



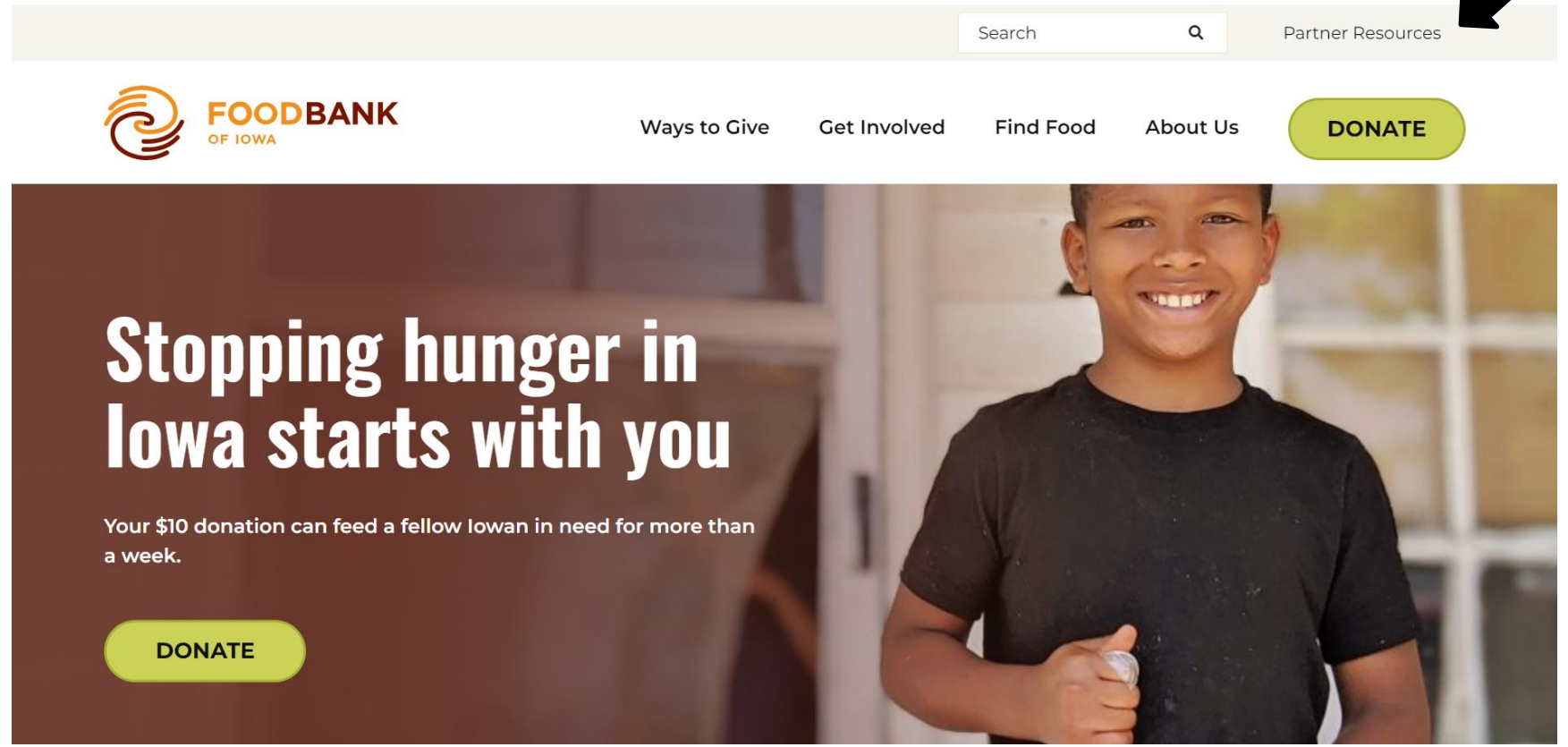
Retail Reporting Guide

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 website: click **“PARTNER RESOURCES”** then find **“Place an Order”** and click on **“log into partner site”**

This will open the following page:



Login

Agency Ref:

Username:

Password:

Login

V2.0.0.91

Closed Dates:

Monday, September 03, 2012 for Holiday

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 515-564-0330 ext. 225 or Sonja at 515-867-2890.

