

MANNA FoodBank

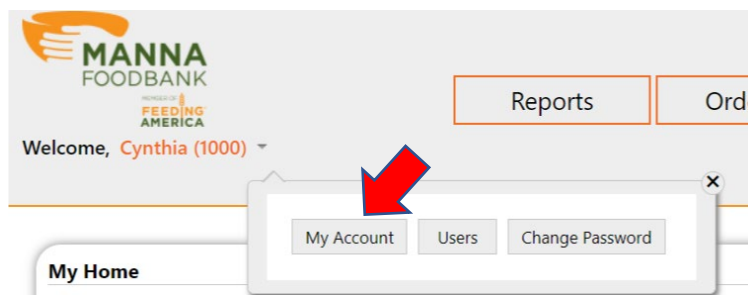
Online Ordering Guide for Partner Agencies

Version 1.1

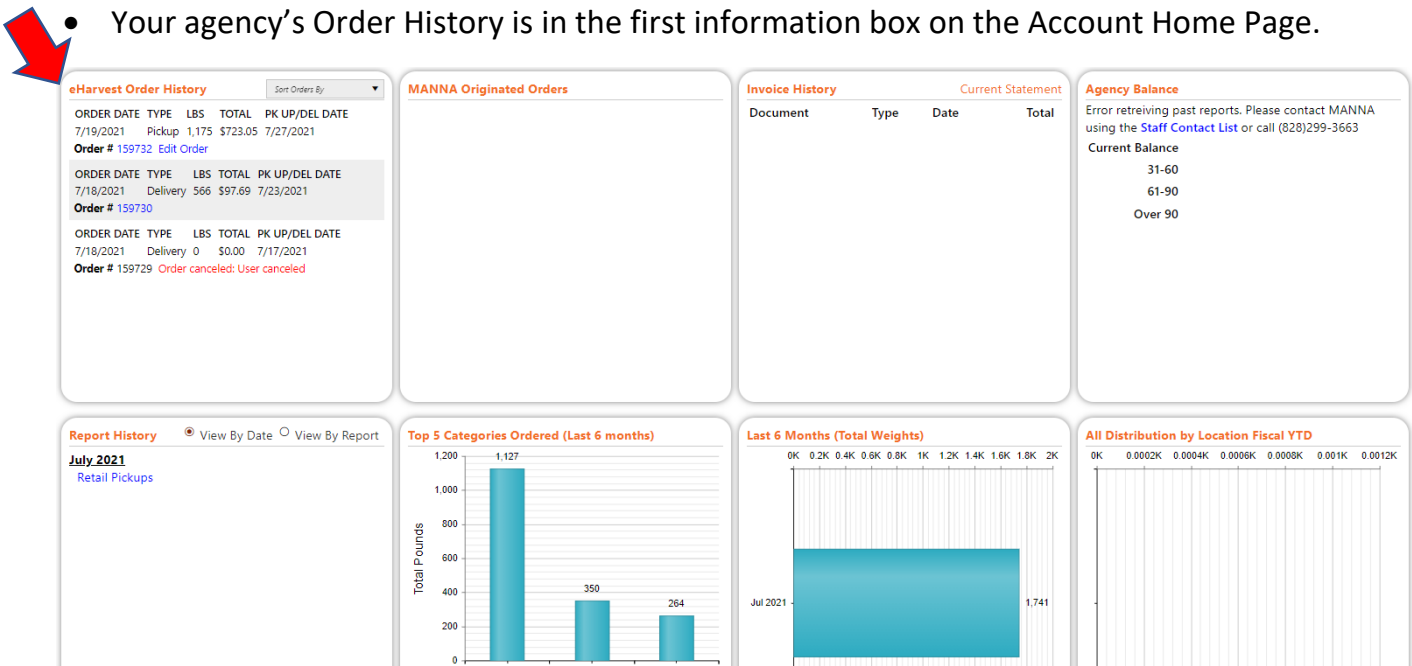
Order Preview Page

The order preview page will show you a snapshot of orders that you have submitted, estimated costs, and any updates that have happened. You access the Order Preview page from the Order History information box of the Account Home page.

- Navigate to the Account Home Page, click the down arrow beside your name under the MANNA logo and click Account Home



- You are now on the Account Home Page.
- Your agency's Order History is in the first information box on the Account Home Page.



- Click on the order number to open the order preview page for that order in a new window of your browser.

Print Order **1**

This screen is a snapshot of your order with estimated totals as your order is updated, not an order confirmation or invoice.



To **2** AR Test Account
67 Test Road
Testville, NC 00000

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Order Number	Order Date	Customer Number	Delivery Date	Location	Delivery Contact #
159730	7/18/2021	99999	7/23/2021 1:00PM	Customer Delivery	8282993663

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Item #	Description	Category	Storage	\$	Line Item Weight	Qty Ordered	Line Total
10523	CABBAGE	SAM PRODUCE	Refrigerated	0.00	350.00	7	\$0.00
13988	DRESSING, HONEY MUSTARD	DONATED	Dry	0.01	128.00	16	\$0.16
7766	SPAGHETTI SAUCE	CO-O PURCH	Dry	21.13	88.00	4	\$84.52

5 Total Order Weight: 566 pounds

Estimated Total: \$97.69

6 Estimated Product Total: \$84.68

Estimated Tax: \$1.69

Estimated Freight: \$11.32

Thank you for your order. To get a printable copy of your order for your records, click your browser's Print button.

Products received from MANNA FoodBank must not be sold or bartered for money, goods, or services and must be used only for the tax-exempt purposes of the partner agency. Food should be stored appropriately and used as soon as possible. Products must be handled and distributed to comply with established standards and eligibility criteria as outlined in the Agency Agreement.

Sections of the order preview page:

1. Print the Order Preview Page from your browser
2. Agency Name & Address
3. Order Information
4. Details for Items ordered
5. Total Order Weight
6. Estimated Cost and Estimated Total
 - a. The final cost of your order will be on your invoice and/or statement



- If there are changes or updates to your order at any point after you have submitted your order those changes will be reflected on this page with a brief reason for the change. The total weight and estimated costs and estimated total will reflect the changes.

Items removed from cart and updated:

Order Number	Order Date	Customer Number	Pickup Date	Pickup Contact #
159706	7/14/2021	1000	7/23/2021 12:15 PM	8888888888

Item #	Description	Category	Storage	\$	Line Item Weight	Qty Ordered	Line Total
12220	EMERGENCY FOOD ASSISTANCE BOX	DONATED	Dry	0.00	360.00	12	\$0.00
13440	QUICK OATS		Dry	19.54	44.00	2	\$39.08
The quantity of this item has been updated due to (Insufficient Qty). Your Total has been adjusted to reflect this.					0.00	0	\$0.00
13934	SOUP, CHICKEN NOODLE		Dry	28.77	152.00	4	\$115.08
The quantity of this item has been updated due to (Insufficient Qty). Your Total has been adjusted to reflect this.					0.00	0	\$0.00

Total Order Weight: 360 pounds

Estimated Total: \$0.00

Estimated Product Total: \$0.00

Estimated Tax: \$0.00

An updated quantity to an item:

13704	MIXED VEGETABLES	CO-O PURCH	Dry	15.49	162.00	6	\$92.94
The quantity of this item has been updated due to (Agency Requested Change). Your Total has been adjusted to reflect this.					15.00	15	\$232.35

IMPORTANT:

The Order Preview Page is an updated snapshot of your order with estimated totals as your order is updated. The Order Preview Page is not an order confirmation or invoice.