

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/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>

The screenshot displays the USDA Food and Nutrition Service website. The header includes the USDA logo, the text "United States Department of Agriculture Food and Nutrition Service", and navigation links: "About FNS", "Ask the Expert", "Contact Us", "Other Languages", and "En Español". A search bar with a "Search" button is located on the right. Below the header is a navigation menu with tabs: "Programs", "Data", "Newsroom", "Research", "Forms", and "Grants". To the right of the menu are links for "Site Map", "Advanced Search", "Help", "Search Tips", and "A to Z Map". Social media icons for Facebook, Twitter, YouTube, and RSS are also present. The main content area is titled "Food Distribution" and features a "Print" button. Below this is the "Fresh Fruits and Vegetables Order Receipt System (FFAVORS)" section, which includes a "Maintenance Notice" stating that FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. It also includes a section for "IDs and Passwords" explaining that users must establish a user profile and that an email notification will be generated once added. A link to "FFAVORS Login" and a link to "Reset USDA eAuthentication Password" are provided at the bottom. On the left side of the page, there is a sidebar with "Programs and Services" and "Food Distribution Resources" listed.

Programs and Services

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

Food Distribution Resources

- > USDA Foods Available Lists
- > Program Fact Sheets
- > State Contacts
- > Web Based Supply Chain Management (WBSCM)

Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

Maintenance Notice

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

IDs and Passwords

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

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

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

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

FFAVORS Login


 United States Department of Agriculture
Food and Nutrition Service

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

Programs | Data | Newsroom | Research | Forms | Grants

Search

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

Programs and Services

- > USDA Foods Processing
- > Commodity Supplemental Food Program (CSFP)
- > USDA DoD Fresh Fruit & Vegetable Program
- > Nutrition Services Incentive Program (NSIP)
- > Child Nutrition USDA Foods Programs
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Food Distribution Resources

- > USDA Foods Available Lists
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Food Distribution

Print

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

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

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

Select **FFAVORS Login**.

FFAVORS Login

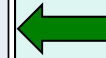
eAuthentication Login

<h3>LincPass (PIV) ?</h3> <div><p>CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)</p></div>	<h3>User ID & Password ?</h3> <div><p>User ID: <input type="text"/></p><p>Password: <input type="password"/></p><p>I forgot my User ID Password</p><div><input type="button" value="REGISTER"/> <input type="button" value="LOGIN"/></div><p>Change my Password</p></div>
--	---

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.



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

Tips:


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

FFAVORS Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)



User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

REGISTER **LOGIN**

[Change my Password](#)

WARNING

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 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

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

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

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

FFAVORS Login

The screenshot shows the USDA Food and Nutrition Service website. The header includes the USDA logo and navigation links: About FNS, Ask the Expert, Contact Us, Other Languages, and En Español. A search bar is located in the top right. Below the header is a navigation menu with links: Programs, Data, Newsroom, Research, Forms, and Grants. On the right side of the navigation menu are links for Site Map, Advanced Search, Help, Search Tips, and A to Z Map. Social media icons for Facebook, Twitter, YouTube, Email, Flickr, and RSS are also present.

Programs and Services

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- > The Emergency Food Assistance Program (TEFAP)

Food Distribution Resources

- > USDA Foods Available Lists
- > Program Fact Sheets
- > State Contacts
- > Web Based Supply Chain Management (WBSCM)

Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

This is a shortcut to the eAuthentication password reset tool. The user will need to provide their User ID and then the responses to their security questions. Creating a new password will unlock the account after too many failed login attempts.

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

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

[FFAVORS Login](#)

[Reset USDA eAuthentication Password](#)

Select **Reset USDA eAuthentication Password.**

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 click **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.

Fresh Fruits And Vegetables Order Receipt System WEBSITE USER AGREEMENT

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

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

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

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

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

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

Select **Yes**.

Do you accept these terms?



Yes

No

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

User Agreement & Registration

Selection Page for Multiple FFAVORS Accounts

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



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

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


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

User Agreement & Registration

Confirmation

Please confirm your selection.

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



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

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

User Agreement & Registration

User Registration

Application User Data

User ID: 100215

Email Address:

First Name: TODD

Last Name: JONES

Citizenship: United States

Designation Of Person: Civilian

Customer Demographics

Customer Code: YVA625

Customer Name: FOREST ELEMENTARY

County Code: 044

County: BEDFORD

Address 1: 1 SCHOLAR LANE

Address 2:

City: FOREST


State: Virginia

Zip Code: 24551

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

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


User Agreement & Registration

User Registration	
Application User Data	
User ID:	100215
Email Address:	<input type="text" value="TJones@ffavorsschool.org"/>
First Name:	TODD
Last Name:	JONES
Citizenship:	United States
Designation Of Person:	Civilian
Customer Demographics	
Customer Code:	YVA625
Customer Name:	FOREST ELEMENTARY
County Code:	044
County:	BEDFORD
Address 1:	1 SCHOLAR LANE
Address 2:	
City:	FOREST
State:	Virginia
Zip Code:	24551
<div>Select Register.  <input type="button" value="Register"/> <input type="button" value="Exit"/></div>	

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

Contact the [DLA Account Specialist](#) or the [FFAVORS Help Desk](#) to assist with linkage issues between the eAuthentication and FFAVORS.

