

The team has offered inventory support for high demand foods such as produce, meat or milk during your order window. Making order adjustments on your behalf creates inventory discrepancies for other agencies ordering at the same time. ***To support equitable distribution for the entire region, Agency Support will no longer add items to orders after they have been submitted.*** The intent behind the process change is to keep our costs low and share support resources fairly with all our partners.

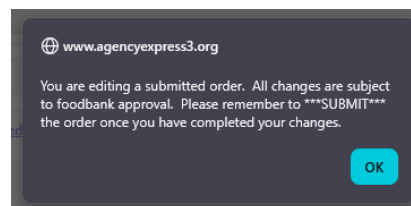
It is possible to submit orders for delivery (with a specific delivery appointment) outside of the 24-hour order window. When we close the order window at 7 am, we release all orders for picking and palletizing. Processing orders after that creates inventory discrepancies for agencies who order within the new 24-hour window. ***The team will reject orders received after the order window closes.***

PROCESS TO EDIT AN ORDER:

Shoppers can edit their orders after submitting their cart. Under “Order Management”, find the order you wish to alter. Select the pencil graphic to edit the order.

	Reference Number	Created By	Status	Gross Weight	Total Price	Pickup/Delivery Date	Admin Edited	Modified Date
  	PO6216130	Admin	Acknowledged	430.00	\$0.00	05/20/2026		05/18/2026

The following popup will display:



Now you can make changes to your cart. Once you have made your selections, select “Submit Cart”. If you decide no changes are necessary, select “Cancel Edit”.

My Appointment

Reference Number: **PO6216130**

Pickup/ Delivery **Date:** **Time:**

Delivery

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

Gross Weight
430 lbs

Total Line Items
2

Total Cube Size
0 Cu. Ft.

Estimated Delivery Fee
\$0.00

Cancel Edit

Shopping Cart

Top Off

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

Order Qty	Item No.	Description	Quantity	UOM	Gross Weight	Unit Price	Packaging Type	Pack Size	Handling Requirements
20 Available Qty. [792]	R000019	Cereal, Sunflower Cocoa	20	CASE	240	0.00		4/Case, 3lb/ Bag	DRY
5 Available Qty. [18]	D000300	Alkaline Water	5	CASE	190	0.00		12/Case, 50.7oz/ Bottle	DRY

Make sure to select “Cancel Edit” if you have made no changes. The order status will remain in “Editing” unless you cancel or submit the cart. Once canceled, the status will revert to “Acknowledged”.

	Reference Number	Created By	Status	Gross Weight	Total Price	Pickup/Delivery Date	Admin Edited	Modified Date
	PO6216130	Admin	Editing	430.00	\$0.00	05/20/2026		05/18/2026

	Reference Number	Created By	Status	Gross Weight	Total Price	Pickup/Delivery Date	Admin Edited	Modified Date
	PO6216130	Admin	Acknowledged	430.00	\$0.00	05/20/2026		05/18/2026

Once you submit the cart, a new order confirmation will generate.

June 25, 2026