FFAVORS:
Fresh Fruits and Vegetables Order Receipt System

Vendor User Manual

Table of Contents

What is FFAVORS?

The Fresh Fruit and Vegetable Order/ Receipt System (FFAVORS) is a web application used to order produce through the USDA DOD Fresh Program. This manual focuses on the transactions and tools available to produce vendors.

FFAVORS Access

Navigate to this address in the browser:

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

FFAVORS Login

FFAVORS Login

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

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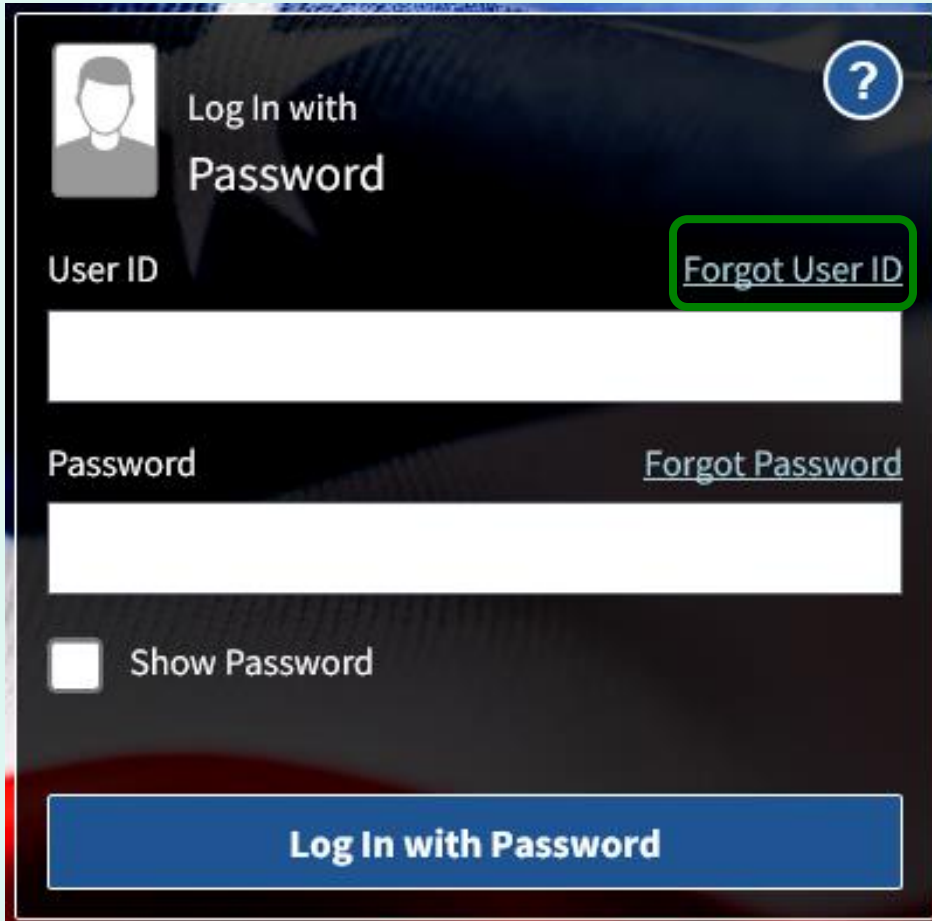
- Enter 'User ID'.
- Enter 'Password'.
- Select **Log In with Password** button.

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

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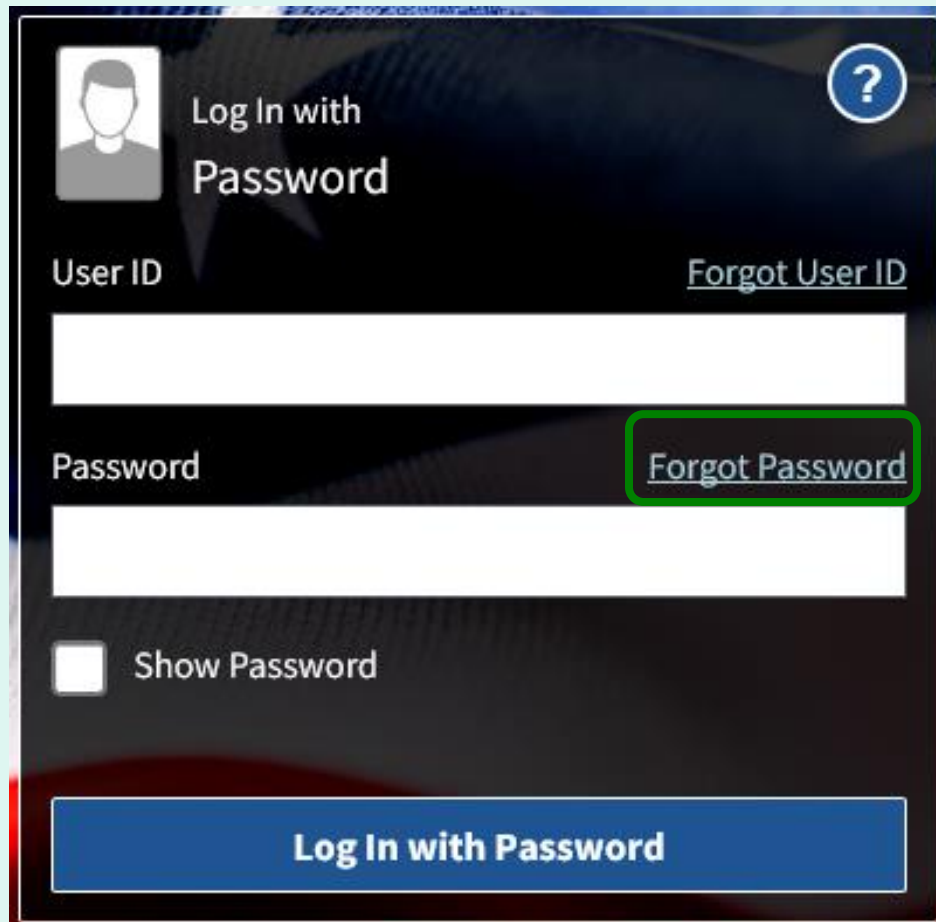
To recover a forgotten User ID, click **Forgot User ID** and follow the prompts to provide requested information. The matching User ID(s) will be emailed.

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

FFAVORS Login

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

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

User Agreement & Registration

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

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

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

User Agreement & Registration

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

Select from the available 'FFAVORS ID' numbers to proceed.

Selection Page for Multiple FFAVORS Accounts

Level - 1
ID - 28042019092011474260659
Email - vendor@acornzone.com

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

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

FFAVORS ID	Role	Customer Code	eAuth ID	Name	Last Login
100239	Produce Vendor		28042019092011474260659	EXAMPLE VENDOR	5/28/2020 8:17:05 AM
100399	Produce Vendor			FARM FRUITS DELIVERY	
100397	Produce Vendor		28042019092011474260659	USDA-GARDEN	5/28/2020 8:17:00 AM

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

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User Agreement & Registration

Application User Data

User ID:	100397
Email Address"	vendor@acornzone.ce
First Name:	VENDOR2
Last Name:	FFAVORS
Citizenship:	United States
Designation Of Person:	Civilian

Confirm that the Application User Data appears correct.

Note: The Email Address may be updated if needed.

Vendor Demographics and Contracts

Cage Code:	2T123
Vendor Name:	USDA-GARDEN
Address 1:	3101 PARK CENTER
Address 2:	
City:	ALEXANDRIA
State:	Virginia
Zip Code:	22302
Country Code:	US

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

Select **Register**.

Register   Exit

User Agreement & Registration

Select **Yes**.

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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.

Select from the available 'FFAVORS ID' numbers to proceed.

Level - 1
ID - 28042019092011474260659
Email - vendor@ acornzone.com

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

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

FFAVORS ID	Role	Customer Code	eAuth ID	Name	Last Login
100239	Produce Vendor		28042019092011474260659	EXAMPLE VENDOR	6/2/2020 2:44:09 PM
100399	Produce Vendor		28042019092011474260659	FARM FRUITS DELIVERY	6/2/2020 2:42:30 PM
100397	Produce Vendor		28042019092011474260659	USDA-GARDEN	5/28/2020 8:17:00 AM

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

Profile Selection

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.

Vendor Homepage

Help Logout Switch

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

Date: Friday, July 22, 2022

Produce Vendor Homepage

Last Login: Wednesday, July 20, 2022 1:20:28 PM

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders
- Accept New Orders
- Previously Accepted Orders
- Orders Summary By Item

Catalog
- Catalog
- News Flash
- Set Delivery Day
- Import Delivery Day
- FDPIR Catalog

Vendor
- Invoicing

Item / Stock Number
- Item / Stock Number

Reports
- Usage
- Delivery Day

My Profile
- My Profile

Always confirm the produce vendor name before entering any transactions.

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

Contact FFAVORS Help Desk

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Vendor Homepage

Vendor Homepage

What can I do in FFAVORS?

- Accept new orders.
- View previously accepted orders.
- View a summary of orders containing the same product.
- View the current catalog or historic catalogs and update the pending catalog for the next ordering cycle.
- Review or update a product news flash.
- Assign regular delivery days for customers and view them in a report.

<u>Vendor Homepage</u>

What can I do in FFAVORS?

- View and submit invoices for payment.
- View previously submitted invoices.
- View receipt status of delivered orders that are not yet ready for invoicing.
- Look up a product's Item Code or Stock Number.
- View summary and detailed usage reports.
- Contact the FFAVORS Help Desk.
- View the most up-to-date version of this manual.

Vendor Homepage

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

To return to the Vendor Homepage from elsewhere in the application, select **Home** from the menu in the upper right corner of the screen.

Orders

- Vendors must access FFAVORS daily to retrieve customer orders.

- Orders are available three days before the required delivery date (RDD).

- If orders have not been retrieved within two days of the RDD, FFAVORS will notify the vendor.

- Orders may be viewed, accepted, and printed based on RDD date and customer/group of customers.

Accept New Orders

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day
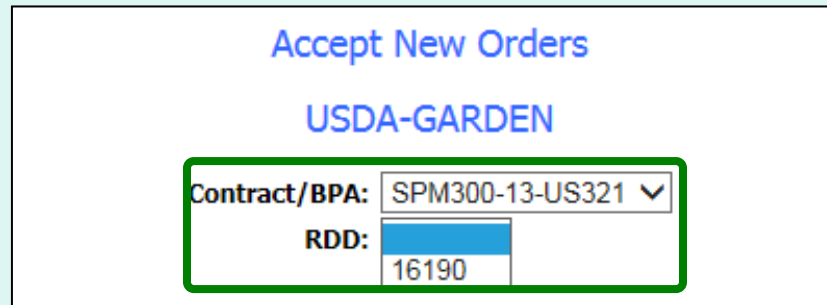
My Profile

My Profile

From the Vendor Homepage, select the **Accept New Orders** link under the 'Get Orders' menu.

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Accept New Orders

First, select a Contract/BPA from the available options in the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Then, select the applicable RDD.

Note: Only contracts for which orders are available to be accepted will appear in the drop-down list.

Accept New Orders

Accept New Orders

USDA-GARDEN

Contract/BPA: SPM300-13-US321

RDD: 16190

Cust Cd   Name

YVA620   BEDFORD ELEMENTARY

Customers:

Select All

(Press the Shift or Ctrl key to select more than one Customer)

To select a different contract and/or RDD, change the values in the 'Contract/BPA' and/or 'RDD' fields.

Accept New Orders

Accept New Orders

USDA-GARDEN

Contract/BPA: SPM300-13-US321

RDD: 16190

Cust Cd	Name
YVA620	BEDFORD ELEMENTARY

Customers:

Select All

Select at least one customer to continue. To include multiple customer(s) from the list, select more than one by holding the **Ctrl** or **Shift** keys or use the **Select All** button to highlight all of them.

Accept New Orders

Accept New Orders

USDA-GARDEN

Contract/BPA: SPM300-13-US321

RDD: 16190

Cust Cd	Name
YVA620	BEDFORD ELEMENTARY

Customers:

Select All

(Press the Shift or Ctrl key to select more than one Customer)

Generate Report

With the customer(s) highlighted, select **Generate Report** to view the order details.

Accept New Orders

Accept New Orders / Vendor Final Buy Report (Customers)

Vendor:	USDA-GARDEN								
Contract:	SPM300-13-US321						Date:		7/5/2016

DoDAAC:	YVA621						RDD:		16189 7/7/2016
Customer:	BEDFORD PRIMARY						Order Date:		6/30/2016 12:00:00 AM
	807 COLLEGE STREET						Accept Date:		(none)
	BEDFORD, VA 24523								

Item Code	Item Description	Qty/Cases	U/C	U/I	U/W	Net Lbs	Case Price	Total Price	Serial Nbr
14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	1	20	2.25	2.25	0002
14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	1	2.50	2.50	0003
15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	1	8	1.75	3.50	0001
		Lines		Cases		Gross Lbs		Total Price	
Total	BEDFORD PRIMARY	3		4		30.45		8.25	

Accept Orders   Another Contract/RDD

To leave without accepting and choose a different order, select **Another Contract/RDD**.

Accept New Orders

Accept New Orders / Vendor Final Buy Report (Customers)

| Vendor: | USDA-GARDEN | | | | | | | Date: | 7/5/2016 |
| Contract: | SPM300-13-US321 | | | | | | | | |

DoDAAC:	YVA621							RDD:	16189 7/7/2016
Customer:	BEDFORD PRIMARY							Order Date:	6/30/2016 12:00:00 AM
	807 COLLEGE STREET							Accept Date:	(none)
	BEDFORD, VA 24523								

Item Code	Item Description	Qty/Cases	U/C	U/I	U/W	Net Lbs	Case Price	Total Price	Serial Nbr
14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	1	20	2.25	2.25	0002
14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	1	2.50	2.50	0003
15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	1	8	1.75	3.50	0001
		Lines		Cases		Gross Lbs		Total Price	
Total	BEDFORD PRIMARY	3		4		30.45		8.25	

Accept Orders   Another Contract/RDD

Select **Accept Orders** to continue with confirmation.

Accept New Orders

Accept New Orders / Vendor Final Buy Report (Customers)

Vendor:	USDA-GARDEN				**Date:**	7/5/2016
Contract:	SPM300-13-US321					
DoDAAC:	YVA621				**RDD:**	16189 7/7/2016
Customer:	BEDFORD PRIMARY				**Order Date:**	6/30/2016 12:00:00 AM
	807 COLLEGE STREET				**Accept Date:**	(none)
	BEDFORD, VA 24523					
Item Code	**Item Description**			rice	**Total Price**	**Serial Nbr**
14F11	PEACHES 2-2.5 DIA 1/20 LB CS				2.25	0002
14M14	STRAWBERRY 1/1 PT CO				2.50	0003
15M99	BLUEBERRIES 1/4 LB CO				3.50	0001
					Total Price	
Total	BEDFORD PRIMARY			30.45	8.25	

Message from webpage

Are you sure?
Click 'OK' to accept the orders.

