

FFAVORS: Fresh Fruits and Vegetables Order Receipt System



Customer Ordering Manual

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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/usda-foods/fresh-fruits-and-vegetables-order-receipt-system-ffavors>

The screenshot displays the USDA Food and Nutrition Service website. The header includes the USDA logo, the text "Food and Nutrition Service U.S. DEPARTMENT OF AGRICULTURE", and navigation links: "CONTACT US", "REPORT FRAUD", "ASK THE EXPERT", and "USDA.GOV". A secondary navigation bar contains "HOME", "DATA & RESEARCH", "GRANTS", "NEWSROOM", "OUR AGENCY", and "PROGRAMS", followed by a search bar. The main content area is titled "USDA FOODS IN SCHOOLS" and "Fresh Fruits and Vegetables Order Receipt System (FFAVORS)". Below this, a breadcrumb trail reads "PROGRAMS > FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS > INDIAN TRIBAL ORGANIZATION > FFAVORS". A left sidebar lists various resources: "Disaster Assistance", "E-Letters", "FFAVORS" (highlighted in green), "FNS Handbook 501 for FDPIR", "FY 2019 Income Standards", "Hold & Recall Procedures", "Integrated Food Management System (IFMS)", "List of Funds Provided to American Indians/Alaskan Natives that are Excluded by Law", "NAFDPIR Annual Conference Presentations", and "Study of the Food Distribution". The main content area features a "Maintenance Notice" stating that FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. Below this is a section titled "IDs and Passwords" which explains that users must establish a profile and provides instructions for creating an eAuthentication account. It also includes links for "FFAVORS Login" and "Reset USDA eAuthentication Password".

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

CONTACT US REPORT FRAUD ASK THE EXPERT USDA.GOV

HOME DATA & RESEARCH GRANTS NEWSROOM OUR AGENCY PROGRAMS

USDA FOODS IN SCHOOLS

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

PROGRAMS > FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS > INDIAN TRIBAL ORGANIZATION > FFAVORS

Disaster Assistance

E-Letters

FFAVORS

FNS Handbook 501 for FDPIR

FY 2019 Income Standards

Hold & Recall Procedures

Integrated Food Management System (IFMS)

List of Funds Provided to American Indians/Alaskan Natives that are Excluded by Law

NAFDPIR Annual Conference Presentations

Study of the Food Distribution

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

**Food and Nutrition Service**
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HOME DATA & RESEARCH GRANTS NEWSROOM OUR AGENCY PROGRAMS

USDA FOODS IN SCHOOLS

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

PROGRAMS > FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS > INDIAN TRIBAL ORGANIZATION > FFAVORS

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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](#)


Select **FFAVORS Login**.

FFAVORS Login

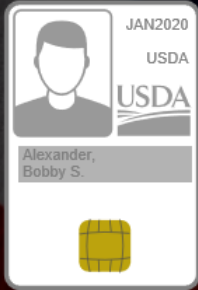
USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME CREATE ACCOUNT MANAGE ACCOUNT ▾ HELP ▾


We'll take you to your destination in just a moment...
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.



Log In with
PIV/CAC



Log In with PIV/CAC



Log In with
Password


User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

+

Create Account



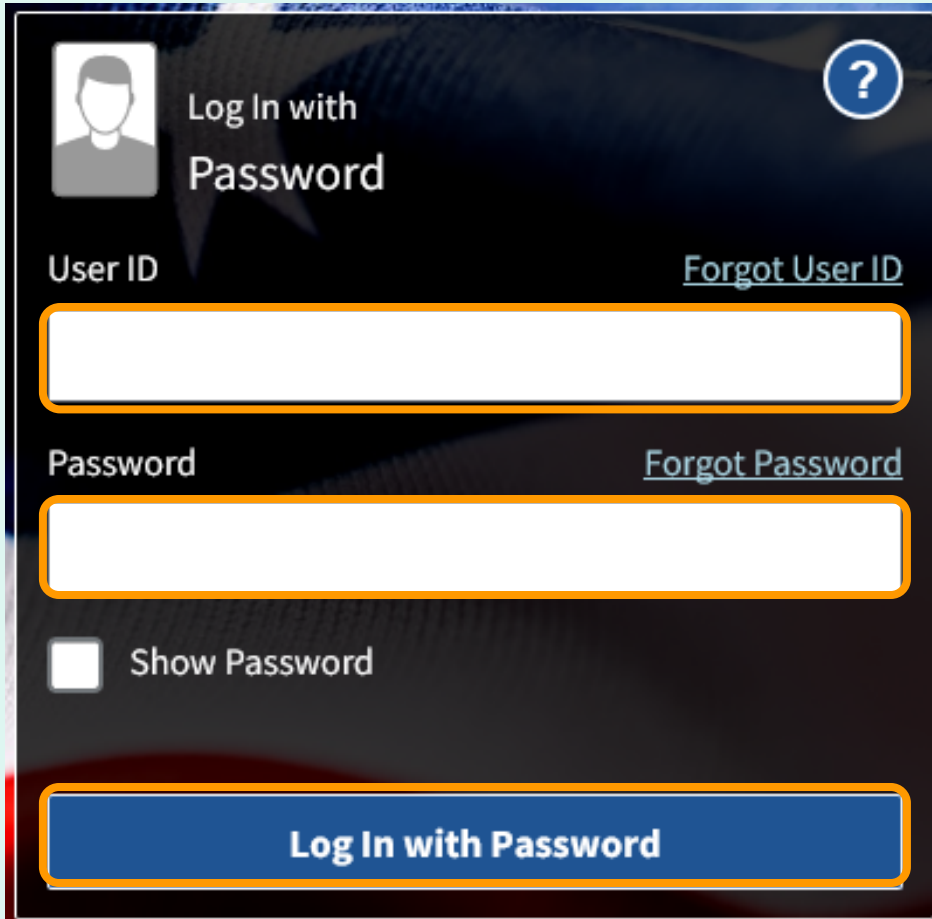
Update Account

?

Find Help

To access FFAVORS, all users are prompted to first log in to the USDA eAuthentication.

FFAVORS Login



The login form has a dark background with a subtle pattern. At the top left is a user icon. To its right is the text 'Log In with Password'. At the top right is a circular help icon with a question mark. Below the icon is the label 'User ID' and a text input field. To the right of the input field is a link 'Forgot User ID'. Below the 'User ID' field is the label 'Password' and another text input field. To the right of this field is a link 'Forgot Password'. Below the password field is a checkbox labeled 'Show Password'. At the bottom is a large blue button with the text 'Log In with Password'.

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

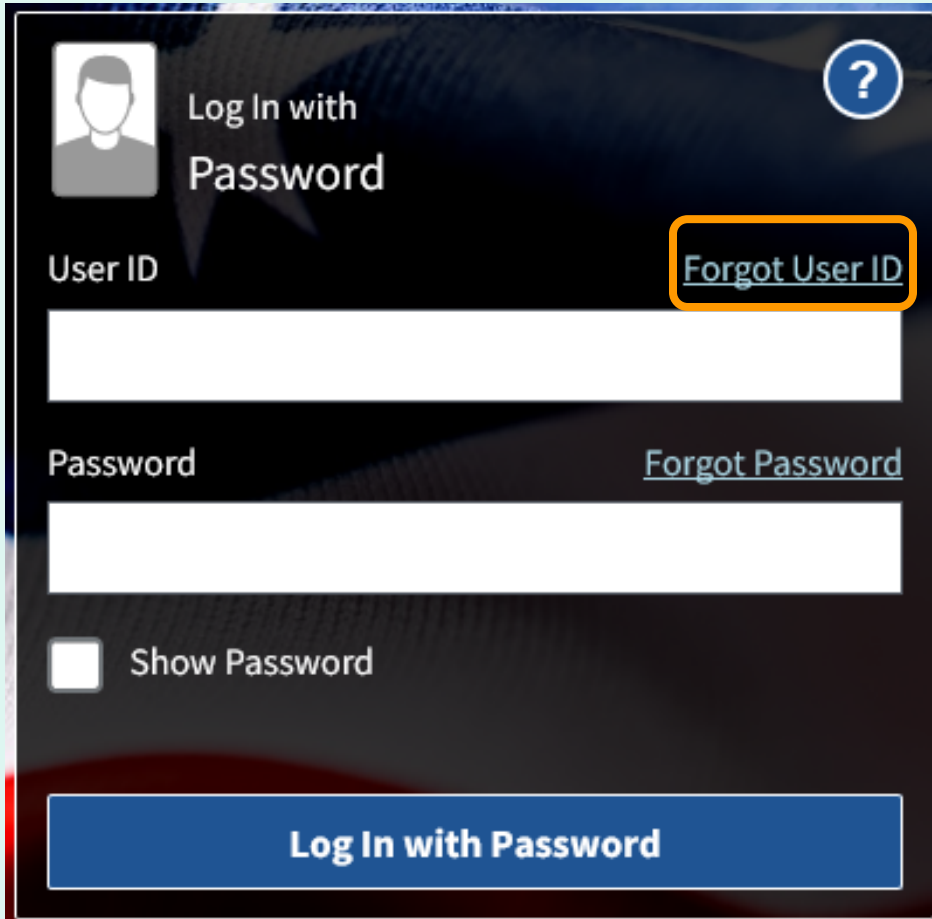
Log In with Password

- Enter 'User ID'.
- Enter 'Password'.
- Select **LOGIN** button.

