AGENCY SERVICES / ORDERS & CUSTOMER SERVICE

eHarvest Ordering Guide

Log In	*Required Fields
Agency Number (ie: 1002, 2128, 5009, etc.)	
5999	
Password*	
Enter Password]
LOG IN	Forgot Password?
Follow this link for a secure conneciton. https://eh.midohiofoodbank.org	
(You will see the Lock symbol to the left of the a are on a shopping or banking website)	ddress bar, just like when you

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.}

Welcome, 00000005999 -		×	Required Reports Ordering	Inventory		eHarvest User - Demo Lt 3960 Brookham Drive Grove City, OH 43123 6142747770 Mid-Ohio Foodbank - De	igout mo
My Acco	unt Change Password Logo	FOOD SAFETY: Cover frozen an AGENCY LINUS Agensy Zone The FoodKeepe	Fransporting Food Ver refrigerated items with thermal blankets or adjust Agreesy 169-Italning Celemate - a Consumer Guide Directions to Mid-Ohio.	reefer units to the appropriate temperature when transpo Make. An Agency Payment, Partner, Char Foorthank	ting grocery orders for more than 30 minutes.		
Welcome, 00000005999 *		e 2000 MA	eOno Foodbank - Order Department. 3960 Brookhan	n Drive Grove City, Ohio 43123 Phone: 614-317-9702 Ordering	Inventory		
Order Information	53 Order	# 115799 Pick i	up on 7/17/2019 11	:00 AM by ann	Valata Ordar		
Pickup: //1//2019 11:00 AM By: ann Cutoff Date: 7/15/2019 12:00 AM	Itom #	Descri	CHANGE PASSWORD		×	Oty Avail	
Total: \$0.00 Total Weight: 0	ELINIO21	WATER	Current Pass	sword)e		
Created By: 00000005999	FUNIT 7	CELTZ				2	
Last Updated By: 000000005999	FUN17	SELIZI				33	
Last Updated On: 7/9/2019 4:45:04 PM	HX0443	WATER	New Passwo	ord		59	
Categories	KR1802	CLUB :				83	
Beverages	KR2135	CLUB :				240	
Bread Products	KT2571	ESPRE:				37	
Complete Meals	KT3170	COFFE				13	
Dairy Products	MQ294	BLACK	U	Ipdate Cancel		7	
Dressings	DD1010					70	
Formula/Baby Fo	KK1013	WATER-VAR	TOO2 BOLLES/JOG2	T BAINANA BOX	Dry	/9	
Grains	RR446	WATER-SEL	IZER/CAFFEINE FREE	12-12 OZ CANS	Dry	33	

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:

Forgot Password?

- We are processing orders and uploading new inventory. The site will be back online 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.

Velcome, 00000005999 -	Required Reports Ordering Inventory	eHarvest User - Demo Logon 3960 Brookham Drive Grove City, OH 43123 614274770 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 Agency 360-Training Calendar Make An Agency Payment Partner Change of Information Request The FoodKeeper, a Consumer Guide Directions to Mid-Ohio Foodbank	Purates - peanut butter Image: Construction of the USA 12-18 oz. jars per case. This great source of the USA 12-18 oz. jars per case. Aloe Ver at total body bar soap, refreshing, relaxing and motisturizing. There are 36 bars per case and each thar cot \$2.8.

- The links found at the top of the screen allow you to view <u>Inventory</u> to see what is currently available. <u>Ordering</u> to allow you to start an order or view your current order. <u>Required Reports</u> 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	eHarvest User - Demo Logout 3960 Brookham Drive Grove City, OH 43123 6142747770 Mid-Ohio Foodbank - Demo
My Account	Announcements	FOOD SAFETY: Transporting Food Cover foream 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 LINICS 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	
		© 2020 Mid-Ohio Foodbank - Order Department. 3960 Brookham Drive Grove City, Ohio 43123 Phone: 614-317-9702	

Start Your Order

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

Welcome, 00000005999 ~		Required Reports Ordering Inventory	eHarvest User - Demo Logo 3960 Brookham Drive Grove City, OH 43123 6142747770 Mid-Ohio Foodbank - Dem
Wetcome, 00000003999 *	My Home My Account Announcements	COOD SAFEY: Taseporting food Cover fraces and/or refrigerated items with themal blankets or adjust refer units to the appropriate temperature when transporting grocery orders for more than 30 minutes. AGENCY LINKS Pages Agency 280: Takining Calendar Make An Agency Exyment. Partner: Change of Information Request To Concern Orders Order History You have no current orders Order History New Pickup Order New Delivery Order	Md-Ohio Foodbank - Dem
		2001 Mal Olio Evoltopic Older Devoltopet 200 Benchero Deio Gener (Er. Olio 2112 Zhane 514 217 2012	