[OK] [Cancel]

[Accept Orders] [Another Contract/RDD]

Select **OK** to confirm acceptance of the new order. Select **Cancel** to return to the previous screen without accepting.

Note: Orders are not accepted until confirmed.

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Accept New Orders

Orders accepted successfully. Please export/print the report.

Accept New Orders / Vendor Final Buy Report (Customers)

Vendor:	USDA-GARDEN								
Contract:	SPM300-13-US321							Date:	7/5/2016

DoDAAC:	YVA621							RDD:	16189 7/7/2016
Customer:	BEDFORD PRIMARY							Order Date:	6/30/2016 12:00:00 AM
	807 COLLEGE STREET							Accept Date:	7/5/2016 12:41:37 PM
	BEDFORD, VA 24523								

Item Code	Item Description	Qty/Cases	U/C	U/I	U/W	Net Lbs	Case Price	Total Price	Serial Nbr
14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	1	20	2.25	2.25	0002
14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	1	2.50	2.50	0003
15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	1	8	1.75	3.50	0001
		Lines		Cases		Gross Lbs		Total Price	
Total	BEDFORD PRIMARY	3		4		30.45		8.25	

[Another Contract/RDD] [View Report] [View Report XLS] [Report Help]

A screen notification confirms that the order has been accepted successfully.

Accept New Orders

Orders accepted successfully. Please export/print the report.

Accept New Orders / Vendor Final Buy Report (Customers)

Vendor:	USDA			7/5/2016
Contract:	SPM30			
DoDAAC:	Y			16189 7/7/2016
Customer:	BEDFOR			6/30/2016 12:00:00 AM
	807 COL			7/5/2016 12:41:37 PM
	BEDFOR			
Item Code	Item			Serial Nbr
14F11	PEACHES 2-2			0002
14M14	STRAWBE			0003
15M99	BLUEBERR			0001
Total	BEDFORD PRIMARY	3	4	30.45	8.25

> To view a basic report of order details in tabular format (i.e., for Excel or similar tools), select **View Report XLS** to open the interactive dialog, which allows printing and exporting in a variety of formats.
>
> For further guidance on using reporting tools, select the **Report Help** document.

[Another Contract/RDD] [View Report] [View Report XLS] [Report Help]

Order Dt	RDD	CSTMR	ITEM	Catalog Description	Qty	U/C	U/I	Net Lbs	Case Prc	Total $	CAGE	Serial Nbr
06/30/2016	07/07/2016	YVA621	14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	20	2.25	2.25	2T123	0002
06/30/2016	07/07/2016	YVA621	14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	2.50	2.50	2T123	0003
06/30/2016	07/07/2016	YVA621	15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	8	1.75	3.50	2T123	0001

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Accept New Orders

Orders accepted successfully. Please export/print the report.

Accept New Orders / Vendor Final Buy Report (Customers)

Vendor:	USDA-GARDEN		
Contract:	SPM30...		7/5/2016
DoDAAC:	Y...		16189 7/7/2016
Customer:	BEDFOR...		6/30/2016 12:00:00 AM
	807 COL...		7/5/2016 12:41:37 PM
	BEDFOR...		
Item Code	Item D...		Serial Nbr
14F11	PEACHES 2-2...		0002
14M14	STRAWBE...		0003
15M99	BLUEBERR...		0001
Total	BEDFORD PRIMARY	3 4 30.45 8.25	

> To view a detailed and formatted report (i.e., for screen viewing or print), select **View Report** to open the interactive dialog, which allows printing and exporting in a variety of formats.
>
> For further guidance on using reporting tools, select the **Report Help** document.

[Another Contract/RDD]   [View Report]   [View Report XLS]   [Report Help]

Vendor:	USDA-GARDEN									Date:		07/05/2016
Contract:	SPM300-13-US321											
DoDAAC:	YVA621									RDD:	16189	07/07/2016
Customer:	BEDFORD PRIMARY									Order Date:	06/30/2016	12:00:00AM
	807 COLLEGE STREET									Accept Date:	07/05/2016	12:41:37PM
	BEDFORD, VA 24523											

Item Code	Item Description	Qty/ Cases	U/C	U/I	U/W	Net Lbs	Case Price	Total Price	Serial Nbr
14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	1	20	2.25	2.25	0002
14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	1	2.50	2.50	0003
15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	1	8	1.75	3.50	0001
		Lines	Cases				Gross Lbs	Total Price	
Total	BEDFORD PRIMARY	3	4				30	8.25	

Accept New Orders

Orders accepted successfully. Please export/print the report.

Accept New Orders / Vendor Final Buy Report (Customers)

Vendor:	USDA-GARDEN								
Contract:	SPM300-13-US321							Date:	7/5/2016

DoDAAC:	YVA621							RDD:	16189 7/7/2016
Customer:	BEDFORD PRIMARY							Order Date:	6/30/2016 12:00:00 AM
	807 COLLEGE STREET							Accept Date:	7/5/2016 12:41:37 PM
	BEDFORD, VA 24523								

Item Code	Item Description	Qty/Cases	U/C	U/I	U/W	Net Lbs	Case Price	Total Price	Serial Nbr
14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	1	20	2.25	2.25	0002
14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	1	2.50	2.50	0003
15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	1	8	1.75	3.50	0001
		Lines		Cases		Gross Lbs		Total Price	
Total	BEDFORD PRIMARY	3		4		30.45		8.25	

Another Contract/RDD	View Report	View Report XLS	Report Help

To choose a different order, select **Another Contract/RDD**.

Previously Accepted Orders

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

My Profile

My Profile
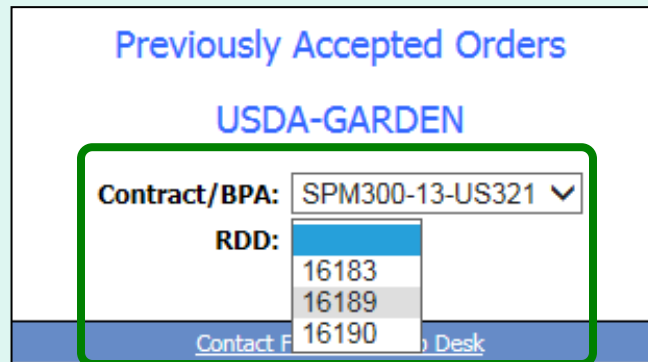
From the Vendor Homepage, select the **Previously Accepted Orders** link under the 'Get Orders' menu.

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Previously Accepted Orders

First, select a 'Contract/BPA' from the available options in the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Then, select the applicable RDD.

Note: Only contracts for which orders are available to view will appear in the drop-down list. Vendors may view previously accepted orders for 7 calendar days after the RDD. After this period, receipts will be available to view in Invoicing.

Previously Accepted Orders

Previously Accepted Orders

USDA-GARDEN

Contract/BPA: SPM300-13-US321

RDD: 16189

Cust Cd	Name
YIR131	SENECA TRIBE
YVA620	BEDFORD ELEMENTARY
YVA621	BEDFORD PRIMARY
YVA635	BEDFORD MIDDLE

Customers:

Select All

To select a different contract and/or RDD, change the values in the 'Contract/BPA' and/or 'RDD' fields.

Previously Accepted Orders

Previously Accepted Orders

USDA-GARDEN

Contract/BPA: SPM300-13-US321 ∨

RDD: 16189 ∨

Cust Cd	Name
YIR131	SENECA TRIBE
YVA620	BEDFORD ELEMENTARY
YVA621	BEDFORD PRIMARY
YVA635	BEDFORD MIDDLE

Customers:

Select All

Select at least one customer to continue. To include multiple customer(s) from the list, select more than one by holding the **Ctrl** or **Shift** keys or use the **Select All** button to highlight all of them.

Previously Accepted Orders

To view a detailed and formatted report (i.e., for screen viewing or print), select **View Report** to open the interactive dialog, which allows printing and exporting in a variety of formats.

For further guidance on using reporting tools, select the **Report Help** document.

Previously Accepted Orders

Previously Accepted Orders

USDA-GARDEN

Contract/BPA: SPM300-13-US321 ▾
RDD: 16189 ▾

Cust Cd	Name
YIR131	SENECA TRIBE
YVA620	BEDFORD ELEMENTARY
YVA621	BEDFORD PRIMARY
YVA635	BEDFORD MIDDLE

Customers:

Select All

(Press the Shift or Ctrl key to select more than one Customer)

View Report | View Report XLS | Report Help

To view a basic report of order details in tabular format (i.e., for Excel or similar tools), select **View Report XLS** to open the interactive dialog, which allows printing and exporting in a variety of formats.

For further guidance on using reporting tools, select the **Report Help** document.

Order Dt	RDD	CSTMR	ITEM	Catalog Description	Qty	U/C	U/I	Net Lbs	Case Prc	Total $	CAGE	Serial Nbr
06/30/2016	07/07/2016	YVA621	14F11	PEACHES 2-2.5 DIA 1/20 LB CS	1	20	LB	20	2.25	2.25	2T123	0002
06/30/2016	07/07/2016	YVA621	14M14	STRAWBERRY 1/1 PT CO	1	1	LB	1	2.50	2.50	2T123	0003
06/30/2016	07/07/2016	YVA621	15M99	BLUEBERRIES 1/4 LB CO	2	4	LB	8	1.75	3.50	2T123	0001

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Orders Summary by Item

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accented Orders
Orders Summary By Item

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

My Profile

My Profile

From the Vendor Homepage, select the **Orders Summary By Item** link under the 'Get Orders' menu.

Orders Summary by Item

First, select a 'Contract/BPA' from the available options in the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Note: Only contracts for which orders are available to view will appear in the drop-down list. Vendors may view previously accepted orders for 7 calendar days after the RDD. After this period, receipts will be available to view in Invoicing.

Orders Summary by Item

FFAVORS WEB - Get Orders Summary By Item

USDA-GARDEN

Contract/BPA: SPM300-13-US321

RDD:
16183
16189
16190
16195
16196
16197

Select All

(Press the Shift or Ctrl key to select more than one RDD)

View Report   Report Help

Select at least one RDD to continue. To include multiple RDD(s) from the list, select more than one by holding the **Ctrl** or **Shift** keys or use the **Select All** button to highlight all of them.

Orders Summary by Item

To view the report for the selected RDD(s), select **View Report**. This will open the interactive dialog, which allows printing and exporting in a variety of formats.

For further guidance on using reporting tools, select the **Report Help** document.

Orders Summary by Item

To view the summary for a different item, select the Item Code from the menu on the left side of the screen.

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<u>Catalog</u>

- Vendor catalogs are effective from Sunday to Saturday.
- Each week, vendors may update catalog prices, add new items, and/or delete items.
- Tribes may order only FDPIR Standard Catalog items.
- If applicable, vendors will receive a weekly report listing out-of-season items to remove and in-season items that are not found in the current FDPIR catalog.
- State of Origin is required for all items in the catalog.
- Price changes are to be completed <u>by the close of business Wednesday</u>.
- New catalogs will be made available to USDA customers to coincide with the day new prices go into effect (Sunday morning).

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Catalog

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders	My Profile
Accept New Orders	My Profile
Previously Accepted Orders	
Orders Summary By Item	

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

From the Vendor Homepage, select the **Catalog** link under the 'Catalog' menu.

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

__Catalog__

Choose a 'Contract' from the available options in the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Catalog

Vendor: USDA-GARDEN

Contract:

SPM300-13-US123
SPM300-13-US321

Catalog

Select the 'Effective Date' for the catalog to be viewed and/or updated.

Current and historic catalogs may be viewed but not modified. Pending may be updated to add or remove items and adjust prices and source information.

Note: *If a pending catalog for the upcoming week has not yet been created and the selected contract is not expired, a message is displayed beneath the 'Effective Date' dropdown.*

Catalog

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223 ▾
Effective Date: Sunday, May 24, 2020 ▾

-- Select Field -- ▾ LIKE ▾

[Search] [Add Clause] [Remove Clause] [Clear]

ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	12.95	22.00	DOMESTIC	FL	22.00	12.95	◆
14A61	891501E050487	SQUASH YELLOW FR 20 LB CS	LB	20	15.75	22.50	DOMESTIC	GA	22.50	15.75	◆
14J67	891501E050311	APPLE/ORANGE MIX 8/5 LB BG	LB	40	19.85	31.25	LOCAL	VA	31.25	19.85	◆
15O14	891501E052164	CARROT CHL BABY WHL 30/I LB BG	LB	30	36.00	42.50	DOMESTIC	FL	42.50	36.00	◆
15P70	891501E051203	CAULIFLOWER 12 CT 1/22 LB CS	LB	22	32.00	41.50	DOMESTIC	KY	41.50	32.00	◆

1   Total Items=5 | ★ New=0 | 🗑 Deleted=0 | ● Changed=0 | ◆ Unchanged=5

[Show All] [View Report] [Report Help]

The view may be customized using column sort, selection filters, and page advance. To export or print a copy of this catalog, select **View Report**. Guidelines for working with the report viewer are available in the **Report Help** document.

Note: No changes can be made to a historic catalog.

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Catalog

The catalog for the current week is labeled "CURRENT CATALOG" under the date. The view may be customized using column sort, selection filters, and page advance. To export or print a copy of this catalog, select **View Report**. Guidelines for working with the report viewer are available in the **Report Help** document.

Note: No changes can be made to the current catalog.

50

Catalog

Example 3: Pending Catalog

The catalog for the current week is labeled "PENDING CATALOG" under the date. The view may be customized using column sort, selection filters, and page advance. To export or print a copy of this catalog, select **View Report**. Guidelines for working with the report viewer are available in the **Report Help** document.

Additional tools are available to make updates to the pending catalog.

Catalog

To switch to a different page, select a page number in the lower left area under the ITEM CD column. The current page is identified in black.

ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE
14144	891501E050202	APPLE CHL SL 200/2 OZ PG	LB	25
14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35
14A61	891501E050487	SQUASH YELLOW 1/20 LB CS	LB	20
14A62	891501E050488	SQUASH ZUCCHINI MED 1/20 LB CS	LB	20
14B42	891501E050145	RASPBERRIES 12/0.5 PT PG	CO	1
14F11	891501E050212	PEACHES 2-2.5 DIA 1/20 LB CS	LB	20
14F13	891501E050214	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	LB	35
14F29	891501E050230	APPLE G/S SL PEEL 10/3 LB BG	LB	30
1 2 3				

ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE
14I53	891501E050629	ORANGE 1/2 LB BG	LB	2
14I54	891501E050630	ORANGE 1/5 LB BG	LB	5
14I56	891501E050632	PEAR 20/2 LB BG	LB	40
14I57	891501E050633	PEAR 12/3 LB BG	LB	36
14J03	891501E050253	CANTALOUPE CHL CHUNK 5 LB BG	LB	5
14J04	891501E050254	HONEYDEW CHL CHUNKS 1/5 LB BG	LB	5
14M14	891501E050425	STRAWBERRY 1/1 PT CO	LB	1
14M26	891501E050740	APPLES, GRANNY SMITH, 72-88 CT	LB	40
1 2 3				

Catalog

By default, catalog items are sorted in ascending order by ITEM CD. To change this, select a column header to sort ascending (A-Z, 0-9). Select again to reverse the sort order.

ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE
14144	891501E050202	APPLE CHL SL 200/2 OZ PG	LB	25	$ 3.12
14F29	891501E050230	APPLE G/S SL PEEL 10/3 LB BG	LB	30	$ 1.11
14M26	891501E050740	APPLES, GRANNY SMITH, 72-88 CT	LB	40	$ 3.42
15M99	891501E051067	BLUEBERRIES 1/4 LB CO	LB	4	$ 1.12
15N53	891501E051100	CABBAGE W/CARROTS CHL 1/5 LB BG	LB	5	$ 4.52
14J03	891501E050253	CANTALOUPE CHL CHUNK 5 LB BG	LB	5	$ 1.78
15R18	891501E051291	CARROTS WHL 1/5 LB BG	CS	1	$ 4.13
15Z10	891501E051478	CARROTS, FRESH, 10/2 LB BAGS, 1/20 LB CS	LB	20	$ 7.00
1 2 3					

Catalog

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223
Effective Date: Sunday, Feb 20, 2022
PENDING CATALOG
DIP: 2.00

-- Select Field --   LIKE

Search   Add Clause   Remove Clause   Clear

Do you supply **LOCALLY GROWN** items? Click **LOCAL** for more info! ... Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

By default, ALL catalog items are displayed. To include only items that meet specified criteria, use the selection tool above the table.

DELETE?	ITEM CD	STOCK NUMBER								REV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184					8.00	12.95	◆
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ∨	∨	9.00	7.00	◆
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	DOMESTIC ∨	AL ∨ ∨	6.40	4.40	◆
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ∨	AZ ∨ ∨	4.44	2.44	◆
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ∨	IN ∨ ∨	10.55	8.55	●
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ∨	AL ∨ ∨	11.00	9.00	◆

1   Total Items=6 | ⭐ New=0 | 🗑 Deleted=7 | ● Changed=1 | ◆ Unchanged=5

Save   Add Items   Show All   View Report   Report Help

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Catalog

-- Select Field --
Item Cd
Stock Number
Description
Unit of Issue
Units Per Case
Product Price
Cost Price
Source of Supply
State of Origin
Prev Wk Cost Price
Baseline Product Price
Status

LIKE
GREATER THAN
LESS THAN

To use the selection tool, first select a field (column) and a match type.
Then, enter text or a value to match.
To apply the filter to the catalog, select **Search**.

Note: LIKE allows matching by partial words or numbers. For example, "berr" will match any description containing berry, berries, etc.

Description ∨ | LIKE ∨ | oran

Search | Add Clause | Remove Clause | Clear

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ∨	AZ ∨	8.00	12.95	◆
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	5.00	7.00	DOMESTIC ∨	∨	0.00	5.00	★

1   Total Items=2 | ★ New=1 | 🗑 Deleted=7 | 🔵 Changed=0 | ◆ Unchanged=1

55

Catalog

Selection criteria may be combined to further customize the items displayed in the catalog.

To add more selection criteria, select **Add Clause**.

To remove the bottom clause, select **Remove Clause**.

Select **Search** to apply filter changes to the catalog.

| | Description | ✔ | LIKE | ✔ | oran |
| AND ✔ | Product Price $ | ✔ | GREATER THAN ✔ | 5.00 |

[Search] [Add Clause] [Remove Clause] [Clear]

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ✔	AZ ✔ / CA ✔ / ✔	8.00	12.95	🔵
1								Total Items=1	⭐ New=0	🪦 Deleted=7	🔵 Changed=1	🔷 Unchanged=0

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Catalog

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223
Effective Date: Sunday, Feb 20, 2022

PENDING CATALOG
DIP: 2.00

-- Select Field --   LIKE

[Search] [Add Clause] [Remove Clause] [**Clear**]

Do you supply **LOCALLY GROWN** items? Click **LOCAL** for more info!!!   Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC	AZ	8.00	12.95	◆
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC	AK	9.00	7.00	◆
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL	IN	6.40	4.40	●
☐												★
☐												◆
☐												●
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC	AL	11.00	9.00	◆

> To remove selection criteria and display all items in the catalog, select **Clear** in the search tool area at the top of the screen or **Show All** below the catalog listings.

1   Total Items=7 | ★ New=1 | 🪦 Deleted=7 | ● Changed=2 | ◆ Unchanged=4

[Save] [Add Items] [**Show All**] [View Report] [Report Help]

57

Catalog: Update Items

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223 ⌄
Effective Date: Sunday, Feb 20, 2022 ⌄
➡ *PENDING CATALOG*
DIP: 2.00

-- Select Field -- ⌄ | LIKE ⌄ | [   ]
[Search] [Add Clause] [Remove Clause] [Clear]

Do you supply **LOCALLY GROWN** items? Click **LOCAL** for more info!!! Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ⌄	AZ ⌄	8.00	12.95	◆
☐			PEAR	LB		7.00		DOMESTIC	AK ⌄			◆
☐												●
☐												☆
☐												◆
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL		10.55	8.55	●
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ⌄	AL ⌄	11.00	9.00	◆

1   Total Items=7 | ☆ New=1 | 🗑 Deleted=7 | ● Changed=2 | ◆ Unchanged=4

[Save] [Add Items] [Show All] [View Report] [Report Help]

Reminder: Changes may be made only to the pending catalog.

Vendors must make price changes for the upcoming week before the pending catalog goes into effect on Sunday. If no changes are made, the current week's prices will remain in effect for the following week.

58

Catalog: Update Items

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223 ▾
Effective Date: Sunday, Feb 20, 2022 ▾
PENDING CATALOG
DIP: 2.00

-- Select Field -- ▾   LIKE ▾

[Search] [Add Clause] [Remove Clause] [Clear]

Do you supply **LOCALLY GROWN** items? Click **LOCAL** for more info!!!   Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ▾	AZ ▾ CA ▾ ▾	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ▾	AK ▾ ▾	9.00	7.00	🔷
						4.40	6.40	LOCAL ▾	IN ▾ ▾	6.40	4.40	🔵
						5.00	7.00	DOMESTIC ▾	DC ▾ ▾	0.00	5.00	⭐
						2.44	4.44	DOMESTIC ▾	AZ ▾ ▾	4.44	2.44	🔷
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ▾	IN ▾ ▾	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ▾	AL ▾ ▾	11.00	9.00	🔷

To adjust the price of an item in the pending catalog, enter a new value for PRODUCT PRICE.

1

Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | 🔷 Unchanged=3

59

Catalog: Update Items

The value for the COST PRICE will be updated automatically by adding the distribution price (DIP) to the PRODUCT PRICE.

The DIP value for the selected contract is identified in the upper left, under the PENDING CATALOG label.

Note: For Hawaii and Guam contracts, vendors will need to enter both PRODUCT PRICE and COST PRICE.

Catalog: Update Items

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223
Effective Date: Sunday, Feb 20, 2022
PENDING CATALOG
DIP: 2.00

-- Select Field --   LIKE

Search   Add Clause   Remove Clause   Clear

Do you supply LOCALLY GROWN items? Click **LOCAL** for more info!!!   Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC	AZ / CA	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC	AK	9.00	7.00	🔶
							6.40	LOCAL	IN	6.40	4.40	🔵
							7.00	DOMESTIC	DC	0.00	5.00	⭐
							4.44	DOMESTIC	AZ	4.44	2.44	🔶
							10.55	LOCAL	IN	10.55	8.55	🔵
							11.00	DOMESTIC	AL	11.00	9.00	🔶

Total Items=7 | ⭐ New=1 | Deleted=7 | 🔵 Changed=3 | 🔶 Unchanged=3

> To adjust the source for an item in the pending catalog, enter a new value for SOURCE OF SUPPLY, as applicable.
>
> Additional information about locally grown produce is available under the **LOCAL** link above the catalog.

Catalog: Update Items

STATE OF ORIGIN is **required** for all items. Users may select up to three states per item.

A reference for state and territory abbreviations is available under the **STATE ABBREVIATION LOOKUP** link above the catalog.

Catalog: Update Items

Do you supply **LOCALLY GROWN** items?   Click **LOCAL** for more info!!!   Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ˅	AZ ˅ / CA ˅ / ˅	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ˅	AK ˅ / ˅	9.00	7.00	🔶
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ˅	IN ˅ / ˅	6.40	4.40	🔵
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	5.00	7.00	DOMESTIC ˅	DC ˅ / ˅	0.00	5.00	⭐
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ˅	AZ ˅ / ˅	4.44	2.44	🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ˅	IN ˅ / ˅	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ˅	AL ˅ / ˅	11.00	9.00	🔶

1   Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | 🔶 Unchanged=3

[Save]   [Add Items]   [Show All]   [View Report]   [Report Help]

Select **Save** to apply changes to the pending catalog.

Catalog: Update Items

| | | | | | | | | | | | | |

Save successful.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ˅	AZ ˅ / CA ˅ / ˅	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ˅	AK ˅ / ˅	9.00	7.00	◆
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ˅	IN ˅ / ˅	6.40	4.40	🔵
							7.00	DOMESTIC ˅	DC ˅ / ˅	0.00	5.00	☆
							4.44	DOMESTIC ˅	AZ ˅ / ˅	4.44	2.44	◆
							10.55	LOCAL ˅	IN ˅ / ˅	10.55	8.55	🔵
							11.00	DOMESTIC ˅	AL ˅ / ˅	11.00	9.00	◆

…ms=7 | ☆ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | ◆ Unchanged=3

When processed, a notification message at the top of the screen indicates that the updates have been saved to the pending catalog.

The updated item(s) will also show a "Changed" symbol (🔵) in the STATUS column and be reflected in the catalog item summary at the bottom of the page.

Catalog: Update Items

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ⌄	AZ ⌄ CA ⌄ ⌄	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ⌄	AK ⌄ ⌄	9.00	7.00	🔹
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ⌄	IN ⌄ ⌄	6.40	4.40	🔵
										0.00	5.00	⭐
										4.44	2.44	🔹
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ⌄	IN ⌄ ⌄	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ⌄	AL ⌄ ⌄	11.00	9.00	🔹

For comparison, the PREV WK COST PRICE shows the COST PRICE from the previous week's catalog. If there were no changes, the values in both columns will be the same.

1

Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | 🔹 Unchanged=3

65

Catalog: Add Items

Catalog

Vendor: USDA-GARDEN
Contract: SPM300-19-DR223
Effective Date: Sunday, Feb 20, 2022
PENDING CATALOG
DIP: 2.00

-- Select Field --   LIKE

Search   Add Clause   Remove Clause   Clear

Do you supply **LOCALLY GROWN** items? Click **LOCAL** for more info!!!   Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC	AZ / CA	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC	AK	9.00	7.00	🔶
☐										40		🔵
☐										00		⭐
☐										44		🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL	IN	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC	AL	11.00	9.00	🔶

Reminder: Changes may be made only to the pending catalog.

Items can only be added to the catalog after negotiation with the designated DLA Contracting Officer.

1

Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | 🔶 Unchanged=3

66

Catalog: Add Items

Do you supply **LOCALLY GROWN** items?   Click **LOCAL** for more info!!!   Click **STATE ABBREVIATION LOOKUP** for State of Origin reference.

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ∨	AZ ∨ / CA ∨ / ∨	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ∨	AK ∨ / ∨	9.00	7.00	🔶
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ∨	IN ∨ / ∨	6.40	4.40	🔵
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	5.00	7.00	DOMESTIC ∨	DC ∨	0.00	5.00	⭐
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ∨	AZ ∨ / ∨	4.44	2.44	🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ∨	IN ∨ / ∨	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ∨	AL ∨ / ∨	11.00	9.00	🔶

1   Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | 🔶 Unchanged=3

[Save] [**Add Items**] [Show All] [View Report] [Report Help]

Select **Add Items** to search for new items to include in the pending catalog.

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Catalog: Add Items

SELECT? ☐	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	UNIT OF WEIGHT	FED FUNDS RESTRICTED	GROUP
☐	14F				35	1	NO	FRUIT
☐	14F				20	1	NO	FRUIT
☐	14F				40	1	NO	FRUIT
☐	14F				35	1	NO	FRUIT
☐	14F				40	1	NO	FRUIT
☐	14F15	891501E050216	PEAR D'ANJOU 120-138 CT 1/40LB CS	LB	40	1	NO	FRUIT
☐	16L21	891501E050222	POTATO BAKING US#1 120 CT 1/50 LB CS	LB	50	1	NO	VEG
☑	16L22	891501E050223	SALAD MX CHL TOSS 8/2.5 LB BG					
☐	14F29	891501E050230	APPLE G/S SL PEEL 10/3 LB BG					
☐	16L87	891501E050231	CORN ON COB CHL CLEAN 1/25 LB (					
☐	16L88	891501E050232	BEAN GRN CHL CUT 1/10 LB CS					
☐	16L89	891501E050233	BEAN GRN CHL CUT 1/25 LB CS				NO	VEG

Tip: It is helpful to use the column sort, selection filter, and page numbers to locate items.

Note: The FED FUNDS RESTRICTED column indicates whether an item is ineligible for USDA programs per the terms of the contract.

1 2 3 4 5 6 7 8 9 10 …   Total Items=1455

[Add to Catalog]   [Show All]   [Return to Catalog]

To add an item, check the box in the SELECT? column. Then, select **Add Items** to move the item to the pending catalog. It is possible to select multiple items at a time for deletion.

