Step-by-Step Product Ordering
The first step is to open the Home - Food Bank of WNY and click Agency Resources. Click ONLINE ORDERING.

Thank you so much for attending the 2017 H.O.P.E. Summit! Below you will find resources from the event.

H.O.P.E. Summit Resources

Agency Resources

AGENCY FORMS

Operation Support Grant 2017-2018
2017 – 2018 HFNAP Food Grant APP – fillable
Pantry Monthly Report
On-Site Monthly Report
Intake Form

FDA/Recall List

Recalls; Market Withdrawals and Sales
The first step is to open Home - Food Bank of WNY and click Agency Resources.

Click ONLINE ORDERING.

Type **** in **your agency number** and Press Tab.
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Type **** in your agency number and Press Tab.

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Click ONLINE ORDERING.

Type **** in your agency number and press Tab.

Type **** in your agency number and press Tab.

Type **** in your password.
The first step is to open Home - Food Bank of WNY and click Agency Resources.

Click ONLINE ORDERING.

Type **** in your agency number and Press Tab.

Type **** in your agency number and Press Tab.

Type **** in your password.

Click Login.
Please take a moment to read the following important information:

County Meeting Dates: Our county meetings have been scheduled! This year, it is required that at least one (1) representative from your agency attend. We will be providing important updates that will affect all agencies for the coming year. A healthy breakfast will be provided. We look forward to seeing each of you. - Stay tuned for more details!

**Dates and locations listed below. All meetings will take place between 10:00 a.m.-12:00 p.m.**

**Niagara County**
- Monday, March 12th
- Salvation Army - 7081 Buffalo Avenue, Niagara Falls 14304

**Chautauqua County**
- Wednesday, March 21st
- Park Methodist Church - 49 Sinclair Drive, Sinclairville 14782

**Erie County**
- Monday, March 19th
- Southtown Christian Center - 6619 Southwestern Boulevard, Lakeview 14085
- Friday, April 13th
- New Covenant Tabernacle Church - 345 McConkey Drive, Tonawanda 14223

**Cattaraugus County**
- Monday, April 16th
- Waring House - 164 North Union Street, Olean 14760

***Please note ErieCounty agencies will only need to attend one meeting.***

Also, if an agency representative is unable to attend the meeting specific to your county, you are always welcome to travel to one of the county meeting sites listed above.

We have updated the Food Bank of WNY website to include the hours of operation for EFRO agencies. If you notice that the hours do not match your current operating hours, please fill out an agency update form and either fax or email it immediately so we may update our site.
The first step is to open Home - Food Bank of WNY and click Agency Resources.

Click ONLINE ORDERING.

Type **** in your agency number and press Tab.

Type **** in your agency number and press Tab.

Type **** in your password.

Click Login.

Click Grants to see what funds your agency has to manage and when they will expire.

Don't forget to view any messages on the home screen.

Only the grants you have to manage will appear here. All "pooled" grants are available to any eligible agencies and will be indicated by a "yes" that it is covered by a grant. Your HPNAP and USDA are limited by your size code.

Click order entry.
Type **** in your agency number and press Tab.
Type **** in your password.
Click Login.
Click Grants to see what funds your agency has to manage and when they will expire.
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Click order enter.
Click calendar to choose a date (the default is the next available.)
A handy calendar is available on our website to view the next time we go to your distribution site. (Cattaragus, Chautauqua and Niagara)
Food Bank of WNY
Fighting Hunger One Day at a Time
Serving Cattaraugus, Chautauqua, Erie and Niagara Counties

Print Shopping List

Shipping Option

Method: 
Location: Chautauqua County 
Date: 03/19/2018

NOTE: You Cannot change shipping options once you click Continue. You must Cancel Order if you need to select different shipping options.

Continue
Type your password

Click Login

Click Grants to see what funds your agency has to manage and when they will expire.

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Click order enter

Click calendar to choose a date (the default is the next available.)

A handy calendar is available on our website to view the next time we go to your distribution site. (Cattaragus, Chautauqua and Niagara)

Click date

Click time box

Print Shopping List

Shipping Option

Method:
Location:
Date: 3/19/2018
Time:

NOTE: You cannot change shipping options once you click Continue. You must cancel order if you need to select different shipping options.

Continue

Food Bank of WNY
Fighting Hunger One Day at a Time
Serving Cattaraugus, Chautauqua
Erie and Niagara Counties
Click order enter
Click calendar to choose a date (the default is the next available.)
A handy calendar is available on our website to view the next time we go to your distribution site. (Cattaragus, Chautauqua and Niagara)
Click date
Click time box
Select "time you would like"
Click Grants to see what funds your agency has to manage and when they will expire.

