

**AGENCY SERVICES /
ORDERS & CUSTOMER SERVICE**

eHarvest Ordering Guide



Log In *Required Fields

Agency Number (ie: 1002, 2128, 5009, etc.)

Password*

[Forgot Password?](#)

Follow this link for a secure connecton.
<https://eh.midohiofoodbank.org>

(You will see the Lock symbol to the left of the address bar, just like when you are on a shopping or banking website)

Dear Agency-

Welcome to Mid-Ohio Foodbank online ordering. Whether you are a new Agency Partner or have been using eHarvest for years, this guide to online ordering will provide you with step by step instructions and helpful tips for placing online orders. We hope this valuable tool will make your eHarvest experience easy and efficient.

If you have questions about placing your order please contact the Orders Department: **614.317.9426**. We will be happy to assist you.

Together we will build a hunger free and healthier community.

Best regards,

Kenda Alexander

Order & Customer Service Manager

PH: **614.317.9449**

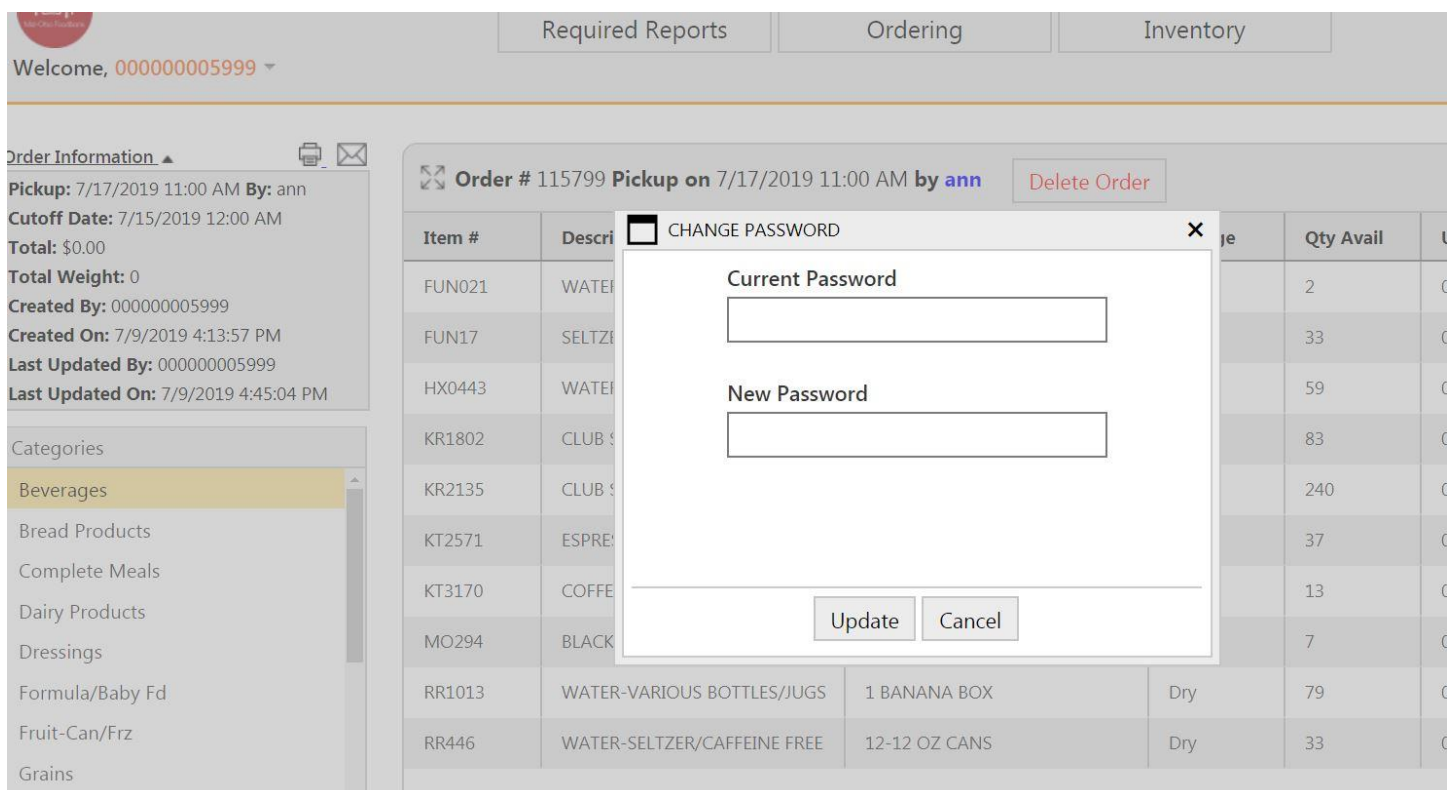
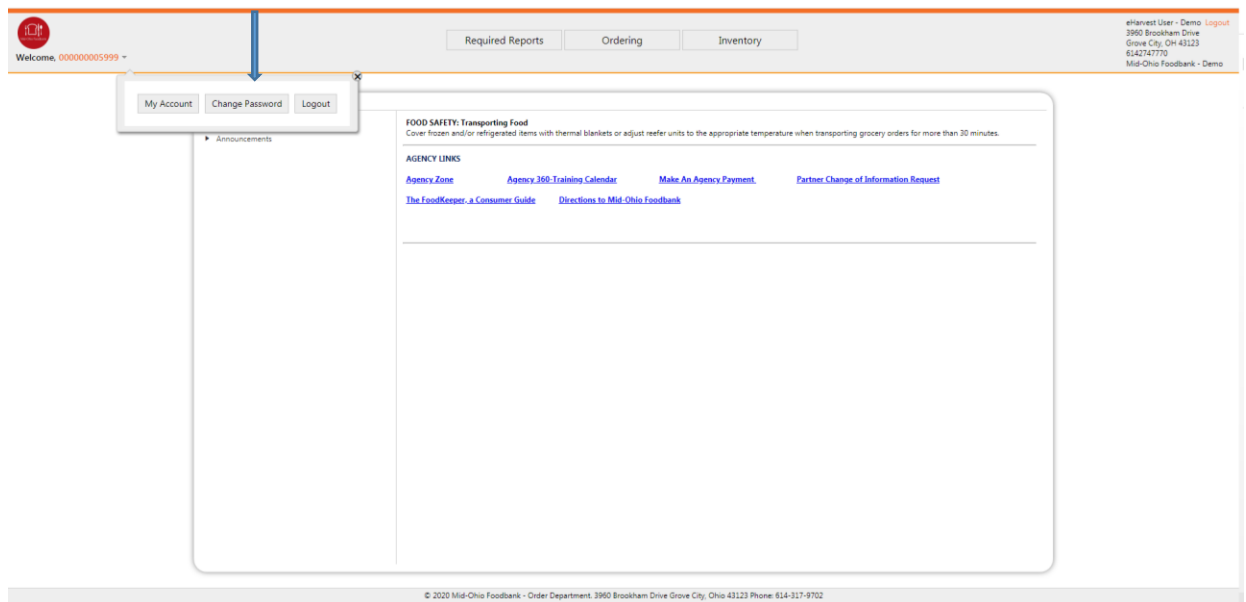
kalexander@midohiofoodbank.org

