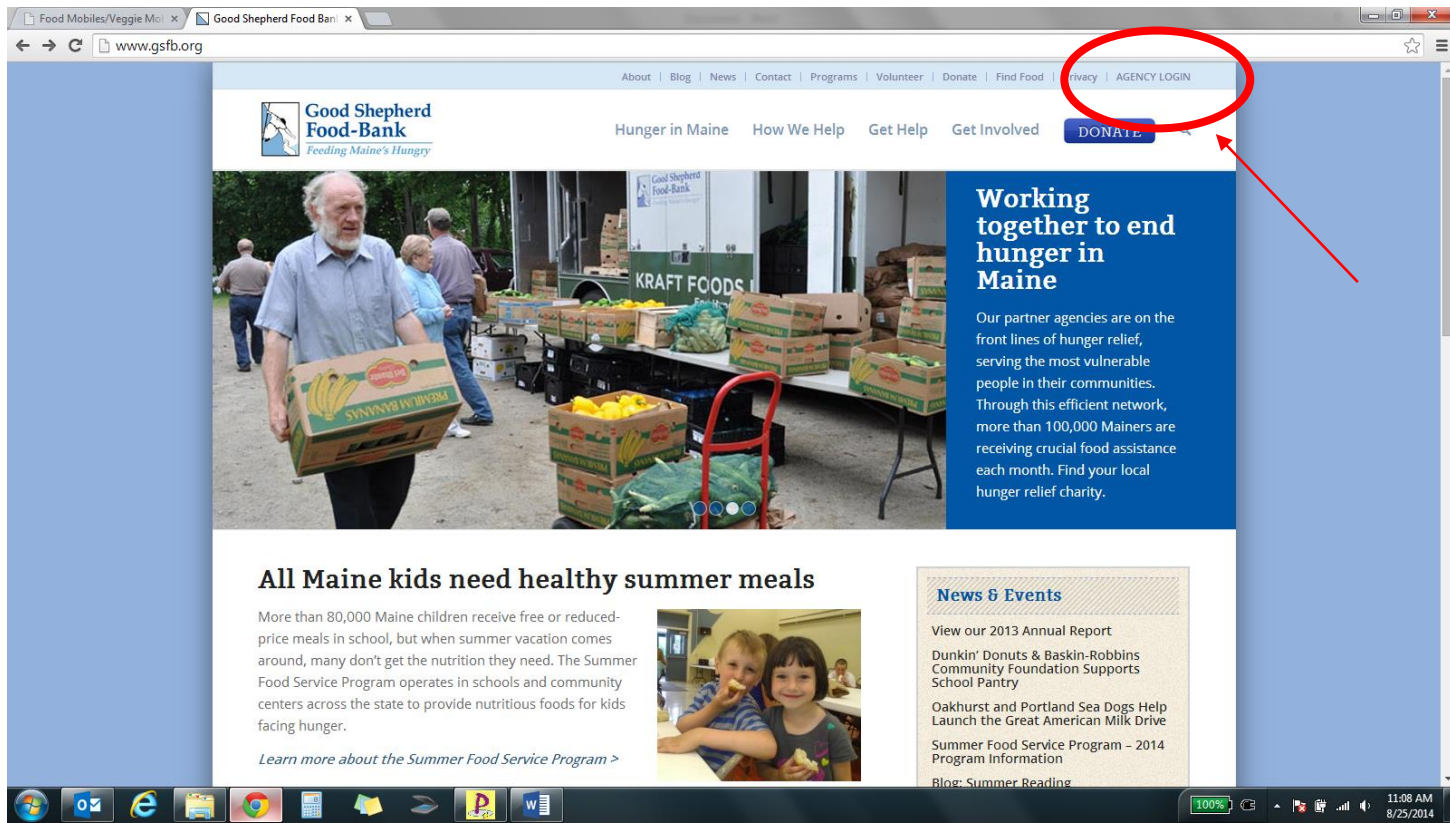
