

FFAVORS WEB Ordering Manual



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To Access the FFAVORS Web Application:

Type the following address into your internet browser.

https://www.ffavorsweb.dscp.dla.mil//ffavors_web/default.aspx

Click Continue

Warning!

This is a Department of Defense (DoD) computer system. This computer system, including all related equipment, networks and network devices (Specifically Including Internet Access), are provided only for authorized U.S Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management to the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied & used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

Continue

Exit



Read the DOD warning message and click the continue button to access the logon screen.

Log In To FFAVORS Web

[Home](#) | [Change Password](#) | [Help](#) | [Logout](#)



Fresh Fruits And Vegetables Order Receipt System

[Login](#)

User ID:

Password:

Enter your assigned User ID and PIN. See the Vendor Portion of the Manual if additional information is needed. If the User does not have an assigned User ID and PIN, please contact the Account Specialist

First Time User Agreement and Registration

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

Agreement Screen

Fresh Fruits And Vegetables Order Receipt System WEBSITE USER AGREEMENT

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

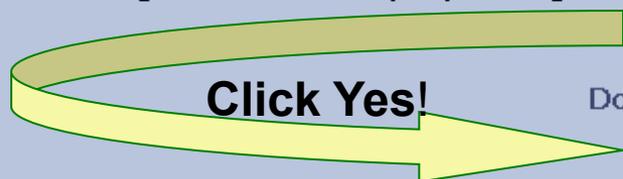
As a user of the Fresh Fruits And Vegetables Order Receipt System site, you agree to the following rules of behavior. The rules clearly delineate the responsibilities and expectations for all individuals with access to the Fresh Fruits And Vegetables Order Receipt System site. Failure to comply with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

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

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

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

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



Do you accept these terms?

Yes No

Registration Screen

User Registration

Application User Data

User Id: 54325

Email Address:

First Name: Mellon

Last Name: School

Citizenship: United States

Designation Of Person: Civilian

Customer Demographics

Customer Code: YW1002

Customer Name: MELLEN SCH

County Code: 001

County: Ashwaubenon Sch Dist

Address 1: 420 SOUTH MAIN ST

Address 2:

City: PORT WING

State: Wisconsin

Zip/Postal Code: 54865

Click Register

Register

Exit

Main Portal/Menu



Home | Change Password | Help | Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

USDA School/Native American Customer Homepage

Welcome, MELLEEN SCH

Please select from the following options:

- Post Receipt Adjustments
 - Receipt History
- Orders
 - [Orders and Receipts](#)

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

What Can I Do In this system?

There are Eight Possible Options

1. **View Latest Product News Flashes**
2. **Place a New Order**
3. **View, Change or Delete a Pending Order**
4. **Adjust Receipts on Orders**
5. **Select a different school *****
6. **Display Current Fund Balances**
7. **E-mail your Account Manager**
8. **Log out /Return to the Main Portal**

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

View Latest Product News Flashes

FFAVORS Web Welcomes **ALAMANCE BURLINGTON CO**
Supporting/Ordering For **AUDREY W. GARRETT ELEM**

[Home](#)

Please select one of the following options:

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



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

What Type Of User Can Order?

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

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

Rules For Ordering

- Notification to Vendor for delivery on a particular Required Delivery Date (RDD) is a **MINIMUM of 72 BUSINESS HOURS** (Monday – Friday)
- No orders can be placed or changed within 72 hours (3 business days) of delivery. If the user has an emergency add on or change to an order, the user must contact the DSCP Account Specialist.
- Deliveries for weekend days are not acceptable.
- Customers can order **10 CALENDAR Days** from the current date. That is the maximum # of days that a Vendor will hold a price.

What Do the Rules Mean?

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

Today is Monday the 24th. In order to achieve/ensure a full 3 business days notice(72 hours), the user cannot order for Tues the 25, Wed the 26, or Thursday the 27th. They can order for Friday the 28th. The 29th and 30th are weekend days, and therefore the customer cannot order for these days.

Meaning of Rules Cont'

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2 <u>10 Days</u> <u>from the</u> <u>24th</u>	3	4	5
						

Customers can order for Monday the 31st, Tuesday the 1st, and Wednesday 2nd. The 2nd is 10 calendar days from the 24th.

