FFAVORS:
Fresh Fruits and Vegetables Order Receipt System

Customer Ordering Manual

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Table of Contents

What is FFAVORS?

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

FFAVORS Access

Navigate to this address in the browser:

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

FFAVORS Login

Select **FFAVORS Login**.

FFAVORS Login

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

FFAVORS Login
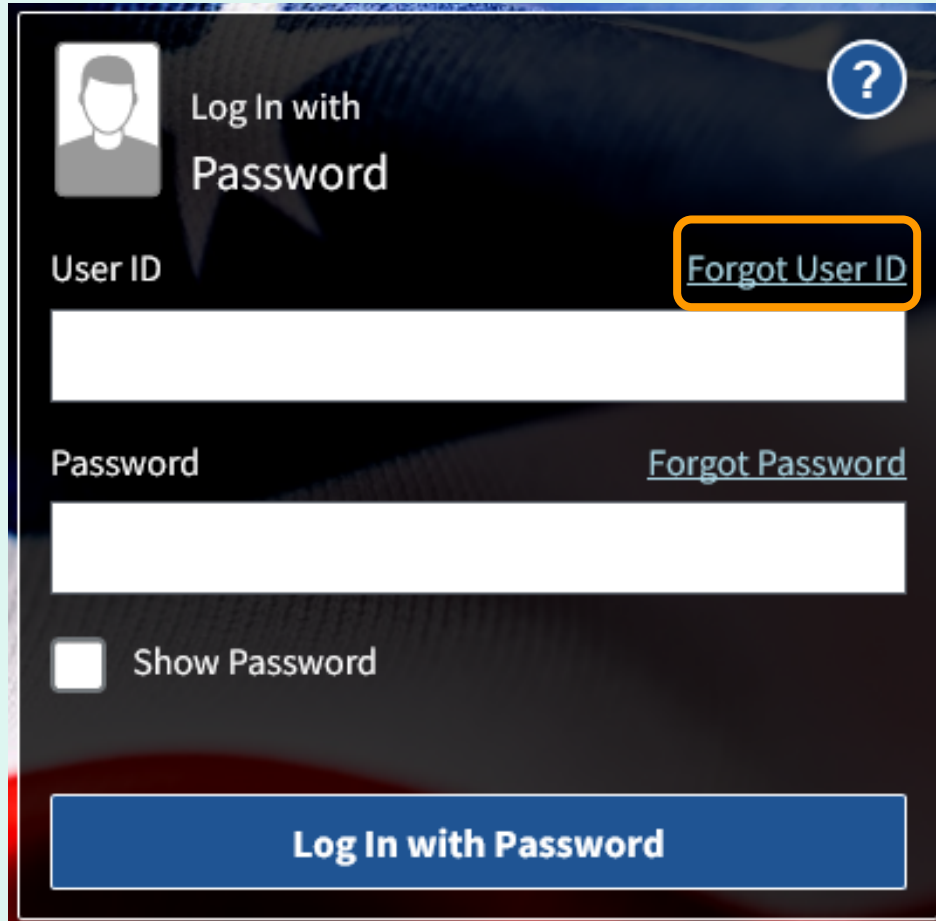
- Enter 'User ID'.
- Enter 'Password'.
- Select **Log In with Password** button.

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

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FFAVORS Login

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

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

FFAVORS Login

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

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

User Agreement & Registration

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

- The new user clicks **Yes** to agree to the terms of the User Agreement in order to begin placing orders through FFAVORS.

- The user should review all information on the 'Registration' screen. If this is correct, select the **Register** button. If the information needs to be changed, select the **Exit** button. Please contact the DLA Account Specialist or the FFAVORS Help Desk for assistance.

User Agreement & Registration

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

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

Selection Page for Multiple FFAVORS Accounts

Level - 1
ID - 2868201909201148304470
Email - school@acornzone.com

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

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

FFAVORS ID	Role	Customer Code	eAuth ID	Name	Last Login
100356	Customer	YNH138	2868201909201148304470	Amherst MS	5/28/2020 2:32:14 PM
100398	Customer	YNH141		Mont Vernon Village School	
100396	Customer	YNH139	2868201909201148304470	Wilkins Elementary	5/28/2020 6:04:02 AM

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

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User Agreement & Registration

Application User Data

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

Confirm that the Application User Data appears correct.

Note: The Email Address may be updated if needed.

Customer Demographics

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

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

Select **Register**.   Register   Exit

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User Agreement & Registration

**Fresh Fruits And Vegetables Order Receipt System
WEBSITE USER AGREEMENT**

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

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

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

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

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

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

Select **Yes**.

Do you accept these terms?
Yes   No

Contact FFAVORS Help Desk

Profile Selection

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

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

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

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

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

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

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

Profile Selection

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Help Logout **Switch**

Date: Monday, May 23, 2022

Customer Homepage

Last Login: Monday, May 23, 2022 10:40:24 AM

Welcome, SURPLUS DIST SECTION

Please select from the following options:

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

Reports
- Usage
- Budget Balance/Spent
- Catalog

My Profile
- My Profile

Please Rea...

The following cha...

- If your State...
  30, 2022 th...
  (with alloca...
  September ...
  Tracking in ...
  will identify ...
  NSLP entitle...

Reminder: a prod...
scheduled deliver...

If you have quest...
desk.

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

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

Contact FFAVORS Help Desk

Customer Homepage

Customer Homepage

Last Login: Monday, May 23, 2022 10:40:24 AM

Welcome, SURPLUS DIST SECTION

Please select from the following options:

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

Reports
- Usage
- Budget Balance/Spent
- Catalog

My Profile
- My Profile

Please Read (updated on 6/12/2022)

The following changes have been made to FFAVORS:

- If your State allocated 30, 2022 these added f (with allocated NSLP bu September 30, or when Tracking in FFAVORS wi will identify the fund so NSLP entitlement.

Reminder: a produce order in scheduled delivery via written

If you have questions, please desk.

Contact FFAVORS Help Desk

Always confirm the customer organization before entering any transactions.

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

Customer Homepage

Customer Homepage

Welcome, SURPLUS DIST SECTION

Please select from the following options:

Orders

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

Reports

Usage
Budget Balance/Spent
Catalog

My Profile

My Profile

Please Read (updated on 6/12/2022)

The following changes have been made to FFAVORS:

- If your State allocated CCC funds to USDA DoD Fresh for the period July 1, 2022 – September 30, 2022 these added funds will be tracked at the state level and available for all NSLP sites (with allocated NSLP budgets). The CCC funds will be used for all NSLP orders until September 30, or when the CCC funds are depleted then entitlement funds will be used. Tracking in FFAVORS will be identified with a new fund category of 'GOVT'. Each NSLP order will identify the fund source so users are aware if the order will use the 'GOVT' fund source or NSLP entitlement.

Reminder: a produce order in FFAVORS may be cancelled by a customer up to **24 hours** before scheduled delivery via written notification to the vendor and DLA Representative.

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

Check for important announcements.

Customer Homepage

What can I do in FFAVORS?

- Place orders for my organization or on behalf of customers (district/county users only).

- Change or delete pending orders.

- View past or pending order.

- 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.

- Update my user profile.

- View the most up-to-date version of this manual.

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District Account Representative Homepage

Help   Logout   Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Monday, May 23, 2022

District Account Representative Homepage

Last Login: Friday, January 28, 2022 3:48:29 PM

Welcome, DISTRICT - MILFORD FFAVORS

Please select from the following options:

Budget
- School Budget
- Import NSLP Budget

Reports
- Usage
- Budget Balance/Spent
- Catalog
- Organization/POC
- User
- Delivery Day

My Profile
- My Profile

Please Read (updated on 6/12/2022)

Always confirm the user account before entering any transactions.

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

Contact FFAVORS Help Desk

District Account Representative Homepage

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Monday, May 23, 2022

District Account Representative Homepage

Last Login: Friday, January 28, 2022 3:48:29 PM

Welcome, DISTRICT - MILFORD FFAVORS

Please select from the following options:

Budget
- School Budget
- Import NSLP Budget

Reports
- Usage
- Budget Balance/Spent
- Catalog
- Organization/POC
- User
- Delivery Day

My Profile
- My Profile

Please Read (updated on 6/12/2022)

The following changes have been made to FFAVORS:

- If your State allocated CCC funds to USDA DoD Fresh for the period July 1, 2022 –September 30, 2022 these added funds will be tracked at the state level and available for all NSLP sites (with allocated NSLP budgets). The CCC funds will be used for all NSLP orders until September 30, or when the CCC funds are depleted then entitlement funds will be used. Tracking in FFAVORS will be identified with a new fund category of 'GOVT'. Each NSLP order will identify the fund source so users are aware if the order will use the 'GOVT' fund source or NSLP entitlement.

Reminder: a produce order in FFAVORS may be cancelled by a customer up to **24 hours** before scheduled delivery via written notification to the vendor and DLA Representative.

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

Check for important announcements.

Contact FFAVORS Help Desk

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District Account Representative Homepage

What can I do in FFAVORS?

- Enter or upload NSLP entitlement for schools in the district.

- Enter budget for Summer Food sites in the district, if applicable.

- Run reports on orders, funds, or catalog history.

- Review active organizations assigned to the district.

- Review a list of users for the district.

- Review delivery days assigned to the district.

- Update my user profile.

- Contact the FFAVORS Help Desk.

- View the most up-to-date version of this manual.

State Account Representative Homepage

Always confirm the user account before entering any transactions.

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

State Account Representative Homepage

Last Login: Monday, May 23, 2022 10:59:05 AM

Welcome, STATE FFAVORS

Please select from the following options:

Orders

    Past Due Receipts

Budget

    School Budget
    Import NSLP Budget

Customers

    Existing Customers / Request New

Reports

    Usage
    Budget Balance/Spent
    Catalog
    Organization/POC
    User
    Delivery Day

My Profile

    My Profile

Please Read (updated on 6/12/2022)

The following changes have been made to FFAVORS:

- When requesting new schools, 3rd party delivery information (known as *Food Service Organizations* or *FSOs*) can now be selected, or typed in if new.
- If you allocated CCC funds to USDA DoD Fresh for the period July 1, 2022 – September 30, 2022 these added funds will be tracked at the state level and available for all NSLP sites (with allocated NSLP budgets). The CCC funds will be used for all NSLP orders until September 30, or when the CCC funds are depleted then entitlement funds will be used. Tracking in FFAVORS will be identified with a new fund category of 'GOVT'. Each NSLP order will identify the fund source so users are aware if the order will use the 'GOVT' fund source or NSLP entitlement.

Reminder: a produce order in FFAVORS may be cancelled by a customer up to **24 hours** before scheduled delivery via written notification to the vendor and DLA Representative.

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

Check for important announcements.

Contact FFAVORS Help Desk

State Account Representative Homepage

What can I do in FFAVORS?

- Review [past due receipts](#).

- [Enter](#) or [upload](#) NSLP entitlement.

- [Enter](#) budget for Summer Food sites, if applicable.

- Review [existing customers](#) or [request new customers](#).

- Run reports on [orders](#), [funds](#), or [catalog history](#).

- Review [active organizations](#) in the state.

- Review a [list of users](#) in the state.

- Review [delivery days](#) for all sites in the state.

- Update my [user profile](#).

- Contact my the [FFAVORS Help Desk](#).

- View the most up-to-date version of [this manual](#).

Return to Homepage

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

Some screens include other options to return to the homepage, including the **Return to home page** link in the green menu on the left side Order Processing or a **Return to Main Menu** button.

Orders

The screenshots and examples used for ordering are 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

<u>Orders</u>

- 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.

- <u>District users only</u>: To switch to another customer account without exiting the ordering process, use the **Select a different customer**.

- After completing transactions in the ordering process, use the **Return to home page** links to return to the main menu.

<u>Rules for Ordering</u>

- A new catalog is created each Sunday.

- The catalog can be used to place orders for the following two weeks.

- Deliveries are available Monday through Friday only. There are no weekend deliveries.

- There is a required three (3) business day prep time between order and delivery date.

- The earliest available Requested Delivery Date (RDD) will be the fourth business day from the order date.

- Vendors may assign a regular delivery day.

- Please direct questions about the available RDDs to the <u>DLA Account Specialist</u>.

Rules for Ordering

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 *Catalog Created*	24 *Today*	25 🚫	26 🚫	27 🚫	28 😎	29 ✗

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 Catalog Created	24 🚫	25 🚫	26 🚫	27 *Today*	28 🚫	29 ✗

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

EXAMPLE 2: Order placed on Thursday the 28th

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

Place a New Order

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

Orders

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

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

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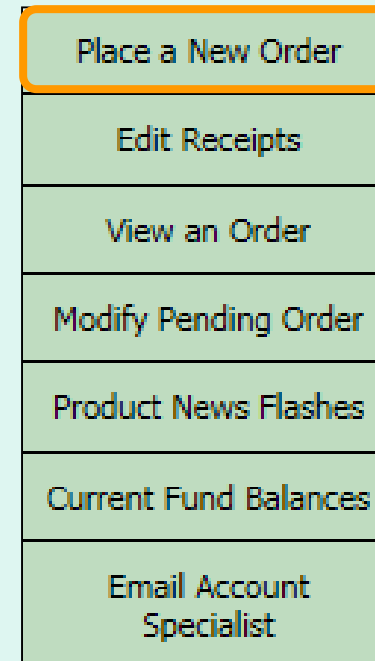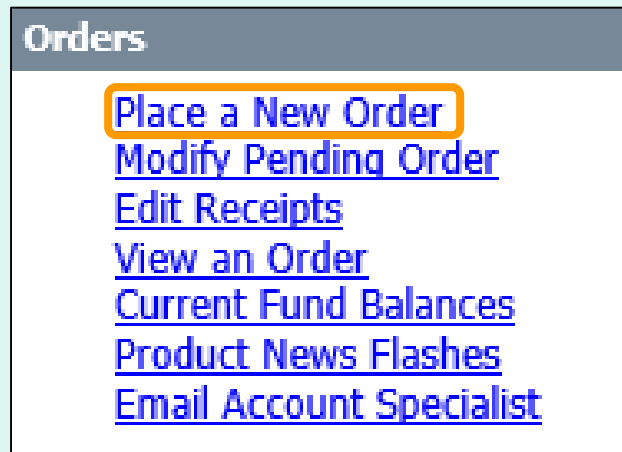
From within the FFAVORS ordering process, select the **Place a New Order** link on the green menu on the left.

