



FFAVORS WEB Ordering Manual



GSA Schedule: GS35F4594G
FEDSIM Task Order Number: GSTFMGBPA10001CO05
FEDSIM Project Number: 11047AGM and 11048AGM
SRA Project Number 15340.005
DCN: FUM2_2012_06_29_WBSCM_FAV
V 1.0

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FFAVORS Access steps

Type this address in Internet Explorer browser:

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

The screenshot shows the USDA Food and Nutrition Service website. The header includes the USDA logo and navigation links: About FNS, Ask the Expert, Contact Us, Other Languages, and En Español. A search bar is located in the top right. Below the header is a navigation menu with links for Programs, Data, Newsroom, Research, and Forms. The main content area is titled "Food Distribution" and "Fresh Fruits and Vegetables Order Receipt System (FFAVORS)". It contains a "FFAVORS News and Information" section with text about the system's transition to USDA and a "Resources" section with links to FAQs, EEMS Identity Manager, and DLA Admin Utility. A red box highlights the "Log into FFAVORS web" link in the "I want to:" section.

USDA United States Department of Agriculture
Food and Nutrition Service

Programs Data Newsroom Research Forms

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Food Distribution

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

FFAVORS News and Information

The FFAVORS Web ordering system was transitioned to the United States Department of Agriculture (USDA) and went live as of August 14, 2012. Even though the system's location has changed, your day to day contacts will remain with your current DoD Account Managers, DoD Field Reps, and/or DoD Contracting Specialist.

In Mid-September the eAuthentication 'Warning' and 'Login' pages were combined into one screen. When accessing FFAVORS, users will need to enter their eAuth ID and password in the new 'User ID & Password' box. Users still have the links for 'forgot my User ID | Password' and to 'Change my Password'.

If you have problems accessing FFAVORS, please contact the FFAVORS help desk at:
FFAVORS@fns.usda.gov

I want to:

- Log into FFAVORS web
- Go get my Level 1 eAuth credentials
- Go get my Level 2 eAuth credentials

Resources:

- FAVORS FAQs and Tips
- How to access EEMS Identity Manager
- DLA Admin Utility (DLA Staff Only)

Programs and Services

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

Food Distribution Resources

- USDA Foods Available Lists
- Fact Sheets
- State Contacts
- WBSM Information
- FFAVORS
- Policy
- Regulations
- Research - FD Studies
- Commodity Alert System
- Disaster Assistance

Click link: [Log into FFAVORS web](#)

Enter Credentials

Click 'Login'

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)



User ID & Password ?

User ID:

Password:

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

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

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

First Time User Agreement and Registration

- The first time a User Logs into the System they will be prompted with a User Web Site Agreement and Registration Screen.
- The new User must agree to the terms in order to continue with the ordering process.
- The User should review and ensure all information on the Registration Screen is correct. If the information is correct, click the “Register” button. If the information needs to be changed, please contact the DLA Account Specialist and click the “Exit” button.

Agreement Screen

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.

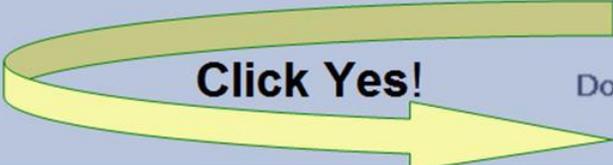
As a user of the Fresh Fruits And Vegetables Order Receipt System site, you agree to the following rules of behavior. The rules clearly delineate the responsibilities and expectations for all individuals with access to the Fresh Fruits And Vegetables Order Receipt System site. Failure to comply with 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 for your records.



Click Yes!

Do you accept these terms?

Yes No

Registration Screen

User Registration

Application User Data

User Id: 54325

Email Address:

First Name: Mellon

Last Name: School

Citizenship: United States

Designation Of Person: Civilian

Customer Demographics

Customer Code: YW1002

Customer Name: MELLEN SCH

County Code: 001

County: Ashwaubenon Sch Dist

Address 1: 420 SOUTH MAIN ST

Address 2:

City: PORT WING

State: Wisconsin

Zip/Postal Code: 54865

Click Register

Register

Exit

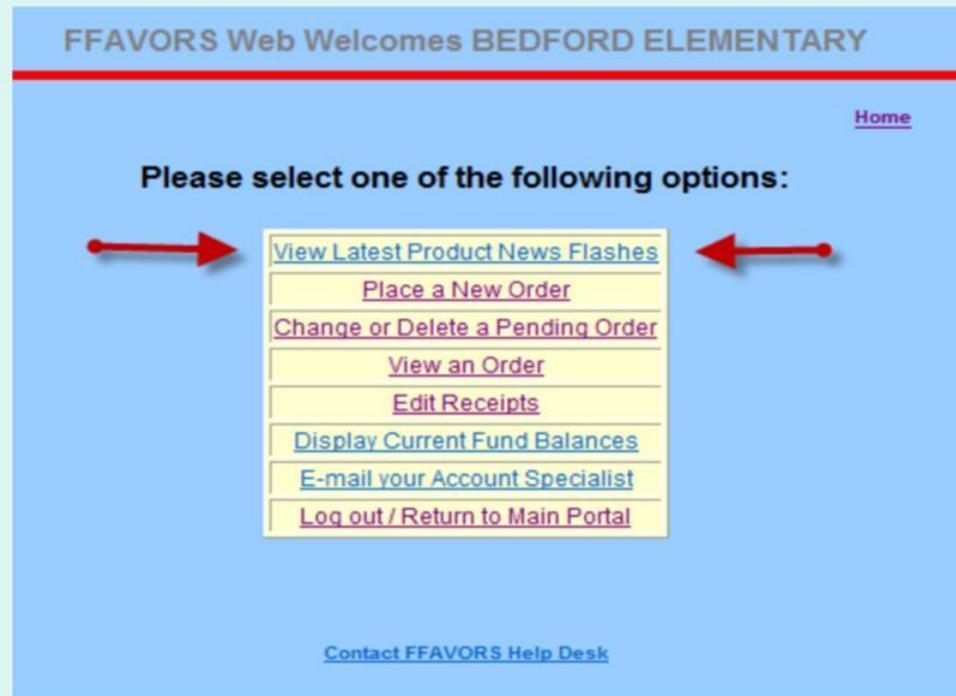
What Can I Do In this system?

