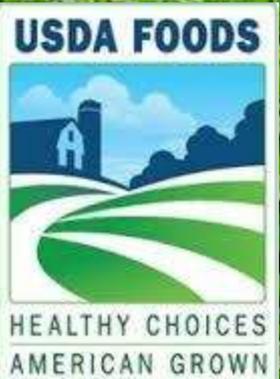


# DoD Fresh Fruit & Vegetable Program

## Welcome to FFAVORS



Sandy Fitzner  
DoD Fresh Specialist  
602-542-8741 (direct)  
[Sandy.fitzner@azed.gov](mailto:Sandy.fitzner@azed.gov)  
602-542-3818 (fax)





## Getting Started- *NEW SPONSORS*

- Complete the DoD Fresh Delivery Form
  - ❖ Located on ADE website and CNP2000 documents section
- Determine user/s and access level
- Email or Fax completed form to DoD Fresh Specialist
- USDA will issue access to FFAVORS, the ordering site for DoD Fresh Produce



## Getting Started (con't)

- Create a User ID & Password for FFAVORS per USDA email instructions
- Creating your User ID & Password
  - ❖ Email from USDA is sent to you directly
  - ❖ Contains SPECIFIC directions on creating account
  - ❖ Once created, remains active from year to year
  - ❖ Security questions during set-up are important for future User ID/Password retrieval\*\*



## Getting Started- *RETURNING SPONSORS*

- Complete the DoD Fresh Survey in Food Distribution System: CNP2000 (SY16); *myFoods* (SY17)
- Indicate number of units (One unit equals \$10)
- If survey is closed, contact the DoD Fresh Specialist
- If entitlement transfer is needed, contact the DoD Fresh Specialist (DoD Fresh currently draws down Group A entitlement)



## For Consideration:

- ❖ Produce catalogs are updated weekly
- ❖ Catalog contains only domestic product
- ❖ Produce availability may fluctuate regularly\*\*\*
- ❖ Order section will display multiple days of the week for delivery posted but **you must only select your specific delivery day**
- ❖ Catalogs are only available 7 days prior to delivery day



## For Consideration:

- ❖ When monies are gone or under \$50 (minimum for each order), you can no longer place orders
- ❖ 50% of DoD Fresh Funds need to be used by December to avoid redistribution
- ❖ *Arizona Grown* produce is regularly available in the catalog
- ❖ Items on the catalog are priced with the delivery fee included
- ❖ Total charges are paid with available DoD Fresh funds

## *What's New*

# Changes for SY16

## 1. Receipting Feature

This email is a final reminder that starting June 28th, 2015, FFAVORS will require that customers process receipts within 7 calendar days of delivery date. A receipt that is not processed (edited) by the 7th calendar day after delivery date is considered past due. A customer will not be able to place a new order if they have past due receipts. Once any/all past due receipts are processed, however, ordering will become available again immediately for that customer.

Other changes you will notice on June 28th include some of the links being renamed or moved - that will include 'Edit Receipts' being renamed to 'Receipts'. All changes will be noted on the main menu page when you log into FFAVORS after June 28th.

If you have any questions, please ask your FFAVORS account representative or reply to this email.

2. Funds for SY16 are available for use after July 1, 2015
3. Weekly Catalog may be downloaded
4. New reports feature



# Email Example

**From:** [FFAVORS@fns.usda.gov](mailto:FFAVORS@fns.usda.gov) [mailto:FFAVORS@fns.usda.gov]  
**Sent:** DATE AND TIME  
**To:** YOUR NAME  
**Subject:** FFAVORS Web New Account

Sent From USDA  
To Your Email Address only

**Welcome! You have been added as a User to FFAVORS Web.**

**Please read the following information and instructions carefully and completely before proceeding.**

To access FFAVORS Web, you must first obtain a User ID and password from USDA's eAuthentication (eAuth) System

Registering for an USDA eAuth account with **Level 1** access is required. You will then receive a confirmation email from the USDA eAuth System. To confirm your account within seven (7) days, you will be required to click on the link in the email.

**Important:**

- o If you currently have an eAuth account to access another FFAVORS account, a separate eAuth ID is required for each account.
- o The last name and email address on your eAuth account must match the bottom of this email, and have the information corrected if necessary.
  - o **Last Name:** YOUR LAST NAME
  - o **Email Address:** [Your.email.address@your.school.edu](mailto:Your.email.address@your.school.edu)

**“Please read the following directions carefully and completely before proceeding.”**

USDA eAuth account. The email asking you to

that have multiple

help desk noted at the

# FFAVORS Access

Select or copy this address to your browser:

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

USDA United States Department of Agriculture  
Food and Nutrition Service

Home » Food Distribution Resources

## Food Distribution

### Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

#### FFAVORS News and Information

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

**Note:** For School and District level users that are placing orders, please see the 'Please Read' note on the welcome page that discusses the need for the entry of the Goods Receipt.

**IDs and Passwords:** For access to FFAVORS Web, your current DoD Account Manager, DoD Field Rep, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS Web. This is separate from the eAuthentication Level 1 ID.

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

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

I want to:

<a href="#">Log into FFAVORS web</a>	<a href="#">Reset my password</a>
<a href="#">Go get my Level 1 eAuth credentials</a>	
<a href="#">Go get my Level 2 eAuth credentials</a>	

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

# FFAVORS 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.

Enter eAuth User ID, Password and select 'LOGIN' button.

How to use: 'I forgot my User ID | Password'

**User ID:** This link will allow a user to retrieve their existing User ID(s). It will prompt the user to enter their First Name, Last Name and Email address. The user will receive an email with the information.

**Password:** This link allows a user to retrieve or change their password. User will be prompted for their User ID and then will be prompted with their established security questions.

# **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 will result in the termination of your access to Fresh Fruits And Vegetables Order Receipt System and/or other sanctions as determined by the system administrator.

The below rules are not intended to replace existing local or DoD policies regarding network use.

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 facilitate 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.

**Required only the first time you login to FFAVORS**

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

**Click Yes!**

Do you accept these terms?

Yes

No

# Registration Screen

## User Registration

### Application User Data

**User Id:** 54325

**E-Mail Address:**

**First Name:** Mellon

**Last Name:** School

**Citizenship:** United States

**Designation Of Person:** Civilian

Please confirm your information is correct. If you locate an error, select EXIT, & contact the State Agency DoD Specialist

### Customer Demographics

**Customer Code:** YW002

**Customer Name:** MELLEN SCH

**County Code:** 001

**County:** Ashwaubenon Sch Dist

**Address 1:** 420 SOUTH MAIN ST

**Address 2:**

**City:** PORT WING

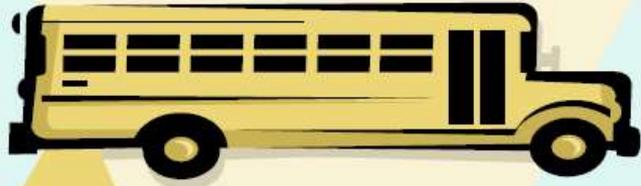
**State:** Wisconsin

**Zip/Postal Code:** 54865

Select Register

Register

Exit



# ***FFAVORS WEB Ordering Manual***

Available on the  
**HELP** function



# *What Can I Do In This System?*

1. View Latest Product News Flashes
2. Place a New Order \*\*\*
3. View, Change or Delete a Pending Order
4. Receipt ALL Deliveries \*\* MUST RECEIPT WITHIN 7 Calendar Days
5. Display Current Fund Balances
6. Run Reports
7. Download current catalog
8. E-mail your Account Manager (This link is for the Federal email system, not the State Agency email)
9. Log out /Return to the Main Portal

\*\*\* Place orders as an individual user or an ordering official that places an order on behalf of a customer or group of customers (i.e. a customer district, customer county, warehouse, etc.)

# Main Portal/Menu

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

Customer Homepage

Last Login: Wednesday, May 06, 2015 4:20:32 PM

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

**Reports**

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

**Please Read** (updated on 6/28/15)

The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

**This is the Screen Users will use to Access the Orders and Receipts portion of the FFAVORS Web System. Click the “Orders and Receipts” option to begin the Ordering Process. Also please note the upper right hand corner. The User has the ability to Change a password, access help, or logout from this screen.**

# View Latest Product News Flashes

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

Customer Homepage

Last Login: Wednesday, May 06, 2015 4:20:32 PM

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

**Reports**

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

**Please Read** (updated on 6/28/15)

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- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

# *What Type Of User Can Order?*

- **The Higher Level Ordering Authority**
    - An ordering official that places an order on behalf of a customer or group of customers. (i.e. a school district supervisor, school county, warehouse, etc.)
  - **The Individual User**
    - i.e. Site/Kitchen Manager- will only have access to the associated site.
- \*\*\*\*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 Requested 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 DLA Account Specialist.
- Deliveries for weekend days are not acceptable.
- Customers can order **\*\*7 CALENDAR Days** from the current date. That is the maximum # of days that a Vendor will hold a price.