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

This list :	shows current inve	entory av	ailable	e now.	Some	of the	e prod	uct ma	y be out of stock at ord	er time. This list does no	ot quarant
Description	Pkg. Inf	0							Storage	Qty Avail	Qty
WATER-SPARKLING	12-25 0	z							Dry	38	0
SPARKLING WATER-VANILLA	18-20	Nev	v Pick	up Ore	ler					×	0
TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4	Click '	Start	Picku	o Ore	ler' to	begi	n ord	er		0
WATER-MINERAL	12-16.		•	Janu	iary 2	020		**	Available Time	25	0
CLUB SODA	8-2 Lľ	S	м	т	W	т	F	s	8:30 AM		0
CLUB SODA	8-2 LF	29	30	31	1	2	3	4	11:00 AM		0
WATER-BOTTLED	ORDE	5	6	7	8	9	10	11	11:50 AW		0
DRINKS-HOT,COLD,DRY&LIQUID	1 BAN	12	13	14	15	16	17	18			0
WATER-MINERAL	24-11.	19	20	21	22	23	24	25			0
SPARKLING WATER-APRICOT	3 PAC	26	27	28	29	30	31	1			0
BLACK TEA-CHAI/VANILLA CARAMEL	6-32 C	2	3	4	5	6	7	8			0
BREADING-ITALIAN MIX	40 LB.	Dickur	hu						, (0
CEREALS-VARIOUS TYPES/SIZES	ORDE	ПСКОр	, by	Ken	da						0
TOASTED OATS CEREAL	12-14										25
OATMEAL CUP-MAPLE BRN SUGAR	6-9.4 (Star	Pick	up Order		0
OATMEAL CUP-MAPLE BRN SUGAR	6-9.4 C.										0
BEEF STEW	12-20 O	z							Dry	1,462	0
BEEF RAVIOLI	12-15 O	z							Dry	972	0
SPAGHETTI RINGS	12-15 0	z							Dry	180	0
SPAGHETTI & MEATBALLS	12-14.5	oz							Dry	422	0

<u>Note:</u> 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 <u>CANCEL</u> 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 <u>DELETE</u> 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.

elcome, 00000005999 -			Required Reports	Ordering	Inventory					eHarvest User - Demo 3960 Brookham Drive Grove City, OH 43123 6142747770 Mid-Ohio Foodbank -
Search Items		This list :	shows current inventory available now. Some	of the product may be out of stock a	t order time. This list does r	not guarantee availabilit;	y.			
roduct Category	Item #	Description	Pkg. Info	Storage	Qty Avail	Qty Limit	Qty Min	s	Cs/Pallet	Nutrition
everages	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	MY ORDERS			×	0.0000	0.00	0	
	KR1802	CLUB SODA	Current Orders		Order History	0.0000	0.00	0		
	KR2135	CLUB SODA	You have no current orders				0.0000	0.00	0	
	NIA012	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	
	UNL13	BLACK TEA-CHAI/VANILLA CARAMEL					0.0000	0.96	0	
ead Products	MO307	BREADING-ITALIAN MIX		•			0.0000	0.00	0	
ereal	CZ3900	CEREALS-VARIOUS TYPES/SIZES	Nev	Pickup Order New Deliver	Order		20	0.08	0	
	OPF967	TOASTED OATS CEREAL	14 17 44	ory	200	6.5	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	
mplete 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	

0 2020 Mid-Ohio Foodbank - Order Department. 3960 Brookham Drive Grove City, Ohio 43123 Phone: 614-317-9702