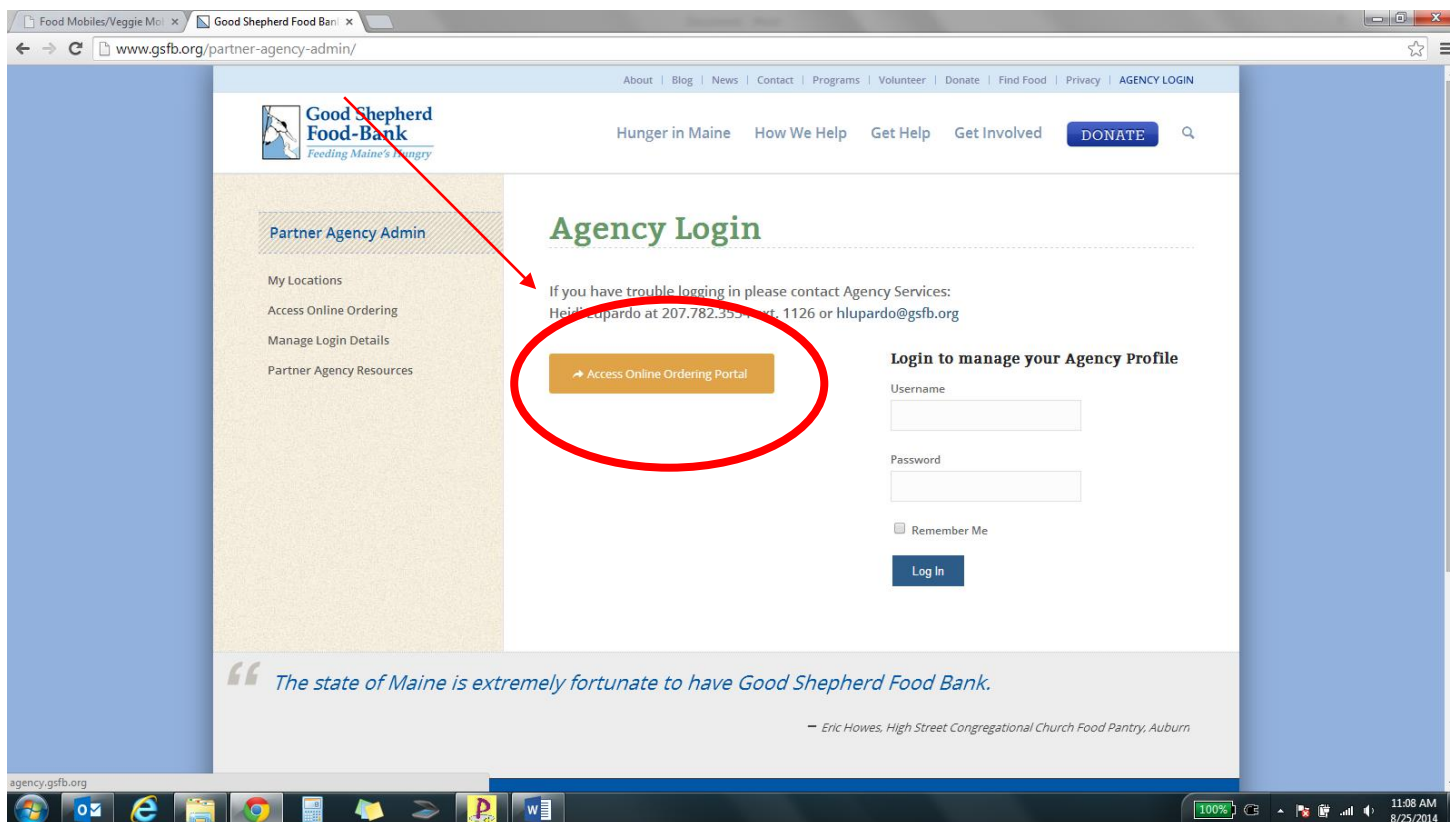