# What Do the Rules Mean?

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

ONLY SELECT  
ASSIGNED  
DELIVERY  
DAY

## FOR EXAMPLE:

1. Friday is the assigned delivery day for this customer. Monday is last day orders can be placed for the Friday delivery day.
2. Orders may be placed 7 days prior to the delivery day.
3. Today is Monday. In order to achieve/ensure a full 3 business days notice(72 hours), this is the last day to place an order for the Friday delivery.

# Higher Level Ordering Authority Menu

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

Customer Homepage Last Login: Wednesday, May 06, 2015 4:20:32 PM

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

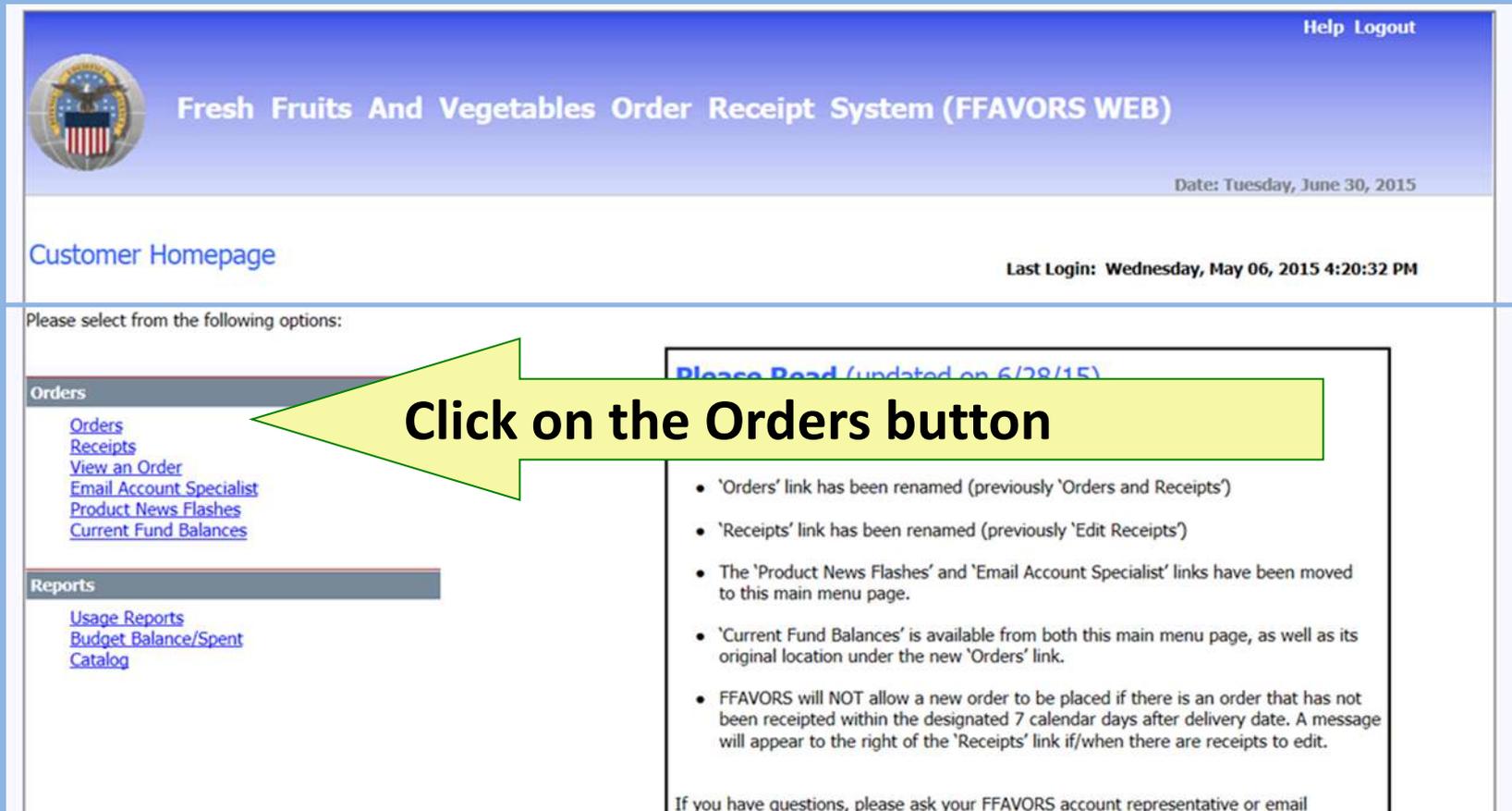
**Please Read (updated on 6/28/15)**

The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')

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

# Order as the Higher Level Ordering Official



The screenshot shows the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' interface. At the top right, there are links for 'Help' and 'Logout'. The date is 'Tuesday, June 30, 2015'. Below the header, it says 'Customer Homepage' and 'Last Login: Wednesday, May 06, 2015 4:20:32 PM'. A message reads 'Please select from the following options:'. The main menu is divided into 'Orders' and 'Reports'. Under 'Orders', there are links for 'Orders', 'Receipts', 'View an Order', 'Email Account Specialist', 'Product News Flashes', and 'Current Fund Balances'. Under 'Reports', there are links for 'Usage Reports', 'Budget Balance/Spent', and 'Catalog'. A yellow callout box with a green arrow points to the 'Orders' link, containing the text 'Click on the Orders button'. To the right of the callout, a box titled 'Please Read (updated on 6/28/15)' contains a bulleted list of updates: 'Orders' link renamed from 'Orders and Receipts'; 'Receipts' link renamed from 'Edit Receipts'; 'Product News Flashes' and 'Email Account Specialist' links moved to the main menu; 'Current Fund Balances' available from both the main menu and its original location; and a note that FFAVORS will not allow a new order if there is an un-receipted order within 7 days of delivery.

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

Customer Homepage

Last Login: Wednesday, May 06, 2015 4:20:32 PM

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

**Reports**

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

**Click on the Orders button**

**Please Read (updated on 6/28/15)**

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

If you have questions, please ask your FFAVORS account representative or email

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

# Cont'

FFAVORS Web Welcomes BEDFORD, VA

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

## CUSTOMER LISTING

User ID	School Name
<a href="#">YVA620</a>	BEDFORD ELEMENTARY
<a href="#">YVA635</a>	BEDFORD MIDDLE
<a href="#">YVA621</a>	BEDFORD PRIMARY
<a href="#">YVA622</a>	BIG ISLAND ELEMENTARY
<a href="#">YVA623</a>	BODY CAMP ELEMENTARY
<a href="#">YVA624</a>	BOONSBORO ELEMENTARY

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

# Select a Customer

FFAVORS Web Welcomes BEDFORD, VA

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

## CUSTOMER LISTING

User ID	School Name
<a href="#">YVA620</a>	BEDFORD ELEMENTARY
<a href="#">YVA635</a>	BEDFORD MIDDLE
<a href="#">YVA621</a>	BEDFORD PRIMARY
<a href="#">YVA622</a>	BIG ISLAND ELEMENTARY
<a href="#">YVA623</a>	BODY CAMP ELEMENTARY
<a href="#">YVA624</a>	BOONSBORO ELEMENTARY
<a href="#">YVA625</a>	FOREST ELEMENTARY
<a href="#">YVA636</a>	FOREST MIDDLE
<a href="#">YVA626</a>	GOODVIEW ELEMENTARY
<a href="#">YVA627</a>	HUDDLESTON ELEMENTARY



Select the User ID for the customer you are placing the order on behalf of.

# Order as a Customer, Menu

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, May 13, 2015

Customer Homepage

Last Login: Tuesday, May 12, 2015 8:08:32 AM

Welcome, BEDFORD ELEMENTARY

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

**Reports:**

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

**Please Read** (updated on 6/28/15)

Changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

Contact FFAVORS Help Desk

Select the 'Orders' link to access the Ordering module of FFAVORS Web.

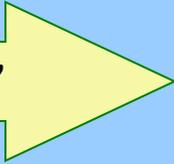
# Order as a Customer, Menu

FFAVORS Web Welcomes BEDFORD ELEMENTARY

---

Please select one of the following options:

Click " Place new Order"



[View Latest Product News Flashes](#)

[Place a New Order](#)

[Change or Delete a Pending Order](#)

[View an Order](#)

[Display Current Fund Balances](#)

[Log out / Return to Main Portal](#)

Once a User gets to this point in the process, the Screens will be the same for any user who will be ordering.