**The Customer can order on the 24th for the following days:
7/28,7/31,8/1,8/2.**

Higher Level Ordering Authority Menu



[Change Password](#) | [Help](#) | [Logout](#)

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

User ID: 54321 Date: Monday, August 21, 2006

[Customer Homepage](#)

Welcome, ASHWAUBENON SCH DIST

Please select from the following options:

Post Receipt Adjustments

- [Receipt History](#)

Orders

- [Orders and Receipts](#)

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

Order as the Higher Level Ordering Official

Change Password | Help |



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

User ID: 54321 Date: Monday, August 21, 2006

Customer Homepage

Welcome, ASHWAUBENON SCH DIST

Please select from the following options:

Post Receipt Adjustments

- Receipt History

Orders

- [Orders and Receipts](#)

Click on the Order button

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

Cont'

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

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

CUSTOMER LISTING

User ID	School Name
YWI002	MELLEN SCH
YWI003	SOUTH SHORE SCH

Ashwaubenon School District is a Higher Level Ordering Authority and can order for Mellon School and South Shore School. The Higher Level Ordering Official will see this menu after selecting Orders/Receipts from the main menu. All other customers will not see this screen.

Select a School

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

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

CUSTOMER LISTING



User ID	School Name
YWI002	MELLEN SCH
YWI003	SOUTH SHORE SCH

Click on the blue highlighted area to order for Mellen School.

Select a Required Delivery Date (RDD)

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

Place a New Order

Select the Required Delivery Date for your order:



The screenshot shows a web form with a date selection dropdown menu and a 'Go Shopping' button. The dropdown menu is open, displaying a list of dates: 08/04/2006, 08/07/2006, 08/08/2006, 08/09/2006, and 08/10/2006. The 'Go Shopping' button is located to the left of the dropdown menu.

1. Select RDD to Order

2. Press Button "Go Shopping"

1. Select a Required Delivery Date (RDD) to order.

2. Then press the button with the Strawberry "Go Shopping".

***** These RDD's displayed are derived from the July 31 order date based on the ordering rules discussed previously.**

Order as a School, Menu

[Home](#) | [Change Password](#) | [Help](#) | [Logout](#)



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

[USDA School/Native American Customer Homepage](#)

Welcome, MELLENSCH

Please select from the following options:

Post Receipt Adjustments

- [Receipt History](#)

Orders

- [Orders and Receipts](#)

Click "Order and Receipts"

[Privacy/Security Notice](#) | [Section 508 Compliance](#) | [Contact Webmaster](#)

School Menu Cont'

FFAVORS Web Welcomes MELLENSCH

Please select one of the following options:

Click "Place new Order"

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

[Contact FFAVORS Web site administrators](#)

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

Go Shopping!

FFAVORS Web Welcomes MELLENSCH

Place a New Order

Select the Required Delivery Date for your order:



1. Select a Required Delivery Date to order

2. Click the Strawberry “Go Shopping” button in order to view the catalog that is available.

Viewing the Current Catalog

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

To View Complete Catalog

FFAVORS Web Welcomes MELLENSCH

Catalog Search Word(s):  **Show Catalog**
(Leave above search box blank to display entire available catalog)

Click "Show Catalog"

Search Catalog By: Item Description Item Code
Catalog sort order: Item Description Item Code
Default Fund Source: State Funds Federal Funds Snack Funds

 **Clear Form**  **Home Menu**
 **Show Cart**  **Load Favorite Cart**

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

Order Via Catalog

Federal Funds Can = Shared Dollars

Federal D... not of money controlled by ASHLAND SCH DIST

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

Funding Information

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

Available Items:

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

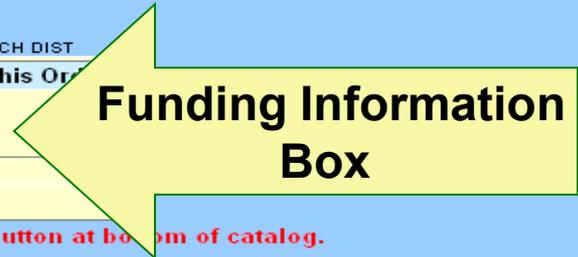
How many Apples do you need?
Place the # in the Box.

