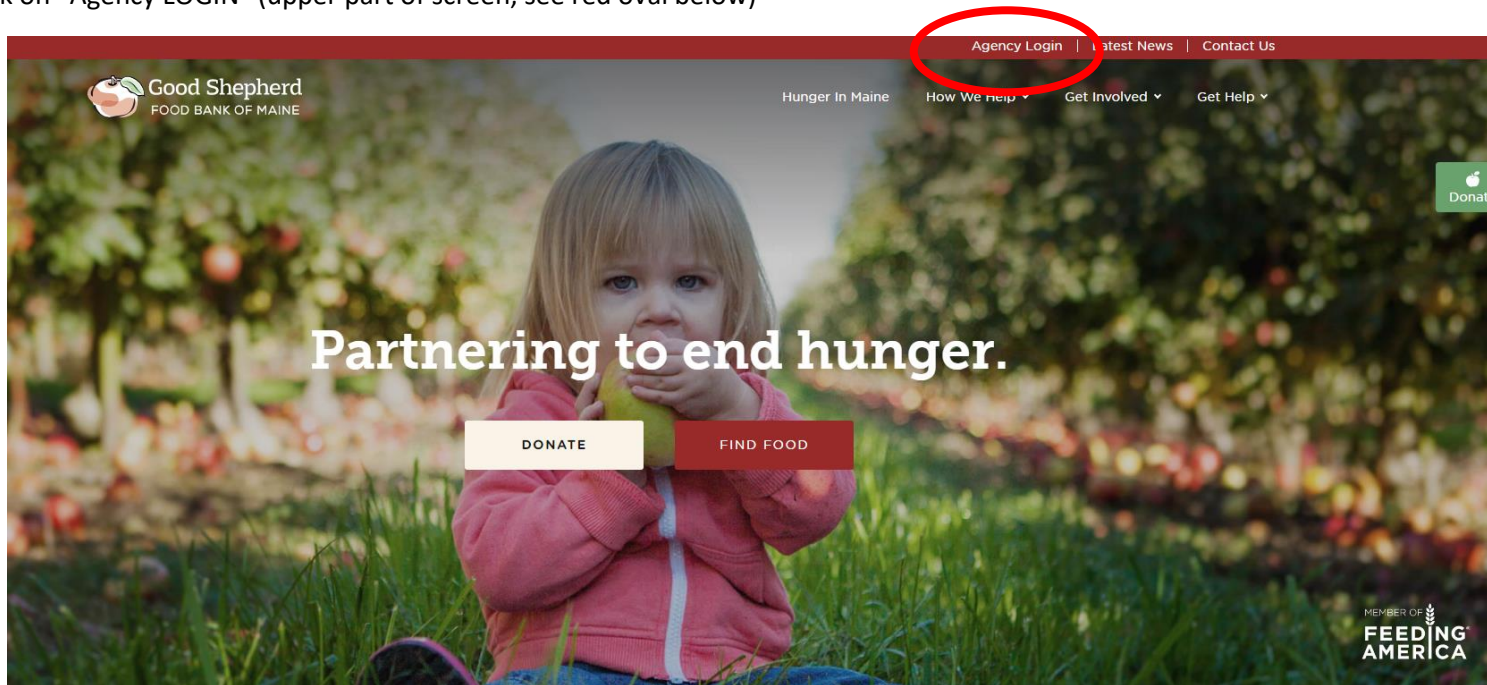
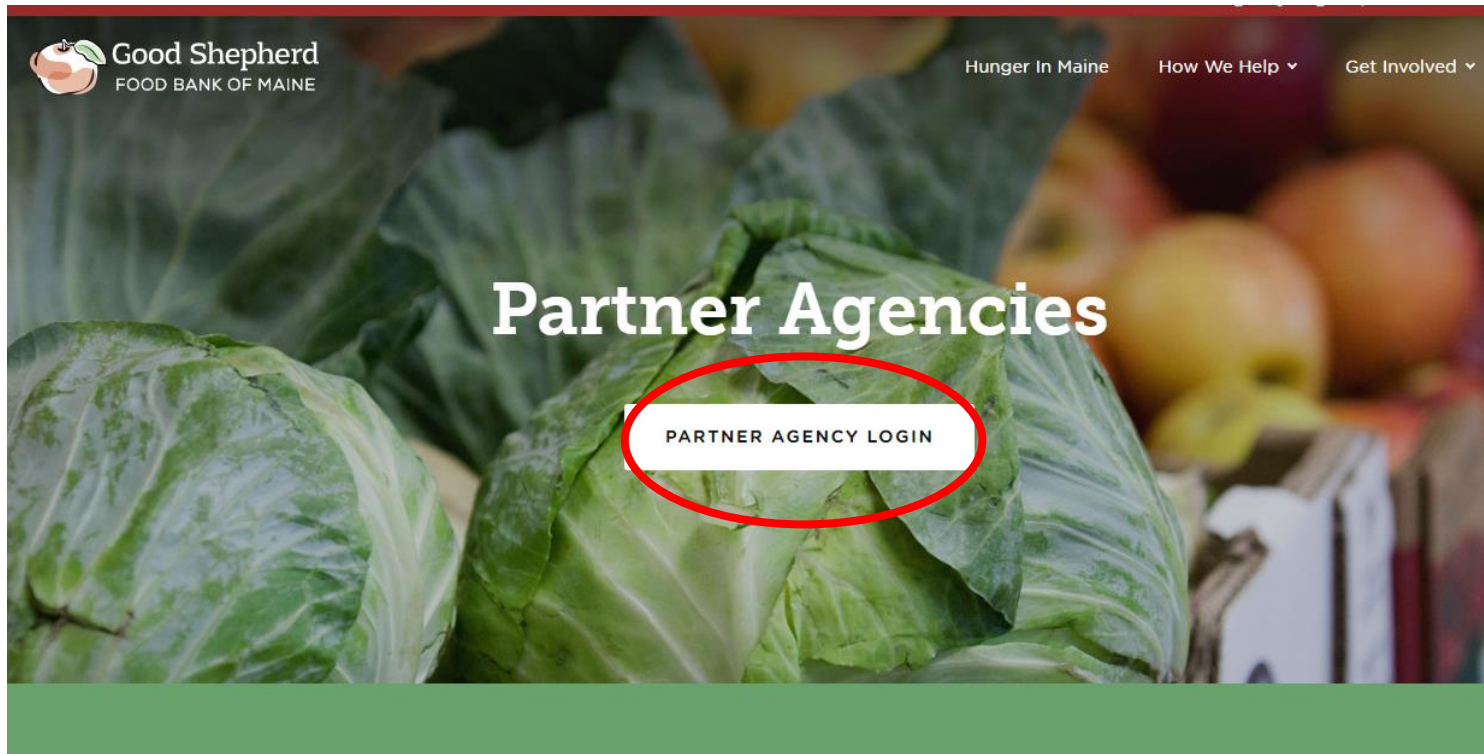


