

May 2025

Glenda Gragg
Order Coordinator
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PICKUP AND DELIVERY ORDERING CALENDAR – PLEASE READ CAREFULLY

- The date on the calendar reflects the day you will receive the order, either via Pickup or Delivery Route, per your account setup.
- Pickup and Delivery orders follow the same **order window** time periods.
- Order windows are 5 business days listed under the date with an *. The first day of that range is the **start date**. The last day is the **due date**.
- Agencies should select "SHOP" in P2 to open an order on their start date.
- **Orders opened before their start date will need to be submitted within 7 days from the time opened, or it will be cancelled.** Only in this instance is the order countdown in P2 correct.
- Agencies should submit their order in P2 by noon on the due date.
- **Orders submitted after 12pm noon on the due date will be scheduled a week later.**
- A new order cannot be started in P2 until your last order has been reviewed by MANNA.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
April 27	April 28	April 29	April 30	1	2	3
			MANNA CLOSED	Clay & Cherokee Routes *April 18-24 Due: April 24 @ 12pm	Mitchell-Yancey Route *April 21-25 Due: April 25 @ 12pm	
4	5	6	7	8	9	10
	Haywood Route *April 22-28 Due: April 28 @ 12pm	Macon-Jackson Route *April 23-29 Due: April 29 @ 12pm	Graham-Swain Route *April 24-30 Due: April 30 @ 12pm	McDowell-Avery Route *April 25-May 1 Due: May 1 @ 12pm	Transylvania Route *April 28-May 2 Due: May 2 @ 12pm	
11	12	13	14	15	16	17
	Madison Route *April 29-May 5 Due: May 5 @ 12pm	Polk Route *April 30-May 6 Due: May 6 @ 12pm	Cherokee Route *May 1-7 Due: May 7 @ 12pm	Clay Route *May 2-8 Due: May 8 @ 12pm	Mitchell-Yancey Route *May 5-9 Due: May 9 @ 12pm	
18	19	20	21	22	23	24
	Haywood Route *May 6-12 Due: May 12 @ 12pm	Macon-Jackson Route *May 7-13 Due: May 13 @ 12pm	Graham-Swain Route *May 8-14 Due: May 14 @ 12pm	McDowell-Avery Route *May 9-15 Due: May 15 @ 12pm	Transylvania Route *May 12-16 Due: May 16 @ 12pm	
25	26	27	28	29	30	31
	MANNA CLOSED	Polk Route *May 14-20 Due: May 20 @ 12pm	Cherokee & Madison Routes *May 15-21 Due: May 21 @ 12pm	Clay Route *May 16-22 Due: May 22 @ 12pm	Mitchell-Yancey Route *May 19-23 Due: May 23 @ 12pm	

MANNA Agency Relations Contact Information

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