FFAVORS WEB Ordering Manual
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To Access the FFAVORS Web Application:

Type the following address into your internet browser.

Click on “Log Into FFAVORS web”
Click on “I Agree”
Enter User ID, Password and Click on “Login”
First Time User Agreement and Registration

• The first time a User Logs into the System they will be prompted with a User Web Site Agreement and Registration Screen.

• The new User must agree to the terms in order to continue with the ordering process.

• The User should review and ensure all information on the Registration Screen is correct. If the information is correct, click the “Register” button. If the information needs to be changed, please contact the DSCP Account Specialist and click the “Exit” button.
Agreement Screen

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 save for your records.

Click Yes! Do you accept these terms? Yes No

Privacy/Security Notice | Section 508 Compliance | Contact Webmaster
Registration Screen

User Registration

Application User Data

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

Customer Demographics

Customer Code: VWH002
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

Click Register

Register  Exit
What Can I Do In this system?

There are Nine Possible Options

1. View Latest Product News Flashes
2. Place a New Order
3. Place an Order in the Past
4. View, Change or Delete a Pending Order
5. Edit Receipts
6. Display Current Fund Balances
7. E-mail your Account Specialist
8. Acct Mgrs: Select a different customer ***
9. Log out /Return to the Main Portal

*** Available only to customers that can place orders on behalf of other customers or are ordering officials for other customers (ie school districts, warehouses etc.)
View Latest Product News Flashes

Please select one of the following options:

- View Latest Product News Flashes
- Place a New Order
- View, Change, or Delete a Pending Order
- Adjust Receipts on PROBLEM Orders
- Select a different school
- Display Current Fund Balances
- E-mail your Account Manager
- Log out / Return to Main Portal

- Access this option via the Main Menu Screen.
- This item will supply the User with a listing of produce availability, seasonal information, etc. when data is available from the Account Specialist.
What Type Of User Can Order?

• The Higher Level Ordering Authority
  – An ordering official that places an order on behalf of a customer or group of customers. (i.e. a school district, school county, warehouse, etc.)

• The Individual User

****The menu options are slightly different based on the User Type. The actual order process remains the same for all user types as you will see in the following pages.
Rules For Ordering

• Notification to Vendor for delivery on a particular Required Delivery Date (RDD) is a **minimum of 72 BUSINESS HOURS** (Monday – Friday)
• No orders can be placed or changed within 72 hours (3 business days) of delivery. If the user has an emergency add on or change to an order, the user must contact the DSCP Account Specialist.
• Deliveries for weekend days are not acceptable.
• Customers can order a maximum of **10 CALENDAR Days** from the current date.
Today is Monday the 24\textsuperscript{th}. In order to achieve/ensure a full 3 business days notice (72 hours), the user cannot order for Tues the 25, Wed the 26, or Thursday the 27th. They can order for Friday the 28th. The 29th and 30th are weekend days, and therefore the customer cannot order for these days.
Customers can order for Monday the 31st, Tuesday the 1st, and Wednesday 2nd. The 2nd is 10 calendar days from the 24th.

The Customer can order on the 24th for the following days: 7/28, 7/31, 8/1, 8/2.
As the higher level ordering authority, you may order for users assigned to your county grouping. Users are typically linked by school district/county or shared funding.
Order as the Higher Level Ordering Official

Whether the user ordering as the higher level ordering official or as the individual user, the user will click on the Orders and Receipts button to access the Ordering and Receipt Module of the FFAVORS Web.
Ashwaubenon School District is a Higher Level Ordering Authority and can order for Mellon School and South Shore School. The Higher Level Ordering Official will see this menu after selecting Orders/Receipts from the main menu. All other customers will not see this screen.
Select a School

Please select a school under your jurisdiction by clicking on the User ID:

<table>
<thead>
<tr>
<th>User ID</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>YWI002</td>
<td>Mellen Sch</td>
</tr>
<tr>
<td>YWI003</td>
<td>South Shore Sch</td>
</tr>
</tbody>
</table>

