

FFAVORS Web Ordering Manual



Updated 4/10/2016

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FFAVORS Access

Navigate to this address in the browser:

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

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Food and Nutrition Service

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Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

FFAVORS News and Information

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

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

Once added to FFAVORS Web, 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 Web before accessing the site can be achieved.

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

I want to:

Log into FFAVORS web | Reset my password

Programs and Services

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

Food Distribution Resources

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

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 tabs for Programs, Data, Newsroom, Research, and Forms. The main content area is titled 'Food Distribution' and 'Fresh Fruits and Vegetables Order Receipt System (FFAVORS)'. It includes a 'Print' button and a 'FFAVORS News and Information' section. A 'Maintenance Notice' states that the site is unavailable on Sundays from 4:00 PM to 2:00 AM CT. An 'IDs and Passwords' section explains that users must establish a profile for each new user. A 'Log into FFAVORS web' button is highlighted with a green box and an arrow pointing to it from the text 'Select Log into FFAVORS web.' Other buttons include 'Reset my password'.

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Home » Food Distribution Resources » Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

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Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

FFAVORS News and Information

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

Select **Log into FFAVORS web.**

Log into FFAVORS web | Reset my password

FFAVORS Login

eAuthentication Login

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

WARNING

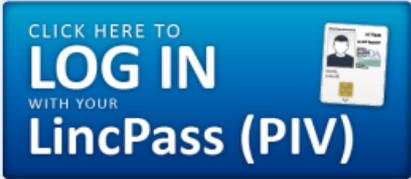
Upon Login You Agree to the Following Information:

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

FFAVORS Login

eAuthentication Login

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

WARNING

Upon Login You Agree to the Following Information:

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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

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Food and Nutrition Service

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Home » Food Distribution Resources » Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

Programs and Services

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

Food Distribution Resources

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

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

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

I want to:

- Log into FFAVORS web
- Reset my password

Select **Reset my password.**

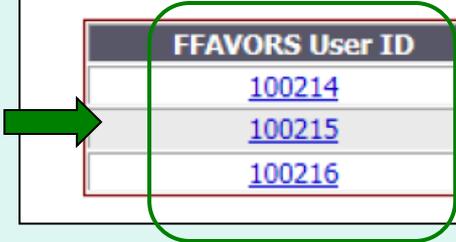
User Agreement & Registration

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

User Agreement & Registration

Selection Page for Multiple FFAVORS Accounts

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



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

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

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

User Agreement & Registration

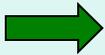
Confirmation

Please confirm your selection.

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

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

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



User Agreement & Registration

Fresh Fruits And Vegetables Order Receipt System WEBSITE USER AGREEMENT

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

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

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

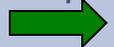
As a user of Fresh Fruits And Vegetables Order Receipt System:

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

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

Select **Yes.**

Do you accept these terms?



Yes

No

User Agreement & Registration

User Registration

Application User Data

User Id: 54325

Email Address:

First Name: Mellon

Last Name: School

Citizenship: United States

Designation Of Person: Civilian

Customer Demographics

Customer Code: YW1002

Customer Name: MELLENSCH

County Code: 001

County: Ashwaubenon Sch Dist

Address 1: 420 SOUTH MAIN ST

Address 2:

City: PORT WING

State: Wisconsin

Zip/Postal Code: 54865

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

Select **Register**.



Register

Exit

User Agreement & Registration

User Registration

Application User Data

User Id: 54325

Email Address:

First Name: Mellon

Last Name: School

Citizenship: United States

Designation Of Person: Civilian

Customer Data

Customer Code: YW1002

Customer Name: MELLEN SCH

County Code: 001

County: Ashwaubenon Sch Dist

Address 1: 420 SOUTH MAIN ST

Address 2:

City: PORT WING

State: Wisconsin

Zip/Postal Code: 54865

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

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

Select Register. 

Privacy/Security Notice | Section 508 Compliance | Contact Webmaster

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Customer Homepage

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

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

Please Read (updated on 4/10/16)

The following changes have been made in FFAVORS:

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

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

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

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

Contact FFAVORS Help Desk

Customer Homepage



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Customer Homepage

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

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

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

Please Read (updated on 4/10/16)

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

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

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

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, always select **Remove customer lock and return to home page** from the green menu on the left side of the screen.

Remove customer
lock and 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.
- It is very important to return to the Customer Homepage after completing transactions via the **Remove customer lock and return to home page** link to avoid a temporary lock on the customer account.
- While a customer account is locked, there is no access to the ordering or receipting functions.