There are Ten Possible Options

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

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

View Latest Product News Flashes



- Access this option via the Main Menu
- This item will supply the user with a listing of produce availability, seasonal information, etc when data is available

What Type Of User Can Order?

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

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

Rules For Ordering

- Notification to Vendor for delivery on a particular Required Delivery Date (RDD) is a **MINIMUM of 72 BUSINESS HOURS** (Monday – Friday)
- No orders can be placed or changed within 72 hours (3 business days) of delivery
 - If the user has an emergency add on or change to an order, the user must contact the DSCP Account Specialist
- Deliveries for weekend days are not acceptable
- Customers can order deliveries up to 2 weeks from the catalog publishing each Sunday

What Do the Rules Mean?

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

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

- On the 24th: 1st 3 days are non delivery to ensure the 3 business day rule
- First available RDD for this week is the 28th
- No deliveries for the weekend
- Orders can be made for deliveries from the 31st to the 4th

What Do the Rules Mean (cont.)

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

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

- On the 27th: 1st 3 days are none delivery to ensure the 3 business day rule
- First available RDD for this week is the 2nd
- No delivery for the weekend
- Orders can be made for delivery for the 2nd to the 4th

Higher Level Ordering Authority Menu

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Thursday, November 07, 2013

[Customer Homepage](#)

Welcome, BEDFORD, VA - SCHOOL DIST.
Please select from the following options:

Post Receipt Adjustments

Receipt History

Orders

[Orders and Receipts](#)

Last Login: Thursday, November 07, 2013 10:18:06 AM

As the higher level ordering authority, you may order for users assigned to your county grouping. Users are typically linked by school district/county or shared funding.

Order as the Higher Level Ordering Official



Help Logout

 Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Thursday, November 07, 2013

Customer Homepage

Welcome, BEDFORD, VA - SCHOOL DIST.

Please select from the following options:

Post Receipt Adjustments

- Receipt History

Orders

- [Orders and Receipts](#) ←

Last Login: Thursday, November 07, 2013 10:18:06 AM

Whether the user ordering as the higher level ordering official or as the individual user, the user will click on the *Orders and Receipts* button to access the Ordering and Receipting module of FFAVORS Web.

Order as the Higher Level Ordering Official (cont.)

FFAVORS Web Welcomes BEDFORD, VA - SCHOOL DIST.

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

CUSTOMER LISTING

User ID	School Name
YVA620	BEDFORD ELEMENTARY
YVA635	BEDFORD MIDDLE
YVA621	BEDFORD PRIMARY
YVA622	BIG ISLAND ELEMENTARY
YVA623	BODY CAMP ELEMENTARY
YVA624	BOONSBORO ELEMENTARY
YVA625	FOREST ELEMENTARY
YVA636	FOREST MIDDLE
YVA626	GOODVIEW ELEMENTARY

Bedford School District is a higher level ordering authority and can order for the schools listed on this page. The higher level ordering official will see this menu after selecting *Order and Receipts* from the main menu. All other customers will not see this screen as they only can order for their school.

Select a School

FFAVORS Web Welcomes BEDFORD, VA - SCHOOL DIST.

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

CUSTOMER LISTING



User ID	School Name
YVA620	BEDFORD ELEMENTARY
YVA635	BEDFORD MIDDLE
YVA621	BEDFORD PRIMARY
YVA622	BIG ISLAND ELEMENTARY
YVA623	BODY CAMP ELEMENTARY
YVA624	BOONSBORO ELEMENTARY
YVA625	FOREST ELEMENTARY
YVA636	FOREST MIDDLE
YVA626	GOODVIEW ELEMENTARY

Click the User ID for the school you are placing the order on behalf.

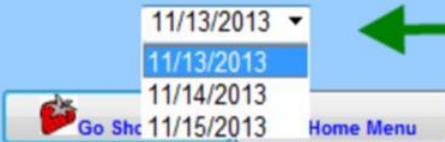
Select a Required Delivery Date (RDD)

FFAVORS Web Welcomes BEDFORD, VA - SCHOOL DIST.
Supporting/Ordering For BEDFORD ELEMENTARY

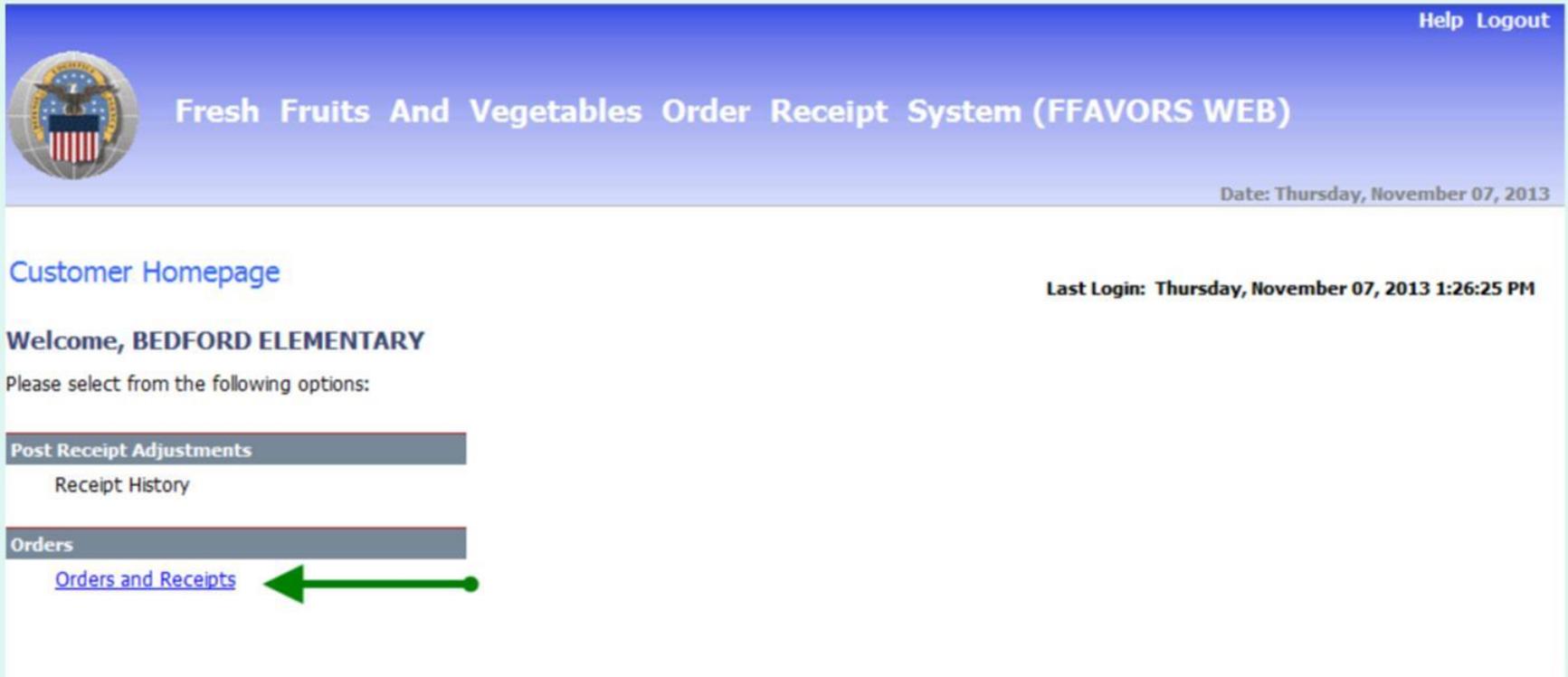
[Home](#)

