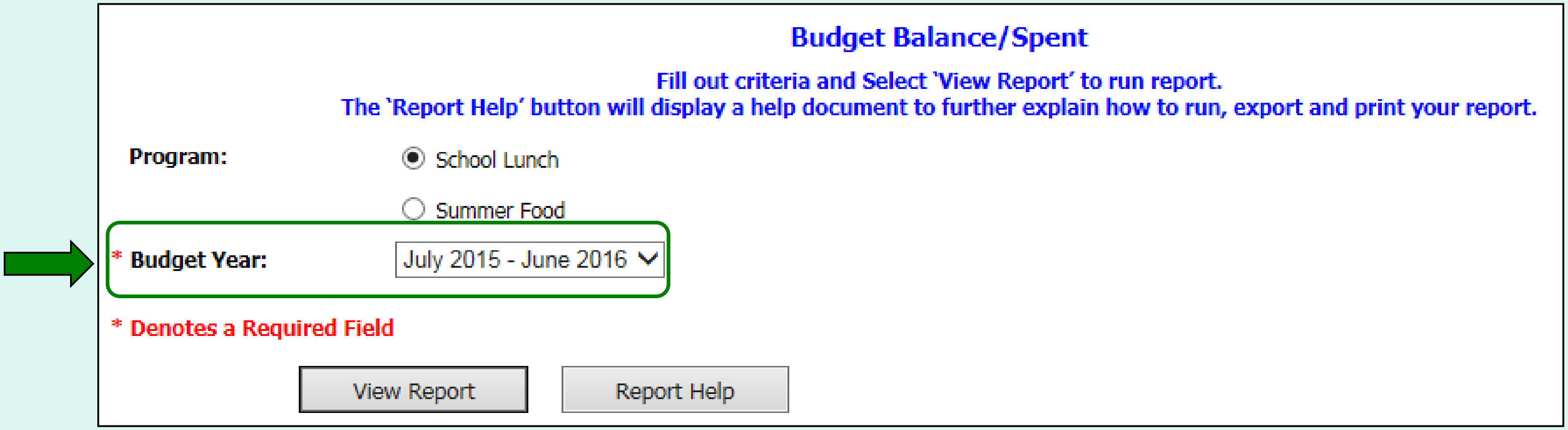
District Users only:

Choose a 'Customer Code':

- **All Customers** – Include all customers in report.
- **<Customer Code>** – Show report for a specific customer.

Note: All Customers is selected by default.

Budget Balance/Spent



Budget Balance/Spent

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Program: ● School Lunch ○ Summer Food

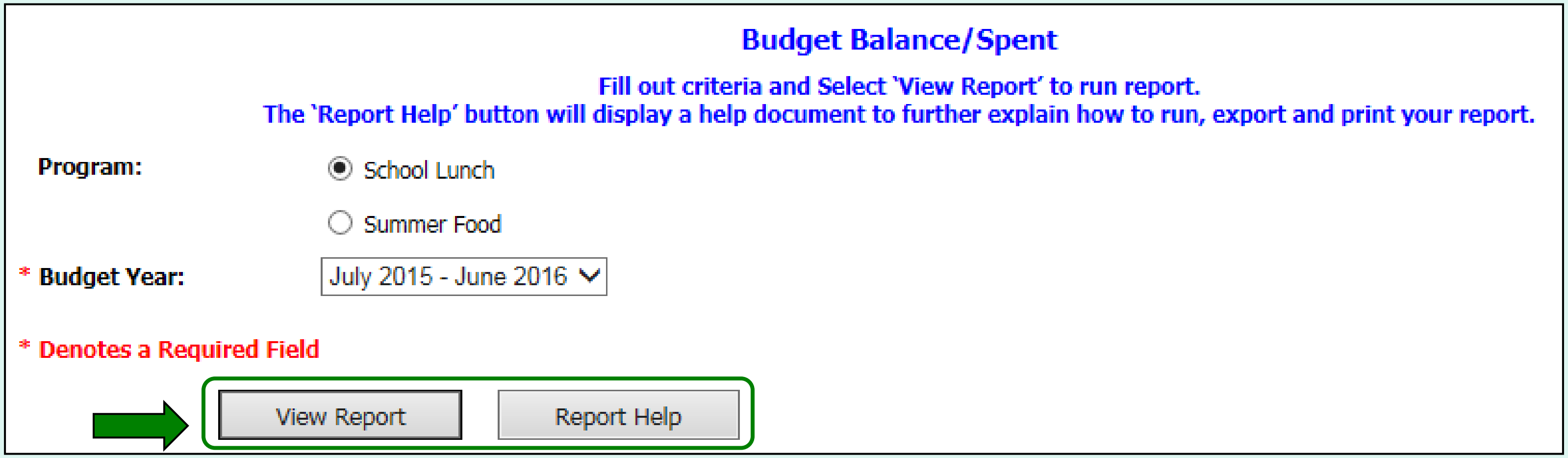
* **Budget Year:** July 2015 - June 2016

* Denotes a Required Field

Choose a range from the 'Budget Year' dropdown list to include in the report.