Don't forget to view any messages on the home screen.

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Click order enter

Click calendar to choose a date (the default is the next available.)

A handy calendar is available on our website to view the next time we go to your distribution site. (Cattaragus, Chautauqua and Niagara)

Click date

Click time box

Select time you would like

Click Continue

Click Continue

Don't change shipping options once you click Continue. You must Cancel Order if you need to select different options.
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Click on products you want.
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Click order enter

Click calendar to choose a date (the default is the next available.)

A handy calendar is available on our website to view the next time we go to your distribution site. (Cattaraugus, Chautauqua and Niagara)

Click date

Click time box

Select time you would like

Click Continue

Click on products you want

**Type **** in the number of cases you want**

Look to the left for case size and if it is covered by a grant.

Placing a product order
Click View Cart
Placing a product order

Covered by a grant. Your HPNAP and USDA are limited by your size code.

Click order enter

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Click date

Click time box

Select time you would like

Click Continue

Click on products you want

Type **** in the number of cases you want

Look to the left for case size and if it is covered by a grant.

Click View Cart

Click name

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**Order Ref #146913**

**Contact Information**
- Name: [ ]
- Phone Number: [ ]
- Email Address: [ ]
- Comment: [ ]

**Shipping/Delivery**
- Method: Delivery
- Location: Chautauqua County
- Date: 3/19/2018
- Time: 1:00 PM
- Order Status: Entry NOT complete, Must Check Out

**Item Count: 7**

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Click on products you want
Type **** in the number of cases you want
Look to the left for case size and if it is covered by a grant.
Click View Cart
Click name
Type **** in your name
Click phone number

Placing a product order

<table>
<thead>
<tr>
<th>Order Ref #146913</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong></td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>E-Mail Address:</td>
</tr>
<tr>
<td>Comment:</td>
</tr>
<tr>
<td><strong>Shipping/Delivery</strong></td>
</tr>
<tr>
<td>Method:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
<tr>
<td>Order Status:</td>
</tr>
</tbody>
</table>

| Item Count: | 7 |
| Total Weight: | 283 |
| Purchase Cost: | $52.20 |
| Service Fees: | $38.24 |
| Total Cost: | $90.44 |

Grants Applied: $88.06
Payments: $0.00
Balance: $2.38

<table>
<thead>
<tr>
<th>Ref</th>
<th>Product</th>
<th>Storage</th>
<th>Type</th>
<th>Weight</th>
<th>Category</th>
<th>Price</th>
<th>Li</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030000971</td>
<td>WATER WILD CHERRY FLAVOR-4X10CT</td>
<td>Dry</td>
<td>03-BEVERAGES</td>
<td>17</td>
<td>Donated - Feeding America</td>
<td>$2.38</td>
<td>C</td>
</tr>
<tr>
<td>1040001313</td>
<td>ASSET CEREAL BY THE CASE/ DIFFERENT CASE SIZES</td>
<td>Dry</td>
<td>05-CEREAL</td>
<td>16</td>
<td>Donated - Feeding America</td>
<td>$2.24</td>
<td>C</td>
</tr>
<tr>
<td>1280000235</td>
<td>CARROTS 1 X 49 LBS</td>
<td>Refrigerated</td>
<td>28-PRODUCE</td>
<td>40</td>
<td>Donated - Produce</td>
<td>$6.86</td>
<td>B</td>
</tr>
<tr>
<td>1282349999</td>
<td>ONIONS / FRESH</td>
<td>Refrigerated</td>
<td>28-PRODUCE</td>
<td>50</td>
<td>Donated - Produce</td>
<td>$7.00</td>
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</tr>
<tr>
<td>6000000443</td>
<td>MIXED FRUIT IN JUICE</td>
<td>Dry</td>
<td>10-FRUIT CANNED/FROZEN</td>
<td>28</td>
<td>GOV-NYS HNAP PURCHASED</td>
<td>$19.11</td>
<td>C</td>
</tr>
</tbody>
</table>
A handy calendar is available on our website to view the next time we go to your distribution site. (Cattaraugus, Chautauqua and Niagara)

Click date

Click time box

Select time you would like

Click Continue

Click on products you want

Type **** in the number of cases you want

Look to the left for case size and if it is covered by a grant.