GUIDE TO ORDERING ON EHARVEST

GETTING STARTED

- 1. Request Password:** If you are a new agency and are ready to start using eHarvest, you need to request a password by emailing the Orders and Customer Service Manager at kalexander@midohiofoodbank.org

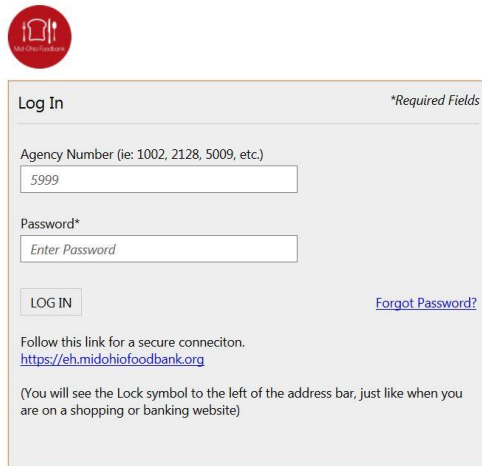
{**Note:** If you are an existing agency and need to change your password, you have the ability to do that in eHarvest now. Just click on your agency number in the upper left hand corner and click on Change Password.}



2. **Access Website:** Once you have your password you can log into the website. The Web address for eHarvest is <https://eh.midohiofoodbank.org>

TIP: Bookmark the eHarvest link to your favorites bar for fast and easy access.

3. **Login:** Your Login Screen will look like this:



Log In *Required Fields

Agency Number (ie: 1002, 2128, 5009, etc.)

Password*

[Forgot Password?](#)

Follow this link for a secure connection.
<https://eh.midohiofoodbank.org>

(You will see the Lock symbol to the left of the address bar, just like when you are on a shopping or banking website)

- ❖ We are processing orders and uploading new inventory. The site will be back on-line in about 15 minutes. (With our new eHarvest site, we will be uploading multiple times per day).
- ❖ If you receive an Error Message after clicking 'Login' and you are unable to enter the site please call the Orders & Customer Service Department at **614.317.9426**.

Once you have successfully logged into eHarvest you will find the Home Screen. Please take a moment to check out this section. Here you will find announcements, links to Agency Zone, Food Safety training schedules and other useful items.



Welcome, 00000005999

Required Reports

Ordering

Inventory

eHarvest User - Demo Logout
3960 Brookham Drive
Grove City, OH 43123
6142747770
Mid-Ohio Foodbank - Demo

My Home

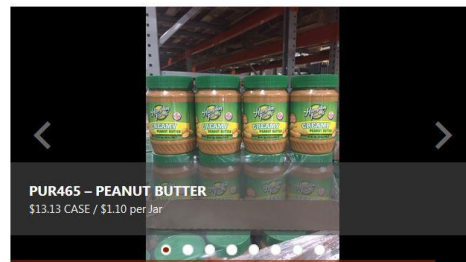
- ▶ My Account
- ▶ Announcements

FOOD SAFETY: Transporting Food

Cover frozen and/or refrigerated items with thermal blankets or adjust reefer units to the appropriate temperature when transporting grocery orders for more than 30 minutes.

AGENCY LINKS

- [Agency Zone Payment](#)
 [Agency 360-Training Calendar](#)
 [Make An Agency Partner Change of Information Request](#)
- [The FoodKeeper, a Consumer Guide](#)
 [Directions to Mid-Ohio Foodbank](#)



Alerts

PUR465 - PEANUT BUTTER \$13.13 / CASE This Hampton Farms Creamy Peanut Butter is a product of the USA, 12- 18 oz. jars per case. This great source of protein is a favorite for kids of all ages at a \$1.10 per jar.!

UT550 - BEANS- VEGETARIAN \$1.92 / CASE This low sodium Michigan Made brand product is a great source of vegetarian protein. Sold in cases of 24-15 oz. cans at just \$.08 cents per can.

PUR 1285 BAR SOAP \$ 9.90 / CASE This Lucky Brand product is packed 12 boxes of 3/3.2 oz bars per case. Aloe Vera total body bar soap, refreshing, relaxing and moisturizing. There are 36 bars per case and each bar cost \$.28.

1. The links found at the top of the screen allow you to view Inventory to see what is currently available. Ordering to allow you to start an order or view your current order. Required Reports allows you to enter your Stats online. **Note: Stats are due by the 10th day of each month.**
2. As a new Agency, please check to ensure your Agency Billing information is current by looking in the top right hand corner. If you need to make changes to this information, please call the Orders & Customer Service Department at **614.317.9426**.
3. My Account allows you to view your past eHarvest orders as well as your past Stats.
4. Clicking on the Agency number in red in the left hand corner will allow you to view your account, change your password, or logout.