Note: The default is the current Budget Year.

Budget Balance/Spent



Budget Balance/Spent

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Program: ● School Lunch ○ Summer Food

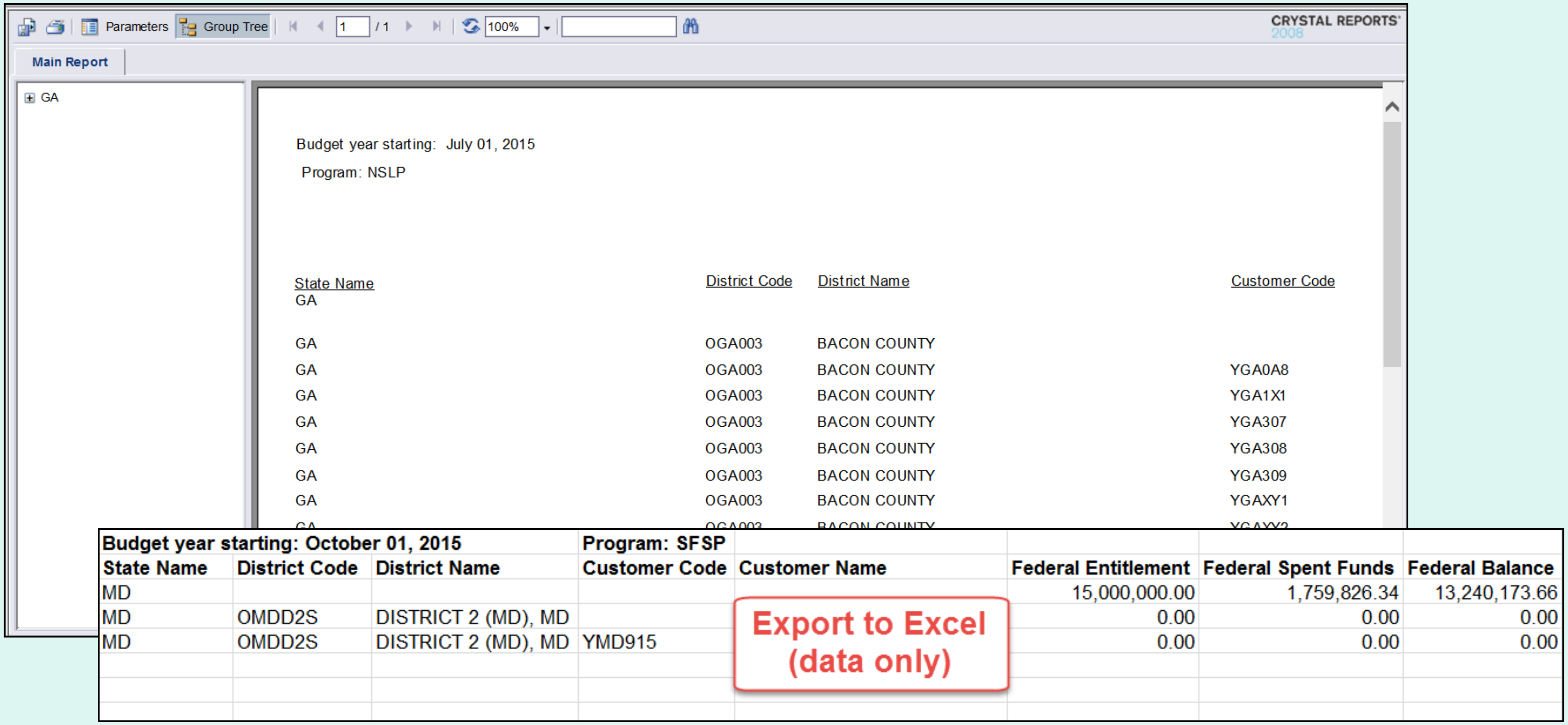
* **Budget Year:** July 2015 - June 2016

* Denotes a Required Field

Select **View Report** to apply the selected criteria and open the report interface.

To view a help document that explains how to work with the reports, select **Report Help**.

