

# MANNA FoodBank

## Online Ordering Guide for Partner Agencies

Version 1.1

### Submitting your Order

- Review the items in your cart to ensure the cart matches the items you would like to pickup or have delivered.
- Review the Order Summary beside the list of items in your cart

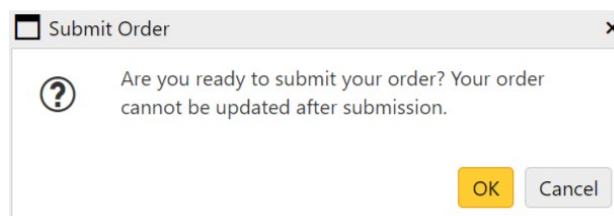
Order Summary	
Order Number	159730
Order Start Date	7/18/2021 10:02:52 AM
Delivery Date	7/23/2021
Delivery Time	1:00PM
Phone Number	8282993663
Order Created By	
Order Last Updated By	
Total Weight	566 lbs.
Estimated Product Total	\$84.68
Estimated Tax	\$1.69
Estimated Freight	\$11.32
Estimated Total Cost	\$97.69

- The top half of the Order Summary has the complete order details
- The bottom half of the Order Summary is the Total Weight and Estimated Total Cost, with a break down of each Estimated fee or cost.
- **This is an estimate for the total cost of your order. To see the final totals and payment amount reference the Invoice or Statement found on the Account Home page.**

- Once you have reviewed your order it can then submitted by clicking the yellow Submit your order button above the Order Summary.

**Submit your order**

- Once you click Submit your order you will receive a popup asking to confirm if you would like to submit the order. Ok will submit your order and Cancel will return you to the Checkout page



**You will receive an email within 1 business day of submitting your order confirming that it has been received and that it is being reviewed.**