Welcome, 00000005999

Required Reports

Ordering

Inventory

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Mid-Ohio Foodbank - Demo

My Account Change Password Logout

FOOD SAFETY: Transporting Food

Cover frozen and/or refrigerated items with thermal blankets or adjust reefer units to the appropriate temperature when transporting grocery orders for more than 30 minutes.

AGENCY LINKS

- [Agency Zone](#)
 [Agency 360-Training Calendar](#)
 [Make An Agency Payment](#)
 [Partner Change of Information Request](#)
- [The FoodKeeper, a Consumer Guide](#)
 [Directions to Mid-Ohio Foodbank](#)

Start Your Order

How to Start a New Order: If you are a Pickup Agency (i.e. Agencies who Pickup)

The screenshot displays the eHarvest User interface. At the top, there is a navigation bar with a logo on the left, a user greeting "Welcome, 00000005939", and three menu items: "Required Reports", "Ordering", and "Inventory". On the far right, user information is shown: "eHarvest User - Demo", "Logout", "3950 Brookham Drive", "Grove City, OH 43123", "6142747770", and "Mid-Ohio Foodbank - Demo".

The main content area is titled "My Home" and includes a sidebar with "My Account" and "Announcements". The main panel contains a "FOOD SAFETY: Transporting Food" warning, "AGENCY LINKS" (with links for Agency Zone, Agency 260 Training Calendar, Make An Agency Payment, and Partner Change of Information Request), and "MY ORDERS" (with links for The FoodBank's Consumer Guide and Directions to Mid-Ohio Foodbank). A modal window titled "MY ORDERS" is open, showing "Current Orders" with a link to "Order History" and the message "You have no current orders". At the bottom of the modal are buttons for "New Pickup Order" and "New Delivery Order".

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1. At the Welcome Screen select Ordering.
2. Then select New Pickup Order.

Required Reports Ordering Inventory

This list shows current inventory available now. Some of the product may be out of stock at order time. This list does not guarantee availability.

Description	Pkg. Info	Storage	Qty Avail	Qty Limit
WATER-SPARKLING	12-25 OZ	Dry	38	0
SPARKLING WATER-VANILLA	18-20			0
TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4			0
WATER-MINERAL	12-16			0
CLUB SODA	8-2 LT			0
WATER-BOTTLED	ORDE			0
DRINKS-HOT,COLD,DRY&LIQUID	1.8AN			0
WATER-MINERAL	24-11			0
SPARKLING WATER-APRICOT	3 PAC			0
BLACK TEA-CHAI/VANILLA CARAMEL	6-32 C			0
BREADING-ITALIAN MIX	40 LB			0
CEREALS-VARIOUS TYPES/SIZES	ORDE			0
TOASTED OATS CEREAL	12-14			25
OATMEAL CUP-MAPLE BRN SUGAR	6-9.4			0
OATMEAL CUP-MAPLE BRN SUGAR	6-9.4			0
BEEF STEW	12-20 OZ	Dry	1,462	0
BEEF RAVIOLI	12-15 OZ	Dry	972	0
SPAGHETTI RINGS	12-15 OZ	Dry	180	0
SPAGHETTI & MEATBALLS	12-14.5 OZ	Dry	422	0

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Note: Once you click the Start Pickup Order button you CANNOT change your pickup day or time. You will have to delete the order and call the Orders & Customer Service Department at **614.317.9426**. If your order has cut off and you need to CANCEL please call the Orders & Customer Service Department as soon as possible. Once your order has cut off and is sent to the warehouse for pulling and you need to make changes to your order, we can only DELETE items from your order. We cannot add new items.

3. Select an available day and time.
4. Enter person who will be picking up order.
5. Click Start Pickup Order.

FOR DELIVERY AGENCIES

How to Start a New Order: If you are a Delivery Agency you start your order just like a pickup agency however, you must select New Delivery Order.

Welcome, 000000005999 ~

Required Reports Ordering Inventory

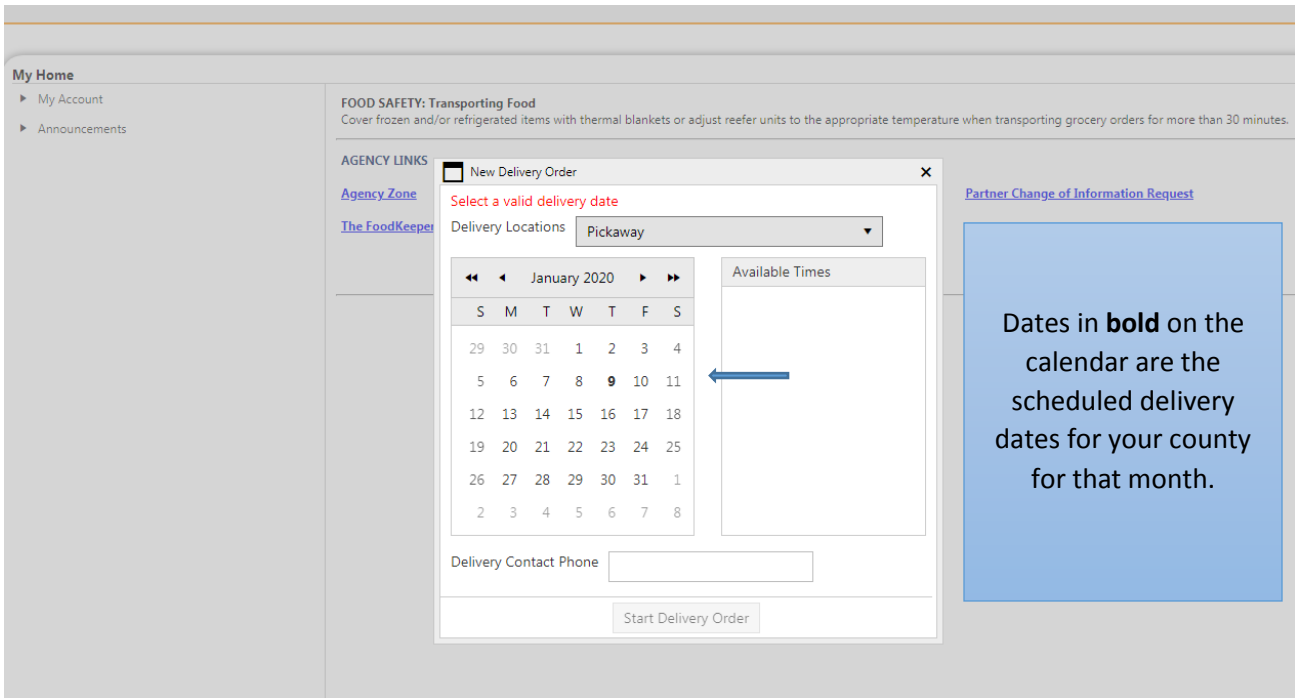
eHarvest User - Demo Logout
3960 Brookham Drive
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6142747770
Mid-Ohio Foodbank - Demo

This list shows current inventory available now. Some of the product may be out of stock at order time. This list does not guarantee availability.