1. Select Date

My Home										
My Account Announcements	FOOD SAFETY: Tr Cover frozen and/	ansportii or refrige	ng Fo rated i	od tems w	/ith th	ermal	blanke	ets or a	adjust reefer units to the appropriate temp	erature when transporting grocery orders for more than 30 minu
	AGENCY LINKS	Nev	v Deliv	ery Or	der					×
	Agency Zone	Select	a vali	id deli	very	date				Partner Change of Information Request
	The FoodKeeper	Delive	ry Lo	cation	s F	Pickav	way		•	
			•	Janu	ary 2	020	•	**	Available Times	
		S	М	т	W	Т	F	S		Dates in bold on the
		29	30	31	1	2	3	4		calendar are the
		5	6	7	8	9	10	11		
		12	13	14	15	16	17	18		scheduled delivery
		19	20	21	22	23	24	25		dates for your county
		26	27	28	29	30	31	1		for that month.
		2	3	4	5	6	7	8		
		Delive	ry Co	ntact	Phon	e				
							Start	Delive	ery Order	

- Select Morning Delivery
 Enter a Delivery Contact Phone Number

<u>y Zone</u>	Click 'S	Start	Delive	ery Or	der' t	to be	gin or	er	Partner Change of Information Re
<u>dKeeper</u>	Delive	ry Lo	ation	s	Picka	way		•	
		•	Janu	iary 2	020	•	*	Available Times	
	S	м	т	w	т	F	S	Morning	
	29	30	31	1	2	3	4	Î	
	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	1		
	2	3	4	5	6	7	8		
	Delive	ry Co	ntact	Phon	e (514-3	17-94	26	
						Start	Deliv	rv Order	



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, 00000005999 ~			Required Reports	Ordering	Invento	ry				eH 396 Gra 614 Mi	arvest User - Demo Logou i0 Brookham Drive sve City, OH 43123 12747770 d-Ohio Foodbank - Demo				
rider Information. 🔺 🛱 🖂	KA ⊻S Order #	Order # 115799 Pickup on 7/17/2019 11:00 AM by ann Delete Order													
Cutoff Date: 7/15/2019 12:00 AM Total: \$0.00	Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition				
otal Weight: 231	OPF0065	TOMATOES-DICED	12-14.5 OZ.CANS	Dry	6	0.00		25	0.0000	0					
Created On: 7/9/2019 4:13:57 PM	OPF0074	TOMATOES-DICED	12-14.5 OZ	Dry	1462	0.00	2	25	0.0000	0					
ast Updated By: 00000005999 ast Updated On: 7/9/2019 4:36:01 PM	OPF0080	TOMATOES-DICED	24-14.5 OZ	Dry	423	0.00		25	0.0000	0					
Categories	OPF573	TOMATOES - DICED	24-14.5 OZ	Dry	1101	0.00	8	25	0.0000	0	DICED				
vevelages	PUR1376	BEANS-BLACK	24-15 OZ	Dry	158	11.34		0	0.0000	0					
Complete Meals	PUR1378	BEANS-RED	24-15 OZ	Dry	104	10.94		0	0.0000	0					
Dairy Products	PUR1379	KIDNEY BEANS-LIGHT/RED	24-15 OZ	Dry	28	10.94		0	0.0000	0					
Dressings	PUR450	CORN	24-15.25 OZ.CANS	Dry	128	13.56		0	0.0000	0					
Formula/Baby Fd	PUR473	GREEN BEANS	24-14.5 OZ	Dry	61	9.25		0	0.0000	0					
Fruit-Can/Frz Grains	PUR480	GREEN BEANS-NO SALT ADDED	24-15 OZ	Dry	1455	9.30		0	0.0000	0					
Health/Beauty	PUR485	CORN-NO SALT ADDED	24-15 OZ CANS	Dry	1571	11.79		0	0.0000	0					
Home Cleaning	QA349	CRUSHED TOMATOES, LARGE CANS	6-6 LB 6 OZ	Dry	690	0.00		0	0.0000	0	NO SALT ADDED				
Juices	UT1051	BEANS - CANNED GARBANZO	24-15 OZ CANS	Dry	1377	0.00	2	0	0.0000	0					
Meats/Fish/Poul Mixd/Asstd Itms	UT469	BEANS-VEGETARIAN(BAKED)	24-15 OZ	Dry	648	0.00		0	0.0000	0					
Non-Food, Asrt	UT489	GARBANZO BEANS	24-15 OZ.	Dry	1161	0.00		0	0.0000	0					
PaperProd-Persl	UT550	BEANS-VEGETARIAN	24-15 OZ	Dry	1140	0.00	2	25	0.0000	0					
Pasta	UT562	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	2	0.00		0	0.0000	0					
Protein-NonMeat Pice	UT585	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	8	0.00		0	0.0000	0					
Snacks/Cookies	UT599	BEANS-VEGETARIAN/BAKED	24-15 OZ	Dry	1322	0.00		25	0.0000	0					
Spice/Condimts															
Veg-Can/Frozen															

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.