68

Catalog: Add Items

SELECT? ☐	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	UNIT OF WEIGHT	FED FUNDS RESTRICTED	GROUP
☐	14F10	891501E050211	ORANGE 80 CT 1/35 LB CS	LB	35	1	NO	FRUIT
☐	14F11	891501E050212	PEACHES 2-2.5 DIA 1/20 LB CS	LB	20	1	NO	FRUIT
☐	14F12	891501E050213	PEAR 150 CT 1/40 LB CS	LB	40	1	NO	FRUIT
☐	14F13	891501E050214	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	LB	35	1	NO	FRUIT
☐	14F14	891501E050215	APPLES G/D 125-138 CT 1/40 LB CS	LB	40	1	NO	FRUIT
☐	14F15	891501E050216	PEAR D'ANJOU 120-138 CT 1/40LB CS	LB	40	1	NO	FRUIT
☐	16L21	891501E050222	POTATO BAKING US#1 120 CT 1/50 LB CS	LB	50	1	NO	VEG
☑	16L22	891501E050223	SALAD MX CHL TOSS 8/2.5 LB BG	LB	20	1	NO	VEG
☐	14F29	891501E050230	APPLE G/S SL PEEL 10/3 LB BG	LB	30	1	NO	FRUIT
☐	16L87	891501E050231	CORN ON COB CHL CLEAN 1/25 LB CS	LB	25	1	NO	VEG
☐	16L88	891501E050232	BEAN GRN CHL CUT 1/10 LB CS	LB	10	1	NO	VEG
☐	16L89	891501E050233	BEAN GRN CHL CUT 1/25 LB CS	LB	25	1	NO	VEG

1 2 3 4 5 6 7 8 9 10 …   Total Items=1455

[Add to Catalog]   [Show All]   [Return to Catalog]

When all new items have been moved to the pending catalog, select **Return to Catalog** to finish updating.

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Catalog: Add Items

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ⌄	AZ ⌄ / CA ⌄ / ⌄	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ⌄	AK ⌄ / ⌄	9.00	7.00	🔶
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ⌄	IN ⌄ / ⌄	6.40	4.40	🔵
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	0.00	0.00	DOMESTIC ⌄	⌄	0.00	0.00	⭐
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ⌄	AZ ⌄ / ⌄	4.44	2.44	🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ⌄	IN ⌄ / ⌄	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ⌄	AL ⌄ / ⌄	11.00	9.00	🔶

1   Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🔵 Changed=3 | 🔶 Unchanged=3

New items can be located easily by using the selection filter tool or column sorting. Look for items with a status of "New" (⭐) or price of $0.00.

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Catalog: Add Items

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ∨	AZ ∨ / CA ∨ / ∨	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ∨	AK ∨ / ∨	9.00	7.00	🔶
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ∨	IN ∨ / ∨	6.40	4.40	🔵
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	0.00	0.00	DOMESTIC ∨	∨	0.00	0.00	⭐
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ∨	AZ ∨ / ∨	4.44	2.44	🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ∨	IN ∨ / ∨	10.55	8.55	🔵
☐												🔶

1

Update the PRODUCT PRICE (as well as SOURCE OF SUPPLY and STATE OF ORIGIN, if applicable) for each item added. Then, select **Save** to apply changes to the pending catalog.

nged=3

Save | Add Items | Show All | View Report | Report Help

Catalog: Add Items

☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	0.00	0.00	DOMESTIC ∨	∨	0.00	0.00	⭐

CAUTION! Catalog contains one or more $0.00 price items.
On the effective date of 3/28/2021, all $0.00 price items will
be deleted from the catalog.

Catalog contains one or more items where State of Origin is not
selected. On the effective date of 3/28/2021, all items that do not
specify a State of Origin will be deleted from the catalog.

OK

Note: The product price is required for all items, but this information may be temporarily skipped if not readily available. If not entered prior to cutoff time, items without price information will be removed when the catalog is published on Sunday.

Catalog: Add Items

Save successful.

When processed, a notification message indicates that the updates have been saved to the pending catalog.

Total Items=7 | ⭐ New=1 | 🗑 Deleted=7 | 🟢 Changed=3 | ◆ Unchanged=3

The updated item(s) will also show a "New" symbol (⭐) in the STATUS column and be reflected in the catalog item summary at the bottom of the page.

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Catalog: Add Items

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02	891501E050184	ORANGE 113 CT 1/35 LB CS	LB	35	6.00	8.00	DOMESTIC ⌄	AZ ⌄ / CA ⌄ / ⌄	8.00	12.95	🔵
☐	14I57	891501E050633	PEAR 12/3 LB BG	LB	36	7.00	9.00	DOMESTIC ⌄	AK ⌄ / ⌄	9.00	7.00	🔶
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ⌄	IN ⌄ / ⌄	6.40	4.40	🔵
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	4.69	6.69	DOMESTIC ⌄	AZ ⌄ / ⌄	0.00	4.69	⭐
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ⌄	AZ ⌄ / ⌄	4.44	2.44	🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ⌄	IN ⌄ / ⌄	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00	11.00	DOMESTIC ⌄	AL ⌄ / ⌄	11.00	9.00	🔶

1   ed=3

If this is the first time an item has been added to the catalog for this contract, the BASELINE PRODUCT PRICE will automatically be set at the current PRODUCT PRICE.

Catalog: Delete Items

Catalog: Delete Items

DELETE?	ITEM CD	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	PRODUCT PRICE $	COST PRICE $	SOURCE OF SUPPLY	STATE OF ORIGIN	PREV WK COST PRICE $	BASELINE PRODUCT PRICE $	STATUS
☐	14A02											🔵
☐	14I57								▾			🔶
☐	14J13	891501E050269	APPLE RED 100-113 CT 8/5 LB BG	LB	40	4.40	6.40	LOCAL ▾	IN ▾ ▾	6.40	4.40	🔵
☐	14J28	891501E050288	ORANGE 12/3 LB BG	LB	36	0.00	0.00	DOMESTIC ▾	▾	0.00	0.00	⭐
☐	15P76	891501E051209	CARROT 48/1 LB BG	LB	48	2.44	4.44	DOMESTIC ▾	AZ ▾ ▾	4.44	2.44	🔶
☐	16D85	891501E050298	CUCUMBERS FR US#1, 40 LB CS	LB	40	8.55	10.55	LOCAL ▾	IN ▾ ▾	10.55	8.55	🔵
☐	16M16	891501E050783	ONION YEL DRY 16/1 LB BG	LB	16	9.00						

To tag an item for deletion, check the box in the DELETE? column. Then, select **Save** to update the pending catalog. It is possible to select multiple items at a time for deletion.

Tip: It is helpful to use the column sort, selection filter, and page numbers to locate items.

1   Tot   =3

[Save] [Add Items] [Show All] [View Report] [Report Help]

Catalog: Delete Items

If some (but not all) items were deleted: A notification message indicates that the updates have been saved to the pending catalog. These items will no longer appear in the catalog. The 'Total Items' in the catalog item summary at the bottom of the page will decrease and the counter for "Deleted" (🗑) will increase.

Save successful.

Total Items=7 | ⭐ New=4 | 🗑 Deleted=2 | 🔵 Changed=2 | 🔷 Unchanged=1

If all items were deleted: The notification message will indicate that no pending catalog exists for the upcoming week. Vendors will need to add items to create a new pending catalog.

Save successful.
Catalog not found for the effective date of Sunday, Jul 10, 2016
Click "Add Items" button below to create a catalog

News Flash

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders
- Accept New Orders
- Previously Accepted Orders
- Orders Summary By Item

My Profile
- My Profile

Catalog
- Catalog
- News Flash
- Set Delivery Day
- Import Delivery Day
- FDPIR Catalog

Vendor
- Invoicing

Item / Stock Number
- Item / Stock Number

Reports
- Usage
- Delivery Day

From the Vendor Homepage, select the **News Flash** link under the 'Catalog' menu.

News Flash

Example of Customer View of News Flash

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

Flash! from USDA-GARDEN, Effective 5/23/2014

Christina Rossetti wrote of the Goblin Market:

Morning and evening
Maids heard the goblins cry:
"Come buy our orchard fruits,
Come buy, come buy:
Apples and quinces,
Lemons and oranges,
Plump unpeck'd cherries,
Melons and raspberries,
Bloom-down-cheek'd peaches,
Swart-headed mulberries,
Wild free-born cranberries,
Crab-apples, dewberries,
Pine-apples, blackberries,
Apricots, strawberries;—
All ripe together
In summer weather,—
Morns that pass by,
Fair eves that fly;
Come buy, come buy:
Our grapes fresh from the vine,
Pomegranates full and fine,
Dates and sharp bullaces,
Rare pears and greengages,
Damsons and bilberries,
Taste them and try:
Currants and gooseberries,
Bright-fire-like barberries,
Figs to fill your mouth,
Citrons from the South,
Sweet to tongue and sound to eye;
Come buy, come buy."

We're not goblins, but our produce is delicious! Why not order some today?

A news flash is a message that is viewable by customers for a set period of time. This can be used to communicate information about product availability, price changes, and other news.

News Flash: View/Update

News Flashes (Total: 2)

click Contract to edit a news flash

CONTRACT	NEWS EFFECTIVE DT	NEWS EXPIRATION DT
SPM300-13-US123	01/24/2013	01/28/2013
SPM300-13-US321	05/23/2014	07/31/2015

◉ Contract ○ Effective Dt [   ] Search   Insert   Show All

Current news flashes are available for viewing or updating, including ones that have expired or have not yet gone into effect. If there are many news flashes saved, it may be helpful to use column sorting or the search tool to locate them by contract number or date.

To sort: Select the column header. Select the same header again to reverse sort order.

To search: Select the radio button for Contract (default) or Effective Dt. Then, enter a value and select **Search**. Select **Show All** to remove the search filter.

News Flash: View/Update

News Flashes (Total: 2)

click Contract to edit a news flash

	CONTRACT		NEWS EFFECTIVE DT	NEWS EXPIRATION DT
	SPM300-13-US123		01/24/2013	01/28/2013
	SPM300-13-US321		05/23/2014	07/31/2015

◉ Contract ○ Effective Dt [_____] [Search] [Insert] [Show All]

Select the contract number to view or update the details for an existing news flash. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

News Flash: View/Update

The 'Effective Date' is the start date for the news flash. This is set up when the news flash is first created and cannot be changed.

The 'Expiration Date' is the end date for the news flash. This can be changed as needed. Update the date by typing in the text box or choosing a date with the calendar tool. Dates must be in M/D/Y format.

News Flash: View/Update

Contract: SPM300-13-US321

Effective Date: 5/23/2014

Expiration Date: 7/31/2016

Message: Update your News Flash here! :)

Save   Delete   Cancel

The text of the news flash message can be updated as needed. Simply type or paste text into the Message box.

Note: *Basic formatting such as line breaks is supported. Different fonts, colors, styles, and other advanced formatting features are not currently available.*

News Flash: View/Update

Contract: SPM300-13-US321

Effective Date: 5/23/2014

Expiration Date: 7/31/2016

Message: Update your News Flash here! :)

Save   Delete   Cancel

Select **Save** to apply changes to the news flash and return to the previous screen.

Select **Cancel** to return to the previous screen without making changes.

News Flash: View/Update

News Flashes (Total: 2)

Save successful.

click Contract to edit a news flash

CONTRACT	NEWS EFFECTIVE DT	NEWS EXPIRATION DT
SPM300-13-US123	07/06/2016	09/30/2016
SPM300-13-US321	05/23/2014	07/31/2016

◉ Contract   ○ Effective Dt   [   ]   [Search]   [Insert]   [Show All]

When processed, a notification message indicates that the updates have been saved. If the expiration date was changed, the new date will appear in the NEWS EXPIRATION DT column.

News Flash: Delete

Select **Delete** to remove the news flash from FFAVORS entirely.

When prompted to confirm the deletion, select **OK** to continue and remove the news flash. Select **Cancel** to exit without deleting.

News Flash: Delete

News Flashes (Total: 1)

Delete successful.

click Contract to edit a news flash

CONTRACT	NEWS EFFECTIVE DT	NEWS EXPIRATION DT
SPM300-13-US321	05/23/2014	07/31/2016

◉ Contract   ○ Effective Dt   [＿＿＿＿＿＿]   [Search] [Insert] [Show All]

When processed, a notification message indicates that news flash has been deleted. The total number of news flashes will also be decreased.

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News Flash: Add New

News Flashes (Total: 2)

click Contract to edit a news flash

CONTRACT	NEWS EFFECTIVE DT	NEWS EXPIRATION DT
SPM300-13-US123	01/24/2013	01/28/2013
SPM300-13-US321	05/23/2014	07/31/2015

◉ Contract   ○ Effective Dt   [   ]   Search   Insert   Show All

If there is no news flash for a contract, a new one can be added. Select **Insert** to open the dialog.

News Flash: Add New

Contract: -- Select Contract --
SPM300-13-US123
Add Contract

Effective Date:

Expiration Date:

Message:

Select a contract from the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Save   Cancel

CONTRACT	CONTRACT START DT	CONTRACT END DT	
SPM300-13-US123	12/10/2012	06/30/2018	🗑

If the wrong contract is chosen, select the trashcan icon to remove the contract from the news flash. Then, return to the 'Contract' drop-down list to select a different contract.

News Flash: Add New

Contract: (none) ▾

Add Contract

CONTRACT	CONTRACT START DT	CONTRACT END DT	
SPM300-13-US123	12/10/2012	06/30/2018	🗑

Effective Date: 7/1/2016 📅

Expiration Date: 9/30/2016 📅

Message: Enter your news flash text here!

Choose an 'Effective Date' (start date) and 'Expiration Date' (end date) for the news flash. These must be today's date or in the future. The expiration date can be changed later, if needed.

Select both dates by typing in the text box (M/D/Y format) or choosing a date with the calendar tool.

News Flash: Add New

Enter the text for the news flash message by simply typing or paste text into the 'Message' box.

Note: Basic formatting such as line breaks is supported. Different fonts, colors, styles, and other advanced formatting features are not currently available.

News Flash: Add New

Select **Save** to keep the news flash and return to the previous screen.

Select **Cancel** to return to the previous screen without adding a news flash.

News Flash: Add New

When processed, a notification message indicates that the updates have been saved.

Set Delivery Day

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders
- Accept New Orders
- Previously Accepted Orders
- Orders Summary By Item

My Profile
- My Profile

Catalog
- Catalog
- News Flash
- Set Delivery Day
- Import Delivery Day
- FDPIR Catalog

Vendor
- Invoicing

Item / Stock Number
- Item / Stock Number

Reports
- Usage
- Delivery Day

From the Vendor Homepage, select the **Set Delivery Day** link under the 'Catalog' menu.

Set Delivery Day

Vendors/Contracts (Total: 2)

Select a contract link to view the Delivery Days page for the contract.

CONTRACT	CAGE CD	VENDOR	START DT	END DT
SPM300-10-DR075	07BX4	BERGIN'S FRUIT CO INC	09/05/2010	09/08/2022
SPM300-18-DZ043	20R15	EXAMPLE VENDOR	12/19/2017	12/31/2025

As applicable, select from the list of available contracts.

