

## Placing an Online Agency Order (WMS)

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Follow the steps below to place an online order through our online portal WMS (Warehouse Management System). If you have any questions, please reach out to our Agency Team ([agencies@thefoodbank.org](mailto:agencies@thefoodbank.org)).

**Please note:** we require a minimum of **two full working days** to process all orders.

1. Visit <https://wms.thefoodbank.org>.

2. Enter your **Agency Number** and **Password**.

Agency Number will be entered with an “A” preceding it, while the Password will be just the numerals from your agency number.

(Please reach out to the Agency Team if you do not remember your agency number.)

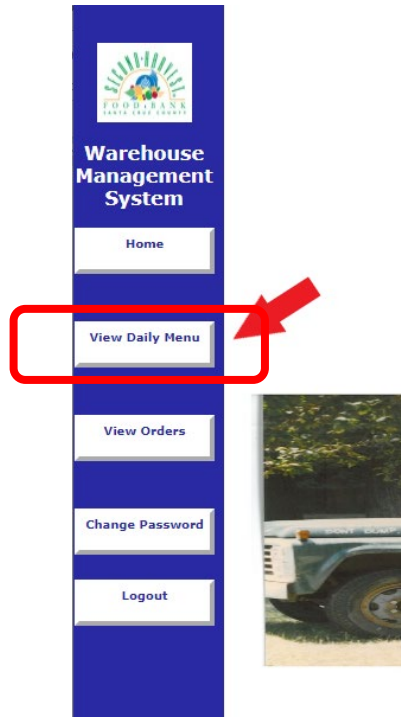
Example: Agency Number = A075, Password = 075.



### Warehouse Management System

Agencies Login	
Agency Number:	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="Enter"/>	


3. Once you have logged-in, on the left-hand column, click on “**View Daily Menu**”.



4. From the dropdown menu, select the most recent date.



- Enter in the desired quantities of items in the blanks on the right-hand side. When you are finished, click **Preview Order** at the bottom.



**Warehouse Management System**

Home

View Daily Menu

View Orders

Change Password

Logout

Line	Navision Code	Product Description	Qty	Case Wt.	Cost per LB	Cost per Case	
29483		FROZ CHOPPED BUTTER SPINACH	342	9.5	-	Fre	<input type="text"/> cases
30000		SS PINTO BEANS 24/1 LB	20	27	-	10.6	<input type="text"/> cases
30003		SS CEREAL TOASTED O 12/14 OZ	15	12	-	14.8	<input type="text"/> cases
30004		SS PEACHES 24/15 OZ	20	28	-	22.5	<input type="text"/> cases
30015		SS PEARS 24/15 OZ	7	28	-	11.6	<input type="text"/> cases
30020		SS TOMATO SOUP 24/10.5 OZ	20	20	-	10.6	<input type="text"/> cases
30021		SS CORN WHL KERNEL 24/#300	20	27	-	9	<input type="text"/> cases
30025		SS MAC & CHEEZE 24/7.25 OZ	20	14	-	6	<input type="text"/> cases
30050		SS CEREAL CORN FLAKES 12/18 OZ	20	19	-	13.6	<input type="text"/> cases
30054		SS TOMATO SAUCE 24/14.5 OZ	126	27	-	7.58	<input type="text"/> cases
30057		SS EGGS FRESH 15 DOZEN	1	23	-	8	<input type="text"/> cases
30060		SS GROUND TURKEY FROZEN 12/1 LB	20	13	-	16.2	<input type="text"/> cases
30063		SS SPAGHETTI 20/16 OZ	20	21	-	7	<input type="text"/> cases
30068		SS RICE 24/1 LB	20	27	-	9.34	<input type="text"/> cases
30069		SS TUNA 48/5 OZ	20	18	-	19.5	<input type="text"/> cases
30080		SS CHILI W/ BEANS 12/20 OZ	20	16	-	11.4	<input type="text"/> cases
30082		SS TOMATOES DICED 24/15 OZ	20	28	-	8	<input type="text"/> cases
30088		SS CEREAL ROLLED OATS 12/18 OZ	20	14.5	-	10.2	<input type="text"/> cases
30108		SS CHICKEN FRANKS 24/1 LB	20	24	-	17.8	<input type="text"/> cases
30153		SS GREEN BEANS 24/14.5 OZ	20	26	-	9.55	<input type="text"/> cases
30636		RALEYS PEANUT BUTTER CREAMY 12/16.3 OZ	6	14	-	1.65	<input type="text"/> cases

Notes: Menu generated automatically by the WMSImport utility...

6. Select **Pickup** or **Delivery** and the desired **date** and **time** (please note we require a minimum **two full working days** to process orders). Enter your name, and any comments or special indications in the **Notes** section (we strongly encourage leaving notes):

The screenshot shows the Warehouse Management System interface. On the left is a navigation menu with options: Home, View Daily Menu, View Orders, Change Password, and Logout. The main content area displays a shopping cart with the following items:

27030	Free	-	VEG ONIONS	-	10	10	\$ 0.00
27036	Free	-	VEG PEPPERS	-	10	10	\$ 0.00
27040	Free	-	VEG POTATOES	-	10	10	\$ 0.00
27041	Free	-	VEG SPINACH	-	5	5	\$ 0.00
27044	Free	-	VEG TOMATOES	-	5	5	\$ 0.00
							<b>\$ 81.66</b>

Below the cart, there are instructions: "Please consider the following rules: Allow 2 working days (48 hours) from the time the order has been submitted. No delivery or pickup available the 2nd Monday of every month. Orders placed after 3:00 p.m. on Friday or over the weekend will be processed Monday and will be available Wednesday. Pickup: Available Mon-Fri, 8:00 a.m. to 3:00 p.m. Delivery: Available Mon-Fri, 9:00 a.m. to 2:00 p.m." The "Choose One:" section has "Pickup" selected. The date is set to 5/1/2020 and the time is 09:00. The "Name of person placing order:" field is empty. A "Credit Limit: \$54.00" is shown. At the bottom, there are "Submit Order" and "Return" buttons.

7. Click **“Submit Order.”** You are all finished! The food bank will process and schedule your order. If there are any issues, we will reach out to the contact that we have on file for your agency.