Good Shepherd Food Bank Online Ordering Instructions

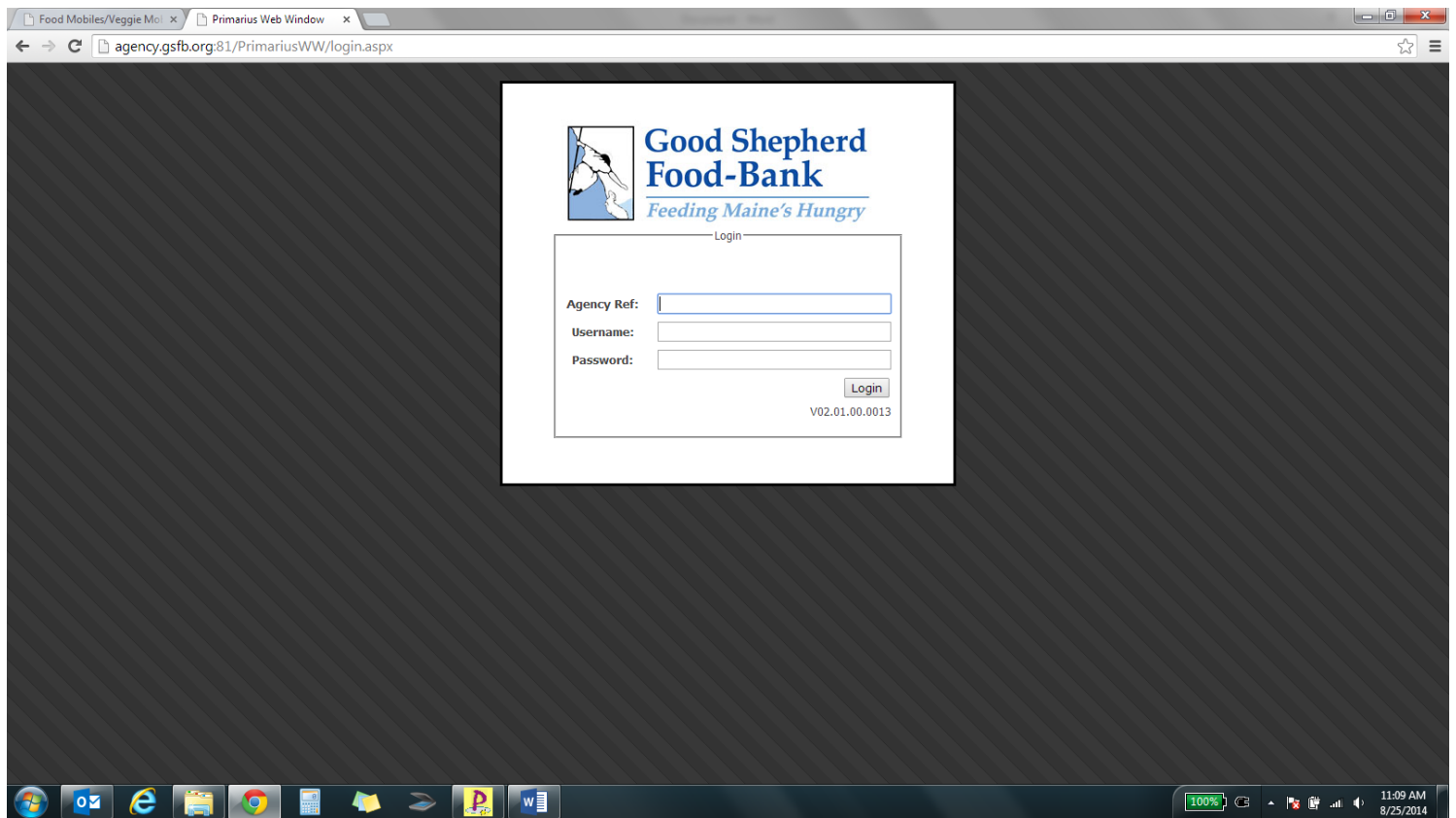
1. Go to the Good Shepherd Food Bank website: www.gsfb.org
2. Click on “Agency LOGIN” (upper right of screen, see below)



