

FFAVORS: Fresh Fruits and Vegetables Order Receipt System



Customer Ordering Manual

Updated 9/30/2018

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What is FFAVORS?

The Fresh Fruit and Vegetable Order/Receipt System (FFAVORS) is a web application used to order produce through the [USDA DOD Fresh Program](#). This manual focuses on the transactions and tools available to non-DOD customers, such as schools, tribes, and summer meal sites.

FFAVORS Access

Navigate to this address in the browser:

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

The screenshot displays the USDA Food and Nutrition Service website. The header includes the USDA logo and navigation links: About FNS, Ask the Expert, Contact Us, Other Languages, and En Español. A search bar is located in the top right. Below the header is a navigation menu with links for Programs, Data, Newsroom, Research, Forms, and Grants. Social media icons for Facebook, Twitter, YouTube, Email, Flickr, and RSS are also present. The main content area is titled "Food Distribution" and features a "Print" button. The primary heading is "Fresh Fruits and Vegetables Order Receipt System (FFAVORS)".

Programs and Services

- > USDA Foods Processing
- > Commodity Supplemental Food Program (CSFP)
- > USDA 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
- > Program Fact Sheets
- > State Contacts
- > Web Based Supply Chain Management (WBSCM)

Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

Maintenance Notice

FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. The site may be unavailable for periods during this maintenance time.

IDs and Passwords

For access to FFAVORS, your current Department of Defense (DoD) Account Manager, DoD Field Representative, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS.

Once added to FFAVORS, an email notification to the user with step by step instructions on how to create the eAuthentication account will be generated. Without the profile in FFAVORS, the user will not gain access to the application. For those that have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

- [FFAVORS Login](#)
- [Reset USDA eAuthentication Password](#)

FFAVORS Login

The screenshot displays the USDA Food and Nutrition Service website. At the top left is the USDA logo and the text "United States Department of Agriculture Food and Nutrition Service". To the right are navigation links: "About FNS", "Ask the Expert", "Contact Us", "Other Languages", and "En Español". Below this is a search bar with a "Search" button. A horizontal menu contains "Programs", "Data", "Newsroom", "Research", "Forms", and "Grants". On the right side, there are links for "Site Map", "Advanced Search", "Help", "Search Tips", and "A to Z Map", along with social media icons for Facebook, Twitter, YouTube, Email, Flickr, and RSS. A "Print" button is also present.

Programs and Services

- > USDA Foods Processing
- > Commodity Supplemental Food Program (CSFP)
- > USDA DoD Fresh Fruit & Vegetable Program
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If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

- **FFAVORS Login**
- Reset USDA eAuthentication Password

Select FFAVORS Login.

FFAVORS Login

eAuthentication Login

LincPass (PIV) ?	User ID & Password ?
<p>CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)</p> 	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>I forgot my User ID Password</p> <p><input type="button" value="REGISTER"/> <input type="button" value="LOGIN"/></p> <p>Change my Password</p>

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:
 - 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.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - 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.

Tips:

- Passwords expire every 60 days.
- Avoid saving passwords in the browser.
- Make sure CAPS Lock is not activated to avoid difficulties.

FFAVORS Login

eAuthentication Login

LincPass (PIV) ?	User ID & Password ?
	User ID: <input type="text"/> Password: <input type="password"/> I forgot my User ID Password REGISTER LOGIN Change my Password

WARNING

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- By using this information system, you understand and consent to the following:
 - 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.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - 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.

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

About FNS | Ask the Expert | Contact Us | Other Languages | En Español

Search

Programs | Data | Newsroom | Research | Forms | Grants

Site Map | Advanced Search | Help | Search Tips | A to Z Map

Facebook | Twitter | YouTube | Email | Flickr | RSS

Food Distribution [Print](#)

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

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.

Once added to FFAVORS, an email notification to the user with step by step instructions on how to create the eAuthentication account will be generated. Without the profile in FFAVORS, the user will not gain access to the application. For those that have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Speed

- FFAVORS Login
- Reset USDA eAuthentication Password**

Select Reset USDA eAuthentication Password.

Programs and Services

- > USDA Foods Processing
- > Commodity Supplemental Food Program (CSFP)
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- > Child Nutrition USDA Foods Programs
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Food Distribution Resources

- > USDA Foods Available Lists
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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 clicks **Yes** to 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

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?



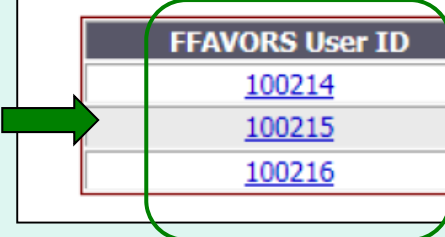
Yes No

[Privacy/Security Notice](#) | [Section 508 Compliance](#) | [Contact Webmaster](#)

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

User Registration

Application User Data

User ID: 100215

Email Address:

First Name: TODD

Last Name: JONES

Citizenship: United States

Designation Of Person: Civilian

Customer Demographics

Customer Code: YVA625

Customer Name: FOREST ELEMENTARY

County Code: 044

County: BEDFORD

Address 1: 1 SCHOLAR LANE

Address 2:

City: FOREST

State: Virginia

Zip Code: 24551

Confirm that the Application User Data appears correct. The user may update the email address, if needed.

If the Customer Demographics data is incorrect or other changes are required, select **Exit** and contact the [DLA Account Specialist](#) or the [FFAVORS Help Desk](#) to assist with linkage issues between the eAuthentication and FFAVORS.

User Agreement & Registration

User Registration

Application User Data

User ID: 100215

Email Address:

First Name: TODD

Last Name: JONES

Citizenship: United States

Designation Of Person: Civilian

Customer Demographics

Customer Code: YVA625

Customer Name: FOREST ELEMENTARY

County Code: 044

County: BEDFORD


Address 1: 1 SCHOLAR LANE

Address 2:

City: FOREST

State: Virginia


Zip Code: 24551

Select Register. 

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.

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Thursday, September 27, 2018

Customer Homepage

Last Login: Tuesday, June 19, 2018 12:23:46 PM

Welcome, **SURPLUS DIST SECTION, NH**

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](#)
- [Customer Listing](#)

My Profile

- [My Profile](#)

Please Read (updated on 9/30/18)

The following changes have been made in FFAVORS:

- Your vendor's Minimum Order amount now appears on Ordering screens. If your order falls below the minimum amount, a message will appear on the order confirmation screen as a reminder that the vendor could reject the order unless prior arrangements are made.

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



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Thursday, September 27, 2018

Customer Homepage

Last Login: Tuesday, June 19, 2018 12:23:46 PM

Welcome, SURPLUS DIST SECTION, NH

Please select from the following options:

Orders

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Please Read (updated on 9/30/18)

The following changes have been made in FFAVORS:

- Your vendor's Minimum Order amount now appears on Ordering screens. If your order falls below the minimum amount, a message will appear on the order confirmation screen as a reminder that the vendor could reject the order unless prior arrangements are made.

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

Check for important announcements.

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.



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	24	25	26	27	28	29
<i>Catalog Created</i>	<i>Today</i>					

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	24	25	26	27	28	29
<i>Catalog Created</i>				<i>Today</i>		

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

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

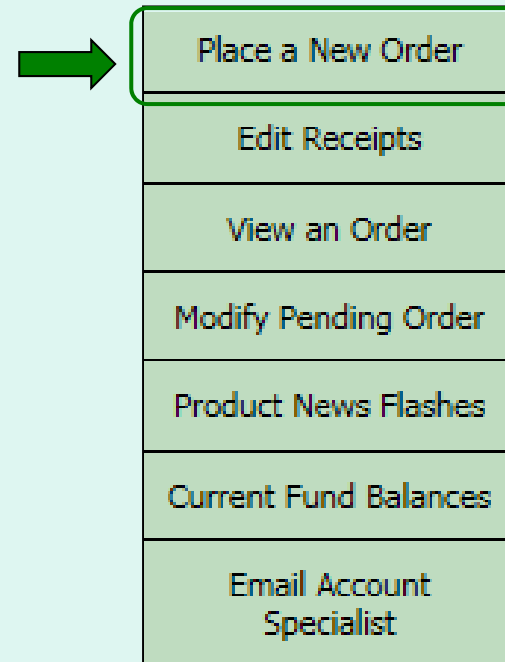


The screenshot shows a navigation menu with three main sections: Orders, Reports, and My Profile. The 'Orders' section is highlighted with a dark grey header and contains the following links: Place a New Order, Modify Pending Order, Edit Receipts, View an Order, Current Fund Balances, Product News Flashes, and Email Account Specialist. A green arrow points to the 'Place a New Order' link, which is also enclosed in a green rounded rectangle.

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
Customer Listing

My Profile
My Profile



A vertical green menu with rounded corners and a thin border. The top item, 'Place a New Order', is highlighted with a green rounded rectangle and a green arrow points to it from the left. The other items in the menu are: Edit Receipts, View an Order, Modify Pending Order, Product News Flashes, Current Fund Balances, and Email Account Specialist.

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 **Place a New Order** link on the green menu on the left.

