Placing an Online Agency Order (WMS)

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).

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.)
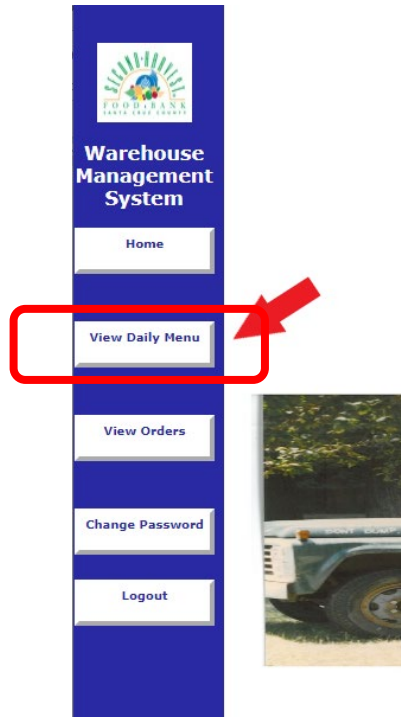   Example: Agency Number = A075, Password = 075.

Warehouse Management System

Agencies Login	
Agency Number:	
Password:	
	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.

5. 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.

Line	Navision Code	Product Description	Qty	Case Wt.	Cost per LB	Cost per Case		
	29483	FROZ CHOPPED BUTTER SPINACH	342	9.5	-	Free		cases
	30000	SS PINTO BEANS 24/1 LB	20	27	-	10.?6		cases
	30003	SS CEREAL TOASTED O 12/14 OZ	15	12		14.?8		cases
	30004	SS PEACHES 24/15 OZ	20	28	-	?.?5	1	cases
	30015	SS PEARS 24/15 OZ	7	28	-	11.?6		cases
	30020	SS TOMATO SOUP 24/10.5 OZ	20	20	-	10.?6		cases
	30021	SS CORN WHL KERNEL 24/#300	20	27	-	9		cases
	30025	SS MAC & CHEEZE 24/7.25 OZ	20	14	-	6.?	1	cases
	30050	SS CEREAL CORN FLAKES 12/18 OZ	20	19	-	13.?6		cases
	30054	SS TOMATO SAUCE 24/14.5 OZ	126	27	-	7.?8	1	cases
	30057	SS EGGS FRESH 15 DOZEN	1	23	-	8		cases
	30060	SS GROUND TURKEY FROZEN 12/1 LB	20	13	-	16.?2	1	cases
	30063	SS SPAGHETTI 20/16 OZ	20	21	-	7.?	1	cases
	30068	SS RICE 24/1 LB	20	27	-	9.?4	1	cases
	30069	SS TUNA 48/5 OZ	20	18	-	19.?5		cases
	30080	SS CHILI W/ BEANS 12/20 OZ	20	16	-	11?4	1	cases
	30082	SS TOMATOES DICED 24/15 OZ	20	28	-	8.?	1	cases
	30088	SS CEREAL ROLLED OATS 12/18 OZ	20	14.5	-	10.?2		cases
	30108	SS CHICKEN FRANKS 24/1 LB	20	24	-	17.?8		cases
	30153	SS GREEN BEANS 24/14.5 OZ	20	26	-	9.?6		cases
	30636	RALEYS PEANUT BUTTER CREAMY 12/16.3 OZ	6	14	-	1.?5	1	cases
	30640	RALEYS BLACK BEANS LOW SODIUM 12/15OZ	20	13.5				cases

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

Preview Order...

Warehouse Management System

Home

View Daily Menu

View Orders

Change Password

Logout

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):

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.