Rules for Ordering

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

Rules for Ordering

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

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

EXAMPLE 1: Order placed on Monday the 24th

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

Rules for Ordering

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

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

EXAMPLE 2: Order placed on Thursday the 28th

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

Place a New Order

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

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

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

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 'Customer Selection Screen' of the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. The page has a blue header with the system name and a logo on the left. The date 'Tuesday, February 16, 2016' is displayed in the top right. The main content area is white and contains the following elements:

- Customer Selection Screen** (Section Header)
- Select the Customer:** (Instruction)
- District/Customer:** BARROW COUNTY (Text)
- Customer:** YGA310 - AUBURN #ELEMENTARY (Dropdown menu)
- Proceed** (Button)

A green arrow points to the 'Proceed' button. At the bottom of the page, there is a link to '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

The screenshot shows the FFAVORS WEB interface. At the top right, there are links for "Home", "Help", and "Logout". The main header area contains the system logo on the left and the text "Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)" in the center. Below the header, the date "Date: Tuesday, February 16, 2016" is displayed. A left-hand navigation menu lists several options: "Edit Receipts", "View an Order", "Modify Pending Order", "Product News Flashes", "Current Fund Balances", "Email Account Specialist", "Select a Different Customer", and "Remove customer lock and return to home page". The main content area displays the order details for "BARROW COUNTY Ordering for AUBURN #ELEMENTARY". Below this, it says "Place an Order for Vendor DS096 DEXTERS-FARM LLC". There are two radio buttons: "School Lunch" (which is selected) and "Summer Food". A green arrow points to the "School Lunch" radio button. Below the radio buttons, there is a section titled "Select the Required Delivery Date for your order:" with a dropdown menu showing "Requested Delivery Date : Mon 2/22/2016" and a "Go Shopping" button.

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Remove customer lock and return to home page

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC

School Lunch Summer Food

Select the Required Delivery Date for your order:

Requested Delivery Date : Mon 2/22/2016 ▼

Go Shopping

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

Place a New Order

The screenshot shows the FFAVORS WEB interface. At the top right, there are links for 'Home', 'Help', and 'Logout'. The main header reads 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' with a date of 'Tuesday, February 16, 2016'. A left-hand navigation menu includes options like 'Edit Receipts', 'View an Order', 'Modify Pending Order', 'Product News Flashes', 'Current Fund Balances', 'Email Account Specialist', 'Select a Different Customer', and 'Remove customer lock and return to home page'. The main content area is titled 'BARROW COUNTY Ordering for AUBURN #ELEMENTARY' and 'Place an Order for Vendor DS096 DEXTERS-FARM LLC'. It features radio buttons for 'School Lunch' (selected) and 'Summer Food'. A green arrow points to a highlighted box containing the instruction 'Select the Required Delivery Date for your order:', a 'Requested Delivery Date' dropdown menu showing 'Mon 2/22/2016', and a 'Go Shopping' button.

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

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="checkbox"/>	15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	15P80	APPLE G/S 12/3 LB BG	36 LB	\$38.39		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	14M35	POTATO SWT 1/50 LB CS	50 LB	\$20.08		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	14M37	POTATO SWT 16/3 LB BG	48 LB	\$24.79	ID	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	16V62	RADISH 14/1 LB BG	14 LB	\$12.24		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	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="checkbox"/>	18B72	SPROUTS, BRUSSEL, FRESH, 25 LB CASE	25 LB	\$24.79		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	17D79	TOMATO 6X6 4CT 15/1 LB PG	15 LB	\$24.01		<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="checkbox"/>	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

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

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

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

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



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:

Continue Shopping

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

Update Cart

Save Favorite Cart

Proceed To Checkout

Empty Cart

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.

17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33				<input checked="" type="radio"/> Fed <input type="radio"/> State
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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:

Save

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

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

Continue Shopping

Place a New Order

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

Note: This cannot be undone.

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

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

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

Save

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

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

Continue Shopping

Place a New Order

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



Update Cart

Save Favorite Cart

Proceed To Checkout

Empty Cart

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 checked="" 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 checked="" 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 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 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
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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
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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.

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 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

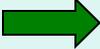
	State \$	Federal \$
Starting Balance	N/A	\$5,000.00
Spent, Previous Orders	\$0.00	\$3,380.49
Cost, This Order	\$0.00	\$101.31
Remaining Balance	N/A	\$1,518.20



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

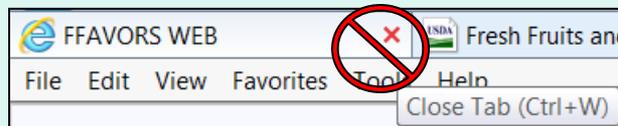
Place a New Order

Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Remove customer lock and return to home page



Select **Remove customer lock and return to home page** in the green menu on the left side of the screen to exit the ordering process. This will unlock the customer account for other users.

