HOW TO ORDER ON AGENCY EXPRESS
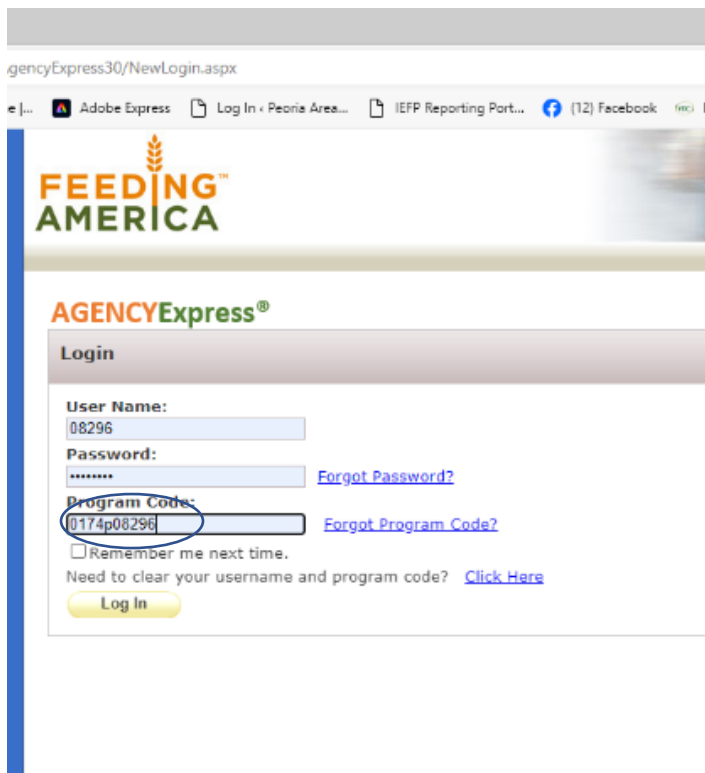
1. Go to www.agencyexpress3.org
2. Log in:
   a. Username = Account Number with Peoria Area Food Bank
   b. Password = change12 (this password can be changed if desired)
   c. Program code = 0174p+Account Number with Peoria Area Food Bank (i.e. 0174p08296)
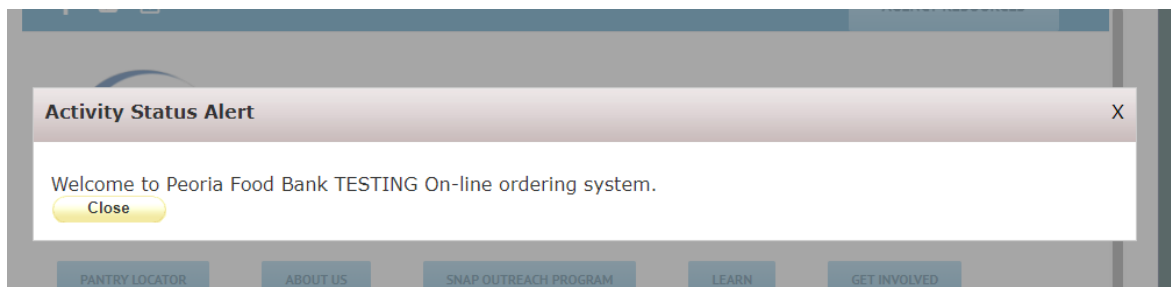
3. An Activity Status Alert may pop up that you will just close.

4. If you do not have a standing appointment, start by hovering over the order options tab, then click on Scheduler. (you can skip this step if you have a standing appointment and go on to step 9).