Velcome, 00000005999 -			Required Reports	Ordering	Invento	ry				396 Gro 614 Mie	0 Brookham Drive ve City, OH 43123 2747770 I-Ohio Foodbank - Demo				
der Information 🔺 🖶 🖂 ickup: 7/17/2019 11:00 AM By: ann	K∄ ⊮⊠ Order #	Sig Order # 115799 Pickup on 7/17/2019 11:00 AM by ann Delete Order													
utoff Date: 7/15/2019 12:00 AM otal: \$0.00	Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition				
otal Weight: 231	OPF0065	TOMATOES-DICED	12-14.5 OZ.CANS	Dry	6	0.00		25	0.0000	0					
reated On: 7/9/2019 4:13:57 PM	OPF0074	TOMATOES-DICED	12-14.5 OZ	Dry	1462	0.00	2	25	0.0000	0					
ist Updated By: 00000005999 ist Updated On: 7/9/2019 4:36:01 PM	OPF0080	TOMATOES-DICED	24-14.5 OZ	Dry	423	0.00		25	0.0000	0					
ateriories	OPF573	TOMATOES - DICED	24-14.5 OZ	Dry	1101	0.00	8	25	0.0000	0	DICED				
veverages	PUR1376	BEANS-BLACK	24-15 OZ	Dry	158	11.34		0	0.0000	0					
Bread Products	PUR1378	BEANS-RED	24-15 OZ	Dry	104	10.94		0	0.0000	0					
Dairy Products	PUR1379	KIDNEY BEANS-LIGHT/RED	24-15 OZ	Dry	28	10.94		0	0.0000	0					
Dressings	PUR450	CORN	24-15.25 OZ.CANS	Dry	128	13.56		0	0.0000	0					
Formula/Baby Fd	PUR473	GREEN BEANS	24-14.5 OZ	Dry	61	9.25		0	0.0000	0					
ruit-Can/Frz	PUR480	GREEN BEANS-NO SALT ADDED	24-15 OZ	Dry	1455	9.30		0	0.0000	0					
Health/Beauty	PUR485	CORN-NO SALT ADDED	24-15 OZ CANS	Dry	1571	11.79		0	0.0000	0					
Home Cleaning	QA349	CRUSHED TOMATOES, LARGE CANS	6-6 LB 6 OZ	Dry	690	0.00		0	0.0000	0	NO SALT ADDED				
uices	UT1051	BEANS - CANNED GARBANZO	24-15 OZ CANS	Dry	1377	0.00	2	0	0.0000	0					
/leats/Fish/Poul	UT469	BEANS-VEGETARIAN(BAKED)	24-15 OZ	Dry	648	0.00		0	0.000	0					
vixa/Assta littis	UT489	GARBANZO BEANS	24-15 OZ.	Dry	1161	0.00		0	0.0000	0					
aperProd-Persl	UT550	BEANS-VEGETARIAN	24-15 OZ	Dry	1140	0.00	2	25	0.0000	0					
asta	UT562	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	2	0.00		0	0.0000	0					
Protein-NonMeat	UT585	BEANS-KIDNEY/DARK RED	24-15 OZ	Dry	8	0.00		0	0.0000	0					
uce macks/Cookies	UT599	BEANS-VEGETARIAN/BAKED	24-15 OZ	Dry	1322	0.00		25	0.0000	0					
Spice/Condimts							L								
/eg-Can/Frozen															

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.