Place a New Order

Select the Required Delivery Date for your order:

2. Click 'Go Shopping' →  1. Select RDD from drop

Order as a School, Menu



The screenshot shows the top navigation bar of the FFAVORS WEB system. On the left is a circular logo featuring an eagle with wings spread, perched on a shield with the American flag colors. To the right of the logo, the text reads "Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)". In the top right corner, there are links for "Help" and "Logout". Below the navigation bar, the date "Date: Thursday, November 07, 2013" is displayed. The main content area is titled "Customer Homepage" and includes a "Last Login: Thursday, November 07, 2013 1:26:25 PM" timestamp. A welcome message reads "Welcome, BEDFORD ELEMENTARY". Below this, a prompt says "Please select from the following options:". There are two main menu sections: "Post Receipt Adjustments" which includes a link for "Receipt History", and "Orders" which includes a link for "Orders and Receipts". A green arrow points to the "Orders and Receipts" link.

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Thursday, November 07, 2013

Customer Homepage

Last Login: Thursday, November 07, 2013 1:26:25 PM

Welcome, BEDFORD ELEMENTARY

Please select from the following options:

Post Receipt Adjustments

Receipt History

Orders

[Orders and Receipts](#)

Click link Order and Receipts to access the ordering screens.

School Menu (cont.)

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

- [View Latest Product News Flashes](#)
- [Place a New Order](#)
- [Change or Delete a Pending Order](#)
- [View an Order](#)
- [Edit Receipts](#)
- [Display Current Fund Balances](#)
- [E-mail your Account Specialist](#)
- [Log out / Return to Main Portal](#)

[Contact FFAVORS Help Desk](#)

Once a user gets to this point in the process, the screens will be the same for all users who will be ordering.

Go Shopping!

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Place a New Order

Select the Required Delivery Date for your order:

2. Go Shopping →  → **1. Select RDD**

Mon 12/09/2013	▼
Mon 12/09/2013	
Tue 12/10/2013	
Wed 12/11/2013	
Thu 12/12/2013	
Fri 12/13/2013	

The image shows a screenshot of a web interface for placing a new order. At the top, it says "FFAVORS Web Welcomes BEDFORD ELEMENTARY" and has a "Home" link. The main heading is "Place a New Order" and the instruction is "Select the Required Delivery Date for your order:". Below this is a date selection dropdown menu. A green arrow points from the text "2. Go Shopping" to a button labeled "Go" with a strawberry icon. Another green arrow points from the text "1. Select RDD" to the date dropdown menu. The dropdown menu is open, showing a list of dates from Monday 12/09/2013 to Friday 12/13/2013, with Wednesday 12/11/2013 highlighted in blue.

Viewing the Current Catalog

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

To View Complete Catalog

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Place an Order for Vendor US321 USDA-GARDEN

Catalog Search Word(s): ←

(Leave above search box blank to display entire available catalog)

Search Catalog By: Item Description Item Code

Catalog sort order: Item Description Item Code

Default Fund Source: State Funds Federal Funds Snack Funds

To view the complete catalog, click on [Show Catalog] and keep the search text box blank.

Order Via Catalog

Federal Funds can = Shared Dollars

Clear Form

Home Menu

Show Cart

Load Favorite Cart

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA - SCHOOL DIST.

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$161.62	\$84.74	\$55.41	
Cost, This Order	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance	N/A	\$14,915.26	\$44.59	

Funding Information.

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

Available Items:

(Items already in your shopping cart will not appear on this screen.)

Case Quantity	Item Code	Description	Case Contents	Case Price	Fund Source
<input type="text"/>	14J21	BANANA #3 1/40 LB CS	40 LB	\$17.68	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14J39	BANANA #4 1/40 LB CS	40 LB	\$18.18	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14A08	BANANA 1-A PUERTO RICO GROWN	1 LB	\$2.27	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$2.05	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

How many do you need?

Place the # in each box.

Funding and the Order Process



Federal Dollars represent a shared pot of money controlled by BEDFORD, VA - SCHOOL DIST.

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$235.78	\$127.40	\$55.41	
Cost, This Order	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance	N/A	\$14,872.60	\$44.59	

Funding Information Box:



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

Available Items:

(Items already in your shopping cart will not appear on this screen.)

Case Quantity	Item Code	Description	Case Contents	Case Price	Fund Source

Notes about Funding:

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

2. If the user doesn't agree with the funding information found in the box, please contact their district, state or DLA Representative.

3. If the user selects a fund source that does not have adequate funds available to satisfy the order, the user will get an error.

Funding and the Order Process (cont.)

<input type="text"/>	14I57	PEAR 12/3 LB BG	36 LB	\$1.19	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14I56	PEAR 20/2 LB BG	40 LB	\$1.03	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14I78	PINEAPPLE 5 CT 1/40 LB CS	40 LB	\$2.17	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14M35	POTATO SWT 1/50 LB CS	50 LB	\$1.91	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.02	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	15T92	STRAWBERRIES 12/1 PT CO	12 LB	\$22.37	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.17	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$1.26	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed



After the user completes the form, they MUST click the “Add Items To Cart” button. Click “Load Favorite Cart” if the user would like to order from a saved catalog of items that is ordered on a regular basis. If this option is selected the current catalog will be overwritten with the saved cart (catalog).

