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What is FFAVORS?

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

FFAVORS Access

Navigate to this address in the browser:

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

An official website of the United States Government. [Here's how you know](#) ✓

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

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Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

HOME > USDA FOODS

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- Resources
- Our Agency
- Programs

Spotlights

USDA Foods Toolkit for Child Nutrition

Maintenance Notice

FFAVORS is scheduled for maintenance every Sunday from 4:00 PM through 2:00 AM Central Time. The site may be unavailable for periods during this maintenance time.

IDs and Passwords

For access to FFAVORS, your current Department of Defense (DoD) Account Manager, DoD Field Representative, and/or DoD Contracting Specialist must establish a user profile for each new user within FFAVORS.

Once added to FFAVORS, 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 before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

- [FFAVORS Login](#)

FFAVORS Login

An official website of the United States Government. Here's how you know

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

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Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

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- USDA Foods Toolkit for Child Nutrition
- FFAVORS Login**

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Once added to FFAVORS, 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 before accessing the site.

If you have problems accessing FFAVORS or do not know your current DoD Account Manager, DoD Field Representative, and/or DoD Contracting Specialist, please contact the FFAVORS help desk.

Select **FFAVORS Login**.

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

We'll take you to your destination in just a moment...

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC

Log In with PIV/CAC

Log In with Password

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In with PIV/CAC

Log In with Password

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

Create Account

Update Account

Find Help

Last updated 3/01/2026

The screenshot shows the login interface. At the top left is a user icon and the text "Log In with Password". At the top right is a question mark icon. Below this are two input fields: "User ID" and "Password". To the right of each field is a link: "Forgot User ID" and "Forgot Password". Below the "User ID" field is a checkbox labeled "Show Password". At the bottom is a large blue button labeled "Log In with Password". The "User ID" and "Password" input fields are highlighted with an orange border.

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

Tips:

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

This screenshot is identical to the one above, but the "Forgot User ID" link is highlighted with an orange border.

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

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

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In with Password

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

Tips:

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

User Agreement & Registration

- The first time a user logs into the system, they will be prompted with ‘Website User Agreement’ and ‘Registration’ screens.
- The new user clicks Yes to agree to the terms of the User Agreement to access FFAVORS.
- The user should review all information on the ‘Registration’ screen. If this is correct, select the Register button. If the information needs to be changed, select the Exit button. Please contact the DLA Account Specialist or email for assistance.

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

The customer organization is identified in the ‘Customer Code’ and ‘Name’ columns. Select the ‘FFAVORS ID’ link to proceed.

Selection Page for Multiple FFAVORS Accounts

Level - 1
 ID - 28682019092011483024470
 Email - sc3508@arcnt.com

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

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

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

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

Application User Data	
User ID:	100396
Email Address*	school@acornzone.com
First Name:	SCHOOL2
Last Name:	FFAVORS
Citizenship:	United States
Designation Of Person:	Civilian

Confirm that the Application User Data appears correct.

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

If the Customer Demographics data is incorrect or other changes are required, select **Exit** and contact the DLA Account Specialist or email the FFAVORS Help Desk at <mailto:sm.fn.ffavors@usda.gov> to assist with linkage issues between the eAuthentication and FFAVORS.

Select **Register**
Register
Exit

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

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

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

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

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

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

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

Select **Yes**
Do you accept these terms?
Yes
No

Profile Selection

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

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

Level - 1
ID - 28682019092011483024470
Email - af3m@acornusda.com


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

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

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

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

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



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, July 23, 2025

Customer Homepage

Last Login: Monday, July 14, 2025 4:10:23 PM

Please read the latest USDA market report [here](#).

Welcome, SURPLUS DIST SECTION, NH

Please select from the following options:

- Orders**
 - [Place a New Order](#)
 - [Modify Pending Order](#)
 - [Edit Receipts](#)
 - [View an Order](#)
 - [Current Fund Balances](#)
 - [Product News Flashes](#)
- Customer / POC**
 - [Customer](#)
 - [Point of Contact \(POC\)](#)
- Reports**
 - [Usage](#)
 - [Budget Balance/Spent](#)
 - [Catalog](#)
 - [Organization/POC](#)
 - [User](#)
- My Profile**
 - [My Profile](#)
 - [System Emails **** New email\(s\) since last login ****](#)
 - [HelpDesk/Incidents](#)

Please
If you
HelpD

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

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

Customer Homepage

Customer Homepage

The screenshot shows the 'Customer Homepage' of the 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)'. The page includes a navigation menu with sections for Orders, Customer / POC, Reports, and My Profile. A callout box highlights the 'Welcome, SURPLUS DIST SECTION, NH' message. Another callout points to the 'Please Re' link, which is part of a 'Please Re' message. A large yellow callout box provides instructions on how to switch profiles or contact support.

Always confirm the customer organization before entering any transactions.

If this is not correct, click **Switch** in the upper right corner (if available) to [select a different profile](#) or contact the [DLA Account Specialist](#) or create a [HelpDesk](#) request for assistance.



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, July 23, 2025

Customer Homepage

Last Login: Monday, July 14, 2025 4:10:23 PM

Please read the latest USDA market report [here](#).

Welcome, SURPLUS DIST SECTION, NH

Please select from the following options:

Orders

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

Customer / POC

- [Customer](#)
- [Point of Contact \(POC\)](#)

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)

My Profile

- [My Profile](#)
- [System Emails](#) ** New email(s) since last login **
- [HelpDesk/Incidents](#)

Please Read (updated on 9/28/2025)

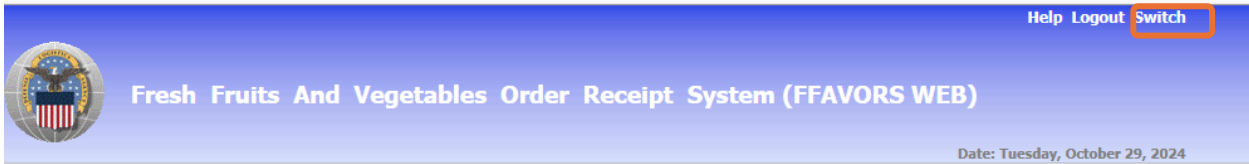
If you have questions or need support, use the *Create HelpDesk Request* link under the *HelpDesk/Incidents* link to submit your request.

Check for important announcements.

What can I do in FFAVORS?

- [Place orders](#) for my organization or on behalf of customers (district/county users only).
- [Change or delete](#) pending orders.
- [View](#) past or pending order.
- [Edit and review receipts](#) on delivered orders.
- Display current [fund balances](#).
- View latest [product news flashes](#).
- View [Organizations/Update POCs](#).
- Contact my DLA Account Specialist
- Create [HelpDesk](#) or [Problem](#) Tickets.
- Run reports on [orders](#), [funds](#), or [catalog history](#).
- Update my [user profile](#).
- View the most up-to-date version of [this manual](#).

District Account Representative Homepage



District Account Representative Homepage

Last Login: Tuesday, October 29, 2024 7:32:59 AM

Please read the latest USDA market report [here](#).

Welcome, DISTRICT - MILFORD FFAVORS

Please select from the following options:

Budget

- [School Budget](#)
- [Summer Food Budget](#)
- [Import NSLP Budget](#)
- [Import SFSP Budget](#)

Reports

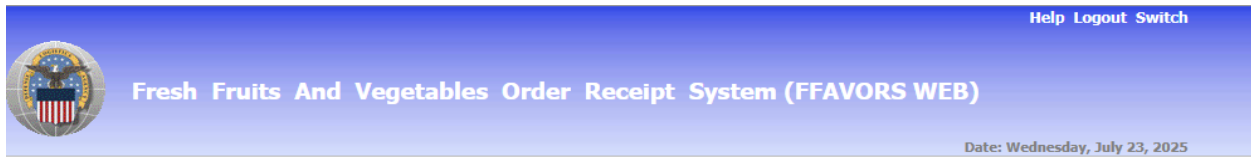
- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

My Profile

- [My Profile](#)
- [System Emails](#)
- [HelpDesk/Incidents](#)

Always confirm the user account before entering any transactions.

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



District Account Representative Homepage

Last Login: Tuesday, July 15, 2025 7:40:48 AM

Please read the latest USDA market report [here](#).

Welcome, DISTRICT - MILFORD FFAVORS

Please select from the following options:

Budget

- [School Budget](#)
- [Summer Food Budget](#)
- [Import NSLP Budget](#)
- [Import SFSP Budget](#)

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

My Profile

- [My Profile](#)
- [System Emails](#) ** New email(s) since last login **
- [HelpDesk/Incidents](#)

Please Read (updated on 9/28/2025)


If you have questions or need support, use the *Create HelpDesk Request* link under the *HelpDesk/Incidents* link to submit your request.

Check for important announcements.

What can District Account Rep do in FFAVORS?

- [Enter](#) or [upload NSLP](#) and SFSP (if applicable) entitlements.
- Review [existing customers](#) or [request new customers](#).
- Run reports on [orders](#), [funds](#), or [catalog history](#).
- Review [active organizations](#) in the state.
- Review a [list of users](#) in the state.
- Review [delivery days](#) for all sites in the state.
- Update my [user profile](#).
- Create a HelpDesk or Problem Ticket.
- View the most up-to-date version of [this manual](#).

State Account Representative Homepage

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

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, July 23, 2025

State Account Representative Homepage

Last Login: Wednesday, May 28, 2025 8:46:48 AM

[Please read the latest USDA market report here.](#)

Welcome, STATE ACCT REP FFAVORS

Please select from the following options:

Orders

[Past Due Receipts](#) *** You have receipts that are past due.

Budget

[School Budget](#)
[Summer Food Budget](#)
[Import NSLP Budget](#)
[Import SFSP Budget](#)

Customers

[Existing Customers / Request New](#)
[Customer Messaging](#)

Reports

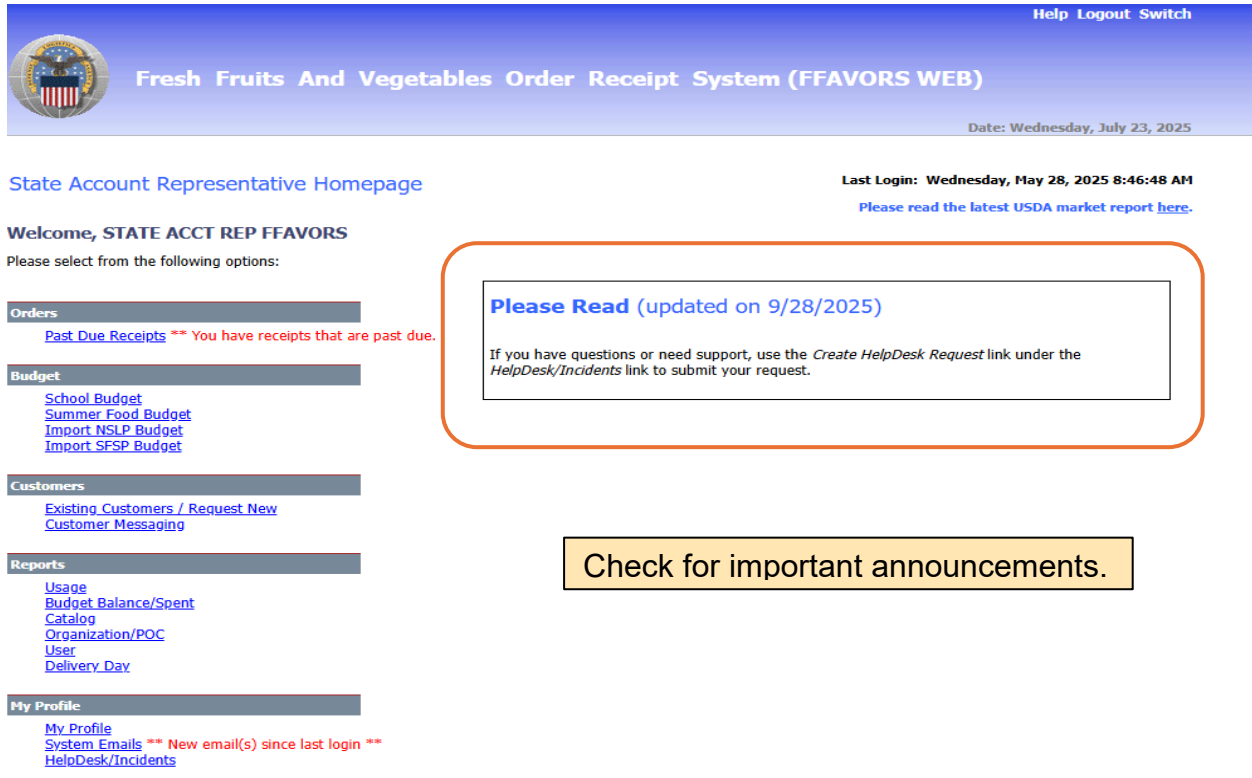
[Usage](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Organization/POC](#)
[User](#)
[Delivery Day](#)

My Profile

[My Profile](#)
[System Emails](#) *** New email(s) since last login **
[HelpDesk/Incidents](#)

Always confirm the user account before entering any transactions.

If this is not correct, click **Switch** in the upper right corner (if available) to [select a different profile](#) or contact the [DLA Account Specialist](#) or create a HelpDesk Ticket for assistance.



Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, July 23, 2025

State Account Representative Homepage

Last Login: Wednesday, May 28, 2025 8:46:48 AM
Please read the latest USDA market report [here](#).

Welcome, STATE ACCT REP FFAVORS

Please select from the following options:

Orders
[Past Due Receipts](#) ** You have receipts that are past due.

Budget
[School Budget](#)
[Summer Food Budget](#)
[Import NSLP Budget](#)
[Import SFSP Budget](#)

Customers
[Existing Customers / Request New](#)
[Customer Messaging](#)

Reports
[Usage](#)
[Budget Balance/Spent](#)
[Catalog](#)
[Organization/POC](#)
[User](#)
[Delivery Day](#)

My Profile
[My Profile](#)
[System Emails](#) ** New email(s) since last login **
[HelpDesk/Incidents](#)

Please Read (updated on 9/28/2025)
If you have questions or need support, use the [Create HelpDesk Request](#) link under the [HelpDesk/Incidents](#) link to submit your request.

Check for important announcements.

What can State Account Rep do in FFAVORS?

- Review [past due receipts](#).
- [Enter or upload NSLP](#) and SFSP (if applicable) entitlements.
- Review [existing customers](#) or [request new customers](#).
- Run reports on [orders](#), [funds](#), or [catalog history](#).
- Review [active organizations](#) in the state.
- Review a [list of users](#) in the state.
- Review [delivery days](#) for all sites in the state.
- Update my [user profile](#).
- Create a HelpDesk or Problem Ticket.
- View the most up-to-date version of [this manual](#).
- Use [Customer Messaging](#) to retrieve email addresses of users within your state.

Return to Homepage

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



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

Return to home page

Return to Main Menu

Orders

The screenshots and examples used for ordering are from district and school customers participating in the [National School Lunch Program](#) (NSLP).

The general steps are similar for other FFAVORS customers, including:

- Participants in the [Summer Food Service Program](#) (SFSP)
- Participants in the [Food Distribution Program on Indian Reservations](#) (FDPIR)
- Military customers
- Many of the activities available under the 'Order' heading open a separate ordering process with an internal navigation menu (green bar) on the left side of the screen.
- District users only: To switch to another customer account without exiting the ordering process, use **Select a different customer**.
- After completing transactions in the ordering process, use the [Return to home page](#) links to return to the main menu.
- A new catalog is created each Sunday.
- The catalog can be used to place orders for the following two weeks.
- Deliveries are available Monday through Friday only. There are no weekend deliveries.
- There is a required three (3) business day prep time between order and delivery date.
- The earliest available Requested Delivery Date (RDD) will be the fourth business day from the order date.
- Vendors may assign a regular delivery day.
- Please direct questions about the available RDDs to the [DLA Account Specialist](#).

Rules for Ordering

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
<i>Catalog Created</i>	<i>Today</i>					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5

EXAMPLE 1: Order placed on Monday the 24th

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

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

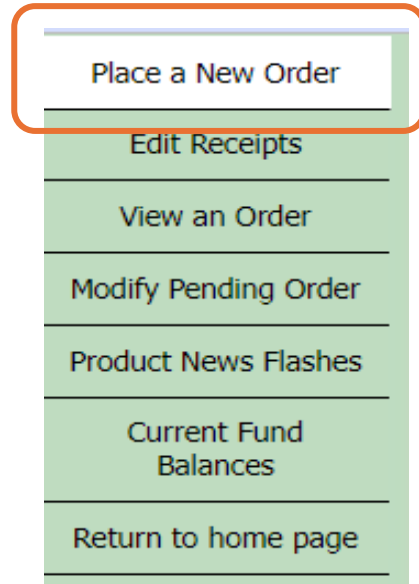
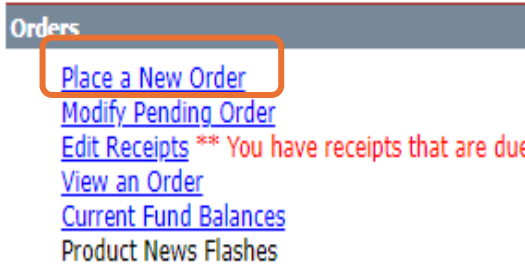
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
						

EXAMPLE 2: Order placed on Thursday the 28th

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

Place a New Order

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



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

The screenshot shows the 'Customer Selection Screen' in the FFAVORS WEB system. At the top, it says 'Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)' and 'Date: Tuesday, February 16, 2016'. The main heading is 'Customer Selection Screen' and 'Select the Customer:'. Below this, it shows 'District/Customer: BARROW COUNTY' and 'Customer:'. A dropdown menu is open, showing a list of customer options. The first option, 'YGA311 - APALACHEE #HIGH SCHOOL', is highlighted with an orange box. A text box on the left provides instructions for district users.