Note: Always return to the Customer Homepage before logging out of FFAVORS or closing the webpage, active tab, or browser. Failure to do so will cause a system lock on the customer account for 20 minutes.



Modify Pending Order

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

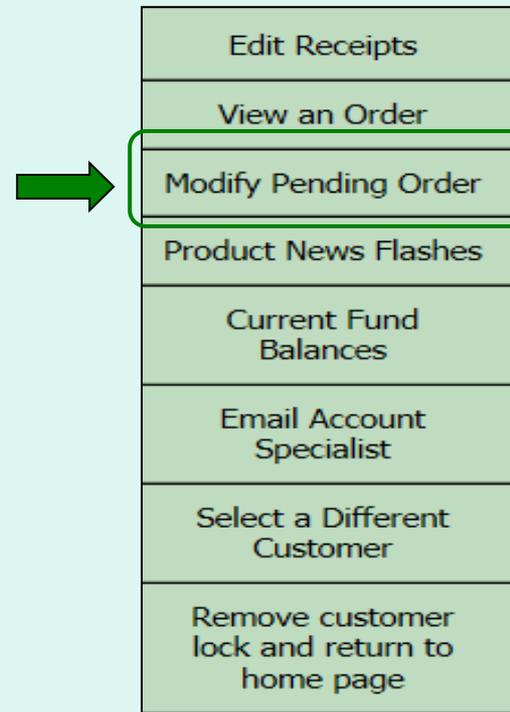
Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

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



Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Remove customer lock and return to home page

In 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 (72 hours) 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

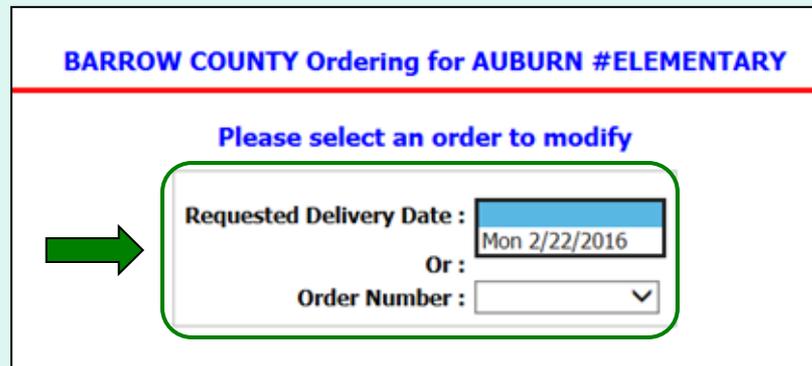
BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Please select an order to modify

Requested Delivery Date :

Or :

Order Number :



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

Modify Pending Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

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

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33	1	\$31.33		Federal
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	\$31.59	1	\$31.59	KS	Federal
16V62	RADISH 14/1 LB BG	14 LB	\$12.24	1	\$12.24		Federal
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15	1	\$26.15		Federal

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



Delete Order

Modify Order

To make changes to the displayed order, select the **Modify Order** button.

Modify Pending 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

Modify Pending 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.

17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.33				<input checked="" type="radio"/> Fed <input type="radio"/> State
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Description Item Code

Modify Pending 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



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.

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

Modify Pending Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Requested RDD: 2/22/2016
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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.
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Modify Pending 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 02/22/2016
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="2"/>	\$62.66		<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	\$132.64
Remaining Balance	N/A	\$1,486.87

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

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place an Order for Vendor DS096 DEXTERS-FARM LLC
Order Confirmation Screen

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CART

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15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33	<input type="text" value="2"/>	\$62.66		<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
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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	\$132.64
Remaining Balance	N/A	\$1,486.87



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

Modify Pending 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 02/22/2016
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ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
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16V62	RADISH 14/1 LB BG	14 LB	\$12.24	<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	\$132.64
Remaining Balance	N/A	\$1,486.87



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

Modify Pending Order

Order Successfully Modified.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

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

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="2"/>	\$62.66		<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 checked="" type="radio"/> Fed <input type="radio"/> State

The order is modified. To print a copy of the revised order summary, use the browser's print function or press **CTRL + P** to open its printing menu.

Modify Another Order

Modify Pending Order

Order Successfully Modified.