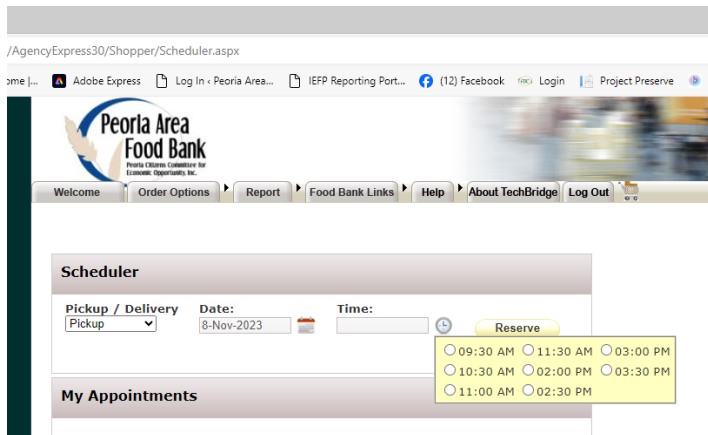Welcome to Peoria Food Bank TESTING On-line ordering system.
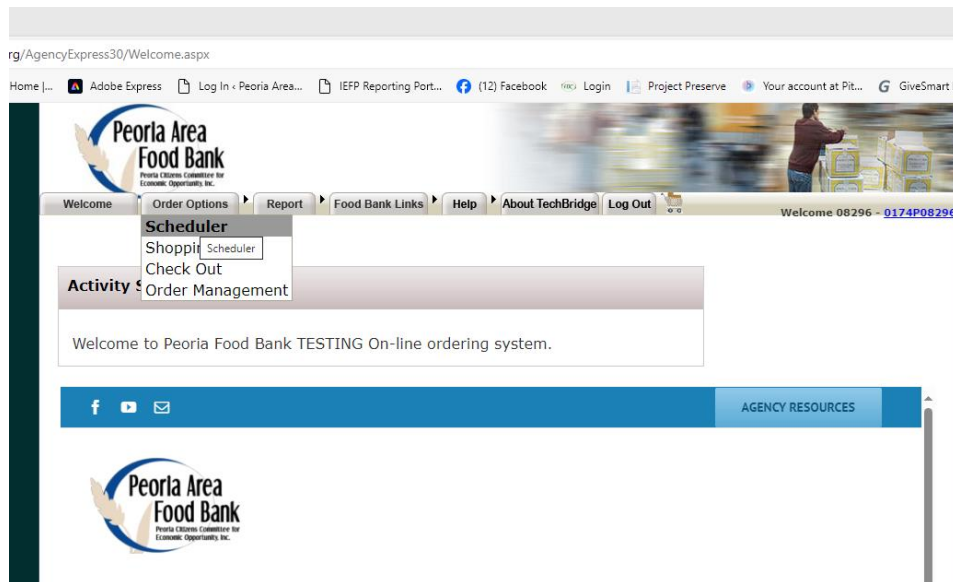
5. From the Pickup/Deliver menu choose Pickup.
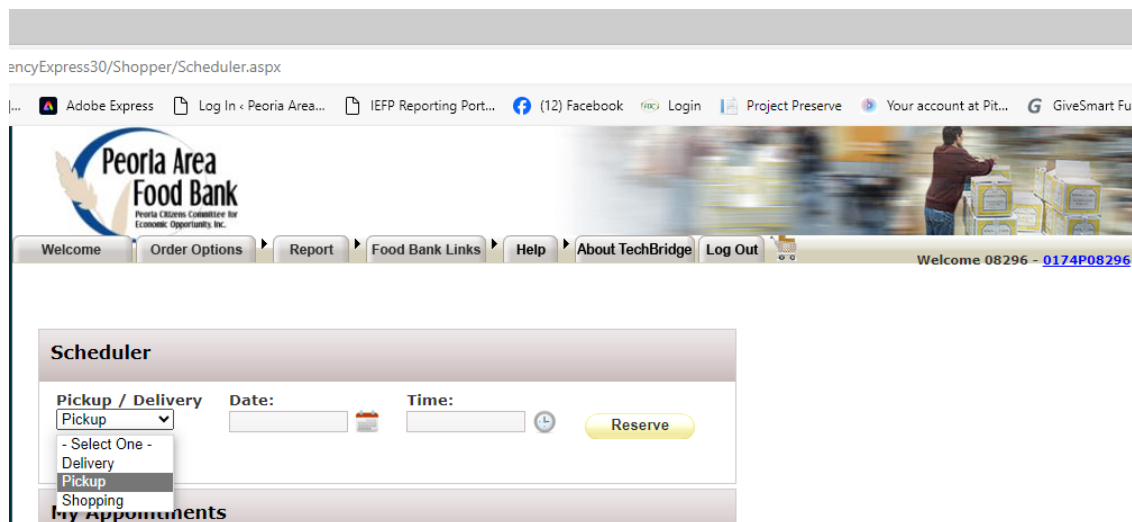
6. Click on the calendar icon beside the date field (it will only show days available for appointments for one week).
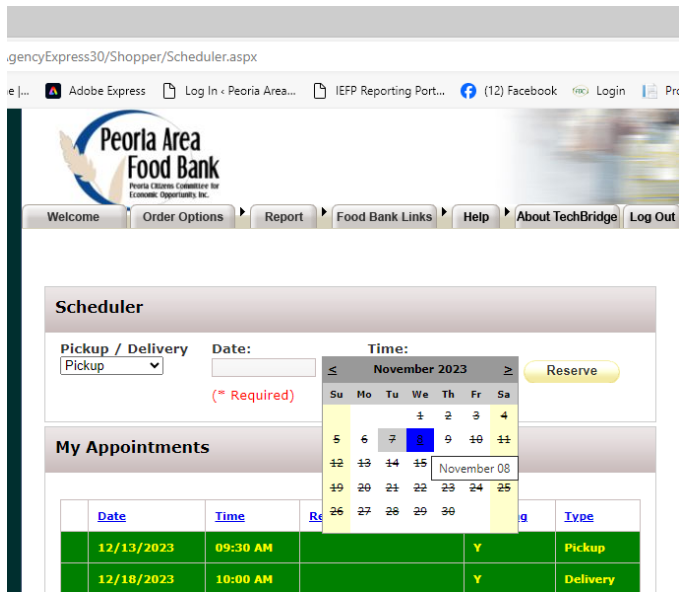
7. Choose the date available that you want to pick up your order and then click on the clock icon beside the time field.