Budget Balance/Spent



Budget year starting: July 01, 2015

Program: NSLP

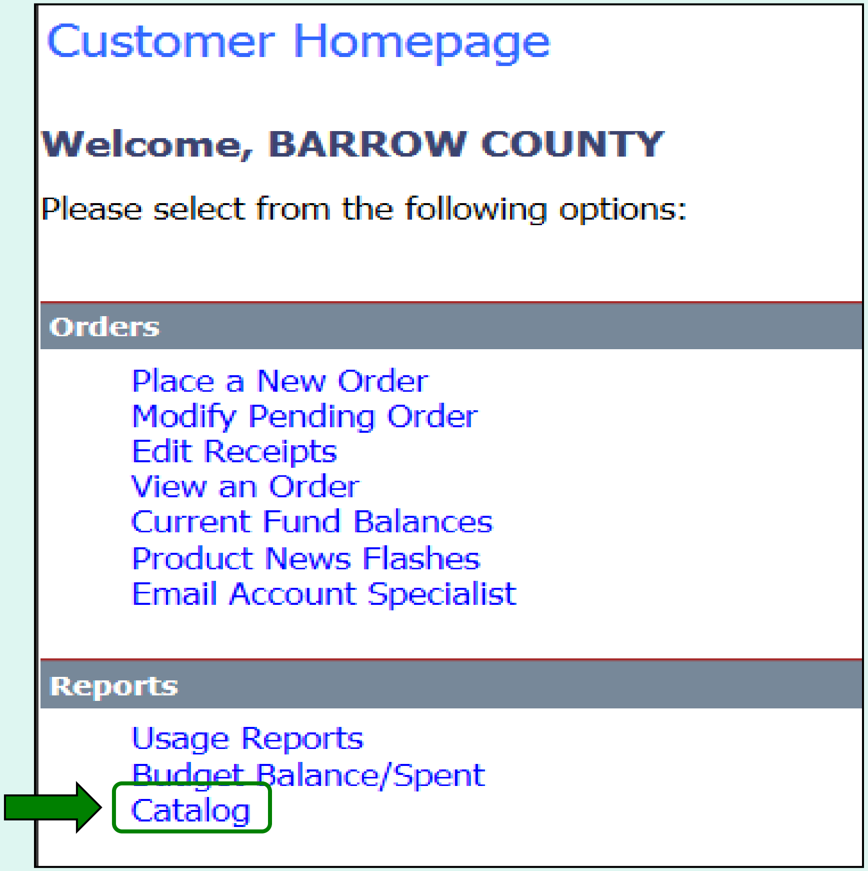
State Name	District Code	District Name	Customer Code
GA			
GA	OGA003	BACON COUNTY	
GA	OGA003	BACON COUNTY	YGA0A8
GA	OGA003	BACON COUNTY	YGA1X1
GA	OGA003	BACON COUNTY	YGA307
GA	OGA003	BACON COUNTY	YGA308
GA	OGA003	BACON COUNTY	YGA309
GA	OGA003	BACON COUNTY	YGAXY1

Budget year starting: October 01, 2015			Program: SFSP				
State Name	**District Code**	**District Name**	**Customer Code**	**Customer Name**	**Federal Entitlement**	**Federal Spent Funds**	**Federal Balance**
MD					15,000,000.00	1,759,826.34	13,240,173.66
MD	OMDD2S	DISTRICT 2 (MD), MD			0.00	0.00	0.00
MD	OMDD2S	DISTRICT 2 (MD), MD	YMD915		0.00	0.00	0.00

Export to Excel (data only)