District users only:
Select from the customers assigned to the district to continue with the order.

Customer Selection Screen
Select the Customer:
District/Customer: BARROW COUNTY
Customer:
YGA311 - APALACHEE #HIGH SCHOOL
YGA310 - AUBURN #ELEMENTARY
YGA312 - BETHLEHEM #ELEMENTARY
YGA313 - BRAMLETT #ELEMENTARY
YGA314 - COUNTY LINE ELEMENTARY
YGA315 - EARLY & LEARNING CENTER
YGA316 - HAYMON MORRIS MIDDLE SCHOOL
YGA317 - HOLSENBECK ELEMENTARY
YGA318 - KENNEDY ELEMENTARY
YGA319 - RUSSELL MIDDLE SCHOOL
YGA320 - STATHAM ELEMENTARY
YGATB1 - TEST FOR BARROW
YGATST - TEST FOR BUDGET
YT9001 - TEST FOR CUST
YGA321 - WESTSIDE MIDDLE SCHOOL
YGA323 - WINDER BARROW HIGH SCHOOL
YGA322 - WINDER BARROW MIDDLE SCHOOL
YGA324 - YARGO ELEMENTARY

Home Cust Help Vendor Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Monday, August 21, 2023

Customer Selection Screen

Select the Customer:

State: Georgia

District/Customer: OGA004 - BARROW COUNTY

Customer: YGA310 - AUBURN #ELEMENTARY

Proceed

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

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

Customer Header:
<Customer>

AUBURN ELEMENTARY

District Header:
<District> Ordering for <Customer>

BARROW COUNTY Ordering for AUBURN #ELEMENTARY

School Lunch Summer Food

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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Select the Requested Delivery Date for your order:
Your assigned delivery day(s): Friday

Requested Delivery Date :
 Thu 9/17/2020
Fri 9/18/2020

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

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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Select the Requested Delivery Date for your order:
Your assigned delivery day(s): Friday

Requested Delivery Date :
 Fri 9/18/2020 ▼

Go Shopping

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

SURPLUS DIST SECTION

Order for DZ043 EXAMPLE VENDOR

The minimum order for this vendor is \$199

Fund Balance for NSLP

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

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

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

Note: If GOVT \$ are available, orders will be applied against those funds first.

The starting/remaining balance does not apply to tribes and military customers.

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

Available Items:

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

Items already in your shopping cart will not appear below.

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

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

Available Items:

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

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

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

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

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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

<input type="text"/>	14A61	SQUASH YELLOW 1/20 LB CS	20 LB	\$4.44	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14A62	SQUASH ZUCCHINI MED 1/20 LB CS	20 LB	\$2.95	CT	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	35 LB	\$11.33	FL	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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

SAVED CARTS

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

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

Continue Shopping

Select a favorite cart from the CART NAME column in the list of ‘Saved Carts’ to add the items and quantities to the current shopping cart.

Note: This will overwrite any items previously added to the current cart.

Other available actions:

- To return to the current shopping cart without loading a favorite cart, select **Continue Shopping**.
- Select **Delete** to remove a favorite cart that is no longer needed.

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	<input type="text" value="2"/>	\$60.90	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	<input type="text" value="2"/>	\$21.40	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Update Cart Save Favorite Cart Proceed To Checkout Empty Cart

Fund Balance for NSLP

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

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

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

CART

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

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

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

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

Available Items:

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

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

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

Description
 Item Code

CART

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

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

If these items and quantities will be ordered again, the user may save this information for future convenience. Select **Save Favorite Cart** to open the favorite carts screen.

To create a new favorite cart, enter a name and select **Save**.

District users may select who can access this saved cart:

- **Current School Only – ‘For Use Only By The Select School’**
- **District Only – ‘For Use Only By This County’**
- **District-wide – ‘For Use By This County and By All of Its Schools’**

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

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

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

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

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

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

Note: This cannot be undone.

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

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

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

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

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

Other available actions:

- To return to the current shopping cart without saving a favorite cart, select **Continue Shopping**.
- Select **Delete** to remove a favorite cart that is no longer needed.

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

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

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

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

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

CART

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

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

At any time before checkout, the user may select **Empty Cart** to start over. This will remove all items and quantities from the shopping cart.

CART

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

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	<input type="text" value="2"/>	\$60.90	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	<input type="text" value="2"/>	\$21.40	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State

Fund Balance for NSLP

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

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

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

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	<input type="text" value="2"/>	\$60.90	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	<input type="text" value="2"/>	\$21.40	CA	<input type="radio"/> Fed <input checked="" type="radio"/> State

Fund Balance for NSLP

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

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

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

Confirm Order

Continue Shopping

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	<input type="text" value="2"/>	\$60.90	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	<input type="text" value="2"/>	\$21.40	CA	<input type="radio"/> Fed <input checked="" type="radio"/> State

Fund Balance for NSLP

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

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

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

Confirm Order

Continue Shopping

Last updated 3/01/2026

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	<input type="text" value="2"/>	\$60.90	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	<input type="text" value="2"/>	\$21.40	CA	<input type="radio"/> Fed <input checked="" type="radio"/> State

Fund Balance for NSLP

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

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

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

Order Successfully Created.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Thank you! Your order has been placed!

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

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

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

If you have opted in via [My Profile](#), you will receive email notification for the new order.

Order Successfully Created.

SURPLUS DIST SECTION

Thank you! Your order has been placed!

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

CART

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	<input type="text" value="2"/>	\$60.90	CA	<input checked="" type="radio"/> Fed <input type="radio"/> State
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	<input type="text" value="2"/>	\$21.40	CA	<input type="radio"/> Fed <input checked="" type="radio"/> State

Fund Balance for NSLP

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

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

Place Another Order

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

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund Balances

Return to home page

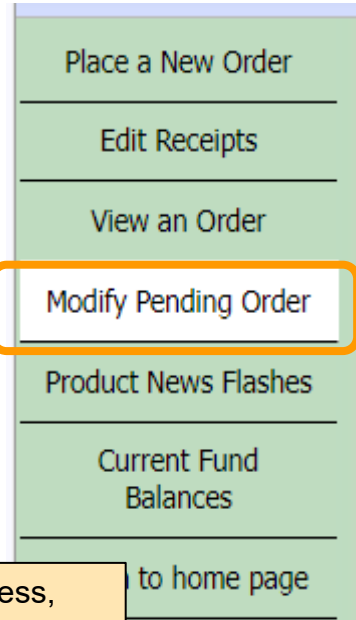
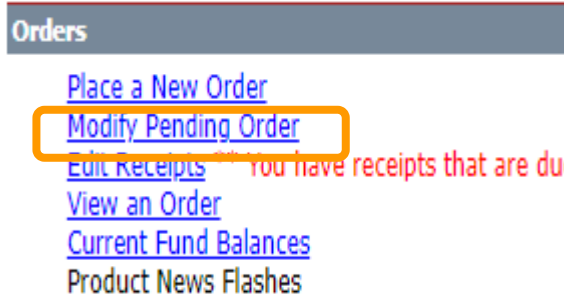
After placing a new order, select an activity from the green menu on the left side of the screen to continue.

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

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

Modify Pending Order







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



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

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

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
						
1	13	14	15	16	17	18
2 						

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

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

Please select an order to modify

Requested Delivery Date :

Or :

Order Number :

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

SURPLUS DIST SECTION

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

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

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

Fund Balance for NSLP

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

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

Delete Order

Modify RDD

Modify Order

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

To update quantities of items in the shopping cart, change the value in the CASE QTY column.

To remove an item, change the value to zero (0).

Select **Update Cart** to apply changes to the cart.

CART

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

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

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

Available Items:

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

CASE QTY	ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	STATE OF ORIGIN	FUND SOURCE
<input type="text"/>	15N53	CABBAGE W/CARROTS CHL 1/5 LB BG	5 LB	\$4.75	MA	<input checked="" type="radio"/> Fed <input type="radio"/> State
<input type="text"/>	14B42	RASPBERRIES 12/0.5 PT PG	1 CO	\$1.20	NH	<input checked="" type="radio"/> Fed <input type="radio"/> State

Description Item Code

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

CART

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

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

Other available actions:

- Select **Save Favorite Cart** to save the items and quantities for future orders.
- Select **Empty Cart** to remove everything from the shopping cart and start over.

CART

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

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

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

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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

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

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

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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

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

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

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

CART

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

Fund Balance for NSLP

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

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

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

Order Successfully Modified.

SURPLUS DIST SECTION

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

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

CART

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

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

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

SURPLUS DIST SECTION

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

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

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

Fund Balance for NSLP

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

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

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

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

SURPLUS DIST SECTION

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

Select the new requested delivery date for your order:
 Your assigned delivery day(s): Wednesday

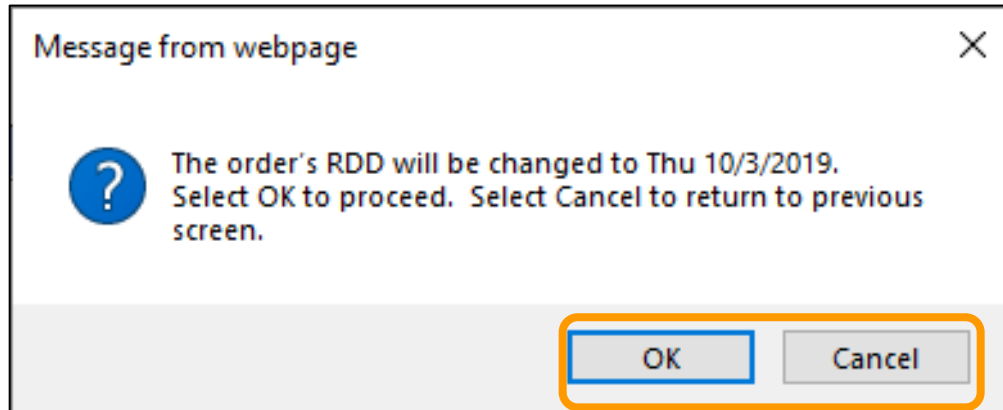
Requested Delivery Date : ▼

Warning: You have selected a delivery date that is not one of your assigned delivery days. Please ensure you have DLA/Vendor approval before continuing with this order.

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

Requested Delivery Date : ▼

Warning: You have selected a delivery date that is not one of your assigned delivery days. Please ensure you have DLA/Vendor approval before continuing with this order.



A pop-up will request confirmation of the change.

Select **OK** to save the new RDD or select **Cancel** to return to the previous screen.

Order RDD has been modified

SURPLUS DIST SECTION

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

Requested Delivery Date : Thu 6/2/2022 ▼
Modify Date

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

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

SURPLUS DIST SECTION

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

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

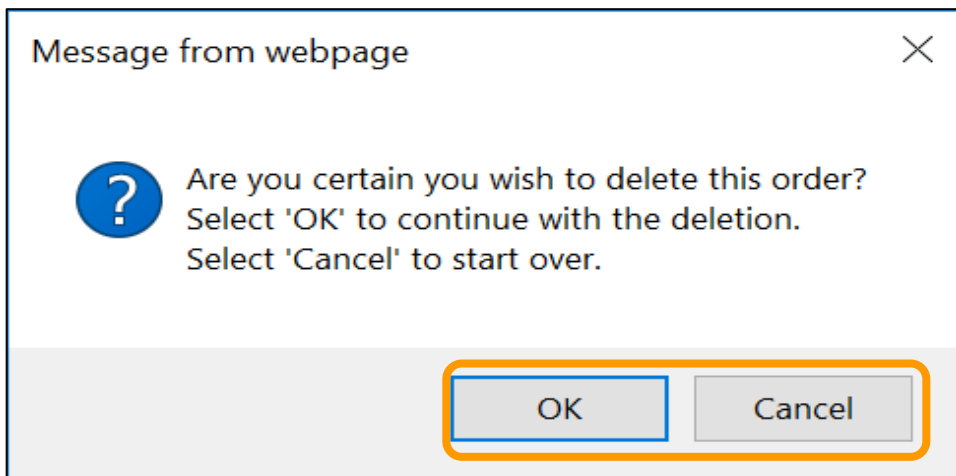
Item Code	Description	Case Contents	Case Price	Case Qty	Actual Cost	State Of Origin	Fund Source
14A14	APPLE R/D 163 CT 1/40 LB CS	40 LB	\$30.45	2	\$60.90	CA	Federal
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	40 LB	\$10.70	2	\$21.40	CA	Federal

Fund Balance for NSLP

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

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

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



To confirm deletion of the displayed order, select **OK**.
 Select **Cancel** to exit without deleting.
Note: After the deletion is confirmed, the value for 'Cost, This Order' will display as \$0.00.

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

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

Order has been deleted

SURPLUS DIST SECTION

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

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

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

Fund Balance for NSLP

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

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

- Place a New Order

- Edit Receipts

- View an Order

- Modify Pending Order

- Product News Flashes

- Current Fund Balances

- Return to home page

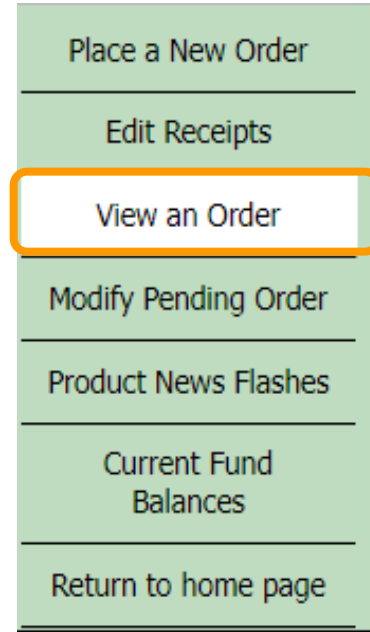
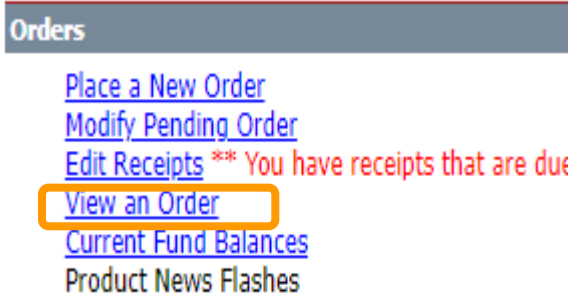
After modifying the order, select an activity from the green menu on the left side of the screen to continue.

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

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

View an Order

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



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

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : ▼

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

SURPLUS DIST SECTION

The order details for selected order are displayed on screen.

Please select an order to VIEW

Requested Delivery Date : Thu 6/2/2022

View Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000002
Program:	NSLP
Requested Delivery Date:	Thu 06/02/2022
Order Date:	Mon 05/23/2022
Order Receipt Date:	

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

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

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

Print

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

SURPLUS DIST SECTION

Please select an order to VIEW

Requested Delivery Date : Thu 6/2/2022

View Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F22143000002
Program:	NSLP
Requested Delivery Date:	Thu 06/02/2022
Order Date:	Mon 05/23/2022
Order Receipt Date:	

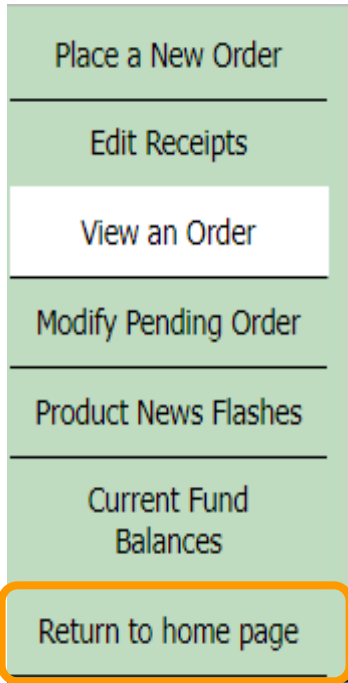
To view a different order, select a date from the 'Requested Delivery Date' (RDD)

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

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

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

Print



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

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

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

Receipting Requirement

General Information

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

Timeline for Receipting

- Receipt entry in FFAVORS becomes available on the order’s requested delivery date (RDD). If a delivery arrives early, the customer will need to wait until the RDD.
- Receipts should be entered within two (2) business days of the RDD.
- Receipts remain on the ‘Edit Receipts’ list for a full five (5) business days after the RDD. Receipts cannot be re-receipted on subsequent days once RDD is past the two (2) business day mark.
- **Note for Tribes ONLY:** Once an order is receipted by a tribe user, it can only be re-receipted [on the same day](#).