Tips:

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

FFAVORS Login

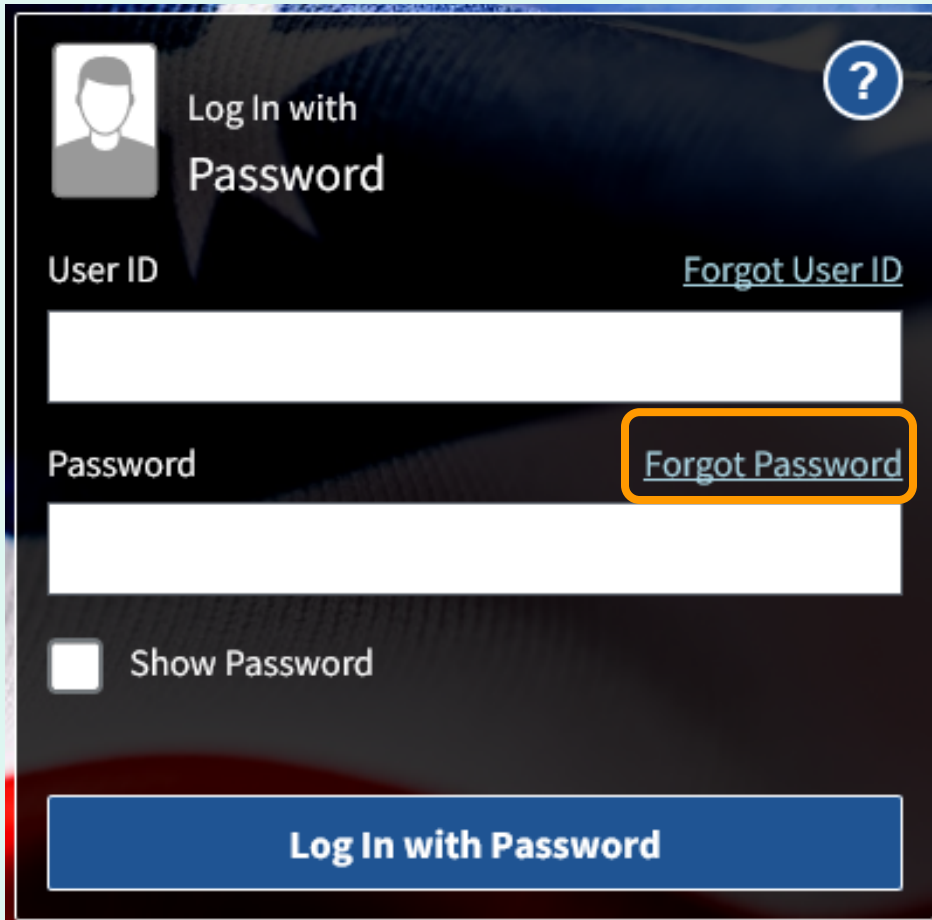


The login form has a dark background with a blue header bar. In the top left corner is a white icon of a person's head and shoulders. To its right, the text 'Log In with Password' is displayed in white. In the top right corner of the header bar is a white question mark icon inside a blue circle. Below the header, the text 'User ID' is in white, followed by a white rectangular input field. To the right of this field is a link 'Forgot User ID' in blue, underlined, and enclosed in an orange rectangular box. Below the 'User ID' field is the text 'Password' in white, followed by another white rectangular input field. To the right of this field is a link 'Forgot Password' in blue, underlined. Below the 'Password' field is a checkbox with a white square and the text 'Show Password' in white. At the bottom of the form is a large blue button with the text 'Log In with Password' in white.

To recover a forgotten User ID, click **Forgot User ID** and follow the prompts to provide requested information. The matching User ID(s) will be emailed.

Tip: For accounts created after 6/7/2020, the User ID is the email address associated with the account.

FFAVORS Login



Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Log In with Password

To recover a forgotten password, click **Forgot Password** and follow the prompts to provide requested information. Click the link sent to email to enter a new password.

Tips:

- If more than one eAuth account is associated with the same email address, follow prompts to set up an Account Management Email (AME) first.
- If an AME is not entered, users must answer the previously selected security questions in order to reset the password.

FFAVORS Login

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

CONTACT US REPORT FRAUD ASK THE EXPERT USDA.GOV

HOME DATA & RESEARCH GRANTS NEWSROOM OUR AGENCY PROGRAMS

USDA FOODS IN SCHOOLS

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

PROGRAMS > FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS > INDIAN TRIBAL ORGANIZATION > FFAVORS

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Study of the Food Distribution

There is also a shortcut to the eAuthentication password reset tool on the FFAVORS webpage.

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](#)

Select **Reset USDA eAuthentication Password.**

User Agreement & Registration

- The first time a user logs into the system, they will be prompted with 'Website User Agreement' and 'Registration' screens.
- The new user 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

Users who have more than one active user profile in FFAVORS (with the same last name and email address) will be prompted to select which user profile to use.


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

Selection Page for Multiple FFAVORS Accounts

Level - 1
ID - 28682019092011483024470
Email - school@acornrose.com

You can return to this selection page by selecting the 'Switch' link in the top right-hand corner of any FFAVORS page. This allows you to switch between profiles without having to log out and log back in.

If a link does not exist for a FFAVORS ID, the customer is Inactive as noted in the Customer Code column. If you feel this is in error, please contact your DLA Account Representative.



FFAVORS ID	Role	Customer Code	eAuth ID	Name	Last Login
100356	Customer	YNH138	28682019092011483024470	Amherst MS	5/28/2020 2:32:14 PM
100398	Customer	YNH141		Mont Vernon Village School	
100396	Customer	YNH139	28682019092011483024470	Wilkins Elementary	5/28/2020 6:04:02 AM

Please contact the FFAVORS help desk at sm.fn.ffavors@usda.gov if you need further assistance.

User Agreement & Registration

Application User Data

User ID: 100396
Email Address: school@acornzone.com
First Name: SCHOOL2
Last Name: FFAVORS
Citizenship: United States
Designation Of Person: Civilian

Confirm that the Application User Data appears correct.

Note: The Email Address may be updated if needed.

Customer Demographics

Customer Code: YNH139
Customer Name: Wilkins Elementary
County Code: 697
County: Amherst
Address 1: 80 Boston Post Rd
Address 2:
City: Amherst
State: New Hampshire
Zip Code: 03031

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.

Select **Register**.

Register

Exit

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

[Contact FFAVORS Help Desk](#)

Profile Selection

When logging in to FFAVORS after registration has been completed, users who have more than one active user profile in FFAVORS (with the same last name and email address) will be prompted to select which user profile to use.

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

Level - 1
ID - 28682019092011483024470
Email - school@acornzone.com


You can return to this selection page by selecting the 'Switch' link in the top right-hand corner of any FFAVORS page. This allows you to switch between profiles without having to log out and log back in.

If a link does not exist for a FFAVORS ID, the customer is Inactive as noted in the Customer Code column. If you feel this is in error, please contact your DLA Account Representative.

FFAVORS ID	Role	Customer Code	eAuth ID	Name	Last Login
100356	Customer	YNH138	28682019092011483024470	Amherst MS	5/28/2020 2:32:14 PM
100398	Customer	YNH141	28682019092011483024470	Mont Vernon Village School	5/28/2020 2:46:57 PM
100396	Customer	YNH139	28682019092011483024470	Wilkins Elementary	5/28/2020 6:04:02 AM

Please contact the FFAVORS help desk at sm.fn.ffavors@usda.gov if you need further assistance.

Profile Selection



[Help](#) [Logout](#) [Switch](#)

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 29, 2021

Customer Homepage

Last Login: Tuesday, June 29, 2021 8:17:06 AM

Welcome, Souhegan HS

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](#)
- [Budget Balance/Spent](#)
- [Catalog](#)

My Profile


- [My Profile](#)

If more than one user profile is available, users may switch to a different user profile at any time without logging out of FFAVORS. Click **Switch** at the upper right side of the screen to return to the [user profile selection page](#).

