Online Ordering for Agencies

With Second Harvest Food Bank of Santa Cruz County

Online Ordering website:

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.