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

Help Logout

Customer Homepage

Last Login: Tuesday, December 19, 2017 11:00:00 AM

Welcome, **Customer Organization**

Please select from the following options:

Orders

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

Reports

- [Usage Reports](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Customer Listing](#)

My Profile

- [My Profile](#)

Please Read (updated on 1/14/18)

The following changes have been made in FFAVORS:


- A new *My Profile* link is now available for you to view/update your FFAVORS profile information. Please use this page to verify and update your email, phone and fax as needed.
- For those who can order, the *My Profile* link also contains new Order Preferences for receiving emails after orders are placed or modified.

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

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

[Contact FFAVORS Help Desk](#)

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

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

Customer Homepage

Last Login: Tuesday, December 19, 2017 11:00:00 AM

Welcome, Customer Organization

Please select from the following options:

Orders

- [Place a New Order](#)
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- A new *My Profile* link is now available for you to view/update your FFAVORS profile information. Please use this page to verify and update your email, phone and fax as needed.
- For those who can order, the *My Profile* link also contains new Order Preferences for receiving emails after orders are placed or modified.

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.
- 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

Customer Homepage

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

Orders

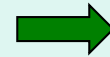
[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)



Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes


Current Fund Balances

Email Account
Specialist

From within the FFAVORS ordering process, select the **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 shows the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' interface. At the top right are links for 'Home', 'Help', and 'Logout'. The date 'Tuesday, February 16, 2016' is displayed. The main heading is 'Customer Selection Screen'. Below it, the instruction 'Select the Customer:' is shown. A dropdown menu for 'District/Customer:' is set to 'BARROW COUNTY'. Another dropdown menu for 'Customer:' is set to 'YGA310 - AUBURN #ELEMENTARY'. A green arrow points to a 'Proceed' button. At the bottom, there is a link to 'Contact FFAVORS Help Desk'.

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Customer Selection Screen

Select the Customer:

District/Customer: BARROW COUNTY

Customer: YGA310 - AUBURN #ELEMENTARY

Proceed

Contact FFAVORS Help Desk

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

Place a New Order

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

Customer Header:

<Customer>

AUBURN ELEMENTARY

District Header:


<District> Ordering for *<Customer>*

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

 ☒ School Lunch ☐ Summer Food

Select the Required Delivery Date for your order:

Requested Delivery Date : ▼


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

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

☒ School Lunch ☐ Summer Food

 **Select the Required Delivery Date for your order:**


Requested Delivery Date : ▼

Select from the available options in the 'Requested Delivery Date' dropdown list. These dates are based on the [Rules for Ordering](#). Then, click on the **Go Shopping** button.

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016

 **Fund Balance for NSLP**

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

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
<input type="text"/>	15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State

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

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

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Requested RDD: 2/22/2016

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

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.

Items already in your shopping cart will not appear below.

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

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

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

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

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



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

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

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

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

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

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

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

Available Items:

Enter desired case qty for item(s) below and then click the Add Items To Cart button at bottom of catalog.

Items already in your shopping cart will not appear below.
Click [State Abbreviation Lookup](#) for State of Origin reference.

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

☒ Description ☐ Item Code



Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

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

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"/>	15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M35	POTATO SWT 1/50 LB CS	50 LB	\$20.08		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M37	POTATO SWT 16/3 LB BG	48 LB	\$24.79	ID	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16V62	RADISH 14/1 LB BG	14 LB	\$12.24		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	18B72	SPROUTS, BRUSSEL, FRESH, 25 LB CASE	25 LB	\$24.79		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D79	TOMATO 6X6 4CT 15/1 LB PG	15 LB	\$24.01		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	\$13.28		<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

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

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.

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"/>	15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M35	POTATO SWT 1/50 LB CS	50 LB	\$20.08		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14M37	POTATO SWT 16/3 LB BG	48 LB	\$24.79	ID	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16V62	RADISH 14/1 LB BG	14 LB	\$12.24		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	18B72	SPROUTS, BRUSSEL, FRESH, 25 LB CASE	25 LB	\$24.79		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D79	TOMATO 6X6 4CT 15/1 LB PG	15 LB	\$24.01		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	16V29	TURNIP WHT TOP 1/25 LB CS	25 LB	\$13.28		<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



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

SAVED CARTS

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

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

Select a favorite cart from the 'Cart Name' column in the list of 'Saved Carts' to add the items and quantities to the current shopping cart.

Note: This will overwrite any items previously added to the current cart.

Other available actions:

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

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016

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

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

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

Enter desired case qty for _____ Item 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"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State




Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016
CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33	<input type="text" value="1"/>	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	\$31.59	<input type="text" value="1"/>	\$31.59	KS	<input checked="" type="radio"/> Fed <input type="radio"/> State
16V62	RADISH 14/1 LB BG	14 LB	\$12.24	<input type="text" value="1"/>	\$12.24		<input checked="" type="radio"/> Fed <input type="radio"/> State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15	<input type="text" value="1"/>	\$26.15		<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.