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: [Dropdown Menu]

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



The screenshot shows the 'Customer Selection Screen' of the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. The page has a blue header with the system name and a date of 'Tuesday, February 16, 2016'. A logo is visible on the left. The main content area is white and contains the following elements: a title 'Customer Selection Screen', a bold instruction 'Select the Customer:', a label 'District/Customer:' followed by the text 'BARROW COUNTY', a label 'Customer:' followed by a dropdown menu showing 'YGA310 - AUBURN #ELEMENTARY', and a 'Proceed' button. A green arrow points to the 'Proceed' button. At the bottom, there is a link to 'Contact FFAVORS Help Desk'.

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>

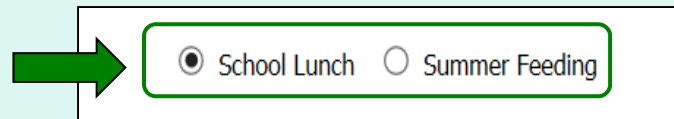
AUBURN ELEMENTARY

District Header:

<District> Ordering for *<Customer>*

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place a New Order



School Lunch Summer Feeding

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

Place a New Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 TECHNOLOGY BRANCH
The minimum order for this vendor is \$199

Select the Requested Delivery Date for your order:

Requested Delivery Date : ▼

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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 TECHNOLOGY BRANCH for delivery on 10/4/2018

The minimum order for this vendor is \$199

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$800.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$0.00
Remaining Balance	\$0.00	\$800.00

The vendor's minimum order value and the available 'Fund Balance' for the selected program are 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/remaining balance does not apply to tribes and military customers.

Place a New Order

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
<input type="text"/>	14144	APPLE CHL SL 200/2 OZ PG *** LOCAL GROWN ***	25 LB	\$3.57	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M32	CARROT 12/2 LB BG *** LOCAL GROWN ***	24 LB	\$12.44	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M33	CARROT WHL 1/5 LB BG *** LOCAL GROWN ***	5 LB	\$3.50	DE, VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	35569	EGGS, SHELL, FRESH, DZ MED	15 CO	\$7.25		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15D24	LEMON 12 CT 1/2 LB BG	2 LB	\$12.00		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15A27	LETTUCE CHL ROMAINE CROWNS 1/10 LB CS *** LOCAL GROWN ***	10 LB	\$9.99	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Place a New 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
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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'.

Place a New Order

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). At the bottom of the list, enter the keyword(s), and select **Search**. To undo the filter, select **Show All**.

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

Place a New Order

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

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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.

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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.

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> 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

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

The items and quantities in the current shopping cart are displayed at the top of the screen. The 'Fund Balance' table shows the current cart total.

Place a New Order

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

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.

Place a New Order

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.

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
<input type="text"/>	14144	APPLE CHL SL 200/2 OZ PG *** LOCAL GROWN ***	25 LB	\$3.57	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M32	CARROT 12/2 LB BG *** LOCAL GROWN ***	24 LB	\$12.44	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M33	CARROT WHL 1/5 LB BG *** LOCAL GROWN ***	5 LB	\$3.50	DE, VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	35569	EGGS,SHELL,FRESH,DZ MED	15 CO	\$7.25		<input checked="" type="radio"/> Fed <input type="radio"/> State

Tools for [sorting](#) and [searching](#) the list of available items are available. Click **Add Items to Cart** to apply changes to the cart.

Description Item Code

Place a New Order

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

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.

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:

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

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

Note: This cannot be undone.

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:

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.

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:

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

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

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

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

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

Place a New Order

On the 'Order Confirmation Screen' verify the order data, including items, quantities, fund availability to cover the cost of this order. If the vendor's minimum order value is not met, a message displays below the 'Fund Balance' table.

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

This order may not be accepted by the vendor because it falls below the minimum dollar value of \$50. To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.

Confirm Order

Continue Shopping

Place a New Order

To make changes to the order, select the **Continue Shopping** button to return to the [shopping cart](#).

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

This order may not be accepted by the vendor because it falls below the minimum dollar value of \$50. To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.

Confirm Order

Continue Shopping

Place a New Order

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

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

This order may not be accepted by the vendor because it falls below the minimum dollar value of \$50. To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.

Confirm Order

Continue Shopping

Place a New Order

Order Successfully Created.							
AUBURN ELEMENTARY							
Thank you! Your order has been placed!							
Order Detail							
Order Summary For:	YVA671						
Order Confirmation Number:	F18270000006						
Program:	NSLP						
Requested Delivery Date:	Oct 04, 2018						
Order Date:	Sep 27, 2018						
CART							
ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="2"/>	\$10.24	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="3"/>	\$37.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="2"/>	\$13.78	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="2"/>	\$5.90	CT	<input checked="" type="radio"/> Fed <input type="radio"/> 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.

If you have opted in via [My Profile](#), you will receive email notification for the new order.

Place a New Order

Order Successfully Created.

AUBURN ELEMENTARY

Thank you! Your order has been placed!

Order Detail	
Order Summary For:	YVA671
Order Confirmation Number:	F18270000006
Program:	NSLP
Requested Delivery Date:	Oct 04, 2018
Order Date:	Sep 27, 2018

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="2"/>	\$10.24	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="3"/>	\$37.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="2"/>	\$13.78	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="2"/>	\$5.90	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

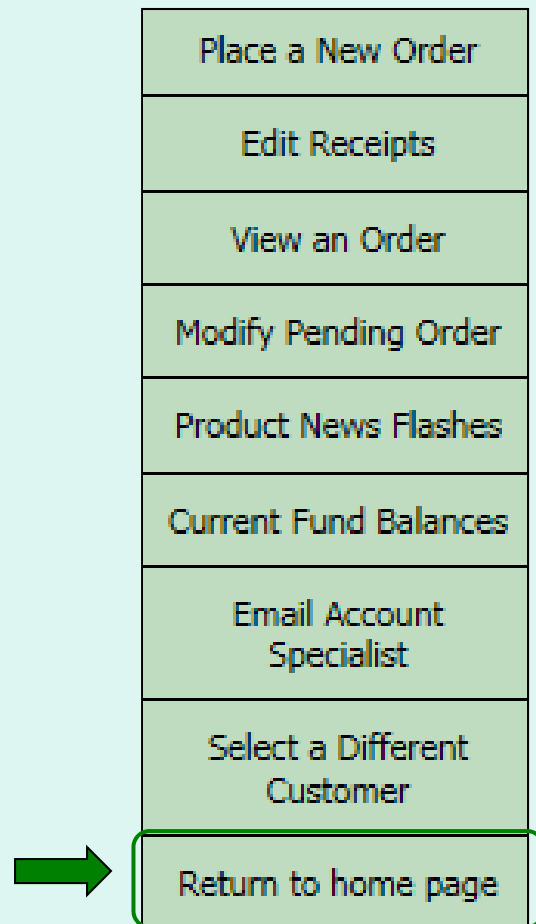
Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$78.52
Remaining Balance	\$0.00	\$151.48

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

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.

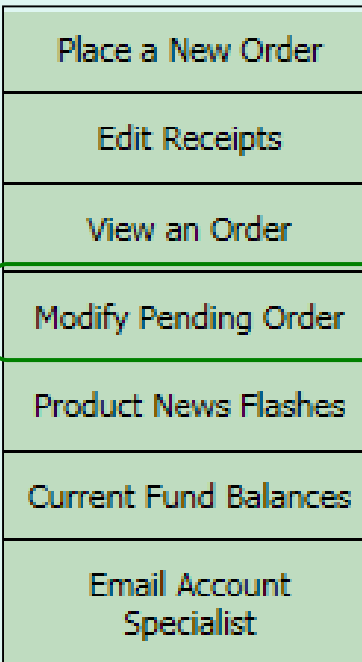
Modify Pending Order

Customer Homepage

From the Customer Homepage, select the **Modify a Pending Order** link under the 'Orders' menu.



The screenshot shows a navigation menu with three main sections: Orders, Reports, and My Profile. The 'Orders' section is highlighted with a dark grey header and contains the following links: Place a New Order, **Modify Pending Order** (highlighted with a green box and a green arrow), Edit Receipts, View an Order, Current Fund Balances, Product News Flashes, and Email Account Specialist. The 'Reports' section contains Usage Reports, Budget Balance/Spent, Catalog, and Customer Listing. The 'My Profile' section contains My Profile.









A vertical menu with the following items: Place a New Order, Edit Receipts, View an Order, **Modify Pending Order** (highlighted with a green box and a green arrow), Product News Flashes, Current Fund Balances, and 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			
						

Modify Pending Order

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN
The minimum order for this vendor is \$50

Please select an order to modify

Requested Delivery Date : ▼

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

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN
The minimum order for this vendor is \$50

Order Detail	
Order Summary For:	YVA671
Order Confirmation Number:	F18270000006
Program:	NSLP
Requested Delivery Date:	10/04/2018
Order Date:	09/27/2018

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A15	APPLE G/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.12	2	\$10.24	PA	Federal
14A14	APPLE R/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.55	2	\$11.10	PA	Federal
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG (Local Grown)	30 LB	\$12.50	3	\$37.50	VA	Federal
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	2	\$13.78	VA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	2	\$5.90	CT	Federal

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$78.52
Remaining Balance	\$0.00	\$151.48



Delete Order

Modify RDD


Modify Order

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

Modify Pending Order

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.