Set Delivery Day

Delivery Days for Contract: SPM300-18-DZ043

Select 'Show All' button to display all customers assigned to the contract. To filter customers, select a 'Customer Filter' option, type a search string (partial allowed for minimum 3 characters) and select 'Search'. To filter delivery day, select a 'Delivery Day Filter' option and select 'Search'. Filter options can be combined.

Customer Filter: ○Cust Code ○Name ○Address ○City ○Zip ○Dist Code [_____]

Delivery Day Filter: ○Mon ○Tue ○Wed ○Thu ○Fri ○Any Set ○None Set [Search] [Clear Search] [Show All]

To view all customers assigned to the contract, click **Show All**.

Note: *To limit the results, Customer Filter and Delivery Day options are available. These can be combined. After selecting filter type(s) and entering search text (if applicable), select* **Search**.

Set Delivery Day

For each customer, select the applicable delivery day(s). Then, click **Set Delivery Days**.

Note: To select the same day for all customers, click the checkbox at the top of the column.

To set delivery days, select one or more checkboxes for the customer/day of week combination and select 'Set Delivery Days' to save. To reset values that were changed but not yet saved, select 'Reset' button. Select 'Return' button when finished.

CUSTOMER CODE	CUSTOMER NAME	ADDRESS	CITY, ST	ZIP CODE	DISTRICT CODE	MON	TUE	WED	TH	FRI
						☐	☐	☐	☐	☐
YIR007	LAC DU FLAMBEAU RES	POB 305, 225 INDUSTRIAL PARK ROAD	LAC DU FLAMBEAU, WI	54538	OWI001	☐	☐	☑	☐	☑
YIR021	APACHE NATION TRIBE	602 EAST COLORADO, OFF HWY 18	ANADARKO, OK	73005	OOK500	☐	☐	☑	☐	☑
YIR030	MUSCOGEE CREEK NATION	1010 E. EUFAULA	OKMULGEE, OK	74447	OOK500	☐	☐	☑	☐	☑
YIR045	RED CLIFF BAND AJ/TU	HWY 13 POB 529	BAYFIELD, WI	54814	OWI001	☐	☐	☑	☐	☑

Reset | Return to Main Menu | Set Delivery Days

*To clear all checkboxes and start over, select **Reset**.*
*To return to the Home Page without making changes, click **Return to Main Menu**.*

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Set Delivery Day

When the changes have been saved, a confirmation message is displayed: *Delivery Day(s) have been updated*.

Delivery Day(s) have been updated

To set delivery days, select one or more checkboxes for the customer/day of week combination and select 'Set Delivery Days' to save. To reset values that were changed but not yet saved, select 'Reset' button. Select 'Return' button when finished.

CUSTOMER CODE	CUSTOMER NAME	ADDRESS	CITY, ST	ZIP CODE	DISTRICT CODE	MON	TUE	WED	TH	FRI
						☐	☐	☐	☐	☐
YIR007	LAC DU FLAMBEAU RES	POB 305, 225 INDUSTRIAL PARK ROAD	LAC DU FLAMBEAU, WI	54538	OWI001	☐	☐	☑	☐	☑
YIR021	APACHE NATION TRIBE	602 EAST COLORADO, OFF HWY 18	ANADARKO, OK	73005	OOK500	☐	☐	☑	☐	☑
YIR030	MUSCOGEE CREEK NATION	1010 E. EUFAULA	OKMULGEE, OK	74447	OOK500	☐	☐	☑	☐	☑
YIR045	RED CLIFF BAND AJ/TU	HWY 13 POB 529	BAYFIELD, WI	54814	OWI001	☐	☐	☑	☐	☑

Reset   Return to Main Menu   Set Delivery Days

If no further updates to Delivery Days are needed, click **Return to Main Menu**.

Import Delivery Day

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

My Profile

My Profile

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

From the Vendor Homepage, select the **Import Delivery Day** link under the 'Catalog' menu.

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

Import Delivery Day

Import Delivery Day

See Sample Files link for details on import file format and rules.
Currently assigned Delivery Days can be viewed or updated on the Set Delivery Day screen. Imported data will overlay existing values for a given customer.

Sample files

Contract: <Select a Contract>
SPM300-19-DR223
SPM300-13-US321

To upload delivery days to FFAVORS, an import file in .csv or .txt format must exist. This file should contain the Customer Code and values for the applicable Delivery Day(s). Refer to the **Sample files** for further details and examples.

Note: If a delivery day already exists for a customer, it will be replaced with the value from the import file.

Import Delivery Day

Import Delivery Day

See Sample Files link for details on import file format and rules.
Currently assigned Delivery Days can be viewed or updated on the Set Delivery Day screen. Imported data will overlay existing values for a given customer.

Sample files

Contract: `<Select a Contract>`
SPM300-19-DR223
SPM300-13-US321

As applicable, select from the list of available contracts.

Import Delivery Day

Import Delivery Day

See Sample Files link for details on import file format and rules.
Currently assigned Delivery Days can be viewed or updated on the Set Delivery Day screen. Imported data will overlay existing values for a given customer.

Sample files

Contract: SPM300-19-DR223 ▾

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

Browse...   **Validate Import File**

Click **Browse…** to navigate to the file to be uploaded.

Then, click **Open** to select the file.
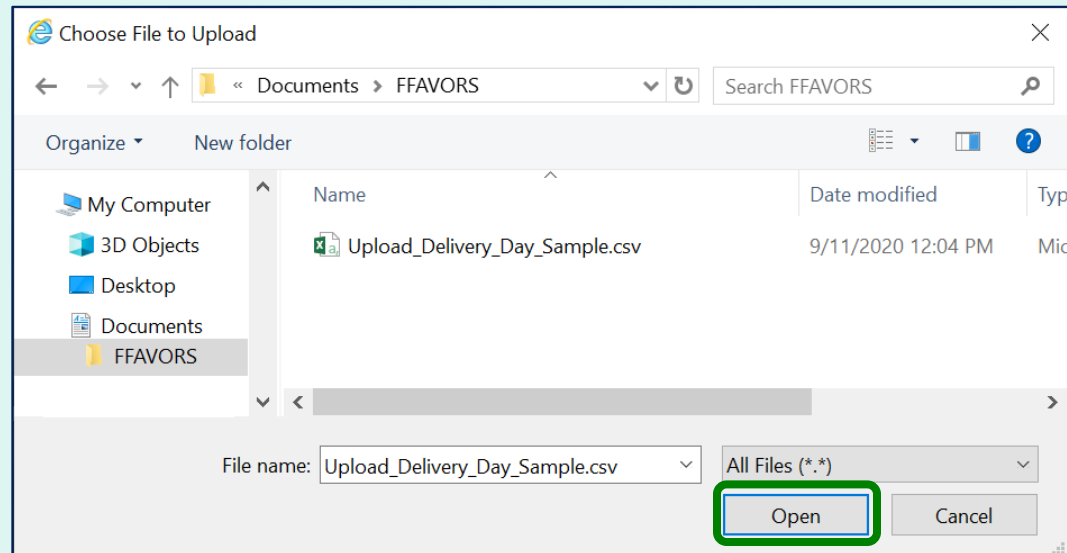
Choose File to Upload

« Documents > FFAVORS   Search FFAVORS

Organize ▾   New folder

- My Computer
- 3D Objects
- Desktop
- Documents
- FFAVORS

Name	Date modified	Typ
Upload_Delivery_Day_Sample.csv	9/11/2020 12:04 PM	Mic

File name: Upload_Delivery_Day_Sample.csv   All Files (*.*)

Open   Cancel

Import Delivery Day

Import Delivery Day

See Sample Files link for details on import file format and rules.
Currently assigned Delivery Days can be viewed or updated on the Set Delivery Day screen. Imported data will overlay existing values for a given customer.

Sample files

Contract: SPM300-18-DZ043 ⌄

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

C:\Documents\FFAVORS\ | Browse... | **Validate Import File**

Click **Validate Import File** to confirm that the file is free of errors.

Import Delivery Day

If there is a problem with the file, an error message is displayed: *Validation Errors Exist. Review errors, and import again.* To assist with corrections, the specific issues are described in the VALIDATION MESSAGE field.

After making updates to the import file to correct these errors and saving, select the new file and revalidate.

Validation Errors Exist. Review errors, correct upload file, and import again.		
	Browse...	**Validate Import File**

CUSTOMER CODE	DELIVERY DAY(S)	VALIDATION MESSAGE
YNH001	3	Customer must be tied to the selected contract.

Import Delivery Day

If there are no problems with the file, a success message is displayed: *Validation Passed. Select 'Import into FFAVORS' button to upload delivery days into FFAVORS.*

To continue, click **Import into FFAVORS**.

Validation Passed. Select 'Import into FFAVORS' button to upload delivery days into FFAVORS.

Browse...   **Validate Import File**

CUSTOMER CODE	DELIVERY DAY(S)	VALIDATION MESSAGE
YNH001	3	

Import into FFAVORS

Import Delivery Day

When the changes have been saved, a confirmation message is displayed: *File Successfully Imported - <current date and time>*.

Import Delivery Day

See Sample Files link for details on import file format and rules.
Currently assigned Delivery Days can be viewed or updated on the Set Delivery Day screen. Imported data will overlay existing values for a given customer.

Sample files

Contract: SPM300-18-DZ043 ▾

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

File Successfully Imported - 10/14/2020 9:34:32 AM Central Time.

Browse... Validate Import File

CUSTOMER CODE	DELIVERY DAY(S)	VALIDATION MESSAGE
YNH001	3	

If no other files need to be imported, click **Return to Main Menu**.

FDPIR Catalog

- The FDPIR Catalog shows the standard items for FDPIR catalogs.

- View Report – FDPIR Catalog button appears at the bottom of the page that will invoke a report showing the same information that is on the screen.

FDPIR Catalog

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders
- Accept New Orders
- Previously Accepted Orders
- Orders Summary By Item

My Profile
- My Profile

Catalog
- Catalog
- News Flash
- Set Delivery Day
- Import Delivery Day
- FDPIR Catalog

Vendor
- Invoicing

Item / Stock Number
- Item / Stock Number

Reports
- Usage
- Delivery Day

From the Vendor Homepage, select the **FDPIR Catalog** link under the 'Catalog' menu.

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FDPIR Catalog

Invoicing

- The invoicing system provides a quick and easy way for vendors to submit invoices for payment.

- Invoices are grouped into weekly ordering cycles. It is suggested vendors wait until all calls (days) within a cycle are available before submitting the weekly invoice.

- Pre-Invoice screens provide a preview of receipt status for orders that were delivered within the past week; after the 7th calendar day after the requested delivery date, the order will become available on the Invoice screen.

- Invoices are available for Invoice or Inquiry transactions for 10 months.

- Invoices can no longer be accessed after 10 months have passed from the last call/RDD.

Invoicing

- Customers are required to receipt orders within a week of delivery. If a receipt has yet to be performed, it will appear in the 'Unavailable' section on the Invoice screens.

- Vendors should review receipt items and quantities on all invoices prior to submitting.

- Vendors may enter downward adjustments, as applicable. Contact the DLA Account Specialist for increase adjustments or missing items.

- Upon submitting the invoice, FFAVORS sends the invoice to EBS for payment.

Invoicing

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

My Profile

My Profile

From the Vendor Homepage, select the **Invoicing** link under the 'Vendor' menu.

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Invoicing

The following navigation options are available in Invoicing:

Destination Selection ➡ Select a different customer destination.

Call Selection ➡ Select a different call.

Cycle Selection ➡ Select a different cycle.

Switch to Inquiry ➡ View list of previously submitted Invoices within last 10 months for same BPA.

Switch to Invoice ➡ View list of available Invoices for same BPA.
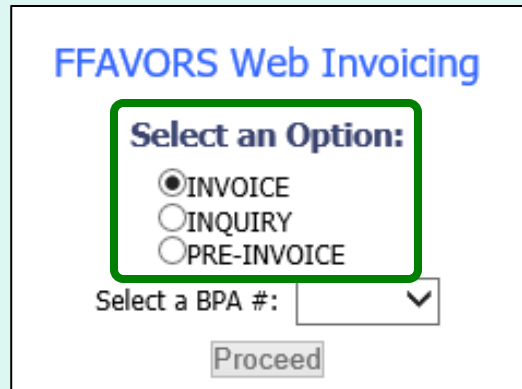
BPA Selection ➡ Return to the Invoice/Inquiry/Pre-Invoice selection screen to select a different BPA.

Invoicing

FFAVORS Web Invoicing allows vendors to:
1) Review/submit an invoice (Invoice).
2) View a previously submitted invoice (Inquiry).
3) Preview the status of recently delivered orders not yet available for invoicing (Pre-Invoice).
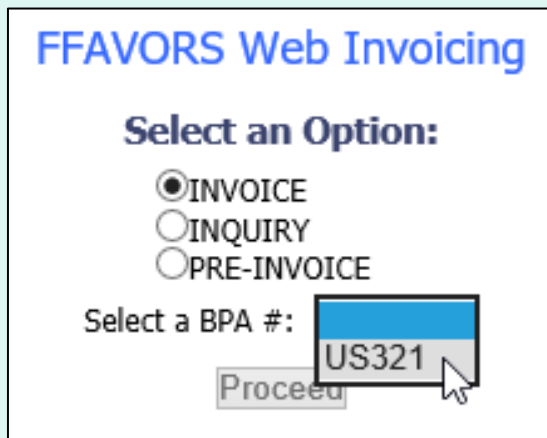
FFAVORS Web Invoicing

Select an Option:
- ⦿ INVOICE
- ○ INQUIRY
- ○ PRE-INVOICE

Select a BPA #: [▼]

[Proceed]

Choose an option by selecting the radio button for INVOICE, INQUIRY, or PRE-INVOICE.

Invoice

Select a BPA # from the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Then, select **Proceed** to continue.

Note: Only current contracts (BPA #) for which orders may be available to invoice or invoices have been completed will appear in the drop-down list.

Invoice

Cycle Selection

BPA#: **DS602**

Review Invoice details by selecting the Cycle link. For adjustments please contact your DLA Contracting Specialist.
Once the cycle is ready to invoice, type in an Invoice Number and select the Submit button for the cycle you wish to submit.
Once processed, the invoice will appear on the Inquiry page. Select the **Help** link at the top of this page to view more details in the Vendor Manual.

Cycles - Available

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	
⬤ Eligible	12	7351-7357	40.50		Submit
⬤ Eligible	24	8070-8076	230.25		Submit
⬤ Eligible	8	7323-7329	479.05		Submit
⬤ Eligible	9	7330-7336	339.00		Submit

Cycles - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor

CYCLE	CYCLE RANGE	ORDER COUNT	ORDER AMT
27	8091-8097	1	67.72

For the selected BPA, orders are displayed in two groups:

Cycles – Available: Orders in this section are available for invoicing.
Cycles – Unavailable: Orders in this section have not yet been accepted by the vendor and/or have not been receipted by the customer.