Verify Order

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

 Shopping Cart 

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

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	<input type="text" value="3"/>	\$3.78	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14I56	PEAR 20/2 LB BG	40 LB	\$1.03	<input type="text" value="4"/>	\$4.12	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.02	<input type="text" value="2"/>	\$2.04	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA - SCHOOL DIST.

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$235.78	\$127.40	\$55.41	
Cost, This Order	\$0.00	\$9.94	\$0.00	\$9.94
Remaining Balance	N/A	\$14,862.66	\$44.59	

Now that you have added items to your cart, if you need to make changes prior to check out, you need to make the changes on this page. Scroll to the bottom and click "Update Cart". If you want to delete an item, zero out the case quantity and click "Update Cart".

Bottom of Verify Page

The user has several options on this page. They can update the cart as previously mentioned. They have the ability to start the ordering process over using “Empty Cart”. They can save the cart as a favorite if the same items are ordered on a regular basis. They also have the ability proceed to checkout or continue shopping to add items.

14342 SP... 120... 5 100... 0 r.u... 02.04 Fed

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA - SCHOOL DIST.

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$235.78	\$127.40	\$55.41	
Cost, This Order	\$0.00	\$9.94	\$0.00	\$9.94
Remaining Balance	N/A	\$14,862.66	\$44.59	

Update Cart Empty Cart Save As Favorite Cart Load Favorite Cart

Continue Shopping Proceed To Checkout Home Menu

Establish a Favorite Cart

FFAVORS Web Welcomes BEDFORD MIDDLE

[Home](#)

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

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

If the Load Favorite cart option was selected on the previous page, this screen will appear. Type the Name of the favorite cart, Click "Save Cart". It will take the user back to the Verify Order screen.

Higher Level Ordering Official Favorite Cart

FFAVORS Web Welcomes BEDFORD, VA - SCHOOL DIST.
Supporting/Ordering For BEDFORD ELEMENTARY

1.

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

Cart Name	Owner of Saved Cart	Overwrite Favorite Cart	Delete Favorite Cart
MY FAVORITE CART	BEDFORD ELEMENTARY	OVERWRITE with current cart	DELETE

Or, Select the Following Button to Enter a New Favorite Cart Name to Save to:



Or, Select One of the Following Buttons to Cancel the Saving of a Favorite Cart:

FFAVORS Web Welcomes BEDFORD, VA - SCHOOL DIST.
Supporting/Ordering For BEDFORD MIDDLE

2.

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

Save this Favorite Cart for who?

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

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

1. The official has the ability to overwrite an existing favorite cart on this first page or enter a new favorite cart. If you click the "Enter New Favorite Cart" you will be prompted with screen #2.
2. Enter the appropriate authorization level, name the new cart, and click the "Save Cart" button to save the cart. This page will also offer the user the opportunity to cancel saving the cart contents by selecting the "Continue Shopping" button.

Load Favorite Cart

FFAVORS Web Welcomes MELLENSCH

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

SAVED CARTS

Cart Name	Owner of Saved Cart
MELLON	MELLENSCH

Or, Select One of the Following Buttons to Cancel the Loading of a Favorite Cart:



As an individual user if you select the “Load Favorite Cart” button on the bottom of the Verify Order Screen, this is the screen that you will see. Click on the name of the favorite cart to see the items that are ordered on a regular basis.

Proceed To Checkout!

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14J21	BANANA #3 1/40 LB CS	40 LB	\$17.68	1	\$17.68	State
14J39	BANANA #4 1/40 LB CS	40 LB	\$18.18	1	\$18.18	State
14A08	BANANA 1-A PUERTO RICO GROWN	1 LB	\$2.27	1	\$2.27	State
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	1	\$0.79	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$2.05	1	\$2.05	Federal
16A20	JICAMA 1/30 LB CO	1 CO	\$2.51	1	\$2.51	State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	1	\$1.26	Federal
14I57	PEAR 12/3 LB BG	36 LB	\$1.19	1	\$1.19	Federal
14I56	PEAR 20/2 LB BG	40 LB	\$1.03	1	\$1.03	Federal
14I78	PINEAPPLE 5 CT 1/40 LB CS	40 LB	\$2.17	1	\$2.17	State
14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.02	1	\$1.02	Federal
15T92	STRAWBERRIES 12/1 PT CO	12 LB	\$22.37	1	\$22.37	State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.17	1	\$2.17	State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$1.26	1	\$1.26	Federal

State funds subtotal = \$67.35
Federal funds subtotal = \$8.60
Snack funds subtotal = \$0.00
Total cost = \$75.95

Click [**\$ Confirm Order**]



Confirm Order



Show Cart



Continue Shopping

On the bottom of the Verify Page select the "Proceed to Checkout" button. Verify all data (items, quantity, fund source, etc) are correct. Please take note of the funds expended on this order. Click the "Confirm Order" button.

Confirmation Page

THANK YOU! YOUR ORDER HAS BEEN PLACED!

Your Order Confirmation Number Remains: 107176225
Your Requested Delivery Date is: 11/19/2013
(Use your browser's print button to print a hardcopy of your order.)

ORDER SUMMARY FOR YVA620

Item Code	Description	Case Contents	Case Price	Case Order Quantity	Actual Cost	Fund Source
14J21	BANANA #3 1/40 LB CS	40 LB	\$17.68	1	\$17.68	State
14J39	BANANA #4 1/40 LB CS	40 LB	\$18.18	1	\$18.18	State
14A08	BANANA 1-A PUERTO RICO GROWN	1 LB	\$2.27	1	\$2.27	State
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS	1 CO	\$0.79	1	\$0.79	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$2.05	1	\$2.05	Federal
16A20	JICAMA 1/30 LB CO	1 CO	\$2.51	1	\$2.51	State
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	1	\$1.26	Federal
14I57	PEAR 12/3 LB BG	36 LB	\$1.19	1	\$1.19	Federal
14I56	PEAR 20/2 LB BG	40 LB	\$1.03	1	\$1.03	Federal
14178	PINEAPPLE 5 CT 1/40 LB CS	40 LB	\$2.17	1	\$2.17	State
14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.02	1	\$1.02	Federal
15T92	STRAWBERRIES 12/1 PT CO	12 LB	\$22.37	1	\$22.37	State
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.17	1	\$2.17	State
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$1.26	1	\$1.26	Federal

State funds subtotal = \$67.35
Federal funds subtotal = \$8.60
Snack funds subtotal = \$0.00
Total cost = \$75.95



Order Again For Same School



Select A Different School



Home Menu



Log Off

The Order for RDD 11/19/2013 is complete. Make note of the Confirmation Number and print a copy of the order by clicking the little printer button at the top right hand portion of the browser tool bar.