Past Due Receipts

- Receipts are considered past due if they have not been entered into FFAVORS by the end of the 2nd business day after the scheduled RDD.
- When there are past due receipts, no orders can be placed by (or on behalf of) the customer. The order block is removed after these receipts are entered.
- State users can view all past due receipts for customers within the state via the **Past Due Receipts** link in the ‘Orders’ menu.
- Contact the [DLA Account Specialist](#) with any questions about receipting or problems with past due receipts.

Customer Homepage

Welcome, SEMINOLE COUNTY SD

Please select from the following options:

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

Orders

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

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

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

State Account Representative Homepage

Welcome, ST-REP PANUM

Please select from the following options:

Orders

[Past Due Receipts](#) **** You have receipts that are past due.**

Past Due Receipts

Search Results Count: 4

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

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

[Return to Main Menu](#)

Edit Receipts

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

Orders

- [Place a New Order](#)
- [Modify Pending Order](#)
- [Edit Receipts](#) ** You have receipts that are due now **
- [view an Order](#)
- [Current Fund Balances](#)
- [Product News Flashes](#)

- Place a New Order
- Edit Receipts**
- View an Order
- Modify Pending Order
- Product News Flashes
- Current Fund Balances
- Return to home page

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

Receipts

Count: 2

Orders/Receipts that appear below without *Receipt Dt/Receipted By* need to be receipted promptly. Once receipt is performed, the receipt remains on this screen until it is submitted for vendor invoicing 7 days after the RDD. Receipts are considered past due if not receipted within 2 business days of RDD. Receipts cannot be changed on subsequent days once RDD is past 2 business day mark. If you need to update a receipt after 2 business days, use the *HelpDesk/Incidents* link to submit your request.

	<u>CUSTOMER CODE</u>	<u>CUSTOMER NAME</u>	<u>RDD</u>	<u>BUSINESS DAYS PAST RDD</u>	<u>RECEIPT DT</u>	<u>RECEIPTED BY</u>
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/9/2025	4 Past Due		
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/14/2025	1		

All receipts for the customer are displayed, which include:

- All receipts within 7 days of RDD (5 business days)
- Receipts that have not yet been entered

Receipts

Count: 2

Orders/Receipts that appear below without *Receipt Dt/Received By* need to be receipted promptly. Once receipt is performed, the receipt remains on this screen until it is submitted for vendor invoicing 7 days after the RDD. Receipts are considered past due if not receipted within 2 business days of RDD. Receipts cannot be changed on subsequent days once RDD is past 2 business day mark. If you need to update a receipt after 2 business days, use the *HelpDesk/Incidents* link to submit your request.

	<u>CUSTOMER CODE</u>	<u>CUSTOMER NAME</u>	<u>RDD</u>	<u>BUSINESS DAYS PAST RDD</u>	<u>RECEIPT DT</u>	<u>RECEIPTED BY</u>
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/9/2025	4 Past Due		
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/14/2025	1		

The BUSINESS DAYS PAST RDD column displays the number of days since the RDD. This may not be the same as the actual delivery date.

When the 2nd business day has passed, the 'Past Due' label is displayed.

Receipts

Count: 2

Orders/Receipts that appear below without *Receipt Dt/Received By* need to be receipted promptly. Once receipt is performed, the receipt remains on this screen until it is submitted for vendor invoicing 7 days after the RDD. Receipts are considered past due if not receipted within 2 business days of RDD. Receipts cannot be changed on subsequent days once RDD is past 2 business day mark. If you need to update a receipt after 2 business days, use the *HelpDesk/Incidents* link to submit your request.

	<u>CUSTOMER CODE</u>	<u>CUSTOMER NAME</u>	<u>RDD</u>	<u>BUSINESS DAYS PAST RDD</u>	<u>RECEIPT DT</u>	<u>RECEIPTED BY</u>
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/9/2025	4 Past Due		
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/14/2025	1		

ALL receipts will remain editable until the 2nd business day has passed.

NOTE FOR TRIBES ONLY: Once an order is receipted by a tribe user, it can only be changed (re-receipted) on the same day.

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

Receipts

Count: 2

Orders/Receipts that appear below without *Receipt Dt/Received By* need to be receipted promptly. Once receipt is performed, the receipt remains on this screen until it is submitted for vendor invoicing 7 days after the RDD. Receipts are considered past due if not receipted within 2 business days of RDD. Receipts cannot be changed on subsequent days once RDD is past 2 business day mark. If you need to update a receipt after 2 business days, use the *HelpDesk/Incidents* link to submit your request.

	<u>CUSTOMER CODE</u>	<u>CUSTOMER NAME</u>	<u>RDD</u>	<u>BUSINESS DAYS PAST RDD</u>	<u>RECEIPT DT</u>	<u>RECEIVED BY</u>
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/9/2025	4 Past Due		
<input type="button" value="Edit"/>	YNH001	SURPLUS DIST SECTION	4/14/2025	1		

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F25105000001
Program:	NSLP
Requested Delivery Date:	Wed 04/09/2025
Order Date:	Tue 04/08/2025

Review receipt quantities, change quantity/reason on line items as applicable, 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
17J19	ALMONDS WHL 5 LB BG	5 LB	\$3.59	2	<input type="text" value="2"/>	\$7.18	Federal	<input type="text" value="N/A"/>
17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.74	2	<input type="text" value="2"/>	\$63.48	Federal	<input type="text" value="N/A"/>

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by NEW HAMPSHIRE

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$3,000.00	N/A
Spent, Previous Orders	\$0.00	\$90.96	\$0.00
Cost, This Order	\$0.00	\$70.66	\$0.00
Remaining Balance	N/A	\$2,838.38	\$0.00

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

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

To make changes to the quantity received for specific items:

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

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17J19	ALMONDS WHL 5 LB BG	5 LB	\$		<input type="text" value="1"/>	\$7.18	Federal	DELIVERED WRONG ITEM
17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.74		<input type="text" value="2"/>	\$63.48	Federal	N/A

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F25105000001
Program:	NSLP
Requested Delivery Date:	Wed 04/09/2025
Order Date:	Tue 04/08/2025

Review receipt quantities, change quantity/reason on line items as applicable, 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
17J19	ALMONDS WHL 5 LB BG	5 LB	\$3.59	2	<input type="text" value="2"/>	\$7.18	Federal	N/A
17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.74	2	<input type="text" value="2"/>	\$63.48	Federal	N/A

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by NEW HAMPSHIRE

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$3,000.00	N/A
Spent, Previous Orders	\$0.00	\$90.96	\$0.00
Cost, This Order	\$0.00	\$70.66	\$0.00
Remaining Balance	N/A	\$2,838.38	\$0.00

PROCESS Pending Receipt

Go Back to the List of Receipts

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

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

Item 17J19 has an invalid reason code. Please change the receipt quantity or reset the reason code.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17J19	ALMONDS WHL 5 LB BG	5 LB	\$3.50	2	<input type="text" value="2"/>	\$7.18	Federal	DELIVERED WRONG ITEM <input type="button" value="v"/>
17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.74	2	<input type="text" value="2"/>	\$63.48	Federal	N/A <input type="button" value="v"/>

Receipt was successfully updated.

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F25105000001
Program:	NSLP
Requested Delivery Date:	Wed 04/09/2025
Order Date:	Tue 04/08/2025

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

This order was received on 4/15/2025 7:45:50 AM CT.

Fund Balance for NSLP

Federal: Dollars represent a shared pot of money controlled by NEW HAMPSHIRE

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$3,000.00	N/A
Spent, Previous Orders	\$0.00	\$90.96	\$0.00
Cost, This Order	\$0.00	\$67.07	\$0.00
Remaining Balance	N/A	\$2,841.97	\$0.00

Print

Go Back to the List of Receipts

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F25105000001
Program:	NSLP
Requested Delivery Date:	Wed 04/09/2025
Order Date:	Tue 04/08/2025

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17J19	ALMONDS WHL 5 LB BG	5 LB	\$3.59	2	1	\$3.59	Federal	DELIVERED WRONG ITEM
17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.74	2	2	\$63.48	Federal	N/A

This order was received on 4/15/2025 7:45:50 AM CT.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by NEW HAMPSHIRE

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$3,000.00	N/A
Spent, Previous Orders	\$0.00	\$90.96	\$0.00
Cost, This Order	\$0.00	\$67.07	\$0.00
Remaining Balance	N/A	\$2,841.97	\$0.00

Print

Go Back to the List of Receipts

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

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

SURPLUS DIST SECTION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F25105000001
Program:	NSLP
Requested Delivery Date:	Wed 04/09/2025
Order Date:	Tue 04/08/2025

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
17J19	ALMONDS WHL 5 LB BG	5 LB	\$3.59	2	1	\$3.59	Federal	DELIVERED WRONG ITEM
17D42	APPLE R/D 12/3 LB BG	36 LB	\$31.74	2	2	\$63.48	Federal	N/A

This order was received on 4/15/2025 7:45:50 AM CT.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by NEW HAMPSHIRE

	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$3,000.00	N/A
Spent, Previous Orders	\$0.00	\$90.96	\$0.00
Cost, This Order	\$0.00	\$67.07	\$0.00
Remaining Balance	N/A	\$2,841.97	\$0.00

Print

Go Back to the List of Receipts

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

Edit Receipts (Tribes only)

MENOMINEE RESERVATION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YIR001
Order Confirmation Number:	F25105000003
Program:	FDPIR
Requested Delivery Date:	Mon 04/14/2025
Order Date:	Tue 04/08/2025

Review receipt quantities, change quantity/reason on line items as applicable, and select *PROCESS Pending Receipt* button. Line items received for less than ordered will show a *Request Redelivery* checkbox which can be optionally checked to request redelivery (as long as receipt is performed within 2 business days of RDD). The day after receipting, status of redelivery can only be tracked via *HelpDesk/Incidents* link.

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
19B15	APPLES FR G/D 8/5 LB BG 40 LB CS	40 LB	\$10.00	3	<input type="text" value="1"/>	\$30.00	Federal	DELIVERED POOR QUAL <input type="text" value="v"/> Request Redelivery <input checked="" type="checkbox"/> Redeliver Qty 2
15P76	CARROT 48/1 LB BG	48 LB	\$9.00	3	<input type="text" value="3"/>	\$27.00	Federal	N/A <input type="text" value="v"/>
18G90	EGGS CHL 15/1 DZN CARTON, 24 LB CS ***LOCAL GROWN***	1 CS	\$8.00	3	<input type="text" value="3"/>	\$24.00	Federal	N/A <input type="text" value="v"/>

For TRIBES ONLY - If a Tribe enters a receipt qty less than ordered, once they choose a valid reason, a new checkbox to Request Redelivery will appear below the dropdown (as long as receipt is performed within 2 business days of RDD)

PROCESS Pending Receipt

Go Back to the List of Receipts

Receipt was successfully updated.

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

MENOMINEE RESERVATION

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YIR001
Order Confirmation Number:	F25105000003
Program:	FDPIR
Requested Delivery Date:	Mon 04/14/2025
Order Date:	Tue 04/08/2025

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
19B15	APPLES FR G/D 8/5 LB BG 40 LB CS	40 LB	\$10.00	3	<input type="text" value="1"/>	\$10.00	Federal	DELIVERED POOR QUAL <input type="text" value="v"/> Request Redelivery <input type="checkbox"/> Redeliver Qty 2
15P76	CARROT 48/1 LB BG	48 LB	\$9.00	3	<input type="text" value="3"/>	\$27.00	Federal	N/A <input type="text" value="v"/>
18G90	EGGS CHL 15/1 DZN CARTON, 24 LB CS ***LOCAL GROWN***	1 CS	\$8.00	3	<input type="text" value="3"/>	\$24.00	Federal	N/A <input type="text" value="v"/>

This order was receipted on 4/15/2025 7:51:29 AM CT.

For TRIBES ONLY - In nightly batch processing, a new *Redeliver Incident* request will be created for any order/receipt processed that day that has any line items that are checked for redelivery. See Helpdesk/Incidents for more information on Redeliver Type Incidents.

Place a New Order

Edit Receipts

View an Order

Modify Pending Order

Product News Flashes

Current Fund
Balances

Return to home page

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

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

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

Current Fund Balances

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

Orders

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

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

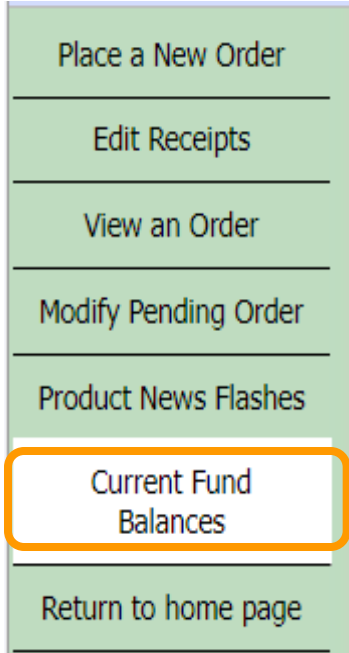
From within the FFAVORS ordering process, select the **Current Fund Balances** link on the green menu on the left.

BEDFORD, VA - SCHOOL DIST. Balances		
	NSLP \$	SFSP \$
County Summary		
Starting Balance	\$500,000.00	\$500.00
Spent, Previous Orders	\$5,158.54	\$116.40
Remaining Balance	\$494,841.46	\$383.60
County Detail		
FOREST ELEMENTARY		
Starting Balance	\$0.00	\$500.00
Spent, This Customer	\$0.00	\$0.00
Spent, Others	N/A	\$116.40
Remaining Balance	\$0.00	\$383.60
STAUNTON RIVER MIDDLE		

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

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

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



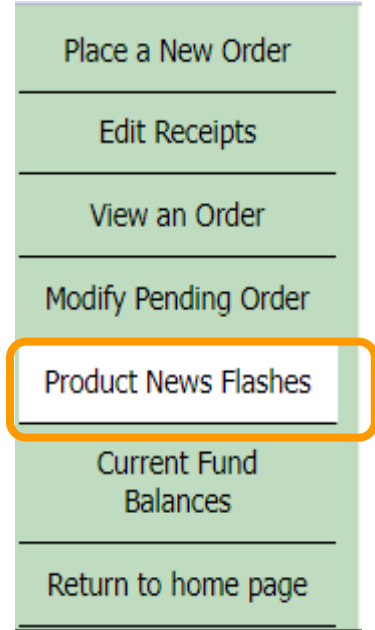
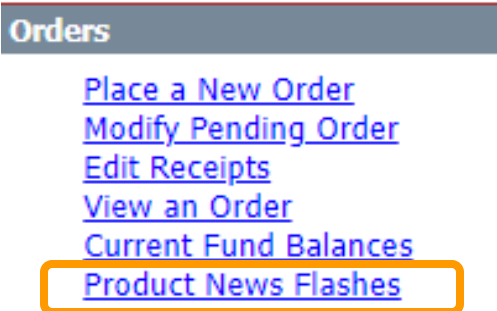
After viewing the current balances, select an activity from the green menu on the left side of the screen to continue.

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

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

Product News Flashes

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



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

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

Product News Flashes

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

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

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

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

[Product News Flashes](#) **** Updated since last login ****

Example:

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

Flash! from EXAMPLE VENDOR, Effective 2/26/2020
More *local* items added. Strawberries are back! Check out the catalog for details.

- Place a New Order

- Edit Receipts

- View an Order

- Modify Pending Order

- Product News Flashes

- Current Fund Balances

- Return to home page

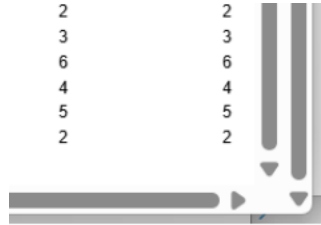
After viewing the news flashes, select an activity from the green menu on the left side of the screen to continue.

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

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

Last updated 3/01/2026

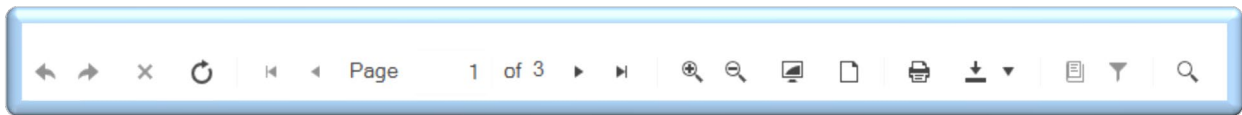
- To view report columns that appear on the right, outside of the view area, scroll down until the outer right scroll bar is at the bottom and the bottom scroll bar appears. Then move the bottom scroll bar to the right to view additional columns. Inner right scroll bar appears if there is more than one page.



If no data is found for the criteria specified, the column headers will appear with no data message:

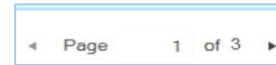
No Data Results for Current Parameters

The report bar contains icons to navigate, zoom, search and print. If the Print icon does not function you can export, save and then print from your computer.



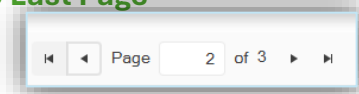
➤ The following navigation options are available:

- Use **Go to Previous Page** or **Go to Next Page** arrows.
- Enter a page number in the Page Navigation field to display a specific part of the report.
- Click on the arrows options to **Go to First Page** or **Go to Last Page**



➤ **Export Report**

- Click the Export icon on the report menu bar to show the export options: PDF, CSV and Excel. Use the dialog box to save the export file to your computer.