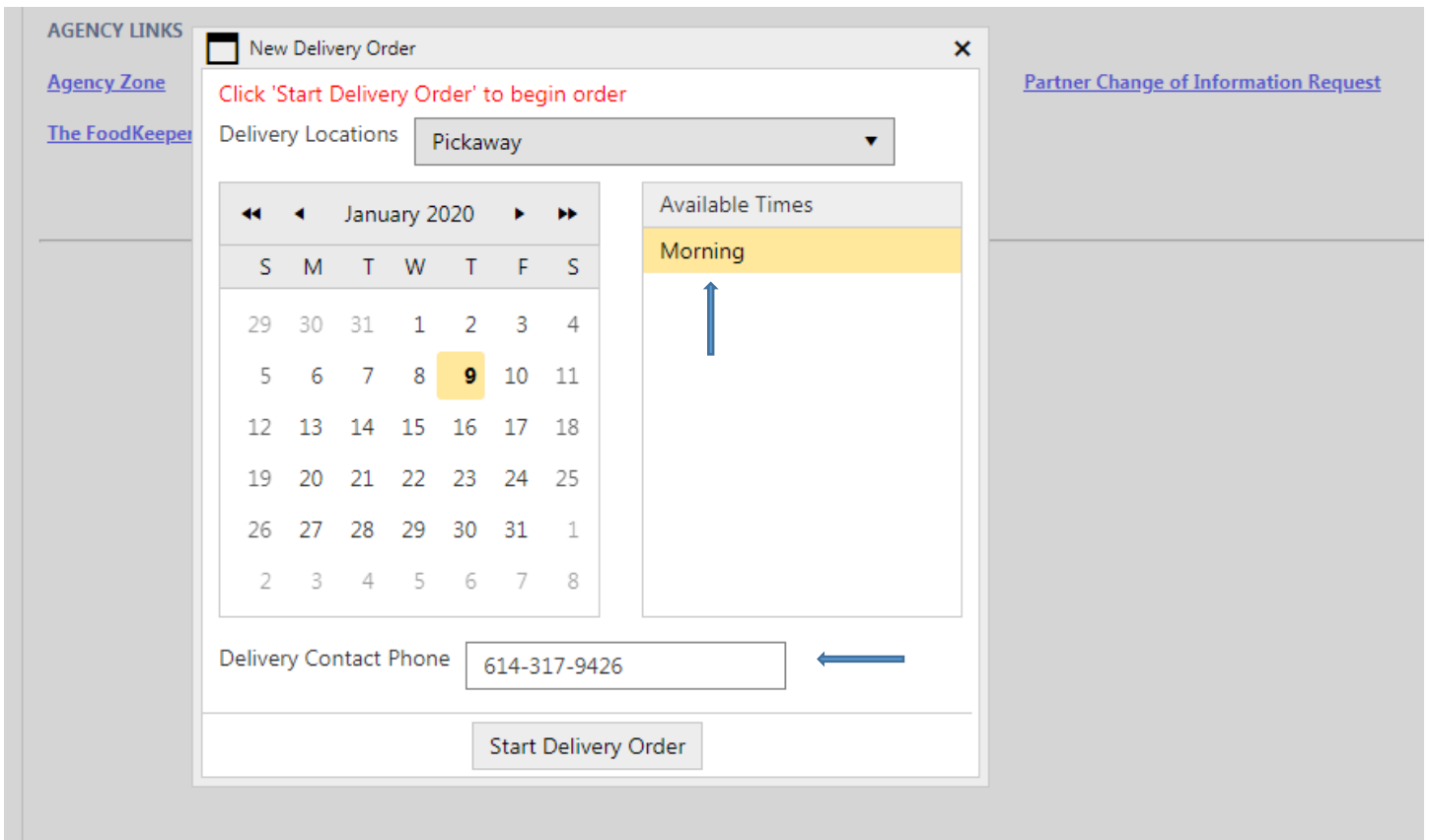
Product Category	Item #	Description	Pkg. Info	Storage	Qty Avail	Qty Limit	Qty Min	\$	Cs/Pallet	Nutrition
Beverages	DG129	WATER-SPARKLING	12-25 OZ	Dry	38	0	0.0000	0.00	0	
	DOT12	SPARKLING WATER-VANILLA	18-20 OZ	Dry	8	0	0.0000	0.00	0	
	FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4 OZ	Dry	36	0	0.0000	0.00	0	
	HX1478	WATER-MINERAL					0.0000	0.00	0	
	KR1802	CLUB SODA					0.0000	0.00	0	
	KR2135	CLUB SODA					0.0000	0.00	0	
	NJA012	WATER-BOTTLED					20	0.00	0	
	RR1022	DRINKS-HOT,COLD,DRY&LIQUID					0.0000	0.00	25	
	RR520	WATER-MINERAL					0.0000	0.00	0	
	SB103	SPARKLING WATER-APRICOT					0.0000	0.00	0	
Bread Products	UNL13	BLACK TEA-CHAI/VANILLA CARAMEL					0.0000	0.96	0	
Cereal	MO307	BREADING-ITALIAN MIX					0.0000	0.00	0	
	CZ3900	CEREALS-VARIOUS TYPES/SIZES					20	0.08	0	
	OPP967	TOASTED OATS CEREAL					0.0000	0.00	0	
	QA500	OATMEAL CUP-MAPLE BRN SUGAR	6-9.4 OZ	Dry	268	0	0.0000	0.24	0	
	QA508	OATMEAL CUP-MAPLE BRN SUGAR	6-9.4 OZ	Dry	388	0	0.0000	0.24	0	
Complete Meals	PUR559	BEEF STEW	12-20 OZ	Dry	1,462	0	0.0000	12.65	0	
	PUR576	BEEF RAVIOLI	12-15 OZ	Dry	972	0	0.0000	8.13	0	
	PUR577	SPAGHETTI RINGS	12-15 OZ	Dry	180	0	0.0000	6.50	0	
	PUR578	SPAGHETTI & MEATBALLS	12-14.5 OZ	Dry	422	0	0.0000	8.13	0	