1. Select your assigned delivery day (Requested Delivery Date- RDD) to order.
2. Select the button with the Strawberry to “Go Shopping”.

FFAVORS Web Welcomes **ASHWAUBENON SCH DIST**  
Supporting/Ordering For **MELLEN SCH**

## Place a New Order

Select the Required Delivery Date for your order:

Fri 11/07/2014  
Mon 11/10/2014  
Tue 11/11/2014  
Wed 11/12/2014  
Thu 11/13/2014  
Fri 11/14/2014

1. Select RDD to Order



Go

the Menu

2. Press Button “Go Shopping”

# ***Viewing the Current Catalog***

- **Once the User has selected the Requested 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.**

# To View Complete Catalog

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

Place an Order for Vendor US123 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

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

# Order Via Catalog

Federal Funds Can = Shared Dollars

ent a shared pot of money controlled by BEDFORD, VA

		\$ Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$5,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$0.00	\$0.00	
<b>Cost, This Order</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Remaining Balance	N/A	\$5,000.00	\$0.00	

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

Case Quantity	Item Code	Description	Case Contents	Case Price	State of Origin	Fund Source <i>State and Snack funds are no longer available for use</i>
<input type="text"/>	14A08	BANANA 1-A PUERTO RICO GROWN	1 LB	\$1.15	WV	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	AK	<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	\$1.32		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	VA	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
<input type="text"/>	14I57	PEAR 12/3 LB BG	36 LB	\$3.56		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

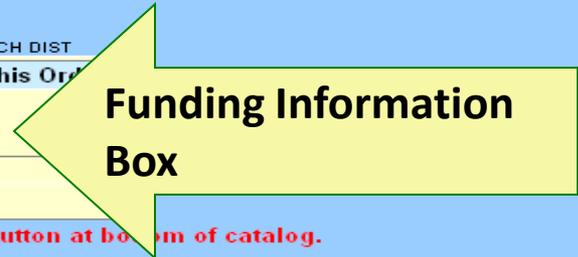
How many Apples do you need?

Place the # in the Box.

# Funding and the Order Process

Federal Dollars represent a shared pot of money controlled by ASHLAND SCH DIST

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$50,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$0.00	\$0.00	
<b>Cost, This Order</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Remaining Balance	N/A	\$50,000.00	\$0.00	



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"/>	14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed

### Notes About Funding:

- At the beginning of the order process the user will see the funds available. At times these figures will represent a shared pot of federal money. More than one user can place orders against these shared funds.
- If the user does not agree with the funding information found in the box, please contact the district, state (Sandy Fitzner), or DLA Representative.

# Continued

14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	VA	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14I57	PEAR 12/3 LB BG	36 LB	\$3.56		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14I56	PEAR 20/2 LB BG	40 LB	\$4.39		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14I78	PINEAPPLE 5 CT 1/40 LB CS	40 LB	\$2.41	VA	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14B42	RASPBERRIES 12/0 5 PT PG *** LOCAL GROWN ***	1 CO	\$1.67	SC	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$2.30	KY	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

ADD ITEMS



After the User completes the form, the User **MUST** select the **“Add Items to Cart”** button at the bottom of the page. Click **“Load Favorite Cart”** if the user would like to order from a saved catalog of items that is ordered on a regular basis.

**NOTE\*\*** If this option is selected, the current catalog will be overwritten with the saved cart (catalog).

# Verify Order

FFAVORS Web Welcomes BEDFORD ELEMENTARY

[Home](#)

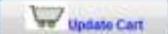
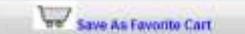
 Shopping Cart 

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

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	State of Origin	Fund Source <i>State and Snack funds are no longer available for use</i>
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.48	3	\$10.38	VA	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14I56	PEAR 20/2 LB BG	40 LB	\$4.39	4	\$17.56		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14B42	RASPBERRIES 12/0.5 PT PG *** LOCAL GROWN ***	1 CO	\$1.67	2	\$3.34	SC	<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

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$5,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$0.00	\$0.00	
<b>Cost, This Order</b>	<b>\$0.00</b>	<b>\$31.28</b>	<b>\$0.00</b>	<b>\$31.28</b>
Remaining Balance	N/A	\$4,968.72	\$0.00	

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

# Bottom of Verify Page

14204	W-MELON US#1 700 LB AVG CS	1 LB	\$0.00	<input type="text" value="4"/>	\$0.00	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
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Federal Dollars represent a shared pot of money controlled by ASHLAND SCH DIST

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$50,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$0.00	\$0.00	
<b>Cost, This Order</b>	<b>\$50.88</b>	<b>\$59.36</b>	<b>\$0.00</b>	<b>\$110.24</b>
Remaining Balance	N/A	\$49,940.64	\$0.00	

 <a href="#">Update Cart</a>	 <a href="#">Empty Cart</a>	 <a href="#">Save As Favorite Cart</a>	 <a href="#">Load Favorite Cart</a>
 <a href="#">Continue Shopping</a>	 <a href="#">Proceed To Checkout</a>	 <a href="#">Home Menu</a>	

The User has several options on this page. The User can Update the cart as previously described. The User has the ability to start the ordering process over by clicking the “Empty Cart” button. The User can Save the Cart as a Favorite Cart if the same items are ordered on a regular basis. The User also has the ability to Proceed to the checkout or continue shopping to add new items.

# Establish a Favorite Cart

FFAVORS Web Welcomes BEDFORD MIDDLE

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[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, select the 'Save Cart' button. 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	<a href="#">OVERWRITE with current cart</a>	<a href="#">DELETE</a>

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

[Enter New Favorite Cart Name](#)

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

[Continue Shopping](#) [Home Menu](#) [Show 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

[Save Cart](#)

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

[Home Menu](#) [Show Cart](#) [Continue Shopping](#)

If you are a Higher Level Ordering Officials you will be prompted 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 the first page or enter a new favorite cart. If you select the 'Enter New Favorite Cart Name' button you will be prompted with screen #2.
2. Enter the appropriate authorization level, name the new cart and select the 'Save Cart' button to save it. You can also 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 selected the 'Load Favorite Cart' button on the bottom of the Verify Order Screen, this is the screen that you will see. Select the name of the favorite cart to see the items that are ordered on a regular basis.

# Proceed To Checkout!

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

## Order Confirmation Screen

You have requested the following items for delivery on **May 13, 2015**  
Please review this listing and click on "Confirm Order" below to confirm this order.

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

Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	State of Origin	Fund Source
	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	1	\$5.33		Federal
	RASPBERRIES 12/0.5 PT PG *** LOCAL GROWN ***	1 CO	\$1.67	1	\$1.67		Federal
	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$2.30	1	\$2.30		Federal

State funds subtotal = \$0.00  
Federal funds subtotal = \$9.30  
Snack funds subtotal = \$0.00  
Total cost = \$9.30



 Confirm Order



Show Cart



Continue Shopping

Click "\$  
Confirm Order"

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

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

**THANK YOU! YOUR ORDER HAS BEEN PLACED!**

Your Order Confirmation Number Remains: **537196268**

Your Requested Delivery Date is: **May 13, 2015**

Ordered on: **May 7, 2015**

(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	State of Origin	Fund Source
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	1	\$5.33		Federal
14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.67	1	\$1.67		Federal
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$2.30	1	\$2.30		Federal

State funds subtotal = \$0.00  
Federal funds subtotal = \$9.30  
Snack funds subtotal = \$0.00  
Total cost = \$9.30



[Order Again For Same School](#)



[Select A Different School](#)



[Home Menu](#)



[Log Off](#)

The Order for RDD 5/13/2015 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.

# *View, Change, or Delete a Pending Order*

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

<a href="#">View Latest Product News Flashes</a>
<a href="#">Place a New Order</a>
<a href="#">Change or Delete a Pending Order</a>
<a href="#">View an Order</a>
<a href="#">Select a different school</a>
<a href="#">Display Current Fund Balances</a>
<a href="#">Log out / Return to Main Portal</a>

Click "Change or Delete  
A pending order"

[Contact FFAVORS Help Desk](#)

- Go back to the Ordering menu screen by clicking on the Home button at the top of the page.
- Select the "Change or Delete a Pending Order" link.

# Select an Order to View, Change, or Delete

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

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

Requested Delivery Date

Fri 01/09/2015 ▾

View Order

OR

OR

Order Confirmation Number

249778759 ▾

View Order

(NOTE: Orders within 3 days of delivery will not be displayed.)