Click on the blue highlighted area to order for Mellen School.
Select a Required Delivery Date (RDD)

1. Select a Required Delivery Date (RDD) to order.
2. Then press the button with the Strawberry “Go Shopping”.

*** These RDD’s displayed are derived from the July 31 order date based on the ordering rules discussed previously.
Order as a School, Menu

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

USDA School/Native American Customer Homepage

Welcome, MELLEN SCH

Please select from the following options:

Post Receipt Adjustments
- Receipt History

Orders
- Orders and Receipts

Click “Order and Receipts”
Once a User gets to this point in the process the Screens will be the same for any user who will be ordering.
Go Shopping!

1. Select a Required Delivery Date to order
2. Click the Strawberry “Go Shopping” button in order to view the catalog that is available.
Viewing the Current Catalog

- Once the User has selected the Required Delivery Date (RDD), there are a few options available to the User for ordering:
  - to view/select items from the current vendor catalog.
  - To view a portion for the current catalog
  - To view a previously saved cart (catalog)

- The User also has ability to filter the view of the current catalog by searching for an items key word(s) (i.e., pear, red).
- The User has the ability to “search” and “sort” the catalog that will appear by Item Description or Item Code – by clicking on the desired choice.
  - Note: all order summary reports will appear in Item Description Sequence
- The user can establish and retrieve a favorite cart of items each day/week.
- Some Users will have the ability to choose a fund source depending on whether or not State or Federal funds are available. The default fund source that appears on this screen can be changed in the User profile by contacting the assigned DSCP Account Specialist.
To View Complete Catalog

To view the complete catalog, click on “Show Catalog” and keep the search box blank.
# Order Via Catalog

**Federal Funds Can = Shared Dollars**

<table>
<thead>
<tr>
<th>Case Quantity</th>
<th>Item Code</th>
<th>Description</th>
<th>Case Contents</th>
<th>Case Price</th>
<th>Fund Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14028</td>
<td>APPLE SLICE 3 LB BG 10/CS</td>
<td>10 LB</td>
<td>$6.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14012</td>
<td>APPLE CHL SLICE 7 LB BG 61/CS</td>
<td>6 LB</td>
<td>$4.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14144</td>
<td>APPLE SLICE 2 OZ BO 200/CS</td>
<td>200 LB</td>
<td>$3.18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14A01</td>
<td>APPLE&amp;CARAMELDIP CHL 2 OZ CO 25 LB CS</td>
<td>1 LB</td>
<td>$4.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14A15</td>
<td>APPLES G/D 163 CT 40 LB CS</td>
<td>163 LB</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14A14</td>
<td>APPLES R/D 163 CT 40 LB CS</td>
<td>163 LB</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Funding Information**

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

**How many Apples do you need?**

**Place the # in the Box.**
Notes About Funding:

1. At the beginning of the order process the user will see the funds available. At times these figures will represent a shared pot of federal money. More than one user can place orders against these shared funds.

2. If the user does not agree with the funding information found in the box, please contact the user's district, state, or DSCP Representative.

3. If the user selects a fund source that does not have adequate funds available to satisfy the order, the user will get an error message that the fund source must be changed before the order can be confirmed.
After the User completes the form, the User **MUST click the “Add Items to Cart”** button at the bottom of the page. Click “Load Favorite Cart” if the user would like to order from a saved catalog of items that is ordered on a regular basis. If this option is selected the current catalog will be overwritten with the saved cart (catalog).
Verify Order