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1. Select Date



2. Select Morning Delivery
3. Enter a Delivery Contact Phone Number



Local Pickup, Local Delivery & Rural Delivery Cut Off Days

- All local pickup and local delivery orders cut off two business days prior to the order date. The warehouse requires two days to pull orders.
- All orders cut off in the system at midnight two days prior.
- Rural agencies are eligible to receive delivery twice per month. You may not select a delivery date more than 30 days in advance. Rural delivery orders cut off three business days prior to the order date. The warehouse requires three days to pull orders.

Local Pickup & Delivery Orders

<u>Order By Midnight:</u>	<u>Pickup:</u>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

HOW TO NAVIGATE PRODUCT CATEGORIES

For all types of Orders: Local Pickup, Local Delivery or Rural Delivery once you have clicked Start Order the next screen you will see is the Product Category Screen. You can view the inventory to see what is available before you start adding items to your shopping cart. You can also click on each category to see what is available by product.

Welcome, 000000005999 -

Required Reports **Ordering** Inventory

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Order Information
Pickup: 7/17/2019 11:00 AM By: ann
Cutoff Date: 7/15/2019 12:00 AM
Total: \$0.00
Created By: 000000005999
Created On: 7/9/2019 4:13:57 PM
Last Updated By: 000000005999
Last Updated On: 7/9/2019 4:36:01 PM

Categories
Bread Products
Complete Meals
Dairy Products
Dressings
Formula/Baby Fd
Fruit-Can/Frz
Grains
Health/Beauty
Home Cleaning
Juices
Meats/Fish/Poul
Mixd/Asstd Itms
Non-Food, Asrt
PaperProd-Persl
Pasta
Protein-NonMeat
Rice
Snacks/Cookies
Spice/Condmnts
Veg-Can/Frozen

Order # 115799 Pickup on 7/17/2019 11:00 AM by ann Delete Order Add To Cart

Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cu/Pallet	Nutrition
OPF0065	TOMATOES-DICED	12-14.5 OZ.CANS	Dry	6	0.00	<input type="text" value="2"/>	25	0.0000	0	
OPF0074	TOMATOES-DICED	12-14.5 OZ	Dry	1462	0.00	<input type="text" value="2"/>	25	0.0000	0	
OPF0080	TOMATOES-DICED	24-14.5 OZ	Dry	423	0.00	<input type="text" value="2"/>	25	0.0000	0	
OPF573	TOMATOES - DICED	24-14.5 OZ	Dry	1101	0.00	<input type="text" value="2"/>	25	0.0000	0	DICED
PUR1376	BEANS-BLACK	24-15 OZ	Dry	158	11.34	<input type="text" value="2"/>	0	0.0000	0	
PUR1378	BEANS-RED	24-15 OZ	Dry	104	10.94	<input type="text" value="2"/>	0	0.0000	0	
PUR1379	KIDNEY BEANS-LIGHT/RED	24-15 OZ	Dry	28	10.94	<input type="text" value="2"/>	0	0.0000	0	
PUR450	CORN	24-15.25 OZ.CANS	Dry	128	13.56	<input type="text" value="2"/>	0	0.0000	0	
PUR473	GREEN BEANS	24-14.5 OZ	Dry	61	9.25	<input type="text" value="2"/>	0	0.0000	0	
PUR480	GREEN BEANS-NO SALT ADDED	24-15 OZ	Dry	1455	9.30	<input type="text" value="2"/>	0	0.0000	0	
PUR485	CORN-NO SALT ADDED	24-15 OZ CANS	Dry	1571	11.79	<input type="text" value="2"/>	0	0.0000	0	
QA349	CRUSHED TOMATOES, LARGE CANS	6-6 LB 6 OZ	Dry	690	0.00	<input type="text" value="2"/>	0	0.0000	0	NO SALT ADDED
UT1051	BEANS - CANNED GARBANZO	24-15 OZ CANS	Dry	1377	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT469	BEANS-VEGETARIAN(BAKED)	24-15 OZ	Dry	648	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT489	GARBANZO BEANS	24-15 OZ.	Dry	1161	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT550	BEANS-VEGETARIAN	24-15 OZ	Dry	1140	0.00	<input type="text" value="2"/>	25	0.0000	0	
UT562	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	2	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT585	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	8	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT599	BEANS-VEGETARIAN/BAKED	24-15 OZ	Dry	1322	0.00	<input type="text" value="2"/>	25	0.0000	0	

HOW TO ADD ITEMS TO YOUR ORDER:

To add an item to your cart first you must select a product category and choose your items. Click on the product category name and all available items will be displayed. If you click on a product category and nothing appears that means there are no available items to select.

When you find an item you wish to add to your cart you must enter the quantity of the item and then click “Add to Cart”. You will find this button at the top right of your screen. If you do not click “Add to Cart” it will not be added to your order. All items are ordered by the case or by the pound. Pay close attention to the Description and Pkg. Info sections this will tell you if it is a By the Pound or By the Case product.

The screen shows the Quantity available, limit, and price.