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Invoice

Vendor invoices are organized by cycle (week) and call (day).

The invoicing status for orders in the 'Available' section is indicated by the icon in the left column:

- 🟢 **Eligible**: Ready to be invoiced.
- 🟠 **Pend Adj Exists**: Cannot invoice until adjustments are processed overnight.
- 🟡 **Invoiced**: Invoice has been submitted.

Cycles - Available

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	SUBMIT
🟡 Invoiced	12	7351-7357	40.50	123	
🟢 Eligible	24	8070-8076	230.25		Submit
🟢 Eligible	27	8091-8097	32.28		Submit
🟢 Eligible	9	7330-7336	339.00		Submit

Cycles - Available

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	SUBMIT
🟠 Pend Adj Exists	51	8259-8265	199.38	Cycle will be eligible after adjustments process overnight	

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<u>Invoice</u>

Cycle Selection

BPA#: **US321**

Review Invoice details by selecting the Cycle link. For adjustments please contact your DLA Contracting Specialist.
Once the cycle is ready to invoice, type in an Invoice Number and select the Submit button for the cycle you wish to submit.
Once processed, the invoice will appear on the Inquiry page. Select the **Help** link at the top of this page to view more details in the Vendor Manual.

Cycles - Available

No Cycles to Display

Cycles - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor

All Cycles are Available to Invoice

If no orders are available for the **Cycles – Available** and/or **Cycles – Unavailable** sections, a message is displayed in place of the list of orders.

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Invoice

For each eligible cycle, compare the value in the RECEIPT AMT column with vendor records. If the value matches, submit the invoice. If there is a discrepancy, review the details for the order.

Cycles - Available

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	SUBMIT
⬤ Eligible	12	7351-7357	40.50		Submit
⬤ Eligible	24	8070-8076	230.25		Submit
⬤ Eligible	8	7323-7329	479.05		Submit
⬤ Eligible	9	7330-7336	339.00		Submit

Invoice

Cycles - Available

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	SUBMIT
⬤ Eligible	51	8259-8265	199.38	[ ]	Submit

To review the order details, first select the cycle number that corresponds to the delivery week.

To sort by cycle, cycle range, receipt amount, or invoice number, select the applicable column header.

Invoice

Next, select a call to view orders for the specified date.

To sort by call, date, or receipt amount, select the applicable column header.

FFAVORS Web Invoicing - Call Selection

Call Selection

BPA#: **DZ043**
Cycle: **51**
Range: **8259 - 8265**
Amount: **199.38**

Calls - Available

CALL	DATE	RECEIPT AMT
8259	9/16/2018	0.00
8260	9/17/2018	0.00
8261	9/18/2018	199.38
8262	9/19/2018	0.00
8263	9/20/2018	0.00
8264	9/21/2018	0.00
8265	9/22/2018	0.00
	TOTAL	**199.38**

Calls - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor
All Calls are Available to Invoice

Note: If no invoices exist for a section, a notification message is displayed.

Invoice

Next, select a customer to view invoice details by CLIN.

To sort by customer, destination, requisitioner or receipt amount, select the applicable column header.

To search, select Customer or Destination or Requisitioner. Then, enter a value and select **Search**. Select **Show All** to remove the search filter.

FFAVORS Web Invoicing - Destination Selection

BPA#: **DZ043**
Cycle: **35**
Call: **2143 - 5/23/2022**
Amount: **41.15**

Customers - Available

CUSTOMER	DESTINATION	REQUISITIONER	RECEIPT AMT
SURPLUS DIST SECTION	YNH001	12J867	41.15
		TOTAL	**41.15**

Customers - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor
All Customers are Available to Invoice

○ Customer ○ Destination ○ Requisitioner [   ] [Search] [Show All]

If a customer is missing from this cycle, check the 'Unavailable' section or contact the DLA Account Specialist for assistance.

Invoice

Review the items and quantities listed for this order. To sort by line item, item code, description, quantity, unit price, amount, reason for change, or corrected amount, select the applicable column header.

FFAVORS Web Invoicing - Clin Selection

CLIN

BPA#: **DZ043**
Call: **2143 - 5/23/2022**
Destination: **YNH001**

Vendor Destination Total: **51.85**
Vendor Adjusted Amount: **0.00**

To reduce a quantity, enter the Corrected Qty and select 'Add Adjustment'. To delete a pending adjustment, select the Trash can icon that appears in the 'Delete Pend Adj' column. Contact your DLA Account Manager for increase quantity adjustments. Pending adjustments take overnight to process. An invoice cannot be submitted if a pending adjustment exists.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	1	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40		2	21.40	
		TOTAL	**3**		**51.85**		**3**	**51.85**	

Add Adjustment

CLIN - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor

All Clins are Available to Invoice

Invoice

To reduce a quantity, enter a value in the CORRECTED QTY field. Then, select **Add Adjustment**.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	1	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40		2	21.40	
		TOTAL	**3**		**51.85**		**3**	**51.85**	

Add Adjustment

Note: *Vendors can enter downward adjustments only. Contact the DLA Account Specialist for increase adjustments.*

Invoice

A notification message indicates that the adjustment is pending. Additionally, the REASON FOR QTY CHG for each affected line is changed is changed to Vendor Adjusted, and a new icon appears in the DELETE PEND ADJ column.

0002YB Adjustment insert successful.

FFAVORS Web Invoicing - Clin Selection

CLIN

BPA#: DZ043
Call: 2143 - 5/23/2022
Destination: YNH001
Vendor Destination Total: 51.85
Vendor Adjusted Amount: 0.00
To reduce a quantity, enter the Corrected Qty and select 'Add Adjustment'. To delete a pending adjustment, select the Trash can icon that appears in the 'Delete Pend Adj' column. Contact your DLA Account Manager for increase quantity adjustments. Pending adjustments take overnight to process. An invoice cannot be submitted if a pending adjustment exists.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	1	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40	VENDOR ADJUSTED	1	10.70	🗑
		TOTAL	3		51.85		2	41.15	

Add Adjustment

CLIN - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor
All Clins are Available to Invoice

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Invoice

CLIN 0001YB - Corrected Qty can not be increased on this page.
Contact your DLA Contracting Specialist to handle increase in quantity adjustments.

FFAVORS Web Invoicing - Clin Selection

CLIN

BPA#: **DZ043**
Call: **2143 - 5/23/2022**
Destination: **YNH001**
Vendor Destination Total: **51.85**
Vendor Adjusted Amount: **0.00**

To reduce a quantity, enter the Corrected Qty and select 'Add Adjustment'. To delete a pending adjustment, select the Trash can icon that appears in the 'Delete Pend Adj' column. Contact your DLA Account Manager for increase quantity adjustments. Pending adjustments take overnight to process. An invoice cannot be submitted if a pending adjustment exists.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	12	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40	VENDOR ADJUSTED	1	10.70	🗑
		TOTAL	**3**		**51.85**		**2**	**41.15**	

Add Adjustment

CLIN - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor

All Clins are Available to Invoice

Invoice

CLIN 0001YB - Corrected Qty must be a whole, positive number.

FFAVORS Web Invoicing - Clin Selection

CLIN

BPA#: **DZ043**
Call: **2143 - 5/23/2022**
Destination: **YNH001**
Vendor Destination Total: **51.85**
Vendor Adjusted Amount: **0.00**

To reduce a quantity, enter the Corrected Qty and select 'Add Adjustment'. To delete a pending adjustment, select the Trash can icon that appears in the 'Delete Pend Adj' column. Contact your DLA Account Manager for increase quantity adjustments. Pending adjustments take overnight to process. An invoice cannot be submitted if a pending adjustment exists.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE		30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40		2	21.40	
		TOTAL	**3**		**51.85**		**3**	**51.85**	

Add Adjustment

CLIN - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor
All Clins are Available to Invoice

Invoice

Note: If **Add Adjustment** is clicked when there were no changes to the quantity receipted by the customer or the same values were entered as CORRECTED QTY, a notification is displayed.

No Changes detected

FFAVORS Web Invoicing - Clin Selection

CLIN

BPA#: **DZ043**
Call: **2143 - 5/23/2022**
Destination: **YNH001**

Vendor Destination Total: **51.85**
Vendor Adjusted Amount: **0.00**

To reduce a quantity, enter the Corrected Qty and select 'Add Adjustment'. To delete a pending adjustment, select the Trash can icon that appears in the 'Delete Pend Adj' column. Contact your DLA Account Manager for increase quantity adjustments. Pending adjustments take overnight to process. An invoice cannot be submitted if a pending adjustment exists.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	1	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40		2	21.40	
		TOTAL	**3**		**51.85**		**3**	**51.85**	

Add Adjustment

CLIN - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor

All Clins are Available to Invoice

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Invoice

To remove a pending quantity adjustment, click the icon in the DELETE PEND ADJ column.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	1	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40	VENDOR ADJUSTED	1	10.70	🗑
		TOTAL	3		51.85		2	41.15	

Add Adjustment

Invoice

A notification message indicates that the pending adjustment was removed. Additionally, the REASON FOR QTY CHG for each affected line is restored to its original value, and the icon is removed from the DELETE PEND ADJ column.

0002YB Adjustment delete successful.

FFAVORS Web Invoicing - Clin Selection

CLIN

BPA#: **DZ043**
Call: **2143 - 5/23/2022**
Destination: **YNH001**
Vendor Destination Total: **51.85**
Vendor Adjusted Amount: **0.00**
To reduce a quantity, enter the Corrected Qty and select 'Add Adjustment'. To delete a pending adjustment, select the Trash can icon that appears in the 'Delete Pend Adj' column. Contact your DLA Account Manager for increase quantity adjustments. Pending adjustments take overnight to process. An invoice cannot be submitted if a pending adjustment exists.

CLIN - Available

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG	CORRECTED QTY	CORRECTED AMT	DELETE PEND ADJ
0001YB	14A14	APPLE R/D 163 CT 1/40 LB CS	1	30.45	30.45	TOO GREEN/OVER-RIPE	1	30.45	
0002YB	15Z75	BLUEBERRIES, FROZEN, 4/10 LB, 40 LB CS	2	10.70	21.40		2	21.40	
		TOTAL	**3**		**51.85**		**3**	**51.85**	

Add Adjustment

CLIN - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor
All Clins are Available to Invoice

Invoice

Upon returning to the list of available cycles, the status in the first column has changed to "Pend Adj Exists". Vendors may select the cycle to enter or remove adjustments, but the invoice cannot be submitted as long as there are pending adjustments.

Note: Adjustments will be processed overnight.

FFAVORS Web Invoicing - Cycle Selection

Cycle Selection

BPA#: **DZ043**

Review Invoice details by selecting the Cycle link. For increase adjustments please contact your DLA Account Specialist.
Once the cycle is ready to invoice, type in an Invoice Number and select the Submit button for the cycle you wish to submit.
Once processed, the invoice will appear on the Inquiry page. Select the **Help** link at the top of this page to view more details in the Vendor Manual.

Cycles - Available

Invoice Status	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	Submit
🟠 Pend Adj Exists	35	2142-2148	51.85	Cycle will be eligible after adjustments process overnight	

Cycles - Unavailable

Orders/receipts that are not yet available due to not receipted by customer or not accepted by vendor

CYCLE	CYCLE RANGE	ORDER COUNT	ORDER AMT
42	2191-2197	1	82.30

Invoice

Cycles - Available

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	SUBMIT
🟢 Eligible	12	7351-7357	40.50	123	Submit
🟢 Eligible	24	8070-8076	230.25		Submit
🟢 Eligible	8	7323-7329	479.05		Submit
🟢 Eligible	9	7330-7336	339.00		Submit

For Eligible cycles, if the RECEIPT AMT is correct and no DLA adjustments are needed, enter a value under INVOICE NUMBER. Then, select **Submit**.

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Invoice

FFAVORS Web Invoicing - Report By CLIN/Item

BPA#	CYCLE	INVOICE AMT	INVOICE NUMBER	INVOICE DATE
US321	13	2156.37	124	4/5/2018

CALL	SUM
7361	857.73
7362	1,182.36
7363	116.28

DEST	CUSTOMER	AMOUNT
YVA635	BEDFORD MIDDLE	197.48
YVA620	BEDFORD ELEMENTARY	323.00
YVA621	BEDFORD PRIMARY	337.25
YVA622	BIG ISLAND ELEMENTARY	219.24
YVA620	BEDFORD ELEMENTARY	601.80
YVA621	BEDFORD PRIMARY	361.32
YVA635	BEDFORD MIDDLE	116.28

After the invoice has been submitted, key information for the invoice and a summary of the line items for the selected cycle is displayed.

Invoice

INVOICE STATUS	CYCLE	CYCLE RANGE	RECEIPT AMT	INVOICE NUMBER	
⬤ Invoiced	12	7351-7357	40.50	123	
⬤ Eligible	24	8070-8076	230.25		Submit
⬤ Eligible	27	8091-8097	32.28		Submit
⬤ Eligible	9	7330-7336	339.00		Submit

Cycles - Available

Upon returning to the list of available cycles, the status in the first column has changed to "Invoiced". The INVOICE NUMBER is no longer editable.

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Inquiry

Select a BPA # from the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Then, select **Proceed** to continue.

FFAVORS Web Invoicing

Select an Option:

○ INVOICE
◉ INQUIRY
○ PRE-INVOICE

Select a BPA #:

US321

Proceed

Note: Vendors may view previously invoiced cycles for a period of 10 months. If no invoices are available for this period, a notification will be displayed.

After 10 months, invoices are no longer available to view through the Inquiry process. It is recommended that each vendor retain a printed copy of invoices for their records.

Inquiry

If no invoices are available for the selected BPA, a notification message is displayed.

Inquiry

Select an invoice to view details.

Note: Inquiry is a view-only process.

FFAVORS Web Invoicing - Inquiry - Cycle Selection

BPA#:DR006

INVOICE NUMBER	INVOICE DATE	CYCLE	CYCLE AMOUNT
DODAACS3	5/21/2020	32	1,361.52
DODAACS2	5/20/2020	29	314.50

◉ Number   ○ Cycle   [   ]   Search   Show All

If there are many invoices listed, it may be helpful to use column sorting or the search tool. To sort, select a column header. To search, choose Number (default) or Cycle, enter a value, and select **Search**. Select **Show All** to remove the search filter.