Click View Cart

Click name

Type **** in your name

Click phone number

Type **** in phone number

Click e-mail

Type **** in your e-mail

Placing a product order
Food Bank of WNY
Fighting Hunger One Day at a Time
Serving Cattaragus, Chautauqua, Erie and Niagara Counties

Order Ref #146913

You have 7 hours 57 minutes as of 3/9/2018 10:43:35 AM before your order is cancelled.

Contact Information
Name: Joan Smith
Phone Number: 935-7777
E-mail Address: jsmith@iorg
Comment: 

Shipping/Delivery
Method: Delivery
Location: Chautauqua County
Date: 3/10/2018
Time: 1:00 PM
Order Status: Entry NOT complete, Must Check Out

Item Count: 7
Total Weight: 282
Purchase Cost: $52.20
Service Fees: $20.24
Total Cost: $92.44

Grants Applied: $88.05 Payments: $0.00
Balance: $2.38

<table>
<thead>
<tr>
<th>Ref</th>
<th>Product</th>
<th>Storage</th>
<th>Type</th>
<th>Weight</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030000371</td>
<td>WATER/WILD CHERRY FLAVOR 4X10CT</td>
<td></td>
<td>03-BEVERAGES</td>
<td>17</td>
<td>Donated - Feeding America</td>
<td>$2.28</td>
</tr>
<tr>
<td>1040001310</td>
<td>ASSRT CEREAL BY THE CASE/ DIFFERENT CASE SIZES</td>
<td></td>
<td>05-CEREAL</td>
<td>16</td>
<td>Donated - Feeding America</td>
<td>$2.24</td>
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<tr>
<td>1280006228</td>
<td>CARROTS 1 X-40 LBS</td>
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<td>28-PRODUCE</td>
<td>49</td>
<td>Donated - Produce</td>
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<td>1283314999</td>
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<td>28-PRODUCE</td>
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<tr>
<td>1030000443</td>
<td>MIXED FRUIT IN JUICE</td>
<td></td>
<td>10-FRUIT CANNED/FROZEN</td>
<td>28</td>
<td>GOV-MYS HSNAP PURCHASED</td>
<td>$19.11</td>
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<tr>
<td>1030009998</td>
<td>PINEAPPLE TIDBITS IN JUICE</td>
<td></td>
<td>10-FRUIT CANNED/FROZEN</td>
<td>30</td>
<td>GOV-MYS HSNAP PURCHASED</td>
<td>$20.25</td>
</tr>
</tbody>
</table>
Click on products you want
Type **** in the number of cases you want
Look to the left for case size and if it is covered by a grant.

Click View Cart
Click name
Type **** in your name
Click phone number
Type **** in phone number
Click e-mail
Type **** in your e-mail
Click comment
Type **** in any relevant information you want to pass along

Notice the time at the top tells you how much longer you have to check out before order will be voided out.

Click Checkout

---

<table>
<thead>
<tr>
<th>Storage</th>
<th>Type</th>
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<th>Category</th>
<th>Price</th>
<th>Unit Measure</th>
<th>Available</th>
<th>Qty</th>
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<tbody>
<tr>
<td>Dry</td>
<td>Beverages</td>
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<tr>
<td>Refrigerated</td>
<td>Produce</td>
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<td>Donated - Produce</td>
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<tr>
<td>Refrigerated</td>
<td>Produce</td>
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<td>Donated - Produce</td>
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<tr>
<td>Dry</td>
<td>FrUIT CANNED/FROZEN</td>
<td>28</td>
<td>GOV-NYS HPNAP PURCHASED</td>
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<td>CASE</td>
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<td>1</td>
<td></td>
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<tr>
<td>Dry</td>
<td>FrUIT CANNED/FROZEN</td>
<td>30</td>
<td>GOV-NYS HPNAP PURCHASED</td>
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<td>CASE</td>
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<td>1</td>
<td></td>
</tr>
<tr>
<td>Frozen</td>
<td>Meats/Fish/Poultry/Protein</td>
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<td>GOV-NYS HPNAP PURCHASED</td>
<td>$21.12</td>
<td>CASE</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Click name
Type **** in your name
Click phone number
Type **** in phone number
Click e-mail
Type **** in your e-mail
Click comment
Type **** in any relevant information you want to pass along
Notice the time at the top tells you how much longer you have to check out before order will be voided out.

Click Checkout
You should get this message letting you know your request was submitted.

Click Logout
*confirmation on delivery time will follow a few days before arrival.*