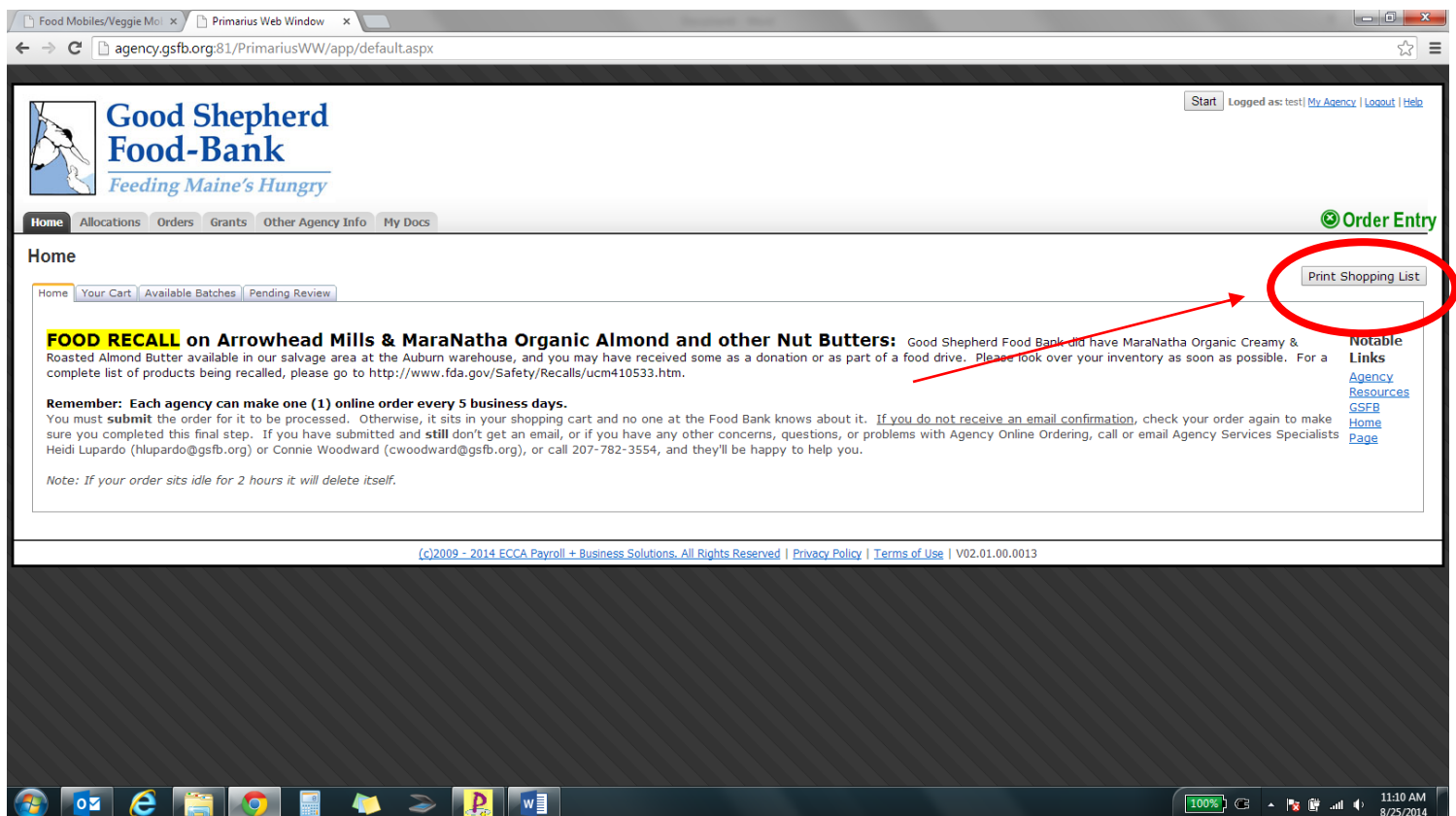
3. Click on “Access Online Ordering Portal”