8. Choose a time available you want to pick up your order and then click reserve. You will get the reservation success message pictured below. Click OK to move on.
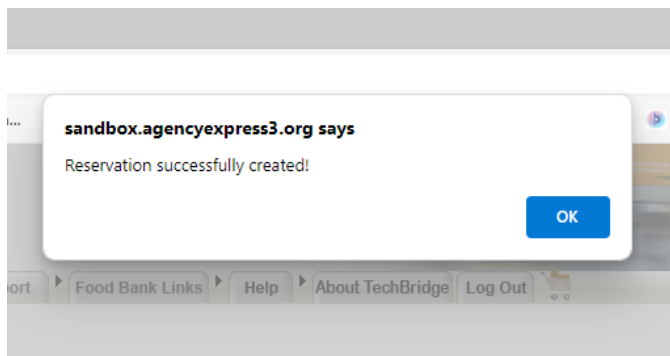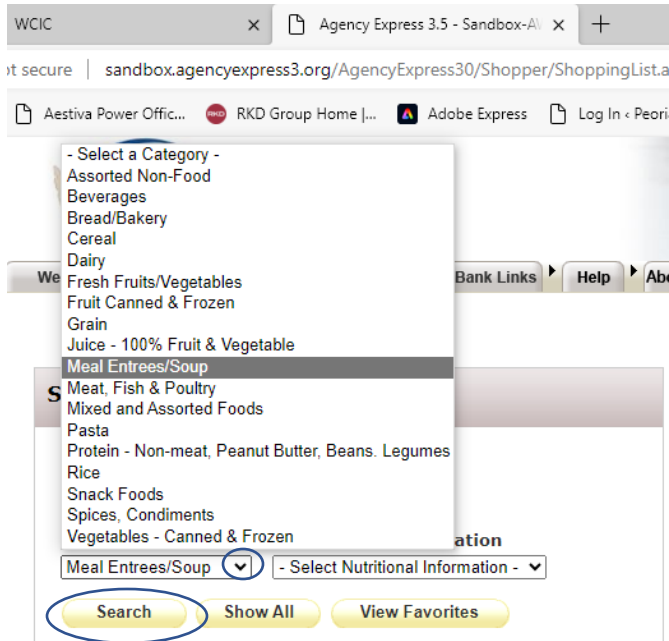
9. Click on the Order options tab again and choose shopping list (you can go straight to this step if you have a standing appointment).
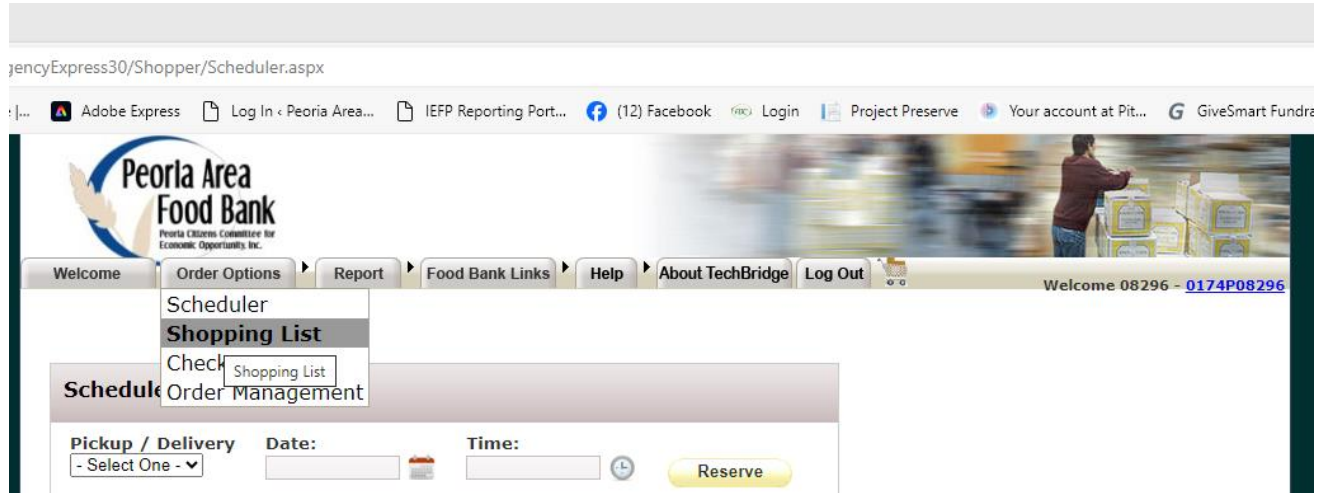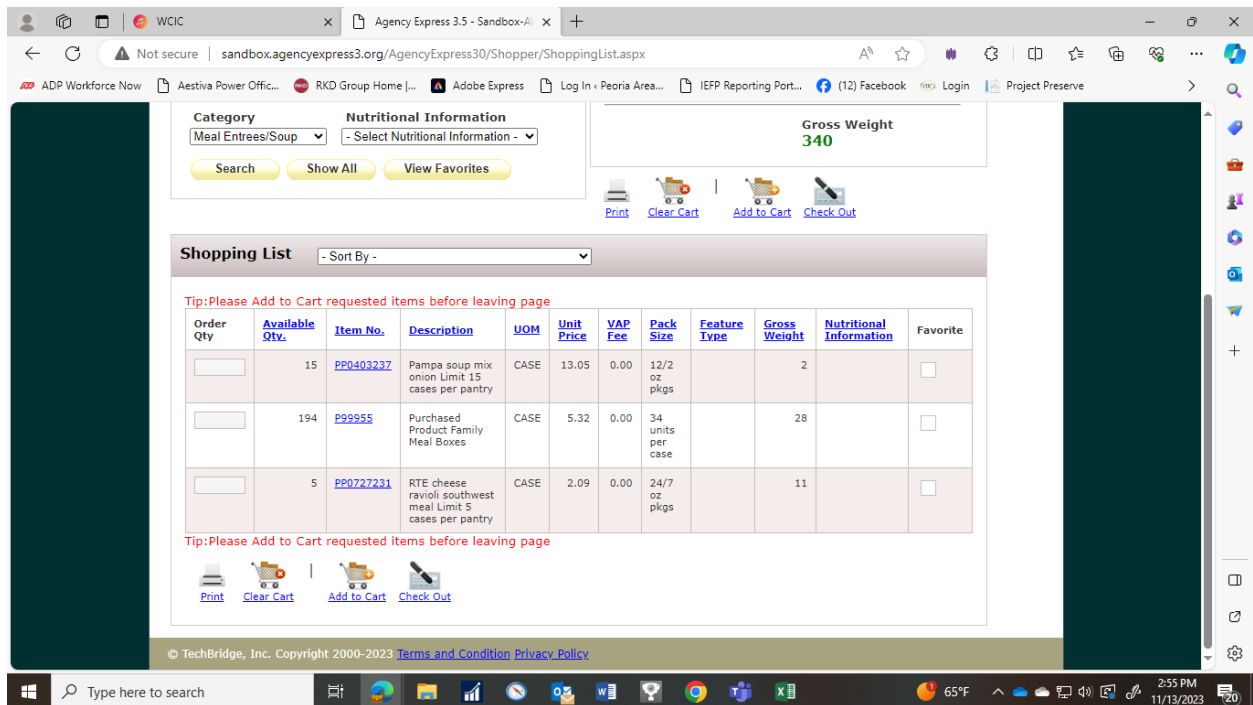