	<p><i><u>PDF</u> is configured to fit columns on one page.</i></p> <p><i><u>CSV</u> from here does not specify column headers</i></p>
--	---

- If formatting for PDF or CSV from the report bar is not suitable, use instructions below to download to Excel and convert to PDF/CSV from there.

Usage Reports

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

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

Usage Report

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

Report Type:

- Detail
- Summary - by Customer
- Summary - by RDD
- Summary - by District

Customer Code:

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

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

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

* Denotes a Required Field

Choose a 'Report Type':

- **Detail** – All details for every line item and order.
- **Summary - by Customer** – Dollar value, weight and quantity by customer
- **Summary - by RDD** – Dollar value, weight and quantity by delivery date
- **Summary – by District** – Dollar value, weight and quantity by District (Only for State Acct Rep, District Acct Rep and District Customers)


Note: Detail is selected by default.


Usage Report

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

Report Type: Detail
 Summary - by Customer
 Summary - by RDD
 Summary - by District

Customer Code:

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

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

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


* Denotes a Required Field


Usage Report

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

Report Type: Detail
 Summary - by Customer
 Summary - by RDD
 Summary - by District

District Code:

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

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

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

* Denotes a Required Field

District Users only: Can choose a Customer Code or All Customers.

State Users only: Can choose a District Code or All Districts.


Note: All Customers or All Districts is selected by default.


Usage Report

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

Report Type: Detail
 Summary - by Customer
 Summary - by RDD
 Summary - by District

Customer Code:

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

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

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

* Denotes a Required Field

Choose the date period to include in the report:

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


Note: These dates are required.


Usage Report

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

Report Type: Detail
 Summary - by Customer
 Summary - by RDD
 Summary - by District

Customer Code:

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

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

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

* Denotes a Required Field

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

Usage Report

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

Report Type:

- Detail
- Summary - by Customer
- Summary - by RDD
- Summary - by District

Customer Code:

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

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

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

*** Denotes a Required Field**

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

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

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

State name	District code	District name	Order Number	Order date	Delivery date	Receipt Date	Item Code	Item Description	State of Origin	Bill Price	Total DV	Total Lbs	Ordered Qty	Received Qty
MD	OMD001	ALLEGANY COUNTY	*20023000005	2020/01/22	2020/01/30	0030	2020/02/11	17J19	ALMONDS WHL 5 LB B		2.33	11.65	25	8
MD	OMD001	ALLEGANY COUNTY	*20023000005	2020/01/22	2020/01/30	0030	2020/02/11	15D40	SALAD MIX ROMAINE	LA MD	3.24			
MD	OMD001	ALLEGANY COUNTY	*20023000005	2020/01/22	2020/01/30	0030	2020/02/11	15D41	SALAD MIX ROMAINE	KS NC	3.33			
MD	OMD001	ALLEGANY COUNTY	*20023000005	2020/01/22	2020/01/30	0030	2020/02/11	15D42	SALAD MIX CHL SPRIN	FL OR	1.23			
MD	OMD001	ALLEGANY COUNTY	*20043000006	2020/02/12	2020/02/18	0049	2020/04/28	18A27	BEANS GREEN CHL S	ID	1.99	17.91	135	9
MD	OMD001	ALLEGANY COUNTY	*20043000006	2020/02/12	2020/02/18	0049	2020/04/28	18A52	BEANS GREEN CHL S	MT	2.01	18.09	27	9
MD	OMD001	ALLEGANY COUNTY	*20043000006	2020/02/12	2020/02/18	0049	2020/04/28	18A53	BLACKBERRIES FRES	IL	12.20	109.80	54	9
MD	OMD001	ALLEGANY COUNTY	*20043000006	2020/02/12	2020/02/18	0049	2020/04/28	18A53	BLACKBERRIES FRES	SE	1.99	3.98	10	2
MD	OMD001	ALLEGANY COUNTY	*20043000006	2020/02/12	2020/02/18	0049	2020/04/28	18A53	BLACKBERRIES FRES	SE	1.33	11.97	90	9

EXAMPLE 1: Usage Report (Detail)

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

State name	District code	District name	Fund code	Program	Customer code	Customer name	Total DV	Total Lbs	Total Cases
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	678.54	2,109	225
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	169.29	648	64
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	31.20	112	12
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD577	STONE RIDGE MIDDLE SCHOOL	93.60	336	36
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	YMD577	STONE RIDGE MIDDLE SCHOOL	66.96	200	27
MD	OMD432	REGRESSION R1-15-SS-MD	FED	NSLP	YMD692	REGRESSION R1-15-NSLP-SS	0.05	15	5
MD	OMD612	LOU	FED	NSLP	YMD692	REGRESSION R1-15-NSLP-SS	0.05	75	15
MD	OMD650	MUN	FED	NSLP	YMD692	REGRESSION R1-15-NSLP-SS	0.00	270	15
MD	OMD699	COL	FED	NSLP	YMD692	REGRESSION R1-15-NSLP-SS	0.00	540	30
MD	OMD699	COL	FED	NSLP	YMD692	REGRESSION R1-15-NSLP-SS	0.25	190	13

EXAMPLE 2: Usage Report (Summary - by Customer)

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

State	District code	District name	Fund code	Program	Customer code	Customer name	Order Date	Delivery Date	Total DV	Total Lbs	Total Cases
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	01/22/2020	01/30/2020	23.92	61	10
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	02/12/2020	02/18/2020	332.54	947	96
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	04/14/2020	04/15/2020	20.97	45	9
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	04/16/2020	04/22/2020	27.86	60	12
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	04/28/2020	05/04/2020	20.97	45	9
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	04/28/2020	05/05/2020	13.98	30	6
MD	OMD001	ALLEGANY COUNTY P	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	06/06/2020	06/06/2020	6.99	15	3
MD	OMD001	ALLEGANY COUNTY P	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	09/01/2020	09/01/2020	37.74	204	14
MD	OMD001	ALLEGANY COUNTY P	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	09/02/2020	09/02/2020	60.39	235	27
MD	OMD001	ALLEGANY COUNTY P	FED	NSLP	YMD477	JOHN HUMBRD ELEMENTARY SNACK	09/04/2020	09/04/2020	133.08	487	39

EXAMPLE 2: Usage Report (Summary - by RDD)

FFAVS905C - SUMMARY USAGE BY DISTRICT 1/1/2020 to 12/31/2021

State name	District code	District name	Fund code	Fund Type	Program	Total DV	Total Lbs	Total Cases
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	NSLP	NSLP	941.43	3,093	325
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	FED	SFSP	SFSP	98.16	312	39
MD	OMD028	MOUSHOMI CNTY	FED	NSLP	NSLP	22.40	122	8
MD	OMD432	REGRESSION R1-15-SS-MD	FED	NSLP	NSLP	10.05	15	5
MD	OMD850	MUNTAZIR CNTY	FED	NSLP	NSLP	70.00	580	25
MD	OMD850	MUNTAZIR CNTY	FED	NSLP	NSLP	34.95	75	15
MD	OMD899	COUNTY	FED	NSLP	NSLP	923.85	4,071	230
MD	OMD788	COUNTY	FED	NSLP	NSLP	36.00	24	24

EXAMPLE 3: Usage Report (Summary - by District)

Budget Balance/Spent Report

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

On the homepage, select the **Budget Balance/Spent** link under the 'Reports' menu.

Budget Balance/Spent

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

Program: School Lunch Summer Food

Customer Code:

*** Budget Year:**

*** Denotes a Required Field**

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

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

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

Customer Code:

* Budget Year:

* Denotes a Required Field

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

District Code:

* Budget Year:

* Denotes a Required Field

District Users only: Can choose a Customer Code or All Customers.

State Users only: Can choose a District Code or All Districts.

Note: All Customers or All Districts is selected by default.

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

Customer Code:

* Budget Year:

* Denotes a Required Field

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

Note: The default is the current Budget Year.

Budget Balance/Spent

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

Program: School Lunch
 Summer Food

Customer Code:

*** Budget Year:**

*** Denotes a Required Field**

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

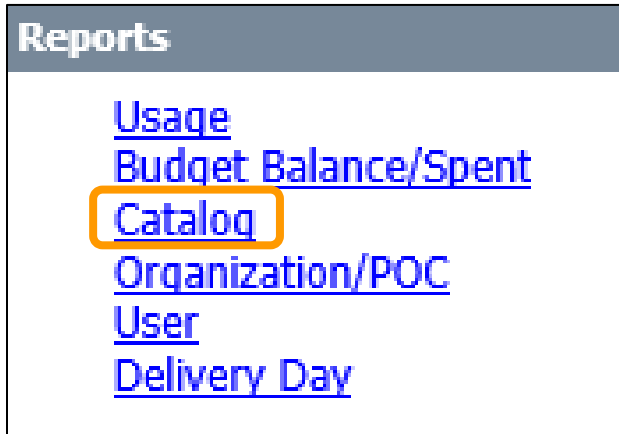
To view a help document that explains how to work with the reports, select **Report Help**.

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

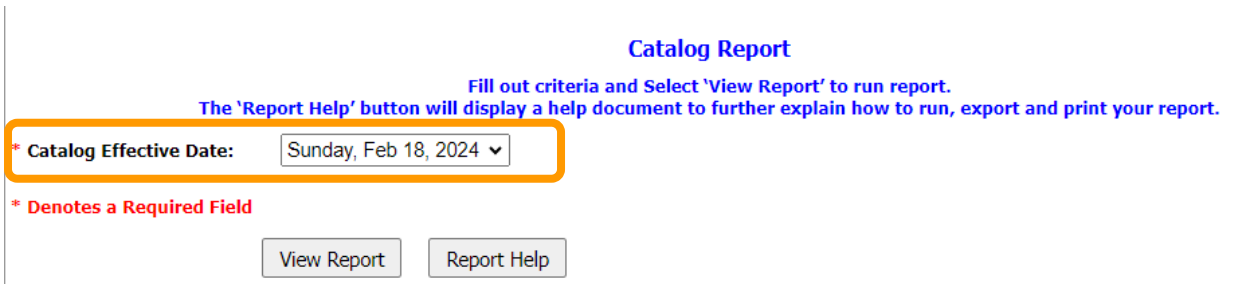
							SAMPLE DATA	
State Name	District Code	District Name	Customer Code	Customer Name	Federal Dollars	Federal Spent Funds	Federal Balance	State Spent Funds
MD					55,000.00	228.95	54,771.05	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL			20,000.00	0.00	20,000.00	0.00
MD	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL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

EXAMPLE: Budget/Balance Spent Report

Catalog Report



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




Choose from the 'Catalog Effective Date' dropdown list.

State Users only: Must choose a Vendor or a District before the Catalog Effective Date.

Note: This date is required.

Home Help Logout Switch



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 13, 2024

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

EXAMPLE VENDOR SPM300-18-DZ043 02/11/2024

Item Code	Item Description	Unit of Issue	Units Per Case	Source of Supply	State of Origin	Price	Status
14A14	APPLE R/D 163 CT 1/40 LB CS	LB	40	DOMESTIC	CA	30.45	
15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	LB	40	DOMESTIC	CA		
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	LB	18	DOMESTIC	CT		
14M33	CARROT WHL 1/5 LB BG	LB	5	DOMESTIC	GA	3.64	
14M35	POTATO SWT 1/50 LB CS	LB	50	DOMESTIC	FL	22.22	
15D42	SALAD MIX CHL SPRING MIX 1/3 LB BG	LB	3	DOMESTIC	GA	7.44	
14M14	STRAWBERRY 1/1 PT CO	LB	1	DOMESTIC	AR	4.95	
15D61	TOMATOES GRAPE 100/2 OZ EA 12.5 LB CS	LB	12	DOMESTIC	AZ	11.33	

SAMPLE DATA

EXAMPLE: Catalog Report

FDPIR Catalog Report

Reports

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

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

*Available to Tribe Customers only.

FDPIR Standard Catalog

ITEM CODE	DESCRIPTION	CATEGORY	SEASONAL CATALOG ITEM?	SEASON
15018	APPLE BRAEBURN 12/3 LB BG		<input checked="" type="checkbox"/>	May ▼ to Dec ▼
17T43	APPLE CAMEO 113-125 CT 1/40 LB CS		<input type="checkbox"/>	
15P80	APPLE G/S 12/3 LB BG	APPLE	<input type="checkbox"/>	
17D42	APPLE R/D 12/3 LB BG	APPLE	<input type="checkbox"/>	
14J13	APPLE RED 100-113 CT 8/5 LB BG	APPLE	<input type="checkbox"/>	
14J67	APPLE/ORANGE MIX 8/5 LB BG	FRUIT MIX	<input type="checkbox"/>	
18J59	APPLES FR G/S WASH XF 113-125 CT 40 LB	APPLE	<input type="checkbox"/>	
18J03	APPLES FR R/D 113-125 CT 40 LB CS	APPLE	<input type="checkbox"/>	
19B15	APPLES, FRESH, GOLDEN DELICIOUS, 8/5 LB		<input type="checkbox"/>	
16Z92	ASPARAGUS FRESH 11/1 LB	ASPARAGUS	<input checked="" type="checkbox"/>	Mar ▼ to May ▼
18A01	ASPARAGUS FRESH 28/1 LB EA 28 LB CS	ASPARAGUS	<input checked="" type="checkbox"/>	Mar ▼ to May ▼
16M15	TURNIP 16/1 LB PG		<input checked="" type="checkbox"/>	Nov ▼ to Mar ▼
18B68	TURNIP 5 LB BG	TURNIPS	<input checked="" type="checkbox"/>	Nov ▼ to Mar ▼
18M04	TURNIPS FR 26/1 LB BG	TURNIPS	<input checked="" type="checkbox"/>	Nov ▼ to Mar ▼
16L52	VEG MX CHL STEW 24/1 LB BG		<input type="checkbox"/>	

[View Report - FDPIR Catalog](#)

➤ Select **View Report – FDPIR Catalog** to open the report interface.

SAMPLE DATA

FFAVS933A - FDPIR STANDARD CATALOG 7/23/2025

ITEM CODE	DESCRIPTION	CATEGORY	TYPE	SEASON BEGIN	SEASON END
15018	APPLE BRAEBURN 12/3 LB BG		SEASONAL	May	Dec
17T43	APPLE CAMEO 113-125 CT 1/40 LB CS		STANDARD		
15P80	APPLE G/S 12/3 LB BG	APPLE	STANDARD		
17D42	APPLE R/D 12/3 LB BG	APPLE	STANDARD		
14J13	APPLE RED 100-113 CT 8/5 LB BG	APPLE	STANDARD		
14J67	APPLE/ORANGE MIX 8/5 LB BG	FRUIT MIX	STANDARD		
18J59	APPLES FR G/S WASH XF 113-125 CT 40 LB	APPLE	STANDARD		
18J03	APPLES FR R/D 113-125 CT 40 LB CS	APPLE	STANDARD		
19B15	APPLES, FRESH, GOLDEN DELICIOUS, 8/5 LB		STANDARD		
16Z92	ASPARAGUS FRESH 11/1 LB	ASPARAGUS	SEASONAL	Mar	May
18A01	ASPARAGUS FRESH 28/1 LB EA 28 LB CS	ASPARAGUS	SEASONAL	Mar	May
15T61	AVOCADOS 48 CT 1/24 LB CS	AVOCADO	SEASONAL	May	Sep
17T29	BROCCOLI US#1 14 CT 1/20 LB CS	BROCCOLI	STANDARD		
16P47	CABBAGE GRN US#1 1/50 LB CS				
15P76	CARROT 48/1 LB BG				
15O14	CARROT CHL BABY WHL 30/1 LB BG				
15P70	CAULIFLOWER 12 CT 1/22 LB CS	CAULIFLOWER	STANDARD		