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State



Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

Modify Pending Order

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.


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
<input type="text"/>	14144	APPLE CHL SL 200/2 OZ PG *** LOCAL GROWN ***	25 LB	\$3.57	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M32	CARROT 12/2 LB BG *** LOCAL GROWN ***	24 LB	\$12.44	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M33	CARROT WHL 1/5 LB BG *** LOCAL GROWN ***	5 LB	\$3.50	DE, VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	35569	EGGS,SHELL,FRESH,DZ MED	15 CO	\$7.25		<input checked="" type="radio"/> Fed <input type="radio"/> State

Tools for [sorting](#) and [searching](#) the list of available items are available. Click **Add Items to Cart** to apply changes to the cart.

Description Item Code



Modify Pending Order

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN for delivery on 10/4/2018
The minimum order for this vendor is \$50

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> 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

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN for delivery on 10/4/2018
The minimum order for this vendor is \$50

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

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

Modify Pending Order

On the 'Order Confirmation Screen' verify the order data, including items, quantities, fund availability to cover the cost of this order. If the vendor's minimum order value is not met, a message displays below the 'Fund Balance' table.

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

This order may not be accepted by the vendor because it falls below the minimum dollar value of \$50. To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.

Modify Pending Order

To make changes to the order, select the **Continue Shopping** button to return to the [shopping cart](#).

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="1"/>	\$5.12	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="1"/>	\$12.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="1"/>	\$6.89	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="1"/>	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$38.56
Remaining Balance	\$0.00	\$191.44

This order may not be accepted by the vendor because it falls below the minimum dollar value of \$50. To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.

Confirm Order

Continue Shopping

Modify Pending Order

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

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
14A15	APPLE G/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.12	<input type="text" value="2"/>	\$10.24	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A14	APPLE R/D 163 CT 1/40 LB CS *** LOCAL GROWN ***	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG *** LOCAL GROWN ***	30 LB	\$12.50	<input type="text" value="3"/>	\$37.50	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="2"/>	\$13.78	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="2"/>	\$5.90	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$78.52
Remaining Balance	\$0.00	\$151.48



Confirm Order

Continue Shopping

Modify Pending Order

Order Successfully Modified.

AUBURN ELEMENTARY

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

Order Detail	
Order Summary For:	YVA671
Order Confirmation Number:	F18270000006
Program:	NSLP
Requested Delivery Date:	Oct 04, 2018
Order Date:	Sep 27, 2018

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$5.55	<input type="text" value="2"/>	\$11.10	PA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG	30 LB	\$12.50	<input type="text" value="4"/>	\$50.00	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	<input type="text" value="2"/>	\$13.78	VA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	<input type="text" value="2"/>	\$5.90	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State

Confirmation of the change is displayed at the top of the screen. If you have opted in via [My Profile](#), you will receive email notification for the modified order.

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



Modify Another Order

Modify Pending Order

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN
The minimum order for this vendor is \$50

Order Detail	
Order Summary For:	YVA671
Order Confirmation Number:	F18270000006
Program:	NSLP
Requested Delivery Date:	10/04/2018
Order Date:	09/27/2018

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A15	APPLE G/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.12	2	\$10.24	PA	Federal
14A14	APPLE R/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.55	2	\$11.10	PA	Federal
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG (Local Grown)	30 LB	\$12.50	3	\$37.50	VA	Federal
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	2	\$13.78	VA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	2	\$5.90	CT	Federal

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$78.52
Remaining Balance	\$0.00	\$151.48



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

Modify Pending Order

Select a new RDD from the available dates in the dropdown list.

Order for US321 USDA-GARDEN for delivery on 10/4/2018
The minimum order for this vendor is \$50

Select the new requested delivery date for your order:

Requested Delivery Date :

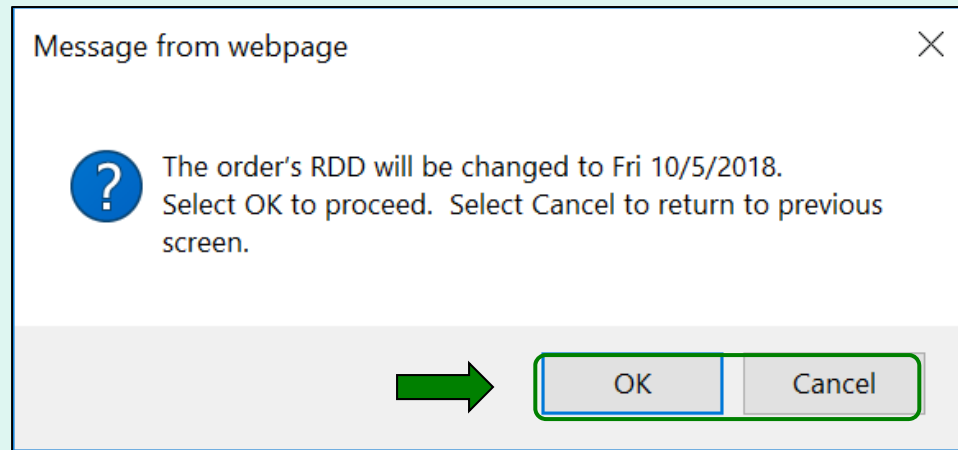
Original Order Date = 9/27/2018
Original RDD = 10/4/2018

Then, select the **Modify Date** button.

Order for US321 USDA-GARDEN for delivery on 10/2/2018
The minimum order for this vendor is \$50

Requested Delivery Date :

Modify Pending Order



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

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN for delivery on 10/5/2018
The minimum order for this vendor is \$50

Requested Delivery Date : Fri 10/5/2018 ▼

Modify Date

Confirmation of the change is displayed at the top of the screen. If you have opted in via [My Profile](#), you will receive email notification for the modified order.

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

AUBURN ELEMENTARY

Order for US321 USDA-GARDEN
The minimum order for this vendor is \$50

Order Detail	
Order Summary For:	YVA671
Order Confirmation Number:	F18270000006
Program:	NSLP
Requested Delivery Date:	10/04/2018
Order Date:	09/27/2018

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A15	APPLE G/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.12	2	\$10.24	PA	Federal
14A14	APPLE R/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.55	2	\$11.10	PA	Federal
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG (Local Grown)	30 LB	\$12.50	3	\$37.50	VA	Federal
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	2	\$13.78	VA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	2	\$5.90	CT	Federal

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$230.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$78.52
Remaining Balance	\$0.00	\$151.48



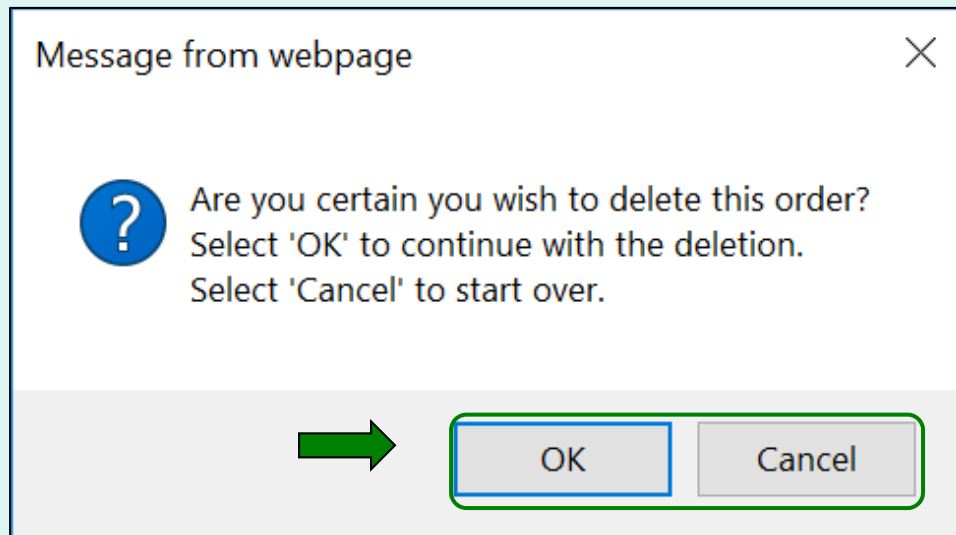
Delete Order

Modify RDD

Modify Order

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

Modify Pending Order



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.*

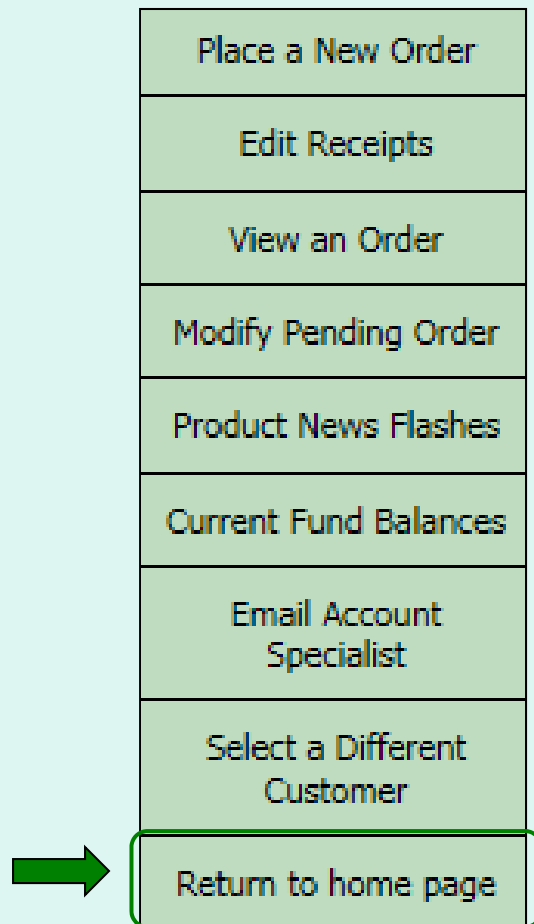
Modify Pending Order

Confirmation of the change is displayed at the top of the screen. If you have opted in via [My Profile](#), you will receive email notification for the modified order.