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

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

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="2"/>	\$62.66		<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 checked="" type="radio"/> Fed <input type="radio"/> State

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



Modify Another Order

Modify Pending Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

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

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
15O23	APPLE G/D 12/3LB BG	36 LB	\$31.33	1	\$31.33		Federal
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	\$31.59	1	\$31.59	KS	Federal
16V62	RADISH 14/1 LB BG	14 LB	\$12.24	1	\$12.24		Federal
18A06	SOUP MIX, CHL, ASTD WHL VEG, 12/2 LB PG	24 LB	\$26.15	1	\$26.15		Federal

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



Delete Order

Modify Order

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

Modify Pending Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Order Detail
Order Summary For: YGA310

Message from webpage

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

Item Code	Description	Order Qty	Actual Cost	State Of Origin	Fund Source
15023	APPLE G	2	\$62.66		Federal
14J67	APPLE/ORAN	1	\$31.59	KS	Federal
16V62	RADISH	1	\$12.24		Federal
18A06	SOUP MIX, CHL, AST	1	\$26.15		Federal

Fund Balance for NSLP

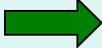
	State \$	Federal \$
Starting Balance	N/A	\$5,000.00
Spent, Previous Orders	\$0.00	\$3,380.49
Cost, This Order	\$0.00	\$132.64
Remaining Balance	N/A	\$1,486.87

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.

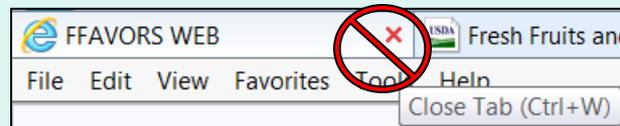
Modify Pending Order

Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Remove customer lock and return to home page



Select **Remove customer lock and return to home page** in the green menu on the left side of the screen to exit the FFAVORS ordering process. This will unlock the customer account for other users.

Note: Always return to the Customer Homepage before logging out of FFAVORS or closing the webpage, active tab, or browser. Failure to do so will cause a system lock on the customer account for 20 minutes.



View an Order

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

Usage Reports
Budget Balance/Spent
Catalog

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

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Remove customer lock and return to home page

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

View an Order

BARROW COUNTY Ordering for ELEMENTARY

Please select an order

Requested Delivery Date :

Mon 2/22/2016

Fri 2/19/2016

Wed 2/17/2016

Tue 2/16/2016

Thu 2/11/2016

Wed 2/10/2016

Tue 2/2/2016

Fri 1/15/2016

Tue 1/5/2016

Thu 12/31/2015

Tue 12/29/2015

Mon 12/28/2015

Thu 12/24/2015

Wed 12/23/2015

Tue 12/22/2015

Mon 12/21/2015

Wed 12/16/2015

Tue 12/15/2015

Wed 10/14/2015

Tue 10/13/2015

Mon 10/12/2015

Wed 10/7/2015

Tue 10/6/2015

Mon 10/5/2015

Fri 10/2/2015

Thu 10/1/2015

Wed 9/30/2015

Mon 9/28/2015

Tue 9/22/2015

Contact FFAVORS Help Desk

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

View an Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Please select an order to VIEW

Requested Delivery Date : Mon 2/22/2016 ▾

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

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

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

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



View an Order

BARROW COUNTY Ordering for AUBURN #ELEMENTARY



Please select an order to VIEW

Requested Delivery Date : Mon 2/22/2016 ▾

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

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.

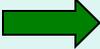
Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	State Of Origin	Fund Source	Reason Code
15023	APPLE G/D 12/3LB BG	36 LB	\$31.33	2	2	\$62.66		Federal	N/A
14J67	APPLE/ORANGE MIX 8/5 LB BG	40 LB	\$31.59	1	1	\$31.59	KS	Federal	N/A
16V62	RADISH 14/1 LB BG	14 LB	\$12.24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

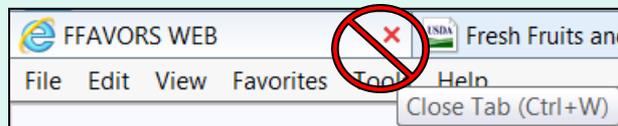
View an Order

Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Remove customer lock and return to home page



Select **Remove customer lock and return to home page** in the green menu on the left side of the screen to exit the FFAVORS ordering process. This will unlock the customer account for other users.

Note: Always return to the Customer Homepage before logging out of FFAVORS or closing the webpage, active tab, or browser. Failure to do so will cause a system lock on the customer account for 20 minutes.