Case Quantity	Item Code	Description	Case Contents	Case Price	Fund Source
<input type="text"/>	14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	\$4.24	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14A01	APPLE&CAMEL DIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14A15	APPLES G/D 163 CT 40 LB CS	163 LB	\$0.00	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text"/>	14A14	APPLES R/D 163 CT 40 LB CS	163 LB	\$0.00	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed

Funding and the Order Process

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

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



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

Available Items:

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

Case Quantity	Item Code	Description	Case Contents	Case Price	Fund Source
<input type="text"/>	14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed

Notes About Funding:

- At the beginning of the order process the user will see the funds available. At times these figures will represent a shared pot of federal money. More than one user can place orders against these shared funds.
- If the user does not agree with the funding information found in the box, please contact the users district, state, or DSCP Representative.
- If the user selects a fund source that does not have adequate funds available to satisfy the order, the user will get an error message that the fund source must be changed before the order can be confirmed.

Continued

<input type="text" value="4"/>	14A03	KIWIFRUIT US#1 30-38/CS	1 CO	\$0.00	<input type="radio"/> Fed <input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text" value="4"/>	14A02	ORANGES 113 CT 35 LB CS	1 LB	\$3.18	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text" value="4"/>	14179	PINEAPPLE 4 LB EA	1 LB	\$0.00	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text" value="4"/>	14178	PINEAPPLE CT 40 LB CO	5 LB	\$0.00	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text" value="4"/>	14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	\$3.18	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed
<input type="text" value="4"/>	14204	W-MELON US#1 700 LB AVG CS	1 LB	\$0.00	<input type="radio"/> State <input checked="" type="radio"/> Snack <input type="radio"/> Fed

ADD ITEMS



Add Items To Cart



Load Favorite Cart



Clear Form



Home Menu

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

Verify Order

If you make changes here, you MUST click "Update Cart" for them to take effect.

Change order quantity to zero and click "Update Cart" to remove an item from your cart.

Click "Proceed to Checkout" when your cart contains ALL your desired items.

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	<input type="text" value="4"/>	\$21.20	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	\$4.24	<input type="text" value="4"/>	\$16.96	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	<input type="text" value="4"/>	\$12.72	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	<input type="text" value="4"/>	\$16.96	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	\$0.00	<input type="text" value="4"/>	\$0.00	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	\$0.00	<input type="text" value="4"/>	\$0.00	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A08	BANANA 1-A PUERTO RICO	1 LB	\$0.00	<input type="text" value="4"/>	\$0.00	<input type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed

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

Bottom of Verify Page

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

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

 [Update Cart](#)  [Empty Cart](#)  [Save As Favorite Cart](#)  [Load Favorite Cart](#)

 [Continue Shopping](#)  [Proceed To Checkout](#)  [Home Menu](#)

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

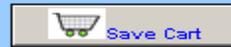
Establish a Favorite Cart

FFAVORS Web Welcomes MELLENSCH

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

Name the Cart

Click "Save Cart"



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



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

Higher Level Ordering Official Favorite Cart

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

Click below to overwrite the contents of an existing cart:

EXISTING FAVORITE CARTS

Cart Name	Owner of Saved Cart	Overwrite Favorite Cart	Delete Favorite Cart
MELLON	MELLEN SCH	OVERWRITE with current cart	DELETE

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



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

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

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

Save this Favorite Cart for who?

For Use Only By The Selected School

For Use Only By This County

For Use By This County and By All of Its Schools



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

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

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

2. Enter the appropriate authorization level, name the new cart, and click the “Save Cart” button to save the cart. This page will also offer the user the opportunity to cancel saving the cart contents by selecting the “Continue Shopping” button.

Load Favorite Cart

FFAVORS Web Welcomes MELLENSCH

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

SAVED CARTS

Cart Name	Owner of Saved Cart
MELLON	MELLENSCH

Click "Cart Name"

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



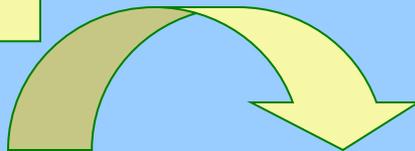
As an individual User if you select "Load Favorite Cart" button on the bottom of the Verify Order Screen, this is the screen that you will see. Click on the name of the favorite cart to see the items that are ordered on a regular basis.

Proceed To Checkout!