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.

Order has been deleted							
AUBURN ELEMENTARY							
Order for US321 USDA-GARDEN for delivery on 10/5/2018							
The minimum order for this vendor is \$50							
Order Detail							
Order Summary For:		YVA671					
Order Confirmation Number:		F18270000006					
Program:		NSLP					
Requested Delivery Date:		10/05/2018					
Order Date:		09/27/2018					
Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A14	APPLE R/D 163 CT 1/40 LB CS (Local Grown)	40 LB	\$5.55	2	\$11.10	PA	Federal
15A29	LETTUCE CHL ICEBERG TRM 6 CT 4/7.5 LB PG (Local Grown)	30 LB	\$12.50	4	\$50.00	VA	Federal
15P58	PEPPER SWT YELBELL LG 1/11LBCS	11 LB	\$6.89	2	\$13.78	VA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	2	\$5.90	CT	Federal
Fund Balance for NSLP							
	State \$	Federal \$					
Starting Balance	\$0.00	\$230.00					
Spent, Previous Orders	\$0.00	\$0.00					
Cost, This Order	\$0.00	\$0.00					
Remaining Balance	\$0.00	\$230.00					

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.

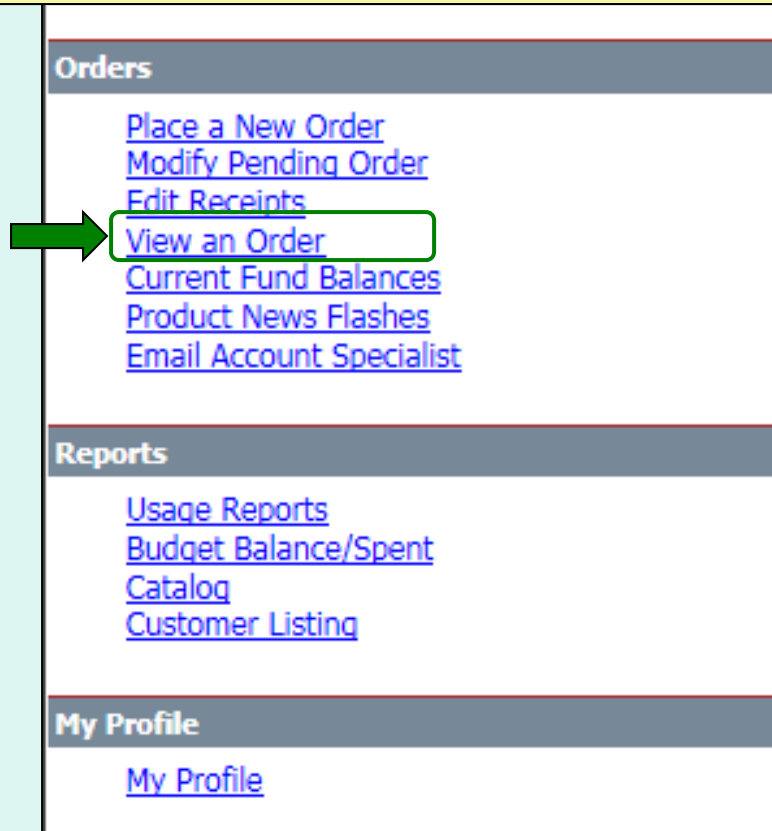
District users only: To modify orders or perform other order-related transactions for a different customer, highlight **Select a Different Customer** to return to the customer selection screen.

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

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

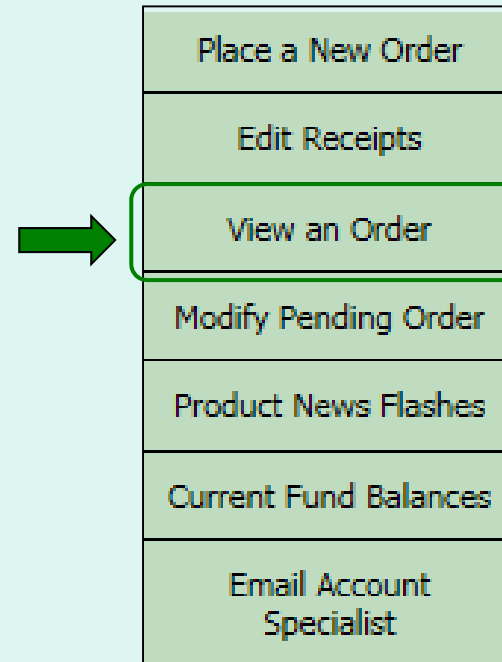


The screenshot shows a navigation menu with three main sections: Orders, Reports, and My Profile. The 'View an Order' link is highlighted with a green box and a green arrow pointing to it from the left.

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
Customer Listing

My Profile
My Profile



The screenshot shows a vertical menu with six items. The 'View an Order' item is highlighted with a green box and a green arrow pointing to it from the left.

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 **View an Order** link on the green menu on the left.

View an Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : ▼

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

View an Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

The order details for selected order are displayed on screen.

Please select an order to VIEW

Requested Delivery Date : Thu 10/4/2018 ▼

View Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F18271000001
Program:	NSLP
Requested Delivery Date:	10/04/2018
Order Date:	09/28/2018
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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	2	2	\$8.60	NH	Federal	N/A
15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	\$4.75	4	4	\$19.00	MA	Federal	N/A
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	2	2	\$8.66	KY	Federal	N/A
14I54	ORANGE 1/5 LB BG	5 LB	\$9.50	4	4	\$38.00	FL	Federal	N/A
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	3	3	\$37.65	GA	Federal	N/A
15T92	STRAWBERRIES 12/1 PT CO	12 LB	\$22.15	4	4	\$88.60	IL	Federal	N/A

Select **Print** to generate a paper copy.

State funds subtotal	\$0.00
Federal funds subtotal	\$200.51
Snack funds subtotal	\$0.00
Total Cost	\$200.51

Print

View an Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : Thu 10/4/2018 ▼

View Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F18271000001
Program:	NSLP
Requested Delivery Date:	10/04/2018
Order Date:	09/28/2018
Order Receipt Date:	

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

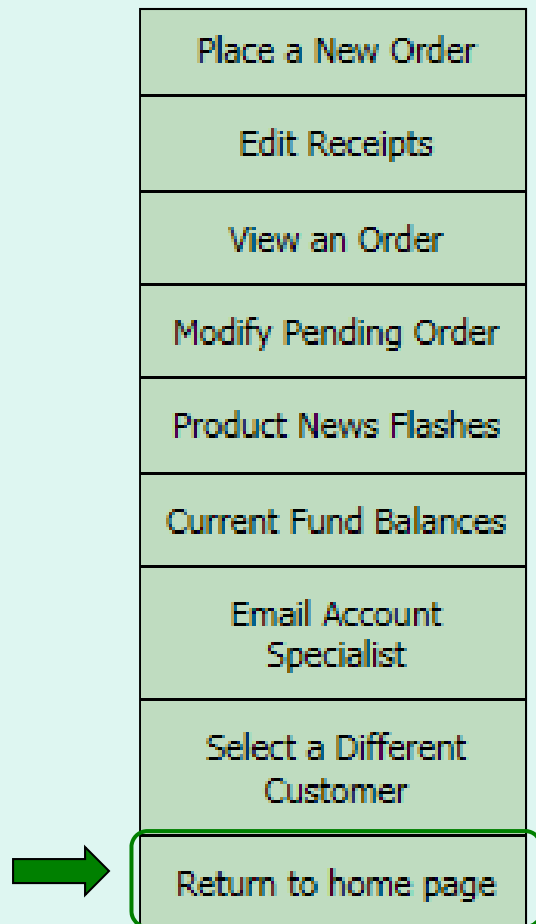
Click [State Abbreviation Lookup](#) for State of Origin reference.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	State Of Origin	Fund Source	Reason Code
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	2	2	\$8.60	NH	Federal	N/A
15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	\$4.75	4	4	\$19.00	MA	Federal	N/A
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	2	2	\$8.66	KY	Federal	N/A
14I54	ORANGE 1/5 LB BG	5 LB	\$9.50	4	4	\$38.00	FL	Federal	N/A
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	3	3	\$37.65	GA	Federal	N/A
15T92	STRAWBERRIES 12/1 PT CO	12 LB	\$22.15	4	4	\$88.60	IL	Federal	N/A

State funds subtotal	\$0.00
Federal funds subtotal	\$200.51
Snack funds subtotal	\$0.00
Total Cost	\$200.51

Print

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 program funds are drawn down based on what is actually received.