Change or Delete a Pending Order

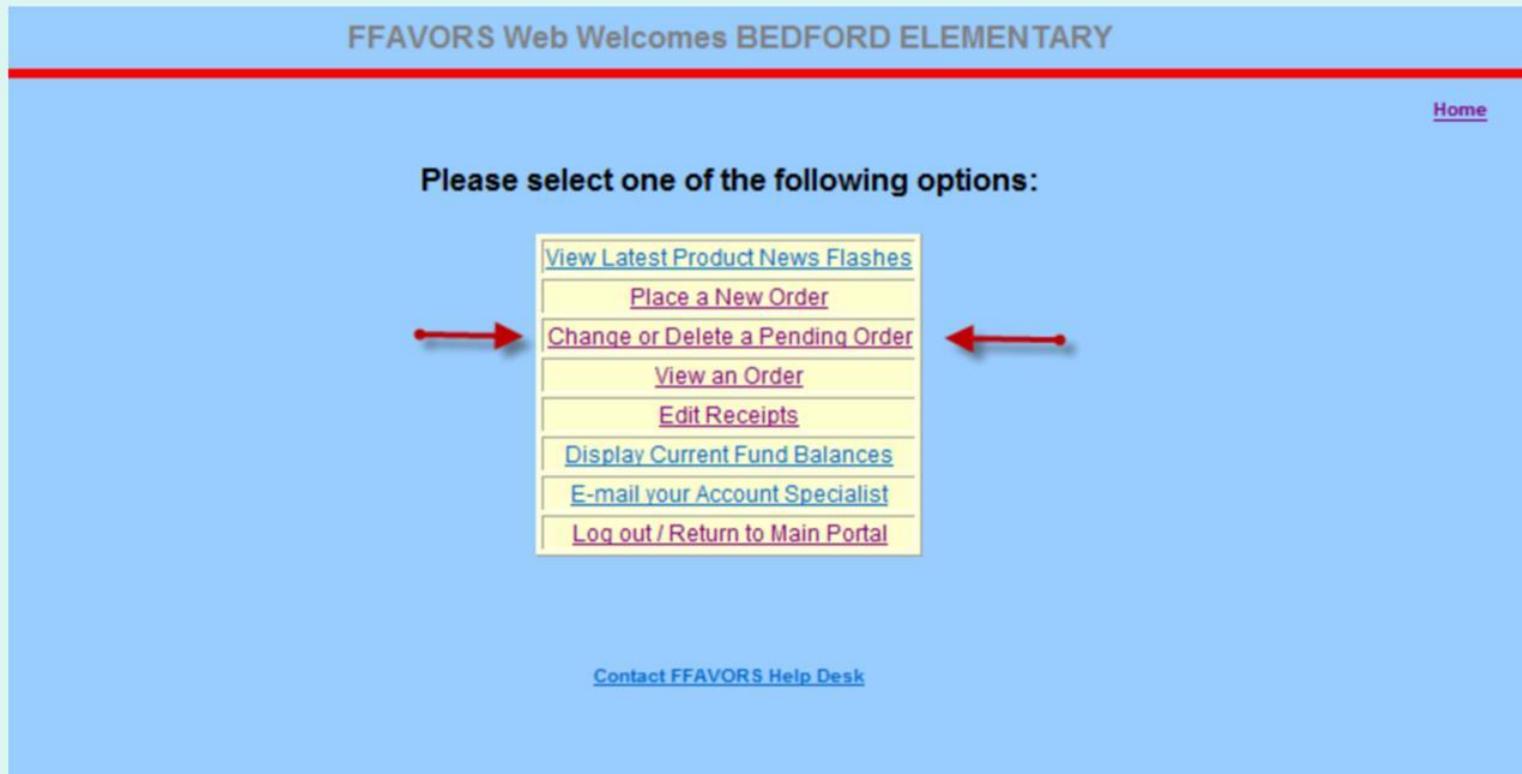
FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

View Latest Product News Flashes
Place a New Order
Change or Delete a Pending Order
View an Order
Edit Receipts
Display Current Fund Balances
E-mail your Account Specialist
Log out / Return to Main Portal

[Contact FFAVORS Help Desk](#)



- Go back to the ordering menu by clicking on the 'Home Menu' link.
- Select the 'Change or Delete Pending Order' link

Select an Order Change or Delete

FFAVORS Web Welcomes BEDFORD, VA - SCHOOL DIST.
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

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

Requested Delivery Date

11/19/2013

O R

Order Confirmation Number

107176225

(NOTE: Orders within 2 days of delivery may not be displayed.)

You will need a Requested Delivery Date (RDD) or a Confirmation number to change or delete a pending order. Click the 'View Order' button once the selection has been made.

Modify An Order

FFAVORS Web Welcomes BEDFORD MIDDLE

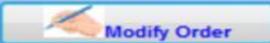
[Home](#)

Pending Order Summary
Requested Delivery Date: **Nov 26, 2013**
2013-11-26 00:00:00.0
(Click on "Modify" or "Delete" below to modify or delete this order.)

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	3	\$2.37	Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	3	\$3.78	Federal

State funds subtotal = \$0.00
Federal funds subtotal = \$6.15
Snack funds subtotal = \$0.00
Total cost = \$6.15

 Delete Order

 Modify Order

 Home Menu

Select an Order from the previous menu screen. Then Click the "Modify Order" button. Users can not modify an order within 72 hours of the Requested Delivery Date unless it is an emergency, and then the Account Specialist must be contacted.

Modify (cont.)

FFAVORS Web Welcomes BEDFORD MIDDLE [Home](#)

 Shopping Cart 

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

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	<input type="text" value="3"/>	\$2.37	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	<input type="text" value="3"/>	\$3.78	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$5,000.00	\$0.00	
Spent, Previous Orders	\$55.59	\$17.52	\$0.00	
Cost, This Order	\$0.00	\$6.15	\$0.00	\$6.15
Remaining Balance	N/A	\$4,976.33	\$0.00	

 Update Cart  Empty Cart  Save As Favorite Cart  Load Favorite Cart

 Continue Shopping  Proceed To Checkout  Home Menu

Modify the "Case Quantity" or "Fund Source" box to make changes to the pending order and scroll down to the bottom of the page. Click "Update Cart" to confirm the changes are made.