Place a New Order

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Home Help Logout

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

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 16, 2016

Customer Selection Screen

Select the Customer:

District/Customer: BARROW COUNTY

Customer: YGA310 - AUBURN #ELEMENTARY

Proceed

Contact FFAVORS Help Desk

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

Place a New Order

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

Customer Header:

<Customer>

AUBURN ELEMENTARY

District Header:

<District> Ordering for *<Customer>*

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

Place a New Order

School Lunch   Summer Feeding

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

Place a New Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Select the Requested Delivery Date for your order:

Your assigned delivery day(s): Friday

Requested Delivery Date

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

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

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

Place a New Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Select the Requested Delivery Date for your order:

Your assigned delivery day(s): Friday

Requested Delivery Date : Fri 9/18/2020

Go Shopping

After selecting a date, click on the **Go Shopping** button.

Place a New Order

SURPLUS DIST SECTION

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

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$0.00	N/A
Remaining Balance	N/A	$1,200.00	N/A

The vendor's minimum order value and the available 'Fund Balance' for the selected program are displayed at the top of the ordering screen. This may reflect shared federal funds for a group of customers. Contact the school district, state agency, or the FFAVORS support team to inquire about or report problems with the fund balance.

Note: If GOVT $ are available, orders will be applied against those funds first.
The starting/remaining balance does not apply to tribes and military customers.

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Place a New Order

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

Available Items:

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	14144	APPLE CHL SL 200/2 OZ PG	25 LB	$4.30	NH, VT	●Fed ○State
	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	$4.75	MA	●Fed ○State
	15R18	CARROTS WHL 1/5 LB BG	1 CS	$4.33	KY	●Fed ○State
	14A02	ORANGE 113 CT 1/35 LB CS	35 LB	$1.29	FL	●Fed ○State
	14I56	PEAR 20/2 LB BG	40 LB	$1.02	NC	●Fed ○State
	15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$3.96	MA	●Fed ○State
	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	$1.20	NH	●Fed ○State
	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	$12.52	GA	●Fed ○State
	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$12.55	GA	●Fed ○State
	14M14	STRAWBERRY 1/1 PT CO	1 LB	$2.15	NH	●Fed ○State

Place a New Order

Available Items:

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE

Users may sort the catalog by ITEM CODE, DESCRIPTION, CASE CONTENTS, CASE PRICE, or STATE OF ORIGIN. Select the corresponding header to sort. Select the same header to reverse the sorting order. By default, the items in the current vendor catalog are displayed alphabetically by DESCRIPTION.

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

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Place a New Order

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

	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	$4.44	CT	⦿Fed ○State
	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$2.95	CT	⦿Fed ○State
	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$11.33	FL	⦿Fed ○State

⦿ Description ○ Item Code   [   ] [Search] [Show All]

[Add Items To Cart] [Load Favorite Cart] [Clear Form]

Place a New Order

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

	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	$4.44	CT	⦿Fed ○State
	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$2.95	CT	⦿Fed ○State
	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$11.33	FL	⦿Fed ○State

⦿ Description   ○ Item Code   [   ]   [Search] [Show All]

[Add Items To Cart]   [Load Favorite Cart]   [Clear Form]

Place a New Order

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

	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	$4.44	CT	⦿Fed ○State
	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$2.95	CT	⦿Fed ○State
	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$11.33	FL	⦿Fed ○State

⦿ Description ○ Item Code [   ] [Search] [Show All]

[Add Items To Cart] [Load Favorite Cart] [Clear Form]

Place a New Order

For items ordered on a regular basis, users may load a previously saved Favorite Cart. Select **Load Favorite Cart** to open the selection dialog for saved carts.

	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	$4.44	CT	⦿Fed ◯State
	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$2.95	CT	⦿Fed ◯State
	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	$11.33	FL	⦿Fed ◯State

⦿ Description ◯ Item Code [   ] [Search] [Show All]

[Add Items To Cart] [Load Favorite Cart] [Clear Form]

Place a New Order

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

SAVED CARTS

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

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

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.

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Place a New Order

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	●Fed ○State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	●Fed ○State

Update Cart   Save Favorite Cart   Proceed To Checkout   Empty Cart

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

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

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Place a New Order

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$4.30	5	$21.50	NH, VT	●Fed ○State
15R18	CARROTS WHL 1/5 LB BG	1 CS	$4.33	3	$12.99	KY	●Fed ○State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$3.96	2	$7.92	MA	●Fed ○State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$12.55	2	$25.10	GA	●Fed ○State
14M14	STRAWBERRY 1/1 PT CO	1 LB	$2.15	5	$10.75	NH	●Fed ○State

Update Cart   Save Favorite Cart   Proceed To Checkout   Empty Cart

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

Place a New Order

To add new items to the shopping cart, change the value in the 'Case QTY' column in the list of 'Available Items' in the lower section.

Available Items:

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	$4.75	MA	⦿Fed ◯State
	14A02	ORANGE 113 CT 1/35 LB CS	35 LB	$1.29	FL	⦿Fed ◯State
	14I56	PEAR 20/2 LB BG	40 LB	$1.02	NC	⦿Fed ◯State
	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	$1.20	NH	⦿Fed ◯State
	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	$12.52	GA	⦿Fed ◯State

Tools for sorting and searching the list of available items are available. Click **Add Items to Cart** to apply changes to the cart and update the fund balance.

⦿ Description ◯ Item Code [   ] [Search] [Show All]

[Add Items To Cart] [Load Favorite Cart] [Clear Form]

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Place a New Order

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$4.30	5	$21.50	NH, VT	⦿Fed ○State
15R18	CARROTS WHL 1/5 LB BG	1 CS	$4.33	3	$12.99	KY	⦿Fed ○State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$3.96	2	$7.92	MA	⦿Fed ○State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$12.55	2	$25.10	GA	⦿Fed ○State
14M14	STRAWBERRY 1/1 PT CO	1 LB	$2.15	5	$10.75	NH	⦿Fed ○State

Update Cart   Save Favorite Cart   Proceed To Checkout   Empty Cart

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.

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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 <u>replace an existing favorite cart</u> with the current items and quantities, select **OVERWRITE with current cart**.

<u>Note</u>: 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]

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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:

[   ] [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]

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Place a New Order

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14144	APPLE CHL SL 200/2 OZ PG	25 LB	$4.30	5	$21.50	NH, VT	◉Fed ○State
15R18	CARROTS WHL 1/5 LB BG	1 CS	$4.33	3	$12.99	KY	◉Fed ○State
15D30	PEAS SUGAR SNAP CHL 60/2 OZ BG	8 LB	$3.96	2	$7.92	MA	◉Fed ○State
14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	$12.55	2	$25.10	GA	◉Fed ○State
14M14	STRAWBERRY 1/1 PT CO	1 LB	$2.15	5	$10.75	NH	◉Fed ○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.

Place a New Order

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	⦿Fed ◯State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	⦿Fed ◯State

[Update Cart] [Save Favorite Cart] [Proceed To Checkout] [Empty Cart]

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

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

Place a New Order

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	○ Fed ○ State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	○ Fed ○ State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

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

Confirm Order   Continue Shopping

Place a New Order

To make changes to the order, select the **Continue Shopping** button to return to the shopping cart.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	○Fed ○State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	○Fed ○State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

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

Confirm Order   Continue Shopping

Place a New Order

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	⦿Fed ○State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	⦿Fed ○State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

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

Confirm Order   Continue Shopping

Place a New Order

Order Successfully Created.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Thank you! Your order has been placed!

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

The order is complete. Make note of the 'Order Confirmation Number' for your records.

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

If you have opted in via My Profile, you will receive email notification for the new order.

Place a New Order

Order Successfully Created.

SURPLUS DIST SECTION

Thank you! Your order has been placed!

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000001
Program:	NSLP
Requested Delivery Date:	Fri 6/3/2022
Order Date:	Mon 5/23/2022

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	⦿Fed ◯State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	⦿Fed ◯State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

To place another order for the <u>same customer</u>, select **Place Another Order**.

Place Another Order

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Place a New Order

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

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

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

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

Modify Pending Order

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

Orders

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

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

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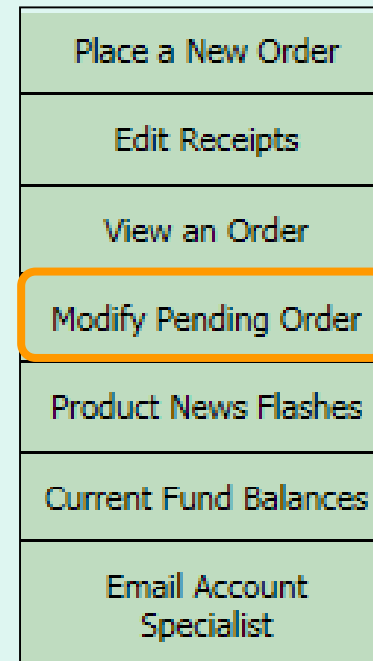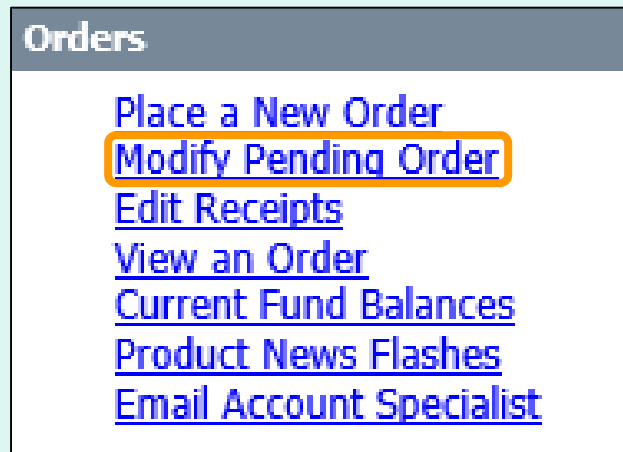
From within the FFAVORS ordering process, select the **Modify Pending Order** link on the green menu on the left.

Modify Pending Order

Users cannot modify orders in FFAVORS within three business days of the RDD. See example below showing non-editable dates prior to a requested delivery.

*Note: A produce order in FFAVORS may be cancelled by a customer up to **24 hours** before scheduled delivery via written notification to the vendor and the DLA Account Specialist.*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10 🚫	11 🚫
12 🚫	13 🚫	14 🚫	15 DOD Fresh			

Modify Pending Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Please select an order to modify

Requested Delivery Date : [▼]

Or :

Order Number : [▼]

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

Modify Pending Order

SURPLUS DIST SECTION

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

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000001
Program:	NSLP
Requested Delivery Date:	Fri 06/03/2022
Order Date:	Mon 05/23/2022

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	Federal
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	Federal

Fund Balance for NSLP
Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

[Delete Order]   [Modify RDD]   [Modify Order]

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

Modify Pending Order

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

CART

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

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

Update Cart   Save Favorite Cart   Proceed To Checkout   Empty Cart

Modify Pending Order

To add new items to the shopping cart, change the value in the CASE QTY column in the list of 'Available Items' in the lower section.

Available Items:

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	$4.75	MA	⦿Fed ○State
	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	$1.20	NH	⦿Fed ○State

⦿ Description ○ Item Code [   ] [Search] [Show All]

[Add Items To Cart] [Load Favorite Cart] [Clear Form]

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

Modify Pending Order

CART

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

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

[Update Cart] [Save Favorite Cart] [Proceed To Checkout] [Empty Cart]

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.

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Modify Pending Order

CART

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

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

[Update Cart]   [Save Favorite Cart]   [Proceed To Checkout]   [Empty Cart]

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

Modify Pending Order

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	⦿Fed ○State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	⦿Fed ○State
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	18 LB	$4.67	1	$4.67	CT	⦿Fed ○State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$86.97	N/A
Remaining Balance	N/A	$1,113.03	N/A

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

Confirm Order   Continue Shopping

Modify Pending Order

To make changes to the order, select the **Continue Shopping** button to return to the shopping cart.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	Fed State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	Fed State
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	18 LB	$4.67	1	$4.67	CT	Fed State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$86.97	N/A
Remaining Balance	N/A	$1,113.03	N/A

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

Confirm Order   Continue Shopping

Modify Pending Order

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	◉Fed ○State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	◉Fed ○State
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	18 LB	$4.67	1	$4.67	CT	◉Fed ○State

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$86.97	N/A
Remaining Balance	N/A	$1,113.03	N/A

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

Confirm Order   Continue Shopping

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Modify Pending Order

Order Successfully Modified.