EXAMPLE: FDPIR Catalog

Organization/POC Listing Report

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

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

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

Organization/POC Listing

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

View Report

Report Help

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

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

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

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

District Code	District Name	Org Code	Org Name	Program	Address 1	Address 2	City	State	Zip	POC	File	Org Create Date
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD177	JOH VIMBERG ELEMENTARY SNACK	NSLP	271 MARKET STREET		CUMBERLAND	MD	21522	SUSAN BELIAN		06/20/2011
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD64U	NON-FS CUSTOMER	NSLP	8712 TRIPLE TR		SPRINGFIELD	MD	20144	BERNADETTE SINGH		08/06/2015
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD181	SFSP - SCHOOL 10	SFSP	301 HILL AVE		ARLINGTON	MD	20301	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD182	SFSP - SCHOOL 11	SFSP	CI CT		ARLINGTON	MD	20301	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD183	SFSP - SCHOOL 13	SFSP	314 GOSNELL RD		VIENNA	MD	20187	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD184	SFSP - SCHOOL 14	SFSP	314 WINGS STREET		BETHESDA	MD	20148	BERNADETTE SINGH		07/21/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD185	SFSP - SCHOOL 15	SFSP	1232 TOWNSEND STREET		FARFAX	MD	20130	BERNADETTE SINGH		07/21/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD186	SFSP - SCHOOL 16	SFSP	362 NW AVE		ARLINGTON	MD	22201	BERNADETTE SINGH		07/21/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A5	SFSP - SCHOOL 17	SFSP	2468 KORNBLUK SO		ROCKVILLE	MD	20182	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD202	SFSP - SCHOOL 2	SFSP	M STREET		POTOMAC	MD	20183	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL 20	SFSP	K STREET		ARLINGTON	MD	20154	BERNADETTE SINGH		07/21/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD253	SFSP - SCHOOL 4	SFSP	DUKE ST		BETHESDA	MD	20185	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL 8	SFSP	U STREET		ROCKVILLE	MD	20187	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A4	SFSP - SCHOOL 8	NSLP/SFSP	300 DUKE CT		BETHESDA	MD	20187	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A3	SFSP - SCHOOL 7	SFSP	123 KING STREET		POTOMAC	MD	20184	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL 8	NSLP/SFSP	1200 NW AVE		ALEXANDRIA	MD	22302	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL 8	SFSP	607 DUPON CIRCLE		ARLINGTON	MD	20148	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD254	SFSP - SCHOOL 5	SFSP	DUKE CT		ROCKVILLE	MD	20186	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD201	SFSP - SCHOOL 5	SFSP	F STREET		ALEXANDRIA	MD	20182	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD252	SFSP - SCHOOL 3	SFSP	L STREET		POTOMAC	MD	20184	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD297	SS - YELLOW FIELD STATION SCHOOL	NSLP/SFSP	3102 YAHAMA CT		POTOMAC	MD	20184	BERNADETTE SINGH		09/19/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD1A9	SS-BROOKS ACADEMY SCHOOL	NSLP	5166 PRINCE BLVD		SHADY GROVE	MD	20187	BERNADETTE SINGH		07/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD244	SS-APOLLOS ELEMENTARY	NSLP	5412 KINGS ST		STERLING	MD	21452	BERNADETTE SINGH		03/02/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD265	SS-CADWELL ELEMENTARY SCHOOL	NSLP	31 A KINGS STREET		POTOMAC	MD	20181	BERNADETTE SINGH		04/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD266	SS-REGGIE SCHOOL 116	SFSP	38 M STREET		POTOMAC	MD	20182	BERNADETTE SINGH		06/07/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD219	SS-RT R1-18 - EAGLE RIDGE (SFSP)	SFSP	YORK ST		POTOMAC	MD	20187	BERNADETTE SINGH		12/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD218	SS-RT R1-18 - POTOMAC SCHOOL (NSLP)	NSLP	K ST		POTOMAC	MD	20187	BERNADETTE SINGH		12/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD221	SS-RT R1-18 - ROSA CARTER (BOTH)	NSLP/SFSP	M ST		POTOMAC	MD	20187	BERNADETTE SINGH		12/20/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD215	SS-JAT1 18-HIGH SCHOOL	NSLP/SFSP	OAK COURT		POTOMAC	MD	20189	BERNADETTE SINGH		11/08/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD214	SS-JAT1 18-MIDDLE SCHOOL	NSLP/SFSP	500 WILDEST VILLAGE		BETHESDA	MD	20187	BERNADETTE SINGH		11/08/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD212	SS-JAT1 18-ELEMENTARY SCHOOL	NSLP/SFSP	654 MOUNT VIEW		BETHESDA	MD	20187	BERNADETTE SINGH		11/08/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD277	STONE RIDGE MOBILE SCHOOL	NSLP/SFSP	5988 BOWENS WINDFALL PL		SARASOTTA	MD	20148	BERNADETTE SINGH		05/21/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD211	SUGAN CURIE SCHOOL	NSLP	611 GOSNELL ROAD		SHADY GROVE	MD	20187	BERNADETTE SINGH		07/28/2016
0MD001	ALLELEGANY COUNTY PUBLIC SCHOOL	YMD289	SUGAN YMD289	NSLP	508 STRAIGHT CT		BETHESDA	MD	20187	BERNADETTE SINGH		07/28/2016

**EXAMPLE:
Organization
/POC Listing
Report**

User Listing Report

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

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

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

User Listing Report

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

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

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

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

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

SAMPLE DATA

FFAVS07 - USER LISTING

District Name	Customer Code	Customer
ALLEGANY COUNTY PUBLIC SCHOOL	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL
ALLEGANY COUNTY PUBLIC SCHOOL	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL
ALLEGANY COUNTY PUBLIC SCHOOL	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL
ALLEGANY COUNTY PUBLIC SCHOOL		District Acct Rep
ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIRD ELEMENTARY SNACK
ALLEGANY COUNTY PUBLIC SCHOOL	YMS15	SS-UAT1:18-HIGH SCHOOL

EXAMPLE: User Listing Report

Active/Inactive	User Create Dt	Last Login
INACTIVE	11/13/2017	10/02/2020
INACTIVE	09/17/2013	11/11/2021
ACTIVE	11/02/2007	04/13/2023
INACTIVE	09/17/2013	08/29/2021
INACTIVE	09/17/2013	05/29/2021
ACTIVE	11/07/2017	08/24/2022
INACTIVE	11/14/2016	04/29/2020

Delivery Day Report

Reports

- [Usage](#)
- [Budget Balance/Spent](#)
- [Catalog](#)
- [Organization/POC](#)
- [User](#)
- [Delivery Day](#)

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

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

Delivery Day Report

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

Customers:

- All Customers
- Customers with Delivery Day Assigned
- Customers with NO Delivery Day Assigned

View Report

Report Help

District Users only: Can choose All Customers or Customers with or without a Delivery Day Assigned.

Note: All Customers selected by default.

Delivery Day Report

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

District Code:

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

State Users only: Can choose a District Code or All Districts and All Customers or Customers with or without a Delivery Day Assigned.

Note: All Districts is selected by default.

Delivery Day Report

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

District Code:

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

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

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

FFAVS921 - DELIVERY DAY - OMD001 ALL						SAMPLE DATA
Contract	Delivery Day(s)	District code	District name	Customer code	Customer name	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	0608AU	NON-FS CUSTOMER	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A1	SFSP - SCHOOL20	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A2	SFSP - SCHOOL6	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A7	SFSP - SCHOOL8	
SPM300-14-DS605	Mon Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1A8	SFSP - SCHOOL8	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B1	SFSP - SCHOOL10	
SPM300-14-DS605	Mon Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD1B4	SFSP - SCHOOL14	
SPM300-14-DS605	Mon Tue Wed Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD477	JOHN HUMBIRD ELEMENTARY SNACK	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SS-CALDWELL ELEMENTARY SCHOOL	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD485	SFSP - SCHOOL1	
SPM300-14-DS605	Mon Thu	OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD611	STONE RIDGE MIDDLE SCHOOL	
SPM300-14-DS605		OMD001	ALLEGANY COUNTY PUBLIC SCHOOL	YMD611	SUGAN CURIE SCHOOL	

EXAMPLE: Delivery Day Report

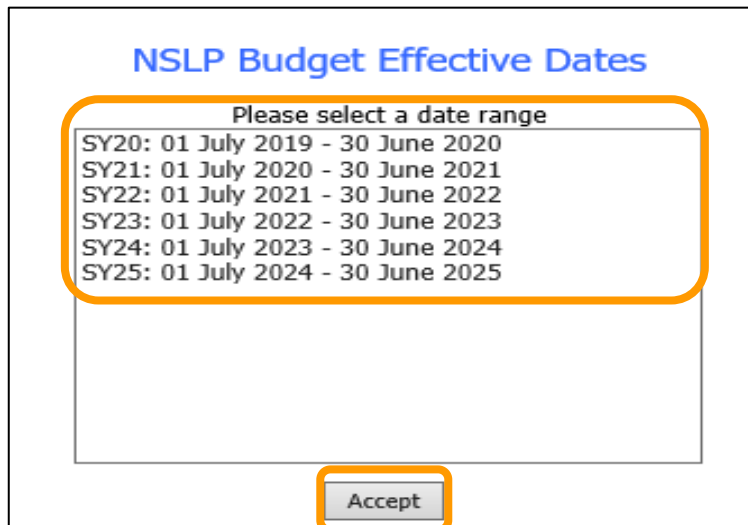
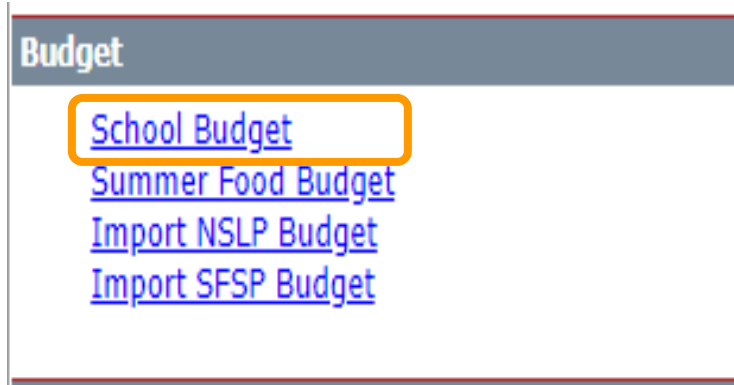
Budget

- Account Representatives can enter, update, or upload entitlement budget for their customer organizations.
- Programs available to these organizations may include National School Lunch Program (NSLP) and/or Summer Food Service Program (SFSP).
- State Account Representatives may update entitlement for their districts and for schools.
- District Account Representatives may update entitlement for their schools.

School Budget

District Account Representatives and State Account Representatives only:

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



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

State Account Representative - NSLP District Entitlements

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

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

1 2 3 4 5 6 7 8 9
 Cust Code

State Account Representatives only:
 A summary of available entitlement for the state is displayed at the top of the screen.
Note: If GOVT \$ are available, they are applied at the state and first come, first serve.

State Account Representative - NSLP District Entitlements

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

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

1 2 3 4 5 6 7 8 9
 Cust Code Customer

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

State Account Representative - NSLP District Entitlements

State: NEW HAMPSHIRE State Cust Cd: SNH001
 Effective Dates: 7/1/2021 - 6/30/2022
 Fed Entitlement for State: \$ 100,000 Controlled by State: No
TOTAL (ALL DISTRICTS) Fed Entitlement \$ 22,600 Fed Balance: \$ 22,465.85
 GOVT Value \$ 500 GOVT Balance: \$ 500.00

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
<input type="button" value="Update"/>	ONH001	SURPLUS DIST SECTION, NH	\$ 1,200	\$ 1,065.85	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>	ONH002	CONTOOCOOK VALLEY SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Update"/>	ONH003	Ashland SD	\$ 1,400	\$ 1,400.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH004	Inter- Lakes SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH005	Berlin SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH006	Newfound area SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH007	Oyster River SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH008	Claremont SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH009	Unity SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH010	Colebrook SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH011	Pittsburg SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH012	Stewartstown SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH013	Concord SD	\$ 0	0.00	<input type="checkbox"/>

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

Update successful.

State Account Representative - NSLP District Entitlements

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

	CUST CD	DISTRICT NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
<input type="button" value="Update"/>	ONH001	SURPLUS DIST SECTION, NH	\$ 1,200	\$ 1,065.85	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>	ONH002	CONTOOCOOK VALLEY SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Update"/>	ONH003	Ashland SD	\$ 1,600	\$ 1,600.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH004	Inter- Lakes SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH005	Berlin SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH006	Newfound area SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH007	Oyster River SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH008	Claremont SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH009	Unity SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH010	Colebrook SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH011	Pittsburg SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH012	Stewartstown SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH013	Concord SD	\$ 0	0.00	<input type="checkbox"/>
<input type="button" value="Create"/>	ONH014				
<input type="button" value="Create"/>	ONH015				
<input type="button" value="Create"/>	ONH016				
<input type="button" value="Create"/>	ONH017				
<input type="button" value="Create"/>	ONH018				
<input type="button" value="Create"/>	ONH019				
<input type="button" value="Create"/>	ONH020				

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

State Account Representative - NSLP District Entitlements

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

	CUST_CD	DISTRICT_NM	FED ENTITLEMENT	FED BALANCE	CONTROLLED BY DISTRICT
Update	ONH001	SURPLUS DIST SECTION, NH	\$ 1,200	\$ 1,065.85	<input checked="" type="checkbox"/>
Update	ONH002	CONTOOCOOK VALLEY SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Update	ONH003	Ashland SD	\$ 1,600	\$ 1,600.00	<input type="checkbox"/>
Create	ONH004	Inter- Lakes SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH005	Berlin SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH006	Newround area SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH007	Oyster River SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH008	Claremont SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH009	Unity SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH010	Colebrook SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH011	Pittsburg SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH012	Stewartstown SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH013	Concord SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH014	Bartlett SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH015	Conway SD	\$ 0	\$ 0.00	<input type="checkbox"/>
Create	ONH016	Keene SD			
Create	ONH017	Derry SD			
Create	ONH018	Dover SD			
Create	ONH019	Londonberry			
Create	ONH020	Madison SD			

1 2 3 4 5 6 7 8 9

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

State Account Representative - NSLP Entitlements

State: NEW HAMPSHIRE District: ASHLAND SD District Cust Cd: ONH003
 Effective Dates: 7/1/2021 - 6/30/2022
 Fed Entitlement for District: \$ 1,600 Controlled by State: No Controlled by District: No
TOTAL (ALL SCHOOLS) Fed Entitlement: \$ 0 Fed Balance: \$ 0.00

CUST_CD	SCHOOL_NM	FED ENTITLEMENT	FED BALANCE
YNH005	Ashland Elementary	\$ 0	\$ 0.00

Cust Code

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

State Account Representative - NSLP Entitlements

State: NEW HAMPSHIRE District: SURPLUS DIST SECTION, NH District Cust Cd: ONH001
Effective Dates: 7/1/2023 - 6/30/2024
Fed Entitlement for District: \$ 5,000 Controlled by State: No Controlled by District: No
TOTAL (ALL SCHOOLS) Fed Entitlement: \$ 3,000 Fed Balance: \$ 2,804.95

CUST CD	SCHOOL NM		FED ENTITLEMENT	FED BALANCE
YNH001	SURPLUS DIST SECTION	\$	3,000	\$ 2,804.95

Cust Code Customer Search Show All

Save

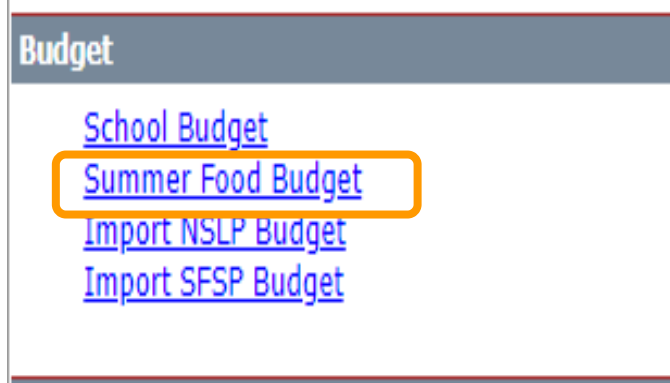
To update school entitlement, enter a value in the 'FED ENTITLEMENT' column. Then select the **Save** button. A confirmation message appears at the top of the screen to indicate that the save was successful.

Save successful.

Summer Food Budget

District Account Representatives and State Account Representatives only:

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



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

State Account Representative - SFSP District Dollars

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

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
<input type="button" value="Update"/>	OVA044	BEDFORD, VA - SCHOOL DIST.	\$ <input type="text" value="3,500"/>	\$ 3,500.00	<input type="checkbox"/>
<input type="button" value="Create"/>	OVA650	SFSP SPONSOR, VA	\$ 0	\$ 0.00	<input type="checkbox"/>

Cust Code Customer

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

State Account Representative - SFSP District Dollars

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

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
<input type="button" value="Update"/>	OVA044	BEDFORD, VA - SCHOOL DIST.	\$ <input type="text" value="3,500"/>	\$ 3,500.00	<input type="checkbox"/>
<input type="button" value="Create"/>	OVA650	SFSP SPONSOR, VA	\$ 0	\$ 0.00	<input type="checkbox"/>

Cust Code Customer

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

State Account Representative - SFSP District Dollars

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

	<u>CUST CD</u>	<u>DISTRICT NM</u>	<u>FED DOLLARS</u>	<u>FED BALANCE</u>	<u>CONTROLLED BY DISTRICT</u>
<input type="button" value="Update"/>	OVA044	BEDFORD, VA - SCHOOL DIST.	\$ <input type="text" value="3,500"/>	\$ 3,500.00	<input type="checkbox"/>
<input type="button" value="Create"/>	OVA650	SFSP SPONSOR, VA	\$ 0	\$ 0.00	<input type="checkbox"/>

Cust Code Customer

State Account Representatives only:

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

Update successful.

State Account Representative - SFSP District Dollars

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

	<u>CUST CD</u>	<u>DISTRICT NM</u>	<u>FED DOLLARS</u>	<u>FED BALANCE</u>	<u>CONTROLLED BY DISTRICT</u>
<input type="button" value="Update"/>	OVA044	BEDFORD, VA - SCHOOL DIST.	\$ <input type="text" value="4,000"/>	\$ 4,000.00	<input type="checkbox"/>
<input type="button" value="Create"/>	OVA650	SFSP SPONSOR, VA	\$ 0	\$ 0.00	<input type="checkbox"/>

Cust Code Customer

State Account Representatives only:

A system message confirms that the dollar value was successfully updated.