Note: This link will not appear if there is only one user profile associated with the login.

[Contact FFAVORS Help Desk](#)

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Help Logout Switch

Date: Tuesday, June 29, 2021

Customer Homepage

Last Login: Tuesday, June 29, 2021 8:17:06 AM

Welcome, Souhegan HS

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](#)
- [Budget Balance/Spent](#)
- [Catalog](#)

My Profile


- [My Profile](#)

[Contact FFAVORS Help Desk](#)

Always confirm the customer organization before entering any transactions.

If this is not correct, click **Switch** in the upper right corner (if available) to [select a different profile](#) or contact the [DLA Account Specialist](#) or the [FFAVORS Help Desk](#) for assistance.

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 29, 2021

Help Logout Switch

Customer Homepage

Last Login: Tuesday, June 29, 2021 8:17:06 AM

Welcome, Souhegan HS

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](#)
- [Budget Balance/Spent](#)
- [Catalog](#)

My Profile

- [My Profile](#)

Please Read (updated on 6/27/2021)

The following changes have been made to FFAVORS:

- A new report type has been added to the Usage report screen. The original summary report, which summarizes by Customer, has been renamed to: Summary – by Customer. The new type, Summary – by RDD, summarizes at the order level and includes order date and delivery date on the report.
- For ordering customers that have assigned delivery day(s): when placing an order, if you select an RDD that is not an assigned delivery day, you will see a warning message stating to ensure you have approval to continue with the selected RDD.

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

Check for important announcements.

[Contact FFAVORS Help Desk](#)

Customer Homepage

What can I do in FFAVORS?

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

Customer Homepage

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



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.
- Vendors may assign a regular delivery day.
- Please direct questions about the available RDDs to the [DLA Account Specialist](#).

Rules for Ordering

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 <i>Catalog Created</i>	24 <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 <i>Catalog Created</i>	24 	25 	26 	27 <i>Today</i>	28 	29 

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

EXAMPLE 2: Order placed on Thursday the 28th

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

Place a New Order

From the Customer Homepage, select the **Place a New Order** 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
Budget Balance/Spent
Catalog
Organization/POC
User
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 **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:

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 displays 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, there is a circular logo featuring an eagle and a shield. The main title 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' is centered. Below the title, the date 'Date: Tuesday, February 16, 2016' is shown. The central area is titled 'Customer Selection Screen' and contains the instruction 'Select the Customer:'. Below this, there are two dropdown menus: 'District/Customer: BARROW COUNTY' and 'Customer: YGA310 - AUBURN #ELEMENTARY'. A 'Proceed' button is highlighted with an orange border. 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>

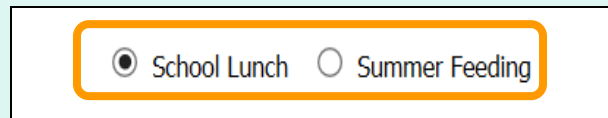
AUBURN ELEMENTARY

District Header:

<District> Ordering for *<Customer>*

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place a New Order



A form element containing two radio buttons. The first radio button is selected (indicated by a black dot) and is followed by the text "School Lunch". The second radio button is unselected (indicated by an empty circle) and is followed by the text "Summer Feeding". The entire form is enclosed in a white box with a black border, and the radio buttons and their labels are highlighted by an orange rounded rectangle.

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 EXAMPLE VENDOR
The minimum order for this vendor is \$199

Select the Requested Delivery Date for your order:

Your assigned delivery day(s): Friday

Requested Delivery Date

Thu 9/17/2020
Fri 9/18/2020

Select from the available options in the 'Requested Delivery Date' dropdown list. These dates are based on the [Rules for Ordering](#).

***Note:** If the vendor has assigned a regular delivery day, this is indicated on the screen and the date is in bold in the dropdown list. When a date is selected that is not an assigned delivery day, a warning message appears on screen; however, customer can continue to place order.*

Place a New Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR
The minimum order for this vendor is \$199

Select the Requested Delivery Date for your order:

Your assigned delivery day(s): Friday

Requested Delivery Date : ▼

After selecting a date, 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	25 LB	\$4.30	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	\$4.75	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14I56	PEAR 20/2 LB BG	40 LB	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.20	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	NH	<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.

Note: Refer to the STATE OF ORIGIN to determine whether an item is local or not.

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

Search Show All

Add Items To Cart Load Favorite Cart Clear Form

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="5"/>	\$21.50	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="2"/>	\$7.92	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="2"/>	\$25.10	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="5"/>	\$10.75	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$78.26
Remaining Balance	\$0.00	\$12,421.74

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="5"/>	\$21.50	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="2"/>	\$7.92	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="2"/>	\$25.10	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="5"/>	\$10.75	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

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

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"/>	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	\$4.75	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14I56	PEAR 20/2 LB BG	40 LB	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.20	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	GA	<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 and update the fund balance.

☒ 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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="5"/>	\$21.50	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="2"/>	\$7.92	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="2"/>	\$25.10	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="5"/>	\$10.75	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

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

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="5"/>	\$21.50	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="2"/>	\$7.92	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="2"/>	\$25.10	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="5"/>	\$10.75	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

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

Place a New Order

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="4"/>	\$17.20	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="2"/>	\$8.66	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="2"/>	\$7.92	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="2"/>	\$25.10	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="3"/>	\$6.45	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

Update Cart

Save Favorite Cart

Proceed To Checkout

Empty Cart

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$65.33
Remaining Balance	\$0.00	\$12,434.67

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, and fund availability. 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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="3"/>	\$37.65	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="3"/>	\$37.56	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$122.17
Remaining Balance	\$0.00	\$12,377.83

**This order may not be accepted by the vendor because it falls below the minimum dollar value of \$199.
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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="3"/>	\$37.65	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="3"/>	\$37.56	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$122.17
Remaining Balance	\$0.00	\$12,377.83

**This order may not be accepted by the vendor because it falls below the minimum dollar value of \$199.
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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="5"/>	\$21.50	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="10"/>	\$43.30	KY	<input type="radio"/> Fed <input checked="" type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="10"/>	\$39.60	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="5"/>	\$62.75	GA	<input type="radio"/> Fed <input checked="" type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="4"/>	\$8.60	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="2"/>	\$2.58	FL	<input type="radio"/> Fed <input checked="" type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="2"/>	\$2.04	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="10"/>	\$125.20	GA	<input type="radio"/> Fed <input checked="" type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$305.57
Remaining Balance	\$0.00	\$12,194.43

Confirm Order

Continue Shopping

Place a New Order

Order Successfully Created.	
SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION	
Thank you! Your order has been placed!	
Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F19270000001
Program:	NSLP
Requested Delivery Date:	Oct 04, 2019
Order Date:	Sep 27, 2019

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.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Thank you! Your order has been placed!

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F19270000001
Program:	NSLP
Requested Delivery Date:	Oct 04, 2019
Order Date:	Sep 27, 2019

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="3"/>	\$37.65	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="3"/>	\$37.56	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$122.17
Remaining Balance	\$0.00	\$12,377.83

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

From the Customer Homepage, select the **Modify a Pending Order** 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
Budget Balance/Spent
Catalog
Organization/POC
User
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 **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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR
The minimum order for this vendor is \$199

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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR

The minimum order for this vendor is \$199

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F19270000001
Program:	NSLP
Requested Delivery Date:	10/04/2019
Order Date:	09/27/2019

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	3	\$12.90	NH, VT	Federal
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	3	\$12.99	KY	Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	3	\$3.87	FL	Federal
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	1	\$1.02	NC	Federal
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	3	\$11.88	MA	Federal
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	3	\$37.56	GA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	3	\$37.65	GA	Federal
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	2	\$4.30	NH	Federal

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$122.17
Remaining Balance	\$0.00	\$12,377.83

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.