SURPLUS DIST SECTION

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

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000001
Program:	NSLP
Requested Delivery Date:	Fri 6/3/2022
Order Date:	Mon 5/23/2022

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	○Fed ○State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	○Fed ○State
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	18 LB	$4.67	1	$4.67	CT	○Fed ○State

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

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

Modify Another Order

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Modify Pending Order

SURPLUS DIST SECTION

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

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000001
Program:	NSLP
Requested Delivery Date:	Fri 06/03/2022
Order Date:	Mon 05/23/2022

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	Federal
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	Federal

Fund Balance for NSLP
Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

Delete Order   Modify RDD   Modify Order

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

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Modify Pending Order

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

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

Modify Pending Order

Message from webpage   ✕

❓ The order's RDD will be changed to Thu 10/3/2019. Select OK to proceed. Select Cancel to return to previous screen.
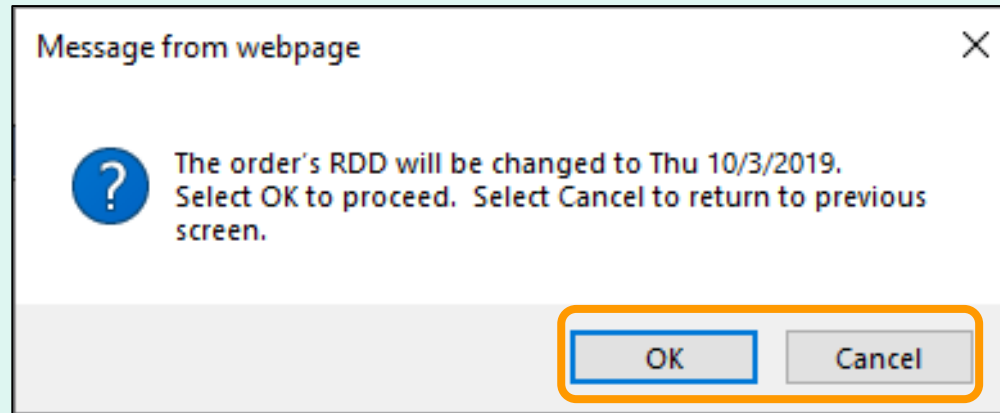
OK   Cancel

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

Modify Pending Order

Order RDD has been modified

SURPLUS DIST SECTION

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

Requested Delivery Date : Thu 6/2/2022 ∨

Modify Date

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

Use the buttons in the green menu on the left side of the screen to continue working in the FFAVORS ordering process or to exit.

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Modify Pending Order

SURPLUS DIST SECTION

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

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000001
Program:	NSLP
Requested Delivery Date:	Fri 06/03/2022
Order Date:	Mon 05/23/2022

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	Federal
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	Federal

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$0.00	N/A
Cost, This Order	$0.00	$82.30	N/A
Remaining Balance	N/A	$1,117.70	N/A

Delete Order   Modify RDD   Modify Order

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

Modify Pending Order

Message from webpage   ✕

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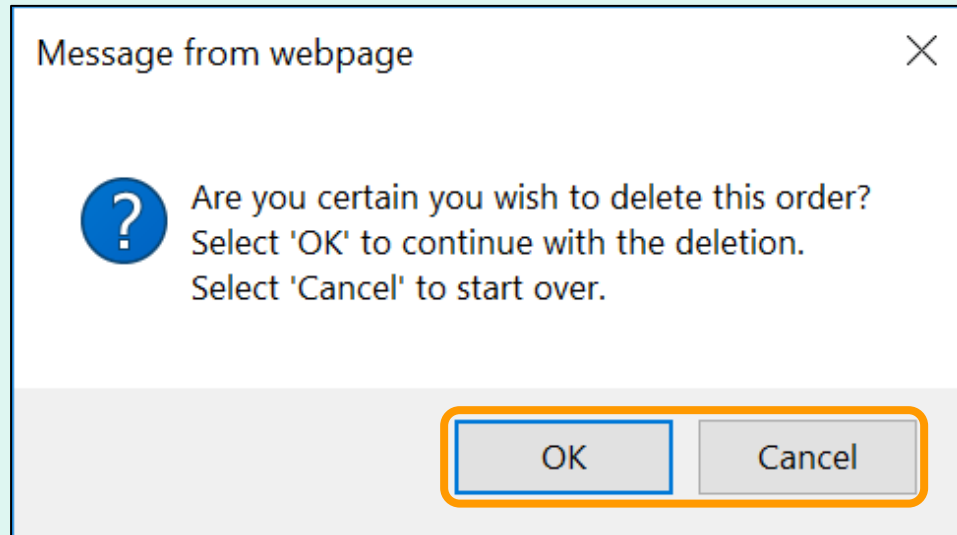
       OK   Cancel

To confirm deletion of the displayed order, select **OK**. Select **Cancel** to exit without deleting.

Note: After the deletion is confirmed, the value for 'Cost, This Order' will display as $0.00.

Modify Pending Order

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

Use the buttons in the green menu on the left side of the screen to continue working in the FFAVORS ordering process or to exit.

Order has been deleted

SURPLUS DIST SECTION

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

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000001
Program:	NSLP
Requested Delivery Date:	Thu 06/02/2022
Order Date:	Mon 05/23/2022

Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	$60.90	CA	Federal
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	$21.40	CA	Federal
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	18 LB	$4.67	1	$4.67	CT	Federal

Fund Balance for NSLP
Federal Dollars represent a shared pot of money controlled by SURPLUS DIST SECTION, NH

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	N/A
Spent, Previous Orders	$0.00	$82.30	N/A
Cost, This Order	$0.00	$0.00	N/A
Remaining Balance	N/A	$1,117.70	N/A

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Modify Pending Order

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

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

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

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

View an Order

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

Orders

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

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Email Account Specialist

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

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View an Order

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : [▾]

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

View an Order

SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : Thu 6/2/2022 ▾

The order details for selected order are displayed on screen.

View Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000002
Program:	NSLP
Requested Delivery Date:	Thu 06/02/2022
Order Date:	Mon 05/23/2022
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
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	2	$60.90	CA	GOVT	N/A
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	CA	GOVT	N/A

State funds subtotal	$0.00
Federal funds subtotal	$0.00
GOVT funds subtotal	$82.30
Total Cost	$82.30

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

Print

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View an Order

SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : Thu 6/2/2022

View Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000002
Program:	NSLP
Requested Delivery Date:	Thu 06/02/2022
Order Date:	Mon 05/23/2022
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
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	2	$60.90	CA	GOVT	N/A
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	CA	GOVT	N/A

State funds subtotal	$0.00
Federal funds subtotal	$0.00
GOVT funds subtotal	$82.30
Total Cost	$82.30

Print

View an Order

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

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

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

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

Receipting Requirement

General Information

- 'Receipts' refer to confirmation of items received entered by the customer after delivery.

- These are not bills to be paid by the customer.

- Accurate receipts ensure that program funds are drawn down based on what is actually received.

Receipting Requirement

Timeline for Receipting
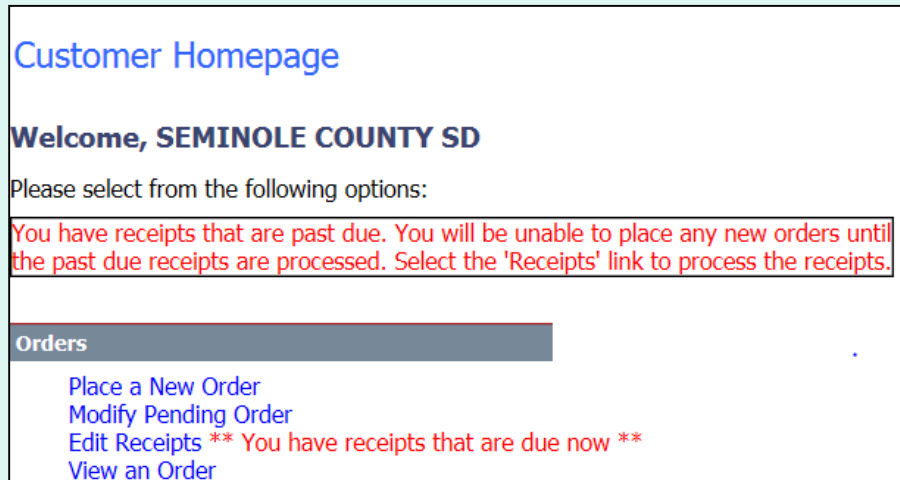
- Receipt entry in FFAVORS becomes available on the order's requested delivery date (RDD). If a delivery arrives early, the customer will need to wait until the RDD.

- Receipts should be entered within seven (7) calendar days of the RDD. In most cases, this is within five (5) work days.

- All receipts remain on the 'Edit Receipts' list for a full seven (7) calendar days after the RDD. Receipts may be entered and updated multiple times as needed during this time.

Receipting Requirement

Past Due Receipts

- Receipts are considered <u>past due</u> if they have not been entered in FFAVORS by the end of the 7th calendar day after the scheduled RDD.

- When there are past due receipts, no orders can by placed by (or on behalf of) the customer. The order block is removed after these receipts are entered.

- State users can view all past due receipts for customers within the state via the **Past Due Receipts** link in the 'Orders' menu.

- Contact the DLA Account Specialist with any questions about receipting or problems with past due receipts.

Receipting Requirement

Customer Homepage

Welcome, SEMINOLE COUNTY SD

Please select from the following options:

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

Orders

Place a New Order
Modify Pending Order
Edit Receipts ** You have receipts that are due now **
View an Order

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

Receipting Requirement

When there are past due receipts for any customers within the state, a warning is displayed on the State Account Representative Homepage. Select the **Past Due Receipts** link for a list of missing receipts.

State Account Representative Homepage

Welcome, ST-REP PANUM

Please select from the following options:

Orders

Past Due Receipts ** You have receipts that are past due.

Past Due Receipts

Search Results Count: 4

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

STATE	VENDOR CONTRACT	DISTRICT CODE	CUSTOMER CODE	CUSTOMER NAME	RDD	CALENDAR DAYS PAST RDD	POC	PHONE	EMAIL
MD	SPM300-14-DS602	OMD699	YMD951	SCHOOL OF NURAZ	11/26/2021	63	MEHEDI REZA	917-442-8822	
MD	SPM300-14-DS602	OMD699	YMD951	SCHOOL OF NURAZ	12/2/2021	57	MEHEDI REZA	917-442-8822	
MD	SPM300-14-DS602	OMD699	YMD955	SCHOOL OF MUNTA	9/1/2021	149	MEHEDI REZA	917-442-8822	
MD	SPM300-14-DS602	OMD699	YMD955	SCHOOL OF MUNTA	9/3/2021	147	MEHEDI REZA	917-442-8822	

Return to Main Menu

Edit Receipts

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

Orders

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

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

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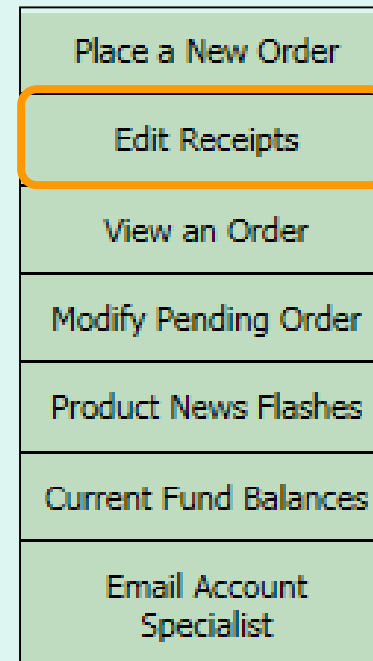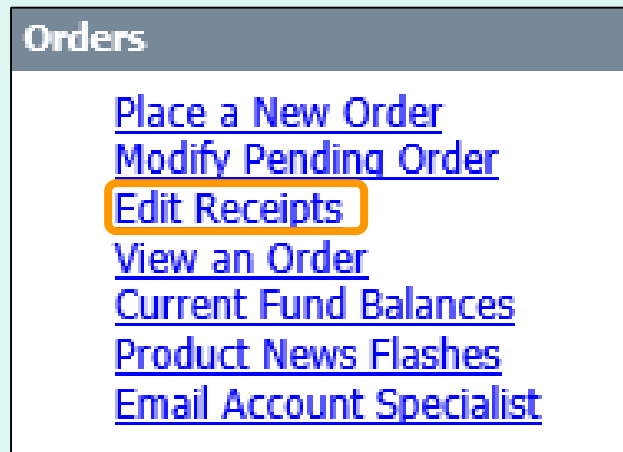
From within the FFAVORS ordering process, select the **Edit Receipts** link on the green menu on the left.

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Edit Receipts

Receipts

Count: 3

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

	CUSTOMER CODE	CUSTOMER NAME .	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

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

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Edit Receipts

Receipts

Count: 3

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

	CUSTOMER CODE	CUSTOMER NAME .	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

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

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Edit Receipts

Receipts

Count: 3

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

	CUSTOMER CODE	CUSTOMER NAME .	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

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

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Edit Receipts

Receipts

Count: 3

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

	CUSTOMER CODE	CUSTOMER NAME .	RDD	CALENDAR DAYS PAST RDD	RECEIPT DT	RECEIPTED BY
Edit	YFLK36	HAMILTON ELEMENTARY	2/4/2016	12 Past Due		
Edit	YFLK36	HAMILTON ELEMENTARY	2/9/2016	7		
Edit	YFLK36	HAMILTON ELEMENTARY	2/10/2016	6		

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

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Edit Receipts

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000003
Program:	NSLP
Requested Delivery Date:	Mon 05/23/2022
Order Date:	Mon 05/23/2022

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
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	2	$60.90	Federal	N/A
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	Federal	N/A

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	$500.00
Spent, Previous Orders	$0.00	$82.30	$0.00
Cost, This Order	$0.00	$82.30	$0.00
Remaining Balance	N/A	$1,035.40	$500.00

PROCESS Pending Receipt

Go Back to the List of Receipts

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

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Edit Receipts

For each item, confirm or update the quantity received. By default, the values in the CASE RECEIPT QTY column match what was ordered.

To make changes to the quantity received for specific items:

1. Update the value in the CASE RECEIPT QTY column.
2. Choose a REASON FOR RECEIPT QTY DIFFERENCE.

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

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB			1	$60.90	Federal	TOO GREEN/OVER-RIPE
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	Federal	N/A

Edit Receipts

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000003
Program:	NSLP
Requested Delivery Date:	Mon 05/23/2022
Order Date:	Mon 05/23/2022

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
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	1	$60.90	Federal	TOO GREEN/OVER-RIPE
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	Federal	N/A

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
...rting Balance	N/A	$1,200.00	$500.00
...evious Orders	$0.00	$82.30	$0.00
..., This Order	$0.00	$82.30	$0.00
...ining Balance	N/A	$1,035.40	$500.00

PROCESS Pending Receipt

Go Back to the List of Receipts

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

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Edit Receipts

If the CASE RECEIPT QTY has been updated without selecting a REASON FOR RECEIPT QTY DIFFERENCE or vice versa, an error message will appear. Make any required changes and select **PROCESS Pending Receipt** to continue.