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

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
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<th>Fund Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>14028</td>
<td>APPLE SLICE 3 LB BG 10/CS</td>
<td>10 LB</td>
<td>$5.30</td>
<td>4</td>
<td>$21.20</td>
<td>State Fed</td>
</tr>
<tr>
<td>14144</td>
<td>APPLE SLICE 2 OZ BG 200/CS</td>
<td>200 LB</td>
<td>$3.18</td>
<td>4</td>
<td>$12.72</td>
<td>State Snack Fed</td>
</tr>
<tr>
<td>14A01</td>
<td>APPLE&amp;CARAMELDIP CHL 2 OZ CO 25 LB CS</td>
<td>1 LB</td>
<td>$4.24</td>
<td>4</td>
<td>$16.96</td>
<td>State Snack Fed</td>
</tr>
<tr>
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<td>163 LB</td>
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<td>4</td>
<td>$0.00</td>
<td>State Snack Fed</td>
</tr>
<tr>
<td>14A14</td>
<td>APPLES R/D 163 CT 40 LB CS</td>
<td>163 LB</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>State Snack Fed</td>
</tr>
<tr>
<td>14A08</td>
<td>BANANA 1-A PUERTO RICO</td>
<td>1 LB</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>State Snack Fed</td>
</tr>
</tbody>
</table>

Now that you’ve added Items to your cart, if you need to make changes to your order prior to check out, you need to make the changes on this page. Scroll to the bottom of the page and click on the “Update Cart” button. If you want to delete an item, zero out the case quantity and click the “Update Cart” button.
The User has several options on this page. The User can Update the cart as previously described. The User has the ability to start the ordering process over by clicking the “Empty Cart” button. The User can Save the Cart as a Favorite Cart if the same items are ordered on a regular basis. The User also has the ability to Proceed to the checkout or continue shopping to add new items.
Establish a Favorite Cart

If the Load Favorite cart option was selected on the previous page, this screen will appear. Type the Name of your Favorite Cart. Click “Save Cart”. It will bring the user back to the Verify Order Screen.

Please enter the name you want to use for this favorite cart: Mellon

Click “Save Cart”

Or choose one of the following buttons to cancel saving your current cart contents:

Continue Shopping
Show Cart
If you are a Higher Level Ordering Official you will be prompted with these screens to identify who is authorized to use the favorite cart that is being established.

1. The official has the ability to overwrite an existing favorite cart on this first page or enter a new favorite cart. If you click the “Enter New Favorite Cart” you will be prompted with screen #2.

2. Enter the appropriate authorization level, name the new cart, and click the “Save Cart” button to save the cart. This page will also offer the user the opportunity to cancel saving the cart contents by selecting the “Continue Shopping” button.
As an individual User if you select “Load Favorite Cart” button on the bottom of the Verify Order Screen, this is the screen that you will see. Click on the name of the favorite cart to see the items that are ordered on a regular basis.
Proceed To Checkout!

**THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!**

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<td>$5.30</td>
<td>4</td>
<td>$21.20</td>
<td>State</td>
</tr>
<tr>
<td>14012</td>
<td>APPLE CHL SLICE 7 LB BO 6/CS</td>
<td>6 LB</td>
<td>$4.24</td>
<td>4</td>
<td>$16.96</td>
<td>State</td>
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<td>4</td>
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<td>Federal</td>
</tr>
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<td>14A08</td>
<td>BANANA 1-A PUERTO RICO</td>
<td>1 LB</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>Federal</td>
</tr>
<tr>
<td>14A09</td>
<td>BANANA 1-B PUERTO RICO</td>
<td>1 LB</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>Federal</td>
</tr>
<tr>
<td>14A13</td>
<td>BANANA 1-C PUERTO RICO</td>
<td>1 LB</td>
<td>$4.24</td>
<td>4</td>
<td>$16.96</td>
<td>Federal</td>
</tr>
<tr>
<td>14A03</td>
<td>KIWIFRUIT US#1 30-38/CS</td>
<td>1 CO</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>Federal</td>
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<tr>
<td>14A02</td>
<td>ORANGES 113 CT 35 LB CS</td>
<td>1 LB</td>
<td>$3.18</td>
<td>4</td>
<td>$12.72</td>
<td>Federal</td>
</tr>
<tr>
<td>14179</td>
<td>PINEAPPLE 4 LB EA</td>
<td>1 LB</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>Federal</td>
</tr>
<tr>
<td>14178</td>
<td>PINEAPPLE CT 40 LB CO</td>
<td>5 LB</td>
<td>$0.00</td>
<td>4</td>
<td>$0.00</td>
<td>Federal</td>
</tr>
<tr>
<td>14210</td>
<td>W-MELON SEEDLS US#1 700 LB AVG CS</td>
<td>1 LB</td>
<td>$3.18</td>
<td>4</td>
<td>$12.72</td>
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<tr>
<td>14204</td>
<td>W-MELON SEEDLS US#1 700 LB AVG CS</td>
<td>1 LB</td>
<td>$0.00</td>
<td>3</td>
<td>$0.00</td>
<td>Federal</td>
</tr>
</tbody>
</table>