EXAMPLE: Budget/Balance Spent Report

Catalog



Customer Homepage

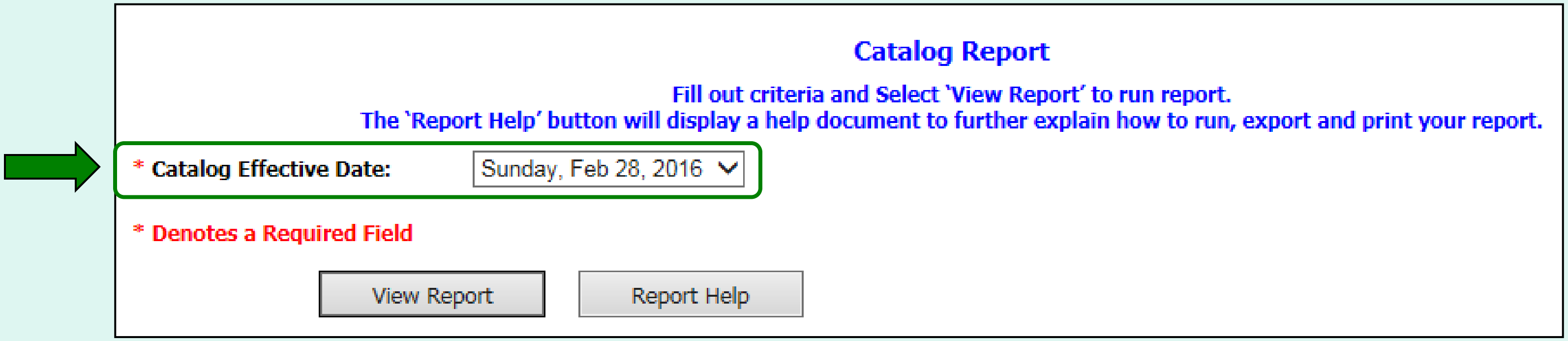
Welcome, BARROW COUNTY

Please select from the following options:

Orders
Place a New Order
Modify Pending Order
Edit Receipts
View an Order
Current Fund Balances
Product News Flashes
Email Account Specialist
Reports
Usage Reports
Budget Balance/Spent
Catalog

In the Customer Homepage, select the **Catalog** link under the ‘Reports’ menu.

Catalog



Catalog Report

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

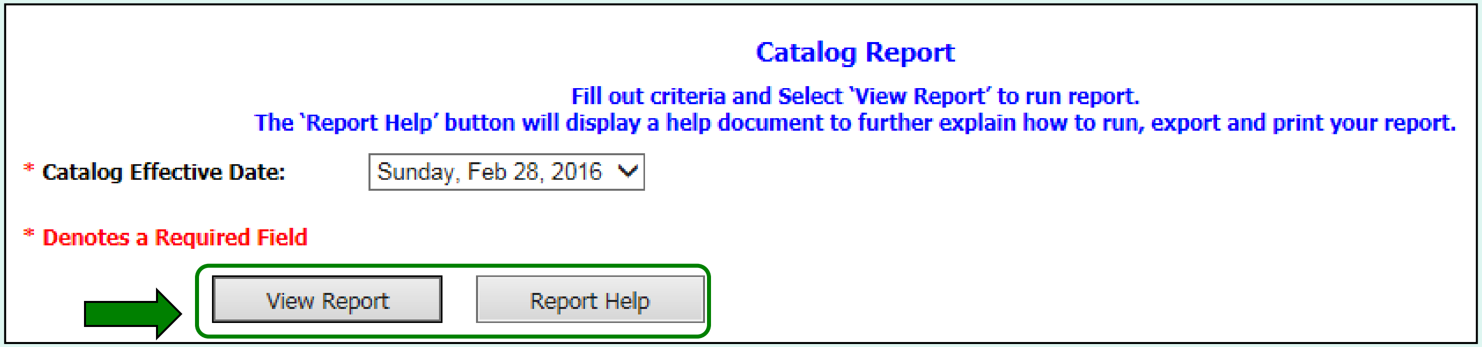
* Catalog Effective Date: Sunday, Feb 28, 2016

* Denotes a Required Field

Choose from the 'Catalog Effective Date' dropdown list.

Note: This date is required.

Catalog



Catalog Report

Fill out criteria and Select 'View Report' to run report.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