State Account Representative - SFSP District Dollars

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

	CUST CD	DISTRICT NM	FED DOLLARS	FED BALANCE	CONTROLLED BY DISTRICT
<input type="button" value="Update"/>	OVA044	BEDFORD, VA - SCHOOL DIST.	\$ <input type="text" value="3,500"/>	\$ 3,500.00	<input type="checkbox"/>
<input type="button" value="Create"/>	OVA650	SFSP SPONSOR, VA	\$ 0	\$ 0.00	<input type="checkbox"/>

Cust Code Customer

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

State Account Representative - SFSP Dollars

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

CUST CD	SCHOOL NM	FED DOLLARS	FED BALANCE
YVA620	BEDFORD ELEMENTARY	\$ <input type="text" value="1,000"/>	\$ 1,000.00
YVA621	BEDFORD PRIMARY	\$ <input type="text" value="1,500"/>	\$ 1,500.00

Cust Code Customer

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

State Account Representative - SFSP Dollars

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

<u>CUST CD</u>	<u>SCHOOL NM</u>	<u>FED DOLLARS</u>	<u>FED BALANCE</u>
YVA620	BEDFORD ELEMENTARY	\$ 1,000	\$ 1,000.00
YVA621	BEDFORD PRIMARY	\$ 1,500	\$ 1,500.00

Cust Code Customer

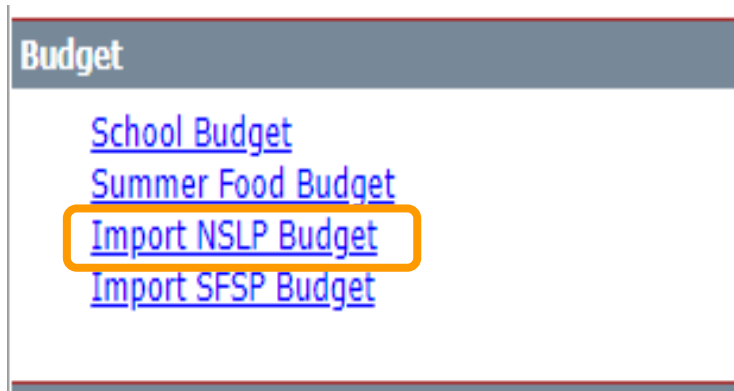
To update school entitlement, enter a value in the 'FED DOLLARS' column. Then select the **Save** button. A confirmation message appears at the top of the screen to indicate that the update was successful.

Update successful.

Import NSLP Budget

District Account Representatives and State Account Representatives only:

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



Import NSLP Budget

Use this screen to import new or updated budget information for the current or future program year. Click [here](#) to view details on import file format, rules and samples.

Select Import Type

District School

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

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

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

State Account Representatives:

Select the type of import:

- **District – entitlement for district(s) in the state**
- **School – entitlement for school(s) in a selected district**

Select Import Type

District School

District: -- Select District --

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

Note:

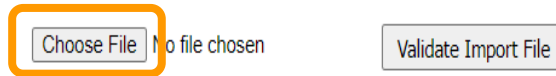
If School is selected, select an organization from the 'District' dropdown list.

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

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

Select the **Choose File...** button to locate the file to be uploaded.

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



Then, select **Validate Import File**.

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



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

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

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

No file chosen

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

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

Sum of School Budgets exceeds Entitlement for District.

If the validation is successful, a message is displayed: “Validation Passed. Select ‘Import into FFAVORS’ button to upload budgets into FFAVORS.”

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

Choose File No file chosen
Validate Import File

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

Import into FFAVORS

Select **Import into FFAVORS**.

File Successfully Imported - 1/26/2022 4:17:35 PM Central Time.

Choose File No file chosen
Validate Import File

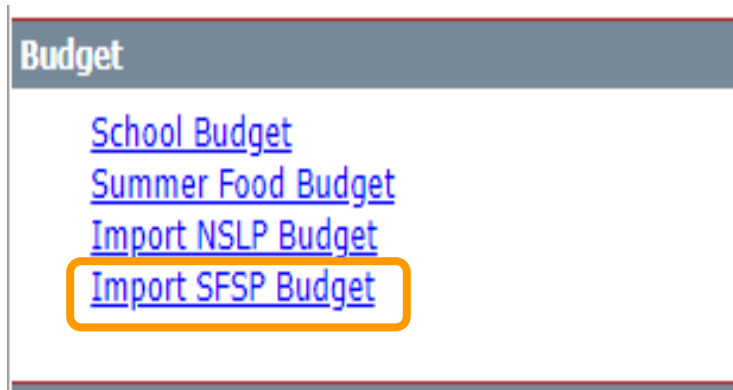
STATE CODE	DISTRICT CODE	CUSTOMER CODE	ENTITLEMENT	VALIDATION MESSAGE
NH	ONH073	YNH138	1,250	
NH	ONH073	YNH139	1,800	

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

Import SFSP Budget

District Account Representatives and State Account Representatives only:

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



Import SFSP Budget

Use this screen to import new or updated budget information for the current or future program year. [Click here](#) to view details on import file format, rules and samples.

Select Import Type

District School

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

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

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

State Account Representatives:

Select the type of import:

- **District – entitlement for district(s) in the state**
- **School – entitlement for school(s) in a selected district**

Note:

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

Program Year: FY24: 01 October 2023 - 30 September 2024
FY25: 01 October 2024 - 30 September 2025

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

Select the **Choose File...** button to locate the file to be uploaded.

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

Then, select **Validate Import File**.

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

No file chosen

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

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

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

No file chosen

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

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

Sum of School Budgets exceeds Entitlement for District.

If the validation is successful, a message is displayed: “Validation Passed. Select ‘Import into FFAVORS’ button to upload budgets into FFAVORS.”

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

No file chosen

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

Select **Import into FFAVORS**.

File Successfully Imported - 1/26/2022 4:17:35 PM Central Time.

No file chosen

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

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

Customers

County/Schools:

On the homepage, select the **Customer** link under the 'Customers / POC' menu.

State Account Representatives:

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

Customer / POC

[Customer](#)

Customers

[Existing Customers / Request New](#)

- State Account Representatives, Counties and Schools may view all existing county/districts and schools at their level or below.
- State Account Representatives, Counties and Schools have the ability to add/change/delete POC information on existing customers at their level or below.
- After adding a pending customer, USDA and DLA will review and approve.
- Before requesting a new county/district or school, use the search tools to confirm that it does not already exist.
- Contact your DLA representative to request reactivation of an inactive customer.
- Requests for new county/district and associated schools should be entered on the same day. They will be processed together in the nightly batch.
- Food Service Organizations (FSOs) can be added to pending customers.
- Pending county/districts will not move to the next step unless it is associated with pending school(s).

Existing Customers

Use the radio buttons at the top of the grid to filter by status:
Show All
Show Active Only
Show Inactive Only
Show Pending Only (State Account Representatives ONLY)
Show addresses in results (State Account Representatives Only)

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

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DISTRICT CODE	BUDGET PROGRAM	STATUS
PND-YNH-000048	School	TEST SCHOOL	NH		ONH001	NSLP/SFSP	2 – Awaiting USDA approval
YNHA34	School	CLARK ELEMENTARY SCHOOL	NH		ONH073	NSLP/SFSP	3 – Awaiting DLA approval
PND-ONH-000049	County/District	NEW TEST COUNTY	NH		PND-ONH-000049	NSLP	1 - Awaiting Batch Validation
ONH001	County/District	SURPLUS DIST SECTION, NH	NH		ONH001	NSLP	Active
YNH000	School	SURPLUS DISTRICT	NH	W	ONH000	NSLP	Active
YNH000	County/District	Newfound Memorial MS	NH		ONH006	NSLP	Active
YNH010	School	Newfound Memorial MS	NH		ONH006	NSLP	Active
YNH011	School	New Hampton Community School	NH		ONH006	NSLP	Active

Cust Code
 Cust Type
 Customer
 Zip

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

For Counties and Schools, Search on Zip will show the address in the 'Customer' column.

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

<u>CUST CODE</u>	<u>CUST TYPE</u>	<u>CUSTOMER</u>	<u>STATE</u>	<u>DELIVERY DAY</u>	<u>COUNTY/DIST CODE</u>	<u>BUDGET PROGRAM</u>	<u>STATUS</u>
PND-YNH-000057	School	NEW TEST SCHOOL 22 MAIN ST KEENE, NH 03448-1640	NH		ONH001	NSLP/SFSP	Rejected, Awaiting removal
PND-YNH-000058	School	NEW HAVEN ELEMENTARY 33 MAIN ST KEENE, NH 03448-1533	NH		ONH002	NSLP/SFSP	Rejected, Awaiting removal
YNH009	School	Berlin HS 550 Williard St Berlin, NH 03570	NH		ONH005	NSLP	Active
ONH006	County/District	Newfound area SD 150 Newfound Rd Bristol, NH 03222	NH		ONH006	NSLP	Active

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

Cust Code
 Dist Code
 Cust Type
 Customer
 Zip

Last updated 3/01/2026

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

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DIST CODE	BUDGET PROGRAM	STATUS
PND-YNH-000057	School	NEW TEST SCHOOL	NH		ONH001	NSLP/SFSP	Rejected, Awaiting removal
PND-YNH-000058	School	NEW HAVEN ELEMENTARY	NH		ONH002	NSLP/SFSP	Rejected, Awaiting removal
PND-ONH-000049	County/District	NEW TEST COUNTY	NH		PND-ONH-000049	NSLP	2 – Awaiting USDA approval
YNH009	School	Berlin HS	NH		ONH005	NSLP	Active
ONH006	County/District	Newfound area SD	NH		ONH006	NSLP	Active

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

Cust Code Dist Code Cust Type Customer Zip

Search options are available for Customer code, District Code, Customer type, Customer name, or zip code. Partial matches are supported. Select the applicable radio button, enter text, and click **Search**.
The **Refresh** button clears search text and refreshes the grid.

highlight each cycle number status or pending requests are listed in the status column in the grid and on the detail page in the status section.

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

CUST CODE	CUST TYPE	CUSTOMER	STATE	DELIVERY DAY	COUNTY/DIST CODE	BUDGET PROGRAM	STATUS
PND-YNH-000072	School	SARATBABU	NH		ONH002	NSLP	2 – Awaiting USDA approval
PND-ONH-000049	County/District	NEW TEST COUNTY	NH		PND-ONH-000049	NSLP	2 – Awaiting USDA approval
PND-YNH-000050	School	NEW SCHOOL1 NO FSO	NH		PND-ONH-000049	NSLP/SFSP	2 – Awaiting USDA approval
PND-YNH-000051	School	NEW SCHOOL2 FSO	NH		PND-ONH-000049	NSLP/SFSP	2 – Awaiting USDA approval
PND-ONH-000076	County/District	TEST EMAIL	NH		PND-ONH-000076	NSLP	1 - Awaiting Batch Validation
ONH001	County/District	SURPLUS DIST SECTION, NH	NH		ONH001	NSLP/SFSP	Active
YNH001	School	SURPLUS DIST SECTION	NH	Wed	ONH001	NSLP/SFSP	Active
ONH002	County/District	CONTOOCOOK VALLEY SD	NH		ONH002	NSLP	Active
YNH002	School	Great Brook School	NH		ONH002	NSLP	Active
YNH003	School	Conval Regional HS	NH		ONH002	NSLP	Active
YNH004	School	South Meadow School	NH		ONH002	NSLP	Active
ONH003	County/District	Ashland SD	NH		ONH003	NSLP	Active
YNH005	School	Ashland Elementary	NH		ONH003	NSLP	Active
ONH004	County/District	Inter- Lakes SD	NH		ONH004	NSLP	Active
YNH006	School	Inter-Lakes High School	NH		ONH004	NSLP	Active
ONH005	County/District	Berlin SD	NH		ONH005	NSLP	Active
YNH007	School	Berlin JH	NH		ONH005	NSLP	Active

Select the link to view a detail page for a county/district or school within the state.

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

Cust Code Dist Code Cust Type Customer Zip

* State:

* Customer Type:

* Zone:

* County/District:

* USDA Region:

Customer

* Customer Code:

* Customer Name:

Create Date:

* Active/Inactive:

FSO Assignment:

Address

* Street:

Street: (optional)

* City:

* State: * Zip Code:

Budget/Funding

* Program:

Point of Contact To create a new Point of Contact (POC), select from existing POCs/Users (if applicable), or type in POC data. Check the primary box to designate the POC as primary (if no primary POC exists, the most recently logged in Customer will be the primary POC). Click 'Add Contact' to show the new contact in the grid. To edit or delete an existing contact, use the Edit/Delete buttons in the grid. Select 'Save' at the bottom of the screen to save POC changes.

Existing POCs/Users:

* Name:

* Business Email:

* Business Phone: Ext.

Business Fax:

Primary: Check to make primary, existing primary will be replaced.

	NAME	EMAIL ADDRESS	PHONE NUMBER	EXT	FAX NUMBER	PRIMARY	
<input type="button" value="Edit"/>	CUSTOMER NH FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Active Users (If no Primary POC exists, the most recently logged in Customer user will be the primary POC)

USER ID	ROLE TYPE	FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE NBR	EXT	FAX NBR	LAST LOGIN
100400	Customer	SCHOOL4	FFAVORS					7/18/2024 1:47:57 PM
100145	District User	CUSTOMER NH	FFAVORS					7/18/2024 2:32:53 PM
100457	District Account Representative	DISTRICT - MILFORD	FFAVORS					7/18/2024 11:25:12 AM
100354	State Account Representative	STATE	FFAVORS					7/18/2024 2:33:08 PM

On the Detail page, the Point of Contact can be modified. You can also select a POC from the drop-down box, if there is one there.

All other fields for the customer can be viewed.

Point of Contact To create a new Point of Contact (POC), select from existing POCs/Users (if applicable), or type in POC data. Check the primary box to designate the POC as primary (if no primary POC exists, the most recently logged in Customer will be the primary POC). Click 'Add Contact' to show the new contact in the grid. To edit or delete an existing contact, use the Edit/Delete buttons in the grid. Select 'Save' at the bottom of the screen to save POC changes.

Existing POCs/Users: -- Select POC --

* Name: -- Select POC --
 POC: ROBIN (robin@test.com)
 POC: SCHOOL4 FFAVORS (ffavors.uat+dla2@gmail.com)

* Business Email:

* Business Phone: Ext.

Business Fax:

Primary: Check to make primary, existing primary will be replaced.

	NAME	EMAIL ADDRESS	PHONE NUMBER	EXT	FAX NUMBER	PRIMARY	
<input type="button" value="Edit"/>	CUSTOMER NH FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Active Users (If no Primary POC exists, the most recently logged in Customer user will be the primary POC)

USER ID	ROLE TYPE	FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE NBR	EXT	FAX NBR	LAST LOGIN
100400	Customer	SCHOOL4	FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			2/13/2024 9:01:32 AM
100145	District User	CUSTOMER NH	FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			2/13/2024 8:56:39 AM
100457	District Account Representative	DISTRICT - MILFORD	FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			2/13/2024 8:50:03 AM
100354	State Account Representative	STATE	FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			2/13/2024 10:20:26 AM

Enter information for a 'Point of Contact' for the customer organization, or select a POC from the Drop-down, if there is one. Fields 'Contact Name', 'Business Email', 'Business Phone' must be entered. 'Business Fax' and "Primary" are optional. Click 'Add Contact'.

Point of Contact To create a new Point of Contact (POC), select from existing POCs/Users (if applicable), or type in POC data. Check the primary box to designate the POC as primary (if no primary POC exists, the most recently logged in Customer will be the primary POC). Click 'Add Contact' to show the new contact in the grid. To edit or delete an existing contact, use the Edit/Delete buttons in the grid. Select 'Save' at the bottom of the screen to save POC changes.

Existing POCs/Users: -- Select POC --

* Name:

* Business Email:

* Business Phone: Ext.

Business Fax:

Primary: Check to make primary, existing primary will be replaced.

	NAME	EMAIL ADDRESS	PHONE NUMBER	EXT	FAX NUMBER	PRIMARY	
<input type="button" value="Edit"/>	CUSTOMER NH FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Active Users (If no Primary POC exists, the most recently logged in Customer user will be the primary POC)

USER ID	ROLE TYPE	FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE NBR	EXT	FAX NBR	LAST LOGIN
100400	Customer	SCHOOL4	FFAVORS	ffavors.UAT+DLA2@gmail.com	123-123-1234			2/13/2024 9:01:32 AM
100145	District User	CUSTOMER NH	FFAVORS	FFAVORS.UAT+DLA2@gmail.com	123-456-7891			2/13/2024 8:56:39 AM

The new Point of Contact will be below the 'Add Contact' button. The Point of Contact can be edited or deleted by selecting the appropriate button.

Point of Contact To create a new Point of Contact (POC), select from existing POCs/Users (if applicable), or type in POC data. Check the primary box to designate the POC as primary (if no primary POC exists, the most recently logged in Customer will be the primary POC). Click 'Add Contact' to show the new contact in the grid. To edit or delete an existing contact, use the Edit/Delete buttons in the grid. Select 'Save' at the bottom of the screen to save POC changes.

Existing POCs/Users: -- Select POC --

* Name:

* Business Email:

* Business Phone: Ext.

Business Fax:

Primary: Check to make primary, existing primary will be replaced.

