



FOODBANK
OF IOWA

*Alleviating hunger through
food distribution, partnership
and education.*

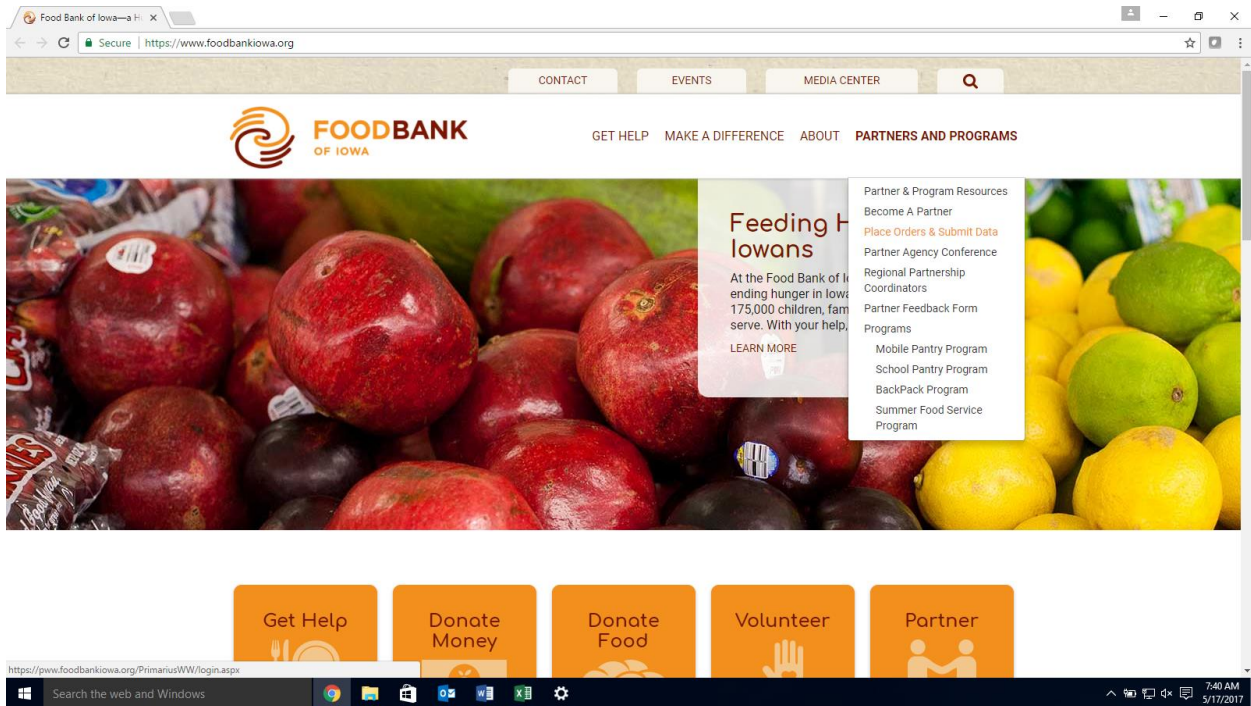


RETAIL REPORTING GUIDE

NOTE: Retail pounds MUST be reported by 11:00am on the last day of the month.

Agency log in information, you will need this information every time you wish to log into the system:

- **Web Address:** www.foodbankiowa.org
- **Agency Ref:** _____
- **Username:** _____
- **Password:** _____

