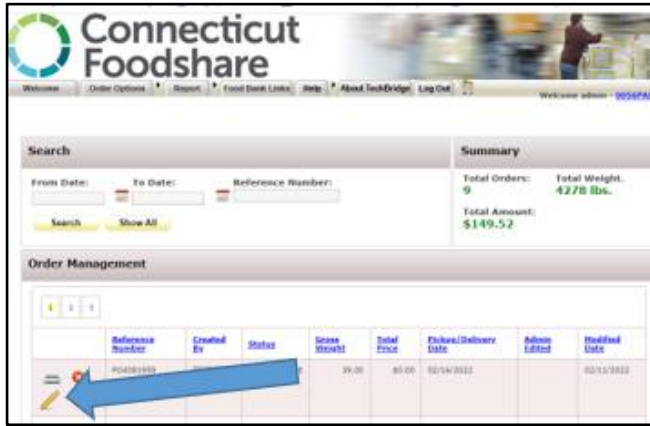
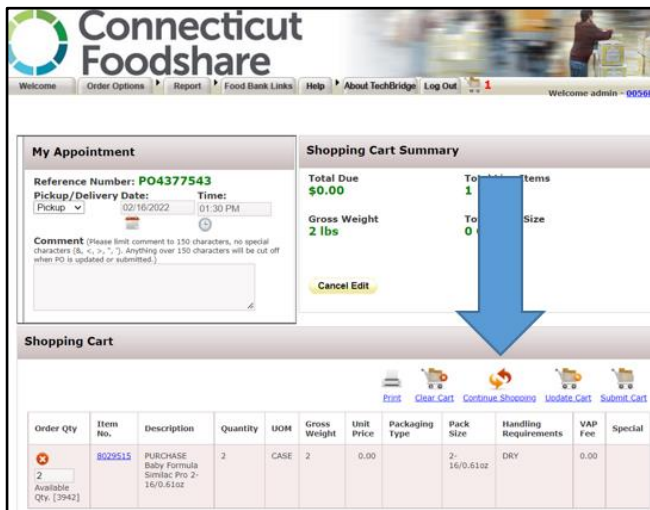


How to Edit an Order in Agency Express



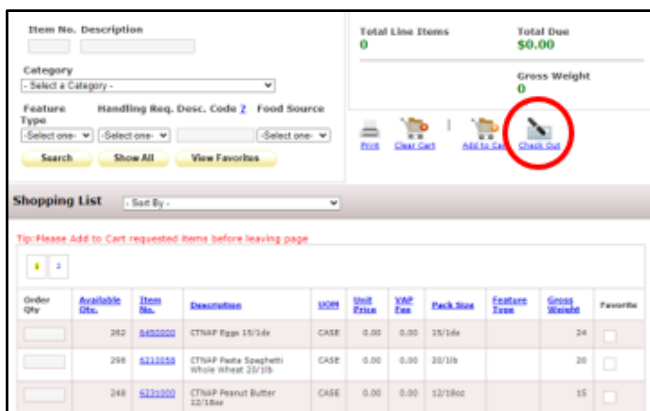
Click on the “Order Options” tab

- Then choose “Order Management”
- Select the PENCIL to view your order



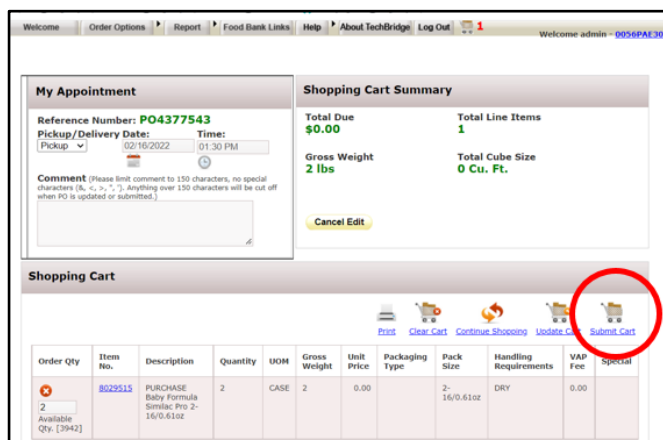
Click on “Continue Shopping”

- Add items to your order



Click on Check Out to return to your order

- Review your shopping cart
- Make adjustments as needed



Next, **SUBMIT** the Order by clicking on “Submit Cart”

Remember: You **must click “SUBMIT Cart”** after you are sure your order is complete and you are finished.

If you didn't add any items to your order BUT you clicked on the pencil – before you log out, click on “CANCEL EDIT” or you will receive an unsubmitted cart email (see sample below)

The screenshot shows a web interface with two main sections: 'My Appointment' and 'Shopping Cart Summary'. The 'My Appointment' section includes a reference number (PO4381959), a pickup/delivery date (02/16/2022), and a time (01:30 PM). The 'Shopping Cart Summary' section shows a total due of \$0.00, total line items of 3, gross weight of 39 lbs, and total cube size of 0 Cu. Ft. A 'Cancel Edit' button is circled in red in the 'My Appointment' section. Below these sections is a 'Shopping Cart' table with columns for Order Qty, Item No., Description, Quantity, UOM, Gross Weight, Unit Price, Packaging Type, Pack Size, Handling Requirements, VAP Fee, and Special.

Order Qty	Item No.	Description	Quantity	UOM	Gross Weight	Unit Price	Packaging Type	Pack Size	Handling Requirements	VAP Fee	Special
1	111111	DONAT Macaroni Cheese 24/7.5oz	1	CASE	15	0.00		24/7.5oz	DRY	0.00	
1	111111	DONAT Detergent Dish 6/38oz	1	CASE	14	0.00		6/38oz	DRY	0.00	
1	111111	DONAT Lettuce Romaine Hearts 12/3ct	1	CASE	15	0.00		12/3ct	REF	0.00	

Unsubmitted Cart Email looks like this.

Warning - Unsubmitted Cart

donotreply@techbridge.org
To: Sherry Grant

Mon 2/14/2022 6:03 PM

CAUTION: This email is from outside the organization!
Exercise caution when opening attachments or clicking links, especially from unknown senders.

Jh-oh! You have not submitted your order! Please login and submit or cancel the order. You will receive a confirmation e-mail with your order attached upon successful submission. The following PO(s) have not been submitted to your Food Bank.

PO	Create Date	Pick-Up/Delivery Date	Time
PO4381959	02/11/22	02/16/22	01:30 PM

Item Description	Quantity	UOM
DONAT Macaroni Cheese 24/7.5oz	1	CASE
DONAT Detergent Dish 6/38oz	1	CASE
DONAT Lettuce Romaine Hearts 12/3ct	1	CASE

- The Walker Group