Agency Express 3 Online Ordering Instructions

1. Using Internet Explorer log on to our website and click on "**Ordering Online**" or go to the following address:http://www.agencyexpress3.org/AgencyExpress30/NewLogin.aspx

2. Type in your Log In Information (name, password and program code will be sent to you in a separate email).

3. Under the second tab, "Order Options", Click **Browse Shopping List**

4. Here you will be able to search by category, item number or keyword. For example "Cereal".

5. Add an item to your Shopping Cart, by following these steps.

   a. Under each Item Name you will see an Item Code, Maximum Order Quantity, Unit Price, Unite of Measure, Pack Size, Gross Weight, Handling Requirements, Packaging Type

   b. Enter Quantity in the text box in one or many of the items on the page.

   c. Click on **Add to Cart** beside any of the items being added. (Note: All items with quantities entered will be added to the cart, regardless of which Add to Cart button is clicked. It is easier to Add to Cart at the bottom of each category.)

   d. Then return to **Browse Shopping List** to select another category.

   e. Click on **Shopping Cart** (or cart icon under the Main Menu) if you are ready to finalize your order.

   f. You will select: Date, Time, and then select if it is a pick up or delivery in the drop down menu under Shipping Method.(Please be respectful and add your correct time and date.)

   g. Under the **Shopping Cart** you will review your order and make changes if necessary.

   h. Click on **Submit,** once you have reviewed each section of your shopping cart. This is a critical step as is the only way that our system receives your order.

6. You will receive an email confirmation from the Food Bank of Lincoln after your order is accepted.

7. Under **Order Management** you can review and track the status of your order.

8. You could also edit and add/delete more items under**Order Management**. If this is available you will be able to see a pencil next to your order. Click it, and select **Continue Shopping**.Once you are finished editing your order, **Check Out** and please remember to click **Submit** so our system updates your order. (Remember that we need your order by 8 am at least 2 business days prior to the pickup time.After that time frame, you will not be able to edit your order any more. We only accept one order per pickup date/delivery.)

For additional assistance, please contact Mary Arter at marter@lincolnfoodbank.org or at 402-466-8170 ext. 106. You can also print the **User Guide** located at the upper right corner of the Welcome Screen or in our website at: http://www.lincolnfoodbank.org/pdf/agency_express_3_guide.pdf

Sample of items categories and meanings:

CEREAL, CHERRIOS HONEY NUT (12/25oz)

Item Code: 02-1171	Inventory item number
Maximum Order Quantity: 41	Number of cases, pounds or each are in stock
Unit Price: $2.40	Handling fee (cost) for one unit
Unit of Measure: CS	It is tracked by cases, lbs, or each
Pack Size: 12/25 oz boxes	How many units are in one case or other packing information
Gross Weight (in lbs): 24	How much one unit weighs
Handling Requirements: Dry items	If this item dry, refrigerated, or frozen
Packaging Type: Box	It could be boxed, bagged or canned
VAP Fee: $0	Internal information – please ignore.

To print an inventory list from Agency Express

- Under main menu select **Printable List**

- Got to **File**, **Page Setup** and select **Landscape** under paper size.

- Scroll down to the bottom of the list and select **Print** button.

- Items are sorted alphabetically by description, not by type of item.