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.

*****This information will be provided to you by FMP*****

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.
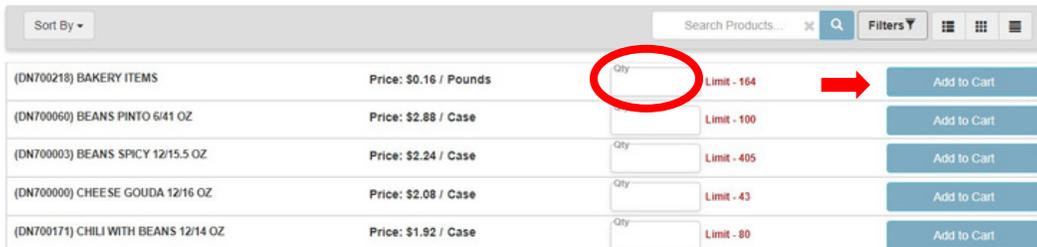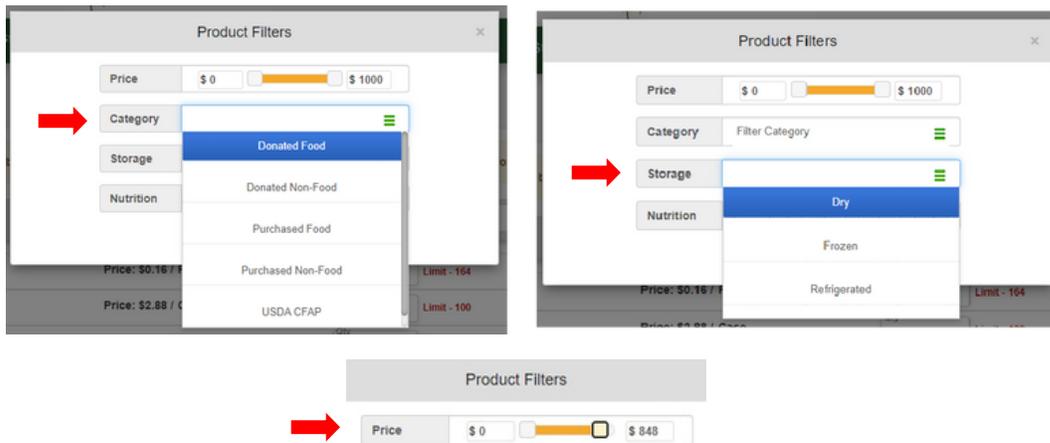
Ordering

- Click on Shop

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

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

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

- 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 | Price $20.96 | |

Cancel Order   Continue Shopping   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

CHECKOUT

** The current order must be submitted by 02/03/2021 12:15 PM or it will be cancelled in order to release the product for 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.

Save   Reset

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

🌾 Feed My People FOOD BANK   🛒 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.

ORDER HISTORY

Orders

Active   Complete   ⬇ Export Data

Order Ref   Status   Released   Picked   Confirmed   Delivery/Pickup   Order Warehouse   Entry Origin   Shipping Method
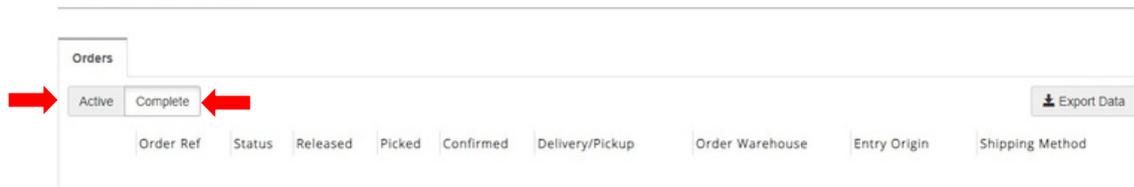
Other Important Ordering Information

- 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.
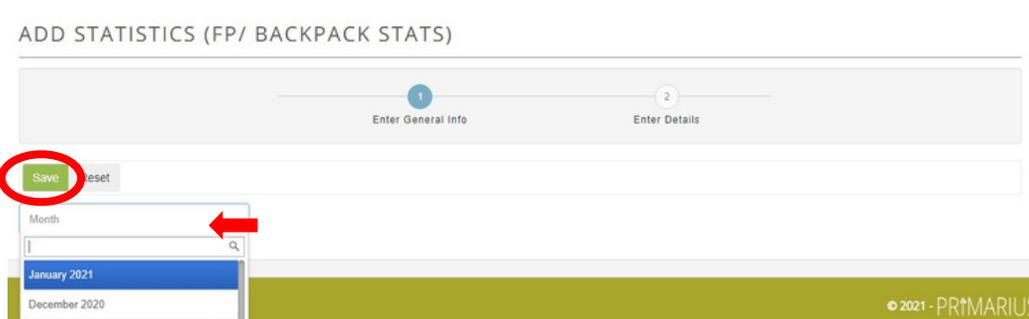
Entering Statistics

- Statistics are due by the 5th of the following
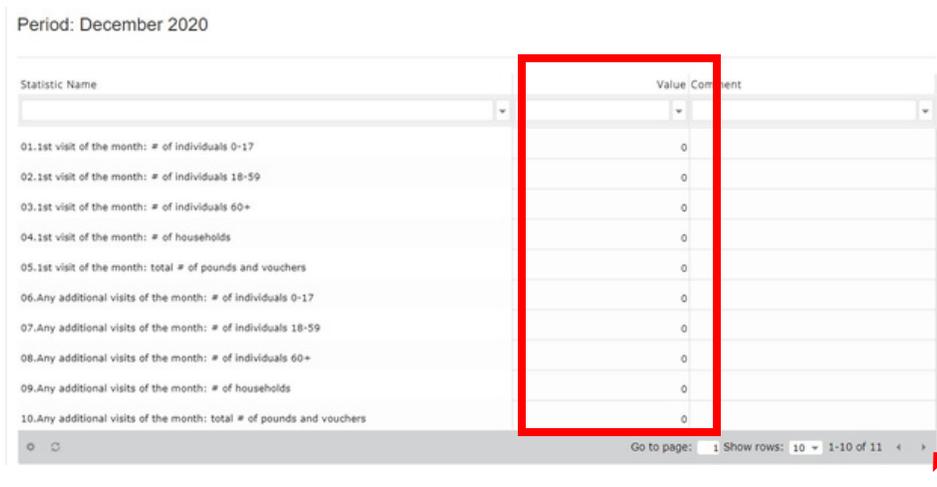- month. Click on Statistics

- Click on + Add New Agency Statistics

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

- Enter in the statistics in the value column.

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

- 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