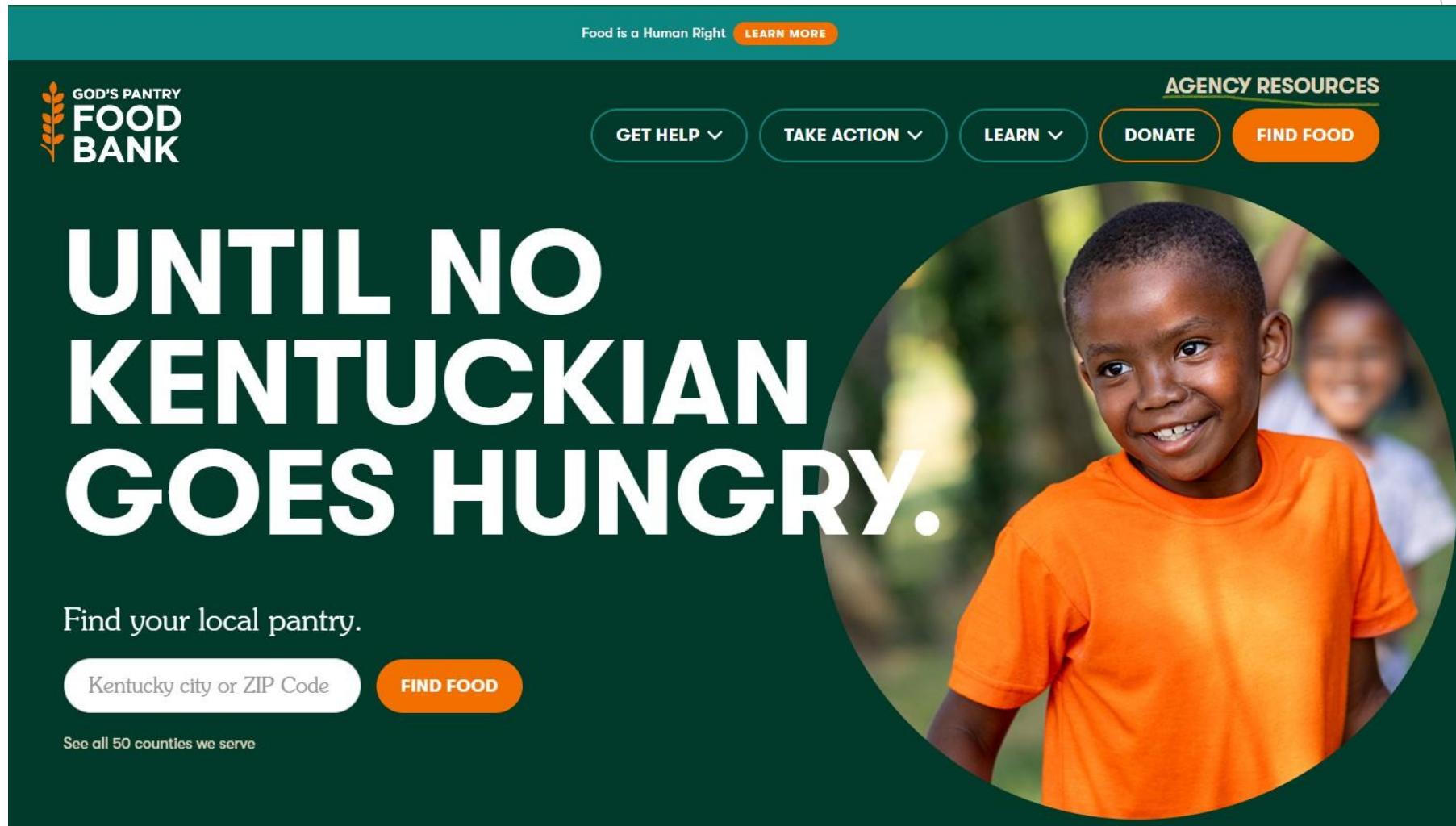




Agency Express Ordering

Logging in and placing orders into the Agency
Express order website

Open your internet browser and go to www.godspantry.org. Click on the link at the top of the page for Agency Resources.