Receipting Requirement

Timeline for Receipting

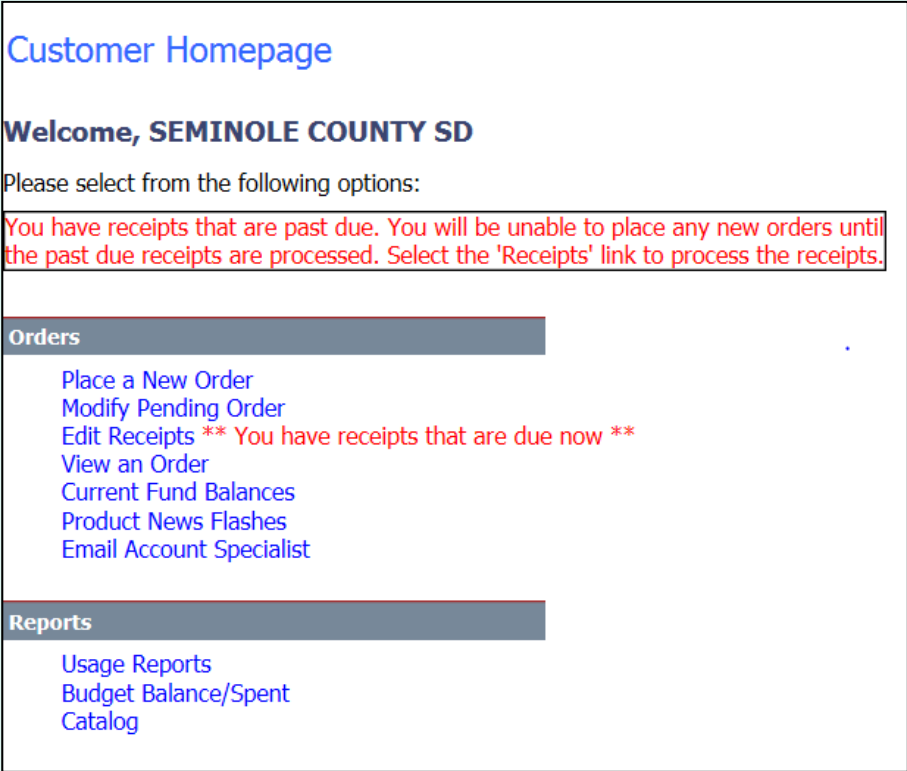
- Receipts become available to be entered on the order's requested delivery date (RDD). If a delivery arrives early, the customer will need to wait until the RDD.
- Receipts should be entered within seven (7) calendar days of the RDD.
- Processed or not, all receipts remain on the 'Edit Receipts' list 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 be placed by (or on behalf of) the customer. The order block is removed after these receipts are entered.
- State users can view all past due receipts for customers within the state via the **Past Due Receipts** link in the 'Orders' menu.
- Contact the [DLA Account Specialist](#) with any questions about receipting or problems with past due receipts.

Receipting Requirement



The screenshot displays the 'Customer Homepage' for SEMINOLE COUNTY SD. It features a welcome message and a list of options. A red warning message is highlighted with a green arrow pointing to it. Another green arrow points to the 'Edit Receipts' link in the 'Orders' section, which is accompanied by a red warning message.

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.

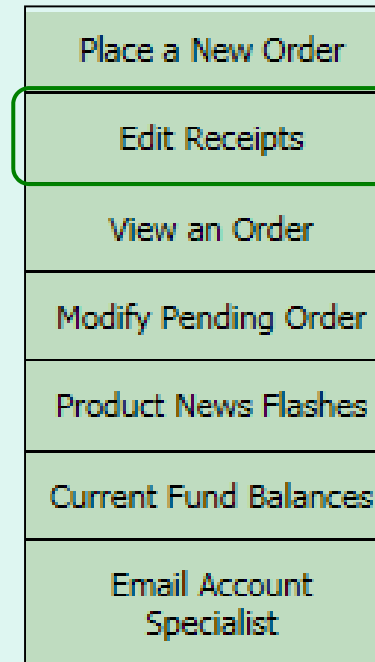
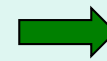
Edit Receipts

Customer Homepage

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



The screenshot shows a navigation menu with three main sections: Orders, Reports, and My Profile. The 'Orders' section is highlighted with a dark grey header and contains the following links: Place a New Order, Modify Pending Order, Edit Receipts (highlighted with a green box and a green arrow pointing to it), View an Order, Current Fund Balances, Product News Flashes, and Email Account Specialist. The 'Reports' section has a dark grey header and contains: Usage Reports, Budget Balance/Spent, Catalog, and Customer Listing. The 'My Profile' section has a dark grey header and contains: My Profile.



The vertical menu contains the following items: Place a New Order, Edit Receipts (highlighted with a green box), View an Order, Modify Pending Order, Product News Flashes, Current Fund Balances, and 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 received 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 received within 7 calendar days of RDD



	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
<input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
<input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
<input type="button" value="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 received within 7 calendar days of RDD




	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
<input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
<input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
<input type="button" value="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 received within 7 calendar days of RDD

	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
 <input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
<input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
<input type="button" value="Edit"/>	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

Edit Receipts

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F18271000002
Program:	NSLP
Requested Delivery Date:	09/18/2018
Order Date:	09/07/2018

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	30	<input type="text" value="30"/>	\$129.00	Federal	<input type="text" value="N/A"/>
14I53	ORANGE 1/2 LB BG	2 LB	\$4.79	10	<input type="text" value="10"/>	\$47.90	Federal	<input type="text" value="N/A"/>
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	<input type="text" value="10"/>	\$21.50	Federal	<input type="text" value="N/A"/>

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$800.00
Spent, Previous Orders	\$0.00	\$200.51
Cost, This Order	\$0.00	\$198.40
Remaining Balance	\$0.00	\$401.09

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

PROCESS Pending Receipt

Go Back to the List of Receipts

Edit Receipts

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

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.

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.	28	28	\$129.00	Federal	TOO GREEN/OVER-RIPE
14I53	ORANGE 1/2 LB BG	2 LB	\$4.	12	12	\$47.90	Federal	ACCEPTED OVERDELIVER
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	10	\$21.50	Federal	N/A

1

2

Edit Receipts

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F18271000002
Program:	NSLP
Requested Delivery Date:	09/18/2018
Order Date:	09/07/2018

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	30	<input type="text" value="28"/>	\$129.00	Federal	TOO GREEN/OVER-RIPE ▾
14I53	ORANGE 1/2 LB BG	2 LB	\$4.79	10	<input type="text" value="12"/>	\$47.90	Federal	ACCEPTED OVERDELIVER ▾
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	<input type="text" value="10"/>	\$21.50	Federal	N/A ▾

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$800.00
Spent, Previous Orders	\$0.00	\$200.51
Cost, This Order	\$0.00	\$198.40
Remaining Balance	\$0.00	\$401.09

PROCESS Pending Receipt

Go Back to the List of Receipts

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

Edit Receipts

If the 'Case Receipt Qty' has been updated without selecting a 'Reason for Receipt Qty Difference' or vice versa, an error message will appear. Make any required changes and select **PROCESS Pending Receipt** to continue.

Item 16W36 has an invalid reason code. Please change the receipt quantity or reset the reason code.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
16W36	ALFALEA SPROUT 12/4 OZ PG	3 LB		6	<input type="text" value="6"/>	\$21.96	Federal	NOT DELIVERED
19F39	ALMONDS SLIVERED 5 LB BG	5 LB	\$3.84	6	<input type="text" value="3"/>	\$23.04	Federal	N/A
17J19	ALMONDS WHL 5 LB BG	5 LB	\$3.43	6	<input type="text" value="6"/>	\$20.58	Federal	N/A

Item 19F39 has an invalid reason code for a decrease in quantity. Please change the reason code or reset the quantity.

Edit Receipts

Receipt was successfully updated.

To ensure proper credit for decreased quantities less than what you signed for, please inform your DLA FFAVORS account representative and the Vendor within 24 hours of your delivery.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	30	28	\$120.40	Federal	TOO GREEN/OVER-RIPE
14I53	ORANGE 1/2 LB BG	2 LB	\$4.79	10	12	\$57.48	Federal	ACCEPTED OVERDELIVER
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	10	\$21.50	Federal	N/A

This order was received on 9/28/2018 8:17:08 AM CT.

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$800.00
Spent, Previous Orders	\$0.00	\$200.51
Cost, This Order	\$0.00	\$199.38
Remaining Balance	\$0.00	\$400.11

Print

Go Back to the List of Receipts

Edit Receipts

Receipt was successfully updated.