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

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

Click
"Confirm
Order"



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



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

Confirmation Page

Your Order Confirmation Number is: **062130147**

Your Requested Delivery Date is: **08/07/2006**

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

ORDER SUMMARY

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

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

The Order for RDD 8/7/2006 is complete for Mellon School! Make note of the Confirmation Number and print a copy of the order by clicking the little printer button at the top right hand portion of the browser tool bar.

View, Change, or Delete a Pending Order

FFAVORS Web Welcomes MELLENSCH

Please select one of the following options:

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

Click "View, Change, Delete"

[Contact FFAVORS Web site administrators](#)

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

Select an Order to View, Change, or Delete

FFAVORS Web Welcomes MELLENSCH

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

Requested Delivery Date

08/07/2006

View Order

OR

Order Confirmation Number

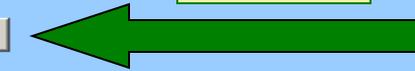
062130147

View Order

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



OR



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

Modify An Order

FFAVORS Web Welcomes MELLEN SCH

Pending Order Summary

Requested Delivery Date: **Aug 16, 2006**

(Click on "Modify" or "Delete" below to modify or delete this order.)

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	5	\$26.50	Federal
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	\$4.24	5	\$21.20	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	5	\$15.90	State
14A01	APPLE&CAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	5	\$21.20	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	\$4.24	5	\$21.20	State
14A02	ORANGES 113 CT 35 LB CS	1 LB	\$3.18	5	\$15.90	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	\$3.18	5	\$15.90	Federal

State funds subtotal = \$37.10
Federal funds subtotal = \$100.70
Snack funds subtotal = \$0.00
Total cost = \$137.80



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

Modify Cont'

FFAVORS Web Welcomes MELLEEN SCH

 Shopping Cart 

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

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	<input type="text" value="5"/>	\$26.50	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	\$4.24	<input type="text" value="5"/>	\$21.20	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	<input type="text" value="5"/>	\$15.90	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	<input type="text" value="5"/>	\$21.20	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A13	BANANA 1-C PUERTO RICO	1 LB	\$4.24	<input type="text" value="5"/>	\$21.20	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
14A02	ORANGES 113 CT 35 LB CS	1 LB	\$3.18	<input type="text" value="5"/>	\$15.90	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	\$3.18	<input type="text" value="5"/>	\$15.90	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

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

Modify Cont'

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	5	\$26.50	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14012	APPLE CHL SLICE 7 LB BG 6/CS	6 LB	\$4.24	5	\$21.20	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	5	\$15.90	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed
14A01	APPLE&CAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	5	\$21.20	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14A13	BANANA 1-C PUERTO RICO	1 LB	\$4.24	4		
14A02	ORANGES 113 CT 35 LB CS	1 LB	\$3.18	5	\$15.90	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	\$3.18	5	\$15.90	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed

4 Cases Instead of 5

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

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$50,000.00	\$0.00	
Spent, Previous Orders	\$155.82	\$174.90	\$0.00	
Cost, This Order	\$37.10	\$100.70	\$0.00	\$137.80
Remaining Balance	N/A	\$49,724.40	\$0.00	

Click "Update Cart"

Click "Proceed to Check Out"

Confirm Modifications

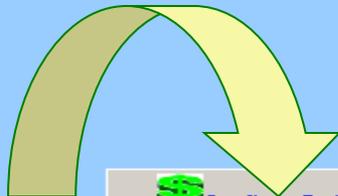
FFAVORS Web Welcomes MELLEN SCH

Order Confirmation Screen

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

THIS ORDER IS NOT PLACED UNTIL CONFIRMED BELOW!!!

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



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

Click "Confirm Order"

Modified Confirmation

FFAVORS Web Welcomes MELLEEN SCH

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

Your New Order Confirmation Number is: **062190165**

Your Requested Delivery Date is: **08/16/2006**

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

ORDER SUMMARY

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

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



[Place Another Order](#)



[Home Menu](#)



[Log Off](#)