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"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016
CART

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

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

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	ACTUAL COST	FUND SOURCE
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State

☒ Description ☐ Item Code

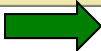
Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016
CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33	<input type="text" value="1"/>	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	\$31.59	<input type="text" value="1"/>	\$31.59	KS	<input checked="" type="radio"/> Fed <input type="radio"/> State
16V62	RADISH 14/1 LB BG	14 LB	\$12.24	<input type="text" value="1"/>	\$12.24		<input checked="" type="radio"/> Fed <input type="radio"/> State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15	<input type="text" value="1"/>	\$26.15		<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.

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"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State

Place a New Order

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


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

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

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

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




☒ 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

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016
CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33	<input type="text" value="1"/>	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	\$31.59	<input type="text" value="1"/>	\$31.59	KS	<input checked="" type="radio"/> Fed <input type="radio"/> State
16V62	RADISH 14/1 LB BG	14 LB	\$12.24	<input type="text" value="1"/>	\$12.24		<input checked="" type="radio"/> Fed <input type="radio"/> State
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15	<input type="text" value="1"/>	\$26.15		<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.

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"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State


Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016
CART

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

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



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

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"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

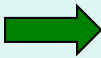
Place an Order for Vendor DS096 DEXTERS-FARM LLC

Order Confirmation Screen

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


THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART



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

Fund Balance for NSLP



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

Confirm Order

Continue Shopping

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

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Order Confirmation Screen

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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



Confirm Order

Continue Shopping

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

Place a New Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

Order Confirmation Screen

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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



Confirm Order

Continue Shopping

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

Place a New Order

Order Successfully Created.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Thank you! Your order has been placed!

Order Detail

Order Summary For: YGA310

Order Confirmation Number: F16047000001

Program: NSLP

Requested Delivery Date: Feb 22, 2016

Order Date: Feb 16, 2016

CART

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

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

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

Place a New Order

Order Successfully Created.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Thank you! Your order has been placed!

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

CART

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

Fund Balance for NSLP


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

Place Another Order

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

Place a New Order

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



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

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

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

Modify Pending Order

Customer Homepage

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 Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances







Email Account
Specialist

From within the FFAVORS ordering process, select the **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

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Please select an order to modify



Requested Delivery Date :	<div>Wed 7/6/2016</div> <div>Fri 7/1/2016</div>
Or :	
Order Number :	<div></div> <div>▼</div>

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

Modify Pending Order

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

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

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

Fund Balance for NSLP

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



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

Place an Order for Vendor US321 USDA-GARDEN
Requested RDD: 7/6/2016
CART

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

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

Modify Pending Order

Available Items:

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

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

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


☒ Description
 ☐ Item Code

Modify Pending Order

Place an Order for Vendor US321 USDA-GARDEN
Requested RDD: 7/6/2016
CART

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

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

Place an Order for Vendor US321 USDA-GARDEN
Requested RDD: 7/6/2016
CART

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

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



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

Modify Pending Order

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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

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

Modify Pending Order


THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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



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

Modify Pending Order


THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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



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

Modify Pending Order

Order Successfully Modified.

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY


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

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

CART

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

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

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

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

Fund Balance for NSLP

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



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

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Select the new requested delivery date for your order:

Requested Delivery Date: 

Original Order Date = 7/5/2016

Original RDD = 7/6/2016



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

Modify Pending Order

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Select the new requested delivery date for your order:

Requested Delivery Date : Thu 7/7/2016 ▼

Original Order Date = 6/29/2016

Original RDD = 7/6/2016

Modify Date

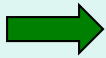
Message from webpage

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

→ OK Cancel

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

Modify Pending Order



Order RDD has been modified

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Select the new requested delivery date for your order:

Requested Delivery Date : Thu 7/7/2016 ▼

Original Order Date = 6/29/2016

Original RDD = 7/6/2016

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


BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

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

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

Fund Balance for NSLP

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



Delete Order

Modify RDD

Modify Order

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

Modify Pending Order

BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY

Order Detail

Order Summary For: YVA620

YVA620

Item Code	
14F29	APPLE G/S
15M99	B

Actual Cost	State Of Origin	Fund Source
\$4.14	MD, PA	Federal
\$1.93	MD	Federal

Message from webpage

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

OK

Cancel

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

Delete Order

Modify RDD

Modify 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




Order has been deleted																			
BEDFORD, VA - SCHOOL DIST. Ordering for BEDFORD ELEMENTARY																			
<table border="1"><thead><tr><th colspan="2">Order Detail</th></tr></thead><tbody><tr><td>Order Summary For:</td><td>YVA620</td></tr><tr><td>Order Confirmation Number:</td><td>F16182000001</td></tr><tr><td>Program:</td><td>NSLP</td></tr><tr><td>Requested Delivery Date:</td><td>07/06/2016</td></tr><tr><td>Order Date:</td><td>06/30/2016</td></tr></tbody></table>								Order Detail		Order Summary For:	YVA620	Order Confirmation Number:	F16182000001	Program:	NSLP	Requested Delivery Date:	07/06/2016	Order Date:	06/30/2016
Order Detail																			
Order Summary For:	YVA620																		
Order Confirmation Number:	F16182000001																		
Program:	NSLP																		
Requested Delivery Date:	07/06/2016																		
Order Date:	06/30/2016																		
Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source												
14F29	APPLE G/S SL PEEL 10/3 LB BG (Local Grown)	30 LB	\$1.38	3	\$4.14	MD, PA	Federal												
15M99	BLUEBERRIES 1/4 LB CO	4 LB	\$1.93	1	\$1.93	MD	Federal												

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

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



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

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

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

View an Order

Customer Homepage

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

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)



Place a New Order

Edit Receipts

View an Order

Modify Pending Order

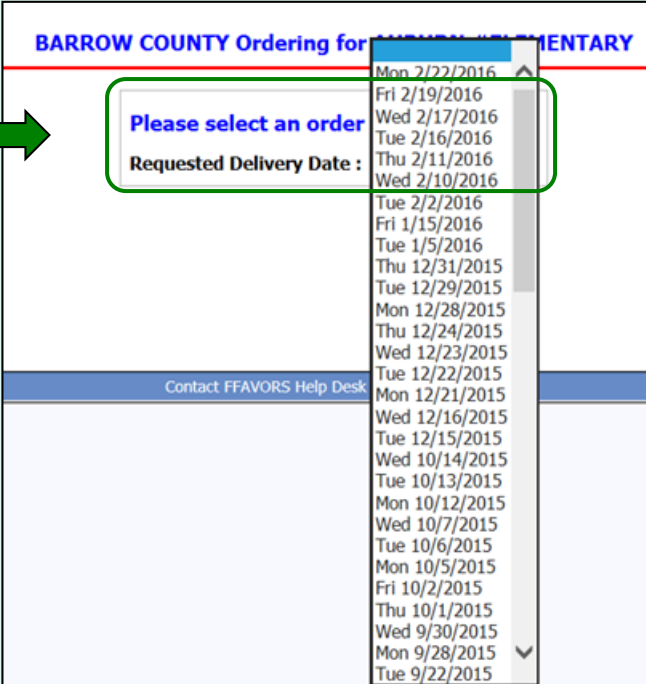
Product News Flashes

Current Fund Balances

Email Account
Specialist

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

View an Order



The screenshot shows a web interface for "BARROW COUNTY Ordering for ELEMENTARY". A green arrow points to a dropdown menu labeled "Please select an order" and "Requested Delivery Date :". The dropdown list contains dates from Mon 2/22/2016 down to Tue 9/22/2015. A blue bar at the bottom of the interface contains the text "Contact FFAVORS Help Desk".

Requested Delivery Date
Mon 2/22/2016
Fri 2/19/2016
Wed 2/17/2016
Tue 2/16/2016
Thu 2/11/2016
Wed 2/10/2016
Tue 2/2/2016
Fri 1/15/2016
Tue 1/5/2016
Thu 12/31/2015
Tue 12/29/2015
Mon 12/28/2015
Thu 12/24/2015
Wed 12/23/2015
Tue 12/22/2015
Mon 12/21/2015
Wed 12/16/2015
Tue 12/15/2015
Wed 10/14/2015
Tue 10/13/2015
Mon 10/12/2015
Wed 10/7/2015
Tue 10/6/2015
Mon 10/5/2015
Fri 10/2/2015
Thu 10/1/2015
Wed 9/30/2015
Mon 9/28/2015
Tue 9/22/2015

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

View an Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Please select an order to VIEW

