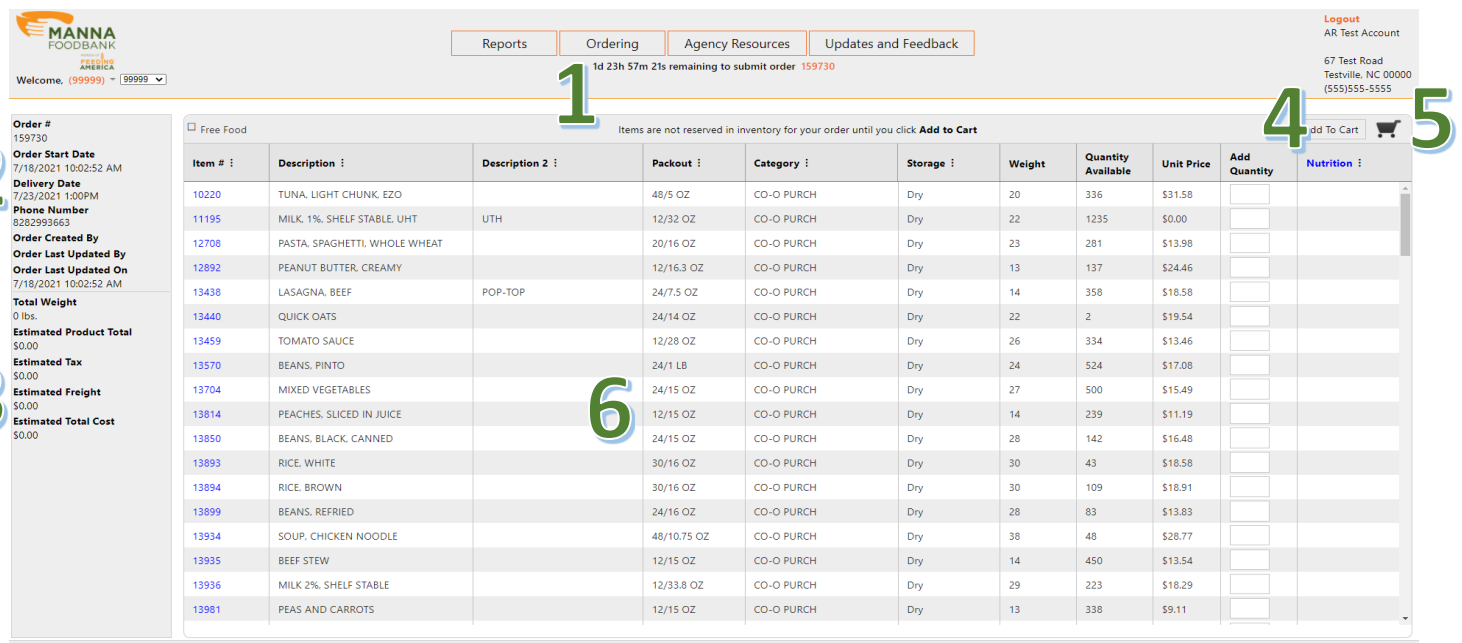


MANNA FoodBank

Online Ordering Guide for Partner Agencies

Version 1.2

The Ordering Page



The screenshot shows the online ordering interface. At the top, there are navigation tabs: Reports, Ordering (highlighted with a '1'), Agency Resources, and Updates and Feedback. A timer indicates '1d 23h 57m 21s remaining to submit order 159730'. On the right, there is a 'Logout' link and account information for 'AR Test Account' at '67 Test Road, Testville, NC 00000, (555)555-5555'. A 'Add To Cart' button with a shopping cart icon is highlighted with a '5'. On the left, a sidebar contains order details: Order # 159730, Order Start Date 7/18/2021 10:02:52 AM, Delivery Date 7/23/2021 1:00PM, Phone Number 8282993663, Order Created By, Order Last Updated By, Order Last Updated On 7/18/2021 10:02:52 AM, Total Weight 0 lbs., Estimated Product Total \$0.00, Estimated Tax \$0.00, Estimated Freight \$0.00, and Estimated Total Cost \$0.00. The main area is a table of items with columns: Item #, Description, Description 2, Packout, Category, Storage, Weight, Quantity Available, Unit Price, Add Quantity, and Nutrition. A 'Free Food' checkbox is at the top left of the table. A note states 'Items are not reserved in inventory for your order until you click Add to Cart'. A '6' is placed over the table. A '2' is placed over the sidebar, and a '3' is placed over the bottom of the sidebar.

Here are the sections of the Online Ordering Page:

1. Time remaining to submit your order. You can click on the order number to navigate directly to the Ordering Page for that order

There is a 6 business day window to submit an order. If you're order is not submitted by 11:59pm on the final day of the window it will be cancelled and a snapshot of that order will be saved to reference in your Order History.

2. Order details including:
 - Order #
 - Order Start Date
 - Pickup/Delivery Date
 - Phone Number
 - Order Created By
 - Order Last Updated By
 - Order Last Updated On
3. Total Weight and Estimated Cost broken down into:
 - Product Total
 - Estimated Tax
 - Estimated Freight (for delivery orders)
 - Estimated Total Cost
4. Add to Cart button
5. Checkout button
6. Items on shopping list