

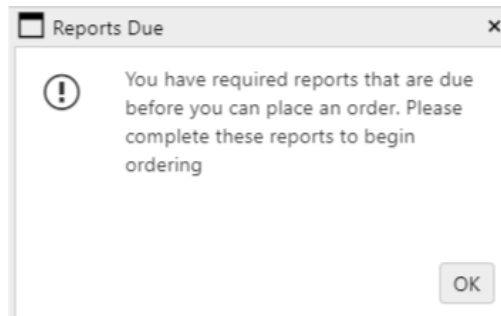
MANNA FoodBank

Online Ordering Guide for Partner Agencies

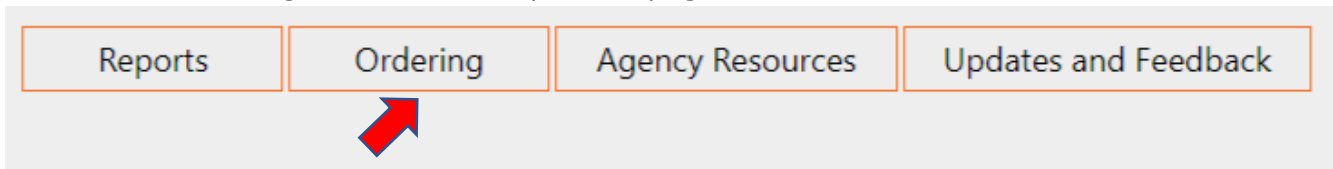
Version 1.2

Starting an Order

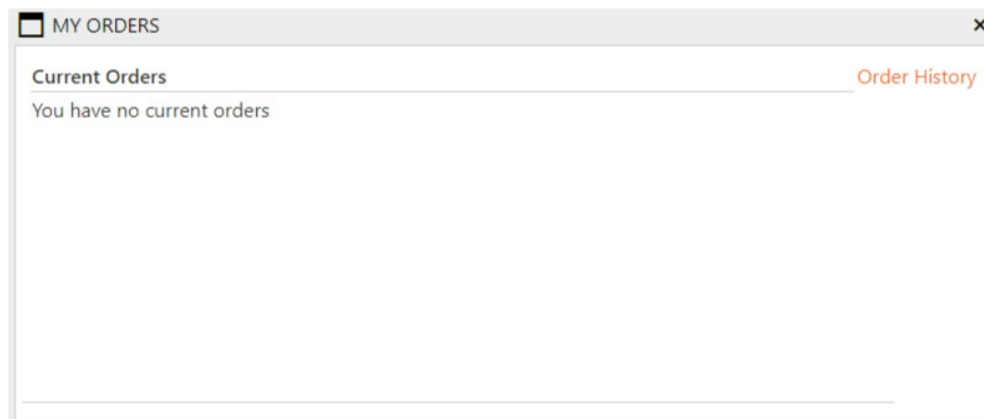
If you have one or more reports past due you will not be able to place an order until those reports have been submitted. The below message will display:



- Click the Ordering button at the top of the page

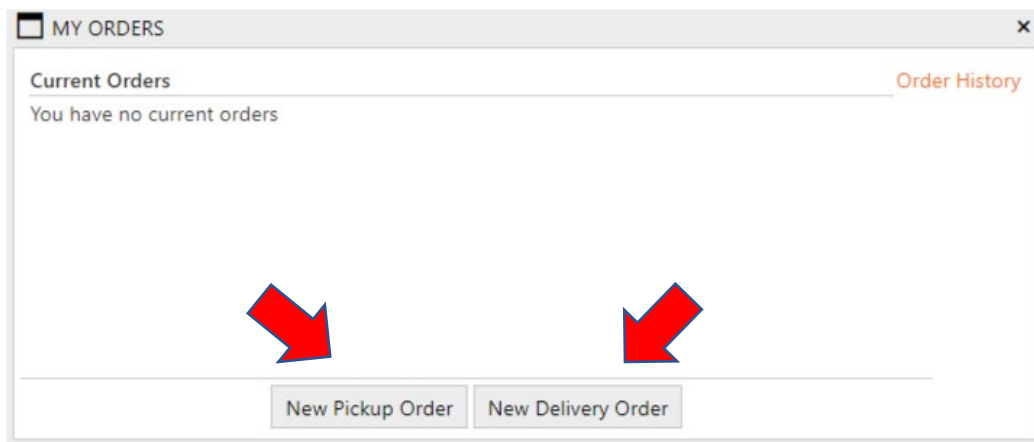


- This opens the My Orders window
- If you do not have an order date available to you the New Pickup Order and/or New Delivery Order buttons will not be available to click into