The image is a screenshot of the God's Pantry Food Bank website. The header features a teal navigation bar with the text "Food is a Human Right" and a "LEARN MORE" button. Below the header, the God's Pantry Food Bank logo is displayed, featuring a stylized orange wheat stalk icon and the text "GOD'S PANTRY FOOD BANK". The main navigation menu includes "GET HELP", "TAKE ACTION", "LEARN", "DONATE", and "FIND FOOD". A large, bold, white text "UNTIL NO KENTUCKIAN GOES HUNGRY." is centered on the page. To the right of the text is a circular photograph of a young boy with short hair, wearing an orange t-shirt, smiling. Below the main text, there is a call to action: "Find your local pantry." followed by a text input field "Kentucky city or ZIP Code" and an orange "FIND FOOD" button. At the bottom left, there is a link "See all 50 counties we serve".



Order food for your pantry with Agency Express

The fees and weights listed in the online ordering system are an estimate only. Do not make payments based on those figures. The invoice that you receive when you pick up your order(s) is the final document with the correct amount due.

When you arrive on the Agency Resources page, you will see this image on the left side of the page.

This is the link to Agency Express where you can see our inventory and place orders for pickup or shipment.



This is the login screen. Type in your agency number, password and program code.



AGENCYExpress®

Login

User Name: *

Password: * [Forgot Password?](#)

Program Code: [Forgot Program Code?](#)

Remember me next time.

Need to clear your username and program code? [Click Here](#)