Welcome, 00000001206 -			Required Reports	Ordering	Inventor	у				St Philips Episo 166 Woodland Columbus, OH 6142532771 Ralph Holland	opal Food Pantry Logout Avenue 43203
Order Information Pickup: 1/28/2020 10:30 AM By: Ralph	Space Order # 119806 Pickup on 1/28/2020 10:30 AM by Raiph Delete Order										Add To Cart
Cutoff Date: 1/24/2020 12:00 AM Total: \$0.00	Item #	Description	Pkg. Info	Storage	Qty Avail	Unit S	Qty Ord	Limit	Min	Cs/Pallet	Nutrition
Total Weight: 0	DG129	WATER-SPARKLING	12-25 OZ	Dry	38	0.00		0	0.0000	0	
Created By: 00000001206 Created On: 1/16/2020 7:28:33 AM	DOT12	SPARKLING WATER-VANILLA	18-20 OZ	Dry	8	0.00		0	0.0000	0	
Last Updated By: 00000001206	FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4 OZ	Dry	36	0.00		0	0.0000	0	
Last opulated On: 1/10/2020 7:28:55 AM	HX1478	WATER-MINERAL	12-16.9 OZ	Dry	42	0.00		0	0.0000	0	
Categories	KR1802	CLUB SODA	8-2 LITER	Dry	12	0.00		0	0.0000	0	
Bread Products	KR2135	CLUB SODA	8-2 LITERS	Dry	29	0.00		0	0.0000	0	
Cereal	NIA012	WATER-ROTTLED	ORDER BY THE POUND	Dev	36137	0.00		0	20	0	
Complete Meals	PP1022	DRINKS-HOT COLD DRYBUTOURD		Day	742	0.00		0	0.0000	25	
Dairy Products	101022	biants-non-colo,biantallogab		biy	745	0.00			0.0000		
Desserts	RR520	WATEK-MINEKAL	24-11.15 OZ CANS	Dry	18	0.00		0	0.0000	0	
Fruit-Cap/Erz	SB103	SPARKLING WATER-APRICOT	3 PACKS OF 8-12 OZ	Dry	208	0.00		0	0.0000	0	
Grains	UNL13	BLACK TEA-CHAI/VANILLA CARAMEL	6-32 OZ	Dry	744	0.96		0	0.0000	0	
Health/Beauty											
Home Cleaning											
Juices											
Meats/Fish/Poul											
Non-Food, Asrt											
PaperProd-Persi											
Protein-NonMeat											
Rice											
Snacks/Cookies											
•											

*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.

Welcome, 00000001206 ~			Required Reports	Ordering	Inventory					St Philips Episcop 166 Woodland A Columbus, OH 43 6142532771 Ralph Holland	al Food Pantry Logout enue 203		
Order Information Pickup: 1/28/2020 10:30 AM By: Ralph	SQ Order # 119806 Pickup on 1/28/2020 10:30 AM by Ralph Delete Order										Add To Cart		
Cutoff Date: 1/24/2020 12:00 AM Total: \$0.00	Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition 1		
Total Weight: 0	DG129	WATER-SPARKLING	12-25 OZ	Dry	38	0.00		0	0.0000	0			
Created Dy: 00000001200 Created On: 1/16/2020 7:28:33 AM	DOT12	SPARKLING WATER-VANILLA	18-20 OZ	Dry	8	0.00		0	0.0000	0			
Last Updated By: 00000001206 Last Updated On: 1/16/2020 7:28:33 AM	FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4 OZ	Dry	36	0.00		0	0.0000	0			
Categories	HX1478	WATER-MINERAL	12-16.9 OZ	Dry	42	0.00		0	0.0000	0			
Beverages	KR1802	CLUB SODA	8-2 LITER	Dry	12	0.00		0	0.0000	0			
Bread Products	KR2135	CLUB SODA	8-2 LITERS	Dry	29	0.00		0	0.0000	0			
Cereal	NIA012	WATER-BOTTLED	ORDER BY THE POUND	Dry	36137	0.00		0	20	0			
Complete Meals	RR1022	DRINKS-HOT,COLD,DRY&LIQUID	1 BANANA BOX	Dry	743	0.00		0	0.0000	25			
Desserts	RR520	WATER-MINERAL	24-11.15 OZ CANS	Dry	18	0.00		0	0.0000	0			
Formula/Baby Fd	SB103	SPARKLING WATER-APRICOT	3 PACKS OF 8-12 OZ	Dry	208	0.00		0	0.0000	0			
Fruit-Can/Frz	UNL13	BLACK TEA-CHAI/VANILLA CARAMEL	6-32 OZ	Dry	744	0.96		0	0.0000	0			
Grains													
Home Cleaning													
Juices													
Meats/Fish/Poul													
Non-Food, Asrt													
PaperProd-Persl													
Pasta Protein-NonMeat													
Rice													
Snacks/Cookies													
Talas (Tan Alaska													

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.