State funds subtotal = $67.84  
Federal funds subtotal = $42.40  
Snack funds subtotal = $0.00  
Total cost = $110.24

Click “Confirm Order”

On the Bottom of the Verify Page Select the “Proceed to Checkout” button. Verify all data (items, quantity, fund source, ect) are correct. Please take note of the funds expended on this order. Click the “Confirm Order” button.
The Order for RDD 8/7/2006 is complete for Mellon School! Make note of the Confirmation Number and print a copy of the order by clicking the little printer button at the top right hand portion of the browser tool bar.

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<td>W-MELON SEEDLS US#1 1700 LB AVG CS</td>
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State funds subtotal = $67.84  
Federal funds subtotal = $42.40  
Snack funds subtotal = $0.00  
Total cost = $110.24
View, Change, or Delete a Pending Order

Please select one of the following options:

- View Latest Product News Flashes
- Place a New Order
- View, Change, or Delete a Pending Order
- Adjust Receipts on PROBLEM Orders
- Display Current Fund Balances
- Log out/Return to Main Portal

Click “View, Change , Delete”

- Go back to the Ordering menu screen by clicking on the Home button at the bottom of the page.
- Select the View, Change, or Delete Pending Order button
Select an Order to View, Change, or Delete

Please select a pending order on the basis of...

Requested Delivery Date

08/07/2006
View Order

OR

Order Confirmation Number

062130147
View Order

(Note: Orders within 3 days of delivery may not be displayed.)

You will need a Required Delivery Date or a Confirmation Number to View, Change or Delete a Pending Order. Click the “View Order” button.
Modify An Order

Select an Order from the previous menu Screen. Then Click the “Modify Order” button. Users can not Modify an order within 72 hours of the Required Delivery Date unless it is an emergency, and then the Account Specialist must be contacted.
Modify the “Case Quantity” or “Fund Source” box to make changes to the pending order and scroll down to the bottom of the page. Click “Update Cart” to confirm the changes are made.
Modify Cont’

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Case Contents</th>
<th>Case Price</th>
<th>Case Quantity</th>
<th>Actual Cost</th>
<th>Fund Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>14028</td>
<td>APPLE SLICE 3 LB BG 10/CASE</td>
<td>10 LB</td>
<td>5.30</td>
<td>5</td>
<td>26.50</td>
<td>State Fed</td>
</tr>
<tr>
<td>14012</td>
<td>APPLE CHL SLICE 7 LB BG 6/CASE</td>
<td>6 LB</td>
<td>4.24</td>
<td>5</td>
<td>21.20</td>
<td>State Fed</td>
</tr>
<tr>
<td>14144</td>
<td>APPLE SLICE 2 OZ BG 200/CASE</td>
<td>200 LB</td>
<td>3.18</td>
<td>5</td>
<td>15.90</td>
<td>State Fed</td>
</tr>
<tr>
<td>14A01</td>
<td>APPLE &amp; CARAMEL DIP CHL 2 OZ CO 25 LB CS</td>
<td>1 LB</td>
<td>4.24</td>
<td>5</td>
<td>21.20</td>
<td>State Fed</td>
</tr>
<tr>
<td>14A13</td>
<td>BANANA 1 C PUERTO RICO</td>
<td>1 LB</td>
<td>4.24</td>
<td>4</td>
<td>15.90</td>
<td>State Fed</td>
</tr>
<tr>
<td>14A02</td>
<td>ORANGES 113 CT 35 LB CS</td>
<td>1 LB</td>
<td>3.18</td>
<td>5</td>
<td>15.90</td>
<td>State Fed</td>
</tr>
<tr>
<td>14210</td>
<td>WATER MELON SEEDLS US#1 700 LB AVG CS</td>
<td>1 LB</td>
<td>3.18</td>
<td>5</td>
<td>15.90</td>
<td>State Fed</td>
</tr>
</tbody>
</table>