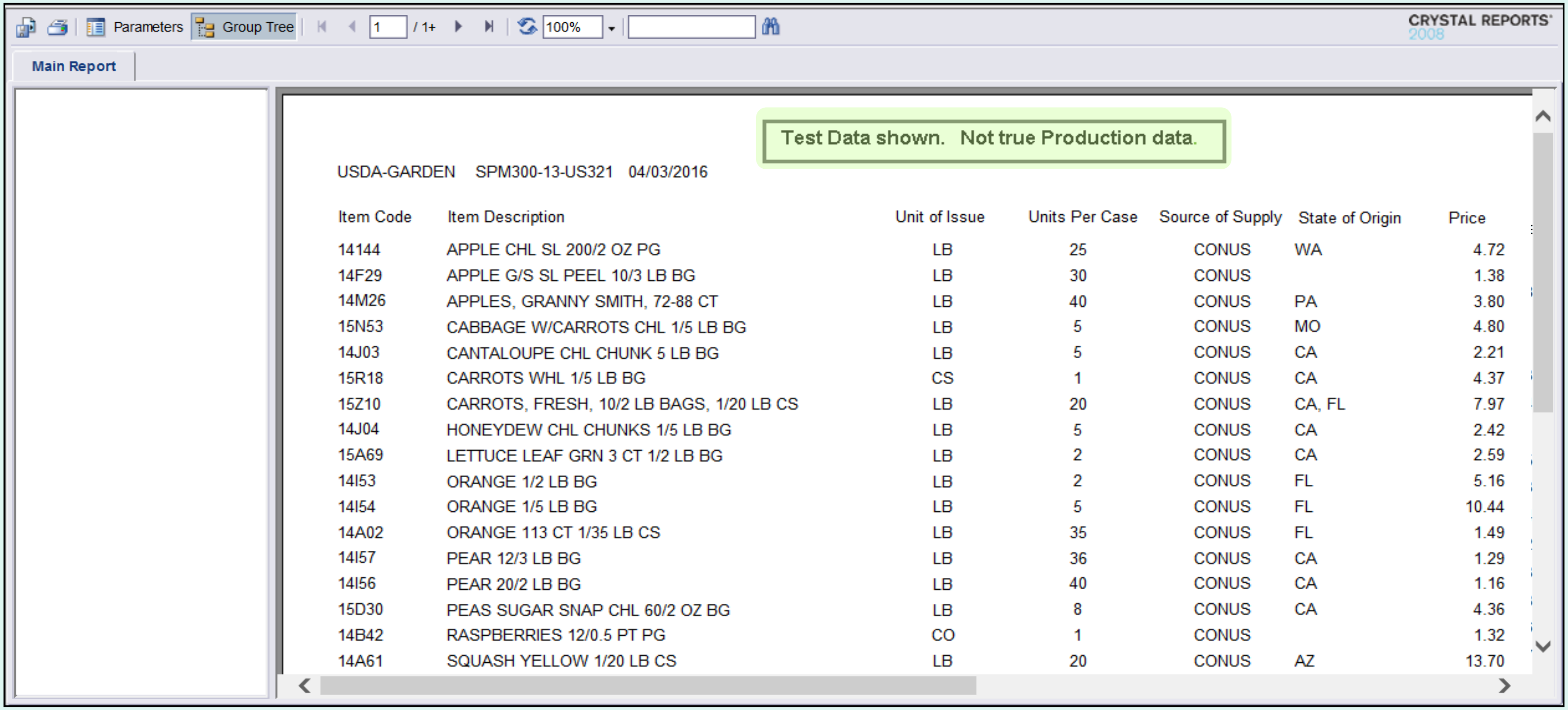
* Catalog Effective Date: Sunday, Feb 28, 2016

* Denotes a Required Field

Select **View Report** to apply the selected criteria and open the report interface.

To view a help document that explains how to work with the reports, select **Report Help**.

Catalog



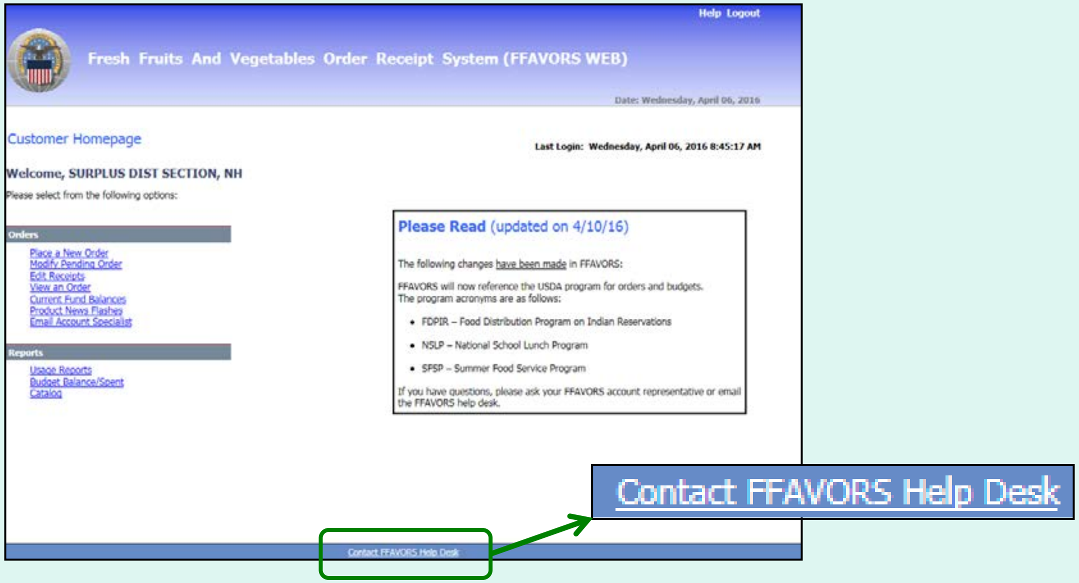
Test Data shown. Not true Production data.