Welcome, 00000001206 ~			Required Reports Or	rdering	Inventory					St Philips Episo 166 Woodland Columbus, OH 6142532771 Ralph Holland	opal Food Pantry Logout Avenue (43203
Order Information Pickup: 1/7/2020 10:30 AM By: Ralph	[2월 Order # 1	.19129 Pickup on 1/7/2020 10:30 AM by R	alph Delete Order								Add To Cart
Cutoff Date: 1/3/2020 12:00 AM Total: \$245.05	Item #	Description	Pkg. Info	Storage	Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Nutrition
Total Weight: 1,554	AMZ088	SPRING WATER-BOTTLED	CART	_		× *		0	0.0000	0	
Created Dy: 00000001200 Created On: 12/9/2019 10:03:19 PM	DG129	WATER-SPARKLING						0	0.0000	0	
Last Updated By: 000000001206	FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	Urder Details		tu Me S J			0	0.0000	0	
Categories	HX1457	WATER	HOL11 FZ HAM-STEAKS 12 STEAKS PER CASE	5	84 \$0.00			0	0.0000	0	
Beverages	HX1459	SPARKLING WATER-GRAPE	NIA012 WATER-BOTTLED ORDER BY THE POLIND	10	100 \$0.00 6	6711		0	0.0000	0	
Bread Products	KR1802	CLUB SODA		5	120 \$0.00	0.0		0	0.0000	0	
Cereal	KR2135	CLUB SODA		2	48 \$22.00			0	0.0000	0	
Complete Meals	NIA012	WATER-BOTTLED		2	40 322.50			0	20	0	
Dairy Products	RR1013	WATER-VARIOUS BOTTLES/IUGS	PURS72 SPAGHETTISAUCE 24-13 02	10	225 \$102.40	1223		0	0.0000	25	
Fruit-Can/Frz	RP1022	DRINKS-HOT COLD DRV&I TOUTD	PURBOU PEANUTBUTTER 12-18 02	5	68 \$66.25	43		0		25	
Grains	PP520		QL211 JUICE-TROPICAL BLEND 24-12 OZ	15	270 \$21.60	683		0	0.0000	0	
Health/Beauty	00520		UT1006 BEANS - NAVY DRY 12-2 LB	5	120 \$0.00	4		0	0.0000	0	
Home Cleaning	RRJ25	WATER-LEWION FLAVORED	UT2255 RICE-LONG GRAIN 30-2 LB	2	120 \$0.00	107			0.0000	0	
Juices Meats/Fish/Poul	28103	SPARKLING WATER-APRICOT	UT2495 CHERRY APPLE JUICE 8-64 OZ	5	174 \$13.90	707		0	0.0000	0	
Mixd/Asstd Itms		BLACK TEA-CHAI/VANILLA CARAMEL						0		0	
Non-Dairy Dairy			TOT: \$245.05 WT: 1,554		Update	Print Email					
Non-Food, Asrt											
Nutritional Aid											
Pasta Pat Foods/Corp											
Protein-NonMeat											
Rice											
Snacks/Cookies 👻											