**You will need a Requested Delivery Date 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

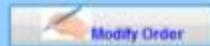
FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

Pending Order Summary  
Requested Delivery Date: Jan 9, 2015

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	State of Origin	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	2	\$3.98	AK	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	\$2.64		Federal
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	\$10.66		Federal
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	1	\$3.46	VA	Federal

State funds subtotal = \$0.00  
Federal funds subtotal = \$20.74  
Snack funds subtotal = \$0.00  
Total cost = \$20.74



Click "Modify Order"

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

# Modify Cont'



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

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	State of Origin	Fund Source <i>State and Snack funds are no longer available for use</i>
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	2	\$3.98	AK	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	\$2.64		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	\$10.66		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	1	\$3.46	VA	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

Federal Dollars represent a shared pot of money controlled by BEO/ORD, VA

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$5,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$16.81	\$0.00	
<b>Cost, This Order</b>	<b>\$0.00</b>	<b>\$20.74</b>	<b>\$0.00</b>	<b>\$20.74</b>
Remaining Balance	N/A	\$4,962.45	\$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'



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

Item Code	Description	Case Contents	Case Price	Case Quantity	Cost	State of Origin	Fund Source <i>State and Snack funds are no longer available for use</i>
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	4	\$7.96		<input type="radio"/> State <input type="radio"/> Snack
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	\$2.64		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	\$10.66		<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	1	\$3.46	VA	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

1

4 Cases Instead of 5

Click "Update Cart"

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$5,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$16.81	\$0.00	
<b>Cost, This Order</b>	<b>\$0.00</b>	<b>\$20.74</b>	<b>\$0.00</b>	<b>\$20.74</b>
Remaining Balance	N/A	\$4,962.45	\$0.00	

2

**3**

Click "Proceed to Check Out"

# Confirm Modifications

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

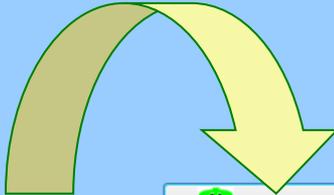
[Home](#)

## Order Confirmation Screen

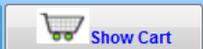
You have requested the following items for delivery on Jan 9, 2015  
Please review this listing and click on "Confirm Order" below to confirm this order.

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

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	State of Origin	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	4	\$7.96	AK	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	\$2.64		Federal
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	\$10.66		Federal
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	1	\$3.46	VA	Federal



State funds subtotal = \$0.00  
Federal funds subtotal = \$24.72  
Snack funds subtotal = \$0.00  
Total cost = \$24.72

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

# Modified Confirmation #

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

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

Your Order Confirmation Number Remains: 249778759

Your Requested Delivery Date is: Jan 9, 2015

Ordered on: Dec 31, 2014

(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	State of Origin	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS	1 CO	\$1.99	4	\$7.96	AK	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	\$2.64		Federal
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	\$10.66		Federal
14A02	ORANGE 113 CT 1/35 LB CS	35 LB	\$3.46	1	\$3.46	VA	Federal

State funds subtotal = \$0.00  
Federal funds subtotal = \$24.72  
Snack funds subtotal = \$0.00  
Total cost = \$24.72



[Order Again For Same School](#)



[Select A Different School](#)



[Home Menu](#)



[Log Off](#)

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

# Delete An Order

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

Pending Order Summary  
Requested Delivery Date: Jan 9, 2015

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	State of Origin	Fund Source
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	4	\$7.96	AK	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	\$2.64		Federal
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	\$10.66		Federal
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	1	\$3.46	VA	Federal

State funds subtotal = \$0.00  
Federal funds subtotal = \$24.72  
Snack funds subtotal = \$0.00  
Total cost = \$24.72

 Delete Order

 Modify Order

 Home Menu

Click "Delete Order"

To delete an order Select "Change or Delete a Pending Order" link from the main Order/Receipt menu. Select either an Order Confirmation number or a Requested 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 Requested Delivery Date without contacting the Account Specialist.

# Confirm Deletion

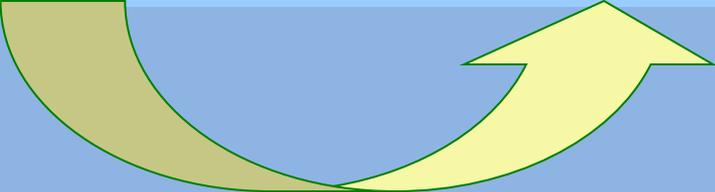
FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

Confirm Order Deletion

Order Number: 249778759

Delivery Date: 01/09/2015

Are you certain you wish to delete this order?



Click the "Yes or No" button

# Return To Main Portal

FFAVORS Web Welcomes BEDFORD, VA  
Supporting/Ordering For BEDFORD ELEMENTARY

[Home](#)

Please select one of the following options:

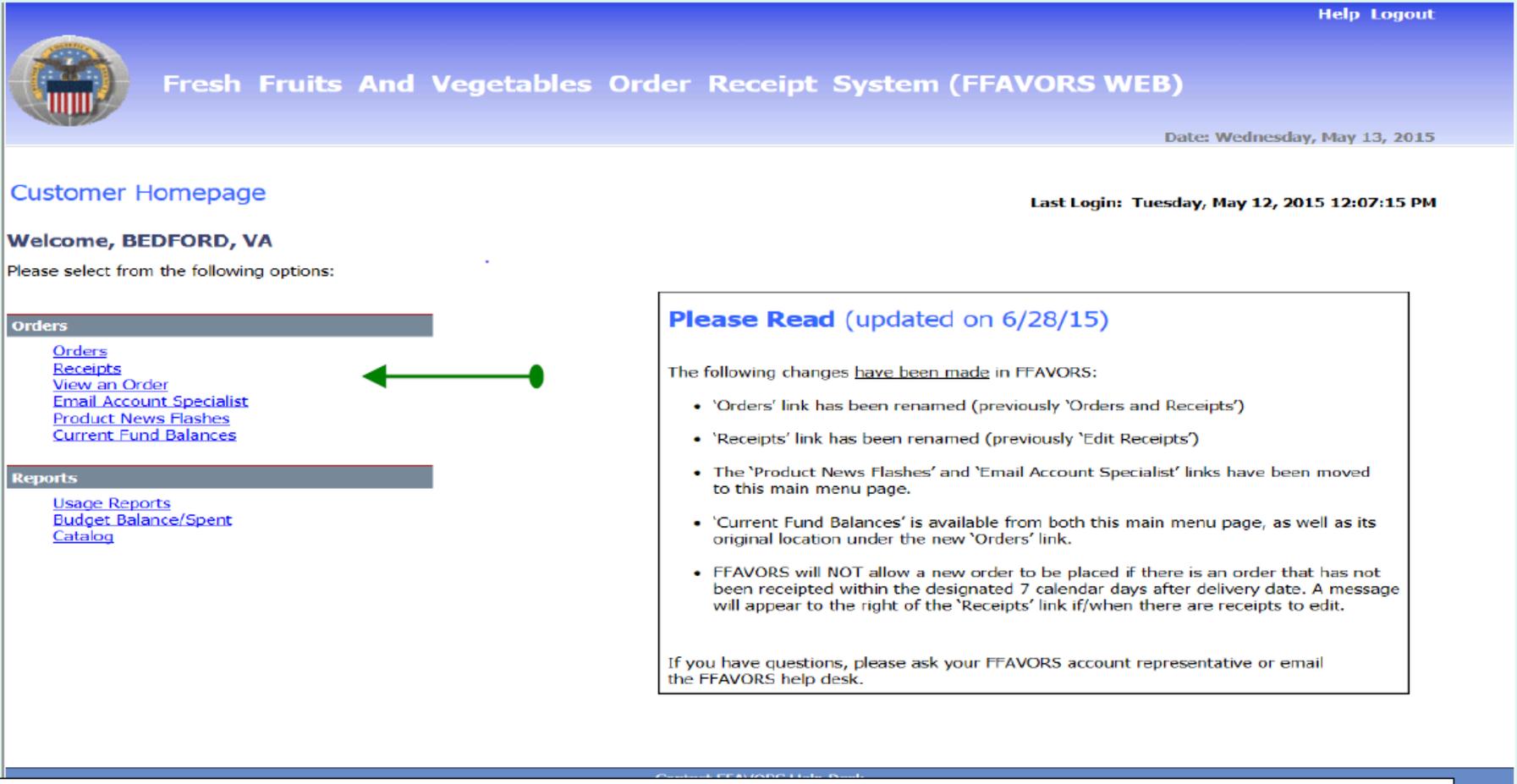
<a href="#">View Latest Product News Flashes</a>
<a href="#">Place a New Order</a>
<a href="#">Change or Delete a Pending Order</a>
<a href="#">View an Order</a>
<a href="#">Select a different school.</a>
<a href="#">Display Current Fund Balances</a>
<a href="#">Log out / Return to Main Portal</a>



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.