To ensure proper credit for decreased quantities less than what you signed for, please inform your DLA FFAVORS account representative and the Vendor within 24 hours of your delivery.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F18271000002
Program:	NSLP
Requested Delivery Date:	09/18/2018
Order Date:	09/07/2018

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	30	28	\$120.40	Federal	TOO GREEN/OVER-RIPE
14I53	ORANGE 1/2 LB BG	2 LB	\$4.79	10	12	\$57.48	Federal	ACCEPTED OVERDELIVER
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	10	\$21.50	Federal	N/A

This order was received on 9/28/2018 8:17:08 AM CT.

Fund Balance for NSLP

	State \$	Federal \$
Starting Balance	\$0.00	\$800.00
Spent, Previous Orders	\$0.00	\$200.51
Cost, This Order	\$0.00	\$199.38
Remaining Balance	\$0.00	\$400.11

Print

Go Back to the List of Receipts

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

Edit Receipts

Receipt was successfully updated.

To ensure proper credit for decreased quantities less than what you signed for, please inform your DLA FFAVORS account representative and the Vendor within 24 hours of your delivery.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F18271000002
Program:	NSLP
Requested Delivery Date:	09/18/2018
Order Date:	09/07/2018

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	30	28	\$120.40	Federal	TOO GREEN/OVER-RIPE
14I53	ORANGE 1/2 LB BG	2 LB	\$4.79	10	12	\$57.48	Federal	ACCEPTED OVERDELIVER
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	10	\$21.50	Federal	N/A

This order was received on 9/28/2018 8:17:08 AM CT.

Fund Balance for NSLP

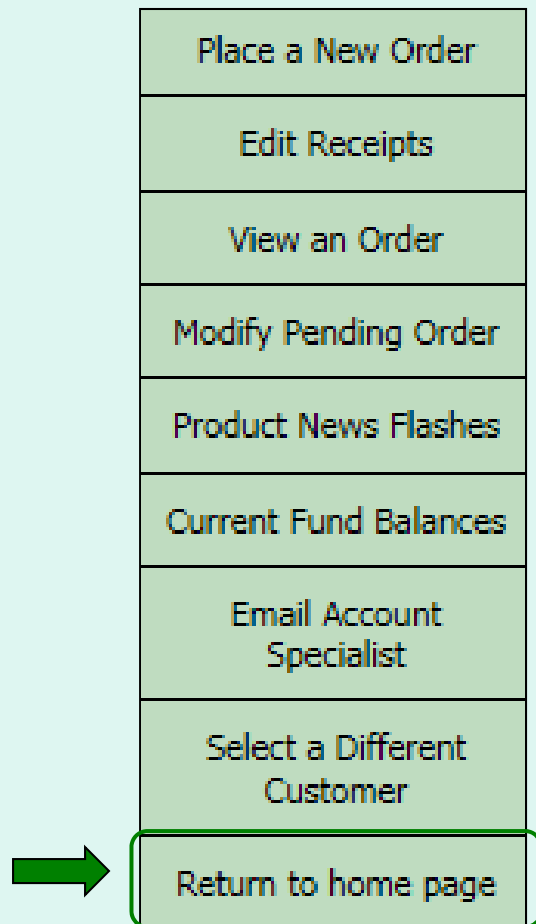
	State \$	Federal \$
Starting Balance	\$0.00	\$800.00
Spent, Previous Orders	\$0.00	\$200.51
Cost, This Order	\$0.00	\$199.38
Remaining Balance	\$0.00	\$400.11

Print

Go Back to the List of Receipts

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

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

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](#)
[Customer Listing](#)

My Profile

[My Profile](#)

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 **Current Fund Balances** link on the green menu on the left.

Current Fund Balances

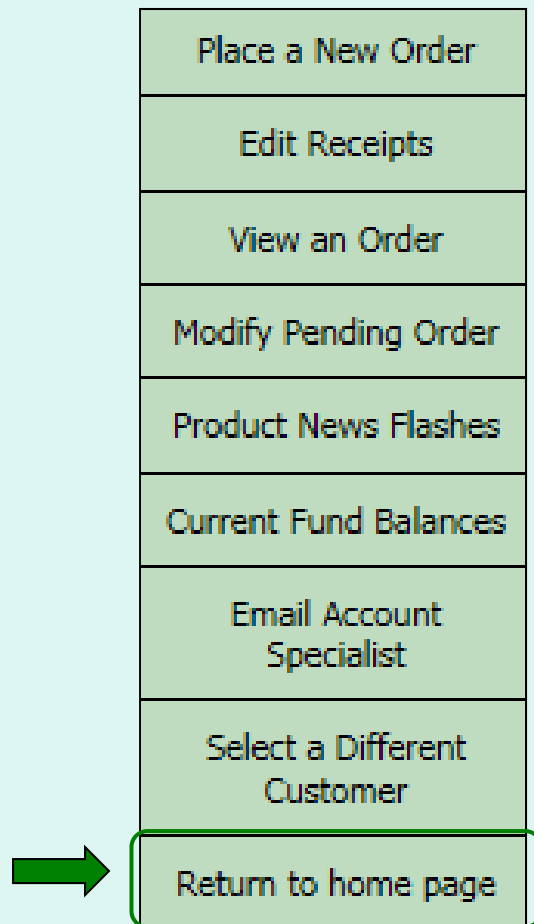
BEDFORD, VA - SCHOOL DIST. Balances		
	<u>NSLP \$</u>	<u>SFSP \$</u>
County Summary		
Starting Balance	\$500,000.00	\$500.00
Spent, Previous Orders	\$5,158.54	\$116.40
Remaining Balance	\$494,841.46	\$383.60
County Detail		
FOREST ELEMENTARY		
Starting Balance	\$0.00	\$500.00
Spent, This Customer	\$0.00	\$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

From the Customer Homepage, select the **Produce News Flashes** link under the 'Orders' menu.

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](#)
[Customer Listing](#)

My Profile

[My Profile](#)

Place a New Order

Edit Receipts

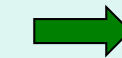
View an Order

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

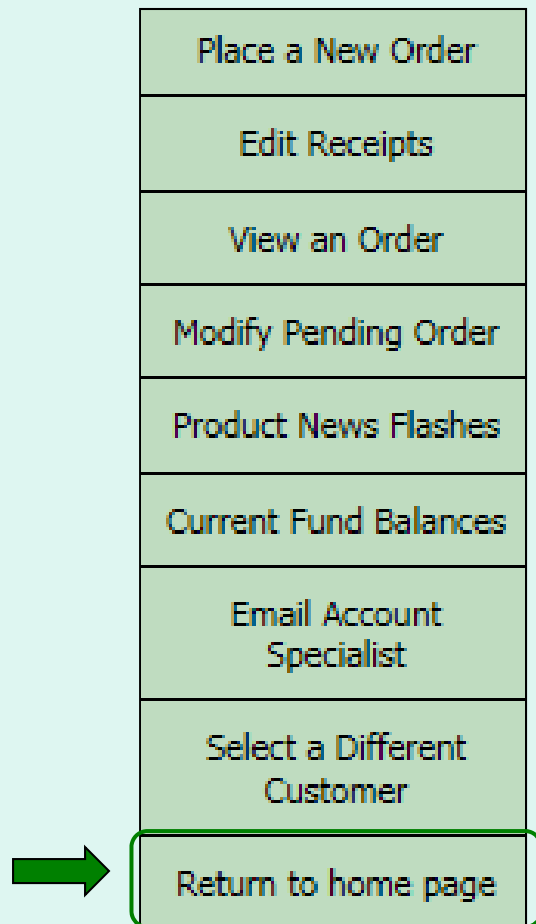
Product Flash!

(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

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

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](#)
[Customer Listing](#)

My Profile

[My Profile](#)

[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 the following reports in FFAVORS:
 - [Usage Report](#)
 - [Budget/Balance Spent](#)
 - [Catalog](#)
 - [Customer Listing](#) (District & State Users Only)
- 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, Customer Organization

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](#)
[Customer Listing](#)

My Profile

[My Profile](#)

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 (order data is available for 4 years)

* 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:

* RDD Start Date:  Select or enter a date in mm/dd/yyyy format (order data is available for 4 years)

* 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:

* RDD Start Date:  Select or enter a date in mm/dd/yyyy format (order data is available for 4 years)

* 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:

* RDD Start Date:  Select or enter a date in mm/dd/yyyy format (order data is available for 4 years)

* 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

CRYSTAL REPORTS 2008

Main Report

Date range: 6/1/2016 to 9/30/2016

State name	District code	District name	Fund code	Program	Customer code	Customer name
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK

