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)

Unsubmitted Cart Email looks like this.

Warning - Unsubmitted Cart

donotreply@techbridge.org

To: Sherry Grant

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

Uh-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.

<table>
<thead>
<tr>
<th>PO</th>
<th>Create Date</th>
<th>Pick-Up/Delivery Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO43B195</td>
<td>02/11/22</td>
<td>02/16/22</td>
<td>01:30 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DONAT Macaroni Cheese 24/7.5oz</td>
<td>1</td>
<td>CASE</td>
</tr>
<tr>
<td>DONAT Detergent Dish 6/38oz</td>
<td>1</td>
<td>CASE</td>
</tr>
<tr>
<td>DONAT Lettuce Romaine Hearts 12/1ct</td>
<td>1</td>
<td>CASE</td>
</tr>
</tbody>
</table>