Click “Update Cart”

Click “Proceed to Check Out”

4 Cases Instead of 5
Confirm Modifications

Order Confirmation Screen
You have requested the following items for delivery on Aug 16, 2006
Please review this listing and click on "Confirm Order" below to confirm this order.

**THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Case Contents</th>
<th>Case Price</th>
<th>Case Quantity</th>
<th>Actual Cost</th>
<th>Fund Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>14028</td>
<td>Apple Slices 3 LB BG 10/CS</td>
<td>10 LB</td>
<td>$5.30</td>
<td>5</td>
<td>$26.50</td>
<td>Federal</td>
</tr>
<tr>
<td>14012</td>
<td>Apple Chl Slices 7 LB BG 6/CS</td>
<td>6 LB</td>
<td>$4.24</td>
<td>5</td>
<td>$21.20</td>
<td>Federal</td>
</tr>
<tr>
<td>14144</td>
<td>Apple Slices 2 oz BG 200/CS</td>
<td>200 LB</td>
<td>$3.18</td>
<td>5</td>
<td>$15.90</td>
<td>State</td>
</tr>
<tr>
<td>14A01</td>
<td>Apple &amp; Caramel Dip Chl 2 oz CS</td>
<td>1 LB</td>
<td>$4.24</td>
<td>5</td>
<td>$21.20</td>
<td>Federal</td>
</tr>
<tr>
<td>14A13</td>
<td>Banana 1-c Puerto Rico</td>
<td>1 LB</td>
<td>$4.24</td>
<td>4</td>
<td>$16.96</td>
<td>State</td>
</tr>
<tr>
<td>14A02</td>
<td>Oranges 113 ct 35 LB CS</td>
<td>1 LB</td>
<td>$3.18</td>
<td>5</td>
<td>$15.90</td>
<td>Federal</td>
</tr>
<tr>
<td>14210</td>
<td>Watermelon Seeds US#1 1700 LB AG CS</td>
<td>1 LB</td>
<td>$3.18</td>
<td>5</td>
<td>$15.90</td>
<td>Federal</td>
</tr>
</tbody>
</table>

State funds subtotal = $32.86
Federal funds subtotal = $100.70
Snack funds subtotal = $0.00
Total cost = $133.56

Click “Confirm Order”
Modified Confirmation #

THANK YOU! YOUR EXISTING ORDER HAS BEEN REPLACED WITH THIS ONE.

Your New Order Confirmation Number is: 062190165
Your Requested Delivery Date is: 08/16/2006
(Use your browser's print button to print a hardcopy of your order.)

ORDER SUMMARY

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Case Contents</th>
<th>Case Price</th>
<th>Case Quantity</th>
<th>Actual Cost</th>
<th>Fund Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>14028</td>
<td>APPLE SLICE 3 LB BG 10/CS</td>
<td>10 LB</td>
<td>$5.30</td>
<td>5</td>
<td>$26.50</td>
<td>Federal</td>
</tr>
<tr>
<td>14012</td>
<td>APPLE CHL SLICE 7 LB BG 6/CS</td>
<td>6 LB</td>
<td>$4.24</td>
<td>5</td>
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<td>14144</td>
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<td>200 LB</td>
<td>$3.18</td>
<td>5</td>
<td>$15.90</td>
<td>State</td>
</tr>
<tr>
<td>14A01</td>
<td>APPLE &amp; CARAMEL DIP CHL 2 OZ CO 25 LB CS</td>
<td>1 LB</td>
<td>$4.24</td>
<td>5</td>
<td>$21.20</td>
<td>Federal</td>
</tr>
<tr>
<td>14A13</td>
<td>BANANA 1-C PUERTO RICO</td>
<td>1 LB</td>
<td>$4.24</td>
<td>4</td>
<td>$16.96</td>
<td>State</td>
</tr>
<tr>
<td>14A02</td>
<td>ORANGES 113 CT 35 LB CS</td>
<td>1 LB</td>
<td>$3.18</td>
<td>5</td>
<td>$15.90</td>
<td>Federal</td>
</tr>
<tr>
<td>14210</td>
<td>W-MELON SEEDLS UG#1 700 LB AVG CS</td>
<td>1 LB</td>
<td>$3.18</td>
<td>5</td>
<td>$15.90</td>
<td>Federal</td>
</tr>
</tbody>
</table>