10. There is search box by which you could search items by category.

11. Select a category by clicking on the drop menu under category and then click search.

12.   The shopping list will then show only the items that fit the category you chose.

13.   If you enter quantities of any of the items listed in the category, be sure to click on Add to Cart before moving on to another category search.

14. You may also enter items by scrolling through the list instead of using the category search, but be sure to click add to cart if you chose items on the first page of the list before you go on to the next page of the list.

15. Note what the unit of measure (UOM) is when ordering.
    a. If it is LB (pounds) that means you must order a minimum of 25 lbs as stated in the description of the item. *Do not enter less the number 25 in the Order Qty field.*
   b. If the UOM is CASE, you enter how many cases you want.

Shopping List - Sort By -

Tip:Please Add to Cart requested items before leaving page

1	2

| Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price
	9058	04	Bakery/Bread Must order a minimum of 25 lbs	LB	0.00
	5	E0727234	Beef stock Limit 5 cases per pantry	CASE	4.37
	10	E0525234	Betty Crocker muffin quick bread mix Limit 10 cases per pantry	CASE	2.85

16.   You must hit tab or click on the next Order Qty field. Hitting enter after you have entered a quantity in the Order Qty field will close you out of the shopping list and send you back to the log in screen.

17.   After you have clicked Add to Cart after each page or category list and you are done ordering, the Shopping Cart box will show the number of line items in your cart, the total due, and the gross weight of your order.
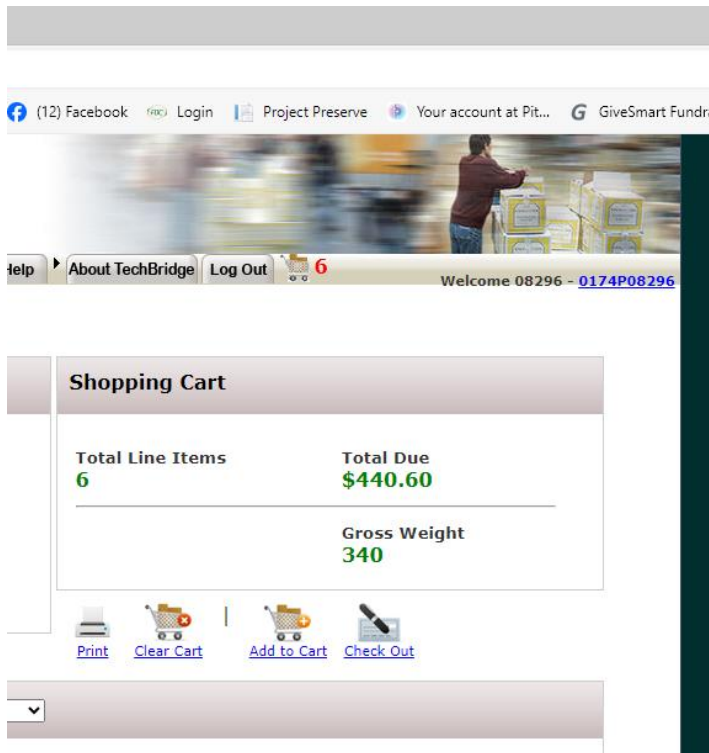
18.	Click on the check out icon.
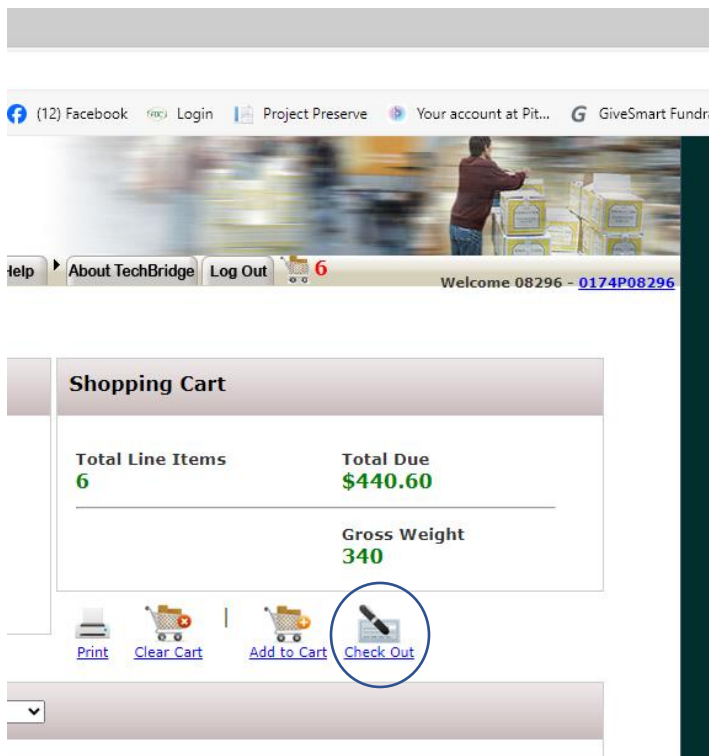
19.	In the My Appointment box, the Pickup/Delivery menu should choose Pickup if it is not already chosen.
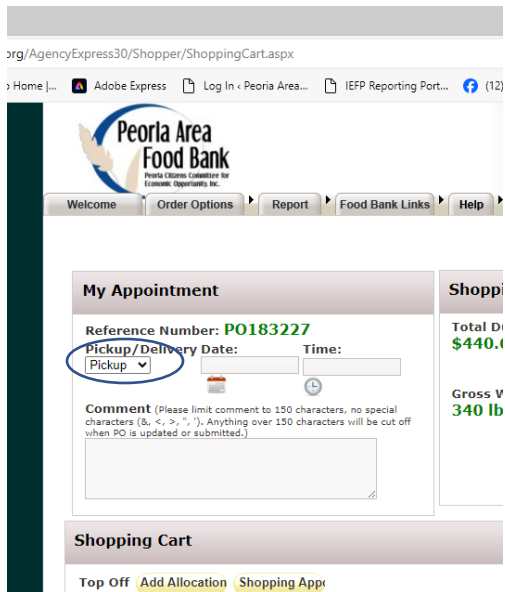
20.   Click on the calendar icon under the date field and the date you reserved previously will be the only date available for you to click on (or if you have a standing appointment, your standing appointment date will be the only one available to click on) click it.
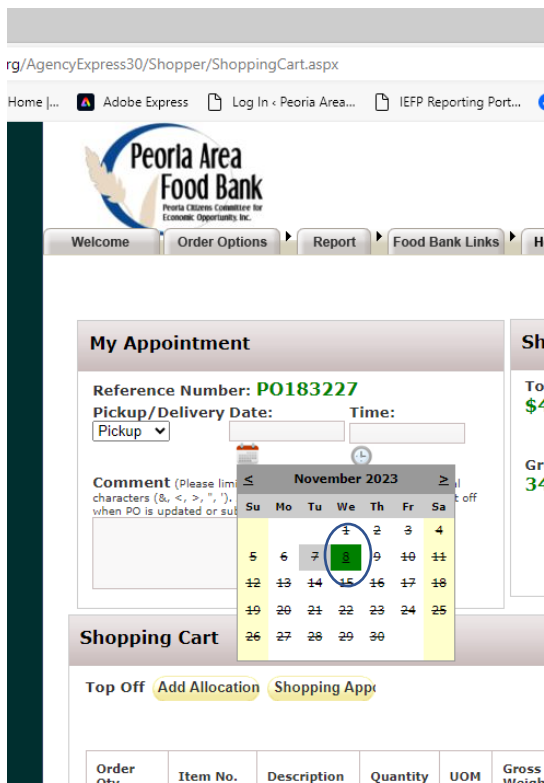
21.   Click on the clock icon under the time field and the time you reserved previously will be the only time available for you to click (or if