Receipting Requirement

General Information

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

Receipting Requirement

Timeline for Receipting

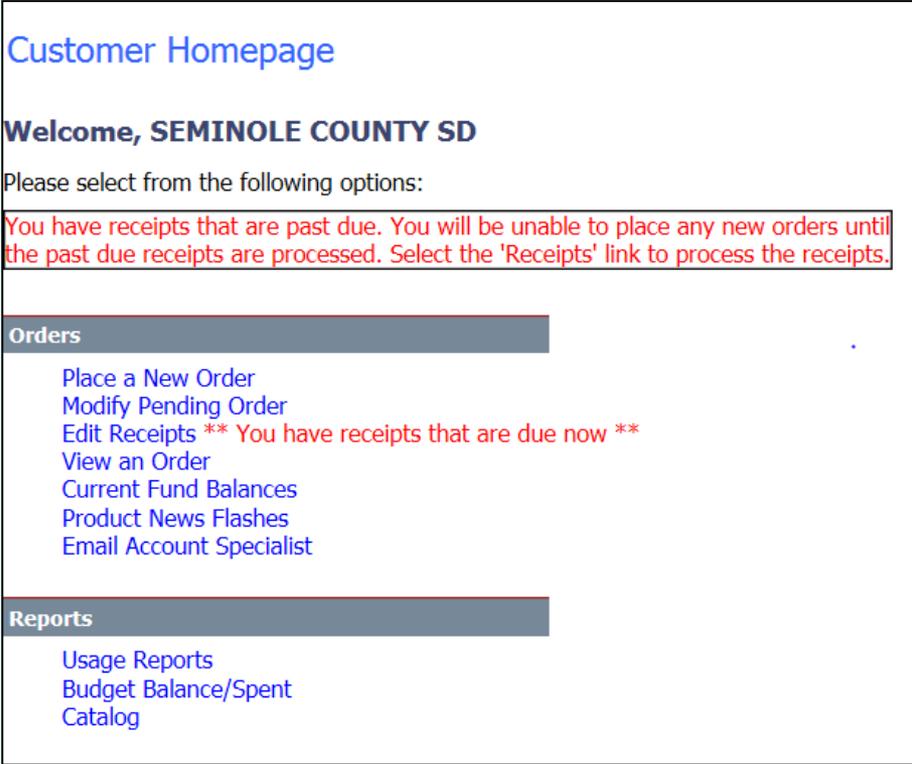
- Receipts may be entered on the orders Requested Delivery Date. (If a delivery comes early, the customer will need to wait until the date selected during ordering.)
- Receipts should be entered within seven (7) calendar days of the RDD.
- Receipts, processed or not, remain on the Edit Receipt screen for a full 7 days after the RDD. Receipts can 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.
- 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. It features a welcome message and a list of options. A red warning message is displayed, stating that past due receipts prevent new orders. Two green arrows point to the warning and the 'Edit Receipts' option in the 'Orders' menu.

Customer Homepage

Welcome, SEMINOLE COUNTY SD

Please select from the following options:

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

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

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

Edit Receipts

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

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



Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Remove customer lock and return to home page

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

Edit Receipts

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

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

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

Edit Receipts

Receipts
Count: 3

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



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

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

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

Edit Receipts

Receipts
Count: 3

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



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

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

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

Edit Receipts

Receipts
Count: 3
Receipts are 'Past Due' if not received within 7 calendar days of RDD

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

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

Edit Receipts

SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

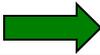
Edit Receipt

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**.



Edit Receipts

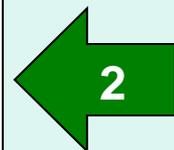
SEMINOLE COUNTY SD Ordering for HAMILTON ELEMENTARY

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	N/A
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB		1	<input type="text" value="1"/>	\$2.02	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



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

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 <input type="text"/>
16Z57	CHERRIES, FRESH, 1/18 LB CS	18 LB	\$1.01	2	<input type="text" value="1"/>	\$1.01	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"/>

This order was received 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

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 received 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 received 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

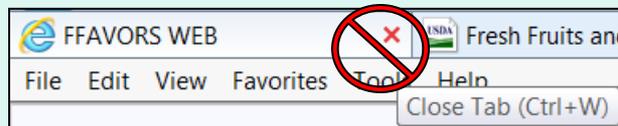
Edit Receipts

Edit Receipts
View an Order
Modify Pending Order
Product News Flashes
Current Fund Balances
Email Account Specialist
Select a Different Customer
Remove customer lock and return to home page



Select **Remove customer lock and return to home page** in the green menu on the left side of the screen to exit the FFAVORS ordering process. This will unlock the customer account for other users.

