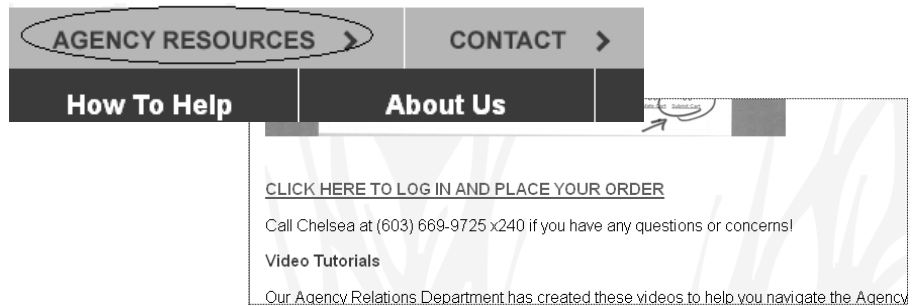


Agency Express Quick Reference

Instructions for ordering online from NH Food Bank

1. On the NH Food Bank web site (www.nhfoodbank.org), at the top yellow bar, click on the box that says "**Agency Resources**". On the top left of the following screen click on "**Agency Express Orders**". Scroll down until you see **CLICK HERE TO LOG IN AND PLACE YOUR ORDER** in green.



Login

User Name:

Password:
 [Forgot Pa](#)

Program Code:
 [Forgot Pro](#)

☐ Remember me next time.
 Need to clear your username and program

Log In

2. Enter your **User Name**, **Password**, and **Program Code**. Your Password is **change12**.

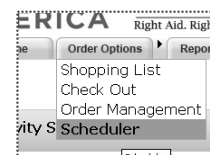
3. You can click on the **Remember me next time** check box, if you don't want to need to enter your User Name and Program Code each time you log in. You will need to enter your password each time. Please don't check this box on public computers (i.e. library, friend's house, etc.).

4. Click on the **Log In** button. The **Activity Status Alert** welcome message should come up. If it does, click the **Close** button. **If it does not, you are not logged in. Go back to step 1 and log in again.**



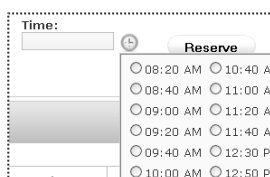
5. Place the cursor on the **Order Options** tab. Then click on **Scheduler**.
6. Under **Pickup/Delivery** click on the drop down arrow. Then, for Pickup orders, click on **Pickup***.

Note – For **Delivery orders, your upcoming scheduled delivery dates and times are already listed below the Scheduler under **My Appointments**. For **Delivery** orders, skip to step 12.*



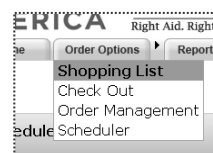
Scheduler

Pickup / Delivery: Date: Time: **Reserve**



7. Click the calendar icon next to the **Date** space.
8. Available dates will be highlighted in dark yellow. Click on the date you wish to select.
9. Click the clock icon next to the **Time** space.
10. Click on the circle to the left of the time you wish to select.
11. Click the **Reserve** button.

12. Place the cursor on the **Order Options** tab. Then click on **Shopping List**.
13. In the **Search** box, under **Food Source**, click on the drop down arrow. Then click on either **Donated** (for the regular shopping list) or **Purchased** (for the purchased items shopping list). Then click the **Search** button.



Category

- Select a Category -

Feature Type: Handling Req. Desc. Code ? Food Source

- Select one - - Select one - - Select one -

Search **Show All** **View Favorite**

DONATED
PURCHASED
USDA

(OVER)

(CONTINUED)

Tip: Please Add to Cart requested items before leaving page

1 2 3

Order Qty	Available Qty.	Item No.	Description	Unit Price	VAP Fee	Pack Size	Feature Type	Gross Weight	Favorite
4	4	NHFB10	Grape Jelly	3.60	0.00	12/18 oz		20	<input type="checkbox"/>

Shopping Cart

Total Line Items 1	Total Due \$14.40
Gross Weight 80	

Print Clear Cart Add to Cart Check Out

- The shopping list may contain multiple pages. Change pages by clicking on the number boxes (1, 2, 3, etc.) in the upper or lower left corner.
- Scroll down each page to find the item you wish to order. You can click on the item number for a more detailed description.
- Click on the **Order Qty** box for the item, and type in a quantity equal to or less than the **Available Qty**. Do not hit the Enter key at this time.
- Before selecting another item, click on **Add to Cart** in the upper right or lower left of the page. **The item is not placed in the shopping cart unless you do this.**
- To order additional items, repeat steps 15 through 17.
- When all items have been added to the cart, click on **Check out**.

Print Clear Cart Continue Shopping Update Cart Submit Cart

Order Qty	Item No.	Description	Quantity	UOM	Gross Weight	Unit Price	Packaging Type	Pack Size	Handling Requirements	VAP Fee	Special
4	NHFB10	Grape Jelly	4	CASE	80	3.60	Case	12/18 oz	Dry	0.00	

My Appointment

Reference Number: PO168612

Pickup/Delivery Date: Time:



Pickup

Select

Delivery

Pickup

Please limit comment to 255 characters, no (er)

- You can review your order at this time. A line item can be deleted by clicking on the **X** above the **Order Qty**. The order quantity can be changed by clicking on the **Order Qty** box and highlighting the quantity, entering a new quantity, and clicking on **Update Cart**. To remove all line items from the cart, click on **Clear Cart**, then click on **Update Cart** and the cart will be emptied.
- When you have finished reviewing the order, click the calendar icon  below the **Date** space.
- The date you scheduled earlier will be highlighted in yellow (green for delivery). Click on the date to select it.
- Click the clock icon  next to the **Time** space.
- Click on the circle to the left of the time to select it.
- You may type comments into the space provided.
- Click on **Submit Cart** to place the order. **Your order will not be transmitted to the Food Bank until you do this.**

ERICA Right Aid, Right People

Order Options Report


Shopping List

Check Out

Order Management

Scheduler

Order Management

	Reference Number	Status	Gross Weight	Total Price	Pickup/Delivery Date
	PO168512	Acknowledged	6.00	\$1.08	05/11/2011
	PO168503	Invoiced	120.00	\$2.16	04/27/2011

You should receive a confirmation email within about one hour of submitting your order. *If you do not receive the email, please contact the NH Food Bank to confirm that your order was received.* A summary of orders that were previously submitted can be viewed in the **Order Management** screen. The order detail can be viewed and/or printed by clicking the printer icon in the left column. *Please contact the Food Bank immediately if you need to cancel an order that has been submitted.*

For assistance, call the Agency Relations department at 603-669-9725.