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="3"/>	\$37.65	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="3"/>	\$37.56	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State

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"/>	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	\$4.75	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.20	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

☒ Description ☐ Item Code

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

Modify Pending 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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="3"/>	\$37.65	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="3"/>	\$37.56	GA	<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

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input checked="" type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	<input type="text" value="3"/>	\$37.65	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input checked="" type="radio"/> Fed <input type="radio"/> State
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	<input type="text" value="3"/>	\$37.56	GA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Update Cart
Save Favorite Cart
Proceed To Checkout
Empty Cart

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$46.96
Remaining Balance	\$0.00	\$12,453.04

**This order may not be accepted by the vendor because it falls below the minimum dollar value of \$199.
To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.**

Confirm Order

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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$46.96
Remaining Balance	\$0.00	\$12,453.04

**This order may not be accepted by the vendor because it falls below the minimum dollar value of \$199.
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
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="3"/>	\$12.90	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	<input type="text" value="3"/>	\$12.99	KY	<input type="radio"/> Fed <input type="radio"/> State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	<input type="text" value="3"/>	\$11.88	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="2"/>	\$4.30	NH	<input type="radio"/> Fed <input type="radio"/> State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	<input type="text" value="3"/>	\$3.87	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="1"/>	\$1.02	NC	<input type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$46.96
Remaining Balance	\$0.00	\$12,453.04

**This order may not be accepted by the vendor because it falls below the minimum dollar value of \$199.
To confirm the order As Is, Select 'Confirm Order'. To adjust the order, select 'Continue Shopping'.**

Confirm Order

Continue Shopping

Modify Pending Order

Order Successfully Modified.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F19270000001
Program:	NSLP
Requested Delivery Date:	Oct 04, 2019
Order Date:	Sep 27, 2019

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	<input type="text" value="5"/>	\$21.50	NH, VT	<input checked="" type="radio"/> Fed <input type="radio"/> State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	<input type="text" value="4"/>	\$8.60	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	<input type="text" value="4"/>	\$4.08	NC	<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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR

The minimum order for this vendor is \$199

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F19270000001
Program:	NSLP
Requested Delivery Date:	10/04/2019
Order Date:	09/27/2019

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	3	\$12.90	NH, VT	Federal
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	3	\$12.99	KY	Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	3	\$3.87	FL	Federal
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	1	\$1.02	NC	Federal
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	3	\$11.88	MA	Federal
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	3	\$37.56	GA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	3	\$37.65	GA	Federal
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	2	\$4.30	NH	Federal

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$122.17
Remaining Balance	\$0.00	\$12,377.83

Delete Order

Modify RDD

Modify Order

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:

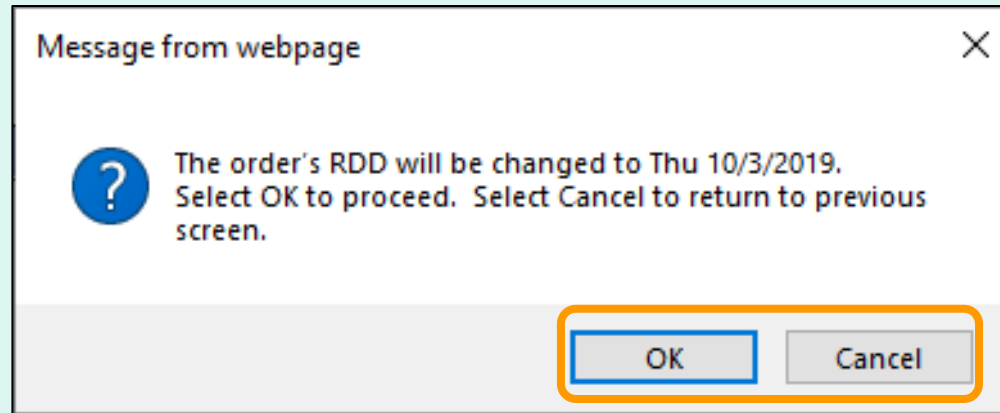
Requested Delivery Date :
Original Order Date = 9/27/2018
Original RDD = 10/4/2018

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

Order for DZ043 EXAMPLE VENDOR
The minimum order for this vendor is \$199

Requested Delivery Date : Thu 10/3/2019

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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR for delivery on 10/3/2019
The minimum order for this vendor is \$199

Requested Delivery Date : Thu 10/3/2019 ▼

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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR

The minimum order for this vendor is \$199

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F19270000001
Program:	NSLP
Requested Delivery Date:	10/04/2019
Order Date:	09/27/2019

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14144	APPLE CHL SL 200/2 OZ PG	25 LB	\$4.30	3	\$12.90	NH, VT	Federal
15R18	CARROTS WHL 1/5 LB BG	1 CS	\$4.33	3	\$12.99	KY	Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.29	3	\$3.87	FL	Federal
14I56	PEAR 20/2 LB BG	40 LB	\$1.02	1	\$1.02	NC	Federal
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	\$3.96	3	\$11.88	MA	Federal
14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$12.52	3	\$37.56	GA	Federal
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$12.55	3	\$37.65	GA	Federal
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	2	\$4.30	NH	Federal

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State \$	Federal \$
Starting Balance	\$0.00	\$12,500.00
Spent, Previous Orders	\$0.00	\$0.00
Cost, This Order	\$0.00	\$122.17
Remaining Balance	\$0.00	\$12,377.83

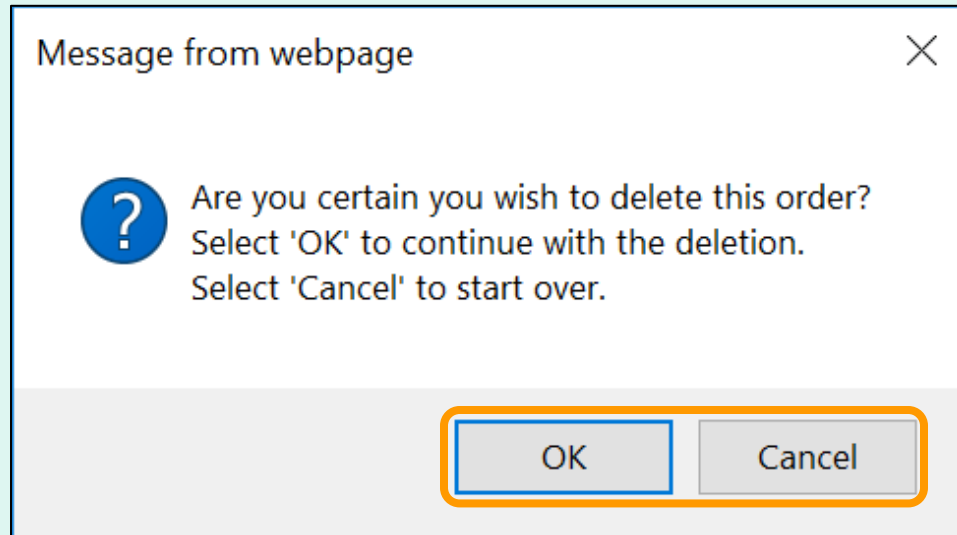
Delete Order

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																																							
SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION																																							
Order for DZ043 EXAMPLE VENDOR for delivery on 10/3/2019																																							
The minimum order for this vendor is \$199																																							
<table border="1"><thead><tr><th colspan="2">Order Detail</th></tr></thead><tbody><tr><td>Order Summary For:</td><td>YNH001</td></tr><tr><td>Order Confirmation Number:</td><td>F19270000001</td></tr><tr><td>Program:</td><td>NSLP</td></tr><tr><td>Requested Delivery Date:</td><td>10/03/2019</td></tr><tr><td>Order Date:</td><td>09/27/2019</td></tr></tbody></table>								Order Detail		Order Summary For:	YNH001	Order Confirmation Number:	F19270000001	Program:	NSLP	Requested Delivery Date:	10/03/2019	Order Date:	09/27/2019																				
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Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source																																
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14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	4	\$8.60	NH	Federal																																
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<table border="1"><thead><tr><th></th><th>State \$</th><th>Federal \$</th></tr></thead><tbody><tr><td>Starting Balance</td><td>\$0.00</td><td>\$12,500.00</td></tr><tr><td>Spent, Previous Orders</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>Cost, This Order</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>Remaining Balance</td><td>\$0.00</td><td>\$12,500.00</td></tr></tbody></table>									State \$	Federal \$	Starting Balance	\$0.00	\$12,500.00	Spent, Previous Orders	\$0.00	\$0.00	Cost, This Order	\$0.00	\$0.00	Remaining Balance	\$0.00	\$12,500.00																	
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Cost, This Order	\$0.00	\$0.00																																					
Remaining Balance	\$0.00	\$12,500.00																																					

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

From the Customer Homepage, select the **View an Order** 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
Budget Balance/Spent
Catalog
Organization/POC
User
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 **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

Please select an order to VIEW

Requested Delivery Date : Thu 10/4/2018 ▼

The order details for selected order are displayed on screen.