***All items are subject to availability at the time your order is sent to the warehouse for processing.**

Order Information
 Pickup: 7/17/2019 11:00 AM By: ann
 Cutoff Date: 7/15/2019 12:00 AM
 Total: \$0.00
 Total Weight: 231
 Created By: 00000005999
 Created On: 7/9/2019 4:13:57 PM
 Last Updated By: 00000005999
 Last Updated On: 7/9/2019 4:36:01 PM

- Categories
- Beverages
- Bread Products
- Complete Meals
- Dairy Products
- Dressings
- Formula/Baby Fd
- Fruit-Can/Frz
- Grains
- Health/Beauty
- Home Cleaning
- Juices
- Meats/Fish/Poul
- Mixd/Asstd Itms
- Non-Food, Asrt
- PaperProd-Persl
- Pasta
- Protein-NonMeat
- Rice
- Snacks/Cookies
- Spice/Condiments
- Veg-Can/Frozen

Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition
OPF005	TOMATOES-DICED	12-14.5 OZ.CANS	Dry	6	0.00	<input type="text" value="2"/>	25	0.0000	0	
OPF0074	TOMATOES-DICED	12-14.5 OZ	Dry	1462	0.00	<input type="text" value="2"/>	25	0.0000	0	
OPF0080	TOMATOES-DICED	24-14.5 OZ	Dry	423	0.00	<input type="text" value="2"/>	25	0.0000	0	
OPF573	TOMATOES - DICED	24-14.5 OZ	Dry	1101	0.00	<input type="text" value="2"/>	25	0.0000	0	DICED
PUR1376	BEANS-BLACK	24-15 OZ	Dry	158	11.34	<input type="text" value="2"/>	0	0.0000	0	
PUR1378	BEANS-RED	24-15 OZ	Dry	104	10.94	<input type="text" value="2"/>	0	0.0000	0	
PUR1379	KIDNEY BEANS-LIGHT/RED	24-15 OZ	Dry	28	10.94	<input type="text" value="2"/>	0	0.0000	0	
PUR450	CORN	24-15.25 OZ.CANS	Dry	128	13.36	<input type="text" value="2"/>	0	0.0000	0	
PUR473	GREEN BEANS	24-14.5 OZ	Dry	61	9.25	<input type="text" value="2"/>	0	0.0000	0	
PUR480	GREEN BEANS-NO SALT ADDED	24-15 OZ	Dry	1455	9.30	<input type="text" value="2"/>	0	0.0000	0	
PUR485	CORN-NO SALT ADDED	24-15 OZ CANS	Dry	1571	11.79	<input type="text" value="2"/>	0	0.0000	0	
QA349	CRUSHED TOMATOES, LARGE CANS	6-6 LB 6 OZ	Dry	690	0.00	<input type="text" value="2"/>	0	0.0000	0	NO SALT ADDED
UT1051	BEANS - CANNED GARBANZO	24-15 OZ CANS	Dry	1377	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT469	BEANS-VEGETARIAN(BAKED)	24-15 OZ	Dry	648	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT489	GARBANZO BEANS	24-15 OZ.	Dry	1161	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT550	BEANS-VEGETARIAN	24-15 OZ	Dry	1140	0.00	<input type="text" value="2"/>	25	0.0000	0	
UT562	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	2	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT565	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	8	0.00	<input type="text" value="2"/>	0	0.0000	0	
UT599	BEANS-VEGETARIAN/BAKED	24-15 OZ	Dry	1322	0.00	<input type="text" value="2"/>	25	0.0000	0	

In this example below NIA012 Water Bottled is order By the Pound. You can enter any range from 10-36,137 pounds depending on the quantity available. If you order 20 pounds you will get 20 pounds.

Order Information
 Pickup: 1/28/2020 10:30 AM By: Ralph
 Cutoff Date: 1/24/2020 12:00 AM
 Total: \$0.00
 Total Weight: 0
 Created By: 00000001206
 Created On: 1/16/2020 7:28:33 AM
 Last Updated By: 00000001206
 Last Updated On: 1/16/2020 7:28:33 AM

- Categories
- Beverages
- Bread Products
- Cereal
- Complete Meals
- Dairy Products
- Desserts
- Formula/Baby Fd
- Fruit-Can/Frz
- Grains
- Health/Beauty
- Home Cleaning
- Juices
- Meats/Fish/Poul
- Non-Food, Asrt
- PaperProd-Persl
- Pasta
- Protein-NonMeat
- Rice
- Snacks/Cookies

Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition
DG129	WATER-SPARKLING	12-25 OZ	Dry	38	0.00	<input type="text" value="2"/>	0	0.0000	0	
DOT12	SPARKLING WATER-VANILLA	18-20 OZ	Dry	8	0.00	<input type="text" value="2"/>	0	0.0000	0	
FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4 OZ	Dry	36	0.00	<input type="text" value="2"/>	0	0.0000	0	
HXL478	WATER-MINERAL	12-16.9 OZ	Dry	42	0.00	<input type="text" value="2"/>	0	0.0000	0	
KR1802	CLUB SODA	8-2 LITER	Dry	12	0.00	<input type="text" value="2"/>	0	0.0000	0	
KR2135	CLUB SODA	8-2 LITERS	Dry	29	0.00	<input type="text" value="2"/>	0	0.0000	0	
NIA012	WATER-BOTTLED	ORDER BY THE POUND	Dry	36137	0.00	<input type="text" value="20"/>	0	20	0	
RR1022	DRINKS-HOT,COLD DRY&LIQUID	1 BANANA BOX	Dry	743	0.00	<input type="text" value="2"/>	0	0.0000	25	
RR520	WATER-MINERAL	24-11.15 OZ CANS	Dry	18	0.00	<input type="text" value="2"/>	0	0.0000	0	
SB103	SPARKLING WATER-APRICOT	3 PACKS OF 8-12 OZ	Dry	208	0.00	<input type="text" value="2"/>	0	0.0000	0	
UNL13	BLACK TEA-CHAI/VANILLA CARAMEL	6-32 OZ	Dry	744	0.96	<input type="text" value="2"/>	0	0.0000	0	

***We do recommend you order a minimum of 10 pounds for any "By the Pound" item unless otherwise notated.**

***DO NOT hold items or large quantities of product on your order only to adjust or return them to Inventory at the last minute before order cut off time. When this happens, other agencies are blocked from having a chance to order the product they need. We will NOT make adjustments if you miss your cut off time and you are holding items of large quantities.**

REVIEW ORDER AND PRINT CONFIRMATION:

Once you have finished adding items to your order, you may view your order by clicking on the cart icon.