Note: Always return to the Customer Homepage before logging out of FFAVORS or closing the webpage, active tab, or browser. Failure to do so will cause a system lock on the customer account for 20 minutes.



Current Fund Balances

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

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



- Edit Receipts
- View an Order
- Modify Pending Order
- Product News Flashes
- Current Fund Balances**
- Email Account Specialist
- Select a Different Customer
- Remove customer lock and return to home page

In 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.

Product News Flashes

Customer Homepage

Welcome, BARROW COUNTY

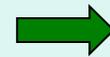
Please select from the following options:

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog



- Edit Receipts
- View an Order
- Modify Pending Order
- Product News Flashes**
- Current Fund Balances
- Email Account Specialist
- Select a Different Customer
- Remove customer lock and return to home page

In the Customer Homepage, select the **Product News Flashes** link under the 'Orders' menu.

In 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.

Email Account Specialist

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

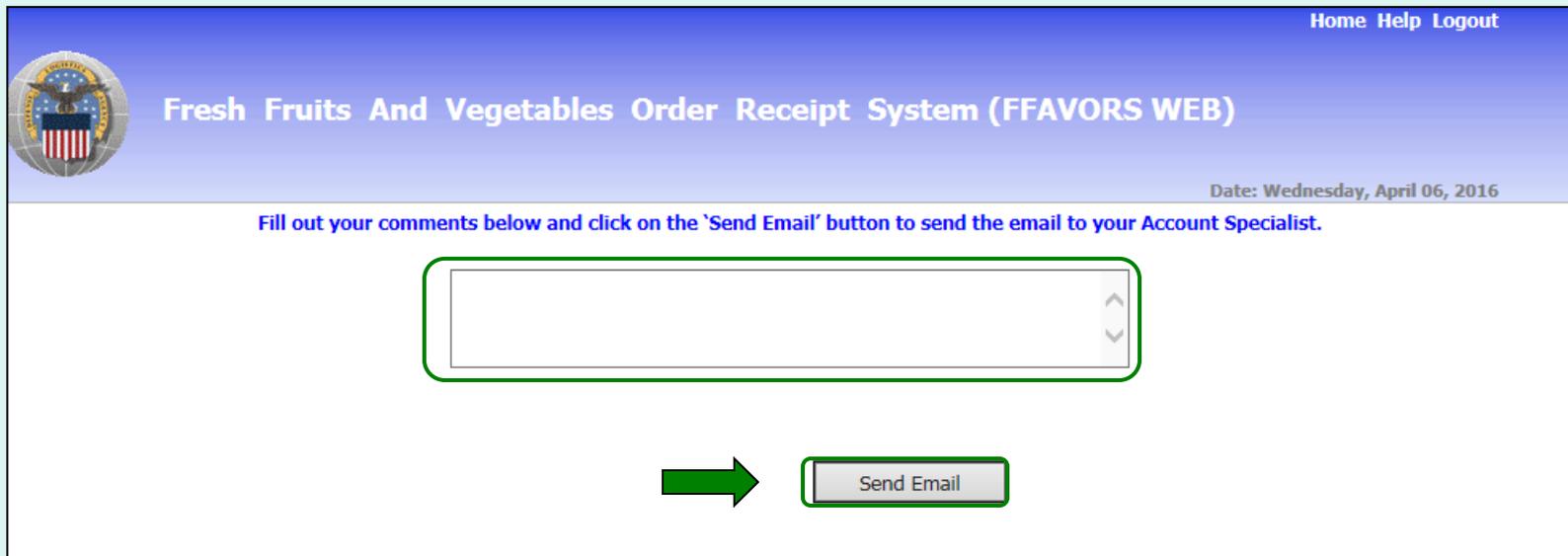


- Edit Receipts
- View an Order
- Modify Pending Order
- Product News Flashes
- Current Fund Balances
- Email Account Specialist**
- Select a Different Customer
- Remove customer lock and return to home page

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

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

Email Account Specialist



Home Help Logout

 Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, April 06, 2016

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



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

Reports

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

Usage Reports

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

- Usage Reports**
- Budget Balance/Spent
- Catalog



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

Usage Reports

Usage Report

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

Report Type: Detail
 Summary

Customer Code: All Customers ▼

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

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

* **Denotes a Required Field**

Choose a 'Report Type':

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

Note: Detail is selected by default.

Usage Reports

Usage Report

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

Report Type: Detail
 Summary

Customer Code: ▼

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

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

* Denotes a Required Field

District Users only:

Choose a 'Customer Code':

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

Note: All Customers is selected by default.