you have a standing appointment, your standing appointment time will be the only time available for you to click) click it.
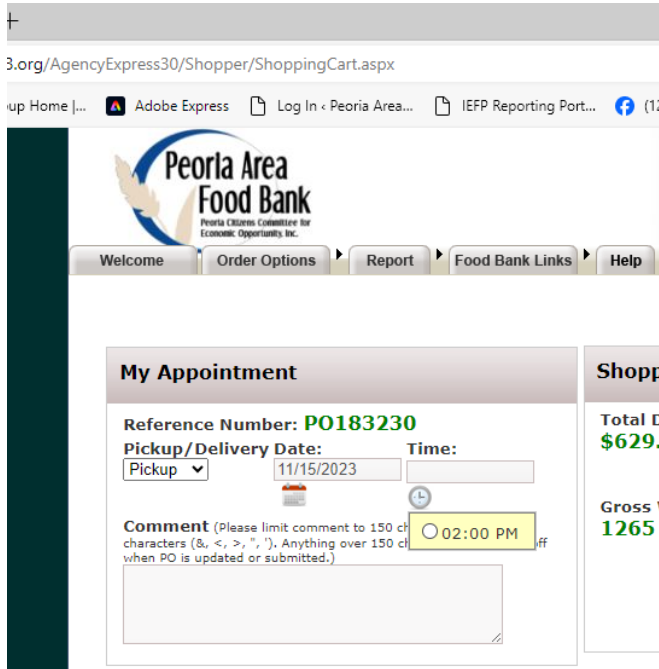