Order Information: Pickup: 1/28/2020 10:30 AM By: Ralph
Cutoff Date: 1/24/2020 12:00 AM
Total: \$0.00
Created By: 000000001206
Created On: 1/16/2020 7:28:33 AM
Last Updated By: 000000001206
Last Updated On: 1/16/2020 7:28:33 AM

Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition
DG129	WATER-SPARKLING	12-25 OZ	Dry	38	0.00		0	0.0000	0	
DOT12	SPARKLING WATER-VANILLA	18-20 OZ	Dry	8	0.00		0	0.0000	0	
FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4 OZ	Dry	36	0.00		0	0.0000	0	
HXL478	WATER-MINERAL	12-16.9 OZ	Dry	42	0.00		0	0.0000	0	
KR1802	CLUB SODA	8-2 LITER	Dry	12	0.00		0	0.0000	0	
KR2135	CLUB SODA	8-2 LITERS	Dry	29	0.00		0	0.0000	0	
NIA012	WATER-BOTTLED	ORDER BY THE POUND	Dry	36137	0.00		0	20	0	
RR1022	DRINKS-HOT,COLD,DRY&LIQUID	1 BANANA BOX	Dry	743	0.00		0	0.0000	25	
RR520	WATER-MINERAL	24-11.15 OZ CANS	Dry	18	0.00		0	0.0000	0	
SB103	SPARKLING WATER-APRICOT	3 PACKS OF 8-12 OZ	Dry	208	0.00		0	0.0000	0	
UNL13	BLACK TEA-CHAI/VANILLA CARAMEL	6-32 OZ	Dry	744	0.96		0	0.0000	0	

Your cart will appear with the items you've added. It will have the Total Amount and Weight at the bottom. You have a choice to Print or Email the Order Details.

Order Information: Pickup: 1/7/2020 10:30 AM By: Ralph
Cutoff Date: 1/3/2020 12:00 AM
Total: \$245.05
Created By: 000000001206
Created On: 12/9/2019 10:03:19 PM
Last Updated By: 000000001206
Last Updated On: 12/23/2019 10:43:48 PM

Item	Qty	Wt	\$	Avail	Clear
HOLL1 FZ,HAM-STEAKS 12 STEAKS PER CASE	5	84	\$0.00	0	
NIA012 WATER-BOTTLED ORDER BY THE POUND	100	100	\$0.00	66711	
OPF945 FZ,BEEF-GROUND 24-1 LB	5	120	\$0.00	0	
PUR526 SHELF STABLE MILK 2% 12-32 OZ	2	48	\$22.90	0	
PUR572 SPAGHETTI SAUCE 24-15 OZ	10	225	\$102.40	1223	
PUR600 PEANUT BUTTER 12-18 OZ	5	68	\$66.25	43	
QL211 JUICE-TROPICAL BLEND 24-12 OZ	15	270	\$21.60	683	
UT1006 BEANS - NAVY DRY 12-2 LB	5	120	\$0.00	4	
UT2255 RICE-LONG GRAIN 30-2 LB	2	120	\$0.00	107	
UT2495 CHERRY APPLE JUICE 8-64 OZ	5	174	\$13.90	707	

TOT: \$245.05 WT: 1,554

CART

Order Details

Item	Qty	Unit	\$	Avail
CZ409 LATTE-ICED VANILLA 16-9.5 OZ BOTTLE	2	26	\$0.00	189
FUND7 SELTZER WATER 24-20 FL OZ BOTTLES	2	66	\$0.00	31
KT2371 ESPRESSO MDX 5-4.45 OZ	2	6	\$0.00	35
OPP9074 TOMATOES-DICED 12-14.5 OZ	2	26	\$0.00	1460
OPP573 TOMATOES - DICED 24-14.5 OZ	2	44	\$0.00	1099
RF0103 WATER-VARIOUS BOTTLES/JUGS 1 BANANA BOX	1	30	\$0.00	134
UNS24 COFFEE 42-9 OZ	1	3	\$0.00	617
UT1051 BEANS - CANNED GARBANZO 24-15 OZ CANS	2	47	\$0.00	1375
UT282 BEANS-NAVY 12-2 LB.BAGS	2	48	\$0.00	1047
UT550 BEANS-VEGETARIAN 24-15 OZ	2	48	\$0.00	1138
UT666 VEGETABLE OIL 0.48 QT	3	43	\$0.00	1009

TOT: \$0.00 WT: 395

Update Print Email

Item	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cu/Pallet	Nutrition
0Z BOTTLE	Dry	191	0.00		0	0.0000	0	
0Z					0	0.0000	0	
0Z.CANS					0	0.0000	0	
1. OZ BOTTLES					0	0.0000	0	ASSORTED FLAVORS
12 OZ					0	0.0000	0	
ER					0	0.0000	0	
ERS					0	0.0000	0	
OZ					0	0.0000	0	
OZ					0	0.0000	0	MACHINE/CAPPUCCINI
1/4 BOX					0	0.0000	0	
1/2 CANS					0	0.0000	0	
2 CANS					0	0.0000	0	
2 CANS					0	0.0000	0	
10Z BOTTLES					0	0.0000	0	
Z					0	0.0000	0	

CART

Order Details

Cart updated

Item	Qty	Unit	\$	Avail
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TOT: \$0.00 WT: 0

Update Print Email

Once you have reviewed your order and printed the confirmation for your records you may log out of eHarvest. Be sure to make note of your pickup date and time, or your delivery date. Call the Orders Department if you have questions. **614.317.9426.**

ENTERING REQUIRED REPORTS

You're required to enter your Stats by the 10th of every month for the previous month. After the 10th of the month, agencies will not have the ability to order until statistics are correctly reported. You will need to go to the tab that reads Required Reporting and click on your agency type (Mealsite, Food Pantry, Produce Market, etc....)