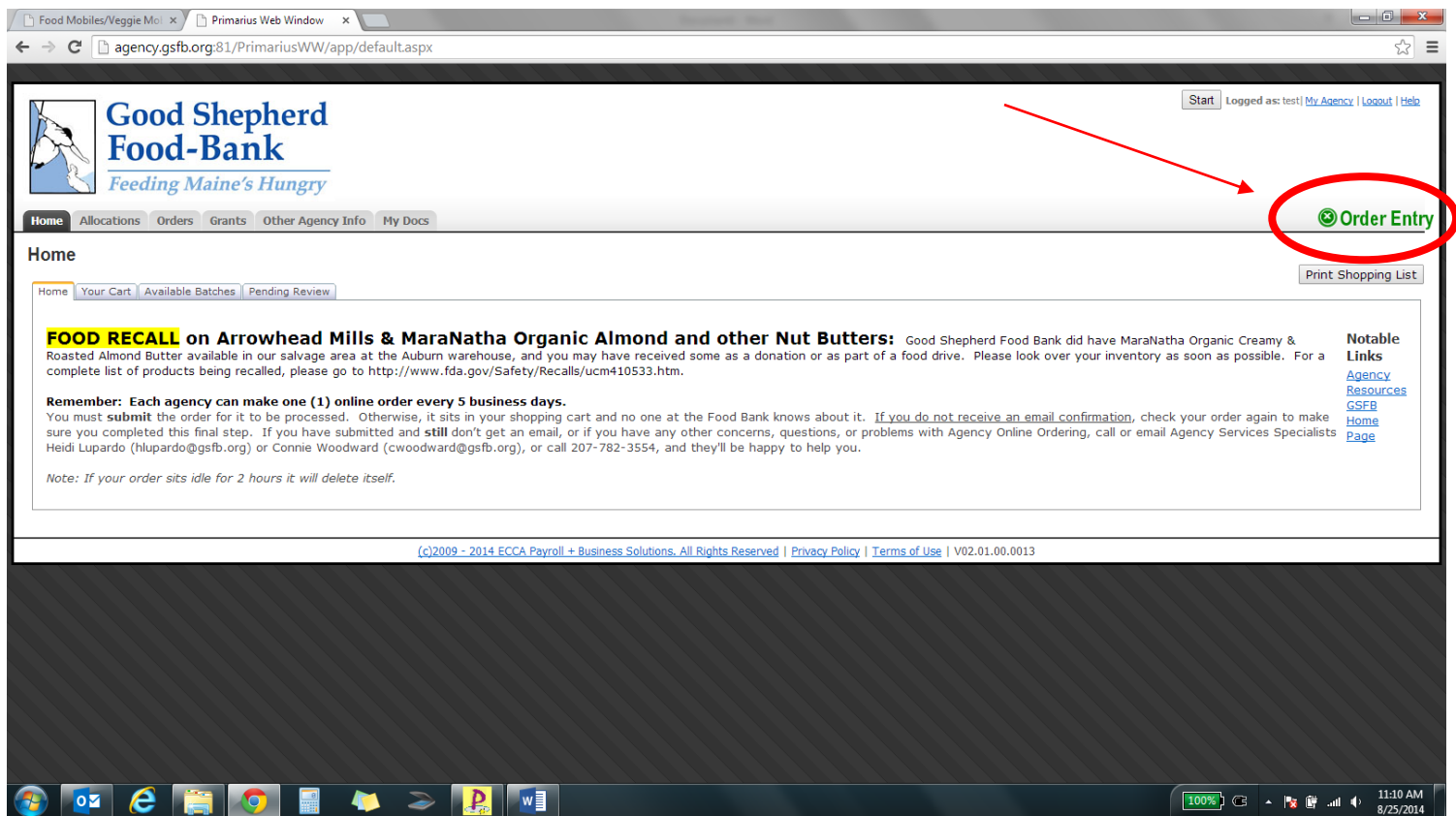
4. Type in your Agency Ref, Username and Password and then press "Login".
*If you do not have your Agency Ref, Username or Password, or you are unable to log in, please call Good Shepherd Food Bank at 207-782-3554.