## Entering Food Poundage into GSFb's Online Portal

1. Go to the Good Shepherd Food Bank website: [www.gsfb.org](http://www.gsfb.org)
2. Click on "Agency LOGIN" (upper part of screen, see red oval below)



3. Click on “Partner Agency Login”



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.





**Good Shepherd**  
FOOD BANK OF MAINE

Login

**Agency Ref:**

**Username:**


**Password:**

Login

V02.01.00.0046

5. Choose the "Agency Pickup" tab.

Logged as: test | [My Agency](#) | [Logout](#) | [Help](#)



[Order Entry](#)

Home | Allocations | **Orders** | **Agency Pickup** | Grants | Statistics | Other Agency Info | My Docs

Home | [Your Cart](#) | [Available Batches](#) | [Pending Review](#) | [Print Shopping List](#)

**Purchase product on order to be delivered soon:**  
 Frozen Ground Turkey, Spaghetti Sauce, Natural Peanut Butter, 32 oz Milk 1%, **8oz Milk 1%**. The 8oz size is a trial to see how well it will move. Many Agencies have requested the 8 oz milk.

**Purchase Products that might be low or out. These items may run low due shared trucking and processing. These will be back in stock ASAP!**  
 WW Pancake Mix, Blueberry Oatmeal, Oats, Vegetable Soup dry mix, Chicken and Rice Soup


**Brown Rice may be low or out of stock due to our current supplier is back ordered for about 7 weeks. GSFb is currently searching for a temporary supplier. This change may result in an increase of price for a short time.**

**Products:**  
 Strawberries, Frozen packed 96-4.5 oz cups Best Buy Date 10/9/19 - No SMF  
 2 types of frozen pasta - spaghetti and Tagliolini packed 4 -18.75 oz Best Buy date 3/23/19 with reduced SMF  
 Eggs will be in around the 23rd. Prices on eggs have increased but are still lower compared to retail cost  
 PIES: Pumpkin / Pecan, Marie Callenders pies. Food Keeper date is 12/3. best buy is 10/3. **These will be good for Thanksgiving. Get some while they last. Reduced SMF is 12 cents lb!**

**REMINDER: If you do not see something be sure to use the NOTES SECTION and we'll do our best to fulfill your request**

**Notable Links**  
[Agency Resources](#)  
[GSFB Home Page](#)

6. Click Add New Receipt.



[Order Entry](#)

Home | Allocations | Orders | **Agency Pickup** | Grants | Statistics | Other Agency Info | My Docs

**Agency Retail Pickup Receipts**

Search:

Page size: 20

Receipt	Donor	Receipt Date	Expected Date	Warehouses	Origin City	Total Pounds
477560	Hannaford Houlton	08/03/2015	08/03/2015	1- Auburn (Dist. Center)	Houlton	0
477579	Hannaford Lewiston	07/31/2015	07/31/2015	1- Auburn (Dist. Center)	Lewiston	0
477582	Hannaford Lewiston	07/29/2015	07/29/2015	1- Auburn (Dist. Center)	Lewiston	0
457818	Hannaford Lewiston	11/05/2014	11/05/2014	1- Auburn (Dist. Center)	Lewiston	0

< Prev | Next > | Page 1 of 1

[Add New Receipt](#)

7. Choose the Donor's location from the drop down menu and the Pickup Date.



8. Enter in the pounds picked up as well as any comments you would like to add, such as waste information or reason for not picking up, and click Process Receipt. This will give you a receipt number and the option to print out the receipt. If you click in the Agency Pickup tab again, the new receipt will show up in the Agency Retail Pickup Receipts list. You can then click on any of the receipts at any time to review or print out.

