

MANNA FoodBank

Online Ordering Guide for Partner Agencies

Version 1.1

Columns on the Shopping List

Item # :	Description :	Description 2 :	Packout :	Category :	Storage :	Weight	Quantity Available	Unit Price	Add Quantity	Nutrition :
10220	TUNA, LIGHT CHUNK, EZO		48/5 OZ	CO-O PURCH	Dry	20	336	\$31.58	<input type="text"/>	
11195	MILK, 1%, SHELF STABLE, UHT	UTH	12/32 OZ	CO-O PURCH	Dry	22	1235	\$0.00	<input type="text"/>	

- **Item #**
 - Item reference number in the online ordering system
 - You can click the item # to get an image of the item. Images will be added over the next 2 months and then as items are put onto the shopping list.
- **Description**
 - Name of the item
- **Description 2**
 - Further details on the item such as: packaging, size, allergens, or contents
- **Packout**
 - Number of items per case and size of each unit
 - 48/5 OZ = 48, 5 oz cans
 - 24/1 LB = 24, 1 lbs bags
- **Category**
 - MANNA category for items CO-O items will always have a cost and have NC tax applied to them
- **Storage**
 - If the item is dry, refrigerated, or frozen
- **Weight**
 - Weight of an individual case
 - If the weight is 1 then enter to total number of lbs you'd like to order
 - If an item's name has (30 LBS = 1 BOX) you will order 30 x the number of boxes you would like to order - 120 lbs would equal 4 boxes
- **Quantity Available**
 - Number of units available for your agency to order
- **Unit Price \$**
 - Cost per case or lbs for the item
- **Add Quantity**
 - The number of cases or lbs you would like to add to your cart
- **Nutrition**
 - Coming soon! MANNA will be classifying the nutrition level of each item on the shopping list and you'll be able to get more information about the system by clicking the blue Nutrition link once we start labeling items