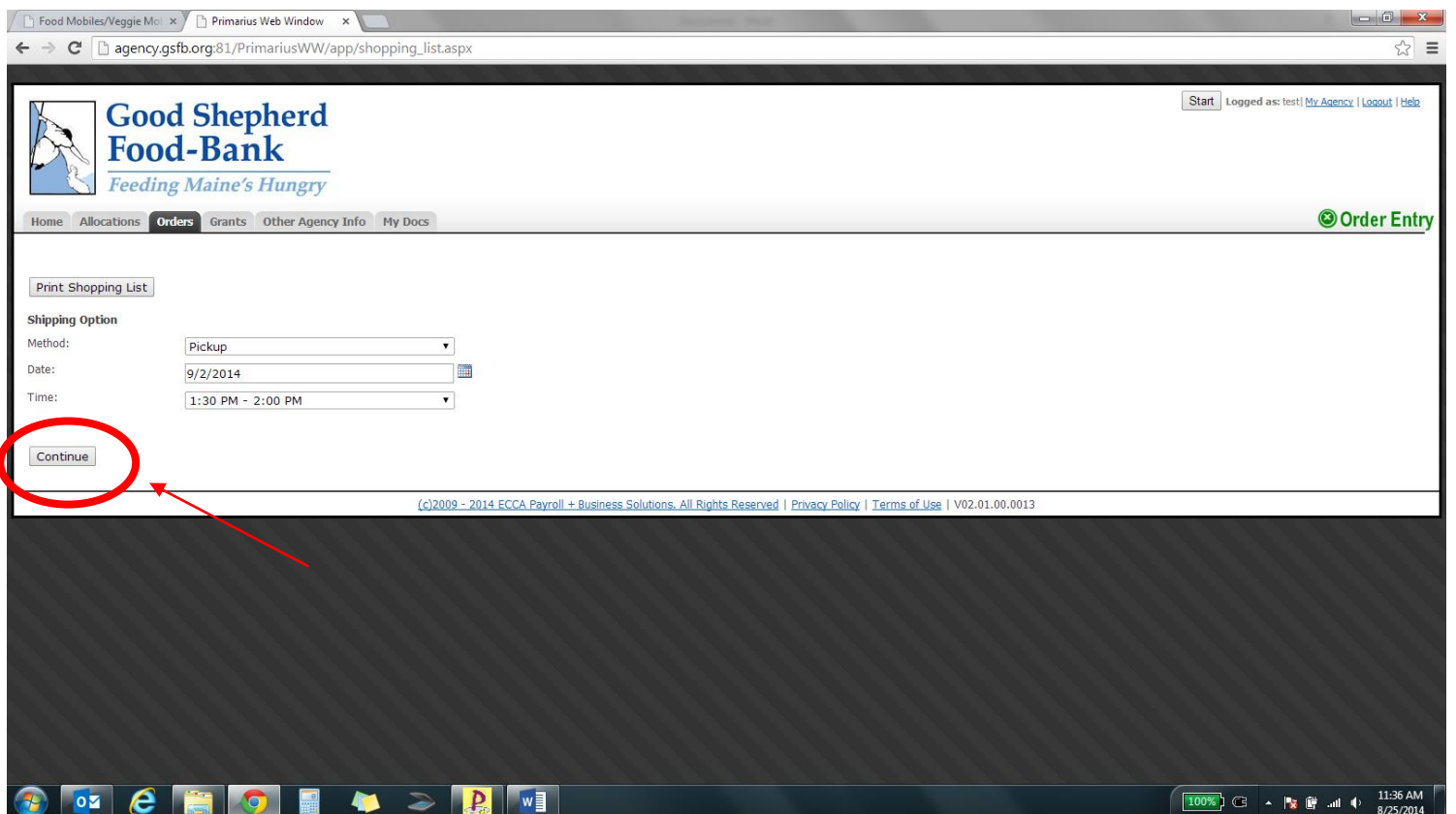
5. Please read the important notices listed on the Home screen.
6. You may choose "Print Shopping List" before you start a new order if you'd like a paper list of the products available.