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

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

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

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 ▼

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

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

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

- Receipt entry in FFAVORS becomes available 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. In most cases, this is within five (5) work days.
- All receipts remain on the 'Edit Receipts' list for a full seven (7) calendar days after the RDD. Receipts may be entered and 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 calendar 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

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

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

From the Customer Homepage, select the **Edit Receipts** 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
Budget Balance/Spent
Catalog
Organization/POC
User
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 **Edit Receipts** link on the green menu on the left.

Edit Receipts

Receipts						
Count: 3						
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD						
	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

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

Edit Receipts

Receipts						
Count: 3						
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD						
	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

The CALENDAR DAYS PAST RDD column displays the number of days since the RDD selected at the time the order was placed. This may not be the same as the actual delivery date.

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

Edit Receipts

Receipts						
Count: 3						
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD						
	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

To confirm that a receipt has been entered, check the RECEIPT DT and RECEIPTED BY columns. These will contain the date of the last edit and the user who completed the transaction. If these are blank, the receipt has not yet been entered.

Edit Receipts

Receipts						
Count: 3						
Receipts are 'Past Due' if not receipted within 7 calendar days of RDD						
	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

Edit Receipts

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

PROCESS Pending Receipt

Go Back to the List of Receipts

To exit without saving changes, select **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 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.

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.		<input type="text" value="28"/>	\$129.00	Federal	<input type="text" value="TOO GREEN/OVER-RIPE"/>
14I53	ORANGE 1/2 LB BG	2 LB	\$4.		<input type="text" value="12"/>	\$47.90	Federal	<input type="text" value="ACCEPTED OVERDELIVER"/>
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"/>

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 ▼

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

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

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

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

A system message confirms that the receipt was successfully updated, The 'Fund Balance...' value reflects the updated receipt.

14144	APPLE ONE-POUNDS OZ PG	25 LB	\$4.30	30	28	\$120.40	Federal	TOO GREEN/OVER-RIPE
14153	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 receipted 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

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
14153	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	<input type="text" value="28"/>	\$120.40	Federal	TOO GREEN/OVER-RIPE ▾
14I53	ORANGE 1/2 LB BG	2 LB	\$4.79	10	<input type="text" value="12"/>	\$57.48	Federal	ACCEPTED OVERDELIVER ▾
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.15	10	<input type="text" value="10"/>	\$21.50	Federal	N/A ▾

This order was receipted 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

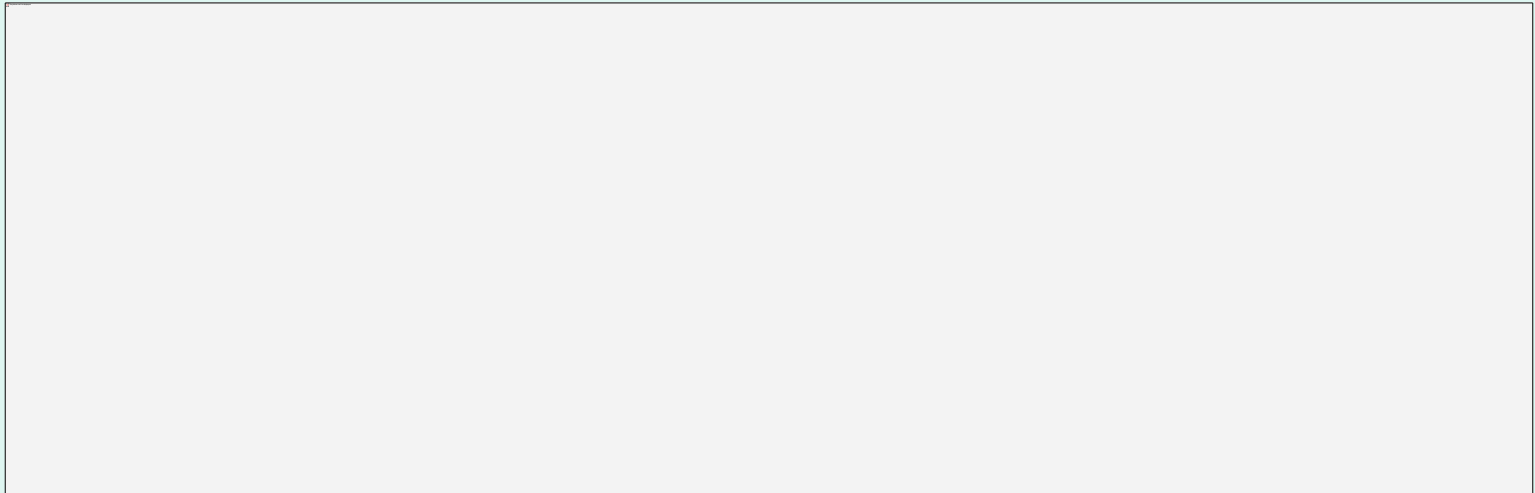
From the Customer Homepage, select the **Current Fund Balances** link under the 'Orders' menu.

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



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

From the Customer Homepage, select the **Produce News Flashes** link (if available) 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
Budget Balance/Spent
Catalog
Organization/POC
User
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

The Product News Flash link is unavailable from the Home menu when there is no current news.

Product News Flashes

If accessed from within the ordering process (green menu), a message will be displayed if there is no active news to display.

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.

Product News Flashes

If the vendor has updated the Product News Flash since the previous session, a note displays next to the link. After viewing, the link will remain without the note.

[Product News Flashes](#) **** Updated since last login ****

Example:

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

Flash! from EXAMPLE VENDOR, Effective 2/26/2020

More *local* items added. Strawberries are back! Check out the catalog for details.

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

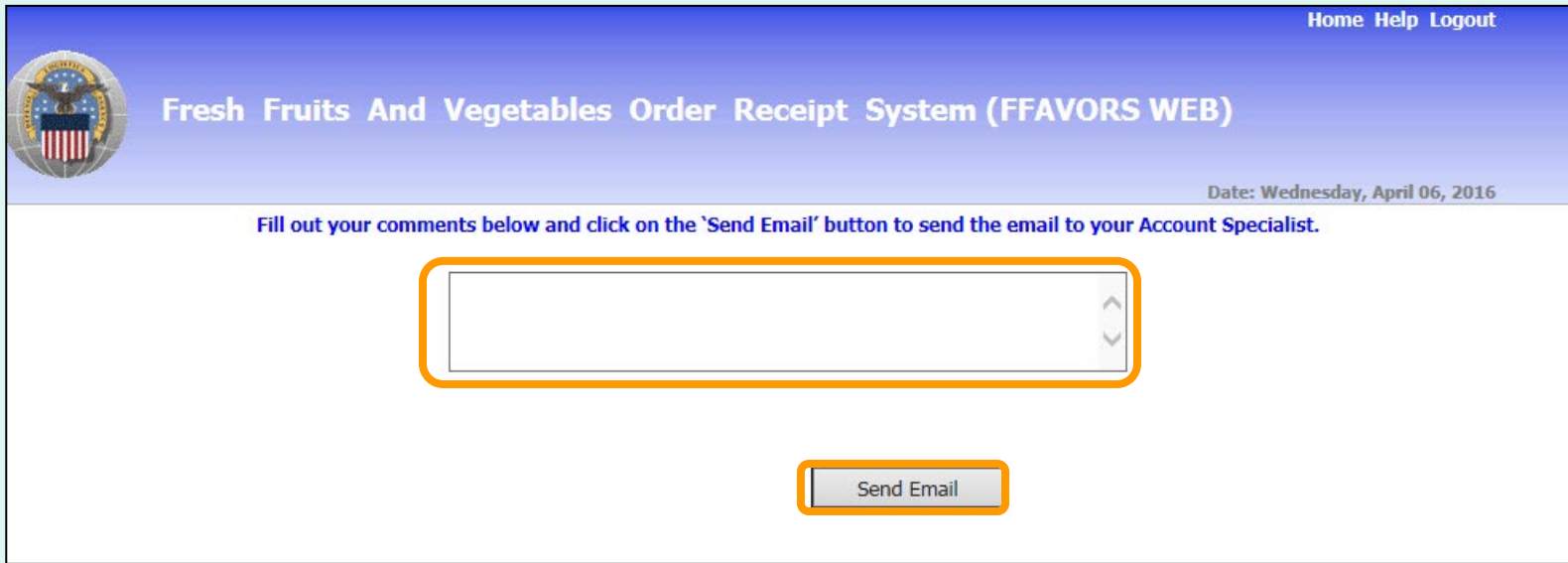
From the Customer Homepage, select the **Email Account Specialist** link under the 'Orders' menu.