Modify (cont.)

FFAVORS Web Welcomes BEDFORD MIDDLE

[Home](#)

 Shopping Cart 

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

1. Increased Qty.

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	5	\$2.37	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	3	\$3.78	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$5,000.00	\$0.00	
Spent, Previous Orders	\$55.59	\$17.52	\$0.00	
Cost, This Order	\$0.00	\$6.15	\$0.00	\$6.15
Remaining Balance	N/A	\$4.97		

2. Click 'Update Cart'

3. Click 'Proceed to Checkout'

Confirm Modifications

FFAVORS Web Welcomes BEDFORD MIDDLE

[Home](#)

Order Confirmation Screen

You have requested the following items for delivery on **Nov 26, 2013**
Please review this listing and click on "Confirm Order" below to confirm this order.

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	3	\$2.37	Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	3	\$3.78	Federal

*Final step is to click '\$
Confirm Order'*

State funds subtotal = \$0.00
Federal funds subtotal = \$6.15
Snack funds subtotal = \$0.00
Total cost = \$6.15



Confirm Order



Show Cart



Continue Shopping

Modified Confirmation

FFAVORS Web Welcomes BEDFORD MIDDLE

[Home](#)

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

Your Order Confirmation Number Remains: **631020887**

Your Requested Delivery Date is: **11/26/2013**

(Use your browser's print button to print a hardcopy of your order.)

ORDER SUMMARY FOR YVA635

Item Code	Description	Case Contents	Case Price	Case Order Quantity	Actual Cost	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS	1 CO	\$0.79	3	\$2.37	Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	3	\$3.78	Federal

State funds subtotal = \$0.00

Federal funds subtotal = \$6.15

Snack funds subtotal = \$0.00

Total cost = \$6.15



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

Delete An Order

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	\$0.00	4	\$0.00	Federal
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	\$4.24	4	\$16.96	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	4	\$12.72	State
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	4	\$21.20	State
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	\$0.00	4	\$0.00	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	\$4.24	4	\$16.96	Federal
14178	PINEAPPLE CT 40 LB CO	5 LB	\$0.00	4	\$0.00	Federal
14A03	KIWIFRUIT US#1 30-38/CS	1 LB	\$0.00	4	\$0.00	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	\$3.18	4	\$12.72	Federal
14A02	ORANGES 113 CT 35 LB CS	1 LB	\$3.18	4	\$12.72	Federal
14204	W-MELON US#1 700 LB AVG CS	1 LB	\$0.00	4	\$0.00	Federal
14179	PINEAPPLE 4 LB EA	1 LB	\$0.00	4	\$0.00	Federal
14A08	BANANA 1-A PUERTO RICO	1 LB	\$0.00	4	\$0.00	Federal
14A01	APPLE&CAREMELDIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	4	\$16.96	State
14A09	BANANA 1-B PUERTO RICO	1 LB	\$0.00	4	\$0.00	Federal

State funds subtotal = \$50.88
 Federal funds subtotal = \$59.36
 Snack funds subtotal = \$0.00
 Total cost = \$110.24



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

Confirm Deletion

FFAVORS Web Welcomes MELLEN SCH

Confirm Order Deletion

Order Number: 062130147

Delivery Date: 08/07/2006

Are you certain you wish to delete this order?



Click the “Yes or No” button

View an Order

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

- [View Latest Product News Flashes](#)
- [Place a New Order](#)
- [Change or Delete a Pending Order](#)
- [View an Order](#)
- [Edit Receipts](#)
- [Display Current Fund Balances](#)
- [E-mail your Account Specialist](#)
- [Log out / Return to Main Portal](#)

[Contact FFAVORS Help Desk](#)



To view an order that has been placed, select the link “View an Order”.

View an Order (cont.)

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select an order to view on the basis of...

Requested Delivery Date

01/21/2013 ▾ View Order

- 01/21/2013
- 01/23/2013
- 01/25/2013
- 01/29/2013
- 02/01/2013
- 02/08/2013
- 03/18/2013
- 04/02/2013
- 04/04/2013
- 04/08/2013
- 05/02/2013
- 05/03/2013
- 05/13/2013
- 05/14/2013
- 05/17/2013
- 05/24/2013
- 06/25/2013
- 06/28/2013
- 07/02/2013
- 07/03/2013
- 07/04/2013
- 07/31/2013
- 08/02/2013
- 08/15/2013
- 08/28/2013
- 10/28/2013
- 11/13/2013
- 11/19/2013
- 12/12/2013

The user has the ability to view all orders that have a RDD within the past 18 months.

Select the RDD then “View Order”.

View an Order (cont.)

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

View Order Detail

Order Confirmation Number: 354037123

Requested Delivery Date: Oct 28, 2013

(Click on "Print Order" to print the order details.)

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$0.79	5	5	\$3.95	Federal
14I56	PEAR 20/2 LB BG	40 LB	\$1.03	5	5	\$5.15	Federal

State funds subtotal = \$0.00
Federal funds subtotal = \$9.10
Snack funds subtotal = \$0.00
Total cost = \$9.10

 [Print Order](#)

 [Home Menu](#)

The order details are displayed to the user and they have the option to print the order.