# View an Order



Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, May 13, 2015

Customer Homepage

Last Login: Tuesday, May 12, 2015 12:07:15 PM

Welcome, BEDFORD, VA

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

**Reports**

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

**Please Read** (updated on 6/28/15)

The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

To view an order that has been placed, select the 'View an Order' link from either the main menu page or the menu within Orders.

# View an Order (cont.)

Home Help Logout

 Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, May 05, 2015

**BEDFORD, VA Ordering for BEDFORD ELEMENTARY**

**Please select an order to VIEW**

Requested Delivery Date :

- Wed 1/21/2015
- Fri 1/16/2015
- Tue 1/13/2015
- Fri 1/9/2015
- Mon 1/5/2015
- Fri 2/8/2013
- Fri 2/1/2013
- Tue 1/29/2013
- Fri 1/25/2013
- Wed 1/23/2013
- Mon 1/21/2013

Contact FFAVORS Help Desk

Left navigation bar options:  
Edit Receipts  
Product News Flashes  
Current Fund Balances  
Email Account Specialist  
Select a Different Customer  
Remove customer lock and return to home page

Select the RDD to view placed orders.  
The left navigation bar can also be used to navigate to different screens.

# View an Order (cont.)

Home Help Logout



## Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, May 05, 2015

### BEDFORD, VA Ordering for BEDFORD ELEMENTARY

Please select an order to VIEW

Requested Delivery Date :

#### View Order Detail

Order Summary For:	YVA620
Order Confirmation Number:	249778759
Requested Delivery Date:	01/09/2015
Order Date:	12/31/2014
Order Receipt Date:	01/13/2015

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
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS *** LOCAL GROWN ***	1 CO	\$1.99	4	4	\$7.96	AK	Federal
14J03	CANTALOUPE CHL CHUNK 5 LB BG	5 LB	\$1.32	2	2	\$2.64		Federal
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	2	2	\$10.66		Federal
14A02	ORANGE 113 CT 1/35 LB CS *** LOCAL GROWN ***	35 LB	\$3.46	1	2	\$6.92	VA	Federal

State funds subtotal	\$0.00
Federal funds subtotal	\$28.18
Snack funds subtotal	\$0.00
Total Cost	\$28.18

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

# What if?

<p>I refuse product on delivery</p>	<p>Indicate change on the invoice PRIOR to signing and EDIT the online RECEIPT in FFAVORS.</p>
<p>I do not receive all the items indicated on the invoice</p>	<p>Correct the invoice PRIOR to signing and EDIT the online RECEIPT in FFAVORS</p>

# Receipts

Help Logout



## Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, May 13, 2015

Customer Homepage

Last Login: Wednesday, May 13, 2015 9:28:04 AM

Welcome, BEDFORD, VA

Past Due Receipts message

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

- [Orders](#)
- [Receipts](#) \*\* You have receipts that are due now \*\*
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

### Reports

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

### Please Read (updated on 6/28/15)

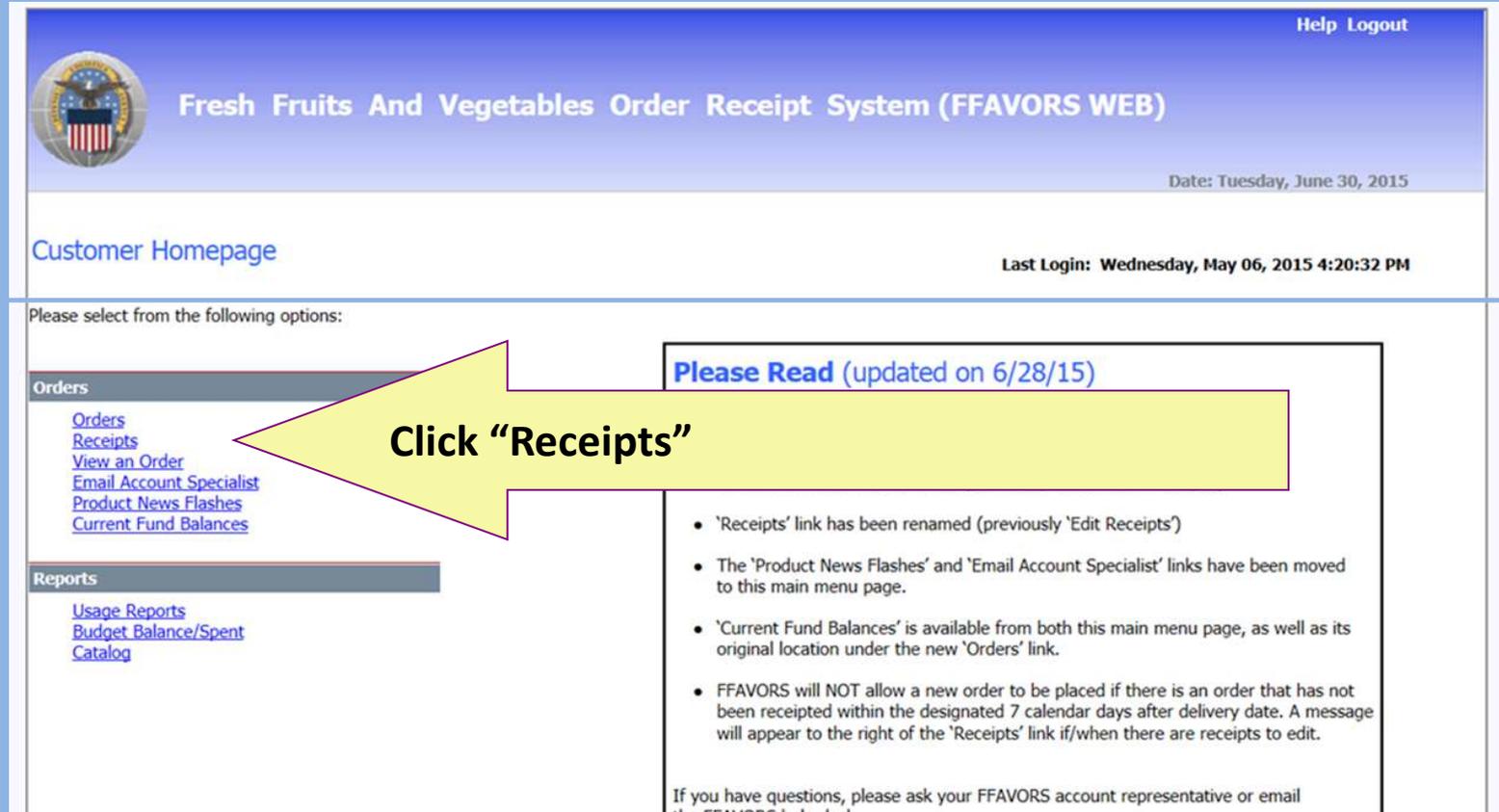
The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

\*\*\*\*EDIT ALL RECIPITS WITHIN 7 DAYS\*\*\*\*

ALLOW 24 HRS TO VIEW CURRENT RECEIPT

# Edit Receipts



The screenshot shows the FFAVORS WEB Customer Homepage. At the top right, there are links for 'Help' and 'Logout'. The main header reads 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. Below this, the date is 'Tuesday, June 30, 2015'. The page is titled 'Customer Homepage' and shows a 'Last Login' of 'Wednesday, May 06, 2015 4:20:32 PM'. A message says 'Please select from the following options:'. There are two main menu sections: 'Orders' and 'Reports'. The 'Orders' section contains links for 'Orders', 'Receipts', 'View an Order', 'Email Account Specialist', 'Product News Flashes', and 'Current Fund Balances'. The 'Reports' section contains links for 'Usage Reports', 'Budget Balance/Spent', and 'Catalog'. A yellow arrow points from the 'Receipts' link to a text box that says 'Click "Receipts"'. To the right of the arrow, there is a 'Please Read' message (updated on 6/28/15) containing a bulleted list of updates and a note about order placement restrictions.

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

Customer Homepage

Last Login: Wednesday, May 06, 2015 4:20:32 PM

Please select from the following options:

Orders

- Orders
- Receipts
- View an Order
- Email Account Specialist
- Product News Flashes
- Current Fund Balances

Reports

- Usage Reports
- Budget Balance/Spent
- Catalog

Please Read (updated on 6/28/15)

- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

To edit a receipt, select the 'Receipts' link. The Past Due Receipts message at the top of the main portal page indicates that no orders can be placed until the Past Due receipts are processed. The Receipts Due message indicates that there are receipts ready to be processed. Orders are considered Past Due if they have not been receipted by the 7th day after the scheduled RDD.