State funds subtotal = $32.86
Federal funds subtotal = $100.70
Snack funds subtotal = $0.00
Total cost = $133.56

Place Another Order  Home Menu  Log Off

Take note of the New Confirmation Number and print a copy of the revised order.
Delete An Order

To delete an order Select “View, Change or Delete a Pending Order” from the main Order/Receipt menu. Select either an Order Confirmation number or a Required Delivery Date (RDD). Use this screen to confirm this is the order that needs to be deleted. Then Click the “Delete Order” button. An order can not be deleted within 72 hours of the Required Delivery Date without contacting the Account Specialist.
Confirm Deletion

Confirm Order Deletion

Order Number: 062130147

Delivery Date: 08/07/2006

Are you certain you wish to delete this order?

Yes  No

Click the “Yes or No” button
Receipt Adjustments

Please select one of the following options:

- View Latest Product News Flashes
- Place a New Order
- View, Change, or Delete a Pending Order
- Adjust Receipts on PROBLEM Orders
- Display Current Fund Balances
- E-mail your Account Manager
- Log out / Return to Main Portal

Click “Adjust Receipts”
Select An Order To Adjust

Please select an order to enter/adjust RECEIPTS for on the basis of...

Requested Delivery Date

OR

Order Confirmation Number

Click “View Order”

(NOTE: Orders more than 5 days after the required delivery date may not be displayed.)

Select either a Required Delivery Date or a Confirmation Number to Adjust Receipts. Then click view order.
Click Receipt Order

Summary of Order to Receipt
Requested Delivery Date: Jul 18, 2006
(Click on the “Receipt Order” button below to change any of the displayed receipt info regarding your delivery.)

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Case Contents</th>
<th>Case Price</th>
<th>Case Order Qty</th>
<th>Case Receipt Qty</th>
<th>Actual Order Cost</th>
<th>Actual Receipt Cost</th>
<th>Fund Source</th>
<th>Reason for Receipt Qty Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>14B45</td>
<td>WATERMELON SEEDLESS BOX</td>
<td>60 LB</td>
<td>$4.00</td>
<td>3</td>
<td>3</td>
<td>$12.00</td>
<td>$12.00</td>
<td>Federal</td>
<td>N/A</td>
</tr>
<tr>
<td>14A07</td>
<td>PINEAPPLES 8-10 CT 40 LB CS</td>
<td>40 LB</td>
<td>$4.00</td>
<td>3</td>
<td>3</td>
<td>$12.00</td>
<td>$12.00</td>
<td>State</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Costs To You Based On Qtys Received
- State funds subtotal = $12.00
- Federal funds subtotal = $12.00
- Snack funds subtotal = $0.00
- Total cost = $24.00

Note: In a future release of the software, this screen may not appear.
1. Make the change to the item in the Case Receipt Qty box or Fund Source box.
2. Select a Reason for Receipt Qty Difference, if a change was made to the quantity.
3. Click “Process All Pending Receipt Changes”
**Confirm Changes to Receipts**

**Receipt Confirmation Screen**
You have entered the following receipt information regarding your order for **Jul 18, 2006**. Please review this listing and click on “Confirm Receipts” below to confirm these receipts.