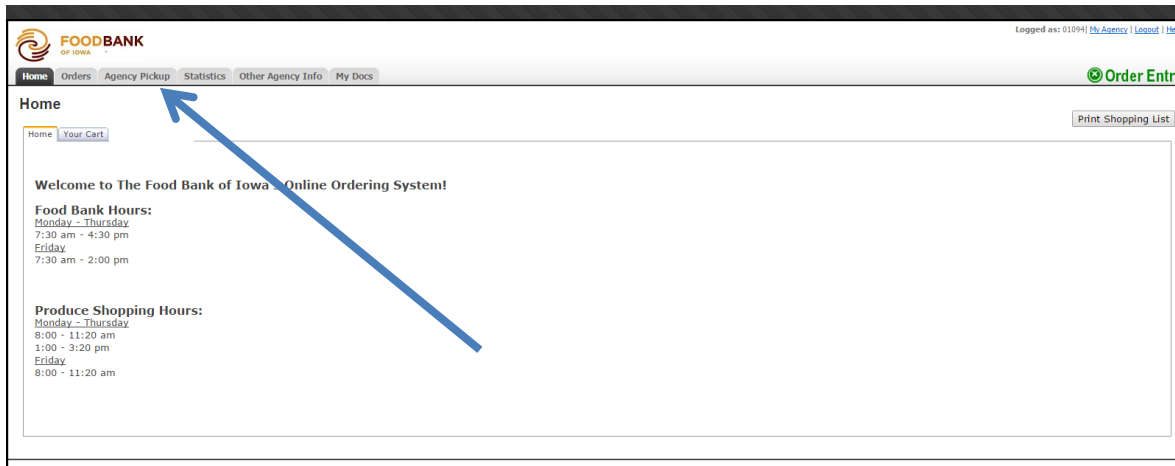


Our new website: place your mouse over “**PARTNERS AND PROGRAMS**” then select “**Place Orders & Submit Data**” from the dropdown menu.

This will open the following page:



The login screen as it will appear after clicking the dropdown link. Enter your **Agency Reference**, **Username** and **Password**. The **Agency Reference** and **Username** are the same, and must be entered with a zero at the beginning of your four digit agency number. Your **Password** was mailed in an informational letter. Should you forget either your **Username** or **Password**, please contact Alyssa Bear at 515-867-2896 or your Regional Partnership Coordinator.



Click on “Agency Pickup” as shown above. You will now see a page titled Agency Retail Pickup Receipts. In the lower right hand corner of the page, click on “Add New Receipt”.

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Home Orders **Agency Pickup** Statistics Other Agency Info My Docs

Agency Retail Pickup Receipts

Search: Search

Page size: 20

Receipt	Donor	Receipt Date	Expected Date	Warehouse	Origin City	Total Pounds
No receipts found.						

< Prev Next > | Page 1 of 0

Add New Receipt

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This will take you to the screen to enter in your pounds. You will see a dropdown box for the “Donor”. Click here to select the donor you pick product up from. Some of you will have a few donors listed, others might only have one, and some might only be reporting food drive pounds. Select the donor and the Pickup Date that you actually picked up the product and select continue.

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Home Orders **Agency Pickup** Statistics Other Agency Info My Docs

Donor: Walmart Supercenter #1491 Pickup Date: 5/30/2016

Continue

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If you have any comments to make or corrections to the date you entered, please enter them in the comments box. You need to report each time you pick-up, even if you do not receive any product. If this is the case, you would select “No Product Available” from the dropdown box under “Reason Nothing Picked Up.” Otherwise, please enter in the pounds by the categories listed. Once finished, click on “Process Receipt” on the lower right hand corner.

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Home Orders **Agency Pickup** Statistics Other Agency Info My Docs

Comment: Reason nothing picked up:

Agency pickup from: Walmart Supercenter #1491

Product Ref	Product Name	Storage	Packing	Type	Category	Unit	Quantity	Weight
1803	Dollar Tree Food Drive Only	**Undefined		16-MIXED/ASSORTED	2nd Har. Nat	Pound	<input type="text"/>	1
7050	Bread/Bakery	Dry	1 pound	04-BREAD/BAKERY	2nd Harv Lac	Pound	<input type="text"/>	1
7051	Misc. Meats	Frozen	1 pound	15-MEATS/FISH/POULTRY	2nd Harv Lac	Pound	<input type="text"/>	1
7052	Produce	Refrigerated	1 pound	28-PRODUCE	2nd Harv Lac	Pound	<input type="text"/>	1
7053	Dairy/Refrigerated	Refrigerated	1 pound	07-DAIRY PRODUCTS	2nd Harv Lac	Pound	<input type="text"/>	1
7054	Dry Grocery	Dry	1 pound	16-MIXED/ASSORTED	2nd Harv Lac	Pound	<input type="text"/>	1
7055	Misc. Frozen (non-meat)	Frozen	1 pound	16-MIXED/ASSORTED	2nd Harv Lac	Pound	<input type="text"/>	1
7056	Non-Food Products	Dry	1 pound	12-HEALTH/BEAUTY CARE	2nd Harv Lac	Pound	<input type="text"/>	1

Get Weight | Process Receipt

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You are done!