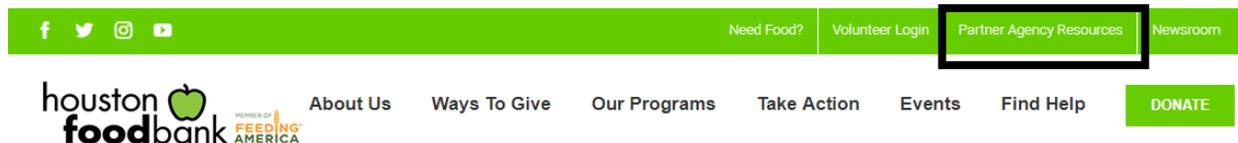


Instructions for Online Ordering

1. Go to houstonfoodbank.org
2. Click on **Partner Agency Resources** in the top right hand corner of the page.



3. Click on Online Ordering

Monthly Reports	Product Ordering
<ul style="list-style-type: none">• Monthly Survey Reports are due by the 5th of every month.<ul style="list-style-type: none">◦ Fax: 832-202-2878E-mail: Patricia SosaMail: 535 Portwall Street Houston, Texas 77029• Red Barrel Reports must be completed by the 5th of every month via Meal Connect.• Retail Pick Up Reports must be completed weekly via Meal Connect.	<ul style="list-style-type: none">• Online Ordering <p>Community Food Fair (Please book at least 14 days before event)</p> <ul style="list-style-type: none">• Book Your Community Food Fair• Book Nutrition Education for Your Clients• Book Client Assistance

4. Login using the information given to you by your Agency Representative

Login

User Name:

Password:
 [Forgot Password?](#)

Program Code:
 [Forgot Program Code?](#)

Remember me next time.

Need to clear your username and program code? [Click Here](#)

- When you have successfully logged in, the Activity Status Alert will pop up. The Activity Status Alert will inform agencies of any pertinent information. Click close once you have reviewed the message.

Activity Status Alert X

Welcome to the Houston Food Bank online ordering. Beginning October 1st, each agency will have standing appointments to match the delivery zones. This can be seen when checking out. With only two orders permitted per day, there will be two delivery times available (8am and 12pm). However please note, these are not actual delivery times. Your delivery time can still be found through the Houston Food Bank website. If you have questions or concerns, please contact Agency Service at 713-936-6822. Thank you!

[Close](#)

- Go to Order Options and click Shopping List



7. Add the items you would like to order to your shopping cart

Search					Shopping Cart	
Item No.		Description			Total Line Items	Total Due
<input type="text"/>	<input type="text"/>			0	\$0.00	
Category						
- Select a Category -						
Feature Type	Handling Req.	Desc. Code	Food Source		Available Credit Limit	Gross Weight
-Select one	-Select one	<input type="text"/>	-Select one		\$3,870.27	0
Search		Show All		View Favorites		
Print Clear Cart Add to Cart Check Out						
Shopping List						
- Sort By -						

Tip: Please Add to Cart requested items before leaving page

Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price	VAP Fee	Pack Size	Feature Type	Gross Weight	Favorite
<input type="text"/>	3496	S1014	Applesauce, CannedUsda Hold for USDA	CS	0.00	0.00	24 x 15 oz		23	<input type="checkbox"/>
<input type="text"/>	18	DP1994	Applesauce, Unsweetened	CS	0.00	0.00	24 x 15 oz		22	<input type="checkbox"/>
<input type="text"/>	41	S1032	Applesauce, UnsweetenedUSDA Cups	CS	4.80	0.00	96 x 4.5 oz		30	<input type="checkbox"/>
<input type="text"/>	2	10619	Apricots, CannedHalves	CS	6.40	0.00	6 x 104 oz		40	<input type="checkbox"/>
<input type="text"/>	8	CHIP PALLET	Assorted Chips Placemaker depending upon availability	PL	0.16	0.00	Approx 200250 lbs. (2 Pallet L		1	<input type="checkbox"/>
<input type="text"/>	5	DAIRY PALLET	Assorted Refrigerated Dairy In Date 0.06 / lb	PL	0.06	0.00	BY PALLET Approx 500 lbs		1	<input type="checkbox"/>
<input type="text"/>	104	30900	Baby Food, Assorted Carrots	CS	0.48	0.00	2 ct		3	<input type="checkbox"/>

8. Once you have completed your order select “Check Out”. In the Check Out, under “My Appointment” you will select the date and time for your next delivery.
 - Select Delivery

My Appointment

Reference Number: **P03225015**

Pickup/Delivery Date: Time:

Delivery

Comment (Please limit comment to 150 characters, no special characters. Anything over 150 characters will be cut off when PO is updated or submitted.)

- Click the calendar icon  and select the next available date in your delivery zone

My Appointment

Reference Number: **P03225015**

Pickup/Delivery Date: Time:

Delivery

Comment (Please limit comment to 150 characters, no special characters. Anything over 150 characters will be cut off when PO is updated or submitted.)

October 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Click the clock icon and select the time you would like to request your delivery for. Please note, these are not actual delivery times. Your delivery time can still be found through the Houston Food Bank website.

Time:

08:30 AM

\$0.00

9. When you are finished select Submit Cart

Shopping Cart



[Print](#)



[Clear Cart](#)



[Continue Shopping](#)



[Update Cart](#)



[Submit Cart](#)