**THese RECEIPTS ARE NOT PROCESSED UNTIL CONFIRMED BELOW!!!**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Case Contents</th>
<th>Case Price</th>
<th>Case Order Qty</th>
<th>Case Receipt Qty</th>
<th>Actual Cost</th>
<th>Fund Source</th>
<th>Reason For Receipt Qty Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>14A07</td>
<td>PINEAPPLES 8-10 CT 40 LB CS</td>
<td>1 CO</td>
<td>$4.00</td>
<td>3</td>
<td>2</td>
<td>$8.00</td>
<td>State</td>
<td>DAMAGED IN SHIPMENT</td>
</tr>
<tr>
<td>14B45</td>
<td>WATERMELON SEEDLESS BOX</td>
<td>80 BX</td>
<td>$4.00</td>
<td>3</td>
<td>3</td>
<td>$12.00</td>
<td>Federal</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ORDER COST**
- State funds subtotal = $12.00
- Federal funds subtotal = $12.00
- Snack funds subtotal = $0.00
- **Total cost = $24.00**

**ACTUAL RECEIVED COST**
- State = $8.00
- Federal = $12.00
- Snack = $0.00
- **Total = $20.00**

Click “Confirm Receipts”

*Note: This screen may not appear in future software releases.*
Newly Receipted Confirmation #

Thanks you! Your receipt information has been updated.

Your newly receipted order confirmation number is: 062200166
Your requested delivery date is: 07/18/2006
(Use your browser's print button to print a hardcopy of your order.)

ORDER SUMMARY

<table>
<thead>
<tr>
<th>Item Code</th>
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<th>Case Quantity</th>
<th>Actual Cost</th>
<th>Fund Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>14A07</td>
<td>PINEAPPLES 8-10 CT 40 LB CS</td>
<td>1 LB</td>
<td>$4.00</td>
<td>3</td>
<td>$12.00</td>
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<td>60 LB</td>
<td>$4.00</td>
<td>3</td>
<td>$12.00</td>
<td>Federal</td>
</tr>
</tbody>
</table>

State funds subtotal = $12.00
Federal funds subtotal = $12.00
Snack funds subtotal = $0.00
Total cost = $24.00

Take note of the new Confirmation Number and print a copy of the final delivery information. This data will be needed to resolve billing discrepancies or vendor payment issues. The User also has the ability to receipt another order by Clicking the “Receipt Another Order” button.
Any time the User would like to view funding status click the “Display Current Fund Balances” button.
Current Fund Balances

This screen displays the estimated funds that are available. The actual budget is not decreased until a receipt is processed. The total of orders pending will be considered when providing a budget balance.
E-Mail User Account Administrator

Please select one of the following options:

- View Latest Product News Flashes
- Place a New Order
- View, Change, or Delete a Pending Order
- Adjust Receipts on PROBLEM Orders
- Display Current Fund Balances
- E-mail your Account Manager
- Log out / Return to Main Portal

Contact FFAVORS Web site administrators

If the User is having a problem or there is a need to contact the DSCP Account Specialist you can click on this option.
### Return To Main Portal

Please select one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Latest Product News Flashes</td>
</tr>
<tr>
<td>Place a New Order</td>
</tr>
<tr>
<td>View, Change, or Delete a Pending Order</td>
</tr>
<tr>
<td>Adjust Receipts on PROBLEM Orders</td>
</tr>
<tr>
<td>Display Current Fund Balances</td>
</tr>
<tr>
<td>E-mail your Account Manager</td>
</tr>
<tr>
<td>Log out / Return to Main Portal</td>
</tr>
</tbody>
</table>

This option will allow the user to log out of the Order Process and return the user to the Main Menu/Portal where the user can log out of the system. **Please DO NOT use the “X” in the upper Right hand corner to log out of the system. If the user improperly clicks on the “X” to log out it will take 20 minutes before the system will allow access again.**
The User has the ability to Log Out of the system from this Main Menu/Portal Screen. See the circled item above.
Are you sure you want to log off?

[OK]  [Cancel]
For security reasons, your browser window will close automatically.