<u>Inquiry</u>

FFAVORS Web Invoicing - Inquiry – Call Selection

BPA#: **DR006**
Invoice Date: **5/21/2020**
Cycle: **32**
Invoice Amount: **1,361.52**
Invoice Number: **DODAACS3**

CALL	DATE	CALL AMOUNT
0125	5/4/2020	530.10
0126	5/5/2020	390.60
0127	5/6/2020	440.82
TOTAL		**1,361.52**

⊙ Call   [   ]   Search   Show All

Select a call to view available customers and access invoice details.

If there are many calls listed, it may be helpful to use column sorting or the search tool. To sort, select a column header. To search, enter a call value and select **Search**. Select **Show All** to remove the search filter.

Inquiry

FFAVORS Web Invoicing - Inquiry - Destination Selection

BPA#: **DR006**
Invoice Date: **5/21/2020**
Cycle: **32**
Invoice Amount: **1,361.52**
Invoice Number: **DODAACS3**

Call: **0125 - 5/4/2020**
Call Amount: **530.10**

CUSTOMER	DESTINATION	REQUISITIONER	DESTINATION AMOUNT
SS - WEST MOORIEFIELD -TRIBES	YIR218	218YIR	530.10
		TOTAL	**530.10**

◉Customer ◯Destination ◯Requistioner [   ] [Search] [Show All]

Select a customer to view invoice details.

If there are many customers listed, it may be helpful to use column sorting or the search tool. To sort, select a column header. To search, enter a customer or destination value and select **Search**. Select **Show All** to remove the search filter.

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Inquiry

When reviewing invoice details, it may be helpful to use column sorting or the search tool. To sort, select a column header. To search, select CLIN (default), Item Code, or Description. Then, enter a value and select **Search**. Select **Show All** to remove the search filter.

FFAVORS Web Invoicing - Inquiry - Clin Detail

BPA#: **DR006**
Invoice Date: **5/21/2020**
Cycle: **32**
Invoice Amount: **1361.52**
Invoice Number: **DODAACS3**

Call: **0125 - 5/4/2020**
Call Amount: **530.10**
Customer: **SS - WEST MOORIEFIELD -TRIBES**
Destination: **YIR218**

CLIN	ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	REASON FOR QTY CHG
0001YB	19F38	ALMONDS SLICED 5 LB BG	95	1.29	122.55	VENDOR ADJUSTED
0002YB	15T61	AVOCADOS 48 CT 1/24 LB CS	95	3.00	285.00	VENDOR ADJUSTED
0003YB	17T29	BROCCOLI US#1 14 CT 1/20 LB CS	95	1.29	122.55	VENDOR ADJUSTED
		TOTAL	285		530.10	

○CLIN ○Item Code ○Description [_____] [Search] [Show All]

Inquiry

Report By Clin/Item →

FFAVORS Web Invoicing - Report By CLIN/Item

BPA#	CYCLE	INVOICE AMT	INVOICE NUMBER	INVOICE DATE
US321	35	682.56	CY35FY16	6/27/2016

CALL	SUM
6145	24.72
6146	23.31
6147	41.20
6148	593.33

DEST	CUSTOMER	AMOUNT
YVA623	BODY CAMP ELEMENTARY	24.72
YVA620	BEDFORD ELEMENTARY	23.31
YIR131	SENECA TRIBE	41.20
YIR131	SENECA TRIBE	307.70
YVA635	BEDFORD MIDDLE	148.98
YVA620	BEDFORD ELEMENTARY	61.91
YVA623	BODY CAMP ELEMENTARY	39.96
YVA621	BEDFORD PRIMARY	34.78

To view a summary by call and destination for the cycle, select **Report By Clin/Item** in the menu on the left.

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Pre-Invoice

Select a BPA # from the drop-down list. This list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

Then, select **Proceed** to continue.

Note: Vendors may review status of orders that have been delivered within the previous week. These orders are not yet available for invoicing.

*After the 7th day after date of delivery, these orders will become available under the **INVOICE** option.*

FFAVORS Web Invoicing

Select an Option:

○ INVOICE
○ INQUIRY
● PRE-INVOICE

Select a BPA #:

DZ043

Proceed

Pre-Invoice

Select a call to view Pre-invoice details.

Note: Pre-Invoice is a view-only process.

FFAVORS Web Pre-Invoice - Call Selection

Call Selection

Pre-Invoice screens show orders/receipts the week before Invoicing. Adjust Amt column reflects the difference between quantity ordered and quantity receipted.

BPA#: US321

CALL	DATE	ORDER COUNT	ORDER AMT	ADJUST AMT
8166	6/15/2018	0		
8167	6/16/2018	0		
8168	6/17/2018	0		
8169	6/18/2018	3	527.74	-3.42
8170	6/19/2018	1	165.57	0.00
8171	6/20/2018	0		
8172	6/21/2018	0		
8173	6/22/2018	0		
TOTAL		4	693.31	-3.42

To sort by call, delivery date, order count, order amount, or adjusted amount, select the applicable column header.

Pre-Invoice

FFAVORS Web Pre-Invoice - Destination Selection

BPA#: **US321**
Call: **8169 - 6/18/2018**

CUSTOMER	DESTINATION	ORDER COUNT	ORDER AMT	ADJUST AMT	RECEIPT DATE
BEDFORD ELEMENTARY	YVA620	1	169.55	0.00	
BEDFORD MIDDLE	YVA635	1	116.40	-3.42	6/19/2018
BEDFORD PRIMARY	YVA621	1	241.79	0.00	
TOTAL		3	527.74	-3.42	

Select a customer to view Pre-invoice details.

To sort by customer, destination, order count, order amount, adjusted amount, or receipt date, select the applicable column header.

Pre-Invoice

If a receipt has been performed by the customer, the Receipt Date will appear along with the Receipt Qty(s); otherwise these fields will be empty. If a difference in quantity was processed, the adjusted invoice amount(s) by line item are shown in the ADJUST AMT column; otherwise the ADJUST AMT will show 0.

FFAVORS Web Pre-Invoice - Clin Selection

CLIN

BPA#: **US321**
Call: **8169 - 6/18/2018**
Destination: **YVA635 - BEDFORD MIDDLE**
Order Accept Date: **6/15/2018**
Receipt Date: **6/19/2018**

CLIN	ITEM CODE	DESCRIPTION	ORDER QTY	UNIT PRICE	ORDER AMT	RECEIPT QTY	ADJUST AMT
0010	14144	APPLE CHL SL 200/2 OZ PG	6	3.57	21.42	6	0.00
0011	14I57	PEAR 12/3 LB BG	4	14.75	59.00	3	-14.75
0012	14A61	SQUASH YELLOW 1/20 LB CS	3	4.44	13.32	3	0.00
0013	14F13	TANGERINE FALL GLOW 100 CT, 1/35 lb cs	2	11.33	22.66	3	11.33
		TOTAL	**15**		**116.40**	**15**	**-3.42**

Item / Stock Number

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

My Profile

My Profile

From the Vendor Homepage, select the **View – Item / Stock Number** link under the 'Item / Stock Number' menu.

146

Item / Stock Number

Items (Total: 1461)

ITEM CODE	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	UNIT OF WEIGHT	FED FUNDS RESTRICTED	GROUP	LAST ACTION DT
16W36	891501E050387	ALFALFA SPROUT 12/4 OZ PG	LB	3	1.00	NO	VEG	Jul 24, 2007
16P22	891501E050043	ALFALFA SPROUT 3 PT/LB 1/1 LB CO	LB	1	1.00	NO	VEG	Jul 24, 2007
19F38	892501E050155	ALMONDS SLICED 5 LB BG	LB	5	1.00	NO	FRUIT	Jun 20, 2011
19F39	892501E050156	ALMONDS SLIVERED 5 LB BG	LB	5	1.00	NO	FRUIT	Jun 20, 2011
17J19	892501E050727	ALMONDS WHL 5 LB BG	LB	5	1.00	NO	FRUIT	Jun 20, 2011
19F40	892501E050157	ALMONDS WHOLE BLANCHED US#1 1/25 LB CO	CO	1	25.00	NO	FRUIT	Jul 24, 2007
15T87	891501E051356	APPLE & GRAPE BLD CHL 48/2 OZ PG	LB	6	1.00	NO	FRUIT	Apr 17, 2008
14H80	891501E050093	APPLE ANY USF/XF 138-163CT 1/40 LB CS	LB	40	1.00	NO	FRUIT	Aug 13, 2007
14P01	891501E050001	APPLE ANY TYPE USF/XF 100-113 1/40 LB CS	LB	40	1.00	NO	FRUIT	May 30, 2007
15O18	891501E052169	APPLE BRAEBURN 12/3 LB BG	LB	36	1.00	NO	FRUIT	Oct 11, 2007

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

◉ Item Code   ◯ Stock Number   ◯ Description   [_____]   [Search]   [Show All]

This opens the master catalog of produce items used by DLA. Vendors cannot modify any data; however, it may be helpful to review the items available and look up item codes and stock numbers for specific items of interest.

147

Item / Stock Number

To switch to a different page, select a page number in the lower left area under the ITEM CODE column. The current page is identified in black.

Items (Total: 1461)

ITEM CODE	STOCK NUMBER	DESCRIPTION
16W36	891501E050387	ALFALFA SPROUT 12/4 OZ PG
16P22	891501E050043	ALFALFA SPROUT 3 PT/LB 1/1 LB CO
19F38	892501E050155	ALMONDS SLICED 5 LB BG
19F39	892501E050156	ALMONDS SLIVERED 5 LB BG
17J19	892501E050727	ALMONDS WHL 5 LB BG
19F40	892501E050157	ALMONDS WHOLE BLANCHED US#1 1/25 LB CO
15T87	891501E051356	APPLE & GRAPE BLD CHL 48/2 OZ PG
14H80	891501E050093	APPLE ANY USF/XF 138-163CT 1/40 LB CS
14P01	891501E050001	APPLE ANY TYPE USF/XF 100-113 1/40 LB CS
15O18	891501E052169	APPLE BRAEBURN 12/3 LB BG

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

Items (Total: 1461)

ITEM CODE	STOCK NUMBER	DESCRIPTION
15Z45	891501E051502	MANGO, CHUNKS, CHL, 20/4 OZ PG
15Y20	891501E051440	MANGOES FRESH 10 LB CASE
15Z39	891501E051496	MANGOES, CHUNKS, CHL, 80/4 OZ PG
15Y29	891501E051449	MELON KIWANO/HORNED NUTR SHOW 1/10 LB CS
15Y30	891501E051450	MELON PEPINO NUTR SHOW 1/8 LB CS
17J26	891501E050734	MELONS BAMBINO 4-8 CT 15 LB CS
18B21	891501E051775	MELONS BAMBINO FRESH 6 CT 18 LB CS
18A93	891501E051747	MELONS MIXED FRESH 5-6 CT 26 LB CS
15V93	891501E051418	MELONS, HONEYDEW, CHL, 36/4 OZ CUPS
16W98	891501E050438	MUSHROOM 1/1 LB CO

... 71 72 73 74 75 76 77 78 79 80 ...

Item / Stock Number

By default, catalog items are sorted in ascending order by ITEM CODE. To change this, select a column header to sort ascending (A-Z, 0-9). Select again to reverse the sort order.

Items (Total: 1483)

ITEM CODE	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	UNIT OF WEIGHT	FED FUNDS RESTRICTED	GROUP	LAST ACTION DT	INACTIVE
16W36	891501E050387	ALFALFA SPROUT 12/4 OZ PG	LB	3	1.00	NO	VEG	Jul 24, 2007	☐
16P22	891501E050043	ALFALFA SPROUT 3 PT/LB 1/1 LB CO	LB	1	1.00	NO	VEG	Jul 24, 2007	☐
19F38	892501E050155	ALMONDS SLICED 5 LB BG	LB	5	1.00	NO	FRUIT	Jun 20, 2011	☐
19F39	892501E050156	ALMONDS SLIVERED 5 LB BG	LB	5	1.00	NO	FRUIT	Jun 20, 2011	☐
17J19	892501E050727	ALMONDS WHL 5 LB BG	LB	5	1.00	NO	FRUIT	Jun 20, 2011	☐
19F40	892501E050157	ALMONDS WHOLE BLANCHED US#1 1/25 LB CO	CO	1	25.00	NO	FRUIT	Jul 24, 2007	☐
15T87	891501E051356	APPLE & GRAPE BLD CHL 48/2 OZ PG	LB	6	1.00	NO	FRUIT	Apr 17, 2008	☐
14H80	891501E050093	APPLE ANY USF/XF 138-163CT 1/40 LB CS	LB	40	1.00	NO	FRUIT	Aug 13, 2007	☐
14P01	891501E050001	APPLE ANY TYPE USF/XF 100-113 1/40 LB CS	LB	40	1.00	NO	FRUIT	May 30, 2007	☐
15O18	891501E052169	APPLE BRAEBURN 12/3 LB BG	LB	36	1.00	NO	FRUIT	Oct 11, 2007	☐

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

◉ Item Code ○ Stock Number ○ Description [   ] [Search] [Show All]

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Item / Stock Number

Items (Total: 62)

ITEM CODE	STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	UNITS PER CASE	UNIT OF WEIGHT	FED FUNDS RESTRICTED	GROUP	LAST ACTION DT	INACTIVE
15T87	891501E051356	APPLE & GRAPE BLD CHL 48/2 OZ PG	LB	6	1.00	NO	FRUIT	Apr 17, 2008	☐
15Z53	891501E051510	APPLE CRZY POM/GRAPE 125 CT COOP 40 LB	LB	40	1.00	NO	FRUIT	Jul 21, 2009	☐
15U35	891501E051380	FRUIT MIX CHL MELONS/GRAPE 1/5 LB CO	LB	5	1.00	NO	FRUIT	Jun 17, 2008	☐
17T13	891501E050796	FRUIT MIX GRAPE/CLOUPE/HDEW/ORANG 4/1 GL	LB	32	1.00	NO	FRUIT	Nov 02, 2010	☐
18B80	891501E051834	FRUIT MIX, MELONS & GRAPES 2/5 LB CO	LB	10	1.00	NO	FRUIT	Apr 29, 2011	☐
15Y70	891501E051464	GRAPE 36/4 OZ BG 1/9 LB CS	LB	9	1.00	NO	FRUIT	Nov 05, 2008	☐
14P27	891501E050084	GRAPE CHL BLACK SDLS US#1 1/18 LB CS	LB	18	1.00	NO	FRUIT	Aug 06, 2007	☐
15T88	891501E051357	GRAPE CHL RED 48/2 OZ PG	LB	6	1.00	NO	FRUIT	Apr 17, 2008	☐
14P37	891501E050124	GRAPE GRN/WHT SDLS US#1 1/18 LB CS	LB	18	1.00	NO	FRUIT	Jul 30, 2007	☐
15A17	891501E050787	GRAPE RED 150/2 OZ PG	LB	19	1.00	NO	FRUIT	Jun 27, 2007	☐

1 2 3 4 5 6 7

○ Item Code   ○ Stock Number   ● Description | grape | [Search]   [Show All]

By default ALL catalog items are displayed. To include only items that meet specified criteria, select Item Code (default), Stock Number, or Description. Then, enter a value and select **Search**. Select **Show All** to remove the search filter.