Item 15Z75 has an invalid reason code for a decrease in quantity. Please change the reason code or reset the quantity.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$3?.45	2	1	$60.90	Federal	TOO GREEN/OVER-RIPE ▾
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB		2	1	$21.40	Federal	N/A ▾

A

Edit Receipts

Receipt was successfully updated.

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000003
Program:	NSLP
Requested Delivery Date:	Mon 05/23/2022
Order Date:	Mon 05/23/2022

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

Item Code								
14A14	CS	40 LB	$30.45	2	1	$30.45	Federal	
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	Federal	N/A

This order was receipted on 5/23/2022 10:46:43 AM CT.

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	$500.00
Spent, Previous Orders	$0.00	$82.30	$0.00
Cost, This Order	$0.00	$51.85	$0.00
Remaining Balance	N/A	$1,065.85	$500.00

Print

Go Back to the List of Receipts

101

Edit Receipts

Receipt was successfully updated.

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000003
Program:	NSLP
Requested Delivery Date:	Mon 05/23/2022
Order Date:	Mon 05/23/2022

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	1	$30.45	Federal	TOO GREEN/OVER-RIPE ⌄
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	Federal	N/A ⌄

This order was receipted on 5/23/2022 10:46:43 AM CT.

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	$500.00
Spent, Previous Orders	$0.00	$82.30	$0.00
st, This Order	$0.00	$51.85	$0.00
maining Balance	N/A	$1,065.85	$500.00

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

Print

Go Back to the List of Receipts

102

Edit Receipts

Receipt was successfully updated.

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000003
Program:	NSLP
Requested Delivery Date:	Mon 05/23/2022
Order Date:	Mon 05/23/2022

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	$30.45	2	1	$30.45	Federal	TOO GREEN/OVER-RIPE
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	$10.70	2	2	$21.40	Federal	N/A

This order was receipted on 5/23/2022 10:46:43 AM CT.

Fund Balance for NSLP

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

	State $	Federal $	GOVT $
Starting Balance	N/A	$1,200.00	$500.00
Spent, Previous Orders	$0.00	$82.30	$0.00
Cost, This Order	$0.00	$51.85	$0.00
Remaining Balance	N/A	$1,065.85	$500.00

Print

Go Back to the List of Receipts

To return to the list of editable receipts, select **Go Back to the List of Receipts**.

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Edit Receipts

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

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

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

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

Current Fund Balances

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

Orders

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

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

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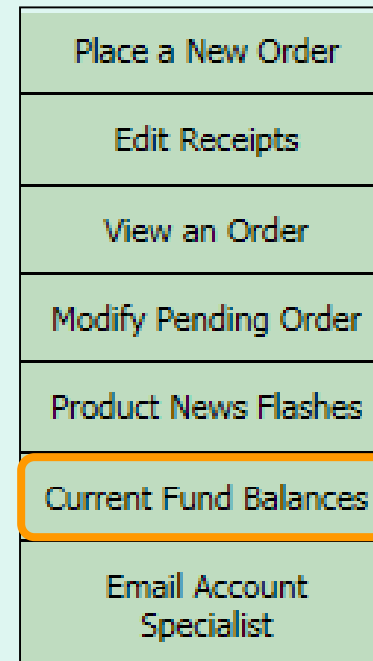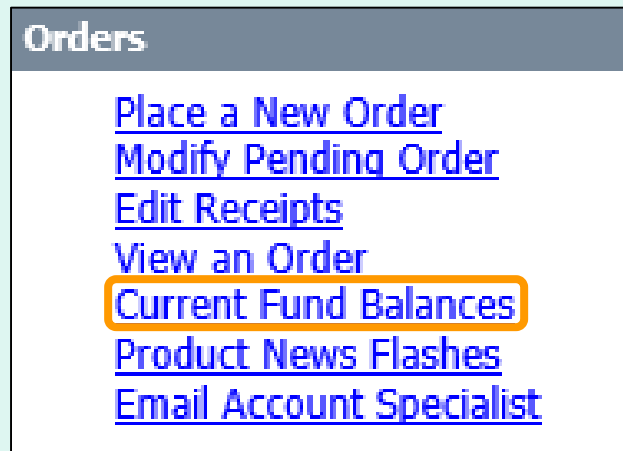
From within the FFAVORS ordering process, select the **Current Fund Balances** link on the green menu on the left.

Current Fund Balances

BEDFORD, VA - SCHOOL DIST. Balances

	NSLP $	SFSP $
County Summary		
Starting Balance	$500,000.00	$500.00
Spent, Previous Orders	$5,158.54	$116.40
Remaining Balance	$494,841.46	$383.60
County Detail		
FOREST ELEMENTARY		
Starting Balance	$0.00	$500.00
Spent, This Customer	$0.00	$0.00
Spent, Others	N/A	$116.40
Remaining Balance	$0.00	$383.60

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

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

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

Current Fund Balances

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

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

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

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

Product News Flashes

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

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

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

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

Product News Flashes

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

Product News Flashes

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

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

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

Product News Flashes

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

Product News Flashes ** Updated since last login **

Example:

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

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

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

Product News Flashes

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

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

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

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

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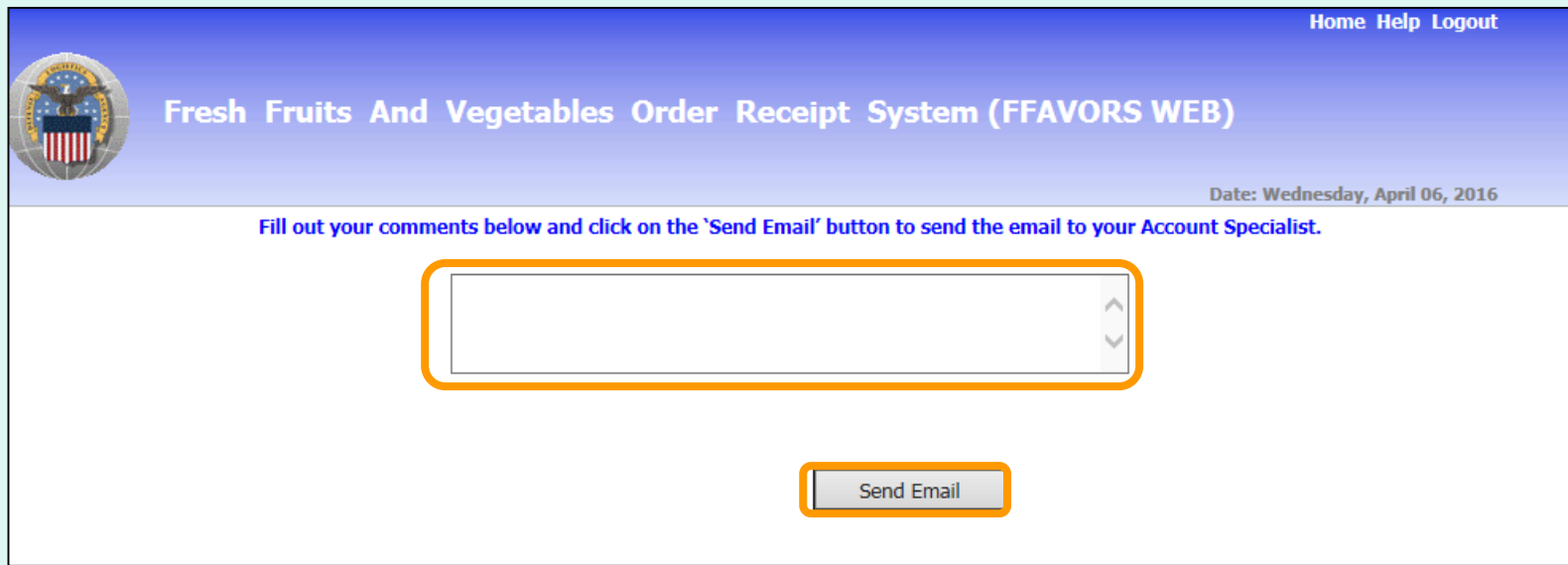
From the Customer Homepage, select the **Email Account Specialist** link under the 'Orders' menu.

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

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

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

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Email 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**.

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Email Account Specialist

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

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

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

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

<u>Reports</u>

- All customers may access the following reports:
  - [Usage Reports](#)
  - [Budget/Balance Spent Report](#)
  - [Catalog Report](#)
- District Customers, District Account Representatives, and State Account Representatives also have the following reports:
  - [Organization/POC Listing Report](#)
  - [User Listing Report](#)
- District Account Representatives and State Account Representatives also have the following report:
  - [Delivery Day Report](#)
- All reports will open in a new browser window or tab.

Reports

- All reports will open in a new browser window or tab.

- General guidance for working with reports is available by clicking the **Report Help** button.

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

- The following navigation options are available:

  - Use **Go to Previous Page** or **Go to Next Page** buttons.

  - Enter a page number in the Page Navigation field to display a specific part of the report.

  - Click on the dropdown arrow to select links options for **Go to First Page** or **Go to Last Page**.
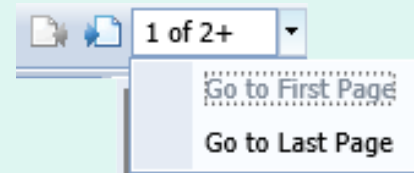
Reports

- To change the size of the displayed area, enter a value or use the dropdown options for the **Zoom** field.

- To save a copy of a report to your computer, use the **Export this report** button.

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

Usage Reports

Reports

Usage
Budget Balance/Spent
Catalog
Organization/POC
User
Delivery Day
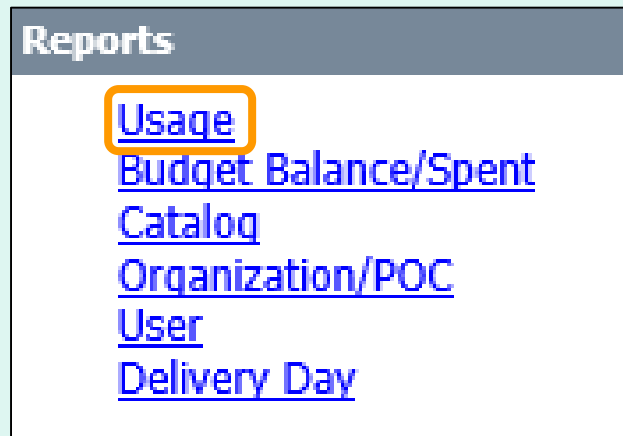
On the homepage, select the **Usage** link under the 'Reports' menu.

Usage Reports

Usage Report

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

Report Type:
- ● Detail
- ○ Summary - by Customer
- ○ Summary - by RDD

Customer Code: [All Customers ▼]

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

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

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

* Denotes a Required Field

[View Report]   [Report Help]

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

Note: Detail is selected by default.

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Usage Reports

Usage Report

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

Report Type:
- ● Detail
- ○ Summary - by Customer
- ○ Summary - by RDD

Customer Code: `All Customers ▼`

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

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

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

* Denotes a Required Field

[View Report] [Report Help]

<u>District Users only</u>:

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

<u>Note</u>: *All Customers is selected by default.*

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Usage Reports

Usage Report

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

Report Type:
- ● Detail
- ○ Summary - by Customer
- ○ Summary - by RDD

Customer Code: [All Customers ▾]

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

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

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

* **Denotes a Required Field**

[View Report]   [Report Help]

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.

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Usage Reports

Usage Report

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

Report Type:
- ● Detail
- ○ Summary - by Customer
- ○ Summary - by RDD

Customer Code: All Customers ▾

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

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

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

* Denotes a Required Field

[View Report] [Report Help]

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

Usage Reports

Usage Report

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

Report Type:
- ● Detail
- ○ Summary - by Customer
- ○ Summary - by RDD

Customer Code: All Customers ⌄

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

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

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

* **Denotes a Required Field**

[View Report] [Report Help]

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

FFAVS904A - DETAIL USAGE 1/1/2020 - 12/31/2021

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

EXAMPLE 1: Usage Report (Detail)

FFAVS905A - SUMMARY USAGE 1/1/2020 to 12/31/2021

State name	District code	District name	Fund code	Program	Customer code	Customer name	Total DV	Total Lbs	Total Cases
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	678.54	2,109	225
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	169.29	648	64
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	31.20	112	12
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD577	STONE RIDGE MIDDLE SCHOOL	93.60	336	36
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	YMD577	STONE RIDGE MIDDLE SCHOOL	66.96	200	27
MD	OMD432	REGRESSION R1.15-SS, MD	FED	NSLP	YMD962	REGRESSION R1.15-NSLP-SS	10.05	15	5
MD	OMD612	LOUDOUN COUNTY - SS, MD	FED	SFSP	YMD815	PARK VIEW HIGH SCHOOL	34.95	75	15
MD	OMD650							270	15
MD	OMD699							540	30
MD	OMD699							190	13

EXAMPLE 2: Usage Report (Summary - by Customer)

FFAVS905B - SUMMARY USAGE BY RDD 1/1/2020 to 12/31/2021

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

EXAMPLE 2: Usage Report (Summary - by RDD)

Budget Balance/Spent Report

Reports

Usage
Budget Balance/Spent
Catalog
Organization/POC
User
Delivery Day
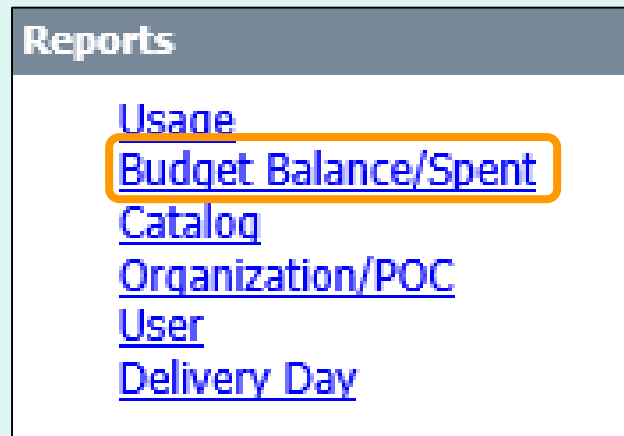
On the homepage, select the **Budget Balance/Spent** link under the 'Reports' menu.

