

# Online Ordering for Agencies



With Second Harvest Food Bank  
of Santa Cruz County

Online Ordering website:  
[wms.thefoodbank.org](https://wms.thefoodbank.org)

# Online Ordering

---

- ❑ Be sure to place orders 48 hours in advance.
- ❑ Log onto **wms.thefoodbank.org**
- ❑ You will see a sign in screen. Next to Agency, type your Agency number. Your Agency number is also your password.
- ❑ Click '**Enter**'

# Begin to Order

---

- When you are at the homepage click **'view daily menu'** on the left hand side of the webpage.
- When you see 'Daily menu' **select the date** and this will bring you to our daily menu.
- **Enter the amount of cases or pounds** that you wish to purchase next to each item.

- 
- When you have finished entering the amount you want to purchase, select **'Preview order'**.
  - Scroll down and add anything additional, such as preferred delivery time or special instructions.
  - (**Remember delivery or pick up time must be at least 48 hours after ordering**).

- 
- Under 'Purchase order' type in your **name**.
  - When you have finished entering everything, click '**Submit Order**'.
  - A pop up will show up that says 'The new balance exceeds the credit limit. Do you wish to continue?' Make sure to click '**OK**'.

- 
- ❑ Congratulations! You have successfully ordered online.



- 
- If you do not want your order delivered you can pick it up at the food bank. **Pick up time is Tuesday - Friday 8:00am-3:00pm.**