Program	Customer code	Customer name	Order Number	Order date	Delivery date	Receipt Date	Item Code	Item Description	Source of Supply	State of Origin	Bill Price	Total DV	Total Lbs
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16165000010	2016/06/13	2016/06/20	2016/09/13	16W36	ALFALFA SPROUT 12/4 OZ PG	CONUS		3.66	36.60	30
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16165000010	2016/06/13	2016/06/20	2016/09/13	18B14	CABBAGE FRESH CHINESE WON BOK 5 LB CS	CONUS		3.66	36.60	50
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16165000010	2016/06/13	2016/06/20	2016/09/13	16D49	ONION GRN US#1 5 LB CO	CONUS		3.66	36.60	50
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16165000010	2016/06/13	2016/06/20	2016/09/13	18C75	RUTABAGA FRESH WAXED 50 LB CASE	CONUS		3.66	36.60	500
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16165000010	2016/06/13	2016/06/20	2016/09/13	19F45	WALNUTS HALVES 5 LB BG	CONUS		3.66	36.60	50
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16165000010	2016/06/13	2016/06/20	2016/09/13	16D11	CARROT&DIP CHL W/RANCH 36/2.25 OZ PG	CONUS	DC	2.52	63.00	125
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000003	2016/06/14	2016/06/22	2016/09/13	16W36	ALFALFA SPROUT 12/4 OZ PG	CONUS		3.66	25.62	21
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000003	2016/06/14	2016/06/22	2016/09/13		NDS SLIVERED 5 LB BG	CONUS		3.84	26.88	35
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000003	2016/06/14	2016/06/22	2016/09/13		ANY TYPE USF/XF 100-113 1/40 LB CS	CONUS		1.71	11.97	280
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000003	2016/06/14	2016/06/22	2016/09/13		NDS WHL 5 LB BG	CONUS		3.43	24.01	35
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/22	2016/09/13		FA SPROUT 12/4 OZ PG	CONUS		3.66	14.64	12
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/22	2016/09/13		NDS SLIVERED 5 LB BG	CONUS		3.84	19.20	25
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/27	2016/07/29	17J19	ALMONDS WHL 5 LB BG	CONUS		3.43	17.15	25
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/27	2016/07/29	14P01	APPLE ANY TYPE USF/XF 100-113 1/40 LB CS	CONUS		1.71	8.55	200
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/27	2016/07/29	14M49	APPLE CHL FUGI SL 4/10 LB BG	CONUS		3.30	16.50	200
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/27	2016/07/29	14179	PINEAPPLE DRIED, 100/2 OZ PG	CONUS		3.32	33.20	130
NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	F16166000001	2016/06/14	2016/06/27	2016/07/29	15D58	POTATES WHITE CHL WHL PEEL 1/10 LB CS	CONUS		2.30	11.50	50
SFSP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	F16165000012	2016/06/13	2016/06/17		16W36	ALFALFA SPROUT 12/4 OZ PG	CONUS		3.66	21.96	18
SFSP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	F16165000012	2016/06/13	2016/06/17		19F39	ALMONDS SLIVERED 5 LB BG	CONUS		3.84	23.04	30
SFSP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	F16165000012	2016/06/13	2016/06/17		17J19	ALMONDS WHL 5 LB BG	CONUS		3.43	20.58	30

Export to Excel (data only)

EXAMPLE 1: Usage Report (Detail)

Usage Reports

Parameters Group Tree 1 / 1 100%

CRYSTAL REPORTS 2008

Main Report

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

[Export to PDF](#)

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, Customer Organization

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](#)
- [Customer Listing](#)

My Profile

- [My Profile](#)

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: ▼

* **Budget Year:** ▼

* **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

Parameters Group Tree 1 / 1 100% CRYSTAL REPORTS 2008

Main Report

GA

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
GA	OGA003	BACON COUNTY	YGAXY2

Budget year starting: October 01, 2015			Program: SFSP		Federal Entitlement	Federal Spent Funds	Federal Balance
State Name	District Code	District Name	Customer Code	Customer Name			
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, Customer Organization

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](#)
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[Catalog](#)
[Customer Listing](#)

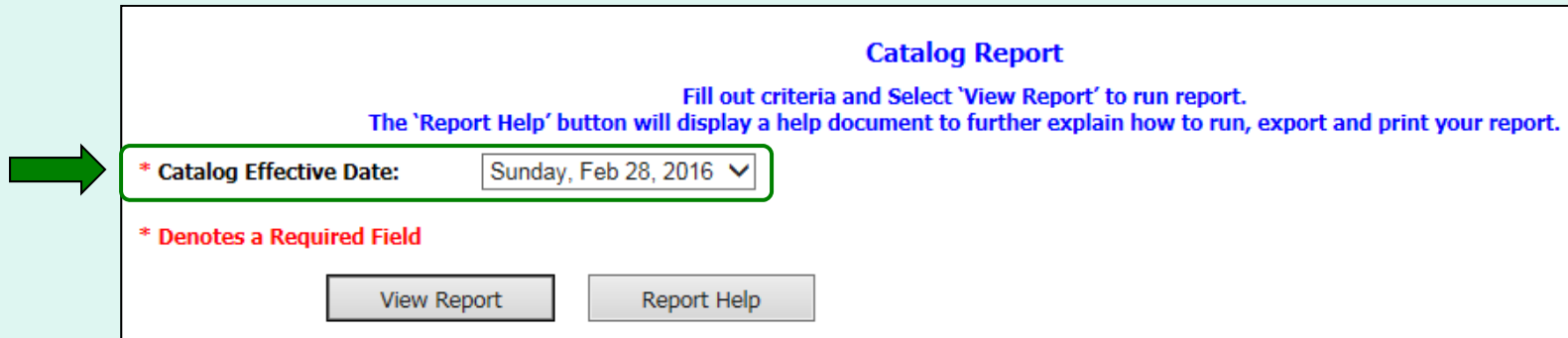
My Profile

[My Profile](#)

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

View Report Report Help

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: ▾

* 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

Parameters Group Tree 1 / 1+ 100% CRYSTAL REPORTS 2008

Main Report

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

Test Data shown. Not true Production data.

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

Customer Listing

Customer Homepage

Welcome, Customer Organization

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](#)
[Customer Listing](#)

My Profile

[My Profile](#)



District & State users only:

In the Customer Homepage, select the **Customer Listing** link under the 'Reports' menu.

Customer Listing

Customer Listing Report

Select 'District' to get a list of all districts in your state. Select 'School' to get a list of all active schools in your state. 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.

* Type: District
 School

* Denotes a Required Field

State users only:

Choose the 'Type' of report by selecting the corresponding bullet. The options are to view a list of all districts or a list of all active schools in the state.

Note: The default selection for State users is the list of all districts. District users will automatically see a list of active schools in their own district only.


Customer Listing

Customer Listing Report

Select 'District' to get a list of all districts in your state. Select 'School' to get a list of all active schools in your state. 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.

* Type: District
 School

* 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**.

Customer Listing

Parameters Group Tree 1 / 1 100% CRYSTAL REPORTS' 2008

Main Report

Test Data shown. Not true Production data.

District Code	District Name	School Code	School Name	Program	Address_1	Address_2
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	JIMMY2	JIMMY'S NONFS	NSLP	1	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIIRD ELEMENTARY SNACK	NSLP	211 MARKET STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	NON-FS	NON-FOOD SHOW CUSTOMER	NSLP	6124 HILLCREAST DRIVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	0608AU	NON-FS CUSTOMER	NSLP	8712 TIPLE TR	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	731AUD	NON-FSCUS	NSLP	73115 NON-FOOD SHOW	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B1	SFSP - SCHOOL10	SFSP	301 HILL AVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B2	SFSP - SCHOOL11	SFSP	Q CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B3	SFSP - SCHOOL13	SFSP	314 GOSNELL RD	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B4	SFSP - SCHOOL14	SFSP	314 KINGS STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B5	SFSP - SCHOOL15	SFSP	1232 TOWNSEND STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B6	SFSP - SCHOOL16	SFSP	342 NW AVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A5	SFSP - SCHOOL17	SFSP	3456 NORWALK SQ	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD502	SFSP - SCHOOL2	SFSP	M STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20	SFSP	K STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD553	SFSP - SCHOOL4	SFSP	DUKE ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6	SFSP	U STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A4	SFSP - SCHOOL6	NSLP/SFSP	300 DUKE CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A3	SFSP - SCHOOL7	SFSP	123 KING STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8	NSLP/SFSP	1200 NW AVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL8	SFSP	607 DUPON CIRCLE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD554	SFSP - SCHHOL5	SFSP	DUKE CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD501	SFSP - SCHOOL1	SFSP	P STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD552	SFSP-SCHOOL3	SFSP	L STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS11	SS - 2127 PRE-TEST- R1.18	NSLP	M CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD997	SS - YELLOW FIELD STATION SCHOOL	NSLP/SFSP	3102 YAHAMA CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD667	SS BROOKS ACADEMY SCHOOL	NSLP	5195 PRINCE BLVD	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD944	SS-APOLLOS-ELEMENTARY	NSLP	5412 KINGS ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	NSLP/SFSP	31 A KINGS STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD866	SS-REGREE-SCHOOL-1.16	SFSP	36 M STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS19	SS-RT R1.18 - EAGLE RIDGE (SFSP)	SFSP	YORK ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS18	SS-RT R1.18 - POTOMAC SCHOOL (NSLP)	NSLP	K ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD634	SS-RT R1.18 - ROSA CARTER (NSLP)	NSLP/SFSP	M CT	

EXAMPLE: Customer Listing

My Profile

Customer Homepage

Welcome, Customer Organization

Please select from the following options:

Orders

[Place a New Order](#)
[Modify Pending Order](#)
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My Profile

[My Profile](#)



In the Customer Homepage, select the **My Profile** link under the 'My Profile' menu.