19. At this point you can make any changes you would like to your order before submitting it. You can delete an item by clicking on the red "x" or you can change the quantity. If you change the quantity be sure to click the Update Cart icon.
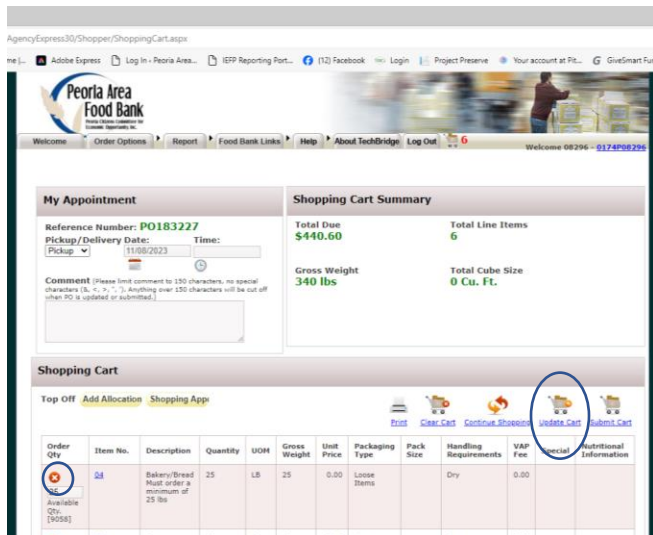
22.   If you decide you want to look for more items before submitting your order, click on the Continue Shopping icon.
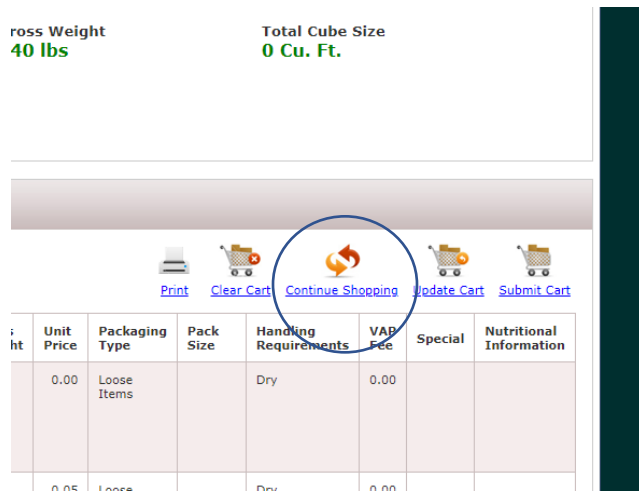
23.   If your agency receives USDA foods and you want your allocations added to this order click on the Z-Alloc button next to Top Off.