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__Reports__

- Vendors may access several types of reports in FFAVORS through other processes, including:
    - [Accept New Orders](#)
    - [Previously Accepted Orders](#)
    - [Orders Summary by Item](#)
    - [Catalog](#)
    - [Invoicing](#)

- The [Usage Report](#) contains either detailed order line item information or a summary of total dollar value based on selected BPA, District, Customer, and date range.

- The [Delivery Day Report](#) description.

Reports

- To save a copy of a report to their computer, vendors may use the Export function in the Crystal Reports interface.

- Printing may not be available from the Crystal Reports interface; however, vendors may print a copy after the report is exported and saved to the computer.

- Additional guidance for working with the FFAVORS reports is available in a separate document under the **Report Help** button.

Usage Report

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

My Profile

My Profile

From the Vendor Homepage, select the **Usage** link under the 'Reports' menu.

Usage Report

Vendor 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

Vendor BPA: All BPA's ▾

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

Denotes a Required Field

[View Report] [Report Help]

Choose a 'Report Type':
- **Detail** – Include details for every line item and order.
- **Summary** – Show the total value only.

Note: Detail is selected by default.

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Usage Report

Vendor 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

Vendor BPA: All BPA's ▽

* **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

* **Denotes a Required Field**

[View Report] [Report Help]

Choose a 'Vendor BPA':
* **All BPA's** – Include all BPA's (and all customers).
* **<BPA #>** – Show report for a specific BPA. This will also allow selection of a specific district (and customer).

Note: All BPA's is selected by default. The BPA # list includes all contracts for which the user belongs to either the prime vendor and/or a subcontracting vendor.

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Usage Report

Vendor 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

Vendor BPA: US321

District Code: All Districts

* **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

* **Denotes a Required Field**

[View Report]   [Report Help]

Choose a 'District Code':
- **All Districts** – Include all districts (and all customers).
- **<District Code>** – Show report for a specific district. This will also allow selection of a specific customer.

Note: All Districts is selected by default.

Usage Report

Vendor 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

Vendor BPA: US321

District Code: OVA024 - ALBEMARLE, VA

Customer Code: All Customers

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

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

* Denotes a Required Field

[View Report] [Report Help]

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

Note: All Customers is selected by default.

Usage Report

Vendor 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

Vendor BPA: US321

District Code: OVA024 - ALBEMARLE, VA

Customer Code: All Customers

* **RDD Start Date:** 01/01/2017 📅 Select or enter a date in mm/dd/yyyy format (order data is available for 4 years)

* **RDD End Date:** 06/30/2017 📅 Select or enter a date in mm/dd/yyyy format

* **Denotes a Required Field**

[View Report] [Report Help]

Choose the date period to include in the report:
- 'RDD Start Date' – earliest date to include
- 'RDD End Date' – latest date to include

Note: These dates are required.

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Usage Report

Vendor 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

Vendor BPA: US321

District Code: OVA024 - ALBEMARLE, VA

Customer Code: All Customers

* **RDD Start Date:** 01/01/2017   Select or enter a date in mm/dd/yyyy format (order data is available for 4 years)

* **RDD End Date:** 06/30/2017   Select or enter a date in mm/dd/yyyy format

* **Denotes a Required Field**

[View Report] [Report Help]

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

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

Usage Report

EXAMPLE 1: Usage Report (Detail)

Contract number	State	District code	District name	Customer code	Customer name	Order date	Delivery date		Vendor accept date	Receipt Date	Item Code	Item Description	Source of Supply	State of Origin	Ordered Qty	Receipted Qty	Reason	Bill Price	Total DV	Total Lbs
SPM300-13-US321	VA	OVA044	BEDFORD, VA - SCHOOL DIST.	YVA620	BEDFORD ELEMENTARY	2021/03/15	2021/03/26	1085	2021/05/05	2021/06/15	14A61	SQUASH YELLOW FR 20 LB CS	DOMESTIC	AK, CA	5	5		22.10	110.50	100
SPM300-13-US321	VA	OVA044	BEDFORD, VA - SCHOOL DIST.	YVA620	BEDFORD ELEMENTARY	2021/03/15	2021/03/26	1085	2021/05/05	2021/06/15	14A15	APPLE G/D 163 CT 1/40 LB CS	DOMESTIC	AK, PR	5	5		26.25	131.25	200
SPM300-13-US321	VA	OVA044	BEDFORD, VA - SCHOOL DIST.	YVA620	BEDFORD ELEMENTARY	2021/12/02	2021/12/08	1342	2022/02/11	2022/02/11	14A15	APPLE G/D 163 CT 1/40 LB CS	DOMESTIC	AK, PR	2	2		26.25	52.50	80
SPM300-13-US321	VA	OVA044	BEDFORD, VA - SCHOOL DIST.	YVA621	BEDFORD PRIMARY	2021/04/15	2021/04/21	1111	2021/05/05	2021/06/30	14A15	APPLE G/D 163 CT 1/40 LB CS	DOMESTIC	AK, PR	1	1		26.25	26.25	40
SPM300-13-US321	VA	OVA044	BEDFORD, VA - SCHOOL DIST.	YVA621	BEDFORD PRIMARY	2021/04/15	2021/04/21	1111	2021/05/05	2021/06/30	14J71	LEMON 1/5 LB BG	DOMESTIC	FL	2	2		9.56	19.12	10

FFAVS908A - VENDOR DETAIL USAGE 1/1/2020 - 12/31/2021 2T123 OVA044

A detail report contains detailed order line item information for each order based on the BPA, District, and Customer selected in the given date range.

Usage Report

Date range: 5/1/2016 to 7/31/2016

Contract number	State	District code	District name	Customer code	Customer name	Total DV	Total Lbs	Total Cases
SPM300-13-US321	VA	OVA044	BEDFORD	YVA620	BEDFORD ELEMENTARY	1,289.10	5,260	270
SPM300-13-US321	VA	OVA044	BEDFORD	YVA621	BEDFORD PRIMARY	629.73	4,699	199
SPM300-13-US321	VA	OVA044	BEDFORD	YVA623	BODY CAMP ELEMENTARY	71.21	681	25
SPM300-13-US321	VA	OVA044	BEDFORD	YVA635	BEDFORD MIDDLE	1,336.55	4,159	227

A summary report contains one line with the total dollar value, weight, and cases for each BPA, District, and Customer selected in the given date range.

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Delivery Day Report

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders

Accept New Orders
Previously Accepted Orders
Orders Summary By Item

My Profile

My Profile

Catalog

Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor

Invoicing

Item / Stock Number

Item / Stock Number

Reports

Usage
Delivery Day

From the Vendor Homepage, select the **Delivery Day** link under the 'Reports' menu.

Delivery Day Report

Delivery Day Report

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

Contract:

| All Contracts |
| SPM300-13-DR006 |
| SPM300-14-DS602 |
| SPM300-14-DS605 |
| SPM300-14-DS607 |
| SPM300-17-DS699 |

Customers:

Day Assigned
very Day Assigned

View Report   Report Help

Select an option under 'Contract':
- **All Contracts**
- **<Contract #>** – Filtered for the selected contract only

Note: All Contracts is selected by default.

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Delivery Day Report

Delivery Day Report

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

Contract: [All Contracts ▼]

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

[View Report]   [Report Help]

Choose an option for 'Customers':
- **All Customers**
- **Customers with Delivery Day Assigned**
- **Customers with NO Delivery Day Assigned**

Note: All Customers is selected by default.

Delivery Day Report

Delivery Day Report

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

Contract: | All Contracts ▼

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

[View Report]   [Report Help]

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

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

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Delivery Day Report

FFAVS922 - VENDOR DELIVERY DAY - PT201 ALL

Contract	Delivery Day(s)	Customer code	Req Code	Customer name	District code	District name
SPM300-13-DR006		YIR199	YIR199	AMERICAN TRIBE CROSS	OMD965	OMD965-TRIBE M…
SPM300-13-DR006	Wed	YIRSUK	YIRSUK	Q TRIBE WRIGHT	OMD965	OMD965-TRIBE M…
SPM300-13-DR006	Mon Thu Fri	YIR015	YIR015	SAULT STE. MARIE CHIPPEWA	OMI001	MI TRIBES UP, M…
SPM300-13-DR006	Mon Thu Fri	YIR049	YIR049	KEWEENAW BAY INDIAN RESERVATION	OMI001	MI TRIBES UP, M…
SPM300-13-DR006	Wed Fri	YIR064	YIR064	POKAGON BAND-POTAWATOMI	OMI001	MI TRIBES UP, MI…
SPM300-13-DR006	Mon Thu Fri	YIR070	YIR070	BAY MILLS TRIBE	OMI001	MI TRIBES UP, MI…
SPM300-13-DR006	Mon	YIR079	YIR079	LITTLE TRAVERSE BAY BAND	OMI001	MI TRIBES UP, MI…
SPM300-13-DR006	Wed Fri	YIR094	YIR094	LITTLE RIVER BAND OF OTTAWA INDIANS	OMI001	MI TRIBES UP, MI…
SPM300-13-DR006	Tue	YIR003	YIR003	WICHITA AND AFFLIATED TRIBES	OOK500	OKLAHOMA TRIB…
SPM300-13-DR006	Mon	YIR017	YIR017	MIAMI INTER-TRIBAL	OOK500	OKLAHOMA TRIE…
SPM300-13-DR006	Wed Fri	YIR021	YIR021	APACHE NATION TRIBE	OOK500	OKLAHOMA TRIB…
SPM300-13-DR006	Thu	YIR022	YIR022	KIOWA NATION TRIBE	OOK500	OKLAHOMA TRIBL…
SPM300-13-DR006	Mon Thu Fri	YIR023	YIR…	COMANCHE NATION TRIBE	OOK500	OKLAHOMA TRIBE

The report contains the contract, assigned delivery day(s), and customer information. If a day is not assigned to a customer/ contract, the corresponding Delivery Day(s) value is blank.

My Profile

Produce Vendor Homepage

Welcome, EXAMPLE VENDOR

Please select from the following options:

Get Orders
Accept New Orders
Previously Accepted Orders
Orders Summary By Item

Catalog
Catalog
News Flash
Set Delivery Day
Import Delivery Day
FDPIR Catalog

Vendor
Invoicing

Item / Stock Number
Item / Stock Number

Reports
Usage
Delivery Day

My Profile
My Profile

From the Vendor Homepage, select the **My Profile** link under the 'My Profile' menu.

My Profile

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: VENDOR

* E-mail Address: vendor@

* Vendor: 20R15   EXAMPLE VENDOR

Save   Reset   Cancel

You can review your account contact information. For updates or corrections, contact the DLA Account Specialist or the FFAVORS Help Desk.

Note: System notifications and/or responses to the FFAVORS Help Desk inquiries will be directed to the email address on file.

My Profile

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: VENDOR

* E-mail Address: vendor@

* Vendor: 20R15   EXAMPLE VENDOR

Save   Reset   Cancel

Click **Cancel** to return to the Vendor Homepage.

Note: For updates or corrections, contact the DLA Account Specialist or the FFAVORS Help Desk.

Contact FFAVORS Help Desk

Users may send a message to the FFAVORS support team from nearly any screen. Select the **Contact FFAVORS Help Desk** link at the bottom of the webpage.

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

Contact FFAVORS Help Desk

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

Help

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

Home Help Logout

Fresh Fruits And Vegetables Order Receipt System (FFAVORS WEB)

FFAVORS:
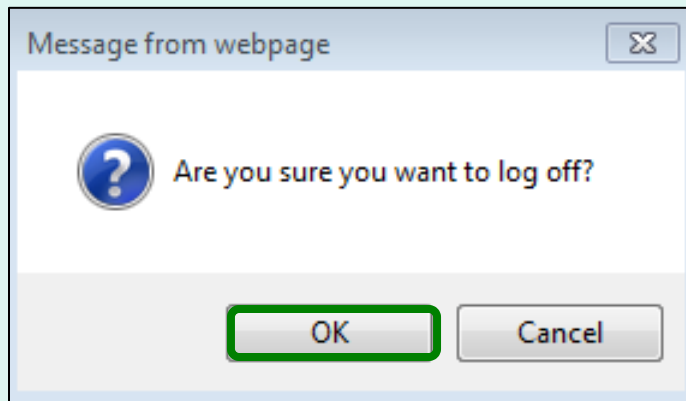*Fresh Fruits and Vegetables Order*
Receipt System

Vendor User Manual

Logout

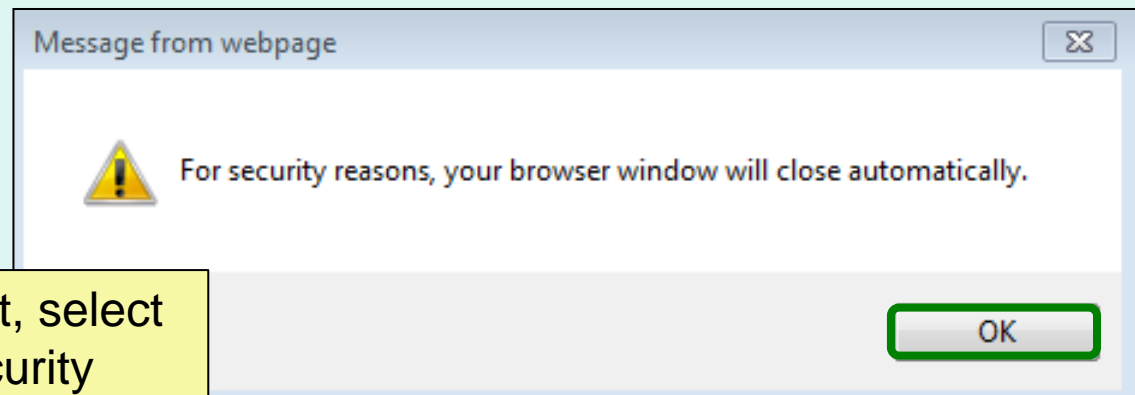To exit FFAVORS, select **Logout** from the menu in the upper right corner of the screen.

Logout

Message from webpage

Are you sure you want to log off?

OK   Cancel

At the first prompt, select **OK** to confirm logout.

Message from webpage

For security reasons, your browser window will close automatically.

OK

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