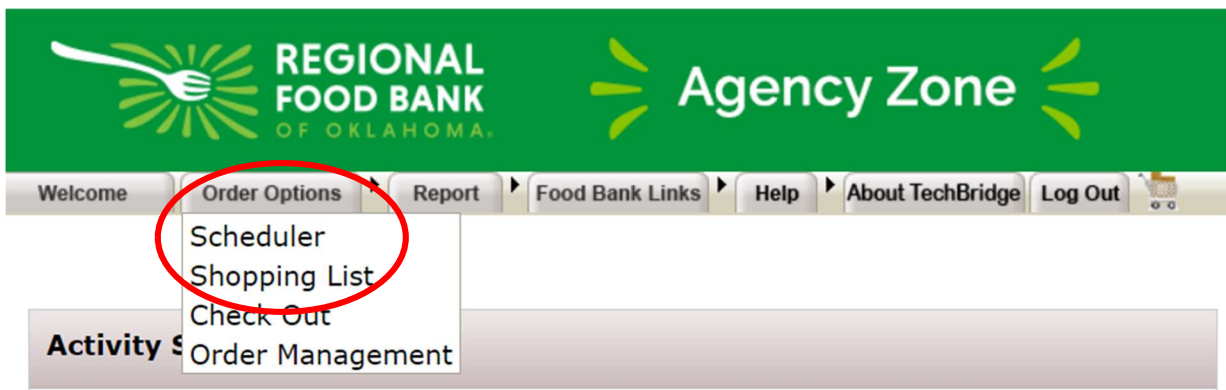


## Agency Express Ordering Guide for Non-Food Pantry Partners

Agency orders must be submitted by **8 AM 2 business days before** the delivery date. Click [here](#) or visit [agencyexpress3.org](http://agencyexpress3.org) to access Agency Express.

1. Sign in using your unique log-in information.
2. Close Activity Status Alert pop-up after reviewing.
3. Hover cursor over "Order Options" and click "Shopping List."

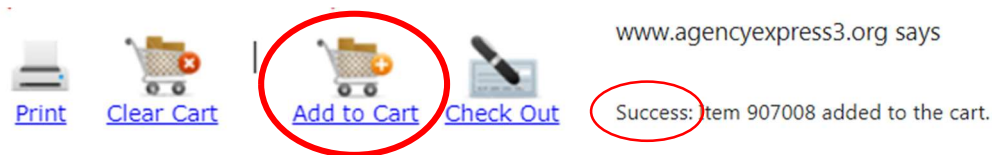


4. Enter the number of senior meal cases needed. Each case contains 36 of the same meal.

**Tip: Please Add to Cart requested items before leaving page**

Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price	VAP Fee	Pack Size
<input type="text"/>	24	<a href="#">907008</a>	Senior BBQ Chicken BBQ Chicken, Roll, Green beans, Peaches	CS	73.44	0.00	36/10oz






5. Click "Add to Cart" to add senior meals.



6. Verify order information and click "Submit Cart" to complete the order.

My Appointment		Shopping Cart Summary	
Reference Number: <b>P04646248</b>		<b>Total Due</b> <b>\$73.44</b>	<b>Total Line Items</b> <b>1</b>
Pickup/Delivery: <input type="button" value="Delivery"/> Date: <input type="text" value="10/25/2022"/> Time: <input type="text" value="08:30 AM"/>		<b>Gross Weight</b> <b>23 lbs</b>	<b>Total Cube Size</b> <b>2.28704 Cu. Ft.</b>
<b>Comment</b> (Please limit comment to 150 characters, no special characters (&, <, >, ", ', ). Anything over 150 characters will be cut off when PO is updated or submitted.) <input type="text"/>			<b>Estimated Delivery Fee</b> <b>\$0.00</b>

Shopping Cart										
 <a href="#">Print</a>  <a href="#">Clear Cart</a>  <a href="#">Continue Shopping</a>  <a href="#">Update Cart</a>  <a href="#">Submit Cart</a>										
Order Qty	Item No.	Description	Quantity	UOM	Gross Weight	Unit Price	Packaging Type	Pack Size	Handling Requirements	Special
<input type="text" value="1"/> Available Qty. [24]	<a href="#">907008</a>	Senior BBQ Chicken BBQ Chicken, Roll, Green beans, Peaches	1	CS	23	73.44	Tray Pack	36/10oz	Frozen Food	

**Please Note:**

- An automated system generated invoice will be sent to the email address on file when with each order processing. The invoice is for record keeping purposes only. *Please do not remit payment based on total listed on the invoice.*
- You will receive your billing statement in the middle of the following month. Payment is due within 60 days of statement date.

**Order and delivery questions/assistance:** RFBO Help Desk

Call/text 405-600-3152, helpdesk@rfbo.org, 6AM – 5PM Monday – Friday

**Program questions/assistance:** Sarah Edgin, office: 405-600-3198, sedgin@rfbo.org