Budget Balance/Spent Report

Budget Balance/Spent

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

Program: ⦿ School Lunch
◯ Summer Food

Customer Code: All Customers ▼

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

* **Denotes a Required Field**

[View Report] [Report Help]

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

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

Budget Balance/Spent Report

Budget Balance/Spent

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

Program: ● School Lunch
             ○ Summer Food

Customer Code: `All Customers`

* Budget Year: `July 2018 - June 2019`

* Denotes a Required Field

[View Report] [Report Help]

District users only:

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

Note: All Customers is selected by default.

Budget Balance/Spent Report

Budget Balance/Spent

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

Program: ● School Lunch
○ Summer Food

Customer Code: All Customers ▾

* Budget Year: July 2018 - June 2019 ▾

* Denotes a Required Field

[View Report] [Report Help]

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 Report

Budget Balance/Spent

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

Program: ⦿ School Lunch
○ Summer Food

Customer Code: All Customers ⌄

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

* **Denotes a Required Field**

[View Report] [Report Help]

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 Report

FFAVS906C - BUDGET DOLLARS FOR DIST OMD001 10/1/2019 SFSP

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

EXAMPLE: Budget/Balance Spent Report

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Catalog Report

Reports

Usage
Budget Balance/Spent
Catalog
Organization/POC
User
Delivery Day

On the homepage, select the **Catalog** link under the 'Reports' menu.

Catalog Report

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 Report

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]

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**.

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Catalog Report

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

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

EXAMPLE: Catalog Report

Organization/POC Listing Report

Reports

- Usage
- Budget Balance/Spent
- Catalog
- Organization/POC
- User
- Delivery Day

On the homepage, select the **Organization/POC*** link under the 'Reports' menu.

*Available to District, District Account Representative, and State Account Representative users only

Organization/POC Listing Report

Organization/POC Listing

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

View Report   Report Help

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

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

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

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

Organization/POC Listing Report

FFAVS931 - ORGANIZATION-POC LISTING

District Code	District Name	School Code	School Name	Program	Address 1	City	State	Zip	POC	Email	Phone
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	JIMMY2	JIMMY'S NONFS	NSLP	1	A	MD		DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	NSLP	211 MARKET STREET	CUMBERLAND	MD	21502	SUGAN SELVAN	tfrsh001qas@gmail.com	703-457-6793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	NON-FS	NON-FOOD SHOW CUSTOMER	NSLP	6124 HILLCREAST DRIVE	ROCKVILE	MD	22014	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	0608AU	NON-FS CUSTOMER	NSLP	8712 TIMPLE TR	SPRINGFIELD	MD	20144	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	731AUD	NON-FSCUS	NSLP	73115 NON-FOOD SHOW	ALEXANDRIA	MD		DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B1	SFSP - SCHOOL10	SFSP	301 HILL AVE	ARLINGTON	MD	20301	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B2	SFSP - SCHOOL11	SFSP	Q CT	ARLINGTON	MD	20301	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B3	SFSP - SCHOOL13	SFSP	314 GOSNELL RD	VIENNA	MD	20187	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B4	SFSP - SCHOOL14	SFSP	314 KINGS STREET	BETHESDA	MD	20148	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B5	SFSP - SCHOOL15	SFSP	1232 TOWNSEND STREET	FAIRFAX	MD	20130	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B6	SFSP - SCHOOL16	SFSP	342 NW AVE	ARLINGON	MD	22301	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A5	SFSP - SCHOOL17	SFSP	3456 NORWALK SQ	ROCKVILLE	MD	20182	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD502	SFSP - SCHOOL2	SFSP	M STREET	POTOMAC	MD	20183	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20	SFSP	K STREET	ARLINGTON	MD	20154	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD553	SFSP - SCHOOL4	SFSP	DUKE ST	BETHESDA	MD	20185	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6	SFSP	U STREET	ROCKVILLE	MD	20187	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A4	SFSP - SCHOOL6	NSLP/SFSP	300 DUKE CT	BETHESDA	MD	20187	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A3	SFSP - SCHOOL7	SFSP	123 KING STREET	POTOMAC	MD	20184	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8	NSLP/SFSP	1200 NW AVE	ALEXANDRIA	MD	22302	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL8	SFSP	607 DUPON CIRCLE	ARLINGTON	MD	20148	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD554	SFSP- SCHHOL5	SFSP	DUKE CT	ROCKVILLE	MD	20186	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD501	SFSP -SCHOOL1	SFSP	P STREET	ALEXANDRIA	MD	20182	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD552	SFSP-SCHOOL3	SFSP	L STREET	POTOMAC	MD	20184	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS11	SS - 2127 PRE-TEST- R1.18	NSLP	M CT	POTOMAC	MD	20780	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD997	SS - YELLOW FIELD STATION SCHOOL	NSLP/SFSP	3102 YAHAMA CT	POTOMAC	MD	20184	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD667	SS BROOKS ACADEMY SCHOOL	NSLP	5195 PRINCE BLVD	SHADY GROOVE	MD	20187	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD944	SS-APOLLOS-ELEMENTARY	NSLP	5412 KINGS ST	STERLING	MD	21452	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	NSLP	31 A KINGS STREET	POTOMAC	MD	20181	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD866	SS-REGREE-SCHOOL-1.16	SFSP	36 M STREET	POTOMAC	MD	20182	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS19	SS-RT R1.18 - EAGLE RIDGE (SFSP)	SFSP	YORK ST	POTOMAC	MD	20197	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS18	SS-RT R1.18 - POTOMAC SCHOOL (NSLP)	NSLP	K ST	POTOMAC	MD	20197	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS21	SS-RT R1.18 - ROSA CARTER (BOTH)	NSLP/SFSP	M ST	POTOMAC	MD	20197	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS15	SS-UAT1.18 -HIGH SCHOOL	NSLP/SFSP	OAK COURT	POTOMAC	MD	20189	APPLE PIE	Suganeswari.Thamaraiselvan@fns.usda.gov	703-457-6793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS14	SS-UAT1.18- MIDDLE SCHOOL	NSLP/SFSP	5000 HILCREST VILLAGE	BETHESDA	MD	20187	APPLE CRUNCH	Suganeswari.Thamaraiselvan@fns.usda.gov	703-457-6793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMDS12	SS-UAT1.18-ELEMENTARY SCHOOL	NSLP/SFSP	654 MOUNT VIEW	BETHESDA	MD	20187	APPLE BEE	Suganeswari.Thamaraiselvan@fns.usda.gov	703-457-6793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD611	SUGAN CURIE SCHOOL	NSLP	611 GOSNELL ROAD	SHADY GROOVE	MD	20187	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793
CMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD989	SUGAN YMD989	NSLP	506 STRAIGHT CT	BETHESDA	MD	20187	DISTRICT PANUM	wbscm004qas@gmail.com	7034576793

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

EXAMPLE: Organization/POC Listing Report

User Listing Report

Reports

Usage
Budget Balance/Spent
Catalog
Organization/POC
User
Delivery Day
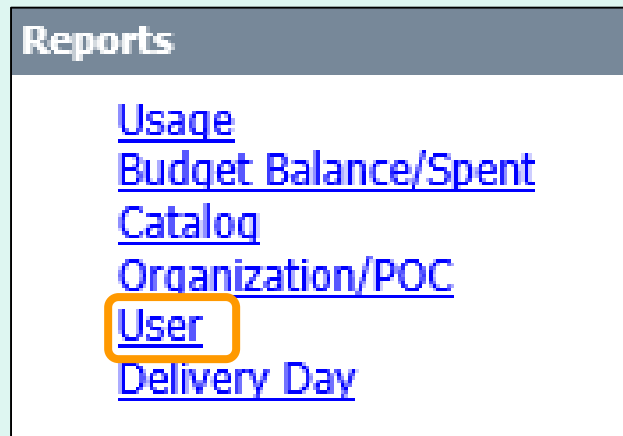
On the homepage, select the **User*** link under the 'Reports' menu.

*Available to District, District Account Representative, and State Account Representative users only

User Listing Report

User Listing Report

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

[View Report]   [Report Help]

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

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

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

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

User Listing Report

FFAVS907 - USER LISTING

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

SAMPLE DATA

EXAMPLE: User Listing Report

Delivery Day Report

Reports

Usage
Budget Balance/Spent
Catalog
Organization/POC
User
Delivery Day

On the homepage, select the **Delivery Day*** link under the 'Reports' menu.

*Available to District Account Representative and State Account Representative users only

Delivery Day Report

Delivery Day Report

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

District Code: [All Districts ▼]

Customers: ⦿ All Customers
○ Customers with Delivery Day Assigned
○ Customers with NO Delivery Day Assigned

[View Report]   [Report Help]

<u>State Account Representatives only</u>:

Choose a 'District Code':
- **All Districts** – Include all districts in report.
- **<District Code>** – Show report for a specific district.

<u>Note</u>: All Districts is selected by default.

Delivery Day Report

Delivery Day Report

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

District Code: All Districts

Customers:
- ⦿ All Customers
- ○ Customers with Delivery Day Assigned
- ○ Customers with NO Delivery Day Assigned

[View Report]   [Report Help]

Choose a 'Customers' category:
- **All Customers**
- **Customers with Delivery Day Assigned**
- **Customers with NO Delivery Day Assigned**

Note: All Customers is selected by default.

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Delivery Day Report

Delivery Day Report

Select criteria and click `View Report` button to run the Delivery Day Report.
The `Report Help` button will display a help document to further explain how to run, export and print your report.

District Code: | All Districts ⌄

Customers: ● All Customers
○ Customers with Delivery Day Assigned
○ Customers with NO Delivery Day Assigned

| View Report | | Report Help |

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

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

Delivery Day Report

```
FFAVS921 - DELIVERY DAY - OMD001  ALL
```

Contract	Delivery Day(s)	District code	District name	Customer code	Customer name
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	0608AU	NON-FS CUSTOMER
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8
SPM300-14-DS605	Mon Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL8
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B1	SFSP - SCHOOL10
SPM300-14-DS605	Mon Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B4	SFSP - SCHOOL14
SPM300-14-DS605	Mon Tue Wed Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL ELEMENTARY SCHOOL
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD501	SFSP -SCHOOL1
SPM300-14-DS605	Mon Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD577	STONE RIDGE MIDDLE SCHOOL
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD611	SUGAN CURIE SCHOOL

EXAMPLE: Delivery Day Report

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<u>Budget</u>

- Account Representatives can enter, update, or upload entitlement budget for their customer organizations.

- Depending on the programs available to these organization, this may include National School Lunch Program (NSLP) and/or Summer Food Service Program (SFSP).

- State Account Representatives may update entitlement for their districts and for schools.

- District Account Representatives may update entitlement for their schools.

School Budget

District Account Representatives and State Account Representatives only:

Select the **School Budget** link under the 'Budget' menu.

Budget

School Budget
Summer Food Budget
Import NSLP Budget
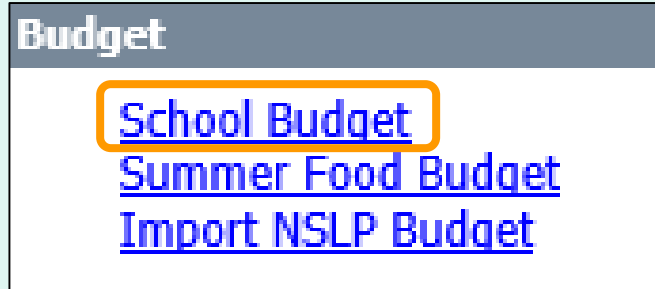
School Budget

NSLP Budget Effective Dates

Please select a date range

- SY20: 01 July 2019 - 30 June 2020
- SY21: 01 July 2020 - 30 June 2021
- SY22: 01 July 2021 - 30 June 2022
- SY23: 01 July 2022 - 30 June 2023
- SY24: 01 July 2023 - 30 June 2024
- SY25: 01 July 2024 - 30 June 2025

Accept

Select a date range in the 'NSLP Budget Effective Dates' dropdown list. Then, select **Accept**.

School Budget

State Account Representative - NSLP District Entitlements

State: NEW HAMPSHIRE   **State Cust Cd:** SNH001
Effective Dates: 7/1/2021 - 6/30/2022
Fed Entitlement for State: $ 100,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Entitlement $** 22,400   **Fed Balance: $** 22,265.85
                            GOVT Value $ 500   **GOVT Balance: $**   500.00

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
Update	ONH001	SURPLUS DIST SECTION, NH	$ 1,200	$ 1,065.85	☑
Update	ONH002	CONTOOCOOK VALLEY SD	$ 0	$ 0.00	☐
Update	ONH003	Ashland SD	$ 1,200	$ 1,200.00	☐
Create	ONH004	Inter- Lakes SD	$ 0	$ 0.00	☐
Create	ONH005	Berlin SD	$ 0	$ 0.00	☐
Create	ONH006	Newfound area SD	$ 0	$ 0.00	☐
Create	ONH007	Oyster River SD	$ 0	$ 0.00	☐
Create	ONH008	Claremont SD	$ 0	$ 0.00	☐
Create	ONH009	Unity SD	$ 0	$ 0.00	☐
Create	ONH010	Colebrook SD	$ 0	$ 0.00	☐
Create	ONH011	Pittsburg SD	$ 0	$ 0.00	☐
Create	ONH012	Stewartstown SD	$ 0	$ 0.00	☐
Create	ONH013	Concord SD	$ 0	$ 0.00	☐
Create					
Create					
Create					
Create					
Create					
Create					
Create					

1 2 3 4 5

State Account Representatives only:
A summary of available entitlement for the state is displayed at the top of the screen.

Note: If GOVT $ are available, they are applied at the state and are first come, first serve.