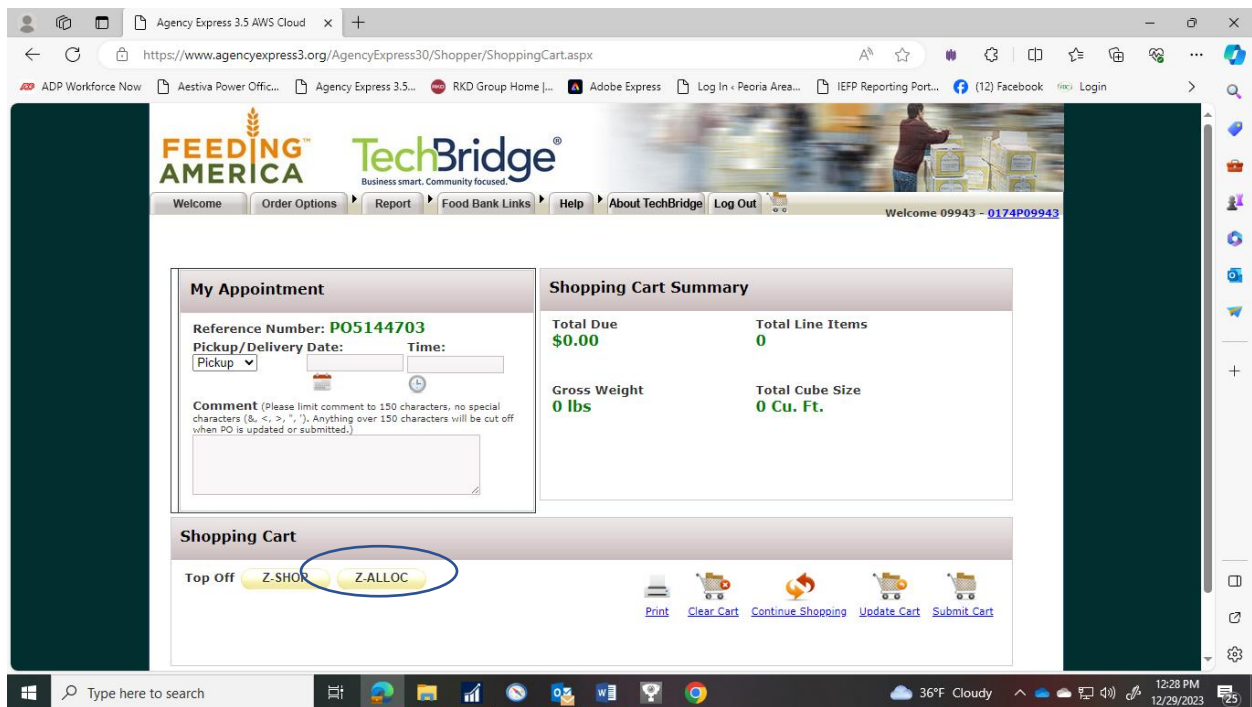
24.   If you would like to shop for additional items when you pick up your order, click on the Z-SHOP button next to the Z-Alloc button.
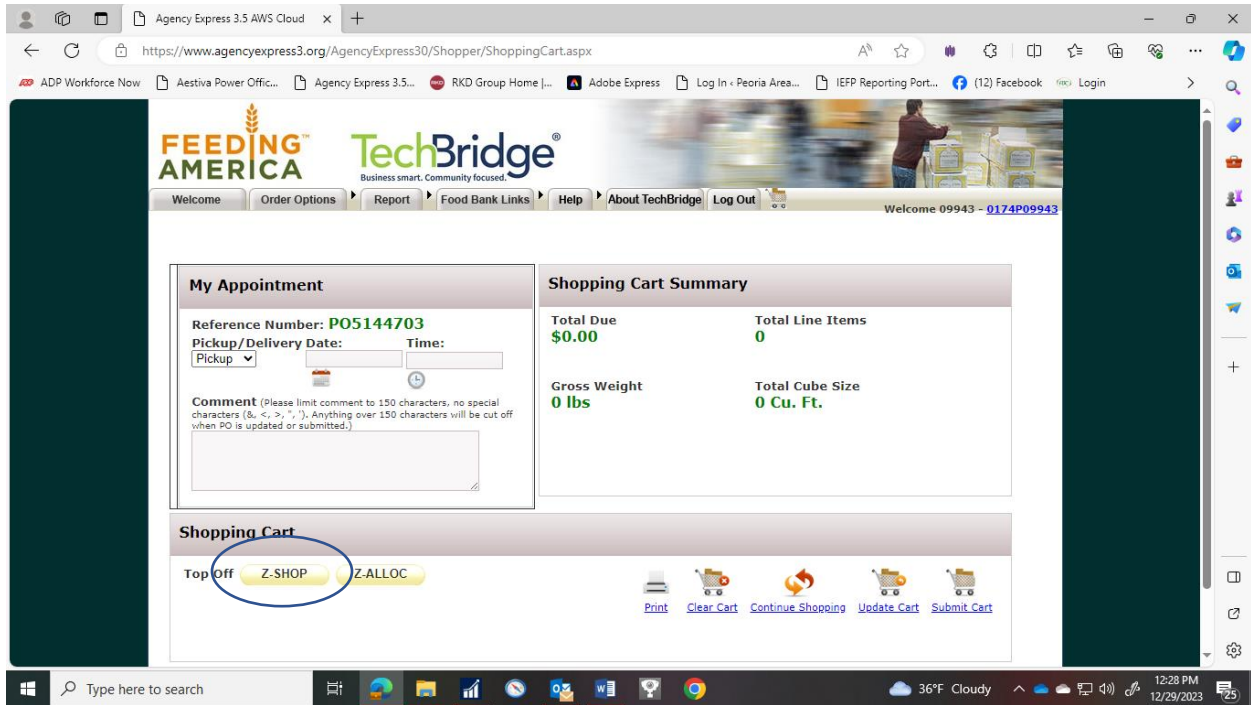
NOTE: These buttons just add note to your order letting us know that we either need to add your USDA allocations to your or that you will be shopping for additional items when you come for your order or both (you can do both if you are a USDA agency). These buttons will not take you to another list to shop.