Welcome 00000005999 ~		ſ	🍯 Report - Mozilla	Firefox					×		eHai 3960 Grov 6142	vest User - Demo Logout Brookham Drive e City, OH 43123 747770
			(i) eharvest-te	st. mof.org /OrderView.aspx?o=11	.5799	Frankel gala Green	80%	⊠ ☆	=	-	Mid	Ohio Foodbank - Demo
rder Information 🔺 🙀 🖂	Corder #	115799 Picku ;	Print Order						-			Add To Cart
utoff Date: 7/15/2019 12:00 AM	Item #	Descripti	This order confi	rmation is not an invoice. Do not pay this	amount. Remittance should be	from the invoice after the orde	er is picked up and	should		Min	Cs/Pallet	Nutrition
otal Weight: 395	OPF0065	TOMATO	include the age	ncy number and invoice number. Thank y	rou.					0.0000	0	
reated By: 00000005999	0050074	TOMATO								0.0000	0	
eated On: 7/9/2019 4:13:57 PM ast Updated By: 000000005999	0970074	TOWATO	Md-One-Foedbark							0.000	U	
ast Updated On: 7/9/2019 4:37:47 PM	OPF0080	TOMATO								0.0000	0	
atomories	OPF573	TOMATO	Te	allaserat User Dama						0.0000	0	DICED
aregones	PUR1376	REANS-R	10	3960 Brookham Drive						0.0000	0	
severages				Grove City, OH 43123								
Bread Products	PUR1378	BEANS-R								0.0000	U	
Complete Meals	PUR1379	KIDNEY 8	Order Numbe	r Order Date	Customer Number	Pickup Date	Pic	сир Ву		0.0000	0	
Dairy Products	PUR450	CORN	115/99	7/9/2019 4:15:57 PM	00000005999	7/17/2019 11:00 AM	i ann			0.0000	0	
Dressings	010172	COLEMAN	Item #	Description	\$	Line Item Weight	Qty Ordered	Line Total		0.0000	0	
Formula/Baby Fd	PUN475	GREEN D	CZ409	LATTE-ICED VANILLA	0.00	26.00	2	\$0.00	=	0.0000	U	
Fruit-Can/Frz	PUR480	GREEN BI	FUN17	SELTZER WATER	0.00	66.00	2	\$0.00		0.0000	0	
Grains	PUR485	CORN-N	KT2571	ESPRESSO MIX	0.00	6.00	2	\$0.00		0.0000	0	
Health/Beauty	04340	CDUCUT	OPF0074	TOMATOES-DICED	0.00	26.00	2	\$0.00		0.0000		NO CHIT 10050
Home Cleaning	QA349	CRUSHEL	OPF573	TOMATOES - DICED	0.00	43.50	2	\$0.00		0.0000	0	NO SALT ADDED
Juices	UT1051	BEANS -	RR1013	WATER-VARIOUS BOTTLES/JUGS	0.00	30.00	1	\$0.00		0.0000	0	
Meats/Fish/Poul	117469	REANS-V	UNS24	COFFEE	0.00	3.00	1	\$0.00		0.0000	0	
Mixd/Asstd Itms		DESTING R	UT1051	BEANS - CANNED GARBANZO	0.00	46.50	2	\$0.00				
Nex Food Ant	UT489	GARBAN	012182	BEANS-NAVY	0.00	48.00	2	\$0.00		0.0000	0	
Non-Pool, Asit	UT550	BEANS-V	01550	BEANS-VEGETARIAN	0.00	48.00	2	\$0.00		0.0000	0	
PaperProd-Persi	LIT562	REANS-K	01365	VEGETABLE OIL	0.00	31.90	2	30.00		0.0000	0	
Pasta	01502	UD IND I	Total Order V	/eight: 394.98 pounds Total: \$0.0	0							
Protein-NonMeat	UT585	BEANS-K								0.0000	0	
Rice	UT599	BEANS-V	Thenhaut	The set of	and a feature second a stick of	and have a side Daint have a Ma				0.0000	0	
Snacks/Cookies			items in your c	our order. To get a printable copy of you art up to the order cut-off date.	ur order for your records, click y	our browser's Print button. To	a may suu make	manges to				
Spice/Condimts												
Veg-Can/Frozen			*****An agend	y order will be automatically restocked i	f there is no notification from t	ne agency on the day it was so	cheduled to be pic	ked up and	T			

If you need to make changes to your order before the cutoff date you can clear the cart, go to the item and change the quantity and click update, or delete the entire order.

Welcome, 00000001206 ~			Required Reports Or	rdering	Inventory					St Philips Episco 166 Woodland Columbus, OH 4 6142532771 Ralph Holland	pal Food Pantry Logout wenue 3203
Order Information Pickup: 1/28/2020 10:30 AM By: Ralph	\$2\$ Order # 119806 Pickup on 1/28/2020 10:30 AM by Ralph Delete Order										Add To Cart
Cutoff Date: 1/24/2020 12:00 AM	Item #	Description	Pkg. Info	Storage	Qty Avail	Unit S	Qty Ord	Limit	Min	Cs/Pallet	Nutrition
Total Weight: 0	DG129	WATER-SPARKLING	12-25 OZ	Dry	38	0.00		0	0.0000	0	
Created By: 00000001206 Created On: 1/16/2020 7:28:33 AM	DOT12	SPARKLING WATER-VANILLA	18-20 OZ	Dry	8	0.00		0	0.0000	0	
Last Updated By: 00000001206 Last Updated On: 1/16/2020 7:28:33 AM	FUN18	TONIC BEVERAGE-VARIOUS FLAVORS	24-8.4 OZ	Dry	36	0.00		0	0.0000	0	
Categories	HX1478	WATER-MINERAL	12-16.9 OZ	Dry	42	0.00		0	0.0000	0	
Beverages	KR1802	CLUB SODA	8-2 LITER	Dry	12	0.00		0	0.0000	0	
Bread Products	KR2135	CLUB SODA	8-2 LITERS	Dry	29	0.00		0	0.0000	0	
Cereal	NIA012	WATER-BOTTLED	ORDER BY THE POUND	Dry	36137	0.00		0	20	0	
Complete Meals	RR1022	DRINKS-HOT,COLD,DRY&LIQUID	1 BANANA BOX	Dry	743	0.00		0	0.0000	25	
Desserts	RR520	WATER-MINERAL	24-11.15 OZ CANS	Dry	18	0.00		0	0.0000	0	
Formula/Baby Fd	SB103	SPARKLING WATER-APRICOT	3 PACKS OF 8-12 OZ	Dry	208	0.00		0	0.0000	0	
Fruit-Can/Frz	UNL13	BLACK TEA-CHAI/VANILLA CARAMEL	6-32 OZ	Dry	744	0.96		0	0.0000	0	
Grains											
Home Cleaning											
Juices											
Meats/Fish/Poul											
Non-Food, Asrt											
PaperProd-Persi											
Protein-NonMeat											
Rice											
Snacks/Cookies											
Cales/Canalista											