Requested Delivery Date : Mon 2/22/2016 ▼

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

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

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

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



View an Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY



Please select an order to VIEW

Requested Delivery Date : Mon 2/22/2016 ▼

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

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

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


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

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

Print

View an Order

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



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

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

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

Receipting Requirement

General Information

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

Receipting Requirement

Timeline for Receipting

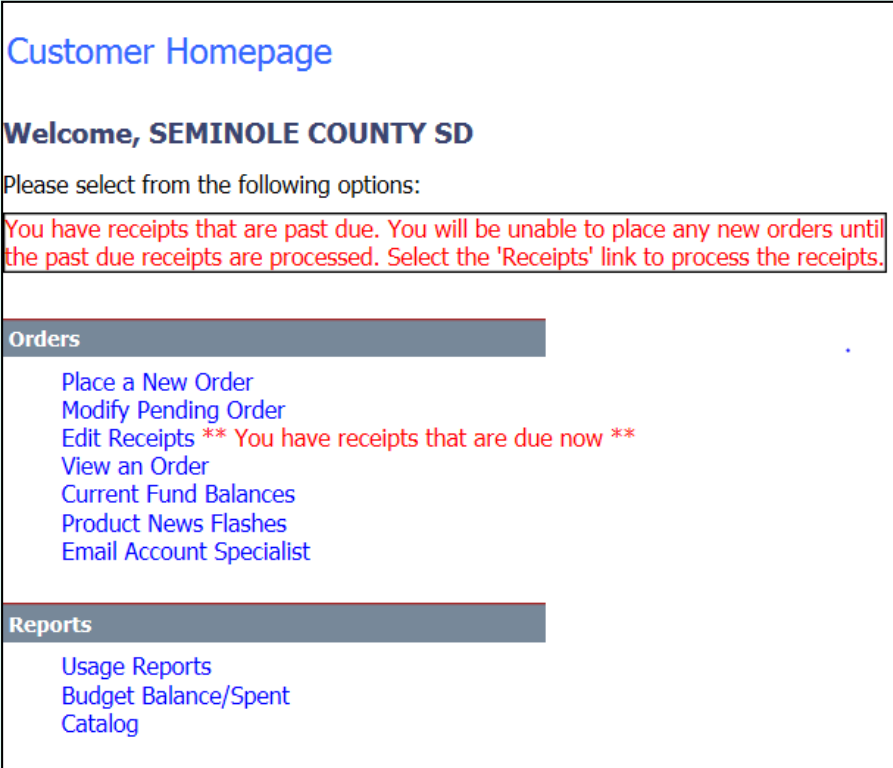
- Receipts become available to be entered on the order's requested delivery date (RDD). If a delivery arrives early, the customer will need to wait until the RDD.
- Receipts should be entered within seven (7) calendar days of the RDD.
- Processed or not, all receipts remain on the 'Edit Receipts' list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

Receipting Requirement

Past Due Receipts

- Receipts are considered past due if they have not been entered in FFAVORS by the end of the 7th day after the scheduled RDD.
- When there are past due receipts, no orders can be placed by (or on behalf of) the customer. The order block is removed after these receipts are entered.
- State users can view all past due receipts for customers within the state via the **Past Due Receipts** link in the 'Orders' menu.
- Contact the [DLA Account Specialist](#) with any questions about receipting or problems with past due receipts.

Receipting Requirement



The screenshot shows the 'Customer Homepage' for 'SEMINOLE COUNTY SD'. A red warning message is displayed, stating: '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.' Below the warning, there are two main sections: 'Orders' and 'Reports'. The 'Orders' section contains links for 'Place a New Order', 'Modify Pending Order', 'Edit Receipts', 'View an Order', 'Current Fund Balances', 'Product News Flashes', and 'Email Account Specialist'. The 'Reports' section contains links for 'Usage Reports', 'Budget Balance/Spent', and 'Catalog'. Two green arrows point to the warning message and the 'Edit Receipts' link.

Customer Homepage

Welcome, SEMINOLE COUNTY SD

Please select from the following options:

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

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

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

Edit Receipts

Customer Homepage

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

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)



[Place a New Order](#)

[Edit Receipts](#)

[View an Order](#)

[Modify Pending Order](#)

[Product News Flashes](#)

[Current Fund Balances](#)

[Email Account Specialist](#)

From within the FFAVORS ordering process, select the **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
 	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

Edit Receipts

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

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

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

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

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

PROCESS Pending Receipt

Go Back to the List of Receipts



Edit Receipts

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

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

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

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

To make changes to the quantity received for specific items:

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

Edit Receipts

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

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

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

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

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



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.

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

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

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

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

Fund Balance for NSLP

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

Print

Go Back to the List of Receipts

Edit Receipts

Receipt was successfully updated.

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

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

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

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

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



Go Back to the List of Receipts

Edit Receipts

Receipt was successfully updated.

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

Edit Receipt

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

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

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


To return to the [list of editable receipts](#), select **Go Back to the List of Receipts**.

Print

Go Back to the List of Receipts

Edit Receipts

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



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

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

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

Current Fund Balances

Customer Homepage

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

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

[Place a New Order](#)

[Edit Receipts](#)

[View an Order](#)

[Modify Pending Order](#)

[Product News Flashes](#)

[Current Fund Balances](#)

[Email Account Specialist](#)

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

Current Fund Balances

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

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

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

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

Current Fund Balances

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



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

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

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

Product News Flashes

Customer Homepage

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

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

[Place a New Order](#)

[Edit Receipts](#)

[View an Order](#)

[Modify Pending Order](#)

[Product News Flashes](#)

[Current Fund Balances](#)

[Email Account Specialist](#)

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

Product News Flashes

Product Flash!