USDA-GARDEN SPM300-13-US321 04/03/2016

Item Code	Item Description	Unit of Issue	Units Per Case	Source of Supply	State of Origin	Price
14144	APPLE CHL SL 200/2 OZ PG	LB	25	CONUS	WA	4.72
14F29	APPLE G/S SL PEEL 10/3 LB BG	LB	30	CONUS		1.38
14M26	APPLES, GRANNY SMITH, 72-88 CT	LB	40	CONUS	PA	3.80
15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	LB	5	CONUS	MO	4.80
14J03	CANTALOUPE CHL CHUNK 5 LB BG	LB	5	CONUS	CA	2.21
15R18	CARROTS WHL 1/5 LB BG	CS	1	CONUS	CA	4.37
15Z10	CARROTS, FRESH, 10/2 LB BAGS, 1/20 LB CS	LB	20	CONUS	CA, FL	7.97
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	LB	5	CONUS	CA	2.42
15A69	LETTUCE LEAF GRN 3 CT 1/2 LB BG	LB	2	CONUS	CA	2.59
14I53	ORANGE 1/2 LB BG	LB	2	CONUS	FL	5.16
14I54	ORANGE 1/5 LB BG	LB	5	CONUS	FL	10.44
14A02	ORANGE 113 CT 1/35 LB CS	LB	35	CONUS	FL	1.49
14I57	PEAR 12/3 LB BG	LB	36	CONUS	CA	1.29
14I56	PEAR 20/2 LB BG	LB	40	CONUS	CA	1.16
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	LB	8	CONUS	CA	4.36
14B42	RASPBERRIES 12/0.5 PT PG	CO	1	CONUS		1.32
14A61	SQUASH YELLOW 1/20 LB CS	LB	20	CONUS	AZ	13.70

EXAMPLE: Catalog Report

Contact FFAVORS Help Desk


Help Logout
Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)
Date: Wednesday, April 06, 2016
Customer Homepage
Orders
Place a New Order
Modify Pending Order
Edit Receipts
View an Order
Current Fund Balances
Product News Flashes
Email Account Specialist
Reports
Usage Reports
Budget Balance/Spent
Catalog
Contact FFAVORS Help Desk
Contact FFAVORS Help Desk

Last Login: Wednesday, April 06, 2016 8:45:17 AM

Welcome, SURPLUS DIST SECTION, NH

Please select from the following options:

Please Read (updated on 4/10/16)

The following changes have been made in FFAVORS:

FFAVORS will now reference the USDA program for orders and budgets.
The program acronyms are as follows:

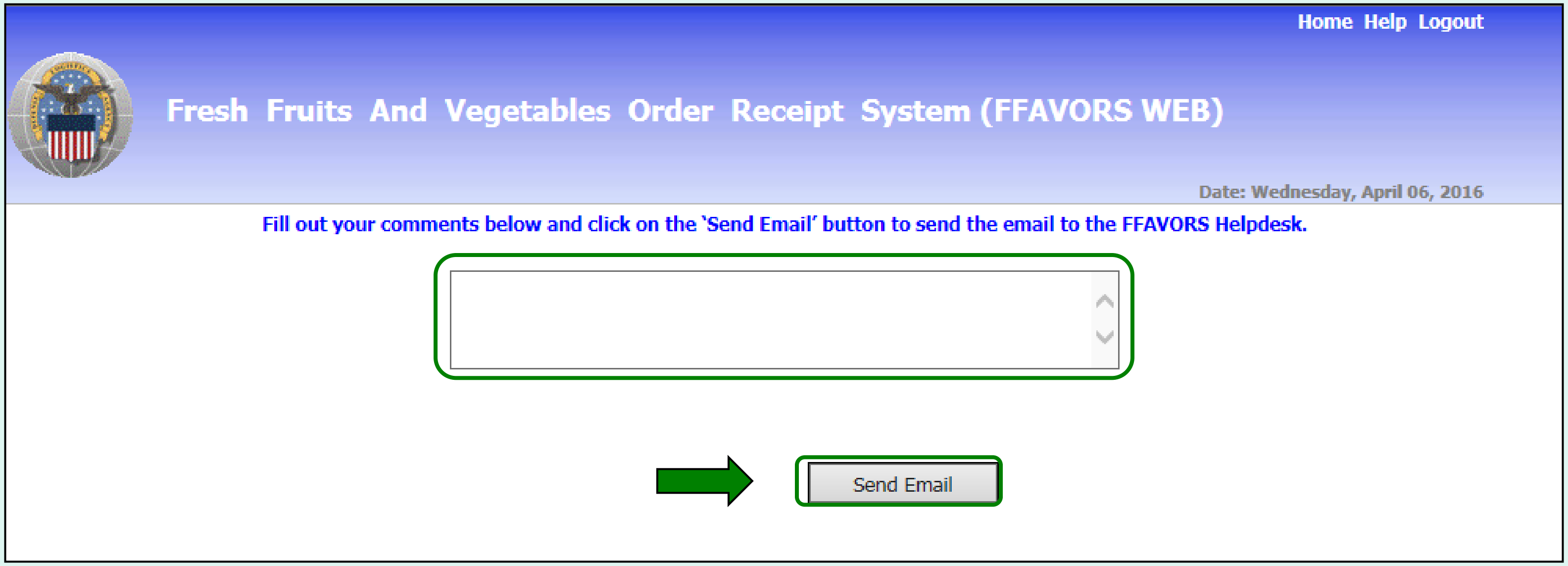
- FDPIR – Food Distribution Program on Indian Reservations
- NSLP – National School Lunch Program
- SFSP – Summer Food Service Program