7. To start a new order, click on "Order Entry" (upper right of screen, see below)



8. Select a shipping method and choose when you will pick up the order at the GSFb warehouse. Beginning August 4, 2015 appointments for order pick up are required. First select a date, then available appointment times will appear in the drop down list. If your orders are normally delivered or you utilize a GSFb drop site, the ordering system should automatically indicate that on this Shipping Options screen. Once finished, click Continue.



9. A list of available products appears next. Type the amount of each product you'd like to order into the "Qty" column beside those products. (Note: Generally, products are available by the case. Click on the little camera icon next to the product name for more information about product packaging.) There are often several pages of products, so be sure to look at the bottom right side of the product list for additional pages. *Fresh produce is not listed but can be requested later in the process (see step #13 in these instructions).

Order Ref # 440768

Item Count: 5 Total Weight: 348 Purchase Cost: \$29.22 Service Fees: \$31.73 Total Cost: \$60.95

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
BAKERY	Bakery Items, Assorted Types of Breads and Cakes	Frozen	Assorted Types (box est. weight 12 pounds)	04-Bread/Bakery	D16 FA Blue Ref	\$0.00	POUNDS	1	11652	1	X
BEANS/MIXED	Beans Mixed, Assorted Types and Sizes	Dry	Banana Box	23-Non-Meat Protein	D01 Mixed Dry	\$6.02	CASE	37.625	1		X
P1001	Beans, Baked	Dry	24-15 oz cans	23-Non-Meat Protein	P1 Purchased Dry	\$14.61	CASE	22.5	229	2	X
P1003	Beef Stew	Dry	12-15 oz cans	06-Meals/Entrees/Soups	P1 Purchased Dry	\$10.70	CASE	11.25	957		X
CANPASTA	Can Pasta, Spaghetti O's, Ravioli, Beefaroni	Dry	Banana Boxes	06-Meals/Entrees/Soups	D01 Mixed Dry	\$5.12	CASE	32	1		X
MIXEDCAT	Cat Items, Assorted cat food and treats	Dry	Assorted Banana Box	22-Pet Foods/Care	D01 Mixed Dry	\$4.35	CASE	27.1905	4		X
CEREAL	Cereal, Assorted Types and Sizes	Dry	Banana Box	05-Cereal	D01 Mixed Dry	\$2.41	CASE	15.0519	3		X
CHARCOAL	Charcoal, Assorted Types and Sizes	Dry	Banana box	01-Non-Foods*	D01 Mixed Dry	\$3.72	CASE	23.25	2		X
3538	Chicken , Whole Chickens 10 Pack	Frozen	10 chicken per case	15-Meat/Fish/Poultry	D08 Refrigerated/Frozen	\$7.68	CASE	48	101		X
P1007	Chicken, Can in Water	Dry	24-5 oz cans	15-Meat/Fish/Poultry	P1 Purchased Dry	\$17.40	CASE	7.5	102		X
P1035	Chicken, Ground Chubs	Frozen	12-1 lb packages	15-Meat/Fish/Poultry	P2 Purchased Cold	\$11.28	CASE	12	270		X
CONDIMENTS	Condiments, Assorted -ketchup, BBQ, mayo, relish	Dry	Banana Box	26-Condiments	D01 Mixed Dry	\$6.45	CASE	40.3333	1		X
MIXEDDOG	Dog Items, Assorted dog food and treats	Dry	Assorted banana box	22-Pet Foods/Care	D01 Mixed Dry	\$4.03	CASE	25.1621	64	3	X
DRESSING	Dressing, Assorted Types	Dry	Banana Box	09-Dressing	D01 Mixed Dry	\$5.44	CASE	34	1		X
DRINKS	Drinks, Coffee,Tea ,Capp,Coco,Creamer, Cold Drinks	Dry	Banana Box	03-Beverages	D01 Mixed Dry	\$2.53	CASE	15.7949	2		X