# Select An Order To Receipt

Home Help Logout



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Friday, June 19, 2015

## Receipts

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

	<u>CUSTOMER_CODE</u>		<u>CALENDAR DAYS PAST RDD</u>	<u>RECEIPT DT</u>	<u>RECEIPTED BY</u>
<input type="button" value="Edit"/>			11 Vendor has not Accepted		
<input type="button" value="Edit"/>	YVA620	BEDFORD ELEMENTARY	6/10/2015	9 Past Due	
<input type="button" value="Edit"/>	YVA620	BEDFORD ELEMENTARY	6/15/2015	4	6/18/2015 11:54:34 AM TODD SIXEAUTH
<input type="button" value="Edit"/>	YVA635	BEDFORD MIDDLE	6/15/2015	4	

Contact FFAVORS Help Desk

Click "Edit"



Select a Requested Delivery to Adjust Receipts. Then click Edit.

# Select An Order To Receipt

15N54	CARROT CHL STICK 1/5 LB BG ***LOCAL GROWN***	5 LB	\$8.46	2	<input type="text" value="2"/>	\$16.92	Federal	<input type="text" value="N/A"/>
16Z34	CARROTS, BABY, PEELED, 72/3 OZ, ***LOCAL GROWN***	13 LB	\$16.58	6	<input type="text" value="6"/>	\$99.48	Federal	<input type="text" value="N/A"/>
16L93	LETTUCE CHL SHRD 1/5 LB BG ***LOCAL GROWN***	5 LB	\$5.96	6	<input type="text" value="6"/>	\$35.76	Federal	<input type="text" value="N/A"/>
14P24	PEARS, FRESH, D'ANJOU/BARTLETT, 1/44 LB	44 LB	\$32.95	5	<input type="text" value="5"/>	\$164.75	Federal	<input type="text" value="N/A"/>
17T98	SPINACH CHL 1/2.5 LB BG ***LOCAL GROWN***	3 LB	\$5.97	1	<input type="text" value="1"/>	\$5.97	Federal	<input type="text" value="N/A"/>
15Q89	WATERMELON FOR PR 1/65 LB CS	65 LB	\$20.71	2	<input type="text" value="2"/>	\$41.42	Federal	<input type="text" value="N/A"/>

This order was received on 6/24/2015 11:29:11 AM CT.

	State \$	Federal \$	Total Cost, This Received Order
Starting Balance	\$0.00	\$197,929.00	
Spent, Previous Orders	\$0.00	\$197,544.93	
<b>Cost, This Received Order</b>	<b>\$0.00</b>	<b>\$381.40</b>	<b>\$381.40</b>
Remaining Balance	\$0.00	\$2.67	

PROCESS Pending Receipt.

Go Back to the List of Receipts

Click "Process Receipt"

**When all items listed are correct and no adjustments need to be made, click "Process Receipt".**

# Edit Receipt

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

**BEDFORD, VA Ordering for BEDFORD ELEMENTARY**

**Edit Receipt**

Enter quantity change

Review receipt quantities, change quantity/reason for 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
14104	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	1	1	\$5.33	Federal	N/A
14B42	RASPBERRIES 12/0.5 PT PG ***LOCAL GROWN***	1 CO	\$1.67	1	1	\$1.67	Federal	NOT DELIVERED DELIVERED WRONG ITEM DELIVERED POOR QUAL ACCEPTED OVERDELIVER DAMAGED IN SHIPMENT TOO GREEN/OVER-RIPE N/A
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$2.30	1	1	\$2.30	Federal	N/A

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA

	State \$	Federal \$	Total Cost, This Receipted Order
Starting Balance	\$0.00	\$5,000.00	
Spent, Previous Orders	\$0.00	\$140.06	
Cost, This Receipted Order	\$0.00	\$9.30	\$9.30
Remaining Balance	\$0.00	\$4,850.64	

PROCESS Pending Receipt  
Go Back to the List of Receipts

1  
2  
3

1. Make the changes in the “Case Receipt Qty” box or Fund Source box.
2. Select a reason in the “Receipt Qty Difference” column.
3. Click “Process Pending Receipt”.

# Receipt Saved

View an Order

Product News Flashes

Current Fund Balances

Email Account Specialist

Select a Different Customer

Remove customer lock and return to home page

Receipt was successfully updated.

## BEDFORD, VA Ordering for BEDFORD ELEMENTARY

[Edit Receipt](#)

### Edit Receipt Detail

Order Summary For:	YVA620
Order Confirmation Number:	537196268
Requested Delivery Date:	05/13/2015
Order Date:	05/07/2015

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	5 LB	\$5.33	1	<input type="text" value="0"/>	\$0.00	Federal	NOT DELIVERED
14B42	RASPBERRIES 12/0.5 PT PG <i>***LOCAL GROWN***</i>	1 CO	\$1.67	1	<input type="text" value="1"/>	\$1.67	Federal	N/A
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$2.30	1	<input type="text" value="1"/>	\$2.30	Federal	N/A

**This order was received on 6/3/2015 10:41:31 AM CT.**

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA

	State \$	Federal \$	Total Cost, This Received Order
Starting Balance	\$0.00	\$5,000.00	
Spent, Previous Orders	\$0.00	\$140.06	
<b>Cost, This Received Order</b>	<b>\$0.00</b>	<b>\$3.97</b>	<b>\$3.97</b>
Remaining Balance	\$0.00	\$4,855.97	

[Print](#)

[Go Back to the List of Receipts](#)

Processed receipt can be printed. The User can go back to the list of receipts or select other options on the left navigation bar. When finished, select the 'Remove customer lock' link to remove locking.

# Current Fund Balances

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



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, May 13, 2015

[Customer Homepage](#)

Last Login: Tuesday, May 12, 2015 12:07:15 PM

Welcome, **BEDFORD, VA**

Please select from the following options:

## Orders

[Orders](#)  
[Receipts](#)  
[View an Order](#)  
[Email Account Specialist](#)  
[Product News Flashes](#)  
[Current Fund Balances](#)

## Reports

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

### Please Read (updated on 6/28/15)

The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

To view the funding status select the 'Current Fund Balances' link on main menu page or 'Display Current Fund Balances' link in Orders.

# Current Fund Balances

Home Help Logout



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, May 12, 2015

**BEDFORD ELEMENTARY BALANCES**

Federal Dollars represent a shared pot of money controlled by BEDFORD, VA

	<u>STATE \$</u>	<u>FEDERAL \$</u>	<u>SNACK \$</u>	<u>TOTAL COST THIS ORDER</u>
Starting Balance	\$0.00	\$5,000.00	\$0.00	
Spent, Previous Orders	\$0.00	\$136.29	\$0.00	
<b>Cost, This Order</b>	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance	\$0.00	\$4,863.71	\$0.00	

[Contact FFAVORS Help Desk](#)

This screen displays the estimated funds that are available. The numbers may represent a shared pot of money depending on how the budget is set up.

# E-Mail User Account Administrator

Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

Customer Homepage

Last Login: Wednesday, May 06, 2015 4:20:32 PM

Please select from the following options:

**Orders**

- [Orders](#)
- [Receipts](#)
- [View an Order](#)
- [Email Account Specialist](#)
- [Product News Flashes](#)
- [Current Fund Balances](#)

**Reports**

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

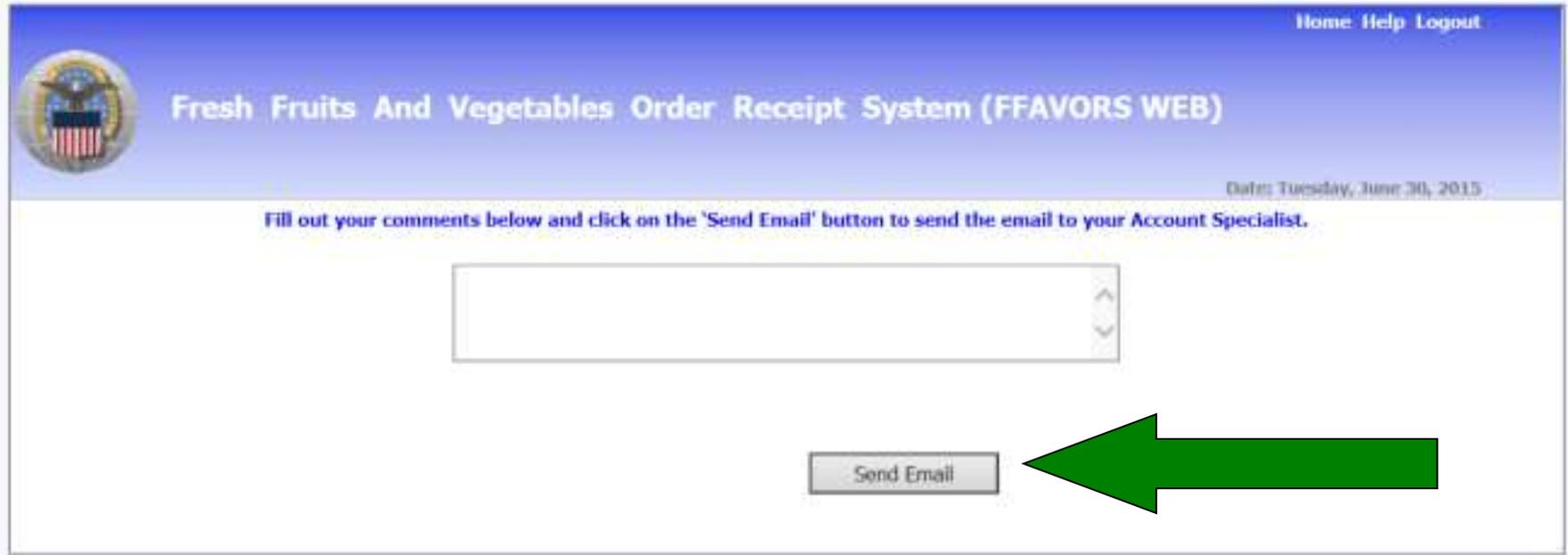
**Please Read** (updated on 6/28/15)

The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.