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

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

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

Product News Flashes

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



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

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

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

Email Account Specialist

Customer Homepage

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

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

[Place a New Order](#)

[Edit Receipts](#)

[View an Order](#)

[Modify Pending Order](#)

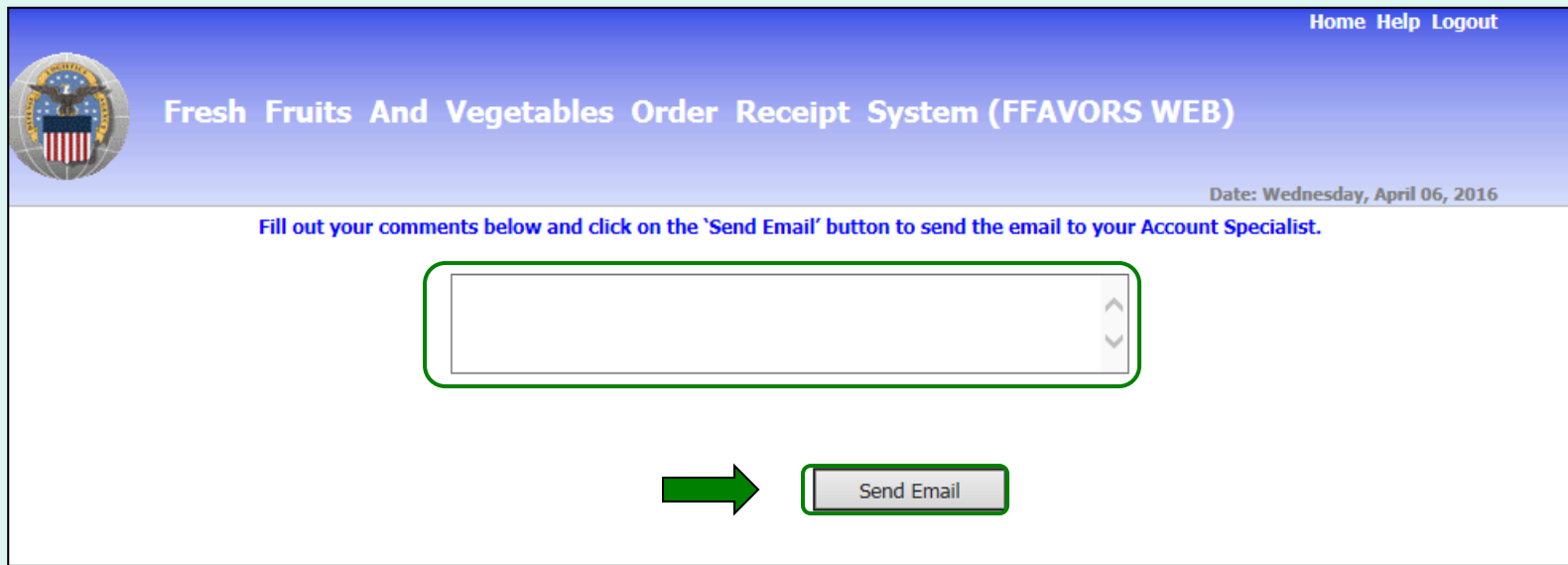
[Product News Flashes](#)

[Current Fund Balances](#)

[Email Account Specialist](#)

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

Email Account Specialist



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 green border. To the right of the input field is a green arrow pointing towards a 'Send Email' button.

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, April 06, 2016


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

Send Email

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

Email Account Specialist

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



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

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

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

Reports

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

Usage Reports

Customer Homepage

Welcome, Customer Organization

Please select from the following options:

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

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

Usage Reports





Usage Report

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

Report Type: ☒ Detail
☐ Summary

Customer Code: All Customers ▼

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

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

* **Denotes a Required Field**

Choose a 'Report Type':

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


Note: Detail is selected by default.


Usage Reports


Usage Report

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

Report Type: ☒ Detail
☐ Summary

 Customer Code: All Customers ▼

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

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

* Denotes a Required Field

District Users only:

Choose a 'Customer Code':

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

Note: All Customers is selected by default.


Usage Reports


Usage Report

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

Report Type: ☒ Detail
☐ Summary

Customer Code: ▼

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

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

* Denotes a Required Field

Choose the date period to include in the report:

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

Note: These dates are required.


Usage Reports


Usage Report

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


Report Type: ☒ Detail
☐ Summary

Customer Code: ▼

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

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

* Denotes a Required Field



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

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

Usage Reports

CRYSTAL REPORTS 2008

Main Report

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

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

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

Export to Excel (data only)

EXAMPLE 1: Usage Report (Detail)

Usage Reports

CRYSTAL REPORTS 2008

Main Report

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

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

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

Export to PDF

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

EXAMPLE 2: Usage Report (Summary)

Budget Balance/Spent

Customer Homepage

Welcome, Customer Organization

Please select from the following options:

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports


[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

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

Budget Balance/Spent



Budget Balance/Spent

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

Program: ☒ School Lunch
☐ Summer Food

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

* **Denotes a Required Field**

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


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

Budget Balance/Spent

Budget Balance/Spent

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

Program: ☒ School Lunch
☐ Summer Feeding

 Customer Code: All Customers ▼

* Budget Year: July 2015 - June 2016 ▼

* 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

 * Budget Year: July 2015 - June 2016 ▼

* Denotes a Required Field

View Report

Report Help

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

Note: The default is the current Budget Year.