	NAME	EMAIL ADDRESS	PHONE NUMBER	EXT	FAX NUMBER	PRIMARY	
<input type="button" value="Edit"/>	CUSTOMER NH FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Active Users (If no Primary POC exists, the most recently logged in Customer user will be the primary POC)

USER ID	ROLE TYPE	FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE NBR	EXT	FAX NBR	LAST LOGIN
100400	Customer	SCHOOL4	FFAVORS	ffavors.UAT+DLA2@gmail.com	123-123-1234			2/13/2024 9:01:32 AM
100145	District User	CUSTOMER NH	FFAVORS	FFAVORS.UAT+DLA2@gmail.com	123-456-7891			2/13/2024 8:56:39 AM
100457	District Account Representative	DISTRICT - MILFORD	FFAVORS	ffavors.uat+dla2@gmail.com	123-123-1234			2/13/2024 8:50:03 AM
100354	State Account Representative	STATE	FFAVORS	ffavors.UAT+DLA2@gmail.com	123-123-1234			2/13/2024 10:20:26 AM

If no changes are needed or to exit without saving changes, click **Return** to return to the Customers/Pending Customers page.

To save the changes, click **Save**.

Save successful - YNH011.

A message confirms that the customer has been saved successfully.

Add New Pending Customer

Customers
Add Pending Customer
Steps to request New Customers: 1 – Add Pending Customer 2 – Await USDA approval 3 – Await DLA approval 4 – Complete

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

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

Enter information for the new customer organization.

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

If adding a school to a current school district and there are any existing POC's there will be a drop-down box for 'Point of Contact'.

Date: Thursday, July 10, 2025

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

* = Required Field

Location

* State:

* Customer Type:

* County/District:

* USDA Region:

Customer

* Customer Name:

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

* Address: Building number + Street
 (optional)

* City:

* State: * Zip Code:

Check here if orders will be delivered to a different location

Budget/Funding

* Program:

Point of Contact (optional) Select from existing POCs/Users (if applicable), or type in POC data. Once customers are live, you will have the option to set a primary POC. Select Clear POC button to clear out POC data.

Existing POCs/Users:

* Name:

* Business Email:

* Business Phone: EXT:

Business Fax:

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

* First Name:

* Last Name:

* Business Email:

* Business Phone: Ext.

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

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

Location

* State: New Hampshire ▼

* Customer Type: -- Select Customer Type --
 County/District
 School ▼

* County/District: School ▼

Location

* State: New Hampshire ▼

* Customer Type: School ▼

* County/District: -- Select County --
 ONH001, SURPLUS DIST SECTION, NH, NH
 ONH073, AMHERST SD, NH
 ONH089, Campton SD, NH
 ONH155, St Patrick School, NH

Customer

* Customer Name: ONH155, St Patrick School, NH

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

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

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

Customer

* Customer Name:

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

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

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

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

Check here if orders will be delivered to a different location

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

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

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

Check here if orders will be delivered to a different location

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

Check here if orders will be delivered to a different location

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

Existing FSOs: -- Existing FSOs for this state's Zone --

* FSO Name:

* Street:

Street: (optional)

* City:

* State: * Zip Code:

Delivery Point of Contact (optional)

* Name:

* Business Email:

* Business Phone: Ext.

Business Fax:

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

Budget/Funding

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

Options include:

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

If applicable, enter information for a 'Point of Contact' for the customer organization. Fields include 'Contact Name', 'Business Email', 'Business Phone', and 'Business Fax'. All fields are optional.

Note: A drop-down box for the 'Point of Contact' will appear if there are any existing POCs for that County/District.

Point of Contact (optional) Select from existing POCs/Users (if applicable), or type in POC data. Once customers are live, you will have the option to set a primary POC.

The screenshot shows a web form with a dropdown menu for 'Existing POCs/Users'. The dropdown is open, showing a list of options. The first option is '-- Select POC --'. Below it are three options: 'POC: CUSTOMER NH FFAVORS (ffavors.uat+dla2@gmail.com)', 'POC: ROBIN (robin@test.com)', and 'POC: SCHOOL4 FFAVORS (ffavors.uat+dla2@gmail.com)'. The 'POC: SCHOOL4 FFAVORS' option is highlighted in blue. Below the dropdown are fields for '* Name:', '* Business Email:', '* Business Phone:', and 'Business Fax:'. The '* Business Phone:' field has a sub-field for 'EXT:'. The entire form area is enclosed in a rounded orange border.

A new user can optionally be entered who will place orders for the new customer organization.

User information can be typed into this section or use the Copy POC checkbox if User is the same as POC.

Note: *New users will be emailed New Account instructions upon migrating live.*

Point of Contact (optional) Select from existing POCs/Users (if applicable), or type in POC data. Once customers are live, you will have the option to set a primary POC. Select *Clear POC* button to clear out POC data.

Existing POCs/Users: POC: CUSTOMER NH FFAVORS (ffavors.uat+dla2@gmail.com) ▼

* Name: CUSTOMER NH FFAVORS

* Business Email: ffavors.uat+dla2@gmail.com

* Business Phone: 123-456-7891 Ext.

Business Fax:

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

Copy POC fields to User

* First Name:

* Last Name:

* Business Email:

* Business Phone: Ext.

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

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

* = Required Field

Location

* State:

* Customer Type:

* County/District:

* USDA Region:

Customer

* Customer Name:

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

* Address: Building number + Street
 (optional)

* City:

* State: * Zip Code:

Check here if orders will be delivered to a different location

Budget/Funding

* Program:

Point of Contact (optional) Select from existing POCs/Users (if applicable), or type in POC data. Once customers are live, you will have the option to set a primary POC. Select *Clear POC* button to clear out POC data.

Existing POCs/Users:

* Name:

* Business Email:

* Business Phone: Ext.

Business Fax:

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

* First Name:

* Last Name:

* Business Email:

* Business Phone: Ext.

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

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

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

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

Add successful - CLARK ELEMENTARY SCHOOL.

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

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

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

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

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

Customer Messaging

State Account Representatives only:

Select the **Customer Messaging** link under the 'Customers' menu to retrieve email addresses of users within your state.

Customers

[Existing Customers / Request New Customer Messaging](#)

State Account Representatives only:

Select the **Vendor\Contract** or the **District** radio button to get the drop-down box for selections. Check mark the boxes for State and District Reps to include those email addresses.

Customer Messaging

Use this screen to build a recipient list of FFAVORS users. Select recipient search criteria and then select 'Retrieve Emails' to view recipient information. Once recipients are selected, click 'Copy Emails' to view formatted recipient list to copy/paste into your own email.

Search By: Vendor\Contract
 District

Customer Me

Use this screen to build a recipient list of FFAVORS users. Select recipient search criteria and then select 'Retrieve Emails' to view recipient information. Once recipients are selected, click 'Copy Emails' to view formatted recipient list to copy/paste into your own email.

Search By: Vendor\Contract
 District

Vendor\Contract: ALL

Include: State Rep
 District Rep

Retrieve Emails

Use this screen to build a recipient list of FFAVORS users. Select recipient search criteria and then select 'Retrieve Emails' to view recipient information. Once recipients are selected, click 'Copy Emails' to view formatted recipient list to copy/paste into your own email.

Search By: Vendor\Contract
 District

District: ALL

Include: State Rep
 District Rep

Retrieve Emails

State Account Representatives only:

Select the Contacts you want and then select the 'Copy Emails' button.

Customer Messaging

Use this screen to build a recipient list of FFAVORS users. Select recipient search criteria and then select 'Retrieve Emails' to view recipient information. Once recipients are selected, click 'Copy Emails' to view formatted recipient list to copy/paste into your own email.

Search By: Vendor\Contract

District

District: ALL

Include: State Rep

District Rep

Retrieve Emails

<input checked="" type="checkbox"/> SELECT ALL	ROLE TYPE	STATE OR DISTRICT	CUSTOMER CODE	USER NAME	EMAIL ADDRESS
<input checked="" type="checkbox"/>	Customer	ONH001 - SURPLUS DIST SECTION, NH	YNH001 - SURPLUS DIST SECTION	SCHOOL4 FFAVORS	ffavors.UAT+DLA2@gmail.com
<input checked="" type="checkbox"/>	District	ONH001 - SURPLUS DIST SECTION, NH	ONH001 - SURPLUS DIST SECTION, NH	CUSTOMER NH FFAVORS	FFAVORS.UAT+DLA1@gmail.com
<input checked="" type="checkbox"/>	District Rep	ONH001 - SURPLUS DIST SECTION, NH		DISTRICT - MILFORD FFAVORS	ffavors.uat+dla2@gmail.com
<input checked="" type="checkbox"/>	State Rep	New Hampshire		STATE FFAVORS	ffavors.UAT+DLA2@gmail.com

Copy Emails

State Account Representatives only:

Copy and paste the email addresses into your email.

Customer Messaging

Use this screen to build a recipient list of FFAVORS users. Select recipient search criteria and then select 'Retrieve Emails' to view recipient information. Once recipients are selected, click 'Copy Emails' to view formatted recipient list to copy/paste into your own email.

Search By: Vendor\Contract

District

District: ALL

Include: State Rep

District Rep

Retrieve Emails

Copy formatted email addresses below and paste into your email recipient list.

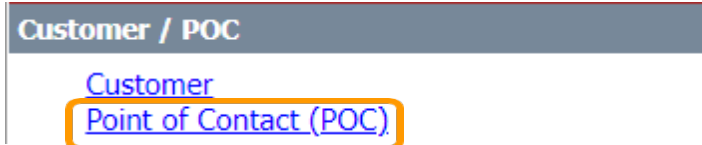
Email Addresses:

ffavors.uat+dla2@gmail.com;ffavors.uat+dla1@gmail.com

Return to Recipient List

Point Of Contact

In the Customer Homepage, select the **Point Of Contact (POC)** link under the 'Customer / POC' menu.



POC Verification

Point of Contact (POC)

To add, update or remove a POC, select the associated customer code link. To clear all existing POCs, select the *Clear All POCs* button.

[Clear All POCs](#)

CUST CODE	CUST TYPE	CUSTOMER	POC NAME	E-MAIL ADDRESS	PHONE	PHONE EXT	PRIMARY	LAST UPDATED
ONH001	County/District	SURPLUS DIST SECTION, NH	AMY LABONVILLE		603-271-8601		<input type="checkbox"/>	04/12/2023
YNH001	School	SURPLUS DIST SECTION	ROBERT STOWELL		603-271-3606		<input type="checkbox"/>	04/12/2023

You can review and update/add Point of Contacts for existing customers at your level or below.

Select the link to view a detail page for a county/district or school.

* Customer Type:
 * Zone:
 * County/District:
 * USDA Region:

Customer

* Customer Code:
 * Customer Name:
 Create Date:
 * Active/Inactive:
 FSO Assignment:

Address

* Street:
 Street: (optional)
 * City:
 * State: * Zip Code:

Budget/Funding

* Program:

Point of Contact To create a new Point of Contact (POC), select from existing POCs/Users (if applicable), or type in POC data. Check the primary box to designate the POC as primary (if no primary POC exists, the most recently logged in Customer will be the primary POC). Click 'Add Contact' to show the new contact in the grid. To edit or delete an existing contact, use the Edit/Delete buttons in the grid. Select 'Save' at the bottom of the screen to save POC changes.

Existing POCs/Users:

* Name:
 * Business Email:
 * Business Phone: Ext.
 Business Fax:
 Primary: Check to make primary, existing primary will be replaced.

	NAME	EMAIL ADDRESS	PHONE NUMBER	EXT	FAX NUMBER	PRIMARY	
<input type="button" value="Edit"/>	CUSTOMER NH FFAVORS	ffavors.uat+dla2@gmail.com	123-456-7891			<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Active Users (If no Primary POC exists, the most recently logged in Customer user will be the primary POC)

USER ID	ROLE TYPE	FIRST NAME	LAST NAME	EMAIL ADDRESS	PHONE NBR	EXT	FAX NBR	LAST LOGIN
100400	Customer	SCHOOL4	FFAVORS	ffavors.UAt+DLA2@gmail.com	123-123-1234			7/18/2024 1:47:57 PM
100145	District User	CUSTOMER NH	FFAVORS	FFAVORS.UAT+DLA2@gmail.com	123-456-7891			7/18/2024 1:41:40 PM
100457	District Account Representative	DISTRICT - MILFORD	FFAVORS	ffavors.uat+dla2@gmail.com	123-123-1234			7/18/2024 11:25:12 AM
100354	State Account Representative	STATE	FFAVORS	ffavors.UAT+DLA2@gmail.com	123-123-1234			7/18/2024 1:44:40 PM

You can review and update/add Point of Contacts for existing customers at your level or below. Select 'Save' to save any changes.

POC Verification

Annual Point of Contact (POC) Verification

Each year point of contacts (POCs) assigned to each customer need to be reviewed and updated as needed. The primary POC for an ordering customer will appear to vendors as the person to contact for any issues related to orders. If a primary POC is not set, the most recently logged in ordering user will be the primary POC shown to the vendor.

Please review each POC listed below. To add, update or remove a POC, select the associated customer code link. To clear all existing POCs, select the *Clear All POCs* button. Once POC review is complete, select the *Annual Review Complete* button. To review later (the next time you log in), select the *Review Later* button.

CUST CODE	CUST TYPE	CUSTOMER	POC NAME	E-MAIL ADDRESS	PHONE	PHONE EXT	PRIMARY	LAST UPDATED
ONH001	County/District	SURPLUS DIST SECTION, NH	AMY LABONVILLE				<input type="checkbox"/>	04/12/2023
YNH001	School	SURPLUS DIST SECTION	ROBERT STOWELL				<input type="checkbox"/>	04/12/2023

[Contact FFAVORS Help Desk](#)

Once a year, each ordering Customer will be prompted to review their POCs. When the timeframe has started, the first page the user will see when logging in is the 'Annual Point of Contact (POC) Verification' screen.

Each Customer will see all customers at their level or below and can add/update Point of Contact information. To select a Customer, select the CUST CODE link.

If the Customer selects 'Review Later', each time they log in, they will go to the 'Annual Point of Contact (POC) Verification' screen, until they select 'Annual Review Complete'.

Once Point of Contact information has been reviewed, Select 'Annual Review Complete'.

'Clear All POCs' will delete all Point of Contact information.

My Profile

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



Home Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Please contact your DLA account rep if you have changes to your name or email address; DLA can instead create a new FFAVORS profile for the new person.

* = Required Field

* Last Name: FFAVORS

* First Name: SCHOOL4

* Business Email: ffavors.UAt+DLA2@gmail.com

* Business Phone: 123-123-1234

Ext:

Business Fax:

Zone:

* County/District: ONH001 - SURPLUS DIST SECTION, NH

* Customer: YNH001 SURPLUS DIST SECTION

Customer Order Preferences

Receive emails for new/modified orders that I place

Receive emails for new/modified orders that are placed by others for my organization


Save Reset Cancel

You can review and update Business Phone, ext. and Business Fax numbers. For other updates or corrections, contact the DLA Account Specialist or create a HelpDesk Ticket.

Note: *Business Phone is a required field. An error message will be displayed if this is left blank.*

For Users who have not logged in for over 12 months, a warning email will be sent so the user can log in before they are locked out.

Home Help Logout Switch



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 13, 2024

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

* = Required Field

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


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

Customer Order Preferences

- Receive emails for new/modified orders that I place
- Receive emails for new/modified orders that are placed by others for my organization

Save Reset Cancel

Home Help Logout Switch



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 13, 2024

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

* = Required Field

* Last Name: FFAVORS

* First Name: SCHOOL4

* Business Email: ffavors.UAT+DLA2@gmail.com

* Business Phone: 123-123-1234

Ext:

Business Fax:

* Zone: CONNECTICUT, MA

* County/District: ONH001 - SURPL

* Customer: YNH001 SUR

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

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


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

Save Reset Cancel

Customer Order Preferences

- Receive emails for new/modified orders that I place
- Receive emails for new/modified orders that are

Home help Logout Switch

 Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 13, 2024

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

* = Required Field

* Last Name: FFAVORS

* First Name: SCHOOL4

* Business Email: ffavors.UAt+DLA2@gmail.com

* Business Phone: 123-123-1234

Ext:

Business Fax:

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

* County/District: ONH001 - SURPLUS DIST SECTION, NH

* Customer: YNH001 SURPLUS DIST SECTION

Customer Order Preferences

Receive emails for new/modified orders that I place

Receive emails for new/modified orders that are placed by others for my organization

Save Reset Cancel

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

System Emails

In the Customer Homepage, select the **System Emails** link under the ‘My Profile’ menu.

My Profile

[My Profile](#)

[System Emails](#) **** New email(s) since last login ****

[HelpDesk](#)

If new emails exist since the last time the user logged in, they will see the **‘**New email(s) since last login**’** message.

Home Help Logout Switch


Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Friday, January 31, 2025

System Emails

The below grid shows FFAVORS system emails sent to you in the last 30 days. The emails were also sent to your email box directly around the date/time noted. Click on the link in the first column to view the email message.

Show All Read Unread

EMAIL DATE/TIME	EMAIL SUBJECT	TYPE	READ
1/31/2025 1:02:38 PM	FFAVORS Order YNH001/F25031000001 has been placed	ORDER_CONFIRMATION	<input type="checkbox"/>

Select the link in the first column of the grid to see the email detail page.