If the User is having a problem or there is a need to contact the DLA Account Specialist you can select this on the main menu. You can also select the Contact FFAVORS Help Desk link that is available on most pages.

# E-Mail User Account Administrator



Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, June 30, 2015

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


Completing this area and selecting SEND EMAIL, will send a message to the FFAVORS Account Specialist.

Submitting will **NOT** contact the Arizona DoD Fresh Specialist.

# Reports

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

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, May 13, 2015

[Customer Homepage](#)

Last Login: Tuesday, May 12, 2015 8:08:32 AM

Welcome, **BEDFORD ELEMENTARY**

Please select from the following options:

## Orders

[Orders](#)  
[Receipts](#)  
[View an Order](#)  
[Email Account Specialist](#)  
[Product News Flashes](#)  
[Current Fund Balances](#)

## Reports

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

### Please Read (updated on 6/28/15)

The following changes have been made in FFAVORS:

- 'Orders' link has been renamed (previously 'Orders and Receipts')
- 'Receipts' link has been renamed (previously 'Edit Receipts')
- The 'Product News Flashes' and 'Email Account Specialist' links have been moved to this main menu page.
- 'Current Fund Balances' is available from both this main menu page, as well as its original location under the new 'Orders' link.
- FFAVORS will NOT allow a new order to be placed if there is an order that has not been receipted within the designated 7 calendar days after delivery date. A message will appear to the right of the 'Receipts' link if/when there are receipts to edit.

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

[Contact FFAVORS Help Desk](#)

The user can select from Usage Reports, Budget Balance/Spent and Catalog reports by selecting the appropriate link on the main portal page.

# Usage Reports

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



## Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 06, 2015

### 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

\* RDD Start Date:



Select or enter a date in mm/dd/yyyy format (on or after 01/01/2012)

\* RDD End Date:



Select or enter a date in mm/dd/yyyy format

\* Denotes a Required Field

[Contact FFAVORS Help Desk](#)

- 'Detail' report is the default. Select 'Summary' for a summary usage report.
- RDD Start and End dates are required.
- Select the 'View Report' button to run the report. Select 'Report Help' to view instructions on viewing, navigating, printing and exporting the report.

# Sample Detail report

Parameters Group Tree 1 / 1 100%

CRYSTAL REPORTS® 2008

Main Report

Date range: 1/1/2014 to 1/31/2015

<u>State name</u>	<u>District code</u>	<u>District name</u>	<u>Fund code</u>	<u>Customer code</u>	<u>Customer name</u>
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY

A Detail report contains detailed order line item information for each order based on the selected date range entered.

# Sample Summary report

Parameters | Group Tree | 1 / 1 | 100%

CRYSTAL REPORTS®  
2008

Main Report

Date range: 1/1/2014 to 1/31/2015

<u>State name</u>	<u>District code</u>	<u>District name</u>	<u>Fund code</u>	<u>Customer code</u>	<u>Customer name</u>
VA	OVA044	BEDFORD, VA	FED	YVA620	BEDFORD ELEMENTARY

A Summary report contains one summary line with total dollar value for the selected date range entered.

# Budget/Balance Spent report

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



## Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, January 06, 2015

### 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.

\* Budget Year:

\* Denotes a Required Field

[Contact FFAVORS Help Desk](#)

- Select the 'Budget Year' date range.
- Default is the current budget year.
- Select the 'View Report' button to run the report. Select 'Report Help' to view instructions on viewing, navigating, printing and exporting the report.

# Sample Budget/Balance Spent report

Crystal Reports 2008 interface showing a summary report for budget year starting July 1, 2014. The report displays a table with columns for State Name, District Code, District Name, Customer Code, and Customer Name. The data includes VA, OVA044, BEDFORD, VA, and YVA620, BEDFORD ELEMENT.

<u>State Name</u>	<u>District Code</u>	<u>District Name</u>	<u>Customer Code</u>	<u>Customer Name</u>
VA				
VA	OVA044	BEDFORD, VA		
VA	OVA044	BEDFORD, VA	YVA620	BEDFORD ELEMENT

A summary report contains one summary line with total dollar value for the selected date range entered.

# Catalog report

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 10, 2015

## Catalog Report

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

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

\* Catalog Effective Date:

\* Denotes a Required Field

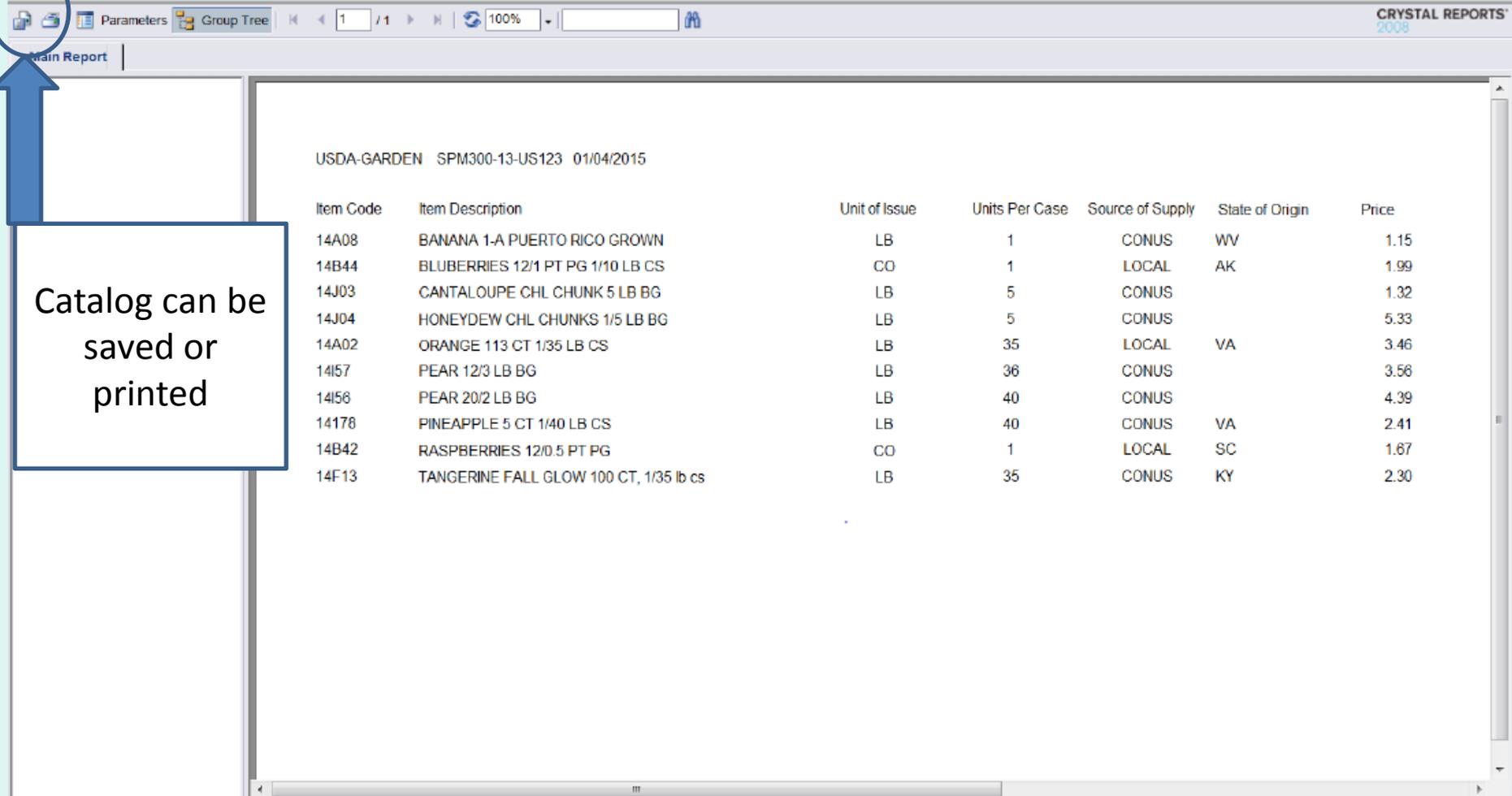
View Report Help

▼
Sunday, Feb 08, 2015
Sunday, Feb 01, 2015
Sunday, Jan 25, 2015
Sunday, Jan 18, 2015
Sunday, Jan 11, 2015
Sunday, Jan 04, 2015
Sunday, Dec 28, 2014
Sunday, Mar 31, 2013
Sunday, Mar 24, 2013
Sunday, Mar 17, 2013
Sunday, Mar 10, 2013
Sunday, Mar 03, 2013
Sunday, Feb 24, 2013
Sunday, Feb 10, 2013
Sunday, Feb 03, 2013
Sunday, Jan 27, 2013
Sunday, Jan 20, 2013
Sunday, Jan 13, 2013
Sunday, Dec 30, 2012
Sunday, Dec 23, 2012
Sunday, Dec 16, 2012