25. When you are satisfied with your order, click the Submit Cart icon. WARNING: IF YOU DO NOT CLICK THE SUBMIT CART ICON, THE FOOD BANK *__WILL NOT__* RECEIVE YOUR ORDER.
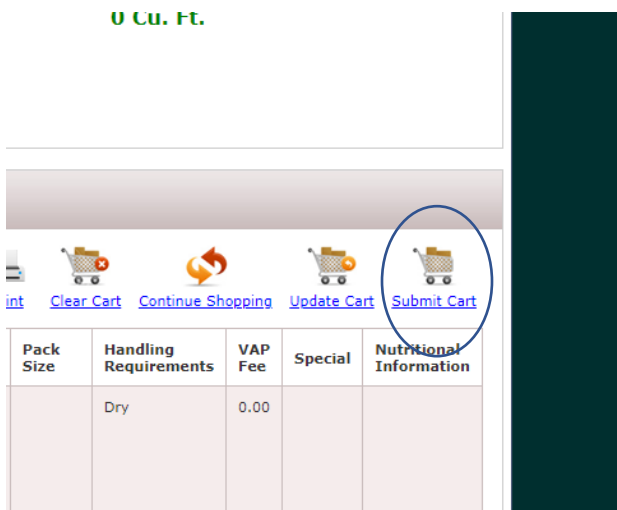
26.   This message will come up when you click submit cart. Click ok if you're ready.
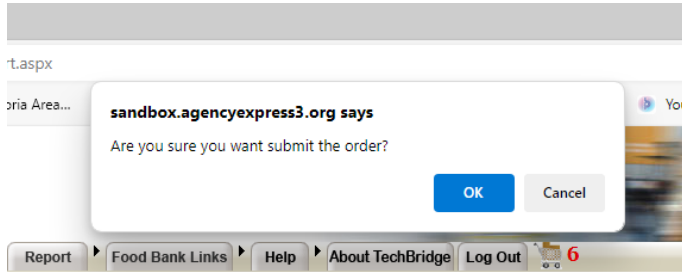
27.   This confirmation message will come up. Click ok.
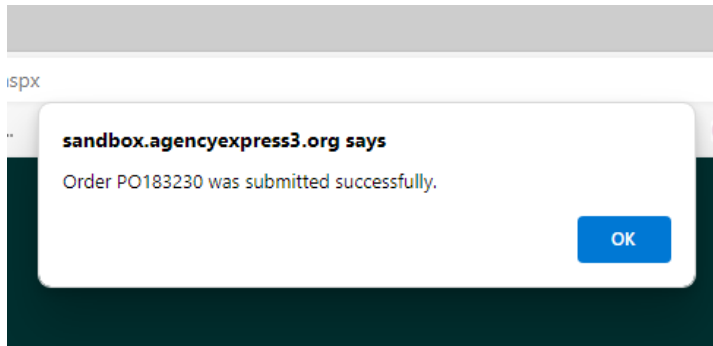
28.   This next screen shows you all orders you have placed with PAFB including the one you just placed and any completed ones.

29.   Any order just placed will have a status of New Order. This means it has been sent to the food bank and you should receive an e-mail saying the order has been accepted. And you can view the order by clicking the printer icon.

30.   When the status changes to Acknowledged a pencil icon will appear below the printer icon. If you decide you need to make more changes to your order, you can click on this pencil and make your changes.

31.	Note: the status will not change from New Order to Acknowledged until you log out of the system and come back in later. To get back to the correct page, after logging back in, click on the Order Options tab, then click on Order Management.

32.	The pencil icon will disappear when the food bank is processing your order and you will no longer be able to make changes.

33.