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School Budget

State Account Representative - NSLP District Entitlements

State: NEW HAMPSHIRE   **State Cust Cd:** SNH001
Effective Dates: 7/1/2021 - 6/30/2022
Fed Entitlement for State: $ 100,000   **Controlled by State:** No

TOTAL (ALL DISTRICTS)   **Fed Entitlement $** 22,400   **Fed Balance: $** 22,265.85
                              GOVT Value $ 500   **GOVT Balance: $** 500.00

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
Update	ONH001	SURPLUS DIST SECTION, NH	$ 1,200	$ 1,065.85	☑
Update	ONH002	CONTOOCOOK VALLEY SD	$ 0	$ 0.00	☐
Update	ONH003	Ashland SD	$ 1,200	$ 1,200.00	☐
Create	ONH004	Inter- Lakes SD	$ 0	$ 0.00	☐
Create	ONH005	Berlin SD	$ 0	$ 0.00	☐
Create	ONH006	Newfound area SD	$ 0	$ 0.00	☐
Create	ONH007	Oyster River SD	$ 0	$ 0.00	☐
Create	ONH008	Claremont SD	$ 0	$ 0.00	☐
Create	ONH009	Unity SD	$ 0	$ 0.00	☐
Create	ONH010	Colebrook SD	$ 0	$ 0.00	☐
Create	ONH011	Pittsburg SD	$ 0	$ 0.00	☐
Create	ONH012	Stewartstown SD	$ 0	$ 0.00	☐
Create	ONH013	Concord SD	$ 0	$ 0.00	☐
Create	ONH014	Bartlett SD	$ 0	$ 0.00	☐
Create	ONH015	Conway SD	$ 0	$ 0.00	☐
Create	ONH016	Keene SD	$ 0	$ 0.00	☐
Create	ONH017	Derry SD	$ 0	$ 0.00	☐
Create	ONH018	Dover SD	$ 0	$ 0.00	☐
Create	ONH019	Londonberry SD	$ 0	$ 0.00	☐
Create	ONH020	Madison SD	$ 0	$ 0.00	☐

<u>State Account Representatives only</u>:
To add new entitlement to a district, click the corresponding **Create** button on the left side of the table.

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School Budget

State Account Representative - NSLP District Entitlements

State: NEW HAMPSHIRE   **State Cust Cd:** SNH001

Effective Dates: 7/1/2021 - 6/30/2022

Fed Entitlement for State: $ 100,000   **Controlled by State:** No

TOTAL (ALL DISTRICTS)   **Fed Entitlement $** 22,600   **Fed Balance: $** 22,465.85

GOVT Value $ 500   **GOVT Balance: $** 500.00

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
Update	ONH001	SURPLUS DIST SECTION, NH	$ 1,200	$ 1,065.85	☑
Update	ONH002	CONTOOCOOK VALLEY SD	$ 0	$ 0.00	☐
Update	ONH003	Ashland SD	$ 1,400	1,400.00	☐
Create	ONH004	Inter- Lakes SD	$ 0	$ 0.00	☐
Create	ONH005	Berlin SD	$ 0	$ 0.00	☐
Create	ONH006	Newfound area SD	$ 0	$ 0.00	☐
Create	ONH007	Oyster River SD	$ 0	$ 0.00	☐
Create	ONH008	Claremont SD	$ 0	$ 0.00	☐
Create	ONH009	Unity SD	$ 0	$ 0.00	☐
Create	ONH010	Colebrook SD	$ 0	$ 0.00	☐
Create	ONH011	Pittsburg SD	$ 0	$ 0.00	☐
Create	ONH012	Stewartstown SD	$ 0	$ 0.00	☐
Create	ONH013	Concord SD	$ 0	$ 0.00	☐
Create	ONH014	Bartlett SD	$ 0	$ 0.00	☐
Create	ONH015	Conway SD	$ 0	$ 0.00	☐
Create	ONH016	Keene SD	$ 0	$ 0.00	☐

1 2

State Account Representatives only:
To update the new entitlement value or an existing entitlement value, enter a new value in the 'FED ENTITLEMENT' column and select the corresponding **Update** button for that row.

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School Budget

State Account Representative - NSLP District Entitlements

State: NEW HAMPSHIRE   **State Cust Cd:** SNH001
Effective Dates: 7/1/2021 - 6/30/2022
Fed Entitlement for State: $ 100,000   **Controlled by State:** No

TOTAL (ALL DISTRICTS)   **Fed Entitlement $** 22,800   **Fed Balance: $** 22,665.85
                             GOVT Value $ 500   **GOVT Balance: $**   500.00

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
Update	ONH001	SURPLUS DIST SECTION, NH	$ 1,200	$ 1,065.85	☑
Update	ONH002	CONTOOCOOK VALLEY SD	$ 0	$ 0.00	☐
Update	ONH003	Ashland SD	$ 1,600	$ 1,600.00	☐
Create	ONH004	Inter- Lakes SD	$ 0	$ 0.00	☐
Create	ONH005	Berlin SD	$ 0	$ 0.00	☐
Create	ONH006	Newfound area SD	$ 0	$ 0.00	☐
Create	ONH007	Oyster River SD	$ 0	$ 0.00	☐
Create	ONH008	Claremont SD	$ 0	$ 0.00	☐
Create	ONH009	Unity SD	$ 0	$ 0.00	☐
Create	ONH010	Colebrook SD	$ 0	$ 0.00	☐
Create	ONH011	Pittsburg SD	$ 0	$ 0.00	☐
Create	ONH012	Stewartstown SD	$ 0	$ 0.00	☐
Create	ONH013	Concord SD	$ 0	$ 0.00	☐
Create	ONH014	Bartlett SD	$ 0	$ 0.00	☐
Create	ONH015	Conway SD	$ 0	$ 0.00	☐
Create	ONH016	Keene SD	$ 0	$ 0.00	☐
Create	ONH017	Derry SD	$ 0	$ 0.00	☐
Create	ONH018	Dover SD	$ 0	$ 0.00	☐
Create	ON				
Create	ON				

1 2 3 4 5 6 7

State Account Representatives only:
A system message confirms that the entitlement was successfully updated.

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School Budget

State Account Representative - NSLP District Entitlements

State: NEW HAMPSHIRE   **State Cust Cd:** SNH001
Effective Dates: 7/1/2021 - 6/30/2022
Fed Entitlement for State: $ 100,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Entitlement** $ 22,800   **Fed Balance:** $ 22,665.85
                             GOVT Value $ 500   **GOVT Balance:** $ 500.00

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
Update	ONH001	SURPLUS DIST SECTION, NH	$ 1,200	$ 1,065.85	☑
Update	ONH002	CONTOOCOOK VALLEY SD	$ 0	$ 0.00	☐
Update	ONH003	Ashland SD	$ 1,600	$ 1,600.00	☐
Create	ONH004	Inter- Lakes SD	$ 0	$ 0.00	☐
Create	ONH005	Berlin SD	$ 0	$ 0.00	☐
Create	ONH006	Newfound area SD	$ 0	$ 0.00	☐
Create	ONH007	Oyster River SD	$ 0	$ 0.00	☐
Create	ONH008	Claremont SD	$ 0	$ 0.00	☐
Create	ONH009	Unity SD	$ 0	$ 0.00	☐
Create	ONH010	Colebrook SD	$ 0	$ 0.00	☐
Create	ONH011	Pittsburg SD	$ 0	$ 0.00	☐
Create	ONH012	Stewartstown SD	$ 0	$ 0.00	☐
Create	ONH013	Concord SD	$ 0	$ 0.00	☐
Create	ONH014	Bartlett SD	$ 0	$ 0.00	☐
Create	ONH015	Conway SD	$ 0	$ 0.00	☐
Create	ONH016	Keene SD	$ 0	$ 0.00	☐

State Account Representatives only:
To view a list of schools for a district, select the link in the 'DISTRICT NM' column.

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School Budget

State Account Representative - NSLP Entitlements

State: NEW HAMPSHIRE   **District:** ASHLAND SD   **District Cust Cd:** ONH003

Effective Dates: 7/1/2021 - 6/30/2022

Fed Entitlement for District: $ 1,600   **Controlled by State:** No   **Controlled by District:** No

TOTAL (ALL SCHOOLS)   **Fed Entitlement:** $ 0   **Fed Balance:** $ 0.00

CUST CD	SCHOOL NM	FED ENTITLEMENT	FED BALANCE
YNH005	Ashland Elementary	$ 0	$ 0.00

⦿ Cust Code   ○ Customer   [   ]   Search   Show All

Save

A summary of available entitlement for the district is displayed at the top of the screen.

School Budget

State Account Representative - NSLP Entitlements

State: NEW HAMPSHIRE   **District:** ASHLAND SD   **District Cust Cd:** ONH003

Effective Dates: 7/1/2021 - 6/30/2022

Fed Entitlement for District: $ 1,600   **Controlled by State:** No   **Controlled by District:** No

TOTAL (ALL SCHOOLS)   **Fed Entitlement:** $ 500   **Fed Balance:** $ 500

CUST CD	SCHOOL NM	FED ENTITLEMENT	FED BALANCE
YNH005	Ashland Elementary	$ 500	$ 500

◉Cust Code   ○Customer   [   ]   Search   Show All

Save

Contact FFAVORS Help Desk

To update school entitlement, enter a value in the 'FED ENTITLEMENT' column. Then select the **Save** button. A confirmation message appears at the top of the screen to indicate that the save was successful.

Save successful.

State Account Representative - NSLP Entitlements

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Summer Food Budget

District Account Representatives and State Account Representatives only:

Select the **Summer Food Budget** link under the 'Budget' menu.

Budget

School Budget
Summer Food Budget
Import NSLP Budget
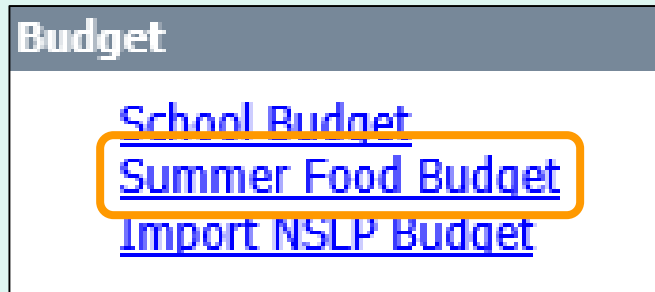
Summer Food Budget

SFSP Budget Effective Dates

Please select a date range

FY20: 01 October 2019 - 30 September 2020
FY21: 01 October 2020 - 30 September 2021
FY22: 01 October 2021 - 30 September 2022
FY23: 01 October 2022 - 30 September 2023
FY24: 01 October 2023 - 30 September 2024

Accept

Select a date range in the 'SFSP Budget Effective Dates' dropdown list. Then, select **Accept**.

Summer Food Budget

State Account Representative - SFSP District Dollars

State: VIRGINIA   **State Cust Cd:** SVA001
Effective Dates: 10/1/2021 - 9/30/2022
Fed Dollars for State $ 10,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Dollars** $ 3,500   **Fed Balance:** $ 3,500.00

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
Update	OVA044	BEDFORD, VA - SCHOOL DIST.	$ 3,500	$ 3,500.00	☐
Create	OVA650	SFSP SPONSOR, VA	$ 0	$ 0.00	☐

⦿Cust Code   ◯Customer   [   ]   Search   Show All

State Account Representatives only:
A summary of available dollars for the state is displayed at the top of the screen.

Summer Food Budget

State Account Representative - SFSP District Dollars

State: VIRGINIA   **State Cust Cd:** SVA001
Effective Dates: 10/1/2021 - 9/30/2022
Fed Dollars for State $ 10,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Dollars** $ 3,500   **Fed Balance:** $ 3,500.00

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
Update	OVA044	BEDFORD, VA - SCHOOL DIST.	$ 3,500	$ 3,500.00	☐
Create	OVA650	SFSP SPONSOR, VA	$ 0	$ 0.00	☐

◉ Cust Code   ○ Customer   [_____]   Search   Show All

State Account Representatives only:
To add new dollars to a district, click the corresponding **Create** button on the left side of the table.

Summer Food Budget

State Account Representative - SFSP District Dollars

State: VIRGINIA   **State Cust Cd:** SVA001
Effective Dates: 10/1/2021 - 9/30/2022
Fed Dollars for State $ 10,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Dollars** $ 3,500   **Fed Balance:** $ 3,500.00

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
Update	OVA044	BEDFORD, VA - SCHOOL DIST.	$ 3,500	$ 3,500.00	☐
Create	OVA650	SFSP SPONSOR, VA	$ 0	$ 0.00	☐

◉Cust Code   ○Customer   [   ]   Search   Show All

State Account Representatives only:
To update the new dollar value or an existing dollar value, enter a new value in the 'FED DOLLARS' column and select the corresponding **Update** button for that row.

160

Summer Food Budget

Update successful.

State Account Representative - SFSP District Dollars

State: VIRGINIA   **State Cust Cd:** SVA001
Effective Dates: 10/1/2021 - 9/30/2022
Fed Dollars for State $ 10,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Dollars** $ 4,000   **Fed Balance:** $ 4,000.00

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
Update	OVA044	BEDFORD, VA - SCHOOL DIST.	$ 4,000	$ 4,000.00	☐
Create	OVA650	SFSP SPONSOR, VA	$ 0	$ 0.00	☐

◉ Cust Code   ◯ Customer   [   ]   [Search] [Show All]

State Account Representatives only:
A system message confirms that the dollar value was successfully updated.

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Summer Food Budget

State Account Representative - SFSP District Dollars

State: VIRGINIA   **State Cust Cd:** SVA001
Effective Dates: 10/1/2021 - 9/30/2022
Fed Dollars for State $ 10,000   **Controlled by State:** No
TOTAL (ALL DISTRICTS)   **Fed Dollars** $ 3,500   **Fed Balance:** $ 3,500.00

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
Update	OVA044	BEDFORD, VA - SCHOOL DIST.	$ 3,500	$ 3,500.00	☐
Create	OVA650	SFSP SPONSOR, VA	$ 0	$ 0.00	☐

◉ Cust Code   ◯ Customer   [   ]   [Search] [Show All]

<u>State Account Representatives only</u>:
To view a list of sites for a district, select the link in the 'DISTRICT NM' column.