Receipt Adjustments

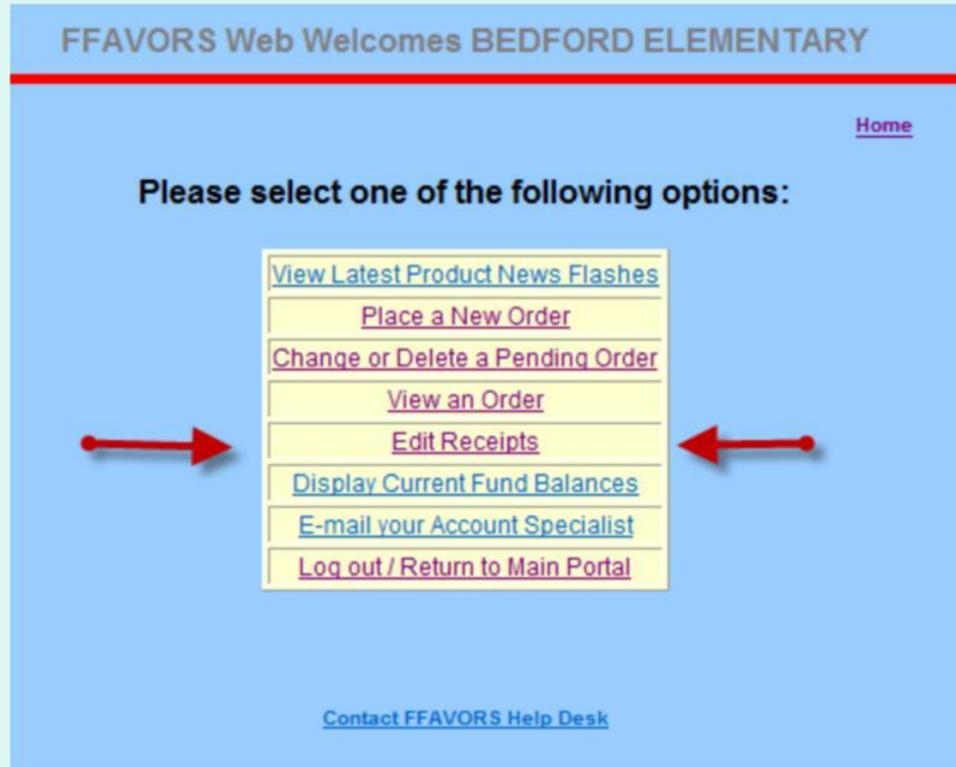
FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

View Latest Product News Flashes
Place a New Order
Change or Delete a Pending Order
View an Order
Edit Receipts
Display Current Fund Balances
E-mail your Account Specialist
Log out / Return to Main Portal

[Contact FFAVORS Help Desk](#)

The image is a screenshot of a web portal. At the top, it says "FFAVORS Web Welcomes BEDFORD ELEMENTARY". Below that is a red horizontal line. In the top right corner, there is a link for "Home". The main content area has a light blue background and contains the text "Please select one of the following options:". Below this text is a vertical list of menu items, each in a yellow box with a thin border. The items are: "View Latest Product News Flashes", "Place a New Order", "Change or Delete a Pending Order", "View an Order", "Edit Receipts", "Display Current Fund Balances", "E-mail your Account Specialist", and "Log out / Return to Main Portal". A red arrow points from the left towards the "Edit Receipts" option, and another red arrow points from the right towards the same option. At the bottom of the page, there is a link for "Contact FFAVORS Help Desk".

Select An Order To Adjust

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select an order to edit RECEIPTS for on the basis of...

Requested Delivery Date

11/19/2013 ▾

View Order

O R

Order Confirmation Number

107176225 ▾

View Order

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

Select either a Requested Delivery Date or a Confirmation Number to Adjust Receipts. Then click view order.

Change Receipt

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)



Order Receiving Process



If you make changes here, you MUST click "PROCESS All Pending Receipt Changes" for them to take effect. 'Fund Source' can also be changed if required.

Item Code	Description	Contents	Price	Case Qty	Case Receipt Qty	Actual Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS ***LOCAL GROWN***	1 CO	\$0.79	2	3	\$1.58	<input type="radio"/> State <input checked="" type="radio"/> Fed	ACCEPTED OVERDELIVER
14F13	TANGERINE FALL GLOW 100 CT	35 LB	\$1.26	1	1	\$1.26	<input type="radio"/> State <input checked="" type="radio"/> Fed	N/A

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA - SCHOOL DIST.

	State \$	Federal \$	Snack \$	Total Cost, This Receipted Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$235.78	\$151.74	\$55.41	
Cost, This Receipted Order	\$0.00	\$2.84	\$0.00	\$2.84
Remaining Balance	N/A	\$14,845.42	\$44.59	

3. Click to complete the Receiving step

PROCESS
All Pending
Receipt Changes

Home
Menu

1. Make the change to the item in the Case Receipt Qty box or Fund Source box.
2. Select a Reason for Receipt Qty Difference, if a change was made to the quantity.
3. Click "Process All Pending Receipt Changes"

Confirm Changes to Receipts

FFAVORS Web Welcomes BEDFORD ELEMENTARY



Receipt Confirmation Screen

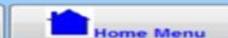
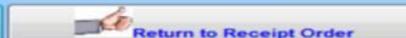
You have entered the following receipt information regarding your order for **Nov 19, 2013**
Please review this listing and click on "Confirm Receipts" below to confirm these receipts.

THESE RECEIPTS ARE NOT PROCESSED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	Fund Source	Reason For Receipt Qty Difference
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	1	2	\$2.52	Federal	OD
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.17	1	1	\$2.17	State	NP
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	1	1	\$1.26	State	NP

ORDER COST	ACTUAL RECEIPTED COST
State funds subtotal = \$67.35	\$67.35
Federal funds subtotal = \$8.60	\$9.86
Snack funds subtotal = \$0.00	\$0.00
Total cost = \$75.95	\$77.21

	State \$	Federal \$	Snack \$	Total Cost, This Receipted Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$168.43	\$118.19	\$55.41	
Cost, This Receipted Order	\$67.35	\$9.86	\$0.00	\$77.21
Remaining Balance	N/A	\$14,871.95	\$44.59	



Click "Confirm Receipts"

Newly Received Confirmation

FFAVORS Web Welcomes BEDFORD ELEMENTARY [Home](#)

THANK YOU! YOUR RECEIPT INFORMATION HAS BEEN UPDATED!

Your Received Order Confirmation Number Remains: **107176225**
 Your Requested Delivery Date is: **11/19/2013**
 (Use your browser's print button to print a hardcopy of your receipt.)