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



The screenshot displays 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, there is a circular logo featuring an eagle and the text 'FFAVORS WEB'. The main heading is 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. Below this, the date 'Date: Wednesday, April 06, 2016' is shown. A blue instruction text reads: 'Fill out your comments below and click on the 'Send Email' button to send the email to your Account Specialist.' Below the text is a large, empty text input field with a vertical scrollbar on the right, which is highlighted with an orange border. Below the input field is a 'Send Email' button, also highlighted with an orange border.

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

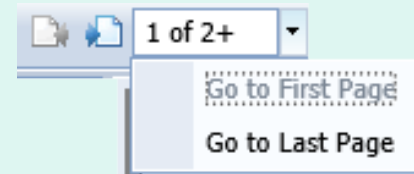
- All customers may access the following reports:
 - [Usage](#)
 - [Budget/Balance Spent](#)
 - [Catalog](#)
- District and State users also have the following reports:
 - [Organization/POC](#)
 - [User](#)
- All reports will open in a new browser window or tab.
- General guidance for working with reports is available by clicking the **Report Help** button.

Reports


- Controls for working with reports are located at the top left side of the report window.



- The following navigation options are available:
 - Use **Go to Previous Page** or **Go to Next Page** buttons.
 - Enter a page number in the Page Navigation field to display a specific part of the report.
 - Click on the dropdown arrow to select links options for **Go to First Page** or **Go to Last Page**.



Reports

- To change the size of the displayed area, enter a value or use the dropdown options for the **Zoom** field.
- To save a copy of a report to your computer, use the **Export this report** button. 



50% 400% 300% 200% 150% 125% 100%

[illegible]

Note: Printing is not available directly from the online report interface even though there is a button for this. Print reports from the computer after they are saved.

Usage Reports

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

In the Customer Homepage, select the **Usage** 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 - by Customer
- ☐ Summary - by RDD

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

Local-only: ☐ If checked, report will include LOCAL items only

* Denotes a Required Field

Choose a 'Report Type':

- **Detail** – All details for every line item and order.
- **Summary - by Customer** – Dollar value, weight, and quantity by customer
- **Summary - by RDD** – Dollar value, weight, and quantity by delivery date

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 - by Customer
☐ Summary - by RDD

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

Local-only: ☐ If checked, report will include LOCAL items only

* 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 - by Customer
☐ Summary - by RDD

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

Local-only: ☐ If checked, report will include LOCAL items only

* 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 - by Customer
☐ Summary - by RDD

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

Local-only: ☐ If checked, report will include LOCAL items only

* Denotes a Required Field

To include only local items in the report, select the 'Local-only' option.


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 - by Customer
☐ Summary - by RDD

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

Local-only: ☐ If checked, report will include LOCAL items only

* 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

SAMPLE DATA

FFAVS904A - DETAIL USAGE 1/1/2020 - 12/31/2021														
State name	District code	District name	Order Number	Order date	Delivery date	Receipt Date	Item Code	Item Description	State of Origin	Bill Price	Total DV	Total Lbs	Ordered Qty	Received Qty
MD	OMD001	ALLEGANY COUNTY	F20023000005	2020/01/22	2020/01/30 0030	2020/02/11	17J19	ALMONDS WHL 5 LB B		2.33	11.65	25	8	5
MD	OMD001	ALLEGANY COUNTY	20023000005	2020/01/22	2020/01/30 0030	2020/02/11	15D40	SALAD MIX, ROMAINE	LA, MD	3.24	6.48	10	3	2
MD	OMD001	ALLEGANY COUNTY	20023000005	2020/01/22	2020/01/30 0030	2020/02/11	15D41	SALAD MIX, ROMAINE	KS, NC	3.33	3.33	20	3	1
MD	OMD001	ALLEGANY COUNTY	F20023000005	2020/01/22	2020/01/30 0030	2020/02/11	15D42	SALAD MIX CHL SPRING	FL, OR	1.23	2.46	6	3	2
MD	OMD001	ALLEGANY COUNTY	20043000006	2020/02/12	2020/02/18 0049	2020/04/28	18A27	BEANS GREEN CHL S	ID	1.99	17.91	135	9	9
MD	OMD001	ALLEGANY COUNTY	F20043000006	2020/02/12	2020/02/18 0049	2020/04/28	18A52	BEANS GREEN CHL S	MT	2.01	18.09	27	9	9
MD	OMD001	ALLEGANY COUNTY	20043000006	2020/02/12	2020/02/18 0049	2020/04/28	18A52	BEANS GREEN CHL S	MT	12.20	109.80	54	9	9
MD	OMD001	ALLEGANY COUNTY	20043000006	2020/02/12	2020/02/18 0049	2020/04/28	18A52	BEANS GREEN CHL S	MT	1.99	3.98	10	2	2
MD	OMD001	ALLEGANY COUNTY	F20043000006	2020/02/12	2020/02/18 0049	2020/04/28	18A52	BEANS GREEN CHL S	MT	1.33	11.97	90	9	9

SAMPLE DATA

EXAMPLE 1: Usage Report (Detail)

EXAMPLE 1: Usage Report (Detail)

FFAVS905A - SUMMARY USAGE 1/1/2020 to 12/31/2021										Total DV	Total Lbs	Total Cases
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				678.54	2,109	225
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL				169.29	648	64
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL				31.20	112	12
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD577	STONE RIDGE MIDDLE SCHOOL				93.60	336	36
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	YMD577	STONE RIDGE MIDDLE SCHOOL				66.96	200	27
MD	OMD432	REGRESSION R1.15-SS, MD	FED	NSLP	YMD962	REGRESSION R1.15-NSLP-SS				10.05	15	5
MD	OMD612	LOUDOUN COUNTY - SS, MD	FED	SFSP	YMD815	PARK VIEW HIGH SCHOOL				34.95	75	15
MD	OMD650										270	15
MD	OMD699										540	30
MD	OMD699										190	13

EXAMPLE 2: Usage Report (Summary - by Customer)

FFAVS905B - SUMMARY USAGE BY RDD 1/1/2020 to 12/31/2021											
State	District code	District name	Fund code	Program	Customer code	Customer name	Order Date	Delivery Date	Total DV	Total Lbs	Total Cases
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	01/22/2020	01/30/2020	23.92	61	10
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	02/12/2020	02/18/2020	332.54	947	96
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	04/14/2020	04/15/2020	20.97	45	9
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	04/16/2020	04/22/2020	27.96	60	12
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	04/28/2020	05/04/2020	20.97	45	9
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	04/28/2020	05/05/2020	13.98	30	6
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	04/28/2020	05/06/2020	6.99	15	3
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	05/28/2020	06/01/2020	37.74	204	14
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK			60.39	235	27
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK			133.08	467	39

EXAMPLE 2: Usage Report (Summary - by RDD)

Budget Balance/Spent

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

Customer Code: All Customers ▼

*** Budget Year:** July 2018 - June 2019 ▼

*** 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 Food

Customer Code: All Customers ▼

* Budget Year: July 2018 - June 2019 ▼

* Denotes a Required Field

View Report Report Help

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

Customer Code:

*** Budget Year:**

*** 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

Customer Code: ▼

* Budget Year: ▼

* 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

SAMPLE DATA

FFAVS906C - BUDGET DOLLARS FOR DIST OMD001 10/1/2019 SFSP								
<u>State Name</u>	<u>District Code</u>	<u>District Name</u>	<u>Customer Code</u>	<u>Customer Name</u>	<u>Federal Dollars</u>	<u>Federal Spent Funds</u>	<u>Federal Balance</u>	<u>State Spent Funds</u>
MD					55,000.00	228.95	54,771.05	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL			20,000.00	0.00	20,000.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A3	SFSP - SCHOOL7	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A4	SFSP - SCHOOL8	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A5	SFSP - SCHOOL17	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL8	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B1	SFSP - SCHOOL10	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B2	SFSP - SCHOOL11	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B3	SFSP - SCHOOL13	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B4	SFSP - SCHOOL14	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B5	SFSP - SCHOOL15	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B6	SFSP - SCHOOL16	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	100.00	0.00	100.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD501	SFSP - SCHOOL1	0.00	0.00	0.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD502	SFSP - SCHOOL2	0.00	0.00	0.00	0.00

EXAMPLE: Budget/Balance Spent Report

Catalog

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

* Denotes a Required Field

Choose from the 'Catalog Effective Date' dropdown list.

Note: This date is required.