	CART		×				
	Order Details		CLEAR CART				
	CZ409 LATTE-ICED VANILLA 16-9.5 OZ BOTTLE	2 26 50.00	0 189				
	FUNL7 SELTZER WATER 24-20 FL OZ BOTTLES	2 66 \$0.0	31				
	KT2571 ESPRESSO MIX 5-4.45 OZ	2 6 \$0.0	35 🗐				
	OPF0074 TOMATOES-DICED 12-14.5 OZ	2 26 \$0.0	0 1460				
	OPF573 TOMATOES - DICED 24-14.5 OZ	2 44 \$0.0	0 1099				
	RR1013 WATER-VARIOUS BOTTLES/JUGS 1 BANANA BOX	1 30 \$0.0	0 134				
	UNS24 COFFEE 42-9 OZ	1 3 \$0.0	0 617 [7]				
	UT1051 BEANS - CANNED GARBANZO 24-15 OZ CANS	2 47 \$0.0	1375				
	UT2182 BEANS-NAVY 12-2 LB.BAGS	2 48 \$0.0	0 1047				
	UT550 BEANS-VEGETARIAN 24-15 OZ	2 48 50.00	0 1138				
	ITSES VEGETABLE ON ALIR OF	2 52 50 M	1001 E				
	TOT: \$0.00 WT: 395	Upda	ite <u>Print</u> <u>Email</u>				
							Add To Cart
ſo	Storage Qty Avail	Unit \$	Qty Ord	Limit	Min	Cs/Pallet	Add To Cart
ifo oz bottle	Storage Qty Avail Dry 191	Unit \$ 0.00	Qty Ord	Limit	Min 0.0000	Cs/Pallet 0	Add To Cart
de oz bottle oz	Storage Qty Avail Dry 191 CART 191	Unit \$	Qty Ord	Limit 0	Min 0.0000 0.0000	Cs/Pallet 0 0	Add To Cart
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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, Ur 43203 644332771 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		
Ecod Panty 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	Food Pantry Stats - December 2019 Submit Repo	ort Print								
Current Monthly Penerts	Created by 00000001206 on 1/10/2020 6:29:45 PM This information must be received at the Foodbank on or b	before the sixth working day of the new r	month. Otherwise we	must place your agency on "h	oold" and you will not be able to order product until w	e received your statistics.				
Current Monthly Reports These reports can be edited throughout this	Households WITH Children	,								
period Food Pantry Stats	Total number of households that include children:	29								
View Report History	Individuals Served (in Households WITH Children)									
	Number of Children (0-17 years of age):	17								
	Number of Adults (18-59 years of age):	65								
	Number of Adults 60 years and older:	72								
	Total:	154								
	Households WITHOUT Children									
	Total number of households that do not include children:	26								
	Individuals Served (in Households WITHOUT children)									
	Number of Adults (18-59 years of age)	19								
	Number of Adults 60 years and older	33								
	Total:	52								
	Number of Meals Provided									
	Number of meals provided for each individual:	206								
	We did not provide any meals this month									
		U We did not provide any meals to clie	ents this month.							
	If you have a question about your stats you can email us a	t stats@midohiofoodbank.org .								
	° 2'	020 Mid-Ohio Foodbank - Order Department. 3	960 Brookham Drive Gro	we City, Ohio 43123 Phone: 614-31	17-9702					

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