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Summer Food Budget

State Account Representative - SFSP Dollars

State: VIRGINIA   **District:** BEDFORD, VA - SCHOOL DIST.   **District Cust Cd:** OVA044
Effective Dates: 10/1/2021 - 9/30/2022
Fed Dollars for District $ 4,000   **Controlled by State:** No   **Controlled by District:** No
TOTAL (ALL SCHOOLS)   **Fed Dollars** $ 2,500   **Fed Balance:** $ 2,500.00

CUST CD	SCHOOL NM	FED DOLLARS	FED BALANCE
YVA620	BEDFORD ELEMENTARY	$ 1,000	$ 1,000.00
YVA621	BEDFORD PRIMARY	$ 1,500	$ 1,500.00

◉Cust Code   ○Customer   [   ]   Search   Show All

Save

A summary of available dollars for the district is displayed at the top of the screen.

Summer Food Budget

State Account Representative - SFSP Dollars

State: VIRGINIA   **District:** BEDFORD, VA - SCHOOL DIST.   **District Cust Cd:** OVA044

Effective Dates: 10/1/2021 - 9/30/2022

Fed Dollars for District $ 4,000   **Controlled by State:** No   **Controlled by District:** No

TOTAL (ALL SCHOOLS)   **Fed Dollars** $ 2,500   **Fed Balance:** $ 2,500.00

CUST CD	SCHOOL NM	FED DOLLARS	FED BALANCE
YVA620	BEDFORD ELEMENTARY	$ 1,000	1,000.00
YVA621	BEDFORD PRIMARY	$ 1,500	1,500.00

◉ Cust Code   ○ Customer   [   ]   Search   Show All

Save

To update school entitlement, enter a value in the 'FED DOLLARS' column. Then select the **Save** button. A confirmation message appears at the top of the screen to indicate that the update was successful.

Update successful.

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Import NSLP Budget

District Account Representatives and State Account Representatives only:

Select the **Import NSLP Budget** link under the 'Budget' menu.

Budget

School Budget
Summer Food Budget
Import NSLP Budget
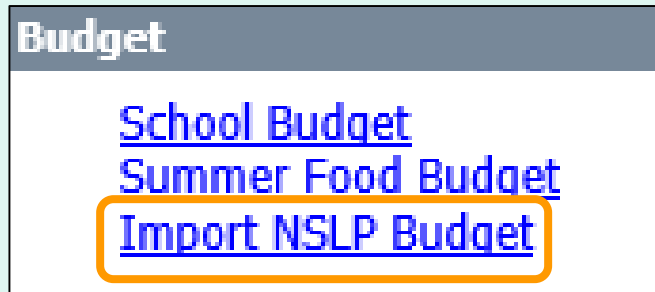
Import NSLP Budget

Import NSLP Budget

See Sample Files link for details on import file format and rules.
FFAVORS Budget screens can be used to change uploaded information, or Import can be used to update existing budgets.

Sample files

For a school upload, the file must include the school organization codes and the entitlement amount.

For a district upload, the file must include the district organization codes, whether or not each district controls entitlement, and the entitlement amount.

Note: Refer to the Sample files for additional guidance and templates for creating upload files.

Import NSLP Budget

State Account Representatives:
Select the type of import:
- **District** – entitlement for district(s) in the state
- **School** – entitlement for school(s) in a selected district

Select Import Type
○ District   ● School

District: -- Select District --
ONH001 - SURPLUS DIST SECTION, NH
ONH002 - Contoocook Valley SD
ONH003 - Ashland SD
ONH004 - Inter- Lakes SD
ONH005 - Berlin SD
ONH006 - Newfound area SD
ONH007 - Oyster River SD
ONH008 - Claremont SD

Note:
If School is selected, select an organization from the 'District' dropdown list.

Import NSLP Budget

Program Year: SY22: 01 July 2021 - 30 June 2022
SY23: 01 July 2022 - 30 June 2023

Select a school year in the 'Program Year' dropdown list.

Import NSLP Budget

Select the **Browse…** button to locate the file to be uploaded.

To import, select Browse/File button to locate import file, and select 'Validate Import File'.
The import file will be validated and any error messages will appear in the 'Validation Message' column on the grid.
The import file must be free of all errors before it can be uploaded.

[Browse...] [**Validate Import File**]

Then, select **Validate Import File**.

To import, select Browse/File button to locate import file, and select 'Validate Import File'.
The import file will be validated and any error messages will appear in the 'Validation Message' column on the grid.
The import file must be free of all errors before it can be uploaded.

C:\Users\[   ] [Browse...] [**Validate Import File**]

The import file must be free of errors to proceed. If validation errors are found, make corrections and save the file, browse to the new file, and re-validate.

Import NSLP Budget

If the file contains organizations that do not exist in FFAVORS, an error message displays: "Validation Errors Exist. Review errors, correct upload file, and import again."

Validation Errors Exist. Review errors, correct upload file, and import again.

Choose File | No file chosen   **Validate Import File**

STATE CODE	DISTRICT CODE	CUSTOMER CODE	ENTITLEMENT	VALIDATION MESSAGE
NH	ONH073	YNH138	1,000	
NH	ONH073	YNH139	1,500	
NH	ONH073	YNH141	1,200	School record does not exist.
NH	ONH073	YNH140	1,250	School record does not exist.

If the entitlement values exceed the district budget, an error message displays: "Sum of School Budgets exceeds Entitlement for District."

Sum of School Budgets exceeds Entitlement for District.

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Import NSLP Budget

If the validation is successful, a message is displayed: "Validation Passed. Select 'Import into FFAVORS' button to upload budgets into FFAVORS."

Validation Passed. Select 'Import into FFAVORS' button to upload budgets into FFAVORS.				
Choose File	No file chosen		Validate Import File	
STATE CODE	**DISTRICT CODE**	**CUSTOMER CODE**	**ENTITLEMENT**	**VALIDATION MESSAGE**
NH	ONH073	YNH138	1,250	
NH	ONH073	YNH139	1,800	

Import into FFAVORS

Select **Import into FFAVORS**.

Import NSLP Budget

If the validation is successful, a message is displayed: "Validation Passed. Select 'Import into FFAVORS' button to upload budgets into FFAVORS."

Validation Passed. Select 'Import into FFAVORS' button to upload budgets into FFAVORS.

Choose File | No file chosen   **Validate Import File**

STATE CODE	DISTRICT CODE	CUSTOMER CODE	ENTITLEMENT	VALIDATION MESSAGE
NH	ONH073	YNH138	1,250	
NH	ONH073	YNH139	1,800	

Import into FFAVORS

Select **Import into FFAVORS**.

Import NSLP Budget

STATE CODE	DISTRICT CODE	CUSTOMER CODE	ENTITLEMENT	VALIDATION MESSAGE
	File Successfully Imported - 1/26/2022 4:17:35 PM Central Time.			
	Choose File	No file chosen	Validate Import File	
NH	ONH073	YNH138	1,250	
NH	ONH073	YNH139	1,800	

A confirmation message appears at the top of the screen to indicate that the upload was successful.

Customers

State Account Representatives only:

On the homepage, select the **Existing Customers / Request New** link under the 'Customers' menu.

Customers

[Existing Customers / Request New]

Customers

- State Account Representatives may view all existing county/districts and schools assigned to their state.

- After adding a pending customer, USDA and DLA will review and approve.

- Before requesting a new county/district or school, use the search tools to confirm that it does not already exist.

- Contact your DLA representative to request reactivation of an inactive customer.

- Requests for new county/district and associated schools should be entered on the same day. They will be processed together in the nightly batch.

- Food Service Organizations (FSOs) can be added to pending customers.

- Pending county/districts will not move to the next step unless it is associated with pending school(s).

Existing Customers

Use the radio buttons at the top of the grid to filter by status:
Show All
Show Active Only
Show Inactive Only
Show Pending Only

⦿ Show All   ○ Show Active Only   ○ Show Inactive Only   ○ Show Pending Only   ☐ Show addresses in results

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DIST CODE	BUDGET PROGRAM	STATUS
ONH001	County/District	SURPLUS DIST SECTION, NH	NH		ONH001	NSLP	Active
YNH001	School	SURPLUS DIST SECTION	NH	Wed	ONH001	NSLP	Active
ONH002	County/District	Contoocook Valley SD	NH		ONH002	NSLP	Active
YNH010	School	Newfound Memorial MS	NH		ONH006	NSLP	Active
YNH011	School	New Hampton Community School	NH		ONH006	NSLP	Active
YNH012	School	Bridgewater-Hebron Village School	NH		ONH006	NSLP	Active
YNH013	School	Newfound Regional HS	NH		ONH006	NSLP	Active
ONH007	County/District	Oyster River SD	NH		ONH007	NSLP	Active

1 2 3 4 5 6 7 8 9 10 ...

⦿Cust Code   ○Cust Type   ○Customer   ○Zip   [   ]   [Search]   [Refresh]

Existing Customers

Select the 'Show addresses in results' checkbox to include the address in the 'Customer' column.

		Show All	Show Active Only	Show Inactive Only	Show Pending Only	✓ Show addresses in results

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DIST CODE	BUDGET PROGRAM	STATUS
ONH001	County/District	SURPLUS DIST SECTION, NH 12 HILLS AVE CONCORD, NH 03301	NH		ONH001	NSLP	Active
YNH001	School	SURPLUS DIST SECTION 12 HILLS AVE. CONCORD, NH 03301	NH	Wed	ONH001	NSLP	Active
ONH002	County/District	Contoocook Valley SD 184 Hancock Rd	NH		ONH002	NSLP	Active
		b...ew...., ...32					
YNH013	School	Newfound Regional HS 150 Newfound Rd Bristol, NH 03222	NH		ONH006	NSLP	Active
ONH007	County/District	Oyster River SD 55 Coe Dr Durham, NH 03824	NH		ONH007	NSLP	Active

1 2 3 4 5 6 7 8 9 10 ...

Cust Code   Cust Type   Customer   Zip   [   ]   Search   Refresh

Existing Customers

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DIST CODE	BUDGET PROGRAM	STATUS
ONH001	County/District	SURPLUS DIST SECTION, NH	NH		ONH001	NSLP	Active
YNH001	School	SURPLUS DIST SECTION	NH	Wed	ONH001	NSLP	Active
ONH002	County/District	Contoocook Valley SD	NH		ONH002	NSLP	Active
YNH010	School	Newfound Memorial MS	NH		ONH006	NSLP	Active
YNH011	School	New Hampton Community School	NH		ONH006	NSLP	Active
YNH012	School	Bridgewater-Hebron Village School	NH		ONH006	NSLP	Active
YNH013	School	Newfound Regional HS	NH		ONH006	NSLP	Active
ONH007	County/District	Oyster River SD	NH		ONH007	NSLP	Active

○ Show All   ○ Show Active Only   ○ Show Inactive Only   ○ Show Pending Only   ☐ Show addresses in results

1 2 3 4 5 6 7 8 9 10 ...

○ Cust Code   ○ Cust Type   ○ Customer   ○ Zip   [   ]   [Search]   [Refresh]

Search options are available for customer code, type, name, or zip code. Partial matches are supported. Select the applicable radio button, enter text, and click **Search**.

The **Refresh** button clears search text and refreshes the grid.

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Add New Pending Customer

Customers

Add Pending
Customer

Steps to request New
Customers:

1 – Add Pending
Customer

2 – Await USDA
approval

3 – Await DLA
approval

4 – Complete

After confirming that a customer does not already exist in FFAVORS, select the click **Add Pending Customer** link in the menu on the left.

Note: New customers will be reviewed by USDA and DLA before they are available for ordering in FFAVORS.

Add New Pending Customer

Enter information for the new customer organization.

Note: If adding a school district and new school(s), _add the school district first_ so it will be available for selection for the school(s).

FFAVORS requires that each school must be assigned to a County/District. If adding a new school district and new school(s), add the school district first. Then return to this page to add school(s). The previously added school district will appear in the County/District dropdown to choose from. If adding a new school to an existing County/District, select Customer Type = 'School' and choose an existing County/District in the dropdown. If adding a new school that is independent of a school district, County/District still needs to be created and the same address can be used for both.

* = Required Field

Location

* State: New Hampshire
* Customer Type: School
* County/District: -- Select County --

Customer

* Customer Name:

Address must be a physical location of the school/district. Do not enter PO Box in any address field.

* Address: [_____] Building number + Street
[_____] (optional)
* City: [_____]
* State: NH   * Zip Code: [_____]

☐ **Check here** if orders will be delivered to a different location

Budget/Funding

* Program: -- Select Program --

Point of Contact (optional)

Contact Name: [_____]
E-mail Address: [_____]
Phone Number: [_____]
Fax Number: [_____] (optional)

User (optional) Information entered here will create a user profile for this person to log in and place orders for the organization. If new county/district and school(s) are being requested and you want this user to have access to all school(s) within a county/district, only enter this section for the county/district. If a new school is being requested for an existing county/district, only enter this section if the user does not already have access to the county/district.

First Name: [_____]
Last Name: [_____]
E-mail Address: [_____]
Phone Number: [_____]

[Save] [Reset] [Cancel]

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Add New Pending Customer

Enter the 'Location' information for the new customer organization. All fields are required.

Note: The 'State' is automatically selected and cannot be edited.

For 'Customer Type', select **County/District** or **School**.

If **School** is selected, also select the applicable 'County/District' from the dropdown list.

Add New Pending Customer

Enter a 'Customer Name' in the 'Customer' information section. This field is required.

Customer

* Customer Name: [   ]

Enter the physical location for the new organization in the 'Address' section. Required fields includes 'Street', 'City', and 'Zip Code'. An optional second line is available for 'Street'.