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk.

Users may send a message to the FFAVORS support team from nearly any screen. Select the **Contact FFAVORS Help Desk** link at the bottom of the webpage.

Note: Please use the ***Email Account Specialist*** *link for order-related questions.*

Contact FFAVORS Help Desk


Home Help Logout
Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)
Date: Wednesday, April 06, 2016

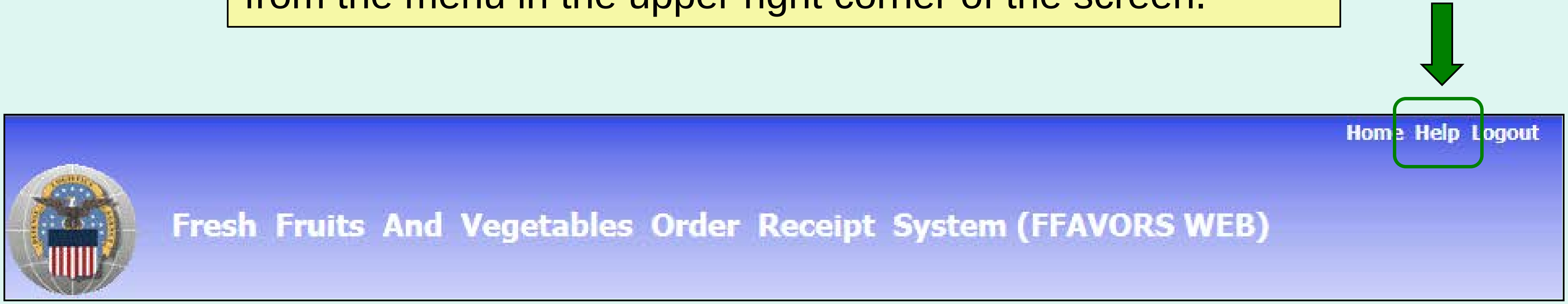
Fill out your comments below and click on the 'Send Email' button to send the email to the FFAVORS Helpdesk.

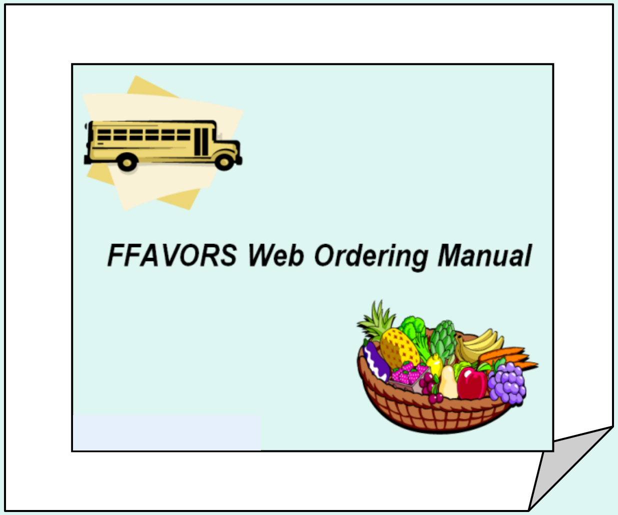
Send Email

Enter any questions or comments in the message block and select **Send Email**.

