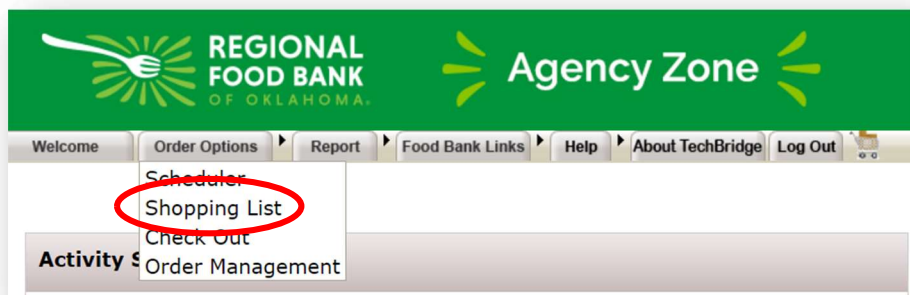


Agency Express User Guide

Orders must be submitted by **8AM 2 business days before** the delivery date.

1. Click [here](#) or visit *agencyexpress3.org* to access Agency Express.
2. Sign in using your unique agency log-in information.
3. Close Activity Status Alert pop-up after reviewing information.
4. Hover cursor over "Order Options" and click "Shopping List."




5. Enter the quantity of each applicable item(s) from inventory to order.

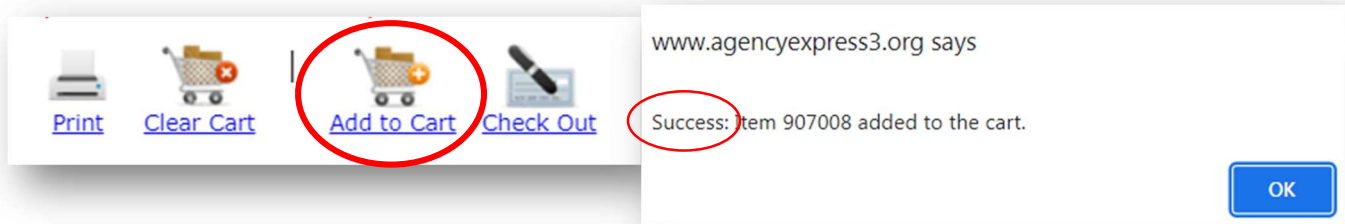
Tip: Please Add to Cart requested items before leaving page

Order Qty	Available Qty.	Item No.	Description	UOM	Unit Price	VAP Fee	Pack Size	Feature Type	Gross Weight	Favorite
<input type="text"/>	66	405101	Cereal - Hot and Cold Assorted Packaged by volunteers	CS	1.08	0.00	10 LB - Approx.	Assorted	10	<input type="checkbox"/>
<input type="text"/>	975	325705	Cereal Bars	CS	53.40	0.00	300/1 oz		30	<input type="checkbox"/>

View more information about an item by clicking the "Item number" hyperlink.
Click the camera icon (if available) to view an image of the item.

Gross Weight. 10	Item Name Cereal - Hot and Cold Assorted Packaged by volunteers	Handling Req. Dry
Extra Info. NA		Pack Size 10 LB - Approx.
Category Cereal		Price per Unit 1.80
Food Source DONATED		Picture 

6. Click "Add to Cart" to before proceeding to the next page.

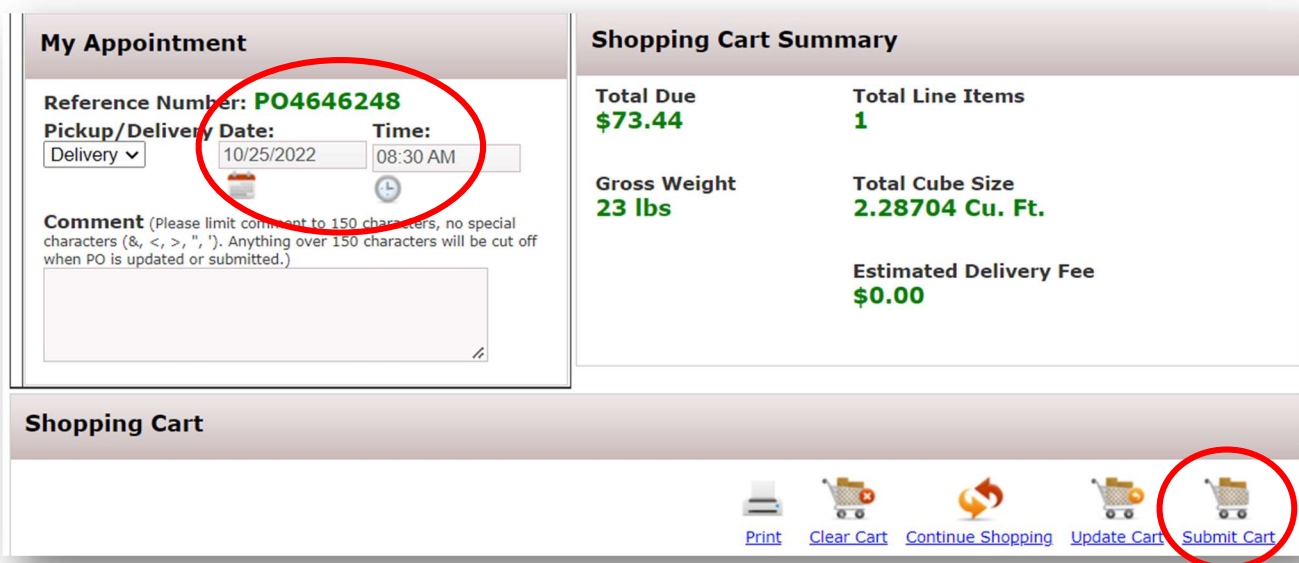


www.agencyexpress3.org says

Success: Item 907008 added to the cart.

OK

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



My Appointment

Reference Number: **PO4646248**

Pickup/Delivery Date: Time:

Comment (Please limit comment to 150 characters, no special characters (&, <, >, ", '). Anything over 150 characters will be cut off when PO is updated or submitted.)

Shopping Cart Summary

Total Due \$73.44	Total Line Items 1
Gross Weight 23 lbs	Total Cube Size 2.28704 Cu. Ft.
	Estimated Delivery Fee \$0.00

Shopping Cart

Print Clear Cart Continue Shopping Update Cart **Submit Cart**

Note:

- When the order is processed by RFBO, an automatic invoice will be sent to the email address(es) on file. *This invoice is for reference purposes only, please do not remit payment listed on the invoice.*
- You will receive your billing statement in the middle of the following month (after order processing). **Payment is due within 60 days from Statement issuance.**

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