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

Delete An Order

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14A14	APPLES R/D 163 CT 40 LB CS	163 LB	\$0.00	4	\$0.00	Federal
14012	APPLE CHL SLICE 7 LB BG 8/CS	6 LB	\$4.24	4	\$16.96	Federal
14144	APPLE SLICE 2 OZ BG 200/CS	200 LB	\$3.18	4	\$12.72	State
14028	APPLE SLICE 3 LB BG 10/CS	10 LB	\$5.30	4	\$21.20	State
14A15	APPLES G/D 163 CT 40 LB CS	163 LB	\$0.00	4	\$0.00	Federal
14A13	BANANA 1-C PUERTO RICO	1 LB	\$4.24	4	\$16.96	Federal
14178	PINEAPPLE CT 40 LB CO	5 LB	\$0.00	4	\$0.00	Federal
14A03	KIWIFRUIT US#1 30-38/CS	1 LB	\$0.00	4	\$0.00	Federal
14210	W-MELON SEEDLS US#1 700 LB AVG CS	1 LB	\$3.18	4	\$12.72	Federal
14A02	ORANGES 113 CT 35 LB CS	1 LB	\$3.18	4	\$12.72	Federal
14204	W-MELON US#1 700 LB AVG CS	1 LB	\$0.00	4	\$0.00	Federal
14179	PINEAPPLE 4 LB EA	1 LB	\$0.00	4	\$0.00	Federal
14A08	BANANA 1-A PUERTO RICO	1 LB	\$0.00	4	\$0.00	Federal
14A01	APPLE&CARAMELDIP CHL 2 OZ CO 25 LB CS	1 LB	\$4.24	4	\$16.96	State
14A09	BANANA 1-B PUERTO RICO	1 LB	\$0.00	4	\$0.00	Federal

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

 Delete Order

 Modify Order

Click "Delete Order"

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

Confirm Deletion

FFAVORS Web Welcomes MELLEN SCH

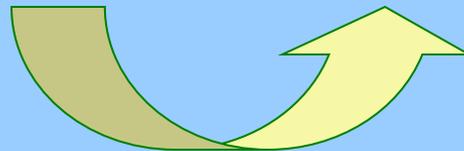
Confirm Order Deletion

Order Number: 062130147

Delivery Date: 08/07/2006

Are you certain you wish to delete this order?

Yes No



Click the “Yes or No” button

Edit Receipts

FFAVORS Web Welcomes R. HOMER ANDREWS ELEM

[Home](#)

Please select one of the following options:

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



Click "Edit Receipts"

[Contact FFAVORS Web Help Desk](#)

Select An Order To Adjust

FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

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

Requested Delivery Date

07/18/2006 View Order

OR

Order Confirmation Number

061930063 View Order



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

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

Click Receipt Order

FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

Summary of Order to Receipt

Requested Delivery Date: **Jul 18, 2006**

(Click on the "Receipt Order" button below to change any of the displayed receipt info regarding your delivery.)

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

Costs To You Based On Qtys Received

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



Note: In a future release of the software , this screen may not appear.

Change Receipt



Order Receipting Process



If you make changes here, you **MUST** click **"PROCESS All Pending Receipt Changes"** for the changes to take effect.

1

2

or

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Receipt Cost	Fund Source	Reason for Receipt Qty Difference
14A07	PINEAPPLES 8-10 CT 40 LB CS	1 CO	\$4.00	3	<input type="text" value="4"/>	\$8.00	<input checked="" type="radio"/> State <input type="radio"/> Snack <input type="radio"/> Fed	ACCEPTED OVERDELIVER
14B45	WATERMELON SEEDLESS BOX	60 BX	\$4.00	3	<input type="text" value="3"/>	\$12.00	<input type="radio"/> State <input type="radio"/> Snack <input checked="" type="radio"/> Fed	N/A

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

	State \$	Federal \$	Snack \$	Total Cost, This Received Order
Starting Balance	N/A	\$50,000.00	\$0.00	
Spent, Previous Orders	\$93.00	\$191.00	\$0.00	
Cost, This Received Order	\$8.00	\$12.00	\$0.00	\$20.00
Remaining Balance	N/A	\$49,797.00	\$0.00	

3





PROCESS
All Pending
Receipt Changes



Home
Menu

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

Confirm Changes to Receipts

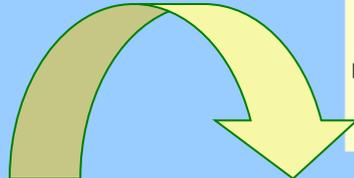
FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

Receipt Confirmation Screen

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

THESE RECEIPTS ARE NOT PROCESSED UNTIL CONFIRMED BELOW!!!