10. When finished selecting products, go to the bottom of the order form and press "View Cart"

Order Ref # 440771

Item Count: 2 Total Weight: 64 Purchase Cost: \$33.60 Service Fees: \$5.92 Total Cost: \$39.52

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
P13000	Soup, Vegetable with Beef - Condensed	Dry	24-10.5 oz cans	06-Meals/Entrees/Soups	P1 Purchased Dry	\$15.17	CASE	15.75	275		X
SOYMILK	Soy Milk, different kinds	Dry	Banana Box	17-Non-Dairy Dairy	D01 Mixed Dry	\$5.32	CASE	33.2667	1		X
P1060	Spaghetti Sauce, Susquehanna	Dry	12-24 oz containers	27-Vegetables Canned/Frozen	P1 Purchased Dry	\$8.50	CASE	18	593		X
P9020	Sun Butter Cups	Dry	160 - 1.5 oz cups	23-Non-Meat Protein	P1 Purchased Dry	\$50.40	CASE	15	157		X
TOMATOES	Tomatoes, Assorted Types and Sizes	Dry	Banana Box	27-Vegetables Canned/Frozen	D01 Mixed Dry	\$5.92	CASE	27	1	1	X
TREATS	Treats-candy,cookie, pastry, chip -assorted snacks	Dry	assorted weight on boxes	25-Snack Foods/Cookies	D01 Mixed Dry	\$2.81	CASE	17.5468	150		X
OSJL143546	Water, Coconut Vita Kids Pouch Apple Island	Dry	6 - 6 fl oz pouches	14-Juices	D01 Mixed Dry	\$0.48	CASE	3	2333		X
OSJL142992	Water, Coconut Vita Kids Pouch Paradise Punch	Dry	6 - 6 fl oz pouches	14-Juices	D01 Mixed Dry	\$0.48	CASE	3	2333		X
WATERMIXED	Water, Mixed Product and Sizes	Dry	Banana Box	03-Beverages	D01 Mixed Dry	\$0.00	CASE	38.7044	65		X

View Cart

11. Review order items listed for accuracy.
12. Enter Contact Information for the order
13. **Important!** If you'd like fresh produce added to your order write a note in the **comments box** with the number of households you'll be serving (as supplies allow, we'll send approximately 5 pounds of produce per household) or you can request the number of pounds of produce you'd like. *For example: "Requesting produce for 40 households" or "Requesting up to 200 pounds of produce"*. The Shared Maintenance Fee for fresh produce is \$0.08 per pound.
Any other comments about the order may also be added in the comments box.
14. When finished, select "Checkout". This completes your order and is a necessary step.

Order Ref #440771

Contact Information

Name:

Phone Number:

E-mail Address:

Comment:

Shipping/Delivery

Method: Pickup
 Date: 9/3/2014
 Time: 1:30 PM
 Order Status: Entry NOT complete, Must Check Out

Item Count: 2 Total Weight: 64 Purchase Cost: \$33.60 Service Fees: \$5.92 Total Cost: \$39.52

Ref	Product	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
P1023	Peanut Butter, Creamy - 12 oz	23-Non-Meat Protein	9		\$11.20	CASE	852	3	×
TOMATOES	Tomatoes, Assorted Types and Sizes	27-Vegetables Canned/Frozen	37		\$5.92	CASE	0	1	×

Shopping List Checkout

Shopping List Checkout

15. Your order will be reviewed by GSFb staff. You will receive a confirmation email by the end of the next **business** day after the order was placed. **If you do not receive a confirmation email, please call!** If we do not send a confirmation email, it may mean that your order did not go through properly or that we do not have a correct email address for you.

If you need assistance please call 207-782-3554 (x. 1126 for Heidi or x. 1120 for Connie).