Log In



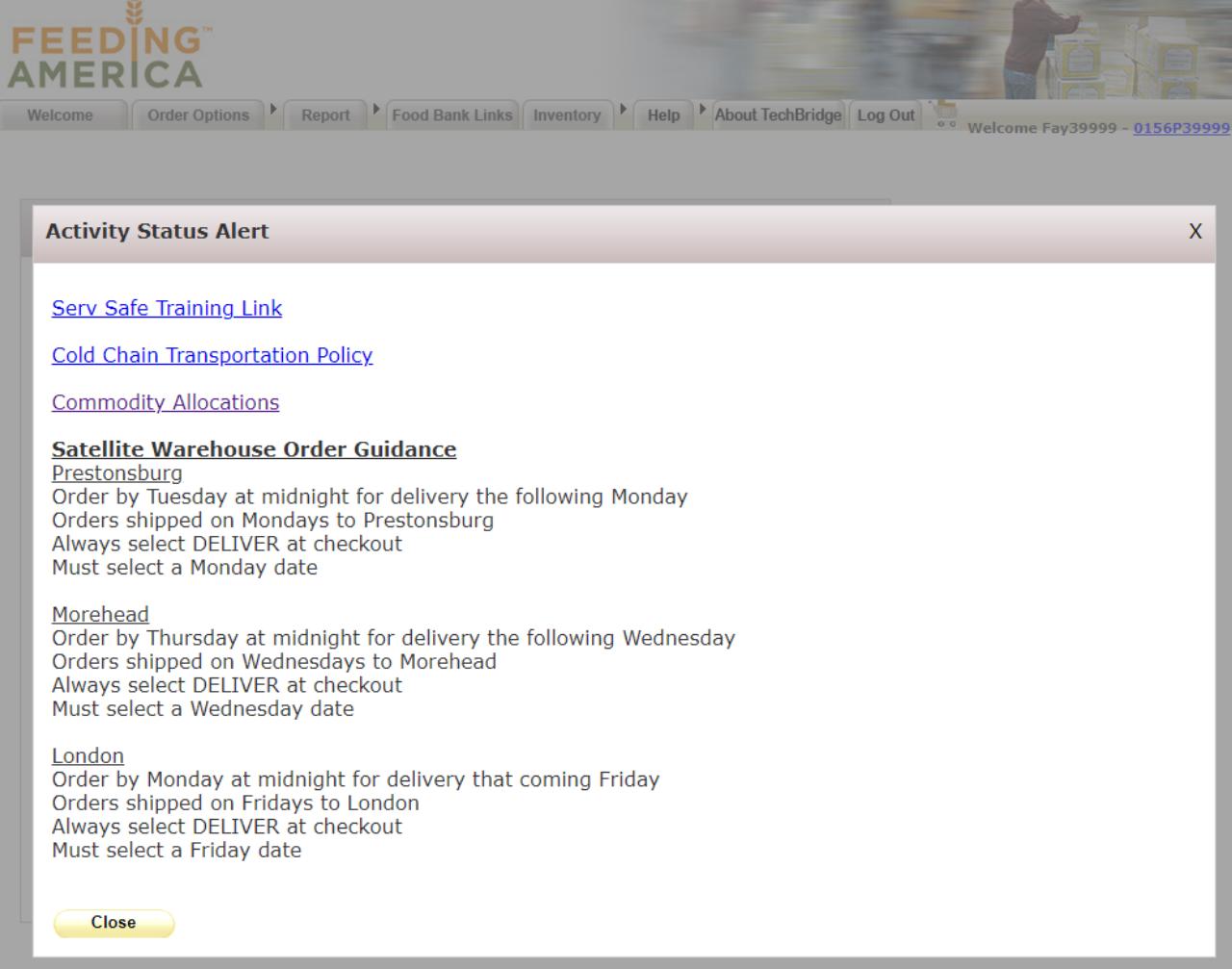
About TechBridge

TechBridge breaks the cycle of generational poverty through the innovative use of technology to transform nonprofit and community impact.

About Feeding America



This pop-up window will appear. You may close or X it out.



The screenshot shows a web browser window for FEEDING AMERICA. The top navigation bar includes links for Welcome, Order Options, Report, Food Bank Links, Inventory, Help, About TechBridge, Log Out, and a shopping cart icon. The user is logged in as 'Welcome Fay39999 - 0156P39999'. A pop-up window titled 'Activity Status Alert' is displayed in the center. The pop-up contains several sections of text with links: 'Serv Safe Training Link', 'Cold Chain Transportation Policy', and 'Commodity Allocations'. It also includes a section for 'Satellite Warehouse Order Guidance' for 'Prestonsburg', 'Morehead', and 'London', each with specific delivery instructions and date requirements. A 'Close' button is located at the bottom left of the pop-up.

Activity Status Alert X

[Serv Safe Training Link](#)

[Cold Chain Transportation Policy](#)

[Commodity Allocations](#)

Satellite Warehouse Order Guidance

Prestonsburg

Order by Tuesday at midnight for delivery the following Monday
Orders shipped on Mondays to Prestonsburg
Always select DELIVER at checkout
Must select a Monday date

Morehead

Order by Thursday at midnight for delivery the following Wednesday
Orders shipped on Wednesdays to Morehead
Always select DELIVER at checkout
Must select a Wednesday date