Budget Balance/Spent

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

Program: ☒ School Lunch
☐ Summer Food

* Budget Year:

* 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

CRYSTAL REPORTS 2008

Parameters Group Tree 1 / 1 100%

Main Report

GA

Budget year starting: July 01, 2015
Program: NSLP

State Name	District Code	District Name	Customer Code
GA			
GA	OGA003	BACON COUNTY	
GA	OGA003	BACON COUNTY	YGA0A8
GA	OGA003	BACON COUNTY	YGA1X1
GA	OGA003	BACON COUNTY	YGA307
GA	OGA003	BACON COUNTY	YGA308
GA	OGA003	BACON COUNTY	YGA309
GA	OGA003	BACON COUNTY	YGAXY1
GA	OGA003	BACON COUNTY	YGAXY2

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

Export to Excel (data only)

EXAMPLE: Budget/Balance Spent Report

Catalog

Customer Homepage

Welcome, Customer Organization

Please select from the following options:

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports


[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)

My Profile

[My Profile](#)

In the Customer Homepage, select the **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

Parameters Group Tree 1 / 1+ 100%

CRYSTAL REPORTS 2008

Main Report

Test Data shown. Not true Production data.

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

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

EXAMPLE: Catalog Report

Customer Listing

Customer Homepage

Welcome, Customer Organization

Please select from the following options:

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)


My Profile

[My Profile](#)

District & State users only:

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

Customer Listing



Customer Listing Report

Select 'District' to get a list of all districts in your state. Select 'School' to get a list of all active schools in your state. Select 'View Report' to run report. The 'Report Help' button will display a help document to further explain how to run, export and print your report.

* Type: ☒ District
☐ School

* Denotes a Required Field

State users only:

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

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



Customer Listing

Customer Listing Report

Select 'District' to get a list of all districts in your state. Select 'School' to get a list of all active schools in your state. Select 'View Report' to run report. The 'Report Help' button will display a help document to further explain how to run, export and print your report.

* Type: ☒ District
 ☐ School

* Denotes a Required Field

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

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

Customer Listing

Parameters Group Tree 1 / 1 100%

CRYSTAL REPORTS 2008

Main Report

Test Data shown. Not true Production data.

District Code	District Name	School Code	School Name	Program	Address 1	Address 2
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	JIMMY2	JIMMY'S NONFS	NSLP	1	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	NSLP	211 MARKET STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	NON-FS	NON-FOOD SHOW CUSTOMER	NSLP	6124 HILLCREAST DRIVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	0608AU	NON-FS CUSTOMER	NSLP	8712 TIPLE TR	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	731AUD	NON-FSCUS	NSLP	73115 NON-FOOD SHOW	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B1	SFSP - SCHOOL10	SFSP	301 HILL AVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B2	SFSP - SCHOOL11	SFSP	Q CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B3	SFSP - SCHOOL13	SFSP	314 GOSNELL RD	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B4	SFSP - SCHOOL14	SFSP	314 KINGS STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B5	SFSP - SCHOOL15	SFSP	1232 TOWNSEND STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B6	SFSP - SCHOOL16	SFSP	342 NW AVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A5	SFSP - SCHOOL17	SFSP	3456 NORWALK SQ	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD502	SFSP - SCHOOL2	SFSP	M STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20	SFSP	K STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD553	SFSP - SCHOOL4	SFSP	DUKE ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6	SFSP	U STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A4	SFSP - SCHOOL6	NSLP/SFSP	300 DUKE CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A3	SFSP - SCHOOL7	SFSP	123 KING STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8	NSLP/SFSP	1200 NW AVE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL8	SFSP	607 DUPON CIRCLE	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD554	SFSP - SCHOL5	SFSP	DUKE CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD501	SFSP -SCHOOL1	SFSP	P STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD552	SFSP-SCHOOL3	SFSP	L STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD511	SS - 2127 PRE-TEST- R1.18	NSLP	M CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD997	SS - YELLOW FIELD STATION SCHOOL	NSLP/SFSP	3102 YAHAMA CT	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD667	SS BROOKS ACADEMY SCHOOL	NSLP	5195 PRINCE BLVD	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD944	SS-APOLLOS-ELEMENTARY	NSLP	5412 KINGS ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL-ELEMENTARY SCHOOL	NSLP/SFSP	31 A KINGS STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD866	SS-REGREE-SCHOOL-1.16	SFSP	36 M STREET	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD519	SS-RT R1.18 - EAGLE RIDGE (SFSP)	SFSP	YORK ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD518	SS-RT R1.18 - POTOMAC SCHOOL (NSLP)	NSLP	K ST	
OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD624	SS-RT R1.18 - ROSA CARTER (SFSP)	NSLP/SFSP	M CT	

EXAMPLE: Customer Listing

My Profile

Customer Homepage

Welcome, Customer Organization

Please select from the following options:

Orders

[Place a New Order](#)
[Modify Pending Order](#)
[Edit Receipts](#)
[View an Order](#)
[Current Fund Balances](#)
[Product News Flashes](#)
[Email Account Specialist](#)

Reports

[Usage Reports](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Customer Listing](#)


My Profile

[My Profile](#)

In the Customer Homepage, select the **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

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](#)

Home Help Logout

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

Contact FFAVORS Help Desk

The screenshot shows the FFAVORS WEB Customer Homepage. At the top right, there are links for 'Help' and 'Logout'. The main header reads 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' with a date of 'Tuesday, January 9, 2018'. Below the header, the page is titled 'Customer Homepage' and 'Welcome, Customer Organization'. A message says 'Please select from the following options:'. On the left, there are three main sections: 'Orders' with links like 'Place a New Order', 'Modify Pending Order', 'Edit Receipts', 'View an Order', 'Current Fund Balances', 'Product News Flashes', and 'Email Account Specialist'; 'Reports' with links like 'Usage Reports', 'Budget Balance/Spent', 'Catalog', and 'Customer Listing'; and 'My Profile' with a link to 'My Profile'. In the center, there is a 'Please Read' box with a date of '1/14/18' and a list of changes. At the bottom, there is a 'Contact FFAVORS Help Desk' link. A green box highlights this link, and a green arrow points from it to a larger blue box labeled 'Contact FFAVORS Help Desk' on the right side of the page.

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 9, 2018

Customer Homepage

Last Login: Tuesday, December 19, 2017 11:00:00 AM

Welcome, Customer Organization

Please select from the following options:

Orders

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

Reports

- [Usage Reports](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Customer Listing](#)

My Profile

- [My Profile](#)

Please Read (updated on 1/14/18)

The following changes have been made in FFAVORS:

- A new *My Profile* link is now available for you to view/update your FFAVORS profile information. Please use this page to verify and update your email, phone and fax as needed.
- For those who can order, the *My Profile* link also contains new Order Preferences for receiving emails after orders are placed or modified.

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


[Contact FFAVORS Help Desk](#)

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

Note: Please use the [Email Account Specialist](#) link for order-related questions. If unable to access the link or for login-related questions, contact FFAVORS@fns.usda.gov.

Contact FFAVORS Help Desk

Home Help Logout



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, April 06, 2016

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

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

Help

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



Home **Help** Logout



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

FFAVORS:
***Fresh Fruits and Vegetables Order
Receipt System***



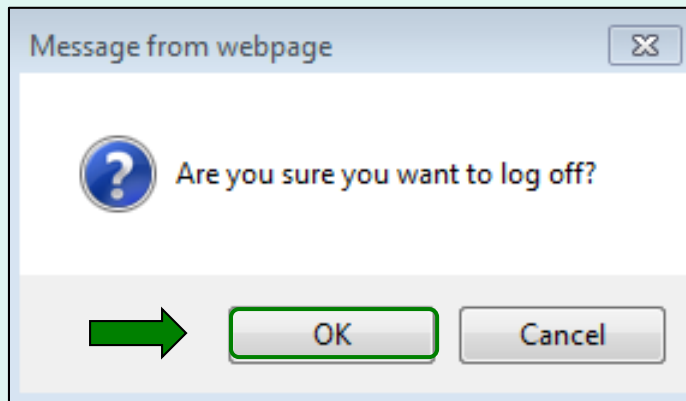
Vendor User Manual

Logout

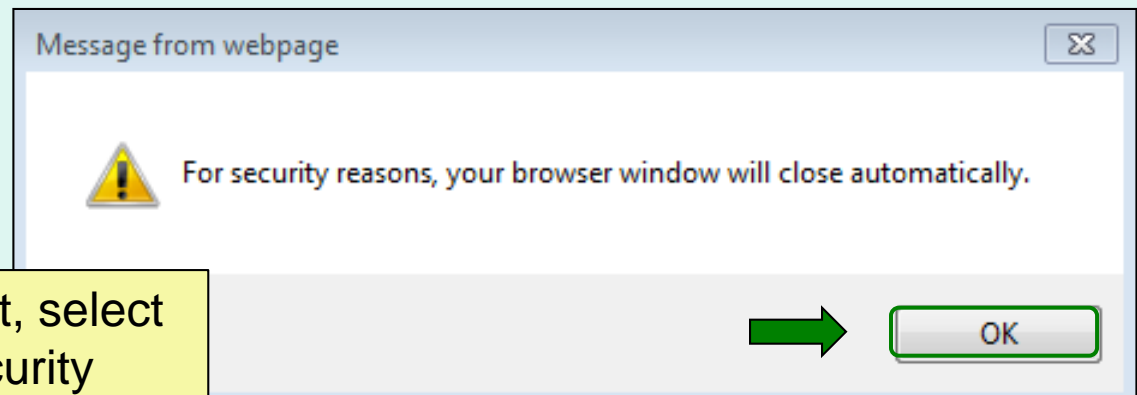


To exit FFAVORS, select **Logout** from the menu in the upper right corner of the screen.

Logout



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



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