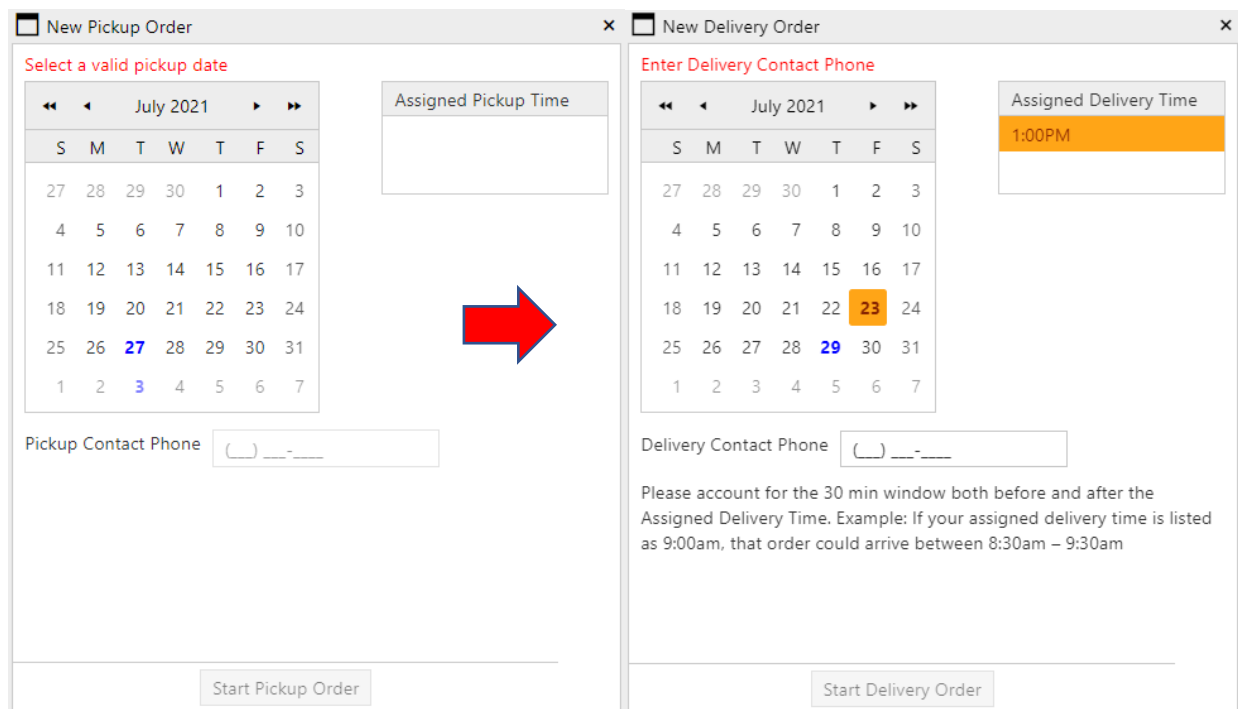


You can only start an order that is within the the ordering window from a pickup or delivery date. Reference the Ordering and Delivery Schedule for details

- If you have a Pickup or Delivery order available you will see a button at the bottom of the window to start that order. Click on that button.



- This opens up either the New Pickup Order or New Delivery Order Window



- Your available pickup or delivery dates are highlighted in blue.
- When you click the date that you would like to order for you will see your assigned pickup or delivery time.
- Enter the 10-digit phone number for the Pickup or Delivery Contact for that order. This should be the person that MANNA can directly call if there are any issues with that order.
- Click Start Pickup Order or Start Delivery Order to go to the Ordering Page