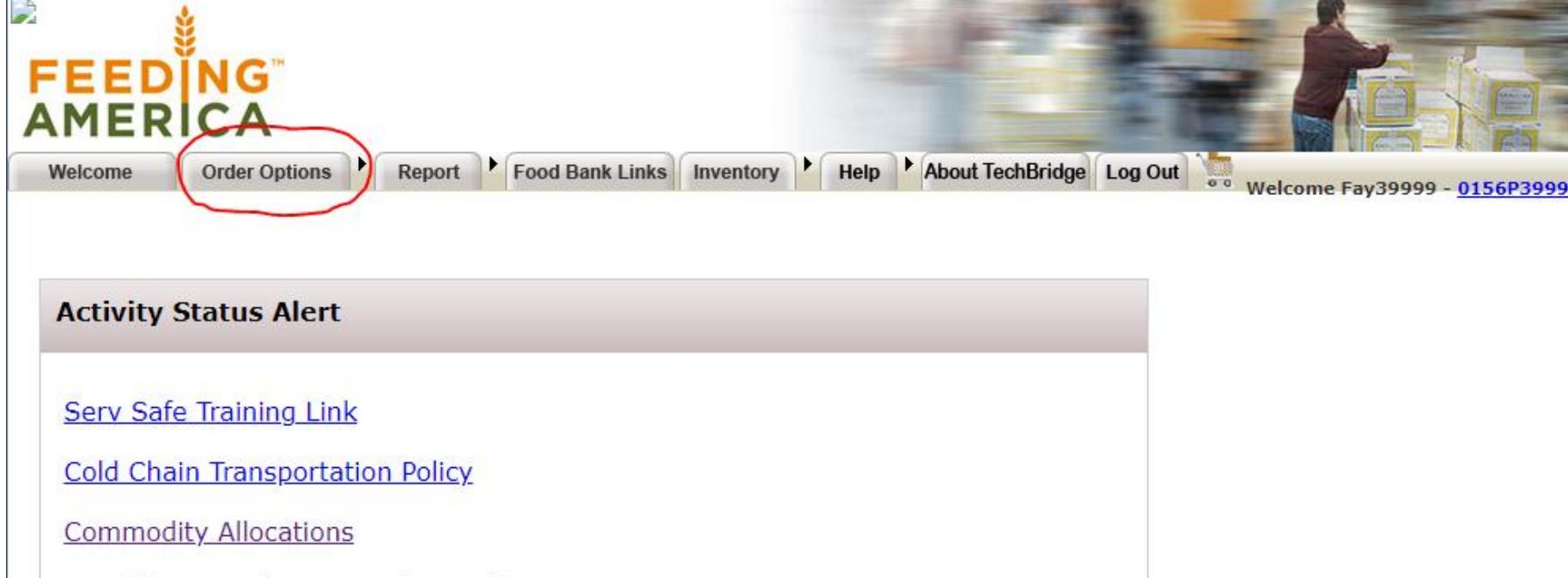
London

Order by Monday at midnight for delivery that coming Friday
Orders shipped on Fridays to London
Always select DELIVER at checkout
Must select a Friday date

Close

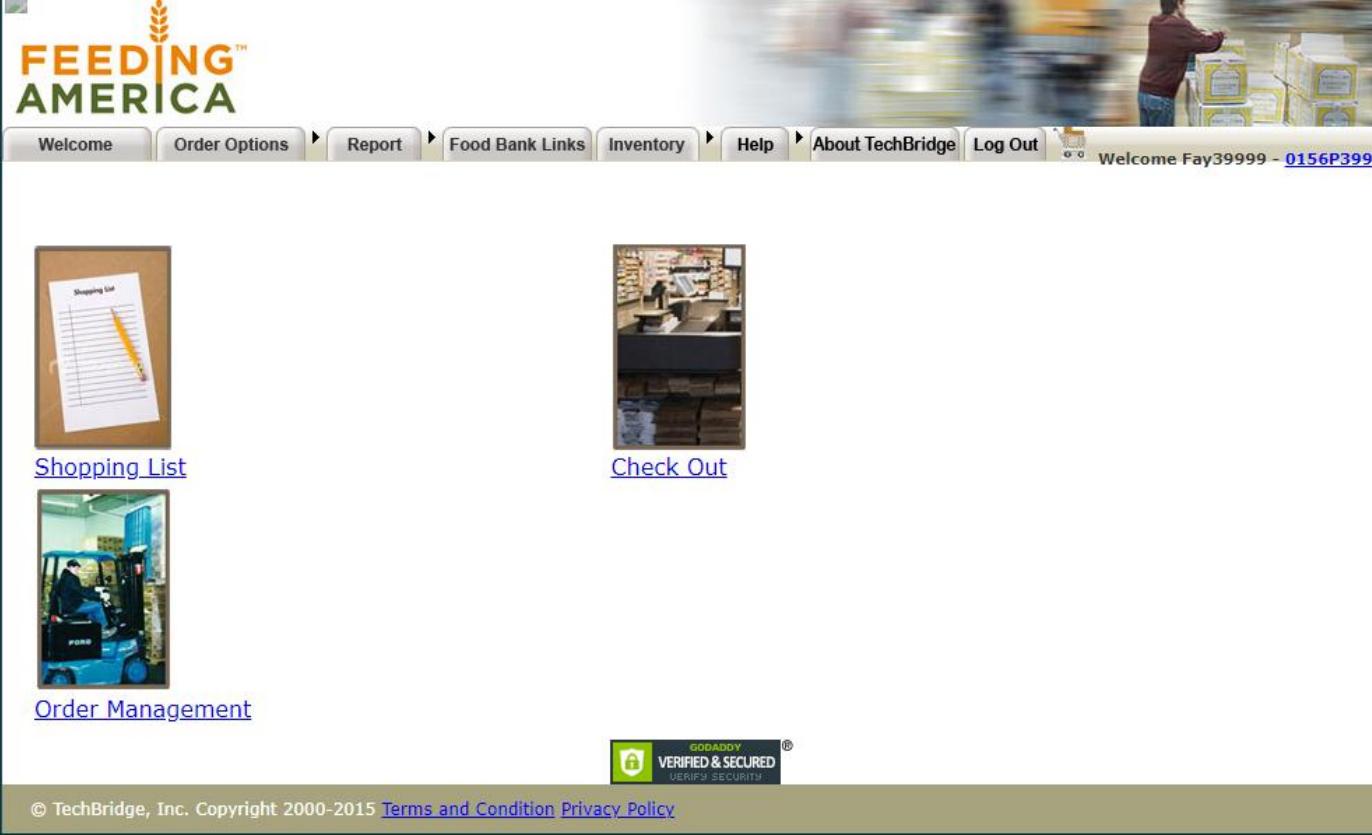
Once the pop-up window has been closed, you will see this. If you are a TEFAP agency, make sure to check the commodity allocations.