Usage Reports

Usage Report

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

Report Type: Detail
 Summary

Customer Code: ▼

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

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

* Denotes a Required Field



Choose the date period to include in the report:

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

Note: *These dates are required.*

Usage Reports

Usage Report

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

Report Type: Detail
 Summary

Customer Code:

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

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

* Denotes a Required Field



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

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

Usage Reports

CRYSTAL REPORTS 2008

Main Report

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

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

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

EXAMPLE 1: Usage Report (Detail)

Usage Reports

Parameters Group Tree 1 / 1 100%

CRYSTAL REPORTS 2008

Main Report

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

<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, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

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



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

Budget Balance/Spent

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

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

* **Denotes a Required Field**

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

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

Budget Balance/Spent

Budget Balance/Spent

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

Program: School Lunch
 Summer Feeding

Customer Code: ▼

* **Budget Year:** ▼

* Denotes a Required Field



District Users only:

Choose a 'Customer Code':

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

Note: All Customers is selected by default.

Budget Balance/Spent

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

* Budget Year: ▼

* Denotes a Required Field

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

Note: The default is the current Budget Year.

Budget Balance/Spent

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

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

*** Denotes a Required Field**



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

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

Budget Balance/Spent

Parameters Group Tree 1 / 1 100% CRYSTAL REPORTS 2008

Main Report

GA

Budget year starting: July 01, 2015
Program: NSLP

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

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

Export to Excel
(data only)

EXAMPLE: Budget/Balance Spent Report

Catalog

Customer Homepage

Welcome, BARROW COUNTY

Please select from the following options:

Orders

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

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog



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

Catalog

Catalog Report

Fill out criteria and Select 'View Report' to run report.

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



* Catalog Effective Date: Sunday, Feb 28, 2016 ▾

* Denotes a Required Field

View Report

Report Help

Choose from the 'Catalog Effective Date' dropdown list.

Note: This date is required.

Catalog

Catalog Report

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

* Catalog Effective Date: ▾

* Denotes a Required Field



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

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

Catalog

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

Main Report

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

Test Data shown. Not true Production data.