Catalog

Catalog Report

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

* Catalog Effective Date:

* 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

SAMPLE DATA

PANUM GROUP SPM300-14-DS605 01/17/2021

Item Code	Item Description	Unit of Issue	Units Per Case	Source of Supply	State of Origin	Price	Status
16W36	ALFALFA SPROUT 12/4 OZ PG	LB	3	CONUS	AL	4.00	New Item
19F39	ALMONDS SLIVERED 5 LB BG	LB	5	CONUS	AL	7.00	New Item
17J19	ALMONDS WHL 5 LB BG	LB	5	LOCAL	DC	5.52	Price Change
14P01	APPLE ANY TYPE USF/XF 100-113 1/40 LB CS	LB	40	CONUS	AL	5.50	New Item
14144	APPLE CHL SL 200/2 OZ PG	LB	25	OCONUS	CA	3.12	Price Change
14J27	APPLES FRESH FUJI 12/3 LB BG 36 LB CS	LB	36	LOCAL	VA	5.25	Price Change
18A52	BEANS GREEN CHL 3 LB CS	LB	3	LOCAL	MT	2.01	
18A27	BEANS GREEN CHL SNAP 15 LB CS	LB	15	CONUS	ID	1.99	
18A53	BLACKBERRIES FRESH 12 HALF PINT 6 LB CS	LB	6	CONUS	IL	12.20	
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS	CO	1	OCONUS	CO	2.12	
15M99	BLUEBERRIES 1/4 LB CO	LB	4	LOCAL	DC	1.33	
16P62	BOK CHOY 1/5 LB CO	LB	5	OCONUS	DE	1.99	
18A57	BOK CHOY FRESH 1 LB CS	LB	1	CONUS	CO, MA	2.52	

EXAMPLE: Catalog Report

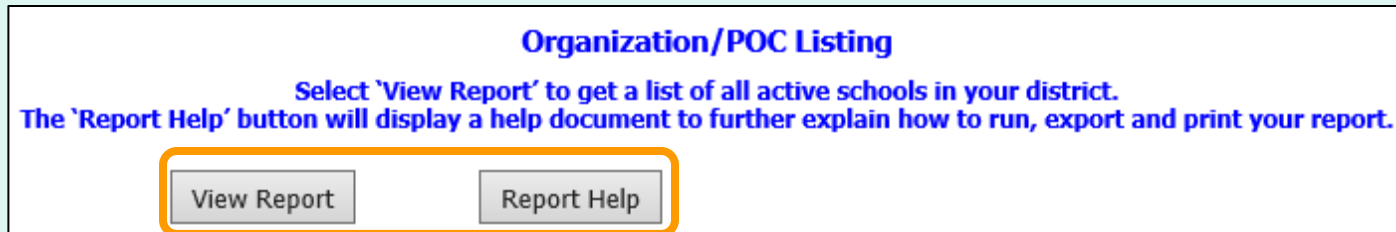
Organization/POC Listing

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

In the Customer Homepage, select the **Organization/POC*** link under the 'Reports' menu.

*Available to District and State users only

Organization/POC Listing



Select **View Report** to open the report interface.

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

District users will automatically see a list of active schools that belong to their district.

State users have the option to view a list of all districts or a list of all active schools in the state.

Organization/POC Listing

SAMPLE DATA

FFAV5931 - ORGANIZATION-POC LISTING

District Code	District Name	School Code	School Name	Program	Address 1	City	State	Zip	POC	Email	Phone
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	JMMY72	JIMMY'S NON-PS	NSLP	211 MARKET STREET	A	MD	21502	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBERD ELEMENTARY SNACK	NSLP	6124 HILLOREAST DRIVE	CLIMBERLAND	MD	22014	DISTRICT PANUM	thsn007qas@gmail.com	703-457-6793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	NON-FS	NON-FOOD SHAWY CUSTOMER	NSLP	8712 TIMPLE TR	ROCKVILLE	MD	20144	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	0608AU	NON-FS CUSTOMER	NSLP	73115 NON-FOOD SHOW	SPRINGFIELD	MD	20144	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	731AUJ	NON-FSCUS	NSLP	301 HILL AVE	ALEXANDRIA	MD	20301	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD181	SFSP - SCHOOL10	SFSP	Q CT	ARLINGTON	MD	20301	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD182	SFSP - SCHOOL11	SFSP	314 COSNELL RD	VIENNA	MD	20187	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD183	SFSP - SCHOOL13	SFSP	134 KINGS STREET	BETHESDA	MD	20148	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD184	SFSP - SCHOOL14	SFSP	222 TOWNSEND STREET	FAIRFAX	MD	20130	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD185	SFSP - SCHOOL15	SFSP	342 NW AVE	ARLINGTON	MD	22301	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD186	SFSP - SCHOOL16	SFSP	3456 NCRWALK SQ	ROCKVILLE	MD	20182	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A5	SFSP - SCHOOL17	SFSP	M STREET	POTOMAC	MD	20183	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD502	SFSP - SCHOOL2	SFSP	K STREET	ARLINGTON	MD	20154	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20	SFSP	DUKE ST	BETHESDA	MD	20185	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD523	SFSP - SCHOOL4	SFSP	U STREET	ROCKVILLE	MD	20187	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6	SFSP	300 DUKE CT	BETHESDA	MD	20187	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A4	SFSP - SCHOOL6	NSLP/SFSP	123 KING STREET	POTOMAC	MD	20184	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A3	SFSP - SCHOOL7	SFSP	1200 NW AVE	ALEXANDRIA	MD	22302	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8	NSLP/SFSP	607 DUPOIN CIRCLE	ARLINGTON	MD	20148	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A6	SFSP - SCHOOL8	SFSP	DUKE CT	ROCKVILLE	MD	20186	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD554	SFSP - SCHOOL5	SFSP	P STREET	ALEXANDRIA	MD	20182	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD501	SFSP - SCHOOL1	SFSP	L STREET	POTOMAC	MD	20184	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD552	SFSP - SCHOOL3	SFSP	M CT	POTOMAC	MD	20780	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD511	SS - 2127 PRE-TEST-R1 18	NSLP	3102 YAHAMMA CT	POTOMAC	MD	20184	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD597	SS - YELLOW FIELD STATION SCHOOL	NSLP/SFSP	5195 PRINCE BLVD	SHADY GROOVE	MD	20187	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD667	SS-BROOKS ACADEMY SCHOOL	NSLP	5412 KINGS ST	STERLING	MD	21452	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD944	SS-APOLLOS-ELEMENTARY	NSLP	31 A KINGS STREET	POTOMAC	MD	20181	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL-ELEMENTARY SCHOOL	NSLP	36 M STREET	POTOMAC	MD	20182	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD866	SS-REGREE-SCHOOL-1.16	SFSP	YORK ST	POTOMAC	MD	20197	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD519	SS-RT R1.18 - EAGLE RIDGE (SFSP)	SFSP	K ST	POTOMAC	MD	20197	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD518	SS-RT R1.18 - POTOMAC SCHOOL (NSLP)	NSLP	M ST	POTOMAC	MD	20197	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD521	SS-RT R1.18 - ROSA CARTER (BOTH)	NSLP/SFSP	OWK COURT	POTOMAC	MD	20189	APPLE PIE	Suganeswar.Thamaraiselvan@fns.usda.gov	703-457-6793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD515	SS-UAT1.18 - HIGH SCHOOL	NSLP/SFSP	5000 HILCREST VILLAGE	BETHESDA	MD	20187	APPLE CRUNCH	Suganeswar.Thamaraiselvan@fns.usda.gov	703-457-6793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD514	SS-UAT1.18 - MIDDLE SCHOOL	NSLP/SFSP	654 MOUNT VIEW	BETHESDA	MD	20187	APPLE BEE	Suganeswar.Thamaraiselvan@fns.usda.gov	703-457-6793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD512	SS-UAT1.18-ELEMENTARY SCHOOL	NSLP/SFSP	611 COSNELL ROAD	SHADY GROOVE	MD	20187	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD611	SUGAN CURIE SCHOOL	NSLP	506 STRAIGHT CT	BETHESDA	MD	20187	DISTRICT PANUM	wtscm004qas@gmail.com	7034576793
CMDD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD989	SUGAN YMD989	NSLP							

School Code	School Name	Program	Address 1	City	State	Zip	POC	Email	Phone	Org Create Date
YNH001	SURPLUS DIST SECTION	NSLP	12 HILLS AVE.	CONCORD	NH	03301	CUSTOMER	CUSTOMER	123-456-7891	07/01/2008

EXAMPLE: Organization/POC Listing

User Listing

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

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

*Available to District and State users only

User Listing

User Listing Report

Select 'View Report' to get a list of all users in your district.
The 'Report Help' button will display a help document to further explain how to run, export and print your report.

Select **View Report** to open the report interface.

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

District users will automatically see a list of all active users from their district and its active schools.

State users have the option to view a list of all active users (state, all districts, all active schools) or to select a specific district (only users from the selected district and its active schools).