Welcome, 00000001206 -

Required Reports Ordering Inventory

St Philips Episcopal Food Pantry Logout
 166 Woodland Avenue
 Columbus, OH 43203
 6142532771
 Ralph Holland

Required Reports
 You do not have any required reports due

Current Monthly Reports
 These reports can be edited throughout this period
[Food Pantry Stats](#)
[View Report History](#)



Once you have entered your stats click on Submit Report. You have the option of printing them as well.

Welcome, 00000001206 -

Required Reports Ordering Inventory

St Philips Episcopal Food Pantry Logout
 166 Woodland Avenue
 Columbus, OH 43203
 6142532771
 Ralph Holland

Required Reports
 You do not have any required reports due

Current Monthly Reports
 These reports can be edited throughout this period
[Food Pantry Stats](#)
[View Report History](#)

Food Pantry Stats - December 2019 [Submit Report](#) [Print](#)

Created by 00000001206 on 1/10/2020 6:29:45 PM
 This information must be received at the Foodbank on or before the sixth working day of the new month. Otherwise we must place your agency on "hold" and you will not be able to order product until we received your statistics.

Households WITH Children

Total number of households that include children:

Individuals Served (in Households WITH Children)

Number of Children (0-17 years of age):

Number of Adults (18-59 years of age):

Number of Adults 60 years and older:

Total:

Households WITHOUT Children

Total number of households that do not include children:

Individuals Served (in Households WITHOUT children)

Number of Adults (18-59 years of age)

Number of Adults 60 years and older

Total:

Number of Meals Provided

Number of meals provided for each individual:

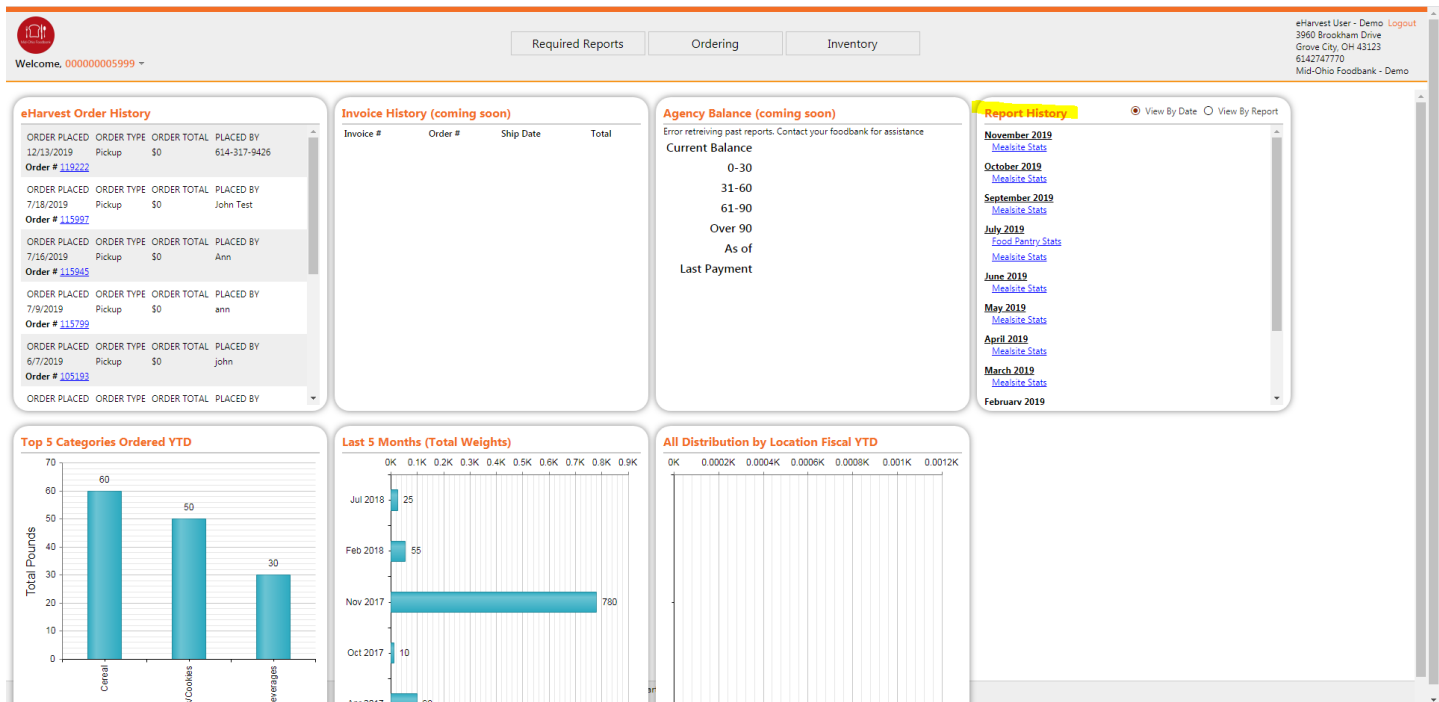
We did not provide any meals this month

We did not provide any meals to clients this month.

If you have a question about your stats you can email us at stats@midohiofoodbank.org.

© 2020 Mid-Ohio Foodbank - Order Department, 3960 Brookham Drive Grove City, Ohio 43123 Phone: 614-317-9702

You have the option of looking at past Stats for your agency. Just click on Report History.



If you have a question about your stats you can call or email your Agency Relations Manager.

Tammy Tucker: Agency Relations Manager- Franklin County 614.512.9783;

ttucker@midohiofoodbank.org

Bill Nance: Agency Relations Manager- Muskingum, Knox, Morrow, Marion, Delaware, Union, Fairfield, Pickaway, Fayette, Madison, Ross 614.596.2801;

bnance@midohiofoodbank.org

Heather Willis: Agency Relations Manager- Belmont, Monroe, Jefferson, Harrison, Noble, Guernsey, Coshocton 614.402.4922;

hwillis@midohiofoodbank.org