My Profile

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

Last Name: CUSTOMER

First Name: EXAMPLE

E-mail Address: customer.example@myschool.org

Phone number: 123-456-7890

Extension:

Fax number:

Region: CONNETICUT, MASS, MAINE, NEW HAMP, RHODE ISLAND, VERMONT

County: SURPLUS DIST SECTION


Customer: ONH001 SURPLUS DIST SECTION, NH

You can review and update your own contact information. For other updates or corrections, contact the [DLA Account Specialist](#) or the [FFAVORS Help Desk](#).

***Note:** Both the E-mail Address and Phone Number are required fields. An error message will be displayed if these are left blank. System notifications and/or responses to the [FFAVORS Help Desk](#) inquiries will be directed to the email address on file.*

My Profile

[Home](#) [Help](#) [Logout](#)



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

You may opt in to receive email when you and/or when other users (DLA, others from your organization or a related organization) create a new order or modify a pending order.

Note: School or Tribe users will be notified about orders to be delivered to their own organization. District users will be notified about orders for any schools in their district.


Customer Order Preferences

- Receive emails for new/modified orders that I place
- Receive emails for new/modified orders that are placed by others for my organization

[Contact FFAVORS Help Desk](#)

My Profile

Home Help Logout

 Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

Save successful.

Last Name:

First Name:

E-mail Address:

Phone number:

Extension:

Fax number:

Region:

County:

Customer:

Customer Order Preferences

Receive emails for new/modified orders

Receive emails for new/modified orders

[Contact FFAVORS Help Desk](#)

To undo any changes entered in My Profile prior to saving, click **Reset**.

If no changes are needed or to exit without saving changes, click **Cancel** to return to the Customer Homepage.

To save changes entered in My Profile, click **Save**.

My Profile

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

Save successful.

Last Name: CUSTOMER

First Name: EXAMPLE

E-mail Address: customer.example@myschool.org

Phone number: 123-456-7891

Extension:

Fax number:

Region: CONNETICUT, MASS, MAINE, NEW HAMP, RHODE ISLAND, VERMONT

County: SURPLUS DIST SECTION

Customer: ONH001 SURPLUS DIST SECTION, NH

Customer Order Preferences

Receive emails for new/modified orders th

Receive emails for new/modified orders th

Save Reset Cancel

Contact FFAVORS Help Desk

After successfully saving, to return to the [Customer Homepage](#) without making further changes, click **Cancel** or the **Home** link.

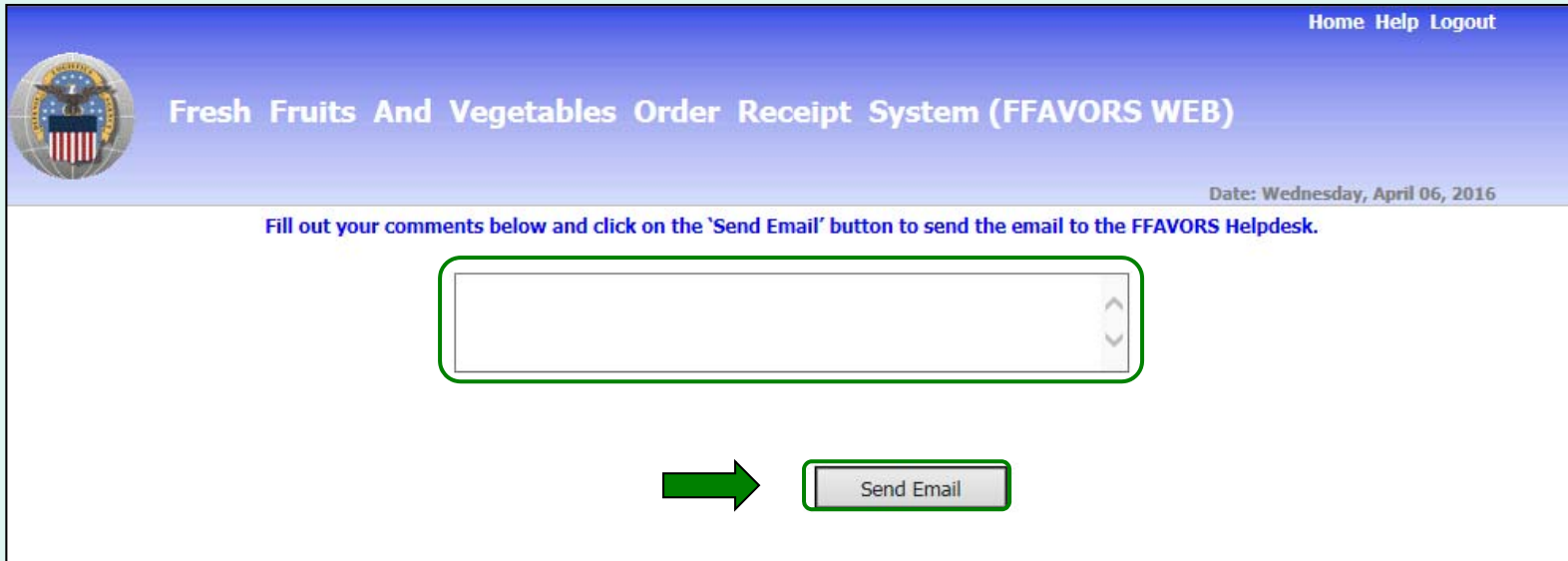
Contact FFAVORS Help Desk

The screenshot shows the FFAVORS WEB Customer Homepage. At the top right, there are links for "Help" and "Logout". The main header reads "Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)" with a date of "Tuesday, January 9, 2018". Below the header, it says "Customer Homepage" and "Last Login: Tuesday, December 19, 2017 11:00:00 AM". The page is divided into sections: "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, Customer Listing), and "My Profile" (My Profile). A central box titled "Please Read (updated on 1/14/18)" contains information about profile updates. At the bottom, a "Contact FFAVORS Help Desk" link is highlighted in a blue box, and a green box at the bottom center also contains "Contact FFAVORS Help Desk" with a green arrow pointing to the blue box.

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. If unable to access the link or for login-related questions, contact FFAVORS@fns.usda.gov.

Contact FFAVORS Help Desk



The screenshot shows the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' interface. At the top right, there are links for 'Home', 'Help', and 'Logout'. On the left is the FFA logo. The main heading is 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. Below this, the date is 'Date: Wednesday, April 06, 2016'. A blue instruction text reads: 'Fill out your comments below and click on the 'Send Email' button to send the email to the FFAVORS Helpdesk.' Below the text is a large, empty text input field with a green border. Below the input field is a green arrow pointing to a 'Send Email' button, also with a green border.

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:
*Fresh Fruits and Vegetables Order
Receipt System*



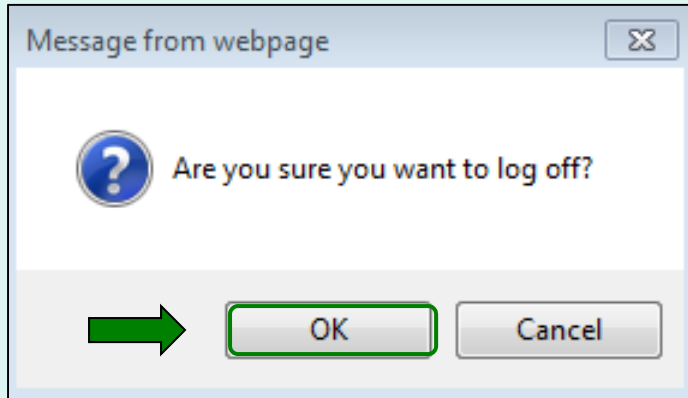
Vendor User Manual

Logout

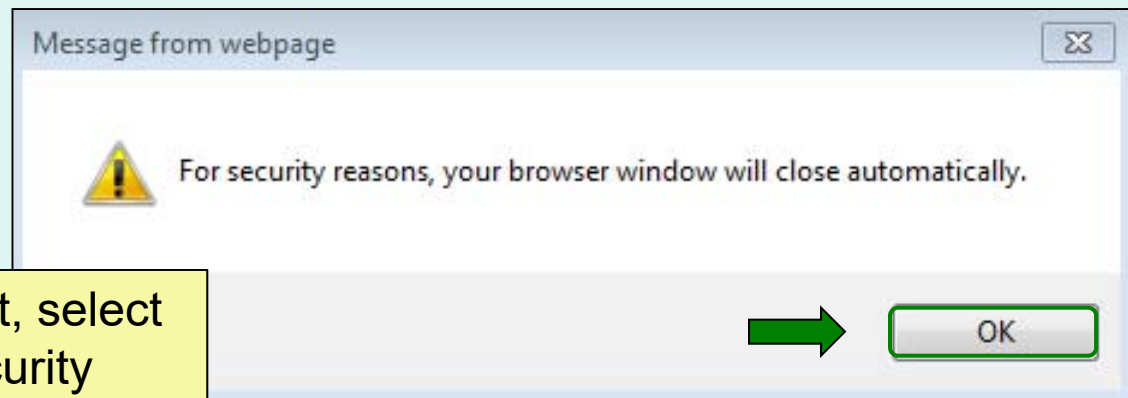


To exit FFAVORS, select **Logout** from the menu in the upper right corner of the screen.

Logout



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



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