Once the detail page has been opened, the status of the email will change from *Unread* to *Read*.

Select the ‘Show All’, ‘Read’, ‘Unread’ radio buttons will filter the email list.

Email Message

The *Email Sent To* box shows other recipients who received the same email. Select *Return* button to return to the main grid page.

Email Sent To:

ffavors.uat+dla2@gmail.com

Recipient

Count:

Email Sent On: 1/31/2025 1:27:22 PM

Email Type: ORDER_CONFIRMATION

Subject: FFAVORS Order YNH001/F25031000002 has been placed

Email Body:

Order Successfully Created.

SURPLUS DIST SECTION, NH Ordering for SURPLUS DIST SECTION

Thank you! Your order has been placed!

Order Detail	
Order Summary For:	YNH001
Order Confirmation Number:	F25031000002
Program:	NSLP
Requested Delivery Date:	Mon 2/3/2025
Order Date:	Thu 1/23/2025

ITEM CODE	DESCRIPTION	CASE CONTENTS	CASE PRICE	CASE QTY	ACTUAL COST	STATE OF ORIGIN	FUND SOURCE
11223	APPLES TEST ITEM	5 LB	\$7.45	2	\$14.90	CA	FED
15D47	BROCCOLI FLORETS, FRESH, 6/3 LB BAGS	18 LB	\$4.67	2	\$9.34	CT	FED
15D42	SALAD MIX CHL SPRING MIX 1/3 LB BG	3 LB	\$7.44	2	\$14.88	GA	FED
	Total Cost				\$39.12		

Return

On the Detail page, select 'Return' to return to the main email messages grid.

HelpDesk/Incidents

From the Customer Homepage, select the **HelpDesk/Incidents** link under the 'My Profile' menu.

Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Tuesday, February 13, 2024

Customer Homepage Last Login: Friday, February 9, 2024 12:33:06 PM

[Please read the latest USDA market report here.](#)

Welcome, SURPLUS DIST SECTION

Please select from the following options:

Orders

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

Customer / POC

- [Customer](#)
- [Point of Contact \(POC\)](#)

Reports

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

My Profile

- [My Profile](#)
- [Custom Emails ** New email\(s\) since last login **](#)
- [HelpDesk/Incidents](#)

Please Read (updated on 04/14/2024)

The following changes have been made to FFAVORS:

- Receipt reason TOO GREEN/OVER-RIPE has been removed. Please use DELIVERED POOR QUAL to identify this problem going forward. Existing line items that had TOO GREEN/OVER-RIPE now show as: DELIVERED POOR QUAL.
- HelpDesk* link is changed to: *HelpDesk/Incidents*. Continue to use this link to submit helpdesk requests.
- Problem* incidents can now be submitted under the same *HelpDesk/Incidents* link. Submitters can now enter notes/comments after a helpdesk or problem request is submitted.

If you have questions, please ask your FFAVORS account representative or email the FFAVORS help desk at sm.fn.ffavors@usda.gov.

Customers use this link to:

- 1) submit a HelpDesk request to DLA – ex: problem with an order, general questions.
- 2) Report a Problem – ex: continuous problems with deliveries
- 3) View Redeliver incidents generated from Edit Receipts. **NOTE: this is for tribe customers only.**

A message will appear to the right of the link to indicate when a submitted request has been updated

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

HelpDesk/Incidents – Helpdesk

Home Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, February 14, 2024

HelpDesk / Incidents

Create HelpDesk Request

Report a Problem

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All Show Active Only Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial) Request Type Customer

Select 'Create HelpDesk Request' option from the Green Nav Bar to create a New HelpDesk Request.

Home Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, February 14, 2024

HelpDesk / Incidents

Create HelpDesk Request

Report a Problem

Fill out your comments below and click on the 'Submit Request' button to send the request to the FFAVORS Helpdesk.

Comments:

Enter text of the HelpDesk Request and select the 'Submit Request' button.

Home Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, February 14, 2024

HelpDesk / Incidents

Save successful. Request ID: 83.

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All Show Active Only Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial) Request Type Customer

Search Refresh

The HelpDesk Request will be saved and added to the HelpDesk grid. Return to this page for the status/resolution of helpdesk requests.

Home Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, February 14, 2024

HelpDesk / Incidents

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All Show Active Only Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial) Request Type Customer

Search Refresh

The HelpDesk/Incidents Grid shows all Helpdesk requests submitted by the user’s organization.

The Grid shows pertinent information for each request submitted.

Radio buttons allow for you to Show all, Show Active Only, Show Resolved Only and do searches by ID, Request Type and Customer.

Last updated 3/01/2026

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	USDA: ROBIN FRAZIER
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All
 Show Active Only
 Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	USDA: ROBIN FRAZIER
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial)
 Request Type
 Customer

The Grid will also show who has been Assigned to work on it and when it has been Resolved it will be grayed out with the Status of Resolved and the Resolution.

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All
 Show Active Only
 Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	USDA: ROBIN FRAZIER
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	


ID Number(Partial)
 Request Type
 Customer

Existing Notes

9/22/2023 JEFF MACOUBRIE: assigned the request to DLA TVLS: JEFF MACOUBRIE

General status of requests appears in the grid. The user can also check detailed Notes by selecting the ID.

Home Help Logout Switch



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Wednesday, February 14, 2024

HelpDesk / Incidents

Create HelpDesk Request

Report a Problem

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All
 Show Active Only
 Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	USDA: ROBIN FRAZIER
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial)
 Request Type
 Customer

To report a problem, select 'Report a Problem' option from the Green Nav Bar to create a new Problem incident.

Enter problem details as described below and click *Submit Request*. Once submitted, you can enter additional notes on this page and view other status details and notes from those reviewing/working this request.

*** Required Field**

Choose Vendor: If you know the vendor/contract, please choose here

*** Description:** Enter a short description of the problem

Incident Date: If multiple dates, describe specifics in Problem Details below.

The Requestor is the person filing the incident.

Requestor Org:

Requestor Name:

Requestor Title:

Requestor Business Phone:

Requestor Business Fax:

Requestor Business Email:

If someone other than the Requestor is the contact for this incident, please enter the Contact information below.

Contact Name:

Contact Org:

Contact Business Phone:

Contact Business Email:

Customer will enter details about the problem as designated on the screen.

Street Address of Remaining Product: If product location is different than delivery location, enter it here.

*** Problem Details:**

Please email any additional supporting documents to SM.FN.USDAoDFresh@usda.gov and include FFAVORS incident ID in the subject line. Incident ID will be assigned once incident is submitted.

*** Please choose if you plan on emailing supporting documents.**

Yes
 No

Description, Problem Details and Yes/No (for supporting documents) are Required Fields

HelpDesk/Incidents – Problem

Enter problem details as described below and click *Submit Request*. Once submitted, you can enter additional notes on this page and view other status details and notes from those reviewing/working this request.

*** Required Field**

Choose Vendor: [If you know the vendor/contract, please choose here](#)

*** Description:** [Enter a short description of the problem](#)

Incident Date: [If multiple dates, describe specifics in Problem Details below.](#)

The Requestor is the person filing the incident.

Requestor Org:

Requestor Name:

Requestor Title:

Requestor Business Phone:

Requestor Business Fax:

Requestor Business Email:

If someone other than the Requestor is the contact for this incident, please enter the Contact information below.

Contact Name:

Contact Org:

Contact Business Phone:

Contact Business Email:

Street Address of Remaining Product: [If product location is different than delivery location, enter it here.](#)

*** Problem Details:**

Please email any additional supporting documents to SM.FN.USDADoDFresh@usda.gov and include FFAVORS incident ID in the subject line. Incident ID will be assigned once incident is submitted.

* Please choose if you plan on emailing supporting documents.

Yes No

Note: Attachments and Supporting documents can be emailed to sm.fn.usdadodfresh@usda.gov after the incident has been saved.

Enter problem details as described below and click *Submit Request*. Once submitted, you can enter additional notes on this page and view other status details and notes from those reviewing/working this request.

*** Required Field**

Choose Vendor: [If you know the vendor/contract, please choose here](#)

*** Description:** [Enter a short description of the problem](#)

Incident Date: [If multiple dates, describe specifics in Problem Details below.](#)

The Requestor is the person filing the incident.

Requestor Org:

Requestor Name:

Requestor Title:

Requestor Business Phone:

Requestor Business Fax:

Requestor Business Email:

If someone other than the Requestor is the contact for this incident, please enter the Contact information below.

Contact Name:

Contact Org:

Contact Business Phone:

Contact Business Email:

Street Address of Remaining Product: [If product location is different than delivery location, enter it here.](#)

*** Problem Details:**

Please email any additional supporting documents to SM.FN.USDADoDFresh@usda.gov and include FFAVORS incident ID in the subject line. Incident ID will be assigned once incident is submitted.

* Please choose if you plan on emailing supporting documents.

Yes No

Select the 'Submit Request' button to Save the problem.

HelpDesk / Incidents

Save successful. Request ID: 84.

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All
 Show Active Only
 Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
84	Problem	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA/FNS	
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	USDA: ROBIN FRAZIER
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial)
 Request Type
 Customer

After saving, user is returned to grid page where the incident just added is highlighted. Request type is 'Problem'.

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. To report an issue (e.g. problems with deliveries), select *Report a Problem*. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization.

Show All
 Show Active Only
 Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
84	Problem	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA/FNS	
83	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		2/14/2024	Submitted to DLA	USDA: ROBIN FRAZIER
28	HelpDesk	SCHOOL4 FFAVORS	YNH001-SURPLUS DIST SECTION (ONH001)		8/22/2023	Resolved: Helpdesk Resolved	

ID Number(Partial)
 Request Type
 Customer

Existing Notes

Click on the bottom right corner and drag to expand Notes box

2/14/2024 JEFF MACOUBRIE: assigned the request to USDA: ROBIN FRAZIER (EXT)
 2/14/2024 SCHOOL4 FFAVORS: enter a note for DLA (EXT)

General status of requests appear in the grid. The user can also check detailed Notes by selecting the ID.

HelpDesk/Incidents – Redeliver

HelpDesk/Incidents

To submit a request for help (e.g. problem with an order; general questions), select *Create HelpDesk Request* link in the navigation bar on the left. *HelpDesk* type requests in the below grid are requests submitted by you or someone in your organization. *Problem and Redeliver* type requests are incidents submitted by your customers that your organization is responsible to review and work. Select *ID* link to view/work a request.

Show All
 Show Active Only
 Show Resolved Only

ID	TYPE	SUBMITTER	CUSTOMER	RDD	SUBMIT DATE	STATUS	ASSIGNED TO
194	Redeliver	DISTUSER ONE	YIR001-MENOMINEE RESERVATION (OWI001)	8/1/2024	8/2/2024	Submitted to Vendor	
193	Problem	HARPER MCGEE	YIR044-ST. CROIX RESERVATION BROOKS/M-W-F (OWI001)		7/18/2024	Submitted to Vendor	
192	Redeliver	JEFF MACOUBRIE	YIR044-ST. CROIX RESERVATION BROOKS/M-W-F (OWI001)	7/16/2024	7/18/2024	Submitted to Vendor	
191	Redeliver	JEFF MACOUBRIE	YIR034-PONCA TRIBE FDP (OOK500)	7/1/2024	7/18/2024	Submitted to Vendor	
190	Problem	HARPER MCGEE	YIR044-ST. CROIX RESERVATION BROOKS/M-W-F (OWI001)		7/17/2024	Resolved: Credit Issued	

ID Number(Partial)
 Request Type
 Customer

NOTE: FOR TRIBES ONLY AT THIS TIME.

In nightly batch processing, a new Redeliver type incident will be created for any order/receipt processed that day that has 1 or more-line items that have been checked for redelivery. The Redeliver incident will be automatically submitted to the Vendor.

The following item(s) have been requested by the customer to be re-delivered. Enter note(s) to indicate status and/or to communicate information.

YIR001 - MENOMINEE RESERVATION FOOD DIST. WAREHOUSE 8-4:30 1 BLOCK E. OF AMOCO AT HWY 47, KESHENA, WI 54135

Request/Type: 194 Redeliver

Submit Date: 8/2/2024 4:30:06 AM

Current Status: Submitted to Vendor

Vendor/Contract: AJ WHOLESALE PRODUCE INC. / SPM300-13-DR006

Vendor Action:

- Re-deliver as requested *choose Planned Date of Re-delivery*
- Reject all re-delivery *enter Note with explanation*
- Re-deliver partial *choose Planned Date of Re-delivery and enter Re-delivery Qty in grid accordingly for each item*

Planned Date of Re-delivery:

RDD: 8/1/2024 **Receipt Dt:** 8/1/2024

Item Code	Description	Case Contents	Case Price	Qty Ordered	Qty Received	Reason	Re-delivery Qty Requested	Re-delivery Qty
18J29	CHERRIES FR 12/2 LB BG 24 LB CS	24 LB	\$3.43	8	4	DAMAGED IN SHIPMENT	4	4

Existing Notes

[Click on the bottom right corner and drag to expand Notes box](#)

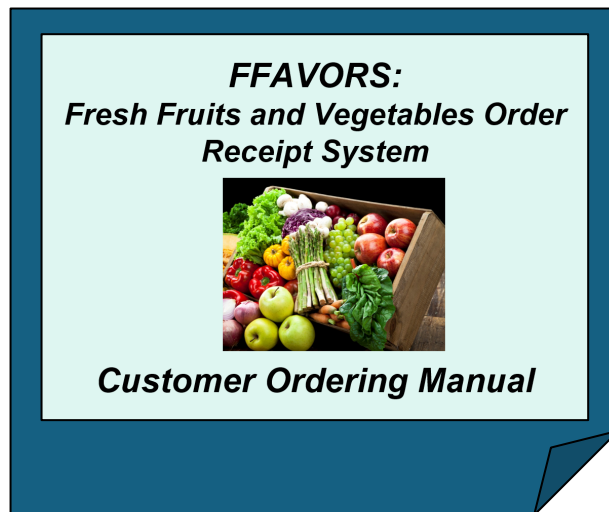
NOTE: FOR TRIBES ONLY AT THIS TIME.

The workflow for Redeliver type incidents starts with the vendor. If the vendor agrees to redeliver all or part of the requested amount, they will provide a proposed RDD. The vendor will then submit the ticket to DLA for resolution. When applicable, a new ‘redelivery’ order will be system-generated when DLA resolves the incident.

Redeliver orders are identified in View Order and Edit Receipts with (R) next to the RDD, but otherwise process the same as a ‘regular’ order.

Help

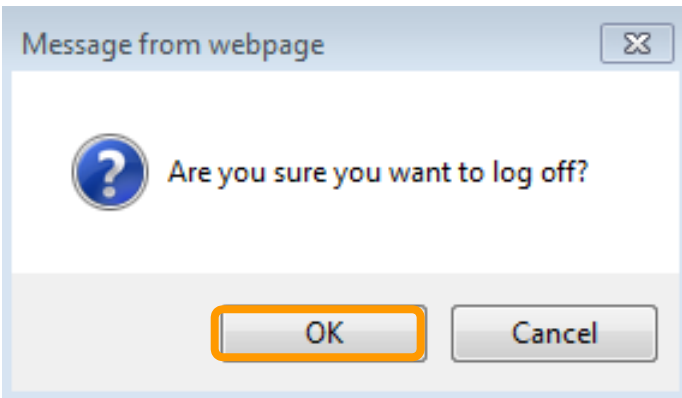
To view the most current version of this manual select **Help** from the menu in the upper right corner of the screen.



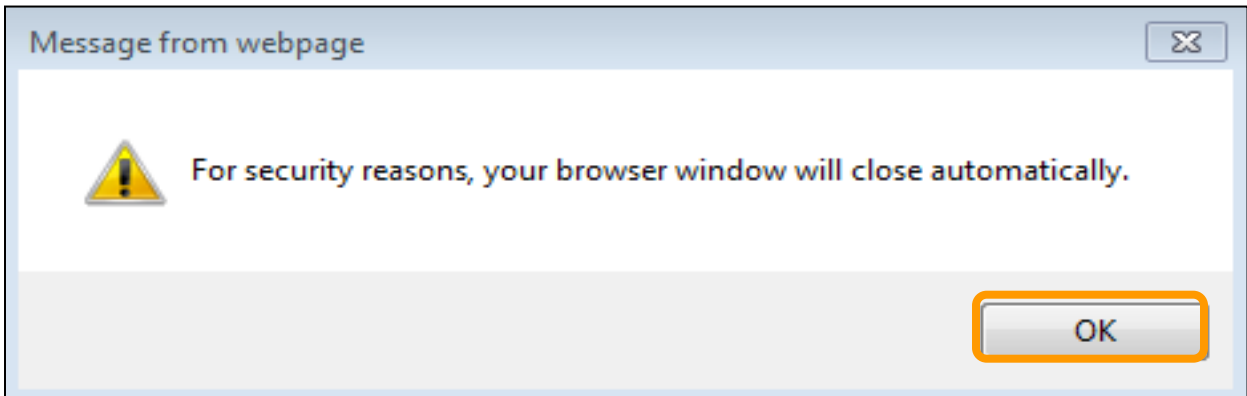
Logout



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



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



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