Then, click on the Order Options tab.



The screenshot shows the Feeding America TechBridge website interface. At the top, there is a navigation bar with the Feeding America logo on the left. The navigation items include: Welcome, Order Options (which is circled in red), Report, Food Bank Links, Inventory, Help, About TechBridge, and Log Out. To the right of the navigation bar, a welcome message reads "Welcome Fay39999 - 0156P39999". Below the navigation bar, there is a banner image of a person working in a warehouse. Underneath the banner, there is a section titled "Activity Status Alert" containing three links: "Serv Safe Training Link", "Cold Chain Transportation Policy", and "Commodity Allocations".

This is the Order Options menu. Click on the Shopping List link to begin placing your order. If you wish to see your order history, click on Order Management.



FEEDING AMERICA

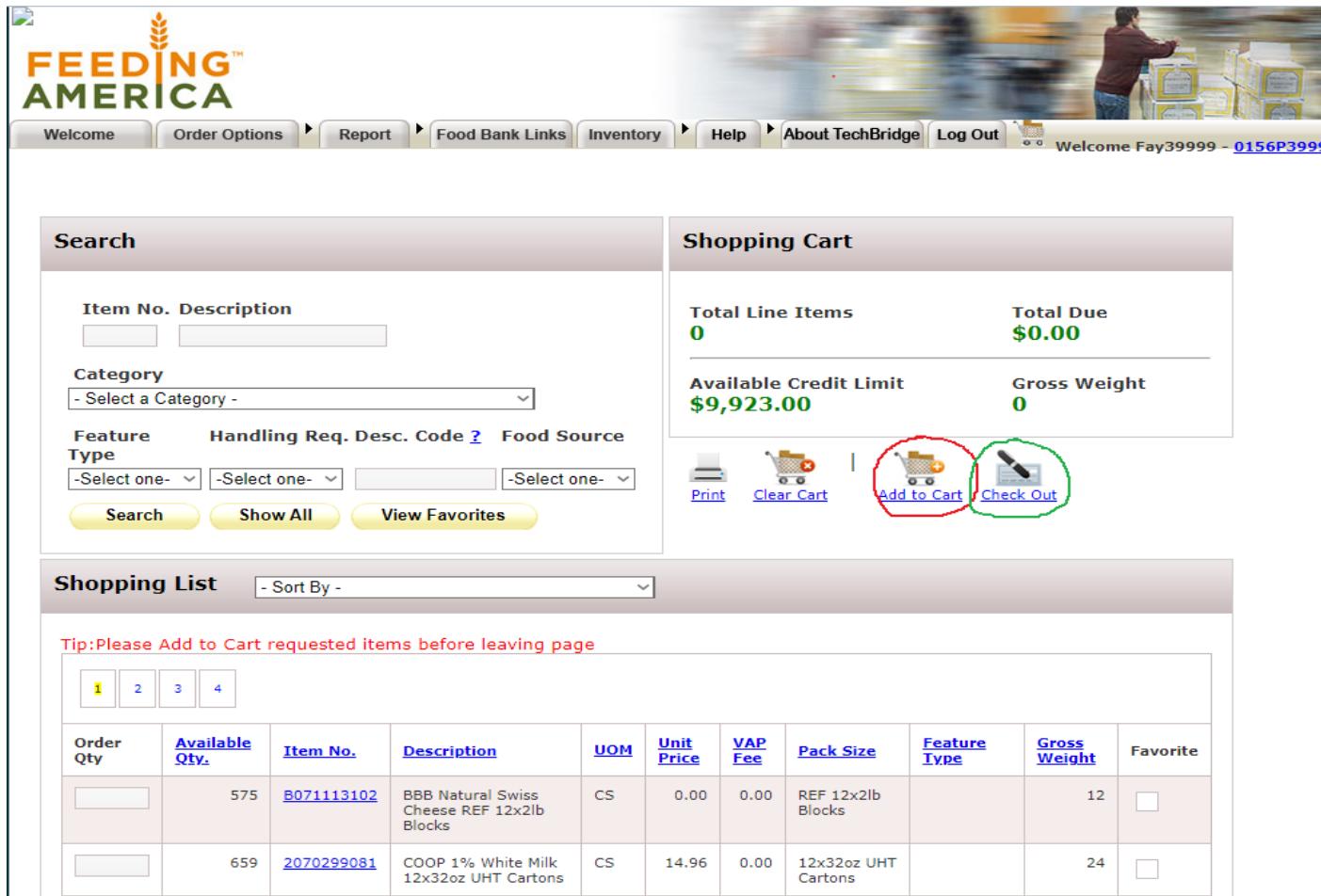
Welcome Order Options Report Food Bank Links Inventory Help About TechBridge Log Out Welcome Fay39999 - [0156P39999](#)

