

MANNA FoodBank

Online Ordering Guide for Partner Agencies

Version 1.1

Adding Items to your Shopping Cart

- To add an item to your shopping cart, enter the quantity you would like to order into the Add Quantity column in the row of that item.

Weight	Quantity Available	Unit Price	Add Quantity	Nutrition :
20	469	\$19.97	<input type="text"/>	

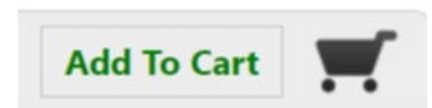


- You can add up to the total Quantity Available to your cart, in this picture you could add 469 cases.
- If you add an amount over the Quantity Available the online ordering system will add the maximum Quantity Available to your agency and show a popup telling what the maximum Quantity Available was.

Weight	Quantity Available	Unit Price	Add Quantity	Nutrition :
22	The max quantity for this item is 469		<input type="text"/>	
23	115	\$12.59	<input type="text"/>	

- Type numbers into as many Add Quantity boxes as you would like, then click Add to Cart.

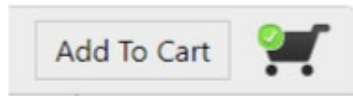
Weight	Quantity Available	Unit Price	Add Quantity	Nutrition :
20	469	\$19.97	<input type="text" value="3"/>	
22	86	\$21.13	<input type="text" value="4"/>	
23	115	\$12.59	<input type="text"/>	
11	258	\$20.00	<input type="text" value="6"/>	



IMPORTANT:

Items are not added to your cart until you click Add to Cart. That means the items are not reserved in MANNA’s inventory for your agency until you click Add to Cart. If Another agency adds the item to cart before you then the item will be removed from the shopping list when you click Add to Cart or you will get the above popup telling you if the Quantity Available is less than the amount you entered.

- After an item has been added to your cart two things will happen:
 - The Checkout button (cart symbol) will now have a green checkmark to indicate that items are in your cart



- The text in the row of the item added to your cart will be bold to remind you what item have already been added to your cart.

Item # :	Description :	Description 2 :	Packout :	Category :
7252	CHICKEN, CHUNK		24/5 OZ	CO-O PURCH
7765	PASTA, SPAGHETTI		20/16 OZ	CO-O PURCH
7766	SPAGHETTI SAUCE		12/24 OZ	CO-O PURCH

- You can get a preview of all items in your cart by hovering your cursor over the Checkout button (cart symbol)
- Click the X in the upper right-hand corner to close the preview window.