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

EXAMPLE: Catalog Report

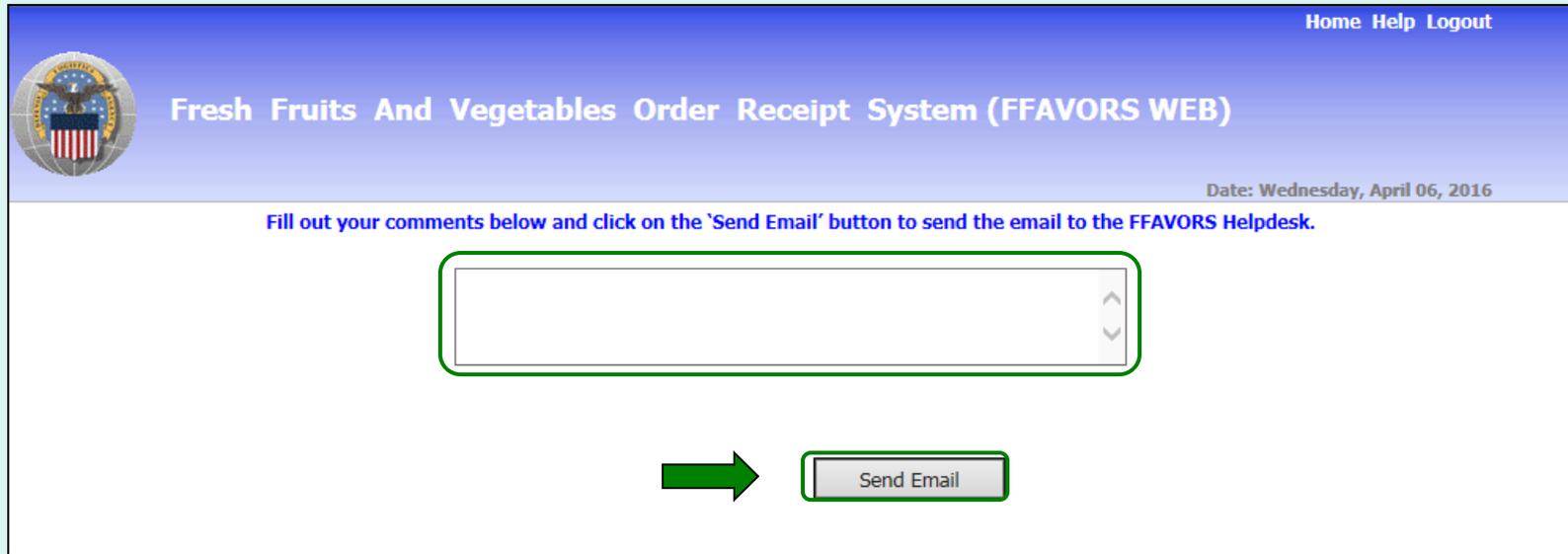
Contact FFAVORS Help Desk

The screenshot shows the FFAVORS WEB Customer Homepage. At the top, there is a header with the USDA logo and the text "Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)". Below the header, there is a "Customer Homepage" section with a "Welcome, SURPLUS DIST SECTION, NH" message. A "Please select from the following options:" prompt is followed by two main menu categories: "Orders" and "Reports". The "Orders" menu includes links for "Place a New Order", "Modify Pending Order", "Edit Receipts", "View an Order", "Current Fund Balances", "Product News Flashby", and "Email Account Specialist". The "Reports" menu includes links for "Usage Reports", "Budget Balance/Spent", and "Catalog". A central "Please Read" box contains a notice about program changes, listing FDIPIR, NSLP, and SFSP. At the bottom of the page, a "Contact FFAVORS Help Desk" link is highlighted with a green box, and a blue callout box with the same text is connected to it by a green arrow.

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

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

Contact FFAVORS Help Desk



Home Help Logout

 Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, April 06, 2016

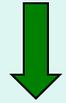
Fill out your comments below and click on the 'Send Email' button to send the email to the FFAVORS Helpdesk.



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

Help

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



Home **Help** Logout



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)



FFAVORS Web Ordering Manual



Updated 4/10/2016

Logout

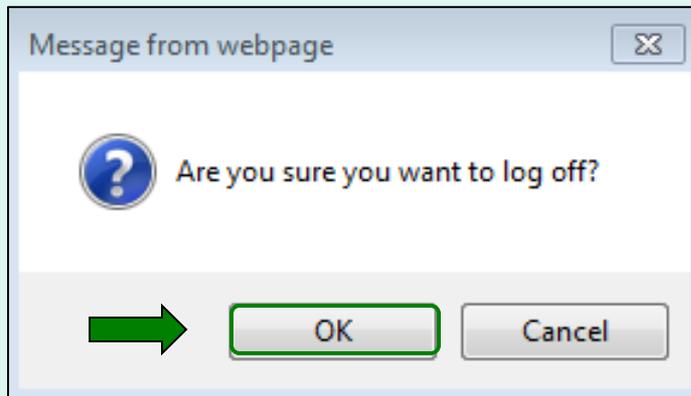
Remove customer lock and return to home page

Before exiting FFAVORS, return to the Customer Homepage from within the ordering process. Always select **Remove customer lock and return to home page** from the green menu on the left side of the screen if it is visible.

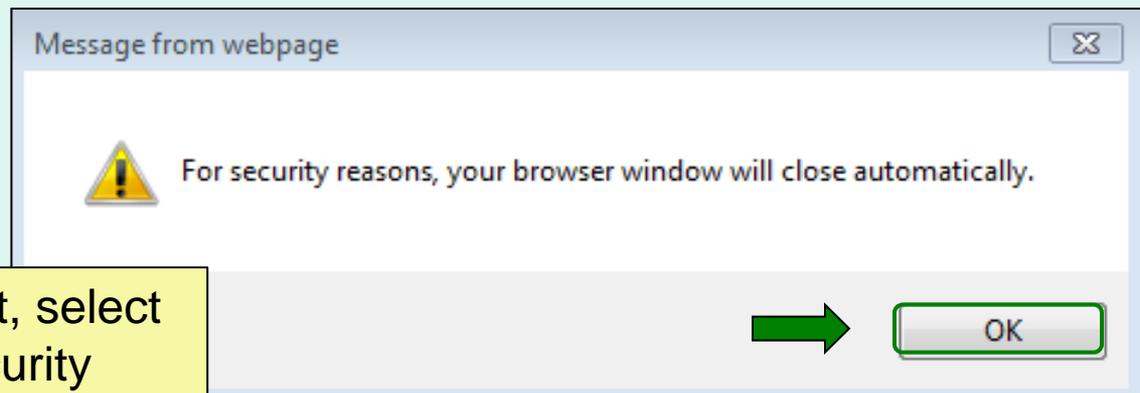
To exit FFAVORS, select **Logout** from the menu in the upper right corner of the screen.



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.