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Actual Cost	Fund Source	Reason For Receipt Qty Difference
14A07	PINEAPPLES 8-10 CT 40 LB CS	1 CO	\$4.00	3	2	\$8.00	State	DAMAGED IN SHIPMENT
14B45	WATERMELON SEEDLESS BOX	60 BX	\$4.00	3	3	\$12.00	Federal	N/A



ORDER COST	ACTUAL RECEIPTED COST
State funds subtotal = \$12.00	\$8.00
Federal funds subtotal = \$12.00	\$12.00
Snack funds subtotal = \$0.00	\$0.00
Total cost = \$24.00	\$20.00

Click "Confirm Receipts"

Note: This screen may not appear in future software releases.

Newly Receipted Confirmation

FFAVORS Web Welcomes SYBLE HOPP SCH/TREAS BROWN CO

THANK YOU! YOUR RECEIPT INFORMATION HAS BEEN UPDATED!

Your Newly Receipted Order Confirmation Number is: **062200166**

Your Requested Delivery Date is: **07/18/2006**

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

ORDER SUMMARY

Item Code	Description	Case Contents	Case Price	Case Quantity	Actual Cost	Fund Source
14A07	PINEAPPLES 8-10 CT 40 LB CS	1 LB	\$4.00	3	\$12.00	State
14B45	WATERMELON SEEDLESS BOX	60 LB	\$4.00	3	\$12.00	Federal

State funds subtotal = \$12.00

Federal funds subtotal = \$12.00

Snack funds subtotal = \$0.00

Total cost = \$24.00



Receipt Another Problem Order



Home Menu



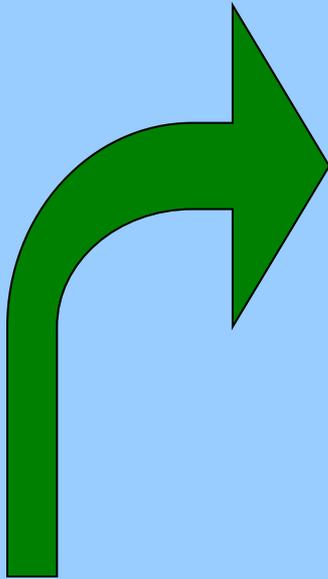
Log Off

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

Display Current Fund Balances

FFAVORS Web Welcomes MELLENSCH

Please select one of the following options:



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

[Contact FFAVORS Web site administrators](#)

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

Current Fund Balances

FFAVORS Web Welcomes MELLENSCH



MELLENSCH BALANCES

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

	State \$	Federal \$	Snack \$	Total Cost This Order
Starting Balance	N/A	\$50,000.00	\$0.00	
Spent, Previous Orders	\$151.58	\$174.90	\$0.00	
Cost, This Order	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance	N/A	\$49,825.10	\$0.00	

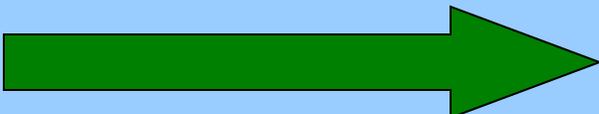


This screen displays the estimated funds that are available. The actual budget is not decreased until a receipt is processed. The total of orders pending will be considered when providing a budget balance.

E-Mail User Account Administrator

FFAVORS Web Welcomes MELLENSCH

Please select one of the following options:



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

[Contact FFAVORS Web site administrators](#)

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

Return To Main Portal

FFAVORS Web Welcomes MELLENSCH

Please select one of the following options:

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



[Contact FFAVORS Web site administrators](#)

This option will allow the user to log out of the Order Process and return the user to the Main Menu/Portal where the user can log out of the system. **Please DO NOT use the "X" in the upper Right hand corner to log out of the system. If the user improperly clicks on the "X" to log out it will take 20 minutes before the system will allow access again.**

Log Out



Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

[Home](#) | [Change Password](#) | [Help](#) | [Logout](#)

USDA School/Native American Customer Homepage

Welcome, MELLENSCH

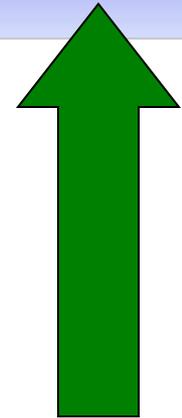
Please select from the following options:

Post Receipt Adjustments

- [Receipt History](#)

Orders

- [Orders and Receipts](#)



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