Home

[Home](#) [Your Cart](#)[Print Shopping List](#)

Welcome to The Food Bank of Iowa's Online Ordering System!

Notable Links

[USDA Food](#)
[Dating Article](#)
[USDA](#)
[Commodities](#)
[Recipe Ideas](#)

Ordering window: Please note, the ordering window is **7 business days**. This means that you will only be able to place orders for roughly a week ahead of time and no later. This is to help keep our inventory accurate, and increase the rate at which we can move through perishable items and produce. **Please do not try to order outside of this window as your order will be deleted and you will be required to re-submit closer to the date.** Don't hesitate to call or email with any questions or clarification. For example, if your delivery date is the 3rd Wednesday of the month, the earliest you could order for that date would be the 2nd Monday of the month. *If you cannot continue with the date selected it is likely too early to order. Please

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."

Agency Retail Pickup Receipts

Search:

Page size:

Receipt	Donor	Receipt Date	Expected Date	Warehouse	Origin City	Total Pounds
104149	Kwik Star #927	05/04/2022	05/04/2022	Des Moines Warehouse	Fort Dodge	33
104150	Target PFR #T0878	05/04/2022	05/04/2022	Des Moines Warehouse	Fort Dodge	102
103608	Target PFR #T0878	04/29/2022	04/29/2022	Des Moines Warehouse	Fort Dodge	273
103150	Target PFR #T0878	04/28/2022	04/28/2022	Des Moines Warehouse	Fort Dodge	406
103149	Kwik Star #927	04/26/2022	04/26/2022	Des Moines Warehouse	Fort Dodge	239
102833	Target PFR #T0878	04/13/2022	04/13/2022	Des Moines Warehouse	Fort Dodge	143
102832	Kwik Star #927	04/12/2022	04/12/2022	Des Moines Warehouse	Fort Dodge	63
102289	Kwik Star #927	04/06/2022	04/06/2022	Des Moines Warehouse	Fort Dodge	138
102290	Target PFR #T0878	04/06/2022	04/06/2022	Des Moines Warehouse	Fort Dodge	201
101854	Target PFR #T0878	03/30/2022	03/30/2022	Des Moines Warehouse	Fort Dodge	772
101853	Target PFR #T0878	03/28/2022	03/28/2022	Des Moines Warehouse	Fort Dodge	205
101155	Target PFR #T0878	03/23/2022	03/23/2022	Des Moines Warehouse	Fort Dodge	6
101154	Kwik Star #927	03/22/2022	03/22/2022	Des Moines Warehouse	Fort Dodge	139
100844	Target PFR #T0878	03/16/2022	03/16/2022	Des Moines Warehouse	Fort Dodge	106
100843	Kwik Star #927	03/14/2022	03/14/2022	Des Moines Warehouse	Fort Dodge	161
100165	Kwik Star #927	03/04/2022	03/04/2022	Des Moines Warehouse	Fort Dodge	67
100164	Target PFR #T0878	03/02/2022	03/02/2022	Des Moines Warehouse	Fort Dodge	206
100163	Kwik Star #927	02/28/2022	02/28/2022	Des Moines Warehouse	Fort Dodge	144
99503	Target PFR #T0878	02/23/2022	02/23/2022	Des Moines Warehouse	Fort Dodge	290
99502	Kwik Star #927	02/22/2022	02/22/2022	Des Moines Warehouse	Fort Dodge	79



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.

FOODBANK OF IOWA Logged as: 01044 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Agency Pickup** Statistics Other Agency Info My Docs [Order Entry](#)

Donor : Pickup Date

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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.

FOODBANK OF IOWA Logged as: 01441 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Agency Pickup** Statistics Other Agency Info My Docs [Order Entry](#)

Comment Reason nothing picked up

Agency pickup from: Kwik Star #927

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

You are done!