[Shopping List](#) [Check Out](#) [Order Management](#)

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GODADDY
VERIFIED & SECURED
VERIFY SECURITY

Next is the order page. Here you can search using the search tools, see your available credit limit, number of items ordered and the weight of your order. As you add items to your order, remember to hit “Add to Cart”. When you are finished, hit “Check Out”.



The screenshot shows the FEEDING AMERICA order page. At the top, there is a navigation bar with links: Welcome, Order Options, Report, Food Bank Links, Inventory, Help, About TechBridge, Log Out, and a welcome message for user Fay39999 with ID 0156P39999. The main content area is divided into several sections:

- Search:** Contains fields for Item No. and Description, a Category dropdown, and Feature Type dropdowns for Handling Req., Desc. Code, and Food Source. Buttons include Search, Show All, and View Favorites.
- Shopping Cart:** Displays Total Line Items (0), Total Due (\$0.00), Available Credit Limit (\$9,923.00), and Gross Weight (0). Buttons for Print, Clear Cart, Add to Cart (circled in red), and Check Out (circled in green) are shown.
- Shopping List:** A table with columns: Order Qty, Available Qty., Item No., Description, UOM, Unit Price, VAP Fee, Pack Size, Feature Type, Gross Weight, and Favorite. It shows two items:
 - Item No. B071113102: Description BBB Natural Swiss Cheese REF 12x2lb Blocks, UOM CS, Unit Price 0.00, VAP Fee 0.00, Pack Size REF 12x2lb Blocks, Feature Type, Gross Weight 12, Favorite (unchecked).
 - Item No. 2070299081: Description COOP 1% White Milk 12x32oz UHT Cartons, UOM CS, Unit Price 14.96, VAP Fee 0.00, Pack Size 12x32oz UHT Cartons, Feature Type, Gross Weight 24, Favorite (unchecked).

A tip at the bottom of the shopping list table reads: "Tip: Please Add to Cart requested items before leaving page".

Once you click on “Check Out”, you will come to this page for scheduling your order for pickup or delivery.

If you are picking up in Lexington, select “Pickup”. If you are picking up at another warehouse or a drop location, select “Delivery”. Then, you will click on the calendar to choose the day for your order to be shipped or available. Finally, click on the clock to set the time you will pickup. Please note, for deliveries the time default is always 6 AM. That is not your pick up time, just the system default.

My Appointment

Reference Number: **PO4440066**

Pickup/Delivery Date: Time:

-Select-

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 \$0.00	Total Line Items 0
Gross Weight 0 lbs	Total Cube Size 0 Cu. Ft.
Available Credit Limit \$9,923.00	Estimated Delivery Fee \$0.00

Shopping Cart

[Print](#) [Clear Cart](#) [Continue Shopping](#) [Update Cart](#) [Submit Cart](#)

You're almost done! Make sure to click "Submit Cart" to send your order to God's Pantry Food Bank!

My Appointment

Reference Number: **PO4440066**

Pickup/Delivery Date: Time:

-Select-   

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 \$0.00	Total Line Items 0
Gross Weight 0 lbs	Total Cube Size 0 Cu. Ft.
Available Credit Limit \$9,923.00	Estimated Delivery Fee \$0.00

Shopping Cart

[Print](#) [Clear Cart](#) [Continue Shopping](#) [Update Cart](#) [Submit Cart](#)



Please note: the "Total Due" above is not an exact total. Please pay from your invoice or monthly statement!

You're finished! Your order has been sent to the food bank, and will be ready for you on the date you specified. Please remember we have a four business day window for order processing. To make things simple, plan to place your orders one week ahead!