User Listing

FFAVS907 - USER LISTING					
County Name	Customer Code	Customer	Last Name	First Name	E-mail
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	DAVIS	MELISSA	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	DISTRICT	USERII	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FORCUSTOMER	DISTRICTII	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	JOHN	SEAN	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	LEE	APPLE	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	MEHEDI	MOU	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	MICHAEL	CHRISTINA	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	NGYUGEN	MIHN	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	O'DAWSON	R'OMARIO	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	O'LEARY	S'AMY	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	PANUM	DISTRICT	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	P'ANUM	S'HERINA	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	SELVAN	SUGAN	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	SMITH	PANUM	
ALLEGANY COUNTY	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	TEST2	TES2 COPY	
ALLEGANY COUNTY		District Acct Rep	PANUM	D-ACCT	
ALLEGANY COUNTY		District Acct Rep	REZA	MEHEDI	
ALLEGANY COUNTY		District Acct Rep	SRIRAJU	JYO	
ALLEGANY COUNTY	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	KEVIN	SARA	
ALLEGANY COUNTY	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	NIVIN	NOVA	
ALLEGANY COUNTY	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	PANUM	SCHOOL-II	
ALLEGANY COUNTY	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	PANUM	USERII	
ALLEGANY COUNTY	YMD997	SS - YELLOW FIELD STATION SCHOOL	SELVAN	SUGAN	
ALLEGANY COUNTY	YMDS15	SS-UAT1.18 -HIGH SCHOOL	PIE	APPLE	
ALLEGANY COUNTY	YMDS14	SS-UAT1.18- MIDDLE SCHOOL	CRUNCH	APPLE	
ALLEGANY COUNTY	YMDS12	SS-UAT1.18-ELEMENTARY SCHOOL	BEE	APPLE	

SAMPLE DATA

EXAMPLE: User Listing


My Profile

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

First Name:

E-mail Address:

Phone number:

Extension:

Fax number:

Region:

County:


Customer:

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



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

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

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 th

☒ Receive emails for new/modified orders th

[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



Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 29, 2021

Customer Homepage

Welcome, Souhegan HS

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](#)
[Budget Balance/Spent](#)
[Catalog](#)

My Profile

[My Profile](#)

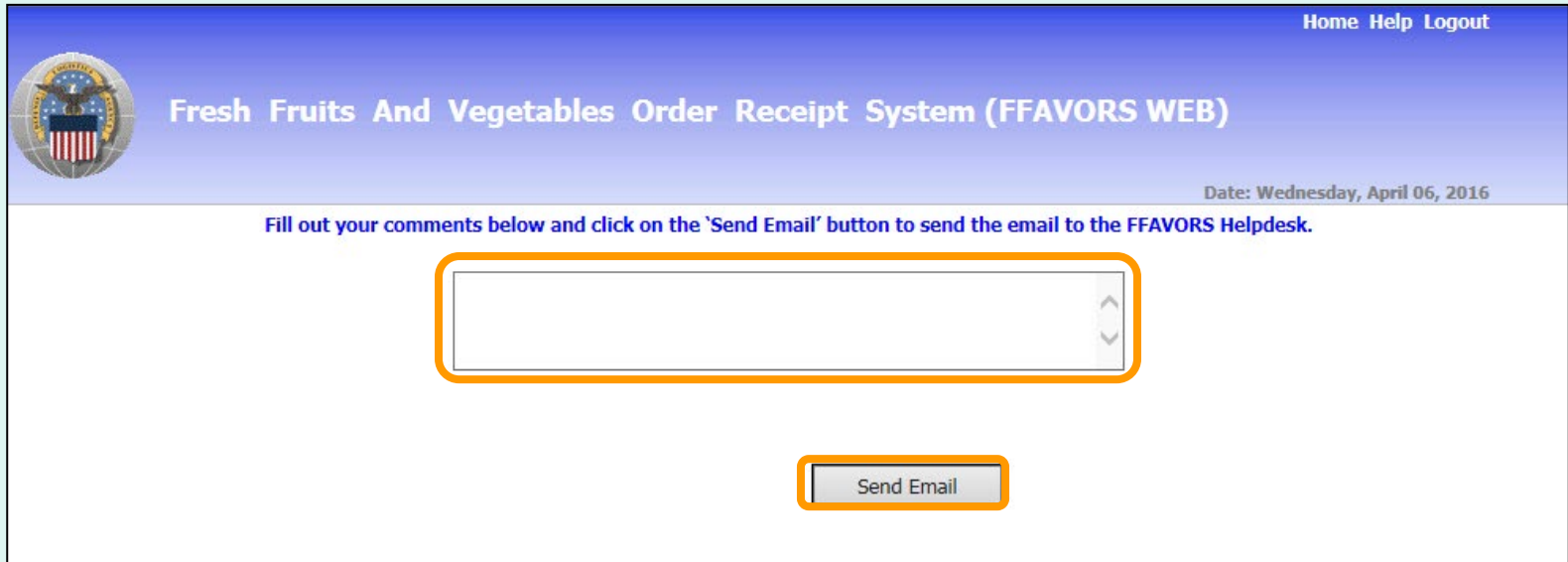
To send a message to the FFAVORS support team from any screen, select the **Contact FFAVORS Help Desk** link at the bottom of the page.

Note:
For order-related questions, use the [Email Account Specialist](#) link.

For login issues or if unable to access links, contact SM.FN.FFAVORS@USDA.GOV.

Contact FFAVORS Help Desk

Contact FFAVORS Help Desk



The screenshot displays the FFAVORS WEB interface. At the top right, there are links for 'Home', 'Help', and 'Logout'. On the left, there is a circular logo featuring an eagle and the text 'FFAVORS WEB'. The main heading is 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. Below this, the date 'Date: Wednesday, April 06, 2016' is shown. 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 vertical scrollbar on the right. At the bottom center, there is a button labeled 'Send Email'.

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

Help

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



FFAVORS:
*Fresh Fruits and Vegetables Order
Receipt System*



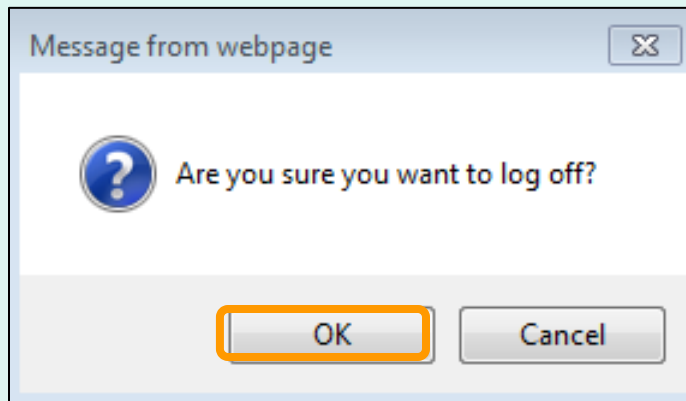
Customer Ordering Manual

Logout

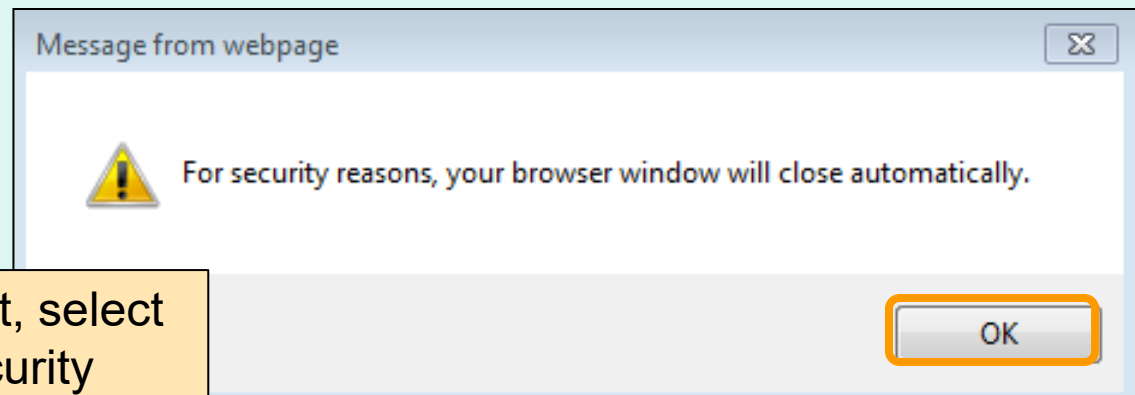


To exit FFAVORS, select **Logout** from the menu in the upper right corner of the screen.

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.