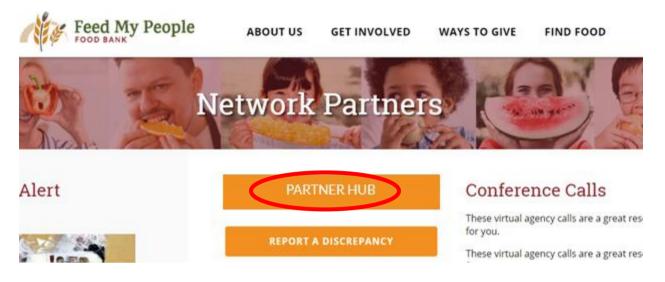
How to Access the Partner Hub

Starting March 1st there will be an orange button on the Network Partners page of our website that says "Partner Hub".



When you click on Partner Hub, it will take you to the login screen. Here you will enter your Agency Reference, User Name, and Password. This will log you into a page exclusive to your program.

Feed My People	
Agency Reference	***This information will be provided to you by
User Name	***This information will be provided to you by FMP***
Password	
Login Reset	

Once you are logged in, you will have the opportunity to shop (order product), enter statistics, see your order history and monthly statement, and more.



Ordering

• Click on Shop



• Browse through the inventory. Enter the amount you want in the quantity (qty) box and press Add to Cart.

Sort By -			Search Products 🗶 Q	Filters Ϋ 🔠 🔠
(DN700218) BAKERY ITEMS	Price: \$0.16 / Pounds	Qty	Limit - 164	Add to Cart
(DN700060) BEANS PINTO 6/41 OZ	Price: \$2.88 / Case		Limit - 100	Add to Cart
(DN700003) BEANS SPICY 12/15.5 OZ	Price: \$2.24 / Case	Qty	Limit - 405	Add to Cart
(DN700000) CHEESE GOUDA 12/16 OZ	Price: \$2.08 / Case	Qty	Limit - 43	Add to Cart
(DN700171) CHILI WITH BEANS 12/14 OZ	Price: \$1.92 / Case	Qty	Limit - 80	Add to Cart

• When searching products, you can use the product filters to narrow your list.

	1	Product Filters	×			Product Filters	
Pric	ce	\$0 \$1	1000		Price	\$ 0	
Cate	egory		Ξ		Category	Filter Category	=
Stor	rage	Donated Food			Storage		=
Nut	trition	Donated Non-Food	_		Nutrition	Dry	-
		Purchased Food	_		Nutrition	Frozen	
Price	e: \$0.16 / F	Purchased Non-Food	Limit - 164		Price: \$0.16 / F	Refrigerated	110010 404
Price	e: \$2.88 / C	USDA CFAP	Limit - 100		Driver 60 00 / C		Limit - 164
					_		
			Produ	uct Filters			
			Price \$0		\$ 848		

• You can also type into the search bar to narrow your list.

Sort By -			bean 🗙	C Filters T II II II
(DN700060) BEANS PINTO 6/41 OZ	Price: \$2.88 / Case	Qty	Limit - 100	Add to Cart
(DN700003) BEANS SPICY 12/15.5 OZ	Price: \$2.24 / Case	Qty	Limit - 405	Add to Cart
(DN700171) CHILI WITH BEANS 12/14 OZ	Price: \$1.92 / Case	Qty	Limit - 80	Add to Cart

• You can change your view options to List, Tile, or Condensed.



• Once you are done shopping, click on your shopping cart at the top of your screen.



• If everything looks good on your order, click on Proceed to Checkout. If you want to shop more, click Continue Shopping. If you do not want this order, click Cancel Order.

	(DN700218) BAKERY ITEMS	5.00	\$0.00	\$0.16	\$0.00	5 Update Cart	\$0.80	×
		Totals		Weight 131.00		Quantity 17	\$20.96	
•	Cancel Order				-	Continue Shopp	Din Proceed	to Checkout

- Your agency information will automatically fill in the categories below. Do not change any information on the checkout screen. The warehouse will make route or date adjustments as needed.
- If you normally get delivery but are picking this order up at the warehouse, just write pickup and the date in the notes box.
- Press Save

** The curr	ent order mu	ust be submitted by 02/03/2021 12:1	5 PM or it will	be cancelled in order to release the	he product f	or other agencies to use **
Shipping Method Leave route that loads		Is Delivery		Agency Contact Leave contact that loads	•	Delivery Pickup Notes
Pickup Warehouse Warehouse	*	Pickup Delivery Date 02/06/2021 10:15 AM		Agency Address Leave address that loads	. •	Thank you for your order.

• Once your order has been placed, you can track its status in the Order History.

Food BANK				1	Cart: 0 Item(s)	
Shop	Statistics	Order History	Grants	Other Agency Info	My Documents	Reports

- Orders currently being processed will be found under the Active tab.
- All previous orders that have been delivered will be found under the Complete Tab.

Orders	1								
orders									
Active	Complete								± Export Dat
	Order Ref	Status	Released	Picked	Confirmed	Delivery/Pickup	Order Warehouse	Entry Origin	Shipping Method

Other Important Ordering Information

- You have 2 hours to complete your order from start to finish before it will timeout.
- You cannot place a second order until the first order has been processed. To give the warehouse time to process your order, a second order cannot be placed until 12pm the following day.

Pending Order An existing order is currently being processed

• Produce now needs to be ordered two business days before with the rest of your order.

Entering Statistics

- · Statistics are due by the 5th of the following
- month. Click on Statistics
 Feed My People
 Cart: 0 Item(s)
 Shop Statistics
 Order History Grants
 Other Agency Info
 My Documents
 Reports
- Click on + Add New Agency Statistics

AGEN	NCY STAT	ISTICS			
Active	Inactive				Export Sta + Add New Agency Statistics
	Period Type	Collection Period	Effective Date	Comment	Submitted On

• Choose the month for which you are reporting statistics. Then press Save.

ADD STATISTICS (FP/	BACKPACK STATS)		
	1 Enter General Info	2 Enter Details	
	Filler General HIV	Fillel Malalla	
Save Reset			
January 2021			
December 2020			• 2021 - PR†MARIUS

• Enter in the statistics in the value column.

itatistic Name		Value Compent	
	× .	*	
1.1st visit of the month: # of individuals 0-17		0	
2.1st visit of the month: # of individuals 18-59		0	
3.1st visit of the month: # of individuals 60+		0	
4.1st visit of the month: # of households		0	
5.1st visit of the month: total # of pounds and vouchers		0	
6.Any additional visits of the month: # of individuals 0-17		0	
7.Any additional visits of the month: # of individuals 18-59		0	
8.Any additional visits of the month: # of individuals 60+		0	
9.Any additional visits of the month: # of households		0	
0.Any additional visits of the month: total # of pounds and vouchers		0	

• Click the bottom right arrow to show the 11th row for stats entry that is on the next page.

Period: January 2021			
Statistic Name		Value Compent	
	· ·	×	v
11.1st visit of the year: # of individuals		0	

• You do not need to press save after entering the data. It will automatically save for you.

Invoices/Statements



- Invoices will show up in My Documents after the order has shipped.
- Around the 10th of the month, a statement including all of the previous month's invoices will show up in My Documents. This statement will also be emailed to the billing contact.
- You will then be able to mail in one check for the amount listed on your monthly statement.
- If you have any questions about billing, please contact one of the following: oBob Evans, Business Manager at 715-835-9415 ext 118 or bob@fmpfoodbank.org oJudy Thompson, Office Manager at 71-835-9415 ext 100 or judy@fmpfoodbank.org