RECEIPT SUMMARY FOR YVA620

Item Code	Description	Case Contents	Case Price	Case Order Quantity	Case Receipt Quantity	Actual Cost	Fund Source	Reason For Receipt Qty Difference
14J21	BANANA #3 1/40 LB CS	40 LB	\$17.68	1	1	\$17.68	State	N/A
14J39	BANANA #4 1/40 LB CS	40 LB	\$18.18	1	1	\$18.18	State	N/A
14A08	BANANA 1-A PUERTO RICO GROWN	1 LB	\$2.27	1	1	\$2.27	State	N/A
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS	1 CO	\$0.79	1	1	\$0.79	Federal	N/A
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$2.05	1	1	\$2.05	Federal	N/A
16A20	JICAMA 1/30 LB CO	1 CO	\$2.51	1	1	\$2.51	State	N/A
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$1.26	1	2	\$2.52	Federal	ACCEPTED OVERDELIVER
14I57	PEAR 12/3 LB BG	36 LB	\$1.19	1	1	\$1.19	Federal	N/A
14I56	PEAR 20/2 LB BG	40 LB	\$1.03	1	1	\$1.03	Federal	N/A
14I78	PINEAPPLE 5 CT 1/40 LB CS	40 LB	\$2.17	1	1	\$2.17	State	N/A
14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.02	1	1	\$1.02	Federal	N/A
15T92	STRAWBERRIES 12/1 PT CO	12 LB	\$22.37	1	1	\$22.37	State	N/A
14M14	STRAWBERRY 1/1 PT CO	1 LB	\$2.17	1	1	\$2.17	State	N/A
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$1.26	1	1	\$1.26	Federal	N/A

State funds subtotal = \$67.35
 Federal funds subtotal = \$9.86
 Snack funds subtotal = \$0.00
 Total cost = \$77.21

Receipt Another Order
Home Menu
Log Off
janice.fitzgerald@fns.usda.gov

Take note of the new Confirmation Number and print a copy of the final delivery information. This data will be needed to resolve billing discrepancies or vendor payment issues. The User also has the ability to receipt another order by Clicking the "Receipt Another Order" button.

Display Current Fund Balances

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

- [View Latest Product News Flashes](#)
- [Place a New Order](#)
- [Change or Delete a Pending Order](#)
- [View an Order](#)
- [Edit Receipts](#)
- [Display Current Fund Balances](#)
- [E-mail your Account Specialist](#)
- [Log out / Return to Main Portal](#)

[Contact FFAVORS Help Desk](#)

Any time the User would like to view funding status click the “Display Current Fund Balances” link.

Current Fund Balances

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

BEDFORD ELEMENTARY BALANCES

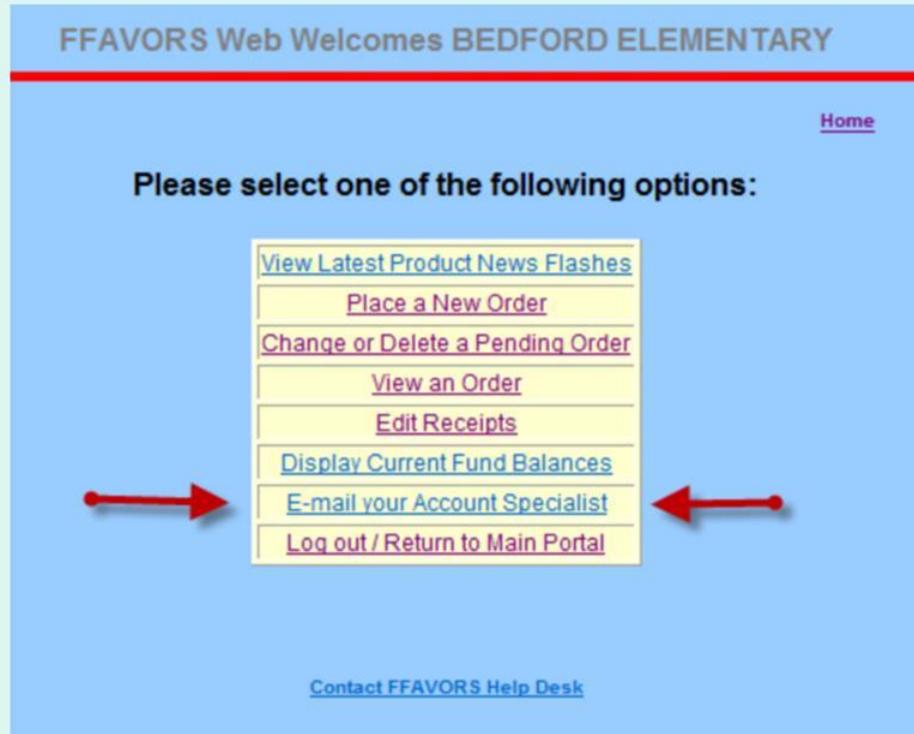
Federal Dollars represent a shared pot of money controlled by BEDFORD, VA - SCHOOL DIST.

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$15,000.00	\$100.00	
Spent, Previous Orders	\$235.78	\$128.05	\$55.41	
Cost, This Order	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance	N/A	\$14,871.95	\$44.59	

 Home Menu

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

E-Mail User Account Specialist



If the User is having a problem or there is a need to contact the DLA Account Specialist you can click on this option.

Return To Main Portal

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

- [View Latest Product News Flashes](#)
- [Place a New Order](#)
- [Change or Delete a Pending Order](#)
- [View an Order](#)
- [Edit Receipts](#)
- [Display Current Fund Balances](#)
- [E-mail your Account Specialist](#)
- [Log out / Return to Main Portal](#)

[Contact FFAVORS Help Desk](#)

This option will allow the user to log out of the Order Process and return the user to the Main Menu/Portal where the user can log out of the system.

Please DO NOT use the "X" in the upper Right hand corner to log out of the system. If the user improperly clicks on the "X" to log out it will take 20 minutes before the system will allow access again.

Log Out Steps



Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Thursday, November 21, 2013

[Customer Homepage](#)

Last Login: Thursday, November 21, 2013 12:08:24 PM

Welcome, **BEDFORD ELEMENTARY**

Please select from the following options:

Post Receipt Adjustments

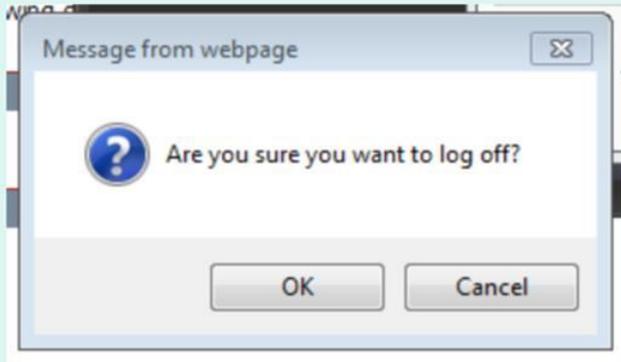
- Receipt History

Orders

- [Orders and Receipts](#)

The User has the ability to Log Out of the system from this Main Menu/Portal Screen. See the circled item above.

Log out (cont.)



First prompt will ensure you want to log off the site.

Then the prompt to inform user the browser window will close.

