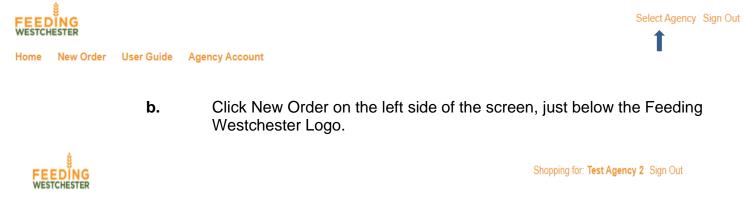
NetSuite 001-002 (Ordering)_How-To

OVERVIEW: Use this guideline in order to most effectively/efficiently place agency Food Pantry/Soup Kitchen orders online.

• Additional Resources: Video Walkthrough Titled "001-002 Agency Training - Ordering"

I. PROCEDURE: (Ordering)

a. After Log-in (Follow Log-in How to) click Select Agency in the upper right-hand corner and select the agency you are ordering for from the drop down.





Click on the blue Order link to the right of the agency you are ordering for. This appears under the column marked ORDER.

Shopping for: Test Agency 2 Sign Out

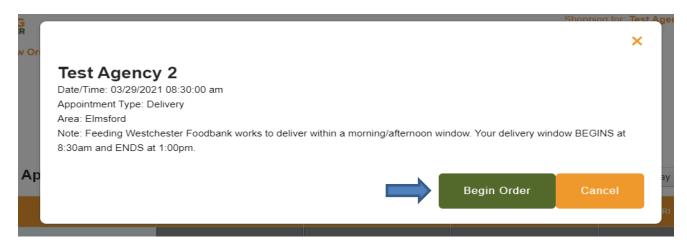
Home New Order User Guide Agency Account

NAME ACCOUNT NUMBER BALANCE DUE CREDIT LIMIT CREDIT AMT AGENCY STATUS AGENCY REASON ORDER Test Agency -20 100 Payment Overdue Overdue Order Client Service Statisics Bethel Baptist Church - FP -16.58 2000 0 Overdue Test Agency 2 0 0 Order

d. Select delivery or pick-up and your Appointment Time. Remember you must have ordered more than 750 lbs. in order to qualify for delivery.

FEEDIN WESTCHEST Home Ne		Shoppir	ing for: Test Agency 2 Sign Out		
		~			
Mar 29	– Apr 2, 2021	Holida	ay ■ Order ■ Unavailable		today < >
	MON 3/29	TUE 3/30	WED 3/31	THU 4/1	FRI 4/2
08:30 am					
01:00 pm					

- 1. If date is grayed out, it is not a date Feeding Westchester delivers to your area. If the date is white, it is valid and you can chose that date to receive your product.
- 2. If you get a scheduling error, you have picked a date Feeding Westchester cannot accommodate. Please pick another date.
- Enter your delivery time. Remember delivery times are a request and NOT guaranteed. You will be called the morning of your delivery with a 2– 3-hour block of time for delivery.
- e. Click Begin Order



f. Choose the items you would like to order and enter the amount of each in the quantity box. Please be cognizant of minimum amounts when ordering. Click on the orange shopping cart next to each ordered item to enter the item into your shopping cart. You should see the "Successfully added to your cart banner" if your item has been put in your shopping cart.

^	Test Agency 2 Date/Time: 4/5/2021 8:30:00 am Appointment Type: Delivery Area:						View Grants View Grants 100 per page Relevance			
	ID	Description	HPNAP	Weight	Price	Grant Eligible	Max. Qty.	Min. Qty.	Qty.	Actions
	4700743	Rice_Brown 30/2 Lb. / Dry / Shelf Stable	Ν	60 lb		Ν	466	0	0	*
	6700246	Peaches_Sliced (In Juice) 24/15 OZ / Dry / Shelf Stable	Y	26 lb	\$8.64	Ν	279	0	0	► ★
^	Successfu	ully added to your cart. You can o	continue to \	/iew Cart.	×					^

g. Click on the green View Cart on the right-hand side, just below the search icon.

	Test Agency 2 Date/Time: 4/5/2021 8:30:00 am Appointment Type: Delivery						View Grants			View Cart	
^	Area:						100 per	page 🗸	Releva	ance 🗸	
	ID	Description	HPNAP	Weight	Price	Grant Eligible	Max. Qty.	Min. Qty.	Qty.	Actions	
	4700743	Rice_Brown 30/2 Lb. / Dry / Shelf Stable	Ν	60 lb		Ν	466	0	0	*	
	6700246	Peaches_Sliced (In Juice) 24/15 OZ / Dry / Shelf Stable	Y	26 lb	\$8.64	Ν	279	0	0	*	
^	Successfu	ully added to your cart. You can	continue to \	/iew Cart.	×						

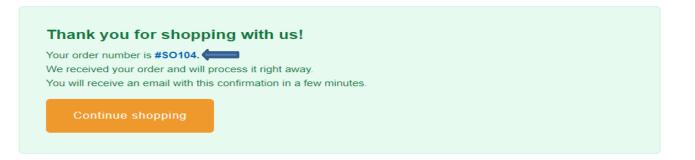
h. If all information is correct (Agency Name, Appointment Date, Items Ordered and Balance) click on the green Checkut button on the right just below the Agency Name and Sign out link.

04/05 (1 Produc	5 /2021 08:30:00 a				Checkout				
Est. Weig Total: 34	ment Type: Delivery				Continue Shoppi		pping		
ID	Description	HPNAP	Weight	Price	Grant Eligible	Max Qty.	Min Qty.	Qty.	Actions
6700246	PEACHES_SLICED (IN JUICE) 24/15 OZ - Dry / Shelf Stable	Y	26.00 lb	\$34.56	N	279	0	4	

i. This in your final chance to review your order, make corrections, or add items to your order. If all is correct, scroll to the bottom of the page and click on the green Place Order on the lower right. Your order will not be submitted to Feeding Westchester until you click on the Place Order button.

Edit Cart	
Summary	
SUBTOTAL 4 ITEMS	\$34.56
Est. Weight	104.00 lb
Delivery Fee	\$0.00
Grant	\$0.00
TOTAL	\$34.56
Place Order	

j. Record your order number for future reference.



CONGRATULATIONS...YOU HAVE SUCCESSFULLY PLACED YOUR ORDER