Contact FFAVORS Help Desk

- Select a valid 'Catalog Effective' date from the drop down box.
- Select the 'View Report' button to run the report. Select 'Report Help' to view instructions on viewing, navigating, printing and exporting the report.

# Sample Catalog report



USDA-GARDEN SPM300-13-US123 01/04/2015

Item Code	Item Description	Unit of Issue	Units Per Case	Source of Supply	State of Origin	Price
14A08	BANANA 1-A PUERTO RICO GROWN	LB	1	CONUS	WV	1.15
14B44	BLUBERRIES 12/1 PT PG 1/10 LB CS	CO	1	LOCAL	AK	1.99
14J03	CANTALOUPE CHL CHUNK 5 LB BG	LB	5	CONUS		1.32
14J04	HONEYDEW CHL CHUNKS 1/5 LB BG	LB	5	CONUS		5.33
14A02	ORANGE 113 CT 1/35 LB CS	LB	35	LOCAL	VA	3.46
14I57	PEAR 12/3 LB BG	LB	36	CONUS		3.56
14I58	PEAR 20/2 LB BG	LB	40	CONUS		4.39
14I78	PINEAPPLE 5 CT 1/40 LB CS	LB	40	CONUS	VA	2.41
14B42	RASPBERRIES 12/0.5 PT PG	CO	1	LOCAL	SC	1.67
14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	LB	35	CONUS	KY	2.30

Catalog can be saved or printed

The Catalog report contains a list of all of the items on the catalog.

# Log Out Steps



Home | Change Password | Help | Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

USDA School/Native American Customer Homepage

Welcome, MELLEN SCH

Please select from the following options:

**Post Receipt Adjustments**

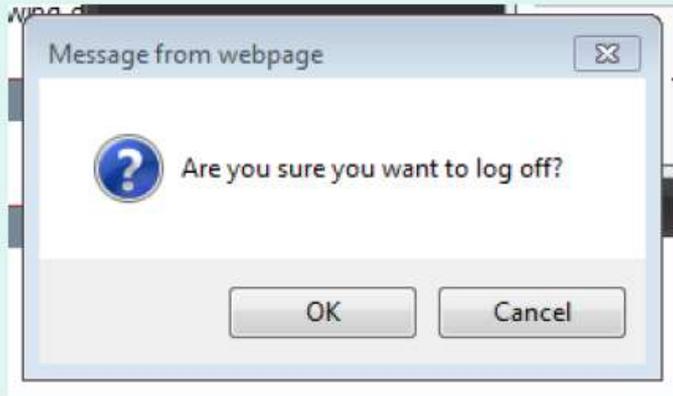
- [Receipt History](#)

**Orders**

- [Orders and Receipts](#)

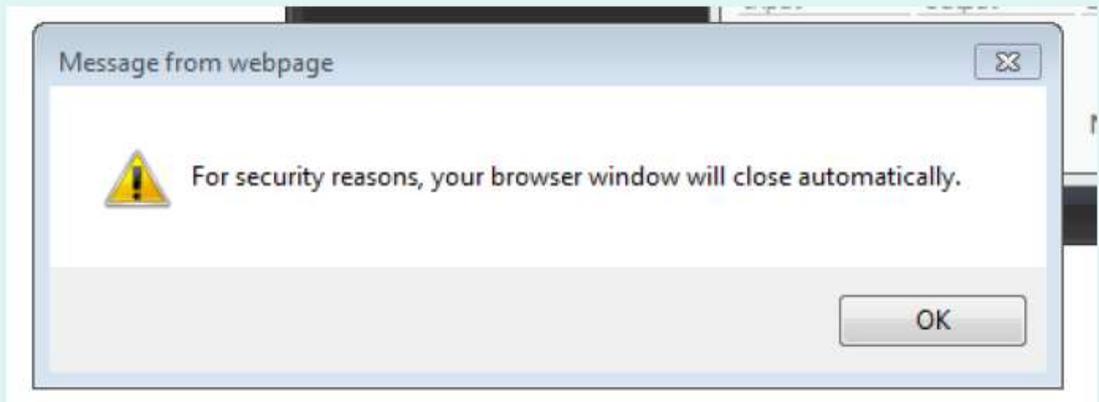
**The User has the ability to Log Out of the system from this Main Menu/Portal Screen. See the circled item above.**

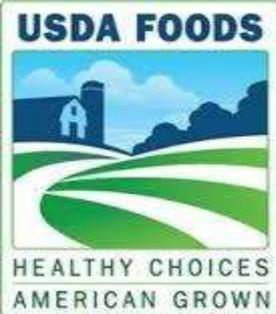
# Log Out



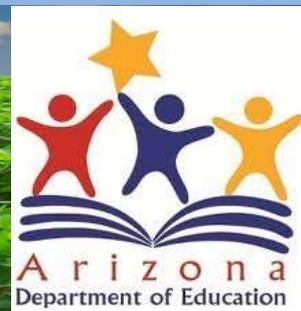
First prompt will ensure you want to log off the site.

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





# FAQs



**Q-** Why is the website not working?

**A-** Check these first. If it still is not working properly, email the Help Desk or Contact Sandy Fitzner, ADE DoD Fresh Specialist.

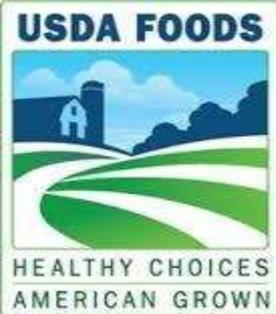
- Ensure you are using Internet Explorer as the web browser
- Ensure you have the correct web address: <http://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>
- Ensure you are using the correct User ID and Password (case sensitive)
- Ensure you have not been idle for a period of time

**Q-** Will I be charged delivery fees?

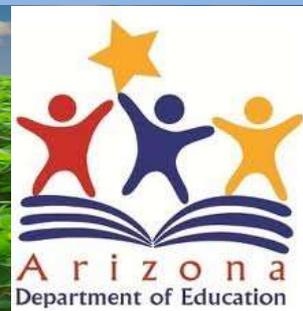
**A-** No. Prices listed in the catalog are DELIVERED prices paid with entitlement funds.

**Q-** I am out of funds but need additional to finish my order. Can I pay the difference/balance with other funds?

**A-** No. You may only order items in FFAVORS that will be paid for with entitlement funds. Contact Sandy Fitzner to inquire if state funds are available.



# FAQs



**Q-** How often can I place orders for produce?

**A-** Weekly. All sponsors may place weekly orders until are funds under \$50 are exhausted.

**Q-** All days are listed in the delivery day field. Can I select any available day?

**A-** No. Please select only your sponsor's specific delivery day. Contact Dennis Negrete with Stern Produce if you do not know which day to select.

**Q-** What programs can I use my DoD Fresh produce?

**A-** Produce should be used for your federal meal programs: National School Lunch, School Breakfast, After School Care Snack, Summer Food Service & At-Risk Afterschool Meals



# Contact Information

Sandy Fitzner, SNS  
ADE Health & Nutrition  
Services- DoD Fresh Specialist  
(602) 542-8741 Office  
(602) 542-3818 Fax  
[Sandy.Fitzner@azed.gov](mailto:Sandy.Fitzner@azed.gov)

Dennis Negrete  
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Contracted Distributor  
(602) 703-2400 Cell  
602)268-6628 Office  
[Dnegrete@sternproduce.com](mailto:Dnegrete@sternproduce.com)

Steve Covington  
DLA Troop Support  
Customer Specialist  
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