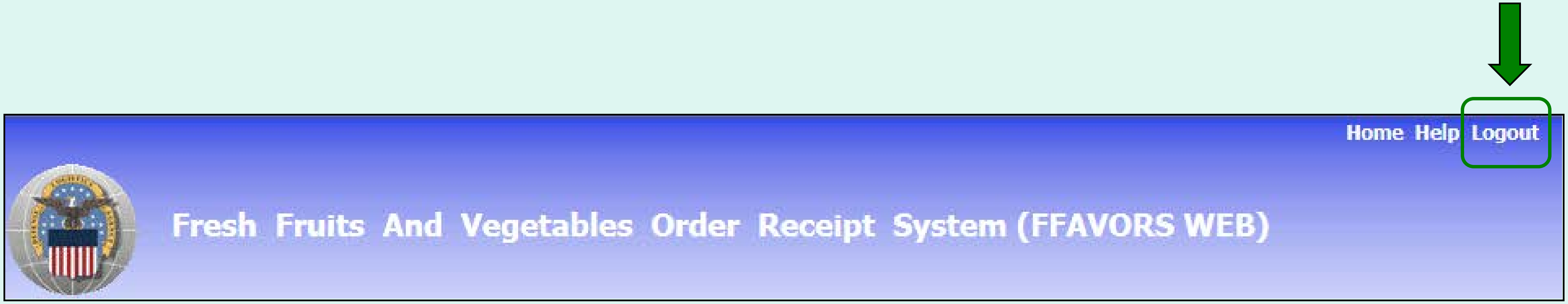
Help

To view the most current version of this manual select **Help** from the menu in the upper right corner of the screen.


Home Help Logout
Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)


FFAVORS Web Ordering Manual

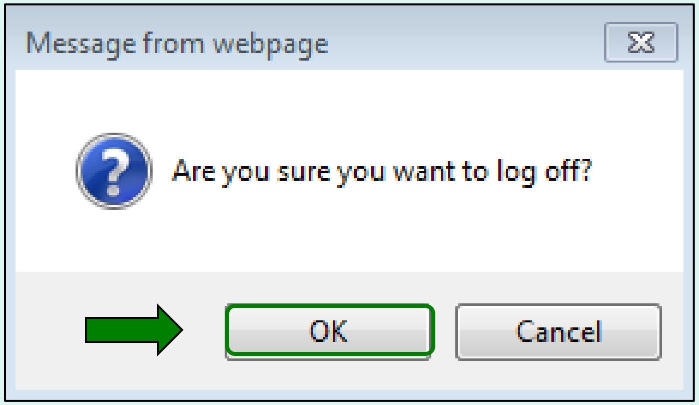
Logout



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

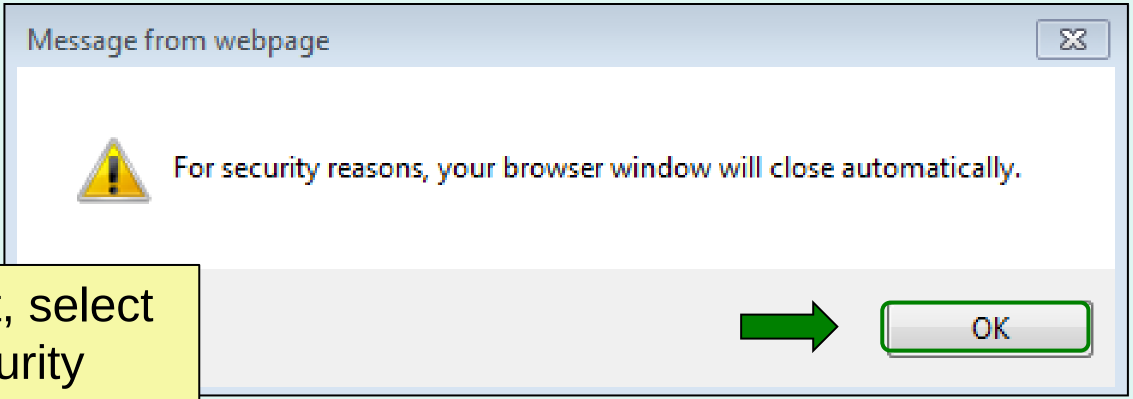
To exit FFAVORS, select **Logout** from the menu in the upper right corner of the screen.

Logout


Message from webpage
OK
Cancel

Are you sure you want to log off?

At the first prompt, select **OK** to confirm logout.


Message from webpage
OK

For security reasons, your browser window will close automatically.

At the second prompt, select **OK** to accept the security requirement and close the browser window.