# LOOKING UP A CUSTOMER ORDER IN NDFOODS

From the Main Menu click on Search Orders

## Main Menu

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Sponsor Profile	
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Food	
Search Food Survey	
Search USDA Foods Received	
Search Orders	

### **Under Search Criteria**

Chose Program – School USDA Foods (SCH) Program year – Use the current program year Then hit search

#### Search Customer Orders

Search	n Criteria							
Custome	stomer Order No: Expected Deliver							
	Status:	~			S	tart:		
	Program: School U	SDA Foods (SCH)	End:					
Pro	ogram Year: 2021-202	2 🗸						
	Month:	~						
Food	Description:							
	Food Code:							
Clear Search Search Results 3 customer order(s) found.								
Cust. Order‡ No.	Site	🗢 Program 🗧	Delivery Month	Status 🗘	Contains Discrep.	Invoiced ‡	Action	
<u>19519</u>	Alexander Public Scho	School USDA Foods (SCH	10/2021	Received	No	Yes		
<u>19746</u>	Alexander Public Scho	School USDA Foods (SCH	11/2021	Received	No	Yes		

If you click on the customer order number, it will pull up the customer order.

#### Customer order Status's

• Received – The order was delivered and received by school

20367 Alexander Public School School USDA Foods (SCH) 02/2022 Open -

 Open – The survey has closed – the state has not yet look through quantities – quantities are subject to change

No

• Closed – The state has look through cases quantities – the amount shown on the customer order is what the school should receive on their delivery