Note: The 'State' is automatically selected and cannot be edited.

Address must be a physical location of the school/district. Do not enter PO Box in any address field.

* Address: [   ] Building number + Street

[   ] (optional)

* City: [   ]

* State: [NH]   * Zip Code: [   ]

☐ **Check here** if orders will be delivered to a different location

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Add New Pending Customer

Check this box if orders will be delivered to a different location.

Address must be a physical location of the school/district. Do not enter PO Box in any address field.

* Address:	Building number + Street
	(optional)
* City:	
* State: NH	* Zip Code:

☐ **Check here** if orders will be delivered to a different location

Add New Pending Customer

Select the FSO from the 'Existing FSOs' dropdown box if it already exists, or type in a new FSO name and delivery address (Delivery Point of Contact is optional).

State: NH   Zip Code:

☑ **Check here** if orders will be delivered to a different location

Delivery Address If the Food Service Organization (FSO) where this customer's orders will be delivered exists, select it in the *Existing FSOs* dropdown box. If an exact match of FSO name and address is not found in the *Existing FSOs* dropdown box, please enter the FSO name and delivery address below.

Existing FSOs: [-- Existing FSOs for this state's Zone -- ▾]

* FSO Name: [ ]

* Street: [ ]

Street: [ ] (optional)

* City: [ ]

* State: [▾] * Zip Code: [ ]

Delivery Point of Contact (optional)

Contact Name: [ ]

E-mail Address: [ ]

Phone Number: [ ]

Fax Number: [ ] (optional)

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Add New Pending Customer

Select a 'Program' in the 'Budget/Funding' section. This field is required.

Budget/Funding

* Program:
- -- Select Program --
- School Lunch
- Summer Food
- Both School Lunch and Summer Food

Options include:
- **School Lunch** (NSLP)
- **Summer Food** (SFSP)
- **Both School Lunch and Summer Food**

Add New Pending Customer

If applicable, enter information for a 'Point of Contact' for the customer organization. Fields include 'Contact Name', 'E-mail Address', 'Phone Number', and 'Fax Number'. All fields are optional.

Point of Contact (optional)

Contact Name: ROSE CONTACT

E-mail Address: rose.contact@clark.elem.edu

Phone Number: 123-123-1234

Fax Number: (optional)

Add New Pending Customer

To add a new user who will place orders for the new customer organization, enter their contact information in the 'User' section. Fields include 'First Name', 'Last Name', 'E-mail Address', and 'Phone Number'.

Note: New users will receive instructions to create their eAuth login.

User (optional) Information entered here will create a user profile for this person to log in and place orders for the organization. If new county/district and school(s) are being requested and you want this user to have access to all school(s) within a county/district, only enter this section for the county/district. If a new school is being requested for an existing county/district, only enter this section if the user does not already have access to the county/district.

First Name:	WILL
Last Name:	BAKER
E-mail Address:	will.baker@clark.elem.edu
Phone Number:	123-123-1234

Note: Enter a user for a new county/district organization if they will order for all school(s) in the district. Enter this information for a new school if the user does not already have a profile for the county/district.

Add New Pending Customer

If adding a new school district <u>and</u> new school(s), add the school district first. Then return to this page to add school(s). The previously added school district will appear in the County/District dropdown to choose from. If adding a new school to an <u>existing</u> County/District, select Customer Type = 'School' and choose an existing County/District in the dropdown.

* = Required Field

Location

* State: New Hampshire ∨

* Customer Type: School ∨

* County/District: ONH073, AMHERST SD, NH

Customer

* Customer Name: CLARK ELEMENTARY SCHOOL

Address must be a physical location. Do not enter PO Box in any add

* Street: 14 FOUNDRY ST

User (optional) Information entered here will create a user profile for thi
are being requested and you want this user to have access to all school(s)
being requested for an existing county/district, only enter this section if the

First Name: WILL

Last Name: BAKER

E-mail Address: will.baker@clark.elem.edu

Phone Number: 123-123-1234

Save   Reset   Cancel

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

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

To save changes and create the new organization, click **Save**.

Add New Pending Customer

A message confirms that the new pending customer has been added.

Add successful - CLARK ELEMENTARY SCHOOL.

The new organization is added to the grid with a 'STATUS' of '1 – Awaiting Batch Validation'. Click the link in the 'CUST CODE' column to view, edit, or delete pending requests. Changes must be made before the first nightly batch cycle.

<u>Note</u>: *Status of pending requests is noted in the 'STATUS' column and on the detail page in the 'Status Details' section.*

Click the link in the Cust Code column to view or change pending requests. Changes can only be made (or request can be deleted) up until the first nightly batch cycle runs. Status of pending requests are noted in the Status column in the grid and on the detail page in the Status section.

◉ Show All ○ Show Active Only ○ Show Inactive Only ○ Show Pending Only ☐ Show addresses in results

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DIST CODE	BUDGET PROGRAM	STATUS
PND-YNH-0000032	School	CLARK ELEMENTARY SCHOOL	NH		ONH073	NSLP/SFSP	1 - Awaiting Batch Validation
SNH001	State	NEW HAMPSHIRE	NH			NSLP	Active
ONH001	County/District	SURPLUS DIST SECTION, NH	NH		ONH001	NSLP	Active
YNH001	School	SURPLUS DIST SECTION	NH	Wed	ONH001	NSLP	Active

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My Profile

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

My Profile

My Profile

My Profile

Home Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, January 26, 2022

Please contact your DLA account rep if you have changes to your name or email address. Note that existing profiles cannot be transferred to another person; DLA can instead create a new FFAVORS profile for the new person.

* = Required Field

* Last Name: FFAVORS
* First Name: SCHOOL4
* E-mail Address: ffavors.user.dz@gmail.cc
* Phone number: 123-456-7890
* Extension:
* Fax number:
* Zone: CONNETICUT, MASS, M
* County/District: ONH074 - Souhegan SD

You can review and update phone and fax numbers. For other updates or corrections, contact the DLA Account Specialist or the FFAVORS Help Desk.

Note: Phone Number is a required field. An error message will be displayed if this is left blank. System notifications and/or responses to the FFAVORS Help Desk inquiries will be directed to the email address on file.

Contact FFAVORS Help Desk

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My Profile

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, January 26, 2022

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

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

* Zone: CONNETICUT, MASS, MAINE, NEW HAMP, RHODE ISLAND, VERMONT

* County/District: ONH074 - Souhegan SD

* Customer: YNH140   Souhegan HS

Customer Order Preferences
☐ Receive emails for new/modified orders that I place
☐ Receive emails for new/modified orders that are placed by others for my organization

Save   Reset   Cancel

Contact FFAVORS Help Desk

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My Profile

Home   Help   Logout   Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, January 26, 2022

Please contact your DLA account rep if you have changes to your name or email address. Note that existing profiles cannot be transferred to another person; DLA can instead create a new FFAVORS profile for the new person.

* = Required Field

* * Last Name: FFAVORS
* * First Name: SCHOOL4
* * E-mail Address: ffavors.use
* * Phone number: 123-456-78
* Extension:
* Fax number:
* * Zone: CONNETIC
* * County/District: ONH074 -
* * Customer: YNH140

Customer Order Preferences
☐ Receive emails for new/modified orders t
☐ Receive emails for new/modified orders t

[Save] [Reset] [Cancel]

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

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

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

Contact FFAVORS Help Desk

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My Profile

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, January 26, 2022

Save successful - 100400.

* = Required Field

* Last Name: FFAVORS
* First Name: SCHOOL4
* E-mail Address: ffavors.user.dz@gmail.com
* Phone number: 123-123-1234
Extension:
Fax number:
* Zone: CONNETI
* County/District: ONH074 -
* Customer: YNH140

Customer Order Preferences
☐ Receive emails for new/modified orders
☐ Receive emails for new/modified orders

Save   Reset   Cancel

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

Contact FFAVORS Help Desk

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Contact FFAVORS Help Desk

Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, January 26, 2022

Customer Homepage

Welcome, Souhegan HS

Please select from the following options:

Orders

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

Reports

Usage
Budget Balance/Spent
Catalog
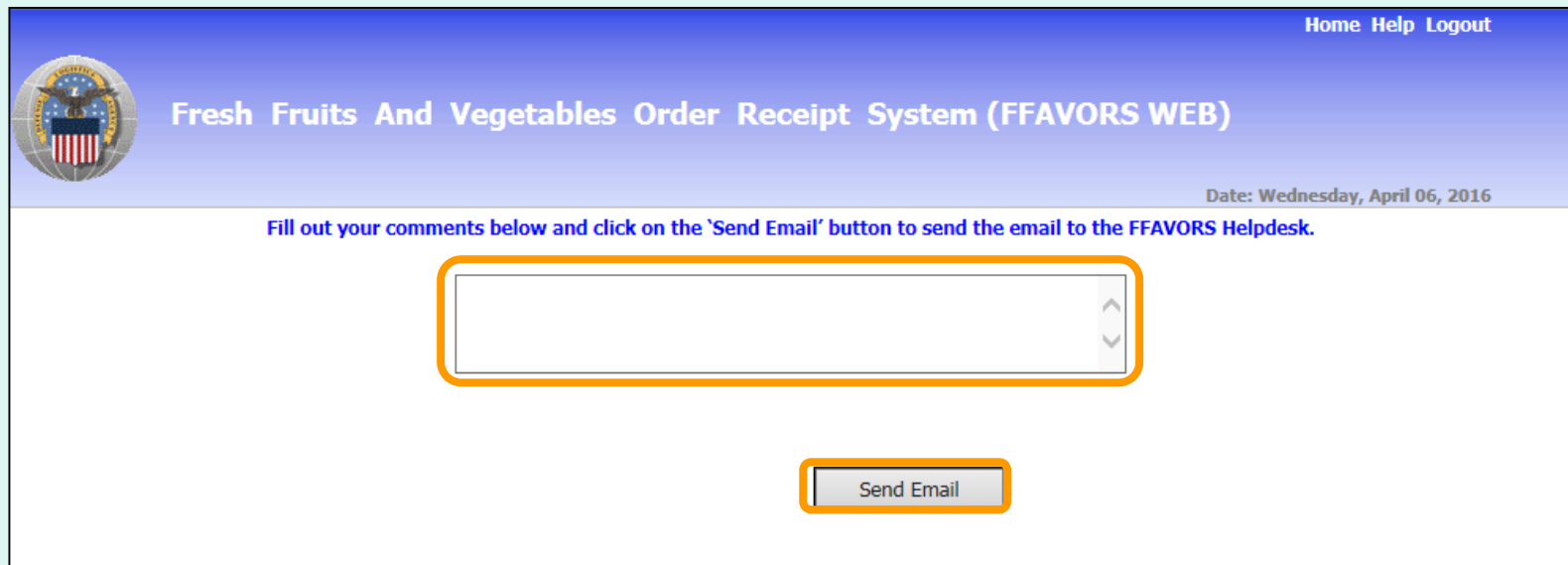
My Profile

My Profile

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

Please Read (updated on 1/30/2022)

Reminder: a produce order in FFAVORS may be cancelled by a customer up to **24 hours** before

Note:
For order-related questions, use the Email Account Specialist link.

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

Contact FFAVORS Help Desk

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Contact FFAVORS Help Desk

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

Help

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

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

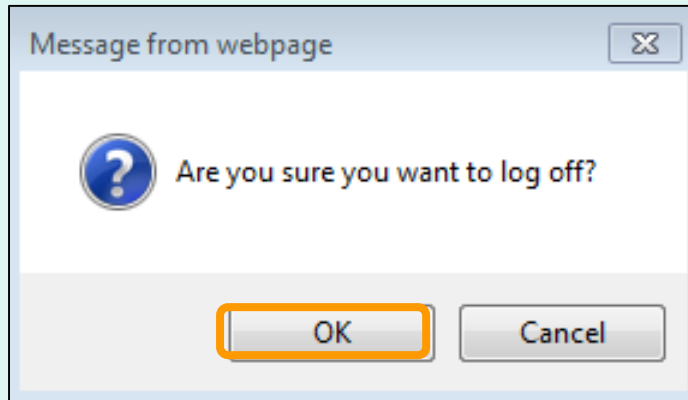FFAVORS:
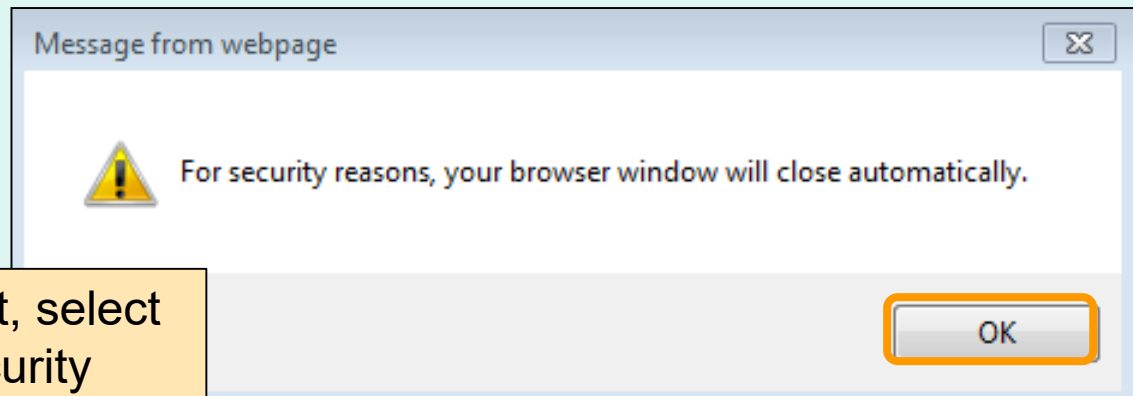*Fresh Fruits and Vegetables Order Receipt System*

Customer Ordering Manual

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Logout

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

Logout

Message from webpage

Are you sure you want to log off?

OK   Cancel

At the first prompt, select **OK** to confirm log out.

Message from webpage

For security reasons, your browser window will close automatically.

OK

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